

**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!<sup>TM</sup>, a menu-driven database system. The Internet address for GSA-Advantage!<sup>TM</sup> is: <http://www.gsaadvantage.gov>*

**Facilities Maintenance and Management**

**FSC Group: 03FAC  
FSC Class: J035**

**Contract No.: GS-21F-0164W**



*For more information on ordering from Federal Supply Schedules, click on the FSS Schedules button at: <http://www.fss.gsa.gov>*

**Contract Period: 05/19/2015 – 05/18/2020**



**Innovative Consulting & Management Services (ICMS)  
7361 Calhoun Place, Suite 585  
Rockville, MD 20855  
Telephone: (301) 444-4100  
Fax: (301) 444-4105  
[www.icmssolutions.com](http://www.icmssolutions.com)**

**Business Size/Status: Small, SBA Certified Small Disadvantaged Business**

**Prices shown herein are NET (discount deducted).**

**Pricelist current through modification PO-00011 dated 3.20.2015.**



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## GENERAL CONTRACT INFORMATION

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

- 811 003/ 811 003RC Complete Facilities Management
- 811 006 / 811 006RC Facilities Maintenance and Management Consulting

1b. Lowest Priced Model Number and Lowest Price:

Please refer to our rates on page #9

1c. Labor Category Descriptions:

Please refer to page #7

2. Maximum Order:

\$1,000,000

3. Minimum Order:

\$100

4. Geographic Coverage:

Domestic Only

5. Point (s) of Production:

Not Applicable

6. Discount from List Price:

All Prices Herein are Net

7. Quantity Discounts:

Not Applicable

8. Prompt Payment Terms:

Net 30 days

9a. Government Purchase Card *is* accepted at or below the micro – purchase threshold.

9b. Government Purchase Card *is* accepted above the micro – purchase threshold.

10. Foreign Items:

None

11a. Time of Delivery:

To Be Negotiated with Ordering Agency

11b. Expedited Delivery:

To Be Negotiated with Ordering Agency

11c. Overnight and 2-Day Delivery:

To Be Negotiated with Ordering Agency

11d. Urgent Requirement:

To Be Negotiated with Ordering Agency

12. F.O.B. Point(s):

Destination

13a. Ordering Address:

Innovative Consulting & Management Services (ICMS)  
Attn: Hamlet Lopez/GSA Orders  
7361 Calhoun Place, Suite 585  
Rockville, MD 20855

13b. For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPAs), are found in Federal Acquisition Regulation (FAR) 8.405-3.

14. Payment Address:

Innovative Consulting & Management Services (ICMS)  
Attn: Accounts Receivable  
7361 Calhoun Place, Suite 585  
Rockville, MD 20855

- |  |  |
|--|--|
| 15. Warranty Provision:  | Not Applicable                                       |
| 16. Export Packing Charges:  | Not Applicable                                       |
| 17. Terms & Conditions of Government Purchase Card Acceptance (any thresholds above the micro-purchase level):   | Contact Contract Administrator                       |
| 18. Terms and conditions of rental, maintenance, and repair:   | Not Applicable                                       |
| 19. Terms and conditions of installation (if applicable):  | Not Applicable                                       |
| 20. Terms and conditions of repair parts indicating date of parts, price lists and any discounts from list prices:   | Not Applicable                                       |
| 20a. Terms and conditions for any other services (if applicable):  | Not Applicable                                       |
| 21. List of service and distribution points (if applicable):   | Not Applicable                                       |
| 22. List of participating dealers (if applicable):   | Not Applicable                                       |
| 23. Preventative maintenance (if applicable)   | Not Applicable                                       |
| 24a. Special attributes such as environmental attributes (e.g., recycled content, energy efficiency, and/or reduced pollutants.):  | Not Applicable                                       |
| 24b. Section 508 compliance information is available on Electronic and Information Technology (EIT) supplies and services and show where full details can be found (e.g. contractor's website or other location.) The EIT standards can be found at:<br><a href="http://www.Section508.gov/">www.Section508.gov/</a> : | Contact Contract Administrator for more information. |
| 25. Data Universal Number System (DUNS) Number:  | 827724175  |
| 26. Innovative Consulting & Management Services (ICMS) <i>is</i> registered in the Central Contractor Registration (CCR) database.   |  |

