Sustainable Facilities Management Services, LLC
238 Madison Street, NW, Suite 100
Washington, DC 20011-2233
(P) 202-812-7367 (F) 202-697-4996
https://sfmscompany.com/
Contract Administrator: William McAfee, WMcAfee@sfmscompany.com

Schedule Title: Multiple Award Schedule
Federal Supply Group: Facilities

Contract Number: 47QSHA22D0007

Period Covered by Contract: October 18, 2021 through October 17, 2026

Business Size: Economically Disadvantaged Women-Owned Small Business (EDWOSB), Certified HUBZone Firm

On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order is available through GSA Advantage!™, a menu-driven database system. The INTERNET address for GSA Advantage!™ is: http://www.GSAAdvantage.gov.

For more information on ordering from Federal Supply Schedules go to the GSA Schedules page at GSA.gov.

Price Current through Mod #PO-0001 dated October 12, 2021.
CUSTOMER INFORMATION:

1. **Awarded Special Item Number(s):**

<table>
<thead>
<tr>
<th>SIN</th>
<th>Description</th>
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</thead>
<tbody>
<tr>
<td>561210FAC &amp; 561210FACRC</td>
<td>Facilities Maintenance and Management</td>
</tr>
<tr>
<td>OLM &amp; OLMRC</td>
<td>Order-Level Materials</td>
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</tbody>
</table>

1b. Identification of the lowest priced model number and lowest unit price for that model for each special item number awarded in the contract: See page 4.

1c. Descriptions of all corresponding commercial job titles with experience, functional responsibility and education are provided beginning on page 5.

2. **Maximum Order:** For SIN 561210FAC - $1,000,000 For SIN OLM - $250,000

3. **Minimum Order:** $100

4. **Geographic Coverage:** Worldwide

5. **Point of Production:** Same as Company Address

6. **Prices Shown Herein are Net** (discount deducted)

7. **Quantity Discount:** None

8. **Prompt Payment Terms:** Net 30. Information for Ordering Offices: Prompt payment terms cannot be negotiated out of the contractual agreement in exchange for other concessions.

9. **Foreign Items:** None

10a. **Time of Delivery:** Sustainable Facilities Management Services, LLC shall deliver or perform services in accordance with the terms negotiated in an agency’s order.

10b. **Expedited Delivery:** Consult with Contractor

10c. **Overnight/2-Day Delivery:** Consult with Contractor

10d. **Urgent Requirements:** Consult with Contractor

11. **FOB Point:** Destination
12a. Ordering Address: Order Department  
238 Madison Street, NW  
Washington, DC 20011-2233  
(P) 202 812-7367 (F) 202-697-4996  
sfms@sfmscompany.com

12b. Ordering procedures: For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPAs) are found in Federal Acquisition Regulation (FAR) 8.405-3.

13. Payment Address: Accounts Receivable  
ATTN: Patricia Bush  
238 Madison Street, NW  
Washington, DC 20011-2233  
(P) 202-812-7367 (F) 202-697-4996  
ar@sfmscompany.com


15. Export Packing charges: Not applicable

16. Terms and conditions of rental, maintenance, and repair: Not applicable

17. Terms and conditions of installation: Not applicable

18a. Terms and conditions of repair parts: Not applicable

18b. Terms and conditions for any other services: Not applicable

19. List of service and distribution points: Not applicable

20. List of participating dealers: Not applicable

21. Preventive maintenance: Not applicable

22a. Environmental attributes, e.g., recycled content, energy efficiency, and/or reduced pollutants: Not applicable

22b. Contact Sustainable Facilities Management Services, LLC for Section 508 compliance information. The EIT standards can be found at: http://www.section508.gov. Not applicable

23. Unique Entity Identifier (UEI) Number: 078844212

24. Sustainable Facilities Management Services, LLC is registered in the System for Award Management (SAM) database.
## GSA Rates (w/ IFF)

