Federal Supply Service Authorized Federal Supply Schedule Price List

Multiple Aware Schedule (MAS)
Furniture & Furnishings
Office Management Services

541614CF  Comprehensive Furniture Management Services
541614OR  Office Relocation and Reconfiguration
OLM       Order Level Material

Contract Number
GS-29F-0011V

Base Contract Period
July 1, 2009 through June 30, 2024

Business Type
Small Business
Woman Owned Business

For more information on ordering from Federal Supply Schedules go the GSA Schedules page at 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 GSA Advantage! is: GSAAdvantage.gov.
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1. SINS Offered Under This Contract:
   541614CF  Comprehensive Furniture Management Services
   541614OR  Office Relocation & Reconfiguration
   OLM       Order Level Material

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2. Maximum Order: 541614OR: $500,000  541614CF: $250,000

3. Minimum Order: $250.00 NET

4. Geographic Coverage (Delivery Area): Domestic Only

5. Point(s) of Production: Travis County, Austin, Texas

6. Discount from list prices or statement of net price: Prices shown reflect discount

7. Quantity Discounts: None

8. Prompt Payment Terms: 2%--20 Days
   Information for Ordering Offices: Prompt payment terms cannot be negotiated out of the contractual agreement in exchange for other concessions.

9a. Government Purchase Cards are acceptable at or below the micro-purchase threshold for payment.

9b. Government Purchase Cards are not accepted above the micro-purchase threshold for payment.

10. Foreign Items: N/A

11a. Time of Delivery: As agreed with each Federal agency

11b. Expedited Delivery Terms: As agreed with each Federal agency

11c. Overnight and 2-Day Delivery: N/A

11d. Urgent Requirements: Please contact FRI to discuss

12. FOB Points: FOB Destination

13a. Ordering Address: Facilities Resource, Inc. (FRI)
   11100 Metric Blvd, Suite #450
   Austin, TX 78758
   512.371.1232 (p)
   512.371.9155 (f)
   fri-texas.com
   mteinert@fri-texas.com
13. Ordering Procedures: For supplies and services, the procedures information on Blanket Purchase Agreements (BPA’s) are found in Federal Acquisition Regulation (FA) 8.405-3

14. Payment Address: Facilities Resource, Inc. (FRI)
   11100 Metric Blvd, Suite #450
   Austin, TX 78758
   512.371.1232 (p)
   512.371.9155 (f)
   fri-texas.com

15. Warranty Provision: FRI’s standard commercial warranty; all workmanship shall meet or exceed quality standards normal for the industry.

16. Export Packing Charges: NA

17. Terms and Conditions of Government Purchase Card Acceptance: FRI will accept payment through the Government Purchase Card.

18. Terms and Conditions of Rental: N/A

19. Terms and Conditions of Installation: N/A

20a. Terms and Conditions of Repair Parts: N/A

20b. Terms and Conditions for any other services: N/A

21. List of Service and Distribution Points: N/A

22. List of Participating Dealers: N/A

23. Preventative Maintenance: N/A

24a. Special Attributes: N/A

24b. Section 508 Compliance Information: If applicable, Section 508 compliance information on Electronic and Information Technology (EIT) supplies and services will be addressed on a task order basis. The EIT Standards can be found at www.Sections508.gov

25. Data University Number System (DUNS): 15-228-8056

26. Registered in System for Award Management (SAM) database Cage Code 5CBV4
The rates shown are inclusive of the 0.75% Industrial Funding Fee (IFF)

<table>
<thead>
<tr>
<th>LABOR CATEGORY</th>
<th>RATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Principal</td>
<td>$ 88.39 / hour</td>
</tr>
<tr>
<td>Sr. Project Designer / Manager</td>
<td>$ 71.76 / hour</td>
</tr>
<tr>
<td>Project Designer / Manager</td>
<td>$ 65.94 / hour</td>
</tr>
<tr>
<td>Project Administration</td>
<td>$ 42.42 / hour</td>
</tr>
<tr>
<td>Draftsman</td>
<td>$ 41.56 / hour</td>
</tr>
<tr>
<td>Clerical</td>
<td>$ 30.76 / hour</td>
</tr>
<tr>
<td>Furniture Installation Supervisor</td>
<td>$ 43.78 / hour</td>
</tr>
<tr>
<td>Furniture Installer</td>
<td>$ 38.24 / hour</td>
</tr>
<tr>
<td>Movers</td>
<td>$ 29.65 / hour</td>
</tr>
</tbody>
</table>

