



GENERAL SERVICES ADMINISTRATION
Federal Supply Service
Comprehensive Furniture Management Services
(CFMS)

FSC Group Number 71 II K

NAICS Code (s):
238390; 541410; 541611; 493110; 811420; 484210

SIN 712-1 Project Management
SIN 712-2 Asset Management
SIN 712-3 Reconfiguration/Relocation Management
SIN 712-4 Furniture Design/Layout
SIN 712-6 Assets Maintenance



National Relocation Services, Inc.
Contract Administration and 72A Representative
Irene Ito, President
2671 Pomona Blvd., Pomona, CA 91768-3221
Toll Free 888.DESKS.4U Fax (909) 869-7548
gweiser@nrsca.com

Order: TO PLACE ORDER – (909) 869-5748
National Relocation Services, Inc.
Federal Supply Schedule Orders
2671 Pomona Blvd., Pomona, CA 91768-3221
Toll Free 888.DESKS.4U Fax (909) 869-7548
gweiser@nrsca.com
WEB URL: www.nrsca.com

Contract Number: GS-29F-0012T

Contract Period: April 24, 2007 through March 31, 2012

For more information on ordering from Federal Supply Schedules click on the FSS Schedules button at 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.

To place an order or request information, call National Relocation Services, Inc. at 888.DESKS.4U

GSA CFMS Schedule

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CFMS Schedule Overview



Schedule

Contract GS-29F-0012T

NRS Inc. Simplifies Procurement with CFMS

NRS, Inc offers a broad range of facilities-related services through the GSA Comprehensive Furniture Management Services (CFMS) Schedule, Contract Number GS-29F-0012T.

Our CFMS Schedule is a 5-year contract vehicle with an original commencement date of April 24, 2007.

GSA has completed the federally mandated contracting requirements, competition, pricing, small business and other contracting evaluations required so you can quickly procure needed facilities-related professional services in the following categories.

Company Overview

NRS, Inc. is a team of seasoned professionals with specialists in many disciplines all ready to help you meet any or all of your furniture service needs.

For more information, please contact:

Federal Supply Schedule Sales
2671 Pomona Blvd.
Pomona, CA 91768
Toll Free: 888.DESKS.4U
Fax: 909.869.7548
gweiser@nrsc.com
WEB URL: www.nrsc.com



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National Relocation Services, Inc. (NRS, Inc.)

specializes in corporate office furniture solutions, which is more than just moving around desks, chairs and people. We provide cost-saving ideas and stress relieving solutions to alleviate the chaos and disruption that comes with office furniture, cubicle and personnel changes in the office environment. NRS is built on product knowledge, technical expertise, unparalleled service, dedication, innovative design ideas, unsurpassed commitment to quality, exceptional integrity, and personal relationships that last a lifetime.

Let NRS put our resources to work for you!



LABOR SERVICES
Furniture Installation
Cubicle Reconfiguration
Relocation
Delivery & Transportation
Inventory & Field Dimensioning
Project/Move Management

DESIGN SERVICES
Space Planning
Interior Design
Product Specification (CAP)
Computer Aided Design (CAD)
Facilities Management

INVENTORY SERVICES
Bar-Coding
Warehousing
Online Inventory
Asset Management
Furniture Liquidation

PRODUCT SERVICES
Refurbishment
Refinishing
Reupholstering
Repainting
Panel & Chair Cleaning
Asset Maintenance

NRS
WWW.NRSCA.COM
888.DESKS.4U

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Statement of Work – Overview (SINS)



712-1 Project Management

Services include comprehensive support for the design, reconfiguration, relocation, and increasing/downsizing of office spaces and similar facilities. Services may include *but are not limited to*:

- Development of project management plans and implementation strategies.
- Work as a partner with the customer organization to manage the interior design process to ensure it meets their requirements.
- Develop and manage the phasing of the reconfiguration project.
- Assist in the preparation of budget requirements for the acquisition, delivery, and installation of furnishings and equipment.
- Orchestrate logistics of interior renovations and furniture installation.
- Oversee all deliveries and installations to ensure adherence to scope of work, installation standards, and accurate placement of furniture according to plan.

