



General Services Administration
Temporary Administrative and Professional
Staffing Services

Karst Professional Services Inc. d/b/a KPS Government Contracting

3436 Rivers Avenue, North Charleston, South Carolina 29405

☎ Direct Line: 843-576-2004 ☎ FAX: 843-576-0710 🌐 WEB: www.kpsgovcontracting.com

✉ E-Mail: Jennifer@kpsgc.com

Contract Number
GS-07F-5769P

Contract Expiration
May 7, 2014

Federal Supply List Schedule 736

SIN 736 1 – Administrative Support and Clerical Occupations

SIN 736 2 – Automatic Data Processing Occupations

SIN 736 3 - General Services And Support

SIN 736 4 – Information and Arts Occupations

SIN 736 5 – Technical and Professional Occupations

Contact:

Jennifer Osment

Contracts and Business Operation Manager

✉ Jennifer@kpsgc.com

☎ 843-576-2004 ext 2

Business Size

Small, Woman Owned Business

Customer Information

1a. TABLE OF AWARDED SPECIAL ITEM NUMBERS (SINs)

SIN	Description
736-1	Administrative Support and Clerical Occupations
736-2	Automatic Data Processing Occupations
736-3	General Services and Support
736-4	Information and Arts Operations, Including Miscellaneous Occupations
736-5	Technical and Professional Occupations

1b. LOWEST PRICED MODEL NUMBER AND PRICE FOR EACH SIN: N/A

1c. HOURLY RATES AND DESCRIPTION OF ALL CORRESPONDING COMMERCIAL JOB TITLES, EXPERIENCE, FUNCTIONAL RESPONSIBILITY AND EDUCATION:

All hourly rates shown are firm fixed price. See the following price list for hourly rates by location and labor category.

2. MAXIMUM ORDER: \$100,000.00 per SIN

(A delivery order that exceeds the maximum order may be placed with the contractor selected in accordance with FAR 8.404. The order will be placed under the Schedule contract.)

3. MINIMUM ORDER: \$100.00

4. GEOGRAPHIC COVERAGE:

Nationwide (50 States, Washington DC, Puerto Rico)

Scope: Initial Pricing has been established for the following location:

Charleston, SC, Wage Determination Number 2005-2473, Revision 7 dated 08/14/2008

PRICE LIST AWARD BASED UPON: Award is based on KPS Government Contracting's Price List dated March 2, 2009 and marked accepted for award by GSA on March 2, 2009.

5. POINT(S) OF PRODUCTION: N/A

6. DISCOUNT FORM LIST PRICES: N/A

7. QUANTITY DISCOUNT(S): None

Customer may seek additional reductions in prices for orders exceeding the Maximum Order established in the contract. Ref. FAR 8.404.

8. PROMPT PAYMENT TERMS: Net 30

- 9a. Government Purchase Cards are accepted at or below the micro-purchase threshold of \$2,500.00.**
Government Purchase cards IAW GSAM 552.232-77
- 9b. Government Purchase Cards are not accepted above the micro-purchase threshold of \$2,500.00.**
- 10. FOREIGN ITEMS:** None
- 11a. TIME OF DELIVERY:** N/A
- 11b. EXPEDITED DELIVERY:** N/A
- 11c. OVERNIGHT AND 2-DAY DELIVERY:** N/A
- 11d. URGENT REQUIRMENTS:** Agencies can contact the Contractor's representative to affect a faster delivery. Customers are encouraged to contact the contractor for the purpose of requesting accelerated delivery.
- 12. FOB POINT:** N/A
- 13. ORDERING ADDRESS:**
KPS Government Contracting
3436 Rivers Avenue
North Charleston, SC 29405
- 14. PAYMENT ADDRESS:**
KPS Government Contracting
3436 Rivers Avenue
North Charleston, SC 29405
- 15. WARRANTY PROVISION:** Standard Commercial Warranty. Customer should contact contractor for a copy of the warranty.
- 16. EXPORT PACKING CHARGES:** N/A
- 17. TERMS AND CONDITIONS OF GOVERNMENT PURCHASE CARD ACCEPTANCE:** N/A
- 18. TERMS AND CONDITIONS OF RENTAL, MAINTENEANCE AND REPAIR (IF APPLICABLE):** N/A
- 19. TERMS AND CONDITIONS OF INSTALLATION (IF APPLICABLE):** N/A
- 20. TERMS AND CONDITIONS OF REPAIR PARTS INDICATING DATE OF PARTS PRICE LISTS AND ANYDISCOUNTS FORM LIST PRICES (IF APPLICABLE):** N/A

