

**UNITED STATES DISTRICT COURT
NORTHERN DISTRICT OF FLORIDA**

Request for Quote (RFQ) FLNDCLERK 23-0004

Request Date: May 19, 2023

Deadline for Quotes: June 5, 2023

Project: Cyclical Maintenance – Remove and replace carpet in the 5th floor judges’ conference room; witness rooms, six (6) total; and the attorney lounge in the United States Courthouse Annex, located at 111 North Adams Street, Tallahassee, FL 32301.

To: Prospective Contractors

Special Notes and Requirements:

1. This is a Request for Quotation (RFQ) for materials and services in connection with the U.S. District Court (USDC), Northern District of Florida, cyclical maintenance project to remove and replace carpet in the 5th floor judges’ conference room; witness rooms, six (6) total; and the attorney lounge in the United States Courthouse Annex, located at 111 N. Adams Street, Tallahassee, FL 32301.
2. This is a request for Open Market Labor Pricing. Carpet can be ordered under **Federal Supply Schedule contract # GS-03F014AA**.
3. Contractors submitting a quote must agree to the Terms and Conditions included in this RFQ.
4. A firm fixed price award from this RFQ will be made based on the lowest priced, technically acceptable offer. Deliverables and requirements are listed in the attached Scope of Work.
5. **A mandatory site visit to obtain field measurements for use in responding to this RFQ is required.**

Mandatory site visits will tentatively be conducted between May 31-June 1, 2023. All interested contractors must schedule an appointment with the court’s space and facilities representative, Thomas Snead. Mr. Snead’s contact information is: Office Phone (850) 521-3533, Cell Phone (850) 559-0235, and Email thomas_snead@flnd.uscourts.gov. If you are unable to attend the scheduled appointment time, please contact Mr. Snead to cancel or reschedule.

6. Contractor must be willing to start work based on a purchase order. No down payments or advances will be allowed.
7. Contractor will coordinate and schedule all work with the court’s space and facilities representative, Thomas Snead.

8. All work requires escorted access to judiciary facilities. In accordance with *Clause 3-3, Provisions, Clauses, Terms and Conditions – Small Purchases*, Contractor’s employees working on this project are subject to security checks. If Contractor is unable to supply enough technically acceptable employees to work on this project within the time-period specified, the court may terminate the contract for default.
9. Contractor must submit the names, dates of birth, and social security numbers of all onsite workers at least one week prior to the start of the project.
10. All quotes must include estimated times for the completion of the work and the number of workers needed to do so.
11. Proposals must include a seaming diagram or diagrams, if more than one seaming option is available within each space, and must state the total cost to complete the Scope of Work in accordance with the seaming diagram(s), and the requirements of this RFQ. No additional charges, including surcharges or unforeseen or unplanned expenses will be accepted.
12. Quotes must be valid through June 30, 2023.
13. Contractor is responsible for any damage to the building, furnishings, and finishes that occurs because of their performance of the attached Scope of Work.

Quotes:

Quotes must be received in writing and contain a description and the pricing for the materials and work required and a description of the approach and project management that will be implemented to complete the project in accordance with the attached Scope of Work.

Quotes should be mailed or emailed to:

LeAyn Dunbar, Contracting Officer
United States Courthouse
One North Palafox Street
Pensacola, Florida 32502
leayn_dunbar@flnd.uscourts.gov

Thomas Snead, Space and Facilities
United States Courthouse Annex
111 North Adams Street
Tallahassee, Florida 32301
thomas_snead@flnd.uscourts.gov

Questions regarding this RFQ should be addressed to the above individuals and must be submitted no later than June 2, 2023.

Attachments:

U.S. Courthouse Annex Tallahassee 5th Floor Judges’ Conference Room, Witness Rooms, and Attorney Lounge Floor Plan
DOL Wage Determination for Leon County, Florida

SCOPE OF WORK (SOW)

1. INTRODUCTION, OBJECTIVES, & SPECIAL REQUIREMENTS

1.1 Introduction:

The U.S. District Court for the Northern District of Florida (“FLND”) is issuing this Scope of Work to remove and replace the carpet in the 5th floor judges’ conference room; witness rooms, six (6) total; and the attorney lounge at the United States Courthouse Annex, located at 111 North Adams Street, Tallahassee, Florida, 32301. This Scope of Work includes all labor and materials, including supervision, tools, equipment, transportation, and incidentals required to complete the project. No equipment, materials, or services of any kind will be provided by the court.

1.2 Objectives:

Cyclical Maintenance - Remove and replace the existing carpet in the 5th floor judges’ conference room; witness rooms, six (6) total; and the attorney lounge with the carpet(s) identified below.

1.3 Special Requirements/Information:

1.3.1 Contractor will coordinate with a space and facilities representative of the court to set the schedule for deliverables for this firm fixed price contract. The space and facilities representative for the court is Thomas Snead and his contact information is: Office Phone (850) 521-3533, Cell Phone (850) 559-0235, and Email thomas_snead@flnd.uscourts.gov.

1.3.2 Contractor will work at the convenience of the court and must be available to complete the project during regular business hours, Monday - Friday. Contractor must schedule all work with the court’s space and facilities representative. At no time can the work performed under this Scope of Work interfere with court proceedings.

1.3.3 Contractor must provide the following to the court: List of the name(s), date(s) of birth, and Social Security Number(s) of all individuals, including subcontractors, who will be onsite at any time throughout the completion of this project. This list must be provided at least one week prior to the start of the project.

1.3.4 Contractor must provide a proposed schedule and a description of the manpower needed to complete the project based on the site review and the estimated delivery time of materials.

1.3.5. All stages of this project must adhere to the guidelines set forth in the U.S. Courts Design Guide, the GSA P100, and by the Carpet and Rug Institute, Inc.

2. DELIVERABLES/ REQUIREMENTS

2.1 Contractor Requirements:

Contractor must perform the following tasks for this project:

2.1.1 Provide all manpower, equipment, materials, and tools needed to complete the project on time and in the manner described in this Scope of Work.

2.1.2 Verify and confirm all measurements, to include waste calculations, required to replace all carpet in the 5th floor judges' conference room; witness rooms, six (6) total; and attorney lounge, as shown highlighted in red on the attached floor plan.

2.1.3 Order, receive, and store the selected flooring according to manufacturer guidelines until installation.

2.1.4 Move and relocate existing furniture to designated storage area(s) prior to the start of the flooring project and return the furniture to the original location following completion of the project.

2.1.5 Remove all existing flooring, including the pad and all necessary thresholds, transitions, and other moldings from the 5th floor judges' conference room; witness rooms, six (6) total; and attorney lounge.

2.1.6 Following removal of the existing flooring, clean, level, and prepare the subfloor according to industry standards and manufacturer recommendations for installation of the new carpeting in the judges' conference room; witness rooms, six (6) total; and attorney lounge.

2.1.7 Install the carpet identified below, according to manufacturer specifications and the seaming diagram approved by the court, in the 5th floor judges' conference room. GSA contract # GS-03F-014AA can be used to order the contract.

