MAS – MULTIPLE AWARD SCHEDULE  
Contract Number GS-21F-176AA  

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

CONTRACT PERIOD  
August 25, 2019 through August 24, 2023  
(Base Award August 25, 2018 with three 5-year option periods)

Contractor: IntegriWard, LLC  
4203 Gardendale, Suite C210  
San Antonio, TX  78229  
Telephone: (210) 595-1245  
Fax: (210) 855-3191  
Email: ddavis@integriward.com  
Website: www.integriward.com

Contract Administrator: Diana Davis  
IFF Representative: Marlenne Glore

Business Size: Small Business  
8(a)  
HUBZone  
Woman Owned Small Business (WOSB)

Price list current through Award date 08/25/2019
CUSTOMER INFORMATION

1a. Table of awarded special item number(s).

<table>
<thead>
<tr>
<th>SIN</th>
<th>SERVICE</th>
</tr>
</thead>
<tbody>
<tr>
<td>561210FAC</td>
<td>Complete Facilities Maintenance and Management</td>
</tr>
<tr>
<td>OLM</td>
<td>Order-Level Materials (OLM)</td>
</tr>
</tbody>
</table>

1b. Identification of the lowest priced model number and lowest unit price for that model for each special item number awarded in the contract.  N/A

1c. Description of all corresponding commercial job titles, experience, functional responsibility, and education for those types of employees or subcontractors who will perform services.

PROJECT MANAGER

Minimum/General Experience:
10 years’ experience in a Federal Sector or civilian operations management environment.

Functional Responsibility:
Responsible for operation of a site, base, or plant. Position manages the maintenance, repair, construction, and operation of all assigned systems and supporting responsibility for work control, planning, infrastructure, facility support and/or plant operations. Activities include ensuring the start-up, control, and shut-down of equipment in accordance with environmental standards. Individual is responsible for maintenance and operation of facilities to ensure cost-effective and reliable support. Identifies all infrastructure work required to include pavements, storm sewer systems, waste water, natural gas, oils/lubricant systems, electrical distribution, power generators, HVAC, and lighting. May evaluate scope of work and develop cost estimates. Manages QA/QC program and all work performed by in-house and subcontracted personnel. Attends all project related meetings as on-site representative. Understands requirements and monitors compliance with applicable GSA, Federal, State and local rules and codes.

Minimum Education:
Bachelor’s degree from an accredited college or university with preference given for Civil, Mechanical, or Electrical Engineering. Five years of specialized experience as a Project or Operations Manager with certification or licensing in HVAC, electrical, or other related discipline may be substituted for the degree requirement.
**JANITOR**

**Minimum/General Experience:**
0-2 years’ experience.

**Functional Responsibility:**
Cleans and keeps in an orderly condition: working areas and washrooms, or premises of an office, apartment house, or commercial or another 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. Has knowledge of commonly-used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under immediate supervision. Typically reports to a supervisor/manager.

**Minimum Education:**
High school diploma or equivalent preferred.

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**GROUNDS MAINTENANCE LABORER**

**Minimum/General Experience:**
2 years’ experience.

**Functional Responsibility:**
Maintains ground of industrial, commercial, or public property such as buildings, camp and picnic grounds, parks, playgrounds, greenhouses, and athletic fields and repairs structures and equipment, performing one of more of the following tasks: Cuts grass, using walking-type or riding mowers. Trims hedges and edges around walks, flower beds, and wells using hedge trimmers, clippers and edging tools. Prune shrubs and trees to shape and improve growth using shears ad 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 by activating sprinkler system. Picks up and burns or carts away leaves, paper, or other litter/debris. Removes snow from walks, driveways, roads, or parking lots using shovel and snow blower. Spreads salt on walkways and other areas. Repairs and paints fences, gates, benches, tables, guardrails, and outbuildings. May clean comfort stations, office, workshop area, and parking lots by sweeping, mopping, and polishing.