- 20a. **TERMS AND CONDITIONS FOR ANY OTHER SERVICES (IF APPLICABLE):** N/A
- 21. **LIST OF SERVICE AND DISTRIBUTION POINTS (IF APPLICABLE):** N/A
- 22. **LIST OF PARTICIPATING DEALERS (IF APPLICABLE):** N/A
- 23. **PREVENTATIVE MAINTENANCE (IF APPLICABLE):** N/A
- 24a. **SPECIAL ATTRIBUTES SUCH AS ENVIRONMENTAL ATTRIBUTES (e.g. recycled content, energy efficiency, and/or reduced pollutants):** N/A
- 24b. **Section 508 Compliance for EIT:** N/A
- 25. **DUNS NUMBER:** 80-865-4755
- 26. **NOTIFICATION REGARDING REGISTRATION ON CENTRAL CONTRACTOR REGISTRATION (CCR) DATABASE:** Contractor has an Active Registration in the CCR database.

Charles Foster Company offers a 30 Day Guarantee.

Information for Ordering Office:

- ❖ TIN/FID: 26-1527478 GSA Schedule
- ❖ GS07F5769P, Expiration 05/04/2009
- ❖ CAGE Code: 4YCR6
- ❖ DUNS #: 80-865-4755
- ❖ SC State Tax ID: 25217694-

Ordering Procedures:

- ❖ For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPAs) and a sample BPA can be found at the GSA/FSS Schedule homepage (fss.gsa.gov/schedules).

Pricing By Location

South Carolina

Area: South Carolina Counties of Beaufort, Berkeley, Charleston, Colleton,
Dorchester, Georgetown, Williamsburg

WD 2005-2473 Revision #7 Revision Date 8/14/08

SIN	Skill Category	Bill Rate
763-1		
	Accounting Clerk I	\$ 20.01
	Accounting Clerk II	\$ 22.08
	Accounting Clerk III	\$ 24.39
	Administrative Assistant	\$ 35.96
	Data Entry Operator I	\$ 19.72
	Data Entry Operator II	\$ 22.44
	Document Preparation Clerk	\$ 22.44
	Duplicating Machine Operator	\$ 22.44
	General Clerk I	\$ 18.56
	General Clerk II	\$ 19.96
	General Clerk III	\$ 22.00
	Housing Referral Assistant	\$ 32.72
	Messenger Courier	\$ 16.75
	Order Clerk I	\$ 19.72
	Order Clerk II	\$ 22.44
	Personnel Assistant (Employment) I	\$ 24.07
	Personnel Assistant (Employment) II	\$ 26.53
	Personnel Assistant (Employment) III	\$ 29.39
	Production Control Clerk	\$ 32.37
	Receptionist	\$ 20.91
	Rental Clerk	\$ 23.03
	Scheduler, Maintenance	\$ 26.88
	Secretary I	\$ 26.88
	Secretary II	\$ 29.67
	Secretary III	\$ 32.72
	Service Order Dispatcher	\$ 22.45
	Supply Technician	\$ 33.12
	Survey Worker	\$ 24.83
	Travel Clerk I	\$ 19.23

	Travel Clerk II	\$ 20.28
	Travel Clerk III	\$ 21.47
	Word Processor I	\$ 21.86
	Word Processor II	\$ 24.13
	Word Processor III	\$ 26.64

