



U.S. General Services Administration



GENERAL SERVICES ADMINISTRATION  
FEDERAL SUPPLY SERVICE  
AUTHORIZED FEDERAL SUPPLY SCHEDULE PRICELIST

On-line access to contract ordering information, terms and conditions, up-to-date pricing and the option to create an electronic delivery order is available through GSA Advantage!, a menu driven database system. The INTERNET address for GSA's Advantage is: <http://www.gsadvantage.gov>

COMPREHENSIVE FURNITURE MANAGEMENT SERVICES (CFMS) FSS GROUP 71, PART 2, SECTION K  
SINs 712-1, 712-2, 712-3, 712-4, 712-6

**CONTRACT NO. GS-29F-0030R**

For more information on ordering from Federal Supply Schedules click on the FSS Schedules button at <http://www.fss.gsa.gov>

**CONTRACT PERIOD:  
6/30/2005 to 6/29/2020**

**CONTRACTOR:**

MOI Inc.  
2923 Lord Baltimore Drive  
Baltimore, MD 21244  
CCR: 1998D043747

Phone: 410 265 5600  
Fax: 410 265 5699  
email: [info@moi.com](mailto:info@moi.com)  
Web Site: <http://www.MOII.com>

CAGE CODE: 04AD4  
FEIN: 52-1285474  
NAICS: 421210  
SIC: 2521; 2522  
DUNS: 10-1459402

INTERNAL CONTACTS: Order Placement – Brian Bates 443-780-2074  
Contract Administration – David Noel 443-780-2003

**BUSINESS SIZE: LARGE**

**CUSTOMER INFORMATION:**

**1. SPECIAL ITEM NUMBERS**

712-1 Project Management (Furniture/Furnishings Related)  
712-2 Asset Management  
712-3 Reconfiguration/Relocation Management -  
(Furniture/Furnishings Related)  
712-4 Furniture Design / Layout  
712-6 Assets Maintenance (Furniture / Furniture Related)

**2. MAXIMUM ORDER:**

712-1: \$500,000  
712-2: \$500,000  
712-3: \$500,000  
712-4: \$500,000  
712-6: \$500,000

**3. MINIMUM ORDER:**

None

**4. GEOGRAPHIC COVERAGE:**

Domestic United States and Territories

**5. POINTS OF PRODUCTION:**

Baltimore, Maryland ; Washington, DC ; Richmond, Virginia ; Virginia Beach, Virginia

**6. GSA DISCOUNT FROM LIST:**

Net

**7. QUANTITY DISCOUNTS:**

None

**8. PROMPT PAYMENT TERMS:**

Net 30 Days

**9. GOVERNMENT CREDIT CARD:**

Government credit cards will be accepted at or below the micro threshold amount.

**10. FOREIGN ITEMS:**

None

- 11a. TIME OF DELIVERY: As specified in each task order
- 11b. EXPEDITED DELIVERY: None
- 11c. OVERNIGHT AND 2<sup>ND</sup> DAY DELIVERY: None
- 11d. URGENT REQUIREMENTS: None
12. F.O.B. POINTS: Destination
13. ORDERING ADDRESS: MOI Inc.  
2923 Lord Baltimore Drive  
Baltimore, MD 21244
14. PAYMENT ADDRESS: MOI Inc.  
P.O. Box 826500  
Philadelphia, PA 19182-6800
15. WARRANTY: Standard commercial warranty
16. EXPORT PACKAGING CHARGES: Not applicable
17. GOVERNMENT CREDIT CARDS ACCEPTED: Government credit cards will be accepted at or below the micro threshold amount
18. TERMS & CONDITIONS FOR MAINTENANCE & REPAIR: Not applicable
19. INSTALLATION SERVICES: Per job based on Statement of Work (SOW) requirements
20. TERMS & CONDITIONS FOR MAINTENANCE & REPAIR: Not applicable
21. SERVICE & DISTRIBUTION POINTS: Not applicable
22. LIST OF PARTICIPATING DEALERS: Not applicable
23. PREVENTATIVE MAINTENANCE: Not applicable
24. SPECIAL ATTRIBUTES: Not applicable
25. DUNS: 10-1459402
26. SAM REGISTRATION: MOI, Inc. is registered in the SAM database





**GSA Approved Rates**

**SIN's 712-1 – Project Management**

<b><u>Labor Categories</u></b>	<b><u>GSA Net Hourly Rates</u></b>
Senior Project Manager	\$75.00
Project Manager	\$65.00

**SIN 712-2- Asset Management**

<b><u>Tasks</u></b>	<b><u>Per Unit</u></b>
Items Tracked in Inventory Software	piece (\$4.00)
Items Tracked out Inventory Software	piece (\$3.00)
Storage Price for Holding Inventory	piece (\$1.50)

**SIN 712-3- Reconfiguration/Relocation Management (Furniture/Furniture Related)**

<b><u>Labor Categories</u></b>	<b><u>GSA Net Hourly Rates</u></b>
Foreman	\$55.00
Foreman Overtime	\$82.50
Installer	\$50.00
Installer-Overtime	\$75.00
Truck Driver/Crew Leader/Foreman	\$52.50
Truck Driver/Crew Leader/Foreman Overtime	\$78.75

