



**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: gsaadvantage.gov.

**Schedule Title: Multiple Award Schedule
Federal Supply Group: MAS
FSC/PSC Code: V301
SIN: 531, Employee Relocation Solution
Contract Number: 47QMCB20D0008
Current through Modification No.: PS-A812 dated February 26, 2020**

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

Contract Period: February 21, 2020 to February 20, 2025

Company:

Cartus Corporation
40 Apple Ridge Road
Danbury, CT 06810
Tel: 1-800-817-1928
www.cartus.com

Contract Administrator:

John Poklemba
Director, Client Services
Cartus Corporation
40 Apple Ridge Road
Danbury, CT 06810
Tel: 203-205-4831 Cell: 203-362-7982
Fax: 203-749-5216
Email: John.Poklemba@cartus.com

Business Size: Large

Customer Information:

- 1a. Table of Awarded Special Item Numbers: **SIN 531/RC – Employee Relocation Solutions**
- 1b. Pricing: **See pricing starting on page 4.**
- 1c. Commercial Job Titles: **Not Applicable**
- 2. Maximum order: **\$1,000,000**
- 3. Minimum order: **\$100**
- 4. Geographic coverage (delivery area): **Domestic and International.**
- 5. Point(s) of production (city, county, and state, or foreign country): **Danbury, Fairfield County, CT**
- 6. Discount from list prices or statement of net prices: **prices are net prices**
- 7. Quantity discounts: **Call Cartus Corporation**
- 8. Prompt Payment terms: **Net 30 days. Information for Ordering Offices: Prompt payment terms cannot be negotiated out of the contractual agreement in exchange for other concessions.**
- 9a. Notification whether Government purchase cards are accepted at or below the micro-purchase threshold. **No**
- 9b. Notification whether Government purchase cards are accepted or not accepted above the micro-purchase threshold. **No**
- 10. Foreign items: **Not applicable**
- 11a. Time of Delivery: **To be negotiated at the task order level**
- 11b. Expedited delivery: **Not applicable**
- 11c. Overnight and 2-day delivery: **Not applicable**
- 11d. Urgent Requirements: **Contact Cartus Corporation**
- 12. F.O.B point(s): **Not Applicable**
- 13a. Ordering address(es): **Cartus Corporation, John Poklemba, 40 Apple Ridge Road, Danbury, CT 06810 – Phone: 203-205-4831 – Email: John.Poklemba@cartus.com**
- 13b. Ordering Procedures: **For supplies and services, the ordering procedures, information on blanket purchase agreements (BPA's), and a sample BPA are found in Federal Acquisition Regulation (FAR) 8.405-3.**
- 14. Payment address(es):

Bank Remittance:

Payable to:
Cartus Corporation

**Lockbox #223234
500 Ross St 154-0455
Pittsburgh, PA 15262**

**Mail: Cartus Corporation
40 Apple Ridge Road
Danbury, CT 06810**

**ACH: Cartus
Mellon Bank
Pittsburg, PA
Routing: 043-000-261
Acct: 009-1782**

15. Warranty provision: **Contractor's standard commercial warranty applies.**
16. Export packing charges: **Not Applicable**
17. Terms and conditions of Government purchase card acceptance (any thresholds above the micro purchase level): **Not Applicable**
18. Terms and conditions of rental, maintenance, and repair: **Not Applicable**
19. Terms and conditions of installation: **Not Applicable**
20. Terms and conditions of repair parts: **Not Applicable**
- 20a. Terms and conditions for any other services: **Not Applicable**
21. List of services and distribution points: **Not Applicable**
22. List of participating dealers: **Not Applicable**
23. Preventative maintenance: **Not Applicable**
- 24a. Special attributes such as environmental attributes: **Not Applicable**
- 24b. If applicable, indicate that Section 508 compliance information is available on Electronic and Information Technology (EIT) supplies and services and show where full details and be found. The EIT Standards can be found at <http://www.section508.gov/>. (e.g. Contractor's website or other location.): **Not Applicable**
25. Data Universal Number System (DUNS) number: **DUNS # 112020649**
26. Notification regarding registration in System for Award Management (SAM): **Registered in SAM.gov. CAGE Code: 1K9G4**

Home Sale Services

Home sale services to ensure the employee's home will be sold, including assistance in marketing the home, negotiating with potential outside buyers.

