



PENN AIR CONTROL

H V A C O P T I M I Z A T I O N S P E C I A L I S T S

Federal Supply Service

Authorized Federal Supply Schedule Price List

On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order are available through GSA Advantage!, a menu-driven database system. The INTERNET address GSA Advantage! is:
GSAAdvantage.gov.

Schedule Title: 03FAC – Facility Maintenance
FSC Class(es)/Product code(s) and/or Service Codes (as applicable)
811-005 - **FSC/PSC Code** : J035
871-206 - **FSC/PSC Code** : R498

Contract number: GS-21F-0191W

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

Contract period: July 9, 2010 – July 8, 2015

Penn Air Control, Inc.
5941 Lakeshore Drive
Cypress, CA 90630
(714) 220-9091
FAX: (714) 220-1390
POC: John Lee – johnlee@pennairgroup.com

Business size. Veteran Owned Small Business

Price List Date – July 9, 2010

Customer Information

1a. Special Item Numbers:

SIN: 811-005 Refrigeration, Heating, Ventilation, Air Conditioner, Boiler and Chiller HVAC Maintenance

SIN: 871-206 Building Commissioning Services

1b. Lowest price model number and lowest unit price for each SIN: see Price List

- 1c. Please see our hourly rates as shown below in our price list.
2. Maximum order: \$1,000,000
3. Minimum order: \$100
4. Geographic coverage (delivery area): United States, all territories, Puerto Rico and Guam
5. Point(s) of production: Cypress, CA.
6. Discount: 2% from MFC except for union labor which is 1%
7. Quantity discounts: An additional 2% on non-union rates and an additional 1% on union rates for single orders over \$100,000
8. Prompt payment terms: Net 30
- 9a. Government purchase cards are accepted at or below the micro-purchase threshold.
- 9b. Government purchase cards are accepted above the micro-purchase threshold.
10. Foreign items: N/A
- 11a. Time of delivery. 30 days ARO
- 11b. Expedited Delivery. 14 days ARO
- 11c. Overnight and 2-day delivery. Contact Contractor
- 11d. Urgent Requirements. Contact Contractor
12. F.O.B. point(s). Destination
- 13a. Ordering address is as follows:
Penn Air Control, Inc.
5941 Lakeshore Dr. Cypress, CA 90630-3372
(714) 220-9091; Attn: John Lee
- 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 as follows:
Penn Air Control, Inc.
5941 Lakeshore Dr. Cypress, CA 90630-3372
(714) 220-9091; Attn: John Lee
15. Warranty provision.- Standard Commercial Warranty
16. Export packing charges- N/A
17. Terms and conditions of Government purchase card acceptance – Government purchase cards are accepted at all levels
18. Terms and conditions of rental, maintenance, and repair (if applicable). – N/A
19. Terms and conditions of installation (if applicable). – N/A
20. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable). – N/A

- 20a. Terms and conditions for any other services (if applicable). – N/A
21. List of service and distribution points (if applicable).

US - Penn Air Control, Inc.

5941 Lakeshore Dr. Cypress, CA 90630-3372

(714) 220-9091

Attn: John Lee

johnlee@pennairgroup.com

Guam, Tony Luces, Operator, GCIC

Bldg., Suite 203, 414 W. Soledad Ave. Agana, Guam, 96910

Mailing Address

P.O. Box 8322, Tamuning, Guam 96931

TELEPHONE NO. 1 (671) 477-0325 FAX NO. 1 (671) 477-6381

E-MAIL ADDRESS tluces@pennairgroup.com

Puerto Rico, Miguel Rodriguez, Operator

Jardines De La Via, Calle Jardines Numero F117,

Naguabo, Puerto Rico 00718

TELEPHONE NO. 1 (787) 504-8118 FAX (787) 465-7839

E-MAIL ADDRESS mrodriguez@pennairgroup.com

22. List of participating dealers (if applicable). – N/A
23. Preventive maintenance (if applicable). – N/A
24a. Special attributes such as environmental attributes (e.g., recycled content, energy efficiency, and/or reduced pollutants). N/A
24b. 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/. – N/A
25. Data Universal Number System (DUNS) number: 074132507
26. CCR CAGE number: 1WGH9
27. Uncompensated Overtime. N/A

Company Information

Company – Penn Air Control is a multi-disciplined company focused on optimizing Heating, Ventilating and Air Conditioning (HVAC) systems. Our services *significantly* lower operational costs, ensure design intent, and enhance indoor air quality & occupant comfort.

