

**APPENDIX G –
FF&E INFORMATION**

<i>BPA</i>	<i>Office Furniture Vender</i>	<i>Point of Contact</i>	<i>Phone Number</i>	<i>Email</i>	<i>Busine ss Size</i>
N00189-07-A-0013	BIF New York Inc.	Primary: Tommy Lee Alternate: David Wallace	201-933-7777	tommy@bifnewyork.com wallace@bifnewyork.com	Small
N00189-07-A-0014	BIF New York Inc.	Primary: Tommy Lee Alternate: David Wallace	201-933-7778	tommy@bifnewyork.com wallace@bifnewyork.com	Small
N00189-07-A-0015	Ergogenesis LLC	Primary: Ray Woodward Alternate: Lee Mauney	800-364-5299	rwoodward@ergogenesis.com lmauney@ergogenesis.com	Small
N00189-07-A-0016	Jack Knelly Office Furniture	Primary: Jack Knelly Alternate: Bob Broderrek	570-742-8210	jackknelly@verizon.net	Small
N00189-07-A-0017	Metalworks Inc. dba Great Openings	Primary: Steve Paine Alternate: Shane Pung	231-398-8282 231-895-3177	spaine@greatopenings.com spung@greatopenings.com	Small
N00189-07-A-0018	Service Products Group of Bucyrus Inc. dba Wyandot Seating	Primary: Shane Boland Alternate: Phil Snyder	410-627-0397 800-233-4974	midatlanticfurniture@comcast.net info@wyandotseating.com	Small
N00189-07-A-0019	Global Distributors Inc.	Primary: Ken Corbin Alternate: Jim Hildebrand	301-657-3557 330-550-6087	kcorbin@globalgsa.com jhildebrand@globalindustries.com	Small
N00189-07-A-0020	Centercore Group Inc.	Primary: Mike Roberds Alternate: Ralph Berger	678-364-0909 678-364-0910	miker@centercore.com ralph@centercore.com	Small
N00189-07-A-0021	Jofco Inc.	Primary: Tonya Hief	812.481.7236	tonya.hief@jofco.com	Small
N00189-07-A-0022	Solution Planning & Contract Environments dba SPACE	Primary: Stacy Betts Alternate: Colette St. Louis	989-835-5151	sbetts@spaceinc.net	Small
N00189-07-A-0023	Maxon Furniture Inc	Primary: Jeff Woodward Alternate: Abe Soria	253-350-4062 253-740-0383	woodwardj@maxonmail.com soriaa@maxonmail.com	Large
N00189-07-A-0024	Teknion, Inc.	Primary: Steve Hindle Alternate: William Richards	410-300-9955 202-246-8582	shindle@tekus.com brichards@tekus.com	Large
N00189-07-A-0025	Cramer Inc.	Primary: Brian Edmonds	800-366-6700	brian@cramerinc.com	Small
N00189-07-A-0026	Haworth, Inc.	Primary: Tom Walker	616-393-3611	thomas.walker@haworth.com	Large
N00189-07-A-0028	Unicor Federal Prison Industries Inc.	Primary: Diane Stabinski Alternate: Cory Wheeland	757-812-2673 757-410-8408	diane.stabinski@oei-inc.com	Large
N00189-07-A-0029	Herman Miller, Inc.	Primary: Angela Whilden Alternate: Dave Bowes	757-287-8357 703-683-1562	angela_whilden@hermanmiller.com dave_bowes@hermanmiller.com	Large
N00189-07-A-0040	Trendway Corp.	Primary: Chris Silguero Alternate: Nick Pannunzio	616-399-3900	csilguero@trendway.com npanunzio@trendway.com	Small
N00189-07-A-0049	Knoll, Inc	Primary: Peter Dallesandro	202-973-0431	pdalless@knoll.com	Large
N00189-07-A-0050	Commercial Marketing Associates Inc. dba CMA	Primary: Matt Yanson	240-215-9700	matt.yanson@cma-gsa.com	Small
N00189-07-A-0051	Compatico Inc.	Primary: Dick Posthumus	616-940-1772	dpossthumus@compatico.com	Small
N00189-07-A-0052	Executive Furniture of Washington DC	Primary: Richard Mellish Alternate: Ann Mellish	301-622-9584	efidc@prodigy.net	Small
N00189-07-A-0053	Humanscale Corp.	Primary: Theresa Donnelly	732-537-2944	tdonnelly@humanscale.com	Small
N00189-07-A-0054	The Hon Company	Primary: Mike Paar Alternate: Lou Baker	563-272-4345 301-580-4005	paarm@honcompany.com bakerlou@honcompany.com	Large
N00189-07-A-0055	Steelcase, Inc.	Primary: Greg Engelsma	616-246-9007	amitch3@steelcase.com	Large
N00189-07-A-0056	Jofco Inc.	Primary: Tonya Hief	812.481.7236	tonya.hief@jofco.com	Small
N00189-07-A-0057	Allsteel Inc	Primary: Bill Phelan Alternate: Marian C. Moreley	800-248-2025	PhelanB@allsteeloffice.com	Large
N00189-07-A-0067	Kimball International Inc.	Primary: Drew Andrews Alternate: Mickie Emmons	301-655-7233	drew.andrews@kimball.com mickie.emmons@kimball.com	Large
N00189-07-A-0071	Commercial Marketing Associates Inc. dba CMA	Primary: Matt Yanson	240-215-9700	matt.yanson@cma-gsa.com	Small
N00189-08-A-0003	Furniture by Thurston	Primary: Lee Thurston	530-272-4331	lee@furniturebythurston.com	Small

