

GENERAL SERVICES ADMINISTRATION  
Federal Supply Service  
Authorized **Schedule 71-II-K** Price List  
**Comprehensive Furniture Management Services**

FSC Group 7110/ NAICS Code 541611

- SIN 712-1 Project Management** (Furniture and Furnishings Related)  
**SIN 712-2 Asset Management** (Furniture and Furnishings Related)  
**SIN 712-3 Reconfiguration/Relocation/Installation Management** (Furniture  
and Furnishings Related)  
**SIN 712-4 Design/Layout**  
**SIN 712-5 Packaged Environments** (Furniture and Furnishings Related)  
**SIN 712-6 Assets Maintenance** (Furniture and Furnishings Related)

**Contractor**

**TRADE PRODUCTS CORPORATION**  
12124 Pope's Head Road  
Fairfax, VA 22030



Telephone: (703) 502-9000  
Fax: (703) 502-9399  
Web Address: [www.tradeproductscorp.com](http://www.tradeproductscorp.com)

Contract Administrator:

Mr. Allyn Richert, President  
arichert@tradeproductscorp.com

Contract Number: **GS-29F-0018R**

Contract Period: **April 25, 2005 through April 24, 2010**

PRICELIST CURRENT THROUGH MOD #2004, DATED APRIL 25, 2005

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

## CUSTOMER INFORMATION

1. Trade Products Corporation is a **SMALL BUSINESS** concern.
  - 1a. The SINs awarded under this GSA contract number are **712-1, 712-2, 712-3, 712-4, 712-5 and 712-6.**
  - 1b. The basis for pricing is Trade Products Corporation’s commercial hourly rates less discounts to the government
  - 1c. Trade Products Corporation’s pricing is based on hourly rates for Services. No products are offered.
  - 1d. Trade Products will price by hourly rates “not to exceed” a fixed price at the customer’s request.
  - 1e. Discounts are listed below.
2. Maximum Order: All SINs at \$500,000 per order.
3. Minimum Order (or less than \$100): One full working day for any labor category.
4. Geographic Coverage: Worldwide
5. Points of Performance and/or Production: Fairfax, VA.  
Other points of service, such as on site service will be designated as is appropriate under the project Statement of Work.
6. Discounts: The standard GSA discount is 25% off LIST. The awarded prices shown herein are net. The final GSA pricing does include the IFF (industrial funding fee) at 0.75%.
7. Additional Discounts/Terms—
  - 7a. Prompt Payment: 1%- 15 days.
  - 7b. Quantity: Not applicable.
  - 7c. Dollar Volume: Per single orders for services commencing at \$250,000, the Govt’s discount will be 26% off the LIST pricing (in lieu of the standard 25% discount).
  - 7d. Government Educational Institutions: Same discounts as stated herein.

8. RESERVED

9. Government purchase cards are accepted **at** the micro-purchase threshold (\$2,500).

9a. Government purchase cards are accepted **above** the micro-purchase threshold (\$2,500).

10. Trade Agreements (June 2004)

All Services 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, (or services) as defined in the Trade Agreements, as amended (June 2004).

11a. Time of Delivery: Trade Products Corporation will begin performance of the services within 30 days ARO (after receipt of order). The schedule of completion will depend upon the project Statement of Work.

11b. Expedited Delivery: Trade Products Corporation will begin Expedited performance of the services within 5 days ARO (after receipt of order). Overtime rates may be negotiated with the ordering activity if appropriate. The schedule of completion will depend upon the project Statement of Work.

11c. Overnight and 2-Day Delivery: Trade Products Corporation will begin Overnight or 2-Day performance of the services immediately ARO (after receipt of order). Overtime rates may be negotiated with the ordering activity if appropriate. The schedule of completion will depend upon the project Statement of Work.

11d. Urgent Requirements: Trade Products Corporation will begin performance of Urgent or Special Requirements for services within 5 days ARO (after receipt of order). Overtime rates may be negotiated with the ordering activity if appropriate. The schedule of completion will depend upon the project Statement of Work.