Corporate Experience – Our highly qualified staff includes certified technicians and senior level professional engineers. The client base spans government, industrial/commercial and healthcare sectors and includes more than 40,000 projects. Offices located in Guam, South Korea, Hawaii, Portland Washington, San Francisco, Los Angeles, Las Vegas, San Diego and Puerto Rico. We are members of AABC, ACG, AIHA, ASHRAE, IKECA, NADCA and the USGBC. Incorporated in 1973.

Energy Saving Services included the following:

- ❑ **Commissioning, LEED[®] Certification and Energy Audits** (Whole Building)
- ❑ HVAC (Air & Water) **Test and Balance** Engineering
- ❑ HVAC **Air Duct Cleaning** & Refurbishing, **Air Duct Leakage Sealing**
- ❑ **Containment Systems for Infection Control during Construction** (Healthcare)
- ❑ **Kitchen Exhaust (Grease) Cleaning**

DETAILS:

Commissioning (Cx) (NAICS 541330) – Our “Whole Building” Commissioning team is staffed with senior design personnel with extensive experience in investigating, identifying and managing the remediation of failed buildings. We conduct peer reviews to identify fatal design flaws, establish quality assurance procedures, appraise value engineering, and monitor test results, acting as a *single-source*, quality assurance (QA) agent for the owner. Performance testing and Energy Audit services for mechanical, electrical, life safety, controls, hydronics and building pressurization are additionally offered. Our hands-on approach results in a thoroughly tested, facility that will work efficiently for many years.

LEED[®] (NAICS 541330) – We provide third party verification that your facility was designed and built using strategies intended to improve performance metrics including energy, water, CO₂ emissions, indoor environmental quality and stewardship of resources.

Test and Balance Engineering (TAB) (NAICS 238220) – Penn Air Control is an *Independent* Testing Agency, and a member of the Associated Air Balance Council (AABC). Services include:

- ❑ HVAC Air & Water (Hydronic) Testing, Adjusting and Balancing
- ❑ Sound and Vibration Testing
- ❑ Air Duct Pressure Testing & Certification
- ❑ Duct Leakage - rate measured, source identified, leaks then sealed

- Joint Commission (JCAHO) Air Flow (CFM) & Pressure (ΔP) Testing and Certification
- Clean Room and Exhaust Hood Testing and Certification
- Mechanical/Electrical/Life Safety Control Performance Verification
- Review of Control Sequences and Interlocks
- Cooling Tower Thermal Performance Testing
- Pressure Mapping of a facility and its interstitial spaces
- Environmental Systems Performance Evaluation
- CAD Drawings (multicolor, single line, any format)
- Tune-ups for Energy Conservation (Retro-Commissioning of Mechanical Systems & Controls)
- Mechanical/Life Safety/Smoke Removal Systems Due Diligence Surveys

Air Duct/Ventilation System(s) Cleaning and Sealing (NAICS 561790) - A high-tech, NADCA certified, HVAC systems cleaning service created to meet the unique requirements of Hospitals, Industrial sites, Ships and Commercial facilities. Services include:

- HVAC Cleaning, Sanitizing, Duct Sealing and Refurbishing
- Containment Systems for Infection Control during Construction (Healthcare/CDC)
- Indoor Air Quality (Microbial/VOC/Bioaerosol/Particulate) Testing and Remediation
- Infra-red Photography - locate / categorize wasteful Air Duct Leakage
- Fiber Optic (Boroscope) Video Investigations - identify system blockages, Duct failures etc.
- HVAC Filtration Evaluations and Consulting
- Fire Stopping

Commercial Kitchen Exhaust (Grease) Cleaning (NAICS 561720) - IKECKA and Gaylord Industries certified. Services include:

- Commercial & Shipboard Kitchen Exhaust/Vent Cleaning (compliant with NFPA 96)
- Includes UV systems

Products - We offer 3M™ Commercial Filtration to complement our service offerings. These products drastically lower energy costs while protecting HVAC systems and building occupants.

- 3M™ Commercial High Efficiency (MERV 14 / MERV 11) Filters – LEED® qualified, synthetic, triple-gasketed, low ΔP products that provide high levels of particulate filtration in a compact (2-inch wide), highly durable, long lasting media. These filters reduce energy consumption and enable “hospital operating room” quality air protecting coils, ductwork and building occupants. Each is warranted for 3,400 hours (typically 1-year in Commercial facilities).

