

The Guide to Buying Systems Furniture



PLANNING

ACQUISITION

INSTALLATION

COMPLETION



1	24" x 30"
1	30' x 72" D-shape
1	48" corner
1	
2	48"
1	box/box/file
1	



INTRODUCTION

You have been designated as the manager of your agency's furniture project. You and your project team can actually help improve the effectiveness of your agency by providing a quality work environment! The General Services Administration (GSA) published [Workplace Matters](#) which discusses the benefits of a well planned workspace and how GSA can assist you in making your space a strategic tool for organizational efficiency.

The planning of a typical office environment can be complex, as it impacts the ability of the agency to achieve its mission. Properly planned systems furniture can help address workplace issues such as: employee retention/attraction, productivity, morale, communication, and technology.

This guide encourages the consideration of these and other issues when designing a new workspace. It has been prepared to guide you through the major phases of a systems project. By following the outlined steps, you can help ensure that your furniture will be delivered and installed on time, and will be the best valued product that meets your agency's requirements. Please read through this guide in its entirety before you begin your project.

OVERVIEW

- I. PRE-PLANNING
- II. ORGANIZING YOUR PROJECT
- III. DEFINING PROJECT REQUIREMENTS
- IV. PLACING A DELIVERY ORDER FOR SYSTEMS FURNITURE
- V. FREQUENTLY ASKED QUESTIONS
- VI. HELPFUL HINTS
- VII. SAMPLE STATEMENT OF WORK
- VIII. GENERIC TYPICAL WORKSTATIONS

I. PRE-PLANNING

Pre-planning activities should consider the overall scope of the project and the in-house resources that are available and may be used to accomplish the goals of the project. If space is required, either new construction, leasing or renovation, consider GSA's Public Buildings Service (PBS) to provide a single source for a coordinated approach to acquiring not only the space but the furniture as well.

Identify the goals of the project. Is the new furniture required just to replace existing non-functional or worn out furniture with no need for different workstation designs or layout? Is the new furniture needed to accommodate changes in technology, job functions or increasing personnel? If your furniture is at least 10 years old, chances are technology and work process have changed and designs/layouts should be evaluated. Is the furniture needed to improve work flow or communications as a means of increasing organization efficiency? PBS designers and [Workplace 20/20](#) consulting services can ensure your facilities keep pace with change.

Identify the size of your project, including the number of systems workstations and enclosed offices required. Also, identify needs for filing, storage, conference, and visitor areas. Although this guide is intended to cover buying systems furniture, these other categories of product are frequently purchased along with the systems furniture and may affect your furniture requirements.

Identify the stakeholders and resources available to accomplish the project. Stakeholders should include personnel such as the project manager, designers, the furniture users, information technology (IT) managers, facility managers, and others. Resources also include financial considerations, buying programs such as GSA's multiple award schedules, product information such as vendor catalogs and knowledgeable personnel.

Project complexity generally increases with project size. GSA has found that 25 workstations is a reasonable dividing line.

For Projects Exceeding 25 Workstations:

It is recommended that you contact one of the following resources:

- *Your in-house architectural or space planning branch*
- *Your regional GSA Public Buildings Service office (planning fee involved)*
- *Army Corps of Engineers or Navy Facilities Engineering Command (planning fee involved)*
- *An architectural and design firm under GSA's Comprehensive Furniture Management Services Schedule (Schedule 71 II K) specializing in furniture projects (planning fee involved)*

and

- *GSA's National Furniture Center (NFC): Jennifer Auble at 703.605.9243 or e-mail jennifer.auble@gsa.gov*

For more information on doing business with the National Furniture Center, please read the [NFC Customer Guide](#).

For Projects Fewer than 25 Workstations:

You still have the option of engaging the services of any of the organizations above. The NFC is always available to offer project guidance or answer contracting questions.

Also, it is advisable to be in communication with your agency's procurement office at the inception of the project.

Your agency will be responsible for following all local codes as well as all local, agency and federal regulations. For assistance with contracting rules governing your project or furniture purchase, contact either your procurement office or the NFC.

Design assistance is recommended for all furniture projects to maximize space utilization, ensure functional workstation designs and lighting, and establish effective color palettes and

patterns. Design assistance may not be needed if your agency has established furniture standards, palettes, and layout guidelines; current space layout and workstation designs satisfy occupants; and there is no need to change them.

GSA Schedules

The National Furniture Center has negotiated with all the major systems furniture manufacturers and dealers to offer their products to the federal government at "most favored customer prices." GSA's contracts often offer the full range of products produced by the manufacturer. GSA helps meet the requirements of competition under the Competition in Contracting Act of 1984 (CICA) and [FAR §6.102\(d\)\(3\)](#). In addition, GSA has already synopsisized the procurement and determined the prices to be fair and reasonable. However, please keep in mind that for task orders above the \$3,000 micro-purchase threshold, you must still:

- i. Write a Statement of Work
- ii. Conduct market research
- iii. Send an RFQ to at least three (3) vendors
- iv. Make a best value decision

It is recommended that you request the GSA contract catalog from any manufacturer you are considering, as the contracts offer an excellent value for the government buyer. Your procurement office should be able to provide a number of manufacturers' government contract catalogs, and you can also request them directly from the vendor, as well as through the National Furniture Center.

Using GSA Schedules can save you time and money, and purchases may be based on "best value." This means that other factors besides price are considered, such as:

- Delivery time
- Product warranties
- Special features
- Installation and maintenance training
- Past performance
- Environmental factors
- Trade-in
- Probable life

- Comfort/suitability
- Technical Qualifications
- Other (must be specified)

Using the GSA schedule for your systems furniture purchase can also simplify your statement of work. GSA has already evaluated the products covered by the schedule contracts to ensure the product lines are complete and meet industry performance standards and fire safety requirements. GSA specifications identify the minimum components that must be present to be considered a systems furniture line, e.g., worksurfaces, overhead and under surface storage, electrical distribution components. That is not to say that all systems furniture lines are the same, but it eliminates the need to specify and evaluate these characteristics as part of the project.

It is recommended that you use professional design and layout services. These services, which are available through PBS and are offered under the GSA Comprehensive Furniture Management Services schedule, include the product knowledge and expertise to maximize the benefits of the new furniture. It is advisable to obtain these services as early in the process as possible after funds have been allocated to the project. When contracted designers are used, stress that designs and furniture specifications are to be generic and that the designer should provide names of at least three companies that can meet requirements using GSA Schedule items. They must also provide a cost estimate. Ask the contracted designer to also provide a list of projects that have successfully been completed with the three named manufacturers. When contracting for design services, include qualifications for the space planner such as those described in GSA's [Leading by Example](#).

PLEASE NOTE: Systems Furniture manufacturers should NOT provide design services for development of your project requirements for free or for a nominal fee. Nor should the manufacturer's specifications be used except in the case of matching existing product. These manufacturers will design your space according to their products and may ultimately inhibit competition.

Market Research

Market Research is covered under FAR Part 12 and FAR Part 8. Part 12 covers market research and the policy that directs the process of conducting market research when dealing with UNICOR is covered in Part 8.

12.202 Market research and description of agency need basically says that market research establishes the foundation for the agency description of need. It must contain sufficient detail for potential offerors of commercial items to know which commercial products or services may be suitable. For acquisitions in excess of the simplified acquisition threshold, the agency's statement of need for a commercial item will describe the type of product or services to be acquired and explain how the agency intends to use the product or service in terms of function to be performed. 12.203 Procedures for solicitation, evaluation and award, directs contracting officers to use the policies described in this part with Part 13, Simplified Acquisition Procedures, Part 14 Sealed Bidding, or Part 15 Contracting by Negotiation. 12.204 addresses solicitation/contract form and directs contracting officers to use SF 1449 if the acquisition is expected to exceed the simplified acquisition threshold. 12.205 refers to offers and indicates that agencies should review existing catalogs, product literature, etc.. Contracting officers should allow offerors to propose more than one product that will meet a Government need and can allow fewer than 30 days response time. However, for project sizes over 500 workstations, 30 days response time is necessary.

Part 8 states that before purchasing an item from a FPI schedule, market research should be conducted to determine if the FPI item is comparable to supplies available from the private sector that best meet the Government's needs in terms of price, quality, and time of delivery. This is a unilateral determination made at the discretion of the contracting officer. A written determination should be prepared with supporting rationale explaining the assessment of price, quality, and time of delivery based on the results of the market research. 8.603 states purchase priorities.

II. ORGANIZING YOUR PROJECT

Following these steps will ensure that your project gets off on the right track!

Organize the Project Team

Coordinate with the key decision makers and create a team that has regularly scheduled meetings. This will help keep the project on track. Members of your team should include, as a minimum: Project Manager, Contracting Officer, Building Manager, Financial Representative, end-users of the furniture, and a Technical Advisor.

Gather Floor Plans

Obtain CAD files of floor plans for spaces to be occupied and information pertinent to delivery and installation of your furnishings (i.e., loading dock, elevators, schedule, etc.). The floor plans are essential for planning electrical, voice, data, and lighting needs, while the delivery and installation information is important for obtaining accurate installation quotes. If there are security concerns related to distribution of the files in an electronic format, note in your SOW that the electronic files will be available to the successful offer and provide paper copies for planning and bidding purposes.

Identify Project Deadlines

Start your project timeline based upon the completion date of your project and work backwards. Make sure that you allow yourself ample time for the various stages of the project. Typically furniture takes 60-90 days to manufacture. Many plants close during the December holidays and the week of July 4th. The average manufacturer can produce 75-100 workstations per week. For every 75 workstations, allow one week for installation. At the end of installation, punch list items should take approximately 1-2 weeks before the move date.

Allow yourself time for research, going to showrooms, preparing the Request for Quote, analyzing the offers, best value determination, selecting the manufacturer, etc. Start early!!

Identify the Agency's Approval Authority

Without timely approvals, a project can become bogged down and costly.

Determine that Sufficient Funds are Available

Funding should be allocated to a project in the same fiscal year. Note that leasing the furniture (available as an option under GSA Schedules) may be one way you can obtain the products needed without having to spend scarce acquisition funds.

Excess Property

Your current furniture may generate additional savings via buyback credit. Before your current systems furniture can be eligible for buyback credit, this excess inventory may be usable by another federal agency. GSA's Personal Property Center can provide a solution for the disposal of your current systems furniture. Contact [Sherlean Route](#) at (703) 605-9318 or [Rick Parker](#) at (202) 619-8968 for more information. If another federal agency does not want the furniture, it can then be evaluated for buyback credit on your project.

Evaluate current systems furniture to determine if any additional savings can be obtained via buyback credit. Include in the request for quotation for your project that you would like to make your furniture available for buyback credit. Some companies now offer the opportunity to recycle or donate furniture. Explore these options.

III. DEFINING PROJECT REQUIREMENTS

As project manager, you will involve all project stakeholders to define requirements that result in a workplace that best supports both organizational and individual needs and supports all the different work functions. Check if your agency has established workspace standards or

minimal technical standards. If no standards exist, use your organization chart and personnel list to identify all the different kinds of tasks and the functions within your organization. Use the following task categories as a general guide:

Task Categories:

- *Administrative/Support*
- *Clerical/Data Entry*
- *Technical/Professional*
- *Teams*
- *Supervisor/Mid-level Manager*
- *Director/Executive*

Furniture consultants under the Comprehensive Furniture Management Services (Schedule 71 II K) can perform all of these programming functions for you and produce the necessary documentation to competitively purchase your systems furniture. For questions regarding the Comprehensive Furniture Management Services schedule, please contact [Linda Valdes](#) at (703) 605-9278.

Conduct Interviews

After making a list of all functional categories, request representative from each of the groups. Conduct a brief interview with each group representative and establish work patterns for that group.

Identify points of contact for specific requirements (security, IT, training facilities, telecommunications, specialized equipment, etc.). Conduct interviews and analyze your requirements for storage, meeting/conference, break, training, and technical support rooms. Determine adjacency requirements for the areas identified. This information will also be required by the selected vendor in order to plan your final space.

Identify Workspace Requirements

Identify the actual kinds and amounts of workspace for each task performed through a comprehensive analysis of the organization's mission, goals, operations, and work types. Do not simply summarize existing conditions, unless they are currently performing well in ALL

respects.

Individual Workstations:

- Amount of filing space for active files (in linear feet)
- Space for binders for active projects (in linear feet)
- Number of reference books (in linear feet of bookcase shelving)
- Space for computers and peripherals (this can be a corner or straight worksurface)
- Requirements for more than one computer system within a workstation
- Printers/scanners/digitizers/fax machines/other specialized equipment
- Shared computer or printer between two or more workstations
- Worksurface space for reviewing, writing or reading (a 4'-6' wide by 24"-30" deep size is generally sufficient)
- Drafting board/other specialized furnishings (identify size)
- Ergonomics – Proper placement of components and use of adjustable components
- Reception area(s) which may require a specialized configuration or a specialized transaction surface
- Guest seating
- Shared workspace for teaming
- Conference areas within workstations
- Security requirements – for documents, objects, entire workspace
- Privacy requirements– visual or speech
- Special requirements for physically challenged employees (ADA Compliance)
- Electrical and data access
- Lighting – Effective and energy efficient task lighting should provide 50 foot-candles at the worksurface. The ability to adjust lighting and other workplace elements can increase occupant satisfaction.
- Natural lighting – Consider the lowest panels heights acceptable to reduce cost, increase natural light and views, make the office feel more spacious, and increase communication (if desired).
- Adjacency requirement for other activities or personnel
- Workstations for shared use by

teleworkers

- Workstations for temporary staff, students, contractors
- Acoustics – Workstation environments are active, open environments. Do not have unrealistic expectations about systems furniture of any height and design meeting the needs for higher levels of privacy. Carpeting, ceiling tiles, systems furniture and sound masking are contributing elements to managing acoustics.

