

**Request for Quotations (Services)**

**Open Market**

**Lowest Price, Technically Acceptable**

U.S. District Court – D.C. Circuit

RFQ Number: USDC RFQ CM24-006

**Public Notification: Carpet- Courtroom #1**

Request Date: August 28th, 2024

Please Review the Provisions, Clauses, Terms and Conditions, Service Contract Act, and Statement of Work.

**Provision B-1, Solicitation Provisions Incorporated by Reference**

*Include the following provision as prescribed in [Appx. 1B, § B.2.1\(a\) \(Solicitation Provisions and Contract Clauses Prescribed in Appendix 1B\)](#).*

**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)

**Clause B-5, Clauses Incorporated by Reference**

*Include the following clause as prescribed in [Appx. 1B, § B.2.1\(b\) \(Solicitation Provisions and Contract Clauses Prescribed in Appendix 1B\)](#).*

**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)

## **Provisions, Clauses, Terms and Conditions – Small Purchases (OCT 2023)**

- (a) The following provisions are incorporated by reference into the request for quotations (RFQ):
- (1) [Provision 3-70, Determination of Responsibility](#) (JAN 2003)
  - (2) [Provision 3-210, Protests](#) (JUN 2014)
  - (3) [Provision 7-60, Judiciary-Furnished Property or Services](#) (JAN 2003)
- (b) The contractor shall comply with the following clauses incorporated by reference:
- (1) [Clause 1-15, Disclosure of Contractor Information to the Public](#) (AUG 2004)
  - (2) [Clause 2-60, Stop-Work Order](#) (JAN 2010)
  - (3) [Clause 3-205, Protest After Award](#) (JAN 2003)
  - (4) [Clause 7-20, Security Requirements](#) (APR 2013)
  - (5) [Clause 7-30, Public Use of the Name of the Federal Judiciary](#) (JUN 2014)
  - (6) [Clause 7-35, Disclosure or Use of Information](#) (APR 2013)
  - (7) [Clause 7-85, Examination of Records](#) (JAN 2003)
  - (8) [Clause 7-125, Invoices](#) (APR 2011)
  - (9) [Clause 7-130, Interest \(Prompt Payment\)](#) (JAN 2003)
  - (10) [Clause 7-135, Payments](#) (JAN 2003) (Payment means acceptance by the inclusion of this clause.)
  - (11) [Clause 7-140, Discounts for Prompt Payment](#) (JAN 2003)
  - (12) [Clause 7-150, Extras](#) (JAN 2003)
  - (13) [Clause 7-185, Changes](#) (APR 2013)
  - (14) [Clause 7-200, Judiciary Delay of Work](#) (JAN 2003) (Applies for products and fixed-price services.)
  - (15) [Clause 7-210, Payment for Emergency Closures](#) (APR 2013)
  - (16) [Clause 7-235, Disputes](#) (JAN 2003)

- (c) The contractor shall comply with the following clauses, incorporated by reference, unless the stated circumstances do not apply:
- (1) [Clause B-20, Computer Generated Forms](#) (JAN 2003) (Applies when the contractor is required to submit data on standard or optional forms.)
  - (2) [Clause 6-60, Rights in Data – General](#) (JUN 2012) (Applies if data will be produced, furnished, or acquired under the purchase order.)
  - (3) [Clause 7-145, Government Purchase Card](#) (JAN 2003) (Applies when the CO determines that the purchase card can be used to make payments.)
  - (4) [Clause 2-115, Terms for Commercial Advance Payment of Purchases](#) (APR 2013) (Applies if advance payment will be authorized.)
  - (5) [Clause 2-115, Alt I](#) (OCT 2006) (Applies if advance payment is authorized for photocopy equipment maintenance.)
  - (6) The following apply to products only:
    - (a) [Clause 2-25A, Delivery Terms and Contractor’s Responsibilities](#) (JAN 2003) (Purchase order will specify whether delivery is expected at destination or origin.)
    - (b) [Clause 2-45, Packaging and Marking](#) (AUG 2004) (Applies to fixed-price contracts for products or for a service involving furnishing of products.)
    - (c) [Clause 3-155, Walsh-Healey Public Contracts Act](#) (JUN 2012) (Applies to purchase orders over \$15,000 for the manufacturing or furnishing of products in the United States, Puerto Rico, or the U.S. Virgin Islands.)
  - (7) The following apply to services only:
    - (a) [Clause 1-1, Employment by the Government](#) (JAN 2003)
    - (b) [Clause 1-5, Conflict of Interest](#) (AUG 2004)
    - (c) [Clause 3-160, Service Contract Labor Standards](#) (MAR 2019)

(Applies to any purchase order over \$2,500, the principal purpose of which is to furnish services through the use of service employees for work to be performed in the United States, Puerto Rico, Guam, or the U.S. Virgin Islands, **except** where [Clause 3-215, Exemption from Application of the Service Contract Labor Standards to Contracts for Maintenance, Calibration, or Repair of Certain Equipment – Requirements](#), **or** [Clause 3-225, Exemption from Application of the Service Contract Labor Standards to Contracts for Certain Services – Requirements](#) apply. See (7)(g) and (7)(h) below.)

