



RFQ No. DACW67-03-Q-0008

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

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**JANITORIAL SERVICES  
FORT LEWIS AREA OFFICE  
TACOMA, WA**

**For Inquires, Contact the Following Individuals Monday through Friday  
between the hours of 8:a.m. and 3:00p.m.**

**Administrative and Contracting Matters: Elaine Ebert**  
**Phone: (206)764-6698 Fax: (206)764-6817 Internet:**  
**[Elaine.m.ebert@usace.army.mil](mailto:Elaine.m.ebert@usace.army.mil)**

**BiddingDocuments: Sonya Lira**  
**Phone (206)764-6741**

**Faxed responses to this solicitation will be accepted until the time and date  
set for closing.**

**Street and Mailing addresses:**

**(mail) Seattle District Corps of Engineers, PO Box 3755 Seattle, WA 98124-  
3755 (Street) 4735 East Marginal Way South, Seattle WA 98134-2385**

<b>REQUEST FOR QUOTATIONS</b> <b>(THIS IS NOT AN ORDER)</b>		THIS RFQ <input checked="" type="checkbox"/> IS <input type="checkbox"/> IS NOT A SMALL BUSINESS SET-ASIDE			PAGE OF PAGES 1   39	
1. REQUEST NO. DACW67-03-Q-0008	2. DATE ISSUED 30-Oct-2002	3. REQUISITION/PURCHASE REQUEST NO. W68MD9-2289-9746	4. CERT. FOR NAT. DEF. UNDER BDSA REG. 2 AND/OR DMS REG. 1		RATING	
5a. ISSUED BY USA ENGINEER DISTRICT, SEATTLE ATTN: CENWS-CT P.O. BOX 3755 SEATTLE WA 98124-3755			6. DELIVER BY (Date) <b>SEE SCHEDULE</b>			
5b. FOR INFORMATION CALL: (Name and Telephone no.) (No collect calls) ELAINE M EBERT (206) 764-6698			7. DELIVERY <input checked="" type="checkbox"/> FOB DESTINATION <input type="checkbox"/> OTHER (See Schedule)			
8. TO: NAME AND ADDRESS, INCLUDING ZIP CODE			9. DESTINATION (Consignee and address, including ZIP Code) <b>SEE SCHEDULE</b>			
10. PLEASE FURNISH QUOTATIONS TO THE ISSUING OFFICE IN BLOCK 5a ON OR BEFORE CLOSE OF BUSINESS: (Date) 01-Nov-2002						
<b>IMPORTANT:</b> This is a request for information, and quotations furnished are not offers. If you are unable to quote, please so indicate on this form and return it to the address in Block 5a. This request does not commit the Government to pay any costs incurred in the preparation of the submission of this quotation or to contract for supplies or services. Supplies are of domestic origin unless otherwise indicated by quoter. Any representations and/or certifications attached to this Request for Quotations must be completed by the quoter.						
11. SCHEDULE (Include applicable Federal, State, and local taxes)						
ITEM NO. (a)	SUPPLIES/ SERVICES (b)		QUANTITY (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)
<b>SEE SCHEDULE</b>						
12. DISCOUNT FOR PROMPT PAYMENT		a. 10 CALENDAR DAYS %	b. 20 CALENDAR DAYS %	c. 30 CALENDAR DAYS %	d. CALENDAR DAYS No.   %	
<b>NOTE: Additional provisions and representations <input type="checkbox"/> are <input type="checkbox"/> are not attached.</b>						
13. NAME AND ADDRESS OF QUOTER (Street, City, County, State, and ZIP Code)			14. SIGNATURE OF PERSON AUTHORIZED TO SIGN QUOTATION		15. DATE OF QUOTATION	
			16. NAME AND TITLE OF SIGNER (Type or print)		TELEPHONE NO. (Include area code)	

Section B - Supplies or Services and Prices

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0001	BASE ITEM FFP PROVIDE JANITORIAL SERVICES IN ACCORDANCE WITH THE ATTACHED SCOPE OF WORK WITH THE EXCEPTION OF CARPET NON-CARPETED FLOORS, BATHROOM TILE, AND WINDOWS SEE BELOW AND IN ACCORDANCE WITH THE ENCLOSED WAGE DETERMINATION, FOR THE PERIOD 04 NOVEMBER 2002 THROUGH 03 OCTOBER 2003. ALL SERVICES TO BE PERFORMED AT THE NORTHWEST AREA OFFICE BLDG 2015 FORT LEWIS, WA PURCHASE REQUEST NUMBER: W68MD9-2289-9746	12	Months		
NET AMT					

FOB: Destination

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0002	BASE ITEM FFP PROVIDE ALL LABOR AND MATERIALS TO CLEAN ALL BATHROOM TILES AND GROUT IN ACCORDANCE WITH PARAGRAPH 8, PART "C" OF THE SCOPE OF WORK, AND ATTACHED WAGE DETERMINATION PURCHASE REQUEST NUMBER: W68MD9-2289-9746	12	Months		
NET AMT					

FOB: Destination

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0003	BASE ITEM FFP PROVIDE ALL LABOR AND MATERIALS TO CLEAN CARPETS, NON-CARPETED AREAS, WINDOW COVERINGS, AND WINDOW WASHING IN ACCORDANCE WITH PARAGRAPH 8, PART "D" AND THE ATTACHED WAGE DETERMINATION PURCHASE REQUEST NUMBER: W68MD9-2289-9746	2	Each		

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NET AMT

FOB: Destination

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0004	BASE ITEM FFP SWEEP STAIRWELLS BETWEEN SECOND AND THIRD FLOORS AND BETWEEN 3RD FLOOR AND ATTIC (TOTAL OF 4 STAIRWELLS) 3 TIMES PER WEEK AND MOP ALL, ONE TIME PER MONTH IN ACCORDANCE WITH THE ATTACHED STATEMENT OF WORK AND WAGE DETERMINATION. PURCHASE REQUEST NUMBER: W68MD9-2289-9746	12	Months		

