

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 the electronic delivery order are available through GSA Advantage!, a menu-driven database system. The INTERNET address for GSA Advantage! is:

www.GSAAdvantage.gov.

03FAC Facilities Maintenance and Management

MAS – Multiple Award Schedule

561210FAC – Complete Facility Maintenance and Management

541513 – Smart Buildings Systems Integration

561730 – Grounds Maintenance

OLM – Order Level Materials

Contract number: GS-21F-0111Y

For more information on ordering from Federal Supply Schedules, click on the FSS Schedules button at www.fss.gsa.gov

Contract period: May 23, 2012 to May 22, 2022

KCorp Technology Services, Inc.

1603 College Rd.

Fairbanks, AK 99701-4175

Contact for Contract Administration: Ed Neilan

ed.neilan@koyitlotsina.com

(502) 225-6290

Business Size: Small Business, Small Disadvantaged Business, 8(a) Firm

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(ii) Customer Information:

1a. Table of awarded special item number(s) with appropriate cross reference to item descriptions and awarded prices(s): SINS 561210FAC, 541513, 561730, OLM.

1b. Identification of the lowest priced model number and lowest unit price for that model for each special item number awarded in the contract: Groundskeeper - \$25.93

1c. A description of all corresponding commercial job titles, experience, functional responsibility and education for those types of employees who will perform services is provided below.

2. Maximum order: All SINS - \$1,000,000

3. Minimum order for all SINS: \$100

4. Geographic Coverage (delivery area): CONUS AK

5. Point(s) of production: Fairbanks, AK

6. Discount from list prices or statement of net price: The Government receives a basic discount of 1.5% (the prices shown below are Net)

7. Volume discounts: None

8. Prompt payment terms: 1% 10, Net 30

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

9b. Government purchase cards are accepted above the micro-purchase threshold.

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10. Foreign items: N/A

11a. Time of delivery: 30 Days ARO

11b. Expedited Delivery: 14 days ARO

12. F.O.B. point: Destination

13a. Ordering address: KCorp Technology Services, Inc. 1603 College Road; Fairbanks, AK 99709

13b. Ordering procedures: For supplies and service, the ordering procedures, information on Blanket Purchase Agreements (BPA's) are found in Federal Acquisition Regulation (FAR) 8.405-3.

14. Payment address: KCorp Technology Services, Inc. - ATTN: Robert A. Gottschalk - 1603 College Rd. Fairbanks, AK 99709

15. Warranty provision: None

16. Export packing charges, if applicable: N/A

17. Terms and conditions of Government purchase card acceptance (any thresholds above the micro-purchase level): Accepted at all levels

18. Terms and conditions of rental, maintenance and repair (if applicable): N/A

19. Term and conditions of repair parts indicating date of parts price lists and any discounts from lists prices (if applicable): N/A

20. Terms and conditions for any other services (if applicable): N/A

21. List of service and distributions points (if applicable): Fairbanks, AK
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: N/A
25. Data Universal Number System (DUNS) number: 131666708
26. Notification regarding registration in Central Contractor Registration (CCR) database:
CAGE Code 3FSY2 valid until 05/042013

KCorp Technology Services, Inc. (KTS) has been providing facility operation and maintenance services since 2006. We have a well-established and highly experienced corporate management team with continual experience over 25 years in the federal facilities operations, maintenance and management arena. This includes hands-on engineering and management experience, as well as high level administrative experience. With over 5 years of experience in the facilities maintenance and management field, KCorp is well-versed in providing solutions for real property. This includes all aspects of facility operations and maintenance i.e., preventive maintenance; electrical, plumbing, mechanical, HVAC and controls systems; repairs and alterations; and grounds maintenance. We have served in large, multi-building complexes, in small, single buildings, in large stand-alone buildings, in urban and rural settings, in extreme climates, in geographically dispersed facilities, in historic buildings, in buildings with high security ratings, in buildings undergoing LEED certification, in Energy Star buildings, and ports of entry. As a customer-service oriented company, we design our services to enhance resource conservation and save water, energy and money for our customer.

SIN(s)	SERVICE	MINIMUM EDUCATION/ CERTIFICATION LEVEL	MINIMUM YEARS OF EXPERIENCE	UNIT OF ISSUE	GSA Price
561210FAC; 541513; 561730	Project Manager	See below	See below	Hour	\$64.38
561210FAC; 541513; 561730	Admin Assistant	See below	See below	Hour	\$34.34
561210FAC; 541513; 561730	Service Coordinator	See below	See below	Hour	\$28.75
561210FAC; 541513; 561730	Lead HVAC Mechanic	See below	See below	Hour	\$53.19
561210FAC; 541513; 561730	HVAC Mechanic	See below	See below	Hour	\$42.76
561210FAC; 541513; 561730	Jr. Engineer	See below	See below	Hour	\$36.55
561210FAC; 541513; 561730	Grounds Foreman	See below	See below	Hour	\$30.48
561210FAC; 541513; 561730	Groundskeeper	See below	See below	Hour	\$25.93



Document 8 Attachment – Position Descriptions

Below is a list of positions used in determining our pricing.

