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 GSA Advantage!® is: GSAAdvantage.gov.

Multiple Award Schedule

FSC Group: Office Management

Contract Number: 47QMCB18D0007

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

Contract Period: April 17, 2018 – April 16, 2023

TBS Facility Services Group, LLC

TBS Facility Services Group, LLC
1806 D ST NE #200E
Washington, DC 20002
703-585-5179
www.tbsfacultyservices.com

Contract Administration Source:
Tasha Berry-Monroe
tasha@tbsfacultyservices.com

Business Size: Small
Woman Owned Business, Women Owned (WOSB), Women Owned (EDWOSB), SBA Certified Small Disadvantaged business, SBA Certified HUBZone Firm

Price list current as of Modification #PS-0008 effective 03/23/2020

Prices Shown Herein are Net (discount deducted)
CUSTOMER INFORMATION

1a. Table of awarded special item number(s) with appropriate cross-reference to item descriptions and awarded price(s).

<table>
<thead>
<tr>
<th>SINs</th>
<th>Recovery</th>
<th>SIN Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>541614OR</td>
<td>541614ORRC</td>
<td>Office Relocation and Reconfiguration</td>
</tr>
<tr>
<td>OLM</td>
<td>OLMRC</td>
<td>Order-Level Materials (OLM’s)</td>
</tr>
</tbody>
</table>

1b. Identification of the lowest priced model number and lowest unit price for that model for each special item number awarded in the contract. This price is the Government price based on a unit of one, exclusive of any quantity/dollar volume, prompt payment, or any other concession affecting price. Those contracts that have unit prices based on the geographic location of the customer, should show the range of the lowest price, and cite the areas to which the prices apply.

<table>
<thead>
<tr>
<th>SINs</th>
<th>Labor Category</th>
<th>GSA Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>541614OR</td>
<td>Packer</td>
<td>$30.95</td>
</tr>
</tbody>
</table>

1c. If the Contractor is proposing hourly rates, a description of all corresponding commercial job titles, experience, functional responsibility and education for those types of employees or subcontractors who will perform services shall be provided. If hourly rates are not applicable, indicate “Not applicable” for this item. Please refer to TBS Facility Services Group’s attached labor category descriptions.

2. Maximum order: $500,000

3. Minimum order: $100

4. Geographic coverage (delivery area). Domestic

5. Point(s) of production (city, county, and State or foreign country):

   TBS Facility Services Group, LLC
   1806 D ST NE #200E
   Washington, DC 20002

6. Discount from list prices or statement of net price. Government Net Prices (discounts already deducted.)

7. Quantity discounts. None

8. Prompt payment terms. Information for Ordering Offices: Net 30 days. Prompt payment terms cannot be negotiated out of the contractual agreement in exchange for other concessions.

9. Foreign items (list items by country of origin). Not Applicable
10a. Time of delivery. (Contractor insert number of days.) **10 days ARO**

10b. Expedited Delivery. Items available for expedited delivery are noted in this price list. **Contact Contractor**

10c. Overnight and 2-day delivery. **Contact Contractor**

10d. Urgent Requirements. **Contact Contractor**

11. F.O.B. point(s). **Origin**

12a. Ordering address(es):

TBS Facility Services Group, LLC  
1806 D ST NE #200E  
Washington, DC 20002

12b. 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.

13. Payment address(es):

TBS Facility Services Group, LLC  
1806 D ST NE #200E  
Washington, DC 20002

14. Warranty provision. **Standard Commercial Warranty Terms & Conditions**

15. Export packing charges, if applicable. **Not Applicable**

16. Terms and conditions of rental, maintenance, and repair (if applicable). **Not Applicable**

17. Terms and conditions of installation (if applicable). **Not Applicable**

18a. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable). **Not Applicable**

18b. Terms and conditions for any other services (if applicable). **Not Applicable**

19. List of service and distribution points (if applicable). **Not Applicable**

20. List of participating dealers (if applicable). **Not Applicable**

21. Preventive maintenance (if applicable). **Not Applicable**

22a. Special attributes such as environmental attributes (e.g., recycled content, energy efficiency, and/or reduced pollutants). **Not Applicable**
22b. If applicable, indicate that 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/.

