



GENERAL SERVICES ADMINISTRATION

**FEDERAL SUPPLY SERVICE AUTHORIZED FEDERAL
SUPPLY SCHEDULE PRICELIST**

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 GSAAAdvantage!, a menu-driven database system. The Internet address of GSAAAdvantage! is www.GSAAAdvantage.gov.

Schedule Title: **Facilities Maintenance and Management**
FSC Group **03 FACT**

Contract number **GS-21F-37CA**

Contract period. **April 20,2015 – April 19, 2020**

Contractor's
Management Services Northwest, Inc.
2257 Northgate Spur Unit Main
Ferndale, WA 98248
Phone 360-366-4600
Fax 360-366-2285
Website: www.msnw.org

Contract Administration Source
Terell Weg
Phone 360-366-4600
Email: t.weg@msnw.org

Business size.
Small business
Woman Owned business
Women Owned (WOSB)
SBA Certified Small Disadvantaged business

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

2257 Northgate Spur, Ferndale, WA 98248
360.366.4600 ph 360.366.2285 fax
www.managementservicesnorthwest.com

CUSTOMER INFORMATION

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

003 100	Ancillary Supplies and/or Services
003 97	Ancillary Repair and Alterations
371 001	Grounds and/or Cemetery Maintenance
371 002	Tree Planting/Trimming/Removal
811 002	Complete Facilities Maintenance
811 003	Complete Facilities Management

1b. Identification of the lowest priced model number and lowest unit price for that model for each special item number awarded in the contract. This price is the Government price based on a unit of one, exclusive of any quantity/dollar volume, prompt payment, or any other concession affecting price. Those contracts that have unit prices based on the geographic location of the customer, should show the range of the lowest price, and cite the areas to which the prices apply.

The lowest price service: Janitor \$34.56 per hr.

1c. If the Contractor is proposing hourly rates, a description of all corresponding commercial job titles, experience, functional responsibility and education for those types of employees or subcontractors who will perform services shall be provided. If hourly rates are not applicable, indicate "Not applicable" for this item.

Labor Descriptions

Position: **LANDSCAPE PROJECT MANAGER (OR SUPERVISOR)**

Years' Experience: 5

Education: Associates Degree

Responsibilities: Oversees landscaping and grounds keeping services including but not limited to: general maintenance and cleanup of commercial properties according to specification provided to various client accounts throughout the Pacific Northwest. Ensures work performed by supervisees conforms to quality standards and customer satisfaction. Provides proper support and guidance to crews
Financial

- Review and control labor and supply costs for assigned accounts. Ensure that it conforms with budgetary standards and sound operational standards/quality.
- Supervise all landscape technicians. Duties include: training, planning, scheduling, directing, and organizing work. On a quarterly basis perform a full site inspection to ensure the work performed meets customer quality standards for account retention.
- Maintain inventory, and supply and equipment needs for assigned accounts. Deliver equipment and materials as needed.

Customer Service

- Visit customers on a monthly (or more often as required) basis to maintain good relationships. Complete Manager Reports with each customer site manager.
- Is responsible for resolving day-to-day operational problems at accounts. Notify the Director of Operations of any problems for documentation purposes.
- Oversees weekly or scheduled grounds keeping services to commercial accounts including lawn mowing and maintenance, bed maintenance, lot maintenance, pruning as required, and removal of litter and debris.

Management

- Assign landscape technicians to accounts. Provide fill-in services where needed. Develop work schedules.
- Is responsible for hiring, training, reviewing, correcting, and recommending the employment termination of employees.
- Ensure that training takes place for all new hires and that training sessions are held periodically to review programs/policies.
- Work with HR for staffing current and new contracts.
- Ensure that all programs and policies of company are being followed.
- Ensure that supervisee payroll timesheets, work tickets, and supply receipts are complete and turned into office in a timely manner.
- Make recommendations for improvement to company policies and procedures.
- Attend all safety trainings required by Management Services Northwest, Inc.
- Perform other duties as directed by the Director of Operations.

Landscaping Expert Functions

- Provide extra project work, including bidding and design services, clean up services, pressure washing, sweeping, and other maintenance services as required.
- Perform and monitor landscape renovations, bark application, and planting of new flowers and plants as required.
- Monitor sprinkler systems at various properties to ensure beds and lawns are properly watered. Repair or report need for repair of systems.
- Perform or report need for routine maintenance of operations equipment and vehicles. Maintain cleanliness and organization of equipment, warehouse and vehicles.
- Cooperation with sales efforts of the company.
- Perform other duties as directed by Regional Account Manager or Director of Operations.

Position: **LANDSCAPER**

Years' Experience: 1

Education: High School Diploma or Equivalent

Responsibilities: Service assigned accounts to conform to quality standards and customer satisfaction.

- Landscape or maintain grounds of property using hand or power tools or equipment.
- Perform variety of tasks that include: sod laying, mowing, trimming, watering, fertilizing, digging, raking, etc.

