Subject: Re: Varidesks
Date: Tue, 31 Oct 2017 13:50:55 -0400
From: Carla Virgilio - AC <carla.virgilio@gsa.gov>
To: Bridget Brennan - AC <bridget.brennan@gsa.gov>
Cc: Lisa Campbell - H1BD <lisa.campbell@gsa.gov>
Message-ID: <CANUpP=NjaaFRMD_1ujWppC8nFn63O=TQ0cf1h_3R0De67bOmsQ@mail.gmail.com>
MD5: dab857dd3980db442ab5b942d3eb7f3f

Thanks, Bridget!

Lisa - This afternoon at 4:30pm works. Or tomorrow at 10:30am. Let me know which is preferred. Thanks!

Regards,
Carla

Carla Virgilio
Special Assistant
Office of the Administrator and Chief of Staff
U.S. General Services Administration
(202) 412 - 6305

On Tue, Oct 31, 2017 at 1:43 PM, Bridget Brennan - AC <bridget.brennan@gsa.gov> wrote:

Hi Lisa,

Connecting you to Carla - she can help find a good time and date.

Thanks again,

Bridget

Bridget Brennan, Esq.
Senior Advisor, Office of Administrative Services
General Services Administration

Cell: (202) (b) (6)
Email: Bridget.Brennan@gsa.gov

On Tue, Oct 31, 2017 at 1:03 PM, Lisa Campbell - H1BD <lisa.campbell@gsa.gov> wrote:

Do we work with you to find a good date/time to install these, or someone else?

Lisa M. Campbell
Director
DC Workplace Services Division (CO and NCR)
Office of Administrative Services
571-436-6250

On Tue, Oct 31, 2017 at 11:28 AM, Bridget Brennan - AC <bridget.brennan@gsa.gov> wrote:

Hi Lisa,

Great! The varidesks are for Emily, Jack, and Carla (6460W, 6460V, 6460T).

Thank you,

Bridget Brennan, Esq.
Senior Advisor, Office of Administrative Services
General Services Administration

Cell: (202) (b) (6)
Email: Bridget.Brennan@gsa.gov

On Mon, Oct 30, 2017 at 6:54 PM, Lisa Campbell - H1BD <lisa.campbell@gsa.gov> wrote:

We were asked to purchase 3 varidesks for the A suite. They have come in. Do you know which specific desks they belong on?

Thanks,

Lisa M. Campbell
Director
DC Workplace Services Division (CO and NCR)
Office of Administrative Services
571-436-6250

Subject: Re: Updated invitation: correction Mounting new Monitors to the ARM in A suite @ Mon Nov 13, 2017 8am - 8:30am (lisa.campbell@gsa.gov)
Date: Fri, 27 Oct 2017 13:25:34 -0400
From: Anne Brown - H1AC-C <anne.brown@gsa.gov>
To: Lisa Campbell - H1BD <lisa.campbell@gsa.gov>
Cc: Joey Yousufzai - IDILD <joey.yousufzai@gsa.gov>, John Antoniou <john.antoniou@gsa.gov>, David McGehee <david.mcgehee@gsa.gov>, Jack Nguyen - IOILC <jack.nguyen@gsa.gov>, Martin Zavaleta - IOILC-C <martin.zavaleta@gsa.gov>, Mary Phillips - IDILD <mary.phillips@gsa.gov>
Message-ID: <CADS=Pfb7_XrL80=L9LC0WnN4Bm_vJ1yesoc7xkBLK-coyTHj+Q@mail.gmail.com>
MD5: 5184b728580d2d5e4ee65357932adaff

Lisa,

This has been added to their schedule for Monday 11/13.

Thanks,

Anne Brown
Conference Space Coordinator
Workplace Services Division
Office of Administrative Services
(202) 322-4072

On Fri, Oct 27, 2017 at 1:23 PM, Lisa Campbell - H1BD <lisa.campbell@gsa.gov> wrote:

Anne, please add this to the movers' calendar.

Thanks,

Lisa M. Campbell
Director
DC Workplace Services Division (CO and NCR)
Office of Administrative Services
571-436-6250

On Fri, Oct 27, 2017 at 12:54 PM, Joey Yousufzai - IDILD <joey.yousufzai@gsa.gov> wrote:

This event has been changed.

more details »

Changed: correction Mounting new Monitors to the ARM in A suite
Changed: Lisa:
I need 2 to 3 movers for this one. Thank you Lisa!

JOEY YOUSUFZAI
U.S. GENERAL SERVICES ADMINISTRATION
OFFICE OF THE CHIEF INFORMATION OFFICER
DESK: 202-501-5543
MOBILE: (b) (6) [redacted]

On Thu, Oct 26, 2017 at 4:48 PM, David Harrity - IDI wrote:
>
> Joey
>

> Okay, after "delivery" when would be a good internal estimate for delivery to the customer (the A-Suite). I don't want to state 11-6 if it takes several days to relea...

When	**Changed:** Mon Nov 13, 2017 8am – 8:30am Eastern Time
Where	6400 suite (map)
Calendar	lisa.campbell@gsa.gov
Who	joey.yousufzai@gsa.gov - organizer lisa.campbell@gsa.gov john.antoniou@gsa.gov david.mcgehee@gsa.gov jack.nguyen@gsa.gov martin.zavaleta@gsa.gov mary.phillips@gsa.gov

Going? **Yes** - **Maybe** - **No** more options »

Invitation from Google Calendar

You are receiving this email at the account lisa.campbell@gsa.gov because you are subscribed for updated invitations on calendar lisa.campbell@gsa.gov.

To stop receiving these emails, please log in to https://www.google.com/calendar/ and change your notification settings for this calendar.

Forwarding this invitation could allow any recipient to modify your RSVP response. Learn More.

Subject: Re: Ready to get on George's calendar!
Date: Tue, 31 Oct 2017 07:00:14 -0400
From: Lisa Campbell - H1BD <lisa.campbell@gsa.gov>
To: Robert Riddle - H1BD <robert.riddle@gsa.gov>, "Daniel Miller, (PACB)" <daniel.s.miller@gsa.gov>
Message-ID: <CALe1gQqv9XDqA=c0Ciuj7cN2hR_UCLE6rL5+R=ebqSj7-X75QA@mail.gmail.com>
MD5: de073d5d232528cf6bf12faa3e6cf9b7
Attachments: FurnitureArtWorkshopQuote.pdf

Dan, can you make a note of this non-supply charge that we'll be paying for the Administrator's suite so it does not count against the WPS 1800F budget? I'll have one of my credit card holders pay for it.

Lisa M. Campbell
Director
DC Workplace Services Division (CO and NCR)
Office of Administrative Services
571-436-6250

On Mon, Oct 30, 2017 at 1:01 PM, Robert Riddle - H1BD <robert.riddle@gsa.gov> wrote:

Lisa,

Attached is the vendor's quote for furniture repair. Can we get it in the pipeline now, given Dan's message of Friday afternoon that we should have the go-ahead tomorrow?

Robert

On Mon, Oct 30, 2017 at 12:47 PM, George & Carolyn Furniture Art Workshop LLC <furnitureartworkshop@verizon.net> wrote:

Hi Robert,

Please see the attached estimate and let me know if you have any questions.

Thank you,

Carolyn Railey
Furniture Art Workshop LLC
934 Parkey Road / Gambrills, MD 21054-1045
Phone & Fax 301-621-0731
furnitureartworkshop@verizon.net
----- Original Message -----
From: Robert Riddle - H1BD
To: furnitureartworkshop@verizon.net
Cc: Lisa Campbell
Sent: Monday, October 30, 2017 11:42 AM
Subject: Ready to get on George's calendar!

Good morning --

We spoke by phone last month ago about getting George and a helper into our office for wood touch-up work on a collection of executive furniture. I've attached a collection of photos of the items.

I'm meeting with the nominee for GSA Administrator tomorrow for a final review of the proposed furnishings, and would like to be ready for action if we get approval to move ahead, as expected.

Based on the number of items for touch-up and the possible amount of work involved, we had talked about two men for five to eight hours and a single trip charge.

What do you require, to get us on your schedule, including how many days' advance notice? I need this information today, if you can, so I can present the anticipated schedule.

How quickly could you send us a written proposal with billing information, so I can get our procurement folks ready with credit card payment information?

Finally, although this effort is to furnish our chief executive office, everyone is aware that the furniture is being re-used, much of it salvaged from a warehouse; therefore, to be very clear, museum-quality restoration is not requested. We're just looking for George's usual fill and color touch-up work (and not work that needs to be removed for restoration).

If you have any questions, please email or, the best number to reach me, call on (b) (6) [redacted]

Thank you!
Robert

--

Robert R. Riddle

Workplace Strategist, NCIDQ (#25228)

Workplace Services Division, Office of Administrative Services
General Services Administration
1800 F Street NW Washington, D.C. 20405-0001

mobile: (b) (6) [redacted] • VOIP: 703.603.8265 • fax: 703.605.2615

--

Robert R. Riddle

Workplace Strategist, NCIDQ (#25228)

Workplace Services Division, Office of Administrative Services
General Services Administration
1800 F Street NW Washington, D.C. 20405-0001

mobile: (b) (6) [redacted] • VOIP: 703.603.8265 • fax: 703.605.2615

Subject: Re: End-of-Year Stuff
Date: Fri, 27 Oct 2017 09:59:56 -0400
From: Yolanda Stokes-Queen - H <yolanda.stokes-queen@gsa.gov>
To: David Coscia - H <david.coscia@gsa.gov>
Cc: Lisa Campbell - H1BD <lisa.campbell@gsa.gov>, Cynthia Metzler - H <cynthia.metzler@gsa.gov>, Daniel S Miller - H1B <daniel.s.miller@gsa.gov>
Message-ID: <CAK+dJo2fCr-b9Dw2bkWdboaJEOxqjgigABjU6qO5Ge5c4tgZBQ@mail.gmail.com>
MD5: 3b629df94dfb9f1bba664614f964184d

They would be addressed to me because I made the purchase. We need to know who in the A-Suite gets them.

Yolanda Stokes-Queen
Administrative Officer
Office of Administrative Services (OAS)
U.S. General Services Administration (GSA)
1800 F Street NW, Suite 7331B
Washington, D.C. 20405-0001
(o) 703.605.2603 (c) (b) (6) [redacted]

On Fri, Oct 27, 2017 at 9:56 AM, David Coscia - H <david.coscia@gsa.gov> wrote:

I can go down to the mailroom to check and see who they are addressed to if you all like.

David Coscia
Financial OfficerOffice of Administrative Services

U.S. General Services Administration
1800 F St. NW, Office 7331A
Washington, DC 20405

Office: 202-208-6601
Mobile: (b) (6) [redacted]
MeetingSpace: (b) (6) [redacted]

On Fri, Oct 27, 2017 at 9:31 AM, Lisa Campbell - H1BD <lisa.campbell@gsa.gov> wrote:

Do you know who, specifically, they are for?

Lisa M. Campbell
Director
DC Workplace Services Division (CO and NCR)
Office of Administrative Services
571-436-6250

On Fri, Oct 27, 2017 at 9:11 AM, Yolanda Stokes-Queen - H <yolanda.stokes-queen@gsa.gov> wrote:

Good morning,

The Varidesks are in and ready to be picked-up from the mailroom.

Yolanda Stokes-Queen
Administrative Officer
Office of Administrative Services (OAS)
U.S. General Services Administration (GSA)
1800 F Street NW, Suite 7331B
Washington, D.C. 20405-0001
(o) 703.605.2603 (c) (b) (6)

On Wed, Oct 25, 2017 at 11:58 AM, Cynthia Metzler - H <cynthia.metzler@gsa.gov> wrote:

We may be talking about 2 different things. Do reach out to Erin. I think they want a new cable package.

Cynthia A. Metzler
Chief Administrative Services Officer
General Services Administration

(202) 357-9697
(202) (b) (6) (cell)
cynthia.metzler@gsa.gov

On Wed, Oct 25, 2017 at 11:52 AM, Lisa Campbell - H1BD <lisa.campbell@gsa.gov> wrote:

At the time, you told me to hold off on the move of the monitor until further notice. It's a 43" coming from a non-reservable room so it can be moved pretty quickly when they want it. To 6148, right?

I'll touch base with Erin Mewhirter on the cable.

Regards,

Lisa M. Campbell
Director
DC Workplace Services Division (CO and NCR)
Office of Administrative Services
571-436-6250

On Wed, Oct 25, 2017 at 11:08 AM, Daniel S Miller - H1B <daniel.s.miller@gsa.gov> wrote:

The 3 Varidesks have been shipped. Looping in Yolanda for a delivery date.

Lisa - Did you move the monitor as requested? Also, what was the result of our cable TV discussions with OCIA?

Daniel S. Miller
Director, Office of Workplace Management and Services
GSA, Office of Administrative Services
Office/Cell: (b) (6)

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On Wed, Oct 25, 2017 at 10:58 AM, Cynthia Metzler - H <cynthia.metzler@gsa.gov> wrote:

Can you give an update

Cynthia A. Metzler
Chief Administrative Services Officer
General Services Administration

(202) 357-9697
(202) (b) (6) (cell)
cynthia.metzler@gsa.gov

---------- Forwarded message ----------
From: **Tony Costa - AG** <tony.costa@gsa.gov>
Date: Wed, Oct 25, 2017 at 10:53 AM
Subject: End-of-Year Stuff
To: david.shive@gsa.gov, cynthia.metzler@gsa.gov

Just was asked about the status of our end-of-year stuff - TV, cable for TV, stand-up desk, IPads, Ipad cell service, and monitors.

T

Tony Costa
(b) (6)

Subject: Updated invitation: correction Mounting new Monitors to the ARM in A suite @ Mon Nov 13, 2017 8am - 8:30am (lisa.campbell@gsa.gov)
Date: Fri, 27 Oct 2017 16:54:17 +0000
From: Joey Yousufzai - IDILD <joey.yousufzai@gsa.gov>
To: lisa.campbell@gsa.gov, john.antoniou@gsa.gov, david.mcgehee@gsa.gov, jack.nguyen@gsa.gov, martin.zavaleta@gsa.gov, mary.phillips@gsa.gov
Message-ID: <001a113f1da2b09f8b055c8a232d@google.com>
MD5: 4a2248dfafddbbfb1d83caff84c8db26
Attachments: invite.ics

This event has been changed.

more details »

Changed: correction Mounting new Monitors to the ARM in A suite

Changed: Lisa:
I need 2 to 3 movers for this one. Thank you Lisa!

JOEY YOUSUFZAI
U.S. GENERAL SERVICES ADMINISTRATION
OFFICE OF THE CHIEF INFORMATION OFFICER
DESK: 202-501-5543
MOBILE: (b) (6) [redacted]

On Thu, Oct 26, 2017 at 4:48 PM, David Harrity - IDI wrote:
>
> Joey
>
> Okay, after "delivery" when would be a good internal estimate for delivery to the customer (the A-Suite). I don't want to state 11-6 if it takes several days to relea...

When	**Changed:** Mon Nov 13, 2017 8am – 8:30am Eastern Time	
Where	6400 suite (map)	
Calendar	lisa.campbell@gsa.gov	
Who	OMDOX	joey.yousufzai@gsa.gov - organizer
	OMDOX	lisa.campbell@gsa.gov
	OMDOX	john.antoniou@gsa.gov
	OMDOX	david.mcgehee@gsa.gov
	OMDOX	jack.nguyen@gsa.gov
	OMDOX	martin.zavaleta@gsa.gov
	OMDOX	mary.phillips@gsa.gov

Going? **Yes** - **Maybe** - **No** more options »

Invitation from Google Calendar

You are receiving this email at the account lisa.campbell@gsa.gov because you are subscribed for updated invitations on calendar lisa.campbell@gsa.gov.

To stop receiving these emails, please log in to https://www.google.com/calendar/ and change your notification settings for this calendar.

Forwarding this invitation could allow any recipient to modify your RSVP response. Learn More.

Subject: Re: A Suite Requests
Date: Tue, 24 Oct 2017 07:09:38 -0400
From: Yolanda Stokes-Queen - H <yolanda.stokes-queen@gsa.gov>
To: Bob Stafford - H1 <bob.stafford@gsa.gov>
Cc: David Coscia - H <david.coscia@gsa.gov>, Daniel S Miller - H1B <daniel.s.miller@gsa.gov>, Lisa Campbell - QA0C <lisa.campbell@gsa.gov>
Message-ID: <CAK+dJo2CHP607jB3vU=Quph0RYima=6HHiVOaP00hjhdx7bB1A@mail.gmail.com>
MD5: 22fedd65d188cca561c6198773779345

Good morning,

I received notification that the Varidesk order has shipped. I'll let you know when it arrives to 1800F.

Yolanda Stokes-Queen
Administrative Officer
Office of Administrative Services (OAS)
U.S. General Services Administration (GSA)
1800 F Street NW, Suite 7331B
Washington, D.C. 20405-0001
(o) 703.605.2603 (c) (b) (6)

On Thu, Sep 21, 2017 at 1:49 PM, Yolanda Stokes-Queen - H <yolanda.stokes-queen@gsa.gov> wrote:

I did confirm that I'll be charged for the items now. Waiting for the paid invoice.

Yolanda Stokes-Queen
Administrative Officer
Office of Administrative Services (OAS)
U.S. General Services Administration (GSA)
1800 F Street NW, Suite 7331B
Washington, D.C. 20405-0001
(o) 703.605.2603 (c) (b) (6)

On Thu, Sep 21, 2017 at 1:41 PM, Bob Stafford - H1 <bob.stafford@gsa.gov> wrote:

I assume this is a problem since we're trying to use FY17 funds - are we unable to tell them we want to go ahead and pay now and then they can ship them when they are available?

On Thu, Sep 21, 2017 at 11:47 AM, Yolanda Stokes-Queen - H <yolanda.stokes-queen@gsa.gov> wrote:

All,

Varidesk has informed me that due to the high demand of the Pro Plus 36 (SKU: 49856) your order will ship out mid to late October, 2017. I'll be charged upon confirmation of the delivery time frame. Please advise.

Yolanda Stokes-Queen
Administrative Officer
Office of Administrative Services (OAS)
U.S. General Services Administration (GSA)
1800 F Street NW, Suite 7331B
Washington, D.C. 20405-0001
(o) 703.605.2603 (c) (b) (6) [redacted]

On Thu, Sep 21, 2017 at 7:45 AM, David Coscia - H <david.coscia@gsa.gov> wrote:

Thanks, Yolanda!

David Coscia
Financial OfficerOffice of Administrative Services

U.S. General Services Administration
1800 F St. NW, Office 7331A
Washington, DC 20405

Office: 202-208-6601
Mobile: (b) (6) [redacted]
MeetingSpace: (b) (6) [redacted]

On Thu, Sep 21, 2017 at 7:24 AM, Yolanda Stokes-Queen - H <yolanda.stokes-queen@gsa.gov> wrote:

Good Morning,

This order has been placed.

Yolanda Stokes-Queen
Administrative Officer
Office of Administrative Services (OAS)
U.S. General Services Administration (GSA)

1800 F Street NW, Suite 7331B
Washington, D.C. 20405-0001
(o) 703.605.2603 (c) (b) (6)

On Wed, Sep 20, 2017 at 1:09 PM, Daniel S Miller - H1B <daniel.s.miller@gsa.gov> wrote:

Yolanda - Please purchase three of these desks - charged to the A-suite account. Thanks.

Daniel S. Miller
Director, Office of Workplace Management and Services
GSA, Office of Administrative Services
Office/Cell: (b) (6)

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---------- Forwarded message ----------
From: **Lisa Campbell - H1BD** <lisa.campbell@gsa.gov>
Date: Wed, Sep 20, 2017 at 11:16 AM
Subject: A Suite Requests
To: "Daniel Miller, (PACB)" <daniel.s.miller@gsa.gov>

This is the varidesk that was ordered for Alan based on the one that is on Dan's desk, (for $383.15 each) on GSA Advantage:

https://www.gsaadvantage.gov/advantage/catalog/product_detail.do?gsin=11000054681661

I can move a 43" Samsung tv from an unreservable Quiet Room on 4th floor to 6148 first thing in the morning.

Lisa M. Campbell
Director
DC Workplace Services Division (CO and NCR)
Office of Administrative Services
571-436-6250

Subject: Re: 1800 F Administrator Suite Changes
Date: Thu, 19 Oct 2017 16:52:38 -0400
From: Cynthia Metzler - H <cynthia.metzler@gsa.gov>
To: Robert Riddle - H1BD <robert.riddle@gsa.gov>
Cc: Daniel S Miller - H1B <daniel.s.miller@gsa.gov>, Lisa Campbell - QA0C <lisa.campbell@gsa.gov>, Bob Stafford - H <bob.stafford@gsa.gov>
Message-ID: <CAOYtU9ABXjvvnKbQtrza0Yd_Bt9NJbGDp6Ec8oAnBRP1sm=EVg@mail.gmail.com>
MD5: 0c613dc135f02e62cd76885e94d29710

No, it is tied to there being a private bathroom. I think this presentation is great and I will send it off to Tony.

Cynthia A. Metzler
Chief Administrative Services Officer
General Services Administration

(202) 357-9697
(202) (b) (6) (cell)
cynthia.metzler@gsa.gov

On Thu, Oct 19, 2017 at 11:56 AM, Robert Riddle - H1BD <robert.riddle@gsa.gov> wrote:

The revised presentation, updated with changes discussed this morning, is attached.

I forgot to ask: is the alternate location of the Deputy Administrator at 6120 tied to his anticipated close work with the Agency Reform Project Management Office? If not, why are we highlighting the PMO location in the alternate plan, only, and not both overall plans?

If it *is* tied, that may be useful to know for talking points, to reference the reason 6120 is being proposed. If there are other reasons behind the location that I should be aware of, when presenting the plan, please let me know. Thanks!

Robert

On Wed, Oct 18, 2017 at 4:22 PM, Robert Riddle - H1BD <robert.riddle@gsa.gov> wrote:

Dan,

The presentation, revised from the previous version as requested below, is attached.

Robert

On Mon, Oct 16, 2017 at 11:36 AM, Daniel S Miller - H1B <daniel.s.miller@gsa.gov> wrote:

Robert -

Some changes requested by Cynthia:

- As an alternate, design the Pres. Elect office to accommodate the Deputy Admin and his assistant - similar layout to the one you designed across the hall.
- Remove the furniture from the room outside the COS's office. Leave empty.
- Provide a new layout/furniture for the room north of the break room. This room will serve as the public waiting room for the Administrator.
- In the room for the Administrator's staff, remove the 2 workstations in the bottom right-hand corner, and replace with soft seating for a waiting area for GSA personnel.

Assign the suite (6121-29) to the Agency Reform Program Management Office and show current furniture layout on plan/presentation.

Please provide an updated presentation by COB Thursday and copy Cynthia/Bob.

Thanks :)

Daniel S. Miller
Director, Office of Workplace Management and Services
GSA, Office of Administrative Services
Office/Cell: (b) (6) [redacted]

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--

Robert R. Riddle

Workplace Strategist, NCIDQ (#25228)

Workplace Services Division, Office of Administrative Services
General Services Administration
1800 F Street NW Washington, D.C. 20405-0001

mobile: (b) (6) [redacted] • VOIP: 703.603.8265 • fax: 703.605.2615

--

Robert R. Riddle

Workplace Strategist, NCIDQ (#25228)

Workplace Services Division, Office of Administrative Services
General Services Administration
1800 F Street NW Washington, D.C. 20405-0001

mobile: (b) (6) [redacted] • VOIP: 703.603.8265 • fax: 703.605.2615

Subject: Re: 1800 F Administrator Suite Changes
Date: Thu, 19 Oct 2017 10:12:16 -0400
From: Cynthia Metzler - H <cynthia.metzler@gsa.gov>
To: Robert Riddle - H1BD <robert.riddle@gsa.gov>
Cc: Daniel S Miller - H1B <daniel.s.miller@gsa.gov>, Lisa Campbell - QA0C <lisa.campbell@gsa.gov>, Bob Stafford - H <bob.stafford@gsa.gov>
Message-ID: <CAOYtU9B6=Tc_uCRoV5yXY+wKGqMyUNcvR5etcYz6t-S2n-ub2Q@mail.gmail.com>
MD5: 18eeebdb5c8fffdef802f60312711a52

Actually, it may only be the Agency Reform part that is throwing me. I still think it would be good to discuss.

Cynthia A. Metzler
Chief Administrative Services Officer
General Services Administration

(202) 357-9697
(202) (b) (6) (cell)
cynthia.metzler@gsa.gov

On Wed, Oct 18, 2017 at 4:22 PM, Robert Riddle - H1BD <robert.riddle@gsa.gov> wrote:

Dan,

The presentation, revised from the previous version as requested below, is attached.

Robert

On Mon, Oct 16, 2017 at 11:36 AM, Daniel S Miller - H1B <daniel.s.miller@gsa.gov> wrote:

Robert -

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- Provide a new layout/furniture for the room north of the break room. This room will serve as the public waiting room for the Administrator.
- In the room for the Administrator's staff, remove the 2 workstations in the bottom right-hand corner, and replace with soft seating for a waiting area for GSA personnel.
- Assign the suite (6121-29) to the Agency Reform Program Management Office and show current furniture layout on plan/presentation.

Please provide an updated presentation by COB Thursday and copy Cynthia/Bob.

Thanks :)
Daniel S. Miller
Director, Office of Workplace Management and Services
GSA, Office of Administrative Services
Office/Cell: (b) (6)

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Learn more about GSA.

Subject: Re: Monday
Date: Tue, 3 Oct 2017 14:43:08 -0400
From: Robert Riddle - H1BD <robert.riddle@gsa.gov>
To: Lisa Campbell <lisa.campbell@gsa.gov>
Message-ID: <CAMcquYDEQcccLqRnoCsxwDXOQxEnVwQUkfyZ43xhs=PPMmDgNw@mail.gmail.com>
MD5: b21a570f8a8baa7be10010876a71c7da

Lisa,

Just to (finish and share the draft I had begun ahead of our meeting, and) follow up on our discussion of the morning, below is the agenda of what I understand are the current priorities, with status and action notes in red. This updates the list I shared with you July 20th:

NON-RESPONSIVE

[redacted]

NON-RESPONSIVE

NON-RESPONSIVE

NON-RESPONSIVE

[redacted]

- 1800 F Executive Suite

  resolve Power Point settings that interfered with slideshow presentation

  coordinate feedback from Erik Simmons (network drop location, cost implications)

  continue work with Juan Ward, Franconia Warehouse, to identify credenza at a height to

  support a TV

(*Temporarily on hold until feedback is received from SLT*)

NON-RESPONSIVE

[redacted]

NON-RESPONSIVE

NON-RESPONSIVE

NON-RESPONSIVE

NON-RESPONSIVE

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Robert

On Mon, Oct 2, 2017 at 8:14 AM, Lisa Campbell - H1BD <lisa.campbell@gsa.gov> wrote:

What date/time have they requested the tour? Dan asked that you do it if available. If you're not available, how about asking if it can be done some time next week instead?

Lisa M. Campbell
Director
DC Workplace Services Division (CO and NCR)
Office of Administrative Services
571-436-6250

On Thu, Sep 28, 2017 at 1:16 PM, Robert Riddle - H1BD <robert.riddle@gsa.gov> wrote:

Lisa,

Thanks for approving the SL request.

- Monday morning I'll be at 1800 before our 10:30 until 1:00
- Tuesday, Wednesday current the plan is to be at 1800 (Thursday at ROB)

Something timely I wanted to discuss today is a request to give a tour for PBS next week.

It's really bad timing with two high-profile, high priority, projects underway. I'm on the hook for restack planning ROB, and completing that is a heavy lift. It's already behind schedule for being diverted to the Administrator's Suite, which merits a lot of time itself.

From the dates they've requested, I'd have to break from priorities mid-day on Wednesday. Can someone else be tasked with giving the tour (e.g. PBS Total Workplace)?

We can talk face-to-face about the other topics.

Robert

On Thu, Sep 28, 2017 at 12:00 PM, Lisa Campbell - H1BD <lisa.campbell@gsa.gov> wrote:

I was at ROB this morning, but have/had 3 meetings at CO after that. What's your in/out/location schedule for next week?

Lisa M. Campbell
Director
DC Workplace Services Division (CO and NCR)
Office of Administrative Services
571-436-6250

On Thu, Sep 28, 2017 at 10:58 AM, Robert Riddle - H1BD <robert.riddle@gsa.gov> wrote:

Lisa,

I totally forgot -- because I've had to wait so long to get an appointment -- that I have a doctor appointment scheduled Monday afternoon. It won't affect presenting to Tony in the morning but I will have to leave by 1:00, and just put in the leave request.

Second thing, I wrote you an email Tuesday morning -- I just saw in the "drafts" file, so it didn't get sent -- to let you know I was working at ROB. I had left some of my survey materials there and needed them.

Last, if you're at ROB today and have a couple minutes, I'd like to chat briefly to ensure you're up to date on work load, and talk about scheduling. Before we get asked again about progress on NCR ROB restack, I really need dedicated focus time -- and keep getting pinged to siphon away from that priority. Also, I've gotten some mixed messages about what I'm supposed to be doing as OAS's Workplace Strategist and hope you can help clarify...