Not Applicable

23. Data Universal Number System (DUNS) number. 784439791

24. Notification regarding registration in System for Award Management (SAM) database. **TBS Facility Services Group, LLC is registered and active in SAM.**
**LABOR CATEGORY DESCRIPTIONS**

**Project Manager**

**General Experience:** Must have at least fifteen years of experience, of which at least six must be specialized. Specialized experience includes transportation, logistics, project management, facility management, construction management, space planning, furniture management, assets management, and reconfiguration/relocation/installation management for complete project development from inception to deployment, demonstrated ability to provide guidance and direction in the tasks similar to the sample tasks provided in the statement of work, proven expertise in the management and control of funds and resources, and demonstrated capability in managing multi-task contracts of this type and complexity. General experience includes increasing responsibilities in logistics/business systems design, implementation and management.

**Functional Responsibility:** Serves as the contractor’s contract manager and shall be the contractor’s authorized liaison with the Government Contracting Officer (CO), the Contracting Officer’s Representative (COR), government management personnel, and customer agency representatives. Responsible for formulating and enforcing work standards, assigning contractor schedules, reviewing work discrepancies, supervising contractor personnel, and communicating policies, purposes, and goals of the organization to subordinates. Shall be responsible for the overall contract performance and shall not serve in any other capacity.

**Education:** BS/BA

**Assistant Project Manager**

**General Experience:** Must have at least four years of experience, of which at least two must be related to the management of programs, projects, or task orders. Experience must include increasing responsibilities in both managerial and technical responsibilities. Must demonstrate the ability to work independently or under only general direction.

**Functional Responsibility:** Assists in the performance of all Project Manager Responsibilities. May be responsible for individual task orders under the supervision of the Project Manager.

**Education:** BS/BA

**Relocation Specialist**

**General Experience:** Generally, has two to five years of experience in the administrative, technical, or functional area of expertise.

**Functional Responsibility:** Generally works independently or with a very small team of one to two junior level employees in their administrative, technical, or functional area of expertise. Capable of performing as the field representative for relocation activities. Responsible for coordinating all vendors and all deliveries. Generally capable of independently performing all sub- functions of the functional area of expertise.

**Education:** High School

**Inventory Team**

**General Experience:** Must have at least five years of experience, of which four must be specialized.

**Functional Responsibility:** Responsible for the physical custody and accuracy of inventory records for component items, assemblies, and/or finished goods within a manufacturing facility. May manage the supervisors of individual stockrooms.
Education: BS/BA

**Site Supervisor**

**General Experience:** Generally, has eight to ten years of experience in the administrative, technical, or functional area of expertise, of which at least four have been in a lead position or equivalent.

**Functional Responsibility:** Supervises ten or more workers at two or more locations, or supervises two or more shifts, generally through team leaders.

**Education:** Associate/High School with supervisory training

**Administrative Support**

**General Experience:** Must have two years of experience in providing support to project staff or composing and producing technical documentation, or one year of experience in composing and producing technical documentation as well as an associate degree.

**Functional Responsibility:** Composes and finalizes technical documentation, including specifications and user manuals, in the style, content, and format required by the relevant standards using input received from technical personnel.

**Education:** High School

**System Furniture Installer**

**General Experience:** Minimum of three years experience in the fields of equipment and materials handling systems, systems reconfiguration and facilities and office relocation services.

**Functional Responsibility:** The installer will provide equipment, facility and office installation, relocation, assembly and disassembly services to support a variety of distribution systems, modular furniture, high density shelving and storage, laboratory equipment and computer components and systems according to the designs and plans.

**Education:** Associate Degree and/or Appropriate Certifications

**Foreman**

**General Experience:** Minimum of five years experience working in related trade or experience related to logistics and transportation facilities supervision or related to office and building management services.

**Functional Responsibility:** The foreman will provide and supervise the facility site preparation or building functional operations and supervise the labor required to install and maintain equipment and systems and reconfigure and or relocate systems, modular furniture, high density shelving, and computer systems.

**Education:** Associate Degree or High School Diploma and related training.

**Driver (CDL Class A)**

**General Experience:** A minimum of two years of certified driving experience is required to have and maintain their CDL Class A Certified license.

**Functional Responsibility:** A CDL Class A or Class B Driver is responsible for safely operating a Truck or Tractor/Trailer in transporting the furniture, equipment and scientific equipment from one location to another in supporting all office relocations. The driver is responsible for the operation, maintenance and cleanliness of his assigned vehicles.

**Education:** Associate Degree or High School Diploma with a CDL Class A Certification.
**Driver (CDL Class B)**

**Experience:** A minimum of two years of certified driving experience is required to have and maintain their CDL Class B Certified license.