ADA Requirements

ADA requirements as they apply to furniture relate to the ability to adapt the furniture to meet the needs of the employee. Systems furniture due to its componentized nature and its ability to be configured in an almost infinite number of ways makes it particularly suitable to accommodate physical challenges. Worksurfaces and storage units can be mounted higher or lower than standard and some products are designed to be easily raised or lowered at the push of a button throughout the day as the need arises. Cabinet doors are available with assist mechanisms to easily open or close the cabinet. Optional pulls or handles for doors and drawers are available from many vendors.

Support Space

In the interviews, also review requirements for shared support spaces (i.e., fax machines, copiers, centralized files, supplies, printers, reception and waiting areas as well as coffee stations, coat racks, supply cabinets, etc.). It is best to gather this information as part of these initial interviews. Adjacency requirements should also be noted for these spaces.

Specifications

When the project requires specific product features beyond those minimum features required for the schedule contract, a requirements document containing the specifications of the required features should be developed. Specifications should be performance based. Design specifications that include highly detailed descriptions of products and describe product in terms such as materials, metal gauges, and

methods of assembly, should be avoided unless the characteristic is critical to the function of the product. Avoid copying requirements verbatim from vendor catalogs or specification guides. Avoid setting unnecessarily strict tolerances on dimensions. Consider the lowest panel heights acceptable to reduce cost, increase natural light and views, make the office feel more spacious, and increase communication, if desired. Any special electrical, telecommunications, privacy or security requirements must be specifically identified.

Specifications that provide furniture that meets the following GSA Hallmarks of the Productive Workplace are recommended:

1. **Equitable:** Furniture that suits the work-type(s) identified for each user group.
2. **Sustainable:** All major furniture components meet, as a minimum, established agency environmental criteria. In addition, all components should be selected on the extent to which they meet the following:
 - a. Ability to reuse existing furniture as part of the new design.
 - b. Ability to recycle excess furniture.
 - c. Extent of recycled material used in new furniture.
 - d. Ability of new furniture to be recycled after its useful life.
 - e. Adaptability of new product to be reused for later reconfigurations.
 - f. Affect on indoor air quality.
 - g. Use of wood certified as being from sustainably managed forests.
 - h. Other environmental benefits.
3. **Flexible:** Furniture components can be easily reconfigured, both within the workstation by the occupant and with the space to accommodate changing needs. Consider the use of free-standing storage units and worksurfaces that can be moved without unloading or disassembly. Consider the need for electrical and data distribution within the panels. Eliminating or minimizing wiring in the panels can increase reconfiguration flexibility.
4. **Comfortable:** Furniture can be easily adjusted to meet the user's needs and is ergonomically designed. Critical ergonomic factors include:
 - a. Worksurface height and overhead height and position
 - b. Computer monitor and keyboard/mouse locations
5. **Connectable:** Technology can be easily installed, accessed, and reconfigured. Occupants can locate technology anywhere within the workstation to best suit work style while maintaining healthy ergonomics.
6. **Reliable:** Furniture and finishes are durable and cost effective. Consider both first cost and life-cycle cost, including maintenance and reconfiguration.
7. **Identifiable:** Provide furniture and finishes that enhance the space, project the appropriate image, and promote user pride, productivity, and interaction.

These performance characteristics can be written into the best value selection criteria.

Keep in mind that whatever specifications are defined in your requirements document will need to be confirmed when evaluating offers.

Selecting Workstation Typicals

Workstation requirements and designs are developed or selected based upon the information gathered in the interviews for each of the job functions identified. Since many functions require similar working conditions, a single workstation design may be suitable for several types of jobs, needing only minor variations in the workstation design. The single workstation is considered to be representative or "typical" of the workstation required for those functions.

A series of generic typical workstations has been included in this guide. You may find one or more of these suitable for your requirements or you may choose to develop your own. Typical workstations for support areas are not included but may be developed along similar lines. The vendor selected for your project, can later develop typicals for support areas.

Because of the variations in products offered by different manufacturers, it would be nearly impossible for you to define all the pieces and parts (components) needed for each workstation typical. The vendor selected to do the project, or

its designated dealer, will convert and individually customize your generic typicals using their components.

Use the information gathered earlier to select the typicals from the back of this guide that most closely reflect your requirements. Keep the following tips in mind:

Requirements should be kept as general as possible. Specific sizes of panels, storage units or worksurfaces should be specified only if they are critical to function. Approximate requirements for panel heights should be identified.

When there are several workstations that are basically variations of one general size, select just one as your typical. Variations can be made in the internal components to accommodate various functions. The smaller the number of various "typicals," the better it is for your workplace because:

- Fewer parts to inventory
- If your organization changes, you can move people around instead of reconfiguring workstations
- If you do need to reconfigure the workstations, you have standardized parts and more flexibility without having to buy additional new parts
- The number of typicals affects the cost of design and installation

If you choose to develop your own workstations, the typical should, as a minimum, include:

- Plan (overhead) view with overall workstation dimensions
- Component listing of the major workstation components, i.e., panels, worksurfaces, storage
- Upper and lower range of panel height
- Pedestal and storage configurations

Quantities

Next, identify the quantity required for each of the selected typical workstations so that you can place an order for your furniture.

When using the National Furniture Center

Throughout the information gathering and requirements development stage, it is important to communicate with the National Furniture Center on your progress. After you have developed your project's requirements, you will send the package – written requirements and project typicals – to the National Furniture Center for our review.

We have a team of Engineering Experts that will review these requirements and provide guidance on enhancing your package. This is important for the following reasons:

- 1) Provides better specifications for GSA Schedule Contract Holders to fully understand requirements
- 2) More accurate pricing – less modifications due to vague specifications
- 3) Ensures competition – specifications can be accidentally tailored to one company unintentionally. Our review ensures that more than one company can compete, which is in compliance with the FAR. You will receive your requirements back with recommendations to improve your package.

Preparing a Technical Package

Gather the specifications, workstation designs, and quantities into a package. Transmit this technical package to the procuring office for inclusion in the Request for Quotation.

IV. PLACING A DELIVERY ORDER FOR SYSTEMS FURNITURE

In accordance with FAR §8.4, the agency should request pricing **from three GSA sources** of supply. The pricing should be based on stand-alone typical workstations such as those included in this brochure.

Remember: Do not ask the vendors to design a complete floor plan and use that design as the basis for competition among several vendors. Pricing for design and installation is required from the three vendors when they submit their quote.

Solicit Offers

Once the final technical package is complete, the procuring office will prepare a Request for Quote (RFQ) and send it out to a minimum of 3 companies. From your research, you have the ability to select the companies that best meet your requirements. The RFQ should be sent to these selected companies. However, if any company requests a copy of the RFQ, a copy must be provided to that company as well.

Generally, the required responses to the RFQ can be very detailed. Therefore, the National Furniture Center tries to allow companies 3-4 weeks to provide a response. The responses tend to lack quality when companies receive a shorter time frame. This results in more extensive questions and responses during evaluation. Clarifications can take 1-2 weeks to resolve before the offers are fully evaluated.

We definitely recommend that you evaluate offers on individual workstation typicals with no panel sharing, instead of an actual floor plan. This is the best way to evaluate the offers fairly and ensure you are competing all submissions on the same design.

Hopefully, your procurement office generally follows the same procedures as the National Furniture Center.

You must decide which proposal provides the best value to your agency. It is important to indicate what factors you are looking for in your request for quote (RFQ). It is important to indicate the relative importance of the evaluation criteria (e.g., technical is more important than price). This allows companies to provide you a solution based upon the criteria you have designated as important.

When buying other furniture items along with the systems furniture (such as seating or private office furniture), similar activities should be undertaken to identify and document the significant features of the required items.

The method of award should be clearly indicated in the RFQ, e.g., low price or best value.

Review the sample statement of work provided in this guide for other information to be included in the RFQ.

When using the National Furniture Center, the National Furniture Center has contracting officers dedicated to working with you on your project. These individuals will manage the project procurement for you and will be your main point of contact in the National Furniture Center.

Review and Evaluate Offers

The offers should be reviewed and compared against the specifications. Once you make an award, you are telling the contract holder that you will accept the products under his/her proposal. Make sure that what the offer submitted is exactly what you asked for.

When the RFQ responses are received, a product expert should review the responses to the RFQ. This is especially important to ensure that you receive the products meeting the specifications that you requested in the RFQ and that the workstations used for the price comparison are complete. There are times when the company submits a different product than specified. The National Furniture Center indicates these discrepancies and requests that the companies clarify their responses. A second review may then be needed.

The objective is to provide quality products and services at a fair and reasonable price to the federal government. Based upon experience with other furniture procurements, the National Furniture Center uses its knowledge to achieve greater discounts wherever possible. The larger the furniture purchase, the greater discounts that can be obtained.

Technically acceptable offers should be evaluated based on price and delivery schedule. If a best value determination will be made, past performance, product preferences and other best value factors should also be included in the evaluation.

When using the National Furniture Center, the National Furniture Center contracting office will work with you to make a best value determination.

Once the evaluation is completed, notify all companies of the results. The winning vendor will then start working directly with you on the product conversion stage of the project.

Product Conversion

The successful vendor must convert your generic workstations and space plans to the awarded product lines. The vendor will generate a bill of materials that will be provided to the procuring office to develop the purchase order for the product.

Manufacturing Product

The manufacturer will produce the systems furniture components to meet the agreed upon schedule. Depending on project size and installation schedule, product components may be manufactured and delivered in phases to facilitate the installation process.

Installation

Systems furniture components will be delivered and installed based on the agreed upon schedule. Installation should be monitored and a project manager should be present to ensure product is installed according to plan. Depending on the project size and phasing, walkthroughs should be conducted after each phase is completed to develop punch lists of any installation problems or missing components. These punch lists should be addressed prior to final sign off on the project.

V. FREQUENTLY ASKED QUESTIONS

Q. What is the official policy on UNICOR?

A. The Omnibus Bill of 2005, Section 476 states: "SEC. 637. None of the funds made available under this or any other Act for fiscal year 2005 and each fiscal year thereafter shall be expended for the purchase of a product or service offered by Federal Prison Industries, Inc. unless the agency making such purchase determines that such offered product or service provides the best value to the buying agency pursuant to government

wide procurement regulations, issued pursuant to section 25(c)(1) of the Office of Federal Procurement Act (41 U.S.C. 421(c)(1)) that impose procedures, standards, and limitations of section 2410n of title 10, United States Code." Agencies must conduct market research to make a decision whether the UNICOR products meet their needs and provide the best value to the agency.

The policy established by the Omnibus Bill of 2005 has been incorporated into the FAR, §8.602.

Q. Can I ask vendors under the Office Furniture Schedule (71-I) to connect stations to the building power source?

A. Unfortunately, this function is outside the scope of Schedule 71-I. You need a licensed electrician that will make the hard connection between the building power and the workstations. Check with your building/facilities manager and arrange for an electrician to assist.

Q. Why should I submit procurement documents directly to the Schedule Contract Holders?

A. We recommend submitting your procurement documents directly to the Schedule Contract Holders because ultimately these companies are responsible for this contract. The Schedule Contract Holder will refer you to the appropriate dealer if necessary.

Q. My funding is limited but I need furniture, what are my options?

A. There are several options to pursue if money is constrained. The first option to consider would be leasing. Generally, it is preferable to purchase your systems furniture. However, when funding is limited – leasing your furniture is a legitimate option. The shorter the length of term of the lease means the less the entire furniture purchase will cost. Another option is to locate your Personal Property Center (PPC). Expedite the transfer of property to your agency by bringing a standard form 122 signed by your agency's property Accountable Officer and your own transportation. Visit <http://www.gsa.gov/property> or email gsaccess@gsa.gov to find a Personal Property Center near you.



VI. Helpful Hints

- ▶ Cite the GSA contract number on all orders issued.
- ▶ Use typical, generic workstations as the basis for requesting price quotations . Vendors should not be asked to provide complete and free design services as a condition for consideration on any size order.
- ▶ Contact the National Furniture Acquisition Center, Furniture Systems Management Division for assistance in developing a procurement document for furniture systems.
- ▶ Plan your project in a timely manner so that storage service charges will not accrue. Storage charges may apply once product has been produced and delivery cannot be accepted. An additional charge for storage may apply and be negotiated on a case-by-case basis if this occurs.
- ▶ Establish realistic delivery dates for your project. Normal lead times (from the date that you begin work on the acquisition to the date installation begins) are approximately nine months. If the project timeline is altered due to delays in design approval, renovation schedules, etc., delivery dates should be renegotiated.

