

FEDERAL SUPPLY SERVICE - AUTHORIZED FEDERAL SUPPLY SCHEDULE PRICE LIST

ALEX

ALEX-ALTERNATIVE EXPERTS, LLC

8390 W. MAIN ST, SUITE B

MARSHALL, VA 20115

(P) 703-502-9700 / (F) 703-502-9705

WWW.ALEXINC.COM

Multiple Award Schedule

FSC Group: Furniture & Furnishings and Office Management Large Categories

FSC/PSC Code: N071

Contract Number: GS-29F0015W

SINS: 541614CF; 541614OR; Order Level Materials

Contract Period: March 12, 2010 – March 11, 2025

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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 for GSA Advantage! is: GSAAdvantage.gov.

For more information on ordering from Federal Supply Schedules click on the FSS Schedules button at fss.gsa.gov.

CORPORATE INFORMATION

Points of Contact:

Monica Joseph – Managing Member
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Sarah Holman – Contracts Manager
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Orders: gsaorders@alexinc.com

Business Information:

FED ID#: 65-1306516
DUNS #: 800579554
CAGE Code: 0LAR5
Facility Security Clearance: Top Secret

Certifications:

- Woman Owned Business
- Minority Owned Business (Hispanic American)

CUSTOMER INFORMATION

1.a	Awarded SINS	541614CF - Comprehensive Furniture Management Services 541614OR - Office Relocation and Reconfiguration Order Level Materials (OLM) <i>*For item descriptions and awarded prices, please reference “Labor Categories and Pricing” on page 5</i>
1.b	Identification of the lowest priced model number	N/A
1.c	Labor Category Descriptions	Please reference “Labor Category Descriptions” section
2	Maximum Order	SIN 541614CF: \$250,000 NET SIN 541614OR: \$500,000 NET
3	Minimum Order	\$100.00 NET
4	Geographic Coverage	Domestic service and delivery only
5	Point(s) of Production	N/A
6	Discounts	Prices quoted in this pricelist are net
7	Quantity Discounts	N/A
8	Prompt Payment Terms	N/A
9.a	Government Purchase Cards	Government purchase cards are accepted at or below the micro-purchase threshold.
9.b	Government Purchase Cards	Government purchase cards are accepted above the micro-purchase threshold.
10	Foreign Items	N/A
11.a	Time of Delivery	30 days ARO
11.b	Expedited Delivery	1 Week ARO
11.c	Overnight and 2-day delivery	N/A
11.d	Urgent Requirements	N/A
12	FOB Terms	Destination
13.a	Ordering Address	ALEX-Alternative Experts, LLC 8390 W. Main St, Suite B Marshall, VA 20115 gsaorders@alexinc.com
13.b	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).
14	Payment Address	ALEX-Alternative Experts, LLC P.O. Box 434 Marshall, VA 20116
15	Warranty Provisions	None
16	Export packing charges	N/A
17	Government purchase card acceptance	Accepted on orders above and below the micro purchase threshold.
18	Terms and conditions of rental, maintenance, and repair	N/A
19	Terms and conditions of installation	N/A
20	Terms and conditions of repair parts	N/A
20.a	Terms and conditions for any other services	N/A
21	List of service and distribution points	N/A
22	List of participating dealers	N/A
23	Preventive maintenance	N/A
24.a	Special attributes	N/A
24.b	Section 508	N/A
25	Data Universal Number System (DUNS) number	800579554
26	SAM Registration	ALEX- Alternative Experts, LLC maintains an active and current registration in www.SAM.gov
27	Uncompensated Overtime	Not used

SERVICES COVERED	
SIN 541614CF - Comprehensive Furniture Management Services	Includes comprehensive furniture management services such as space planning, interior design, project management and installation.
SIN 541614OR - Office Relocation and Reconfiguration	Includes services for relocating and/or reconfiguring existing office furniture, equipment, and related supplies. Services include, but are not limited to, pre-move planning, relocation plan designing, reorganizing, and related ancillary supplies such as packing materials.
Order Level Materials (OLM)	OLMs are supplies and/or services acquired in direct support of an individual task or delivery order placed against a Schedule contract or BPA. OLM pricing is not established at the Schedule contract or BPA level, but at the order level.