Certain qualifications or required skills are specified by contract and will vary.

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Table 1 Position Description - Project Manager

Purpose	To lead the project office and manage, schedule work, supervise, and provide quality control for the federal facility; to supervise all subcontracts included under this contract. Has overall responsibility for project performance. Reports directly to the regional manager.
Functional Responsibilities	<ul style="list-style-type: none"> • Represents KTS at the site and has full authority to act for KTS on all matters relating to the contract on a day-to-day basis. Coordinates with KTS corporate offices to administer the project. • Is the primary on-site KTS contact for all on-site KTS employees and government personnel; maintains instant communication with the government representative(s). • Responsible for the successful operation and overall management coordination of the KTS contract and meeting project objectives as established in the contract; • Participates in the recruiting and hiring process; manages all subcontracts. • Ensures the successful job performance of employees and subcontractors. • Identifies and ensures adequate and appropriate resources are assigned to the project to ensure the work is controlled, the company's goals for the successful completion of the project are achieved, and the customer's needs are met. • Performs quality control functions to ensure contract standards are met.
Level of Authority	This is a supervisory position with complete authority to act for KTS in every detail during the term of the contract. Has authority to



<p>Minimum Educational/Degree Requirements</p>	<p>accept notices of deductions, inspection reports and all other correspondence on behalf of KTS.</p> <ul style="list-style-type: none"> • At least 5 years experience within the past 7 in managing and supervising building mechanical maintenance operations for a building of the approximate size and characteristics as the facility included under the contract. • At least 5 years experience in managing and supervising a maintenance program consisting of various trade professionals. • Experience in managing and supervising numerous on-site projects. • Ability to understand and follow instructions in English, both orally and in writing, and ability to give instructions in English. • Must be a U.S. citizen or resident alien who has been lawfully admitted for permanent residence as evidenced by appropriate and required documentation.
<p>Training and Certifications</p>	<ul style="list-style-type: none"> • <i>Specified per individual contract.</i>



Table 2 Lead HVAC Mechanic

Role	To repair and maintain the environmental controls systems for continuous operation and for maintaining a building environment as prescribed by the contract. To oversee the work of other mechanics.
Functional Responsibilities	<ul style="list-style-type: none"> • Ensures continuous operation of all HVAC systems included under contract. • Oversees the work of other mechanics for which is responsible. • Installs, services, and repairs environmental controls, applying knowledge of refrigeration theory, pipefitting, and structural layout. • Observes pressure and vacuum gauges and adjusts controls to ensure efficient operation. • Tests joints and connections for leaks. • Performs repairs and replacements in a timely manner. • Connects motors, compressors, temperature controls, humidity controls and circulating ventilation fans to control panels. • Connects control panels to power source. • Wraps pipes insulation; secures in place appropriately. • Replaces defective breaker controls, thermostats, switches, fuses and electrical wiring to repair installed units. • Conducts start-up and shut-down tours.
Level of Authority	This position reports to the project manager. Participates in regular quality control inspections.
Minimum Educational/Degree Requirements	<ul style="list-style-type: none"> • A minimum of 5 years experience in the last 7 of HVAC experience on equipment and systems of equal or greater size, scope and complexity as those included under this contract. • At least 2 years of supervisory experience in facilities with similar maintenance requirements as those included under this contract. • Ability to understand and follow instructions in English; ability to express ideas clearly and effectively in English, both orally and in writing. • Ability to detect, diagnose and correct minor problems before they become major ones. • Must be a U.S. citizen or resident alien who has been lawfully admitted for permanent residence as evidenced by appropriate and required documentation.
Training and Certifications	<ul style="list-style-type: none"> • Universal certificate per 40 CFR Part 82, subpart F. • <i>Others specified per individual contract; can include at least one of the items below</i> <ul style="list-style-type: none"> ○ NATE Core Service with Air Distribution Service Specialty ○ RSES Certificate Member (or any higher level) ○ HVAC Excellence Professional (light commercial air conditioning, gas heat, green awareness certification)



	○ BOMA – Systems Maintenance Tech
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Table 3 Position Description - HVAC Mechanic

