GSA

U.S. General Services Administration

FURNITURE SOLUTIONS AND MORE

NATIONAL FURNITURE CENTER

GSA's National Furniture Center (NFC) prides itself in offering the largest selection of furniture and furnishings from a single source. In cooperation with our commercial partners, the NFC is, indeed, a "one-stop" shop for all furniture and furnishing solutions. We continue to be the government's preferred source of commercial products and services, offering the best value to our customers while we work with them to consistently exceed their expectations.

When you invest in GSA, GSA invests in you

and remains committed to providing you with solutions that meet both your requirements and your budget. Whether it be bachelor housing, traditional office space, patient rooms or any other furniture-related service, GSA's National Furniture Center and America's leading furnishing suppliers will deliver an integrated solution to help maintain your quality work environment.

www.gsa.gov/furniture

THE SMART WAY TO SAVE

GSA now offers more choices, and more options, more ways to help you enhance your work environment and improve the productivity and quality of life for your employees.

Contracting Expertise

- Market Research
- Technical Requirements
- Performance Evaluation Criteria
- Guaranteed Competitive Pricing
- Quality Furnishings at Significant Discounts
- Order Placement
- Dispute Resolution

Turnkey Service

- Project Management
- Inside Delivery and Site Coordination
- On-site Furniture Installation
- Clean-up

TEL: 703.605.9200
FAX: 877.240.6453

NATIONAL FURNITURE CENTER SCHEDULES

71-I Office Furniture

From executive conference room tables to movable filing systems, this schedule provides all you need to accent any office space. You choose the look you like and we take care of the rest. For more information on this Schedule, search Schedules e-Library or contact Helen Zivkoviche on (703) 605-9293 or Glenda Lambert on (703) 605-9236.
For information on systems furniture, contact Juanita Blassingame on (703) 605-9176.

71-II-H Packaged Furniture

Whether you're furnishing a room, a floor or an entire building, you only need to make one call: to the GSA National Furniture Center. Our complete turnkey packaged program offers all of the products and services necessary to create the ideal working environment ... from start to finish. The Packaged Furniture Program consists of, but is not limited to:

Packaged Room Program

* Lobbies
* Suites
* Recreational Rooms
* Individual Sleeping Quarters
* Dorms and Barracks
* Lounges and Day Rooms

Packaged Office Program

* Office Systems
* Conference Rooms
* Training Rooms
* Executive Offices
* Classrooms

Packaged Healthcare Program

* Long Term Care Rooms
* Healthcare Exam Rooms
* Healthcare Waiting Rooms
* Healthcare Offices

The complete package is handled by ONE supplier and is available on ONE purchase order. Search Schedules e-Library or contact Marcelles Barr on (703) 605-9173 for more information on the Packaged Room Program, contact Helen Zivkoviche on (703) 605-9293 or Glenda Lambert on (703) 605-9236 for the Packaged Office Program, and Darlene Walsh on (703) 605-9281 for more information on the Packaged Healthcare Program.

GSA

NATIONAL FURNITURE CENTER SCHEDULES

71-II Household and Quarters Furniture

From patio tables to bunk beds, this Schedule provides a wide array of furniture for both the home and quarters living. For more information on this Schedule, search Schedules e-Library or contact Marcelles Barr on (703) 605-9173.

71-III Special Use Furniture

GSA's National Furniture Center can provide furniture for all types of needs. Whether you require bookcases for a library or student desks for a classroom, we will be sure to supply you with the products you need to do your job. For more information on this Schedule, search Schedules e-Library or contact Darlene Walsh on (703) 605-9281.

71-III-E Miscellaneous Furniture

This Schedule offers a variety of products, from security filing cabinets to safes and vault doors. To get more information on this Schedule, search Schedules e-Library or contact Beth Arnold-Messick on (215) 446-5024.

72-I-A Floor Coverings

Whether you need carpet for your office or some rugs to finish off a hallway, GSA's National Furniture Center can provide you with the type of floor covering you need to create the look and feel you want. For more information on this Schedule, search Schedules e-Library or contact Darlene Walsh on (703) 605-9281.

