



**J & B Hartigan, Inc.**

**103 Adams Court  
Carrollton, VA 23314**

**T: (757)-745-7775**

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**Contract Number: GS-21F-049BA**

**Facilities Maintenance and Management Services**

**Period Covered by Contract:**

**02-01-2014 to 01-31-2024**

**Tax Identification Number (TIN): 45-3362524**

**CCR Registration Completed**

**DUNS No: 969770747**

**Cage Code: 6K1P9**

Authorized Complete Facilities Maintenance and Management  
and Smart Buildings Systems Integration Schedule

**SPECIAL ITEM NUMBER - 561210FAC – Complete Facilities Maintenance**  
**SPECIAL ITEM NUMBER – 541513 - Smart Buildings Systems Integrations**  
**SPECIAL ITEM NUMBER – OLM - Order-Level Materials (OLM)**

SIN	Scope
<b>561210FAC</b>	V - 48 States, DC
<b>541513</b>	V - 48 States, DC

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Number: **GS-21F-049BA**

Period Covered by  
Contract: **02-01-2019 to 01-31-2024**

General Services Administration  
Federal Acquisition Service

Pricelist current through Modification # PS-A812, dated 7 April 2020

Products and ordering information in this Authorized FSS Facilities Maintenance and Management Schedule Pricelist are also available on the GSA Advantage! System. Agencies can browse GSA Advantage! by accessing the Federal Acquisition Service's Home Page via the Internet at <http://www.fss.gsa.gov/>

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## INFORMATION FOR ORDERING ACTIVITIES APPLICABLE TO ALL SPECIAL ITEM NUMBERS

### SPECIAL NOTICE TO AGENCIES: Small Business Participation

SBA strongly supports the participation of small business concerns in the Federal Acquisition Service. To enhance Small Business Participation SBA policy allows agencies to include in their procurement base and goals, the dollar value of orders expected to be placed against the Federal Supply Schedules, and to report accomplishments against these goals.

For orders exceeding the micro purchase threshold, FAR 8.404 requires agencies to consider the catalogs/pricelists of at least three schedule contractors or consider reasonably available information by using the GSA Advantage! on-line shopping service ([www.gsaadvantage.gov](http://www.gsaadvantage.gov)). The catalogs/pricelists, GSA Advantage! and the Federal Acquisition Service Home Page ([www.fss.gsa.gov](http://www.fss.gsa.gov)) contain information on a broad array of products and services offered by small business concerns.

This information should be used as a tool to assist ordering activities in meeting or exceeding established small business goals. It should also be used as a tool to assist in including small, small disadvantaged, and women-owned small businesses among those considered when selecting pricelists for a best value determination.

For orders exceeding the micro purchase threshold, customers are to give preference to small business concerns when two or more items at the same delivered price will satisfy their requirement.

#### 1. GEOGRAPHIC SCOPE OF CONTRACT:

*Domestic delivery* is delivery within the 48 contiguous states, Alaska, Hawaii, Puerto Rico, Washington, DC, and U.S. Territories. Domestic delivery also includes a port or consolidation point, within the aforementioned areas, for orders received from overseas activities.

*Overseas delivery* is delivery to points outside of the 48 contiguous states, Washington, DC, Alaska, Hawaii, Puerto Rico, and U.S. Territories.

Offerors are requested to check one of the following boxes:

- The Geographic Scope of Contract will be domestic and overseas delivery.
- The Geographic Scope of Contract will be overseas delivery only.
- The Geographic Scope of Contract will be domestic delivery only.

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#### CONTRACTOR'S ORDERING ADDRESS AND PAYMENT INFORMATION:

J&B Hartigan, Inc.

103 Adams Ct Carrollton, VA 23314

Contractor must accept the credit card for payments equal to or less than the micro-purchase for oral or written orders under this contract. The Contractor and the ordering agency may agree to use the credit card for dollar amounts over the micro-purchase threshold (See GSAR 552.232-79 Payment by Credit Card). In addition, bank account information for wire transfer payments will be shown on the invoice. The following telephone number(s) can be used by ordering activities to obtain technical and/or ordering assistance:

T: (757)-745-7775 F: (888)-828-8321

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**2. LIABILITY FOR INJURY OR DAMAGE**

The Contractor shall not be liable for any injury to ordering activity personnel or damage to ordering activity property arising from the use of equipment maintained by the Contractor, unless such injury or damage is due to the fault or negligence of the Contractor.

**3. STATISTICAL DATA FOR GOVERNMENT ORDERING OFFICE COMPLETION OF STANDARD FORM 279:**

Block 9: G. Order/Modification under Federal Schedule

Block 16: Data Universal Numbering System (DUNS) Number: 969770747

Block 30: Type of Contractor – B

- A. Small Disadvantaged Business
- B. Other Small Business
- C. Large Business
- G. Other Nonprofit Organization
- L. Foreign Contractor

Block 31: Woman-Owned Small Business - NO

Block 36: Contractor's Taxpayer Identification Number (TIN): 45-3362524

4a. CAGE Code: 6K1P9

4b. Contractor has registered with the System for Award Management (SAM) Central Contractor Registration Database.

**4. FOB DESTINATION**

**5. DELIVERY SCHEDULE**

a. TIME OF DELIVERY: The Contractor shall deliver to destination within the number of calendar days after receipt of order (ARO), as set forth below:

SPECIAL ITEM NUMBER	DELIVERY TIME (Days ARO)
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561210FAC Days TBD @ Task Order Level

This category covers services related to the complete operations, maintenance and repair of federal facilities and may include the supply or use of environmentally sustainable products such as U.S. Environmental Protection Agency-designated Comprehensive Procurement Guidelines (recycled content) products, U.S. Department of Agriculture-designated Bio Preferred (biobased) products, Energy Star certified or other energy efficient products, and Water Sense or other water efficient products.

541513 Days TBD @ Task Order Level

Includes the comprehensive integration of building systems and technology using a non-proprietary, open architecture. Typical building systems to be integrated include building automation, telecommunications, security, energy and environmental control, HVAC, etc. Tasks may include, but are not limited to requirements analysis, integration planning, testing, operational training and support, cybersecurity for building control systems, etc. 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 Government agency or tenant.

OLM Days TBD @ Task Order Level

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OLMs are supplies and/or services acquired in direct support of an individual task or delivery order placed against a Schedule contract or BPA. OLM pricing is not established at the Schedule contract or BPA level, but at the order level. Since OLMs are identified and acquired at the order level, the ordering contracting officer (OCO) is responsible for making a fair and reasonable price determination for all OLMs.

OLMs are procured under a special ordering procedure that simplifies the process for acquiring supplies and services necessary to support individual task or delivery orders placed against a Schedule contract or BPA. Using this new procedure, ancillary supplies and services not known at the time of the Schedule award may be included and priced at the order level.

OLM SIN-Level Requirements/Ordering Instructions:

OLMs are:

- Purchased under the authority of the FSS Program
- Unknown until an order is placed
- Defined and priced at the ordering activity level in accordance with GSAR clause 552.238-115 Special Ordering Procedures for the Acquisition of Order-Level Materials. (Price analysis for OLMs is not conducted when awarding the FSS contract or FSS BPA; therefore, GSAR 538.270 and 538.271 do not apply to OLMs)
- Only authorized for use in direct support of another awarded SIN.
- Only authorized for inclusion at the order level under a Time-and-Materials (T&M) or Labor-Hour (LH) Contract Line Item Number (CLIN)
- Subject to a Not To Exceed (NTE) ceiling price

OLMs are not:

- "Open Market Items."
- Items awarded under ancillary supplies/services or other direct cost (ODC) SINs (these items are defined, priced, and awarded at the FSS contract level)

OLM Pricing:

- Prices for items provided under the Order-Level Materials SIN must be inclusive of the Industrial Funding Fee (IFF).
- The value of OLMs in a task or delivery order, or the cumulative value of OLMs in orders against an FSS BPA awarded under an FSS contract, cannot exceed 33.33%.

NOTE: When used in conjunction with a Cooperative Purchasing eligible SIN, this SIN is Cooperative Purchasing Eligible.

b. **URGENT REQUIREMENTS:** When the Federal Supply Schedule contract delivery period does not meet the bona fide urgent delivery requirements of an ordering activity, ordering activities are encouraged, if time permits, to contact the Contractor for the purpose of obtaining accelerated delivery. The Contractor shall reply to the inquiry within 3 workdays after receipt. (Telephonic replies shall be confirmed by the Contractor in writing.) If the Contractor offers an accelerated delivery time acceptable to the ordering activity, any order(s) placed pursuant to the agreed upon accelerated delivery time frame shall be delivered within this shorter delivery time and in accordance with all other terms and conditions of the contract.

**6. DISCOUNTS: Prices shown are NET Prices; Basic Discounts have been deducted.**

**7. TRADE AGREEMENTS ACT OF 1979, as amended:**

All items are U.S. made end products, designated country end products, Caribbean Basin country end products, Canadian end products, or Mexican end products as defined in the Trade Agreements Act of 1979, as amended.

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**8. STATEMENT CONCERNING AVAILABILITY OF EXPORT PACKING:**

**9. SMALL REQUIREMENTS: The minimum dollar value of orders to be issued is \$100.00.**

**10. MAXIMUM ORDER (All dollar amounts are exclusive of any discount for prompt payment.)**

The Maximum Order value for the following Special Item Numbers (SINs) is \$1,000,000: Complete Facilities Maintenance, Complete Facilities Management, Maintenance of Utility Systems, HVAC Professional Services, Facilities Maintenance and Management, And Smart Building Systems Integration (Special Item Numbers 561210FAC & 561210SB )

**11. ORDERING PROCEDURES FOR FEDERAL SUPPLY SCHEDULE CONTRACTS**

Ordering activities shall use the ordering procedures of Federal Acquisition Regulation (FAR) 8.405 when placing an order or establishing a BPA for supplies or services. These procedures apply to all schedules.

- a. FAR 8.405-1 Ordering procedures for supplies, and services not requiring a statement of work.
- b. FAR 8.405-2 Ordering procedures for services requiring a statement of work.

**FEDERAL INFORMATION TECHNOLOGY/TELECOMMUNICATION STANDARDS REQUIREMENTS:**

Ordering activities acquiring products from this Schedule must comply with the provisions of the Federal Standards Program, as appropriate (reference: NIST Federal Standards Index). Inquiries to determine whether or not specific products listed herein comply with Federal Information Processing Standards (FIPS) or Federal Telecommunication Standards (FED-STDS), which are cited by ordering activities, shall be responded to promptly by the Contractor.

**FEDERAL INFORMATION PROCESSING STANDARDS PUBLICATIONS (FIPS PUBS):** Information Technology products under this Schedule that do not conform to Federal Information Processing Standards (FIPS) should not be acquired unless a waiver has been granted in accordance with the applicable "FIPS Publication." Federal Information Processing Standards Publications (FIPS PUBS) are issued by the U.S. Department of Commerce, National Institute of Standards and Technology (NIST), pursuant to National Security Act. Information concerning their availability and applicability should be obtained from the National Technical Information Service (NTIS), 5285 Port Royal Road, Springfield, Virginia 22161. FIPS PUBS include voluntary standards when these are adopted for Federal use. Individual orders for FIPS PUBS should be referred to the NTIS Sales Office, and orders for subscription service should be referred to the NTIS Subscription Officer, both at the above address, or telephone number (703) 487-4650.

