



03FAC – Facilities Maintenance and Management

GS-21F-0062V

Base Year: April 1, 2009 through March 31, 2014

Option Year: April 1, 2014 through March 31, 2019



Contract Administration: Donna N. Cooper, President/CEO
Business Size: Minority Women-Owned Small Business

**7450 Heritage Village Plaza Suite 201
Gainesville, VA 20155**

Or

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Washington, DC 20005**

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INFORMATION FOR ORDERING ACTIVITIES

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

1b.

SIN	DESCRIPTION
811-002	COMPLETE FACILITIES MAINTENANCE
811-003	COMPLETE FACILITIES MANAGEMENT
811-005	REFRIGERATION, HEATING, VENTILATION AND AIR CONDITION HVAC
811-006	FACILITIES MAINTENANCE & MANAGEMENT CONSULTING

LOWEST PRICED MODEL NUMBER AND PRICE FOR EACH SIN:

SIN	MODEL NUMBER	PRICE
811-002	Maintenance Trades Helper	\$34.92 per hour
811-003	CAD Administrator	\$84.01 per hour
811-005	HVAC Service Tech Lead	\$85.10 per hour
811-006	QA/QC Inspector	\$69.29 per hour

- 1c. HOURLY RATES:** \$34.92 - \$145.96 per hour
- 2. MAXIMUM ORDER:** \$1,000,000 per SIN/Order
- 3. MINIMUM ORDER:** \$100.00
- 4. GEOGRAPHIC COVERAGE:** Domestic delivery only
- 5. POINT(S) OF PRODUCTION:** Gainesville, VA, United States of America
- 6. BASIC DISCOUNT:** 5% for the Government
- 7. QUANTITY DISCOUNT:** Additional 2% for a single task order of \$1,000,000 or more
- 8. PROMPT PAYMENT TERMS:** 1%, if paid less than 15 days
- 9a. GOVERNMENT PURCHASE CARDS ARE ACCEPTED UP TO THE MICRO-PURCHASE THRESHOLD**
- 9b. GOVERNMENT PURCHASE CARDS ARE ACCEPTED ABOVE THE MICRO-PURCHASE THRESHOLD**
- 10. FOREIGN ITEMS:** None
- 11a. TIME OF DELIVERY AFTER RECEIPT OF ORDER (ARO):** 45 DARO
- 11b. EXPEDITED DELIVERY:** 14 DARO

- 11c. **OVERNIGHT AND 2-DAY DELIVERY:** **N/A**
- 11d. **URGENT REQUIREMENTS:** **Agencies can contact the contractor's representative to affect a faster delivery. Customers are encouraged to contact the contractor for the purpose of requesting accelerated delivery.**
12. **FOB POINT:** **Origin**
- 13a. **ORDERING ADDRESS:** **7450 Heritage Village Plaza, Suite 201
Gainesville, VA 20155**
- 13b. **ORDERING PROCEDURES:** **For supplies and services, the ordering procedures information on Blanket Purchase Agreements (BPA's), and a sample BPA can be found at the GSA/FSS Schedule Homepage (fss.gsa.gov/schedules).**
14. **PAYMENT ADDRESS:** **Same as contractor**
15. **WARRANTY PROVISION:** **Standard Commercial Warranty**
16. **EXPORT PACKAGING CHARGES:** **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:** **N/A**
19. **TERMS AND CONDITIONS OF INSTALLATION:** **N/A**
20. **TERMS AND CONDITIONS OF REPAIR PARTS INDICATING DATE OF PARTS PRICE LISTS AND ANY DISCOUNTS FROM LIST PRICES:** **N/A**
21. **LIST OF SERVICE AND DISTRIBUTION POINTS:** **N/A**
22. **LIST OF PARTICIPATING DEALERS:** **N/A**
23. **PREVENTATIVE MAINTENANCE:** **N/A**
- 24a. **SPECIAL ATTRIBUTES SUCH AS ENVIRONMENTAL ATTRIBUTES (RECYCLED CONTENT, ENERGY EFFICIENCY AND/OR REDUCED POLLUTANTS):** **N/A**
- 24b. **IF APPLICABLE, INDICATE THAT SECTION 508 COMPLIANCE INFORMATION IS AVAILABLE ON ELECTRONIC AND INFORMATION TECHNOLOGY (EIT) SUPPLIES AND SERVICES AND SHOW WHERE FULL DETAILS CAN BE FOUND (CONTRACTOR WEBSITE OR OTHER LOCATION). THE EIT STANDARDS CAN BE FOUND AT www.section508.gov** **N/A**
25. **DATA UNIVERSAL NUMBER SYSTEM (DUNS) NUMBER:** **134345326**

