

# GENERAL SERVICES ADMINISTRATION Federal Supply Service

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!*<sup>™</sup>, a menu-driven database system. The INTERNET address for GSA *Advantage!*<sup>™</sup> is: <http://www.GSAAdvantage.gov>.

## COMPREHENSIVE FURNITURE MANAGEMENT SERVICES

Authorized Federal Supply Schedule Price List  
FSC Group 874, Part II, Section K

Special Item Nos. 712-1, 712-3 & 712-4

Contract Number: GS-29F-0034N

Contract Period: August 14, 2003 to August 13, 2008

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



### ISI Professional Services

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ISI is a Service-Disabled Veteran-Owned Small Business (SDVOSB)  
and a graduate of the Small Business Administration's 8(a) program.

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# **Section 1. Comprehensive Furniture Management Services Offered**

ISI Professional Services (ISI) offers a full range of comprehensive furniture management and project planning services. ISI provides technical resources to implement projects and tasks relating to infrastructure design and reconfiguration.

ISI's turnkey solutions satisfy specific task requirements for each deliverable through a Customer Agencies' Statement of Work (SOW), and ensure that all products are delivered to the job site in an acceptable and a fully operational condition within the timeframes specified. The deliveries and installations will be coordinated and prioritized with all required parties, and ISI will prepare and maintain all records and documentation appropriate for contract administration and assist in contract dispute/resolution issues.

These services provided under this contract are:

- **Project Management**
- **Reconfiguration/Relocation Management**
- **Furniture Design/Layout**

## **1.1. Project Management (Furniture and Furnishings-Related)**

Project Management services will provide a Customer Agency with comprehensive support for the design, reconfiguration, relocation, increasing, or downsizing of office spaces and similar facilities. Feasibility shall be determined by space forecasting and building analyses.

- Develop project management plan and implementation strategies, which identify all significant issues related to the project.
- Partner with Customer Agency and manage interior design process to ensure it meets their requirements.
- Develop and manage the phasing of the reconfiguration project.
- Assist in preparing the budget requirements for the furnishing and equipment acquisition, delivery, and installation.
- Manage logistics of interior renovations and furniture installation.
- Oversee all deliveries and installations to ensure adherence to scope of work, installation standards and accurate placement of furniture according to plan.

## **1.2. Reconfiguration/Relocation Management (Furniture and Furnishings -Related)**

Reconfiguration and Relocation services will provide all the services required for the reorganization and consolidation of existing facilities, and/or opening new facilities. The services may include, but are not limited to:

- Develop work and relocation plans and schedules.
- Coordinate relocation plans and schedules with other crafts and trades persons. These services will be provided and completed with maximum cost efficiency and minimum business disruption.

- Provide temporary and long-term furnishings warehousing, and ensure proper accountability of items in storage.

### **1.3. Furniture Design/Layout**

Furniture Design/Layout services will provide Customer Agencies with complete interior design, furniture consultation, and/or product specifications. The services may include, but are not limited to:

- Evaluate the Customer Agency's overall office space and furniture requirements, existing inventory, space standards, functional office environment, workflow, and special space or electrical/data requirements.
- Formulate design solutions.
- Develop detailed plan in an electronic format (i.e., AutoCAD, Microsoft Access, etc.) based on the service provider's evaluation, proposed design solutions, and the Customer Agency's requirements. The schematic space plan shall be produced in sufficient detail to be reviewed for approval by the Customer Agency and its sub-components. ISI will produce drawings and other documentation of the approved plan containing sufficient detail of design intent for use by all other parties, such as electricians, furniture installers, etc.

## **Section 2. ISI Labor Categories and Descriptions**

### **2.1. Project Manager/Team Leader**

#### **Minimum/General Experience:**

- Minimum of four (4) years experience in related field
- Must have the ability to lead a project or subproject team to ensure successful implementation of the project

#### **Functional Responsibility:**

- Acts as the principal employee (in charge of individual task orders) responsible to the Principal for the successful completion of all work required by task orders
- Can be responsible for more than one task order at any given time

#### **Minimum Education:**

BA/BS degree in related field, specialized training or equivalent work experience

### **2.2. Project Engineer**

#### **Minimum/General Experience:**

- Five (5) years experience as an engineer
- Proficiency in DesignCAD and AutoCAD 13 or 14
- Experience in the development of commercial/retail projects

#### **Functional Responsibility:**

- Acts as the professional advisory person assigned to task orders with the responsibility of design review

- Is the direct advisor on the technical management of the task assignments
- Reviews each deliverable dealing with the telecommunication, electrical design and technical requirement
- Responsible for the engineering design, supervising the project in plan review, space analysis and all capital improvements

