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 an electronic delivery order are available through GSA Advantage!®, a menu-driven database system. The INTERNET address GSA Advantage!® is: GSAAAdvantage.gov.

Multiple Award Schedule

**FSC Group:** Facilities, Office Management, & Transportation and Logistics Services

**FSC Class:** 8135, R604, R616, R617, R799, & S208

**Contract number:** 47QRAA22D000H

**Contract period:** November 4, 2021 through November 3, 2026

Didlake, Inc.
8641 Breeden Ave. STE 101
Manassas, VA 20110

**Phone:** 703-361-4195

**Website:** [https://www.didlake.org/](https://www.didlake.org/)

**Contract Administrator:** Curtis Salter

**Business size:** Other Than Small

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

Price list current as of Modification #PO-0001 effective October 28, 2021

Prices Shown Herein are Net (discount deducted)
CUSTOMER INFORMATION

1a. Table of awarded special item number(s) with appropriate cross-reference to item descriptions and awarded price(s).

<table>
<thead>
<tr>
<th>SINs</th>
<th>Recovery</th>
<th>SIN Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>561730</td>
<td>561730RC</td>
<td>Grounds Maintenance</td>
</tr>
<tr>
<td>493110RM</td>
<td>493110RMRC</td>
<td>Physical Records Management Services</td>
</tr>
<tr>
<td>518210ERM</td>
<td>518210ERMRC</td>
<td>Electronic Records Management Services</td>
</tr>
<tr>
<td>518210DC</td>
<td>518210DCRC</td>
<td>Document Conversion Services</td>
</tr>
<tr>
<td>561499M</td>
<td>561499MRC</td>
<td>Mail Management, Systems, Processing Equipment, and Related Solutions</td>
</tr>
<tr>
<td>561910</td>
<td>561910RC</td>
<td>Packaging Services</td>
</tr>
<tr>
<td>OLM</td>
<td>OLMRC</td>
<td>Order Level Materials (OLMs)</td>
</tr>
</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. This price is the Government price based on a unit of one, exclusive of any quantity/dollar volume, prompt payment, or any other concession affecting price. Those contracts that have unit prices based on the geographic location of the customer, should show the range of the lowest price, and cite the areas to which the prices apply. N/A

1c. If the Contractor is proposing hourly rates, a description of all corresponding commercial job titles, experience, functional responsibility and education for those types of employees or subcontractors who will perform services shall be provided. If hourly rates are not applicable, indicate “Not applicable” for this item. See Pages 5 - 20

2. Maximum order:

<table>
<thead>
<tr>
<th>SINs</th>
<th>Maximum Order</th>
</tr>
</thead>
<tbody>
<tr>
<td>561730</td>
<td>$1,000,000</td>
</tr>
<tr>
<td>493110RM</td>
<td>$1,000,000</td>
</tr>
<tr>
<td>518210ERM</td>
<td>$1,000,000</td>
</tr>
<tr>
<td>518210DC</td>
<td>$1,000,000</td>
</tr>
<tr>
<td>561499M</td>
<td>$1,000,000</td>
</tr>
<tr>
<td>561910</td>
<td>$250,000</td>
</tr>
<tr>
<td>OLM</td>
<td>$250,000</td>
</tr>
</tbody>
</table>

3. Minimum order: $100
4. Geographic coverage (delivery area). 48 contiguous states and the District of Columbia

5. Point(s) of production (city, county, and State or foreign country).
   8641 Breeden Ave. STE 101 Manassas, VA 20110

6. Discount from list prices or statement of net price. Government Net Prices (discounts already deducted.)

7. Quantity discounts. None

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

9. Foreign items (list items by country of origin). N/A

10a. Time of delivery. Contact Contractor

10b. Expedited Delivery. Items available for expedited delivery are noted in this price list. Contact Contractor

10c. Overnight and 2-day delivery. Contact Contractor

10d. Urgent Requirements. Contact Contractor

11. F.O.B. point(s). Destination

12a. Ordering address(es).
   8641 Breeden Ave. STE 101 Manassas, VA 20110

12b. 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.

