

**General Services Administration  
Federal Supply Service  
Authorized Federal Supply Schedule Price List**

**Professional Engineering Services (PES)**  
Federal Supply Schedule Industrial Group 871

**CONTRACT No. GS-23F-0371P**  
**Contract Period: 08/18/09 - 08/17/14**

**Contractor: AFG Group, Inc.**

203 Elden Street, Suite 401  
Herndon, VA 20170  
Telephone: (703) 435-0029  
Fax Number: (703) 435-0056  
www.afgcm.com

**Contract Administrator:**

Cheryl O'Connor  
203 Elden Street, Suite 401  
Herndon, VA 20170  
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**Marketing POC:**

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Herndon, VA 20170  
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Business Size: Small, Woman-Owned  
Prices shown herein are NET (discount deducted).

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!*<sup>TM</sup>, a menu-driven database system. The Internet address for *GSA-Advantage!*<sup>TM</sup> is:  
<http://www.gsaadvantage.gov>

For more information on ordering from Federal Supply Schedules, click on the FSS Schedules button at: <http://www.fss.gsa.gov>



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**GENERAL CONTRACT INFORMATION**

1a. Table of Awarded Special Item Numbers (SINs):  
 (Please refer to the [SIN descriptions](#) below for more details.

<b>871-1:</b> Strategic Planning for Technology Programs/Activities	<b>871-3:</b> System Design, Engineering and Integration
<b>871-2:</b> Concept Development and Requirements Analysis	<b>871-5:</b> Integrated Logistics Support
<b>871-6:</b> Acquisition and Life Cycle Management	<b>871-7:</b> Construction Management

- 1b. Lowest Priced Model Number and Lowest Price: Please refer to our [Rates Table](#) below.
- 1c. Labor Category Descriptions: Please refer to the [Table of Descriptions](#) below
- 2. Maximum Order: \$ 750,000 (Requirements exceeding Maximum order will require additional discounts in accordance with I-FSS-125.)
- 3. Minimum Order: \$ 100.00
- 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: 2% Volume Discount for all orders in excess of \$500,000
- 8. Prompt Payment Terms: Net 30 days
- 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 Delivery:	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:	AFG Group, Inc. Attn: Cheryl O Connor 203 Elden Street, Suite 401 Herndon, VA 20170
13b. For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA s), and sample BPA can be found at the GSA/FSS Schedule homepage ( <a href="http://www.fss.gsa.gov/schedules">www.fss.gsa.gov/schedules</a> )	
14. Payment Address:	AFG Group, Inc. c/o Capital One Bank 370 7 <sup>th</sup> Avenue New York, NY 10001 Attn: Joan Fonacier
15. Warranty Provision:	Standard Commercial Warranty
16. Export Packing Charges:	Not Applicable
17. Terms & Conditions of Government Purchase Card Acceptance:	Contact Contract Administrator
18. Terms and conditions of rental, maintenance, and repair:	Not Applicable
19. Terms and conditions of installation (if applicable):	Not Applicable
20. Terms and conditions of repair parts indicating date of parts, price lists and any discounts from list prices:	Not Applicable
20a. Terms and 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

24b. Section 508 compliance information is available on Electronic and Information 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/](http://www.Section508.gov/) Not Applicable

25. Data Universal Number System (DUNS) Number: 004643164

26. AFG Group, Inc. *is* registered in the Central Contractor Registration (CCR) database.

## **OVERVIEW OF AFG GROUP, INC.**

**AFG Group, Inc. (AFG)** is a Woman Owned, Small Business, staffed by registered architects, professional engineers, and other certified construction professionals who specialize in providing comprehensive Construction Management Services to Federal clients nationwide.

**AFG** has provided Construction Management services to the Department of Veterans Affairs, U.S. Postal Service, the General Services Administration, Department of Treasury, the Smithsonian Institute, the National Institutes of Health, and other federal agencies; and to the Commonwealths of Massachusetts, States of New Jersey and New York, and New York City, among others.

