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®, at www.GSAAdvantage.gov.

MAS – Multiple Award Schedule

561210FAC-Complete Facility Maintenance and Management
ANCILLARY-Ancillary Supplies and Services
ANCRA-Ancillary Repairs and Alterations
OLM-Order Level Materials

GSE Facility Services, LLC.
4279 Roswell Rd. NE Ste 208
PO Box 255
Atlanta, GA 30342-3700
Office: 404-816-2900
Fax: 404-816-2911
Email: deanna@gseservices.com
Website: www.gseservices.com

Contract Number: GS-21F-0130V
Contract Effective August 27, 2009 through August 26, 2024

Business Size:
SBA Certified Small Disadvantaged business Service
Disabled Veteran Owned Small business SBA
Certified 8(a)
GSE began as a provider of water and wastewater plant maintenance, but due to its client's inability to find qualified providers, and at their request, expanded to offer additional services. These additional services now include: commercial building maintenance and janitorial and correctional facilities maintenance, landscaping and office support services.

GSE's staff encompasses over 56 years of combined service industry experience. The President and CEO, Mr. Julius Bolton, has over 32 years of experience in the Service Industry with significant emphasis in the field of Maintenance Services, and his management team possesses over 25 years of combined management experience in the offered industries.

With its skillful and dedicated staff, GSE has continually provided outstanding and cost-effective services in the areas of: Operations & Maintenance Contracting, Building Maintenance Services, Correctional Facilities Maintenance, Water & Wastewater Plant Maintenance, Landscaping Maintenance, Office Support and Commercial Janitorial Services.

Never wavering from its primary focus to provide reliable on-time quality services, GSE has been successful in establishing itself as a qualified industry leader, and successfully developed a loyal customer base. GSE has also expanded into the federal marketplace.

Beautiful
CUSTOMER INFORMATION

1a. Table of awarded special item number(s) with appropriate cross-reference to item descriptions and awarded price(s).

561210FAC-Complete Facility Maintenance and Management
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1b. Identification of the lowest priced model number and lowest unit price for that model for each special item number awarded in the contract. This price is the Government price based on a unit of one, exclusive of any quantity/dollar volume, prompt payment, or any other concession affecting price. Those contracts that have unit prices based on the geographic location of the customer, should show the range of the lowest price, and cite the areas to which the prices apply.

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1c. If the Contractor is proposing hourly rates, a description of all corresponding commercial job titles, experience, functional responsibility and education for those types of employees or subcontractors who will perform services shall be provided. If hourly rates are not applicable, indicate “Not applicable” for this item.

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2. Maximum order.

$1,000,000

3. Minimum order.

$100

4. Geographic coverage (delivery area).

Domestic

5. Point(s) of production (city, county, and State or foreign country).

Atlanta, GA, Fulton County
6. Discount from list prices or statement of net price.

All prices herein are net government prices (discounts already deducted).

7. Quantity discounts. None

8. Prompt payment terms.

1% Net 15 Days

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

9b. Government purchase cards are accepted above the $3500 threshold.

10. Foreign items (list items by country of origin).

Not applicable

11a. Time of delivery.

As negotiated between the ordering agency and GSE Facility Services, LLC.

11b. Expedited Delivery.

As negotiated between the ordering agency and GSE Facility Services, LLC.

11c. Overnight and 2-day delivery.

As negotiated between the ordering agency and GSE Facility Services, LLC.

11d. Urgent Requirements.

As negotiated between the ordering agency and GSE Facility Services, LLC.

12. F.O.B. point. Not Applicable

13a. Ordering address(es).

GSE Facility Services, LLC.
4279 Roswell Rd. NE Ste. 208
PO Box 255
Atlanta, GA 30342-3700
Phone: 404-230-2900
Fax: 404-230-2911
13b. Ordering procedures: For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA’s), are found in Federal Acquisition Regulations (FAR) 8.405-3.

14. Payment address.

GSE Facility Services, LLC.
4279 Roswell Rd. NE Ste. 208
PO Box 255
Atlanta, GA 30342-3700
Phone: 404-230-2900
Fax: 404-230-2911

15. Warranty provision.

Standard commercial warranty.

16. Export packing charges, if applicable.

Not Applicable.

17. Terms and conditions of Government purchase card acceptance (any thresholds above the micro-purchase level).

As stipulated by Clause 552.232-77 Payment by Government Commercial Purchase Card (Mar 2000) (Alternate I - Mar 2000), GSE Facility Services, LLC. will accept the Government wide commercial purchase card for purchases equal to or less than the micro-purchase threshold; in addition GSE Facility Services, LLC. will accept the Government wide commercial purchase card for purchases above the $3500 threshold.

18. Terms and conditions of rental, maintenance, and repair (if applicable).

Not Applicable.

19. Terms and conditions of installation (if applicable).

Not Applicable.

20. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable).

Not Applicable.

20a. Terms and conditions for any other services (if applicable)

Not applicable.
21. List of service and distribution points (if applicable).
Not applicable.

22. List of participating dealers (if applicable)
Not Applicable.

23. Preventive maintenance (if applicable).
Not Applicable.

24a. Special attributes such as environmental attributes (e.g., recycled content, energy efficiency, and/or reduced pollutants).
Not Applicable.

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 (e.g. contractor’s website or other location.) The EIT standards can be found at: http://www.section508.gov/
Not Applicable.

