GSA Contract Holder

General Services Administration
Authorized Federal Supply Schedule Price List

GSA Contract Number: GS-21F-152AA

Updated through Modification PS-0021 (effective April 6, 2020)

Option Period 1: July 8, 2018 to July 7, 2023

Category: Large Business

GSA Multiple Award Schedule

SIN 561210FAC: Complete Facilities Maintenance and Management

SIN ANCILLARY: Ancillary Supplies and Services

SIN OLM: Order Level Materials (OLM)

Online access to contact ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic deliver order available through GSA Advantage! a menu-driven database system, available at the gsaadvantage.gov website.
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Advantages of Using a GSA Schedule Contract

Do you need a quick, convenient, and cost-effective way to order services from Inglett & Stubbs International (ISI)? Our GSA Schedule Contract provides an excellent solution. It offers the following advantages:

✔ **Dramatic time savings.** You can typically complete the task order initiation process (as specified in FAR 8.405) very quickly—often in a matter of weeks.

✔ **Minimal administrative burden.** When you place an order with Inglett & Stubbs through our GSA Contract, the order will be considered to have been placed using “full and open competition.”
  
  >> You are not required to synopsize the requirement ahead of time in FedBizOpps. You are typically required to synopsize the award of the task order only if it is funded by the American Recovery and Reinvestment Act.
  
  >> GSA has already determined that prices offered by GSA contractors are “fair and reasonable.”
  
  >> All applicable federal procurement laws and regulations, including small business set-asides and other types of set-asides, already have been applied.

✔ **No dollar limits** on task orders.

✔ **Flexibility.** For example, you can set up a “Blanket Purchase Agreement” (BPA) with ISI in the event that you do not know the precise amount or types of services that you would like to purchase. You can use the BPA as an ordering device in which all of your offices can participate, allowing them to place orders directly. A Blanket Purchasing Agreement (BPA) is essentially a task order contract within a task order, in which multiple awards are allowed. Once awarded, the BPA is an ongoing agreement for repetitive orders to the selected contractor.

✔ **Direct relationship with ISI.**
  
  >> GSA will not get involved in your selection process.
  
  >> Your agency will not have to transfer funds to GSA and will not have to set up an interagency agreement.
  
  >> ISI will deliver services and invoices directly to your agency. GSA does not inject itself into the client/contractor relationship.
Our GSA contract offers Government agencies a streamlined contracting process to obtain contractor support in a cost-effective manner. The following describes the scope of our services under the contract.

**Special Item Number (SIN) 561210FAC: Complete Facilities Maintenance and Management**

Services related to the complete operations, maintenance and repair of federal facilities, including military and government facilities. These services may include the supply or use of environmentally sustainable products, recycled content products, biobased products, Energy Star certified or other energy efficient products and WaterSense or other water efficient products. ISI’s specific service offerings include but are not limited to a combination of:

- Electrical Distribution Systems
- Electrical Generation Systems
- Electrical Infrastructure
- Facility Electrical Systems
- Communications Systems
- Critical Power Facilities
- Critical and Emergency Stand-by Power Systems
- Property Maintenance
- Operations & Maintenance of Power Systems & Power Facilities
- Substation and Power Distribution Systems
- HVAC Systems
- Renewable Energy Systems
- Energy Management Systems
- Micro-Grid Systems

Excludes Architectural Engineering Services (A and E) under the Brooks Architect-Engineers Act as stated in Federal Regulation (FAR) Part 36.
Scope of the Contract - continued

**Special Item Number (SIN) ANCILLARY: Ancillary Supplies and/or Services**

Ancillary supplies and/or services are support supplies and/or services which are not within the scope of any other SIN on this Schedule. These supplies and/or services are necessary to compliment a contractor’s offerings to provide a solution to a customer requirement.

This SIN may be used for orders and blanket purchase agreements that involve work or a project that is solely associated with the supplies and/or services purchased under this Schedule. This SIN EXCLUDES purchases that are exclusively for supplies and/or services already available under another Schedule.

Special Instructions: The work performed under this SIN shall be associated with existing SIN(s) that are part of this Schedule. Ancillary supplies and/or services shall not be the primary purpose of the work ordered but be an integral part of the total solution offered. Ancillary supplies and/or services may only be ordered in conjunction with or in support of supplies or services purchased under another SIN(s) of the same Schedule. Offerors may be required to provide additional information to support a determination that their proposed ancillary supplies and/or services are commercially offered in support of one or more SIN(s) under this Schedule.

**Special Item Number (SIN) OLM: Order Level Materials (OLM)**

Order Level Materials (OLMs) are supplies and/or services acquired in direct support of an individual task or delivery order placed against a Federal Supply Schedule (FSS) contract or FSS blanket purchase agreement (BPA). OLMs are not defined, priced, or awarded at the FSS contract level. They are unknown before a task or delivery order is placed against the FSS contract or FSS BPA. OLMs are only authorized for inclusion at the order level under a Time-and-Materials (T&M) or Labor-Hour (LH) Contract Line Item Number (CLIN) and are subject to a Not to Exceed (NTE) ceiling price. OLMs include direct materials, subcontracts for supplies and incidental services for which there is not a labor category specified in the FSS contract. OLMs are purchased under the authority of the FSS Program and are not “open market items.”

