



U.S. General Services Administration

**General Services Administration
Federal Acquisition 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: www.gsaadvantage.gov.

Schedule Title: Transportation, Delivery & Relocation Solutions

FSC Group: V301, V111 & V112 / SIN(s) 653-8 (Schedule 48)

Contract Number: GS-33F-0030U

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

Contract Period: August 6, 2008 – August 5, 2013

Company:

Martek Global Services, Inc.

7920 Norfolk Ave., Ste 920

Bethesda, MD 20814-2524

Telephone: 301-656-3700

Fax: 301-656-5567

www.martekglobal.com

Contract Administrator:

Ms. Lisa Romano

2200 Crystal Drive, Crystal Plaza 4 Room 3100B

Arlington, VA 22202

Telephone: 703-605-2920

Fax: 703-605-9935

Email: lisa.romano@gsa.gov

Business Size: Small, Small Disadvantaged Business



Customer Information:

1a. **SIN 653-8 Office Relocation Services**

1b. See **page 4** for pricing of Tasks

1c. See **page 5** for descriptions

2. Maximum order: **\$1,000,000**

3. Minimum order: **\$100**

4. Geographic coverage (delivery area): **Domestic**

5. Point(s) of production: **Bethesda, MD 20814**

6. Discount from list prices or statement of net prices: **Prices are Net prices**

7. Quantity discounts: **None**

8. Prompt Payment terms: **None**

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

9b. Notification whether Government purchase cards are accepted or not accepted above the micro-purchase threshold. **Yes**

10. Foreign items: **Not Applicable**

11a. Time of Delivery: **To be negotiated at the task order level.**

11b. Expedited delivery: **Items available for expedited delivery are noted in this price list.**

11c. Overnight and 2-day delivery: **To be negotiated**

11d. Urgent Requirements: **See contract clause I-FSS-14-B. Agencies can contact the contact for Contract Administration to obtain faster delivery.**

12. F.O.B point(s): **Destination**

13a. Ordering address(es):

**Martek Global Services
7920 Norfolk Ave., Ste 920
Bethesda, MD 20814**

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 (www.fss.gsa.gov/schedules).

14. Payment address(es):

**Martek Global Services
7920 Norfolk Ave., Ste 920
Bethesda, MD 20814**

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: **Not Applicable**

19. Terms and conditions of installation: **Not Applicable**

20. Terms and conditions of repair parts: **Not Applicable**

20a. Terms and conditions for any other services: **Not Applicable**

21. List of services and distribution points: **Not Applicable**

22. List of participating dealers: **Not Applicable**

23. Preventative maintenance: **Not Applicable**

24a. Special attributes such as environmental attributes: **Not applicable**

24b. If applicable, indicate that Section 508 compliance information is available on Electronic and Information Technology (EIT) supplies and services and show where full details can be found: **Not Applicable**

25. Data Universal Number System (DUNS) number: **00-516-8039**

26. **Martek Global Has Registered with Central Contract Registration (CCR) Database.**



PRICING

Awarded Contract Price List – SIN 653-8 (Office Relocation)

Labor Categories	GSA Rate	Second Year	Third Year	Fourth Year	Fifth Year	Unit/ Issue
Administrative Assistant I	\$33.03	\$34.19	\$35.38	\$36.62	\$37.90	Hour
Administrative Assistant II	\$33.67	\$34.85	\$36.07	\$37.33	\$38.64	Hour
Administrative Assistant III	\$37.52	\$38.83	\$40.19	\$41.60	\$43.06	Hour
Driver w/24' Truck	\$80.65	\$83.47	\$86.39	\$89.42	\$92.55	Hour
Engagement Manager	\$140.55	\$145.47	\$150.56	\$155.83	\$161.29	Hour
Furniture Designer	\$59.49	\$61.57	\$63.73	\$65.96	\$68.26	Hour
Installer Technician	\$35.69	\$36.94	\$38.23	\$39.57	\$40.96	Hour
Inventory Supervisor	\$47.60	\$49.26	\$50.98	\$52.77	\$54.62	Hour
Junior CAD Operator	\$59.85	\$61.94	\$64.11	\$66.36	\$68.68	Hour
Move Supervisor	\$46.65	\$48.29	\$49.98	\$51.73	\$53.54	Hour
Mover	\$36.83	\$38.12	\$39.45	\$40.84	\$42.26	Hour
Principal	\$235.53	\$243.77	\$252.31	\$261.14	\$270.28	Hour
Project Manager I	\$70.24	\$72.70	\$75.25	\$77.88	\$80.61	Hour
Project Manager II	\$88.30	\$91.39	\$94.59	\$97.90	\$101.33	Hour
Subject Matter Expert I	\$88.73	\$91.84	\$95.05	\$98.38	\$101.82	Hour
Subject Matter Expert II	\$110.75	\$114.62	\$118.63	\$122.78	\$127.08	Hour