**FEDERAL TELECOMMUNICATION STANDARDS (FED-STDS):** Telecommunication products under this Schedule that do not conform to Federal Telecommunication Standards (FED-STDS) should not be acquired unless a waiver has been granted in accordance with the applicable "FED-STD." Federal Telecommunication Standards are issued by the U.S. Department of Commerce, National Institute of Standards and Technology (NIST), pursuant to National Security Act. Ordering information and information concerning the availability of FED-STDS should be obtained from the GSA, Federal Acquisition Service, Specification Section, 470 East L'Enfant Plaza, Suite 8100, SW, Washington, DC 20407, telephone number (202)619-8925. Please include a self-addressed mailing label when requesting information by mail. Information concerning their applicability can be obtained by writing or calling the U.S. Department of Commerce, National Institute of Standards and Technology, Gaithersburg, MD 20899, telephone number (301)975-2833.

**12. CONTRACTOR TASKS / SPECIAL REQUIREMENTS (C-FSS-370) (NOV 2003)**

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- (a) Security Clearances: The Contractor may be required to obtain/possess varying levels of security clearances in the performance of orders issued under this contract. All costs associated with obtaining/possessing such security clearances should be factored into the price offered under the Multiple Award Schedule.
- (b) Travel: The Contractor may be required to travel in performance of orders issued under this contract. Allowable travel and per diem charges are governed by Pub.L. 99-234 and FAR Part 31 and are reimbursable by the ordering agency or can be priced as a fixed price item on orders placed under the Multiple Award Schedule. Travel in performance of a task order will only be reimbursable to the extent authorized by the ordering agency. The Industrial Funding Fee does NOT apply to travel and per diem charges.
- (c) Certifications, Licenses and Accreditations: As a commercial practice, the Contractor may be required to obtain/possess any variety of certifications, licenses and accreditations for specific FSC/service code classifications offered. All costs associated with obtaining/ possessing such certifications, licenses and accreditations should be factored into the price offered under the Multiple Award Schedule program.
- (d) Insurance: As a commercial practice, the Contractor may be required to obtain/possess insurance coverage for specific FSC/service code classifications offered. All costs associated with obtaining/possessing such insurance should be factored into the price offered under the Multiple Award Schedule program.
- (e) Personnel: The Contractor may be required to provide key personnel, resumes or skill category descriptions in the performance of orders issued under this contract. Ordering activities may require agency approval of additions or replacements to key personnel.
- (f) Organizational Conflicts of Interest: Where there may be an organizational conflict of interest as determined by the ordering agency, the Contractor's participation in such order may be restricted in accordance with FAR Part 9.5.
- (g) Documentation/Standards: The Contractor may be requested to provide products or services in accordance with rules, regulations, OMB orders, standards and documentation as specified by the agency's order.
- (h) Data/Deliverable Requirements: Any required data/deliverables at the ordering level will be as specified or negotiated in the agency's order.
- (i) Government-Furnished Property: As specified by the agency's order, the Government may provide property, equipment, materials or resources as necessary.
- (j) Availability of Funds: Many Government agencies' operating funds are appropriated for a specific fiscal year. Funds may not be presently available for any orders placed under the contract or any option year. The Government's obligation on orders placed under this contract is contingent upon the availability of appropriated funds from which payment for ordering purposes can be made. No legal liability on the part of the Government for any payment may arise until funds are available to the ordering Contracting Officer.
- (k) Overtime: For professional services, the labor rates in the Schedule should not vary by virtue of the Contractor having worked overtime. For services applicable to the Service Contract Act (as identified

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in the Schedule), the labor rates in the Schedule will vary as governed by labor laws (usually assessed a time and a half of the labor rate).

**13. CONTRACT ADMINISTRATION FOR ORDERING ACTIVITIES:**

Any ordering activity, with respect to any one or more delivery orders placed by it under this contract, may exercise the same rights of termination as might the GSA Contracting Officer under provisions of FAR 52.212-4, paragraphs (l) Termination for the ordering activity's convenience, and (m) Termination for Cause (See 52.212-4)

**14. GSA ADVANTAGE!**

GSA Advantage! is an on-line, interactive electronic information and ordering system that provides on-line access to vendors' schedule prices with ordering information. GSA Advantage! will allow the user to perform various searches across all contracts including, but not limited to:

- (1) Manufacturer
- (2) Manufacturer's Part Number; and
- (3) Product categories.

Agencies can browse GSA Advantage! by accessing the Internet World Wide Web utilizing a browser (ex.: Microsoft Internet Explorer). The Internet address is <http://www.gsaadvantage.gov>

**15. PURCHASE OF OPEN MARKET ITEMS**

NOTE: Open Market Items are also known as incidental items, noncontract items, non-Schedule items, and items not on a Federal Supply Schedule contract. ODCs (Other Direct Costs) are not part of this contract and should be treated as open market purchases. Ordering Activities procuring open market items must follow FAR 8.402(f).

For administrative convenience, an ordering activity contracting officer may add items not on the Federal Supply Multiple Award Schedule (MAS) -- referred to as open market items -- to a Federal Supply Schedule blanket purchase agreement (BPA) or an individual task or delivery order, **only if-**

- (1) All applicable acquisition regulations pertaining to the purchase of the items not on the Federal Supply Schedule have been followed (e.g., publicizing (Part 5), competition requirements (Part 6), acquisition of commercial items (Part 12), contracting methods (Parts 13, 14, and 15), and small business programs (Part 19));
- (2) The ordering activity contracting officer has determined the price for the items not on the Federal Supply Schedule is fair and reasonable.
- (3) The items are clearly labeled on the order as items not on the Federal Supply Schedule; and
- (4) All clauses applicable to items not on the Federal Supply Schedule are included in the order.

**16. CONTRACTOR COMMITMENTS, WARRANTIES AND REPRESENTATIONS**

a. For the purpose of this contract, commitments, warranties, and representations include, in addition to those agreed to for the entire schedule contract:

- (1) Time of delivery/installation quotations for individual orders.
- (2) Technical representations and/or warranties of products concerning performance, total system performance and/or configuration, physical, design and/or functional characteristics and capabilities of a product/equipment/ service/software package submitted in response to requirements which result in orders under this schedule contract.

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(3) Any representations and/or warranties concerning the products made in any literature, description, drawings and/or specifications furnished by the Contractor.

b. The above is not intended to encompass items not currently covered by the GSA Schedule contract.

## **17. OVERSEAS ACTIVITIES**

The terms and conditions of this contract shall apply to all orders for installation, maintenance and repair of equipment in areas listed in the pricelist outside the 48 contiguous states and the District of Columbia, except as indicated below:

### **NOT OFFERED**

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Upon request of the Contractor, the ordering activity may provide the Contractor with logistics support, as available, in accordance with all applicable ordering activity regulations. Such ordering activity support will be provided on a reimbursable basis and will only be provided to the Contractor's technical personnel whose services are exclusively required for the fulfillment of the terms and conditions of this contract.

## **18. BLANKET PURCHASE AGREEMENTS (BPAs)**

The use of BPAs under any schedule contract to fill repetitive needs for supplies or services is allowable. BPAs may be established with one or more schedule contractors. The number of BPAs to be established is within the discretion of the ordering activity establishing the BPA and should be based on a strategy that is expected to maximize the effectiveness of the BPA(s). Ordering activities shall follow FAR 8.405-3 when creating and implementing BPA(s).

## **19. CONTRACTOR TEAM ARRANGEMENTS**

Contractors participating in contractor team arrangements must abide by all terms and conditions of their respective contracts. This includes compliance with Clauses 552.238-74, Industrial Funding Fee and Sales Reporting, i.e., each contractor (team member) must report sales and remit the IFF for all products and services provided under its individual contract.

## **20. INSTALLATION, DEINSTALLATION, REINSTALLATION**

The Davis-Bacon Act (40 U.S.C. 276a-276a-7) provides that contracts in excess of \$2,000 to which the United States or the District of Columbia is a party for construction, alteration, or repair (including painting and decorating) of public buildings or public works with the United States, shall contain a clause that no laborer or mechanic employed directly upon the site of the work shall receive less than the prevailing wage rates as determined by the Secretary of Labor. The requirements of the Davis-Bacon Act do not apply if the construction work is incidental to the furnishing of supplies, equipment, or services. For example, the requirements do not apply to simple installation or alteration of a public building or public work that is incidental to furnishing supplies or equipment under a supply contract. However, if the construction, alteration or repair is segregable and exceeds \$2,000, then the requirements of the Davis-Bacon Act apply.

The ordering activity issuing the task order against this contract will be responsible for proper administration and enforcement of the Federal labor standards covered by the Davis-Bacon Act. The proper Davis-Bacon wage determination will be issued by the ordering activity at the time a request for quotations is made for applicable construction classified installation, deinstallation, and reinstallation services for SIN 811-005 and SIN 811-006.

## **21. SECTION 508 COMPLIANCE.**

If applicable, Section 508 compliance information on the supplies and services in this contract are

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available in Electronic and Information Technology (EIT) at the following:

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The EIT standard can be found at: [www.Section508.gov/](http://www.Section508.gov/).

**22. PRIME CONTRACTOR ORDERING FROM FEDERAL SUPPLY SCHEDULES.**

Prime Contractors (on cost reimbursement contracts) placing orders under Federal Supply Schedules, on behalf of an ordering activity, shall follow the terms of the applicable schedule and authorization and include with each order –

- (a) A copy of the authorization from the ordering activity with whom the contractor has the prime contract (unless a copy was previously furnished to the Federal Supply Schedule contractor); and
- (b) The following statement:  
This order is placed under written authorization from \_\_\_\_\_ dated \_\_\_\_\_. In the event of any inconsistency between the terms and conditions of this order and those of your Federal Supply Schedule contract, the latter will govern.

**23. INSURANCE—WORK ON A GOVERNMENT INSTALLATION (JAN 1997) (FAR 52.228-5)**

- (a) The Contractor shall, at its own expense, provide and maintain during the entire performance of this contract, at least the kinds and minimum amounts of insurance required in the Schedule or elsewhere in the contract.
- (b) Before commencing work under this contract, the Contractor shall notify the Contracting Officer in writing that the required insurance has been obtained. The policies evidencing required insurance shall contain an endorsement to the effect that any cancellation or any material change adversely affecting the Government's interest shall not be effective—
  - (1) For such period as the laws of the State in which this contract is to be performed prescribe; or
  - (2) Until 30 days after the insurer or the Contractor gives written notice to the Contracting Officer, whichever period is longer.
- (c) The Contractor shall insert the substance of this clause, including this paragraph (c), in subcontracts under this contract that require work on a Government installation and shall require subcontractors to provide and maintain the insurance required in the Schedule or elsewhere in the contract. The Contractor shall maintain a copy of all subcontractors' proofs of required insurance and shall make copies available to the Contracting Officer upon request.

**24. SOFTWARE INTEROPERABILITY.**

Offerors are encouraged to identify within their software items any component interfaces that support open standard interoperability. An item's interface may be identified as interoperable based on participation in a Government agency-sponsored program or in an independent organization program. Interfaces may be identified by reference to an interface registered in the component registry located at <http://www.core.gov>.

