



CAROL L. MICHEL
CLERK OF COURT

**SHARED ADMINISTRATIVE SERVICES
U.S. DISTRICT COURT & U.S. PROBATION OFFICE
EASTERN DISTRICT OF LOUISIANA
500 POYDRAS STREET
ROOM B-208
NEW ORLEANS, LA 70130**



VERONICA RAMIREZ
CHIEF PROBATION OFFICER

Request for Quotation

RFQ Number: LAEDCLERK21-0015 Chair Reupholstery
Request Date: September 20, 2021

Special Notes:

This is a request for **Open Market Pricing**.

Submit a technical proposal describing your approach and project management in accordance with the attached statement of work.

A fixed price award from this RFQ will be made based the lowest priced, technically acceptable bid. Past performance under similar contracts will be used to assist in technical acceptability. Quotes are due by 12:00 P.M. CST on Tuesday, September 28th, 2021.

Quotes and questions concerning this RFQ should be addressed to Michael Foto at

U.S. District Court – EDLA
Shared Administrative Services
500 Poydras Street, Room B-208
New Orleans, LA 70130
P: 504-589-7661
F: 504-589-7522
E: Michael_Foto@laed.uscourts.gov

Sincerely,

A handwritten signature in black ink that reads "Michael Foto". The signature is stylized with a large, sweeping "M" and a cursive "Foto".

Michael Foto
Contracting Officer

Attachment

STATEMENT OF WORK (SOW)

The U.S. District Court, Eastern District of Louisiana, is seeking price quotes to reupholster approximately (137) rotary, straight legged, and jury box chairs. Most of the existing chairs are covered in leather and fabric with welting. Wood is exposed along the arms and legs of most chairs. Chairs are to be reupholstered in high grade, faux leather. Colors are to be determined upon award. Chairs are to be reupholstered in existing executive style. All chairs will be recovered with a leather back and leather seat. Vendors must quote cost per chair, including all materials, labor, pick-up, delivery, and installation.

I. EXISTING CHAIRS:

The following is a list of chairs to be recovered:

ROTARY BASED CHAIRS: (76) Leather Back with Fabric or Leather Seats with upholstered arms

STRAIGHT LEGGED CHAIRS: (19) Leather Back with Leather Seat with wood exposed arms

JURY BOX CHAIRS: (42) Leather Back with Fabric Seat with upholstered arms

The final upholstery selection for each chair has not been determined but all chairs will be recovered with a faux leather seat and back. **Quotes are to be provided based on the FINISHED or FINAL product. SEE QUOTE RESPONSE FORM.**

II. SPECIFICATIONS:

UPHOLSTERY, DURABILITY, & FLAMMABILITY REQUIREMENTS

Fabric should meet the specifications of the Neochrome III line by Naugahyde or equivalent (faux-leather, vinyl on jersey knit, abrasion resistance of 250,000 double rubs; 37 oz. weight per linear yard; appropriate for automotive, marine, and corporate settings;

All chairs are finished with a decorative, 100% brass, french-natural, (head-to-head) nailhead trim.

Tack strips are not acceptable.

All upholstery, covered materials, welts, interior fabrics, and padding shall meet FMVSS 302, California Flammability Regulation (Bulletin 117, Section E), UFAC Class 1, BIFMA Class A.

ALL FAUX LEATHER SAMPLES MUST BE SUBMITTED WITH QUOTE.

FILLING AND UPHOLSTERY

Most of the chairs being re-upholstered are over thirty years old. Therefore, replacement of the interior filling and padding may be necessary. Additional filling and/or batting may be necessary for comfort, firmness, and final appearance. Hollows, voids, flat or hard spots are not acceptable. Filling and padding should not shift in use. Spring system in seat and back must be checked for looseness and must be securely attached to the seat frame. They must be firm and not “bottom out” with an adequate “ride” and crown. Covers shall be tailored, neat, and tight, free from wrinkles and bulges. Seams will have no raw edges, runoffs, broken or skipped stitches, twist pleats, or puckers. Acceptable thread tension is required so there will be no looped stitches, puckering material, or cracking when cover is stretched. Welts must lie straight and uniform. Covers must be attached with staples, and all seat bottoms must be covered in cambric. Upholstery nails to be almost overlapping. Back of chair must be moderately firm and upholstered arms must be evenly padded. If arm stump is loose or removed, it must be securely re-attached to the seat rail.

WORKMANSHIP

A high degree of craftsmanship shall be exercised in order to produce chairs suitable for an executive office or courtroom. Re-upholstering shall be in strict accordance with the requirements of this specification.

