



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**



TRACY L. COLEMAN
CHIEF PROBATION OFFICER

Request for Quotation

RFQ Number: LAEDCLERK25-0006 Cleaning of Carpet and Various Furniture Pieces
Request Date: August 29, 2025

Special Notes:

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

A fixed price award from this RFQ will be made based the lowest priced, technically acceptable bid.

An on-site visit to view required chambers/courtrooms and furniture shall be held on **Thursday, September 4, 2025, at 1:00 p.m.** Attendees are to meet in the 1st floor lobby. Attendance is strongly recommended.

Quotes are due by 1:00 p.m. CDT on Tuesday, September 9, 2025.

Quotes and questions concerning this RFQ should be addressed to Jeffrey Ganuchau at:

U.S. District Court – EDLA
Shared Administrative Services
500 Poydras Street, Room B-208
New Orleans, LA 70130
P: 504-589-3322
F: 504-589-7522
E: Jeffrey_Ganuchau@laed.uscourts.gov

Sincerely,

Jeffrey Ganuchau
Contracting Officer

Attachment

UNITED STATES DISTRICT COURT FOR THE EASTERN DISTRICT OF LOUISIANA

Cleaning of Carpet and Various Furniture Pieces

Quote Sheet for RFQ Number: 25-0006

Item No.	Description	Qty	Unit	Unit Price	Extended Price
1	Professional carpet cleaning in (21) chambers and (20) courtrooms, including sealant/treatment service for stain resistance with each cleaning. Two machine cleanings/treatments per chambers/courtroom within a 12-month period.	1	JB		
2	Clean upholstery of (4) sofas and (4) chairs, including sealant/treatment service for stain resistance. Two hand cleanings/treatments within a 12-month period.	1	JB		
3	TAX – USDC IS TAX EXEMPT			N/A	N/A
				TOTAL	

Vendor's Name

Vendor's Phone Number

Vendor's e-mail address

Vendor's Fax Number

Vendor's Street Address

Vendor's City, State, and Zip Code

Signature of Person Authorized to Sign Quote/Date

Printed or Typed Name of Signatory

UEI/TIN Number: _____

STATEMENT OF WORK (SOW)

1 INTRODUCTION:

The U.S. District Court for the Eastern District of Louisiana, located at 500 Poydras St. New Orleans, LA 70130, is seeking a firm fixed price quote for a vendor to professionally clean the carpet in 19 chambers suites, 18 courtrooms, and the upholstery for 8 pieces of furniture (4 sofas, 4 chairs).

2 REQUIREMENTS:

- 1) Two machine cleanings of wall-to-wall carpeting, including sealant/treatment service with each cleaning, per chambers/courtroom. Both cleanings to be completed within a 12-month period.
- 2) Two hand cleanings of the upholstery of (4) sofas and (4) chairs, including sealant/treatment service with each cleaning. Both cleanings to be completed within a 12-month period.
- 3) Firm-fixed price quote to be provided on either vendor's letterhead or included quote sheet. Vendor's quote must breakdown the cost by judge and service. Vendors are encouraged to use the provided spreadsheet listing required spaces (judge's chambers and courtroom numbers) and services (Cleaning/Treatment #1, Cleaning/Treatment #2).

3 PERFORMANCE OF WORK:

- Work must be coordinated with the court and may be performed during normal working hours. Normal working hours are Monday – Friday, 8:30am – 5:00pm, however, work may not disrupt normal court operations. After hours carpet cleaning in chambers may be necessary to reduce noise and allow for normal court operations. Work can be completed over multiple phases/days with coordination from the court.
- The vendor will clean the carpet around large furniture (i.e., desks, tables, etc.) located within the chambers and courtrooms. Court staff will remove reasonable amounts of smaller furniture items (i.e., chairs, trash cans, etc.) as necessary prior to the commencement of work in the area.
- The government has 5 business days to inspect completed areas. The inspection will not occur until the completed areas and/or furniture items are dry. The vendor will have 7 business days to correct any deficiencies. Corrections are to be accomplished at no additional cost to the judiciary.
- Work must commence as soon as possible but no later than **September 30, 2025**, and be completed within one (1) calendar year of commencement. By submitting a quote, vendor confirms that they can begin work by September 30, 2025.

