



**GENERAL SERVICES ADMINISTRATION
Federal Supply Service
Authorized Federal Supply Schedule Price List**

FACILITIES MAINTENANCE AND MANAGEMENT
003 100, 003 97, 371 001, 371 002, 371 003, 811 002, 811 003, 811 004, 811 005

CONTRACT NUMBER:
GS-21F-0140Y

Period Covered by Contract:
July 31, 2012 to July 30, 2017

ELECTRONIC METROLOGY LABORATORY, LLC
318 SEABOARD LANE STE 106
FRANKLIN, TN 37067-8276
Telephone: (270) 874-2233
<http://www.eml1.com>
Contract Administrator: Eric P Harris
Eric.Harris@eml1.com

SCA Matrix w/Narrative*		
SCA Eligible Contract Labor Category	SCA Equivalent Code Title	WD Number
General Clerk I	01111 - General Clerk I	51-2511
General Clerk II	01112 - General Clerk II	51-2511
General Clerk III	01113 - General Clerk III	51-2511
Electrician, Maintenance	23160 - Electrician, Maintenance	51-2511
General Maintenance Worker	23370 - General Maintenance Worker	51-2511
HVAC Mechanic	23410 - Heating, Ventilation And Air-Conditioning Mechanic	51-2511



HVAC Mechanic (Research Facility)	23411 - Heating, Ventilation And Air Conditioning Mechanic (Research Facility)	51-2511
Administrator Assistant	01020 - Administrative Assistant	51-2511
Plumber	23810 - Plumber, Maintenance	51-2511
Painter	23760 - Painter, Maintenance	51-2511
Maintenance Trades Helper	23580 - Maintenance Trades Helper	51-2511
Groundskeeper (Gardener)	11090 - Gardener	51-2511
Production Control Clerk	01270 - Production Control Clerk	51-2511
Maintenance Mechanic	23530 - Machinery Maintenance Mechanic	51-2511
Stationary Engineer	25070 - Stationary Engineer	51-2511
Tractor Operator	11270 - Tractor Operator	51-2511
Laborer, Grounds Maintenance	11210 - Laborer, Grounds Maintenance	51-2511
Janitor	11150 - Janitor	51-2511
Shipping/Receiving clerk	21410 - Warehouse Specialist	51-2511

Prices for the SCA labor categories meet or exceed those in Wage Determination No. 05-2531, Revision 10, dated June 21, 2010).



Davis Bacon Act Matrix		
SERVICE PROPOSED (e.g. Labor Category or Job Title/Task)	General Decision Number	Modification Number
Electrician, Maintenance	TN120041	2
General Maintenance Worker	TN120041	2
Plumber	TN120041	2
Painter	TN120041	2
Maintenance Trades Helper	TN120041	2
Maintenance Mechanic	TN120041	2
Tractor Operator	TN120041	2
Laborer, Grounds Maintenance	TN120041	2

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

- 003 100; Ancillary Supplies and/or Services**
- 003 97; Ancillary Repair and Alterations**
- 371 001; Grounds Maintenance**
- 371 002; Tree Planting/Trimming/Removal**
- 371 003; Pest Control**
- 811 002; Energy Management Planning and Strategies**
- 811 003; Complete Facilities Management**
- 811 004; Maintenance of Utility Systems**
- 811 005; Refrigeration, Heating, Ventilation, Air Conditioner, Boiler and Chiller HVAC Maintenance**

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.

Refer to attached awarded GSA Schedule Contract pricelist.

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.

Refer to attached awarded GSA Schedule Contract pricelist.



2. Maximum order.
\$1,000,000
3. Minimum order.
\$100
4. Geographic coverage (delivery area).
CONUS, Alaska, Hawaii, Puerto Rico and the District of Columbia
5. Point(s) of production (city, county, and State or foreign country).
**Electronic Metrology Laboratory, LLC.
318 SEABOARD LANE STE 106
FRANKLIN, TN 37067-8276**
6. Discount from list prices or statement of net price.
Prices shown are net Government awarded discount
7. Quantity discounts.
None
8. Prompt payment terms.
None
- 9a. Notification that Government purchase cards are accepted at or below the micro-purchase threshold.
EML, LLC will accept Government purchase cards for orders below the micro-purchase threshold.
- 9b. Notification whether Government purchase cards are accepted or not accepted above the micro-purchase threshold.
EML, LLC will accept Government purchase cards for orders below the micro-purchase threshold. Please contact EML, LLC to discuss specific task orders.
10. Foreign items (list items by country of origin).
Not Applicable
- 11a. Time of delivery. (Contractor insert number of days.)
As Negotiated Between Contractor and Ordering Agency
- 11b. Expedited Delivery. The Contractor will insert the sentence "Items available for expedited delivery are noted in this price list." under this heading. The Contractor may use a symbol of its choosing to highlight items in its price lists that have expedited delivery.
The contractor shall deliver or perform services in accordance with the terms negotiated with the Ordering Activity.
- 11c. Overnight and 2-day delivery. The Contractor will indicate whether overnight and 2-day delivery are available. Also, the Contractor will indicate that the schedule customer may contact the Contractor for rates for overnight and 2-day delivery.
The contractor shall deliver or perform services in accordance with the terms negotiated with the Ordering Activity.



