

General Services Administration
Federal Supply Service
Authorized Federal Supply Schedule Price List

Schedule 71 II K
Comprehensive Furniture Management Services



MANAGEMENT ALTERNATIVES INC.

Contract No. GS-29F-0017N

March 11, 2003 to March 11, 2008
with three, five-year options



Point of Contact:

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SIN 712-1 Project Management:

Services include comprehensive support for the design, reconfiguration, relocation, and increasing/downsizing of office spaces and similar facilities. Services may include, but are not limited to:

- Developing project management plans and implementation strategies.
- Working as a partner with the customer organization to manage the interior design process to ensure it meets their requirements.
- Developing and managing the phasing of the reconfiguration project.
- Assisting in the preparation of budget requirements for the acquisition, delivery, and installation of furnishings and equipment.
- Orchestrating logistics of interior renovations and furniture installation.
- Overseeing all deliveries and installations to ensure adherence to scope of work, installation standards, and accurate placement of furniture according to plan.



SIN 712-2 Asset Management:

Services include the development and/or implementation of asset management systems to monitor and track the customer agencies' furniture and equipment inventory. The services may include, but are not limited to:

- Designing and installing of a computer aided system to manage the customer's furniture and equipment inventory.
- Customizing a management system to meet recommended process improvements.
- Educating customer agency in the use and maintenance of the management system.
- Preparing a physical inventory of furniture and furnishings.
- Providing bar code services including developing bar code standards, bar coding individual items, and initiation of a bar code database.



SIN 712-3 Reconfiguration/Relocation Management:

Services include all the services for the reorganization and consolidation of existing facilities and/or the opening of new facilities. The services may include, but are not limited to:

- Developing work and relocation plans and schedules.
- Coordinating relocation plans and schedules with other professional, crafts, and trades persons.
- Verifying critical field dimensions prior to installation.
- Moving and installing
- Providing temporary and long-term warehousing for furniture and furnishings ensuring proper accountability of items in storage.

Please contact Inne Kim at (202) 216-5751 or ikim@mgmt-alt.com with questions regarding pricing or ordering information.