



1691 Phoenix Blvd. Suite 100
Atlanta, GA 30349-5565
Office: 678.422.2900; Fax: 678.422.2975



**GENERAL SERVICES ADMINISTRATION
FEDERAL SUPPLY SERVICE**

**AUTHORIZED FEDERAL SUPPLY SCHEDULE PRICE LIST
MULTIPLE AWARD SCHEDULE
Facilities
Facilities Maintenance and Repair**



New Horizon Industries

Contract Administrator President/CEO Vanessa Chapman vc@newhorizonindustries.com	New Horizon Industries, Inc. 1691 Phoenix Blvd. Suite 100 Atlanta, GA 30349-5565 678.422.2900 (Office) 678.422.2975 (Fax) www.newhorizonindustries.com
Small Business, Woman Owned, Economically Disadvantaged Woman Owned	



**GENERAL SERVICES ADMINISTRATION
FEDERAL SUPPLY SERVICE**

AUTHORIZED FEDERAL SUPPLY SCHEDULE PRICE LIST

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

MULTIPLE AWARD SCHEDULE

FACILITIES

Facilities Maintenance and Repair

SIN 561210FAC Complete Facilities Maintenance and Management

PSC Code: R799 Support Management Other

MISCELLANEOUS

Complimentary Special Item Numbers (SINs)

SIN ANCR Ancillary Repair and Alterations

PSC Code: Z2AA Repair or Alteration of Office Buildings

SIN ANCILLARY Ancillary Supplies and Services

CONTRACT NUMBER: GS-21F-038GA

Modification PS-0013, September 3, 2020

Period Covered by Contract: April 26, 2017 to April 25, 2022

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



CONTENTS

AWARDED SPECIAL ITEM NUMBERS (SIN)	3
ORDER QUANTITIES/TERMS	4
GOVERNMENT PURCHASE CARDS	4
DELIVERY	5
PAYMENTS	5
REGISTRATIONS	5
WARRANTY/PACKAGING/DISTRIBUTION	6
COMPANY OVERVIEW	6
PRICING INFORMATION	7
PRICE LIST	8
LABOR DESCRIPTIONS	9

AWARDED SPECIAL ITEM NUMBERS (SIN)

Special Item Number (SIN)	Description
561210FAC	Complete Facilities Maintenance and Management
ANCRA	Ancillary Repair and Alterations
ANCILLARY	Ancillary Supplies and Services
OLM	Order-Level Materials

- Identification of the lowest priced model number and the lowest price for that model for each special item number awarded in the contract. This price is the Government’s 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.

SIN 561210FSC is 'Laborer' at \$21.56
Prices are listed on page (8) eight.

- 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 category descriptions begin on page (9).



ORDER QUANTITIES/TERMS

- Maximum Order: **\$1,000,000.00 for SIN 561210FAC**
- Minimum Order: **\$100.00**
- Geographic Coverage (delivery area): **Domestic**
- Point(s) of Production (city, county and state or foreign country): **Not Applicable**
- Discount from list prices or statement of net price: **Prices shown are net (discounts already deducted)**
- Quantity Discounts: **1.5% for orders of \$500,000 and above**
- Prompt Payment Terms: **1% 15 days, Net 30 Days**

GOVERNMENT PURCHASE CARDS

- Notification whether Government purchase cards are accepted at or below the micro-purchase threshold. **Government purchase cards are accepted at or below the micro-purchase threshold (excludes prompt payments discounts)**
- Notification whether Government purchase cards are accepted or not accepted above the micro-purchase threshold. **Government purchase cards are accepted above the micro-purchase threshold**



DELIVERY

- Foreign Items (list items by country of origin): **None**
- Time of Delivery: **As specified in the Task Order**
- 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. **Contact New Horizon Industries, Inc.**
- 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: **Not Applicable**
- 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. **Contact New Horizon Industries, Inc.**
- F.O.B. points(s): **Destination**
- Ordering address:
New Horizon Industries, Inc.
1691 Phoenix Blvd., Suite 100
Atlanta, GA 30349-5565
- 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.