III. PICK-UP, INSTALLATION, AND DELIVERY:

Chairs may be picked up in multiple sets. The chairs are in several locations in the courthouse. Pick-up and delivery must be coordinated with the court, no later than 72 hours before arrival. Chairs are to be done in three phases; each phase includes approximately 1/3 of each chair type.

The initial phase of chairs must be picked-up from the courthouse by September 30th.

Please note the U.S. District Court loading dock is accessible for a single-use vehicle, not to exceed 20' in length. The loading dock hours are as follows:

8:30 A.M. – 3:00 P.M. Monday – Friday
LOADING DOCK IS CLOSED FROM 12:30PM TO 1:30PM

IV. QUOTES:

Photographs of the different chair types have been included with this solicitation to assist vendors in providing quotes.

Vendors must quote cost PER CHAIR including all materials, labor, pick-up, delivery, and installation. The final number of chairs may be slightly lower or slightly higher than the estimate, based on availability of funding.

QUOTES ARE ALL INCLUSIVE FIRM FIXED PRICE. No additional cost may be added once the contract has been awarded.

All quotes submitted must use the included form. All quotes, including the fabric and faux leather samples must be received by 12:00PM on Tuesday, September 28th, 2021. Quotes may be emailed to Michael_Foto@laed.uscourts.gov.

In addition, fabric and leather samples may be mailed to the following address:

U.S. District Court, Eastern District of Louisiana
500 Poydras St. Room B-208
New Orleans, LA 70130

All questions should be directed to Michael Foto at Michael_Foto@laed.uscourts.gov or (504) 589-7661.

V. PAYMENT:

Payment will be made via ACH or check within (30) days following the completion of the project to the Court's specifications and upon submission of a valid invoice. Under no circumstances will payment be made prior to completion or C.O.D. Payment may be submitted for each phase upon its completion.

VI. BASIS FOR AWARD:

The government will award to the vendor whose quote provides the lowest priced, technically acceptable offer to

the Court, and has met the criteria in the specifications listed above.

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:

- X Clause 3-3 Provisions, Clauses, Terms and Conditions - Small Purchases (JUN 2014)
 X Clause 3-160 Service Contract Labor Standards (MAR 2019)

3. Incorporation of Department of Labor Wage Rate Determination

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)

Additional Solicitation Provisions

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

The judiciary plans to award a firm-fixed type of contract under this solicitation, and all offers shall be submitted on this basis. Alternate offers based on other contract types will not be considered.

(end)

 X 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)

United States District Court
 Eastern District of Louisiana
 Shared Administrative Services
 500 Poydras Street, Room B-208
 New Orleans, LA 70130

Request for Price Quote # 21-0015

Company Name: _____

Phone # _____

Address: _____

Contact: _____

Cost per chair includes all materials, labor, pick-up, delivery and installation. **QUOTES ARE ALL INCLUSIVE FIRM FIXED PRICE.** No additional cost will be added once the contract has been awarded.

FINISHED CHAIR DESCRIPTION	QUOTE FOR FINISHED CHAIR		APPROX # OF CHAIRS	TOTAL
Rotary base chair with faux <u>leather</u> back and seat. Faux leather upholstered arms with nailhead trip and welting.	\$ _____ / CHAIR	X	76	= \$ _____
Straight leg chair with faux <u>leather</u> back and seat. Wood arms with nailhead trim and welting.	\$ _____ / CHAIR	X	19	= \$ _____
Jury box chair with faux <u>leather</u> back and seat. Faux leather upholstered arms with nailhead trim and welting.	\$ _____ / CHAIR	X	42	= \$ _____

 Signature of Authorizing Official

TOTAL \$ _____















EMPLOYEE RIGHTS ON GOVERNMENT CONTRACTS

THIS ESTABLISHMENT IS PERFORMING GOVERNMENT CONTRACT WORK SUBJECT TO:
(CHECK ONE)