GUARANTEED Offer Pricing	Up to \$99,999	\$100,000-\$499,999	\$500,000-\$749,999	over \$750,000
Option 1: Full Choice Guaranteed Buyout with Mortgage Payoff				
Appraised	\$30,000	29.50%	29.50%	29.50%
Amended	\$14,000	12.50%	12.50%	12.50%
Option 2: Full Choice Guaranteed Buyout Delayed Mortgage Payoff				
Appraised	\$29,000	28.50%	28.50%	28.50%
Amended	\$14,000	12.50%	12.50%	12.50%
Option 3: Managed Guaranteed Buyout with Mortgage Payoff				
Appraised	\$29,000	28.50%	28.50%	28.50%
Amended	\$13,000	11.75%	11.75%	11.75%
Option 4: Managed Guaranteed Buyout without Mortgage Payoff				
Appraised	\$28,000	27.50%	27.50%	27.50%
Amended	\$13,000	11.75%	11.75%	11.75%

Additional Services

Additional Services:	
Leasing Fee for Tenant Procurement Services – New Tenant: Calculated as percent of gross rent due for initial lease term	12%
Leasing Fee for Tenant Procurement Services – Lease Renewal: Calculated as percent of one month's rent	Not offered as a standalone service. This service is provided for no additional cost under the property-management service fee.
Property Management Service Fee: Fee per property per month, includes all property management administration costs	\$625

Buyer Value Option - Agency Customization Services

Home sale services to ensure the employee's home will be sold, including assistance in marketing the home, negotiating with potential outside buyers.

BVO Pricing	Up to \$99,999	\$100,000-\$499,999	\$500,000-\$749,999	over \$750,000
Option 1: Full Choice with Mortgage Payoff				
BVO – standard	12.50% (\$12,500 min.)	12.50%	12.50%	12.50%
BVO – no rebill	13.60% (\$13,500 min.)	14.65%	14.65%	14.65%
Option 2: Full Choice Delayed Mortgage Payoff				
BVO – standard	12.50% (\$12,500 min.)	12.50%	12.50%	12.50%
BVO – no rebill	13.60% (\$13,500 min.)	14.65%	14.65%	14.65%
Option 3: Managed with Mortgage Payoff				
BVO – standard	\$11,000	10.25%	10.25%	10.25%
BVO – no rebill	\$12,000	11.15%	11.15%	11.15%
Option 4: Managed without Mortgage Payoff				
BVO – standard	\$11,000	10.25%	10.25%	10.25%
BVO – no rebill	\$12,000	11.15%	11.15%	11.15%

Special Handling Home Sale Program

Properties that are not eligible for the home sale services can be handled under this line item.

Special Handling Pricing	Up to \$99,999	\$100,000-\$499,999	\$500,000-\$749,999	over \$750,000
Option 1: Managed with Mortgage Payoff				
Appraised	34.95%	34.95%	34.95%	34.95%
Amended	14.50%	14.50%	14.50%	14.50%
Option 2: Managed without Mortgage Payoff				
Appraised	34.95%	34.95%	34.95%	34.95%
Amended	14.50%	14.50%	14.50%	14.50%

Move Management Services

Description	Rates
Move Management Fee Domestic	\$ 600
Move Management Fee International	\$ 650

The rates for move management services include the following services:

- Entitlement and Pre-Move Counseling
- Transportation Service Provider Selection
- Ordering TSP Services
- Cost Estimates
- Coordination of the Transportation and Storage of Goods
- Quality Control and Service Performance Audit
- Claims Preparation, Filing and Settlement Assistance
- Prepayment Audit
- Submission of Invoices to GSA Postpayment Audit Division
- TSP Payment
- Move Management Reports



About Us

Cartus Corporation is the trusted industry leader, guiding clients through thousands of corporate relocation programs, large and small, unique and complex. Ideally equipped to lead, Cartus is ready to help your business – whenever, wherever your relocation program is headed.

For more than 60 years, Cartus has helped relocating employees and their families find their way to new homes, new communities, and new experiences. We do it through an unwavering focus on listening and delivering services, solutions, and expertise that respond to their needs and the needs of their companies around the world. Whatever the move or location, we couple personal attention with the expertise gained through more than 4 million moves and a diverse client base.

With nearly 2,700 Cartus employees, 800 of whom are based in EMEA and APAC, and offices worldwide, our clients trust us to assist nearly 162,000 relocating employees, expatriate assignees, and members each year across more than 185 countries in which we provide services.