Robert

--

Robert R. Riddle

Workplace Strategist, NCIDQ (#25228)

Workplace Services Division, Office of Administrative Services
General Services Administration
1800 F Street NW Washington, D.C. 20405-0001

mobile: (b) (6) • VOIP: 703.603.8265 • fax: 703.605.2615

Subject: Re: Preliminary, for review
Date: Wed, 27 Sep 2017 09:16:23 -0400
From: Lisa Campbell - H1BD <lisa.campbell@gsa.gov>
To: Robert Riddle - H1BD <robert.riddle@gsa.gov>
Cc: Daniel S Miller - H1AC <daniel.s.miller@gsa.gov>
Message-ID: <CALe1gQqFG_cb3VN-g3eOdOzP=wk1kRzpUhfzExRFJmRbQScJ_g@mail.gmail.com>
MD5: d19c863650fb292284577e6c0740c26a

We are in the processing of order 34 height adjustable bases.

Lisa M. Campbell
Director
DC Workplace Services Division (CO and NCR)
Office of Administrative Services
571-436-6250

On Wed, Sep 27, 2017 at 8:58 AM, Robert Riddle - H1BD <robert.riddle@gsa.gov> wrote:

Yes, and thanks for the feedback. Before I make that revision on the plans and inventory, I'll see if we get more changes from this afternoon's briefing.

Can we order height-adjustable mechanisms? There are so few throughout the building that it would be a shame to miss this opening to add. Also, the appearance -- that the executive suite gets all adjustable, while the rest get a few, some wings with none at all -- may be a consideration.

On Sep 27, 2017 6:07 AM, "Lisa Campbell - H1BD" <lisa.campbell@gsa.gov> wrote:

Can we change the workstations to 56"? I'd have to pull from the floors to get 72" workstations.

Lisa M. Campbell
Director
DC Workplace Services Division (CO and NCR)
Office of Administrative Services
571-436-6250

On Tue, Sep 26, 2017 at 5:08 PM, Robert Riddle - H1BD <robert.riddle@gsa.gov> wrote:

New configuration is shown in the revised presentation, attached, along with revised budget.

Lisa, we need to validate whether we have to order additional workstation parts -- recollecting that the BPA ends in November -- or, confirm that we have the necessary inventory to build 72" long workstations as shown.

Thanks!

On Tue, Sep 26, 2017 at 9:55 AM, Daniel S Miller - H1B <daniel.s.miller@gsa.gov> wrote:

Great. We should plan to have the 6 workstations adjustable height. I believe Lisa is getting some new bases that we can use.

Thanks :)

Daniel S. Miller

Director, Office of Workplace Management and Services
GSA, Office of Administrative Services
Office/Cell: (b) (6) [redacted]

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On Tue, Sep 26, 2017 at 9:25 AM, Robert Riddle - H1BD <robert.riddle@gsa.gov> wrote:

Six of our standard workstations should easily fit.

That vestibule space is currently empty. In the plan already shared, the concept shows a waiting area, extension of the Chief of Staff's office. I will update that.

On Sep 26, 2017 8:04 AM, "Daniel S Miller - H1B" <daniel.s.miller@gsa.gov> wrote:

Robert - Please update the staff area in front of the Administrator's suite to include 5 workstations (6 if possible). We should also look at the room directly outside this area to use as a waiting room with soft seating - not sure if it's already outfitted or not.

Thanks.

Suggestion below:

Daniel S. Miller
Director, Office of Workplace Management and Services
GSA, Office of Administrative Services
Office/Cell: (b) (6) [redacted]

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On Thu, Sep 21, 2017 at 7:42 PM, Robert Riddle - H1BD <robert.riddle@gsa.gov> wrote:

Dan --

Attached is a preliminary presentation for furniture configurations proposed for the historic suite.

The historic suite layouts are based on, first, existing power outlets, which both limit and dictate configurations; and second, furniture on-hand (both around 1800 F and tagged for this project at the Franconia warehouse).

Key considerations:

(b) (5) [redacted]

Thanks,
Robert

--

Robert R. Riddle

Workplace Strategist, NCIDQ (#25228)

Workplace Services Division, Office of Administrative Services

General Services Administration
1800 F Street NW Washington, D.C. 20405-0001

mobile: (b) (6) • VOIP: 703.603.8265 • fax: 703.605.2615

--

Robert R. Riddle

Workplace Strategist, NCIDQ (#25228)

Workplace Services Division, Office of Administrative Services
General Services Administration
1800 F Street NW Washington, D.C. 20405-0001

mobile: (b) (6) • VOIP: 703.603.8265 • fax: 703.605.2615

Subject: Re: 1800 F Administrator Suite Changes
Date: Thu, 19 Oct 2017 11:56:26 -0400
From: Robert Riddle - H1BD <robert.riddle@gsa.gov>
To: Daniel S Miller - H1B <daniel.s.miller@gsa.gov>, Lisa Campbell - QA0C <lisa.campbell@gsa.gov>, Bob Stafford - H <bob.stafford@gsa.gov>, "Cynthia Metzler (H)" <cynthia.metzler@gsa.gov>
Message-ID: <CAMcquYAeMah0YyNoRCGZcYvtLOst1c7NFYYBqasa2MXVaMu5fw@mail.gmail.com>
MD5: d167529e467da4fd5198676652c71e74
Attachments: FurnishingHistoricAdministratorSuite_2017.10.19.pptx

The revised presentation, updated with changes discussed this morning, is attached.

(b)(5) [redacted]

Robert

On Wed, Oct 18, 2017 at 4:22 PM, Robert Riddle - H1BD <robert.riddle@gsa.gov> wrote:

Dan,

The presentation, revised from the previous version as requested below, is attached.

Robert

On Mon, Oct 16, 2017 at 11:36 AM, Daniel S Miller - H1B <daniel.s.miller@gsa.gov> wrote:

Robert -

Some changes requested by Cynthia:

- As an alternate, design the Pres. Elect office to accommodate the Deputy Admin and his assistant - similar layout to the one you designed across the hall.
- Remove the furniture from the room outside the COS's office. Leave empty.
- Provide a new layout/furniture for the room north of the break room. This room will serve as the public waiting room for the Administrator.
- In the room for the Administrator's staff, remove the 2 workstations in the bottom right-hand corner, and replace with soft seating for a waiting area for GSA personnel.
- Assign the suite (6121-29) to the Agency Reform Program Management Office and show current furniture layout on plan/presentation.

Please provide an updated presentation by COB Thursday and copy Cynthia/Bob.

Thanks :)
Daniel S. Miller
Director, Office of Workplace Management and Services
GSA, Office of Administrative Services
Office/Cell: (b) (6) [redacted]

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--

Robert R. Riddle

Workplace Strategist, NCIDQ (#25228)

Workplace Services Division, Office of Administrative Services
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--

Robert R. Riddle

Workplace Strategist, NCIDQ (#25228)

Workplace Services Division, Office of Administrative Services
General Services Administration
1800 F Street NW Washington, D.C. 20405-0001

mobile: (b) (6) • VOIP: 703.603.8265 • fax: 703.605.2615

Subject: Re: A Suite Requests
Date: Thu, 21 Sep 2017 13:49:34 -0400
From: Yolanda Stokes-Queen - H <yolanda.stokes-queen@gsa.gov>
To: Bob Stafford - H1 <bob.stafford@gsa.gov>
Cc: David Coscia - H <david.coscia@gsa.gov>, Daniel S Miller - H1B <daniel.s.miller@gsa.gov>, Lisa Campbell - QA0C <lisa.campbell@gsa.gov>
Message-ID: <CAK+dJo3JEnpF9zf+LVG9Z_Y3=DTX2GFS5MvfGxOkcc2oKjP8Wg@mail.gmail.com>
MD5: 75f00d05321445daf15fa179ed93d40a

I did confirm that I'll be charged for the items now. Waiting for the paid invoice.

Yolanda Stokes-Queen
Administrative Officer
Office of Administrative Services (OAS)
U.S. General Services Administration (GSA)
1800 F Street NW, Suite 7331B
Washington, D.C. 20405-0001
(o) 703.605.2603 (c) (b) (6)

On Thu, Sep 21, 2017 at 1:41 PM, Bob Stafford - H1 <bob.stafford@gsa.gov> wrote:

I assume this is a problem since we're trying to use FY17 funds - are we unable to tell them we want to go ahead and pay now and then they can ship them when they are available?

On Thu, Sep 21, 2017 at 11:47 AM, Yolanda Stokes-Queen - H <yolanda.stokes-queen@gsa.gov> wrote:

All,

Varidesk has informed me that due to the high demand of the Pro Plus 36 (SKU: 49856) your order will ship out mid to late October, 2017. I'll be charged upon confirmation of the delivery time frame. Please advise.

Yolanda Stokes-Queen
Administrative Officer
Office of Administrative Services (OAS)
U.S. General Services Administration (GSA)
1800 F Street NW, Suite 7331B
Washington, D.C. 20405-0001
(o) 703.605.2603 (c) (b) (6)

On Thu, Sep 21, 2017 at 7:45 AM, David Coscia - H <david.coscia@gsa.gov> wrote:

Thanks, Yolanda!

David Coscia
Financial OfficerOffice of Administrative Services

U.S. General Services Administration
1800 F St. NW, Office 7331A
Washington, DC 20405

Office: 202-208-6601
Mobile: (b) (6)
MeetingSpace: (b) (6)

On Thu, Sep 21, 2017 at 7:24 AM, Yolanda Stokes-Queen - H <yolanda.stokes-queen@gsa.gov> wrote:

Good Morning,

This order has been placed.

Yolanda Stokes-Queen
Administrative Officer
Office of Administrative Services (OAS)
U.S. General Services Administration (GSA)
1800 F Street NW, Suite 7331B
Washington, D.C. 20405-0001
(o) 703.605.2603 (c) (b) (6)

On Wed, Sep 20, 2017 at 1:09 PM, Daniel S Miller - H1B <daniel.s.miller@gsa.gov> wrote:

Yolanda - Please purchase three of these desks - charged to the A-suite account. Thanks.

Daniel S. Miller
Director, Office of Workplace Management and Services
GSA, Office of Administrative Services
Office/Cell: (b) (6)

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---------- Forwarded message ----------

From: **Lisa Campbell - H1BD** <lisa.campbell@gsa.gov>
Date: Wed, Sep 20, 2017 at 11:16 AM
Subject: A Suite Requests
To: "Daniel Miller, (PACB)" <daniel.s.miller@gsa.gov>

This is the varidesk that was ordered for Alan based on the one that is on Dan's desk, (for $383.15 each) on GSA Advantage:

https://www.gsaadvantage.gov/advantage/catalog/product_detail.do?gsin=11000054681661

I can move a 43" Samsung tv from an unreservable Quiet Room on 4th floor to 6148 first thing in the morning.

Lisa M. Campbell
Director
DC Workplace Services Division (CO and NCR)
Office of Administrative Services
571-436-6250

--

Bob Stafford
Deputy Chief Administrative Services Officer
GSA, Office of Administrative Services
O: 202-527-0095

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Subject: Re: End-of-year
Date: Wed, 20 Sep 2017 09:42:37 -0400
From: Lisa Campbell - H1BD <lisa.campbell@gsa.gov>
To: Bob Stafford - H1 <bob.stafford@gsa.gov>
Cc: Yolanda Stokes-Queen - H1AC <yolanda.stokes-queen@gsa.gov>, Dan Miller <daniel.s.miller@gsa.gov>, "Cynthia Metzler (H)" <cynthia.metzler@gsa.gov>
Message-ID: <CALe1gQrDawk4HmL_keqvRx_bH5yhJMDFSFT7HgzcNTY58p801w@mail.gmail.com>
MD5: da0aead18beafeae385e422bc8c40099

1) We're getting ready to place an order for 34 adjustable height bases. They would work on the straight workstations in 6400, but not the curved stations on the dog bones.

2) I'll reach out to Erin.

3) There is currently a 70" mobile screen in 6159 so we may only need to buy. We have mobile carts that will fit a 70" left over from some of the smaller TVs we got from PTT.

Lisa M. Campbell
Director
DC Workplace Services Division (CO and NCR)
Office of Administrative Services
571-436-6250

On Wed, Sep 20, 2017 at 9:18 AM, Bob Stafford - H1 <bob.stafford@gsa.gov> wrote:

Hi Lisa and Yolanda -

no action yet, just a heads up and checking.

1) Tony wants to order three of those adjustable desk things - I assume we can do that using the charge card for the A suite (would the cost of three be below the SAT?)
2) TV for OCIA - sounds like someone needs to have a conversation with them. Not sure what channels they need which they can't access.
3) Keep in mind the desire for two TVs for the historic rooms (the main room and the old dining room). Again, probably more conversation to understand what they are envisioning (assuming a TV on a stand?)

Cynthia, should Lisa arrange a conversation with Tony to understand the requirements better?

Bob

---------- Forwarded message ----------
From: **Tony Costa - AG** <tony.costa@gsa.gov>
Date: Tue, Sep 19, 2017 at 3:55 PM
Subject: Re: End-of-year
To: Cynthia Metzler - H <cynthia.metzler@gsa.gov>
Cc: Bob Stafford <bob.stafford@gsa.gov>, Scott Macrae - QP1 <scott.macrae@gsa.gov>

Thanks.

Let's have a quick chat to make this as painless as possible.

1. You all can just order the varidesks, right? (Emily, Jack and Clara)
2. For OCIA, it's really a matter of talking with them and also revisiting what cable plan they are on. I understand they don't have the channels they need. So, we need someone to check with them on whether their TV works and whether they have the right cable plan.
3. (Two) New TVs for historic rooms...as you all close on a preliminary approach to furniture, let's conclude quickly on TV sizes.
4. Shive is taking care of the iPad plans and monitors.

What do you all need from us?

T

Tony Costa
(b) (6)

On Sep 19, 2017, at 11:47 AM, Cynthia Metzler - H <cynthia.metzler@gsa.gov> wrote:

Ok, we will do all we can to support. Is Scott the liaison?

Cynthia A. Metzler
Chief Administrative Services Officer
General Services Administration

(202) 357-9697
(202) (b) (6) *(cell)*
cynthia.metzler@gsa.gov

On Tue, Sep 19, 2017 at 11:05 AM, Tony Costa - AG <tony.costa@gsa.gov> wrote:

Mentioned we had some end-of-year purchasing.
1) To be confirmed, but...looking at purchasing three varidesks.
2) To be confirmed after Shive pricing, but... we are looking at replacing many of our monitors with larger monitors.
3) Shive is buying cell/data plans for our iPads.
4) We would like to look at fixing/replacing OCIA's TV. Apparently, it doesn't work well. I don't know. Also, looking at buying two TVs - one for the historic suite and one for the historic DR.

Just wanted to start our discussion.

t

Tony Costa
Acting Deputy Administrator
U.S. General Services Administration
202.501.0800 - main
(b) (6) - mobile

Subject: Re: 1800 F Mods
Date: Mon, 18 Sep 2017 12:03:31 -0400
From: Daniel S Miller - H1B <daniel.s.miller@gsa.gov>
To: Robert Riddle - H1BR <robert.riddle@gsa.gov>
Cc: Lisa Campbell <lisa.campbell@gsa.gov>
Message-ID: <CAPMQ7H4jRqLcFyUjbFjo54uwcP6KUgxxQY-=4sSQVTijX+OSiQ@mail.gmail.com>
MD5: 864d0fb282634bed7f178e7b75201903

Thanks for the update and methodical approach. The end of the week is perfect. Great effort/work.

On Sep 18, 2017 11:59 AM, "Robert Riddle - H1BD" <robert.riddle@gsa.gov> wrote:

Dan,

Finalizing draft plans is my current priority. I intend to have something for your review as quickly as possible; certainly no later (among competing priorities) than the end of the week.

The first of last week I was out of the office on leave. Thursday, I went to Franconia warehouse to measure items Lisa had tagged there. I documented repair requirements, and inspected new and additional items. Friday, I measured more potential furniture pieces on site, and surveyed the historic suite in detail to document power locations and other key details. I also reached out to a wood repairman (and am awaiting response). Today, I'm updating the architectural and furniture plans with details from these surveys, and will confirm "fit" of the prospective pieces. Lisa supplied requirements and I'll add a draft layout for the Deputy office, as well. Two or three options will be provided for consideration, along with photos of the furniture pieces we've identified.

Robert

On Mon, Sep 18, 2017 at 9:41 AM, Daniel S Miller - H1B <daniel.s.miller@gsa.gov> wrote:

Lisa/Robert -

Do you have an update on my request for a plan (with pics/furniture) to modify the Administrator's suite - should the next confirmed administrator decide to move back into the historic suite?

Also, will need a plan for a potential Deputy in the room we walked last week.

Thanks.

Daniel S. Miller
Director, Office of Workplace Management and Services
GSA, Office of Administrative Services
Office/Cell: (b) (6) [redacted]

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--

Subject: Re: Pedestal Cabinets in A Suite
Date: Fri, 15 Sep 2017 09:19:02 -0400
From: Lisa Campbell - H1BD <lisa.campbell@gsa.gov>
To: Matthew Ladd - PBE <matthew.ladd@gsa.gov>
Message-ID: <CALe1gQpSNWyT_osbMZavi=8fEb81LJ19kJDZCuZwLcwb0icO9A@mail.gmail.com>
MD5: f9a269a1bf36558b117aa6cc01bb0fe4

Yes, that will work, thanks.

Lisa M. Campbell
Director
DC Workplace Services Division (CO and NCR)
Office of Administrative Services
571-436-6250

On Fri, Sep 15, 2017 at 8:52 AM, Matthew Ladd - PBE <matthew.ladd@gsa.gov> wrote:

Hi Lisa,

The Commissioner is currently using both. We can work with him over time to consolidate into one but it will take a little longer then the time frame you need.

As the interim solution, there is a pedestal not in use within the PBS Commissioners pod at 6460L. We won't have anyone sitting there for a few more weeks at the earliest and you could take that pedestal.

By the time someone arrives to sit there, we'll have figured out how to consolidate the Commissioner to one pedestal.

Will that work?

Thanks,
Matt

Matthew Ladd

(acting) Chief of Staff
Public Buildings Service

General Services Administration
matthew.ladd@gsa.gov
(202) 285-5279

On Fri, Sep 15, 2017 at 8:31 AM, Lisa Campbell - H1BD <lisa.campbell@gsa.gov> wrote:

Matt, there is one pedestal cabinet (2 drawer mobile w/green cushion) for each workstation in the A suite. When Norm was here, he moved a second pedestal to his workstation. I believe it is still there. We are in need for one for a workstation that a new FAS political appointee. I was wondering if your current Commissioner is using both pedestals at his desk.

Thanks,

Lisa M. Campbell
Director
DC Workplace Services Division (CO and NCR)
Office of Administrative Services
571-436-6250

Subject: Re: {1800F SUPPORT} Cleaning and A Suite
Date: Fri, 15 Sep 2017 07:24:25 -0400
From: Tonya Owens-Grant - WPM1C <tonya.owens-grant@gsa.gov>
To: 1800FBMOServiceDesk <1800FBMOservicedesk@gsa.gov>
Cc: 1800F Tenant Support <1800ftenantsupport@gsa.gov>, Alexandra Mobeka - Q-C <alexandra.mobeka@gsa.gov>, Gina Brown <gina.brown@gsa.gov>, Lisa Campbell - H1BD <lisa.campbell@gsa.gov>
Message-ID: <CAPMbhyeoi3vq4_BJUe_m-Q75d=jtchD7_6D1FsjW+=jeLA5koQ@mail.gmail.com>
MD5: 1bcb8422aa13f0480e997e393c496ac2

Good Morning Siham,

Could you please make certain these spaces are wiped down and vacuumed this morning in preparation for new employees?

Thank you.

Tonya Owens-Grant
Building Manager
General Services Administration
1800 F Street NW, Suite 1122D
Office: 202-501-4621
tonya.owens-grant@gsa.gov <tonya-owens-grant@gsa.gov>

On Fri, Sep 15, 2017 at 6:16 AM, Lisa Campbell - H1BD <lisa.campbell@gsa.gov> wrote:

BMO, please have Melwood wipe down workstations 6460D and 6460E, and vacuum the carpet under both, in preparation for new employees.

Alexandra, there is one pedestal cabinet for every workstation in the A suite. I believe the PBS Commissioner's desk has two because the last the previous Commissioner chose to appropriate one for himself ⍰. Do you know if he is actually using both peds at his station? We do not currently have any extra pedestal cabinets in storage so I would have to pull one from an existing workstation somewhere in the building.

Thanks,

Lisa M. Campbell

Director
DC Workplace Services Division (CO and NCR)
Office of Administrative Services
571-436-6250

Subject: Fwd: $5,000 furnishing limitation
Date: Mon, 28 Aug 2017 14:36:16 -0400
From: Daniel S Miller - H1B <daniel.s.miller@gsa.gov>
To: Timothy Pfohl - 6P1S <tim.pfohl@gsa.gov>, Jana Faris - H1BWW <jana.faris@gsa.gov>, Lisa Campbell - QA0C <lisa.campbell@gsa.gov>
Message-ID: <CAPMQ7H6hs0uu6SFAz5CDyvrm7ZJD2X2M9OwJhOgTg8HR7aqd=Q@mail.gmail.com>
MD5: cf5c7bb05cab064e959f8b1d6803483a

Tim/Lisa - No action needed, just confirmation that if and when we modify the RA spaces, we're limited to $5k.
Daniel S. Miller
Director, Office of Workplace Management and Services
GSA, Office of Administrative Services
Office/Cell: (b) (6)

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---------- Forwarded message ----------
From: **David Leib - LR** <david.leib@gsa.gov>
Date: Mon, Aug 28, 2017 at 1:29 PM
Subject: Re: $5,000 furnishing limitation
To: Shannon Doyle - H1B <shannon.doyle@gsa.gov>
Cc: Jeffrey Domber <jeff.domber@gsa.gov>, Timothy Tozer <timothy.tozer@gsa.gov>, Daniel S Miller - H1F <daniel.s.miller@gsa.gov>

(b) (5)

On Aug 28, 2017, at 11:04 AM, Shannon Doyle - H1B <shannon.doyle@gsa.gov> wrote:

Thank you, David. Just want to confirm one last piece - it looks like this applies to all Presidential appointees, which would include Regional Administrators, correct?

Shannon Doyle

Office of Workplace Management and Services

Office of Administrative Services

General Services Administration

202.219.1554 office
(b) (6) cell
shannon.doyle@gsa.gov

On Thu, Aug 24, 2017 at 6:28 PM, David Leib - LR <david.leib@gsa.gov> wrote:

(b) (5)

Section 710 states:

"During the period in which the head of any department or agency, or any other officer or civilian employee of the Federal Government appointed by the President of the United States, holds office, no funds may be obligated or expended in excess of $5,000 to furnish or redecorate the office of such department head, agency head, officer, or employee, or to purchase furniture or make improvements for any such office, unless advance notice of such furnishing or redecoration is transmitted to the Committees on Appropriations of the House of Representatives and the Senate. For the purposes of this section, the term 'office' shall include the entire suite of offices assigned to the individual, as well as any other space used primarily by the individual or the use of which is directly controlled by the individual."

(b) (5)

Please let me know if you have further questions.

David A. Leib
Senior Assistant General Counsel
U.S. General Services Administration
1800 F Street, NW
Room 2321
Washington, DC 20405
(202) 501-1211

On Thu, Aug 24, 2017 at 4:29 PM, Shannon Doyle - H1B <shannon.doyle@gsa.gov> wrote:

Hi David,
Tim referred me to you for my question below but I didn't see that you were copied, so just wanted to forward on to make sure you got the email. Let me know if you have any questions or would like to chat,

Shannon Doyle

Office of Workplace Management and Services

Office of Administrative Services

General Services Administration

202.219.1554 office
(b) (6) [redacted] cell
shannon.doyle@gsa.gov

---------- Forwarded message ----------
From: **Tim Tozer - LR** <timothy.tozer@gsa.gov>
Date: Thu, Aug 24, 2017 at 12:54 PM
Subject: Fwd: $5,000 furnishing limitation
To: Shannon Doyle - H1B <shannon.doyle@gsa.gov>
Cc: Daniel Miller <daniel.s.miller@gsa.gov>, "Jeffrey Domber (LR)" <jeff.domber@gsa.gov>

Shannon,

David Lieb with OGC will help you noodle through your questions. We have answered similar ones in the past and you're in good hands with Dave.

Timothy C. Tozer

Deputy Associate General Counsel
Real Property Division
(202) 708-9882

---------- Forwarded message ----------
From: **Shannon Doyle - H1B** <shannon.doyle@gsa.gov>
Date: Thu, Aug 24, 2017 at 1:43 PM
Subject: $5,000 furnishing limitation
To: Barry Segal <barry.segal@gsa.gov>
Cc: Daniel S Miller - H1F <daniel.s.miller@gsa.gov>

Hi Barry,

We were hoping to get OGC's guidance on the $5,000 furnishing limitation for the GSA Administrator. I copied the language below that I am referring to, which I found in the Consolidated Appropriations Act of 2017 (Public Law No: 115-31)

(Sec. 710) Prohibits spending more than $5,000 to redecorate or furnish the office of the head of a department or agency during the period in which the official holds office unless Congress is notified in advance.

OAS wanted to learn more about the interpretation of this section for our understanding before a new GSA Administrator is nominated and confirmed. Any light you can shed would be helpful, but here are a few questions we've had so far:

- What would be included in the limit, for example, does it apply to art, furniture, carpet, lighting, window treatments, etc.?
- Would the limit apply to the initial furnishing of an office rather than "redecorating" an existing office?
- Would the limit also apply to furnishings for an adjacent conference room, or the conference area within the Administrator's office?

Any feedback would be much appreciated. Happy to set up a call if you'd like to discuss further,

Shannon Doyle

Office of Workplace Management and Services

Office of Administrative Services

General Services Administration

202.219.1554 office
(b) (6) [redacted] cell
shannon.doyle@gsa.gov

Subject: Re: Adjustable desk for Alan Thomas
Date: Tue, 20 Jun 2017 07:24:03 -0400
From: Judith Zawatsky - Q1A <judith.zawatsky@gsa.gov>
To: Emily Murphy - A <emily.murphy@gsa.gov>
Cc: Artheia Lewis - Q0A <artheia.lewis@gsa.gov>, Lisa Campbell - H1BD <lisa.campbell@gsa.gov>
Message-ID: <CAHNcbSWLCEjMqu1zmPD3dr_3MMP3O3YDq25UbkOv3bFXAX1HZw@mail.gmail.com>
MD5: 992961f7aef9d5c5b5c0aa964a732514

He did mention to me that he currently uses a Varidesk.
How about we let him come in and look at his options and select himself.

Judith

On Mon, Jun 19, 2017 at 11:05 AM, Emily Murphy - A <emily.murphy@gsa.gov> wrote:

Could we consider a varidesk instead? We have them on advantage for under $400.

On Mon, Jun 19, 2017 at 11:00 AM, Artheia Lewis - Q0A <artheia.lewis@gsa.gov> wrote:

Good morning Lisa,

I just checked. Norm does not have an adjustable desk. He used the clear stand.
Please advise if I need to order one for Mr. Thomas.

Thank you,

Artheia Lewis
Executive Assistant
Office of the FAS Commissioner
(703) 605-9118 office

(703) (b) (6) work cell

On Sun, Jun 18, 2017 at 7:48 PM, Lisa Campbell - H1BD <lisa.campbell@gsa.gov> wrote:

Is he going to be using the same desk that Tom was? (the curved one?) It's about $2K to change the curved desks to adjustable height so, in all likelihood, the lucite stand would have to suffice. I think we may have gone to the expense for one desk in the A Suite, maybe Norm Dong's former workstation. I'll make a note to walk the suite when I get in in the morning to see if that is the case. If it is, and whomever is currently using the desk doesn't mind not having an adjustable height desk, we may be able to do a swap.

Lisa M. Campbell
Director
DC Workplace Services Division (CO and NCR)
Office of Administrative Services
571-436-6250

On Fri, Jun 16, 2017 at 9:56 AM, Artheia Lewis - Q0A <artheia.lewis@gsa.gov> wrote:

Good morning Lisa,

Do you know what needs to be done to get this request filled? It will be for the new FAS Commissioner. He needs an adjustable desk.

Please advise.

Thank you,

Artheia Lewis
Executive Assistant
Office of the FAS Commissioner
(703) 605-9118 office

(703) (b) (6) work cell

---------- Forwarded message ----------
From: **Judith Zawatsky - Q1A** <judith.zawatsky@gsa.gov>
Date: Fri, Jun 16, 2017 at 9:42 AM
Subject: Adjustable desk for Alan Thomas
To: Emily Murphy <emily.murphy@gsa.gov>
Cc: Artheia Lewis - QP1 <artheia.lewis@gsa.gov>

Good morning Emily,

I am not sure who handles all of the various onboarding matters for the new politicals, but Alan asked me last night about an adjustable desk so he can both stand and sit. While we have some Lucite stands to put on the top of the desk, I believe he would like an adjustable desk. I know the process for GSA FTE who need a reasonable accommodation but I am not sure about in this instance.

Thank you,

Judith

--

Subject: 6159 Questions
Date: Fri, 19 May 2017 09:16:24 -0400
From: Anne Brown - H1AC-C <anne.brown@gsa.gov>
To: Lisa Campbell - H <lisa.campbell@gsa.gov>
Message-ID: <CADS=Pfah43Bout7pFrY-x5qw5no4r-mHxJ_7c+J_y4UoD=FWdg@mail.gmail.com>
MD5: 1d56c7a73c31a5a7a302eb5ca98b7230

Lisa,

Just a heads up, Joe came by asking about 6159. He said someone is exploring the idea of turning it into an "executive space" or something, for some FBI director or "VIP" people. I think they're discussing something, but he asked me about furniture and square footage and such. I told him there is no furniture allocated to the room, but to ask you about the rest.

