General Services Administration
Federal Supply Service
Authorized Federal Supply Schedule Price List

Multiple Award Schedules (MAS)
Formerly known as 03FAC – Facilities Maintenance and Management

Contractor: exp Federal Inc.
205 N. Michigan Avenue
Suite 3800
Chicago, Illinois 60601

Website: www.expFederal.com
E-mail: FSS@expFederal.com

Phone: 312-616-7500
Fax: 312-616-7525

Contract Administrator: Catherine L Bratek, Phone: 312-616-5058

Business Size: Large

Contract Number: GS-21F-0147V

Contract Option Period Per Modification PO-0037: September 16, 2019 through September 15, 2024.


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 GSAAdvantage!, a menu driven database system located at: www.GSAAdvantage.gov.
SMALL BUSINESS PARTICIPATION COMMITMENT

PREAMBLE

Exp Federal Inc. provides commercial services to the Federal Government. We are committed to promoting participation of small, small disadvantaged and women-owned small business in our contracts. We pledge to provide opportunities to the small business community through reselling opportunities, mentor-protégé programs, joint ventures, teaming arrangements, and subcontracting.

COMMITMENT

- To actively seek and partner with small businesses.
- To identify, qualify, mentor, and develop small, small disadvantaged and women-owned businesses by purchasing from these businesses whenever practical.
- To develop and promote company policy initiatives that demonstrates our support for awarding contracts and subcontracts to small business concerns.
- To undertake significant efforts to determine the potential of small, small disadvantaged, and women-owned business to supply products and services to our company.
- To insure procurement opportunities are designed to permit the maximum possible participation of small, small disadvantaged, and women-owned small businesses.
- To attend business opportunity workshops, minority business enterprise seminars, trade fairs, procurement conferences, etc. to identify and increase small business with whom we partner.
- To publicize in our marketing publications our interest in meeting small businesses that may be interested in subcontracting opportunities.
- We signify our commitment to work in partnership with small, small disadvantaged and women-owned businesses to promote and increase their participation in Federal Government contracts.

CONTACT INFORMATION:

Small Businesses interested in possibly working with exp Federal Inc. should provide the following information:

- Company Information
- Description of Products/Services
- Contact Information
- Please submit the information to FSS@expFederal.com
CUSTOMER INFORMATION

1. **A. Table of Awarded Special Item Numbers (SINs)**

ANCRA Ancillary Repair and Alterations Repair and Alterations ancillary to existing SINs under this Schedule. Ancillary Repair and Alterations projects are those (1) solely associated with the repair, alternation, delivery or installation of products or services also purchased under this Schedule, and which are (2) routine and non-complex in nature, such as routine painting or carpeting, simple hanging of drywall, basic electrical or plumbing work, landscaping, and similar noncomplex services. This SIN EXCLUDES: (1) major or new construction of buildings, roads, parking lots and other facilities; (2) complex R&A of entire facilities or significant portions of facilities, and (3) Architect-Engineering Services subject to Public Law 92-582 (Brooks Act).

The work performed under this SIN shall be associated with existing SINs that are part of this Schedule. Ancillary Repair and Alterations shall not be the primary purpose of the work ordered but be an integral part of the total solution offered. Ancillary repair and alteration services may only be ordered in conjunction with or in support of products or services purchased under this Federal Supply Schedule contract.

This SIN includes all regulatory guidance outlined in accordance with FAR 36, including the Davis Bacon Act and the Miller Act.

Special Instructions: No award will be made under ANCRA Ancillary Repair and Alteration unless an offeror is awarded (or receives award concurrently) for another SIN under this Schedule. The Repair and Alteration work must be ancillary (incidental) to the primary services or products offered under the Schedule.

For Federally-owned space managed by GSA's Public Building Service (PBS), approval of the PBS Building Manager must be received by the ordering activity and contractor before any repair and alteration work may be ordered. A copy of the approval must be retained by both the ordering activity contracting officer and the contractor.

Owned or leased space outside the PBS inventory may also include approval requirements. A copy of the approval must be retained by both the ordering activity contracting officer and the MAS contractor performing the R&A services.

This R&A SIN shall not be used for PBS leased space.
Any Agency contracting officer ordering services under this SIN for Ancillary Repair and Alterations is responsible for complying with his or her agency's internal policies when procuring R&A services. This may include a specific warrant delegation for procuring construction services when the estimated amount of this portion of the task order exceeds $2,000 (Ref. FAR 22.4).

Special Notice to Ordering Agencies: GSA or other landlords may require re-performance of any nonconforming work at agency expense. If applicable, agencies may seek appropriate recourse from the contractor responsible for the nonconforming work.

561210FAC Facilities Maintenance and Management Consulting Facilities consulting services that include, but are not limited to: the development, planning, facilitation, coordination, documentation, program planning, audits, inspections, evaluations, studies, analyses (including cost), scenarios, reports, policy and regulation development assistance for initiatives in areas of facilities maintenance and management solutions.

ANCILLARY Ancillary Supplies and/or Services, Relating to Energy Management, Water Conservation and Support Services Ancillary supplies and/or services are support supplies and/or services which are not within the scope of any other SIN on this schedule. These supplies and/or services are necessary to compliment a contractor’s offerings to provide a solution to a customer requirement. This SIN may be used for orders and blanket purchase agreements that involve work or a project that is solely associated with the supplies and/or services purchased under this schedule. This SIN EXCLUDES purchases that are exclusively for supplies and/or services already available under another schedule.

Special Instructions: The work performed under this SIN shall be associated with existing SIN(s) that are part of this schedule. Ancillary supplies and/or services shall not be the primary purpose of the work ordered, but be an integral part of the total solution offered. Ancillary supplies and/or services may only be ordered in conjunction with or in support of supplies or services purchased under another SIN(s) of the same schedule. Offerors may be required to provide additional information to support a determination that their proposed ancillary supplies and/or services are commercially offered in support of one or more SIN(s) under this schedule.

541690E Includes the following descriptions -

**Energy Management Planning and Strategies** A four-phase Comprehensive Energy Management Solution consisting of all four phases of an energy project and could pertain to a variety of energy projects that include, but are not limited to, renewable energy, sustainable energy, and energy efficient buildings certification programs such as LEED.

- Consulting/Auditing/Energy Management Solutions - The strategic planning, energy assessments e.g. feasibility, vulnerability and other detailed assessments,
developing and executing of energy audits, audit plans and energy management solutions.

- **Concept Development and Requirements Analysis** - The analysis of the audit results and outlined requirements to design a detailed energy management project concept.
- **Implementation and Change Management** - The implementation and integration of more energy efficient practices and systems and training in using them effectively.
- **Measurement and Verification** - The performance assessment and measurement of the effectiveness and energy efficiency of the project and can include long term monitoring, verification of savings and benchmarking.

