

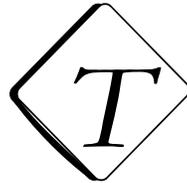
**GENERAL SERVICES ADMINISTRATION
Federal Supply Service**

AUTHORIZED FEDERAL SUPPLY SCHEDULE PRICE LIST

Mail Room Administrative Support Services

On-line access to contract ordering information, terms and conditions, and up-to-date pricing are available through GSA Advantage!™, a menu-driven database system. The INTERNET address for GSA Advantage!™ is:

<http://www.gsaadvantage.gov> .



Townsend Management Group

(Certified SDB)

(Small Disabled Veteran Owned Business)

(Certified U.S. DOT DBE)

2121 South Oneida Street
Suite 110
Denver, Colorado 80224
(303) 758-9149
Fax: (303) 759-9615

Contract Number GS-10F-0182J

Period Covered by Contract: 8/1/1999 – 7/31/2009

Modification Four

Authorized Federal Supply Schedule Price List

October 28, 2005

www.townsendmgt.com

Email tmg-denver@att.net

Products and ordering information in this Authorized FSS Information Technology Schedule Pricelist are also available on the GSA Advantage! System. Agencies can browse GSA Advantage! by accessing the Federal Supply Service's Home Page via the Internet at www.fss.gsa.gov .

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TOWNSEND MANAGEMENT GROUP (TMG)

TMG is a national consulting and managed services firm. We provide a team of experts in organizational consulting, non-personal contract services and information management. TMG is a catalyst for world class performance and is committed to creating customer satisfaction by teaming with its clients. We provide responsive, individualized attention and offer sensitivity rarely found in larger firms.

Benefits to Federal Agencies:

TMG's Federal Supply Schedules (FSS) provide an expedited ordering process for our services and allows our clients:

- (a) Access to Pre-Negotiated Pricing to facilitate a "BEST VALUE" selection.
- (b) Immediate access to over 16 years of government agency experience and a D & B overall customer satisfaction ratings of 4.7/5.0.
- (c) To use their VISA cards.
- (d) Assistance in achieving Small Business Requirements, TMG is a certified Small Disadvantaged Business (SDB).
- (e) To work with a Small Disabled Veteran Owned business.

Other FSS Areas:

- MOBIS (GS-10F-0094J)

MAIL MANAGEMENT & ADMINISTRATIVE SUPPORT

TMG provide operating staff to perform a combination of support services within a client's facility, a list of services is outlined below. We perform activities that are ongoing routine, business support functions that agencies and organizations have traditionally performed for themselves. We provide a range of staff - prescreened, and hand picked to enhance the client's organization.

Government Contract Number GS-10F-0182J

Services Available

Mail Room Services	Administrative Support
Processing and distribution of all mail, letters, packages,	Call Center Management
Warehouse	Secretary Services
Fleet Maintenance	Data Processing
Order Processing	Records Management
	Computer Help Desk
	Receptionist

NAICS

- 561110 Office Administrative Services
- 561210 Facilities Support Services
- 56142 1 Telephone Call Centers
- 561431 Mail Centers
- 561410 Document Preparation Services
- 561499 All other Business Support Services

Federal Supply Group 733 Mail Management Services

Contract Number GS-10F-0182J

The GSA Federal Supply Schedule (FSS) is a powerful, streamlined, flexible public sector-contracting tool. FSS provides Federal Officials with rapid, customer-friendly access to top quality management services, which can be ordered in a matter of hours.

Mail and Administrative Services Quality Assurance Plan

- Remote Site Management Capabilities
- Employee Retention Plans
- Contingency Plans for absences
- On-Site Management
- Ongoing Training
- Site Specific Standard Operating Procedures
- A Proven Track Record

TMG provides services throughout the United States, prices in this brochure are for Colorado - Northern Front Range counties.

PLEASE CALL US for exact pricing for OTHER STATES AND COUNTIES!

Contractor Information

Townsend Management Group

POC: Doris Crim
2121 South Oneida Street, Suite 110
Denver, CO 80224

Contract #: GS-10F-0182J

Contract Period: 8/1/1999 - 7/31/2009

Business Size: Small Disadvantaged Business

Email: Tmg-denver@att.net

2 Max. order \$1,000,000

3 Min. order \$100

4 Delivery Area: Nationwide

5 Points of Production: Denver, CO

6 Discount Terms: Government Net Prices

7 Quantity Discounts: None

8 Prompt Payment Terms: 1%/30

9a Government Credit Card: YES

9b Discount for Credit Card: NO

10 Foreign Items: None

11a Time of Delivery: TBD on each order

11b Urgent Requirement: Call TMG

12 FOB Point(s): Delivery

13 Order Address: Same as Contractor

14 Payment Address: PO BOX 3912 ENGLEWOOD, CO 80155

15 Warranty Provision: N/A

16 Export Packing Charges: N/A

17 Terms and Conditions of Government Commercial Credit Card Acceptance: N/A

18 -24: N/A

25 Year 2000 Y2K compliant: Yes

26 DUNS: 192200434

27 CCR Database Registration: Yes

GSA Approved Price Schedule

Colorado (WD 94-2081, Rev 27)