### ANCILLARY PRODUCTS AND SERVICES

- **Computer Dis/Reconnect w/ 1 monitor**: $34.65 / each
- **Computer Dis/Reconnect w/ 2 monitors**: $39.60 / each
- **Truck w/ Lift Gate**: $32.14 / per hr
- **Moving Labels / 500**: $32.14 / roll
- **Bubble Wrap**: $51.43 / roll
- **Shrink Wrap**: $23.88 / roll
- **Packing Tape**: $7.35 / roll
- **Blue Tape**: $14.69 / roll
- **Keyboard Bag**: $1.15 / each
- **Crate Rental (per week)**: $2.34 / each
- **Crate Delivery**: $82.65 / each
- **Crate Pick-Up**: $82.65 / each
- **Quick Set Office Box**: $2.07 / each
- **Gondola Box Rental (per day)**: $2.30 / each
- **Storage (per mo)**: $2.03 / sq ft
About FRI
Founded in Austin, Texas in 1997, Facilities Resource, Inc. (FRI) is a dynamic, multi-tiered design firm that has formed a specific niche in the field of project management, interior design, office furniture and client relocations. What makes FRI unique from other firms is our years of experience servicing a vast client base in the diverse vertical markets of corporate, education, healthcare and government, as well as our years of project management and expertise managing our projects.

FRI has core competencies that enable the company to be a Full Service Company with Turn Key Solutions for projects from inception to completion. Over the 20+ years in business, we have formed long term relationships with many of our clients, providing professional services of Interior Design, Construction Documentation, Project Management, Move Management, Construction Administration, Furniture Dealership Services and Facilities Support Services.

Building Lasting Relationships
By partnering with client teams, FRI becomes an integral part of each client organization, and gains an understanding of their procedures and practices which ensures seamless service to the end user. FRI has forged long-term contracts and relationships with clients because of our keen attention to detail and uncompromised support to clients’ projects and their facilities.

Designing Creative Workplace Environments
As a full-service design firm and furniture dealer, FRI offers all aspects of furniture planning and lay-out services, as well as specification, procurement, installation/reconfiguration and inventory/asset management for its clients. FRI offers a wide array of furniture and product lines to meet clients’ needs. Our goal is to always deliver more than we promise and to provide exceptional design, function, as well as economic and environmental performance.
541614OR  OFFICE RELOCATION & RECONFIGURATION

Services for reorganizing, consolidating, warehousing and/or opening new facilities are offered by FRI. Furniture planning, procurement, reconfiguration and installation services are available as a turn key service. At FRI, we realize that every move is unique. The attention to detail and timely responses required to successfully complete any complex relocation is significant. Few organizations have the capability to be your full service partner as does FRI.

We begin by analyzing your specific needs and creating an accurate inventory of all items to be moved or reconfigured. The building conditions are surveyed for access and factors that may affect the relocation or reconfiguration process. We coordinate all aspects of your project by becoming an extension of your team. FRI has the personnel, resources, and expertise to facilitate every aspect of the relocation or furniture installation. Our team is trained and certified and our Project Managers ensure on site control of the project progress for a seamless completion. Reconfiguration, relocation and installation services include:

- Planning, Coordination, and Management of Reconfigurations and Relocations
- Existing Furnishings / Equipment Inventory and Re-Utilization Studies
- Conventional and Modular Furniture Design and Planning
- Furniture Specifications, Procurement and Installation
- Asset Management, Inventory and Asset Database Maintenance
- Occupancy Phase Scheduling and Coordination with Client and Vendors
- Move/Relocation meeting and Packing Seminars
- Origin and Destination Tagging
- Telecommunications, Data and Network Cabling and Electrical Coordination
- Computer Disconnect / Reconnect Services
- Building Management Coordination
- Punch List and Service Assistance
541614CF  COMPREHENSIVE FURNITURE MANAGEMENT SERVICES

PROJECT MANAGEMENT

FRI offers comprehensive support for the design, reconfiguration, relocation and increasing and/or downsizing of office space and similar facilities. Project Management is extremely important to the success of all projects at FRI. Our strong communication and leadership skills are the core of our Project Management process. Critical to the success of every project is providing effective coordination, communication and management of the project through the full life cycle, from preliminary planning to implementation and completion.