## **CONTRACT OVERVIEW**

GSA awarded Innovative Consulting & Management Services (ICMS) a GSA Federal Supply Schedule contract for Facilities Maintenance and Management (FAC), Contract No. **GS-21F-0164W**. The current contract period is **May 19, 2015 – May 18, 2020**. GSA may exercise a total of up to three additional 5 year option periods. The contract allows for the placement of Firm Fixed Price or Time and Materials task orders using the labor categories and ceiling rates defined in the contract.

## **CONTRACT ADMINISTRATOR**

Hamlet Lopez  
Innovative Consulting & Management Services (ICMS)  
7361 Calhoun Place, Suite 585  
Rockville, MD 20855  
Telephone: (301) 444-4100  
Fax Number: (301) 444-4105  
Email: gsa@icmssolutions.com

## **MARKETING AND TECHNICAL POINT OF CONTACT**

Hamlet Lopez  
Innovative Consulting & Management Services (ICMS)  
7361 Calhoun Place, Suite 585  
Rockville, MD 20855  
Telephone: (301) 444-4104  
Fax Number: (301) 444-4105  
Email: gsa@icmssolutions.com

## **CONTRACT USE**

This contract is available for use by all federal government agencies, as a source for Facilities Maintenance and Management, for worldwide use. Executive agencies, other Federal agencies, mixed –ownership Government corporations, and the District of Columbia; government contractors authorized in writing by a Federal agency pursuant to 48 CFR 51.1; and other activities and organizations authorized by statute or regulation to use GSA as a source of supply may use this contract. Additionally, contractors are encouraged to accept orders received from activities within the Executive Branch of the Federal Government.

## **CONTRACT SCOPE**

The contractor shall provide all resources including personnel, management, supplies, services, materials, equipment, facilities and transportation necessary to provide a wide range of professional services as specified in each task order.

Services specified in a task order may be performed at the contractor's facilities or the ordering agencies' facilities. The government will determine the contractor's compensation by any of several different methods (to be specified at the task order level) e.g., a firm-fixed price for services with or without incentives, labor hours or time-and-material.

The Special Item Numbers (SINs) available under this contract provide services across the full life cycle of a project. When task orders are placed, they must identify the SIN or SINs under which the task is being executed. Innovative Consulting & Management Services (ICMS) has been awarded a contract by GSA to provide services under the following SINs:

- 811 003/ 811 003RC Complete Facilities Management
- 811 006 / 811 006RC Facilities Maintenance and Management Consulting

## **INSTRUCTIONS FOR PLACING ORDERS FOR SERVICES BASED ON GSA SCHEDULE HOURLY RATES**

GSA provides a streamlined, efficient process for ordering the services you need. GSA has already determined that Innovative Consulting & Management Services (ICMS) meets the technical requirements and that our prices offered are fair and reasonable. Agencies may use written orders; facsimile orders, credit card orders, blanket purchase agreement orders or individual purchase orders under this contract.

If it is determined that your agency needs an outside source to provide FAC services, follow these simple steps:

### **Step 1. Develop a Statement of Work (SOW)**

In the SOW, include the following information:

- Work to be performed,
- Location of work,
- Period of performance;
- Deliverable schedule, and
- Special standards and any special requirements, where applicable.

### **Step 2. Select Contractor and Place Order**

- If the order is at or below the micro-purchase threshold, select the contractor best suited for your needs and place the order.
- If the order is exceeding the micro-purchase threshold, but less than the maximum order threshold (MOT), prepare an RFQ;
- If the order is in excess of the MOT, prepare an RFQ. Consider expansion of competition and seek price reductions.