- ☒ **SERVICE CONTRACT ACT (SCA)**
- ☐ **PUBLIC CONTRACTS ACT (PCA)**

MINIMUM WAGES	<p>Your rate must be no less than the federal minimum wage established by the Fair Labor Standards Act (FLSA).</p> <p>A higher rate may be required for SCA contracts if a wage determination applies. Such wage determination will be posted as an attachment to this notice.</p>
FRINGE BENEFITS	<p>SCA wage determinations may require fringe benefit payments (or a cash equivalent). PCA contracts do not require fringe benefits.</p>
OVERTIME PAY	<p>You must be paid 1.5 times your basic rate of pay for all hours worked over 40 in a week. There are some exceptions.</p>
CHILD LABOR	<p>No person under 16 years of age may be employed on a PCA contract.</p>
SAFETY & HEALTH	<p>Work must be performed under conditions that are sanitary, and not hazardous or dangerous to employees' health and safety.</p>
ENFORCEMENT	<p>Specific DOL agencies are responsible for the administration of these laws. To file a complaint or obtain information, contact the Wage and Hour Division (WHD) by calling its toll-free help line at 1-866-4-USWAGE (1-866-487-9243), or visit www.dol.gov/whd</p> <p>Contact the Occupational Safety and Health Administration (OSHA) by calling 1-800-321-OSHA (1-800-321-6742), or visit www.osha.gov</p>



WAGE AND HOUR DIVISION
UNITED STATES DEPARTMENT OF LABOR

1-866-487-9243
TTY: 1-877-889-5627
www.dol.gov/whd



U.S. DEPARTMENT OF LABOR

The purpose of the discussion below is to advise contractors which are subject to the Walsh-Healey Public Contracts Act or the Service Contract Act of the principal provisions of these acts.

WALSH-HEALEY PUBLIC CONTRACTS ACT

General Provisions—This act applies to contracts which exceed or may exceed \$10,000 entered into by any agency or instrumentality of the United States for the manufacture or furnishing of materials, supplies, articles, or equipment. The act establishes minimum wage, maximum hours, and safety and health standards for work on such contracts, and prohibits the employment on contract work of convict labor (unless certain conditions are met) and children under 16 years of age. The employment of homeworkers (except homeworkers with disabilities employed under the provisions of Regulations, 29 CFR Part 525) on a covered contract is not permitted.

In addition to its coverage of prime contractors, the act under certain circumstances applies to secondary contractors performing work under contracts awarded by the Government prime contractor.

All provisions of the act except the safety and health requirements are administered by the Wage and Hour Division.

Minimum Wage—Covered employees must currently be paid not less than the Federal minimum wage established in section 6(a)(1) of the Fair Labor Standards Act.

Overtime—Covered workers must be paid at least one and one-half times their basic rate of pay for all hours worked in excess of 40 a week. Overtime is due on the basis of the total hours spent in all work, Government and non-Government, performed by the employee in any week in which covered work is performed.

Child Labor—Employers may protect themselves against unintentional child labor violations by obtaining certificates of age. State employment or age certificates are acceptable.

Safety and Health—No covered work may be performed in plants, factories, buildings, or surroundings or under work conditions that are unsanitary or hazardous or dangerous to the health and safety of the employees engaged in the performance of the contract. The safety and health provisions of the Walsh-Healey Public Contracts Act are administered by the Occupational Safety and Health Administration.

Posting—During the period that covered work is being performed on a contract subject to the act, the contractor must post copies of Notice to Employees Working on Government Contracts in a sufficient number of places to permit employees to observe a copy on the way to or from their place of employment.

Responsibility for Secondary Contractors—Prime contractors are liable for violations of the act committed by their covered secondary contractors.

SERVICE CONTRACT ACT

General Provisions—The Service Contract Act applies to every contract entered into by the United States or the District of Columbia, the principal purpose of which is to furnish services in the United States through the use of service employees. Contractors and subcontractors performing on such Federal contracts must observe minimum wage and safety and health standards, and must maintain certain records, unless a specific exemption applies.

Wages and Fringe Benefits—Every service employee performing any of the Government contract work under a service contract in excess of \$2,500 must be paid not less than the monetary wages, and must be furnished the fringe benefits, which the Secretary of Labor has determined to be prevailing in the locality for the classification in which the employee is working or the wage rates and fringe benefits (including any accrued or prospective wage rates and fringe benefits) contained in a predecessor contractor's collective bargaining agreement. The wage rates and fringe benefits required are usually specified in the contract but in no case may employees doing work necessary for the performance of the contract be paid less than the minimum wage established in section 6(a)(1) of the Fair Labor Standards Act. Service contracts which do not exceed \$2,500 are not subject to prevailing rate determinations or to the safety and health requirements of the act. However, the act does require that employees performing work on such contracts be paid not less than the minimum wage rate established in section 6(a)(1) of the Fair Labor Standards Act.