Our project managers initiate the project by gathering information from the client to define scope and verify all requirements of the project. We manage and communicate with resources, contractors, vendors, and all team members, identifying and mitigating risks, and maintaining schedules and budgets. The team at FRI is knowledgeable and experienced in providing an all inclusive, solutions based approach to project management to include all facets of a project. This approach allows the client confidence that every detail is included and will be executed for success. We will facilitate a wide variety of tasks on your behalf, including:

- Long and Short Range Project Planning
- Coordination and Communication with the Project Team Members
- Programming to Understand the Full Scope of Work and Project Goals
- Obtain and Manage Quotes from Various Vendors
- Establish a Budget for Work to be Performed
- Schedule Development, Coordination and Tracking
- Coordination and Implementation of Standards
- Coordination with Landlords, Architects, Engineers and Construction Teams
- Telecom, Data and Network Interface
- Supervision of Installations
- Site Visits and Progress Reporting
- Code Analysis and Compliance
- Punch List Follow Up and Completion
541614CF COMPREHENSIVE FURNITURE MANAGEMENT SERVICE

FURNITURE DESIGN / LAYOUT

Services for Furniture Design / Layout services include providing organizations with complete Interior Design, furniture layouts and product specifications. At FRI, we recognize how important an organized work space is to the success of an organization. A well planned space delivers a good first impression to clients and employees, increases productivity and efficiency, and inspires creativity and collaboration. As a commercial furniture dealer, FRI has vast expertise in furniture design layout, specifications and installation. FRI provides all phases of Interior Design and furniture design including:

• Programming and Space Planning
• Strategic Facility Planning
• Interior Finish Specifications
• Office Standards Development
• Existing Furnishings / Equipment Inventory and Re-Utilization Studies
• Furnishings Specifications, Procurement and Installation
• Field Verifications
• Space Optimization, Adjacency and Analysis
• Space Allocation, Documentation and Reporting
• Layouts with Color Renderings in 2D and 3D Presentations
• As-Built and Construction Documentation
• Coordination with Engineers, Architects, Contractors and Vendors
• Signage and Graphics Coordination
• Designs with ADA and Building Code Compliance
LABOR CATEGORIES AND DESCRIPTIONS

PRINCIPAL

Owner of the firm who is the key contact for all contracts and the direct link to clients on behalf of Facilities Resource, Inc. The Principal takes responsibility for the firm’s success through excellence in performance of all services offered and serves as the executive liaison for the client and project team.

Functional Responsibilities:

• Participates in the conceptual design and planning stages of the project
• Analyze operations, make recommendations for changes to increase efficiency and reduce complexity, manage and implement changes
• Coordinate preparation of budgets and schedules
• Manage all financial data (expenses and income) and control overall project costs
• Communicate with Project Designers, Project Managers and Installation Managers in the job costing process on all accounts and review and analyze the results with accounting
• Conduct team meetings to ensure profitability, timeliness and accuracy
• Review and Seal drawings, as required
• Serve as an example of commitment, authority and responsibility as well as role model for others
• Serve as final authority on all projects

Experience and Education:

• Licensed in profession -- State of Texas Interior Designer
• Knowledge of current building codes (IBC) and accessibility codes (ADA)
• Maintain State and professional association requirements for Continuing Education
• Over 25 years of experience in the profession and extensive experience managing multiple projects and personnel
• Extensive knowledge in all phases of interior design, project management, relocation management and furniture
• Intensive knowledge of conventional and modular furniture
• Comprehensive knowledge and experience with interior building materials and finishes
• Ability to estimate costs associated with technical tasks and products
• Thorough knowledge of all types of conventional and modular furniture, materials and finishes, and the ability to develop written specifications and installation plans
• Familiarization with architectural, mechanical electrical and plumbing plans and specifications to assure coordination of the same with interiors
• Excellent communication skills needed to convey design concepts to the project team, clients, facilities management, contractors, and vendors
SENIOR PROJECT DESIGNER / MANAGER

Responsible for effective, senior level project design and management duties involving complex work on projects. Defines the project and its required phases and directs the project through continuing communication with the client and other project team members. Develops sets of tasks to accomplish required work. Coordinates and monitors required tasks to complete project on time and within budget. Exhibits leadership skills. The Senior Project Designer/Manager is accountable to the Principal for design quality control as well as project management.

