

**General Services Administration Federal Acquisition Services
Greater Southwest Region
Furniture Installation — Houston, Texas
Project Number PF157002T1
Schedule 71-I, SIN(s) 711-1 and 711-95**

Performance Work Statement Coversheet

1.0 Introduction

New system and modular furniture will be purchased and installed in a new facility under construction in Houston, Texas. The Contractor shall provide all personnel, equipment, materials, tools, supervision, shipping and transportation necessary to meet all furniture purchasing, installation, and overall set-up requirements specified in this Performance work statement (PWS). This facility will provide floor space for a 745 person workforce consisting of approximately 645 mostly modular workstations. Installation is required for eight floors under a phased installation schedule.

2.0 Contract Type

The resulting task order issued under this Performance work statement (PWS) will result in a Performance Based Firm Fixed Price and time and material task order. The firm fixed price portion of the task order will be fully funded and the time and material portion may be incrementally funded.

3.0 Method of Award

This award will be made based on Best Value to the Government. Areas of consideration will include past experience, past performance, technical approach, and price.

4.0 Period of Performance

Installation of furniture will be accomplished by phases which is estimated to begin early November 2007 and completed by end of January 2008. A detailed phasing schedule will be provided to awarded contractor within five (5) days of task order award.

5.0 Proposal Instructions

The contractor must submit proposals by the dates and times established in the RFQ notice posted in GSA's Electronic Ordering System (ITSS). If you are unable to attach your proposal in GSA's Electronic Ordering System due to some type of technical difficulty, you must report the problem to the PM, Nancy Taylor, (817) 978-0511 or nancy.taylor@gsa.gov, in sufficient time prior to closing to allow for the submission of the proposal via an alternative method.

NOTE: Failure to register properly in GSA's Electronic Ordering System (ITSS) is not an acceptable excuse for the inability to submit a proposal.

If a contractor decides to submit a "No Bid" in response to an RFQ, GSA requests they provide reasons why they chose not to participate.

The contractor will submit all questions concerning this PWS to the GSA Project Manager (PM) via email to nancy.taylor@gsa.gov by close of business five (5) working days after the RFQ issue date identified in the GSA Electronic Ordering System (ITSS). The GSA PM will compile all questions (if any) into one document and email them **to the** Client for answers. Questions and answers will be posted via an amendment to the solicitation in ITSS.

6.0 Evaluation Criteria

GSA will evaluate all proposals to determine the best value to the government. GSA will make that determination using the following criteria listed in order of importance:

Non-Cost

- (1) Past Experience
- (2) Past Performance
- (3) Technical Approach

Cost

- (1) Price

The Government intends to evaluate offers and award a task order without discussions. Therefore, the offeror's initial proposal should include the offeror's best terms from a price and technical standpoint. However, the Government reserves the right to conduct discussions if later determined by the Contracting Officer to be necessary. The Government will make award to the responsible offeror whose quotation conforms to the solicitation and represents the best value to the Government, considering past experience, past performance, technical approach, and price. The non-cost factors are more important than cost (price). As quotations become more equal in non-cost factors, the cost (price) becomes more important. Award may be made to other than the lowest priced technically acceptable proposal.

Offerors will be required to provide written submittals regarding their Past Experience, Past Performance, and Technical Approach. Offerors must provide information that is consistent with the evaluation criteria. A technical evaluation will be performed by the Client Representative (CR), GSA PM, and Contracting Officer who will evaluate the written capability information received in response to the solicitation

The following factors shall be used to evaluate offers:

- (1) Past Experience will be evaluated based on the offeror's relevant past experience compared to the requirement specified in the PWS. The offeror shall provide a narrative of at least three projects for similar tasks as required by this PWS. Experience is the overall relevant experience of the company's organizational structure including

parent companies, partnerships, and teaming arrangements. It considers organizational structure, relationships, business specialty, size, years of experience, and depth of experience including relevance to the solicitation and planned support to accomplish this PWS. Experience consists of history, personnel, current work projects, previous work projects, and planned support. These projects must have been of similar scope, magnitude, and complexity of this solicitation. The offeror will briefly explain why they believe their experience is relevant to the solicitation requirements. An offeror who has not successfully performed similar tasks as stated in the PWS will not be considered technically acceptable and will not be considered for award.