26. **NOTIFICATION REGARDING REGISTRATION IN SAM.GOV DATABASE:**
ProSource Consulting, LLC is active and current in SAM

DESCRIPTION OF SERVICES

PROJECT MANAGEMENT

ProSource Consulting's experienced team of **Project Management Specialists** help clients to achieve their stated goals by streamlining, improving, and managing their workloads and special projects.

- ❖ Building Condition Assessments
- ❖ Operational Projects
- ❖ Planning and Design
- ❖ Programming
- ❖ Asset Management
- ❖ Vendor/Supplier Management
- ❖ Relocations
- ❖ Capital Projects
- ❖ Renovation and Space Projects
- ❖ Cost Performance
- ❖ Quality Assurance
- ❖ Technical
- ❖ Environmental
- ❖ Financial
- ❖ Staff Augmentation

CAD DESIGN SERVICES

Design and provide a series of user-friendly AutoCAD drawings of:

- ❖ Architectural plans
- ❖ Room schedules
- ❖ Utility connection and cutoff plans
- ❖ Equipment schedules
- ❖ Electrical plans for established federal buildings
- ❖ Mechanical plans

Detailed system information data includes one-line piping and control diagrams, electrical risers, plumbing riser diagrams and the system sequence of operations to help the facilities management team operate more efficiently. A compilation of product data in PDF form, including equipment submittals as well as operations and maintenance manuals to enhance the responsiveness of the team, will be provided.

FACILITIES INSPECTION SERVICES

Inspect a full range of building equipment, including all of the major pieces of plant equipment and systems to assess and document the results of the preventative maintenance program. The assessment is made through visual inspection of building equipment, review of documentation and records, and informal interviews of the contract service providers and property managers.

FACILITIES SUPPORT AND ADMINISTRATION

ProSource Consulting provides scalable Support and Administration Services customized and designed with the integration of highly specialized human resources to **improve productivity and reduce cost**.

- ❖ Administration and Audits
- ❖ Facilities Procurement
- ❖ Vendor Management
- ❖ Quality Assurance
- ❖ Performance Analysis and Reporting
- ❖ Facilities Inspection

OPTION YEAR PRICELIST EFFECTIVE 04/01/2014

Pricing for the GSA Clients 10% Discount on Sr. Project Manager, Project Manager, and Foreman 5% Discount on Remaining Labor Categories (IFF Included) with 2.5% Escalation Rate						
SIN	Services Position/Title	Opt Year 1	Opt Year 2	Opt Year 3	Opt Year 4	Opt Year 5
811-002 811-003 811-006	Principal Engineer	\$128.54	\$131.76	\$135.05	\$138.43	\$141.89
811-002 811-003 811-006	Sr. Project Manager	\$138.28	\$141.73	\$145.28	\$148.91	\$152.63
811-002 811-003 811-006	Project Manager	\$131.27	\$134.55	\$137.91	\$141.36	\$144.90
811-002 811-003 811-006	Program Manager	\$93.48	\$95.82	\$98.21	\$100.67	\$103.18
811-002 811-005	Foreman	\$88.89	\$91.12	\$93.39	\$95.73	\$98.12
811-002 811-005	O&M Manager	\$94.11	\$96.46	\$98.87	\$101.34	\$103.88
811-006	QA/QC Inspector	\$69.29	\$71.02	\$72.79	\$74.61	\$76.48
811-002 811-003 811-006	CAD Administrator	\$84.01	\$86.11	\$88.27	\$90.47	\$92.73
811-002 811-005	HVAC Service Tech Lead*	\$85.10	\$87.23	\$89.41	\$91.64	\$93.94
811-002 811-005	HVAC Service Tech*	\$77.36	\$79.29	\$81.28	\$83.31	\$85.39
811-002 811-005	Boiler Tender*	\$45.83	\$46.97	\$48.15	\$49.35	\$50.59
811-002	Carpenter Maintenance*	\$49.37	\$50.60	\$51.87	\$53.17	\$54.49
811-002	Locksmith*	\$49.64	\$50.89	\$52.16	\$53.46	\$54.80
811-002	Carpet Layer*	\$46.32	\$47.48	\$48.66	\$49.88	\$51.13
811-002	Maintenance Trades Helper*	\$34.92	\$35.79	\$36.69	\$37.60	\$38.54
811-002	Painter Maintenance*	\$49.59	\$50.82	\$52.10	\$53.40	\$54.73
811-002	Plumber Maintenance*	\$64.65	\$66.26	\$67.92	\$69.62	\$71.36