**Minimum Education:**

- BA in Architecture/Engineering

## **2.3. Contract Specialist/Team Leader**

**Minimum/General Experience:**

- Minimum of five (5) years of documented experience in contract administration
- Experience in managing large/complex solicitations and contracts, including proposing and negotiating change orders
- Experience in dispute resolution and claims prosecution
- Knowledge of Government procurement procedures

**Functional Responsibility:**

- Responsible for daily administration of pre and post award procurement activities
- Negotiates and administers assigned task orders and contracts
- Recommends negotiation strategies, contract terms, conditions, and financial arrangements

**Minimum Education:**

- Bachelors Degree in Business, Finance, Law or equivalent experience
- Training in Federal Acquisition required

## **2.4. Project Architect**

**Minimum/General Experience:**

- Five (5) years experience as an architect
- Proficiency in DesignCAD and AutoCAD 13 or 14
- Experience in the development of commercial/retail projects

**Functional Responsibility:**

- Acts as the professional advisory assigned to task orders responsible for design review
- Is the direct advisor on the technical management of the task assignments
- Reviews each deliverable dealing with the telecommunication, electrical design and technical requirement
- Responsible for the Architectural design, supervising the project in plan review, space analysis and all capital improvements

**Minimum Education:**

- BA in Architecture/Engineering

## **2.5. Senior Space Planner**

**Minimum/General Experience:**

- Minimum of seven (7) years of experience in related field
- Interior design or architectural licensing in DC, MD, or VA is required
- NCIDQ certification is preferred

**Functional Responsibility:**

- Responsible for conceptual and schematic design, blocking and stacking, design development
- Must have ability to communicate effectively orally, and in writing. Experience in preparing written reports, correspondence, and in briefing clients and management
- CAD proficiency is required along with experience in field measurement and verification
- Can interpret architectural/engineering plans and specifications

**Minimum Education:**

- BA in Interior Design/Architecture

## 2.6. Moving Manager/Planner

**Minimum/General Experience:**

- Seven (7) years management experience in related field
- Must possess excellent interpersonal, written, and verbal communications skills

**Functional Responsibility:**

- Works with the Government Specialist and the needs of the agency
- Responsible for moving budgets, development of the move sequence schedule, and furniture and equipment reuse plans.
- Prepares the move services Scope of Work and specifications
- Maintains records of the move and damages caused by contract movers

**Minimum Education:**

- High School diploma followed by two (2) or more years of formal education, plus one (1) or more years of successful experience in related, subordinate positions

## 2.7. Site Manager

**Minimum/General Experience:**

- Seven (7) years of overall experience that applies the management of business and technical operating building facilities
- Competence in all phases of building management techniques, concepts and methods
- Knowledge of electrical and mechanical systems, maintenance and management practices

**Functional Responsibility:**

- Coordinates building services; negotiates and reviews building contracts
- Develops implementation plans; performs project management; performs implementation tasks; conducts testing and ensures results

**Minimum Education:**

- Bachelors Degree in Business, Electrical Engineering, or Mechanical Engineering

## **2.8. Files Manager/Relocation Manager**

### **Minimum/General Experience:**

- Seven (7) years of experience in related field
- Must have the ability to lead a team to ensure successful project implementation

### **Functional Responsibility:**

- Responsible for plan development of moves within and between agency locations
- Maintains budgets, furniture and equipment logs
- Coordinates and manages subcontractors involved in relocation projects

### **Minimum Education:**

- High school diploma followed by two (2) or more years of formal education, plus one (1) or more years of successful experience in related, subordinate positions

## **2.9. CAD Draftsman**

### **Minimum/General Experience:**

- Four (4) years of CAD experience and proficient with the use of the latest versions of AutoCAD for Windows (V14)
- Experience in multi-discipline drafting
- Must be conversant with the AIA CAD layering guidelines

### **Functional Responsibility:**

- Develops consolidated files from existing CA~D drawings
- Creates and maintains filing system for CAD disks
- Measures drawing for square footage
- Responsible for detail development, design development and preparation of project presentation drawings

### **Minimum Education:**

- BA in Architecture and Planning

## **2.10. Cost Estimator**

### **Minimum/General Experience:**

- Five (5) years experience in cost analysis/estimating in related field

### **Functional Responsibility:**

- Prepares all estimates required by project personnel
- Supports the Government specialist in negotiation and maintains the as-built records and drawings as the project progresses
- Keeps records of the estimated costs and final actual costs
- Ensures that all budgets and change order estimates are completed and reviewed by the Project Manager and Government Specialists prior to being used in negotiation

### **Minimum Education:**

- High School diploma, with additional job-related training in estimating procedures

## **2.11. Inventory/Stockman**

### **Minimum/General Experience:**

- Two (2) years minimum experience in inventory or related area

### **Functional Responsibility:**

- Responsible for keeping accurate records of stock
- Conducts and documents physical audit of all existing stock. Includes development of inventory of stock noting reusability of the product(s)

