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GENERAL SERVICES ADMINISTRATION FEDERAL SUPPLY SERVICE



Authorized Federal Supply Schedule 711K Comprehensive Furniture Management Services

SPECIAL ITEM NUMBERS:

712-1 Project Management

712-2 Asset Management

712-3 Reconfiguration/Relocation/Installation Management

712-4 Design/Layout

Contract Number: GS-29F-0017P

Contract Period: July 27, 2014 through July 27, 2019

Business Size: Large

FSC Group: 7110

NAICS: 541611

Products and ordering information in this Authorized FSS Schedule Pricelist are also available on the GSA Advantage! System. Agencies can browse GSA Advantage! by accessing the Federal Supply Service's Home Page via the Internet at <http://www.fss.gsa.gov/>

PRICELIST COVER PAGE

GENERAL SERVICES ADMINISTRATION AUTHORIZED FEDERAL ACQUISITION SERVICE COMPREHENSIVE FURNITURE MANAGEMENT SERVICES

SPECIAL ITEM NUMBERS:

Special Item No. 712-1 Project Management

Special Item No. 712-2 Asset Management

Special Item No. 712-3 Reconfiguration/Relocation/Installation Management

Special Item No. 712-4 Design/Layout

Gilbane Building Company
1215 E. Fort Avenue, Suite #100
Baltimore, MD 21230
Point of Contact: Jasmine Miller
Telephone: (571) 551-5003
Fax: (703) 312-7250
www.gilbaneco.com

Contract Number

GS-29F-0017P

Period Covered by Contract

July 27, 2014 through July 27, 2019

Business Size

Large

FSC Group

7110

NAICS

541611

Products and ordering information in this Authorized FSS Information Technology Schedule Pricelist are also available on the GSA Advantage! System. Agencies can browse GSA Advantage! By accessing the Federal Supply Service's Home Page via the Internet at <http://www.fss.gsa.gov/>

CUSTOMER INFORMATION

INFORMATION FOR ORDERING ACTIVITIES APPLICABLE TO ALL SPECIAL ITEM NUMBERS 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 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) 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, and women-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 at the same delivered price will satisfy their requirement.

1a. SPECIAL ITEM NUMBERS

- SIN 712-1 Project Management
- SIN 712-2 Asset Management
- SIN 712-3 Reconfiguration/Relocation/Installation Management
- SIN 712-4 Design/Layout

1b. **LOWEST PRICED MODEL AND LOWEST UNIT PRICES:** Prices shown in pricelist are net.

1c. **LABOR CATEGORY DESCRIPTIONS:** Described below.

2. **MAXIMUM ORDER:** \$ 500,000 for all Special Item Numbers (SIN's). Orders exceeding the maximum order threshold may be placed in accordance with clause I-FSS-125, "Requirements Exceeding the Maximum Order (SEP 1999)."

3. **MINIMUM ORDER:** \$100

4. **GEOGRAPHIC COVERAGE:** Domestic – 48 contiguous States plus Washington DC.

5. **POINTS OF PRODUCTION:** 1215 E. Fort Avenue, Suite 100
Baltimore, MD 21230

6. **STATEMENT ON NET PRICE:** Prices shown in pricelist are net for a five-year period. All rates are inclusive of the Industrial Funding Fee (IFF) charge of .75%.

7. **VOLUME DISCOUNTS:** When orders exceed the Maximum Order Limit (MOL), Gilbane will negotiate with the federal government activities.

8. **PROMPT PAYMENT TERMS:** None
- 9a. **ACCEPTANCE OF GOVERNMENT PURCHASE CARDS BELOW MICRO-PURCHASE THRESHOLD:** Gilbane Building Company accepts Government Purchase Cards below the micro- purchase threshold.
- 9b. **ACCEPTANCE OF GOVERNMENT PURCHASE CARDS ABOVE MICRO-PURCHASE THRESHOLD:** Gilbane Building Company accepts Government Purchase Cards above the micro- purchase threshold.
10. **FOREIGN ITEMS:** N/A
- 11a. **TIME OF DELIVERY:** 30 days ARO or to be negotiated with the ordering activity.
- 11b. **EXPEDITED DELIVERY:** Not offered.
- 11c. **OVERNIGHT AND TWO-DAY DELIVERY:** Not offered.
- 11d. **URGENT REQUIREMENTS:** Not offered.
12. **F.O.B POINTS:** Destination
13. **ORDERING ADDRESS:** Gilbane Building Company
1215 E. Fort Avenue, Suite #100
Baltimore, MD 21230
ATTN: Jasmine Miller
Telephone: (571) 551-5003
Fax: (703) 312-7250
E-mail: jmillers3@gilbaneco.com
14. **PAYMENT ADDRESS:** Gilbane Building Company
Attn: Accounts Receivable
7 Jackson Walkway
Providence, RI 02903
15. **WARRANTY PROVISION:** Gilbane Building Company stands behind its Services as being accurate and complete to fulfill the SOW requirements issues by federal government ordering activities.
16. **EXPORT PACKING CHARGES:** N/A
17. **TERMS AND CONDITIONS OF GOVERNMENT COMMERCIAL CREDIT CARD ACCEPTANCE:** N/A
18. **TERMS AND CONDITIONS OF GOVERNMENT 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 LISTS AND ANY DISCOUNT FROM LIST PRICES:** N/A

