

**SOLICITATION/CONTRACT/ORDER FOR COMMERCIAL ITEM**  
 OFFEROR TO COMPLETE BLOCKS 12, 17, 23, 24, & 30

1. REQUISITION NUMBER: REQ-2400-11-0014  
 PAGE OF: 1 | 17  
 2. CONTRACT NO.: GS-10F-0217N  
 3. AWARD EFFECTIVE DATE: CPSC-F-11-0011  
 4. ORDER NUMBER: CPSC-F-11-0011  
 5. SOLICITATION NUMBER: CPSC-Q-11-0006  
 6. SOLICITATION ISSUE DATE: 11/09/2010

7. FOR SOLICITATION INFORMATION CALL: Germaine Myles  
 8. NAME: Germaine Myles  
 9. TELEPHONE NUMBER (No collect calls): (301) 504-7669  
 10. OFFER DUE DATE/LOCAL TIME:

9. ISSUED BY: CODE FMPS  
 CONSUMER PRODUCT SAFETY COMMISSION  
 DIV OF PROCUREMENT SERVICES  
 4330 EAST WEST HWY  
 ROOM 517  
 BETHESDA MD 20814  
 10. THIS ACQUISITION IS:  
 UNRESTRICTED OR  SET ASIDE: % FOR:  
 SMALL BUSINESS  EMERGING SMALL BUSINESS  
 HUBZONE SMALL BUSINESS  SOLE SOURCE  
 SERVICE-DISABLED VETERAN-OWNED SMALL BUSINESS  (NA)  
 NAICS:  
 SIZE STANDARD:

11. DELIVERY FOR FOB DESTINATION UNLESS BLOCK IS MARKED: Net 30  
 SEE SCHEDULE  
 12. DISCOUNT TERMS: Net 30  
 13a. THIS CONTRACT IS A RATED ORDER UNDER DPAS (15 CFR 700):  
 YES  NO  
 13b. RATING:  
 14. METHOD OF SOLICITATION:  
 RFO  IFB  RFP

15. DELIVER TO: CODE LS  
 CONSUMER PRODUCT SAFETY COMMISSION  
 DIRECTORATE FOR LABORATORY SCIENCES  
 10901 DARNESTOWN ROAD  
 GAITHERSBURG MD 20878  
 16. ADMINISTERED BY: CODE FMPS  
 CONSUMER PRODUCT SAFETY COMMISSION  
 DIV OF PROCUREMENT SERVICES  
 4330 EAST WEST HWY  
 ROOM 517  
 BETHESDA MD 20814

17a. CONTRACTOR/OFFEROR: CODE [REDACTED] FACILITY CODE:  
 CCC MANAGEMENT SERVICES LLC  
 4405 EAST WEST HIGHWAY  
 SUITE 108  
 BETHESDA MD 20814-4532  
 17b. PAYMENT WILL BE MADE BY: CODE FMPS  
 CONSUMER PRODUCT SAFETY COMMISSION  
 DIVISION OF FINANCIAL SERVICES  
 4330 EAST WEST HWY  
 ROOM 522  
 BETHESDA MD 20814  
 TELEPHONE NO.:

17c. CHECK IF REMITTANCE IS DIFFERENT AND PUT SUCH ADDRESS IN OFFER  
 17d. SUBMIT INVOICES TO ADDRESS SHOWN IN BLOCK 18a UNLESS BLOCK BELOW IS CHECKED: SEE ADDENDUM

19. ITEM NO.	20. SCHEDULE OF SUPPLIES/SERVICES	21. QUANTITY	22. UNIT	23. UNIT PRICE	24. AMOUNT
	DUNS Number: [REDACTED] THE CONTRACTOR SHALL PROVIDE INVENTORY MANAGEMENT SERVICES TO INCLUDE ALL LABOR, MATERIAL, TRAVEL AND SUPERVISION NECESSARY TO PERFORM THE FOLLOWING SERVICE IN ACCORDANCE WITH THE GSA SCHEDULE #GS-10F-0217N, REVISED PROPOSAL #2010-55, DATED DECEMBER 13, 2010 AND THE ATTACHED STATEMENT OF WORK (SOW).  Continued ... (Use Reverse and/or Attach Additional Sheets as Necessary)				