PAYMENTS

New Horizon Industries, Inc.
1691 Phoenix Blvd., Suite 100
Atlanta, GA 30349-5565

REGISTRATIONS

- Data Universal Number System (DUNS) Number: **072930808**
- Notification regarding registration in the System for Award Management (SAM) database.
- New Horizon Industries, Inc. SAM registration is active.



WARRANTY/PACKAGING/DISTRIBUTION

- Warranty provision: **All warranties provided by the manufacturer on equipment and materials**
- Export packing charges, if applicable: **Not Applicable**
- Terms and conditions of Government purchase card acceptance (any thresholds above the micro-purchase level): **Not Applicable (Should state)**
- Terms and conditions of rental, maintenance and repair (if applicable): **Not Applicable**
- Terms and conditions of installation (if applicable): **Not Applicable**
- Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable): **Not Applicable**
- Terms and conditions for any other services (if applicable): **Not Applicable**
- List of service and distribution points (if applicable): **Not Applicable**
- List of participating dealers (if applicable): **Not Applicable**
- Preventive maintenance (if applicable): **Available Upon Request**
- Special attributes such as environmental attributes (e.g. recycled content, energy efficiency and/or reduced pollutants): **Not Applicable**
- 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/. **Not Applicable**

COMPANY OVERVIEW

New Horizon Industries, Inc. is a leading facilities management firm based in Atlanta, Georgia. A woman-owned small business, New Horizon Industries has been providing cost-effective facility management solutions since 2007. Our team of professional managers and staff are on a mission to provide quality service at the lowest price. Our clientele includes customers in both the public and private sector, including several government agencies throughout the United States.

New Horizon Industries has extensive maintenance and management experience in various government facilities, including office buildings, courthouses, laboratories, military and research and development facilities. New Horizon Industries has provided facility management services to various government agencies such as GSA, EPA, SSA, FAA, NARA and DOD. We self-perform all key services, and through partnerships or contractual agreements with other specialty contractors, we provide operation and maintenance services that are fully managed and controlled by our on-site management team.



PRICING INFORMATION

The Service Contract Act (SCA) is applicable to this contract and includes SCA applicable labor categories. Offered pricing for SIN 561210FAC are based on the Wage Determination for New York, New York. The actual offered pricing is based on the location in which the work is performed. Should the contractor perform in an area with a lower SCA rate, resulting in a reduction in paid wages, the rates will be adjusted accordingly.

Direct Costs are based on the requirements of the solicitation and a detailed analysis of the equipment and facilities.

Direct Costs for subcontracted work are based on actual bids (whenever possible, NHI will obtain at least (3) bids per item in order to satisfy our requirements for competitiveness under the specific circumstances of the acquisition.)

PRICE LIST

Labor Category	SIN Code	Option Year III April 26, 2020 - April 25, 2021	Option Year IV April 26, 2021 - April 25, 2022
Accounting Clerk II **	561210FAC	\$29.98	\$30.88
Administrative Assistant **	561210FAC	\$41.50	\$42.74
Electrician, Maintenance **	561210FAC	\$51.36	\$52.90
Electrician, Maint. Lead **	561210FAC	\$58.22	\$59.97
Electronic Technician III **	561210FAC	\$37.92	\$39.06
General Clerk I **	561210FAC	\$31.78	\$32.73
General Maint. Worker **	561210FAC	\$30.37	\$31.28
HVAC Mechanic **	561210FAC	\$39.11	\$40.29
HVAC Mechanic, Lead **	561210FAC	\$45.28	\$46.64
Janitor /Custodian Supervisor II **	561210FAC	\$29.23	\$30.10
Janitor / Custodian **	561210FAC	\$25.13	\$25.88
Laborer **	561210FAC	\$21.56	\$22.20
Laborer, Grounds Maint. **	561210FAC	\$25.37	\$26.13
Locksmith **	561210FAC	\$31.33	\$32.27
Maintenance Trades Helper **	561210FAC	\$34.77	\$35.81
Pipefitter, Maintenance **	561210FAC	\$42.73	\$44.01
Plumber, Maintenance **	561210FAC	\$39.62	\$40.81
Secretary I **	561210FAC	\$32.41	\$33.39
Service Order Dispatcher **	561210FAC	\$32.64	\$33.62
Shipping/Receiving Clerk **	561210FAC	\$24.37	\$25.10
Stationary Engineer **	561210FAC	\$41.67	\$42.92
Stationary Engineer, Lead *	561210FAC	\$45.27	\$46.63
Truck Driver, Light *	561210FAC	\$27.74	\$28.57
Project Manager **	561210FAC	\$68.60	\$70.65
Carpenter, Maintenance *	561210FAC & Ancra, Ancillary	\$76.90	\$76.90
Electrician, Maintenance *	561210FAC & Ancra, Ancillary	\$86.57	\$86.57
Painter *	561210FAC & Ancra, Ancillary	\$63.83	\$63.83
Plumber, Maintenance *	561210FAC & Ancra, Ancillary	\$99.19	\$99.19