72-II Furnishings

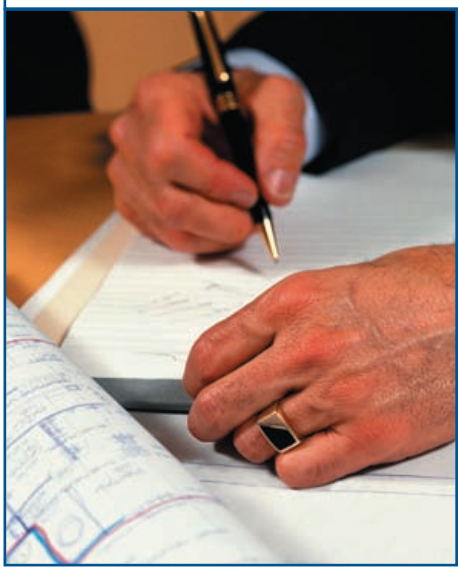
This Schedule offers a large number of furnishings, ranging from paintings and photographs to window shades and lamps. For more information on this Schedule, search Schedules e-Library or contact Patricia Longo on (215) 446-5021.

TEL: 703.605.9200

FAX: 877.240.6453

GSA

NATIONAL FURNITURE CENTER SCHEDULES



36 The Office, Imaging and Document Solution

This Schedule provides a wide array of office needs such as copiers, cameras and shredders. For more information on the products under this Schedule, search Schedules e-Library or contact Anita Little at (703) 605-9237.

58-I Professional Audio/Visual, Telecommunications and Security Solutions

Under this Schedule, high tech products such as recording and reproducing video and audio equipment are available, in addition to television cameras and both radar and laser equipment. For more information on the products under this Schedule, search Schedules e-Library or contact James Concannon on (215) 446-5020.

71-II-K Comprehensive Furniture Management Services

This Schedule provides furniture and renovation-related services. These services are administered independently from the product. The following is a list of the services available under this Schedule:

Project Management

Support for the design, reconfiguration, relocation and increasing/downsizing of office space and similar facilities.

Reconfiguration/Relocation Management

Complete services for reorganizing, consolidating, warehousing and/or opening new facilities.

Packaged Environments

Complete range of services to supply turnkey integrated solutions.

Assets Maintenance

Services for restoring, repairing, renovating, reupholstering and cleaning of office furnishings and equipment.

Furniture Design/Layout

Services for inclusive furniture consultations, interior design and product specifications.

Assets Management

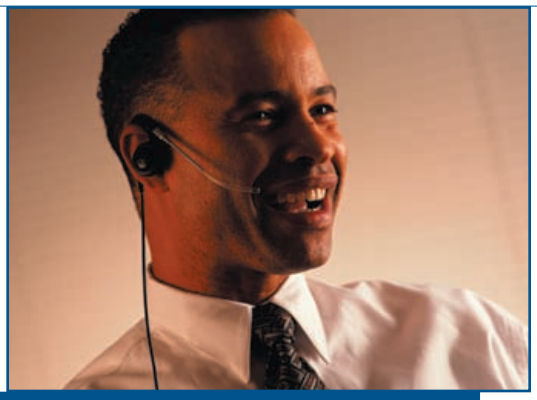
Provides a full range of pre and post furniture services as well as warehousing and furniture inventory services. Assets and Computer-Aided Facility Management systems are also available under this Schedule.

For more information on this Schedule, search Schedules e-Library or contact Terri Coley on (703) 605-9288.

78 Sports, Promotional, Outdoor, Recreation, Trophies and Signs (SPORTS)

Our newest schedule provides a variety of products and service that can enhance Morale, Welfare and Recreation programs as well support other critical missions such as military operations and natural disaster relief. Some of these products and services include recreation tables, camping equipment and park furniture. For a detailed list of this schedule offering, please visit Schedules e-library or contact Monica Gormley at 215-446-5087.

GSA



SIMPLIFIED ORDERING PROCEDURES

ORDERS UNDER THE MICRO-PURCHASE THRESHOLD (BELOW $2500)

Place order directly with contractor for the item that best meets your needs

ORDERS OVER THE MICRO-PURCHASE THRESHOLD (ABOVE $2500)

To ensure a "Best Value" determination is made, as required by FAR 8.404:

- Review the GSA *Advantage!®* online electronic ordering system

  -or-

- Review 3 Schedule price lists
- Select the Best Value (consider price plus administrative costs)
- Place order directly with contractor

WHEN DETERMINING WHAT IS A "BEST VALUE" YOU MAY CONSIDER THE FOLLOWING

- Special features of the supply/service are required but not provided by a comparable supply/service
- Trade-in considerations
- Probable life of the item selected compared to that of a comparable item
- Warranty considerations
- Maintenance availability
- Past performance
- Environmental and energy efficiency considerations
- Place order directly with contractor

Documentation

Minimum documentation is generally all that is required. Additional documentation is necessary when requirement is defined to a particular brand name and only for orders exceeding the micro-purchase threshold.