- 11d. Urgent Requirements. The Contractor will note in its price list the "Urgent Requirements" clause of its contract and advise agencies that they can also contact the Contractor's representative to effect a faster delivery.
When the Federal Supply Schedule contract delivery period does not meet the bona fide urgent delivery requirements of an ordering agency, agencies are encouraged, if time permits, to contact the Contractor for the purpose of obtaining accelerated delivery. The Contractor shall reply to the inquiry within 3 workdays after receipt. (Telephonic replies shall be confirmed by the Contractor in writing.) If the Contractor offers an accelerated delivery time acceptable to the ordering agency, any order(s) placed pursuant to the agreed upon accelerated delivery time frame shall be delivered within this shorter delivery time and in accordance with all other terms and conditions of the contract.
12. F.O.B. point(s).
Not Applicable
- 13a. Ordering address(es).
**Electronic Metrology Laboratory, LLC.
318 SEABOARD LANE STE 106
FRANKLIN, TN 37067-8276**
- 13b. Ordering procedures: For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA's) are found in Federal Acquisition Regulation (FAR) 8.405-3.
14. Payment address(es).
**Electronic Metrology Laboratory, LLC.
318 SEABOARD LANE STE 106
FRANKLIN, TN 37067-8276**
15. Warranty provision.
Electronic Metrology Laboratory, LLC. certifies that all labor provided will meet the minimum education and experience requirements set forth in the awarded GSA Schedule Pricelist.
16. Export packing charges, if applicable.
Not Applicable
17. Terms and conditions of Government purchase card acceptance (any thresholds above the micro-purchase level).
Government purchase cards will be accepted for all orders below the micro-purchase level. Please contact Electronic Metrology Laboratory, LLC. for task orders above the micro-purchase level.
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:

www.Section508.gov/.

Not Applicable

25. Data Universal Number System (DUNS) number.

012722836



AWARDED GSA SCHEDULE LABOR CATEGORIES

Electrician, Maintenance

Duties: Performs a variety of electrical trade functions such as the installation, maintenance, or repair of equipment for the generation, distribution, or utilization of electric energy. Work involves most of the following: Installing or repairing any of a variety of electrical equipment such as generators, transformers, switchboards, controllers, circuit breakers, motors, heating units, conduit systems, or other transmission equipment; working from blueprints, drawings, layouts, or other specifications; locating and diagnosing trouble in the electrical system or equipment; working standard computations relating to load requirements of wiring or electrical equipment; and using a variety of electrician's hand tools and measuring and testing instruments. In general, the work of the maintenance electrician requires rounded training and experience usually acquired through a formal apprenticeship or equivalent training and experience.

Education: High School Graduate or GED equivalent, licensed in state where work will be performed.

Minimum Years of Experience: 2-3 years relevant experience

Gardener

Duties: Plans and executes small scale landscaping operations and maintains grounds and landscape of household, business and other properties. Works with assistant in preparing and grading terrain, applying fertilizers, seeding and sodding lawns, and transplanting shrubs and plants, and cultivates them, using gardening implements and power-operated equipment. Plants new and repairs established lawns, using seed mixtures and fertilizers recommended for particular soil type and lawn location. Locates and plants shrubs, trees, and flowers recommended for particular landscape effect or those selected by property owner. Mows and trims lawns, using hand or power mower. Trims shrubs and cultivates gardens. Sprays trees and shrubs and applies supplemental liquid and dry nutrients to lawn, trees and shrubs. Cleans ground, using rakes, brooms, and hose. May dig trenches and install drain tiles. May repair concrete and asphalt walks and driveways.

Education: High School Graduate or GED equivalent

Minimum Years of Experience: 1-2 years relevant experience

General Clerk I

Follows a few clearly detailed procedures in performing simple repetitive tasks in the same sequence, such as filing precoded documents in a chronological file or operating office equipment, e.g., mimeograph, photocopy, addressograph or mailing machine.

Education: High School Graduate or GED equivalent

Minimum Years of Experience: 1-2 years relevant experience



General Clerk II

Duties: Follows a number of specific procedures in completing several repetitive clerical steps performed in a prescribed or slightly varied sequence, such as coding and filing documents in an extensive alphabetical file, simple posting to individual accounts, opening mail, running mail through metering machines, and calculating and posting charges to departmental accounts. Little or no subject-matter knowledge is required, but the clerk needs to choose the proper procedure for each task.

