



**Contract Holder**  
GSA-GS-29-F-0025T

**GENERAL SERVICES ADMINISTRATION  
Federal Service Supply  
Authorized Federal Supply Schedule Price List**

Federal Supply Schedule 71, Part II, Section K  
Comprehensive Furniture Management  
Services: CFMS

wille design



**Federal Supply Schedule 71 Part II- Section K**

**SIN 712-1** Project Management (Furniture  
& Furnishings Related)

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

**SIN 712-4** Furniture Design & Layout

**Contract Number:**

GS-29-F-0025T

**Contract Period:**

July 31, 2007-July 30, 2017

**Company Name:**

Wille, Inc. dba Wille Design

**Office Address**

525 Belmont Ave. E., 6D, Seattle, WA 98102

**Main Contact**

Robin Wille, President

e-mail: [rwille@willeinc.com](mailto:rwille@willeinc.com)

main: 206.281.9330

fax: 425.699.0456

**Business size:** Woman-Owned, Small, Disadvantaged  
Business

[www.willeinc.com](http://www.willeinc.com)

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 <http://www.gsaadvantage.gov>. For more information on ordering from Federal Supply Schedules click on the FAS Schedules button at <http://www.gsa.gov/fas>.

## Table of Contents

Customer Information	3-4
Labor Category Descriptions	5-6
FAS Authorized Schedule Pricelist	7
Company Overview	8
Service Offerings	9-10
Project Types	11-15

## Customer Information



Flack + Kurtz Offices  
Seattle, WA

- 1a. Authorized Special Item Numbers (SINs):
  - 712 1 Project Management
  - 712 3 Reconfiguration/Relocation Management
  - 712-4 Furniture Design/Layout
- 1b. Lowest priced model number and lowest unit price for that model for each SIN awarded in the contract: Not Applicable
- 1c. See page 5-6 for hourly labor category descriptions
2. Maximum Order: \$500,000.00 per single order
3. Minimum Order: \$100.00
4. Geographic coverage (delivery area): Domestic Only
5. Point(s) of production (city, county, and state or foreign country): Seattle, King County, Washington state
6. Discount: Government Net Prices (discounts already deducted)  
See attached FAS Schedule Pricelist.
7. Quantity Discount: None offered
8. Prompt payment terms: No discount offered, Net 30 days
- 9a. Government Credit Card at or below micro-purchase threshold: Accepted
- 9b. Government Credit Card above micro-purchase threshold: Accepted
10. Foreign items: Not applicable
- 11a. Time of delivery: As Agreed upon by Customer Task Order
- 11b. Items available for expedited delivery: As negotiated
- 11c. Overnight and 2-day delivery: As negotiated
- 11d. Urgent Requirements: As negotiated
12. FOB Delivery: FOB Destination
13. Ordering address:  
Wille, Inc.  
525 Belmont Ave. E., 6D  
Seattle, WA 98102
14. Payment address:  
Wille, Inc.  
525 Belmont Ave. E., 6D  
Seattle, WA 98102
15. Warranty provision: Not applicable
16. Export packing charges: Not applicable
17. Terms and conditions of Government purchase card acceptance (any thresholds above the micro-purchase level): None
18. Terms and conditions of rental, maintenance, and repair: Not applicable
19. Terms and conditions of installation: As Agreed upon by Customer Task Order

## Customer Information

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: Not applicable
22. List of participating dealers: Not applicable
23. Preventive maintenance: Not applicable
24. Environmental attributes, e.g., recycled content, energy efficiency and/or reduced pollutants: Not applicable
25. Data Universal Number System (DUNS) # 109044946
26. Notification regarding registration in Central Contractor Registration (CCR) database. Registered -CAGE # 1NJB2



University of Washington, IHME, Seattle, WA

## Labor Category Descriptions



\* University of Washington  
Medicine Phase II  
Seattle, WA

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**Principal/Project Lead** Responsible for overall project performance. Provides project oversight, executive level project management, may act as project manager on specific projects. Interacts with executive level client contact, assures adherence to the SOW, oversees all contract negotiations. Manages all contacts and contract requirements. Serves as principal point of contact.