RECENT PROJECTS/CONTRACTS:

- *Las Vegas City Center* – Fire/Life Safety (Air) System(s) Setup, Commissioning (Cx), Mechanical Quality Assurance (MQAA), Air & Water Balance – multiple locations
- Tennessee Bureau of Investigation - Commissioning (Cx)
- *Los Angeles Airport (LAX) Tom Bradley International Terminal Renovation Project* – Air & Water Balance, Air Duct Cleaning
- *Disney / UCLA / Cedars Sinai Hospital* – Multi-year Kitchen Exhaust Cleaning contracts
- *GSA – CA Supreme Courthouse (Los Angeles)* - Air Duct Cleaning
- *City of Los Angeles Twin Towers Jail* –Air Balance, Air Duct Cleaning
- *Rim-of-the-World School District* – (Disaster Recovery) - Air Duct Cleaning and Refurbishing
- *Scripps Memorial Hospital* – Duct Cleaning, Air & Water Balance, 3M™ Filtration
- *China's Beijing Olympic Stadium (Bird's Nest) VIP Areas* – 3M™ filtration throughout.

STAFF EXPERTISE:

- Commissioning Agents (CxA)
- LEED® AP's
- Professional Engineers (PE)
- Certified Industrial Hygienists (CIH)
- Test and Balance Engineers (TBE)
- AABC, NADCA, IKECA and Gaylord Certified Technicians

BENEFITS:

- *Dramatically* lower energy & labor expenditures
- Extended equipment life (fewer Capital Expenditures)
- Healthier indoor environments
- Reduced greenhouse gas emissions
- Reduced exposure to risk and liability
- Energy Rebates available in most areas

Labor Descriptions

PENN AIR PROFESSIONAL SERVICES

Senior Project Manager

Education: B.A. or B.S. degree

General Experience: 12 years experience in business, including 8 years of increasing responsibility in assignment supervision and management.

Duties: Performs day-to-day management of overall contract operations, possibly involving multiple project and groups of personnel at multiple locations. Competently applies standard procedures to routine tasks, and identifies potentially problematic issues related to task content or schedule. Organizes, directs, and coordinates the planning and production of all contract activities. Demonstrates written and oral communications skills. Has authority and responsibility

to identify and commit resources required to support effort. Establishes and alters (as necessary) corporate management structure to direct effective contract activities. Works without explicit direction on recurring tasks, standard technical methods, or tasks involving research of common information sources (e.g., regulations).

Project Manager

Education: B.A. or B.S. degree

General Experience: 6 years experience in business, including 4 years of increasing responsibility in assignment supervision and management.

Duties: Performs day-to-day management of overall contract operations, possibly involving multiple project and groups of personnel at several locations. Organizes, directs, and coordinates the planning and production of all contract activities. Demonstrates written and oral communications skills. Has authority and responsibility to identify and commit resources required to support effort. Establishes and alters (as necessary) corporate management structure to direct effective contract activities. Crafts and enforces quality control program. For more complex tasks, receives instructions on objectives, approaches and expected results. Work is reviewed for technical adequacy and conformance with instructions.

Senior Mechanical Engineer

Education: B.S. degree in Mechanical Engineering

General Experience: 8 years of experience in the field or in a related area, and be a licensed professional engineer (PE).

Duties: Audits, analyses, develops, tests, and reports all aspects of mechanical systems. Applies knowledge of engineering principles to analyze systems such as fans, pumps, motors, lights, chillers, boilers, etc., Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Will lead and direct the work of others. A wide degree of creativity and latitude is expected.

Mechanical Engineer

Education: B.S. degree in Mechanical Engineering.

General Experience: 2-4 years of experience in the field or in a related area.

Duties: Audits, analyses, develops, tests, and reports all aspects of mechanical systems. Applies knowledge of engineering principles to analyze systems such as fans, pumps, motors, lights, chillers, boilers, etc. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of complicated tasks. A degree of creativity and latitude is expected.

Senior Electrical Engineer

Education: B.S. degree in Electrical Engineering

General Experience: 8 years of experience in the field or in a related area, and be a licensed professional engineer (PE).

Duties: Audits, analyses, develops, tests, and reports all aspects of electrical systems. Applies knowledge of engineering principles to analyze building facility systems such as motors, lights, building wiring, etc., Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of

tasks. Will lead and direct the work of others. A wide degree of creativity and latitude is expected

Electrical Engineer

Education: B.S. degree in Electrical Engineering

General Experience: 2-4 years of experience in the field or in a related area.

