

**BOX Studios Contract Price List for:  
Comprehensive Furniture Management Services  
Schedule 71 II K**

**BOX Studios contract number:  
GS-03F-088CA**

**INTERIOR DESIGN, FURNITURE MANAGEMENT, &  
WORKPLACE STRATEGY**

<b>FSS AUTHORIZED PRICE AMENDMENTS</b>	
<b>Supplement No.</b>	<b>Effective Date</b>
Original Draft	August 22, 2015

Contact: Jim Graczyk, Principal  
(303) 898-4046  
[jim@bxstudios.com](mailto:jim@bxstudios.com)

Prices shown herein are Net (discount deducted). They contain only items, terms, and conditions that have been accepted by the Government.

**TABLE OF CONTENTS**

**Company Overview** ..... **3**

**Services** ..... **4**

**Labor Rates, Terms, and Ordering Information** ..... **7**

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: [GSAAdvantage.gov](http://GSAAdvantage.gov).**

## Company Overview

**BOX Studios has a 15-year history of specializing in design and architectural services that make office, courtroom, conference, social, and public spaces functional, effective, and feel good.**

Jim Graczyk founded BOX Studios in 2000. He is responsible for the company's collective design direction, business vision, and guiding the company's talented staff to achieve design quality and innovation.

Services offered:

<b>Design/Layout</b>	<b>Space Planning</b>	<b>Project Management</b>
<b>Finish selection</b>	<b>Reconfiguration</b>	<b>Strategic Planning</b>
<b>Furniture Selection</b>	<b>Move management</b>	<b>Inventory of existing furniture</b>

We continue to seek innovative ways to increase the value of our services for every dollar spent for both our Government and Commercial customers. We're proud to have provided our services to the:

- **General Services Administration**
- **Drug Enforcement Agency**
- **Department of Justice**
- **Internal Revenue Service**
- **National Labor Relations Board**
- **Social Security Administration**
- **US Marshal's Service**
- **Veterans Administration**
- **Environmental Protection Agency**
- **Federal Public Defender Office**
- **US Customs House**
- **US District Courts**
- **Nuclear Regulatory Commission**
- **US Bankruptcy Clerk**
- **The Federal Reserve Bank of Kansas City**
- **The State of Wyoming**

Firm Profile: **LLC**

Locations: **Denver, Colorado & Chicago, Illinois**

## Services

### SIN 712-1 Project Management (Furniture & Furnishings-related)

These services include comprehensive management support for projects covering design, reconfiguration, relocation, and re-sizing of office spaces and similar facilities. BOX Studios partners with our customer's organization to manage the projects to meet the end-user's requirements.

Examples of project management include, but are not limited to:

- **Developing project management plans and implementation strategies.**
- **Developing, managing, and coordinating project phasing.**
- **Identifying significant issues related to the project.**
- **Assisting in the preparation of budget requirements for the design, acquisition, delivery, and installation of furnishings and equipment.**
- **Managing the interior design process.**
- **Ensuring compliance with applicable codes and regulations.**
- **Overseeing deliveries and installations to ensure adherence to scope of work, installation standards, and accurate placement of furniture according to plan.**
- **Managing logistics of interior renovations and furniture installation.**
- **Determining feasibility by space forecasting and building analyses.**



## **SIN 712-3 Reconfiguration, Relocation, and Installation**

---

These services include those required for reconfiguration or consolidation of existing facilities and the opening of new facilities. Moving services under this SIN are intended to be part of a total project solution that includes the purchase of new furniture. We maximize cost efficiency and prioritize minimum business disruption. Examples include:

- **Development of reconfiguration / relocation plans and schedules.**
- **Coordination of reconfiguration / relocation plans and schedules with service providers.**
- **Development of furniture, furnishings, and equipment inventories.**
- **Oversight of furniture, furnishings, and equipment installations or reconfigurations.**
- **Deployment of employee transition guides and handbooks.**
- **Verification of critical field dimensions before installation.**
- **Installation, moving, disassembly and / or assembly of furniture and furnishings.**
- **Temporary and long term warehousing for product ensuring proper accountability.**

