



# Authorized Federal GSA Supply Schedule Price List



## Contract Holder

### General Services Administration

Authorized Federal Supply Schedule Price List

GSA Contract Number: GS-21F-152AA

*Updated through Mod 3, effective date August 29, 2013.*

Contract Base Period: July 8, 2013 to July 7, 2018

Category: Large Business

## GSA Schedule 03FAC Facilities Maintenance & Management

SIN 811-002: Complete Facilities Maintenance

SIN 811-004: Maintenance of Utility Systems

SIN 811-005: Refrigeration, Heating, Ventilation, Air Conditioner,  
Boiler and Chiller HVAC Maintenance

SIN 003-100: Ancillary Supplies and/or Services

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](http://gsaadvantage.gov) website.



5500 South Cobb Drive SE, Suite 300E  
Smyrna, GA 30080

[www.ISIprime.com](http://www.ISIprime.com)  
Phone: 404 591.2100  
Fax: 404 591.2118  
Email: [gsa@isiprime.com](mailto:gsa@isiprime.com)


# CONTENTS


---

- Advantages of Using a GSA Schedule Contract . . . . . 1
- Scope of the Contract . . . . . 2
- Prices . . . . . 4
- Customer Information . . . . . 6
- About ISI. . . . . 8
- Contact Us. . . . . 8
- Appendix A: SIN 003-100 Pricing . . . . . 9
- Appendix B: Position Descriptions . . . . . 13

# 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 synopsise the requirement ahead of time in Fed-BizOpps. You are typically required to synopsise 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.

---

*Ordering through a GSA contract saves time by streamlining your procurement activities.*

# Scope of the Contract

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) 811-002: Complete Facilities Maintenance

Services related to the complete operations, maintenance and repair of military and government facilities to include green maintenance. These services could include but are not limited to a combination of:

- >> Painting
- >> Property maintenance
- >> Pest control services
- >> Grounds maintenance
- >> Landscaping
- >> Tree trimming
- >> Snow removal
- >> Elevator inspection and maintenance services
- >> Fire alarm system preventive maintenance and repair services and fire suppression system preventive maintenance and repair services
- >> Locksmith services
- >> Laundry services
- >> Janitorial/custodial services
- >> Collection and disposal of refuse
- >> Collection and disposal of recycle material
- >> Roofing repair (excluding complete roof replacement)
- >> Plumbing and pipefitting
- >> Electrical, including high/low voltage systems and utility service
- >> Maintenance and repair of exterior electrical distribution system
- >> Paving as it relates to maintenance and repair of surface areas
- >> Telephone maintenance
- >> Support training and consulting services
- >> Cemetery maintenance
- >> Operation and maintenance of water distribution system and maintenance of the septic field
- >> Repair of water tank
- >> All mechanical and operations maintenance and repair of building systems
- >> Heating/ventilation/Air Conditioning (HVAC) maintenance
- >> Boiler and chiller maintenanc
- >> Maintenance of facilities, renewable energy systems, Energy Management Control Services (EMCS) and building systems to include instruments, carpentry, masonry, and refrigeration services

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) 811-004: Maintenance of Utility Systems

Services include but are not limited to one of the following:

- >> Electrical Utilities.
- >> All types of cabling services, telephone utility services, gas utility services, drinking water utility services, waste water services, and/or water utility services necessary to meet the Government's needs.

Resulting task orders could be used for the operation, maintenance, repair, future upgrades, future utility system replacements labor, materials, tools, and equipment necessary to own, maintain and operate the utility system(s). Task orders could also be used to manage the maintenance, repairs, replacement, etc., of the system(s) to ensure continuous, adequate, and dependable service for each Government agency or tenant.