**25. ADVANCE PAYMENTS**

A payment under this contract to provide a service or deliver an article for the United States Government may not be more than the value of the service already provided or the article already delivered. Advance or pre-payment is not authorized or allowed under this contract. (31 U.S.C. 3324)

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**TERMS AND CONDITIONS APPLICABLE COMPLETE FACILITIES  
MAINTENANCE, COMPLETE FACILITIES MANAGEMENT,  
MAINTENANCE OF UTILITY SYSTEMS, HVAC PROFESSIONAL  
SERVICES, FACILITIES MAINTENANCE AND MANAGEMENT, SMART  
BUILDING SYSTEMS INTEGRATION AND OLM  
(SINS 561210FAC, 541513 and OLM)**

**1. SCOPE**

- a. The prices, terms and conditions stated under Special Item Numbers 561210FAC & 561210SB Complete Facilities Maintenance, and Smart Building Systems Integration apply exclusively to Complete Facilities Maintenance and Smart Building Systems Integration within the scope of this Facilities Maintenance and Management Schedule.
- b. The Contractor shall provide services at the Contractor's facility and/or at the ordering activity location, as agreed to by the Contractor and the ordering activity.

**2. PERFORMANCE INCENTIVES I-FSS-60 Performance Incentives (April 2000)**

- a. Performance incentives may be agreed upon between the Contractor and the ordering activity on individual fixed price orders or Blanket Purchase Agreements under this contract.
- b. The ordering activity must establish a maximum performance incentive price for these services and/or total solutions on individual orders or Blanket Purchase Agreements.
- c. Incentives should be designed to relate results achieved by the contractor to specified targets. To the maximum extent practicable, ordering activities shall consider establishing incentives where performance is critical to the ordering activity's mission and incentives are likely to motivate the contractor. Incentives shall be based on objectively measurable tasks.

**3. ORDER**

- a. Agencies may use written orders, EDI orders, blanket purchase agreements, individual purchase orders, or task orders for ordering services under this contract. Blanket Purchase Agreements shall not extend beyond the end of the contract period; all services and delivery shall be made, and the contract terms and conditions shall continue in effect until the completion of the order. Orders for tasks which extend beyond the fiscal year for which funds are available shall include FAR 52.232-19 (Deviation – May 2003) Availability of Funds for the Next Fiscal Year. The purchase order shall specify the availability of funds and the period for which funds are available.
- b. All task orders are subject to the terms and conditions of the contract. In the event of conflict between a task order and the contract, the contract will take precedence.

**4. PERFORMANCE OF SERVICES**

- a. The Contractor shall commence performance of services on the date agreed to by the Contractor and the ordering activity.
- b. The Contractor agrees to render services only during normal working hours, unless otherwise agreed to by the Contractor and the ordering activity.
- c. The ordering activity should include the criteria for satisfactory completion for each task in the Statement of Work or Delivery Order. Services shall be completed in a good and workmanlike manner.

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d. Any Contractor travel required in the performance of Facilities Maintenance and Management and HVAC Services must comply with the Federal Travel Regulation or Joint Travel Regulations, as applicable, in effect on the date(s) the travel is performed. Established Federal Government per diem rates will apply to all Contractor travel. Contractors cannot use GSA city pair contracts.

## **5. STOP-WORK ORDER (FAR 52.242-15) (AUG 1989)**

(a) The Contracting Officer may, at any time, by written order to the Contractor, require the Contractor to stop all, or any part, of the work called for by this contract for a period of 90 days after the order is delivered to the Contractor, and for any further period to which the parties may agree. The order shall be specifically identified as a stop-work order issued under this clause. Upon receipt of the order, the Contractor shall immediately comply with its terms and take all reasonable steps to minimize the incurrence of costs allocable to the work covered by the order during the period of work stoppage. Within a period of 90 days after a stop-work is delivered to the Contractor, or within any extension of that period to which the parties shall have agreed, the Contracting Officer shall either-

- (1) Cancel the stop-work order; or
- (2) Terminate the work covered by the order as provided in the Default, or the Termination for Convenience of the Government, clause of this contract.

(b) If a stop-work order issued under this clause is canceled or the period of the order or any extension thereof expires, the Contractor shall resume work. The Contracting Officer shall make an equitable adjustment in the delivery schedule or contract price, or both, and the contract shall be modified, in writing, accordingly, if-

- (1) The stop-work order results in an increase in the time required for, or in the Contractor's cost properly allocable to, the performance of any part of this contract; and
- (2) The Contractor asserts its right to the adjustment within 30 days after the end of the period of work stoppage; provided that, if the Contracting Officer decides the facts justify the action, the Contracting Officer may receive and act upon the claim submitted at any time before final payment under this contract.

(c) If a stop-work order is not canceled and the work covered by the order is terminated for the convenience of the Government, the Contracting Officer shall allow reasonable costs resulting from the stop-work order in arriving at the termination settlement.

(d) If a stop-work order is not canceled and the work covered by the order is terminated for default, the Contracting Officer shall allow, by equitable adjustment or otherwise, reasonable costs resulting from the stop-work order.

## **6. INSPECTION OF SERVICES**

The Inspection of Services–Fixed Price (AUG 1996) (Deviation 1 – May 2003) clause at FAR 52.246-4 applies to firm-fixed price orders placed under this contract. The Inspection–Time-and-Materials and Labor-Hour (May 2001) (Deviation 1 – May 2003) clause at FAR 52.246-6 applies to time-and-materials and labor-hour orders placed under this contract.

## **7. RESPONSIBILITIES OF THE CONTRACTOR**

The Contractor shall comply with all laws, ordinances, and regulations (Federal, State, City, or otherwise) covering work of this character. If the end product of a task order is software, then FAR 52.227-14 (Deviation – Dec 2007) Rights in Data – General, may apply.

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**8. RESPONSIBILITIES OF THE ORDERING ACTIVITY**

Subject to security regulations, the ordering activity shall permit Contractor access to all facilities necessary to perform the requisite Facilities Maintenance and Management and HVAC.

**9. INDEPENDENT CONTRACTOR**

All IT Professional Services performed by the Contractor under the terms of this contract shall be as an independent Contractor, and not as an agent or employee of the ordering activity.

**10. ORGANIZATIONAL CONFLICTS OF INTEREST**

a. Definitions.

“Contractor” means the person, firm, unincorporated association, joint venture, partnership, or corporation that is a party to this contract.

“Contractor and its affiliates” and “Contractor or its affiliates” refers to the Contractor, its chief executives, directors, officers, subsidiaries, affiliates, subcontractors at any tier, and consultants and any joint venture involving the Contractor, any entity into or with which the Contractor subsequently merges or affiliates, or any other successor or assignee of the Contractor.

An “Organizational conflict of interest” exists when the nature of the work to be performed under a proposed ordering activity contract, without some restriction on ordering activities by the Contractor and its affiliates, may either (i) result in an unfair competitive advantage to the Contractor or its affiliates or (ii) impair the Contractor’s or its affiliates’ objectivity in performing contract work.

b. To avoid an organizational or financial conflict of interest and to avoid prejudicing the best interests of the ordering activity, ordering activities may place restrictions on the Contractors, its affiliates, chief executives, directors, subsidiaries and subcontractors at any tier when placing orders against schedule contracts. Such restrictions shall be consistent with FAR 9.505 and shall be designed to avoid, neutralize, or mitigate organizational conflicts of interest that might otherwise exist in situations related to individual orders placed against the schedule contract. Examples of situations, which may require restrictions, are provided at FAR 9.508.

**11. INVOICES**

The Contractor, upon completion of the work ordered, shall submit invoices for IT Professional services. Progress payments may be authorized by the ordering activity on individual orders if appropriate. Progress payments shall be based upon completion of defined milestones or interim products. Invoices shall be submitted monthly for recurring services performed during the preceding month.

**12. PAYMENTS**

For firm-fixed price orders the ordering activity shall pay the Contractor, upon submission of proper invoices or vouchers, the prices stipulated in this contract for service rendered and accepted. Progress payments shall be made only when authorized by the order. For time-and-materials orders, the Payments under Time-and-Materials and Labor-Hour Contracts at FAR 52.212-4 (OCT 2008) (ALTERNATE I – OCT 2008) (DEVIATION I – FEB 2007) applies to time-and-materials orders placed under this contract. For labor-hour orders, the Payment under Time-and-Materials and Labor-Hour Contracts at FAR 52.212-4 (OCT 2008) (ALTERNATE I – OCT 2008) (DEVIATION I – FEB 2007) applies to labor-hour orders placed under this contract. 52.216-31(Feb 2007) Time-and-Materials/Labor-Hour Proposal Requirements—Commercial Item Acquisition As prescribed in 16.601(e) (3), insert the following provision:

(a) The Government contemplates award of a Time-and-Materials or Labor-Hour type of contract resulting from this solicitation.

(b) The offeror must specify fixed hourly rates in its offer that include wages, overhead, general and

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administrative expenses, and profit. The offeror must specify whether the fixed hourly rate for each labor category applies to labor performed by—

- (1) The offeror;
- (2) Subcontractors; and/or
- (3) Divisions, subsidiaries, or affiliates of the offeror under a common control.

### **13. RESUMES**

Resumes shall be provided to the GSA Contracting Officer or the user ordering activity upon request.

### **14. INCIDENTAL SUPPORT COSTS**

Incidental support costs are available outside the scope of this contract. The costs will be negotiated separately with the ordering activity in accordance with the guidelines set forth in the FAR.

### **15. APPROVAL OF SUBCONTRACTS**

The ordering activity may require that the Contractor receive, from the ordering activity's Contracting Officer, written consent before placing any subcontract for furnishing any of the work called for in a task order.

### **16. DESCRIPTION**

a. The Contractor shall provide a description of each type of Complete Facilities Maintenance, Complete Facilities Management, Maintenance of Utility Systems, HVAC Professional Services, Facilities Maintenance and Management, and Smart Buildings Systems Integrator offered under Special Item Numbers 561210FAC & 561210SB. Professional Services should be presented in the same manner as the Contractor sells to its commercial and other ordering activity customers. If the Contractor is proposing hourly rates, a description of all corresponding commercial job titles (labor categories) for those individuals who will perform the service should be provided.

b. Pricing for all of Complete Facilities Maintenance, Complete Facilities Management, Maintenance of Utility Systems, HVAC Professional Services, Facilities Maintenance and Management and Smart Buildings Systems Integrator shall be in accordance with the Contractor's customary commercial practices, e.g., hourly rates, monthly rates, term rates, and/or fixed prices.