25. Data Universal Number System (DUNS) number.
173053187

26. Notification regarding registration in Central Contractor Registration (CCR) database.
GSE Facility Services, LLC. has registered with the Central Contractor Registration database. The CAGE code is 356G1 - 07/06/2018
maintenance foreman $35.25

Installs, and repairs wiring, electrical fixtures, apparatus, and control equipment by performing the following duties:

**Essential Functions:**
- Plans new or modified installations to minimize waste of materials
- Provide access for future maintenance and avoid unsightly, hazardous, and unreliable wiring consistent with specifications and local electrical codes
- Prepares sketches showing location of wiring and equipment
- Follows diagrams or blueprints ensuring that concealed wiring is installed before completion of future walls, ceilings, and flooring
- Measures, cuts, bends, threads, assembles, and installs electrical conduit
- Pulls wires through conduit
- Splices wires by stripping insulation from terminal leads, twisting or soldering wires together, and applying tape or terminal caps
- Connects wiring to lighting fixtures and power equipment
- Installs control and distribution apparatus such as switches, relays, and circuit-breaker panels
- Connects power cables to equipment, such as electric range or motor, and installs grounding leads
- Tests continuity of circuit to ensure electrical compatibility and safety of components with testing instruments such as ohmmeter, battery and buzzer, and oscilloscopes
- Observes functioning of installed equipment or system to detect hazards and need for adjustments, relocation, or replacement
- Diagnoses problems and repairs faulty equipment or systems

**Required Knowledge, Skills and Abilities: Knowledge of:**
- Minimum 3+ years’ experience
- Electrical and maintenance, including installation of all sizes of electrical conduit, cables, wires, switches, automatic starting equipment. Occupational hazards and necessary safety precautions
- National Electric Code and relevant City codes

**Education and/or Other Requirements:**
- Must have at least one of the following certifications/trainings: Plant Maintenance Engineer (CPE) training, CPMM (Certified Plant Maintenance Manager), or possess active trade credentials from the International Facility Managers Association (IFMA) or Association of Facilities Engineering (AFE).
Minimum of 1-year Boiler systems experience.
Completion of College or Technical School with a HVAC, Boiler or Building Certificates upon completion.

**Maintenance Trade Worker**

Responsible for the daily operation, maintenance, preventative maintenance and repairs, plumbing, electrical, HVAC and all other building systems. Must have working knowledge of all building mechanical, electrical, HVAC, boiler, plumbing, life safety, fire protection and security systems to ensure proper operations and be able to act upon any conditions that are out of the ordinary.

**Essential Functions:**
- Inspect buildings, grounds and equipment for unsafe or malfunctioning conditions.
- Conduct periodic general preventative maintenance on the mechanical, electrical, HVAC, and plumbing systems. This involves normal lubrication, adjustment, cleaning, replacement of consumable parts (such as filters, indicator lights, etc.), and periodic testing of the equipment. These systems include, but are not limited to; air handling units (including both rooftop and built-up units), re-circulating air systems, water pumping systems, cooling plant and all plumbing system components.
- Assist with installation and modification of building equipment systems.
- Respond quickly to emergency situations.
- Perform and/or oversee electrical and plumbing repair and troubleshooting.
- Perform and/or oversee water treatment and testing.
- Perform all assigned work so as to ensure the safety of the building's occupants and the continuous operation of the site.
- Prioritize service calls and follow-up upon completion.
- Troubleshoot, evaluate and recommend equipment/service upgrades
- Coordinate maintenance efforts with outside contractors and technicians when work cannot be performed in-house. Coordinate contractor, occupant and management approvals for work orders that require the use of an outside contractor. Maintains log of work order details.
- Orders parts and supplies as required, and maintains stock and inventory control.
- Be responsive to occupant complaints in the areas of safety, plumbing, mechanical, electrical and environmental needs through both personal contact and work order systems.
- Prepare and maintain maintenance logs and records.
- Be familiar with and conform to all written operating procedures associated with site.
- Ensure the cleanliness and appearance of all work areas.
- Perform other duties as assigned.

**Required Knowledge, Skills and Abilities: Knowledge of:**
- Minimum of 3 years’ experience in building operations, engineering and equipment and systems maintenance.
Possess facilities management or facilities technician experience directly dealing with and operating commercial level “Class A through D” facilities electrical, mechanical, plumbing, HVAC, HAZMAT and planned preventative maintenance systems and sub-systems;
Knowledge and understanding of blueprints.
Possess basic computer skills and the ability or aptitude to operate “building control” computer operated programs/software.
Possess knowledge of fire codes. (e.g. Federal, state, and local)

Education and/or Other Requirements:
- Completion of College or Technical School with a HVAC, Boiler or Building Certificates upon completion.
- Ability to handle multiple projects and make decisions.
- Minimum of 1-year Boiler systems experience.

Administrative Support** $35.54
Attend to visitors and deal with inquiries on the phone and face to face. Supply information regarding the organization to the general public, clients and customers.