- 21. LIST OF SERVICE AND DISTRIBUTION POINTS:** 1215 E. Fort Avenue, Suite 100
Baltimore, MD 21230
- 22. LIST OF PARTICIPATING DEALERS:** N/A
- 23. PREVENTIVE MAINTENANCE:** N/A
- 24a. ENVIRONMENTAL ATTRIBUTES:** N/A
- 24b. SECTION 508 COMPLIANCE:** Section 508 compliance information is available on Electronic and Information Technology (EIT) supplies and services. Gilbane is not Section 508 compliant at this time. The EIT standards can be found at: www.Section508.gov/.
- 25. DATA UNIVERSAL NUMBER (DUNS):** 09-628-7347
TAXPAYER IDENTIFICATION NUMBER (TIN): 05-0495530
- 26. NOTIFICATION REGARDING REGISTRATION IN CCR DATABASE:** Gilbane Building Company is registered in the Central Contractor Registration (CCR) database.
- 27. CONTRACTOR TASKS/SPECIAL REQUIREMENTS (C-FSS-370) (NOV 2003)**
- (a) Security Clearances: The Contractor may be required to obtain/possess varying levels of security clearances in the performance of orders issued under this contract. All costs associated with obtaining/possessing such security clearances should be factored into the price offered under the Multiple Award Schedule.
- (b) Travel: The Contractor may be required to travel in performance of orders issued under this contract. Allowable travel and per diem charges are governed by Pub.L. 99-234 and FAR 31, and are reimbursable by the ordering agency or can be priced as a fixed price item on orders placed under the Multiple Award Schedule. The Industrial Funding Fee does NOT apply to travel and per diem charges.
- (c) Certifications, Licenses and Accreditations: As a commercial practice, the Contractor may be required to obtain/possess any variety of certifications, licenses and accreditations for specific FSC/Service Code classifications offered. All costs associated with obtaining/possessing such certifications, licenses and accreditations should be factored into the price offered under the Multiple Award Schedule Program.
- (d) Insurance: As a commercial practice, the Contractor may be required to obtain/possess insurance coverage for specific FSC/Service Code classifications offered. All costs associated with obtaining /possessing such insurance should be factored into the price offered under the Multiple Award Schedule Program.
- (e) Personnel: The Contractor may be required to provide key personnel, resumes, or skill category descriptions in the performance of orders issued under this contract. Ordering activities may require agency approval of additions or replacements to key personnel.
- (f) Organizational Conflicts of Interest: Where there may be an organizational conflict of interest as determined by the ordering agency, the Contractor's participation in such order may be restricted in accordance with FAR Part 9.5.
- (g) Documentation/Standards: The Contractor may be requested to provide products or services in accordance with rules, regulations, OMB orders, standards and documentation as specified by the agency's order.

(h) Data/Deliverable Requirements: Any required data/deliverables at the ordering level will be as specified or negotiated in the agency's order.

(i) Government-Furnished Property: As specified by the agency's order, the Government may provide property, equipment, materials or resources as necessary.

(j) Availability of Funds: Many Government agencies' operating funds are appropriated for a specific fiscal year. Funds may not be presently available for any orders placed under the contract or any option year. The Government's obligation on orders placed under this contract is contingent upon the availability of appropriated funds from which payment for ordering purposes can be made. No legal liability on the part of the Government for any payment may arise until funds are available to the ordering activity's Contracting Officer.

28. CONTRACT ADMINISTRATION FOR ORDERING ACTIVITIES

Any ordering activity, with respect to any one or more delivery orders placed by it under this contract, may exercise the same rights of termination as might the GSA Contracting Officer under provisions of FAR 52.212-4 [Contract Terms and Conditions- Commercial Items, paras (l) Termination for the Ordering Activity's Convenience, and (m) Termination for Cause.

