

GENERAL SERVICES ADMINISTRATION FEDERAL SUPPLY SERVICE

AUTHORIZED FEDERAL SUPPLY SCHEDULE PRICELIST

WORLDWIDE FEDERAL SUPPLY SCHEDULE CONTRACT 03FAC ~ Facility Maintenance and Management



Contract Number GS- 21F-0019X

Special Item Numbers: 871 206 Building Commissioning Services
811 006 Facilities Maintenance and Management Consulting
003 100 Ancillary Supplies/Services Relating to Facilities
Maintenance and Management Solutions for Real Property

Contract Period: 11/01/2015 – 10/31/2020 (Option #1)
Effective as of Modification: PO-0002, Effective 11/1/2015
Business Size: Small Business, Women-Owned

CHINOOK SYSTEMS, Inc.
1235 S. Clark Street, Suite 500
Arlington, VA 22202
Phone: (571) 527-0728
Fax: (571) 527-0729
www.chinooksystems.com



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

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SECTION I CUSTOMER INFORMATION**1a. Table of Awarded Special Item Numbers (SINs)**

871 206 Building Commissioning Services

811 006 Facilities Maintenance and Management Consulting

003 100 Ancillary Supplies/Services Relating to Facilities Maintenance and Management Solutions

1b. Lowest Price Model Number/Lowest Unit Price

Price shown in pricelist are net.

1c. Labor Category Descriptions

See Page 5

2. Maximum Order

The Maximum Order for SIN's 871 206, 811 006 and 003 100 is \$1 million. Orders exceeding the maximum order threshold may be placed in accordance with clause I-FSS-125, "Requirements Exceeding the Maximum Order (SEP 1999)."

3. Minimum Order

The minimum dollar value of orders to be issued is \$100.

4. Geographic Coverage

The geographic scope of this contract is domestic only.

5. Point(s) of Production (City, County, and State or Foreign Country)

Arlington, Virginia

6. Statement on Net Price

Prices shown in pricelist are net. Discounts have already been deducted.

7. Quantity Discount

No quantity discounts.

8. Prompt Payment Terms

NET 30 days

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

- 9b. Government Purchase Cards are accepted above the micro-purchase threshold.**
- 10. Foreign Items (List items by country)**
None
- 11a. Time of Delivery:** To be negotiated per each delivery order between contracting activity and contractor – SIN 871 206, 811 006. 0-30 Days – SIN 003 100.
- 11b. Expedited Delivery:** To be negotiated per each delivery order between contracting activity and contractor.
- 11c. Overnight and 2-day delivery:** Not Applicable
- 11d. Urgent Requirements:** Contact Chinook Systems, Inc. for urgent requirements.
- 12. FOB Points**
Destination
- 13a. Ordering Address**
Chinook Systems, Inc.
1235 S. Clark Street, Suite 500
Arlington, VA 22202
- Telephone: (571) 527-0728
Fax: (571) 527-0729
E-Mail: wlenkewich@chinooksystems.com
Website: www.chinooksystems.com
- 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**
Chinook Systems, Inc.
1235 S. Clark Street, Suite 500
Arlington, VA 22202
- 15. Warranty Provision**
Not Applicable – SIN 871 206, 811 006
Standard Commercial Warranty – SIN 003 100 (See End User License Agreement)
- 16. Export Packing Changes**
Not Applicable
- 17. Terms and conditions of Government commercial purchase card acceptance**
Not Applicable.
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- 18. Terms and conditions of Government rental, maintenance, and repair**
Not Applicable
- 19. Terms and conditions of installation**
Not applicable
- 20. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices**
Not applicable
- 21. List of service and distribution points**
Not applicable
- 22. List of participating dealers**
Not applicable
- 23. Preventive maintenance**
Not applicable
- 24a. Environmental Attributes**
Not Applicable
- 24b. Section 508 Compliance**
Not Applicable
- 25. Data Universal Number (DUNS) Number**
11-894-6321
- 26. Registration in Central Contractor Registration (CCR) Database**
NTL Institute is registered in the Central Contractor Registration (CCR) Database.