- (d) [Clause 7-40, Judiciary-Contractor Relationship](#) (JAN 2003) (Applies to all services.)
- (e) [Clause 7-65, Protection of Judiciary Buildings, Equipment and Vegetation](#) (APR 2013) (Applies when services are performed at a judiciary building.)
- (f) [Clause 7-205, Payment for Judiciary Holidays](#) (OCT 2023) (Applies to time-and-materials or labor-hour contracts.)
- (g) [Clause 3-215, Exemption from Application of the Service Contract Labor Standards to Contracts for Maintenance, Calibration, or Repair of Certain Equipment – Requirements](#) (MAR 2019) (Applies if the request for quotation included [Provision 3-195](#) and the contractor certified its compliance with the conditions stated in the provision.)
- (h) [Clause 3-225, Exemption from Application of the Service Contract Labor Standards to Contracts for Certain Services – Requirements](#) (MAR 2019) (Applies if the request for quotation included [Provision 3-220](#) and the contractor certified its compliance with the conditions stated in the provision.)

(d) Inspection/Acceptance

The contractor shall tender for acceptance only those products and/or services that conform to the requirements of this contract. The judiciary reserves the right to inspect or test any products or services that have been tendered for acceptance. The judiciary may require repair or replacement of nonconforming products or re-performance of nonconforming services at no increase in contract price. The judiciary must exercise these rights:

- (1) within a reasonable period of time after the defect or non-conformance was discovered or should have been discovered; and
- (2) before any substantial change occurs in the condition of the item, unless the change is due to the defect in the item.

(e) Excusable Delays

The contractor shall be liable for default unless nonperformance is caused by an occurrence beyond the reasonable control of the contractor and without its fault or negligence, such as acts of God or the public enemy, acts of the government in either its sovereign or contractual capacity, fires, floods, epidemics, quarantine restrictions, strikes, unusually severe weather, and delays of common carriers. The contractor shall notify the contracting officer in writing as soon as it is reasonably possible after the commencement of any excusable delay, setting forth the full particulars in connection therewith, shall remedy such occurrence with all reasonable dispatch, and shall promptly give written notice to the contracting officer of the cessation of such occurrence.

(f) Termination for the Judiciary's Convenience

The judiciary reserves the right to terminate this contract, or any part hereof, for its sole convenience. In the event of such termination, the contractor shall immediately stop all work hereunder and shall immediately cause any and all of its suppliers and subcontractors to cease work. Subject to the terms of this contract, the contractor shall be paid a percentage of the contract price reflecting the percentage of the work performed prior to the notice of termination, plus reasonable charges that the contractor can demonstrate to the satisfaction of the judiciary, using its standard record keeping system, have resulted from the termination. The contractor shall not be required to comply with the cost accounting standards or contract cost principles for this purpose. This paragraph does not give the judiciary any right to audit the contractor's records. The contractor shall not be paid for any work performed or costs incurred that reasonably could have been avoided.

(g) Termination for Cause

The judiciary may terminate this contract, or any part hereof, for cause in the event of any default by the contractor, or if the contractor fails to comply with any contract terms and conditions, or fails to provide the judiciary, upon request, with adequate assurances of future performance. In the event of termination for cause, the judiciary shall not be liable to the contractor for any amount for products or services not accepted, and the contractor shall be liable to the judiciary for any and all rights and remedies provided by law. If it is determined that the judiciary improperly terminated this contract for default, such termination shall be deemed a termination for convenience.

(h) Warranty

Quote Sheet for RFQ Number: USDC RFQ CM24-006

PROPOSE A FIRM FIXED PRICE FOR JOB: \$ \_\_\_\_\_

\_\_\_\_\_  
Vendor's Name

\_\_\_\_\_  
Vendor's Phone Number/Fax number/E-mail Address

\_\_\_\_\_  
Vendor's Street Address

\_\_\_\_\_  
Vendor's City, State, and Zip Code

\_\_\_\_\_  
Signature of Person Authorized to Sign Quote

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed or Typed Name of Signature

\_\_\_\_\_  
Discount Terms or Net 30?

\_\_\_\_\_  
UEI Number

U.S. District Court - D.C. Circuit  
 USDC RFQ CM 24-006  
 Request for Quote

Title: Carpet Courtroom #1  
 Issued: 8/28/2024

Scope:

|   |  |
|---|--|
| 1 | <b>Carpet (Broadloom)</b> - Remove and dispose of all existing carpet; Install broadloom carpet w/ attached cushion; installation method: stretch in carpet after applying pressure sensitive releasable glue. Must cut around floor access panels and all existing courtroom furniture and fixtures; Carpet Selection: TBD, but not to exceed \$48/square yard                  |
| 1 | <b>Carpet for Option Areas (Broadloom)</b> - Remove and dispose of all existing carpet; Install broadloom carpet w/ attached cushion; installation method: stretch in carpet after applying pressure sensitive releasable glue. Must cut around floor access panels and all existing courtroom furniture and fixtures; Carpet Selection: TBD, but not to exceed \$48/square yard |
| 2 | Move all furniture as necessary to complete carpet installation.   |
| 3 | Replace furniture after final carpet installation as necessary   |
| 4 | The courtroom floor plan is below  |

