Creative Business Solutions, Inc.

Authorized Federal Supply Schedule
Multiple Award Schedule (MAS)
Pricelist

Contract # 47QSMA18D08PZ
Contract Period: 4/30/2018 through 04/29/2023
Following is the Authorized Federal Supply Schedule Pricelist as required by clause 552.238-71. Prices shown herein are net (discount deducted).

**Authorized Federal Supply Schedule**

**Multiple Award Schedule (MAS)**

**Pricelist**

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.

**MAS**

Contract #47QSMA18D08PZ

For more information on ordering from Federal Supply Schedules, Click on the FSS Schedules button at fss.gsa.gov

Contract Period: 4/30/2018 through 04/29/2023

Creative Business Solutions, Inc.
1401 Mercantile Lane, Suite 211
Largo, MD  20774
(p) 202-889-0555 (f) 202-677-7926
www.cbsxcels.com

**Contract Administration:**

Robert Palmer, (p) 202-889-0555, rp@cbsxcels.com

**Business Size:**
Small Business
CUSTOMER INFORMATION

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1a. AWARDED SPECIAL ITEM NUMBER:

<table>
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<tr>
<th>SIN</th>
<th>DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>541614OR</td>
<td>Office Relocation and Reconfiguration</td>
</tr>
</tbody>
</table>

1b. LOWEST PRICED ITEM. Material Handler - $29.10

1c. HOURLY RATES: (including IFF) See attachment for experience, functional responsibility and education

<table>
<thead>
<tr>
<th>LABOR CATEGORY</th>
<th>HOURLY RATES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Working Supervisor**</td>
<td>$52.58</td>
</tr>
<tr>
<td>Working Supervisor – Overtime**</td>
<td>$65.26</td>
</tr>
<tr>
<td>Working Assistant Supervisor**</td>
<td>$31.73</td>
</tr>
<tr>
<td>Working Assistant Supervisor – Overtime**</td>
<td>$39.07</td>
</tr>
<tr>
<td>Furniture Installer Supervisor**</td>
<td>$74.60</td>
</tr>
<tr>
<td>Furniture Installer Supervisor – Overtime**</td>
<td>$92.58</td>
</tr>
<tr>
<td>Material Handler**</td>
<td>$29.10</td>
</tr>
<tr>
<td>Material Handler – Overtime**</td>
<td>$36.10</td>
</tr>
<tr>
<td>Truck and Driver**</td>
<td>$83.76</td>
</tr>
<tr>
<td>Contract Supervisor**</td>
<td>$65.56</td>
</tr>
<tr>
<td>Leader**</td>
<td>$45.74</td>
</tr>
<tr>
<td>Laborer**</td>
<td>$38.02</td>
</tr>
<tr>
<td>Laborer – Overtime**</td>
<td>$39.98</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SCA Eligible Labor Category/Service**</th>
<th>SCA Equivalent Code &amp; Title</th>
<th>Applicable Wage Determination</th>
</tr>
</thead>
<tbody>
<tr>
<td>Working Supervisor</td>
<td>21030 – Material Coordinator</td>
<td>2015-4281</td>
</tr>
<tr>
<td>Working Assistant Supervisor</td>
<td>21030 – Material Coordinator</td>
<td>2015-4281</td>
</tr>
<tr>
<td>Furniture Installer Supervisor</td>
<td>21410 – Warehouse Specialist</td>
<td>2015-4281</td>
</tr>
<tr>
<td>Material Handler</td>
<td>21050 – Material Handling Laborer</td>
<td>2015-4281</td>
</tr>
<tr>
<td>Truck and Driver</td>
<td>31362 – Truckdriver, Medium</td>
<td>2015-4281</td>
</tr>
<tr>
<td>Leader</td>
<td>21040 – Material Expediter</td>
<td>2015-4281</td>
</tr>
<tr>
<td>Laborer</td>
<td>21410 – Warehouse Specialist</td>
<td>2015-4281</td>
</tr>
</tbody>
</table>
"The Service Contract Act (SCA) is applicable to this contract and it includes SCA applicable labor categories. The prices for the indicated (**) SCA labor categories are based on the U.S. Department of Labor Wage Determination Number(s) identified in the SCA matrix. The prices awarded are in line with the geographic scope of the contract (i.e. nationwide). "

2. **MAXIMUM ORDER GUIDELINE.**
   Special Item Number 712-3 – Reconfiguration/Relocation Management (Furniture and Furniture Related) - $500,000 per order

3. **MINIMUM ORDER.**
   Special Item Number 712-3 – Reconfiguration/Relocation Management (Furniture and Furniture Related) - $100 per order

4. **GEOGRAPHIC COVERAGE.**  Domestic only.

