



Action Facilities Management, Inc.  
 Facilities Maintenance  
 GSA Schedule

FSC Group 03FAC	
Special Item No. 811-002	Complete Facilities Maintenance
Special Item No. 003-100	Ancillary Supplies and/or Services

Federal Supply Service  
 Authorized Federal Supply Schedule Price List

Contract Number: GS-21F-0009V

Option Period:  
 November 1, 2013 – October 31, 2018  
 Action Facilities Management, Inc.  
 115 Malone Dr.  
 Morgantown, WV 26501  
 Phone: (304)599-6850  
 Fax: (304)599-6853  
 Web site: [www.actionfacilities.com](http://www.actionfacilities.com)

Business Size: Small,  
 Economically Disadvantaged  
 Woman Owned Small Business (EDWOSB)

*For more information on ordering from Federal Supply Schedules click on FSS Schedules button at [fss.gsa.gov](http://fss.gsa.gov)*

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 for GSA Advantage! is <http://www.gsaadvantage.gov>.



Action Facilities Management, Inc. (AFM) (or Action), is an **Economically Disadvantaged Woman-Owned Small Business (EDWOSB) and a Minority Business Enterprise (MBE)**, established in 2001, which provides Government and commercial facilities management support to clients in 10 states and the District of Columbia. **AFM possesses a Facilities Clearance** through the Defense Security Service, Cage Code: 3EET9. AFM was founded and is led by **Diane Lewis, President and CEO**, who was the SBA

West Virginia District's **2010 Minority Small Business Champion of the Year, 2013 Small Business Person of the Year and 2013 National Small Business Person of the Year Nominee**. AFM's core competencies are in the areas of facility operations (including safety and security), preventative maintenance, janitorial, emergency management, grounds maintenance, snow removal and administrative support services. AFM, which was the West Virginia SBA District's **2008 Small Business of the Year**, also received a **Certificate of Appreciation for Outstanding Performance** and a **Small Business Achievement Award**, both in 2006, from the U.S. Department of Homeland Security-Customs and Border Protection (DHS-CBP).

## MANAGEMENT APPROACH

AFM's Quality Assurance Program is **ISO 9001 certified**. AFM provides a management style that emphasizes communication and accountability. Under the direction of the Project Manager, they will be responsible for daily supervision and direction of all personnel. Daily duties will include performing inspections, scheduling employees and their assignments, determining and scheduling any required or supplemental training, maintaining direct contact with the 911 Emergency Center, preparing and submitting reports, and providing direct verbal and written communication with the COTR. The site supervisor will report daily to AFM contract management, to keep management current of all issues, schedules, directions and potential concerns.

### Facilities Maintenance

We align the expectations of the client with the requirements of our line employees. We ensure what is expected and what is performed are aligned to guarantee the satisfaction of our clients. We do this by communicating with the client as well as with our line employees, performing the work. This ensures that there are no discrepancies between the services expected of AFM and the quality of our deliverables. AFM has read, understands and intends to comply with all aspects listed within the SOW for the 03-FAC solicitation and all requirements detailed within the RFP.

#### *Flawless and Seamless Contract Transition*

"AFM has provided the smoothest transition I have ever seen for our recent contract changeover... completely seamless."

Chuck O'Meara, Building Manager,  
Florida Regional Center, U.S.  
Department of State

## Mission

AFM's mission is to deliver proactive facilities management services and to build upon our reputation for courteous, professional, and responsive business relationships.

## Areas of Expertise

### Capabilities

Primary NAICS Codes: 561210, 561612, 561720, 561730

- Administrative Support and Technical Resources and Staffing for Control and Utilization of Government-owned Property
- Technical Staffing- Subject Matter Experts, Trades Persons and Specialized Labor needs.
- Program Management PMP Certified– Property Management, Preventative Maintenance Programs, Base Operations and Site Support Programs.
- Facilities Management including all aspects of facility maintenance such as Mechanical, Electrical, Plumbing, Carpentry, Painting, Water Treatment and Janitorial.
- Facilities Roads & Grounds Maintenance
- Landscaping & Lawn Maintenance

- Equipment Operations Including Backhoe, Bobcat & Forklift
  
- Light Construction and Management such as interior building renovations, physical security upgrades and infrastructure work.

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### **SINs Offered**

**SIN 811-002 Complete Facilities Maintenance**  
**SIN 003-100 Ancillary Supplies and/or Services**

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#### **Escalation**

We have agreed with GSA to incorporate an escalation in our prices for each subsequent year. This escalation will allow us to provide cost of living increases to our hard working employees.

Escalation Rate – Two Percent (2%) per contract year – effective November 1<sup>st</sup> of each contract year.

#### **Disaster Recovery Clause**

AFM is committed to being involved in the Disaster Recovery Clause. We accept the terms of the Disaster Recovery Clause. We feel that our flexibility and responsiveness makes this commitment a good decision.

#### **Information for Ordering Activity**

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

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. Not applicable.

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.

