





## TABLE OF CONTENTS

Contact Information .....	1
Corporate Profile.....	2
GSA Services .....	5
SIN 712 Comprehensive Furniture Management (CFMS).....	5
SIN 712 Services .....	5
SIN 712 Schedule Terms .....	7
Information for Ordering .....	8
About WG Pitts.....	10

## CONTACT INFORMATION



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### **Schedule 712 Comprehensive Furniture Management/ Contract Manager**

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## CORPORATE PROFILE



WG Pitts, a small business certified multiple award GSA Contract Holder, is a broad-based national equipment, Services and facility solutions provider for the U.S. Government and private sector.

As an award-winning General Contracting, Architecture and Construction Management firm, WG Pitts established a well-known reputation for providing unsurpassed customer service, bringing innovative ideas to the table and adding value to clients by way of expertise and experience.

WG Pitts provides furniture, wall systems and equipment, including physical therapy, medical, sports, recreation and other general procurement items. As a result of WG Pitts

procurement expertise the company is rapidly becoming a mainline, broad-based supplier to U.S. Government agencies and military installations.

The WG Pitts estimating and procurement team has experience in procuring in excess of \$100 million of products. We have the training and experience to procure and provide most any product needed. WG Pitts can source and provide various products and services from:

- Furniture, Shelving, Racking & Furnishings
- Building & Industrial Supplies
- Aviation Parts and Supplies
- Special Events: Planning & Execution
- Industrial and Supply Chain Solutions
- Hospitality Cleaning & Chemicals
- IT Solutions & Electronics
- Medical Equipment & Supplies
- Office Solutions
- Recreation, Sports & Fitness Equipment
- Tools, Hardware & Machinery
- General Procurement items as needed

If there is something needed at your installation or facility the WG Pitts Company can have it moving your direction quickly.

Since its founding in 1996, WG Pitts has expanded its offerings and matured as a company. WG Pitts was recognized in 2000 as the “Fastest Growing Privately-Held Company in Northeast Florida” and consecutively in the top 5 fastest growing companies in northeast Florida. Additionally, WG Pitts was recognized by the University of Florida’s College of Business and by Governor Jeb Bush as one of the 10-fastest growing companies in the state of Florida.

WG Pitts has performed for the U.S. Veterans Administration, U.S. Department of Interior, U.S. Fish & Wildlife Services, NAVSUP Fleet Logistics Center, U.S. Navy, Mission Contracting Command - U.S. Army, General Services Administration, Federal Bureau of Prisons, U.S. Army Depot and other federal agencies.

These superb groups and the individuals representing their companies or agencies share many of the same the values and commitment as the WG Pitts. Our clients and employees helped established the foundation of our method of conducting business and will help shape the future of the company.



## OUR MISSION

To acquire and retain clients by serving their needs and exceeding their expectations while upholding the PROMISES<sup>SM</sup> we make.

## OUR STRATEGIC THEME

*The WG Pitts Company is a customer-driven, value-based company* that has established a reputation for delivering on time, within budget, with the net result of excellent quality and customer satisfaction. We have acquired this reputation through implementing a Team-Built<sup>SM</sup> approach to each project. Our attention is focused on the project goals, effective communication and our Mission of serving the needs of our clients with an unwavering commitment to quality.

## Our Core Values – PROMISES

- **Professionalism.** Demonstrate respect and courtesy.
- **Responsibility.** Take personal ownership of actions.
- **On Time Commitment.** Maintain a sense of urgency.
- **Motivation.** Have a determined, *can-do* attitude.
- **Integrity.** Be fair and honest in all dealings.
- **Service.** Add value and be solutions-oriented.
- **Excellence.** Produce superior quality workmanship.
- **Safety.** Plan and create an accident free environment.