**Metering Services** Including, but not limited to, the installation of metering equipment and software used for the collection of data and measurement of energy consumption through electric, gas, water or steam utilities, the utilization of data to ensure energy conservation goals are being met, and allows for the measurement and tracking of the cost effectiveness of energy technology investments. This could include basic metering services, advanced metering services, maintenance, installation, removal and disposal of new or existing equipment. Security clearances such as HSPD-12 may be required.

**Energy Program Support Services** Including, but not limited to, billing and management oversight and assistance in preparing energy services related agency statements of work. Energy efficient buildings certification programs such as LEED may be included.

**Building Commissioning Services** Including, but not limited to, comprehensive building commissioning services on new construction, major modernization projects, and existing energy consuming buildings and facilities designed to ensure the building systems are designed and built to operate as efficiently as possible. This includes recommissioning and retro-commissioning services. Energy efficient buildings certification programs such as LEED may be included.

**Energy Audit Services** Including, but not limited to, developing, executing, and reporting on audit plans and/or perform energy and water audit services. Energy audits may range from cursory to comprehensive. Including, but not limited to data collection, data analysis, benchmarking with tools such as Energy Star, and written recommendations of suggested upgrades of electrical and mechanical infrastructure, including their impact on energy consumption and pollution can include recommendations for using alternative Energy Sources. Energy efficient buildings certification programs such as LEED may be included.

**Innovations in Energy** Innovative approaches to renewable and/or sustainable energy, sustainability services, and energy management technology and services. These might include, but are not limited to, new developments or improvements in providing renewable energy and managing energy through biomass conversion, solar energy, fuel cells, geothermal energy, hydropower (tidal power, wave power, tidal stream power,
waterwheels, and hydro-electricity), wind power or other sources. These approaches should be capable of providing renewable and/or sustainable energy and sustainability services that are more carbon-neutral, thereby lessening dependence on traditional nonrenewable, fossil fuel sources of energy such as coal, oil, natural gas and propane. This could include sustainability and carbon management solutions such as analysis, foot printing, measuring, mitigation, verification and management, training on new energy technologies and systems, life-cycle costing, and maintenance and operational support of renewable energy systems; and the implementation, testing and evaluation of networked energy management systems and services that utilize Internet Protocol - Next Generation (IPv6) enabled systems that are configured using open standards architecture that can include Power over Ethernet (POE) implementation, wireless configurations, data security using IPSEC or 128 DES Encryption standards, high reliability, NIST compliant, and demonstrated energy efficiencies or cost savings, and are capable of integrating with existing information systems data infrastructure and backbone.

**Water Conservation** Services and consulting related to the reduction of water usage, reduction of potable water consumption intensity, reduction of industrial, landscaping and agricultural water consumption, promoting, and implementing water reuse strategies, recycling of water for multiple purposes, retention of water, improvement of water quality and water flow. Also includes consulting on storm water runoff and property hydrology maintenance and restoration. These services can include, but are not limited to, consultation, facility water audits, water balance, and water system analysis.

**541690 541690E Energy Consulting Services** Contractors shall provide expert advice, assistance, guidance or counseling on energy related projects or initiatives to assist agencies in adhering to energy legislation and policy such as EPACT 2005, Executive Orders 13423 and 13514.

Consulting services covered by these SINs include:

- Energy management or strategy
- Energy program planning and evaluations
- Energy related studies, analyses, benchmarking and reporting such as feasibility studies, vulnerability assessments, and energy security
- Assistance in meeting energy efficient building standards such as Leadership in Energy and Environmental Design (LEED), Green Globes and Energy Star
- Advisory services in obtaining alternative financing for energy projects such as Energy Savings Performance Contracts, Power Purchase Agreements or Enhanced Use Leases
- Consulting on carbon emissions trading programs
- Consulting on where to obtain renewable energy credits/certificates
- Consulting on greenhouse gas measurement and management
- Strategic sustainability performance planning
- Consulting on obtaining high performance sustainable buildings

**541513 Smart Buildings Systems Integrator** Includes the comprehensive integration of building systems and technology using a non-proprietary and open architecture.

- Typical building systems to be integrated include:
  - Building automation
  - Life safety
  - Telecommunications
  - Facilities management
  - Security
  - Energy and environmental control
  - HVAC
  - Lighting
  - Building envelope
  - Access control
  - Power management
  - Cabling infrastructure/wireless
  - VOIP
  - Video distribution
  - Video surveillance
  - Data network, etc.

Typical integration functions include, but are not limited to:

- Requirements analysis
- Strategic systems planning
- System configuration
- Implementation alternatives
- Integration planning
- System component acquisition
- Component integration
- Testing and analysis
- Interaction with Building Operations Centers
- Collection/manipulation of smart building component data
- Configuration management and control
- Design-guide development
- Operational training and support
- Monitoring, reporting and managing of the systems
- Systems maintenance.
**OLM** Order Level Materials supplies and/or services acquired in direct support of an individual task or delivery order placed against a Schedule contract or BPA. OLM pricing is not established at the Schedule contract or BPA level, but at the order level. Since OLMs are identified and acquired at the order level, the ordering contracting officer (OCO) is responsible for making a fair and reasonable price determination for all OLMs.

OLMs are procured under a special ordering procedure that simplifies the process for acquiring supplies and services necessary to support individual task or delivery orders placed against a Schedule contract or BPA. Using this procedure, ancillary supplies and services not known at the time of the Schedule award may be included and priced at the order level.

1. **A. 1** Table of Awarded Special Item Numbers (SINs)-Effective Date 10-4-2012:

**561210FAC Complete Facilities Maintenance** - This category covers services related to the complete operations, maintenance and repair of federal facilities and could include green maintenance. The following facilities maintenance services can be ordered as stand-alone or in multiple combinations. Services could include, but are not limited to:

- Plumbing operations & maintenance
- Electrical services to include: High/low voltage systems and maintenance and repair of exterior electrical distribution system
- Maintenance of renewable energy systems
- Fire alarm system preventive maintenance and repair service
- Maintenance support training and consulting services
- Fire suppression system preventive maintenance and repair services
- Operation and maintenance of water distribution systems

1. **A. 2** Table of Awarded Special Item Numbers (SINs)-In support of SIN 561210FAC-
   Complete Facilities Maintenance-Effective Date 10-22-2012:

**ANCILLARY** Ancillary supplies and/or services are support supplies and/or services which are not within the scope of any other SIN on this schedule. These supplies and/or services are necessary to compliment a contractor's offerings to provide a solution to a customer requirement. This SIN may be used for orders and blanket purchase agreements that involve work or a project that is solely associated with the supplies and/or services purchased under this schedule. This SIN EXCLUDES purchases that are exclusively for supplies and/or services already available under another schedule. Special Instructions: The work performed under this SIN shall be associated with existing SIN(s) that are part of this schedule. Ancillary supplies and/or services shall not be the primary purpose of the work ordered, but be an integral part of the total solution offered. Ancillary supplies
and/or services may only be ordered in conjunction with or in support of supplies or services purchased under another SIN(s) of the same schedule. Offerors may be required to provide additional information to support a determination that their proposed ancillary supplies and/or services are commercially offered in support of one or more SIN(s) under this schedule.

