



**GENERAL SERVICES ADMINISTRATION
FEDERAL ACQUISITION SERVICE
AUTHORIZED FEDERAL SUPPLY SCHEDULE CATALOG/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 is available through **GSA Advantage!**, a menu-driven database system. The INTERNET address for **GSA Advantage!** is **<http://www.gsaadvantage.gov>**



SCHEDULE TITLE: Facilities Maintenance and Management

FSC GROUP: 03FAC

CONTRACT NUMBER: GS 21F – 022CA

CONTRACT PERIOD: January 5, 2015 – January 4, 2020

For more information on ordering from Federal Supply Schedules click on the **GSA Schedules link** at **www.gsa.gov**

CONTRACTOR:
SYS-TEK, P.A.
2801 NW State Rte 7
Blue Springs, MO 64014
Phone number: 816-229-9009
Fax number: 816-224-9377
www.sys-tek.com

CONTRACTOR'S ADMINISTRATION SOURCE:

Gary D. Short
Email: **gary.short@sys-tek.com**
Direct: 816.985.7648

Travis Short
Email: **travis.short@sys-tek.com**
Direct: 816.985.1757

BUSINESS SIZE:
Small

CUSTOMER INFORMATION:

1a. TABLE OF AWARDED SPECIAL ITEM NUMBERS (SINs)

SIN	DESCRIPTION
811 005	Refrigeration, Heating, Ventilation, Air Conditioner, Boiler and Chiller HVAC Maintenance
871 204	Metering Services
871 206	Building Commissioning Services

1b. LOWEST PRICED MODEL NUMBER AND PRICE FOR EACH SIN: N/A

1c. HOURLY RATES:

SIN	Service	GSA Price
811-005, 871-204, 871-206	Principal	\$168.30
811-005, 871-204, 871-206	Senior Project Manager	\$149.87
811-005, 871-204, 871-206	Project Manager	\$137.03
811-005, 871-204, 871-206	Project Management Assistant **	\$40.81
811-005, 871-204, 871-206	Engineer Level III	\$113.35
811-005, 871-204, 871-206	Engineer Level II	\$95.21
811-005, 871-204, 871-206	Engineer Level I	\$86.15
811-005, 871-204, 871-206	Senior Technical Commissioning Agent	\$122.33
811-005, 871-204, 871-206	Commissioning\TAB Technician III **	\$113.35
811-005, 871-204, 871-206	Commissioning\TAB Technician II **	\$95.21
811-005, 871-204, 871-206	Commissioning\TAB Technician I **	\$68.01
811-005, 871-204, 871-206	Designer\Engineer ** Level – 1	\$72.54
811-005, 871-204, 871-206	AutoCAD Specialist **	\$58.94

*“The Service Contract Act (SCA) is applicable to this contract and it includes SCA applicable labor categories. The prices for the indicated (**) SCA labor categories are based on the U.S. Department of Labor Wage Determination Number(s) identified in the SCA matrix. The prices offered are based on the preponderance of where work is performed and should the contractor perform in an area with lower SCA rates, resulting in lower wages being paid, the task order prices will be discounted accordingly.”*

2. MAXIMUM ORDER*: \$1,000,000

*Ordering activities may request a price reduction at any time before placing an order, establishing a BPA, or in conjunction with the annual BPA review. However, the ordering activity shall seek a price reduction when the order or BPA exceeds the simplified acquisition threshold. Schedule contractors

are not required to pass on to all schedule users a price reduction extended only to an individual ordering activity for a specific order or BPA.

