

GENERAL SERVICES ADMINISTRATION Federal Acquisition Service

Complete Facilities Maintenance And Management Services SCHEDULE PRICE LIST

Special Item Numbers (SIN'S) 811-002 and 811-003
(Non-Union Labor Categories)

**Interior Systems, Inc.
dba**

ISI Professional Services

1201 15th Street, N.W.
Suite 200
Washington, D.C. 20005
(202) 393-1515
(202) 393-0630 (fax)

Contract Number: GS-06F-0025S

Contract Period: January 16, 2011 to January 15, 2016

Current through Modification PO-0004 Dated July 22, 2010

**ISI is a Service-Disabled Veteran-Owned Small Business (SDVOSB)
and a graduate of the Small Business Administration's 8(a) program.**



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: <http://www.gsaadvantage.gov>

For more information on ordering from Federal Supply Schedules, click on the FSS Schedules button at <http://www.gsa.gov>.

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Section 1. Customer Information

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

SIN 811-002 Complete Facilities Maintenance

SIN 811-003 Complete Facilities Management

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 Section 3 for details.

2. Maximum order: \$1,000,000

3. Minimum order: \$300.00

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): Services performed at the Government site with support services provided from ISI headquarters and other office locations.

6. Discount from list prices or statement of net price: Prices shown in pricing section are net price.

7. Quantity discounts: None

8. Prompt payment terms: Net 30

9a. Notification that Government purchase cards are accepted below the micro-purchase threshold:

Government purchase cards are accepted for orders under \$3,000.00.

9b. Notification whether Government purchase cards are accepted or not accepted above the micro-purchase threshold.

Government purchase cards are accepted for orders above \$3,000.00.

10. Foreign items (list items by country of origin): None

11a. Time of delivery: As specified on individual task order.

11b. Expedited Delivery: Upon mutual agreement of ISI and the Government Customers.

11c. Overnight and 2-day delivery: Upon mutual agreement of ISI and the Government Customers.

11d. Urgent Requirements: Upon mutual agreement of ISI and the Government Customers.

12. FOB points: Destination

13. Ordering address.

Interior Systems, Inc.
1201 15th Street, NW
Suite 200
Washington, D.C. 20005
(202) 393-1515
(202) 393-0630 (fax)

14. Payment address.

Interior Systems, Inc.
1201 15th Street, NW
Suite 200
Washington, D.C. 20005

15. Warranty provision: None

16. Export packing charges, if applicable: Not Applicable.

17. Terms and conditions of Government purchase card acceptance:

ISI Professional Services will accept payment through the Government purchase card for any size order.

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. Preventive maintenance: Not applicable

24. Environmental attributes: Not applicable

25. Data Universal Number System (DUNS) number: #55-617-0926

26. Notification regarding registration in the Central Contractor Registration (CCR) database:

Interior Systems, Inc. is registered in the Central Contractor Registration (CCR) database.

Section 2. Complete Facilities Maintenance and Management Services

Interior Systems, Inc., dba ISI Professional Services (ISI) has the experienced staff and necessary management expertise to assure performance of the services offered under this contract in accordance with sound and efficient management practices.

Complete Facilities Management Services includes the management of Facilities related to the complete operations, maintenance and repair of military and government facilities to ensure fully adequate and timely completion of all services.

Included in these services are a full range of management duties including, but not limited to, planning, scheduling and quality control, including software support services, computer and/or facilities management systems, and upgrades.

Facilities Maintenance Services include, but are not limited to, fire alarm maintenance and protection systems, Energy Management Control Services (EMCS), exterior electrical distribution system; operation and maintenance of HVAC; operation and maintenance of water distribution system.

Additional services offered under this contract include, but are not limited to the following:

- Responsibility for day-to-day overall coordination of all facility-related operations, projects, operations and maintenance (O&M) services, and procedures required to support building occupants/tenants and their missions
- Provide written guidance to the occupants on the correct and most efficient use of the building
- Monitor building design integrity standards
- Upon request, review proposed work requests that pertain to building integrity guidelines
- Make frequent reviews and observations of the conditions and use of the facility by the occupants to ensure adherence to design integrity standards
- Establish and maintain an emergency contact list for the building occupants in the event of maintenance emergencies or unscheduled utility outages
- Coordinate building shutdowns and outages with occupants/service providers
- Act as "tour guides" for the building as requested
- Participate in design reviews, attend pre-construction meetings, and coordinate with project representatives on issues regarding renovation and remodeling on behalf of owner's and building occupants
- Establish a facilities council consisting of building occupants and appropriate owner representatives
- Conduct facility condition surveys and projects facility requirements to assist programs in meeting mission goals

