

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

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>

Comprehensive Furniture Management Services (CFMS)

**FSC Group: 71 II K
FSC Class: 7110**

Contract Number: GS-29F-0028W

For more information on ordering from Federal Supply Schedules, click on the FSS Schedules button at: <http://www.fss.gsa.gov>

Contract Period: 8/10/2010 - 8/9/2015



**The Bialek Corporation of Maryland
t/a Bialek Environments
530 Gaither Road, Suite 300
Rockville, MD 20850-5971
Telephone: 301-738-0380
Fax: 301-738-2118
www.bialek.com**

Business Size/Status: Small, Woman-Owned

Prices shown herein are NET (discount deducted).

Pricelist current through Modification #A344 dated January 8, 2014



TABLE OF CONTENTS

GENERAL CONTRACT INFORMATION	1
CONTRACT OVERVIEW	3
CONTRACT ADMINISTRATOR.....	3
MARKETING AND TECHNICAL POINT OF CONTACT	3
BRIEF COMPANY OVERVIEW	3
CONTRACT USE.....	3
CONTRACT SCOPE.....	4
INSTRUCTIONS FOR PLACING ORDERS FOR SERVICES BASED ON GSA SCHEDULE HOURLY RATES.....	5
REQUIREMENTS EXCEEDING THE MAXIMUM ORDER	6
BLANKET PURCHASE AGREEMENT.....	7
LABOR CATEGORY DESCRIPTIONS	8
UNIT-PRICED SERVICES	10
HOURLY RATES FOR SERVICES.....	11

GENERAL CONTRACT INFORMATION

1a. Table of Awarded Special Item Numbers (SINs):

- SIN 712-1/712-1RC, Project Management (Furniture / Furnishings Related)
- SIN 712-3/712-3RC, Reconfiguration / Relocation Management (Furniture and Furniture Related)
- SIN 712-4/712-4RC, Furniture Design / Layout
- SIN 712-6/712-6RC, Assets Maintenance (Furniture and Furniture Related)

1b. Lowest Priced Model Number and Lowest Price: Please refer to our rates on page # [11](#)

1c. Labor Category Descriptions: Please refer to page # [8](#)

2. Maximum Order: \$125,000.00

3. Minimum Order: \$250.00

4. Geographic Coverage: Domestic Only

5. Point of Production: Rockville, MD

6. Discount from List Price: All Prices Herein are Net

7. Quantity Discounts: Not Applicable

8. Prompt Payment Terms: Net 30 days

9a. Government Purchase Card *is* accepted at or below the micro-purchase threshold.

9b. Government Purchase Card *is not* accepted above the micro-purchase threshold.

10. Foreign Items: None

11a. Time of Delivery: 30 days ARO

11b. Expedited Delivery: May be available upon request, Contact Contractor

11c. Overnight and 2-Day Delivery: To Be Negotiated with Ordering Agency

11d. Urgent Requirement: To Be Negotiated with Ordering Agency

12. F.O.B. Point: Destination

13a. Ordering Address
Bialek Environments
Attn: Client Services/GSA Orders
530 Gaither Road, Suite 300
Rockville, MD 20850-5971

13b. For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPAs), are found in Federal Acquisition Regulation (FAR) 8.405-3.

14. Payment Address:
Bialek Environments
Attn: Chief Financial Officer/Accounts Receivable
530 Gaither Road, Suite 300
Rockville, MD 20850-5971

15. Warranty Provision: Standard Commercial Warranty

- | | |
|---|--|
| 16. Export Packing Charges: | Not Applicable |
| 17. Terms and Conditions of Government Purchase Card Acceptance (any thresholds above the micro-purchase level): | Contact Contract Administrator |
| 18. Terms and conditions of rental, maintenance, and repair: | Contact Contract Administrator |
| 19. Terms and conditions of installation (if applicable): | Contact Contract Administrator |
| 20. Terms and conditions of repair parts indicating date of parts, price lists and any discounts from list prices: | Contact Contract Administrator |
| 20a. Terms and conditions for any other services (if applicable): | Contact Contract Administrator |
| 21. List of service and distribution points (if applicable): | Contact Contract Administrator |
| 22. List of participating dealers (if applicable): | Not Applicable |
| 23. Preventative maintenance (if applicable) | Contact Contract Administrator |
| 24a. Special attributes such as environmental attributes (e.g., recycled content, energy efficiency, and/or reduced pollutants): | Not Applicable |
| 24b. Section 508 compliance information is available on Electronic and Information Technology (EIT) supplies and services and show where full details can be found (e.g. contractor's website or other location.) The EIT standards can be found at: www.Section508.gov/ | Contact Contract Administrator for more information. |
| 25. Data Universal Number System (DUNS) Number: | 024218299 |
| 26. Bialek Environments <i>is</i> registered in the System for Award Management (SAM) database (formerly known as the Central Contractor Registration (CCR) database). | |

CONTRACT OVERVIEW

GSA awarded Bialek Environments a GSA Federal Supply Schedule contract for Comprehensive Furniture Management Services (CFMS), Contract Number GS-29F-0028W. The base contract period is 8/10/2010 - 8/9/2015. GSA may exercise a total of up to three additional 5-year option periods. The contract allows for the placement of Firm Fixed Price or Time and Materials task orders using the labor categories and ceiling rates defined in the contract.