Thanks,

Anne Brown
Conference Space Coordinator
Workplace Services Division
Office of Administrative Services
(202) 322-4072

Subject: Re: End-of-Year Stuff
Date: Wed, 25 Oct 2017 14:43:34 -0400
From: David Shive - I <david.shive@gsa.gov>
To: Tony Costa - AG <tony.costa@gsa.gov>
Cc: Cynthia Metzler - H <cynthia.metzler@gsa.gov>
Message-ID: <CAOh1p=oP3+Y7c_JmejVedG+bo67957psQApTSP+0bSrQo-fHrg@mail.gmail.com>
MD5: cbfde39b9502c52e1624ecb445957605

Thanks. Tim refused his so I can see if we can redirect it to him instead of back to the vendor.

David Shive
Chief Information Officer
U.S. General Services Administration(202) 501-6468
david.shive@gsa.gov

On Wed, Oct 25, 2017 at 2:29 PM, Tony Costa - AG <tony.costa@gsa.gov> wrote:

David,

Thanks. Brennan says he too was supposed to get data service on his ipad. I don't know whether he was on the original list I sent but we might have to make sure that happens.

Tony Costa
Acting Deputy Administrator
U.S. General Services Administration
202.501.0800 - main
(b) (6) [redacted] - mobile

On Wed, Oct 25, 2017 at 2:14 PM, David Shive - I <david.shive@gsa.gov> wrote:

Howdy, all. The docking stations were installed today for A-Suite. All iPads with activated Verizon service have been issued. The monitors have been ordered but we do not have an ETA yet. Hope to have that from the vendor this week. October has the longest delivery times for commodity hardware in the year.

DAS

David Shive
Chief Information Officer
U.S. General Services Administration(202) 501-6468
david.shive@gsa.gov

On Wed, Oct 25, 2017 at 11:29 AM, Cynthia Metzler - H <cynthia.metzler@gsa.gov> wrote:

Veridesks will be here October 26. We have extra TVs. The rest of these items, Dave said IT was handling.

Hope this helps.

Cynthia A. Metzler
Chief Administrative Services Officer
General Services Administration

(202) 357-9697
(b) (6) ***(cell)***
cynthia.metzler@gsa.gov
On Wed, Oct 25, 2017 at 10:53 AM, Tony Costa - AG <tony.costa@gsa.gov> wrote:
Just was asked about the status of our end-of-year stuff - TV, cable for TV, stand-up desk, IPads, Ipad cell service, and monitors.

T

Tony Costa
(b) (6)

Subject: revised plans for Administrator's area.
Date: Thu, 26 Oct 2017 10:16:20 -0400
From: Cynthia Metzler - H <cynthia.metzler@gsa.gov>
To: "Anthony Costa (C)" <tony.costa@gsa.gov>, Scott Macrae - CD <scott.macrae@gsa.gov>, "Bob Stafford (PAC)" <bob.stafford@gsa.gov>
Message-ID: <CAOYtU9B=o0TQx9PtxC7TbVjus5Zewm5sVc49gVA8CFZsuSwSOA@mail.gmail.com>
MD5: 8bbadc1a8dfbde7c44aaab8de2ad73c5
Attachments: FurnishingHistoricAdministratorSuite_2017.10.25 (1).pptx

Tony, here are the revised plans for the Administrator's area. Let use know when and whom we should brief.

Cynthia A. Metzler
Chief Administrative Services Officer
General Services Administration

(202) 357-9697
(b) (6) [redacted] ***(cell)***
cynthia.metzler@gsa.gov

Subject: Re: 1800 F Administrator Suite Changes
Date: Thu, 19 Oct 2017 16:52:38 -0400
From: Cynthia Metzler - H <cynthia.metzler@gsa.gov>
To: Robert Riddle - H1BD <robert.riddle@gsa.gov>
Cc: Daniel S Miller - H1B <daniel.s.miller@gsa.gov>, Lisa Campbell - QA0C <lisa.campbell@gsa.gov>, Bob Stafford - H <bob.stafford@gsa.gov>
Message-ID: <CAOYtU9ABXjvvnKbQtrza0Yd_Bt9NJbGDp6Ec8oAnBRP1sm=EVg@mail.gmail.com>
MD5: 1cf44dafcb7bf1079c7dcfb8efddbda0

No, it is tied to there being a private bathroom. I think this presentation is great and I will send it off to Tony.

Cynthia A. Metzler
Chief Administrative Services Officer
General Services Administration

(202) 357-9697
(202) (b) (6) (cell)
cynthia.metzler@gsa.gov

On Thu, Oct 19, 2017 at 11:56 AM, Robert Riddle - H1BD <robert.riddle@gsa.gov> wrote:

The revised presentation, updated with changes discussed this morning, is attached.

I forgot to ask: is the alternate location of the Deputy Administrator at 6120 tied to his anticipated close work with the Agency Reform Project Management Office? If not, why are we highlighting the PMO location in the alternate plan, only, and not both overall plans?

If it *is* tied, that may be useful to know for talking points, to reference the reason 6120 is being proposed. If there are other reasons behind the location that I should be aware of, when presenting the plan, please let me know. Thanks!

Robert

On Wed, Oct 18, 2017 at 4:22 PM, Robert Riddle - H1BD <robert.riddle@gsa.gov> wrote:

Dan,

The presentation, revised from the previous version as requested below, is attached.

Robert

On Mon, Oct 16, 2017 at 11:36 AM, Daniel S Miller - H1B <daniel.s.miller@gsa.gov> wrote:

Robert -

Some changes requested by Cynthia:

(b) (5)

(b) (5)

Thanks :)
Daniel S. Miller
Director, Office of Workplace Management and Services
GSA, Office of Administrative Services
Office/Cell: (b) (6)

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--

Robert R. Riddle

Workplace Strategist, NCIDQ (#25228)

Workplace Services Division, Office of Administrative Services
General Services Administration
1800 F Street NW Washington, D.C. 20405-0001

mobile: (b) (6) • VOIP: 703.603.8265 • fax: 703.605.2615

--

Robert R. Riddle

Workplace Strategist, NCIDQ (#25228)

Workplace Services Division, Office of Administrative Services
General Services Administration
1800 F Street NW Washington, D.C. 20405-0001

mobile: (b) (6) • VOIP: 703.603.8265 • fax: 703.605.2615

Subject: Re: End-of-year
Date: Wed, 20 Sep 2017 09:42:37 -0400
From: Lisa Campbell - H1BD <lisa.campbell@gsa.gov>
To: Bob Stafford - H1 <bob.stafford@gsa.gov>
Cc: Yolanda Stokes-Queen - H1AC <yolanda.stokes-queen@gsa.gov>, Dan Miller <daniel.s.miller@gsa.gov>, "Cynthia Metzler (H)" <cynthia.metzler@gsa.gov>
Message-ID: <CALe1gQrDawk4HmL_keqvRx_bH5yhJMDFSFT7HgzcNTY58p801w@mail.gmail.com>
MD5: 05835e921ab6c8fb39bc2f159a593299

1) We're getting ready to place an order for 34 adjustable height bases. They would work on the straight workstations in 6400, but not the curved stations on the dog bones.

2) I'll reach out to Erin.

3) There is currently a 70" mobile screen in 6159 so we may only need to buy. We have mobile carts that will fit a 70" left over from some of the smaller TVs we got from PTT.

Lisa M. Campbell
Director
DC Workplace Services Division (CO and NCR)
Office of Administrative Services
571-436-6250

On Wed, Sep 20, 2017 at 9:18 AM, Bob Stafford - H1 <bob.stafford@gsa.gov> wrote:

Hi Lisa and Yolanda -

no action yet, just a heads up and checking.

1) Tony wants to order three of those adjustable desk things - I assume we can do that using the charge card for the A suite (would the cost of three be below the SAT?)
2) TV for OCIA - sounds like someone needs to have a conversation with them. Not sure what channels they need which they can't access.
3) Keep in mind the desire for two TVs for the historic rooms (the main room and the old dining room). Again, probably more conversation to understand what they are envisioning (assuming a TV on a stand?)

Cynthia, should Lisa arrange a conversation with Tony to understand the requirements better?

Bob

---------- Forwarded message ----------
From: **Tony Costa - AG** <tony.costa@gsa.gov>
Date: Tue, Sep 19, 2017 at 3:55 PM
Subject: Re: End-of-year
To: Cynthia Metzler - H <cynthia.metzler@gsa.gov>
Cc: Bob Stafford <bob.stafford@gsa.gov>, Scott Macrae - QP1 <scott.macrae@gsa.gov>

Thanks.

Let's have a quick chat to make this as painless as possible.

1. You all can just order the varidesks, right? (Emily, Jack and Clara)
2. For OCIA, it's really a matter of talking with them and also revisiting what cable plan they are on. I understand they don't have the channels they need. So, we need someone to check with them on whether their TV works and whether they have the right cable plan.
3. (Two) New TVs for historic rooms...as you all close on a preliminary approach to furniture, let's conclude quickly on TV sizes.
4. Shive is taking care of the iPad plans and monitors.

What do you all need from us?

T

Tony Costa
(b) (6)

On Sep 19, 2017, at 11:47 AM, Cynthia Metzler - H <cynthia.metzler@gsa.gov> wrote:

Ok, we will do all we can to support. Is Scott the liaison?

Cynthia A. Metzler
Chief Administrative Services Officer
General Services Administration

(202) 357-9697
(202) (b) (6) *(cell)*
cynthia.metzler@gsa.gov

On Tue, Sep 19, 2017 at 11:05 AM, Tony Costa - AG <tony.costa@gsa.gov> wrote:

Mentioned we had some end-of-year purchasing.
1) To be confirmed, but...looking at purchasing three varidesks.
2) To be confirmed after Shive pricing, but... we are looking at replacing many of our monitors with larger monitors.
3) Shive is buying cell/data plans for our iPads.
4) We would like to look at fixing/replacing OCIA's TV. Apparently, it doesn't work well. I don't know. Also, looking at buying two TVs - one for the historic suite and one for the historic DR.

Just wanted to start our discussion.

t

Tony Costa
Acting Deputy Administrator
U.S. General Services Administration
202.501.0800 - main
(b) (6) - mobile

Subject: Re: $5,000 furnishing limitation
Date: Tue, 29 Aug 2017 10:34:56 -0400
From: Cynthia Metzler - H <cynthia.metzler@gsa.gov>
To: Daniel S Miller - H1B <daniel.s.miller@gsa.gov>
Cc: Bob Stafford <bob.stafford@gsa.gov>
Message-ID: <CAOYtU9BeBMChyYWhebO-bh55AEq=vn22k-kceSqsUK6wzsbYhA@mail.gmail.com>
MD5: 959e306d5eb6054078ae43162747f270

Thanks for sending the entire thread.

Cynthia A. Metzler
Chief Administrative Services Officer
General Services Administration

(202) 357-9697
(202) (b) (6) ***(cell)***
cynthia.metzler@gsa.gov

On Tue, Aug 29, 2017 at 10:31 AM, Daniel S Miller - H1B <daniel.s.miller@gsa.gov> wrote:

Here's the back and forth from OGC on the $5k limitation. It appears to apply to any presidential appointee - whether or not confirmed by congress.

Danie S. Mi er
Director, Office of Workp ace Management and Services
GSA, Office of Administrative Services
Office/Ce : (b) (6)

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---------- Forwarded message ----------
From: **David Leib - LR** <david.leib@gsa.gov>
Date: Mon, Aug 28, 2017 at 2:34 PM
Subject: Re: $5,000 furnishing limitation
To: Shannon Doyle - H1B <shannon.doyle@gsa.gov>
Cc: Jeffrey Domber <jeff.domber@gsa.gov>, Timothy Tozer <timothy.tozer@gsa.gov>, Daniel S Miller - H1F <daniel.s.miller@gsa.gov>

Shannon, are Regional Administrators typically appointed by the President? If so, then section 710 applies to those who are or have been Presidentially appointed. If Regional Administrators are appointed by the GSA Administrator, section 710 does not apply.

David A. Leib
Senior Assistant General Counsel
U.S. General Services Administration
1800 F Street, NW
Room 2321
Washington, DC 20405
(202) 501-1211

On Mon, Aug 28, 2017 at 1:29 PM, David Leib - LR <david.leib@gsa.gov> wrote:

(b)(5)
[redacted]

(b)(5) [redacted]

On Aug 28, 2017, at 11:04 AM, Shannon Doyle - H1B <shannon.doyle@gsa.gov> wrote:

Thank you, David. Just want to confirm one last piece - it looks like this applies to all Presidential appointees, which would include Regional Administrators, correct?

Shannon Doyle

Office of Workplace Management and Services

Office of Administrative Services

General Services Administration

202.219.1554 office
(b) (6) [redacted] cell
shannon.doyle@gsa.gov

On Thu, Aug 24, 2017 at 6:28 PM, David Leib - LR <david.leib@gsa.gov> wrote:

Hi Shannon, language similar to that in Section 710 of the Consolidated Appropriations Act of 2017 has been included in annual appropriations acts for at least 30 years and has been interpreted by GAO, various OIGs and agency general counsels, including the GSA Office of General Counsel.

Section 710 states:

"During the period in which the head of any department or agency, or any other officer or civilian employee of the Federal Government appointed by the President of the United States, holds office, no funds may be obligated or expended in excess of $5,000 to furnish or redecorate the office of such department head, agency head, officer, or employee, or to purchase furniture or make improvements for any such office, unless advance notice of such furnishing or redecoration is transmitted to the Committees on Appropriations of the House of Representatives and the Senate. For the purposes of this section, the term 'office' shall include the entire suite of offices assigned to the individual, as well as any other space used primarily by the individual or the use of which is directly controlled by the individual."

(b)(5) [redacted]

(b)(5) [redacted]

Please let me know if you have further questions.

David A. Leib
Senior Assistant General Counsel
U.S. General Services Administration
1800 F Street, NW
Room 2321
Washington, DC 20405
(202) 501-1211

On Thu, Aug 24, 2017 at 4:29 PM, Shannon Doyle - H1B <shannon.doyle@gsa.gov> wrote:

Hi David,
Tim referred me to you for my question below but I didn't see that you were copied, so just wanted to forward on to make sure you got the email. Let me know if you have any questions or would like to chat,

Shannon Doyle

Office of Workplace Management and Services

Office of Administrative Services

General Services Administration

202.219.1554 office
(b) (6) [redacted] cell
shannon.doyle@gsa.gov

---------- Forwarded message ----------
From: **Tim Tozer - LR** <timothy.tozer@gsa.gov>
Date: Thu, Aug 24, 2017 at 12:54 PM
Subject: Fwd: $5,000 furnishing limitation
To: Shannon Doyle - H1B <shannon.doyle@gsa.gov>
Cc: Daniel Miller <daniel.s.miller@gsa.gov>, "Jeffrey Domber (LR)" <jeff.domber@gsa.gov>

Shannon,

David Lieb with OGC wi he p you nood e through your questions. We have answered simi ar ones in the past and you're in good hands with Dave.

Timothy C. Tozer

Deputy Associate Genera Counse
Rea Property Division
(202) 708-9882

---------- Forwarded message ----------
From: **Shannon Doyle - H1B** <shannon.doyle@gsa.gov>
Date: Thu, Aug 24, 2017 at 1:43 PM
Subject: $5,000 furnishing limitation
To: Barry Segal <barry.segal@gsa.gov>

Cc: Daniel S Miller - H1F <daniel.s.miller@gsa.gov>

Hi Barry,

We were hoping to get OGC's guidance on the $5,000 furnishing limitation for the GSA Administrator. I copied the language below that I am referring to, which I found in the Consolidated Appropriations Act of 2017 (Pub ic Law No: 115-31)

(Sec. 710) Prohibits spending more than $5,000 to redecorate or furnish the office of the head of a department or agency during the period in which the officia ho ds office un ess Congress is notified in advance.

OAS wanted to learn more about the interpretation of this section for our understanding before a new GSA Administrator is nominated and confirmed. Any light you can shed would be helpful, but here are a few questions we've had so far:

- What would be included in the limit, for example, does it apply to art, furniture, carpet, lighting, window treatments, etc.?
- Would the limit apply to the initial furnishing of an office rather than "redecorating" an existing office?
- Would the limit also apply to furnishings for an adjacent conference room, or the conference area within the Administrator's office?

Any feedback would be much appreciated. Happy to set up a call if you'd like to discuss further,

Shannon Doyle

Office of Workplace Management and Services

Office of Administrative Services

General Services Administration

202.219.1554 office
(b) (6) [redacted] cell
shannon.doyle@gsa.gov

Subject: Re: Invitation: Emily/Jack/Tony to meet with Cynthia to discuss OAS space @ Tue Oct 31, 2017 12pm - 12:30pm (robert.riddle@gsa.gov)
Date: Mon, 30 Oct 2017 07:51:47 -0400
From: Daniel S Miller - H1B <daniel.s.miller@gsa.gov>
To: Lisa Campbell - H1BD <lisa.campbell@gsa.gov>
Cc: Bob Stafford <bob.stafford@gsa.gov>
Message-ID: <CAPMQ7H61DxrhRNdzsJ75Gp3bq+JT-WUuFnk7MJUJJoZr2M6h8g@mail.gmail.com>
MD5: 45a02f2acca054c6d90309fe4f550819

LIsa - Not sure. Cynthia may be limiting the # of folks in the room on purpose. Copying Bob who can weigh in. I'm happy deferring to Robert on this one.

Daniel S. Miller
Director, Office of Workplace Management and Services
GSA, Office of Administrative Services
Office/Cell: (b) (6)

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Learn more about GSA.

On Sun, Oct 29, 2017 at 8:10 PM, Lisa Campbell - H1BD <lisa.campbell@gsa.gov> wrote:

Should we be on this invite?

Lisa M. Campbell
Director
DC Workplace Services Division (CO and NCR)
Office of Administrative Services
571-436-6250

---------- Forwarded message ----------
From: **Robert Riddle - H1BD** <robert.riddle@gsa.gov>
Date: Fri, Oct 27, 2017 at 10:11 PM
Subject: Fwd: Invitation: Emily/Jack/Tony to meet with Cynthia to discuss OAS space @ Tue Oct 31, 2017 12pm - 12:30pm (robert.riddle@gsa.gov)
To: Lisa Campbell <lisa.campbell@gsa.gov>

You're not on this invitation and neither is Dan. With the title referring to OAS space I'm wondering if the topic of conversation is wider than presenting the draft Administrator Suite plans. Do you know?

---------- Forwarded message ----------
From: **Emily Murphy - A** <emily.murphy@gsa.gov>
Date: Fri, Oct 27, 2017 at 4:42 PM
Subject: Invitation: Emily/Jack/Tony to meet with Cynthia to discuss OAS space @ Tue Oct 31, 2017 12pm - 12:30pm (robert.riddle@gsa.gov)
To: robert.riddle@gsa.gov, jack.stjohn@gsa.gov, bob.stafford@gsa.gov, tony.costa@gsa.gov, cynthia.metzler@gsa.gov
Cc: latonia.williams@gsa.gov

more details »

Emily/Jack/Tony to meet with Cynthia to discuss OAS space

When	Tue Oct 31, 2017 12pm – 12:30pm Eastern Time
Where	6151 (map)
Calendar	robert.ridd e@gsa.gov
Who	emily.murphy@gsa.gov - organizer carla.virgilio@gsa.gov - creator jack.stjohn@gsa.gov bob.stafford@gsa.gov tony.costa@gsa.gov robert.riddle@gsa.gov cynthia.metzler@gsa.gov latonia.williams@gsa.gov - optional

Going? **Yes** - **Maybe** - **No** more options »

Invitation from Google Calendar

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--

Robert R. Riddle

Workplace Strategist, NCIDQ (#25228)

Workplace Services Division, Office of Administrative Services
General Services Administration
1800 F Street NW Washington, D.C. 20405-0001

mobile: (b) (6) [redacted] • VOIP: 703.603.8265 • fax: 703.605.2615

Subject: Re: End-of-Year Stuff
Date: Fri, 27 Oct 2017 09:59:56 -0400
From: Yolanda Stokes-Queen - H <yolanda.stokes-queen@gsa.gov>
To: David Coscia - H <david.coscia@gsa.gov>
Cc: Lisa Campbell - H1BD <lisa.campbell@gsa.gov>, Cynthia Metzler - H <cynthia.metzler@gsa.gov>, Daniel S Miller - H1B <daniel.s.miller@gsa.gov>
Message-ID: <CAK+dJo2fCr-b9Dw2bkWdboaJEOxqjgigABjU6qO5Ge5c4tgZBQ@mail.gmail.com>
MD5: db06a01b5a53b1a60b15bcc0acd2e68f

They would be addressed to me because I made the purchase. We need to know who in the A-Suite gets them.

Yolanda Stokes-Queen
Administrative Officer
Office of Administrative Services (OAS)
U.S. General Services Administration (GSA)
1800 F Street NW, Suite 7331B
Washington, D.C. 20405-0001
(o) 703.605.2603 (c) (b) (6)

On Fri, Oct 27, 2017 at 9:56 AM, David Coscia - H <david.coscia@gsa.gov> wrote:

I can go down to the mailroom to check and see who they are addressed to if you all like.

David Coscia
Financia OfficerOffice of Administrative Services

U.S. General Services Administration
1800 F St. NW, Office 7331A
Washington, DC 20405

Office: 202-208-6601
Mobile: (b) (6)
MeetingSpace: https://meet.gsa.gov/dcoscia/

On Fri, Oct 27, 2017 at 9:31 AM, Lisa Campbell - H1BD <lisa.campbell@gsa.gov> wrote:

Do you know who, specifically, they are for?

Lisa M. Campbell
Director
DC Workplace Services Division (CO and NCR)
Office of Administrative Services
571-436-6250

On Fri, Oct 27, 2017 at 9:11 AM, Yolanda Stokes-Queen - H <yolanda.stokes-queen@gsa.gov> wrote:

Good morning,

The Varidesks are in and ready to be picked-up from the mailroom.

Yolanda Stokes-Queen
Administrative Officer
Office of Administrative Services (OAS)
U.S. General Services Administration (GSA)
1800 F Street NW, Suite 7331B
Washington, D.C. 20405-0001
(o) 703.605.2603 (c)(b) (6)

On Wed, Oct 25, 2017 at 11:58 AM, Cynthia Metzler - H <cynthia.metzler@gsa.gov> wrote:

We may be talking about 2 different things. Do reach out to Erin. I think they want a new cable package.

Cynthia A. Metzler
Chief Administrative Services Officer
General Services Administration

(202) 357-9697
(202)(b) (6) (cell)
cynthia.metzler@gsa.gov

On Wed, Oct 25, 2017 at 11:52 AM, Lisa Campbell - H1BD <lisa.campbell@gsa.gov> wrote:

At the time, you told me to hold off on the move of the monitor until further notice. It's a 43" coming from a non-reservable room so it can be moved pretty quickly when they want it. To 6148, right?

I'll touch base with Erin Mewhirter on the cable.

Regards,

Lisa M. Campbell
Director
DC Workplace Services Division (CO and NCR)
Office of Administrative Services
571-436-6250

On Wed, Oct 25, 2017 at 11:08 AM, Daniel S Miller - H1B <daniel.s.miller@gsa.gov> wrote:

The 3 Varidesks have been shipped. Looping in Yolanda for a delivery date.

Lisa - Did you move the monitor as requested? Also, what was the result of our cable TV discussions with OCIA?

Daniel S. Miller
Director, Office of Workplace Management and Services
GSA, Office of Administrative Services
Office/Cell: (b) (6) [redacted]

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On Wed, Oct 25, 2017 at 10:58 AM, Cynthia Metzler - H <cynthia.metzler@gsa.gov> wrote:

Can you give an update

Cynthia A. Metzler
Chief Administrative Services Officer
General Services Administration

(202) 357-9697
(202) (b) (6) [redacted] *(cell)*
cynthia.metzler@gsa.gov

---------- Forwarded message ----------
From: **Tony Costa - AG** <tony.costa@gsa.gov>
Date: Wed, Oct 25, 2017 at 10:53 AM
Subject: End-of-Year Stuff
To: david.shive@gsa.gov, cynthia.metzler@gsa.gov

Just was asked about the status of our end-of-year stuff - TV, cable for TV, stand-up desk, IPads, Ipad cell service, and monitors.

T

Tony Costa
(b) (6) [redacted]

Subject: Re: A Suite Requests
Date: Tue, 24 Oct 2017 07:09:38 -0400
From: Yolanda Stokes-Queen - H <yolanda.stokes-queen@gsa.gov>
To: Bob Stafford - H1 <bob.stafford@gsa.gov>
Cc: David Coscia - H <david.coscia@gsa.gov>, Daniel S Miller - H1B <daniel.s.miller@gsa.gov>, Lisa Campbell - QA0C <lisa.campbell@gsa.gov>
Message-ID: <CAK+dJo2CHP607jB3vU=Quph0RYima=6HHiVOaP00hjhdx7bB1A@mail.gmail.com>
MD5: 0c81ea252f226cbac8476b82f04998c6

Good morning,

I received notification that the Varidesk order has shipped. I'll let you know when it arrives to 1800F.

Yolanda Stokes-Queen
Administrative Officer
Office of Administrative Services (OAS)
U.S. General Services Administration (GSA)
1800 F Street NW, Suite 7331B
Washington, D.C. 20405-0001
(o) 703.605.2603 (c) (b) (6)

On Thu, Sep 21, 2017 at 1:49 PM, Yolanda Stokes-Queen - H <yolanda.stokes-queen@gsa.gov> wrote:

I did confirm that I'll be charged for the items now. Waiting for the paid invoice.

Yolanda Stokes-Queen
Administrative Officer
Office of Administrative Services (OAS)
U.S. General Services Administration (GSA)
1800 F Street NW, Suite 7331B
Washington, D.C. 20405-0001
(o) 703.605.2603 (c) (b) (6)

On Thu, Sep 21, 2017 at 1:41 PM, Bob Stafford - H1 <bob.stafford@gsa.gov> wrote:

I assume this is a problem since we're trying to use FY17 funds - are we unable to tell them we want to go ahead and pay now and then they can ship them when they are available?

On Thu, Sep 21, 2017 at 11:47 AM, Yolanda Stokes-Queen - H <yolanda.stokes-queen@gsa.gov> wrote:

All,

Varidesk has informed me that due to the high demand of the Pro Plus 36 (SKU: 49856) your order will ship out mid to late October, 2017. I'll be charged upon confirmation of the delivery time frame. Please advise.

Yolanda Stokes-Queen
Administrative Officer
Office of Administrative Services (OAS)
U.S. General Services Administration (GSA)
1800 F Street NW, Suite 7331B
Washington, D.C. 20405-0001
(o) 703.605.2603 (c) (b) (6)

On Thu, Sep 21, 2017 at 7:45 AM, David Coscia - H <david.coscia@gsa.gov> wrote:

Thanks, Yolanda!

David Coscia
Financia OfficerOffice of Administrative Services

U.S. General Services Administration
1800 F St. NW, Office 7331A
Washington, DC 20405

Office: 202-208-6601
Mobile: (b) (6)
MeetingSpace: https://meet.gsa.gov/dcoscia/

On Thu, Sep 21, 2017 at 7:24 AM, Yolanda Stokes-Queen - H <yolanda.stokes-queen@gsa.gov> wrote:

Good Morning,

This order has been placed.

Yolanda Stokes-Queen
Administrative Officer
Office of Administrative Services (OAS)
U.S. General Services Administration (GSA)

1800 F Street NW, Suite 7331B
Washington, D.C. 20405-0001
(o) 703.605.2603 ([redacted] (b) (6))

On Wed, Sep 20, 2017 at 1:09 PM, Daniel S Miller - H1B <daniel.s.miller@gsa.gov> wrote:

Yolanda - Please purchase three of these desks - charged to the A-suite account. Thanks.

Daniel S. Miller
Director, Office of Workplace Management and Services
GSA, Office of Administrative Services
Office/Cell: [redacted] (b) (6))

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---------- Forwarded message ----------
From: **Lisa Campbell - H1BD** <lisa.campbell@gsa.gov>
Date: Wed, Sep 20, 2017 at 11:16 AM
Subject: A Suite Requests
To: "Daniel Miller, (PACB)" <daniel.s.miller@gsa.gov>

This is the varidesk that was ordered for Alan based on the one that is on Dan's desk, (for $383.15 each) on GSA Advantage:

https://www.gsaadvantage.gov/advantage/catalog/product_detail.do?gsin=11000054681661

I can move a 43" Samsung tv from an unreservable Quiet Room on 4th floor to 6148 first thing in the morning.

Lisa M. Campbell
Director
DC Workplace Services Division (CO and NCR)
Office of Administrative Services
571-436-6250

Subject: Re: OAS Assisting with A-Suite EOY Execution
Date: Thu, 21 Sep 2017 16:09:29 -0400
From: Cynthia Metzler - H <cynthia.metzler@gsa.gov>
To: Pam Murray - BBA <pamela.murray@gsa.gov>
Cc: David Coscia - H <david.coscia@gsa.gov>, Andrea FISHER-COLWILL - B-D <andrea.fisher-colwill@gsa.gov>, Bob Stafford - H <bob.stafford@gsa.gov>, James Geoghegan - BBO <james.geoghegan@gsa.gov>, Meira Fried - BAF <meira.fried@gsa.gov>, Daniel S Miller - H1AC <daniel.s.miller@gsa.gov>, David Shive - IO <david.shive@gsa.gov>, David Harrity - IDI <david.harrity@gsa.gov>
Message-ID: <CAOYtU9BnLQVrD5H+GOARVF1SsMen0NTAFH2LP6LQunx-HuQdaQ@mail.gmail.com>
MD5: f58ef62a5e2810a8ea05679ba72a2b1c

All, i believe that GSA IT may be buying the monitors from an existing funded contract. David and David, if you need to access additional funds, please work with David Coscia. He will await your request.