3. **MINIMUM ORDER:** \$100
4. **GEOGRAPHIC COVERAGE:** 48 contiguous states
5. **POINT(S) OF PRODUCTION:** USA
6. **DISCOUNT FROM LIST PRICES:** Prices shown are GSA Net, discount deducted.
7. **QUANTITY DISCOUNT(S):** 1% on orders over \$100,000
8. **PROMPT PAYMENT TERMS:** 1% - 15 days, net 30 days
- 9a. **Government Purchase Cards must be 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:** Determined on task order level
- 11b. **EXPEDITED DELIVERY:** Contact contractor
- 11c. **OVERNIGHT AND 2-DAY DELIVERY:** Contact contractor
- 11d. **URGENT REQUIRMENTS:** Agencies can contact the Contractor's representative to affect a faster delivery. Customers are encouraged to contact the contractor for the purpose of requesting accelerated delivery.
12. **FOB POINT:** Destination
- 13a. **ORDERING ADDRESS:** 2801 NW State Route 7, Blue Springs, MO 64014 1148
- 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:** 2801 NW State Route 7, Blue Springs, MO 64014 1148
15. **WARRANTY PROVISION:** Standard Commercial Warranty- Contact sys-tek for details
16. **EXPORT PACKING CHARGES:** N/A
17. **TERMS AND CONDITIONS OF GOVERNMENT PURCHASE CARD ACCEPTANCE:** N/A
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 AVAILABLE): N/A**
- 20a. TERMS AND CONDITIONS FOR ANY OTHER SERVICES (IF APPLICABLE): N/A**
- 21. LIST OF SERVICE AND DISTRIBUTION POINTS (IF APPLICABLE): N/A**
- 22. LIST OF PARTICIPATING DEALERS (IF APPLICABLE): N/A**
- 23. PREVENTIVE MAINTENANCE (IF APPLICABLE): N/A**
- 24a. SPECIAL ATTRIBUTES SUCH AS ENVIRONMENTAL ATTRIBUTES (e.g. recycled content, energy efficiency, and/or reduced pollutants): N/A**
- 24b. Section 508 Compliance for EIT: N/A**
- 25. DUNS NUMBER: 941579005**
- 26. Contractor has an active registration in the SAM database.**

****FREE TRAINING ON THE GSA SCHEDULES PROGRAM AT FSSTRAINING.GSA.GOV****

Position	Detailed Position Description and Functional Responsibilities	Minimum Education	Min. Years' Experience	Training/ Certifications
Principal	Program oversight. Ensures resources are available and that tasks are fully staffed with personnel, equipment and other required support. Assigns the task to the appropriate Senior Project Manager.	Bachelor's Degree	25	Registered Professional Engineer and Industry Professional Registrations are required.
Senior Project Manager	Senior PM - Provides business, technical, and personnel management and coordination for multiple projects simultaneously. Provides comprehensive definition of all technical aspects of project requirements, program development, and analysis of program mission, goals, and objectives. Directs and supervises work of project engineers to establish operational priorities and maintain satisfactory relationships with owners, subcontractors, etc.	Bachelor's Degree	20	Registered Professional Engineer and Industry Professional Registrations are required.
Project Manager	Supports the Senior Project Manager. Gathers data and performs basic analysis of the gathered information. Professional Registrations are required, such as NEBB Certified Test, Adjust & Balance Technician; LEED	Bachelor's Degree	15	Registered Professional Engineer and Industry Professional Registrations are required
Project Management Assistant	Supports the Project Management Team. Gathers data and performs basic analysis of the gathered information. Thorough understanding of basic mechanical, plumbing, HVAC controls, fire protection, electrical, fire alarm, and security systems is required. The candidate should be able to lead the MEP coordination process, identify issues in the documents and resolve issues prior to construction.	High School Diploma	2	Industry Professional Registrations desired.
Engineer Level III	Reviews all technical specifications and drawings related to electrical and/or mechanical engineering, to ensure compliance with all regulations. Provides engineering design for projects. Responsibilities also include report generation and data analysis.	Bachelor's Degree	8	Registered Professional Engineer
Engineer Level II	Reviews all technical specifications and drawings related to electrical or mechanical engineering, to ensure compliance with all regulations. Provides engineering design for projects. Responsibilities also include report generation and data analysis. Works under the supervision of an Engineer Level III or higher.	Bachelor's Degree	5	Registered Professional Engineer
Engineer Level I	Reviews all technical specifications and drawings related to electrical or mechanical engineering, to ensure compliance with all regulations. Provides engineering design for projects. Responsibilities also include report generation and data analysis. Works under the supervision and oversight of an Engineer Level II or higher.	Bachelor's Degree	2	Registered Professional Engineer