<i>BPA</i>	<i>Packaged Furniture Vender</i>	<i>Point of Contact</i>	<i>Phone Number</i>	<i>Email</i>	<i>Busine ss Size</i>
N00189-07-A-0001	Krug Inc.	Primary: Mike boehmer	800-265-2796 ext 203	mboehmer@krug.ca	Large
N00189-07-A-0005	DCI Inc.	Primary: Patrick Bays	800-552-8286	pbays@dcufurn.com	Small
N00189-07-A-0011	R T London Company	Primary: Gerald Barry	877-613-2012	gbarry@rtlondon.com	Small
N00189-07-A-0012	Capitol Supply Inc.	Primary: Phil Harris Alternate: David Ostan	954-485-5000	Pharris@capitolsupply1.com sales@gogsa.com	Small
N00189-07-A-0027	Unicor Federal Prison Industries Inc.	Primary: Diane Stabinski Alternate: Cory Wheeland	757-812-2673 757-410-8408	diane.stabinski@oei-inc.com	Large
N00189-07-A-0030	Homeland Office Products and Equipment	Primary: Tom Pratt Alternate: Christine Sheman	781-829-0397	tpratt@homelandoffice.com	Small
N00189-07-A-0032	Stonehill Sales	Primary: Carol Hill Alternate: Scott Hill	845-386-1234	stonehill@hvc.rr.com	Small
N00189-07-A-0033	Office Design Group Inc.	Primary: Russel Smith	949-305-4880	russell@officedesigngroup.com	Small
N00189-07-A-0034	Facilities Solutions Group LLC	Primary: Eric zetterberg	703-234-6057	eric.zetterberg@fsg-llc.com	Small
N00189-07-A-0035	Steelcase Inc.	Primary: Greg Engelsma	616-246-9007	amitch3@steelcase.com	Large
N00189-07-A-0036	Med Enterprises LLC dba K L N Steel Products	Primary: Michelle Williams Alternate: Doug Herber	210-542-3490 210-227-4741	michelle@kln.com doug@kln.com	Small
N00189-07-A-0037	New Day Office Products & Furnishings	Primary: Chuck Brady	755-398-0718	chuck@newdayoffice.com	Small
N00189-07-A-0038	Office Environments International Inc.	Primary: Dale Buch Alternate: Bill Malone	703-578-1600	dale@oeii.com	Small
N00189-07-A-0041	Trade Products Corp.	Primary: Allyn Richert Alternate: David Richardson	703-502-9000	arichert@tradeproductscorp.com drichardson@tradeproductscorp.com	Small
N00189-07-A-0042	Trade Products Corp.	Primary: Allyn Richert Alternate: David Richardson	703-502-9001	arichert@tradeproductscorp.com drichardson@tradeproductscorp.com	Small
N00189-07-A-0043	Nova International Inc.	Primary: Ken Cho Alternate: Melfi Penn	202-338-4009	kcho@novainternational.com	Small
N00189-07-A-0045	Dehler Manufacturing Co Inc.	Primary: Neicey Holloman Alternate: Bob Cantarrago	757-753-0880	neiceyholloman@yahoo.com	Small
N00189-07-A-0046	Lakewood Manufacturing Co. Inc.	Primary: Doug Widlake	800-344-1616	lakmfg@aol.com	Small
N00189-07-A-0058	Furniture by Thurston	Primary: Lee Thurston	530-272-4331	lee@furniturebythurston.com	Small
N00189-07-A-0059	Commercial Marketing Associates Inc.	Primary: Matt Yanson	240-215-9700	matt.yanson@cma-gsa.com	Small
N00189-07-A-0064	Knoll Inc. dba The Knoll Group	Primary: Peter Dallesandro	202-973-0431	pdalless@knoll.com	Large
N00189-07-A-0065	GOVSOLUTIONS Inc.	Primary: Donna Long Alternate: Deb White	757-430-7890	donna@govsolutionsinc.com orders@govsolutionsinc.com	Small
N00189-07-A-0066	Perry & Wilson Inc.	Primary: Malcolm Wilson	301-564-1112	malcolmw@mjpw.com	Small