SECTION II PRICING AND LABOR CATEGORY/PRODUCT DESCRIPTIONS
SIN 871 206 Commissioning Services
SIN 811 006 Facilities Maintenance and Management Consulting

LABOR CATEGORIES AND DAILY RATES			
SIN 871 206 Commissioning Services			
SIN 811 006 Facilities Maintenance and Management Consulting			
LABOR CATEGORY	HOURLY RATE	SIN 871 206	SIN 811 006
Principal II	\$ 196.46	X	X
Principal I	\$ 183.37	X	X
Project Manager II	\$ 183.37	X	X
Project Manager I	\$ 163.22	X	X
Senior Consultant I	\$ 181.35	X	X
Consultant II	\$ 148.10	X	X
Consultant I	\$ 120.90	X	X
Cx Specialist III	\$ 163.22	X	X
Cx Specialist II	\$ 138.03	X	X
Cx Specialist I	\$ 125.94	X	X
Cx Technician II	\$ 115.86	X	X
Cx Technician I	\$ 83.62	X	X
Software/Systems Engineer	\$ 128.96	X	X
Project Coordinator II	\$ 125.94	X	X
Project Coordinator I	\$ 88.66	X	X
CAD Drafter II	\$ 78.59	X	X
CAD Drafter I	\$ 43.32	X	X
Administration	\$ 57.43	X	X

LABOR CATEGORY DESCRIPTIONS
Principal II, I

Functional Responsibility: Provides leadership and authority to the development of large program initiatives. Uses subject matter expertise to direct client solutions and ensure state of the art practices from extensive industry knowledge and experience in management, business consulting and/or organizational development environment with demonstrated ability in the management of large-scale projects. Responsible for the facilitation of understanding across a wide range of disciplines and program stakeholders. Manages the contractual relationship with clients and oversees several projects at the programmatic level. Meets and confers with client regarding the status of specific program and management activities and problems, issues or conflicts regarding resolution. Conducts quality assurance over key project deliverables. Resolves issues with staff, tools and methods. Conducts and or participates in project staff meetings and client meetings to resolve issues through application of company resources or experiences gained on other projects.

Minimum Education/Experience:

Principal II - Bachelors Degree or equivalent education and training. Minimum of 20 years relevant experience.

Principal I – Bachelors Degree or equivalent education and training. Minimum of 15 years relevant experience.

Project Manager II, I

Functional Responsibility: Manages the day-to-day operations of the project. Prepares project estimates and work plans using company experience on prior projects and the proprietary company methods and tools for planning and estimating projects. Prepares and presents project status reports to company and client management. Resolves project staffing and planning issues. Manages the company staff assigned to the project. Conducts preliminary quality assurance over project deliverables and project activities.

Minimum Education/Experience:

Project Manger II – Bachelor’s degree or equivalent education and training. Minimum of 15 years relevant experience.

Project Manger I – Bachelor’s degree or equivalent education and training. Minimum of 12 years relevant experience.

Senior Consultant I

Functional Responsibility: Assists agencies in developing, executing and reporting their facilities maintenance and management implementation plan activities. Develops building facility plans and strategies, support energy choice analyses, and provide risk management services. Assist agencies with program planning, training, preparation of statement of works, studies, analysis, audits, and measurement and verification services. Responsibilities may also include, but are not limited to developing, updating, and reviewing Agency Service handbooks, guides, manuals, and/or policies. Provide special consultant or special inspection services or studies, updates to master building facility maintenance and management plans and expert consultant advice as required in specialty building facility management disciplines.

Minimum Education/Experience:

Senior Consultant I – Bachelors Degree or equivalent education and training. Minimum of 10 years experience providing facilities maintenance and management consulting services.

Consultant II, I

Functional Responsibility: Directs or assists in federal facilities maintenance and management programs, projects and systems. Helps develop programs, plans and projects in support of agency federal building management programs. Supports customers in evaluating federal maintenance and management choices, including technical and economic analyses of alternatives. Provides risk management services to minimize the impact of price uncertainties. Assist customers in carrying out statutory programs, managing data collection and reporting systems, and preparing reports. Conduct and provide research and analytical support for strategic planning, auditing, choice analysis, and life cycle cost analysis.

Minimum Education/Experience:

Consultant II – Bachelors Degree or equivalent education and training. Minimum of 7 years experience providing facilities maintenance and management consulting services.

Consultant I – Bachelors Degree or equivalent education and training. Minimum of 5 years experience providing facilities maintenance and management consulting services.

Commissioning Specialist III, II, I

Directs and coordinated the day-to-day commissioning activities during the design, construction, commissioning, and post-construction stage. These services shall include, but not limited to, providing design technical reviews; provide quality assurance reviews; analysis of value engineering proposals; develop an outline commissioning record; developing commissioning specifications for all commissioned equipment; preparation of outline for the development of systems manual; development of a testing and inspection plan; develop a controls integration plan; review of design scope changes and training.

