

# Comprehensive Furniture Management Services

Contract No. TXMAS-11-7111K040

Contract Period 08/12/11 through 01/13/20

Wittigs Office Interiors – San Antonio Texas

# WITTIGS

## **Contract TXMAS-11-7111K040**

TX712 1 Project Management (Furniture/Furnishings Related)

TX712 2 Assets management (Furniture/Furnishings Related)

TX712 3 Reconfiguration/Relocation/Installation Management (Furniture and Furniture Related)

TX712 4 Furniture Design/Layout

TX712 6 Assets Maintenance (Furniture and Furniture Related)

TX712 97 Ancillary Repair and Alterations

## **Pricing and Position Detail**

### **TX712 1 Project Management (Furniture/Furnishings Related)**

Labor/Position Category                      Unit      TXMAS Rate

Managing Principal	Hour	\$85.64
Design Manager	Hour	\$65.49
Project Manager	Hour	\$65.49
Project Designer	Hour	\$60.45
Project Coordinator	Hour	\$55.42
Admin. Assistant	Hour	\$28.21

### **TX712 2 Assets management (Furniture/Furnishings Related)**

Labor/Position Category                      Unit      TXMAS Rate

Design Manager	Hour	\$65.49
Project Manager	Hour	\$65.49
Project Designer	Hour	\$60.45
Project Coordinator	Hour	\$55.42
Designer	Hour	\$50.38
Warehouse Manager	Hour	\$40.30
Admin. Assistant	Hour	\$28.21
Lead Installer	Hour	\$40.30
Installer	Hour	\$36.27

### **TX712 3 Reconfiguration/Relocation/Installation Management (Furniture and Furniture Related)**

Labor/Position Category                      Unit      TXMAS Rate

Design Manager	Hour	\$65.49
Project Manager	Hour	\$65.49
Project Designer	Hour	\$60.45
Project Coordinator	Hour	\$55.42
Designer	Hour	\$50.38
Warehouse Manager	Hour	\$40.30
Admin. Assistant	Hour	\$28.21
Lead Installer	Hour	\$40.30
Installer	Hour	\$36.27

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## TX712 4 Furniture Design/Layout

Labor/Position Category                      Unit      TXMAS Rate

Managing Principal	Hour	\$85.64
Design Manager	Hour	\$65.49
Project Manager	Hour	\$65.49
Project Designer	Hour	\$60.45
Project Coordinator	Hour	\$55.42
Designer	Hour	\$50.38
Admin. Assistant	Hour	\$28.21

## TX712 6 Assets Maintenance (Furniture/Furnishings Related)

Labor/Position Category                      Unit      TXMAS Rate

Project Manager	Hour	\$65.49
Project Coordinator	Hour	\$55.42
Warehouse Manager	Hour	\$40.30
Admin. Assistant	Hour	\$28.21
Lead Installer	Hour	\$40.30
Installer	Hour	\$36.27

## TX712 97 Ancillary Repair and Alterations

Labor/Position Category                      Unit      TXMAS Rate

Design Manager	Hour	\$65.49
Project Manager	Hour	\$65.49
Project Designer	Hour	\$60.45
Project Coordinator	Hour	\$55.42
Designer	Hour	\$50.38
Warehouse Manager	Hour	\$40.30
Admin. Assistant	Hour	\$28.21
Lead Installer	Hour	\$40.30
Installer	Hour	\$36.27

## Customer Information

- 1b. Identification of the lowest priced model number and lowest unit price for that model for each special item number awarded in the contract. **N/A**
- 1c. Description of corresponding commercial job titles, experience, functional responsibilities, and education for those types of employees: **See "Labor Categories Defined" this document**
2. Maximum Order: **\$500,000 per Single Order**
3. Minimum Order: **\$100.00**