Manufacturer: Bentley Mills, Inc.
Style: Kings Road 8KR420630R
Color: Midnight 880426
Type: Broadloom carpet (High Performance Broadloom)

2.1.8 Install the carpet identified below, according to manufacturer specifications and the seaming diagram(s) approved by the court, in the 5th floor witness rooms, six (6) total, and the attorney lounge. GSA contract # GS-03F-014AA can be used to order the carpet.

Manufacturer: Bentley Mills, Inc.
Style: New Stratford 8NS340630R
Color: Blue Iris 880416
Type: Broadloom carpet (High Performance Broadloom)

2.1.9 Provide all necessary transitions, thresholds, or other moldings required, if existing material cannot be reinstalled, to return the flooring and space to a usable and safe condition, with the same quality and level of finish previously in place.

2.1.10 Clean and remove all debris and trash associated with the removal of the current flooring and installation of the new flooring daily, to include the removal of all unused or leftover materials. All debris and trash relating to this project must be disposed offsite.

2.1.11 Protect all areas where work is performed including, but not limited to, floors, walls, elevators, stairs, and all other areas on the general premises. Should physical barriers (e.g., Ram-board, Visqueen, or other similar protective materials) be required, Contractor must provide and remove such protection from the premises at the end of the project.

2.1.12 Maintain responsibility for damage that occurs to the premises, including, but not limited to, all finishes, furnishings, and equipment located therein, regardless of whether such damage is caused by the action or inaction of Contractor's employees or those of its subcontractors.

3. ACCEPTANCE CRITERIA FOR DELIVERABLES

3.1.1 Contractor will perform a walk through with the court space and facilities representative upon completion of the project.

3.1.2 Contractor will work with the court's space and facilities representative to resolve any punch list items prior to final completion of the project.

4. LOCATION(S) FOR PERFORMANCE

All work will be performed within the United States Courthouse Annex, located at 111 North Adams Street, Tallahassee, Florida, to include the 5th floor judges' conference room; witness rooms, six (6) total; and the attorney lounge.

5. GOVERNMENT FURNISHED PROPERTY

The court will not provide any materials, equipment, or labor for completion of this project.

6. CONTRACTOR FURNISHED MATERIAL(S)

Contractor must furnish all equipment and materials needed to complete the project as detailed within the scope of work. Equipment or materials may not be stored in or at the courthouse before or during the project without permission from the court.

7. ACCESS TO JUDICIARY IT NETWORKS

At no time will Contractor have access to the judiciary IT network or the bench and bar Wi-Fi network.

APPLICABLE JUDICIARY TERMS AND CONDITIONS

1. Clause B-5, Clauses Incorporated by Reference (SEP 2010)

This contract incorporates one or more clauses by reference, with the same force and effect as if they were given in full text. Upon request, the contracting officer will make their full text available. Also, the full text of a clause may be accessed electronically at this address: <http://www.uscourts.gov/procurement.aspx>

(end)

2. The following judiciary clauses, that the Contracting Officer has indicated are applicable, are incorporated in this contract by reference:

Clause 3-3 Provisions, Clauses, Terms and Conditions - Small Purchases (JUN 2014)

Clause 3-300, Registration in the System for Award Management (SAM) (APR 2013)

Clause 3-305, Payment by Electronic Funds Transfer – System for Award Management (Sam) Registration (APR 2013)

Clause 3-310, Payment by Electronic Funds Transfer – Other Than System for Award Management (SAM) Registration (APR2013) (applies only if Clauses 3-300 and 3-305 do not apply)

Clause 6-20 Insurance – Work on or Within a Judiciary Facility (APR 2011)

Clause 7-65 Protection of Judiciary Buildings, Equipment and Vegetation (APR 2013)

Clause 2-90D Option to Extend the Term of the Contract (APR 2013)

(a) The judiciary may extend the term of this contract by written notice to the contractor no later than sixty (60) calendar days prior to the contract's current expiration date; provided that the judiciary gives the contractor a preliminary written notice of its intent to extend at least sixty (90) calendar days before the contract expires. The preliminary notice does not commit the judiciary to an extension.

(b) If the judiciary exercises this option, the extended contract shall be considered to include this option clause.

(c) The total duration of this contract, including the exercise of any options under this clause, shall not exceed eighteen (18) months.

(end)

3. Incorporation of Department of Labor Wage Rate Determination

Clause 3-160, Service Contract Labor Standards

Each service employee employed in the performance of this contract by the contractor or any subcontractor shall be paid not less than the minimum monetary wages and shall be furnished fringe benefits in accordance with the wages and fringe benefits determined by the Secretary of Labor or an authorized representative, as specified in the wage determination attached below

SUBMISSION OF QUOTE AND EVALUATION OF OFFERS

1. The following judiciary provisions, that the Contracting Officer has indicated are applicable, are incorporated in this solicitation:

Provision B-1, Solicitation Provisions Incorporated by Reference (SEP 2010)

This solicitation incorporates one or more solicitation provisions by reference, with the same force and effect as if they were given in full text. Upon request, the contracting officer will make their full text available. The offeror is cautioned that the listed provisions may include blocks that must be completed by the offeror and submitted with its quotation or offer. In lieu of submitting the full text of those provisions, the offeror may identify the provision by paragraph identifier and provide the appropriate information with its quotation or offer. Also, the full text of a solicitation provision may be accessed electronically at this address: <http://www.uscourts.gov/procurement.aspx>.

(end)

Solicitation Provisions Incorporated by Reference

Provision 2-70 Site Visit (JAN 2003)

Provision 4-1, Type of Contract (JAN 2003)

Provision 3-5, Taxpayer Identification and Other Offeror Information (APR 2011)

(a) *Definitions.*

“Taxpayer Identification (TIN),” as used in this provision, means the number required by the Internal Revenue Service (IRS) to be used by the offeror in reporting income tax and other returns. The TIN may be either a social security number or an employer identification number.

(b) All offerors shall submit the information required in paragraphs (d) and (e) of this provision to comply with debt collection requirements of 31 U.S.C. 7701(c) and 3325(d), reporting requirements of 26 U.S.C. 6041, 6041A, and implementing regulations issued by the IRS. If the resulting contract is subject to the payment reporting requirements, the failure or refusal by the offeror to furnish the information may result in a 31 percent reduction of payments otherwise due under the contract.

(c) The TIN may be used by the government to collect and report on any delinquent amounts arising out of the offeror’s relationship with the government (31 U.S.C. 7701(c)(3)). If the resulting contract is subject to payment recording requirements, the TIN provided hereunder may be matched with IRS records to verify the accuracy of the offeror’s TIN.

(d) *Taxpayer Identification Number (TIN):* _____

TIN has been applied for.

TIN is not required, because:

Offeror is a nonresident alien, foreign corporation or foreign partnership that does not have income effectively connected with the conduct of a trade or business in the United States and does not have an office or place of business or a fiscal paying agent in the United States;

Offeror is an agency or instrumentality of a foreign government;

Offeror is an agency or instrumentality of the federal government.

