FacilityRX is a comprehensive furniture management services company based in San Antonio, TX. Our senior staff members have an average of over 25 years of experience in interior design, space planning, move management, project management, acquisition coordination services, move and installation services. Established in 2011, we are a small, woman owned, controlled, operated, and managed business that excels in the details of facility related projects as well as the logistics and coordination required to successfully complete the task.
Federal Supply Service

Authorized Federal Supply Schedule Price List

Online 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!®

Multiple Award Schedule

Contract Number: 47QSMA19D08QJ
Contract Period: July 16, 2019 through July 15, 2024

NAICS:
484210, 561499, 541614, 541410, 811420, 541611

SINs:
541614CF, 541614OR, NEW, OLM

To place an order or for more information contact:

FACILITYRX

Contract Administrator:
Vivian Holder
Email: Vivian.holder@facilityrx.com
Phone: 210.445.8486
Fax: 210.610.5081

Address:
2715 North Saint Mary’s Street
San Antonio, TX 78212

www.facilityrx.com
About the Multiple Award Schedule

Services Offered
GSA’s Integrated Workplace Acquisition Center (IWAC) offers a wide variety of professional services related to Furniture and Furnishings under the Multiple Award Schedule. Services offered on other furniture Schedules are specifically related to the products covered on that Schedule. This Schedule covers services to help federal agencies plan and manage major office upgrades or relocations/reconfigurations by providing access to qualified and experienced professionals independent of new product purchases at pre-negotiated service only rates.

Authorized Users
Federal agencies and mixed-ownership Government corporations; Government contractors authorized in writing by a Federal agency pursuant to 48 CFR 51.1; and other organizations authorized by statute or regulation to use GSA as a source of supply such as state and local government entities. An authorized user of this Schedule may directly issue a task order to obtain services under this contract.

Ordering
Contact Shannon Braymen at 210.690.5800 or by email at: shannon.braymen@facilityrx.com
OR
Go to: http://www.gsaadvantage.gov
- Login and enter FacilityRX in the search window
- Select E-buy and request a quote
- GSA Advantage will walk you through preparing a Purchase Requisition / Statement of Work, Request for Quotation (RFQ), and firm selection based on best value.

Specific details for each service, labor category descriptions, and pricing are available on our GSA Advantage catalog.
To purchase services on the Multiple Award Schedule, agencies must have a valid GSA Advantage!® User ID and Password.

For more information visit:
https://www.gsascheduleservices.com/info/gsa-ebuy/

GSA Advantage!®
is the online shopping and ordering system that provides access to thousands of contractors and millions of supplies (products) and services. Anyone may browse on GSA Advantage!® to view and compare the variety of products and services offered.

Federal government employees can make purchases on GSA Advantage!® using:
- A governmentwide commercial purchase card (GSA SmartPay®);
- A GSA Activity Address Code (AAC); or
- A Department of Defense Activity Address Code (DoDAAC) (limited to purchases of GSA Global Supply items).

The shortcut to this page is: www.gsa.gov/advantage
Why FACILITYRX

A successful project requires careful planning and coordination. Managing the multitude of vendors, deadlines and responsibilities is a complex task. Very few organizations are staffed to effectively deal with these issues, and even fewer have the extensive experience required to make the work seamless.

Sound overwhelming? It doesn’t have to be. Get connected with us. We’re experts at these things.

Whether we are moving your entire operation, providing procurement, receiving and set-up services, or consulting with your group, we organize, manage and relocate assets, people and time.

We are a commercial integrated service company specializing in helping reshape organizations by creating high performance workspaces through our array of specialized service offerings. We work with organizations that are growing, reorganizing, moving or refreshing their work environments and call ourselves, Change Managers.

FacilityRX (FRX) does the work that office furniture dealerships, installation companies, and moving companies do not want to do or cannot do; we fill all the gaps in a project. We are a consultative company and do not take a transactional approach to our work. As a niche provider, we pride ourselves as being known as the company architects and interior designers recommend when their clients require extra attention or specialization.

