



CC&C Management Services, LLC

Authorized Schedule 71-II-K Price List
Comprehensive Furniture Management Services

FSC Group R499/ NAICS Code 541611

SIN 712-1 Project Management (Furniture and Furnishings Related)
SIN 712-2 Assets Management (Furniture and Furnishings Related)
SIN 712-3 Reconfiguration/Relocation/Installation Management
(Furniture and Furnishings Related)
SIN 712-4 Furniture Design/Layout

Contract No: GS-29F-0015R

Contract Period: March 8, 2005 through March 7, 2010

PRICELIST CURRENT THROUGH MOD # PO-0002, DATED May 20, 2008

CC&C MANAGEMENT SERVICES, LLC

**4405 East West Highway, Suite 108
Bethesda, MD 20814**

SMALL BUSINESS | SERVICE DISABLED VETERAN-OWNED

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

Technical: 301-654-5100 ext 314
Contracts: 301-654-5100 ext 315
Fax: 301-654-5101

Website: www.ccrelo.com
Business Size: Small, Service Disabled Veteran- Owned



CC&C Management Services, LLC

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CC&C Management Services, LLC

SPECIAL NOTICE TO AGENCIES: Small Business Participation

SBA strongly supports the participation of small business concerns in the Federal Supply Schedules Program. To enhance Small Business Participation, SBA policy allows agencies to include in their procurement base and goals, the dollar value of orders expected to be placed against the Federal Supply Schedules, and to report accomplishments against these goals.

For orders exceeding the micropurchase threshold, FAR 8.404 requires agencies to consider the catalogs/pricelists of at least three GSA schedule contractors or consider reasonably available information by using the GSA Advantage! on-line shopping service (www.fss.gsa.gov). The catalogs/pricelists, GSA Advantage! and the Federal Supply Service Home Page (www.fss.gsa.gov) contain information on a broad array of products and services offered by small business concerns.

This information should be used as a tool to assist ordering activities in meeting or exceeding established small business goals. It should also be used as a tool to assist in including small, small disadvantaged, women-owned small, veteran-owned small, and service-disabled veteran-owned small businesses among those considered when selecting pricelists for a best value determination.

For orders exceeding the micropurchase threshold, customers are to give preference to small business concerns when two or more items of the same delivered price will satisfy the requirement(s).

CUSTOMER INFORMATION

1. CC&C Management Services, LLC (CC&C) is a small/service disabled veteran-owned small business concern.
 - 1a. The SINs awarded under this GSA contract number are 712-1 Project Management, 712-2 Assets Management, and 712-3 Reconfiguration/Relocation Management Services (Furniture and Furniture Related).
 - 1b. Contractor's pricing is based on hourly rates for Services. No products are offered.
2. Maximum Order: All SINs at \$500,000 per order.
3. Minimum Order: One full working day for any labor category.
4. Geographic Coverage: 48 contiguous States and Washington, DC.
5. Points of Performance and/or Production: Bethesda, MD 20814

CC&C Management Services, LLC
4405 East West Highway • Suite 108 • Bethesda, MD 20814
Telephone: 301-654-5100 ext 314 • Fax 301-654-5101 • email mstein@cccrelo.com



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6. Discounts: The awarded pricing shown herein are net. The final GSA pricing does include the IFF (industrial funding fee) at 0.75%.
7. Additional Discounts/Terms—
 - 7a. Prompt Payment: 1% 7 days, Net 30 from receipt of invoice or date of acceptance.
 - 7b. Quantity: Not applicable.
 - 7c. Dollar Volume: Not Applicable.
 - 7d. Government Educational Institutions: Same discounts as stated herein.
8. RESERVED
9. Government purchase cards are accepted at the micro-purchase threshold (\$2,500).
 - 9a. Government purchase cards are accepted above the micro-purchase threshold (\$2,500).
10. Trade Agreements (July 2005)

All Services and/or items are U.S. made end products, designated country end products, Caribbean Basin country end products, Canadian end products, or Mexican end products, as defined in the Trade Agreements, as amended (July 2005).
- 11a. Time of Delivery: Within 10 days Contractor will respond to the federal government ordering office as to whether it accepts the order within 30 days ARO (after receipt of order).
- 11b. Expedited Delivery: Not Offered
- 11c. Overnight and 2-Day Delivery: Not Offered
- 11d. Urgent Requirements: As negotiated with Government Ordering Activity.
12. FOB Point: Destination; unless the Federal Government Ordering Activity grants approval for F.O.B. Origin.
- 13a. Ordering Addresses:

