



*“Leaders in Comprehensive
Furniture Management
Services”*



THE NRS - GSA ADVANTAGE:

National Relocation Services, Inc. (NRS, Inc.) specializes in corporate office furniture solutions, which is more than just moving around desks, chairs and people. We provide cost-saving ideas and stress relieving solutions to alleviate the chaos and disruption that comes with office furniture, cubicle and personnel changes in the office environment. NRS is built on product knowledge, technical expertise, unparalleled service, dedication, innovative design ideas, unsurpassed commitment to quality, exceptional integrity, and personal relationships that last a lifetime.

“ LET NRS PUT OUR RESOURCES TO WORK FOR YOU!

**NATIONAL RELOCATION SERVICES, INC.
2671 Pomona Blvd.
Pomona, CA. 91768
888-DESKS.4U**

www.NRSCA.com



**SCHEDULE
CONTRACT:
GS-29F-0012T**



Search: | all the words

C Contractor Information

(Vendors) [How to change your company information](#)






Contract #: GS-29F-0012T
Contractor: NATIONAL RELOCATION SERVICES, INC.
Address: 2671 POMONA BLVD
 POMONA, CA 91768-3221
Phone: 909-869-5748
E-Mail: croot@nrsc.com
Web Address: <http://WWW.NRSCA.COM>
SAM UEI: T3FNJTRNS5G8
NAICS: 337214

Socio-Economic : Small Business
 Woman Owned Business
 SBA Certified Small Disadvantaged Business

EPLS : Contractor not found on the Excluded Parties List System

Govt. Point of Contact:
 Kerron Higgins
Phone: 215-446-4818
E-Mail: kerron.higgins@gsa.gov

Contract Clauses/Exceptions:
[View the specifics for this contract](#)

Source	Title	Contract Number	Contractor T&Cs /Pricelist	Current Option Period End Date	Ultimate Contract End Date	Category	View Catalog
MAS	Multiple Award Schedule	GS-29F-0012T		Apr 23, 2027	Apr 23, 2027	541614CF	
						541614OR	
						OLM	 





**GENERAL SERVICES ADMINISTRATION
Federal Supply Service**

MAS - Multiple Award Schedule
Office Management – Office Services
Furniture & Furnishings – Furniture Services

NAICS Code (s):
238390; 541410; 541611; 493110; 811420; 484210

**SMALL / MINORITY /
WOMAN-OWNED BUSINESS
CALIF. CONTRACTOR'S
LICENSE #946434**

541614CF
Project Management, Furniture Design/Layout,
Assets Management and Maintenance

541614OR
Office Relocation and Reconfiguration Services



National Relocation Services, Inc.
Contract Administration and 72A Representative
Irene Ito, President
2671 Pomona Blvd., Pomona, CA 91768-3221
Toll Free: 888.DESKS.4U – Fax: 909-869-7548
icito@nrsc.com

Order: TO PLACE ORDER – (909) 869-5748
National Relocation Services, Inc.
Federal Supply Schedule Orders
2671 Pomona Blvd., Pomona, CA 91768-3221
Toll Free: 888.DESKS.4U – Fax: 909-869-7548
jcarranza@nrsc.com

WEB URL: www.nrsc.com

Contract Number: GS-29F-0012T

Contract Period: April 24, 2007 through April 23, 2022

For more information on ordering from Federal Supply Schedules click on the FSS Schedules button at fss.gsa.gov On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order are available through GSA Advantage!, a menu-driven database system.



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**GSA MAS
Schedule**

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MAS Schedule Overview



Schedule

Contract GS-29F-0012T

NRS Inc. Simplifies Procurement with MAS

NRS, Inc offers a broad range of facilities-related services through the GSA MAS Comprehensive Furniture Management Services Schedule and Office Relocation & Reconfiguration Schedule

Contract Number GS-29F-0012T

Our MAS Schedule is a 5-year contract vehicle with an original commencement date of April 24, 2007.