(2) Past Performance will be evaluated to determine the amount and quality of Past Performance. Past Performance is a measure of the degree to which an offeror satisfied its customers in the past. The offeror shall submit the Past Performance Questionnaire (Attachment 4) to at least 3-5 customers the offeror provided services for that directly relates or is similar to projects in the PWS that were performed within the last three years. These projects should have been of similar scope, magnitude, and complexity of this solicitation. The offeror must notify the GSA PM of the customers to whom the Past Performance Questionnaire was submitted to, within three (3) working days of the RFQ posting in ITSS, via email to nancy.taylor@gsa.gov. The notification shall include the name of the customer, point of contact, telephone, and email.

(3) Technical Approach will be evaluated based on the offeror's identification of methodology and analytical techniques they propose to provide PWS requirements. The offeror's quotation will be compared against the PWS requirements and stated evaluation criteria to determine technical acceptability. The offeror shall describe their knowledge and understanding of the requirements as outlined in the PWS. Approach will include specific skill categories with a description of specific duties each will perform. The proposal will be evaluated to determine capability of the offeror to provide and meet the technical requirements of the solicitation. The offeror must demonstrate that their proposed technical approach contains the technical capability to fulfill the requirements of the solicitation

(4) Price is not a weighted factor but will be used in the Best Value Decision. The price proposal shall include the list of material, labor, and travel costs to perform this effort. Any anticipated travel costs shall be identified in accordance with the Joint Travel Regulations (JTR). The government is seeking an additional discount to the offerors schedule contract which will be taken into consideration during the evaluation.

List of Attachments:

1. FAR Clauses
2. Security Requirements
3. Security Notice
4. Typical Drawings

DRAFT

General Services Administration
Federal Acquisition Services
Greater Southwest Region

Project Number PF 157002T 1

Furniture Purchase and Installation at new facility in Houston, Texas

1. INTRODUCTION

New system and modular furniture will be purchased and installed in a new facility under construction in Houston, Texas. The Contractor shall provide all personnel, equipment, materials, tools, supervision, shipping and transportation necessary to meet all furniture purchasing, installation, and overall set-up requirements specified in this Performance work statement (PWS). This facility will provide floor space for a 745 person workforce consisting of approximately 645 mostly modular workstations. Installation is required for eight floors under a phased installation schedule.

2. POINT OF CONTACT

The Client Representative (CR) is responsible for monitoring technical performance under the task order for the client agency. The CR has no express or apparent authority under the task order to neither make commitments for the Government nor authorize changes to the task order terms and conditions. The CR will be responsible for coordinating all task related matters within the client organization and for apprising the Contract Officer (CO) and Project Manager (PM) of any problems with the contractor that may affect delivery or costs of completed work.

Client Representative (CR)

935 Pennsylvania Avenue NW
Washington, DC 20535

Contracting Officer (CO)

General Services Administration (GSA)
Federal Acquisition Services (FAS) 819
Taylor Street, Room 14A02
Fort Worth, TX 76102

Project Manager (PM)

General Services Administration (GSA)
Federal Acquisition Services (FAS) 819
Taylor Street, Room 14A02
Fort Worth, TX 76102

3. SPECIFICATIONS

A. Necessary Components: The successful bidder 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, adaptors, panel connectors, etc. Offerors shall include the costs of such components, hardware, and parts in their proposal price.

B. New and Unused: All materials shall be new, unused, produced from current production components, and shall be delivered ready for use. No components may be used that are not included in the manufacturer's current parts catalogue for the items to be installed.

C. Standard Components: Unless superseded by parts description specifications, the proposed furniture and related items shall include all components and accessories listed by the manufacturer as standard, as well as part of their GSA schedule contract or FPI product listing.

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.

E. Environmental Considerations: All product lines offered must meet GreenGuard Certification Standards for Low Emitting Products for the Indoor Environment.

F. Key Personnel: If one or more of the key personnel is unavailable for work under this task order, the contractor shall immediately notify the GSA contracting officer and replace such personnel with personnel of equal qualifications. All personnel assigned to this project will be required to adhere to the security requirement as stated in Attachment 2.

