



**03FAC – Facilities Maintenance & Management
Catalog and Price List**

Brown Point Facility Management Solutions, LLC.

A Woman Owned Small Business

614 George Washington Hwy Suite 3

Lincoln, Rhode Island 02865

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Schedule
Contract GS-21F-0065X

Company Profile

BROWN POINT FACILITY MANAGEMENT SOLUTIONS, LLC. (Brown Point) – a Woman Owned Small Business – is a full service nationwide Facilities Management and Maintenance organization, headquartered in Rhode Island. Brown Point is considered an influential company in the industry for commercial, government, and military facility work.

Founded in 2016, Brown Point has been providing Complete Facilities Maintenance (SIN 811-002), Complete Facilities Management (SIN 811-003), Electrical (SIN 811-004), HVAC (SIN 811-005), Ancillary Repairs and Alternations (SIN 003-97), Ancillary Supplies and/or Services (SIN 003-100), and Order-Level Materials (SIN 03FAC 500) activities to private sector and public sector customers across the United States, Puerto Rico and Guam.

Brown Point performs complete Facilities Maintenance and Management services for major corporate and government clients on a national level including, but not limited to: Glass and Window Film replacement and installation, complete door and frame service, Locksmith services, Electrical, Plumbing, Flooring & Carpeting, Data/Phone system wiring, HVAC, Carpentry and Painting.

We are the recognized experts in establishing Preventative Maintenance programs tailored to a client's specific needs and will provide on-call or permanently assigned craftspeople (carpenters, electricians, locksmiths, laborers, etc. – including several at the “Master” level) to respond and perform specialty work.

All of our work is performed in strict compliance with applicable federal, state and local laws and agency regulations. Special attention is paid to OSHA, NFPA, and EPA governing laws and directives, and Brown Point is both knowledgeable and fully compliant with military and civilian agency **GS-21F-0065X** -specific regulations in these critical areas.

GSA Schedule Contract Information

Schedule Title: 03FAC – Facilities Maintenance and Management

Contract Number: GS-21F-0065X

Contract Period: January 21, 2016 through January 20, 2021

Contractor: Brown Point Facility Management Solutions, LLC.

Business & Corporate Offices —

614 George Washington Highway Suite 3

Lincoln, Rhode Island 02865

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Website: www.brownpoint.com

Point of Contact: Christopher P. Riendeau

Size: Woman Owned Small Business

Online access to contract ordering information, terms and conditions, up-to-date pricing and the option to create an electronic delivery system are available through GSA Advantage!, a menu-driven database system. The internet address for GSA Advantage! is <http://www.gsaadvantage.gov>.

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Price List

GSA APPROVED HOURLY RATES	
SINs 811-002, 811-004, 811-005, & 003-097	
Labor Category	Rate
Non-Exempt Position	Jan. 21, 2020 -Jan. 20, 2021
Janitor	\$89.95
Carpenter	\$66.80
Electrician	\$83.14
Laborer	\$68.14
Grounds Maintenance Tech	\$61.33
Painter	\$91.30
Plumber	\$79.05
Floor Tech	\$94.04
HVAC Tech	\$122.66
Locksmith	\$80.41
Window Cleaner	\$68.14
General Maintenance Worker	\$79.05
Automatic Door Technician	\$94.04
Roofer	\$102.22
Tree Pruner	\$81.77
Dry Waller	\$98.13
Maintenance Trade Helper	\$53.16
Glass/Security Film Technician	\$92.68
Quality Control Inspector	\$68.59
Health, Safety & Environmental Inspector	\$81.06

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Prices are subject to Economic Price Adjustment Clause I-FSS-969, applies to all SINs awarded, a 3.5% escalation rate will be applied annually until January 20, 2021.

Price List

GSA APPROVED HOURLY RATES	
SINs 811-002, 811-004, 811-005, & 003-097	
Labor Category	Rate
Exempt Position	Jan. 21, 2020 - Jan. 20, 2021
Project Finance Manager	\$81.06
Contract Manager	\$130.94
Program Manager	\$143.42

Prices are subject to Economic Price Adjustment Clause I-FSS-969, applies to all SINs awarded, a 3.5% escalation rate will be applied annually until January 20, 2021.

Price List

GSA APPROVED HOURLY RATES	
SINs 811-002, 811-003	
Labor Category	Rate
Non-Exempt Position	Jan. 21, 2020 - Jan. 20, 2021
General Clerk	\$37.45
Receptionist	\$42.80
Estimator	\$58.85
Exempt Position	
Principal	\$157.10
Site Operations Manager	\$96.28
Project Superintendent	\$96.28
Facility Maintenance Manager	\$60.98
Chief Building Engineer	\$92.23
Contract Administrator	\$64.19
Senior Project Manager	\$96.28
Project Manager	\$69.55

Prices are subject to Economic Price Adjustment Clause I-FSS-969, applies to all SINs awarded, a 2.0% escalation rate will be applied annually until January 20, 2021.

