

**GENERAL SERVICES ADMINISTRATION
FEDERAL SUPPLY SERVICE
AUTHORIZED FEDERAL SUPPLY SCHEDULE CATALOG/PRICE LIST**

SCHEDULE 00CORP – Professional Services Schedule (PSS)



LOGMET, LLC

9600 Great Hills Trail Ste. 150 W • Austin, TX 78759
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Contract Number: GS-10F-0279Y
Contract period: April 27, 2012 through April 26, 2017
Pricelist Version: PS-0016 dated June 15, 2016
FSC group: N/A
DUNS: 131631942
WEB: <http://www.LOGMET.com>
Business size: Service Disabled, Veteran-Owned, Small Business (SDVOSB)

| SIN | Description |
|------------|--|
| 874-503/RC | Distribution and Transportation Logistics Services |
| 874-507/RC | Operations & Maintenance Logistics Management and Support Services |

Contact for Contract Administration:

Wayne C. Rankin, Chief Executive Officer, wayne.rankin@logmet.com

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

For more information on ordering from Federal Supply Schedules click on the GSA Schedules link at www.fss.gsa.gov



About Us

Formed in 2005, by two Air Force Veterans, LOGMET is an 8(a), Service Disabled Veteran Owned Small Business headquartered in Austin, Texas. We offer a wide range of capabilities in aviation support services, logistics, information technology, supply chain management, acquisition and equipment maintenance. As a Prime Contractor, we provide responsive, high quality technical solutions to a wide range of Federal Government customers, nationwide.

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

| SIN | Description |
|------------|--|
| 874-503/RC | Distribution and Transportation Logistics Services |
| 874-507/RC | Operations & Maintenance Logistics Management and Support Services |

1b. LOWEST PRICED MODEL NUMBER AND PRICE FOR EACH SIN:

Not Applicable. Services Only.

1c. HOURLY RATES: (Services Only):

| SIN | Labor Category Title | Rate |
|------------------------|------------------------------------|---------|
| 874 503/RC; 874 507/RC | Accounting Clerk I (SCA) | \$20.36 |
| 874 503/RC; 874 507/RC | Accounting Clerk II (SCA) | \$23.02 |
| 874 503/RC; 874 507/RC | Accounting Clerk III (SCA) | \$26.15 |
| 874-503/RC | Bus Driver (SCA) | \$30.60 |
| 874 503/RC; 874 507/RC | Computer Operator III (SCA) | \$32.16 |
| 874 503/RC; 874 507/RC | Computer Operator IV (SCA) | \$36.15 |
| 874 503/RC; 874 507/RC | Computer Operator V (SCA) | \$36.26 |
| 874 503/RC; 874 507/RC | Computer Programmer I (SCA) | \$35.02 |
| 874 503/RC; 874 507/RC | Computer Programmer II (SCA) | \$36.43 |
| 874 503/RC; 874 507/RC | Computer Programmer III (SCA) | \$37.84 |
| 874-503/RC | Driver Courier (SCA) | \$14.65 |
| 874 503/RC; 874 507/RC | Engineering Technician I (SCA) | \$25.49 |
| 874 503/RC; 874 507/RC | Engineering Technician III (SCA) | \$32.01 |
| 874 503/RC; 874 507/RC | Forklift Operator (SCA) | \$20.32 |
| 874 503/RC; 874 507/RC | General Clerk II (SCA) | \$20.97 |
| 874 503/RC; 874 507/RC | General Clerk III (SCA) | \$23.42 |
| 874 503/RC; 874 507/RC | Laborer (SCA) | \$17.55 |
| 874 503/RC; 874 507/RC | Material Coordinator (SCA) | \$33.03 |
| 874 503/RC; 874 507/RC | Material Expeditor (SCA) | \$33.03 |
| 874 503/RC; 874 507/RC | Material Handling Laborer (SCA) | \$18.30 |
| 874-503/RC | Mobile Equipment Servicer (SCA) | \$37.91 |
| 874-503/RC | Parking and Lot Attendant (SCA) | \$22.59 |
| 874 503/RC; 874 507/RC | Project Manager | \$56.20 |
| 874 503/RC; 874 507/RC | Quality Assurance Manager | \$53.84 |
| 874 503/RC; 874 507/RC | Secretary I (SCA) | \$23.66 |
| 874 503/RC; 874 507/RC | Secretary II (SCA) | \$26.94 |
| 874 503/RC; 874 507/RC | Secretary III (SCA) | \$30.78 |
| 874 503/RC; 874 507/RC | Shipping/Receiving Clerk (SCA) | \$21.19 |
| 874-503/RC | Shuttle Bus Driver (SCA) | \$22.59 |
| 874 503/RC; 874 507/RC | Stock Clerk (SCA) | \$22.67 |
| 874 503/RC; 874 507/RC | Supply Technician (SCA) | \$37.68 |
| 874-503/RC | Taxi Driver (SCA) | \$20.64 |
| 874 503/RC; 874 507/RC | Technical Writer I (SCA) | \$32.36 |
| 874 503/RC; 874 507/RC | Technical Writer II (SCA) | \$39.59 |
| 874 503/RC; 874 507/RC | Technical Writer III (SCA) | \$47.90 |
| 874 503/RC; 874 507/RC | Travel Clerk III (SCA) | \$23.28 |
| 874-503/RC | Truckdriver, Heavy (SCA) | \$33.97 |
| 874-503/RC | Truckdriver, Light (SCA) | \$22.59 |
| 874-503/RC | Truckdriver, Medium (SCA) | \$32.18 |
| 874-503/RC | Truckdriver, Tractor Trailer (SCA) | \$33.97 |
| 874 503/RC; 874 507/RC | Warehouse Specialist (SCA) | \$20.32 |