Note: All support product and ancillary service costs, shipping/handling, taxes, special Federal and State Taxes on products may vary based on specific project requirements and geographic area and shall be determined based on the specific project. Product Mark-ups are 3% and a 0.75% IFF fee shall be applied to the final product pricing.

** Based on Service Contract Act Rates

* Based on Davis-Bacon Act Rates

LABOR DESCRIPTIONS

Relevant SIN: 561210FAC

Accounting Clerk II (SCA 01012)

Duties/Responsibilities
Performs posting actions to journals, identifying subsidiary accounts affected, making debit and credit entries and assigning proper codes. Detect and correct erroneous postings and prepare documents to adjust accounting classifications and other data. Compiles and sorts documents such as invoices and checks, verifying and posting details of business transactions, such as funds received and disbursed and totals accounts using calculator or computer.
Minimum Education/Experience/Certifications:
High school diploma. Three years of experience or as required per task order.

Administrative Assistant (SCA 01020)

Duties/Responsibilities
In addition to secretarial duties (filing, taking phone calls, scheduling appointments, making travel arrangements), this position will provide administrative support to executive staff with office management responsibilities to include budgeting, personnel records and payroll. The Administrative Assistant may be required to work independently on projects requiring research and preparation of briefing charts and other presentation materials.
Minimum Education/Experience/Certifications:
Associate Degree and knowledge of Microsoft Office. Three years of experience or as required per task order.

Electrician, Maintenance, Lead (SCA 23160)

Duties/Responsibilities
Supervises electrical maintenance staff and reviews electrical work completed by others. Performs a variety of electrical trade functions such as the installation, maintenance or repair of equipment for the generation, distribution or utilization of electric energy. Work involves most of the following: Installing or repairing any of a variety of electrical equipment such as generators, transformers, switchboards, controllers, circuit breakers, motors, heating units, conduit systems or other transmission equipment; working from blueprints, drawings, layouts or other specifications; locating and diagnosing trouble in the electrical system or equipment; using a variety of electrician's hand tools and measuring and testing instruments.
Minimum Education/Experience/Certifications:
High school diploma or equivalent. Five years of experience or as required per task order. Certifications: Journeyman level or higher.

Electronics Technician, Maintenance III (SCA 23183)

Duties/Responsibilities
<p>Applies advanced technical knowledge to solve complex problems that typically cannot be solved solely by referencing manufacturers' manuals or similar documents. Work typically requires an understanding of the interrelationships of circuits, exercising independent judgment in performing such tasks as making circuit analyses, calculating wave forms, and tracing relationships in signal flow, using complex test instruments such as high frequency pulse generators, frequency synthesizers, distortion analyzers and complex computer control equipment. Work may be reviewed by supervisor for general compliance with accepted practices. This position may provide technical guidance to lower level technicians.</p>
Minimum Education/Experience/Certifications:
<p>High school diploma or equivalent. Three years of experience or as required per task order.</p>
<p>Certifications: Appropriate National Institute for Certification in Engineering Technologies (NICET) certification.</p>

General Clerk I (SCA 01111)