(e) *Type of organization:*

sole proprietorship;

partnership;

corporate entity (not tax-exempt);

corporate entity (tax-exempt);

government entity (federal, state or local);

- foreign government;
- international organization per 26 CFR 1.6049-4;
- other _____.

(f) *Contractor representations.*

The offeror represents as part of its offer that it is , is not, 51% owned and the management and daily operations are controlled by one or more members of the selected socio-economic group(s) below:

- Women Owned Business
- Minority Owned Business (if selected, then one sub-type is required)
 - Black American
 - Hispanic American
 - Native American (American Indians, Eskimos, Aleuts, or Native Hawaiians)
 - Asian-Pacific American (persons with origins from Burma, Thailand, Malaysia, Indonesia, Korea, The Philippines, U.S. Trust Territory of the Pacific Islands (Republic of Palau), Republic of the Marshall Islands, Federated States of Micronesia, the Commonwealth of the Northern Mariana Islands, Guam, Samoa, Macao, Hong Kong, Fiji, Tonga, Kiribati, Tuvalu, or Nauru)
 - Subcontinent Asian (Asian-Indian) American (persons with origins from India, Pakistan, Bangladesh, Sri Lanka, Bhutan, the Maldives Islands, or Nepal)
 - Individual/concern, other than one of the preceding.

(end)

____ Provision 3-195 Exemption from Application of the Service Contract Act to Contracts for Maintenance, Calibration, or Repair of Certain Equipment – Certification (APR 2011)

(a) The offeror shall check following certification:

CERTIFICATION

The offeror does does not certify that –

(1) the items of equipment to be serviced under this contract are used regularly for other than government purposes, and are sold or traded by the offeror (or subcontractor in the case of an exempt subcontractor) in substantial quantities to the general public in the course of normal business operations;

(2) the services will be furnished at prices which are, or are based on, established catalog or market prices for the maintenance, calibration, or repair of equipment.

(i) An "established catalog price" is a price included in a catalog, price list, schedule, or other form that is regularly maintained by the manufacturer or the offeror, is either published or otherwise available for inspection by customers, and states prices at which sales currently, or were last, made to a significant number of buyers constituting the general public.

(ii) An "established market price" is a current price, established in the usual course of trade between buyers and sellers free to bargain, which can be substantiated from sources independent of the manufacturer or contractor; and

(3) the compensation (wage and fringe benefits) plan for all service employees performing work under the contract is the same as that used for these employees and equivalent employees servicing the same equipment of commercial customers.

(b) Certification by the offeror as to its compliance with respect to the contract also constitutes its certification as to compliance by its subcontractor if it subcontracts out the exempt services. If the offeror certifies to the conditions in

paragraph (a) of this provision then [Clause 3-160, Service Contract Act of 1965](#), will not be included in any resultant contract to this offeror.

(c) If the offeror does not certify to the conditions in paragraph (a) of this provision –

(1) [Clause 3-215, Exemption from Application of the Service Contract Act to Contracts for Maintenance, Calibration, or Repair of Certain Equipment – Requirements](#), will not be included in any resultant contract awarded to this offeror; and

(2) the offeror shall notify the contracting officer as soon as possible, if the contracting officer did not attach a Service Contract Act wage determination to the solicitation.

(d) The contracting officer may not make an award to the offeror, if the offeror fails to execute the certification in paragraph (a) of this provision or to contact the contracting officer as required in paragraph (c) of this provision.

(end)

___ Provision 3-220 Exemption from Application of the Service Contract Act to Contracts for Certain Services – Certification (APR 2011)

(a) The offeror shall check following certification:

CERTIFICATION

The offeror [] does [] does not certify that –

(1) The services under the contract are offered and sold regularly to non-Governmental customers, and are provided by the offeror (or subcontractor in the case of an exempt subcontract) to the general public in substantial quantities in the course of normal business operations;

(2) The contract services are furnished at prices that are, or are based on, established catalog or market prices. An “established catalog price” is a price included in a catalog, price list, schedule, or other form that is regularly maintained by the manufacturer or the offeror, is either published or otherwise available for inspection by customers, and states prices at which sales currently, or were last, made to a significant number of buyers constituting the general public. An “established market price” is a current price, established in the usual course of ordinary and usual trade between buyers and sellers free to bargain, which can be substantiated from sources independent of the manufacturer or offeror;

(3) Each service employee who will perform the services under the contract will spend only a small portion of his or her time (a monthly average of less than 20 percent of the available hours on an annualized basis, or less than 20 percent of available hours during the contract period if the contract period is less than a month) servicing the Government contract; and

(4) The offeror uses the same compensation (wage and fringe benefits) plan for all service employees performing work under the contract as the offeror uses for these employees and for equivalent employees servicing commercial customers.

(b) Certification by the offeror as to its compliance with respect to the contract also constitutes its certification as to compliance by its subcontractor if it subcontracts out the exempt services. If the offeror certifies to the conditions in paragraph (a) of this provision then [Clause 3-160, Service Contract Act of 1965](#), as amended, will not be included in any resultant contract to this offeror.

(c) If the offeror does not certify to the conditions in paragraph (a) of this provision—