CUSTOMER INFORMATION

LOGMET, LLC

| SCA Eligible Contract Labor Category | SCA Equivalent Code Title | WD Number |
|--------------------------------------|--------------------------------------|----------------------------------|
| Accounting Clerk I ** | 01011 - Accounting Clerk I | 2005-2503, R. 15 dated 7/25/2014 |
| Accounting Clerk II ** | 01012 - Accounting Clerk II | 2005-2503, R. 15 dated 7/25/2014 |
| Accounting Clerk III ** | 01013 - Accounting Clerk III | 2005-2503, R. 15 dated 7/25/2014 |
| Bus Driver ** | 31030 - Bus Driver | 2005-2503, R. 15 dated 7/25/2014 |
| Computer Operator III ** | 14043 - Computer Operator III | 2005-2503, R. 15 dated 7/25/2014 |
| Computer Operator IV ** | 14044 - Computer Operator IV | 2005-2503, R. 15 dated 7/25/2014 |
| Computer Operator V ** | 14045 - Computer Operator V | 2005-2503, R. 15 dated 7/25/2014 |
| Computer Programmer I ** | 14071 - Computer Programmer I | 2005-2503, R. 15 dated 7/25/2014 |
| Computer Programmer II ** | 14072 - Computer Programmer II | 2005-2503, R. 15 dated 7/25/2014 |
| Computer Programmer III ** | 14073 - Computer Programmer III | 2005-2503, R. 15 dated 7/25/2014 |
| Driver Courier ** | 31043 - Driver Courier | 2005-2503, R. 15 dated 7/25/2014 |
| Engineering Technician I ** | 30081 - Engineering Technician I | 2005-2503, R. 15 dated 7/25/2014 |
| Engineering Technician III ** | 30083 - Engineering Technician III | 2005-2503, R. 15 dated 7/25/2014 |
| Forklift Operator ** | 21020 - Forklift Operator | 2005-2503, R. 15 dated 7/25/2014 |
| General Clerk II ** | 01112 - General Clerk II | 2005-2503, R. 15 dated 7/25/2014 |
| General Clerk III ** | 01113 - General Clerk III | 2005-2503, R. 15 dated 7/25/2014 |
| Laborer ** | 23470 - Laborer | 2005-2503, R. 15 dated 7/25/2014 |
| Material Coordinator ** | 21030 - Material Coordinator | 2005-2503, R. 15 dated 7/25/2014 |
| Material Expeditor ** | 21040 - Material Expeditor | 2005-2503, R. 15 dated 7/25/2014 |
| Material Handling Laborer ** | 21050 - Material Handling Laborer | 2005-2503, R. 15 dated 7/25/2014 |
| Mobile Equipment Servicer ** | 05110 - Mobile Equipment Servicer | 2005-2503, R. 15 dated 7/25/2014 |
| Parking and Lot Attendant ** | 31260 - Parking and Lot Attendant | 2005-2503, R. 15 dated 7/25/2014 |
| Secretary I ** | 01311 - Secretary I | 2005-2503, R. 15 dated 7/25/2014 |
| Secretary II ** | 01312 - Secretary II | 2005-2503, R. 15 dated 7/25/2014 |
| Secretary III ** | 01313 - Secretary III | 2005-2503, R. 15 dated 7/25/2014 |
| Shipping/Receiving Clerk ** | 21130 - Shipping/Receiving Clerk | 2005-2503, R. 15 dated 7/25/2014 |
| Shuttle Bus Driver ** | 31290 - Shuttle Bus Driver | 2005-2503, R. 15 dated 7/25/2014 |
| Stock Clerk ** | 21150 - Stock Clerk | 2005-2503, R. 15 dated 7/25/2014 |
| Supply Technician ** | 01410 - Supply Technician | 2005-2503, R. 15 dated 7/25/2014 |
| Taxi Driver ** | 31310 - Taxi Driver | 2005-2503, R. 15 dated 7/25/2014 |
| Technical Writer I ** | 30461 - Technical Writer I | 2005-2503, R. 15 dated 7/25/2014 |
| Technical Writer II ** | 30462 - Technical Writer II | 2005-2503, R. 15 dated 7/25/2014 |
| Technical Writer III ** | 30463 - Technical Writer III | 2005-2503, R. 15 dated 7/25/2014 |
| Travel Clerk III ** | 01533 - Travel Clerk III | 2005-2503, R. 15 dated 7/25/2014 |
| Truckdriver, Heavy ** | 31363 - Truckdriver, Heavy | 2005-2503, R. 15 dated 7/25/2014 |
| Truckdriver, Light ** | 31361 - Truckdriver, Light | 2005-2503, R. 15 dated 7/25/2014 |
| Truckdriver, Medium ** | 31362 - Truckdriver, Medium | 2005-2503, R. 15 dated 7/25/2014 |
| Truckdriver, Tractor Trailer ** | 31364 - Truckdriver, Tractor-Trailer | 2005-2503, R. 15 dated 7/25/2014 |
| Warehouse Specialist ** | 21410 - Warehouse Specialist | 2005-2503, R. 15 dated 7/25/2014 |

"The Service Contract Act is applicable to this contract and it includes SCA applicable labor categories. The prices for the indicated (**) SCA labor categories are based on the U.S. Department of Labor Wage Determination Number(s) identified in the SCA matrix. The prices offered are based on the preponderance of where work is performed and should the contractor perform in an area with lower SCA rates, resulting in lower wages being paid, the task order prices will be discounted accordingly."

(SCA) Accounting Clerk I

Functional Responsibility: This position is responsible for performing one or more routine accounting clerical operations such as: examining, verifying, and correcting various accounting documents to ensure completeness and accuracy of data in accordance to accounting procedures. Specific tasks/duties are assigned under adequate supervision. Entry-level reconciliation and posting will be assigned under detailed guidance. In most instances, an employee in this position will rely on the supervisors' instructions. Completed work will be reviewed for accuracy and compliance with procedures.

Educational Requirement: High School Diploma.

Experience Requirement: 1 years.