CONTRACT ADMINISTRATOR

Richard G. Newman, CFO
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MARKETING AND TECHNICAL POINT OF CONTACT

Bruce Jacobson, Director of Sales
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BRIEF COMPANY OVERVIEW

Bialek Environments (“Bialek”), established in 1991 as part of The Bialek Corporation of Maryland and located in Rockville, Maryland, is a full-service provider of workplace solutions that encompass the design, sale, installation and project management of clients’ furnishings and modular interior construction. The company serves the specialized interior needs of customers in the federal government, including the Department of Defense and civilian agencies, as well as customers in healthcare, research and other commercial organizations. Bialek represents over 175 healthcare, research, and office furniture manufacturers, as well as manufacturers providing interior modular construction products. Bialek is an authorized Herman Miller dealer as well as an authorized DIRT partner. As a Herman Miller dealer for 20 years, Bialek has consistently been one of Herman Miller’s largest healthcare and federal government dealer in the U.S.

Bialek is certified as a woman-owned small business by the Women’s Business Enterprise National Council (WBENC) and is also certified by the SBA under the 8(m) Women-Owned Small Business (WOSB) Contracting Rule. In April 2011, Bialek was recognized by the Wall Street Journal as one of the “Fifty Fastest-Growing Women-Led Companies in North America” in 2011 and 2012. The survey was performed by American Express and the Women Presidents’ Organization. Bialek was also recognized by Inc. magazine as one of the “500/5000” fastest growing private companies in America for 2011 and 2012.

Bialek Environments also holds GSA Schedule [GS-28F-0008U](#) for Packaged Office Solutions.

CONTRACT USE

This contract is available for use by all federal government agencies, as a source for Comprehensive Furniture Management Services (CFMS), for worldwide use. Executive agencies, other Federal agencies, mixed-ownership Government corporations, and the District of Columbia; government contractors authorized in writing by a Federal agency pursuant to 48 CFR 51.1; and other activities and organizations authorized by statute or regulation to use GSA as a source of supply may use this contract. Additionally, contractors are encouraged to accept orders received from activities within the Executive Branch of the Federal Government.

CONTRACT SCOPE

The contractor shall provide all resources including personnel, management, supplies, services, materials, equipment, facilities and transportation necessary to provide a wide range of professional services as specified in each task order.

Services specified in a task order may be performed at the contractor's facilities or the ordering agencies' facilities. The government will determine the contractor's compensation by any of several different methods (to be specified at the task order level) e.g., a firm-fixed price for services with or without incentives, labor hours or time-and-material.

The Special Item Numbers (SINs) available under this contract provide services across the full life cycle of a project. When task orders are placed, they must identify the SIN or SINs under which the task is being executed. Bialek Environments has been awarded a contract by GSA to provide services under the following SINs:

SIN 712-1/712-1RC: Project Management (Furniture and Furnishings Related)

SIN 712-3/712-3RC: Reconfiguration / Relocation Management (Furniture and Furniture Related)

SIN 712-4/712-4RC: Furniture Design / Layout

SIN 712-6/ 712-6RC: Assets Maintenance (Furniture and Furniture Related)

A full description of each SIN definition and examples of the types of work covered by the SIN are provided below.

Special Item Number (SIN) Descriptions
SIN 712-1/712-1RC: Project Management (Furniture and Furnishings Related) Comprehensive support for the design, reconfiguration, relocation and increasing/downsizing of office space and similar facilities. Furniture, office equipment and furnishings included.
SIN 712-3/712-3RC: Reconfiguration / Relocation Management (Furniture and Furniture Related) Services for reorganizing, consolidating, warehousing and/or opening new facilities. Furniture, office equipment and furnishing included.
SIN 712-4/712-4RC: Furniture Design / Layout Services for inclusive furniture consultations, interior design and product specifications. Furniture, office equipment and furnishings included.
SIN 712-6/712-6RC: Assets Maintenance (Furniture and Furniture Related) Services for restoring, repairing, renovating, reupholstering, and cleaning of office furnishings and equipment.

INSTRUCTIONS FOR PLACING ORDERS FOR SERVICES BASED ON GSA SCHEDULE HOURLY RATES

GSA provides a streamlined, efficient process for ordering the services you need. GSA has already determined that Bialek Environments meets the technical requirements and that our prices offered are fair and reasonable. Agencies may use written orders; facsimile orders, credit card orders, blanket purchase agreement orders or individual purchase orders under this contract.