G. 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 safety procedures as outlined in the site regulations.

4. GENERAL PROVISIONS

1. Contractors responding to this request for proposal must furnish a parts list for each workstation complete with the pricing of all components of each workstation. Parts lists must contain page numbers and specific GSA or FPI catalogue name.

2. The contractor must submit a copy of the GSA contract catalog or FPI catalog as part of their offer. The list prices must be current GSA schedule or FPI pricing. The offeror may provide discounts from their schedule or FPI list pricing.

3. The vendor must agree to hold the discount, terms and concessions as offered in their proposal until completion of the project.
4. Offerors responding to this request shall also complete the reference questionnaire (Attachment 1). The questionnaire must be submitted with your proposal on the due date indicated in the RFQ.
5. For the purpose of satisfying the customer's requirements, offerors can team with other GSA Schedule contractors.
6. Contractors are advised that the Government reserves the right to make an award to this RFQ without discussion.
7. Response Time- The contractor must respond to any changes, repairs, etc. within four (4) hours from time notification is received.

5. PRODUCT PRESENTATION – MAY BE REQUIRED.

As part of this request for quotation, all technically successful offerors may be required to participate in a Product Presentation. The presentation will be given to the customer, GSA and other project officials. The purpose of the presentation is to allow the offeror to present a detailed summary of the products being offered and give an overview of their approach to the installation of this project.

Presentations will be limited to **1** (one) hour (if presentations are requested by the Government the actual time will be provided at a later date) to include a question and answer session. The offeror must be prepared to provide the following aspects in their presentation:

Content: Presentation of Offer

Type of presentation to be given is at the vendor's option. Presentation must include:

- Visual presentation of offer—may include a PowerPoint presentation*, colorized renderings of offered product/typical, marker boards, etc.
- Review of the project team and their qualifications
- Provide typical detailed with their product line (please bring multiple copies) and colored brochures or photos of the product line

6. SUMMARY OF WORK INCLUDED

A. The Contractor shall supply furniture as shown on the attached drawings and/or exhibits. The Contractor will be responsible for the unpacking and installation of the furniture at designated locations. Installation of furniture will be accomplished by phases which is estimated to begin early November 2007 and completed by end of January 2008.

B. Staging and Storage: This project does not identify a location or locations, within the facility for staging storage, and uncrating furniture as it is delivered and prepared for installation. Coordinate all furniture installation work with the work of the construction contractor and/or the building manager in order to provide space appropriate for receiving, storing, and securing of furniture product, including disposing of packing materials and debris.

C. Phasing of Deliveries: Whereas the order will be placed for the complete installation, delivery and installation of the furniture shall be phased accordingly. A tentative schedule for installation is listed below. An updated phasing schedule will be provided to awarded contractor within five (5) days of task order award.

<u>Location</u>	<u>Installation Time</u>
3 ^d Floor	November 2007
4 th Floor	To Be Determined (TBA) prior to issuance of solicitation
5 th floor	TBA
6 th floor	TBA
7 th floor	TBA
8 th floor	TBA
1 st floor	TBA
2 nd floor	TBA

D. Responsibility for Site Damage: As described below, the successful offeror will be held responsible for any damage or marks to existing construction resulting from furniture installation and related work by installers and offeror's employees. Provide appropriate protection to existing finished surfaces in order to avoid possible costs for restoration for tenant fit-out conditions.

E. Furniture Installation: The following is not an all inclusive list of furniture installation services. However, the below list provides the steps normally required for installation services:

1. Panel, delivery, staging, installation, and site clean up.
2. Component, delivery, staging, installation and site cleanup. 3

Installation site clean up and product testing.

4. Product inspection and punch list.
5. Punch list completion and acceptance.

The Contractor is responsible for compliance with all products and installation as required in their Schedule for Office Furniture (71), or FPI requirements and with all applicable state, local and federal building codes, local ordinances and regulations. If permits are required for the building, in which installation will occur, the Contractor is responsible for such permits for all furnishings installed.

F. Code Compliance: All products and installation shall comply with all state, local, and federal building codes, local ordinances, and regulations. The responsibility for determining and assuring compliance is that of the successful offeror.

G. Installation Hours: Perform installation services during regular business hours to the maximum extent possible according to the schedule developed with Agency approval. If required to meet the approved installation schedule, evening and weekend hours may be necessary.