Items awarded under ancillary supplies/services SINS are not OLMs. These items are defined, priced and awarded at the FSS contract level, whereas OLMs are unknown before an order is placed.

The Order Level Materials SIN is only authorized for use in direct support of another awarded SIN. Price analysis for OLMs is conducted when awarding the FSS contract or FSS BPA; therefore GSAR 538.270 and 538.271 do not apply to OLMs. OLMs are defined and priced at the ordering activity level in accordance with GSAR clause 552.238-82 Special Ordering Procedures for the Acquisition of Order Level Materials. Prices for items provided under the Order Level Materials SIN must be inclusive of the Industrial Funding Fee (IFF). The cumulative value of the OLMs in an individual task or delivery order cannot exceed 33.33% of the total value of the order.
### GSA Hourly Rates (SIN 561210FAC)

The following prices include all applicable discounts and are exclusive of the Industrial Funding Fee.

<table>
<thead>
<tr>
<th>ISI LABOR CATEGORY</th>
<th>Year 6</th>
<th>Year 7</th>
<th>Year 8</th>
<th>Year 9</th>
<th>Year 10</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>7/8/2018 to 7/7/2019</td>
<td>7/8/2019 to 7/7/2020</td>
<td>7/8/2020 to 7/7/2021</td>
<td>7/8/2021 to 7/7/2022</td>
<td>7/8/2022 to 7/7/2023</td>
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<tr>
<td>Electrical Technician</td>
<td>$119.87</td>
<td>$123.47</td>
<td>$127.17</td>
<td>$130.99</td>
<td>$134.92</td>
</tr>
<tr>
<td>UPS Technician</td>
<td>$122.27</td>
<td>$125.94</td>
<td>$129.72</td>
<td>$133.61</td>
<td>$137.62</td>
</tr>
<tr>
<td>HVAC Technician</td>
<td>$118.26</td>
<td>$121.81</td>
<td>$125.47</td>
<td>$129.23</td>
<td>$133.11</td>
</tr>
<tr>
<td>Mechanical Technician</td>
<td>$118.26</td>
<td>$121.81</td>
<td>$125.47</td>
<td>$129.23</td>
<td>$133.11</td>
</tr>
<tr>
<td>Generator Technician</td>
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<td>$120.17</td>
<td>$123.77</td>
<td>$127.49</td>
<td>$131.31</td>
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<td>Plumbing Technician</td>
<td>$118.26</td>
<td>$121.81</td>
<td>$125.47</td>
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<td>$133.11</td>
</tr>
<tr>
<td>Plant Operator</td>
<td>$122.27</td>
<td>$125.94</td>
<td>$129.72</td>
<td>$133.61</td>
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<tr>
<td>CADD Operator</td>
<td>$108.65</td>
<td>$111.91</td>
<td>$115.27</td>
<td>$118.73</td>
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<td>Administration Specialist</td>
<td>$96.62</td>
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<td>$102.51</td>
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<td>QC Specialist</td>
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<td>$123.47</td>
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<td>Safety Control Specialist</td>
<td>$119.87</td>
<td>$123.47</td>
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<tr>
<td>Database Specialist</td>
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<td>$111.91</td>
<td>$115.27</td>
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<td>Logistics Support</td>
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<td>$121.36</td>
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<tr>
<td>Logistics Manager</td>
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<td>$133.30</td>
<td>$137.30</td>
<td>$141.42</td>
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<td>Program Manager</td>
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<td>$152.94</td>
<td>$157.53</td>
<td>$162.25</td>
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<td>Project Manager</td>
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<td>$143.13</td>
<td>$147.42</td>
<td>$151.84</td>
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<td>Assistant Project Manager</td>
<td>$134.15</td>
<td>$138.17</td>
<td>$142.32</td>
<td>$146.59</td>
<td>$150.98</td>
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<td>Operations Manager</td>
<td>$129.42</td>
<td>$133.30</td>
<td>$137.30</td>
<td>$141.42</td>
<td>$145.66</td>
</tr>
<tr>
<td>Deputy Fire Chief</td>
<td>$144.89</td>
<td>$149.24</td>
<td>$153.71</td>
<td>$158.33</td>
<td>$163.08</td>
</tr>
<tr>
<td>Fire Safety Chief</td>
<td>$148.25</td>
<td>$152.70</td>
<td>$157.28</td>
<td>$161.99</td>
<td>$166.85</td>
</tr>
<tr>
<td>Fire Protection Engineer</td>
<td>$172.34</td>
<td>$177.51</td>
<td>$182.84</td>
<td>$188.32</td>
<td>$193.97</td>
</tr>
<tr>
<td>Fire Protection Specialist/Instructor</td>
<td>$134.39</td>
<td>$138.43</td>
<td>$142.58</td>
<td>$146.86</td>
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<td>Fire Investigator</td>
<td>$134.39</td>
<td>$138.43</td>
<td>$142.58</td>
<td>$146.86</td>
<td>$151.26</td>
</tr>
<tr>
<td>Electrical Engineer</td>
<td>$195.20</td>
<td>$201.05</td>
<td>$207.08</td>
<td>$213.30</td>
<td>$219.69</td>
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<tr>
<td>Carpenter</td>
<td>$116.67</td>
<td>$120.17</td>
<td>$123.77</td>
<td>$127.49</td>
<td>$131.31</td>
</tr>
</tbody>
</table>
Prices - continued

GSA Prices for Ancillary Supplies and/or Services (SIN ANCILLARY)

See Appendix A.

