



**US Army Corps
of Engineers®**
Seattle District

Project: WESTERN WASHINGTON JANITORIAL SERVICES

Location: MULTIPLE LOCATIONS

JANITORIAL SERVICES

Closing Date: 17 January 2003
Closing Time: 10 AM Local

**REMARKS: Quotes may be faxed to (206) 764-6817, Attention Jackie Johnson
telephone (206) 764-6693, or mailed to US Army of Engineers, Seattle District,
Attention Jackie Johnson, P.O. Box 3755, Seattle, WA 98124-3755**

SOLICITATION/CONTRACT/ORDER FOR COMMERCIAL ITEMS

OFFEROR TO COMPLETE BLOCKS 12, 17, 23, 24, AND 30

1 REQUISITION NUMBER
W68MD9-2345-3634

PAGE 1 OF 41

2 CONTRACT NO		3 AWARD/EFFECTIVE DATE		4 ORDER NUMBER		5 SOLICITATION NUMBER DACA67-03-Q-2003		6 SOLICITATION ISSUE DATE 10-Jan-2003	
7 FOR SOLICITATION INFORMATION CALL:		a. NAME JACQUELINE W JOHNSON				b. TELEPHONE NUMBER (No Collect Calls) 206-764-6693		8 OFFER DUE DATE/LOCAL TIME 10:00 AM 17 Jan 2003	
9 ISSUED BY USA ENGINEER DISTRICT, SEATTLE ATTN: CENWS-CT P.O. BOX 3755 SEATTLE WA 98124-3755 TEL: 206-764-3772 FAX: 206-764-6817		CODE DACA67		10. THIS ACQUISITION IS <input type="checkbox"/> UNRESTRICTED <input checked="" type="checkbox"/> SET ASIDE: 100% FOR <input checked="" type="checkbox"/> SMALL BUSINESS <input type="checkbox"/> SMALL DISADV. BUSINESS <input type="checkbox"/> 8(A) SIC: 7349 SIZE STANDARD: \$12 MILLION		11. DELIVERY FOR FOB DESTINATION UNLESS BLOCK IS MARKED <input type="checkbox"/> SEE SCHEDULE <input type="checkbox"/> 13a. THIS CONTRACT IS A RATED ORDER UNDER DPAS (15 CFR 700) 13b. RATING 14. METHOD OF SOLICITATION <input checked="" type="checkbox"/> RFQ <input type="checkbox"/> IFB <input type="checkbox"/> RFP		12. DISCOUNT TERMS	
15. DELIVER TO SEE SCHEDULE		CODE		16. ADMINISTERED BY CODE					
17a. CONTRACTOR/ OFFEROR TEL.		CODE		18a. PAYMENT WILL BE MADE BY CODE					
		FACILITY CODE							
<input type="checkbox"/> 17b. CHECK IF REMITTANCE IS DIFFERENT AND PUT SUCH ADDRESS IN OFFER		18b. SUBMIT INVOICES TO ADDRESS SHOWN IN BLOCK 18a. UNLESS BLOCK BELOW IS CHECKED <input type="checkbox"/> SEE ADDENDUM							
19. ITEM NO.	20. SCHEDULE OF SUPPLIES/ SERVICES			21. QUANTITY	22. UNIT	23. UNIT PRICE	24. AMOUNT		
SEE SCHEDULE									
25. ACCOUNTING AND APPROPRIATION DATA							26. TOTAL AWARD AMOUNT		
<input type="checkbox"/> 27a. SOLICITATION INCORPORATES BY REFERENCE FAR 52.212-1. 52.212-4. FAR 52.212-3. 52.212-5 ARE ATTACHED.							ADDENDA <input type="checkbox"/> ARE <input type="checkbox"/> ARE NOT ATTACHED		
<input type="checkbox"/> 27b. CONTRACT/PURCHASE ORDER INCORPORATES BY REFERENCE FAR 52.212-4. FAR 52.212-5 IS ATTACHED.							ADDENDA <input type="checkbox"/> ARE <input type="checkbox"/> ARE NOT ATTACHED		
28. CONTRACTOR IS REQUIRED TO SIGN THIS DOCUMENT AND RETURN <u>2</u> COPIES TO ISSUING OFFICE. CONTRACTOR AGREES TO FURNISH AND DELIVER ALL ITEMS SET FORTH OR OTHERWISE IDENTIFIED ABOVE AND ON ANY ADDITIONAL SHEETS SUBJECT TO THE TERMS AND CONDITIONS SPECIFIED HEREIN.					29. AWARD OF CONTRACT: REFERENCE <input type="checkbox"/> OFFER DATED . . . YOUR OFFER ON SOLICITATION (BLOCK 5), INCLUDING ANY ADDITIONS OR CHANGES WHICH ARE SET FORTH HEREIN, IS ACCEPTED AS TO ITEMS:				
30a. SIGNATURE OF OFFEROR/CONTRACTOR				31a. UNITED STATES OF AMERICA (SIGNATURE OF CONTRACTING OFFICER)			31b. DATE SIGNED		
30b. NAME AND TITLE OF SIGNER (TYPE OR PRINT)		30c. DATE SIGNED		31c. NAME OF CONTRACTING OFFICER (TYPE OR PRINT) TEL: EMAIL:					
32a. QUANTITY IN COLUMN 21 HAS BEEN <input type="checkbox"/> RECEIVED <input type="checkbox"/> INSPECTED <input type="checkbox"/> ACCEPTED, AND CONFORMS TO THE CONTRACT, EXCEPT AS NOTED				33. SHIP NUMBER <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL		34. VOUCHER NUMBER		35. AMOUNT VERIFIED CORRECT FOR	
32b. SIGNATURE OF AUTHORIZED GOVT. REPRESENTATIVE		32c. DATE		36. PAYMENT <input type="checkbox"/> COMPLETE <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL			37. CHECK NUMBER		
41a. I CERTIFY THIS ACCOUNT IS CORRECT AND PROPER FOR PAYMENT				38. S/R ACCOUNT NUMBER		39. S/R VOUCHER NUMBER		40. PAID BY	
41b. SIGNATURE AND TITLE OF CERTIFYING OFFICER		41c. DATE		42a. RECEIVED BY (Print)					
				42b. RECEIVED AT (Location)					
				42c. DATE REC'D (YY/MM/DD)		42d. TOTAL CONTAINERS			

AUTHORIZED FOR LOCAL REPRODUCTION

Section SF 1449 - CONTINUATION SHEET

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
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0001

00-78 LYNNWOOD, WA - DESCRIPTION
FFP

PROVIDE NON-PERSONAL LABOR AND MATERIALS FOR JANITORIAL SERVICES AT THE ARMY/NAVY/MARINE CORPS/AIR FORCE RECRUITING OFFICE LOCATED ON 18415 33RD AVE W LYNNWOOD, WA. SERVICE WILL BE PROVIDED IN ACCORDANCE WITH SECTION "C" STATEMENT OF WORK DURING SPECIFIED PERFORMANCE PERIOD. THE OFFICE IS 2,153 SQFT, AND IS OCCUPIED WITH TEN (10) PERSONS ON A DAILY BASIS. MOST CURRENT STATE WAGE DETERMINATION APPLY AND INCORPORATED WITH AWARD. MODIFICATIONS FOR AWARD OF OPTION(S) WILL BE IDENTIFIED AND SHALL INCORPORATE REVISIONS TO WAGE DETERMINATIONS. PARTIAL PAYMENTS ARE AUTHORIZED.

PURCHASE REQUEST NUMBER: W68MD9-2345-3634

NET AMT

FOB: Destination

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0001AA	00-78 LYNNWOOD, WA - BASE YEAR FFP KING COUNTY, WA STATE WAGE DETERMINATION NO. 94-2563 REV (22) 10/09/2002	1	Lump Sum		

PERFORMANCE PERIOD IS 1 FEB 2003 - 31 JAN 2004

(A) PROVIDE ALL SERVICES (EXCEPT AS IDENTIFIED IN (B) AND (C) BELOW IN ACCORDANCE WITH THE STATEMENT OF WORK.

RATE: \$ _____ /MO X 12 = \$ _____

(B) CLEAN PARTITIONS, WOOD PANELING, WINDOW COVERINGS FIXTURES AND FIXTURES & SHIELDS AS IDENTIFIED IN PART 6, PARAGRAPH E OF THE STATEMENT OF WORK.

RATE: \$ _____ /QTR X 4 = \$ _____

(C) CLEAN CARPETS AND NON-CARPETED AREAS AS IDENTIFIED IN PART 6 PARAGRAPH F.

RATE: \$ _____ / SA X 2 = \$ _____

PURCHASE REQUEST NUMBER: W68MD9-2345-3634

NET AMT

FOB: Destination

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
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0001AB OPTION		1	Lump Sum		
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00-78 LYNNWOOD, WA - OPTION YEAR 1
FFP

KING COUNTY, WA STATE WAGE DETERMINATION NO. 94-2563 REV
(X) DATED: MOST CURRENT APPLIES AND IS INCORPORTAED.

