



# M&M Management Services, Inc.

**3114 Augusta Tech Drive, Suite 403**

**Augusta Georgia, 30906**

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**Website: <http://www.mm-sm.com>**





# Company Mission

Facilitate all aspects of management to ensure the successful operation of organizations. In performance of our mission, we will seek to provide suitable employment for military veterans for all levels of business support systems. We are Equal Opportunity Employment for veterans or civilians. We will employ the best qualified persons for available positions.

M&M Management Services, Inc. is committed to providing excellent professional service to all clients. We will work closely with our clients to ensure whenever possible, the utilization of Green Certified materials in support of the environmental improvement programs.

The team of subject matter experts boasts an average of 20+ years of experience in there areas of expertise in the government and private sector.



# Company Overview

M&M Management Services, Inc. is....

- Service Disabled Veteran Minority Owned
- Certified Small Disadvantaged Business
- State Hub Zone Certified



# Corporate Capabilities

M&M Management Services, Inc. (M&M) is a HUB Zone, Service Disabled Veteran (SDVOB) minority owned, SDB Certified business that has been providing cost-effective, full-service in the areas of: Operations & Maintenance Contracting, Building Maintenance Services, Correctional Facilities Maintenance, Grounds Maintenance and Debris Removal, Office Support and Commercial Janitorial Services.

M&M Management Services, Inc. (M&M) personnel have over 25 years of experience in the Service industry and over 20 years of military expertise.

M&M offers three primary areas of services: Operations, Facility Maintenance and Commercial Janitorial Services.

M&M Management Services, Inc. partners with other small businesses to provide all the services and supplies listed above. M&M Management Services, Inc.'s niche is our attention to detail, real world experience in safety management, evaluation of trouble areas and provide procedures for corrective action.



# Corporate Capabilities

M&M Management Services, Inc. (M&M) is a Serviced Disabled Veteran Minority owned, S-Corporation. The Company was established 2006 to address the high demand market need for qualified service providers in the areas of building maintenance and janitorial services for both commercial and government markets.

M&M Management Services, Inc. (M&M) focus is to respond to the demand for qualified, experienced, knowledgeable personal to provide operations, maintenance management, professional administrative support and janitorial services to government (local, GSA, state and federal) and private entities.



# Corporate Environment

- M&M Management services is dedicated to the protection of the environment as well as ensuring the safety of our associates. We are currently using green certified products



# Core Competencies

Business	SIC Codes	NAIC Number
Building Cleaning Service	7349	561720/561790
Business Services, NEC	7389	561499
Computer Program	7370	541511
Consulting Services	7370	541511/54161
Facility Support Services	8711	561210
Help Supply Services	7363	561320
Industrial & Personal Paper Whole Services	5110	422130
Librarian Services	8231	514120
Management Services	8747	591
Other: Chemical and Allied Products Wholesalers	5169	424690
Software Company	7372	511210
Special Trade Contractors, NEC	1799	235990



# Facilities Support Management SIC 8744

M&M Management Services, Inc. can provide a broad range of Services, Inc. can provide a broad range under the listed SIC, from management of a small office building to total responsibility for all living quarters on a military Installation. In performing facility management, we also have an in-house capability to provide building maintenance and janitorial services.

Some services include:

- Overall Management of the facility (this gives the customer a single point of contract for all related matters)
- Internal and External Security
- Visitor control and Switchboard Operations
- Internal Mailroom and Distribution
- Operation of Parking Lot or Garage
- Maintenance and Upkeep of Grounds
- Receptionist Service
- Warehouse Receiving and Storage Operations