Duties: Audits, analyses, develops, tests, and reports all aspects of electrical systems. Applies knowledge of engineering principles to analyze building facility systems such as motors, lights, building wiring, etc., Familiar with a variety of the field's concepts, practices, and procedures.

Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of complicated tasks. A degree of creativity and latitude is expected.

Senior Controls Engineer

Education: B.S. Engineering

General Experience: 8 years of experience in the field or in a related area.

Duties: Possesses unique experience, skills, and expert knowledge in highly specialized technical, functional, and/or process areas within the engineering discipline or across engineering disciplines. Provides leadership for engineering of systems, system elements, interfacing systems, components, devices and/or processes. Applies best industry practices and standards, leading-edge technology, and innovative solutions to intractable problems. Works directly with customer management to apply advanced principles, theories, and concepts and develops comprehensive solutions to complex problems. Defines key concepts for planning, deployment, integration, operation and/or enhancement of state-of-the-art and/or legacy systems. Employs methodologies for guiding others in problem resolution. Develops insightful solutions to meet fiscal, technological and schedule constraints.

Controls Engineer

Education: B.S. Engineering

General Experience: 8 years of experience in the field or in a related area.

Duties: Serves as the security design and analysis analyst expert on projects. Understands system architectures and designs including software, hardware, communications and interface requirements. Prepares, reviews, and evaluates documentation, specifications, test plans and procedures. Conducts analysis to define, analyze and allocate requirements. Oversees test programs. Leads analysis of requirements to ensure intended functionality, operation and performance requirements are achieved.

Certified Industrial Hygienist/Scientist

Education: Bachelor's of Science Degree in Biology, certified by the American Board of Industrial Hygiene

General Experience: 10 years of experience related to indoor air quality (IAQ) within and around buildings and structures, especially as it relates to the health comfort and safety of building occupants.

Duties: Collect, Measure, record and analyze air samples, pollutants, microbial contaminants (mold, bacteria), gases (including carbon monoxide, radon, volatile organic compounds), particulates, or any mass or energy stressor that can induce adverse health conditions on, and within, HVAC systems and building surfaces.

Safety/Compliance Specialist

Education: High School degree

General Experience: 5 years or related experience in occupational health, safety, or a related field, Must have completed the 30- hour OSHA Construction safety training or approved equivalent.

Duties: Monitor safety measurements in order to advise management of safety performance to correct existing safety hazards and to avoid future hazards. Prepare written reports, including accident reports, and enter information on Occupational Safety and Health Administration recordkeeping forms. May work with clients occupational health and safety technicians to ensure work place safety.

Industrial Hygiene Technician

Education: High School degree

General Experience: 2 years experience in occupational health, safety, or a related field

Duties - Assists in collecting of microbial, fungal, particulate and air quality samples. Assists in preparation of recordkeeping forms and technical reports.

Commissioning Authority (CxA)

Education: High School degree

General Experience: Maintain certification as an Associated Air Balance Council (AABC) Test and Balance Engineer (TBE)

Duties - perform functional performance tests and acceptance of systems in the building commissioning process. Includes plan review, construction observation, training, start-up and testing of building systems to assure compliance with project requirements, complete documentation, and efficient long term operations.

LEED AP

Education: A.A. degree and completion of a LEED education program that addresses green building principles. 4 years of experience in the field or in a related area.

General Experience: Successfully achieved professional accreditation to oversee sustainable building practices and the LEED certification process.

Duties: to verify and certify environmentally healthy quality standards in sustainable site development, water savings, energy efficiency, materials selection, and indoor environmental quality.

TEST & BALANCE ENGINEERING

Quality Control Inspector

Education: High School degree, 4 years of experience in the field.

General Experience: In-depth knowledge and experience in implementation and managing of QA/QC programs

Duties: Executes the Project Quality Plan in accordance the requirements of the Contract documents and relative applicable sections of the Federal Acquisition Regulations. Implements project quality related policies and procedures. Implements and manages the inspection process including corrective actions. Maintains a proactive relationship with customer

and understand business needs of local customer through follow up and on-going meetings. Communicates those business needs to management. Ensures equipment calibration certificates are current.

Shift Supervisor

Education: High school diploma and 4 years related experience.

