

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

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



SCHEDULE NUMBER **899**
SCHEDULE NAME **ENVIRONMENTAL SERVICES**
SIN(S): **899-1 AND 899-3**
CONTRACT NUMBER: **GS-10F-039BA**
CONTRACT PERIOD: **NOVEMBER 28, 2013 – NOVEMBER 27, 2018**
CONTRACTOR: **SOUTHEAST RURAL COMMUNITY ASSISTANCE
PROJECT (SERCAP)
347 CAMPBELL AVENUE, SW
ROANOKE, VA 24016**
Point of Contact: **V. Russell Rice, Director of Planning and Development**
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 Tel: **540-345-1184**
 Fax: **540-342-2932**
 Web: **www.sercap.org**

Business Size: **Small**

About the Company: For more than three decades, Southeast Rural Community Assistance Project (SERCAP) has earned the reputation on the state, regional, national and even international levels as providing expert service in the field of water and wastewater service delivery.

SERCAP helps small rural towns and communities needing aid in upgrading their water and wastewater systems. We also provide training and technical assistance to rural residents for operation and maintenance of those systems, for capacity building and for economic development in their communities.

Funding is made available to low-income individuals and communities in the form of grants and loans in order to rehabilitate housing, build water and wastewater infrastructure, assist in small business development, and to finance development projects of small rural governments.

CUSTOMER INFORMATION

1a	Awarded SIN:	899-1 Environmental Consulting Services 899-3 Environmental Training Services
1b	Lowest Priced Item	N/A
1c	Hourly Rates and Labor Category Descriptions	See Pricelist below.
2	Maximum Order:	899-1 and 899-3: \$1,000,000
3	Minimum Order:	\$100
4	Scope of Delivery:	Domestic, 50 states, Washington, DC, Puerto Rico, US Territories
5	Point of Production:	Roanoke, VA (Roanoke County)
6	Discounts:	Prices listed are GSA Net, Discount Deducted.
7	Quantity Discounts:	1% for orders between \$100,000 - \$249,999.99; 2% for orders between \$250,000 - \$499,999.99; 4% for orders over \$500,000.
8	Prompt Payment:	1% - 10 Days; Net 30 Days
9a	Government Purchase Cards	Government Purchase Cards are accepted at or below the micro-purchase threshold.
9b		Government Purchase Cards are not accepted above the micro-purchase threshold.
10	Foreign Items:	None
11	Delivery Time:	
	a. Normal:	As Agreed Upon with Ordering Activity
	b. Expedited	Contact Contractor for availability
	c. Overnight & 2-day delivery	Contact Contractor for availability
	d. Urgent Requirements	Contact Contractor for availability
12	FOB:	Destination
13a	Ordering Address:	Same as Contractor address.
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:	Standard Commercial Warranty.
16	Export packing charges, if applicable:	N/A
17	Terms and conditions of Government purchase card acceptance (any thresholds above the micro-purchase level):	N/A
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 applicable):	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 INFORMATION IS AVAILABLE ON ELECTRONIC AND INFORMATION TECHNOLOGY (EIT) SUPPLIES AND SERVICES AND SHOW WHERE FULL DETAILS CAN BE FOUND. THE EIT STANDARDS CAN BE FOUND AT WWW.SECTION508.GOV: Contact Contract Administrator for more information**
- 25 **DUNS Number:** 099599086
- 26 **Notification Regarding Registration in Sam.gov** Currently Active

GSA Rates

<i>Labor Category</i>	<i>Hourly Rate</i>
Senior Program Manager	\$74.06
Program Manager	\$64.18
Project Manager	\$69.12
Senior Environmental Specialist	\$59.24
Junior Environmental Specialist	\$49.37
Technical Trainer*	\$39.50
Technical Writer*	\$34.56
Administrative Specialist*	\$34.56

* - Indicates SCA Eligible Wages

The Service Contract Act (SCA) 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.