**Minimum Education:**
High school diploma or equivalent preferred.
### CARPENTER

**Minimum/General Experience:**
Minimum of 3 years’ experience.

**Functional Responsibility:**
Performs carpentry duties necessary to maintain in good repair building woodwork and equipment such as bins, cribs, counters, benches, partitions, doors, floors, stairs, casings, and trim made of wood. 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; making standard shop computations relating to dimensions of work; and selecting materials necessary to complete work. Work of the maintenance carpenter requires rounded training and experience usually acquired through an apprenticeship or equivalent training and experience.

**Minimum Education:**
Completion of apprenticeship, high school diploma or equivalent required.

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### ELECTRICIAN

**Minimum/General Experience:**
Minimum of 3 years’ experience.

**Functional Responsibility:**
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, drawing, 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. Inspects, repairs, installs, modifies, and maintains electrical/electronic systems, circuits and equipment. Has knowledge of commonly-used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job. Typically reports to a supervisor/manager.

**Minimum Education:**
Completion of apprenticeship or licensing, high school diploma or equivalent required.
<table>
<thead>
<tr>
<th><strong>GENERAL MAINTENANCE WORKER</strong></th>
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<tbody>
<tr>
<td><strong>Minimum/General Experience:</strong></td>
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<tr>
<td>0-2 years’ experience.</td>
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<tr>
<td><strong>Functional Responsibility:</strong></td>
</tr>
<tr>
<td>Performs maintenance service and repairs in the areas of plumbing, carpentry, painting, plastering, machine servicing, electrical, or vehicle servicing. Is knowledgeable in the procedures and safety measures in area(s) of specialty. Has knowledge of commonly-used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under immediate supervision. Primary job functions do not typically require exercising independent judgment. Typically reports to a supervisor or manager.</td>
</tr>
<tr>
<td><strong>Minimum Education:</strong></td>
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<tr>
<td>High school diploma or equivalent required.</td>
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<tr>
<th><strong>HVAC MECHANIC</strong></th>
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<tbody>
<tr>
<td><strong>Minimum/General Experience:</strong></td>
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<tr>
<td>3 years’ experience.</td>
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<tr>
<td><strong>Functional Responsibility:</strong></td>
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<tr>
<td>Installs, services, and repairs environmental-controlled 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. Follows blueprints or engineering specifications. Fabricates, assembles, and installs 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 shaping 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. 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 a completed installation. Injects 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. Wraps 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 using hand tools and test equipment. May install, repair, and service air conditioners ranging from 15 to 20 tons cooling capacity in offices, warehouses, and small factory buildings. Performs maintenance and service repairs on heating, ventilating, and air conditioning systems. Installs new units or replacement parts for existing units according to specifications and established safety guidelines. Has knowledge of commonly used concepts, practices, and procedures within a field. Relies on instructions and pre-established guidelines to perform the functions of the job. Typically reports to a supervisor or manager.</td>
</tr>
<tr>
<td><strong>Minimum Education:</strong></td>
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<tr>
<td>High school diploma or equivalent required and completion of HVAC apprenticeship and licensing.</td>
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</table>
**HVAC MECHANIC, RESEARCH FACILITY**

**Minimum/General Experience:**
3 years’ experience in a research/laboratory/hospital facility.

**Functional Responsibility:**
Installs, services, and repairs environmental-controlled systems in a laboratory or research-based facility utilizing knowledge of refrigeration theory, pipefitting and structural layout. Mounts compressor and condenser units on platform or floor using hand tools. Follows blueprints or engineering specifications. Fabricates, assembles, and installs ductwork and chassis parts using portable metalworking tools and welding equipment. Installs evaporator unit inn chassis or in-air duct system, using hand tools. Cuts and bends tubing to correct length and shaping 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. 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 a completed installation. Injects 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. Wraps 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 using hand tools and test equipment. May install, repair, and service air conditioners ranging from 15 to 20 tons cooling capacity in offices, warehouses, and small factory buildings. Performs maintenance and service repairs on heating, ventilating, and air conditioning systems. Installs new units or replacement parts for existing units according to specifications and established safety guidelines. Has knowledge of commonly used concepts, practices, and procedures within a particular field. Typically reports to a supervisor or manager.