- Picks up and disposes trash and debris in assigned areas using poker sticks, rakes and brooms.
- Trims hedges and shrubs with hand shears or power edgers; prunes and trims trees and ornamental grasses.
- Removes dead trees and plants using handsaws, chain saws, and clippers.
- Report any situation that might be potentially hazardous for pedestrians to supervisor.
- Performs related duties as assigned.
- Follow and maintain time standards as directed by Landscape Manager.
- Ensure the work performed meets customer quality standards for account retention.
- Follow procedures and maintain accurate time records utilizing timekeeping system.
- Report any day-to-day operational problems at accounts to Landscape Manager. This includes maintenance items outside the landscaping scope of work, as well as safety concerns.
- Perform other duties as directed by the Landscape Manager.

Position: **IRRIGATION TECHNICIAN**

Years' Experience: 5

Education: Professional Certificate, High School Diploma or Equivalent,

Responsibilities: Service assigned accounts to conform to quality standards, budget conformance and customer satisfaction. Knowledge of irrigation systems and underground sprinkler systems is required. This position is expected to repair and install irrigations systems. This job requires physical abilities such as trunk strength, manual dexterity, and wrist-finger movement in order to perform the essential functions of the position.

Irrigation Expertise

- Installs new drip and sprinkler systems.
- Removes old systems and recovers reusable equipment.
- Sets and maintains times on computer and electronic valve clocks; troubleshoots computerized electronic systems, irrigation controllers, solenoid valves, and heads of all types.
- May instruct others in minor irrigation repairs.
- Operates tractors and trenchers to install/repair lines.
- May assist in coordination with other departments or outside contractors.
- Performs other general grounds keeping and maintenance duties as needed and requested by supervisor.

Landscape Services

- Landscape or maintain grounds of property using hand or power tools or equipment.
- Perform variety of tasks that include: sod laying, mowing, trimming, watering, fertilizing, digging, raking, etc.
- Picks up and disposes trash and debris in assigned areas using poker sticks, rakes and brooms.
- Trims hedges and shrubs with hand shears or power edgers; prunes and trims trees and ornamental grasses.
- Removes dead trees and plants using handsaws, chain saws, and clippers.
- Report any situation that might be potentially hazardous for pedestrians to supervisor.
- Follow and maintain time standards as directed by Landscape Supervisor.

- Ensure the work performed meets customer quality standards for account retention.
- Follow procedures and maintain accurate time records utilizing timekeeping system.
- Report any day-to-day operational problems at accounts to Landscape Supervisor. This includes maintenance items outside the landscaping scope of work, as well as safety concerns.

Position: Pest Control

Years' Experience: 2

Education: Professional Certificate, High School Diploma or Equivalent,

Responsibilities: Pest control workers remove unwanted creatures, such as roaches, rats, ants, bedbugs, and termites that infest buildings and surrounding areas.

Pest control workers typically do the following:

- Inspect buildings and premises for signs of pests or infestation
- Determine the type of treatment needed to eliminate pests
- Measure the dimensions of the area needing treatment
- Estimate the cost of their services
- Use baits and set traps to remove or kill pests
- Apply pesticides in and around buildings and other structures
- Design and carry out pest management plans
- Drive trucks equipped with power spraying equipment
- Create barriers to prevent pests from entering a building

Position: FACILITIES MANAGER

Years' Experience: 5

Education: Associates Diploma with training in maintenance of buildings.

Responsibilities: To maintain the buildings and grounds of a facility or facilities, directing staff and overseeing the upkeep of equipment and supplies. Facilities managers make sure the buildings and grounds are maintained, which entails daily and weekly cleaning schedules as well as determining and scheduling repairs, renovation projects, waste reduction improvements and safety inspections.

- Manages and performs all work related to the maintenance of facilities including but not limited to HVAC, plumbing, electrical, custodial and security of the property.
- Maintains equipment on grounds by closely monitoring equipment and completing necessary testing as required. Also maintains accurate records of all maintenance repairs. Performs repairs as needed.
- Develops and manages the facility work order system. Assigns tasks to appropriate team member(s).
- Oversees and provides custodial needs of the parish.
- Oversees and provides event coordination. Ensures proper scheduling of set up and take down for meetings or other events.
- Keeps buildings safe by making sure they meet building code requirements.
- Works with Client to report problems, solutions, and costs associated. Provides a weekly status update on any pending project.
- Supervises groundskeepers, maintenance and custodial employees.
- Promotes a positive team attitude with employees.
- Develops, oversees and may assist maintenance services such as cleaning, painting, and landscaping.
- Supervise contractors and vendors as they relate to maintenance.