PERFORMANCE PERIOD IS 1 FEB 2004 - 31 JAN 2005

(A) PROVIDE ALL SERVICES (EXCEPT AS IDENTIED IN (B) AND (C)
BELOW IN ACCORDANCE WITH THE STATEMENT OF WORK.

RATE: \$ _____ /MO X 12 = \$ _____

(B) CLEAN PARTITIONS, WOOD PANELING, WINDOW COVERINGS
FIXTURES AND FIXTURES & SHIELDS AS IDENTIFIED IN PART 6,
PARAGRAPH E OF THE STATEMENT OF WORK.

RATE: \$ _____ /QTR X 4 = \$ _____

(C) CLEAN CARPETS AND NON-CARPETED AREAS AS INDENTIFIED IN
PART 6 PARAGRAPH F.

RATE: \$ _____ / SA X 2 = \$ _____

PURCHASE REQUEST NUMBER: W68MD9-2345-3634

NET AMT

FOB: Destination

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0001AC OPTION	00-78 LYNNWOOD, WA - OPTION YEAR 2 FFP KING COUNTY, WA STATE WAGE DETERMINATION NO. 94-2563 REV (X) DATED: MOST CURRENT APPLIES AND IS INCORPORTAED.	1	Lump Sum		

PERFORMANCE PERIOD IS 1 FEB 2005 - 31 JAN 2006

(A) PROVIDE ALL SERVICES (EXCEPT AS IDENTIED IN (B) AND (C) BELOW IN ACCORDANCE WITH THE STATEMENT OF WORK.

RATE: \$ _____ /MO X 12 = \$ _____

(B) CLEAN PARTITIONS, WOOD PANELING, WINDOW COVERINGS FIXTURES AND FIXTURES & SHIELDS AS IDENTIFIED IN PART 6, PARAGRAPH E OF THE STATEMENT OF WORK.

RATE: \$ _____ /QTR X 4 = \$ _____

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RATE: \$ _____ / SA X 2 = \$ _____

PURCHASE REQUEST NUMBER: W68MD9-2345-3634

NET AMT

FOB: Destination

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0001AD OPTION	00-78 LYNNWOOD, WA - OPTION YEAR 3 FFP KING COUNTY, WA STATE WAGE DETERMINATION NO. 94-2563 REV (X) DATED: MOST CURRENT APPLIES AND IS INCORPORTAED.	1	Lump Sum		

PERFORMANCE PERIOD IS 1 FEB 2006 - 31 JAN 2007

(A) PROVIDE ALL SERVICES (EXCEPT AS IDENTIED IN (B) AND (C) BELOW IN ACCORDANCE WITH THE STATEMENT OF WORK.

RATE: \$ _____ /MO X 12 = \$ _____

(B) CLEAN PARTITIONS, WOOD PANELING, WINDOW COVERINGS FIXTURES AND FIXTURES & SHIELDS AS IDENTIFIED IN PART 6, PARAGRAPH E OF THE STATEMENT OF WORK.

RATE: \$ _____ /QTR X 4 = \$ _____

(C) CLEAN CARPETS AND NON-CARPETED AREAS AS INDENTIFIED IN PART 6 PARAGRAPH F.

RATE: \$ _____ / SA X 2 = \$ _____

PURCHASE REQUEST NUMBER: W68MD9-2345-3634

NET AMT

FOB: Destination

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0001AE OPTION	00-78 LYNNWOOD, WA - OPTION YEAR 4 FFP KING COUNTY, WA STATE WAGE DETERMINATION NO. 94-2563 REV (X) DATED: MOST CURRENT APPLIES AND IS INCORPORTAED.	1	Lump Sum		

PERFORMANCE PERIOD IS 1 FEB 2007 - 31 JAN 2008

(A) PROVIDE ALL SERVICES (EXCEPT AS IDENTIED IN (B) AND (C) BELOW IN ACCORDANCE WITH THE STATEMENT OF WORK.

RATE: \$ _____ /MO X 12 = \$ _____

(B) CLEAN PARTITIONS, WOOD PANELING, WINDOW COVERINGS FIXTURES AND FIXTURES & SHIELDS AS IDENTIFIED IN PART 6, PARAGRAPH E OF THE STATEMENT OF WORK.

RATE: \$ _____ /QTR X 4 = \$ _____

(C) CLEAN CARPETS AND NON-CARPETED AREAS AS INDENTIFIED IN PART 6 PARAGRAPH F.

RATE: \$ _____ / SA X 2 = \$ _____

PURCHASE REQUEST NUMBER: W68MD9-2345-3634

NET AMT

FOB: Destination

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
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0002

00-89 MARYSVILLE, WA - DESCRIPTION

FFP

PROVIDE NON-PERSONAL LABOR AND MATERIALS FOR JANITORIAL SERVICES AT THE ARMY/NAVY/MARINE CORPS RECRUITING OFFICE LOCATED ON 9420 OLD HWY 99 MARYSVILLE, WA. SERVICE WILL BE PROVIDED IN ACCORDANCE WITH SECTION "C" STATEMENT OF WORK DURING SPECIFIED PERFORMANCE PERIOD. THE OFFICE IS 2,672 SQFT, AND IS OCCUPIED WITH THIRTEEN (13) PERSONS ON A DAILY BASIS. CURRENT WA STATE, KING COUNTY WAGE DETERMINATION APPLIES AND IS INCORPORATED HEREIN. MODIFICATIONS FOR AWARD OF OPTION(S) WILL BE IDENTIFIED AND SHALL INCORPORATE REVISIONS TO WAGE DETERMINATIONS. PARTIAL PAYMENTS ARE AUTHORIZED.

PURCHASE REQUEST NUMBER: W68MD9-2345-3634

NET AMT

FOB: Destination

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0002AA		1	Lump Sum		

00-89 MARYSVILLE, WA - BASE YEAR
 FFP
 KING COUNTY, WA STATE WAGE DETERMINATION NO. 94-2563 REV
 (22) 10/09/2002 IS APPLICABLE AND INCORPORATED HEREIN.

PERFORMANCE PERIOD IS 1 FEB 2003 - 31 JAN 2004

(A) PROVIDE ALL SERVICES (EXCEPT AS IDENTIFIED IN (B) AND (C)
 BELOW IN ACCORDANCE WITH THE STATEMENT OF WORK.

RATE: \$ _____ /MO X 12 = \$ _____

(B) CLEAN PARTITIONS, WOOD PANELING, WINDOW COVERINGS
 FIXTURES AND FIXTURES & SHIELDS AS IDENTIFIED IN PART 6,
 PARAGRAPH E OF THE STATEMENT OF WORK.

RATE: \$ _____ /QTR X 4 = \$ _____

(C) CLEAN CARPETS AND NON-CARPETED AREAS AS IDENTIFIED IN
 PART 6 PARAGRAPH F.

RATE: \$ _____ / SA X 2 = \$ _____

PURCHASE REQUEST NUMBER: W68MD9-2345-3634

NET AMT

FOB: Destination

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0002AB	00-89 MARYSVILLE, WA - OPTION YEAR 1	1	Lump Sum		

OPTION

FFP
 KING COUNTY, WA STATE WAGE DETERMINATION NO. 94-2563 REV
 (X) DATED: MOST CURRENT APPLIES AND IS INCORPORAED.

PERFORMANCE PERIOD IS 1 FEB 2004 - 31 JAN 2005

(A) PROVIDE ALL SERVICES (EXCEPT AS IDENTIED IN (B) AND (C) BELOW IN ACCORDANCE WITH THE STATEMENT OF WORK.

RATE: \$ _____ /MO X 12 = \$ _____

(B) CLEAN PARTITIONS, WOOD PANELING, WINDOW COVERINGS FIXTURES AND FIXTURES & SHIELDS AS IDENTIFIED IN PART 6, PARAGRAPH E OF THE STATEMENT OF WORK.

RATE: \$ _____ /QTR X 4 = \$ _____

(C) CLEAN CARPETS AND NON-CARPETED AREAS AS INDENTIFIED IN PART 6 PARAGRAPH F.

RATE: \$ _____ / SA X 2 = \$ _____

PURCHASE REQUEST NUMBER: W68MD9-2345-3634

NET AMT

FOB: Destination

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0002AC OPTION	00-89 MARYSVILLE, WA - OPTION YEAR 2 FFP KING COUNTY, WA STATE WAGE DETERMINATION NO. 94-2563 REV (22) 10/09/2002 IS APPLICABLE AND INCORPORATED HEREIN.	1	Lump Sum		

PERFORMANCE PERIOD IS 1 FEB 2005 - 31 JAN 2006

(A) PROVIDE ALL SERVICES (EXCEPT AS IDENTIFIED IN (B) AND (C) BELOW IN ACCORDANCE WITH THE STATEMENT OF WORK.