1. B. Lowest Priced Model and Unit Price for SINs 561210FAC, ANCILLARY, 541690, 541690E, ANCRA, 541513: See Pricing Section.

   1. B.1 Lowest Priced Model and Unit Price for SIN 561210FAC, Effective 10-4-2012: See Pricing Section.


1. C. Labor Categories Description and Hourly Rates for SINs 561210FAC, ANCILLARY, 541690, 541690E, ANCRA, 541513: See Pricing Section.

   1. C.1 Labor Categories Description and Hourly Rates for SIN 561210FAC, Effective 10-4-2012; Supplement No. 3 OCONUS Labor categories of Principal Senior Project Manager and Electrical Engineer I are effective as of 1-28-2013 and are applicable to all OCONUS sections of Supplement No 2. SIN 561210FAC: See Pricing Section.

   1. C.2 Labor Categories Description and Hourly Rates for SIN ANCILLARY, Effective 10-22-2012: See Pricing Section.

2. Maximum Order: $1,000,000.00

3. Minimum Order: $100.00

4. Geographic Coverage for SINs 561210FAC, ANCILLARY, 541690, 541690E, ANCRA, 541513:
   - CONUS
   - Washington, D.C.
   - Puerto Rico
   - Alaska
   - Hawaii

   4.1 Geographic Coverage for SIN 561210FAC, Effective 10-4-2012: Worldwide
4.2 Geographic Coverage for SIN ANCILLARY, Effective 10-22-2012: Worldwide

5. Points of Production for SINs 561210FAC, ANCILLARY, 541690, 541690E, ANCRA, 541513: Not Applicable

5.1 Points of Production for SIN 561210FAC, Effective 10-4-2012: Not Applicable

5.2 Points of Production for SIN ANCILLARY, Effective 10-22-2012: Products procured and offered by exp Federal Inc. are in compliance with the requirements of FAR 52.225-5.

6. Discount from List Prices or Statement of Net Prices for SINs 561210FAC, ANCILLARY, 541690, 541690E, ANCRA, 541513:
   a. Prices stated are Net Prices

   6.1 Discount from List Prices or Statement of Net Prices for SIN 561210FAC, Effective 10-4-2012:
   Prices stated are Net Prices

   6.2 Discount from List Prices or Statement of Net Prices for SIN ANCILLARY, Effective 10-22-2012:
   When applicable, if price discounts are offered by the product Vendors, the discounts shall be carried through and offered to GSA. Final product prices offered to GSA will be based on best value.

7. Quantity Discounts for SINs 561210FAC, ANCILLARY, 541690, 541690E, ANCRA, 541513:

   7.1 Quantity Discounts for SINs 561210FAC, 541690, 541690E, ANCRA, 541513 Effective 10-4-2012: Not Applicable.

   7.2 Quantity Discounts for SIN ANCILLARY, Effective 10-22-2012:
   When applicable, if quantity discounts are offered by the product Vendors, the discounts shall be carried through and offered to GSA. Final product prices offered to GSA will be based on best value.

8. Prompt Payment Terms for SINs 561210FAC, ANCILLARY, 541690, 541690E, ANCRA, 541513:

   8.1 Prompt Payment Terms for SINs 561210FAC, 541690, 541690E, ANCRA, 541513 Effective 10-4-2012:
Net 30 Days or as agreed upon based on specific project.

**8.2 Prompt Payment Terms for SIN ANCILLARY, Effective 10-22-2012:**
Net 30 Days or as agreed upon based on specific project.

**9.**

**A.** Government Purchase Cards ARE accepted at/below the micro-purchase threshold.
**B.** Government Purchase Cards ARE accepted at/above the micro-purchase threshold

**10.** Foreign Items for SINs 561210FAC, ANCILLARY, 541690, 541690E, ANCRA, 541513: Not Applicable

**10.1 Foreign Items for SINs 561210FAC, 541690, 541690E, ANCRA, 541513 Effective 10-4-2012:** Not Applicable

**10.2 Foreign Items for SIN ANCILLARY, Effective 10-22-2012:**
Country of Origin of products procured and offered by exp Federal Inc. will vary per specific project and will be in compliance with the requirements of FAR 52.225-5.

**11.** Time of Delivery for SINs 561210FAC, ANCILLARY, 541690, 541690E, ANCRA, 541513:
**A.** 30 Days After Receipt of Order (ARO) or as required by specific project
**B.** Expedited Delivery is negotiated at time of order
**C.** Overnight/2-day Delivery is negotiated at time of order
**D.** Urgent Requirements: Contact contractor POC. See cover page for POC phone number.

**12.** FOB Points for SINs 561210FAC, ANCILLARY, 541690, 541690E, ANCRA, 541513: Domestic US and US Territories, worldwide

**12.1 FOB Points for SIN 561210FAC, Effective 10-4-2012:**
Worldwide (Continental US = destination, Outside Continental US = origin)

**12.2 FOB Points for SIN ANCILLARY, Effective 10-22-2012:**
Worldwide (Continental US = destination, Outside Continental US = origin)

**13.** Ordering Addresses: exp Federal Inc.
205 North Michigan Avenue
Suite 3800
Chicago, Illinois 60601
Ordering Procedures: For supplies and services the ordering procedures, information on Blanket Purchase Agreements (BPAs) including a Sample BPA, can be found at the GSA/FSS Schedule homepage: fss.gsa.gov/schedules

14. Payment Address: exp Federal Inc.
   205 North Michigan Avenue
   Suite 3800
   Chicago, Illinois 60601
   Phone: 312-616-7500
   Fax: 312-616-7525
   Email: fss@expFederal.com

15. Warranty Provisions for SINs 561210FAC, ANCILLARY, 541690, 541690E, ANCRA, 541513:

15.1 Warranty Provisions for SINs 561210FAC, 541690, 541690E, ANCRA, 541513: Effective 10-4-2012:
   Standard Commercial Warranty for CONUS work only.

15.2 Warranty Provisions for SIN ANCILLARY, Effective 10-22-2012: Standard Commercial Warranty offered by product manufacturers for products used for CONUS work only.

16. Export Packaging Charges for SINs 561210FAC, ANCILLARY, 541690, 541690E, ANCRA, 541513:

16.1 Export Packaging Charges for SINs 561210FAC, 541690, 541690E, ANCRA, 541513: Effective 10-4-2012:
   As required by specific project.

16.2 Export Packaging Charges for SIN ANCILLARY, Effective 10-22-2012: As required by specific project and foreign countries.

17. Terms & Conditions of Government Purchase Card acceptance (any thresholds above the micro-purchase level):
   Not Applicable
18. Terms & Conditions of rental, maintenance, and repair for SINs 561210FAC, ANCILLARY, 541690, 541690E, ANCRA, 541513:
Not Applicable

18.1 Terms & Conditions of rental, maintenance, and repair for SINs 561210FAC, 541690, 541690E, ANCRA, 541513 Effective 10-4-2012:
As required by specific project.

