



GENERAL SERVICES ADMINISTRATION  
FEDERAL SUPPLY SERVICE  
**AUTHORIZED FEDERAL SUPPLY SCHEDULE PRICE LIST**

For more information on ordering from Federal Supply Schedules,  
click on the FSS Schedules button at [fss.gsa.gov](http://fss.gsa.gov).



## FSC 71 II K Comprehensive Furniture Management Services

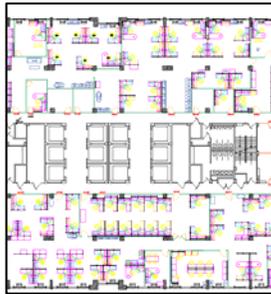
**Contract number: GS-29F-0017W**

Contract Period: 3.15.2015 to 3.14.2020

Current to Supplement No: 6, dated 1.1.2015

Prices Shown Herein are Net

Business Size: Small



design / specify / consult



build / manage / move

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.GSAAdvantage.gov](http://www.GSAAdvantage.gov).

## AWARD GS-29F-0017W TERMS & CONDITIONS

### 1. Awarded Schedule: FSC 71 II K Comprehensive Furniture Management Services

**Contract number: GS-29F-0017W**

**Contract Period: 3.15.2015 to 3.14.2020**

#### 1a. Awarded Special Item Number (SIN):

- **SIN 712-1, Project Management**  
Comprehensive support for the design, reconfiguration, relocation and increasing / downsizing of office space and similar facilities including furniture, office equipment and all furnishings.
- **SIN 712-2, Asset Management**  
Comprehensive support for designing and installing systems to manage office furniture and related inventories including warehouse and property disposal.
- **SIN 712-3, Reconfiguration / Relocation / Move Management**  
Comprehensive support for reorganizing, consolidating, warehousing and/or opening new facilities.
- **SIN 712-4, Furniture Design and Layout Services**  
Comprehensive support for interior design, space planning, specifying and workspace related consulting.

*For detailed description of the above SIN's scope of work, see page 4.*

1b. **Lowest Unit Price:** \$40.30 /hour

#### 1c. Description of Labor Categories:

- **Pricing Chart**

Labor Category	Education Level / Certification	Years of Exp.	Unit of Issue	GSA Net Price
Principal Interior Designer	Bachelors / NCIDQ	15	Hr.	<b>\$81.05</b>
Sr. Interior Designer	Bachelors / NCIDQ	10	Hr.	<b>\$58.83</b>
Sr. Project Manager	Bachelors / NCIDQ or PMI	10	Hr.	<b>\$96.72</b>
Systems Installer	see below	1	Hr.	<b>\$60.45</b>
Laborer	see below	-	Hr.	<b>\$40.30</b>

*For detailed description of the above Labor Category, see page 4.*

## AWARD GS-29F-0017W TERMS & CONDITIONS

2. **Maximum Order:** \$125,000.00 net (larger orders maybe accepted on contract, but will receive a further mandatory concession in price or terms)
3. **Minimum Order:** \$100.00 net
4. **Geographic Coverage:** Mid-Atlantic region defined as PA, NJ, MD, DC & VA. All services are available outside of the Mid-Atlantic region, including overseas, but may be quoted with additional open market line item for expenses including travel expenses per the Federal Travel Regulation.
5. **Point of Production:** Elkton, MD 21921 USA
6. **Discount:** Prices shown herein are GSA net
7. **Quantity Discount:** 2% additional discount for single orders over \$25,000.00
8. **Prompt Payment Terms:** none – net 30 days
- 9a. **Government Purchase Cards:** Accepted at and below the micro-purchase threshold
- 9b. **Government Purchase Cards:** Accepted above the micro-purchase threshold
10. **Foreign Items:** none
- 11a. **Time of Delivery:** 30 days ARO unless specified within the scope of work
- 11b. **Expedited Delivery:** Available, negotiated upon request
- 11c. **Overnight Delivery:** None
12. **F.O.B Point:** Destination - Mid-Atlantic region (defined as PA, NJ, MD, DC & VA)  
Origin - the remainder of CONUS and OCONUS
- 13a. **Ordering Address:**  
 Peppersack Design LLC  
 235 S. Quince Street  
 Philadelphia, PA 19107  
 Phone: 410-258-8566  
 Email: [Dan@Peppersack.com](mailto:Dan@Peppersack.com)
- 13b. **Ordering Procedure:** Contact the above  
 For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA's) are found in Federal Acquisition Regulation (FAR) 8.405-3.
14. **Payment Address:**  
 Peppersack Design LLC  
 235 S. Quince Street  
 Philadelphia, PA 19107
15. **Warranty:** Standard commercial warranty
16. **Export packing:** none
17. **Terms and conditions of Government purchase card:** no additional terms or conditions
18. **Terms and conditions of rental, maintenance and repair:** N/A
19. **Terms and conditions of installation:** N/A
- 20a. **Terms and conditions of repair parts:** N/A
- 20b. **Terms and conditions of any other service:** N/A
21. **List of service and distribution points:** N/A
22. **List of participating dealers:** none
23. **Preventive Maintenance:** N/A
- 24a. **Special attributes:** N/A
- 24b. **Section 508 compliance:** N/A
25. **DUNS number:** 828798629
26. **System for Award Management (SAM / CCR):** Registered
27. **Uncompensated Overtime:** Not used
28. **Restocking fee:** N/A
29. **Cancellation:** If a no-fault, stop work or cancellation order is given after an order is accepted and work commenced, the time or percentage of completed work is due Peppersack Design LLC net 30.