13. Payment address(es).
   8641 Breeden Ave. STE 101 Manassas, VA 20110

14. Warranty provision. Standard Commercial Warranty Terms & Conditions

15. Export packing charges, if applicable. N/A

16. Terms and conditions of rental, maintenance, and repair (if applicable). N/A

17. Terms and conditions of installation (if applicable). N/A

18a. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable). N/A
18b. Terms and conditions for any other services (if applicable). N/A

19. List of service and distribution points (if applicable). N/A

20. List of participating dealers (if applicable). N/A

21. Preventive maintenance (if applicable). N/A

22a. Special attributes such as environmental attributes (e.g., recycled content, energy efficiency, and/or reduced pollutants). N/A

22b. If applicable, 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 (e.g., contractor’s website or other location.) The EIT standards can be found at: www.Section508.gov/. N/A

23. Unique Entity Identifier (UEI) number. 095417929

24. Notification regarding registration in System for Award Management (SAM) database. Didlake, Inc. is registered in SAM.
Vendor Certification for Electronic Records Management Solutions

For the purposes of the MAS Solicitation, eleven (11) specific elements of Electronic Records Management (ERM) Services have been identified. These 11 elements are fully defined and the corresponding requirements are identified in the Universal Electronic Records Management Requirements attachment to the Solicitation. These requirements have been established and are administered by the National Archives & Records Administration (NARA).

Vendors may provide any combination of the 11 elements of ERM Services; however, vendors must certify that they are capable of meeting all standards associated with the elements they propose by completing this certification. **Vendors must include a completed copy of this certification in their published GSA catalog to illustrate their ERM capabilities.**

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Didlake, Inc.
8641 Breeden Ave, Manassas, VA 20110

**Proposed Elements of Electronic Records Management Services:**

[Select all that apply]

- Element 1 - Office Management Applications (formerly “Desktop Applications”)
- Element 2 - Electronic Messages
- Element 3 - Social Media
- Element 4 - Cloud Services
- Element 5 - Websites
- Element 6 - Digital Media (Photo)
- Element 7 - Digital Media (Audio)
- Element 8 - Digital Media (Video)
- Element 9 - Structured Data (formerly “Databases”)
- Element 10 - Shared Drives
- Element 11 - Engineering Drawings
Didlake, Inc. hereby certifies that we are capable of meeting all standards described in the solicitation and the Universal Electronic Records Management Requirements attachment for each of the sections of ERM Services we have proposed, as indicated above.

Donna J Hollis: A0109B3000001761F16A1140000666B
Digitally signed by Donna J Hollis: A0109B3000001761F16A1140000666B
Date: 2020.12.18 14:08:57 -05'00'

Offeror (To be signed only by authorized principal, with authority to bind the undersigned contractor)

Donna J Hollis  CEO  12/18/2020
Name (Printed)  Title  Date
Title: Assistant Project Manager I

Description: The APM I ensures timekeeping accuracy and that submission deadlines are met. Confers with supervisors to outline work plan and to assign duties, responsibilities, and scope of authority. Directs and coordinates activities of supervisors to ensure contract progresses on schedule and within prescribed budget. Modifies schedules or plans as required. Prepares and analyzes reports such as project tracking of hours for Didlake Headquarters and customers. Identifies and problem solves in a timely manner. Elevates to direct supervisor when necessary. Knows and communicates work environment of specific contract. Oversees efficiency and quality control indicators to ensure contract requirements are met or exceeded. Assures safety of employees by holding supervisors accountable to monitor proper use of equipment and chemicals and adherence to safety policies. Manages supervisors, evaluates worker’s performance, and makes recommendations to Human Resources on personnel actions. Provides leadership to staff by fostering teamwork. Models dependability, hard work, strong ethics, and professional appearance. Fosters an atmosphere that promotes Human Rights for all individuals with disabilities and ensures training, incident reporting, and awareness of responsibilities of all personnel regarding Human Rights. Tracks supplies and equipment budgets by using established tools. Maintains and generates necessary records required by the contract. Develops and maintains relationship with all contractors and vendors guaranteeing efficient operations. Responsible for sub-contractor follow up to ensure work is completed. Responsible for supply and equipment orders. Gives feedback to nurture a positive environment and quality performance. Identifies staff development opportunities and assign training. Utilizes training opportunities to expand professional and technical knowledge. APM I will have 3 years of experience.

Minimum Education: High School Diploma or Equivalent

Minimum Experience: 3 Years

Title: Assistant Project Manager II

Description: The APM II ensures timekeeping accuracy and that submission deadlines are met. Confers with supervisors to outline work plan and to assign duties, responsibilities, and scope of authority. Directs and coordinates activities of supervisors to ensure contract progresses on schedule and within prescribed budget. Modifies schedules or plans as required. Prepares and analyzes reports such as project tracking of hours for Didlake Headquarters and customers. Identifies and problem solves in a timely manner. Elevates to direct supervisor when necessary. Knows and communicates work environment of specific contract. Oversees efficiency and quality control indicators to ensure contract requirements are met or exceeded. Assures safety of employees by holding supervisors accountable to monitor proper use of equipment and chemicals and adherence to safety policies. Manages supervisors, evaluates worker’s performance, and makes recommendations to Human Resources on personnel actions. Provides leadership to staff by fostering teamwork. Models dependability, hard work, strong ethics, and professional appearance. Fosters an atmosphere that promotes Human Rights for all individuals with disabilities and ensures training, incident reporting, and awareness of responsibilities of all personnel regarding Human Rights. Tracks supplies and equipment budgets by using established tools. Maintains and generates necessary records required by the contract. Develops and maintains relationship with all contractors and vendors guaranteeing efficient operations. Responsible for sub-contractor follow up to ensure work is completed. Responsible for supply and equipment orders. Gives feedback to nurture a positive environment and quality performance. Identifies staff development opportunities and assign training. Utilizes training opportunities to expand professional and technical knowledge.
opportunities to expand professional and technical knowledge. The APM II will have 5 years’ experience.

