



**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 an electronic delivery order are available through GSA *Advantage!*, a menu-driven database system. The INTERNET addresses GSA *Advantage!* Is: GSAAdvantage.gov.

**Schedule 03FAC
FACILITIES MAINTENANCE AND MANAGEMENT**

CONTRACT NUMBER:

GS-21F-096AA

CONTRACT PERIOD

April 1, 2013 – MARCH 31, 2018

Modification01: November 18, 2014

Modification02: July 1, 2015

INSPECTION EXPERTS, INC.

808 P STREET STE 318

LINCOLN, NE 68508-1245

TELEPHONE: **(410)715-3939**

FAX: **(614)386-1999**

EMAIL: **info@ieinc.net**

WEBSITE: **WWW.IEINC.NET**

BUSINESS SIZE:

Small business

Woman Owned business

Women Owned (WOSB)

SBA Certified Small Disadvantaged business

SBA Certified 8(a) Firm

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



CUSTOMER INFORMATION

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

SIN 811-002 Complete Facility Maintenance

SIN 811-003 Complete Facilities Management

SIN 811-006 Facilities Maintenance and Management Consulting

SIN 811-003-97 Ancillary Repairs and Alterations

SIN 881 - 003-100 Ancillary Services

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.

Not applicable.

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.

See below.

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)

N/A

6. Discount from list prices or statement of net price

All prices herein are net government prices.

7. Quantity discounts

None

8. Prompt payment terms

1% 10 Net 30 days

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

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

10. Foreign items (list items by country of origin).

N/A

11a. Time of delivery

TBD at task order level

11b. Expedited Delivery

TBD at task order level



11c. Overnight and 2-day delivery

TBD at task order level

11d. Urgent Requirements

Contact Contractor

12. F.O.B. point(s).

Destination

13a. Ordering address

INSPECTION EXPERTS, INC.

808 P STREET STE 318

LINCOLN, NE 68508-1245

13b. Ordering procedures: For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA's) are found in Federal Acquisition Regulation (FAR) 8.4053.

14. Payment address

INSPECTION EXPERTS, INC.

6755 Business Pkwy, Suite 405

Elkridge, MD 21075

15. Warranty provision.

N/A

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.

187931717

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

Registered



LABOR DESCRIPTION

SERVICE PROPOSED (e.g. Labor Category or Job Title/Task)	MINIMUM EDUCATION/ CERTIFICATION LEVEL	MINIMUM YEARS OF EXPERIENCE	DESCRIPTION
Project Manager	Undergraduate degree in engineering, science, administration, or management, or an equivalent combination of education and experience	7 years accounting experience	Must possess proven experience with all aspects of managing facilities and property management services, with diverse experience with both industry and government sector clients. Versed in the application of existing and emerging technologies and approaches to maximize results for clients and stakeholders. Provide experience with major areas of property management, including but not exclusive of: pest control, HVAC systems maintenance and repair, janitorial care, utilities system management, grounds and tree services, fire systems, and facilities management on both a residential and commercial scale. Able to conduct organizational, planning, and resource allocation and coordination, including the identification of key personnel and assignment of associated roles and responsibilities. Understand and ensure compliance with contractual obligations. Proficient in directing team efforts to complete tasks with strong enforcement of schedule and budgetary concerns. Provide support and advocacy to Quality Control Efforts
Contracts Manager	Bachelor's degree with 5 years experience in Government and Real Estate Contracts, or possess an MBA with 1 year experience in Government and Real Estate Contracts	7 years accounting experience	Assumes responsibility for all contracting requirements, including responding to new contract opportunities via Requests for Proposal or Requests for Quote; reviewing proposals for accuracy of information and pricing; and ensuring proper submission. Conduct negotiations for contracts as required, with respect to company and client needs and goals. Monitor compliance with contract requirements, budgets, and performance goals for internal staff and subcontractors. Actively work with Senior Management and Quality Control Manger.