Volume Discounts

Inglett & Stubbs will provide an additional Volume Discount of one (1) percent on the hourly labor rates shown above for each individual GSA Task Order that exceeds $2 million in labor (exclusive of ancillary supplies and/or services). In the event that a GSATask Order initially is too small to qualify for a Volume Discount and is subsequently amended to a value that exceeds $2 million in labor, Inglett & Stubbs will apply the 1% Volume Discount on invoices as soon as administratively practicable thereafter, and in all cases starting no later than the first full month after the Task Order amendment has taken effect. Inglett & Stubbs will not apply the Volume Discount retroactively and will not provide retroactive refunds.
<table>
<thead>
<tr>
<th><strong>Contractor:</strong></th>
<th>Inglett &amp; Stubbs International, LLC</th>
</tr>
</thead>
</table>
| **1a** Awarded Special Item Numbers (SINs) | SIN 561210FAC: Complete Facilities Maintenance and Management  
SIN ANCILLARY: Ancillary Supplies and/or Services  
SIN OLM: Order Level Materials |
| **1b** Prices | See Prices section for SIN 561210FAC. See Appendix A for SIN ANCILLARY. OLMs are not pre-priced. |
| **1c** Labor Category Descriptions | See Appendix B |
| **2** Maximum Order | There is no limit on the size of any task order issued under a GSA Schedule contract. If the best value selection places your order over $1 million for a task order, ISI can decline the order. |
| **3** Minimum Order | $100 |
| **4** Geographic Coverage | CONUS and OCONUS |
| **5** Points of Production | Same as company address |
| **6** Discount from List Prices or Statement of Net Price | Government net prices (discounts already deducted)  
See Prices section |
| **7** Volume Discounts | See Prices section |
| **8** Prompt Payment Terms | 0.5% 15 days, net 30 days. Information for Ordering Offices: Prompt payment terms cannot be negotiated out of the contractual agreement in exchange for other concessions. |
| **9** Government Purchase Cards | Accepted up to the micro-purchase threshold. Not accepted over the threshold. |
| **10** Foreign Items | None |
| **11a** Time of Delivery | As specified in Task Orders |
| **11b** Expedited Delivery | Contact ISI |
| **11c** Overnight and 2-Day Delivery | Contact ISI |
| **11d** Urgent Requirements | Contact ISI |
| **12** F.O.B. Point(s) | To be determined for each Task Order |
## Customer Information - continued

<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
</table>
| **13a** Ordering Address | Inglett & Stubbs International, LLC  
5500 South Cobb Drive SE, Suite 300E  
Atlanta, GA 30339  
Ph (404)591-2100  
Fx (404)591-2118  
E-mail: gsa@isiprime.com |   |
| **13b** Ordering Procedures | For supplies and services, the ordering procedures and information on Blanket Purchase Agreements (BPAs) are found in Federal Acquisition Regulation (FAR) 8.405-3. |   |
| **14** Payment Address | Same as company address |   |
| **15** Warranty Provision | Manufacturer’s warranty on products |   |
| **16** Terms and Conditions of Government Purchase Card Acceptance | Contact ISI |   |
| **17** Data Universal Number System (DUNS) Number | 16-856-5989 |   |
| **18** Notification Regarding Registration in System for Award Management (SAM) Database | Registered |   |
About ISI

ISI is a leading global commercial and government contractor specializing in facility maintenance, electrical and communications infrastructure, and general construction projects.

Our company policy is to always do the right thing for our customers in every situation. This foundation ensures that ISI consistently delivers quality projects on time and on target. Our highly trained and experienced team excels at technically challenging projects in austere locations, producing results that continually exceed our customers’ expectations.

ISI delivers the extraordinary results that today’s organizations need, with the customer-focused service that they want. Using the GSA Facilities Maintenance and Management Contract we are able to provide our customers the quality services that they expect using a customer-friendly contracting vehicle.

Commitment to Quality in Everything We Do

ISI’s commitment to quality is evident in every aspect of our services. Our focus is to provide each customer with the quality products and services expected. Our corporate attitude and philosophy is to always do what is right, even when it impacts our bottom line.

Highly Qualified and Experienced Team

ISI’s team of managers and technicians are all highly certified and experienced in their respective fields. With over a decade of experience in austere environments, we are constantly sharpening our knowledge and skills to perform projects worldwide successfully and on time...every time.

Procurement & Logistics Expertise

ISI’s procurement and logistics services are the backbone of our ability to successfully execute our commitments on time and on budget. Our experience in procuring products from global suppliers and delivering them to war-torn locations provides our customers with the confidence that we can complete projects anywhere in the world.

Proven Success with Highly Technical and Complex Projects

ISI has designed, constructed, operated, and managed highly complex power generation and distribution systems in extremely difficult and formidable locations. Our proven ability to successfully deliver challenging solutions for a wide variety of needs gives our customers the confidence that we can handle even the most challenging projects.