H. Coordination with Construction: Coordinate all delivery and installation of systems and modular furniture with the on-going construction manager. The client will make every effort to inform the successful offeror of the progress of construction and the schedule for building occupancy. For this reason, the Project Manager may be required to attend all Construction Progress Meetings with both Agency Representatives and GSA representatives as well.

I. Verification of Shipments: Parts are to be checked at factory prior to shipping to insure order is complete and that installation will not be delayed as a result of missing parts or an incomplete delivery.

J. Pre-Installation Conference: The successful offeror along with installation personnel (Project Manager and Senior Installer) and other representatives designated by the offeror shall meet with the GSAIFAS/PBS Team and designated client representatives prior to proceeding with the installation to review:

- I. Planned approach for each installation phase.
2. Coordination required with all building trades and movers,
3. Responsibility of each building trade and the movers.
4. Elevator availability and other access concerns that the furniture contractor may have.

K. Survey of Existing Conditions: Prepare a punch list for each area prior of installation in order to verify the condition of the installation area. Obtain client's concurrence on the punch list and provide the client and the Architect with a copy of the final punch list. Client will use the punch list to determine responsibility for any damage.

L. Repairs: Correct at offeror's expense or pay the Government to repair any building damage caused by installation team, including damage to walls, ceiling and floors. Restore building to condition it was in at the start of furniture installation. If the successful offeror must repair building damage, techniques that meet the environmental specifications required in the construction contract will be used in such repairs.

M. Contractor's Use of Installation Area: Preventing installation personnel from entering any area other than the designated project area. Maintain a means of egress from all designated work areas to comply with national local fire codes in all areas of installation, including staging and assembly areas, building loading dock, corridors, elevator lobbies, and stairs. Maintain

clearances and passage requirements in all corridors. Assure that installation personnel do not eat, drink, or smoke on floors where furniture installation work is underway.

N. Building Utilities: Do not interrupt building utility services without the prior written approval from the client and Construction Manager.

O. Installation Tasks: Install all components and accessories necessary to complete all workstations in accordance with the approved final installation plans and the manufacturer's specifications. Installation services include, but not limited to, the following:

1. Building surveys for exterior access, vertical and horizontal circulation clearances.
2. Coordination of installation phasing and scheduling with client representatives.
3. In the instance of delays during any phase of the installation, which are not the fault of the Government, the client will assess the successful offeror for actual damages.
4. The most current installation schedule signed by the successful offeror and the client will provide the basis for determining delays.
5. Assume responsibility for storage costs incurred for any items not delivered in accordance with the signed schedule.
6. Receive, unload and transport all product pieces to the staging and installation areas. Unpack all pieces and inspect the product for damage.
7. Plan and organize component staging to expedite each phase of the installation.
8. Verify conformance with the design documents. Provide immediate notice to the Agency for any layouts that vary from approved installation documents.
9. Mark the floor to insure proper configuration prior to panel setup.
10. Install furniture panels in accordance to the manufacturers specifications, in a rigid manner, straight and plumb, utilizing a laser level to insure that the tops of all panels across each floor are even.
11. Adjust all components to insure that all products are leveled, aligned, and cleaned to insure secure function and operation according to Manufacturer's recommendations.
12. Touch-up all nicks and scratches on the furniture that occurs during installation.
13. Clean or replace all fabric that may be marred or torn during installation, and share all loose threads.

14. Install field applied components (such as grommets for work surfaces, printer paper slot attachments to work surfaces of suspended drawers or adjustable keyboard trays) and install components and accessories that are part of the systems furniture according to the Manufacturer recommendations.

15. Obtain client's approval for all required cuts into the work surfaces, and their locations, are subject to the prior approval of the client's representative.

P. Upon Completion of Installation: When installation of systems/modular furniture is substantially complete, perform the following tasks:

1. Protect all warranties by immediately correcting all omissions, mistakes, or damage.
2. Review installation of each floor with the client representative and /GSA /FTS Project Manager. Prepare a punch list of any problems that must be corrected.
3. Ensure that the installation conforms to the requirements of the Uniform Accessibility Standards (UFAS).
4. Unless directed otherwise by the client, remove from the project site any defective product or material that has been delivered to the site in error.
5. 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. Replace all damaged or missing products by means that will eliminate or minimize installation delay. Assume replacement costs, including communications, shipping, and installation.
6. Correct all other punch list items, to the satisfaction of the client within ten (10) working days after completing the furniture installation on each floor.
7. Provide a professional installation that is square, plum, and properly aligned with adjoining furniture, resulting in a securely interconnected and securely attached cluster of components.