If it is determined that your agency needs an outside source to provide CFMS services, follow these simple steps:

Step 1. Develop a Statement of Work (SOW)

In the SOW, include the following information:

- Work to be performed,
- Location of work,
- Period of performance;
- Deliverable schedule, and
- Special standards and any special requirements, where applicable.

Step 2. Select Contractor and Place Order

- If the order is at or below the micro-purchase threshold, select the contractor best suited for your needs and place the order.
- If the order is exceeding the micro-purchase threshold, but less than the maximum order threshold (MOT), prepare an RFQ;
- If the order is in excess of the MOT, prepare an RFQ. Consider expansion of competition and seek price reductions.

Step 3. Prepare a Request for Quote (RFQ)

- Include the SOW and evaluation criteria;
- Request fixed price, ceiling price, or, if not possible, labor hour or time and materials order;
- If preferred, request a performance plan from contractors and information on past experience; and include information on the basis for selection.
- May be posted on GSA's electronic RFQ system, e-Buy

Step 4. Provide RFQ to at least Three Firms

Step 5. Evaluate Offers, Select Best Value Firm, and Place Order

REQUIREMENTS EXCEEDING THE MAXIMUM ORDER

In accordance with FAR 8.404, before placing an order that exceeds the maximum order threshold, ordering offices shall:

- Review additional schedule contractors' catalogs/price lists or use the "GSA Advantage!" on-line shopping service;
- Based upon the initial evaluation, generally seek price reductions from the schedule contractor(s) appearing to provide the best value (considering price and other factors); and
- After price reductions have been sought, place the order with the schedule contractor that provides the best value and results in the lowest overall cost alternative (see FAR 8.404(a)). If further price reductions are not offered, an order may still be placed, if the ordering office determines that it is appropriate.

Vendors may:

Offer a new lower price for this requirement (the Price Reduction clause is not applicable to orders placed over the maximum order in FAR 52.216-19 Order Limitations.)

- Offer the lowest price available under the contract; or
- Decline the order (orders must be returned in accordance with FAR 52.216-19).

A task order that exceeds the maximum order may be placed with the Contractor selected in accordance with FAR 8.404. The order will be placed under the contract.

Sales for orders that exceed the Maximum Order shall be reported in accordance with GSAR 552.238-74.

BLANKET PURCHASE AGREEMENT

Ordering activities may establish BPAs under any schedule contract to fill repetitive needs for supplies or services. BPAs may be established with one or more schedule contractors. The number of BPAs to be established is within the discretion of the ordering activity establishing the BPAs and should be based on a strategy that is expected to maximize the effectiveness of the BPA(s). In determining how many BPAs to establish, consider:

- The scope and complexity of the requirement(s);
- The need to periodically compare multiple technical approaches or prices;
- The administrative costs of BPAs; and
- The technical qualifications of the schedule contractor(s).

Establishment of a single BPA, or multiple BPAs, shall be made using the same procedures outlined in 8.405-1 or 8.405-2. BPAs shall address the frequency of ordering, invoicing, discounts, requirements (*e.g.* estimated quantities, work to be performed), delivery locations, and time.

When establishing multiple BPAs, the ordering activity shall specify the procedures for placing orders under the BPAs.

Establishment of a multi-agency BPA against a Federal Supply Schedule contract is permitted if the multi-agency BPA identifies the participating agencies and their estimated requirements at the time the BPA is established.

Ordering from BPAs:

Single BPA. If the ordering activity establishes one BPA, authorized users may place the order directly under the established BPA when the need for the supply or service arises.

Multiple BPAs. If the ordering activity establishes multiple BPAs, before placing an order exceeding the micro-purchase threshold, the ordering activity shall:

- Forward the requirement, or statement of work and the evaluation criteria, to an appropriate number of BPA holders, as established in the BPA ordering procedures; and
- Evaluate the responses received, make a best value determination (see 8.404(d)), and place the order with the BPA holder that represents the best value.

BPAs for hourly rate services. If the BPA is for hourly rate services, the ordering activity shall develop a statement of work for requirements covered by the BPA. All orders under the BPA shall specify a price for the performance of the tasks identified in the statement of work.

Duration of BPAs. BPAs generally should not exceed five years in length, but may do so to meet program requirements. Contractors may be awarded BPAs that extend beyond the current term of their GSA Schedule contract, so long as there are option periods in their GSA Schedule contract that, if exercised, will cover the BPA's period of performance.

Review of BPAs:

The ordering activity that established the BPA shall review it at least once a year to determine whether:

- The schedule contract, upon which the BPA was established, is still in effect;
- The BPA still represents the best value (see 8.404(d)); and
- Estimated quantities/amounts have been exceeded and additional price reductions can be obtained.