**Minimum Education:** High School Diploma or Equivalent

**Minimum Experience:** 5 Years

**Title:** Data Entry Operator II

**Description:** The Data Entry Operator II transcribes data into a format suitable for computer processing. Specifically, it requires skill in operating an alphanumeric keyboard, and an understanding of transcribing procedures and relevant data entry equipment. In addition, the Data Entry Operator II position requires the application of experience and judgment in selecting procedures to be followed, and searching for interpreting, selecting, or coding items to be entered from a variety of document sources.

**Minimum Education:** High School Diploma or Equivalent

**Minimum Experience:** 1 Year

**Title:** Document Preparation Clerk

**Description:** The Document Preparation Clerk prepares documents such as brochures, books, periodicals, catalogs, and pamphlets for copying or photocopying. The Document Preparation Clerk cuts documents into individual standardized pages, using a paper cutter or razor knife. Document pages are reproduced as necessary to improve clarity or to adjust the standardized page size according to the limitations of the designated copy machine. The Document Preparation Clerk stamps standard symbols on pages or inserts instruction cards to notify Duplicating Machine Operator of special handling, prepares cover sheets and document folders for material, and index cards for files, and files folder according to index code and copies priority schedule.

**Minimum Education:** High School Diploma or Equivalent

**Minimum Experience:** 0 Years

**Title:** Duplicating Machine Operator

**Description:** The Duplicating Machine Operator operates one or more photocopying, photographic, mimeograph and duplicating office machines to make copies of documents such as letters, reports, directives, manuals, articles and bulletins. Additional responsibilities include: operating small binding machines, performing clerical duties associated with the request for printing and photographic services, preparing assembly sheets, printing requisitions with specifications for printing and binding, recording, delivering and collecting work. The Duplicating Machine Operator performs minor repairs, preventive maintenance, and maintains an inventory of supplies and reproduction equipment paying particular attention to important variables indicated by trade name of machine.

**Minimum Education:** High School Diploma or Equivalent
Minimum Experience: 0 Years

Title: General Clerk I

Description: The General Clerk I follows clearly detailed specific procedures in completing several repetitive clerical steps performed in a prescribed or slightly varied sequence, such as coding and filing documents in an extensive alphabetical file; could involve simple posting to individual accounts, opening mail, calculating and posting charges to departmental accounts, operating basic office equipment, e.g., photocopier, facsimile, multi-line phone/voicemail systems, mailing machines, and minimal computer programs.

Minimum Education: High School Diploma or Equivalent

Minimum Experience: 0 Years

Title: General Clerk II

Description: The General Clerk II requires familiarity with the terminology of the office unit. The General Clerk selects appropriate methods from a wide variety of procedures or makes simple adaptations and interpretations of a limited number of substantive guides and manuals. The clerical steps often vary in type or sequence, depending on the task. Recognized problems are referred to others.

Minimum Education: High School Diploma or Equivalent

Minimum Experience: 2 Years

Title: General Clerk III

Description: The General Clerk III uses some subject-matter knowledge and judgment to complete assignments consisting of numerous steps varying in nature and sequence. The General Clerk III selects from alternative methods and refers problems not solvable by adapting or interpreting substantive guides, manuals, or procedures. Typical duties include: assisting in a variety of administrative matters; maintaining a wide variety of financial or other records (stored both manually and electronically); verifying statistical reports for accuracy and completeness; compiling information; and handling and adjusting complaints.

Minimum Education: High School Diploma or Equivalent

Minimum Experience: 4 Years

Title: Ground Support Equipment Mechanic

Description: The Ground Support Equipment Mechanic diagnoses malfunctions and repairs Ground Support Equipment (GSE), advises and trains lower grade workers on diagnosis and repair of less
complex repair/maintenance problems, inspects and approves completed maintenance actions, solves repair problems by studying drawings, wiring diagrams and schematics, and technical publications; uses automated maintenance data systems to monitor maintenance trends, analyze equipment requirements, maintain equipment records, and document maintenance actions, and analyzes, diagnosis, and repairs GSE using conventional and digital multi-meters, voltmeters, ohmmeters, frequency counters, oscilloscopes, circuit card testers, transistor testers, and hand tools.