12. FOB Point: Destination; unless the Federal Gov't Ordering Activity grants approval for F.O.B. Origin.

13a. Ordering Addresses: Trade Products Corporation  
12124 Pope's Head Road  
Fairfax, VA 22030

Email ordering Address: [arichert@tradeproductscorp.com](mailto:arichert@tradeproductscorp.com)

FAX ordering Address: 703-502-9399

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13b. Ordering Procedures: For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPAs), and a sample BPA can be found at the GSA/FSS Schedule homepage ([fss.gsa.gov/schedules](http://fss.gsa.gov/schedules)).

14. Payment Address: Trade Products Corporation  
12124 Pope's Head Road  
Fairfax, VA 22030.

Electronic Payment: ABA routing # 051000017  
Account # 004125223661  
Trade Products Corporation  
(or as may be otherwise designated)

15. Warranty Provision. All workmanship will meet quality standards normal in the industry. TPC warrants all Services and/or material and workmanship performed under this contract for a period of 90 days from federal government customer's acceptance. Trade Products Corporation may extend warranties specifically as is appropriate to the project Statement of Work.

16. Export Packing Charges: Export packing charges are negotiated on a project by project basis.

17. Terms and conditions of the government purchase card: Trade Products Corporation accepts the government purchase card for all orders. Use of the card does not affect the price.

18. Terms and conditions of rental, maintenance, and repair (if applicable): Trade Products Corporation will perform rental, maintenance, and repair as appropriate under each project Statement of Work.

19. Terms and conditions of installation (if applicable): Trade Products Corporation will perform installation as appropriate under each project Statement of Work.

20. a. Terms and conditions of spare parts indicating date of parts price lists and any discounts from price lists (if applicable). Trade Products Corporation will supply spare parts as appropriate under each project Statement of Work.

20b. Terms and conditions of any other services (if applicable). Trade Products Corporation will perform other services as appropriate under each project Statement of Work.

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21. List of service and distribution points (if applicable). The main point of service and distribution is: Trade Products Corp  
12124 Pope's Head Road  
Fairfax, VA 22030  
Other points of service and distribution may be arranged as appropriate under each project Statement of Work.
22. List of participating dealers (if applicable). Not applicable
23. Preventive Maintenance (if applicable): Trade Products Corporation will perform Preventive Maintenance as appropriate under each project Statement of Work.
- 24a. ENVIRONMENTAL ATTRIBUTES: Trade Products Corporation employs a rigorous policy of recycling of refuse; reutilization of used furniture and equipment; replenishment of reusable resources; and use of organic and biodegradable products wherever possible.
- 24b. SECTION 508 COMPLIANCE  
If applicable, Section 508 compliance information on the supplies and services in this contract are available in Electronic and Information Technology (EIT) at the following site: [www.tradeproductscorp.com](http://www.tradeproductscorp.com)  
The EIT standard can be found at : [www.Section 508.gov/](http://www.Section508.gov/).
25. **DUNS Number/CCR: 93-191-0640 TIN: 54-1775831**  
**CAGE Code: 09JC3**
26. Trade Products Corporation is registered within the Central Contractor Registration (CCR) database. Trade Products Corporation's registration is valid until February 1, 2006. (If this price list is old, please note that Trade Products updates its CCR registration annually or more often. Please check the CCR under 93-191-0640).

## **LABOR/TASK DESCRIPTION**

**Senior Project Manager:** This is a person with ability to understand and manage a project, Start-to-finish.

Experience: A Senior Project Manager must have previously managed, scheduled, developed statements of work, handled documentation, handled sub-contractors, and provided turn-key solutions to complete this type of project successfully.

A senior Project Manager must have at least one the following Credentials:

Training & Certifications: 5-years project management experience; Satisfactory Completion of advanced Government management or contracting course; Advanced Factory training or experience; Letters of Recommendation regarding related work; or Educational Degree(s): 4-year degree from accredited college or trade school; Post-graduate training.