18.2 Terms & Conditions of rental, maintenance, and repair for SIN ANCILLARY, Effective 10-22-2012:
As required by specific project and foreign countries.

19. Terms & Conditions of installation for SINs 561210FAC, ANCILLARY, 541690, 541690E, 541690E, ANCRA, 541513:
Not Applicable

19.1 Terms & Conditions of installation for SINs 561210FAC, 541690, 541690E, ANCRA, 541513 Effective 10-4-2012:
As required by specific project.

19.2 Terms & Conditions of installation for SIN ANCILLARY, Effective 10-22-2012:
As required by specific project and foreign countries.

20. Terms & Conditions of repair parts indicating date of parts pricelist and any discounts from list price for SINs 561210FAC, ANCILLARY, 541690, 541690E, ANCRA, 541513:
Not Applicable. Terms & Conditions for any other Services (if applicable): Not Applicable.

20.1 Terms & Conditions of repair parts indicating date of parts pricelist and any discounts from list price for SINs 561210FAC, 541690, 541690E, ANCRA, 541513 Effective 10-4-2012:
As required by specific project. Terms & Conditions for any other Services (if applicable): As required by specific project.

20.2 Terms & Conditions of repair parts indicating date of parts pricelist and any discounts from list price for SIN ANCILLARY, Effective 10-22-2012:
As required by specific project and foreign countries. Terms & Conditions for any other Services (if applicable): As required by specific project and foreign countries.

21. List of Service and Distribution Points for SINs 561210FAC, ANCILLARY, 541690, 541690E, ANCRA, 541513:

A. Atlanta, Georgia
B. Chantilly, Virginia
C. Chicago, Illinois
D. Columbus, Ohio
E. Dallas, Texas
F. Detroit, Michigan
G. Los Angeles, California
H. Maitland, Florida
I. Milwaukee, Wisconsin
J. Richmond, Virginia
K. San Diego, California
L. St. Louis, Missouri

21.1 List of Service and Distribution Points for SIN 561210FAC, Effective 10-4-2012:
Main HUB: Chicago, Illinois
Worldwide

21.2 List of Service and Distribution Points for SIN ANCILLARY, Effective 10-22-2012:
Main HUB: Chicago, Illinois
Worldwide

22. List of Participating Dealers for SINs 561210FAC, ANCILLARY, 541690, 541690E, ANCRA, 541513:
Not Applicable

22.1 List of Participating Dealers for SINs 561210FAC, 541690, 541690E, ANCRA, 541513 Effective 10-4-2012:
Not Applicable

22.2 List of Participating Dealers for SIN ANCILLARY, Effective 10-22-2012:
See vendors listed under Section 1.b.2

23. Preventative Maintenance for SINs 561210FAC, ANCILLARY, 541690, 541690E, ANCRA, 541513:
Not Applicable

23.1 Preventative Maintenance for SINs 561210FAC, 541690, 541690E, ANCRA, 541513 Effective 10-4-2012:
As required by specific project

23.2 Preventative Maintenance for SIN ANCILLARY, Effective 10-22-2012:
As required by specific project and foreign countries.

24. Special Attributes, such as environmental attributes (e.g. recycled content, energy efficiency, and/or reduced pollutants):
   A. Not Applicable.
   B. Section 508 Compliance information is available on Electronic and Information Technology (EIT) supplies and services. The EIT standards can be found at: www.Section508.gov

25. DUNS Number: 068599612

26. CCR Registration Notification (CCR has been switched over to SAM (System For Award Management):
   exp Federal Inc. is currently registered in SAM. Cage # 8R556, TIN # 362491653.

27. Uncompensated Overtime (indicate if used):
   A. Uncompensated overtime was not incorporated into exp Federal Inc. original offer to GSA. Exp Federal Inc. does not plan to include uncompensated overtime in the base years or any future option periods unless specifically directed to do so by GSA or the order agency.
PRICING INFORMATION (Continued)

1.B. Lowest Priced Model and Unit Price for SINs 561210FAC, ANCILLARY, 541690, 541690E, ANCRA, 541513:

1.B.1 Lowest Priced Model and Unit Price for SIN 561210FAC, Effective 10-4-2012
Not Applicable.

1.B.2 Lowest Priced Model and Unit Price for SIN ANCILLARY, Effective 10-22-2012

Support products offered and ancillary services for CONUS/OCONUS under SIN ANCILLARY shall be purchased from the following Vendors and shall be offered to GSA at the Vendor prices listed on-line (See below for Vendor website addresses). Prices offered are based on the Vendor websites product prices as of 9-27-2012. If any price adjustments/price increases are made to the product prices currently shown on the Vendor websites as of 9-27-2012, the price adjustments shall be carried through to the final prices offered to GSA.

- **Grainger:** Catalog Number Version 403; Address: 100 Grainger Pkwy, Lake Forest, IL 60045
  http://www.grainger.com/Grainger/wwg/viewCatalogPDF.shtml?browserCompatable=true&adobeCompatable=true&toolbar=true&Catalog=main

- **Uline:** Catalog Number Winter/Fall 2012-2013; Address: Uline Drive, Pleasant Prairie, WI 53158

- **Global Test Supply:** Catalog Number 0512; Address: 2725-2A Old Wrightsboro Rd., Wilmington, NC 28405
  http://www.globaltestsupply.com/

- **Toolup:** Address: 4170 W Harmon Avenue # 4, Las Vegas, NV 89103
  http://www.toolup.com/

- **Home Depot:** Address: 2455 Paces Ferry Road NW, Atlanta, GA 30339
  http://www.homedepot.com/

- **Sears:** Address: 3333 Beverly Road, Hoffman Estates, IL 60179
http://www.sears.com/

- **Graybar**: Address 34 N. Meramec Avenue, St. Louis, Missouri, 63105
  https://shop.graybar.com/webapp/wcs/stores/servlet/GraybarODEView?ip_constraint_value=catalogs&ip_text_header=ProSource&storeId=10151&langId=-1&catalogId=&pageType=ProductPage&isFromSearch=true

- **Northern Tool Supply**: Address: 2800 Southcross Drive West, Burnsville, MN 55306
  http://www.northerntool.com/

- **Drillspot**: Address: 5603 Arapahoe Avenue, Unit 6 Boulder, CO 80303
  http://www.drillspot.com/

- **Build**: http://www.build.com/

- **O'Learys**: Address: 1031 N. Cicero Avenue, Chicago, IL 60651
  http://olearysequipment.com/

- **OfficeMax**: Address: 263 Shuman Blvd, Naperville, IL 60563
  http://www.officemax.com/

- **CDW**: Address: 200 N Milwaukee Ave, Vernon Hills, IL 60061
  http://www.cdw.com/

- **Insight**: Address: 6820 South Harl Avenue, Tempe, Arizona 85283
  https://www.insight.com/Welcome.web?cm_mmc=MSN-_S-Brand-_SInsight_Exact-_insight&cm_guid=4_-6662861728_-1091795241_-e

- **PCMall**: Address: 1940 East Mariposa Avenue, El Segundo, CA 90245
  http://www.pcmall.com/home

**Product Notes:**

1) All Product costs, Product Mark-ups, Shipping/Handling Cost and Mark-up, Taxes, Special Federal and State Taxes, Foreign Taxes, and Tariffs on products or ancillary services offered for CONUS/OCONUS under SIN ANCILLARY may vary based on specific project requirements and geographic area and shall be determined based on the specific project.