*We will make decisions and act according to our PROMISES<sup>TM</sup> and no matter how tough the decision may be, we will not compromise. Our Mission, Core Values, and employees make WG Pitts the best in the business.*

## OUR CORE STRENGTHS - CREST

At WG Pitts these are the strengths we possess as a team - **CREST**:

### Communication

- Every project begins with meetings consisting of all team members. To ensure consistent project follow up and review, on site meetings are held weekly.
- All of our field superintendents are equipped with computers and wireless access to ensure accurate up to date communication with the project team.
- We conduct regular Owner meetings and generate Monthly Progress Reports that includes topics such as procurement, pending issues, progress photos and a project summary.

### Resolve

- We are committed and determined to secure the success of a project.
- We keep our PROMISES<sup>TM</sup> and maintain our integrity on every project.

### Execution

- We understand, through experience, what it takes to get the mission accomplished.
- All WG Pitts team members are trained and practice the “Flawless Execution” Model (Plan, Brief, Execute and Debrief) on all phases of every project. (*The “Flawless Execution” is a seminar product of Afterburner, Inc.*)

### Systems

- WG Pitts invests in cutting edge accounting and project management software for the accessibility of our entire project management team.
- We utilize detailed written standardized processes that correspond to electronic templates for schedules, reports, subcontract management, and quality control. The result is effective communication, a streamlined construction process, economy and efficiency.

### Training

- WG Pitts’ conducts weekly training sessions with all office team members in executions, customer relations, leadership and teamwork.
- Our Mission, PROMISES, Core Strengths and employees make WG Pitts Company the best VALUE in the business.



### Experience Proven

WG Pitts has become a reliable source for government agencies for all of our facility solutions and as a government sales provider. WG Pitts is a Small Business and GSA Multiple Award Contract Holder. WG Pitts has executed procurement and projects for the GSA, U.S. Veterans Administrations, U.S. Department of Interior, U.S. Fish & Wildlife Services, NAVSUP Fleet Logistics Center, U.S. Navy, Mission Contracting Command - U.S. Army, General Services Administration, Federal Bureau of Prisons, U.S. Army Depot and other federal agencies.

### WHY WG PITTS? THE BENEFITS

- **Quality** – We provide service that exceeds expectations, performance excellence, and adds value to relationships.
- **Unsurpassed Customer Service** – We strive to give more than is promised and deliver more than is expected.
- **Innovation** – We utilize the collaborative processes we provide creative solutions to difficult challenges.
- **Value** – We provide the best services and projects for dollars spent.
- **Experience** – We have a proven track record of successfully constructing complex, award winning multi-site
- **Reliability** – We do what we say we are going to do, when we say we are going to do it.

### Eight Essential Elements of Project Management Success:



1. **Proactive communication** – Our success comes from our firm belief in communication.
2. **Schedule** – We will maintain a realistic but aggressive schedule throughout the project and capitalize on opportunities to compress the overall time frame of the project period.
3. **Coordination** – We will properly ensure the work is properly coordinated as to maximize the efficiency of the project team and the promotion of a quality installation of the project components.
4. **Safety** – We put safety first and will place great emphasis on maintaining a safe environment for the contractor’s workmen, material men, visitors and agency representatives.
5. **Quality** – We will ensure that the contractors provide a high level of quality (conformance to standards and specifications).
6. **Cost Containment** – We will provide cost analysis at the beginning of the project, then enhancing the design process through extensive “Value Engineering” to deliver a cost-effective structure for the Agencies budget.
7. **Leadership** – We will foster the “Team-Built Approach™” at all times through strong leadership, organization and daily management of each member of the construction team.

8. **Customer Service** - WG Pitts is committed to providing outstanding customer service. Our Principal in Charge will meet with stakeholders on a frequent and recurring basis to assure that our client is completely satisfied with the quality of our team’s service.

An experienced Project Managers we are committed to delivering all eight key elements.



