



**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 <http://www.gsaadvantage.gov>

MAS – Multiple Award Schedule

Federal Supply Group: MAS

Contract No: GS-23F-0028W

Contract Period: 1/14/10 – 1/13/25

Price List Current as of Modification #PS-0035, effective June 26, 2020

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

Carpenter/Robbins Commercial Real Estate, Inc.

Attn: John Robbins, jr@crcre.com and/or

Alyce Rados, arados@crcre.com

2000 Crow Canyon Place, Suite 130

San Ramon, CA 94583

Telephone: (925) 866-1300

Fax: (925) 866-1306

www.crcre.com

Business size: Small Business

Prices shown herein are NET (discount deducted)

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GENERAL CONTRACT INFORMATION

1a. Table of Awarded Special Item Numbers (SINs):
(Please refer to Page 8 for a more detailed description)

522310 – Financial Advising, Loan Servicing and Asset Management Services

531210 – Financial Asset Resolution Services

541611 – Management and Financial Consulting, Acquisition and Grants Management
Support, and Business Program and Project Management

OLM – Order Level Materials

1b. Lowest Priced Model Number and Lowest Price: Refer to our rates on Page 15

1c. Labor Category Descriptions: Refer to Page 10

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. Information for Ordering Offices: Prompt payment terms cannot be negotiated out of the contractual agreement in exchange for other concessions

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

9b. Government Purchase Card is not 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 Deliver: 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: Carpenter/Robbins Commercial Real Estate, Inc.
Attn: John Robbins
2000 Crow Canyon Place, Suite 130
San Ramon, CA 94583

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: Carpenter/Robbins Commercial Real Estate, Inc.
Attn: Alyce Rados
2000 Crow Canyon Place, Suite 130
San Ramon, CA 94583

15. Warranty Provision: Not Applicable

16. Export Packing Charges: Not Applicable

17. Terms & Conditions of Government Purchase Card Acceptance: None

18. Terms & Conditions of rental, maintenance, and repair: Not Applicable

19. Terms & Conditions of installation (if applicable): Not Applicable

20. Terms & Conditions of repair parts indicating date of parts, price lists and any discounts from list prices: Not Applicable

20a. Terms & 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

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:

www.Section508.gov

25. Data Universal Number System (DUNS) Number: 111371238

26. Carpenter/Robbins Commercial Real Estate, Inc. is registered in the System for Award Management (SAM) database



CARPENTER/ROBBINS COMMERCIAL REAL ESTATE, INC.

Our Mission:

To be the leading advocate for government in the country.

Our Vision:

Creating Inspirational environments for those that serve and improve the community.

Our four core values:

- **Hardworking:** Diligently work with energy and commitment to meet the client's goals
- **Making a difference:** Focus on effective solutions
- **Integrity:** Always act as a trusted advisor
- **Expertise:** Collectively bringing over 100 years of experience

Carpenter/Robbins Commercial Real Estate, Inc. was established in 1998 and incorporated in 2000 to provide real estate services to our business and government neighbors in the San Francisco Bay Area. We recognized a need existed in the market on the part of local companies to have the kind of commercial real estate guidance and expertise usually only available to national corporations. Our services are not transaction oriented, but rather we have positioned the firm as a commercial real estate resource available to key real estate decision makers.

As Tenant Advisors, we represent companies and government agencies in their pursuits to lease, acquire and dispose of real estate assets. This is a passion for all of us and we take great pride in representing just your best interest. As you might expect from our approach, we have the finest group of associates, support staff, tools and services in the industry. Our Associates come from a variety of professional backgrounds; including corporate management, accounting, executive support, property management, project management and government. Each and every one of these people has 10-30 years of commercial real estate experience and is ready to be part of your real estate team.

We have provided realty services to Government Agencies continuously since 1995 through multiple contracts. Carpenter/Robbins has a large staff dedicated and educated on how to do Federal Government Real Estate. Our entire firm has HSPD-12 Security Clearances and each of our associates and management team has completed all federal leasing contract classes, the same program taken by Government Contracting Officers.

We have now completed over 1,000 public sector assignments (3,000 if you include previous experience), including leasing more than 7,000,000 square feet of space in multiple states. We have done work for the Federal Government, Local Municipalities, Fire Districts, School Districts and even a Ferryboat District. Our public sector clients have



asked us to locate and coordinate build-to-suit office buildings, medical centers and court houses. We have negotiated hundreds of special lease and acquisition requirements. We have done consulting work; obtaining appraisals or environmental studies for our clients and performing post award or project management services. We even developed an Analytical Rent Tool for public sector forecasting and negotiation. In addition, we have developed a Space Relinquishment Tool that assists government agencies in downsizing their current facilities. Our unique skills are an effective conduit between the private and public sector. We understand both worlds and find ways to make business and government needs come together, to accomplish public sector goals in a variety of business climates.