7. INSTALLATION

The furniture installation will be conducted in phases in accordance with the client's directives beginning approximately November 1, 2007 and completing no later than January 31, 2008. A more comprehensive schedule and date will be provided within five (5) days of task order award.

The spaces will be clear of all furniture at the time of installation; however, other building tradesman may be in the area, but should not interfere with the systems furniture. The product can be staged on its respective floor.

The Contractor will coordinate all deliveries and installation times with client's Project Manager. To complete 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. Also provide continuous on-site management (supervision) at any time furniture is being installed and delivered.
2. Meet all incoming delivery vehicles at the building entrance, unload deliveries, check for damages, and move them to the desired areas. Area should 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
 - d. Wire Management Plans
 - e. Installation Instructions
5. The Contractor must arrange delivery to the customer's 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 obligatory upon the successful contractor to identify any existing damage to the building by means of a Pre-installation and Delivery Walk-Thru with the GSA Project Manager , and daily submission of checklists to the designated agency representative on site. Proper measures (protective runners, pads, etc) will be utilized by the contractor to protect the building (elevators, walls, floors, etc.).
7. The Contractor is responsible for compliance with all products and installation of the General Specifications in the Schedule for Office Furniture (71), and with all applicable state, local, and federal building codes, local ordinances, and regulations.
8. Clean Up and Disposal of Waste Materials- 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 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, as a deterrent to 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. Contractor performing the work must abide by all on-site regulations.
9. Disposal of Waste Material- Waste material must be disposed of by removal from the job site. Waste materials removed from the job site shall be disposed of in accordance with the above

paragraph. The contractor shall make any necessary arrangements with private parties and with county officials pertinent to locations and regulations of such disposal. Any fees or charges to be paid for disposal of material shall be paid by the contractor. It is at the contractor's option to furnish a dumpster on site to contain their debris. The dumpster must be emptied at regular intervals to ensure cleanliness at the site.

10. The Contractor shall conduct a post-installation orientation/training session for personnel to instruct users and assign maintenance personnel how to maintain panels, work surfaces, and components utilized in this 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 video taped by NIAID for future use in orientation.

11. At least one (1) week prior to beginning of delivery and installation, the contractor's representative, supervisor, and representatives of the installation crew must provide the following information to both the GSA FAS Project Manager and the client Project Managers:

1. Company Name, Address, Telephone Number
2. Supervisor's name and social security number
3. Name and social security number of each individual installer.
4. Provide a number of the cleared Project Managers and installers, in addition to

supplying cleared personnel one month prior to the installation date. This requires obtaining fingerprint cards and forms.

12. The Contractor will be responsible for confining his crew and work to the designated project areas. Contractor will also be responsible for ensuring that the installation personnel are identifiable and provide continuous on-site management (Supervision) any time furniture is being installed and delivered.

13. STORAGE

In the event that storage of products is necessary, please provide any costs, if applicable, that will be 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 products (i.e. Truck charges, etc.) are included with your submittal. Storage facility must be weather tight and well-ventilated, allowing for areas with stabilized temperature and humidity conditions.

8. POST INSTALLATION SERVICES

A. Recycling and Trash Removal: At least sixty (30) days prior to start of installation, submit for client approval a waste minimization and recycling plan. Indicate how to reduce, reuse, or recycle waste from shipping and installing products.

1. Coordinate disposal activities with Client Representative.
2. In the recycling plan, address how to collect, segregate, and dispose of all wastes and debris produced by the work resulting from this contract.
3. Include a list of recycling facilities to which indicated recyclable materials will be distributed for disposal.
4. Identify materials that are not recyclable or otherwise conservable or reusable that must be disposed of in a landfill or other means acceptable under governing state and local regulations.
5. Maintain written records of delivery receipts for verification of waste materials recycling.
6. Unless otherwise approved by the client as part of the contractor's recycling plan, remove all packing materials debris, and cartons from the job site on a daily basis.
7. Dispose of all recyclable, packing materials and trash off the installation site. Do not dispose of or discard recyclables, packing materials, or trash in building-provided recycling or trash containers or dumpsters.