## GSA SCHEDULE SERVICES

### SIN 712– COMPREHENSIVE FURNITURE MANAGEMENT SERVICES (CFMS)



#### **Task Covered under Comprehensive Furniture Management (CFMS)**

#### **Project Management (Furniture / Furnishings Related) SIN 712-1**

Furniture / Furnishings Related) Comprehensive support for the design, reconfiguration, relocation and increasing/downsizing of office space and similar facilities. Furniture, office equipment and furnishings included.

#### **Furniture Design/Layout Services (Furniture / Furnishings Related)**

#### **SIN 712-4**

Furniture Design/Layout Services for inclusive furniture consultations, interior design and product specifications. Furniture, office equipment And furnishings included.

**Furniture** – WG Pitts has teaming relationships with most every major furniture and equipment manufacturer to provide and install the products for your facility.

#### **Services Offered under the 712 Schedule**

WG Pitts offers a complete design, planning, programming, consulting and construction management services related to your interior space. Services offered off the WG Pitts Schedule include:

- Planning
- Design
- Construction Drawings
- Renderings
- Space Planning
- Specialty Consultant coordination (Security, medical, fitness, flooring, structural, Electrical, Plumbing, etc...)
- Construction Management
- Selection and Specification of Materials, Finishes and Furniture
- Equipment Selection and Finishes
- Furniture and Upholstery Selection
- Lighting Layout and Selection
- WG Pitts Company has significant experience in medical and health care, fitness, recreation and sports facilities, commercial office and general use facilities.



## SIN 712 Labor Categories

*Detailed job descriptions, including mandatory KSA's, Competencies and specific job duties can be provided on request*

### **DESIGNER**

Responsible for designing spaces inside buildings. Selects color schemes, window treatments, hardware and lighting fixtures, carpet, artwork, paint, and furniture. Works with Space Planner/CADD Operator on layout of rooms.

**Education:** BA or BS degree in Interior Design, or Architecture with two-to-four years of relative experience in interior design.

### **SPACE PLANNER/CADD OPERATOR**

Responsible for layout and space plan of the facilities in relation to the project requirements for facilities strategic direction. Understand interior construction including architectural elements, lighting, electrical, HVAC and base building knowledge. Electronically organize and maintain multiple floor plans with furniture layout including photos and detailed specifications based on location. Working knowledge of AutoCAD.

**Education:** AA or AS degree in Interior Design, or Architecture with two-to-four years of relative experience in interior design.

### **ADMINISTRATIVE ASSISTANT**

Performs any or all of a variety of services in administrative support of primary function within assigned organization unit. Work assignments may vary according to the skills and experience of the individual and the needs of the assigned department. The AA is responsible for assisting in all aspects of their assigned project(s). The AA will work closely with the project manager(s) and assistant project manager(s) to assist with the flow of duties and responsibilities required while a project is in progress.

**Education:** AA degree working on Bachelor's degree, or two-to-four years of relative experience in Construction.

### **SENIOR PROJECT MANAGER**

Has overall responsibility for a project being managed to ensure that the project is designed or constructed on time, within budget, and the finished project is of high quality. Accountable for planning, directing and coordinating projects with a constant awareness for cost, quality and timely completion.

**Education:** Advanced educational training with a BS degree in Building Construction, Architecture, Interior Design or Engineering is highly recommended four-to-six years of construction experience is desirable. Work done with area engineers, civil engineers, and area superintendents.

### **PROGRAM COORDINATOR**

Manages from early development stages to completion (which may encompass initial estimates and proposals), coordinates and reviews activity, and directly manages project construction. Additionally, manages and oversees the estimating department to ensure proper bid coverage, mitigation of risk associated with the preparation of estimates and the timely and accurate preparation of bids or estimates.

**Education:** Advanced educational training with a degree in Architecture, Building Construction or Engineering is highly recommended six-to-eight years of construction experience is desirable. Work done with area engineers, civil engineers, and area superintendents.