Our services consist of 3 types of work support: (1) Providing support at the client's office; (2) providing technical services from AFG offices; and (3) on-site project management and inspection services.

**AFG** has provided services on projects ranging in construction value from \$25,000 to \$125 million. AFG customizes the necessary staff to satisfy specific needs from technical support only to full project management services.

## **ORDERING PROCEDURES FOR SERVICES**

The following ordering procedures were developed to assist our customer agencies in the purchase of services that are priced at hourly rates.

### **Procedures for Services Priced on GSA Schedules at Hourly Rates**

The GSA has determined that the rates for services contained in our price list on the Federal Supply Schedule are fair and reasonable. However, the ordering office using this contract is responsible for considering the level of effort and mixes of labor proposed to perform specific tasks being ordered and making a determination that the total firm-fixed price (FFP) or ceiling price is fair and reasonable. Delivery orders may be placed by either the Federal agency or the GSA Federal Supply Service. These ordering procedures take precedence over FAR 8.404.

When ordering services, ordering offices shall -----

#### **1. Prepare a Request for Quote (RFQ):**

- A. Prepare a statement of work (SOW) outlining the work to be performed, location of work, period performance, deliverables schedule, applicable standards, acceptable criteria and any special requirements (i.e., security clearances, travel, special knowledge).
- B. Include the SOW, a request for contractors to submit either a FFP or a ceiling price to perform the services described in the SOW. The FFP shall be based on the hourly rates in the Federal Supply Schedule contract and shall consider the mix of labor categories and level of effort required to perform the services described in the statement of work.

- C. The FFP of the order may include any other incidental costs related to performance of the services ordered.
- D. A firm-fixed price order shall be requested unless the ordering office makes a determination that it is not possible to estimate accurately the extent or duration of work or to anticipate cost with any reasonable degree of confidence. When such a determination is made, a labor hour quote may be requested. A ceiling price must be established for labor hour and time-and-material orders.
- E. Reimbursements of travel costs at the rates provided in the Federal Travel or Joint Travel Regulation rates, or as a fixed-price incidental line item.
- F. If necessary, contractors may be requested to submit a project plan and/or information on the contractor's experience and past performance on similar tasks.
- G. Include information on the selection criteria and intended use of past performance factors.

Ordering offices should strive to minimize the contractor's cost associated with responding to RFQs. Tailor the RFQ to the minimum level necessary to make a best value selection. Oral presentations should be considered whenever possible.

## **2. Transmit the Request for Quote to Contractors**

- A. Evaluate catalogs and price lists to identify the contractors that appear to offer the best value.
- B. Provide the RFQ to at least three (3) contractors if the order exceeds the micro-purchase level. If the order exceeds the maximum purchase threshold, send the RFQ to more than three contractors.

## **3. Evaluate quotes and select the contractor to receive an order**

- A. Evaluate contractors based on the factors identified in the RFQ.
- B. Select the contractor that represents the best value to meet the Government's needs.

## SUPPLEMENTAL INFORMATION

A. FAR 8.402 contemplates that GSA may occasionally find it necessary to establish special ordering procedures for individual Federal Supply Schedules or for some Special Item Numbers (SINs) within a Schedule. GSA has established special ordering procedures for services that are priced Federal Schedule contract at hourly rates. These special ordering procedures take precedence over the procedures in FAR 8.404.

B. When the ordering office's requirement involves both products as well as professional services, the ordering office should total the prices for the products and the firm-fixed price for the services and select the contractor that represents the greatest value in terms of meeting the ordering offices total needs.

C. The ordering office, should document orders purchased from the contractor and the amount paid. If other than a FFP order is placed, such documentation should include the basis for the determination to use a labor hour order. For agency requirements in excess of the micro-purchase threshold, the order file should document the evaluation of contractors quotes that formed the basis for the selection of the contractor that received the order and the rationale for any trade-offs made in making the selection.

