



TechFlow Mission Support, LLC dba EMI Services (EMI) is a dynamic large business that offers its expertise in performing facility operations, base operations support, maintenance, logistics and engineering services for commercial industry and government agencies at all levels. EMI was formed in October 2012 by joining together two successful businesses that have been in operation for a combined total of over 40 years. EMI is currently providing services on 5 contracts in 4 states and has projected annual revenue of approximately \$31 million for fiscal year 2014. We are a national company with operations ranging from the East to the West Coasts. EMI's success is attributed to the wealth of experience brought to this venture by its President, David A. Miller, and the quality of personnel he has selected to fill corporate staff positions.

EMI has in-depth experience in operating and maintaining government facilities. Over the years the collective company has performed operations and maintenance services on over eleven contracts for the General Services Administration (GSA) that comprised 60 Buildings with an aggregate of approximately 8,000,000 square feet of floor space. In addition, EMI has provided facilities operations and maintenance services for other government agencies including the National Archives and Records Administration, the Environmental Protection Agency (EPA), the Air Force, and the US Army Corps of Engineers. Comprises an additional 25 buildings with an aggregate of 700,000 feet of floor space. We have also provided janitorial and related services, such as pest control and refuse removal for five government buildings, and grounds maintenance at two government contracts.

EMI is headquartered in Idaho Falls, Idaho. Our corporate office provides comprehensive administrative services for all contracts to relieve project personnel and managers from time consuming details. These services include:

- Payroll processing and paycheck distribution;
- Human resources;
- Legal counsel;
- Accounting; and
- Quality control.

Our marketing office continually surveys the marketplace to identify new business opportunities and prepares proposals in response to requests issued by commercial industry or governmental agencies. EMI intends to continue to grow at a rapid pace.

EMI President, David Miller, provides corporate oversight and quality control for each contract. Sarah Everly, CFO is the EMI point of contact for customer representatives. Although each of our contracts operates autonomously, the wealth of expertise and administrative support is immediately available to EMI on site personnel when assistance is required.



**GENERAL SERVICES ADMINISTRATION
FEDERAL SUPPLY SERVICE
AUTHORIZED FEDERAL SUPPLY SCHEDULE PRICELIST**

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

Facility Maintenance and Management
Federal Supply Group: H and J
Class: J099 and Z300

Contract Number: **GS-06F-0026P**

For more information on ordering from Federal Supply Schedules
click on the FSS Schedules button at <http://www.fss.gsa.gov>
Current Contract Period: March 2, 2014 – March 1, 2019

Contractor: TechFlow Mission Support, LLC
dba EMI Services (EMI)
301 A Street
Idaho Falls, Idaho 83402
208-522-1117
208-522-9908
www.EMIservices.com

Business Size: Large Business

Contract Administrator: Brandi Coon
Email: brandi.coon@emiservices.com



CUSTOMER INFORMATION:

1a. Awarded Special Item Number(s):

Special Item Number (SIN)	Description	Description Pricing
811-002	Complete Facilities Maintenance See	See Page 5
811-003	Complete Facilities Management	See Page 5
811-004	Electrical and all Utility Services Limited to Facilities Maintenance	See Page 5
811-005	Refrigeration, Heating, Ventilation, and Air Conditioning HVAC Maintenance	See Page 5

1b. Identification of the lowest priced model number and lowest unit price for that model for each special item number awarded in the contract: Not Applicable.

1c. Descriptions of all corresponding commercial job titles with experience, functional responsibility and education are provided beginning on page 6.

2. Maximum Order: \$1,000,000

*If the “best value” selection places your order over the Maximum Order, identified in this catalog/price list, you have an opportunity to obtain a better schedule contract price. Before placing your order, contact the aforementioned contractor for a better price. The contractor may (1) offer a new price for this requirement (2) offer the lowest price available under this contract or (3) decline the order. A delivery order that exceeds the maximum order may be placed under the Schedule contract in accordance with FAR 8.404.

3. Minimum Order: \$100

4. Geographic Coverage: 48 contiguous states, Alaska, Hawaii, Puerto Rico and Washington, DC; and to a port or consolidation point, within the aforementioned areas, for orders received from overseas activities.