From complex, multi-campus facility relocations to departmental interagency transfers, we take care of the finest details for your mission to ensure a frictionless transition with minimal disruption.
Why FACILITYRX

Differentiators

- FRX’s project management approach enables end users to continue their day-to-day work responsibilities during a relocation project.
- Our integrated services menu truly allows a turnkey project with a single source vendor.
- We engage key stakeholders for collaboration and produce a positive experience for everyone.
- We manage projects with an emphasis on transparency, detail, and thorough communication.
- Through strategic staff events, such as move orientations, we manage your personnel’s emotions and concerns throughout the entire relocation process.
- Our coordination and communication emphasis helps our team ensure project success in working with other trades, teams and vendors.
- With our Change Management services, we can provide the opportunity to connect with your staff, teams and departments in a way to rally the organization, refresh or redefine cultural beliefs and enhance best practices.
- We embed our Project Managers in projects to fully understand needs, anticipate potential issues, and help manage your internal customers.
- FRX enters every opportunity as a unique situation and utilizes a team consultative approach.
- Our services are executed and managed by people who believe in being accountable to our team and to our customers.

Our Core Values

FUN - Edification & enthusiasm in a company that is FUN to work with, both internally and externally.

AWARENESS - Care and consideration of self, one another, the environment, and our community.

AUTHENTICITY & AWARENESS - Genuine & undisputed credibility and teamwork.

TRANSPARENCY in communication, actions, and intentions.

EDUCATION - Personal and professional growth & development that builds confidence, trust, and quality.

Certifications  WOSB, Texas HUB, SBE, WBE, DBE
Our Contract

FACILITYRX

Multiple Award Schedule Statement of
Work Overview
Special Item Numbers (SIN)

(SIN) 541614CF Furniture Design/Layout

We offer services for inclusive furniture consultations, interior design and product specifications for furniture, office equipment and furnishings.

Furniture, Design, and Installation Support Services:
An FRX qualified professional interior designer will design and lay out your new and/or existing furniture and equipment using current software to provide you with a visual understanding of how the high-performance space will work for you. Installation drawings will be created for our movers, furniture installers, and IT deployment teams. FRX operations specialists will procure, track, schedule all orders and coordinate deliveries with multiple furniture manufacturers and office furniture dealers. All aspects of the furniture installation: staging, installation, coordinate/move existing furniture and managing the punch and warranty items can be included.

Industrial Design Services:
We offer Design Services such as space planning, schematic design, specification of various types of furniture, finish boards, 2D/3D renderings, construction drawings, installation layouts in AutoCad, Sketch Up, CET and Adobe Creative Suite Programs.

(SIN) 541614OR Project Management

We provide comprehensive project management to an Agency for design services, reconfigurations, increasing/downsizing of office space and similar facilities, relocations, and furniture procurement services. Our planning and communication skills are the cornerstone of our Project Management process.

Project Management Services:
Our PM Services include comprehensive transition management, IT transition planning and deployment, design, move and installation coordination of small to large scale projects. We conduct comprehensive programming through personnel interviews, walk-through inspections of the facility as well as incorporating existing furniture for reutilization when required.
Assets Management

With our furniture and furnishings related Assets Management services, we support agencies with systems to manage office furniture and related inventories to include warehouse and property disposal management.

Office Relocation/Reconfiguration Management Solutions

We offer a full range of services for the relocation and/or reconfiguration of existing office furniture, equipment, and related supplies. These include pre-move planning, relocation plan designing, reorganizing, consolidating, warehousing, staging, packing/crating, loading/unloading, delivery, setup as well as ancillary supplies such as packing materials.

Relocation, Installation & Reconfiguration Services:

We are experts in the relocation and reassembly of free-standing, panelhung systems furniture, modular desking systems, shelving (rotary and freestanding). Our reutilization services include a detailed inventory of your furniture and equipment, so we know the exact condition and size before beginning the space plan. This detailed planning service informs the client and our installation team of exact furniture and equipment locations, therefore creating a superior reutilization/relocation project.