RATE: \$ _____ /MO X 12 = \$ _____

(B) CLEAN PARTITIONS, WOOD PANELING, WINDOW COVERINGS FIXTURES AND FIXTURES & SHIELDS AS IDENTIFIED IN PART 6, PARAGRAPH E OF THE STATEMENT OF WORK.

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RATE: \$ _____ / SA X 2 = \$ _____

PURCHASE REQUEST NUMBER: W68MD9-2345-3634

NET AMT

FOB: Destination

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0002AD OPTION	00-89 MARYSVILLE, WA - OPTION YEAR 3 FFP KING COUNTY, WA STATE WAGE DETERMINATION NO. 94-2563 REV (22) 10/09/2002 IS APPLICABLE AND INCORPORATED HEREIN.	1	Lump Sum		

PERFORMANCE PERIOD IS 1 FEB 2006 - 31 JAN 2007

(A) PROVIDE ALL SERVICES (EXCEPT AS IDENTIED IN (B) AND (C) BELOW IN ACCORDANCE WITH THE STATEMENT OF WORK.

RATE: \$ _____ /MO X 12 = \$ _____

(B) CLEAN PARTITIONS, WOOD PANELING, WINDOW COVERINGS FIXTURES AND FIXTURES & SHIELDS AS IDENTIFIED IN PART 6, PARAGRAPH E OF THE STATEMENT OF WORK.

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(C) CLEAN CARPETS AND NON-CARPETED AREAS AS INDENTIFIED IN PART 6 PARAGRAPH F.

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PURCHASE REQUEST NUMBER: W68MD9-2345-3634

NET AMT

FOB: Destination

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0002AE OPTION	00-89 MARYSVILLE, WA - OPTION YEAR 4 FFP KING COUNTY, WA STATE WAGE DETERMINATION NO. 94-2563 REV (22) 10/09/2002 IS APPLICABLE AND INCORPORATED HEREIN.	1	Lump Sum		

PERFORMANCE PERIOD IS 1 FEB 2007 - 31 JAN 2008

(A) PROVIDE ALL SERVICES (EXCEPT AS IDENTIFIED IN (B) AND (C) BELOW IN ACCORDANCE WITH THE STATEMENT OF WORK.

RATE: \$ _____ /MO X 12 = \$ _____

(B) CLEAN PARTITIONS, WOOD PANELING, WINDOW COVERINGS FIXTURES AND FIXTURES & SHIELDS AS IDENTIFIED IN PART 6, PARAGRAPH E OF THE STATEMENT OF WORK.

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PURCHASE REQUEST NUMBER: W68MD9-2345-3634

NET AMT

FOB: Destination

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
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0003 98-167 WOODINVILLE, WA - DESCRIPTION
 FFP
 PROVIDE NON-PERSONAL LABOR AND MATERIALS FOR JANITORIAL SERVICES AT THE MARINE CORPS RECRUITING OFFICE LOCATED ON 13120 NE 177TH PL., #102 WOODINVILLE, WA. SERVICE WILL BE PROVIDED IN ACCORDANCE WITH SECTION "C" STATEMENT OF WORK DURING SPECIFIED PERFORMANCE PERIOD. THE OFFICE IS 588 SQFT, AND IS OCCUPIED WITH TWO (2) PERSONS ON A DAILY BASIS. CURRENT WA STATE, KING COUNTY WAGE DETERMATION APPLIES AND IS INCORPORATED HEREIN. MODIFICATIONS FOR AWARD OF OPTION(S) WILL BE IDENTIFIED AND SHALL INCORPORATE REVISIONS TO WAGE DETERMINATIONS. PARTIAL PAYMENTS ARE AUTHORIZED.

PURCHASE REQUEST NUMBER: W68MD9-2345-3634

NET AMT

FOB: Destination

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0003AA		1	Lump Sum		
	98-167 WOODINVILLE, WA - BASE YEAR				
	FFP				
	KING COUNTY, WA STATE WAGE DETERMINATION NO. 94-2563 REV				
	(22) 10/09/2002				

PERFORMANCE PERIOD IS 1 FEB 2003 - 31 JAN 2004

(A) PROVIDE ALL SERVICES (EXCEPT AS IDENTIFIED IN (B) AND (C) BELOW IN ACCORDANCE WITH THE STATEMENT OF WORK.

RATE: \$ _____ /MO X 12 = \$ _____

(B) CLEAN PARTITIONS, WOOD PANELING, WINDOW COVERINGS FIXTURES AND FIXTURES & SHIELDS AS IDENTIFIED IN PART 6, PARAGRAPH E OF THE STATEMENT OF WORK.

RATE: \$ _____ /QTR X 4 = \$ _____

(C) CLEAN CARPETS AND NON-CARPETED AREAS AS IDENTIFIED IN PART 6 PARAGRAPH F.

RATE: \$ _____ / SA X 2 = \$ _____

PURCHASE REQUEST NUMBER: W68MD9-2345-3634

NET AMT

FOB: Destination

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0003AB OPTION	98-167 WOODINVILLE, WA - OPTION YEAR 1 FFP KING COUNTY, WA STATE WAGE DETERMINATION NO. 94-2563 REV (X) DATED: MOST CURRENT APPLIES AND IS INCORPORTAED.	1	Lump Sum		

PERFORMANCE PERIOD IS 1 FEB 2004 - 31 JAN 2005

(A) PROVIDE ALL SERVICES (EXCEPT AS IDENTIED IN (B) AND (C) BELOW IN ACCORDANCE WITH THE STATEMENT OF WORK.

RATE: \$ _____ /MO X 12 = \$ _____

(B) CLEAN PARTITIONS, WOOD PANELING, WINDOW COVERINGS FIXTURES AND FIXTURES & SHIELDS AS IDENTIFIED IN PART 6, PARAGRAPH E OF THE STATEMENT OF WORK.

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PURCHASE REQUEST NUMBER: W68MD9-2345-3634

NET AMT

FOB: Destination

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0003AC OPTION	98-167 WOODINVILLE, WA - OPTION YEAR 2 FFP KING COUNTY, WA STATE WAGE DETERMINATION NO. 94-2563 REV (22) 10/09/2002 IS APPLICABLE AND INCORPORATED HEREIN.	1	Lump Sum		

PERFORMANCE PERIOD IS 1 FEB 2005 - 31 JAN 2006

(A) PROVIDE ALL SERVICES (EXCEPT AS IDENTIFIED IN (B) AND (C) BELOW IN ACCORDANCE WITH THE STATEMENT OF WORK.

RATE: \$ _____ /MO X 12 = \$ _____

(B) CLEAN PARTITIONS, WOOD PANELING, WINDOW COVERINGS FIXTURES AND FIXTURES & SHIELDS AS IDENTIFIED IN PART 6, PARAGRAPH E OF THE STATEMENT OF WORK.

RATE: \$ _____ /QTR X 4 = \$ _____

(C) CLEAN CARPETS AND NON-CARPETED AREAS AS IDENTIFIED IN PART 6 PARAGRAPH F.

RATE: \$ _____ / SA X 2 = \$ _____

PURCHASE REQUEST NUMBER: W68MD9-2345-3634

NET AMT

FOB: Destination

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0003AD OPTION	98-167 WOODINVILLE, WA - OPTION YEAR 3 FFP KING COUNTY, WA STATE WAGE DETERMINATION NO. 94-2563 REV (22) 10/09/2002 IS APPLICABLE AND INCORPORATED HEREIN.	1	Lump Sum		

PERFORMANCE PERIOD IS 1 FEB 2006 - 31 JAN 2007

(A) PROVIDE ALL SERVICES (EXCEPT AS IDENTIFIED IN (B) AND (C) BELOW IN ACCORDANCE WITH THE STATEMENT OF WORK.

RATE: \$ _____ /MO X 12 = \$ _____

(B) CLEAN PARTITIONS, WOOD PANELING, WINDOW COVERINGS FIXTURES AND FIXTURES & SHIELDS AS IDENTIFIED IN PART 6, PARAGRAPH E OF THE STATEMENT OF WORK.

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ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0003AE OPTION	98-167 WOODINVILLE, WA - OPTION YEAR 4 FFP KING COUNTY, WA STATE WAGE DETERMINATION NO. 94-2563 REV (22) 10/09/2002 IS APPLICABLE AND INCORPORATED HEREIN.	1	Lump Sum		

PERFORMANCE PERIOD IS 1 FEB 2007 - 31 JAN 2008

(A) PROVIDE ALL SERVICES (EXCEPT AS IDENTIFIED IN (B) AND (C) BELOW IN ACCORDANCE WITH THE STATEMENT OF WORK.

RATE: \$ _____ /MO X 12 = \$ _____

(B) CLEAN PARTITIONS, WOOD PANELING, WINDOW COVERINGS FIXTURES AND FIXTURES & SHIELDS AS IDENTIFIED IN PART 6, PARAGRAPH E OF THE STATEMENT OF WORK.