**PRICING APPLICABLE TO COMPLETE FACILITIES MAINTENANCE AND  
SMART BUILDING SYSTEMS INTEGRATION SERVICES  
(SIN 561210FAC AND SIN 541513)**

<b>SINS</b>	<b>LABOR CATEGORY</b>	<b>MINIMUM EDUCATION &amp; CERTIFICATION LEVEL</b>	<b>MINIMUM YEARS OF EXPERIENCE</b>	<b>PRICE OFFERED TO GSA (including IFF)</b>
561210FAC & 561210SB	Admin	High School	1 year	35.39
561210FAC & 561210SB	Administrative Support	High School	1 year	78.34
561210FAC & 561210SB	Chiller Mechanic	Five+ years of commercial HVAC and mechanical License	5 years	188.54
561210FAC & 561210SB	Consultant	Bachelor's Degree	2 years	158.44
561210FAC & 561210SB	Consultant	Bachelor's Degree	5 years	177.28
561210FAC & 561210SB	Controls Service Technician	Five+ years of commercial HVAC and mechanical License	5 years	169.69
561210FAC & 561210SB	Document Specialist	High School	1 year	55.67
561210FAC & 561210SB	Document Specialist/CAD Operator	High School	5 years	108.94

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561210FAC & 561210SB	Engineer I	Bachelor's Degree	1 year	86.12
561210FAC & 561210SB	Engineer II	Bachelor's Degree	2 years	136.25
561210FAC & 561210SB	Engineer III	Bachelor's Degree	4 years PE	170.37
561210FAC & 561210SB	Engineer IV	Bachelor's Degree	6 years PE	225.77
561210FAC & 561210SB	Facilitation Analyst	Associates Degree	3 years	77.08
561210FAC & 561210SB	Facilitation Analyst	Master's Degree and LSS Blackbelt	10 years	246.92
561210FAC & 561210SB	Facilitator	Bachelor's Degree	1 year	158.44
561210FAC & 561210SB	Facilitator	Bachelor's Degree	3 years	127.47
561210FAC & 561210SB	Facilities Manager 1	Bachelor's Degree	6 years	100.47
561210FAC & 561210SB	Facilities Manager 2	Bachelor's Degree	10 years	102.51

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561210FAC & 561210SB	Facilities Manager Assistant	Bachelor's Degree	3 years	105.52
561210FAC & 561210SB	Facility Coordinator	Bachelor's Degree	4 years	77.28
561210FAC & 561210SB	Facility Maintenance Technician 1	HS or Equivalent	1 year	35.02
561210FAC & 561210SB	Facility Maintenance Technician 2	HS or Equivalent	3 years	53.82
561210FAC & 561210SB	Facility Maintenance Technician 3	HS or Equivalent	4 years	67.50
561210FAC & 561210SB	Facility Maintenance Technician 4	HS or Equivalent	5 years	80.29
561210FAC & 561210SB	Facility Maintenance Technician 5	HS or Equivalent	7 years	103.75
561210FAC & 561210SB	Facility Security Lead	Bachelor's Degree + Level III Security Certification	5 years	104.34
561210FAC & 561210SB	Facility Security Manager 1	Bachelor's Degree + Level III Security Certification	6 years	107.87
561210FAC & 561210SB	Facility Security Manager 2	Bachelor's Degree + Level III Security Certification	3 years	97.16

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561210FAC & 561210SB	HVAC Sr. Service Technician (Mechanic)	High School	3 years	139.51
561210FAC & 561210SB	HVAC Sr. Service Technician (Mechanic)	High School/ Mechanical Journeyman	7 years	170.67
561210FAC & 561210SB	Installation Manager	Bachelor's Degree	10 years	158.46
561210FAC & 561210SB	Maintenance Electrician Level II	High School/Electrical Journeyman	7 years	119.52
561210FAC & 561210SB	Maintenance Technician Mid	High School	2 years	38.54
561210FAC & 561210SB	Maintenance Technician Mid	High School	2 years	87.35
561210FAC & 561210SB	Operations Specialist 1	High School	3 years	76.26
561210FAC & 561210SB	Operations Specialist 2	High School	4 years	76.87
561210FAC & 561210SB	Principal	Bachelor's Degree	12 years	225.01
561210FAC & 561210SB	Program Manager	Master's Degree	8 years	179.13

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561210FAC & 561210SB	Programmer -- Level 1	Bachelor's Degree	2 years	50.41
561210FAC & 561210SB	Programmer -- Level 1	Bachelor's Degree	4 years	124.57
561210FAC & 561210SB	Programmer -- Level 2	Bachelor's Degree	1 year	61.61
561210FAC & 561210SB	Programmer -- Level 2	Bachelor's Degree	5 years	157.20
561210FAC & 561210SB	Project Controller	High School	3 years	68.51
561210FAC & 561210SB	Project Controller	Bachelor's Degree/ PMP Equivalent	6 years	191.10
561210FAC & 561210SB	Project Coordinator	Bachelor's Degree	4 years	93.46
561210FAC & 561210SB	Project Lead	Bachelor's Degree	2 years	152.18
561210FAC & 561210SB	Project Manager 1	Bachelor's Degree	2 years	99.42
561210FAC & 561210SB	Project Manager 2	Bachelor's Degree	4 years	115.80

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561210FAC & 561210SB	Project Manager 3	Bachelor's Degree/PMP Equivalent	4 years	135.41
561210FAC & 561210SB	Project Manager	Master's Degree/PMP Equivalent	4 years	174.56
561210FAC & 561210SB	QA/QC Program Development Support/Monitoring 1	Bachelor's Degree	1 years	87.56
561210FAC & 561210SB	QA/QC Program Development Support/Monitoring 2	Bachelor's Degree	4 years	129.93
561210FAC & 561210SB	QA/QC Program Development Support/Monitoring 3	Bachelor's Degree	7 years	128.79
561210FAC & 561210SB	Quality Control Inspector	Bachelor's Degree	5 years	149.03
561210FAC & 561210SB	Safety Program Development Support/Monitoring 2	Bachelor's Degree	5 years	74.64
561210FAC & 561210SB	Safety Program Development Support/Monitoring 1	Bachelor's Degree	4 years	74.64
561210FAC & 561210SB	Safety Program Development Support/Monitoring 3	Master's Degree	4 years	136.04
561210FAC & 561210SB	Senior Analyst	Bachelor's Degree	1 year	107.05

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561210FAC & 561210SB	Senior Analyst	Master's Degree	10 years	180.14
561210FAC & 561210SB	Senior Consultant	Bachelor's Degree	3 years	171.28
561210FAC & 561210SB	Senior Consultant	Master's Degree	10 years	190.85
561210FAC & 561210SB	Senior Principal	PHD	16 years	253.48
561210FAC & 561210SB	Subject Matter Expert IV	Master's Degree	16 years	272.61
561210FAC & 561210SB	Subject Matter Expert V	Master's Degree	20 years	301.20
561210FAC & 561210SB	Superintendent	HS or Equivalent	2 years	90.97
561210FAC & 561210SB	Technical Lead	Bachelor's Degree	4 years	152.18
561210FAC & 561210SB	Technical Lead	Bachelor's Degree	4 years	159.96

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SCA Matrix		
SCA Eligible Labor Category/Service	SCA Equivalent Code & Title	Applicable Wage Determination No.
Drafter/CAD Operator III	30063 Drafter/CAD Operator III	2015-4282 Rev. 15 9/16/2019
Plumber Maintenance	23810 Plumber Maintenance	2015-4282 Rev. 15 9/16/2019
Electrician Maintenance	23130 Electrician Maintenance	2015-4282 Rev. 15 9/16/2019
Carpenter Maintenance	23130 Carpenter Maintenance	2015-4282 Rev. 15 9/16/2019
Cable Splicer	23125 Cable Splicer	2015-4282 Rev. 15 9/16/2019
Graphic Artist	15080 Graphic Artist	2015-4282 Rev. 15 9/16/2019
Telecommunications Mechanic II	23932 Telecommunications Mechanic II	2015-4282 Rev. 15 9/16/2019

## COMMERCIAL JOB TITLE

### ADMINISTRATIVE SUPPORT

Role and Responsibility: Perform general office duties which require knowledge of company and department procedures. Duties performed may include documentation planning and support, project administration, program management support, event planning and administration, office relocation planning, mail services, records, data input typing, file organization and maintenance, operation of office equipment, answering telephone and greeting visitors, other office administration functions. Position may require security clearance.

### CONSULTANT

Role and Responsibility: Assists in completing project tasks, such as data gathering and analysis, database and spreadsheet development, draft report development and development of other relevant materials. Position may require security clearance.

### SENIOR CONSULTANT

Role and Responsibility: Leads major activities within a project, such as complex data analysis, deliverable development, or training. Position may require security clearance.

### CHILLER MECHANIC

Role and Responsibility: Skilled craftsmen in their trade including split-systems, chillers, air handling units, pumps, exchangers, fans, VFDs, cooling towers and other applied equipment. May perform a variety of advanced and complex mechanical functions associated with diagnostics and repair of machines and mechanical equipment.

Knowledge and Skills: Experience in commercial HVAC and mechanical troubleshooting. Mechanical Journeyman License. Appropriate licenses to work with

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refrigerants, boiler and team operational and service knowledge.

### **CONTROLS SERVICE TECHNICIAN**

**Role and Responsibility:** Conducts preventive maintenance, repair, installation, and commissioning and general servicing of systems (including detailed troubleshooting of systems). Responsible for high levels of customer satisfaction through direct, on site, customer interface. Mentors mechanical technicians on building automation activities. Properly completes required project and service documentation. Adheres to all customer safety standards.

**Knowledge and Skills:** Experience in servicing electronic and/or mechanical systems in the HVAC industry. PC experience required and the ability to program HVAC related software

### **SENIOR ANALYST**

**Role and Responsibility:** Gathers information for more senior team members, manages data entry into project databases and knowledge repositories, takes meetings notes and assists other team members, as necessary. Position may require security clearance.

### **DOCUMENT SPECIALIST/CAD OPERATOR**

**Role and Responsibility:** Collect and catalog required project information from clients. Assist with documentation, formatting and cataloging of project interim deliverables and final deliverables. Position may require security clearance.

### **ENGINEER IV**

**Role and Responsibility:** Plans and directs complex projects requiring the integration of refined engineering techniques with the outputs of other disciplines. Establishes performance and technical standards. Performs complex design and analysis tasks, including the design of complex systems. Position may require security clearance.

**Knowledge and Skills.** Depending on the requirements of a specific project, may also be required to hold a registration as a Professional Engineer.

### **ENGINEER III**

**Role and Responsibility:** Devises tests to evaluate and check systems. Performs and documents the results of complex analyses and design tasks. May design complex systems and act as a project manager. Position may require security clearance.

**Knowledge and Skills.** Depending on the requirements of a specific project, may also be required to hold a registration as a Professional Engineer.

### **ENGINEER II**

**Role and Responsibility:** Performs analysis and design tasks. Also prepares specifications and assists in the development of performance and technical standards. Position may require security clearance.

**Knowledge and Skills:** Depending on the requirements of a specific project, may also be required to hold a registration as a Professional Engineer.

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## **ENGINEER I**

Role and Responsibility: Provides basic technical assistance in engineering under the supervision of more experienced personnel.

Knowledge and Skills: Position may require security clearance.

## **FACILITY SECURITY MANAGER 2**

Role and Responsibility: Designs, develops, and recommends integrated security system solutions for law enforcement, homeland defense, emergency preparedness, and security clients. Provides technical engineering services for the support of integrated security systems and solutions. Interfaces with the client in the strategic design process to translate security and business requirements into technical designs. Configures and validates secure systems and tests security products and systems to detect security weakness. Conducts regular audits to ensure that systems are being operated securely and computer security policies and procedures are being implemented as defined in security plans. Supports security disciplines associated with NISPOM related work. Duties include analysis of mission requirements, secure architecture design, organizational and vulnerability assessments, intelligence and threat analysis, and system security/network analysis.

Knowledge and Skills: Requires experience in computer science, engineering, information systems, security management, or a related field. Position may require security clearance.