25. ACCOUNTING AND APPROPRIATION DATA: 0100A11DCC-2011-9994400000-EXITAS2400-25220  
 26. TOTAL AWARD AMOUNT (For Govt. Use Only): \$64,105.44

27a. SOLICITATION INCORPORATES BY REFERENCE FAR 52.212-1, 52.212-4, FAR 52.212-3 AND 52.212-5 ARE ATTACHED. ADDENDA:  ARE  ARE NOT ATTACHED.  
 27b. CONTRACT/PURCHASE ORDER INCORPORATES BY REFERENCE FAR 52.212-4, FAR 52.212-5 IS ATTACHED. ADDENDA:  ARE  ARE NOT ATTACHED.

28. CONTRACTOR IS REQUIRED TO SIGN THIS DOCUMENT AND RETURN COPIES TO ISSUING OFFICE. CONTRACTOR AGREES TO FURNISH AND DELIVER ALL ITEMS SET FORTH OR OTHERWISE IDENTIFIED ABOVE AND ON ANY ADDITIONAL SHEETS SUBJECT TO THE TERMS AND CONDITIONS SPECIFIED HEREIN.  
 29. AWARD OF CONTRACT REF. OFFER DATED: YOUR OFFER ON SOLICITATION (BLOCK 5), INCLUDING ANY ADDITIONS OR CHANGES WHICH ARE SET FORTH HEREIN, IS ACCEPTED AS TO ITEMS:

30a. SIGNATURE OF OFFEROR/CONTRACTOR: Felton Miller  
 31a. UNITED STATES OF AMERICA (SIGNATURE OF CONTRACTING OFFICER): Eddie Ahmad

30b. NAME AND TITLE OF SIGNER (Type or print): Felton Miller, CEO  
 30c. DATE SIGNED: 12/14/2010  
 31b. NAME OF CONTRACTING OFFICER (Type or print): Eddie Ahmad  
 31c. DATE SIGNED: 12/14/10

18. ITEM NO.	20 SCHEDULE OF SUPPLIES/SERVICES	21. QUANTITY	22. UNIT	23. UNIT PRICE	24. AMOUNT
0001	INVENTORY SERVICES  The total amount of award: \$64,105.44. The obligation for this award is shown in box 26.	1	LT	64,105.44	64,105.44

32a. QUANTITY IN COLUMN 21 HAS BEEN  RECEIVED  INSPECTED  NOTED. ACCEPTED, AND CONFORMS TO THE CONTRACT, EXCEPT AS

32b. SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE		32c. DATE	32d. PRINTED NAME AND TITLE OF AUTHORIZED GOVERNMENT REPRESENTATIVE	
32e. MAILING ADDRESS OF AUTHORIZED GOVERNMENT REPRESENTATIVE			32f. TELEPHONE NUMBER OF AUTHORIZED GOVERNMENT REPRESENTATIVE	
			32g. E-MAIL OF AUTHORIZED GOVERNMENT REPRESENTATIVE	
33. SHIP NUMBER	34. VOUCHER NUMBER	35. AMOUNT VERIFIED CORRECT FOR	36. PAYMENT	37. CHECK NUMBER
<input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL			<input type="checkbox"/> COMPLETE <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL	
38. S/R ACCOUNT NUMBER	39. S/R VOUCHER NUMBER	40. PAID BY		
41a. I CERTIFY THIS ACCOUNT IS CORRECT AND PROPER FOR PAYMENT		42a. RECEIVED BY (Print)		
41b. SIGNATURE AND TITLE OF CERTIFYING OFFICER		42b. RECEIVED AT (Location)		
		41c. DATE		42c. DATE RECD (YYMMDD)
		42d. TOTAL CONTAINERS		

# U.S. CONSUMER PRODUCT SAFETY COMMISSION

## STATEMENT OF WORK

### Section A – Services

#### A.1 Description of Services

Independently, and not as an agent of the Government, the contractor shall provide all labor, material, and travel to provide inventory management services to the Consumer Product Safety Commission (CPSC) as outlined in the statement of work below:

#### A.2 Contract Type

This contract is a firm fixed price contract.