Applicable Training: N/A

(SCA) Accounting Clerk II

Functional Responsibility: This position uses knowledge of double entry bookkeeping in performing one or more of the following: posting actions to journals, identifying subsidiary accounts affected, making debit and credit entries, and assigning proper codes. The Accounting Clerk II may review computer printouts against manually maintained journals, detect and correct erroneous postings, and prepare documents to adjust accounting classifications and other data, or review lists of transactions rejected by an automated system. In this instance, the Accounting Clerk II will determine reasons for rejections, and prepare necessary correcting material. On routine assignments, an employee will select and apply established procedures and techniques. Detailed instructions are provided for difficult or unusual assignments. Completed work and methods used, are reviewed for technical accuracy.

Educational Requirement: High School Diploma.

Experience Requirement: 2 years.

Applicable Training: N/A

(SCA) Accounting Clerk III

Functional Responsibility: The Accounting Clerk III maintains journals or subsidiary ledgers of an accounting system and balances and reconciles accounts. Typical duties include one or both of the following: 1.) reviewing invoices and statements verifying information, ensuring sufficient funds have been obligated, and if questionable, resolving with the submitting unit determining accounts involved. The review will include coding transactions, and processing material through data processing for application in the accounting system; 2.) Analysis and reconciliation of computer printouts with operating unit reports (contacting units, researching causes of discrepancies, and taking action to ensure that accounts balance). Supervisor provides suggestions for handling unusual or non-recurring transactions. Conformance with requirements and technical soundness of completed work are reviewed by the supervisor, or are controlled by mechanisms built into the accounting processes.

Educational Requirement: High School Diploma.

Experience Requirement: 3 years.

Applicable Training: N/A

(SCA) Bus Driver

Functional Responsibility: The Bus Driver drives bus to transport passengers over specified routes to local or distant points according to time schedule, assists passengers with baggage and collects tickets or cash fares, regulates heating, lighting, and ventilating systems for passenger comfort, complies with local traffic regulations, and reports delays or accidents. The Bus Driver records cash receipts and ticket fares, may make repairs and change tires, may inspect bus and check gas, oil, and water before departure, load or unload baggage or express checked by passengers in baggage compartment; transports pupils between pickup points and school, and may drive diesel or electric powered transit bus to transport passengers over established city route.

Educational Requirement: High School Diploma.

Experience Requirement: Two-year bus driving experience; no moving violations in last three years and no DWI/DUI on record required.

Applicable Training: Drivers education and current valid state issued CDL driver's license (class B) with Passenger endorsement.

(SCA) Computer Operator III

Functional Responsibility: The Computer Operator III processes a range of scheduled routines. In addition to operating the system and resolving common error conditions, this worker diagnoses and acts on machine stoppage and error conditions not fully covered by existing procedures and guidelines (e.g., resetting switches and other controls or making mechanical adjustments to maintain or restore equipment operations). In response to computer output instructions or error conditions, the Computer Operator III may deviate from standard procedures if standard procedures do not provide a solution and refers problems which do not respond to corrective procedures to a person of supervisory or higher individual contributor level.

Educational Requirement: Associates Degree.

Experience Requirement: 2 years.

Applicable Training: N/A

(SCA) Computer Operator IV

Functional Responsibility: The Computer Operator IV adapts to a variety of nonstandard problems that require extensive operator intervention (e.g. frequent introduction of new programs, applications, or procedures). In response to computer output instructions or error conditions, this worker chooses or devises a course of action from among several alternatives and alters or deviates from standard procedures if standard procedures do not provide a solution (e.g. reassigning equipment in order to work around faulty equipment or transfer channels); then refers problems if necessary. Typically, completed work is submitted to users without supervisory review.

Educational Requirement: Associates Degree.

Experience Requirement: 3 years.

Applicable Training: N/A

(SCA) Computer Operator V

Functional Responsibility: The Computer Operator V resolves a variety of difficult operating problems (e.g. making unusual equipment connections and rarely used equipment and channel configurations to direct processing through or around problems in equipment, circuits, or channels or reviewing test run requirements and developing unusual system configurations that will allow test programs to process without interfering with ongoing job requirements). In response to computer output instructions and error conditions or to avoid loss of information or to conserve computer time, operator deviates from standard procedures. Such actions may materially alter the computer unit's production plans. This operator may spend considerable time away from the control station providing technical assistance to lower level operators and assisting programmers, systems analysts, and subject matter specialists with resolution of problems.

Educational Requirement: Associates Degree.

Experience Requirement: 4 years.

Applicable Training: N/A

(SCA) Computer Programmer I

Functional Responsibility: The Computer Programmer I assists higher level staff by performing elementary programming tasks which concern limited and simple data items and steps which closely follow patterns of previous work done in the organization, e.g. drawing flow charts, writing operator instructions, or coding and testing routines to accumulate counts, tallies, or summaries. This worker may perform routine programming assignments (as described in Level II) under close supervision. In addition to assisting higher level staff, the Computer Programmer I may perform elementary fact-finding concerning a specified work process, e.g., a file of clerical records which is treated as a unit (invoices, requisitions, or purchase orders, etc.) and then report findings to higher level staff. May receive training in elementary fact-finding. Detailed step-by-step instructions are given for each task, and any deviation must be authorized by a supervisor. Work is closely monitored in progress and reviewed in detail upon completion.

Educational Requirement: Associates Degree.

Experience Requirement: 2 years.

Applicable Training: N/A

(SCA) Computer Programmer II

Functional Responsibility: At this level, initial assignments are designed to develop competence in applying established programming procedures to routine problems. This Computer Programmer performs routine

programming assignments that do not require skilled background experience but do require knowledge of established programming procedures and data processing requirements, and works according to clear-cut and complete specifications. The data are refined, and the format of the final product is very similar to that of the input, or is well defined when significantly different, i.e., there are few, if any, problems with interrelating varied records and outputs. The Computer Programmer II maintains and modifies routine programs, makes approved changes by amending program flow charts, developing detailed processing logic, and coding changes, tests and documents modifications and writes operator instructions, may write routine new programs using prescribed specifications, and may confer with EDP personnel to clarify procedures, processing logic, etc. In addition, the Computer Programmer II may evaluate simple interrelationships in the immediate programming area confers with user representatives to gain an understanding of the situation sufficient to formulate the needed change, and implements the change upon approval of the supervisor or higher level staff. The incumbent is provided with charts, narrative descriptions of the functions performed, an approved statement of the product desired (e.g., a change in a local establishment report), and the inputs, outputs, and record formats. Work is usually monitored in progress, and all work is reviewed upon completion for accuracy and compliance with standards.

