



DEPARTMENT OF THE AIR FORCE AIR FORCE INSTALLATION CONTRACTING AGENCY

Purpose:

The Air Force Furnishings Commodity Council (AF FCC) has assembled this package to assist AFCEC, USACE, and NAVFAC in the implementation of the Air Force Furniture programs, specifically the Systems and Modular Furniture program, the Office Seating program, the Filing & Storage program, and the Executive Office and Conference Furniture program, for all Air Force projects which include furniture. The following vendor information is provided to assist the General Contractor in the office furniture procurement process. It is our intent to provide the necessary guidance and instructions so that the program can be easily integrated into the MILCON processes and accessed by General Contractors.

Program Use by General Contractors:

For General Contractors tasked with procuring office furniture for MILCON projects, IAW FAR 51, a general contractor may be granted authorization to purchase furniture through the AF programs.

For USACE and NAVFAC program procurement, the following language can be inserted in your contract when soliciting for a general contractor during a MILCON project that requires office furniture:

“This contract requires the use of the established Air Force furniture programs for the purchase of all Systems and Modular Furniture products, Filing and Storage products, Office Seating products, Executive Office & Conference Room Furniture products, as well as the associated services. For this purpose, a cost reimbursable Contract Line Item Number has been provided. Note that pricing is limited to established Not To Exceed prices. Under the AF program, the contractor should obtain a bid from each of the applicable vendors. POC information for both the vendors as well as the Air Force furniture program office is listed at the end of this document.

Under FAR 51.101, the acquiring Contracting Office must use a cost-reimbursable Contract Line Item Number for the systems and modular furniture requirement. Additionally, the contractor must be granted formal authorization to use the systems and modular furniture contract and its dealers, and a determination must be placed in the contract file. AFICA has created templates of these documents that a Contracting Officer may use when granting authorization to a general contractor to use the AF Systems and Modular program. These are attachments 6 and 7 to this document.

A general contractor can send the project requirements for systems and modular furniture directly to the four small business dealerships assigned to the location. The solicitation would reference the AF Systems and Modular program and the dealers would respond with program

pricing. The products on this program have been vetted for technical acceptability; therefore, the only technical requirements to be evaluated at Tier II are those items specific to the individual project.

The following is a more detailed outline of the ordering process for NAVFAC or a NAVFAC general contractors purchasing systems and modular furniture for an Air Force project.

Ordering Process:

Step 1: Determine the number and size of cubicles required for the space.

If a detailed design of the space has been completed, a general contractor can send that design to the four program vendors. If you are in the early stages of a project and do not yet have a design, several standard cubicle configurations were developed to assist in the design process. These configurations are provided as Attachment 1 to this document. An AutoCAD version is available upon request to the AFICA Furnishings Commodity Council at: AF.FCC.SYSTEMS.FURNI@us.af.mil. If a detailed design has already been completed these typical configurations will not likely be required in this process.

Step 2: Create the solicitation and send it directly to the four vendors representing the local installation.

Solicitation Instructions are provided as Attachment 2 and are intended to serve as a template for a solicitation. The language in these instructions will ensure maximum enforceability of the program Terms and Conditions. If you do not use the language provided in the solicitation instructions please be sure to indicate to the dealers that this is an **Air Force purchase under the established Systems and Modular program**. The dealerships assigned to your base within the program can directly receive the solicitation via e-mail. Contact information for those dealerships is provided in Attachment 3. The solicitation package can be sent to the dealerships via email. It is important to solicit to all four dealers assigned to the installation to obtain any deeper discounts that can be achieved through additional competition. A model Performance Work Statement (PWS) (Attachment 4) has been created for convenience. This model can be tailored to your acquisition as necessary.

Step 3: Receive proposals and make award to the lowest-priced technically acceptable dealer.

Step 4: Complete an Inspection Acceptance Checklist.

This checklist (Attachment 5) provides the AF with critical information regarding dealership performance related to individual projects. Once work is complete on the project, please complete this checklist as well as a copy of the invoice to the AF FCC at: AF.FCC.SYSTEMS.FURNI@us.af.mil.

POC Information:

The AFICA Systems and Modular administration team is available to assist with any questions or concerns. Please use the following POCs:

Program mailbox, AF.FCC.SYSTEMS.FURNI@us.af.mil.

John Sherman, Dana King: dan.king.5@us.af.mil (937) 257-1245

Daniel Boeh, Contracting Officer: dan.boeh.2@us.af.mil (937) 257-4810

Bart Kenney, Contracting Officer: bart.kenney@us.af.mil (937) 257-0815

We appreciate your cooperation and participation in this program. Please feel free to contact us with any questions or concerns.

//Signed//

Joshua Holbrook
Contracting Officer
AFICA 771 ESS/EGC

Attachments:

Attachment 1 – AF Systems and Modular Furniture Typicals

Attachment 2 – Tier II Solicitation Instructions

Attachment 3 – Compiled Dealership POC Matrix

Attachment 4 – Template PWS

Attachment 5 – I/A Checklist

Attachment 6- AFICA Authorization

Attachment 7- Contracting Officer Determination

Air Force Furnishings Commodity Council Program Vendor Information – Mandatory Use

Seating • Systems and Modular • Filing and Storage • Executive Office and Conferencing

Seating - BPA

Note: Seating BPAs and vendor catalogs are located on GSA. Program includes the following types of office seating: Executive Level, Task Level (non-wood only), Conference Room, and Guest/Side seating.

