



STRATTON
Design Source, Inc.



Federal Supply Schedule Information
Contract # GS-29F-0007U
Comprehensive Furniture Management Services (71-II-K)

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Small, Woman Owned Business
DMBE #6208 Virginia
DUNS # 143593916
NAICS #: 541410, 541420, 541611

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Contract Information:

- Contract Period: December 6, 2007 – December 4, 2012
- Contract Number: GS-29F-0007U
- Schedule Number: 71 II K – Comprehensive Furniture Management Services
- SIN Numbers
 - 712-1 Project Management (Furniture/Furnishings Related)
 - 712-3 Reconfiguration/Relocation/Installation Management (Furniture/Furnishings Related)
 - 712-4 Design/Layout (Furniture/Furnishings Related)

Company Profile

Stratton Design Source, Inc. (SDS) is a certified small, woman owned business (WBE) incorporated to fill the void between the end-user and the furniture dealer or project architect. We are furniture and space planning specialists who know that our clients sometimes just want guidance when it comes to managing space needs. We can assist with all aspects of a project from the programming and test fits of a space; budgeting and schedules; furniture, fixtures, and equipment (FF&E) specifications and procurement; and overall project management.

By offering our clients comprehensive furniture management services, we present the latest industry trends to meet our clients' needs and budget, without selling specific products.

As a small business, our clients can be assured that our undivided attention goes into every detail of each project. We pride ourselves on being detail oriented and providing quality work. Our mission is to create a lasting relationship with our clients by creating a strategically planned workspace allowing them to accomplish their goals.

Our services include:

Interior Design (to include but not limited to):

- Space Management and Planning
- Facilities Planning
- Tenant Test Fits
- Furniture, Fixture, and Equipment specifications (FF&E)
- FF&E Procurement services
- FF&E Bid Package preparation

Project Management (to include but not limited to):

- Program Development and Monitoring
- Defining project scope
- Manage projects from implementation to completion
- Develop project scheduling & reporting
- Coordinate project teams
- Direct on-site vendors

Relocation Services (to include but not limited to):

- Move management and coordination
- FF&E inventories
- FF&E Acquisition Management
- Create re-use plans
- Coordinate and manage all project vendors and teams

Terms & Conditions:

- Marketing Category: Selling Direct
- Scope: Domestic, US Only
- Delivery: 7 Days A.R.O.
- FOB Point: Destination
- Prompt Payment: 1% within 10 days, Net 30
- Minimum Order: \$100.00
- Maximum Order: \$500,000.00
- Volume Discounts:
 - \$125,000 1.0%
 - \$250,000 2.0%
 - \$375,000 3.0%
 - \$500,000 4.0%

Labor Categories:

Principal

The Principal holds a four year degree in facilities management, architecture, or interior design from an accredited school; or a minimum of 15 years direct management experience in the industry. This person will usually have a minimum of 20 years of combined interior design, furniture specifications, and project management experience and will have successfully managed multiple projects. The Principal/Partner is responsible to negotiate and manage contracts, schedules, budgets, and provides guidance to the Project Managers, Interior Designers, and other teams.

Senior Interior Designer

The Senior Interior Designer holds a four year degree in Interior Design, is NCIDQ certified, and has a minimum of ten years of experience. This person is responsible for programming to include interviews, site visits, and furniture, fixture and equipment (FF&E) inventories. This person guides design teams and will usually be certified for sustainability design (LEED).

Interior Designer

The Interior Designer II holds a four year degree and has a minimum of six years of industry experience or a two year degree and a minimum of ten years of industry experience. They provide support to the Senior Interior Designer and Principal/Partner with computer-aided drawing plans, conceptual designs, workstation layouts and furniture specifications, schematic designs, and color palette selection. This person will also research and write furniture bid packages.

Junior Designer

The Interior Designer holds a two year degree in Architecture or Interior Design and has a minimum of three years of experience. They are responsible for surveying space to be planned, performing furniture inventories, conducting research on interior materials, and selection of appropriate materials for various space types.

Senior Project Manager

Senior Project Manager will have a four year degree and a minimum of twelve years of industry experience working with Architects, Planners, Interior Designers, Facilities Personnel and FF&E services. They are responsible for coordination of multiple project plans, schedules and budgets; performing quality control review of all documents, and providing assistance with furniture procurement, delivery, and on-site installation. This person holds a professional certification and will typically be certified for sustainability design (LEED).

Project Manager

The Project Manager will have a two year degree with at least five years of industry experience in the fields of project management, reconfiguration/relocation management, and FF&E procurement, delivery, and installation.

CAD Technician

The CAD Technician holds a two or four year degree or technical certificate in a related discipline and a minimum of two years of industry experience. They are responsible for the development of design documents, space plans, and furniture bill of materials using the latest AutoCAD software and Giza 20/20 software.

Relocation Specialist

The Relocation Specialist holds a two or four year degree and a minimum of four years of industry experience. They are responsible for coordinating the actual move of a department/division from one location to another. They are the day to day contact and will be on-site during the relocation. They will be responsible for working with the client contact and coordinating all outside vendors to ensure the move and transition is as smooth as possible.

Installation Supervisor

The Installation Supervisor will hold a minimum high school diploma and possess at least eight years of industry experience. They are responsible for maintaining a working relationship with the Project Manager during the furniture installation. They will be on-site to ensure the furniture is being installed per the furniture installation drawings and supervise performance and professional behavior of all installation team members.

Administrative

The Administrative position holds a minimum of a two year degree in a business related field. They perform clerical work in support of projects including computer processing, filing, accounting, and documentation, etc.

Price List (Effective June 1, 2012):

** All Government hourly rates include Industrial Funding Fee (IFF)

** All Commercial Hourly rates are fully loaded

712-1 Project Management (Furniture/Furnishings Related)

Labor Category	Commercial Hourly Rate	Government Hourly Rate	Discount
Principal	\$117.15	\$107.78	8%
Senior Project Manager	\$103.40	\$90.99	12%
Project Manager	\$78.65	\$77.08	2%
Senior Designer	\$82.50	\$76.73	7%
Designer	\$67.10	\$62.40	7%
Junior Designer	\$52.25	\$49.12	6%
Administrative	\$48.40	\$45.98	5%

712-3 Reconfiguration/Relocation/Installation Management (Furniture/Furnishings Related)

Labor Category	Commercial Hourly Rate	Government Hourly Rate	Discount
Principal	\$117.15	\$107.78	8%
Senior Project Manager	\$103.40	\$90.99	12%
Project Manager	\$78.65	\$77.08	2%
Senior Designer	\$82.50	\$76.73	7%
Designer	\$67.10	\$62.40	7%
Junior Designer	\$52.25	\$49.12	6%
Relocation Specialist	\$74.25	\$71.28	4%
Installation Supervisor	\$43.45	\$41.71	4%
Administrative	\$48.40	\$45.98	5%

712-4 Design/Layout (Furniture/Furnishings Related)

Labor Category	Commercial Hourly Rate	Government Hourly Rate	Discount
Principal	\$117.15	\$107.78	8%
Senior Project Manager	\$103.40	\$90.99	12%
Project Manager	\$78.65	\$77.08	2%
Senior Designer	\$82.50	\$76.73	7%
CAD Designer	\$71.50	\$68.64	4%
Designer	\$67.10	\$62.40	7%
Junior Designer	\$52.25	\$49.12	6%
Administrative	\$48.40	\$45.98	5%