Educational Requirement: Associates Degree.

Experience Requirement: 2 years.

Applicable Training: N/A

(SCA) Computer Programmer III

Functional Responsibility: As a fully qualified Computer Programmer, this Worker applies standard programming procedures and detailed knowledge of pertinent subject matter in a programming area such as a record keeping operation (supply, personnel and payroll, inventory, purchasing, insurance payments, depositor accounts, etc.); a well-defined statistical or scientific problem; or other standardized operation or problem. The incumbent works according to approved statements of requirements and detailed specifications. While the data are clear cut, related, and equally available, there may be substantial interrelationships of a variety of records and several varied sequences of formats are usually produced. The programs developed or modified typically are linked to several other programs in that the output of one becomes the input for another. This Computer Programmer recognizes probable interactions of other related programs with the assigned program(s) and is familiar with related system software and computer equipment, and solves conventional programming problems. (In small organizations, may maintain programs that concern or combine several operations, i.e. users, or develop programs where there is one primary user and the others give input.). Job tasks may require the incumbent to analyze present performance of the program and take action to correct deficiencies based on discussion with the user and consultation with and approval of the supervisor or higher-level staff. This Programmer may assist in the review and analysis of detailed program specifications, and in program design to meet changes in work processes.

Educational Requirement: Associates Degree.

Experience Requirement: 4 years.

Applicable Training: N/A

(SCA) Diver Courier

Functional Responsibility: The Driver/Courier drives automobile or light truck to deliver messages, documents, packages and mail to various business concerns or governmental agencies, may occasionally transport office personnel and visitors, perform miscellaneous errands, such as carrying mail to and from the post office and sorting or opening incoming and outgoing mail. The Driver Courier may obtain receipts for articles delivered and keep a log of items received and delivered, and deliver items to offices and departments within an establishment.

Educational Requirement: High School Diploma.

Experience Requirement: One-year van or light truck driving experience; no moving violations in last three years and no DWI/DUI on record required.

Applicable Training: Drivers education and current valid state issued driver's license (class C).

(SCA) Engineering Technician I

Functional Responsibility: This technician performs simple routine tasks under close supervision or from detailed procedures. Work is checked in progress or on completion. This person performs one or a combination of such typical duties as: a. Assembling or installing equipment or parts requiring simple wiring, soldering, or connecting. b. Performing simple or routine tasks or tests such as tensile or hardness tests;

operating and adjusting simple test equipment; records test data. c. Gathering and maintaining specified records of engineering data such as tests, drawings, etc.; performing computations by substituting numbers in specified formulas; plotting data and draws simple curves and graphs. Excluded are: a. Production and maintenance workers, including workers engaged in calibrating, repairing, or maintaining electronic equipment (see Maintenance Electronics Technicians); b. Model Makers and other craft workers; c. Quality Control Technicians and Testers; d. Chemical and other non-engineering laboratory technicians; e. Civil Engineering Technicians and Drafters; Positions (below Level I) which are limited to simple tasks such as: measuring items or regular shapes with a caliper and computing cross-sectional areas; identifying, weighing, and marking easy-to-identify items; or recording simple instrument readings at specified intervals; and engineers required to apply a professional knowledge of engineering theory and principles..

Educational Requirement: Bachelor's Degree.

Experience Requirement: 1 years.

Applicable Training: N/A

(SCA) Engineering Technician III

Functional Responsibility: The Engineering Technician II performs standardized or prescribed assignments involving a sequence of related operations, follows standard work methods on recurring assignments but receives explicit instructions on unfamiliar assignments. Technical adequacy of routine work is reviewed on completion; non-routine work may be reviewed in progress. This technician performs at this level, one or a combination of such typical duties as: a. Following specific instructions, assembles or constructs simple or standard equipment or parts, servicing or repairing simple instruments or equipment b. Conducting a variety of tests using established methods, preparing test specimens, adjusting and operating equipment, recording test data, and pointing out deviations resulting from equipment malfunction or observational errors; c. Extracting engineering data from various prescribed but non-standardized sources, processing the data following well-defined methods including elementary algebra and geometry, and presenting the data in prescribed form. Excluded are: a. Production and maintenance workers, including workers engaged in calibrating, repairing, or maintaining electronic equipment (see Maintenance Electronics Technicians); b. Model Makers and other craft workers; c. Quality Control Technicians and Testers; d. Chemical and other non-engineering laboratory technicians; e. Civil Engineering Technicians and Drafters; Positions (below Level I) which are limited to simple tasks such as: measuring items or regular shapes with a caliper and computing cross-sectional areas; identifying, weighing, and marking easy-to-identify items; or recording simple instrument readings at specified intervals; and engineers required to apply a professional knowledge of engineering theory and principles.

Educational Requirement: Bachelor's Degree.

Experience Requirement: 1 years.

Applicable Training: N/A

(SCA) Forklift Operator

Functional Responsibility: The Forklift Operator operates a manually controlled gasoline, electric or liquid propane gas powered forklift to transport goods and materials of all kinds within a warehouse, manufacturing plant, or other establishment.

Educational Requirement: High School

Experience Requirement: 1 years

Applicable Training: N/A

(SCA) General Clerk II

Functional Responsibility: The General Clerk follows clearly detailed procedures in performing simple repetitive tasks in the same sequence. Responsibilities would include filing pre-coded documents in a chronological file, or operating office equipment, (e.g., mimeograph, photocopy, addressograph, or mailing machine). This position 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.