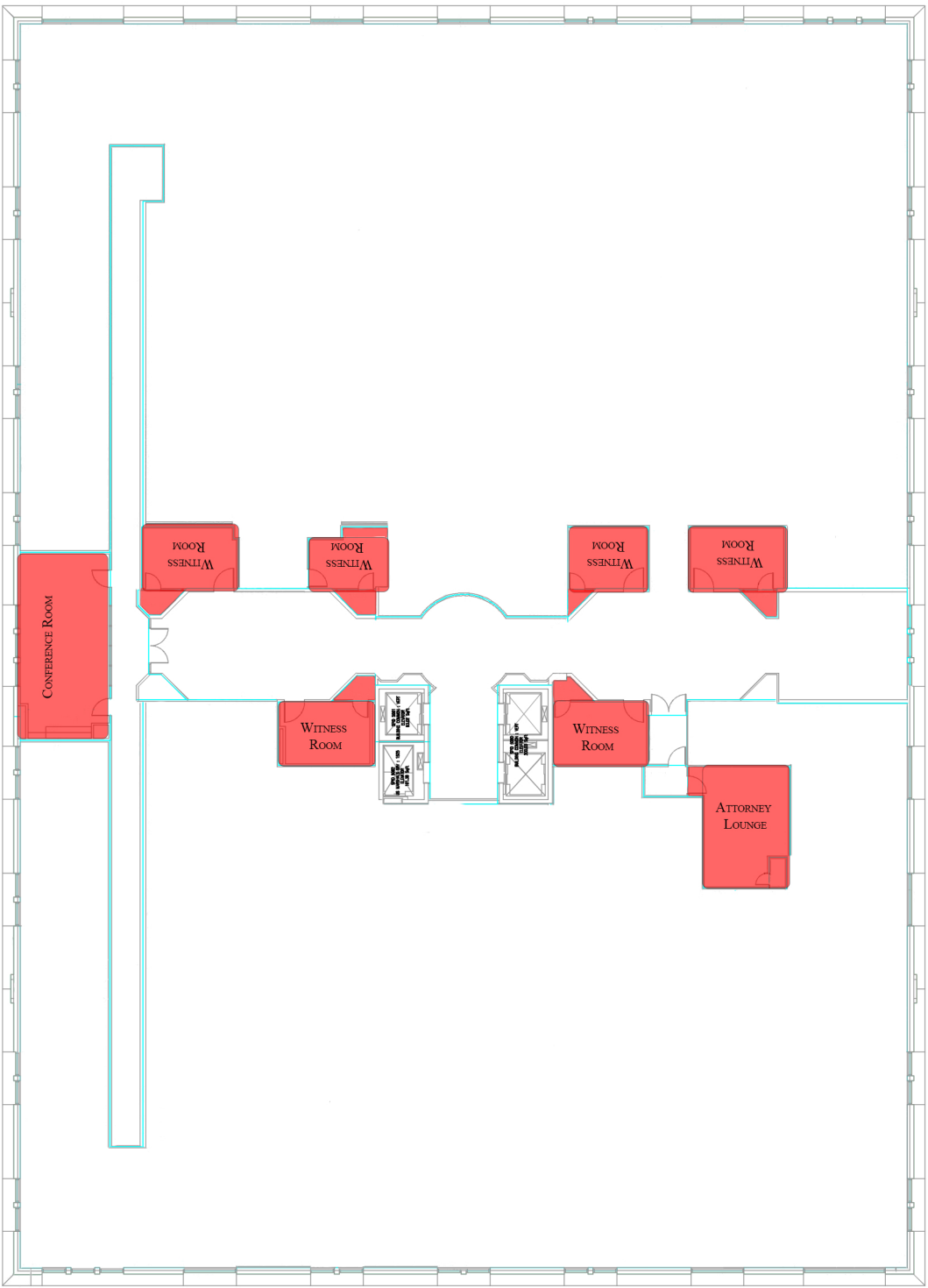
(1) [Clause 3-225, Exemption from Application of the Service Contract Act to Contracts for Certain Services – Requirements](#), will not be included in any resultant contract to this offeror; and

(2) The offeror shall notify the contracting officer as soon as possible if the contracting officer did not attach a Service Contract Act wage determination to the solicitation.

(d) The contracting officer may not make an award to the offeror, if the offeror fails to execute the certification in paragraph (a) of this provision or to contact the Contracting Officer as required in paragraph (c) of this provision.

(end)

(The contracting officer may incorporate additional clauses or provisions – by reference or in full text – in the appropriate places of the above template. Refer to the Guide to Judiciary Policy, Vol 14, Chapter 1, [Appx 1B](#), to determine if the provision or clause is authorized to be incorporated by reference (IBR) or must be included in full text. If any provisions are incorporated by reference, Provision B-1 also must be marked as applicable. Use of certain clauses/provisions may require a one-time delegation of procurement authority.)



FLO004 05



1 FIFTH FLOOR — ASSIGNMENT PLAN
 FLO004-P-05 SCALE 1/8" = 1'-0"

NO.	DATE	DESCRIPTION
1	6/14/01	INITIAL ISSUE
2	17 SEP 07	ADC APP PLANNING



CONTRACT	
F.P.C. CONTRACT NO.	
DELIVERY ORDER NO.	
ORDER CONTRACT NO.	

OWNER DESCRIPTION	
General Services Administration Public Buildings Service Southeast Sunset Region	
Regional O&M Program 117 Forsyth Street Atlanta, GA 30303	

GSA	
General Services Administration Public Buildings Service Southeast Sunset Region	
Regional O&M Program 117 Forsyth Street Atlanta, GA 30303	

BUILDING NAME	
US CITIUS ANNEX	
ADDRESS	CALL STREET
CITY, STATE, ZIP	TALLAHASSEE FL 32301
BUILDING NO.	FLOOD4ZZ

PROPERTY OF THE UNITED STATES GOVERNMENT - FOR OFFICIAL USE ONLY - DO NOT REMOVE THIS NOTICE - PROPERLY DESTROY DOCUMENTS WHEN NO LONGER NEEDED

"REGISTER OF WAGE DETERMINATIONS UNDER THE SERVICE CONTRACT ACT By direction of the Secretary of Labor		U.S. DEPARTMENT OF LABOR EMPLOYMENT STANDARDS ADMINISTRATION WAGE AND HOUR DIVISION WASHINGTON D.C. 20210
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Daniel W. Simms Director		Division of Wage Determinations Wage Determination No.: 2015-4569 Revision No.: 20 Date Of Last Revision: 12/27/2022
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Note: Contracts subject to the Service Contract Act are generally required to pay at least the applicable minimum wage rate required under Executive Order 14026 or Executive Order 13658.

If the contract is entered into on or after January 30, 2022, or the contract is renewed or extended (e.g., an option is exercised) on or after January 30, 2022:	Executive Order 14026 generally applies to the contract. The contractor must pay all covered workers at least \$16.20 per hour (or the applicable wage rate listed on this wage determination, if it is higher) for all hours spent performing on the contract in 2023.
If the contract was awarded on or between January 1, 2015 and January 29, 2022, and the contract is not renewed or extended on or after January 30, 2022:	Executive Order 13658 generally applies to the contract. The contractor must pay all covered workers at least \$12.15 per hour (or the applicable wage rate listed on this wage determination, if it is higher) for all hours spent performing on the contract in 2023.

The applicable Executive Order minimum wage rate will be adjusted annually. Additional information on contractor requirements and worker protections under the Executive Orders is available at www.dol.gov/whd/govcontracts.

State: Florida

Area: Florida Counties of Gadsden, Jefferson, Leon, Wakulla

Fringe Benefits Required Follow the Occupational Listing

OCCUPATION CODE - TITLE	FOOTNOTE	RATE
01000 - Administrative Support And Clerical Occupations		
01011 - Accounting Clerk I		14.58***
01012 - Accounting Clerk II		16.36
01013 - Accounting Clerk III		18.30
01020 - Administrative Assistant		22.41
01035 - Court Reporter		18.31
01041 - Customer Service Representative I		12.70***
01042 - Customer Service Representative II		13.86***
01043 - Customer Service Representative III		15.55***
01051 - Data Entry Operator I		13.07***
01052 - Data Entry Operator II		14.26***
01060 - Dispatcher, Motor Vehicle		16.38
01070 - Document Preparation Clerk		14.33***
01090 - Duplicating Machine Operator		14.33***
01111 - General Clerk I		13.43***
01112 - General Clerk II		14.66***
01113 - General Clerk III		16.45