### Section B – Performance Work Statement

**B.1 (Background)** The U.S. Consumer Product Safety Commission (CPSC) is an independent regulatory Agency with a primary mission to protect the American public from unsafe or dangerous consumer products. CPSC inspects thousands of products annually and must maintain a chain of custody of all samples for evidence, litigation and or corrective action. CPSC maintains an 18,000 sq ft Sample Storage Facility (SSF) in Gaithersburg, Maryland. The samples are controlled via a database which tracks the movement of samples and identifies their location at any given time until authorization is provided for destruction.

The CPSC is scheduled to relocate to an unknown, not yet identified location within the next 6 to 12 months in the Rockville, Maryland area. The SSF houses an estimated 75,000 samples of much differing size, shape and weight and are stored in shelving units, pallet racks, commercial bulk metal racks and floor space. Each sample has a number and a location and is maintained in the Official Sample Tracking System Database. Each time the sample is relocated; all related information (requestor, department, locations etc.) is documented in the database to ensure chain of custody and maintain quality inventory control. CPSC is in the process of updating the sample tracking database to reflect the two new facilities, the sample storage locations within each facility, bar coding and other changes designed to enhance the database functions.

#### **The contractor shall perform:**

1. Inventory for approximately 75,000 samples on site using CPSC / government supplied scanners (2 units) and bar code printer.
2. Exam each sample to make sure they have an official seal and barcode. If they are not sealed or do not have an affixed barcode, one will be placed on the sample or sub-sample, resealed and then relocated to the new storage bin location.

3. Affix bar codes to the outside of boxes and physically transfer a portion of samples (items in two hundred Agency orange racks and floor space samples) into new, CPSC provided, bulk containers and affix location barcodes on each new container.
4. Scan each sample barcode number and sample location number.
5. Provide scanned data to CPSC to download in the existing CPSC sample tracking system to reflect the newly updated data.

\*\*\*CPSC will provide three employees to assist contractor with forklift services and logistics as needed.\*\*\*

**Section C - Period of Performance:**

All work shall be completed within eighty (80) calendar days from award date.

**Section D - Deliverables:**

1. Contractor shall provide a daily accomplishment report, identifying the total count of shelving, racks, bins, floor space locations and samples scanned and bar-coded.
2. Contractor shall provide a Bi-weekly accomplishment report identifying the total to date count of the collective daily reports, which can be provided as hard copy or e-mail documents.

**Section E - Work Hours:**

Monday through Friday, 6:00 a.m. until 4:00 p.m. except for official government Holidays.

**Section F - Government Furnished equipment and supplies:**

1. Two (2) barcode scanners with cradles
2. One (1) compatible barcode printer
3. One (1) electric forklift
4. One (1) forklift operator
5. Barcode labels

The contractor shall upon completion of all daily work, return each scanner to its holding cradle and ensures data downloading is complete.

### **Section G - Security Requirements:**

All contractor employees assigned to this contract will be U.S. citizens or possess all required federal documentation to work in the United States. All on site contractor staff shall maintain a valid picture identification at all times and sign-in and sign-out daily in the visitors log.

### **Section H - Location of Performance**

The work shall be performed at the Consumer Product Safety Commission, Laboratory Sciences Facilities located at:

10901 Darnestown Road  
Gaithersburg, Maryland 20878  
Sample Storage Facility, Building I

### **Section I – Project Officer Designation**

a. The following individual has been designated at the Government's Project Officer for this contract:

Name: Jim Shupe  
Division: Facilities Management and Support Services  
Telephone: 301-424-6421 x160  
Cell number: 240-882-6775  
Email: jshupe@cpsc.gov

#### **b. The CPSC Project Officer is responsible for:**

- (1) Monitoring the Contractor's technical progress, including surveillance and assessment of performance, and notifying the Contracting Officer within one week when deliverables (including reports) are not received on schedule in accordance with the prescribed delivery schedule.
- (2) Performing technical evaluation as required, assisting the Contractor in the resolution of technical problems encountered during performance; and
- (3) Inspection and acceptance of all items required by the contract.

#### **c. The Project Officer is not authorized to and shall not:**

- (1) Make changes in scope of work, contract schedules, and/or specifications to meet changes and requirements,
- (2) Direct or negotiate any change in the terms, conditions, or amounts cited in the contract; and

(3) Take any action that commits the Government or could lead to a claim against the Government.

d. A clear distinction is made between Government and Contractor personnel. No employer-employee relationship will occur between government employees and contractor employees. Contractor employees must report directly to their company (employer) and shall not report to Government personnel.