## **FACILITY SECURITY MANAGER 1**

Role and Responsibility: Provides technical engineering services for the support of integrated security systems and solutions. Interfaces with the client in the strategic design process to translate security and business requirements into technical designs. Configures and validates secure systems and tests security products and systems to detect security weakness. Conducts regular audits to ensure that systems are being operated securely and computer security policies and procedures are being implemented as defined in security plans. Supports security disciplines associated with NISPOM related work. Responsibilities include analysis of mission requirements, secure architecture design, organizational and vulnerability assessments, intelligence and threat analysis, and system security/network analysis. Position may require security clearance.

## **FACILITY SECURITY LEAD**

Role and Responsibility: Assists with providing technical engineering services for the support of integrated security systems and solutions. Supports strategic design process to translate security and business requirements into technical designs. Helps to configure and validates secure systems and tests security products and systems to detect security weakness. Conducts regular audits to ensure that systems are being operated securely and computer security policies and procedures are being implemented as defined in security plans. Supports security disciplines associated with NISPOM related work. Responsibilities include technical support for the analysis of mission requirements,

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secure architecture design, organizational and vulnerability assessments, intelligence and threat analysis, and system security/network analysis. Position may require security clearance.

### **FACILITIES MANAGER 1**

**Role and Responsibility:** Manages all aspects of a single property or portfolio of commercial, industrial, or retail properties including marketing, operations and financial activities. Provides superior service to tenants and property owners. Coordinates tenant move-ins and move-outs, and “walk-through” spaces with tenants and tenant improvement department. Provides lease analysis for client’s review and approval. Reviews and reconciles ground lease rent and Common Area Maintenance (CAM) recovery charges. Responds to tenant needs and coordinates with maintenance staff to resolve problems. Maintains positive relationships and high retention levels with all tenants

### **FACILITIES MANAGER 2**

**Role and Responsibility:** Manages property or portfolio of commercial, industrial, or retail properties including marketing, operations and financial activities. Provides superior service to tenants and property owners. Oversees the collection of rent, payment of expenses, compliance with lease terms and preparation of all required legal notices. Recommends and coordinates legal action as necessary. Responds to tenant needs and coordinates with maintenance staff to resolve problems. Maintains positive relationships and high retention levels with all tenants. Responds to all problems and concerns and ensures compliance with rules and regulations. Communicates regularly with property owners to ensure that objectives are being met. Anticipates and responds to owner’s needs and concerns.

### **ASSISTANT FACILITIES MANAGER**

**Role and Responsibility:** Supports the Real Estate Manager in managing all aspects of a single property or small portfolio of commercial, industrial, or retail properties including marketing, operations, and financial activities. Responds to tenant needs and coordinates with maintenance staff to resolve problems. Maintains positive relationships and high retention levels with all tenants. Responds to all problems and concerns and ensures compliance with rules and regulations. Interacts regularly with property owners to ensure that objectives are being met. Oversees the preparation of accurate, timely and complete reports. Supports the planning, budgeting and control of operating and capital expenditures. Prepares annual budgets, forecasts, management plans, monthly performance reports, and variance reports.

**Knowledge and Skills:** Understands and provides explanation for variances and supervises on-site management employees to ensure optimum performance.

### **FACILITY MAINTENANCE TECHNICIAN I**

**Role and Responsibility:** Under specific direction and/or using detailed procedures and/or work instructions, perform simple and routine tasks or tests within but not necessarily

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limited to the area of facility maintenance. Work may be checked while in progress and upon completion. Duties will be varied. Perform the following activities under specific direction in accordance with established procedures: With direction, assist in performing routine maintenance of interior and exterior facilities including roofs, windows, sidewalks, fences, and exterior walls. With direction, assist in routine workspace construction and remodeling using basic building skills such as carpentry, masonry, drywall, flooring, and ceiling installation, and plumbing. With direction, assist with routine maintenance of grounds such as tree removal and plowing and treating roads during inclement weather. Assist in performing other site support tasks incidental to the facility maintenance task assigned. Assist in performing other duties as assigned and qualified. Perform all other position-related duties as assigned or requested.

**Knowledge and Skills:** Broad knowledge of other disciplines such as general math, chemistry and/or related vocational/technical training. Good communications skills, both written and spoken, and working knowledge of word processing and software applications.

## **FACILITY MAINTENANCE TECHNICIAN II**

**Role and Responsibility:** Perform simple and routine tasks or tests within but not necessarily limited to the area of facility maintenance. May provide limited on-the-job assistance to lateral and lower-level technicians for work on simple/routine or more complex assignments. Work may be evaluated while in progress and upon completion. Duties will be varied. Perform the following activities under specific direction in accordance with established procedures: Assist in performing routine maintenance of interior and exterior facilities including roofs, windows, sidewalks, fences, and exterior walls. Assist in routine workspace construction and remodeling using basic building skills such as carpentry, masonry, drywall, flooring, and ceiling installation, and plumbing. Assist with routine maintenance of grounds such as tree removal and plowing and treating roads during inclement weather. Assist with or perform preventive maintenance as instruction allows. Perform other site support tasks incidental to the facility maintenance task assigned. Perform other duties as assigned and qualified. Perform all other position-related duties as assigned or requested. Under general direction and/or using detailed procedures and/or work instructions, perform simple and routine tasks or tests within but not necessarily limited to the area of facility maintenance. May provide limited on-the-job assistance to lateral and lower-level technicians for work on simple/routine or more complex assignments. Work may be evaluated while in progress and upon completion. Duties will be varied. Perform the following activities under specific direction in accordance with established procedures: Assist in performing routine maintenance of interior and exterior facilities including roofs, windows, sidewalks, fences, and exterior walls. Assist in routine workspace construction and remodeling using basic building skills such as carpentry, masonry, drywall, flooring, and ceiling installation, and plumbing. Assist with routine maintenance of grounds such as tree removal and plowing and treating roads during inclement weather. Assist with or perform preventive maintenance as instruction allows. Perform other site support tasks incidental to the facility maintenance task assigned. Perform other duties as assigned and qualified.

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Perform all other position-related duties as assigned or requested. Position may require a thorough knowledge in the area of facility maintenance, plus a broad knowledge of other disciplines such as chemistry, general math, trigonometry.

Knowledge and Skills: Position may require a thorough knowledge in the area of facility maintenance, plus a broad knowledge of other disciplines such as chemistry, general math, trigonometry, etc. Good written and spoken communications skills; working knowledge of word processing and software applications. Knowledge of applicable State and Federal laws and Company policy and procedures. Position may require security clearance.

### **FACILITY MAINTENANCE TECHNICIAN III**

Role and Responsibility: Perform simple and routine tasks or tests within but not necessarily limited to the area of facility maintenance. May provide limited on-the-job assistance to lateral and lower-level technicians for work on simple/routine or more complex assignments. Work may be evaluated while in progress and upon completion. Duties will be varied. Perform the following activities under specific direction in accordance with established procedures: Assist in performing routine maintenance of interior and exterior facilities including roofs, windows, sidewalks, fences, and exterior walls. Assist in routine workspace construction and remodeling using basic building skills such as carpentry, masonry, drywall, flooring, and ceiling installation, and plumbing. Assist with routine maintenance of grounds such as tree removal and plowing and treating roads during inclement weather. Assist with or perform preventive maintenance as instruction allows. Perform other site support tasks incidental to the facility maintenance task assigned. Perform other duties as assigned and qualified. Perform all other position-related duties as assigned or requested. Under general direction and/or using detailed procedures and/or work instructions, perform simple and routine tasks or tests within but not necessarily limited to the area of facility maintenance. May provide limited on-the-job assistance to lateral and lower-level technicians for work on simple/routine or more complex assignments. Work may be evaluated while in progress and upon completion. Duties will be varied. Perform the following activities under specific direction in accordance with established procedures: Assist in performing routine maintenance of interior and exterior facilities including roofs, windows, sidewalks, fences, and exterior walls. Assist in routine workspace construction and remodeling using basic building skills such as carpentry, masonry, drywall, flooring, and ceiling installation, and plumbing. Assist with routine maintenance of grounds such as tree removal and plowing. Assist with or perform preventive maintenance as instruction allows. Perform other site support tasks incidental to the facility maintenance task assigned. Perform other duties as assigned and qualified. Perform all other position-related duties as assigned or requested.

Knowledge and Skills: Specific training and thorough knowledge in the area of facility maintenance, plus a broad knowledge of other disciplines such as general math, etc. Good written and spoken communications skills; working knowledge of word processing and software applications. Knowledge of applicable State and Federal laws and Company policy and procedures. Position may require a security clearance.

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#### **FACILITY MAINTENANCE TECHNICIAN IV**

**Role and Responsibility:** Performs simple and routine as well as some non-routine tasks or tests within but not necessarily limited to the area of facility maintenance. May provide limited guidance and/or on- the-job assistance to lateral and lower-level technicians for work on simple/routine or more complex assignments. Work may be evaluated while in progress and upon completion. Duties will be varied. Perform the following activities under specific direction in accordance with established procedures. Perform routine maintenance of interior and exterior facilities including roofs, windows, sidewalks, fences, and exterior walls. Perform routine workspace construction and remodeling using basic building skills such as carpentry, masonry, drywall, flooring, and ceiling installation, and plumbing. Monitor work of subcontractors as qualified and assigned. Operate heavy equipment such as front-end loader, forklift, scissor lift skid-steer loader, etc. Perform routine preventive facility maintenance. Perform other site support tasks incidental to facility maintenance assignments. Perform other duties as assigned and qualified. Perform all other position-related duties as assigned or requested.

**Knowledge and Skills:** Specific training and thorough knowledge in the area of facility maintenance, plus a broad knowledge of other disciplines such as general math, geometry, etc. Good written and spoken communications and analytical skills and a working knowledge of basic computer systems and software programs. Position may require a security clearance.

#### **FACILITY MAINTENANCE TECHNICIAN V**

**Role and Responsibility:** Perform non-routine and complex assignments within but not necessarily limited to the area of facility maintenance. Receive technical advice and/or guidance from supervisor and/or appropriate subject matter experts/professionals. May plan schedule and assist with directing the work of lower or lateral level technicians. May train and be assisted by lower level technicians. Perform routine maintenance/repair of interior and exterior facilities, including roofs, windows, sidewalks, fences, and exterior walls. Perform routine workspace construction and remodeling using basic building skills such as carpentry, masonry, drywall, flooring, and ceiling installation, and plumbing. Perform routine maintenance/repair of grounds such as tree removal and plowing and treating roads during inclement weather. Work from blueprints, drawings, layouts, work orders, or other specifications, performing work according to recognized codes, including National Fire Protection Association (NFPA) and Americans with Disabilities Act (ADA) codes, or local jurisdictional authority. Recommend solutions to problems in design and fit during facility construction and remodeling; perform field fit work when approved by the customer. Perform maintenance using oral and/or written instructions. Provide field design and specification of materials not included in engineers' drawings and plans and provide as-built drawings at completion. Use creativity and accumulated knowledge to solve problems and suggest repairs in non-routine situations. Provide coordination, on-the-job assistance, and/or limited technical direction to employees performing similar work. Plan and schedule work from authorized work orders and perform quality assurance

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and quality control functions in process and upon completion. Perform routine and non-routine troubleshooting/ problem identification and resolution. Respond to various types of emergencies and provide assistance as appropriate based on skills, knowledge, and ability. Perform other site support tasks incidental to electrical maintenance assignments. Perform other duties as assigned and qualified. Perform all other position-related duties as assigned or requested.

