



GENERAL SERVICES ADMINISTRATION
Federal Supply Service
Multiple Award Schedule
Furniture and Furnishings

GSA Terms and Conditions Inscope Inc.

Authorized Federal Supply Schedule Price List can be found at <https://myinscape.com/contracts/us-federal>

GSA Contract # **GS-03F-038DA**

Contract Period: December 22, 2015 - December 21, 2020;

Extended December 22, 2020 - December 21, 2025

Current to supplement number: 7

Business size: Small

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

On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order are available through GSA Advantage!, a menu-driven database system. The INTERNET address for GSA Advantage! is www.GSAAdvantage.gov.

Inscope Inc.

15 Tiffany Avenue

Jamestown NY 14701

Telephone: 716 665 6210

Email: GovTeam@myinscape.com

<https://myinscape.com/contracts/us-federal>

GSA Terms and Conditions of GS-03F-038DA

1.a **Special Item Numbers (SINs) Awarded:**

SIN	GSA Description	Inscope Line	Inscope Pricer
33721	Office Furniture	Systems, Bench, Storwal, Planna, Tables, Ergonomics, Office Specialty & Rockit	Inscope System, Office Specialty, Rockit Inscope Ergonomics
33721	Office Furniture	Installation, Project Management & Design	Terms & Conditions
OLM	Order Level Materials	All	All

1.b **Lowest Price Items:** N/A

1.c **Hourly Rate Description:**

GSA SIN	Labor Category	GSA Price /HR (Inclusive of IFF)
33721	Senior Interior Designer	\$68.00
33721	Designer/Specifier	\$50.00
33721	Senior Project Manager	\$98.00
33721	Project Manager	\$84.00

Note: For Installation services see items 19 & Appendix A

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 as 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 advantages of different types of office environments, change management, budget projections, and detailed familiarity with all Inscope furniture lines

Proficiencies: High computer literacy including Autocad, CAP, strong presentation ability

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 Inscope 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

1.c **Hourly Rate Description** (continued):

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 field PM 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 Inscope furniture lines.

Responsibilities: Understanding, leading and project managing all aspects of furniture related projects form conception, to quote, to installation to follow-up. Senior Project Manager is accountable for all technical and financial facets of any project including the final quality. 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 of Inscope 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.

2. **Maximum Order Threshold**

33721 - \$250,000

OLM - The cumulative value of OLM's in an individual task or delivery order cannot exceed 33.33% of the total value of the order.

Note: Orders accepted above the threshold, but with additional concessions granted.

3. **Minimum Order:** \$50.00 all SINS

4. **Geographic Area:** The 48 Contiguous States and Washington, DC (CONUS). Shipments for areas outside of CONUS (OCONUS) are to the embarkation point within CONUS.

5. **Points of Production:** Holland Landing, ON Canada & Jamestown, NY USA

6. **Discount Statement:** Prices listed in the GSA pricers are list. The current GSA list pricers may be found at <https://myinscape.com/contracts/us-federal>. To calculate net price, utilize the following awarded discount table:

SIN	Description	Single Order List Per SIN	GSA Discount
33721	Inscape System (includes planna & storwal, bench & tables) & Ergonomics	\$1 - \$50,000	73%
		\$50,001 - \$500,000	76%
		\$500,001 - \$1,190,500	79%
33721	Rockit	\$1 - \$50,000	72%
		\$50,001 - \$500,000	74%
		\$500,001 - \$1,033,100	75.80%
33721	Office Specialty	\$1 - \$11,000	70%
		\$11,000 - \$250,000	73%
		\$250,001 - \$1,042,000	76%

List tier is determined from total single order list price per SIN, not per line item. GSA orders may be combined to create a single order discount if they utilize the same destination, time of shipment, and are cross-referenced to one another. Once list discount is determined, each line item should be quoted at net.

