



**Federal Supply Service
Authorized Federal Supply Schedule Price List
Facilities Maintenance and Management Services
FSC Group 03 FAC**

Special Item Numbers:

- 811-002 Complete Facilities Maintenance
- 811-003 Complete Facilities Management
- 811-004 Maintenance of Utility Services
- 811-005 Refrigeration, Heating, Ventilation, Air Conditioner, Boiler and Chiller HVAC Maintenance
- 371-001 Grounds and/or Cemetery Maintenance
- 371-002 Tree Planting/Trimming/Removal
- 371-003 Pest Control
- 003-97 Ancillary Repair and Alteration

Contract Number: GS-21F-031BA

**SIGMA Services, Inc.
2140 Eastman Ave. #200, Ventura, CA 93003**

Website: www.sigmaservices.net

Contract Administration

Contact: Vivian M. Solodkin, P.E.

Telephone Number: 805-642-8377 - Fax Number: 805-642-8378

E-mail Address: vivian@sigmaservices.net

**Business Size: Small Business, Small Disadvantaged Business,
Women Owned Small Business**

**Contract Period: January 2, 2014 through January 1, 2019
(with Three Five-Year Options)**

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 for **GSA Advantage!** is www.GSAAdvantage.gov. For more information about ordering from Federal Supply Schedules click on the FSS Schedules button at fss.gsa.gov.

Revision 1: May 29, 2014



Federal Supply Schedule Price List

CUSTOMER INFORMATION

1a. Table of Awarded Special Item Number(s) (SINs):

Table with 2 columns: SIN, Description. Rows include: 811-002 Complete Facilities Maintenance, 811-003 Complete Facilities Management, 811-004 Maintenance of Utility Services, 811-005 Refrigeration, Heating, Ventilation, Air Conditioner, Boiler and Chiller HVAC Maintenance, 371-001 Grounds and/or Cemetery Maintenance, 371-002 Tree Planting/Trimming/Removal, 371-003 Pest Control, 003-97 Ancillary Repair and Alteration



Description of type services by SIN that can be ordered from SIGMA Services, Inc. under this GSA 03FAC Federal Supply Service Schedule/Contract:

SIN 811 002 - Complete Facilities Maintenance: Services relate to the complete operations, maintenance and repair of federal facilities and can include green maintenance. The following facilities maintenance services can be ordered as stand-alone or in multiple combinations. Services may include, but are not limited to:

- Cemetery Maintenance
Laundry Services
Pest control services
Janitorial/custodial services, to include collection and disposal of refuse and collection and disposal of recycle materials
Locksmith services
Plumbing operations & maintenance
Electrical services to include: High/low voltage systems and maintenance and repair of exterior electrical distribution system
Maintenance of energy management control systems (EMCS)
Refrigeration maintenance
Elevator inspection and maintenance service
Maintenance of renewable energy systems
Repair of water tanks
Fire alarm system preventive maintenance and repair service



- Maintenance support training and consulting services
- Telephone maintenance
- Fire suppression system preventive maintenance and repair services
- Mechanical and operations maintenance & repair of building systems to include: HVAC, boilers, chillers, etc.
- Tree trimming
- Grounds maintenance - to include: Snow removal & landscaping
- Operation and maintenance of water distribution systems and septic systems
- Painting (Davis-Bacon included)

SIN 811 003 - Complete Facilities Management: Services include facilities management and consulting and encompass management duties such as but not limited to property and facilities management, planning, scheduling, quality control software support services, and computer and/or facilities management systems. The service will include adequate staff of personnel and alternates as required, with the necessary management expertise to assure performance of the work in accordance with sound and efficient management practices.

SIN 811 004 - Maintenance of Utility Systems: Services include but are not limited to one of the following: Electrical Utilities, all types of cabling services, telephone utility services, gas utility services, drinking water utility services, waste water services, and/or water utility services necessary to meet the Government's needs. Task orders may be used for the operation, maintenance, repair, future upgrades, future utility system replacements labor, materials, tools, and equipment necessary to own, maintain and operate the utility system(s). Task orders may also be used to manage the maintenance, repairs, replacement, etc., of the system(s) to ensure continuous, adequate, and dependable service for each Government agency or tenant.