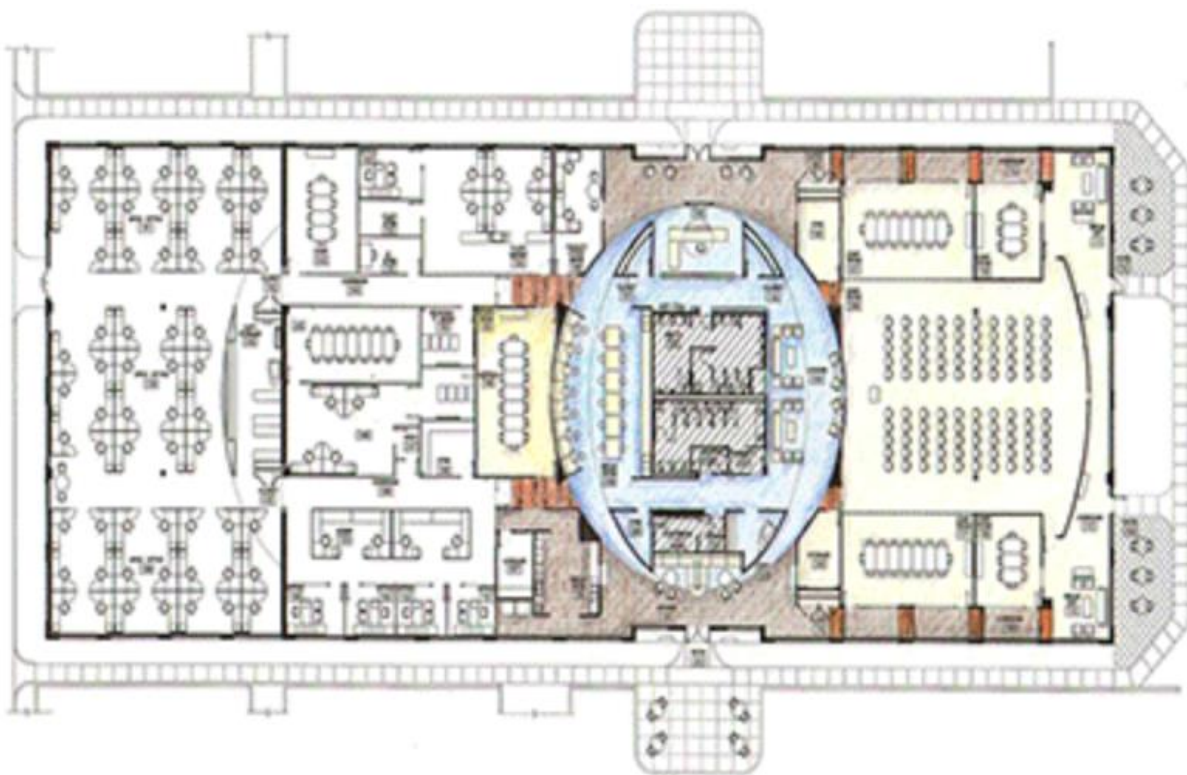


## SIN 712-4 Furniture Design & Layout

---

Services cover complete design, space planning, and interior consultation. Examples of design/layout services include:

- Evaluating the client's overall office space and furniture requirements, existing inventory, space standards, functional office environment, workflow, and special space or electrical/data requirements.
- Formulating design solutions.
- Developing detailed plans based on the service provider's evaluation and proposed design solutions.
- Providing documentation in printed and electronic formats.
- Producing drawings and other documentation containing sufficient detail of design intent for use by all parties, such as electricians, furniture installers, etc.
- Developing furniture, furnishings, and equipment specifications.
- Coordinating and obtaining plan approval by the customer agency and its sub-component.



## Labor Rates, Terms, and Ordering Information

### Contract Information

Schedule title: Schedule 71 II K  
 Contract number: GS-03F-088CA  
 Contract period: July 22, 2015 through July 21, 2020  
 Point of contact: Jim Graczyk, Principal (303) 898-4046  
 Jim@bxstudios.com

Business name and address:

BOX Studios 1761 Emerson Street Denver, CO 80218 (303) 864-1700	BOX Studios 200 S Michigan Avenue #800 Chicago, IL 60604 (312) 943-9630
--	--

Website: [www.bxstudios.com](http://www.bxstudios.com)

Contract administration source: BOX Studios Denver  
 Business size: small

### GSA Contractor-Approved Pricing

1a. Table of awarded SINs (712.1, 712.3, 712.4)

Labor Category	GSA Rate (including IFF)	Per Unit	Discount from non-Government Pricing
Project Principal	\$95.00	Hour	18%
Project Director	\$95.00	Hour	18%
Project Manager	\$75.31	Hour	35%
Interior Designer	\$57.93	Hour	50%
Project Assistant	\$23.17	Hour	80%
Rates apply to all awarded SINS: 712.1, 712.3, and 712.4			
<i>Prices shown are Net (discount deducted)</i>			

1b. Identification of lowest-priced model number: NA

1c. Description of corresponding commercial job titles, experience, functional responsibilities, and education for hourly employees.