Knowledge and Skills Minimum Education/Experience: Good written and spoken communications and analytical skills and a working knowledge of basic computer systems and software programs. Position may require the ability to pass and maintain a security clearance.

### **FACILITATION ANALYST**

Role and Responsibility: Assists team with routine data gathering, research, documentation and logistics for facilitation sessions. Assists Facilitator and Senior Facilitator with project administration tasks. Position may require security clearance.

### **FACILITATOR**

Role and Responsibility: Leads major activities within a facilitation project, such as development of tools and assessments. Can facilitate portion of group discussions. Supports documentation requirements throughout all stages of the facilitation. Position may require security clearance.

### **FACILITY COORDINATOR**

Role and Responsibility: Direct programs which encompasses the acquisition, disposal appraisal, land management, inventory, reporting, allocation, utilization, analysis and control of property. Maintain the property database with current facility information. Coordinate utility outages, electrical/gas metering, addressing issues, and telephone issues. Act as liaison with other departments to ensure customer satisfaction. Provide customer support. Act as internal auditor. Coordinate vehicle usage and special projects. Perform all other position-related duties as assigned or requested.

Knowledge and Skills Minimum: Strong analytical, writing and communications skills. Ability to respond to common inquiries or complaints. Requires operating application software including Microsoft Office. Position may require the ability to pass and maintain a security clearance.

### **HVAC SR SERVICE TECHNICIAN**

Role and Responsibility: Performs O&M electrical and mechanical inspection and maintenance on equipment utilizing results-oriented strategies to ensure continuing operation. Uses experience and technical skills with preventive maintenance and system operations to determine service requirements. Maintains and performs minor installation of controls for some equipment. Performs logging operations using advanced instrumentation techniques. Represents the company to other trades, contractors and customers. Advises customer/representative of preventive maintenance inspections performed and corrective actions to be taken. Performs all work in accordance with

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established safety procedures. Performs other duties as assigned.

Knowledge and Skills: Mechanical and electrical aptitude with basic HVAC equipment. Good communication skills. Working knowledge of personal computers. Master Mechanical. Position may require security clearance.

### **MAINTENANCE TECHNICIAN MID**

Role and Responsibility: Under specific direction, performs service work in a specialized building system area such as mechanical, electrical / electronic, hydraulics, carpentry, painting, locksmith or machine servicing, etc. Sets up and operates tools and machines incidental to operations. Performs all work in accordance with established safety procedures. Perform other duties as required.

Knowledge and Skills: Requires knowledge of trade fundamentals sufficient to perform specialized service and repair work. Requires ability to work from drawings, diagrams, sketches and verbal instructions. Must be physically able to perform basic maintenance tasks to the highest caliber, which includes ability to: climb ladders, work in confined spaces, and lift heavy objects weighing up to 50 lbs., etc. Required to Use a variety of hand and power tools or forklift. May be required to possess a valid driver's License. Must be a team player committed to working in a quality environment.

### **HVAC MECHANIC**

Role and Responsibility: Performs preventive maintenance inspections on mechanical, electrical and automatic temperature control equipment to ensure continuing operation. Performs end to end testing, servicing, wiring and monitoring for HVAC equipment and related systems at facilities. Changes belts, filters and regular maintenance checks.

Knowledge and Skills: Mechanical and electrical aptitude with basic HVAC equipment knowledge.

### **INSTALLATION MANAGER**

Role and Responsibility: Manages the execution of Performance Contracting and Service Major Retrofit projects. Ensures that all assigned projects are done accurately, on-time, billed, within budget and within scope of the contract. Establishes customer touch points throughout the life cycle of projects to gain feedback on customer satisfaction. Coaches' teams on proactively addressing customer feedback. Provides leadership by demonstrating focus on exceeding customers' expectations. Ensures compliance with state, local and federal legal requirements and ensures that retrofit business is conducted with the highest ethical standards. Champions and drives the JBH Safety Program for employees and subcontractors at all levels within the Regional Solutions Installation organization.

Knowledge and Skills: Operations management experience in the Installation Industry and direct management experience. High-level competence in written and verbal communication. Strong presentation skills and proficiency in speaking to large audiences. Able to lead and direct diverse teams.

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## **MAINTENANCE ELECTRICIAN LEVEL II**

Role and Responsibility: Licensed accordingly to the local authority having jurisdiction. Performs electrical work on all Power 480V three phase and lower including distribution after the utility.

Knowledge and Skills: Experience in network cabling, systems cabling, fire alarm systems, security systems, intrusion detection, access control, video surveillance and the installation of HVAC/temperature controls.

## **OPERATIONS SPECIALIST I**

Role and Responsibility: Reports to the project manager or designee. Schedules and monitors the overall facilities operations at a specific facility. Responsible for work assignments, reporting, customer interface and administrative paperwork at the facility. Performs functions with only general guidelines, operating with wide latitude of managerial authority to make operational and personnel decisions with the approval of the project manager.

Knowledge and Skills: Experience in civil, electrical, mechanical, or industrial engineering; facilities management; or other related field.

## **OPERATIONS SPECIALIST II**

Role and Responsibility: Reports to the project manager or designee. Schedules and monitors the overall facilities operations at a specific facility. Responsible for work assignments, reporting, customer interface and administrative paperwork at the facility. Performs functions

with only general guidelines, operating with wide latitude of managerial authority to make operational and personnel decisions with the approval of the project manager.

Knowledge and Skills: Experience in civil, electrical, mechanical, or industrial engineering; facilities management; or other related field.

## **PROGRAMMER LEVEL 1**

Role and Responsibility: Works under general direction. Formulates/defines system scope and objectives. Devises or modifies procedures to solve moderately complex problems considering computer equipment capacity and limitations. Prepares detailed specifications from which programs will be written. Codes, tests, debug, and documents computer programs. Position may require security clearance.

## **PROGRAMMER LEVEL 2**

Role and Responsibility: Formulates/defines system scope and objectives. Devises or modifies procedures to solve complex problems considering computer equipment capacity and limitations. Ensures that coding testing and debugging conform to user specifications and requirements. May be involved in related areas such as database design, evaluation of COTS/GOTS products, and analysis of network, hardware/software issues. Position may require security clearance.

## **PROJECT CONTROLLER**

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Role and Responsibility: Conducts day-to-day routine project management activities, such as tracking of work effort/deadlines, issues, and budget, deliverable management and project infrastructure management. Reports to Senior Manager or Manager on status of overall project progress from a work effort / budget perspective.

### **SENIOR PRINCIPAL**

Role and Responsibility: Senior corporate manager responsible for the management, direction, and operation of major aspects of the business. Provides executive-level expert guidance and direction to single or multiple program areas. Manages complex organizations and teams by integrating skills into client-focused, results-oriented consulting solutions. Integrates technical requirements and solutions into business process reengineering requirements and translates concepts into operational improvements and systems

Knowledge and Skills: Senior Leadership. Position may require security clearance.

### **PRINCIPAL**

Role and Responsibility: Corporate manager responsible for analyzing, planning, directing, and coordinating activities of designated projects and organizations within the business. Ensures that goals and objectives of those projects and organizations are accomplished within prescribed time frames and budgets. Provides management, organizational, and energy improvement services that include energy planning and strategies, energy choice analysis, risk management, metering services, billing and management oversight, and preparing agency statement of work.

Knowledge and Skills: Senior Leadership. Position may require security clearance.

### **PROJECT COORDINATOR**

Role and Responsibility: Manages project schedules and budgets and oversees administrative contractual requirements. Tracks deliverables and reporting requirements for multiple projects and communicates frequently with project managers regarding budgets, schedules, and contract terms and conditions. Also responsible for all invoice backup preparation and procurement and subcontract management on a project.

Knowledge and Skills: Business, accounting, or a related field. Experience with project coordination and management. Position may require security clearance.

### **PROJECT LEAD**

Role and Responsibility: Manages day-to-day efforts of a project or major component of a project for a client, including management of the project resources, budget, deliverables, quality control, issue resolution and client sign-off. Performs analyses of fundamental client issues, assesses appropriate alternatives, and recommends solutions. Communicates client expectations to project team and escalates appropriate issues to senior level project staff. Position may require security clearance.

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### **PROJECT MANAGER 1**

Role and Responsibility: Performs the day-to-day management of project teams and for ensuring that deliverables meet time specifications and quality goals. Applies project management tools to track work deadlines and budgets, including creating and managing project plans, performing risk assessments and issue tracking, providing routine project status reports, coordinating knowledge sharing and documentation, using other industry standard project management tools. Responsible for ensuring high quality products and services that are delivered according to the agreed schedule and budget of the applicable task/delivery order. Position may require security clearance.

### **PROJECT MANAGER 2**

Role and Responsibility: Performs the day-to-day management of project teams and for ensuring that deliverables meet time specifications and quality goals. Applies project management tools to track work deadlines and budgets, including creating and managing project plans, performing risk assessments and issue tracking, providing routine project status reports, coordinating knowledge sharing and documentation, using other industry standard project management tools. Responsible for ensuring high quality products and services that are delivered according to the agreed schedule and budget of the applicable task/delivery order. Position may require security clearance.

### **PROJECT MANAGER 3**

Role and Responsibility: Performs the day-to-day management of project teams and for ensuring that deliverables meet time specifications and quality goals. Applies project management tools to track work deadlines and budgets, including creating and managing project plans, performing risk assessments and issue tracking, providing routine project status reports, coordinating knowledge sharing and documentation, using other industry standard project management tools. Responsible for ensuring high quality products and services that are delivered according to the agreed schedule and budget of the applicable task/delivery order. Position may require security clearance

### **PROJECT MANAGER**

Role and Responsibility: Performs the day-to-day management of project teams and for ensuring that deliverables meet time specifications and quality goals. Applies project management tools to track work deadlines and budgets, including creating and managing project plans, performing risk assessments and issue tracking, providing routine project status reports, coordinating knowledge sharing and documentation, using other industry standard project management tools. Responsible for ensuring high quality products and services that are delivered according to the agreed schedule and budget of the applicable task/delivery order. Position may require security clearance

### **PROGRAM MANAGER**

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**Role and Responsibility:** Directs programs to meet customer mission requirements. Provides overall management of budget and ensures projects and programs are executed within contract parameters. Serves as the customer's primary point of contact. Maintains full authority and responsibility for contract and financial management, resource commitment, staffing, and client satisfaction. Ensures correct resources and technical approaches are applied. Oversees the QA program established for the contract. Ensures effective communication between and among the contract management team and the customer. Proactively identifies and resolves issues and problems.

**Knowledge and Skills:** Requires professional experience in business, information technology, engineering, science, or a related field. Position may require security clearance.

### **QUALITY CONTROL INSPECTOR**

**Role and Responsibility:** Manages team of Quality Auditors. Review quality checklists to comply with contractual and industry specific requirements. Ensure compliance and maintenance of project work with all applicable internal, contractual, and industry standards. Evaluate effectiveness of corrective action responses. Maintains a proactive relationship with customer and understand business needs of local customer through follow up and ongoing meetings. Communicates those business needs to JBH management.