Functional Responsibilities:

• Participate in selection of project team
• Gather and assemble project programming information
• Prepares project proposals and negotiates proposals with clients
• Maintain client communication through electronic correspondence and progress reports
• Conduct project reviews and presentations
• Confirm that project development meets the needs of the client, budget and schedule
• Develop and organize project processes and provide leadership for the entire project
• Prepare and review project deliverables and provide technical skills and knowledge which result in accurate project drawings and specifications
• Select and specify finishes, materials, and interior architectural products
• Coordinate work and assign tasks to other project team members
• Ensure project proceeds in accordance with contract and schedule
• Execute changes and requests for additional services; communicate such changes in project requirements and services required.
• Ensure project adheres to company standards of quality, excellence, design and management
• Anticipate problems or discrepancies and resolve conflicts
• Manage revenue, costs and gross margins against cost estimate for assigned projects; monitors project financial status and control project costs during execution
• Ensure project achieves client satisfaction
SENIOR PROJECT DESIGNER / MANAGER (CONTINUED)

Experience and Education:

• Licensed in profession, professional degree, or relevant experience
• State of Texas Registered Interior Designer (preferred)
• Knowledge of current building codes (IBC) and accessibility codes (ADA)
• Maintain State and professional association requirements for Continuing Education
• Over 10 years of experience in the profession and extensive experience managing multiple projects
• Proficient use of software for design layout including CAD
• Knowledge of all types of conventional and modular furniture, materials and finishes, and the ability to develop written specifications and installation plans
• Experienced in project management and relocation management
• Assertive and highly motivated to exceed expectations
• Meticulous attention to detail
• Works harmoniously and effectively with others, including contractors and clients
• Understands the importance of team building and effective delegation
• Takes responsibility for leadership and coaching of other team members
• Is committed to organizational goals, standards, quality and excellence

PROJECT DESIGNER / MANAGER

Assumes responsibility for the design and development processes on projects. Functions as a key component in project development related to design and management and works closely with the Sr. Project Designer/Manager in the execution of project work and in the production of project related design materials. The Project Designer/Manager is directly accountable to the Sr. Project Designer/Manager.

Functional Responsibilities:

• Establish priorities for independent project work with the Sr. Project Designer/Manager
• Assist project team in understanding project objectives and management requirements
• Ensure that all design recommendations align with program requirements, budget and schedule
PROJECT DESIGNER / MANAGER (Continued)

- Plans, organizes and directs all procurement follow-up, design changes and installations
- Ensures that schedules are maintained and the projects proceed in accordance with the customer expectations and company leadership
- Maintains timely communications and harmonious relationships among all project team members.
- Knowledge of all types of conventional and modular furniture, materials and finishes, and the ability to develop specifications and installation plans
- Able to develop construction documents and FF&E specifications
- Gather programming information
- Space and schematic planning, design development
- Ensure project adheres to company standards for quality, design and management

Experience and Education:

- Professional Degree, Certificate or Relevant Experience
- Knowledge of current building codes (IBC) and accessibility codes (ADA)
- Over 5 years of experience in the profession
- Proficient use of software for design layout including CAD or CET Design
- Proficient in reading and preparing floor plans and architectural drawings
- Knowledge of conventional and modular furniture, materials and finishes with ability to assist in developing written specifications and installation plans
- Assertive and highly motivated to exceed expectations
- Focused on details
- Demonstrates a high level of initiative and optimizes productivity
- Is committed to organizational goals, standards, quality and excellence
- Strong team player and customer-service oriented
LABOR CATEGORIES AND DESCRIPTIONS

DRAFTSPERSON

The Draftsperson is responsible for project development tasks within the company. The draftsperson works closely with the project team to execute project related work and develop quality project materials within the established time frames. The draftsperson reports to the Principal, Sr. Project Designer/Manager, or Project Designer/Manager, depending on the project and required tasks.