LABOR CATEGORY DESCRIPTION

Principal Engineer

Responsibilities:

- Performs role of design build/design assist engineering “business partner” with Principal and division executive team to deliver results and achieve business plan goals.
- Responsible for all engineering design performed within the division and for all drawings produced by the division engineering department.

Education/Experience:

- Bachelor degree from an accredited college in mechanical engineering with ten (10) to twenty (20) years related experience and/or training, or equivalent combination of education and experience.

Senior Project Manager

Responsibilities:

- Assists in the development of new projects, manages projects from contract execution to project closeout and creates customers for life.
- Mentors Project Engineers and Project Managers to bring their skills to new levels.

Education/Experience:

- Bachelor degree (B.S. or B.A.) in engineering or construction management from a four-year college or university and 3 to 5 years related experience and/or training, or equivalent combination of education and experience.

Project Manager

Responsibilities:

- Manages subordinate Project Engineers and Project Team staff.
- Responsible for the overall direction, coordination, and evaluation of a project.
- Serves as the main point of contact and responsible part for all aspects of a construction project which includes but is not limited to supporting project team, field activities and satisfying client requests.
- Serves as the single point of accountability for the delivery of a project including design, scope, cost & schedule.

Education/Experience:

- Bachelor degree (BA) from four-year College or university and one (1) to two (2) years related experience and/or training, or equivalent combination of education and experience.

Program Manager

- Plans, directs, or coordinates the operations of all projects.
- Duties and responsibilities include formulating policies, managing daily operations, and planning the use of materials and human resources, but are too diverse and general in nature to be classified in any one functional area of management or administration, such as personnel, purchasing, or administrative services.

Includes owners and managers who head small business establishments whose duties are primarily managerial.

Foreman

- Provides direct supervision of technicians performing facilities operations, maintenance, and repair services.
- Supervises, manages, plans and coordinates the activities of in-house and contract technicians engaged in carpentry, masonry, electrical, HVAC/R, plumbing, metal work, and maintenance activities.
- Continuously achieves customer satisfaction by understanding requirements, meeting schedules, adhering to budget constraints, and preventing business interruptions. Utilizes blueprints and drawings to make installation, maintenance, and repair decisions regarding equipment, facilities, and structures.
- Participates in negotiations with maintenance and utility contractors to establish service conditions and rates.
- Conducts all internal and external training duties as assigned. Performs other duties as assigned.

O&M Manager

- Provides supervision of technicians performing facilities operations, maintenance, and repair services.
- Supervises, manages, plans and coordinates the activities of in-house and contract technicians engaged in carpentry, masonry, electrical, HVAC/R, plumbing, metal work, and maintenance activities.
- Continuously achieves customer satisfaction by understanding requirements, meeting schedules, adhering to budget constraints, and preventing business interruptions.
- Utilizes blueprints and drawings to make installation, maintenance, and repair decisions regarding equipment, facilities, and structures.
- Participates in negotiations with maintenance and utility contractors to establish service conditions and rates.
- Conducts all internal and external training duties as required. Performs other duties as assigned.

