



Federal Supply Service
Authorized Federal Supply Schedule
Price List

**GENERAL SERVICES
ADMINISTRATION**



Online 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: Multiple Award Schedule

PSC: V301

Awarded SIN: 531, Employee Relocation Solution

Contract Number: GS-33F-023AA

Contract Period: December 13, 2012 to December 12, 2022

Company:

Capital Relocation Services, LLC (CapRelo)
108 Carpenter Drive
Sterling, VA 20164
Tel: 888.622.8278 (toll-free)
Fax: 703.996.2572 www.caprelo.com

Contract Administrator:

Barry Morris
President and CEO
CapRelo Relocation Services, LLC
108 Carpenter Drive
Sterling, VA 20164
Tel: 703.597.7136
Fax: 703.738.7807
Email: barry.morris@caprelo.com

Business Size: Other than small, Other than minority business enterprise

For more information on ordering from Federal Supply Schedules go to the GSA Schedules page at GSA.gov.



Customer Information:

- 1a. MAS 531 – Employee Relocation Solution
- 1b. Identification of the lowest priced: See attachment 1 for pricing information
2. Maximum Order: \$1,000,000
3. Minimum Order: \$100
4. Geographic Coverage: Domestic delivery services under this Contract will be furnished within the 48 contiguous states, Alaska, Hawaii, Puerto Rico, Washington, DC, and U.S. territories.
5. Points of Production: Sterling, Loudon County, Virginia
6. Discounts from List Prices or statement of net prices: See 1a above, prices are net prices
7. Quantity Discounts: None
8. Prompt Payment Terms: None
- 9a. Government purchase cards: Accepted for purchases at or below the micro- purchase threshold.
- 9b. Government purchase cards: Accepted for purchases at or above the micro- purchase threshold.
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 Not applicable
- 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:

108 Carpenter Drive
Sterling, VA 20164
barry.morris@caprelo.com
Tel: 888-622-8278 (toll free)
Fax: 703-260-3093

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



14. Payment Address: Mail and Overnight Delivery:

CapRelo 108 Carpenter Drive. Sterling, VA 20164

Wire Remittance:

SunTrust Bank

1 Park Place NE

Atlanta, GA 30303

ABA # - 061000104

Account # - 1000004892260

15. Warranty Provision: Not applicable

16. Export packing charges: Not applicable

17. Terms and conditions of Government purchase card: Minimum charge amount of \$100

18. Rental, maintenance and repair terms & conditions: Not applicable

19. Terms & conditions of installation: Not applicable

20. Repair parts terms and conditions: Not applicable

20a. Terms and conditions of other services: Not applicable

21. Service and distribution points: Not applicable

22. Participating dealers: Not applicable

23. Preventive maintenance: Not applicable

24a. Special attributes: Not applicable

24b. Section 508 compliance: Not applicable

25. DUNS number: 02-234-2377

26. Notification regarding registration in System for Award Management (SAM) database:

Registration valid till 10/28/2020



CapRelo, LLC

Home Sale Services

Appraised Value Sale

After the home is appraised and inspected CapRelo provides the employee a guaranteed offer to purchase the property. The employee then can sell the home to CapRelo and receive their equity under the terms of the schedule and agency guidelines. Some agencies may require the employee to market the home for period of time prior to initiation into this program or acceptance of the guaranteed offer.

Amended Value Sale and Amend from Zero

While the employee is marketing the property they may receive a bona fide offer from a qualified buyer. CapRelo may purchase the home from the employee and close the sale with the outside buyer. An Amended Sale can occur prior to or subsequent to the guaranteed offer and results in a lower fee to the government. Amend from zero is the same as the amended program except a bona fide offer from an outside buyer is presented prior to the completion of the appraisal process.

