



**Jamison
Professional
Services**

"Quality Services You Can Depend On!"

**General Services Administration (GSA)
Federal Supply Schedule
736 – Temporary Administrative and
Professional Services (TAPS)**

**GS-07F-0065N
(SIN's 736-1, 736-3, 736-4, and 736-5)**

**Contract Period:
October 1, 2007 – September 30, 2012**

**Jamison Professional Services, Inc.
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East Point, GA 30344-4261
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**Service-Disabled Veteran Owned Small Business
SBA Certified Small Disadvantaged Small Business**

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GENERAL CONTRACT INFORMATION

Jamison Professional Services, Inc. (JPS) is a customer driven firm of highly skilled management and staffing professionals with a proven record of providing superior contract administration and services supporting single and multiple locations that deliver quality and consistent services on a daily basis.

JPS is a premier management, consulting and staffing firm providing a broad array of services to our client's throughout the Continental United States. We offer creative and unique solutions to meet our client's ever-evolving needs. Since our inception in 1993, JPS has evolved from a staffing agency into a management service organization that offers its clients a wide variety of services in the federal government, private and public sectors.

Our vision is to create and establish successful multi-service organizations nationwide that offers quality services, a true partnership, and an employee-centered working environment, which serves as a model of excellence for clients, employees and partners.

A major area of JPS' core competencies is embedded within the company's ability to efficiently and expeditiously recruit, screen, test and interview potential employees for both small and large volume contracts, purchase orders, and task orders, through our three GSA Schedules. Please see our profile on the reverse for more information.

JPS looks forward to the opportunity to serve your agency in exceeding your mission goals.

1a. Table of Awarded Special Item Numbers:

736-1 Administrative Support And Clerical Occupations - Including, but not limited to, the following occupational categories: Administrative Clerk, Accounting Clerk I-IV, Audit Clerk, Court Reporter, Motor Vehicle Dispatcher, Document Preparation Clerk, Messenger (Courier), Duplicating Machine Operator, Film/Tape Librarian, General Clerk I-IV, Housing Referral Assistant, Key Entry Operator I-II, Order Clerk I-II, Personnel Assistant (Employment) I-IV, Production Control Clerk, Rental Clerk, Secretary I-V (Clerical, Medical, Executive, Legal), Service Order Dispatcher, Stenographer I-II, Supply Technician, Switchboard Operator-Receptionist, Test Examiner, Test Proctor, Travel Clerk I-III, Word Processor I-III, Maintenance Scheduler, Survey Worker (Interviewer), Transcribing Machine Operator (Legal/Medical).

736-3 General Services and Support - Materials Handling And Packing Occupations, including but not limited to the following occupational categories: Forklift Operator, Janitor, Laborer, Grounds Maintenance, Logistics Management Specialist, Material Coordinator, Material Handling Laborer, Order Filler, Shipping/Receiving Clerk, Shipping Packer, Store Worker I, Stock Clerk (Shelf Stocker; Store Worker II), Tools and Parts Attendant, Warehouse Specialist. Mechanics And Maintenance And Repair

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Occupations, including, but not limited to the following occupational categories: Electrician, Maintenance, Electronics Technician, Maintenance I-III, General Maintenance Worker, Laborer, Machinery Maintenance Mechanic, Machnist, Maintenance Trades Helper, Pipefitter, Plumber.

736-4 Information and Arts Occupations - Including, but not limited to, the following occupational categories: Audiovisual Librarian, Illustrator I-II, Librarian, Library Technician, Photographer I-V, Public Affairs Officer, Instructor, Child Development I-III, Food Service Worker, Quality Assurance, Food Inspector, Cashier, Desk Clerk, Inspector, Lifeguard.

736-5 Technical and Professional Occupations - Including, but not limited to, the following occupational categories: Accounting Support, Audit Support, Contracting Support (Contract Specialist/Administrator), Desktop Publisher, Financial Analyst, Librarian, Market-Research Analyst, Occupational Analyst, Personnel Analyst, Procurement Clerk, Program Analyst, Researcher, Real Estate Asst., CAD Illustrator, Drafter/Designer, Cartographic Technician, Computer Based Training (CBT), Specialist/Instructor, Civil Engineering Technician, Drafter I-IV, Engineering Technician I-VI, Environmental Technician, Graphic Artist (Designer), Paralegal/Legal Assistant I-IV, Instructor, Laboratory Technician (Laboratory Tester), Technical Writer, Construction Representative, QA/QC Inspector, Architect.