General Experience: Advanced technical knowledge of managing Testing, Adjusting, and Balancing (TAB) services. Demonstrated leadership ability and excellent communication and interpersonal skills. Proven ability to manage multiple teams simultaneously and communicate effectively with customers.

Duties: Prioritizes schedules, assigns, directs, supervises and evaluates the work of TAB field personnel. Makes effective recommendations for personnel actions, including performance evaluations and discipline.

General Foreman

Education: High school diploma and 8 years related experience.

General Experience: Must be familiar with field management of commercial, industrial or federal projects. Must have computer skills including word processing with additional knowledge in project scheduling and cost management required. Must have experience with coordination and management of subcontractors and be familiar with Quality and Safety related programs and processes.

Duties: Includes scheduling, workforce planning, coordinating, supervising, assisting in cost control and ensuring work safety, consistent and fair application of all Labor Relations policies and procedures, proper apprentice training and productivity of crews at the workplace.

Responsible for issuance, development of related project field documentation. Works closely with the Project and Quality Manager(s) to ensure processes are properly implemented on the project. Performs oversight, field inspections, and field quality controls activities to ensure proper delivery of the project. Provides input to the marketing and project management team in developing project scopes of work for new and existing clients as required. Provides supporting information for the identification, development, issuance and coordination of any Contract modifications and Subcontractor change orders. Works in concert with management team in the selection of subcontractors and vendors. Provides supporting information to the Project Manager for subcontractor and Client invoicing.

Foreman

Education: High school diploma

General Experience: 5 years Test and Balance (TAB) experience.

Duties: Assists and provides leadership to the General Foreman. Assists in: scheduling, workforce planning, coordinating, supervising, assisting in cost control and ensuring the safety, policies and procedures, proper apprentice training and productivity of crews at the workplace who install/assemble components of industrial products and structures. As a key participant in the relationship with the contractor, other contractors and company.

Associated Air Balance Council (AABC) Certified Test and Balance Engineer

Education: B. S. Engineering degree or 10 years of Test and Balance (TAB) experience.

General Experience: 10 years of test and balance experience. Must pass the Test and Balance Engineer's examination.

Duties: Oversee technical operations of the company; review and certify test and balance reports; Preparation for balancing of air systems Preparation for balancing of Hydronic systems.

Notification requirements by the General Contractor of systems readiness Testing, adjusting, and balancing (TAB) of the air conditioning systems and related ancillary equipment. Monitors environmental systems and makes adjustments as needed. Review, provide inspection services, and report on specific areas of construction when requested. Provide technical support in HVAC Test & Balance matters to the building facilities and maintenance department.

Journeyman/Mechanic

Education: High School degree, must complete Apprenticeship Program.

General Experience: Minimum 4 years of test and balance experience, the last year (minimum) with an Associated Air Balance Council (AABC) member agency. Must be certified by AABC.

Duties: Test and Balance Technicians perform field testing and analysis of HVAC systems; make system adjustments; record readings; and prepare test and balance reports for approval by the agency Test and Balance Engineer.

Apprentice

Education: High School degree, must be enrolled in an apprenticeship program.

General Experience: 1 year of experience in the field or in a related area.

Duties: Under direct supervision, assists in the performance of field testing and analysis of HVAC systems; may make some system adjustments; record readings.

HVAC AIR DUCT CLEANING / KITCHEN EXHAUST CLEANING / MOLD REMOVAL

Senior Project Manager

Education: High School degree or equivalent (e.g. GED), Must pass National Air Duct Cleaners Association's (NADCA) Air System Cleaning Specialists (ASCS) certification exam.

General Experience: 8 years experience in HVAC Air Duct Cleaning and Refurbishing.

Knowledge and understanding of NADCA Standards and OSHA safety practices. Must be able to read and understand blueprints and have experience in the HVAC industry. Demonstrated knowledge and understanding of inspecting HVAC systems, how to perform project assessments and reporting findings. Must have strong communication and interpersonal skills and be able to coordinate effectively with team members.

Duties: Creates and executes project work plans and revises as appropriate to meet changing needs and requirements. Identifies resources needed and assigns individual responsibilities.

Manages day-to-day operational aspects of the project and scope. Effectively applies industry methodologies and enforces project standards. Prepares for engagement reviews and quality assurance procedures. Ensures project reports are complete, current and stored appropriately.

Manages the project with respect to the project needs, client requests, supplies and equipment required.