<i>BPA</i>	<i>Household and Quarters Furniture Vender</i>	<i>Point of Contact</i>	<i>Phone</i>	<i>Email</i>	<i>Busine ss Size</i>
N00189-07-A-0002	Capitol Supply Inc.	Primary: Phil Harris Alternate: David Ostan	954-485-5000	Pharris@capitolsupply1.com sales@gogsa.com	Small
N00189-07-A-0003	Sundrella Aluminum Products Co. Inc.	Primary: Kaycie Drennan Alternate: Ron Simonson	623-556-6833 800-825-5222	kaycie@sundrella.com sales@sundrella.com	Small
N00189-07-A-0004	Thomasville Furniture Industries Inc.	Primary: Paige Via	757-565-2145	paigevia@cs.com	Small
N00189-07-A-0006	J Squared Inc. dba University Loft	Primary: Ventura Lopez Alternate: Terrance Bergin	910-548-4248 317-423-5638	vlopez@uloft.com tbergin@uloft.com	Small
N00189-07-A-0007	Affordable Interior Systems Inc. dba AIS	Primary: Dave Morales Alternate: David Moorad	800-434-7400	dmorales@ais-inc.com	Small
N00189-07-A-0008	John Savoy & Son Inc.	Primary: Paula Robinson Alternate: Dave Kmatzou	570-368-2424	probinson@savoyfurniture.com	Small
N00189-07-A-0009	Perry & Wilson Inc.	Primary: Malcolm Wilson	301-564-1112	malcolmw@mjpw.com	Small
N00189-07-A-0010	New England Woodcraft Inc.	Primary: Betsy Quigley	802-247-8211	betsy@newenglandwoodcraft.com	Small
N00189-07-A-0031	J Squared Inc. dba University Loft	Primary: Ventura Lopez Alternate: Terrance Bergin	910-548-4248 317-423-5638	vlopez@uloft.com tbergin@uloft.com	Small
N00189-07-A-0039	R T London Company	Primary: Gerald Barry	877-613-2012	gbarry@rtlondon.com	Small
N00189-07-A-0044	Capitol Supply Inc.	Primary: Phil Harris Alternate: David Ostan	954-485-5000	Pharris@capitolsupply1.com sales@gogsa.com	Small
N00189-07-A-0047	Lakewood Manufacturing Co. Inc.	Primary: Doug Widlake	800-344-1616	lakmfg@aol.com	Small
N00189-07-A-0048	Unicor Federal Prison Industries Inc.	Primary: Diane Stabinski Alternate: Cory Wheeland	757-812-2673 757-410-8408	diane.stabinski@oei-inc.com	Large
N00189-07-A-0060	United Industry of New England	Primary: Nicholas Besedin	401-421-6106	nbesedin@divon.com	Small
N00189-07-A-0061	Cmark International Inc.	Primary: Erin Haggard Alternate: Bonnie Perkins	803-699-4940	erin@cmark.org	Small
N00189-07-A-0062	Med Enterprises LLC dba KLN Steel Products	Primary: Michelle Williams Alternate: Doug Herber	210-542-3490 210-227-4741	michelle@kln.com doug@kln.com	Small
N00189-07-A-0063	Med Enterprises LLC dba KLN Steel Products	Primary: Michelle Williams Alternate: Doug Herber	210-542-3490 210-227-4742	michelle@kln.com doug@kln.com	Small
N00189-07-A-0068	Commercial Marketing Associates Inc. dba CMA	Primary: Matt Yanson	240-215-9700	matt.yanson@cma-gsa.com	Small
N00189-07-A-0069	Commercial Marketing Associates Inc. dba CMA	Primary: Matt Yanson	240-215-9701	matt.yanson@cma-gsa.com	Small
N00189-07-A-0070	Commercial Marketing Associates Inc. dba CMA	Primary: Matt Yanson	240-215-9702	matt.yanson@cma-gsa.com	Small
N00189-08-A-0001	Furniture by Thurston	Primary: Lee Thurston	530-272-4329	lee@furniturebythurston.com	Small
N00189-08-A-0002	Furniture by Thurston	Primary: Lee Thurston	530-272-4330	lee@furniturebythurston.com	Small