VII. Sample Statement of Work

A sample RFQ statement of work is provided. This sample is intended to provide the areas that should be considered when developing a procurement document to be issued to GSA contractors by Federal customers when seeking competitive pricing. In no way should the contents be construed as the only method of identifying requirements but should be used as a guideline when developing an RFQ to cover products and related services.

REQUEST FOR QUOTATION (THIS IS NOT AN ORDER)		THIS RFQ <input type="checkbox"/> IS <input type="checkbox"/> IS NOT A SMALL BUSINESS SET-ASIDE		PAGE OF PAGES
1. REQUEST NO.	2. DATE ISSUED	3. REQUISITION/PURCHASE REQUEST NO.	4. CERT. FOR NAT. DEF. UNDER BDSA REG. 2 AND/OR DMS REG. 1	RATING
5a. ISSUED BY			6. DELIVER BY (Date)	
5b. FOR INFORMATION CALL (NO COLLECT CALLS)			7. DELIVERY	
NAME		TELEPHONE NUMBER		<input type="checkbox"/> FOB DESTINATION <input type="checkbox"/> OTHER (See Schedule)
		AREA CODE	NUMBER	9. DESTINATION
8. TO:			a. NAME OF CONSIGNEE	
a. NAME		b. COMPANY		b. STREET ADDRESS
c. STREET ADDRESS				c. CITY
d. CITY		e. STATE	f. ZIP CODE	d. STATE e. ZIP CODE
10. PLEASE FURNISH QUOTATIONS TO THE ISSUING OFFICE IN BLOCK 5a ON OR BEFORE CLOSE OF BUSINESS (Date)		IMPORTANT: This is a request for information, and quotations furnished are not officers. If you are unable to quote, please so indicate on this form and return it to the address in Block 5a. This request does not commit the Government to pay any costs incurred in the preparation of the submission of this quotation or to contract for supplies or service. Supplies are of domestic origin unless otherwise indicated by quoter. Any representations and/or certifications attached to this Request for Quotation must be completed by the quoter.		

11. SCHEDULE (Include applicable Federal, State and local taxes)

ITEM NO.	SUPPLIES/ SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
(a)	(b)	(c)	(d)	(e)	(f)

12. DISCOUNT FOR PROMPT PAYMENT	a. 10 CALENDAR DAYS (%)	b. 20 CALENDAR DAYS (%)	c. 30 CALENDAR DAYS (%)	d. CALENDAR DAYS	
				NUMBER	PERCENTAGE

NOTE: Additional provisions and representations are are not attached.

13. NAME AND ADDRESS OF QUOTER			14. SIGNATURE OF PERSON AUTHORIZED TO SIGN QUOTATION		15. DATE OF QUOTATION	
a. NAME OF QUOTER			16. SIGNER		b. TELEPHONE	
b. STREET ADDRESS						
c. COUNTY			a. NAME (Type or print)		AREA CODE	
d. CITY		e. STATE	f. ZIP CODE	c. TITLE (Type or print)		NUMBER

STATEMENT OF WORK

I. INTRODUCTION

The purpose of this procurement document is to obtain systems furniture, seating, filing systems and related design and installation services for the (federal customer) headquarters office in Washington, DC.

II. DAYS REQUIRED FOR DELIVERY

Notification at the beginning of a construction phase requiring furniture will be coordinated with the successful contractor. The furniture installation shall commence at the conclusion of the construction phase.

III. PROJECT REQUIREMENTS

A. NECESSARY COMPONENTS: The successful contractor awarded this project shall provide all components, hardware, and parts necessary for proper assembly, installation, and operation, even though certain items may not be specifically described in the specifications. This includes all fittings, couplers, brackets, adapters, panel connectors, etc. Contractors shall include the cost of such components, hardware, and parts in the quotation price.

B. NEW AND UNUSED: All goods shall be new, unused, produced from current production components, and shall be delivered ready for use. No components may be used that are not contained in the manufacturer's current parts catalog for the goods under Schedule *{insert schedule number}*.

C. STANDARD COMPONENTS: Unless superseded by parts description specifications, goods shall include all components and accessories listed by the manufacturer as standard and included in the contractor's GSA schedule contract.

D. DELIVERY: All shipping and handling charges shall be paid by the contractor. Responsibility and liability for loss or damage shall remain with the contractor until final inspection and acceptance by the customer agency.

E. ENVIRONMENTAL CONSIDERATIONS: All furniture should comply with current federal and agency sustainability requirements. In accordance with Executive Orders 13101 and 13123, preference will be given to products with beneficial environmental characteristics. This may include recycled content, limits on volatile organic compounds (VOC) emissions, energy efficiency, recyclability, rapidly renewable, and biobased materials. Quotes shall include information on the environmental characteristics of offered products, including certifications, if any. (If required)

F. METHOD OF AWARD: Award of the order will be made based on Best Value to the Government. Areas of consideration will include technical adherence to the RFQ product

specifications, past performance, and price. Award may be made to one vendor in its entirety or by product group. In order to be considered for award of a product group, the contractor must quote on all items under the respective SIN. Award of SINs 711-94 and 711-95 will only be made in conjunction with another SIN.

G. KEY PERSONNEL: Replacement of key personnel: Key personnel shall not be removed, replaced or reassigned either permanently or temporarily to another task without written concurrence by the (federal customer) project manager and the contracting officer. If one or more of the key personnel is unavailable for work under the order, the contractor shall immediately notify the contracting officer and replace such personnel with personnel of equal qualifications. These qualifications shall be submitted to the contracting officer for review and approval. The government reserves the right to accept or reject personnel identified for tasks assigned under the order.

H. PERFORMANCE OF WORK ON GOVERNMENT PREMISES: Current rules and regulations applicable to the premises where the work will be performed shall apply to the contractor and its employees while working on the premises. These regulations include but are not limited to, presenting valid identification for entrance, smoking restriction and any safety procedures as outlined in the site regulations.

QUANTITIES SHOWN ARE ESTIMATED ONLY. NO GUARANTEE IS GIVEN ON THE VARIOUS QUANTITIES SHOWN.

GROUP I:

SIN 711-1 – WORKSTATIONS

If product is blended to construct the workstation, list all product group and applicable discounts.

TYPICAL	QTY	LIST PRICE	CONT. DISC.	PROJ. DISC.	NET PRICE	EXTENDED NET PRICE
WS-20	2 ea	\$ _____	____%	____%	\$ _____	\$ _____
WS-18	48 ea	\$ _____	____%	____%	\$ _____	\$ _____
WS-13	9 ea	\$ _____	____%	____%	\$ _____	\$ _____
WS-14	1 ea	\$ _____	____%	____%	\$ _____	\$ _____
WS-11	52 ea	\$ _____	____%	____%	\$ _____	\$ _____
WS-10	38 ea	\$ _____	____%	____%	\$ _____	\$ _____
WS-9b	17 ea	\$ _____	____%	____%	\$ _____	\$ _____
WS-2	399 ea	\$ _____	____%	____%	\$ _____	\$ _____

TOTAL EXTENDED LIST PRICE \$ _____

LESS PROJECT DISCOUNT _____%

SUB-TOTAL NET PRICE \$ _____

GROUP II:

SIN 711-18 – SEATING

TYPE	QTY	LIST PRICE	CONT. DISC.	PROJ. DISC.	NET PRICE	EXTENDED NET PRICE
Task Chair for workstations	566 ea	\$ _____	____%	____%	\$ _____	\$ _____
PO Task Chair	76 ea	\$ _____	____%	____%	\$ _____	\$ _____
Guest Chairs	158 ea	\$ _____	____%	____%	\$ _____	\$ _____

TOTAL EXTENDED LIST PRICE \$ _____

LESS PROJECT DISCOUNT _____%

SUB-TOTAL NET PRICE \$ _____

GROUP III:

SIN 711-3 – LATERAL FILING CABINETS

TYPE	QTY	LIST PRICE	CONT. DISC.	PROJ. DISC.	NET PRICE	EXTENDED NET PRICE
30"W, 2 high	2 ea	\$ _____	____%	____%	\$ _____	\$ _____
30"W, 5 high	23 ea	\$ _____	____%	____%	\$ _____	\$ _____
36"W, 2 high	14 ea	\$ _____	____%	____%	\$ _____	\$ _____
36"W, 3 high	22 ea	\$ _____	____%	____%	\$ _____	\$ _____
36"W, 5 high	26 ea	\$ _____	____%	____%	\$ _____	\$ _____
42"W, 2 high	2 ea	\$ _____	____%	____%	\$ _____	\$ _____
42"W, 5 high	12 ea	\$ _____	____%	____%	\$ _____	\$ _____

TOTAL EXTENDED LIST PRICE \$ _____

LESS PROJECT DISCOUNT _____%

SUB-TOTAL NET PRICE \$ _____

TOTAL NET PRODUCT PRICE \$ _____

711-94 DESIGN AND LAYOUT

NUMBER OF HOURS _____ @ \$ _____ PER HOUR

TOTAL \$ _____ (NOT TO EXCEED)

SIN 711-95 INSTALLATION SERVICES

Normal Off load hours: _____ @ \$ _____ Per Hour

OPTION: (if needed, for all product)

Evening Off load hours: _____ @ \$ _____ Per Hour

Normal Hours Installation: _____ @ \$ _____ Per Hour

TOTAL Number of Hours _____

TOTAL \$ _____ (NOT TO EXCEED)

OPTIONS:

In the event that additional installation timeframes may be utilized, please provide rate for the following:

Overtime \$ _____.____ Per Hour
{Include duration (time slot) that this applies to}
Weekend \$ _____.____ Per Hour
{Include duration (time slot) that this applies to}

STORAGE: In the event that Storage of products is necessary, please provide cost associated with the Storage:

Linear Square Footage Cost: \$ _____

(Or per pallet cost)

Double Handling Cost: \$ _____

Storage/Warehouse Name and address: _____

{Ensure that any additional costs associated with the storage of product (e.g., truck charges) are included in the quote.}

The systems furniture installations will begin approximately *{insert date}* and be completed approximately *{insert date}*. *{Note: Large projects may be phased as necessary.}*

At the time of the Notice to Proceed, a purchase order will be issued for the design services only.

After approval of the design by the customer and the development of the bill of materials (BOM) by the contractor, a purchase order for the items covered by that BOM will be issued by the procuring activity.

Upon notification by the contractor that items covered by the BOM have been placed into production, a purchase order for installation will be issued by the procuring activity, withholding an appropriate percentage, not to exceed 25%, to cover any exceptions noted in the statement of acceptance.

The space will be clear of all furniture at the time of installation. Other building tradesman may be in the area, but should not interfere with the installation of the systems furniture. There may not be space available to allow for staging or storage on the site for the furniture, in which case, delivery coordination and staging must be closely monitored. If space is available,

product can be staged and stored on site. The contractor will work with voice/data cabling and electrical contractors in a coordinated fashion as the systems furniture is installed.

The contractor will coordinate all deliveries and installation times with the *{customer agency}* Project Manager.

Completion of the installation requirement will require the following minimal tasks:

1. Provide on-site management, coordination and technical assistance by a project manager working with the Government representative throughout the installation phase.
2. Meet all incoming delivery vehicles at the building entrance, unload deliveries, check for damages, and move them to the appropriate areas. Areas will be clear and carpeted.
3. Complete installation of furniture systems in accordance with Government approved manufacturer specific drawings and specifications. Any missing or damaged products must be replaced IMMEDIATELY.
4. Contractor shall provide two copies of each of the following:
 - a. Product Warranties
 - b. Copies of final drawings with part numbers
 - c. Installation drawings (to include an electronic version of As Installed Drawings). *{if required}*
 - d. Wire management plans
 - e. Installation Instructions
5. The contractor must arrange delivery to the installation site location in accordance with the Installation Schedule.
6. The contractor will be responsible for any damage to the building which occurs during delivery and installation. It is incumbent upon the successful contractor to identify any existing damage to the building by means of a Pre-Installation and Delivery Walk-Thru, and daily submissions of checklists to the designated agency representative on site. Proper measures (protective runners, pads, etc.) shall be utilized by the contractor to protect the building (elevators, walls, floors, etc.).
7. The contractor shall ensure that all products and installation comply with the General Specifications in the Schedule for Office Furniture (71-I) and any other GSA Schedule from which products are offered, and with all applicable state, local and federal building codes, local ordinances and regulations. In addition, if a Teaming Arrangement is entered into for items not covered under Schedule 71-I or any other GSA schedule, the Prime contractor is responsible to ensure that the same applicable compliances are met.
8. The contractor shall prepare the office space for occupancy and immediate (“Turn-Key” of Systems Furniture) use.

9. The contractor shall clean up and dispose of waste materials or rubbish in accordance with this paragraph and all applicable federal, state, and local regulations, standards, codes and laws. The contractor shall make any necessary arrangements with private parties and with county officials pertaining to locations and regulations of such disposal. Any fees or charges for disposal of materials shall be the responsibility of the contractor. It is at the contractor's option to furnish a dumpster on site to contain their debris. This dumpster must be emptied regularly to ensure cleanliness at the site. The contractor shall at all times keep the job site, including staging and storage areas used by the contractor, free from accumulations of waste material or rubbish. This material shall be removed on a daily basis to eliminate the accumulation of debris. Prior to completion of the work, the contractor shall remove from the vicinity of the work all shipping containers, packing, rubbish, unused materials, and other like material, belonging to the contractor or used under the contractor's direction. Under no circumstance will eating and drinking be allowed on the installation site.