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NET AMT

FOB: Destination

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0005		12	Months		
OPTION	FIRST OPTION PERIOD 04 NOV 03 THROUGH FFP OCT 04, PROVIDE JANITORIAL SERVICES IN ACCORDANCE WITH THE ATTACHED SCOPE OF WORK, WITH THE EXCEPTION OF THE CARPETED AND NON-CARPETED FLOORS, BATHROOM TILE AND WINDOWS (SEE BELOW) FOR THE PERIOD 01 NOVEMBER 2003 THROUGH 31 OCTOBER 2004. SERVICES WAGE RATES WILL BE PROVIDED BY MODIFICATION, IF THIS OPTION PERIOD IS EXERCISED. PURCHASE REQUEST NUMBER: W68MD9-2289-9746				

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NET AMT

FOB: Destination

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0006		12	Months		
OPTION	FIRST YEAR OPTION FFP ALL BATHROOM TILES AND GROUT IN ACCORDANCE WITH PARAGRAPH 8, PART "C" OF THE SCOPE OF WORK, FOR THE PERIOD 04 NOV 2003 THROUGH 03 OCTOBER 2004 PURCHASE REQUEST NUMBER: W68MD9-2289-9746				

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NET AMT

FOB: Destination

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0007 OPTION	FIRST YEAR OPTION FFP CLEAN CARPETS, NON-CARPETED AREAS, WINDOW COVERINGS, AND WINDOW WASHING IN ACCORDANCE WITH PARAGRAPH 8, PART "D" FOR THE PERIOD 04 NOVEMBER 2003 THROUGH 03 OCTOBER 2004 PURCHASE REQUEST NUMBER: W68MD9-2289-9746	2	Each		

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NET AMT

FOB: Destination

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0008 OPTION	FIRST YEAR OPTION FFP SWEEP STAIRWELLS BETWEEN SECOND AND THIRD FLOORS AND BETWEEN 3RD FLOOR AND ATTIC (TOTAL OF 4 STAIRWELLS) 3 TIMES PER WEEK AND MOP ALL, ONE TIME PER MONTH IN ACCORDANCE WITH THE ATTACHED STATEMENT OF WORK, DURING THE PERIOD 04 NOVEMBER 2003 AND 3 OCTOBER 2004. PURCHASE REQUEST NUMBER: W68MD9-2289-9746	12	Months		

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NET AMT

FOB: Destination

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0009 OPTION	SECOND OPTION PERIOD FFP PROVIDE JANITORIAL SERVICES IN ACCORDANCE WITH THE ATTACHED SCOPE OF WORK WITH THE EXCEPTION OF CARPETED AND NON-CARPETED FLOORS, BATHROOM TILES, AND WINDOWS (SEE BELOW) FOR THE PERIOD 04 NOVEMBER 2004 THROUGH 03 OCTOBER 2005. NEW SERVICE WAGE RATES MAY BE ADDED BY MODIFICATION IF OPTIONS ARE AWARDED. PURCHASE REQUEST NUMBER: W68MD9-2289-9746	12	Months		

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NET AMT

FOB: Destination

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0010 OPTION	SECOND YEAR OPTION FFP PROVIDE ALL LABOR AND MATERIALS TO CLEAN BATHROOM TILES AND GROUT IN ACCORDANCE WITH PARAGRAPH 8, PART "C" OF THE SCOPE OF WORK FOR THE PERIOD 04 NOVEMBER 2004 THROUGH 03 OCTOBER 2005 PURCHASE REQUEST NUMBER: W68MD9-2289-9746	12	Months		

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NET AMT

FOB: Destination

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0011	SECOND YEAR OPTION	2	Each		
OPTION	FFP CLEAN CARPETS, NON-CARPETED AREAS, WINDOW COVERINGS, AND WINDOW WASHING IN ACCORDANCE WITH PARAGRAPH 8, PART "D" FOR THE PERIOD 04 NOVEMBER 2004 THROUGH 03 OCTOBER 2005. PURCHASE REQUEST NUMBER: W68MD9-2289-9746				

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NET AMT

FOB: Destination

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0012	SECOND YEAR OPTION	12	Months		
OPTION	FFP SWEEP STAIRWELLS BETWEEN SECOND AND THIRD FLOORS AND BETWEEN 3RD FLOOR AND ATTIC (TOTAL OF 4 STAIRWELLS) 3 TIMES PER WEEK AND MOP ALL, OMNE TIME PER MONTH IN ACCORDANCE WITH PARAGRAPH 8, PART "C" OF THE SCOPE OF WORK, FOR THE PERIOD 04 NOVEMBER 2004 THROUGH 03 OCTOBER 2005. PURCHASE REQUEST NUMBER: W68MD9-2289-9746				

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NET AMT

FOB: Destination

## Section C - Descriptions and Specifications

NOTES**NAICS Coding versus SIC Coding**

The SIC Code, 6531 for purposes of this solicitation, the NAICS code 531320. The size standard is \$1.5 Million.

**\*\*NOTE\*\***

QUOTES ARE DUE INTO THIS OFFICE  
NO LATER THAN  
November 1, 2002  
AT 1:00PM LOCAL TIME

QUOTES SHALL BE IDENTIFIED AS FOLLOWS:

REQUEST FOR QUOTATION NO. DACW67-03-Q-0008  
JANITORIAL SERVICES: FORT LEWIS AREA OFFICE  
TACOMA WASHINGTON

AMENDMENTS NUMBERED \_\_\_\_\_ HAVE BEEN RECEIVED AND ARE HEREBY ACKNOWLEDGED.

INFORMATION FOR WRITTEN QUOTES:

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

THIS RULE 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. NO CONTRACT AWARD WILL BE MADE TO AN UNREGISTERED CONTRACTOR. INTERNET ACCESS ALLOWS YOU TO REGISTER BY COMPLETING AN ELECTRONIC ON-LINE REGISTRATION APPLICATION FROM CCR HOMEPAGE AT <http://www.ccr2000.com/>. FOR FURTHER ASSISTANCE IN COMPLETING YOUR ON-LINE REGISTRATION, CONTACT THE NEAREST PROCUREMENT TECHNICAL ASSISTANCE CENTER (PTAC) NEAR YOU. A LIST OF THE NEAREST PTAC IS LOCATED AT:

<http://www.rcacwv.com/ptac.htm>.