- Develops and maintains a relationship with all contactors and vendors ensuring efficient facility operations.
- Implement procedures for handling, storing, safekeeping, and destruction of hazardous materials. Maintain MSDS system.
- Works with Client to manage annual facility budget.
- May assist in key distribution as requested by management.
- Maintains inventory list and reviews list at least annually.
- Assists IT department when a change needs to be made requiring a change to facilities.
- Regularly inspects properties for areas of concern.
- Manages relationship with rental tenants as needed. Addressing any maintenance concerns.
- Ensures compliance and implementation of policies as they relate to facilities.
- Provides general carpentry as needed.
- Provides snow removal as needed.
- Provides lawn maintenance and landscaping as needed.
- Serves as primary contact for facility related emergencies.
- Maintain operations and maintenance of water distribution systems, including septic
- Oversee painting projects, electrical systems, plumbing operations, EMCS, refrigeration maintenance and telephone maintenance as well as fire alarm systems and fire suppression systems.
- Change locks as needed or manage contractor if locksmith is needed
- Oversee Pest Control Services, Cemetery Maintenance, or Lawn Services.
- Oversee Laundry services as needed.
- May include overseeing guard services.

Position: **JOURNEYMAN PAINTER**

Years' Experience: 5

Education: High School Diploma or Equivalent

Responsibilities: The Journeyman Painter works under general supervision and is responsible for the preparation and painting of buildings, furniture, and equipment.

- Receives work orders from supervisor to perform a variety of painting assignments.
- Prepares walls, woodwork, ceilings, doors, furniture, and equipment for painting and refinishing.
- Removes old paint, stains, and varnish as required using paint removers, scrapers, wire brushes, or sand blaster.
- Smooths surface for refinish using sand paper and/or steel wool.
- Selects proper paint for the finish surface by matching types and colors of paint.
- Mixes paints using required portion of pigments, oils, and thinning and drying substances.
- Paints area using brushes, paint rollers, and/or spray guns.
- Strips, stains, and re-varnishes tables, doors, and cabinets.
- Cleans equipment and maintains supplies.
- Performs related responsibilities as required or assigned.

Position: **Maintenance technician**

Years' Experience: 8

Education: High School Diploma or Equivalent

Responsibilities: you will be responsible for having current knowledge and performance abilities in the following areas:

- Carpentry
- Painting
- Facility Maintenance
- Electrical
- Plumbing
- HVAC
- Troubleshooting of all the above

Duties required:

Upon receiving work request via email or directly from supervisor, MSNW Maintenance member is to:

- Represent MSNW and our core values at all times you are working and driving, or anytime you are wearing the MSNW logo.
- Work safe at all times. Enforce safety among others and practice a safe conscience awareness at all times.
- Quickly and thoroughly prepare for and mobilize to site to complete task.
- Work efficiently at task all the while being alert to changes that may arise and handle such changes accordingly.
- Handle paperwork in a timely manner.
- Manage your own timekeeping, purchase orders and invoicing per each task.
- Keep job site and/or work area clean and safe at all times.
- Maintain equipment, tools and vehicles.

Qualifications and Training:

- Accommodates an on-call schedule and works weekends when needed.
- Holds a valid driver's license and has dependable transportation.
- Possesses basic computer skills and a strong set of customer service skills.
- Works independently to manage multiple assignments and meet required deadlines.
- Reads and understands maintenance instructions and documents. Interpersonal skills to work with customers and other unit personnel
- Analytical and problem solving skills
- Communication skills
- Time management and organizational skills
- Ability to resolve non-complex hardware and equipment problems
- Willingness to travel

Position: Carpenter

Years' Experience: 5

Education: High School or Equivalent

Responsibilities: Carpenters construct and repair building frameworks and structures—such as stairways, doorframes, partitions, and rafters—made from wood and other materials. They also may install kitchen cabinets, siding, and drywall.

Duties

Carpenters typically do the following:

- Follow blueprints and building plans to meet the needs of clients
- Install structures and fixtures, such as windows and molding
- Measure, cut, or shape wood, plastic, and other materials
- Construct building frameworks, including walls, floors, and doorframes
- Help erect, level, and install building framework with the aid of rigging hardware and cranes
- Inspect and replace damaged framework or other structures and fixtures
- Instruct and direct laborers and other construction helpers

Position: Dry Waller

Years' Experience: 5

Education: High School or Equivalent

Responsibilities: Responsible for installing wallboards to ceilings or to interior walls of buildings and applying plaster. Smooths out imperfections with trowels and shackle. Applies coats of compound after panels are mounted to walls or ceiling.

- Apply drywall to walls or ceilings.
- Fasten drywall panels to the inside framework of building.
- Prepare panels for painting by taping or finishing joints.
- Smooth out imperfections.
- Work with ceiling tile installers to build walls.
- Read blueprints and designs.
- Measure, cut, fit, and fasten panels.
- Prepare panels by sawing, drilling, or cutting holes in panels for electrical outlets, air-conditioning units, and plumbing.
- Screw panels to wood or metal framework.
- Use a lift to place ceiling panels.
- Fill joints in-between panels with spackle.
- Use trowels to spread spackle.
- Press paper tape into compound.
- Smooth away excess material.
- Cover nail and screw depressions with spackle.
- Apply second and third coats of compound.
- Sand areas after each coat.