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4. Geographic Coverage (Delivery Area): **United States, Southern US, Texas**
  5. Points(s) of production (city, county, and State of foreign country): **N/A**
  6. Discount from list prices of statement of net price: **N/A**
  7. Quantity discount: **N/A**
  8. Prompt Payment terms: **N/A**
  - 9a. Government purchase cards are accepted up to the micro-purchase threshold: **Yes**
  - 9b. Notification whether Government purchase cards are accepted above the micro-purchase threshold: **Yes**
  10. Foreign items (list items by country of origin): **N/A**
  - 11a. Time of Delivery: **30 Days ARO**
  - 11b. Expedited Delivery: **TBD**
  - 11c. Overnight and 2-day delivery: **N/A**
  - 11d. Urgent Requirements: **TBD**
  12. F.O.B. Point(s): **N/A**
  13. Ordering address: **Wittigs Office Interiors Inc.  
2013 Broadway  
San Antonio, Texas 78215**
  14. Payment address: **Wittigs Office Interiors Inc.  
2013 Broadway  
San Antonio, Texas 78215**
  15. Warranty provision: **All workmanship will meet or exceed quality standards normal in the industry.**
  16. Export packing charges, if applicable: **N/A**
  17. Terms and conditions of Government purchase card acceptance: **Thresholds at or above the micro-purchase level**
  18. Terms and conditions of rental: **TBD**
  19. Terms and conditions of installation: **N/A**
  20. Terms and conditions of repair parts: **N/A**
  - 20a. Terms and conditions for any other services: **N/A**

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21. List of service and distribution points: **N/A**
22. List of participating dealers: **N/A**
23. Preventive maintenance: **N/A**
24. Special attributes: **N/A**
25. Data Universal Number System (DUNS) number: **027070390**  
(TIN) number: **741738383**; CAGE/NCAGE Code: **0XEF5**
26. Notification regarding registration in Central Contractor Registration (CCR) database: Valid until **2/20/2012**

## Labor Categories Defined

These descriptions serve as a summary of job responsibilities and are not all-inclusive. We attribute our success over the last 60 years to a strong business plan and our continuous commitment to our customers. We are proud of the high standards we set for ourselves, which are reflected in the work we do and the level of customer satisfaction we enjoy. As we continue to grow, our growth will be based on our founding principles: Integrity, Service and Value.

### Managing Principal

Experience and Education	Functional Responsibilities
<ul style="list-style-type: none"><li>• 8-10 years of project management and management responsibilities</li><li>• Accounting experience with budgets, cost accounting, forecasts, spreadsheets and customer relations</li><li>• Computer application skills and proficiency with a computer and networks</li><li>• Skill with project management software</li><li>• Professional communication and presentation ability</li><li>• Time management training</li><li>• Comprehension of architectural, mechanical and electrical plans and specification</li><li>• Minimum Education BA/BS</li></ul>	<ul style="list-style-type: none"><li>• Analyze operations, make recommendations for changes to increase efficiency and deduce complexity, manage and implement changes.</li><li>• Using Administrations systems, coordinate and review budgets</li><li>• Review weekly sales and project reports to understand forecasting and cash flow</li><li>• Communicate with installation and Design Managers in the job costing process on all corporate and TXMAS accounts, reviewing the results weekly with purchasing and accounting</li><li>• Conduct weekly team meeting to ensure profitability, timeliness and customer satisfaction</li></ul>

### Design Manager

Experience and Education	Functional Responsibilities
<ul style="list-style-type: none"><li>• Leadership ability</li><li>• Time management understanding</li><li>• Proven organizational skills</li><li>• Registered as an Interior Designer</li></ul>	<ul style="list-style-type: none"><li>• Provide direct oversight for all interior design in support of projects and designers</li><li>• Prepares, maintains and manages the design project schedule</li><li>• Prepares project specification drawings</li></ul>