Project Construction Phase Services: These services shall include, but not limited to, setting up job files, working folders, and record keeping systems, participating in preconstruction meetings; participating in the submittal review process; assist in maintaining marked up sets of project plans and specifications for future as-built drawings; performing testing, inspection and quality assurance activities relating to commissioning requirements; updating commissioning plan; updating commissioning schedule; and coordinating commissioning activities with the project team.

Commissioning Services: These services shall include, but not limited to, providing professional and technical expertise for start-up, calibration, and /or certification of a facility or operating systems within a facility. **Testing/Inspection Services:** The Commissioning Specialist will perform all testing and/or inspection services relating the commissioning requirements.

Post Construction Services: The Commissioning Specialist may be tasked to provide services such as: Performing Post Occupancy Evaluation (POEs); assisting agency in the formulation of lessons learned; prepare a re-commissioning manual, prepare commissioning record, prepare systems manuals, and perform operational review and re-inspection.

Minimum Education/Experience:

Commissioning Specialist III - Bachelors Degree or equivalent education and training. Minimum of 10 years relevant experience.

Commissioning Specialist II - Bachelors Degree or equivalent education and training. Minimum of 7 years relevant experience.

Commissioning Specialist I - Bachelors Degree or equivalent education and training. Minimum of 5 years relevant experience.

Commissioning Technician II, I

Responsible for performing energy studies, commissioning, and decommissioning project tasks. Gathers a wide variety of data and collects samples of a variety of media using analyzers, instrumentation or equipment; has experience and knowledge in a variety of applicable sampling, data collection, and evaluation techniques; witnesses installation, calibration, and start-up of equipment; maintains manual or database records such as field reports, pre-functional checklists, start-up reports and deficiency logs; interprets and evaluates data; and attends meetings with client and contractors.

Minimum Education/Experience:

Commissioning Technician II – Bachelors Degree or Technical Certifications. Minimum of 5 years relevant experience.

Commissioning Technician I – Bachelors Degree or Technical Certifications. Minimum of 2 years relevant experience.

CAD Drafter II, I

Prepares drawings and sketches using CAD workstation based on appropriate engineering specifications; designs criteria and technical manuals; ensures conformance with applicable standards as well as company policies and procedures; works closely with designers and engineers to ensure coordination of design; and may utilize 2D or 3D methods depending upon the level of experience.

Minimum Education/Experience:

CAD Drafter II - Associate's degree from college or technical school in Computer-Aided Design or Drafting; or at least 1 year related experience and/or training; or equivalent combination of education and experience.

CAD Drafter I - High School Diploma with at least 6 months experience and or training in Computer-Aided Design or Drafting.

Software/Systems Engineer

Functional Responsibility: The Software/Systems Engineer may perform any or all of the following tasks. Applying computer science concepts and techniques in the design, testing, development, installation, simulation and maintenance of commissioning systems and software to satisfy engineering, scientific, or business data acquisition and information challenges; providing system tuning and monitoring to ensure effective and efficient systems use; the integration of multiple operating systems and hardware platforms; evaluating and making recommendations regarding system hardware and software requirements and capabilities; server provisioning and administration; and/or networked systems in the support of operations; analyzing, designing, coding and documenting applications of software programs; coding assigned programs, scripts and segments using appropriate languages; conducting analyses to define or analyze electronic data; and working in an extremely dynamic environment with shifting requirements and priorities or process driven software development environment.

Minimum Education/Experience:

Software/Systems Engineer: Bachelors Degree or equivalent education and training. Minimum of 5 years of relevant experience.

Project Coordinator II, I

Functional Responsibility: Performs supporting project and program management functions. This includes but is not limited to graphical/documentation, planning and support, project setup and administration, program management support, event planning and administration, records and data input, technical editing and writing for deliverables.

Minimum Education/Experience:

Project Coordinator II - Bachelors Degree or Technical Certifications. Minimum of 5 years of relevant experience.

Project Coordinator I - Bachelors Degree or Technical Certifications. Minimum of 3 years of relevant experience.

Administrative Assistant

Functional Responsibility: Provides executive administrative-type support to business and management-level personnel. Progressive experience in office automation tools as well as participating on projects. Knowledgeable in computer based documentation and presentation techniques, technical typing and word processing.

