Workplace elements, LLC

We are inspired place makers who enhance the interior built environment with a focus on people, brand and culture.

Across multiple studios, elements provides a comprehensive portfolio of products and services. We combine our interiors expertise with construction capability and the collaborative, cross-functional process of human-centered design. This holistic approach creates a seamless experience and exceptional results for our clients.

- Business Furniture
- Customized Furniture Curation
- Environmental Graphic Design
- Ergonomic Solutions
- Floor Covering
- Human-Centered Consulting Services
- Lighting
- Manufactured Construction
- Mill-work
- Print Production of Art Design
- Speech Privacy
- Technical Project Development Service
- Technology Integration
- Textiles and Applied Materials
- Window Covering and Shades
- Workplace Accessories and Services

elements has a 30-year history in Denver and throughout the Colorado front-range. With over 70,000 square feet of warehouse and showroom space, elements employs its own designers, project managers, asset managers and service technicians. We work with numerous government agencies and commercial customers across the nation designing, project managing, installing and servicing furniture and furniture related products throughout the country.
What we do

Product & Services by Category

Project Services
- Test fits
- Thought starters
- Technical product application
- Project management
- Site verification
- Installation—national capabilities
- Punch list + warranty

Signage
- Digital
- Applied graphics
- Workstation + room
- Wayfinding
- Life + safety
- Large scale branding

Accessories
- Tableware—plates, silverware, stemware
- Artwork
- Decorative display
- Coat racks + hooks
- Ergonomic accessories

Human-Centered Design + Consulting
- Design research, partnered with DORIS
- Occupancy + utilization studies
- Visualization tools—renderings, VR/AR/MR, fly throughs
- Change management
- Visioning sessions + illustrative services
- Rapid prototyping

Workplace Services
- Asset + inventory management
- Cleaning services
- Moving services
- Workplace audit
- Ergonomic + wellness evaluations
- Furniture refurbishing + repair
- Rental furniture
- Technology disconnect + reconnect
- Disposition, liquidation, donation, recycle, landfill avoidance

Furniture
- Exclusive relationships, including with Knoll
- Custom ancillary design, engineering, production
- Custom workstations + private offices

Privacy Solutions
- Sound masking
- TURF acoustical ceiling + wall treatment
- Freestanding acoustical screens
- Phone booths + hoods
Product & Services by Category (con’t)

**Artwork + Environmental Graphics**
- Consulting
- Original + prints
- Printing—canvas, paper, film, glass, wood, acrylic, metal
- Routing
- Dimensional lettering

**Floor Covering**
- Carpet—broadloom + tile
- Resilient
- Ceramic tile
- Wood
- Polished concrete

**Applied Materials**
- Upholstery + reupholstery
- Drapery
- Wallcovering
- Film—standard + custom
- Shades—electronic + manual
- Pillows

**Technology Integration + AV**
- Monitors
- Collaboration technologies
- Sound systems
- Video conferencing
- Room scheduling
- Video walls

**Manufactured Construction**
- Modular parametric walls
- Operable walls
- Doors, frames, hardware
- Millwork + casework
- Modular power zoned electrical distribution
- Copper + PON networks
- Low profile raised access floor
- Wall + self-supporting ceiling structures
- Countertops—laminate + solid-surface
- Timber structures (Glulam/CLT)
- Living walls—biophilia

**Lighting**
- Desktop task
- Hanging pendants
- Floor lamps
- Table fixtures
Our Service Locations
Denver, CO – HQ
2501 Blake Street
Denver, CO 80205
(877) 454-2607 - toll free
(303) 471-4334 – local
(303) 471-4330 – fax

Contract Period: October 19, 2020 through October 18, 2025
GSA Contract Number: GS-47QSMA21D08N8
TIN # (FID #): 26-3359223
Designation: Woman Owned Small Business
DUNS: 82-854-5546
Cage Code: 58A82

website: www.workplaceelements.com

Contract Terms and Conditions

Federal Supply Service
Conditions of Sale
Special Item Numbers Accepted: 33721P
Packaged Offices and Conference Rooms
Contract Number: GS-47QSMA21D08N8

1. a. Special Item Number (S.I.N.): 33721P Packaged Office Furniture; Furniture and Furnishings

   b. Lowest priced model: Services only

   c. Contract Labor Rates:
      
      Furniture Installation:
      Furniture Installer, Lead - $34.00
      Furniture Installer - $29.50
      Project Management - $44.00

      elements will offer GSA a 20% to 22% discount below our MINIMUM service rates.
      elements will offer GSA a 32% to 37% discount below our MAXIMUM service rates.