SIN 811 005 - Refrigeration, Heating, Ventilation, Air Conditioner, Boiler and Chiller HVAC Maintenance: Services related to providing heating and ventilation services may include, but are not limited to, cleaning; air balancing; restoration and decontamination of HVAC systems or any combination of providing plant equipment; materials; tools; transportation; supervision; labor to perform all repairs; periodic preventative maintenance (PPM); and emergency service work calls to ensure continual operations of refrigeration; heating; ventilation; air conditioner; boiler; Geothermal heat pump systems; renewable energy systems; and boiler and chiller systems.



SIN 371 001 - Grounds Maintenance: Services may include but are not limited to the planning, development, maintenance, management and operations, for grounds maintenance at or on Federal Government facilities and/or properties. These services may involve mowing, planting, seeding, fertilizing, raking, mulching, watering, pruning, weeding, aerating, and all services related to grounds maintenance. This can include cemetery maintenance, but this is limited to grounds maintenance only.

SIN 371 002 - Tree Planting/Trimming/Removal: Services may include but are not limited to the planning, development, management, operation, and maintenance of trees on Federal Government facilities and/or properties. These services involve planting, trimming, removal and mulching and all other services relating to tree planting/trimming/removal.

SIN 371 003 - Pest Control: Services may include but are not limited to the planning; development; management; operations; and maintenance for pest control and removal (includes insect and weed control) at or on Federal Government facilities and/or properties (to include shrubs and trees). These services involve applications of pesticides (including organic, natural pesticides and other green and environmentally friendly methods), trapping and/or removal of pests.

SIN 003 97 - 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. NOTE: 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). 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.

1b. Identification of the lowest priced model: N/A.

1c. Hourly Rates and Description of Corresponding Commercial Job Titles, Experience, Functional Responsibility and Education: See Attachment (1) for Labor Category Descriptions and Attachment (2) for Summary of Labor Category Prices.



2. Maximum Order Threshold: \$1,000,000.00

3. Minimum Order Threshold: \$100.00

4. Geographic Coverage (delivery area): Domestic delivery only. Overseas delivery is as negotiated.

5. Point(s) of Production (City, County, and State or Foreign Country): Services are performed SIGMA Services facility located in Ventura, California or other locations including at designated customer locations.

6. Discount from List Prices or Statement of Net Price: Prices offered in Attachment (2) are offered at net discounts (discounts already taken).

7. Quantity Discounts: A volume discount of .75% (three quarters of one percent) is offered for any single order of \$500,000.00 or more for labor only.

8. Prompt payment terms: Net 30 days.

9. Government Purchase Card Acceptance:

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

9b. Government purchase cards are accepted at or above the micro-purchase threshold.

10. Foreign Items (List Items by Country of Origin): None.

11a. Time of Delivery: Delivery is based on government response time requirements for services, as negotiated on a task by task basis.

11b. Expedited Delivery: Services are available for expedited delivery as negotiated on a situation specific basis. Please contact SIGMA Services for rates for expedited delivery. Please see ordering contact information on the first page.

11c. Overnight and 2-day delivery: Overnight and 2-day delivery is available for completed products within the Continental U.S., Alaska and Hawaii. Cost for overnight



and 2-day delivery will be passed on to the government as an additional other direct cost item as negotiated in each task order. Customers may contact us for rates for overnight and 2-day delivery. Please see ordering contact information on the first page.

11d. Urgent Requirements: “Urgent Requirements” can be met and acquiring agencies are advised that they can contact SIGMA Services for faster delivery. Please see ordering contact information on the first page.

12. F.O.B. Point(s): Destination (for items delivered).

13a. Ordering Address: SIGMA Services, Inc.
2140 Eastman Ave. #200, Ventura, CA 93003
Phone 805-642-8377
Fax 805-642-8378
E-mail: vivian@sigmaservices.net

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: SIGMA Services, Inc.
2140 Eastman Ave. #200, Ventura, CA 93003
Attn: Accounting Department

15. Warranty Provision: None.

16. Export Packing Charges, if applicable: N/A.

17. Terms and Conditions of Government Purchase Card Acceptance (any thresholds above the micro-purchase level): 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 applicable): N/A

20a. Terms and conditions for any other services (if applicable): N/A



21. List of Service and Distribution Points (if applicable): Service points are from SIGMA Services locations. The primary Sigma Services facility is located in Ventura, California.

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 Information: N/A.

25. Data Universal Number System (DUNS) Number: 075733548

26. Notification Regarding Registration in Central Contractor Registration (CCR) Database: SIGMA Services, Inc. is registered and current in the SAMS database under Cage Code 1QC49.