**Senior Analyst:** This is a person with ability to understand and manage an advanced aspect of a project and integrate this work into a complete project in cooperation with others.

Experience: A Senior Analyst would have depth of expertise in Furniture Production, Design, Testing, Valuation, or Quotation; Documentation; Asset Management Systems; Relocation Management; Inventory Management; Staging; Project phasing or Schedule; Accounting; Budget analysis; Contracting; Insurance; Security; Safety; Transportation Management; Project Development; Product Development; Materials Handling; Public Relations; IT Materials, Processes, or Programs; Computers; Communications; Organizational Management; Facility or Property Maintenance; Creation of Handbooks, training programs, or training guides; or Employee management; refuse, disposal, or recycling technology.

A Senior Analyst must have at least one of the following Credentials:

Training & Certifications: 5-years professional, trade, or technical experience in the specialized field of activity; Satisfactory Completion of advanced Government management or contracting course; Advanced Furnishings training or experience; Letters of Recommendation regarding related work; or Educational Degree(s): 4-year degree from accredited college or trade school; or Post-graduate training.

**Architect or Engineer:** This is a person with specific credentials in Architecture, Engineering, or Interior Design and the ability to integrate this work into a complete project in cooperation with others.

Experience: This professional would have in-depth expertise in Architecture, Engineering, Interior Design, or related fields.

An Architect or Engineer must have at least one of the following Credentials:

Training & Certifications: Government issued Architecture license, permit, or certification; Government issued Interior Design license, permit, or certification; Government issued Engineering license, permit, or certification; or Educational Degree(s): 4-year degree from accredited college or trade school in Architecture or Engineering or Interior Design; or Post-graduate training in a related field.

**Master Tradesperson:** This is a person with technical Mastery of a Trade and the ability to integrate this work into a complete project in cooperation with others.

Experience: A Master Tradesperson has master status in a specific trade such as, Furniture Production, Repair, Maintenance, Restoration, Refinishing, Moving/Relocation; textile fabrication, sewing, upholstery, fibers, weaving, or leatherwork; Carpentry or joinery; Plumbing or pipefitting; metal working; Electrical, lighting, or IT wiring; Communication, Computer, or IT equipment installation; HVAC; Painting; Finishing; Glazing; Roofing; Flooring; siding or facements; Masonry; concrete fabrication; Excavation; Paving; Trucking or Shipping; Auto or Truck mechanics; machinery; machinery repair; Warehouse management.

A master tradesman must have at least one of the following Credentials:

Training & Certifications: Union Membership in the trade, Government issued Contractor's license, Contracting Specialist license; Government issued permit to operate a factory, shop, warehouse, shipping concern, moving company, or related Business establishment; 5-years experience in the specific trade; or Educational Degree(s): High school Diploma or equivalent; Degree from accredited college or trade school in the trade or specialty; or Post-graduate training.

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**Senior Interior Designer:** This is a person with the ability to design or reconfigure an interior space, start-to-finish

Experience: A senior designer has previously designed complete interiors projects.

A Senior Interior Designer must have at least one of the following Credentials:

Training & Certifications: 5-years of Interior Design experience; NCIDQ Certification or Testing Passed; CAD course completed; or Educational Degree(s): 4-year degree from accredited college or trade school; or Post-graduate training.

**Junior Project Manager:** This is a person with the ability to manage a project with advice and supervision from a senior manager.

Experience: A Junior Project Manager has previously managed various aspects of this type of project.