QA/QC Inspector

- Reviews projects specifications and confers with Quality/Safety Manager concerning assistance required, such as plan preparation, acceptance testing, and evaluation of field conditions, design changes, and reports.
- Conducts materials testing and analysis, using tools and equipment and applying engineering knowledge necessary to conduct tests.
- Conducts inspections of facilities and services on an on-going basis. Prepares reports detailing tests conducted and their results.
- Monitors QC policies and procedures to comply with pertinent codes and specifications.
- Performs other duties as assigned.

CAD Administrator

Responsibilities:

- Responsible for the engineering CAD system and its continual operation and upgrade to maintain our competitive position.
- Trains other CAD users in the use of the system.

Education/Experience:

- Minimum two (2) year technical degree and 5 years experience in HVAC CAD operation.

HVAC Service Tech Lead

Responsibilities:

- Supervises and oversees the direct daily activities involving the installation, operation, maintenance, and repair of facilities, institutional, equipment and systems.
- This may include, but not limited to high and low pressed steam plan boilers, air handling units, pumps, heat exchangers, cooling towers, plumbing, etc.
- Supervises and oversees the direct daily activities involving the installation, operation, maintenance, and repair of facilities, institutional, equipment and systems. This may include, but not limited to high and low pressed steam plan boilers, air handling units, pumps, heat exchangers, cooling towers, plumbing, etc.

Education/Experience:

- High School Diploma, OSHA knowledge, at least six (6) years applicable experience, and Journey Certification.

HVAC Service Tech

Responsibilities:

- Installs and maintains large and small refrigeration and air conditioning systems and piping. Must have experience in operation and maintenance of HVAC systems that serve uninterrupted building operations.
- Must be proficient in diagnosing and troubleshooting HVAC systems and recommending the most economical and least impact overhaul and repair scheme.

Education/Experience:

- High School Diploma and at least five (5) years experience as a journeyperson HVAC service technician.

Boiler Tender

- Tends one or more boilers to produce steam or high-temperature water for use in an establishment.
- Fires boiler.
- Observes and interprets readings on gauges, meters, and charts which register various aspects of boiler operation.
- Adjusts controls to insure safe and efficient boiler operation and to meet demands for steam or high-temperature water.
- May also do one or more of the following: Maintain a log in which various aspects of boiler operation are recorded; clean, oil, make minor repairs or assist in repair to boiler room equipment; and following prescribed methods, treat boiler water with chemicals any analyze boiler water for such things as acidity, causticity, and alkalinity.

Carpenter, Maintenance

- Performs the carpentry duties necessary to maintain in good repair building woodwork and equipment such as bins, cribs, counters, benches, partitions, doors, floors, stairs, casings, and trim made of wood.
- Work involves most of the following: Planning and laying out of work from blueprints, drawings, models, or verbal instructions, using a variety of carpenter's hand tools, portable power tools and standard measuring instruments; making standard shop computations relating to dimensions of work; and selecting materials necessary for the work.
- In general, the work of the maintenance carpenter requires rounded training and experience usually acquired through a formal apprenticeship or equivalent training and experience.

Locksmith

- Installs, repairs, modifies, and opens a variety of locking mechanisms found on doors, desks, compartments, mobile equipment, safes, and vaults.
- Examines locking mechanism and installs new unit or disassembles unit and replaces worn tumblers, springs, and other parts or repairs them by filing, drilling, chiseling and grinding.
- Opens door locks by moving lockpick in cylinder or opens safe locks by listening to lock sounds or by drilling. Makes new or duplicate keys, using key cutting machine.
- Changes combination by inserting new or repaired tumblers into lock. Establishes keying systems for buildings.

Carpet Layer

- Prepares floor by removing old carpet or other covering, stripping, patching, or cleaning floor. Measures and cuts carpeting to size, using carpet knife.
- Lays padding and places carpeting on top of padding. Cuts, trims, and stretches carpeting to fit along wall edges, openings, and projections.
- Installs metal edging and metal door strips. May lay carpet tiles, applying adhesive to floor. May transport carpeting to installation site.