ATTACHMENT 1

SIGMA Services, Inc. **LABOR CATEGORY DESCRIPTIONS**

Position Descriptions

Title: Program Director

Functional Responsibilities: Plans and organizes company resources to provide a wide range of facilities maintenance and management services for multiple projects. Provides senior-level management and strategic oversight between government agencies to address complex organizational, management and business issues in order to develop/implement appropriate strategies for detailed planning and when necessary problem resolution. Coordinates organization efforts in implementing strategies to ensure facility maintenance and management related contract requirements are fully implemented in accordance with contract requirements and products and services are in compliance with all stated specifications and requirements. This position provides coordination with government contracting officers, specialists and project leaders to ensure contracts are fully defined and followed. Acts as the point of contact for all major facility management operations and is responsible for directing/redirecting company resources to meet contract execution requirements.

Minimum Years of Experience: 10 Years

Minimum Education/Training/Certification: Bachelor's Degree in engineering, management or science related area.

Title: Program Manager

Functional Responsibilities: Performs as technical and management leader in planning and performing full spectrum facilities maintenance and management services. Provides direction on multiple projects of all sizes ranging from complete facilities maintenance and management programs to performing specific tasking associated with maintenance and repair, electrical, environmental, mechanical, janitorial work, grounds maintenance, building security, building operations, and service order dispatching as well as everything in between. Has an in-depth knowledge of planning and supporting large and small complex maintenance management



programs for real property and coordinates all efforts with project managers and integrated project teams to carryout operations in support to assigned contract requirements. This may include support of systematic asset management and maintenance planning using off-the-shelf software such as Tririga, Maximo, BigFoot, MicroMain, NetFacilities and others. Provides the primary interface with customers regarding operational issues, provides leadership in government meetings, oversight of safety and quality control programs providing coordination between all parties involved on tasks, and reviews overall work products for completeness and adherence to customer requirements. Must have experience in one or more areas as follows: facilities operations and management, construction management, complete facilities maintenance, complete facilities management, building repairs and/or specialized engineering, management or technical disciplines.

Minimum Years of Experience: 8 Years

Minimum Education/Training/Certification: Bachelor's Degree

Title: Project Manager

Functional Responsibilities: Manages, directs and works on individual projects or multiple projects. Provides planning and direction of assigned workforce in accomplishing specific trade-related tasks and administrative work. Responsible for providing direction and assignment of resources that may include workforce, equipment and materials to effectively respond to planned and unplanned maintenance and repair requirements. Also may be responsible for managing efforts as the on-site supervisor working in coordination with the Program Manager, Director and others in the organization. Responsible for planning short- and long-term work activities as well as implements those plans to maintain schedules and customer/contract required response times and deliverables. Must be experienced in a variety of construction or technical trades such as general contracting, electrical, mechanical and/ environmental. Must be experienced in planning and executing building repairs, alterations operations, and maintenance, and have been involved with predictive/preventive/corrective maintenance programs, troubleshooting, building repairs, and replacement of fixed/non-fixed equipment. Responsible for directing and performing equipment replacements/installations/maintenance, heating and air conditioning, ventilation, lighting, electrical, controls, gas systems, boilers, refrigeration equipment, carpentry, roofing, plumbing, pressurized piping, chemical treatment, flooring, doors and windows, painting, dry walling, framing, masonry, concrete, pavement, locksmithing, environmental remediation, renewable (green) technologies, energy generation, utility, metering, and energy audits, grounds maintenance, janitorial, testing inspection, monitoring, commissioning, sustainability, building



management systems and other general labor activities, etc. Must work with and coordinate efforts of subcontractors and temporary help when needed.