Pricing Option 1: Full Choice Homesale with Mortgage Payoff

Shall mean that the following elements are in place:

- Employee has choice of real estate agent in old and new location
- Employee may have listed home previously via a "For Sale by Owner" or other listing arrangement
- Appraisals ordered upon authorization
- Employee will select Designated Certified Appraisers from list provided by Contractor
- Appraised Value Offer Period is for a period of 60 Days, but may be increased up to 90 days by the ordering agency
- Employee may accept the Appraised Value Offer at any time during the Offer Period
- Employee mortgage counseling for the new home purchase not required
- Employee has choice of mortgage supplier
- Mortgage payoff is required



Pricing Option 2: Full Choice Homesale with Delayed Mortgage Payoff

Shall mean that the following elements are in place:

- Employee has choice of real estate agent in old and new location
- Employee may have listed home previously via a “For Sale by Owner” or other listing arrangement
- Appraisals ordered upon authorization
- Employee will select Designated Certified Appraisers from list provided by Contractor
- Appraised Value Offer Period is for a period of 60 Days, but may be increased up to 90 days by the ordering agency
- Employee may accept the Appraised Value Offer at any time during the Offer Period
- Employee mortgage counseling for the new home purchase not required
- Employee has choice of mortgage supplier
- Mortgage Payoff is not required at time of acquisition; however, the Contractor is required to comply with provisions outlined under Mortgage Servicing

Pricing Option 3: Managed Homesale with Mortgage Payoff

Shall mean that the following elements are in place:

- Employee is REQUIRED to use a Contractor recommended real estate agent in BOTH old and new locations (if employee opts to purchase in the destination area within six (6) months of closing on the home in the origin location)
- Home must NOT have been listed previously by the Employee with another agent or as a “For Sale by Owner” within the last six (6) months unless the Contractor waives this requirement
- Appraisals may be delayed for up to 30 days from date of Authorization. Pricing provided in the grid below, however, should assume appraisals are not delayed; discount from the maximum fixed percentage rate, if any, should be specified in the appropriate section below
- Employee will select Designated Certified Appraiser from list provided by Contractor
- Employee list price not to exceed 105% of the average of two Broker Market Analyses or the Appraised Value Offer
- Mandatory Marketing Period will be a minimum of 60 days prior to acceptance of Appraised Value Offer
- Appraised Value Offer Period is for a period of 60 days, but may be increased up to 90 days by the ordering agency
- All offers received by Employee must be presented to Contractor with Contractor right to accept buyer offers lower than Appraised Value Offer (in which case, Employee may accept the Contractor’s Appraised Value Offer and the Contractor will acquire the property at the buyer’s lower price)
- Employee mortgage counseling for new home purchase required
- Employee has choice of mortgage supplier
- Mortgage payoff is required



Pricing Option 4: Managed Homesale with Delayed Mortgage Payoff

Shall mean that the following elements are in place:

- Employee is REQUIRED to use a Contractor recommended real estate agent in BOTH old and new locations (if employee opts to purchase in the destination area within six (6) months of closing on the home in the origin location)
- Home must NOT have been listed previously by the Employee with another agent or as a “For Sale by Owner” within the last six (6) months unless the Contractor waives this requirement
- Appraisals may be delayed for up to 30 days from date of Authorization. Pricing provided in the grid below, however, should assume appraisals are not delayed; discount from the maximum fixed percentage rate, if any, should be specified in the appropriate section below
- Employee will select Designated Certified Appraiser from list provided by Contractor
- Employee list price not to exceed 105% of the average of two Broker Market Analyses or the Appraised Value Offer
- Mandatory Marketing Period will be a minimum of 60 days prior to acceptance of Appraised Value Offer
- Appraised Value Offer Period is for a period of 60 days, but may be increased up to 90 days by the ordering agency
- All buyer offers received by Employee must be presented to Contractor with Contractor right to accept buyer offers lower than Appraised Value Offer (in which case, Employee may accept the Contractor’s Appraised Value Offer and the Contractor will acquire the property at the buyer’s lower price);
- Employee mortgage counseling for new home purchase required; Employee has choice of mortgage supplier.
- Mortgage Payoff is not required at time of acquisition; however, the Contractor is required to comply with provisions outlined under Mortgage Servicing.