Contact Us

How can we be of service?
Please give us a call or drop us a line.

www.isiprime.com

5500 South Cobb Drive
Suite 300E
Atlanta, GA 30339

Phone: 404.591.2100
Fax: 404.591.2118
Email: gsa@isiprime.com

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Appendix A: SIN ANCILLARY Pricing - continued

Support products offered and ancillary services under SIN ANCILLARY will be purchased by ISI from vendors listed below. In addition to the product costs, ISI adds taxes, special federal and state taxes, freight and handling costs, foreign taxes, and tariffs on products or ancillary services offered under SIN ANCILLARY; these costs may vary based on specific project requirements and geographic area and shall be determined based on the specific project. After compiling these costs, which will be determined based on the final destination, we apply a 5% markup on ODCs to recapture indirect expenses (e.g., accounting; purchasing). The 0.75% Industrial Funding Fee (IFF) is applied to the final product pricing.

<table>
<thead>
<tr>
<th>Vendor</th>
<th>Address</th>
<th>Website</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accu-Tech</td>
<td>11350 Old Roswell Road, Suite 100</td>
<td>accu-tech.com</td>
</tr>
<tr>
<td>Ace Hardware</td>
<td>4359 W Atlanta Road SE</td>
<td>acehardware.com</td>
</tr>
<tr>
<td>Alaska Structures</td>
<td>9024 Vanguard Drive #101</td>
<td>alaskastructures.com</td>
</tr>
<tr>
<td>Anixter</td>
<td>2301 Patriot Boulevard</td>
<td>anixter.com</td>
</tr>
<tr>
<td>Batteries Plus</td>
<td>51 Cobb Parkway SE.</td>
<td>batteriesplus.com</td>
</tr>
<tr>
<td>Battery USA</td>
<td>1535 Oak Industrial Lane, Suite J</td>
<td>batteryusa.com</td>
</tr>
<tr>
<td>Cabela’s</td>
<td>1 Cabela Drive</td>
<td>cabelas.com</td>
</tr>
<tr>
<td>Costco</td>
<td>2900 Cumberland Mall</td>
<td>costco.com</td>
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## Appendix A: SIN ANCILLARY Pricing - continued

<table>
<thead>
<tr>
<th>Company Name</th>
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</tr>
</thead>
<tbody>
<tr>
<td>Dell</td>
<td>2300 Greenlawn Boulevard, Round Rock, TX 78664</td>
</tr>
<tr>
<td>Diesel Parts Direct</td>
<td>8784 S. Choctaw Drive, Baton Rouge, LA 70815</td>
</tr>
<tr>
<td>Dixie Construction Products</td>
<td>970 Huff Road, Atlanta, GA 30318</td>
</tr>
<tr>
<td>Eaton Corporation</td>
<td>eaton.com</td>
</tr>
<tr>
<td>Electrical Cable Specialists, Inc.</td>
<td>6680-C Jones Mill Court, Norcross, GA 30092</td>
</tr>
<tr>
<td>Electro-Tech Industries</td>
<td>303 Little York Road, Houston, TX 77076</td>
</tr>
<tr>
<td>Etrailer.com</td>
<td>1507 East Highway A, Wentzville, MO 63385</td>
</tr>
<tr>
<td>FiberOptic.com</td>
<td>9999 Hamilton Boulevard, Suite 220, Breinigsville, PA 18031-9300</td>
</tr>
<tr>
<td>Georator Corporation</td>
<td>9617 Center Street, Manassas, VA 20110-5521</td>
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### Appendix A: SIN ANCILLARY Pricing - continued

<table>
<thead>
<tr>
<th>Company Name</th>
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</thead>
<tbody>
<tr>
<td>Go Electric Inc.</td>
<td>370 Jay Street, 7th Floor</td>
<td>goelectricinc.com</td>
</tr>
<tr>
<td>Grainger</td>
<td>100 Grainger Parkway</td>
<td>grainer.com</td>
</tr>
<tr>
<td>Graybar</td>
<td>34 N. Meramec Avenue</td>
<td>graybar.com</td>
</tr>
<tr>
<td>HD Supply Maintenance Solutions</td>
<td>PO Box 509055</td>
<td>hdsupply.com</td>
</tr>
<tr>
<td>Home Depot</td>
<td>2455 Paces Ferry Road NW</td>
<td>homedepot.com</td>
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<tr>
<td>HVAC Parts Outlet</td>
<td>PO Box 44</td>
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<tr>
<td>Industrial Air Supplies, Inc.</td>
<td>10753 Indian Head Industrial Boulevard</td>
<td>iasparts.com</td>
</tr>
<tr>
<td>John Deere</td>
<td>1 John Deere Place</td>
<td></td>
</tr>
</tbody>
</table>

Go Electric Inc.
370 Jay Street, 7th Floor
Brooklyn, NY 11201
goelectricinc.com

Grainger
100 Grainger Parkway
Lake Forest, IL
grainer.com

Graybar
34 N. Meramec Avenue
St. Louis, Missouri 63105
graybar.com

HD Supply Maintenance Solutions
PO Box 509055
San Diego, CA 92150-9055
hdsupply.com