Terms:

|    |  |
|----|--|
| 1  | Contractor must provide their own measurements for ordering carpet.  |
| 2  | Contractor must provide two quotes: One for Courtroom Only and one for Courtroom plus Back Hallway and Jury Room Option Areas.   |
| 3  | Contact Ernest Gambrill (202) 354-3014 or Chad Palmer (202) 354-3169 to schedule a review of the space in advance of proposal submission.  |
| 4  | Work must be done outside of normal working hours, Monday through Friday, 6:30 p.m. to 6:00 a.m. Weekend work typically begins on Friday at 6:30 p.m. - 12 Mid and continues Saturday and Sunday during the hours of 7 a.m. - 4 p.m. You must receive authorization from Ernest Gambrill to work outside of the stated time frames.  |
| 5  | Contractor must submit name, date of birth, and social security number of all workers that will be working on site for this work scope. Submit information after being notified that the proposal has been accepted by the courts. A background check will be performed against the information provided. A purchase order will be issued upon notification that workers are suitable to work, unescorted, in the courthouse. Key card access will be provided to the project manager and/or onsite supervisor, once clearance is confirmed. Should it be determine that workers are not suitable a purchase order will not be issued. In this event, an explanation will not be provided; all decisions are final. Not applicable to workers who have already been cleared to work in the building in the preceding six months. |
| 6  | Contractor shall take all necessary steps to protect the existing space, typically including plastic protection over nearby surfaces (carpet, millwork, etc.). Contractor shall move furniture and equipment as necessary to complete work. The courts shall move computers, phones, and electronic equipment as necessary.  |
| 7  | The contractor shall follow all relevant OSHA requirements. <b>Safety glasses, long pants, short-sleeve shirts (as a minimum) and appropriate footwear shall be worn at all times.</b>   |
| 8  | Contractors shall work in assigned space only.   |
| 9  | <b>Start date: TBD – Completion date: TBD</b>  |
| 10 | Carpet installation date to be scheduled once carpet is received by vendor.  |
| 11 | <b>Provide quote by : 9/6/2024</b>   |
| 12 | <i>* Please direct any questions to: Ernest Gambrill at <a href="mailto:ernest_gambrill@dcd.uscourts.gov">ernest_gambrill@dcd.uscourts.gov</a> and Chad Palmer II at <a href="mailto:chad_palmer@dcd.uscourts.gov">chad_palmer@dcd.uscourts.gov</a></i>  |





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| "REGISTER OF WAGE DETERMINATIONS UNDER<br>THE SERVICE CONTRACT ACT<br>By direction of the Secretary of Labor | U.S. DEPARTMENT OF LABOR<br>EMPLOYMENT STANDARDS ADMINISTRATION<br>WAGE AND HOUR DIVISION<br>WASHINGTON D.C. 20210 |
| Daniel W. Simms<br>Director  | Division of<br>Wage Determinations   |
| Wage Determination No.: 2015-4281<br>Revision No.: 30<br>Date Of Last Revision: 07/22/2024                   |  |

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.<br>The contractor must pay all covered workers at least \$17.20 per hour (or the applicable wage rate listed on this wage determination, if it is higher) for all hours spent performing on the contract in 2024. |
| 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.<br>The contractor must pay all covered workers at least \$12.90 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 2024. |

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](http://www.dol.gov/whd/govcontracts).

States: District of Columbia, Maryland, Virginia

Area: District of Columbia Statewide  
 Maryland Counties of Calvert, Charles, Prince George's  
 Virginia Counties of Alexandria, Arlington, Fairfax, Falls Church, Fauquier, Loudoun, Manassas, Manassas Park, Prince William, Stafford

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

| OCCUPATION CODE - TITLE                                 | FOOTNOTE | RATE     |
|---|----------|----------|
| 01000 - Administrative Support And Clerical Occupations |          |          |
| 01011 - Accounting Clerk I                              |          | 21.35    |
| 01012 - Accounting Clerk II                             |          | 23.96    |
| 01013 - Accounting Clerk III                            |          | 26.80    |
| 01020 - Administrative Assistant                        |          | 38.79    |
| 01035 - Court Reporter                                  |          | 28.71    |
| 01041 - Customer Service Representative I               |          | 17.17*** |
| 01042 - Customer Service Representative II              |          | 18.74    |
| 01043 - Customer Service Representative III             |          | 21.03    |
| 01051 - Data Entry Operator I                           |          | 18.16    |
| 01052 - Data Entry Operator II                          |          | 19.81    |
| 01060 - Dispatcher, Motor Vehicle                       |          | 24.53    |
| 01070 - Document Preparation Clerk                      |          | 19.93    |
| 01090 - Duplicating Machine Operator                    |          | 19.93    |