**Minimum Education:** High School Diploma or Equivalent

**Minimum Experience:** 3 Years

**Title:** Ground Support Equipment Servicer

**Description:** The Ground Support Equipment Servicer inspects, tests, and operates GSE to determine equipment serviceability and proper operation, services equipment with fuel, oil, water, coolant, hydraulic fluid, refrigerant, and compressed air, prepares Ground Support Equipment (GSE) for storage and transportation, uses automated maintenance data systems to maintain equipment records, and document maintenance actions and maintains external fuel and grounding systems. In addition, this servicer stencils and marks GSE in accordance with technical publications, stores, handles, labels, uses, and disposes of hazardous materials and waste in accordance with all state, local, and federal environmental standards and regulations, operates, cleans, inspects, and services GSE towing vehicles. The Ground Support Equipment Servicer maintains vehicle records, maintains and updates paper and electronic equipment records, provides dispatch service for GSE, including positioning equipment to support aircraft maintenance and flying operations, and practices good housekeeping, tool control, Foreign Object Damage prevention and safety at all times.

**Minimum Education:** High School Diploma or Equivalent

**Minimum Experience:** 0 Years

**Title:** Heavy Equipment Operator

**Description:** The Heavy Equipment Operator 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.

**Minimum Education:** High School Diploma or Equivalent

**Minimum Experience:** 0 Years

**Title:** Laborer, Grounds Maintenance

**Description:** The Laborer, Grounds Maintenance maintains grounds of industrial, commercial or public property such as buildings, camp and picnic grounds, parks, playgrounds, greenhouses, and athletic fields, and repairs structures and equipment, performing one or more of the following tasks:
cut grass, using walking-type or riding mowers (less than 2000 lbs.), trim hedges and edges around walks, flowerbeds, 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. Job duties also include the following: planting grass, flowers, trees, and shrubs, watering lawn and shrubs during dry periods, using hose or activating sprinkler system, picks up and burns or carts away leaves, paper or other litter; removing snow from walks, driveways, roads, or parking lots, using shovel and snow blower, spreads salt on walkways and other areas, repairing and painting fences, gates, benches, tables, guardrails, and outbuildings.

**Minimum Education:** High School Diploma or Equivalent

**Minimum Experience:** 0 Years

**Title:** Lead Worker

**Description:** The Lead Worker supports individuals with disabilities on a day to day basis. Review and comply with Company Custodial Standard Operating Procedures (SOP). Provides SOP training & reinforces that training to all direct labor employees, including the proper use of equipment and supplies. Will work with direct labor employees to ensure contract compliance. Provide leadership at the direction of the Project Manager, Assistant Project Manager and/or Supervisor in the day to day operation of the assigned contract; fostering teamwork while balancing team and individual responsibilities; giving feedback to nurture a positive team spirit and quality performance; and, modeling dependability, hard work, strong business ethics and professional personal appearance. When a new employee starts, the Lead Worker will train and oversee new hires on procedures and routes to ensure SOP’s and contract adherence. Documents job observations for work completed each day and reports findings to route Team Lead. Ensures compliance of safety standards and guidelines in the proper use of materials, equipment and personal protection equipment. Refers facility or customer complaints to immediate supervisor. May transport individual teams, supplies, and equipment to work site as necessary to complete the required tasks. Safely and efficiently operates and performs essential preventative maintenance on all floor care equipment used to maintain floors on the contract.

**Minimum Education:** High School Diploma or Equivalent

**Minimum Experience:** 0 Years

**Title:** Machinery Maintenance Mechanic

**Description:** The Machinery Maintenance Mechanic repairs machinery or mechanical equipment. Work involves most of the following: examining machines and mechanical equipment to diagnose source of trouble, dismantling or partly dismantling machines and performing repairs that mainly involve the use of hand tools in scraping and fitting parts. Responsibilities include replacing broken or defective parts with items obtained from stock, and ordering the production of a replacement part by a machine shop or sending the machine to a machine shop for major repairs. Duties also include preparing written specifications for major repairs or for the production of parts ordered from machine shops, reassembling machines and making all necessary adjustments for operation. In general, the work of a Machinery Maintenance Mechanic requires rounded training and experience usually acquired through a formal apprenticeship or equivalent training and experience.
Minimum Education: High School Diploma or Equivalent

Minimum Experience: 1 Year

Title: Material Handling Laborer

Description: The Material Handling Laborer will perform physical tasks to transport or store materials or merchandise. Duties involve one or more of the following: manually loading or unloading freight cars, trucks, or other transporting devices; unpacking, shelving, or placing items in proper storage locations; or transporting goods by hand truck, cart, or wheelbarrow.