Price List

GSA APPROVED CATALOG AND PRICING			
SIN 003-100			
Catalog Name	Catalog date	Catalog website link	% Mark-Up
Ace Hardware Catalog	Current	https://www.acehardware.com/	7%
Accu-Tech Catalog	Current	https://www.accu-tech.com/	7%
Batteries Plus Catalog	Current	https://www.batteriesplus.com/	7%
Battery USA Catalog	Current	https://batteryusa.com/	7%
Costco Catalog	Current	https://www.costco.com/	7%
Diesel Specialist Catalog	Current	http://dieselspecialists.com/	7%
Dixie Construction Catalog	Current	http://www.dixieconstruction.com/	7%
Deer Catalog	Current	https://www.deere.com/en/	7%
Dell Catalog	Current	https://www.dell.com/	7%
Grainger Catalog	Current	https://www.grainger.com/content/general-catalog	7%
Graybar Catalog	Current	https://www.graybar.com/	7%
Home Depot Catalog	Current	https://www.homedepot.com	7%
HD Supply Catalog	Current	https://hdsuppliesolutions.com/	7%
HVAC Specialist Catalog	Current	https://hvacpartsoutlet.com/	7%
Lowes Catalog	Current	https://www.lowes.com/	7%
Mayer Electric Catalog	Current	https://www.mayerelectric.com/	7%
McMaster Catalog	Current	https://www.mcmaster.com/	7%
Mid America Engine Catalog	Current	https://www.midamericaengine.com	7%
Napa Catalog	Current	http://napaircompressors.com/	7%
Newegg Catalog	Current	https://www.newegg.com	7%
Supply House Catalog	Current	https://www.supplyhouse.com	7%

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GSA APPROVED CATALOG AND PRICING

SIN 003-100

Catalog Name	Catalog date	Catalog website link	% Mark-Up
QVS Catalog	Current	https://www.shopqvs.com/	7%
Ryder Catalog	Current	https://ryder.com/	7%
Sears Catalog	Current	https://www.sears.com	7%
Spisafety Catalog	Current	www.spisafety.com	7%
Staples Catalog	Current	https://www.staples.com	7%
Uline Catalog	Current	https://www.uline.com	7%
Wholesale Batteries Catalog	Current	https:// www.wholesalebatteriesdirect.com	7%
United Rentals Catalog	Current	https://www.unitedrentals.com	7%

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Catalog of Services

The Special Item Numbers (SINs) which Brown Point holds under 03FAC – Facilities Maintenance and Management are:

SIN 811-002 Complete Facilities Maintenance

Brown Point provides services related to the complete facilities maintenance and repairs of government and private facilities and could include green maintenance. The following facilities maintenance services can be ordered as stand-alone or in multiple combinations. Services could include, but are not limited to:

- Facilities Maintenance
- Preventive Maintenance
- Remedial Maintenance
- Carpentry
- Roofing & Roof Repairs (excluding complete roof replacement)
- Locksmith
- Flooring and Carpet Installation and Maintenance
- Window, Door, Glass, Gate, Security Film Installation and Maintenance
- Energy Efficient Lighting Programs & Retrofits
- Janitorial/Custodial and Handyman Services
- Automatic Door Maintenance & Repair
- Plumbing and Pipefitting
- Electrical
- Ventilation, Heating and Air Conditioning (HVAC)
- Landscaping; Tree Trimming; and Snow Removal
- Cemetery Maintenance

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Catalog of Services

SIN 811-003 Complete Facilities Management

Brown Point provides Complete Facilities Management services including, but not limited to, property and facilities management, planning, consulting, scheduling, quality control software support services, and computer and/or facilities management systems. The service will include adequate staff of personnel and alternates as required, with the necessary management expertise to assure performance of the work in accordance with sound and efficient management practices.

SIN 811-004 Electrical and All Utilities

Brown Point will provide all labor, materials, tools, equipment and supervision necessary to supply and maintain firm uninterrupted electrical energy, and utility services necessary to meet the Government's or client's needs. Resulting assignments could be responsible for the operation, maintenance, repair, future upgrades, and future utility system replacements. Additionally, we offer the necessary labor, materials, tools, and equipment to maintain and operate the utility system(s) and manage the maintenance, repairs, replacement, etc., of the system(s) to ensure continuous, adequate, and dependable service for each government agency or tenant.

SIN 811-005 Refrigeration, Heating, Ventilation, Air Conditioning (HVAC)

Brown Point will provide services related to providing heating and ventilation services. Services could include, but are not limited to, cleaning; air balancing; restoration and de-contamination of HVAC systems or any combination of providing plant equipment; materials; tools; transportation; supervision; labor to perform all repairs; periodic preventative maintenance (PPM); and emergency service work calls to ensure continual operations of refrigeration; heating; ventilation; air conditioner; boiler; geothermal heat pump systems; renewable energy systems; and boiler and chiller systems.

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Catalog of Services

SIN 003-97 Ancillary Repair and Alterations (R&A) under the Facilities Maintenance and Management for Real Property Solutions

Brown Point can also provide Repair and Alterations ancillary to existing SINs under this 03FAC Schedule. Ancillary Repair and Alterations projects are those (1) solely associated with the repair, alternation, delivery or installation of products or services also purchased under 03FAC, and which are (2) routine and non-complex in nature, such as routine painting or carpeting, simple hanging of drywall, basic electrical or plumbing work, landscaping, and similar noncomplex services.