736-3		
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	Housekeeping Aide	\$ 17.04
	Material Coordinator	\$ 31.73
	General Maintenance Worker	\$ 26.05
	Material Expediter	\$ 31.73
	Material Handling Laborer	\$ 20.33
	Order Filler	\$ 19.52
	Production Line Worker (Food Processing)	\$ 26.74
	Shipping Packer	\$ 25.00
	Shipping/Receiving Clerk	\$ 25.00
	Store Worker I	\$ 19.49
	Stock Clerk	\$ 24.11
	Tools And Parts Attendant	\$ 26.74
	Warehouse Specialist	\$ 26.74

736-4		
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	Media Specialist I	\$ 24.57
	Media Specialist II	\$ 27.09
	Media Specialist III	\$ 29.84
	Video Teleconference Technician	\$ 23.91
	Cashier	\$ 15.69
	Desk Clerk	\$ 17.23
	Sales Clerk	\$ 22.97

736-2		
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	Computer Operator I	\$ 23.03
	Computer Operator II	\$ 27.29
	Computer Operator III	\$ 30.06
	Computer Operator IV	\$ 33.27
	Computer Operator V	\$ 36.25
	Computer Programmer I	\$ 33.87
	Computer Programmer II	\$ 41.17
	Personal Computer Support Tech.	\$ 36.88

736-5		
	Computer Based Training Spec./Instructor	\$ 44.17
	Educational Technologist	\$ 43.26
	Graphic Artist	\$ 31.61
	Technical Instructor	\$ 30.26
	Technical Instructor/Course Developer	\$ 36.30
	Test Proctor	\$ 25.04
	Drafter/CAD Operator I	\$ 29.05
	Drafter/CAD Operator II	\$ 30.87
	Drafter/CAD Operator III	\$ 33.76
	Drafter/CAD Operator IV	\$ 40.78
	Technical Writer I	\$ 33.11
	Technical Writer II	\$ 39.76
	Technical Writer III	\$ 45.25

South Carolina
Area: South Carolina Counties of Calhoun, Chester, Clarendon, Fairfield, Kershaw, Lexington, Newberry, Orangeburg, Richland, Saluda, Sumter
WD 2005-2475 Revision #7 Revision Date 5/12/09

SIN	Skill Category	Bill Rate
763-1		
	Accounting Clerk I	\$ 21.00
	Accounting Clerk II	\$ 23.29
	Accounting Clerk III	\$ 25.68
	Administrative Assistant	\$ 31.49
	Data Entry Operator I	\$ 19.31
	Data Entry Operator II	\$ 20.78
	General Clerk I	\$ 19.06
	General Clerk II	\$21.00
	General Clerk III	\$ 22.60
	Personnel Assistant (Employment) I	\$ 23.60
	Personnel Assistant (Employment) II	\$ 25.99
	Personnel Assistant (Employment) III	\$28.61
	Receptionist	\$19.38
	Secretary I	\$ 21.80
	Secretary II	\$ 24.16
	Secretary III	\$ 27.13
	Travel Clerk I	\$20.42
	Travel Clerk II	\$ 21.55
	Travel Clerk III	\$ 22.69
	Word Processor I	\$ 21.21
	Word Processor II	\$ 23.42
	Word Processor III	\$ 25.80

736-2		
	Computer Operator I	\$ 24.46
	Computer Operator II	\$ 26.97
	Computer Operator III	\$ 33.95
	Computer Programmer I	\$ 35.52
	Computer Programmer II	\$ 43.24
	Personal Computer Support Tech.	\$ 40.36

736-5		
	Engineering Technician I	\$ 31.93
	Engineering Technician II	\$ 36.17
	Engineering Technician III	\$ 37.40
	Drafter/CAD Operator I	\$ 28.37
	Drafter/CAD Operator II	\$ 30.77
	Drafter/CAD Operator III	\$ 33.68
	Drafter/CAD Operator IV	\$ 39.37
	Technical Writer I	\$ 32.65
	Technical Writer II	\$ 39.22
	Technical Writer III	\$ 46.75