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| 01111 - General Clerk I                              | 18.31    |
| 01112 - General Clerk II                             | 19.98    |
| 01113 - General Clerk III                            | 22.42    |
| 01120 - Housing Referral Assistant                   | 26.61    |
| 01141 - Messenger Courier                            | 21.58    |
| 01191 - Order Clerk I                                | 18.41    |
| 01192 - Order Clerk II                               | 20.09    |
| 01261 - Personnel Assistant (Employment) I           | 21.50    |
| 01262 - Personnel Assistant (Employment) II          | 24.05    |
| 01263 - Personnel Assistant (Employment) III         | 26.82    |
| 01270 - Production Control Clerk                     | 26.81    |
| 01290 - Rental Clerk                                 | 20.61    |
| 01300 - Scheduler, Maintenance                       | 21.33    |
| 01311 - Secretary I                                  | 21.33    |
| 01312 - Secretary II                                 | 23.86    |
| 01313 - Secretary III                                | 26.61    |
| 01320 - Service Order Dispatcher                     | 21.93    |
| 01410 - Supply Technician                            | 38.79    |
| 01420 - Survey Worker                                | 22.08    |
| 01460 - Switchboard Operator/Receptionist            | 18.14    |
| 01531 - Travel Clerk I                               | 22.65    |
| 01532 - Travel Clerk II                              | 24.70    |
| 01533 - Travel Clerk III                             | 26.66    |
| 01611 - Word Processor I                             | 18.97    |
| 01612 - Word Processor II                            | 21.29    |
| 01613 - Word Processor III                           | 23.81    |
| 05000 - Automotive Service Occupations               |          |
| 05005 - Automobile Body Repairer, Fiberglass         | 28.60    |
| 05010 - Automotive Electrician                       | 27.46    |
| 05040 - Automotive Glass Installer                   | 25.87    |
| 05070 - Automotive Worker                            | 25.87    |
| 05110 - Mobile Equipment Servicer                    | 22.24    |
| 05130 - Motor Equipment Metal Mechanic               | 28.91    |
| 05160 - Motor Equipment Metal Worker                 | 25.87    |
| 05190 - Motor Vehicle Mechanic                       | 28.91    |
| 05220 - Motor Vehicle Mechanic Helper                | 20.35    |
| 05250 - Motor Vehicle Upholstery Worker              | 24.14    |
| 05280 - Motor Vehicle Wrecker                        | 25.87    |
| 05310 - Painter, Automotive                          | 27.46    |
| 05340 - Radiator Repair Specialist                   | 25.87    |
| 05370 - Tire Repairer                                | 19.20    |
| 05400 - Transmission Repair Specialist               | 28.91    |
| 07000 - Food Preparation And Service Occupations     |          |
| 07010 - Baker  | 17.68    |
| 07041 - Cook I                                       | 20.22    |
| 07042 - Cook II                                      | 23.51    |
| 07070 - Dishwasher                                   | 16.96*** |
| 07130 - Food Service Worker                          | 17.01*** |
| 07210 - Meat Cutter                                  | 21.58    |
| 07260 - Waiter/Waitress                              | 17.08*** |
| 09000 - Furniture Maintenance And Repair Occupations |          |
| 09010 - Electrostatic Spray Painter                  | 26.83    |
| 09040 - Furniture Handler                            | 14.06*** |
| 09080 - Furniture Refinisher                         | 22.55    |
| 09090 - Furniture Refinisher Helper                  | 16.71*** |
| 09110 - Furniture Repairer, Minor                    | 19.82    |
| 09130 - Upholsterer                                  | 19.86    |
| 11000 - General Services And Support Occupations     |          |
| 11030 - Cleaner, Vehicles                            | 16.85*** |
| 11060 - Elevator Operator                            | 17.46    |
| 11090 - Gardener                                     | 24.79    |
| 11122 - Housekeeping Aide                            | 17.74    |
| 11150 - Janitor                                      | 17.74    |
| 11210 - Laborer, Grounds Maintenance                 | 18.88    |
| 11240 - Maid or Houseman                             | 16.96*** |