Please note: This SIN specifically excludes:

- Major or new construction of buildings, roads, parking lots and other facilities
- Complex R&A of entire facilities or significant portions of facilities
- Architect-Engineering Services subject to Public Law 92-582 (Brooks Act)

The work performed under this SIN shall be associated with existing SINs that are part of this 03FAC Schedule. Ancillary Repair and Alterations shall not be the primary purpose of the work ordered but be an integral part of the total solution offered. Ancillary repair and alteration services may only be ordered in conjunction with or in support of products or services purchased under this Federal Supply Schedule contract.

Catalog of Services

SIN 003-100 Ancillary Supplies and/or Services under the Facilities Maintenance and Management for Real Property Solutions

Brown Point can also provide Ancillary supplies and/or services are support supplies and/or services which are not within the scope of any other SIN on this schedule. These supplies and/or services are necessary to compliment a contractor's offerings to provide a solution to a customer requirement. This SIN may be used for orders and blanket purchase agreements that involve work or a project that is solely associated with the supplies and/or services purchased under this schedule. This SIN EXCLUDES purchases that are exclusively for supplies and/or services already available under another schedule. Special Instructions: The work performed under this SIN shall be associated with existing SIN(s) that are part of this schedule. Ancillary supplies and/or services shall not be the primary purpose of the work ordered, but be an integral part of the total solution offered. Ancillary supplies and/or services may only be ordered in conjunction with or in support of supplies or services purchased under another SIN(s) of the same schedule.

TAA Compliance Statement

Brown Point Facility Management Solutions, LLC. confirms that ALL products it will provide under SIN 003-100 are TAA Compliant and our company has established a tracking system in place for any products awarded to our contract to ensure they are TAA compliant that includes:

- Verifying that suppliers meticulously update their product's country of origin.
- Removing products that are not TAA-compliant.

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Catalog of Services

SIN 03FAC 500 Order-Level Materials

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

Description of Labor Categories

Non-Exempt Positions

Brown Point Facility Management Solutions, LLC. offers only personnel who meet or exceed the minimum qualification requirements stated in the Labor Category Descriptions provided herein.

Brown Point adheres to all local, state, and federal employment labor laws.

Categories that are considered non-exempt include employees that adhere to both Federal and State laws, and receive compensated overtime. All non-exempt employees must receive overtime pay for hours worked in excess of forty hours in a workweek of at least one and one-half times their regular rate of pay. Brown Point understands that the FLSA does not require overtime pay for work on Saturdays, Sundays,

Description of Labor Categories

Non-Exempt Positions

Automatic Door Technician

Labor Category Description: Installs, services, and/or repairs automatic (or mechanical) door mechanisms and hydraulic doors, including garage doors.

Automatic Door Technician duties involve a variety of the following duties, including but not limited to:

Adjust doors to open or close with the correct amount of effort or make simple adjustments to electric openers; Apply hardware to door sections, such as drilling holes to install locks; Repair or replace worn or broken door parts; Clean door closer parts; Inspect job sites, assessing headroom, side room, or other conditions to determine appropriateness of door for a given location; Assemble and fasten tracks to structures or bucks; Fasten angle iron back-hangers to ceilings and tracks; Install door frames, rails, steel rolling curtains, electronic-eye mechanisms, or electric door openers and closers; Cut door stops or angle irons to fit openings; Set doors into place or stack hardware sections into openings after rail or track installation; Remove or disassemble defective automatic mechanical door closers; Run low voltage wiring on ceiling surfaces; Install dock seals, bumpers, or shelters; Lubricate door closer oil chambers and pack spindles; Bore or cut holes in flooring as required for installation; Set in and secure floor treadles for door activating mechanisms; then connect power packs and electrical panelboards to treadles; Cover treadles with carpeting or other floor covering materials and test systems by operating treadles.

Education and/or Experience: High School diploma or GED, plus vocational training as appropriate to the position. Experience: 2 years.

Description of Labor Categories

Carpenter

Labor Category Description: Performs duties necessary to maintain in good repair building woodwork and equipment such as shelves, counters, benches, partitions, doors, floors, stairs, casings, and trim made of wood. Work involves the ability to read from blueprints, drawings, models, or verbal instructions; able to use a variety of hand tools, portable power tools and standard measuring instruments; making standard shop computations relating to dimensions of work; and selecting materials necessary for the work.

Knowledge of plasterboard applications or other wallboard to ceilings or interior walls of buildings. Able to build or repair with fasten wooden, metal, or rockboard lath to walls, ceilings or partitions of buildings, and seal joints between plasterboard or other wallboard to prepare wall surface for painting or papering. Understanding of other construction surfaces such as floors, sidewalks, roads, or curbs using a variety of hand and power tools. Align forms for sidewalks, curbs, or gutters; patch voids; use saws to cut expansion joints.

Education and/or Experience: High school diploma or GED. Minimum of two years experience in direct or related field and ability to perform tasks efficiently and satisfactorily.

Drywaller

Labor Category Description: Apply plasterboard or other wallboard to ceilings or interior walls of buildings. Apply or mount acoustical tiles or blocks, strips, or sheets of shock-absorbing materials to ceilings and walls of buildings to reduce or reflect sound. Materials may be of decorative quality. Includes lathers that fasten wooden, metal, or rockboard lath to walls, ceilings or partitions of buildings to provide support base for plaster, fire-proofing, or acoustical material.