### **Step 3. Prepare a Request for Quote (RFQ)**

- Include the SOW and evaluation criteria;
- Request fixed price, ceiling price, or, if not possible, labor hour or time and materials order;
- If preferred, request a performance plan from contractors and information on past experience; and include information on the basis for selection.
- May be posted on GSA's electronic RFQ system, e-Buy

### **Step 4. Provide RFQ to at least Three Firms**

### **Step 5. Evaluate Offers, Select Best Value Firm, and Place Order**

## REQUIREMENTS EXCEEDING THE MAXIMUM ORDER

In accordance with FAR 8.404, before placing an order that exceeds the maximum order threshold, ordering offices shall:

- Review additional schedule contractors' catalogs/price lists or use the "GSA Advantage!" on-line shopping service;
- Based upon the initial evaluation, generally seek price reductions from the schedule contractor(s) appearing to provide the best value (considering price and other factors); and
- After price reductions have been sought, place the order with the schedule contractor that provides the best value and results in the lowest overall cost alternative (see FAR 8.404(a)). If further price reductions are not offered, an order may still be placed, if the ordering office determines that it is appropriate.

Vendors may:

Offer a new lower price for this requirement (the Price Reduction clause is not applicable to orders placed over the maximum order in FAR 52.216-19 Order Limitations.)

- Offer the lowest price available under the contract; or
- Decline the order (orders must be returned in accordance with FAR 52.216-19).

A task order that exceeds the maximum order may be placed with the Contractor selected in accordance with FAR 8.404. The order will be placed under the contract.

Sales for orders that exceed the Maximum Order shall be reported in accordance with GSAR 552.238-74.

## BLANKET PURCHASE AGREEMENT

Ordering activities may establish BPAs under any schedule contract to fill repetitive needs for supplies or services. BPAs may be established with one or more schedule contractors. The number of BPAs to be established is within the discretion of the ordering activity establishing the BPAs and should be based on a strategy that is expected to maximize the effectiveness of the BPA(s). In determining how many BPAs to establish, consider:

- The scope and complexity of the requirement(s);
- The need to periodically compare multiple technical approaches or prices;
- The administrative costs of BPAs; and
- The technical qualifications of the schedule contractor(s).

Establishment of a single BPA, or multiple BPAs, shall be made using the same procedures outlined in 8.405-1 or 8.405-2. BPAs shall address the frequency of ordering, invoicing, discounts, requirements (*e.g.* estimated quantities, work to be performed), delivery locations, and time.

When establishing multiple BPAs, the ordering activity shall specify the procedures for placing orders under the BPAs.

Establishment of a multi-agency BPA against a Federal Supply Schedule contract is permitted if the multi-agency BPA identifies the participating agencies and their estimated requirements at the time the BPA is established.

Ordering from BPAs:

Single BPA. If the ordering activity establishes one BPA, authorized users may place the order directly under the established BPA when the need for the supply or service arises.

Multiple BPAs. If the ordering activity establishes multiple BPAs, before placing an order exceeding the micro-purchase threshold, the ordering activity shall:

- Forward the requirement, or statement of work and the evaluation criteria, to an appropriate number of BPA holders, as established in the BPA ordering procedures; and
- Evaluate the responses received, make a best value determination (see 8.404(d)), and place the order with the BPA holder that represents the best value.

BPAs for hourly rate services. If the BPA is for hourly rate services, the ordering activity shall develop a statement of work for requirements covered by the BPA. All orders under the BPA shall specify a price for the performance of the tasks identified in the statement of work.

Duration of BPAs. BPAs generally should not exceed five years in length, but may do so to meet program requirements. Contractors may be awarded BPAs that extend beyond the current term of their GSA Schedule contract, so long as there are option periods in their GSA Schedule contract that, if exercised, will cover the BPA's period of performance.

Review of BPAs:

The ordering activity that established the BPA shall review it at least once a year to determine whether:

- The schedule contract, upon which the BPA was established, is still in effect;
- The BPA still represents the best value (see 8.404(d)); and
- Estimated quantities/amounts have been exceeded and additional price reductions can be obtained.

The ordering activity shall document the results of its review.