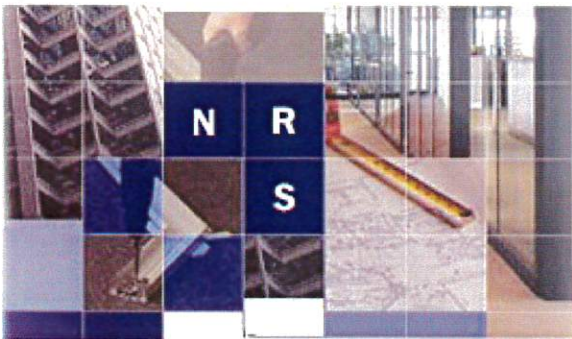
GSA has successfully completed the federally mandated contracting requirements, competition, pricing, small business and other contracting evaluation of NRS so you can quickly procure facilities and furniture related professional services.

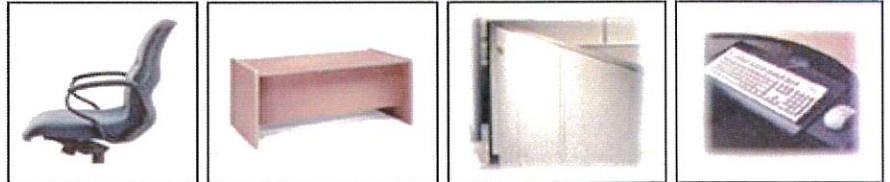
Company Overview

NRS, Inc. is a team of seasoned professionals with specialists in many disciplines, all ready to help you meet any or all of your furniture servicing needs.

For more information, please contact:

Federal Supply Schedule Sales
2671 Pomona Blvd.
Pomona, CA 91768
Toll Free: 888.DESKS.4U
Fax: 909.869.7548
icito@nrsc.com
WEB URL: www.nrsc.com





“ OUR PLEDGE TO YOU”

National Relocation Services pledges to provide our clients with unsurpassed service and performance in any and all aspects of our work, regardless of the size of the project.

We promise to provide total dedication, commitment and integrity to you, in the hopes that we will enjoy a long and productive relationship together.

We strive to remove the details and worries of furniture planning, installation, relocation and asset management from your desk and always to deliver successfully completed projects.

OUR SUCCESS IS YOUR SUCCESS!

LABOR SERVICES
Furniture Installation
Cubicle Reconfiguration
Relocation
Delivery & Transportation
Inventory & Field Dimensioning
Project/Move Management

DESIGN SERVICES
Space Planning
Interior Design
Product Specification (CAP)
Computer Aided Design (CAD)
Facilities Management

INVENTORY SERVICES
Warehousing
Online Inventory
Asset Management
Furniture Liquidation

PRODUCT SERVICES
Refurbishment
Refinishing
Reupholstering
Repainting
Panel & Chair Cleaning
Asset Maintenance





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Statement of Work – Overview



Project Management

The Project Management services available under this SIN 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*:

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



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Asset Management

The Assets Management services available under this SIN cover the development and/or implementation of an assets management system to monitor and track the customer agencies' furniture and equipment inventory. The services may include, *but are not limited to*:



- Design and installation of a computer aided system to manage the customer's furniture and equipment inventory.
- Customize a management system to meet recommended process improvements. Educate customer agency in the use and maintenance of the management system.
- Prepare a physical inventory of furniture and furnishings.



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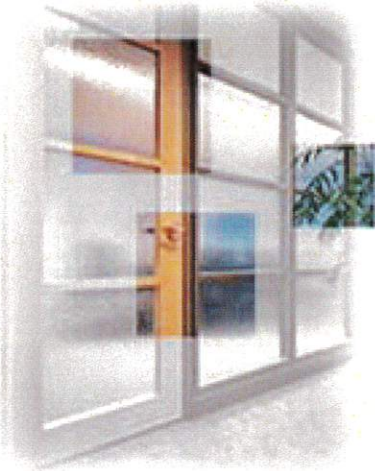
Reconfiguration / Relocation / Installation Management



The Reconfiguration/Relocation Management services available under this SIN include all the services required for the reconfiguration, reorganization or consolidation of existing facilities and/or the opening of new facilities.