*Education:* Bachelor Degree in Interior Design or equivalent work experience (minimum 15 years), NCIDQ certification, LEED Accredited

*Experience Level:* Minimum 15 years experience in interior design and project management services

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**Project Manager** Daily point of contact on project, addresses client needs and questions, maintains SOW compliance and ensures all milestones met. Prepares and coordinates schedules. Orchestrates project deliverables and execution of project tasks. Maintains all project information.

*Education:* Bachelor Degree in Interior Design, Graphic Design or equivalent work experience (minimum 15 years); May be LEED Accredited

*Experience Level:* Minimum 15 years experience in interior design and project and acquisition management services

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**Project Manager II** Manages and oversees efforts with respect to specific project services to support task orders. Organizes and supervises the work to be performed. Responsible for day-to-day supervision and direction to support staff. Works directly with Project Principal or Project Manager depending on specific project requirements and complexity.

*Education:* High School Diploma

*Experience Level:* Minimum 6 to 10 years professional experience

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**Senior Designer** Provides coordination and options to meet the client's program, space requirements and budget. Participates in the organization and planning of project activities including space planning and analysis, coordination and development of interior finish and furniture standards, guidelines and specifications.

*Education:* Bachelor Degree in Interior Design or equivalent

*Experience Level:* Minimum 15 years experience in interior design, furnishings, and project management services

# Labor Category Descriptions



### Designer

Provides design support to the lead staff including product and technical information research. Develops solutions for planning and design, and coordinating and reviewing drawings and specifications. Participates with the multi-discipline teams during all phases of a project through construction documents and final project closeout.

*Education:* Bachelor Degree in Interior Design, Graphic Design or equivalent; May be LEED Accredited

*Experience Level:* Minimum 6 to 10 years professional experience

### CAD/Technical

Provides project documentation based on specific area of knowledge (i.e. interior design, CAD generation, graphic design), works with project manager to meet project requirements, lends technical knowledge to project, completes project tasks within specific area of expertise.

*Education:* Associate's Degree in Interior Design

*Experience Level:* Minimum of one to five years experience



### Quality Control Reviewer

Responsible for providing project document reviews to ensure document completeness, accuracy, and consistency, and scope of work compliance and quality control.

*Education:* Bachelor Degree in Interior Design or equivalent, NCIDQ certification

*Experience Level:* Minimum of 15 years experience in interior design, furnishings, and interior design project

### Clerical/ Admin.

Provides office support in all areas, manages office environment, addresses supply needs, provides administrative support for teaming agreements, contracts, correspondence, etc. Manages day-to-day needs of office staff, helps to manage calendars, provides support to the team in executing project tasks and deliverables.

*Education:* High School Diploma

*Experience Level:* Minimum of 1 years office administrative experience

\* USCG Shore Operations Building and Command Center, Seattle, WA

# FAS Authorized Schedule Pricelist



\* US Coast Guard VTC, Sector & Command Center

## Federal Supply Schedule Price List

Prices Shown Herein are Net (discount deducted)

Labor/Task Category	GSA Price
Principal/Project Lead	\$153.20
Project Manager	\$125.17
Project Manager II	\$100.35
Senior Designer	\$107.89
Designer	\$78.02
CAD/Technical Professional	\$78.02
Quality Control Reviewer	\$140.87
Clerical/Admin.	\$55.66



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## Company Overview

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### Firm Profile



*Wille Design is a Professional Services Firm* specializing in interior environments. Founded by Robin Wille in 2002 the firm is ED-WOSB/WBE and DBE certified. Wille's design team offers a unique history of projects, specialized experience, distinguished project results, and past performance. Our contract work includes new construction, renovation and upgrade/expansion projects for a variety of facilities. The firm is experienced in office design and workplace concepts; advanced technology secure facilities; training and education facilities. The firm has a successful history of experience with federal, state and local entities throughout the United States, Europe and Asia.

*An Independent Design Firm*, Wille Design is not affiliated with any manufacturers, suppliers, or dealers. As a result, the firm is able to offer objective, expertise in evaluating the most suitable solutions for your project and in considering all client user criteria, and the best value.