Role	To repair and maintain the environmental controls systems for continuous operation and for maintaining a building environment as prescribed by the contract.
Functional Responsibilities	<ul style="list-style-type: none"> • Ensures continuous operation of all HVAC systems included under contract. • Oversees the work of other mechanics for which is responsible. • Installs, services, and repairs environmental controls, applying knowledge of refrigeration theory, pipefitting, and structural layout. • Observes pressure and vacuum gauges and adjusts controls to ensure efficient operation. • Tests joints and connections for leaks. • Performs repairs and replacements in a timely manner. • Connects motors, compressors, temperature controls, humidity controls and circulating ventilation fans to control panels. • Connects control panels to power source. • Wraps pipes insulation; secures in place appropriately. • Replaces defective breaker controls, thermostats, switches, fuses and electrical wiring to repair installed units. • Conducts start-up and shut-down tours.
Level of Authority	This position reports to the lead mechanic for location or project manager.
Minimum Educational/Degree Requirements	<ul style="list-style-type: none"> • A minimum of 5 years experience in the last 7 of HVAC experience on equipment and systems of equal or greater size, scope and complexity as those included under this contract. • Ability to understand and follow instructions in English; ability to express ideas clearly and effectively in English, both orally and in writing. • Ability to detect, diagnose and correct minor problems before they become major ones. • Must be a U.S. citizen or resident alien who has been lawfully admitted for permanent residence as evidenced by appropriate and required documentation.
Training and Certifications	<ul style="list-style-type: none"> • Universal certificate per 40 CFR Part 82, subpart F • <i>Others specified per individual contract; can include at least one of the items below</i> <ul style="list-style-type: none"> ○ NATE Core Service with Air Distribution Service Specialty ○ RSES Certificate Member (or any higher level) ○ HVAC Excellence Professional (light commercial air conditioning, gas heat, green awareness certification) ○ BOMA – Systems Maintenance Tech





Table 4 Position Description - Jr. Engineer

Role	Carries out the regular and recurring maintenance, installation, construction and repair work using any of the equipment authorized and available and ensuring the continuous operation of the building systems without adversely affecting the building occupants.
Functional Responsibilities	<ul style="list-style-type: none"> • Performs routine and preventive maintenance tasks within established time frames and in accordance with the guidelines and specifications followed for the contract. • Replaces electrical receptacles, wires, switches, fixtures, motors • Patches minor holes and cracks in walls and ceilings with plaster or compound • Repairs or replaces sinks, water coolers, toilets • Paints structures and equipment; does interior and exterior touch-up painting • Repairs or replaces concrete floors, steps and sidewalks • Replaces damaged paneling and floor tiles • Hangs doors, installs door locks, replaces broken window panes • Carries out general maintenance on equipment and machinery
Level of Authority	This position carries out the day-to-day activities as prescribed by the contract. Reports to the lead for location or project manager.
Minimum Educational/Degree Requirements	<ul style="list-style-type: none"> • General knowledge of painting, carpentry, plumbing, masonry and electrical trades. • Must be able to learn and implement government-required paperwork and follow the PM plan for this contract. • Must be, or become familiar with GSA and OSHA/ANSI color coding standards. • Ability to understand and follow instructions in English, both orally and in writing, and ability to give instructions in English. • Must be a U.S. citizen or resident alien who has been lawfully admitted for permanent residence as evidenced by appropriate and required documentation.
Training and Certifications	<i>Specified per individual contract.</i>



Table 5 Position Description - Administrative Assistant

<p>Role</p>	<p>To provide the necessary administrative and clerical support to run the contract efficiently and assist the project manager; to maintain records associated with this contract. This position provides documentation and other information to on-site personnel and personnel at the corporate offices.</p>
<p>Functional Responsibilities</p>	<ul style="list-style-type: none"> • Work closely with the project manager to provide administrative support; customer service support. • Compose and prepare memos, correspondence, reports, and other documents as required; assist in preparing presentations. • Organize and maintain hard copy and electronic files; maintain records associated with this contract. • Handle all incoming and outgoing mail, faxes and other correspondence. • Schedule meetings and appointments; make travel arrangements. • Answer telephones and route incoming calls. • Purchase office supplies. • Works independently on projects requiring research. • Adhere to codes of confidentiality when carrying out administrative functions.
<p>Level of Authority</p>	<p>This is a clerical position and reports to the project manager; has no supervisory authority.</p>
<p>Minimum Educational/Degree Requirements</p>	<ul style="list-style-type: none"> • A high school diploma. • Proficient in keyboarding and knowledge of Microsoft Word, Excel and PowerPoint. Ability to use database (entry and reports); knowledge of office machine operation. • Excellent written and oral communication skills in English (includes grammar, spelling and punctuation); ability to understand and follow instructions in English. • Good interpersonal skills; uses discretion, tact and good judgment when dealing with staff and the public. • Ability to maintain accounts payable, accounts receivable, petty cash, petty cash checking account. • Submits payroll, personnel, financial and other information to KTS corporate headquarters as scheduled and required. • Ability to generate and file all reports and correspondence. • Operation and maintenance of the service call tracking program. • Workman's compensation tracking and reporting.
<p>Training and Certifications</p>	<p><i>Specified per individual contract. May include specific software and CMMS knowledge, among others.</i></p>