01120 - Housing Referral Assistant	20.41
01141 - Messenger Courier	13.86***
01191 - Order Clerk I	14.37***
01192 - Order Clerk II	15.68***
01261 - Personnel Assistant (Employment) I	15.88***
01262 - Personnel Assistant (Employment) II	17.77
01263 - Personnel Assistant (Employment) III	19.81
01270 - Production Control Clerk	22.19
01290 - Rental Clerk	13.45***
01300 - Scheduler, Maintenance	16.36
01311 - Secretary I	16.36
01312 - Secretary II	18.31
01313 - Secretary III	20.41
01320 - Service Order Dispatcher	14.64***
01410 - Supply Technician	22.41
01420 - Survey Worker	18.21
01460 - Switchboard Operator/Receptionist	13.05***
01531 - Travel Clerk I	15.13***
01532 - Travel Clerk II	16.16***
01533 - Travel Clerk III	17.16
01611 - Word Processor I	13.98***
01612 - Word Processor II	15.69***
01613 - Word Processor III	17.55
05000 - Automotive Service Occupations	
05005 - Automobile Body Repairer, Fiberglass	21.58
05010 - Automotive Electrician	19.59
05040 - Automotive Glass Installer	18.46
05070 - Automotive Worker	18.46
05110 - Mobile Equipment Servicer	16.13***
05130 - Motor Equipment Metal Mechanic	20.82
05160 - Motor Equipment Metal Worker	18.46
05190 - Motor Vehicle Mechanic	20.82
05220 - Motor Vehicle Mechanic Helper	14.95***
05250 - Motor Vehicle Upholstery Worker	17.29
05280 - Motor Vehicle Wrecker	18.46
05310 - Painter, Automotive	19.59
05340 - Radiator Repair Specialist	18.46
05370 - Tire Repairer	14.17***
05400 - Transmission Repair Specialist	20.82
07000 - Food Preparation And Service Occupations	
07010 - Baker	13.78***
07041 - Cook I	12.50***
07042 - Cook II	14.30***
07070 - Dishwasher	10.92***
07130 - Food Service Worker	12.65***
07210 - Meat Cutter	17.44
07260 - Waiter/Waitress	11.30***
09000 - Furniture Maintenance And Repair Occupations	
09010 - Electrostatic Spray Painter	21.15
09040 - Furniture Handler	13.44***
09080 - Furniture Refinisher	21.15
09090 - Furniture Refinisher Helper	16.14***
09110 - Furniture Repairer, Minor	18.67
09130 - Upholsterer	21.15
11000 - General Services And Support Occupations	
11030 - Cleaner, Vehicles	12.53***
11060 - Elevator Operator	12.59***
11090 - Gardener	17.19
11122 - Housekeeping Aide	11.71***
11150 - Janitor	11.71***
11210 - Laborer, Grounds Maintenance	13.26***
11240 - Maid or Houseman	10.80***
11260 - Pruner	12.09***
11270 - Tractor Operator	15.92***
11330 - Trail Maintenance Worker	13.26***

11360 - Window Cleaner	12.85***
12000 - Health Occupations	
12010 - Ambulance Driver	18.83
12011 - Breath Alcohol Technician	19.94
12012 - Certified Occupational Therapist Assistant	32.33
12015 - Certified Physical Therapist Assistant	32.33
12020 - Dental Assistant	19.09
12025 - Dental Hygienist	29.85
12030 - EKG Technician	24.79
12035 - Electroneurodiagnostic Technologist	24.79
12040 - Emergency Medical Technician	18.83
12071 - Licensed Practical Nurse I	17.82
12072 - Licensed Practical Nurse II	19.94
12073 - Licensed Practical Nurse III	22.23
12100 - Medical Assistant	15.99***
12130 - Medical Laboratory Technician	22.61
12160 - Medical Record Clerk	16.14***
12190 - Medical Record Technician	18.06
12195 - Medical Transcriptionist	17.39
12210 - Nuclear Medicine Technologist	43.83
12221 - Nursing Assistant I	12.35***
12222 - Nursing Assistant II	13.88***
12223 - Nursing Assistant III	15.15***
12224 - Nursing Assistant IV	17.00
12235 - Optical Dispenser	21.19
12236 - Optical Technician	17.82
12250 - Pharmacy Technician	16.11***
12280 - Phlebotomist	16.62
12305 - Radiologic Technologist	27.55
12311 - Registered Nurse I	26.08
12312 - Registered Nurse II	31.91
12313 - Registered Nurse II, Specialist	31.91
12314 - Registered Nurse III	36.89
12315 - Registered Nurse III, Anesthetist	36.89
12316 - Registered Nurse IV	44.21
12317 - Scheduler (Drug and Alcohol Testing)	24.71
12320 - Substance Abuse Treatment Counselor	20.81
13000 - Information And Arts Occupations	
13011 - Exhibits Specialist I	20.21
13012 - Exhibits Specialist II	25.03
13013 - Exhibits Specialist III	30.62
13041 - Illustrator I	20.21
13042 - Illustrator II	25.03
13043 - Illustrator III	30.62
13047 - Librarian	27.73
13050 - Library Aide/Clerk	13.78***
13054 - Library Information Technology Systems Administrator	25.03
13058 - Library Technician	16.01***
13061 - Media Specialist I	17.75
13062 - Media Specialist II	19.86
13063 - Media Specialist III	22.14
13071 - Photographer I	16.84
13072 - Photographer II	18.84
13073 - Photographer III	23.34
13074 - Photographer IV	28.55
13075 - Photographer V	34.55
13090 - Technical Order Library Clerk	17.30
13110 - Video Teleconference Technician	19.50
14000 - Information Technology Occupations	
14041 - Computer Operator I	17.17
14042 - Computer Operator II	19.20
14043 - Computer Operator III	21.41
14044 - Computer Operator IV	23.80
14045 - Computer Operator V	26.35