**Knowledge and Skills:** Practical experience in process and quality improvement including proven ability to deliver a procedural system of inspection, testing and commissioning a quality product. Extensive knowledge and experience in implementation and managing of small QA/QC programs for federal government projects. Strong problem-solving skills. Proficient with Microsoft Project, advanced Excel analysis. Proven statistical analysis skills. Able to deal with customers and others at all levels. Must be knowledgeable of applicable building codes, customer requirements and the proposal.

### **QA/QC PROGRAM DEVELOPMENT SUPPORT/MONITORING I**

**Role and Responsibility:** Executes the Project Quality Plan in accordance the requirements of the contract documents and relative applicable sections of the Federal Acquisition Regulations. Implements project quality related policies and procedures. Implements and manages the Phased Inspection Process including in process inspections, testing, and corrective actions and project completion. Maintains a proactive relationship with customer and understand business needs of local customer through follow up and on-site meetings. Communicates those business needs to JBH management. Ensures that personnel performing inspections are qualified and/or possess the required certifications. Ensures that all work is performed in compliance with contract requirements and that the quality of workmanship is maintained. Conducts and administers the inspection, testing, and corrective action process. Coordinates inspections by local government agencies and other authorities having jurisdiction. Mentors subcontractors in the utilization and adherence to the quality process. Reviews and approves project submittals for compliance to contract requirements.

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Knowledge and Skills: Practical experience in process and quality improvement including proven ability to deliver a procedural system of inspection, testing and commissioning a quality product. In-depth knowledge and experience in implementation and managing of small QA/QC programs for federal government projects, Strong problem-solving skills, including but not limited to process mapping, root cause analysis and corrective action skills. Proficient with process mapping tools, Microsoft Project, advanced Excel analysis. Proven statistical analysis skills. Able to deal with customers and others at all levels. Professional Certification

### **QA/QC PROGRAM DEVELOPMENT SUPPORT/MONITORING II**

Role and Responsibility: Executes the Project Quality Plan in accordance the requirements of the contract documents and relative applicable sections of the Federal Acquisition Regulations. Implements project quality related policies and procedures. Implements and manages the Phased Inspection Process including in process inspections, testing, and corrective actions and project completion. Maintains a proactive relationship with customer and understand business needs of local customer. Ensures that personnel performing inspections are qualified and/or possess the required certifications. Prequalifies and assists the Project Manager in the procurement of inspection and testing services from third party vendors. Ensures that all work is performed in compliance with contract requirements and that the quality of workmanship is maintained. Conducts and administers the inspection, testing, and corrective action process. Coordinates inspections by local government agencies and other authorities having jurisdiction. Mentors subcontractors in the utilization and adherence to the quality process. Reviews and approves project submittals for compliance to contract requirements.

Knowledge/Skills: Practical experience in process and quality improvement including proven ability to deliver a procedural system of inspection, testing and commissioning a quality product. Extensive knowledge and experience in implementation and managing of small to mid-size QA/QC programs for federal government projects. Strong problem-solving skills, including but not limited to process mapping, root cause analysis and corrective action skills. Proficient with process mapping tools, Microsoft Project, advanced Excel analysis. Proven statistical analysis and skills.

### **QA/QC PROGRAM DEVELOPMENT SUPPORT/MONITORING III**

Role and Responsibility: Executes the Project Quality Plan in accordance the requirements of the contract documents and relative applicable sections of the Federal Acquisition Regulations. Implements project quality related policies and procedures. Implements and manages the Phased Inspection Process including in process inspections, testing, and corrective actions and project completion. Maintains a proactive relationship with customer and understand business needs of local customer through follow up and ongoing meetings. Ensures that all work is performed in compliance with contract requirements and that the quality of workmanship is maintained. Conducts and

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administers the inspection, testing, and corrective action process. Coordinates inspections by local government agencies and other authorities having jurisdiction. Mentors subcontractors in the utilization and adherence to the quality process.

**Knowledge and Skills:** Practical experience in process and quality improvement including proven ability to deliver a procedural system of inspection, testing and commissioning a quality product. In-depth knowledge and experience in implementation and managing of mid-size QA/QC programs for federal government projects or facilities. Strong problem-solving skills, including but not limited to process mapping, root cause analysis and corrective action skills. Proficient with process mapping tools, Microsoft Project, advanced Excel analysis. Proven statistical analysis skills. Able to deal with customers and others at all levels.

### **SAFETY PROGRAM DEVELOPMENT SUPPORT/MONITORING I**

**Role and Responsibility:** Monitoring employee compliance with the applicable safety and health requirements. Coordinating the workers' compensation insurance reporting requirements. Maintains project safety, health, and environmental files, including training, Lost Time reporting, First Aid Reporting, records of Inspections, and Exposure Reporting. Providing information to employees and subcontractors regarding emergency response requirements. Posting safety notices, bulletins and emergency information in designated areas. Coordinates and Maintains project MSDS program. Provides all Safety reporting including corporate, project and client required safety-reporting requirements. Conducting safety and health General Employee Training (GET) and required training for visitors and employees as well as worker training for items such as Confined Space, Electrical Hot Work, Hot Work, Lift Plans and other specific and specialized training. Analyze project plans,

### **SAFETY PROGRAM DEVELOPMENT SUPPORT/MONITORING II**

**Role and Responsibility:** Coordinating the workers' compensation insurance reporting requirements. Develops and maintains project safety, health, and environmental files, including training, Lost Time reporting, First Aid Reporting, records of Inspections, and Exposure Reporting. Providing information to employees and subcontractors regarding emergency response requirements. Posting safety notices, bulletins and emergency information in designated areas. Coordinates and Maintains project MSDS program. Provides all Safety reporting including corporate, project and client required safety-reporting requirements. Conducting safety and health General Employee Training (GET) and required training. Analyze project plans, specifications and construction methods to determine accident exposures and develop specific countermeasures for the prevention of accidents. Develop any special safety program required by the contract.

**Knowledge and Skills:** Must have completed the 30- hour OSHA Construction safety training or an approved equivalent. In-depth knowledge and experience in implementation and managing of Safety programs for federal government projects. Strong problem-solving skills, including but not limited to process mapping, root cause analysis and corrective action skills. Proficient with process mapping tools, advanced Excel analysis, Microsoft Word and Microsoft Power Point. Proven statistical analysis

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skills. Able to deal with customers and others at all levels.

### **SAFETY PROGRAM DEVELOPMENT SUPPORT/MONITORING III**

**Role and Responsibility:** Issuance of Stop Work if safety standards are not met. Monitoring

Develops and maintains project safety, health, and environmental files. Providing information to employees and subcontractors regarding emergency response requirements. Posting safety notices, bulletins and emergency information in designated areas. Coordinates and Maintains project MSDS program. Provides all Safety reporting including corporate, project and client required safety-reporting requirements. Conducting safety and health General Employee Training (GET). Analyze project plans, specifications and construction methods to determine accident exposures and develop specific countermeasures for the prevention of accidents. Develop any special safety program required by the contract.

**Knowledge and Skills:** Must have completed the 30- hour OSHA Construction safety training or an approved equivalent. In-depth knowledge and experience in implementation and managing of Safety programs for federal government projects. Strong problem-solving skills, including but not limited to process mapping, root cause analysis and corrective action skills. Proficient with process Mapping tools, advanced Excel analysis, Microsoft Word and Microsoft Power Point. Proven statistical analysis skills. Able to deal with customers and others at all levels.

### **SUBJECT MATTER EXPERT V**

**Role and Responsibility:** Highly experienced senior leader with wisdom and vision, who is capable of driving strategic thinking from an organizational-wide perspective. Proven ability to build organizations from scratch and to motivate and inspire other leaders in standing up and rapidly scaling nationwide. Capable and experienced in supporting similar organizations in the following: defining company vision, strategy, goals and start-up milestones; managing multiple projects and provide mentoring and guidance to officers, senior leaders, managers and project managers; providing subject matter expertise in multiple wireless network or functional and business areas; developing overall goals, objectives, deliverables and schedules for multiple projects and the administrative, financial and time arrangements to define, launch and sustain the projects; ensuring effective and creative idea generation across functions and among team leaders; analyzing market research results, and developing insights and integrating individual work streams into a single, cohesive report with company/client-specific actionable recommendations; performing major initiatives and project quality reviews and driving continuous improvement efforts, and planning and facilitating significant meetings with company or client executives.

**Knowledge and Skills:** Requires senior leadership experience in advising on multiple technical, operational, or business issues; delivering improvements and cost savings; recruiting, developing and managing teams; developing consensus; delivering value to

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customers; and should be knowledgeable and skilled in wireless telecommunication technology/business processes; developing business/technology strategy capabilities; marketing, finance and general business acumen; Project/Program management; Leadership/Management; Team building; and have excellent written, verbal and large group presentation skills. Position may require security clearance.

#### **SUBJECT MATTER EXPERT IV**

**Role and Responsibility:** Recognized expert in their field (technical or business) who is capable of strategic thinking and thought leadership in that field. Proven ability in leading one or more functional areas. Capable and experienced in supporting organizations in the following: managing functional and cross-functional teams by developing work plans and managing project execution timelines; as an independent expert, complete sections of

significant wireless telecommunication network plans, covering a variety of subject areas including specific technologies and products, markets and market trends, competitor analysis, financial impact, etc.; being a project point person both internally and externally; leading thinking and structure for a project; conducting primary research including market surveys of vendors and users as well as secondary research; analyzing findings, developing insights and integrating individual work streams into a single, cohesive plan with specific actionable recommendations and deliverables; supporting development of work plan estimates and resource/staff plans; planning and facilitating meetings with company or client project management; identifying company's/client's requirements, environment and culture, through insightful questions in order to develop appropriate recommendations that can be implemented.

**Knowledge and Skills:** Requires senior leadership experience in advising on technical, operational, or business issues; managing/supporting business/technology projects; gathering, compiling and analyzing data; surveying and statistical analysis; developing consensus; and should be knowledgeable and skilled in project management; wireless telecommunication area of expertise; understanding of marketing, finance and general business acumen; ability to analyze problems; and have excellent written, verbal and presentation skills.. Position may require security clearance.

#### **SUPERINTENDENT**

**Role and Responsibility:** Provides field management and monitors assigned projects to ensure timely delivery and maintain. Provides input for related “best practices” with other team members. Coordinates and manages field project activities and personnel for assigned projects in a manner that ensures target margins are maintained, timely project delivery and customer satisfaction is secure. Front line interface with Customer personnel at the field project level. Responsible for issuance, development of related project field documentation. Works closely with the Project Manager and Quality Manager to ensure processes are properly implemented on the project(s). Performs oversight, field inspections, outage coordination and field quality controls activities to ensure proper delivery of the project. Provides supporting information for the identification, development, issuance and coordination of any Contract modifications and

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Subcontractor change orders. Works in concert with management team in the selection of subcontractors and vendors. Is the front-line assurance that vendors and subcontractors deliver per applicable project plans and specifications? Provides input for value engineering options for designed and scopes of work.

Knowledge and Skills: Must be familiar with field management of commercial, industrial, or federal projects. Must have computer skills including word processing with additional knowledge in project schedule and cost management required. Must have experience with coordination and management of subcontractors and be familiar with Quality and Safety related programs and processes.