Project Supervisor / Property & Asset Manager	Bachelor's degree in a related field of study. Three years managerial experience related to asset management, property management, or a full service real estate firm	7 years accounting experience	Responsible for the day-to-day management of client portfolios and oversight of staff conducting maintenance operations. Position requires experience in project management for facilities and property management and maintenance for both small-scale and complex projects with respect to performance requirements, budgets, and schedule requirements. Vet and establish relationships with subcontractors to provide consistent and responsive service and specialized personnel. Manages performance of property and facility management tasks, including pest control, environmental testing and compliance (e.g., lead-based paint, asbestos), and repairs. Provide oversight of all tenant-related items, such as requests for repairs, complaints, or occupancy changes. Perform final review of all disposition, sales, and closing documents to safeguard clients. Stands in for Contracts Manager when required.
Accounting Manager	CPA and Bachelor's Degree in a related field	7 years accounting experience with business operations or public accounting	Direct and supervise the financial plan for the company to support short- and long-term goals. Conduct tax planning and compliance, business planning, and all financial reporting. Track project costs to monitor contract compliance and ensure maximum value for clients. Oversee invoicing, payments, and billing. Perform all auditing functions, plan budgets, and develop financial contingencies. Analyze and report on asset sale and management decisions.
Quality Control Manager	Bachelor's Degree in a related field, or QC Certification	3 years of experience conducting QC and contract compliance	Direct and enforce all Quality Control (QC) actions, plans, and personnel. Must possess knowledge of building systems and maintenance protocols, as well as internal and industry procedures. Possess ability to develop and present statistical analyses. Conduct regular reviews of QC processes with respect to client standards, contract requirements, and industry standards. Monitor performance of QC personnel and track the incidence of errors or corrective actions to inform improvements in training and work performance by staff and subcontractors.
Quality Control Inspector	High School Diploma	3 years of experience	Conduct QC reviews of documentation, reporting, and on-site work completed by staff and subcontractors. Must hold strong knowledge of key topics to be reviewed. Maintain understanding of all corporate, client, state, and local requirements and codes. Document all reviews and provide reports of deficiencies and required corrective actions to Program or Property Managers.



IT Manager	Bachelor's Degree in a related field, or Industry Certification(s) demonstrating proficiency in applicable IT areas	5 years experience in corporate IT support	Must possess working knowledge of IT equipment including computer systems, servers, network hardware and peripherals, and software. Provide proficient design, installation, and connectivity planning to ensure reliable corporate computer and network resources. Develop and implement maintenance program to support existing and new software, hardware, and communication systems. Create and enforce IT security protocols to safeguard data and communication. Provide prompt and responsive support for staff, subcontractors, and clients utilizing IT-related systems. Direct IT priorities, procedures, and planning.
Realty Specialist	Bachelor or Associate Degree in related field, as well as strong competency in office software	4 years in realty-related services	Provide support to the marketing and property management departments to maximize asset values and sales. Conduct sales contract reviews, listing analysis, and data entry. Provide property information and assist in preparing contract packages for real estate agents. Assess property condition and develop marketing strategies. Identify subcontractors and specialized personnel as needed to maintain or repair properties; obtain bids for inspections, repairs, and maintenance tasks.
Administrative Assistant / Receptionist	High School Diploma	1-4 years of experience in office administration and use of relevant software	Provide administrative support to the team, including data entry, communications management, research, data management, and office management. Manage phone lines, email account(s), correspondence, and incoming/outgoing mail and shipments. Perform document production and document control. Develop and maintain organization of documents, filing systems, and other data. Maintain office equipment and manage inventory of office supplies. Utilize computer software and systems for data and file management. Must have strong customer service, organizational, and communication skills.
Routine Property Inspector	High School Diploma	3 years of experience in facilities/property management and maintenance	Must bring strong understanding of property and facility system function and maintenance requirements to provide an accurate and thorough inspection and assessment of the need for routine maintenance work at both residential or commercial properties. Identify and perform routine maintenance and repair services. Collaborate with manager to develop Preventative Maintenance schedules to conduct routine maintenance tasks. Respond to requests for service by occupant or clients. Maintain professional, respectful presence onsite.