LABOR CATEGORIES AND PRICING	
541614CF - Comprehensive Furniture Management Services	
LABOR CATEGORY	GSA RATE
Admin / Clerical	\$51.47
Assistant Program Manager	\$48.91
Computer Aided Design	\$60.53
Computer Aided Facilities Management Technician	\$53.93
Crew Lead	\$71.19
Interior Designer – Jr.	\$45.49

Principal	\$149.61
Program Manager	\$122.88
Project Assistant	\$38.53
Project Manager	\$74.79
Project Manager – Sr.	\$98.09
Purchasing Specialist	\$60.78
Sr. CADD & Architectural Design Specialist	\$79.77
Space Planner	\$52.83
Telecommunications Technician	\$55.05
Warehouse Specialist	\$45.03
541614OR - Office Relocation and Reconfiguration	
LABOR CATEGORY	GSA RATE
Admin / Clerical	\$51.47
Assistant Program Manager	\$48.91
Crew Lead	\$71.19
Information Systems Technician	\$76.00
Installation Technician	\$59.78
Principal	\$149.61
Program Manager	\$122.88
Project Assistant	\$38.53
Project Manager	\$74.79
Project Manager – Sr.	\$98.09
Purchasing Specialist	\$60.78
Space Planner	\$52.83
Sr. CADD & Architectural Design Specialist	\$79.77
Telecommunications Technician	\$55.05
Warehouse Specialist	\$45.03

* Prices Shown Herein are Net (discount deducted)

** Overtime rates may be negotiated upon the request of the Task Order Contracting Officer

SCA MATRIX		
SCA Eligible Labor Category	SCA Equivalent Code / Title	WD No.
Admin/Clerical	01611 - Word Processor I	15-4281
Computer Aided Design	30061 - Drafter/CAD Operator I	15-4281
Computer Aided Facilities Management Technician	30061 - Drafter/CAD Operator I	15-4281
Information Systems Technician	14160 - Personal Computer Support Technician	15-4281
Installation Technician	30081 - Engineering Technician I	15-4281
Project Assistant	01119 - General Clerk III	15-4281
Telecommunication Technician	23931 - Telecommunications Mechanic I	15-4281
Warehouse Specialist	21410 - Warehouse Specialist	15-4281

The Service Contract Labor Standards (SCLS) is applicable to this contract and it includes SCLS applicable labor categories. The prices for the indicated (**) SCLS labor categories are based on the U.S. Department of Labor Wage Determination Number(s) identified in the SCLS matrix. The prices awarded are in line with the geographic scope of the contract (i.e. nationwide).

LABOR CATEGORY DESCRIPTIONS

Job Title:	Admin / Clerical
Minimum/General Experience:	4+ years of professional administrative or support experience
Minimum Education:	Bachelor's Degree or equivalent experience
Functional Responsibility:	Coordinates and supervises specific tasks, project, or functions of a non-technical nature. Ensures all activities are carried out in accordance with project requirements. Coordinates day-to-day administration tasks, to ensure quality and productivity standards are maintained while meeting schedules. Coordinates with other contract personnel to ensure work smoothly transferred. Provides written management or program plans, maintenance and operations instructions, task status analysis, cost reports, and other related documents. Ensures all administrative tools are effectively used to control and accomplish tasks and may provide operations security protection for all sensitive/critical information. Assists with writing manuals, status reports and other documentation. May set up and manage project facilities.
Job Title:	Assistant Program Manager
Minimum/General Experience:	5+ years of professional related experience
Minimum Education:	Associate's Degree or equivalent
Functional Responsibility:	Supports overall technical management of specific projects and ensuring that the technical solutions and schedules are implemented in a timely manner. Supports all aspects of the project including cost schedules, documentation preparation, quality control, and customer interaction. Plans and interfaces with other functional systems. Ensures that the project team members are fully utilized or available to support projects. Supports project related tasks including but not limited to asset management, space planning, furniture and finish specifications, voice and data cabling, furniture installation, and move management. Provides guidance to project teams and personnel and assures adherence to established contract requirements, regulations, laws and rulings of government authorities.
Job Title:	Computer Aided Design
Minimum/General Experience:	5+ years of professional CAD drafting experience
Minimum Education:	Associate's Degree or equivalent experience
Functional Responsibility:	Prepares architectural, structural, mechanical and/or electrical designs using computer aided design (CAD). Reviews engineering drawing and designs to ensure adherence to established specifications and standards. In addition, may perform Computer Aided Facilities Management Technician duties.
Job Title:	Computer Aided Facilities Management Technician
Minimum/General Experience:	3+ years of related professional experience
Minimum Education:	Associate's Degree or equivalent experience
Functional Responsibility:	Responsible for maintaining the computer aided facilities management (CAFM) system to include current and future floor plans, space attributes, and data elements as well as the physical asset inventories for assigned facilities. Responsibilities may include performing data collection and data

