

WORKPLACE SOLUTIONS

design + planning + initial outfitting

3733 University Blvd. West, Suite 210A, Jacksonville, FL 32217
Office: 904.997.8878 Fax: 904.997.8087



**General Services Administration
Federal Supply Service
Authorized Federal Supply Schedule Price List**

**Schedule: 71-II-K Comprehensive
Furniture Management Services
Contract Number: GS-29f-0018n
Contract Through: March 2018
Small Business, Woman Owned & Operated
Federal ID: # 59-3328859**

NAICS Codes: 442110, 484210, 488991, 493110, 541310, 541330, 541410,
541420, 541490, 541611, 541614, 561210, 921190

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 GSA Advantage.gov.



*For more information on ordering from Federal Supply Schedules
click on the FSS Schedules button at fss.gsa.gov*

Company Overview

Established in 1995, Workplace Solutions, Inc. is a Woman Owned, Small Business, providing commercial interior products and services for the Federal Government. We work closely with architects, designers, general contractors and end users to effectively provide the products and services within the established specifications, budget and completion schedules.

As a dedicated government contractor, we understand the specific requirements of government contracts, and have teamed with manufacturers who also understand these demands. In doing so, we are able to work with changing schedules and/or requirements that may arise without compromising the overall results of the project and keeping costs to a minimum.

Workplace Solutions Inc. is a GSA Contract Holder under the Comprehensive Furniture Management Services Contract (CFMS). This allows us access to a wider variety of products on GSA Schedule therefore increasing product selection and enabling our clients to issue one purchase order for an entire interior package. By offering a “**turn-key solution**”, we can execute all aspects of a project, from specifications to installation.

We understand the unique demands associated with complex government projects. We take our business seriously and attribute our success to our qualified team and dedication to our customers. This attitude has earned us a proven Past Performance, for which we are most proud.

Capabilities Statement

In order to meet our clients' needs, Workplace Solutions Inc. has assembled products and services that meet or exceed the industry standard. Combined with a dedicated project team, Workplace Solutions, Inc. can insure the success of your requirements.

We provide associated services needed to execute your project such as, (but not limited to), support for your interior design; assisting with determining and establishing budgets; development of the project installation services; crews and schedules; project management; electrical / telecommunications coordination and installation; project quality control.

Workplace Solutions' experienced team is committed to finding the right solution for your project. Through our extensive knowledge and expertise of our industry, we are able to work with changing schedules and/or requirements that may arise without compromising the end results of the project.

We take our business seriously and believe the success of Workplace Solutions, Inc. is attributed to our dedication to the customer. This attitude has earned us a **Proven Past Performance** of which we are very proud.

Our team thoroughly understands what is expected to successfully complete projects on time and within budget. Given the opportunity, we are confident that we will prove to you that Workplace Solutions, Inc. is the right choice for your project.

Customer Satisfaction

While every effort is made to achieve a quality result, we realize that from time to time unexpected and or unforeseen situations may occur. In the event of a situation, the customer can be assured, that the staff of Workplace Solutions, Inc. will correct the problems quickly and to the customers' satisfaction.

Customer Information

1.a. Awarded Special Item Numbers

712-1 Project Management

The Project Management services available under this Special Item Number (SIN) shall 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:

- Develop 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.

712-3 Reconfiguration / Relocation / Installation Management

The Reconfiguration/Relocation Management services available under this SIN may include all the services for the reorganization and consolidation of existing facilities and/or the opening of new facilities. The services may include, but are not limited to:

- Develop work and relocation plans and schedules.
- Coordinate relocation plans and schedules with other professional, crafts, and trades persons.
- Verify of critical field dimensions prior to installation.
- Moving and installation.
- Provide temporary and long term warehousing for furniture and furnishings ensuring proper accountability of items in storage.

712-4 Design / Layout

The Furniture Design/Layout services available under this SIN are intended to provide Customer Agencies with complete interior design, furniture consultation, and/or product specifications. The services may include, but are not limited to:

- Evaluate the Customer Agency's overall space and furniture requirements, existing inventory, space standards, the functional environment, work flow and special space or electric/data requirements.
- Formulate design solutions.
- Develop detailed plan in an electronic format (i.e. Microsoft Access, Auto CAD, etc.) based the service provider's evaluation and proposed design solutions.