CONTRACTOR MUST PROVIDE DUN AND BRADSTREET NUMBER:

\_\_\_\_\_  
To Obtain a DUNS number, contractor may register in the CCR (see internet address above, or you may call 888-333-0505).

Contractors must quote on all line items. This Request for Quotations (RFQ) is considered for Small Business Set-Aside Only; Large Business will not be considered.

CONTRACTING WEB ADDRESS: <http://www.nws.usace.army.mil/index.cfm>

(Click on Contract and Bid Information)

E-MAIL ADDRESS:

TELEPHONE: (206) 764-6698

FACSIMILE: (206) 764-6817, Attention Elaine Ebert

FAXED RESPONSES: Faxed responses will be accepted until the time and date set for closing. Attention Faxes to Elaine Ebert at the fax number above, each page submitted must contain the Contractor's Name and the Request for Quotation Number.

Representations and Certifications contained herein must be completed by quoters and returned with offers. Please submit your completed Quotation, no later than November 1, 2002, to the address shown in Block 8 or by facsimile.

Offerors submitting quotes via EDI must request the Statement of Work and Wage Determination. The Government reserves the right to make award to "other than" an EDI vendor.

SCOPE OF WORK  
JANITORIAL SERVICE FOR THE NORTHWEST AREA OFFICE

15 OCT 02

1. General: The Contractor shall provide all necessary labor, supervision, materials, equipment, and supplies to perform janitorial service for the Contracting Officer's existing Northwest Area Ofc, Building 2015, Floor 3, Fort Lewis, Washington. All janitorial work shall be performed between the hours of 5:00 p.m. and 11:59 p.m. on Monday, Wednesday and Friday hereinafter, except legal Federal Holidays. The official working hours of the building occupants are 6:30 a.m. to 5:00 p.m. In the event of the occupants working overtime, it will be the responsibility of the Contractor to arrange his cleaning schedule so as to accomplish the required work in the occupied areas.
2. Building Area: The Government occupied space consists of approximately 10,000 net usable square feet. The space to be cleaned includes general office area, conference room, two (2) restrooms with showers, 77/15 windows, one kitchen with sink and cabinet. Also includes basement room Nos. 016, 017, 018, and 022.
3. 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; paper toilet seat covers; hand soap; porcelain ware cleaner; plastic bag liners for wastebaskets; liquid and powder detergents; glass cleaner; floor wax; floor stripper; metal polish; furniture polish; scouring powder. As a minimum, these supplies and materials shall be of a quality to conform with applicable Federal Specifications. 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, it's contents, or equipment. All necessary cleaning equipment including, but not limited to, waxing and polishing machines, industrial type vacuum cleaners, etc., 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.
4. 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 the work. Hot and cold water will also be made available as necessary for that purpose.
5. Supply Closet and Water Source - There will be no janitor supply closet. Storage will be provided for cleaning solutions and supplies only. Water is provided from existing outlets in the building. Waste water to be flushed down existing water closets.
6. Keys - Two (2) keys will be supplied to the contractor, one door key and one elevator key. Payment for the final month of contract will not be made until keys are returned.
7. 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.

8. Workmanship: All work shall be performed at the frequencies specified herein:

A. Services to be performed daily (Monday, Wednesday & Friday):

- (1) Office Area Cleaning
  - (a) Empty all wastebaskets.
  - (b) All carpeted office areas shall be vacuumed to remove surface dirt from the traffic area and from under furniture.
  - (c) Dust the horizontal surfaces of desks, files and tables with a treated dustcloth, i.e., wood polish. Glass desk tops shall be cleaned with an untreated cloth.
  - (d) Neatly arrange chairs around conference room tables as necessary.
- (2) Entrances, Hallways, and Corridors: Sweep or vacuum all floors and dust all surfaces.
- (3) Wastepaper, Trash, and Debris Removal: Collect and remove all trash, debris, wastepaper, and garbage from the building and deposit in exterior trash bin provided for this purpose by the Government.
- (4) Coffee Area: Clean sink and rinse so no residue remains; provide paper towels at sink area. Soap shall be provided for soap dispenser in kitchen area.
- (5) Restrooms:
  - (a) Floors shall be swept and then mopped with pine scented disinfectant detergent.
  - (b) All waterclosets, seats, and urinals shall be washed inside and out with a pine scented disinfectant detergent. Seats shall be left in raised position; washbasins shall be cleaned and wiped free of all water marks; all mirrors, shelves, dispensers, chrome fixtures, and pipes shall be damp wiped and polished dry.
  - (c) Replenish all supplies such as paper towels, toilet seat covers, toilet paper, and soap. (Soap shall be provided for soap dispensers in restrooms).
  - (d) Dust ledges, grills, and stall partitions; spot clean wall surfaces, partitions, and doors.

B. Additional services to be performed every Wednesday:

- (1) Carpets: All carpeted areas shall be thoroughly vacuumed.
- (2) Wastebaskets: Install new plastic wastebasket liners.
- (3) Shower Area: Showers shall be washed and scrubbed inside and out with a disinfectant detergent. Floor shall be swept and mopped with pine disinfectant detergent.
- (4) Basement Rooms: Sweep floors in Rooms 016, 017, 018, and 022.

C. Services to be performed once a month (during the first week of the month):

- (1) Room Cleaning: In all office space, conference rooms, etc., wall surfaces within 70 inches of the floor, vertical surfaces and under surfaces (knee wells, chair rungs, table legs) shall be thoroughly dusted. All glass in pictures, and both sides of bookcases shall be damp-wiped.
- (2) Bathroom Tile: Bathroom tiles and grout shall be cleaned once a month. Cleaning shall result in the tile free of mildew, dirt, and other foreign matter. No residual cleaning solutions shall remain.

D. Services to be performed two times a year (first week of August and December):

- (1) Carpet Cleaning: Steam clean all carpets. Contracting Officer shall be notified at least one week in advance of this cleaning so appropriate action can be taken to clear floor space of boxes, drawings, or other items.
- (2) Non-carpeted Areas: Floors will be stripped and waxed.
- (3) Window Covering Cleaning: Thoroughly damp clean all blind type window coverings.
- (4) Clean and mop floors in basement rooms (Rooms 016, 017, 018, and 022).
- (5) Window Washing: Interior windows and door glass shall be washed on both sides. Exterior windows shall be washed on both sides on windows reachable by the porch. Other unreachable exterior windows shall be washed from the inside.