### SIN 561210FAC

<table>
<thead>
<tr>
<th>SIN</th>
<th>Labor Category</th>
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<tbody>
<tr>
<td>561210FAC</td>
<td>BAS Technician</td>
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<td>Pest Control Technician</td>
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<tr>
<td>561210FAC</td>
<td>Water Treatment Technician</td>
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**Service Contract Labor Standards:** The Service Contract Labor Standards (SCLS) are applicable to this contract as it applies to the entire Consolidated MAS Schedule and all services provided. While no specific labor categories have been identified as being subject to SCLS due to exemptions for professional employees (FAR 22.1101, 22.1102, and 29 CFR 541.300), this contract still maintains the provisions and protections for SCLS eligible labor categories. If and/or when the contractor adds SCLS labor categories/employees to the contract through the modification process, the contractor must inform the Contracting Officer and establish a SCLS matrix identifying the GSA labor category titles, the occupational code, SCLS labor category titles, and the applicable WD number. Failure to do so may result in cancellation of the contract.
Labor Category Descriptions

**BAS Technician**

**Functional Responsibilities:** The BAS Technician is responsible for the operation, maintenance, and repair of all building automation systems controlling HVAC and other mechanical/electrical systems in the facility. Other duties include building and system start-up tasks as well as building/system commissioning. A strict focus on Quality Control (QC) and safety is especially important to the duties of the position.

**Minimum Education:** Completion of a technical program at an accredited institute or approved apprentice program.

**Minimum Experience:** A minimum of three (3) years’ experience of Heating, Ventilation, and Air Conditioning (HVAC) journeyman level experience. An additional two (2) years’ experience as a Controls technician in a commercial or industrial environment is also required.

**Building Engineer**

**Functional Responsibilities:** The Building Engineer operates and maintains stationary engines and mechanical equipment, such as steam engines, air compressors, generators, motors, turbines, and steam boilers, to provide utilities, such as light, heat, or power, for buildings and industrial processes: Reads, meters, and gauges or automatic recording devices at specified intervals to verify operating conditions.

**Minimum Education:** License

**Minimum Experience:** 3 years

**Chief Engineer I**

**Functional Responsibilities:** The Chief Engineer I performs and directs staff and subcontractors in the execution of Operations and Maintenance (O&M) services for all types of building systems and equipment, including HVAC, steam distribution, plumbing, fire alarms, sprinklers, elevators, and architectural components in a commercial building. Inspects building and facilities operations and services. Affixes seals or tags to approved items; reviews licenses/permits or ascertains that licenses and permits have been obtained and are displayed; confers with officials; interprets codes; and assists establishments in altering methods and practices to meet established standards.

**Minimum Education:** Appropriate trade school training and/or engineering license

**Minimum Experience:** 3 years
Chief Engineer II

**Functional Responsibilities:** The Chief Engineer II performs and directs staff and subcontractors in the execution of O&M services for all types of building systems and equipment, including HVAC, steam distribution, plumbing, fire alarms, sprinklers, elevators, and architectural components in a commercial building. Inspects building and facilities operations and services. Affixes seals or tags to approved items; reviews licenses/permits or ascertains that licenses and permits have been obtained and are displayed; confers with officials; interprets codes; and assists establishments in altering methods and practices to meet established standards. May assist in performance evaluation of trades staff.

**Minimum Education:** Appropriate trade school training and/or engineering license

**Minimum Experience:** 5 years

Court/Field Maintenance

**Functional Responsibilities:** The Court/Field Maintenance maintains athletic fields and courts of industrial, commercial, school or public property and repairs structures and equipment, performing one or more of the following tasks: cuts grass using walking or riding mowers and trims hedges and edges around walkways and flower beds using hedge trimmers, clippers and edging tools. Prunes shrubs and trees to shape and improve growth using shears and other hand tools. Sprays lawns, shrubs, and trees with fertilizer or insecticide. Waters lawn and shrubs during dry periods using hose or activating sprinkler system. Picks up and burns or carts away leaves, paper, or other litter from athletic fields and courts. Removes snow from athletic courts, walkways, driveways, roads, or parking lots using shovel and snowblower. Spreads salt on walkways and other areas. Repairs and paints fences, gates, benches, tables, guardrails, and outbuildings. May clean comfort stations, office, workshops areas, and parking lots by sweeping, washing, and mopping.