Minimum Years of Experience: 5 Years

Minimum Education/Training/Certification: Bachelor's Degree

Title: Facilities Operations Manager

Functional Responsibilities: Performs complete maintenance and/or facilities management of a variety of real property ranging from small individual units and properties to large complexes, campuses and properties. Provides facilities operational management that may encompass all/or part of property and facilities management, planning, scheduling, operations, maintenance, quality control, safety, software support services, and computer and/or facilities management systems. This level manager is responsible for implementing plans, providing direction and control over project leads/facility supervisors, cross-functional teams and distinctive focus area support personnel in the accomplishment of assign maintenance and management tasks. Translates contract requirements for complete facilities maintenance and management into operational guidance and detailed plans that are used to direct workforce efforts in the accomplishment of planned predictive/preventive/corrective maintenance actions, unplanned routine and catastrophic maintenance actions, axillary alterations and repair and grounds maintenance activities to ensure timely operational responsiveness to all requirements. This may require coordination and follow-up with customers, other contractors/subcontractors, stakeholders, and the workforce to synchronize schedules for maintenance and repair actions as well as other services such as major maintenance actions, repairs, installations, alterations, commissioning, testing, inspection, monitoring and general services. Operations management may include day-to-day oversight of help-desk operations and assignment of maintenance actions, administrative functions such as record keeping, data collection, maintenance data analysis, and reporting, quality control, safety assessment and mitigation and day-to-day operational support of complete facilities and property management. Position responsibilities may involve permanent, temporary or on-call assignment at the customer site and including being available on a 24 hour - 7 day a week basis (including holidays).

Minimum Years of Experience: 2 Years

Minimum Education/Training/Certification: Bachelor's Degree

**Title: Sr. Facilities Supervisor**

Functional Responsibilities: Responsible for supervising more complex individual projects or multiple projects involving real property (facilities and property) maintenance, preservation, alterations, repairs, audits, operations, testing, inspection, monitoring, commissioning and maintenance services. As a senior level working manager has a firm understanding and ability to supervise and perform work in more complex environment involving multiple trade areas such as those included in the following: heating and air conditioning, ventilation, lighting, electrical, controls, gas systems, boilers, refrigeration equipment, carpentry, roofing, plumbing, pressurized piping, chemical treatment, flooring, doors and windows, painting, dry wall, framing, masonry, concrete, pavement, locksmithing, environmental remediation, renewable (green) technologies, energy generation, utility, metering, and energy audits, grounds maintenance, janitorial, testing, inspection, monitoring, commissioning, sustainability, building management systems, general construction and maintenance, energy generation and conservation, and other general services. Prerequisite functional skills and responsibilities may encompass facilities maintenance, operations, and management, property preservation related services, audit services and specific construction trade skill-sets for particular tasks assigned. The Facilities Supervisor is responsible for supervising/managing the execution and accomplishment of project workload performed by one or more workforce member(s). Work under this position may involve a team effort or the effort of individual tradesmen at the apprentice and/or journeyman levels of expertise. As a senior level Facilities Supervisor, responsible for complete project success in meeting contract requirements, performance, meeting deliverables, specifications, achieving on-time completion, safety oversight, quality of products and services as well as ensuring customer acceptance/satisfaction. This position also supports working level requirements as assigned.

Minimum Years of Experience: 5 Years

Minimum Education/Training/Certification: Associate's Degree

Title: Facilities Supervisor

Functional Responsibilities: Responsible for supervising less complex individual projects or discrete sub-project areas involving real property (facilities and property) maintenance, preservation, alterations, repairs, audits, and maintenance services. As a working level facilities supervisor has an understanding and ability to supervise and perform work involving various trade areas including one or more of the following: heating and air conditioning, ventilation, lighting, electrical, controls, gas systems, boilers, refrigeration equipment, carpentry, roofing, plumbing, pressurized piping, chemical treatment, flooring, doors and windows, painting, dry



wall, framing, masonry, concrete, pavement, locksmithing, environmental remediation, renewable (green) technologies, energy generation, utility, metering, and energy audits, grounds maintenance, janitorial, testing, inspection, monitoring, commissioning, sustainability, building management systems, general construction and maintenance, energy generation and conservation, and other general services. Prerequisite functional skills and responsibilities may encompass facilities maintenance, operations, and management, property preservation related services, audit services, commissioning, inspection, testing, monitoring, and specific construction trade skill-sets for particular project areas assigned. May have the responsibility for supervising/managing the execution and accomplishment of work performed by one or more workforce member(s). Work under this position may involve a team effort or the effort of individual tradesmen at the apprentice and/or journeyman levels of expertise. As a Facilities Supervisor, responsible for complete project or sub-project success in meeting assigned contract requirements, performance, meeting deliverables, specifications, achieving on-time completion, safety oversight, quality of products and services as well as ensuring customer acceptance/satisfaction. This position also supports working level requirements as assigned or required to complete assigned project responsibilities.