5. Point of Production: TechFlow Mission Support, LLC dba EMI Services
301 A Street
Idaho Falls, Idaho 83402

6. Prices Shown Herein are Net (discount deducted)

7. Quantity Discount: None

8. Prompt Payment Terms: None

9. Government Purchase Cards are accepted below and above the micro-purchase threshold.



10. Foreign Items: None
- 11a. Time of Delivery: TechFlow Mission Support, LLC dba EMI Services shall deliver or perform services in accordance with the terms negotiated in an agency's order. TechFlow Mission Support, LLC dba EMI Services will not propose in excess of its standard commercial delivery or performance times to agencies without giving notice to the Ordering Officer of its intent to do so.
- 11b. Expedited Delivery: Not available
- 11c. Overnight/2-Day Delivery: Not available
- 11d. Urgent Requirements: Consult with Contractor
12. FOB Point: FOB Destination
13. Ordering Address: TechFlow Mission Support, LLC
dba EMI Services
Attention: Brandi Coon
P.O. Box 51038
Idaho Falls, Idaho 83402
14. Payment Address: TechFlow Mission Support, LLC
dba EMI Services
Attention: Brandi Coon
P.O. Box 51038
Idaho Falls, Idaho 83402
15. Warranty Provisions: Standard Warranty
16. Export Packing charges: Not applicable
17. Terms and conditions of Government Purchase Card Acceptance: Contact TechFlow Mission Support, LLC dba EMI Services for terms and conditions of Government Purchase Card acceptance.
18. Terms and conditions of rental, maintenance, and repair: Not applicable
19. Terms and conditions of installation: TechFlow Mission Support, LLC dba EMI Services shall deliver or perform services in accordance with the terms negotiated in an agency's order.
20. Terms and conditions of repair parts: Not applicable
21. List of service and distribution points: Not applicable
22. List of participating dealers: Not applicable
23. Preventive maintenance: Not applicable
- 24a. Environmental attributes, e.g., recycled content, energy efficiency, and/or reduced pollutants: Not applicable



- 24b. Section 508 information: Not applicable
- 25. DUNS Number: 078681949
- 26. TechFlow Mission Support, LLC dba EMI Services is registered in the Central Contract Registration (CCR) database.

Pricing for SINS:

811-002 Complete Facilities Maintenance

811-003 Complete Facilities Management

811-004 Electrical, and all utility Services Limited to Facility Maintenance

811-005 Refrigeration, Heating, Ventilation, and Air Conditioning HVAC Maintenance

LABOR CATEGORY	HOURLY GSA RATE
Electrician Maintenance	\$37.02
General Maintenance Worker	\$26.48
Instrument Mechanic	\$31.59
Laborer	\$18.81
Machinery Maintenance Mechanic	\$31.64
Maintenance Trades Helper	\$26.57
HRAC Mechanic	\$34.14
Plumber Maintenance	\$35.98
Carpenter Maintenance	\$32.60
Janitor	\$16.79
Laborer Grounds Maintenance	\$20.04
Electronics Technician III	\$39.74
Pipefitter	\$38.46



Labor Category Descriptions

Labor Category: Electrical Maintenance

Minimum Experience: Have at least five years experience as an exterior and interior electrician within a commercial or industrial building. Have or be able to obtain any licenses or permits required by federal, state, or local regulatory agencies to perform position duties.

Functional Responsibility: Performs operation and maintenance of low-voltage electrical power systems beginning at the service entrance of buildings and structures, and maintains complete wiring systems, conduit systems, cable systems, conductors, switches, receptacles, outlets, device plates, and grounds and light fixtures. Operates and maintains power generation equipment and emergency generating devices.

Repairs electrical equipment: disassembles electrical units such as generators, motors, voltage regulators, and electrical appliances; locates sources of malfunction; and accomplishes required repairs by splicing or replacing wiring, rewinding armatures and field coils, replacing commutators, and replacing damaged parts. Uses common hand tools, tubing and conduit benders, hand-and-motor- operated conduit-threading machines, soldering irons, and hand drills.

Ensures that all replacements are of the same kind, equal or better type, style, quality, grade, or class to obtain specific operating characteristics or to match other items already in place. Ensures that all work conforms to the National Electric Code

Minimum Education: Have a high school diploma or equivalent and have sufficient technical education through an accredited technical school or through and approved apprentice program to qualify as a journeyman electrician.

Labor Category: General Maintenance Worker

Minimum Experience: Have at least one year experience as a general maintenance worker in commercial or industrial building.

Functional Responsibility: Performs general maintenance and repair of equipment and buildings requiring practical skills and knowledge (but not proficiency) in such trades as painting, carpentry, plumbing, masonry, and electrical work. Work involves a variety of the following duties: 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 and 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; and performing general maintenance on equipment and machinery.