Labor Category Descriptions

Administrative Assistant

The factors are cumulative, (i.e., individuals at Level II should meet all minimum standards under Level I, etc.).

a. Level I

1. **Education**: High School or equivalent
2. **Training**: Relevant training in essential skills (i.e. Standard office software, etc.)
3. **Experience**: n/a
4. **Skills**: Knowledge of priorities, commitments, policies, and program goals of the supervisor and staff, in order to perform non-routine assignments such as locating and summarizing information from files and documents, as required, or in anticipation of supervisor's needs. Skill in advising secretaries in subordinate units concerning such matters as application of various procedures and reporting requirements. Knowledge of grammar, punctuation, and spelling, as well as organizational requirements on style and format; office filing systems; knowledge of substantive programs of the office to direct inquiries; knowledge of travel regulations and time and attendance procedures to prepare vouchers and reports.

b. Level II

1. **Education**: 1 – 4 years above high school
2. **Training**: Relevant training in essential skills (i.e. Standard office software, etc.)
3. **Experience**: 6 months – 2 years relevant experience
4. **Skills**: Sufficient knowledge of the substantive programs of the organization and of the goals, priorities, policies and commitments of the supervisor, to perform such tasks as assembling information to be used for reports or responses to inquiries; compose non-technical correspondence; and maintain awareness of the clerical and administrative problems related to the organization's programs. Skill in advising and instructing subordinate offices concerning the required reporting and general clerical and administrative procedures of the organization.

c. Level III

1. **Education**: Associates Degree or at least 45 hours of post high school education in a related field of study
2. **Training**: Relevant training in essential skills (i.e. Standard office software, etc.)
3. **Experience**: 2 years relevant experience

Skills: Knowledge of administrative concepts and practices in order to recommend changes in administrative policies, devise and install procedures and office practices affecting subordinate organizations, and foresee administrative problems and requirements. Knowledge of the organization's substantive programs, supervisor's views, and the administrative functions, sufficient to answer routine inquiries and route to proper units. Skill in advising and instructing secretaries in subordinate organizations concerning such matters as directives, reports, correspondence, and telephone procedures.

Driver and Truck

1. **Education**: High School or equivalent
2. **Training**: Relevant training in essential skills (i.e. Standard Operating procedures of a truck up to 24 feet or 3 tons)
3. **Experience**: At least 2 years of relevant experience

Skills:

Operates a truck that transports cargo to and from specified originations and destinations. Size of truck is less than 3 tons. Prepares, receives and provides appropriate documentation for the delivery or pick up of goods to ensure timely service. Loads, secures and unloads cargo. Maintains radio or telephone contact with dispatcher to receive delivery or pick up instructions or to receive notice of changes in scheduled delivery or pick up. Maintains logs of travel and cargo according to federal and state regulations. May be responsible for vehicle maintenance and presentation. Relies on instructions and pre-established guidelines and procedures to perform the functions of the job. Must be licensed to operate a truck. Licensing requirements depend on the state. Must have a "satisfactory" driving record.

Engagement Manager

1. **Education**: Bachelors degree
2. **Training**: Relevant training in essential skills
3. **Experience**: 10 years of relevant experience.

Skills:

Coordinates and monitors the scheduling, pricing, and technical performance of company programs. Responsibilities also include aiding in the negotiation of contracts and contractual changes and coordinating preparations of proposals, plans, specifications, and financial conditions of contracts. Develops new business and expands product line. Ensures adherence to master plans and schedules, develops solutions to program problems, and directs work of incumbents assigned to program from various departments. Ensures projects are completed on time and within budget. Acts as advisor to program team regarding projects, tasks, and operations.. Familiar with standard concepts, practices, and procedures within a particular field. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of complex tasks.

Furniture Designer

- a. **Education**: High School or equivalent
- b. **Training**: Relevant training in essential skills (i.e. CAD training or GIZA training)
- c. **Experience**: At least 1-3 years of relevant experience

Experience: At least 2 years of relevant experience

Skills:

Performs design computations, compiles data, and program requirements. Knows and is proficient in Auto-CAD and or GIZA. Has a working knowledge of systems and modular furniture. May inspect structures in the field. Requires 1-3 years of experience. Has knowledge of commonly-used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job..

Installer Technician

1. **Education**: High School or equivalent
2. **Training**: Relevant training in essential skills
3. **Experience**: N/A

Skills:

Knowledge of systems furniture and wood casegoods. Understands the mechanics of multiple systems from multiple manufactures. Physically able to lift, push and move system's furniture components. Is able to connect modular systems' components to one another.

Inventory Supervisor

1. **Education**: High School or equivalent
2. **Training**: Relevant training in essential skills and on the job training
3. **Experience**: Must have at least 3 years of experience in working with building/facility assets.

Skills:

Have good organizational skills. Must be proficient in Microsoft Excel. Must have knowledge of and experience with systems furniture and other facility assets that have multiple components. Understands how to track the movement of individual componentary of assets or any other inventory being staged, stored or used.