TEL: 703.605.9200

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SIMPLIFIED ORDERING PROCEDURES

Orders exceeding the maximum order threshold:

(**Note:** This dollar figure will vary from contract to contract.)

FAR 8.404(b)(3) provides new guidelines for orders exceeding the maximum order threshold.

In addition to following the ordering procedures for orders above the micro-purchase threshold, ordering offices shall—

1. Review additional Schedule contractors' catalogs/price lists or use the GSA ***Advantage!®*** online shopping service.
2. Based upon the initial evaluation, seek price reductions from the Schedule contractor(s) appearing to provide the best value (considering price and other factors); and
3. After price reductions have been sought, place the order with the Schedule contractor that provides the best value and results in the lowest overall cost alternative. If further price reductions are not offered, an order may still be placed if the order determines that it is appropriate.

IMPORTANT

If you are placing an order with a Multiple Award Schedule contractor (especially if you're using the government wide commercial purchase card), please ...

Let contractors know you're a federal customer. Ask the contractor for the GSA Contract Number and contract price. Be sure to cite the contract number on your purchasing documents.

EXPRESS DESK

GSA Express Desk is a fax based ordering tool for GSA's National Furniture Center. To improve the ease of ordering for our customers and to reduce the administrative costs of processing multiple requisitions, the National Furniture Center offers an express ordering option. Customers simply fax their orders to a dedicated fax machine. Multiple line items can be consolidated under a single requisition by simply attaching a bill of materials with the requisition. Upon receipt of the complete ordering information, we place a delivery order. It's fast and simple, and has the value-added service of enabling related orders to be managed as projects (i.e. scheduling carpet delivery and installation before furniture is delivered).

Fax Your Order to: (877) 240-6453

Phone: (703) 605-9200 ***E-mail:*** express.desk@gsa.gov ***Attention:*** Express Desk

Include:

- Item Description
- Quantity
- FEDSTRIP/MILSTRIP Requisition Number
- Customer Point of Contact: Phone, FAX, Internet Address (if available)
- Manufacturer/Supplier
- GSA Contract Number(s)
- Picture of the Item (if available)
- Best Value Recommendation Sheet **(attached)**
- Price
- Part Number, Model, NSN
- MIPR (DOD only)
- Color, Fabric, Finish

Multiple line items can be consolidated under a single requisition. Simply attach a bill of materials (product list for each contract) with your requisition. A separate requisition is needed for each contract number.

GSA's National Furniture Center Will:

- Acknowledge receipt of the order
- Follow-up with the customer to ensure customer satisfaction!

MULTIPLE AWARD SCHEDULE
BEST VALUE DETERMINATION GUIDELINES FOR SUPPLIES/PRODUCTS AND SERVICES NOT REQUIRING A STATEMENT OF WORK

(Schedule Purchases are subject to FAR 8.4)

In accordance with FAR 8.405-1, you must make a best value determination (BVD) before placing Multiple Award Schedule orders above the micro-purchase threshold (currently $3,000).

- For orders over $3,000, but under the Maximum Order Threshold (MO), review GSA *Advantage!*® or at least 3 contract price lists (FAR 8.405-1(c)).
- For orders over the MO, review additional price lists/GSA *Advantage!*®, and seek additional price reductions from the schedule contractor(s) considered to offer the best value (FAR 8.405-1(d)).
- Orders over $100,000 will require preparation of a written acquisition plan which will require additional information and time before issuance of the order (FAR 8.404(c)(1)).

REQUISITION NUMBER(S) and/or MIPR number: _____

NSN(s) or brief description: _____

NAME and CONTRACT NUMBER of contractor who offers the BEST VALUE: _____

List the 3 or more contractors' names, contract numbers and business size for the contracts you reviewed. Provide copies of all price quotations, GSA *Advantage!*® printouts or contract price lists reviewed.

1. _____
2. _____
3. _____

Yes No

☐ ☐ Is the requirement in excess of the Maximum Order Threshold? If "Yes", list the contractors' names, contract numbers and business size below for the additional contracts you reviewed:

_____

_____

When you sought additional price reductions, were they received? Yes ☐ No ☐

☐ ☐ Is installation, site preparation, design or ancillary services included in this project? If "Yes", be sure that the installation, site preparation, design or ancillary services are included as separate line items in each quote.