Project Manager

Education: High School degree or equivalent (e.g. GED), Must pass National Air Duct Cleaners Association's (NADCA) Air System Cleaning Specialists (ASCS) certification exam.
General Experience: 5 years experience in HVAC Air Duct Cleaning and Refurbishing.
Knowledge and understanding of NADCA Standards and OSHA safety practices. Must be able to read and understand blueprints and have experience in the HVAC industry. Must have strong communication and interpersonal skills and be able to coordinate effectively with team members.
Duties: Creates and executes project work plans and revises as appropriate to meet changing needs and requirements. Identifies resources needed and assigns individual responsibilities. Manages day-to-day operational aspects of a project and scope. Effectively applies industry methodologies and enforces project standards. Prepares for engagement reviews and quality assurance procedures. Ensures project reports are complete, current, and stored appropriately. Manages the project with respect to the project needs, client requests, supplies and equipment.

Duct Cleaner Crew Leader

Education: High School degree or equivalent (e.g. GED)

General Experience:

Duties: Manage up to 4 crew members. Responsible for the safe and satisfactory completion of the cleaning as per the contract and as to the National Air Duct Cleaners Association (NADCA) and other industry Standards. Provides knowledge as an experienced staff member. Identifies and reports potential issues as they arise.

Duct Cleaner

Education: N/A

General Experience: Will receive OJT. Must demonstrate safe and efficient use of the tools of trade.

Duties: Clean and refurbishes HVAC systems. Works as per guidance of the Crew Leader and assists with their needs.

General Laborer

Education: N/A

General Experience: Will receive OJT.

Duties: Under general supervision, performs a variety of manual labor tasks such as removing debris; loading and unloading materials, supplies, and equipment; and operating various types of equipment and machinery including pneumatic and hand tools.

WAREHOUSE & LOGISTICS

Truck Driver

Education: High School degree or equivalent (e.g. GED)

General Experience: 2 years

Duties: Drive tools, equipment and supplies to and from worksite. Includes lifting.

Estimator

Education: High School degree or equivalent (e.g. GED)

General Experience: Must have strong math and analytical skills, as well as an eye for detail.

Must be able to read and understand blueprints and have experience in the HVAC industry. Must

have strong communication and interpersonal skills and be able to coordinate effectively with team members.

Duties: accurately project the cost of upcoming projects. Calculates and estimates the cost of projects with respect to labor, supplies and equipment needed. Prepares bid costs, can create several estimates with addendums.

Scheduler/Service Order Dispatcher

Education: High School degree or equivalent (e.g. GED)

General Experience: 2 years of experience in the field or in a related area.

Duties: Receives, records, and distributes Work Orders to field personnel.

Warehouse Specialist

Education: High School degree or equivalent (e.g. GED)

General Experience: 2 years of experience in the field or in a related area.

Duties: Performs tasks in the warehouse, keeps the warehouse organized and records inventory. Responsible for ordering items, stocking and maintaining their integrity. Works with Shipping/Receiving Clerk, receive, store, and ship merchandise that is kept in the warehouse(s).

Shipping/Receiving Clerk

Education: High School degree or equivalent (e.g. GED)

General Experience: 2 years of experience in the field or in a related area.

Duties: Responsible for the transportation and receiving of goods entering into the Warehouse. Verifies and keeps records on incoming and outgoing shipments and prepares items for shipment: Compares identifying information and counts, weighs, or measures items of incoming and outgoing shipments to verify information against bills of lading, invoices, orders, or other records. Determines method of shipment, utilizing knowledge of shipping procedures, routes, and rates. May operate tier-lift truck.

OFFICE

Reports Technician

Education: B.A. or B.S. degree

General Experience: 2 years experience in technical writing.

Duties: Assist in collecting and organizing information for preparation of technical reports and other customer deliverables and documents.

CAD Operator

Education: 2 years experience in drafting and 1 year experience (minimum) with CAD software and equipment.

General Experience: Technical school or Associates degree.

Duties: Generates mechanical drawings utilizing Computer Aided Drafting software. Supports Engineers with design needs and layouts of projects. Creates detail views for project needs.

Accountant

Education: High school diploma and Business Accounting Degree.

General Experience: 8 years experience in related field.