1.b. Lowest Priced Items

712-1 Project Coordinator - \$27.15 per hour

712-3 Standard Labor - \$24.68 per hour

712-4 Designer - \$48.89 per hour

1.c Hourly Rates

SPECIAL ITEM #	LABOR CATEGORY TITLE	POSITION DESCRIPTION	QUALIFICATIONS/EDUCATION	HOURLY RATE
712-1, 712-3	Program Manager	Ensures resources are available and that tasks are fully staffed with personnel, equipment, and other required support. Provides business, personnel and technical management for Initial Outfitting (IO) projects; subordinates groups of technical and administrative personnel.	20 years experience in managing initial outfitting projects - MA/MS in business/management, or a related field; 20 years in a supervisory position; 20 years experience managing initial outfitting projects; 10 years experience on Federal projects.	\$ 142.47
712-1, 712-3	Senior Project Manager	Plans, organizes, and controls the overall activities of Initial Outfitting (IO) projects; ensures that all activities conform to the terms and conditions of the contract	15 years experience with logistics systems or management experience; 10 years supervision and management of substantive supply chain management, BA /BS in Business, Mathematics, or equivalent from an accredited college or university.	\$ 148.84
712-1, 712-3	Project Manager	Field supervisor for individual furniture, fixtures, and related equipment installation services projects as part of Initial Outfitting (IO)	5 years experience supervising furniture, fixtures, and related equipment installation services - BS/AS Degree	\$ 59.14
712-1, 712-3	Project Coordinator	Works with Initial Outfitting (IO) project team members to implement and coordinate individual activities, develop project schedule; manage vendor relationships and contracts (technical work, schedule, costs, terms & conditions, etc); good working knowledge of Excel and MS Project	5 years project administrative experience. - BA/AS Degree - Related experience may be substituted for some, but not all, education or if technical certification exists.	\$ 48.89
712-3	Project Support	Supports completion of relocation, contracts, briefings / presentations and in-process review preparation.	4 years project administrative experience. - AS Degree- Related experience may be substituted for some, but not all, education or if technical certification exists.	\$ 48.89
712-4	Master Designer	Manages Interior Design planning work and interior layouts for Initial Outfitting projects (IO). Interior Designer must have successfully managed and completed a variety of projects that include initial outfitting of furniture, fixtures, and related equipment. They must perform all design work in accordance with industry accepted and "best practice" design principles.	5 years experience in design and design review of relevant CFMS projects; 2 years of experience relevant Federal procurements. BA/BS in Interior Design, or related field; must be NCIDQ Certified.	\$ 112.68
712-4	Senior Designer	Implements Interior Design planning work and interior layouts. Interior Designer must have successfully completed a variety of projects that include initial outfitting of furniture, fixtures, and related equipment. They must perform all design work in accordance with industry accepted and "best practice" design principles.	3 years experience in design and design review of relevant projects. BA/BS in Interior Design, or related field. Must be a Registered Interior Designer.	\$ 59.14
712-4	Designer	Implements Interior Design planning work and interior layouts. They must perform all design work in accordance with industry accepted and "best practice" design principles.	3 years experience in design and design review of relevant medical projects. Associate Degree in Interior Design	\$ 48.89
712-1, 712-3, 712-4	Quality Control Manager	Develops, implements, and documents an effective quality control plan for the program in accordance with the contract terms and conditions.	5 years experience in the related trade. - BS/BA in Business Administration, or related field, related experience may be substituted for education at the rate of 2 years of experience for each year of education.	\$ 101.25
712-3	Crew Supervisor	Supervises logistics, providing relocation services.	5 years experience supervising warehouse and/or furniture, fixtures, and related equipment crews; high school diploma	\$ 48.89
712-3	Qualified Installer	Furniture, fixtures, and related equipment Installation & Assembly	4 years experience; approved / certified by manufacturer; high school diploma	\$ 38.02
712-3	Furniture Mover	General relocation labor.	2 years experience, providing relocation labor; high school diploma	\$ 27.15
712-3	Standard Labor	Other general CFMS labor.	2 years experience; high school diploma	\$ 24.68

2. Maximum Order

712-1	\$500,000
712-3	\$500,000
712-4	\$500,000

3. Minimum Order

712-1	\$100
712-3	\$100
712-4	\$100

4. Geographic Coverage

Domestic (CONUS)

5. Points of Production

Not Applicable

6. Discounts from Commercial Price List

GSA prices listed in 1c reflect discounts from commercial prices that range from 1% - 25%

7. Quantity Volume Discounts

None

8. Prompt Payment Discount

None

9.a Government purchase cards

Not Accepted

9.b Government purchase cards

Not Accepted

10. Foreign Items

None

11.a Time of delivery

Negotiable

11.b. Expedited Delivery

Negotiable

11.c Overnight and 2 day delivery

Negotiable

11.d Urgent Requirements

Negotiable

12. F.O.B. points

Destination

13.a. Ordering address

**3733 University Boulevard West – Suite 210A
Jacksonville, FL 32217
c/o Jessica Martin
904.997.8878
jmartin@workplace.us**

13.b. Ordering Procedures

Federal Acquisition Regulation (FAR) 8.405-3 provides the ordering procedures for Blanket Purchase Agreements (BPAs). Ordering procedures for products or services requiring a Statement of Work (SOW) can be found in FAR 8.405-1. Products or services that do not require an SOW will have their ordering procedures explained in FAR 8.405-2. Additional information on Blanket Purchase Agreements (BPAs), and a sample BPA can be found at the GSA homepage (www.gsa.gov).

14. Payment Address

**3733 University Boulevard West – Suite 210A
Jacksonville, FL 32217
c/o Adrian New
904.997.8878
anew@workplace.us**

15. Warranty Provision

30 days from date of performance

16. Export Packaging

Not applicable

17. Terms & conditions of Government

Purchase card acceptance.

Not applicable

**18. Terms & conditions of rental, maintenance,
and repair.**

Not applicable

19. Terms & conditions of installation

Will be determined by Statement of Work for each contract

**20. Terms & conditions for any other
services**

Will be determined by Statement of Work for each contract

21. List of service and distribution points

Not applicable

22. List of participating dealers

Available upon request

23. Preventive maintenance

Not Applicable

24.a Special Attributes

Not Applicable

24.b. Section 508 compliance

Not Applicable

25. DUNS Number: 93-270-0875

26. Central Contractor Registration: *Workplace Solutions, Inc. is registered in the the System for Award Management (SAM).*