# Building Cleaning Service

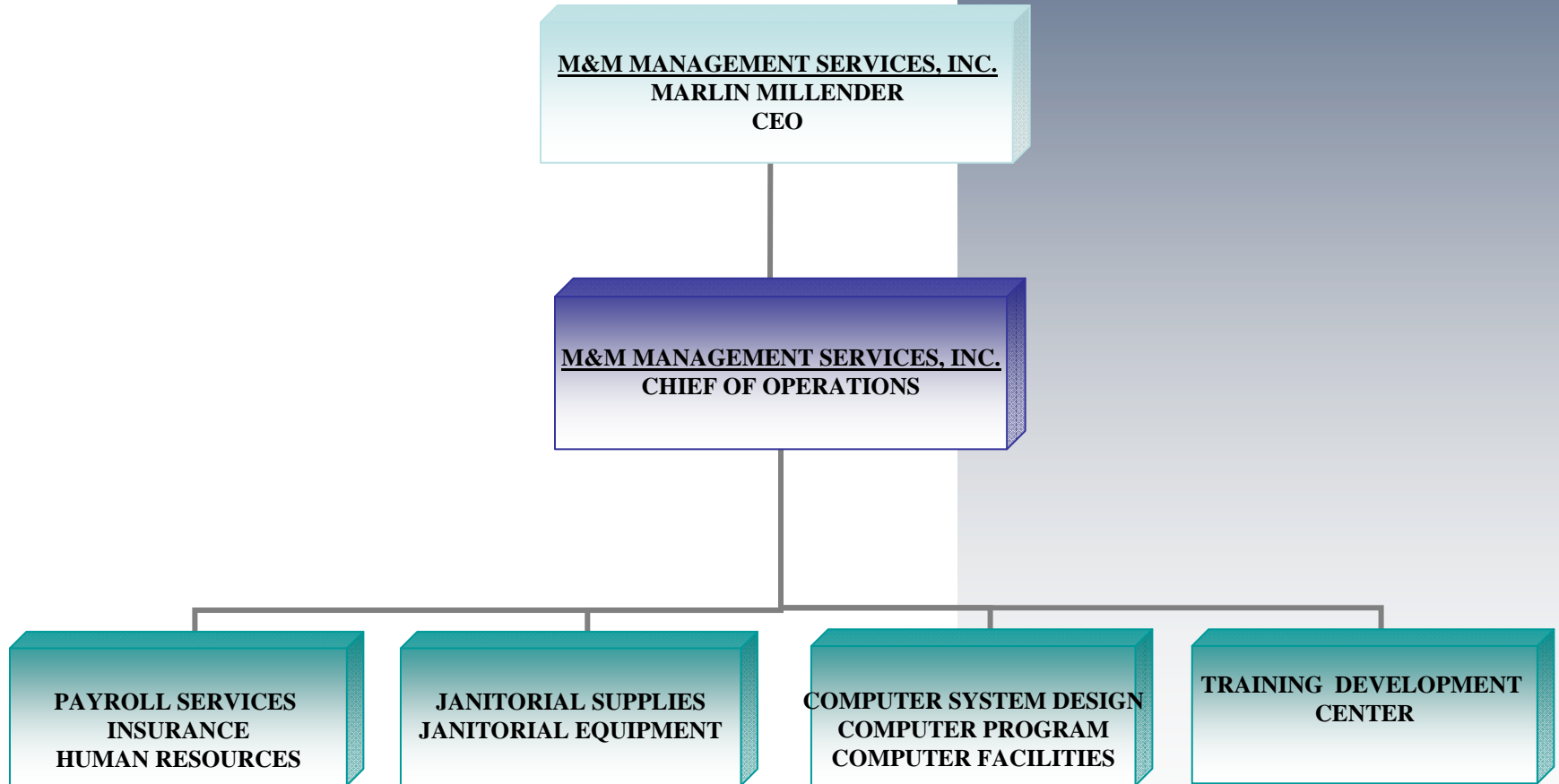
## SIC 7349

Our approach in providing services is to seek competent and experienced managers who motivate employees for consistent quality performance. We are currently providing the following types of service within this SIC:

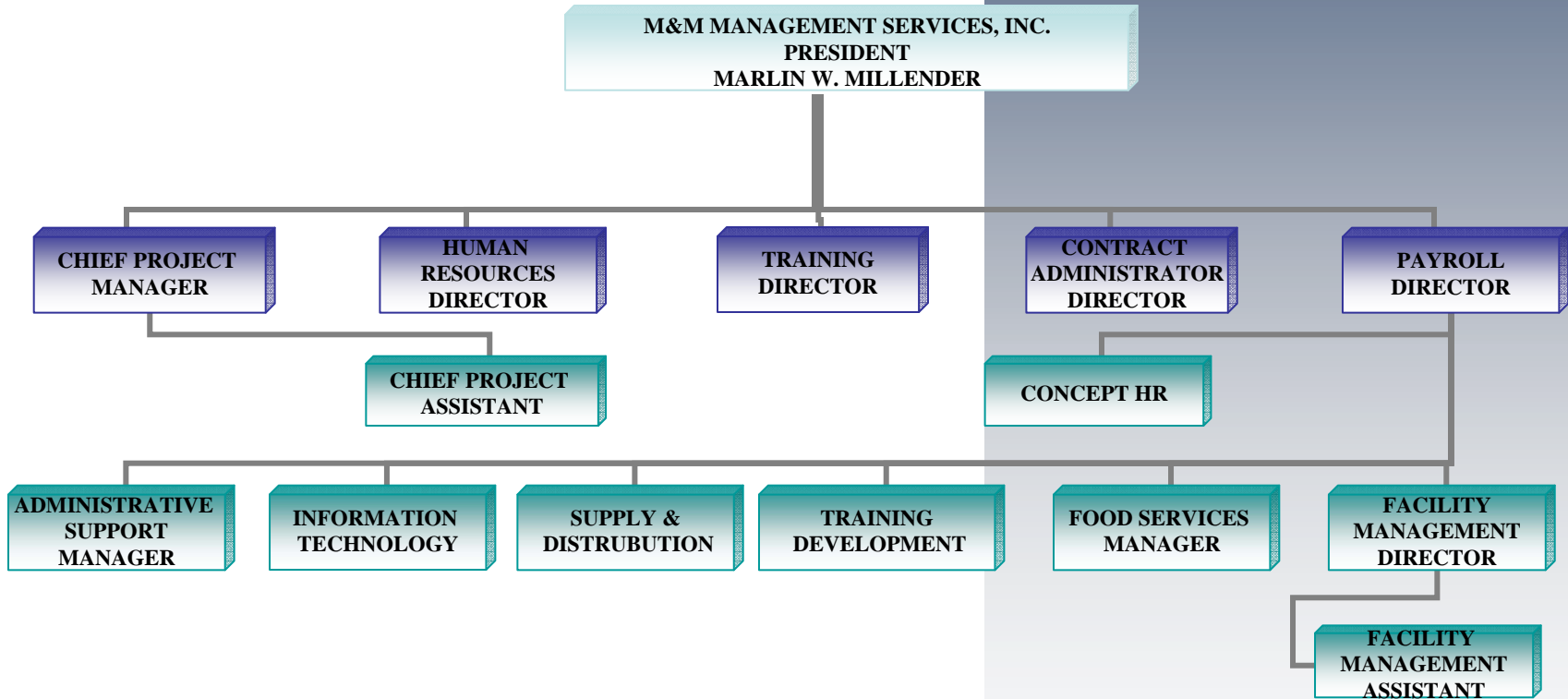
- Building Maintenance –
  - Routine maintenance and repair to include: interior & exterior painting, refinishing of floors, replacement of doors, window and lighting fixtures, HVAC repairs and plumbing.
- Custodial (Certified Green) –
  - Daily or periodic cleaning of: floors, furniture, rest rooms, windows, doors, maintenance of tile and vinyl floors, dusting, carpets, blinds, drapes and upholstered furniture. Green Certified chemicals and materials are used in the performance of all contracts.
- Commissary Shelf stocking and Warehousing –
  - These services normally include: conducting inventory, order stock shelves, receipt and storage of incoming shipments, pricing goods and overall custodial maintenance.



# Company Structure



# Staff Structure





# Founder/CEO

## Marlin W. Millender

### PROFFESIONAL OVERVIEW

Logistics and operations CEO with more than 20 years of expertise in all aspects of accounting, administration, management, personnel, safety and training. Excellent strategist and administrator, lead staff to achieve challenging short- and long-term goals. Superb communication skills, establish trust with staff and customers, including military branches, federal agencies, state and local authorities. Background experience as a Contract Administrator includes management of substantial government and commercial contracts, with over 200 employees. Demonstrated crises management skills, able to critically assess situations, options, and outcomes and make sound decisions. Develop and implement policies and procedures and manage projects.



# Marlin W. Millender

## Related Experience

Served as Contract Administrator on the following Contracts:

- Tyndal Air Force Base– Base-wide Janitorial Contract
  - Yearly Dollar Value: \$ 3,997,787.82
- Hurlburt Air Force Base-Base-wide Janitorial Contract
  - Yearly Dollar Value: \$ 5,250,951.60
- Fort Gordon, Georgia- Child Care Development Centers
  - Yearly Dollar Value: \$ 854,000.00
- Fort Bragg, North Carolina-Base-wide Janitorial Contract
  - Yearly Dollar Value: \$ 1,091,918.85
- Federal Facilities, Athens Georgia (GSA Contract)
  - Yearly Dollar Value: \$ 109,952.55



# Founder/CEO

## Marlin W. Millender

### Organizational Management

- Strategic planning, negotiation, scheduling, and budgeting to meet growth objectives.
- Adept at recognizing/launching steps needed to attain objectives. Thrives on challenges to overcome obstacles with solutions that are technically sound and financially feasible. Learns new skills rapidly.
- Advanced technical knowledge with an ability to manage complex disciplines and circumstances. Competent under pressure in highly complicated situations.

### Personnel Management

- Proven training/development abilities in cultivating talents within highly complex environments; adapts to recipient.
- Implement an innovative office environment, achieving objectives for enhanced corporate image and improved communication, teamwork, and productivity.

### Personal Strengths

- Excellent organizational skills; identify work plans, consider priorities, forecast problems, and envision solutions. Follow up efficiently.
- Clear and convincing oral communication skills, maintains logic and clarity in pressure/intense situations. Extremely clear, succinct, and thorough writing skills; well prepared in routine or complex subjects.



# The M&M Advantage

- A Successful Service Track Record Proven Management and Technical Experience
- Diversified Capabilities
- Strategic Alliances for Multiple-Scope Contracts
- Quality Performance and Delivery
- Customer Service & Satisfaction