GSA Region 10 Headquarters Realignment,  
Auburn, Washington

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### Contact Information

Robin Wille, President  
rwille@willeinc.com

525 Belmont Ave. E., 6D  
Seattle, WA 98102

p: 206.281.9330

f: 425.699.0456

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### Socio-Economic Status

**ED WOSB** Economically  
Disadvantaged  
Woman-Owned  
Small Business

**WBE/DBE** Women's Business  
Enterprise/  
Disadvantage  
Business Enterprise

Certification # D2F8218422

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### Contract Number

GS-29-F-0025T

GSA Multiple Award Schedule MAS

July 31, 2007-July 30, 2017

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### Comprehensive Furniture Management Services CFMS

**SIN 712-1** Project Management

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

**SIN 712-4** Furniture Design  
& Layout

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### Business Established

2002

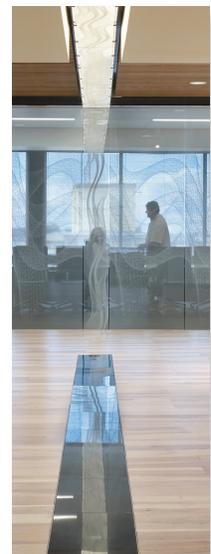


University of Washington, IHME, Seattle, WA

### 712-1 Project Management (Furniture/Furnishings Related)

Services include comprehensive management support for the design, reconfiguration, relocation, and increasing or downsizing of office space and similar facilities. We work collaboratively to achieve the best solution that meets customer requirements. Our services include, but are not limited to:

- Developing management plans and implementation strategies
- Developing, managing, and coordinating project phasing
- Pro-active project scheduling and tracking
- Identifying significant issues related to the project, associated tracking & management
- Alignment of design direction, budgetary parameters, and project feasibility
- Managing the interior design process
- Reviewing compliance with applicable codes and regulations
- Determination of feasibility by space forecasting and building analyses
- Oversight of deliveries and installations to ensure adherence to scope of work, installation standards and accurate placement of furniture according to plan
- Management of logistics of interior renovations and furniture installation
- Assisting in the preparation of budget requirements for the design, acquisition, delivery, and installation of furnishings and equipment





### 712-3 Reconfiguration, Relocation, and Installation Management

These services assist the customer in the reorganizing and reconfiguration of existing facilities, and the opening of new facilities. Moving services under this SIN are intended to be part of a total project solution. This involves managing the process of assessing existing furniture or the purchasing of new furniture, as well as consolidating, warehousing, and installation. Services will be provided and completed with maximum cost efficiency and minimum business disruption. Examples include, but are not limited to:

- Developing reconfiguration/relocation plans and schedules
- Coordinating with the services providers the reconfiguration/relocations plans and schedules
- Developing inventories of furniture, furnishings, and equipment
- Verifying critical field dimensions before installation
- Coordinating Installation, moving, disassembly and/or assembly of furniture and furnishings
- Arranging temporary and long-term warehousing for product ensuring proper accountability



\* U.S. Navy Bachelor Enlisted Quarters, Bremerton, Washington

### 712-4 Design/Layout

Services cover complete interior design, space planning, interior consultation, and product specifications. Examples of design/layout services may include but are not limited to:

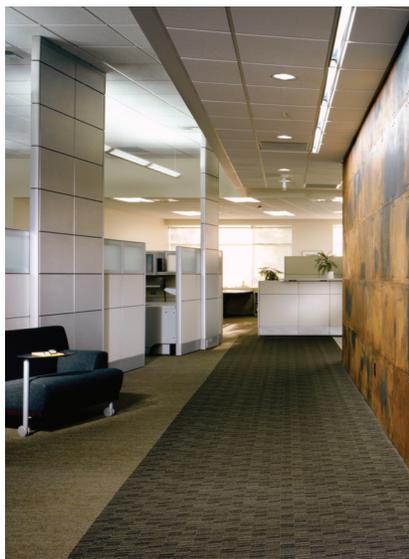
- Evaluation of the customer's overall office space and furniture requirements
- Formulation of interior design and space planning solutions
- Partnering with various disciplines to develop holistic responses to the workspace and interior environment, the design, and work flow.
- Development of detailed plans based on the service provider's evaluation and proposed design solutions.
- Providing documentation in printed and electronic formats.
- Producing drawings and other documentation containing sufficient detail of design intent for use by all parties
- Development of furniture, furnishings and equipment specifications.
- Coordination and obtaining plan approval by the customer agency and its sub-components.

### Office Environments

Wille Design provides planning and design for public agencies and private sector corporations.