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<ul style="list-style-type: none"> <li>• Proven ability to read, analyze and measure prints</li> <li>• CAD proficient</li> <li>• High Design coordination</li> <li>• Knowledge and extensive experience of open office planning</li> <li>• Ability to create and present ideas and presentations</li> <li>• Ability to estimate costs associated with technical tasks and products</li> <li>• Working knowledge in all phases of design, drafting</li> <li>• Thorough Knowledge of furniture, interior building materials and finishes.</li> <li>• Excellent understanding of electrical plans and specifications to assure coordination of same with interiors</li> <li>• Excellent communication skill needed to convey design concepts to other designers, clients and project management</li> <li>• Minimum education – BA/BS in interior design or architecture. Or with min 10 years experience in design</li> </ul>	<ul style="list-style-type: none"> <li>• and double checks others</li> <li>• Prepares project specific drawings</li> <li>• Review drawings with sales and management team</li> <li>• Ensures accuracy of specifications, completeness of information and product specification not only for their work but those of the design department</li> <li>• Selection of wall and panel coverings for customers and assisting installers and lead installers in the installation intent</li> <li>• Prepare a schedule (SIF) and specifications, as required of furniture and finishes in layout providing necessary model identification information</li> <li>• Lead team meetings to review and evaluate design standards, furniture solutions and budgets</li> <li>• Lead in dealer/client conferences regarding floor plan layout and color selections.</li> </ul>
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## Project Manager

Experience and Education	Functional Responsibilities
<ul style="list-style-type: none"> <li>• At Least 5-7 years of project management experience managing multiple large-scale, cross function projects from a business/functional perspective</li> <li>• Leadership ability</li> <li>• Time management understanding</li> <li>• Proven organizational skills</li> <li>• Project management experience using structured methodology, practices and tools</li> <li>• Experience demonstrating ability to complete large-scale projects/programs on time and on budget</li> <li>• Sales support experience</li> <li>• Comfort in directing executive management in business process as well as in gaining consensus from business stakeholders</li> <li>• Proven ability to work in fast paced, self-directed environments</li> <li>• Proficiency in various software programs and technologies</li> <li>• Minimum Education: BA/ BS or 5-8</li> </ul>	<ul style="list-style-type: none"> <li>• Verifies scope of work definition for assigned projects and ensures that the executed contract document accurately reflect what is portrayed in the commercial quotation. Appropriately and proactively manages any contractual issues, which represent financial risk</li> <li>• Plans, organizes and directs all system installations, procurement follow-up, design engineering changes for an assigned project</li> <li>• Manages revenue, costs and gross margin against cost estimate for the assigned project</li> <li>• Establishes customer relationship at appropriate level and manages expectations related to scope, price and schedule</li> <li>• Provides periodic and frequent project status and financial reporting for upper management and client</li> <li>• Oversees the timely invoicing for an assigned project and personally reviews</li> </ul>

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experience in installation and project management	customer invoices.
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## Project Coordinator

Experience and Education	Functional Responsibilities
<ul style="list-style-type: none"> <li>At Least 2-5 years of project management experience managing multiple large-scale, cross function projects from a business/functional perspective</li> <li>Time management understanding</li> <li>Proven organizational skills</li> <li>Project management experience using structured methodology, practices and tools</li> <li>Experience demonstrating ability to complete small-scale projects/programs on time and on budget</li> <li>Comfort in directing executive management in business process as well as in gaining consensus from business stakeholders</li> <li>Strong work ethic and proven track record of results</li> <li>Proven ability to work in fast paced, self-directed environments</li> <li>Proficiency in various software programs and technologies</li> <li>Minimum Education: BA/ BS or 2-5 years experience in installation and project management</li> </ul>	<ul style="list-style-type: none"> <li>Verifies scope of work definition for assigned projects and ensures that the executed contract document accurately reflect what is portrayed in the quotation. Appropriately and proactively manages any contractual issues, which represent financial risk</li> <li>Plans, organizes and directs all system installations, procurement follow-up, design engineering changes for an assigned project</li> <li>Manages revenue, costs and gross margin against cost estimate for the assigned project</li> <li>Directs and oversees field supervisor of all installation/retrofit work on assigned projects</li> <li>Provides periodic and frequent project status and financial reporting for upper management and client</li> <li>Oversees the timely invoicing for an assigned project and personally reviews customer invoices</li> <li>Plans and justifies expenditure of manpower, equipment, tools and other appropriate resources for effective and timely execution of assigned work</li> </ul>