Certified Industrial Hygienist	Bachelor's Degree in related field, as well as CIH certification	>7 years industrial hygiene experience	Provide technical review and support for Industrial Hygiene tasks at both residential and commercial sites. Conduct testing and inspection as required to ensure site safety and compliance with environmental requirements. Interpret findings and provide recommendations for corrective actions where required. Prepare Site Health and Safety Plans. Conduct safety audits and training for personnel and subcontractors. Ability to work independently. Must maintain knowledge of current industry standards and techniques.
Civil Engineer	Bachelor's Degree in Engineering Field	3 years of experience	Provide civil engineering support for facilities maintenance tasks. Experience should include a broad range of tasks including engineering planning, concept development, system design, materials studies, safety, and test and evaluation services. Assist in developing work plans and scheduling of personnel to meet client schedules. Ability to assess needs and prioritize tasks to maximize value to client. Perform review of deliverables. Ability to work collaboratively with broad team of contractors and trades.
Mechanical Engineer	Bachelor's Degree in Engineering Field	3 years of experience	Provide engineering support and technical advice for mechanical engineering tasks and concerns. Areas of required specialty may include: HVAC systems, instrumentation, thermodynamics, energy conversion, engineering design, structural analysis, and material engineering. Understand and apply industry best practices and tools including emerging techniques and innovations. Assess repairs and maintenance actions to maximize value for client. Review final deliverables prior to submission. Ability to work cooperatively with other trades and subcontractors on site to meet schedule requirements.
Site Supervisor	High School Diploma or equivalent, technical training, or equivalent relevant	ranges from 3-7 years	Provide comprehensive on-site supervision. Direct on-site operations, coordinate activities, and monitor progress relative to budget and schedule plans. Serve as point of contact for client and occupants. Maintain activity logs, enforce Health and Safety Plan, and document all work completed. Must have strong communication skills, ability to prioritize concurrent tasks, and ability to maintain detailed records.



Project Foreman	High School Diploma	3 years of experience	Proficient in trade relevant to ongoing site maintenance and management activities, such as pest control, HVAC, major building systems, janitorial, fire alarm systems, grounds management, and electrical or other utilities systems. Assign tasks to various trades, supervise performance of work, and schedule work to maximize efficiencies. Must possess strong communication and Management skills.
Estimator	High School Diploma	3 years of experience	Provide estimates for repairs, maintenance, and renovations for commercial and residential properties. Prepares work orders and handles distribution to team. Obtain bids and detailed scope of work from specialized vendors or subcontractors as needed. Must have knowledge of construction, maintenance, and facilities management procedures and processes. Familiarity with trade vocabulary and techniques required with trade vocabulary and techniques required.
Carpenter	High School Diploma preferred, but not required	3 years of experience	Possesses carpentry skills related to building maintenance and construction, including aspects such as doors, flooring, framing, stairs, partitions, and counters. Must be able to perform work based on written notes, blueprints, drawings, or verbal scope of work. Must be component in use of hand tools, power tools, and measuring instruments. Ability to perform standard computations related to work dimensions and determining tools and supplies required.
Electrician	High School Diploma or equivalent, technical training, or equivalent relevant electrical experience	3 years of experience	Experienced in electrical trade to include installation, repair, and maintenance of electrical systems. Responsibilities include identifying and diagnosing problems within the electrical system or electrical equipment and performing routine maintenance as scheduled. Electrical equipment may include generators, transformers, switchboards, controllers, circuit breakers, motors, heating units, conduit systems, or other transmission equipment utilized in the generation, transmission, or utilization of electricity. Maintain current State/Local licensure where required. Maintain knowledge of current electrical codes to ensure compliance of all work. Must be able to work from drawings and blueprints, and be able to complete computations such as determining load requirements for wiring or electrical equipment.



Laborer / Admin Assistant	High School Diploma or equivalent, technical training, or equivalent relevant	3 years of experience	Perform physical tasks related to facilities management and operation; examples may include loading and unloading of trucks, transport of supplies, movement of furniture, and perform grounds care or maintenance. Must be able to take direction and complete various tasks as assigned.
Pipefitter	Well-rounded training and experience acquired from either formal apprenticeship or equivalent training and experience or High School Diploma	3 years of experience	Experienced in performing installation, repair, and maintenance of pipe systems such as water, steam, and gas. Support building systems such as building sanitation, heating/boilers, and water supply. Cut piping to meet specifications utilizing chisel and hammer, oxyacetylene torch or pipe-cutting machines. Complete pipe coupling, fastening to hangers, threading of pipes with stocks and dies, and bending of pipes. Must be able to follow diagrams and instructions to lay out pipes, locate piping, and complete basic calculations to determine pressure, flow rates, and size of piping required.