We offer design services that include complete furnishings packages and associated procurement, programming, and space planning; spatial design; materials and finishes; integrating lighting and acoustics; as well as environmental branding and sustainability.

Wille Design also manages and executes the move coordination and management services for the building and staff.



Tideworks Technology,  
Seattle, Washington



GSA Region 10 Headquarters Realignment,  
Auburn, Washington



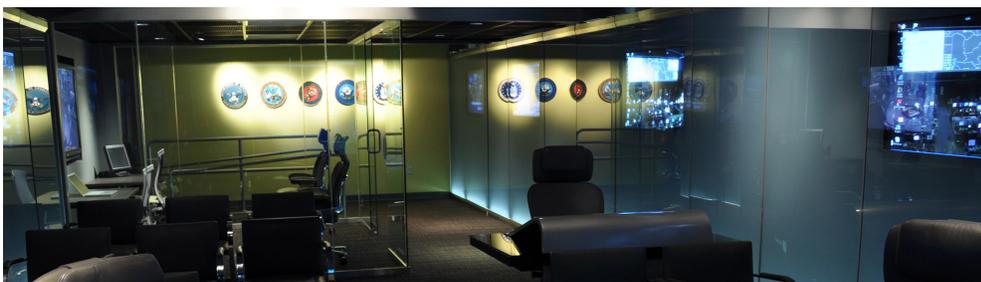
Flack + Kurtz  
Seattle, Washington

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### Operations, Command Centers, Secure, and Advanced Technology Facilities

Wille Design is experienced in secure facilities, federal office design and workplace concepts, DoD executive spaces, Command Centers, VTC's and advanced technology conference and secure briefing rooms.

Our interiors team collaborates closely with leadership and stakeholders to develop a functional programs for the layout, design and specifications. Technology integration and specific-use equipment are critical planning elements on these high-level projects. As required on government projects, our project team members comply with security and non-disclosure requirements.



U.S. Navy Command  
Center of the Future  
(SPAWAR)

## Project Types

### Training & Educational Facilities

Wille Design provides in-depth technical project experience for a range of training and educational facilities:

- Education Facilities including K-12 & University Classrooms, Training Rooms, Conference, Faculty Offices, Laboratories
- Adult Training Facilities
- High Performance, Severe Wear Facilities
- Public Space, Multi-Functional, and Multi-Media Spaces
- Exercise & Fitness Areas, Cafeteria, & Multi-Use Areas



U.S. Navy Human Resource Services and Training Center



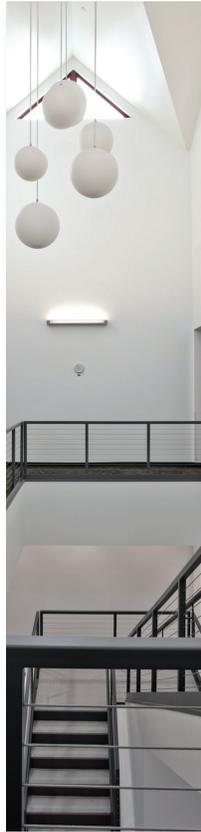
University of Washington Medicine Phase 2 Laboratory