Introduction of New Services/Products

IT Move, Project Management, Deployment & Service Desk Support:

We offer IT Moving Solutions where we disconnect, label, and pack all IT equipment. Then we carefully move, stage, reinstall, and test all systems. We understand that even well planned and executed moves can be disorienting to end users. That is why prior to our IT moves, we take snapshots of each end user’s current environment. This ensures our exacting reconstruction of workspaces in their new location. To further optimize end user productivity, we recommend our Help Desk service where we provide onsite staff to provide support the first few days or weeks back in operation after a move. This support can greatly ease the burden on an end user’s regular personnel.
**Past Performance**

**Bank of San Antonio**
Contact: Lory Guilmino, Administrative Manager  (210) 807-5502
Services: Relocations, Space Planning, Reutilization, Project Management, Decommissions, Furniture Reconditioning and Maintenance, Warehousing.
Start Date: March 09, 2013 (Ongoing Services)

**South Texas Money Management**
Contact: Teri Grubb, CO, CEO  (210) 824-8916
Services: Relocations, Space Planning, Reutilization, Decommissions, Furniture Reconditioning and Maintenance, Warehousing.
Start Date: May 01, 2013 (Ongoing Services)

**GDC Technics, Fort Worth, TX**
Contact: Justin Utz, Rubix Ventures (Project Manager)  (210) 232-2951
Services: Relocation, Inventory, Reutilization, Space Planning of 1.1 million sq. ft. facility.
Start Date: November 06, 2014 – December 21, 2015

**B2 Architecture, Dallas, TX**
Contact: Allison Brooks AIA, Principal  (214) 454-3942
Services: Procurement, project management, warehousing, inspection, logistics, distribution, delivery, installation management/installation and reporting services for furnishings for model apartments across the Southcentral and Southeast U.S.
Start Date: May 1, 2014 (Ongoing Services)

**Naval Air Station Corpus Christi, TX CNATRA**
The GFP Group & Yates Construction Joint Venture, Corpus Christi, TX
Contact: Mary Lupe Arana, Vice President Operations, The GFP Group  (210) 441-2775
Services: Relocation, inventory, reutilization, space planning, project management
Start Date: January 11, 2015 -- Ongoing
Project Profile
FACILITYRX

JJ Pickle Federal Building Repairs & Alterations Project
300 East 8th Street, Austin, TX 78701
Subcontracted by Robbins & Morton, Homewood, AL
Year Started & Completed 2016-2019

Project Summary
This project involved major interior alterations to the J.J. “Jake” Federal Building (Pickle FB) in Austin, TX. FacilityRX (FRX) provided programming, inventory, space planning, move, and installation services for every agency and end user in the building to create a temporary workspace in the swing floor utilizing some of their own office furniture and existing swing space furniture inventory. All office furniture de-installation, move, installation work was done after hours and weekends. The ultimate mission for FRX was to provide a seamless move service, little to no interruption to the end users in the building and their business continuity.

General Scope
275,000 Gross Square Feet in JJ Pickle Federal Building
11 Stories
14 total moves over the course of the project, 2016-2019.
GSA Clearance Verification-Passing Procedures

Drivers
• 90% occupied building and continued to be occupied and fully functioning during the project.
• 100% business continuity throughout entire project.
• Building operation continuity, tenant safety, and minimizing disruption to tenants were major aspects of the project execution philosophy.
• Detailed relocation schedule and processes inspired confidence and dispelled potential overwhelming stress related to relocations.
• All relocation work had to be scheduled after hours.

Tactics
• Complete integration in the entire renovation process allowed FRX to be proactive about any electrical, data, and scheduling issues that arose.
• Dedication of one FRX employee to manage the security requirements of the project and be proactive about having our employees badged and ready to work.
• FRX desktop IT team packed, moved, unpacked, staged, plugged-in, and tested all desktop IT equipment and telephones for all agency end users.
• FRX Senior Project Manager was skilled and experienced in office furniture reutilization planning.
• Focus on end user business continuity; relocations occurred over the weekend and end user was ready to sit down and work on Monday morning.

Outcomes
• FRX is part of the team that started and finished this project successfully after two previous attempts failed.
• FRX planning allowed building tenants to swing from their existing location to a space within the building during their space renovation with minimal disruption.
• FRX relocation team provided a turnkey relocation process that included inventory, design, office furniture and content relocation, and desktop IT/printer disconnect, pack, relocation, and stage/connect.
Project Profile