Cynthia

Cynthia A. Metzler
Chief Administrative Services Officer
General Services Administration

(202) 357-9697
(202) (b) (6) *(cell)*
cynthia.metzler@gsa.gov

On Thu, Sep 21, 2017 at 4:06 PM, Pam Murray - BBA <pamela.murray@gsa.gov> wrote:

David,

thanks much for the update, Pam

Thanks,
Pamela Murray
Program Analyst
GSA, CFO, Staff Office Financial Services
1800 F Street, N.W., #2040A
Washington, D.C. 20405
(202) 501-2052 - office/ (202) (b) (6) work cell

On Thu, Sep 21, 2017 at 4:03 PM, David Coscia - H <david.coscia@gsa.gov> wrote:

Thanks, Pam.

I know that my front office colleague used her purchase card to buy three adjustable height Varidesks, totaling $1,149.45, that were charged to the A-suite account. There was also discussion about purchasing 10 monitors using A-Suite funds, but I have not received additional direction that a PR doc will need to be created. I think GSAIT is currently pricing out compatible items which may be under the Purchase Card threshold level as well.

I believe my colleague Dan Miller has been in emails discussing the monitor request and I am including him here to see if there is an update he has seen from GSAIT.

Thanks,

David Coscia
Financia OfficerOffice of Administrative Services

U.S. General Services Administration
1800 F St. NW, Office 7331A
Washington, DC 20405

Office: 202-208-6601
Mobile: [redacted]
MeetingSpace: https://meet.gsa.gov/dcoscia/

On Thu, Sep 21, 2017 at 12:34 PM, Pam Murray - BBA <pamela.murray@gsa.gov> wrote:

Good Afternoon David,

just following up on the A-suite procurement that OAS is assisting--is there any update on the Purchase Request in Pegasys? thanks, Pam

Thanks,
Pamela Murray
Program Analyst
GSA, CFO, Staff Office Financial Services
1800 F Street, N.W., #2040A
Washington, D.C. 20405
(202) 501-2052 - office/ (202) (b) (6) work cell

On Wed, Sep 20, 2017 at 10:08 AM, David Coscia - H <david.coscia@gsa.gov> wrote:

Good morning, Andi,

I spoke with Cynthia today and she informed me that the A-Suite has asked for OAS's assistance with making micro level P-Card purchases and PR requests in Pegasys as they wrap up FY17 execution with their remaining funds.

I spoke with Meira Fried from your Budget team and she informed me that when I am asked to create funding documents in Pegasys, I should include Pam Murray on the approval routing as the Fund Certification Official for the A-Suite accounting template.

If any additional needs arise with the A-Suite, do not hesitate to contact us for assistance.

Thanks,

David Coscia
Financia OfficerOffice of Administrative Services

U.S. General Services Administration

Subject: Re: A Suite Requests
Date: Thu, 21 Sep 2017 13:49:34 -0400
From: Yolanda Stokes-Queen - H <yolanda.stokes-queen@gsa.gov>
To: Bob Stafford - H1 <bob.stafford@gsa.gov>
Cc: David Coscia - H <david.coscia@gsa.gov>, Daniel S Miller - H1B <daniel.s.miller@gsa.gov>, Lisa Campbell - QA0C <lisa.campbell@gsa.gov>
Message-ID: <CAK+dJo3JEnpF9zf+LVG9Z_Y3=DTX2GFS5MvfGxOkcc2oKjP8Wg@mail.gmail.com>
MD5: d9f452643aa07b16a71704b0880b13af

I did confirm that I'll be charged for the items now. Waiting for the paid invoice.

Yolanda Stokes-Queen
Administrative Officer
Office of Administrative Services (OAS)
U.S. General Services Administration (GSA)
1800 F Street NW, Suite 7331B
Washington, D.C. 20405-0001
(o) 703.605.2603 (c) [redacted]

On Thu, Sep 21, 2017 at 1:41 PM, Bob Stafford - H1 <bob.stafford@gsa.gov> wrote:

I assume this is a problem since we're trying to use FY17 funds - are we unable to tell them we want to go ahead and pay now and then they can ship them when they are available?

On Thu, Sep 21, 2017 at 11:47 AM, Yolanda Stokes-Queen - H <yolanda.stokes-queen@gsa.gov> wrote:

All,

Varidesk has informed me that due to the high demand of the Pro Plus 36 (SKU: 49856) your order will ship out mid to late October, 2017. I'll be charged upon confirmation of the delivery time frame. Please advise.

Yolanda Stokes-Queen
Administrative Officer
Office of Administrative Services (OAS)
U.S. General Services Administration (GSA)
1800 F Street NW, Suite 7331B
Washington, D.C. 20405-0001
(o) 703.605.2603 (c) [redacted]

On Thu, Sep 21, 2017 at 7:45 AM, David Coscia - H <david.coscia@gsa.gov> wrote:

Thanks, Yolanda!

David Coscia
Financia OfficerOffice of Administrative Services

U.S. General Services Administration
1800 F St. NW, Office 7331A
Washington, DC 20405

Office: 202-208-6601
Mobile: [redacted]
MeetingSpace: https://meet.gsa.gov/dcoscia/

On Thu, Sep 21, 2017 at 7:24 AM, Yolanda Stokes-Queen - H <yolanda.stokes-queen@gsa.gov> wrote:

Good Morning,

This order has been placed.

Yolanda Stokes-Queen
Administrative Officer
Office of Administrative Services (OAS)
U.S. General Services Administration (GSA)
1800 F Street NW, Suite 7331B
Washington, D.C. 20405-0001
(o) 703.605.2603 (c) [redacted]

On Wed, Sep 20, 2017 at 1:09 PM, Daniel S Miller - H1B <daniel.s.miller@gsa.gov> wrote:

Yolanda - Please purchase three of these desks - charged to the A-suite account. Thanks.

Daniel S. Miller
Director, Office of Workplace Management and Services
GSA, Office of Administrative Services
Office/Cell: (b) (6) [redacted]

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---------- Forwarded message ----------

From: **Lisa Campbell - H1BD** <lisa.campbell@gsa.gov>
Date: Wed, Sep 20, 2017 at 11:16 AM
Subject: A Suite Requests
To: "Daniel Miller, (PACB)" <daniel.s.miller@gsa.gov>

This is the varidesk that was ordered for Alan based on the one that is on Dan's desk, (for $383.15 each) on GSA Advantage:

https://www.gsaadvantage.gov/advantage/catalog/product_detail.do?gsin=11000054681661

I can move a 43" Samsung tv from an unreservable Quiet Room on 4th floor to 6148 first thing in the morning.

Lisa M. Campbell
Director
DC Workplace Services Division (CO and NCR)
Office of Administrative Services
571-436-6250

--

Bob Stafford
Deputy Chief Administrative Services Officer
GSA, Office of Administrative Services
O: 202-527-0095

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Subject: Re: 1800 F Mods
Date: Mon, 18 Sep 2017 11:59:50 -0400
From: Robert Riddle - H1BD <robert.riddle@gsa.gov>
To: Daniel S Miller - H1AC <daniel.s.miller@gsa.gov>
Cc: Lisa Campbell <lisa.campbell@gsa.gov>
Message-ID: <CAMcquYAgfRTqt4PfB+qX8W5TLo6J-Sd=jEjO0dZUnHhGX1uwsw@mail.gmail.com>
MD5: 97a8e648046c4bef1ccc18c0c0a791da

Dan,

Finalizing draft plans is my current priority. I intend to have something for your review as quickly as possible; certainly no later (among competing priorities) than the end of the week.

The first of last week I was out of the office on leave. Thursday, I went to Franconia warehouse to measure items Lisa had tagged there. I documented repair requirements, and inspected new and additional items. Friday, I measured more potential furniture pieces on site, and surveyed the historic suite in detail to document power locations and other key details. I also reached out to a wood repairman (and am awaiting response). Today, I'm updating the architectural and furniture plans with details from these surveys, and will confirm "fit" of the prospective pieces. Lisa supplied requirements and I'll add a draft layout for the Deputy office, as well. Two or three options will be provided for consideration, along with photos of the furniture pieces we've identified.

Robert

On Mon, Sep 18, 2017 at 9:41 AM, Daniel S Miller - H1B <daniel.s.miller@gsa.gov> wrote:

Lisa/Robert -

Do you have an update on my request for a plan (with pics/furniture) to modify the Administrator's suite - should the next confirmed administrator decide to move back into the historic suite?

Also, will need a plan for a potential Deputy in the room we walked last week.

Thanks.

Daniel S. Miller
Director, Office of Workplace Management and Services
GSA, Office of Administrative Services
Office/Cell: (b) (6) [redacted]

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--

Robert R. Riddle

Workplace Strategist, NCIDQ (#25228)

Workplace Services Division, Office of Administrative Services

General Services Administration
1800 F Street NW Washington, D.C. 20405-0001

mobile: [redacted] • VOIP: 703.603.8265 • fax: 703.605.2615

Subject: Fwd: $5,000 furnishing limitation
Date: Tue, 29 Aug 2017 10:31:39 -0400
From: Daniel S Miller - H1B <daniel.s.miller@gsa.gov>
To: Cynthia Metzler <cynthia.metzler@gsa.gov>, Bob Stafford <bob.stafford@gsa.gov>
Message-ID: <CAPMQ7H7Gg5QXd-JtU58n1vmnR62Y+s03LAEft2RyMdjp8Sezew@mail.gmail.com>
MD5: 499eac54f69c800ea5543c8b6808d45d

Here's the back and forth from OGC on the $5k limitation. It appears to apply to any presidential appointee - whether or not confirmed by congress.
Daniel S. Miller
Director, Office of Workplace Management and Services
GSA, Office of Administrative Services
Office/Cell: (b) (6)

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---------- Forwarded message ----------
From: **David Leib - LR** <david.leib@gsa.gov>
Date: Mon, Aug 28, 2017 at 2:34 PM
Subject: Re: $5,000 furnishing limitation
To: Shannon Doyle - H1B <shannon.doyle@gsa.gov>
Cc: Jeffrey Domber <jeff.domber@gsa.gov>, Timothy Tozer <timothy.tozer@gsa.gov>, Daniel S Miller - H1F <daniel.s.miller@gsa.gov>

(b) (5)

David A. Leib
Senior Assistant General Counsel
U.S. General Services Administration
1800 F Street, NW
Room 2321
Washington, DC 20405
(202) 501-1211

On Mon, Aug 28, 2017 at 1:29 PM, David Leib - LR <david.leib@gsa.gov> wrote:

(b) (5)

On Aug 28, 2017, at 11:04 AM, Shannon Doyle - H1B <shannon.doyle@gsa.gov> wrote:

Thank you, David. Just want to confirm one last piece - it looks like this applies to all Presidential appointees, which would include Regional Administrators, correct?

Shannon Doyle

Office of Workplace Management and Services

Office of Administrative Services

General Services Administration

202.219.1554 office
(b) (6) [redacted] cell
shannon.doyle@gsa.gov

On Thu, Aug 24, 2017 at 6:28 PM, David Leib - LR <david.leib@gsa.gov> wrote:

(b) (5)

David A. Leib
Senior Assistant General Counsel
U.S. General Services Administration
1800 F Street, NW
Room 2321
Washington, DC 20405
(202) 501-1211

On Thu, Aug 24, 2017 at 4:29 PM, Shannon Doyle - H1B <shannon.doyle@gsa.gov> wrote:

Hi David,
Tim referred me to you for my question below but I didn't see that you were copied, so just wanted to forward on to make sure you got the email. Let me know if you have any questions or would like to chat,

Shannon Doyle

Office of Workplace Management and Services

Office of Administrative Services

General Services Administration

202.219.1554 office
(b) (6) [redacted] cell
shannon.doyle@gsa.gov

---------- Forwarded message ----------
From: **Tim Tozer - LR** <timothy.tozer@gsa.gov>
Date: Thu, Aug 24, 2017 at 12:54 PM
Subject: Fwd: $5,000 furnishing limitation
To: Shannon Doyle - H1B <shannon.doyle@gsa.gov>
Cc: Daniel Miller <daniel.s.miller@gsa.gov>, "Jeffrey Domber (LR)" <jeff.domber@gsa.gov>

(b) (5) [redacted]

Timothy C. Tozer

Deputy Associate Genera Counse
Rea Property Division
(202) 708-9882

---------- Forwarded message ----------
From: **Shannon Doyle - H1B** <shannon.doyle@gsa.gov>
Date: Thu, Aug 24, 2017 at 1:43 PM
Subject: $5,000 furnishing limitation
To: Barry Segal <barry.segal@gsa.gov>
Cc: Daniel S Miller - H1F <daniel.s.miller@gsa.gov>

Hi Barry,

We were hoping to get OGC's guidance on the $5,000 furnishing limitation for the GSA Administrator. I copied the language below that I am referring to, which I found in the Consolidated Appropriations Act of 2017 (Pub ic Law No: 115-31)

(Sec. 710) Prohibits spending more than $5,000 to redecorate or furnish the office of the head of a department or

agency during the period in which the officia ho ds office un ess Congress is notified in advance.

OAS wanted to learn more about the interpretation of this section for our understanding before a new GSA Administrator is nominated and confirmed. Any light you can shed would be helpful, but here are a few questions we've had so far:

- What would be included in the limit, for example, does it apply to art, furniture, carpet, lighting, window treatments, etc.?
- Would the limit apply to the initial furnishing of an office rather than "redecorating" an existing office?
- Would the limit also apply to furnishings for an adjacent conference room, or the conference area within the Administrator's office?

Any feedback would be much appreciated. Happy to set up a call if you'd like to discuss further,

Shannon Doyle

Office of Workplace Management and Services

Office of Administrative Services

General Services Administration

202.219.1554 office
(b) (6) [redacted] cell
shannon.doyle@gsa.gov

Subject: Fwd: $5,000 furnishing limitation
Date: Mon, 28 Aug 2017 14:36:16 -0400
From: Daniel S Miller - H1B <daniel.s.miller@gsa.gov>
To: Timothy Pfohl - 6P1S <tim.pfohl@gsa.gov>, Jana Faris - H1BWW <jana.faris@gsa.gov>, Lisa Campbell - QA0C <lisa.campbell@gsa.gov>
Message-ID: <CAPMQ7H6hs0uu6SFAz5CDyvrm7ZJD2X2M9OwJhOgTg8HR7aqd=Q@mail.gmail.com>
MD5: 24d8e30829f6c7c28582f49b31668f66

Tim/Lisa - No action needed, just confirmation that if and when we modify the RA spaces, we're limited to $5k.

Daniel S. Miller
Director, Office of Workplace Management and Services
GSA, Office of Administrative Services
Office/Cell: (b) (6)

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From: **David Leib - LR** <david.leib@gsa.gov>
Date: Mon, Aug 28, 2017 at 1:29 PM
Subject: Re: $5,000 furnishing limitation
To: Shannon Doyle - H1B <shannon.doyle@gsa.gov>
Cc: Jeffrey Domber <jeff.domber@gsa.gov>, Timothy Tozer <timothy.tozer@gsa.gov>, Daniel S Miller - H1F <daniel.s.miller@gsa.gov>

(b) (5)

On Aug 28, 2017, at 11:04 AM, Shannon Doyle - H1B <shannon.doyle@gsa.gov> wrote:

Thank you, David. Just want to confirm one last piece - it looks like this applies to all Presidential appointees, which would include Regional Administrators, correct?

Shannon Doyle

Office of Workplace Management and Services

Office of Administrative Services

General Services Administration

202.219.1554 office
(b) (6) cell
shannon.doyle@gsa.gov

On Thu, Aug 24, 2017 at 6:28 PM, David Leib - LR <david.leib@gsa.gov> wrote:

(b) (5)

(b) (5)

David A. Leib
Senior Assistant General Counsel
U.S. General Services Administration
1800 F Street, NW
Room 2321
Washington, DC 20405
(202) 501-1211

On Thu, Aug 24, 2017 at 4:29 PM, Shannon Doyle - H1B <shannon.doyle@gsa.gov> wrote:

Hi David,
Tim referred me to you for my question below but I didn't see that you were copied, so just wanted to forward on to make sure you got the email. Let me know if you have any questions or would like to chat,

Shannon Doyle

Office of Workplace Management and Services

Office of Administrative Services

General Services Administration

202.219.1554 office
(b) (6) [redacted] cell
shannon.doyle@gsa.gov

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From: **Tim Tozer - LR** <timothy.tozer@gsa.gov>
Date: Thu, Aug 24, 2017 at 12:54 PM
Subject: Fwd: $5,000 furnishing limitation
To: Shannon Doyle - H1B <shannon.doyle@gsa.gov>
Cc: Daniel Miller <daniel.s.miller@gsa.gov>, "Jeffrey Domber (LR)" <jeff.domber@gsa.gov>

(b) (5) [redacted]

Timothy C. Tozer

Deputy Associate Genera Counse
Rea Property Division
(202) 708-9882

---------- Forwarded message ----------
From: **Shannon Doyle - H1B** <shannon.doyle@gsa.gov>
Date: Thu, Aug 24, 2017 at 1:43 PM
Subject: $5,000 furnishing limitation
To: Barry Segal <barry.segal@gsa.gov>
Cc: Daniel S Miller - H1F <daniel.s.miller@gsa.gov>

Hi Barry,

We were hoping to get OGC's guidance on the $5,000 furnishing limitation for the GSA Administrator. I copied the language below that I am referring to, which I found in the Consolidated Appropriations Act of 2017 (Pub ic Law No: 115-31)

(Sec. 710) Prohibits spending more than $5,000 to redecorate or furnish the office of the head of a department or agency during the period in which the officia ho ds office un ess Congress is notified in advance.

OAS wanted to learn more about the interpretation of this section for our understanding before a new GSA Administrator is nominated and confirmed. Any light you can shed would be helpful, but here are a few questions we've had so far:

- What would be included in the limit, for example, does it apply to art, furniture, carpet, lighting, window treatments, etc.?
- Would the limit apply to the initial furnishing of an office rather than "redecorating" an existing office?
- Would the limit also apply to furnishings for an adjacent conference room, or the conference area within the Administrator's office?

Any feedback would be much appreciated. Happy to set up a call if you'd like to discuss further,

Shannon Doyle

Office of Workplace Management and Services

Office of Administrative Services

General Services Administration

202.219.1554 office
(b) (6) [redacted] cell
shannon.doyle@gsa.gov

Subject: Re: Ready to get on George's calendar!
Date: Tue, 31 Oct 2017 07:00:14 -0400
From: Lisa Campbell - H1BD <lisa.campbell@gsa.gov>
To: Robert Riddle - H1BD <robert.riddle@gsa.gov>, "Daniel Miller, (PACB)" <daniel.s.miller@gsa.gov>
Message-ID: <CALe1gQqv9XDqA=c0Ciuj7cN2hR_UCLE6rL5+R=ebqSj7-X75QA@mail.gmail.com>
MD5: c8d49e804abb11ab4283afa88df37caa
Attachments: FurnitureArtWorkshopQuote.pdf

Dan, can you make a note of this non-supply charge that we'll be paying for the Administrator's suite so it does not count against the WPS 1800F budget? I'll have one of my credit card holders pay for it.

Lisa M. Campbell
Director
DC Workplace Services Division (CO and NCR)
Office of Administrative Services
571-436-6250

On Mon, Oct 30, 2017 at 1:01 PM, Robert Riddle - H1BD <robert.riddle@gsa.gov> wrote:

Lisa,

Attached is the vendor's quote for furniture repair. Can we get it in the pipeline now, given Dan's message of Friday afternoon that we should have the go-ahead tomorrow?

Robert

On Mon, Oct 30, 2017 at 12:47 PM, George & Carolyn Furniture Art Workshop LLC <furnitureartworkshop@verizon.net> wrote:

Hi Robert,

P ease see the attached estimate and et me know if you have any questions.

Thank you,

Caro yn Rai ey
Furniture Art Workshop LLC
934 Parkey Road / Gambri s, MD 21054-1045
Phone & Fax 301-621-0731
furnitureartworkshop@verizon.net
----- Original Message -----
From: Robert Riddle - H1BD
To: furnitureartworkshop@verizon.net
Cc: Lisa Campbell
Sent: Monday, October 30, 2017 11:42 AM
Subject: Ready to get on George's calendar!

Good morning --

We spoke by phone last month ago about getting George and a helper into our office for wood touch-up work on a collection of executive furniture. I've attached a collection of photos of the items.

I'm meeting with the nominee for GSA Administrator tomorrow for a final review of the proposed furnishings, and would like to be ready for action if we get approval to move ahead, as expected.

Based on the number of items for touch-up and the possible amount of work involved, we had talked about two men for five to eight hours and a single trip charge.

What do you require, to get us on your schedule, including how many days' advance notice? I need this information today, if you can, so I can present the anticipated schedule.

How quickly could you send us a written proposal with billing information, so I can get our procurement folks ready with credit card payment information?

Finally, although this effort is to furnish our chief executive office, everyone is aware that the furniture is being re-used, much of it salvaged from a warehouse; therefore, to be very clear, museum-quality restoration is not requested. We're just looking for George's usual fill and color touch-up work (and not work that needs to be removed for restoration).

If you have any questions, please email or, the best number to reach me, call on [redacted]

Thank you!
Robert

--

Robert R. Riddle

Workplace Strategist, NCIDQ (#25228)

Workplace Services Division, Office of Administrative Services
General Services Administration
1800 F Street NW Washington, D.C. 20405-0001

mobile: [redacted] • VOIP: 703.603.8265 • fax: 703.605.2615

--

Robert R. Riddle

Workplace Strategist, NCIDQ (#25228)

Workplace Services Division, Office of Administrative Services
General Services Administration
1800 F Street NW Washington, D.C. 20405-0001

mobile: [redacted] • VOIP: 703.603.8265 • fax: 703.605.2615

Subject: Re: 1800 F Administrator Suite Changes
Date: Wed, 18 Oct 2017 16:22:41 -0400
From: Robert Riddle - H1BD <robert.riddle@gsa.gov>
To: Daniel S Miller - H1B <daniel.s.miller@gsa.gov>, Lisa Campbell - QA0C <lisa.campbell@gsa.gov>, Bob Stafford - H <bob.stafford@gsa.gov>, "Cynthia Metzler (H)" <cynthia.metzler@gsa.gov>
Message-ID: <CAMcquYBTWLzTb1CzZdhpCXOQdfoMf=U1EUEr4=i98YL8JBqHAg@mail.gmail.com>
MD5: 9820de4f567bd217e0e6929450451962
Attachments: FurnishingHistoricAdministratorSuite_2017.10.18.pptx

Dan,

The presentation, revised from the previous version as requested below, is attached.

Robert

On Mon, Oct 16, 2017 at 11:36 AM, Daniel S Miller - H1B <daniel.s.miller@gsa.gov> wrote:

Robert -

Some changes requested by Cynthia:

As an alternate, design the Pres. Elect office to accommodate the Deputy Admin and his assistant - similar layout to the one you designed across the hall.
Remove the furniture from the room outside the COS's office. Leave empty.
Provide a new layout/furniture for the room north of the break room. This room will serve as the public waiting room for the Administrator.
In the room for the Administrator's staff, remove the 2 workstations in the bottom right-hand corner, and replace with soft seating for a waiting area for GSA personnel.
Assign the suite (6121-29) to the Agency Reform Program Management Office and show current furniture layout on plan/presentation.

Please provide an updated presentation by COB Thursday and copy Cynthia/Bob.

Thanks :)
Daniel S. Miller
Director, Office of Workplace Management and Services
GSA, Office of Administrative Services
Office/Cell: (b) (6) [redacted]

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--

Robert R. Riddle

Workplace Strategist, NCIDQ (#25228)

Workplace Services Division, Office of Administrative Services
General Services Administration
1800 F Street NW Washington, D.C. 20405-0001

mobile: [redacted] • VOIP: 703.603.8265 • fax: 703.605.2615

Subject: Re: Plans for Administrator's suite
Date: Wed, 25 Oct 2017 16:17:27 -0400
From: Robert Riddle - H1BD <robert.riddle@gsa.gov>
To: Cynthia Metzler - H <cynthia.metzler@gsa.gov>
Cc: "Daniel Miller (PACB)" <daniel.s.miller@gsa.gov>
Message-ID: <CAMcquYBEZhE8cfB+32n7_TtDU4xkvTq4kzRayf1EwY3KrJd3yg@mail.gmail.com>
MD5: 13dfd9d439adb01f9ff72926f0f94758
Attachments: FurnishingHistoricAdministratorSuite_2017.10.25.pptx

Cynthia,

Here's an updated version, attached...

Robert

On Wed, Oct 25, 2017 at 11:31 AM, Cynthia Metzler - H <cynthia.metzler@gsa.gov> wrote:

Tony has decided to go with our original plan. So, please delete the second option for the Deputy Administrator--the room with the bathroom. Not sure we need to show the Agency Reform Team location. Thanks.

At some point their will be a briefing, but lets get this updated and we can send forth again. Thanks.
Cynthia

Cynthia A. Metzler
Chief Administrative Services Officer
General Services Administration

(202) 357-9697
(202) (b) (6) (cell)
cynthia.metzler@gsa.gov

--

Robert R. Riddle

Workplace Strategist, NCIDQ (#25228)

Workplace Services Division, Office of Administrative Services
General Services Administration
1800 F Street NW Washington, D.C. 20405-0001

mobile: [redacted] • VOIP: 703.603.8265 • fax: 703.605.2615

Subject: Plans for Administrator's suite
Date: Wed, 25 Oct 2017 11:31:06 -0400
From: Cynthia Metzler - H <cynthia.metzler@gsa.gov>
To: Robert Riddle - QA0C <robert.riddle@gsa.gov>, "Daniel Miller (PACB)" <daniel.s.miller@gsa.gov>
Message-ID: <CAOYtU9B-1uctciMjcY8pTZ9qntCTr_qyX7hbL1Hi37mFG82kVA@mail.gmail.com>
MD5: dae97c100597f4530c46b271065c8546

Tony has decided to go with our original plan. So, please delete the second option for the Deputy Administrator--the room with the bathroom. Not sure we need to show the Agency Reform Team location. Thanks.

At some point their will be a briefing, but lets get this updated and we can send forth again. Thanks.
Cynthia

Cynthia A. Metzler
Chief Administrative Services Officer
General Services Administration

(202) 357-9697
(202) (b) (6) ***(cell)***
cynthia.metzler@gsa.gov

Subject: Re: Invitation: Emily/Jack/Tony to meet with Cynthia to discuss OAS space @ Tue Oct 31, 2017 12pm - 12:30pm (robert.riddle@gsa.gov)
Date: Sun, 29 Oct 2017 20:10:28 -0400
From: Lisa Campbell - H1BD <lisa.campbell@gsa.gov>
To: Robert Riddle - H1BD <robert.riddle@gsa.gov>
Message-ID: <CALe1gQpQ7TR0QEBA18JkM0nGL1vwHzeHybaJwEFoGzGMNgnG0g@mail.gmail.com>
MD5: abf1953cffacd6279f3adf0d459cfd95

I don't know, but I will e-mail to Dan to see if we should be added.

Lisa M. Campbell
Director
DC Workplace Services Division (CO and NCR)
Office of Administrative Services
571-436-6250

On Fri, Oct 27, 2017 at 10:11 PM, Robert Riddle - H1BD <robert.riddle@gsa.gov> wrote:

You're not on this invitation and neither is Dan. With the title referring to OAS space I'm wondering if the topic of conversation is wider than presenting the draft Administrator Suite plans. Do you know?

---------- Forwarded message ----------
From: **Emily Murphy - A** <emily.murphy@gsa.gov>
Date: Fri, Oct 27, 2017 at 4:42 PM
Subject: Invitation: Emily/Jack/Tony to meet with Cynthia to discuss OAS space @ Tue Oct 31, 2017 12pm - 12:30pm (robert.riddle@gsa.gov)
To: robert.riddle@gsa.gov, jack.stjohn@gsa.gov, bob.stafford@gsa.gov, tony.costa@gsa.gov, cynthia.metzler@gsa.gov
Cc: latonia.williams@gsa.gov

more details »

Emily/Jack/Tony to meet with Cynthia to discuss OAS space

When	Tue Oct 31, 2017 12pm – 12:30pm Eastern Time
Where	6151 (map)
Calendar	robert.ridd e@gsa.gov
Who	emily.murphy@gsa.gov - organizer carla.virgilio@gsa.gov - creator jack.stjohn@gsa.gov bob.stafford@gsa.gov tony.costa@gsa.gov robert.riddle@gsa.gov cynthia.metzler@gsa.gov latonia.williams@gsa.gov - optional

Going? **Yes** - **Maybe** - **No** more options »

Invitation from Google Calendar

You are receiving this email at the account robert.riddle@gsa.gov because you are subscribed for invitations on calendar robert.riddle@gsa.gov.

To stop receiving these emails, please log in to https://www.google.com/calendar/ and change your notification settings for this calendar.

Forwarding this invitation could allow any recipient to modify your RSVP response. Learn More.

Subject: Re: 1800 F Administrator Suite Changes
Date: Thu, 19 Oct 2017 10:40:37 -0400
From: Amie Pendleton-Knoll - H <amie.pendleton-knoll@gsa.gov>
To: Robert Riddle - H1BD <robert.riddle@gsa.gov>
Message-ID: <CAN9XM1qJfy8v2WGkAevcwiGJn5uVGCVvf7cEjK+JWXDdgrm5dA@mail.gmail.com>
MD5: a608adc9ba2904c72d11036db3d16d9d

Hi Robert,

Are you available now? Both Cynthia and Dan are free. The phone is fine

On Thu, Oct 19, 2017 at 10:32 AM, Robert Riddle - H1BD <robert.riddle@gsa.gov> wrote:

Amie,

Please let me know a good time to meet on this today, and also let me know if I can call in from ROB, or should come in person. (Added note: I am finalizing site surveys today, so am moving around the building, not at the computer). Thank you!