Position: **ELECTRICIAN I**

Years' Experience: 10

Education/Certification: Bachelor's Degree in Electrical Engineering / Master Electricians License

Responsibilities: Install, maintain, and repair electrical wiring, equipment, and fixtures. Ensure that work is in accordance with relevant codes. May install or service street lights, intercom systems, or electrical control systems. Manage electricians, inspect work and recommend innovative technologies.

- Repair or replace wiring, equipment, or fixtures, using hand tools or power tools.
- Test electrical systems or continuity of circuits in electrical wiring, equipment, or fixtures, using testing devices, such as ohmmeters, voltmeters, or oscilloscopes, to ensure compatibility and safety of system.
- Use a variety of tools or equipment, such as power construction equipment, measuring devices, power tools, and testing equipment, such as oscilloscopes, ammeters, or test lamps.
- Work from ladders, scaffolds, or roofs to install, maintain, or repair electrical wiring, equipment, or fixtures.
- Assemble, install, test, or maintain electrical or electronic wiring, equipment, appliances, apparatus, or fixtures, using hand tools or power tools.
- Connect wires to circuit breakers, transformers, or other components.
- Diagnose malfunctioning systems, apparatus, or components, using test equipment and hand tools to locate the cause of a breakdown and correct the problem.
- Inspect electrical systems, equipment, or components to identify hazards, defects, or the need for adjustment or repair, and to ensure compliance with codes.
- Prepare sketches or follow blueprints to determine the location of wiring or equipment and to ensure conformance to building and safety codes.
- Fasten small metal or plastic boxes to walls to house electrical switches or outlets.
- Plan layout and installation of electrical wiring, equipment, or fixtures, based on job specifications and local codes.
- Place conduit, pipes, or tubing, inside designated partitions, walls, or other concealed areas, and pull insulated wires or cables through the conduit to complete circuits between boxes.
- Perform physically demanding tasks, such as digging trenches to lay conduit or moving or lifting heavy objects.
- Install ground leads and connect power cables to equipment, such as motors.
- Construct and fabricate parts, using hand tools and specifications.
- Advise management on whether continued operation of equipment could be hazardous.
- Direct or train workers to install, maintain, or repair electrical wiring, equipment, or fixtures.
- Maintain current electrician's license or identification card to meet governmental regulations.
- Perform business management duties, such as maintaining records or files, preparing reports, or ordering supplies or equipment.
- Provide preliminary sketches or cost estimates for materials or services.
- Provide assistance during emergencies by operating floodlights or generators, placing flares, or driving needed vehicles.

Position: **ELECTRICIAN II**

Years' Experience: 5

Education/Certification: Active Electricians License.

Responsibilities: Install, maintain, and repair electrical wiring, equipment, and fixtures. Ensure that work is in accordance with relevant codes. May install or service street lights, intercom systems, or electrical control systems.

- Repair or replace wiring, equipment, or fixtures, using hand tools or power tools.
- Test electrical systems or continuity of circuits in electrical wiring, equipment, or fixtures, using testing devices, such as ohmmeters, voltmeters, or oscilloscopes, to ensure compatibility and safety of system.
- Use a variety of tools or equipment, such as power construction equipment, measuring devices, power tools, and testing equipment, such as oscilloscopes, ammeters, or test lamps.
- Work from ladders, scaffolds, or roofs to install, maintain, or repair electrical wiring, equipment, or fixtures.
- Assemble, install, test, or maintain electrical or electronic wiring, equipment, appliances, apparatus, or fixtures, using hand tools or power tools.
- Connect wires to circuit breakers, transformers, or other components.
- Diagnose malfunctioning systems, apparatus, or components, using test equipment and hand tools to locate the cause of a breakdown and correct the problem.
- Inspect electrical systems, equipment, or components to identify hazards, defects, or the need for adjustment or repair, and to ensure compliance with codes.
- Prepare sketches or follow blueprints to determine the location of wiring or equipment and to ensure conformance to building and safety codes.
- Fasten small metal or plastic boxes to walls to house electrical switches or outlets.
- Plan layout and installation of electrical wiring, equipment, or fixtures, based on job specifications and local codes.
- Place conduit, pipes, or tubing, inside designated partitions, walls, or other concealed areas, and pull insulated wires or cables through the conduit to complete circuits between boxes.
- Perform physically demanding tasks, such as digging trenches to lay conduit or moving or lifting heavy objects.
- Install ground leads and connect power cables to equipment, such as motors.
- Construct and fabricate parts, using hand tools and specifications.
- Advise management on whether continued operation of equipment could be hazardous.
- Direct or train workers to install, maintain, or repair electrical wiring, equipment, or fixtures.
- Maintain current electrician's license or identification card to meet governmental regulations.
- Perform business management duties, such as maintaining records or files, preparing reports, or ordering supplies or equipment.
- Provide preliminary sketches or cost estimates for materials or services.
- Provide assistance during emergencies by operating floodlights or generators, placing flares, or driving needed vehicles.