Duties/Responsibilities
<p>Performs clearly detailed specific procedures in completing several repetitive clerical steps performed in a prescribed or slightly varied sequence such as coding and filing documents in an extensive alphabetical file. Duties could also include simple posting to individual accounts, opening mail, calculating and posting charges to departmental accounts, operating basic office equipment (i.e., photocopier, facsimile, multi-line phone/voicemail systems, mailing machines and minimal computer programs); writes, types or enters information into computer to prepare correspondence, bills, statements, receipts, checks or other documents.</p>
Minimum Education/Experience/Certifications:
<p>High school diploma. One year of experience or as required per task order.</p>

General Maintenance Worker (SCA 23370)

Duties/Responsibilities
<p>Performs general maintenance and repair of equipment and buildings requiring practical skill and knowledge (but not proficiency) in such trades as painting, carpentry, plumbing, masonry and electrical work. Duties can include the following: Replacing electrical receptacles, wires, switches, fixtures and motors; using plaster or compound to patch holes and cracks in walls and ceilings; repairing or replacing sinks, water coolers and toilets; painting structures and equipment; repairing or replacing concrete floors, steps and sidewalks; replacing damaged paneling and floor tiles; hanging doors and installing door locks; replacing broken window panes and performing general maintenance on equipment and machinery.</p>
Minimum Education/Experience/Certifications:
<p>High school diploma or equivalent. One year of experience or as required per task order.</p>

HVAC Mechanic (SCA 23410)**Duties/Responsibilities**

Installs, services and repairs environmental control systems in residences, department stores, office buildings and other commercial establishments, utilizing knowledge of refrigeration theory, pipefitting and structural layout. Mounts compressor and condenser units on platform or floor, using hand tools, following blueprints or engineering specifications. Fabricates, assembles and install ductwork and chassis parts, using portable metalworking tools and welding equipment. Installs evaporator unit in chassis or in air-duct system, using hand tools. Cuts and bends tubing to correct length and shape, using cutting and bending equipment and tools. Cuts and threads pipe using machine-threading or hand-threading equipment. Joins tubing or pipes to various refrigerating units by means of sleeves, couplings or unions and solders joints using torch, forming complete circuit for refrigerant. Installs expansion and discharge valves in circuit. Connects motors, compressors, temperature controls, humidity controls and circulating ventilation fans to control panels and connects control panels to power source. Installs air and water filters in completed installation, injects small amount of refrigerant into compressor to test systems and adds Freon gas to build up prescribed operating pressure. Observes pressure and vacuum gauges and adjusts controls to insure proper operation. Tests joints and connections for gas leaks, using gauges or soap and water solution. Wrap pipes in insulation batting and secures them in place with cement or wire bands. Replaces defective breaker controls, thermostats, switches, fuses and electrical wiring to repair installed units. May install, repair and service air conditioners, ranging from fifteen to twenty tons cooling capacity in warehouses and small factor buildings.

Minimum Education/Experience/Certifications:

High school diploma or equivalent.

Three years of experience or as required per task order.

Certifications: North American Technician Excellence HVACR Service Technician Certification; HVAC Excellence Professional Level Certification; UA Star HVACR Mastery Certification.

HVAC Mechanic, Lead (SCA 23410)