Education: High School Graduate or GED equivalent

Minimum Years of Experience: 2-3 years relevant experience

General Clerk III

Duties: Work requires a familiarity with the terminology of the office unit. Selects appropriate methods from a wide variety of procedures or makes simple adaptations and interpretations of a limited number of substantive guides and manuals. The clerical steps often vary in type or sequence, depending on the task. Recognized problems are referred to others.

Education: High School Graduate or GED equivalent

Minimum Years of Experience: 2-3 years relevant experience

General Maintenance Worker

Duties: Performs general maintenance and repair of equipment and buildings requiring practical skill and knowledge (but not proficiency) in such trades as painting, carpentry, plumbing, masonry, and electrical work. Work involves a variety of the following duties: Replacing electrical receptacles, wires, switches, fixtures, and motors; using plaster or compound to patch minor holes and cracks in walls and ceilings; repairing or replacing sinks, water coolers, and toilets; painting structures and equipment; repairing or replacing concrete floors, steps, and sidewalks; replacing damaged panelling and floor tiles; hanging doors and installing door locks; replacing broken window panes; and performing general maintenance on equipment and machinery.

Excluded are:

1. Craft workers included in a formal apprenticeship or progression program based on training and experience;
2. Skilled craft workers required to demonstrate proficiency in one or more trades;
3. Workers performing simple maintenance duties not requiring practical skill and knowledge of a trade (e.g., changing light bulbs and replacing faucet washers).

Education: High School Graduate or GED equivalent

Minimum Years of Experience: 1-2 years relevant experience



HVAC Mechanic

Duties: Installs, services and repairs environmental-control systems in residences, department stores, office buildings and other commercial establishments, utilizing knowledge of refrigeration theory, pipefitting and structural layout. Mounts compressor and condenser units on platform or floor, using hand tools, following blueprints or engineering specifications. Fabricates, assembles and installs ductwork and chassis parts, using portable metalworking tools and welding equipment. Installs evaporator unit in chassis or in air-duct system, using hand tools. Cuts and bends tubing to correct length and shape, using cutting and bending equipment and tools. Cuts and threads pipe, using machine-threading or hand-threading equipment. Joins tubing or pipes to various refrigerating units by means of sleeves, couplings or unions, and solders joints, using torch, forming complete circuit for refrigerant. Installs expansion and discharge valves in circuit. Connects motors, compressors, temperature controls, humidity controls and circulating ventilation fans to control panels and connects control panels to power source. Installs air and water filters in completed installation. Injects small amount of refrigerant into compressor to test systems and adds freon gas to build up prescribed operating pressure. Observes pressure and vacuum gauges and adjusts controls to insure proper operation. Tests joints and connections for gas leaks, using gauges or soap-and-water solution. Wraps pipes in insulation batting and secures them in place with cement or wire bands. Replaces defective breaker controls, thermostats, switches, fuses and electrical wiring to repair installed units, using electrician's hand tools and test equipment. May install, repair and service air conditioners, ranging from fifteen to twenty tons cooling capacity, in warehouses and small factory buildings.

Education: High School Graduate or GED equivalent, licensed in state where work is to be performed.

Minimum Years of Experience: 2-3 years relevant experience

Janitor

Duties: Cleans and keeps in an orderly condition factory working areas and washrooms, or premises of an office, apartment house, or commercial or other establishment. Duties involve a combination of the following: Sweeping, mopping or scrubbing, and polishing floors; removing chips, trash, and other refuse; dusting equipment, furniture, or fixtures; polishing metal fixtures or trimmings; providing supplies and minor maintenance services; and cleaning lavatories, showers, and restrooms.

Excluded are:

1. Workers who specialize in window washing.
2. Housekeeping staff who make beds and change linens as a primary responsibility.
3. Workers required to disassemble and assemble equipment in order to clean machinery.
4. Workers who receive additional compensation to maintain sterile facilities or equipment

Education: High School Graduate or GED equivalent

Minimum Years of Experience: 1-3 years relevant experience

Laborer, Grounds Maintenance

Duties: Maintains grounds of industrial, commercial or public property such as buildings, camp and picnic grounds, parks, playgrounds, greenhouses, and athletic fields, and repairs structures and equipment, performing one or more of the following tasks: Cuts grass, using walking-type or riding mowers (less



than 2000 lbs.). Trims hedges and edges around walks, flower beds, and wells, using hedge trimmers, clippers and edging tools. Prunes shrubs and trees to shape and improve growth, using shears and other hand tools. Sprays lawn, shrubs, and trees with fertilizer or insecticide. Plants grass, flowers, trees, and shrubs. Waters lawn and shrubs during dry periods, using hose or activating sprinkler system. Picks up and burns or carts away leaves, paper or other litter. Removes snow from walks, driveways, roads, or parking lots, using shovel and snow blower. Spreads salt on walkways and other areas. Repairs and paints fences, gates, benches, tables, guardrails, and outbuildings. Assists in repair of roads, walks, buildings, and mechanical equipment. May clean comfort stations, office and workshop areas, and parking lots by sweeping, washing, mopping and polishing.