Minimum Years of Experience: 3 Years

Minimum Education/Training/Certification: Associate's Degree

Title: Engineer

Functional Responsibilities: Responsible for providing engineering expertise in one or more engineering disciplines or specialties relevant to the specific work assigned (e.g., electrical, electronic, mechanical, electro-mechanical, civil, environmental, materials, industrial, etc.). Engineering expertise shall include performing fundamental and progressive engineering assignments in at least one or more areas of planning engineering projects, engineering concept development, requirements analysis, design, integration, test and evaluation, inspection, in-service engineering, and/or acquisition and life cycle management. Responsible for performing work assigned that involves executing engineering duties in the accomplishment of facilities maintenance and management including building and equipment related operations and maintenance, overhaul, repairs, alterations, installations, inspection, testing, commissioning, and technology improvements such as use of energy efficient and renewable (green) technologies. Functional engineering responsibilities may encompass efforts that include but is not limited to: requirements analysis; materials studies/analysis; system/component integration, troubleshooting, maintenance, repair, replacement and overhaul; design solutions; engineering



and planning consultation; structured analysis; testing methodologies; automation principles; modeling techniques; supportability analysis and logistics support; reliability and maintainability; human factors; safety engineering; environmental engineering; energy planning, designing, testing and auditing; inspection, commissioning, facilities/building maintenance requirements definition; utility and metering Assessment/installation/replacement; power/electrical distribution requirements; wiring/cabling; piping; configuration management/product data management, refrigeration equipment, heating, air conditioning, and ventilation; chemical treatment; water conservation; controls; test planning/testing; and, designing/implementing engineering solutions to improve facilities/building effectiveness and efficiency including employment of renewable and sustainable technologies.

Minimum Years of Experience: 5 Years

Minimum Education/Training/Certification: Bachelor's Degree

Title: Sr. Electrical Technician

Functional Responsibilities: The functional responsibilities of this position encompasses performance in areas of electrical engineering design, develop, install, test, inspect, monitor, repair and maintenance of electrical equipment, wiring, cabling, lighting, fixtures, utility metering, and other requirements. Design and development activities are typically limited to performance under the guidance and support of a qualified engineer/professional engineer. This position may work on high, medium, and low voltage systems. Functional support may encompass electrical maintenance, repair, installation, inspection, monitoring, commissioning, and testing from the power generation source and include incoming connection with utility meters and distribution systems to electrical source outlets including power conversions, filtering and amplification as well as working with wiring, cabling, connectors, filters and end user accessories. The individual assigned to this position will have the experience and knowledge of all applicable federal, state and local code requirements and have the ability to satisfy those code requirements as well as any required specifications and/or standards stipulated for each project assigned. Functional support may also be required but not limited to the following: troubleshooting, minor repair and alteration, and installation of electrical power, review and assessment of renewable and sustainable energy uses, emergency back-up power generation, repair and installation of communication equipment such as radar and navigation systems, broadcast systems, satellite/non-satellite cable TV, fire alarm and monitoring, security systems, and other electrical applications. Technical skills must be commensurate with that of a Journeyman level position and individual assigned must be able to perform more complex



electrical requirements and projects. Functional responsibilities in this position are varied and range from the development of requirements to performing the work required to complete assigned tasks. Advanced knowledge of utilizing physical tools and equipment as well as computer software required to complete work.

Minimum Years of Experience: 5 Years

Minimum Education/Training/Certification: High School Diploma and/or Trade School Certification

Title: Electrical Technician

Functional Responsibilities: Responsibilities of this position encompasses performance in areas of electrical installations, test, repair, inspection, and maintenance of electrical equipment, wiring, cabling, utility metering, lighting, fixtures, and other requirements. This position may work on high, medium and low voltage systems. Functional support may encompass electrical maintenance, repair, installation, inspection, monitoring, and testing from the power generation source and include incoming connection with utility meters and distribution systems to electrical source outlets including power conversions, filtering and amplification as well as working with wiring, cabling, connectors, filters and end user accessories. The individual assigned to this position may have the experience and knowledge of applicable federal, state and local code requirements and have the ability to satisfy those code requirements as well as any required specifications and/or standards stipulated for each project assigned. Functional support may also be required but not limited to the following: troubleshooting, minor repair and alteration, and installation of electrical power, review and assessment of renewable and sustainable energy uses, emergency back-up power generation, repair and installation of communication equipment such as radar and navigation systems, broadcast systems, satellite/non-satellite cable TV, fire alarm and monitoring, security systems, and other electrical applications. Technical skills must be commensurate with that of an apprentice level position and must be able to perform routine and increasingly more complex electrical requirements and projects. Functional responsibilities in this position are varied and range from troubleshooting and repairs to alterations, installation and testing required in completing tasks assigned. Intermediate knowledge of utilizing physical tools and equipment as well as computer software required to complete work.