Robert

On Thu, Oct 19, 2017 at 10:12 AM, Cynthia Metzler - H <cynthia.metzler@gsa.gov> wrote:

Actually, it may only be the Agency Reform part that is throwing me. I still think it would be good to discuss.

Cynthia A. Metzler
Chief Administrative Services Officer
General Services Administration

(202) 357-9697
(202) (b) (6) *(cell)*
cynthia.metzler@gsa.gov

On Wed, Oct 18, 2017 at 4:22 PM, Robert Riddle - H1BD <robert.riddle@gsa.gov> wrote:

Dan,

The presentation, revised from the previous version as requested below, is attached.

Robert

On Mon, Oct 16, 2017 at 11:36 AM, Daniel S Miller - H1B <daniel.s.miller@gsa.gov> wrote:

Robert -

Some changes requested by Cynthia:

As an alternate, design the Pres. Elect office to accommodate the Deputy Admin and his assistant - similar layout to the one you designed across the hall.
Remove the furniture from the room outside the COS's office. Leave empty.
Provide a new layout/furniture for the room north of the break room. This room will serve as the public waiting room for the Administrator.
In the room for the Administrator's staff, remove the 2 workstations in the bottom right-hand

corner, and replace with soft seating for a waiting area for GSA personnel.
Assign the suite (6121-29) to the Agency Reform Program Management Office and show current furniture layout on plan/presentation.

Please provide an updated presentation by COB Thursday and copy Cynthia/Bob.

Thanks :)

Daniel S. Miller
Director, Office of Workplace Management and Services
GSA, Office of Administrative Services
Office/Cell: (b) (6) [redacted]

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Robert R. Riddle

Workplace Strategist, NCIDQ (#25228)

Workplace Services Division, Office of Administrative Services
General Services Administration
1800 F Street NW Washington, D.C. 20405-0001

mobile: (b) (6) [redacted] • VOIP: 703.603.8265 • fax: 703.605.2615

--

Robert R. Riddle

Workplace Strategist, NCIDQ (#25228)

Workplace Services Division, Office of Administrative Services
General Services Administration
1800 F Street NW Washington, D.C. 20405-0001

mobile: (b) (6) [redacted] • VOIP: 703.603.8265 • fax: 703.605.2615

--

Amie Pendleton-Knoll
Front Office Special Assistant

Subject: Re: Plans for Administrator's suite
Date: Thu, 26 Oct 2017 10:15:05 -0400
From: Cynthia Metzler - H <cynthia.metzler@gsa.gov>
To: Robert Riddle - H1BD <robert.riddle@gsa.gov>
Cc: "Daniel Miller (PACB)" <daniel.s.miller@gsa.gov>
Message-ID: <CAOYtU9AUz9iT7TXmo_aiL=q0-D1CemMMN8KRCDfJ+SmO5c1_WA@mail.gmail.com>
MD5: 2bce9dd3bf701017f401f117e5dc2b30

Robert, thank you for the great and fast work. Cynthia

Cynthia A. Metzler
Chief Administrative Services Officer
General Services Administration

(202) 357-9697
(202) (b) (6) ***(cell)***
cynthia.metzler@gsa.gov

On Wed, Oct 25, 2017 at 4:17 PM, Robert Riddle - H1BD <robert.riddle@gsa.gov> wrote:

Cynthia,

Here's an updated version, attached...

Robert

On Wed, Oct 25, 2017 at 11:31 AM, Cynthia Metzler - H <cynthia.metzler@gsa.gov> wrote:

Tony has decided to go with our original plan. So, please delete the second option for the Deputy Administrator--the room with the bathroom. Not sure we need to show the Agency Reform Team location. Thanks.

At some point their will be a briefing, but lets get this updated and we can send forth again. Thanks. Cynthia

Cynthia A. Metzler
Chief Administrative Services Officer
General Services Administration

(202) 357-9697
(202) (b) (6) ***(cell)***
cynthia.metzler@gsa.gov

--

Robert R. Riddle

Workplace Strategist, NCIDQ (#25228)

Workplace Services Division, Office of Administrative Services
General Services Administration
1800 F Street NW Washington, D.C. 20405-0001

mobile: (b) (6) • VOIP: 703.603.8265 • fax: 703.605.2615

Subject: Re: 1800 F Administrator Suite Changes
Date: Wed, 18 Oct 2017 07:37:49 -0400
From: Lisa Campbell - H1BD <lisa.campbell@gsa.gov>
To: Robert Riddle - H1BD <robert.riddle@gsa.gov>
Message-ID: <CALe1gQoDsA9VcOd6sMK4whY33Gqqvm1a9h85QduwXEOn2xeSSg@mail.gmail.com>
MD5: ebbd814e300da28e4618494b0450184e

ok. Thanks.

Lisa M. Campbell
Director
DC Workplace Services Division (CO and NCR)
Office of Administrative Services
571-436-6250

On Tue, Oct 17, 2017 at 6:38 PM, Robert Riddle - H1BD <robert.riddle@gsa.gov> wrote:

Hi Lisa,

Although I worked at NCR today, having planned to be on site to complete surveying portions of the 7th floor I couldn't previously access, I spent the day on the updates requested in this email. I have more to do, but since I'm leaving late, I will just leave the computer here and return to work from here in the morning (with an aim of finishing this task and resuming the survey work tomorrow).

Robert

On Mon, Oct 16, 2017 at 11:36 AM, Daniel S Miller - H1B <daniel.s.miller@gsa.gov> wrote:

Robert -

Some changes requested by Cynthia:

As an alternate, design the Pres. Elect office to accommodate the Deputy Admin and his assistant - similar layout to the one you designed across the hall.
Remove the furniture from the room outside the COS's office. Leave empty.
Provide a new layout/furniture for the room north of the break room. This room will serve as the public waiting room for the Administrator.
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Assign the suite (6121-29) to the Agency Reform Program Management Office and show current furniture layout on plan/presentation.

Please provide an updated presentation by COB Thursday and copy Cynthia/Bob.

Thanks :)
Daniel S. Miller
Director, Office of Workplace Management and Services
GSA, Office of Administrative Services
Office/Cell: (b) (6) [redacted]

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Subject: Re: 1800 F Administrator Suite Changes
Date: Thu, 19 Oct 2017 10:32:50 -0400
From: Robert Riddle - H1BD <robert.riddle@gsa.gov>
To: Amie Pendleton-Knoll - OAS <amie.pendleton-knoll@gsa.gov>
Cc: Cynthia Metzler - H <cynthia.metzler@gsa.gov>
Message-ID: <CAMcquYDzuRi7Ak+rotQv7Jy=kV+MPT91=-1n-4Pe0VTQ6XAEHA@mail.gmail.com>
MD5: 7a44f63fa90ee7e647969dce0c15b6e4

Amie,

Please let me know a good time to meet on this today, and also let me know if I can call in from ROB, or should come in person. (Added note: I am finalizing site surveys today, so am moving around the building, not at the computer). Thank you!

Robert

On Thu, Oct 19, 2017 at 10:12 AM, Cynthia Metzler - H <cynthia.metzler@gsa.gov> wrote:

Actually, it may only be the Agency Reform part that is throwing me. I still think it would be good to discuss.

Cynthia A. Metzler
Chief Administrative Services Officer
General Services Administration

(202) 357-9697
(202) (b) (6) (cell)
cynthia.metzler@gsa.gov

On Wed, Oct 18, 2017 at 4:22 PM, Robert Riddle - H1BD <robert.riddle@gsa.gov> wrote:

Dan,

The presentation, revised from the previous version as requested below, is attached.

Robert

On Mon, Oct 16, 2017 at 11:36 AM, Daniel S Miller - H1B <daniel.s.miller@gsa.gov> wrote:

Robert -

Some changes requested by Cynthia:

As an alternate, design the Pres. Elect office to accommodate the Deputy Admin and his assistant - similar layout to the one you designed across the hall.
Remove the furniture from the room outside the COS's office. Leave empty.
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Assign the suite (6121-29) to the Agency Reform Program Management Office and show current furniture layout on plan/presentation.

Please provide an updated presentation by COB Thursday and copy Cynthia/Bob.

Thanks :)

Daniel S. Miller
Director, **Office of Workplace Management and Services**
GSA, Office of Administrative Services
Office/Cell: (b) (6) [redacted]

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Robert R. Riddle

Workplace Strategist, NCIDQ (#25228)

Workplace Services Division, Office of Administrative Services
General Services Administration
1800 F Street NW Washington, D.C. 20405-0001

mobile: (b) (6) [redacted] • VOIP: 703.603.8265 • fax: 703.605.2615

--

Robert R. Riddle

Workplace Strategist, NCIDQ (#25228)

Workplace Services Division, Office of Administrative Services
General Services Administration
1800 F Street NW Washington, D.C. 20405-0001

mobile: (b) (6) [redacted] • VOIP: 703.603.8265 • fax: 703.605.2615

Subject: Re: Plans for Administrator's suite
Date: Thu, 26 Oct 2017 09:00:13 -0400
From: Kamarica Humphrey - H1BDC <kamarica.humphrey@gsa.gov>
To: Robert Riddle - H1BD <robert.riddle@gsa.gov>
Cc: Lisa Campbell <lisa.campbell@gsa.gov>
Message-ID: <CALbSV9WdGurdOMpgLf59w=ixK=x0MOescGktGvBrLCHDQPAdxw@mail.gmail.com>
MD5: 8f09727371b07b236a42dacdb2ac8d1e

FYI. There is construction happening in the RA's suite. Also, the BMO is working to clean out the furniture and junk from 7023.

Mr. Kamarica "K" Humphrey, FMP
Supervisory Workplace Specialist
DC
Workplace Services Division
(CO & NCR)
Office of Administrative Services
202.431.5634

On Wed, Oct 25, 2017 at 5:14 PM, Robert Riddle - H1BD <robert.riddle@gsa.gov> wrote:

During the portion of today's meeting that I attended we discussed:

(b) (5)

(b) (5)

3. Historic Administrator's Suite (see attachment)

We discussed revisions to the last presentation, removing the Second option for the Deputy Admin suite.

Cynthia doesn't know when we'll present to Emily.

She said that meeting should include discussion of 6th floor infill (confirming that leadership will remain).

(b) (5)

---------- Forwarded message ----------
From: **Robert Riddle - H1BD** <robert.riddle@gsa.gov>
Date: Wed, Oct 25, 2017 at 4:17 PM
Subject: Re: Plans for Administrator's suite
To: Cynthia Metzler - H <cynthia.metzler@gsa.gov>
Cc: "Daniel Miller (PACB)" <daniel.s.miller@gsa.gov>

Cynthia,

Here's an updated version, attached...

Robert

On Wed, Oct 25, 2017 at 11:31 AM, Cynthia Metzler - H <cynthia.metzler@gsa.gov> wrote:

Tony has decided to go with our original plan. So, please delete the second option for the Deputy Administrator--the room with the bathroom. Not sure we need to show the Agency Reform Team location. Thanks.

At some point their will be a briefing, but lets get this updated and we can send forth again. Thanks.
Cynthia

Cynthia A. Metzler
Chief Administrative Services Officer
General Services Administration

(202) 357-9697
(202) (b) (6) *(cell)*
cynthia.metzler@gsa.gov

--

Subject: Re: Preliminary, for review
Date: Mon, 2 Oct 2017 08:03:50 -0400
From: Cynthia Metzler - H <cynthia.metzler@gsa.gov>
To: Lisa Campbell - H1BD <lisa.campbell@gsa.gov>
Cc: Robert Riddle - H1BD <robert.riddle@gsa.gov>, Daniel S Miller - H1B <daniel.s.miller@gsa.gov>, Bob Stafford <bob.stafford@gsa.gov>
Message-ID: <6084381416242031335@unknownmsgid>
MD5: 1eeaad66605ef81f952a2af36f79cab3

Typically we are in 6145. Will verify

Sent from my iPhone
On Oct 2, 2017, at 6:38 AM, Lisa Campbell - H1BD <lisa.campbell@gsa.gov> wrote:

I'd expect that the meeting will need to be held in a 6100 conference room because there will be too many people for one of the infill rooms.

Lisa M. Campbell
Director
DC Workplace Services Division (CO and NCR)
Office of Administrative Services
571-436-6250

On Fri, Sep 29, 2017 at 6:47 PM, Robert Riddle - H1BD <robert.riddle@gsa.gov> wrote:

The presentation is updated with changes we discussed Wednesday.

(b) (5)

The meeting invitation says 6th floor infill. To be prepared, are we presenting from a laptop or is the meeting likely to move to one of the Wing 1 conference rooms?

Robert

On Mon, Sep 25, 2017 at 2:00 PM, Cynthia Metzler - H <cynthia.metzler@gsa.gov> wrote:

Yes, lets have a briefing this week.

Cynthia A. Metzler
Chief Administrative Services Officer
General Services Administration

(202) 357-9697
(202) (b) (6) *(cell)*
cynthia.metzler@gsa.gov

On Mon, Sep 25, 2017 at 1:21 PM, Daniel S Miller - H1B <daniel.s.miller@gsa.gov> wrote:

Robert - Great work!

Cynthia/Bob - please let us know if you would like a briefing.

Daniel S. Miller

Director, Office of Workplace Management and Services
GSA, Office of Administrative Services
Office/Cell: (b) (6) [redacted]

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Learn more about GSA.

---------- Forwarded message ----------
From: **Robert Riddle - H1BD** <robert.riddle@gsa.gov>
Date: Thu, Sep 21, 2017 at 7:42 PM
Subject: Preliminary, for review
To: Daniel S Miller - H1AC <daniel.s.miller@gsa.gov>, Lisa Campbell <lisa.campbell@gsa.gov>

Dan --

Attached is a preliminary presentation for furniture configurations proposed for the historic suite.

The historic suite layouts are based on, first, existing power outlets, which both limit and dictate configurations; and second, furniture on-hand (both around 1800 F and tagged for this project at the Franconia warehouse).

Key considerations:

(b) (5) [redacted]

Thanks,
Robert

--

Robert R. Riddle

Workplace Strategist, NCIDQ (#25228)

Workplace Services Division, Office of Administrative Services

General Services Administration
1800 F Street NW Washington, D.C. 20405-0001

mobile: (b) (6) [redacted] • VOIP: 703.603.8265 • fax: 703.605.2615

--

Robert R. Riddle

Workplace Strategist, NCIDQ (#25228)

Workplace Services Division, Office of Administrative Services
General Services Administration
1800 F Street NW Washington, D.C. 20405-0001

mobile: (b) (6) [redacted] • VOIP: 703.603.8265 • fax: 703.605.2615

Subject: Re: Preliminary, for review
Date: Mon, 2 Oct 2017 08:39:33 -0400
From: Robert Riddle - H1BD <robert.riddle@gsa.gov>
To: Lisa Campbell - H1BD <lisa.campbell@gsa.gov>
Message-ID: <CAMcquYA9hCaacU6D7kVpQe9JMEe_auxV0+AXrcafBs_ueeUMWA@mail.gmail.com>
MD5: e15151e7b27a351e7f85b280368b2be2

I may need your help with the TV to computer connection, because I find the AV in Wing 1 rooms harder to set up.

On Oct 2, 2017 6:38 AM, "Lisa Campbell - H1BD" <lisa.campbell@gsa.gov> wrote:

I'd expect that the meeting will need to be held in a 6100 conference room because there will be too many people for one of the infill rooms.

Lisa M. Campbell
Director
DC Workplace Services Division (CO and NCR)
Office of Administrative Services
571-436-6250

On Fri, Sep 29, 2017 at 6:47 PM, Robert Riddle - H1BD <robert.riddle@gsa.gov> wrote:

The presentation is updated with changes we discussed Wednesday.

(b) (5)

The meeting invitation says 6th floor infill. To be prepared, are we presenting from a laptop or is the meeting likely to move to one of the Wing 1 conference rooms?

Robert

On Mon, Sep 25, 2017 at 2:00 PM, Cynthia Metzler - H <cynthia.metzler@gsa.gov> wrote:

Yes, lets have a briefing this week.

Cynthia A. Metzler
Chief Administrative Services Officer
General Services Administration

(202) 357-9697
(202) (b) (6) *(cell)*
cynthia.metzler@gsa.gov

On Mon, Sep 25, 2017 at 1:21 PM, Daniel S Miller - H1B <daniel.s.miller@gsa.gov> wrote:

Robert - Great work!

Cynthia/Bob - please let us know if you would like a briefing.

Daniel S. Miller
Director, Office of Workplace Management and Services
GSA, Office of Administrative Services
Office/Cell: (b) (6)

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---------- Forwarded message ----------
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Date: Thu, Sep 21, 2017 at 7:42 PM
Subject: Preliminary, for review
To: Daniel S Miller - H1AC <daniel.s.miller@gsa.gov>, Lisa Campbell <lisa.campbell@gsa.gov>

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(b) (5)

Thanks,
Robert

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Robert R. Riddle

Workplace Strategist, NCIDQ (#25228)

Workplace Services Division, Office of Administrative Services
General Services Administration
1800 F Street NW Washington, D.C. 20405-0001

mobile: (b) (6) • VOIP: 703.603.8265 • fax: 703.605.2615

Subject: Re: 1800 F Administrator Suite Changes
Date: Thu, 19 Oct 2017 10:12:16 -0400
From: Cynthia Metzler - H <cynthia.metzler@gsa.gov>
To: Robert Riddle - H1BD <robert.riddle@gsa.gov>
Cc: Daniel S Miller - H1B <daniel.s.miller@gsa.gov>, Lisa Campbell - QA0C <lisa.campbell@gsa.gov>, Bob Stafford - H <bob.stafford@gsa.gov>
Message-ID: <CAOYtU9B6=Tc_uCRoV5yXY+wKGqMyUNcvR5etcYz6t-S2n-ub2Q@mail.gmail.com>
MD5: ae26a0225fb867087601eff694b1e868

Actually, it may only be the Agency Reform part that is throwing me. I still think it would be good to discuss.

Cynthia A. Metzler
Chief Administrative Services Officer
General Services Administration

(202) 357-9697
(202) (b) (6) (cell)
cynthia.metzler@gsa.gov

On Wed, Oct 18, 2017 at 4:22 PM, Robert Riddle - H1BD <robert.riddle@gsa.gov> wrote:

Dan,

The presentation, revised from the previous version as requested below, is attached.

Robert

On Mon, Oct 16, 2017 at 11:36 AM, Daniel S Miller - H1B <daniel.s.miller@gsa.gov> wrote:

Robert -

Some changes requested by Cynthia:

As an alternate, design the Pres. Elect office to accommodate the Deputy Admin and his assistant - similar layout to the one you designed across the hall.
Remove the furniture from the room outside the COS's office. Leave empty.
Provide a new layout/furniture for the room north of the break room. This room will serve as the public waiting room for the Administrator.
In the room for the Administrator's staff, remove the 2 workstations in the bottom right-hand corner, and replace with soft seating for a waiting area for GSA personnel.
Assign the suite (6121-29) to the Agency Reform Program Management Office and show current furniture layout on plan/presentation.

Please provide an updated presentation by COB Thursday and copy Cynthia/Bob.

Thanks :)

Daniel S. Miller
Director, Office of Workplace Management and Services
GSA, Office of Administrative Services
Office/Cell: (b) (6)

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Subject: Re: 1800 F Administrator Suite Changes
Date: Tue, 17 Oct 2017 18:38:40 -0400
From: Robert Riddle - H1BD <robert.riddle@gsa.gov>
To: Lisa Campbell <lisa.campbell@gsa.gov>
Message-ID: <CAMcquYDB3=JCYjj0r2YpVkuEMFPBFeYzmd8Nw6-ZSoCZ42Drrw@mail.gmail.com>
MD5: 4081f087ea0cb561cf653f48e9ed0369

Hi Lisa,
Although I worked at NCR today, having planned to be on site to complete surveying portions of the 7th floor I couldn't previously access, I spent the day on the updates requested in this email. I have more to do, but since I'm leaving late, I will just leave the computer here and return to work from here in the morning (with an aim of finishing this task and resuming the survey work tomorrow).

Robert

On Mon, Oct 16, 2017 at 11:36 AM, Daniel S Miller - H1B <daniel.s.miller@gsa.gov> wrote:

Robert -

Some changes requested by Cynthia:

As an alternate, design the Pres. Elect office to accommodate the Deputy Admin and his assistant - similar layout to the one you designed across the hall.
Remove the furniture from the room outside the COS's office. Leave empty.
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Please provide an updated presentation by COB Thursday and copy Cynthia/Bob.

Thanks :)
Daniel S. Miller
Director, Office of Workplace Management and Services
GSA, Office of Administrative Services
Office/Cell: (b) (6) [redacted]

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--

Robert R. Riddle

Workplace Strategist, NCIDQ (#25228)

Workplace Services Division, Office of Administrative Services
General Services Administration
1800 F Street NW Washington, D.C. 20405-0001

mobile: (b) (6) [redacted] • VOIP: 703.603.8265 • fax: 703.605.2615

Subject: Re: Plans for Administrator's suite
Date: Thu, 26 Oct 2017 11:48:54 -0400
From: Kamarica Humphrey - H1BDC <kamarica.humphrey@gsa.gov>
To: Robert Riddle - H1BD <robert.riddle@gsa.gov>
Cc: Lisa Campbell - H <lisa.campbell@gsa.gov>
Message-ID: <CALbSV9XdfUE2WshN1yq4L+EVqG9YQFBEwVOKKC7asudQ-XvpwQ@mail.gmail.com>
MD5: 682f165209d9593487ee4931a88a55d5

FYI. There is construction happening in the RA's suite. Also, the BMO is working to clean out the furniture and junk from the rooms within 7023.

Mr. Kamarica "K" Humphrey, FMP
Supervisory Workplace Specialist
DC
Workplace Services Division
(CO & NCR)
Office of Administrative Services
202.431.5634

On Wed, Oct 25, 2017 at 5:14 PM, Robert Riddle - H1BD <robert.riddle@gsa.gov> wrote:

During the portion of today's meeting that I attended we discussed:

(b) (5)

(b) (5)

3. Historic Administrator's Suite (see attachment)

We discussed revisions to the last presentation, removing the Second option for the Deputy Admin suite.

Cynthia doesn't know when we'll present to Emily.

She said that meeting should include discussion of 6th floor infill (confirming that leadership will remain).

(b) (5)

---------- Forwarded message ----------
From: **Robert Riddle - H1BD** <robert.riddle@gsa.gov>
Date: Wed, Oct 25, 2017 at 4:17 PM
Subject: Re: Plans for Administrator's suite
To: Cynthia Metzler - H <cynthia.metzler@gsa.gov>
Cc: "Daniel Miller (PACB)" <daniel.s.miller@gsa.gov>

Cynthia,

Here's an updated version, attached...

Robert

On Wed, Oct 25, 2017 at 11:31 AM, Cynthia Metzler - H <cynthia.metzler@gsa.gov> wrote:

Tony has decided to go with our original plan. So, please delete the second option for the Deputy Administrator--the room with the bathroom. Not sure we need to show the Agency Reform Team location. Thanks.

At some point their will be a briefing, but lets get this updated and we can send forth again. Thanks.
Cynthia

Cynthia A. Metzler
Chief Administrative Services Officer
General Services Administration

(202) 357-9697
(202) (b) (6) *(cell)*
cynthia.metzler@gsa.gov

--

Subject: Re: Administrator's Suite
Date: Mon, 30 Oct 2017 09:58:20 -0400
From: Robert Riddle - H1BD <robert.riddle@gsa.gov>
To: Lisa Campbell - QA0C <lisa.campbell@gsa.gov>
Cc: Daniel S Miller - H1B <daniel.s.miller@gsa.gov>
Message-ID: <CAMcquYCtH6B6MZY1BFyKiCvgpYQEokn1Vt3X-MLcGcj8pdfkTA@mail.gmail.com>
MD5: 247713782518e3303a55a7bdbf90e028

Lisa,

I'll work these into a schedule but just so you're aware in advance, we will have to coordinate a handful of preliminary steps -- in addition to deposit payment arrangements -- before the wood furniture repairman can work his magic:

1) Arrange for delivery of the furnishings to site.

2) Empty the room of other furniture.

3) Work with the Administrator's team to schedule the room as closed for a day, for the wood touch-up.
   (We'll have to close it another day to lay the carpets after the carpet pads arrive).

Robert

On Fri, Oct 27, 2017 at 2:28 PM, Daniel S Miller - H1B <daniel.s.miller@gsa.gov> wrote:

Lisa/Robert - Just got off a call with Cynthia/Bob. They are in the final stages of getting approval from the A-suite. We've been asked to line things up (e.g., a contractor to repair furniture), and put together a detailed schedule we can share by Wednesday of next week, and position ourselves to pull the trigger ASAP.

Please let me know if you have any questions. Thanks.
Daniel S. Miller
Director, Office of Workplace Management and Services
GSA, Office of Administrative Services
Office/Cell: (b) (6) [redacted]

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--

Robert R. Riddle

Workplace Strategist, NCIDQ (#25228)

Workplace Services Division, Office of Administrative Services
General Services Administration
1800 F Street NW Washington, D.C. 20405-0001

mobile: (b) (6) [redacted] • VOIP: 703.603.8265 • fax: 703.605.2615

Subject: Re: 1800 F Administrator Suite Changes
Date: Thu, 19 Oct 2017 09:55:21 -0400
From: Cynthia Metzler - H <cynthia.metzler@gsa.gov>
To: Robert Riddle - H1BD <robert.riddle@gsa.gov>
Cc: Daniel S Miller - H1B <daniel.s.miller@gsa.gov>, Lisa Campbell - QA0C <lisa.campbell@gsa.gov>, Bob Stafford - H <bob.stafford@gsa.gov>
Message-ID: <CAOYtU9BHdauhOz4cf+8R+z4LEb0V=nhR6nu+iOcyS2SqBcFBsQ@mail.gmail.com>
MD5: 2ec090fafb9d6627e1715aff090f2687

Robert, this is great work. I think the concepts may have gotten lost in translation. Can we talk today?
Cynthia

Cynthia A. Metzler
Chief Administrative Services Officer
General Services Administration

(202) 357-9697
(202) (b) (6) (cell)
cynthia.metzler@gsa.gov

On Wed, Oct 18, 2017 at 4:22 PM, Robert Riddle - H1BD <robert.riddle@gsa.gov> wrote:

Dan,

The presentation, revised from the previous version as requested below, is attached.

Robert

On Mon, Oct 16, 2017 at 11:36 AM, Daniel S Miller - H1B <daniel.s.miller@gsa.gov> wrote:

Robert -

Some changes requested by Cynthia:

As an alternate, design the Pres. Elect office to accommodate the Deputy Admin and his assistant - similar layout to the one you designed across the hall.
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Please provide an updated presentation by COB Thursday and copy Cynthia/Bob.

Thanks :)

Daniel S. Miller
Director, Office of Workplace Management and Services
GSA, Office of Administrative Services
Office/Cell: (b) (6)

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Subject: Administrator's Suite
Date: Fri, 27 Oct 2017 14:28:07 -0400
From: Daniel S Miller - H1B <daniel.s.miller@gsa.gov>
To: Lisa Campbell - QA0C <lisa.campbell@gsa.gov>, Robert Riddle - H1G <robert.riddle@gsa.gov>
Message-ID: <CAPMQ7H4sOL50LmhWRLhNJkPVUccwLvoL7WQciZWKNMmTmd-DAQ@mail.gmail.com>
MD5: 3e46090870f59518bdfd50f77581dd18

Lisa/Robert - Just got off a call with Cynthia/Bob. They are in the final stages of getting approval from the A-suite. We've been asked to line things up (e.g., a contractor to repair furniture), and put together a detailed schedule we can share by Wednesday of next week, and position ourselves to pull the trigger ASAP.

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Daniel S. Miller
Director, Office of Workplace Management and Services
GSA, Office of Administrative Services
Office/Cell: (b) (6) [redacted]

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Subject: Re: 1800 F Administrator Suite Changes
Date: Thu, 19 Oct 2017 16:52:38 -0400
From: Cynthia Metzler - H <cynthia.metzler@gsa.gov>
To: Robert Riddle - H1BD <robert.riddle@gsa.gov>
Cc: Daniel S Miller - H1B <daniel.s.miller@gsa.gov>, Lisa Campbell - QA0C <lisa.campbell@gsa.gov>, Bob Stafford - H <bob.stafford@gsa.gov>
Message-ID: <CAOYtU9ABXjvvnKbQtrza0Yd_Bt9NJbGDp6Ec8oAnBRP1sm=EVg@mail.gmail.com>
MD5: fd3be0a12334e8bdad8599c7399bb560

No, it is tied to there being a private bathroom. I think this presentation is great and I will send it off to Tony.

Cynthia A. Metzler
Chief Administrative Services Officer
General Services Administration

(202) 357-9697
(202) (b) (6) ***(cell)***
cynthia.metzler@gsa.gov

On Thu, Oct 19, 2017 at 11:56 AM, Robert Riddle - H1BD <robert.riddle@gsa.gov> wrote:

The revised presentation, updated with changes discussed this morning, is attached.

I forgot to ask: is the alternate location of the Deputy Administrator at 6120 tied to his anticipated close work with the Agency Reform Project Management Office? If not, why are we highlighting the PMO location in the alternate plan, only, and not both overall plans?

If it *is* tied, that may be useful to know for talking points, to reference the reason 6120 is being proposed. If there are other reasons behind the location that I should be aware of, when presenting the plan, please let me know. Thanks!