▪ **Current Contracts:**

- U.S. General Services Administration – IDIQ Zonal Broker Contract (Zone 3, 18 Western States)
- U. S. General Services Administration – Multiple Award Schedule (MAS) [Formerly Professional Services Schedule]
- U.S. Department of Veterans Affairs – IDIQ National Broker Contract-Open Market
- U.S. Department of Veterans Affairs – IDIQ National Broker Contract-Small Business
- Local Governments – Multiple including Fire Districts, School Districts and Municipal Governments

So what's in it for you?

- You get an experienced, government-oriented firm that understands government process.
- From nationwide experience with over 40 government agencies, you know we perform, no matter where
- Start to finish, you have a proven commitment that we stay with the project and add value.

NAICS Codes: 531210-Offices of Brokers ; 541611-Site Relocation Consulting;
531390-Consultants; and 236220 - Project Management



Contract Overview

GSA awarded Carpenter/Robbins Commercial Real Estate, Inc. a GSA Federal Supply Schedule contract for Multiple Award Schedule (MAS) Contract No. GS-23F-0028W. The current contract period is 1/14/15 thru 1/13/25. GSA may exercise a total of up to two (2) additional five (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.

Marketing and Technical Point of Contact

Alyce Rados

Carpenter/Robbins Commercial Real Estate, Inc.

2000 Crow Canyon Place, Suite 130, San Ramon, CA 94583

Telephone: (925) 790-2122 Fax: (925) 866-1306

Email: arados@crcre.com

Contract Use and Scope of Work

The purpose of the Multiple Award Schedule (MAS) is to provide a full range of professional financial services as specified in individual task orders placed by ordering agencies.

Carpenter/Robbins Commercial Real Estate, Inc. will provide services under the Special Item Numbers (SINs) awarded under this schedule. When the task orders are placed, they must identify the SIN(s) under which the work is begin assigned. The following are the SINs which Carpenter/Robbins shall provide work under:

522310 – Financial Advising, Loan Servicing and Asset Management Services

531210 – Financial Asset Resolution Services

541611 – Management and Financial Consulting, Acquisition and Grants

Management Support, and Business Program and Project Management

OLM – Order Level Materials



Special Item Number (SIN) Descriptions

522310 Financial Advising, Loan Servicing and Asset Management Services

Services include assisting agencies on cross-cutting issues, asset marketability, equity monitoring, originations, and addressing any other considerations regarding the acquisition, management and/or resolution of an asset; assisting agencies in servicing, monitoring and maintaining loan assets such as establishing loan database, remittance processing, processing loan cancellations and consolidations, billing services, and servicing troubled loans which may include borrower negotiations, restructuring, foreclosure and supervision of the sale of the collateral and workout agreements.

531210 Financial Asset Resolution Services

Assist agencies in all asset resolution related areas including valuation / pricing, portfolio stratification, restructuring and disposition strategies which best meet agency goals. Make specific recommendations as to the best execution. Handle bid process management. Conduct a sale or other disposition vehicle. Provide marketing expertise, budget and credit reform analyses

541611 Management and Financial Consulting, Acquisition and Grants Management Support, and Business Program and Project Management Services

Provide operating advice and assistance on administrative and management issues. Examples include: strategic and organizational planning, business process improvement, acquisition and grants management support, facilitation, surveys, assessment and improvement of financial management systems, financial reporting and analysis, due diligence in validating an agency's portfolio of assets and related support services, strategic financial planning, financial policy formulation and development, special cost studies, actuarial services, economic and regulatory analysis, benchmarking and program metrics, and business program and project management.

OLM Order-Level Materials (OLM)

OLMs are supplies and/or services acquired in direct support of an individual task or delivery order placed against a Schedule contract or BPA. OLM pricing is not established at the Schedule contract or BPA level, but at the order level. Since OLMs are identified and acquired at the order level, the ordering contracting officer (OCO) is responsible for making a fair and reasonable price determination for all OLMs.