1b. Lowest priced number and price for each SIN: See Page 6 (Eff. March 2009)

1c. Labor Categories: See Page 6.

2. Maximum Order (per SIN): \$100,000.

3. Minimum Order: \$100.

4. Geographic coverage (delivery area): The preponderance of work location has been identified as: Atlanta, GA; Wage Determination No. 2005-2133, Revision 6, dated 5/26/2009. Jamison Professional Services may now perform work at any of the locations listed in the Service Contract Act (SCA) Index Matrix. Service in an area with lower SCA rates than the stated preponderance of work location, resulting in lower wages being paid, will have the prices for the Task Order discounted accordingly.

5. Point of Production: East Point, GA (Fulton County).

6. Basic Discount: For all SINs the Government is offered a basic discount of 10% off Jamison Professional Services, Inc.'s Commercial Price List. All discounts exclude the GSA Industrial Funding Fee.

7. Quantity Discounts: None

8. Prompt Payment Terms: Net 30.

- 9a. Government Purchase Card:** Accepted at or below the micro-purchase threshold.
- 9b. Government Purchase Card:** Accepted above the micro-purchase threshold.
- 10. Foreign Items (list items by country of origin):** N/A
- 11a. Time of Delivery:** To be negotiated with ordering agency.
- 11b. Expedited Delivery:** To be negotiated with ordering agency.
- 11c. Overnight and 2-day delivery:** Overnight and 2-day delivery are available. Contact the Contracts Administrator to affect faster delivery.
- 11d. Urgent Requirements:** Contact the Contracts Administrator to affect faster delivery.
- 12. F.O.B. point(s):** FOB Origin
- 13a. Ordering Address:** Same as contractor.
- 13b. Ordering Procedures:** Contact the Contracts Administrator.
- 14. Payment Address(s):** Same as contractor.
- 15. Warranty Provision:** N/A.
- 16. Export Packing Charges:** N/A.
- 17. Terms and Conditions of Government Purchase Card Acceptance:** Accepted.
- 18. Terms and Conditions of Rental, Maintenance, and Repair:** N/A.
- 19. Terms and Conditions of Installation:** N/A.
- 20. Terms and Conditions of Repair Parts indicating date of parts price lists and any discounts from price list:** N/A.
- 21. List of Service and Distribution Points:** N/A.
- 22. List of Participating Dealers:** N/A.
- 23. Preventive Maintenance:** N/A.
- 24a. Special Attributes such as environmental attributes (e.g., recycle content, energy efficient, and/or reduced pollutants):** N/A.



24b. Section 508 compliance information for Electronic and Information Technology (EIT) supplies and services can be found at: www.Section508.gov.

25. Data Universal Number System (DUNS) Number: 85-912-0214

26. Registered in Central Contractor Registration database: Yes.

27. Authorized Negotiators: Mr. Samuel Jamison, Mr. André Turner, and Ms. Audrey Sewell.

LABOR CATEGORIES AND PRICE LIST

Please reference the SCA Directory of Occupations (Fifth Edition) on the Department of Labor website for descriptions.

[http://www.dol.gov/esa/whd/regs/compliance/wage/SCA\(DirV5/SCADirectVers5.pdf](http://www.dol.gov/esa/whd/regs/compliance/wage/SCA(DirV5/SCADirectVers5.pdf)

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SIN 736-1	Total GSA Price
01011 - Accounting Clerk I	\$ 23.75
01012 - Accounting Clerk II	\$ 25.66
01013 - Accounting Clerk III	\$ 28.30
01020 - Administrative Assistant	\$ 40.93
01040 - Court Reporter	\$ 35.80
01051 - Data Entry Operator I	\$ 24.82
01052 - Data Entry Operator II	\$ 27.70
01060 - Dispatcher, Motor Vehicle	\$ 33.05
01070 - Document Preparation Clerk	\$ 22.81
01090 - Duplicating Machine Operator	\$ 22.81
01111 - General Clerk I	\$ 22.11
01112 - General Clerk II	\$ 26.32
01113 - General Clerk III	\$ 28.12
01120 - Housing Referral Assistant	\$ 37.23
01141 - Messenger Courier	\$ 21.50
01191 - Order Clerk I	\$ 22.31
01192 - Order Clerk II	\$ 24.91
01261 - Personnel Assistant (Employment) I	\$ 26.93
01262 - Personnel Assistant (Employment) II	\$ 29.73
01263 - Personnel Assistant (Employment) III	\$ 32.81
01270 - Production Control Clerk	\$ 35.11