Overtime—The Fair Labor Standards Act and the Contract Work Hours Safety Standards Act may require the payment of overtime at time and one-half the regular rate of pay for all hours work on the contract in excess of 40 a week. The Contract Work Hours Safety Standards Act is more limited in scope than the Fair Labor Standards Act and generally applies to Government contracts in excess of \$100,000 that require or involve the employment of laborers, mechanics, guards, watchmen.

Safety and Health—The act provides that no part of the services in contracts in excess of \$2,500 may be performed in buildings or surroundings or under working conditions, provided by or under the control or supervision of the contractor or subcontractor, which are unsanitary or hazardous or dangerous to the health or safety of service employees engaged to furnish the services. The safety and health provisions of the Service Contract Act are administered by the Occupational Safety and Health Administration.

Notice to Employees—On the date a service employee commences work on a contract in excess of \$2,500, the contractor (or subcontractor) must provide the employee with a notice of the compensation required by the act. The posting of the notice (including any applicable wage determination) contained on the reverse in a location where it may be seen by all employees performing on the contract will satisfy this requirement.

Notice in Subcontracts—The contractor is required to insert in all subcontracts the labor standards clauses specified by the regulations in 29 CFR Part 4 for Federal service contracts exceeding \$2,500.

Responsibility for Secondary Contractors—Prime contractors are liable for violations of the act committed by their covered secondary contractors.

Other Obligations—Observance of the labor standards of these acts does not relieve the employer of any obligation he may have under any other laws or agreements providing for higher labor standards.

Additional Information—Additional Information and copies of the acts and applicable regulations and interpretations may be obtained from the nearest office of the Wage and Hour Division or the national office in Washington, D.C. Information pertaining to safety and health standards may be obtained from the nearest office of the Occupational Safety and Health Administration or the national office in Washington, D.C.

"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
Daniel W. Simms Director		Wage Determination No.: 2015-5189 Revision No.: 16 Date Of Last Revision: 05/26/2020
Division of Wage Determinations		

Note: Under Executive Order (EO) 13658 an hourly minimum

wage of \$10.80 for calendar year 2020 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 2015. If this contract is covered by the EO the contractor must pay all workers in any classification listed on this wage determination at least \$10.80 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 calendar year 2020. The EO minimum wage rate will be adjusted annually. Additional information on contractor requirements and worker protections under the EO is available at www.dol.gov/whd/govcontracts.

State: Louisiana

Area: Louisiana Parishes of Jefferson Orleans Plaquemines Saint John The Baptist St Bernard St Charles St Tammany

****Fringe Benefits Required Follow the Occupational Listing****

OCCUPATION CODE - TITLE	FOOTNOTE	RATE
01000 - Administrative Support And Clerical Occupations		
01011 - Accounting Clerk I		14.31
01012 - Accounting Clerk II		16.06
01013 - Accounting Clerk III		17.97
01020 - Administrative Assistant		23.95
01035 - Court Reporter		24.53
01041 - Customer Service Representative I		12.03
01042 - Customer Service Representative II		13.53
01043 - Customer Service Representative III		14.76
01051 - Data Entry Operator I		12.32
01052 - Data Entry Operator II		13.68
01060 - Dispatcher Motor Vehicle		18.60
01070 - Document Preparation Clerk		17.50
01090 - Duplicating Machine Operator		17.50
01111 - General Clerk I		11.58
01112 - General Clerk II		12.63
01113 - General Clerk III		14.18
01120 - Housing Referral Assistant		21.88
01141 - Messenger Courier		13.61
01191 - Order Clerk I		14.80
01192 - Order Clerk II		16.15
01261 - Personnel Assistant (Employment) I		15.94
01262 - Personnel Assistant (Employment) II		18.12
01263 - Personnel Assistant (Employment) III		19.97
01270 - Production Control Clerk		27.15
01290 - Rental Clerk		14.14