14071 - Computer Programmer I	(see 1)	19.82
14072 - Computer Programmer II	(see 1)	24.56
14073 - Computer Programmer III	(see 1)	
14074 - Computer Programmer IV	(see 1)	
14101 - Computer Systems Analyst I	(see 1)	27.41
14102 - Computer Systems Analyst II	(see 1)	
14103 - Computer Systems Analyst III	(see 1)	
14150 - Peripheral Equipment Operator		17.17
14160 - Personal Computer Support Technician		23.80
14170 - System Support Specialist		23.34
15000 - Instructional Occupations		
15010 - Aircrew Training Devices Instructor (Non-Rated)		27.41
15020 - Aircrew Training Devices Instructor (Rated)		34.78
15030 - Air Crew Training Devices Instructor (Pilot)		39.75
15050 - Computer Based Training Specialist / Instructor		27.41
15060 - Educational Technologist		26.57
15070 - Flight Instructor (Pilot)		39.75
15080 - Graphic Artist		21.79
15085 - Maintenance Test Pilot, Fixed, Jet/Prop		39.75
15086 - Maintenance Test Pilot, Rotary Wing		39.75
15088 - Non-Maintenance Test/Co-Pilot		39.75
15090 - Technical Instructor		19.10
15095 - Technical Instructor/Course Developer		23.38
15110 - Test Proctor		15.41***
15120 - Tutor		15.41***
16000 - Laundry, Dry-Cleaning, Pressing And Related Occupations		
16010 - Assembler		11.25***
16030 - Counter Attendant		11.25***
16040 - Dry Cleaner		12.86***
16070 - Finisher, Flatwork, Machine		11.25***
16090 - Presser, Hand		11.25***
16110 - Presser, Machine, Drycleaning		11.25***
16130 - Presser, Machine, Shirts		11.25***
16160 - Presser, Machine, Wearing Apparel, Laundry		11.25***
16190 - Sewing Machine Operator		13.39***
16220 - Tailor		13.93***
16250 - Washer, Machine		11.79***
19000 - Machine Tool Operation And Repair Occupations		
19010 - Machine-Tool Operator (Tool Room)		20.72
19040 - Tool And Die Maker		25.83
21000 - Materials Handling And Packing Occupations		
21020 - Forklift Operator		16.12***
21030 - Material Coordinator		22.19
21040 - Material Expediter		22.19
21050 - Material Handling Laborer		12.93***
21071 - Order Filler		13.14***
21080 - Production Line Worker (Food Processing)		16.12***
21110 - Shipping Packer		14.51***
21130 - Shipping/Receiving Clerk		14.51***
21140 - Store Worker I		12.58***
21150 - Stock Clerk		17.04
21210 - Tools And Parts Attendant		16.12***
21410 - Warehouse Specialist		16.12***
23000 - Mechanics And Maintenance And Repair Occupations		
23010 - Aerospace Structural Welder		28.03
23019 - Aircraft Logs and Records Technician		22.19
23021 - Aircraft Mechanic I		26.51
23022 - Aircraft Mechanic II		28.03
23023 - Aircraft Mechanic III		29.55
23040 - Aircraft Mechanic Helper		19.18
23050 - Aircraft, Painter		24.94
23060 - Aircraft Servicer		22.19
23070 - Aircraft Survival Flight Equipment Technician		24.94
23080 - Aircraft Worker		23.69
23091 - Aircrew Life Support Equipment (ALSE) Mechanic		23.69

I		
23092	- Aircrew Life Support Equipment (ALSE) Mechanic	26.51
II		
23110	- Appliance Mechanic	20.72
23120	- Bicycle Repairer	17.06
23125	- Cable Splicer	34.75
23130	- Carpenter, Maintenance	19.51
23140	- Carpet Layer	19.52
23160	- Electrician, Maintenance	21.02
23181	- Electronics Technician Maintenance I	26.38
23182	- Electronics Technician Maintenance II	28.00
23183	- Electronics Technician Maintenance III	29.76
23260	- Fabric Worker	18.29
23290	- Fire Alarm System Mechanic	23.71
23310	- Fire Extinguisher Repairer	17.06
23311	- Fuel Distribution System Mechanic	22.02
23312	- Fuel Distribution System Operator	17.06
23370	- General Maintenance Worker	16.48
23380	- Ground Support Equipment Mechanic	26.51
23381	- Ground Support Equipment Servicer	22.19
23382	- Ground Support Equipment Worker	23.69
23391	- Gunsmith I	17.06
23392	- Gunsmith II	19.52
23393	- Gunsmith III	22.02
23410	- Heating, Ventilation And Air-Conditioning Mechanic	20.61
23411	- Heating, Ventilation And Air Contidioning Mechanic (Research Facility)	21.80
23430	- Heavy Equipment Mechanic	21.93
23440	- Heavy Equipment Operator	17.84
23460	- Instrument Mechanic	22.02
23465	- Laboratory/Shelter Mechanic	20.72
23470	- Laborer	12.93***
23510	- Locksmith	20.72
23530	- Machinery Maintenance Mechanic	22.55
23550	- Machinist, Maintenance	20.71
23580	- Maintenance Trades Helper	14.77***
23591	- Metrology Technician I	22.02
23592	- Metrology Technician II	23.28
23593	- Metrology Technician III	24.54
23640	- Millwright	22.02
23710	- Office Appliance Repairer	19.56
23760	- Painter, Maintenance	16.94
23790	- Pipefitter, Maintenance	22.25
23810	- Plumber, Maintenance	20.94
23820	- Pneudraulic Systems Mechanic	22.02
23850	- Rigger	22.02
23870	- Scale Mechanic	19.52
23890	- Sheet-Metal Worker, Maintenance	21.58
23910	- Small Engine Mechanic	21.25
23931	- Telecommunications Mechanic I	24.08
23932	- Telecommunications Mechanic II	25.45
23950	- Telephone Lineman	22.54
23960	- Welder, Combination, Maintenance	19.84
23965	- Well Driller	22.02
23970	- Woodcraft Worker	22.02
23980	- Woodworker	17.06
24000	- Personal Needs Occupations	
24550	- Case Manager	16.42
24570	- Child Care Attendant	11.80***
24580	- Child Care Center Clerk	14.72***
24610	- Chore Aide	11.65***
24620	- Family Readiness And Support Services Coordinator	16.42
24630	- Homemaker	16.42

25000 - Plant And System Operations Occupations	
25010 - Boiler Tender	23.99
25040 - Sewage Plant Operator	23.05
25070 - Stationary Engineer	23.99
25190 - Ventilation Equipment Tender	17.22
25210 - Water Treatment Plant Operator	23.05
27000 - Protective Service Occupations	
27004 - Alarm Monitor	18.07
27007 - Baggage Inspector	13.40***
27008 - Corrections Officer	19.80
27010 - Court Security Officer	21.00
27030 - Detection Dog Handler	14.99***
27040 - Detention Officer	19.80
27070 - Firefighter	20.44
27101 - Guard I	13.40***
27102 - Guard II	14.99***
27131 - Police Officer I	23.27
27132 - Police Officer II	25.86
28000 - Recreation Occupations	
28041 - Carnival Equipment Operator	12.98***
28042 - Carnival Equipment Repairer	14.01***
28043 - Carnival Worker	9.85***
28210 - Gate Attendant/Gate Tender	14.07***
28310 - Lifeguard	12.54***
28350 - Park Attendant (Aide)	15.74***
28510 - Recreation Aide/Health Facility Attendant	11.49***
28515 - Recreation Specialist	19.50
28630 - Sports Official	12.54***
28690 - Swimming Pool Operator	19.35
29000 - Stevedoring/Longshoremen Occupational Services	
29010 - Blocker And Bracer	19.52
29020 - Hatch Tender	19.52
29030 - Line Handler	19.52
29041 - Stevedore I	18.29
29042 - Stevedore II	20.72
30000 - Technical Occupations	
30010 - Air Traffic Control Specialist, Center (HFO) (see 2)	41.26
30011 - Air Traffic Control Specialist, Station (HFO) (see 2)	28.46
30012 - Air Traffic Control Specialist, Terminal (HFO) (see 2)	31.33
30021 - Archeological Technician I	18.68
30022 - Archeological Technician II	20.90
30023 - Archeological Technician III	25.90
30030 - Cartographic Technician	25.90
30040 - Civil Engineering Technician	24.89
30051 - Cryogenic Technician I	28.68
30052 - Cryogenic Technician II	31.68
30061 - Drafter/CAD Operator I	18.68
30062 - Drafter/CAD Operator II	20.90
30063 - Drafter/CAD Operator III	23.30
30064 - Drafter/CAD Operator IV	28.68
30081 - Engineering Technician I	14.87***
30082 - Engineering Technician II	16.69
30083 - Engineering Technician III	18.67
30084 - Engineering Technician IV	23.13
30085 - Engineering Technician V	28.30
30086 - Engineering Technician VI	34.22
30090 - Environmental Technician	22.40
30095 - Evidence Control Specialist	25.90
30210 - Laboratory Technician	23.30
30221 - Latent Fingerprint Technician I	24.08
30222 - Latent Fingerprint Technician II	26.60
30240 - Mathematical Technician	25.90
30361 - Paralegal/Legal Assistant I	20.58
30362 - Paralegal/Legal Assistant II	25.50
30363 - Paralegal/Legal Assistant III	31.19