Plumber	High School Diploma or equivalent experience, or technical trade-school training	3 years of experience	Assemble, install, repair, and perform preventative and routine maintenance of pipes, fittings, and fixtures associated with water lines (e.g., sinks, commodes, bathtubs, water heaters, hot water tanks, garbage disposal units, dishwashers, and water softeners). Must be familiar with valves, pipe fittings, and pipes composed of metals, such as iron, steel, brass and lead, and nonmetals, such as glass, vitrified clay, and plastic. Pipe systems at sites may include heat, water, drainage, boiler and high pressure piping at both residential and commercial facilities. Must maintain current understanding of applicable plumbing codes and specifications. Ability to read and interpret building diagrams and work drawings, and to develop work plans and sequences to complete work orders in a timely manner. Complete installation with respect to building Structures, obstructions, and structural integrity. Utilize ruler, spirit level and plumb bob to mark passages of pipes through walls, floors, and ceilings, and create such passages through the use of hand and power tools. Complete pipe cutting, bending, joining (via screws, bolts, fittings, solder plastic solvent and caulks joints) and soldering as required Verify pressurization of plumbing integrity.
Stonemason	High School Diploma or equivalent, technical training and/or apprenticeship experience providing level of proficiency for area of work assigned	3 years of experience	Responsible for basic masonry installation, repair, and maintenance for building materials such as brick, block, stone, rock, plaster, stucco, concrete, and asphalt. Projects may include residential properties, commercial properties, roadways, walls, and other structures. Must be able to work cooperatively with other trades and with awareness of building features, including tiling, plumbing, drywall, electrical work and venting. Work may also include painting and the repair or replacement of steps, sidewalks, floors, and countertops.
HVAC Mechanic	High School Diploma & Certification	3 years of experience	Functional Responsibility: Performs O&M electrical and mechanical inspection and maintenance on equipment utilizing results oriented strategies to ensure continuing operation. Uses experience and Technical skills with preventive maintenance and system operations to determine service requirements. Maintains and performs minor installation of controls for some equipment. Performs logging operations using



			advanced instrumentation techniques. Represents the company to other trades, contractors and customers. Advises customer/representative of preventive maintenance inspections performed and corrective actions to be taken. Suggests additional service/renovation requirements. Performs all work in accordance with established safety procedures. Performs all duties of an O&M HVAC Specialist II and III. Performs other duties as assigned. Knowledge/Skills: Mechanical and electrical aptitude with basic HVAC equipment. Good communication skills. Capable of effectively representing JCI to our customers. Working knowledge of personal computers.
Janitor	High School Diploma	3 years of experience	Janitor (811-002, 811-003, 811-005, 003-97) Functional Responsibility: Under close supervision, maintains offices, classrooms, labs and assigned areas for O&M contract sites, in a safe, sanitary, and orderly condition. Performs basic cleaning tasks including but not limited to: dusting, mopping, sweeping, vacuuming, trash collection and removal, and restroom and break area cleaning. Operates basic cleaning equipment such as vacuums, backpack vacuums, mops, etc. Utilizes the proper chemicals and methods to clean up various spills, graffiti and stains. Cleans and sanitizes water fountains, floors, walls, windows, doors, blinds, bathroom fixtures, etc. Stocks required supplies such as paper products, soap dispensers, etc. Uses appropriate cleaning chemical(s) per manufacturer's specifications. May be required to follow clean room techniques and regulations. Perform all duties in accordance with established safety procedures. Performs other job-related duties as requested. Knowledge/Skills: Ability to read labels and directions, etc. Must be able to communicate effectively for scheduling and training. Ability to work second or third shift, holidays, and weekends as required. Must be a team player, committed to working in a quality environment.
BAS Technician	Bachelor s Degree	3 years of experience	Functional Responsibility: The Building Automation Technician is responsible for the installation, start-up and commissioning of building mechanical, HVAC and Lighting automation system. The technician may also respond to service requests as assigned by the Project Management group, has in-depth knowledge of the multiple BAS platforms and advanced experience with the integration of third-party systems required. Commission BAS, front-end workstations and servers, electric and pneumatic



