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: www.gsaadvantage.gov.

SIN 561210FAC
COMPLETE FACILITIES MAINTENANCE AND MANAGEMENT

CONTRACT NUMBER: 47QSHA20D002E
CONTRACT PERIOD: 04/09/2020 – 04/08/2025

For more information on ordering from Federal Supply Schedules click on the FSS Schedules button at fss.gsa.gov.
1a. Awarded Special Item Numbers (SINs):

<table>
<thead>
<tr>
<th>SIN</th>
<th>SIN DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>561210FAC</td>
<td>Complete Facilities Maintenance and Management</td>
</tr>
</tbody>
</table>

1b. Lowest Priced Service Number: See labor and price table below
1c. Hourly Rate: See labor and price table below

2. Maximum order: $1,000,000

3. Minimum order: $100

4. Geographic coverage: 50 States

5. Points of production: Not applicable

6. Discounts from list price: 2.5%

7. Quantity/Volume discounts: N/A

8. Prompt payment terms: Net 30, Net 15 1% Prompt Payment Discount
   Note: Prompt payment terms must be followed by the statement "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 accepted at or below the micro-purchase threshold
9b. Government Purchase Cards are accepted above the micro-purchase threshold

10. Foreign items: Not applicable

11a. Time of delivery: 30 days ARO

11b. Expedited delivery: Contact Contractor

11c. Overnight and 2-day delivery: Contact Contractor

11d. Urgent requirements: Contact Contractor

12. F.O.B. points: Origin- freight prepaid by buyer GBL

13a. Ordering address: KEO & Associates, Inc
    18286 Wyoming St
    Detroit, MI 48221
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:** KEO & Associates, Inc  
   18286 Wyoming St  
   Detroit, MI 48221

15. **Warranty provision:** Standard commercial warranty

16. **Export packing charges:** Not applicable

17. **Terms and Conditions of Government Purchase Card Acceptance:** Contractor will accept government credit cards

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. **Section 508 compliance information:** Not applicable

25. **Data Universal Number System (DUNS) number:** 839653560

26. **Notification regarding registration in System for Award Management (SAM) database:** Completed and Current

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“Over 25 years of bridging thought & reality with innovative construction solutions”.
Labor Category Descriptions and Price Table

Project Manager:

Minimum Experience: 7 years as project manager in the building maintenance or construction industry.

Functional Responsibility: Provides managerial oversight, direction and coordination of all functions and tasks associated with delivery/task orders issued under the contract. Ensures effective, efficient and economical operation of all activities. Provides overall management coordination and day-to-day project supervision. Responsible for project correspondence and project deliverables. Serves as the central point of contact to the customer for all work. Manages and commits resources including materials, equipment and labor force. Responsible for support staff coordination and ensuring required supervision of contractor personnel is carried out. Attends all meetings that involve customers or representatives. Ensures that all employees are properly trained and licensed, if required, prior to appointment to a position or performing work.

Minimum Education: Bachelor’s Degree in construction management, engineering or construction related studies from accredited college or university or equivalent work experience.

Assistant Project Manager:

Minimum Experience: 2 years as assistant project manager or project engineer in the building maintenance or construction industry as project

Functional Responsibility: Assists the Project Managers with help to plan, execute, and finalize projects according to strict deadlines and remain within budget. Assists with client communication when the Project Manager is out of the office. Ensures project documents are complete, current, and appropriate. Reviews deliverables prepared by team before passing off to client. Prepares for project milestone reviews with quality assurance of procedures. Resolves and/or escalates issues in a timely fashion. Effectively communicates relevant project information to superiors and clients. Assists the Project Manager to ensure an on-time delivery of completed project. Capable of assisting with several projects at one time. Identifies risks throughout the project and determines appropriate mitigation of any foreseen issues. Addresses client issues immediately.

Minimum Education: Associates Degree in construction management, engineering or construction related studies from accredited college or university or equivalent work experience.
Site Supervisor/Superintendent:

Minimum Experience: 5 years in the maintenance or construction industry as project superintendent or site supervisor.