Education and/or Experience: High school diploma or GED preferred. Minimum of one year's related experience.

Description of Labor Categories

Electrician

Labor Category Description: Performs a variety of electrical trade functions such as the installation, maintenance, or repair of equipment for the generation, distribution, or utilization of electric energy.

Work involves most of the following: Installing or repairing any of a variety of electrical equipment such as generators, transformers, switchboards, controllers, circuit breakers, motors, heating units, conduit systems, or other transmission equipment; working from blueprints, drawings, layouts, or other specifications; locating and diagnosing trouble in the electrical system or equipment; working standard computations relating to load requirements of wiring or electrical equipment; and using a variety of electrician's hand tools and measuring and testing instruments. In general, the work of the maintenance electrician requires rounded training and experience usually acquired through a formal apprenticeship or equivalent training and experience. Familiar with electrical code application and where appropriate, licensed as an electrical contractor.

Education and/or Experience: High school diploma or GED. Technical training and two years relevant electrical experience. Certification as required by state and local licensing boards.

Estimator

Labor Category Description: The Estimator assists in the preparation of accurate, competitive bids by utilizing the latest state-of-the art equipment. Maintains good relationships with vendors and working knowledge of vendor systems. Accurately estimates projects at all levels of difficulty and possesses the ability to flag potential problem areas on a job.

Education and/or Experience: Associates Degree or equivalent from a two-year college or technical school, 2 to 4 years related experience and/or training, or equivalent combination of education and experience.

Description of Labor Categories

Flooring Technician

Labor Category Description: Lay and install carpet from rolls or blocks on floors. Install padding and trim flooring materials. Apply hard tile, marble, and wood tile to walls, floors, ceilings, and roof decks, and perform related maintenance and repairs. Apply blocks, strips, or sheets of shock-absorbing, sound-deadening, or decorative coverings to floors.

Education and/or Experience: High school diploma or GED preferred. Minimum of one year's experience in related field.

General Clerk

Labor Category Description: The General Clerk provides administrative support for ongoing projects. Duties performed may include word processing, software support, file organization and maintenance, operation of office equipment and answering phones. Work involves general administrative tasks which may require problem solving skills and exercise of judgment within precedent and subject to approval. Provide word processing support for location staff requests, i.e. letters, memos, short proposals. Ability to work independently. Good organizational skills with attention to detail. Ability to handle multiple tasks and prioritize workload accordingly.

Education and/or Experience: High School Graduate or GED. Experience: 1 to 2 years.

Description of Labor Categories

General Laborer

Labor Category Description: Performs general tasks that require physical abilities and effort involving minor skills and limited prior work experience. The following tasks are typical of this occupation: loads and unloads trucks, and other conveyances; moves supplies and materials to proper location by wheelbarrows or hand-trucks; stacks materials for storage or binning; collects refuse and salvageable materials. Digs, fills, and tamps earth excavations; levels ground using pick, shovel, tamper and rake; shovels concrete and snow; cleans culverts and ditches; cuts tree and brush; operates power lawnmowers. Moves and arranges heavy pieces of office and household furniture, equipment, and appliances; moves heavy pieces of automotive, medical engineering, and other types of machinery and equipment.

Education and/or Experience: High School diploma or GED preferred. Minimum six months experience.

General Maintenance Worker

Labor Category Description: The General Maintenance Worker (often referred to as a 'Handyman' in the commercial sector) performs general maintenance and repair of equipment and buildings requiring practical skill and knowledge (but not proficiency) in such trades as painting, carpentry, plumbing, masonry, and electrical work.

General Maintenance Worker duties involve a variety of the following duties, including but not limited to:

Replacing electrical receptacles, wires, switches, fixtures, and motors; Using plaster or compound to patch minor holes and cracks in walls and ceilings; Repairing or replacing sinks, water coolers, and toilets painting structures/equipment; Repairing or replacing concrete floors, steps, and sidewalks; Replacing damaged paneling and floor tiles; Hanging doors and installing door locks; Replacing broken window panes; Performing general maintenance on equipment and machinery

Education and/or Experience: High School diploma or GED, plus vocational training as appropriate to the position. Experience: 1 to 2 years.

Description of Labor Categories

Glass and Security Film Technician

Labor Category Description: Cut, fit, install, repair, and replace glass and glass substitutes, such as plastic and aluminum, in building interiors or exteriors and in furniture or other products. Measure, cut, fit, and press anti-glare, security and blast-protection adhesive film to glass, or spray glass with tinting solution to prevent light glare. Read and interpret blueprints and specifications to determine size, shape, color, type, and thickness of glass, location of framing, installation procedures, and staging and scaffolding materials required. Create patterns on glass by etching, sandblasting, or painting designs.

Education and/or Experience: High school diploma or GED. Minimum of two years related experience.

