



GENERAL SERVICES ADMINISTRATION

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 electronic delivery order are available through GSA Advantage!, a menu-driven database system. The INTERNET address for GSA Advantage! : GSAAdvantage.gov

Schedule Title: Facilities Maintenance & Management
FSC Group: 03FAC

Special Item Numbers:

SIN 811 002 Complete Facilities Maintenance

SIN 811 003 Complete Facilities Management

SIN 811 005 Refrigeration, Heating, Ventilation, Air Conditioner, Boiler and Chiller HVAC Maintenance

Contract Number: GS-21F-009CA

For more information on ordering from Federal Supply Schedules click on the FSS Schedules button at fss.gsa.gov

Contract Period: November 2, 2014 to November 1, 2019

The Wiley Real Estate Group, Inc.
568 14th Street NW, Suite 200
Atlanta, GA 30318
Office: (404) 261-6154
Fax: (404) 261-5154
www.wileyrealestate.com

Point of Contact: Johnny Easterling, President
jeasterling@wileyrealestate.com

Service-Disabled Veteran-Owned Small Business

568 14TH STREET NW, SUITE 200
ATLANTA, GA 30318
PHONE: 404-261-6154 FAX: 404-261-5154
EMAIL: JEASTERLING@WILEYREALESTATE.COM
WWW.WILEYREALESTATE.COM



Founded in 1996 in Atlanta, Georgia, The Wiley Real Estate Group, Inc. (TWREG) is a Service-Disabled Veteran-Owned Small Business (SDVOSB), a qualified HUBZone small business concern (SBC), a Minority Business Enterprise (MBE) Certified Corporation and an African American Business Enterprise (AABE) that provides its clients with complete facilities maintenance, property management, asset management, brokerage and advisory services for institutions and individual owners. Preservation of the asset and systems, while monitoring financial performance and expectations is our primary focus. Senior management offers over 20 years of experience in all aspects of commercial real estate management.

- 1a. SIN 811 002 Complete Facilities Maintenance
SIN 811 003 Complete Facilities Management
SIN 811 005 Refrigeration, Heating, Ventilation, Air Conditioner, Boiler and Chiller
HVAC Maintenance
- 1b. The lowest priced SIN number and the lowest unit price for each special item are reflected in Appendix A.
- 1c. Labor Category Descriptions are included in Appendix B.
2. Maximum Order: \$1,000,000
3. Minimum Order: \$100
4. Geographic coverage: Domestic delivery area; continental US
5. Point of production: Atlanta, Fulton County, Georgia
6. Discount from list or statement of net price: 12%
7. Quantity discounts: 3% for orders over \$100,000 or more
8. Prompt payment terms: Net 30
- 9a. Notification that Government purchase cards are accepted at or below the micro-purchase threshold: YES
- 9b. Notification that Government purchase cards are accepted above the micro-purchase threshold: YES
10. Foreign items: Not applicable.



- 11a. Time of delivery: To be determined at task order level
- 11b. Expedited Delivery: To be determined at task order level
- 11c. Overnight and 2-day delivery: Not applicable.
- 11d. Urgent Requirements: See contract clause I-FSS-140-B. Agencies can contact company point of contact for contract administration to obtain faster delivery.
- 12. F.O.B.: Destination
- 13a. Ordering address: The Wiley Real Estate Group, Inc.
568 14th Street NW, Suite 200
Atlanta, GA 30318
ATTN: Johnny Easterling
- 13b. Ordering procedures: For supplies and services, the ordering procedures and information on blanket purchase agreements (BPA's), are found in Federal Acquisition Regulation (FAR) 8.405-3.
- 14. Payment address: The Wiley Real Estate Group, Inc.
568 14th Street NW, Suite 200
Atlanta, GA 30318
ATTN: Johnny Easterling
- 15. Warranty Provision: Standard Commercial
- 16. Export packing charges: Not applicable.
- 17. Terms and conditions of Government purchase card acceptance (any thresholds above the micro-purchase level): Accepted per terms of Contract.
- 18. Terms and conditions of rental, maintenance, and repair: Not applicable.
- 19. Terms and conditions of installation: 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: Not applicable.
- 21. List of service and distribution points: Not applicable.