Mississippi
Area: Mississippi Counties of Adams, Amite, Attala, Claiborne, Copiah, Covington, Franklin, Hinds, Holmes, Humphreys, Issaquena, Jefferson, Jefferson Davis, Lamar, Lawrence, Leake, Lincoln, Madison, Marion, Pike, Rankin, Scott, Sharkey, Simpson, Smith, Walthall, Warren, Wilkinson, Yazoo
WD 2005-2297 Revision #5 Revision Date 6/12/08

SIN	Skill Category	Bill Rate
763-1		
	Accounting Clerk I	\$21.65
	Accounting Clerk II	\$24.00
	Accounting Clerk III	\$27.98
	Administrative Assistant	\$32.74
	Data Entry Operator I	\$19.25
	Data Entry Operator II	\$20.71
	Document Preparation Clerk	\$18.87
	Duplicating Machine Operator	\$18.87
	General Clerk I	\$18.49
	General Clerk II	\$19.88
	General Clerk III	\$21.90
	Housing Referral Assistant	\$28.09
	Messenger Courier	\$17.11
	Order Clerk I	\$19.06
	Order Clerk II	\$22.41
	Personnel Assistant (Employment) I	\$23.23
	Personnel Assistant (Employment) II	\$25.52
	Personnel Assistant (Employment) III	\$28.24
	Production Control Clerk	\$31.33
	Receptionist	\$19.35
	Rental Clerk	\$20.24
	Scheduler, Maintenance	\$21.27
	Secretary I	\$21.27
	Secretary II	\$23.38
	Secretary III	\$28.09
	Service Order Dispatcher	\$23.94
	Supply Technician	\$32.74
	Survey Worker	\$21.18
	Travel Clerk I	\$18.64
	Travel Clerk II	\$19.46

	Travel Clerk III	\$20.27
	Word Processor I	\$19.78
	Word Processor II	\$22.11
	Word Processor III	\$24.35

736-3		
	Housekeeping Aide	\$14.72
	Material Coordinator	\$31.33
	General Maintenance Worker	\$25.39
	Material Expediter	\$31.33
	Material Handling Laborer	\$20.87
	Order Filler	\$18.73
	Production Line Worker (Food Processing)	\$20.58
	Shipping Packer	\$20.59
	Shipping/Receiving Clerk	\$19.73
	Store Worker I	\$16.60
	Stock Clerk	\$22.98
	Tools And Parts Attendant	\$23.05
	Warehouse Specialist	\$20.58

736-4		
	Media Specialist I	\$20.54
	Media Specialist II	\$22.58
	Media Specialist III	\$24.79
	Video Teleconference Technician	\$22.21
	Cashier	\$14.67
	Desk Clerk	\$15.60
	Sales Clerk	\$20.63

736-2		
	Computer Operator I	\$25.15
	Computer Operator II	\$28.71
	Computer Operator III	\$34.59
	Computer Operator IV	\$43.26
	Computer Operator V	\$43.55
	Computer Programmer I	\$31.38
	Computer Programmer II	\$38.09
	Personal Computer Support Tech.	\$43.26

736-5		
	Computer Based Training Spec./Instructor	\$43.49
	Educational Technologist	\$32.15
	Graphic Artist	\$30.61
	Technical Instructor	\$29.22
	Technical Instructor/Course Developer	\$35.01
	Test Proctor	\$23.91
	Drafter/CAD Operator I	\$27.35
	Drafter/CAD Operator II	\$31.63
	Drafter/CAD Operator III	\$35.74
	Drafter/CAD Operator IV	\$40.23
	Technical Writer I	\$34.03
	Technical Writer II	\$40.89
	Technical Writer III	\$48.77