## LABOR CATEGORY DESCRIPTIONS

### Experience Substitutions Methodology:

High School Diploma + 4 years additional experience	Equals	Bachelors Degree
Bachelors Degree + 2 years additional experience	Equals	Masters Degree
Masters Degree + 3 years additional experience	Equals	PhD

### Education Substitutions Methodology:

A Ph.D. may be substituted for 3 years of required experience with a Masters Degree or 5 years with a Bachelors Degree.
A Masters Degree may be substituted for 2 years of required experience with a Bachelors Degree.
A Bachelors Degree may be substituted for 5 years of required experience with a High School Diploma.

<b>Relevant SIN(s):</b>	<b>811-003 / 811-003RC, 811-006 / 811-006RC</b>
<b>Title:</b>	<b>Facilities Maintenance &amp; Management Consultant I</b>
<b>Minimum Education Level:</b>	GED or HS Diploma
<b>Minimum Experience Requirements:</b>	2 years
<b>Substitution Methodology:</b>	See above
<b>Functional Duties/ Responsibilities:</b>	Assures the optimal functioning of building systems including mechanical, fire/life safety, elevators etc. May manage a staff of employees in the maintenance of buildings and grounds to include custodial and security functions. May manage administrative staff involved in tasks such as mail and distribution, conference/ meeting support and coordination, duplication, space planning, management of telecommunications tasks and administrative support. May oversee contractors for facilities renovation projects entailing, HVAC, electrical, production floor arrangement, etc. May control allocation and use of personnel to ensure fulfillment of services schedules in all departments at the lowest possible cost. May direct operation of all departments and guide supervisors in the performance of their duties.

<b>Relevant SIN(s):</b>	<b>811-003 / 811-003RC, 811-006 / 811-006RC</b>
<b>Title:</b>	<b>Facilities Maintenance &amp; Management Consultant II</b>
<b>Minimum Education Level:</b>	GED or HS Diploma
<b>Minimum Experience Requirements:</b>	4 years
<b>Substitution Methodology:</b>	See above
<b>Functional Duties/ Responsibilities:</b>	Management and supervision of contract operations to include; scheduling, purchasing, and inventory control; safety selecting and managing subcontractors, budgeting and cost estimating; quality control professional development of subordinates and maintaining effective communications with client representatives. Responsible for the development and administration of OSHA, EPA, local codes and hazardous materials management program.

<b>Relevant SIN(s):</b>	<b>811-003 / 811-003RC, 811-006 / 811-006RC</b>
<b>Title:</b>	<b>Facilities Maintenance &amp; Management Consultant III</b>
<b>Minimum Education Level:</b>	GED or HS Diploma
<b>Minimum Experience Requirements:</b>	6 years
<b>Substitution Methodology:</b>	See above
<b>Functional Duties/ Responsibilities:</b>	Management and supervision of contract operations to include; scheduling, purchasing, and inventory control; safety selecting and managing subcontractors, budgeting and cost estimating; quality control professional development of subordinates and maintaining effective communications with client representatives. Responsible for the development and administration of OSHA, EPA, local codes and hazardous materials management program.

<b>Relevant SIN(s):</b>	<b>811-003 / 811-003RC, 811-006 / 811-006RC</b>
<b>Title:</b>	<b>Facilities Maintenance &amp; Management Specialist I</b>
<b>Minimum Education Level:</b>	Bachelors Degree
<b>Minimum Experience Requirements:</b>	10 years
<b>Substitution Methodology:</b>	See above
<b>Functional Duties/ Responsibilities:</b>	Provides expert independent services and leadership in facilities management. Develops and executes complex technical tasks, applies analytical problem solving methodologies, technical direction, interfaces with client and/or prime contractor representatives, and effectively allocates resources. Has specialized experience in planning, evaluating, directing, and coordinating facilities management.