01300 - Scheduler Maintenance	17.56
01311 - Secretary I	17.56
01312 - Secretary II	19.49
01313 - Secretary III	21.88
01320 - Service Order Dispatcher	16.62
01410 - Supply Technician	23.95
01420 - Survey Worker	15.82
01460 - Switchboard Operator/Receptionist	12.58
01531 - Travel Clerk I	17.08
01532 - Travel Clerk II	18.26
01533 - Travel Clerk III	19.27
01611 - Word Processor I	14.19
01612 - Word Processor II	15.92
01613 - Word Processor III	17.82
05000 - Automotive Service Occupations	
05005 - Automobile Body Repairer Fiberglass	21.97
05010 - Automotive Electrician	18.40
05040 - Automotive Glass Installer	17.20
05070 - Automotive Worker	17.20
05110 - Mobile Equipment Servicer	14.80
05130 - Motor Equipment Metal Mechanic	19.45
05160 - Motor Equipment Metal Worker	17.20
05190 - Motor Vehicle Mechanic	19.45
05220 - Motor Vehicle Mechanic Helper	13.61
05250 - Motor Vehicle Upholstery Worker	16.02
05280 - Motor Vehicle Wrecker	17.20
05310 - Painter Automotive	18.40
05340 - Radiator Repair Specialist	17.20
05370 - Tire Repairer	12.78
05400 - Transmission Repair Specialist	19.45
07000 - Food Preparation And Service Occupations	
07010 - Baker	12.90
07041 - Cook I	12.07
07042 - Cook II	14.20
07070 - Dishwasher	9.57
07130 - Food Service Worker	8.92
07210 - Meat Cutter	14.52
07260 - Waiter/Waitress	8.78
09000 - Furniture Maintenance And Repair Occupations	
09010 - Electrostatic Spray Painter	17.89
09040 - Furniture Handler	12.60
09080 - Furniture Refinisher	19.15
09090 - Furniture Refinisher Helper	14.59
09110 - Furniture Repairer Minor	17.16
09130 - Upholsterer	17.41
11000 - General Services And Support Occupations	
11030 - Cleaner Vehicles	10.05
11060 - Elevator Operator	10.68
11090 - Gardener	16.72
11122 - Housekeeping Aide	10.68
11150 - Janitor	10.68
11210 - Laborer Grounds Maintenance	12.27
11240 - Maid or Houseman	10.63
11260 - Pruner	10.79
11270 - Tractor Operator	15.21
11330 - Trail Maintenance Worker	12.27
11360 - Window Cleaner	12.14
12000 - Health Occupations	
12010 - Ambulance Driver	21.29
12011 - Breath Alcohol Technician	21.29
12012 - Certified Occupational Therapist Assistant	27.07
12015 - Certified Physical Therapist Assistant	27.07
12020 - Dental Assistant	16.13
12025 - Dental Hygienist	32.84
12030 - EKG Technician	27.12

12035 - Electroneurodiagnostic Technologist	27.12
12040 - Emergency Medical Technician	21.29
12071 - Licensed Practical Nurse I	17.06
12072 - Licensed Practical Nurse II	19.09
12073 - Licensed Practical Nurse III	21.28
12100 - Medical Assistant	14.82
12130 - Medical Laboratory Technician	23.24
12160 - Medical Record Clerk	15.41
12190 - Medical Record Technician	17.74
12195 - Medical Transcriptionist	16.67
12210 - Nuclear Medicine Technologist	33.53
12221 - Nursing Assistant I	11.45
12222 - Nursing Assistant II	12.87
12223 - Nursing Assistant III	14.04
12224 - Nursing Assistant IV	15.76
12235 - Optical Dispenser	16.47
12236 - Optical Technician	16.86
12250 - Pharmacy Technician	16.26
12280 - Phlebotomist	16.78
12305 - Radiologic Technologist	26.89
12311 - Registered Nurse I	26.17
12312 - Registered Nurse II	33.59
12313 - Registered Nurse II Specialist	33.59
12314 - Registered Nurse III	40.65
12315 - Registered Nurse III Anesthetist	40.65
12316 - Registered Nurse IV	48.72
12317 - Scheduler (Drug and Alcohol Testing)	26.37
12320 - Substance Abuse Treatment Counselor	19.07
13000 - Information And Arts Occupations	
13011 - Exhibits Specialist I	18.94
13012 - Exhibits Specialist II	23.46
13013 - Exhibits Specialist III	28.70
13041 - Illustrator I	19.74
13042 - Illustrator II	24.45
13043 - Illustrator III	29.91
13047 - Librarian	26.44
13050 - Library Aide/Clerk	14.30
13054 - Library Information Technology Systems Administrator	23.87
13058 - Library Technician	16.79
13061 - Media Specialist I	17.23
13062 - Media Specialist II	19.27
13063 - Media Specialist III	21.49
13071 - Photographer I	15.35
13072 - Photographer II	17.18
13073 - Photographer III	21.28
13074 - Photographer IV	26.03
13075 - Photographer V	31.49
13090 - Technical Order Library Clerk	16.62
13110 - Video Teleconference Technician	23.20
14000 - Information Technology Occupations	
14041 - Computer Operator I	17.11
14042 - Computer Operator II	19.13
14043 - Computer Operator III	21.34
14044 - Computer Operator IV	23.72
14045 - Computer Operator V	26.25
14071 - Computer Programmer I	(see 1) 21.79
14072 - Computer Programmer II	(see 1) 25.53
14073 - Computer Programmer III	(see 1)
14074 - Computer Programmer IV	(see 1)
14101 - Computer Systems Analyst I	(see 1)
14102 - Computer Systems Analyst II	(see 1)
14103 - Computer Systems Analyst III	(see 1)
14150 - Peripheral Equipment Operator	17.11
14160 - Personal Computer Support Technician	23.72