Table 6 Position Description - Service Coordinator

Role	To receive, record, schedule and distribute work orders to mechanical staff upon customer's request for service; if available, uses the CMMS to record, schedule and track service requests.
Functional Responsibilities	<ul style="list-style-type: none"> • Receives service calls from the customer and tenants. • Records information, such as caller's name, item(s) to be repaired, service needed, etc. • Schedules service call; distributes work orders to mechanical staff; dispatches mechanical staff; relays messages and special instructions to mechanics using radio or telephone equipment. • Supports project manager in customer follow-up to ensure satisfactory performance of service. • Maintains record of service calls, work orders and follow-up.
Level of Authority	This is a clerical position and reports to the project manager
Minimum Educational/Degree Requirements	<ul style="list-style-type: none"> • High school diploma. • Pleasant and professional phone manner. • Basic knowledge of mechanical systems and equipment. • Ability to give, understand and follow instructions in English, both orally and in writing. • Must be a U.S. citizen or resident alien who has been lawfully admitted for permanent residence as evidenced by appropriate and required documentation.
Training and Certifications	<i>Specified per individual contract. May include specific software and CMMS knowledge, among others.</i>



Table 7 Position Description - Grounds Foreman

Role	To oversee grounds maintenance staff and work. To ensure that grounds maintenance and special grounds keeping tasks are carried out as required. To conduct quality control inspections of grounds. To make alterations to schedule as necessary.
Functional Responsibilities	<ul style="list-style-type: none"> • Oversees all grounds maintenance work included under the contract • Oversees grounds maintenance staff • Ensures that grounds work is carried out to meet contract requirements • Adjusts schedules as necessary to fit the weather and other environmental conditions • Carries out grounds maintenance tasks (i.e., mowing, trimming, edging, planting, repair of roads, walks, buildings, snow removal, etc.) • Repairs structures, roads, walks • Oversees and carries out snow removal activities • Conducts quality control inspections of grounds maintenance work
Level of Authority	This is a supervisory position and reports to the project manager
Minimum Educational/Degree Requirements	<ul style="list-style-type: none"> • Knowledge of planting, transplanting, tree and shrub pruning and trimming • Knowledge of small engine repair i.e., mowers, edgers, etc. • Ability to reassign tasks and priorities in response to weather conditions • Ability to operate equipment and machinery required to carry out grounds maintenance tasks • Basic construction knowledge • Ability to give, understand and follow instructions in English, both orally and in writing. • Must be a U.S. citizen or resident alien who has been lawfully admitted for permanent residence as evidenced by appropriate and required documentation.
Training and Certifications	<i>Specified per individual contract. May include specific education and degrees.</i>



Table 8 Position Description - Groundskeeper

Role	To maintain grounds (industrial, commercial, public) to present a clean, professional and pleasing appearance.
Functional Responsibilities	<ul style="list-style-type: none"> • Carries out grounds maintenance tasks (i.e., cutting/mowing grass, trimming hedges, edging, pruning shrubs and trees, watering lawns, shrubs, trees, fertilizing) • Plants grass, flowers, trees and shrubs • Picks up and burns or carts away leaves, paper or other litter • Removes snow from walks, driveways, roads or parking lots • Spreads salt on walkways and other areas • Repairs structures including fences, gates, benches, tables, guardrails, outbuildings • Assists with repair of roads, walks, buildings and mechanical equipment • May clean comfort stations, offices, workshop areas, and parking lots
Level of Authority	This is a maintenance position and reports to the grounds foreman.
Minimum Educational/Degree Requirements	<ul style="list-style-type: none"> • Knowledge of planting, transplanting, tree and shrub pruning and trimming • Knowledge of small engine repair i.e., mowers, edgers, etc. • Ability to operate equipment and machinery required to carry out grounds maintenance and snow removal tasks • Ability to carry out minor construction and structural maintenance activities • Ability to assist with road repair and repair of walks • Ability to understand and follow instructions in English, both orally and in writing. • Must be a U.S. citizen or resident alien who has been lawfully admitted for permanent residence as evidenced by appropriate and required documentation.
Training and Certifications	<i>Specified per individual contract. May include specific education and degrees.</i>