Grounds Maintenance Technician

Labor Category Description: May work independently or under supervision. Maintains grounds of residential, industrial, commercial or public property such as yards, exterior buildings, campuses, picnic grounds, parks, playgrounds, greenhouses, greenbelts, flowerbeds, and athletic fields. May repair minor grounds structures and equipment, and perform installation, maintenance or repair to systems and equipment. Capable of providing more advanced skills in performance of maintenance related duties to grounds that include residential, industrial, commercial or public property such as yards, exterior buildings, campuses, picnic grounds, parks, playgrounds, greenhouses, greenbelts, flower beds, and athletic fields. May repair structures and equipment, and perform installation, maintenance or repair to systems and equipment. May be required to perform one or more functions such as: cutting, trimming, hedging, edging, planting, mulching, cultivating, aerating, pruning, clipping, fertilizing, shoveling, digging, rototilling, removing, replacing weeding, watering, etc. May be required to have experience in applying herbicide, insecticide, or other products and be familiar with environmental requirements. In some cases may be required to design, install, modify and activate landscapes including sprinkler systems, drip systems, waterfalls, rockscapes, and hardscapes. May be called upon to pickup, burn or cart away leaves, paper, debris or other litter. Repairs and paints fences, gates, benches, tables, guardrails, outbuildings and other structures.

Education and/or Experience: High School diploma or GED preferred. Minimum 6 months of experience in related field.

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Description of Labor Categories

Health, Safety & Environmental Inspector

Labor Category Description: The Health, Safety & Environmental Inspector reviews projects specifications and confers with Management concerning assistance required, such as plan preparation, acceptance testing, evaluation of field conditions, design changes, and reports. Conducts inspections of facilities and services on an on-going basis. Prepares reports detailing inspections conducted and their results. Monitors Health, Safety and Environmental policies and procedures to comply with all pertinent codes and specifications.

Education and/or Experience: High School Graduate, plus subject-matter technical training as appropriate to the position, including OSHA training and certification by the Council on Certification of Health, Environmental, and Safety Technologists. 2 – 4 years related experience or equivalent combination of education and experience.

HVAC Technician

Labor Category Description: Assemble, install, alter, and repair pipelines or pipe systems that carry water, steam, air, or other liquids or gases. May install or repair heating, central air conditioning, mechanical control systems or refrigeration systems, including oil burners, hot-air furnaces, and heating stoves. The primary purpose of the HVAC service technician is the installation and maintenance of large and small refrigeration and air conditioning systems and piping. Must have experience in operation and maintenance of HVAC systems that serve uninterrupted building or real estate operations. CFC Certification as required. Proficiency in diagnosing/troubleshooting HVAC systems and recommending the most economical and least impact overhaul and repair scheme. May require completion of safety courses.

Education and/or Experience: High school diploma or GED. Certification as required by state and local licensing boards. Minimum three (3) years experience as a journey person HVAC service technician.

Description of Labor Categories

Janitor/Custodian

Labor Category Description: Must be able to meet physical demands and have experience at performing general janitorial and/or custodian type duties. Must be able to perform more difficult janitorial and custodial services and duties may include but are not limited to: cleaning, scrubbing, mopping, vacuuming, carpet cleaning and extracting, hard floor cleaning, stripping, refinishing, and polishing, general sweeping, trash and debris removal, window washing, blind cleaning, bathroom sanitation, pressure washing, dusting, and cleaning of appliances and fixtures. Also may provide routine general housekeeping services involving maintaining and upkeep of the appearance and cleanliness of facilities from everyday use.

Education and/or Experience: High School diploma or GED preferred. Requires a minimum of six months experience.

Locksmith

Labor Category Description: Installs, repairs, modifies, and opens a variety of locking mechanisms found on doors, desks, compartments, mobile equipment, safes, and vaults. Examines locking mechanism and installs new unit or disassembles unit and replaces worn tumblers, springs, and other parts or repairs them by filing, drilling, chiseling and grinding. Opens door locks by moving lockpick in cylinder or opens safe locks by listening to lock sounds or by drilling. Makes new or duplicate keys, using key cutting machine. Changes combination by inserting new or repaired tumblers into lock. Establishes keying systems for buildings.

Education and/or Experience: High school diploma or GED. Minimum of two years related experience.

Description of Labor Categories

Maintenance Trades Helper

Labor Category Description: Assists one or more workers in the skilled maintenance trades by performing specific or general duties of lesser skill, such as keeping a worker supplied with materials and tools; cleaning working area, machine, and equipment; assisting journeyman by holding materials or tools; and performing other unskilled tasks as directed by journeyman. The kind of work the helper is permitted to perform varies from trade to trade. In some trades the helper is confined to supplying, lifting, and holding materials and tools, and cleaning working areas; and in others the worker is permitted to perform specialized machine operations, or parts of a trade that are also performed by workers on a full-time basis.

Education and/or Experience: High School diploma or GED preferred. Minimum 6 months of experience in related field.

Painter

Labor Category Description: Must possess basis or advanced skills in painting, touch-ups and redecorating buildings, walls, woodwork and fixtures. Work involves the following: knowledge of surface peculiarities and types of paint and stain required for different applications; preparing surface for painting or staining by removing old finish, placing putty or filler in holes and gaps; sanding, chalking and applying paint or stain with appropriate application tool such as spray gun, roller, brush, sponge, or cloth. May be required to mix colors and other ingredients to obtain proper color, consistency and protection. Must be experienced in touch-up application including preparing surfaces, color matching and paint or stain application. In general, must be well rounded in painting and/or staining application from either technical training and/or experience acquired through a formal apprenticeship.

