



## GENERAL SERVICES ADMINISTRATION

### Federal Supply Service

### Authorized Federal Supply Schedule Price List

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

Schedule Title: Multiple Award Schedule  
(MAS)

Office Management - Office Services

### Contract Number: 47QREA21D0006

*For more information on ordering from Federal Supply Schedules click on the FSS Schedules button at [fss.gsa.gov](http://fss.gsa.gov).*

Contract Period: November 12, 2020 – November 11,  
2025

### Grafton, Inc.

6801 W 121st Street  
Leawood, KS 66209-2005  
Phone Number: 913.498.0701  
[www.graftoncompanies.com](http://www.graftoncompanies.com)

Contact for contract administration: Richard Carroll  
Phone: 602-267-7700

Email: [rjcarroll@graftoncompanies.com](mailto:rjcarroll@graftoncompanies.com)

Business size: Small, Woman Owned Business  
Economically Disadvantaged Women Owned Small Business  
Woman Owned Small Business

## CUSTOMER INFORMATION

1a. Table of awarded Special Item Numbers (SINs):

SIN #	SIN Title
561320SBSA	Temporary Staffing (SBSA)
OLM	Order-Level Materials

1b. Identification of the lowest priced service for each special item number awarded in the contract. **Not Applicable**

1c. If the Contractor is proposing hourly rates, a description of all corresponding commercial job titles, experience, functional responsibility and education for those types of employees or subcontractors who will perform services shall be provided. **See page [4]**



2. Maximum order for each SIN:

**SIN# MAXIMUM ORDER\***

**561320SBSA \$250,000**

\*If the best value selection places your order over the Maximum Order identified in this catalog/pricelist, you have an opportunity to obtain a better schedule contract price. Before placing your order, contact the aforementioned contractor for a better price. The contractor may (1) offer a new price for this requirement (2) offer the lowest price available under this contract or (3) decline the order. A delivery order that exceeds the maximum order may be placed under the schedule contract in accordance with [FAR 8.404](#).

3. Minimum order: **\$ 100**

4. Geographic coverage (delivery area): **50 States and US Territories (domestic)**

5. Point(s) of production: **Not Applicable**

6. Discount from list prices or statement of net price: **Net prices**

7. Quantity discounts: **1% for orders >\$100,000 Only**

8. Prompt payment terms: **1%, 10 days, Net 30 days.**

**Information for Ordering Offices: Prompt payment terms cannot be negotiated out of the contractual agreement in exchange for other concessions.**

9. Foreign items: **Not Applicable**

10a. Time of delivery: **To Be Determined as Task Order level**

10b. Expedited delivery: **Contact Contract Administrator**

10c. Overnight and 2-day delivery: **Contact Contract Administrator**

10d. Urgent requirements: **Contact Contract Administrator**

11. F.O.B. point(s): **Not Applicable**

12a. Ordering address(es): **Grafton, Inc.**

**6801 W 121st Street**

**Leawood, KS 66209-2005**



12b. Ordering procedures: **For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA's) are found in Federal Acquisition Regulation (FAR) 8.405-3.**

13. Payment address: **Grafton, Inc.**  
**6801 W 121st Street**  
**Leawood, KS 66209-2005**

14. Warranty provision: **Not Applicable**

15. Export packing charges: **Not Applicable**

16. Terms and conditions of rental, maintenance, and repair: **Not Applicable**

17. Terms and conditions of installation: **Not Applicable**

18a. Terms and conditions of repair parts: **Not Applicable**

18a. Terms and conditions for any other services: **Not Applicable**

19. List of service and distribution points: **Not Applicable**

20. List of participating dealers: **Not Applicable**

21. Preventative maintenance: **Not Applicable**

22a. Special attributes such as environmental attributes: **Not Applicable**

22b. Section 508 compliance: **Not Applicable**

23. Data Universal Number System (DUNS) number: **139480115**

24. Notification regarding registration in the System for Award Management (SAM) database. **Registered and active in SAM**



**ESCALATION TABLE AND EFFECTIVE DATES**

Labor Category	Minimum Education	Minimum Years of Experience	Unit of Issue	11/1/2020	11/1/2021	11/1/2022	11/1/2023	11/1/2024
Receptionist/Front Office Coordinator	High School	4	hour	<b>Call for Pricing</b>				
Project Support Assistant	High School	4	hour					
Computer System Analyst	Bachelors	2	hour					
Database Administrator	High School	2	hour					
Production Associate	High School	4	hour					
Manufacturing Operator	High School	4	hour					
Engineering Technician	High School	1	hour					
Civil Engineer	Bachelors	1	hour					
Field Engineering Technician	Bachelors	1	hour					
Structural Engineer	Bachelors	1	hour					
Laboratory Process Technician	Bachelors	1	hour					