LC 1B CONTRACTOR'S NOTE - DELIVERIES TO THE CPSC LABORATORY SITE,  
GAITHERSBURG, MARYLAND

Delivery Address:

Directorate for Laboratory Sciences  
U.S. Consumer Product Safety Commission  
10901 Darnestown Rd. (MD route 28)  
Gaithersburg, MD 20878  
301-424-6421, x101 (main reception)

The Consumer Product Safety Commission (CPSC) Laboratories are located in Gaithersburg, MD. The entrance to the Laboratory site is protected by a security gate, which is normally closed during business hours. If the gate is closed, use the intercom box at the gate to request entry. **All visitors must report to Building B**, which is adjacent to the main parking lot.

Deliveries may not be left outside any building or loading dock, unless specifically directed by appropriate CPSC staff. All deliveries shall be considered "inside deliveries" to the appropriate building in accordance with the instructions below. When scheduling deliveries, the purchase order number shall always be referenced and all packages shall clearly display the Purchase Order Number on the outside of the cartons and/or packages and include the packing slip.

ATTENTION GOVERNMENT VENDOR:

a. DELIVERY INSTRUCTION FOR SMALL ITEMS

Small packages may be delivered to Building B. Deliveries should be made between 9:00 a.m. and 4:00 p.m. on Monday through Friday (except holidays). Deliveries outside these hours require prior arrangements.

Contacts:

Sondra Adkins, Secretary, 301-424-6421, x101

OR

Andrew Stadnik, Lab Director, 301-424-6421, x131

b. DELIVERY INSTRUCTIONS FOR LARGE OR HEAVY ITEMS:

Large or heavy items must be delivered directly to the appropriate building, after checking in at Building B. Deliveries of large or heavy items should be scheduled 24 hours in advance and should be made between 9:00 a.m. and 4:00 p.m. on Monday through Friday (except holidays). Contact information is the same as above.

c. **SAMPLE STORAGE FACILITY**

Deliveries which indicate the Sample Storage Facility or Building I, should be made between 9:00 a.m. and 4:00 p.m. on Monday through Friday (except holidays).

Contacts:

Ralph King, Sample Custodian, 301-424-6421 x 155

Iris Parks, Director, Division of Administrative Services, 301-504-7078

OR if not available

Sondra Adkins, Secretary, 301-424-6421, x101

OR

Andrew Stadnik, Lab Director, 301-424-6421, x131

d. **BILLING INSTRUCTIONS:** At a minimum, each invoice shall include:

1. The name and address of the business concern (and separate remittance address, if applicable).

Taxpayer Identification Number (TIN).

Invoice date (use of invoice number in addition to invoice date is prudent but not required).

The contract or purchase order number (see block 2 of OF347 or block 4 of SF1449 on page 1 of this order), or other authorization for delivery of goods or services.

Description, price and quantity of goods or services actually delivered or rendered.

Shipping cost terms (if applicable).

Payment terms.

All vendors must include the following information when invoicing for payment: ACH Vendor Information which includes the financial Institution, routing transit number, and depositor account number. In addition please specify whether the account is a checking account or savings account.

Other substantiating documentation or information as specified in the contract or purchase order.

Name (where practicable), title, phone number and mailing address of responsible official to be notified in the event of a deficient invoice.

e. **ORIGINAL VOUCHERS/INVOICES SHALL BE SENT TO the PAYMENT ADDRESS** indicated on page one of this document.

Invoices not submitted in accordance with the above stated minimum requirements will not be processed for payment. Deficient invoices will be returned to the vendor within seven days or sooner. Standard forms 1034 and 1035 will be furnished by CPSC upon request of the contractor.

Inquiries regarding payment should be directed to the Finance Office at 301-504-7172 or 301-504-7130.