Educational Requirement: High School

Experience Requirement: 2 years

Applicable Training: N/A

(SCA) General Clerk III

Functional Responsibility: The General Clerk follows clearly detailed procedures in performing simple repetitive tasks in the same sequence. Responsibilities would include filing pre-coded documents in a chronological file, or operating office equipment, (e.g., mimeograph, photocopy, addressograph, or mailing machine). This position 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. The General Clerk III may also direct lower level clerks. Positions above level IV are excluded. Such positions (which may include supervisory responsibility over lower level clerks) require workers to use a thorough knowledge of an office's work and routine to: 1) choose among widely varying methods and procedures to process complex transactions; and 2) select or devise steps necessary to complete assignments. Typical jobs covered by this exclusion include administrative assistants, clerical supervisors, and office managers.

Educational Requirement: High School

Experience Requirement: 3 years

Applicable Training: N/A

(SCA) Laborer

Functional Responsibility: The Laborer performs tasks that require mainly physical abilities and effort involving little or no specialized skill or prior work experience. The following tasks are typical of this occupation: The Laborer loads and unloads trucks, and other conveyances, moves supplies and materials to proper location by wheelbarrow or hand truck; stacks materials for storage or binning, collects refuse and salvageable materials, and digs, fills, and tamps earth excavations, The Laborer levels ground using pick, shovel, tamper and rake, shovels concrete and snow; cleans culverts and ditches, cuts tree and brush; operates power lawnmowers, moves and arranges heavy pieces of office and household furniture, equipment, and appliance, moves heavy pieces of automotive, medical engineering, and other types of machinery and equipment, spreads sand and salt on icy roads and walkways, and picks up leaves and trash.

Educational Requirement: High School

Experience Requirement: 1 year

Applicable Training: N/A

(SCA) Material Coordinator

Functional Responsibility: The Material Coordinator coordinates and expedites flow of material, parts, and assemblies within or between departments in accordance with production and shipping schedules or department supervisors' priorities. In this job, the Material Coordinator reviews production schedules and confers with department supervisors to determine material required or overdue and to locate material, requisitions material and establishes delivery sequences to departments according to job order priorities and anticipated availability of material; arranges for in-plant transfer of materials to meet production schedules, and with department supervisors for repair and assembly of material and its transportation to various departments, and examines material delivered to production departments to verify if type specified. This Worker may monitor and control movement of material and parts along conveyor system, using remote-control panel board, compute amount of material needed for specific job orders, applying knowledge of product and manufacturing processes and using adding machine; compile report of quantity and type of material on hand, move or transport material from one department to another, using hand or industrial truck; may compile perpetual production records in order to locate material in process of production, using manual or computerized system, and maintain employee records.

Educational Requirement: High School

Experience Requirement: 1 year

Applicable Training: N/A

(SCA) Material Expeditor

Functional Responsibility: The Material Expeditor executes the following: locates and moves materials and parts between work areas of plant to expedite processing of goods, according to pre-determined schedules and priorities, and keeps related record, reviews production schedules inventory reports, and

work orders to determine types, quantities, and availability of required material and priorities of customer orders, confers with department supervisors to determine materials overdue and to inform them of location, availability, and condition of materials, locates and moves materials to specified production areas, using cart or hand truck, and records quantity and type of materials distributed and on hand. Work may include the following tasks: directing Power-Truck Operator or Material Handling Laborer to expedite movement of materials between storage and production areas, compare work ticket specifications with material at work stations to verify appropriateness of material in use, prepare worker production records and timecards, and may update and maintain inventory records, using computer terminal.

Educational Requirement: High School

Experience Requirement: 1 year

Applicable Training: N/A

(SCA) Material Handling Laborer

Functional Responsibility: This person 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. Excluded from this definition are workers whose primary function involves: a. Participating directly in the production of goods (e.g., moving items from one production station to another or placing them on or removing them from the production process); b. Stocking merchandise for sale; c. Counting or routing merchandise; d. Operating a crane or heavy-duty motorized vehicle such as forklift or truck; e. Loading and unloading ships (alongshore workers); f. Traveling on trucks beyond the establishment's physical location to load or unload merchandise.

Educational Requirement: High School

Experience Requirement: 1 year

Applicable Training: N/A

(SCA) Mobile Equipment Servicer

Functional Responsibility: Operating from a mobile fuel station and/or tanker, the Mobile Equipment Servicer performs one or more of the following duties: supplies all types of vehicles with gasoline or diesel fuel, and records mileage and tag numbers, checks fluid levels, battery, cooling system and engine oil, checks tires for wear and pressure, replaces wiper blades, fuses, sealed beam lights, and light bulbs. Inspects equipment and performs preventive maintenance services, changes oil and filters, lubricates and greases vehicles, washes and cleans interiors and exteriors of vehicles; maintains inventories of parts and supplies; and cleans and maintains work areas.

Educational Requirement: High School Diploma.

Experience Requirement: One-year servicing vehicles and no drivers moving violations in last three years and no DWI/DUI on record required.

Applicable Training: Drivers education and current valid state issued driver's license and hazardous spill containment.

(SCA) Parking and Lot Attendant

Functional Responsibility: Work involves operating daily activity in a parking lot, and checking vehicles in and out of lot. This worker may be required to move and/or park vehicles. The Parking Lot Attendant controls authorized entry and use of lot, refers parking related problems arising within the facility to appropriate authorities for administrative action, ticketing or other law enforcement activity deemed warranted.

Educational Requirement: High School Diploma.

Experience Requirement: One-year Parking and Lot Attendant plus one year driving experience; no moving violations in last three years and no DWI/DUI on record required.

Applicable Training: Drivers education and current valid state issued driver's license and hazardous spill containment.

(Exempt) Project Manager

Functional Responsibility: Manages a specific project or delivery order program. Supervises a highly qualified project team. Analyzes project; provides analytical support and technical guidance, as appropriate; and ensures quality control of all deliverables.

Educational Requirement: Bachelor's Degree.

Experience Requirement: 3 years.

Applicable Training: N/A

(Exempt) Quality Assurance Manager

Functional Responsibility: Manages total quality programs, policies, and initiatives. Responsible for identifying, analyzing, and developing improvements in productivity, quality, client relationships, and customer service. Performs a variety of complicated tasks. May lead and direct the work of others. Typically reports to a senior manager.