Maintenance Trades Helper

Assists one or more workers in the skilled maintenance trades by performing specific or general duties of lesser skill, such as keeping a worker supplied with materials and tools; cleaning working area, machine, and equipment; assisting journeyman by holding materials or tools; and performing other unskilled tasks as directed by journeyman. The kind of work the helper is permitted to perform varies from trade to trade. In some trades the helper is confined to supplying, lifting, and holding materials and tools, and cleaning working areas; and in others the worker is permitted to perform specialized machine operations, or parts of a trade that are also performed by workers on a full-time basis.

Painter, Maintenance

- Paints and redecorates walls, woodwork and fixtures. Work involves the following: Knowledge of surface peculiarities and types of paint required for different applications; preparing surface for painting by removing old finish or by placing putty or filler in nail holes and interstices; and applying paint with spray gun or brush.
- May mix colors, oils, white lead and other paint ingredients to obtain proper color or consistency. In general, the work of the maintenance painter requires rounded training and experience usually acquired through a formal apprenticeship or equivalent training and experience.

Plumber, Maintenance

- Assembles, installs and repairs pipes, fittings and fixtures of heating, water, and drainage systems, according to specifications and plumbing codes.
- Studies building plans and working drawings to determine work aids required and sequence of installations.
- Inspects structure to ascertain obstructions to be avoided to prevent weakening of structure resulting from installation of pipe.
- Locates and marks position of pipe and pipe connections and passage holes for pipes in walls and floors, using ruler, spirit level and plumb bob.
- Cuts openings in walls and floors to accommodate pipe and pipe fittings, using hand tools and power tools.
- Cuts and threads pipe, using pipe cutters, cutting torch, and pipe-threading machine. Bends pipe to required angle by use of pipe-bending machine or by placing pipe over block and bending it by hand.
- Assembles and installs valves, pipe fittings, and pipes composed of metals, such as iron, steel, brass and lead,

- and nonmetals, such as glass, vitrified clay, and plastic, using hand tools and power tools.
- Joins pipe by use of screws, bolts, fittings, solder, plastic solvent, and calks joints.
- Fills pipe system with water or air and reads pressure gauges to determine whether system is leaking.
- Installs and repairs plumbing fixtures, such as sinks, commodes, bathtubs, water heaters, hot water tanks, garbage disposal units, dishwashers, and water softeners.
- Repairs and maintains plumbing by replacing washers in leaky faucets, mending burst pipes, and opening clogged drains. May weld holding fixtures to steel structural members.

Network Administrator

Responsibilities:

- Manages the information systems infrastructure of the company including hardware, software, and network.
- Administers the Windows NT file services, and Exchange mail server.
- Administration includes adding/deleting of new users, maintaining proper security access for all users and working with the current system configuration.

Education/Experience:

- Minimum High School Diploma and at least three years experience providing network administration or help desk support for Windows NT network environment.

Project Administrator

Responsibilities:

- Supports construction Project Management and Engineers with administrative duties and promotes a teamwork environment within the office.

Education/Experience:

- High school diploma or general education degree (GED); or one (1) to three (3) years related experience and/or training; or equivalent combination of education and experience.

SCA Matrix

SCA Eligible Contract Labor Category	SCA Equivalent Code - Title	DOL WD Number
HVAC Service Tech Lead	23410 – Heating, Ventilation and Air-Conditioning Mechanic	Based on current year Department of Labor Wage Determination and applicable locality.
HVAC Service Tech	23410 – Heating, Ventilation and Air-Conditioning Mechanic	
Boiler Tender	25010 – Boiler Tender	
Carpenter Maintenance	23130 – Carpenter Maintenance	
Locksmith	23510 – Locksmith	
Carpet Layer	23140 – Carpet Layer	
Maintenance Trades Helper	23580 – Maintenance Trades Helper	
Painter, Maintenance	23760 – Painter, Maintenance	
Plumber, Maintenance	23810 – Plumber, Maintenance	

*The SCA is applicable to this contract and it includes SCA applicable labor categories. The price for the indicated SCA labor category is based on the U.S. Department of Labor Wage Determination Number(s) identified in the matrix. The price offered is based on the preponderance of where work is performed and should ProSource perform in an area with lower wage being paid, the task order price will be discounted accordingly.