## Project Designer

Experience and Education	Functional Responsibilities
<ul style="list-style-type: none"> <li>Leadership ability</li> <li>Time management understanding</li> <li>Proven organizational skills</li> <li>Proven ability to read, analyze and measure prints</li> <li>CAD proficient</li> <li>High design coordination</li> <li>Knowledge and experience of open office planning</li> <li>Ability to create and present ideas and presentations</li> <li>Ability to estimate costs associated with</li> </ul>	<ul style="list-style-type: none"> <li>Provide direct oversight for all interior design in support of projects and designers</li> <li>Prepares, maintains and manages the design project schedule</li> <li>Prepares project specification drawings and double checks others</li> <li>Prepares project specific drawings</li> <li>Review drawings with sales and management team</li> <li>Ensures accuracy of specifications, completeness of information and product specification not only for their work but</li> </ul>

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<p>technical tasks and products</p> <ul style="list-style-type: none"> <li>• Working knowledge in all phases of design, drafting</li> <li>• Thorough knowledge of furniture, interior building materials and finishes.</li> <li>• Excellent understanding of electrical plans and specifications to assure coordination of same with interiors</li> <li>• Excellent communication skill needed to convey design concepts to other designers, clients and project management</li> <li>• Proven organizational skills</li> <li>• Project management experience using structured methodology, practices and tools</li> <li>• Experience demonstrating ability to complete large-scale projects/programs on time and on budget</li> <li>• Comfort in directing executive management in business process as well as in gaining consensus from business stakeholders</li> <li>• Minimum education – BA/BS in interior design or architecture. Or with min 5-8 years experience in design</li> </ul>	<p>those of the design department</p> <ul style="list-style-type: none"> <li>• Selection of wall and panel coverings for customers and assisting installers and lead installers in the installation intent</li> <li>• Prepare a schedule (SIF) and specifications, as required of furniture and finishes in layout providing necessary model identification information</li> <li>• Lead team meetings to review and evaluate design standards, furniture solutions and budgets</li> <li>• Lead in dealer/client conferences regarding floor plan layout and color selections.</li> <li>• Establishes customer relationship at appropriate level and manages expectations related to scope, design and schedule</li> <li>• Provides periodic and frequent design status and financial reporting for upper management and client</li> </ul>
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## Designer

Experience and Education	Functional Responsibilities
<ul style="list-style-type: none"> <li>• Time management understanding</li> <li>• Organizational skills</li> <li>• Proven ability to read, analyze and measure prints</li> <li>• CAD proficient</li> <li>• Design coordination</li> <li>• Knowledge of open office planning</li> <li>• Ability to create and present ideas</li> <li>• Working knowledge in all phases of design, drafting</li> <li>• Knowledge of furniture, interior building materials and finishes.</li> <li>• Understanding of electrical plans and specifications to assure coordination of same with interiors</li> <li>• Good communication skill needed to convey design concepts to other designers, clients and management</li> <li>• Minimum education – BA/BS/Assoc in interior design or architecture. Or with min 2 years experience in design</li> </ul>	<ul style="list-style-type: none"> <li>• Prepares project specification drawings and double checks own work</li> <li>• Prepares project specific drawings</li> <li>• Review drawings with Design Manager</li> <li>• Ensures accuracy of specifications, completeness of information and product specification</li> <li>• Prepare a schedule (SIF) and specifications, as required of furniture and finishes in layout providing necessary model identification information</li> <li>• Attend team meetings to review and evaluate design standards, furniture solutions and budgets</li> <li>• Support dealer/client conferences regarding floor plan layout and color selections.</li> </ul>