29. CONTRACTOR TEAM ARRANGEMENTS

Contractors participating in contractor team arrangements must abide by all terms and conditions of their respective contracts. This includes compliance with Clauses 552.238-74 Industrial Funding Fee and Sales Reporting. That is, each contractor (team member) must report sales and remit the IFF for all products and services provided under its individual contract or task work order.

30. BLANKET PURCHASE AGREEMENTS (BPAs)

Federal Acquisition Regulation (FAR) 13.303-1(a) defines Blanket Purchase Agreements (BPAs) as "...a simplified method of filling anticipated repetitive needs for supplies or services by establishing 'charge accounts' with qualified sources of supply." The use of Blanket Purchase Agreements under the Federal Supply Schedule Program is authorized in accordance with FAR 13.303-2(c) (3), which reads, in part, as follows:

"BPAs may be established with Federal Supply Schedule Contractors, if not inconsistent with the terms of the applicable schedule contract."

Federal Supply Schedule contracts contain BPA provisions to enable schedule users to maximize their administrative and purchasing savings. This feature permits schedule users to set up "accounts with Schedule Contractors to fill recurring requirements. These accounts establish a period of the BPA and generally address issues such as the frequency of ordering and invoicing, authorized callers, discounts, delivery locations and times. Agencies may qualify for the best quantity/volume discounts available under the contract, based on the potential volume of business that may be generated through such an agreement, regardless of the size of the individual orders. In addition, agencies may be able to secure a discount higher than that available in the contract based on the aggregate volume of business possible under a BPA. Finally, Contractors may be open to a progressive type of discounting where the discount would increase once the sales accumulated under the BPA reach certain prescribed levels. Use of a BPA may be particularly useful when vying for specific dollar level(s) under the Maximum Order feature.

31. PURCHASE OF OPEN MARKET ITEMS

NOTE: Open Market Items are also known as incidental items, noncontract items, non-Schedule items, and items not on a Federal Supply Schedule contract.

For administrative convenience, an ordering activity contracting officer may add items not on the Federal Supply Multiple Award Schedule (MAS) – referred to as open market items – to a Federal Supply Schedule blanket purchase agreement (BPA) or an individual task or delivery order, only if-

All applicable acquisition regulations pertaining to the purchase of the items not on the Federal Supply Schedule have been followed (e.g., publicizing (Part 5), competition requirements (Part 6), acquisition of commercial items (Part 12), contracting methods (Parts 13, 14, and 15), and small business programs (Part 19));

The ordering activity contracting officer has determined the price for the items not on the Federal Supply Schedule is fair and reasonable;

The items are clearly labeled on the order as items not on the Federal Supply Schedule (or OPEN MARKET ITEMS); and

All clauses applicable to items not on the Federal Supply Schedule are included in the order.

32. INSTALLATION, DEINSTALLATION, REINSTALLATION

The Davis-Bacon Act (40 U.S.C. 276a - 276a-7) provides that contracts in excess of \$2,000 to which the United States or the District of Columbia is a party for construction, alteration, or repair (including painting and decorating) of public buildings or public works with the United States, shall contain a clause that no laborer or mechanic employed directly upon the site of the work shall receive less than the prevailing wage rates as determined by the Secretary of Labor. The requirements of the Davis-Bacon Act do not apply if the construction work is incidental to the furnishing of supplies, equipment, or services. For example, the requirements do not apply to simple installation or alteration of a public building or public work that is incidental to furnishing supplies or equipment under a supply contract. However, if the construction, alteration or repair is segregable and exceeds \$2,000, then the requirements of the Davis-Bacon Act applies.

The ordering activity issuing the task order against this contract will be responsible for proper administration and enforcement of the Federal labor standards covered by the Davis-bacon Act.

The proper Davis-Bacon wage determination will be issued by the ordering activity at the time a request for quotations is made for applicable construction classified installation, deinstallation, and reinstallation services under SIN 712-3.

33. PRIME CONTRACTOR ORDERING FROM FEDERAL SUPPLY SCHEDULES

Prime Contractors (on cost reimbursement contracts) placing orders under Federal Supply Schedules, on behalf of an ordering activity, shall follow the terms of the applicable schedule and authorization and include with each order-

A copy of the authorization from the ordering activity with whom the contractor has the prime contract (unless a copy was previously furnished to the Federal Supply Schedule contractor); and

The following statement:

This order is placed under written authorization from _____ dated _____. In the event of any inconsistency between the terms and conditions of this order and those of your Federal Supply Schedule contract, the latter will govern.