Project Principal

<b>Position</b>	<b>Project Principal</b>
<b>Functional Responsibilities</b>	Manages and directs the organization towards its primary objectives. Responsible for strategic planning, overall design direction of company, as well as overall profitability. Develops long-range business strategies for the firm. Has ultimate responsibility for company activities and performance. Execution of contracts with customers and consultants. Leads firm in daily activities by giving guidance, direction, and authorization to carry out major plans and procedures.
<b>Min. Years' Experience</b>	18+ years of experience
<b>Min. Education/Degree Reqs</b>	Bachelor's Degree
<b>Applicable Training/Certification Requirements</b>	None.

Project Director

<b>Position</b>	<b>Project Director</b>
<b>Functional Responsibilities</b>	Has ultimate responsibility for project budget, direction, and success. Oversees building evaluation and sets discrete design objectives per project to meet customer's requirements. Directs Project Managers in project objectives. Ensures that quality procedures (Plan, Do, Check, Act and Lessons Learned) procedures are integrated at the project level.
<b>Min. Years' Experience</b>	14+ years of experience
<b>Min. Education/Degree Reqs</b>	Bachelor's Degree
<b>Applicable Training/Certification Requirements</b>	None.



Project Manager

Position	Project Manager
<b>Functional Responsibilities</b>	Leads project development with varying amount of supervision, depending on individual ability and project scope. Coordinates design concept and direction. Responsible to Project Director for project execution and budget adherence. Manages the day-to-day activities of multiple projects, including customer contact, engineering, contractor coordination, and staff assignments. Develops specific project requirements and guides Interior Designer in design solutions that meet requirements. Responsible for programming and individual project administration.
<b>Min. Years' Experience</b>	9+
<b>Min. Education/Degree Reqs</b>	Bachelor's Degree
<b>Applicable Training/Certification Requirements</b>	None.

Interior Designer

Position	Interior Designer
<b>Functional Responsibilities</b>	Coordinates daily project-specific activities to meet all required goals and objectives within schedule and budgetary constraints. Oversees project activities from inception through installation. Fully understands, and is capable of implementing, the design concept. Possesses thorough knowledge of codes, estimating construction and furnishing costs, and available sources. Ability to work with contractors, engineers, and code officials. Directs, delegates, and assembles design presentations.
<b>Min. Years' Experience</b>	3+
<b>Min. Education/Degree Reqs</b>	Bachelor's Degree.
<b>Applicable Training/Certification Requirements</b>	None.

Project Assistant

Position	Project Assistant
<b>Functional Responsibilities</b>	Assists Interior Designer in all phases of design project, as well as production of contract documents. Implements design direction with phone calls, drawings, and site visits. Reacts to customer requests. Selects finishes, furniture, and accessories. Produces project-related CAD drawings and conversions.
<b>Min. Years' Experience</b>	1+
<b>Min. Education/Degree Reqs</b>	Bachelor's Degree
<b>Applicable Training/Certification Requirements</b>	None.

- 2. Maximum order: NA
- 3. Minimum order: \$150.00
- 4. Geographic Scope: 50 United States and US Territories
- 5. Point(s) of Production: Denver, Colorado and/or Chicago, Illinois
- 6. Discounts: Federal Government price is list price minus 18%-50%, depending on mix of labor category required for project.
- 7. Quantity discounts: None
- 8. Prompt payment terms: Net 30 days from receipt of invoice. No discount for prompt payment
- 9a. Gov't purchase cards are accepted at/below: Commercial credit cards are accepted in full
- 9b. Gov't purchase cards above micro-threshold: Government purchase cards are not accepted
- 10. Foreign items: None
- 11a. Time of delivery: NA
- 11b. Expedited delivery: Items available for expedited delivery are noted in this price list. **No expedited delivery.**
- 11c. Overnight/2-day delivery: No overnight or 2-day delivery
- 11d. Urgent Requirements: Agencies may contact Jim Graczyk for urgent delivery requirements.

12. F.O.B. point(s):	FOB Origin
13a. Ordering Address:	BOX Studios, 1761 Emerson Street, Denver, CO 80218
13b. Ordering procedures:	For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPAs), and a sample EPA can be found at the GSA/FSS Schedule homepage ( <a href="http://fss.gsa.gov/schedules">fss.gsa.gov/schedules</a> )
14. Payment address:	BOX Studios, 1761 Emerson Street, Denver, CO 80218
15. Warranty provision:	Warranty terms are standard commercial warranty on materials and workmanship for a period of one (1) year from date of purchase.
16. Export packaging charges:	NA
17. T&C of Gov't purchase card acceptance:	None
18. T&C of rental, maintenance, and repair:	NA
19. T&C of installation:	NA
20. T&C of repair parts, etc:	NA
20a. T&C for other services:	NA
21. List of service and distribution points:	NA
22. List of participating dealers:	NA
23. Preventative maintenance:	NA
24a. Special attributes:	NA
24b. Section 508 Compliance:	NA
25. DUNS:	067959424
26. SAM:	Registered in System for Award Management (SAM) Database