5. **PRODUCTION POINT.**  United States (Services)

6. **DISCOUNT FROM LIST PRICES OR STATEMENT OF NET PRICE.**
   Prices are net prices; discounts have been deducted

7. **QUANTITY DISCOUNTS.**  None.

8. **PROMPT PAYMENT TERMS.**  None

9a. **GOVERNMENT PURCHASE CARDS.**
    Accepted at or below the micro-purchase threshold

9b. **GOVERNMENT PURCHASE CARDS.**
    Not accepted above the micro-purchase threshold

10. **FOREIGN ITEMS.**  None

11a. **TIME OF DELIVERY.**  As mutually agreed on between the vendor and ordering activity.
11b. EXPEDITED DELIVERY. As mutually agreed on between the vendor and ordering activity.

11c. OVERNIGHT AND 2-DAY DELIVERY. As mutually agreed on between the vendor and ordering activity.

11d. URGENT REQUIREMENTS. Contact us for details

12. FOB POINT. Destination

13a. ORDERING ADDRESS. 1401 Mercantile Lane, Suite 211, Largo, MD 20774

13b. ORDERING PROCEDURES.
Ordering activities shall use the ordering procedures of Federal Acquisition Regulation (FAR) 8.405 when placing an establishing BPA for services. These procedures apply to all schedules. (BPA attached)
   a. FAR 8.405-2 Ordering procedures for services requiring a statement of work.

14. PAYMENT ADDRESS. 1401 Mercantile Lane, Suite 211, Largo, MD 20774

15. WARRANTY PROVISION. Not applicable
16. EXPORT PACKING CHARGES. Not applicable

17. TERMS AND CONDITIONS OF GOVERNMENT PURCHASE CARD ACCEPTANCE. 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 INDICATING DATE OF PARTS PRICE LISTS AND ANY DISCOUNTS FROM LIST PRICES. Not applicable

21. LIST OF SERVICE AND DISTRIBUTION POINTS. Not applicable

22. LIST OF PARTICIPATING DEALERS. Not applicable

23. PREVENTIVE MAINTENANCE. Not applicable

24a. SPECIAL ATTRIBUTES SUCH AS ENVIRONMENTAL ATTRIBUTES. Not applicable

24b. INDICATE SECTION 508 COMPLIANCE INFORMATION IS AVAILABLE ON ELECTRONIC AND INFORMATION TECHNOLOGY SUPPLIES AND SERVICES. www.cbsxcel.com

25. DATA UNIVERSAL NUMBER SYSTEM (DUNS) NUMBER. 833041572

26. NOTIFICATION REGARDING REGISTRATION IN SYSTEM FOR AWARD MANAGEMENT (SAM), PREVIOUSLY CENTRAL CONTRACTOR REGISTRATION (CCR) DATABASE. Registration valid
# Labor Category Descriptions

## Working Supervisor

<table>
<thead>
<tr>
<th>Minimum Education:</th>
<th>High School Diploma</th>
</tr>
</thead>
<tbody>
<tr>
<td>Minimum Years’ Experience:</td>
<td>Minimum five years office move and furniture installation experience and certification of installation by a major furniture manufacturer.</td>
</tr>
</tbody>
</table>

**Responsibilities:**
- Directs installation and relocation teams to complete projects in a timely and orderly fashion.
- Interfaces with end-user, furniture dealers, designers, administrative staff, and other on-site trades to coordinate installations and relocations.
- Possess valid driver’s license to drive limited company vehicles when necessary.
- Have an advanced knowledge of multiple product lines.
- Have strong customer service focus.
- Regularly lift and/or move up to 50 lbs. and occasionally lift and/or move up to 100 lbs.