Examples of reconfiguration / relocation services may include *but are not limited to*:

- 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.
- 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 furnishings, ensuring proper accountability of items in storage.

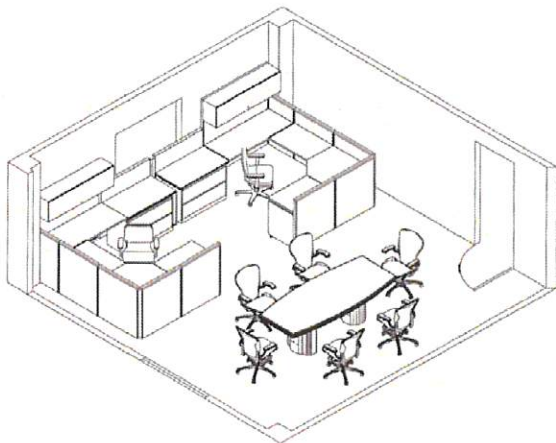
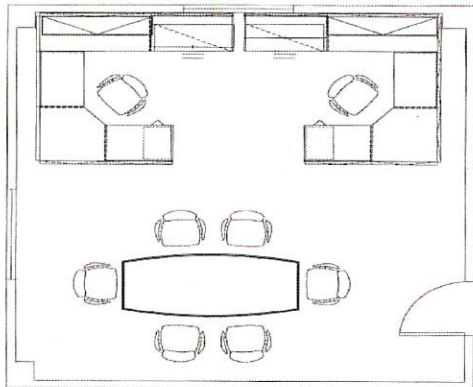


**Making the pieces fit...
Together.**

Design/Layout

The Furniture Design/Layout Services available under this SIN include complete interior design, space planning, furniture consultation and/or product specifications.

Examples of design / layout services may include *but are not limited to*:



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



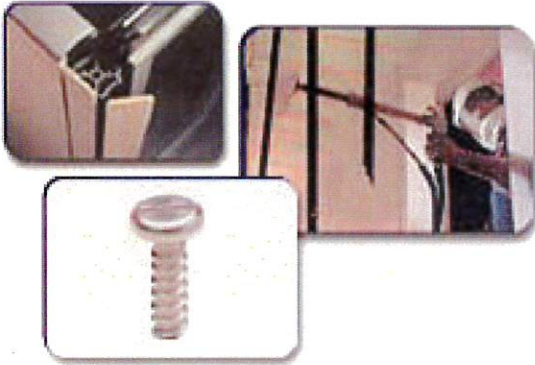
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Assets Maintenance

The Assets Maintenance services provided under this SIN include complete restoration, repair, cleaning, and/or renovation of furnishings and equipment.

The services may include *but are not limited to*:

- Reupholster furniture
- Refinish furniture and furnishings
- Clean furniture and furnishings
- Recover existing panels
- Short and long-range maintenance plans for furniture and furnishings.





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Terms and Conditions

1. **National Relocation Services Inc. is a Minority and Small Business concern.**
 - 1a. The SINs awarded under this GSA contract number are:

541614CF Comprehensive Furniture Management Services
541614OR Office Relocation & Reconfiguration Services
 - 1b. Contractor’s pricing is based on hourly rates for Services. No products are offered.
2. **Maximum Order:** All SINs at \$500,000 per order. Orders may be placed above this threshold in accordance with FAR 8.404.
3. **Minimum Order:** (4) Hour Minimum
4. **Geographic Coverage:** Nationwide
5. **Points of Performance and/or Production:** National Relocation Services Inc.
Corporate Offices and Warehouse
2671 Pomona Boulevard
Pomona, CA 91768
6. **Discounts:** GSA MAS discount range at time of contract award is 0.1% - 14.7% OFF Comparable Commercial Price List. The GSA MAS awarded pricing herein includes the IFF (industrial funding fee) at 0.75%.
7. **Quantity Discounts:** None
8. **Prompt Payment Terms:** 1% if received within 10 calendar days of invoice date. Prompt payment terms must be followed by the statement “Information for Ordering Offices: Prompt payment terms cannot be negotiated out of the contractual agreement in exchange for other concessions.”