Minimum Years of Experience: 2 Years

Minimum Education/Training/Certification: High School Diploma and/or Trade School Certification

**Title: Sr. Technician**

Functional Responsibilities: Responsibilities include support of projects consisting of predictive/preventative/corrective maintenance of real property, repair, replacement, operations, and alteration of facilities, buildings and equipment, and support of engineering projects requiring design, build and implementation. In this position engineering and technical skills are required that are consistent with tasks assigned and may include one or more of the following areas: electrical, mechanical, energy/solar, HVAC, controls, utility maintenance and auditing, commissioning, plumbing, painting, carpentry, framing, insulating, landscaping and grounds maintenance, tree trimming and planting, chemical treatment, environmental remediation, locksmith, winterizing, snow removal, pest control, property preservation, inspections, monitoring, and other engineering and technical related tasking. At this level, the individual must have a working understanding and knowledge of the engineering disciplines related to the task assigned. Technical skills must be commensurate with that of a Journeyman level position and individual assigned must be able to perform more complex engineering and technical projects. Functional responsibilities in this position are varied and range from supporting the development of requirements to performing the work required to complete assigned tasks. Advanced knowledge of utilizing physical tools and equipment as well as computer software required to complete work.

Minimum Years of Experience: 5 Years

Minimum Education/Training/Certification: High School Diploma

Title: Engineering Technician

Functional Responsibilities: Responsibilities include support of projects involving engineering and technical skills encompassing maintenance and operation of real property, repair, replacement, and alteration of facilities, buildings and equipment, and support of engineering related requirements including design, build, testing, inspection, monitoring, and implementation. In this position engineering and technical skills are required that are consistent with tasks assigned and may include one or more of the following areas: electrical, mechanical, gas systems, energy/solar, HVAC, utility maintenance and auditing, plumbing, painting, carpentry, framing, insulating, landscaping and grounds maintenance, tree trimming and planting, locksmith, winterizing, snow removal, pest control, property preservation, environmental remediation, chemical treatment, controls, inspection, and other engineering and technical related tasking. At this level, the individual must have a working understanding of the engineering disciplines and some trade experience related to the task assigned. Technical skills must be commensurate with that of an apprentice level position and the individual assigned must



be able to perform rudimentary and increasingly more complex engineering and technical projects. Functional responsibilities in this position are varied and range from supporting the development of requirements to performing the work required to complete assigned tasks. Individual assigned must have intermediate knowledge of utilizing physical tools and equipment as well as computer software required to complete work.

Minimum Years of Experience: 2 Years

Minimum Education/Training/Certification: High School Diploma

Title: Mechanical Technician

Functional Responsibilities: Responsible for performing mechanical related services that encompass tasks associated with heating, ventilation, air conditioning, boilers, coolers, pumps, dehumidifiers, piping (including pressurized piping, sewer systems (including sewage lift stations), duct work, metering, refrigeration equipment, fans/air moving equipment, control devices, and other mechanical related systems, equipment, apparatuses, and plumbing devices and fixtures. This position may be required to perform tasks that cross-over other technical trades and engineering disciplines in support of overall project completion. Other areas of support may include solar related installation, electro-mechanical interfaces, and environmental protection and clean-up. Typical functional responsibilities can include performing planned and unplanned maintenance, testing, troubleshooting, repair, replacement, installation, alteration and overhaul. The requirements of this position can vary significantly and the levels of mechanical technical skills of the position are commanded by the requirements of the jobs assigned. Individual assigned must have intermediate knowledge of utilizing physical tools and equipment as well as computer software required to complete work.

Minimum Years of Experience: 2 Years

Minimum Education/Training/Certification: High School Diploma and/or Trade School Certification

Title: General Maintenance Worker

Functional Responsibilities: Responsible for performing general maintenance in a facilities environment to include cross-over of various maintenance and construction trades. This category worker is a generalist and is typical of a handy-man type individual that performs minor to moderate repairs. This position is responsible for performing manual tasks such as but not



limited to grounds maintenance, gardening/landscaping, trimming, scraping, sanding, cleaning, repairing, painting, minor carpentry, snow removal, digging, maintenance, demolition, support of other tradesmen performing related requirements, etc. Tasks are generally physical in nature such as lifting, bending, reaching, climbing ladders, etc. and may be done in conditions such as hot, dirty, hazardous and confined spaces. Individual assigned to this work area, works under the direction and supervision of others and may be required to perform work separately as assigned following the direction of the supervisor of record. Tasks may require exercising minor decision-making in performance of duties. Must have basic knowledge of physical tools and equipment.