10. The contractor shall conduct two (2) post-installation orientation/training sessions for personnel to instruct users and assigned maintenance personnel on how to maintain panels, work surfaces, and components utilized in the project. The training shall include, but not be limited to the following: cleaning, repairs, assembly, disassembly, maintenance and rearrangement of panels, work surfaces and components. Orientation/Training sessions may be videotaped by the customer for future use in orientation.

11. At least one week *{or period specified by the customer}* prior to the beginning of delivery and installation, the contractor's representative, supervisor, and members of the installation crew shall provide the following information to both the procuring activity and customer (if not the procuring activity):

1. Company Name, Address, Telephone Number
2. Supervisor's Name and Social Security Number
3. Name and Social Security Number of each individual installer

12. The contractor will be responsible for confining its crew and work to the designated project areas. The contractor will also be responsible for ensuring that the installation personnel are identifiable.

13. Building Utilities: The contractor's work shall not interrupt building utility services without the prior written approval of the customer and the Construction Manager.

14. The contractor shall correct all minor deficiencies and make all minor adjustments as required for life safety within seventy-two (72) hours after completing the installation on each floor. The contractor shall be responsible for all replacement costs, including communications, shipping, and installation.

15. The contractor shall correct all punch list items, to the satisfaction of the customer, within *{number of days}* working days after completing the furniture installation on each floor.

16. Furniture Cleaning: The contractor shall clean and dust furniture surfaces inside and out with a spray cleaner upon completion of installation of each floor. Use only approved non-toxic cleaners.

BUILDING PARTICULARS:

{This information shall be provided for the site where installation is to be provided.}

Agency Project Manager: John Doe

Agency Building Manager: To be announced

Point of Contact for
Pre Offer Walk Thru: John Doe

Address: "New Construction"
Winchester, Virginia

Estimated Square Footage: 160,000

Number of Floors Affected: 4

Building Restrictions: To be announced

Installation Begin Date: January 2008

Installation End Date: March 2008

Dimensions of the
Doors at Entrance
of site: To be announced

Corridor Height
And Width: To be announced

Loading Dock: To be announced

Passenger Elevators will be utilized during the installation.

- Number of Passenger Elevators: 1
- 1. Advance notice required for use: To be announced
- 2. Person to be notified to use elevators: To be announced
- 3. Who will be responsible for providing
protective materials for the Elevator
Walls, Floors and Lobby: Vendor

On site Storage: To be announced

Staging: To be announced

PROJECT ADMINISTRATION

The successful contractor(s) will be contacted by the procuring activity project manager within *{number of days}* days of notification of award to schedule a Project Kick Off Meeting. This meeting will be to discuss the project, meet all participants, to include the on site POCs. The location for the Project Kick-off Meeting will be determined upon award.

The main project point of contacts:

Procuring Activity: Jane Doe
703-555-1212 (phone)
703-555-1212 (fax)

Customer: John Doe
202-555-1212 (phone)

THE FOLLOWING PROCEDURE SHALL BE STRICTLY ADHERED TO:

Any difficulties in reaching agreement or making progress on the design by either party shall be reported to the Project Manager/Contracting Officer.

The successful contractor shall submit the name of the assigned Project Manager who will oversee and coordinate the Project:

NAME: _____
ADDRESS: _____
TELEPHONE: _____
EXPERIENCE: _____

The Project Manager or Representative shall be on site during the installation phase to address any problems and to ensure a smooth installation process.

On site progress meetings will be held after contract award, as well as continued meetings during the installation phase. Meeting frequency will be determined after contract award.

All questions concerning this project shall directed to the individual named in Block 5B of the SF-18 by *{insert date}*.

DESIGN

The contractor shall be responsible for providing all design aspects and documents to the customer for review and approval.

1. A copy of the finalized design shall be submitted to the Contracting Officer, marked “approved” and signed by the Project Manager. The successful contractor will assist the customer by providing suggested colors, fabrics and accessories which will coordinate with carpets, paints, etc. in the area. A statement of actual hours and costs shall accompany the design from the contractor.
2. The bill of materials generated from the design shall be submitted by the contractor to the Contracting Officer who will then issue a purchase order to cover the material. The bill of materials must have a signed, certified statement that the bill of materials conforms to the approved final design. **NO CHANGES IN THE BILL OF MATERIALS MAY BE MADE WITHOUT WRITTEN NOTIFICATION TO THE PROJECT MANAGER AND APPROVAL AND SIGNATURE OF THE CONTRACTING OFFICER.**
3. When installation is complete the contractor shall submit a statement of acceptance, to be reviewed and signed by the Project Manager (with any exceptions noted), then forwarded to the Contracting Officer. The procuring activity will then issue a purchase for the remainder.
4. Any request to modify design/installation documents or pricing must be negotiated and approved, **IN WRITING**, by the Contracting Officer. **NO PERFORMANCE ON A REQUESTED CHANGE ORDER SHALL BE PERFORMED UNTIL A SIGNED MODIFICATION HAS BEEN RECEIVED BY THE CONTRACTOR.**

The contractor shall represent its products on the developed floor plans. The contractor shall ensure that its layout is in compliance with area building and local code requirements. The contractor shall complete the floor plans and final working drawings, field verified, coded and suitable for installation from architectural drawings provided by the customer.

As stated above the contractor **SHALL** conduct a site verification to ensure that the design reflects the dimensions of its product line and the plans are correct. **NO RELIEF SHALL BE PROVIDED FOR CONTRACTOR’S FAILURE TO MAKE THIS VERIFICATION.**

THE DESIGN SHALL INCORPORATE THE WORKSTATIONS TO BE OCCUPIED BY THE CUSTOMER AND ALL SUPPORTING EQUIPMENT, SUCH AS PRINTERS, STORAGE, FACSIMILE MACHINES, COPIERS, ETC., UNLESS OTHERWISE SPECIFICALLY EXCLUDED.

All drawings are to be done on a CAD System. The drawings shall reflect the “as-installed” condition.

All layouts must be approved by the customer Project Manager prior to the contractor starting the installation phase.

The contractor shall provide an inventory of all product installed under this project. The final Bill of Materials, final drawings with part numbers, installation drawings and installation instructions will serve to meet inventory needs.

The design phase shall include interviews with the customer Project Manager and any other necessary customer personnel to obtain the information required to develop layouts and select materials and finishes. The final approved layouts, drawings, and bill of materials shall be submitted to the customer Project Manager in a timely manner in order to meet required delivery and installation schedule.

The number of prototypicals used for this request for quote are for quotation purposes. The actual space plan will utilize variations of these prototypicals in order to maximize the space available and accommodate organizational boundaries.

The successful contractor shall ensure that the design firm maintains a detailed record of all hours expended on the design of this project. When the design is finalized, the successful contractor shall submit to the Contracting Officer a copy of the design and bill of materials (BOM) marked "APPROVED" and signed by the customer Project Manager. Accompanying the approved design and BOM shall be a statement of the actual hours and costs incurred for the design work. The hours shall be broken down into specific functions performed on a daily basis. The contractor shall justify all hours annotated.

THE PERFORMANCE OF DESIGN SERVICES WHICH ARE OUTSIDE OF THE SCOPE OF WORK DESCRIBED ABOVE REQUIRES THE WRITTEN APPROVAL OF THE CONTRACTING OFFICER BEFORE IMPLEMENTATION. THE GOVERNMENT WILL NOT PAY THE CONTRACTOR FOR DESIGN SERVICES CONSIDERED TO BE OUTSIDE THE SCOPE OF WORK OR PERFORMED WITHOUT THE CONTRACTING OFFICER'S APPROVAL.

EVALUATION METHOD

EVALUATION OF QUOTES

- (a) During the technical evaluation, the Contracting Officer will review the quotes submitted to determine compliance with the preparation instructions, and other administrative conditions. Contractors will be given an opportunity to correct deficiencies prior to rejection.
- (b) Discussions may be held with contractors whose quotes are determined to be technically acceptable, resulting in a request for best and final offer, or award may be made on the basis of initial offers received without discussions. Award will be made in accordance with the best value criteria set forth under the RFQ.

Award will be made to the contractor whose quote represents the best value in relation to technical adherence to the RFQ product specification, past performance and price. The customer shall determine the ranking or importance of the best value determination factors. If a determination is made that technical adherence and past performance of two or more quotes are equal, then price will be the determining factor with preference being given to the best price to the Government.

GENERAL PROVISIONS

1. Orders for Products, Design and Installation will be placed by the *{procuring activity}*.
2. Quotations must include a parts list for each workstation, complete with list pricing for all components of each workstation. Parts lists must contain page numbers and specific GSA catalog name.
3. Quotation must include a copy of the GSA contract catalog/pricelist and all approved amendments/modifications thereto. The list prices quoted must be no higher than current GSA contract pricing or current commercial list pricing. The date of the price list (s) governing this quotation is (are): _____. The list prices are not subject to change. (Vendor fill-in)
4. If the Government places an order under this RFQ, the actual quantity of workstations to be ordered may vary as much as 50% and may include the addition of other floor(s) within the customer agency's space. The contractor agrees to offer the discount terms and concessions in its quote throughout the project.
5. Each contractor shall determine its requirement for union or non-union labor and submit its quote accordingly. The Government does not make this determination. There shall be no relief for contractors not taking this element into consideration in its quote. It is the contractor's responsibility to provide an adequate work force to ensure that the required schedule is met.
6. **NO PANEL SHARING FACTOR SHALL BE INCLUDED IN THE CONTRACTOR'S QUOTE.**
7. The attached prototypical workstations will be used as the basis for evaluating the adaptability of each contractor's product line to fulfill the requirements of this request for quotation. All dimensions, shapes, etc., describe the range of workstations and components which the Government expects to order. Specific orders will be placed with the successful contractor for those products from its GSA contract catalog and/or tested and approved commercial catalog that meet the actual needs of the project, at the awarded discount terms and concessions.
8. CONTRACTORS ARE CAUTIONED THAT THE PROTOTYPICALS ARE NOT INTENDED TO REPRESENT THE ACTUAL AND SPECIFIC WORKSTATIONS WHICH MAY BE ORDERED. THE PROTOTYPICALS ARE INTENDED AS GENERIC REPRESENTATIONS OF THE GOVERNMENT'S REQUIREMENTS ONLY. THE SPECIFICATIONS OF THE PROTOTYPICAL WORKSTATION MAY REQUIRE MODIFICATION TO COORDINATE WITH THE PRODUCT LINE OF THE SUCCESSFUL CONTRACTOR.
9. Contractors must ensure that all product lines, schedule discounts and offered discounts are included with the quote.

10. Contractors are hereby advised that quotes must be submitted in the name of and signed by a “bona-fide” employee of the GSA Federal Supply Schedule contractor having contractual authorization to bind the contractor. A quotation submitted in the name of, or signed by, any other source will be disqualified from consideration.
11. For the purpose of satisfying the customer’s requirements, the contractor may team with other GSA Schedule contractors. Quotations shall include the contractor teaming arrangement letters with those contractors that will be partners on this project. Teaming with small businesses is encouraged.
12. Contractors are advised that the Government reserves the right to make an award without discussion.
13. UNNECESSARILY ELABORATE BROCHURES OR OTHER REPRESENTATIONS, BEYOND THOSE SUFFICIENT TO PRESENT A COMPLETE RESPONSE TO THIS RFQ, ARE NOT DESIRED AND MAY BE CONSTRUED AS AN INDICATION OF THE CONTRACTOR’S LACK OF COST CONSCIOUSNESS. ELABORATE ART WORK, EXPENSIVE PAPER, AND BINDINGS, SALES LITERATURE AND BROCHURES ARE NEITHER NECESSARY NOR DESIRED.
14. CONTRACTORS ARE CAUTIONED TO ENSURE THAT ALL COPIES COMPLETE AND LEGIBLE. FAX OR ELECTRONIC SUBMITTALS ARE NOT PERMITTED AND WILL BE REJECTED.
15. CONTRACTORS ARE ADVISED TO READ THE TERMS AND CONDITIONS OF THIS REQUEST FOR QUOTATIONS CAREFULLY. In order to streamline the process, any concerns or questions must be forwarded to the individual shown on Block 5B prior to the time set for closing of the RFQ.

TWO SIGNED COPIES OF THE CONTRACTOR’S RESPONSE TO THIS REQUEST FOR QUOTATION MUST BE RECEIVED AT THE ADDRESS IN BLOCK 5A OF THE SF-18 BY {INSERT TIME} (LOCAL TIME) ON {INSERT DATE}. FAILURE TO RETURN A QUOTE AND THE ANNOTATED REQUEST FOR QUOTATION BY THE STATED DATE AND TIME TO THE DESIGNATED LOCATION FOR ACCEPTANCE OF QUOTES WILL CAUSE THE QUOTE TO BE ELIMINATED FROM FURTHER CONSIDERATION FOR THIS PROJECT. THE PROVISIONS OF FAR CLAUSE 52.215-10, “LATE SUBMISSIONS, MODIFICATIONS, AND WITHDRAWALS OF PROPOSALS”, APPLIES TO THIS REQUEST FOR QUOTATIONS.

