



# DWC and Associates, P.A.

Debbie W. Cherry, AIA

353 North Green Street  
Tupelo, MS 38804

Phone: 662.844.4466  
Fax: 662.844.3040

## GENERAL SERVICES ADMINISTRATION Federal Supply Service

Authorized Federal Supply Schedule  
71 II K Price List

### Comprehensive Furniture Management Services

**Company Name:** DWC and Associates, P. A.  
353 North Green Street  
P. O. Box 1025 (zip 38802)  
Tupelo, MS 38804  
Phone: 662.844.4466  
Fax: 662.844.3040  
[www.dwc-associates.com](http://www.dwc-associates.com)

**Points of Contact:** Debbie W. Cherry, AIA, NCARB, CSI  
President and CEO  
[dcherry@dwc-associates.com](mailto:dcherry@dwc-associates.com)  
or  
Carol M. Drake, CHC  
Director of Construction Management  
[cdrake@dwc-associates.com](mailto:cdrake@dwc-associates.com)

SIN 712-1	Project Management
SIN 712-2	Assets Management
SIN 712-3	Reconfiguration/Relocation/Installation Management
SIN 712-4	Design/Layout
SIN 712-5	Packaged Environments

**Contract Number:** GS-29F-0010U

**Contract Period:** January 31, 2008 through January 31, 2013

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!*, a menu-driven database system. The INTERNET address for GSA *Advantage!* is [www.gsadvantage.gov](http://www.gsadvantage.gov).

For more information on ordering from Federal Supply Schedules, click on the FSS Schedules button at <http://www.fss.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!*, a menu-driven database system.



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## **Comprehensive Furniture Management Services Schedule Overview:**

**SIN 712-1 Project Management**

**SIN 712-2 Assets Management**

**SIN 712-3 Reconfiguration/Relocation/Installation Management**

**SIN 712-4 Design/Layout**

**SIN 712-5 Packaged Environments**



## Company Overview:

### **DWC and Associates, P. A. CFMS Background/Capabilities**

The award-winning DWC and Associates, P. A., is one of the premier Architectural, Interior Design, Relocation and Space Management firms in the Southeastern part of the United States. We are able to receive sole source or set-aside contract awards as a **Woman-Owned Small Business Concern**.

We deliver creative yet practical solutions with outstanding functional and technical expertise with responsiveness to client needs and budgets. Our highly skilled and award-winning professionals offer a distinct and specialized portfolio of turnkey services to meet the outsourcing needs of businesses, corporate, government and military agencies.

**Our reputation and success is built on exceptional personal and professional integrity, responsibility, accountability, commitment to quality and unsurpassed client dedication.**

At DWC and Associates, P. A., we want to be your experts, and your single source of communication for achieving your desired project outcomes. We provide our clients with facility construction and turnkey, design-build services. Utilizing both in-house resources and the expertise of highly qualified teaming partners, DWC and Associates, P. A., offers extensive knowledge and expertise in:

- Architecture, Planning, Engineering and Interior Design.
- General Contracting and Construction Management.
- Procurement and Installation of Furniture and Furnishings.
- Upgrades to Mechanical and Electrical Systems.
- Telecom and Security Systems.
- Information Technology (IT) Equipment and Network Infrastructure.
- Installation of Low Voltage Systems, including Access Controls and Fire Controls.

**We have a proven reputation for on time and under budget performance. We offer quality services, flexible scheduling and competitive pricing. Our team can be mobilized on short notice and be project ready within days.**

**President and CEO, Debbie Wilbanks Cherry, holds NCARB Certificate Number 57173 and is a registered architect in the following twelve (12) states:**

Alabama	5627	Kentucky	6285	Missouri	A2007002110
Arkansas	3596	Louisiana	5925	Oklahoma	A4686
Florida	AR 91938	Illinois	001020152	Tennessee	102742
Georgia	RA 010997	Mississippi	3366	Texas	18442