Minimum Education: Have at least a high school diploma or equivalent

Labor Category: Instrument Mechanic

Minimum Experience: Have at least two years of recent (within the last five years) experience in operating, maintaining and repairing automated building energy controls systems.

Functional Responsibility: Installs, repairs, maintains, and adjusts indicating, recording, telemetering, and controlling instruments used to measure and control variables, such as pressure, flow, temperature, motion, force, and chemical composition, using hand tools and precision instruments. Disassembles malfunctioning instruments, and examines and tests mechanism and circuitry for defects. Troubleshoots equipment in or out of control system and replaces or repairs defective parts. Reassembles instrument and tests assembly for conformance with specifications, using instruments, such as potentiometer, resistance bridge, manometer, and pressure gauge. Inspects instruments periodically and makes



minor calibration adjustments to insure functioning within specified standards. May adjust and repair final control mechanisms, such as automatically controlled valves or positioners. May calibrate instruments according to established standards.

Minimum Education: Have at least a high school diploma or equivalent with additional trade school instruction in the operation and maintenance of central heating plant controls systems

Labor Category: Machinery Maintenance Mechanic

Minimum Experience: Have at least two years experience as a maintenance mechanic in a commercial or industrial facility.

Functional Responsibility: Inspects, tests, and services installed building equipment such as furnaces, air conditioners, convection units, heat exchangers, air handlers, and electrical and pneumatic controls. Inspects plumbing fixtures, piping, and appliances and corrects minor leaks and malfunctions, replacing gaskets, washers, and other expendable items. Performs minor repairs of inoperable or sluggish equipment and replaces minor components. Inspects building structural components and tightens, lubricates, aligns, trims, or otherwise corrects minor deficiencies.

Performs general maintenance and repair of equipment and buildings requiring practical skill and knowledge in such trades as painting, carpentry, plumbing, masonry, and electrical work. Work involves a variety of the following duties: 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 and equipment; repairing or replacing concrete floors, steps, and sidewalks; replacing damaged panelling and floor tiles; hanging doors and installing door locks; replacing broken window panes; and performing general maintenance on equipment and machinery.

Minimum Education: Have a high school diploma or equivalent, and have sufficient technical education through an accredited technical school or through an approved apprentice program to qualify as a journeyman maintenance mechanic.

Labor Category: Laborer

Minimum Experience: Have at least one years experience as a laborer performing work designated by a supervisor or foreman related to maintenance of commercial or industrial facilities.

Functional Responsibility: Performs tasks that require mainly physical abilities and effort involving little or no specialized skill or prior work experience. Loads and unloads trucks, and other conveyances; moves supplies and materials to proper locations by wheelbarrows or handtrucks; stacks materials for storage or binning; collects refuse and salvageable materials. Digs, fills, and tamps earth excavations; levels grounds 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. Spreads sand and salt on icy roads and walkways; picks up leaves and trash.

Minimum Education: Sufficient to read, write and speak the English language.

Labor Category: Plumber Maintenance

Minimum Experience: Have at least three years experience as a journeyman plumber in a commercial or industrial environment and have or be able to obtain any licenses or permits required by federal, state, or local regulatory agencies to perform position duties.



Functional Responsibility: Assembles, installs, and repairs pipes, fittings and fixtures of heating, water, and drainage systems, according to specifications and plumbing codes. Studies building plans and working drawings to determine work aids required and sequence of installations. Inspects structure to ascertain obstructions to be avoided to prevent weakening of structure resulting from installation of pipe. Locates and marks position of pipe and pipe connections and passage holes for pipes in walls and floors, using ruler, spirit level, and plumb bob. Cuts openings in walls and floors to

accommodate pipe and pipe fittings, using handtools 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 pipe composed of metals such as iron, steel, brass, and lead and nonmetals such as glass, vitrified clay, and plastic, using hand and power tools. Joins pipes by use of screws, bolts, fittings, solder, and plastic solvent, and caulks joints. Fills pipe system with water or air and reads pressure gages 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. Requires and maintains plumbing by replacing washers in leaky faucets, mending burst pipes, and opening clogged drains. May weld holding fixtures to steel structural members.

Minimum Education: Have at least a high school diploma or equivalent and have sufficient technical education through an accredited technical school or through an approved apprentice program to qualify as a journeyman plumber.

Labor Category: Janitor

Minimum Experience: Have at least one years experience as a janitor or maid in a commercial/industrial building or hotel/motel.