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9. **Government purchase cards** are accepted **at** the micro-purchase threshold of (4) hour minimum.

9a. Government purchase cards are accepted **above** the micro-purchase threshold of (4) hour minimum.

10. **Trade Agreements (June 2004)**

All Service and/or items are U.S. made end products, designated country end products, Caribbean Basin country end products, Canadian end products, or Mexican end products, as defined in the Trade Agreements, as amended (June 2004)

11. **Delivery:**

11a. **Time of Delivery:** National Relocation Services, Inc. will respond to the federal government ordering office as to whether it accepts the order within 30 days ARO (after receipt of order).

11b. **Expedited Delivery:** 10 days ARO. There are associated charges fulfilling expedited delivery orders.

11c. **Overnight and 2-Day Delivery:** Associated charges, as applicable.

11d. **Urgent Requirements:** Associated charges, as applicable.

12. **FOB Point:** Destination, unless the Federal Government Ordering Activity grants approval for F.O.B. Original.

13. **Ordering:**

13a. **ORDERING ADDRESS: National Relocation Services Inc.**
2671 Pomona Blvd.
Pomona, CA 91768

13b. **Ordering Procedures:** For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA's), and a sample BPA can be found at the GSA/FSS Schedule homepage (fss.gsa.gov/schedules).



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14. **PAYMENT ADDRESS: National Relocation Services, Inc.**
2671 Pomona Blvd.
Pomona, CA 91768
 15. **Warranty Provision.** All workmanship will meet quality standards normal in the industry. National Relocation Services, Inc. warrants services and/or material and workmanship performed under this contract for a period of (60) days from federal government customer’s acceptance.
 16. **Export packing charges:** Not applicable.

 17. **Terms and conditions of Government purchase card acceptance:** Thresholds at or above the micro-purchase level of (4) hour minimum.
 18. **Terms and conditions of rental, maintenance, and repair:** As applicable.
 19. **Terms and conditions of installation:** As applicable.
 20. **Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices:** Not applicable.

20a. **Terms and conditions for any other services:** Not Applicable.
 21. **List of service and distribution points:** Refer to office locations herein.
 22. **List of participating dealers:** Not applicable.
 23. **Preventive maintenance:** As applicable.
 24. **Special attributes such as environmental attributes:** Not applicable.
 25. **Data Universal Number System (DUNS) number:** 92-840-8855
(TIN) number: 95-4500504 **CAGE/NCAGE Code:** 3CGQ7
 26. **Notification regarding registration in System for Award Management (SAM) database.** It is mandatory that the contractors complete SAM registration. National Relocation Services, Inc. SAM registration at time of this contract commencement is valid and updated.
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GENERAL SERVICES ADMINISTRATION Federal Supply Service

Authorized Federal Supply Schedule Price List

On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order are available through GSA Advantage, a menu-driven database system.

The INTERNET address GSA Advantage is: **www.GSAAdvantage.gov**.

Schedule Title: Multiple Award Schedule

FSC Group, Part, and Section or Standard Industrial Group (as applicable) FSC:

541614CF Comprehensive Furniture Management Services
541614OR Office Relocation & Reconfiguration

Class(es)/Product code(s) and/or Service Codes (as applicable) Contract number:

For more information on ordering from Federal Supply Schedules, click on the FSS Schedule button at: **www.fss.gsa.gov**.