Education and/or Experience: High school diploma or GED preferred. One year's experience for type painting application.

Description of Labor Categories

Plumber

Labor Category Description: Experienced at one or more of the following: assembling, installing and repairing pipes, fittings and fixtures of heating, water, and drainage systems, boiler and high pressure piping, according to specifications and plumbing codes. Must be able to review building plans and working drawings to determine work required and sequence of installations. Must be proficient at performing periodic and corrective maintenance. Inspects structures to ascertain obstructions to be avoided to prevent weakening of structure resulting from installation of pipe. Locates and marks position of pipe and pipe connections and passage holes for pipes in walls and floors, using ruler, spirit level and plumb bob. Cuts openings in walls and floors to accommodate pipe and pipe fittings, using hand tools and power tools. Cuts and threads pipe, using pipe cutters, cutting torch, and pipe-threading machine. Bends pipe to required angle by use of pipe-bending machine or by placing pipe over block and bending it by hand. Assembles and installs valves, pipe fittings, and pipes composed of metals, such as iron, steel, brass and lead, and nonmetals, such as glass, vitrified clay, and plastic, using hand tools and power tools. Joins pipe by use of screws, bolts, fittings, solder, plastic solvent, and calks joints. Fills pipe system with water or air and reads pressure gauges to determine whether system is leaking. Installs and repairs plumbing fixtures, such as sinks, commodes, bathtubs, water heaters, hot water tanks, garbage disposal units, dishwashers, and water softeners.

Repairs and maintains plumbing by replacing washers in leaky faucets, mending burst pipes, and opening clogged drains. May perform soldering or welding of holdings and fixtures including steel structural members. Experienced at installing or repairing water, steam, gas or other types of pipe and pipefittings. Work requirements may include one or more of the following: laying out work and measuring to locate position of pipe from drawings or other written specifications; cutting various sizes of pipe to correct lengths with chisel and hammer, oxyacetylene torch or pipe-cutting machines; threading pipe with stocks and dies, bending pipe by hand-driven or power-driven machines; assembling pipe with couplings and fastening pipe to hangers; making standard shop computations relating to pressures, flow and size of pipe required; and making standard tests to determine whether finished pipes meet specifications. May be responsible install and maintain high and low pressure piping to supply fire protection systems with water, foam, carbon dioxide and other fire suppression fluids/gases in real property.

Education and/or Experience: High school diploma or GED. Technical school or training is desirable. Minimum of two years experience. Certification as required by state and local licensing boards.

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Description of Labor Categories

Quality Control Inspector

Labor Category Description: The Quality Control Inspector must be experienced in application of subject-matter knowledge and judgment to complete assignments consistent with performance standards and metrics. Selects from alternative methods for assessment and refers problems not immediately solvable using established guidelines, manuals, practices or procedures. Typical duties include: maintaining a wide variety of records; preparing and verifying statistical information and reports, and handling and resolving quality related problems and customer complaints.

Education and/or Experience: High School Graduate, plus subject-matter technical training as appropriate to the position. Experience: 1 to 2 years.

Receptionist

Labor Category Description: The Receptionist receives visitors, answers telephones and coordinates office services and administrative activities; exercises independent judgment in the resolution of administrative problems.

Education and/or Experience: High School Graduate or GED. Experience: 1 to 2 years.

Roofer

Labor Category Description: Covers roofs with roofing materials, such as composition shingles or sheets, wood shingles, or asphalt and gravel, to waterproof roof. Familiar with standard concepts, practices, and procedures within a particular field. Relies on limited experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision. A certain degree of creativity and latitude is required. Typically reports to a supervisor/manager.

Education and/or Experience: High school diploma or GED preferred. Minimum of one year related experience.

Description of Labor Categories

Tree Trimmer/Pruner

Labor Category Description: Cut away dead or excess branches from trees or shrubs to maintain right-of-way for roads, sidewalks, or utilities, or to improve appearance, health, and value of tree. Prune or treat trees or shrubs using handsaws, pruning hooks, sheers, and clippers. May use truck-mounted lifts and power pruners. May fill cavities in trees to promote healing and prevent deterioration.

Education and/or Experience: High School diploma or GED preferred. Minimum of one year's related experience.

Window Cleaner

Labor Category Description: Cleans windows, glass partitions, mirrors, and other glass surfaces of building interior or exterior, using pail of soapy water or other cleaner, sponge, and squeegee. Crawls through window from inside and hooks safety belt to brackets for support; sets and climbs ladder to reach second or third story; uses bos'n chair, swing stage, or other scaffolding lowered from roof to reach outside windows; or stands to reach first floor or inside windows.

Education and/or Experience: High school diploma or GED preferred. Minimum of six months experience.

Description of Labor Categories

Exempt Positions

Chief Building Engineer

Labor Category Description: The Chief Building Engineer plans, coordinates, and manages facility operations, maintenance, energy management and environmental programs. The Chief Building Engineer supervises the lead personnel assigned to a facility. The individual is capable of preparing O&M and Capital budgets, operating strategies, environmental and safety compliance programs, economic justification data, and having communication skills for presenting to senior project management. The capacity to audit daily operations for adherence to operating performance parameters, and advise facility management of deviations and proposed solutions. Coordinate and manage resources (internal and third party) necessary to guide facility systems progress and ensure that functions/activities adhere to sound operating and engineering practices, and comply with Brown Point's operating philosophy and economics. Perform other duties as assigned.