**Minimum Education:**
High school diploma or equivalent required and completion of HVAC apprenticeship and licensing.
### MACHINERY MAINTENANCE MECHANIC

**Minimum/General Experience:**
2 years’ experience.

**Functional Responsibility:**
Repairs machinery or mechanical equipment. Work involves most of the following: examining machines and mechanical equipment to diagnose source of trouble, dismantling or partly dismantling machines and performing repairs that mainly involve the use of hand tools in scraping and fitting parts. Responsibilities include replacing broken or defective parts with items obtained from stock, and ordering the production of a replacement part by a machine shop or sending the machine to a machine shop for major repairs. Duties also include preparing written specifications for major repairs or for the production of parts ordered from machine shops, reassembling machines and making all necessary adjustments for operation. In general, the work of a Machinery Maintenance Mechanic requires rounded training and experience usually acquired through a formal apprenticeship or equivalent training and experience.

**Minimum Education:**
Completion of apprenticeship, high school diploma or equivalent required.

### MAINTENANCE TRADES HELPER

**Minimum/General Experience:**
No experience necessary.

**Functional Responsibility:**
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 work areas, equipment, and tools; assists journeyman by holding materials or tools; performs other unskilled tasks as directed by journeyman. This position performs various trades which may be confined to supplying, holding materials and tools, and cleaning work areas. May perform specialized machine operations.

**Minimum Education:**
High school diploma or equivalent preferred.

### PAINTER

**Minimum/General Experience:**
2 years’ experience.

**Functional Responsibility:**
Paints and redecorates walls, woodwork, and fixtures. Must have knowledge of surface peculiarities and types of paint required for different applications. Prepares surface for painting by removing old finish or by placing putty or filler in nail holes. Applies paint with spray gun or brush. May mix colors, oils, white lead, and other paint ingredients to obtain proper color or consistency. May operate a spray painter to apply industrial finishes on metal products.

**Minimum Education:**
High school diploma or equivalent required.
<table>
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<tr>
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<tr>
<td>3 years’ experience.</td>
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**Functional Responsibility:**
Installs and repairs pipes, fittings, and fixtures of heating, water, and drainage systems according to specifications and plumbing codes; operates and maintains pumps and water treatment systems, hot and cold water systems and similar components, water wells, and irrigation fixtures; maintains and repairs water sprinklers, irrigation systems, sewer lift stations, and water wells; tests completed work and makes necessary adjustments; makes periodic inspection of systems for safe and efficient operation. Studies building plan 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. Locates and marks position of pipe and pipe connections and passage holes for pipes in walls and floors using ruler, spirit level and plumb bob. Cuts openings in walls and floors to accommodate pipe and pipe fittings using hand tools and power tools. Cuts and threads pipe 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 by hand. Assembles and installs valves, pipe fittings, and pipes composed of metals such as iron, steel, brass, and lead and nonmetals such as glass, vitrified clay, and plastic using hand tools and power tools. Joins pipe by use of screws bolts, fittings, solder, plastic solvent, and 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. Prepares estimates for material, labor, and total costs of repair and installation jobs; makes report of time and materials required to repair and maintain equipment; maintains records of systems operations; may supervise helpers or major installations or repair projects.

<table>
<thead>
<tr>
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<tr>
<td>High school diploma or equivalent required plus completion of an apprenticeship or equivalent training.</td>
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</table>
## ENGINEERING TECHNICIAN IV

**Minimum/General Experience:**
6-8 years’ experience.

**Functional Responsibility:**
Performs non-routine assignments of substantial variety and complexity using operational precedents that may not be fully applicable, typically part of broader assignments and screened to eliminate unusual design problems. Selects and adapts plans, techniques, designs, or layouts, contacts personnel in related activities to resolve problems and coordinate the work. Reviews, analyzes, and integrates the technical work of others. Completed work is reviewed for technical adequacy and satisfaction of requirements. May train and be assisted by lower level technicians and performs on or more of the following: designs, develops, and constructs major units, devices or equipment; conducts tests of experiments; analyzes results and redesigns or modifies equipment to improve performance. From general guidelines and specification, develops designs for equipment without critical performance requirements that are difficult to satisfy such as engine parts, research instruments, or special purpose circuitry. Analyzes technical data to determine applicability to design problems and selects from several possible design layouts; calculates design data and prepares layouts, detailed specifications, parts lists, estimates, and procedure. May check and analyze drawings or equipment to determine adequacy of drawings and design. Plans or assists tests to evaluate equipment performance and prepares reports on findings and recommendations.