### Special Item Number (SIN) 811-005: Refrigeration, Heating, Ventilation, Air Conditioner, Boiler and Chiller HVAC Maintenance

Services related to providing heating and ventilation services. Service could include, but are not limited to:

- >> Cleaning
- >> Air balancing
- >> Restoration and de-contamination of HVAC systems
- >> Any combination of providing plant equipment, materials, tools, transportation, supervision, labor to perform all repairs
- >> Periodic preventative maintenance (PPM)
- >> Emergency service work calls to ensure continual operations of refrigeration, heating, ventilation, air conditioner, boiler, geothermal heat pump systems, renewable energy systems, and boiler and chiller systems

### Special Item Number (SIN) 003-100: 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.

# Prices

## GSA Hourly Rates (SINs 811-002, 811-004, and 811-005)

The following prices are “net” (prices shown include all applicable discounts and are inclusive of the Industrial Funding Fee).

ISI's LABOR CATEGORY	GSA HOURLY RATE				
	Year 1 7/8/2013 to 7/7/2014	Year 2 7/8/2014 to 7/7/2015	Year 3 7/8/2015 to 7/7/2016	Year 4 7/8/2016 to 7/7/2017	Year 5 7/8/2017 to 7/7/2018
Electrical Technician	\$99.48	\$103.46	\$107.60	\$111.90	\$116.38
UPS Technician	\$101.48	\$105.53	\$109.75	\$114.14	\$118.71
HVAC Technician	\$98.15	\$102.07	\$106.15	\$110.40	\$114.82
Mechanical Technician	\$98.15	\$102.07	\$106.15	\$110.40	\$114.82
Generator Technician	\$96.82	\$100.69	\$104.72	\$108.91	\$113.27
Plumbing Technician	\$98.15	\$102.07	\$106.15	\$110.40	\$114.82
Plant Operator	\$101.48	\$105.53	\$109.75	\$114.14	\$118.71
CADD Operator	\$90.17	\$93.78	\$97.53	\$101.43	\$105.49
Administration Specialist	\$80.19	\$83.39	\$86.73	\$90.20	\$93.81
Quality Control Specialist	\$99.48	\$103.46	\$107.60	\$111.90	\$116.38
Safety Control Specialist	\$99.48	\$103.46	\$107.60	\$111.90	\$116.38
Database Specialist	\$90.17	\$93.78	\$97.53	\$101.43	\$105.49
Logistics Support	\$92.17	\$95.86	\$99.69	\$103.68	\$107.83
Logistics Manager	\$107.40	\$111.70	\$116.17	\$120.82	\$125.65
Program Manager	\$123.23	\$128.16	\$133.29	\$138.62	\$144.16
Project Manager	\$115.32	\$119.93	\$124.73	\$129.72	\$134.91
Assistant Project Manager	\$111.33	\$115.78	\$120.41	\$125.23	\$130.24
Operations Manager	\$107.40	\$111.70	\$116.17	\$120.82	\$125.65
Deputy Fire Chief	\$120.25	\$125.06	\$130.06	\$135.26	\$140.68
Fire Safety Chief	\$123.03	\$127.95	\$133.07	\$138.39	\$143.93
Fire Protection Engineer	\$143.03	\$148.75	\$154.70	\$160.89	\$167.32
Fire Protection Specialist/Instructor	\$111.53	\$115.99	\$120.63	\$125.46	\$130.47
Fire Investigator	\$111.53	\$115.99	\$120.63	\$125.46	\$130.47
Electrical Engineer	\$161.99	\$168.47	\$175.21	\$182.22	\$189.51

## **GSA Prices for Ancillary Supplies and/or Services (SIN 003-100)**

---

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 GSA Task 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.