Education: High School Graduate or GED equivalent

Minimum Years of Experience: 1-2 years relevant experience

Maintenance Trades Helper

Duties: 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.

Education: High School Graduate or GED equivalent

Minimum Years of Experience: 2-3 years relevant experience

Painter, Maintenance

Duties: 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.

Education: High School Graduate or GED equivalent

Minimum Years of Experience: 2-3 years relevant experience

Plumber, Maintenance

Duties: 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.

Education: High School Graduate or GED equivalent, licensed in state where work will be performed.

Minimum Years of Experience: 2-3 years relevant experience

Production Control Clerk

Duties: Compiles and records production data for industrial establishments to compare records and reports on volume of production, consumption of material, quality control, and other aspects of production, performing any combination of the following duties: Compiles and records production data from such documents as customer orders, work tickets, product specifications, and individual worker production sheets, following prescribed recording procedures and using typewriter and other devices. Calculates such factors as types and quantities of items produced, materials used, amount of scrap, frequency of defects, and worker and department production rates, using adding machine or calculator. Writes production reports based on data compiled, tabulated and computed, following prescribed formats. Maintains files of documents used and prepared. Compiles from customer orders and other specifications detailed production sheets or work tickets for use by production workers as guides in assembly or manufacture of products. Prepares written work schedules based on established guidelines and priorities. Compiles material inventory records and prepares requisitions for procurement of materials and supplies. Charts production, using chart, graph, or pegboard, based on statistics compiled for reference by production and management personnel. Sorts and distributes work tickets or material to workers. May compute wages from employee time cards and post wage data on records used for preparation of payroll.

Education: High School Graduate or GED equivalent

Minimum Years of Experience: 2-3 years relevant experience

Stationary Engineer

Duties: Operates and maintains one or more systems which provide an establishment with such services as heat, air-conditioning (cool, humidify, dehumidify, filter, and circulate air), refrigeration, steam or high-temperature water or electricity. Duties involve: Observing and interpreting readings on gauges, meters and charts which register various aspects of the system's operation, adjusting controls to insure safe and efficient operation of the system and to meet demands for the service provided; recording in logs various aspects of the system's operation; keeping the engines, machinery and equipment of the system in good working order. May direct and coordinate activities of other workers (not stationary engineers) in performing tasks directly related to operating and maintaining the system or systems. The classification



excludes head or chief engineers in establishments employing more than one engineer; workers required to be skilled in the repair of electronic control equipment; workers in establishments producing electricity, steam, or heated or cooled air primarily for sale; and Boiler Tenders.

Education: High School Graduate or GED equivalent

Minimum Years of Experience: 2-3 years relevant experience

Tractor Operator

Duties: Drives gasoline or diesel powered tractor to move materials, draw implements, tow trailers, pull out objects embedded in ground, or pull cable of winch to raise, lower, or load heavy material or equipment. Fastens attachments such as graders, plows, rollers, mowers (over 2000 lbs.), backhoes, seeders, and disc harrows to tractor. Adjusts equipment for proper operation. Lubricates and makes minor repairs to tractor and attachments such as tightening bolts, and replacing washers, cotter pins, and screws.

Education: High School Graduate or GED equivalent

Minimum Years of Experience: 1-2 years relevant experience

Administrator Assistant

Duties: In addition to secretarial duties (filing, taking phone calls, scheduling appointments, making travel arrangements), this position will provide administrative support to executive staff with office management responsibilities to include budgeting, personnel records and payroll. The Administrative Assistant may be required to work independently on projects requiring research and preparation of briefing charts and other presentation materials.

Education: High School Graduate or GED equivalent

Minimum Years of Experience: 2-3 years relevant experience

HVAC Mechanic (Research Facility)

Duties: The Heating, Ventilation, and Air Conditioning Mechanic (Research Facility) installs, modifies and repairs refrigeration – hermetic, semi-hermetic, mechanical, screw, scroll and centrifugal units to 1100 tons; air conditioning, ventilation; reverse osmosis systems, computer rooms; process coolers; ice machines; evaporative cooling; air compressing and related control systems, including pneumatic, DDC, and building control systems equipment. This person performs difficult installation tasks involving assembly, testing, calibrating, and adjusting of temperature control and environmental control systems such as air conditioning plants, air environmental control systems, air distribution systems and complex dual equipment cooling installations, specialized refrigerated warehouses and facilities, and evaporative mechanical ventilation, and dehumidification systems. The Heating, Ventilation, and Air Conditioning Mechanic (Research Facility) installs new or repaired component and performs complex modifications of systems and components in accordance with applicable electrical publications and directives, and will maintain and repair specialized laboratory equipment such as fume hoods, de-ionized water systems, bio-clean systems, vacuum systems, cascade refrigeration systems, and laboratory sinks. This mechanic may perform complex repair of systems component such as compressors, condensers, heat pumps regulators, fluid and refrigerant gas lines valves, meters, gages, thermostats, pumps, mechanical linkage, and



electrical sensing, switching and controlling devices including pneumatic controls, variable speed drives, digital controlled devices, electronic, hydraulic heating and cooling and economizer systems.