University of Washington Medicine Phase 2 Lecture Auditorium



U.S. Navy Fleet Readiness Regional Training Center

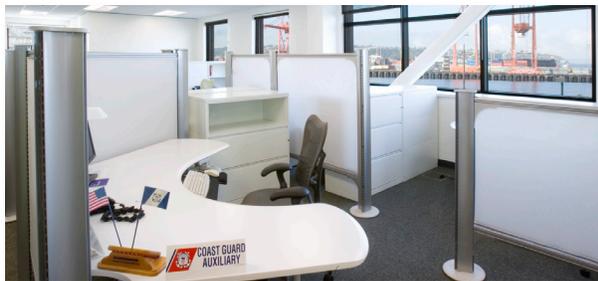


U.S. Navy Fleet  
Readiness Regional  
Training Center  
LEED Gold

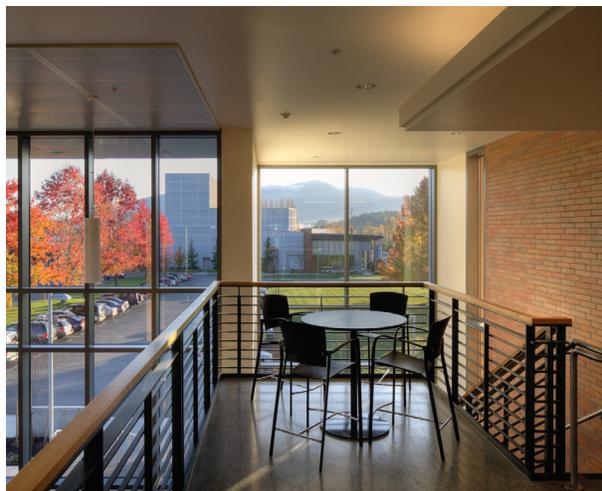
### Sustainability & LEED Services

Wille Design performs consultation with clients regarding green building practices and principles, including LEED requirements. We partner with our clients to make design decisions to reduce negative impacts on the environment, and improve the health and comfort of building occupants. We look for opportunities to reduce consumption of non-renewable resources, minimize waste, and create healthy, productive environments.

Our sustainable design approach is an integrated, team process evaluating initial and long-term opportunities and includes all phases of a building's life-cycle, including design, construction, building operation and long-term maintenance and enhancements.



US Coast Guard Shore Operations & Command Center, LEED Silver



Skagit Valley College, Allied Health Services Building, LEED Gold

## Project Types

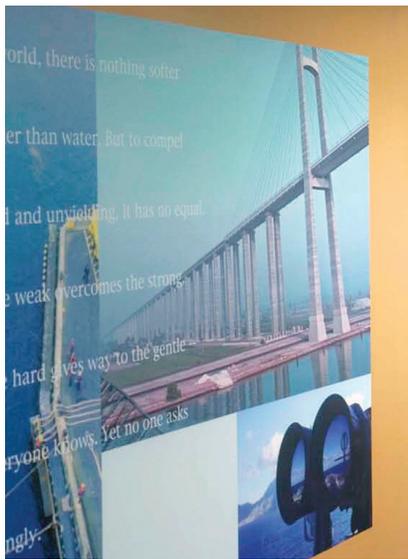
### Environmental Graphic Design/Wayfinding

We forge dynamic working relationships with talented architects, landscape architects, planners, and engineers to create wayfinding systems, branded signage programs and interpretive graphics that improve the user experience.

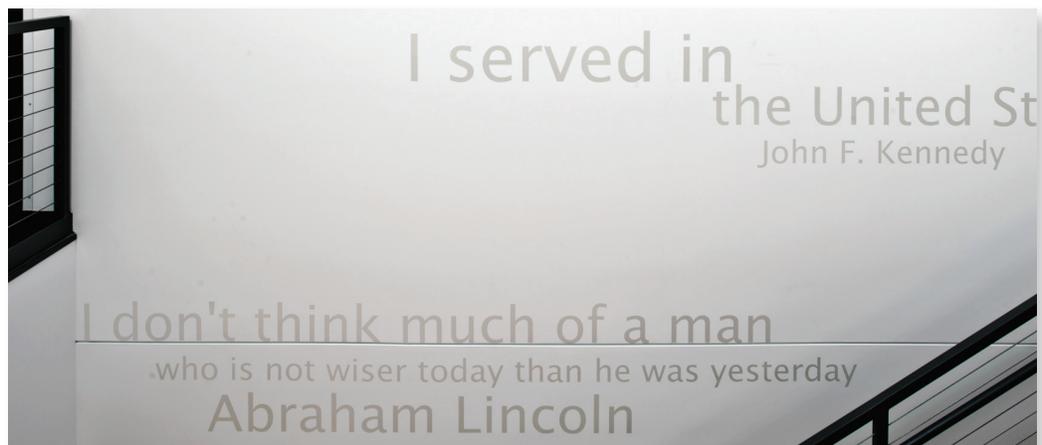
As designers, we believe that it is our role to guide, inform and in some cases, inspire. To fulfill this role, we believe that the signage and graphics we design must be integral to the architectural context and site of which they are a part.

We can develop projects for a variety of clients including:

- Transportation facilities
- Educational buildings
- Exhibition and convention venues
- Hospitals and medical establishments
- Residential and hospitality buildings
- Recreation and leisure spaces
- Federal buildings
- Commercial offices
- Retail facilities



\* U.S. Navy Fleet Readiness Regional Training Center



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wille design



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