CNATRA HQ Building 1
Corpus Christi Naval Air Station

Contract: #N69450-13-D-1763-0002  
GFP / Yates Construction – A Joint Venture

Date Started & Completed: June 12, 2015—Current

Project Summary
To restore and modernize HQ Building 1 at CCNAS, Corpus Christi, FRX provided the reutilization plan for all existing office furniture to be placed in multiple swing spaces over three phases. Our design staff conducted an inventory of all existing furniture / furnishings to create a detailed inventory list with photographs of all furniture / furnishings, item description and the user group and room origin so these assets could be used for reutilization planning. As-built drawings of the origin site were then created with the product information acquired from the inventory. Swing space studies illustrating the locations of user groups and existing furniture / furnishings, were developed and floorplans were detailed with furniture symbols and coded to correspond with as-builts and swing space layouts as well as furniture tags placed on furniture to be reutilized. All furniture, furnishings, and content boxes for 130 people moved over three weekends. Excess furniture was placed in two storage locations on base. In addition, FRX provided move orientations to prepare the end users for the schedule of events, instructions in packing, labeling their items, and details for purging instructions. A quick-set was provided the first Monday back for all end users to fine tune any necessary office furniture placement, and white board/artwork installation.

General Scope
30,000 Gross Square Feet in HQ Building 1  
Relocation of 130 tenants and all furniture and contents to various swing and storage spaces during 3 move phases  
Security Verification-Passing Procedures

Drivers
- Ability to work efficiently and effectively with the General Contractors to deliver a successful project.
- Single P.O.C. for comprehensive facility and move related services during the project including project planning, furniture inventory, space planning, furniture relocation, packing materials, content relocation and move management.
- Minimizing disruption to tenants were major aspects of the project execution philosophy.
- Need for the end user’s need to be operational after each move, regardless of the changes to scope.
- Detailed project planning and processes provided a huge differentiator between FRX and other vendors.

Tactics & Outcomes
- Complete FRX integration for the entire renovation process allowed FRX to be proactive about any personnel changes, requirement changes and scheduling issues that arose during the project.
- FRX White Glove team photographed, packed and unpacked items it each V.I.P. office so that their personal set up and organization was exactly the same before and after their move. This allowed the V.I.P.’s a completely uninterrupted work routine and schedule during the move process.
- FRX Senior Project Manager was skilled and experienced in office furniture reutilization planning and allowed for end user needed changes to be made real time in the field.
- Focus on end user business continuity and real time changes in client work schedules for sensitive personnel allowed FRX to pivot and adjust move sequencing yet still remain on schedule.
- Natural disasters affected the timeline of the project and the end user’s needs and mission changed. The customer utilized FRX’s design capabilities to redesign the furniture layouts and applications to address these changes.
South Texas Veterans Healthcare System (STVHCS)

7400 Merton Minter, San Antonio, TX 78229
Date Started & Completed: May 2017 — Current

Project Summary
FacilityRX is an “on call” vendor for as need services for furniture and equipment relocation for Veteran’s Administration Hospitals and clinics in San Antonio and the surrounding area. Our services include furniture reutilization and reconfiguration and relocation services for modular workstations, desking systems, case goods and patient room furniture. Equipment services include relocating hospital beds, vital sign monitors and exercise equipment. Projects include small daily work as well as larger multi-day projects.

General Scope
Facility RX (FRX) provides services for Primary Hospital, Audie L. Murphy Memorial VA Hospital and eleven satellite clinic locations in the South Texas area. VA Security Background Checks required for all relocation staff on-site.

Drivers
- FRX’s ability to quickly respond to customer work order requests.
- Locally owned and operated company that has all personnel required to be able to provide scalable solutions.
- All facilities are operating a full capacity and occupied by both staff and patients.
- 100% business continuity throughout all moves.
- Building operation continuity, patient privacy and minimizing disruption to staff and hospital procedures.
- Patient exam room bed and furniture relocations are all performed after standard business hours.

Tactics
- Communication and planning between VA Point of Contact and FRX Project Manager & Project Coordinator to be proactive about any electrical, data, or clinic schedules that might affect the relocation schedule.
- Dedication of FRX Project Coordinator to manage the security requirements of the project and be proactive about having our employees badged and ready to work.
- FRX relocation staff and project manager are skilled and experienced in office furniture reconfiguration and reutilization planning.
- Focus on end user business continuity; relocations are planned with VA staff based on clinic patient schedule and staff work schedule.
- Relocation personnel, assigned to the VA, remains the same to foster a working relationship between VA Facilities staff and a relocation.