entry of information gathered from site surveys to include architectural floor plans and bar coding and scanning of assets as well as performing design and revisions for CAFM records.

Job Title: Crew Lead
Minimum/General Experience: 3+ years of related professional experience
Minimum Education: Associate's Degree or equivalent experience
Functional Responsibility: Carries out the technical execution of project requirements, in addition to providing mentorship and training to subordinate personnel. May be responsible for collection of asset data, furniture installation, IT disconnect/reconnect, document control, or move management activities.

Job Title: Information Systems Technician
Minimum/General Experience: 5+ years of professional IT support experience
Minimum Education: Associate's Degree or equivalent experience
Functional Responsibility: Maintains, analyzes, troubleshoots, and repairs computer systems, hardware and computer peripherals. Documents, maintains, upgrades or replaces hardware and software systems. Supports and maintains user account information. Provides technical, operational, and training.

Job Title: Interior Designer - Jr
Minimum/General Experience: 1+ years of related professional experience
Minimum Education: Bachelor's Degree in Interior Design or Architecture
Functional Responsibility: Supports design efforts with field measurements, electrical and ceiling surveys, space planning and development of furniture systems solutions under the supervision of an Interior Designer and/or Space Planner. May assist in CAD documentation and material selection, finish selections, and furniture procurement.

Job Title: Installation Technician
Minimum/General Experience: 2+ years of professional installation experience
Minimum Education: Associates Degree, trade school certification or equivalent experience
Functional Responsibility: Performs installation and troubleshooting of furniture systems, cables, computer voice and data equipment, and peripherals. Reads, interprets, and implements schematic drawings for installation purposes.

Job Title: Principal
Minimum/General Experience: 10+ years of business management experience
Minimum Education: Bachelor's Degree required; Master's Degree preferred
Functional Responsibility: Represents organization at the Executive level. Plans and directs all aspects of the organization's policies, objectives, and initiatives. Recognizes and understands industry trends and develops strategic business solutions to establish organization as a leader in the design and technology integration industry. Identifies key business opportunities and allocates staff and financial resources for the successful execution of projects and programs. Possesses leadership qualities, business maturity and consultative skills to include problem-solving, negotiation, assessment, speaking/presentations, technical writing, listening, facilitation, project management, and the ability to influence. Actively participates in programs and performs management of billable work.

Job Title: Program Manager
Minimum/General Experience: 10 + years of related professional business experience
Minimum Education: Bachelor's Degree or equivalent experience
Functional Responsibility: Oversees programs to ensure activities are carried out in accordance with established contract specifications, schedules, and budgets; coordinates interdepartmental functions in order to minimize delays; meets with program team members on a regular basis to review program status and plan future actions.

Accountable to Executive Management for overall program management contract performance, profits, and client/customer relationships.

Supervises programs/projects from inception through completion. Establishes milestones and monitors adherence to master program plans and schedules. Serves as the primary customer point of contact for all program activities including leading program review sessions with customer to discuss cost, schedule, and technical performance. Performs new business development, client and customer relationship building functions. Provides budget forecasting and prepares high-level project proposals and pricing.

Job Title: Project Assistant
Minimum/General Experience: 2+ years of professional administrative or project support experience
Minimum Education: Associates Degree, business school certificate or equivalent experience
Functional Responsibility: Gathers information from technical staff; prepares documents and spreadsheet accounting information for weekly and monthly progress reports. Tracks project budget and monitors project financial status. Maintains project records.