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|--|----------|
| 11260 - Pruner   | 18.02    |
| 11270 - Tractor Operator                                     | 22.69    |
| 11330 - Trail Maintenance Worker                             | 18.88    |
| 11360 - Window Cleaner                                       | 18.59    |
| 12000 - Health Occupations                                   |          |
| 12010 - Ambulance Driver                                     | 24.09    |
| 12011 - Breath Alcohol Technician                            | 28.19    |
| 12012 - Certified Occupational Therapist Assistant           | 38.30    |
| 12015 - Certified Physical Therapist Assistant               | 36.32    |
| 12020 - Dental Assistant                                     | 23.78    |
| 12025 - Dental Hygienist                                     | 51.13    |
| 12030 - EKG Technician                                       | 41.73    |
| 12035 - Electroneurodiagnostic Technologist                  | 41.73    |
| 12040 - Emergency Medical Technician                         | 24.09    |
| 12071 - Licensed Practical Nurse I                           | 25.20    |
| 12072 - Licensed Practical Nurse II                          | 28.19    |
| 12073 - Licensed Practical Nurse III                         | 31.44    |
| 12100 - Medical Assistant                                    | 22.39    |
| 12130 - Medical Laboratory Technician                        | 31.94    |
| 12160 - Medical Record Clerk                                 | 25.58    |
| 12190 - Medical Record Technician                            | 28.61    |
| 12195 - Medical Transcriptionist                             | 20.72    |
| 12210 - Nuclear Medicine Technologist                        | 46.61    |
| 12221 - Nursing Assistant I                                  | 14.54*** |
| 12222 - Nursing Assistant II                                 | 16.35*** |
| 12223 - Nursing Assistant III                                | 17.84    |
| 12224 - Nursing Assistant IV                                 | 20.04    |
| 12235 - Optical Dispenser                                    | 26.69    |
| 12236 - Optical Technician                                   | 23.50    |
| 12250 - Pharmacy Technician                                  | 21.46    |
| 12280 - Phlebotomist   | 22.95    |
| 12305 - Radiologic Technologist                              | 40.40    |
| 12311 - Registered Nurse I                                   | 31.84    |
| 12312 - Registered Nurse II                                  | 38.95    |
| 12313 - Registered Nurse II, Specialist                      | 38.95    |
| 12314 - Registered Nurse III                                 | 47.12    |
| 12315 - Registered Nurse III, Anesthetist                    | 47.12    |
| 12316 - Registered Nurse IV                                  | 56.48    |
| 12317 - Scheduler (Drug and Alcohol Testing)                 | 34.93    |
| 12320 - Substance Abuse Treatment Counselor                  | 29.01    |
| 13000 - Information And Arts Occupations                     |          |
| 13011 - Exhibits Specialist I                                | 24.30    |
| 13012 - Exhibits Specialist II                               | 30.10    |
| 13013 - Exhibits Specialist III                              | 36.82    |
| 13041 - Illustrator I  | 24.49    |
| 13042 - Illustrator II                                       | 30.33    |
| 13043 - Illustrator III                                      | 37.10    |
| 13047 - Librarian  | 42.46    |
| 13050 - Library Aide/Clerk                                   | 19.29    |
| 13054 - Library Information Technology Systems Administrator | 38.33    |
| 13058 - Library Technician                                   | 24.01    |
| 13061 - Media Specialist I                                   | 27.67    |
| 13062 - Media Specialist II                                  | 30.94    |
| 13063 - Media Specialist III                                 | 34.50    |
| 13071 - Photographer I                                       | 22.33    |
| 13072 - Photographer II                                      | 25.16    |
| 13073 - Photographer III                                     | 31.50    |
| 13074 - Photographer IV                                      | 38.14    |
| 13075 - Photographer V                                       | 45.78    |
| 13090 - Technical Order Library Clerk                        | 24.23    |
| 13110 - Video Teleconference Technician                      | 30.84    |
| 14000 - Information Technology Occupations                   |          |
| 14041 - Computer Operator I                                  | 27.25    |
| 14042 - Computer Operator II                                 | 30.48    |

|   |         |
|---|---------|
| 14043 - Computer Operator III                                   | 33.99   |
| 14044 - Computer Operator IV                                    | 37.76   |
| 14045 - Computer Operator V                                     | 41.82   |
| 14071 - Computer Programmer I                                   | (see 1) |
| 14072 - Computer Programmer II                                  | (see 1) |
| 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                           | 27.25   |
| 14160 - Personal Computer Support Technician                    | 37.76   |
| 14170 - System Support Specialist                               | 41.82   |
| 15000 - Instructional Occupations                               |         |
| 15010 - Aircrew Training Devices Instructor (Non-Rated)         | 40.86   |
| 15020 - Aircrew Training Devices Instructor (Rated)             | 49.42   |
| 15030 - Air Crew Training Devices Instructor (Pilot)            | 59.24   |
| 15050 - Computer Based Training Specialist / Instructor         | 40.86   |
| 15060 - Educational Technologist                                | 46.24   |
| 15070 - Flight Instructor (Pilot)                               | 59.24   |
| 15080 - Graphic Artist  | 38.51   |
| 15085 - Maintenance Test Pilot, Fixed, Jet/Prop                 | 59.24   |
| 15086 - Maintenance Test Pilot, Rotary Wing                     | 59.24   |
| 15088 - Non-Maintenance Test/Co-Pilot                           | 59.24   |
| 15090 - Technical Instructor                                    | 32.56   |
| 15095 - Technical Instructor/Course Developer                   | 39.83   |
| 15110 - Test Proctor  | 26.28   |
| 15120 - Tutor   | 26.28   |
| 16000 - Laundry, Dry-Cleaning, Pressing And Related Occupations |         |
| 16010 - Assembler   | 19.59   |
| 16030 - Counter Attendant                                       | 19.59   |
| 16040 - Dry Cleaner   | 22.40   |
| 16070 - Finisher, Flatwork, Machine                             | 19.59   |
| 16090 - Presser, Hand   | 19.59   |
| 16110 - Presser, Machine, Drycleaning                           | 19.59   |
| 16130 - Presser, Machine, Shirts                                | 19.59   |
| 16160 - Presser, Machine, Wearing Apparel, Laundry              | 19.59   |
| 16190 - Sewing Machine Operator                                 | 23.34   |
| 16220 - Tailor  | 24.28   |
| 16250 - Washer, Machine   | 20.53   |
| 19000 - Machine Tool Operation And Repair Occupations           |         |
| 19010 - Machine-Tool Operator (Tool Room)                       | 31.46   |
| 19040 - Tool And Die Maker                                      | 38.21   |
| 21000 - Materials Handling And Packing Occupations              |         |
| 21020 - Forklift Operator                                       | 23.78   |
| 21030 - Material Coordinator                                    | 26.81   |
| 21040 - Material Expediter                                      | 26.81   |
| 21050 - Material Handling Laborer                               | 18.44   |
| 21071 - Order Filler  | 17.70   |
| 21080 - Production Line Worker (Food Processing)                | 23.78   |
| 21110 - Shipping Packer   | 19.99   |
| 21130 - Shipping/Receiving Clerk                                | 19.99   |
| 21140 - Store Worker I  | 18.66   |
| 21150 - Stock Clerk   | 22.41   |
| 21210 - Tools And Parts Attendant                               | 23.78   |
| 21410 - Warehouse Specialist                                    | 23.78   |
| 23000 - Mechanics And Maintenance And Repair Occupations        |         |
| 23010 - Aerospace Structural Welder                             | 45.12   |
| 23019 - Aircraft Logs and Records Technician                    | 35.77   |
| 23021 - Aircraft Mechanic I                                     | 42.85   |
| 23022 - Aircraft Mechanic II                                    | 45.12   |
| 23023 - Aircraft Mechanic III                                   | 47.32   |
| 23040 - Aircraft Mechanic Helper                                | 30.16   |
| 23050 - Aircraft, Painter                                       | 40.69   |
| 23060 - Aircraft Servicer                                       | 35.77   |

