



Contract Holder

Contract GS-29F-0009U

FEDERAL SUPPLY SERVICE

Authorized Federal Supply Schedule Price List

COMPREHENSIVE FURNITURE MANAGEMENT SERVICES (CFMS)

FEDERAL SUPPLY SCHEDULE 71-II-K

SIN 712-1 Project Management (Furniture/Furnishings Related)

SIN 712-4 Furniture Design/Layout

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Contract Number: GS-29F-0009U

Contract Period: 10 January 2008 through 9 January 2013

For more information on ordering from Federal Supply Schedules, click on the FSS Schedule link at: <http://www.gsa.gov>. On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order are available through GSA Advantage!®; <http://www.gsaadvantage.gov>.

Why choose LEO A DALY for Comprehensive Furniture Management Services (CFMS)?

LEO A DALY brings unparalleled experience to your projects.

“LEO A DALY’s work effort exceeded expectations . . . responded quickly, met all deadlines, and provided a quality end product. All personnel have been extremely cooperative and professional.”

Randall R. McMasters, Project Manager,
Department of Veterans Affairs

EXCELLENCE BEYOND EXPECTATIONS

Strong client relationships have helped LEO A DALY become a leader in the design of the built environment, and one of the largest planning, architecture, engineering, interior design, and program management firms in the world. Since 1915, we have had an unyielding focus on design excellence to create exceptional spaces that enhance and enrich the human experience. We value our clients and work toward lasting relationships, and this commitment motivates us towards client satisfaction. A significant portion of our work is through repeat clients who value the same commitment to excellence and the service they receive from LEO A DALY.

AN EXTENSIVE TEAM OF EXPERIENCED PROFESSIONALS

LEO A DALY offers a multidisciplinary team of professionals skilled at providing comprehensive management support for design, reconfiguration, relocation, and resizing of offices spaces and similar facilities, as well as complete design, space planning, and interior consultation. The firm is committed to employing its resources and capabilities to create innovative solutions that satisfy program objectives. Our team is already in place and available to respond to your needs.

A FIRM, ESTABLISHED UNDERSTANDING OF FEDERAL REQUIREMENTS AND EXPECTATIONS

LEO A DALY has been serving federal clients for more than 90 years, building an established understanding of federal requirements and expectations. This understanding creates opportunities for cost savings and performance efficiencies. The firm’s multidisciplinary service offering and team approach allows for “big picture” thinking to fit today’s needs into master plans and department goals.

PROJECT APPROACH

LEO A DALY believes the three most important components of a project are a comprehensive understanding of the project scope, communication throughout the life of the project, and a commitment to provide quality service. The “4 Cs”—commitment, cooperation, communication, and coordination—summarize our approach.





LEO A DALY understands that the government is looking for reliability, quality, and efficiency, working within strict schedule and budget constraints. We have extensive experience meeting and exceeding the needs of government clients and provide consultation services under the GSA CFMS Federal Supply Schedule:

SIN 712-1: PROJECT MANAGEMENT

Services include comprehensive management support for projects covering design, reconfiguration, relocation, and re-sizing of office spaces and similar facilities. LEO A DALY will work as a partner with the customer organizations to manage the projects to ensure they meet the customers' requirements. Examples of project management services may include, but are not limited to:

- Developing project management plans and implementation strategies
- Developing, managing, and coordinating project phasing
- Identifying significant issues related to the project
- Assisting in the preparation of budget requirements for the design, acquisition, delivery, and installation of furnishings and equipment
- Managing the interior design process
- Ensuring compliance with applicable codes and regulations
- Overseeing deliveries and installations to ensure adherence to scope of work, installation standards, and accurate placement of furniture according to plan
- Managing logistics of interior renovations and furniture installation
- Determining feasibility by space forecasting and building analyses

SIN 712-4: DESIGN/LAYOUT

Services cover complete design, space planning, and interior consultation. Examples of design/layout services may include, but are not limited to:

- Evaluating the customer's overall office space and furniture requirements, existing inventory, space standards, functional office environment, work flow, and special space or electrical/data requirements
- Formulating design solutions
- Developing detailed plans based on the service provider's evaluation and proposed design solutions
- Providing documentation in printed and electronic formats
- Producing drawings and other documentation containing sufficient detail of design intent for use by all parties, such as electricians, furniture installers, etc.
- Developing furniture, furnishings and equipment specifications
- Coordinating and obtaining plan approval by the customer agency and its sub-components



LABOR CATEGORY DESCRIPTIONS



PRINCIPAL

Responsibilities

Officer in firm responsible for project strategy, staffing, policies, contracts, and resources to ensure successful project completion. Serves as the executive liaison for the client and project team.