### **I-FSS-125 Requirements Exceeding the Maximum Order (August 1997).**

A delivery order that exceeds the maximum order may be placed with the contractor selected in accordance with FAR 8.804. The order will be placed under the contract as follows.

1. Before placing an order, **Ordering Offices shall:**
  - a. Review additional Federal Supply Schedule, contractor's catalogs and/or price lists or use the GSA Advantage! on-line shopping service.
  - b. Based on the initial evaluation, generally seek price reductions from the schedule contractor(s) appearing to provide the best value; and
    - i. After price reductions have been sought, place the order with the schedule contractor that provides the best value and results in the lowest overall cost alternative. See FAR 8.804
    - ii. If further price reductions are not offered, an order may still be placed if the ordering office determines it is appropriate.
2. **Vendors may:**
  - i. Offer a new lower price for the requirement (the price reduction clause is not applicable to orders placed over the maximum order(FAR 52.216-19));
  - ii. Offer the lowest price available under the contract; or
  - iii. Decline the order (The order must be returned in accordance with FAR 52.216-19).

## **SPECIAL ITEM NUMBER (SIN) DESCRIPTIONS**

### **SIN 871-1 STRATEGIC PLANNING FOR TECHNOLOGY PROGRAMS/ACTIVITIES**

Services provided include the defining and interpreting of high-level organizational engineering performance requirements such as projects, systems, missions, etc., and the objectives and approaches to their achievement. Typical associated tasks include, but are not limited to an analysis of mission, program goals and objectives, requirements analysis, organizational performance assessment, special studies and analysis, training, privatization and outsourcing.

### **SIN 871-2 CONCEPT DEVELOPMENT AND REQUIREMENTS ANALYSIS**

Services provided include abstract or concept studies and analysis, requirements definition, preliminary planning, the evaluation of alternative technical approaches and associated costs for the development or enhancement of high level general performance specifications of a system, project, mission or activity. Typical associated tasks include, but are not limited to requirements analysis, cost/cost-performance trade-off analysis, feasibility analysis, regulatory compliance support, technology conceptual designs, training, privatization and outsourcing.

### **SIN 871-3 SYSTEM DESIGN, ENGINEERING AND INTEGRATION**

Services provided include the translation of a system (or subsystem, program, project, activity) concept into a preliminary and detailed design (engineering plans and specifications), performing risk identification/analysis/mitigation, traceability, and then integrating the various components to produce a working prototype or model of the system. Typical associated tasks include, but are not limited to computer-aided design, design studies and analysis, high level detailed specification preparation, configuration management and document control, fabrication, assembly and simulation, modeling, training, privatization and outsourcing.

### **SIN 871-5 INTEGRATED LOGISTICS SUPPORT**

Services provided include analysis, planning and detailed design specific logistics support including material goods, personnel, and operational maintenance and repair of systems throughout their life cycles. Typical associated tasks include, but are not limited to ergonomic/human performance analysis, feasibility analysis, logistics planning, requirements determination, policy standards/procedures development, long-term reliability and maintainability, training, privatization and outsourcing.

### **SIN 871-6 ACQUISITION AND LIFE CYCLE MANAGEMENT**

Services provided include all of the planning, budgetary, contract and systems/program management execution functions required to procure and/or produce, render operational and provide life cycle support (maintenance, repair, supplies, engineering specific logistics) to technology-based systems, activities, subsystems, projects, etc. Typical associated tasks include, but are not limited to operation and maintenance, program/project management (including, but not limited to, construction management) technology transfer/insertion, training, privatization and outsourcing.