FURNITURE PROCUREMENT DATA SHEET (continued)

DIVISION

NAVAL FACILITIES ENGINEERING COMMAND

MANUFACTURER:

ITEM NO.:

photo of item here

FINISH:

representative finish here

file name:

FURNITURE, FIXTURES, AND EQUIPMENT		DATE	PROJ. NO.	ITEM NO.
PROCUREMENT DATA SHEET				
<p>The following items have been researched and specified in accordance with Required Sources of Supplies and Services and FAR 8.4. The items have been determined to be the best value that meet the minimum functional needs of the facility they will support. As part of a complete package, they have been fully coordinated both with other furnishings and the facility design. They are aesthetically compatible with, ergonomic, and of a level of quality comparable to the facility. Please order projects as shown, no substitutions should be made without approval from the NAVFAC MIDLANT Interior Designer: Pei-Chi Pang Bennett, 757-445-3177, peichi.bennett@navy.mil</p>				
QUESTIONS??? Provide Contractor's Interior Designer's contact information				
PROJECT TITLE/LOCATION			BPA CONTRACT NO.	
FED. SUPPLY CATEGORY		S.I.N.		GROUP AND PART
GSA	FED. STOCK	OPEN MKT.		
CONTRACTOR/SOURCE			CONTRACT EXPIRATION	
			TERMS	
			FOB	
			SIDEMARK CONTAINER	
ITEM NAME/DESCRIPTION			QUANTITY	
			UNIT PRICE	
FINISH			EXTENDED PRICE	
FABRIC			\$0.00	
LOCATION OF ITEM			INSTALLATION	
			TOTAL PRICE	
PHOTO			\$0.00	
TRIM				
SEAT FABRIC			SHIP TO	
TRIM				
SPECIAL INSTRUCTIONS				
SEE ATTACHED QUOTE				



FAR 8.405-1 States the designer shall review at least three schedule contractors through GSA (NAVSUP BPAs). In addition to price, when determining best value, the designer may consider the factors such as special features, trade in considerations, life cycle analysis, warranty, maintenance, past performance, sustainability, comfort, delivery, training needed, technical qualifications, compatibility, and administrative costs as part of the Best Value Determination (BVD) (Enclosures 1 and 2)

If other than price is the deciding factor for selection, the designer must document the decision in a narrative paragraph as part of the BVD.

The designer must sign the BVD forms under Submitting Official

BVD REQUIREMENTS

\$3,000 or less: For any procurement in the FF&E package with a value of \$3,000 or less, the interior designer may utilize any BPA holder. If the BPA holders cannot supply the item, then any other manufacturer may be utilized.

Greater than \$3,000 and \$100,000 or less: for any procurement in the FF&E package with a value greater than \$3,000 and \$100,000 or less, the contractor's interior designer shall always review pricing from at least three manufacturers as well as UNICOR. UNICOR must always be solicited which is done by sending an email with the requirements and evaluation criteria. In addition to the review of published list prices, the contractor's interior designer must confirm the pricing with the vendor. Manufacturer's quotes are NOT required. The BVD form (Enclosure 1) must be completed and submitted for all FF&E procurements greater than \$3,000 and \$100,000 or less.

Greater than \$100,000: The contractor's interior designer shall solicit proposals from all BPA holders under the applicable group for FF&E procurements greater than \$100,000. UNICOR must always be solicited. The contractor's interior designer shall develop performance criteria and project requirements based on a generic design for the BPA holders and UNICOR to develop a price and performance proposal. The BVD form (Enclosure 2) must be completed and submitted for all FF&E procurements greater than \$100,000 and manufacturer's quotes and a summary of all proposals must be attached.

Federal Prison Industries (UNICOR) must be considered as part of all BVDs. UNICOR contact information to obtain pricing or send solicitations is enclosed. (Enclosure 3)

This policy is in effect immediately for any projects awarded after 1 Mar 09. Any questions can be directed to Peggy Noland, CID, Supervisory Interior Designer, NAVFAC MIDLANT at 757-445-3187 or margaret.noland@navy.mil.