Education and/or Experience: High school graduate or GED plus licensing requirement as specified by local codes. 6 - 8 years related experience or equivalent combination of education and experience plus 1 - 3 years' experience as an Engineer or equivalent combination of education and experience

Contract Administrator

Labor Category Description: The Contract Administrator performs all activities necessary to accomplish within cost, schedule and quality objectives, the procurement of a wide variety of complex material and service requirements. Negotiates favorable prices, terms and conditions. Achieves established cost improvement goals. Develops, manages and maintains historical /information and records. Demonstrated success at improving delivery, cost reduction, and increasing quality performance. Demonstrated negotiation skills and experience. Demonstrated leadership, team leading and communication skills and able to effectively operate in a participative management environment.

Education and/or Experience: Bachelor's degree or equivalent. 4 - 7 years related experience or equivalent combination of education and experience.

Description of Labor Categories

Contract Manager

Labor Category Description: Manages all contracting functions, including analysis of Requests for Proposals, Requests for Quote, reviewing the pricing of proposals, preparation and submission of Cost proposals and all contract documents, contract administration including tracking of performance and costs on each contract, subcontracting, and managing the office contract staff. Negotiates contract with customer or bidder. Requests or approves amendments to or extensions of contracts. Advises planning and production departments of contractual rights and obligations.

Education and/or Experience: Bachelor's degree Finance, Accounting or Business. 5 years related experience in Government contracting.

Facility Maintenance Manager

Labor Category Description: The Facility Maintenance Manager is responsible for insuring the timely completion of maintenance and repair work. Responsible for the overall conditions of buildings and grounds. Ensures safety of all employees and visitors. Enforces all company policies and procedures. Manages all maintenance staff to carry out assigned tasks and responsibilities. Ensures compliance with all local, state, and federal regulations. Supports and trains site supervisors. Ensures that all maintenance staff continually works toward the mission and goals of both the government and company. Travels to all designates sites on a regular basis to meet any managerial needs, provide support, and ensure that maintenance staff are completing their responsibilities proficiently.

Education and/or Experience: High School graduate or GED. Three (3) years of related experience. Knowledge of OSHA safety rules and regulations.

Description of Labor Categories

Principal

Labor Category Description: The Principal reviews all task orders and assigns a project manager and project team, attends project kick-off meetings, attends project reviews, negotiates fees with client, prepares bi-weekly team meeting agendas, delegates tasks, follows up on task completion timelines, prepares monthly financial meeting agendas, reviews Operations Manager and Project Managers' performance, manages all support staff, client account management, billings, quality control review of major deliverables, manages company financials, vision, mission and marketing, management of subcontractors, reviews expense reports/time sheets for operations Manager and Project Managers.

Education and/or Experience: BS, BA, MS or MBA in Finance, Accounting or Business or equivalent experience. 10 years related experience or equivalent combination of education and experience.

Program Manager

Labor Category Description: The Program Manager directs, coordinates, and exercises supervisory authority for planning, organizing, controlling, integrating and completing programs. Develops and establishes procedures and guidelines for daily operation of assigned program. Executes and implements program directives and develops systems and controls to carry out program tasks. Determines schedules, sets priorities, and implements procedures for performing work activities. Directs and monitors work results for meeting customer requirements, specifications, and quality assurance standards. Evaluates performance of assigned program tasks in terms of quality, cost control, and program schedules.

Education and/or Experience: Bachelor's degree with 7 years of experience in general program management.

Description of Labor Categories

Project Finance Manager

Labor Category Description: The Project Finance Manager performs specific tasks related to rate development, including identifying cost centers and their related expenses. Assists with the provision of advisory services to departments with respect to updating billing rates and interpreting cost accounting data; recommends alternative solutions to cost accounting problems. Performs specialized financial or cost analyses (e.g., cash-flow analysis, "what-if" analysis); prepares related reports (e.g., pro-forma financial statements). Assists in reviews of financial and internal controls to determine whether such controls are adequate to meet management objectives and ensure the safeguarding of assets; recommends and implements security and system control procedures.

Education and/or Experience: Bachelor's degree in Finance, Accounting or Business. 3 - 5 years related experience or equivalent combination of education and experience.

Project Manager

Labor Category Description: The Project Manager is responsible for contract execution of O&M projects with basic Support Services. Leads facility staff on individual contracts or a group of smaller contracts. Meets customer satisfaction objectives and ensures contractual obligations are met. Manages the facility budgets for customer. Develops and maintains close working relationships with customers, and communicates expertise to deliver excellent service to customers. Tracks, analyzes and trends facility operating costs to identify operational cost reduction opportunities and generate savings for the customer. Progressive knowledge of facility management & business services. Operational knowledge of other disciplines to communicate/integrate within those areas. Demonstrates leadership ability and excellent communication and interpersonal skills. Communicates effectively with customers.

Education and/or Experience: Bachelor's Degree or equivalent. 6 - 8 years related experience or equivalent combination of education and experience.