Contract Period: April 24, 2007 through April 23, 2022

Contractor's name, address and phone number: National Relocation Services, Inc.
2671 Pomona Blvd.
Pomona, CA 91768
888.337.5748 / 909.869.7548 Fax

Contractor's internet address/website: www.nrsca.com

Contract administration source: Irene C. Ito

Business Size: Small Business
Minority Owned Business



GSA Awarded Pricing For CFMS

GSA CFMS Labor Category	GSA Price Rate (hourly) With 0.75% IFF
General Manager / Sr. Project Manager	\$64.73
Managing Principal / Sr. Furniture Planner	\$71.79
Account Manager / Furniture Planner	\$54.31
Specifications Writer / Product Specialist	\$38.45
Project Manager	\$50.70
Asset Manager	\$50.70
Information Systems Specialist	\$66.20
Asset Inventory Technician	\$40.05
Warehouse Supervisor	\$38.45
Warehouseman	\$32.06
Project / Installation Supervisor	\$44.13
Installation / Service Technician	\$35.30
Mover / Helper	\$30.23
Transportation Supervisor	\$38.45
Driver with Truck	\$56.52
CAD/CAFM Manager	\$58.11
CAD Operator	\$54.31
Warehouse Storage	\$0.22 / Cubic Ft.



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Labor / Task Descriptions

Managing Principal / Sr. Furniture Planner

Function: Manages substantial contract support operations involving multiple projects / task orders and personnel at diverse locations. Organizes, directs and coordinates planning and execution of all contract support activities. He/She must have demonstrated communication skills with all levels of management. Establishes and alters (as necessary) management structure to effectively direct contract support activities. Meets and confers with Government management officials regarding the status of specific contractor procurement activities and problems, issues or conflicts regarding resolution. Shall be capable of negotiating and making binding decisions for the company.

Experience: 20 years directly related experience

Education: BA/BS degree in Business Administration or one of the sciences

General Manager / Sr. Project Manager

Function: Provides business, technical and personnel management across a major single project or multiple projects, involving multi-disciplinary and diverse functional activities. Subordinate groups of technical and administrative personnel report directly to the General Manager / Sr. Project Manager.

Experience: 18 years directly related experience

Education: BA/BS in Business Administration or Human Resources

Account Manager

Function: Works with the client to determine needs, defines project & product specifications and supervises the project team. Responsible for space requirements per individual client specifications, adjacencies matrix preparations, block plan developments, stacking plan alternatives, situational space analysis, existing relationship reviews, existing blocking plan benefits reviews and adjacency changes recommendations. The Account Manager provides client with conceptual design, workstation typical, schematic layouts, color palettes, ergonomics analysis and environmental impact through project duration and completion. Provides inventory of existing furniture/workstations for re-use and develops product pull lists of required, existing, purchase and surplus product. Assures that project is completed on schedule, within budget and in conformance with project specifications

Experience: 5 years directly related experience

Education: BA/BS in Business Administration or one of the sciences



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Labor / Task Descriptions

Project Manager

Function: Provides implementation and oversight for project duration and manpower allocation. Establishes and chairs the Move Committee for each project. Schedules, coordinates and monitors the various trades involved in the scope of the project. Responsible for pre-move documentation of interiors, post move validation inspections, punch list tracking & resolution and post move services.

Experience / Education: 4 years directly related experience and a BA/BS in Business Administration or one of the sciences

Information Systems Specialist

Function: Provides technical solutions and support for computer applications, web-based technology and general business operations. Responsible for specialized technical leadership and skill toward designed, developing, implementing and support projects. Supervises multi-disciplined team members. Uses operational research and management analysis to implement new or revised business, technical or functional processes. Typically uses prescribed methods but perform specific and limited portions of broader assignments under the direction of experienced management.

Experience / Education: 12 years directly related experience, BA/BS

CAD / CAFM Manager

Function: Analyzes user needs to determine functional and system requirements. Performs functional and/or system allocation to identify required tasks and their interrelationships. Interfaces between functional and technical experts to provide input for CAD & CAFM system development. Identifies resources for each task. Provides supervision and directions to CAD & CAFM support personnel.

Experience / Education: 12 years directly related experience, BA/BS

CAD Operator

Function: Responsible for producing accurate & timely computer aided design and drafting services for building and furniture related projects. CAD drawings produced shall contain sufficient detail and information for use by all trades such as electricians, furniture installers, voice/data communications, etc.