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01280 - Receptionist	\$	23.85
01290 - Rental Clerk	\$	25.60
01300 - Scheduler, Maintenance	\$	28.21
01311 - Secretary I	\$	26.14
01312 - Secretary II	\$	30.32
01313 - Secretary III	\$	34.19
01320 - Service Order Dispatcher	\$	27.97
01410 - Supply Technician	\$	40.93
01420 - Survey Worker	\$	29.30
01531 - Travel Clerk I	\$	23.78
01532 - Travel Clerk II	\$	25.67
01533 - Travel Clerk III	\$	27.38
01611 - Word Processor I	\$	22.82
01612 - Word Processor II	\$	25.70
01613 - Word Processor III	\$	29.00
12160 - Medical Record Clerk	\$	24.62
12190 - Medical Record Technician	\$	26.66
12195 - Medical Transcriptionist	\$	27.80
15110 - Test Proctor	\$	32.10
15120 - Tutor	\$	32.10

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Total GSA Price

05005 - Automobile Body Repairer, Fiberglass	\$	37.85
05010 - Automotive Electrician	\$	35.17
05040 - Automotive Glass Installer	\$	33.15
05070 - Automotive Worker	\$	33.15
05110 - Mobile Equipment Servicer	\$	29.16
05130 - Motor Equipment Metal Mechanic	\$	36.84
05160 - Motor Equipment Metal Worker	\$	33.15
05190 - Motor Vehicle Mechanic	\$	36.84
05220 - Motor Vehicle Mechanic Helper	\$	29.28
05250 - Motor Vehicle Upholstery Worker	\$	31.48
05280 - Motor Vehicle Wrecker	\$	33.15
05310 - Painter, Automotive	\$	35.17
05340 - Radiator Repair Specialist	\$	33.15
05370 - Tire Repairer	\$	24.76
05400 - Transmission Repair Specialist	\$	36.84
07010 - Baker	\$	22.28
07041 - Cook I	\$	21.13
07042 - Cook II	\$	23.55
07070 - Dishwasher	\$	19.25
07130 - Food Service Worker	\$	17.91
07210 - Meat Cutter	\$	22.03
07260 - Waiter/Waitress	\$	15.14
09010 - Electrostatic Spray Painter	\$	29.16
09040 - Furniture Handler	\$	22.05
09080 - Furniture Refinisher	\$	27.33
09090 - Furniture Refinisher Helper	\$	21.89
09110 - Furniture Repairer, Minor	\$	25.16
09130 - Upholsterer	\$	27.33

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11030 - Cleaner, Vehicles	\$	17.67
11060 - Elevator Operator	\$	17.67
11090 - Gardener	\$	23.55
11122 - Housekeeping Aide	\$	17.65
11150 - Janitor	\$	20.25
11210 - Laborer, Grounds Maintenance	\$	19.76
11240 - Maid or Houseman	\$	16.44
11260 - Pruner	\$	24.00
11270 - Tractor Operator	\$	22.82
11330 - Trail Maintenance Worker	\$	19.76
11360 - Window Cleaner	\$	22.68
21020 - Forklift Operator	\$	26.22
21030 - Material Coordinator	\$	33.14
21040 - Material Expediter	\$	33.14
21050 - Material Handling Laborer	\$	23.54
21071 - Order Filler	\$	21.77
21080 - Production Line Worker (Food Processing)	\$	26.22
21110 - Shipping Packer	\$	24.06
21130 - Shipping/Receiving Clerk	\$	24.06
21140 - Store Worker I	\$	21.17
21150 - Stock Clerk	\$	26.45
21210 - Tools And Parts Attendant	\$	26.22
21410 - Warehouse Specialist	\$	26.22
23010 - Aerospace Structural Welder	\$	39.43
23021 - Aircraft Mechanic I	\$	37.86
23022 - Aircraft Mechanic II	\$	39.43
23023 - Aircraft Mechanic III	\$	41.24
23040 - Aircraft Mechanic Helper	\$	27.59
23050 - Aircraft, Painter	\$	33.12
23060 - Aircraft Servicer	\$	31.17
23080 - Aircraft Worker	\$	32.94
23110 - Appliance Mechanic	\$	32.41
23120 - Bicycle Repairer	\$	23.26
23125 - Cable Splicer	\$	35.54
23130 - Carpenter, Maintenance	\$	30.54
23140 - Carpet Layer	\$	29.07
23160 - Electrician, Maintenance	\$	36.98
23181 - Electronics Technician Maintenance I	\$	30.26
23182 - Electronics Technician Maintenance II	\$	39.80
23183 - Electronics Technician Maintenance III	\$	43.63
23260 - Fabric Worker	\$	25.75
23290 - Fire Alarm System Mechanic	\$	29.90
23310 - Fire Extinguisher Repairer	\$	25.04
23311 - Fuel Distribution System Mechanic	\$	34.75
23312 - Fuel Distribution System Operator	\$	28.21
23370 - General Maintenance Worker	\$	28.94
23380 - Ground Support Equipment Mechanic	\$	37.86
23381 - Ground Support Equipment Servicer	\$	31.17
23382 - Ground Support Equipment Worker	\$	32.94
23391 - Gunsmith I	\$	32.27

