



**FEDERAL SUPPLY SERVICE
AUTHORIZED FEDERAL SUPPLY SCHEDULE PRICE LIST**

**Professional Engineering Services (PES)
Federal Supply Schedule Industrial Group 871-7**

**Contract No. GS-10F-0440X
Contract Period: 8/23/11 – 08/22/16**



ARMAND CORPORATION
1815 Garden Avenue
Cherry Hill, NJ 08003
Phone: 856-489-8200
Fax: 856-489-8212
Email: admin@armandcorp.com
Contract Administrator: Barbara Armand

**Business Size: Small, SBA Certified Small Disadvantaged,
Woman Owned Small Business (WOSB)**

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.



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CUSTOMER INFORMATION

- 1a. **Special Item Number(s):** SIN 871-7 (CI, ME & EE); 871-7RC (CI, ME & EE)
- 1b. **Lowest priced model number and lowest unit price:** Please refer to the Table of Hourly Rates.
- 1c. **Labor category descriptions:** Please refer to the Table of Labor Descriptions.
- 2. **Maximum Order:** \$1,000,000
- 3. **Minimum Order:** \$100
- 4. **Geographic Coverage (delivery area):** Domestic Only
- 5. **Point(s) of production (city, county, and state or foreign country):** Same as company address
- 6. **Discount from list prices or statement of net price:**
Government net prices (discounts already deducted). See attachment.
- 7. **Quantity discounts:** None Offered
- 8. **Prompt payment terms:** Net 30 days
- 9a. **Notification that Government purchase cards are accepted up to the micro-purchase threshold:**
Yes
- 9b. **Notification whether Government purchase cards are accepted or not accepted above the micro-purchase threshold:** will not accept over \$3,000
- 10. **Foreign items (list items by country of origin):** None
- 11a. **Time of Delivery (Contractor insert number of days):** To be negotiated per each delivery order.
- 11b. **Expedited Delivery:** Contact Contractor
- 11c. **Overnight and 2-day delivery:** Contact Contractor
- 11d. **Urgent requirements:** Contact Contractor
- 12. **F.O.B. Point(s):** Destination
- 13a. **Ordering Address:**

Armand Corporation
1815 Garden Avenue
Cherry Hill, NJ 08003
Attn: Barbara Armand
Phone: (856) 489-8200
Fax: (856) 489-8212
Email: admin@armandcorp.com



13b. Ordering Procedures:

For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA's), and a sample BPA can be found at the GSA/FSS Schedule Homepage (fss.gsa.gov/schedules).

14. Payment Address:

Armand Corporation
1815 Garden Avenue
Cherry Hill, NJ 08003
Phone: (856) 489-8200
Fax: (856) 489-8212

15. Warranty Provision: Contractor's standard commercial warranty.

16. Export Packing Charges: N/A

17. Terms and condition of Government commercial credit card acceptance: Contact Contractor

18. Terms and conditions of Government rental, maintenance, and repair: N/A

19. Terms and conditions of installation: N/A

20. Terms and conditions of repair parts indicating date of parts price lists and any other discounts from list prices: N/A

21. List of service and distribution points: N/A

22. List of participating dealers: N/A

23. Preventative Maintenance: N/A

24a. Environmental Attributes: N/A

24b. Section 508 Compliance: N/A

25. Data Universal Number (DUNS): 55-676-1823

26. Notification regarding registration in CCR database:

Armand Corporation is registered in the Central Contractor Registration (CCR) database.



COMPANY INFORMATION

Armand Corporation is a privately owned Engineering and Construction Management firm. The company was founded in 1991, and since then, has grown to be one of this region's "fastest growing privately-held businesses," as reported by the Philadelphia Business Journal for 1996, 1997, and 1998. It has also received several awards and recognition of its success from the United State Small Business Administration and the Department of Commerce. Armand has been ranked among the "Top 50 CM Firms" for four consecutive years by NJ Biz (2003 – 2007).