Functional Responsibility: Cleans and keeps in an orderly condition building working areas and washrooms, entryways, lobbies or other spaces. Duties involve a combination of the following:

- Sweeping, mopping, scrubbing, and polishing of floors.
- Vacuuming carpets.
- Stripping, refinishing hard and resilient flooring
- Cleaning and washing walls and other surfaces.
- Removing trash and other refuse.
- Dusting equipment, furniture, venetian blinds, fixtures, and other surfaces.
- Polishing metal fixtures, porcelain bathroom fixtures or trimmings.
- Replenishing supplies such as: toilet tissue, paper towels, soap, etc. as required.
- Cleaning lavatories, showers, and other bathroom fixtures.
- Reporting need for repairs to equipment, furniture, building and fixtures.
- Performing other duties such as snow removal, leaf raking, grass cutting, edging etc. as assigned.

Minimum Education: Sufficient to read, write and speak the English language.

Labor Category: Laborer Grounds Maintenance

Minimum Experience: Have at least one years experience as a grounds maintenance worker in commercial or industrial facilities.

Functional Responsibility: Maintains grounds of industrial, commercial or public property such as buildings, camp and picnic grounds, parks, playgrounds, greenhouses, and athletic fields, and repairs structures and equipment, performing one or more of the following tasks: Cuts grass, using walking-type or riding mowers (less than 2000 lbs.). Trims hedges and edges around walks, flower beds, and wells, using hedge trimmers, clippers and edging tools. Prunes



shrubs and trees to shape and improve growth, using shears and other handtools. Sprays lawn, shrubs, and trees, and shrubs. Waters lawn and shrubs during dry periods, using hose or activating sprinkler system. Picks up and mulches or carts away leaves, paper or other litter. Removes snow from walks, driveways, roads, or parking lots, using shovel and snowblower. Spreads deicing compounds on walkways and other areas. Repairs and paints fences, gates, benches, tables, guardrails, and out buildings. Assists in repair of roads, walks, buildings, and mechanical equipment. Cleans stations, office and workshop areas, and parking lots by sweeping, washing, mopping and polishing.

Minimum Education: Sufficient to read, write and speak the English language.

Labor Category: Electronics Technician III

Minimum Experience: Have at least five years experience as a electronics technician troubleshooting and maintaining electronics equipment such as: computers, radar, radio, television, telecommunication, sonar, and navigational aids.

Functional Responsibility: Maintains, repairs, and installs various types of electronic equipment and related devices such as electronic transmitting and receiving equipment (e.g., radar, radio, television, telecommunication, sonar, and navigational aids); personal and mainframe computers and peripherals. Applies technical knowledge of electronics principles in determining equipment malfunctions, and applies skill in restoring equipment operations. Applies comprehensive technical knowledge to solve complex problems by interpreting manufacturers manuals or similar documents. Work requires familiarity with the interrelationships of circuits and judgment in planning work sequence and in selecting tools and testing instruments.

Minimum Education: Have a high school diploma or equivalent and have sufficient technical education through an accredited technical school or through an approved apprentice program to qualify as a journeyman electronics technician

Labor Category: Carpenter Maintenance

Minimum Experience: Have at least three years experience as a journeyman carpenter in a commercial, industrial, or construction environment. Demonstrate proficiency in the use of power and hand tools common to the trade, and be able to read and interpret blue prints, drawings and work sketches.

Functional Responsibility: Performs the carpentry duties necessary to maintain in good repair building woodwork and equipment such as bins, cribs, counters, benches, partitions, doors, floors, stairs, casings, and trim made of wood in an establishment. Work involves most of the following: Planning and laying out of work from blueprints, drawings, models, or verbal instructions, using a variety of carpenter's hand tools, portable power tools and standard measuring instruments; making standard shop computations relating to dimensions of work; selecting materials necessary for the work.

Performs general carpentry work which may include the following tasks: repairs or replaces weather-stripping around doors and windows; replaces caulking around windows and door frames; repairs or replaces door locks, hinges, silencers/closers, stops, and thresholds; inspects and repairs or replaces broken or loose tile, panic hardware on doors, shelves, room dividers, lockers, ceiling tile, metal latrine partitions and hardware; and repairs or replaces door and window screens, replaces broken glass, and repairs clotheslines and playground equipment.

Builds and installs concrete forms; places screeds and levels concrete. Performs rough masonry work, including brick and block laying for use in foundations or unfinished walls. Places or repairs floor coverings, including vinyl, asbestos, ceramic, or quarry tile. Patches carpet. Installs gypsum drywall; tapes, joins, and sands drywall panels in preparation for painting or texturing. Constructs wood or metal frame partitions and dropped ceilings and installs lathing, insulation, and wall paneling.



