



**EXCEL STAFFING COMPANIES**  
**AUTHORIZED FEDERAL SUPPLY SCHEDULE CATALOG/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 is available through **GSA Advantage!**, a menu-driven database system. The INTERNET address for **GSA Advantage!** is <http://www.gsaadvantage.gov>.

**SCHEDULE TITLE:** 736 - Temporary Administrative and Professional Staffing Services (TAPS)  
FSC Group: 736

**Contract No. GS-07F-0536V**

**CONTRACT PERIOD:** September 23,2009 through September 22, 2019

For more information on ordering from the Federal Supply Schedule for Temporary, Administrative and Professional Staffing Services click on the Ordering Procedures button at <http://www.gsa.gov/tempservices>.

**CONTRACTOR:** Excel Staffing Companies  
1700 Louisiana Blvd. NE, Suite 210  
Albuquerque, NM 87110-7024  
Phone number: (505) 262-1871  
Fax number: (505) 268-4954  
E-Mail: [Shunnae@excelstaff.com](mailto:Shunnae@excelstaff.com) and [Ginny@excelstaff.com](mailto:Ginny@excelstaff.com)  
Web Site: [www.excelstaff.com](http://www.excelstaff.com)

**CONTRACTOR'S ADMINISTRATION SOURCE:** Shunnae Love

**BUSINESS SIZE:** Small Woman Owned Business

**CUSTOMER INFORMATION:**

**1a. TABLE OF AWARDED SPECIAL ITEM NUMBERS (SINs)**

<b>SIN</b>	<b>DESCRIPTION</b>
736-1/1RC	Administrative Support and Clerical Occupations
736-2/2RC	Automatic Data Processing Occupations
736-3/3RC	General Services and Support Occupations
736-4/4RC	Information and Arts Occupations, including Misc. Occupations
736-5/5RC	Technical and Professional Occupations

**1b. LOWEST PRICED MODEL NUMBER AND PRICE FOR EACH SIN:** N/A

**1c. HOURLY RATES AND DESCRIPTION OF ALL CORRESPONDING COMMERCIAL JOB TITLES, EXPERIENCE, FUNCTIONAL RESPONSIBILITY AND EDUCATION:** All hourly rates shown are firm fixed price. See the following price list for hourly rates for our preponderance of work location and labor categories. See the Job Descriptions provided after the pricing information.

**2. MAXIMUM ORDER\*:** \$100,000 per SIN

\*If the best value selection places your order over the Maximum Order identified in this catalog/pricelist, you have an opportunity to obtain a better schedule contract price. Before placing your order, contact the aforementioned contractor for a better price. The contractor may (1) offer a new price for this requirement (2) offer the lowest price available under this contract or (3) decline the order. A delivery order that exceeds the maximum order may be placed under the schedule contract in accordance with FAR 8.404.

**3. MINIMUM ORDER:** \$100 unless the contractor agrees to accept a smaller order amount.

**4. GEOGRAPHIC COVERAGE:**

The preponderance of work location has been identified as:

Albuquerque, NM, Wage Determination No. 2005-2361, Revision 14 dated 06/19/2013

Excel Staffing Companies may perform work at any of the locations listed in the SCA Wage 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 that Task Order discounted accordingly.