## Statement of Work – Overview of SINs:

**712-1 Project Management**

**712-2 Asset Management**

**712-3 Reconfiguration/Relocation/Installation Management**

**712-4 Design/Layout**

**712-5 Packaged Environments**

### **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. Contractors work as a partner with the customer organizations to manage the projects and to ensure they meet the customers' requirements. Examples of our project management services include, but are not limited to:**

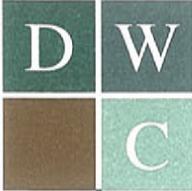
- Development of project management plans and implementation strategies for the relocation of people and departments.
- Development, management, and coordination of project phasing.
- Identification of significant issues related to the project.
- Assistance in preparation of budget requirements for the design, acquisition, delivery and installation of furnishings and equipment.
- Management of interior design process.
- Compliance with applicable codes and regulations.
- Oversight of deliveries and installations and to ensure adherence to scope of work, installation standards and accurate placement of furniture according to plan.
- Management of logistics of interior renovations and furniture installation.
- Determination of feasibility by space forecasting and building analyses.
- Development of project management plans and implementation of strategies for coordination, reconfiguration, relocation, and installation of low-voltage systems, including wireless systems.
- Development of project management plans and implementation of strategies for coordination, reconfiguration, relocation, and installation of security, fire, burglar, access control and communications systems.
- Management of logistics for facilitation of Information Technology (IT) and fiber-optic systems.
- Development of feasibility plans by space forecasting and building analyses.
- Turn-key projects.
- Development of move management plans and implementation of strategies for relocation of personnel, furniture, fixtures, equipment and accessories.
- Construction Management, including all subcontractors.



## **SIN 712- 2 Assets Management:**

**Services cover asset management and the development, implementation, and maintenance of asset management systems to monitor and track customer furniture and equipment inventories. Examples of our assets management services include, but are not limited to:**

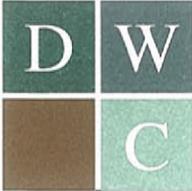
- Analysis of assets management systems and related processes at customer agencies and recommendation of process improvements.
- Identification of appropriate technologies.
- Assistance in development of budget requirements for system implementation.
- Customization of assets management systems to meet customer needs and recommended process improvements.
- Education of clients in the use and maintenance of management systems.
- Design and installation of computer-aided management systems.
- Customization of computer-aided facilities management systems.
- Bar coding, RFID tagging or similar services including developing bar code standards, bar coding or RFID tagging of individual items, and initiation of a bar code or RFID database.
- Preparation of physical inventories of furniture and furnishings.
- Management of disposition of Federal Government property in accordance with applicable rules and regulations.



### **SIN 712-3 Reconfiguration/Relocation/Installation Management:**

**Services include those required for reconfiguration or consolidation of existing facilities and the opening of new facilities. Services will be provided and completed with maximum cost efficiency and minimum business disruption.**

- Development of reconfiguration and relocation plans and schedules.
- Coordination of reconfiguration, relocation plans and schedules with the owner, architect and general contractor.
- Development of furniture, furnishings, and equipment inventories.
- Oversight of furniture, furnishings, and equipment installations or reconfigurations.
- Development of employee transition guides and handbooks.
- Verification of critical field dimensions before installation.
- Installation, moving, disassembly and/or assembly of furniture and furnishings.
- Temporary warehousing for furniture and furnishings ensuring proper accountability of items in storage.
- Coordination of reconfiguration, relocation and installation management plans for Information Technology (IT) and fiber-optic systems.
- Coordination of project management plans and implementation strategies for coordination, reconfiguration, relocation and installation of low-voltage systems, including wireless systems.
- Coordination of project management plans and implementation of strategies for coordination, reconfiguration, relocation and installation of security, fire, burglar, access control and communications systems.
- Development of plans for facilitation of Information Technology (IT) and fiber-optic systems.
- Development of project management plans for management of logistics for of Information Technology (IT) and fiber-optic systems.