Robert

On Wed, Oct 18, 2017 at 4:22 PM, Robert Riddle - H1BD <robert.riddle@gsa.gov> wrote:

Dan,

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Robert

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Office/Cell: (b) (6)

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Robert R. Riddle

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Workplace Services Division, Office of Administrative Services
General Services Administration
1800 F Street NW Washington, D.C. 20405-0001

mobile: (b) (6) • VOIP: 703.603.8265 • fax: 703.605.2615

Subject: Re: Preliminary, for review
Date: Mon, 2 Oct 2017 09:01:27 -0400
From: Daniel S Miller - H1B <daniel.s.miller@gsa.gov>
To: Robert Riddle - H1BD <robert.riddle@gsa.gov>, Lisa Campbell - QA0C <lisa.campbell@gsa.gov>
Message-ID: <CAPMQ7H6ceUFXVGXbDZ5f+zejP_97v+dxcqd8=TAbEBse4gGAJg@mail.gmail.com>
MD5: f4f63fc637544dd417f2e44a2de3c7be

Please bring at least 5 hard copies to the meeting. Thanks :)

Daniel S. Miller
Director, Office of Workplace Management and Services
GSA, Office of Administrative Services
Office/Cell: (b) (6)

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Chief Administrative Services Officer
General Services Administration

(202) 357-9697
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cynthia.metzler@gsa.gov

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Director, Office of Workplace Management and Services
GSA, Office of Administrative Services
Office/Cell: (b) (6)

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To: Daniel S Miller - H1AC <daniel.s.miller@gsa.gov>, Lisa Campbell <lisa.campbell@gsa.gov>

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Key considerations:

(b) (5)

Thanks,
Robert

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Robert R. Riddle

Workplace Strategist, NCIDQ (#25228)

Workplace Services Division, Office of Administrative Services
General Services Administration
1800 F Street NW Washington, D.C. 20405-0001

mobile: (b) (6) • VOIP: 703.603.8265 • fax: 703.605.2615

Subject: Re: Administrator's Suite drawing revisions from NCR Restack Study
Date: Wed, 18 Oct 2017 16:59:36 -0400
From: Robert Riddle - H1BD <robert.riddle@gsa.gov>
To: Robert Riddle <robert.riddle@gsa.gov>
Bcc: Robert Riddle <robertryanwork@gmail.com>
Message-ID: <CAMcquYAqhnDmF-puy7pNpCBGqVvH2r9n1bERuZwt=tGK-BusfA@mail.gmail.com>
MD5: 505a7194003cdf18626d83e7d1c09a46

Time lost from previous efforts on Admin Suite 9/18/17-10/3/17:

(1.0)+(1.25)+(.25)+(2.25)+(1.25)+(.50)+(.50)+(.25)+(2.25)+(.50)+(2.25)+(.50)+(.75)+(2.0)+(1.25)+(4.25)+(1.0)+(1.50)+(.25)+(3.25)+(4.0)+(.50)+(1.0)+(.50)+(.25)+(1.0)+(.25)+(.75)+(.75)+(2.0)+(.50)+(.50)+(3.0)+(.50)+(.75)+(.25)+(.25)+(.25)+(.25)+(.25)+(.75)+(.50)+(.75)+(.25)+(.25)+(.25)+(.50)+(1.25)+(.50)=

49.50 hours or 7 days (6.1875)

9/18/17:
8:45-9:45 (1.0) check and respond to installer's message; email read, respond, file; update NCR WPS spreadsheet; check-in to 1145 for installation; messages on NCR WPS

9/19/17:
11:30-12:45 (1.25) cont'd work on plan for historic suite
4:15-4:30 (.25) resume hist suite drwgs -- add electric and data, update wblocks for carpet, T&E
5:00-7:15 (2.25) cont'd historic suite drawing, field survey, drawing updates after survey extra .50 hr worked today (also, no lunch)

9/20/17:
9:50-11:00 (1.25) emai read, respond, fi e; fix appt w/ GC; change seat booked; conv/ w/ Lisa about f at screen TVs for 6159 & 6148 11:00-11:30 (.50) message to Caro e Sneed et a about OAs @ ROB 11:30-12:00 (.50) message to Mi er et a about ROB p ans 12:00-12:15 (.25) message to Rickey Parker et a about OneCon furn surp us 12:15-2:30 (2.25) carry on with furn p an deve opment Historic Admin Suite; a so working unch from 2-2:15 2:45-3:15 (.50) fire evacuation 3:30-5:45 (2.25) resumed Hist p an 6:15-6:45 (.50) cont'd historic suite p ans

9/21/17:
9:30-10:15 (.75) read, respond, file email
11:00-1:00 (2.0) Hist Suite layout con't -- Costa Office layout drafted

2-3:15 (1.25) finished budget, began draft presentation

3:30-7:45 (4.25) finish budget, complete draft presentation, email Miller & Lisa

9/25/17:
9:15-10:15 (1.0) email read, respond, file

12:15-1:45 (1.50) emails w/ Franconia on Admin pieces; Alternate plan for Admin Suite

9/26/17:
9:15-9:30 (.25) email read, respond, file
10:30-1:45 (3.25) revise plan; call and follow up email Knoll FilzFelt

1:45-5:45 (4.0) cont'd plan revisions, emailed to Miller & Lisa, reached back to Jennifer Gibson, shut

down & out

9/27/17:
8:30-9:00 (.50) email read, respond, file
11:30-12:30 (1.0) revise Admin Ste plan w/ 56" ws, revise presentation

12:30-1:00 (.50) field survey Admin conf table, replace hinge finial, update plan, add to presentation, practice-run
1:00-1:20 (.25) lunch; plus, continued with Alternate plan, adding budget
1:20-2:30 (1.0) presentation to Bob & Cynthia
2:30-2:45 (.25) site visit
2:45-3:35 (.75) return call from Crystal; call Erik Simmons re costs, exchange w/ Juan on addl furn
3:35-4:15 (.75) conv & site visit w/ Dean Smith re: conf room enclosure and HVAC
4:15-6:15 (2.0) update plans w/ alternate desk position, add bookcases, update presentation, respond to Jennifer Gibson; print hub locations for Miller

9/29/17:

9:15-9:45 (.50) email read, respond, file
10:45-12:10 (.50) read, downloaded, and replied to Jennifer Gibson's message on art
1:20-4:20 (3.0) check presentation, amend it, add photos and new slides for clarity, additional exchange w/ Jennifer
5:05-5:30 (.50) final touches on presentation and run-through
5:30-6:20 (.75) pull list for Juan Ward
6:20-6:35 (.25) message Joyce Braxton
6:25-6:45 (.25) update work list; message mgmt team about Exec suite final plan
6:45-7:00 (.25)

10/2/17:
8:30-8:45 (.25) email read, respond, file (from home)
10:00-10:15 (.25) meeting prep
10:15-11:00 (.75) present Admin Ste plan
11:00-11:30 (.50) check problem w/ PP presenting, check printer issues (B&W settings) and add

10/3/17:
11:30-12:20 (.75) email read, respond, file including Juan Ward update Admin Ste

12:20-12:30 (.25) cont'd work list finish work list for Lisa, following up on meeting (add info from Erik, etc)
12:30-12:40 (.25) reply to Erik's question on expected timing Admin Ste work
12:40-1:00 (.25) cont'd email clean inbox
1:00-1:30 (.50) respond to Lisa's message asking who would have GAO info
1:30-2:45 (1.25) cont'd work list for Lisa, documenting workload and priorities meeting
2:45-3:15 (.50) lunch, continued reading

Note: some items not specifically dedicated to Admin Suite are included to attempt to capture some of the restart time lost when interrupted by responding to competing needs.

On Wed, Oct 18, 2017 at 4:30 PM, Robert Riddle - H1BD <robert.riddle@gsa.gov> wrote:

Time lost this week to revising Administrator's Suite drawings:

Tu 10/17/17
12:15-1:20 (1.0) Hist Admin Ste DM request -- correct background (center section disappeared...was on wrong layer, in original dwg)

1:20-1:50 (.50) Hist Ste correct background of previous versions
1:50-4:30 (2.50) Hist Ste update background to show new PE walls; plus, listened to PBS presentation 3-4 during bkgd revisions
4:30-5:00 (.50) correct bkgd cont'd -- carpets and other notes missing
5:00-6:40 (1.75) Hist Ste begin requested furn changes -- layouts finished for all but Deputy

We 10/18/17
9:40-10:35 (1.0) finish Admin Ste Deputy furn layout
10:35-11:10 (.75) Fire evacuation
11:10-12:10 (1.0) Prepare deputy layout and alternate configurations
12:10-12:30 (.25) began amending presentation
12:30-1:00 (.50) lunch
1:00-2:00 (1.0) prepare and send list of rooms for Katherine's site visit
2:00-4:25 (2.5) resume presentation -- new and amended pages; also reply to KRhodes on sharing doc & messaged Lisa on SDM
4:25-5:00 (.50) hours calculation (for revising completion date for ROB study)

1.0+.50+2.5+.50+1.75+1.0+.75+1.0+.25+.50+1.0+2.5+.50=13.75 or 2 days lost this time

--

Robert R. Riddle

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--

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Subject: Re: Table for TV
Date: Wed, 27 Sep 2017 15:52:40 -0400
From: Juan Ward - WQSCB <juan.ward@gsa.gov>
To: Robert Riddle - H1BD <robert.riddle@gsa.gov>
Message-ID: <CA+WJtfp5TEvkdRZOPH0MrFq2J85LCQ5BMiH9LSpmGiN1Q3cLYQ@mail.gmail.com>
MD5: e7cab74f7b5e51304f3bc1a63c9ec25a

Robert,

The table is tagged and set aside.

Thank you for keeping me updated and I am still looking for something to put the other TV on.

On Wed, Sep 27, 2017 at 3:25 PM, Robert Riddle - H1BD <robert.riddle@gsa.gov> wrote:

Forgot to cc you!

---------- Forwarded message ----------
From: **Robert Riddle - H1BD** <robert.riddle@gsa.gov>
Date: Wed, Sep 27, 2017 at 3:24 PM
Subject: Fwd: Table for TV
To: Lisa Campbell <lisa.campbell@gsa.gov>

Juan -- this is perfect! Please tag it for our project. Thank you.

I've just met with OAS leadership and, after completing some amendments to our plans, I'll send you a final list -- a few of the items we have on hold can be released.

Lisa, I'll plan to use the table below to support the TV in the Chief of Staff's office. It's too short for a 70" TV for the Administrator's suite.

We're still looking for something high enough for the larger TV...

Robert

---------- Forwarded message ----------
From: **Juan Ward - WQSCB** <juan.ward@gsa.gov>
Date: Wed, Sep 27, 2017 at 1:37 PM
Subject: Table for TV
To: robert.riddle@gsa.gov

Robert ,

Here are the pictures. The dimensions are 40"L x 25W x 30H.

Thanks,

Juan Ward

Subject: Re: Preliminary, for review
Date: Wed, 27 Sep 2017 09:16:23 -0400
From: Lisa Campbell - H1BD <lisa.campbell@gsa.gov>
To: Robert Riddle - H1BD <robert.riddle@gsa.gov>
Cc: Daniel S Miller - H1AC <daniel.s.miller@gsa.gov>
Message-ID: <CALe1gQqFG_cb3VN-g3eOdOzP=wk1kRzpUhfzExRFJmRbQScJ_g@mail.gmail.com>
MD5: db6e303770d61dc41e6d219db5c5a28a

We are in the processing of order 34 height adjustable bases.

Lisa M. Campbell
Director
DC Workplace Services Division (CO and NCR)
Office of Administrative Services
571-436-6250

On Wed, Sep 27, 2017 at 8:58 AM, Robert Riddle - H1BD <robert.riddle@gsa.gov> wrote:

Yes, and thanks for the feedback. Before I make that revision on the plans and inventory, I'll see if we get more changes from this afternoon's briefing.

Can we order height-adjustable mechanisms? There are so few throughout the building that it would be a shame to miss this opening to add. Also, the appearance -- that the executive suite gets all adjustable, while the rest get a few, some wings with none at all -- may be a consideration.

On Sep 27, 2017 6:07 AM, "Lisa Campbell - H1BD" <lisa.campbell@gsa.gov> wrote:

Can we change the workstations to 56"? I'd have to pull from the floors to get 72" workstations.

Lisa M. Campbell
Director
DC Workplace Services Division (CO and NCR)
Office of Administrative Services
571-436-6250

On Tue, Sep 26, 2017 at 5:08 PM, Robert Riddle - H1BD <robert.riddle@gsa.gov> wrote:

New configuration is shown in the revised presentation, attached, along with revised budget.

Lisa, we need to validate whether we have to order additional workstation parts -- recollecting that the BPA ends in November -- or, confirm that we have the necessary inventory to build 72" long workstations as shown.

Thanks!

On Tue, Sep 26, 2017 at 9:55 AM, Daniel S Miller - H1B <daniel.s.miller@gsa.gov> wrote:

Great. We should plan to have the 6 workstations adjustable height. I believe Lisa is getting some new bases that we can use.

Thanks :)

Daniel S. Miller

Director, Office of Workplace Management and Services
GSA, Office of Administrative Services
Office/Cell: (b) (6) [redacted]

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On Tue, Sep 26, 2017 at 9:25 AM, Robert Riddle - H1BD <robert.riddle@gsa.gov> wrote:

Six of our standard workstations should easily fit.

That vestibule space is currently empty. In the plan already shared, the concept shows a waiting area, extension of the Chief of Staff's office. I will update that.

On Sep 26, 2017 8:04 AM, "Daniel S Miller - H1B" <daniel.s.miller@gsa.gov> wrote:

Robert - Please update the staff area in front of the Administrator's suite to include 5 workstations (6 if possible). We should also look at the room directly outside this area to use as a waiting room with soft seating - not sure if it's already outfitted or not.

Thanks.

Suggestion below:

Daniel S. Miller
Director, Office of Workplace Management and Services
GSA, Office of Administrative Services
Office/Cell: (b) (6) [redacted]

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On Thu, Sep 21, 2017 at 7:42 PM, Robert Riddle - H1BD <robert.riddle@gsa.gov> wrote:

Dan --

Attached is a preliminary presentation for furniture configurations proposed for the historic suite.

The historic suite layouts are based on, first, existing power outlets, which both limit and dictate configurations; and second, furniture on-hand (both around 1800 F and tagged for this project at the Franconia warehouse).

Key considerations:

(b) (5) [redacted]

Thanks,
Robert

--

Robert R. Riddle

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Subject: Phase II Meeting
Date: Thu, 14 Sep 2017 11:22:37 -0400
From: Janise Nichols - WPM1D <janise.nichols@gsa.gov>
To: Robert Riddle - QA0C <robert.riddle@gsa.gov>
Message-ID: <CAM=_CdYokUgYUtX3a-ZoCYU66z-fc84NBOTGtuAuQJXRLZAgnw@mail.gmail.com>
MD5: a14c210ec215f5c78eb86c4b17b34418

1800 Phase II Pre-Brief (Internal)

Fri, September 15, 10am – 11am

Where	1065B or Call: (b) (6) [redacted] map
Calendar	Mary Gibert - WPT
Created by	Dawn Stalter (WPFFP)
Description	- Pre-meet with Michael Gelber: TBD - Meeting with A-Suite 9/20

Notifications No notifications setAdd a notification

ParticipantsEmail

Yes: 7, Maybe: 0, No: 1, Awaiting: 1

Aaron Hassinger - WPCB

Bob Stafford (H)

Carla Knode - WPTB

Daniel Miller (PACB)
Can you provide a call in #? I won't be able to attend in person.

Ivan Swain - WPTB

Mary Gibert - WPT

Tracy Shycoff - WPTB

eitan.naftali@gsa.gov

Chris Wisner

Janise L. Nichols

U.S

Subject: Re: 1800F/ NCR Telework Information
Date: Mon, 28 Aug 2017 08:07:31 -0400
From: Daniel S Miller - H1B <daniel.s.miller@gsa.gov>
To: Marge Higgins - CSE <marge.higgins@gsa.gov>
Cc: Shannon Doyle - PT <shannon.doyle@gsa.gov>, Robert Riddle - H1G <robert.riddle@gsa.gov>
Message-ID: <CAPMQ7H6DOHn9rpH8jg_ZM9QYU4iaZe0HyFZeX8ONbaNgnz-k2w@mail.gmail.com>
MD5: d9b5d1fc44302033253fdd62e5723ffc

Marge - Good morning. My team and I are preparing to present some data and recommendations to the A-suite next week, and wanted to include telework participation information for staff assigned to 1800 F and NCR/ROB. Were you successful in pulling the info from ETAMS? Please let me know if you have any questions, and if you can provide the info by Wednesday of this week.

Thanks :)

Daniel S. Miller
Director, Office of Workplace Management and Services
GSA, Office of Administrative Services
Office/Cell: (b) (6) [redacted]

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On Tue, Apr 18, 2017 at 2:36 PM, Marge Higgins - CSE <marge.higgins@gsa.gov> wrote:

I apologize for the delayed response.

GSA telework agreements do not include schedules, so do not include the kind of information you are looking for.

I can get information from ETAMS (time and attendance) showing actual telework participation. This data can be broken down by region - so CO and NCR separately - but I don't think we can pull data by particular building code. I have reached out to the folks who can help me pull the ETAMS data, and will confirm my understanding about data by building and get back to you asap.

Marge

Marge Higgins

Te ework | Chi d Care Subsidy | Transit Subsidy | We ness | EAP | WL4U

U.S. Genera Services Administration (GSA)
Office of Human Resources Management (OHRM)
HR Strategy/Center for Ta ent Engagement (COE4/CSE)

1800 F Street, NW | Washington DC 20405
202-501-3764 (desk) | marge.higgins@gsa.gov

To contact GSA's EAP ca : 1-800-222-0364 (1-888-262-7848 TTY)

WorkLife4You -https://insite.gsa.gov/porta /content/662714 - c ick "start now" to register (Code: GSA)

GSA Transit Subsidy On ine App ication Information - https://www.transportation.gov/transerve/participants/gsa

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On Tue, Apr 18, 2017 at 10:59 AM, Samantha Cioffi - H1BW <samantha.cioffi@gsa.gov> wrote:

Good morning Marge,

Please let us know if you have the telework information for staff at 1800F and NCR ROB.
Thank you!

Samantha Cioffi
Workp ace Strategist

U.S. Genera Services Administration

Office of Administrative Services
Interna Rea Estate Division

Phone: (212) 264-8212 | Ce : (215) 360-4606

On Wed, Apr 5, 2017 at 3:18 PM, Samantha Cioffi - H1BW <samantha.cioffi@gsa.gov> wrote:

Good morning Marge,

I am working with Dan and Robert on the preliminary feasibility of 1800 F Phase 2 construction. We're interested in recent telework numbers for staff members assigned to NCR ROB and 1800 F, so we can better articulate the number of in-office days.

Would you be able to send information (no names needed) so we can summarize telework patterns? If so, would it be possible to break down this information by organization? Please let me know when you can.

Thank you!

Samantha Cioffi
Workp ace Strategist

U.S. Genera Services Administration

Office of Administrative Services
Interna Rea Estate Division

Subject: Re: Tracking # for Designtex Invoice #6900425 /P.O.#CASPER CLOAKING
Date: Fri, 25 Aug 2017 12:10:06 -0400
From: Robert Riddle - H1BD <robert.riddle@gsa.gov>
To: Lisa Campbell - H1BD <lisa.campbell@gsa.gov>
Message-ID: <CAMcquYD4-DWv+w6G-p2pLisTdK+TYadWY3fXsov9tSjC7bHVhQ@mail.gmail.com>
MD5: b8305c6d2a4a63a3141bfeadfbcb534b

Lisa,

I thought about it more; because the concept is to demonstrate for agency tours, I'd like to use the product over a conference room door, rather than over a TV monitor in open office. Also, it seems important to place it where the tours actually take place.

Tours I've joined, and given, concentrate on infill Floor 7 -- for the view -- plus 6th floor infill, and usually go through Wing 2, because it's in line with both entrances, rather than Wing 1. Wing 1 is usually visited to demonstrate the historic Administrator's suite, which is why I thought of Wing 1 conference rooms on 6. There are no appropriate historic doors on that path through First Floor Wing 2.

Do you know if there would be objection to installing it over one of the 6th floor historic doors in Wing 2, either Conference 6230 or 6229?

I will go ahead and reserve 1145 today and pre-schedule installation for Monday morning 9/18. I'll also reserve 1147, just in case you already know 6230 will not be acceptable. But if there's no known objection, would you be willing to verify we can use one of those, for the primary demonstration location?

Robert

On Wed, Aug 23, 2017 at 9:47 AM, Lisa Campbell - H1BD <lisa.campbell@gsa.gov> wrote:

I will be teleworking tomorrow so you can e-mail me your discoveries once you've had a chance to look and recommend. Maybe a 1116 or 1128 since we have the 70" hung flatscreens?

Lisa M. Campbell
Director
DC Workplace Services Division (CO and NCR)
Office of Administrative Services
571-436-6250

On Wed, Aug 23, 2017 at 9:35 AM, Robert Riddle - H1BD <robert.riddle@gsa.gov> wrote:

Thanks for the futher information! You had mentioned 1145 (but not that we should scratch 6th floor from our plans...I had focused on 6 because it's always included on tours) and we will have enough for two.

It might look odd to have the film on one door of a 2-door room, and 1147 is one of those where the screen is obscured from the second door. I'll look at it again and touch base with you tomorrow. (Today I'm focused on finishing survey of ROB 7th floor).

On Aug 23, 2017 6:17 AM, "Lisa Campbell - H1BD" <lisa.campbell@gsa.gov> wrote:

Are we doing 3 windows? Scott Macrae had indicated that he would prefer that a downstairs room be done instead of a 6100 room. If you are doing 3 windows, look to doing 1145.

Regards,

Lisa M. Campbell
Director
DC Workplace Services Division (CO and NCR)
Office of Administrative Services
571-436-6250

On Mon, Aug 21, 2017 at 3:19 PM, Robert Riddle - H1BD <robert.riddle@gsa.gov> wrote:

Hello Paul,

Looks like we should be okay to pre-schedule installation Friday 8/25 ***IF*** your calendar permits.

Please confirm whether that's possible, at your earliest opportunity, so I can reserve rooms 6145 and 1147, and if needed work with our internal team to shift any existing room reservations that would interfere with installation.

If you can furnish crew name(s), I would also like to pre-notify Security to try to ease the building entry. It can help, for folks bringing in work tools.

(If you want to schedule in the morning, the earliest I can reach the building is 8:30 a.m. -- after that, I am open the entire work day until 6).

Thank you very much!
Robert

---------- Forwarded message ----------
From: <DONOTREPLY@dtex.com>
Date: Mon, Aug 21, 2017 at 2:01 PM
Subject: Tracking # for Designtex Invoice #6900425 /P.O.#CASPER CLOAKING
To: ROBERT.RIDDLE@gsa.gov

Thank you for choosing Designtex. Please note; this e-mail was sent from the Designtex Automated E-mail Information System that cannot accept incoming e-mail. If you need assistance please contact our customer service department at 1-800-221-1540

--

Robert R. Riddle

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Subject: Question about art in architecture at GSA Headquarters
Date: Thu, 24 Aug 2017 11:35:00 -0400
From: Robert Riddle - H1BD <robert.riddle@gsa.gov>
To: Jennifer Gibson - PCAC <jennifer.gibson@gsa.gov>
Cc: Lisa Campbell <lisa.campbell@gsa.gov>
Message-ID: <CAMcquYBSrBqOduCzLQafpxL-QFjSuS4gzXDTTO3-Lj8HJHN1Fg@mail.gmail.com>
MD5: a39ad694a1ad6fe612b7b24201757e93

Good morning Jennifer,

I have some questions for you on how we might go about outfitting the historic Administrator's suite with art, and what costs are typically incurred to do it.

Would you be able to carve out a moment of your time, today or tomorrow, for a brief call to help me understand the process?

(I called your desk phone, which transferred to your cell phone, but it didn't go through even to voice mail).

Best wishes,
Robert

--

Robert R. Riddle

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Subject: RE: Market Research: Caspar Cloaking
Date: Wed, 16 Aug 2017 15:52:28 +0000
From: "Schmitt, Karyn" <(b) (6)[redacted]
To: 'Robert Riddle - H1BD' <robert.riddle@gsa.gov>
Cc: "Ward, Carolyn" <(b) (6)[redacted]
Message-ID: <DM2PR0201MB0829FE07D156DDAE7E5CB72AD9820@DM2PR0201MB0829.namprd02.prod.outlook.com>
MD5: 0b50bf9b8d551dde2557d6ea2991da37

Hi Robert
Glad to know you're making progress!
Let me send an introductory meeting to my installer, Paul Harney. He does really good work and is typically happy to do mock up installations at no charge. Can I trouble you to send me the elevation of the location where this will be installed, along with the dimensions? With that, I'll include with an introduction so that he can have a better scope of the work.
Thanks so much, and will talk soon!
K

Karyn Schmitt
Representative

Designtex
1121 14th St. NW
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Washington, DC 20005
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800.221.1540 Office
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designtex.com

Sales Coordinator
Megan Sheeran
720.274.6022 Office
(b) (6)[redacted]

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From: Robert Riddle - H1BD [mailto:robert.riddle@gsa.gov]
Sent: Wednesday, August 16, 2017 9:57 AM
To: Schmitt, Karyn <(b) (6)[redacted]
Cc: Ward, Carolyn <(b) (6)[redacted]
Subject: Re: Market Research: Caspar Cloaking

Karyn Good morning.

We got an acknowledgement on our mockup order, so I'd like to follow up with you on your kind offer to help us arrange for installation. Who can you recommend? Thank you!

Robert

On Wed, Jul 12, 2017 at 12:22 AM, Schmitt, Karyn <(b) (6) [redacted] wrote:

Hi Rob
So nice hearing from you!
Take a look at my response to your questions below, in red:

Karyn Schmitt
Representative

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Sales Coordinator
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(b) (6) [redacted]

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From: Robert Riddle - HIBD [mailto:robert.riddle@gsa.gov]
Sent: Tuesday, July 11, 2017 5:18 PM
To: Schmitt, Karyn <(b) (6) [redacted]
Cc: Ward, Carolyn <(b) (6) [redacted]
Subject: Market Research: Caspar Cloaking

Karyn,

Thanks for your help with this new product and my effort to do an introductory demonstration project here at GSA Headquarters, where we regularly give tours to our Federal client agencies to demonstrate best practices and solutions in workplace design.

We tried to put through an order on the quote Re-District provided, only to have a single Administrative Services manager decline to fund it. Afterward, I did some outreach to IT decision-makers and the GSA Total Workplace team toward getting others here as enthusiastic about featuring it here as I am. So we'll see whether additional voices help build momentum.

Some questions came from that outreach that I hope you can help me answer.

One, does the product come in other colors? Someone said a blue-ish cast, rather what I'd call its 'duranodic brown', would be preferable. Am so sorry, but for now, we can only offer "duranodic brown." ;-) This is actually part of the reasoning behind the graphic images that can be applied on the opposite side of the glass.

Two, we found it does not obscure images on a screen from an overhead projector. (And, not surprisingly, they noted it does not obscure writing on marker boards). So it only works with flat screen technology. Is there an alternative solution? Yes, just flat screen technology.

Three, is there any possibility DesignTex would install the product on a single conference room door here (photo attached) as a mockup for our market research? This would help me demonstrate the product more effectively and build both interest and demand. We would like to demonstrate it on conference room 6141, used frequently by the Administrator's team. As you can imagine, we have experienced an exorbitant amount of interest in Casper, which in turn has resulted in a plethora of mock up requests. Originally the distribution source for this product, DecorFilms was taking care of this, but because of all of the requests, Designtex has taken on a different position here, to help alleviate the order requests from the mock up requests. That said, Designtex is stocking 5' pieces of the Casper Cloaking Technology layer in our warehouse, where we can offer 1 piece per project for $200 + shipping. If this is something you'd like to pursue further, I can direct you on how to move forward here and help in getting someone to install the mock up, hopefully at no charge. Hope this give you a little more direction, but feel free to press on with questions should you have anything further.

Thanks much!

Karyn

Please let me know your thoughts. Thank you!

Robert

On Fri, May 19, 2017 at 9:48 AM, Schmitt, Karyn <(b) (6) [redacted] wrote:

Was so nice seeing you last night, Rob.

Will coordinate with Doug on how to get you taken care of.

Thanks much, and have a great weekend!

Karyn

Karyn Schmitt
Representative

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Washington, DC 20005
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800.221.1540 Office
800.829.3839 Facsimile
(b) (6) [redacted]
designtex.com

Sales Coordinator
Megan Sheeran
720.274.6022 Office
(b) (6) [redacted]

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From: Robert Riddle - HIBD [mailto:robert.riddle@gsa.gov]
Sent: Friday, May 19, 2017 9:32 AM
To: Doug Payne <dougp@re-district.com>
Cc: Lisa Campbell <lisa.campbell@gsa.gov>; Ward, Carolyn <(b) (6) [redacted] Schmitt, Karyn <(b) (6) [redacted]
Subject: Caspar Cloaking

Good morning Doug,

We would like to do a demonstration installation of the new Caspar product on one of GSA's Headquarters Building conference rooms.

Working with Lisa Campbell of Workplace Services we've identified **room 6141** as an optimum location -- right off the Administrator's suite, one of the most visible locations.

For cost-estimation purposes:

two doors; each has an upper light with approximately **30" x 48"** of glazing where we'd like to install Caspar

I've attached **photos of the door type** (though, that's not the actual conference room; I could take and send photos of that on Tuesday, or you can come out), and a **location plan**.

At your earliest opportunity please provide: one for the DesignTex material (open market) and the second for ReDistrict's installation.