*PA Dept. of General Services – Statewide
Construction Managers – 801 Market Street
Conversion*

Organizational History

Since its inception, Armand Corporation has conceived and implemented numerous and varied projects in engineering and construction management. The company's experience encompasses a variety of market sectors, including transportation (i.e. airports and public transit), utilities, commercial buildings, housing and institutional facilities. Our "featured projects," can be found on website (www.armandcorp.com), demonstrate our excellent track record, business stability, proven expertise, project diversity and competitive edge in the marketplace. We strive to meet and exceed the expectations of all our clients by providing competitive solutions to their specific needs, and completing projects on time and within budget.



Philadelphia City Hall Sprinkler Replacement

Armand Corporation provides an extensive range of services including program and project management, construction management, inspection, scheduling, cost estimating, construction claims management and analysis and general engineering consulting services for various diversified clients. Some of these clients include:

- Air National Guard
- American Airlines
- Borough of Lawnside (NJ)
- Casino Reinvestment Development Auth. (NJ)
- City of Camden (NJ)
- City of Philadelphia (PA)
- City of Wilmington (DE)
- Delaware River Port Authority
- McGuire Air Force Base (NJ)
- Naval Air Warfare Center
- Naval Weapons Station
- Newark Housing Authority (NJ)
- New Jersey Department of Transportation
- New Jersey Schools Development Authority
- New Jersey Transit
- New Jersey Turnpike Authority
- New York City School Construction Authority
- Pennsylvania Department of General Services
- Philadelphia Housing Authority
- School District of Philadelphia
- South Jersey Transportation Authority
- Temple University (PA)
- US Army
- US Army Corps of Engineers
- US Coast Guard

Armand Corporation is certified by numerous city and state agencies in New Jersey, New York, Pennsylvania, Delaware, Maryland, and Virginia as a small woman-and minority-owned Business Enterprise. We take pride in our diverse professional staff and discipline, utilizing the right mix of engineering, construction management and technology where required, as well as providing very specific skills to adapt to a wide variety of roles on any single or multi-phase projects.

Organization Size

Armand Corporation, led by President and CEO Barbara Armand, is supported by 35 full-time professionals with multi-disciplinary backgrounds and diverse experience. The professional staff include Professional Engineers licensed in NJ, NY, PA, DE, MD, OH, NC and FL; Division Directors with over 30 years of experience with federal government; project managers and inspectors with an average of 22 years of experience. Our project professionals and inspection staff also have advanced degrees and certifications. These include: M.S. in civil, mechanical, and electrical engineering; certified municipal engineer; registered architect; professional planner; and NICET levels 2, 3 and 4.



Services

Construction Management

Armand Corporation offers a full range of Construction Management services and has developed an excellent reputation for providing superior quality services at the highest technical level. Armand's professional staff has an extensive body of knowledge, skill, and experience in all phases of design and construction, and is proficient in ProLog and Primavera. Through diligence, hard work, and attention to detail our professional services have generated cost savings, created schedule reductions, and provided scope enhancements for our many clients.

Budgets are met because we provide value engineering suggestions that reduce cost without compromising quality or schedule.

Quality is something that we take very seriously at Armand. Our quality management process involves plan review early on in the design stage to familiarize ourselves with the project requirements.

Scheduling is an area in which Armand excels. We utilize Primavera P3/P6 CPM Scheduling software tools that allow us to gather, store, and assess data creatively and efficiently.

Project Pre-Construction Phase Services:

- Establish project objectives
- Program definition and refinement
- Procedures and communications protocol
- Design technical / Code compliance reviews
- Value Engineering
- Program schedule and budget
- Feasibility studies
- Procurement planning and procedures
- Quality control management
- Bid preparation and review
- Design scheduling and control

Project Construction Phase:

- Establish field office complex
- Document control management
- Submittal management
- Peer coordination administration
- Budget and cost administration
- Cost control management
- Construction supervision
- Contract compliance review
- Construction inspection
- LEED management
- Risk management
- Safety program management
- Quality Management
- Management reporting
- Change order review and assist
- Schedule review/monitoring management
- Claims management
- Problem resolution
- As-Built documents control
- Testing management
- Commissioning management
- Punch list and closeout management