Minimum Years of Experience: 1 Year

Minimum Education/Training/Certification: High School Diploma or Trade School Desirable

Title: Janitor/Custodian

Functional Responsibilities: Performs functions such as but not limited to cleaning, sweeping, mopping, vacuuming, washing, waxing, dusting, emptying trash/recycle, replacing paper products, refilling soap dispensers, deodorizing, applying antibacterial and anti-slip applications, removing graffiti and unwanted stickers, gum, etc., and other duties as assigned. In the position, the individual may be responsible for cleaning windows, sills, floors, walls, doors, countertops, carpets, rugs, trash containers, ash-cans, fixtures, blinds, fans, shelving pest control/removal, and other surfaces as required. Also in this position the individual may be responsible for moving/positioning furniture, tables, podiums, chairs and trash containers to support routine and special events. Individual assigned must have basic knowledge of utilizing physical tools and equipment.

Minimum Years of Experience: None

Minimum Education/Training/Certification: High School Diploma or Equivalent

Title: Sr. Analyst/Data Technician

Functional Responsibilities: Performs analytical tasks involving accounting, maintenance data and planning, and support of internal and external processes and procedures. This position is responsible for supporting data collection, manipulation and extrapolation to allow accountability and reporting. Other duties may involve identifying, recording and tracking performance requirements associated with contract performance, preparation of presentations and generation of data to support other needs, writing and implementing processes and procedures, and coordination of meeting, conferences and appointments. At this level, the individual is responsible for performing tasks at all levels from routine requirements to more



complex requirements using automated tools such as application software that may include asset management and maintenance, Yardi, Word, Excel, Power Point, Adobe, Timberline, Project and other database applications as required. This position may be required to have a working knowledge of foundational statistics.

Minimum Years of Experience: 2 Years

Minimum Education/Training/Certification: High School Diploma

Title: Analyst/Data Technician

Functional Responsibilities: Performs data collection, data entry and analysis tasks involving accounting, maintenance data and planning, and support of internal and external processes. This position is responsible for supporting data collection from various sources, manipulation and extrapolation to allow accountability and reporting. Other duties may involve identifying, recording and tracking performance requirements associated with contract performance, preparation of presentations and generation of data to support other needs, writing and implementing processes and procedures, and coordination of meeting, conferences and appointments. At this level, the individual is responsible for performing tasks at all levels from routine requirements using automated tools such as application software that may include asset management and maintenance, Yardi, Word, Excel, Power Point, Adobe, Timberline, Project and other database applications as required. In this position, the individual assigned may be required to support the requirements for data to allow foundational statistical analysis to be performed.

Minimum Years of Experience: 6 Months

Minimum Education/Training/Certification: High School Diploma

Title: Maintenance Scheduler

Functional Responsibilities: Plans and schedules service center operations and perform functions such as develops and assigns predictive/preventive/corrective maintenance schedules, tests, receives, records, and distributes work orders to service crews upon customers' requests for service in coordination with the dispatcher. Generates cost and hour estimates for work to be performed. Monitors performance of work activities and makes adjustments to schedules. Records information and updates databases for maintenance repair, or services rendered or performed. This includes planned preventive and corrective maintenance and unplanned maintenance events. Prepares work order and distributes to service crew or coordinates the issuance of work orders through the dispatcher. Monitors workload, work activities, and



performance of all assigned personnel encompassing in-house crews and subcontractors to ensure efficiency, quality and completeness of work assigned. Schedules service call and when required, dispatches service technicians/workers. Coordinates with and provides follow-up with customer to insure satisfactory performance of service. Establishes and maintains records of all service calls and work orders using an automated asset management and maintenance software/database system.

Minimum Years of Experience: 1 Year

Minimum Education/Training/Certification: High School Diploma

Title: Service Order Dispatcher

Functional Responsibilities: Responsible for supporting service center operations performing functions such as receiving, recording, and distributing work orders to service technicians and maintenance workers upon receipt of customer requests for service. Records information and updates databases for maintenance repair, inspection, testing, or service rendered or performed. This includes planned preventive and corrective maintenance, and unplanned maintenance related requirements. Prepares work order and distributes to service crew technicians/workers. Schedules service calls and dispatches service technicians/workers coordinating activities with facilities operations manager and facilities supervisors as appropriate. Provides follow-up calls and/or writes customer to insure satisfactory performance of service. Enters and maintains service center maintenance records using automated asset management and maintenance software/database. This may include keeping all records of service calls and work orders, open and complete. May dispatch service orders and relay messages and special instructions to technicians, workers, management personnel, supervisors and other stakeholders using cell phones, instant text messaging, computer software, or radio equipment.