30364 - Paralegal/Legal Assistant IV	37.74
30375 - Petroleum Supply Specialist	31.68
30390 - Photo-Optics Technician	25.90
30395 - Radiation Control Technician	31.68
30461 - Technical Writer I	25.53
30462 - Technical Writer II	31.23
30463 - Technical Writer III	37.79
30491 - Unexploded Ordnance (UXO) Technician I	26.22
30492 - Unexploded Ordnance (UXO) Technician II	31.73
30493 - Unexploded Ordnance (UXO) Technician III	38.03
30494 - Unexploded (UXO) Safety Escort	26.22
30495 - Unexploded (UXO) Sweep Personnel	26.22
30501 - Weather Forecaster I	28.68
30502 - Weather Forecaster II	34.88
30620 - Weather Observer, Combined Upper Air Or	(see 2) 23.30
Surface Programs	
30621 - Weather Observer, Senior	(see 2) 25.90
31000 - Transportation/Mobile Equipment Operation Occupations	
31010 - Airplane Pilot	31.73
31020 - Bus Aide	11.14***
31030 - Bus Driver	15.48***
31043 - Driver Courier	15.08***
31260 - Parking and Lot Attendant	11.45***
31290 - Shuttle Bus Driver	15.96***
31310 - Taxi Driver	12.75***
31361 - Truckdriver, Light	16.28
31362 - Truckdriver, Medium	17.45
31363 - Truckdriver, Heavy	19.15
31364 - Truckdriver, Tractor-Trailer	19.15
99000 - Miscellaneous Occupations	
99020 - Cabin Safety Specialist	15.47***
99030 - Cashier	10.79***
99050 - Desk Clerk	11.64***
99095 - Embalmer	26.22
99130 - Flight Follower	26.22
99251 - Laboratory Animal Caretaker I	12.84***
99252 - Laboratory Animal Caretaker II	13.86***
99260 - Marketing Analyst	27.14
99310 - Mortician	26.22
99410 - Pest Controller	17.49
99510 - Photofinishing Worker	13.78***
99710 - Recycling Laborer	20.24
99711 - Recycling Specialist	24.30
99730 - Refuse Collector	18.45
99810 - Sales Clerk	12.46***
99820 - School Crossing Guard	14.65***
99830 - Survey Party Chief	22.74
99831 - Surveying Aide	12.36***
99832 - Surveying Technician	20.68
99840 - Vending Machine Attendant	17.26
99841 - Vending Machine Repairer	20.80
99842 - Vending Machine Repairer Helper	17.26

***Workers in this classification may be entitled to a higher minimum wage under Executive Order 14026 (\$16.20 per hour) or 13658 (\$12.15 per hour). Please see the Note at the top of the wage determination for more information. Please also note that the minimum wage requirements of Executive Order 14026 and 13658 are not currently being enforced as to contracts or contract-like instruments entered into with the federal government in connection with seasonal recreational services or seasonal recreational equipment rental for the general public on federal lands.

Note: Executive Order (EO) 13706, Establishing Paid Sick Leave for Federal Contractors, applies to all contracts subject to the Service Contract Act for which the contract is awarded (and any solicitation was issued) on or after January 1, 2017. If this contract is covered by the EO, the contractor must provide employees with 1 hour of paid sick leave for every 30 hours they work, up to 56 hours of paid sick leave each year. Employees must be permitted to use paid sick leave for their own illness, injury or other health-related needs, including preventive care; to assist a family member (or person who is like family to the employee) who is ill, injured, or has other health-related needs, including preventive care; or for reasons resulting from, or to assist a family member (or person who is like family to the employee) who is the victim of, domestic violence, sexual assault, or stalking. Additional information on contractor requirements and worker protections under the EO is available at www.dol.gov/whd/govcontracts.

ALL OCCUPATIONS LISTED ABOVE RECEIVE THE FOLLOWING BENEFITS:

HEALTH & WELFARE: \$4.80 per hour, up to 40 hours per week, or \$192.00 per week or \$832.00 per month

HEALTH & WELFARE EO 13706: \$4.41 per hour, up to 40 hours per week, or \$176.40 per week, or \$764.40 per month*

*This rate is to be used only when compensating employees for performance on an SCA-covered contract also covered by EO 13706, Establishing Paid Sick Leave for Federal Contractors. A contractor may not receive credit toward its SCA obligations for any paid sick leave provided pursuant to EO 13706.

VACATION: 2 weeks paid vacation after 1 year of service with a contractor or successor; 3 weeks after 7 years, and 4 weeks after 11 years. Length of service includes the whole span of continuous service with the present contractor or successor, wherever employed, and with the predecessor contractors in the performance of similar work at the same Federal facility. (Reg. 29 CFR 4.173)

HOLIDAYS: A minimum of eleven paid holidays per year: New Year's Day, Martin Luther King Jr.'s Birthday, Washington's Birthday, Memorial Day, Juneteenth National Independence Day, Independence Day, Labor Day, Columbus Day, Veterans' Day, Thanksgiving Day, and Christmas Day. (A contractor may substitute for any of the named holidays another day off with pay in accordance with a plan communicated to the employees involved.) (See 29 CFR 4.174)

THE OCCUPATIONS WHICH HAVE NUMBERED FOOTNOTES IN PARENTHESES RECEIVE THE FOLLOWING:

1) COMPUTER EMPLOYEES: This wage determination does not apply to any individual employed in a bona fide executive, administrative, or professional capacity, as defined in 29 C.F.R. Part 541. (See 41 C.F.R. 6701(3)). Because most Computer Systems Analysts and Computer Programmers who are paid at least \$27.63 per hour (or at least \$684 per week if paid on a salary or fee basis) likely qualify as exempt computer professionals under 29 U.S.C. 213(a)(1) and 29 U.S.C. 213(a)(17), this wage determination may not include wage rates for all occupations within those job families. In such instances, a conformance will be necessary if there are nonexempt employees in these job families working on the contract.