Home Sale Programs Fees

Option	Sale Type	Home Sale Program	\$0-\$99,999	\$100,000 - \$499,999	\$500,000 - \$749,999	\$750,000+
Option 1	Appraised Value	Full Choice: Mortgage Payoff	29.00%	29.95%	29.95%	29.95%
	Amended Value	Full Choice: Mortgage Payoff	\$15,000	12.95%	12.95%	12.95%
Option 2	Appraised Value	Full Choice: Delayed Mortgage Payoff	28.50%	29.25%	29.25%	29.25%
	Amended Value	Full Choice: Delayed Mortgage Payoff	\$15,000	11.50%	11.50%	11.50%
Option 3	Appraised Value	Managed Homesale: Mortgage Payoff	28.00%	28.75%	28.75%	28.75%
	Amended Value	Managed Homesale: Mortgage Payoff	\$15,000	12.00%	12.00%	12.00%
Option 4	Appraised Value	Managed Homesale: Delayed Mortgage Payoff	27.50%	28.00%	28.00%	28.00%
	Amended Value	Managed Homesale: Delayed Mortgage Payoff	\$15,000	11.50%	11.50%	11.50%

Additional Services

Additional services may be utilized by client agencies individually or in any combination.

Closing Assistance

Under this option, there is no guaranteed offer or home marketing assistance. CapRelo will coordinate the closing of the employee's independently generated sale. Home sale expenses are subject to Relocation Income Tax Allowance (RITA).

Closing Assistance	\$800/move
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Cost of Living Analysis

CapRelo provides comprehensive report to government agencies that compares the cost of living between old duty station and new duty station. Reports measure a variety of goods and services most notably real estate and tax differentials.

Cost of Living Analysis	\$200/report
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Entitlement Counseling

Upon notification from client agency of an employee eligible for relocation benefits, CapRelo's counselor contacts the employee, counsels and assesses their needs, reviews the FTR guidelines and relocation entitlements, agency policy and procedures, and counsels on provisions of the relocation benefits that apply. CapRelo's counselor plans effective utilization of the program, including cost elements and policy application for each transferee, prepares an individual relocation plan including all services necessary to the move, coordinates all program services on behalf of the employee, and provides follow-up and settling-in assistance to each transferee. CapRelo plans and manages the relocation function and daily operations for all transferees at all locations, providing appropriate policy administration and personal entitlement counseling.

Relocation Entitlement Counseling	\$295/employee
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Expense Management-Voucher Review and Payment

A professionally managed accounting system designed to provide complete administration, cost tracking, auditing for FAR and FTR compliance, tax compliance and accurate reporting of all expense information associated with an employee's relocation.

Expense Management-Voucher Review & Payment	First year: \$449/employee
	Subsequent Year(s): per employee \$300/employee

Rental Management

Client agencies may authorize a personal escorted area orientation tour of the destination area, including inspection of available and/or representative rental housing. This service includes personalized rental needs and lifestyle counseling, advance area information, selection of a rental real estate specialist to assist the employee in the rental home search, tour of the new assignment area, showing communities and homes, as well as schools and major points of interest. The rental specialist agent will schedule and coordinate appointments to see rental properties that meet the family's needs, explain local rental practices and lease agreements, and write and present lease to property owner.

Rental Management (Enhanced)	\$395/employee plus agent direct costs
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Property Management

Property Management assists employees on temporary or permanent assignment inside or outside of the United States, who prefer to retain rather than sell their homes. This service allows the employee to focus on their new assignment while their departure residence is professionally and reliably managed.

Property Management Fees

Leasing Fee for Tenant Procurement Services – New Tenant: (Percent of Gross rent due for initial lease term)	12%
Leasing Fee for Tenant Procurement Services - Lease Renewal: (Percent of one month's rent)	25%
Property Management Service: (Fee per property per month, includes all property management administration costs)	\$520.00
Start Up Fee	\$0
Close Out Fee	\$0

BVO Home Sale Service

Buyer Value Option (BVO) Home Sale Program - Agency Customization Services

The BVO program provides virtually the same benefits as the home sale services program for the employee and agency employer, but with significantly reduced risk of incurring the high costs of an appraised value sale. Under this program, there is no appraised value offer provided to the employee. Home Marketing Assistance continues until an acceptable offer to buy the home has been received from an outside purchaser. If the offer is acceptable, CapRelo buys the transferee's home for the net amount of the outside purchase offer, and attempts to resell the home to the outside purchaser for the same terms.