**f. ALL OTHER INFORMATION RELATING TO THE PURCHASE ORDER**

Contact: Germaine Myles at (301) 504-7669

**g. PROCESSING INSTRUCTIONS FOR REQUESTING OFFICES**

The Purchase Order/Receiving Report (Optional Form 347 or Standard Form 1449) must be completed at the time the ordered goods or services are received. Upon receipt of the goods or services ordered, each item should be inspected, accepted (partial or final) or rejected. The Purchase Order/Receiving Report must be appropriately completed, signed and dated by the authorized receiving official. In addition, the acceptance block shall be completed (Blocks 32 a, b & c on the SF 1449 and column G and page 2 of the OF 347). The receiving report shall be retained by the requesting office for confirmation when certifying invoices.

**h. PROPERTY/EQUIPMENT PURCHASES**

In the case of Purchase Orders/Receiving Reports involving the purchase and receipt of property/equipment, a copy of the Purchase Order/Receiving Report must also be immediately forwarded directly to the Property Management Officer in the Division of Administrative Services. The transmittal of Purchase Orders/Receiving Reports to the property management officer is critical to the integrity and operation of CPSC's Property Management System. Receiving officials should also forward copies to their local property officer/property custodian consistent with local office procedures.

**j. Directions to the U.S. Consumer Product Safety Commission Laboratory**

**From the East – Silver Spring/Prince Georges County**

Take the Beltway, Rt. 495, outer loop, toward Baltimore , Bethesda, Frederick.

Take Rt 270 north toward Frederick, Maryland

At Rt. 270, take exit 6 and go west on Darnestown Rd./Rt. 28

At the 3<sup>rd</sup> traffic light, turn left on Darnestown Road.

Continue west to the traffic light at the Key West Blvd. intersection. Turn left.

Pass straight through the traffic light at Muddy Branch Road.

The second right turn has a sign "U.S. Consumer Product Safety Commission Laboratory."

Turn right and proceed to the parking lot.

Report to the lobby of the second building, Building B.

### **From the North, Frederick, Maryland**

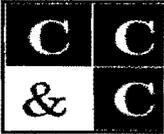
Take Rt. 270 south to exit 6 west, Darnestown Rd/Rt 28.  
Turn right at the light.  
At the second traffic light turn left on Darnestown Road.  
Continue west to the traffic light at the Key West Blvd. intersection, turn left.  
Pass straight through the traffic light at Muddy Branch road.  
The second right turn has a sign “U.S. Consumer Product Safety Commission Laboratory.”  
Turn right and proceed to the parking lot.  
Report to the lobby of the second building, Building B.

### **From the West (Fairfax County/Northern Virginia)**

Take 495 Capital Beltway to Maryland  
At the 270/495 divide, bear left to take 270 North.  
Take Rt 270 north toward Frederick, Maryland  
At Rt. 270, exit 6 go west on Darnestown Rd./Rt. 28  
At the 3<sup>rd</sup> traffic light, turn left on Darnestown Road.  
Continue west to the traffic light at the Key West Blvd. intersection. Turn left.  
Pass straight through the traffic light at Muddy Branch Road.  
The second right turn has a sign “U.S. Consumer Product Safety Commission Laboratory.”  
Turn right and proceed to the parking lot.  
Report to the lobby of the second building, Building B.

### **From CPSC Headquarters**

From the main entrance of Bethesda Towers, turn left on East-West Highway, then right on Wisconsin Ave. (route 355 North).  
After passing the National Institutes of Health and Pooks Hill Road, take I-270 North (Frederick), which is the second left after Pooks Hill Road.  
Take exit 6 go west on Darnestown Road (route 28).  
At the 3<sup>rd</sup> traffic light, turn left on Darnestown Road.  
Continue west to the traffic light at the Key West Boulevard intersection. Turn left.  
Pass straight through the traffic light at Muddy Branch Road. Stay in the right lane, which ends just after our entrance.  
The second right turn has a sign “U.S. Consumer Product Safety Commission Laboratory.”  
Turn right and proceed to the parking lot.  
Report to the lobby of the second building, Building B.