2. Maximum order. \$1,000,000.00

3. Minimum order. \$100.00

4. Geographic coverage (delivery area). All geo-graphic areas.

5. Point(s) of production (city, county, and State or foreign country). AFM Facility is listed on cover page.

6. Discount from list prices or statement of net price. A “Spot Reduction Discount” may be negotiated for orders over the maximum order value.

7. Quantity discounts. None

8. Prompt payment terms. Net 30

9a. Notification that Government purchase cards are accepted at or below the micro-purchase threshold. Accepted

9b. Notification whether Government purchase cards are accepted or not accepted above the micro-purchase threshold. Accepted

10. Foreign items (list items by country of origin). Not applicable.

11a. Time of delivery. (Contractor insert number of days.) 30 days after order or as negotiated in order.

11b. Expedited Delivery. The Contractor will insert the sentence “Items available for expedited delivery are noted in this price list.” under this heading. The Contractor may use a symbol of its choosing to highlight items in its price lists that have expedited delivery. Not Applicable.

11c. Overnight and 2-day delivery. The Contractor will indicate whether overnight and 2-day delivery are available. Also, the Contractor will indicate that the schedule customer may contact the Contractor for rates for overnight and

2-day delivery. Overnight and 2-day delivery is available if negotiated in order.

11d. Urgent Requirements. The Contractor will note in its price list the “Urgent Requirements” clause of its contract and advise agencies that they can also contact the Contractor’s representative to effect a faster delivery. Please contact our representative to affect a faster delivery.

12. F.O.B. point(s). All completed performance will be made FOB destination within Continental United States (CONUS). An additional charge (applicable labor and Joint Travel Regulations (JTR) travel and per diem) will be included in the negotiations of each order, as requested by the Government for URS Federal Technical Services representation for on-site inspection, acceptance testing and/or installations CONUS and Outside Continental United States (OCONUS) shipments made FOB Destination to U.S. Government designed shipping points.

13a. Ordering address(es).

Action Facilities Management, Inc.

115 Malone Dr.

Morgantown, WV 26501

13b. 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.

14. Payment address(es).

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15. Warranty provision. None

16. Export packing charges, if applicable. Not applicable.

17. Terms and conditions of Government purchase card acceptance (any thresholds above the micro-purchase level). None

18. Terms and conditions of rental, maintenance, and repair (if applicable).  
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 (if applicable). 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. Preventive 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. 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/](http://www.Section508.gov/). Not Applicable.
25. Data Universal Number System (DUNS) number. 129304551
26. Notification regarding registration in Central Contractor Registration (CCR) database.. Action Facilities Management, Inc., has completed the annual representations and certifications electronically via the Online Representations and Certifications Application (ORCA). Action Facilities Management Inc., verifies by submission of the offer that the representations and certifications currently posted electronically have been entered or updated within the last 12 months; are current, accurate, complete, and applicable to this solicitation (including the business size standard applicable to the NAICS code referenced for this solicitation), as of the date of this offer; and are incorporated in this offer by reference (see FAR 4.1201).

## **Thank you for your interest**

Our goal is to create and maintain sustainable, predictable growth by maintaining and establishing long-term business relationships. We are proactive in our facilities maintenance and management philosophy. We work hard and verify satisfaction and AFM standards through ongoing training and quality assurance programs. We take pride in providing complete facility maintenance and management solutions, and working with the client to fulfill needs. Please use the contact information below & on the cover page for additional information. We are ready to take action for your facility!

**SIN Prices – Action Facilities Management Site**

SIN 811-002: Complete Facilities Maintenance

<b>Labor Category</b>	<b>Hourly Rate</b>
Administrative Specialist 1	\$22.96
Administrative Specialist 2	\$28.49
Electrician I	\$50.07
Electrician II	\$60.24
Facility Maintenance Technician 1	\$30.24
Facility Maintenance Technician 2	\$35.88
Facility Maintenance Technician 3	\$41.64
General Laborer	\$29.00
Groundskeeper	\$29.00
Guard I	\$21.73
Guard II	\$29.35
Janitor I	\$20.10
Janitor II	\$24.16
Janitorial Supervisor	\$26.75
Maintenance Technician	\$42.17
Asst. Project Manager	50.77
Project Manager	\$61.57

**Price List  
Prevailing Collective Bargaining Agreement (CBA)  
Beaver, WV**

<b>Job Title</b>	<b>Rate</b>
Janitor I	\$27.74
Lead Janitor	\$29.28
Laundry Technician	\$28.74
Maid	\$26.23
Lead Maid	\$27.61

## **Contact Information**

Donald Hill III, MBA, PMP  
GSA Contract Manager  
Action Facilities Management, Inc.  
115 Malone Dr., Morgantown, WV 26501  
Phone: (202)434-8470  
Fax: (202)204-6329  
Email: [dhill@actionfacilities.com](mailto:dhill@actionfacilities.com)  
Website: [www.actionfacilities.com](http://www.actionfacilities.com)  
Contract: GS-21F-0009V  
DUNS: 129304551