☐ ☐ Are you selecting the lowest priced item? If "No", indicate in addition to price, the other factors considered in your BVD:

- ☐ Special Features
- ☐ Trade-in Considerations
- ☐ Past performance/experience
- ☐ Maintenance availability
- ☐ Comfort/suitability of item
- ☐ Delivery time
- ☐ Technical qualifications
- ☐ Warranty considerations
- ☐ Probable life of item selected compared with that of a comparable item
- ☐ Environmental considerations – e.g. recycled content, naturally renewable ingredients, bio-based content, energy efficiency, etc. (See Executive Order 13101)
- ☐ Other (specify): _____

A narrative justification for each box checked above for other than low price selection must be attached. Describe the evaluation factor, how the awardee's offer met or exceeded the standard for each factor, and why the higher priced quote represents the best value to the Government.

Yes No

☐ ☐ Is this requirement anticipated to be a sole source procurement? If so, attach a fully supported sole source justification in accordance with FAR 8.405-6.

If this purchase is for a specific project, cite project code and project begin and end dates: _____

This purchase is made in accordance with 40 U.S.C. 501.

SUBMITTING OFFICIAL

In accordance with FAR 8.404(b), all agency specific regulations and statutes applicable to this purchase are attached. I have reviewed the findings and documentation attached and I have affirmatively determined them to be complete and accurate.

Signature: _____ Title: _____ Date: _____

Phone: _____ Email: _____

FSS CONTRACTING OFFICER

I have reviewed the agency findings and documentation supplied and I have affirmatively determined them to be in the best interest and of the best value to the Government.

Signature: _____ Title: _____ Date: _____

MULTIPLE AWARD SCHEDULE
BEST VALUE DETERMINATION GUIDELINES FOR SERVICES REQUIRING A STATEMENT OF WORK

(Schedule Purchases are subject to FAR 8.4)

In accordance with FAR 8.4, you must make a best value determination (BVD) before placing Multiple Award Schedule orders above the micro-purchase threshold (MPT) for services requiring a statement of work. The MPT for services is $2,500 for services covered by the Services Contract Act (SCA), which are generally non-professional services, and $3,000 for other services.

- For orders over the MPT: 1) Prepare Statement of Work (SOW); 2) issue RFQ (including SOW and evaluation criteria) to at least 3 schedule contractors; and 3) request firm fixed prices to perform services. (FAR 8.405-2(c)(2)).
- For orders over the MO; provide the RFQ to additional contractors; seek price reductions. (FAR 8.405-2(c)(3)).
- Orders over $100,000 will require preparation of a written acquisition plan which will require additional information and time before issuance of the order. (FAR 8.404(c)(1)).

REQUISITION NUMBER(S) and/or MIPR number: _____

ATTACH Statement of Work and Evaluation Criteria.

Note: In developing evaluation criteria, consider the following and attach a written justification supporting your best value determination and award.

1. Specialized requirements
2. Delivery schedule
3. Plan of accomplishments
4. Past performance/experience
5. Technical qualifications
6. Qualifications of key personnel
7. Other (specify) _____

NAME and CONTRACT NUMBER of Vendor who offers the BEST VALUE: _____

List the 3 or more contractors' names, contract numbers and business size for the contractors to whom you sent the RFQ. Provide copies of all price quotations.

1. _____
2. _____
3. _____

Yes	No	
☐	☐	Is the requirement in excess of the Maximum Order? If "Yes", list the contractors' names, contract numbers and business size for the additional contracts you reviewed: 1. _____ 2. _____
☐	☐	When you sought additional price reductions, were they received?
☐	☐	Is this requirement anticipated to be a sole source procurement? If so, attach a fully supported sole source justification in accordance with FAR 8.405-6.

If this purchase is for a specific project, cite project code and project begin and end dates: _____

This purchase is made in accordance with 40 U.S.C. 501,

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FSS CONTRACTING OFFICER

I have reviewed the agency findings and documentation supplied and I have affirmatively determined them to be in the best interest and of the best value to the Government.

Signature: _____ Title: _____ Date: _____

ONLINE TOOLS

Just as carpenters or plumbers have tool belts to help them accomplish their goals quickly and easily, federal procurement professionals have a tool chest at their fingertips – GSA. GSA offers numerous power tools for smarter, less expensive contracting and buying.