712-2 Asset Management



The Assets Management services available under this SIN cover the development and/or implementation of an assets management system to monitor and track the customer agencies' furniture and equipment inventory. The services may include, *but are not limited to*:

- Design and installation of a computer aided system to manage the customer's furniture and equipment inventory.

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- Customize a management system to meet recommended process improvements. Educate customer agency in the use and maintenance of the management system.
- Prepare a physical inventory of furniture and furnishings.
- Provide bar code services including developing bar code standards, bar coding individual items. And initiation of a bar code database.

712-3 Reconfiguration / Relocation / Installation Management



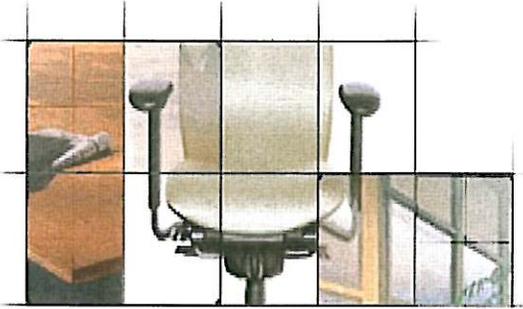
Services include those required for reconfiguration or consolidation of existing facilities and the opening of new facilities. Moving services under this SIN are intended to be part of a total project solution that includes the purchase of new furniture. Services will be provided and completed with maximum cost efficiency and minimum business disruption.

Examples of reconfiguration / relocation services may include *but are not limited to*:

- Development of reconfiguration / relocation plans and schedules.
- Coordination of reconfiguration/relocation plans and schedules with other professional crafts and trades persons.
- 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.



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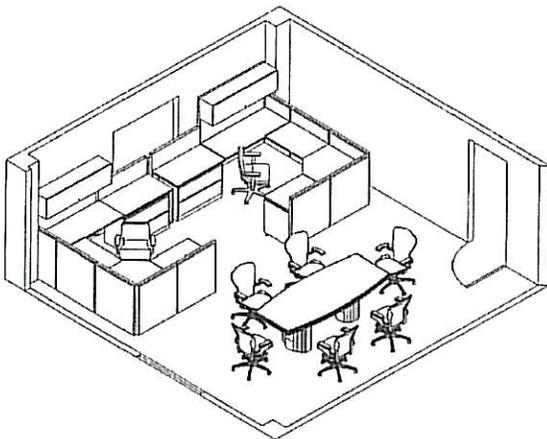
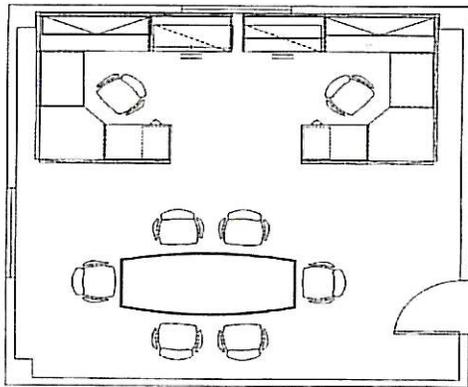
- Installation, moving, disassembly and/or assembly of furniture and furnishings.
- Temporary and long term warehousing for furniture and furnishings ensuring proper accountability of items in storage.

Making the pieces fit... Together.

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*:



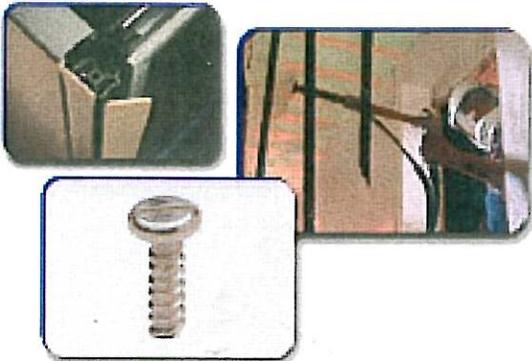
- Evaluation of the customer's overall office space and furniture requirements, existing inventory, space standards, the functional office environment, work flow, and special space or electrical/data requirements.
- Formulation of design solutions.
- Development of detailed plans based on the service provider's evaluation and proposed design solutions.
- Providing documentation in printed and electronic formats.
- 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.