### **TECHNICAL LEAD**

Role and Responsibility: Coordinates schedules, deliverables, and related IT impacts. Monitors tasks and advises Project Manager of any issues related to the task. Assumes responsibility for proper implementation of technical solutions and overall project performance. Maintains technical knowledge within industry and service line. Position may require security clearance.

Microsoft Office. Position may require the ability to pass and maintain a security clearance

**LABOR CATEGORY EXPERIENCE  
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<b>SINS</b>	<b>LABOR CATEGORY</b>	<b>MINIMUM EDUCATION &amp; CERTIFICATION LEVEL</b>	<b>MINIMUM YEARS OF EXPERIENCE</b>
561210FAC & 561210SB	Admin	High School	1 year
561210FAC & 561210SB	Administrative Support	High School	1 year
561210FAC & 561210SB	Chiller Mechanic	Five+ years of commercial HVAC and mechanical License	5 years
561210FAC & 561210SB	Consultant	Bachelor's Degree	2 years
561210FAC & 561210SB	Consultant	Bachelor's Degree	5 years
561210FAC & 561210SB	Controls Service Technician	Five+ years of commercial HVAC and mechanical License	5 years
561210FAC & 561210SB	Document Specialist	High School	1 year
561210FAC & 561210SB	Document Specialist/CAD Operator	High School	5 years
561210FAC & 561210SB	Engineer I	Bachelor's Degree	1 year

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561210FAC & 561210SB	Engineer II	Bachelor's Degree	2 years
561210FAC & 561210SB	Engineer III	Bachelor's Degree	4 years pe
561210FAC & 561210SB	Engineer IV	Bachelor's Degree	6 years pe
561210FAC & 561210SB	Facilitation Analyst	Associates Degree	3 years
561210FAC & 561210SB	Facilitation Analyst	Master's Degree and LSS Blackbelt	10 years
561210FAC & 561210SB	Facilitator	Bachelor's Degree	1 year
561210FAC & 561210SB	Facilitator	Bachelor's Degree	3 years
561210FAC & 561210SB	Facilities Manager 1	Bachelor's Degree	6 years
561210FAC & 561210SB	Facilities Manager 2	Bachelor's Degree	10 years
561210FAC & 561210SB	Facilities Manager Assistant	Bachelor's Degree	3 years

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561210FAC & 561210SB	Facility Coordinator	Bachelor's Degree	4 years
561210FAC & 561210SB	Facility Maintenance Technician 1	HS or Equivalent	1 year
561210FAC & 561210SB	Facility Maintenance Technician 2	HS or Equivalent	3 years
561210FAC & 561210SB	Facility Maintenance Technician 3	HS or Equivalent	4 years
561210FAC & 561210SB	Facility Maintenance Technician 4	HS or Equivalent	5 years
561210FAC & 561210SB	Facility Maintenance Technician 5	HS or Equivalent	7 years
561210FAC & 561210SB	Facility Security Lead	Bachelor's Degree + Level III Security Certification	5 years
561210FAC & 561210SB	Facility Security Manager 1	Bachelor's Degree + Level III Security Certification	6 years
561210FAC & 561210SB	Facility Security Manager 2	Bachelor's Degree + Level III Security Certification	3 years
561210FAC & 561210SB	HVAC Sr. Service Technician (Mechanic)	High School	3 years

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561210FAC & 561210SB	HVAC Sr. Service Technician (Mechanic)	High School/ Mechanical Journeyman	7 years
561210FAC & 561210SB	Installation Manager	Bachelor's Degree	10 years
561210FAC & 561210SB	Maintenance Electrician Level II	High School/Electrical Journeyman	7 years
561210FAC & 561210SB	Maintenance Technician Mid	High School	2 years
561210FAC & 561210SB	Maintenance Technician Mid	High School	2 years
561210FAC & 561210SB	Operations Specialist 1	High School	3 years
561210FAC & 561210SB	Operations Specialist 2	High School	4 years
561210FAC & 561210SB	Principal	Bachelor's Degree	12 years
561210FAC & 561210SB	Program Manager	Master's Degree	8 years
561210FAC & 561210SB	Programmer --Level 1	Bachelor's Degree	2 years

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561210FAC & 561210SB	Programmer --Level 1	Bachelor's Degree	4 years
561210FAC & 561210SB	Programmer --Level 2	Bachelor's Degree	1 year
561210FAC & 561210SB	Programmer --Level 2	Bachelor's Degree	5 years
561210FAC & 561210SB	Project Controller	High School	3 years
561210FAC & 561210SB	Project Controller	Bachelor's Degree/ PMP Equivalent	6 years
561210FAC & 561210SB	Project Coordinator	Bachelor's Degree	4 years
561210FAC & 561210SB	Project Lead	Bachelor's Degree	2 years
561210FAC & 561210SB	Project Manager 1	Bachelor's Degree	2 years
561210FAC & 561210SB	Project Manager 2	Bachelor's Degree	4 years
561210FAC & 561210SB	Project Manager 3	Bachelor's Degree/PMP Equivalent	4 years

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561210FAC & 561210SB	Project Manager	Master's Degree/PMP Equivalent	4 years
561210FAC & 561210SB	QA/QC Program Development Support/Monitoring 1	Bachelor's Degree	1 years
561210FAC & 561210SB	QA/QC Program Development Support/Monitoring 2	Bachelor's Degree	4 years
561210FAC & 561210SB	QA/QC Program Development Support/Monitoring 3	Bachelor's Degree	7 years
561210FAC & 561210SB	Quality Control Inspector	Bachelor's Degree	5 years
561210FAC & 561210SB	Safety Program Development Support/Monitoring 2	Bachelor's Degree	5 years
561210FAC & 561210SB	Safety Program Development Support/Monitoring 1	Bachelor's Degree	4 years
561210FAC & 561210SB	Safety Program Development Support/Monitoring 3	Master's Degree	4 years
561210FAC & 561210SB	Senior Analyst	Bachelor's Degree	1 year
561210FAC & 561210SB	Senior Analyst	Master's Degree	10 years

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561210FAC & 561210SB	Senior Consultant	Bachelor's Degree	3 years
561210FAC & 561210SB	Senior Consultant	Master's Degree	10 years
561210FAC & 561210SB	Senior Principal	PHD	16 years
561210FAC & 561210SB	Subject Matter Expert IV	Master's Degree	16 years
561210FAC & 561210SB	Subject Matter Expert V	Master's Degree	20 years
561210FAC & 561210SB	Superintendent	HS or Equivalent	2 years
561210FAC & 561210SB	Technical Lead	Bachelor's Degree	4 years
561210FAC & 561210SB	Technical Lead	Bachelor's Degree	4 years

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# USA COMMITMENT TO PROMOTE SMALL BUSINESS PARTICIPATION PROCUREMENT PROGRAMS

## PREAMBLE

J&B Hartigan, Inc. provides commercial products and services to ordering activities. We are committed to promoting participation of small, small disadvantaged and women-owned small businesses in our contracts. We pledge to provide opportunities to the small business community through reselling opportunities, mentor-protégé programs, joint ventures, teaming arrangements, and subcontracting.

## COMMITMENT

To actively seek and partner with small businesses.

To identify, qualify, mentor and develop small, small disadvantaged and women-owned small businesses by purchasing from these businesses whenever practical.

To develop and promote company policy initiatives that demonstrates our support for awarding contracts and subcontracts to small business concerns.

To undertake significant efforts to determine the potential of small, small disadvantaged and women-owned small business to supply products and services to our company.

To ensure procurement opportunities are designed to permit the maximum possible participation of small, small disadvantaged and women-owned small businesses.

To attend business opportunity workshops, minority business enterprise seminars, trade fairs, procurement conferences, etc., to identify and increase small businesses with whom to partner.

To publicize in our marketing publications our interest in meeting small businesses that may be interested in subcontracting opportunities.

We signify our commitment to work in partnership with small, small disadvantaged and women-owned small businesses to promote and increase their participation in ordering activity contracts. To accelerate potential opportunities please contact

**John P Hartigan,** [John.Hartigan@jbhartigan.com](mailto:John.Hartigan@jbhartigan.com)

**P: 757-745-7775, F: 888-828-8321**

**Barbara Brann,** [Barbara.Brann@jbhartigan.com](mailto:Barbara.Brann@jbhartigan.com)

**P: 757-745-7775, F: 888-828-8321**

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## CUSTOMER NAME BLANKET PURCHASE AGREEMENT BPA NUMBER

Pursuant to GSA Federal Supply Schedule Contract Number(s), Blanket Purchase Agreements, the Contractor agrees to the following terms of a Blanket Purchase Agreement (BPA) EXCLUSIVELY WITH (ordering activity):

(1) The following contract items can be ordered under this BPA. All orders placed against this BPA are subject to the terms and conditions of the contract, except as noted below:

MODEL NUMBER/PART NUMBER	*SPECIAL BPA DISCOUNT/PRICE
_____	_____
_____	_____
_____	_____

(2) Delivery:

DESTINATION	DELIVERY SCHEDULES / DATES
_____	_____
_____	_____
_____	_____

(3) The ordering activity estimates but does not guarantee that the volume of purchases through this agreement will be \_\_\_\_\_.

(4) This BPA does not obligate any funds.

(5) This BPA expires on \_\_\_\_\_ or at the end of the contract period, whichever is earlier.

(6) The following office(s) is hereby authorized to place orders under this BPA:

OFFICE	POINT OF CONTACT
_____	_____
_____	_____
_____	_____

(7) Orders will be placed against this BPA via Electronic Data Interchange (EDI), FAX, or paper.

(8) Unless otherwise agreed to, all deliveries under this BPA must be accompanied by delivery tickets or sales slips that must contain the following information as a minimum:

- (a) Name of Contractor;
- (b) Contract Number;
- (c) BPA Number;
- (d) Model Number or National Stock Number (NSN).
- (e) Purchase Order Number.
- (f) Date of Purchase;

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- (g) Quantity, Unit Price, and Extension of Each Item (unit prices and extensions need not be shown when incompatible with the use of automated systems; provided, that the invoice is itemized to show the information); and
- (h) Date of Shipment.

(9) The requirements of a proper invoice are specified in the Federal Supply Schedule contract. Invoices will be submitted to the address specified within the purchase order transmission issued against this BPA.

(10) The terms and conditions included in this BPA apply to all purchases made pursuant to it. In the event of an inconsistency between the provisions of this BPA and the Contractor's invoice, the provisions of this BPA will take precedence.

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**BASIC GUIDELINES FOR USING “CONTRACTOR TEAM ARRANGEMENTS”**

Federal Supply Schedule Contractors may use “Contractor Team Arrangements” (see FAR 9.6) to provide solutions when responding to an ordering activity requirement.

These Team Arrangements can be included under a Blanket Purchase Agreement (BPA). BPAs are permitted under all Federal Supply Schedule contracts.

Orders under a Team Arrangement are subject to terms and conditions of the Federal Supply Schedule Contract.

Participation in a Team Arrangement is limited to Federal Supply Schedule Contractors.

Customers should refer to FAR 9.6 for specific details on Team Arrangements.

Here is a general outline on how it works:

- The customer identifies their requirements.
- Federal Supply Schedule Contractors may individually meet the customer's needs, or -
- Federal Supply Schedule Contractors may individually submit a Schedules “Team Solution” to meet the customer's requirement.
- Customers make a best value selection.