4 LIABILITY:

Any damage to carpet, furniture, or facilities which is deemed the fault of the contractor shall be repaired by the contractor to a condition as good as or better than existed before the contractor's experience.

Due to the court's tenancy in a federal building, selected vendor will be required to provide certification of liability insurance listing the General Services Administration as a certificate holder during the

project and complete a revocable license with corporate seal or notarized affidavit.

The court recognizes that some stains may not come out due to the nature of the spots and time in place.

5 PAYMENT PROVISIONS:

According to federal requirements, advance payment is prohibited. Payment will be made within 30 days of carpet/upholstery cleaning or submission of invoice, whichever occurs later.

Partial payment is acceptable for work that has been completed at the amount specified for each area and service. See Requirements Section # 3 regarding required cost breakdown.

Vendor shall register either in the federal government's System for Award Management (SAM) or the judiciary's financial system prior to award. Registration requires provisioning of bank routing and account numbers. All payments will be made via direct deposit from the U.S. Treasury.

5.1 BASIS OF AWARD:

The Government will award to the contractor whose quote provides the lowest priced, technically acceptable offer to the court and has met the criteria in the specifications listed above and in the quote sheet.

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 3-160 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

☒ 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)

☒ 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)

Vendor:

Vendor Point of Contact:

Contact Email:

Contact Phone Number:

QUOTE SHEET

Cleaning/Treatment Areas/Furniture Pieces	Cleaning/Treatment #1	Cleaning/Treatment #2	Total
Judge Zainey Chambers (C455) and Courtroom (C467)			
Judge Lemelle Chambers (C117)			
Chief Judge Vitter Chambers (C368) and Courtroom (C352)			
Judge Brown Chambers (C205) and Courtroom (C227)			
Judge Milazzo Chambers (C206) and Courtroom (C224)			
Judge Africk Chambers (C405) and Courtroom (C427)			
Judge Barbier Chambers (C256) and Courtroom (C268)			
Judge Fallon Chambers (C456) and Courtroom (C468)			
Judge Ashe Chambers (C367) and Courtroom (C351)			
Judge Long Chambers (C317) and Courtroom (C311)			
Judge Papillion Chambers (C555) and Courtroom (C551)			
Judge Vance Chambers (C255) and Courtroom (C279)			
Judge Lemmon Chambers (C107-A)			
Judge Guidry Chambers (C556) and Courtroom (C552)			
Courtroom C102			
Vacant 5th Floor #1 Chambers (C525) and Courtroom (C501)			
Judge Currault Chambers (B409) and Courtroom (B421)			
Judge Dossier Chambers (B335) and Courtroom (B305)			
Judge Roby Chambers (B437) and Courtroom (B431)			
Judge North Chambers (B419) and Courtroom (B407)			
(4) Sofas and (4) Chairs - Chambers C205			
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	Division of Wage Determinations	Wage Determination No.: 2015-5189 Revision No.: 31 Date Of Last Revision: 07/08/2025

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 \$17.75 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 2025.
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 \$13.30 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 2025.