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712-6 Assets Maintenance

The Assets Maintenance services provided under this SIN may include complete restoration, repair, cleaning, and/or renovation of furnishings and equipment. The following services may be provided under this SIN:

- Reupholster furniture
- Refinish furniture and furnishings
- Clean furniture and furnishings
- Short and long-range maintenance plans for furniture and furnishings.



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GSA Awarded Pricing For CFMS Professional Services

GSA CFMS Labor Category	GSA Price Rate (hourly) With 0.75% IFF Year 1
General Manager / Sr. Project Manager	\$64.48
Managing Principal / Sr. Furniture Planner	\$71.53
Account Manager / Furniture Planner	\$54.40
Specifications Writer / Product Specialist	\$38.28
Project Manager	\$50.37
Asset Manager	\$50.37
Information Systems Specialist	\$66.49
Asset Inventory Technician	\$40.30
Warehouse Supervisor	\$38.28
Warehouseman	\$32.24
Project / Installation Supervisor	\$44.33
Installation / . Service Technician	\$35.26
Mover / Helper	\$30.22
Transportation Supervisor	\$38.28
Driver with Truck	\$56.42
CAD/CAFM Manager	\$58.43
CAD Operator	\$54.40
Warehouse Storage	\$0.22 / Cubic Ft.

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Labor / Task Descriptions

Title: MANAGING PRINCIPAL/SR.FURNITURE PLANNER

Function: The Managing Principal/Furniture Planner, Manages substantial contract support operations involving multiple projects/task orders and personnel at diverse locations. Organizes, directs and coordinates planning and execution of all contract support activities. He/She must have demonstrated communication skills with all levels of management. Establishes and alters (as necessary) management structure to effectively direct contract support activities. Meets and confers with Government management officials regarding the status of specific Contractor procurement activities and problems, issues or conflicts regarding resolution. Shall be capable of negotiating and making binding decisions for the company.

Experience Required: 20 years directly related experience.

Education: BA/BS degree in Business Administration or one of the sciences

Title: GENERAL MANAGER/SR. PROJECT MANAGER

Function: The General Manager/Sr. Project Manager provides business, technical and personnel management across a major single project or multiple projects, involving multi-disciplinary and divers functional activities. Subordinate groups of technical and administrative personnel report directly to the General Manager/Sr. Project Manager.

Experience Required: 18 years directly related experience

Education: BA/BS in Business Administration or Human Resources

Title: ACCOUNT MANAGER

Function: Works with client to determine needs, defines project & product specifications and supervises project team. Responsible for space requirements per individual client specifications, adjacencies matrix preparations, block plan developments, stacking plan alternatives, situational space analysis, existing relationships reviews, existing blocking plan benefits reviews and adjacency changes recommendations. The Account Manager provides client with conceptual design, workstation typical, schematic layouts, color palettes, ergonomics analysis and environmental impact through project duration and completion. Provides inventory of existing furniture/workstations for re-use and develops product pull lists of required, existing, purchase and surplus product. Assures that project is completed on schedule, within budget and in conformance with project specifications.

Experience Required: 5 years directly related experience

Education: BA/BS in Business Administration or one of the sciences.

Title: PROJECT MANAGER

Function: Provides implementation and oversight for project duration and manpower allocation. Establishes and chairs the Move Committee for each project. Schedules, coordinates and monitors the various trades involved in the scope of the project. Responsible for pre-move documentation or interiors, post move validation inspections, punch list tracking & resolution and post move services.

Experience/Education: BA/BS in Business Administration or one of the sciences 4 years directly related experience

Title: CAD/CAFM MANAGER

Function: Analyzes user needs to determine functional and system requirements. Performs functional and/or system allocation to identify required tasks and their interrelationships. Interfaces between functional and technical experts to provide input for CAD & CAFM system development. Identifies resources for each task. Provides supervision and directions to CAD & CAFM support personnel.