**Minimum Education:**
High school diploma or equivalent required; associate’s or bachelor’s degree preferred.

## RECYCLING LABORER

**Minimum/General Experience:**
0-2 years’ experience.

**Functional Responsibility:**
The Recycling Laborer sorts through collected trash and debris for recyclable materials and separates items into established categories such as aluminum, ferrous metals, glass, high-grade white paper, and corrugated paper. This worker discards contaminants and other items that cannot be recycled.

**Minimum Education:**
High school diploma or equivalent required.

## RECYCLING SPECIALIST

**Minimum/General Experience:**
2 years’ experience.

**Functional Responsibility:**
The Recycling Specialist conducts a variety of tests such as magnetic checks and tests to determine solubility of glues and similar contaminants to determine the type and quality of recyclable materials, stores recyclable materials for maximum convenience of handling preparatory shipment and for protection from deterioration. Operates a forklift to transport and stock loaded pallets in a warehouse, semi-tractor trailers and railroad boxcars. Prepares receipts and reports concerning materials collected, chipped, shredded and may assist in operating large capacity industrial machinery such as paper shredder, magnetic can separator, glass crusher, baler and compactor. May assist in performing preventive maintenance, minor repairs and lubrication of machinery and facility, and may disassemble scrap material using various hand tools.

**Minimum Education:**
High school diploma or equivalent required.
### PROGRAM MANAGER

**Minimum/General Experience:**
8 years’ experience in a Federal Sector and/or civilian operations management environment.

**Functional Responsibility:**
Manages overall program operations. Ensures that production schedules are met, and resources are used effectively. Coordinates the resolution of production related problems. Ensures that proper relationships are established between customers, teaming partners, and vendors to facilitate the delivery of engineering related services.

**Minimum Education:**
Bachelor’s degree from an accredited college or university and Five years of specialized experience in project and personnel management, time management, regulatory interpretation, application of engineering or physical science principles, technical review, effective communication, strategic planning, and resource management.

### PROGRAM/PROJECT MANAGER, SENIOR

**Minimum/General Experience:**
Minimum of 10 years’ experience.

**Functional Responsibility:**
Provides supervision, overall administration, and coordination of required services; includes planning, organizing, staffing, directing, controlling, and executing contract operations to ensure compliance and attainment of goals in the RFP, PWS, and other contract documents. Customer POC with the authority to act on behalf of RT. Implement project-wide Quality Control, Training, Safety and Environmental, and Security Management. Establishes policies, approves procedures, directs and monitors performance, and ensures the quality of all work. Directs project planning; organizes and staffs to meet project/contract requirements and ensures accomplishment of short/long range goals; project activities are controlled for quality and productivity and completed on schedule  □  Ensures all documents, reports, and services are delivered correctly and on time. Manages the training program and related reports, data, and files. Tracks financial actuals against established budget and reports as part of a monthly program review.

**Minimum Education:**
Bachelor’s Degree in computer science, Information Systems, Engineering, Business, or related scientific or technical discipline. Five additional years of experience may be substituted for the degree.
### DATA ENTRY CLERK**

**Minimum/General Experience:**
Minimum of 2 years’ experience.

**Functional Responsibility:**
Work requires the application of experience and judgment in selecting procedures to be followed and in searching for, interpreting, selecting, or coding items to be entered from a variety of source documents. Perform routine work.

**Minimum Education:**
High school diploma or equivalent required.

### GENERAL CLERK **

**Minimum/General Experience:**
Minimum of 1 years’ experience.

**Functional Responsibility:**
The General Clerk follows clearly detailed procedures in performing simple repetitive tasks in the same sequence. Responsibilities would include filing pre-coded documents in a chronological file, or operating office equipment, (e.g., mimeograph, photocopy, addressograph, or mailing machine). This position requires familiarity with the terminology of the office unit. The General Clerk selects appropriate methods from a wide variety of procedures or makes simple adaptations and interpretations of a limited number of substantive guides and manuals. The clerical steps often vary in type or sequence, depending on the task. Recognized problems are referred to others.