Minimum Education/Experience:

Administrative Assistant - High School Diploma with 3 years of experience working in a professional office environment.

SIN 003 100 Ancillary Supplies/Services Relating to Facilities Maintenance and Management Solutions for Real Property

QUICX PROJECT DELIVERY SYSTEM – COMMISSIONING SOFTWARE

<i>QuiCx Software</i>	<i>USERS</i>	<i>Price Per User</i>
WEB HOSTED SOLUTION		
QuiCx – Web Hosted	1 - 5 Users	\$ 141.05
QuiCx – Web Hosted	6 - 10 Users	\$ 120.90
QuiCx- Web Hosted	11 or More Users	\$ 100.75
QuiCx – Server Fee	2 Gig of Space	\$ 226.69
USER LICENSES		
QuiCx – Licenses	1 - 5 Users	\$ 4,533.75
QuiCx – Licenses	6 - 9 Users	\$ 4,080.38
QuiCx- Licenses	10 or More Users	\$ 3,627.00
Annual Maintenance – User Licenses Only		20% of Total User Licenses Purchase Price

OVERVIEW

The team at Chinook Systems Inc. has been using web based database management tools as a standard practice of delivering projects, for more than 15 years. The QuiCx Project Delivery System (QuiCx) is a commercially available application that manages project activities and documentation through the lifecycle of the facility. We and our clients have taken pride in our ability to manage all aspects of, the commissioning process, contract administration, quality assurance, project deliverables, record documents and facility condition assessments. All information is provided in a format that is *useful* to the Owner and their maintenance department over the life cycle of a facility.

ACCESSIBILITY

QuiCx is a fully web based database application that is made available to users through an encrypted, secure website and accessible by strong password authentication to project team members. This may include the Owner, Designers, Contractors and Subcontractors who participate in the project and/or those who have a need to access project and/or commissioning records and documentation. QuiCx is protected from viewing and altering by unauthorized persons. Chinook Systems ensures that all users are trained and supported in the functions, use, accessibility, capabilities, and deliverables of the QuiCx Project Delivery System.

SECURITY



Chinook Systems Inc. understands security. Our long history of working for and with Government organizations has provided us with the insight necessary to meet their needs relative to information assurance.

With installations within organizations such as the Pentagon, QuiCx has undergone extensive security testing and has been confirmed to be compatible with databases

applications generally implemented by the Government. Login to the QuiCx Project Delivery System as installed on the Government network can be through Smart Card access and/or key FOB security tokens. Chinook Systems Inc. works closely with the Governments IT specialists relative to installation and implementation of the QuiCx application.

As a result of our extensive experience on large mission critical projects, Chinook Systems Inc. pays special attention to our preparation, use, handling, reproduction, storage, safeguarding, and disposition of all documents. We are extremely sensitive to security requirements and have developed flow diagrams and written procedures for the management of both hardcopy and electronic documentation. We have in the past worked with Government security departments in the development of procedures specifically geared towards the safe handling of construction documentation.

FUNCTIONALITY

QuiCx provides a complete electronic record for centralized document and database management of the following project and commissioning tasks throughout each stage of the project:

Pre-Design/Design Stage

- Tracking and electronic storage of design development **drawings** and **specifications**
- Entry of **design review comments**, real time on-line viewing, and tracking of responses to comments
- Development of the **Master Equipment List (MEL)** of equipment and systems to be commissioned
- Electronic storage of the **Commissioning Plan, Design Intent Documents, Owners Project Requirements (OPR)**

Construction Stage

- Management of commissioning **milestones dates** as related to the master schedule
- Preparation of **meeting minutes**
- Tracking of construction **drawings** and **specifications**
- Entry of **submittal packages** and of **submittal review comments**
- Entry and on-line viewing of **RFIs** and **Change Orders**
- Database entry of **field reports** including photos and **issues logs**
- Tracking of **quality control** field tests
- Database preparation and on-line completion of **pre-functional checklists**
- Database preparation and on-line completion of **functional performance tests**

Transition Stage

- Preparation and facilitation of operator **training** program including tracking of training plans, training materials, sign-in sheets, and training videos
- Preparation of and tracking receipt of closeout items including **O&M Manuals, spare parts, and warranty certificates**

Facility Assessment

- Collection, storage, and reporting of **facilities data**
- Tracking **conditions and costs** related to asset data.
- Managing **digital photos**
- Tracking of **deficiencies** and associated costs
- Support for **capital planning**

LIFE CYCLE MANAGEMENT

QuiCx facilitates the smooth transfer of knowledge and data during design and construction through to operations and maintenance. Through the advent of BIM, Chinook Systems Inc. has developed interoperability to effortlessly transition data between QuiCx and 3D CAD Models. This helps to ensure continuity of data during design and construction. Chinook has also developed interoperability between QuiCx and industry leading computerized maintenance management systems. This allows for asset information to be easily imported and exported, maintaining integrity of data for both new construction and renovations. The QuiCx system is intended to be an ongoing active system used to compliment the operations and maintenance program throughout the life cycle of the building.