Experience/Education: BA/BS and 12 years directly related experience

Title: CAD OPERATOR

Function: Responsible for producing accurate & timely computer aided design and drafting services for building and furniture related projects. CAD drawings produced shall contain sufficient detail and information for use by all trades such as electricians, furniture installers, telecommunications, etc.

Experience/Education: Sr. CAD Operator: BA/BS and 8 years directly related experience
CAD Operator: BA/BS and 4 years directly related experience

Title: INFORMATION SYSTEMS SPECIALIST

Function: Provides technical solutions and support for computer applications, web-based technology and general business operations. Responsible for specialized technical leadership and skill toward designing, developing, implementing and supporting projects. Supervises multi-disciplined team members. Uses operational research and management analysis to implement new or revised business, technical or functional processes. Typically uses prescribed methods but perform specific and limited portions of broader assignments under the direction of experienced management.

Experience/Education: BA/BS and 12 years directly related experience.

Title: ASSET MANAGER

Function: Responsible for all aspects of inventory determination, coordination and control including initial inventory assessment, marking, tagging, bar-coding and associated tracking and management. Responsible for complete accuracy, integrity and reliability of the asset database and overseeing the required maintenance to sustain it's technological viability.

Experience/Education: BA/BS and 12 years directly related experience.

Title: ASSET INVENTORY TECHNICIAN

Function: Responsible for all aspects of inventory implementation including inventory identification, assessment, tagging, cataloging, bar-coding as well as overseeing the fulfillment of all asset digital photographs.

Experience/Education: H.S. Diploma and 12 years directly related experience.

Title: SPECIFICATION WRITER/PRODUCT SPECIALIST

Function: Responsible for monitoring and expediting all purchase order activities with suppliers and maintaining databases of RFQ & Work Order activity with customers. Checks supplier and vendor acknowledgements for accuracy of order and expedites product shipping schedules to assure that the project adheres to the expected date of completion. Support the Account Managers & Project Managers on all activity levels.

Experience/Education: BA/BS and 4 years directly related experience.

Title: WAREHOUSE SUPERVISOR

Function: Responsible for directly overseeing the timely, accurate and efficient completion of all tasks and work orders assigned to the warehouse personnel. Communicates directly with the Operations Manager & Project Manager for all work order requirements.

Experience/Education: H.S. Diploma and minimum 5 years experience.

Title: WAREHOUSEMAN

Function: Responsible for timely, accurate and efficient completion of assigned work orders, which include but are not limited to tasks such as identify, pull, clean, load, receive, unload, rack, repair, maintain, liquidate or dispose of customer's assets stored in the warehouse. Reports directly to the Warehouse Supervisor for all work order requirements.

Experience/Education: H.S. Diploma and minimum 3 years related experience.

Title: PROJECT/INSTALLATION SUPERVISOR

Function: Responsible for overseeing and maintaining an efficient and effective working relationship with the customer, various trades and all project team members on the jobsite. Professional performance and appropriate behavior of all team members shall be closely monitored. All pertinent jobsite & personnel information shall be communicated to the Operations Manager & Project Manager.

Experience/Education: H.S. Diploma and minimum 8 years related experience.

Title: INSTALLATION/SERVICE TECHNICIAN

Function: Responsible for performing all tasks assigned by the Installation Supervisor in a professional, efficient and craftsman-like manner. Specific tasks to include unloading of product from trucks, staging product, inspecting the work area for adequate power and lighting, installing product according to installation plans, reporting any potential problems, safety hazards or damages immediately to the Installation Supervisor for resolution and completing the installation in the most timely and efficient manner with minimal down time.

Experience/Education: H.S. Diploma and minimum 5 years related experience.

Title: MOVER/HELPER

Function: Responsible for assisting the Installation Technicians in the performance of all tasks assigned by the Installation Supervisor in a professional, efficient and craftsman-like manner. Specific tasks including assisting in loading and unloading trucks, staging product, properly disposing of trash and packaging materials, exercising care and diligence in using tools and in maneuvering product and equipment at the jobsite.