Home Depot
2455 Paces Ferry Road NW
Atlanta, GA 30339
homedepot.com

HVAC Parts Outlet
PO Box 44
Walkersville, MD 21793

Industrial Air Supplies, Inc.
10753 Indian Head Industrial Boulevard
St. Louis, MO 63132
iasparts.com

John Deere
1 John Deere Place
Moline, IL 61265
<table>
<thead>
<tr>
<th>Company</th>
<th>Address</th>
<th>Website</th>
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<tbody>
<tr>
<td>Lade Danlar</td>
<td>2050 Mountain Industrial Boulevard, Tucker, GA 30084</td>
<td>ladedanlar.com</td>
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<tr>
<td>Mayer Electrical Supply</td>
<td>3405 4th Avenue, S Birmingham, AL 35222</td>
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<tr>
<td>McMaster-Carr</td>
<td>600 N. County Line Road, Elmhurst, IL 60126</td>
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<td>Metro Metal Works</td>
<td>3051 Commerce Place, McDonough, GA 30253</td>
<td>mmwfab.com</td>
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<tr>
<td>Mid-American Engine</td>
<td>2500 Highway 160, Warrior, AL 35180</td>
<td>midamericaengine.com</td>
</tr>
<tr>
<td>NAPA Auto Parts</td>
<td>2085 Marietta Boulevard NW, Atlanta, GA 30318</td>
<td>napaonline.com</td>
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<tr>
<td>Newegg</td>
<td>17708 Rowland Street, Rowland Heights, CA 91748</td>
<td>newegg.com</td>
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<tr>
<td>Neweys Electrical Distributor</td>
<td>Eagle Court 2; Hatchford Brook Hatchford Way, Sheldon Birmingham, UK B26 3RZ</td>
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<tr>
<td>PEX Supply</td>
<td>P.O. Box 416, Farmingdale, NY 11735</td>
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### Appendix A: SIN ANCILLARY Pricing - continued

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<th>Company</th>
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<th>Website</th>
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<td>Power System Services</td>
<td>36607 State Highway 79, Cleveland, AL 35049</td>
<td>pssas.com</td>
</tr>
<tr>
<td>QVS Discount Electrical Wholesale</td>
<td>The Birches Industrial Estate Imberhorne Lane, East Grinstead West Sussex, UK, RH19 1XZ</td>
<td></td>
</tr>
<tr>
<td>Rexel</td>
<td>2195 Eastview Parkway, Conyers, GA 30013</td>
<td>rexlusa.com</td>
</tr>
<tr>
<td>Ryder Fleet Products</td>
<td>1 Raco Drive, Lawrenceville, GA 30045</td>
<td></td>
</tr>
<tr>
<td>Solar Turbines Incorporated</td>
<td>2200 Pacific Highway, P.O. Box 85376, San Diego, CA 92123</td>
<td>solarturbines.com</td>
</tr>
<tr>
<td>Safety Products Inc.</td>
<td>3517 Craftsman Boulevard, Lakeland, FL 33803</td>
<td></td>
</tr>
<tr>
<td>Staples</td>
<td>5560 Roswell Road, Atlanta, GA 30342</td>
<td></td>
</tr>
<tr>
<td>Stuart C. Irby Co, Inc</td>
<td>815 Irby Drive, Jackson, MS 39201</td>
<td>irby.com</td>
</tr>
<tr>
<td>Uline</td>
<td>Uline Drive, Pleasant Prairie, WI 53158</td>
<td></td>
</tr>
</tbody>
</table>
Appendix A: SIN ANCILLARY Pricing - continued

<table>
<thead>
<tr>
<th>Company</th>
<th>Address</th>
<th>Website</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wholesale Batteries Direct</td>
<td>200 S. Montclair, Suite C</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Bakersfield, CA 93309</td>
<td></td>
</tr>
<tr>
<td>World Electric Supply</td>
<td>2375 Button Gwinnett Drive #100</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Charleston, SC 29406</td>
<td>worldelectricsupply.com</td>
</tr>
<tr>
<td>Yancey Brothers Inc.</td>
<td>330 Lee Industrial Boulevard</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Austell, GA 30168</td>
<td>yanceybros.com</td>
</tr>
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</table>
# Appendix B: Position Descriptions