Position	Detailed Position Description and Functional Responsibilities	Minimum Education	Min. Years' Experience	Training/ Certifications
Senior Technical Commissioning Agent	Provides business, technical, and personnel management across a major single project or multiple projects, involving multi-disciplinary and diverse functional activities, subordinate groups of technical and administrative personnel. Industry professional registrations are required, such as NEBB Certified Test & Balance Technician.	Bachelor's Degree	10	Must be a Registered Professional Engineer and Industry Professional Registrations
Commissioning\ TAB Technician III	Performs audits of construction and quality control measures. Checks compliance to specifications, standards, and construction practices. "Hands-on" experience shall include project equipment function reports, maintenance process and O&M Manual preparation.	High School Diploma	8	NEBB Qualified Test, Adjusting and Balancing is required
Commissioning\ TAB Technician II	Performs audits of construction and quality control measures. Checks compliance to specifications, standards, and construction practices. Commissioning of built out space, O&M Manual receipt and tracking. Verification of as built conditions with trades and systems functional testing. Works under the supervision of a Commissioning Technician III or Commissioning Provider.	High School Diploma	5	
Commissioning\ TAB Technician I	Provides technical assistance in construction audits under the direct supervision of more senior personnel.	High School Diploma	3	
Designer\ Engineer Level – 1	Provides engineering design and CAD production under the direction of an engineer. Responsibilities include engineering layout, site coordination, shop drawing review and MEP conflict coordination.	High School Diploma	5	
AutoCAD Specialist	A solid understanding of AutoCAD production tools and methods to support the delivery of products which meet client expectations is required. The AutoCAD Specialist will contribute to the production of high-quality design and engineering construction documents, participate in the development of other project deliverables, and other tasks as assigned.	High School Diploma	3	



CREATING HIGH PERFORMANCE FACILITIES FOR THE FEDERAL GOVERNMENT

SCHEDULE TITLE: FACILITIES MAINTENANCE AND MANAGEMENT

FSC GROUP: 03FAC

CONTRACT NUMBER: GS 21F – 022CA

CONTRACT PERIOD: JANUARY 5, 2015 – JANUARY 4, 2020

SPECIAL ITEM NUMBERS

811 005 - REFRIGERATION, HVAC, BOILER AND CHILLER HVAC MAINTENANCE SERVICES

871 204 - METERING SERVICES

871 206 - BUILDING COMMISSIONING SERVICES

CONTRACTOR'S ADMINISTRATION SOURCE:

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Advantage![®]

www.gsaadvantage.gov



sys-**tek** is a pioneering, experienced firm that is creating high performance buildings for the future. We love working with you and solving the challenges you face. We believe in follow through and standing behind our commitments. We do what we say we are going to do. Breaking this down to its simplest form, we communicate, get it done and we make it work for you.



PIONEERING

EXPERIENCE

COMMITMENT

Established in 1995, sys-**tek** is an expert Technical Commissioning and Engineer Design Firm, Certified NEBB in TAB and Commissioning and Certified by the Building Commissioning Association. The company's Founder has over 30 years of experience. Our expertise includes Health Care, Hospitals, Pharmaceuticals, Central Energy Plants and Data Centers. We've completed over 35 projects for the Department of Defence as second tier contractors. We have special expertise in control technologies and the ability to accurately commission control systems at the code level, focused on providing High Performance Buildings through Technical Commissioning and TAB.

New Construction Commissioning

Our company's founder has been providing commissioning for projects since 1988. This was long before LEED and well before most engineering companies became Commissioning Agents. We started commissioning because of the need to the make projects we designed work at its expected performance. One focus today, is teaching our clients how to purchase commissioning and what skill sets to look for in a proficient Commissioning Agent. Commissioning is bringing systems online and integrating them together to operate at the highest performance possible.