E. Services to be performed as needed or as directed by the Contracting Officer's Representative:

- (1) Floor Maintenance - Carpeting: The Contractor will be responsible for removal of spots and stains from carpets.
  - (a) Spot stain removal: The removal of stains and spots from carpets shall be performed by qualified contractor personnel who have been trained in spot removal.
- (2) Floor Maintenance - Non-carpeted Areas: Remove scuff marks from flooring.
- (3) Wastebaskets: When necessary, wash or damp wipe inside and outside of wastebaskets to keep them in a clean, fresh smelling condition.

F. General Instructions:

- (1) Windows are to be closed, blinds closed to prevent view from outside, lights to be turned out when not in use, security system deactivated upon arrival (if on) and activated as leaving building (if no one else is in the building), all "lost and found" type articles will be turned in to the Contracting Officer, and promptly report fires, hazardous conditions and items needing repairs (such as defective lights, leaky faucets, toilet stoppages).
- (2) The care of any potted plants within the office areas is not the responsibility of the Contractor.
- (3) Exterior doors are to be maintained in a locked condition during janitorial work to prevent undetected, unauthorized access.

## Section H - Special Contract Requirements

### EVAL CRITERIA

#### **Evaluation Factors- Simplified Acquisition**

This request for quotation contains Evaluation Factors for the Janitorial Services identified herein. 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.

In accordance with the provisions contained herein the Government will select the most advantageous offer based on past performance and cost. To be considered for award, proposals/quotes shall conform to the terms and conditions contained in this solicitation. The evaluation process used to determine the most advantageous offer is as follows:

**1. Selection Board:** Contracting Officer may establish a selection board to conduct an evaluation of each proposal 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, as follows:

- 1) Green- Firm received 75% Excellent rating with no unsatisfactory rating,
- 2) Amber- Firm received 50% -74% Excellent ratings with no unsatisfactory rating,
- 3) Red- Firm received an unsatisfactory rating.

**2. Evaluation Factors:** In descending order of preference, based on the criteria below, ratings are evaluated on the basis of technical merit as follows:

#### **Past Performance/Experience-**

Attached is the questionnaire that will be used to evaluate your past performance. Provide at least (3) three references for janitorial services that you or your firm has been responsible for performing, which are similar to the scope of work identified herein. These services must have been completed within the last five (5) years.

Your firm will complete the upper portion of the questionnaire. The bottom half of the questionnaire (interview questions) will be completed by the Government by interviewing at least three of your references to obtain an evaluation of the services performed. Please note, the points of contact (POC) you include on the questionnaire should be familiar with your work in order to provide an evaluation of your performance.

The following topics will be addressed in the interview:

- 1) Quality of service- Compliance with contract requirements, quality workmanship
- 2) Timeliness of performance- Adherence to performance schedules, responsiveness to customer complaints
- 3) Business relationship between each contractual party- History of reasonable and cooperative behavior evidence of customer satisfaction, flexibility, effective provide solutions to problems and business-like concern for the towards customer satisfaction
- 4) Overall Rating

**3. TECHNICAL MERIT RATINGS:** The offers will be evaluated and rated for each criterion using a descriptive scale as outlined below:

**Excellent:** Exceeds over and above the requirements. The offeror fully meets all aspects of the job often exceeding many of the requirements. The work completed clearly demonstrated timely performance of the highest quality.

**Good:** Meets requirements. Offeror meets all of the minimum performance, capability or qualifications standards required. The occasional “call back” to correct deficiencies is handled in a satisfactory manner.

**Unsatisfactory:** Requirements not met. Offeror fails to meet the minimum performance, capability or qualifications standards required. Deficiencies are often noted.

**4. Price:** Prices quoted will be considered as secondary to the technical factors and will be independently evaluated to determine whether the proposed price is complete and reasonable and to aid in the determination of the offerors’ understanding of the work and ability to perform the contract. Price will be evaluated inclusive of options but will not be scored.

**5. 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 price as a factor shall become more important when past experience/ performance are relatively equal in merit. Prices quoted for this project reflects 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 project requirements, as well as the potential to provide the Best Value to the Government.

**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)**

PERSON CONTACTED: \_\_\_\_\_

PAST PERFORMANCE:

1. QUALITY OF SERVICE PROVIDED: Compliance with contract requirements, and quality workmanship, and responsiveness to questions or problems.

Excellent Average Unsatisfactory

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

Excellent Average 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 Unsatisfactory

4. OVERALL RATING:

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**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: \_\_\_\_\_

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**INTERVIEW QUESTIONS**

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

PERSON CONTACTED: \_\_\_\_\_

PAST PERFORMANCE:

1. QUALITY OF SERVICE PROVIDED: Compliance with contract requirements, and quality workmanship, and responsiveness to questions or problems.

Excellent Average Unsatisfactory

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

Excellent Average 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 Unsatisfactory

4. OVERALL RATING:

**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)**

PERSON CONTACTED: \_\_\_\_\_

PAST PERFORMANCE:

1. QUALITY OF SERVICE PROVIDED: Compliance with contract requirements, and quality workmanship, and responsiveness to questions or problems.

Excellent Average Unsatisfactory

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

Excellent Average 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 Unsatisfactory

4. OVERALL RATING;

**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)**

PERSON CONTACTED: \_\_\_\_\_

PAST PERFORMANCE:

1. QUALITY OF SERVICE PROVIDED: Compliance with contract requirements, and quality workmanship, and responsiveness to questions or problems.

Excellent Average Unsatisfactory

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

Excellent Average 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 Unsatisfactory

4. OVERALL RATING:



Section I - Contract Clauses

CLAUSES INCORPORATED BY REFERENCE

52.222-3	Convict Labor	AUG 1996
52.222-41	Service Contract Act Of 1965, As Amended	MAY 1989
52.222-43	Fair Labor Standards Act And Service Contract Act - Price Adjustment (Multiple Year And Option)	MAY 1989
52.222-47	Service Contract Act (SCA) Minimum Wages And Fringe Benefits	MAY 1989
52.228-5	Insurance - Work On A Government Installation	JAN 1997
52.236-13	Accident Prevention	NOV 1991
52.249-2	Termination For Convenience Of The Government (Fixed-Price)	SEP 1996
52.249-8 Alt I	Default (Fixed-Price Supply and Service) (Apr 1984) - Alternate I	APR 1984

CLAUSES INCORPORATED BY FULL TEXT

52.204-3 TAXPAYER IDENTIFICATION (OCT 1998)

(a) Definitions.