**Minimum Education:**
High school diploma or equivalent required.

### INVENTORY SPECIALIST

**Minimum/General Experience:**
Minimum of 2 years’ experience.

**Functional Responsibility:**
The Inventory Specialist analyze current inventory levels, production speed and sales forecasts to determine reorder levels. Controls inventories of raw materials and finished goods to ensure that product availability meets customer demand. Being an Inventory Control Specialist I require a bachelor's degree. Liquidates outdated stock and takes actions to resolve out-of-stock situations. In addition, Inventory Specialist typically reports to a supervisor or manager. Being an Inventory Control Specialist I work on projects/matters of limited complexity in a support role.

**Minimum Education:**
High school diploma or equivalent required.
### MATERIAL COORDINATOR/SUPPLY TECHNICIAN**

**Minimum/General Experience:**
Minimum of 2 years’ experience.

**Functional Responsibility:**
Coordinates and expedites flow of material, parts, and assemblies within or between departments in accordance with production and shipping schedules or department supervisors' priorities. Reviews production schedules and confers with department supervisors to determine material required or overdue and to locate material. Requisitions material and establishes delivery sequences to departments according to job order priorities and anticipated availability of material. Arranges for in-plant transfer of materials to meet production schedules. Arranges with department supervisors for repair and assembly of material and its transportation to various departments. Examines material delivered to production departments to verify if type specified. May monitor and control movement of material and parts along conveyor system, using remote-control panel board. May compute amount of material needed for specific job orders, applying knowledge of product and manufacturing processes and using adding machine. May compile report of quantity and type of material on hand. May move or transport material from one department to another, using hand truck or industrial truck. May compile perpetual production records in order to locate material in process of production, using manual or computerized system. May maintain employee records.

**Minimum Education:**
High school diploma or equivalent required

### MATERIAL HANDLING /EQUIPMENT OPERATOR **

**Minimum/General Experience:**
Minimum of 3 years’ experience.

**Functional Responsibility:**
Operates a manually controlled gasoline, electric or liquid propane gas powered forklift to transport goods and materials of all kinds about a warehouse, manufacturing plant, or other establishment.

**Minimum Education:**
High school diploma or equivalent required.
<table>
<thead>
<tr>
<th>Quality Control Technician</th>
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<tbody>
<tr>
<td><strong>Minimum/General Experience:</strong></td>
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<tr>
<td>Minimum of 1 years’ experience.</td>
</tr>
<tr>
<td><strong>Functional Responsibility:</strong></td>
</tr>
<tr>
<td>Examines any of a variety of goods, services or operations for conformity to established quality, health, safety, legal, business, ethical or other standards, by performing any combination of the following duties. Examines raw materials for quality, and manufactured items for defects and for conformance to specifications, visually and using sample models and instruments. Verifies that established standards are maintained relative product-packaging; storage and transportation methods; building and facilities; and business practices, operations and services. Affixes seals or tags to approved items, issues or revokes licenses and permits or ascertains that licenses and permits have been obtained and are displayed. Confers with officials, interprets regulations and codes, and assists establishments in altering methods and practices to meet established standards. Investigates complaints and violations, prepares reports of findings and action taken or recommended, files charge and testifies in court. Recommends changes in standards, administrative procedures, facilities, methods, and practices.</td>
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<tr>
<td><strong>Minimum Education:</strong></td>
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<tr>
<td>High school diploma or equivalent required and State, Local, Federal licenses and/or certifications.</td>
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<table>
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<tr>
<th>Quality Control Specialist</th>
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<tr>
<td><strong>Minimum/General Experience:</strong></td>
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<tr>
<td>Minimum of 2 years’ experience.</td>
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<tr>
<td><strong>Functional Responsibility:</strong></td>
</tr>
<tr>
<td>Examines any of a variety of goods, services or operations for conformity to established quality, health, safety, legal, business, ethical or other standards, by performing any combination of the following duties. Examines raw materials for quality, and manufactured items for defects and for conformance to specifications, visually and using sample models and instruments. Verifies that established standards are maintained relative product-packaging; storage and transportation methods; building and facilities; and business practices, operations and services. Affixes seals or tags to approved items, issues or revokes licenses and permits or ascertains that licenses and permits have been obtained and are displayed. Confers with officials, interprets regulations and codes, and assists establishments in altering methods and practices to meet established standards. Investigates complaints and violations, prepares reports of findings and action taken or recommended, files charge and testifies in court. Recommends changes in standards, administrative procedures, facilities, methods, and practices.</td>
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<td><strong>Minimum Education:</strong></td>
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<td>High school diploma or equivalent required and State, Local, Federal licenses and/or certifications.</td>
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</tbody>
</table>
### Scheduler, Maintenance **