For mailed orders, the postal mailing address where paper form orders should be mailed is as follows:

CC&C Management Services, LLC
4405 East West Highway, Suite 108
Bethesda, MD 20814
Attention: Felton "Jay" Miller

CC&C Management Services, LLC
4405 East West Highway • Suite 108 • Bethesda, MD 20814
Telephone: 301-654-5100 ext 314 • Fax 301-654-5101 • email mstein@cccreso.com



CC&C Management Services, LLC

Contract Administration:

Felton “Jay” Miller
Voice: (301) 654-5100 ext 314
Fax: (301) 654-5101
Email: jmiller@cccrelo.com

Contact for Technical/Ordering Assistance or for placing orders via facsimile or email:

Felton “Jay” Miller
Voice: (301) 654-5100 ext 314
Fax: (301) 654-5101
Email: jmiller@cccrelo.com

or

Martin L. Stein
Voice: (301) 654-5100 ext 315
Fax: (301) 654-5101
Email: mstein@cccrelo.com

13b. Ordering Procedures: For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPAs), and a sample BPA can be found at the GSA/FSS Schedule homepage (fss.gsa.gov/schedules).

14. Payment Address:

CC&C Management Services, LLC
4405 East West Highway, Suite 108
Bethesda, MD 20814

15. Warranty Provision. All workmanship will meet quality standards normal in the industry. CC&C Management Services warrants all Services and/or material and workmanship performed under this contract for a period of 30 days from federal government customer’s acceptance.

16. Export packing Charges: Not Applicable

17. Terms and conditions of Government purchase card acceptance (See Paragraph 9 and 9a)



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18. Terms and conditions of rental, maintenance, and repair: Not Applicable.
19. Terms and conditions of installation: In accordance with SOW requirements.
20. Terms and conditions of repair parts indication 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: None
- 24b. Section 508 Compliance: Not Applicable
25. Data Universal Number System (DUNS) Number: 78-142-1011 TIN: 52-2216254
26. CC&C Management Services, LLC is registered in the Central Contractor Registration (CCR) database.

CC&C CORPORATE OVERVIEW

CFMS Background/Capabilities

CC&C Management Services, LLC is the Premier Relocation and Space Management firm in the Washington, DC metropolitan area. Other services offered by CC&C include Office, Laboratory and Library Moves; Furniture Procurement and Furniture Rental Services; Space Planning and Interior Design; and Asset Inventory with or without Barcode or RFID (radio frequency identification). CC&C employees deliver creative yet practical solutions with outstanding functional and technical expertise as well as responsiveness to client needs and budgets. CC&C is able to receive sole source or set-aside contract awards as a **Service-Disabled Veteran Owned Small Business Concern in accordance with the Veterans Benefits Act of 2003.**

Our highly skilled professionals offer a distinct and specialized portfolio of turnkey services. We began in the year 1990 with the intent to use our combined corporate skills and sixteen years of project management experience to meet the outsourcing needs of businesses and government agencies in the Mid-Atlantic region.

Whether your requirement is for one or all phases of facility acquisition, relocation, renovation and/or expansion, we will provide customized solutions. We have directed



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complex projects involving one floor, one building, one company/agency or an entire regional campus. Our focus as facility, relocation, move and project management experts is to be your single source of communication and responsibility for achieving your desired project outcomes.

The CC&C CFMS Approach is to deliver the total project as defined by the customer's statement of work, as a turnkey process; one call to one vendor and one order. Our CFMS program is designed to offer every product and service necessary to deliver the ideal solution through one contract. Since the maximum prices for these services have been pre-negotiated with GSA, your procurement process is simplified.

Whether it's managing, designing or executing the specific services required for your project or providing the furniture need for your facility, CC&C eliminates your need for managing multiple vendors and orders.