Position: **HVAC TECHNICIAN**

Years' Experience: 10

Education: Associates Degree

Responsibilities: Perform skilled mechanical maintenance duties in the inspection, repair, installation and alteration of heating, ventilation, air conditioning and refrigeration systems and related equipment and facilities; perform preventive maintenance and routine servicing of equipment.

- Inspect, repair, modify and install HVAC equipment including refrigeration and air conditioning compressors, receivers, condensers, chillers, water cooling towers, forced air converter units, pumps, automatic and hand valves, expansion valves and capillary tubes.
- Conduct regular preventive maintenance inspections of refrigeration units, isolated heating and ventilating units, including boilers, gas and electrically operated air-conditioning equipment, and make necessary adjustments or repairs; service and repair evaporative coolers.
- Repair or replace defective parts in units and equipment and their controls, including thermostats, automatic switches, fan controls, log switches, damper motors, louvers, relays, filters, controls, belts, compressors, heat exchangers, high limit controls, pressure controls, safety valves, and automatic gas valves.
- Operate a variety of hand and power tools, welder torch, vacuum pump, test equipment utilized in the trade and a motor vehicle; maintain equipment in effective and safe working condition; maintain parts and tool inventory.
- Repair and rebuild semi-hermetic reciprocating compressors and compressors for centrifugal refrigeration machines.
- Perform skilled electrical maintenance work in the repair, installation and alteration of HVAC equipment, components, timers, motors and wiring systems as needed; connect motors to control panels.
- Test and examine boiler operations, observing meter and pressure gauges; conduct boiler water quality test and treatment; adjust boiler burner combustion.
- Lubricate and pack heating, ventilation, refrigeration, and air-conditioning motors, pumps, fans, and other equipment.
- Install and calibrate systems; install copper tubing and repair pipes and tubing as necessary; test joints and insulate pipes of refrigeration and air conditioning systems; flush boilers, descale tubing; rebuild pressure and temperature safety valves and water pumps.
- Install, rebuild, replace or repair fans, motors, thermostats, fuses, filters, bearings, valves, controls, gaskets and other equipment as necessary.
- Maintain related records concerning time, labor and materials; maintain log of tasks performed and write reports as required.
- Perform other duties as assigned.
- Maintain regular attendance.

Position: **PLUMBER**

Years' Experience: 10

Education: Journeyman Certification from recognized accredited post-secondary institution.

Responsibilities: The Plumber reports to the Operations Manager and will install, repair and maintain plumbing systems and fixtures in commercial, institutional, industrial or public buildings.

The Plumber reads blueprints, drawings and specifications to determine the layout of plumbing systems, water supply networks and waste and drainage systems. The Plumber will then plan, install and service plumbing systems, fixtures, piping equipment and controls. The sipping systems may be used to transport water, waste, gases or hot liquids. Plumbers work in cooperation with other trades and laborers to ensure that all specifications, legislation and policies are met, and to ensure efficient completion of any project. Providing adequate services will ensure that all water supply networks and waste and drainage systems are installed, repaired and maintained to meet all standards of building codes and safety

- Install, repair and maintain plumbing systems and components
- Review building plans and specifications to determine the layout for plumbing and related materials
- Identify required tools and special equipment
- Select the type and size of pipe required
- Locate and mark positions for connections and fixtures
- Install supports and hangers for pipe, fixtures and equipment
- Assemble and install valves and fittings
- Install, repair and maintain water treatment equipment, piping and controls
- Install, repair and maintain underground storm sanitary and water piping systems
- Install, repair and maintain sinks, tubs and toilets
- Install, repair and maintain water heaters and conditioners
- Install, repair and maintain plumbing fixtures, appliances and trim
- test pipe systems and fixtures for leaks
- Maintain all building codes, installation requirements and relevant legislation
- Perform scheduled maintenance service on plumbing systems and fixtures
- Apply all codes to installations, repairs and maintenance
- Ensure all requirements as specified by the manufacturer of systems and fixtures are met
- Ensure all installations, repairs and maintenance are properly sized, aligned, supported and graded
- Ensure all installations, repairs and maintenance meet the requirements of the appropriate codes
- Ensure all installations, repairs and maintenance meet environmental protection requirements

Position: **SNOW REMOVAL Monitoring**

Years' Experience: 5

Education: High School Diploma or Equivalent

Responsibilities: Supervises the servicing of assigned areas to conform to direct cost budgets, quality standards and clients satisfaction. Provide the proper support and guidance to leads, Associate Supervisors and Operations Supervisors in assigned counties in order to ensure they are performing their responsibilities adequately.

- Put clients first through excellent customer service including regular site visits to maintain good relationships.
- Communicate with property managers and facilities managers in assigned area to ensure clients' requests and problems are handled appropriately and in a timely manner.