**Minimum/General Experience:**
Minimum of 2 years’ experience.

**Functional Responsibility:**
Schedules repairs and lubrication of motor vehicles for vehicle-maintenance concern or company automotive-service shop. Schedules vehicles for lubrication or repairs based on date of last lubrication and mileage traveled or urgency of repairs. Contacts garage to verify availability of facilities. Notifies parking garage workers to deliver specified vehicles. Maintains file of requests for services.

**Minimum Education:**
High school diploma or equivalent required and State, Local, Federal licenses and/or certifications.

### Stock Clerk/Supply Clerk I **

**Minimum/General Experience:**
Minimum of 2 years’ experience.

**Functional Responsibility:**
As directed, performs a variety of warehousing duties which require an understanding of the establishment's storage plan. Work involves most of the following: Verifying materials (or merchandise) against receiving documents, noting and reporting discrepancies and obvious damages; routing materials to prescribed storage locations; storing, stacking, or palletizing materials in accordance with prescribed storage methods; rearranging and taking inventory of stored materials; examining stored materials and reporting deterioration and damage; removing material from storage and preparing it for shipment. May operate hand or power trucks in performing warehousing duties.

**Minimum Education:**
High school diploma or equivalent required and State, Local, Federal licenses and/or certifications.
### Supply Technician**

**Minimum/General Experience:**
Minimum of 2 years’ experience.

**Functional Responsibility:**
Performs limited aspects of technical supply management work (e.g., inventory management, storage management, cataloging, property utilization) related to depot, local, or other supply activities. Work usually is segregated by commodity area or function, and controlled in terms of difficulty, complexity, or responsibility. Assignments usually relate to stable or standardized segments of technical supply management operations; or to functions or subjects that are narrow in scope or limited in difficulty. The work generally involves individual case problems or supply actions. This work may require consideration of program requirements, together with specific variations in or from standardized guidelines.

**Minimum Education:**
High school diploma or equivalent required and State, Local, Federal licenses and/or certifications.

### Warehouse Specialist**

**Minimum/General Experience:**
Minimum of 3 years’ experience.

**Functional Responsibility:**
As directed, performs a variety of warehousing duties which require an understanding of the establishment's storage plan. Work involves most of the following: Verifying materials (or merchandise) against receiving documents, noting and reporting discrepancies and obvious damages; routing materials to prescribed storage locations; storing, stacking, or palletizing materials in accordance with prescribed storage methods; rearranging and taking inventory of stored materials; examining stored materials and reporting deterioration and damage; removing material from storage and preparing it for shipment. May operate hand or power trucks in performing warehousing duties.