Minimum Years of Experience: 1 Year

Minimum Education/Training/Certification: High School Diploma

Title: Administrative Specialist

Functional Responsibilities: Responsible for setting up, filing and maintaining records on a systematic basis. This includes purging files and records as well as sending files and records to secure storage. File setup may involve systematic techniques, maintaining logical order, and keeping current lists of all files and records for ease of access. Purging of files may involve handling and disposal of sensitive materials using a shredder or other destruction techniques.



Files and records placed in storage may require cataloging, and periodic screening for potential destruction. Files and records may involve both paper and electronic media. This position may be required to set-up and maintain back-ups and off-site storage, and provide retrieval services. Responsible for administratively supporting overall operations by responding and taking action on requirements provide from program managers, project managers and others to ensure efficient and effective operations including but not limited to generating reports, data input, scanning documents, making copies, etc. Individual assigned must have basic understanding and general knowledge of office equipment, operations and computer office software applications.

Minimum Years of Experience: 2 Years

Minimum Education/Training/Certification: High School Diploma

Title: General Clerk

Functional Responsibilities: Performs duties that typically support others in general and administrative tasks such as but not limited to creating and/or maintaining files, records and reports, data input, answering phones, shipping/receiving duties, making copies and assembling documents, performing manual tasks such as delivering mail, driving vehicles and making deliveries, preparing schedules and coordinating meetings, supporting meeting all aspects of meeting/conference logistics, and other duties as assigned. This is a junior level position and generally requires supervision. Individual assigned must have basic understanding and general knowledge of office equipment, operations and computer office software applications.

Minimum Years of Experience: None

Minimum Education/Training/Certification: High School Diploma

Note: Statement of Commercial Practices in using Equivalency: SIGMA Services may use personnel that meet the equivalency of functional background/responsibilities, minimum education and minimum experience required for each of the labor category/position descriptions based on qualifications that provide the level of expertise necessary to perform contract requirements and specifications. This includes meeting all Department of Labor Service Contract Act minimum requirements and Davis Bacon Act requirements for applicable labor categories.



ATTACHMENT 2

SIGMA Services, Inc.
Facilities Maintenance and Management Services

Applicable SINs: 371-001, 371-002, 371-003, 811-002, 811-003,
 811-004, 811-005, 003-97

PRICE LIST BASE PERIOD

LABOR CATEGORY	01/02/14 - 01/01/15	01/02/15 - 01/01/16	01/02/16 - 01/01/17	01/02/17 - 01/01/18	01/02/18 - 01/01/19
Program Director	211.71	216.15	220.69	225.33	230.06
Program Manager	148.29	151.41	154.59	157.83	161.15
Project Manager	87.40	89.23	91.10	93.02	94.97
Facilities Operation Manager	105.05	107.25	109.51	111.81	114.15
Sr. Facilities Supervisor	86.53	88.35	90.20	92.10	94.03
Facilities Supervisor	69.94	71.41	72.91	74.44	76.01
Engineer	131.82	134.59	137.41	140.30	143.25
Sr. Electrical Technician	85.70	87.50	89.34	91.22	93.13
Electrical Technician	70.63	72.11	73.63	75.17	76.75
Sr. Technician	74.35	75.91	77.50	79.13	80.79
Engineering Technician	65.76	67.14	68.55	69.99	71.46
Mechanical Technician	70.32	71.79	73.30	74.84	76.41
General Maintenance Worker	48.32	49.34	50.37	51.43	52.51
Janitor/Custodian	51.94	53.03	54.14	55.28	56.44
Sr. Analyst/Data Technician	77.55	79.18	80.84	82.54	84.27
Analyst/Data Technician	57.45	58.66	59.89	61.15	62.43
Maintenance Scheduler	68.52	69.96	71.43	72.93	74.46
Service Order Dispatcher	60.92	62.20	63.50	64.84	66.20
Administrative Specialist	64.52	65.88	67.26	68.67	70.12
General Clerk	45.44	46.40	47.37	48.36	49.38

NOTE: Rates are inclusive of GSA IFF.