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RATE: \$ _____ / SA X 2 = \$ _____

PURCHASE REQUEST NUMBER: W68MD9-2345-3634

NET AMT

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STATEMENT OF WORK

Note: It is strongly recommended that the contractor conduct a site visit at the facility to familiarize self with requirements as specified in the Statement of Work. (Facility size and Quantities). Monthly pricing quoted shall include pricing for Statement of Work requirement E and F.

STATEMENT OF WORK

1. EXTENT OF WORK:

Furnish all necessary labor, supervision, materials, equipment and supplies to satisfactorily perform janitorial services, as described herein, at **RECRUITING OFFICES**. Services shall be provided during hours that will not conflict with the normal work routine of the tenants. Services shall be provided on Monday, Wednesday and Friday, unless stated otherwise in the schedule.

2. BUILDING AREA:

The size of the Government occupied space is approximate square footage. The space to be cleaned includes the following types:

General Office, Rest Rooms, and may include outdoor areas such as exterior windows, entry, and sidewalk.

NOTE: The Government will not be responsible for any error or variation in the square footage listed nor will the Contractor, because of an error or variation in the square footage listed, be relieved of his responsibility to carry out the contract in accordance with the intent and meaning of the specifications without additional cost to the Government.

3. BUILDING OFFICE HOURS:

The official working hours of the building occupants are 8:00 a.m. to 10:00 p.m Monday through Friday except holidays. The Contractor is to arrange his cleaning schedule with the services, so as to cover the occupied areas.

4. SUPPLIES, MATERIALS, AND EQUIPMENT:

The Contractor shall furnish all supplies, materials, and equipment necessary for the performance of the work of this contract, including but not limited to: Brooms; brushes; wiping, polishing, treated and untreated dusting cloths; wet mops; sweep mops; sponges; squeegees; paper towels; toilet tissue; hand soap; porcelain ware cleaner; plastic bag liners for sanitary napkin disposal receptacles and wastebaskets; liquid and powder detergents; glass cleaner; floor wax; floor stripper, metal polish; furniture polish; scouring powder, if required. As a minimum, these supplies and materials shall be of a quality to provide the required services. The Contractor shall not use any material which the Contracting Officer determines would be unsuitable for the purpose or harmful to any part of the building, its contents, or equipment.

All necessary cleaning equipment including, but not limited to, waxing and polishing machines, industrial type vacuum cleaners, as needed for the performance of the work of this contract shall be furnished by the Contractor. Such equipment shall be of the size and type customarily used in work of this kind and shall meet the approval of the Contracting Officer. Equipment deemed by the Contracting Officer to be of improper type or design or inadequate for the purpose intended shall be replaced. Electrical power will be furnished by the Government at existing power outlets for the Contractor's use to operate such equipment as is necessary in the conduct of his work. Hot and cold water will also be made available as necessary for that purpose.

5. CONDUCT OF CONTRACTOR'S EMPLOYEES:

The Contractor shall prohibit his employees from disturbing papers on desks, opening desk drawers or cabinets, or using telephone or office equipment provided for official Government use. The Contractor shall require his employees to comply with the instructions, pertaining to conduct and building regulations, issued by the contracting officer's representative.

6. WORKMANSHIP:

All work shall be performed at the frequencies specified herein:

A. SERVICES TO BE PERFORMED EACH **MONDAY & WEDNESDAY**:

(1) Rest rooms:

(a) Wash the inside and outside of all water closets, seats, and urinals with a disinfectant detergent. Leave seats in a raised position; clean and wipe wash basin so they are free of all water marks.

(b) Empty all trash receptacles; *maintain, clean, and sanitize trash cans*. Empty and disinfect all sanitary napkin dispensers and replace with new plastic liner bags.

(c) Replenish all supplies such as paper towels, toilet paper, and soap.

(d) Spot clean wall surfaces, partitions, doors, and waste receptacles.

(2) Office Area Cleaning:

(a) Empty all wastebaskets; *maintain, clean, and sanitize trash cans*. Liners should be replaced in wastebaskets as required but not less than once per week.

(b) Spot vacuum all carpeted office areas to remove all obvious surface dirt from the traffic area and from under furniture. Sweep and spot clean hard surface floors with a treated sweep-mop.

(c) Dust the horizontal surfaces of desks, files and tables with a treated dust cloth. Glass desk tops shall be cleaned with an untreated cloth.

(3) Entrances, Hallways, and Corridors: Sweep or vacuum all floors; dust all surfaces and polish metal and wood surfaces.

(4) Wastepaper, Trash, and Debris Removal: Collect and remove all trash, debris, wastepaper and garbage from the building. Contractor shall assure that liquid and other debris is not deposited on the floor during collection and removal. All trash shall be disposed of in the proper locations and bins as designated by the lessor.

(5) Drinking Fountains: Clean and polish dry.

(6) Sidewalks, Parking Areas and Outside Entrances: Remove trash, debris or litter outside entrances. **(NOTE: Cleaning of sidewalk areas is limited to a reasonable distance from entrances and/or rear-exits of Recruiting offices .)**

B. SERVICES TO BE PERFORMED EACH **FRIDAY**:

(1) Rest rooms:

(a) Wash the inside and outside of all water closets, seats, and urinals with a disinfectant detergent. Leave seats in a raised position; clean and wipe wash basin so they are free of all water marks.

(b) Empty all trash receptacles; *maintain, clean, and sanitize trash cans*. Empty and disinfect all sanitary napkin dispensers and replace with new plastic liner bags.

(c) Replenish all supplies such as paper towels, toilet paper, and soap.

(d) Damp mop and disinfect all rest room fixtures and floors. No rust, incrustation, or water rings shall exist.

(2) Office Area Cleaning:

- (a) Empty all wastebaskets and dispose of trash at designated location.
- (b) Vacuum all carpets to include use of crevice attachment to vacuum corners and edges of carpet.
- (c) Dust all surfaces to include window sills, baseboards, woodwork, radiator/vents, venetian blinds.

(3) Entrances, Hallways, and Corridors:

- (a) Wash inside/outside of glass doors. Polish and remove finger marks and smears on door frame.
- (b) Damp mop and buff hard surface floors.

(4) Drinking Fountains: Clean and polish dry.

C. SERVICES TO BE PERFORMED SECOND & FOURTH MONDAY OF EACH MONTH:

- (1) Window/Glass Cleaning: Clean all window glass both inside and outside, glass over exterior and vestibule doors, clear/opaque glass in interior partitions, doors, and transoms.
- (2) Room Cleaning: Clean and spot wash all vertical surfaces (including walls and partitions, knee wells, and table legs).
- (3) Carpet Protectors: Damp mop carpet protectors.

D. SERVICES TO BE PERFORMED FOURTH FRIDAY OF EVERY MONTH:

- (1) Floors: Wash, wax, and buff hard surface floors.
- (2) Wastebaskets: Scour and disinfect wastebaskets.
- (3) Furniture:
 - (a) Vinyl Furniture: Clean with appropriate chemical cleaner (not soap & water).
 - (b) Wood Furniture: Clean with a wood cleaner or polish.
 - (c) Metal Parts: Clean and polish.
 - (d) Upholstered Furniture: Vacuum to remove dust and other particles.

E. SERVICES TO BE PERFORMED QUARTERLY (1ST WEEK MAR, JUN, SEP & DEC):

- (1) Office Partitions: Clean and dry without leaving streaks.
- (2) Wood Paneling: Clean with wood cleaner or polish.
- (3) Window Coverings: Clean venetian blinds, tapes and cords in accordance with manufacturer's recommendations.
- (4) Fixtures & Shields: Damp clean fixtures & shields.

F. SERVICES TO BE PERFORMED **SEMIANNUALLY (1ST WEEK MAY & NOV)**:

- (1) Carpets: Steam clean carpets, removing all dirt and non-permanent spots or stains;
- (2) Non-Carpeted Areas:
 - (a) Vinyl/tile floors: Strip, clean, wax (apply two coats), and buff to a high shine.
 - (b) Non-Wax Vinyl Floors: Treat with a sealer after being stripped.

G. SERVICES TO BE PERFORMED AS NEEDED OR DIRECTED BY THE CONTRACTING OFFICER'S REPRESENTATIVE:

- (1) Floor Maintenance - Carpeting:
 - (a) Corridors and Lobbies and other Multi-agency Use Space: The Contractor will be responsible for removal of spots and stains from carpets in corridors, lobbies, and other multi-agency use space such as conference rooms and test rooms., within the confines of the Armed Forces Recruiting Office.
 - (b) Other Carpeted Areas: Remove spots and stains from carpets in other occupied space.
- (2) Floor Maintenance - Non-carpeted Areas: Remove scuff marks from flooring.
- (3) Lighting: Furnish and replace light bulbs and fluorescent tubes as needed.
- (4) Floor Mats: The Contractor will furnish floor mats in entrance ways and lobbies which are to be maintained by the Contractor.