Post Construction Phase:

- Perform Post Occupancy Evaluations (POE's)
- Guarantee / Warranty administration
- Peer review administration
- Occupancy planning administration
- Move-in planning coordination
- Relocation assistance administration

Engineering Management Services

- Programming
- Master planning analysis
- Project feasibility analysis
- Building and site surveys and analysis
- American Disabilities Act (ADA) reviews
- Conceptual design analysis
- Construction documentation analysis
- Bidding and construction administration and observation
- Property/building evaluations
- Third party design/construction review



LABOR CATEGORY HOURLY RATES

LABOR CATEGORY	Government Rate (including IFF) Rates effective 8/23/11 – 8/22/12
Principal/Supervisory/Project Manager	\$165.74
Principal/Supervisory/Task Director	\$165.74
Technical Level – 1 – Senior Engineer	\$132.59
Technical Level – 1 - Senior (Chief) Estimator	\$132.59
Technical Level – 1 – Senior (Chief) Scheduler	\$132.59
Technical Level – 1 – Senior Claims Analyst	\$132.59
Technical Level – 2 – Engineer	\$104.18
Technical Level – 2 – Architect	\$104.18
Technical Level – 2 – Estimator	\$104.18
Technical Level – 2 – Scheduler	\$104.18
Technical Level – 2 – Claims Analyst	\$104.18
Technical Level – 2 – Document Control Engineer	\$118.89
Technical Level – 3 – Office Administrator/Manager	\$71.00
Technical Level – 3 – Administrative Assistant/Clerical	\$61.56
Technical Level – 3 – Technical Support	\$66.30

- The Service Contract Act (SCA) is applicable to this contract and it includes SCA eligible labor categories. The prices for the cited SCA labor categories are based on the U.S. Department of Labor Wage Determination Number(s) identified in the SCA matrix below. The prices offered are based on the preponderance of where work is performed and should the contractor perform in an area with lower SCA rates, resulting in lower wages being paid, the task order prices will be discounted accordingly.

SCA Eligible Labor Category	SCA Equivalent Code Title	Wage Determination No.
29062 Drafter II	Technical 3-Technical Support	2005-2449
01117 General Clerk II	Technical 3-Clerk/Secretary	2005-2449

LABOR CATEGORY DESCRIPTIONS

Job Title: Principals/Supervisory/Project Manager	
Minimum Experience Required	Must have ten years of relevant specialized experience in construction and/or construction management.
Functional Responsibilities	Manages the cost, schedule, and quality of programs comprised of multiple engineering and construction projects. Oversees and manages program staff and project manager. Responsible for timely and accurate reporting of overall program status. Reviews engineering documents during design to ensure constructability and minimize exposure to claims and change orders.
Minimum Education/Degree, Training or Certification Requirements	B.S. degree in a recognized engineering discipline, architectural or related field from an accredited college or university.
Substitution of Experience for Education	20 years of related experience.

Job Title: Principals/Supervisory - Task Director	
Minimum Experience Required	Must have ten years of relevant specialized experience in construction and/or construction management experience.
Functional Responsibilities	Manages the cost, schedule, and quality of construction projects; oversees and manages the inspection, scheduling, estimating and office engineering staff. Coordinated the efforts of design engineers and field engineers to develop optimized solutions for technical issues. Reviews engineering documents during design to ensure constructability and minimize exposure to claims and change orders.
Minimum Education/Degree, Training or Certification Requirements	B.S. Degree in a recognized engineering discipline, architectural or related field from an accredited college or university.
Substitution of Experience for Education	20 years of related experience.