34. INSURANCE – WORK ON A GOVERNMENT INSTALLATION (JAN 1997) (FAR 52.228-5)

(a) The Contractor shall, at its own expense, provide and maintain during the entire performance of this contract, at least the kinds and minimum amounts of insurance required in the Schedule or elsewhere in the contract.

(b) Before commencing work under this contract, the Contractor shall notify the Contracting Officer in writing that the required insurance has been obtained. The policies evidencing required insurance shall contain an endorsement to the effect that any cancellation or any material change adversely affecting the Government's interest shall not be effective for such period as the laws of the State in which this contract is to be performed prescribe; or until 30 days after the insurer or the Contractor gives written notice to the Contracting Officer, whichever period is longer.

(c) The Contractor shall insert the substance of this clause, including this paragraph (c), in subcontracts under this contract that require work on a Government installation and shall require subcontractors to provide and maintain the insurance

required in the Schedule or elsewhere in the contract. The Contractor shall maintain a copy of all subcontractors' proofs of required insurance, and shall make copies available to the Contracting Officer upon request.

Gilbane GSA Labor Category Descriptions

PRINCIPAL

Responsibilities: Senior level position with the responsibility of ensuring the firm's ability to deliver high quality services in a timely, efficient, and profitable manner. Authority to enter into contracts for the provision of professional services. Final responsibility for project completion in accordance with contractual agreements. Serves as a senior, in-house technical expert.

Education/Training Requirements: Bachelor's Degree

Experience: 15 years' experience including senior management responsibilities

PROJECT EXECUTIVE

Responsibilities: Possess business unit management responsibilities, and provides managerial and technical leadership to direct and support a broad range of activities. Actively participates in business development and is responsible for the timely and accurate completion of projects.

Education/Training Requirements: Bachelor's Degree

Experience: 10 years' experience total including 3 years' experience as senior project or team leader or similar role

SR. PROJECT MANAGER

Responsibilities: Provides effective leadership and management to projects, ensuring quality performance by the project team and by the company as a whole. Expert knowledge of the planning and budgeting and design process, including all phases from strategic operational/logistical planning/budgeting, procurement strategy and implementation, end user, project team and public communications and close out. Responsible and accountable for all facets of project performance, including technical/professional, financial and client satisfaction. Key representative of the company to clients and the public. Provides training and technical direction of junior personnel.

Education/Training Requirements: Bachelor's Degree

Experience: 10 years' experience

PROJECT MANAGER I

Responsibilities: Provides effective leadership and management to projects, ensuring quality performance by the project team and by the company as a whole. Responsible and accountable for all facets of project performance, including technical/professional, financial and client satisfaction. Key representative of the company to clients and the public. Provides training and technical direction of junior personnel.

Education/Training Requirements: Bachelor's Degree

Experience: 7 years' experience

ASSISTANT PROJECT MANAGER

Responsibilities: Provides overall project task support to Project Manager. Duties include participation/documentation of interview process, procurement process management, vendor coordination, project records managements, and move/equipment furniture installation management.

Education/Training Requirements: Bachelor's Degree

Experience: 3-4 years' experience

SR. PROJECT ENGINEER II

Responsibilities: Performs advanced engineering analysis and design. May supervise subordinate professionals and technical specialists within a project team. Typically works under a higher-level project leader to provide technical and administrative sub-leadership for assigned projects and client support.

Education/Training Requirements: Bachelor's Degree in Engineering

Experience: 7 or more years' experience

SR. PROJECT ENGINEER I

Responsibilities: Performs advanced engineering analysis and design. May supervise subordinate professionals and technical specialists within a project team. Typically works under a higher-level project leader to provide technical and administrative sub-leadership for assigned projects and client support.

Education/Training Requirements: Bachelor's Degree in Engineering

Experience: 5 or more years' experience

PROJECT ENGINEER I

Responsibilities: Performs tasks assigned by a project manager or supervisor. Plans, designs, reviews and coordinate complex engineering tasks in support of project accomplishment. Applies engineering skills and abilities to complete necessary calculations to determine feasibility of different design options. Analyzes reports, maps, drawings, test results and other topographic and geological documents to plan and/or design projects of portions of projects.