H. GENERAL INSTRUCTIONS:

- (1) Windows are to be closed, lights to be turned out when not in use; security rooms are to be locked; all "lost and found" type articles will be turned in to proper authorities; promptly report fires, hazardous conditions, and any items needing repairs (such as leaky faucets, toilet stoppage, and lighting problems).
- (2) Lighting: Contractor will replace all burned out lights as needed and/or within two working days of notification that lights need replacing. Bulbs and fluorescent tubes will be furnished by the Contractor.

(3) The care of any potted plants within the office areas is not the responsibility of the Contractor.

I. RESPONSIBILITY FOR DAMAGES:

The janitorial contractor shall be responsible for all damages occurring by their performance or failure to perform under this contract.

J. SECURITY RESPONSIBILITIES:

The janitorial contractor shall be responsible for securing all doors to services, both interior doors to corridors and facility doors to exterior. Failure to secure the doors upon completion of the work can result in termination.

K. RETURN OF BUILDING/OFFICE KEYS

The janitorial contractor shall be responsible for returning all keys issued to the Recruiting Office upon conclusion of the contract. Final payment will be withheld until receipt of keys has been confirmed with the Recruiting Office personnel.

PAYMENTS: Monthly payments will be based on satisfactory completion, and final inspection and acceptance, of all work performed in accordance with the Statement of Work. Non-performance or tasks not satisfactorily completed in accordance with the Statement of Work will result in a reduction of the monthly amount in the Schedule. The enclosed Janitorial Checklist will be used to record performance.

Formula to Calculate Payment Reduction:

Monthly Rate divided by the scheduled workdays during the month = Daily Rate.

Example: Contractor is to be paid \$100.00 each month for performing janitorial work once a week (once a week averages to be 4 times in a month). However, on one of the scheduled days the Contractor received a "non-performance" rating on the Janitorial Cleaning Checklist. The Contractor would then be paid \$75.00 for the month.

$\$100.00$ [monthly rate] divided by 4 [scheduled work-days per month] = $\$25.00$ [daily rate]; $\$25.00 \times 3$ [days tasks completed] = $\$75.00$ [month's payment]

JANITORIAL CLEANING CHECKLIST

Address: _____ **Contractor:** _____ **Week of:** _____

Schedule: _____ **Purchase Orders No.** _____

DAILY	Army					Navy					Air Force					Marine Corps					
	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	
Offices																					
Trash																					
Spot Vacuum																					
Sweep																					
Restroom																					
Sweep/Mop Floors																					
toilets/Urinals																					
Trash																					
Replenish Supplies																					
Spot Clean																					
Common Areas																					
Trash																					
Spot Vacuum																					
Sweep																					
WEEKLY																					
Offices																					
Vacuum/Sweep																					
Dust																					
Remove Spots Stains from Carpet																					
Restroom																					
Clean Restrooms																					
Dust																					
Water Fountain																					
Common Areas																					
Sweep Sidewalks																					
Spot Clean Wall																					
Vacuum/Sweep																					
MONTHLY																					
Dust Everything																					
Wash Windows																					
SEMI-ANNUAL																					
Clean Carpet																					
Window Coverings																					

1. This checklist is to be used as documentation for the services performed daily/weekly/monthly/semi-annually. Please check each item as the work is performed. Please sign the back of this checklist and provide comments if applicable

2. Please submit this form weekly to : **Department of the Army, Seattle District, Corps of Engineers, PO Box 3755, CENWS-RE-AQ, Seattle, WA 98124-3755 or FAX at (206) 764-6479.**

NOTES

Request for a copy of Request for Quote can be made by fax at: 206/764-6817, Attn: Jackie Johnson.

SMALL BUSINESS SET-ASIDE – LARGE BUSINESSES WILL NOT BE CONSIDERED

NOTES:

1. REPRESENTATIONS AND CERTIFICATIONS CONTAINED HEREIN MUST BE COMPLETED BY QUOTERS AND RETURNED WITH OFFERS.

2. MARKINGS OF QUOTE ENVELOPES, QUOTES SHALL BE PLAINLY MARKED AS FOLLOWS:

QUOTE FOR: WESTERN WASHINGTON JANITORIAL SERVICES
REQUEST FOR QUOTATION NO. DACA67-03-Q-2003
CLOSING DATE AND TIME: 17 JAN 2003 10 A.M. PST

AMENDMENTS NUMBERED _____ WILL BE ACCEPTED UNTIL THE TIME AND DATE FOR CLOSING.

3. FAXED QUOTES SHALL BE ACCEPTED BEFORE CLOSING AT FAX: (206) 764-6817 ATTN: JACKIE JOHNSON. FOR INFORMATION PHONE (206) 764-6693. MAILED QUOTES SHALL BE ACCEPTED BEFORE CLOSING @ US ARMY CORPS OF ENGINEERS, SEATTLE DISTRICT, PO BOX 3755 SEATTLE, WA 98124. PHYSICAL: 4735 E MARGINAL WAY S., SEATTLE, WA 98134-2385. PLEASE REFERENCE BY RFQ NO. DACA67-03-Q-2003

4. CONTRACTORS OUTSIDE EDI SHALL BE ALLOWED TO QUOTE. CONTRACTORS ARE REQUIRED TO QUOTE ON ALL OPTION YEARS FOR EACH LINE ITEM BIDDED. THE GOVERNMENT RESERVES THE RIGHT TO MAKE MULTIPLE AWARDS. **CONTRACTORS ARE REQUIRED TO SUBMIT QUESTION FORMS WITH QUOTE.**

5. ANY CONTRACTOR RECEIVING AN AWARD IS REQUIRED TO BE REGISTERED IN THE CCR (CENTRAL CONTRACTING REGISTRY). LACK OF REGISTRATION IN THE CCR DATABASE WILL MAKE AN OFFER INELIGIBLE FOR AWARD.

6. AWARD: SEE EVALUATION FACTORS PARAGRAPH 4, BASIS OF AWARD. GOVERNMENT IS LIKELY TO EXERCISE THE OPTIONS WITHIN 30 DAYS BEFORE THE OF END OF BASE YEAR OR OPTION YEAR.

CONTRACTOR IS REQUIRED TO PROVIDE THE FOLLOWING INFORMATION WITH YOUR QUOTE:

FEDERAL TAX ID NUMBER: _____

DUN AND BRADSTREET NUMBER: _____
CONTRACTOR CAN OBTAIN DUNS NUMBER BY CALLING 800/333-0505

IS CONTRACTOR REGISTERED IN THE CCR? YES _____ NO _____

CCR NO. _____

PROSPECTIVE OFFERORS: THE DIRECTOR OF DEFENSE PROCUREMENT HAS ISSUED A FINAL RULE AMENDING THE DEFENSE FEDERAL ACQUISITION REGULATION SUPPLEMENT (DFARS) TO REQUIRE CONTRACTORS TO BE REGISTERED IN THE DOD CENTRAL CONTRACTOR REGISTRATION (CCR) FOR AWARDS RESULTING FROM SOLICITATION ISSUED AFTER MAY 31, 1998.

THIS RULE MORE EFFICIENTLY IMPLEMENTS THE DEBT COLLECTION IMPROVEMENT ACT OF 1996 AS IT REQUIRES CONTRACTORS TO BE REGISTERED IN CCR FOR CONSIDERATION OF FUTURE SOLICITATIONS, AWARDS, AND PAYMENT. REGISTRATION IS REQUIRED PRIOR TO AWARD OF ANY CONTRACT, BASIC AGREEMENT, BASIC ORDERING AGREEMENT, OR BLANKET PURCHASE AGREEMENT FROM A SOLICITATION ISSUED AFTER MAY 31, 1998. LACK OF REGISTRATION IN THE CCR DATABASE WILL MAKE AN OFFER INELIGIBLE FOR AWARD.

THE CCR WEB SITE MAY BE ACCESSED AT <http://ccr/edi/.disa.mil/>. YOU MAY CALL 1-888-227-2423 TO OBTAIN A REGISTRATION PACKET OR REGISTER ONLINE AT www.acq.osd.mil/ec.

Evaluation Factors—Simplified Acquisition Other than Commercial Items.

This request for quotation contains Evaluation Factors for the Janitorial Services identified in the Statement of Work. The Government reserves the right to make an award, which will be determined, the most advantageous to the Government based on Best Value evaluation factors.