Education: High School Graduate or GED equivalent, licensed in state where work is to be performed.

Minimum Years of Experience: 2-3 years relevant experience

Maintenance Mechanic

Duties: Repairs machinery or mechanical equipment. Work involves most of the following: Examining machines and mechanical equipment to diagnose source of trouble; dismantling or partly dismantling machines and performing repairs that mainly involve the use of hand tools in scraping and fitting parts; replacing broken or defective parts with items obtained from stock; ordering the production of a replacement part by a machine shop or sending the machine to a machine shop for major repairs; preparing written specifications for major repairs or for the production of parts ordered from machine shops; reassembling machines and making all necessary adjustments for operation. In general, the work of a Machinery Maintenance Mechanic requires rounded training and experience usually acquired through a formal apprenticeship or equivalent training and experience. Excluded from this classification are workers whose primary duties involve setting up or adjusting machines.

Education: High School Graduate or GED equivalent

Minimum Years of Experience: 2-3 years relevant experience

Shipping/Receiving Clerk

Duties: Performs clerical and physical tasks in connection with shipping goods of the establishment in which employed and receiving incoming shipments. In performing day-to-day, routine tasks, follows established guidelines. In handling unusual non-routine problems, receives specific guidance from supervisor or other officials. May direct and coordinate the activities of other workers engaged in handling goods to be shipped or being received.

Shipping duties typically involve the following: Verifying that orders are accurately filled by comparing items and quantities of goods gathered for shipment against documents; insuring that shipments are properly packaged, identified with shipping information, and loaded into transporting vehicles; and preparing and keeping records of goods shipped, e.g., manifests, bills of lading.

Receiving duties typically involve the following: Verifying the correctness of incoming shipments by comparing items and quantities unloaded against bills of lading, invoices, manifests, storage receipts, or other records; checking for damaged goods; insuring that goods are appropriately identified for routing to departments within the establishment; preparing and keeping records of goods received.

Education: High School Graduate or GED equivalent

Minimum Years of Experience: 2-3 years relevant experience

Project Manager

Duties: Directs, coordinates, and exercises supervisory authority for planning, organizing, controlling, integrating and completing logistics or technically related projects. Develops and establishes procedures and guidelines for daily operation of assigned program. Executes and implements program directives and



develops systems and controls to carry out program tasks. Determines work schedules, sets priorities, and implements procedures for performing work activities. Directs and monitors work results for meeting customer requirements, specifications, and quality assurance standards. Evaluates performance of assigned program tasks in terms of quality, cost control, and program schedules.

Education: BS/BA degree from an accredited college or university in a major field of study or High School/GED diploma with appropriate experience, certification and licensing.

Minimum Years of Experience: Must have at least 5 years of experience in general project management.

Chief Engineer

Duties: Serves as the "designated alternate" of the Project Manager and performs duties in the PM's absence. Reports to, consults with, and assists the Project Manager on all facilities operational issues and concerns. Identifies, develops, and implements plans to manage building health, safety, and environmental issues. Performs the duties of the EML Contractor on-site Safety Administrator. Administers Quality Control Inspection Procedures as determined by the Project Manager. Provides staff supervision and instruction on facility procedures and assist as required. Oversees and assures the satisfactory performance of daily operations, scheduling, staff assignments, and task preparation and performance. Assists with employee reviews and evaluations.

Education: BS/BA degree from an accredited college or university in a major field of study Engineering or Construction preferred or High School/GED diploma with appropriate certification and licensing.

Minimum Years of Experience: Have at 3-8 years' experience in managing all phases of governmental/commercial building maintenance projects including scheduling and supervising construction trades. Experience in administration of OSHA, EPA local codes and hazardous materials and has knowledge of mechanical and utility systems.

Quality Control (QC) Manager

Duties: The Quality Control Manager develops and implements the quality and safety program and procedures; manages and directs company Quality Control, Quality Assurance, Safety, Accident prevention, and Industrial Hygiene programs at contract site; utilizes knowledge, procedures, regulations, and technical publications to verify compliance with contractual requirements and assures that technical expertise is exercised to maintain a high degree of quality workmanship; ensures contract data requirements list compliance from each applicable PWS; executes quality control and safety inspections of operations and ensures the initiation of corrective action for deficiency findings; ensures that all site employee and subcontractor operations are performed in accordance with the requirements of OSHA, company safety program and occupational health program; ensures compliance with all related contract data items and company reporting requirements; responds to off-duty call backs to meet priority or emergency work requirements; assures the protection of surrounding work areas and overall operation within guidelines of requirement safety rules and regulations.