### **SIN 712-4 Design/Layout:**

**We provide services that cover the complete design, space planning, and interior consultation. Examples of our services include, but are not limited to:**

- Evaluation of the customer's overall office space and furniture requirements, existing inventory, space standards, the functional office environment, work flow, and special space or electrical/data/security requirements.
- Formulation of design solutions.
- Development of detailed plans based on the service provider's evaluation and proposed design solutions.
- Documentation in printed and electronic formats for review and comment.
- Production of drawings and other documentation containing sufficient detail of design intent for use by all parties, such as electricians, furniture installers, etc.
- Development of furniture, furnishings and equipment specifications.
- Coordination and obtaining plan approval by the customer agency and its sub-components.
- Development of project management plans and implementation of strategies for coordination, reconfiguration, relocation, and installation of low-voltage systems, including wireless systems.
- Development of reconfiguration, relocation, and installation management plans for Information Technology (IT) and fiber-optic systems.
- Coordination of project management plans and implement strategies for coordination, reconfiguration, relocation, and installation of low-voltage systems, including wireless systems.
- Coordination of project management plans and implementation of strategies for coordination, reconfiguration, relocation, and installation of security, fire, burglar, access control and communications systems.
- Development of plans for facilitation of Information Technology (IT) and fiber-optic systems.
- Development of plans for facilitation of communications, including wireless systems.
- Facilitation of low-voltage systems, including, but not limited to security, fire, burglar and access control systems.



### **SIN 712-5 Packaged Environments:**

**We provide services and materials to create complete office/facilities solutions. The contractor will be required to supply total “turnkey” projects. Required services must include interior renovations, alterations, refurbishment and/or modernization including interior construction, electrical services, plumbing services, HVAC, data, security, fire, burglar, access control and telecommunications cabling. Typical additional services in conjunction with total office/facilities solutions may include, but are not limited to:**

- Programming.
- Project management.
- Interior design and space planning.
- Identification and analysis of staff requirements, space standards, workflow, electrical and data requirements and office environment issues.
- Installation of office furniture and furnishings.
- Installation of office equipment.
- Installation of fixtures.
- Asset management.
- Reconfiguration and relocation of new and existing equipment.
- Asset maintenance.
- Development of reconfiguration, relocation, and installation management plans for Information Technology (IT) and fiber-optic systems.
- Coordination of project management plans and implementation strategies for coordination, reconfiguration, relocation, and installation of low-voltage systems, including wireless systems.
- Coordination of project management plans and implementation of strategies for coordination, reconfiguration, relocation, and installation of security, fire, burglar, access control and communications systems.
- Development of plans for facilitation of Information Technology (IT) and fiber-optic systems.
- Standards Program Development.



**GSA Awarded Pricing for CFMS:  
Professional Services**

**712-1 Project Management**

**712-2 Asset Management**

**712-3 Reconfiguration/Relocation/Installation Management**

**712-4 Design/Layout**

**712-5 Packaged Environments**

Labor/Task Category	Commercial Hourly Rate	Per Unit	Government Hourly Rate	Applicable Gov't Discount
Principal	\$120.00	hourly	\$120.00	.75%
Senior Designer	\$110.00	hourly	\$110.00	.75%
Project Manager	\$110.00	hourly	\$110.00	.75%
Space Planner	\$110.00	hourly	\$110.00	.75%
Junior Designer	\$ 95.00	hourly	\$ 95.00	.75%
Estimator	\$ 75.00	hourly	\$ 75.00	.75%
Administrative Assistant	\$ 75.00	hourly	\$ 75.00	.75%
CADD Technician	\$ 75.00	hourly	\$ 75.00	.75%

**Price List for Special Item Numbers:**

The GSA has determined that the rates for services contained in DWC and Associates, P. A., price list applicable to this schedule are fair and reasonable. However, the ordering office using this contract is responsible for considering the level of effort and mix of labor proposed to perform the specific task being ordered and for making a determination that the total firm-fixed price or ceiling price is fair and reasonable.