The following factors shall be used to evaluate offers:

In accordance with the provisions contained herein the Government will select the most advantageous offer based on past performance merit and cost. The Government reserves the right to make multiple awards based on the best interest to the government. To be considered for award, quotes shall conform to the terms and conditions contained in this solicitation. Contractor is not required to bid on all locations however, each location must have a price submitted for both BASE and OPTION YEAR. The evaluation process used to determine the most advantageous offer is as follows:

1. **Board:** Contracting Officer may establish a selection board to conduct an evaluation of each quote received in response to this solicitation. The evaluation will be based exclusively on the merits and content of the quote. The Board will not consider any information incorporated by reference or otherwise referred to. The individual ratings provided by the references will be used by the Board to determine an overall rating. The following rating system is used: 1) Green- Evaluation for exceeding requirements, 2) Amber- meeting requirement, 3) Red- not meeting requirements
2. **Evaluation Factors:** In descending order of preference, based on the criteria below, overall ratings are evaluated as follows:

A. **PAST PERFORMANCE/EXPERIENCE** – Attached is the questionnaire that will be used to evaluate your past performance. Provide three (3) references for janitorial services you have completed that are similar to the scope of work identified herein. These contracts must have been completed within the last five (5) years.

The upper part of the questionnaire will be completed by offerors, and the bottom half of questionnaire (interview questions) will be completed by the Government by contacting the references. The point of contact (poc) you include on the questionnaire will be contacted and asked the following questions: (POC's should be familiar with your work in order to provide an evaluation with an overall rating of your performance)

1. QUALITY OF SERVICE PROVIDED
2. TIMELINESS OF PERFORMANCE
3. BUSINESS RELATIONSHIP BETWEEN EACH CONTRACTUAL PARTY
4. RECOMMENDATION FOR AWARD

Excellent: Exceeds over and above requirements

Good: Meets and fairly exceeds requirements

Fair: Meets requirements.

Poor: Meets below requirements.

Unsatisfactory: Requirements not met.

B. **TECHNICAL MANAGEMENT PLAN** - The contractor shall submit information on 8 ½ X 11" plain paper, no more than 5 pages. The contractor shall prepare a Management Plan outlining the approaches or management techniques the contractor will use in accomplishing the tasks identified in the scope of work. The management plan will include a short synopsis of the contractor's quality control program and procedures. This information will identify how your company assures contract compliance.

3. **Price:** Price of the contract is considered secondary to the past performance and technical management plan and will be independently evaluated to determine whether the proposed price is complete and reasonable and to aid in the determination of the offeror's understanding of the work and ability to perform the contract. Price will be evaluated inclusive of the OPTION YEAR but will not be scored. SEE CLAUSES Section I. 52.217-5
4. **Basis of Award:** Award shall be made to a higher rated offeror and may be awarded to a higher priced offeror if the offer is sufficiently more advantageous to the Government, inasmuch, to justify the payment of a higher price. The degree of importance of cost as a factor shall become more important when qualifications, past experience and performance are relatively equal in merit. Prices quoted for this project reflect all cost associated with the work required to complete the tasks identified in the Scope of Work and will be evaluated to reflect the Contractor's understanding of the service requirements, as well as the potential to provide the Best Value to the Government.

QUESTIONNAIRE**QUESTIONNAIRE – CONTRACTOR'S PAST EXPERIENCE**

(OFFERORS MUST COMPLETE THIS PORTION)

Contractor #1
OFFEROR NAME: _____

AGENCY/COMPANY THAT WORK WAS PERFORMED FOR: _____

POINT OF CONTACT & TELEPHONE NUMBER: _____

DATES SERVICES PROVIDED: _____

BRIEF DESCRIPTION OF SERVICES PROVIDED: _____

**INTERVIEW QUESTIONS
CONTRACTOR'S PAST PERFORMANCE
(GOVERNMENT WILL COMPLETE THIS PORTION)**

POC CONTACTED: _____

PAST PERFORMANCE:

1. QUALITY OF SERVICE PROVIDED: Compliance with contract requirements, accuracy of reports, evidence of technical excellence and quality workmanship, and responsiveness to technical questions/problems.

- Excellent Good Fair Poor Unsatisfactory

2. TIMELINESS OF PERFORMANCE: Adherence to delivery schedules including reports, administrative aspects of performance, and technical resolution to questions and/or problems.

- Excellent Good Fair Poor Unsatisfactory

3. BUSINESS RELATIONSHIP BETWEEN EACH CONTRACTUAL PARTY: History of reasonable and cooperative behavior, evidence of customer satisfaction, flexibility, effectively recommended solutions to problems, to include, business-like concern for the interests of the Agency.

- Excellent Good Fair Poor Unsatisfactory

4. WOULD YOU RECOMMEND THIS VENDOR/CONTRACTOR AGAIN?

- YES NO

**QUESTIONNAIRE – CONTRACTOR’S PAST EXPERIENCE
(OFFERORS MUST COMPLETE THIS PORTION)**

Contractor #2
OFFEROR NAME: _____

AGENCY/COMPANY THAT WORK WAS PERFORMED FOR: _____

POINT OF CONTACT & TELEPHONE NUMBER: _____

DATES SERVICES PROVIDED: _____

BRIEF DESCRIPTION OF SERVICES PROVIDED: _____

**INTERVIEW QUESTIONS
CONTRACTOR’S PAST PERFORMANCE
(GOVERNMENT WILL COMPLETE THIS PORTION)**

POC CONTACTED: _____

PAST PERFORMANCE:

1. **QUALITY OF SERVICE PROVIDED:** Compliance with contract requirements, accuracy of reports, evidence of technical excellence and quality workmanship, and responsiveness to technical questions/problems.

Excellent Good Fair Poor Unsatisfactory

2. **TIMELINESS OF PERFORMANCE:** Adherence to delivery schedules including reports, administrative aspects of performance, and technical resolution to questions and/or problems.

Excellent Good Fair Poor Unsatisfactory

3. **BUSINESS RELATIONSHIP BETWEEN EACH CONTRACTUAL PARTY:** History of reasonable and cooperative behavior, evidence of customer satisfaction, flexibility, effectively recommended solutions to problems, to include, business-like concern for the interests of the Agency.

Excellent Good Fair Poor Unsatisfactory

4. **WOULD YOU RECOMMEND THIS VENDOR/CONTRACTOR AGAIN?**

YES NO

**QUESTIONNAIRE – CONTRACTOR’S PAST EXPERIENCE
(OFFERORS MUST COMPLETE THIS PORTION)**

Contractor #3

OFFEROR NAME: _____

AGENCY/COMPANY THAT WORK WAS PERFORMED FOR: _____

POINT OF CONTACT & TELEPHONE NUMBER: _____

DATES SERVICES PROVIDED: _____

BRIEF DESCRIPTION OF SERVICES PROVIDED: _____

**INTERVIEW QUESTIONS
CONTRACTOR’S PAST PERFORMANCE
(GOVERNMENT WILL COMPLETE THIS PORTION)**

POC CONTACTED: _____

PAST PERFORMANCE:

1. QUALITY OF SERVICE PROVIDED: Compliance with contract requirements, accuracy of reports, evidence of technical excellence and quality workmanship, and responsiveness to technical questions/problems.

Excellent Good Fair Poor Unsatisfactory

2. TIMELINESS OF PERFORMANCE: Adherence to delivery schedules including reports, administrative aspects of performance, and technical resolution to questions and/or problems.

Excellent Good Fair Poor Unsatisfactory

3. BUSINESS RELATIONSHIP BETWEEN EACH CONTRACTUAL PARTY: History of reasonable and cooperative behavior, evidence of customer satisfaction, flexibility, effectively recommended solutions to problems, to include, business-like concern for the interests of the Agency.

Excellent Good Fair Poor Unsatisfactory

4. WOULD YOU RECOMMEND THIS VENDOR/CONTRACTOR AGAIN?

YES NO

CLAUSES INCORPORATED BY REFERENCE

52.212-1	Instructions to Offerors--Commercial Items	OCT 2000
52.212-3	Offeror Representations and Certifications - Commercial Items	MAY 2002
52.212-4	Contract Terms and Conditions--Commercial Items	FEB 2002
52.212-5	Contract Terms and Conditions Required to Implement Statutes or Executive Orders--Commercial Items	MAY 2002
52.243-1	Changes--Fixed Price	AUG 1987
252.212-7001	Contract Terms and Conditions Required to Implement Statutes or Executive Orders Applicable to Defense Acquisitions of Commercial Items	DEC 2002

CLAUSES INCORPORATED BY FULL TEXT

52.217-9 OPTION TO EXTEND THE TERM OF THE CONTRACT (MAR 2000)

(a) The Government may extend the term of this contract by written notice to the Contractor within **30 period** of time within which the Contracting Officer may exercise the option; provided that the Government gives the Contractor a preliminary written notice of its intent to extend at least **30 days** before the contract expires. The preliminary notice does not commit the Government to an extension.

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

(c) The total duration of this contract, including the exercise of any options under this clause, shall not exceed 30 days from contract ending date.

(End of clause)

52.219-1 SMALL BUSINESS PROGRAM REPRESENTATIONS (APR 2002)

(a)(1) The North American Industry Classification System (NAICS) code for this acquisition is 561720.

(2) The small business size standard is \$12 MILLION.

(3) The small business size standard for a concern which submits an offer in its own name, other than on a construction or service contract, but which proposes to furnish a product which it did not itself manufacture, is 500 employees.