- Initiate work requests for correction of building deficiencies
- Keep owner's management informed of building deficiencies
- Keep informed of design, construction, and alteration projects within the building utilizing an automated system
- Check building status, especially public spaces
- Interact with occupants
- Monitor ongoing maintenance and repair projects and alteration and renovation projects
- Assist occupants seeking to correct violations
- Assist occupants seeking to correct violations of fire prevention requirements
- Assist occupants to reprioritize and accelerate maintenance when operations are being impacted
- Follow-up on overdue maintenance and repair work requests when asked by occupants
- Familiarity with "the rules" and participate in preparations for accreditation surveys and inspections
- Familiarity with emergency systems, emergency responses, contingency and evacuation plans, command and control center operations, and recovery actions
- Assists occupants with move coordination and surplus equipment turn in when requested
- Prepares facility reports as needed
- Participates on teams involved in new building and major renovation project punch listing, acceptance, commissioning, transition, and post occupancy evaluations
- Maintains an office in selected building to facilitate occupant access to the Facilities Manager.

Section 3. Complete Facilities Maintenance Rate Table (Non-Union Labor) for SIN 811-002

Labor Category	Hourly Rates*
01141 - Messenger Courier	\$28.08
01090 - Duplicating Machine Operator	\$35.21
01300 - Scheduler, Maintenance	\$45.59
01280 - Receptionist	\$35.41
01613 - Word Processor III	\$46.98
14045 - Computer Operator V	\$59.89
11060 - Elevator Operator	\$29.63
11090 - Gardener	\$42.29
11122 - Housekeeping Aide	\$33.49
11150 - Janitor	\$35.47
11210 - Laborer, Grounds Maintenance	\$35.82
99410 - Pest Controller	\$38.02
11360 - Window Cleaner	\$37.61
23125 - Cable Splicer	\$73.95
23160 - Electrician, Maintenance	\$75.15
23290 - Fire Alarm Systems Mechanic	\$50.69
23370 - General Maintenance Worker	\$50.23
23510 - Locksmith	\$45.17
23550 - Machinist, Maintenance	\$43.03
23790 - Pipefitter, Maintenance	\$63.96
23931 - Telecommunications Mechanic II	\$63.57
23980 - Woodworker	\$40.74
25010 - Boiler Tender	\$57.73
25070 - Stationary Engineer	\$58.30
25190 - Ventilation Equipment Tender	\$46.30
25210 - Water Treatment Plant Operator	\$53.32
30085 - Engineering Technician V	\$76.81
30084 - Engineering Technician VI	\$64.14
30364 - Paralegal/Legal Assistant IV	\$81.60
23130 - Carpenter, Maintenance	\$61.68
23640 - Millwright	\$63.50
11210 - Laborer, Grounds Maintenance	\$35.82
23440 - Heavy Equipment Operator	\$56.79

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23470 - Laborer	\$31.85
23760 – Painter, Maintenance	\$55.42
23410 - HVAC Mechanic	\$53.22
23810 – Plumber, Maintenance	\$65.40
23890 - Sheet Metal Worker, Maintenance	\$58.67
31363 - Truck Driver, Heavy	\$50.43

*Rates based on the Department of Labor Service Contract Act Wage determination #2005-2353 Revision 9 – June 15, 2010 Morris County, NJ. Interior Systems, Inc. will reduce rates where area wage determinations are lower.

Labor Category	Hourly Rates*
01141 - Messenger Courier	\$31.63
01090 - Duplicating Machine Operator	\$32.72
01300 - Scheduler, Maintenance	\$39.85
01280 - Receptionist	\$33.12
01613 - Word Processor III	\$43.32
14045 - Computer Operator V	\$60.13
11060 - Elevator Operator	\$25.94
11090 - Gardener	\$38.83
11122 - Housekeeping Aide	\$28.32
11150 - Janitor	\$28.32
11210 - Laborer, Grounds Maintenance	\$30.61
99410 - Pest Controller	\$39.15
11360 - Window Cleaner	\$30.21
23125 - Cable Splicer	\$54.54
23160 - Electrician, Maintenance	\$58.16
23290 - Fire Alarm Systems Mechanic	\$48.79
23370 - General Maintenance Worker	\$46.06
23510 - Locksmith	\$46.92
23550 - Machinist, Maintenance	\$48.79
23790 - Pipefitter, Maintenance	\$51.97
23931 - Telecommunications Mechanic II	\$61.80
23980 - Woodworker	\$39.02
25010 - Boiler Tender	\$56.90
25070 - Stationary Engineer	\$56.90
25190 - Ventilation Equipment Tender	\$42.47
25210 - Water Treatment Plant Operator	\$44.97
30085 - Engineering Technician V	\$87.03

