



National Cooperative Purchasing Alliance

Schedule of Charges:

Installation, Design & Project Management

NCPA Contract #07-57



inscape

work for tomorrow

Services - Installation

Movable Walls - Reform

Installation charges can vary based on project size, product mix and location - \$90.00 - \$120.00 per linear foot.

Value Added Products – Inscape System, Inscape Bench, Rockit, Office Specialty Filing & Storage, Seating

Terms and Conditions of Installation: Installation service is awarded at 10% - 29% of Net product price for standard installation.

The exact percentage is quoted at the task order level depending upon standard installation variables. Rates in excess of 29% may be permitted under contract when the Contracting Officer finds that “extraordinary circumstances” are present. See Appendix A (follows) for examples of standard installation variables and extraordinary circumstances.

Additional terms:

The end-user, or their contractors, may not change the awarded terms of the installation task (e.g. stop the in-stall, change the location). If an unforeseen installation issue arises that would change the scope or add cost, Inscape reserves the right to stop work and immediately consult the Contracting Officer.

This contains a perpetual offer, at the sole determination of the Contracting Office, for emergency product storage at the rate of 3% of product Net stored per month. Emergency product storage is defined as after the product is manufactured but is not able to be installed due to unforeseen end-user or building delay.

When required by the Scope of Work, but incidental to the overall furniture order, existing furniture reconfiguration and minor outside trade-work (e.g. small area carpet repair) is allowable as installation.

Connection of the furniture to the building power is the responsibility of the client

Appendix A – Installation Variables

Standard Variable Examples

Examples of installation variables that are considered standard but may necessitate a task quote at the higher end of the awarded rate range:

- Loading dock restrictions (limited dock access, size restrictions, no dock / street unload)
- Overly phased or piecemealed installation timeline or, conversely, overly compressed install timeline requiring multiple crews
- Requirement to work around other trades
- Restrictions on elevator use
- Lack of staging area
- Inscape required to acquire local systems furniture building permits
- Overly restrictive security requirements (extensive badging, line of sight supervision, mandatory escorting)
- Urban work in the business district of a major city (e.g. NY, LA, Chicago)
- Rural work more than 100 miles from an Authorized Inscape Dealer
- Requirement of Prevailing Wage
- Exact delivery time for less than full tractor-trailer load
- Storage of product off-site for less than 30 days
- Requirement for a US licensed truck driver for entering a military installation

Extraordinary Circumstances Examples

Extraordinary circumstances may necessitate a GSA schedule task quote at higher than the awarded rate. Any proposed work under extraordinary circumstances and must be reviewed and approved by the GSA Contracting Officer.

Examples include:

- Requirement of Union installers or the inclusion of other required tradesmen not part of Inscape's installer's personnel or subcontractors
- Requirement of installation during non-standard business hours. Standard business hours are defined as 7:00am to 7:00pm on days of standard government operation.
- Requirement of installation above the ground floor without the use of an elevator
- Installation in facilities located outside of the Continental United States

Services – Design (All Products)

Senior Interior Designer

Rate: \$68 per hour

Education: 4 year Bachelor's degree or 2 year degree with certification in Interior Design

Experience: 3+ years' experience working in the field of design or project management

Certification: NCIDQ (National Council for Interior Design Qualification), or equivalent, or 7+ years experience as an interior designer

Understanding: Extensive design theory for the office environment, project management theory, critical path timelines, current egress and ADA codes, the advantage of different types of office environments, change management, budget projections, and detailed familiarity with all Inscape furniture lines.

Responsibilities: Understanding and executing all aspects of commercial interior design from theory to application. The Senior Interior Designer is accountable for all technical facets of any project, including quality, and will have the ability to execute all elements of the scheduled design services.

Designer / Specifier

Rate: \$50 per hour

Education: 2 year degree with certification in Interior Design or 3+ years' of design experience

Experience: none

Certification: Certification in Interior Design or 1+ years' of direct design experience

Understanding: Extensive knowledge of Inscape product and its design application. Autocad and CAP

Responsibilities: Understanding and executing all aspects of office design and layout including drawing, specifying and creating proposals.

inscape

work for tomorrow

Services – Project Management (All Products)

Senior Project Manager

Rate: \$98 per hour

Education: 4 year Bachelor's degree

Experience: 3+ years' experience working in the field of design or project management for furniture, fixtures and equipment. And 1+ years' experience in running multi-task teams in executing large scale furniture contracts.

Certification: NCIDQ (National Council for Interior Design Qualification) or PMI - Project Management Institute Associate (or equivalent) or 7+ years of field P< Experience.

Understanding: Extensive project management theory for the office environment including critical path timelines, budget estimating and project tracking; understanding of how to organize and manage multiple tasks and sub-contractors simultaneously, knowledge of how to create and manage asset control systems; understanding of general Government contracting, FAR regulations and working on a DOD base; familiarity with LEED & environmental standards and detailed understanding of Inscape furniture lines.

Responsibilities: Understanding, leading and project managing all aspects of furniture related projects from conception, to quote, to installation to follow-up. Senior Project Manager is responsible for understanding and complying with all relevant GSA and Government regulations.

Project Manager

Rate: \$84 per hour

Education: 2 year Associate degree

Experience: none

Certification: NCIDQ / PMI or 1+ years' experience working in the field of project management for furniture, fixtures and equipment.

Understanding: Understanding of project management theory for the office environment including critical path timelines, budget estimating and project tracking; understanding of how to organize and manage multiple tasks and sub-contractors simultaneously; understanding of general government contracting, familiarity with LEED & environmental standards and detailed understanding on Inscape furniture lines.

Responsibilities: Understanding and project managing all aspects of furniture related projects. Project Manager is accountable for all technical facets of any project including timeline and final quality. Project Manager is responsible for understanding and complying with all relevant GSA and Government regulations.

inscape

work for tomorrow