**5. POINT(S) OF PRODUCTION:** N/A

**6. DISCOUNT FROM LIST PRICES:** N/A

**7. QUANTITY DISCOUNT(S):** None.

**8. PROMPT PAYMENT TERMS:** Net 30.

**9.a Government Purchase Cards are accepted at or below the micro-purchase threshold.**

**9.b Government Purchase Cards are accepted above the micro-purchase threshold.**

**10. FOREIGN ITEMS:** None

**11.a. TIME OF DELIVERY:** N/A

- 11.b. **EXPEDITED DELIVERY:** N/A
- 11.c. **OVERNIGHT AND 2-DAY DELIVERY:** N/A
- 11.d. **URGENT REQUIREMENTS:** Agencies can contact the Contractor's representative to effect a faster delivery. Customers are encouraged to contact the contractor for the purpose of requesting accelerated delivery.
- 12. **FOB POINT:** N/A
- 13a. **ORDERING ADDRESS:** Same as contractor address. Customer should contact contractor for additional addresses.
- 13b. **ORDERING PROCEDURES:** For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA's) are found in Federal Acquisition Regulation (FAR) 8.405-3.
- 14. **PAYMENT ADDRESS:** Same as contractor address.
- 15. **WARRANTY PROVISION:** Standard Commercial Warranty. Customer should contact contractor for a copy of the warranty.
- 16. **EXPORT PACKING CHARGES:** Not applicable
- 17. **TERMS AND CONDITIONS OF GOVERNMENT PURCHASE CARD ACCEPTANCE:** None.
- 18. **TERMS AND CONDITIONS OF RENTAL, MAINTENANCE, AND REPAIR (IF APPLICABLE):** N/A
- 19. **TERMS AND CONDITIONS OF INSTALLATION (IF APPLICABLE):** N/A
- 20. **TERMS AND CONDITIONS OF REPAIR PARTS INDICATING DATE OF PARTS PRICE LISTS AND ANY DISCOUNTS FROM LIST PRICES (IF AVAILABLE):** N/A
- 20.a. **TERMS AND CONDITIONS FOR ANY OTHER SERVICES (IF APPLICABLE):** N/A
- 21. **LIST OF SERVICE AND DISTRIBUTION POINTS (IF APPLICABLE):** N/A
- 22. **LIST OF PARTICIPATING DEALERS (IF APPLICABLE):** N/A
- 23. **PREVENTIVE MAINTENANCE (IF APPLICABLE):** N/A
- 24.a. **SPECIAL ATTRIBUTES SUCH AS ENVIRONMENTAL ATTRIBUTES (e.g. recycled content, energy efficiency, and/or reduced pollutants):** N/A

**24.b. Section 508 Compliance for EIT: N/A**

**25. DUNS NUMBER: 085261048**

**26. NOTIFICATION REGARDING REGISTRATION IN CENTRAL CONTRACTOR REGISTRATION (CCR) DATABASE:**  
Contractor has an Active Registration in the CCR database.



**Excel Staffing Companies**  
 1700 Louisiana NE; Suite 210  
 Albuquerque, NM 87110  
[www.excelstaff.com](http://www.excelstaff.com)

**Point of Contact:**  
 Phone: 505-262-1871  
[gsa@excelstaff.com](mailto:gsa@excelstaff.com)



**SIN 736-1 ADMINISTRATIVE AND CLERICAL SUPPORT –**

**Temporary Administrative and Professional Staffing Services (TAPS)**

**Preponderance of Work Performed in New Mexico Counties: Bernalillo, Catron, Cibola, Colfax, De Baca, Guadalupe, Harding, Los Alamos, McKinley, Mora, Rio Arriba, San Juan, San Miguel, Sandoval, Santa Fe, Socorro, Taos, Torrance, Valencia**

**[Order Now Using GSA Advantage! and e-Buy](#)**

WD 2005-2361 Rev. 14 dated 06/19/2013

Skill Category	Price	Skill Category	Price	Skill Category	Price
Accounting Clerk I	\$25.25	Medical Assistant	\$25.39	Scheduler (Drug & Alcohol Testing)	\$36.35
Accounting Clerk II	\$27.67	Medical Record Clerk	\$26.18	Scheduler, Maintenance	\$25.88
Accounting Clerk III	\$30.30	Medical Record Technician	\$29.27	Secretary I	\$25.88
Administrative Assistant	\$33.10	Medical Transcriptionist	\$27.40	Secretary II	\$28.29
Court Reporter	\$33.76	Messenger Courier	\$20.65	Secretary III	\$30.92
Data Entry Operator I	\$22.24	Order Clerk I	\$22.70	Service Order Dispatcher	\$26.88
Data Entry Operator II	\$25.91	Order Clerk II	\$25.10	Supply Technician	\$33.75
Dispatcher, Motor Vehicle	\$29.13	Personnel Assistant I	\$26.45	Survey Worker	\$26.77
Document Preparation Clerk	\$26.54	Personnel Assistant II	\$28.95	Travel Clerk I	\$23.44
Duplicating Machine Operator	\$26.54	Personnel Assistant III	\$31.65	Travel Clerk II	\$24.87
General Clerk I	\$22.73	Production Control Clerk	\$37.49	Travel Clerk III	\$26.10
General Clerk II	\$24.31	Realty Specialist	\$42.58	Word Processor I	\$23.58
General Clerk III	\$26.61	Receptionist	\$22.23	Word Processor II	\$25.80
Housing Referral Assistant	\$30.92	Rental Clerk	\$24.10	Word Processor III	\$28.20

(1) NM Gross Receipts Tax will be charged only for candidates performing services in New Mexico and is not charged on wages or benefits. \*If work is performed in an area with lower SCA rates than the stated preponderance of work location, resulting in lower wages being paid, the prices for that task order will be discounted accordingly.