To make buying furniture quicker and easier, GSA has developed several mechanisms for you to use when searching and choosing the furniture and furnishings for your organization. You have the option of surfing the net to find information about furniture and furnishings; or, to point, click and shop with our online cyber mall. You also have the traditional technology of faxing your orders and having the assurance that they will be placed.

At GSA, we see the Internet as a golden opportunity to improve ourselves by bringing our products and services closer to you – our customer. Because of our desire to bring you the best, we have created the **GSA *Advantage!*®** Online Shopping Service and Schedules e-Library.

GSA *Advantage!*®
www.gsaadvantage.gov

The **GSA *Advantage!*®** Online Shopping Service is an Internet acquisition solution for the entire federal government – bringing you the ability to purchase a world of products and services directly from your desktop PC.

GSA ***Advantage!*®** is a fast and convenient shopping system that is quickly becoming the hottest shopping Web site in the government. GSA ***Advantage!*®** has been named one of the "Best Feds on the Web" and has received several prestigious awards including, the Federal Technology Leadership Award which

ONLINE TOOLS

was presented by Government Executive Magazine, and has also been recognized by the Computer World Smithsonian Award Program for innovative technology in the workplace.

www.gsa.gov/elibrary

The Schedules e-Library is your source for the latest GSA Schedules contract award information! Customers have a centralized source for researching GSA Schedules 24 hours a day! Schedules e-Library contains basic ordering guidelines, complete Schedule listings, and a powerful search engine which allows you to search by keyword text, Schedule number, special item number (SIN), contractor name and contract number. The Schedules e-Library is updated daily to provide you with the latest award information.

Check out these and all of the advantages of GSA

www.gsa.gov

TEL: 703.605.9200

FAX: 877.240.6453

A GUIDE TO MIPRing FUNDS

A Military Interdepartmental Purchase Request (MIPR) allows military agencies the opportunity to obligate funds from a Finance and Accounting Office to federal agencies for the purpose of purchasing products and services. Frequently, military services either have funds that need to be committed against a fiscal year for a known requirement or they receive last minute funding to support a mission's critical needs. MIPRs are ideal for these circumstances. Funds may be obligated and product requirements can be provided anytime during the duration of the project.

Benefits of Using a MIPR

- Funds can be obligated for up to a five-year period as long as a requirement exists
- Allows customers to obligate funds for the start or completion of specific projects
- Customers specify items as required by the FAR
- Hands-on order processing and tracking of the procurement
- Ideal for high-dollar, long-term projects requiring multiple years to complete
- Converted to single-line item format for entry using MILSTRIP data

Completing the MIPR Form

The DD448 form must be completed in full by the ordering activity. An agency's Finance and Accounting office should be the first reference for any questions.

www.gsa.gov/furniture

A GUIDE TO MIPRing FUNDS

Block 5 MIPR #
This number is assigned by your Accounting & Finance office. If one is not assigned then the NFC will supply one.

Block 7 To:
GSA, National Furniture Center
Attn: Accounts Management Division
2200 Crystal Drive, 5th Floor
Arlington, VA 22202
Attn: (Primary NFC representative you've been in contact with)

Block 9 Please provide the following:
- Point of contact, phone, fax, e-mail
- Line item acknowledging GSA 5% fee
- Line item acknowledging Transportation fee (if applicable)
- Two-digit Fund Code (*see definition below)
- Contractor name, address and contract number
- Dept. of Defense Activity Address Code (DoDAAC)
- Item description, quantity, unit of issue, estimated price, etc.
- For projects, please note whether Quote/Bill of Materials are attached
- Indicate whether funding is authorized under the Property Act (see FAR 8.4)

Block 11 Grand total, including GSA 5% fee

Block 13 Billing address. Please include Pay Office DoDAAC

Block 14 Accounting information supplied by agency's Finance & Accounting Dept.

*Fund Code:
The presence of the two-digit Fund Code tells GSA that you have specifically committed funds to pay for the materials ordered, and provides sufficient authority for the release of material and subsequent billing. The code is also useful for accounting purposes. When GSA prepares your billing statements, charges for each type of purchase will be grouped and subtotaled according to the fund code you used. This should help your financial and inventory management personnel to better maintain accountability.

Please include the following information with your MIPR

DD 448-2—
Acceptance of MIPR

Best Value
Recommendation Sheet
(available from NFC)

Quote/Bill of Materials
(if available)

Please contact GSA's National Furniture Center on (703) 605-9200 if you have questions or require additional information.