Education: BS/BA degree from an accredited college or university in a major field of study or High School/GED diploma with appropriate certification and licensing.

Minimum Years of Experience: Minimum of 5-8 years of experience.



Site Safety and Health Officer

Duties: Plans, coordinates, and implements a comprehensive occupational health and safety program, including managing the on-site worker's compensation program. Provides consultation and expertise and exercises functional authority over on-site staff in essential matters of safety and health. Develops, coordinates and supervises the implementation and maintenance of a comprehensive District-wide occupational health and safety program designed to prevent injury, occupational illness and damage to the on-site property. Drafts and recommends site-wide safety and health directives; and maintains on-site safety related manuals, including preparation and distribution of appropriate updates.

Education: BS/BA degree from an accredited college or university in a major field of study or High School/GED diploma with appropriate certification and licensing.

Minimum Years of Experience: Four years (4) of responsible professional experience in workplace safety, worker's compensation program administration and employee training work, at least two years of which have involved administration of a comprehensive safety and accident prevention program.

Custodial Supervisor

Duties:

1. Work closely with school building principals and the Director of Maintenance & Operations on facility matters.
2. Personally inspect buildings for cleanliness, quality assurance and safety compliance.
3. Conduct custodial training to ensure standardization of performance at each facility.
4. Monitor custodial performance and make corrective actions as necessary.
5. Establish and monitor satellite custodial supply inventories at each facility.
6. Coordinate custodial supply requests and approves all custodial supply orders.
7. Coordinate requests for custodial services for after hour functions.
8. Recommend Custodial work schedules.
9. Supervise head custodians.
10. Coordinate with the Project Manager on custodial staffing needs.
11. Conduct custodial equipment inspections and determines/approves equipment needs
12. Supervise usage of campus storage facilities.
13. Maintain a flexible schedule in order to be able to observe work on all shifts.
14. Assist in the enforcement of all safety rules and safety programs.
15. Perform other duties as assigned.

Education: Must be at least a high school graduate or equivalent. College credit, technical school certification or military training is desired.

Minimum Years of Experience: Five (5) or more years of experience in custodial operations. Experience in custodial management and supervision highly desired.

Contract Manager

Duties: The Contract Manager is responsible for the relationship and contracts between EML, LLC and suppliers / vendors such as CROs. The main responsibility of the Contract Manager is to establish and maintain long-term working relationships or partnerships between the company and selected suppliers /



vendors. In order to improve time-to-market and to safeguard capacity, quality, cost and continuity in the long term. Review modifications, extensions and contract closeout documents. Monitor vendor performance and make recommendations for improvement when appropriate. Prepare and distribute reports and statistical data to facilitate planning and maintenance of accurate contract records and files. Work as project manager to direct and coordinate the activities of EML personnel to accomplish assigned objectives. Coordinate with all levels of management to gather, analyze, summarize, and prepare recommendations on sourcing strategies, practices and procedures. Administer large, long term contracts including, but not limited to cell phone, pager, copier, communication and technology contracts. Participate in and provide support for initiatives such as supplier enablement, contract management, project management, problem resolution, and customer support. As directed, provide assistance in procurement for high-value and/or high-risk projects and other areas as directed.

Education: BS/BA degree from an accredited college or university with a degree in contract administration, public administration, business management or a closely related field is strongly preferred.

Minimum Years of Experience: Five (5) to seven (7) years experience in the procurement/contract field is preferred. However, any equivalent combination of education and experience sufficient to perform job duties may be considered.

Janitorial Manager

Duties: Functions as a first-line supervisor, providing direction to a variety of subordinate staff. The employee works under general supervision and uses independent judgment to apply the guidelines to specific situations. Duties include:

- Selects and assigns staff, ensuring equal employment opportunity in hiring and promotion.
- Coordinates activities by scheduling work assignments, setting priorities, and directing the work of subordinate employees.
- Evaluates and verifies employee performance through the review of completed work assignments and work techniques.
- Identifies staff development and training needs and ensures that training is obtained.
- Ensures proper labor relations and conditions of employment are maintained.
- Maintains records, prepares reports, and composes correspondence relative to the work.
- Makes rounds to check for crew coverage of designated work areas, assigns needed coverage, gives special cleaning instructions and/or assignments, and ascertains compliance with directives.
- Conducts inspections and investigates tenant complaints of the building to check for cleanliness, and advises subordinates of found conditions and methods of correction.
- Determines materials, supplies, and equipment needs; requisitions cleaning supplies and materials.
- Inspects equipment for cleanliness and repair and personally makes minor repairs.
- Trains subordinate supervisors in job skills, proper cleaning methods, and use of equipment, safety practices, fire fighting and prevention, and in work regulations.
- Administers regulations governing the use of office facilities in off-work hours.
- Performs related work as assigned.

Education: High School/GED diploma with appropriate certification and licensing.