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## Warehouse Manager

Experience and Education	Functional Responsibilities
<ul style="list-style-type: none"><li>• Leadership ability</li><li>• Time management understanding</li><li>• Proven organizational skills</li><li>• Minimum experience, 2 years warehouse management and product knowledge</li><li>• Understanding of installation and services needs of client and core business</li><li>• Computer ability to support asset management and administration systems</li><li>• Minimum education – High School and a min 5-8 years experience in warehousing</li></ul>	<ul style="list-style-type: none"><li>• Supervise, maintain and monitor everyday operations of the warehouse</li><li>• Assist with administrative tasks involved with the receiving, storing, shipping and documenting of all products received and shipped. Develop customer satisfaction and profit in all warehouse operations</li><li>• Monitor day to day operations of the warehouse including deliveries, shipments, receiving and storing all shipments and preparation of related documentation and automation</li><li>• Be available for loading and unloading of outgoing installations. To include the inspection of all product for damage and quality</li><li>• Communicate weekly with management on all warranty and freight issues as it relates to installation schedules</li><li>• Update scheduling and act as a direct point of contact for sales and operations</li></ul>

## Admin. Assistant

Experience and Education	Functional Responsibilities
<ul style="list-style-type: none"><li>• 1-3 years of office or accounting management responsibilities</li><li>• Accounting management experience with budgets, cost accounting, forecasts, customer and vendor contacts, spreadsheet reports and customer service</li><li>• Professional computer application skills and proficiency in the use of Microsoft Office, time-management software and accounting software</li><li>• Proficiency in project management and space planning software is desirable</li><li>• Professional communication skills</li><li>• Accuracy</li><li>• Minimum education Assoc/BA in Accounting, Business Management preferred</li></ul>	<ul style="list-style-type: none"><li>• Keep all filing and communications for the projects and clients</li><li>• Keep office organized</li><li>• Using administration software to prepare budgets and proposals for clients</li><li>• Manage and control cost</li><li>• Communicate with installation, PM and Design Managers in the job costing process on all accounts</li><li>• Update and manage the weekly, monthly, quarterly reports for clients and management</li></ul>

## Lead Installer

Experience and Education	Functional Responsibilities
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<ul style="list-style-type: none"> <li>• 5 years technical and structural experience in furniture systems.</li> <li>• Excellent customer relations background</li> <li>• High school with 5 years of more of technical training</li> </ul>	<ul style="list-style-type: none"> <li>• Attend all installation meetings as set by Operations</li> <li>• Maintain tool inventory and keep in good repair</li> <li>• Responsible for safety of installers at job site</li> <li>• Responsible for correctness of time sheet and that of the installation team</li> <li>• Responsible for correct documentation and name badges for self an installation team</li> <li>• Responsible for timely deliveries and installations. If delay encountered responsible for contacting the client an notifying Project Manager</li> <li>• Maintain Installation standards and procedures</li> <li>• Attending manufacture and internal training as assigned</li> <li>• Availability for travel</li> </ul>
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## Installer

Experience and Education	Functional Responsibilities
<ul style="list-style-type: none"> <li>• 1-2 years technical and structural experience in furniture systems.</li> <li>• Good customer relations background</li> <li>• High school with industrial courses in safety and product application</li> </ul>	<ul style="list-style-type: none"> <li>• Attend all installation meetings as set by Operations</li> <li>• Maintain tool inventory and keep in good repair</li> <li>• Responsible for correctness of personal time sheet</li> <li>• Responsible for correct documentation and name badges on job site</li> <li>• Responsible for timely deliveries and installations</li> <li>• Maintain Installation standards and procedures</li> <li>• Attending manufacture and internal training as assigned</li> <li>• Availability for travel</li> </ul>

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