I spoke last night with Carolyn Ward and Karyn Schmitt at the showroom about our interest, and discussed reaching out to reDistrict since Brian Shaw had been such a great project management communicator on our last Steelcase installation. So, hope to hear from you soon. Thanks a lot.

Robert

--

Robert R. Riddle

Workplace Strategist, NCIDQ (#25228)

Workplace Services Division, Office of Administrative Services
General Services Administration

1800 F Street NW Washington, D C 20405-0001

Subject: Fwd: Preliminary, for review
Date: Mon, 25 Sep 2017 13:21:57 -0400
From: Daniel S Miller - H1B <daniel.s.miller@gsa.gov>
To: Robert Riddle - H1G <robert.riddle@gsa.gov>
Cc: Lisa Campbell - QA0C <lisa.campbell@gsa.gov>, Bob Stafford <bob.stafford@gsa.gov>, Cynthia Metzler <cynthia.metzler@gsa.gov>
Message-ID: <CAPMQ7H77e9WuMpY2QFx34JJBaH3o03CmO1ZG_o+Hew5+RgUdzA@mail.gmail.com>
MD5: 588a6666c7a16c158b07a9a4ade8efdf
Attachments: FurnishingHistoricAdministratorSuite.pptx ; Budget&Inventory.xlsx

Robert - Great work!

Cynthia/Bob - please let us know if you would like a briefing.

Daniel S. Miller
Director, Office of Workplace Management and Services
GSA, Office of Administrative Services
Office/Cell: (b) (6)

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---------- Forwarded message ----------
From: **Robert Riddle - H1BD** <robert.riddle@gsa.gov>
Date: Thu, Sep 21, 2017 at 7:42 PM
Subject: Preliminary, for review
To: Daniel S Miller - H1AC <daniel.s.miller@gsa.gov>, Lisa Campbell <lisa.campbell@gsa.gov>

Dan --

Attached is a preliminary presentation for furniture configurations proposed for the historic suite.

The historic suite layouts are based on, first, existing power outlets, which both limit and dictate configurations; and second, furniture on-hand (both around 1800 F and tagged for this project at the Franconia warehouse).

Key considerations:

(b) (5)

(b) (5) [redacted]

Thanks,
Robert

--

Robert R. Riddle

Workplace Strategist, NCIDQ (#25228)

Workplace Services Division, Office of Administrative Services
General Services Administration
1800 F Street NW Washington, D.C. 20405-0001

mobile: (b) (6) [redacted] • VOIP: 703.603.8265 • fax: 703.605.2615

Subject: Re: Updated furniture 'hold' list
Date: Fri, 20 Oct 2017 11:32:15 -0400
From: Robert Riddle - H1BD <robert.riddle@gsa.gov>
To: Juan Ward - WQSCB <juan.ward@gsa.gov>
Message-ID: <CAMcquYBaD5+3ZVrPwHXojbeLzkHFYvzdnQEDLW+=8egLLqEByQ@mail.gmail.com>
MD5: 217cfb4e5ef224a772b4b84e3852b38e

Thanks Juan!

I'm guessing if you have come across the credenza and wood top we need for Administrator's suite, you would have let me know. If it would help to come out again I can.

a wood top for adjustable-height table; apx 30x42 or 48 (maybe an old coffee table otherwise damaged?)

credenza 36-42" high by 66-74"+ long, to support a 70" television on stand OR some kind of block or support to raise a TV above 29" credenza height

any historically compatible, high quality desk lamps, table lamps, and floor lamps

On Fri, Oct 20, 2017 at 10:33 AM, Juan Ward - WQSCB <juan.ward@gsa.gov> wrote:

Robert,

We did have a few of those Varidesk, but they have all been acquired. I will keep a look out for those adjustable desk/tables. As far as the items on hold, they are still there.

I will let you know if I find the adjustable desks.

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This afternoon I got a separate request for desktop sit-stand mechanisms, and recall you mentioned there were some at the warehouse, this time last month.

standing-desk-varidesk-pro-plus-30.jpg

If you still have Varidesk on hand (or similar, such as another small adjustable-height table), please let me know. I can find immediate homes for three.

Thanks!
Robert

On Mon, Oct 2, 2017 at 4:44 PM, Juan Ward - WQSCB <juan.ward@gsa.gov> wrote:
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I will continue to hold the items that you have indicated on this email. In addition, I will release the other items on hold.

Please keep me informed as to the the timeline of the date you will need these items. We can discuss the logistics then. Also,
I will continue to keep an eye out for the addition item on your wishlist.

Thanks again.

On Fri, Sep 29, 2017 at 6:21 PM, Robert Riddle - H1BD <robert.riddle@gsa.gov> wrote:

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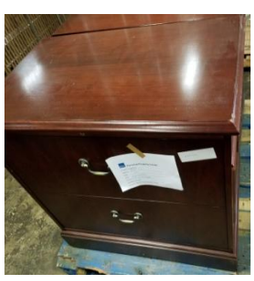
Meanwhile we can update the things we have on hold. In the plan we're proposing, I've been able to use:

quantity of two 2-drawer lateral files:



the adjustable-height base:

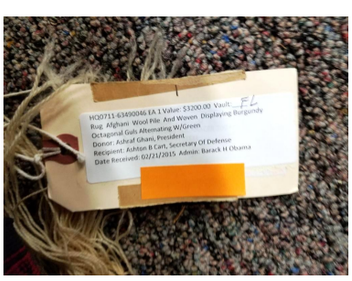
the glass-front bookcase:

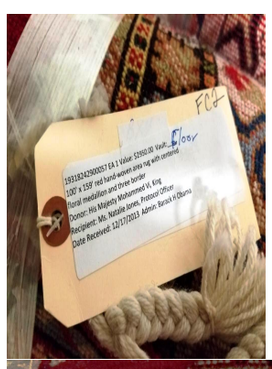
40" long console table to support a 40" television

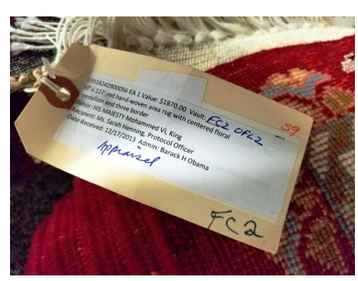
black leather / vinyl arm chairs (and maybe also the love seat, depending on choices they make):

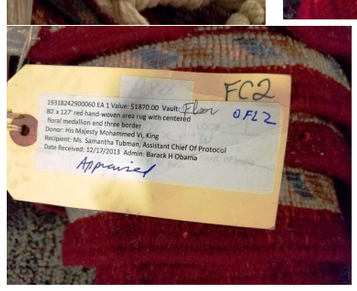
one credenza -- in case it's the only option for supporting the long TV:

5 carpets:









We can release the conference table, the desks (we found alternatives) and the remaining credenzas back into your open stock.

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Robert R. Riddle

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--

Juan G. Ward, CPPS
Property Disposal Specialist
GSA Personal Property Center
6808 Loisdale Rd., Bldg. A, Ste 1
Springfield, VA 22150
(703) 605-9316 Office
(703) (b) (6) Cell

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mobile: (b) (6) • VOIP: 703.603.8265 • fax: 703.605.2615

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Date: Fri, 20 Oct 2017 11:30:09 -0400
From: Robert Riddle - H1BD <robert.riddle@gsa.gov>
To: Lisa Campbell <lisa.campbell@gsa.gov>
Message-ID: <CAMcquYB+TRnDAWxwnt7JSfbotF_Acciwzpw5VpGKbi+-a5rxUg@mail.gmail.com>
MD5: 8abb7e8612e757914b38fe8803c57fe5
Attachments: 20171019_152224.jpg

Lisa,

Can we earmark 2-3 of those Varidesk from the Administrator's suite, when we move them to sit-stand workstations?

When I was surveying ROB yesterday, I came across this home-made set up (photo)...and in chatting with her -- acting Regional Counsel -- she said named others in their group who could really use sit-stand.

Robert

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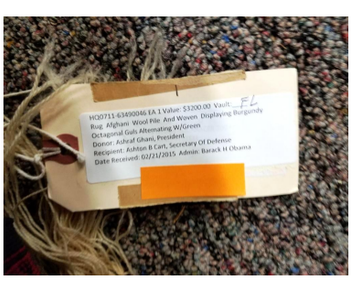

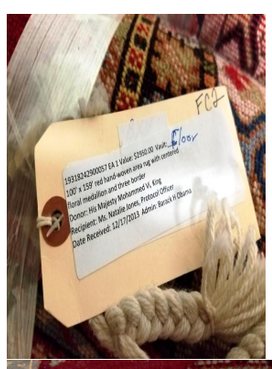

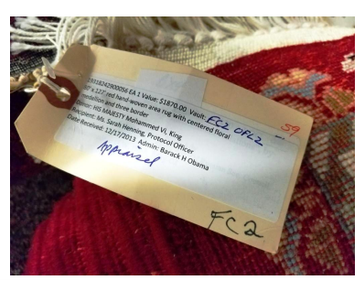

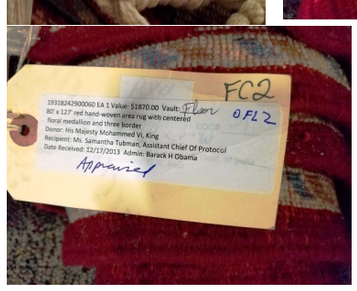

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mobile: (b) (6) • VOIP: 703.603.8265 • fax: 703.605.2615

Subject: Re: 1800 F Administrator Suite Changes
Date: Thu, 19 Oct 2017 11:56:26 -0400
From: Robert Riddle - H1BD <robert.riddle@gsa.gov>
To: Daniel S Miller - H1B <daniel.s.miller@gsa.gov>, Lisa Campbell - QA0C <lisa.campbell@gsa.gov>, Bob Stafford - H <bob.stafford@gsa.gov>, "Cynthia Metzler (H)" <cynthia.metzler@gsa.gov>
Message-ID: <CAMcquYAeMah0YyNoRCGZcYvtLOst1c7NFYYBqasa2MXVaMu5fw@mail.gmail.com>
MD5: 97576066a8c917e4dd324c97b9d95239
Attachments: FurnishingHistoricAdministratorSuite_2017.10.19.pptx

The revised presentation, updated with changes discussed this morning, is attached.

I forgot to ask: is the alternate location of the Deputy Administrator at 6120 tied to his anticipated close work with the Agency Reform Project Management Office? If not, why are we highlighting the PMO location in the alternate plan, only, and not both overall plans?

If it *is* tied, that may be useful to know for talking points, to reference the reason 6120 is being proposed. If there are other reasons behind the location that I should be aware of, when presenting the plan, please let me know. Thanks!

Robert

On Wed, Oct 18, 2017 at 4:22 PM, Robert Riddle - H1BD <robert.riddle@gsa.gov> wrote:

Dan,

The presentation, revised from the previous version as requested below, is attached.

Robert

On Mon, Oct 16, 2017 at 11:36 AM, Daniel S Miller - H1B <daniel.s.miller@gsa.gov> wrote:

Robert -

Some changes requested by Cynthia:

As an alternate, design the Pres. Elect office to accommodate the Deputy Admin and his assistant - similar layout to the one you designed across the hall.
Remove the furniture from the room outside the COS's office. Leave empty.
Provide a new layout/furniture for the room north of the break room. This room will serve as the public waiting room for the Administrator.
In the room for the Administrator's staff, remove the 2 workstations in the bottom right-hand corner, and replace with soft seating for a waiting area for GSA personnel.
Assign the suite (6121-29) to the Agency Reform Program Management Office and show current furniture layout on plan/presentation.

Please provide an updated presentation by COB Thursday and copy Cynthia/Bob.

Thanks :)
Daniel S. Miller
Director, Office of Workplace Management and Services
GSA, Office of Administrative Services
Office/Cell: (b) (6)

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mobile: (b) (6) • VOIP: 703.603.8265 • fax: 703.605.2615

Subject: Revised draft plans
Date: Thu, 19 Oct 2017 16:57:32 -0400
From: Cynthia Metzler - H <cynthia.metzler@gsa.gov>
To: "Anthony Costa (C)" <tony.costa@gsa.gov>, Scott Macrae - CD <scott.macrae@gsa.gov>
Cc: "Bob Stafford (PAC)" <bob.stafford@gsa.gov>, "Daniel Miller (PACB)" <daniel.s.miller@gsa.gov>, "Lisa Campbell (QA0C)" <lisa.campbell@gsa.gov>, Robert Riddle - QA0C <robert.riddle@gsa.gov>
Message-ID: <CAOYtU9AjwBvOGaPezDweFc541v2tQ9_F24Oh1pzjA0zSk8CY8Q@mail.gmail.com>
MD5: cfa3f9649f8e0ee6b83fcf545f3caa89
Attachments: FurnishingHistoricAdministratorSuite_2017.10.19 (2).pptx

Tony, here is a revised set of plans based on our last discussion. We can discuss at your convenience.

Cynthia

Cynthia A. Metzler
Chief Administrative Services Officer
General Services Administration

(202) 357-9697
(202) (b) (6) (cell)
cynthia.metzler@gsa.gov

Subject: Fwd: Revised draft plans
Date: Thu, 19 Oct 2017 17:39:35 -0400
From: Robert Riddle - H1BD <robert.riddle@gsa.gov>
To: undisclosed-recipients:;
Bcc: Robert Riddle <robertryanwork@gmail.com>, Janise Nichols - PGQB <janise.nichols@gsa.gov>
Message-ID: <CAMcquYAqrYLDj=NnK=VXaf3JYNkJbnzrK11Jr_YYF4LCFZGprw@mail.gmail.com>
MD5: fae9614f2620f22d8f04da7dab469070
Attachments: FurnishingHistoricAdministratorSuite_2017.10.19 (2).pptx

---------- Forwarded message ----------
From: **Cynthia Metzler - H** <cynthia.metzler@gsa.gov>
Date: Thu, Oct 19, 2017 at 4:57 PM
Subject: Revised draft plans
To: "Anthony Costa (C)" <tony.costa@gsa.gov>, Scott Macrae - CD <scott.macrae@gsa.gov>
Cc: "Bob Stafford (PAC)" <bob.stafford@gsa.gov>, "Daniel Miller (PACB)" <daniel.s.miller@gsa.gov>, "Lisa Campbell (QA0C)" <lisa.campbell@gsa.gov>, Robert Riddle - QA0C <robert.riddle@gsa.gov>

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mobile: (b) (6) • VOIP: 703.603.8265 • fax: 703.605.2615

Subject: Fwd: Invitation: Emily/Jack/Tony to meet with Cynthia to discuss OAS space @ Tue Oct 31, 2017 12pm - 12:30pm (robert.riddle@gsa.gov)
Date: Fri, 27 Oct 2017 22:11:37 -0400
From: Robert Riddle - H1BD <robert.riddle@gsa.gov>
To: Lisa Campbell <lisa.campbell@gsa.gov>
Message-ID: <CAMcquYD5Cii-39_EnodWhgkoW4ggahZMdZV3BhVa4OaxA48LdQ@mail.gmail.com>
MD5: 146737954ef75703277fde664a2c941c
Attachments: invite.ics

You're not on this invitation and neither is Dan. With the title referring to OAS space I'm wondering if the topic of conversation is wider than presenting the draft Administrator Suite plans. Do you know?

---------- Forwarded message ----------
From: **Emily Murphy - A** <emily.murphy@gsa.gov>
Date: Fri, Oct 27, 2017 at 4:42 PM
Subject: Invitation: Emily/Jack/Tony to meet with Cynthia to discuss OAS space @ Tue Oct 31, 2017 12pm - 12:30pm (robert.riddle@gsa.gov)
To: robert.riddle@gsa.gov, jack.stjohn@gsa.gov, bob.stafford@gsa.gov, tony.costa@gsa.gov, cynthia.metzler@gsa.gov
Cc: latonia.williams@gsa.gov

more details »

Emily/Jack/Tony to meet with Cynthia to discuss OAS space

When	Tue Oct 31, 2017 12pm – 12:30pm Eastern Time
Where	6151 (map)
Calendar	robert.ridd e@gsa.gov
Who	emily.murphy@gsa.gov - organizer carla.virgilio@gsa.gov - creator jack.stjohn@gsa.gov bob.stafford@gsa.gov tony.costa@gsa.gov robert.riddle@gsa.gov cynthia.metzler@gsa.gov latonia.williams@gsa.gov - optional

Going? **Yes** - **Maybe** - **No** more options »

Invitation from Goog e Ca endar
You are receiving this email at the account robert.riddle@gsa.gov because you are subscribed for invitations on calendar robert.riddle@gsa.gov.

To stop receiving these emails, please log in to https://www.google.com/calendar/ and change your notification settings for this calendar.

Forwarding this invitation could allow any recipient to modify your RSVP response. Learn More.

--

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mobile: (b) (6) [redacted] • VOIP: 703.603.8265 • fax: 703.605.2615

Subject: Re: Updated furniture 'hold' list
Date: Wed, 25 Oct 2017 15:27:09 -0400
From: Juan Ward - WQSCB <juan.ward@gsa.gov>
To: Robert Riddle - H1BD <robert.riddle@gsa.gov>
Message-ID: <CA+WJtfpHuu6hL_-XWbZeaY+=nVxsDT0cidB5NNEg==iDM1f2Cg@mail.gmail.com>
MD5: f3ce22b7fe7b70fe81bbb5f16556b987
Attachments: 20171024_105434.jpg ; 20171024_105422.jpg ; 20171024_105408.jpg

Robert,

We got this piece in the other day. The finish is slightly lighter than the other wood items you selected. The dimensions are H - 46" L - 60" W - 28".

It has a slight chip in the back and it isn't necessarily traditional. Here are some pictures. I was thinking it might work for the 70" T.V.

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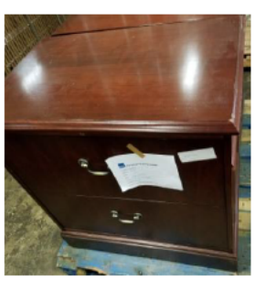

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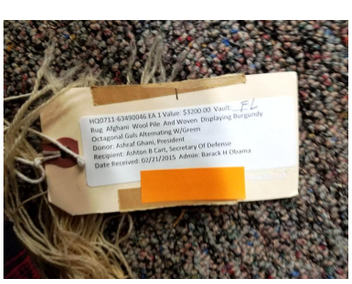

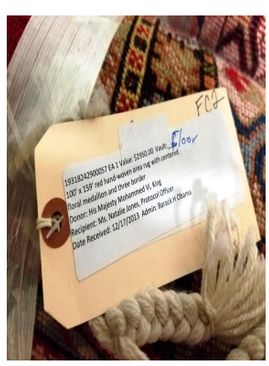

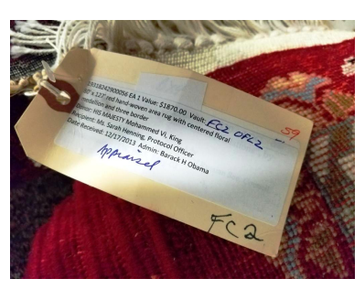

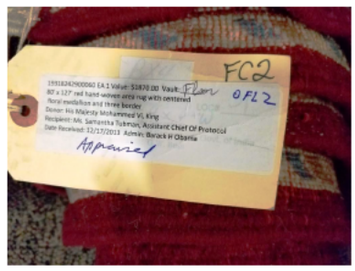

We can release the conference table, the desks (we found alternatives) and the remaining credenzas back into your open stock.

We still need to find:

some wood top for adjustable-height table; apx 30x42 or 48 (maybe an old coffee table otherwise damaged?)

credenza 36-42" high by 66-74"+ long, to support a 70" television on stand OR some kind of block or support to raise a TV above 29" credenza height

any historically compatible, high quality desk lamps, table lamps, and floor lamps

I think that's everything, until we hear more next week. Thanks again!

Robert

--

Robert R. Riddle

Workplace Strategist, NCIDQ (#25228)

Workplace Services Division, Office of Administrative Services
General Services Administration
1800 F Street NW Washington, D.C. 20405-0001

mobile: (b) (6) • VOIP: 703.603.8265 • fax: 703.605.2615

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Juan G. Ward, CPPS
Property Disposal Specialist
GSA Personal Property Center
6808 Loisdale Rd., Bldg. A, Ste 1
Springfield, VA 22150
(703) 605-9316 Office
(703) (b) (6) Cell

Subject: Re: Ready to get on George's calendar!
Date: Tue, 31 Oct 2017 07:00:14 -0400
From: Lisa Campbell - H1BD <lisa.campbell@gsa.gov>
To: Robert Riddle - H1BD <robert.riddle@gsa.gov>, "Daniel Miller, (PACB)" <daniel.s.miller@gsa.gov>
Message-ID: <CALe1gQqv9XDqA=c0Ciuj7cN2hR_UCLE6rL5+R=ebqSj7-X75QA@mail.gmail.com>
MD5: 41bab5c5335db2540f1b86ba7a5c3ada
Attachments: FurnitureArtWorkshopQuote.pdf

Dan, can you make a note of this non-supply charge that we'll be paying for the Administrator's suite so it does not count against the WPS 1800F budget? I'll have one of my credit card holders pay for it.

Lisa M. Campbell
Director
DC Workplace Services Division (CO and NCR)
Office of Administrative Services
571-436-6250

On Mon, Oct 30, 2017 at 1:01 PM, Robert Riddle - H1BD <robert.riddle@gsa.gov> wrote:

Lisa,

Attached is the vendor's quote for furniture repair. Can we get it in the pipeline now, given Dan's message of Friday afternoon that we should have the go-ahead tomorrow?

Robert

On Mon, Oct 30, 2017 at 12:47 PM, George & Carolyn Furniture Art Workshop LLC <furnitureartworkshop@verizon.net> wrote:

Hi Robert,

P ease see the attached estimate and et me know if you have any questions.

Thank you,

Caro yn Rai ey
Furniture Art Workshop LLC
934 Parkey Road / Gambri s, MD 21054-1045
Phone & Fax 301-621-0731
furnitureartworkshop@verizon.net
----- Original Message -----
From: Robert Riddle - H1BD
To: furnitureartworkshop@verizon.net
Cc: Lisa Campbell
Sent: Monday, October 30, 2017 11:42 AM
Subject: Ready to get on George's calendar!

Good morning --

We spoke by phone last month ago about getting George and a helper into our office for wood touch-up work on a collection of executive furniture. I've attached a collection of photos of the items.

I'm meeting with the nominee for GSA Administrator tomorrow for a final review of the proposed furnishings, and would like to be ready for action if we get approval to move ahead, as expected.

Based on the number of items for touch-up and the possible amount of work involved, we had talked about two men for five to eight hours and a single trip charge.

What do you require, to get us on your schedule, including how many days' advance notice? I need this information today, if you can, so I can present the anticipated schedule.

How quickly could you send us a written proposal with billing information, so I can get our procurement folks ready with credit card payment information?

Finally, although this effort is to furnish our chief executive office, everyone is aware that the furniture is being re-used, much of it salvaged from a warehouse; therefore, to be very clear, museum-quality restoration is not requested. We're just looking for George's usual fill and color touch-up work (and not work that needs to be removed for restoration).

If you have any questions, please email or, the best number to reach me, call on (b) (6) [redacted]

Thank you!
Robert

--

Robert R. Riddle

Workplace Strategist, NCIDQ (#25228)

Workplace Services Division, Office of Administrative Services
General Services Administration
1800 F Street NW Washington, D.C. 20405-0001

mobile: (b) (6) [redacted] • VOIP: 703.603.8265 • fax: 703.605.2615

--

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mobile: (b) (6) [redacted] • VOIP: 703.603.8265 • fax: 703.605.2615

Subject: Re: Updated furniture 'hold' list
Date: Tue, 31 Oct 2017 13:42:29 -0400
From: Robert Riddle - H1BD <robert.riddle@gsa.gov>
To: Juan Ward - WQSCB <juan.ward@gsa.gov>
Message-ID: <CAMcquYA+VuvfR9Q-RfftUN_qT85svGmHf9ep6KJ_tVpgSnK+Qg@mail.gmail.com>
MD5: 3a0a73cb34002b303df7170c04150a0d

Juan,

We finally met the the Administrator-nominee this afternoon. Two topics:

1. She would like to use a sofa and two club chairs (rather than the pieces we proposed from on site here). Do you have any currently available, in good condition? At least the chairs should match.

2. We want schedule pickup of the pieces on hold. What are the parameters we need to know (scheduling, pick up time window, handling limitations, how much time to plan for, and can we pick up the carpets on the same trip)? Lisa is working on scheduling a truck and we'd like to come out Thursday or Friday of this week.

Robert

On Wed, Oct 25, 2017 at 4:17 PM, Juan Ward - WQSCB <juan.ward@gsa.gov> wrote:

No problem Robert. Will do!

On Wed, Oct 25, 2017 at 4:14 PM, Robert Riddle - H1BD <robert.riddle@gsa.gov> wrote:

Juan this will work -- it's better than having nothing set aside for the need.

So please hold it with the other items, and if something more traditional comes in we can swap for it. Thank you!

Robert

On Wed, Oct 25, 2017 at 3:27 PM, Juan Ward - WQSCB <juan.ward@gsa.gov> wrote:

Robert,

We got this piece in the other day. The finish is slightly lighter than the other wood items you selected. The dimensions are H - 46" L - 60" W - 28".

It has a slight chip in the back and it isn't necessarily traditional. Here are some pictures. I was thinking it might work for the 70" T.V.

On Fri, Oct 20, 2017 at 11:32 AM, Robert Riddle - H1BD <robert.riddle@gsa.gov> wrote:

Thanks Juan!

I'm guessing if you have come across the credenza and wood top we need for Administrator's suite, you

would have let me know. If it would help to come out again I can.

a wood top for adjustable-height table; apx 30x42 or 48 (maybe an old coffee table otherwise damaged?)

credenza 36-42" high by 66-74"+ long, to support a 70" television on stand OR some kind of block or support to raise a TV above 29" credenza height

any historically compatible, high quality desk lamps, table lamps, and floor lamps

On Fri, Oct 20, 2017 at 10:33 AM, Juan Ward - WQSCB <juan.ward@gsa.gov> wrote:

Robert,

We did have a few of those Varidesk, but they have all been acquired. I will keep a look out for those adjustable desk/tables. As far as the items on hold, they are still there.

I will let you know if I find the adjustable desks.

On Thu, Oct 19, 2017 at 3:50 PM, Robert Riddle - H1BD <robert.riddle@gsa.gov> wrote:

Juan,

As you probably know a hearing for nominee confirmation was held yesterday. Our office is still on hold, waiting for feedback as to when to move ahead with the furnishing request. (It won't affect what you're holding but I just revised our presentation, based on new feedback, this morning). We may have more definite info in the next week or two.

This afternoon I got a separate request for desktop sit-stand mechanisms, and recall you mentioned there were some at the warehouse, this time last month.

standing-desk-varidesk-pro-plus-30.jpg

If you still have Varidesk on hand (or similar, such as another small adjustable-height table), please let me know. I can find immediate homes for three.

Thanks!
Robert

On Mon, Oct 2, 2017 at 4:44 PM, Juan Ward - WQSCB <juan.ward@gsa.gov> wrote:
Robert,

I will continue to hold the items that you have indicated on this email. In addition, I will release the

other items on hold.

Please keep me informed as to the the timeline of the date you will need these items. We can discuss the logistics then. Also,
I will continue to keep an eye out for the addition item on your wishlist.

Thanks again.

On Fri, Sep 29, 2017 at 6:21 PM, Robert Riddle - H1BD <robert.riddle@gsa.gov> wrote:

Juan,

Thank you very much for all your help with this project. Monday morning, I'll be presenting the proposed solutions and collected furniture to the Deputy Administrator.

Meanwhile we can update the things we have on hold. In the plan we're proposing, I've been able to use:

quantity of two 2-drawer lateral files:

the adjustable-height base:

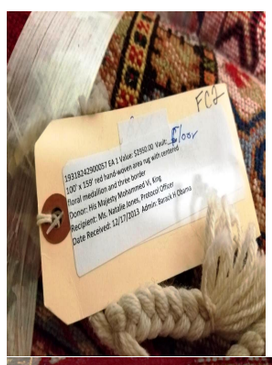
the glass-front bookcase:

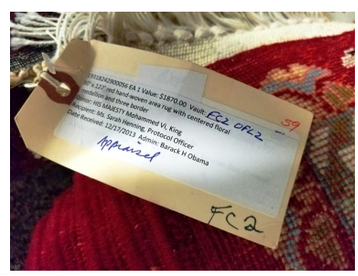
40" long console table to support a 40" television

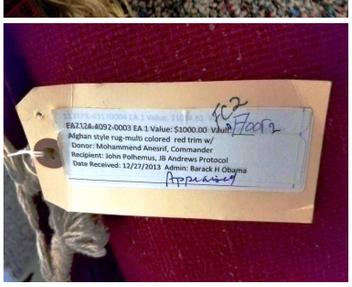
black leather / vinyl arm chairs (and maybe also the love seat, depending on choices they make):

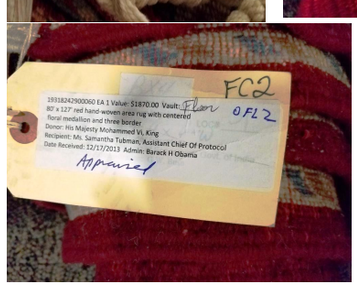
one credenza -- in case it's the only option for supporting the long TV:

5 carpets:









We can release the conference table, the desks (we found alternatives) and the remaining credenzas back into your open stock.