Minimum Years of Experience: Minimum of two (2) years prior experience in custodial services in a supervisory capacity. Familiarity with the safe operation and use of industrial cleaning products and



equipment. Must possess strong communication skills. Ability to interact, train and resolve the personnel issues of maintenance staff.

Operations Manager

Duties:

- Preparing documents to put out tenders for contractors;
- Project management and supervising and coordinating work of contractors;
- Investigating availability and suitability of options for new premises;
- Calculating and comparing costs for required goods or services to achieve maximum value for money;
- Planning for future development in line with strategic business objectives;
- Managing and leading change to ensure minimum disruption to core activities;
- Liaising with tenants of commercial properties;
- Directing and planning essential central services such as reception, security, maintenance, mail, archiving, cleaning, catering, waste disposal and recycling;
- Ensuring the building meets health and safety requirements;
- Planning best allocation and utilization of space and resources for new buildings, or re-organizing current premises;
- Checking that agreed work by staff or contractors has been completed satisfactorily and following up on any deficiencies;
- Coordinating and leading one or more teams to cover various areas of responsibility;
- Using performance management techniques to monitor and demonstrate achievement of agreed service levels and to lead on improvement;
- Responding appropriately to emergencies or urgent issues as they arise.

Education: BS/BA degree from an accredited college or university in a major field of study or High School/GED diploma with appropriate certification and licensing.

Minimum Years of Experience: Four years (4) of responsible professional experience in managing the everyday operations of a company. Responsible for workplace safety, worker's compensation program administration and employee training work, at least two years of which have involved administration of a comprehensive safety and accident prevention program.

IT/Network Administrator

Duties: (This position may not include all of the listed duties, nor do all of the listed examples include all tasks which may be found in this classification.)

Network Administration/Server Support:

Oversees the day-to-day operation of computer networks including hardware/software support, training, and special projects; plans, designs and implements data connectivity for local area network (LAN) and wide area network (WAN) systems; assists in coordinating special projects including network related wiring plans, LAN/WAN hardware/software purchases, and system installation, backup, maintenance and problem solving; assists in providing network and remote connectivity hardware/software support; maintains LAN user documentation including hardware/software applications, support logs and other related information; researches and recommends network and server hardware and software; assists in



installing, designing, configuring, and maintaining system hardware and software; analyzes and troubleshoots the network logs and tracks the nature and resolution of problems; monitors usage to ensure security of data and access privileges; installs, supports and maintains both physical and virtual network servers and appliances; installs, maintains, and troubleshoots the Storage Area Network (SAN); establishes and maintains user accounts, profiles, file sharing, access privileges and security; performs daily server tape backups; researches, analyzes, monitors, troubleshoots and resolves server or data network problems; develops, maintains and implements network support, and archiving procedures; researches and evaluates new technologies related to computer networking; assists in planning, coordinating and consulting with vendors and clients for hardware/software purchases, product services and support; recommends and specifies the purchase of related products and services; keeps current regarding new hardware/software products for system enhancements; assists and provides support to the Coordinator, WAN/LAN, and other technology staff as requested including performing scheduled network tasks, updating anti-virus definition files, monitoring network servers, and providing internet and intranet user support, and specialized training.

E-mail/Internet/ Systems Support: Establishes and maintains user e-mail accounts; provides e-mail training and software support; provides e-mail documentation and updates user manual as needed; manages anti-spam and anti-virus servers; researches and troubleshoots e-mail problems by reviewing mail logs, records, and network configurations; establishes and maintains card key access accounts; provides solutions to customer identified problems.

Telecommunications Support:

Plans, recommends and assists in the design of telecommunications systems; researches and recommends telecommunications equipment; coordinates the ordering and installation of telecommunications and data systems equipment and cabling; researches, analyzes, troubleshoots and resolves telecommunications related problems; develops and implements telecommunications operational procedures; creates and/or modifies voicemail and call features; installs telecommunications equipment and provides support for handsets, voicemail and new/emerging telecommunications-related technology; inventories telecommunications equipment.

Education: BS/BA degree from an accredited college or university in a technical major such as engineering or computer science. Education should be at a level which demonstrates the ability to perform duties comparable to those listed herein. Possession of a Network Administration Certificate is preferred.

Minimum Years of Experience: Four years (4) to six (6) years of responsible professional experience in system administration experience.