The BVO program includes Home Marketing Assistance and provides virtually the same benefits as the home sale services program for the employee and agency employer, but with significantly reduced risk of incurring the high costs of an appraised value sale. Under this program, there is no appraised value offer provided to the employee. Home Marketing Assistance continues until an acceptable offer to buy the home has been received from an outside purchaser. If the offer is acceptable, CapRelo buys the transferee's home for the net amount of the outside purchase offer, and attempts to resell the home to the outside purchaser for the same terms.

The BVO program also offers agencies and employees the additional optional services of Home Search Assistance, Mortgage Counseling and Temporary Living Assistance. These services are all available for no additional fee.

Pricing Option 1: Full Choice Homesale With Mortgage Payoff

Shall mean that the following elements are in place:

- Employee has choice of real estate agent in old and new location;



- Employee may have listed home previously via a “For Sale by Owner” or other listing arrangement;
- Employee mortgage counseling for new home purchase not required;
- Employee has choice of mortgage supplier; and
- If sale to outside buyer falls through, mortgage payoff required at time of acquisition.

Pricing Option 2: Full Choice Homesale with Delayed Mortgage Payoff

Shall mean that the following elements are in place:

- Employee has choice of real estate agent in old and new location;
- Employee may have listed home previously via a “For Sale by Owner” or other listing arrangement;
- Employee mortgage counseling for new home purchase not required;
- Employee has choice of mortgage supplier; and
- If sale to outside buyer falls through, mortgage payoff will not be required at time of acquisition, however, the Contractor is required to comply with provisions outlined under Mortgage Assumption

Pricing Option 3: Managed Homesale with Mortgage Payoff

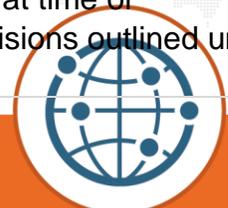
Shall mean that the following elements are in place:

- Employee is REQUIRED to use a Contractor recommended real estate agent in both old and new locations; Employee list price not to exceed 105% of Broker Market Analysis;
- All buyer offers received by Employee must be presented to Contractor with Contractor right to accept buyer offer lower than BMA Anticipated Sale Price;
- Employee mortgage counseling for new home purchase required;
- Employee has choice of mortgage supplier; and
- If sale to outside buyer falls through, Mortgage Payoff required at time of acquisition into inventory.

Pricing Option 4: Managed Homesale with Delayed Mortgage Payoff

Shall mean that the following elements are in place:

- Employee is REQUIRED to use a Contractor recommended real estate agent in both old and new locations;
- Employee list price not to exceed 105% of Broker Market Analysis;
- All buyer offers received by Employee must be presented to Contractor with Contractor right to accept buyer offer lower than BMA Anticipated Sale Price;
- Employee mortgage counseling for new home purchase required;
- Employee has choice of mortgage supplier; and
- If sale to outside buyer falls through, Mortgage Payoff will not be required at time of acquisition, however, the Contractor shall be required to comply with provisions outlined under Mortgage Assumption.



BVO Home Sale Service Fees

Option	Sale Type	Home Sale Program	\$0- \$99,999	\$100,000 - \$499,999	\$500,000 - \$749,999	\$750,000+
Option 1	Buyer Value Option	Full Choice: Mortgage Payoff Standard BVO	12.50%	12.50%	12.50%	12.50%
Option 1	Buyer Value Option	Full Choice: Mortgage Payoff BVO – Sale Fall Thru – No Rebill	15.50%	15.50%	15.50%	15.50%
Option 2	Buyer Value Option	Full Choice: Delayed Mortgage Payoff Standard BVO	11.95%	11.95%	11.95%	11.95%
Option 2	Buyer Value Option	Full Choice: Delayed Mortgage Payoff BVO – Sale Fall Thru – No Rebill	14.95%	14.95%	14.95%	14.95%
Option 3	Buyer Value Option	Managed with Mortgage Payoff Standard BVO	10.50%	10.50%	10.50%	10.50%
Option 3	Buyer Value Option	Managed with Mortgage Payoff BVO – Sale Fall Thru – No Rebill	14.50%	14.50%	14.50%	14.50%
Option 4	Buyer Value Option	Managed with Delayed Mortgage Payoff Standard BVO	9.95%	9.95%	9.95%	9.95%
Option 4	Buyer Value Option	Managed with Delayed Mortgage Payoff BVO – Sale Fall Thru – No Rebill	14.00%	14.00%	14.00%	14.00%