CC&C employees, the essence of our company, are a team of dedicated industry-diverse professionals sharing a passion to partner with our clients to help them accomplish their objectives, achieve lasting results, and develop new capabilities that enable them to meet and exceed their missions and objectives. We succeed through a corporate culture of personal responsibility and accountability, in which we support our clients with a can-do attitude. Complimenting CC&C's strong financials and excellent past performance are its two General Services Administration (GSA) Schedules: **Comprehensive Furniture Management Services (CFMS) Schedule # GS-29F-0015R** and **GSA LOGWORLD Schedule # GS-10F-0217N**. **CC&C has applied and is awaiting certification for the U. S. Small Business Administration's 8(a) Program.**

Single Source for Quality Facilities & Furniture Management Services

CC&C Management Services is pleased to offer you a single-source for quality Facilities and Furniture Management services. Our service provisions are nationwide. CC&C has a complete complement of products and services to meet and exceed your Facilities and Furniture Management expectations. Our services include, but are not limited to, project management, asset management, and reconfiguration/relocation management.

The following non-inclusive list represents a sampling of the types of comprehensive furniture management tasks contemplated:



CC&C Management Services, LLC

- Asset Inventory
- Asset Management Training
- Asset Tracking Systems
- Bar Code & RFID Tracking Systems
- Budget Preparation
- Critical Field Condition Verification
- Design Solutions in Electronic Format
- Furniture Installation Coordination
- GSA Schedule Teaming for Procurement of Furniture, Furnishings, Fixtures and Equipment
- Interior Design Management
- Interior Renovation
- Management Systems, including Computer-Aided Systems
- Moving and Installation
- Moving and Office Relocation
- Preliminary Interior Design
- Delivery and Installation
- Process Improvement Recommendations
- Project Management Plans
- Reconfiguration Project Phasing
- Relocation Coordination
- Relocation Plans and Schedules
- Special Requirement Evaluation
- Temporary and Long-Term Warehousing
- Workflow Evaluation

We have a proven reputation for on time and under budget performance. We offer quality services, flexible scheduling and competitive pricing. We can mobilize our team on short notice and be project ready within days. Services may include and are not necessarily limited to:

- Project Management
- Asset Management
- Furniture Reconfiguration/Relocation Management
- Furniture Design/Layout

We designed our services for maximum and diverse customer benefit across many different agencies and industries. Contracting opportunities for us range from preparing for and managing moves, to development and management of subcontractor schedules and pricing, to the complete integration and oversight of all the project parties. Our teaming partners are known as "best in practice" and are skilled in leveraging their services into strategic business opportunities for the benefit of our customers and prospects.



CC&C Management Services, LLC

We Do What We Say – With CC&C, be prepared for a level of responsiveness and professionalism you are probably not used to receiving. We develop close professional relationships with our clients based on three things: RESPONSIVENESS, COMMITMENT, and PERFORMANCE.

LABOR CATEGORY DESCRIPTIONS

SIN 712-1, SIN 712-2, SIN 712-3 and SIN 712-4

712-1 Project Management (Furniture and Furnishings Related) CC&C is highly qualified and experienced in providing project management services. Our first course of business for all projects that we manage is to prepare a project management plan and implementation strategies. We gather information that we need to develop a project management plan by facilitating a strategic planning meeting. At this meeting we gather information that helps us develop an organization chart, a project budget, a project schedule, and a risk assessment plan.

CC&C also provides oversight of deliveries and installations to ensure adherence to scope of work, installation standards and accurate placement of furniture according to plan. One of the tools that C C &C implements to assure that all furniture is delivered to the correct location is a furniture relocation matrix.

CC&C believes that the most important role they play as project managers is to identify the significant issues related to the project. CC&C identifies the tasks that may become possible road blocks and critical path items and focuses on the completion of these tasks. For example, if the manufacturing and delivery of furniture is on the critical path,

CC&C will make the follow-up phone calls to the manufacturer to track the delivery date. If C C &C determines that the manufacturer has fallen behind schedule, the manufacturer will be notified that their performance is delaying the schedule. To mitigate schedule delays, one step CC&C may take is to schedule multiple crews to install the furniture in order o make up the delay in manufacturing.

712 -2 Assets Management (Furniture and Furnishings Related) CC&C performs assets management as part of their core business. CC&C prepares physical inventories of furniture and furnishings. They accomplish these inventories by providing bar coding services. CC&C will conduct an analysis of asset management systems and related processes at customer agencies and provide recommendations to improve upon current process.

712-3 Reconfiguration/Relocation/Installation Management (Furniture and Furnishings Related) CC&C develops reconfiguration plans and schedules for all of their projects. CC&C provides oversight of furniture, furnishings, and equipment installations and or reconfigurations.