Duties/Responsibilities
<p>Duties/Responsibilities: Supervises HVAC maintenance staff and reviews work completed by others. Installs, services and repairs environmental control systems in residences, department stores, office buildings and other commercial establishments, utilizing knowledge of refrigeration theory, pipefitting and structural layout. Mounts compressor and condenser units on platform or floor, using hand tools, following blueprints or engineering specifications. Fabricates, assembles and install ductwork and chassis parts, using portable metalworking tools and welding equipment. Installs evaporator unit in chassis or in air-duct system, using hand tools. Cuts and bends tubing to correct length and shape, using cutting and bending equipment and tools. Cuts and threads pipe using machine-threading or hand-threading equipment. Joins tubing or pipes to various refrigerating units by means of sleeves, couplings or unions and solders joints using torch, forming complete circuit for refrigerant. Installs expansion and discharge valves in circuit. Connects motors, compressors, temperature controls, humidity controls and circulating ventilation fans to control panels and connects control panels to power source. Installs air and water filters in completed installation, injects small amount of refrigerant into compressor to test systems and adds Freon gas to build up prescribed operating pressure. Observes pressure and vacuum gauges and adjusts controls to insure proper operation. Tests joints and connections for gas leaks, using gauges or soap and water solution. Wrap pipes in insulation batting and secures them in place with cement or wire bands. Replaces defective breaker controls, thermostats, switches, fuses and electrical wiring to repair installed units. May install, repair and service air conditioners, ranging from fifteen to twenty tons cooling capacity in warehouses and small factor buildings.</p>
<p>Minimum Education/Experience/Certifications:</p> <p>High school diploma or equivalent. Five years of experience or as required per task order.</p> <p>Certifications: North American Technician Excellence HVACR Service Technician Certification; HVAC Excellence Professional Level Certification; UA Star HVACR Mastery Certification.</p>

Janitorial/Custodian (SCA 11150)

Duties/Responsibilities
<p>Duties/Responsibilities: Cleans and keeps in an orderly condition working areas and washrooms or premises of an office, apartment house, or commercial or other establishment. Duties involve a combination of the following: Sweeping, mopping or scrubbing and polishing floors; removing chips, trash and other refuse; dusting equipment, furniture or fixtures; polishing metal fixtures or trimmings; providing supplies and minor maintenance services and cleaning lavatories, showers and restrooms.</p>
<p>Minimum Education/Experience/Certifications:</p> <p>High school diploma or equivalent. One year of experience or as required per task order.</p>



Janitorial/Custodian Supervisor (SCA 11150)

Duties/Responsibilities
Supervise the management of custodial activities in designated areas. Coordinates activities by scheduling work assignments, setting priorities and directing the work of subordinate employees. Evaluated and verifies employee performance through the review of completed work assignments and work techniques. Identifies staff development and training needs and ensures that training is obtained. Conducts inspection of designated work area, assigns needed coverage, gives special cleaning instructions and/or assignments and verify compliance with directives. Determines material, supplies and equipment needs. Requisitions cleaning supplies and materials. Inspects equipment for cleanliness and makes minor repairs.
Minimum Education/Experience/Certifications:
High school diploma or equivalent. Three years of experience or as required per task order.

Laborer (SCA 23470)

Duties/Responsibilities
Performs tasks that require mainly physical abilities and effort involving little or no specialization skill or prior work experience. The following tasks are typical of this occupation: Loads and unloads trucks and other conveyances; moves supplies and materials to proper location by wheelbarrow or hand truck; stacks materials for storage and binding; collects refuse and salvageable materials and digs, fills and tamps earth excavations. Levels ground using pick, shovel, tamper and rake; shovels concrete and snow; cleans culverts and ditches; cuts trees and brush; operates power lawnmowers; moves and arranges heavy pieces of office and household furniture, equipment and appliances; moves heavy pieces of automotive, medical engineering and other types of machinery and equipment; spreads sand and salt on icy roads and walkways and picks up leaves and trash.
Minimum Education/Experience/Certifications:
High school diploma or equivalent. One year of experience or as required per task order.

Laborer, Grounds Maintenance (SCA 11210)

Duties/Responsibilities
Maintains grounds or industrial, commercial or public property such as buildings, camp and picnic grounds, parks, playgrounds, greenhouses and athletic fields. Repairs structures and equipment. Performs one or more of the following tasks: Cut grass, using walking-type or riding mowers (less than 2000 lbs.); trim hedges and edges around walks, flowerbeds and wells using hedge trimmers, clippers and edging tools; prunes shrubs and trees to shape and improve growth, using shears and other hand tools; sprays lawn, shrubs and trees with fertilizer or insecticide. Plants grass, flowers, trees and shrubs. Waters lawn and shrubs during dry periods, using hose or activating sprinkler system. Picks up and burns or carts away leaves, paper or other litter. Remove snow from walks, driveways, roads or parking lots, using shovel and snow blower. Spreads salt on walkways and other areas. Repairing and painting fences, gates, benches, tables, guardrails and outbuildings. Assist in repair of roads, walks, buildings and mechanical equipment. May clean comfort stations, offices, workshop areas and parking lots by sweeping, washing, mopping and polishing.
Minimum Education/Experience/Certifications:
High school diploma or equivalent. One year of experience or as required per task order.