Experience / Education: Sr. CAD Operator: 8 years directly related experience, BA/BS
CAD Operator: 4 years directly related experience, BA/BS



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Labor / Task Descriptions

Asset Manager

Function: Responsible for all aspects of inventory determination, coordination and control including initial inventory assessment, marking, tagging, bar-coding and associated tracking and management. Responsible for complete accuracy, integrity and reliability of the asset database and overseeing the required maintenance to sustain it's technological viability.

Experience / Education: 12 years directly related experience, BA/BS

Asset Inventory Technician

Function: Responsible for all aspects of inventory implementation including inventory identification, assessment, tagging, cataloging, bar-coding as well as overseeing the fulfillment of all asset digital photographs.

Experience / Education: 12 years directly related experience, H.S. Diploma

Specification Writer / Product Specialist

Function: Responsible for monitoring and expediting all purchase order activities with suppliers and maintaining databases of RFQ & Work Order activity with customers. Checks supplier and vendor acknowledgements for accuracy of order and expedite product shipping schedules to assure that the project adheres to the expected date of completion. Support the Account Managers & Project Managers on all activity levels.

Experience / Education: 4 years directly related experience, BA/BS

Project / Installation Supervisor

Function: Responsible for overseeing and maintaining an efficient and effective working relationship with the customer, various trades and all project team members on the jobsite. Professional performance and appropriate behavior of all team members shall be closely monitored. All pertinent jobsite & personnel information shall be communicated to the Operations Manager & Project Manager.

Experience / Education: 8 years directly related experience, H.S. Diploma



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Labor / Task Descriptions

Installation /Service Technician

Function: Responsible for performing all tasks assigned by the Installation Supervisor in a professional, efficient and craftsman-like manner. Specific tasks to include unloading of product from trucks, staging product, inspecting the work area for adequate power and lighting, installing product according to installation plans, reporting any potential problems, safety hazards or damages immediately to the Installation Supervisor for resolution. Completing the installation in the most timely and efficient manner with minimal down time.

Experience / Education: 5 years directly related experience, H.S. Diploma

Mover / Helper

Function: Responsible for assisting the Installation Technicians in the performance of all tasks assigned by the Installation Supervisor in a professional, efficient and craftsman-like manner. Specific tasks include assisting in loading and unloading trucks, staging product, properly disposing of trash and packaging materials, exercising care and diligence in using tools and in maneuvering product and equipment at the jobsite.

Experience / Education: 3 years directly related experience, H.S. Diploma

Transportation Supervisor

Function: Responsible for overseeing the safe & timely transportation of product and personnel to the various jobsite locations to perform the required work. Responsible for the professional performance and behavior of all team members while on the job. Obtains all pertinent information relating to the job, his team members and the operation of the fleet vehicles and transmits it accurately to the Operations Manager and Warehouse Supervisor.

Experience / Education: 5 years directly related experience, H.S. Diploma

Driver

Function: Responsible for safe & timely transportation of product and personnel to the various jobsite locations to perform the required work order task. Insure that the vehicle and manpower is properly equipped with the necessary tools, materials, supplies and information to prevent any delays to the work schedule.

Experience / Education: 3 years directly related experience, H.S. Diploma
Minimum current Class C California Drivers License
Preferred current Class B California Drivers License



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Labor / Task Descriptions

Warehouse Supervisor

Function: Responsible for directly overseeing the timely, accurate and efficient completion of all tasks and work orders assigned to the warehouse personnel. Communicates directly with the Operations Manager & Project Manager for all work order requirements.

Experience / Education: 5 years directly related experience, H.S. Diploma

Warehouseman

Function: Responsible for timely, accurate and efficient completion of assigned work orders which include but are not limited to tasks such as identify, pull, clean, load, receive, unload, rack, repair, maintain, liquidate or dispose of customer's assets stored in the warehouse. Reports directly to the Warehouse Supervisor for all work order requirements.

Experience / Education: 3 years directly related experience, H.S. Diploma