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2610 Lake Cook Road Riverwoods, IL 60015 847.656.2250

GSA Contract Number: **GS29F-008AA**

Contract End Date: **March 14, 2018**

Cage Code: **5GC62**

DUNS Number: **030081769**

Federal Tax ID: **36-4405120**

## **GSA Schedule 71 II k**

### Comprehensive Furniture Management Services

Special Item Numbers Awarded;

**712 1 Project Management**

NAICS 561499

**712 2 Asset Management**

NAICS 541614

**712 3 Reconfigure / Relocation Management**

NAICS 541614

**712 4 Furniture Design / Layout**

NAICS 541410

**712 6 Asset Maintenance**

NAICS 811420



**Contract Holder**  
Contract GS29F-008AA

## **Who We Are**

Office Revolution is a commercial furniture dealership representing Teknion as well as over 250 additional furniture lines. Our relationships in the furnishings manufacturing industry as an authorized dealer of various furnishing manufactures makes our dealership unique not only as a provider of quality furniture and furnishings, but also in our ability to service and maintain the products provided to our customers throughout the country.

The strength of Office Revolution provides extensive value-added services totaling a complete package to meet all of our customer's requirements for furniture and facilities management services. These services include: product procurement, furniture specification and space planning, project management, move management, facility management, inventory, furniture reconfigurations & installation, and product maintenance.

Office Revolution is not only made up of highly skilled professionals but also of people who are aware, understand and are responsive to issues within the community. With so many nonprofit organizations requesting corporate support, our employees are encouraged to research and identify local causes in which they believe they can make a difference through contributions of their corporate expertise, time and resources. Recognizing that volunteerism can be used as an effective development mechanism, we consider our most successful volunteer efforts those in which our employees have worked as a team pooling their individual talents and resources to benefit others.

Office Revolution strives to reduce landfill waste and greenhouse emissions by making conscientious decisions in the process of ordering furniture and serving our clients. Office Revolution encourages clients to explore the benefits of re-using existing furniture, order from companies practicing sustainable manufacturing, request full truckloads of furniture be blanket wrapped with "minimal packing" and requires installers to recycle. Office Revolution constantly encourages ourselves, our manufacturers and our clients to promote sustainable practices.

## **Mission Statement**

We are committed to providing the highest quality of services, setting industry benchmarks and exceeding our customers' expectations.

We will strive to deliver services in the most efficient and effective manner in support of the goals and requirements as indicated by our internal and external customers. We will continually control and monitor our processes and performance to ensure client satisfaction.

## **Services**

### **712 1 Project Management**

Project Management services include comprehensive management support for projects covering design, installation, reconfiguration and relocation of office spaces.

Examples of project management services may include, but are not limited to:

- Development of project management plans, implementation strategies and processes as defined in the scope of work
- Develops and implements contract budgets and reconciles project financials
- Responsible for the development, implementation and management of the project schedule
- Responsible for providing and managing all local resources required to implement services rendered under the contract scope
- Generates all project reporting on project phasing, schedules, installation and close out.
- Responsible for the oversight of deliveries and installations to ensure adherence to scope of work and installation standards

### **712 2 Asset Management**

Asset Management services cover the development, implementation and maintenance of asset management systems to monitor and track customer furniture and equipment inventories.

Examples of asset management services may include, but are not limited to:

- Inventory Management and Identification of all client furniture and assets
- Inputting of assets into project management software for inventory tracking purposes
- Provides assistance in the acquisition of storage facilities

### **712 3 Reconfigure / Relocation Management**

Reconfiguration and Relocation services include services required for installation, reorganization and consolidation of existing facilities, and/or opening new facilities.

The services may include, but are not limited to:

- Development of reconfiguration/relocation plans and schedules.
- Coordination of reconfiguration/relocation plans and schedules with other professionals and trades persons.
- Installation, moving, disassembly and reassembly of furniture
- Conduct site surveys and verification of critical field dimensions prior to installation

### **712 4 Furniture Design / Layout**

Furniture Design/Layout services provide customers with complete interior design, space planning, furniture consultation and product specifications. The services may include, but are not limited to:

- Evaluation of the customer's overall office space and furniture requirements, existing inventory, space standards, work flow, and special space or electrical/data requirements.
- Formulation of design solutions.
- Development of detailed plans based on the service provider's evaluation, proposed design solutions
- Production of drawings and other documentation containing sufficient detail or design intent for use by all parties and trades

### **712 6 Asset Maintenance**

Assets Maintenance services include complete restoration, repair, cleaning and refurbishing or renovation of furniture, and equipment. Services may be provided at the customer's facilities or at the vendor's facility, as required. Any one or more of the following services may be offered:

- Reupholster furniture
- Repair furniture and/or furnishings
- Restore and/or refinish furniture or furnishings
- Clean furniture and/or furnishings
- Short and long range maintenance plan for furniture and furnishings, on site or at the contractor's facility. These services could include reupholstering, refinishing and cleaning or furnishings.

## **GSA Pricing Schedule**

**Basic Discount:** 3% w/o/IFF, 2.27% w/IFF

<b>SIN 712-1 – Project Management</b>	<b>Govt Hr/rate w/IFF</b>
Project Executive	\$97.73/hr.
Project Manager	\$83.07/hr.
Senior Designer	\$73.30/hr.
Senior Staff Accountant	No charge
<b>SIN 712-2 Assets Management</b>	<b>Govt Hr/rate w/IFF</b>
Project Executive	\$97.73/hr.
Project Manager	\$83.07/hr.
Senior Designer	\$73.30/hr.
Senior Staff Accountant	No charge
<b>SIN 712-3 Reconfiguration/Relocation Management</b>	<b>Govt Hr/rate w/IFF</b>
Project Executive	\$97.73/hr.
Project Manager	\$83.07/hr.
Senior Designer	\$73.30/hr.
Senior Staff Accountant	No charge
<b>SIN 712-4 Furniture Design/Layout</b>	<b>Govt Hr/rate w/IFF</b>
Project Executive	\$97.73/hr.
Project Manager	\$83.07/hr.
Senior Designer	\$73.30/hr.
Senior Staff Accountant	No charge
<b>SIN 712-6 Furniture and Furniture Related Asset Maintenance</b>	<b>Govt Hr/rate w/IFF</b>
Project Executive	\$97.73/hr.
Project Manager	\$83.07/hr.
Senior Designer	\$73.30/hr.
Senior Staff Accountant	No charge

## **Quantity Volume Discounts**

<b>Contract Volume</b>	<b>Discount Percentage</b>
\$10,000 - \$25,000	15%
\$25,001 - \$50,000	20%
\$50,001 - \$100,000	25%
\$100,001 +	30%

This offer is subject to the Service Contract Act in accordance with FAR Part 22 service contracts over \$2,500 shall contain mandatory provisions regarding minimum wages and fringe benefits, safe and sanitary working conditions, notification to employees of the minimum allowable compensation, and equivalent Federal employee classifications and wage rates.

Minimum Order: \$0

Prompt Payment: 1%-20 days, Net 30 days.

Maximum Order: \$500,000 net.

FOB Term: Destination.

Restocking: The offer will be informed of a non- restocking policy under a service contract.

Warranty: The offer will be informed that there are no warranty provisions under a service contract.

Cancellation: The offer will be informed that there is no cancellation policy under a service contract.

## **Company Headquarters**

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### **Contact Info**

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