      Warehousing:
      A rate of $1.81 per square foot or $80 per 44 sf bay for Warehousing Services up to $500 of the
      net purchase order. Warehousing Services over $500 will be negotiated on a case-by-case basis.

      Staging:
      A rate of 6% of the Net purchase order for staging services up to $500. Staging over $500 will be
      negotiated on a case-by-case basis.
**Site Preparation:**

Hourly rates of $40.00 (basic labor); $60.00 (Supervisor/Lead labor) and/or $85.00 (Technical labor) as may be required by the customer scope of work requirements, not to exceed 15% of the value of the Net product for Site Preparation services up to $500. Site Preparation Services over $500 will be negotiated on a case by case basis.

**Ancillary Services:**

Hourly rates of $40.00 (basic labor); $60.00 (Supervisor/Lead labor) and/or $85.00 (Technical labor) as may be required by the customer scope of work requirements, not to exceed 15% of the value of the Net product for Ancillary Services up to $500. Ancillary Services over $500 will be negotiated on a case by case basis.

2. **Maximum Order:** SIN 33721P
   As referenced in each Partner contract

3. **Minimum Order:**
   As referenced in each Partner contract

4. **Geographic Coverage:**
   Continental U.S. and the District of Columbia; Shipments for Alaska, Hawaii, Guam, Puerto Rico, etc. are FOB POE (Point of Embarkation)

5. **Points of Production:**
   Dallas, TX, East Greenville, PA, Bloomington, NJ, Commerce, CA, Cypress, CA, Comstock Park, MI, Compton, CA, Calhoun, GA, Muscatine, IA, Wayland, NY, LaGrange, GA High Point, NC, Denver, CO, Grand Rapids, MI, Muskegon, MI, Holland Landing, ON, Toronto, ON

6. **Prices shown are Government Net**
   GSA Discount from Price List

7. **Quantity Discounts:**
   As referenced in each Partner contract

8. **Prompt payment discount:**
   Net 30 Pay in Full

9. a. **Government Credit Card Accepted:**
   Yes, above micro purchase thresholds.
   Written confirmation and authorized signatures are required.
   Use of credit cards shall be at time of order placement with cards charged at time of shipment or performance.

b. **Government Credit Card Accepted For:**
   Items 33721P
10. **Foreign Items:**
   None

11. **Delivery Time:**
   As referenced in each Partner contract

   **b. Expedited Delivery:**
   Items available for expedited delivery are noted in each Partner contract.

   **c. Overnight and 2-Day Delivery Available:**
   On select items. Contact elements for rates

   **d. Urgent Requirements:**
   Contact elements to effect a faster delivery.

12. **FOB Point:**
   FOB is determined by the manufacturer’s FOB terms and will be listed as FOB Origin, Pre-Pay, and Add.

13. **Ordering Address:**
   Workplace elements, LLC
   2501 Blake Street
   Denver, CO 80205
   Phone: 303.471.4334
   Fax: 303.471.4330
   Email: coordinators@workplaceelements.com

   **b. Ordering procedures for supplies and services:**
   Blanket Purchase Agreements (BPA’s), and a sample BPA can be found at the GSA/FSS Schedule homepage (fss.gsa.gov/schedules) or in Federal Acquisition Regulation (FAR) 8.405-3

14. **Payment Address:**
   Workplace Elements, LLC
   2501 Blake Street
   Denver, CO 80205

15. **Warranty:**
   As referenced in each Partner contract

16. **Export Packaging Charges:**
   Not Applicable

17. **Terms and Conditions of Government Commercial Credit Card:**
   Accepted for all purchases
18. Terms and Conditions for Rental, Maintenance and Repair:
Not Applicable

19. Terms and Conditions of Installation:
   Cancellations: As referenced in each Partner contract
   Returns: As referenced in each Partner contract
   Inspection & Freight Claims: It is the responsibility of the buyer to inspect all shipments upon receipt and note any visible damage on the bill of lading. Buyer must notify elements within 10 days for all damage claims or the buyer will be responsible for filing the freight claim with the responsible carrier.
   Concealed Damage: Claims for concealed damage must be reported to elements within 10 days of delivery and the original carton must be retained.