Description of Labor Categories

Project Superintendent

Labor Category Description: Provides field management and monitors assigned projects to ensure timely delivery and maintain customer satisfaction. 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. Performs oversight, field inspections 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 change orders. Provides input for value engineering options for designed and scopes of work.

Knowledge/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.

Education and/or Experience: High school diploma or GED. 2 - 5 years related experience or equivalent combination of education and experience.

Description of Labor Categories

Senior Project Manager

Labor Category Description: The Senior Project Manager is responsible for contract execution of O&M projects. Leads facility staff on individual contracts or a group of contracts. Meets customer satisfaction objectives and ensures contractual obligations are met. Manages the facility budgets for customer. Develops and maintains close working relationships with customers, and communicates expertise to deliver excellent service to customers. Tracks, analyzes and trends facility operating costs to identify operational cost reduction opportunities and generate savings for the customer.

Advanced technical knowledge of facility maintenance/management & business services. Operational knowledge of other disciplines to communicate/integrate within those areas. Demonstrated leadership ability and excellent communication and interpersonal skills. Proven ability to manage multiple teams simultaneously and communicate effectively with customers.

Education and/or Experience: Bachelor's Degree or equivalent. 7 - 9 years related experience or equivalent combination of education and experience.

Site Operations Manager

Labor Category Description: The Site Operations Manager is responsible for day to day operations and maintenance of a large single site that encompasses a critical environment. Interacts with customer's regional management. Leads O&M facility staff at single or multiple sites or a regional group of remote O&M staff. Ensures that all facilities are operated and maintained in a cost-effective and safe condition in accordance with the approved budget and the customer's requirements to fulfill O&M contractual obligations. Resolves problems and/or conflicts and maintains open communication with the regional client including providing regular written and oral reports to ensure satisfaction. Demonstrated leadership abilities and organizational skills. Demonstrated communication and interpersonal skills. Able to manage and train entry-level personnel. Able to interact with customers and client personnel at all levels.

Education and/or Experience: Bachelor's Degree or equivalent. 7 - 9 years related experience or equivalent combination of education and experience with 3 - 5 years of supervisory experience.

Information for Ordering Activities

1. TABLE OF AWARDED SPECIAL ITEM NUMBERS (SIN"s):

- A. SIN 811-002 for Complete Facilities Maintenance
- B. SIN 811-003 for Complete Facilities Management
- C. SIN 811-004 for Electrical, and all Utility Services
- D. SIN 811-005 for Refrigeration, Heating, Ventilation and Air Conditioning (HVAC maintenance)
- E. SIN 003-97 for Ancillary Repairs and Alterations
- F. SIN 003-100 for Ancillary Supplies and/or Services
- G. SIN 03FAC 500 for Order-Level Materials (OLMs)

2. **MAXIMUM ORDER:** None

3. **MINIMUM ORDER:** None

4. **GEOGRAPHIC COVERAGE:** CONUS, Alaska, Hawaii, Puerto Rico, Guam

5. **POINT(S) OF PRODUCTION:** Various

6. **BASIC DISCOUNT:** None

7. **QUANTITY DISCOUNT(S):** 3% (\$100,000 and above)

8. **PROMPT PAYMENT TERMS:** NET 30

9. **GOVERNMENT PURCHASE CARD ACCEPTED:** Yes (excludes prompt payment discount)

10. **FOREIGN ITEMS:** None

11. **TIME OF DELIVERY AFTER RECEIPT OF ORDER (ARO):**

Normal: Varies per service performed

Urgent Requirement: Clause I-FSS-140-B of the contract applies.

Agencies can contact contractor's representative to possibly affect a faster delivery.

12. **FOB:** Destination

13. **ORDERING ADDRESS:** Same as Contractor

14. **PAYMENT ADDRESS:** Same as Contractor

15. **WARRANTY PROVISION:** Standard Commercial Warranty

16. **EXPORT PACKING CHARGES:** N/A

17. **TERMS AND CONDITIONS OF GCCC ACCEPTANCE:** (any thresholds above the micro -purchase level)

18. **TERMS AND CONDITIONS OF RENTAL, MAINTENANCE, AND REPAIR (IF APPLICABLE):** N/A

19. **TERMS AND CONDITIONS OF INSTALLATION (IF APPLICABLE):** N/A

20. **TERMS AND CONDITIONS OF REPAIR PARTS INDICATING DATE OF PARTS PRICE LISTS:** N/A

AND ANY DISCOUNTS FROM LIST PRICES (IF AVAILABLE): N/A

20a. **TERMS AND CONDITONS FOR ANY OTHER SERVICES:** N/A

21. **LIST OF SERVICE AND DISTRIBUTION POINTS:** N/A

22. **LIST OF PARTICIPATING DEALERS:** N/A

23. **PREVENTIVE MAINTENANCE:** N/A

24. **ENVIRONMENTAL ATTRIBUTES, e.g. RECYCLED CONTENT, ENERGY EFFICIENCY, AND/OR REDUCED POLLUTANTS:** N/A

25. **DATA UNIVERSAL NUMBER SYSTEM (DUNS) NUMBER:** 080438446

26. **NOTIFICATION REGARDING REGISTRATION IN SYSTEM FOR AWARD MANAGEMENT (SAM)**

DATABASE: Brown Point is registered and active.

GS-21F-0065X