Jr. CAD Operator

- 1. Education:** Bachelor's Degree
- 2. Training:** Relevant training in essential skills and on the job training (I.E. Auto CAD or GIZA)
- 3. Experience:** 1 year experience

Skills:

Performs design computations, compiles data, and elementary architectural assignments. Also responsible for preparing estimates and architectural plans as requested. May inspect structures in the field. Requires a bachelor's degree in architecture and 0-1 years of experience. Has knowledge of commonly-used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job.

Move Supervisor

- 1. Education:** High School or equivalent
- 2. Training:** Relevant training in essential skills and on the job training
- 3. Experience:** 2-4 years of relevant experience

Skills:

Performs general manual labor tasks including loading, unloading, lifting, and moving materials. Assists a variety of functions with manual labor tasks as needed.. Has knowledge of commonly-used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job. May lead and direct the work of others. Works under general supervision. Primary job functions may sometimes require exercising independent judgment.

Mover

- 1. Education:** High School or equivalent
- 2. Training:** Relevant training in essential skills and on the job training
- 3. Experience:** 2 years of relevant experience

Skills:

Performs general manual labor tasks including loading, unloading, lifting, and moving materials. Assists a variety of functions with manual labor tasks as needed. Has knowledge of commonly-used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job. May lead and direct the work of others. Works under general supervision. Primary job functions do not typically require exercising independent judgment.

Principal

This position is based on being an officer of the company versus specific qualifications. The labor category shall be used in the event the services of a principle are directly called for in the performance of a task order and is not intended for indirect labor expended on projects in general. An example would be a meeting where the CEO is required to attend in direct performance of the project versus a general status meeting, standard negotiating sessions, or typical indirect functions.

Project Manager I

The Project Manager is a working position, which mean that their skills must also those skills included as a minimum the Contract Specialist Level III labor category as describe on page 3.

1. **Education:** 1 – 4 years above high school or you may substitute 1 year of education for 2 ½ years of experience in the required field.
2. **Training:** Relevant training in essential skills (i.e. Standard Office Software, Employee Relations, Business Management, MS Project, etc.)
3. **Experience:** Two or more years in a direct supervisory capacity.
4. **Skills:** Provides project management, including developing and executing budget requests, scheduling, prioritizing, and monitoring of contractor performance in these areas for assigned projects. Reviews and approves project plans and ensures proper execution. Validates project budget requirements and budget documentation. Oversees monitoring of the overall status of assigned projects. Ensures that corrective actions are taken when variances are detected. Reviews project costs to ensure proper use of funds. Controls the Total Estimated Cost baselines for projects. Ensures that the project baselines are maintained. Manages planning, research, and development aspects of assigned projects.

Project Manager II

The Project Manager is a working position, which mean that their skills must also those skills included as a minimum the Contract Specialist Level III labor category as describe on page 3.

1. **Education:** Associates Degree or at least 45 hours of post high school education in a related field of study or a Project Management certification or you may substitute 1 year of education for 2 ½ years of experience in the required field.
2. **Training:** Relevant training in essential skills (i.e. (i.e. Standard Office Software, Employee Relations, Business Management, MS Project etc.)
3. **Experience:** More than two years in a direct supervisory category

Skills: Provides complex project management for groups of 8 or more personnel, including developing and executing budget requests, scheduling, prioritizing, and monitoring of contractor performance in these areas for assigned projects. Reviews and approves project plans and ensures proper execution. Validates project budget requirements and budget documentation. Oversees monitoring of the overall status of assigned projects. Ensures that corrective actions are taken when variances are detected. Reviews project costs to ensure proper use of funds. Controls the Total Estimated Cost baselines for projects. Ensures that the project baselines are maintained. Manages planning, research, and development aspects of assigned projects.

Subject Matter Expert I

1. **Education**: Associates Degree or at least 45 hours of post high school education in a related field of study
2. **Training**: Relevant training in essential skills (i.e. Standard office software, etc.)
3. **Experience**: Five (5) or more years of specialized experience is required in the area of tasking.
4. **Skills**: Able to provide analysis, requirement definition, and development support in the area of specialization for unique projects or capabilities. The level of concentration of expertise is such that significant research and study would otherwise be required and thus be less cost effective. The expert can be called upon to verify findings, design principles, or concept definition in the development stages as well as verify functionality of prototype or BETA configurations.

Subject Matter Expert II

1. **Education**: Baccalaureate degree or 120 hours of post high school education
2. **Training**: Relevant training in essential skills (i.e. Standard office software, etc.)
3. **Experience**: Ten (10) years extensive, specialized and recent experience in the specific technical area required for task order.

Skills: Applies specialized detail systems knowledge to particular task. Designs major system projects and provides program management oversight for large, detailed projects or has specific knowledge in a highly specialized technical area. Must be able to communicate highly technical and specialized information to variety of audience orally and in writing.