   Online 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™ http://gsaadvantage.gov

20. a. Terms and Conditions of repair parts indicating date of parts price lists and any discounts from list price:
Not Applicable

   b. Terms and Conditions for any other services:
   Per project basis – See Terms & Conditions Project Services and/or contact: Workplace Elements, LLC

21. List of Distribution Points:
Not Applicable

22. List of Participating Dealers:
   Knoll
   GS-28F-8029H
   Globally recognized as the design leader of office furniture, Knoll manufacturer’s a comprehensive portfolio of office systems, seating, files and storage, tables and desks, wood casegoods, textiles and accessories. With a commitment to innovation and modern design Knoll’s products create workplace settings that inspire, evolve and endure. | www.knoll.com

   HON
   GS-27F-0015S
   The HON Company is a leader in the design and manufacturing of office furniture including chairs, files, panel systems, tables and desks. Headquartered in Muscatine, Iowa, The HON Company has numerous manufacturing facilities strategically located throughout the United States. The HON Company offers a full line of high quality, value-oriented furniture and accessories. | www.hon.com
INSCAPE
GS-28F-2082D
Inscape is a manufacturer of innovative office solutions for today’s constantly evolving workplace. Headquartered in Holland Landing, Canada, Inscape is a leading manufacturer of office systems, filing & storage, casegoods, desking solutions, and architectural walls. | www.inscapesolutions.com

DAR-RAN
GS-28F-2024D
DAR-RAN Furniture is a woman-owned and family operated, high quality mid-priced furniture manufacturer recognized for a broad spectrum of wood desk collections, reception stations, conference tables and seating. DAR-RAN offers a tremendous selection of rich finishes, design options and functional solutions fitting the demands of today’s office environments and budgets. | www.darran.com

NuCRAFT FURNITURE COMPANY
GS-28F-2037D and GS-28F-1104C
NuCRAFT Furniture Company creates finely designed, inventive, and meticulously crafted furnishings for conference rooms, lobby and reception areas, private offices, and training areas. NuCRAFT furniture provides image-conscious organizations with solutions that elevate the aesthetics and performance of their facilities. | www.nucraft.com

THE GUNLOCKE COMPANY LLC
GS-28F-0021Y
High quality manufacture of fine wood casegoods, conference tables, executive seating, guest seating, lounge and side tables. Gunlocke has stayed focused on everything a private office client needs to succeed: design, functionality, delivery, quality and value. | www.gunlocke.com

EGAN VISUAL/WEST INC.
GS-28F-0003Y
Egan Visual manufactures visual communication systems and furniture for business, conference and training environments. Our products are manufactured with uncompromising quality using the finest raw materials. White boards, presentation boards, mobile marker boards, cabinets & more. | www.egan.com
Exemplis Corporation (dba: SitOnIT Seating, Inc)
GS-29F-0295H
Exemplis Corp. is a leading U.S. manufacturer of contract furniture for commercial, healthcare, hospitality and office markets. Its trusted brands include market share leaders SitOnIt Seating and Instant Seating. SitOnIt Seating, founded in January 1996, is a mid-market manufacturer of ergonomic task, conference, executive and side seating. The company combines world-class design with a reputation for speed-to-market. Headquartered in Cypress, Calif., SitOnIt Seating ships more than 600,000 customer-designed chairs annually. | www.exemplis.com

23. Preventive Maintenance:
   Not Applicable

24. a. Environmental Attributes:
   elements is committed to environmentally conscious approaches to our work. Please refer to our website at http://www.workplaceelements.com/about-us/sustainability/ and refer to our GSA partner contracts.

   b. Section 508 Compliance:
   Not Applicable

25. Date Universal Number System
   (DUNS) Number: 82-854-5546

26. CCR Registration:
   Yes, Federal ID 26-3359223
   Cage Codes: 58A82