Existing Building Commissioning/ Retro-Commissioning

The skill sets needed for Retro-Commissioning are very different than your standard commissioning projects. Commissioning Agents must have the talents to trouble shoot and interrogate control systems, read out an HVAC system, or do performance testing on chillers. Existing buildings are prime candidates for Retro-Commissioning as they are typically working inefficiently and are wasting energy. Similar to a brain surgeon, Retro-Commissioning is a specialized field requiring a unique combination of engineering, controls, and TAB. If anyone of these critical components is missing the chances for project success diminish exponentially. We are the team that provides these services. We know how to test and interrogate systems for controllability and performance.

Ongoing Commissioning

From our Measurement & Verification experience combined with our commissioning efforts we discovered that as the building progress overtime it would drift. The drift was basically caused from normal use where adjustments are made because of a component failure and then the adjustments are left in place even after repairs causing increase in energy cost or, an operator is forced to put some in manual position and it will get left there because typically he is not sure if the system is working correctly.

Using our integration tool we developed for Measurement & Verification we found that we could observe key points in a system and get forewarned of the possible drift. Additionally for some clients we have semiannual commissioning service contracts where we just come back into the building see what has failed, get it fixed and bet systems back in automatic mode of operation.

Ongoing commissioning concept is new for owners and as with any new concept the proof is the return on the investment. We have found that the cost for our ongoing commissioning services pay dividends not on in energy cost but the performance and comfort for building occupants.

Test, Adjust & Balance

sys-tek has a very rich history in providing field services. As Professional Mechanical/ Electrical Design Engineers we understand systems. You couple our design experience with our hands on knowledge working with control systems as there is a clear difference between sys-tek and your typical TAB Company.

What really sets sys-tek apart from the competition is our ability to setup and



tune systems to operate at their highest performance and efficiency possible. This knowledge comes from years of experience of working the tough projects that require a high degree of expertise typically found in large central energy plants, data centers, research facilities, pharmaceutical production and hospitals.

Given that sys-tek focuses on the hard to-do projects our team is hands on and our staff knows how to evaluate systems and through qualified testing they balance they tune HVAC and Electrical systems to the highest performance achievable.

Stand-By Generator Annual Testing

Since 1995, we have provided testing for generators, which have included paralleling gear using PLCs and synchronizing equipment. Additionally, we provide generator testing for plants as small as 75kW and as large as 12 MW. System testing includes air systems, fuel transport as well as electrical power quality. Many times we work in concert with the generator maintenance provider and do load bank test once the annual service is complete.

Infrared Scanning

sys-tek originally purchased Fluke model Ti10 Thermal Imager camera to provide electrical switch gear and electrical system testing. However, since then we use this camera for countless tests including verifying proper mixing of air streams in mixed air sections or, verifying that a coil has the proper heat transfer over the entire face of the coil. The primary use is for electrical component testing during generator and UPS load testing and commissioning.

Performance & Capacity Testing

Cutting edge test equipment in conjunction with a technical staff proficient in the analysis and interpretation of the data is used to identify causes of malfunctions, data corruption, and degraded performance. In addition, sys-tek acts as a third party independent testing agency to certify that critical components comply with their specifications. Third party testing is also useful for establishing the initial conditions for warranty purposes.

Vibration Testing

Working with facility managers we understand the void in properly analyzing equipment for excessive vibration. We own the latest state of the art vibration analyzer, manufactured by Fluke and have been trained and have provided this service for Brook Army Medical Center, NKC Hospital and University of Missouri, just to name a few.

Measurement & Verification (Energy & Central Utilities)

The talents needed here are an in-depth understanding of control systems and data collection and analysis. Multiple variables, such as sensor data and weather data are selected, and trend information is gathered and analyzed to validate building performance. Since our first project, the process has evolved. We learned that the amount of data needed, stored, analyzed, and reported was extreme. Based upon these lessons we developed a customized data aggregation system that integrates data from control systems and energy

meters. Our customized system pulls data from the building automation system, electrical gear, energy meters, chillers, etc. The data is continuously trended, analyzed, and stored. Data is automatically exported and formatted in customized reports either locally or through the Internet.