**Excel Staffing Companies**  
 1700 Louisiana NE; Suite 210  
 Albuquerque, NM 87110  
[www.excelstaff.com](http://www.excelstaff.com)

**Point of Contact:**  
 Phone: 505-262-1871  
[gsa@excelstaff.com](mailto:gsa@excelstaff.com)



**SIN 736-2 AUTOMATIC DATA PROCESSING –**

**Temporary Administrative and Professional Staffing Services (TAPS)**

**Preponderance of Work Performed in New Mexico Counties: Bernalillo, Catron, Cibola, Colfax, De Baca, Guadalupe, Harding, Los Alamos, McKinley, Mora, Rio Arriba, San Juan, San Miguel, Sandoval, Santa Fe, Socorro, Taos, Torrance, Valencia**

**[Order Now Using GSA Advantage! and e-Buy](#)**

WD 2005-2361 Rev. 14 dated 06/19/2013

Skill Category	Price		Skill Category	Price
14041 - Computer Operator I	\$28.25		14073 - Computer Programmer III (1)	\$62.06
14042 - Computer Operator II	\$30.95		14074 - Computer Programmer IV (1)	\$71.78
14043 - Computer Operator III	\$34.54		14101 - Computer Systems Analyst I (1)	\$46.84
14044 - Computer Operator IV	\$37.79		14102 - Computer Systems Analyst II (1)	\$52.58
14045 - Computer Operator V	\$42.47		14103 - Computer Systems Analyst III (1)	\$64.57
14071 - Computer Programmer I (1)	\$39.54		14150 - Peripheral Equipment Operator	\$28.25
14072 - Computer Programmer II (1)	\$45.21		14160 - Personal Computer Support Tech.	\$38.19

(1) NM Gross Receipts Tax will be charged only for candidates performing services in New Mexico and is not charged on wages or benefits.

\*If work is performed in an area with lower SCA rates than the stated preponderance of work location, resulting in lower wages being paid, the prices for that task order will be discounted accordingly.



**Excel Staffing Companies**  
 1700 Louisiana NE; Suite 210  
 Albuquerque, NM 87110  
[www.excelstaff.com](http://www.excelstaff.com)

**Point of Contact:**  
 Phone: 505-262-1871  
[gsa@excelstaff.com](mailto:gsa@excelstaff.com)



**SIN 736-3 GENERAL SERVICES & SUPPORT –**

**Temporary Administrative and Professional Staffing Services (TAPS)**

**Preponderance of Work Performed in New Mexico Counties: Bernalillo, Catron, Cibola, Colfax, De Baca, Guadalupe, Harding, Los Alamos, McKinley, Mora, Rio Arriba, San Juan, San Miguel, Sandoval, Santa Fe, Socorro, Taos, Torrance, Valencia**

**[Order Now Using GSA Advantage! and e-Buy](#)**

WD 2005-2361 Rev. 14 dated 06/19/2013

Skill Category	Price	Skill Category	Price	Skill Category	Price
Aerospace Structural Welder	\$43.94	Laborer	\$23.08	Order Filler	\$24.09
Alarm Monitor	\$27.79	Laborer, Grounds Maintenance	\$22.27	Plumber, Maintenance	\$38.51
Baggage Inspector	\$23.61	Machine Tool Operator (Tool Room)	\$37.48	Production Line Worker	\$28.35
Driver, Courier	\$26.97	Machinery Maintenance Mechanic	\$41.69	Shipping Packer	\$26.65
Electrician, Maintenance	\$39.98	Machinist, Maintenance	\$39.55	Shipping/Receiving Clerk	\$26.65
Electronics Technician Maintenance I	\$45.77	Maintenance Trades Helper	\$25.72	Stationary Engineer	\$37.19
Electronics Technician Maintenance II	\$49.20	Material Coordinator	\$39.24	Stock Clerk	\$27.67
Electronics Technician Maintenance III	\$52.62	Material Expediter	\$39.24	Store Worker I	\$19.71
Fork Lift Operator	\$28.35	Material Handling Laborer	\$23.08	Telecommunications Mechanic I	\$44.02
Gardener	\$28.48	Metrology Technician I	\$49.44	Telecommunications Mechanic II	\$46.64
General Maintenance Worker	\$29.76	Metrology Technician II	\$52.41	Tool & Die Maker	\$44.06
Housekeeping Aide	\$21.22	Metrology Technician III	\$54.77	Tools & Parts Attendant	\$28.35
Janitor	\$21.22	Guard I	\$23.62	Warehouse Specialist	\$28.35

(1) NM Gross Receipts Tax will be charged only for candidates performing services in New Mexico and is not charged on wages or benefits.