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

Fringe Benefits Required Follow the Occupational Listing		
OCCUPATION CODE - TITLE	FOOTNOTE	RATE
01000 - Administrative Support And Clerical Occupations		
01011 - Accounting Clerk I		17.51***
01012 - Accounting Clerk II		19.66
01013 - Accounting Clerk III		21.99
01020 - Administrative Assistant		26.73
01035 - Court Reporter		33.28
01041 - Customer Service Representative I		14.88***
01042 - Customer Service Representative II		16.24***
01043 - Customer Service Representative III		18.23
01051 - Data Entry Operator I		16.29***
01052 - Data Entry Operator II		17.78
01060 - Dispatcher, Motor Vehicle		21.44
01070 - Document Preparation Clerk		17.50***
01090 - Duplicating Machine Operator		17.50***
01111 - General Clerk I		14.35***
01112 - General Clerk II		15.66***
01113 - General Clerk III		17.58***
01120 - Housing Referral Assistant		23.90
01141 - Messenger Courier		14.68***
01191 - Order Clerk I		15.97***
01192 - Order Clerk II		17.43***
01261 - Personnel Assistant (Employment) I		17.95
01262 - Personnel Assistant (Employment) II		20.08
01263 - Personnel Assistant (Employment) III		22.38
01270 - Production Control Clerk		29.87
01290 - Rental Clerk		15.05***
01300 - Scheduler, Maintenance		19.17
01311 - Secretary I		19.17
01312 - Secretary II		21.44
01313 - Secretary III		23.90
01320 - Service Order Dispatcher		19.17
01410 - Supply Technician		26.73
01420 - Survey Worker		17.85
01460 - Switchboard Operator/Receptionist		16.50***
01531 - Travel Clerk I		19.66
01532 - Travel Clerk II		20.93
01533 - Travel Clerk III		22.54
01611 - Word Processor I		16.44***
01612 - Word Processor II		18.45
01613 - Word Processor III		20.64
05000 - Automotive Service Occupations		
05005 - Automobile Body Repairer, Fiberglass		25.84
05010 - Automotive Electrician		22.07
05040 - Automotive Glass Installer		20.50
05070 - Automotive Worker		20.50
05110 - Mobile Equipment Servicer		17.42***
05130 - Motor Equipment Metal Mechanic		23.62
05160 - Motor Equipment Metal Worker		20.50
05190 - Motor Vehicle Mechanic		23.62
05220 - Motor Vehicle Mechanic Helper		15.85***
05250 - Motor Vehicle Upholstery Worker		18.96
05280 - Motor Vehicle Wrecker		20.50
05310 - Painter, Automotive		22.07
05340 - Radiator Repair Specialist		20.50

05370 - Tire Repairer	17.53***
05400 - Transmission Repair Specialist	23.62
07000 - Food Preparation And Service Occupations	
07010 - Baker	14.70***
07041 - Cook I	14.43***
07042 - Cook II	16.98***
07070 - Dishwasher	12.74***
07130 - Food Service Worker	11.61***
07210 - Meat Cutter	17.94
07260 - Waiter/Waitress	10.69***
09000 - Furniture Maintenance And Repair Occupations	
09010 - Electrostatic Spray Painter	21.97
09040 - Furniture Handler	13.42***
09080 - Furniture Refinisher	21.97
09090 - Furniture Refinisher Helper	16.05***
09110 - Furniture Repairer, Minor	18.88
09130 - Upholsterer	21.97
11000 - General Services And Support Occupations	
11030 - Cleaner, Vehicles	13.82***
11060 - Elevator Operator	14.00***
11090 - Gardener	21.63
11122 - Housekeeping Aide	14.00***
11150 - Janitor	14.00***
11210 - Laborer, Grounds Maintenance	15.87***
11240 - Maid or Houseman	13.30***
11260 - Pruner	13.95***
11270 - Tractor Operator	19.68
11330 - Trail Maintenance Worker	15.87***
11360 - Window Cleaner	15.92***
12000 - Health Occupations	
12010 - Ambulance Driver	21.29
12011 - Breath Alcohol Technician	25.37
12012 - Certified Occupational Therapist Assistant	32.08
12015 - Certified Physical Therapist Assistant	30.11
12020 - Dental Assistant	19.32
12025 - Dental Hygienist	40.11
12030 - EKG Technician	31.18
12035 - Electroneurodiagnostic Technologist	31.18
12040 - Emergency Medical Technician	21.29
12071 - Licensed Practical Nurse I	22.68
12072 - Licensed Practical Nurse II	25.37
12073 - Licensed Practical Nurse III	28.27
12100 - Medical Assistant	18.16
12130 - Medical Laboratory Technician	31.19
12160 - Medical Record Clerk	21.77
12190 - Medical Record Technician	24.35
12195 - Medical Transcriptionist	18.56
12210 - Nuclear Medicine Technologist	42.26
12221 - Nursing Assistant I	13.28***
12222 - Nursing Assistant II	14.95***
12223 - Nursing Assistant III	16.31***
12224 - Nursing Assistant IV	18.31
12235 - Optical Dispenser	17.29***
12236 - Optical Technician	20.91
12250 - Pharmacy Technician	18.80
12280 - Phlebotomist	17.78
12305 - Radiologic Technologist	32.08
12311 - Registered Nurse I	26.62
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)	31.42
12320 - Substance Abuse Treatment Counselor	19.72
13000 - Information And Arts Occupations	
13011 - Exhibits Specialist I	22.61
13012 - Exhibits Specialist II	28.02
13013 - Exhibits Specialist III	34.27
13041 - Illustrator I	19.74
13042 - Illustrator II	24.45
13043 - Illustrator III	29.91
13047 - Librarian	30.70
13050 - Library Aide/Clerk	16.58***
13054 - Library Information Technology Systems Administrator	27.72
13058 - Library Technician	19.24
13061 - Media Specialist I	20.00
13062 - Media Specialist II	22.37
13063 - Media Specialist III	24.95
13071 - Photographer I	20.06
13072 - Photographer II	22.44
13073 - Photographer III	27.79
13074 - Photographer IV	33.99
13075 - Photographer V	41.12
13090 - Technical Order Library Clerk	20.35
13110 - Video Teleconference Technician	23.97
14000 - Information Technology Occupations	
14041 - Computer Operator I	18.95
14042 - Computer Operator II	21.20
14043 - Computer Operator III	23.64
14044 - Computer Operator IV	26.27
14045 - Computer Operator V	29.09
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	18.95
14160 - Personal Computer Support Technician	26.27