- Responsible for selection, development and training of leads, Associate Supervisors and Operations Supervisors. Appraise their performance and make recommendations concerning salary adjustments, promotions, transfers, or terminations.
- Responsible for the supervision and inspection of the services provided by MSNW in the assigned territory.
- Coordinate and supervise the work of subcontractors in assigned area. Make recommendations concerning terminating a contract with a subcontractor as needed.
- Monitor and review labor and supply costs for assigned territory to ensure that it conforms to budgetary and operational standards.
- Inspect assigned accounts. Ensure the work performed meets clients' quality standards for account retention.
- Responsible for keeping upper management informed of any serious problems in the assigned areas.
- Develop work schedules and work with Human Resources to hire, train, and assign cleaning personnel to accounts.
- Review, approve and ensure that supply requisitions are turned into the main office in a timely manner.
- Contribute to and assist business development to generate and acquire new business.
- Perform other duties and projects as directed by Regional Operations Manager and/or CEO.
- Responsible for monitoring weather conditions during ice/snow season.

Travel throughout region as required for company with client needs.

Position: SNOW REMOVAL Shoveling or Hand Deicer Application

Years' Experience: 1

Education: High School Diploma or Equivalent

Responsibilities: Shovels snow to remove from sidewalks or around fire hydrants and parking lot corners.

- Shovels snow into truck or snow dumping area.
- Chops ice packed snow, using pick or ice-chopper to clear area around catch basis, fire hydrants or parking lot corners.
- May spread salt or thawing chemicals onto parking lot or walk ways.

Position: SNOW REMOVAL or Deicing, Heavy equipment & Driver

Years' Experience: 5

Education: High School Diploma or Equivalent

Responsibilities: Operates snowplow and sanding/salting truck to remove ice/snow from roadways and parking lots.

- Operates snowplow and sanding/salting truck to remove ice and snow from roads and parking lots, which require early morning starts, extended hours, and weekend duty including holidays.
- Performs routine equipment maintenance/repair tasks such as changing vehicle fluids, fueling, greasing, painting, etc.
- Inspects equipment on regularly scheduled basis. Complies with safety precautions.

Follows all safety rules, policies, and regulations.

Position: **SNOW REMOVAL PICK UP TRUCK w/ SNOWBLADE and DRIVER**

Years' Experience: 5

Education/Certification: High School Diploma or Equivalent must possess State Class B driver's license with air brake endorsement.

Responsibilities: Operates snowplow and sanding/salting truck to remove ice/snow from roadways and parking lots.

- Operates snowplow and sanding/salting truck to remove ice and snow from roads and parking lots, which require early morning starts, extended hours, and weekend duty including holidays.
- Performs routine equipment maintenance/repair tasks such as changing vehicle fluids, fueling, greasing, painting, etc.
- Inspects equipment on regularly scheduled basis. Complies with safety precautions.
- Follows all safety rules, policies, and regulations.

Position: **PRESSURE WASHING**

Years' Experience: 2

Education: High School Diploma or Equivalent

Responsibilities: Perform tasks involving physical labor at construction sites. May operate hand and power tools of all types: air hammers, earth tampers, cement mixers, small mechanical hoists, surveying and measuring equipment, and a variety of other equipment and instruments. May clean and prepare sites, dig trenches, set braces to support the sides of excavations, erect scaffolding, and clean up rubble, debris and other waste materials. May assist other craft workers.

- Signal equipment operators to facilitate alignment, movement, or adjustment of machinery, equipment, or materials.
- Measure, mark, or record openings or distances to layout areas where construction work will be performed.
- Clean or prepare construction sites to eliminate possible hazards.
- Control traffic passing near, in, or around work zones.
- Load, unload, or identify building materials, machinery, or tools, distributing them to the appropriate locations, according to project plans or specifications.
- Lubricate, clean, or repair machinery, equipment, or tools.
- Position or dismantle forms for pouring concrete, using saws, hammers, nails, or bolts.
- Erect or dismantle scaffolding, shoring, braces, traffic barricades, ramps, or other temporary structures.
- Dig ditches or trenches, backfill excavations, or compact and level earth to grade specifications, using picks, shovels, pneumatic tampers, or rakes.
- Position, join, align, or seal structural components, such as concrete wall sections or pipes.
- Operate jackhammers or drills to break up concrete or pavement.
- Read plans, instructions, or specifications to determine work activities.
- Tend pumps, compressors, or generators to provide power for tools, machinery, or equipment or to heat or move materials, such as asphalt.
- Provide assistance to craft workers, such as carpenters, plasterers, or masons.
- Mix, pour, or spread concrete, using portable cement mixers.