Special Handling Home Sale Program

Option 1: Managed Homesale with Mortgage Payoff

Shall mean that the following elements are in place:

Eligible homes otherwise included by the FTR which have been determined to be especially difficult to sell or where the property value is especially difficult to determine by qualified brokers and appraisers can still be handled under this SIN. Prior approval between the Contractor and agency will be required before a property would be handled in this manner.

- Employee is REQUIRED to use a Contractor recommended real estate agent in both old and new locations;
- Appraisals may be delayed for up to 30 days from date of Authorization;
- Employee will select Designated Certified Appraiser from list provided by Contractor;
- Employee list price not to exceed 105% of Broker Market Analysis or Appraised Value Offer;
- Mandatory Marketing Period will be a minimum of 60 days prior to acceptance of Appraised Value Offer;
- Appraised Value Offer Period is for a period of 60 days, but may be increased up to 90 days by the ordering agency; □ All buyer offers received by Employee must be presented to Contractor with Contractor right to accept buyer offer lower than Appraised Value Offer;
- Employee mortgage counseling for new home purchase required;
- Employee has choice of mortgage supplier; and
- Mortgage Payoff required at time of acquisition into inventory.

Option 2: Managed Homesale with Delayed Mortgage Payoff

Shall mean that the following elements are in place:

- Employee is REQUIRED to use a Contractor recommended real estate agent in both old and new locations;
- Appraisals may be delayed for up to 30 days from date of Authorization;
- Employee will select Designated Certified Appraiser from list provided by Contractor;
- Employee list price not to exceed 105% of Broker Market Analysis or Appraised Value Offer;
- Mandatory Marketing Period will be a minimum of 60 days prior to acceptance of Appraised Value Offer;
- Appraised Value Offer Period is for a period of 60 days, but may be increased up to 90 days by the ordering agency;
 - All buyer offers received by Employee must be presented to Contractor with Contractor right to accept buyer offer lower than Appraised Value Offer;
- Employee mortgage counseling for new home purchase required;
- Employee has choice of mortgage supplier; and Mortgage Payoff will not be required at time of acquisition. However, the Contractor shall be required to comply with provisions outlined under Mortgage Assumption.



Special Handling Home Sale Program Fees

Option	Sale Type	Home Sale Program	\$0- \$99,999	\$100,000 - \$499,999	\$500,000 - \$749,999	\$750,000+
Option 1	Special Handling	Managed with Mortgage Payoff Appraised Value Sale	34.50%	34.50%	34.50%	34.50%
Option 1	Special Handling	Managed with Mortgage Payoff Amended Value Sale	15.95%	15.95%	15.95%	15.95%
Option 2	Special Handling	Managed with Delayed Mortgage Payoff Appraised Value Sale	34.50%	34.50%	34.50%	34.50%
Option 2	Special Handling	Managed with Delayed Mortgage Payoff Amended Value Sale	14.95%	14.95%	14.95%	14.95%

Move Management Services

Total household goods move management services, commercial contract carrier selection according to agency preferences, employee move counseling, carrier selection, monitoring the shipment process, storage in transit, maintaining communication with the transferee and the carrier, ensuring compliance with service and on-time performance standards, management reporting, pre-payment invoice auditing, and employee claims assistance.

Move Management	Unit of Issue	Price
Domestic	Per Employee	\$600
International	Per Employee	\$600