14170 - System Support Specialist	32.06
15000 - Instructional Occupations	
15010 - Aircrew Training Devices Instructor (Non-Rated)	32.29
15020 - Aircrew Training Devices Instructor (Rated)	39.07
15030 - Air Crew Training Devices Instructor (Pilot)	46.84
15050 - Computer Based Training Specialist / Instructor	32.29
15060 - Educational Technologist	32.11
15070 - Flight Instructor (Pilot)	46.84
15080 - Graphic Artist	23.35
15085 - Maintenance Test Pilot, Fixed, Jet/Prop	46.84
15086 - Maintenance Test Pilot, Rotary Wing	46.84
15088 - Non-Maintenance Test/Co-Pilot	46.84
15090 - Technical Instructor	24.66
15095 - Technical Instructor/Course Developer	30.15
15110 - Test Proctor	19.90
15120 - Tutor	19.90
16000 - Laundry, Dry-Cleaning, Pressing And Related Occupations	
16010 - Assembler	15.04***
16030 - Counter Attendant	15.04***
16040 - Dry Cleaner	17.20***
16070 - Finisher, Flatwork, Machine	15.04***
16090 - Presser, Hand	15.04***
16110 - Presser, Machine, Drycleaning	15.04***
16130 - Presser, Machine, Shirts	15.04***
16160 - Presser, Machine, Wearing Apparel, Laundry	15.04***
16190 - Sewing Machine Operator	17.92
16220 - Tailor	18.64
16250 - Washer, Machine	15.76***
19000 - Machine Tool Operation And Repair Occupations	
19010 - Machine-Tool Operator (Tool Room)	27.01
19040 - Tool And Die Maker	34.58
21000 - Materials Handling And Packing Occupations	
21020 - Forklift Operator	22.85
21030 - Material Coordinator	30.35
21040 - Material Expediter	30.35
21050 - Material Handling Laborer	16.95***
21071 - Order Filler	16.27***
21080 - Production Line Worker (Food Processing)	22.85
21110 - Shipping Packer	18.05
21130 - Shipping/Receiving Clerk	18.05
21140 - Store Worker I	11.86***
21150 - Stock Clerk	17.57***
21210 - Tools And Parts Attendant	22.85
21410 - Warehouse Specialist	22.85
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	27.01
23120 - Bicycle Repairer	21.32
23125 - Cable Splicer	37.64
23130 - Carpenter, Maintenance	24.58
23140 - Carpet Layer	25.09
23160 - Electrician, Maintenance	29.25
23181 - Electronics Technician Maintenance I	35.36
23182 - Electronics Technician Maintenance II	38.06
23183 - Electronics Technician Maintenance III	40.75
23260 - Fabric Worker	23.20
23290 - Fire Alarm System Mechanic	24.73
23310 - Fire Extinguisher Repairer	21.32
23311 - Fuel Distribution System Mechanic	31.92
23312 - Fuel Distribution System Operator	23.54
23370 - General Maintenance Worker	20.22
23380 - Ground Support Equipment Mechanic	33.01
23381 - Ground Support Equipment Servicer	26.51
23382 - Ground Support Equipment Worker	28.64
23391 - Gunsmith I	21.32
23392 - Gunsmith II	25.09
23393 - Gunsmith III	28.91
23410 - Heating, Ventilation And Air-Conditioning Mechanic	27.78
23411 - Heating, Ventilation And Air Contidioning Mechanic (Research Facility)	29.60
23430 - Heavy Equipment Mechanic	29.21
23440 - Heavy Equipment Operator	25.07
23460 - Instrument Mechanic	38.28
23465 - Laboratory/Shelter Mechanic	27.01
23470 - Laborer	16.95***
23510 - Locksmith	25.30
23530 - Machinery Maintenance Mechanic	30.52
23550 - Machinist, Maintenance	29.60
23580 - Maintenance Trades Helper	18.29
23591 - Metrology Technician I	38.28
23592 - Metrology Technician II	40.78
23593 - Metrology Technician III	43.28
23640 - Millwright	33.16
23710 - Office Appliance Repairer	23.06
23760 - Painter, Maintenance	21.34
23790 - Pipefitter, Maintenance	30.93
23810 - Plumber, Maintenance	28.90
23820 - Pneudraulic Systems Mechanic	28.91