**Minimum Education:**
High school diploma or equivalent required and State, Local, Federal licenses and/or certifications.
<table>
<thead>
<tr>
<th>Position</th>
<th>Minimum/General Experience:</th>
<th>Functional Responsibility:</th>
<th>Minimum Education:</th>
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<tbody>
<tr>
<td><strong>Senior Engineer</strong></td>
<td>Minimum of 5 years’ experience.</td>
<td>As directed, performs a variety of warehousing duties which require an understanding of the establishment's storage plan. Work involves most of the following: Verifying materials (or merchandise) against receiving documents, noting and reporting discrepancies and obvious damages; routing materials to prescribed storage locations; storing, stacking, or palletizing materials in accordance with prescribed storage methods; rearranging and taking inventory of stored materials; examining stored materials and reporting deterioration and damage; removing material from storage and preparing it for shipment. May operate hand or power trucks in performing warehousing duties.</td>
<td>High school diploma or equivalent required and State, Local, Federal licenses and/or certifications.</td>
</tr>
<tr>
<td><strong>Junior Engineer</strong></td>
<td>Minimum of 2 years’ experience.</td>
<td>Plans and conducts work requiring judgment in the independent evaluation, selection, and substantial adaptation and modification of standard techniques, procedures and criteria. Work requires a broad knowledge of precedents in the specialty area and a good knowledge of related specialties.</td>
<td>High school diploma or equivalent required and State, Local, Federal licenses and/or certifications.</td>
</tr>
<tr>
<td><strong>Engineering Technician I</strong></td>
<td>Minimum of 1 years’ experience.</td>
<td>Performs simple routine tasks under close supervision or from detailed procedures. Work is checked in progress or upon completion. Primary job functions do not typically require exercising independent judgment. Typically reports to a supervisor or manager.</td>
<td>High school diploma or equivalent required and State, Local, Federal licenses and/or certifications.</td>
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</tbody>
</table>
Engineering Technician II

**Minimum/General Experience:**
Minimum of 2 years’ experience.

**Functional Responsibility:**
Performs standardized or prescribed assignments involving a sequence of related operations. Follows standard work methods on recurring assignments but receives explicit instructions on unfamiliar assignments; technical adequacy of routine work is reviewed upon completion; non-routine work may also be reviewed in progress. Assists the engineers in the planning of construction projects such as airports, bridges, channels, dams, railroads, and roads. Helps prepare proposals and cost estimates. Estimates work load to establish completion dates. Has knowledge of commonly-used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under immediate supervision. Primary job functions do not typically require exercising independent judgment. Typically reports to a supervisor or manager.

**Minimum Education:**
High school diploma or equivalent required and State, Local, Federal licenses and/or certifications.

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Engineering Technician III

**Minimum/General Experience:**
Minimum of 3 years’ experience.

**Functional Responsibility:**
Performs standardized or prescribed assignments involving a sequence of related operations. Follows standard work methods on recurring assignments but receives explicit instructions on unfamiliar assignments; technical adequacy of routine work is reviewed upon completion; non-routine work may also be reviewed in progress. Assists the engineers in the planning of construction projects such as airports, bridges, channels, dams, railroads, and roads. Helps prepare proposals and cost estimates. Estimates work load to establish completion dates. Has knowledge of commonly-used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under immediate supervision. Primary job functions do not typically require exercising independent judgment. Typically reports to a supervisor or manager.

**Minimum Education:**
High school diploma or equivalent required and State, Local, Federal licenses and/or certifications.
### CADD Operator

**Minimum/General Experience:**
Minimum of 5 years’ experience.

**Functional Responsibility:**
Operates computer-aided design (CAD) system and peripheral equipment to convert engineer and technicians' designs into working computer documents. Provides some design, detailing and layout work. Reviews work order and procedural manuals to determine critical dimensions of design. Calculates figures to convert design dimensions to resizing dimensions specified for subsequent production processes, using conversion chart, calculator, or computer software.

**Minimum Education:**
High school diploma or equivalent required and State, Local, Federal licenses and/or certifications.

### Security Supervisor

**Minimum/General Experience:**
5 years’ experience including 3 years’ experience in a responsible supervisory role directing a staff of security guard service employees.

**Functional Responsibility:**
Leads group of security personnel in the following: Monitors and authorizes entrance and departure of employees, visitors, and other persons to guard against theft and maintain security of premises. Writes reports of daily activities and irregularities such as equipment or property damage, theft, presence of unauthorized persons, or unusual occurrences. Calls police or fire departments in cases of emergency, such as fire or presence of unauthorized persons. Answers alarms and investigates disturbances. Circulates among visitors, patrons, or employees to preserve order and protect property. Patrols industrial or commercial premises to prevent and detect signs of intrusion and ensure security of doors, windows, and gates. Escorts or drives motor vehicle to transport individuals to specified locations or to provide personal protection. Operates detecting devices to screen individuals and prevent passage of prohibited articles into restricted areas. Answers telephone calls to take messages, answer questions, and provide information during non-business hours or when switchboard is closed. Warns persons of rule infractions or violations, and apprehend or evict violators from premises, using force when necessary.