<b>Relevant SIN(s):</b>	<b>811-003 / 811-003RC, 811-006 / 811-006RC</b>
<b>Title:</b>	<b>Program Manager I</b>
<b>Minimum Education Level:</b>	Bachelors Degree
<b>Minimum Experience Requirements:</b>	8 years
<b>Substitution Methodology:</b>	See above
<b>Functional Duties/ Responsibilities:</b>	Performs day-to-day management of overall contract support operations, involving multiple projects and personnel at multiple locations. Organizes, directs and coordinates the planning and production of all contract support activities. Has authority and responsibility to identify and commit resources required to support effort. Establishes and adjusts, as necessary, corporate management structure to direct effective contract support activities. Crafts and enforces quality control programs.

<b>Relevant SIN(s):</b>	<b>811-003 / 811-003RC, 811-006 / 811-006RC</b>
<b>Title:</b>	<b>Project Manager I</b>
<b>Minimum Education Level:</b>	Bachelors Degree
<b>Minimum Experience Requirements:</b>	6 years
<b>Substitution Methodology:</b>	See above
<b>Functional Duties/ Responsibilities:</b>	Plans, manages, supervises and directs complex or multiple projects involving design development, analysis, and review of project specifications; analytical studies, conceptual, developmental and planning functions, construction documents, budgets, estimates, strategic planning including definition of project objectives, project execution, recommendation development and solution delivery planning; business information planning, client problem solving.

<b>Relevant SIN(s):</b>	<b>811-003 / 811-003RC, 811-006 / 811-006RC</b>
<b>Title:</b>	<b>Operating Engineer I</b>
<b>Minimum Education Level:</b>	GED or High School Diploma
<b>Minimum Experience Requirements:</b>	5 years
<b>Substitution Methodology:</b>	See above
<b>Functional Duties/ Responsibilities:</b>	Responsible for oversight of the proper and efficient operation of engineering systems and ensuring the building services required for a facility operation to function are provided, such as: mechanical systems, heating and air conditioning, refrigeration, electrical systems, emergency power generation, uninterrupted power supply (UPS) systems, fuel distribution systems, water treatment, and boiler heating and plumbing systems. Oversees and responsible for the preventative and corrective maintenance on building systems and their components.

<b>Relevant SIN(s):</b>	<b>811-003 / 811-003RC, 811-006 / 811-006RC</b>
<b>Title:</b>	<b>Facility Coordinator</b>
<b>Minimum Education Level:</b>	GED or High School Diploma
<b>Minimum Experience Requirements:</b>	2 years
<b>Substitution Methodology:</b>	See above
<b>Functional Duties/ Responsibilities:</b>	Provides support to consulting staff including, documentation control, office coordination, reproduction and other office functions as required. Assists in performing research and implementation tasks overseen by one or more senior staff members. Collects data and conducts surveys. Contributes to client reports as directed.

**HOURLY RATES FOR SERVICES**  
**SIN(s) 811 003 / 811 003RC and 811 006 / 811 006RC**

GSA Labor Category	GSA Rate				
	05/19/15 - 05/18/16	05/19/16 - 05/18/17	05/19/17 - 05/18/18	05/19/18 - 05/18/19	05/19/19 - 05/18/20
Facilities Maintenance & Management Consultant I	\$110.27	\$ 114.13	\$ 118.12	\$ 122.26	\$ 126.54
Facilities Maintenance & Management Consultant II	\$131.83	\$ 136.44	\$ 141.22	\$ 146.16	\$ 151.28
Facilities Maintenance & Management Consultant III	\$62.27	\$ 167.95	\$ 173.82	\$ 179.91	\$ 186.21
Facilities Maintenance & Management Specialist I	\$210.66	\$ 218.04	\$ 225.67	\$ 233.57	\$ 241.74
Program Manager I	\$162.27	\$ 167.95	\$ 173.82	\$ 179.91	\$ 186.21
Project Manager I	\$131.83	\$ 136.44	\$ 141.22	\$ 146.16	\$ 151.28
Operating Engineer I	\$ 73.74	\$ 76.32	\$ 79.00	\$ 81.76	\$ 84.62
Facilities Coordinator	\$ 46.94	\$ 48.58	\$ 50.28	\$ 52.04	\$ 53.86

Note: Rates include 0.75% IFF and 3.5% annual escalation