**Service Contract Labor Standards Matrix:**

<b>SCA/SCLS Matrix</b>		
<b>SCLS Eligible Contract Labor Category/Fixed Price Service</b>	<b>SCLS Equivalent Code Title</b>	<b>WD Number</b>
Switchboard operator/receptionist	1460	2015-5089
Order Filler	21071	2015-5089
Computer Systems Analyst	14041	2015-5089
Database Administrator	14045	2015-5089
Production Associate	1113	2015-5089
Engineering Technician	30087	2015-5089
Civil Engineer	30040	2015-5089
Field Engineering Technician	30082	2015-5089
Structural Engineer	30083	2015-5089
Manufacturing Operator	23470	2015-5089

The Service Contract Labor Standards, formerly the Service Contract Act (SCA), apply to this contract and it includes SCLS applicable labor categories. Labor categories and fixed price services marked with a (\*\*) in this pricelist are based on the U.S. Department of Labor Wage Determination Number(s) identified in the SCLS/SCA matrix. The prices awarded are in line with the geographic scope of the contract (i.e., nationwide).

Labor Category Title	Labor Category Description
Receptionist/Front Office Coordinator	Responsible for providing customer service and administrative support. You are the impression of the organization to clients and customers. The ideal candidate must be able assist visitors and answer inquiries on the phone and face-to-face and possess a customer service focused personality. Duties Include: Maintain the company's lobby area in a business appropriate manner. Receive and route a high volume of calls. Supply appropriate company information to callers. Relay messages to appropriate staff. Greet and direct all visitors, including vendors, clients, and customers. Announce visitors to appropriate office staff. Ensure visitor sign-in and security procedures are followed. Provide administrative support, as needed, to direct supervisor as well as other departments. Work on special projects as assigned. At minimum, one year of experience in a receptionist/front desk environment. Excellent communication skills. Ability to handle confidential information appropriately. Strong organizational skills, attention to detail, customer focus and ability to multi-task. Ability to work independently with minimum supervision. Detail oriented. Good organizational skills. Strong MS Office program skills. Works frequently in Excel and Word. Ability to operate a variety of office equipment: fax, copier and computer.
Project Support Assistant	Provide support to project team and management under general supervision. Incumbents are developing project support skills while accomplishing duties and tasks of a varied nature according to established processes, utilizing occasional independent judgment. Responsibilities: Completes moderately complex filing activities such as scanning and electronic filing. Maintains project calendar. Arranges project-related meetings, travel and/or events. Generates or distributes ad hoc reports using various business systems and databases. Generates simple documents, such as letters, memos, spreadsheets and presentations. May maintain personal calendar for project manager. May coordinate collection of timesheets. May route and track invoices. May update project budget information. Performs other general clerical duties as needed. Individual contributor with no subordinates.
Computer System Analyst	Collaborate with IT Professionals and other technical staff to ensure that the delivered solution is meeting the needs of the business. Analyze and resolve software, system, or application errors in a timely and accurate fashion. Provide status reports as requested. Create and maintain documentation for systems and procedures related to the delivered solution. Train customers on usage of delivered solutions to satisfy current architectural standards. Provide on-call support and problem resolution for area of responsibility. Automate the execution of repeatable tasks. Perform patch and code management to maintain or regain operational health. Demonstrate problem-solving skills within area of responsibility. Analyze and interpret information systems proposals. Build and maintain systems to support business processes. Document activities via support center call-tracking tools, revise specific technical manuals, knowledge repositories, and correspondences, creating and interpreting reports
Database Administrator	Ensures that all members of the team are informed of updates made in client databases. The Database Administrator manages assigned databases for locations by utilizing client databases and systems such as Quick Base, Oracle/EPS, and Documentum. All updates and documents posted in client databases should follow the documented procedures to ensure documentation is retained for the life of the project. This position must understand the Network requirements of the client and company databases and the internal constraints, policies and procedures that must be followed to ensure compliance with division and corporate standards.
Production Associate	Packaging and material handling activities according to written procedures in the Fill Room; includes filling and packaging lactic acid and its derivatives as well as moving packaged finished product. Assist in all areas of Operations as requested when needed. Work independently with direction from Supervision, and responsible for troubleshooting and minor upkeep/maintenance of equipment, and for maintaining a clean and safe working environment. Must be cross trained in Warehouse Operations. Duties Include: Completing all required documentation, making labels, packaging and cleaning the fill lines per company standards. Operation and minor maintenance/trouble shooting of the packaging equipment, floor scales, conveyor and wrapper machines. Maintaining a safe work environment by maintaining cleanliness standards and operating the equipment and utilities in a safe manner.