### **PRINCIPAL**

Includes all company officers, President and Vice Presidents. Responsible for internal direction, leadership and management of Construction department and for obtaining successful profit and client satisfaction at the project level.

**Education:** Four-year degree in Building Construction, MBA Preferred, with eight-to-ten years of construction experience



## SIN 712 Schedule Terms

**Contract Number:** [GS-29F-0011X](#)

**Schedule:** COMPREHENSIVE FURNITURE MANAGEMENT SERVICES (CFMS) 71 II K

**Contract Period:** April 1, 2016 through Mar 31, 2021

**Special Item Number:**

SIN 712-1 Project Management (Furniture/Furnishings Related) under GS-29F-0011X

SIN 712-4 Furniture Design/Layout under GS-29F-0011X

**Pricing - The rates shown above include the Industrial Funding Fee (IFF) of 0.75%.**

Labor Category	RATE
Designer	63.17
Space Planner /CADD	62.93
Administrative Assistant	67.78
Program Coordinator	73.45
Senior Project Manager	120.91
Principal	172.90

**Maximum Order:** \$1,000,000.00

**Minimum Order:** \$100.00

**Geographic Coverage (delivery Area):** Domestic CONUS at PES Awarded Rates /Worldwide with Department of State Uplift as applicable

**Point(s) of production (city, county, and state or foreign country):** Same as company address

**Discount from list prices or statement of net price:** Government net prices (discounts already deducted).

**Quantity discounts:** Negotiated at time of RFQ

**Prompt payment terms:** 1% 20 days Net 30

**Payment**

- Government purchase cards accepted up to the micro-purchase threshold:** Yes
- Registered on Internet Payment Platform (IPP):** Yes
- Registered on Wide Area Workflow (WAWF):** Yes
- Registered in Vendor Inquiry System (VIS):** Yes

**Foreign items:** None

**Time of Delivery:** 30 days after receipt of order

**Expedited Delivery.** The Contractor will insert the sentence "Items available for expedited delivery are noted in this price list" under this heading.

**Overnight and two-day delivery.** The Contractor will indicate whether overnight and two-day delivery is available.

**Urgent Requirements.** The Contractor will note in its price list the "Urgent Requirements" clause of its contract and advise agencies that they can also contact the Contractor's representative to affect a faster delivery: Contact Contractor

**F.O.B Points(s):** Destination

**Ordering Address:** Same as Contractor

**Payment address:** Same as company address

**Warranty provision:** Manufacturer's warranty and Contractor's standard commercial warranty.

**Data Universal Numbering System (DUNS) number:** 93-2233992

**Registered in CCR/SAMS database:** YES

**Tax ID Number:** 59-3353308





## INFORMATION FOR ORDERING AGENCIES

**Business Classification / Size:** Small Business

**DUNS:** 932233992

**CAGE:** 56HB6

**CERTIFICATIONS:** SMALL BUSINESS

**LICENSE NUMBERS:** FL GENERAL CONTRACTOR LICENSE: CGC060240 | FL ARCHITECTURE LICENSE: AA26002233

### Ordering Procedures

#### Authorized Users

The agencies and activities named below may use contracts established under GSA Schedules:

- All federal agencies and activities in the executive, legislative and judicial branches;
- Government contractors authorized in writing by a federal agency pursuant to 48 CFR 51.1;
- Mixed ownership government corporations (as defined in the Government Corporation Control Act);
- The government of the District of Columbia; and other activities and organizations authorized by statute or regulation to use GSA as a source of supply.

#### How to Use This Schedule

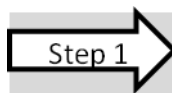
An order shall include the following: statement of work; period of performance; organization name and address; and point of contact name, address, and phone number.