\*If work is performed in an area with lower SCA rates than the stated preponderance of work location, resulting in lower wages being paid, the prices for that task order will be discounted accordingly.



**Excel Staffing Companies**  
 1700 Louisiana NE; Suite 210  
 Albuquerque, NM 87110  
[www.excelstaff.com](http://www.excelstaff.com)

**Point of Contact:**  
 Phone: 505-262-1871  
[gsa@excelstaff.com](mailto:gsa@excelstaff.com)



**SIN 736-4 INFORMATION & ARTS-**

**Temporary Administrative and Professional Staffing Services (TAPS)**

**Preponderance of Work Performed in New Mexico Counties: Bernalillo, Catron, Cibola, Colfax, De Baca, Guadalupe, Harding, Los Alamos, McKinley, Mora, Rio Arriba, San Juan, San Miguel, Sandoval, Santa Fe, Socorro, Taos, Torrance, Valencia**

**[Order Now Using GSA Advantage! and e-Buy](#)**

WD 2005-2361 Rev. 14 dated 06/19/2013

Skill Category	Price
Desk Clerk	\$19.37
Illustrator I	\$29.95
Illustrator II	\$35.80
Illustrator III	\$40.48
Librarian	\$40.30
Library Aide/Clerk	\$19.33
Library Info Tech Systems Administrator	\$36.90
Library Technician	\$26.35
Survey Party Chief	\$35.09
Surveying Aide	\$32.41
Surveying Technician	\$32.64

(1) NM Gross Receipts Tax will be charged only for candidates performing services in New Mexico and is not charged on wages or benefits.

\*If work is performed in an area with lower SCA rates than the stated preponderance of work location, resulting in lower wages being paid, the prices for that task order will be discounted accordingly.



**Excel Staffing Companies**  
 1700 Louisiana NE; Suite 210  
 Albuquerque, NM 87110  
[www.excelstaff.com](http://www.excelstaff.com)

**Point of Contact:**  
 Phone: 505-262-1871  
[gsa@excelstaff.com](mailto:gsa@excelstaff.com)



**SIN 736-5 TECHNICAL AND PROFESSIONAL OCCUPATIONS-**

**Temporary Administrative and Professional Staffing Services (TAPS)**

**Preponderance of Work Performed in New Mexico Counties: Bernalillo, Catron, Cibola, Colfax, De Baca, Guadalupe, Harding, Los Alamos, McKinley, Mora, Rio Arriba, San Juan, San Miguel, Sandoval, Santa Fe, Socorro, Taos, Torrance, Valencia**

**[Order Now Using GSA Advantage! and e-Buy](#)**

WD 2005-2361 Rev. 14 dated 06/19/2013

Skill Category	Price	Skill Category	Price	Skill Category	Price
30021 - Archeological Technician I	\$31.91	30082 - Engineering Technician II	\$31.36	30363 - Paralegal/Legal Assistant III	\$40.95
30022 - Archeological Technician II	\$35.12	30083 - Engineering Technician III	\$34.43	30364 - Paralegal/Legal Assistant IV	\$48.40
30023 - Archeological Technician III	\$41.76	30084 - Engineering Technician IV	\$41.36	30390 - Photo-Optics Technician	\$42.21
30030 - Cartographic Technician	\$42.21	30085 - Engineering Technician V	\$49.37	30000 – Procurement Analyst	\$72.07
30040 - Civil Engineering Technician	\$41.96	30086 - Engineering Technician VI	\$58.58	30461 - Technical Writer I	\$37.73
30061 - Drafter/CAD Operator I	\$31.91	30090 - Environmental Technician	\$36.42	30462 - Technical Writer II	\$44.94
30062 - Drafter/CAD Operator II	\$35.12	30210 - Laboratory Technician	\$39.84	30463 - Technical Writer III	\$53.20
30063 - Drafter/CAD Operator III	\$38.54	30240 - Mathematical Technician	\$42.21	30620 - Weather Observer, Combined	\$38.54
30064 - Drafter/CAD Operator IV	\$44.86	30361 - Paralegal/Legal Assistant I	\$28.89	30621 - Weather Observer, Senior (2)	\$42.21
30081 - Engineering Technician I	\$28.55	30362 - Paralegal/Legal Assistant II	\$34.48		

(1) NM Gross Receipts Tax will be charged only for candidates performing services in New Mexico and is not charged on wages or benefits.

\*If work is performed in an area with lower SCA rates than the stated preponderance of work location, resulting in lower wages being paid, the prices for that task order will be discounted accordingly.