2) A .75% IFF fee shall be applied to the final product pricing offered to GSA.
1.C. Labor Categories Description and Hourly Rates for SINs 561210FAC, ANCILLARY, 541690, 541690E, 541690E, ANCRA, 541513

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<td>$251.47</td>
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<td>$266.78</td>
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<td>IT System Engineer</td>
<td>$183.75</td>
<td>$189.27</td>
<td>$194.94</td>
<td>$200.79</td>
<td>$206.82</td>
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<tr>
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<td>$147.90</td>
<td>$152.33</td>
<td>$156.90</td>
<td>$161.61</td>
<td>$166.46</td>
</tr>
<tr>
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</tr>
<tr>
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<td>$250.93</td>
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<tr>
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<td>Technician</td>
<td>$156.53</td>
<td>$161.22</td>
<td>$166.06</td>
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<td>$176.17</td>
</tr>
</tbody>
</table>

1.C.1 Labor Categories Description and Hourly Rates for SIN 561210FAC, Effective 10-4-2012 (Supplement No. 3 OCONUS Labor Categories and Rates for Principal Senior Project Manager and Electrical Engineer I are effective as of 1-28-2013):
<table>
<thead>
<tr>
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</thead>
<tbody>
<tr>
<td>561210FAC</td>
<td>Senior Program Manager</td>
<td>$207.25</td>
<td>$213.47</td>
<td>$219.87</td>
<td>$226.47</td>
<td>$233.26</td>
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<tr>
<td>561210FAC</td>
<td>Senior Project Manager</td>
<td>$207.25</td>
<td>$213.47</td>
<td>$219.87</td>
<td>$226.47</td>
<td>$233.26</td>
</tr>
<tr>
<td>561210FAC</td>
<td>Operations and Logistics Manager</td>
<td>$145.01</td>
<td>$149.36</td>
<td>$153.84</td>
<td>$158.45</td>
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<tr>
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<td>$183.59</td>
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<tr>
<td>561210FAC</td>
<td>Certified Property Control Manager</td>
<td>$145.01</td>
<td>$149.36</td>
<td>$153.84</td>
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</tr>
<tr>
<td>561210FAC</td>
<td>Certified Professional Property Specialist</td>
<td>$114.83</td>
<td>$118.28</td>
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<td>561210FAC</td>
<td>Fire Safety Manager (Fire Chief/Chief of Training)</td>
<td>$153.26</td>
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<td>$154.29</td>
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<td>Fire Training Officer</td>
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<td>$207.85</td>
<td>$214.08</td>
<td>$220.51</td>
<td>$227.12</td>
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</tbody>
</table>
### CONUS Labor Rates Notes:

1) The CONUS rates listed above do not include labor uplifts that may be allowed by specific project requirements (i.e., Hazardous Duty Pay, Post Differential Pay, Night Differential Pay, etc.). These uplifts will be applied to the labor rates shown below according to specific project requirements, when applicable.

2) Labor Rates Notes:
   - **A. Taxes:** Any special State taxes are not included and will be applied as incidental cost for CONUS labor including foreign country taxes.
   - **B. CONUS:** Certain geographic areas may be discounted based on the location.

3) Travel Rates

<table>
<thead>
<tr>
<th>Code</th>
<th>Position</th>
<th>Rate 1</th>
<th>Rate 2</th>
<th>Rate 3</th>
<th>Rate 4</th>
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<tr>
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<td>$114.83</td>
<td>$118.28</td>
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<td>$113.31</td>
<td>$116.71</td>
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</table>
a. CONUS: Travel rates will be based on the best value fare available and treated as an incidental cost and as allowed by the specific project contract.

4) Incidentals, Lodging, Food.
   a. CONUS: Rates will be based on the JTR and treated as an incidental cost including a mark-up and as allowed by the specific project contract.

5) Equipment, Material, Supplies, Medical Screening, Deployment Requirements, etc. required to perform the specific work related to a specific project will be treated as an incidental cost including a mark-up.

6) In the event a subcontractor is used, the subcontractor cost will include a exp Federal Inc. markup.

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<thead>
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<td>Grade 3</td>
<td>Grade 4</td>
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<tr>
<td>Professional Property Specialist</td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fire Safety Manager (Fire Chief/Chief of Training)</td>
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<td>$110.54</td>
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<tr>
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</tr>
<tr>
<td>Fire Training Officer</td>
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<td>$137.76</td>
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</tr>
<tr>
<td>Supervisory Engineer/ Senior Mechanical Or Electrical Engineer</td>
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<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fire Protection Specialist Instructor/Inspector</td>
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<td>$91.70</td>
<td>$94.45</td>
<td>$97.28</td>
<td>$100.20</td>
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</tr>
<tr>
<td>Fire Protection Specialist Investigator/Inspector</td>
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<td>$91.70</td>
<td>$94.45</td>
<td>$97.28</td>
<td>$100.20</td>
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</tr>
<tr>
<td>Generator Technician</td>
<td>$92.61</td>
<td>$95.39</td>
<td>$98.25</td>
<td>$101.20</td>
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<td>$92.61</td>
<td>$95.39</td>
<td>$98.25</td>
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<td>Senior CAD Operator</td>
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<td>$78.06</td>
<td>$80.40</td>
<td>$82.81</td>
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</tbody>
</table>
OCONUS Labor Rates Notes:

1) The OCONUS rates listed above do not include labor uplifts that may be allowed by specific project requirements (i.e., Hazardous Duty Pay, Post Differential Pay, Night Differential Pay, etc.). These uplifts will be applied to the labor rates shown below according to specific project requirements, when applicable.

2) Labor Rates Notes:
   A. Taxes: Any special State taxes are not included and will be applied as incidental cost for OCONUS labor including foreign country taxes.
   B. OCONUS: Certain geographic areas may be discounted based on the location.

3) Travel Rates
   A. OCONUS: Travel rates will be based on the best value fare available and treated as an incidental cost and as allowed by the specific project contract.

4) Incidental, Lodging, Food.
   A. OCONUS: Rates will be based on the JTR and treated as an incidental cost including a mark-up and as allowed by the specific project contract.