“Common parent,” as used in this provision, means that corporate entity that owns or controls an affiliated group of corporations that files its Federal income tax returns on a consolidated basis, and of which the offeror is a member.

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

(b) All offerors must submit the information required in paragraphs (d) through (f) of this provision to comply with debt collection requirements of 31 U.S.C. 7701(c) and 3325(d), reporting requirements of 26 U.S.C. 6041, 6041A, and 6050M, and implementing regulations issued by the IRS. If the resulting contract is subject to the payment reporting requirements described in Federal Acquisition Regulation (FAR) 4.904, the failure or refusal by the offeror to furnish the information may result in a 31 percent reduction of payments otherwise due under the contract.

(c) The TIN may be used by the Government to collect and report on any delinquent amounts arising out of the offeror's relationship with the Government (31 U.S.C. 7701(c)(3)). If the resulting contract is subject to the payment reporting requirements described in FAR 4.904, the TIN provided hereunder may be matched with IRS records to verify the accuracy of the offeror's TIN.

(d) Taxpayer Identification Number (TIN).

\_\_\_ TIN: \_\_\_\_\_

\_\_\_ TIN has been applied for.

\_\_\_ TIN is not required because:

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

\_\_\_ Offeror is an agency or instrumentality of a foreign government;

\_\_\_ Offeror is an agency or instrumentality of the Federal Government.

(e) Type of organization.

\_\_\_ Sole proprietorship;

\_\_\_ Partnership;

\_\_\_ Corporate entity (not tax-exempt);

\_\_\_ Corporate entity (tax-exempt);

\_\_\_ Government entity (Federal, State, or local);

\_\_\_ Foreign government;

\_\_\_ International organization per 26 CFR 1.6049-4;

\_\_\_ Other \_\_\_\_\_

(f) Common parent.

\_\_\_ Offeror is not owned or controlled by a common parent as defined in paragraph (a) of this provision.

\_\_\_ Name and TIN of common parent:

Name \_\_\_\_\_

TIN \_\_\_\_\_

(End of provision)

52.204-6 DATA UNIVERSALNUMBERING SYSTEM (DUNS) NUMBER (JUN 99)

(a) The offeror shall enter, in the block with its name and address on the cover page of its offer, the annotation "DUNS" followed by the DUNS number that identifies the offeror's name and address exactly as stated in the offer.

(b) If the offeror does not have a DUNS number, it should contact Dun and Bradstreet directly to obtain one. A DUNS number will be provided immediately by telephone at no charge to the offeror. For information on obtaining a DUNS number, the offeror, if located within the United States, should call Dun and Bradstreet at 1-800-333-0505. The offeror should be prepared to provide the following information:

(1) Company name.

(2) Company address.

(3) Company telephone number.

(4) Line of business.

(5) Chief executive officer/key manager.

(6) Date the company was started.

(7) Number of people employed by the company.

(8) Company affiliation.

(c) Offerors located outside the United States may obtain the location and phone number of the local Dun and Bradstreet Information Services office from the Internet Home Page at <http://www.customerservice@dnb.com>. If an offeror is unable to locate a local service center, it may send an e-mail to Dun and Bradstreet at [globalinfo@mail.dnb.com](mailto:globalinfo@mail.dnb.com)

(End of provision)

52.213-4 TERMS AND CONDITIONS--SIMPLIFIED ACQUISITIONS (OTHER THAN COMMERCIAL ITEMS)  
(JUL 2002)

(a) The Contractor shall comply with the following Federal Acquisition Regulation (FAR) clauses that are incorporated by reference:

(1) The clauses listed below implement provisions of law or Executive order:

(i) 52.222-3, Convict Labor (Aug 1996) (E.O. 11755).

(ii) 52.222-21, Prohibition of Segregated Facilities (Feb 1999) (E.O. 11246).

(iii) 52.222-26, Equal Opportunity (Apr 2002) (E.O. 11246).

(iv) 52.225-13, Restrictions on Certain Foreign Purchases (July 2000) (E.O.'s 12722, 12724, 13059, 13067, 13121, and 13129).

(v) 52.233-3, Protest After Award (Aug 1996) (31 U.S.C. 3553).

(2) Listed below are additional clauses that apply:

(i) 52.232-1, Payments (Apr 1984).

(ii) 52.232-8, Discounts for Prompt Payment (Feb 2002).

(iii) 52.232-11, Extras (Apr 1984).

(iv) 52.232-25, Prompt Payment (Feb 2002).

(v) 52.233-1, Disputes (Jul 2002).

(vi) 52.244-6, Subcontracts for Commercial Items and Commercial Components (Mar 2001).

(vii) 52.253-1, Computer Generated Forms (Jan 1991).

(b) The Contractor shall comply with the following FAR clauses, incorporated by reference, unless the circumstances do not apply:

(1) The clauses listed below implement provisions of law or Executive order:

(i) 52.222-20, Walsh-Healey Public Contracts Act (DEC 1996) (41 U.S.C. 35-45) (Applies to supply contracts over \$10,000 in the United States, Puerto Rico, or the U.S. Virgin Islands).

(ii) 52.222-35, Equal Opportunity for Special Disabled Veterans, Veterans of the Vietnam Era, and Other Eligible Veterans (DEC 2001) (38 U.S.C. 4212) (Applies to contracts of \$25,000 or more).

(iii) 52.222-36, Affirmative Action for Workers with Disabilities (APR 1984) (29 U.S.C. 793) (Applies to contracts over \$10,000, unless the work is to be performed outside the United States by employees recruited outside the United States.) (For purposes of this clause, United States includes the 50 States, the District of Columbia, Puerto Rico, the Northern Mariana Islands, American Samoa, Guam, the U.S. Virgin Islands, and Wake Island.)

(iv) 52.222-37, Employment Reports on Disabled Veterans and Veterans of the Vietnam Era (JAN 1999) (38 U.S.C. 4212) (Applies to contracts over \$10,000).