Orders placed pursuant to a Multiple Award Schedule (MAS), using the procedures in FAR 8.404, are considered to be issued pursuant to full and open competition. Therefore, when placing orders under Federal Supply Schedules, ordering offices need not seek further competition, synopsise the requirement, make a separate determination of fair and reasonable pricing, or consider small business set-asides in accordance with subpart 19.5. GSA has already determined the prices of items under schedule contracts to be fair and reasonable. By placing an order against a schedule using the procedures outlined below, the ordering office has concluded that the order represents the best value and results in the lowest overall cost alternative (considering price, special features, administrative costs, etc.) to meet the Government's needs.

In accordance with the Federal Acquisition Streamlining Act of 1994 and the Federal Acquisition Reform Act of 1996, GSA's streamlined ordering procedures have reduced the government procurement process to a few simple steps. GSA developed special instructions for ordering services that are priced at hourly rates from Federal Supply Schedules (FSS) that take precedence over the procedures in FAR 8.404. While GSA has already determined these rates to be fair and reasonable, ordering offices must determine that the total price is reasonable for the specific tasks required by the agency. Based on quotes requested from contractors that appear to offer the best value, customers are instructed to select the one that best meets their needs.

#### To Order Services

After identifying a need for services and determining that the required services are within the scope of this schedule, the government agency shall do the following:



Step 1

**Step 1: Prepare a Request (Request for Quote or other communication tool)**



- a. A statement of work (a performance-based statement of work is preferred) that outlines, at a minimum, the work to be performed, location of work, period of performance, deliverable schedule, applicable standards, acceptance criteria, and any special requirements (security clearances, travel, special knowledge, etc).
- b. The request should instruct contractors to submit either a firm-fixed price or a ceiling price to provide the services outlined in the statement of work. A firm-fixed price order should be requested, unless the ordering office makes a determination that it is not possible at the time of placing the order to estimate accurately the extent or duration of the work or to anticipate cost with any reasonable degree of confidence. When such a determination is made, a labor hour or time-and materials quote may be requested. The firm-fixed price shall be based on the prices in the schedule contract and shall consider the mix of labor categories and level of effort required to perform the services described in the statement of work. The firm-fixed price of the order shall also include any travel costs or other direct charges related to performance of the services ordered, unless the order provides for reimbursement of travel costs at the rates provided in the Federal Travel or Joint Travel Regulations. A ceiling price must be established for labor-hour and time-and-materials orders.
- c. The request may ask the contractors, if necessary or appropriate, to submit a project plan for performing the task, and information on the contractor's experience and/or past performance performing similar tasks.
- d. The request shall notify the contractors what basis will be used for selecting the contractor to receive the order. The notice shall also include the basis for determining whether the contractors are technically qualified and provide an explanation regarding the intended use of any experience and/or past performance information in determining technical qualification of responses.



#### **Step 2: Transmit the Request to Contractors**

- a. Based on an initial evaluation of catalogs and price lists, the ordering office shall identify the contractors that appear to offer the best value (considering the scope of services offered, pricing, and other factors such as contractors' locations, as appropriate).
- b. The request shall be provided to three contractors if the proposed order is estimated to exceed the micro-purchase threshold, but not exceed the maximum order threshold. For proposed orders exceeding the maximum order threshold,
- c. The request shall be provided to additional contractors that offer services that will meet the agency's needs. Ordering offices shall strive to minimize the contractors' costs associated with responding to requests for quotes for specific orders.
- d. Requests shall be tailored to the minimum level necessary for adequate evaluation and selection for order placement.
- e. Oral presentations shall be considered, when possible.



#### **Step 3: Evaluate Responses and Select the Contractor to Receive the Order**

After responses have been evaluated against the factors identified in the request, the order shall be placed directly with the schedule contractor selected as a result of the evaluation.

#### **On Line Information**

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!**<sup>TM</sup>, a menu-driven database system. INTERNET address for **GSA Advantage!**<sup>TM</sup> is: <http://www.GSAAdvantage.gov>.



## About WG Pitts

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- Hospitality Cleaning & Chemicals
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- Medical Equipment & Supplies
- Office Solutions
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