**Minimum Education:**
High school diploma or equivalent required. Preference for Certification as Firearms Instructor.
**Guard II**

**Minimum/General Experience:**
5 years’ experience.

**Functional Responsibility:**
May be required to be certified handgun user. Monitors and authorizes entrance and departure of employees, visitors, and other persons to guard against theft and maintain security of premises. Writes reports of daily activities and irregularities such as equipment or property damage, theft, presence of unauthorized persons, or unusual occurrences. Calls police or fire departments in cases of emergency, such as fire or presence of unauthorized persons. Answers alarms and investigates disturbances. Circulates among visitors, patrons, or employees to preserve order and protect property. Patrols industrial or commercial premises to prevent and detect signs of intrusion and ensure security of doors, windows, and gates. Escorts or drives motor vehicle to transport individuals to specified locations or to provide personal protection. Operates detecting devices to screen individuals and prevent passage of prohibited articles into restricted areas. Answers telephone calls to take messages, answer questions, and provide information during non-business hours or when switchboard is closed. Warns persons of rule infactions or violations, and apprehend or evict violators from premises, using force when necessary.

**Minimum Education:**
High school diploma or equivalent required. May need to pass annual physical fitness test and have state handgun certification.

2. **Maximum Order:** 561210FAC/OLM $1,000,000
3. **Minimum Order:** $100
4. **Geographic coverage (delivery area):** United States
5. **Point(s) of production:** San Antonio, Bexar County, Texas
6. **Discount from price list or statement of net price:** The discount is included in prices as shown.
7. **Quantity Discounts:** 1% for orders $500,000 and over
8. **Prompt payment terms:** N/A
9a. **Notification that Government purchase cards are accepted at or below the purchase threshold:** Yes
9b. **Notification whether Government purchase cards are accepted or not accepted above the micro-purchase threshold:** Yes
10. **Foreign items (list items by country of origin):** N/A
11a. **Time of delivery:** TBD at task order level
11b. **Expedited delivery:** N/A
11c. **Overnight and 2-day delivery:** N/A
11d. **Urgent requirements:** TBD at task order level.

12. **F.O.B. points:** N/A

13a. **Ordering address:**
4203 Gardendale Street, Suite C210  
San Antonio, TX  78229

13b. **Ordering procedure:** For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPAs) are found in Federal Acquisition Regulation (FAR) 8.405-3.

14. **Payment address:**
4203 Gardendale Street, Suite C210  
San Antonio, TX  78229

15. **Warranty provision:**  N/A

16. **Export packing charges, if applicable:** N/A

17. **Terms and conditions of Government purchase card acceptance (thresholds above the micro-purchase level):**  N/A

18. **Terms and conditions of rental, maintenance, and repair:**  N/A

19. **Terms and conditions of installation:**  N/A

20. **Terms and conditions of repair parts (including date of parts price lists and any discounts from list price):**  N/A

20a. **Terms and conditions for any other services:**  N/A

21. **List of service and distribution points:**  N/A

22. **List of participating dealers:**  N/A

23. **Preventive maintenance:**  N/A

24a. **Special attributes such as environmental attributes:**  N/A

24b. **If applicable, indicate that Section 508 compliance information is available in 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:**  968072368

26. **Notification regarding registration in Central Contractor Registration (CCR) database:**  Currently Valid
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The Service Contract Act (SCA) is applicable to this contract, and it includes SCA applicable labor categories. The prices for the cited SCA labor categories are based on the U.S. Department of Labor WD Number(s) identified in the SCA matrix. The prices offered are based on the preponderance of where work is performed and should the Contractor perform in an area with lower SCA rates, resulting in lower wages being paid, the task order prices will be discounted accordingly.