14170 - System Support Specialist	29.79
15000 - Instructional Occupations	
15010 - Aircrew Training Devices Instructor (Non-Rated)	28.11
15020 - Aircrew Training Devices Instructor (Rated)	35.65
15030 - Air Crew Training Devices Instructor (Pilot)	40.77
15050 - Computer Based Training Specialist / Instructor	28.12
15060 - Educational Technologist	23.29
15070 - Flight Instructor (Pilot)	40.77
15080 - Graphic Artist	22.26
15085 - Maintenance Test Pilot Fixed Jet/Prop	40.12
15086 - Maintenance Test Pilot Rotary Wing	40.12
15088 - Non-Maintenance Test/Co-Pilot	40.12
15090 - Technical Instructor	20.08
15095 - Technical Instructor/Course Developer	24.57
15110 - Test Proctor	16.22
15120 - Tutor	16.22
16000 - Laundry Dry-Cleaning Pressing And Related Occupations	
16010 - Assembler	10.38
16030 - Counter Attendant	10.38
16040 - Dry Cleaner	12.95
16070 - Finisher Flatwork Machine	10.38
16090 - Presser Hand	10.38
16110 - Presser Machine Drycleaning	10.38
16130 - Presser Machine Shirts	10.38
16160 - Presser Machine Wearing Apparel Laundry	10.38
16190 - Sewing Machine Operator	13.81
16220 - Tailor	14.65
16250 - Washer Machine	11.24
19000 - Machine Tool Operation And Repair Occupations	
19010 - Machine-Tool Operator (Tool Room)	23.31
19040 - Tool And Die Maker	29.85
21000 - Materials Handling And Packing Occupations	
21020 - Forklift Operator	17.43
21030 - Material Coordinator	27.76
21040 - Material Expediter	27.76
21050 - Material Handling Laborer	14.29
21071 - Order Filler	11.82
21080 - Production Line Worker (Food Processing)	17.43
21110 - Shipping Packer	14.66
21130 - Shipping/Receiving Clerk	14.66
21140 - Store Worker I	10.19
21150 - Stock Clerk	15.09
21210 - Tools And Parts Attendant	17.43
21410 - Warehouse Specialist	17.43
23000 - Mechanics And Maintenance And Repair Occupations	
23010 - Aerospace Structural Welder	35.17
23019 - Aircraft Logs and Records Technician	26.51
23021 - Aircraft Mechanic I	33.01
23022 - Aircraft Mechanic II	35.17
23023 - Aircraft Mechanic III	37.31
23040 - Aircraft Mechanic Helper	22.17
23050 - Aircraft Painter	30.28
23060 - Aircraft Servicer	26.51
23070 - Aircraft Survival Flight Equipment Technician	30.28
23080 - Aircraft Worker	28.64
23091 - Aircrew Life Support Equipment (ALSE) Mechanic I	28.64
23092 - Aircrew Life Support Equipment (ALSE) Mechanic II	33.01
23110 - Appliance Mechanic	20.37
23120 - Bicycle Repairer	18.41
23125 - Cable Splicer	28.39
23130 - Carpenter Maintenance	20.84
23140 - Carpet Layer	21.66
23160 - Electrician Maintenance	24.25