Labor Category Descriptions

The following labor category descriptions apply to our pricing proposal for all offered services under SINs 522310, 531210 and 541611

Principal/Senior Broker

Strategic planning and account project management. Handles complex real estate transactions, negotiations and decisions. Provides financial analysis for asset programs. Reviews agency assessment processes for asset management, risk analysis, geographic location, and other pertinent factors. Delegates tasks and personnel assignments. Handles final review of work product and quality control. Reports to the senior level client personnel.

Experience/Training:

Minimum 15 years of related experience. Holds Professional Certifications, ie SIOR, or advanced degree. Strong senior level relationships within the business and government communities. Licensed real estate agent. Excellent negotiation, analytical, written, verbal and presentation skills.

Senior Salesperson/Senior Associate

Transaction level responsibilities. Financial analysis as well as bid analysis and comparable review. Provides strategic recommendations and asset analysis to the client. Oversees and/or participates in research and financial analysis activities. Provides analysis of asset portfolio to advise clients, assist in transaction processes, and follow up via due diligence tasks as necessary. Delegates tasks as needed to others within the organization. Reports to project level client personnel. Oversees project schedule.

Experience/Training:

Minimum of 8-10 years of related experience. Minimum bachelor's degree or equivalent experience/training. Strong relationships within the business and government communities. Licensed real estate agent. Excellent negotiation, analytical, written, verbal and presentation skills.



Salesperson/Associate

Transaction level responsibilities. Financial analysis, bid analysis and comparable review and recommendations. Handles research and financial analysis activities. Provides analysis of asset portfolio to advise clients, assist in transaction processes, and follow up via due diligence tasks as necessary. Prepares market reports. Reports to project level client personnel. Oversees project schedule.

Experience/Training:

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

Research Principal/Senior Financial Analyst

Senior level financial analysis and comparisons. Financial analysis and modeling of lease and sale opportunities, bids and proposals. Review of financial processes, risk analysis, and lender/mortgage/settlement process. Develop due diligence processes and review asset data. Responsible for market data collection and organization. Prepares market reports.

Experience/Training:

Minimum 5 years of related experience. Minimum bachelor's degree or equivalent experience/training. Excellent analytical, written and verbal communication skills

Research Staff/Financial Analyst

Project level financial analysis and comparisons. Financial modeling of lease and sale opportunities, bids and proposals. Review of financial processes, risk analysis, and lender/mortgage/settlement process. Develop due diligence processes and review asset data. Responsible for market data collection and organization. Prepares market reports.

Experience/Training:

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



Project Manager

Directly oversees the progress of the project schedule. Ensures deliverables to the client are completed and delivered on time. Provide oversight for client business plan and implementation of an agency's assessment processes. Supervise post-bid due diligence process from review to project completion. Obtain as necessary any inspections, environmental impact statements or other site requirements. Conduit between other staff and senior level client personnel as needed. Assists in identifying and resolving issues that arise throughout the execution of the project.

Experience/Training:

Minimum 5 years of related experience. Minimum bachelor's degree or equivalent of experience/training. Excellent analytical, organizational, written and verbal communication skills.

Program Manager

Directly oversees the progress of the project schedule. Ensures deliverables to the client are completed and delivered on time. Provide oversight for client business plan and implementation of an agency's assessment processes. Supervise post-bid due diligence process from review to project completion. Obtain as necessary any inspections, environmental impact statements or other site requirements. Conduit between other staff and client personnel as needed. Assists in identifying and resolving issues that arise throughout the execution of the project.

Experience/Training:

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

Administrative Assistant

Handles office administrative responsibilities, including report packaging, tracking and distribution. Handles all document preparation. Supports other staff in development of financial transactions, site documents, feasibility studies or other analyses necessary. Provides support to staff in pre/post asset resolution support, development of any necessary post-bid and post-sales analysis. Supports all staff in due-diligence reviews, development of inspections, mortgage or leasing documents and applicable records. Process request for market data, mapping and other information gathering needed to complete the project.

Experience/Training:

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



MIA Appraiser

Assist other staff in the development of asset sales schedules and financial projections by delivering necessary data. Prepare reports or analyses in support of asset purchase or sales. Develop data in support of asset resolution.

Provide assistance in asset valuation and pricing. Assist in budget documents, budgetary costs, reports.

Perform data collection, organization, appraisal and analysis. Obtain loan/asset information necessary to assist in appraisal functions. Review asset documents for compliance with appraisal findings.

Investigates and gathers data required for determining the market value of personal property, land, and improvements; interprets and applies the State Revenue and Taxation Code, Property Tax Rules, and the State Constitution as they apply to chain of title and property valuation; and prepares reports on facts pertinent to the determination of ownership or market value.