23850 - Rigger	28.43
23870 - Scale Mechanic	25.09
23890 - Sheet-Metal Worker, Maintenance	27.25
23910 - Small Engine Mechanic	22.89
23931 - Telecommunications Mechanic I	38.56
23932 - Telecommunications Mechanic II	41.09
23950 - Telephone Lineman	23.69
23960 - Welder, Combination, Maintenance	29.13
23965 - Well Driller	28.91
23970 - Woodcraft Worker	28.91
23980 - Woodworker	21.32
24000 - Personal Needs Occupations	
24550 - Case Manager	16.81***
24570 - Child Care Attendant	11.36***
24580 - Child Care Center Clerk	14.16***
24610 - Chore Aide	10.88***
24620 - Family Readiness And Support Services Coordinator	16.81***
24630 - Homemaker	16.81***
25000 - Plant And System Operations Occupations	
25010 - Boiler Tender	24.78
25040 - Sewage Plant Operator	22.15
25070 - Stationary Engineer	24.78
25190 - Ventilation Equipment Tender	16.63***
25210 - Water Treatment Plant Operator	22.15
27000 - Protective Service Occupations	
27004 - Alarm Monitor	19.87
27007 - Baggage Inspector	15.51***
27008 - Corrections Officer	24.50
27010 - Court Security Officer	20.40
27030 - Detection Dog Handler	17.35***
27040 - Detention Officer	24.50
27070 - Firefighter	17.56***
27101 - Guard I	15.51***
27102 - Guard II	17.35***
27131 - Police Officer I	23.58
27132 - Police Officer II	26.21
28000 - Recreation Occupations	
28041 - Carnival Equipment Operator	17.22***
28042 - Carnival Equipment Repairer	18.92
28043 - Carnival Worker	12.21***
28210 - Gate Attendant/Gate Tender	17.34***
28310 - Lifeguard	12.31***
28350 - Park Attendant (Aide)	19.39
28510 - Recreation Aide/Health Facility Attendant	14.16***
28515 - Recreation Specialist	24.02
28630 - Sports Official	15.44***
28690 - Swimming Pool Operator	23.00
29000 - Stevedoring/Longshoremen Occupational Services	
29010 - Blocker And Bracer	28.48
29020 - Hatch Tender	28.48
29030 - Line Handler	28.48
29041 - Stevedore I	26.34
29042 - Stevedore II	30.65
30000 - Technical Occupations	
30010 - Air Traffic Control Specialist, Center (HFO) (see 2)	46.07
30011 - Air Traffic Control Specialist, Station (HFO) (see 2)	31.77
30012 - Air Traffic Control Specialist, Terminal (HFO) (see 2)	34.99
30021 - Archeological Technician I	23.75
30022 - Archeological Technician II	26.58
30023 - Archeological Technician III	32.88
30030 - Cartographic Technician	32.93
30040 - Civil Engineering Technician	30.61
30051 - Cryogenic Technician I	36.42
30052 - Cryogenic Technician II	40.21
30061 - Drafter/CAD Operator I	23.75
30062 - Drafter/CAD Operator II	26.58
30063 - Drafter/CAD Operator III	29.63
30064 - Drafter/CAD Operator IV	36.45
30081 - Engineering Technician I	17.39***
30082 - Engineering Technician II	19.52
30083 - Engineering Technician III	21.84
30084 - Engineering Technician IV	27.05
30085 - Engineering Technician V	33.08
30086 - Engineering Technician VI	40.02
30090 - Environmental Technician	27.75
30095 - Evidence Control Specialist	32.88
30210 - Laboratory Technician	35.49
30221 - Latent Fingerprint Technician I	31.01
30222 - Latent Fingerprint Technician II	34.27
30240 - Mathematical Technician	33.92
30361 - Paralegal/Legal Assistant I	22.44
30362 - Paralegal/Legal Assistant II	27.80
30363 - Paralegal/Legal Assistant III	33.99
30364 - Paralegal/Legal Assistant IV	41.13
30375 - Petroleum Supply Specialist	40.21
30390 - Photo-Optics Technician	32.93
30395 - Radiation Control Technician	40.21
30461 - Technical Writer I	25.72
30462 - Technical Writer II	31.47
30463 - Technical Writer III	38.07
30491 - Unexploded Ordnance (UXO) Technician I	29.28
30492 - Unexploded Ordnance (UXO) Technician II	35.43
30493 - Unexploded Ordnance (UXO) Technician III	42.46
30494 - Unexploded (UXO) Safety Escort	29.28
30495 - Unexploded (UXO) Sweep Personnel	29.28
30501 - Weather Forecaster I	36.42
30502 - Weather Forecaster II	44.30
30620 - Weather Observer, Combined Upper Air Or Surface Programs (see 2)	29.63
30621 - Weather Observer, Senior (see 2)	32.88
31000 - Transportation/Mobile Equipment Operation Occupations	

