



General Services Administration  
Federal Supply Services  
Authorized Federal Supply Schedule



**Comprehensive Furniture Management Services  
Solicitation NO. #3FNC-B3-003001-B**

**GSA Contractor:**  
**Creative Office Environments**  
1242 Executive Blvd  
Chesapeake, Virginia 23320  
757-549-4801 Phone  
757-549-2795 Fax  
<http://www.creative-va.com>

**Contract Number: GS-29F-0039R**  
Contract Period: 09-20-2010  
Cage Code Number: 42BB1  
Duns Number: 55-659-8352  
Federal Tax ID Number: 54-1997477  
Business Size: Small

**FSS 71, Part II, Section K, Comprehensive Furniture Management Services**

Price List: Prices Shown Herein Are Net

**SIN 712-1 Project Management:**

Furniture Project Management Designer	\$49.37 per hour	Installation Foreman	\$41.47 per hour
	\$49.37 per hour	Installation Team Leader	\$39.00 per hour

**SIN 712-3 Reconfiguration, Relocation, and Installation Management (Furniture and Furnishings Related):**

Relocation Project Management	\$49.37 per hour	Relocation Field Supervision	\$33.57 per hour
Furniture Project Management Designer	\$49.37 per hour	Installation Foreman	\$41.47 per hour
Designer/Administration	\$49.37 per hour	Installation Team Leader	\$39.00 per hour
		Service Technician	\$41.47 per hour

**SIN 712-4 Design/Layout:**

Senior Project Designer	\$49.37 per hour	Designer/Administration	\$49.37 per hour
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**SIN 712-6 Asset Maintenance (Furniture and Furnishings Related):**

Service Technician	\$41.47 per hour
Asset Maintenance Project Management	\$49.37 per hour

**Services Covered Under The Following SIN 712 Categories**

**SIN 712-1 Project Management:**

Services shall include comprehensive management support for projects covering design, reconfiguration, relocation, re-sizing of office spaces and similar facilities. Additionally, determination of manpower, equipment, and related project requirements (scheduling, coordination of other subcontractors, etc.) is met.

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

**(Furniture and Furnishings Related):**

Include all services for installation, reconfiguration, and/or consolidating of furniture or related furnishings within existing facilities and/or the opening of new facilities.

**SIN 712-4 Furniture Design and Layout:**

Services include evaluation of customer's over-all space and furniture (systems, casegoods, seating, filing, audio-visual, and related furnishing) requirements, existing inventory, space standards, functional environment, workflow and "special" needs. Additionally, services include budget estimates for furnishings, finish, and color selections for furniture, carpeting, wall covering, fabrics and paint requirements, preliminary and final drawings, and contract administration to insure plan and specifications are met.

**SIN 712-6 Asset Maintenance (Furniture and Furnishings Related):**

Services include complete restoration, repair, cleaning, and refurbishing or renovation of furniture, furnishings and equipment.



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**Minimum Scope Per Solicitation**  
**Solicitation NO. #3FNC-B3-003001-B**

**General Information**

- |   |   |  |
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| <b>1a. Special Item Number</b><br>SIN 712-1 Project Management<br>(Furniture & Furnishings Related)<br>SIN 712-3 Reconfiguration/<br>Relocation/Installation<br>Management<br>(Furniture & Furnishings Related)<br>SIN 712-4 Furniture Design<br>& Layout<br>SIN 712-6 Asset Maintenance<br>(Furniture & Related Furnishings) | <b>9b. Government Commercial<br/>Credit Payment Discount</b><br>Not Applicable  | <b>18. Rental Maintenance &amp; Repair<br/>Terms &amp; Conditions</b><br>Not Applicable  |
| <b>1b. Note</b><br>Not Applicable   | <b>10. Foreign Items</b><br>None  | <b>19. Installation Terms &amp; Conditions</b><br>All installation services to be<br>negotiated between government<br>agency and Creative Office<br>Environments, Chesapeake, VA |
| <b>2. Maximum Order Level</b><br>\$500,000.00   | <b>11a. Standard Delivery</b><br>15 Days ARO  | <b>20. Repair Parts Terms &amp; Conditions</b><br>Not Applicable   |
| <b>3. Minimum Order Level</b><br>\$100.00   | <b>11b. Expedited Delivery</b><br>Not Applicable  | <b>21. Service &amp; Distribution Points</b><br>Creative Office Environments<br>Chesapeake, VA<br><br>Creative Office Environments<br>Richmond, VA                               |
| <b>4. Geographic Coverage</b><br>All 48 Contiguous States &<br>District of Columbia   | <b>11c. Overnight &amp; 2-Day Delivery</b><br>Not Applicable  | <b>22. List of Participating Dealers</b><br>Not Applicable   |
| <b>5. Point of Production</b><br>Creative Office Environments<br>1242 Executive Blvd.<br>Chesapeake, VA 23320   | <b>11d. Urgent Requirements</b><br>To Be Negotiated   | <b>23. Preventative Maintenance</b><br>Refer to SIN 712-6<br>Asset Maintenance   |
| <b>6. Pricing</b><br>All prices shown are net GSA   | <b>12. F.O.B. Destination</b><br>Within 48 Contiguous States &<br>District of Columbia  | <b>24. Environmental Attributes</b><br>Not Applicable  |
| <b>7. Quantity Discounts</b><br>1% additional discount on orders<br>exceeding the \$100,000.00 level  | <b>13. Ordering Address</b><br>Creative Office Environments<br>1242 Executive Blvd.<br>Chesapeake, VA 23320   | <b>25. Data Universal Number Systems<br/>(DUNS)</b><br>55-659-8352   |
| <b>8. Prompt Payment Terms</b><br>Net 30 Days   | <b>14. Payment Address</b><br>Creative Office Environments<br>1242 Executive Blvd.<br>Chesapeake, VA 23320  | <b>26. Notification Regarding<br/>Registration in Central Contractor<br/>Registration (CCR) Database</b>   |
| <b>9a. Government Commercial<br/>Credit Card</b><br>Applicable  | <b>15. Warranty Provisions</b><br>90 Days   |  |
|   | <b>16. Export Packaging Charges</b><br>Not Applicable   |  |
|   | <b>17. Government Credit Card<br/>Acceptance Terms &amp; Conditions</b><br>Prompt payment terms do not apply<br>Accepted on orders up to \$25,000.00<br>Government Purchase Price |  |

*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 systems.*

*<http://www.gsa advantage.gov/>*



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