# Customer Information

<b>Contractor:</b>	Inglett & Stubbs International, LLC
<b>1a Awarded Special Item Numbers (SINs)</b>	<p>SIN 811-002: Complete Facilities Maintenance</p> <p>SIN 811-004: Maintenance of Utility Systems</p> <p>SIN 811-005: Refrigeration, Heating, Ventilation, Air Conditioner, Boiler and Chiller HVAC Maintenance</p> <p>SIN 003-100: Ancillary Supplies and/or Services</p>
<b>1b Prices</b>	See <i>Prices</i> section for all SINs except for 003-100 - Ancillary Supplies and/or Services. See <a href="#">Appendix A</a> for the latter.
<b>1c Labor Category Descriptions</b>	See <a href="#">Appendix B</a>
<b>2 Maximum Order</b>	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.
<b>3 Minimum Order</b>	\$100
<b>4 Geographic Coverage</b>	Overseas
<b>5 Points of Production</b>	Same as company address
<b>6 Discount from List Prices or Statement of Net Price</b>	Government net prices (discounts already deducted) See <i>Prices</i> section
<b>7 Volume Discounts</b>	See <i>Prices</i> section
<b>8 Prompt Payment Terms</b>	0.5% 15 days, net 30 days
<b>9 Government Purchase Cards</b>	Accepted up to the micro-purchase threshold. Not accepted over the threshold.
<b>10 Foreign Items</b>	None
<b>11a Time of Delivery</b>	As specified in Task Orders
<b>11b Expedited Delivery</b>	Contact ISI
<b>11c Overnight and 2-Day Delivery</b>	Contact ISI
<b>11d Urgent Requirements</b>	Contact ISI
<b>12 F.O.B. Point(s)</b>	To be determined for each Task Order



## Customer Information - continued

---

<b>13a Ordering Address</b>	Inglett & Stubbs, Inc. 5500 South Cobb Drive SE, Suite 300E Smyrna, GA 30080 Ph (404) 591-2100 Fx (404) 591-2118 E-mail: <a href="mailto:gsa@isiprime.com">gsa@isiprime.com</a>
<b>13b Ordering Procedures</b>	For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPAs). A sample BPA can be found at the GSA/FSS Schedule homepage
<b>14 Payment Address</b>	Same as company address
<b>15 Warranty Provision</b>	Manufacturer's warranty on products
<b>16 Terms and Conditions of Government Purchase Card Acceptance</b>	Contact ISI
<b>17 Data Universal Number System (DUNS) Number</b>	16-856-5989
<b>18 Notification Regarding Registration in System for Award Management (SAM) Database</b>	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 03FAC GSA Facilities Maintenance Contract we are able to provide our customers the quality services that they expect using a customer-friendly contracting vehicle.

## Contact Us

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

[www.isiprime.com](http://www.isiprime.com)

5500 South Cobb Drive  
Suite 300E  
Smyrna, GA 30080

Phone: 404 591.2100

Fax: 404 591.2118

Email: [gsa@isiprime.com](mailto:gsa@isiprime.com)

### ✔ 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 nearly 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.

## Appendix A: SIN 003-100 Pricing

Support products offered and ancillary services under SIN 003-100 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 003-100; 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.