TECHNICAL REQUIREMENTS

{Technical requirements shall identify the required salient characteristics of the required products. Variations in product designs from different manufacturers must be considered. Requirements should be designed to clearly identify the features that make a product line acceptable or unacceptable while maximizing competition.}

{Environmental characteristics should be addressed in accordance with government policies. These policies generally require agencies to purchase the most environmentally friendly products where the purchase does not compromise function or result in excessive costs. Environmental characteristics to be considered are generally identified in the product specifications and considered as part of the best value determination.}

The following specifications will be used by {the procuring activity} and {the customer agency} in determining a best value offer. The offeror is required to submit a written response to the requirements of the specifications included in this package. The response must address the requirements cited and provide information showing how the offered products meet the requirements. Award will be made to the offeror whose offer best meets the customer's requirements and provides the best value procurement.

SYSTEMS FURNITURE

{Identify requirements for systems furniture. Systems furniture requirements should describe all components and features required to meet the project needs, whether or not the components are shown in the typical workstation designs. Pricing for systems furniture is based upon a discount from the GSA contract price and applies to all components in the offered systems line. In some instances, more than one product line may be used to meet the requirements of the project or when the manufacturer offers components such as storage as a separate line from the systems furniture.}

{Requirements commonly identified for systems furniture include panel types, heights and finishes. Panel types are categorized as monolithic or segmented. Monolithic panels are generally factory assemble and use a single surface finish material on each panel face. Segmented panels are usually a tile and frame type system that allows for different surface materials and finishes to be used on a single panel face and can easily be changed in the field. Tile and frame systems may also use a single full height tile to give a monolithic panel appearance and monolithically constructed panels may give a segmented appearance.}

{Panel heights should be specified as a range, e.g., 64-70". Panel widths and thickness should not be specified unless there is a specific reason to do so. Common reasons to specific panel width may be limit the range of widths used to minimize inventory requirements or limiting width to a maximum size to ease handling. Panel depth or thickness generally is an aesthetic consideration but may affect wire management or other project needs.}

{Panel surface finish types should be specified.}

{If electrical distribution through the systems furniture is required, the electrical requirements should be specified. There are multiple electrical system configurations available. These requirements should be coordinated with and supported by the facility management personnel.

{Worksurfaces are available in a wide range of sizes and shapes and include panel supported and freestanding types. If specific types or shapes are required, that are not shown in typical workstation designs, identify these requirements in the specifications. Worksurfaces are available in a variety of surface materials and finishes. Materials and finishes should be durable, cleanable, and neutral colored to avoid high contrast between the surface and paper. These are generally selected from the range of finishes offered by the successful vendor, but may be specified when particular materials or finishes are required, such as veneered surfaces.

{Storage components should be specified. Storage includes panel or worksurface mounted and freestanding components. Panel mounted units are typically overhead cabinets and shelves. Worksurface mounted are typically drawer pedestals. Freestanding include mobile and stationary pedestals, files, and storage towers. Drawer configuration should be specified for pedestals, files and tower. Pedestals and files can often be used to support worksurfaces. If units are to be freestanding (not supporting a worksurface) a finished top should be specified and counterbalance weights as required for use if removed from beneath a worksurface. Keying for closed storage units should be specified. Generally, workstations are required to be keyed alike for all storage components.

{Accessories should be specified. These generally include keyboard and mouse trays and arms, lighting, tackboards or tool rails (if tackable panels or tool tiles have not been specified), and tools.}

In addition to meeting the requirements for furniture on GSA multiple-award schedule 71, Part I, the following features are required for this project:

SEATING

{Identify required characteristics for seating.

{Seating is generally divided into various categories such as general office task and guest chairs, private office task and guest chairs, lounge seating, conference room chairs, etc.

{Characteristics specified for task chairs generally include the required ergonomic features, i.e., adjustable seat height, arm height, arm width, arm pivot, back or lumbar height, tilt motion, tilt tension, tilt stops. Specific adjustment ranges and types of motion may be specified, but specifiers should ensure that the requirements do not create a sole source or combination of features that is not available from any source. Design and finish characteristics are also specified such as upholstery materials and frame finish.

{Characteristics specified for side chairs generally include whether the chairs should be from the same line as the task chairs, stacking requirement, arms or armless, finish characteristics such as upholstery and frame materials.

{Chair comfort is a very subjective characteristic and can only be judged by the person sitting in the chair.}

LATERAL FILES

{Identify required filing cabinet sizes and configurations. Common configuration specifications include cabinet widths and heights, drawer and shelf quantities and sizes, shelf types (roll-out or stationary), counterbalance requirements, keying, finish colors, and tops. Lateral files specified separately from the systems furniture are usually intended for common area and file area or file room applications. Files used within the workstations are specified as part of the systems furniture requirements. If file designs must match workstation components for appearance, this requirement should be included.}

ATTACHMENT A - TYPICALS

{The selected or developed typical workstation designs should be provided as part of the RFQ package. Workstation designs must include the workstations on which pricing is required. Additional workstation designs may be included to demonstrate the intended variations on the typical designs for the purpose of estimating design cost.}

The following workstations will be used as a basis for evaluating the ability of each offeror's contract line of systems furniture to fulfill the requirements for this installation and to assist in establishing a cost comparison between various lines. The typical workstations shown are representative of the type of workstations required for the project. The successful offeror will be required to modify the workstations to fully meet the need of the customer.

All dimensions, shapes, etc., illustrated are to describe the type of workstations and components, which the government expects to procure. Specific orders will be placed with the contractor for those items from his GSA contract catalog required to meet the actual needs of the project.

The offeror shall submit illustrations (i.e., plan view and elevation) drawn to scale with an itemized listing of all components, showing his solution for the workstation. Do not include chairs in the typical workstation solutions—chairs are required as a separate line item. The listing shall include the offeror's part number, nomenclature, size, quantity and unit price of each component required for the workstation and the appropriate GSA catalog and page number where the component is listed. The offeror must also submit a printed copy of the GSA contract catalog and descriptive literature for the products offered.

The various components (worksurfaces, overhead cabinets, storage towers, pedestals, lateral files, etc.) will be positioned in a task related manner within easy reach of the station occupant. Sufficient panels shall be provided to effectively house the specified components and to facilitate the indicated tasks. All panels shall be fabric covered. Any components not shown in the illustrations, which are needed to conform to the manufacturer's recommendations for installation, shall be included.

All necessary electrical components shall be provided including receptacles, jumpers, terminal boxes, etc., necessary to wire the panels excluding power feeds.

Overhead cabinets, storage towers, pedestals, and lateral files shall be provided with locks. All locks in a workstation shall be keyed alike.

ATTACHMENT B - FLOOR PLANS

{Floor plans are not necessary to be provided for bidding purposes. Floor plans, if available, may be provided for information purposes or to show the extent of space planning that has already been conducted by the customer and the design intent. Floor plans should be provided to the successful bidder, in electronic CAD format, for use in design. If the plans are not available electronically, the contractor may have to create plans as part of the design which will affect design costs. Contractors will field verify the building to confirm the as-built dimensions and spacing.}

PROJECT / SERVICE REFERENCES

I Provide a synopsis of the experience of the proposed Project Manager and Interior Designer/Space Planner. Include data on the project size (number of workstations and dollar value), furniture type, date and extent of design involved. Include as a part of this synopsis, three references each for the Project Manager and the Interior Designer/ Space Planner on projects similar in value and complexity to this requirement. (See Attachment C.)

II Provide a synopsis of the experience of the proposed Installation Company. Include as a part of this synopsis, three references for the Installer on projects at or above this procurement. Include data on the project size (number of workstations and dollar value), furniture type, date and extent of the installation involved. (See Attachment C.)

It is essential that the point of contact for the references be familiar with the project's details and basic GSA contracts. All provided references will be contacted for input and consideration in final decision.

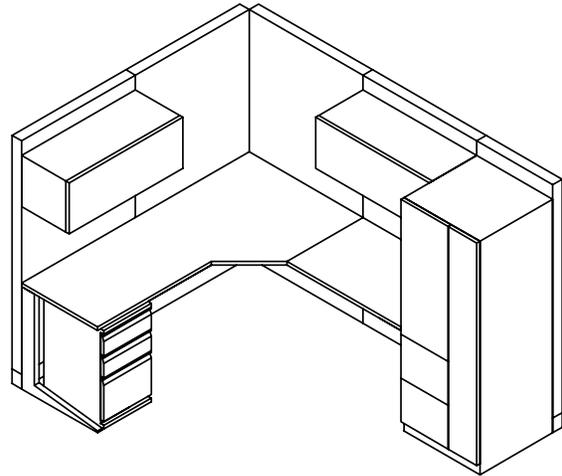
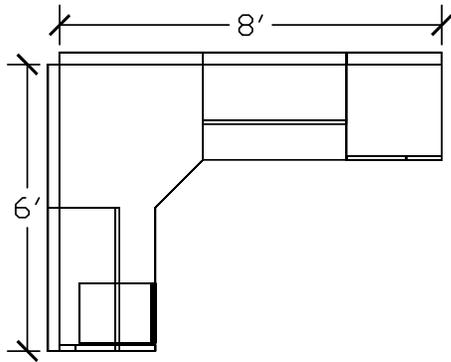
6. Provide a synopsis of the experience of the designer that will be working on this job if you are the successful bidder. As a part of this synopsis, using the form on the following page, provide three references for the designer on projects over the estimated project value. Include data on the project size (number of workstations and dollar value), furniture type, date, and extent of design involved.

7. Provide a synopsis of the experience of the installer that will be working on this job if you are the successful bidder. As part of the synopsis, using the form on the following page, provide three references for the installer on projects over the estimated project value in the geographic location of this project. Include data on the project size (number of workstations and dollar value), furniture type, date, and extent of the installation involved. It is essential that the point of contact for the references be familiar with the project details.

8. Provide complete and current catalogs containing descriptive literature and specifications of the offered product lines.

VIII. TYPICAL WORKSTATIONS

Copies of typical workstations are available in Adobe Acrobat and Autodesk AutoCAD format on the GSA web site, <http://www.gsa.gov>.



Workstation 1

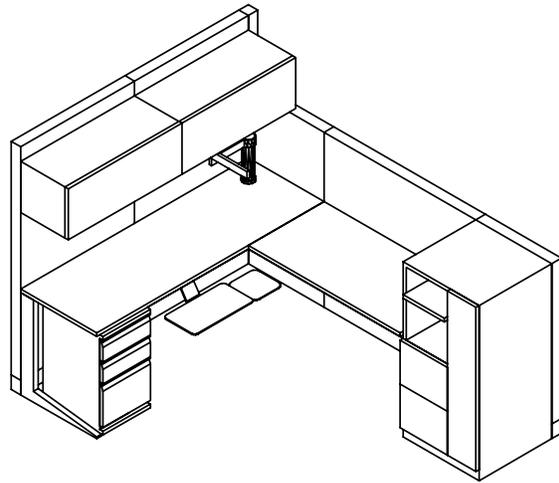
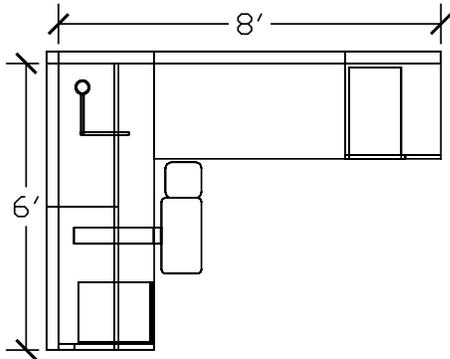
Component	Quantity	Size
Panels	14 lin. ft.	64-68" high
Worksurface	1	72" x 36" corner
Worksurface	1	24" x 36"
Cabinets	2	36"
Storage tower	1	24" x 24"
Pedestal, mobile	1	Box/Box/File

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SQ.FT. 48

SCALE: $\frac{1}{4}'' = 1'$

Date: 01-16-2008



Workstation 2

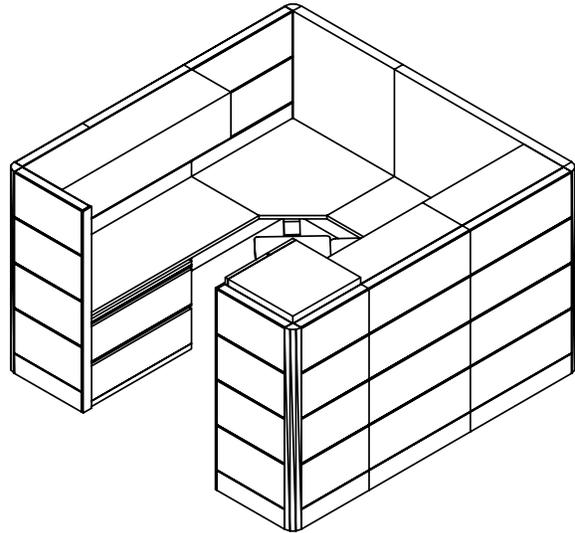
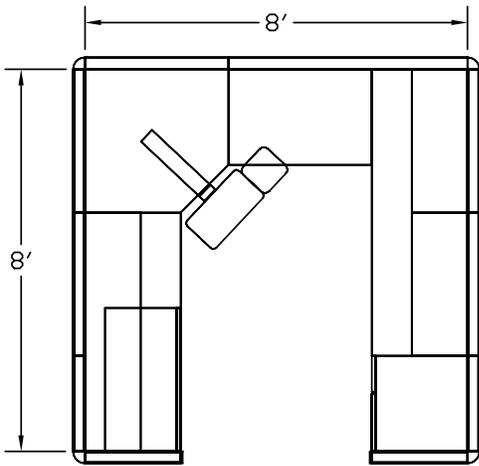
Component	Quantity	Size
Panels	6 lin. ft.	64-68" high
Panels	8 lin. ft.	48-54" high
Worksurface	1	24" x 72"
Worksurface	1	24" x 48"
Cabinets	2	36"
Storage tower	1	24" x 24"
Pedestal, mobile	1	Box/Box/File
Keyboard shelf	1	
Monitor arm	1	