A Junior Project Manager must have at least one of the following Credentials:

Training & Certifications: 2-years project management experience; 3-years of related professional or trade experience; Completion of intermediate level Government management or contracting course; Intermediate Factory training or management experience. Letters of recommendation regarding related work. Or Educational Degree(s): High School Diploma or equivalent; or Degree from accredited college or trade school

**Junior Analyst:** This is a person with ability to understand and manage an aspect of a project and work with others.

Experience: A Junior Analyst has practical experience in Furniture Production, Design, Testing, Valuation, or Quotation; Documentation; Asset Management Systems; Relocation Management; Inventory Management; Staging; Project phasing or Schedule; Accounting; Budget analysis; Contracting; Insurance; Security; Safety; Transportation Management; Project Development; Product Development; Materials Handling; Public Relations; IT Materials, Processes, or Programs; Computers; Communications; Organizational Management; Facility or Property Maintenance; Creation of Handbooks, training programs, or training guides; or Employee management; refuse, disposal, or recycling technology.

A Junior Analyst must have at least one of the following Credentials:

Training & Certifications: 2-years professional, trade, or technical experience in the field of activity; Satisfactory Completion of intermediate Government management or contracting course; Advanced Furnishings training or experience; Letters of Recommendation regarding related work; or Educational Degree(s): High school diploma or equivalent; or 2-year degree from accredited college or trade school

**Purchasing Manager:** This is a person with ability create and administer purchase orders and supervise others in purchasing activity.

Experience: A Purchasing Manager has practical experience Writing Purchase orders, Creating Purchase order forms, Bills of Materials, Terms and conditions, Pricing, Acknowledgements, Statements of Work, Amendments, Modifications, Transportation of Goods, Liability issues, and Warranties.

A Purchasing Manager must have at least one of the following Credentials:

Training & Certifications: 2-years professional, trade, or technical experience in purchasing or contracting; Satisfactory Completion of intermediate Government management or contracting course; Advanced Furnishings training or experience; Letters of Recommendation regarding purchasing; or Educational Degree(s): High school diploma or equivalent.

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**Purchasing Agent:** This is a person with ability create and administer purchase orders.

Experience: A Purchasing Agent has practical experience Writing Purchase orders, Terms and conditions, Pricing, Acknowledgements, Statements of Work, Amendments, and Modifications.

A Purchasing Agent must have at least one of the following Credentials:

Training & Certifications: 1-year professional, trade, or technical experience in purchasing or contracting; Satisfactory Completion of entry level Government management or contracting course; or Educational Degree(s): High school diploma or equivalent.

**Junior Interior Designer:** This is a person with the ability to design aspects of interior space.

Experience: A Junior Designer has previously designed aspects of interiors projects.

A Junior Interior Designer must have at least one of the following Credentials:

Training & Certifications: 1-year of interior Design experience; or Educational Degree(s): High school diploma or equivalent.

**Draftsperson:** This is a person with the ability create a drawing to scale.

Experience: A Draftsperson has previously created drawings in CAD or hand drafting.

A Draftsperson must have at least one of the following Credentials:

Training & Certifications: 1-year of Drafting experience; or Educational Degree(s): High school diploma or equivalent.

**Forman:** This is a person with the ability to perform a site preparation or building function and supervise at least one apprentice or laborer.

Experience: A Forman has previously worked in a trade or job related to furniture or furnishing a space or a building specialty.

A Foreman must have at least one of the following Credentials:

Training & Certifications: 2-years of factory or building experience; or Educational Degree(s): Grade School completion.

**Installation or Moving Supervisor:** This is a person with the ability to install furniture, carpet, window treatments, or other furnishings, or move personal or business property and equipment and supervise at least one installer, mover, or laborer, and the ability to control the labor and site supervision on a small project or portion of a large project.

Experience: A supervisor has previously worked in a trade or job related to furniture or furnishing a space or moving company and has managed labor.

An Installation or Moving Supervisor must have at least one of the following Credentials:

Training & Certifications: 2-yeara of furniture installation or moving experience; factory training certification or course completed; or Educational Degree(s): Grade School completion.

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**Crew Chief:** This is a person with the ability to install furniture, carpet, or other furnishings, or move personal or business property and equipment and supervise at least one installer, mover, or laborer.

Experience: A crew chief has previously worked in a trade or job related to furniture or furnishing a space or moving, or building.