Minimum Education: Have a high school diploma or equivalent and have sufficient technical education through an accredited technical school or through an approved apprentice program to qualify as a journeyman carpenter.

Labor Category: Heating, Refrigeration and Air Conditioning (HRAC) Mechanic

Minimum Experience: Have at least three years of recent (within the last five years) experience as a journeyman HRAC mechanic in a commercial or industrial facility equipped with chillers, boilers and air handlers.

Functional Responsibility: Installs, services, and repairs environmental control systems in residences, office buildings, and other facilities. Work is accomplished using knowledge of refrigeration theory, pipefitting, and structural layout. Mounts compressor and condenser units of platform or floor, using hand tools, following blueprints or engineering specifications.

Fabricates, assembles, and installs ductwork and equipment. Cuts and bends tubing to correct length and shape using cutting and bending equipment and tools. Cuts and threads pipes, using machine threading or hand threading equipment. Joins tubing or pipes to various refrigeration units by means of sleeves, couplings or unions, and solders joints using torch, forming complete circuit for refrigerant.

Installs expansion and discharge valves in circuits. Connects motors, compressors, temperature controls, humidity controls, and circulating ventilation fans to control panels and connects control panels to power source. Installs air and water filters in completed installation. Injects small amount of refrigerant into compressor to test systems and adds Freon gas to build up prescribed operating pressure. Observes pressure and vacuum gauges and adjusts controls to insure proper operation. Tests joints and connections for gas leaks, using gauges or soap and water solution. Wraps pipes in insulation batting and secures them in place with cement or wire bands. Replaces defective breaker controls, thermostats, switches, fuses, and electrical wiring to repair installed units, using electrician's hand tools and test equipment.

Inspects, tests, and services installed building equipment such as furnaces, air conditioners, convection units, heat exchangers, air handlers, and electrical and pneumatic controls. Inspects plumbing fixtures, piping, and appliances and corrects minor leaks and malfunctions, replacing gaskets, washers, and other expendable items. Performs minor repairs of inoperable or sluggish equipment and replaces minor components.

Minimum Education: Have at least a high school diploma or equivalent and have sufficient technical education through an accredited technical school or through an approved apprentice program to qualify as a journeyman HRAC Mechanic.

Labor Category: Maintenance Trades Helper

Minimum Experience: At least one years experience as a maintenance trades worker in a commercial or industrial establishment or in a construction environment.

Functional Responsibility: Performs maintenance and repair tasks as required in the appropriate trade. 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, machines, and equipment; assisting journeyman by holding materials or tools; and performing other unskilled tasks as directed by journeyman. The kind of work the helper performs varies from trade to trade. In some trades the helper is confined to supplying, lifting, and holding material and tools and cleaning working area; and in another he is permitted to perform specialized machine operations, or parts of a trade that are also performed by workers on a full-time basis.

Minimum Education: Sufficient to read, write and speak the English language.



Labor Category: Pipefitter

Minimum Experience: Have at least three years experience as a journeyman pipefitter in a commercial or industrial environment and have or be able to obtain any licenses or permits required by federal, state, or local regulatory agencies to perform position duties.

Functional Responsibility: Assembles, installs, and repairs pipes, fittings and fixtures of heating, water, and drainage systems, according to specifications and plumbing codes. Studies building plans and working drawings to determine work aids required and sequence of installations. Inspects structure to ascertain obstructions to be avoided to prevent weakening of structure resulting from installation of pipe. Locates and marks position of pipe and pipe connections and passage holes for pipes in walls and floors, using ruler, spirit level, and plumb bob. Cuts openings in walls and floors to accommodate pipe and pipe fittings, using hand tools and power tools. Cuts and threads pipe, using pipe cutters, cutting torch, and pipe-threading machine. Bends pipe to required angle by use of pipe-bending machine or by placing pipe over block and bending it by hand. Assembles and installs valves, pipe fittings, and pipe composed of metals such as iron, steel, brass, and lead and nonmetals such as glass, vitrified clay, and plastic, using hand and power tools. Joins pipes by use of screws, bolts, fittings, solder, and plastic solvent, and caulks joints. Fills pipe system with water or air and reads pressure gages 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. Requires and maintains plumbing by replacing washers in leaky faucets, mending burst pipes, and opening clogged drains. May weld holding fixtures to steel structural members.

Minimum Education: Have at least a high school diploma or equivalent and have sufficient technical education through an accredited technical school or through an approved apprentice program to qualify as a journeyman pipefitter.