B. Vacuum Cleaning: Vacuum all contractor work areas with a contractor furnished heavy duty vacuum cleaner at the end of each installation phase, including the panel installation phase and components installation phase. Use vacuum cleaners equipped with high efficiency vacuum bags and HEPA (High Efficiency Particle Arrestance) filters to capture particles. Repair any damage to the carpet and perform any spot cleaning in accordance with the carpet manufacturer's guidelines, provided by the Agency.

C. Furniture Cleaning: 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.

D. Punch List Procedure: Within seventy-two (72) hours after completing product installation on each floor, representatives from the successful offeror's project management and installation teams will accompany the client's representative and the architect on a punch list inspection of the entire product installation.

1. Verify the working condition of the furniture, the quality of the installation, and the quality of the goods received to jointly develop a punch list.

2. During the walk through, provide a team of installers responsible for correcting all minor deficiencies and making all minor adjustments, as required, for, life safety or for Agency occupancy and use of the furniture.
3. Use of the furniture punch list to determine the proper installation and working condition of the furniture.
4. Assume responsibility for correcting all outstanding deficiencies within ten (10) working days of the furniture inspection with the client.
5. After each installation phase has been fully completed and inspected, the Agency will provide a written acceptance of the installation drawings.
6. Follow the customer's established deadlines and procedures to accomplished any necessary corrections of this contract.

9. WORKSTATIONS

9.1 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. 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 or FPI catalog name 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.

9.2 The various components (work surfaces, cabinets, lateral files, pedestals, personal storage towers, 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 have fabric covered tiles. Any components not shown in the illustrations, which are needed to conform to the manufacturer's recommendations for installation, shall be included.

Overhead cabinets, lateral files, mobile pedestals, and vertical storage towers shall be provided with locks.

Provide specifics regarding furniture (See Attachment for typical drawings)

SIN 711-1 WORKSTATIONS - the workstations will have freestanding components that are wrapped in non-powered, fabric covered panels. The fabric shall be a recycled material. Panels should be a tile and frame system in the following heights: 30-36", 42'-46", 51-57", and 64-70". Widths available should be: 24", 30", 36", 42" and 48". Panel frame thickness shall be 3-3 Y2". Frames shall have the ability to accept structural stacking elements 12-16" high. Panels should have segmented panels with options for painted steel, perforated steel, fabric, wood, slat wall and glass. All panel surfaces shall be tackable/acoustical. Panels shall be able to support installation of a monitor arm. Storage components within the workstations shall be steel or steel/laminate combination and work surfaces should be laminate.

Any steel, wood or laminate finishes should also be available for filing, storage units, breakroom furniture, training room furniture, meeting room furniture and miscellaneous furniture. In other words, the furniture for the entire building should be coordinated in both style and finish.

TYPICAL: All worksurfaces to have plastic laminate with PVC edge; all overhead storage units to have pneumatic lift doors and be ADA compliant — to have metal paint finish; all storage units to be locking and keyed alike per workstation; all panels facing corridor to be segmented; all panel fabric to be Grade A/1; all panels to be tackable and acoustical; panels to be 66" or 54" height; center drawer; adjustable monitor arm; articulating keyboard tray with mouse on either side; mobile pedestal with box/box/file configuration and padded seat cushion — locking; two drawer 36" lateral file to be mounted under worksurfaces — to have handing file bars and be locking; all worksurfaces to be freestanding; task lighting under overhead storage; and task chair to be ergonomic with mesh tilt back, Grade B/2 fabric seat, mid back, pneumatic height adjustment, metal/steel five prong base, lumbar support, adjustable swivel arms.

More detail description will be provided prior to issuance of solicitation

QTY: 645

Unit PRICE \$ _____
 Less Discount _____
 Discounted Unit Price \$ _____
 Total Net Price\$ _____

**WORKSTATIONS
 LIST OF WORKSTATION COMPONENTS**

Page No.	Part No.	Description and Size	Qty	List Price	Total List Price

Note: Offerors must submit an illustration of their product solution to the above workstation.