*The MFC and GSA discounts are equivalent after rebate allowance, with MFC being FOB origin and GSA being FOB destination. MFC = Most Favored Customer

7. **Quantity Discounts:** Included in above discount chart.
8. **Payment Terms:** Net 30 days
9. **Government Credit Cards:** Accepted below and above the micro-purchase level. For requirements for use, see number 17.
10. **Foreign Items:** None.
- 11a. **Time of Delivery:** 90 days ARO. Orders conforming to routine commercial criteria may be accorded shorter lead times when possible. Orders which require delivery dates in excess of 35 days shall state “do ship prior to...” within the order.
- 11b. **Expedited Delivery:** In accordance with the Task Order when possible at no charge. However, expedited freight may incur an additional charge.
- 11c. **Overnight and 2 Day Delivery:** Not available
- 11d. **Urgent Requirements:** Contact Inscape to request a faster delivery via the “urgent requirement” clause. Additional costs may apply.
12. **F.O.B. Point:** Destination for all SINs. The delivery to the destination is defined as the shipping truck to the “Deliver To” loading dock per FAR 52.247-34. Installation, including unloading of the shipping truck, will require additional charges.
- 13a. **Ordering Address**
 Inscape Inc.
 15 Tiffany Avenue
 Jamestown NY 14701
 T: 716 665 6210
 GovTeam@MyInscape.com

- 13b. **Ordering procedures:** For supplies and services, the ordering procedures and information on Blanket Purchase Agreements (BPA's) are found in Federal Acquisition Regulation (FAR) 8.405-3.
14. **Payment Address:** Electronic Fund Transfer as listed in SAM is preferred, alternatively:
Inscape Inc.
15 Tiffany Avenue
Jamestown, NY 14701 USA
T: 905 836 7676
GovTeam@MyInscape.com
15. **Warranty Provision:** Standard commercial limited lifetime warranty as stated in each individual list pricer.
16. **Export Packing Charges:** Available and recommended for OCONUS delivery; additional price quoted upon each request.
17. **Terms and Conditions of Government Purchase Card Acceptance:** A signed credit card authorization form is required which may be requested from Govteam@MyInscape.com. The card number itself may be given by phone if preferred. Also required is a written statement of the part number and quantity of the items being ordered.
18. **Terms and Conditions of Rental, Maintenance, and Repair:** N/A
19. **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:
- Installation is available via SIN 33721 only when installing the awarded product SIN's of this contract.
 - The end-user, or their contractors, may not change the awarded terms of the installation task (e.g. stop the install, 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 SIN 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.
20. **Terms and Conditions of Repair Parts:** N/A
- 20a. **Terms and Conditions for Any Other Services:** N/A
21. **List of Service and Distribution Points:** All product is distributed from points of production. Services are executed by Inscape's local distribution partners located throughout CONUS as a sub-contractor to Inscape.

22. **List of Participating Dealers:** Contact Inscope at Govteam@myinscape.com

23. **Preventive Maintenance:** N/A

24a. **Special Environmental Attributes:** All awarded SINs for both Inscope System and Office Specialty are:

BIFMA Level: 3

SCS Indoor Advantage Gold: Indoor Air Quality

FSC Chain of Custody : Veneers

Toxics Reduction Plan: Annual Reports



24b. **Section 508 Compliance Information:** N/A

25. **Federal Identification Numbers:**

SAM UEI: LBNNURTP2C45

Tax Id: 51-0391804

Cage Code: 7Y1V3

Business Size: Small

Primary NAICS: 337214, 337215 & 337127

Primary PSC: 7110, 7195 & 7125

26. **System for Award Management (SAM), WAWF & ITSS:** Registered

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
- Inscope 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 Inscope 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 Inscope’s installer’s personnel or subcontractors
- Requirement of installation during non-standard business hours. Standard installation 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

Bench Marks

For the convenience of the Task Order Contracting Officer, we are voluntarily stating the following pricing bench-marks (non-contractual estimates).

Task: Full, typical installation service in Washington, DC with one or two of the above standard variables applying
for Inscope Systems (SIN 33721) = 19% of net product price
for Office Specialty (SIN 33721) = 15% of net product price
for mixed SINs = 17% of net product price