(v) 52.222-41, Service Contract Act, As Amended (May 1989) (41 U.S.C. 351, et seq.) (Applies to service contracts over \$2,500 that are subject to the Service Contract Act and will be performed in the United States, District of Columbia, Puerto Rico, the Northern Mariana Islands, American Samoa, Guam, the U.S. Virgin Islands, Johnston Island, Wake Island, or the outer continental shelf lands.)

(vi) 52.222-19, Child Labor--Cooperation with Authorities and Remedies (Dec 2001) (E.O. 13126). (Applies to contracts for supplies exceeding the micro-purchase threshold.)

(vii) 52.223-5, Pollution Prevention and Right-to-Know Information (APR 1998) (E.O. 12856) (Applies to services performed on Federal facilities).

(viii) 52.225-1, Buy American Act --Supplies (May 2002) (41 U.S.C. 10a-10d) (Applies to contracts for supplies, and to contracts for services involving the furnishing of supplies, for use within the United States if the value of the supply contract or supply portion of a service contract exceeds the micro-purchase threshold and the acquisition--

(A) Is set aside for small business concerns; or

(B) Cannot be set aside for small business concerns (see 19.502-2), and does not exceed \$25,000.)

(ix) 52.247-64, Preference for Privately Owned U.S.-Flag Commercial Vessels (June 2000) (46 U.S.C. 1241). (Applies to supplies transported by ocean vessels.)

(A) Is set aside for small business concerns; or

(B) Cannot be set aside for small business concerns (see 19.502-2), and does not exceed \$25,000.)

(x) 52.232-33, Payment by Electronic Funds Transfer--Central Contractor Registration (May 1999). (Applies when the payment will be made by electronic funds transfer (EFT) and the payment office uses the Central Contractor Registration (CCR) database as its source of EFT information.)

(xi) 52.232-34, Payment by Electronic Funds Transfer--Other than Central Contractor Registration (May 1999). (Applies when the payment will be made by EFT and the payment office does not use the CCR database as its source of EFT information.)

(2) Listed below are additional clauses that may apply:

(i) 52.209-6, Protecting the Government's Interest When Subcontracting with Contractors Debarred, Suspended, or Proposed for Debarment (JULY 1995) (Applies to contracts over \$25,000).

(ii) 52.211-17, Delivery of Excess Quantities (SEPT 1989) (Applies to fixed-price supplies).

(iii) 52.247-29, F.o.b. Origin (JUN 1988) (Applies to supplies if delivery is f.o.b. origin).

(iv) 52.247-34, F.o.b. Destination (NOV 1991) (Applies to supplies if delivery is f.o.b. destination).

(c) FAR 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://farsite.hill.af.mil>

(d) Inspection/Acceptance. The Contractor shall tender for acceptance only those items that conform to the requirements of this contract. The Government reserves the right to inspect or test any supplies or services that have been tendered for acceptance. The Government may require repair or replacement of nonconforming supplies or reperformance of nonconforming services at no increase in contract price. The Government must exercise its postacceptance rights--

(1) Within a reasonable period of time after the defect 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 Government's convenience. The Government 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 Government, 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 Government 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 Government 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 Government, upon request, with adequate assurances of future performance. In the event of termination for cause, the Government shall not be liable to the Contractor for any amount for supplies or services not accepted, and the Contractor shall be liable to the Government for any and all rights and remedies provided by law. If it is determined that the Government improperly terminated this contract for default, such termination shall be deemed a termination for convenience.

(h) Warranty. The Contractor warrants and implies that the items delivered hereunder are merchantable and fit for use for the particular purpose described in this contract.

(End of clause)

Basis of Award (52.214-4022)

Notwithstanding any other provision of this invitation, the Government will award all base bid items as a minimum.

#### 52.217-5 EVALUATION OF OPTIONS (JUL 1990)

(a) Except when it is determined in accordance with FAR 17.206(b) not to be in the Government's best interests, the Government will evaluate offers for award purposes by adding the total price for all options to the total price for the basic requirement. Evaluation of options will not obligate the Government to exercise the option(s).

(b) The Government may reject an offer as nonresponsive if it is materially unbalanced as to prices for the basic requirement and the option quantities. An offer is unbalanced when it is based on prices significantly less than cost for some work and prices which are significantly overstated for other work.

(End of provision)

#### 52.217-8 OPTION TO EXTEND SERVICES (NOV 1999)

The Government may require continued performance of any services within the limits and at the rates specified in contract. These rates may be adjusted only as a result of revisions to prevailing labor rates provided by the Secretary of Labor. The option provision may be exercised more than once, but the total extension of performance hereunder shall not exceed 3 years. The Contracting Officer may exercise the option by written notice to the Contractor within 30 days of the start of the new option period.

(End of clause)

#### 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 days 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 3

Years.

(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 56172 .

(2) The small business size standard is 14. 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)

(a) Method of payment. (1) All payments by the Government under this contract shall be made by electronic funds transfer (EFT), except as provided in paragraph (a)(2) of this clause. As used in this clause, the term "EFT" refers to the funds transfer and may also include the payment information transfer.

(2) In the event the Government is unable to release one or more payments by EFT, the Contractor agrees to either--

(i) Accept payment by check or some other mutually agreeable method of payment; or

(ii) Request the Government to extend the payment due date until such time as the Government can make payment by EFT (but see paragraph (d) of this clause).

(b) Contractor's EFT information. The Government shall make payment to the Contractor using the EFT information contained in the Central Contractor Registration (CCR) database. In the event that the EFT information changes, the Contractor shall be responsible for providing the updated information to the CCR database.

(c) Mechanisms for EFT payment. The Government may make payment by EFT through either the Automated Clearing House (ACH) network, subject to the rules of the National Automated Clearing House Association, or the Fedwire Transfer System. The rules governing Federal payments through the ACH are contained in 31 CFR part 210.

(d) Suspension of payment. If the Contractor's EFT information in the CCR database is incorrect, then the Government need not make payment to the Contractor under this contract until correct EFT information is entered into the CCR database; and any invoice or contract financing request shall be deemed not to be a proper invoice for the purpose of prompt payment under this contract. The prompt payment terms of the contract regarding notice of an improper invoice and delays in accrual of interest penalties apply.