Job Title: Technical Level – 1 – Senior Engineer	
Minimum Experience Required	Must have seven years of relevant specialized experience in construction and/or construction management experience.
Functional Responsibilities	Provides leadership developing complex technical solutions for planning and engineering studies and analysis. Plans project coordination and management. Provides comprehensive definition of all technical aspects of project requirements within engineering disciplines. Knowledgeable of local and national codes. Performs evaluation of alternatives and assessments of risks and costs as well as investigate engineering.
Minimum Education/Degree, Training or Certification Requirements	B.S. degree in a recognized engineering discipline, architectural or related field from an accredited college or university.
Substitution of Experience for Education	15 years of related experience.

Job Title: Technical Level – 1 – Senior (Chief) Cost Estimator	
Minimum Experience Required	Must have seven years of specialized experience in construction estimating with hands-on commercial construction experience.
Functional Responsibilities	Responsible for preparing cost estimates for construction projects during planning, design, engineering or construction phase of the project; prepares detailed analyses and reports on project costs. Develops independent cost and pricing assessments for claims and change orders. Develops life cycle cost analysis. Works with design engineers and construction engineers to develop cost effective solutions for technical issues.
Minimum Education/Degree, Training or Certification Requirements	B.S. Degree in Engineering, Construction Management, Business Management or related technical field and/or a certification as a Certified Cost Engineer
Substitution of Experience for Education	10 years of related experience.

Job Title: Technical Level – 1 – Senior (Chief) Scheduler	
Minimum Experience Required	Must have over seven years of specialized experience in engineering and/or construction expertise area, at least one of which must have been directly involved with construction project scheduling and schedule analysis. Knowledge of construction scheduling software.
Functional Responsibilities	Creates, maintains, updates, analyzes, and reports on engineering and construction project schedules; oversees and manages the efforts of subordinates Project Schedulers. Works with design engineers and construction engineers to optimize project schedules and mitigate schedule delays. Analyzes schedule related claims and change orders. Reports to Construction Manager, Project Manager, or Program Manager, depending on project organization.
Minimum Education/Degree, Training or Certification Requirements	B.S. Degree in Engineering, Construction Management, Business Management or related technical field.
Substitution of Experience for Education	10 years of related experience.

Job Title: Technical Level – 1 – Senior Claims Analyst	
Minimum Experience Required	Must have seven years of specialized experience in construction and/or construction management.
Functional Responsibilities	Performs technical reviews and analysis of project claims and change orders, making determination of merit and no merit. Reviews engineering drawings and documents. Works with design engineers, construction engineers, cost engineers and project scheduler to analyze the cost and schedule aspects of project claims and change orders; negotiates settlement of project claims and engineering change orders. Reports to Principal/ Supervisor, Construction Manager, Project Manager or Program Manager, depending on project organization.
Minimum Education/Degree, Training or Certification Requirements	B.S. Degree in Engineering, Construction Management, Business Management or related technical field.
Substitution of Experience for Education	10 years of related experience.

Job Title: Technical Level – 2 – Engineer	
Minimum Experience Required	Five years of specialized experience in an engineering and/or construction expertise area related field.
Functional Responsibilities	Provides, develops technical solutions for planning and engineering studies and analysis. Plans project coordination and management. Provides comprehensive definition of all technical aspects of project requirements within engineering disciplines, reports to and assists a senior engineer.
Minimum Education/Degree, Training or Certification Requirements	Associates Degree in a recognized engineering discipline from an accredited college or university.
Substitution of Experience for Education	7 years of related experience.

Job Title: Technical Level – 2 – Architect	
Minimum Experience Required	Must have five years of experience in engineering and/or construction area, at least two of which have been directly involved with construction project engineering.
Functional Responsibilities	Provides, develops technical solutions for planning and engineering studies and analysis. Plans project coordination and management. Provides comprehensive definition of all technical aspects of project requirements within architectural disciplines, reports to and assists a senior architect.
Minimum Education/Degree, Training or Certification Requirements	Associates Degree in Architectural related technical field.
Substitution of Experience for Education	10 years of related experience.