- 22. List of participating dealers: Not applicable.
- 23. Preventative Maintenance: Not applicable.
- 24a. Special Attributes such as environmental attributes: Not applicable.
- 24b. 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: Not applicable.
- 25. Data Universal Number System (DUNS) Number: 032927068
- 26. Notification regarding registration in Central Contractor Registration (CCR) Database: Registered and active

**General Services Administration, Federal Supply Service
Authorized Supply Schedule Price List
Appendix A: Pricing**

	GSA
	Rate/Hr
	2014
Project Manager	\$ 108.16
Quality Control Manager	\$ 75.28
Custodial Supervisor	\$ 41.06
**Carpenter	\$ 47.78
**Electrician	\$ 63.41
**Painter	\$ 42.54
**Plumber	\$ 51.23
Administrative I	\$ 47.96
Administrative II	\$ 47.96
**HVAC Tech	\$ 44.83
**Janitor	\$ 30.25
**Groundskeeper	\$ 29.26
Pest Controller	\$ 39.80
**Laborer	\$ 29.26
Heavy Equipment Operator	\$ 50.34
**Maintenance Worker	\$ 40.25

** Service Contract Act (SCA) labor category for nonprofessional services that may be provided under SIN 811 002.

** See the SCA matrix following the price list for additional information regarding these labor categories.



SCA ELIGIBLE LABOR CATEGORIES

In the State of Georgia, WD 05-2133 (Rev.13), posted on www.wdol.gov on 07/25/2014, was used to determine the rates in compliance for the counties in which it currently manages facilities:

Area: Georgia Counties of Banks, Barrow, Bartow, Butts, Carroll, Chattooga, Cherokee, Clarke, Clayton, Cobb, Coweta, Dawson, De Kalb, Douglas, Fannin, Fayette, Floyd, Forsyth, Franklin, Fulton, Gilmer, Gordon, Greene, Gwinnett, Habersham, Hall, Haralson, Henry, Jackson, Lumpkin, Madison, Morgan, Murray, Newton, Oconee, Oglethorpe, Paulding, Pickens, Polk, Rabun, Rockdale, Spalding, Stephens, Towns, Union, Walton, White, Whitfield

SCA Matrix

SCA Eligible Contract Labor Category	SCA Equivalent Code Title	WD Number
**Carpenter, Maintenance	23130 Carpenter, Maintenance	WD 05-2133 (Rev.-13)
**Electrician, Maintenance	23160 Electrician, Maintenance	WD 05-2133 (Rev.-13)
**Painter, Maintenance	23760 Painter, Maintenance	WD 05-2133 (Rev.-13)
**Plumber, Maintenance	23810 Plumber, Maintenance	WD 05-2133 (Rev.-13)
**HVAC Tech	23410 Heating, Ventilation and Air Conditioning Mechanic	WD 05-2133 (Rev.-13)
**Janitor	11150 Janitor	WD 05-2133 (Rev.-13)
**Groundskeeper	11210 Laborer, Grounds Maintenance	WD 05-2133 (Rev.-13)
**Laborer	23470 Laborer	WD 05-2133 (Rev.-13)
**Maintenance Worker	23370 General Maintenance Worker	WD 05-2133 (Rev.-13)

The Service Contract Act (SCA) is applicable to this contract and it includes a SCA applicable labor category. The prices for the indicated (**) SCA labor category is based on the U.S. Department of Labor Wage Determination Number identified in the SCA matrix. The price offered is based on the preponderance of where work is performed and should the contractor perform in an area with lower SCA rates, resulting in lower wages being paid, the task order prices will be discounted accordingly.



General Services Administration
Federal Supply Service
Authorized Supply Schedule Price List

APPENDIX B: LABOR CATEGORY DESCRIPTIONS

The Wiley Real Estate Group, Inc. LABOR CATEGORIES

SIN 811 002 Complete Facilities Maintenance

SIN 811 003 Complete Facilities Management

**SIN 811 005 Refrigeration, Heating, Ventilation, Air Conditioner, Boiler and Chiller
HVAC Maintenance**

Labor Category	Minimum Degree or Certification	Years of Experience	Description
Project Manager	B.S. degree in management or business.	7 years on-site facilities management experience and applicable professional certification	Responsible for the overall direction, coordination, implementation, execution, control and completion of specific projects ensuring consistency with company strategy, commitments and goals. Lead the planning and implementation of project; facilitate the definition of project scope, goals and deliverables; define project tasks and resource requirements; develop full scale project plans; assemble and coordinate project staff; manage project budget; manage project resource allocation; plan and schedule project timelines; track project deliverables using appropriate tools; provide direction and support to project team; quality assurance; constantly monitor and report on progress of the project to all stakeholders; present reports defining project progress, problems and solutions ; implement and manage project changes and interventions to achieve project outputs; project evaluations and assessment of results. Key competencies: critical thinking and problem solving skills; planning and organizing; decision-making; communication skills; influencing and leading; delegation; team work; negotiation; conflict management; adaptability; stress tolerance. Experience in project management or equivalent; knowledge of both theoretical and practical aspects of project management; knowledge of project management techniques and tools; direct work experience in project management capacity; proven experience in people management; proven experience in strategic planning; proven experience in risk management; proven experience in change management; proficient in project management software.