The prices, terms and conditions stated apply exclusively to Comprehensive Furniture Management Services within the scope of this FSS Schedule. **All prices include the GSA .75% Industrial Funding Fee which DWC and Associates, P. A., forwards to GSA quarterly, based on sales received under this Schedule.**



**Identification of Uncompensated Overtime:**

DWC and Associates, P. A., employees work a standard forty-hour (40-hour) workweek. All professional employees are paid an annual salary. The proposed hourly rates are calculated using this standard forty-hour (40-hour) workweek. Employees do not work overtime hours, except on rare occasions or due to urgent or emergency circumstances. In those cases, they do not receive additional compensation. Because this so rarely occurs, no separate accounting for these uncompensated hours is necessary.

**Government Credit Cards:**

DWC and Associates, P. A., certifies it will accept Government Credit Cards for purchases equal to or less than the micro-purchase threshold.



## **Labor / Task Descriptions: Professional Services**

### **Principal:**

**Debbie W. Cherry, AIA, NCARB, CSI**  
President and CEO

The Principal shall:

- Act as the senior advisor to the DWC and Associates, P. A., team.
- Be responsible for all task orders issued against this contract in an oversight capacity.
- Ensure resources are available and that tasks are fully staffed with personnel, equipment and other required support.
- Assign the task to the appropriate designer and project manager teams.

### **Senior Designer:**

The Senior Designer shall:

- Act as the main point of contact for each task order issued against this contract.
- Have a minimum of fifteen years of experience in the fields of project management, assets management, and reconfiguration/relocation/and installation management.

### **Project Manager:**

The Project Manager shall:

- Be skilled in problem solving and creative thinking and is responsible for the day to day management of the project.
- Provide business, technical, and personnel management and coordination for individual projects.
- Provide comprehensive definition of all technical aspects of project requirement.
- Assume responsibility for program development, analysis of program mission, goals, and objectives.
- Have a minimum of seven years of experience in the fields of project management, assets management, and reconfiguration/relocation/and installation management.



## **Labor / Task Descriptions: Professional Services continued**

### **Space Planner:**

The Space Planner shall:

- Participate in the planning, organizing, management, and performance of work associated with one or more subtasks.
- Contribute substantially, under the technical guidance and expertise of the Principal and Senior Designer, to the performance of project activities and the preparation of work products, including but not limited to: programming, space planning and analysis, development of standards and guidelines, construction documents and furniture and finish specifications.
- Meet with clients to complete interviews, surveys, field measurement and other project-related tasks.
- Assume responsibility for services required for reconfiguration or consolidation of existing facilities and the opening of new facilities, including complete design, space planning, and interior consultation.

### **Junior Designer:**

The Junior Designer shall:

- Participate in the planning, organizing, management, and performance of work associated with one or more subtasks.
- Contribute substantially, under the technical guidance of the senior designer and space planner, to the performance of project activities and the preparation of work products, including but not limited to: programming, space planning and analysis, development of standards and guidelines and construction documents.
- Interact with clients in providing consultative advice.
- Work as part of the project team with technical and managerial guidance provided.
- Be required to work independently as needs dictate.

### **Estimator:**

The Estimator shall:

- Provide budget pricing and cost analysis on each project.
- Provide conceptual cost estimates during Pre-design phase.
- Perform quantity surveys from design documents and apply cost to quantities of materials.



## **Labor / Task Descriptions: Professional Services** continued

### **Administrative Assistant:**

The Administrative Assistant shall:

- Provide support services for the team members of each task order issued against this contract.
- Work as part of the project team and assists in move management and relocation.

### **CADD Technician:**

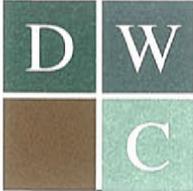
The CADD Technician shall:

- Assume responsibility for production and quality control of design intent drawings, construction documents and graphic presentations.
- Organize and disseminate CADD standards and maintain electronic drawing files.
- Meet with clients to complete interviews, surveys, field measurements and other project-related tasks.