- Smooth or finish freshly poured cement or concrete, using floats, trowels, screeds, or powered cement finishing tools.
- Mop, brush, or spread paints, cleaning solutions, or other compounds over surfaces to clean them or to provide protection.
- Tend machines that pump concrete, grout, cement, sand, plaster, or stucco through spray guns for application to ceilings or walls.
- Place, consolidate, or protect case-in-place concrete or masonry structures.
- Apply caulking compounds by hand or caulking guns to protect against entry of water or air.
- Grind, scrape, sand, or polish surfaces such as concrete, marble, terrazzo, or wood flooring, using abrasive tools or machines.
- Mix ingredients to create compounds for covering or cleaning surfaces.
- Spray materials such as water, sand, steam, vinyl, paint, or stucco through hoses to clean, coat, or seal surfaces.
- Operate or maintain air monitoring or other sampling devices in confined or hazardous environments.

Position: CARPET CLEANING TECHNICIAN

Years' Experience: 2 years' experience in the maintenance industry.

Education: Professional Certificate, High School Diploma or Equivalent,

Responsibilities: Provides carpet, floor, and tile maintenance services including but not limited to: carpet cleaning, floor waxing, scrubbing, etc.

- Provide minor building maintenance, repairs, and other maintenance projects as required to various job sites.
- Provide water damage clean up, mold remediation, and repairs as required.
- Maintain supply and equipment inventory for project and periodic work. Perform or coordinate routine maintenance of operations equipment and vehicles. Maintain cleanliness and organization of warehouse and vehicles.
- Ensure that work conforms to budgetary standards and sound operational standards/quality.
- Ensure that work tickets, supply receipts and payroll timesheets are complete and turned into office in a timely manner.
- Cooperation with sales efforts of the company.
- Make recommendations for improvement to company policies and procedures.
- Perform other duties as directed by the Special Services Manager or Director of Operations.
- Perform other duties as directed by the Operations Manager, and or Director of Operations.

Position: HARDWOOD FLOOR TECHNICIAN

Years' Experience: 2 years' experience in the maintenance industry.

Education: Professional Certificate, High School Diploma or Equivalent,

Responsibilities: Provides carpet, floor, and tile maintenance services including but not limited to: carpet cleaning, floor waxing, scrubbing, etc.

- Provide minor building maintenance, repairs, and other maintenance projects as required to various job sites.
- Provide water damage clean up, mold remediation, and repairs as required.

- Maintain supply and equipment inventory for project and periodic work. Perform or coordinate routine maintenance of operations equipment and vehicles. Maintain cleanliness and organization of warehouse and vehicles.
- Ensure that work conforms to budgetary standards and sound operational standards/quality.
- Ensure that work tickets, supply receipts and payroll timesheets are complete and turned into office in a timely manner.
- Cooperation with sales efforts of the company.
- Make recommendations for improvement to company policies and procedures.
- Perform other duties as directed by the Special Services Manager or Director of Operations.
- Perform other duties as directed by the Operations Manager, and or Director of Operations.

Position: Window Washer

Years' Experience: 2 years' experience in the maintenance industry.

Education: High School Diploma or Equivalent,

Responsibilities: Generally, chemicals are added to water, and a device such as a brush or cloth-covered handle is dipped into the resulting solution and used to scrub glass. A squeegee is then used to sluice dirt and water mixture from glass. There are four different types of squeegees. Window Squeegee is the most famous one because it is used on all types of windows. Your house, commercial or even car windows can be cleaned with the window squeegee.

Floor Squeegees are mostly used for large surfaces like floors; they're mostly used in hospitals and other large buildings. Stiff Blade Squeegees are found in using grouts to tiles. Horse Scrapers are applied to in houses to eliminate sweat and dust from the layers. Chemicals added to the solution range from dish soap and glass cleaner to Trisodium Phosphate and etching salt. In sub-freezing temperatures, anti-freezing chemicals are added to the solution to prevent it from crystallizing on the pane before it is sluiced off.

Position: Bio-Hazard Removal

Years' Experience: 5 years' experience in the maintenance industry.

Education: High School Diploma or Equivalent,

Responsibilities: Removes biohazard waste and cleans areas that may contain biohazard materials.

- Provide biohazard waste disposal services, protecting people and the environment from the risk associated with biohazards.
- Be available when called to sites
- Provide reliable, high quality services for various commercial buildings as assigned according to job specifications.
- Follow and maintain time standards as directed by Operations Supervisor.
- Ensure the work performed meets customer quality standards for account retention.
- Utilize cleaning products and equipment effectively and efficiently according to training program.
- Maintain inventory and supply and equipment needs for assigned accounts. Follow company procedure for ordering cleaning and disposable supplies.
- Follow procedures and maintain accurate time records utilizing telephone timekeeping system.
- Report any day-to-day operational problems at accounts to Operations Supervisor. This includes maintenance items outside the janitorial scope of work, as well as safety concerns.
- Maintain OSHA compliance.

Perform other duties as directed by the Operations Supervisor or Operations Manager.

Position: **JANITOR**

Years' Experience: 1

Education: High School Diploma or Equivalent

Responsibilities: Provide safe, clean environment for clients and their employees. Service assigned accounts to conform to quality standards, direct cost budgets, and customer satisfaction.