Inspects interiors and exteriors of buildings and other structures for property tax assessment and valuation; prepares scale drawings of improvements; explains assessment procedures and determinations of value from assessment records and maps; and determines appraisability of ownership transfers for real property and leasehold interests through chain of title investigation and research.

Investigates and analyzes data in the research of title or in appraisal of land, improvements, and personal property for property tax purposes; and performs appraisals on specific property types which may include commercial, residential, agricultural, and/or research of property ownership records.

Explains chain of title, appraisal procedures, and State Revenue and Tax code sections and rules to taxpayers.

Determines through chain of title investigation and research of recorded and unrecorded title transfer documents for real property and leasehold interests whether changes in ownership will result in appraisal; and prepares and presents assessment appeals.

Experience/Training:

Minimum 5 years of related experience. Minimum bachelor's degree or equivalent of experience/training. Possession of valid appraiser's certificate issued by the State which they are currently performing the work. Excellent analytical, organizational, written and verbal communication skills.



Engineer/Architect

Provide support as necessary to other staff in support of asset resolution programs including review of asset base, necessary public policy, support of asset valuation, strategic planning, business planning, report preparation, and feasibility studies. Perform similar functions to Project Manager on project specific assignments.

Assist in data development to support asset valuation, bid review, asset identity and perform review of asset type, value, geographic location, and other factors.

Provide professional recommendations to assist other staff in data collection and organization as it relates to asset resolution and purchase/lease/sale options. Provide environment reviews, physical inspections, needs assessments, environmental impact statements and any other engineering and/or architectural reviews and recommendations necessary to complete appropriate due diligence.

Experience/Training:

Minimum 5 years of related experience. Minimum bachelor’s degree or equivalent of experience/training. Possession of valid license issued by the State which they are working. Excellent analytical, organizational, written and verbal communication skills.

Technical Writer

Compiles necessary information, writes and edits material for accuracy and consistency, and provides consultation on the best and most appropriate means of conveying written information.

Experience/Training:

Minimum 5 years of related experience. Minimum bachelor’s degree or equivalent of experience/training.

Table of Labor Category Equivalency:

Master's degree may be substituted for additional 3 years of relevant experience.
Bachelor's degree may be substituted for additional 4 years of relevant experience.
H.S. Diploma + 4 years additional relevant experience substitutes a Bachelor's Degrees



Hourly Rates for Services under SINS 522310, 531210, and 541611
(Hourly Rates include IFF)

Labor Category	1/14/19- 1/13/20	1/14/20- 1/13/21	1/14/21- 1/13/22	1/14/22- 1/13/23	1/14/23- 1/13/24	1/14/24- 1/13/25
Principal/Senior Broker	\$275.02	\$280.52	\$286.13	\$291.85	\$297.69	\$303.64
Senior Salesperson/Senior Associates	\$200.82	\$204.84	\$208.93	\$213.11	\$217.37	\$221.72
Salesperson/Associate	\$180.42	\$184.03	\$187.71	\$191.46	\$195.29	\$199.20
Research Principal/Senior Financial Analyst	\$174.99	\$178.49	\$182.06	\$185.70	\$189.41	\$193.20
Research Staff/Financial Analyst	\$150.28	\$153.29	\$156.35	\$159.48	\$162.67	\$165.92
Project Manager	\$189.13	\$192.91	\$196.77	\$200.71	\$204.72	\$208.81
Program Manager/Project Manager	\$169.92	\$173.32	\$176.78	\$180.32	\$183.93	\$187.61
Administrative Assistant	\$ 50.63	\$ 51.64	\$ 52.68	\$ 53.73	\$ 54.80	\$ 55.90
MIA Appraiser	\$175.75	\$179.27	\$182.85	\$186.51	\$190.24	\$194.04
Engineer/Architect	\$130.30	\$132.91	\$135.56	\$138.28	\$141.04	\$143.86
Technical Writer		\$85.64	\$87.35	\$89.10	\$90.88	\$92.70

**Commission for Leasing and Sale Transactions-Project Paid Directly by
Government Agencies**

Commission Structure for Sales Transactions- Project Paid Directly by Government Agencies		
531210	\$0 to \$10,000,000	2.99%
531210	\$10,000,001 and greater	1.99%

Commissionable Service Description

Sale of An Asset: Carpenter/Robbins will be representing the Government in their best interest a sale transaction. These types of transactions are typically paid on a commission basis.