Functional Responsibilities:
• Programming work to gather, compile and interpret relevant information
• Validates architectural background drawings prior to planning
• Expertise in reading, analyzing and preparing floor plans, construction documents, furniture plans and 3D renderings
• Works closely with all team members to determine project work, time requirements and deadlines

Experience and Education:
• Professional Degree or Certificate
• Proficient use of software for design layout including CAD and CET Design
• Proficiency in understanding furniture specifications and ability to create furniture plans and installation documents
• Detail oriented and demonstrates a high level of initiative
• Strong team player and customer service oriented
• Consistent, dependable and accurate

PROJECT ADMINISTRATOR

Functional Responsibilities:
The Project Administrator functions as the point of contact between customers and the Project Manager. The Project Administrator performs customer service functions for furniture services including entering orders, coordinating delivery and installation dates, product warranty and service related issues.

Experience and Education:
High school diploma or college degree
Proficiency in a variety of software applications in word processing, spreadsheets, database and presentation.
CLERICAL

Functional Responsibilities:
The Clerical Staff assists the Project Administrator and performs administrative and clerical functions as directed by the Principal, Project Administrator, Project Manager and design staff.

Experience and Education:
High school diploma or equivalent

FURNITURE INSTALLATION SUPERVISOR

Functional Responsibilities:
• Attend all installation meetings
• Responsible for safety of installers at job site
• Manages deliveries and installations to the highest standards
• Attend and as well as train for manufacturer requirements of installations
• Have overall knowledge of various furniture manufacturers
• Be accurate, detail oriented and have excellent customer service experience

Experience and Education:
5-7 years experience with furniture systems and installations High school or 5 years of technical training

FURNITURE INSTALLER

Functional Responsibilities
• Responsible for timely and correct installations
• Maintain personal tool inventory
• Attend all installation meetings and uphold safety requirements

Experience and Education:
3 years experience with furniture systems and installations High school or equivalent certificate

MOVER

Functional Responsibilities:
• Perform relocation of furniture, equipment or project contents

Experience and Education:
High school or equivalent certificate
Federal Projects

Naval Base, San Diego, Ca
*Relocation management and move services*

FBI Field Office, Puerto Rico
*Relocation management and move services*

FBI Field Office, Orlando, FL
*Relocation management and move services*

FBI Field Office, Atlanta, GA
*Relocation management, move services, furniture decommissioning*

Internal Revenue Service, Austin TX
*Relocations, furniture reconfigurations*

NAS/JRB Air Force, Fort Worth TX
*Furniture specifications, installation*

US Department of Labor, Houston TX
*Move services, furniture storage*

Bank of America, Military Bank Overseas Division, San Antonio TX
*Space planning, furniture specifications, furniture procurement, installation*

Veterans Administration Medical Building, Austin TX
*Furniture specification, procurement, installation*

Headquarters United States Army (Fifth Army) Task Force, Fort Sam Houston
*Furniture reuse planning, reconfigurations*

US Department of Energy – Western Area Power, Desert Southwest Regional Office, Phoenix AZ
*Furniture inventory, space planning, restack planning*

Drug Enforcement Agency – El Paso Division
*Move Services*

U.S. District Courts, Western District of Texas, Austin TX
*Relocation management, furniture inventory, oversight of new furniture installation, reuse planning*
State Projects

Supreme Court of Texas, Austin TX
*Interior design, furniture specifications and procurement, installations*

Health and Human Services, Statewide Project
*Programming and space planning, strategic real estate analysis for portfolio reduction*

Health and Human Services, Austin TX
Many projects working with HHSC, DSHS, DADS, DARS since 2003
*Furniture inventory and reuse planning, furniture specification and procurement, installations*

Texas State University, San Marcos TX
*Move services, relocation management*

County Projects

Parkland Hospital, Dallas TX
*Furniture and equipment inventory, reuse planning, relocation management*

Travis County Housing Authority, Austin TX
*Interior design, construction administration*

San Antonio Housing Authority, San Antonio TX
*Interior design*

Williamson County MUD 1, Austin TX
*Furniture specifications, installation*

City Projects

Lower Colorado River Authority, Austin and Central TX locations since 2004
*Facilities management services, asset management, moves, furniture specifications, installations, furniture decommissioning*

City of Austin, Water Division
*Furniture specifications, procurement, installation*

City Hall, Round Rock TX
*Furniture specification, installation*

City of San Marcos, TX
*Furniture specification, procurement, installation*