Essential Functions:
- Answer telephone, screen and direct calls
- Take and relay messages
- Provide information to callers
- Greet persons entering organization
- Direct persons to correct destination
- Deal with queries from the public and customers
- Ensures knowledge of staff movements in and out of organization
- General administrative and clerical support
- Prepare letters and documents
- Receive and sort mail and deliveries
- Schedule appointments
- Maintain appointment diary either manually or electronically
- Organize meetings
- Tidy and maintain the reception area

Required Knowledge, Skills and Abilities: Knowledge of:
- Minimum of 2 years’ experience
- Knowledge of administrative and clerical procedures
- Knowledge of computers and relevant software applications
- Knowledge of customer service principles and practices
- Keyboard skills
- Must be proficient in Microsoft Office
**Assistant Maintenance Manager**  $46.85

**Essential Functions:**
- Assists the Maintenance Manager in overseeing the maintenance of the production facilities, all equipment supporting production and material handling.
- Assists the Maintenance Manager in the maintenance of offices and associated real estate and improvements to existing facilities, at competitive costs.
- Assists the Maintenance Manager in providing technical assistance and operational support as required, specifically with respect to environmental conditions, energy utilization, and the basic functions of electrical, air handling, power generation and distribution, structural and mechanical systems.
- Cooperates and collaborates with peers and all staff in determining plant engineering, maintenance, or repairs priorities.
- Assists the Maintenance Manager in developing and deploying maintenance control plans to direct the execution of planned preventive and predictive maintenance activities.
- Assists the Maintenance Manager in ensuring adherence to various governmental laws, codes, regulations, and insurance standards, as related to maintenance of equipment and facilities.
- Assists the Environmental and Safety function in hazardous waste.

**Required Knowledge, Skills and Abilities: Knowledge of:**
- 5 years of on the job experience in a maintenance functional role involving exposure to equipment, facility, safety and OSHA requirements.
- Proven ability to direct, control, or plan activities of others.
- Ability to influence people in their opinions, attitudes, and judgments.
- Ability to perform a variety of duties and multi-tasking.
- Ability to attain precise set limits, tolerances, and standards.
- Ability to deal with people and maintain positive interpersonal relationships.
- Ability to make judgments and decisions.
- Must be self-motivated and a self-starter.
- Ability to be made responsible and take accountability.

**Education and/or Other Requirements:**
- High school diploma required.
- Must possess a technical a degree or proven experience and thoroughly with all aspects of maintenance management.

**Building Maintenance Worker (Personnel) **  $30.47

Responsible for the daily operation, maintenance, preventative maintenance and repairs, plumbing, electrical, HVAC and all other building systems. Must have working knowledge of all building mechanical, electrical, HVAC, boiler, plumbing, life safety, fire protection and security systems to ensure proper operations and be able to act upon any conditions that are out of the ordinary.
**Essential Functions:**

- Inspect buildings, grounds and equipment for unsafe or malfunctioning conditions.
- Conduct periodic general preventative maintenance on the mechanical, electrical, HVAC, and plumbing systems. This involves normal lubrication, adjustment, cleaning, replacement of consumable parts (such as filters, indicator lights, etc.), and periodic testing of the equipment. These systems include, but are not limited to; air handling units (including both rooftop and built-up units), re-circulating air systems, water pumping systems, cooling plant and all plumbing system components.
- Assist with installation and modification of building equipment systems.
- Respond quickly to emergency situations.
- Perform and/or oversee electrical and plumbing repair and troubleshooting.
- Perform and/or oversee water treatment and testing.
- Perform all assigned work so as to ensure the safety of the building's occupants and the continuous operation of the site.
- Prioritize service calls and follow-up upon completion.
- Troubleshoot, evaluate and recommend equipment/service upgrades
- Coordinate maintenance efforts with outside contractors and technicians when work cannot be performed in-house. Coordinate contractor, occupant and management approvals for work orders that require the use of an outside contractor. Maintains log of work order details.
- Orders parts and supplies as required, and maintains stock and inventory control.
- Work with Building Manager in planning and controlling annual and capital budgets.
- Be responsive to occupant complaints in the areas of safety, plumbing, mechanical, electrical and environmental needs through both personal contact and work order systems.
- Prepare and maintain maintenance logs and records.
- Be familiar with and conform to all written operating procedures associated with site.
- Ensure the cleanliness and appearance of all work areas.
- Perform other duties as assigned

**Required Knowledge, Skills and Abilities: Knowledge of:**

- Minimum of 5 years’ experience in building operations, engineering and equipment and systems maintenance.
- Possess facilities management or facilities technician experience directly dealing with and operating commercial level “Class A” facilities electrical, mechanical, plumbing, HVAC, HAZMAT and planned preventative maintenance systems and sub-systems;
- Ability to handle multiple projects and make decisions.
- Minimum of 1-year Boiler systems experience.
- Completion of College or Technical School with a HVAC, Boiler or Building Certificates upon completion.
- Knowledge and understanding of blueprints.
- Possess basic computer skills and the ability or aptitude to operate “building control” computer operated programs/software.
- Possess knowledge of fire codes. (e.g. Federal, state, and local)
Education and/or Other Requirements:
- High school diploma required
- Must possess a technical a degree or proven experience and thoroughly with all aspects of maintenance management

**Driver** $35.54
Distribute products promptly to our customers.

Essential Functions:
- Deliver a wide variety of items to different addresses and through different routes
- Follow routes and time schedule
- Load, unload, prepare, inspect and operate a delivery vehicle
- Ask for feedback on provided services and resolve clients’ complaints
- Collect payments
- Inform customers about new products and services
- Complete logs and reports
- Follow DOT regulations and safety standards

Required Knowledge, Skills and Abilities: Knowledge of:
- Minimum of 2 years’ experience
- Proven working experience as a Delivery Driver
- Valid professional driver’s license
- Ability to operate forklifts and tractors in a variety of weather and traffic conditions
- Excellent organizational and time management skills
- Good driving record with no traffic violations

Education and/or Other Requirements:
- High school degree

**Electrician** $60.94
Installs, and repairs wiring, electrical fixtures, apparatus, and control equipment by performing the following duties:

Essential Functions:
- Plans new or modified installations to minimize waste of materials
- Provide access for future maintenance and avoid unsightly, hazardous, and unreliable wiring consistent with specifications and local electrical codes
- Prepares sketches showing location of wiring and equipment
- Follows diagrams or blueprints ensuring that concealed wiring is installed before completion of future walls, ceilings, and flooring
- Measures, cuts, bends, threads, assembles, and installs electrical conduit
- Pulls wires through conduit
• Splices wires by stripping insulation from terminal leads, twisting or soldering wires together, and applying tape or terminal caps
• Connects wiring to lighting fixtures and power equipment
• Installs control and distribution apparatus such as switches, relays, and circuit-breaker panels
• Connects power cables to equipment, such as electric range or motor, and installs grounding leads
• Tests continuity of circuit to ensure electrical compatibility and safety of components with testing instruments such as ohmmeter, battery and buzzer, and oscilloscopes
• Observes functioning of installed equipment or system to detect hazards and need for adjustments, relocation, or replacement
• Diagnoses problems and repairs faulty equipment or systems

Required Knowledge, Skills and Abilities: Knowledge of:
• Minimum of 3 years’ experience Electrical and maintenance, including installation of all sizes of electrical conduit, cables, wires, switches, automatic starting equipment.
• Occupational hazards and necessary safety precautions National Electric Code and relevant City codes

Education and/or Other Requirements:
• Completion of a recognized two-year electrical apprenticeship program, or equivalent training, or three years of experience as a skilled electrician. Other combinations of experience and education that meet the minimum requirements may be substituted.

**General Electronic Technician** $35.54
Provide informal assistance such as technical guidance and/or training to coworkers. Coordinate work and assign tasks.

Essential Functions:
Utilizes advanced skills to perform complex preventive maintenance and corrective repair of buildings, industrial systems, vehicles, equipment and grounds. Working under limited supervision, monitors building system operations and performance. Utilizes several trade skills such as carpentry, plumbing, electrical, painting, roofing, heating and cooling.

Required Knowledge, Skills and Abilities: Knowledge of:
Minimum of 2 years’ experience. Complies with all applicable codes, regulations, governmental agency and Company directives related to building operations and work safety. Inspects building systems including fire alarms, HVAC, and plumbing to ensure operation of equipment is within design capabilities and achieves environmental conditions prescribed by client. Oversees and inspects the work performed by outside contractors. Contracted work includes landscaping, snow removal, remodeling, HVAC, plumbers, and cleaning. Performs assigned repairs, emergency and preventive maintenance. Completes maintenance and repair records as required. Reviews assigned work orders. Estimates time and materials needed to complete repair. Orders necessary materials
and supplies to complete all tasks. Maintains an energy management program to ensure measures are taken to operate all systems in the most efficient manner to keep operating costs at a minimum. Maintains the building lighting system, including element and ballast repairs or replacements. Performs welding, carpentry, furniture assembly and locksmith tasks as needed. Responds quickly to emergency situations, summoning additional assistance as needed. Performs other duties as assigned.

*Education and/or Other Requirements:*
High school diploma or general education degree (GED) and a minimum of four years of related experience and/or trade school training

**General Maintenance Mechanic (Personnel)**  $22.35
Responsible for the daily operation, maintenance, preventative maintenance and repairs, plumbing, electrical, HVAC and all other building systems. Must have working knowledge of all building mechanical, electrical, HVAC, boiler, plumbing, life safety, fire protection and security systems to ensure proper operations and be able to act upon any conditions that are out of the ordinary.

*Essential Functions:*
- Inspect buildings, grounds and equipment for unsafe or malfunctioning conditions.
- Conduct periodic general preventative maintenance on the mechanical, electrical, HVAC, and plumbing systems. This involves normal lubrication, adjustment, cleaning, replacement of consumable parts (such as filters, indicator lights, etc.), and periodic testing of the equipment. These systems include, but are not limited to; air handling units (including both rooftop and built-up units), re-circulating air systems, water pumping systems, cooling plant and all plumbing system components.
- Assist with installation and modification of building equipment systems.
- Respond quickly to emergency situations.
- Perform and/or oversee electrical and plumbing repair and troubleshooting.
- Perform and/or oversee water treatment and testing.
- Perform all assigned work so as to ensure the safety of the building's occupants and the continuous operation of the site.
- Prioritize service calls and follow-up upon completion.
- Troubleshoot, evaluate and recommend equipment/service upgrades.
- Coordinate maintenance efforts with outside contractors and technicians when work cannot be performed in-house. Coordinate contractor, occupant and management approvals for work orders that require the use of an outside contractor. Maintains log of work order details.
- Orders parts and supplies as required, and maintains stock and inventory control.
- Be responsive to occupant complaints in the areas of safety, plumbing, mechanical, electrical and environmental needs through both personal contact and work order systems.
- Prepare and maintain maintenance logs and records.
Required Knowledge, Skills and Abilities: Knowledge of:
• Minimum of 5 years’ experience in building operations, engineering and equipment and systems maintenance
• Possess facilities management or facilities technician experience directly dealing with and operating commercial level “Class A through D” facilities electrical, mechanical, plumbing, HVAC, HAZMAT and planned preventative maintenance systems and sub-systems;
• Ability to handle multiple projects and make decisions.
• Minimum of 1-year Boiler systems experience.
• Completion of College or Technical School with a HVAC, Boiler or Building Certificates upon completion.
• Knowledge and understanding of blueprints.
• Possess basic computer skills and the ability or aptitude to operate “building control” computer operated programs/software.
• Possess knowledge of fire codes. (e.g. Federal, state, and local)

Education and/or Other Requirements:
• High school diploma or general education degree (GED) and a minimum of four years of related experience and/or trade school training

General Trades Worker**  $28.43
Responsible for the cultivation and care of the landscaping and grounds surrounding a business or building. Plants flowers, mows, pulls weeds, repairs structures, and maintains outside of building.