Job titles vary widely and change quickly in the computer industry, and are not determinative of whether an employee is an exempt computer professional. To be exempt, computer employees who satisfy the compensation requirements must also have a primary duty that consists of:

(1) The application of systems analysis techniques and procedures, including consulting with users, to determine hardware, software or system functional specifications;

(2) The design, development, documentation, analysis, creation, testing or modification of computer systems or programs, including prototypes, based on and

related to user or system design specifications;

(3) The design, documentation, testing, creation or modification of computer programs related to machine operating systems; or

(4) A combination of the aforementioned duties, the performance of which requires the same level of skills. (29 C.F.R. 541.400).

Any computer employee who meets the applicable compensation requirements and the above duties test qualifies as an exempt computer professional under both section 13(a)(1) and section 13(a)(17) of the Fair Labor Standards Act. (Field Assistance Bulletin No. 2006-3 (Dec. 14, 2006)). Accordingly, this wage determination will not apply to any exempt computer employee regardless of which of these two exemptions is utilized.

2) AIR TRAFFIC CONTROLLERS AND WEATHER OBSERVERS - NIGHT PAY & SUNDAY PAY: If you work at night as part of a regular tour of duty, you will earn a night differential and receive an additional 10% of basic pay for any hours worked between 6pm and 6am. If you are a full-time employed (40 hours a week) and Sunday is part of your regularly scheduled workweek, you are paid at your rate of basic pay plus a Sunday premium of 25% of your basic rate for each hour of Sunday work which is not overtime (i.e. occasional work on Sunday outside the normal tour of duty is considered overtime work).

**** HAZARDOUS PAY DIFFERENTIAL ****

An 8 percent differential is applicable to employees employed in a position that represents a high degree of hazard when working with or in close proximity to ordnance, explosives, and incendiary materials. This includes work such as screening, blending, dying, mixing, and pressing of sensitive ordnance, explosives, and pyrotechnic compositions such as lead azide, black powder and photoflash powder. All dry-house activities involving propellants or explosives. Demilitarization, modification, renovation, demolition, and maintenance operations on sensitive ordnance, explosives and incendiary materials. All operations involving re-grading and cleaning of artillery ranges.

A 4 percent differential is applicable to employees employed in a position that represents a low degree of hazard when working with, or in close proximity to ordnance, (or employees possibly adjacent to) explosives and incendiary materials which involves potential injury such as laceration of hands, face, or arms of the employee engaged in the operation, irritation of the skin, minor burns and the like; minimal damage to immediate or adjacent work area or equipment being used. All operations involving, unloading, storage, and hauling of ordnance, explosive, and incendiary ordnance material other than small arms ammunition. These differentials are only applicable to work that has been specifically designated by the agency for ordnance, explosives, and incendiary material differential pay.

**** UNIFORM ALLOWANCE ****

If employees are required to wear uniforms in the performance of this contract (either by the terms of the Government contract, by the employer, by the state or local law, etc.), the cost of furnishing such uniforms and maintaining (by laundering or dry cleaning) such uniforms is an expense that may not be borne by an employee where such cost reduces the hourly rate below that required by the wage determination. The Department of Labor will accept payment in accordance with the following standards as compliance:

The contractor or subcontractor is required to furnish all employees with an adequate number of uniforms without cost or to reimburse employees for the actual cost of the uniforms. In addition, where uniform cleaning and maintenance is made the responsibility of the employee, all contractors and subcontractors subject to this wage determination shall (in the absence of a bona fide collective bargaining agreement providing for a different amount, or the furnishing of contrary affirmative proof as to the actual cost), reimburse all employees for such cleaning

and maintenance at a rate of \$3.35 per week (or \$.67 cents per day). However, in those instances where the uniforms furnished are made of "wash and wear" materials, may be routinely washed and dried with other personal garments, and do not require any special treatment such as dry cleaning, daily washing, or commercial laundering in order to meet the cleanliness or appearance standards set by the terms of the Government contract, by the contractor, by law, or by the nature of the work, there is no requirement that employees be reimbursed for uniform maintenance costs.

**** SERVICE CONTRACT ACT DIRECTORY OF OCCUPATIONS ****

The duties of employees under job titles listed are those described in the "Service Contract Act Directory of Occupations", Fifth Edition (Revision 1), dated September 2015, unless otherwise indicated.

**** REQUEST FOR AUTHORIZATION OF ADDITIONAL CLASSIFICATION AND WAGE RATE, Standard Form 1444 (SF-1444) ****

Conformance Process:

The contracting officer shall require that any class of service employee which is not listed herein and which is to be employed under the contract (i.e., the work to be performed is not performed by any classification listed in the wage determination), be classified by the contractor so as to provide a reasonable relationship (i.e., appropriate level of skill comparison) between such unlisted classifications and the classifications listed in the wage determination (See 29 CFR 4.6(b)(2)(i)). Such conforming procedures shall be initiated by the contractor prior to the performance of contract work by such unlisted class(es) of employees (See 29 CFR 4.6(b)(2)(ii)). The Wage and Hour Division shall make a final determination of conformed classification, wage rate, and/or fringe benefits which shall be paid to all employees performing in the classification from the first day of work on which contract work is performed by them in the classification. Failure to pay such unlisted employees the compensation agreed upon by the interested parties and/or fully determined by the Wage and Hour Division retroactive to the date such class of employees commenced contract work shall be a violation of the Act and this contract. (See 29 CFR 4.6(b)(2)(v)). When multiple wage determinations are included in a contract, a separate SF-1444 should be prepared for each wage determination to which a class(es) is to be conformed.

The process for preparing a conformance request is as follows:

- 1) When preparing the bid, the contractor identifies the need for a conformed occupation(s) and computes a proposed rate(s).
- 2) After contract award, the contractor prepares a written report listing in order the proposed classification title(s), a Federal grade equivalency (FGE) for each proposed classification(s), job description(s), and rationale for proposed wage rate(s), including information regarding the agreement or disagreement of the authorized representative of the employees involved, or where there is no authorized representative, the employees themselves. This report should be submitted to the contracting officer no later than 30 days after such unlisted class(es) of employees performs any contract work.
- 3) The contracting officer reviews the proposed action and promptly submits a report of the action, together with the agency's recommendations and pertinent information including the position of the contractor and the employees, to the U.S. Department of Labor, Wage and Hour Division, for review (See 29 CFR 4.6(b)(2)(ii)).
- 4) Within 30 days of receipt, the Wage and Hour Division approves, modifies, or disapproves the action via transmittal to the agency contracting officer, or notifies the contracting officer that additional time will be required to process the request.
- 5) The contracting officer transmits the Wage and Hour Division's decision to the contractor.

6) Each affected employee shall be furnished by the contractor with a written copy of such determination or it shall be posted as a part of the wage determination (See 29 CFR 4.6(b)(2)(iii)).

Information required by the Regulations must be submitted on SF-1444 or bond paper.

When preparing a conformance request, the "Service Contract Act Directory of Occupations" should be used to compare job definitions to ensure that duties requested are not performed by a classification already listed in the wage determination. Remember, it is not the job title, but the required tasks that determine whether a class is included in an established wage determination. Conformances may not be used to artificially split, combine, or subdivide classifications listed in the wage determination (See 29 CFR 4.152(c)(1))."