Duties: Reviews Corporate Finances and monitors the balance. Pays bills and records payments. Manages company banking. Prepare profit and loss statements and monthly closing and cost accounting reports. Compile and analyze financial information to prepare entries to accounts, such as general ledger accounts, and document business transactions. Establish, maintain, and coordinate the implementation of accounting and accounting control procedures. Analyze and review budgets and expenditures. Monitor and review accounting and related system reports for accuracy and completeness. Interact with internal and external auditors in completing audits. Explains billing invoices and accounting policies to staff, vendors and clients. Resolve accounting discrepancies.

Office Manager

Education: High school diploma or A.A. degree in business.

General Experience: 8 years' in related experience.

Duties: Organizes the office and personnel, identifies tasks that need to be completed. Assigns and regulates clerical and secretarial functions. Delegates responsibilities among the staff.

General Clerk/Administration

Education: High school diploma or equivalent (e.g., GED).

General Experience: One year of related experience.

Duties: Performs a variety of administrative and clerical duties that includes filing, recordkeeping, copying, delivery, mailing, graphics, and word processing. Responsible for compiling written and graphic technical materials. Ensures compliance with standards of style and format to ensure effective and efficient administrative operations.

Secretary

Education: High school diploma or equivalent (e.g., GED).

General Experience: One year of related experience.

Duties: Works under the Office Manager and works with the General Clerk. Creates correspondence letters for office staff, provides support and assistance to the Office Manger. Answers phones, takes messages and monitors calendar for meetings and staff.

PENN AIR GSA PRICING

SIN #	SERVICE PROVIDED	UNIT OF ISSUE	GSA SCHEDULE PRICING
PROFESSIONAL SERVICES			
811-005, 871-206	Senior Project Manager	Per Hour	\$139.22
811-005, 871-206	Project Manager	Per Hour	\$136.25
811-005, 871-206	Senior Mechanical Engineer	Per Hour	\$143.17
811-005, 871-206	Mechanical Engineer	Per Hour	\$103.67
811-005, 871-206	Senior Electrical Engineer	Per Hour	\$143.17
811-005, 871-206	Electrical Engineer	Per Hour	\$103.67

811-005, 871-206	Senior Controls Engineer	Per Hour	\$133.29
811-005, 871-206	Controls Engineer	Per Hour	\$93.80
811-005, 871-206	Certified Industrial Hygienist/Scientist	Per Hour	\$172.79
811-005, 871-206	Safety/Compliance Specialist	Per Hour	\$113.55
811-005, 871-206	Industrial Hygiene Technician	Per Hour	\$93.80
811-005, 871-206	Commissioning Authority (CxA)	Per Hour	\$138.23
811-005, 871-206	LEED AP	Per Hour	\$138.23
TEST & BALANCE ENGINEERING			
811-005, 871-206	Quality Control Inspector	Per Hour	\$94.76
811-005, 871-206	Shift Supervisor	Per Hour	\$74.81
811-005, 871-206	General Foreman	Per Hour	\$140.64
811-005, 871-206	Foreman	Per Hour	\$137.64
811-005, 871-206	AABC Test and Balance Engineer	Per Hour	\$140.64
811-005, 871-206	Journeyman/Mechanic	Per Hour	\$139.64
811-005, 871-206	Apprentice	Per Hour	\$64.83
HVAC AIR DUCT CLEANING / KITCHEN EXHAUST CLEANING / MOLD REMOVAL			
811-005, 871-206	Senior Project Manager	Per Hour	\$71.09
811-005, 871-206	Project Manager	Per Hour	\$69.11
811-005, 871-206	Duct Cleaner - Crew Leader	Per Hour	\$66.65
811-005, 871-206	Duct Cleaner	Per Hour	\$58.25
811-005, 871-206	General Laborer	Per Hour	\$31.60
WAREHOUSE & LOGISTICS			
811-005, 871-206	Truck Driver	Per Hour	\$46.41
811-005, 871-206	Estimator	Per Hour	\$74.05
811-005, 871-206	Scheduler/Service Order Dispatcher	Per Hour	\$51.34
811-005, 871-206	Warehouse Specialist - Materials Handler	Per Hour	\$54.30
811-005, 871-206	Shipping/Receiving Clerk	Per Hour	\$44.43
OFFICE			
811-005, 871-206	Reports Technician	Per Hour	\$54.30
811-005, 871-206	CAD Operator	Per Hour	\$74.05
811-005, 871-206	Accountant	Per Hour	\$88.86
811-005, 871-206	Office Manager	Per Hour	\$64.18
811-005, 871-206	General Clerk/Administration	Per Hour	\$39.49
811-005, 871-206	Secretary	Per Hour	\$41.47