Essential Functions:
• Perform grounds keeping and building maintenance duties.
• Mow lawn either by hand or using a riding lawnmower.
• Cut lawn using hand, power or riding mower and trim and edge around walks, flower beds, and walls.
• Landscape by planting flowers, grass, shrubs, and bushes.
• Apply pesticide to rid grounds of pests such as mosquitos, wasps, ticks, and others.
• Apply fertilizer to ground to enhance growth.
• Shovel snow from walkways and sprinkle ice down to keep people from falling.
• Perform routine maintenance duties such as applying plaster, fixing fountains, and other duties.
• Sweep walkway of debris.
• Cut down tree limbs that are posing a danger.
• Trim shrubs and pull weeds.
• Perform minor repairs and maintenance procedures on equipment utilized in grounds keeping.
• Install lawn furniture.
• Rake, mulch, and prune the grounds as needed.
• Install rock, cement, lighting, water, and furniture.
Water plants and grass as needed and apply fertilizer

Required Knowledge, Skills and Abilities: Knowledge of:
- Minimum 2+ years’ experience in grounds keeping

Education and/or Other Requirements:
- High school diploma or general education degree (GED) and a minimum of four years of related experience and/or trade school training

HVAC Technician ** $35.54
Primarily responsible for performing installs, repairs and maintenance to a variety of equipment including: refrigeration, air conditioning, electric motors, heating units, heat pumps, hermetic compressors, light commercial furnaces, boilers, burners, intake and exhaust fans, economizers and humidifiers.

Essential Functions:
- Check in with office for scheduled jobs after the completion of each job and at the end of each work day.
- During and or at the end of each task complete all company provided forms to the fullest extent possible.
- Responsible for time management of jobs scheduled each day.
- Check in with client at the beginning and end of each task.
- Obtain client signature on company provided forms where applicable.
- Upon completion of each task record time spent at each job on the weekly time sheet.
- Hand in paperwork at the end of each week for processing in sequential order.
- Ensure all vendor packing slips or invoices for each job are secured to the related job forms.
- Ensure all materials used for each task are listed properly on the company provided forms.
- Assist on job sites with other Knott Mechanical technicians as needed.
- Answer all office pages/calls in a timely manner.
- Check in as needed to ensure office dispatcher and/or field supervisor are aware of your status.
- Secure parts and tools needed throughout the day for various jobs as required.
- Call in repairs to the estimator or field supervisor and provide the necessary info needed to quote the repair, and fill out the appropriate quote forms as required.
- Consult field supervisor or dispatcher in times of uncertainty.

Required Knowledge, Skills and Abilities: Knowledge of:
- Minimum 3 years’ experience
- Must be able to build client confidence in company.
- Provide information to management on training needs and courses of interest.
- Responsible for the daily preparation of the parts and tools for each day’s activities.
- Complete work in a timely and workman like manner.
- Coordinate with dispatcher for the use of company tools and ensure they are returned to the office in a timely manner.
- Participate in company-wide internal meetings as required.
- Maintain company tools in a professional manner.

**Education and/or Other Requirements:**
- Must have a high school diploma or equivalent GED certificate
- Must have an Apprentice License and EPA Certification and at least six (6) months of trade-related work experience, OR
- Any similar combination of education and experience

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**Janitor**

**$25.77**

**Essential Functions:**
- Empty trash receptacles and replace soiled or torn trash receptacle liners
- Remove cobwebs, debris, mud, and litter from floors walkways, steps, canopies, ceilings, and corners, up to 20’ feet from the doorway
- Sweep and damp-mop floors
- Remove gum and other insoluble substances from floor
- Clean floor mats to remove both wet and dry soil
- Clean and disinfect drinking fountains and polish the fountains as needed using metal polish
- Remove lint and dust at entryways
- Patrol exterior trash bin area for debris and trash
- Clean door surfaces, door glass, and adjacent glass and frames
- Clean door handles, push, and kick plates
- Dust open areas, vacant shelves, windowsills, ledges, chairs, benches, and desks without disrupting or moving any items on desks
- Empty free-standing ashtray receptacles and remove cigarette butts and garbage collecting on interior
- Sift and replace sand in free-standing ashtray receptacles as needed or deemed necessary by Facility Manager
- Report needed repairs to Project Manager
- Vacuum traffic patterns on carpeted floors and remove soil
- Restock soap and lotion dispensers on the sink
- Spray, buff, or burnish floors coated with floor finish. Damp mop before and dust mop after performing the spray buffing
- Clean exterior chairs
- Clean HVAC vents' return and supply, and surrounding ceiling within one foot perimeter of the vents
- Steam clean all carpet in offices, walkways, and cubicles
- Clean desks and exterior of their drawers
- Clean and reseal grout in restrooms
- Replace all bad lamps and ballast in all areas
- Clean, wax, and buff floors in all buildings
- Clean interior and exterior windows of all buildings
Required Knowledge, Skills and Abilities: Knowledge of:

- 2+ years’ experience
- Good communication and interpersonal skills
- Good client/customer service skills
- Ability to follow oral and written instructions
- Ability to prioritize multiple tasks
- Ability to work effectively with a team
- Ability to work independently as needed to support the group effort
- Basic knowledge of cleaning products or willing to learn

Education and/or Other Requirements:
- High school diploma or general education degree (GED)

Maintenance Mechanic I ** / II / III $36.44 / $36.44 / $46.85

Responsible for the daily operation, maintenance, preventative maintenance and repairs, plumbing, electrical, HVAC and all other building systems. Must have working knowledge of all building mechanical, electrical, HVAC, boiler, plumbing, life safety, fire protection and security systems to ensure proper operations and be able to act upon any conditions that are out of the ordinary.

