



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.

Financial and Business Solutions Schedule (FABS)

Group 520

**SIN 520-2
SIN 520-15**

Contract Number GS-23F-0001T

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

Contract Period: October 5, 2006 – October 4, 2011

Contractor: Grubb & Ellis Company
1825 Eye Street NW
Suite 450
Washington, DC 20006
Phone: (202) 312-5400
Fax: (202) 312-5450
www.grubb-ellis.com

Contact: Thomas Rogers
(202) 312-5756
tom.rogers@grubb-ellis.com

Grubb & Ellis Company is a large business, with 130 offices nationwide.



CUSTOMER INFORMATION:

1a. Table of awarded special item number(s):

SIN 520-2 TRANSACTION SPECIALIST

Grubb & Ellis provides transaction services the Government for the lease or sale of real property.

These may include but are not limited to the following:

- Lease Acquisitions
 - Assist in the development of the agency's request for proposals (or Solicitation for Offers)
 - Timeline preparation and monitoring
 - Solicitation distribution and management of the bid process, including bid preparation, conducting pre-bid meetings, reviewing receipt of bids, analyzing bids, addressing non-conformance issues and deficiencies and step-by-step reporting
 - Financial and qualitative analysis
 - Market tours and site visits
 - Conduct negotiations and obtain best value for agency
 - Provide real estate strategy and recommendations
 - Prepare lease documentation, lease files and monitor post-lease award activities
 - Post award informational assistance, including FOIA requests
 - Market research, market intelligence, market statistics and reporting
- Pricing/valuation of an asset or group of assets
 - Value or price an asset on an asset and/or portfolio basis
 - Develop a valuation/pricing model
 - Estimate cash flows and net sales proceeds
 - Produce reports and records
- Review of pending sale
 - Estimate the recovery value for each disposition option considered
 - Explain the valuation methodology
 - Run bid evaluation models showing advantages and disadvantages
 - Identify appropriate timeline for resolution of the specific asset packages
 - Conduct market sensitivity analyses
 - Reporting to customer



- Conduct transactions
 - Manage the bid process including preparing and/or controlling, reviewing receipt of bids and bid deposits, analyzing bids, addressing non-conforming bids and detailed reporting and project management
 - Respond to potential bidders
 - Draft and present a confirming sale bid on a portfolio to obtain agency authority to validate the winning bid
 - Develop sales strategy in accordance with asset disposal laws and regulations and report in sufficient detail to demonstrate the feasibility of the approach
 - Determine if the agency's advertisements, marketing materials, mailings and other methods employed are effective in reaching the target market and outline how they might be improved for each type of product
 - Participate in the post-bid meeting with agency decision-makers and offer insights regarding consistency with stated objectives
 - Review the post-sale documentation and participate in the agency review meeting

- Budget and budget analysis
 - Prepare and present budget proposals and plans as it relates to the resolution of an asset as well as develop, gather, verify, and store data relevant to support an asset sale
 - Complete budget documents and reports
 - Estimate the budgetary cost of future or on-going resolutions

- Marketing and pre/post asset resolution support
 - Develop the identity of the asset to be resolved and put forth a marketing plan designed to achieve the long-term objectives of a successful resolution program
 - Implement a marketing plan, which may include investor/purchaser solicitations, due diligence reviews, collateral asset tours, advertising, distribution of approved marketing materials, bidder conferences, a periodic newsletter to interested investors/buyers, speaking engagements, Congressional Office briefs, and an electronic web site presence
 - Review marketing plans including letters to borrowers, initial sales announcements, targeted investor/buyer calls, ad layouts, and ad placements strategies to ensure consistency with overall goals and objectives
 - Recommend enhancements to the marketing effort
 - Prepare and distribute marketing materials, bid packages, and supplements to potential investors
 - Make available a borrower tracking system
 - Draft releases of the sales results
 - Review proposed modifications to an agency's standard question-and-answer package and provide recommendations
 - Build and maintain a database of assets offered for sale
 - Perform data field checks to identify problems related to improper due diligence or coding/inputting



- Perform stratification considering the type of asset, its value, geographic location, and other pertinent factors
- Oversee and track sales schedule and resolve problems or issues
- Supervise the post-bid due diligence process
- Provide written post-sales analysis
- Participate in the post-bid meeting and offer insights regarding consistency with stated objectives
- Review the post-sale documentation and participate in the agency review meeting

1b. Identification of the lowest priced model number and lowest unit price:

Price Schedule 1 – Lease Acquisition

Price: \$0.00

Assisting the Government in acquiring a lease of real property is typically at no cost to the Government, as Grubb & Ellis is paid directly by the successful landlord in the lease transaction. Grubb & Ellis shall only seek a commission to which it would normally be entitled in the market where services are performed. Grubb & Ellis shall never seek an above-market commission. In certain markets where leasing commissions are not standard commercial practice, Grubb & Ellis would be compensated through Price Schedule 3 – Hourly Rates.

Price Schedule 2 – Property Disposition (Asset sales)

Property Sale Price	Grubb & Ellis commission (not to exceed)
\$1.00 to \$5,000,000	6.0%
\$5,000,001 to \$12,500,000	5.0%
\$12,500,001 to \$20,000,000	4.5%
\$20,000,001 to \$40,000,000	3.0%
\$40,000,001 and up	2.0%

In representing the Government in the disposition of real property, typically through the marketing and sale of a property, Grubb & Ellis is paid a commission based on the value of the asset(s) sold. The pricing tiers are cumulative in nature. In the event there is a cooperating broker in a sale transaction, Grubb & Ellis shall be responsible for the payment of all cooperating brokerage fees out of its earned commission.