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| 23070 - Aircraft Survival Flight Equipment Technician                          | 40.69    |
| 23080 - Aircraft Worker  | 38.32    |
| 23091 - Aircrew Life Support Equipment (ALSE) Mechanic I                       | 38.32    |
| 23092 - Aircrew Life Support Equipment (ALSE) Mechanic II                      | 42.85    |
| 23110 - Appliance Mechanic   | 25.28    |
| 23120 - Bicycle Repairer   | 19.30    |
| 23125 - Cable Splicer  | 40.48    |
| 23130 - Carpenter, Maintenance   | 28.16    |
| 23140 - Carpet Layer   | 22.54    |
| 23160 - Electrician, Maintenance   | 33.41    |
| 23181 - Electronics Technician Maintenance I                                   | 35.18    |
| 23182 - Electronics Technician Maintenance II                                  | 37.35    |
| 23183 - Electronics Technician Maintenance III                                 | 39.32    |
| 23260 - Fabric Worker  | 27.66    |
| 23290 - Fire Alarm System Mechanic   | 29.84    |
| 23310 - Fire Extinguisher Repairer   | 25.49    |
| 23311 - Fuel Distribution System Mechanic                                      | 37.07    |
| 23312 - Fuel Distribution System Operator                                      | 28.53    |
| 23370 - General Maintenance Worker   | 24.26    |
| 23380 - Ground Support Equipment Mechanic                                      | 42.85    |
| 23381 - Ground Support Equipment Servicer                                      | 35.77    |
| 23382 - Ground Support Equipment Worker  | 38.32    |
| 23391 - Gunsmith I   | 25.49    |
| 23392 - Gunsmith II  | 29.64    |
| 23393 - Gunsmith III   | 33.13    |
| 23410 - Heating, Ventilation And Air-Conditioning Mechanic                     | 31.79    |
| 23411 - Heating, Ventilation And Air Contidioning Mechanic (Research Facility) | 33.49    |
| 23430 - Heavy Equipment Mechanic   | 30.95    |
| 23440 - Heavy Equipment Operator   | 28.45    |
| 23460 - Instrument Mechanic  | 35.15    |
| 23465 - Laboratory/Shelter Mechanic  | 31.46    |
| 23470 - Laborer  | 18.44    |
| 23510 - Locksmith  | 32.72    |
| 23530 - Machinery Maintenance Mechanic   | 31.20    |
| 23550 - Machinist, Maintenance   | 31.20    |
| 23580 - Maintenance Trades Helper  | 18.43    |
| 23591 - Metrology Technician I   | 35.15    |
| 23592 - Metrology Technician II  | 37.03    |
| 23593 - Metrology Technician III   | 38.83    |
| 23640 - Millwright   | 29.89    |
| 23710 - Office Appliance Repairer  | 22.96    |
| 23760 - Painter, Maintenance   | 23.35    |
| 23790 - Pipefitter, Maintenance  | 33.08    |
| 23810 - Plumber, Maintenance   | 31.42    |
| 23820 - Pneudraulic Systems Mechanic   | 33.13    |
| 23850 - Rigger   | 34.16    |
| 23870 - Scale Mechanic   | 29.64    |
| 23890 - Sheet-Metal Worker, Maintenance  | 30.59    |
| 23910 - Small Engine Mechanic  | 23.01    |
| 23931 - Telecommunications Mechanic I  | 37.06    |
| 23932 - Telecommunications Mechanic II   | 39.03    |
| 23950 - Telephone Lineman  | 43.07    |
| 23960 - Welder, Combination, Maintenance                                       | 28.60    |
| 23965 - Well Driller   | 29.56    |
| 23970 - Woodcraft Worker   | 33.13    |
| 23980 - Woodworker   | 25.49    |
| 24000 - Personal Needs Occupations   |          |
| 24550 - Case Manager   | 21.35    |
| 24570 - Child Care Attendant   | 17.20    |
| 24580 - Child Care Center Clerk  | 21.46    |
| 24610 - Chore Aide   | 16.90*** |