Minimum Education: High School Diploma or Equivalent

Minimum Experience: 0 Years

Title: Operations Manager

Description: The Operations Managers oversees all aspects of contract operations in assigned areas. Oversees planning, developing and directing site contract operations and the supervision of assigned staff. Serves as a corporate contact for government contract representatives. Assures compliance and operational oversight for assigned project's contractual requirements. Provides contract operations expertise for all new and renewed contract estimate bids and proposals for assigned projects. Assures compliance of all inventory and equipment belonging to the corporation for assigned contracts. Assures compliance with financial, personnel and rehabilitation reporting requirements. Coordinates operations with employment services for assigned area contracts within the operations department. Auditing budgeted hours for project personnel. Support development of annual operations budgets for relevant contract operations projects. Analyzes all monthly financial statements and project tracking for assigned sites to identify and report negative trends and determine corrective actions for all negative trends. Ability to participate in recruitment efforts. Assure appropriate workplace conduct. Good steward of government funding and facilities of the complex. Develop and maintain relationships with the government customers all contractors and vendors to instill confidence. Ensures a safe operating environment for employees, coordinate with direct reports on the preparation and implementation of safety plans, OSHA regulations, and contract site-specific requirements. Overseer and make recommendations on work processes to maximize workflow efficiency.

Minimum Education: Bachelors Degree

Minimum Experience: 10 Years

Title: Order Clerk II

Description: The Order Clerk II receives written or verbal purchase orders. Work typically involves some combination of the following duties: quoting prices, determining availability of ordered items and suggesting substitutes when necessary, advising expected delivery date and method of delivery, recording order and customer information on order sheets. The Order Clerk is responsible for checking order sheets for accuracy and adequacy of information; ascertaining credit rating of customer;
furnishing customer with confirmation of receipt of order; order follow up, or informing customer of a delay in delivery. The Order Clerk maintains order files and verifies shipping invoices against original orders. This position handles orders that involve making judgments such as choosing which specific product or material from the establishment's product lines will satisfy the customer's needs, or determining the price to be quoted when pricing involves more than merely referring to a price list or making some simple mathematical calculations.

**Minimum Education:** High School Diploma or Equivalent

**Minimum Experience:** 1 Year

**Title:** Order Filler

**Description:** The Order Filler fills shipping or transfer orders for finished goods from stored merchandise in accordance with specifications on sales slips, customers' orders, or other instructions. In addition to filling orders and indicating items filled or omitted, the Order Filler keep records of outgoing orders, requisition additional stock or report short supplies to supervisor, and perform other related duties.

**Minimum Education:** High School Diploma or Equivalent

**Minimum Experience:** 0 Years

**Title:** Project Manager I

**Description:** The Project Manager I is responsible for directing day-to-day operations of their assigned contract in order to obtain program goals and objectives. The Project Manager is the primary liaison between the company, its customers and staff may be considered essential personnel with the ability to respond to work in a timely manner as determined by contract needs. Establishes work plan and staffing for the contract, and coordinates with Human Resources for recruitment of contract personnel. Ensures timekeeping accuracy and that submission deadlines are met. Confers with supervisors to outline work plan and to assign duties, responsibilities, and scope of authority. Directs and coordinates activities of supervisors to ensure contract progresses on schedule and within prescribed budget. Identifies and problem solves in a timely manner. Elevates to direct supervisor when necessary. Knows and communicates work environment of specific contract. Manages supervisors, evaluates worker’s performance, and makes recommendations to Human Resources on personnel actions. Provides leadership to staff by fostering teamwork. Models dependability, hard work, strong ethics, and professional appearance. Works with Employment Services and Human Resources to assure program plans are followed and appropriate accommodations are made. Tracks supplies and equipment budgets by using established tools. Good steward of government funding and facilities of the complex. Maintains and generates necessary records required by the contract. Develops and maintains relationship with all contractors and vendors guaranteeing efficient operations. Responsible for sub-contractor follow up to ensure work is completed. Responsible for supply and equipment orders. Identifies staff development opportunities and assign training. The PM I has 10 years of experience.