(b) Representations. (1) The offeror represents as part of its offer that it () is, () is not a small business concern.

(2) (Complete only if the offeror represented itself as a small business concern in paragraph (b)(1) of this provision.) The offeror represents, for general statistical purposes, that it () is, () is not a small disadvantaged business concern as defined in 13 CFR 124.1002.

(3) (Complete only if the offeror represented itself as a small business concern in paragraph (b)(1) of this provision.) The offeror represents as part of its offer that it () is, () is not a women-owned small business concern.

(4) (Complete only if the offeror represented itself as a small business concern in paragraph (b)(1) of this provision.) The offeror represents as part of its offer that it () is, () is not a veteran-owned small business concern.

(5) (Complete only if the offeror represented itself as a veteran-owned small business concern in paragraph (b)(4) of this provision.) The offeror represents as part of its offer that it () is, () is not a service-disabled veteran-owned small business concern.

(6) (Complete only if the offeror represented itself as a small business concern in paragraph (b)(1) of this provision.) The offeror represents, as part of its offer, that--

(i) It () is, () is not a HUBZone small business concern listed, on the date of this representation, on the List of Qualified HUBZone Small Business Concerns maintained by the Small Business Administration, and no material change in ownership and control, principal office, or HUBZone employee percentage has occurred since it was certified by the Small Business Administration in accordance with 13 CFR part 126; and

(ii) It () is, () is not a joint venture that complies with the requirements of 13 CFR part 126, and the representation in paragraph (b)(6)(i) of this provision is accurate for the HUBZone small business concern or concerns that are participating in the joint venture. (The offeror shall enter the name or names of the HUBZone small business concern or concerns that are participating in the joint venture: _____.) Each HUBZone small business concern participating in the joint venture shall submit a separate signed copy of the HUBZone representation.

(c) Definitions. As used in this provision--

Service-disabled veteran-owned small business concern--

(1) Means a small business concern--

(i) Not less than 51 percent of which is owned by one or more service-disabled veterans or, in the case of any publicly owned business, not less than 51 percent of the stock of which is owned by one or more service-disabled veterans; and

(ii) The management and daily business operations of which are controlled by one or more service-disabled veterans or, in the case of a veteran with permanent and severe disability, the spouse or permanent caregiver of such veteran.

(2) Service-disabled veteran means a veteran, as defined in 38 U.S.C. 101(2), with a disability that is service-connected, as defined in 38 U.S.C. 101(16).

"Small business concern," means a concern, including its affiliates, that is independently owned and operated, not dominant in the field of operation in which it is bidding on Government contracts, and qualified as a small business under the criteria in 13 CFR Part 121 and the size standard in paragraph (a) of this provision.

Veteran-owned small business concern means a small business concern--

(1) Not less than 51 percent of which is owned by one or more veterans (as defined at 38 U.S.C. 101(2)) or, in the case of any publicly owned business, not less than 51 percent of the stock of which is owned by one or more veterans; and

(2) The management and daily business operations of which are controlled by one or more veterans.

"Women-owned small business concern," means a small business concern --

(1) That is at least 51 percent owned by one or more women; in the case of any publicly owned business, at least 51 percent of the stock of which is owned by one or more women; and

(2) Whose management and daily business operations are controlled by one or more women.

(d) Notice.

(1) If this solicitation is for supplies and has been set aside, in whole or in part, for small business concerns, then the clause in this solicitation providing notice of the set-aside contains restrictions on the source of the end items to be furnished.

(2) Under 15 U.S.C. 645(d), any person who misrepresents a firm's status as a small, HUBZone small, small disadvantaged, or women-owned small business concern in order to obtain a contract to be awarded under the preference programs established pursuant to section 8(a), 8(d), 9, or 15 of the Small Business Act or any other provision of Federal law that specifically references section 8(d) for a definition of program eligibility, shall--

(i) Be punished by imposition of fine, imprisonment, or both;

(ii) Be subject to administrative remedies, including suspension and debarment; and

(iii) Be ineligible for participation in programs conducted under the authority of the Act.

(End of provision)

52.219-6 NOTICE OF TOTAL SMALL BUSINESS SET-ASIDE (JUL 1996)

(a) Definition.

"Small business concern," as used in this clause, means a concern, including its affiliates, that is independently owned and operated, not dominant in the field of operation in which it is bidding on Government contracts, and qualified as a small business under the size standards in this solicitation.

(b) General. (1) Offers are solicited only from small business concerns. Offers received from concerns that are not small business concerns shall be considered nonresponsive and will be rejected.

(2) Any award resulting from this solicitation will be made to a small business concern.

(c) Agreement. A small business concern submitting an offer in its own name agrees to furnish, in performing the contract, only end items manufactured or produced by small business concerns in the United States. The term "United States" includes its territories and possessions, the Commonwealth of Puerto Rico, the Trust Territory of the Pacific Islands, and the District of Columbia. If this procurement is processed under simplified acquisition procedures and the total amount of this contract does not exceed \$25,000, a small business concern may furnish the product of any domestic firm. This paragraph does not apply in connection with construction or service contracts.

(End of clause)

52.252-2 CLAUSES INCORPORATED BY REFERENCE (FEB 1998)

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/these address(es):

<http://www.arnet.gov/far>

<http://www.farsite.hill.af.mil>

<http://www/dtic.mil/dfars>

(End of clause)

Computer Operator I	13.61
Computer Operator II	14.63
Computer Operator III	17.60
Computer Operator IV	19.89
Computer Operator V	22.02
Computer Programmer I (1)	14.08
Computer Programmer II (1)	18.02
Computer Programmer III (1)	24.05
Computer Programmer IV (1)	25.04
Computer Systems Analyst I (1)	23.36
Computer Systems Analyst II (1)	26.42
Computer Systems Analyst III (1)	27.62
Peripheral Equipment Operator	14.70
Automotive Service Occupations	
Automotive Body Repairer, Fiberglass	21.30
Automotive Glass Installer	19.94
Automotive Worker	19.94
Electrician, Automotive	20.60
Mobile Equipment Servicer	18.61
Motor Equipment Metal Mechanic	21.30
Motor Equipment Metal Worker	19.94
Motor Vehicle Mechanic	21.24
Motor Vehicle Mechanic Helper	17.93
Motor Vehicle Upholstery Worker	19.28
Motor Vehicle Wrecker	19.94
Painter, Automotive	20.60
Radiator Repair Specialist	19.94
Tire Repairer	16.61
Transmission Repair Specialist	21.30
Food Preparation and Service Occupations	
Baker	12.65
Cook I	11.03
Cook II	11.82
Dishwasher	9.55
Food Service Worker	9.38
Meat Cutter	14.95
Waiter/Waitress	11.91
Furniture Maintenance and Repair Occupations	
Electrostatic Spray Painter	21.06
Furniture Handler	16.94
Furniture Refinisher	21.06
Furniture Refinisher Helper	18.25
Furniture Repairer, Minor	19.54
Upholsterer	21.06
General Services and Support Occupations	
Cleaner, Vehicles	10.33
Elevator Operator	10.38
Gardener	12.10
House Keeping Aid I	8.97
House Keeping Aid II	10.12
Janitor	10.38
Laborer, Grounds Maintenance	11.83
Maid or Houseman	8.97
Pest Controller	13.39
Refuse Collector	10.79
Tractor Operator	12.23
Window Cleaner	10.89
Health Occupations	
Dental Assistant	13.44
Emergency Medical Technician (EMT)/Paramedic/Ambulance Driver	14.23
Licensed Practical Nurse I	13.30
Licensed Practical Nurse II	14.93
Licensed Practical Nurse III	16.71
Medical Assistant	11.94
Medical Laboratory Technician	13.13
Medical Record Clerk	12.97
Medical Record Technician	14.57
Nursing Assistant I	7.54
Nursing Assistant II	9.28
Nursing Assistant III	10.62
Nursing Assistant IV	12.55
Pharmacy Technician	13.43
Phlebotomist	10.89
Registered Nurse I	20.30