5) Equipment, Material, Supplies, Medical Screening, Deployment Requirements, etc. required to perform the specific work related to a specific project will be treated as an incidental cost including a mark-up.

6) In the event a subcontractor is used, the subcontractor cost will include a exp Federal Inc. markup.

1.C.2 Labor Categories Description and Hourly Rates for SIN ANCILLARY, Effective 10-22-2012: NOT APPLICABLE

LABOR CATEGORY DESCRIPTIONS
For SIN 561210FAC effective 10-4-2012 (Supplement No. 3 OCONUS Labor Categories of Principal Senior Project Manager and Electrical Engineer I are effective as of 1-28-2013):

**Commercial Job Title:** Principal Senior Project Manager-(Effective 1-28-2013)

**Functional Responsibility:** Responsible for on-site managing of staff in a contingency environment which can include interacting with all U.S Military Branches, high ranking Military Officials, NATO Forces, foreign nationals and third country nationals and is responsible for the safety of personnel, in theater logistics and is knowledgeable of construction, repair and maintenance of facilities. Duties include traveling throughout theater and off base. Manages day-to-day operational aspects of project/program and scope, manages day-to-day client interactions, identifies resources needed and assigns individual responsibilities, effectively manages project risk through mitigation planning, ensures project deliverables are complete, current, and stored appropriately.

**Minimum Education/Certification/Experience:** Bachelor's Degree in Engineering, Computer Science, Information Systems, Business or relevant technical, engineering, or scientific field, or equivalent or relevant military experience. Minimum of 10 years of practical experience.

---

**Commercial Job Title:** Senior Program Manager

**Functional Responsibility:** Responsible as single point of authority on all project matters, cost, scheduling, and performance issues. Negotiates and makes decisions on behalf of the company. Allocates company resources, defines project approach, methods, tools and staffing requirements.

**Minimum Education/Certification/Experience:** Bachelor's degree in Engineering, Computer Science, Information Systems or relevant technical, engineering, scientific field or equivalent, and Professional Registration (P.E.) from a U.S. state. Minimum of 8 years of practical experience in program management or engineering department management.

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**Commercial Job Title:** Senior Project Manager

**Functional Responsibility:** Manages day-to-day operational aspects of project and scope, manages day-to-day client interactions, identifies resources needed and assigns individual responsibilities, effectively manages project risk through mitigation planning, ensures project deliverables are complete, current, and stored appropriately.
Minimum Education/Certification/Experience: Bachelor’s Degree in Engineering, Computer Science, Information Systems, Business or relevant technical, engineering, or scientific field, or equivalent. Minimum of 10 years of practical experience.

Commercial Job Title: Operations and Logistics Manager

Functional Responsibility: In cooperation with the Program and Project Manager, provides input to improve the operational systems, processes and policies in support of organizations mission -- specifically, support better management reporting, information flow and management, business process and organizational planning. Manage and increase the effectiveness and efficiency of the Logistics Support Services. Plays a significant role in long term planning, including an initiative geared toward operational excellence.

Minimum Education/Certification/Experience: Bachelor’s Degree in Engineering, Computer Science, Information Systems, Business or relevant technical, engineering, or scientific field or equivalent. Minimum of 5 years of practical experience.

Commercial Job Title: Safety Manager

Functional Responsibility: Develops and implements a comprehensive Safety Plan for project field work and construction safety oversight by serving as the point of contact for monitoring and maintaining compliance with applicable safety regulations based on project requirements. Develops and enforces policies, procedures, programs, standards and design criteria affecting project related field work and construction safety. Safety Manager should have knowledge of theories, principles, and practices of construction, engineering, construction insurance, safety and risk management. Shall continuously update Safety Plan based on project requirements, brief staff on required Safety rules, regulations, and guidelines, and maintain compliance with any applicable local Safety regulations.

Minimum Education/Certification/Experience: Associates Degree in Construction Engineering, Construction Management, Occupational Safety or related field, or relevant Certifications, or equivalent. Minimum of 3 years of practical experience.

Commercial Job Title: Quality Control Manager

Functional Responsibility: (Alt. Quality Assurance) is to ensure that quality considerations are addressed and requirements are achieved at each stage of the product’s life cycle. Experience should include skills in interpreting technical data, data analysis,
report writing, interpreting regulations and other guideline material; dealing with other individuals; and a practical understanding of the role of quality control. Knowledge of established techniques, regulations, and requirements related to a quality control/assurance and skill in applying this knowledge to plan and perform a variety of assignments of moderate scope and complexity for which there are precedents.

**Minimum Education/Certification/Experience:** Associates Degree in Engineering, Computer Science, Information Systems or relevant technical, engineering, scientific field, or Licensed Electrician or relevant trade, or relevant Certifications, or equivalent. Minimum of 2 years of practical experience.

---

**Commercial Job Title:** Certified Property Control Manager

**Functional Responsibility:** Experience initiating, developing, installing, or administering an inventory control program and provide guidance on, or conduct surveys of, supply and inventory management functions. Requires the ability to analyze, evaluate, revise, or develop new inventory management systems; develop long-range material support plans; directing, guiding, or reviewing material support programs, functions, and actions implemented by others.

**Minimum Education/Certification/Experience:** High School Diploma or equivalent relevant experience. Minimum of 1 year of related experience. Certified CPM.

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**Commercial Job Title:** Certified Professional Property Specialist

**Functional Responsibility:** Responsible for ordering, receiving, checking, tracking, and distributing of property, materials and supplies and is responsible for maintaining an inventory management program. Assists the Property Control Manager in day-today property control tasks and assists in analyzing, evaluating, and revising the inventory management system. Typical daily tasks include filling out property request forms, receiving and checking returned property, issuing property to custodians, and performing inventory of materials and supplies.

**Minimum Education/Certification/Experience:** High School Diploma or equivalent relevant experience. Minimum of 1 year of related experience. Certified CPPS.

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**Commercial Job Title:** Fire Safety Manager (Fire Chief/Chief of Training)
Functional Responsibility: Provides technical review of project related compliance with required Federal, State, and municipal fire protection codes and ordinances; responds to a variety of requests for information and advice relative to fire and building codes, reviews plans and specifications of buildings for compliance with building and fire regulations, performs field inspections of building and fire related construction. Interprets and enforces provisions of applicable Fire Code’s, Building Codes, and fire prevention and fire safety laws, ordinances and other fire related regulations. Manages, directs and controls all areas of training in support of Fire Brigade training program. Briefs the client on the status of training, analyzes and evaluates progression, percentages, and programmed measures to enhance shortfalls once identified. Develops user friendly, easy-to-read and understand tracking tools to ensure the continuity of the training program.

Minimum Education/Certification/Experience: IFSAC certified. Fire Officer III certified, Fire Instructor III certified, Inspector II certified, Hazmat IC certified. 10 years experience.