Functional Responsibility: Plans, organizes, directs and controls the operations aspects of the company and jobs in such a way as to meet company objectives of costs, quality, time and safety. Participates in establishing company objectives, the pre-job planning process, coordinates and plans with clients, sees that administration of the jobs is effective and efficient, oversees the organization of the field. Other duties as assigned.

Minimum Education: High school diploma or Equivalent Technical Certification. Must possess OSHA 30 HR. Certification

Secretary/Document Control:

Minimum Experience: 2 years’ experience in document control and administration

Functional Responsibility: File and retrieve documents using specific classification and organization systems. Clerks are responsible for the orderly recording and keeping of physical and electronic documents, including distributing new documents and discarding obsolete records. Clerks might be required to keep records and logs of document retrievals, updates, distributions and removals. Answering phone calls and redirect them when necessary, Managing the daily/weekly/monthly agenda and arrange new meetings and appointments, Preparing and disseminating correspondence, memos and forms, assume the duty of clerical and administrative support in order to optimize workflow procedures in the office. Assist colleagues and executives by supporting them with planning and distributing information. Function as dispatcher for maintenance crews.

Minimum Education: High school diploma or Equivalent Technical Certification.

Labor Foreman

Minimum Experience: 2 years

Functional Responsibility: 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. Will help with the demolition of walls, ceilings, and flooring. Will clean up and dispose of any debris to maintain clean job site. Will provide guidance and direction to the laborers, and ensure tasks are being done in compliance with all safety
standards. Will work closely with the Site Supervisor and Project Manager to assist with any additional tasks that may arise.

Minimum Education: High School Diploma or GED. OSHA 10 certification.

**Laborer**

Minimum Experience: 1 years

Functional Responsibility: 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. Will help with the demolition of walls, ceilings, and flooring. Will clean up and dispose of any debris to maintain clean job site.

Minimum Education: High School Diploma or GED. OSHA 10 certification.

**Carpenter Forman**

Minimum Experience: 3 years as a Union Carpenter

Functional Responsibility: Provide instruction and management to the carpenters and all other field personnel. Help assist with management of projects while completing assigned tasks. Work with the property manager of the job site to make sure all paperwork, and regulations are being met. Manage all supply requests. Ensure safety regulations are being followed by all crew members. Have full knowledge of the project or projects they are assigned to and use that knowledge to complete the project(s) in an efficient and timely manner. Documents and provides a progress schedule and review’s this on a regular basis with the Project Manager.

Minimum Education: High School Diploma or GED. Completed training program recognized by the U.S. Bureau of Apprenticeship Training including OSHA 10-hour certification.

**Carpenter**

Minimum Experience: Completion or current enrollment in a union approved program.

Functional Responsibility: 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.

Minimum Education: High School Diploma or GED. Completed or currently be enrolled in an approved apprenticeship program, OSHA 10-hour certification.
Painter

Minimum Experience: 2 years

Functional Responsibility: Mix, match, and apply paint, varnish, shellac, enamel, and other finishes. Scrape, sandpaper, prime, or seal surfaces prior to painting. Clean walls to ensure proper adherence. Cover surfaces with cloth or plastic to ensure protection. Calculate amounts of required materials and estimate costs. Fill cracks, holes, and joints with caulk, putty, plaster, or other fillers, using caulking guns or putty knives. Erect scaffolding, movable and immovable staging and various rigging to gain access to difficult areas; moves furniture and equipment as necessary.

Minimum Education: High School Diploma or GED. Completed or currently enrolled in an approved training program recognized by the U.S. Bureau of Apprenticeship Training.

Journeyman Electrician

Minimum Experience: 3 years

Functional Responsibility: Repairs, tests, and maintains electrical equipment, machinery, and systems such as generators, alternators, motors, and intercommunication systems, makes inspection rounds of electrical equipment and maintains records and schedules of tasks and inspections.