- Provide reliable, high quality cleaning services for various commercial buildings as assigned according to job specifications.
- Follow and maintain time standards as directed by Operations Supervisor.
- Ensure the work performed meets customer quality standards for account retention.
- Provide fill-in services where needed.
- Utilize cleaning products and equipment effectively and efficiently according to training program.
- Maintain inventory and supply and equipment needs for assigned accounts. Follow company procedure for ordering cleaning and disposable supplies.
- Follow procedures and maintain accurate time records utilizing telephone timekeeping system.
- Report any day-to-day operational problems at accounts to Operations Supervisor. This includes maintenance items outside the janitorial scope of work, as well as safety concerns.
- Follows MSNW's Employee Safety Rules such as proper lifting, use of cleaning products, personal protective equipment, etc.
- Perform other duties as directed by the Operations Supervisor or Operations Manager.

2. Maximum order. **\$1,000,000**

3. Minimum order. **\$100**

4. Geographic coverage (delivery area). **48 contiguous states**

5. Point(s) of production (city, county, and State or foreign country). **Ferndale, WA**

6. Discount from list prices or statement of net price. **2%-20%**

7. Quantity discounts. **1.5% over \$500,000**

8. Prompt payment terms. Note: Prompt payment terms must be followed by the statement "Information for Ordering Offices: Prompt payment terms cannot be negotiated out of the contractual agreement in exchange for other concessions." **1% 10 days, Net 30**

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

9b. Notification whether Government purchase cards are accepted or not accepted above the micro-purchase threshold.

10. Foreign items (list items by country of origin). **N/A**

11a. Time of delivery. (Contractor insert number of days.) **TBD at task order level**

11b. Expedited Delivery. The Contractor will insert the sentence "Items available for expedited delivery are noted in this price list." under this heading. The Contractor may use a symbol of its choosing to highlight items in its price lists that have expedited delivery. **TBD at task order level**

11c. Overnight and 2-day delivery. The Contractor will indicate whether overnight and 2-day delivery are available. Also, the Contractor will indicate that the schedule customer may contact the Contractor for rates for overnight and 2-day delivery. **TBD at task order level**

11d. Urgent Requirements. The Contractor will note in its price list the "Urgent Requirements" clause of its contract and advise agencies that they can also contact the Contractor's representative to effect a faster delivery. **TBD at task order level**

12. F.O.B. point(s). **N/A**

13a. Ordering address(es). **2257 Northgate Spur Unit Main, Ferndale, WA 98248**

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. **FAX – 360-366-2285**

14. Payment address(es). **2257 Northgate Spur Unit Main, Ferndale, WA 98248**

15. Warranty provision. **Manufacturer Warranty on Parts, Warrant to satisfaction of the client.**

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). **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. 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. **033134334**

26. Notification regarding registration in Central Contractor Registration (CCR) database.



PRICE LIST

SINs	Service	Unit of Issue	Price to GSA (including IFF)
003-100, 003-97,371-001, 371-002 811-002	Landscaping Project Manager (or Supervisor)	hour	\$ 43.98
003-100 003-97,371-001 371-002 811-002	Landscaper **	hour	\$ 38.29
003-100, 003-97,371 001, 811-002	Irrigation Tech	hour	\$ 52.64
003-100 003-97 811-002	Pest Control **	hour	\$ 47.86
811-003	Facility Manager	hour	\$ 67.00
003-100 003-97 811-002	Journeyman Painter **	hour	\$ 58.94
003-100 003-97 811-002	Maintenance Technician	hour	\$ 58.94
003-100 003-97 811-002	Carpenter **	hour	\$ 52.64
003-100 003-97 811-002	Drywaller **	hour	\$ 62.22
003-100 003-97 811-002	Electrician I **	hour	\$ 68.01
003-100 003-97 811-002	Electrician II **	hour	\$ 58.94
003-100 003-97 811-002	HVAC Technician **	hour	\$ 133.60
003-100 003-97 811-002	Plumber **	hour	\$ 126.95
003-100 003-97 811-002	Snow Removal - Monitoring **	night	\$ 70.65
003-100 003-97 811-002	Snow Removal - Shoveling or Hand De-icer Application **	hour	\$ 64.23
003-100 003-97 811-002	Snow Removal or Deicing- Heavy Equipment & Driver**	hour	\$ 192.70
003-100 003-97 811-002	Snow Removal - Pickup Truck with Snowblade & Driver**	hour	\$ 107.05

003-100 003-97 811-002	Pressure Washing **	hour	\$ 43.98
003-100 003-97 811-002	Carpet Cleaning Technician	sq ft	\$ 0.16
003-100 003-97 811-002	Hard Floor Cleaning Technician	sq ft	\$ 0.45
003-100 003-97 811-002	Window Washer **	hour	\$ 39.09
003-100 003-97 811-002	BioHazard Removal**	hour	\$ 71.79
003-100 003-97 811-002	Janitor **	hour	\$ 34.56