10. PROJECT ADMINISTRATION

The successful contractor will be contacted by the GSA FAS Project manager within five (5) days of notification of award to schedule a post award "Project Kick Off Meeting." The purpose of the meeting will be to discuss the specifics of the project and meet all participants- to include the on-site POC's. Any problem areas in which there is difficulty in reaching an agreement should be reported to the GSA/FAS Project Manager/Contracting Officer.

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

9.1 The successful contractor must submit the name of the assigned Project Manager who will oversee and coordinate this project:

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

9.3.1 The Project Manager or Representative must be on-site during the installation phase to address any problems and to insure a smooth installation process.

11. SECURITY

All personnel will be required to wear a Government ID to access the facility. The cost of obtaining the clearance will be the responsibility of the Contractor. The contractor shall not divulge any information about files, data, processing activities or functions, user ID's, passwords, or other knowledge that may be gained, to anyone who is not authorized to have access to such information. Abide by all government rules, procedures and standards of conduct. Security requirements are contained in Attachment 2. The document security notice (Attachment 3) must be completed and returned with offer.

12. PRIVACY

Work on this project may require that personnel have access to Privacy Information. Personnel shall adhere to the Privacy Act, Title 5 of the U.S. code, Section 552A and applicable agency rules and regulations.

12.1 HSPD-12 and FISMA

52.204-9 Personal Identity Verification of Contractor Personnel (Jan 2006)

The Contractor shall comply with agency personal identity verification procedures identified in the contract that implement Homeland Security Presidential Directive-12 (HSPD-12), Office of Management and Budget (OMB) guidance M-05-24, and Federal Information Processing Standards Publication (FIPS PUB) Number 201.

The Contractor shall insert FAR clause 52.204-9 in all subcontracts when the subcontractor is required to have physical access to a federally-controlled facility or access to a Federal information system.

Homeland Security Presidential Directive 12 (HSPD-12) was issued to implement the policy of the United States to enhance security, increase Government efficiency, reduce identity fraud, and protect personal privacy by establishing a mandatory, Government-wide standard for secure and reliable forms of identification issued by the Federal Government to its employees and contractors (including contractor employees). Under this directive, the heads of executive departments and agencies are required to implement programs to ensure that identification issued by their departments and agencies to Federal employees and contractors meets the Standard. This policy can be found at the following website:

<http://www.whitehouse.gov/news/releases/2004/08/20040827-8.html>

In performance of services under this task, contractor shall insure all its personnel who require physical access to federally controlled facilities and access to federally controlled information systems have been issued identification in compliance with HSPD-12 policy. In the proposal, offerors shall confirm they will comply with the government client's identification procedure that is implementing HSPD-12 policy. The Security/Identification point of contact for the client agency that is responsible for implementing their HSPD-12 compliant policy is:

POC

Federal Information Security Management Act (FISMA) of 2002 Compliance

The Information Technology security provisions of the Federal Information Security Management Act of 2002, (Title III of the E-Government Act of 2002) have been implemented and can be found at <http://iase.disa.mil/fismalindex.html>. The point of contract information regarding FISMA is:

POC

13. INVOICING INSTRUCTIONS

PROMPT PAYMENT TERMS

The vendor will provide prompt payment discount terms in their proposal.

INVOICING INSTRUCTIONS

A. Systems Submission of Invoices.

Invoice submission is a two step process:

The Vendor shall develop an Acceptance Information document in ITSS and attach a copy of invoice with all required back-up documentation.

Current ITSS web site <https://it-solutions.gsa.gov>

The Vendor shall also complete the invoice form on the Finance web site and attach soft copy of invoice. This is the official system of record; the invoice will not be processed for payment unless this process is completed.

Current GSA Finance web site is www.finance.gsa.gov. Go to Obtain Password/Sign-Up for Email Notification.

B. Invoice Submission Process.

Submit each invoice only once. Submitting multiple copies confuses and delays processing.

If editing is required, update the first submission; don't create a second invoice submission.

Make sure the invoice amount and the acceptance document amount are the same.

Use the invoice number for both the Finance and ITSS submission. Don't use voucher numbers. Always enter the invoice number on the Acceptance document in ITS& The invoice number must be identical in both sites.

Do not use special characters in the invoice number, only alpha and/or numeric. No spaces in invoice number.