<table>
<thead>
<tr>
<th>Labor Category</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Carpenter</td>
<td><strong>Functional Responsibilities</strong> Responsible for general maintenance activities including inspecting and making repairs to include the following at a minimum: floors, roofing, interior walls, exterior walls, windows, doors, ceilings, railings, stairways, locks, and other general maintenance activities. <strong>Minimum Years of Experience</strong> 3 years as maintenance carpenter <strong>Minimum Educational/Degree Requirements</strong> High school degree + 3 years OJT <strong>Training or Certification Requirements</strong> OSHA 30, CPR, and First Aid certified <strong>Substitution Factors:</strong> None</td>
</tr>
<tr>
<td>Electrical Technician</td>
<td><strong>Functional Responsibilities</strong> Responsible for installing, inspecting, testing, evaluating, maintenance, and repairs. Possess knowledge of applicable codes and standards. Responsible for documentation and report to site managers. In addition, participates in shared duties such as: conduct minor facilities repairs (e.g., repairing broken windows or correcting minor deficiencies); minor janitorial activities such as sweeping, cleaning windows as needed, collection and disposal of refuse as needed. <strong>Minimum Years of Experience</strong> 2 years as Journeyman Wireman or Master Electrician <strong>Minimum Educational/Degree Requirements</strong> NJATC Apprenticeship Certificate <strong>Training or Certification Requirements</strong> IBEW Member in good standing OSHA 30, CPR, and First Aid certified <strong>Substitution Factors</strong> IEC Apprenticeship Certification can substitute for NJATC certification</td>
</tr>
<tr>
<td>UPS Technician</td>
<td><strong>Functional Responsibilities</strong> Responsible for installation, repairs, and preventative maintenance of uninterrupted power supply (UPS) assets. Keeps logs and provide maintenance reports to Operations Managers and Project Managers. In addition, participates in shared duties such as: conduct minor facilities repairs (e.g., repairing broken windows or correcting minor deficiencies); minor janitorial activities such as sweeping, cleaning windows as needed, collection and disposal of refuse as needed. <strong>Minimum Years of Experience</strong> 2 years as Journeyman Wireman or Master Electrician <strong>Minimum Educational/Degree Requirements</strong> NJATC Apprenticeship Certificate <strong>Training or Certification Requirements</strong> OEM Certified Technician Certificate OSHA 30, CPR, and First Aid certified <strong>Substitution Factors</strong> IEC Apprenticeship Certification can substitute for NJATC certification</td>
</tr>
</tbody>
</table>
### HVAC Technician

**Functional Responsibilities**
Responsible for installation, repairs, and preventative maintenance of heating, ventilation, and air conditioning (HVAC) assets. Keep logs and provide maintenance reports to Operations Managers and Project Managers. In addition, participates in shared duties such as: conduct minor facilities repairs (e.g., repairing broken windows or correcting minor deficiencies); minor janitorial activities such as sweeping, cleaning windows as needed, collection and disposal of refuse as needed.

**Minimum Years of Experience**
- 4 years of experience in inspecting and maintaining HVAC systems

**Minimum Educational/Degree Requirements**
- High School diploma or equivalent and completion of HVAC apprenticeship or technical training program

**Training or Certification Requirements**
- OSHA 30, CPR, and First Aid certified

**Substitution Factors:** None

### Mechanical Technician

**Functional Responsibilities**
Responsible for installation, repairs, and preventative maintenance of mechanical systems. Keep logs and provide maintenance reports to Operations Managers and Project Managers. In addition, participates in shared duties such as: conduct minor facilities repairs (e.g., repairing broken windows or correcting minor deficiencies); minor janitorial activities such as sweeping, cleaning windows as needed, collection and disposal of refuse as needed.

**Minimum Years of Experience**
- 4 years of experience in inspecting and maintaining mechanical systems

**Minimum Educational/Degree Requirements**
- High School diploma or equivalent and completion of Mechanical or Pipefitter’s apprenticeship or technical training program

**Training or Certification Requirements**
- OSHA 30, CPR, and First Aid certified

**Substitution Factors:** None

### Generator Technician

**Functional Responsibilities**
Responsible for installation, repairs, and preventative maintenance of plumbing materials and equipment. Keep logs and provide maintenance reports to Operations Managers and Project Managers. In addition, participates in shared duties such as: conduct minor facilities repairs (e.g., repairing broken windows or correcting minor deficiencies); minor janitorial activities such as sweeping, cleaning windows as needed, collection and disposal of refuse as needed.

**Minimum Years of Experience**
- 4 years of experience in inspecting and maintaining generators

**Minimum Educational/Degree Requirements**
- High School diploma or equivalent

**Training or Certification Requirements**
- OSHA 30, CPR, and First Aid certified
- OEM Certified Technician Certificate

**Substitution Factors:** None
## Plumbing Technician

**Functional Responsibilities**
Responsible for installation, repairs, and preventative maintenance of generators. Keep logs and provide maintenance reports to Operations Managers and Project Managers. In addition, participates in shared duties such as conduct minor facilities repairs (e.g., repairing broken windows or correcting minor deficiencies); minor janitorial activities such as sweeping, cleaning windows as needed, collection and disposal of refuse as needed.

**Minimum Years of Experience**
- **>>** 4 years of experience in inspecting and maintaining plumbing systems

**Minimum Educational/Degree Requirements**
- **>>** High School diploma or equivalent

**Training or Certification Requirements**
- **>>** OSHA 30, CPR, and First Aid certified

**Substitution Factors:** None

## Plant Operator

**Functional Responsibilities**
Responsible for oversight of daily power plant operations and maintenance activities. Includes diesel generators, turbine generators, and associated systems. Directly responsible for interface and use of the SCADA system and other plant and energy management control services.

**Minimum Years of Experience**
- **>>** 4 years of experience in inspecting and maintaining power plant systems

**Minimum Educational/Degree Requirements**
- **>>** High School diploma or equivalent plus 2 years of additional technical training in mechanical, electrical, or power plant operations

**Training or Certification Requirements**
- **>>** OEM certification for specific plant system

**Substitution Factors:** None

## CADD Operator

**Functional Responsibilities**
Using CADD tools produces drawings that include technical details including dimensions, materials, and procedures. Applies well-developed drafting and mechanical drawing skills and a solid background in CADD techniques.