## Working Assistant Supervisor

<table>
<thead>
<tr>
<th>Minimum Education:</th>
<th>High School Diploma</th>
</tr>
</thead>
<tbody>
<tr>
<td>Minimum Years’ Experience:</td>
<td>2 years of experience</td>
</tr>
</tbody>
</table>

**Responsibilities:**
- Aids Supervisor with installation and relocation teams to complete projects in a timely and orderly fashion.
- Possess valid driver’s license to drive limited company vehicles when necessary.
- Have an advanced knowledge of multiple product lines.
- Regularly lift and/or move up to 50 lbs. and occasionally lift and/or move up to 100 lbs.

## Furniture Installer Supervisor

<table>
<thead>
<tr>
<th>Minimum Education:</th>
<th>High School Diploma</th>
</tr>
</thead>
<tbody>
<tr>
<td>Minimum Years’ Experience:</td>
<td>Minimum one year of office moving and systems furniture installation training.</td>
</tr>
</tbody>
</table>

**Responsibilities:**
- The Furniture Installation Supervisor loads, delivers and installs company products focusing on customer satisfaction.
- Install furniture in accordance with Manufacturer’s installation guide per approved installation drawings.
- Load and unload trucks.
- Work overtime hours when required.
- Perform other related duties and assignments as required.
- Work independently and as part of a team.
### Material Handler

**Minimum Education:** High School Diploma  
**Minimum Years’ Experience:** 2 years warehouse experience  
**Responsibilities:**  
- Receive and unload incoming product while verifying accuracy of shipment and inspection for damages loss, or defects  
- Assemble and process product for preparation of deliveries  
- Provide assistance to customers with product pick-ups, including loading and unloading  
- Maintain product, tools, equipment, and work area in a clean, orderly and safe manner  
- Adhere to all standard operating procedures and ensure daily/weekly/monthly performance levels are achieved

### Truck and Driver

**Minimum Education:** High School Diploma  
**Minimum Years’ Experience:** 1 year of experience  
**Responsibilities:**  
- Drives both company and customer supplied vehicles to and from job sites.  
- Load and unload furniture off dollies and panel carts.  
- Drive company vehicles to job site.  
- Keep current on necessary driving training and requirements.  
- Load and unload trucks.  
- Assist installer and lead installer.  
- Strip furniture.  
- Must work overtime hours when required.  
- Perform other related duties and assignments as required.  
- Work independently and as part of a team.  
- Possess valid driver’s license and current DOT card to drive limited company vehicles when necessary.  
- Working and growing knowledge of basic product lines.  
- Have strong customer service focus.  
- Regularly lift and/or move up to 50 lbs. and occasionally lift and/or move up to 100 lbs.
### Contract Supervisor

<table>
<thead>
<tr>
<th>Minimum Education</th>
<th>Bachelor’s Degree</th>
</tr>
</thead>
<tbody>
<tr>
<td>Minimum Years’ Experience</td>
<td>2 years’ experience managing projects</td>
</tr>
</tbody>
</table>

**Responsibilities:**
- Performs project coordination, logistical aspects, resource allocation and sub-contractor performance.

### Leader

<table>
<thead>
<tr>
<th>Minimum Education</th>
<th>High School Diploma</th>
</tr>
</thead>
<tbody>
<tr>
<td>Minimum Years’ Experience</td>
<td>3 years of experience</td>
</tr>
</tbody>
</table>

**Responsibilities:**
- Lead and organize moving crews.
- Meet with clients and discuss project statuses.

### Laborer

<table>
<thead>
<tr>
<th>Minimum Education</th>
<th>High School Diploma</th>
</tr>
</thead>
<tbody>
<tr>
<td>Minimum Years’ Experience</td>
<td>1 year of experience in any work environment</td>
</tr>
</tbody>
</table>

**Responsibilities:**
- Performs tasks such as garbage removal, inventory control, general clean-up and retrieves parts for installation team.