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Quality Control Manager	B.S. or B.A. degree, preferably with real estate emphasis	5 years on-site facilities management experience and applicable professional certification	Primary technical and managerial liaison with COTR and Owner on the day-to-day management, oversight and supervision of projects and contracts. Responsible for communications, problem resolution, work performance and company policy; Creates and implements management plans and corresponding budget on an annual basis. Trains and develops on-site personnel; maintains fiscal accountability for each facility or task order; oversees property general maintenance and ancillary repairs and changes; conducts inspections; evaluates, selects and manages subcontractors; ensures projects are completed on time, within budget, and compliant with all laws, regulations, and contract requirements; oversees compliance for multiple properties; on call 24/7 in the event of an emergency.
Custodial Supervisor	B.S. or B.A. degree, preferably with real estate emphasis	3 years on-site facilities management experience and applicable professional certification	Implements company policy; assists with training and directly supervises on-site personnel; manages property to achieve set goals. Assures optimal functioning of property. Understands and insures compliance with governing regulations, codes and laws and other state and local authorities; oversees income collection and management of expenses to achieve contract goals. On call 24/7 in the event of an emergency.
**Carpenter, Maintenance	High School diploma, or GED; ability to read, write and speak in English	3 years of experience acquired in formal apprenticeship or equivalent training	Performs carpentry duties necessary to maintain in good repair, building walls, structures, woodwork and envelopes utilizing a variety of carpenter's hand tools, portable power tools and standard measuring instruments; may perform general maintenance tasks as required.
**Electrician, Maintenance	High school diploma, or GED; technical college courses preferred, Technical coursework and/or professional certification; ability to read, write and speak English.	5 years of experience in a commercial or industrial facility; possess electrician's certification and license required by State and local jurisdictions.	Performs a variety of electrical trade functions such as the installation, maintenance, or repair of equipment for the generation, distribution, or utilization of electric energy. Work involves most of the following: installing or repairing any of a variety of electrical equipment such as generators, transformers, switchboards, controllers, circuit breakers, motors, heating units, conduit systems or other transmission equipment; working standard computations relating to load requirements of wiring or electrical equipment, and using a variety of electrician's hand tools and measuring and testing instruments; performs other general maintenance and repair of equipment and buildings requiring practical skill and knowledge in such trades as painting, carpentry, masonry and plumbing work. On call 24/7 in the event of an emergency situation.

**Painter, Maintenance	High School diploma, or GED; ability to read, write and speak in English.	3 years on-site facilities experience	Paints or resurfaces walls, woodwork and fixtures with knowledge of surfaces peculiarities and requirements to remove old finishes, prepare surface for new finish (able to make satisfactory sheetrock repairs, fill nail holes, sand), and apply paint with spray gun or brush.
**Plumber, Maintenance	High School diploma, or GED; technical college courses preferred, technical coursework and/or professional certification required by State and local jurisdictions; ability to read, write and speak in English	3 years of experience in installation, rehabilitation maintenance, and repair of general plumbing systems in multi-tenant commercial buildings & multi-family residences; this individual must be thoroughly familiar with standard plumbing codes and practices and capable of completing work in accordance with accepted methods and techniques of the plumbing trade	Under general supervision, perform maintenance, repairs and alteration on piping systems, plumbing fixtures and associated components. Piping systems include: hot and cold water, sewage and industrial waste, air fuels (gases and liquefied). Plumbing systems include: kitchen equipment, hot water heaters (gas and electric), manual and automatic valves, fire sprinkler systems, pumps and associated equipment. Locates and diagnoses trouble in plumbing systems or equipment and provides repair to restore services quickly. Assembles and installs valves, pipe fittings, and pipes composed of metals (iron, steel, brass, lead, etc.) and nonmetals (vitrified clay, plastic, etc.); joins pipe by use of screws, bolts, fittings, solder, plastic solvent; caulks joints; fills pipe systems with water or air and reads pressure gauges to determine leaks; opens clogged drains; installs sinks, commodes, water tanks, etc.; performs other general maintenance and repair of equipment and buildings requiring practical skill and knowledge in such trades as painting, carpentry, plumbing, masonry and plumbing work. On call 24/7 in the event of an emergency situation.
Administrative Assistant I	High school diploma, or GED; business and/or computer college courses preferred	3 years of experience	Provides administrative support to corporate and operations staffs with office management responsibilities to include maintaining telephone and internet service, ordering office supplies, filing and distributing monthly financial reports and other records, updating company website, answering headquarters telephone and distributing maintenance requests; may be required to work independently on projects requiring research and preparation of charts, graphs or other presentation materials; maintains databases, as directed.
Administrative	High school diploma, or	5 years of experience	Provides administrative support to corporate