**Minimum Education:** High School Diploma or Equivalent
Minimum Experience: 10 Years

Title: Project Manager II

Description: The Project Manager II is responsible for directing day-to-day operations of their assigned contract in order to obtain program goals and objectives. The Project Manager is the primary liaison between the company, its customers and staff may be considered essential personnel with the ability to respond to work in a timely manner as determined by contract needs. Establishes work plan and staffing for the contract, and coordinates with Human Resources for recruitment of contract personnel. Ensures timekeeping accuracy and that submission deadlines are met. Confers with supervisors to outline work plan and to assign duties, responsibilities, and scope of authority. Directs and coordinates activities of supervisors to ensure contract progresses on schedule and within prescribed budget. Identifies and problem solves in a timely manner. Elevates to direct supervisor when necessary. Knows and communicates work environment of specific contract. Manages supervisors, evaluates worker’s performance, and makes recommendations to Human Resources on personnel actions. Provides leadership to staff by fostering teamwork. Models dependability, hard work, strong ethics, and professional appearance. Works with Employment Services and Human Resources to assure program plans are followed and appropriate accommodations are made. Tracks supplies and equipment budgets by using established tools. Good steward of government funding and facilities of the complex. Maintains and generates necessary records required by the contract. Develops and maintains relationship with all contractors and vendors guaranteeing efficient operations. Responsible for sub-contractor follow up to ensure work is completed. Responsible for supply and equipment orders. Identifies staff development opportunities and assign training. The PM II has 12 years of experience.

Minimum Education: High School Diploma or Equivalent

Minimum Experience: 12 Years

Title: Quality Control Coordinator

Description: The Quality Control Coordinator (QCC) works in conjunction with the Quality Systems Manager to develop service procedures and assess product and equipment capabilities and specifications to establish service delivery standards and proposed quality expectancy of completed work. Maintains quality assurance objectives and coordinates same with production procedures in cooperation with service managers to maximize service reliability and to contain costs. Implements all inspection procedures, checklists and schedules and works with the Quality Systems Manager to revise and improve as needed. Directs inspection and testing staff to ensure continuous process improvement and highest quality standards of services. Analyzes inspection results for trends, unusual situations, safety considerations, and team/staff adherence to quality standards and objectives. Communicates inspection results with the Project Manager, Quality Systems Manager, and Director or Contract Operations. Releases inspection reports in accordance with contract and company operating procedures. Meets regularly with Quality Systems Manager, Project Manager and the Contracting Officer to provide written or oral status reports on quality assurance program. Plan, promotes, organizes, and conducts training activities related to product and equipment use, quality standards, and the quality assurance program. Participates in all initial training programs. Investigate and correct customer complaints regarding quality. Interviews potential employees and makes recommendations for hiring. Provides leadership to staff by fostering teamwork while balancing team and individual responsibilities; giving feedback to nurture a positive team spirit and quality performance; and
modeling dependability, hard work, strong business ethics, and professional personal appearance. Assures safety of employees by monitoring proper use of equipment and adherence to safety policies.

**Minimum Education:** High School Diploma or Equivalent

**Minimum Experience:** 5 Years

**Title:** Quality Control Inspector I

**Description:** The Quality Control Inspector I implements inspection procedures, checklists and schedules. Communicates inspection results with the QC Coordinator, QA Manager, or Director Quality Development – as appropriate. Releases inspection reports in accordance with contract and company operating procedures. Meets regularly with QC Coordinator and the QA Manager to provide written, and/or oral status reports on quality assurance program. Participates in all initial training programs and assists with conducting trainings as required or requested. Assures safety of employees by monitoring proper use of equipment and adherence to safety policies as discovered through inspection activities.

**Minimum Education:** High School Diploma or Equivalent

**Minimum Experience:** 0 Years

**Title:** Quality Control Inspector II

**Description:** The Quality Control Inspector II implements inspection procedures, checklists and schedules. Communicates inspection results with the QC Coordinator, QA Manager, or Director Quality Development – as appropriate. Releases inspection reports in accordance with contract and company operating procedures. Meets regularly with QC Coordinator and the QA Manager to provide written, and/or oral status reports on quality assurance program. Participates in all initial training programs and assists with conducting trainings as required or requested. Assures safety of employees by monitoring proper use of equipment and adherence to safety policies as discovered through inspection activities. The Quality Control Inspector II has 3 years of experience.

**Minimum Education:** High School Diploma or Equivalent

**Minimum Experience:** 3 Years

**Title:** Quality Control Manager

**Description:** The Quality Control Manager coordinates between project management and quality personnel to implement and direct the quality assurance program to ensure that quality control is integrated through training, documentation, reports, and inspection. Implements and coordinates all inspection procedures, checklists, and schedules, and works with management to revise and improve as needed. Directs inspection and testing staff to ensure continuous process improvement and highest quality standards of services. Responsible for the CMMS that is used to document inspection results, work orders, and reporting of inspection/work order data. Analyzes inspection results for trends, unusual situations, safety considerations, and team/staff adherence to quality standards and objectives.
Communicates inspection results with the Project Manager, Quality Development Director and Director of Contract Operations. Releases inspection reports in accordance with contract and Didlake operating procedures. Participates in sustainable and green initiatives on site to meet contractual requirements and the standards to maintain CIMs/CIMs-GB certification. Plan, promotes, organizes and conducts training activities related to product and equipment use, quality standards and the quality assurance program. Responsible for review and knowledge of relevant Standard Operating Procedures (SOP) at assigned sites, participation in SOP implementation, training, and draft revision. Responsible for the scheduling of quality control inspection of assigned Subcontractors, documentation of inspections (CMMS), and reporting of results to the appropriate personnel (such as the Project Manager, Director of Quality Development, and to the Subcontract to assist in the monitoring of performance). Supervision and responsibility for assigned quality control direct reports. Interviews potential quality control direct reports and makes recommendations for hiring.

