



FENS Associates, LLC

Company Overview

FENS Associates, LLC was formed in 1991 by its three co-founders who have utilized their combined experience with industry leaders to develop and maintain the level of technical services necessary to provide comprehensive furniture management services. As a company that has been successful selling furniture, design, project management, installation, and other services to the federal government for fourteen years, we fully understand the government marketplace.

FENS Associates, LLC currently has offices located in Massachusetts, Maryland, and Georgia. These offices are fully staffed with the appropriate personnel to accommodate any technical solution determined by the project specific needs. Currently, FENS Associates, LLC has over three hundred customers for whom we provide services. In addition, FENS Associates, LLC has managed both domestic and international projects.



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Our employees and service providers are extremely well trained. Product training includes new product feature benefits [i.e. ergonomics] as well as best utilization and function to fit client needs. We also understand the growing need for “green” environmentally friendly products. FENS Associates, LLC provides extensive training in the area of GSA contracts, including terms, conditions, protocols, pricing, and security issues.

Our company is a customer driven quality service organization that continuously reviews our internal and external processes for improvement. Quality is not just a program but rather is instilled in the corporate structure. Everyone in the organization is accountable for quality. Our business processes are designed to maximize customer satisfaction and exceed customer expectations on every project.

FENS Associates, LLC has office personnel, service providers and affiliates across the country. The entire company is structured to accept, administer, and manage numerous projects during the same time frame. We have numerous program managers, designers, installers, and other service providers located across the country who are trained to work with one another in various territories on multiple projects.



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FENS Associates, LLC currently represents a comprehensive listing of over forty manufacturers providing various project needs. Products provided by this list include:

- Office systems furniture
- Artwork
- Carpeting
- Lighting needs
- Office seating
- Auditorium seating
- Conference room furniture
- Movable Walls
- Break room furnishings
- Visual boards
- Training facilities
- Filing and storage
- Lockers
- Dormitory furnishings
- Dining halls
- Healthcare settings



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Services Summary

FENS Associates, LLC services to support the total “turnkey” solution include, but are not limited to:

- Design/ Layout
- Project Management
- Installation
- Reconfiguration
- Relocation
- Electrical
- HVAC
- Plumbing
- Interior Construction
- Data/ Cabling



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**GSA Solicitation
Comprehensive Furniture Management Services
71-II-K**

GSA Contract # GS-29F-0023R





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SIN #s Awarded

FENS Associates, LLC has been awarded the following SIN numbers under the Comprehensive Furniture Management Services Contract. Descriptions of the services included under each SIN are shown on following pages.

This enables your government agency to order furniture and services utilizing one purchase order. FENS Associates, LLC partners with many product manufacturers, utilizing Master Contractor Teaming Arrangements. This provides a total “turnkey” solution of products and services with one purchase order for your project.

Special Item Numbers [SIN#]:

- 712-1 Project Management
- 712-3 Reconfiguration / Relocation / Installation Management
- 712-4 Design / Layout
- 712-5 Packaged Environments





SIN 712-1: Project Management

Services include comprehensive management support for projects covering design, reconfiguration, relocation, and re-sizing of office spaces and similar facilities. Contractors shall work as a partner with the customer organizations to manage the projects to ensure they meet the customer requirements. Examples include:

- Development of project management plans and implementation strategies.
- Development, management, and coordination of project phasing.
- Identification of significant issues related to the project.
- Assistance in preparation of budget requirements for the design, acquisition, delivery and installation of furnishings and equipment.
- Management of interior design process.
- Ensuring compliance with applicable codes and regulations.
- Oversight of deliveries and installations to ensure adherence to scope of work, installation standards, and accurate placement of furniture according to plan.
- Management of logistics of interior renovations and furniture installation.
- Determination of feasibility of space forecasting and building analyses.





SIN 712-3: Reconfiguration / Relocation / Installation Management

Services include those required for reconfiguration or consolidation of existing facilities and the opening of new facilities. Moving services under this SIN are intended to be part of a total project solution that includes the purchase of new furniture. Services will be provided and completed with maximum cost efficiency and minimum business disruption. Examples include:

- Development of reconfiguration / relocation plans and schedules.
- Coordination of reconfiguration / relocation plans and schedules with other professional crafts and trades persons.
- Development of furniture, furnishings, and equipment inventories
- Oversight of furniture, furnishings, and equipment installations or reconfigurations.
- Deployment of employee transition guides and handbooks.
- Verification of critical field dimensions before installation.
- Installation, moving, disassembly and / or assembly of furniture and furnishings.
- Temporary and long term warehousing for furniture and furnishing ensuring proper accountability of items in storage.





SIN 712-4: Design/Layout

Services cover complete design, space planning, and interior consultation.
Examples include:

- Evaluation of the customer's overall office space and furniture requirements, existing inventory, space standards, the functional office environment, work flow, and special space or electrical/date requirements.
- Formulation of design solutions.
- Development of detailed plans based on the service provider's evaluation and proposed design solutions.
- Providing documentation in printed and electronic formats.
- Production of drawings and other documentation containing sufficient detail of design intent for use by all parties, such as electricians, furniture installers, etc.
- Development of furniture, furnishing, and equipment specifications.
- Coordination and obtaining plan approval by the customer agency and its sub-components.





SIN 712-5 Packaged Environments

Services and materials to create complete office/facilities solutions. The contractor will be required to supply total “turnkey” projects. Required services include interior renovations, alterations, refurbishment and/or modernization including interior construction; electrical services; plumbing services; HVAC; data and telecommunications cabling. Additional offered services may include:

- Project management.
- Interior design / space planning
- Analyzing and identifying staff requirements, space standards, workflow, electrical and data requirements, and office environment issues.
- Installing office furniture and furnishings.
- Installing office equipment.
- Installing fixtures.
- Asset management.
- Reconfiguration / relocation.
- Asset maintenance.





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Terms & Conditions

Terms and Conditions:

- Contract Effective Date: May 26, 2005
- Contract Expiration Date: May 25, 2010
- Three additional 5 year options
- SIN (Special Item Numbers) Included:
 - Project Management - SIN 712-1
 - Reconfiguration/Relocation/Installation Management – SIN 712-3
 - Design/Layout - SIN 712-4
 - Packaged Environments - SIN 712-5
- Payment Terms: 1% net 10, 30 days
- Additional Discount Terms
 - For total services between \$100K to \$149.999K - we will give an additional 2% discount
 - For total services between \$150K to \$249.999K - we will give an additional 3% discount
 - For total services above \$250K - we will give an additional 4% discount





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In conclusion, we are confident that the products illustrated are value-added with respect to your requirements, that the FENS support organization, as outlined in the following locations, is uniquely qualified to administer and manage projects of varying scope and that the solution we propose blends versatility, value, single-source project support, specification enhancement, and wire-to-wire accountability for a total office solution.

Thank you for the opportunity to present our company to you.

FENS Associates, LLC locations:

•Corporate Office

- Groveland, MA
- Roswell, GA

•Design / Project Management

- New Carrollton, MD
- Cleveland, OH

•Field Support Offices

- Fayetteville, NC
- Charleston, SC
- Pensacola, FL
- Boca Raton, FL
- Peach Tree City, GA