*CC&C Management Services, LLC, Technical Proposal*

**Inventory Management  
For The U.S. Consumer Product Safety Commission  
(CPSC)**

**Sample Storage Facility, Building I**

***Requisition # REQ-2400-11-0014***

***Solicitation CPSC-Q-11-0006***

**November 23, 2010**

**December 13, 2010**

**CC&C Proposal Number 2010-55**

Presented To:

**Germaine Myles  
U.S. Consumer Product Safety Commission  
gmyles@cpsc.gov**

Submitted by:

**CC&C Management Services, LLC  
4405 East-West Highway, Suite 108  
Bethesda, MD 20814  
Phone: 301-654-5100  
Fax: 301-654-5101**

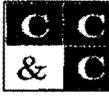
These data shall not be disclosed outside the Government and shall not be duplicated, used or disclosed in whole or in part for any purpose other than to evaluate the proposal; provided that a contract is awarded to this offer or as a result of or in connection with the submission of these data, the Government shall have the right to duplicate, use, or disclose the data to the extent provided in the contract. This restriction does not limit the Government's right to use information in the data if it is obtained from another source without restriction or contained in the proposal in its entirety

*Inventory Management*

*For The U.S. Consumer Product Safety Commission*

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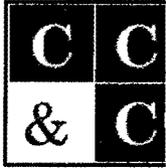


## I. PROJECT OVERVIEW

- A. **Project Title:** Inventory Management  
For The U.S. Consumer Product Safety Commission
- B. **Locations:** 10901 Danestown Road  
Gaithersburg, Maryland 20878  
Sample Storage Facility, Building I
- C. **Authorized Officer:** CC&C Management Services, LLC  
Thaddeus Turner, Vice President  
4405 East West Highway  
Suite 108  
Bethesda, Maryland 20814  
301-654-5100, ext. 319  
[tturner@cccrelo.com](mailto:tturner@cccrelo.com)
- D. **Designations:** 8(a) Small Business  
Service-Disabled Veteran-Owned Business  
Maryland Minority Business Enterprise /  
Disadvantaged Business Enterprise (MBE/DBE)  
Logworld GS10F0217N



## II. QUALIFICATIONS AND EXPERIENCE

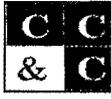


**CC&C MANAGEMENT SERVICES, LLC (CC&C)** is a Professional Facilities Management Firm that has provided integrated services to Government Agencies and Corporate Facilities requiring warehousing and inventory management as well as, office relocation, furniture and equipment procurement and installation management for nearly 20 years. Our headquarters and Federal Government Operations Center is located in Bethesda, MD and our 3rd Party Logistics (3PL) Facility is located in Tuxedo, MD. We have a proven track record of excellence in the Washington, D.C. metropolitan area, as well as nationally and abroad.

**Our Mission:** CC&C's mission is to provide clients with exceptional service, mission based sensitivity, facility transitions management, controlled cost and streamlined schedules. Over the past 20 years, CC&C has planned and executed major Government related inventories, moves, furniture de-installation and re-installation. CC&C believes that there is a better way to provide professional consulting and management services beyond what the traditional market offers, and provides these services as an advocate in the client's interest, delivering services on time and within budget.

**Our Success:** Our success has been hinged on proper selection of employees and teaming partners. Our staff/partners are trained and enthusiastic about planning and executing moves with a variety of agencies and organizations. Time, commitment and the ability to manage change is what separates us from our competitors. With our breadth and depth of experience, CC&C offers a rich consulting skill base and management commitment to apply its globally-recognized capability to innovatively coordinate and execute all phases of program management and space planning. Our insights and understanding of requirements regularly translate into cost savings and performance efficiencies measurable in terms of reduced learning curves, quality of service and effective use of leading edge, yet proven, best practices, processes and technologies.

CC&C's commitment to our mission has resulted in the completion of successful inventory projects similar to the work necessary at the U.S. Consumer Product Safety Commission (CPSC). For example, the **Smithsonian Institution** contracted CC&C Management Services to be responsible for overall project management, coordination, scheduling, pre-inventory planning, logistics support and the project oversight necessary to accomplish a successful inventory of three (3) warehouses that were consolidated into their new 350,000 square feet warehouse in Landover, MD. **The Federal Emergency Management Agency** also contracted CC&C Management Services to physically inventory approximately 24,000 items at all metropolitan Washington, DC locations. This is a multi-year contract.