**Minimum Years of Experience**
- **>>** 2 years of relevant experience

**Minimum Educational/Degree Requirements**
- **>>** High School diploma

**Training or Certification Requirements**
- **>>** Autodesk Certified User certification

**Substitution Factors:**
- **>>** An Autodesk Certified Professional certification can be substituted for 2 years of relevant experience
- **>>** Certification requirements can be waived with a detailed example of work performed and a strong resume of 4 years of relevant experience
### Administration Specialist

**Functional Responsibilities**
Responsible for scheduling meetings, appointments, and travel arrangements. Keeps meeting minutes up-to-date. Proofreads, edits, and assembles internal and external reports and circulations. Assists management team in daily activities.

**Minimum Years of Experience**
- > 2 years of relevant experience

**Minimum Educational/Degree Requirements**
- > Associate’s Degree

**Training or Certification Requirements**
- > Must possess working knowledge of the basic MS Office product suite

**Substitution Factors:**
- > High School diploma or equivalent plus 2 years of additional relevant experience can substitute for an Associate’s Degree

### Quality Control Specialist

**Functional Responsibilities**
Responsible for implementing job specific Quality Assurance/Quality Control plan. Oversees each stage of project to ensure quality requirements are addressed and achieved. Reports all documentation as required by contract.

**Minimum Years of Experience**
- > 3 years of relevant experience

**Minimum Educational/Degree Requirements**
- > Associate’s Degree (Construction Engineering, Construction Management, Occupational Safety, or relevant field)

**Training or Certification Requirements**
- > Must possess working knowledge of the basic MS Office product suite

**Substitution Factors:**
- > High School diploma or equivalent plus 2 years of additional relevant experience can substitute for an Associate’s Degree

### Safety Control Specialist

**Functional Responsibilities**
Responsible for implementing our comprehensive Safety Plan. Responsible to ensure work site is in compliance with safety plan, and all personnel are provided with a safe work zone. Reports all documentation as required by contract.

**Minimum Years of Experience**
- > 4 years of experience

**Minimum Educational/Degree Requirements**
- > Associate’s Degree (Construction Engineering, Construction Management, Occupational Safety, or relevant field)

**Training or Certification Requirements**
- > OSHA 30

**Substitution Factors:**
- > OSHA 100 certification can substitute for 1 year of experience
- > OSHA 200 certification can substitute for 2 year of experience
### Database Specialist

**Functional Responsibilities**
Responsible for the installation, configuration, upgrading, administration, monitoring and maintenance of in-house and project databases.

**Minimum Years of Experience**
- 2 years of relevant experience

**Minimum Educational/Degree Requirements**
- Associate’s Degree

**Training or Certification Requirements**
- None

**Substitution Factors:**
- High School diploma or equivalent plus 2 additional years of relevant experience can substitute for an Associate’s Degree

### Logistics Support

**Functional Responsibilities**
Support Logistics Manager in daily activities involved in the mobilization and demobilization of supplies, equipment and personnel.

**Minimum Years of Experience**
- 2 years of relevant experience

**Minimum Educational/Degree Requirements**
- High School Diploma plus Logistics Management Certificate

**Training or Certification Requirements**
- Heavy equipment operator training may be required in certain locations

**Substitution Factors:**
- 4 years of relevant experience can substitute for the Logistics Management Certificate

### Logistics Manager

**Functional Responsibilities**
Oversees day-to-day management of all logistics operations relating to the project. Directly supervises Logistics Support Personnel. Monitors material and equipment movement and interfaces with purchasing department.

**Minimum Years of Experience**
- 2 years of relevant management experience

**Minimum Educational/Degree Requirements**
- Associate’s Degree (Logistics Management, Construction Engineering or Management, or other relevant field)

**Training or Certification Requirements**
- Heavy equipment operator training may be required in certain locations

**Substitution Factors:**
- 4 years of relevant experience can substitute for the Logistics Management Certificate
### Program Manager

**Functional Responsibilities**
Single-point of authority on all project matters (cost, scheduling, performance). Attends meetings with customers and negotiates on behalf of the company. Direct interface between Project Managers and Senior Executives.

**Minimum Years of Experience**
- > 4 years of relevant experience

**Minimum Educational/Degree Requirements**
- > Bachelor’s Degree (Engineering, Computer Science, Information Science, or related field)

**Training or Certification Requirements**
- > None

**Substitution Factors:**
- > 4 years of relevant experience can substitute for the Logistics Management Certificate

### Project Manager

**Functional Responsibilities**
Oversees day-to-day management overall contract operations for project. Responsible for maintaining project schedules and documentation. Communicates with Program Managers and Operations Manager, and completes daily progress reports. Attends all project meetings and has direct interface with customers.