31010 - Airplane Pilot	35.43
31020 - Bus Aide	15.56***
31030 - Bus Driver	23.08
31043 - Driver Courier	17.75
31260 - Parking and Lot Attendant	11.55***
31290 - Shuttle Bus Driver	20.32
31310 - Taxi Driver	14.85***
31361 - Truckdriver, Light	19.50
31362 - Truckdriver, Medium	21.23
31363 - Truckdriver, Heavy	25.00
31364 - Truckdriver, Tractor-Trailer	25.00
99000 - Miscellaneous Occupations	
99020 - Cabin Safety Specialist	17.27***
99030 - Cashier	12.83***
99050 - Desk Clerk	14.20***
99095 - Embalmer	29.28
99130 - Flight Follower	29.28
99251 - Laboratory Animal Caretaker I	16.64***
99252 - Laboratory Animal Caretaker II	18.28
99260 - Marketing Analyst	29.47
99310 - Mortician	29.28
99410 - Pest Controller	21.98
99510 - Photofinishing Worker	15.39***
99710 - Recycling Laborer	20.33
99711 - Recycling Specialist	25.21
99730 - Refuse Collector	17.88
99810 - Sales Clerk	14.35***
99820 - School Crossing Guard	14.93***
99830 - Survey Party Chief	27.58
99831 - Surveying Aide	20.37
99832 - Surveying Technician	25.06
99840 - Vending Machine Attendant	18.61
99841 - Vending Machine Repairer	24.07
99842 - Vending Machine Repairer Helper	18.61

***Workers in this classification may be entitled to a higher minimum wage under Executive Order 14026 (\$17.75 per hour) or 13658 (\$13.30 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. The minimum wage requirements of Executive Order 14026 also are not currently being enforced as to any contract or subcontract to which the states of Texas, Louisiana, or Mississippi, including their agencies, are a party.

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: \$5.55 per hour, up to 40 hours per week, or \$222.00 per week or \$962.00 per month

HEALTH & WELFARE EO 13706: \$5.09 per hour, up to 40 hours per week, or \$203.60 per week, or \$882.27 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 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))."