**Accu-Tech**  
11350 Old Roswell Rd, Suite 100  
Alpharetta, Georgia 30009



**Ace Hardware**  
4359 W Atlanta Rd SE  
Smyrna, GA 30080



**Anixter**  
2301 Patriot Blvd.  
Glenview, IL 60026



**Batteries Plus**  
51 Cobb Pkwy SE.  
Marietta, GA 30060



**Battery USA**  
1535 Oak Industrial Lane, Suite J  
Cumming, GA 30041



**Cabelas**  
1 Cabela Dr.  
Sidney NE 69160



**Costco**  
2900 Cumberland Mall  
Atlanta, GA 30339-8107



**Dell**  
2300 Greenlawn Blvd  
Round Rock, TX 78664

Appendix A: SIN 003-100 Pricing - continued



**Diesel Parts Direct**  
8784 S. Choctaw Dr.  
Baton Rouge, LA 70815



**Dixie Construction Products**  
970 Huff Road  
Atlanta, GA 30318



**Etrailer.com**  
1507 East Hwy A  
Wentzville, MO 63385



**FiberOptic.com**  
9999 Hamilton Boulevard, Suite 220  
Breinigsville, PA 18031-9300



**Georator Corporation**  
9617 Center Street  
Manassas, VA 20110-5521



**Grainger**  
100 Grainger Pkwy  
Lake Forest, IL



**Graybar**  
34 N. Meramec Avenue  
St. Louis, Missouri 63105



**Hagemeyer North America**  
4790 Goer Dr.  
Charleston, SC 29406



**HD Supply Maintenance Solutions**  
PO Box 509055  
San Diego, CA 92150-9055



**Home Depot**  
2455 Paces Ferry Road NW  
Atlanta, GA 30339

Appendix A: SIN 003-100 Pricing - continued



**HVAC Parts Outlet**  
PO Box 44  
Walkersville, MD 21793



**John Deere**  
1 John Deere Pl  
Moline, IL 61265



**Maher Electrical Supply**  
3405 4th Ave S  
Birmingham, AL 35222



**McMaster-Carr**  
600 N County Line Rd  
Elmhurst, IL 60126



**Mid-American Engine**  
2500 Highway 160  
Warrior, AL 35180



**NAPA Auto Parts**  
2999 Circle 75 Parkway  
Atlanta, GA 30339-3050



**Newegg**  
17708 Rowland St.  
Rowland Heights, CA 91748



**Neweys Electrical Distributor**  
Eagle Court 2; Hatchford Brook  
Hatchford Way, Sheldon  
Birmingham, UK B26 3RZ



**PEX Supply**  
P.O. Box 416  
Farmingdale, NY 11735



**QVS Discount Electrical Wholesale**  
The Birches Industrial Estate  
Imberhorne Lane, East Grinstead  
West Sussex, UK, RH19 1XZ

Appendix A: SIN 003-100 Pricing - continued



**Radio Shack**  
300 Trinity Campus Cir  
Fort Worth, TX 76102



**Ryder Fleet Products**  
1 Raco Dr.  
Lawrenceville, GA 30045



**Safety Products Inc.**  
3517 Craftsman Blvd.  
Lakeland, FL 33803



**Sears**  
3333 Beverly Road  
Hoffman Estates, IL 60179



**Staples**  
5560 Roswell Rd.  
Atlanta, GA 30342



**Uline**  
Uline Drive  
Pleasant Prairie, WI 53158



**Wholesale Batteries Direct**  
200 S. Montclair, Suite C  
Bakersfield, CA 93309

---

# Appendix B: Position Descriptions

Labor Category	Description
<b>Electrical Technician</b>	<p><b>Functional Responsibilities</b> 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.</p> <p><b>Minimum Years of Experience</b> &gt;&gt; 2 years as Journeyman Wireman or Master Electrician</p> <p><b>Minimum Educational/Degree Requirements</b> &gt;&gt; NJATC Apprenticeship Certificate</p> <p><b>Training or Certification Requirements</b> &gt;&gt; IBEW Member in good standing &gt;&gt; OSHA 30, CPR, and First Aid certified</p> <p><b>Substitution Factors</b> &gt;&gt; IEC Apprenticeship Certification can substitute for NJATC certification</p>
<b>UPS Technician</b>	<p><b>Functional Responsibilities</b> 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.</p> <p><b>Minimum Years of Experience</b> &gt;&gt; 2 years as Journeyman Wireman or Master Electrician</p> <p><b>Minimum Educational/Degree Requirements</b> &gt;&gt; NJATC Apprenticeship Certificate</p> <p><b>Training or Certification Requirements</b> &gt;&gt; OEM Certified Technician Certificate &gt;&gt; OSHA 30, CPR, and First Aid certified</p> <p><b>Substitution Factors</b> &gt;&gt; IEC Apprenticeship Certification can substitute for NJATC certification</p>
<b>HVAC Technician</b>	<p><b>Functional Responsibilities</b> 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.</p> <p><b>Minimum Years of Experience</b> &gt;&gt; 4 years of experience in inspecting and maintaining HVAC systems</p> <p><b>Minimum Educational/Degree Requirements</b> &gt;&gt; High School diploma or equivalent and completion of HVAC apprenticeship or technical training program</p> <p><b>Training or Certification Requirements</b> &gt;&gt; OSHA 30, CPR, and First Aid certified</p> <p><b>Substitution Factors:</b> None</p>