**Functional Responsibility:** A CDL Class A or Class B Driver is responsible for safely operating a Truck or Tractor/Trailer in transporting the furniture, equipment and scientific equipment from one location to another in supporting all office relocations. The driver is responsible for the operation, maintenance and cleanliness of his assigned vehicles.

**Education:** Associate Degree or High School Diploma with a CDL Class B Certification.

**Packer**

**General Experience:** A minimum of two years experience working in related field or trade.

**Functional Responsibility:** An office packer is responsible for preparing all of the material and systems for handling and relocation by properly preparing, arranging and protecting the material through the proper use of the appropriate packaging/shipping and specialized materials. The packer may be required to assist in loading and unloading of the material from trucks and loading platforms.

**Education:** High School Diploma and related training.

**Mover**

**General Experience:** Minimum of three years experience in the related field for the moving and office relocation industry.

**Functional Responsibility:** Movers are responsible for following the directions of supervisors for packing and moving all office furniture, files, records, books, computer systems and other office equipment using moving equipment that includes dollies, commercial bins, panel carts, cradles, including proficient in utilizing a variety of specialized moving supplies such as computer bags, bubble wrap, shrink wrap, and containers.

**Education:** High School Diploma and/or Appropriate Certifications

**Laborer**

**General Experience:** Minimum of one year experience with on the job training and familiar with the office furnishings and equipment being relocated, packed, unpacked or relocated.

**Functional Responsibility:** The laborer is responsible for working under the supervision of a mover, installer or the supervision of a foreman or supervisor. They are expected to be knowledgeable of the types of equipment, furnishings and material that they are helping to move, pack or unpack or relocate.

**Education:** High School Diploma with safety training.

**Supervisor**

**General Experience:** Minimum of five years experience working in related trade or experience related to logistics, transportation, move management, and facilities supervision related to office relocation and building management services.

**Functional Responsibility:** The supervisor will provide and supervise the staff in the performance of a variety of duties in transportation, logistics, facility site preparation, building functional operations, inventory and supervise the labor required to install and maintain equipment and systems and reconfigure and or relocate systems, modular furniture, high density shelving, and computer systems.

**Education:** BA/Associate Degree with supervisory training.

**Warehouseman**
General Experience: Minimum of three years experience in the field of warehouse operations and operations.

Functional Responsibility: Performs a variety of warehousing duties which require an understanding of the storage plan. Work involves verifying materials and merchandise against receiving documents, noting and reporting discrepancies and obvious damages; routing material to prescribed storage locations; storing, stacking or palletizing material in accordance with storage methods and taking inventory, examining stored material. Be responsible for operating hand or power truck in performing warehousing duties.

Education: Associate Degree/High School Diploma with experience and training.

Forklift Operator

General Experience: Minimum of 1 year related experience.

Functional Responsibility: Operates a manually controlled gasoline, electric, or liquid propane-powered forklift to transport client goods and materials within an establishment. Job duties include unloading and loading inbound/outbound freight, moving material from point to point on project site, and placing material according to designated orders/manifest.

Education: Associate Degree

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**Escalation Chart**

<table>
<thead>
<tr>
<th>SIN</th>
<th>GSA Awarded Labor Category</th>
<th>Year 1 04/17/2018 to 04/16/2019</th>
<th>Year 2 04/17/2019 to 04/16/2020</th>
<th>Year 3 04/17/2020 to 04/16/2021</th>
<th>Year 4 04/17/2021 to 04/16/2022</th>
<th>Year 5 04/17/2022 to 04/16/2023</th>
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<tbody>
<tr>
<td>541614OR</td>
<td>Mover**</td>
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<td>Inventory Team</td>
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<tr>
<td>Mover</td>
<td>21050 - Material Handling Laborer</td>
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<td>Packer</td>
<td>21110 – Shipping Packer</td>
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<td>Warehouseman</td>
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<td>2015-4282</td>
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<td>Driver (CDL Class B)</td>
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</tr>
<tr>
<td>Fork Lift Operator</td>
<td>21020 - Forklift Operator</td>
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<tr>
<td>Supervisor</td>
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<tr>
<td>Laborer</td>
<td>23470 - Laborer</td>
<td>2015-4282</td>
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</tr>
</tbody>
</table>

The Service Contract Labor Standards, formerly the Service Contract Act (SCA), apply to this contract and it includes SCLS applicable labor categories. Labor categories and fixed price services marked with a (**) in this pricelist are based on the U.S. Department of Labor Wage Determination Number(s) identified in the SCLS/SCA matrix. The prices awarded are in line with the geographic scope of the contract (i.e., nationwide).