Commercial Job Title: Senior Data Manager

Functional Responsibility: Responsible for the installation, configuration, upgrading, administration, monitoring, and maintaining of project database and I.T. Network. Develops and designs database strategies, monitoring and improving database performance and capacity, and planning for future expansion requirements. Is responsible for storing and maintaining records and is proficient in programming Sharepoint software. Provides additional I.T. support, including minor equipment repair, as required.

Minimum Education/Certification/Experience: Bachelor's degree in Information Technology, computer science or relevant technical, engineering, or scientific field, or equivalent. Minimum of 4 years of practical experience.

Commercial Job Title: Data Manager

Functional Responsibility: Provides support to Senior Data manager in the installation, configuration, upgrading, administration, monitoring, and maintaining of project database and I.T. Network. Develops and designs database strategies, monitoring and improving database performance and capacity, and planning for future expansion requirements. Is responsible for storing and maintaining records and is familiar with SharePoint software. Provides additional I.T. support as required.

Minimum Education/Certification/Experience: Bachelor’s degree in Information Technology, computer science or relevant technical, engineering, or scientific field, or equivalent. Minimum of 2 years of practical experience.
Commercial Job Title: Senior Electrical Engineer

**Functional Responsibility:** Works independently on, and may manage, specific tasks without supervision on projects involving design development, analysis, review, and specifications; conceptual, developmental, and planning functions; field surveys; construction documents; mathematical formulations and equations; and investigative research and reporting. Must be knowledgeable of professional practices including: design, contract documents, design codes, construction materials, cost estimating, construction technology and computer-aided drafting and engineering. Experience with office standards, policies, and procedures, and liabilities in construction and professional ethics is required.

**Minimum Education/Certification/Experience:** Bachelor’s degree in Electrical engineering or equivalent. Minimum of 6 years of experience.

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Commercial Job Title: Electrical Engineer I-(Effective 1-28-2013)

**Functional Responsibility:** Minimum of 3 years of practical experience in the area of electrical engineering in power distribution systems up to 600volts, works independently and/or under the oversight of the Senior Electrical Engineer. Technically executes specific tasks on projects involving design, analysis, review, and specifications; field surveys; construction documents; mathematical formulations and equations; and investigative research and reporting. Proficient with professional practices including: design, contract documents, electrical codes and materials, cost estimating, construction technology and computer-aided drafting and engineering. Experience with office standards, policies, and procedures, and liabilities in construction and professional ethics is required.

**Minimum Education/Certification/Experience:** Bachelor’s degree in Electrical engineering or equivalent. Minimum of 5 years of experience.

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Commercial Job Title: Supervisory Engineer/Senior Mechanical or Electrical Engineer

**Functional Responsibility:** Works independently on, and may manage, specific tasks without supervision on projects involving design development, analysis, review, and specifications; conceptual, developmental, and planning functions; field surveys; construction documents; mathematical formulations and equations; and investigative
research and reporting. Must be knowledgeable of professional practices including: design, contract documents, design codes, construction materials, cost estimating, construction technology and computer-aided drafting and engineering. Experience with office standards, policies, and procedures, and liabilities in construction and professional ethics is required.

**Minimum Education/Certification/Experience:** Bachelor’s Degree in Mechanical or Electrical Engineering from an accredited college or university, or equivalent. Minimum of 6 years of practical experience.

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**Commercial Job Title:** Senior Fire Protection Engineer

**Functional Responsibility:** Perform fire protection review of plans for construction projects, facility modernization, rehabilitation programs, or self-help projects for compliance with NFPA codes/standards. Participate in project charrettes and design reviews to ensure fire safety standards and criteria are adequately incorporated in project designs and cost estimates from the initiation of the project.

**Minimum Education/Certification/Experience:** Bachelor’s degree in Fire Protection or Mechanical engineering, or equivalent. Minimum of 6 years of experience.

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**Commercial Job Title:** Fire Deputy Chief/Deputy Chief of Training

**Functional Responsibility:** Manages, directs and controls all areas of training in support of Fire Training program. Briefs the client on the status of training, analyzes and evaluates progression, percentages, and programmed measures to enhance shortfalls once identified. Develops user friendly, easy-to-read and understand tracking tools to ensure the continuity of the training program. Coordinates all aspects of Fire Investigations, Inspections, Instructing and repairs.

**Minimum Education/Certification/Experience:** IFSAC certified. Fire Officer III certified, Fire Instructor III certified, Inspector II certified, Hazmat IC certified 6 years experience.

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**Commercial Job Title:** Fire Training Officer

**Functional Responsibility:** Provides the Chief of Training, policies and procedures regarding all education and training issues, Briefs the Chief of Training on the status of training, determines various risks and safety factors involved in emergency and simulated training situations, develops schedule for department personnel and instructor/evaluators
for certification programs, communicated fire service related knowledge and skills, and fills in for the Chief of Training as required.

**Minimum Education/Certification/Experience:** IFSAC certified. Fire Officer II certified, Fire Instructor II certified, Inspector I certified, Hazmat IC certified. 5 years of experience.

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**Commercial Job Title:** Fire Specialist-Instructor/Inspector

**Functional Responsibility:** Provides academic and practical training and develops and uses lesson plans to provide fire program training. Briefs the Chief of Training and client on the status of training. Ensures all training is conducted in safe manner in the allocated period of time identified in the lessons plans. Provides fire/life safety risk assessments including overview assessment of general fire hazards and fire preventive measures and overview assessment of fire and emergency services at each assigned facility and or base based on project requirements. Performs inspection and testing of fire protection systems and equipment in accordance with NFPA codes/standards. Inspection and Testing shall include visual inspection of fire alarm and fire suppression system equipment, operational testing of fire protection systems, and witnessing of fire protection systems acceptance tests.

**Minimum Education/Certification/Experience:** IFSAC certified. Fire Inspector II, Fire Inspector Professional Qualifications per NFPA 1031, Fire Officer I certified, Fire Instructor I certified. 3 years of experience.

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**Commercial Job Title:** Fire Specialist-Investigator/Inspector

**Functional Responsibility:** Provides fire investigation services to ensure that proper investigation of fire related incidents and reports are accurate and completed in a timely manner. Perform fire investigations and complete Fire Investigation Reports for all fires that cause a death or damages to equipment or real property, serious injuries, fire protection system failure, fire bombings, fire sabotage, or critical operations incidents. Provides fire/life safety risk assessments including overview assessment of general fire hazards and fire preventive measures and overview assessment of fire and emergency services at each assigned facility and or base based on project requirements. Inspection and Testing shall include visual inspection of fire alarm and fire suppression system equipment, operational testing of fire protection systems, and witnessing of fire protection systems acceptance tests.

Commercial Job Title: Generator Technician

Functional Responsibility: Provides technical expertise to electrical engineers and electricians in Inspecting, testing, and evaluating generators and determines if the generator is in working condition for safe operation. Provides maintenance of generator components when required, shall provide a preventive maintenance schedule for generators inspected. Works with electrical engineers and electricians in optimizing the use of on-site power generation. Produces checklists and reports for generator’s inspected and repaired.