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23392 - Gunsmith II	\$	35.82
23393 - Gunsmith III	\$	37.43
23410 - Heating, Ventilation And Air-Conditioning Me	\$	35.62
23411 - Heating, Ventilation And Air Contditioning M	\$	37.23
23430 - Heavy Equipment Mechanic	\$	36.30
23440 - Heavy Equipment Operator	\$	32.69
23460 - Instrument Mechanic	\$	35.00
23465 - Laboratory/Shelter Mechanic	\$	30.89
23470 - Laborer	\$	19.91
23510 - Locksmith	\$	27.33
23530 - Machinery Maintenance Mechanic	\$	33.93
23550 - Machinist, Maintenance	\$	31.76
23580 - Maintenance Trades Helper	\$	22.79
23591 - Metrology Technician I	\$	35.00
23592 - Metrology Technician II	\$	36.58
23593 - Metrology Technician III	\$	38.24
23640 - Millwright	\$	36.72
23710 - Office Appliance Repairer	\$	32.60
23760 - Painter, Maintenance	\$	27.64
23790 - Pipefitter, Maintenance	\$	34.81
23810 - Plumber, Maintenance	\$	33.31
23820 - Pneudraulic Systems Mechanic	\$	32.80
23850 - Rigger	\$	36.38
23870 - Scale Mechanic	\$	29.07
23890 - Sheet-Metal Worker, Maintenance	\$	33.11
23910 - Small Engine Mechanic	\$	28.23
23931 - Telecommunications Mechanic I	\$	39.49
23932 - Telecommunications Mechanic II	\$	43.24
23950 - Telephone Lineman	\$	33.99
23960 - Welder, Combination, Maintenance	\$	28.68
23965 - Well Driller	\$	28.96
23970 - Woodcraft Worker	\$	32.80
23980 - Woodworker	\$	24.70
25010 - Boiler Tender	\$	37.01
25040 - Sewage Plant Operator	\$	29.81
25070 - Stationary Engineer	\$	37.01
25190 - Ventilation Equipment Tender	\$	24.23
25210 - Water Treatment Plant Operator	\$	29.81
31020 - Bus Aide	\$	21.18
31030 - Bus Driver	\$	30.38
31043 - Driver Courier	\$	23.68
31260 - Parking and Lot Attendant	\$	17.28
31290 - Shuttle Bus Driver	\$	25.53
31310 - Taxi Driver	\$	19.96
31361 - Truckdriver, Light	\$	25.53
31362 - Truckdriver, Medium	\$	27.87
31363 - Truckdriver, Heavy	\$	32.77
31364 - Truckdriver, Tractor-Trailer	\$	32.77