Outcomes
- The relocation team is able to provide a turnkey process that includes relocating and the decommission of old, broken furniture.
- Hospital and Clinic service to Veteran’s is not interrupted.
- The facilities department is able to provide rapid response to their internal customer requests as changes can be made quickly and efficiently.
Contract Number: 47QSMA19D08QJ

2. Solicitation Number: 3FNC-B3-003001-B
3. Contract Period: July 16, 2019 through July 15, 2024
4. Business Size: Small Business
5. Business Types:

<table>
<thead>
<tr>
<th>Business Type</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>27</td>
<td>Small Disadvantaged Business</td>
</tr>
<tr>
<td>2X</td>
<td>For-Profit Organization</td>
</tr>
<tr>
<td>LJ</td>
<td>Limited Liability Company</td>
</tr>
<tr>
<td>A2</td>
<td>Women Owned Business</td>
</tr>
<tr>
<td>HQ</td>
<td>DoT Certified Disadvantage Business Enterprise</td>
</tr>
</tbody>
</table>

6. Sub Contracting Plan Expiration: N/A
7. Items Awarded: SINs: 541614CF, 541614OR, NEW, OLM

Labor Categories: Principal, Design Manager, Project Designer, Warehouse Manager, Warehouseman, IT Lead, IT Mover, Installer, Lead Installer, Project Manager, Project Coordinator, Administrative Assistant

8. Escalation Rates: N/A
9. IFF Statement: 552.238-74 - Industrial Funding Fee and Sales Reporting - refer to contract for current version applicable to offer / award
10. Minimum Order Quantities: $100
11. Minimum Order Limit: $ 100
12. Maximum Order Limit: $ 0
13. Geographic Coverage:

SIN Scope
- 541614CF - 48 States, DC
- 541614OR - 48 States, DC
- NEW - 48 States, DC
- OLM - 48 States, DC

14. Prompt payment Discounts:
   - Discount1: 0.000 % if Payment is made within 00 days
   - Discount2: 0.000 % if Payment is made within 00 days
   - Net 30 days.

Volume Discounts: None
15. MFC (Most Favorable Customer): All Commercial
16. Approved Exceptions: N/A
17. Terms and Conditions:
   Clause Title
   Terms and Conditions Notes: (none)
### GSA Pricing

Effective February 5, 2019 (Award Date)

<table>
<thead>
<tr>
<th>Labor/Position Category</th>
<th>Unit</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Principal</td>
<td>Hour</td>
<td>$80.35</td>
</tr>
<tr>
<td>Design Manager</td>
<td>Hour</td>
<td>$65.25</td>
</tr>
<tr>
<td>Project Manager</td>
<td>Hour</td>
<td>$62.00</td>
</tr>
<tr>
<td>Project Designer</td>
<td>Hour</td>
<td>$62.00</td>
</tr>
<tr>
<td>Project Coordinator</td>
<td>Hour</td>
<td>$57.43</td>
</tr>
<tr>
<td>Warehouse Manager</td>
<td>Hour</td>
<td>$40.00</td>
</tr>
<tr>
<td>Warehouse</td>
<td>Hour</td>
<td>$32.50</td>
</tr>
<tr>
<td>Admin. Assistant</td>
<td>Hour</td>
<td>$34.76</td>
</tr>
<tr>
<td>Lead Installer</td>
<td>Hour</td>
<td>$45.09</td>
</tr>
<tr>
<td>Installer</td>
<td>Hour</td>
<td>$37.78</td>
</tr>
<tr>
<td>IT Lead</td>
<td>Hour</td>
<td>$99.85</td>
</tr>
<tr>
<td>IT Mover</td>
<td>Hour</td>
<td>$63.00</td>
</tr>
</tbody>
</table>

Our strength in the management and execution of all facets of a project is superior—from planning, to providing, to managing. The senior members of our Design and Project Management team have over 25 years of experience in the industry. This collective knowledge and cumulative experience provides the foundation for our organization and is transferred to benefit our customers.

Our services are executed with meticulous planning, constant communication and expertise. We pride ourselves in operating our projects with transparency and take the time to educate our clients. Our ability to communicate our plan to our client’s employees ensures that our customers are completely informed and can work collaboratively with us to make the best decisions.