(e) Contractor EFT arrangements. If the Contractor has identified multiple payment receiving points (i.e., more than one remittance address and/or EFT information set) in the CCR database, and the Contractor has not notified the Government of the payment receiving point applicable to this contract, the Government shall make payment to the first payment receiving point (EFT information set or remittance address as applicable) listed in the CCR database.

(f) Liability for uncompleted or erroneous transfers. (1) If an uncompleted or erroneous transfer occurs because the Government used the Contractor's EFT information incorrectly, the Government remains responsible for--

(i) Making a correct payment;

(ii) Paying any prompt payment penalty due; and

(iii) Recovering any erroneously directed funds.

(2) If an uncompleted or erroneous transfer occurs because the Contractor's EFT information was incorrect, or was revised within 30 days of Government release of the EFT payment transaction instruction to the Federal Reserve System, and--

(i) If the funds are no longer under the control of the payment office, the Government is deemed to have made payment and the Contractor is responsible for recovery of any erroneously directed funds; or

(ii) If the funds remain under the control of the payment office, the Government shall not make payment, and the provisions of paragraph (d) of this clause shall apply.

(g) EFT and prompt payment. A payment shall be deemed to have been made in a timely manner in accordance with the prompt payment terms of this contract if, in the EFT payment transaction instruction released to the Federal Reserve System, the date specified for settlement of the payment is on or before the prompt payment due date, provided the specified payment date is a valid date under the rules of the Federal Reserve System.

(h) EFT and assignment of claims. If the Contractor assigns the proceeds of this contract as provided for in the assignment of claims terms of this contract, the Contractor shall require as a condition of any such assignment, that the assignee shall register in the CCR database and shall be paid by EFT in accordance with the terms of this clause. In all respects, the requirements of this clause shall apply to the assignee as if it were the Contractor. EFT information that shows the ultimate recipient of the transfer to be other than the Contractor, in the absence of a proper assignment of claims acceptable to the Government, is incorrect EFT information within the meaning of paragraph (d) of this clause.

(i) Liability for change of EFT information by financial agent. The Government is not liable for errors resulting from changes to EFT information made by the Contractor's financial agent.

(j) Payment information. The payment or disbursing office shall forward to the Contractor available payment information that is suitable for transmission as of the date of release of the EFT instruction to the Federal Reserve System. The Government may request the Contractor to designate a desired format and method(s) for delivery of payment information from a list of formats and methods the payment office is capable of executing. However, the Government does not guarantee that any particular format or method of delivery is available at any particular payment office and retains the latitude to use the format and delivery method most convenient to the Government. If the Government makes payment by check in accordance with paragraph (a) of this clause, the Government shall mail the payment information to the remittance address contained in the CCR database.

(End of Clause)

#### 252.204-7001 COMMERCIAL AND GOVERNMENT ENTITY (CAGE) CODE REPORTING (AUG 1999)

(a) The offeror is requested to enter its CAGE code on its offer in the block with its name and address. The CAGE code entered must be for that name and address. Enter "CAGE" before the number.

(b) If the offeror does not have a CAGE code, it may ask the Contracting Officer to request one from the Defense Logistics Information Service (DLIS). The Contracting Officer will--

(1) Ask the Contractor to complete section B of a DD Form 2051, Request for Assignment of a Commercial and Government Entity (CAGE) Code;

(2) Complete section A and forward the form to DLIS; and

(3) Notify the Contractor of its assigned CAGE code.

(c) Do not delay submission of the offer pending receipt of a CAGE code.

(End of provision)

Section J - List of Documents, Exhibits and Other Attachments

WAGE RATES

**WAGE DETERMINATION NO: 94-2567 REV (22) AREA: WA,TACOMA**

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WAGE DETERMINATION NO: <b>94-2567</b> REV (22) AREA: WA,TACOMA		
REGISTER OF WAGE DETERMINATIONS UNDER		U.S. DEPARTMENT OF LABOR
***FOR OFFICIAL USE ONLY BY FEDERAL AGENCIES PARTICIPATING IN MOU WITH DOL***		
		WASHINGTON D.C. 20210
William W.Gross	Division of	Wage Determination No.: 1994-2567
Director	Wage Determinations	Revision No.: 22
		Date Of Last Revision: 08/21/2002

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State: Washington  
 Area: Washington Counties of Lewis, Pierce, Thurston

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

OCCUPATION TITLE	MINIMUM WAGE RATE
Administrative Support and Clerical Occupations	
Accounting Clerk I	10.83
Accounting Clerk II	12.16
Accounting Clerk III	14.11
Accounting Clerk IV	16.36
Court Reporter	14.40
Dispatcher, Motor Vehicle	14.40
Document Preparation Clerk	11.56
Duplicating Machine Operator	12.37
Film/Tape Librarian	13.94
General Clerk I	8.68
General Clerk II	9.71
General Clerk III	12.57
General Clerk IV	13.84
Housing Referral Assistant	17.51
Key Entry Operator I	10.39
Key Entry Operator II	12.04
Messenger (Courier)	10.13
Order Clerk I	11.69
Order Clerk II	12.76
Personnel Assistant (Employment) I	11.75
Personnel Assistant (Employment) II	13.20
Personnel Assistant (Employment) III	14.40
Personnel Assistant (Employment) IV	16.86
Production Control Clerk	15.77