Enclosure (1)

**BEST VALUE DETERMINATION GUIDELINES
\$3,000 - \$100,000**

(Schedule Purchases are subject to FAR 8.4, DFARS 208.4, and DFARS PGI Supplement 208.405-70)

- FAR 8.4 required that you make a best value determination before placing Multiple Award Schedule (MAS) orders above the micro-purchase limit (currently \$3,000).
- The Navy Furniture BPAs shall be the primary source for FF&E. Refer to Specification Section E20.
- For orders between \$3,000 and \$100,000, review pricing from at least three sources and UNICOR. (FAR 8.405-1(c))
- Seek additional price discounts from the contractor offering the best value. (FAR 8.405-1(d))

1. Brief Description of Item, System or Component to be Procured:

2. Did you review the required number of sources under the BPA and/or Federal Supply Schedule? YES NO

3. Identify the Navy Furniture BPA or other Federal Supply Schedule utilized or indicate not applicable.

4. Was UNICOR included in the review? YES NO

5. List the name(s) and contract number(s) of contractor(s) who were considered:

List three or more contractors' names, contract numbers and business size reviewed.

6. Identify the contractor recommended as the best value.

7. When you sought additional price reductions, were they received? YES NO

8. Identify price with discounts for the recommended best value contractor.

9. Is installation, site preparation, design or ancillary services included in this project? YES NO If yes, be sure that the installation, site preparation, design or ancillary services are included as separate line items in each quote.

10. Are you selecting the lowest priced item? YES NO If no, indicate in addition to price, those factors listed below, considered in your decision.

- Price
- Special features required in effective program performance:
- Trade-in considerations
- Probable life of the item selected as compared with that of a comparable item: .
- Warranty considerations:
- Maintenance availability
- Past performance
- Environmental and energy efficiency considerations
- Comfort/suitability of the item:
- Delivery terms
- Your administrative costs
- Training needed or provided
- Technical qualifications
- Compatibility with existing furniture / Products / Technology (circle appropriate category)
- Other (*specify*):

11.

Best Value Determination:

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

SUBMITTING OFFICIAL (PRIME CONTRACTOR'S INTERIOR DESIGNER)

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.

Name: _____ Title: _____ Date: _____

Telephone: _____ Email: _____

Signature: _____

Enclosure (2)

**BEST VALUE DETERMINATION GUIDELINES
Greater than \$100,000**

(Schedule Purchases are subject to FAR 8.4, DFARS 208.4, and DFARS PGI Supplement 208.405-70)

- FAR 8.4 required that you make a best value determination before placing Multiple Award Schedule (MAS) orders above the micro-purchase limit (currently \$3,000).
- The Navy Furniture BPAs shall be the primary source for FF&E. Refer to Specification Section E20.
- For orders greater than \$100,000, all BPA holders for the applicable schedule shall be given an opportunity to compete for the requirement. In addition, UNICOR shall also be solicited. (DFARS PGI 208.405-70)
- Seek additional price discounts from the contractor offering the best value. (FAR 8.405-1(d))

1. Brief Description of Item, System or Component to be Procured:

2. Were all BPA holders and/or Federal Supply Schedule holders given the opportunity to propose on the requirement?
YES NO

3. Identify the Navy Furniture BPA or other Federal Supply Schedule utilized or indicate not applicable.

4. Was UNICOR included in the review? YES NO

5. Provide evidence of affording all BPA holder and/or Federal Supply Schedule holders the opportunity to compete. Also, provide evidence that UNICOR was solicited.

6. List the name(s) and contract number(s) of contractor(s) who responded to the request for proposal for this requirement:
List contractors' names, contract numbers and business size for those who responded.

7. Provide copies of all quotes received and reviewed.

8. Identify the contractor recommended as the best value.

9. When you sought additional price reductions, were they received? YES NO

10. Identify price with discounts for the recommended best value contractor.

11. Is installation, site preparation, design or ancillary services included in this project? YES NO
If yes, be sure that the installation, site preparation, design or ancillary services are included as separate line items in each quote.

12. Are you selecting the lowest priced item? YES NO
If no, indicate in addition to price, those factors listed below, considered in your decision.

- Price
- Special features required in effective program performance:
- Trade-in considerations
- Probable life of the item selected as compared with that of a comparable item: .
- Warranty considerations:
- Maintenance availability
- Past performance
- Environmental and energy efficiency considerations
- Comfort/suitability of the item:
- Delivery terms
- Your administrative costs
- Training needed or provided
- Technical qualifications
- Compatibility with existing furniture / Products / Technology (circle appropriate category)
- Other (*specify*):

13.
Best Value Determination:
A narrative justification for each box checked above for other than low price selection must be attached. Describe the evaluation factor, how the recommended best value contractor's offer met or exceeded the standard for each factor, and why the offeror represents the best value to the Government compared to the other offerors.

SUBMITTING OFFICIAL (PRIME CONTRACTOR'S INTERIOR DESIGNER)

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.

Name: _____ Title: _____ Date: _____

Telephone: _____ Email: _____

Signature: _____