Registered Nurse II	24.76
Registered Nurse II, Specialist	24.76
Registered Nurse III	29.43
Registered Nurse III, Anesthetist	29.43
Registered Nurse IV	32.95
Information and Arts Occupations	
Audiovisual Librarian	15.88
Exhibits Specialist I	17.94
Exhibits Specialist II	20.46
Exhibits Specialist III	25.16
Illustrator I	17.52
Illustrator II	19.98
Illustrator III	24.58
Librarian	24.06
Library Technician	14.86
Photographer I	14.55
Photographer II	18.36
Photographer III	20.53
Photographer IV	25.25
Photographer V	31.04
Laundry, Dry Cleaning, Pressing and Related Occupations	
Assembler	8.15
Counter Attendant	8.15
Dry Cleaner	10.35
Finisher, Flatwork, Machine	8.15
Presser, Hand	8.15
Presser, Machine, Drycleaning	8.15
Presser, Machine, Shirts	8.15
Presser, Machine, Wearing Apparel, Laundry	8.15
Sewing Machine Operator	11.09
Tailor	11.83
Washer, Machine	8.88
Machine Tool Operation and Repair Occupations	
Machine-Tool Operator (Toolroom)	21.09
Tool and Die Maker	23.67
Material Handling and Packing Occupations	
Forklift Operator	17.65
Fuel Distribution System Operator	18.70
Material Coordinator	18.01
Material Expediter	18.01
Material Handling Laborer	15.16
Order Filler	11.48
Production Line Worker (Food Processing)	15.63
Shipping Packer	14.33
Shipping/Receiving Clerk	14.33
Stock Clerk (Shelf Stocker; Store Worker II)	15.07
Store Worker I	12.36
Tools and Parts Attendant	18.57
Warehouse Specialist	16.71
Mechanics and Maintenance and Repair Occupations	
Aircraft Mechanic	21.71
Aircraft Mechanic Helper	18.25
Aircraft Quality Control Inspector	27.53
Aircraft Servicer	19.54
Aircraft Worker	20.41
Appliance Mechanic	21.06
Bicycle Repairer	18.25
Cable Splicer	25.98
Carpenter, Maintenance	21.66
Carpet Layer	24.05
Electrician, Maintenance	25.80
Electronics Technician, Maintenance I	21.05
Electronics Technician, Maintenance II	22.59
Electronics Technician, Maintenance III	27.85
Fabric Worker	19.54
Fire Alarm System Mechanic	21.71
Fire Extinguisher Repairer	18.89
Fuel Distribution System Mechanic	21.71
General Maintenance Worker	17.86
Heating, Refrigeration and Air Conditioning Mechanic	22.88
Heavy Equipment Mechanic	21.71
Heavy Equipment Operator	23.43
Instrument Mechanic	21.71
Laborer	11.17

Locksmith	20.96
Machinery Maintenance Mechanic	21.75
Machinist, Maintenance	20.97
Maintenance Trades Helper	17.93
Millwright	24.28
Office Appliance Repairer	21.06
Painter, Aircraft	21.06
Painter, Maintenance	21.06
Pipefitter, Maintenance	25.13
Plumber, Maintenance	23.38
Pneudraulic Systems Mechanic	21.71
Rigger	21.71
Scale Mechanic	20.41
Sheet-Metal Worker, Maintenance	21.71
Small Engine Mechanic	18.55
Telecommunication Mechanic I	21.71
Telecommunication Mechanic II	22.37
Telephone Lineman	21.71
Welder, Combination, Maintenance	21.71
Well Driller	21.71
Woodcraft Worker	21.71
Woodworker	18.89
Miscellaneous Occupations	
Animal Caretaker	10.90
Carnival Equipment Operator	10.66
Carnival Equipment Repairer	11.07
Carnival Worker	9.38
Cashier	10.49
Desk Clerk	10.81
Embalmer	20.16
Lifeguard	9.70
Mortician	19.34
Park Attendant (Aide)	12.18
Photofinishing Worker (Photo Lab Tech., Darkroom Tech)	11.92
Recreation Specialist	14.96
Recycling Worker	12.29
Sales Clerk	12.14
School Crossing Guard (Crosswalk Attendant)	10.16
Sport Official	10.04
Survey Party Chief (Chief of Party)	21.28
Surveying Aide	12.26
Surveying Technician (Instr. Person/Surveyor Asst./Instr.)	16.80
Swimming Pool Operator	14.18
Vending Machine Attendant	13.52
Vending Machine Repairer	13.64
Vending Machine Repairer Helper	13.52
Personal Needs Occupations	
Child Care Attendant	8.83
Child Care Center Clerk	11.01
Chore Aid	9.06
Homemaker	15.35
Plant and System Operation Occupations	
Boiler Tender	23.01
Sewage Plant Operator	22.35
Stationary Engineer	23.01
Ventilation Equipment Tender	18.25
Water Treatment Plant Operator	23.20
Protective Service Occupations	
Alarm Monitor	15.95
Corrections Officer	18.69
Court Security Officer	23.51
Detention Officer	23.51
Firefighter	23.53
Guard I	8.56
Guard II	15.40
Police Officer	23.48
Stevedoring/Longshoremen Occupations	
Blocker and Bracer	17.39
Hatch Tender	17.39
Line Handler	17.39
Stevedore I	15.28
Stevedore II	16.33
Technical Occupations	
Air Traffic Control Specialist, Center (2)	29.03

Air Traffic Control Specialist, Station (2)	20.02
Air Traffic Control Specialist, Terminal (2)	22.05
Archeological Technician I	15.83
Archeological Technician II	17.71
Archeological Technician III	21.93
Cartographic Technician	21.52
Civil Engineering Technician	22.12
Computer Based Training (CBT) Specialist/ Instructor	23.42
Drafter I	13.24
Drafter II	15.55
Drafter III	20.19
Drafter IV	21.93
Engineering Technician I	14.80
Engineering Technician II	16.61
Engineering Technician III	19.95
Engineering Technician IV	24.62
Engineering Technician V	29.65
Engineering Technician VI	35.87
Environmental Technician	19.26
Flight Simulator/Instructor (Pilot)	26.42
Graphic Artist	23.71
Instructor	19.36
Laboratory Technician	16.13
Mathematical Technician	20.53
Paralegal/Legal Assistant I	14.31
Paralegal/Legal Assistant II	17.66
Paralegal/Legal Assistant III	19.49
Paralegal/Legal Assistant IV	26.11
Photooptics Technician	20.53
Technical Writer	22.52
Unexploded (UXO) Safety Escort	18.45
Unexploded (UXO) Sweep Personnel	18.45
Unexploded Ordnance (UXO) Technician I	18.45
Unexploded Ordnance (UXO) Technician II	22.32
Unexploded Ordnance (UXO) Technician III	26.76
Weather Observer, Combined Upper Air and Surface Programs (3)	18.32
Weather Observer, Senior (3)	20.48
Weather Observer, Upper Air (3)	18.32
Transportation/ Mobile Equipment Operation Occupations	
Bus Driver	16.95
Parking and Lot Attendant	9.33
Shuttle Bus Driver	11.29
Taxi Driver	8.98
Truckdriver, Heavy Truck	17.54
Truckdriver, Light Truck	10.26
Truckdriver, Medium Truck	17.28
Truckdriver, Tractor-Trailer	17.54

ALL OCCUPATIONS LISTED ABOVE RECEIVE THE FOLLOWING BENEFITS:

HEALTH & WELFARE: \$2.15 an hour or \$96.00 a week or \$372.67 a month
 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 ten paid holidays per year: New Year's Day, Martin Luther King Jr.'s Birthday, Washington's Birthday, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans' Day, Thanksgiving Day, and Christmas Day. (A contractor may substitute for any of the named holidays another day off with pay in accordance with a plan communicated to the employees involved.) (See 29 CFR 4.174)

THE OCCUPATIONS WHICH HAVE PARENTHESES AFTER THEM RECEIVE THE FOLLOWING BENEFITS (as numbered):

- 1) Does not apply to employees employed in a bona fide executive, administrative, or professional capacity as defined and delineated in 29 CFR 541. (See CFR 4.156)
- 2) APPLICABLE TO AIR TRAFFIC CONTROLLERS ONLY - NIGHT DIFFERENTIAL: An employee is entitled to pay for all work performed between the hours of 6:00 P.M. and 6:00 A.M. at the rate of basic pay plus a night pay differential amounting to 10 percent of the rate of basic pay.
- 3) 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 regrading 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.

**** NOTES APPLYING TO THIS WAGE DETERMINATION ****

Source of Occupational Title and Descriptions:

The duties of employees under job titles listed are those described in the "Service Contract Act Directory of Occupations," Fourth Edition, January 1993, as amended by the Third Supplement, dated March 1997, unless otherwise indicated. This publication may be obtained from the Superintendent of Documents, at 202-783-3238, or by writing to the Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402. Copies of specific job descriptions may also be obtained from the appropriate contracting officer.

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. Such conformed classes of employees shall be paid the monetary wages and furnished the fringe benefits as are determined. Such conforming process shall be initiated by the contractor prior to the performance of contract work by such unlisted class(es) of employees. The conformed classification, wage rate, and/or fringe benefits shall be retroactive to the commencement date of the contract. {See Section 4.6 (C) (vi)} 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) and computes a proposed rate).
- 2) After contract award, the contractor prepares a written report listing in order proposed classification title), a Federal grade equivalency (FGE) for each proposed classification), job description), and rationale for proposed wage rate), 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 Wage and Hour Division, Employment Standards Administration, U.S. Department of Labor, for review. (See section 4.6(b)(2) of Regulations 29 CFR Part 4).

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 decision to the contractor.

6) The contractor informs the affected employees.

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" (the Directory) should be used to compare job definitions to insure 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.