Qualifications

Typically at least a four-year degree in related discipline and 15 years of relevant experience. Certification or registration in design-related field.

PROJECT MANAGER

Responsibilities

Responsible for providing project leadership to develop the strategy to execute the project, control budget and schedule, manage other team members, and ensure quality control. Serves as the communication lead for the client and the project team. Leads key presentations, including presentation of consulting recommendations.

Qualifications

Typically at least a four-year degree in related discipline and 10 years of relevant experience. Certification or registration in design-related field.



SENIOR PROFESSIONAL

Responsibilities

Responsible for leading the research, data-gathering, synthesis, and analysis phases of management consulting projects, and working with the Project Manager to formulate recommendations. Participates in most presentations to clients. Typically provides day-to-day leadership of individual tasks.

Qualifications

Typically at least a four-year degree in related discipline and five years of relevant experience. Certification or registration in design-related field.

LABOR CATEGORY DESCRIPTIONS



PROFESSIONAL

Responsibilities

Responsible for supporting Project Manager or Senior Professional in technical excellence of the project. Typically performs detailed data gathering and key research (e.g. to determine the regulatory context for the project); performs calculations (e.g. for cost benefit analyses); and prepares drafts of project deliverables. Responsible for the efficient writing of the sections of project deliverables (reports, briefings slides), preparation of data tables, and double-checks all citations.

Qualifications

Typically at least a four-year degree in related discipline and two years of relevant experience. Certification or registration in design-related field.

TECHNICIAN/DRAFTSMAN

Responsibilities

Provides non-technical, routine, and basic support for assigned projects. Completes detailed drawings from sketches, plans, specifications, and written and verbal instructions using computer-aided drafting programs.

Qualifications

Typically at least a computer certificate/degree or equivalent CADD class training and a minimum of one to three years experience.

CLERICAL/ADMINISTRATIVE

Responsibilities

Provides office support to the project team. Responsible for managing project office, general office machines, and systems, including data entry, e-mail, filing, copying, scanning, mail processing and routing, and organizing, producing, and monitoring updates of reports.

Qualifications

Typically at least a high school diploma or GED equivalent and two years of relevant experience.

TERMS AND CONDITIONS



- 1a. **Awarded special item numbers:**
SIN 712-1 Project Management (Furniture/Furnishings Related)
SIN 712-4 Furniture Design/Layout
- 1b. **Price list:** See page 5
- 1c. **Labor category descriptions:** See page 6-7
2. **Maximum order:** \$500,000.00 per single order
3. **Minimum order:** \$100.00
4. **Geographic coverage:** Domestic only
5. **Points of production:** Washington, DC; Omaha, NE; Dallas, TX
6. **Discount from list prices:** Government net prices (discounts already deducted), see page 5.
7. **Quantity discounts:** None Offered
8. **Prompt payment terms:** Net 30 days
9. **Government purchase cards accepted at or below the micro-purchase threshold:** Yes
10. **Foreign Items:** None
11. **Time of Delivery:** 20 Days ARO
- 11b. **Expedited Delivery:** Contact contractor
- 11c. **Overnight and 2-Day Delivery:** Contact contractor
- 11d. **Urgent Requirements:** Contact contractor
12. **F.O.B. Point(s):** Destination
- 13a. **Ordering address:**
LEO A DALY
8600 Indian Hills Drive
Omaha, NE 68114
T 402.391.8111
F 402.391.8564

TERMS AND CONDITIONS

*"LEO A DALY is a firm that
"gets it" and understands the
importance of quality."*

Dr. Gertrand Breikopf
US General Services Administration



- 13b. Ordering procedures:** For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA's), and a sample BPA can be found at the GSA/FSS Schedule homepage (fss.gsa.gov/schedules).
- 14. Payment address is as follows:**
LEO A DALY
Attn: Accounts Payable
8600 Indian Hills Drive
Omaha, NE 68114
- 15. Warranty provision:** Contractor's standard commercial warranty
- 16. Export packing charges (if applicable):** N/A
- 17. Terms and conditions of government purchase card acceptance:**
Contact contractor
- 18. Terms and conditions of rental, maintenance, and repair:** N/A
- 19. Terms and conditions of installation:** N/A
- 20. Terms and conditions of repair parts indicating date of parts price list and any discounts from list prices:** N/A
- 20b. Terms and conditions for any other services:** N/A
- 21. List of service and distribution points:** N/A
- 22. List of participating dealers:** N/A
- 23. Preventive maintenance:** N/A
- 24a. Special attributes:**
- 24b. Section 508 compliance:**
- 25. Data Universal Numbering System (DUNS) Number:** 00-7284011
- 26. Central Contractor Registration (CCR) Database:** Registered