TEL: 703.605.9200

FAX: 877.240.6453

GSA

QUESTIONS & ANSWERS

Can the National Furniture Center provide "turnkey" assistance on large projects for various types of furniture including systems furniture, conventional office and conference room, classroom, and residential/dormitory furniture?

You bet! The National Furniture Center has more than 15 years of experience in procuring, coordinating and administering projects for systems furniture, collateral furniture, floor coverings and related furnishings. The expertise in furniture procurement and the capability in project management available through the NFC are unparalleled in the U.S. government. Satisfied customers include: U.S. Courts, Department of Defense, Internal Revenue Service, National Partnership for the Reinvention of Government and more!

Would my federal agency personnel work with a single point of contact or with several individuals representing the various parts of GSA?

Our solutions are designed around a customer's needs. GSA can deliver a completely integrated solution, from construction and IT integration to the finishing touches on accessorizing your space. GSA will coordinate projects with a single point of contact.

What sort of timeframe is required for a multi-phased procurement for furniture products?

We have in-depth experience on multi-year projects with incremental funding. We also have experience in leasing furniture and lease-to-purchase programs. Procurements for systems furniture generally require six to nine months lead time.

QUESTIONS & ANSWERS

Procurements for conventional office and household furniture generally require nine months; however, timeframes will be established to meet your federal agency's specific requirements and objectives.

If initial space planning has been done, how is that coordinated so we do not pay for duplicate design services?

The NFC, working closely with you, will identify your agency's specific design requirements. The selected manufacturer is responsible for converting your agency's generic space plans and prototypicals into the manufacturer's specific contract product. The number of hours required to perform this service varies depending on the accuracy of the agency-provided space plan and its level of development.

Who maintains quality control on the furniture as shipments are received and during the installation process?

In the case of "turnkey" projects, the successfully contracted manufacturer is responsible for receipt and inspection of the product as it is received and installed. Your acceptance of the furniture does not take place until the installation is complete and to your project manager's satisfaction. Your agency's specific customer requirements and agendas will be accommodated as required.

TEL: 703.605.9200
FAX: 877.240.6453

QUESTIONS & ANSWERS

How does the NFC coordinate the receipt and installation of furniture needs with construction and renovation requirements?

Installation of furniture is coordinated and scheduled to coincide with the completion of construction at the project site. Installation is phased according to your specific agency requirements. Coordination will be through GSA with your concurrence as the requisitioning agency.

Is the Federal Prison Industries (Unicor) a mandatory source?

According to the FAR, purchases from the Federal Prison Industries (FPI) are not mandatory and a waiver is not required if 1) The contracting officer makes a determination that the FPI item of supply is not comparable to supplies available from the private sector that best meet the government's needs in terms of price, quality and time of delivery; and 2) The item is acquired in accordance with 8.602(a)(4). Please refer to Far 8.602 for more information.

For more information, please call Marcelles Barr on (703) 605-9173.

KEY CONTACTS

Visit us on the Web at **www.gsa.gov/furniture**

Customer Help Line		(703) 605-9200
Systems Furniture	Juanita Blassingame	(703) 605-9176
Office Furniture	Helen Zivkoviche Glenda Lambert	(703) 605-9293 (703) 605-9236
Household & Quarters Furniture	Marcelles Barr	(703) 605-9173
Furnishings	Patricia Longo	(215) 446-5021
Floor Coverings	Darlene Walsh	(703) 605-9281
Communications Equipment	Jim Concannon	(215) 446-5020
Project Management	Terri Coley	(703) 605-9288
Special Use Furniture	Marcelles Barr	(703) 605-9173
Security Equipment	Jim Concannon	(215) 446-5020
Comprehensive Furniture Management Services	Terri Coley	(703) 605-9288
Packaged Room	Darlene Walsh	(703) 605-9281
Packaged Office	Helen Zivkoviche Glenda Lambert	(703) 605-9293 (703) 605-9236
Packaged Healthcare Program	Darlene Walsh	(703) 605-9281
Office Equipment	Joanne Viola	(703) 605-9279
Sports, Promotional, Outdoor	Monica Gormley	(215) 446-5087

TEL: 703.605.9200

FAX: 877.240.6453

GSA

Smarter Solutions

U.S. General Services Administration
National Furniture Center
2200 Crystal Drive
Suite 400
Arlington, VA 22202
www.gsa.gov/furniture

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