Labor Category Descriptions

Senior Program Manager

Minimum/General Experience: 10 years experience in program management, preferably in the science or engineering discipline

Functional Responsibility: Provides senior level technical support relating to water, wastewater and solid waste systems. Oversees and manages particularly large and complex projects to ensure deliverables are met. Supervises assigned staff, manages the project work plan, tracks deliverables, monitors project budget and provides quality control. Coordinates appropriate staff on financial and reporting matters. Provides guidance to less senior staff and often acts as lead in strategic planning initiatives.

Minimum Certifications and Education: Masters Degree in engineering or science discipline

Program Manager

Minimum/General Experience: 10 years experience.

Functional Responsibility: Provides technical expertise pertaining to water, wastewater and solid waste systems. Leads and coordinates components of large projects. Responsible for oversight of the project to ensure deliverables are met. Supervises assigned staff, manages the project work plan, monitors project budget and provides quality control. Responsible for the technical design and execution of test programs. Reviews all data and results upon project completion. Coordinates appropriate staff on financial and reporting matters.

Minimum Certifications and Education: Bachelor's Degree in environmental or engineering field

Project Manager

Minimum/General Experience: 10 years experience.

Functional Responsibility: Responsible for project management and supervision on specific project elements and provides supervision to select technical staff. Provides functional knowledge of project specific tasks. Responsible for allocation of project resources and leads in report preparation. Tracks deliverables, monitors budgets, provides senior level technical, managerial and financial technical assistance in water, wastewater and solid waste systems.

Minimum Certifications and Education: Bachelor's Degree in an engineering or science discipline

Senior Environmental Specialist

Minimum/General Experience: 10 years experience in water and wastewater treatment and/or solid waste management and/or operation and composting of solid waste.

Functional Responsibility: Demonstrates the highest level of proven technical expertise in his field. Provides specialized technical, managerial and financial assistance for small drinking water, wastewater and solid waste systems, including but not limited to drinking water treatment and disinfection, sewer, septic, pond/lagoon systems, and solid waste management. Serves as primary reviewer of analytical and technical writing of less senior staff. Individuals in this category may also possess professional licenses (e.g. civil, environmental engineering), water and wastewater treatment licenses, certificates or certifications, usually at advanced levels, or solid waste management certifications in operation and composting of solid waste.

Minimum Certifications and Education: Master's Degree in engineering or science discipline

Junior Environmental Specialist

Minimum/General Experience: 5 years experience.

Functional Responsibility: Provides technical, managerial and financial technical assistance for small drinking water, wastewater and solid waste systems, including but not limited to drinking water treatment and disinfection, sewer, septic, alternative septic, pond/lagoon systems, and solid waste management.

Minimum Certifications and Education: Bachelor's Degree in environmental or science discipline

Technical Trainer

Minimum/General Experience: 5 years experience.

Functional Responsibility: Provides technical training on small systems infrastructure issues including, but not limited to: drinking water treatment and disinfection, sewer, septic, alternative septic, pond/lagoon systems, and solid waste management. All Southeast RCAP trainers have completed Train-the-Trainer courses in interactive adult education. Technical trainers may possess advanced licenses, certifications or certificates in their training discipline (e.g. water, wastewater, solid waste, lead risk, energy audits.)

Minimum Certifications and Education: Bachelor's Degree in science or engineering field

Technical Writer

Minimum/General Experience: 3-5 years experience.

Functional Responsibility: Provides professional copy editing, proof reading, grammar, layout and word processing skills on technical environmental manuals, reports, guidebooks and related literature.

Minimum Certifications and Education: Bachelor's Degree

Administrative Specialist

Minimum/General Experience: 3 years experience.

Functional Responsibility: Provides administrative support for the project including taking meeting minutes and action items during meetings, completing printing and copying assignments and coordinating meeting logistics.

Minimum Certifications and Education: Associates Degree