**Our Team:** CC&C Management Services, LLC shall be the Prime vendor for the Inventory Project and shall team with Alex Rivera, President of Assets-In-Motion (AIM) on the U.S. Consumer Product Safety Commission Inventory Project, providing an exceptionally strong and experienced management and operating team, that have teamed together many times in the past, to carry out the requirements of this inventory project.

Thaddeus Turner, CC&C Vice President of Operations, will be the Central Point of Contact for the project and will report directly to the POC designated for the U.S. Consumer Product Safety Commission staff.

The CC&C Team will be responsible for overall project management, coordination, scheduling, pre-inventory planning, logistic support, coordination with staff and others if needed/required, manpower, supplies, and the project oversight necessary to accomplish a successful inventory for the U.S. Consumer Product Safety Commission Inventory Project.

**Our People:** CC&C employees are a team of dedicated industry-diverse professionals sharing a passion to partner with our clients, whether in the public or private sector, to help them accomplish their objectives, achieve lasting results, and develop new capabilities that enable them to meet and exceed their missions and objectives. Our team's intense personal commitment to the CC&C vision is what leads to successful inventory projects. With each contract, we strive to be creative yet practical in order to provide outstanding functional as well as technical expertise and to be especially responsive to our client needs and budgets.

For the U.S. Consumer Product Safety Commission (CPSC) Inventory project, CC&C will provide a Project Manager, Rosalind Turner who will be the Point of Contact (POC) for the inventory, and will work directly with Contracting Officer's Representative. The POC contact information is listed below.

**Rosalind Turner**  
**Project Manager**  
**CC&C Management Services, LLC**  
4405 East West Highway  
Suite 108  
Bethesda, Maryland 20814  
Office Phone: 301-654-5100, ext. 301  
Cell Phone: 240-876-1182  
E-mail: rturner@cccrelo.com



### III. SCOPE OF WORK

CC& C has based their proposed services based on the following list of Scope of Work of CPSC:

The approximate number of items being inventoried is 75,000. The length of the project is scheduled eighty (80) calendar day time frame from the day of award. The project will consist of examining each sample to insure that an official barcode is present. All packages will have to be opened to scan the barcode affixed to each item. Once the barcode is scanned, the printer will produce a replica of that barcode, which will be affixed to the outside of the container/box that will be housing that particular item. Once a box is full, and all items scanned and secured in box, the box itself will be scanned onto a shelf or container for final destination. If no barcode is present, we will notify the sample custodian on site who will make the determination as to how to proceed with that item. The bulk containers will be bar-coded for location identification and each sample barcode number will be scanned to the location. Once the data has been captured, it will be handed over to CPSC personnel for downloading into the existing CPSC sample tracking system.

CC&C shall provide all material, manpower, and professional supervision required to:

- CC&C will completely inventory approximately 75,000 samples on site using CPSC / government supplied scanners (2 units) and bar code printers.
- CC&C will exam each sample to make sure there is a barcode. We will open all boxed; both sealed and unsealed, to examine each sample and affix a barcode if one is not affixed. If the samples are not sealed or do not have an affixed barcode, CC&C will place one on the sample or sub-sample, resealed if required, and then relocate to the new storage bin location.
- CC&C will affix a replica bar codes to the outside of all boxes and physically transfer a portion of samples (items in two hundred Agency's orange racks and floor space samples) into new, CPSC provided, bulk containers and affixing location barcodes on each new container.
- CC&C will scan each sample barcode number and sample location number.
- CC&C Will provide scanned data to CPSC to download in the existing CPSC sample tracking system to reflect the newly updated data.
- CC&C understands that CPSC will provide three employees to assist vendor with forklift services and logistics as needed.

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*Use or disclosure of data contained on this sheet is subject to the restriction on the title page of this document.*



- CC&C understands that working days/hours will be, Monday through Friday from 6:00am until 4:00pm except for official government Holidays.
- CC&C shall provide a daily accomplishment report, identifying the total count of shelving, racks, bins, floor space locations and samples scanned and bar coded.
- CC&C shall provide a Bi-weekly accomplishment report identifying the total to date count of the collective daily reports, which can be provided as hard copy or e-mail documents.

### **Compensation**

CC&C is pleased to propose a **firm fixed price**, which includes all supervision, meetings, manpower and expenses rendered in support on behalf of CPSC to include as follows for the initial term of the project.

**\$ 64,105.44**