**Minimum Years of Experience**
- > 2 years of relevant experience

**Minimum Educational/Degree Requirements**
- > Bachelor’s Degree (Engineering, Computer Science, Information Science, Business, or related field)

**Training or Certification Requirements**
- > None

**Substitution Factors:**
- > Certification in technical field, engineering, scientific field, or equivalent field plus 3 additional years of experience can substitute for a Bachelor’s Degree.
- > High School diploma or equivalent plus 6 additional years of experience can substitute for a Bachelor’s Degree

### Assistant Project Manager

**Functional Responsibilities**
Provides day-to-day assistance to Project Manager and interfaces directly with the Operations Manager, Field Technicians, and Support Staff. Supports the maintenance of project schedules and documentation. Attends all project meetings and has direct interface with customers.

**Minimum Years of Experience**
- > 1 year of relevant experience

**Minimum Educational/Degree Requirements**
- > Bachelor’s Degree (Engineering, Computer Science, Information Science, Business, or related field)

**Training or Certification Requirements**
- > None

**Substitution Factors:**
- > Certification in technical field, engineering, scientific field, or equivalent field plus 3 additional years of experience can substitute for a Bachelor’s Degree.
- > High School diploma or equivalent plus 4 additional years of experience can substitute for a Bachelor’s Degree
## Appendix B: Position Descriptions - continued

<table>
<thead>
<tr>
<th>Position</th>
<th>Functional Responsibilities</th>
<th>Minimum Years of Experience</th>
<th>Minimum Educational/Degree Requirements</th>
<th>Training or Certification Requirements</th>
<th>Substitution Factors</th>
</tr>
</thead>
<tbody>
<tr>
<td>Operations Manager</td>
<td>Responsible for the day-to-day operations at work site. Plans, organizes, and oversees all technicians’ work. Reports daily activity to Project Manager.</td>
<td>1 year of relevant experience</td>
<td>Bachelor’s Degree (Engineering, Computer Science, Information Science, Business, or related field)</td>
<td>None</td>
<td>Certification in technical, engineering, scientific field, or equivalent field plus 3 additional years of relevant experience can substitute for a Bachelor’s Degree</td>
</tr>
<tr>
<td>Deputy Fire Chief</td>
<td>Responsible for reporting to Fire Chief, supervises all other fire department/fire inspection personnel as assigned. Responsible for overall situational reporting, investigations, and fire inspection/investigation reporting documentation. Management level position requiring management and computer skills and thorough documentation capabilities.</td>
<td>5 years in fire prevention and 2 years as manager or deputy</td>
<td>High School + 5 years OJT, Certified Fire Inspector II</td>
<td>OSHA 30, CPR, and First Aid certified</td>
<td>None</td>
</tr>
<tr>
<td>Fire Safety Chief</td>
<td>Responsible for reporting to Deputy Fire Chief, supervises all other fire department/fire inspection personnel as assigned. Responsible for overall situational reporting, investigations, and fire inspection/investigation reporting documentation. Management level position requiring management and computer skills and thorough documentation capabilities.</td>
<td>5 years in fire prevention and 2 years as manager or deputy</td>
<td>High School + 5 years OJT, Certified Fire Inspector II</td>
<td>OSHA 30, CPR, and First Aid certified</td>
<td>None</td>
</tr>
</tbody>
</table>
### Fire Protection Engineer

**Functional Responsibilities**
Responsible for reporting to Deputy Fire Chief. Inspects buildings and structures to determine fire safety hazards and egress pathways during fire evacuation.

**Minimum Years of Experience**
- > 5 years in fire prevention

**Minimum Educational/Degree Requirements**
- > High School + 5 years OJT
- > Certified Fire Protection Engineer

**Training or Certification Requirements**
- > OSHA 30, CPR, and First Aid certified

**Substitution Factors:**
- > Substitute Certified Fire Plan Examiner Level I for Fire Protection Engineer Certification

### Fire Protection Specialist / Instructor

**Functional Responsibilities**
Responsible for reporting to Deputy Fire Chief. Inspects buildings and structures to determine fire safety hazards and egress pathways during fire evacuation. Provides training to personnel about fire safety and training to other fire department personnel about firefighting and safety techniques.

**Minimum Years of Experience**
- > 5 years in fire prevention

**Minimum Educational/Degree Requirements**
- > High School + 5 years OJT
- > Certified Fire Inspector II

**Training or Certification Requirements**
- > OSHA 30, CPR, and First Aid certified

**Substitution Factors:** None

### Fire Investigator

**Functional Responsibilities**
Responsible for reporting to Deputy Fire Chief. Inspects buildings and structures to determine fire safety hazards and egress pathways during fire evacuation. Supports Fire protection specialist.

**Minimum Years of Experience**
- > 5 years in fire prevention

**Minimum Educational/Degree Requirements**
- > High School + 5 years OJT
- > Certified Fire Inspector II

**Training or Certification Requirements**
- > OSHA 30, CPR, and First Aid certified

**Substitution Factors:**
- > Certified Fire Inspector I plus 3 years in this position

### Electrical Engineer

**Functional Responsibilities**
Field level engineering support duties to include basic layout and design, code compliance, functional engineering design and other aspects of integrating commercial electrical systems components.

**Minimum Years of Experience**
- > 5 years in fire prevention

**Minimum Educational/Degree Requirements**
- > Bachelor’s Degree in EE

**Training or Certification Requirements**
- > OSHA 30, CPR, and First Aid certified

**Substitution Factors:** None