**Minimum Education:** High School

**Minimum Experience:** 1 year

Custodial Supervisor

**Functional Responsibilities:** The Custodial Supervisor oversees and supervises the custodial care of the facility. Plans, schedules, and inspects the work of all custodial staff and ensures the quality and cost effectiveness of all work performed, including preparations for special events. Develops procedures and standards for custodial services and ensures that established procedures are followed. Establishes and implements training programs in areas such as cleaning methods and techniques, proper use and care of equipment and safety. Researches cleaning products to ensure “green” cleaning products are utilized, maintains inventories, and prepares requisitions for all supplies, parts, and materials used by the custodial staff. Maintains work schedules to ensure proper staff is available to clean the entire facility.

**Minimum Education:** High School

**Minimum Experience:** 5 years
**Custodian**

**Functional Responsibilities:** The Custodian cleans and keeps in an orderly condition factory working areas and washrooms, or premises of an office, apartment house, or commercial or another establishment. Duties involve a combination of the following: Sweeping, mopping, scrubbing, and polishing floors; removing chips, trash, and other refuse; dusting equipment, furniture, or fixtures; polishing metal fixtures or trimmings; providing supplies and minor maintenance services; and cleaning lavatories, showers, and restrooms.

**Minimum Education:** High School

**Minimum Experience:** 1 year

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**Customer Service Specialist I**

**Functional Responsibilities:** The Customer Service Specialist I receives, records, and distributes work orders to maintenance staff for service on building/facility systems and equipment. Prepares work order, schedules service calls, and dispatches maintenance staff consistent with established routine. Maintains records of service calls, work orders, and subcontractor/supplier invoices.

**Minimum Education:** High School

**Minimum Experience:** 2 years

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**Customer Service Specialist II**

**Functional Responsibilities:** The Customer Service Specialist II receives, records, and distributes work orders to maintenance staff for service on building/facility systems and equipment. Prepares work order, schedules service calls, and dispatches maintenance staff consistent with established routine. Maintains records of service calls, work orders, and subcontractor/supplier invoices.

**Minimum Education:** High School

**Minimum Experience:** 4 years

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**Electrician II**

**Functional Responsibilities:** The Electrician II performs operations and maintenance of low-voltage electrical power systems beginning at the service entrance of buildings and structures. Maintains complete wiring systems, conduit systems, cable systems, conductors, switches, receptacles, outlets, device plates and grounds, and light fixtures. Operates and maintains power generation equipment and emergency generating devices. Repairs and tests 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:** Sufficient technical education to qualify as a journeyman electrician.

**Minimum Experience:** 5 years
**Elevator Mechanic**

**Functional Responsibilities:** The Elevator Mechanic services, maintains, and repairs elevators as well as escalators. Performs routine maintenance and troubleshoot malfunctioning systems, repairs or replaces parts and conduct safety tests. Responds to mechanical failures and malfunctioning systems. Tests electrical systems and service and maintain machine parts. Oils and greases all moving parts. Maintains sufficient stock and order necessary supplies.

**Minimum Education:** Graduate of an approved union apprentice program or sanctioned trade school.

**Minimum Experience:** 5 years

**Fire Alarm Technician**

**Functional Responsibilities:** The Fire Alarm Technician inspects, tests, maintains, and repairs installed fire alarm detection and suppression systems in accordance with manufacturer’s specifications and National Fire Protection Association standards. Inspects fire alarm equipment visually and replaces defective components. Tests initiating and signal circuits, detectors, and system transmitter and makes needed repairs. Checks pressure gauges on suppression system storage containers and recharges or replaces containers.