We still need to find:

some wood top for adjustable-height table; apx 30x42 or 48 (maybe an old coffee table otherwise damaged?)

credenza 36-42" high by 66-74"+ long, to support a 70" television on stand OR some kind of block or support to raise a TV above 29" credenza height

any historically compatible, high quality desk lamps, table lamps, and floor lamps

I think that's everything, until we hear more next week. Thanks again!

Robert

--

Robert R. Riddle

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--

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--

Juan G. Ward, CPPS
Property Disposal Specialist
GSA Personal Property Center

Subject: Re: Updated furniture 'hold' list
Date: Tue, 3 Oct 2017 14:33:39 -0400
From: Juan Ward - WQSCB <juan.ward@gsa.gov>
To: Robert Riddle - H1BD <robert.riddle@gsa.gov>
Cc: Lisa Campbell <lisa.campbell@gsa.gov>
Message-ID: <CA+WJtfpYt4uh6J4=DDwD_57eN-49cfsRk-VSPhaTdrcfQK4hmg@mail.gmail.com>
MD5: 6528a3f6e7e700ea011046447d215e43

No problem. I'll keep looking.

Thanks,

On Tue, Oct 3, 2017 at 2:30 PM, Robert Riddle - H1BD <robert.riddle@gsa.gov> wrote:

Agreed and thank you. But it's not compatible with the historic style of the Administrator's Suite.

On Tue, Oct 3, 2017 at 2:24 PM, Juan Ward - WQSCB <juan.ward@gsa.gov> wrote:

Robert,

This is a floor lamp that I thought you might like for the space. We don't have a great selection of lamps, but this one is pretty unique.

Let me know if you want me to hold on to it.

Thanks,

On Tue, Oct 3, 2017 at 12:04 PM, Robert Riddle - H1BD <robert.riddle@gsa.gov> wrote:

Juan,

Since we had discussed that the carpets don't move rapidly, we didn't tag any. Please let me know if you need anything more from us, to ensure those are held for the project.

Yesterday we met with the acting Deputy Administrator, who will be polling the senior leadership team about next steps. We should know more in the next week or two, on timing for beginning to move ahead, and will keep you posted.

Even if we get a 'green light' that quickly, there will be a lot to coordinate -- including procurement: carpet pads (must be in place first), wood furniture repairman, etc -- before we'll be ready to move furniture from Franconia. Thanks a lot!

Robert

On Mon, Oct 2, 2017 at 4:44 PM, Juan Ward - WQSCB <juan.ward@gsa.gov> wrote:
Robert,

I will continue to hold the items that you have indicated on this email. In addition, I will release the other items on hold.

Please keep me informed as to the the timeline of the date you will need these items. We can discuss the logistics then. Also,
I will continue to keep an eye out for the addition item on your wishlist.

Thanks again.

On Fri, Sep 29, 2017 at 6:21 PM, Robert Riddle - H1BD <robert.riddle@gsa.gov> wrote:

Juan,

Thank you very much for all your help with this project. Monday morning, I'll be presenting the proposed solutions and collected furniture to the Deputy Administrator.

Meanwhile we can update the things we have on hold. In the plan we're proposing, I've been able to use:

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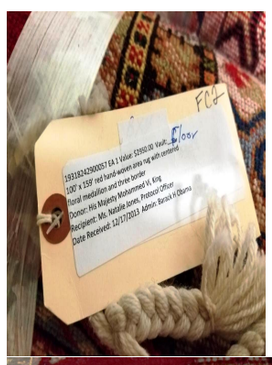
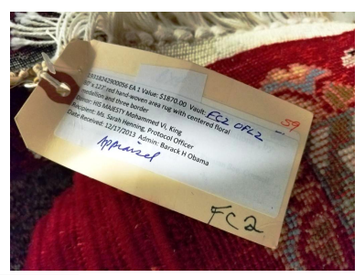
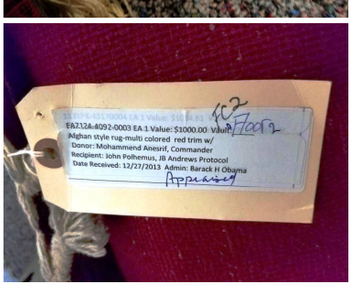
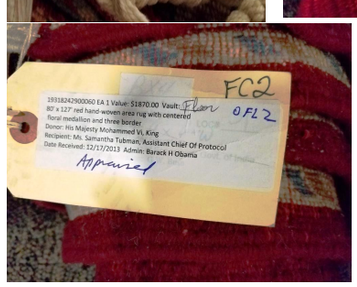
one credenza -- in case it's the only option for supporting the long TV:

5 carpets:









We can release the conference table, the desks (we found alternatives) and the remaining credenzas back into your open stock.

We still need to find:

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credenza 36-42" high by 66-74"+ long, to support a 70" television on stand OR some kind of block or support to raise a TV above 29" credenza height

Subject: Re: Preliminary, for review
Date: Wed, 4 Oct 2017 14:35:37 -0400
From: Robert Riddle - H1BD <robert.riddle@gsa.gov>
To: Bob Stafford - H <bob.stafford@gsa.gov>, Daniel S Miller - H1B <daniel.s.miller@gsa.gov>, Lisa Campbell - QA0C <lisa.campbell@gsa.gov>
Message-ID: <CAMcquYABiYqv1Bfr0iDd6o003mnwKMozjFtwd8VQusjfszLyKA@mail.gmail.com>
MD5: 5a1aa0a7875fa67eac07c86cf0ee0ef9
Attachments: Budget&Inventory.xlsx ; FurnishingHistoricAdministratorSuite_2017.09.27.pptx

I've just updated project cost estimates to incorporate potential costs suggested by Erik Simmons; attached. Also attached for your records is the updated version presented Monday.

Robert

On Mon, Oct 2, 2017 at 9:01 AM, Daniel S Miller - H1B <daniel.s.miller@gsa.gov> wrote:

Please bring at least 5 hard copies to the meeting. Thanks :)

Daniel S. Miller
Director, Office of Workplace Management and Services
GSA, Office of Administrative Services
Office/Cell: (b) (6)

"GSA's mission is to deliver the best value in real estate, acquisition, and technology services to government and the American people."
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On Fri, Sep 29, 2017 at 6:47 PM, Robert Riddle - H1BD <robert.riddle@gsa.gov> wrote:

The presentation is updated with changes we discussed Wednesday.

(b) (5)

The meeting invitation says 6th floor infill. To be prepared, are we presenting from a laptop or is the meeting likely to move to one of the Wing 1 conference rooms?

Robert

On Mon, Sep 25, 2017 at 2:00 PM, Cynthia Metzler - H <cynthia.metzler@gsa.gov> wrote:

Yes, lets have a briefing this week.

Cynthia A. Metzler
Chief Administrative Services Officer
General Services Administration

(202) 357-9697
(202) (b) (6) (cell)
cynthia.metzler@gsa.gov

On Mon, Sep 25, 2017 at 1:21 PM, Daniel S Miller - H1B <daniel.s.miller@gsa.gov> wrote:

Robert - Great work!

Cynthia/Bob - please let us know if you would like a briefing.

Daniel S. Miller
Director, Office of Workplace Management and Services
GSA, Office of Administrative Services
Office/Cell: (b) (6) [redacted]

"GSA's mission is to deliver the best value in real estate, acquisition, and technology services to government and the American people."
Learn more about GSA.

---------- Forwarded message ----------
From: **Robert Riddle - H1BD** <robert.riddle@gsa.gov>
Date: Thu, Sep 21, 2017 at 7:42 PM
Subject: Preliminary, for review
To: Daniel S Miller - H1AC <daniel.s.miller@gsa.gov>, Lisa Campbell <lisa.campbell@gsa.gov>

Dan --

Attached is a preliminary presentation for furniture configurations proposed for the historic suite.

The historic suite layouts are based on, first, existing power outlets, which both limit and dictate configurations; and second, furniture on-hand (both around 1800 F and tagged for this project at the Franconia warehouse).

Key considerations:

(b) (5) [redacted]

Thanks,
Robert

--

Subject: Wednesday work from home
Date: Tue, 10 Oct 2017 16:57:14 -0400
From: Robert Riddle - H1BD <robert.riddle@gsa.gov>
To: Lisa Campbell <lisa.campbell@gsa.gov>
Message-ID: <CAMcquYC7YBSB6mpnUd+-z9+nzg_Uq8TeD_wnJ7ztJMY9jn1CTw@mail.gmail.com>
MD5: feb2639d0746279880f71c8955143f60
Attachments: NCR ROB Space Survey notes.xlsx

Lisa,

Working off the large monitor at home helps move ahead quickly on the NCR ROB space documentation and questions, since I'm working with my spreadsheet, AutoCAD furniture drawings, and SDM space assignment drawings to complete survey documentation.

Today I have finished 4th and 5th floors and part of 6th -- **updated** (in-progress) **sheet attached** -- Unless you have an objection I will work again tomorrow from home in order to finish 6th floor and 7th, and will head to ROB Thursday, when I plan to work with Building Management to finish accessing areas I couldn't, before.

When you have an opportunity, I need your **Tenant Board contact names?** My next step, as we discussed last week, is to begin setting up meetings to review questions and requirements. Occupancies I know of are:

PBS -- (Thomas James, yes?)
FAS
OHRM
OSBU
OMA
GSA IT
Are there other groups there?

Thanks!
Robert

Photos: OAS share drive \\ecoh8s-fs01\CASO_Share$\CASO_Common\2_OAS Divisions\7_Internal Workplace Management\National Workplace Services Program\NCR ROB\2017.08 Space Survey\Photos

Autocad files: OAS share drive \\ecoh8s-fs01\CASO_Share$\CASO_Common\2_OAS Divisions\7_Internal Workplace Management\National Workplace Services Program\NCR ROB\ROB furniture drawings

Space assignment drawings: OAS share drive \\ecoh8s-fs01\CASO_Share$\CASO_Common\2_OAS Divisions\7_Internal Workplace Management\National Workplace Services Program\NCR ROB\Space Assignment drawings as of June 1 2017

On Fri, Oct 6, 2017 at 8:10 PM, Robert Riddle - H1BD <robert.riddle@gsa.gov> wrote:

Lisa,

Today I made a lot of progress detailing notes from my surveys. Because the absence of interruption today has been so helpful, I will plan to work from home Tuesday unless you have an objection. There is no appointment for which I need to be on site and I expect to be able to continue to move ahead more rapidly than I've been able to do when in the office, and losing time to commuting.

I'm working in Excel and will convert it to a Google doc when it's ready. Meanwhile, here's a preview, attached.

(When I'm done with my own notes, I'll look to ensure mine align with the copied tab of your conference list...to which I began adding some notes before developing the main, detailed, tab).

Robert

On Fri, Oct 6, 2017 at 4:48 PM, Lisa Campbell - H1BD <lisa.campbell@gsa.gov> wrote:

Thank you for your email. I am out of the office and will return on October 11th. I will be occasionally checking e-mail, but if you need immediate assistance, please e-mail 1800FTenantSupport@gsa.gov for Central Office issues and NCROAS@gsa.gov for NCR issues.

Please do not forward parking inquiries related to open season to those addresses. I will reply to the parking e-mails myself.

--

Lisa M. Campbell
Director
DC Workplace Services Division (CO and NCR)
Office of Administrative Services
571-436-6250

--

Robert R. Riddle

Workplace Strategist, NCIDQ (#25228)

Workplace Services Division, Office of Administrative Services
General Services Administration
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mobile: (b) (6) [redacted] • VOIP: 703.603.8265 • fax: 703.605.2615

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Robert R. Riddle

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General Services Administration
1800 F Street NW Washington, D.C. 20405-0001

mobile: (b) (6) [redacted] • VOIP: 703.603.8265 • fax: 703.605.2615

Subject: Follow up
Date: Fri, 29 Sep 2017 18:55:40 -0400
From: Robert Riddle - H1BD <robert.riddle@gsa.gov>
To: Erik Simmons <erik.simmons@gsa.gov>
Message-ID: <CAMcquYByDC2BMhLKStd9ovJi3LtTEGMk2fckeGVLUeF3aDt8YQ@mail.gmail.com>
MD5: d3036430c0d9c78ac8d9b4bfabc18ab9
Attachments: FurnishingHistoricAdministratorSuite_2017.09.27.pptx

Erik,

Attached is info about what we're presenting to Tony Costa Monday morning.

Particularly, please check out floor plans on pages 4 and 5, denoting where we'll have a TV and where the computer is likely to be.

See also page 11: we'll have the TV on the piece of furniture on the south wall (bottom end of plan).

Finally, please note page 12. This alternate option will require relocation of a single suspended speaker (as well as relocation of sprinkler heads and AC work above the ceiling).

So, like we discussed, in if there's anything AV or computer-related we need to highlight in Monday's conversation, particularly if you foresee costs associated with what's shown here, please weigh in. Thank you!

Robert

--

Robert R. Riddle

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General Services Administration
1800 F Street NW Washington, D.C. 20405-0001

mobile: (b) (6) [redacted] • VOIP: 703.603.8265 • fax: 703.605.2615

Subject: Fwd: Table for TV
Date: Wed, 27 Sep 2017 15:25:00 -0400
From: Robert Riddle - H1BD <robert.riddle@gsa.gov>
To: Juan Ward - WQSCB <juan.ward@gsa.gov>
Message-ID: <CAMcquYCmwAcNJdA+qqrcn4VTauTsgVBu3nOYRSCLNrx2Vv2OFA@mail.gmail.com>
MD5: 72b7bcd8ab3c633eb7d39452e701b488
Attachments: IMG_0048.JPG ; IMG_0049.JPG ; IMG_0050.JPG ; IMG_0051.JPG ; NoName_1

Forgot to cc you!

---------- Forwarded message ----------
From: **Robert Riddle - H1BD** <robert.riddle@gsa.gov>
Date: Wed, Sep 27, 2017 at 3:24 PM
Subject: Fwd: Table for TV
To: Lisa Campbell <lisa.campbell@gsa.gov>

Juan -- this is perfect! Please tag it for our project. Thank you.

I've just met with OAS leadership and, after completing some amendments to our plans, I'll send you a final list -- a few of the items we have on hold can be released.

Lisa, I'll plan to use the table below to support the TV in the Chief of Staff's office. It's too short for a 70" TV for the Administrator's suite.

We're still looking for something high enough for the larger TV...

Robert

---------- Forwarded message ----------
From: **Juan Ward - WQSCB** <juan.ward@gsa.gov>
Date: Wed, Sep 27, 2017 at 1:37 PM
Subject: Table for TV
To: robert.riddle@gsa.gov

Robert ,

Here are the pictures. The dimensions are 40"L x 25W x 30H.

Thanks,

Juan Ward

--

Robert R. Riddle

Workplace Strategist, NCIDQ (#25228)

Workplace Services Division, Office of Administrative Services
General Services Administration
1800 F Street NW Washington, D.C. 20405-0001

mobile: (b) (6) [redacted] • VOIP: 703.603.8265 • fax: 703.605.2615

--

Robert R. Riddle

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General Services Administration
1800 F Street NW Washington, D.C. 20405-0001

mobile: (b) (6) [redacted] • VOIP: 703.603.8265 • fax: 703.605.2615

Subject: Fwd: Table for TV
Date: Wed, 27 Sep 2017 15:24:34 -0400
From: Robert Riddle - H1BD <robert.riddle@gsa.gov>
To: Lisa Campbell <lisa.campbell@gsa.gov>
Message-ID: <CAMcquYDp4e9YOQ0jaPZxE9PGe46f6295mYyCWv1OvKznqxVf4g@mail.gmail.com>
MD5: 67cccfb54ebc5743467e513d5d52204d
Attachments: IMG_0048.JPG ; IMG_0049.JPG ; IMG_0050.JPG ; IMG_0051.JPG ; NoName_1

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Date: Wed, Sep 27, 2017 at 1:37 PM
Subject: Table for TV
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Workplace Services Division, Office of Administrative Services
General Services Administration
1800 F Street NW Washington, D.C. 20405-0001

mobile: (b) (6) • VOIP: 703.603.8265 • fax: 703.605.2615

Subject: Re: Preliminary, for review
Date: Tue, 26 Sep 2017 17:08:35 -0400
From: Robert Riddle - H1BD <robert.riddle@gsa.gov>
To: Daniel S Miller - H1B <daniel.s.miller@gsa.gov>
Cc: Lisa Campbell <lisa.campbell@gsa.gov>
Message-ID: <CAMcquYDr2xX73Ug_VhLrjvR=p7zzRUJFP2_qLXwn7JvEXG2nOQ@mail.gmail.com>
MD5: 9cb20564749a2c8a8a21042cedf632e8
Attachments: FurnishingHistoricAdministratorSuite_2017.09.26.pptx ; Budget&Inventory.xlsx

New configuration is shown in the revised presentation, attached, along with revised budget.

Lisa, we need to validate whether we have to order additional workstation parts -- recollecting that the BPA ends in November -- or, confirm that we have the necessary inventory to build 72" long workstations as shown.

Thanks!

On Tue, Sep 26, 2017 at 9:55 AM, Daniel S Miller - H1B <daniel.s.miller@gsa.gov> wrote:

Great. We should plan to have the 6 workstations adjustable height. I believe Lisa is getting some new bases that we can use.

Thanks :)

Daniel S. Miller
Director, Office of Workplace Management and Services
GSA, Office of Administrative Services
Office/Cell: (b) (6) [redacted]

"GSA's mission is to deliver the best value in real estate, acquisition, and technology services to government and the American people."
Learn more about GSA.

On Tue, Sep 26, 2017 at 9:25 AM, Robert Riddle - H1BD <robert.riddle@gsa.gov> wrote:

Six of our standard workstations should easily fit.

That vestibule space is currently empty. In the plan already shared, the concept shows a waiting area, extension of the Chief of Staff's office. I will update that.

On Sep 26, 2017 8:04 AM, "Daniel S Miller - H1B" <daniel.s.miller@gsa.gov> wrote:

Robert - Please update the staff area in front of the Administrator's suite to include 5 workstations (6 if possible). We should also look at the room directly outside this area to use as a waiting room with soft seating - not sure if it's already outfitted or not.

Thanks.

Suggestion below:

Daniel S. Miller
Director, Office of Workplace Management and Services
GSA, Office of Administrative Services
Office/Cell: (b) (6) [redacted]

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Learn more about GSA.

On Thu, Sep 21, 2017 at 7:42 PM, Robert Riddle - H1BD <robert.riddle@gsa.gov> wrote:

Dan --

Attached is a preliminary presentation for furniture configurations proposed for the historic suite.

The historic suite layouts are based on, first, existing power outlets, which both limit and dictate configurations; and second, furniture on-hand (both around 1800 F and tagged for this project at the Franconia warehouse).

Key considerations:

(b) (5)

Thanks,
Robert

--

Robert R. Riddle

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General Services Administration
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--

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General Services Administration
1800 F Street NW Washington, D.C. 20405-0001

mobile: (b) (6) • VOIP: 703.603.8265 • fax: 703.605.2615

Subject: Re: Preliminary, for review
Date: Mon, 2 Oct 2017 10:28:52 -0400
From: Robert Riddle - H1BD <robert.riddle@gsa.gov>
To: Lisa Campbell - H1BD <lisa.campbell@gsa.gov>
Message-ID: <CAMcquYBvqNaKe8y4mny1bx3MiizxEKQY4=jpdbTcLq4WUWSaag@mail.gmail.com>
MD5: f766c5c0a9ed0c3f6beceda4db3faa6f
Attachments: FurnishingHistoricAdministratorSuite_2017.09.27.pptx

On Mon, Oct 2, 2017 at 10:01 AM, Lisa Campbell - H1BD <lisa.campbell@gsa.gov> wrote:

ok. Let's try to get there a few minutes early. 6128 has a 70" flatscreen with an HDMI cable. It's an add on room so the AV's not built in.

Lisa M. Campbell
Director
DC Workplace Services Division (CO and NCR)
Office of Administrative Services
571-436-6250

On Mon, Oct 2, 2017 at 8:39 AM, Robert Riddle - H1BD <robert.riddle@gsa.gov> wrote:

I may need your help with the TV to computer connection, because I find the AV in Wing 1 rooms harder to set up.

On Oct 2, 2017 6:38 AM, "Lisa Campbell - H1BD" <lisa.campbell@gsa.gov> wrote:

I'd expect that the meeting will need to be held in a 6100 conference room because there will be too many people for one of the infill rooms.

Lisa M. Campbell
Director
DC Workplace Services Division (CO and NCR)
Office of Administrative Services
571-436-6250

On Fri, Sep 29, 2017 at 6:47 PM, Robert Riddle - H1BD <robert.riddle@gsa.gov> wrote:

The presentation is updated with changes we discussed Wednesday.

(b) (5)

The meeting invitation says 6th floor infill. To be prepared, are we presenting from a laptop or is the meeting likely to move to one of the Wing 1 conference rooms?

Robert

On Mon, Sep 25, 2017 at 2:00 PM, Cynthia Metzler - H <cynthia.metzler@gsa.gov> wrote:

Yes, lets have a briefing this week.

Cynthia A. Metzler
Chief Administrative Services Officer
General Services Administration

(202) 357-9697
(202) (b) (6) *(cell)*
cynthia.metzler@gsa.gov

On Mon, Sep 25, 2017 at 1:21 PM, Daniel S Miller - H1B <daniel.s.miller@gsa.gov> wrote:

Robert - Great work!

Cynthia/Bob - please let us know if you would like a briefing.

Daniel S. Miller
Director, Office of Workplace Management and Services
GSA, Office of Administrative Services
Office/Cell: (b) (6)

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Learn more about GSA.

---------- Forwarded message ----------
From: **Robert Riddle - H1BD** <robert.riddle@gsa.gov>
Date: Thu, Sep 21, 2017 at 7:42 PM
Subject: Preliminary, for review
To: Daniel S Miller - H1AC <daniel.s.miller@gsa.gov>, Lisa Campbell <lisa.campbell@gsa.gov>

Dan --

Attached is a preliminary presentation for furniture configurations proposed for the historic suite.

The historic suite layouts are based on, first, existing power outlets, which both limit and dictate configurations; and second, furniture on-hand (both around 1800 F and tagged for this project at the Franconia warehouse).

Key considerations:

(b) (5)

(b) (5) [redacted]

Thanks,
Robert

--

Robert R. Riddle

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General Services Administration
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--

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--

Robert R. Riddle

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Workplace Services Division, Office of Administrative Services
General Services Administration
1800 F Street NW Washington, D.C. 20405-0001

mobile: (b) (6) [redacted] • VOIP: 703.603.8265 • fax: 703.605.2615

Subject: Re: End-of-Year Stuff
Date: Thu, 26 Oct 2017 16:48:16 -0400
From: David Harrity - IDI <david.harrity@gsa.gov>
To: Debra Anne - IDIHM <debra.anne@gsa.gov>
Cc: Patrick Kiser - IDIEA <patrick.kiser@gsa.gov>, "Joey Yousufzai (PGAC-C)" <joey.yousufzai@gsa.gov>, Erik Simmons <erik.simmons@gsa.gov>
Message-ID: <CALa=BAb7=p6ccR-QBOG6aMrG9qy_y4iT9dMfxAQWFVtMu_xN=w@mail.gmail.com>
MD5: 31325370d98c46f2644ce75a3489b957

Joey

Okay, after "delivery" when would be a good internal estimate for delivery to the customer (the A-Suite). I don't want to state 11-6 if it takes several days to release.

David Harrity

Associate Chief Information Officer for
Enterprise Infrastructure & Operations (IDI)
GSA IT (OCIO)

(202) 969-7269 | desk

(b) (6) [redacted] | mobile

On Thu, Oct 26, 2017 at 12:36 PM, Debra Anne - IDIHM <debra.anne@gsa.gov> wrote:

David - Estimated delivery date is 11/06/17

Thank you,
Debbie Anne
GSA IT - Hosting Services (IDIHM)
(202) 694-2951 Office
(b) (6) [redacted] Mobile

On Wed, Oct 25, 2017 at 1:34 PM, Debra Anne - IDIHM <debra.anne@gsa.gov> wrote:

David - The monitors were order 10/16 from Dell. They had a 36 business day lead time. I have asked SAIC to find out if they've shipped or when they will ship.

They will ship to:

Joey Yousufzai

1800 F. St. NW. Room G035

Washington, DC 20405

Thank you,
Debbie Anne
GSA IT - Hosting Services (IDIHM)
(202) 694-2951 Office
(b) (6) [redacted] Mobile

On Wed, Oct 25, 2017 at 11:58 AM, David Harrity - IDI <david.harrity@gsa.gov> wrote:

Do you know?

David Harrity

Associate Chief Information Officer for
Enterprise Infrastructure & Operations (IDI)
GSA IT (OCIO)

(202) 969-7269 | desk

(b) (6) [redacted] | mobile

---------- Forwarded message ----------
From: **David Shive - I** <david.shive@gsa.gov>
Date: Wed, Oct 25, 2017 at 2:10 PM
Subject: Re: End-of-Year Stuff
To: David Harrity - IDI <david.harrity@gsa.gov>

Thanks. Please have someone reach out to the vendor to get an ETA on the monitors and let me know.

David Shive
Chief Information Officer
U.S. General Services Administration(202) 501-6468
david.shive@gsa.gov

On Wed, Oct 25, 2017 at 1:39 PM, David Harrity - IDI <david.harrity@gsa.gov> wrote:

> Docking Stations - installed today for A-Suite; Monitors are ordered but not in yet.All iPads w/ Verizon service are issued, Tim Horne did return his AT&T version of the iPad.

David Harrity

Associate Chief Information Officer for
Enterprise Infrastructure & Operations (IDI)
GSA IT (OCIO)

(202) 969-7269 | desk

(b) (6) [redacted] | mobile

On Wed, Oct 25, 2017 at 12:59 PM, David Shive - I <david.shive@gsa.gov> wrote:

Status please.....

Chief Information Officer
U.S. General Services Administration

Begin forwarded message:

From: Cynthia Metzler - H <cynthia.metzler@gsa.gov>
Date: October 25, 2017 at 11:29:07 AM EDT
To: Tony Costa - AG <tony.costa@gsa.gov>, "Daniel Miller (PACB)" <daniel.s.miller@gsa.gov>, "Bob Stafford (PAC)" <bob.stafford@gsa.gov>

Cc: David Shive - IO <david.shive@gsa.gov>
Subject: Re: End-of-Year Stuff

Veridesks will be here October 26. We have extra TVs. The rest of these items, Dave said IT was handling.

Hope this helps.

Cynthia A. Metzler
Chief Administrative Services Officer
General Services Administration

(202) 357-9697
(b) (6) ***(cell)***
cynthia.metzler@gsa.gov

On Wed, Oct 25, 2017 at 10:53 AM, Tony Costa - AG <tony.costa@gsa.gov> wrote:

Just was asked about the status of our end-of-year stuff - TV, cable for TV, stand-up desk, IPads, Ipad cell service, and monitors.

T

Tony Costa
(b) (6)

Subject: Fwd: Follow up
Date: Mon, 2 Oct 2017 07:23:11 -0400
From: Erik Simmons - IDRC <erik.simmons@gsa.gov>
To: David Wright <david.wright@intcomcon.com>
Message-ID: <CAHSmZ=+P_9CjTjWT5_316U2HY83D6BmYo6GbLbhYPwS6OoBXFA@mail.gmail.com>
MD5: 384539edb01663c66baf2688c9c759ff
Attachments: FurnishingHistoricAdministratorSuite_2017.09.27.pptx

FYI
---------- Forwarded message ----------
From: **Erik Simmons - IDRC** <erik.simmons@gsa.gov>
Date: Mon, Oct 2, 2017 at 6:24 AM
Subject: Fwd: Follow up
To: Anne Marie Davis <annemarie.davis@gsa.gov>, Sherry Payne <sherry.payne@gsa.gov>

FYI

---------- Forwarded message ----------
From: **Robert Riddle - H1BD** <robert.riddle@gsa.gov>
Date: Fri, Sep 29, 2017 at 6:55 PM
Subject: Follow up
To: Erik Simmons <erik.simmons@gsa.gov>

Erik,

Attached is info about what we're presenting to Tony Costa Monday morning.

Particularly, please check out floor plans on pages 4 and 5, denoting where we'll have a TV and where the computer is likely to be.

See also page 11: we'll have the TV on the piece of furniture on the south wall (bottom end of plan).

Finally, please note page 12. This alternate option will require relocation of a single suspended speaker (as well as relocation of sprinkler heads and AC work above the ceiling).

So, like we discussed, in if there's anything AV or computer-related we need to highlight in Monday's conversation, particularly if you foresee costs associated with what's shown here, please weigh in. Thank you!

Robert

--

Robert R. Riddle

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General Services Administration
1800 F Street NW Washington, D.C. 20405-0001

mobile: (b) (6) [redacted] • VOIP: 703.603.8265 • fax: 703.605.2615

Subject: plans for Administrator's Suite
Date: Fri, 27 Oct 2017 12:56:01 -0400
From: Cynthia Metzler - H <cynthia.metzler@gsa.gov>
To: "Jack St. John - AC" <jack.stjohn@gsa.gov>
Message-ID: <CAOYtU9Ceood9YEHEcqz77+drennZoSJwV3PQTmUFVnufv45CuA@mail.gmail.com>
MD5: f5140dc18de1ef7f4610eadcf1231fa4
Attachments: FurnishingHistoricAdministratorSuite_2017.10.25 (2).pptx

Jack, here are the draft plans for the Administrator's Suite. I will schedule a briefing with you and Emily.

Are you around later today to talk conferences?

Cynthia A. Metzler
Chief Administrative Services Officer
General Services Administration

(202) 357-9697
(202) 322.9291 (cell)
cynthia.metzler@gsa.gov