Essential Functions:
- Inspect buildings, grounds and equipment for unsafe or malfunctioning conditions.
- Conduct periodic general preventative maintenance on the mechanical, electrical, HVAC, and plumbing systems. This involves normal lubrication, adjustment, cleaning, replacement of consumable parts (such as filters, indicator lights, etc.), and periodic testing of the equipment. These systems include, but are not limited to; air handling units (including both rooftop and built-up units), re-circulating air systems, water pumping systems, cooling plant and all plumbing system components.
- Assist with installation and modification of building equipment systems.
- Respond quickly to emergency situations.
- Perform and/or oversee electrical and plumbing repair and troubleshooting.
- Perform and/or oversee water treatment and testing.
- Perform all assigned work so as to ensure the safety of the building's occupants and the continuous operation of the site.
- Prioritize service calls and follow-up upon completion.
- Troubleshoot, evaluate and recommend equipment/service upgrades
- Coordinate maintenance efforts with outside contractors and technicians when work cannot be performed in-house. Coordinate contractor, occupant and management approvals for work orders that require the use of an outside contractor. Maintains log of work order details.
- Orders parts and supplies as required, and maintains stock and inventory control.
- Be responsive to occupant complaints in the areas of safety, plumbing, mechanical, electrical and environmental needs through both personal contact and work order systems.
- Prepare and maintain maintenance logs and records.

Required Knowledge, Skills and Abilities: Knowledge of:
- 2-3+ years’ experience

Education and/or Other Requirements:
- High school diploma or general education degree (GED)

Operator Class I** $44.68

Essential Functions:
- Carry out production, inspection, packaging and machine operation duties
- Set up machinery and ensure all materials are readily available
- Effectively monitor production equipment
- Assist the shop technicians and materials clerk as necessary
- Perform appropriate duties as assigned by management
- Maintain a safe and clean work space
- Follow established safety rules and regulations

Required Knowledge, Skills and Abilities: Knowledge of:
- 5+ years’ experience
- Strong knowledge of machines in a manufacturing setting
- Ability to accurately read blueprints
- Able to lift a maximum of 50 pounds and stand for an eight-hour work shift
- Committed to quality, safety and communication
- Team-oriented and self-directed
- Background check required

Education and/or Other Requirements:
- High school diploma or GED

Painter** $35.54

Responsible for mixing, matching, and applying paint to various surfaces, completing touchups, and coordinating large painting projects

Essential Functions:
- Apply paint to surfaces including canvas, walls, floors, doors, and cabinets.
- Mix, match, and apply paint, varnish, shellac, enamel, and other finishes.
- Scrape, sandpaper, prime, or seal surfaces prior to painting.
- Clean walls to ensure proper adherence.
- Cover surfaces with cloth or plastic to ensure protection.
- Calculate amounts of required materials and estimate costs.
- Fill cracks, holes, and joints with caulk, putty, plaster, or other fillers, using caulking guns or putty knives.
- Erect scaffolding, movable and immovable staging and various rigging to gain access to difficult areas; moves furniture and equipment as necessary.
- Remove fixtures such as pictures, doorknobs, lamps, and electric switch covers prior to painting.
- Select and buy paint from vendors.
- Negotiate prices.
- Purchase quality brushes.
- Apply several coats according to paint directions.
- Tape off areas when needed.
- Apply touchups or second coats.
- Remove paint splatters when finished.
- Clean up all equipment, including brushes and spray guns.
- Utilize spray guns for large jobs.
- Work on ladders to reach high ceilings or walls.

Required Knowledge, Skills and Abilities: Knowledge of:
- 2+ years’ experience

Education and/or Other Requirements:
- High school diploma or GED

Plumber** $44.41
Installs, maintains, and repairs pipes and fixtures associated with heating, cooling, water distribution, and sanitation systems in residential and commercial structures. Fixes domestic appliances, such as dishwashers and gas cookers. Inspects drainage and other plumbing systems for compliance with local and national regulations.

Essential Functions:
- Interprets blueprints and building specifications to map layout for pipes, drainage systems, and other plumbing materials
- Installs pipes and fixtures, such as sinks and toilets, for water, gas, steam, air, or other liquids
- Installs supports for pipes, equipment, and fixtures prior to installation
- Assembles fittings and valves for installation
- Modifies length of pipes, fixtures, and other plumbing materials as needed for a building
- Uses saws and pipe cutters as necessary
- Installs heating and air-conditioning systems, including water heaters
- Collaborates with contractors, construction workers, electricians, pipefitters, and steamfitters in installing and repairing plumbing
- Tests plumbing systems for leaks and other problems
- Analyses problem and identifies appropriate tools and materials for repair
- Chooses plumbing materials based on budget, location, and intended uses of building
Follows health and safety standards and complies with building codes
- Writes report documenting the problem and summary of actions taken
- Performs inspections of plumbing systems to identify and replace worn parts
- Prepares bids and schedules and oversees other workers, such as apprentices and helpers