Minimum Education: High School Diploma or GED. Union Requirements. Apprenticeship program.

Roofer

Minimum Experience: 3 years

Functional Responsibility: Possesses the requisite experience enabling the performance of roofing and reproofing of the two basic types of roofs, i.e., low- and steep-sloped. Experience may include one or more of the following: preparation, waterproofing, installation, repair, and replacement using various types of roofing materials such as tar or asphalt and gravel; rubber or thermoplastic; metal; or shingles made of asphalt, slate, fiberglass, wood, tile, or other material. Must be able to detect leaks, determine appropriate measures for counteracting leak problems and make repairs to roof, ceiling, walls, etc. For installations and repairs, must be familiar with and capable in application of such items as felt, tar paper, plywood, etc. Personnel assigned this position are qualified to install and/or replace drainage hog-trough, flashing, gutters and/or downspouts.

Minimum Education: High School Diploma or GED
Mechanical Forman/ HVAC

Minimum Experience: 3 years

Functional Responsibility: Installs, services and repairs environmental-control systems in residences, department stores, office buildings, and other commercial establishments, utilizing knowledge of refrigeration theory, pipefitting and structural layout, mounts compressor and condenser units on platform or floor, using hand tools, following blueprints or engineering specifications, fabricates, assembles and installs ductwork and chassis parts, using portable metalworking tools and welding equipment, and installs evaporator unit in chassis or in air-duct system, using hand tools. Cuts and bends tubing to correct length and shape, using cutting and bending equipment and tools, cuts and threads pipe, using machine-threading or hand-threading equipment, joins tubing or pipes to various refrigerating units by means of sleeves, couplings or unions, and solders joints, using torch, forming complete circuit for refrigerant, installs expansion and discharge valves in circuit. Connects motors, compressors, temperature controls, humidity controls, and circulating ventilation fans to control panels and connects control panels to power source; installs air and water filters in completed installation, injects small amount of refrigerant into compressor to test systems and adds Freon gas to build up prescribed operating pressure. Observes pressure and vacuum gauges and adjusts controls to insure proper operation, tests joints and connections for gas leaks, using gauges or soap-and-water solution, wraps pipes in insulation batting and secures them in place with cement or wire bands, replaces defective breaker controls, thermostats, switches, fuses and electrical wiring to repair installed units, may install, repair and service air conditioners, ranging from fifteen to twenty tons cooling capacity in warehouses and small factory buildings.

Minimum Education: High school diploma, or GED; technical college courses preferred, Technical coursework and/or professional certification

Mechanical Worker/Tech

Minimum Experience: 2 years

Functional Responsibility: Responsible for performing mechanical related services that encompass tasks associated with heating, ventilation, air conditioning, boilers, coolers, pumps, dehumidifiers, piping (including pressurized piping, sewer systems (including sewage lift stations), duct work, metering, refrigeration equipment, fans/air moving equipment, control devices, and other mechanical related systems, equipment, apparatuses, and plumbing devices and fixtures. Performing planned and unplanned maintenance, testing, troubleshooting, repair, replacement, installation, alteration and overhaul.

Minimum Education: High School Diploma and/or Trade School Certification
Journeyman Pipe Fitter

Minimum Experience: 3 years

Functional Responsibility: Installs or repairs water, steam, gas or other types of pipe and pipefitting. Work involves most of the following: laying out work and measuring to locate position of pipe from drawings or other written specifications, cutting various sizes of pipe to correct lengths with chisel and hammer, oxyacetylene torch or pipe-cutting machines, threading pipe with stocks and dies. This person is responsible for bending pipe by hand-driven or power-driven machines, assembling pipe with couplings and fastening pipe to hangers, making standard shop computations relating to pressures, flow and size of pipe required; and making standard tests to determine whether finished pipes meet specifications.

Minimum Education: High School Diploma or GED. Union Requirements. Apprenticeship program.

Journeyman Plumber

Minimum Experience: 5 years

Functional Responsibility: Assembles, installs and repairs pipes, fittings and fixtures of heating, water, and drainage systems, according to specifications and plumbing codes. Studies building plans and working drawings to determine work aids required and sequence of installations.