## Appendix B: Position Descriptions - continued

### **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



## Appendix B: Position Descriptions - continued

<b>Plant Operator</b>	<b>Functional Responsibilities</b> 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. <b>Minimum Years of Experience</b> >> 4 years of experience in inspecting and maintaining power plant systems <b>Minimum Educational/Degree Requirements</b> >> High School diploma or equivalent plus 2 years of additional technical training in mechanical, electrical, or power plant operations <b>Training or Certification Requirements</b> >> OEM certification for specific plant system <b>Substitution Factors:</b> None
<b>CADD Operator</b>	<b>Functional Responsibilities</b> 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. <b>Minimum Years of Experience</b> >> 2 years of relevant experience <b>Minimum Educational/Degree Requirements</b> >> High School diploma <b>Training or Certification Requirements</b> >> Autodesk Certified User certification <b>Substitution Factors:</b> None >> 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
<b>Administration Specialist</b>	<b>Functional Responsibilities</b> 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. <b>Minimum Years of Experience</b> >> 2 years of relevant experience <b>Minimum Educational/Degree Requirements</b> >> Associate's Degree <b>Training or Certification Requirements</b> >> Must possess working knowledge of the basic MS Office product suite <b>Substitution Factors:</b> None >> High School diploma or equivalent plus 2 years of additional relevant experience can substitute for an Associate's Degree

## Appendix B: Position Descriptions - continued

<b>Quality Control Specialist</b>	<p><b>Functional Responsibilities</b> 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.</p> <p><b>Minimum Years of Experience</b> &gt;&gt; 3 years of relevant experience</p> <p><b>Minimum Educational/Degree Requirements</b> &gt;&gt; Associate's Degree (Construction Engineering, Construction Management, Occupational Safety, or relevant field)</p> <p><b>Training or Certification Requirements</b> &gt;&gt; Must possess working knowledge of the basic MS Office product suite</p> <p><b>Substitution Factors:</b> &gt;&gt; High School diploma or equivalent plus 2 years of additional relevant experience can substitute for an Associate's Degree</p>
<b>Safety Control Specialist</b>	<p><b>Functional Responsibilities</b> 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.</p> <p><b>Minimum Years of Experience</b> &gt;&gt; 4 years of experience</p> <p><b>Minimum Educational/Degree Requirements</b> &gt;&gt; Associate's Degree (Construction Engineering, Construction Management, Occupational Safety, or relevant field)</p> <p><b>Training or Certification Requirements</b> &gt;&gt; OSHA 30</p> <p><b>Substitution Factors:</b> &gt;&gt; OSHA 100 certification can substitute for 1 year of experience &gt;&gt; OSHA 200 certification can substitute for 2 year of experience</p>
<b>Database Specialist</b>	<p><b>Functional Responsibilities</b> Responsible for the installation, configuration, upgrading, administration, monitoring and maintenance of in-house and project databases.</p> <p><b>Minimum Years of Experience</b> &gt;&gt; 2 years of relevant experience</p> <p><b>Minimum Educational/Degree Requirements</b> &gt;&gt; Associate's Degree</p> <p><b>Training or Certification Requirements</b> &gt;&gt; None</p> <p><b>Substitution Factors:</b> &gt;&gt; High School diploma or equivalent plus 2 additional years of relevant experience can substitute for an Associate's Degree</p>