SECTION III ABOUT CHINOOK SYSTEMS, Inc.

ABOUT CHINOOK SYSTEMS, INC.

Founded in 2002, Chinook System, Inc. is a small woman owned commissioning consulting firm headquartered in Arlington, VA. Chinook specializes in LEED commissioning, project management, quality assurance and facilities maintenance management consulting, all of which are critical components to “Bridge the Gap” between building design, construction, and operations.

EXPERIENCE AND TRACK RECORD OF SUCCESS ~ Chinook specializes in large, complex, multi-phase projects and is currently performing services on more than 20 projects, 4 of which are over \$1Billion in value. Our team has provided commissioning services, including Leaders in Environmental and Energy Design (LEED) requirements, to such Owners as the National Institutes of Health, General Services Administration, Department of Defense-The Pentagon, Naval Facilities Engineering Command, Lockheed Martin, the Smithsonian Institution, UCLA, Sutter Health, and Princeton University.

THE CHINOOK TEAM ~The Chinook team has a combined experience level of over 100 years in commissioning and facilities maintenance and management consulting and holds both design and operations experience in support of their commissioning knowledge. The key to successful commissioning is to understand project ‘deliverables’ and then coordinate the commissioning requirements and activities accordingly. When a facility is ready for its intended use, there should be no mad scramble to execute functional testing, put together training and closeout information, and transition into operations and maintenance. Our staff is committed to supporting and consulting with team members throughout every phase of our projects. Chinooks end goal is to position the Owner with the ability to develop a fully functional Computerized Maintenance and Management System (CMMS) and a re-commissioning strategy that will allow for continuous monitoring and maintaining of an energy efficient facility.

As active and leading members in national commissioning organizations, including the AABC Commissioning Group (ACG) and Building Commissioning Association (BCA), Chinook not only understands, but also drives the industry towards more effective and properly executed commissioning projects. Along with our memberships in leading commissioning organizations, Chinook also has staff members that are LEED Accredited Professionals, members of the Design Build Institute of America, and certified under the Army Corps of Engineers Construction Quality Management (CQM) for Contractors program.

CHINOOK SERVICES ~ COMMISSIONING SERVICES

Chinook Systems, Inc. provides for the completed management of the commissioning process from conceptual planning and design development, through construction, and into operations and maintenance. We have developed strong business practices and protocol to ensure the highest quality and practical applications. Commissioning services are offered to Owners, AE Firms, Construction Managers and Contractors for new construction, additions, renovations and historic preservation as well as retro commissioning of existing facilities.

QuiCx project Delivery System – Commissioning Software ~ Chinook Systems, Inc. supports their commissioning services with our Project Delivery System QuiCx (short for Quality in Commissioning”). The process of proper record keeping, document management and pre-planning for future operations is the heart of the unique project delivery software offered by Chinook.

The QuiCx Project Delivery System manages the commissioning, construction management, and quality assurance processes and provides for efficient methods of handling the mountain of paper that accompanies almost any project today. Chinook also specializes in Building Information Modeling (BIM), and has connected our QuiCx application to 3D models and Computerized Maintenance Management Systems (CMMS).

CHINOOK SERVICES ~ FACILITY MAINTENANCE AND MANAGEMENT CONSULTING

Chinook Systems specialized in the analysis, setup, implementation, and auditing of operation and maintenance programs. Using risk management methodologies, we strive to develop practical programs that are cost effective, provide for high level of service, and realize short-term payback. Our consulting services that support this effort include:

- Facility Assessments
- Data collection and development of equipment inventories
- Development of building specific standard operating procedures, manuals, maintenance tasks and schedules
- Development of property management agreements and maintenance service contracts
- Auditing of facility maintenance programs
- Implementation of computerized maintenance management (CMMS) programs
- Training workshop on maintenance program implementation