Education/Training Requirements: Bachelor's Degree in Engineering

Experience: 4 or more years' experience

SR. ARCHITECT/DESIGNER II

Responsibilities: Provides leadership developing complex solutions for planning, architectural and interior designs. Plans, designs, reviews and coordinates complex engineering or design tasks in support of project accomplishment. Applies engineering skills and abilities to complete necessary calculations to determine feasibility of different design options. Provides space utilization planning, functional relationships and office layout.

Education/Training Requirements: Bachelor's Degree

Experience: 6 Years' Experience

Sr. Architect/Designer I

Responsibilities: Provides leadership developing complex solutions for planning, architectural and interior designs. Plans, designs, reviews and coordinates complex engineering or design tasks in support of project accomplishment. Applies engineering skills and abilities to complete necessary calculations to determine feasibility of different design options. Provides space utilization planning, functional relationships and office layout.

Education/Training Requirements: Bachelor's Degree

Experience: 4 Years' Experience

Architect/Designer I

Responsibilities: Provides leadership developing complex solutions for planning, architectural and interior designs. Plans, designs, reviews and coordinates complex engineering or design tasks in support of project accomplishment. Applies engineering skills and abilities to complete necessary calculations to determine feasibility of different design options. Provides space utilization planning, functional relationships and office layout.

Education/Training Requirements: Bachelor's Degree

Experience: 2-3 Years' Experience

Quality Control Specialist I

Responsibilities: Works with Project Executive and Project Manager to review quality plans, project documentation to ensure adherence to corporate guidelines for quality in deliverables.

Education/Training Requirements: Bachelor's Degree

Experience: 5 Years' Experience

Purchasing Specialist I

Responsibilities: Purchases assigned materials, supplies, and services in support of the project, in a timely manner, at the lowest possible cost and provide advice and information on materials, supplies, and services to all interested parties. Possesses knowledge of purchasing and procurement methods and procedures.

Education/Training Requirements: Bachelor's Degree

Experience: 2-3 Years' Experience

Subject Matter Expert I

Functional Responsibility: Provides expert consultative support to a functional or technical area of the project. Provides high-level technical or functional system development or analysis. Position incorporates the design, integration, documentation, implementation and analysis on complex problems requiring knowledge of the subject matter.

Minimum Education: Bachelor's Degree or equivalent and specific skills and education that pertain to specialized requirements of the project.

Relocation Coordinator

Responsibilities: Relocation coordinator will provide services required for the reorganization and consolidation of existing facilities, or/or opening new facilities. Services shall include maintaining project documentation, coordinating schedules, and providing on-site supervision of move activity. Coordinates paperwork and subcontracts involved in relocation project.

Education/Training Requirements: Bachelor's Degree

Experience: 2-3 Years' Experience

Planner/Scheduler/Inventory II

Responsibilities: Coordinate relocation plans and schedules with other crafts and trade persons. These services will be provided and completed with maximum cost efficiency and minimum business disruption. Provide temporary and long-term furnishings warehousing, and ensure proper accountability of items in storage.

Education/Training Requirements: Bachelor's Degree

Experience: 4 Years' Experience

Planner/Scheduler/Inventory I

Responsibilities: Coordinate relocation plans and schedules with other crafts and trade persons. These services will be provided and completed with maximum cost efficiency and minimum business disruption. Provide temporary and long-term furnishings warehousing, and ensure proper accountability of items in storage.

Education/Training Requirements: Bachelor's Degree

Experience: 2 Years' Experience

Project Assistant

Responsibilities: Provides administrative support to project managers. Facilitates meeting schedules and attendance. Oversees document management and provides consistent, quality support to projects and services groups.

Education/Training Requirements: Bachelor's Degree preferred

Experience: 1-2 years' experience.

Hourly Labor Rates for SINs
712-1, 712-2, 712-3, 712-4

Job Title	Contract Price
Principal	\$151.14
Project Executive I	\$140.22
Sr. Project Manager	\$136.26
Project Manager I	\$119.58
Assistant Project Manager	\$94.80
Sr. Project Engineer II	\$131.18
Sr. Project Engineer I	\$114.53
Project Engineer I	\$79.24
Sr. Architect/Designer II	\$125.47
Sr. Architect/Designer I	\$96.50
Architect/Design I	\$69.72
Quality Control Specialist I	\$112.16
Purchasing Specialist I	\$117.83
Subject Matter Expert I	\$110.24
Relocation Coordinator	\$58.58
Planner/Scheduler/Inventory II	\$93.75
Planner/Scheduler/Inventory I	\$77.06
Project Assistant	\$50.94