## Terms and Conditions:

1. **DWC and Associates, P. A., is a Woman-Owned Small Business Concern.**
  - 1a. The SINs awarded under this GSA contract number are 712-1, 712-2, 712-3, 712-4, and 712-5.
  - 1b. Contractor's pricing is based on hourly rates for Services. No products are offered.
2. **Maximum Order:** All SINs at \$500,000.00 per Single Order. Orders may be placed above this threshold in accordance with FAR 8.404.
3. **Minimum Order:** \$0.00.
4. **Geographic Coverage (Delivery Area):** Forty-eight (48) contiguous states, the District of Columbia, Hawaii, Alaska and Puerto Rico.
5. **Points of Performance and/or Production:** The Corporate Offices of DWC and Associates, P. A., are located at 353 North Green Street in Tupelo, Mississippi, 38804.
6. **Discount from list prices or statement of net price:** Not Applicable.
7. **Additional Discounts/Terms:**
  - 7a. **Prompt Payment:** The SINs awarded under this GSA contract number are 712-1, 712-2, 712-3, 712-4, and 712-5. **Prompt payment terms:** 2% - 10 Days; Net 30 Days. The GSA CMFF awarded pricing herein includes the Industrial Funding Fee (IFF) at 0.75%.
  - 7b. **Quantity:** None.
  - 7c. **Dollar Volume:** 5% for Task orders over \$250,000.00.
  - 7d. **Government Education Institutes:** None.
8. **RESERVED.**
9. **Government purchase cards** are accepted at the micro-purchase threshold of four (4) hour minimum.
  - 9a. Government purchase cards are accepted **above** the micro-purchase threshold of four (4) hour minimum.



## Terms and Conditions continued:

**10. Trade Agreements (June 2004):**

All Service and/or items are U. S. made end products, designated country end products, Caribbean Basin Country end products, Canadian end products or Mexican end products, as defined in the Trade Agreements, as amended (June 2004.)

**11. Delivery:**

**11a. Time of Delivery:** DWC and Associates, P. A., will respond to the federal government ordering office as to whether it accepts the order within 30 days after receipt of order (ARO.)

**11b. Expected Delivery:** 14 days ARO. There are associated charges fulfilling expedited delivery orders.

**11c. Overnight and 2-Day Delivery:** Associated charges, as applicable.

**11d. Urgent Requirements:** Associated charges, as applicable.

**12. FOB Point:** Destination, unless the Federal Government Ordering Activity grants approval for F. O. B. Original.

**13. Ordering:**

**13a. ORDERING ADDRESS:** For mailed orders, the postal mailing address where paper form orders should be mailed is as follows:

DWC and Associates, P. A.  
Federal Supply Schedule Order Department  
353 North Green Street  
P. O. Box 1025 (zip 38802)  
Tupelo, Mississippi 38804  
Phone: 662.844.4466  
Fax: 662.844.3040

**Attention:** **Debbie W. Cherry, AIA, NCARB, CSI**  
**[dcherry@dwc-associates.com](mailto:dcherry@dwc-associates.com)**  
or  
**Carol M. Drake, CHC**  
**[cdrake@dwc-associates.com](mailto:cdrake@dwc-associates.com)**



## Terms and Conditions continued:

### Contract Administration:

DWC and Associates, P. A.  
Federal Supply Schedule Order Department  
353 North Green Street  
P. O. Box 1025 (zip 38802)  
Tupelo, Mississippi 38804  
Phone: 662.844.4466  
Fax: 662.844.3040

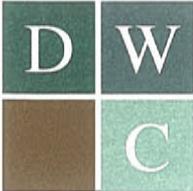
**Attention:** **Debbie W. Cherry, AIA, NCARB, CSI**  
**[dcherry@dwc-associates.com](mailto:dcherry@dwc-associates.com)**  
or  
**Carol M. Drake, CHC**  
**[cdrake@dwc-associates.com](mailto:cdrake@dwc-associates.com)**