Job Title: Project Manager
Minimum/General Experience: 7+ years of professional related experience
Minimum Education: Bachelor's Degree or equivalent experience
Functional Responsibility: The project manager is responsible for the overall technical management of specific projects and ensuring that the technical solutions and schedules are implemented in a timely manner. Supports all aspects of the project including cost schedules, documentation preparation, quality control, and customer interaction. Plans and interfaces with other functional systems. Ensures that the project team members are fully utilized or available to support projects.

Oversees project related tasks including but not limited to asset management, space planning, furniture and finish specifications, voice and data cabling, furniture installation, and move management. Provides guidance to project teams and personnel and assures adherence to established contract requirements, regulations, laws and rulings of government authorities.

Job Title: Project Manager – Sr.
Minimum/General Experience: 10 + years of related professional experience
Minimum Education: Bachelor's Degree or equivalent experience
Functional Responsibility: The project manager is responsible for the overall technical management

of specific projects and ensuring that the technical solutions and schedules are implemented in a timely manner. Supports all aspects of the project including cost schedules, documentation preparation, quality control, and customer interaction. Plans and interfaces with other functional systems. Ensures that the project team members are fully utilized or available to support projects.

Oversees all aspects of the project, including but not limited to asset management, space planning, furniture and finish specifications, voice and data cabling, furniture installation, and move management. Provides guidance to project teams and personnel and assures adherence to established contract requirements, regulations, laws and rulings of government authorities.

Job Title: Purchasing Specialist
Minimum/General Experience: 1+ years of professional procurement experience
Minimum Education: Associates Degree, business school certificate or equivalent experience
Functional Responsibility: Responsible for negotiating prices and purchasing materials, equipment, and supplies from vendors. Performs procurement and contracts administration; drafts RFQs, RFPs, and RFIs; evaluates vendors, awards contract and negotiates with vendors. Expedites orders to ensure on- time delivery.

Job Title: Space Planner
Minimum/General Experience: 3+ years of related professional experience
Minimum Education: Bachelor's Degree in Interior Design or Architecture
Functional Responsibility: Reviews and assesses space available within buildings
Determines space requirements for current personnel. Coordinates cubicle modifications and personnel movement. Performs space configuration/cost tradeoffs and analyses.

Job Title: Sr. CADD & Architectural Design Specialist
Minimum/General Experience: 5+ years of related professional experience
Minimum Education: Bachelor's Degree or equivalent experience
Functional Responsibility: Utilizing Computer Aided Design software, develops space plans and coordinates office relocations from concept to the physical move. Provides technical support and assistance in development of an effective and economical use of space, performs onsite space surveys and implements actions to ensure the full use of assigned space and furniture. Experience with most aspects of interior design and finishes, including systems furniture and case goods. Provides support in maintaining space records, plans, files and charts for effective space management and develop solutions and details using the CAD system to complete drafting assignments and redline updates for master record drawing files. Knowledgeable in building mechanical, electrical, and plumbing systems.

Job Title: Telecommunications Technician
Minimum/General Experience: 5+ years related professional telecommunication experience
Minimum Education: Associates Degree, trade school certification or equivalent experience
Functional Responsibility: Provides telephone and on-site technical support of telecommunication technology products. Provides on-site dispatch technical assistance for

trouble resolution and field support.

Job Title: Warehouse Specialist
Minimum/General Experience: 2+ years of related warehouse experience
Minimum Education: High School Diploma or equivalent
Functional Responsibility: Receives, stores, and issues materials, equipment, and other items from stockroom, warehouse, or storage yard. Keeps records and compiles stock reports. Stocks and maintains the warehouse inventory in accordance with a storage plan. Packages finished product for shipping (shrink wrapping, boxing, labeling). Stages, loads and unloads product; examines stock to verify conformance to specifications and invoices; stores articles according to identifying factors; fills orders or issues supplies from stock; requisitions stock to fill incoming orders; and prepares stock use reports. Determines methods or places for storage considering guidelines for temperature, humidity, weight or height limits, turnover, floor loading capacity, and required space. Operates forklifts and may perform preventative maintenance on the equipment.

Experience Equivalency:

ALEX applies the industry standard that 1 ½ years professional experience is equivalent to 1 year of college.

Degree	Associate's Degree	Bachelor's Degree	Master's Degree	PhD
Years of Experience	3 years of related professional experience	6 years of related professional experience	9 years of related professional experience	12 years of related professional experience