AWARDED GSA SCHEDULE PRICING

SIN	Labor Category	Minimum Education	Minimum Experience	GSA Price
003 97, 371 002, 371 003, 811 002, 811 003, 811 004, 811 005, 003 100	Project Manager	BS/BA degree or High School/GED with appropriate experience, certification, and licensing	5 Years	\$84.36
003 97, 371 002, 371 003, 811 002, 811 003, 811 004, 811 005, 003 100	Operations Manager	BS/BA degree or High School/GED with appropriate experience, certification, and licensing	4 Years	\$75.93
003 97, 371 002, 371 003, 811 002, 811 003, 811 004, 811 005, 003 100	Contract Manager	BS/BA degree in contract administration, public administration, or business management	5-7 Years	\$67.49
003 97, 811 002, 811 003, 811 004, 811 005	Chief Engineer	Bs/BA degree in Engineering/Construction preferred or High School/GED with appropriate experience, certification, and licensing	3-8 Years	\$75.93
003 97, 371 002, 371 003, 811 002, 811 003, 811 004, 811 005, 003 100	Site Safety and Health Officer	BS/BA degree or High School/GED with appropriate experience, certification, and licensing	4 Years	\$67.49
003 97, 371 002, 371 003, 811 002, 811 003, 811 004, 811 005, 003 100	QC Manager	BS/BA degree or High School/GED with appropriate experience, certification, and licensing	5-8 Years	\$67.49
003 97, 371 003, 811 002, 811 003, 003 100	Janitorial Manager	High School/GED diploma with appropriate certification and licensing	2 Years	\$59.05
003 97, 371 003, 811 002, 811 003, 003 100	Custodial Supervisor	Must be at least a high school graduate or equivalent	5 Years	\$50.61
003 97, 811 002, 811 003, 003 100	IT Administrator	BS/BA degree in engineering or computer science	4-6 Years	\$59.05



SIN	Labor Category	Minimum Education	Minimum Experience	GSA Price
003 97, 371 002, 371 003, 811 002, 811 004, 811 005, 003 100	General Clerk I	High School graduate or GED equivalent	1-2 Years	\$21.16
003 97, 371 001, 371 002, 371 003, 811 002, 811 003, 811 004, 811 005, 003 100	General Clerk II	High School graduate or GED equivalent	2-3 Years	\$22.58
003 97, 371 001, 371 002, 371 003, 811 002, 811 003, 811 004, 811 005, 003 100	General Clerk III	High School graduate or GED equivalent	2-3 Years	\$25.34
003 97, 811 002, 811 003, 811 004, 811 005, 003 100	Electrician, Maintenance	High School graduate or GED equivalent, licensed in state where work will be performed	2-3 years	\$30.97
003 97, 371 001, 371 002, 371 003, 811 002, 811 003, 811 004, 811 005, 003 100	General Maintenance Worker	High School graduate or GED equivalent	1-2 Years	\$28.44
003 97, 811 002, 811 003, 811 005, 003 100	HVAC Mechanic	High School graduate or GED equivalent, licensed in state where work will be performed	2-3 Years	\$33.91
003 97, 811 002, 811 003, 811 005, 003 100	HVAC Mechanic (Research Facility)	High School graduate or GED equivalent, licensed in state where work will be performed	2-3 Years	\$35.87
003 97, 811 002, 811 003, 003 100	Administrator Assistant	High School graduate or GED equivalent	2-3 Years	\$31.28
003 97, 811 002, 811 003, 811 004, 811 005, 003 100	Plumber	High School graduate or GED equivalent, licensed in state where work will be performed	2-3 Years	\$31.06



SIN	Labor Category	Minimum Education	Minimum Experience	GSA Price
003 97, 811 002, 811 003, 811 004, 811 005, 003 100	Painter	High School graduate or GED equivalent	2-3 Years	\$26.76
003 97, 371 001, 371 002, 371 003, 811 002, 811 003, 811 004, 811 005, 003 100	Maintenance Trades Helper	High School graduate or GED equivalent	2-3 Years	\$23.80
003 97, 371 001, 371 002, 371 003, 811 002, 811 003, 003 100	Groundskeeper (Gardener)	High School graduate or GED Equivalent	1-2 Years	\$23.21
003 97, 371 003, 811 002, 811 003, 811 004, 811 005, 003 100	Production Control Clerk	High School or GED equivalent	2-3 Years	\$32.40
003 97, 811 002, 811 003, 811 004, 003 100	Maintenance Mechanic	High School graduate or GED equivalent	2-3 Years	\$34.05
003 97, 811 002, 811 003, 811 004, 811 005, 003 100	Stationary Engineer	High School graduate or GED equivalent	2-3 Years	\$40.80
003 97, 371 001, 371 002, 811 002, 811 003, 811 004, 003 100	Tractor Operator	High School graduate or GED equivalent	1-2 Years	\$23.21
003 97, 371 001, 371 002, 371 003, 811 002, 811 003, 003 100	Laborer, Grounds Maintenance	High School graduate or GED equivalent	1-2 Years	\$19.64
003 97, 371 003, 811 002, 811 003, 003 100	Janitor	High School graduate or GED equivalent	1-3 Years	\$19.06
003 97, 371 001, 371 002, 371 003, 811 002, 811 003, 811 004, 811 005, 003 100	Shipping/Receiving Clerk	High School graduate or GED equivalent	2-3 Years	\$25.72