## **SIN 871-7 CONSTRUCTION MANAGEMENT**

Construction managers advise on or manage the process regardless of the project delivery method used. The Construction Manager assumes the position of professional adviser or extension of staff to the customer agency and frequently helps the customer agency identify which delivery method is the best for the project. The construction management approach utilizes a firm (or team of firms) with construction, design and management expertise to temporarily expand the customer agency's capabilities, so that they can successfully accomplish their program or project. The Construction Manager also provides expert advice in support of the customer agency's decisions in the implementation of the project. The following are some of the tasks to be covered under Construction Management:

**Design Phase Services:** Includes design reviews; constructability reviews; analysis of Value Engineering proposals; cost estimates; studies and surveys; scheduling; review of design changes; and performing market studies.

**Procurement Phase Services:** Includes assistance to the Contracting Officer answering bid/RFP questions; participating in site visits and pre-bid conferences; preparing solicitation and amendments; and performing cost/bid/proposal analysis.

**Construction Phase Services:** Includes establishing record keeping systems; conducting preconstruction meetings; submittal reviews; scheduling, phasing, and work flow analysis; assisting in problem resolution (including development of Government position); maintaining plans and specifications; perform inspections, and notifying the contractors when work requires correction; compiling and review of payment requests; monitoring financial data; administrating contract change orders; conducting and documenting progress meetings; monitoring contractor compliance; coordination of construction activities; "Partnering"; preparing reports, and photographs; assessments and abatement; and providing cost estimates.

**Commissioning Services:** Includes but are not limited to providing expertise for start-up, calibration, and/or certification of a facility or operating systems within a facility.

**Testing Services:** Includes the services of an independent testing agency/laboratory to perform project specific quality control testing and inspection services.

**Claims Services:** Includes reviewing disputes and claims from the A&E and/or contractor(s) and rendering all assistance that the Government may require.

**Post Construction Services.** Provide services such as: Post Occupancy Evaluations (POEs); formulation of lessons learned; occupancy planning; move scheduling, cost estimating, and developing inventory lists, etc.; move coordination, relocation assistance, and/or furniture coordination; providing telecommunication and computer coordination.

**AFG Group, Inc. was awarded the following Primary Engineering Disciplines (PEDs):**

Civil, Electrical & Mechanical Engineering

## LABOR CATEGORY DESCRIPTIONS

AFG's commercial practices include the education/experience substitutions identified below.

No Education plus 2 years experience	Equals	AA Degree
5 years experience	Equals	Bachelor's Degree
10 years experience	Equals	Master's Degree
15 years experience	Equals	PhD Degree

<b>Commercial Job Title: Construction Manager</b>
<b>Minimum/General Experience:</b> 8 years experience in managing design and construction of facility projects.
<b>Functional Responsibility:</b> The key senior level on-site representatives who is responsible for the delivery of the day-to-day construction management services for the duration of project. Responsible for managing, supervising, and motivating of all CM staff on the project, including forecasting and fulfilling staffing needs. Oversees A/E and contractor's performance, including quality control, requests for information, change orders, schedule and reviewing and making recommendations for all pay requests.
<b>Minimum Education:</b> Bachelor's degree or equivalent in Architecture, Engineering or Construction Management.

<b>Commercial Job Title: Contract Manager</b>
<b>Minimum/General Experience:</b> 10 years experience in contract management and negotiations.
<b>Functional Responsibility:</b> Confirms the basic scope of work, tasks required, the performance and key dates, and required deliverables. Analysis of the project requirements, prepares a proposal identifying project staff and hours required to complete the work. Oversees negotiations for the work and completes the agreement. Will negotiate the specifics prior to any additional services being performed and will oversee the submission of billings according to the approved payment schedule.
<b>Minimum Education:</b> Bachelor's Degree or equivalent.

<b>Commercial Job Title: Cost Engineer</b>
<b>Minimum/General Experience:</b> 15 years experience.
<b>Functional Responsibility:</b> Experience in accomplishing technical work required to support costing programs such as programming, planning and program development for facilities design and construction. At least ten years experience as estimating project manager for projects valued at more than \$10 million. More than ten years experience in cost estimating for one or more major disciplines, including: general construction, architectural, structural, civil, mechanical, electrical, environmental, plumbing, process or HTRW.
<b>Minimum Education:</b> Bachelor s Degree in Engineering, Architecture or Construction, or related discipline or equivalent.