  

	<b><u>Per Unit</u></b>
Truck Usage for Box Truck	\$200.00/day
Box Truck Usage	\$200.00/day

**SIN 712-4 – Furniture Design/Layout**

<b><u>Labor Categories</u></b>	<b><u>GSA Net Hourly Rates</u></b>
Principal Designer	\$75.00
Staff Designer	\$65.00

**SIN 712-6 - Assets Maintenance (Furniture/Furniture Related)**

<b><u>Labor Categories</u></b>	<b><u>GSA Net Hourly Rates</u></b>
Furniture Technician Repair	\$62.00
Furniture Technician Repair-Overtime	\$93.00



## PERSONNEL POSITION DESCRIPTION

**Position:** *Senior Project Manager*

**Education:** High school

**Job Experience:** 5+ years' of experience Position

**Description:**

- Works closely with assigned Project Managers and their teams to help provide oversight on projects and team performance
- Provides training, guidance, and oversight to PM's on the team including participating in planning, pre-installation, construction, bid presentation and project planning meetings
- Oversees project planning including project timeliness and installation schedules
- All other duties listed under Project Manager below

**Position:** *Project Manager*

**Education:** High school

**Job Experience:** 2-4 years' of experience Position

**Description:**

- Coordinating initial project meetings with Sales and Design to review project scope and establish Project Control Documentation
- Review and verify specifications in conjunction with Design and Sales
- Identify, manage and review changes to project scope and timelines including impact on product and installation budget and timing of installation
- Management of manufacturer lead times to achieve project time lines
- Coordination of pre-installation meetings involving sales, design and installation personnel
- Regular status reports to the client/ in house personnel
- Coordination of all schedules for labor and materials with in-house personnel, subcontractors and outside agencies
- On-site management of the installation and review and closeout of punch list
- Ensure sign off by client on all design and delivery certificates
- Review returned delivery tickets, installation and service purchase orders for exceptions, damages, needed parts and incomplete work and resolve with clients and MOI team



**Position:** *Principle Designer*

**Education:** **Bachelors or Arts/ Bachelors of Science in Interior Design or related field**

**Job Experience:** **7+ years**

**Position Description:**

- Lead and formulate design solutions
- Attend construction meetings
- Creates computer generated 3D renderings
- Analytical project thinking and planning skills
- Formal presentation of design intent
- Assist the designated client team with selecting furniture finish schemes for allspaces
- Verify directly or with project manager site dimensions, pertinent architectural and mechanical features
- Develop/ Finalize drawings and space plans supporting furniture placementand specifications
- Provide project documentation in printed and electronicformats
- Coordinate and obtain plan approval by the client agency and itssubcomponents
- Incorporate CAD based drawings for building/ spaceshell
- Run associated bills of material from drawings, complete options and edit specifications in CAP to create final specification and transmit files to appropriately

**Position:** *Staff Designer*

**Education:** **Bachelors or Arts/ Bachelors of Science in Interior Design or related field**

**Job Experience:** **3-7 years**

**Position Description:**

- Formulate design solutions
- Assist the designated client team with selecting furniture finish schemes for allspaces
- Verify directly or with project manager site dimensions, pertinent architecturaland mechanical features
- Develop/ Finalize drawings and space plans supporting furniture placementand specifications
- Provide project documentation in printed and electronic formats
- Coordinate and obtain plan approval by the client agency and itssubcomponents
- Incorporate CAD based drawings for building/ spaceshell
- Run associated bills of material from drawings, complete options and edit specifications in CAP to create final specification and transmit files to appropriately

**Position:** *Driver/Crew Leader/Foreman*

**Education:** **High School Diploma**

**Job Experience:** **2-4 years' experience Driving Commercial Truck**

**Position Description:**

- Confirm correct contents for delivery
- Check truckload for security of product
- Delivery of product as confirmed on bill of lading paperwork
- Assist in off-load at final destination
- Obtain receiving sign-off and confirm condition of product at delivery
- Driver has supervisor responsibility at the installation site when a foreman is not present



**Position:** *Installation Foreman*

**Education:** **High School Diploma**

**Job Experience:** **4-6 years' experience in Furniture Installation**

**Position Description:**

- Manage onsite installation
- Review furniture installation drawings
- Establish installation plan and sequencing
- Oversee proper installation of product
- Assure proper conduct and professionalism of crew
- Report damages and missing product
- Inspect workmanship of installation crew
- Prepare daily report of progress

**Position:** *Installer*

**Education:** **High School Diploma**

**Job Experience:** **1+ year experience in Furniture Installation using hand and power tools**

**Position Description:**

- Unload product arriving at site
- Unbox and prepare furniture for installation
- Stage product for proper installation sequence
- Install furniture per furniture drawings
- Report any deficiencies
- Inspecting items and assigning conditions

**Position:** *Furniture Repair Technician*

**Education:** **High School Diploma**

**Job Experience:** **5 years' experience in Furniture Repair**

**Position Description:**

- Assess furniture that needs repair
- Determine corrective action needed for repair
- Color matching and blending of wood repair
- Knowledge in graining