## DESCRIPTION/ SCOPE OF WORK OF AWARDED SINS

### **SIN 712-1, Project Management**

is the application of our knowledge, skills, tools and techniques to manage change in the office environment such as furniture reconfiguration, relocation or new. It is both developing comprehensive plans for, and managing of, the execution of this change. The primary goal of Project Management is to ensure the project meets or exceeds the Scope of Work in scope, time, cost and quality. Project Management labor includes, but is not limited to:

- ◆ Management of office moves, new creations and reorganizations.
- ◆ Formation of project management plans including feasibility, cost estimates, design, phasing, schedules and execution strategies.
- ◆ Management of furniture moves, reconfigurations and installation including planning, coordination, oversight, quality control and sign-off.
- ◆ Logistical management of interior designers, furniture installers and other actors working to renovate the non-structural elements in an office environment.
- ◆ Consulting in creating a furniture acquisition program ( BPA or IQID furniture contracts)
- ◆ Management of a furniture acquisition program ( BPA or IQID furniture contracts)

### **SIN 712-2, Asset Management**

is the application of knowledge, skills, tools and techniques to control the physical assets in an office environment including furniture, furnishings and office equipment. The primary goal is to allow the user to have knowledge and control over their assets by the design and implementation of a management system. Asset Management labor includes, but is not limited to:

- ◆ Creation, implantation and maintenance of an asset (buildings, furniture, or others items) knowledge and control system.
- ◆ Development of a graphic, interactive, Autocad based space and inventory control system.
- ◆ Analysis of what organizational assets are cost effective to manage by a formal tracking system.
- ◆ Itemizing, tracking and the management of barcoding, warehousing, disposal of furniture or equipment.

### **SIN 712-3, Reconfiguration, Relocation & Installation Management**

is the application of knowledge, skills, tools and techniques to manage the movement of physical assets in the office environment due to a reconfiguration, relocation or new. It is both developing comprehensive plans for, and managing the execution of, this movement. The primary goal is to ensure the project meets or exceeds the Scope of Work in scope, time, cost and quality.

Reconfiguration/Relocation Management labor includes, but is not limited to:

- ◆ Management of all aspects of existing furniture moves or reconfigurations including schedules, phasing, responsibility charts and oversight.
- ◆ Management of all aspects of new furniture installation including schedules, phasing, responsibility charts and oversight.
- ◆ Development of reconfiguration, relocation or installation plans, specifications and drawings.
- ◆ Coordination of warehousing and opening of new facilities.
- ◆ Itemizing of existing furniture in detailed graphic and spreadsheet form.
- ◆ Block planning; creation of conceptual plans of what group fits best in what space.
- ◆ Management of new furniture installation including review of manufactures furniture drawings and specifications to insure accuracy.
- ◆ Physical break-down, move, storage and reinstallation of existing furniture in a new design in same or new location.
- ◆ Physical receiving, storage and installation of new furniture.

### **SIN 712-4, Furniture Design and Layout Services**

is the professional application of knowledge, skills, tools and techniques to design (or layout) the physical assets in the office environment including the specifications and placement of furniture. It is required when the furniture or the whole office environment is reconfigured, relocated or is new. The primary goal is to create a highly functional office interior that facilitates the mission of the user by understanding the budget, timeline, user mission and workflow, physical setting, social structures, psychological needs, and cultural work process. The interior designer's work on Furniture Design and Layout includes, but is not limited to:

- ◆ **Programming** – Gathering all information including feasibility, budget, timeframe and regulations, leading to a written statement of the design problem.
- ◆ **Block plans** – Creating conceptual diagrams showing possible solutions to the programming statement including general function relationships, space allocations, and projected budget.
- ◆ **Design / layout** – Creating a CAD graphic plan detailing all elements of the built environment to convey design intent for furniture, electrical, communication, and safety.
- ◆ **Space analysis** – Comprehensive analysis of current space usage and workflow.
- ◆ **Layout theory consulting** – Determining an optimal work environment
- ◆ **Change management** - Explaining new office design rational and helping users transition.
- ◆ **Furniture standards creation**- Creating furniture standards or a furniture acquisition program ( BPA or IQID furniture contracts)
- ◆ **Furniture specifications**
  - **Pre-chosen manufacture** – Creating a list of parts and prices from a GSA furniture manufacture ready to order.
  - **Reutilizing existing** – Creating a list of parts and graphics of existing furniture, create differentials between new and existing product.
  - **For bid** – Creating generic, performance based graphic typicals and lists of parts designed for bidding. Includes appraisal of manufactures technical compliance with generic bid drawings and review of furniture plans to insure accuracy in parts and measurements.