Locksmith (SCA 23510)

Duties/Responsibilities
Installs, repairs, modifies and opens a variety of locking mechanisms found on doors, desks, compartments, mobile equipment, safes and vaults. Examines locking mechanism and installs new unit or disassembles unit and replaces worn tumblers, springs and other parts or repairs them by filing, drilling, chiseling and grinding. Opens door locks by moving lock pick in cylinder or opens safe locks by listening to lock sounds or drilling. Makes new or duplicate keys, using key cutting machine. Changes combination by inserting new or repaired tumblers into lock and establishes keying systems for buildings.
Minimum Education/Experience/Certifications:
High school diploma or equivalent. One year of experience or as required per task order.

Maintenance Trades Helper (SCA 23580)

Duties/Responsibilities
Assists one or more workers in the skilled maintenance trades by performing specific or general duties of lesser skill such as: Keeping a worker supplied with materials and tools, cleaning working area, machine and equipment; assisting journeyman by holding materials or tools and performing other unskilled tasks as directed by journeyman. The kind of work the helper is permitted to perform varies from trade to trade. In some trades, the helper is confined to supplying, lifting and holding materials and tools and cleaning working areas and in others, the worker is permitted to perform specialized machine operations or parts of a trade that are also performed by workers on a full-time basis.
Minimum Education/Experience/Certifications:
High school diploma or equivalent. One year of experience or as required per task order.

Pipefitter, Maintenance (SCA 23790)

Duties/Responsibilities
<p>Installs or repairs water, steam, gas or other types of pipe and pipefitting. Work involves most of the following: Laying out work and measuring to locate position of pipe from drawings or other written specifications; cutting various sizes of pipe to correct lengths with chisel and hammer, oxyacetylene torch or pipe-cutting machines, threading pipe with stocks and dies. Responsible for bending pipe by hand-driven or power-driven machines, assembling pipe with couplings and fastening pipe to hangers; making standard shop computations relating to pressures, flow and size of pipe required; making standard tests to determine whether finished pipes meet specifications.</p>
Minimum Education/Experience/Certifications:
<p>High school diploma or equivalent. Three years of experience or as required per task order. Certifications: Completed a Journeyman apprenticeship program and trade licensing, certification and professional designations in accordance with the jurisdiction having authority at the location where the work is being performed.</p>

Secretary I (SCA 01311)

Duties/Responsibilities
<p>Respond to routine telephone requests and refer calls and visitors to appropriate staff. Control mail and assure timely staff response and send form letters. Maintain supervisor's calendar, make appointments and arrange for meeting rooms. Review materials prepared for supervisor's approval for typographical accuracy and proper format. Maintain recurring internal reports, such as time and leave records, office equipment listings, correspondence controls and training plans. Requisition supplies, type, take and transcribe dictation, create and maintain office files. Set up and maintain paper and electronic filing systems for records, correspondences and documents. Operate office equipment such as fax machines, copiers, printers and use computer for spreadsheet, word processing, database management and other software applications.</p>
Minimum Education/Experience/Certifications:
<p>Associate Degree and knowledge of Microsoft Office. Three years of secretarial experience, exceptional verbal/written communication skills and the ability to type 40 wpm.</p>

Service Order Dispatcher (SCA 01320)

Duties/Responsibilities
<p>Receives, records and distributes work orders to field personnel upon customers' requests for service on equipment or systems. Records information such as name, address, equipment or systems to be repaired or services to be rendered, prepares work order and distributes to field personnel. Schedules service calls and dispatches field personnel. The Service Order Dispatcher calls or emails the customer to insure satisfactory performance of services, keeps record of service calls and work orders, dispatch orders and relay messages and special instructions to field personnel using radio or cellular telephone.</p>
Minimum Education/Experience/Certifications:
<p>High school diploma and good computer skills. One year of experience or as required per task order.</p>