			<p>controls. Be able to troubleshoot existing installations or utilize as-built drawings and documentation where available to correct deficiencies and repair systems without supervision of Project Manager or Project Engineer. Effectively communicate and maintain project status with Management, Contractors / Customers. Perform all assigned preventative maintenance, repair and emergency service calls.</p> <p>Knowledge/Skills: Minimum 3-5 years field experience in the HVAC controls industry including DDC Systems commissioning, software integration operation, calibration and experience with pneumatic controls. Knowledge of Automated Logic commissioning tools and field circuit troubleshooting skills. Understanding of the construction industry with emphasis in mechanical/electrical fields. Ability to read and understand mechanical and electrical drawings. Competency in Networking TCP/IP, MSTP protocols and with Modbus, LON, and BACnet applications.</p>
Purchasing Clerk	High School Diploma	3 years of experience	<p>Functional Responsibility: Purchasing Clerk is responsible for preparing, reviewing, processing, tracking and maintaining electronic purchasing files and records for requisitions submitted by internal departments, and negotiating with vendors and communicates with departments and vendors to resolve any related issues. Also provides routine administrative support to the Finance Department. When performing Bookkeeper duties, the clerk is responsible for performing routine accounting functions including data entry, filing.</p>



GSA PRICE LIST

SIN(s) PROPOSED	SERVICE PROPOSED (e.g. Labor Category or Job Title/Task)	PRICE OFFERED TO GSA (including IFF)*
811-002, 811-003, 811-006, 003-097	Project Manager	\$ 97.49
811-002, 811-003, 811-006, 003-097	Contracts Manager / Program Manager	\$ 108.41
811-002, 811-003, 811-006, 003-097	Project Supervisor / Property & Asset Manager	\$ 96.06
811-002, 811-003, 811-006, 003-097	Accounting Manager	\$ 82.35
811-002, 811-003, 811-006, 003-097	Quality Control Manager	\$ 56.87
811-002, 811-003, 811-006, 003-097	Quality Control Inspector	\$ 47.78
811-002, 811-003, 811-006, 003-097	Mechanical Engineer	\$ 82.35

SIN(s) PROPOSED	SERVICE PROPOSED (e.g. Labor Category or Job Title/Task)	PRICE OFFERED TO GSA (including IFF)*
811-002, 811-003, 811-006, 003-097	IT Manager	\$ 61.30
811-002, 811-003, 811-006, 003-097	Realty Specialist	\$ 50.97
811-002, 811-003, 811-006, 003-097	Administrative Assistant / Receptionist	\$ 39.10
811-002, 811-003, 811-006, 003-097	Routine Property Inspector	\$ 41.16
811-002, 811-003, 811-006, 003-097	Certified Industrial Hygienist	\$ 108.41
811-002, 811-003, 811-006, 003-097	Civil Engineer**	\$ 97.49
811-002, 811-003, 811-006, 003-097	Pipefitter**	\$ 55.49



SIN(s) PROPOSED	SERVICE PROPOSED (e.g. Labor Category or Job Title/Task)	PRICE OFFERED TO GSA (including IFF)*		SIN(s) PROPOSED	SERVICE PROPOSED (e.g. Labor Category or Job Title/Task)	PRICE OFFERED TO GSA (including IFF)*
811-002, 811-003, 811-006, 003-097	Site Supervisor	\$ 76.41		811-002, 811-003, 811-006, 003-097	Plumber**	\$ 60.47
811-002, 811-003, 811-006, 003-097	Project Foreman	\$ 65.95		811-002, 811-003, 811-006, 003-097	Stonemason	\$ 58.74
811-002, 811-003, 811-006, 003-097	Estimator	\$ 79.05		811-002, 811-003, 811-006, 003-097	HVAC Mechanic	\$ 54.73
811-002, 811-003, 811-006, 003-097	Carpenter**	\$ 61.55		811-002, 811-003, 811-006, 003-097	Janitor	\$ 25.72
811-002, 811-003, 811-006, 003-097	Electrician**	\$ 66.08		811-002, 811-003, 811-006, 003-097	BAS Technician	\$ 92.85
811-002, 811-003, 811-006, 003-097	Laborer /Maintenance Technician	\$ 36.58		811-002, 811-003, 811-006, 003-097, 003-100	Purchasing Clerk	\$ 35.88