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SQ.FT. 48

SCALE: 1/4" = 1'

Date: 01-16-2008



Workstation 9

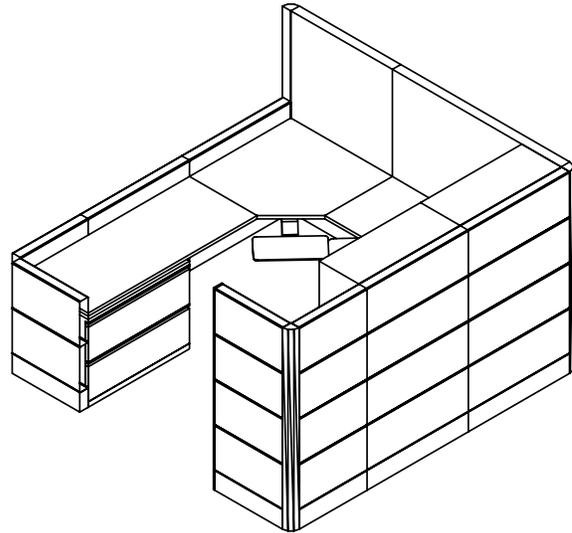
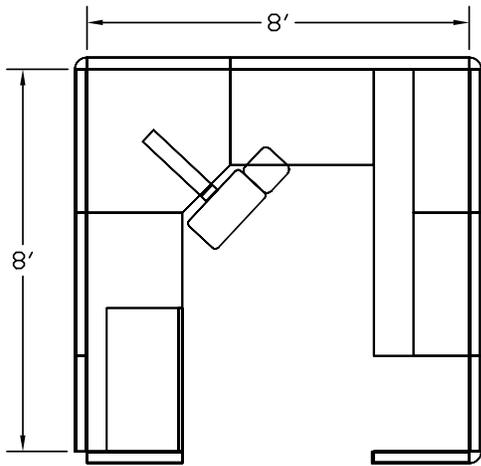
Components	Quantity	Size
Panels, fabric, monolithic	8 lin.ft.	64-68" high
Panels, fabric, segmented	20 lin.ft.	64-68" high
Worksurface	1	24" x 60"
Worksurface	1	24" x 36"
Worksurface	1	24" x 72"
Worksurface	1	36" corner
Keyboard shelf	1	
Cabinet	1	60"
Cabinet	2	36"
Lateral file	1	36" 2-drawer
Storage tower	1	

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SQ.FT. 64

SCALE: 1/4"=1'

Date: 02-10-2005



Workstation 9a

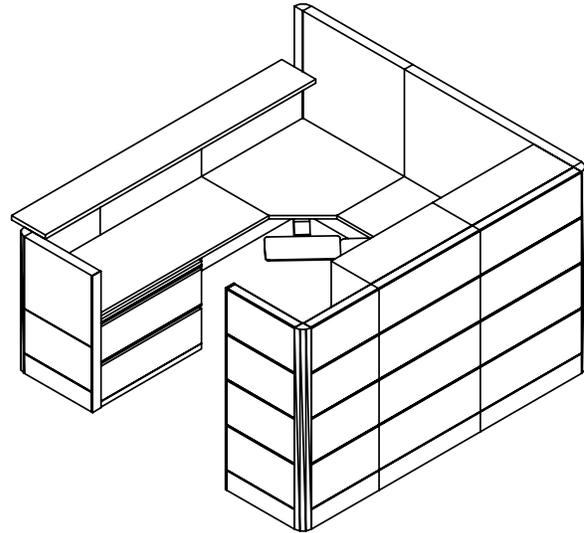
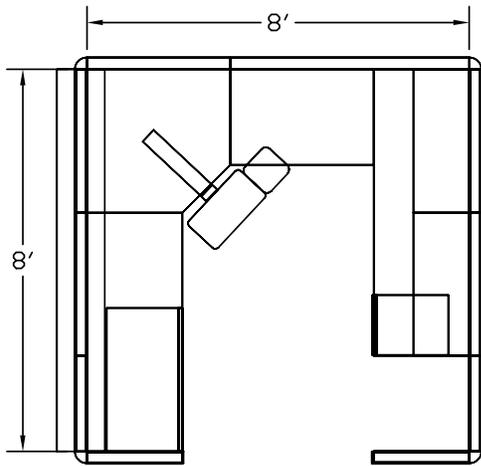
Components	Quantity	Size
Panels, fabric	10 lin.ft.	36" high
Panels, fabric	18 lin.ft.	64-68" high
Worksurface	1	24" x 60"
Worksurface	1	24" x 36"
Worksurface	1	24" x 72"
Worksurface	1	36" corner
Keyboard shelf	1	
Cabinet	2	36"
Lateral file	1	36" 2-drawer
	1	

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SQ.FT. 64

SCALE: 1/4"=1'

Date: 02-28-2007



Workstation 9b

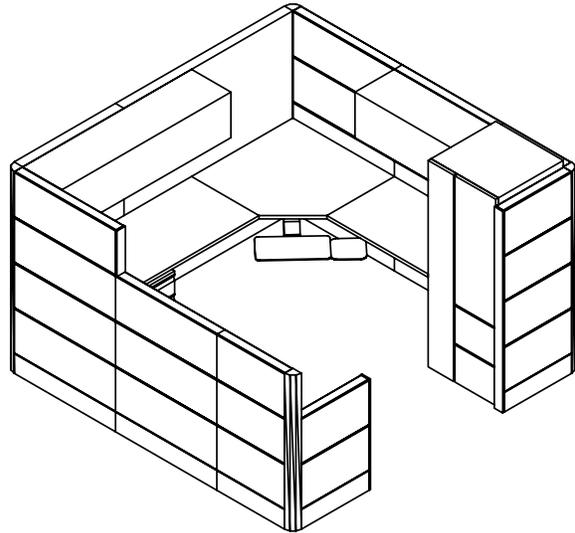
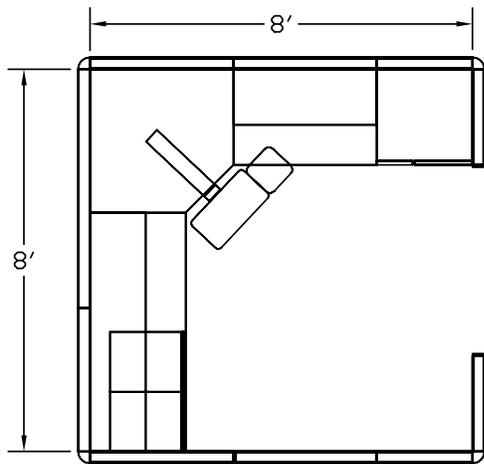
Components	Quantity	Size
Panels, fabric	10 lin.ft.	42" high
Panels, fabric	18 lin.ft.	64-68" high
Worksurface	1	24" x 60"
Worksurface	1	24" x 36"
Worksurface	1	24" x 72"
Worksurface	1	36" corner
Keyboard shelf	1	
B/B/F Pedestal	1	
Cabinet	2	36"
Lateral file	1	36" 2-drawer
Counter		96" wide

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SQ.FT. 64

SCALE: 1/4"=1'

Date: 02-28-2007



Workstation 10

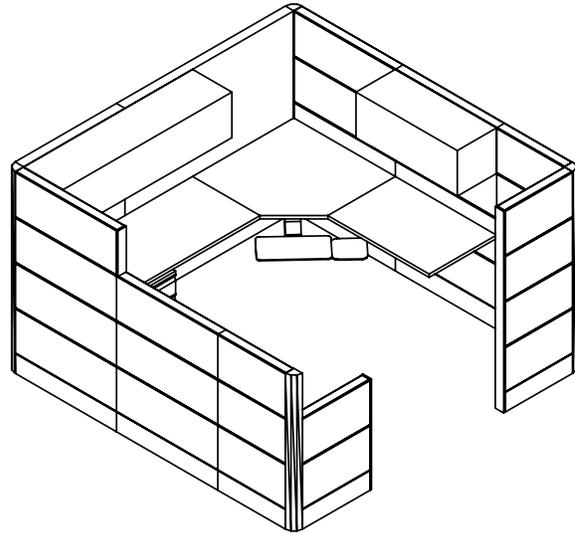
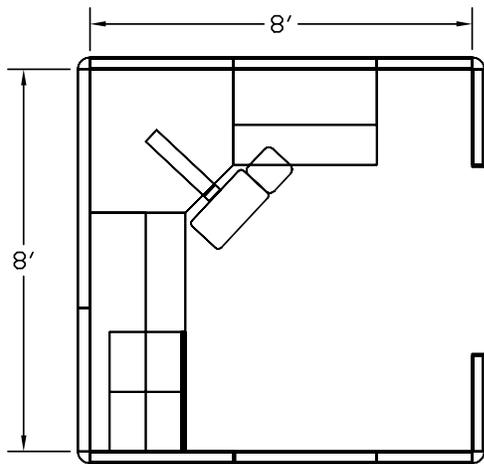
Components	Quantity	Size
Panels, fabric, monolithic	8 lin.ft.	64-68" high
Panels, fabric, segmented	13 lin.ft.	64-68" high
Panels, fabric, segmented	5 lin.ft.	48-54" high
Panels, fabric, segmented	2 lin.ft.	34-40" high
Worksurface	1	24" x 60"
Worksurface	1	24" x 36"
Worksurface	1	36" corner
Keyboard shelf	1	
Cabinet	1	60"
Cabinet	1	36"
Pedestal	1	box/box/file
Pedestal	1	file/file
Storage tower	1	

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SCALE: 1/4" = 1'

Date: 02-10-2005



Workstation 10a

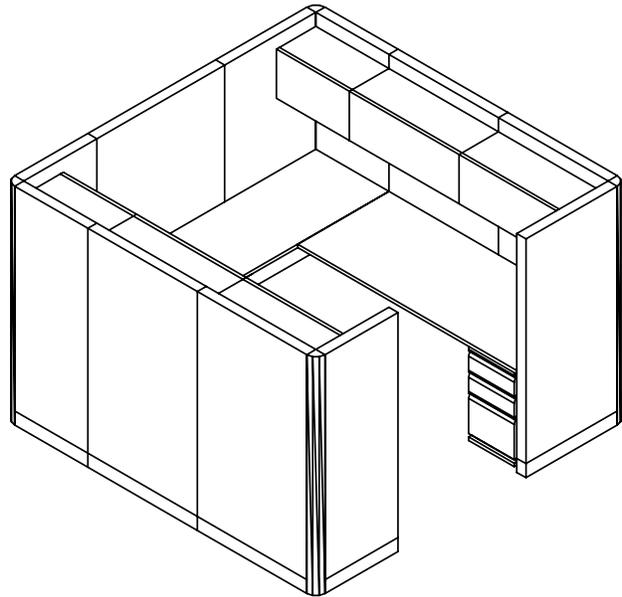
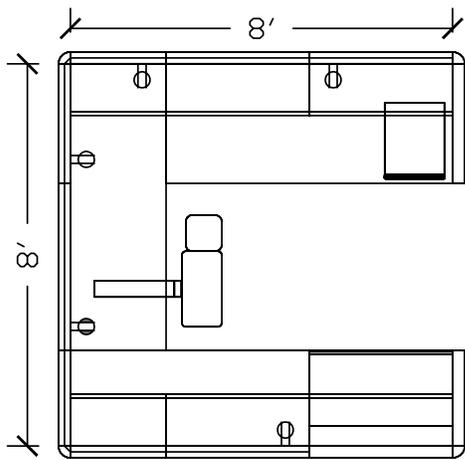
Components	Quantity	Size
Panels, fabric, monolithic	8 lin.ft.	64-68" high
Panels, fabric, segmented	13 lin.ft.	64-68" high
Panels, fabric, segmented	5 lin.ft.	48-54" high
Panels, fabric, segmented	2 lin.ft.	34-40" high
Worksurface	1	24" x 60"
Worksurface	1	24" x 36"
Worksurface	1	36" corner
Keyboard shelf	1	
Cabinet	1	60"
Cabinet	1	36"
Pedestal	1	box/box/file
Pedestal	1	file/file
	1	

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SCALE: 1/4"=1'