Price Schedule 3 – Hourly Rates

Labor Category	Hourly Rate
Senior Vice President or Senior Broker	\$248.00
Vice President or Senior Salesperson	\$218.00
Assistant Vice President or Salesperson	\$148.00



GRUBB & ELLIS.
From Insight to Results

Financial or Market Analyst	\$123.00
Clerical or Administrative Assistant	\$48.00

For services other than leasing or sales, such as consulting, or in markets where the payment of commissions is not common commercial practice, the Government has the ability to order services on an hourly basis.



1c. Labor Category Descriptions:

Senior Vice President or Senior Broker

Definition of Responsibilities:

- Strategic Planning and account/project management
- Complex real estate transactions, negotiations and decisions
- Task delegation, personnel assignment
- Final review of work product, quality control
- Reporting to top-level client representatives

Experience/Training:

- Minimum 15 years of related experience
- Often holds professional certificates, such as SIOR, CCIM, or advanced degree
- Strong senior level relationships within business/government communities
- Mentors other professionals
- Licensed real estate agent
- Excellent written, analytical, verbal, presentation and negotiation skills

Vice President or Senior Salesperson

Definition of Responsibilities:

- Transaction-level or portfolio-level responsibilities
- Financial analysis, bid analysis/comparison
- Strategic recommendations
- Oversees Research and Financial Analysis activities
- Task delegation, personnel assignment
- Review of work product, quality control
- Reporting to project-level client representatives
- Project schedule control

Experience/Training:

- Minimum 10 years of related experience
- Often holds professional certificates, such as SIOR, CCIM, or advanced degree
- Strong relationships within business/government communities
- Licensed real estate agent
- Excellent written, analytical, verbal, presentation and negotiation skills

Assistant Vice President or Salesperson

Definition of Responsibilities:

- Transaction-level responsibilities
- Financial analysis, bid analysis/comparison, recommendations
- Oversees Research and Financial Analysis activities
- Administers research and financial analyst activities
- Reporting to project-level client representatives
- Project schedule control

Experience/Training:



Minimum 5 years of related experience
Minimum bachelor's degree or equivalent experience/training
Licensed real estate agent
Excellent written, analytical, verbal, presentation and negotiation skills

Financial Analyst or Market Analyst

Definition of Responsibilities:

Project-level cash flow analysis and comparison
Financial modeling of lease and sale opportunities, bids and proposals
Market surveys
Market data collection and organization
Market report generation

Experience/Training:

Minimum 3 years of related experience
Minimum bachelor's degree or equivalent experience/training
Excellent analytical, written and verbal communication skills

Administrative Assistant or Clerical

Definition of Responsibilities:

Office administrative functions
Report packaging, tracking, distribution
Document preparation and formatting
Recordkeeping

Experience/Training:

Minimum high school diploma or equivalent experience
Minimum 1 year related experience

2. Maximum Order: **\$1,000,000**
3. Minimum Order: **\$300**
4. Geographic Coverage (delivery area): **Continental Unites States**
5. Point(s) of production: **Washington, DC is the primary point of production for Government services. Grubb & Ellis also has 110 secondary offices throughout the United States.**
6. Discount from list prices or statement of net price: **Not Applicable**
7. Quantity Discounts: **Not Applicable**
8. Prompt Payment Terms: **Not Applicable**



9a. Notification that Government purchase cards are accepted at or below the micro-purchase threshold: **Yes**

9b. Notification that Government purchase cards are accepted or not accepted above the micro-purchase threshold: **No**

10. Foreign Items (list items by country of origin): **Not Applicable**

11a. Time of delivery: **Based on terms and conditions of Order**

11b. Expedited Delivery: **Based on terms and conditions of Order**

11c. Overnight and 2-day delivery: **Not Applicable**

11d. Urgent Requirements: **Not Applicable**

12. F.O.B. Point(s): **Not Applicable**

13a. Ordering Address: **Grubb & Ellis Company
Attn: Thomas Rogers
1825 Eye Street, NW
Suite 450
Washington, DC 20006**

13b. Ordering Procedures: **Not Applicable**

14. Payment Address: **Grubb & Ellis Company
1825 Eye Street, NW
Suite 450
Washington, DC 20006**

15. Warranty Provision: **Not Applicable**

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 (if applicable): **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 (if applicable): **Not Applicable**

20a. Terms and conditions for any other services (if applicable): **Based on terms and conditions of Order**

21. List of service and distribution points (if applicable): **Not Applicable**

22. List of participating dealers (if applicable): **Not Applicable**

23. Preventive maintenance (if applicable): **Not Applicable**

24a. Special attributes such as environmental attributes (e.g., recycled content, energy efficiency, and/or reduced pollutants): **Grubb & Ellis has recycling programs in place at most of its offices and encourages energy efficiency and sustainable design through the normal course of its business.**

24b. Section 508 compliance: **Not Applicable**

25. Data Universal Number System (DUNS) number: **139884360**

26. Notification regarding registration in Central Contractor Registration (CCR) database: **Grubb & Ellis Company is registered in the CCR database.**