## Appendix B: Position Descriptions - continued

<b>Logistics Support</b>	<p><b>Functional Responsibilities</b> Support Logistics Manager in daily activities involved in the mobilization and demobilization of supplies, equipment and personnel.</p> <p><b>Minimum Years of Experience</b> &gt;&gt; 2 years of relevant experience</p> <p><b>Minimum Educational/Degree Requirements</b> &gt;&gt; High School Diploma plus Logistics Management Certificate</p> <p><b>Training or Certification Requirements</b> &gt;&gt; Heavy equipment operator training may be required in certain locations</p> <p><b>Substitution Factors:</b> &gt;&gt; 4 years of relevant experience can substitute for the Logistics Management Certificate</p>
<b>Logistics Manager</b>	<p><b>Functional Responsibilities</b> 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.</p> <p><b>Minimum Years of Experience</b> &gt;&gt; 2 years of relevant management experience</p> <p><b>Minimum Educational/Degree Requirements</b> &gt;&gt; Associate's Degree (Logistics Management, Construction Engineering or Management, or other relevant field)</p> <p><b>Training or Certification Requirements</b> &gt;&gt; Heavy equipment operator training may be required in certain locations</p> <p><b>Substitution Factors:</b> &gt;&gt; 4 years of relevant experience can substitute for the Logistics Management Certificate</p>
<b>Program Manager</b>	<p><b>Functional Responsibilities</b> 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.</p> <p><b>Minimum Years of Experience</b> &gt;&gt; 4 years of relevant experience</p> <p><b>Minimum Educational/Degree Requirements</b> &gt;&gt; Bachelor's Degree (Engineering, Computer Science, Information Science, or related field)</p> <p><b>Training or Certification Requirements</b> &gt;&gt; None</p> <p><b>Substitution Factors:</b> &gt;&gt; 4 years of relevant experience can substitute for the Logistics Management Certificate</p>

## Appendix B: Position Descriptions - continued

### **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 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 4 additional years of experience can substitute for a Bachelor's Degree

### **Operations Manager**

#### **Functional Responsibilities**

Responsible for the day-to-day operations at work site. Plans, organizes, and oversees all technicians' work. Reports daily activity to Project Manager.

#### **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, engineering, scientific field, or equivalent field plus 3 additional years of relevant experience can substitute for a Bachelor's Degree
- >> High School diploma or equivalent plus 5 additional years of experience can substitute for a Bachelor's Degree.

## Appendix B: Position Descriptions - continued

### Deputy Fire Chief

#### Functional Responsibilities

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.

#### Minimum Years of Experience

>> 5 years in fire prevention and 2 years as manager or deputy

#### 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:

>> N/A

### Fire Safety Chief

#### Functional Responsibilities

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.

#### Minimum Years of Experience

>> 5 years in fire prevention and 2 years as manager or deputy

#### 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:

>> N/A

### 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

## Appendix B: Position Descriptions - continued

<b>Fire Protection Specialist / Instructor</b>	<b>Functional Responsibilities</b> 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. <b>Minimum Years of Experience</b> >> 5 years in fire prevention <b>Minimum Educational/Degree Requirements</b> >> High School + 5 years OJT >> Certified Fire Inspector II <b>Training or Certification Requirements</b> >> OSHA 30, CPR, and First Aid certified <b>Substitution Factors:</b> >> N/A
<b>Fire Investigator</b>	<b>Functional Responsibilities</b> 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. <b>Minimum Years of Experience</b> >> 5 years in fire prevention <b>Minimum Educational/Degree Requirements</b> >> High School + 5 years OJT >> Certified Fire Inspector II <b>Training or Certification Requirements</b> >> OSHA 30, CPR, and First Aid certified <b>Substitution Factors:</b> >> Certified Fire Inspector I plus 3 years in this position
<b>Electrical Engineer</b>	<b>Functional Responsibilities</b> 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. <b>Minimum Years of Experience</b> >> 5 years in fire prevention <b>Minimum Educational/Degree Requirements</b> >> Bachelor's Degree in EE <b>Training or Certification Requirements</b> >> OSHA 30, CPR, and First Aid certified <b>Substitution Factors:</b> >> N/A