**Minimum Education:** Sufficient technical education to qualify as a licensed/certified fire alarm systems technician.

**Minimum Experience:** 5 years

**General Maintenance Technician**

**Functional Responsibilities:** The General Maintenance Technician performs general maintenance and repair of equipment and buildings requiring practical skills and knowledge (but not proficiency) in such trades as painting, carpentry, plumbing, masonry, and electrical work. Work involves a variety of the following duties: replacing electrical receptacles, wires, switches, fixtures, and motors; using plaster or compound to patch minor holes and cracks in walls and ceilings; repairing or replacing sinks, water coolers, and toilets; painting structures and equipment; repairing or replacing concrete floors, steps, and sidewalks; replacing damaged paneling and floor tiles; hanging doors and installing door locks; replacing broken window panes; and performing general maintenance on equipment and machinery.

**Minimum Education:** High School

**Minimum Experience:** 2 years
**HVAC Technician I**

**Functional Responsibilities:** The HVAC Technician I performs preventive maintenance inspections on mechanical, electrical, and automatic temperature control equipment to ensure continuing operation. Changes belts and performs regular maintenance checks. Inspects, tests, and services installed building equipment such as furnaces, air conditioners, convection units, heat exchangers, air handlers, and electrical and pneumatic controls.

**Minimum Education:** Sufficient technical education to qualify as a journeyman HVAC Technician.

**Minimum Experience:** 3 years

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**HVAC Technician II**

**Functional Responsibilities:** The HVAC Technician II performs preventive maintenance inspections on mechanical, electrical, and automatic temperature control equipment to ensure continuing operation. Performs end-to-end testing, servicing, wiring, and monitoring for HVAC equipment and related systems at facilities. Changes belts and performs regular maintenance checks. Inspects, tests, and services installed building equipment such as furnaces, air conditioners, convection units, heat exchangers, air handlers, and electrical and pneumatic controls.

**Minimum Education:** Sufficient technical education to qualify as a journeyman HVAC Technician.

**Minimum Experience:** 5 years

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**Laborer**

**Functional Responsibilities:** The Laborer performs tasks which require physical abilities and effort involving little or no specialized skill or work experience. The following tasks are typical: Loads and unloads trucks; moves supplies and materials to proper locations by wheelbarrows or hand trucks; stacks materials for storage or binning; collects refuse and salvageable materials; digs, fills, and tamps earth excavations; levels ground using pick, shovel, tamper, and rake; shovels concrete and snow; cleans culverts and ditches; cuts trees and brush; operated power lawnmowers; moves and arranges heavy office and household furniture, equipment, and appliances; and spreads salt and sand on icy roads and walkways.

**Minimum Education:** High School

**Minimum Experience:** 1 year
Landscaping Worker

**Functional Responsibilities:** The Landscaping Worker maintains grounds of industrial, commercial, or public property such as buildings, camps, and picnic grounds, parks, playgrounds, greenhouses, and athletic fields. Repairs structures and equipment, performing one or more of the following tasks: cuts grass using walking-type or riding mowers (less than 2000 lbs.); trims hedges and edges around walks, flower beds, and wells, using hedge trimmers, clippers, and edging tools; prunes shrubs and trees to shape and improve growth, using shears and other hand tools; sprays lawn, shrubs, and trees with fertilizer or insecticide; plants grass, flowers, trees, and shrubs; and waters lawn and shrubs during dry periods, using hose or activating sprinkler system.

**Minimum Education:** High School

**Minimum Experience:** 1 year

Locksmith

**Functional Responsibilities:** The Locksmith installs, repairs, modifies, and opens a variety of locking mechanisms found on doors, desks, compartments, mobile equipment, safes, and vaults. Examines locking mechanisms and installs new unit or disassembles unit and replaces worn tumblers, springs, and other parts or repairs them by filing, drilling, chiseling, and grinding. Opens door locks by moving lockpick in cylinder or opens safe locks by listening to lock sounds or by drilling. Makes new or duplicate keys using key cutting machine. Changes combination by inserting new or repaired tumblers into lock. Establishes keying systems for buildings.