Date: 02-28-2007



Workstation 11

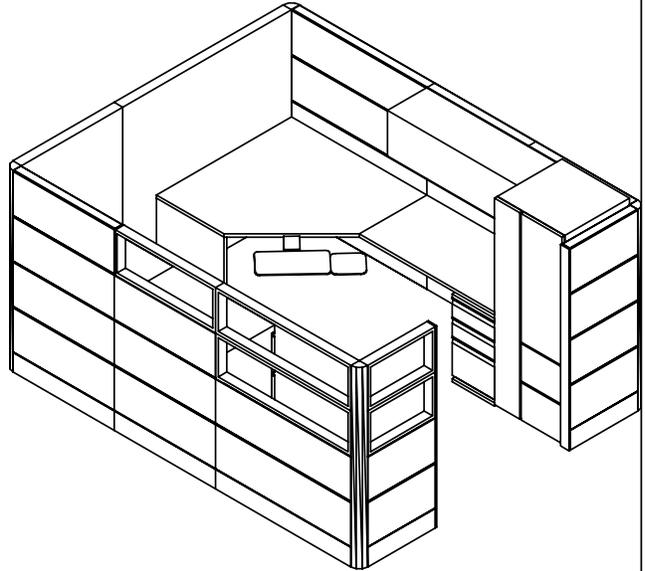
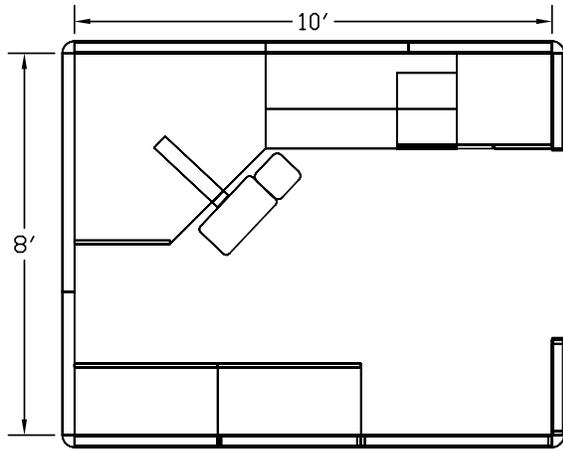
Component	Quantity	Size
Panels, fabric, monolithic	28 lin. ft.	64-68" high
Worksurface	1	24" x 72"
Worksurface	1	24" x 96"
Worksurface	1	30" x 72"
Keyboard shelf	1	
Pedestal, mobile	1	box/box/file
Cabinet	4	36"
Cabinet	2	24"
Lateral file	1	36", 2 drawer

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Date:01-16-2008

SQ.FT. 64

SCALE: 1/4"=1'



Workstation 12

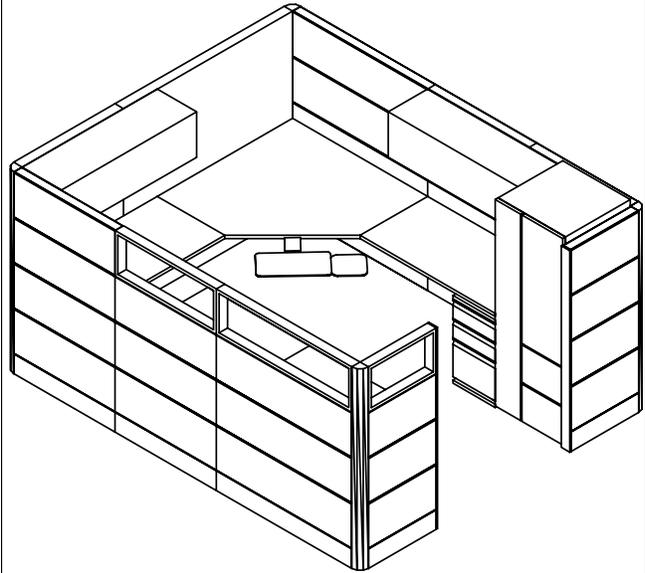
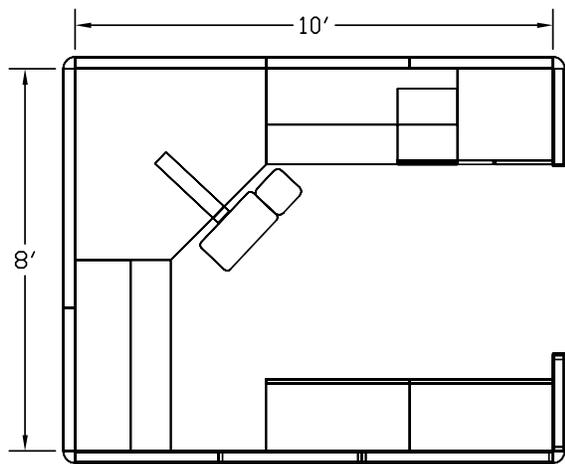
Component	Quantity	Size
Panels, fabric, monolithic	8 lin.ft.	64-68" high
Panels, fabric, segmented	15 lin.ft.	64-68" high
Panels, fabric/glazed, segmented	9 lin.ft.	64-68" high
Worksurface	1	24" x 48"
Worksurface	1	48" corner
Keyboard shelf	1	
Cabinet	1	48"
Pedestal, mobile	1	box/box/file
Lateral file	2	36" 3-drawer
Storage tower	1	

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SQ.FT. 80 sq.ft.

SCALE: 1/4" = 1'

Date: 02-10-2005



Workstation 13

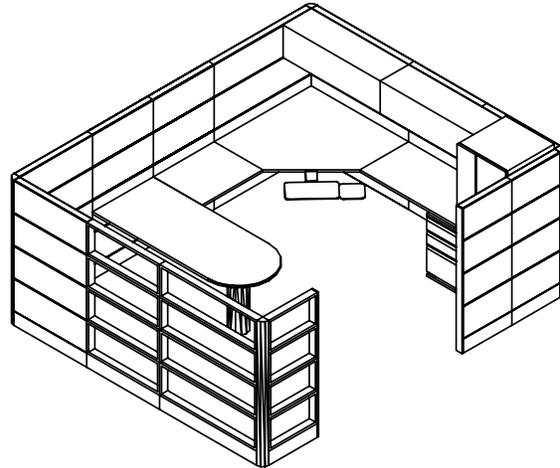
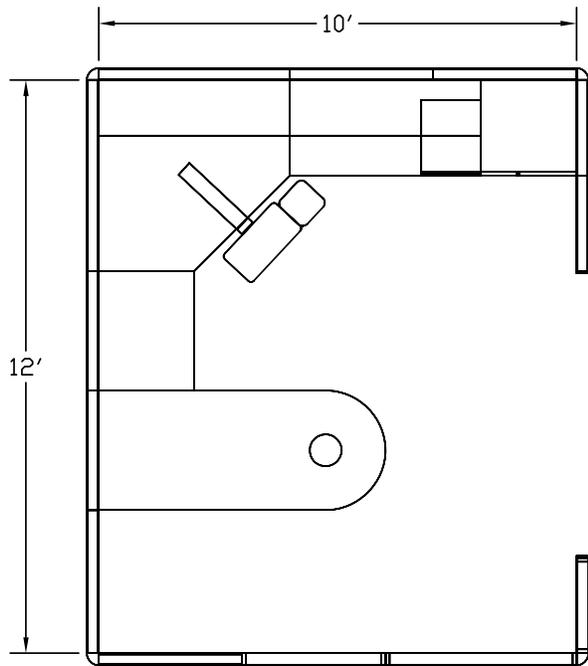
Component	Quantity	Size
Panels, fabric, monolithic	8 lin.ft.	64-68" high
Panels, fabric, segmented	15 lin.ft.	64-68" high
Panels, fabric/glazed, segmented	9 lin.ft.	64-68" high
Worksurface	2	24" x 48"
Worksurface	1	48" corner
Keyboard shelf	1	
Cabinet	2	48"
Pedestal	1	box/box/file
Lateral file	2	36" 3-drawer
Storage tower	1	

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SQ.FT. 80 sq.ft.

SCALE $\frac{1}{4}"=1'$

Date: 02-10-2005



Workstation 14

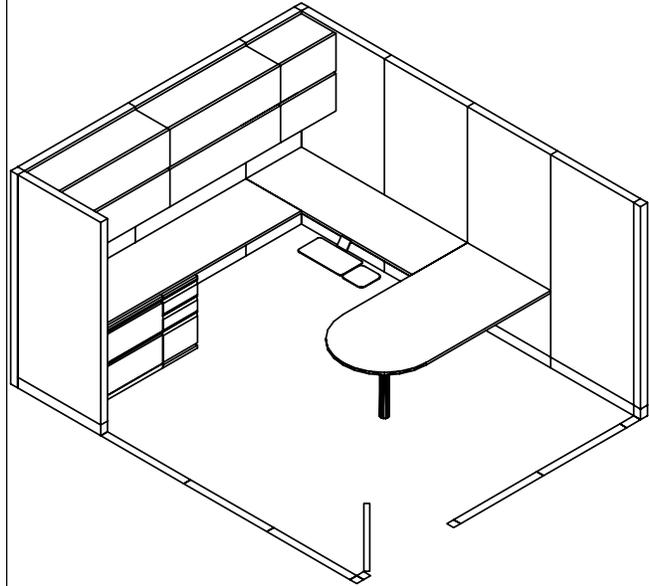
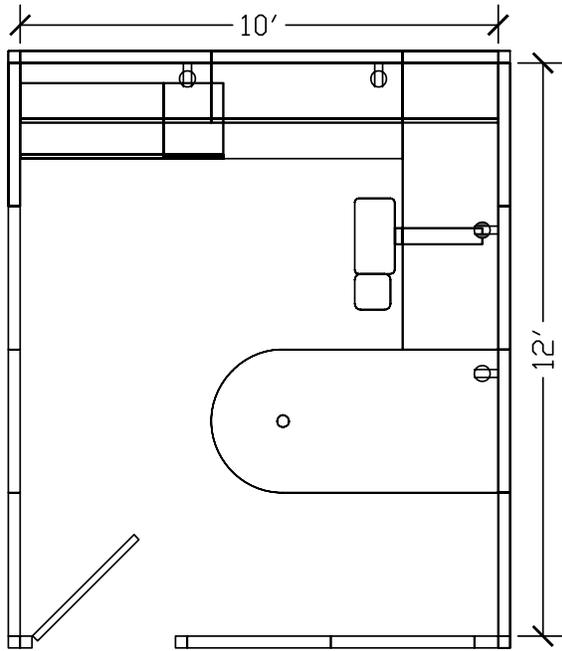
Component	Quantity	Size
Panel, fabric, segmented	29 lin.ft.	64-68" high
Panel, glazed, segmented	9 lin.ft.	64-68" high
Worksurface	1	24" x 48"
Worksurface	1	24" x 30"
Worksurface	1	30" x 72" D-shape
Worksurface	1	48" corner
Keyboard shelf	1	
Cabinet	2	48"
Pedestal	1	box/box/file
Storage tower	1	

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SQ.FT.120

SCALE: 1/4" = 1'

Date: 02-10-2005



Workstation 15

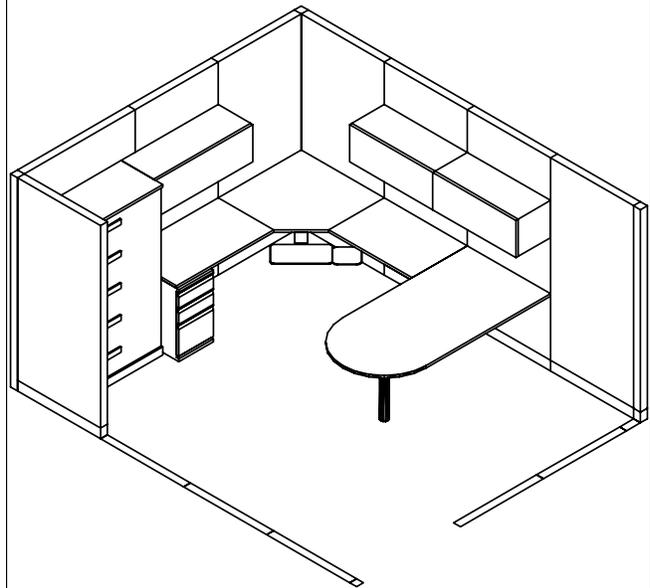
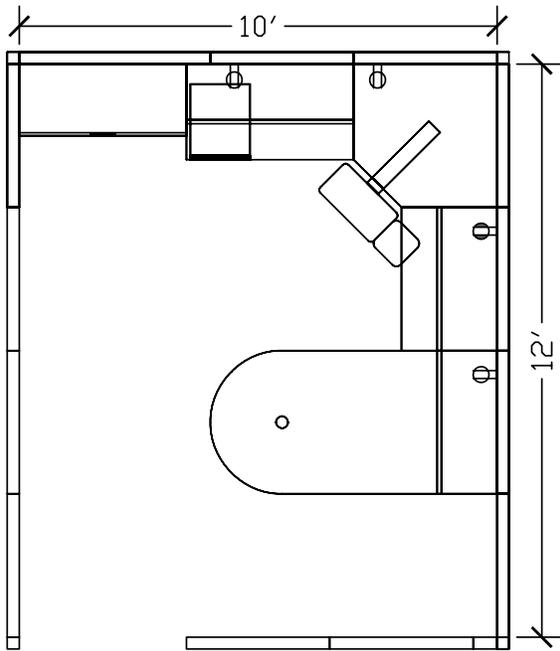
Component	Quantity	Size
Panels	44 lin. ft.	80" high
Door	1	36"
Worksurface	1	24" x 96"
Worksurface	1	24" x 72"
Worksurface	1	36"x72" D-shape
Keyboard shelf	1	
Pedestal	1	Box/Box/File
Lateral file	1	36", 2-drawer
Cabinet	4	48"
Cabinet	2	24"