Educational Requirement: Bachelor's Degree.

Experience Requirement: 4 years.

Applicable Training: N/A

(SCA) Secretary I

Functional Responsibility: The Secretary I provide secretarial support, maintain a minimal and responsive relationship to the day-to-day activities of the supervisor and staff, work independently, and receive a minimum of detailed supervision and guidance in support of the department or division's mission. Performs recurring office procedures independently requiring knowledge of office routine and an understanding of the organization, programs, and procedures related to the work of the office. Selects the guideline or reference which fits the specific case or procedure. Supervisor provides specific instructions on new assignments and checks completed work for accuracy.

Educational Requirement: High School

Experience Requirement: 1 year

Applicable Training: N/A

(SCA) Secretary II

Functional Responsibility: The Secretary II provides secretarial support, maintains a minimal and responsive relationship to the day-to-day activities of the supervisor and staff, works independently, and receives a minimum of detailed supervision and guidance in support of the department or division's mission. Performs varied clerical and secretarial duties requiring knowledge of office routine and an understanding of the organization, programs, and procedures related to the work of the office. Handles differing situations, problems, and deviations in the work of the office according to the supervisor's general instructions, priorities, duties, policies, and program goals. Supervisor may assist secretary with special assignments.

Educational Requirement: High School

Experience Requirement: 2 year

Applicable Training: N/A

(SCA) Secretary III

Functional Responsibility: The Secretary III provides secretarial support, maintains a close and highly responsive relationship to the day-to-day activities of the supervisor and staff, works independently, and receives a minimum of detailed supervision and guidance in support of the department or division's mission. Performs varied clerical and secretarial duties requiring knowledge of office routine and an understanding of the organization, programs, and procedures related to the work of the office. Uses judgment and initiative to determine the approach or action to take in non-routine situations. Interprets and adapts guidelines, including unwritten policies, precedents, and practices, which are not always completely applicable to changing situations. Composes correspondence on own initiative about administrative matters and general office policies for supervisor's approval. Advises secretaries in subordinate offices on new procedures.

Educational Requirement: High School

Experience Requirement: 3 year

Applicable Training: N/A

(SCA) Shipping/Receiving Clerk

Functional Responsibility: The Shipping/Receiving Clerk performs clerical and physical tasks in connection with shipping goods of the establishment in which employed and receiving incoming shipments. In

performing day-to-day, routine tasks, this worker follows established guidelines. In handling unusual non-routine problems, this worker receives specific guidance from supervisor or other officials. This incumbent may direct and coordinate the activities of other workers engaged in handling goods to be shipped or being received. Shipping duties typically involve the following: verifying that orders are accurately filled by comparing items and quantities of goods gathered for shipment against documents; insuring that shipments are properly packaged, identified with shipping information, and loaded into transporting vehicles, and preparing and keeping records of goods shipped, e.g., manifests, bills of lading. Receiving duties typically involve the following: verifying the correctness of incoming shipments by comparing items and quantities unloaded against bills of lading, invoices, manifests, storage receipts, or other records, checking for damaged goods, insuring that goods are appropriately identified for routing to departments within the establishment, and preparing and keeping records of goods received.

Educational Requirement: High School

Experience Requirement: 1 year

Applicable Training: N/A

(SCA) Shuttle Bus Driver

Functional Responsibility: The Shuttle Bus Driver drives minibus or van to transport clients, trainees, or company personnel; drives vehicle from individual or central loading area to social services or rehabilitation center, training location, job site, or other destination according to assigned schedule. This driver may assist disabled passengers into and out of vehicle, secure passengers' wheelchairs to restraining devices to stabilize wheelchairs during trip; may operate radio or similar device to communicate with base station or other vehicles to report disruption of service, clean and/or service vehicle with fuel, lubricants, and accessories, keep records of trips to include miles, number of passengers, and/or behavior of passengers, and perform other duties when not driving such as, custodial and building maintenance tasks.

Educational Requirement: High School Diploma.

Experience Requirement: Two-year shuttle bus driving experience; no moving violations in last three years and no DWI/DUI on record required.

Applicable Training: Drivers education and current valid state issued CDL driver's license with Passenger endorsement.

(SCA) Stock Clerk

Functional Responsibility: The Stock Clerk receives, stores, and issues equipment, materials, supplies, merchandise, foodstuffs, or tools, and compiles stock records of items in stockroom, warehouse, or storage yard. This worker sorts, or weighs incoming articles to verify receipt of items on requisition or invoice, examines stock to verify conformance to specifications, stores articles in bins, on floor or on shelves, according to identifying information, such as style, size or type of material, fills orders or issues supplies from stock, prepares periodic, special or perpetual inventory of stock, and requisitions articles to fill incoming orders. This worker also compiles reports on use of stock handling equipment, adjustments of inventor, counts and stock records, spoilage of or damage to stock, location changes, and refusal of shipments, may mark identifying codes, figures, or letters on articles, may distribute stock among production workers, keeping records of material issued, may make adjustments or repairs to articles carried in stock, and may cut stock to site to fill order.

Educational Requirement: High School

Experience Requirement: 1 year

Applicable Training: N/A

(SCA) Supply Technician

Functional Responsibility: This position 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. Assignments require: (a) a good working knowledge of the governing supply systems, programs, policies, nomenclature, work methods, manuals, or other established guidelines; (b) an understanding of the needs of the organization serviced; and (c) analytical ability to define or recognize the dimension of

the problems involved, to collect the necessary data to establish the facts, and take or recommend action based upon application or interpretation of established guidelines.

Educational Requirement: High School

Experience Requirement: 2 year

Applicable Training: N/A

(SCA) Taxi Driver

Functional Responsibility: The Taxi Driver drives motor vehicle to transport passengers, picks up passengers in response to radio or telephone relayed request for service, records transaction on log, and reports by radio or telephone to central location on completion of trip.

Educational Requirement: High School Diploma.