**Minimum Education:** High School Diploma or Equivalent

**Minimum Experience:** 8 Years

**Title:** Shipping Packer

**Description:** The Shipping Packer prepares finished products for shipment or storage by placing them in shipping containers, the specific operations performed being dependent upon the type, size, and number of units to be packed, the type of container employed, and method of shipment. Work requires the placing of items in shipping containers, and may involve one or more of the following: knowledge of various items of stock in order to verify content, selection of appropriate type and size of container, inserting enclosures in container; using excelsior or other material to prevent breakage or damage, closing and sealing container, and applying labels or entering identifying data on container.

**Minimum Education:** High School Diploma or Equivalent

**Minimum Experience:** 1 Year

**Title:** Site Safety & Health Officer

**Description:** The Site Safety & Health Officer will implement safety and health procedures to ensure compliance with contract specifications and applicable regulations, inspect all phases of a variety of goods, services or operation for conformity to established health and safety, and other operational standards by performing on-going work for compliance with contractual provisions; ensures all services listed on the performance requirement summary are performed in a satisfactory and safe manner, specifies areas to be inspected (scheduled and unscheduled) and how often inspections will be accomplished, communicates deficiencies to proper persons, maintains Safety and Health files, and document results of all inspections. Implements service procedures and assess product and equipment capabilities and specifications to establish service delivery standards and proposed safety and health expectancy of completed work. Maintains safety objectives and coordinates same with production procedures in cooperation with service managers to maximize service reliability and to contain costs. Implements inspection procedures, checklists and schedules. Works in conjunction with the Director of Operations in analyzing inspection results for trends, unusual situations, safety considerations, and team/staff adherence to safety standards and objectives. Communicates inspection results with Director of Operations – as appropriate. Releases inspection reports in accordance with contract and
Didlake operating procedures. Meets regularly with Performance Assessment Representatives (Government quality insurance personnel) and the Director of Operations to provide written, and/or oral status reports on safety program. Participates in all initial training programs and assists with conducting trainings as required or requested. Assures safety of employees by monitoring proper use of equipment and adherence to safety policies.

**Minimum Education:** High School Diploma or Equivalent

**Minimum Experience:** 5 Years

**Title:** Site Safety Manager

**Description:** The Site Safety Manager (SSM) protects both the workers and workplace and ensuring the organization is compliant with government requirements by organizing and providing appropriate documents, ensuring procedures and materials are in place, and managing a team of Site Safety and Health Officers (SSHOs) who are tasked with ensuring compliance to meet contract specifications and all applicable regulations. The SSM manages the implementation of standards and supervises the SSHOs to ensure that safety policies are coordinated. The SSM ensures that regular inspections of facilities and personnel are set and completed to maintain the expected standards. The SSM maintains records documenting deficiencies in the safety program, communicates those deficiencies to the appropriate personnel for corrective action, and maintains a monthly record to provide a safety benchmarking standard. The SSM is also responsible for chairing and organizing Bi-monthly Safety Meetings to occur every other month that a Corporate Safety Meeting is not scheduled. Implements safety procedures and assesses performed activities for compliance with all Occupational Safety and Health Administration (OSHA) regulations. Coordinates/Manages activities of custodial and grounds maintenance Site Safety and Health Officers (SSHOs). Proposes and maintains a set of safety standards for the SSHOs to ensure compliance with contractual safety and health expectations and completion. Implements inspection procedures, checklists and schedules. Performs audits of individual sites to determine that a standard set of expectations for both custodial and grounds maintenance sites is equally coordinated and maintained.

**Minimum Education:** High School Diploma or Equivalent

**Minimum Experience:** 5 Years

**Title:** Stationary Engineer

**Description:** The Stationary Engineer operates and maintains one or more systems that provide an establishment with such services as heat, air-conditioning (cool, humidify, dehumidify, filter, and circulate air), refrigeration, steam or high-temperature water or electricity. Duties involve: observing and interpreting readings on gauges, meters and charts which register various aspects of the system's operation, adjusting controls to insure safe and efficient operation of the system and to meet demands for the service provided, recording in logs various aspects of the system's operation, keeping the engines, machinery and equipment of the system in good working order. The Stationary Engineer directs and coordinates activities of other workers (not stationary engineers) in performing tasks directly related to operating and maintaining the system or systems as needed. The classification excludes head or chief engineers in establishments employing more than one engineer. Workers are
required to be skilled in the repair of electronic control equipment; workers in establishments producing electricity, steam, or heated or cooled air primarily for sale, and Boiler Tenders.

