August 9, 2022

George Mason University Purchasing Department 4400
University Drive, Mailstop 3C5
Fairfax, Virginia 22030

Attention: Ms. Regina Bazile, Senior Buyer

Metro Installation Services, Inc. is pleased to respond to questions/negotiation points regarding George Mason University Request for Proposals GMU-1793-22, Furniture Systems Installations and   Reconfigurations.

Question	Metro Response
Does Metro own their storage facility or are they subcontracting it out?	Metro leases a dual office/warehouse space in Chantilly, VA.
Are any additional discounts available for storage? Can you come down on your rates for storage or reduce your rates if we store things for longer than 30 days?	The storage rate proposed is already discounted for GMU. Our current rate for short term storage is $2.20/sq ft per month.
Please clarify if the square foot and monthly rates provided in the proposal for storage facilities are for non temp controlled? What are the square foot and monthly rates for temp controlled storage?	Our warehouse space is heated. The rates in our proposal for our warehouse are $2.00/sq ft per month. Please note that we have never stored any product for GMU during the course of our last contract. We prefer not to store items for longer than 30 days as our warehouse is a turn-around warehouse. As a contract furniture installation company, we receive shipments for our installations on a daily basis. We also have product leaving our warehouse for installations on a daily basis. Our business model is that of furniture installation, not moving and storage. Long term storage is best left to moving companies.
What percentage of your business is moving and what percentage is systems furniture installations?	Our business is almost 100% contract furniture installation. We have performed a few moves for very small clients but our focus is contract furniture installation.
What is your average turn-around/completion time for reconfiguration projects?	Our average turn-around time for reconfiguration projects depend on the size of the project. The average is two weeks from initial contact by GMU to completion of reconfiguration on average sized projects. Project size is a determining factor.
If an emergency arises how quickly can you typically respond to an emergency request? Within the same week?	Yes – we can respond to emergency request within the same week.

Please review your pricing and provide the best available price possible.	Best pricing is in the attached Excel spreadsheet.
Are any other labor rates, categories, equipment charges, fees, etc. that Mason needs to be aware of, that were not included or mentioned in your proposal, please provide a list of them at this time.	Regarding labor rates, charges and categories. In the RFP pricing schedule, there is a category for Helper/Assistant. Metro does not staff any Helper/Assistants. All of our staff our are trained contract furniture installers. That is why the pricing for Helper/Assistant on our best and final is listed as N/A. We have no fees for the use of trucks or equipment during the execution of tasks. Those items are considered overhead.

Should you have any questions or require additional information regarding our proposal or this response, please feel free to contact James Elliot at james@metro-install.com or (703) 378-6663.

Respectfully,

Fred Elliot
President

Labor Rates	PROPOSAL		BEST PRICING	
	Regular Time	Overtime Rate	Regular Time	Overtime Rate
Project Manager	no charge	no charge	no charge	no charge
Systems Furniture Installer	$ 41.50	$ 62.25	$41.00	$61.50
Supervisor	$ 41.50	$ 62.25	$41.00	$61.50
Electrician	N/A	N/A	N/A	N/A
Helper/Assistant	$ 41.50	$ 62.25	N/A	N/A
Truck (Including Driver)	no charge	no charge	no charge	no charge
Storage Facilities				
Non Temp Controlled	N/A			
Per square foot				
Monthly				
Temp Controlled	$2.00			
Per square foot				
Monthly				