### **Minimum Education:**

- High School Diploma

## **2.12. Administrative**

### **Minimum/General Experience:**

- Previous secretarial/clerical experience
- Typing proficiency

### **Functional Responsibility:**

- Organizes and completes all clerical typing duties as assigned
- Keeps office files/task orders updated; prepares reports as required
- Takes messages for personnel and assists management with all other clerical/typing needs as required

### **Minimum Education:**

- High School diploma

## **Section 3. Rate Table**

**Please contact ISI at (202) 393-1515 for a current rate table.**

## **Section 4. Information For Ordering Offices**

### **4.1. How to Order Services**

ISI recognizes the need to make this schedule as easy to use as possible in order for Government managers to benefit from the services offered. In that regard, ISI recommends that the Government user clearly specify the work to be done or present a clear statement of the requirements. Both the work requirement and your intentions to satisfy the requirement using this services schedule should be reviewed with your contracting organization.

#### **4.1.1. Ordering Mechanisms**

Agencies may use written orders, EDI orders, credit card orders, blanket purchase orders, individual purchase orders, or task orders for ordering services under this contract. Blanket Purchase Orders shall not extend beyond the end of the contract period.

#### **4.1.2. Initiating and Finalizing Orders**

With the authorization of your contracting organization, a statement of work should be faxed to ISI at the fax number shown on the cover. Upon receipt of the requirement, an initial consultation meeting will be scheduled to ensure that ISI understands the requirement and that it can be satisfied under the schedule.

ISI will provide the government with a technical proposal, work plan, and price proposal to satisfy the requirement. Project management plans shall be reviewed by the COTR, who has the right to approve or disapprove them. ISI must satisfy the requirements of the Government for approval.

If agreement is reached in a timely manner on services to be performed, a finalized task order may be executed. The firm fixed price for task orders shall be based on fixed hourly rates, the negotiated level of effort for each discipline, deliverables, and all other terms agreed upon.

Task orders are finalized when signed by the COR and the ISI. ISI will sign before the COR, so that the task order is ready for execution upon presentation to the COR. No work shall be performed on an individual task order until it is signed by both ISI and the COR.

Upon review and approval of ISI's proposal, the Government will issue, via the appropriate contracting office, a task order and Notice to Proceed.

#### **4.1.3. Invoices and Payment**

Invoices for services shall be submitted by the contractor as soon as possible after completion of the work. Payment under blanket purchase orders will be made quarterly or monthly, except where cash payment procedures are used. Invoices shall be submitted separately to each Government office ordering services under the contract. PROMPT PAYMENT DISCOUNT, IF APPLICABLE, SHALL BE SHOWN ON THE INVOICE

#### **4.1.4. Travel and Lodging**

The hourly labor rates for services do not include the cost of travel and lodging for personnel. These costs will be billed at government per diem rates.

## 4.2. Customer Information

**Table of SINS:** 712-1/Project Management (Furniture/Furnishings-Related) (see page 1)  
712-3/Reconfiguration/Relocation Management (Furniture/Furnishings-Related) (see page 1)  
712-4/Furniture Design/Layout (see page 2)

**Maximum Order:** The maximum dollar value per single order is \$500,000.

**Minimum Order:** The minimum dollar value of orders to be issued is \$100.00.

**Geographic Coverage:** 48 contiguous states and the District of Columbia.

**Points of Production and Foreign Items:** Not applicable as this contract is a service contract. All company personnel providing services are based in the U.S.

**Discounts from List Price:** N/A

**Quantity Discount:** None.

**Prompt Payment:** Net 30.

**Government Purchase Cards:** Government commercial credit cards are acceptable up to and above the micro-purchase threshold for payment.

**Time of Delivery:** Delivery time will be negotiated with each Federal agency placing an order.

**Expedited Delivery Times:** Available for all services and can be negotiated with ISI.

**Overnight and 2-Day Delivery:** N/A

**Urgent Requirements.** When the Federal Supply Schedule contract delivery period does not meet the bona fide urgent delivery requirements of an ordering agency, agencies are encouraged, if time permits, to contact the contractor for the purpose of obtaining accelerated delivery.

**FOB Points:** N/A

**Ordering Address:** Orders can be mailed or faxed to the following address:

Interior Systems, Inc.  
1201 15<sup>th</sup> Street, NW  
Suite 200  
Washington, D.C. 20005  
(202) 393-1515  
(202) 393-0630 (fax)

**Payment Address:** Same as ordering address.

**Terms and Conditions of Government purchase card acceptance:** ISI will accept payment through the Government purchase card for any size order.

**Warranty Provision:** N/A.

**Export Packing Charges:** N/A.

**DUNS #:** 55-617-0926

**Central Contractor Registration (CCR) database:** Interior Systems, Inc. is registered.