**Minimum Education:** High School Diploma or Equivalent

**Minimum Experience:** 3 Years

**Title:** Supervisor I

**Description:** The Supervisor I plans, directs and coordinates activities to ensure all goals or objectives are accomplished. Inspects completed work for conformance to standards. Determines materials, supplies, and equipment needs and submits to PM for approval. Identifies staff development and training gaps; consult with PM to ensure training is obtained. Trains employees on job-specific tasks. Identifies and problem-solve in a timely manner. Elevate to PM when necessary. Addresses tardiness and attendance of staff in a positive manner and provides recognition when appropriate. Reviews requests for leave and make recommendations to the Project Manager for approval according to company policy. Works with Employment Services to assure program plans are followed and appropriate accommodations are made. Provides leadership to staff by fostering cooperation. Assures safe workplace conduct as dictated by company policy and procedures. Interviews potential employees and make recommendations for hire. Assures safety of employees by monitoring the proper use of equipment and adherence to safety policies. Holds regular meetings with employees on priorities, assigned work, and results of inspections. Utilizes training opportunities to expand professional and technical knowledge. Inspects equipment for cleanliness and repair. Tag out equipment when necessary; notify PM of all equipment issues. The Supervisor I has 3 years of experience.

**Minimum Education:** High School Diploma or Equivalent

**Minimum Experience:** 3 Years

**Title:** Supervisor II

**Description:** The Supervisor II plans, directs and coordinates activities to ensure all goals or objectives are accomplished. Inspects completed work for conformance to standards. Determines materials, supplies, and equipment needs and submits to PM for approval. Identifies staff development and training gaps; consult with PM to ensure training is obtained. Trains employees on job-specific tasks. Identifies and problem-solve in a timely manner. Elevate to PM when necessary. Addresses tardiness and attendance of staff in a positive manner and provides recognition when appropriate. Reviews requests for leave and make recommendations to the Project Manager for approval according to company policy. Works with Employment Services to assure program plans are followed and appropriate accommodations are made. Provides leadership to staff by fostering cooperation. Assures safety of employees by monitoring the proper use of equipment and adherence to safety policies. Holds regular meetings with employees on priorities, assigned work, and results of inspections. Utilizes training opportunities to expand professional and technical knowledge. Inspects equipment for cleanliness and repair. Tag out equipment when necessary; notify PM of all equipment issues. The Supervisor II has 5 years of experience.
**Minimum Education:** High School Diploma or Equivalent

**Minimum Experience:** 5 Years

**Title:** Supply Technician

**Description:** The Supply Technician performs limited aspects of technical supply management work (e.g., inventory management, storage management, cataloging, and property utilization) related to depot, local, or other supply activities. Work usually is segregated by commodity area or function, and controlled in terms of difficulty, complexity, or responsibility. Assignments usually relate to stable or standardized segments of technical supply management operations; or to functions or subjects that are narrow in scope or limited in difficulty. The work generally involves individual case problems or supply actions. This work may require consideration of program requirements together with specific variations in or from standardized guidelines.

**Minimum Education:** High School Diploma or Equivalent

**Minimum Experience:** 1 Year

**Title:** Tractor Operator

**Description:** The Tractor Operator drives gasoline or diesel powered tractor to: move materials, draw implements, tow trailers, pull out objects embedded in ground, or pull cable of winch to raise, lower, or load heavy material or equipment. The Tractor Operator fastens attachments such as graders, plows, rollers, mowers (over 2000 lbs.), backhoes, seeders, and disc harrows to tractor, adjusts equipment for proper operation, lubricates and makes minor repairs to tractor and attachments such as tightening bolts, and replacing washers, cotter pins, and screws.

**Minimum Education:** High School Diploma or Equivalent

**Minimum Experience:** 1 Year
**DIDLAKE, INC. LABOR RATES**

<table>
<thead>
<tr>
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<td>561910, 561499M, 518210DC, 493110RM, 518210ERM, 561730</td>
<td>Assistant Project Manager I</td>
<td>Hour</td>
<td>$46.98</td>
<td>$48.49</td>
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The Service Contract Labor Standards, formerly the Service Contract Act (SCA), apply to this contract and it includes SCLS applicable labor categories. Labor categories and fixed price services marked with a (**) in this pricelist are based on the U.S. Department of Labor Wage Determination Number(s) identified in the SCLS/SCA matrix. The prices awarded are in line with the geographic scope of the contract (i.e., nationwide).