Experience Requirement: Two-year sedan and/or mini-van driving experience; no moving violations in last three years and no DWI/DUI on record required.

Applicable Training: Drivers education and current valid state issued CDL driver's license with Passenger endorsement.

(SCA) Technical Writer I

Functional Responsibility: Under general supervision, the Technical Writer writes and edits technical reports, brochures, and/or manuals for internal documentation, customer reference, or publication. This person researches and analyzes available literature and verifies copy with appropriate departments, and may coordinate production and distribution of materials. The Technical Writer I revises or writes standardized material for reports, manuals, briefs, proposals, instruction books, catalogs, and related technical and administrative publications concerned with work methods and procedures, and installation, operation, and maintenance of machinery and other equipment. This worker receives technical direction from supervisor or senior writer, notes or manuals containing operating procedures and details manufacturer's catalogs, drawings and other data relative to operation, maintenance, and service of equipment. This writer may have access to blueprints, sketches, drawings, parts lists, specifications, mockups, and product samples to integrate and delineate technology, operating procedure, and production sequence and detail. This worker organizes material and completes writing assignment according to set standards regarding order, clarity, conciseness, style, and terminology, may maintain records and files of work and revisions, select photographs, drawings, sketches, diagrams, and charts to illustrate material, assist in laying out material for publication arrange for typing, duplication and distribution of material; may assist in writing speeches, articles, and public or employee relations releases, and may specialize in writing material regarding work methods and procedures.

Educational Requirement: High School

Experience Requirement: 1 year

Applicable Training: N/A

(SCA) Technical Writer II

Functional Responsibility: Technical Writer II. Under general supervision, the Technical Writer writes and edits technical reports, brochures, and/or manuals for internal documentation, customer reference, or publication. This person researches and analyzes available literature and verifies copy with appropriate departments, and may coordinate production and distribution of materials. In this capacity, the Technical Writer II revises or writes material that is mostly standardized for reports, manuals, briefs, proposals, instruction books, catalogs, and related technical and administrative publications concerned with work methods and procedures, and installation, operation, and maintenance of machinery and other equipment. The incumbent receives assignment and technical information from a supervisor or senior writer, may be provided notes or manuals containing operating procedures and details, and may observe production, developmental or experimental activities to expand or verify the provided operating procedures and details. This worker accesses manufacturers' catalogs, drawings and other data relative to operation, maintenance, and service of equipment, may have access to blueprints, sketches, drawings, parts list, specifications, mockups, and product samples to integrate and delineate technology, operating procedure, and production sequence and detail. This writer organizes material and completes writing assignment according to set standards regarding order, clarity, conciseness, style, and terminology, may maintain records and files of work and revisions, may select photographs, drawings, sketches, diagrams, and charts to illustrate material, assist in laying out material for publication, and arrange for typing, duplication, and distribution of material. This writer may draft speeches, articles, and public or employee relations releases, or specialize in writing material regarding work methods and procedures.

Educational Requirement: High School

Experience Requirement: 3 year

Applicable Training: N/A

(SCA) Technical Writer III

Functional Responsibility: Under general supervision, the Technical Writer writes and edits technical reports, brochures, and/or manuals for internal documentation, customer reference, or publication. This person researches and analyzes available literature and verifies copy with appropriate departments, and may coordinate production and distribution of materials. The Technical Writer III develops, writes, and edits material for reports, manuals, briefs, proposals, instruction books, catalogs, and related technical and administrative publications concerned with work methods and procedures, and installation, operation, and maintenance of machinery and other equipment, receives assignment from supervisor, observes production, developmental, and experimental activities to determine operating procedure and detail. This writer interviews production and engineering personnel and reads journals, reports, and other material to become familiar with product technologies and production methods, and reviews manufacturer's and trade catalogs, drawings and other data relative to operation, maintenance, and service of equipment. The Technical Writer III studies blueprints, sketches, drawings, parts list, specifications, mockups, and product samples to integrate and delineate technology, operating procedure, and production sequence and detail, organizes material and completes writing assignment according to set standards regarding order, clarity, conciseness, style, and terminology; and reviews published materials and recommends revisions or changes in scope, format, content, and methods of reproduction and binding. This worker may perform the following tasks: maintain records and files of work and revisions, select photographs, drawings, sketches, diagrams, and charts to illustrate material; assist in laying out material for publication, arrange for typing, duplication and distribution of material, write speeches, articles, and public or employee relations releases, edit, standardize, or make changes to material prepared by other writers or plant personnel. This incumbent may specialize in writing material regarding work methods and procedures.

Educational Requirement: High School

Experience Requirement: 5 year

Applicable Training: N/A

(SCA) Travel Clerk III

Functional Responsibility: This position plans itinerary and schedules travel accommodations for military and civilian personnel with dependents according to travel orders using knowledge of routes, types of carriers, and travel regulations. This Clerk verifies travel orders to insure costs, availability, and convenience of different types of carriers to select most advantageous route and carrier, notifies personnel of travel dates, baggage, limits, and medical and visa requirements, and determines that all clearances have been obtained. The Travel Clerk assists personnel in completing travel forms and other business transactions pertaining to travel, may deliver personnel files and travel orders to persons prior to departure, meet and inform arriving personnel of available facilities and housing and furnish other information, and may arrange for motor transportation for arriving or departing personnel. The incumbent is characterized by independence of action, with very little instruction, guidance, and review, except for review of accomplishments of broad objectives and conformance to policy. The incumbent is viewed as the authority on travel matters, including the furnishing of advice and information to travelers, administrative officials and others.

Educational Requirement: High School

Experience Requirement: 3 year

Applicable Training: N/A

(SCA) Truck driver, Light

Functional Responsibility: The truck driver, light drives a straight truck, less than 1 1/2 tons, and usually 4 wheels to transport materials, merchandise, or equipment, between various types of establishments such as: freight depots, warehouses, wholesale and retail establishments, or between retail establishments and customers' places of business. This driver may also load or unload truck with or without helpers, make minor mechanical repairs, and keep truck in good working order.