Minimum Education: High School Diploma or GED, Licensed Master Plumber by U.S. state or territory or equivalent qualifications/certifications

Plumber

Minimum Experience: 3 years

Functional Responsibility: 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; caulsks 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.

Minimum Education: High School diploma or GED; technical college courses preferred, technical coursework and/or professional certification required by State and local jurisdictions

**Equipment Operator**

Minimum Experience: 1 year

Functional Responsibility: Operate heavy equipment in compliance with the company's operating safety policies and procedures. Provide recommendations for maintaining and improving environmental performance. Load and unload equipment from vehicles and trailers. Ensure company equipment, material, and the work site are maintained, kept clean, and stored in a safe manner. Collect and dispose of scrap, excess materials, and refuse. Observe distribution of paving material to adjust machine settings or material flow and indicate low spots for workers to add material. Complete required paperwork, reporting, and other documentation.

Minimum Education: High School Diploma or GED. Participation in apprenticeship program as well as appropriate licensure.

**Locksmith:**

Minimum Experience: 1 year of experience as Locksmith and directly related to the duties.

Functional Responsibility: Installs, maintains, and repairs locks, key systems, and door hardware for a specified operating component. Interprets Master Keying Guide; uses appropriate discretion and special knowledge of lock systems to preserve the integrity of master key systems while meeting customer requests. Installs, services, and repairs various types of locks and security devices. Installs and repairs door hardware and hydraulic closing fixtures. Disassembles locks; repairs and replaces worn tumblers, springs, and other parts. Cuts new or duplicate keys and stamps with identification. Issues keys and maintains records of keys issued and returned. Maintains records of work performed. Ensures proper care in the use and maintenance of equipment and supplies; promotes continuous improvement of workplace safety and environmental practices. Troubleshoots, repairs, and maintains both mechanical locking and electronic key card systems. Performs miscellaneous job-related duties as assigned.

Minimum Education: High School Diploma or Equivalent Certification/Licensure Certified Registered Locksmith (CRL) by Associated Locksmiths of America.
<table>
<thead>
<tr>
<th>Labor Categories (SIN 561210FAC)</th>
<th>Price Offered to GSA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project Manager</td>
<td>$127.71</td>
</tr>
<tr>
<td>Assistant Project Manager</td>
<td>$93.32</td>
</tr>
<tr>
<td>Site Supervisor/Superintendent</td>
<td>$117.88</td>
</tr>
<tr>
<td>*Secretary/Document Control</td>
<td>$67.78</td>
</tr>
<tr>
<td>*Labor Forman</td>
<td>$102.17</td>
</tr>
<tr>
<td>*Laborer</td>
<td>$98.24</td>
</tr>
<tr>
<td>*Carpenter Foreman</td>
<td>$118.87</td>
</tr>
<tr>
<td>*Carpenter</td>
<td>$116.90</td>
</tr>
<tr>
<td>*Painter</td>
<td>$82.32</td>
</tr>
<tr>
<td>*Journeyman Electrician</td>
<td>$119.85</td>
</tr>
<tr>
<td>Roofer</td>
<td>$95.29</td>
</tr>
<tr>
<td>*Mechanical Forman/HVAC</td>
<td>$152.27</td>
</tr>
<tr>
<td>*Mechanical Worker/Tech</td>
<td>$131.64</td>
</tr>
<tr>
<td>*Journeyman Pipe Fitter</td>
<td>$142.44</td>
</tr>
<tr>
<td>*Journeyman Plumber</td>
<td>$134.58</td>
</tr>
<tr>
<td>*Plumber</td>
<td>$122.80</td>
</tr>
<tr>
<td>*Equipment Operator</td>
<td>$111.52</td>
</tr>
<tr>
<td>*Locksmith</td>
<td>$137.53</td>
</tr>
</tbody>
</table>

* = SCA applicable labor categories