**Required Knowledge, Skills and Abilities: Knowledge of:**
- 3+ years’ experience
- Collaborative, Problem-Solving and Analytical Skills
- Decision-Making Ability
- Good Listening Skills and Strong Verbal Communication
- Stress- and Time-Management Skills
- Business and Accounting Skills
- Customer-Service and Interpersonal Skills
- Mechanical and Technical Skills
- Physical Stamina and Strength, Excellent Trouble-Shooting Ability

**Education and/or Other Requirements:**
- High school diploma or GED

### Plumber Maintenance Foreman** $44.41
Installs, maintains, and repairs pipes and fixtures associated with heating, cooling, water distribution, and sanitation systems in residential and commercial structures. Fixes domestic appliances, such as dishwashers and gas cookers. Inspects drainage and other plumbing systems for compliance with local and national regulations.

**Essential Functions:**
- Interprets blueprints and building specifications to map layout for pipes, drainage systems, and other plumbing materials
- Installs pipes and fixtures, such as sinks and toilets, for water, gas, steam, air, or other liquids
- Installs supports for pipes, equipment, and fixtures prior to installation
- Assembles fittings and valves for installation
- Modifies length of pipes, fixtures, and other plumbing materials as needed for a building
- Uses saws and pipe cutters as necessary
- Installs heating and air-conditioning systems, including water heaters
- Collaborates with contractors, construction workers, electricians, pipefitters, and steamfitters in installing and repairing plumbing
- Tests plumbing systems for leaks and other problems
- Analyses problem and identifies appropriate tools and materials for repair
- Chooses plumbing materials based on budget, location, and intended uses of building
- Follows health and safety standards and complies with building codes
- Writes report documenting the problem and summary of actions taken
- Performs inspections of plumbing systems to identify and replace worn parts
- Prepares bids and schedules and oversees other workers, such as apprentices and helpers
Required Knowledge, Skills and Abilities: Knowledge of:
- 3+ years’ experience
- Collaborative, Problem-Solving and Analytical Skills
- Decision-Making Ability
- Good Listening Skills and Strong Verbal Communication
- Stress- and Time-Management Skills
- Business and Accounting Skills
- Customer-Service and Interpersonal Skills
- Mechanical and Technical Skills
- Physical Stamina and Strength, Excellent Trouble-Shooting Ability

Education and/or Other Requirements:
- High school diploma or GED

**Process Control Technician** $60.94

The position is responsible for the installation, calibration and maintenance of automated industrial machinery. The Control Technician keeps things running smoothly as they check on and maintain thermostats, meters, valves and more. However, the job requires far more than a pair of eyes and hands; successful Control Technicians are able to respond quickly to any problems that might arise.

Essential Functions:
- Install, Troubleshoot, Maintain and Repair the following devices and systems:
  - Fieldbus devices and systems
  - Sensors
  - Relay Logic
  - Instrumentation and Process Controls
  - AC and DC motors, controls, and drives
  - Motion Control systems
  - Safety systems
- Identify, specify and order parts for new installation or replacement
- Perform system modifications and construction based on NFPA 79, UL508A, and NEC codes
- Read, interpret, and create schematics, understand documentation principles at an advanced level
- Study blueprints, schematics, manuals, or other specifications to determine installation or system modification procedures
- Perform programming, basic design, and troubleshooting of the following devices and systems:
  - Programmable Logic Controller (PLC’s)
  - Human Machine Interface (HMI’s)
  - Variable Frequency Drives (VFD’s)
  - Motion Control Systems
  - Safety Systems
  - Instrumentation and Process Controls
Required Knowledge, Skills and Abilities: Knowledge of:
  - 5+ years’ experience

Education and/or Other Requirements:
  - Completed Industrial Maintenance Certificate or an Associate Degree in the Electromechanical Technology or Instrumentation and Controls Engineering Technology programs, or equivalent experience

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**Project Manager**

Manage the total work effort associated with the operations, maintenance, repair, and other required services for this contract. He will oversee contract management duties to include due diligence, vendor negotiations, compliance reporting, scope development, budget preparation, value engineering, client management, planning, engineering services, scheduling, cost accounting, report preparation, establishing and maintaining records and inventories, warranty enforcement, and quality control.

Essential Functions:
  - Manage and negotiate contract modifications, negotiate subcontracts, make personnel decisions, and otherwise commit resources as necessary within the scope of the contract to ensure mission success. This position reports directly to the Chief Executive Officer.

Required Knowledge, Skills and Abilities: Knowledge of:
  - Three (3+) or more years of experience with facility operations

Education and/or Other Requirements:
  - High school diploma or GED
  - Project Manager and/or Program Manager Certification

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**Security Patrol**

**$35.54**

Essential Functions:
  - Protect company’s property and staff by maintaining a safe and secure environment
  - Observe for signs of crime or disorder and investigate disturbances
  - Act lawfully in direct defense of life or property
  - Apprehend criminals and evict violators
  - Take accurate notes of unusual occurrences
  - Report in detail any suspicious incidents
  - Patrol randomly or regularly building and perimeter
  - Monitor and control access at building entrances and vehicle gates
  - Watch alarm systems or video cameras and operate detecting/emergency equipment
  - Perform first aid or CPR

Required Knowledge, Skills and Abilities: Knowledge of:
  - Three (3+) or more years of experience
Proven work experience as a security guard or relevant position
• Ability to operate detecting systems and emergency equipment
• Excellent knowledge of public safety and security procedures/protocols
• Surveillance skills and detail orientation

Education and/or Other Requirements:
• High school diploma or GED

Senior Mechanic** $45.12
Responsible for the daily operation, maintenance, preventative maintenance and repairs, plumbing, electrical, HVAC and all other building systems. Must have working knowledge of all building mechanical, electrical, HVAC, boiler, plumbing, life safety, fire protection and security systems to ensure proper operations and be able to act upon any conditions that are out of the ordinary.