23181 - Electronics Technician Maintenance I	29.64
23182 - Electronics Technician Maintenance II	31.88
23183 - Electronics Technician Maintenance III	34.14
23260 - Fabric Worker	20.05
23290 - Fire Alarm System Mechanic	21.10
23310 - Fire Extinguisher Repairer	18.41
23311 - Fuel Distribution System Mechanic	24.83
23312 - Fuel Distribution System Operator	18.32
23370 - General Maintenance Worker	17.74
23380 - Ground Support Equipment Mechanic	33.01
23381 - Ground Support Equipment Servicer	26.51
23382 - Ground Support Equipment Worker	28.64
23391 - Gunsmith I	18.41
23392 - Gunsmith II	21.66
23393 - Gunsmith III	24.96
23410 - Heating Ventilation And Air-Conditioning Mechanic	22.03
23411 - Heating Ventilation And Air Contidioning Mechanic (Research Facility)	23.47
23430 - Heavy Equipment Mechanic	25.24
23440 - Heavy Equipment Operator	21.13
23460 - Instrument Mechanic	30.80
23465 - Laboratory/Shelter Mechanic	23.31
23470 - Laborer	12.91
23510 - Locksmith	23.38
23530 - Machinery Maintenance Mechanic	26.53
23550 - Machinist Maintenance	24.14
23580 - Maintenance Trades Helper	15.30
23591 - Metrology Technician I	30.80
23592 - Metrology Technician II	32.81
23593 - Metrology Technician III	34.81
23640 - Millwright	27.71
23710 - Office Appliance Repairer	19.05
23760 - Painter Maintenance	18.14
23790 - Pipefitter Maintenance	25.44
23810 - Plumber Maintenance	23.75
23820 - Pneudraulic Systems Mechanic	24.96
23850 - Rigger	24.38
23870 - Scale Mechanic	21.66
23890 - Sheet-Metal Worker Maintenance	22.03
23910 - Small Engine Mechanic	18.40
23931 - Telecommunications Mechanic I	30.28
23932 - Telecommunications Mechanic II	32.26
23950 - Telephone Lineman	21.16
23960 - Welder Combination Maintenance	24.89
23965 - Well Driller	24.96
23970 - Woodcraft Worker	24.96
23980 - Woodworker	18.41
24000 - Personal Needs Occupations	
24550 - Case Manager	15.86
24570 - Child Care Attendant	9.58
24580 - Child Care Center Clerk	12.73
24610 - Chore Aide	9.26
24620 - Family Readiness And Support Services Coordinator	15.86
24630 - Homemaker	15.86
25000 - Plant And System Operations Occupations	
25010 - Boiler Tender	23.11
25040 - Sewage Plant Operator	19.50
25070 - Stationary Engineer	23.11
25190 - Ventilation Equipment Tender	15.51
25210 - Water Treatment Plant Operator	19.50
27000 - Protective Service Occupations	
27004 - Alarm Monitor	15.66
27007 - Baggage Inspector	13.13

27008 - Corrections Officer	15.61
27010 - Court Security Officer	16.52
27030 - Detection Dog Handler	14.69
27040 - Detention Officer	15.61
27070 - Firefighter	17.56
27101 - Guard I	13.13
27102 - Guard II	14.69
27131 - Police Officer I	20.83
27132 - Police Officer II	23.14
28000 - Recreation Occupations	
28041 - Carnival Equipment Operator	15.53
28042 - Carnival Equipment Repairer	17.07
28043 - Carnival Worker	11.02
28210 - Gate Attendant/Gate Tender	13.76
28310 - Lifeguard	12.10
28350 - Park Attendant (Aide)	15.40
28510 - Recreation Aide/Health Facility Attendant	11.24
28515 - Recreation Specialist	18.61
28630 - Sports Official	12.26
28690 - Swimming Pool Operator	20.91
29000 - Stevedoring/Longshoremen Occupational Services	
29010 - Blocker And Bracer	23.68
29020 - Hatch Tender	23.68
29030 - Line Handler	23.68
29041 - Stevedore I	21.91
29042 - Stevedore II	25.48
30000 - Technical Occupations	
30010 - Air Traffic Control Specialist Center (HFO) (see 2)	39.89
30011 - Air Traffic Control Specialist Station (HFO) (see 2)	27.50
30012 - Air Traffic Control Specialist Terminal (HFO) (see 2)	30.29
30021 - Archeological Technician I	19.63
30022 - Archeological Technician II	21.96
30023 - Archeological Technician III	27.09
30030 - Cartographic Technician	27.22
30040 - Civil Engineering Technician	24.59
30051 - Cryogenic Technician I	29.13
30052 - Cryogenic Technician II	32.17
30061 - Drafter/CAD Operator I	19.63
30062 - Drafter/CAD Operator II	21.96
30063 - Drafter/CAD Operator III	24.49
30064 - Drafter/CAD Operator IV	30.13
30081 - Engineering Technician I	16.09
30082 - Engineering Technician II	18.05
30083 - Engineering Technician III	20.19
30084 - Engineering Technician IV	25.02
30085 - Engineering Technician V	30.61
30086 - Engineering Technician VI	37.03
30090 - Environmental Technician	23.87
30095 - Evidence Control Specialist	26.30
30210 - Laboratory Technician	28.23
30221 - Latent Fingerprint Technician I	28.19
30222 - Latent Fingerprint Technician II	31.15
30240 - Mathematical Technician	27.22
30361 - Paralegal/Legal Assistant I	20.64
30362 - Paralegal/Legal Assistant II	26.00
30363 - Paralegal/Legal Assistant III	31.81
30364 - Paralegal/Legal Assistant IV	38.48
30375 - Petroleum Supply Specialist	32.17
30390 - Photo-Optics Technician	27.22
30395 - Radiation Control Technician	32.17
30461 - Technical Writer I	25.72
30462 - Technical Writer II	31.47
30463 - Technical Writer III	38.07
30491 - Unexploded Ordnance (UXO) Technician I	25.35
30492 - Unexploded Ordnance (UXO) Technician II	30.67