Manufacturing Operator	Operate general production equipment
Engineering Technician	Functions in an engineering technician capacity. Under close supervision, performs work requiring basic technical knowledge utilizing electronic applications, processes, standards and document control processes/procedures for the purpose of creating or modifying deliverables. Role will be responsible for drafting/design. Engineering Standards: Develops familiarity by reading, understanding and maintaining a working knowledge of standards, systems, document control, departmental guides and company policies and procedures. Quality / Continuous Improvement: Ensures that deliverables are accurate and compliant by developing an understanding and complying with the Quality Program. Demonstrates personal accuracy and supports continuous improvement and change management efforts. Engineering Production: Learns the applications required to modify less complex deliverables based on a variety of design inputs. Client Focus: Learns to identify the needs of internal clients and begins to gain a basic understanding of external client's main interests and drivers. Knowledge Sharing, Innovation and Technology: Proactively seeks and shares knowledge of latest technologies and processes.
Civil Engineer	Functions in an engineer capacity. Under close supervision, performs routine aspects of engineering assignments requiring knowledge and application of basic engineering principles. Applies knowledge of engineering principles to prescribed techniques and procedures to complete project assignments. Engineering Standards: Develops familiarity by reading, understanding and applying departmental design guides, standards, systems, applicable engineering codes and company policies and procedures. Quality / Continuous Improvement: Develops an understanding and complies with the company quality program. Supports continuous improvement and change management efforts. Engineering Production: Contributes to preparation of less complex engineering deliverables such as drawings, reports, specifications, and studies of limited scope. Performs routine research and develops recommendations for equipment and/or materials selection. Collects, assimilates, and manages data for engineering work. Prepares basic engineering calculations following standard methods and principles used in similar engineering analysis. Understands and adheres to budget, schedule, and quality requirements.
Field Engineering Technician	Functions in a technician capacity, working primarily in the field, to gather data for engineering and design of aerial, underground, and buried fiber optic facilities. This position requires frequent travel around the metro area. Although this position predominantly involves field work, it will also require completion of administrative tasks as required by project leadership. Based on experience, skill level, and project needs, there is a potential for this position to move over into more complex field data collection. This position takes pictures, measurements, document existing facilities, and obtain design information in preparation for OSP network design. Engineering Standards: Continues to learn and apply standards, systems, document control, departmental guides and company policies and procedures. Quality / Continuous Improvement: Ensures that deliverables are accurate and compliant by continually developing knowledge of the B&V Quality Program. Demonstrates personal accuracy and supports continuous improvement and change management efforts. Engineering Production: Broadens knowledge of the applications required to modify and develop less complex deliverables based on a variety of design inputs. May assist with minor computations such as material quantity estimates and dimensional checks. Project Coordination: May assist in coordinating deliverables with other groups involved on the same project to minimize interference or errors. Client Focus: Focuses on the needs of internal clients while attempting to gain basic understanding of external client's main interests and drivers.
Structural Engineer	Functions in an engineer capacity. Under close supervision, performs routine aspects of engineering assignments requiring knowledge and application of basic engineering principles. Applies knowledge of engineering principles to prescribed techniques and procedures to complete project assignments. Prepares design materials for basic design assignments. Includes basic analysis, design calculations of stress - moment and shear, equipment research, sketches, etc., required to prepare documents, specifications drawings or to meet other project requirements. Will conduct tower or building design analysis. Experience with RISA 3D or other structural analysis software
Laboratry Process Technician	Working with High pressure steam lines for sterilization of vessels. Set up and turnaround of all process equipment. Prepare solutions and equipment and take samples. Work in a full gowning aseptic environment. Work with stationary and portable vessels. Aseptic Techniques. Operate general production equipment such as Autoclaves, Incubators, pumps, scales, pH/conductivity meters, microscopes, etc. Must have the ability to work independently and within a team. Strong proficiency with Microsoft Office applications. Good math and computer skills. Associate Degree in life-science field, and at least 1 year of work experience in GMP environment is preferred or a High School Diploma or equivalent required at least 1+ years of work experience in a GMP environment is preferred.