### Contact for Technical/Ordering Assistance or for placing orders via facsimile or email:

DWC and Associates, P. A.  
Federal Supply Schedule Order Department  
353 North Green Street  
P. O. Box 1025 (zip 38802)  
Tupelo, Mississippi 38804  
Phone: 662.844.4466  
Fax: 662.844.3040

**Attention:** **Debbie W. Cherry, AIA, NCARB, CSI**  
**[dcherry@dwc-associates.com](mailto:dcherry@dwc-associates.com)**  
or  
**Carol M. Drake, CHC**  
**[cdrake@dwc-associates.com](mailto:cdrake@dwc-associates.com)**

- 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](http://fss.gsa.gov/schedules).)



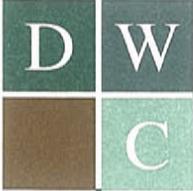
## Terms and Conditions continued:

14. **PAYMENT ADDRESS:**

DWC and Associates, P. A.  
Federal Supply Schedule Order Department  
353 North Green Street  
P. O. Box 1025 (zip 38802)  
Tupelo, Mississippi 38804  
Phone: 662.844.4466  
Fax: 662.844.3040

Attention: **Debbie W. Cherry, AIA, NCARB, CSI**  
[dcherry@dwc-associates.com](mailto:dcherry@dwc-associates.com)  
or  
**Carol M. Drake, CHC**  
[cdrake@dwc-associates.com](mailto:cdrake@dwc-associates.com)

15. **Warranty Provision:** All workmanship will meet quality standards normal in the industry. DWC and Associates, P. A., warrants services and/or material and workmanship performed under this contract for a period of thirty (30) days from federal government customer's assistance.
16. **Export Packing Charges:** Not applicable.
17. **Terms and conditions of Government purchase card acceptance:** Thresholds at or above the micro-purchase level of a four (4) hour minimum.
18. **Terms and conditions of rental, maintenance, and repair:** As applicable.
19. **Terms and conditions of installation:** As applicable.
20. **Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices:** Not applicable.
- 20a. **Terms and conditions for any other services:** Not applicable.
21. **List of service and distribution points:** Refer to office locations herein.
22. **List of participating dealers:** Not applicable.
23. **Preventive maintenance:** As applicable.
24. **Special attributes such as environmental attributes:** Not applicable.



**Terms and Conditions** continued:

25. **Data Universal Number System (DUNS) number:** 615367617  
**(TIN) number:** 510542075  
**CAGE/NCAGE Code:** 49E89
26. **Notification regarding registration in Central Contractor Registration (CCR) database:** DWC and Associates, P. A., is registered in the Central Contract Registration (CCR) Database.



## **Special Notice to Agencies: Small Business Participation**

SBA strongly supports the participation of small business concerns in the Federal Supply Schedules Program. To enhance Small Business Participation, SBA policy allows agencies to include in their procurement base and goals, the dollar value of orders expected to be placed against the Federal Supply Schedules, and to report accomplishments against these goals.

For orders exceeding the micropurchase threshold, FAR 8.404 requires agencies to consider the catalogs/pricelists of at least three GSA schedule contractors or consider reasonably available information by using the GSA *Advantage!* on-line shopping service ([www.fss.gsa.gov](http://www.fss.gsa.gov)). The catalogs/pricelists, GSA Advantage! and the Federal Supply Service Home Page ([www.fss.gsa.gov](http://www.fss.gsa.gov)) contain information on a broad array of products and services offered by small business concerns.

This information should be used as a tool to assist ordering activities in meeting or exceeding established small business goals. It should also be used as a tool to assist in including small, small disadvantaged, women-owned small, veteran-owned small, and service-disabled veteran-owned small businesses among those considered when selecting pricelists for a best value determination.

For orders exceeding the micropurchase threshold, customers are to give preference to small business concerns when two or more items of the same delivered price will satisfy the requirement(s).