**Minimum Education:** High school diploma or equivalent plus specialized training as a locksmith.

**Minimum Experience:** 2 years

Maintenance Trades Helper

**Functional Responsibilities:** The Maintenance Trades Helper assists one or more workers in the skilled maintenance trades by performing specific or general duties of lesser skills, such as keeping a worker supplied with materials and tools; cleaning work areas, machines, and equipment, assisting journeyman by holding materials or tools; and performing other unskilled tasks as directed by journeyman.

**Minimum Education:** High School

**Minimum Experience:** 1 year
**Painter**

**Functional Responsibilities:** The Painter paints and redecorates walls, woodwork, and fixtures. Work involves knowledge of surface peculiarities and types of paint required for different applications; prepares surface for painting by removing old finish or by placing putty or filler in nail holes or interstices; and applying paint with spray gun or brush.

**Minimum Education:** High School, apprenticeship, or equivalent.

**Minimum Experience:** 1 year

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**Pest Control Technician**

**Functional Responsibilities:** The Pest Control Technician inspects premises to identify pests. Sprays chemical solutions or toxic gases and sets mechanical traps to kill pests that infest buildings and surrounding areas. Fumigates rooms and buildings, using toxic gases. Sprays chemical solutions or dusts powders in rooms and work areas. Places poisonous paste or bait and mechanical traps where pests are present. May clean areas that harbor pests using rakes, brooms, shovels, and mops preparatory to fumigating.

**Minimum Education:** Must be licensed as a pesticide applicator in accordance with local and/or state requirements.

**Minimum Experience:** 2 years

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**Plumber I**

**Functional Responsibilities:** The Plumber I assembles, installs, and repairs pipes, fittings, and fixtures of heating, water, and drainage systems according to specifications and plumbing codes. May review plans and drawings to determine sequence of installations. Inspects structures to ascertain obstructions to be avoided to prevent weakening of structure resulting from installation of pipe and locates and marks position of pipe and pipe connections and passage holes for pipes in walls and floors. Cuts openings in walls and floors to accommodate pipe and pipe fittings using hand tools and power tools, cuts, and thread pipes using pipe cutters, cutting torch, and pipe-threading machine and bends pipe to required angle by use of pipe-bending machine or by placing pipe over block and bending it by hand.

**Minimum Education:** Sufficient technical education to qualify as a journeyman Plumber.

**Minimum Experience:** 3 years
**Plumber II**

**Functional Responsibilities:** The Plumber II assembles, installs, and repairs pipes, fittings, and fixtures of heating, water, and drainage systems according to specifications and plumbing codes and studies building plans and working drawings to determine work aids required and sequence of installations. Inspects structures to ascertain obstructions to be avoided to prevent weakening of structure resulting from installation of pipe and locates and marks position of pipe and pipe connections and passage holes for pipes in walls and floors. Cuts openings in walls and floors to accommodate pipe and pipe fittings using hand tools and power tools, cuts, and thread pipes using pipe cutters, cutting torch, and pipe-threading machine and bends pipe to required angle by use of pipe-bending machine or by placing pipe over block and bending it by hand.

**Minimum Education:** Sufficient technical education to qualify as a journeyman Plumber.

**Minimum Experience:** 5 years

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**Pool Maintenance Technician**

**Functional Responsibilities:** The Pool Maintenance maintains swimming pool and auxiliary equipment. Fills pool and tests water for proper chlorine content. Regulates feeders and puts in proper amounts of chlorine according to specific instructions. Checks heating and pumping equipment and adjusts or makes minor repairs using mechanic's hand tools. Changes chlorine tanks as required. Removes leaves and other debris from water using a net. Cleans bottom and sides of pool using such aids as underwater vacuum cleaner, hose brush, detergent, acid solution, and sander. Inspects and replaces loose or damaged tile. Cleans and repairs filter system. Reports emergencies or unusual malfunctions to superior. Prepares reports of materials used and work performed.