Shipping/Receiving Clerk (SCA 21130)

Duties/Responsibilities
<p>Inspects, inventories and documents incoming and outgoing shipments of parts, materials and/or property. Track inventory levels, handle all aspects of shipping and receiving. Keep accurate records. Package items, print labels, weigh packages and determine appropriate postage. Compare bills of lading against actual merchandise received. Inspect for damaged goods and distribute items to the correct departments. May operate forklifts or similar vehicles. Employee must be able to lift 50 lbs. overhead and/or repetitively.</p>
Minimum Education/Experience/Certifications:
<p>High school diploma or equivalent and good computer skills. One year of experience or as required per task order.</p>

Stationary Engineer (SCA 25070)

Duties/Responsibilities
<p>Responsible for the operation, maintenance, renovation and repair of boiler systems and all other mechanical systems in a facility. Perform work on boilers, steam systems, HVAC systems, building automation systems, generators, pumps, piping, refrigeration and electrical systems. Start up, regulate, repair and shut down equipment. Monitor attached meters, gauges and computerized controls. Use hand and power tools to perform repairs and maintenance. Records temperature, pressure, water levels, power output and fuel consumption. Perform routine maintenance, such as repairing and replacing pumps, motors and other operating equipment. Lubricate moving parts, replace filters and remove contaminants that can reduce operating efficiency.</p>
Minimum Education/Experience/Certifications:
<p>High school diploma or equivalent. Three years of experience or as required per task order.</p>
<p>Certifications: Completed a Journeyman apprenticeship program and trade licensing, certification and professional designations in accordance with the jurisdiction having authority at the location where the work is being performed.</p>

Stationary Engineer, Lead (SCA 25070)

Duties/Responsibilities
Supervises stationary engineers and reviews work completed by others. Responsible for the operation, maintenance, renovation and repair of boiler systems and all other mechanical systems in a facility. Perform work on boilers, steam systems, HVAC systems, building automation systems, generators, pumps, piping, refrigeration and electrical systems. Start up, regulate, repair and shut down equipment. Monitor attached meters, gauges and computerized controls. Use hand and power tools to perform repairs and maintenance. Records temperature, pressure, water levels, power output and fuel consumption. Perform routine maintenance, such as repairing and replacing pumps, motors and other operating equipment. Lubricate moving parts, replace filters and remove contaminants that can reduce operating efficiency.
Minimum Education/Experience/Certifications:
High school diploma or equivalent. Five years of experience or as required per task order. Certifications: Completed a Journeyman apprenticeship program and trade licensing, certification and professional designations in accordance with the jurisdiction having authority at the location where the work is being performed.

Truck Driver, Light (SCA 31361)

Duties/Responsibilities
Drive a truck with a capacity of less than 1-1/2 tons to transport materials, merchandise, equipment or packages to businesses or private customers. May load or unload truck with or without helpers.
Minimum Education/Experience/Certifications:
High school diploma or equivalent. Have a CDL and one year of experience or as required per task order.

Project Manager (Exempt)

Duties/Responsibilities
Duties/Responsibilities: Conduct and document regular facilities inspections. Supervise maintenance and repair of facilities and equipment. Implement best practice processes to increase efficiency. Obtain quotes from vendors and suppliers. Coordinate and monitor activities of contract suppliers. Manage contractor and vendor relationships. Manage and review service contracts to ensure facility management needs are being met. Manage, develop and train staff. Plan and monitor appropriate staffing levels. Ensure efficient utilization of facility maintenance staff. Reviews budgets, contracts, expenditures and purchases. Advise on and monitor energy efficiency. Respond to facility and equipment alarms and system failures. Provide prompt response to requests and issues from facility occupants. Serve as the contractor’s point of contact with the Contracting Officer’s Representative (COR), government management personnel and customer agency representatives.
Minimum Education/Experience/Certifications:
Bachelor’s Degree in Business, Engineering, or related discipline. Eight years of experience and degree or fifteen years of related experience or as required per task order.