Assistant II	GED; business and/or computer college courses preferred		and operations staffs with office management responsibilities to include maintaining telephone and internet service, ordering office supplies, filing and distributing monthly financial reports and other records, updating company website, answering headquarters telephone and distributing maintenance requests; may be required to work independently on projects requiring research and preparation of charts, graphs or other presentation materials; maintains databases, as directed.
**HVAC Technician	High school diploma, or GED; technical college courses preferred, Technical coursework and/or professional certification	3 years of experience as a journeyman HVAC mechanic in a commercial or industrial facility equipped with chillers, boilers and air handlers	Services and repairs environmental –control systems utilizing knowledge of refrigeration, heating, ventilation in office buildings, apartments or other commercial establishments; may install, repair, and service air conditioners, furnaces, convection units, heat exchangers, air handlers, and electrical and pneumatic controls; mounts compressor and condenser units; observes pressure and vacuum gauges and adjusts controls for proper operation; may inject refrigerant into compressor to test systems or add Freon gas for proper pressure; replaces breaker controls, fuses, thermostats; installs air and water filters and performs minor repairs and replaces minor components; performs other general maintenance and repair of equipment and buildings requiring practical skill and knowledge in such trades as painting, carpentry, plumbing, masonry and electrical work. On call 24/7 in the event of an emergency situation.
**Janitor	High school diploma, or GED	2 years of experience in a commercial environment	Cleans and keeps all areas of commercial establishment in an orderly condition. Duties involve a combination of: sweeping, mopping, scrubbing, and polishing floors; removing trash or other refuse; dusting equipment, furniture, or fixtures; polishing metal fixtures or trimmings; cleaning lavatories, showers and restrooms; and providing supplies and minor maintenance services.
**Groundskeeper	High school diploma, or GED; must be fully conversant in English ; must be able to climb ladders, lift up to 50 lbs.; may be required to have a valid driver’s license	2 years of experience in maintaining grounds or landscaping in a commercial environment with occupied buildings	Maintain grounds of commercial or public property such as buildings, camp and picnic grounds, parks, playgrounds, athletic fields. Duties also include one or more of the following: cut grass, trim hedges, edge walkways, prune shrubs; apply fertilizer or insecticide; water plants, plant grass, flowers, trees or shrubs; remove snow from walkways and parking lots; spread ice melting material; remove leaves; paint fences, gates, benches, tables, guardrails; maintain shop areas; perform general labor tasks of a janitor as needed; move furniture or supplies as needed.

Pest Controller	High school diploma, or GED; must be fully conversant in English ; must be able to climb ladders, lift up to 50 lbs.; may be required to have a valid driver's license	1 year on-site facilities maintenance experience	Planning; development; management; operations; and maintenance for pest control and removal (includes insect and weed control) at or on Federal facilities and/or properties (to include shrubs and trees). Applications of pesticides (including organic, natural pesticides and other green and environmentally friendly methods), trapping and/or removal of pests.
**Laborer	High school diploma, or GED; must be fully conversant in English ; must be able to climb ladders, lift up to 50 lbs.; may be required to have a valid driver's license	1 year on-site facilities maintenance experience	Cleans and polishes lighting fixtures, marble surfaces, and trim. May cut and trim grass, and shovel snow, using power equipment or hand tools. May deliver messages. May transport small equipment or tools between departments. May setup tables and chairs in auditorium or hall.
Heavy Equipment Operator	High school diploma, or GED; ability to read labels and work orders and communicate effectively in English; must be able to climb ladders, lift up to 50 lbs.; may be required to have a valid driver's license	3 years on-site facilities maintenance experience	Operates heavy equipment such as cranes, clamshells, power shovels, motor graders, heavy loaders, carryalls, bulldozers, rollers, scrapers, and large industrial tractors with pan or scrapper attachments. Equipment is used to excavate, load, or move dirt, gravel, or other materials. Operator may read and interpret grade and slope stakes and simple plans, and may grease, adjust and make emergency repairs to equipment.
**Maintenance Worker	High school diploma, or GED; ability to read labels and work orders and communicate effectively in English; must be able to climb ladders, lift up to 50 lbs.; may be required to have a valid driver's license	3 years on-site facilities maintenance experience	Performs general maintenance and repair of equipment and buildings requiring practical skill and knowledge (but not proficiency) in trades such as painting, carpentry, plumbing, masonry, and electrical work. Work involves a variety of duties like replacing switches, changing ceiling tiles, repairing sinks or toilets, installing door locks, patching holes in walls or ceilings, and performing general maintenance on equipment and machinery. May assist in inventory or loading of materials. Performs all work in accordance with established safety procedures.

**Indicates Service Contract Act (SCA) eligible categories that may be provided under SIN 811 002