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CC&C reviews the furniture plans and verifies critical field dimensions before installation. CC&C conducts a telecommunications/electrical review to verify that junction boxes are correctly placed on drawings and/or review of the actual building for junction box locations. CC&C provides the client agency with transition guides and handbooks that will answer the most commonly asked questions and will include instructions on how to pack, how to tag, how to prepare furniture, furnishings and equipment for the move, a move schedule, and a guide or handbook. CC&C will provide excess furniture and equipment coordination. They will arrange for excess furniture and equipment to be picked up and delivered to a proper off-site facility. CC&C will provide temporary and long term warehousing for furniture and furnishings ensuring proper accountability of items in storage.

SIN 712-4: Design/Layout CC&C performs Design/Layout services as part of their core business. Services cover complete design, space planning, and interior consultation. Examples of design/layout services include:

- Evaluation of the client's overall office space and furniture requirements including, applicable space standards, existing inventory, functional office environment, work flow, special spaces, and electrical/data requirements.
- Creation and presentation of design solutions.
- Development of detailed plans illustrating proposed design solutions.
- Provision of project documentation in printed and electronic formats.
- Production of drawings and other documentation containing sufficient detail of design intent for use by all team members including electricians, furniture installers, etc.
- Development of furniture, furnishings, and equipment specifications.
- Coordination of plan approval by the customer agency.

DEFINITIONS OF LABOR CATEGORIES

Principal: A principal shall act as a senior advisor to the CC&C team. The principal shall have a minimum of 25 years experience operating a firm. The principal is responsible for all task orders issued against this contract in an oversight capacity.

Senior Project Manager: The senior project manager will be the main point of contact for each task order issued against this contract. The senior project manager shall have a bachelor's degree and a minimum of 15 years of experience on the fields of project management, assets management, and reconfiguration/relocation/and installation management.

Project Manager: The project manager shall be skilled in problem solving and creative thinking and is responsible for the day to day management of the project. The project manager shall have a bachelor's degree and a minimum of seven years of experience in the fields of project management, assets management, and reconfiguration/relocation/ and installation management.



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Relocation Specialist: A relocation specialist shall have a high school degree or a GED. The relocation specialist will be the field representative for relocation activities. The relocation specialist will be responsible for coordinating all vendors. The relocation specialist will coordinate all deliveries.

Administrative Support: Administrative support staff will provide support services for the team members of each task order issued against this contract. Administrative support staff shall have a high school degree or GED.

Senior Designer: The senior designer will provide the conceptual design, workstation layouts, schematic layouts, color palettes, ergonomics analysis, and environmental impacts throughout the project design. The senior designer shall have a bachelor's degree and a minimum of seven years experience in the fields of related to architecture, engineering, or construction.

Designer: The designer will support the senior designer and will provide the conceptual design, workstation layouts, schematic layouts, color palettes, ergonomics analysis, and environmental impacts throughout the project design. The designer shall have a bachelor's degree and a minimum of five years experience in the fields of related to architecture, engineering, or construction.

Installer: The installer will provide relocation, installation, assembly and disassembly services to support a variety of systems and modular furniture, shelving, laboratory equipment and computer components and systems according the designs and plans. The installer shall have an associate's degree or be a certified installer with a minimum of three years experience in the fields of systems reconfiguration and relocation services.

Space Planner: The space planner will provide the design aspects of interior space and creates drawings in CAD or hand drafting to scale to support conceptual design, workstation layouts, and schematic layouts to support the project design. The space planner will have an associate's degree with three years experience or a minimum of five years experience in the fields of drafting and space management.

Forman: The foreman will provide the site preparation or building function and supervise the labor required to reconfigure and relocate systems, modular furniture, shelving, and computer systems. The foreman will have a high school diploma and a minimum or five years experience working in a related trade or experience related to furniture or building space management.



CC&C Management Services, LLC

GSA AWARDED PRICING FOR CFMS SERVICES

SIN 712-1, SIN 712-2, SIN 712-3 and SIN 712-4

Labor Categories

<u>Labor Category</u>	<u>GSA Net Rate Including IFF</u>
Principal	\$95.00/hr
Senior Project Manager	\$80.75/hr
Project Manager	\$71.25/hr
Relocation Specialist	\$61.75/hr
Senior Designer	\$88.21/hr
Designer	\$54.60/hr
Installer	\$57.08/hr
Space Planner	\$64.13/hr
Foreman	\$66.25/hr
Administrative Support	\$42.75/hr