UPS Commissioning & IEEE Battery Discharge Testing

The proven method for determining whether a battery will perform is to test it under load conditions. Proper load testing is the only way to determine where the battery resides on its expected life curve. Our firm owns and uses the Albér BCT-2000 capacity test system. Load testing is essential for any storage battery system that protects equipment or has a critical service. Because the battery is almost always the least reliable component, load testing should be done on a regular basis to ensure reliability. The BCT is a combination load control and data logging system consisting of a data acquisition module and a laptop computer data logging unit. The data acquisition module acquires all cell voltage, overall string voltage, and current readings. The computer data logging unit displays the programming parameters for the test. During a load test, the system records overall voltage, load current, and cell voltages.

For an expanded list of our services and more information on our services please visit us at <http://www.sys-tek.com>



Unique Benefits

Just not being satisfied with status quo motivates our firm to always be looking for ways to improve and serve our clients. This means upgrading data management using products like Newforma or, developing a Cx/TAB Kit tool to improve our field services and data collection systems. We are a progressive firm who is willing to lead and take on the challenges our clients face.

Work Integration

In our experience, the more we communicate with the project team the more probable we can achieve buy-in for the work we are doing and its importance to the project's success. One of the more challenging aspects of any retro-commissioning project is the education of all parties involved to create an overall understanding of the purpose, process and the activities involved in bringing systems to the designed working condition and the highest possible efficiency. Throughout this process, an open and respectful team atmosphere of communication and cooperation must be maintained with the common goal being; the successful completion of the project.

Customized Data Logging

We build customized data loggers for our clients and these help to fill the gap in gathering data overtime that is often missing when setting systems up. Unique data loggers use a stand-alone controller using Tridium Niagara Platform, which is web based and easy to use. Example of a recent data logger we built measured

temperatures and differential pressure in a large piping network systems for data could be collected based on equipment operation and ambient temperature. Another application is launching custom data loggers in a hospital to record pressurization and CO² levels. In all, over 6 stations were launched at a single time and then relocated bi-weekly to collect data throughout the hospital.

Hydronic & Central Plant System Modeling

Using Pipe-Flo and HYSM we build and manage computer models for large and complex hydronic systems, which include multiple pumps, cross-ties, tanks, chillers and boilers. The key to accurate modeling is obtaining accurate field test data. Without the accurate test data you cannot know if you have a good model. Once verified, systems can be optimized for upgrades including resizing pumps, replacing pipe sections that are too small or identifying system coils that are undersized or not working properly. The customized data loggers have proven to be a critical tool when developing models for complex projects.

Documentation Review

The process our firm has used with success to troubleshoot and find solutions is typically kicked off with a walk-through where we meet with facility operators and end users to find out what their experiences have been and what they feel is under performing or not working correctly. Normally during this walk-through project scope can be further



defined and expectations clearly stated. At the project walk through, we like reviewing all drawings and past testing reports when they are available.

Drawing review is critical as to understand the objective of the original design and the performance expectations for the equipment. Any existing testing reports will provide baseline information that can be used to compare to the new readings.

Surveying & Documenting

We develop an assessment of existing systems for reuse. By making an assessment of existing equipment, we find through testing and evaluation how the equipment is performing. This includes capacity of fans, controls, heating, cooling, ventilation and pressurization of areas being served. Through testing, inspection and engineering evaluation we develop comprehensive reports that include recommendations for upgrades or reuse along with all associated probable costs. Many times we provide record drawings from data collected in the field using AutoCAD.

Operating & Maintenance Experience

Our Company currently has maintenance contracts with North Kansas City Hospital and H&R Block World Headquarters where we provide semi-annual tuning of the HVAC systems, UPS Battery IEEE testing and generator load bank testing. What we have found is sensors can get clogged, adjusted and re-configured. By semi-annual inspection, retuning and calibrating many of these issues are corrected. In addition,

mechanical systems break and many times the facility operator will not know until the day the equipment is needed. Under our service contract we provide a list of control and mechanical components that need repaired. UPS batteries that are suspect are replaced and generators are tested at full load and serviced.

The Cx/TAB Tool Kit

Since 1995, sys-tek has offered commissioning services. We're a progressive, experienced firm that has developed a unique approach to commissioning using a software tool kit that simplifies the commissioning process. Our approach allows you to spend time on what is important, and that is doing the actual work of commissioning.