ISI Professional Services

30084 - Engineering Technician VI	\$72.31
30364 – Paralegal/Legal Assistant IV	\$78.81
23130 – Carpenter, Maintenance	\$46.00
23640 - Millwright	\$58.54
11210 – Laborer, Grounds Maintenance	\$30.61
23440 - Heavy Equipment Operator	\$48.79
23470 - Laborer	\$34.14
23760 – Painter, Maintenance	\$46.65
23410 - HVAC Mechanic	\$50.60
23810 – Plumber, Maintenance	\$47.64
23890 - Sheet Metal Worker, Maintenance	\$48.79
31363 - Truck Driver, Heavy	\$41.90

*Rates based on the Department of Labor Service Contract Act Wage determination #2005-2103 Revision 10 – June 22, 2010 for the District of Columbia. Interior Systems, Inc. will reduce rates where area wage determinations are lower.

Complete Facilities Management Rate Table for SIN 811-003

Labor Category	Hourly Rates
Principal	\$140.42
Program Manager	\$130.22
Project Manager	\$111.93
Facilities Specialist	\$77.37
Engineer	\$77.37
Legal Consultant	\$76.12
Quality Assurance Specialist	\$99.64
Senior Realty Specialist	\$100.46
Cost Estimator	\$61.66
Real Estate Manager	\$91.49
Quality Control Manager	\$99.64
Facilities Manager	\$82.90
Architect	\$80.25

Section 4. Customer Information

4.1. How to Order Services

ISI recognizes the need to make this schedule as easy to use as possible in order for Government managers to benefit from the services offered. In that regard, ISI recommends that the Government user clearly specify the work to be done or present a clear statement of the requirements. Both the work requirement and your intentions to satisfy the requirement using this Complete Facilities Maintenance and Management Services schedule should be reviewed with your contracting organization.

Total price for facilities maintenance and management services will be established at the time the Task Order is placed and will be based on the prices offered herein. The estimated number of hours negotiated with the ordering agency and the labor category (ies) provided will be shown on the resultant Task Order.

ISI does possess an adequate and auditable labor hour recording and invoicing system capable of fully supporting hourly-billed invoices, therefore, the firm is approved to accept labor hour task orders. If the agency Contracting Officer chooses to purchase from these SIN's on a Labor Hour basis, the resultant Task Order shall specify the Not To Exceed price, the Labor Category(ies) proposed (with the hourly and daily rates for each), and any applicable Other Direct Costs (ODCs).

4.1.1. Ordering Mechanisms

Agencies may use written orders, EDI orders, credit card orders, blanket purchase orders, individual purchase orders, or task orders for ordering services under this contract. Blanket Purchase Orders shall not extend beyond the end of the contract period.

Initiating and Finalizing Orders

With the authorization of your contracting organization, a statement of work should be faxed to ISI at the fax number shown on the cover. Upon receipt of the requirement, an initial consultation meeting will be scheduled to ensure ISI understands the requirement and that it can be satisfied under this schedule.

ISI will provide the Government with a technical proposal, work plan, and price proposal to satisfy the requirement. Project management plans shall be reviewed by the COTR, who has the right to approve or disapprove them. ISI must satisfy the requirements of the Government for approval.

If agreement is reached in a timely manner on services to be performed, a

finalized task order may be executed. The firm fixed price for task orders shall be based on fixed hourly rates, the negotiated level of effort for each discipline, deliverables, and all other terms agreed upon.

Task orders are finalized when signed by the COR and ISI. ISI will sign before the COR so that the task order is ready for execution upon presentation to the COR. No work shall be performed on an individual task order until it is signed by both ISI and the COR.

Upon review and approval of ISI's proposal, the Government will issue, via the appropriate contracting office, a task order and Notice to Proceed.

4.1.2. Invoices and Payment

The contractor will submit invoices for Complete Facilities Maintenance and Management Services as soon as possible after completion of the work. Payment under blanket purchase orders will be made quarterly or monthly, except where cash payment procedures are used. Invoices shall be submitted separately to each Government office ordering services under this contract.

4.1.3. Travel and Lodging

The hourly labor rates for Complete Facilities Maintenance and Management Services do not include the cost of travel and lodging for personnel. These costs will be billed at Government per diem rates.