Educational Requirement: High School Diploma.

Experience Requirement: One-year light truck driving experience; no moving violations in last three years and no DWI/DUI on record required.

Applicable Training: Drivers education and current valid state issued driver's license (class C) and hazardous spill containment.

(SCA) Truck driver, Medium

Functional Responsibility: The truck driver, medium drives a straight truck, 1 1/2 to 4 tons inclusive, usually 4 to 6 wheels to transport materials, merchandise, or equipment, between various types of establishments such as: freight depots, warehouses, wholesale and retail establishments, or between retail establishments and customers' places of business. This driver may also load or unload truck with or without helpers, make minor mechanical repairs, and keep truck in good working order.

Educational Requirement: High School Diploma.

Experience Requirement: Two-year medium truck driving experience; no moving violations in last three years and no DWI/DUI on record required.

Applicable Training: Drivers education and current valid state issued driver's license (class B) and hazardous spill containment.

(SCA) Truck driver, Heavy

Functional Responsibility: The truck driver Heavy drives a straight truck, over 4 tons, usually 6 to 10 wheels to transport materials, merchandise, or equipment, between various types of establishments such as: freight depots, warehouses, wholesale and retail establishments, or between retail establishments and customers' places of business. This driver may also load or unload truck with or without helpers, make minor mechanical repairs, and keep truck in good working order.

Educational Requirement: High School Diploma.

Experience Requirement: Three-year heavy truck driving experience; no moving violations in last three years and no DWI/DUI on record required.

Applicable Training: Drivers education and current valid state issued CDL driver's license (class A) and hazardous spill containment.

(SCA) Truck driver, Tractor Trailer

Functional Responsibility: The truck driver, Tractor Trailer drives a tractor with a trailer having a set or several sets of wheels at the rear only, with the forward portion being supported by the truck tractor or towing vehicle to transport materials, merchandise, or equipment, between various types of establishments such as: freight depots, warehouses, wholesale and retail establishments, or between retail establishments and customers' places of business. This driver may also load or unload truck with or without helpers, make minor mechanical repairs, and keep truck in good working order.

Educational Requirement: High School Diploma.

Experience Requirement: Three-year tractor trailer truck driving experience; no moving violations in last three years and no DWI/DUI on record required.

Applicable Training: Drivers education and current valid state issued CDL driver's license (class A) with Hazmat endorsement and hazardous spill containment.

(SCA) Warehouse Specialist

Functional Responsibility: As directed, the Warehouse Specialist performs a variety of warehousing duties that require an understanding of the establishment's storage plan. Work involves most of the following: verifying materials (or merchandise) against receiving documents, noting and reporting discrepancies and obvious damages, routing materials to prescribed storage locations; storing, stacking, or palletizing materials in accordance with prescribed storage methods, rearranging and taking inventory of stored materials, examining stored materials and reporting deterioration and damage, removing material from storage and preparing it for shipment. This worker may operate hand or power trucks in performing warehousing duties. Note: Exclude workers whose primary duties involve shipping and receiving work (see Shipping/Receiving Clerk), order filling (see Order Filler), or operating forklifts (see Forklift Operator).

Educational Requirement: High School

Experience Requirement: 1 year

Applicable Training: N/A

2. **MAXIMUM ORDER:**
\$1,000,000
3. **MINIMUM ORDER:**
\$100.00
4. **GEOGRAPHIC COVERAGE:**
48 Contiguous states, Alaska, Hawaii, Washington D.C., Puerto Rico, U.S. Territories, and to a port or consolidation point with the aforementioned locations for orders that are received from overseas activities.
5. **POINT(S) OF PRODUCTION:**
USA
6. **DISCOUNT FROM LIST PRICES:**
Prices are listed as GSA Net, Discount Deducted and IFF included.
7. **QUANTITY DISCOUNT(S):**
None
8. **PROMPT PAYMENT TERMS:**
Net 30. Information for Ordering Offices: Prompt payment terms cannot be negotiated out of the contractual agreement in exchange for other concessions.
- 9A. **GOVERNMENT PURCHASE CARDS MUST BE ACCEPTED AT OR BELOW THE MICRO-PURCHASE THRESHOLD.**
LOGMET accepts Government Purchase Cards at or below the micro-purchase threshold.
- 9B. **GOVERNMENT PURCHASE CARDS ARE ACCEPTED ABOVE THE MICRO-PURCHASE THRESHOLD.**
LOGMET accepts Government Purchase Cards above the micro-purchase threshold.
10. **FOREIGN ITEMS:**
N/A
- 11a. **TIME OF DELIVERY:**
To Be Negotiated at the Task Order Level.
- 11b. **EXPEDITED DELIVERY:**
To Be Negotiated at the Task Order Level.
- 11c. **OVERNIGHT AND 2-DAY DELIVERY:**
To Be Negotiated at the Task Order Level.
- 11d. **URGENT REQUIRMENTS:**
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:**
Destination
- 13a. **ORDERING ADDRESS:**
LOGMET, LLC
9600 Great Hills Trail, Ste. 150 W
Austin, TX 78759
- 13b. **ORDERING PROCEDURES:**
For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA's) are found in FAR 8.405-3
14. **PAYMENT ADDRESS:**
1311 Chisholm Trail, Ste. 101
Round Rock, TX 78681

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- 15. WARRANTY PROVISION:**
Standard Commercial Warranty
- 16. EXPORT PACKING CHARGES:**
N/A
- 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
- 20a. 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
- 24a. SPECIAL ATTRIBUTES SUCH AS ENVIRONMENTAL ATTRIBUTES**
(e.g. recycled content, energy efficiency, and/or reduced pollutants):
N/A
- 24b. SECTION 508 COMPLIANCE FOR EIT:**
The EIT Standards can be found at: www.section508.gov/
- 25. DUNS NUMBER:**
131631942
- 26. NOTIFICATION REGARDING REGISTRATION IN SYSTEM FOR AWARD MANAGEMENT (SAM) DATABASE:**
Contractor has an Active Registration in the SAM database.