Essential Functions:
• Inspect buildings, grounds and equipment for unsafe or malfunctioning conditions.
• Conduct periodic general preventative maintenance on the mechanical, electrical, HVAC, and plumbing systems. This involves normal lubrication, adjustment, cleaning, replacement of consumable parts (such as filters, indicator lights, etc.), and periodic testing of the equipment. These systems include, but are not limited to; air handling units (including both rooftop and built-up units), re-circulating air systems, water pumping systems, cooling plant and all plumbing system components.
• Assist with installation and modification of building equipment systems.
• Respond quickly to emergency situations.
• Perform and/or oversee electrical and plumbing repair and troubleshooting.
• Perform and/or oversee water treatment and testing.
• Perform all assigned work so as to ensure the safety of the building's occupants and the continuous operation of the site.
• Prioritize service calls and follow-up upon completion.
• Troubleshoot, evaluate and recommend equipment/service upgrades
• Coordinate maintenance efforts with outside contractors and technicians when work cannot be performed in-house. Coordinate contractor, occupant and management approvals for work orders that require the use of an outside contractor. Maintains log of work order details.
• Orders parts and supplies as required, and maintains stock and inventory control.
• Be responsive to occupant complaints in the areas of safety, plumbing, mechanical, electrical and environmental needs through both personal contact and work order systems.
• Prepare and maintain maintenance logs and records.

Required Knowledge, Skills and Abilities: Knowledge of:
4+ years’ experience

*Education and/or Other Requirements:*
- High school diploma or general education degree (GED)

**Pest Control Services**

**Essential Functions:**
- Spray chemical solutions, powders, and gases on or near surfaces of a building or house to eliminate pests
- Identify invading pests, including rats, termites, snakes, wasps, ants, spiders, mosquitos, or bed bugs
- Set mechanical traps and place bait
- Remove dead rodents after extermination
- Ensure house or building is empty when product is applied
- Air out residence after application
- Identify damage to property
- Inspect property to ascertain wall and roof porosity and possible sites of pest invasion
- Access infested locations
- Cut or bore into buildings to access infested areas
- Pore pesticides over location
- Clean and remove pesticides after application
- Study preliminary reports and diagrams of infested area and determine treatment type required to eliminate and prevent recurrence of infestation
- Measure area dimensions requiring treatment
- Clean and remove blockages to facilitate application
- Position and fasten edges of tarpaulins over building and tape vents to ensure air-tight environment and check for leaks
- Manage workers involved in application
- Check for possible leaks or exposure
- Utilize appropriate protective gear and equipment during application
- Power-spray chemicals onto surfaces

**Required Knowledge, Skills and Abilities: Knowledge of:**
- Three (3+) or more years of experience
- Identify, select, mix, and apply chemical or manual solutions to get rid of pests
- Identify pest problem and appropriate solution, applies chemical or trap, and removes dead rodents

*Education and/or Other Requirements:*
- High school diploma or GED

**Janitorial Services**

**Essential Functions:**
- Empty trash receptacles and replace soiled or torn trash receptacle liners
Remove cobwebs, debris, mud, and litter from floors, walkways, steps, canopies, ceilings, and corners, up to 20' feet from the doorway
Sweep and damp-mop floors
Remove gum and other insoluble substances from floor
Clean floor mats to remove both wet and dry soil
Clean and disinfect drinking fountains and polish the fountains as needed using metal polish
Remove lint and dust at entryways
Patrol exterior trash bin area for debris and trash
Clean door surfaces, door glass, and adjacent glass and frames
Clean door handles, push, and kick plates
Dust open areas, vacant shelves, windowsills, ledges, chairs, benches, and desks without disrupting or moving any items on desks
Empty free-standing ashtray receptacles and remove cigarette butts and garbage collecting on interior
Sift and replace sand in free-standing ashtray receptacles as needed or deemed necessary by Facility Manager
Report needed repairs to Project Manager
Vacuum traffic patterns on carpeted floors and remove soil
Restock soap and lotion dispensers on the sink
Spray, buff, or burnish floors coated with floor finish. Damp mop before and dust mop after performing the spray buffing
Clean exterior chairs
Clean HVAC vents' return and supply, and surrounding ceiling within one foot perimeter of the vents
Steam clean all carpet in offices, walkways, and cubicles
Clean desks and exterior of their drawers
Clean and reseal grout in restrooms
Replace all bad lamps and ballast in all areas
Clean, wax, and buff floors in all buildings
Clean interior and exterior windows of all buildings

Required Knowledge, Skills and Abilities: Knowledge of:
- Minimum 2 years’ experience
- Good communication and interpersonal skills
- Good client/customer service skills
- Ability to follow oral and written instructions
- Ability to prioritize multiple tasks
- Ability to work effectively with a team
- Ability to work independently as needed to support the group effort
- Basic knowledge of cleaning products or willing to learn

Education and/or Other Requirements:
- High school diploma or general education degree (GED)
**Indicates SCA eligible categories.

“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.”