### **Principal Interior Designer**

**Education:** 4 year Bachelor's degree in Design

**Experience:** 15+ years' experience working in the field of design and project management

**Certification:** NCIDQ - National Council for Interior Design Qualification

State Licensed Interior Designer

**Understanding:**, extensive design theory for the office environment, project management theory, critical path timelines, current egress and ADA codes, the advantages of different types of office environments, familiarity with all GSA furniture lines

**Proficiencies:** High computer literacy including Autodesk Autocad, Microsoft OneNotes & Project

**Responsibilities:** Understanding, leading and executing all aspects of office design and layout. The Principal is accountable for all technical and financial facets of any project including the final quality. The Principal will act as negotiator and is responsible for understanding and complying with all relevant GSA and Government regulations. The Principal Interior Designer will have the ability to execute all elements of the scheduled services.

## CUSTOMER INFORMATION - AWARD

### 1C

#### **SENIOR INTERIOR DESIGNER**

**Education:** 4 year Bachelor's degree in Design or Facilities Management

**Experience:** 10+ years' experience working in the field of design and project management

**Certification:** NCIDQ - National Council for Interior Design Qualification

**Understanding:**, extensive design theory for the office environment, project management theory, critical path timelines, current egress and ADA codes, the advantages of different types of office environments, familiarity with all GSA furniture lines

**Proficiencies:** High computer literacy including Autodesk Autocad, Microsoft OneNotes & Project

**Responsibilities:** Understanding and executing all aspects of office design and layout. The Interior Designer is accountable for all technical facets of any project including quality. The Senior Interior Designer will have the ability to execute all elements of the scheduled services.

#### **Senior Project Manager**

**Education:** 4 year Bachelor's degree in Design (or related field)

**Experience:** 10+ years' experience working in the field of design and project management for furniture, fixtures and equipment. 5+ years' experience in running multi-task teams in executing large scale, single award contracts.

**Certification:** NCIDQ - National Council for Interior Design Qualification

or PMI – Project Management Institute Associate (or equivalent)

**Understanding:** Extensive project management theory for the office environment including critical path timelines, budget estimating and project tracking; understanding of how to organize and manage multiple tasks and sub-contractors simultaneously, knowledge of how to create and manage asset control systems; understanding of general Government contracting, FAR regulations and working on a DOD base; familiarity with LEED, environmental standards and all GSA furniture lines.

**Proficiencies:** High computer literacy including Autodesk Autocad, Microsoft OneNotes & Project, Intuit QuickbooksPro.

**Responsibilities:** Understanding, leading and project managing all aspects of furniture related projects. Senior Project Manager is accountable for all technical and financial facets of any project including the final quality. Senior Project Manager is responsible for understanding and complying with all relevant GSA and Government regulations. The Senior Project Manager will have the ability to execute all elements of the attached scope of work.

#### **SYSTEMS INSTALLER**

**Experience:** 1+ year's installing systems furniture.

**Understanding:** Extensive understanding of system furniture construction methods.

**Proficiencies:** Able to construct any GSA system furniture, seating, filing, tables, desks or accessories; to read and execute furniture manufactures installation drawings; to effectively communicate to the end user.

**Responsibilities:** Build product as drawn, supply all necessary equipment and tools, leave the space clean, be neat in appearance and conduct all activities in a professional manner.

#### **LABORER**

**Proficiencies:** Able to drive or move product to client space; to clean product and space; assist installers as needed.

**Responsibilities:** Be neat in appearance and conduct all activities in a professional manner.

## ABOUT PEPERSACK DESIGN LLC

Pepersack Design is a technical partner to the Government contract furniture industry. We are professional designers and project managers creating workplace solutions. We do not represent nor sell product, so we can honestly partner with any manufacturer, dealer or government agency. For over twenty years, Pepersack Design has been engaged in creating solutions for whole workplace furniture acquisition flow.

Pepersack Design LLC has been a service provider to the government for over twenty years. We have designed approx. 1 million sqft of commercial office space encompassing over 6,000 systems workstations and installed or reconfigured over 3,000 stations. We have developed an expertise not only in Comprehensive Furniture Management Services but general government contracting as well. Our GSA schedule audit has twice received a rating of "outstanding".



### Partial Client List:

National Oceanic and Atmospheric Administration, Health and Human Services, Department of Energy, Maryland Republican Party / Army Human Resource Command / Army Civilian Personnel Command / National Guard Bureau / Military Postal Service / Defense Special Weapons Agency / US Tax Court / Information Technology, E-Commerce, and Commercial Contracting Center / Army office of Global War on Terror / Software Engineering Center - Belvoir / Army Wounded Warrior Command / Army G1 ASA, Army Culinary Center of Excellence / Depart. of Agriculture / Army Ft. Cambell / Naval Research Lab / Army RDECOM / Army War College / Social Security Admin. / Securities VA headquarters, US Coast Guard / Barcoding.com / General Service Administration / Dept. Agriculture / Army Corps of Engineers

Find more at  
**[WWW.PEPERSACK.COM](http://WWW.PEPERSACK.COM)**