If an invoice is rejected, a corrected invoice will be submitted using the original invoice number with some type of unique identifier attached; i.e. "R" to denote resubmission which will make the invoice number unique. Each invoice submission must have an invoice number that is unique

C. Timing of invoices.

Invoices shall be submitted for payment of deliverables that have been completed and accepted by the CR.

For FFP, this will be a completed and accepted deliverable. Evidence that the CR accepted the deliverable must be present before the GSA PM can proceed. Ensure the invoice is submitted in accordance with the established payment schedule.

For T&M, this will be a month's worth of services. The Client CR will certify that the contractor has performed in accordance with the performance work statement and the government has received the hours and/or materials billed by the contractor. Ensure the requirements of FAR 52.232-7, Payments under Time-and-Materials and Labor-Hour Contracts, are fully complied with. GSA PM will certify the invoice for payment.

D. Payment of Invoices.

Payment of invoices shall be based on the quality of the invoiced deliverable. If the invoiced deliverable does not meet the established contractual standards, the invoice will not be paid until the deliverable has been determined to meet the established standards, as applicable.

The contractor is reminded that invoices will be submitted IAW FAR 52.212-4, Contract Terms and Conditions — Commercial Items, paragraph g, which states the following: 52.212-4(g) Invoice.

(1) The Contractor shall submit an original invoice and three copies (or electronic invoice, if authorized) to the address designated in the contract to receive invoices. An invoice must include

- (i) Name and address of the Contractor;
 - (ii) Invoice date and number;
 - (iii) Contract number, contract line item number and, if applicable, the order number;
 - (iv) Description, quantity, unit of measure, unit price and extended price of the items delivered;
 - (v) Shipping number and date of shipment, including the bill of lading number and weight of shipment if shipped on Government bill of lading;
 - (vi) Terms of any discount for prompt payment offered; CO — You must ensure that discounts for prompt payment are listed in the basic contract's FAR clause addressing invoice instructions such as this one, or you must add this item to the additional invoice verbiage provided below under c. Discounts for prompt payment have become a very big issue to GSA and the IG and we must make sure when offered a prompt payment discount we list it on the form 300 under block 20.
 - (vii) Name and address of official to whom payment is to be sent;
 - (viii) Name, title, and phone number of person to notify in event of defective invoice; and
 - (ix) Taxpayer Identification Number (TIN). The Contractor shall include its TIN on the invoice only if required elsewhere in this contract.
 - (x) Electronic funds transfer (EFT) banking information.
- (A) The Contractor shall include EFT banking information on the invoice only if required elsewhere in this contract.
- (B) If EFT banking information is not required to be on the invoice, in order for the invoice to be a proper invoice, the Contractor shall have submitted correct EFT banking information in accordance with the applicable solicitation provision, contract clause (e.g., 52.232-33, Payment by Electronic Funds Transfer—Central Contractor Registration, or 52.232-34, Payment by Electronic Funds Transfer—Other Than Central Contractor Registration), or applicable agency procedures.
- (C) EFT banking information is not required if the Government waived the requirement to pay by EFT.
- (2) Invoices will be handled in accordance with the Prompt Payment Act (31 U.S.C. 3903) and Office of Management and Budget (OMB) prompt payment regulations at 5 CFR part 1315.

Travel:

1. Travel shall be approved by the CR prior to each trip. Authorization must include dates of travel, person(s) traveling, and justification for trip, estimated expenses for each trip planned.

2. Travel expense report identifying all expenses being invoiced for each traveler for each trip. Expense report must detail per diem, lodging, rental cars, gas, transportation, etc; items addressed must be in accordance with FTR/JTR. Do not include individual expense receipts unless requested by the GSA CO or GSA PM.

Other Direct Costs:

1. Purchase authorization approved by the client for each item or group of items purchased and invoiced,

2. Documentation must include type of procurement (contractor schedule line item, teaming arrangement which must be authorized by the contracting officer in advance of purchase, open market which must abide by competition regulations).

In addition, the contractor is responsible for ensuring client acceptance of invoice. This can be accomplished in ITSS or contractor may have client sign a hard copy of invoice prior to attaching to the Acceptance Information document in ITSS.

Invoice must be submitted in ITSS on Acceptance Information document and include copy of invoice and required back-up attached.

If any of the information listed above is absent from an invoice, GSA will reject your invoice.