An Crew chief must have at least one of the following Credentials:

Training & Certifications: 1-year of furniture installation, moving, or building experience; or Educational Degree(s): Grade School completion.

**Design Assistant:** This is a person who is able to assist a designer with filing, correspondence, communication, office organization, resources, and presentation preparation.

Experience: None necessary. This is an entry level position. Trade Products trains people for skill mastery and advancement.

A Design Assistant must have at least one of the following Credentials:

Training & Certifications: Literacy and the Desire and aptitude to learn Interior Design; or Educational Degree(s): High school diploma or equivalent.

**Apprentice:** This is a person who is able to assist a tradesperson with elementary tasks, tools, materials, transportation, job site organization and clean-up, and debris disposal.

Experience: None necessary. This is an entry level position. Trade Products trains people for skill mastery and advancement.

A Design Assistant must have at least one of the following Credentials:

Training & Certifications: Literacy and the Desire and aptitude to learn a trade or vocation; or Educational Degree(s): Grade School completion.

**Assistant:** This is a person who is able to assist a superior with filing, correspondence, communication, office organization and clean-up, resources, other administrative or clerical tasks.

Experience: None necessary. This is an entry level position. Trade Products trains people for skill mastery and advancement.

An Assistant must have at least one of the following Credentials:

Training & Certifications: Literacy and the Desire and aptitude to learn a business; or Educational Degree(s): High school diploma or equivalent.

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**Installer, Mover, or Laborer:** This is a person who is able to assist a tradesperson with lifting, movement of material, simple assembly, clean-up, or disposal.

Experience: None necessary. This is an entry level position. Trade Products trains people for skill mastery and advancement.

A Design Assistant must have at least one of the following Credentials:

Training & Certifications: Desire to contribute to an organized effort; Educational Degree(s): none required.

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**SERVICES OFFERED AND GSA AWARDED PRICING**

|                                   | Commercial Rate/hour | GSA Price w/IFF/hour<br>(0.75%) | Volume Price<br>> \$250,000. |
|-----------------------------------|----------------------|---------------------------------|------------------------------|
| Senior Project Manager            | \$ 220.00            | \$125.00                        | \$122.80                     |
| Master Tradesperson               | \$ 220.00            | \$125.00                        | \$122.80                     |
| Architect, Engineer               | \$ 220.00            | \$ 90.00                        | \$ 87.80                     |
| Senior Analyst                    | \$ 220.00            | \$ 86.00                        | \$ 83.82                     |
| Junior Project Manager            | \$ 125.00            | \$ 90.00                        | \$ 88.75                     |
| Purchasing Manager                | \$ 125.00            | \$ 90.00                        | \$ 88.75                     |
| Senior Interior Designer          | \$ 125.00            | \$ 76.00                        | \$ 74.75                     |
| Junior Analyst                    | \$ 125.00            | \$ 75.00                        | \$ 73.75                     |
| Purchasing Agent                  | \$ 75.00             | \$ 56.25                        | \$ 55.50                     |
| Junior Interior Designer          | \$ 75.00             | \$ 56.25                        | \$ 55.50                     |
| Draftsperson                      | \$ 75.00             | \$ 56.25                        | \$ 55.50                     |
| Foreman                           | \$ 75.00             | \$ 56.25                        | \$ 55.50                     |
| Installation or Moving Supervisor | \$ 75.00             | \$ 56.25                        | \$ 55.50                     |
| Crew Chief                        | \$ 62.50             | \$ 46.88                        | \$ 46.25                     |
| Design Assistant                  | \$ 62.50             | \$ 46.88                        | \$ 46.25                     |
| Apprentice                        | \$ 62.50             | \$ 46.88                        | \$ 46.25                     |
| Assistant                         | \$ 62.50             | \$ 46.88                        | \$ 46.25                     |
| Installer or Mover or Laborer     | \$ 50.00             | \$ 37.50                        | \$ 37.00                     |