



Federal Service Supply
Authorized Federal Supply Schedule Price List



Comprehensive Furniture Management Services (CFMS)

Contract Number: GS-29F-0031W

Contract Period: September 17, 2010 through September 16, 2015

Federal Supply Schedule 71-II-K

- SIN 712-1 Project Management (Furniture/Furnishings Related)
- SIN 712-2 Assets Management (Furniture/Furnishings Related)
- SIN 712-3 Reconfiguration/Relocation Management (Furniture/Furnishings Related)
- SIN 712-4 Furniture Design/Layout

Small, Women Owned Business

NAICS Codes: 541410, 561499, 541614, 541340

DUNS: 008614810

CAGE: 1V7K0

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www.innospace.com

On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order are available through GSA Advantage!, a menu driven database system. The internet address for GSA Advantage! is www.GSAAdvantage.gov.

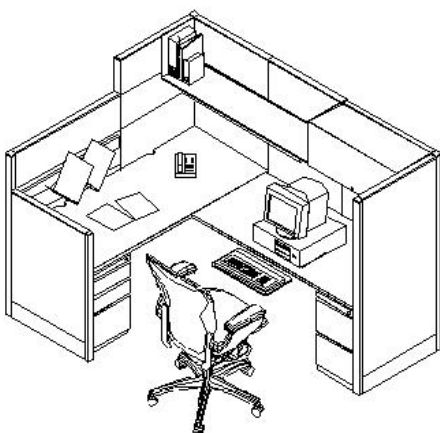
INNOSPACE, Inc. is a woman owned, small business in Arlington, Virginia that specializes in providing furniture specifications, space planning, and reconfiguration drawings of systems and freestanding office furniture. With our extensive experience, we have the ability to provide top quality inventories, space plans, reconfigurations, revisions, installation drawings, furniture quotations, typical drawings, and even custom bid packages. We either work directly with end users to produce and finalize furniture orders or with designers to help implement space plans into furniture orders. In addition to the services associated with procurement of new furniture, INNOSPACE can provide inventory and reconfiguration support to customers to assist in getting the best use from current inventories.

INNOSPACE uses the newest and most reliable software technologies available—including AutoCAD and 20/20 CAP Studio—to create and finalize projects as per client requirements. Our designers are well trained in the latest versions of all software used.

INNOSPACE is a corporation that has extensive experience in specifying many furniture lines including, but not limited to, Kimball, Steelcase, Herman Miller, Knoll, Haworth, Trendway, and American Seating. We have experience working on projects for government agencies and furniture manufacturers/dealers as well as for private sector clients.

INNOSPACE has been completing projects in the Washington, DC area, and across the country, for over fifteen years. Our staff of designers and space planners all have extensive backgrounds in systems furniture and interior design.

We look forward to the opportunity to work with you on future projects.





CFMS HOURLY LABOR RATES

LABOR CATEGORIES

SIN 712-1, 712-2, 712-3, 712-4

	GSA Price	GSA Price w/IFF
Principal/Partner	\$130.20	\$131.17
Senior Interior Designer	\$102.30	\$103.06
Interior Designer III	\$94.33	\$95.04
Interior Designer II	\$79.05	\$79.64
Interior Designer I	\$74.40	\$74.95
Senior Project Manager	\$102.30	\$103.06
Junior Project Manager	\$74.40	\$74.95
CAD Technician	\$60.45	\$60.90
Administrative	\$41.85	\$42.16

Contractor's pricing is based on hourly rates for services. No products are offered.

Government purchase cards are accepted.

Prompt Payment Terms: 1% - 20 days, net 30 days

Minimum Order: \$100 NET

Maximum Order: \$125,000 NET

Warranty: Standard Commercial Warranty



LABOR CATEGORIES

Principal/Partner

The Principal/Partner holds a four year degree in facilities management, business management, architecture, or interior design; or a minimum of 15 years direct management experience in the industry. This person will usually have a minimum of 20 years of combined interior design, furniture services, and project management experience, and will have successfully managed multiple projects. The Principal/Partner negotiates and manages contracts, schedules, budgets, and provides guidance to Project Managers, Interior Designers, and teams.

Senior Interior Designer

The Senior Interior Designer holds a four year degree in Interior Design, is NCIDQ certified, and has a minimum of ten years experience. This person is responsible for programming to include interviews, site visits, and furniture, fixtures and equipment (FFE) inventories and guides the design team.

Interior Designer III

Interior Designer III holds a four year degree and has a minimum of eight years of work experience. They provide support to the Senior Interior Designer and Principal/Partner, research and write furniture bid packages for best value procurements, and guide Space Planners and CAD Technicians.

Interior Designer II

Interior Designer II holds a four year degree and has a minimum of six years of work experience. They provide support to the Senior Interior Designer and Principal/Partner with CAD generated plans, conceptual designs, workstation layouts, schematic layouts, and color palettes and research and write furniture bid packages for best value procurements.

Interior Designer I/Space Planner

Interior Designer I/Space Planner holds a two year degree in Architecture or Interior Design and has a minimum of three years work experience. They are responsible for surveying space to be planned, performing furniture inventories, conducting research on interior materials, and selection of appropriate materials for various types of spaces.

Senior Project Manager

Senior Project Managers have a four year degree and a minimum of 12 years of experience working with and coordinating Architects, Interior Designers, and furniture services. They are responsible for coordination of multiple project plans, schedules, and budgets, performing quality control review of all documents, and providing assistance with furniture procurement, delivery, and installation.

Junior Project Manager

Junior Project Manager has a two year degree with at least five years of work experience in the fields of project management, asset management, and reconfiguration/relocation management. They are responsible for day to day management of the project.

CAD Technician

CAD Technician holds a two or four year degree or technical certificate in a related discipline and a minimum of two years of work experience. They are responsible for development of design documents and space plans using CAD and providing analytical support using spreadsheets and software such as AutoCAD.

Administrative/Clerical

The Administrative/Clerical position requires a minimum of an AA degree in a business related field, computer software related training, and a minimum of two years work experience. They perform clerical work related to projects including word processing, filing, documentation, basic accounting, and preparation of spreadsheets, etc.

TERMS AND CONDITIONS

Basic Discount: 7%

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

Design Layout Services: per SIN 712-1, 712-3, 712-4

Assets Management Services: per SIN 712-2

FOB Terms: FOB Destination

Delivery Terms: 30 days ARO

Expedited Delivery Terms: None

Minimum Order: \$100.00 NET

Maximum Order: \$125,000.00 NET

Warranty Provision: Standard Commercial Warranty

Return Policy: N/A

Restocking Fee: N/A

Cancellation Policy: None

Ordering Address: Innospace, Inc.
5545 Lee Highway
Arlington, VA 22207

Payment Address: Innospace, Inc.
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Arlington, VA 22207