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SQ.FT. 120

SCALE: 1/4" = 1'

Date: 01-16-2008



Workstation 16

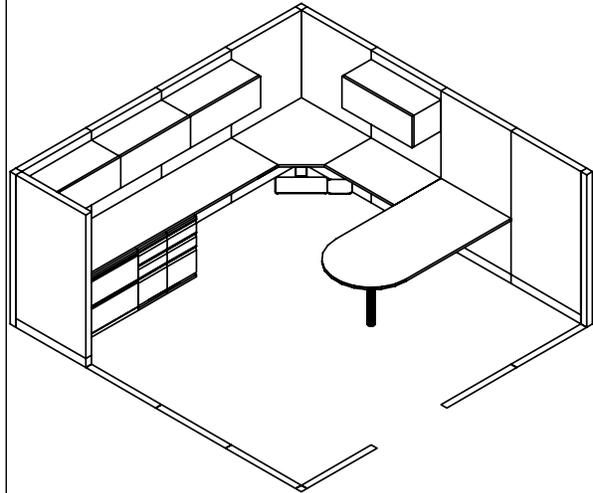
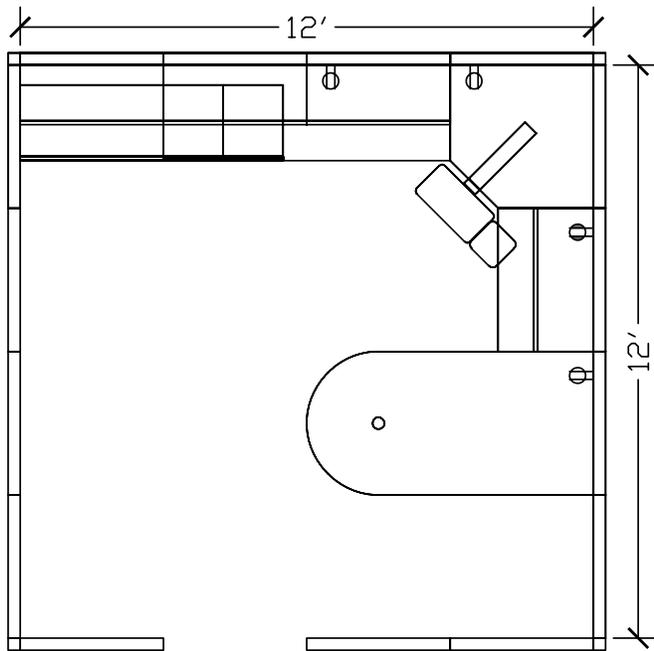
Component	Quantity	Size
Panels	41 lin. ft.	80" high
Worksurface	1	24" x 42"
Worksurface	1	24" x 36"
Worksurface	1	36"x72" D-shape
Worksurface	1	36" corner
Keyboard shelf	1	
Pedestal	1	Box/Box/File
Lateral file	1	42", 5-drawer
Cabinet	1	42"
Cabinet	2	36"

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SQ.FT. 120

SCALE: 1/4" = 1'

Date: 01-16-2008



Workstation 17

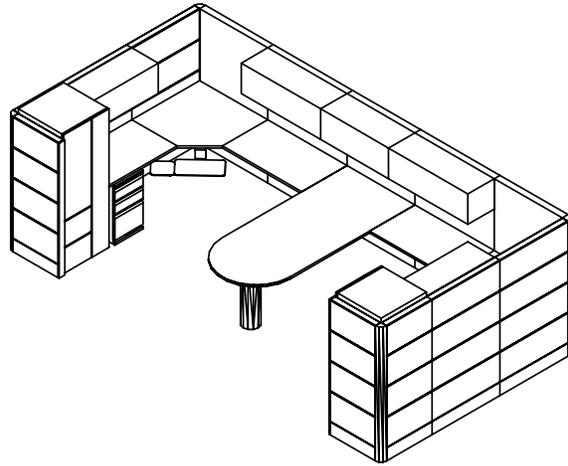
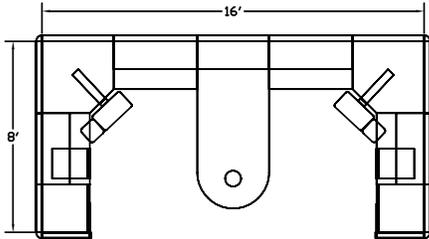
Component	Quantity	Size
Panels	45 lin. ft.	64-68" high
Worksurface	1	24" x 108"
Worksurface	1	24" x 36"
Worksurface	1	36"x72" D-shape
Worksurface	1	36" corner
Keyboard shelf	1	
Pedestal	2	Box/Box/File
Lateral file	1	36", 2-drawer
Cabinet	4	36"

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SQ.FT.144

SCALE: 1/4" = 1'

Date: 01-16-2008



Workstation 18

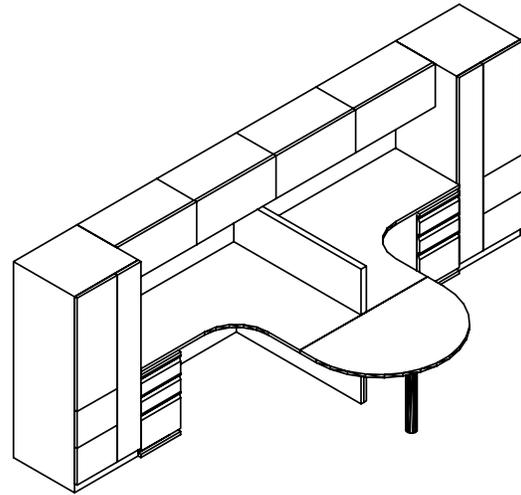
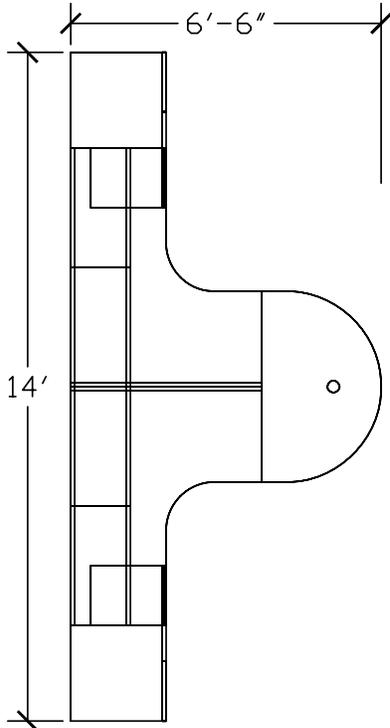
Component	Quantity	Size
Panels, fabric, monolithic	16 lin.ft.	64-68" high
Panels, fabric, segmented	20 lin.ft.	64-68" high
Worksurface	2	24" x 36"
Worksurface	2	24" x 42"
Worksurface	2	36" corner
Worksurface	1	36" x 84" D-shape
Keyboard shelf	2	
Pedestal, mobile	2	box/box/file
Cabinet	3	36"
Cabinet	2	42"
Storage tower	2	

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SQ.FT. 128

SCALE: 1/8" = 1'

Date: 02-10-2005



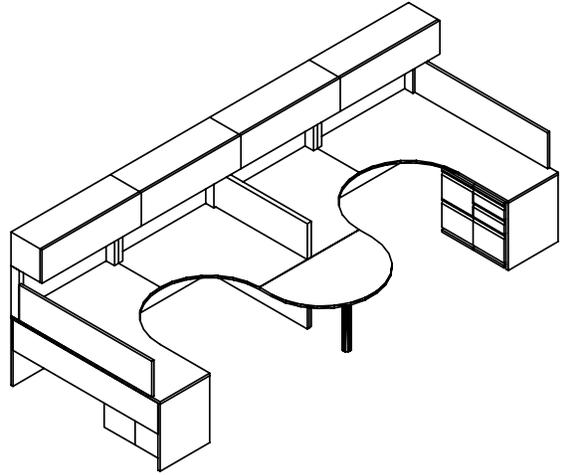
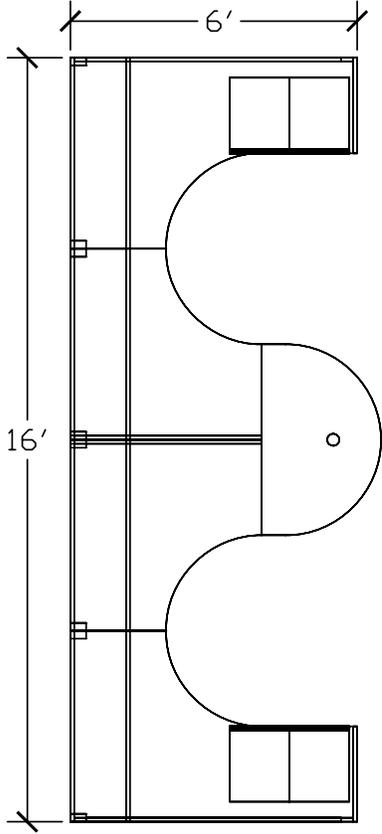
Workstation 19

Component	Quantity	Size
Privacy Screen	1	48" x 15"
Storage tower	2	24" x 24" x 64"
Worksurface	2	48" x 60" corner
Worksurface	1	48" x 30" semiround
Cabinet	4	30"
Pedestal	2	Box/Box/File

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SQ.FT. 91
SCALE: 1/4"=1'

Date: 01-16-2008



Workstation 20

Component	Quantity	Size
Privacy Screen	1	48" x 15"
Privacy screen	2	72" x 15"
Worksurface	2	48" x 48" corner
Worksurface	2	48" x 72" corner
Worksurface	1	48" x 30" semiround
Cabinet	4	48"
Pedestal	2	Box/Box/File
Pedestal	2	File/File

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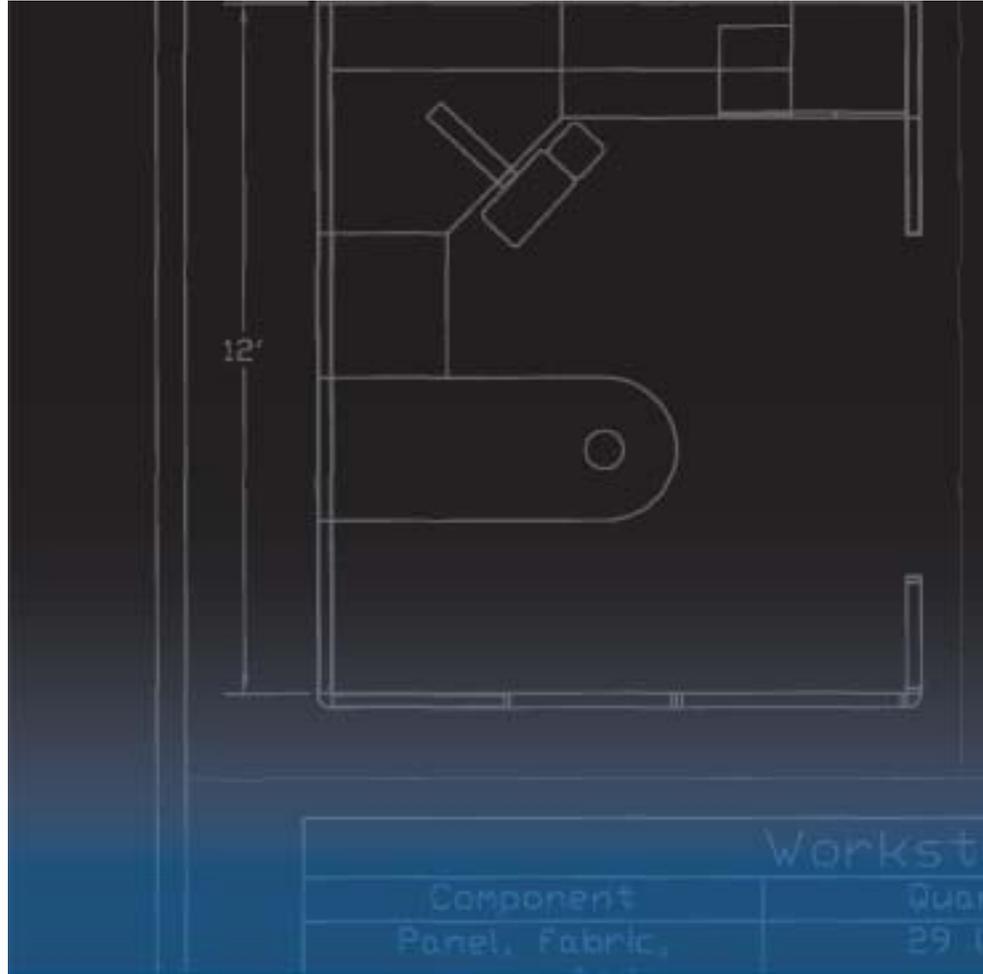
SQ.FT. 104

SCALE: 1/4"=1'

Date: 01-16-2008



Smarter Solutions



U.S. General Services Administration
Federal Acquisition Service
National Furniture Center
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