The ordering activity shall document the results of its review.

LABOR CATEGORY DESCRIPTIONS

Title:	Project Manager
Minimum Education Level:	Bachelors Degree in Management, Information Systems, Engineering or related field
Minimum Level of Experience:	Background in project management with at least 5 years experience. Commercial Dealer or move management experience. Excellent verbal and communications skills.
Functional Duties/ Responsibilities:	Develop, plan, schedule and evaluate all project activities from start to finish. Supervise and direct key personnel in fulfilling government requirements. Serve as liaison with government. Manage project coordination and status of product delivery through assertive follow-up with vendors. Coordinate and schedule installations with our installation subcontractor. Assist clients with project status inquiries and product information. Assist in drawing and selection of interior finishes.

Title:	Designer
Minimum Education Level:	Bachelors Degree in Interior Design
Minimum Level of Experience:	Will have 1-2 years of interior design experience. Prior interior design industry experience. Exceptional customer service attitude with customer service type background. Strong experience with AutoCAD or similar software. Familiar with a variety of the field's concepts, practices, and procedures. Experience in the corporate interior design with a strong ability to prioritize, and communicate. Design, programming, systems furniture, CAD, and move management skills.
Functional Duties/ Responsibilities:	This person will develop shop drawings specifications to support our project team to ensure customer satisfaction and assisting in the timely completion of the project. Responsible for transforming initial rough product designs using CAD into working documents. Produce and maintain space utilization drawings. Develop multiple space studies to obtain optimal financial solution for possible renovation, relocation, build to suite, or consolidation

Title:	Foreman
Minimum Education Level:	High School Diploma or equivalent
Minimum Level of Experience:	Ability to interact effectively with employees/managers and maintain a positive, can-do, service oriented attitude. Ability to demonstrate ingenuity and prompt action in resolving problems. Good communications skills. Ability to read and interpret furniture CAD drawings. Previous management experience required
Functional Duties/ Responsibilities:	Responsibilities include assembly of modular furniture, loading and unloading trucks, and assisting customers with requests. Manage and direct installation crew and interact with customer and management.

Title:	Furniture Repair Technician
Minimum Education Level:	High School Diploma or equivalent
Minimum Level of Experience:	The proven ability to repair all merchandise and an above average working knowledge of wood and upholstered goods. Thorough understanding of Systems Furniture installation techniques
Functional Duties/ Responsibilities:	The technician will repair service and inspect damaged furniture on and off-site.

Title:	Installer
Minimum Education Level:	High School Diploma or equivalent
Minimum Level of Experience:	Ability to interact effectively with employees/managers and maintain a positive, can-do, service oriented attitude. Ability to demonstrate ingenuity and prompt action in resolving problems. Good communications skills.
Functional Duties/ Responsibilities:	Responsibilities include assembly of modular furniture, loading and unloading trucks, and assisting customers with requests.

Title:	Driver
Minimum Education Level:	High School Diploma or equivalent
Minimum Level of Experience:	Ability to drive appropriate trucks to and from worksites. Clean driving record. Knowledge of area roads, ability to read a map.
Functional Duties/ Responsibilities:	Drive trucks to and from worksites. Assist in loading and unloading of furniture.

Title:	Electrician
Minimum Education Level:	Licensed electrician

UNIT-PRICED SERVICES

Title:	Straight Truck
Service Description:	16-26 foot straight truck on a per day charge

Title:	Warehouse Storage
Service Description:	Furniture storage; climate controlled and secure warehouse environment; charged per square foot of storage space

Title:	Keep It New “KIN” Maintenance Service Contract
Service Description:	Maintenance contract which includes comprehensive furniture inspection, reinstallation of items that may be loose or have fallen off (such as base covers, tackboards, etc.), chair demonstration and repair, wood and metal touch-ups, ergonomic adjustments, identification of items that may need repair or replacement, including items under warranty

Title:	Additional KIN Maintenance Services
Service Description:	Selected Keep It New services on a “as needed” basis

HOURLY RATES FOR SERVICES
SINs 712-1/712-1RC, 712-3/712-3RC, 712-4/712-4RC, and 712-6/712-6RC

Labor / Task Category	Per Unit	Rate
Project Manager	Hour	\$95.00
Designer	Hour	\$95.00
Foreman	Hour	\$85.00
Furniture Repair Technician	Hour	\$94.00
Installer	Hour	\$65.00
Driver	Hour	\$60.00
Electrician	Hour	\$150.00
Straight Truck	Day	\$200.00
Warehouse Storage	Sq Ft/Month	\$3.50
Keep It New (KIN) Maintenance Service	Of Product Sell Price	6.0%
Additional Keep It New (KIN) Maintenance Service	Hour	\$94.00