30493 - Unexploded Ordnance (UXO) Technician III	36.76
30494 - Unexploded (UXO) Safety Escort	25.35
30495 - Unexploded (UXO) Sweep Personnel	25.35
30501 - Weather Forecaster I	29.13
30502 - Weather Forecaster II	35.43
30620 - Weather Observer Combined Upper Air Or Surface Programs	(see 2) 24.49
30621 - Weather Observer Senior	(see 2) 26.36
31000 - Transportation/Mobile Equipment Operation Occupations	
31010 - Airplane Pilot	30.67
31020 - Bus Aide	12.14
31030 - Bus Driver	18.06
31043 - Driver Courier	15.28
31260 - Parking and Lot Attendant	9.46
31290 - Shuttle Bus Driver	16.79
31310 - Taxi Driver	13.50
31361 - Truckdriver Light	16.79
31362 - Truckdriver Medium	18.28
31363 - Truckdriver Heavy	20.58
31364 - Truckdriver Tractor-Trailer	20.58
99000 - Miscellaneous Occupations	
99020 - Cabin Safety Specialist	14.95
99030 - Cashier	9.61
99050 - Desk Clerk	12.20
99095 - Embalmer	23.61
99130 - Flight Follower	25.35
99251 - Laboratory Animal Caretaker I	11.66
99252 - Laboratory Animal Caretaker II	12.81
99260 - Marketing Analyst	23.85
99310 - Mortician	27.18
99410 - Pest Controller	17.16
99510 - Photofinishing Worker	14.97
99710 - Recycling Laborer	18.73
99711 - Recycling Specialist	23.23
99730 - Refuse Collector	16.48
99810 - Sales Clerk	11.60
99820 - School Crossing Guard	12.36
99830 - Survey Party Chief	22.91
99831 - Surveying Aide	16.93
99832 - Surveying Technician	20.82
99840 - Vending Machine Attendant	12.18
99841 - Vending Machine Repairer	16.52
99842 - Vending Machine Repairer Helper	12.18

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: \$4.54 per hour up to 40 hours per week or \$181.60 per week or \$786.93 per month

HEALTH & WELFARE EO 13706: \$4.22 per hour up to 40 hours per week or \$168.80 per week or \$731.47 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 8 years and 4 weeks after 15 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. (See 29 CFR 4.173)

HOLIDAYS: A minimum of ten paid holidays per year: New Year's Day Martin Luther King Jr.'s Birthday Washington's Birthday Memorial 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: Under the SCA at section 8(b) this wage determination does not apply to any employee who individually qualifies as a bona fide executive administrative or professional employee as defined in 29 C.F.R. Part 541. Because most Computer System Analysts and Computer Programmers who are compensated at a rate not less than \$27.63 (or on a salary or fee basis at a rate not less than \$455 per week) an hour would likely qualify as exempt computer professionals (29 C.F.R. 541.400) wage rates may not be listed on this wage determination for all occupations within those job families. In addition because this wage determination may not list a wage rate for some or all occupations within those job families if the survey data indicates that the prevailing wage rate for the occupation equals or exceeds \$27.63 per hour conformances may be necessary for certain nonexempt employees. For example if an individual employee is nonexempt but nevertheless performs duties within the scope of one of the Computer Systems Analyst or Computer Programmer occupations for which this wage determination does not specify an SCA wage rate then the wage rate for that employee must be conformed in accordance with the conformance procedures described in the conformance note included on this wage

determination.

Additionally because job titles vary widely and change quickly in the computer industry job titles are not determinative of the application of the computer professional exemption. Therefore the exemption applies only to computer employees who satisfy the compensation requirements and whose primary duty 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).

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))."