<b>Commercial Job Title: Cost Estimator</b>
<b>Minimum/General Experience:</b> 5 years experience.
<b>Functional Responsibility:</b> Experience in accomplishing technical work required to support engineering and architecture programs such as programming, planning and program development for facilities design and construction. Experience in cost estimating for one or more major disciplines, including: general construction, architectural, structural, civil, mechanical, electrical, environmental, plumbing, process or HTRW. In engineering, architecture or construction, or related discipline or equivalent years of education and related experience.
<b>Minimum Education:</b> Bachelor s Degree in Engineering, Architecture or Construction, or related discipline or equivalent.

<b>Commercial Job Title: Engineering Technician</b>
<b>Minimum/General Experience:</b> 8 years experience in mechanical/electrical construction techniques.
<b>Functional Responsibility:</b> Specializing in the mechanical and electrical systems, performs estimating; inspection, monitoring and supervision of trades and design and bid reviews. Interprets plans and specifications, prepares cost breakdowns and negotiates and change orders. Responsible for construction progress monitoring and preparation of progress reports, his experience includes new construction and renovations.
<b>Minimum Education:</b> Associates degree in engineering, engineering technology or equivalent experience.

<b>Commercial Job Title: Inspector</b>
<b>Minimum/General Experience:</b> 4 years general experience in the design and construction industry.
<b>Functional Responsibility:</b> Performs estimating; inspection, and monitoring of trades. Interprets plans and specifications, prepares cost breakdowns and assists in negotiating change orders. Performs construction progress monitoring and preparation of progress reports.
<b>Minimum Education:</b> High school diploma or equivalent.

<b>Commercial Job Title: Program Director</b>
<b>Minimum/General Experience:</b> 15 years experience specializing in complex technical facility projects.
<b>Functional Responsibility:</b> Manages planning, programming, program development and implementation for facilities design and construction. Experience includes interaction with various levels of personnel within the operations and acquisitions activities of a major agency like the General Services Administration or the Department of Defense or equivalent agency or owner.
<b>Minimum Education:</b> Bachelor s Degree in Engineering discipline or equivalent. Masters Degree in Engineering, Technical Management or related field or professional license or registration in a related professional field.

<b>Commercial Job Title: Program Manager</b>
<b>Minimum/General Experience:</b> 12 years experience in managing facility projects.
<b>Functional Responsibility:</b> Manages planning, programming, program development and implementation for facilities design and construction. Experience includes interaction with various levels of personnel within the operations and acquisitions activities of a major agency like the General Services Administration or the Department of Defense or equivalent agency or owner.
<b>Minimum Education:</b> Bachelor s Degree in Engineering, Technical Management or related field.

<b>Commercial Job Title: Project Administrator</b>
<b>Minimum/General Experience:</b> 4 years experience in performance of administrative duties.
<b>Functional Responsibility:</b> Provides administrative support to the members of the project team.
<b>Minimum Education:</b> Bachelor s Degree or equivalent work experience.

<b>Commercial Job Title: Project Manager</b>
<b>Minimum/General Experience:</b> 12 years general experience in the design and construction industry.
<b>Functional Responsibility:</b> Specializing in managing and directing of design and construction phases; performs estimating inspection, monitoring and coordination of trades and design and bid reviews. Interprets plans and specifications, prepares cost breakdowns and negotiates and change orders. Responsible for construction progress monitoring and preparation of progress reports, his experience includes new construction and renovations.
<b>Minimum Education:</b> Associates degree or equivalent experience.