Minimum Education/Certification/Experience: High School Diploma or equivalent, or relevant Certification. Minimum of 4 years experience in inspecting and maintaining generators.

Commercial Job Title: Master Electrician

Functional Responsibility: Inspect existing low voltage power systems (600 V or less) and facilities using NEC and/or British Electrical Code as the standard for interior electrical systems and provide immediate repairs or corrective actions for imminent life, health, and safety (LHS) hazards. Electrical Distribution Equipment within buildings required to be inspected include, but not limited to, switchboards, distribution boards, panel boards, load centers, motor control centers, disconnect switches, transfer switches, and transformers. Immediate corrective actions for imminent LHS Hazards shall encompass the electrical systems within the facility envelope, to include the electrical distribution system originating from the facility toward, and including, the nearest 600v system power source. Document inspections and provide daily reports for all electrical inspections. Shall possess experience in troubleshooting and repairing fire alarm systems and telephone systems.

Minimum Education/Certification/Experience: Licensed Master Electrician by U.S. state or territory or equivalent qualifications/Certifications for states that do not issue licenses. 5 years of experience.

Commercial Job Title: Journeyman Electrician
**Functional Responsibility:** Inspect existing low voltage power systems (600 V or less) and facilities using NEC and/or British Electrical Code as the standard for interior electrical systems and provide immediate repairs or corrective actions for imminent life, health, and safety (LHS) hazards. Electrical Distribution Equipment within buildings required to be inspected include, but not limited to, switchboards, distribution boards, panel boards, load centers, motor control centers, disconnect switches, transfer switches, and transformers. Immediate corrective actions for imminent LHS Hazards shall encompass the electrical systems within the facility envelope, to include the electrical distribution system originating from the facility toward, and including, the nearest 600v system power source. Document inspections and provide daily reports for all electrical inspections. Shall possess experience in troubleshooting and repairing fire alarm systems and telephone systems.

**Minimum Education/Certification/Experience:** Licensed Journeyman Electrician by U.S. state or territory or equivalent qualifications/Certifications for states that do not issue licenses. 4 years of experience.

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**Commercial Job Title:** Senior CADD Operator

**Functional Responsibility:** Experience with well-developed drafting and mechanical drawing skills; knowledge of drafting standards, mathematics, science, and engineering technology; and a solid background in CADD techniques. Drawings include technical details and specify dimensions, materials, and procedures.

**Minimum Education/Certification/Experience:** High school diploma or vocational/technical training; relevant Certifications or equivalent experience. Minimum of 5 years practical experience.

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**Commercial Job Title:** Senior Administrative Specialist

**Functional Responsibility:** Schedule and maintain a calendar of appointments, meetings and travel itineraries. Extract and compile a range of data from written sources, individuals, and/or databases. Proofread or edit formal correspondence, memoranda, and short reports for internal or external circulations. Assemble attachments and corresponding material. Review outgoing material for completeness, dates, and signatures. Coordinate communications between the supervisor and other professional and administrative staff, within and outside the organization. Serve as principal source of information to staff and visitors for questions. Respond to requests for information and provide assistance as appropriate. Prioritize and resolve inquiries (phone, e-mail, and in-person). Determine administrative needs for conferences, meetings, seminars and
assemble and arrange for necessary items. Act as a liaison between the department and external groups. Interpret and communicate policies/procedures to other parties based on knowledge of the organization and departmental guidelines. Coordinate and complete special projects independently or in cooperation with other groups as assigned. Plan and coordinate special events as assigned. Perform other related duties incidental to the work described herein. Also provides material and supplies logistics support.

**Minimum Education/Certification/Experience:** High School diploma or equivalent Certifications and 4 years related experience or Bachelor’s degree.

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**Commercial Job Title:** Administrative Specialist

**Functional Responsibility:** Schedule and maintain a calendar of appointments, meetings and travel itineraries. Extract and compile a range of data from written sources, individuals, and/or databases. Proofread or edit formal correspondence, memoranda, and short reports for internal or external circulations. Assemble attachments and corresponding material. Review outgoing material for completeness, dates, and signatures. Coordinate communications between the supervisor and other professional and administrative staff, within and outside the organization. Serve as principal source of information to staff and visitors for questions. Respond to requests for information and provide assistance as appropriate. Prioritize and resolve inquiries (phone, e-mail, and in-person). Determine administrative needs for conferences, meetings, seminars and assemble and arrange for necessary items. Act as a liaison between the department and external groups. Interpret and communicate policies/procedures to other parties based on knowledge of the organization and departmental guidelines. Coordinate and complete special projects independently or in cooperation with other groups as assigned. Plan and coordinate special events as assigned. Perform other related duties incidental to the work described herein. Also provides material and supplies logistics support.

**Minimum Education/Certification/Experience:** High School diploma or equivalent Certifications and 2 years related experience or Associates degree.

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**Commercial Job Title:** Machine Operator

**Functional Responsibility:** Operate heavy, motorized equipment used in earth moving operations, including, but not limited to: loaders, trencher, hydraulic fork lift, excavator, etc. and other equipment. Perform preventive maintenance on equipment as required including fluid and filter changes and parts lubrication. Shall have knowledge of operational characteristics of a variety of heavy, power-driven equipment, maintenance requirements of heavy, power-driven equipment, methods and materials used in general
construction and maintenance work and traffic laws, ordinances, and rules involved in heavy equipment operation.

**Minimum Education/Certification/Experience:** High School Diploma or equivalent Certifications, with a minimum of 500 hours of operating equipment and 2 years of experience.

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**Experience and Education Equivalencies**

Relevant experience and education are deemed equivalent based on the following.

1) A GED or 5 years relevant experience shall be equivalent to a High School diploma.
2) 2 years of relevant experience is equivalent to an Associate’s Degree.
3) 6 years of relevant experience is equivalent to a Bachelor's Degree.
4) A Professional Engineer (PE) certification is equivalent to a Bachelor’s Degree in engineering and 8 years relevant experience.
5) An industry recognized craft training program or trade license with 6 years of relevant experience is equivalent to a Bachelor’s Degree.
6) A DOD-sponsored technical training school apprentice program with 6 years of relevance experience is equivalent to a Bachelor’s Degree.
7) Completion of a Military Class A and/or B school is equivalent to an Associate’s Degree.
8) An IBEW apprenticeship and 8 years relevant experience shall be equivalent to a Licensed Master electrician.
9) An IBEW apprenticeship and 4 years relevant experience shall be equivalent to a Journeyman licensed holding an ICC-E2 certification electrician.
10) 8 years relevant experience shall be equivalent to a Journeyman licensed holding an ICC-E2 certification electrician.
11) An Associate’s Degree is equivalent to an additional 2 years of relevant experience.
12) A Bachelor’s Degree is equivalent to an additional 3 years of relevant experience.
13) A Master’s Degree is equivalent to an additional 4 years of relevant experience.