Job Title: Technical Level – 2 – Estimator	
Minimum Experience Required	Must have five years of relevant specialized experience in construction estimating with hands-on commercial construction experience.
Functional Responsibilities	Responsible for preparing cost estimates for construction project during planning, design, engineering or construction phase of the project. Develops independent cost and pricing assessments for claims and change orders. Develops life cycle cost analysis. Works with design engineers and construction engineers to develop cost effective solutions for technical issues, reports to and assists a Senior Estimator, Construction Manager, Project Manager or Program Manager, depending on project organization.
Minimum Education/Degree, Training or Certification Requirements	Associates degree in a recognized engineering discipline, architectural or related technical field and/or a certification as a Certified Cost Engineer.
Substitution of Experience for Education	7 years of related experience.

Job Title: Technical Level – 2 – Scheduler	
Minimum Experience Required	Must have over five years of specialized experience in an engineering and/or construction expertise area, at least one of which must have been directly involved with construction project scheduling and schedule analysis. Knowledge of construction scheduling software.
Functional Responsibilities	Responsible for schedule development, review, and delay analysis of construction schedules.
Minimum Education/Degree, Training or Certification Requirements	Associates Degree in Engineering, Construction Management, Business Management, or related technical field
Substitution of Experience for Education	7 years of related experience

Job Title: Technical Level – 2 – Claims Analyst	
Minimum Experience Required	Must have five years of specialized experience in construction estimating with hands-on commercial construction experience.
Functional Responsibilities	Performs technical reviews and analysis of project claims and change orders, making determination of merit and no merit. Reviews engineering drawings and documents. Works with design engineers, construction engineers, cost engineers and project scheduler to analyze the cost and schedule aspects of project claims and change orders; negotiates settlement of project claims and engineering change orders. Reports to Principal/ Supervisor, Construction Manager, Project Manager or Program Manager, depending on project organization.
Minimum Education/Degree, Training or Certification Requirements	Associates Degree in Engineering, Construction Management, Business Management, or related technical field
Substitution of Experience for Education	7 years of related experience

Job Title: Technical Level – 2 – Document Control Engineer	
Minimum Experience Required	Must have five years of specialized experience in construction estimating with hands-on commercial construction experience. Proficient in Expedition, ProLog or equivalent engineering software for manage of all construction documents.
Functional Responsibilities	Provide technical assistance in applications under the direction of more senior personnel. Capable of reviewing and tracking submittals, change orders, pay requisitions, project logs, correspondence, request for information, other miscellaneous engineering related tasks. Utilizing engineering programs such as Expedition, ProLog, or Paradon for the operating database in handling submittals, construction drawings, financial reports, management logs all project documents and submittals. Responsible for all input and managing the document control system for large construction projects.
Minimum Education/Degree, Training or Certification Requirements	Associates Degree in Engineering, Construction Management, Business Management, or related technical field
Substitution of Experience for Education	7 years of related experience

Job Title: Technical Level – 3 – Office Administrator/Manager	
Minimum Experience Required	Over two years of relevant experience required.
Functional Responsibilities	Provided office management, develops and directs office personnel duties, reviews and prepares basic technical documents, assists field project managers for document control. Provides project support, includes administration, travel coordination, presentation support and preparation, graphics production and support with network issues.
Minimum Education/Degree, Training or Certification Requirements	High School Diploma
Substitution of Experience for Education	Not applicable.

Job Title: Technical Level – 3 – Administrative Assistant/Clerical	
Minimum Experience Required	Over two years of relevant experience required.
Functional Responsibilities	Prepares basic technical engineering documents, inputs data into the computer answers phones, takes messages, makes copies, and performs other general office tasks as directed.
Minimum Education/Degree, Training or Certification Requirements	High School Diploma
Substitution of Experience for Education	Not applicable.

Job Title: Technical Level – 3 – Technical Support	
Minimum Experience Required	Over two years of relevant experience required.
Functional Responsibilities	Prepares basic technical engineering documents, inputs data into the computer, assists field project managers, technical operator of computer-aided drafting or design equipment and support with hardware/software/network issues.
Minimum Education/Degree, Training or Certification Requirements	High School Diploma
Substitution of Experience for Education	Not applicable.

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