Carpenter, Maintenance (Davis-Bacon CARP0279-005)

Duties/Responsibilities
Duties/ Responsibilities: Performs the carpentry duties necessary to maintain in good repair building woodwork and equipment such as bins, cribs, counters, benches, partitions, and doors. Work involves most of the following: planning and laying out of work from blueprints, drawings, models, or verbal instructions, using a variety of carpenter’s hand tools, portable power tools and standard measuring instruments, and making standard shop computations relating to dimensions of work; and selecting materials necessary for the work. In general, the work of the maintenance carpenter requires rounded training and experience usually acquired through a formal apprenticeship or equivalent training and experience.
Minimum Education/Experience/Certifications:
High School, Three Years of Experience

Electrician, Maintenance (Davis-Bacon ELEC0363-001; SCA 23160)

Duties/Responsibilities
Performs a variety of electrical trade functions such as the installation, maintenance or repair of equipment for the generation, distribution or utilization of electric energy. Works involves most of the following: Installing or repairing any of a variety of electrical equipment such as generators, transformers, switchboards, controllers, circuit breakers, motors, heating units, conduit systems or other transmission equipment; working from blueprints, drawings, layouts or other specifications, locating and diagnosing trouble in the electrical system or equipment, working standard computations relating to load requirements of wiring or electrical equipment and using a variety of electrician’s hand tools and measuring and testing instruments.
Minimum Education/Experience/Certifications:
High school diploma or equivalent. Three years of experience or as required per task order.
Certifications: Journeyman level or higher or completion of an apprenticeship with a curriculum that is equal to or comparable with the International Brotherhood of Electrical Workers Joint Apprenticeship Training Committee or the National Electrical Contractors training programs.

Plumber, Maintenance (Davis-Bacon PLUM0373-003; SCA 23810)

Duties/Responsibilities
<p>Assembles, installs and repairs pipes, fittings and fixtures of heating, water and drainage systems according to specifications and plumbing codes. Studies building plans and working drawings to determine work aids required and sequence of installations. Inspects structure to ascertain obstructions to be avoided to prevent weakening of structure resulting from installation of pipe and locates and marks position of pipe and pipe connections and passage holes for pipes in walls and floors. Cuts openings in walls and floors to accommodate pipe and pipe fittings, using hand and power tools. Cuts and threads pipes using pipe cutters, cutting torch and pipe-threading machine. Bends pipe to required angle by use of pipe-bending machine or by placing pipe over block and bending it by hand. Assembles and installs valves, pipefittings and pipes composed of metals, such as iron, steel, brass and lead and nonmetals such as glass, vitrified clay and plastic. Joins pipe by use of screws, bolts fittings, solder and plastic solvent. Caulks joints, fills pipe system with water or air and reads pressure gauges to determine whether system is leaking. Installs and repairs plumbing fixtures, such as sinks, commodes, bathtubs, water heaters, hot water tanks, garbage disposal units, dishwashers and water softeners. Repairs and maintains plumbing by replacing washers in leaky faucets, mending burst pipes and opening clogged drains. May weld holding fixtures to steel structural members.</p>
<p>Minimum Education/Experience/Certifications:</p>
<p style="text-align: center;">High school diploma or equivalent. Three years of experience or as required per task order.</p> <p>Certifications: Completed a Journeyman apprenticeship program and trade licensing, certification and professional designations in accordance with the jurisdiction having authority at the location where the work is being performed.</p>

Painter (Davis-Bacon PAIN0155-003)

Duties/Responsibilities
<p>Duties/ Responsibilities: Paints and redecorates walls, woodwork and fixtures. Work involves the knowledge of surface peculiarities and types of paint required for different applications, preparing surface for painting by removing old finish or by placing putty or filler in nail holes and interstices, and applying paint with spray gun or brush. The painter may mix colors, white lead and other paint ingredients to obtain proper color or consistency</p>
<p>Minimum Education/Experience/Certifications:</p>
<p>High School, Three Years of Experience</p>