POC MAILBOX: AFICA.Office.Seating@us.af.mil

<p><u>National Business Furniture</u> Web: www.nbf.com POC: Jake Feeley Phone: 1-888-252-5102 Ext 4207 Email: jakef@nbf.com</p>	<p><u>Teknion LLC</u> Web: www.teknion.com POC: Leonard Chapman Phone: 708-720-5607 Email: leonard.chapman@teknion.com</p>
<p><u>The HON Company</u> Web: www.hon.com POC: HON GSA Customer Support Phone: 1-800-466-8694 Email: gsacontractmanager@honcompany.com</p>	<p><u>Neutral Posture Inc.</u> Web: www.neutralposture.com POC: Paula Overall Phone: 979-778-0502 Ext 107 Email: poverall@neutralposture.com</p>
<p><u>Trade Products Corp.</u> Web: www.tradeproductscorp.com POC: Allyn Richert Phone: 703-502-9000 Email: arichert@tradeproductscorp.com</p>	<p><u>Steelcase Inc.</u> Web: www.steelcase.com POC: Paul Anglin Phone: 309-369-9001 Email: panglin@steelcase.com</p>
<p><u>Jack Knelly's OFS Inc.</u> Web: www.jackknellysofficefurniture.com POC: Jack Knelly Phone: 570-742-8210 Email: jackknelly@verizon.net</p>	

Systems and Modular – Standard Contract

Note: S&MF Contract is with local Tier 2 Dealers designated by the manufacturers. Program includes monolithic panel systems, stackable panel systems, coordinating desk products and demountable walls. To obtain dealer information, template PWS or workstation Typical configuration information, contact the local Air Force Contracting.

POC MAILBOX: AF.FCC.Systems.Furni@us.af.mil

<p><u>Allsteel Inc.</u> Web: www.allsteeloffice.com POC: Paul Drawbaugh Phone: 563-299-6045 Email: drawbaughp@allsteeloffice.com</p>	<p><u>Knoll Inc.</u> Web: www.knoll.com POC: Karen Bastian Phone: 305-571-0903 Email: kbastian@knoll.com</p>
<p>Teknion LLC Web: www.teknion.com POC: Angie Hoffman Phone: 856-552-5618 Email: angie.hoffman@tenion.com</p>	<p><u>Haworth Inc.</u> Web: www.haworth.com POC: Tim Hodges Phone: 616-393-1446 Email: tim.hodges@haworth.com</p>

Air Force Systems & Modular Furniture Program				
	Monolithic Panels	Stackable Panels	Modular	Demountable Walls
Allsteel	Terrace DNA	Terrace DNA	Cadence	DIRTT Walls
Knoll	Dividends Horizon	Dividends Horizon	Dividends Horizon	DIRTT Walls
Teknion	Boulevard	Leverage	Expansion	Altos
Haworth	Compose	Compose	X-Series	Enclose

Filing and Storage – BPA

Note: Filing and Storage BPAs and vendor catalogs are located on GSA. Program includes metal lateral file cabinets, storage cabinets and bookcases.

POC MAILBOX: AFFCCFilingandStorag@us.af.mil

<p><u>Great Openings/MetalWorks</u> Web: www.greatopenings.com POC: Steven Paine Phone: 231-398-8282 Email: spaine@greatopenings.com</p>	<p><u>Haskell</u> Web: www.haskelloffice.com POC: Bruce Robins Phone: 610-667-8180 Email: brobins@haskelloffice.com</p>
<p><u>Inscape/Office Specialty</u> Web: www.officespecialty.com POC: Aleda Woolley Phone: 905-953-5186 Email: awoolley@inscapesolutions.com</p>	

Executive Office and Conference Furniture (EOCF) – BPA

Note: EOCF BPAs and vendor catalogs are located on GSA. Program includes private office wood desks, reception desks, occasional tables, conferencing tables and accessories.

POC MAILBOX: AF.FCC.Executive.Off@us.af.mil

<p><u>SCS Integrated Support Solutions, LLC</u> Web: www.scsiss.com POC: James Combs Phone: 888-882-1520 Email: jcombs@SCSiss.com</p>	<p><u>Miller's of Columbia</u> Web: www.millersinc.com POC: Melanie Williams Phone: 803-223-6109 Email: melanie.williams@millersinc.com</p>
<p><u>Executive Furniture of Washington,DC, Inc.</u> Web: www.efwdc.com POC: Richard Mellish Phone: 301-622-9584 Email: efwdc@efwdc.com</p>	

Air Force Executive Office and Conference Furniture Program			
Program Vendor	Management		
	Traditional	Transitional	Contemporary
EFWDC	Jasper Desk/Heritage II	Jasper Desk/Basics III	Jasper Desk/Metallix
Millers	Jofco/Walden	Jofco/Reflections	Indiana Furniture/Madera
SCS	Darran/Richmond Park	Darran/Capitol Park	Darran/Hyde Park

Air Force Executive Office and Conference Furniture Program			
Program Vendor	Executive		
	Traditional	Transitional	Contemporary
EFWDC	Jasper Desk/Georgian	Jasper Desk/Freedom	Jasper Desk/A la Carte
Millers	Jofco/Walden	Jofco/Reflections	Indiana Furniture/Revolution
SCS	Darran/Jamestown	Darran/Prado	Darran/Central Park