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| 24620 - Family Readiness And Support Services Coordinator      | 21.35    |
| 24630 - Homemaker  | 21.35    |
| 25000 - Plant And System Operations Occupations                |          |
| 25010 - Boiler Tender  | 40.12    |
| 25040 - Sewage Plant Operator                                  | 29.55    |
| 25070 - Stationary Engineer                                    | 40.12    |
| 25190 - Ventilation Equipment Tender                           | 28.25    |
| 25210 - Water Treatment Plant Operator                         | 29.55    |
| 27000 - Protective Service Occupations                         |          |
| 27004 - Alarm Monitor  | 27.39    |
| 27007 - Baggage Inspector                                      | 19.39    |
| 27008 - Corrections Officer                                    | 31.85    |
| 27010 - Court Security Officer                                 | 30.66    |
| 27030 - Detection Dog Handler                                  | 21.69    |
| 27040 - Detention Officer                                      | 31.85    |
| 27070 - Firefighter  | 31.96    |
| 27101 - Guard I  | 19.39    |
| 27102 - Guard II   | 21.69    |
| 27131 - Police Officer I                                       | 33.39    |
| 27132 - Police Officer II                                      | 37.10    |
| 28000 - Recreation Occupations                                 |          |
| 28041 - Carnival Equipment Operator                            | 20.27    |
| 28042 - Carnival Equipment Repairer                            | 22.16    |
| 28043 - Carnival Worker  | 15.65*** |
| 28210 - Gate Attendant/Gate Tender                             | 21.04    |
| 28310 - Lifeguard  | 15.38*** |
| 28350 - Park Attendant (Aide)                                  | 23.53    |
| 28510 - Recreation Aide/Health Facility Attendant              | 17.18*** |
| 28515 - Recreation Specialist                                  | 29.16    |
| 28630 - Sports Official  | 18.75    |
| 28690 - Swimming Pool Operator                                 | 25.76    |
| 29000 - Stevedoring/Longshoremen Occupational Services         |          |
| 29010 - Blocker And Bracer                                     | 35.06    |
| 29020 - Hatch Tender   | 35.06    |
| 29030 - Line Handler   | 35.06    |
| 29041 - Stevedore I  | 32.73    |
| 29042 - Stevedore II   | 37.23    |
| 30000 - Technical Occupations                                  |          |
| 30010 - Air Traffic Control Specialist, Center (HFO) (see 2)   | 51.58    |
| 30011 - Air Traffic Control Specialist, Station (HFO) (see 2)  | 35.56    |
| 30012 - Air Traffic Control Specialist, Terminal (HFO) (see 2) | 39.17    |
| 30021 - Archeological Technician I                             | 22.95    |
| 30022 - Archeological Technician II                            | 25.67    |
| 30023 - Archeological Technician III                           | 31.79    |
| 30030 - Cartographic Technician                                | 31.79    |
| 30040 - Civil Engineering Technician                           | 37.80    |
| 30051 - Cryogenic Technician I                                 | 35.21    |
| 30052 - Cryogenic Technician II                                | 38.90    |
| 30061 - Drafter/CAD Operator I                                 | 22.95    |
| 30062 - Drafter/CAD Operator II                                | 25.67    |
| 30063 - Drafter/CAD Operator III                               | 28.61    |
| 30064 - Drafter/CAD Operator IV                                | 35.21    |
| 30081 - Engineering Technician I                               | 22.92    |
| 30082 - Engineering Technician II                              | 25.72    |
| 30083 - Engineering Technician III                             | 28.79    |
| 30084 - Engineering Technician IV                              | 35.64    |
| 30085 - Engineering Technician V                               | 43.61    |
| 30086 - Engineering Technician VI                              | 52.76    |
| 30090 - Environmental Technician                               | 31.79    |
| 30095 - Evidence Control Specialist                            | 31.79    |
| 30210 - Laboratory Technician                                  | 28.21    |
| 30221 - Latent Fingerprint Technician I                        | 37.63    |
| 30222 - Latent Fingerprint Technician II                       | 41.56    |
| 30240 - Mathematical Technician                                | 38.51    |