The Cx/TAB Tool Kit is revolutionizing building commissioning. The software is designed to handle all aspects of a Commissioning project from beginning to end.

The Cx/TAB Tool Kit is designed to handle all aspects of a commissioning and balancing project from beginning to end. To better serve our clients, sys-tek has developed a ground-breaking commissioning and testing, adjusting and balancing software. The Cx/TAB Tool Kit provides a dynamic means of performing TAB/commissioning projects and provides consistency to the TAB/commissioning process. The Cx/TAB Tool Kit automatically creates documents and analyzes data collection using built-in analytical tools that potentially cut TAB/commissioning times by 50 percent. Not only does the Cx/TAB Tool Kit make users more competitive, cutting Cx/TAB time in half, but our clients get information pre-

sented in a usable graphical format.

The Cx/TAB Tool Kit comprises several features designed to provide uniformity to the commissioning and balancing process. Each feature has a specific function that expedites commissioning and balancing. The Cx/TAB Tool Kit features include automatic generation of functional test scripts, a device database, balancing forms and checklists. At project closeout, the software can automatically generate System Manuals for enhanced LEED Commissioning. Other features include issue log tracking, team member time management and built in analytical tools for evaluating data collection on a real-time basis as well as providing energy use and carbon footprint calculations.

Continuous Commissioning Tool Kit

The Continuous Commissioning Tool (CCT) Kit is designed to provide continuous commissioning of building systems. The unique design of the CCT Kit allows users to integrate Building Automation Systems (BAS) and dynamically perform system trending and analysis. The CCT Kit was developed around Tridium's NiagaraAX Framework. The CCT Kit has the ability to integrate with most BAS or SCADA systems. Once integrated, the CCT Kit will provide real-time trending of specified control points and perform detailed analysis of individual system operations.



CERTIFICATIONS



Certified Commissioning Firm & Professionals

The Building Commissioning Association certification demonstrates the highest standards for Certified Commissioning Firms (CCF) by the Building Commissioning Association (BCA). **sys-tek** is currently 1 of only 10 firms that have achieved this title. This means you can know our firm has been tested in all areas of system commissioning and have the expertise to bring systems online at the highest performance possible. We have staff that is Certified Commissioning Professionals by the Building Commission Certification Board (BCCB) which validates our mastery of the profession and confident that we deliver superior building services with a proven record of success. **sys-tek** has demonstrated our superiority in commissioning, earned through years of experience, with the skills and knowledge to pass a national examination from the Building Commissioning Certification Board.

NEBB Certified in TAB & Commissioning

Our firm is certified by NEBB in commissioning, testing, adjusting and balancing which provides the client the assurance that their project will be completed to NEBB standards even if we have to bring in another certified firm to get the project completed. This assurance cannot be found by any other organization. Additionally, the NEBB

training is second to none and the certification process is rigorous to ensure our firm meets the standards developed by NEBB over its 40 year history. When you hire a NEBB certified firm you can have confidence in knowing that the staff is trained and equipment calibration is certified.

LEED Standard & Enhanced Certified Commissioning & Accredited Professionals

sys-tek has been at the forefront of the LEED Commissioning process. Our first LEED certified project was in 2006, a Platinum Certified Building for the State of Missouri Department of Natural Resource. Since then we have provided Standard and Enhanced Commissioning on over 20 separate projects, two that are platinum level and 5 are gold level where the remaining are mostly silver level.

Commissioning Process Management Professional Certification (ASHRAE)

When you hire **sys-tek**, you can have peace of mind knowing we have the skills and passion to validate the building will operate exactly the way it was designed to. **sys-tek's** owners has achieved the Commissioning Process Management Professional Certification (ASHRAE) along

with other certifications to provide our clients information that will ultimately save them money on energy, maintenance and equipment, and insure the projects are delivered with the highest standards in the industry. ASHRAE has certified more than 1,700 professionals who have demonstrated their knowledge and expertise in the HVAC&R Industry.

We get the project done right and exceed your expectations at every level.

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