Sins: 733-1: Mail Room Administrative * 733-3: Miscellaneous Mail *

733-4: List Management

Price Includes Discount

Pos. #	Labor Category	Billable Rate
	On Site Manager	52.96
1060	Document Prep Clerk	27.33
1070	Mess. Courier	20.52
1090	Dupl. Machine Op	27.33
1116	Gen Clerk II	26.32
1117	Gen Clerk III	27.33
1118	Gen Clerk IV	34.37
1131	Key Entry Op I	26.32
1132	Key Entry Op II	30.49
1191	Order Clerk I	30.70
1192	Order Clerk II	32.42
	Service Order Dispatcher	28.87
1270	Production Clerk	36.66
1311	Secretary I	30.49
1312	Secretary II	33.47
1313	Secretary III	35.20
1314	Secretary IV	40.84
1315	Secretary V	44.92
1611	Word Processor I	27.33
1612	Word Processor II	30.56
1613	Word Processor III	33.26
3071	Computer Prog I	40.07
3072	Computer Prog II	48.22
3073	Computer Prog III	53.21
3074	Computer Prog IV	53.21
3101	Comp Sys Ana I	53.21
3102	Comp Sys Ana II	53.21
3103	Comp Syst Ana III	53.21
21050	Order Filler	25.57
21100	Shipping/ Rec Clerk	28.03
	Material Handler Labor	29.95
	Warehouse Material Coor.	37.89
21130	Shipping Packer	28.03
31361	Truck Driver, Light	30.19
31362	Truck Driver, Med	36.82
31363	Truck Driver, Heavy	38.15
31364	Truck Driver, Tractor Trailer	38.15

Sample Projects:

Bureau of Land Management, State Office of Nevada
1340 Financial Blvd
Reno, Nevada 89520
CO: Ms. Judith Couch (775) 861-6420

Scope:

Provide Administrative Support Services including; warehouse operations, mailroom operations and fleet services.

Tasks:

Receive, sort, meter, distribute, and record the mail, including regular USPS, accountable, FED-EX and Private Carrier Parcels, maintain accurate records of incoming and outgoing mail and meter funds. Receive, store and distribute office supplies. Assist with minor office repairs and moves. Maintain vehicle logs. Ensure vehicles are serviced, washed and fueled and ready for check out.

Minerals Management Service
WASC, Procurement
P. O. Box 25165, MS2730
Denver, CO 80225-0165
CO: Ms. Mary Haden (303) 231-3933

Scope:

Provide Administrative Support Services including; warehouse operations, mailroom operations and inventory, assembly, moving and warehousing of conventional and systems furniture.

Tasks:

Store, load, unload and issue warehouse goods, Receive and pack materials for shipping. Receive and unpack new stock, affix property labels on government equipment, maintain stock inventory. Delivery and pick-up of equipment, supplies and forms. Deliver and pick-up excess government equipment.

Assemble and install furniture, including wire management troughs and electrical components to Herman Miller systems furniture.

Move official records, for storage or destruction.

Pick-up and deliver printed materials to designated point.

Receive, sort, meter, distribute, record and deliver the mail, including regular USPS, accountable and Private Carrier Parcels, maintain accurate records of incoming and outgoing mail.

General Services Administration
P. O. Box 25546 (8PD-D)
Denver, CO 80225-0546
CO: Jeane Hanrahan (303) 236- 4300 x234

Scope:

Perform mail services, manage and operate warehouse

Tasks:

Receive, sort, meter, distribute, and record the mail, including regular USPS, accountable, FED-EX and Private Carrier Parcels, maintain accurate records of incoming and outgoing mail and meter funds.

Ship, receive and store furniture/equipment and miscellaneous items. Prepare all paperwork to dispose of excess property.

General Services Administration
P. O. Box 25546
Denver, CO 80225-0546
CO: Jeane Hanrahan (303) 236- 4300 Ext. 234

Scope:

Operate an onsite Integrated Occupancy Services Call Center for the General Services Administration
Operate Front Desk Receptionist - On Stage Ambassador Service

Tasks:

Maintain Call Center - Receive calls, route customer inquiries, provide support phone coverage for program offices as needed, track incoming call volume.

Maintain Service Call dispatch and records - Receive service calls, initiate the service call response through a GSA software application to the appropriate GSA contractor or staff; close out the calls after work has been performed and run periodic reports.

Distribute Public Sale Information - Receive calls from callers requesting information on GSA sale. Record caller's information and mail out bid packages and bid result information.

Distribute Publications - Prepare How to do Business with GSA information packets. Provide completed packages to Business Resource Center or mail to callers who request the information.

Receptionist - Greet Visitors and direct to the proper area. Ensure conference rooms are neat and available for the next user. Act as host to client's visitors.

US Department of Housing and Urban Development
633 17th Street, North Tower
Denver, CO 80202-3607
CO: Mr. Michael Mee (303) 672-5281 x 1820

Scope:

Mail processing; data entry reflecting receipt and assignment of cases in computerized system; archiving completed case files, filing of case binders and quality control function.

Tasks:

Open, date stamp, sort, log (data input) and distribute incoming mail.

Sort and meter outgoing mail.

Entry data of case assignments.

Perform Quality control review of data.

Archive files, verify box contents, label, input inform into computer system and prepare boxes for shipping.

ORKAND Corporation
7799 Leesburg Pike
Suite 700, North Tower
Falls Church, VA 22043-2499
CO: Mr. John Carlton (703) 610-4569

Scope:

Fill orders for the USGS's earth science map and related map products.

Tasks:

Stock transfers of maps and related products, Shelving and maintenance of the working stock inventory levels, Retrieval to fulfill sales orders, order fulfillment processing of Automatic and immediate Sending, Quality control, replace outdated products with new or revised maps and related map products.