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| 30361 - Paralegal/Legal Assistant I                           | 25.58         |
| 30362 - Paralegal/Legal Assistant II                          | 31.69         |
| 30363 - Paralegal/Legal Assistant III                         | 38.77         |
| 30364 - Paralegal/Legal Assistant IV                          | 46.90         |
| 30375 - Petroleum Supply Specialist                           | 38.90         |
| 30390 - Photo-Optics Technician                               | 31.79         |
| 30395 - Radiation Control Technician                          | 38.90         |
| 30461 - Technical Writer I                                    | 31.47         |
| 30462 - Technical Writer II                                   | 38.50         |
| 30463 - Technical Writer III                                  | 46.57         |
| 30491 - Unexploded Ordnance (UXO) Technician I                | 32.78         |
| 30492 - Unexploded Ordnance (UXO) Technician II               | 39.66         |
| 30493 - Unexploded Ordnance (UXO) Technician III              | 47.53         |
| 30494 - Unexploded (UXO) Safety Escort                        | 32.78         |
| 30495 - Unexploded (UXO) Sweep Personnel                      | 32.78         |
| 30501 - Weather Forecaster I                                  | 35.21         |
| 30502 - Weather Forecaster II                                 | 42.82         |
| 30620 - Weather Observer, Combined Upper Air Or               | (see 2) 28.61 |
| Surface Programs  |               |
| 30621 - Weather Observer, Senior                              | (see 2) 31.79 |
| 31000 - Transportation/Mobile Equipment Operation Occupations |               |
| 31010 - Airplane Pilot  | 39.66         |
| 31020 - Bus Aide  | 18.33         |
| 31030 - Bus Driver  | 26.31         |
| 31043 - Driver Courier  | 20.84         |
| 31260 - Parking and Lot Attendant                             | 16.85***      |
| 31290 - Shuttle Bus Driver                                    | 19.93         |
| 31310 - Taxi Driver   | 17.71         |
| 31361 - Truckdriver, Light                                    | 22.77         |
| 31362 - Truckdriver, Medium                                   | 24.71         |
| 31363 - Truckdriver, Heavy                                    | 27.88         |
| 31364 - Truckdriver, Tractor-Trailer                          | 27.88         |
| 99000 - Miscellaneous Occupations                             |               |
| 99020 - Cabin Safety Specialist                               | 19.33         |
| 99030 - Cashier   | 15.83***      |
| 99050 - Desk Clerk  | 16.90***      |
| 99095 - Embalmer  | 34.10         |
| 99130 - Flight Follower                                       | 32.78         |
| 99251 - Laboratory Animal Caretaker I                         | 18.47         |
| 99252 - Laboratory Animal Caretaker II                        | 20.18         |
| 99260 - Marketing Analyst                                     | 38.33         |
| 99310 - Mortician   | 34.10         |
| 99410 - Pest Controller                                       | 21.91         |
| 99510 - Photofinishing Worker                                 | 22.57         |
| 99710 - Recycling Laborer                                     | 22.98         |
| 99711 - Recycling Specialist                                  | 28.16         |
| 99730 - Refuse Collector                                      | 20.95         |
| 99810 - Sales Clerk   | 16.89***      |
| 99820 - School Crossing Guard                                 | 18.75         |
| 99830 - Survey Party Chief                                    | 31.00         |
| 99831 - Surveying Aide  | 19.26         |
| 99832 - Surveying Technician                                  | 29.45         |
| 99840 - Vending Machine Attendant                             | 17.03***      |
| 99841 - Vending Machine Repairer                              | 21.64         |
| 99842 - Vending Machine Repairer Helper                       | 17.03***      |

\*\*\*Workers in this classification may be entitled to a higher minimum wage under Executive Order 14026 (\$17.20 per hour) or 13658 (\$12.90 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.

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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](http://www.dol.gov/whd/govcontracts).

ALL OCCUPATIONS LISTED ABOVE RECEIVE THE FOLLOWING BENEFITS:

HEALTH & WELFARE: \$5.36 per hour, up to 40 hours per week, or \$214.40 per week or \$929.07 per month

HEALTH & WELFARE EO 13706: \$4.93 per hour, up to 40 hours per week, or \$197.20 per week, or \$854.53 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 5 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. (Reg. 29 CFR 4.173)

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

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

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

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



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

(2) The design, development, documentation, analysis, creation, testing or modification of computer systems or programs, including prototypes, based on and related to user or system design specifications;

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

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

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

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

**\*\* HAZARDOUS PAY DIFFERENTIAL \*\***

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

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

**\*\* UNIFORM ALLOWANCE \*\***

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

The contractor or subcontractor is required to furnish all employees with an

adequate number of uniforms without cost or to reimburse employees for the actual cost of the uniforms. In addition, where uniform cleaning and maintenance is made the responsibility of the employee, all contractors and subcontractors subject to this wage determination shall (in the absence of a bona fide collective bargaining agreement providing for a different amount, or the furnishing of contrary affirmative proof as to the actual cost), reimburse all employees for such cleaning and maintenance at a rate of \$3.35 per week (or \$.67 cents per day). However, in those instances where the uniforms furnished are made of "wash and wear" materials, may be routinely washed and dried with other personal garments, and do not require any special treatment such as dry cleaning, daily washing, or commercial laundering in order to meet the cleanliness or appearance standards set by the terms of the Government contract, by the contractor, by law, or by the nature of the work, there is no requirement that employees be reimbursed for uniform maintenance costs.

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

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

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

**Conformance Process:**

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

The process for preparing a conformance request is as follows:

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

notifies the contracting officer that additional time will be required to process the request.

5) The contracting officer transmits the Wage and Hour Division's decision to the contractor.

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

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

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