Experience/Education: H.S. Diploma and minimum 3 years related experience.

Title: TRANSPORTATION SUPERVISOR

Function: Responsible for overseeing the safe & timely transportation of product and personnel to the various jobsite locations to perform the required work orders. Responsible for the professional, performance and behavior of all team members while on the job. Obtains all pertinent information relating to the job, his team members and the operation of the fleet vehicles and transmits it accurately to the Operations Manager and Warehouse Supervisor.

Experience/Education: H.S. Diploma and minimum 5 years related experience.

Title: DRIVER

Function: Responsible safe & timely transportation of product and personnel to the various jobsite locations to perform the required work order task. Insure that the vehicle and manpower is properly equipped with the necessary tools, materials, supplies and information to prevent any delays to the work schedule.

Experience/Education: H.S. Diploma and minimum 3 years related experience. Minimum Current Class C California Drivers License; Preferred Current Class B California Drivers License

Terms and Conditions

1. **National Relocation Services Inc. is a small business concern.**
 - 1a. The SINs awarded under this GSA contract number are 712-1, 712-2, 712-3, 712-4, and 712-6
 - 1b. Contractor's pricing is based on hourly rates for Services. No products are offered.
 2. **Maximum Order:** All SINs at \$500,000 per order. Orders may be placed above this threshold in accordance with FAR 8.404.
 3. **Minimum Order:** (4) Hour Minimum
 4. **Geographic Coverage:** Nationwide
 5. **Points of Performance and/or Production:** National Relocation Services Inc. Corporate Offices and Warehouse are located in Southern California at 2671 Pomona Boulevard, Pomona, CA 91768
 6. **Discounts:** GSA CFMS discount range at time of contract award is 5.6% - 20% OFF Comparable Commercial Price LIST. The GSA CFMS awarded pricing herein includes the IFF (industrial funding fee) at 0.75%.
 7. **Additional Discounts/Terms**
 - 7a. Prompt Payment: 1% if received within 10 calendar days of invoice date.
 - 7b. Quantity: None
 - 7c. Dollar Volume: None
 - 7d. Government Education Institutes: None
 8. **RESERVED**
 9. **Government purchase cards** are accepted at the micro-purchase threshold of (4) hour minimum.
 - 9a. Government purchase cards are accepted **above** the micro-purchase threshold of (4) hour minimum.
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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:** National Relocation Services, Inc., /I will respond to the federal government ordering office as to whether it accepts the order within 30 days ARO (after receipt of order).
 - 11b. **Expedited Delivery:** 10 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:** National Relocation Services Inc., Federal Supply Schedule Order Department, 2671 Pomona Blvd., Pomona, CA 91768 888.DESKS.4U
 - 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:** National Relocation Services, Inc., 2671 Pomona Blvd., Pomona, CA 91768 888.DESKS.4U
 15. **Warranty Provision.** All workmanship will meet quality standards normal in the industry. National Relocation Services, Inc. warrants services and/or material and workmanship performed under this contract for a period of (60) days from federal government customer's acceptance.
 16. **Export packing charges:** Not applicable.
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17. **Terms and conditions of Government purchase card acceptance:** Thresholds at or above the micro-purchase level of a (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.
 25. **Data Universal Number System (DUNS) number:** 92-840-8855
(TIN) number: 95-4500504; **CAGE/NCAGE Code:** 3CGQ7
 26. **Notification regarding registration in Central Contractor Registration (CCR) database.** It is mandatory that the contractors complete CCR registration. National Relocation Services, Inc. CCR registration at time of this contract commencement is valid until September 25, 2007.

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 micro-purchase 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). The catalogs/pricelists, GSA Advantage! And the Federal Supply Service Home Page (www.fss.gsa.gov) contains information on a broad array of products and services offered by small business concerns.

The information should be used, as a tool to assist ordering activities in meeting or exceeding established shall 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 micro-purchase threshold, customers are to give preference to small business concerns when two or more items of the same delivered price will satisfy the requirements(s).