<b>Commercial Job Title: Resident Architect/Engineer</b>
<b>Minimum/General Experience:</b> 8 years general experience.
<b>Functional Responsibility:</b> Performs constructability and contract documents review, CPM scheduling and estimating during the construction phase. Assists in managing project teams to meet stringent schedule, budget, and quality requirements. Interprets plans and specifications, prepares project cost breakdowns and change orders. Responsible for construction progress monitoring and preparation of progress reports.
<b>Minimum Education:</b> Bachelor s degree or equivalent.

<b>Commercial Job Title: Scheduler</b>
<b>Minimum/General Experience:</b> 5 years experience in the scheduling of design and construction projects
<b>Functional Responsibility:</b> Experience in accomplishing technical work required to support engineering and architecture programs such as programming, planning and program development for facilities design and construction. More than three years experience in scheduling and/ or cost estimating for one or more major disciplines, including: general construction, architectural, structural, civil, mechanical, electrical, environmental, plumbing, process.
<b>Minimum Education:</b> Bachelor s Degree or equivalent.

<b>Commercial Job Title: Senior Planner</b>
<b>Minimum/General Experience:</b> 10 years professional experience and expert knowledge if database software.
<b>Functional Responsibility:</b> Documents functional requirements and space needs and maintains a detailed database of space requirements, critical operating issues and related support systems for office and special area and specialized systems and technical areas.
<b>Minimum Education:</b> Bachelor s degree in Architecture, Engineering or Interior Design or equivalent.

<b>Commercial Job Title: Senior Project Manager</b>
<b>Minimum/General Experience:</b> 15 years experience in managing complex technical facility projects.
<b>Functional Responsibility:</b> Plans and directs the work of design teams and consultants. Serves as the day-to-day contact between design team and Customer Agencies on technical matters; communicates the progress and status of work; coordinates the exchange of all information between all project entities. Identifies project constraints and major planning considerations; responsible for the control of work including quality, schedules and budgets.
<b>Minimum Education:</b> Bachelor s Degree in Engineering discipline or equivalent. Masters Degree in Engineering, Technical Management or related field or professional license or registration in a related professional field.

## RATES FOR SERVICES

Labor Category	Year 6	Year 7	Year 8	Year 9	Year 10
	08/17/09 - 08/16/10	08/17/10 - 08/16/11	08/17/11 - 08/16/12	08/17/12 - 08/16/13	08/17/13 - 08/16/14
Program Director	\$ 202.24	\$ 206.28	\$ 210.41	\$ 214.62	\$ 218.91
Senior Project Manager	\$ 173.35	\$ 176.82	\$ 180.35	\$ 183.96	\$ 187.64
Program Manager	\$ 152.54	\$ 155.59	\$ 158.70	\$ 161.88	\$ 165.11
Senior Planner	\$ 152.54	\$ 155.69	\$ 158.70	\$ 161.88	\$ 165.11
Project Manager	\$ 149.08	\$ 152.06	\$ 155.10	\$ 158.20	\$ 161.37
Cost Engineer	\$ 132.90	\$ 135.56	\$ 138.27	\$ 141.03	\$ 143.86
Construction Manager	\$ 115.57	\$ 117.88	\$ 120.24	\$ 122.64	\$ 125.10
Scheduler	\$ 114.42	\$ 116.71	\$ 119.04	\$ 121.42	\$ 123.85
Cost Estimator	\$ 113.14	\$ 115.40	\$ 117.71	\$ 120.07	\$ 122.47
Resident Architect/ Engineer	\$ 109.80	\$ 112.00	\$ 114.24	\$ 116.52	\$ 118.85
Contract Manager	\$ 101.69	\$ 103.72	\$ 105.80	\$ 107.91	\$ 110.07
Engineering Technician	\$ 101.69	\$ 103.72	\$ 105.80	\$ 107.91	\$ 110.07
Inspector	\$ 90.15	\$ 91.95	\$ 93.79	\$ 95.67	\$ 97.58
Project Administrator	\$ 57.78	\$ 58.94	\$ 60.11	\$ 61.32	\$ 62.54