**Minimum Education:** High School

**Minimum Experience:** 1 year

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**Property Operations Manager I**

**Functional Responsibilities:** The Property Operations Manager I is responsible for overall management and supervision of single-building contract operations to include staffing and scheduling, purchasing, and inventory control; safety, subcontract management, budgeting, and cost estimating; Quality Control (QC); and maintaining effective communications with client representatives. Must be familiar with maintenance protocols, local, state, and federal maintenance standards. Minimum of three (3) years supervisory experience. Must possess a thorough knowledge of mechanical and utility systems, BAS, CMMS, and MS application software. Must possess a Bachelor's Degree or equivalent, or Relevant on-the-job experience in the management and /or oversight of facility management, operation, and maintenance activities for multiple years can be substituted for educational requirements.

**Minimum Education:** Bachelor’s Degree

**Minimum Experience:** 3 years
Property Operations Manager II

**Functional Responsibilities:** The Property Operations Manager II is responsible for overall management and supervision of complex, multi-building contract operations to include staffing and scheduling, purchasing and inventory control; safety, subcontract management, budgeting, and cost estimating; QC; and maintaining effective communications with client representatives. Must be familiar with maintenance protocols, local, state, and federal maintenance standard. Minimum of five (5) years supervisory experience. Must possess a thorough knowledge of mechanical and utility systems, BAS, CMMS, and MS application software. Must possess a Bachelor’s Degree in Engineering, Engineering Technology, Business Administration, or Equivalent. Possesses relevant on-the-job experience in the management and/or oversight of facility management, operation, and maintenance activities for multiple years, or substituted with educational requirements.

**Minimum Education:** Bachelor’s Degree

**Minimum Experience:** 5 years

Property Operations Manager III

**Functional Responsibilities:** The Property Operations Manager III is responsible for overall management and supervision of a portfolio of Facilities and facility related projects to include staffing and scheduling, project management, purchasing, and inventory control; safety, subcontract management, budgeting, and cost estimating; QC; and maintaining effective communications with client representatives. Competency in pricing projects and commissioning new buildings. Possesses familiarity with maintenance protocols, local, state, and federal maintenance standard, as well as LEED standards. Minimum of seven (7) years supervisory experience. Must possess a thorough knowledge of mechanical and utility systems, BAS, CMMS, and MS application software. Has a Bachelor's Degree in Engineering, Engineering Technology, Business Administration, or Equivalent. Possesses relevant on-the-job experience in the management and/or oversight of facility management, operation, and maintenance activities for multiple years, or substituted with educational requirements.

**Minimum Education:** Degreed engineer (EE, CE, or ME) or equivalent.

**Minimum Experience:** 7 years

Water Treatment Technician

**Functional Responsibilities:** The Water Treatment Technician controls water treatment machines and equipment to purify and clarify water for industrial use. Operates and controls electric motors, pumps, and valves to regulate the treatment of water. Adds specified amounts of chemicals such as chlorine, ammonia, and lime into water or adjusts automatic devices that admit specified amounts of chemicals to disinfect, deodorize, and clarify water. Starts agitators to mix chemicals and allows impurities to settle to bottom of tank. Turns valves to regulate water through filter beds to remove impurities. Repairs and lubricates machines and equipment using hand and power tools. Also, tests water samples to determine acidity, color, and impurities using colorimeter, turbidimeter, and conductivity meter.

**Minimum Education:** High School plus required certification.

**Minimum Experience:** 2 years
**Experience & Degree Substitution Equivalencies**

Experience exceeding the minimum shown may be substituted for education. Likewise, education exceeding the minimum shown may be substituted for experience.

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<th>Equivalent Degree</th>
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<tr>
<td>Associate’s</td>
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<tr>
<td>Bachelor’s</td>
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<tr>
<td>Master’s</td>
<td>Bachelor’s plus 2 years relevant experience or Associate’s degree + 4 years relevant experience or 6 years relevant experience</td>
</tr>
<tr>
<td>PhD</td>
<td>Master’s + 2 years relevant experience, or Bachelor’s + 4 years relevant experience or Associate’s + 6 years relevant experience or 8 years relevant experience</td>
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