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Total GSA Price

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13011 - Exhibits Specialist I	\$	35.25
13012 - Exhibits Specialist II	\$	39.82
13013 - Exhibits Specialist III	\$	47.28
13041 - Illustrator I	\$	35.74
13042 - Illustrator II	\$	39.82
13043 - Illustrator III	\$	47.28
13047 - Librarian	\$	46.07
13050 - Library Aide/Clerk	\$	22.23
13054 - Library Information Technology Systems Administrator	\$	41.94
13058 - Library Technician	\$	25.84
13061 - Media Specialist I	\$	28.65
13062 - Media Specialist II	\$	31.67
13063 - Media Specialist III	\$	34.89
13071 - Photographer I	\$	25.75
13072 - Photographer II	\$	26.63
13073 - Photographer III	\$	32.18
13074 - Photographer IV	\$	38.08
13075 - Photographer V	\$	40.34
13110 - Video Teleconference Technician	\$	28.65
16010 - Assembler	\$	17.62
16030 - Counter Attendant	\$	17.62
16040 - Dry Cleaner	\$	22.16
16070 - Finisher, Flatwork, Machine	\$	17.62
16090 - Presser, Hand	\$	17.62
16110 - Presser, Machine, Drycleaning	\$	17.62
16130 - Presser, Machine, Shirts	\$	17.62
16160 - Presser, Machine, Wearing Apparel, Laundry	\$	17.62
16190 - Sewing Machine Operator	\$	23.74
16220 - Tailor	\$	25.29
16250 - Washer, Machine	\$	19.31
19010 - Machine-Tool Operator (Tool Room)	\$	27.33
19040 - Tool And Die Maker	\$	38.16
27004 - Alarm Monitor	\$	26.25
27007 - Baggage Inspector	\$	20.95
28210 - Gate Attendant/Gate Tender	\$	23.81
28350 - Park Attendant (Aide)	\$	28.07
28510 - Recreation Aide/Health Facility Attendant	\$	16.36
28515 - Recreation Specialist	\$	20.86
28630 - Sports Official	\$	21.58
28690 - Swimming Pool Operator	\$	32.80
29010 - Blocker And Bracer	\$	32.77
29020 - Hatch Tender	\$	32.77
29030 - Line Handler	\$	32.77
29041 - Stevedore I	\$	30.92
29042 - Stevedore II	\$	34.84
99030 - Cashier	\$	17.71
99050 - Desk Clerk	\$	18.95
99251 - Laboratory Animal Caretaker I	\$	17.51
99252 - Laboratory Animal Caretaker II	\$	18.92
99310 - Mortician	\$	41.26

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99410 - Pest Controller	\$	25.98
99510 - Photofinishing Worker	\$	24.43
99710 - Recycling Laborer	\$	25.24
99711 - Recycling Specialist	\$	30.34
99730 - Refuse Collector	\$	22.42
99810 - Sales Clerk	\$	22.39
99820 - School Crossing Guard	\$	21.03
99830 - Survey Party Chief	\$	32.61
99831 - Surveying Aide	\$	20.53
99832 - Surveying Technician	\$	27.53
99840 - Vending Machine Attendant	\$	21.49
99841 - Vending Machine Repairer	\$	25.49
99842 - Vending Machine Repairer Helper	\$	21.49

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Total GSA Price

15080 - Graphic Artist	\$	38.34
15090 - Technical Instructor	\$	38.98
15095 - Technical Instructor/Course Developer	\$	46.96
30021 - Archeological Technician I	\$	32.30
30022 - Archeological Technician II	\$	35.74
30023 - Archeological Technician III	\$	43.46
30030 - Cartographic Technician	\$	39.88
30040 - Civil Engineering Technician	\$	32.18
30061 - Drafter/CAD Operator I	\$	32.12
30062 - Drafter/CAD Operator II	\$	33.25
30063 - Drafter/CAD Operator III	\$	36.24
30064 - Drafter/CAD Operator IV	\$	43.94
30081 - Engineering Technician I	\$	28.31
30082 - Engineering Technician II	\$	33.29
30083 - Engineering Technician III	\$	35.42
30084 - Engineering Technician IV	\$	40.90
30085 - Engineering Technician V	\$	49.25
30086 - Engineering Technician VI	\$	55.51
30090 - Environmental Technician	\$	38.62
30210 - Laboratory Technician	\$	30.96
30240 - Mathematical Technician	\$	35.42
30361 - Paralegal/Legal Assistant I	\$	32.43
30362 - Paralegal/Legal Assistant II	\$	38.61
30363 - Paralegal/Legal Assistant III	\$	46.37
30364 - Paralegal/Legal Assistant IV	\$	51.51
30390 - Photo-Optics Technician	\$	40.08
30461 - Technical Writer I	\$	43.76
30462 - Technical Writer II	\$	48.32
30463 - Technical Writer III	\$	54.33