Rental Clerk	12.63
Scheduler, Maintenance	14.07
Secretary I	13.66
Secretary II	13.84
Secretary III	16.01
Secretary IV	19.75
Secretary V	22.67
Service Order Dispatcher	14.79
Stenographer I	13.43
Stenographer II	15.26
Supply Technician	16.81
Survey Worker (Interviewer)	13.39
Switchboard Operator-Receptionist	10.94
Test Examiner	14.40
Test Proctor	14.40
Travel Clerk I	10.36
Travel Clerk II	11.28
Travel Clerk III	12.14
Word Processor I	12.37
Word Processor II	13.19
Word Processor III	14.76
Automatic Data Processing Occupations	
Computer Data Librarian	14.33
Computer Operator I	13.93
Computer Operator II	15.58
Computer Operator III	17.60
Computer Operator IV	19.84
Computer Operator V	22.04
Computer Programmer I (1)	15.08
Computer Programmer II (1)	18.33
Computer Programmer III (1)	25.81
Computer Programmer IV (1)	27.50
Computer Systems Analyst I (1)	23.32
Computer Systems Analyst II (1)	27.62
Computer Systems Analyst III (1)	27.62
Peripheral Equipment Operator	14.67
Automotive Service Occupations	
Automotive Body Repairer, Fiberglass	19.80
Automotive Glass Installer	18.60
Automotive Worker	18.60
Electrician, Automotive	19.80
Mobile Equipment Servicer	16.86
Motor Equipment Metal Mechanic	19.80
Motor Equipment Metal Worker	18.60
Motor Vehicle Mechanic	19.80
Motor Vehicle Mechanic Helper	16.86
Motor Vehicle Upholstery Worker	18.60
Motor Vehicle Wrecker	18.60
Painter, Automotive	19.20
Radiator Repair Specialist	18.60
Tire Repairer	14.81
Transmission Repair Specialist	19.80
Food Preparation and Service Occupations	

Baker	11.28
Cook I	10.30
Cook II	11.35
Dishwasher	9.55
Food Service Worker	9.22
Meat Cutter	15.96
Waiter/Waitress	9.27
Furniture Maintenance and Repair Occupations	
Electrostatic Spray Painter	17.45
Furniture Handler	15.33
Furniture Refinisher	17.45
Furniture Refinisher Helper	15.33
Furniture Repairer, Minor	16.37
Upholsterer	16.91
General Services and Support Occupations	
Cleaner, Vehicles	9.71
Elevator Operator	10.38
Gardener	12.10
House Keeping Aid I	8.97
House Keeping Aid II	10.35
Janitor	10.38
Laborer, Grounds Maintenance	11.95
Maid or Houseman	8.97
Pest Controller	15.17
Refuse Collector	11.67
Tractor Operator	13.10
Window Cleaner	10.90
Health Occupations	
Dental Assistant	13.96
Emergency Medical Technician (EMT)/Paramedic/Ambulance Driver	15.09
Licensed Practical Nurse I	12.96
Licensed Practical Nurse II	14.53
Licensed Practical Nurse III	16.27
Medical Assistant	12.24
Medical Laboratory Technician	14.34
Medical Record Clerk	13.74
Medical Record Technician	14.57
Nursing Assistant I	9.12
Nursing Assistant II	9.74
Nursing Assistant III	10.62
Nursing Assistant IV	12.55
Pharmacy Technician	13.54
Phlebotomist	14.53
Registered Nurse I	17.32
Registered Nurse II	21.18
Registered Nurse II, Specialist	21.18
Registered Nurse III	25.73
Registered Nurse III, Anesthetist	25.73
Registered Nurse IV	30.83
Information and Arts Occupations	
Audiovisual Librarian	19.80
Exhibits Specialist I	16.95
Exhibits Specialist II	20.94

Exhibits Specialist III	25.64
Illustrator I	16.95
Illustrator II	20.94
Illustrator III	25.64
Librarian	21.44
Library Technician	13.24
Photographer I	16.11
Photographer II	18.01
Photographer III	22.25
Photographer IV	27.23
Photographer V	33.06
Laundry, Dry Cleaning, Pressing and Related Occupations	
Assembler	7.73
Counter Attendant	7.73
Dry Cleaner	9.79
Finisher, Flatwork, Machine	7.73
Presser, Hand	7.73
Presser, Machine, Drycleaning	7.73
Presser, Machine, Shirts	7.73
Presser, Machine, Wearing Apparel, Laundry	7.73
Sewing Machine Operator	10.46
Tailor	11.12
Washer, Machine	8.39
Machine Tool Operation and Repair Occupations	
Machine-Tool Operator (Toolroom)	19.28
Tool and Die Maker	22.30
Material Handling and Packing Occupations	
Forklift Operator	17.65
Fuel Distribution System Operator	20.08
Material Coordinator	14.05
Material Expediter	14.05
Material Handling Laborer	13.49
Order Filler	12.87
Production Line Worker (Food Processing)	14.84
Shipping Packer	13.79
Shipping/Receiving Clerk	13.79
Stock Clerk (Shelf Stocker; Store Worker II)	15.07
Store Worker I	12.23
Tools and Parts Attendant	16.86
Warehouse Specialist	14.84
Mechanics and Maintenance and Repair Occupations	
Aircraft Mechanic	19.80
Aircraft Mechanic Helper	15.73
Aircraft Quality Control Inspector	20.43
Aircraft Servicer	17.77
Aircraft Worker	18.60
Appliance Mechanic	16.91
Bicycle Repairer	14.81
Cable Splicer	22.77
Carpenter, Maintenance	20.71
Carpet Layer	18.60
Electrician, Maintenance	23.34
Electronics Technician, Maintenance I	18.85

Electronics Technician, Maintenance II	21.44
Electronics Technician, Maintenance III	23.00
Fabric Worker	15.33
Fire Alarm System Mechanic	19.80
Fire Extinguisher Repairer	16.75
Fuel Distribution System Mechanic	19.80
General Maintenance Worker	15.96
Heating, Refrigeration and Air Conditioning Mechanic	18.00
Heavy Equipment Mechanic	21.41
Heavy Equipment Operator	22.53
Instrument Mechanic	22.28
Laborer	11.17
Locksmith	18.60
Machinery Maintenance Mechanic	21.60
Machinist, Maintenance	19.10
Maintenance Trades Helper	12.47
Millwright	20.20
Office Appliance Repairer	17.99
Painter, Aircraft	17.45
Painter, Maintenance	17.45
Pipefitter, Maintenance	21.96
Plumber, Maintenance	19.85
Pneudraulic Systems Mechanic	19.80
Rigger	18.47
Scale Mechanic	17.99
Sheet-Metal Worker, Maintenance	19.68
Small Engine Mechanic	16.35
Telecommunication Mechanic I	18.00
Telecommunication Mechanic II	20.41
Telephone Lineman	19.80
Welder, Combination, Maintenance	18.00
Well Driller	18.00
Woodcraft Worker	19.20
Woodworker	16.91
Miscellaneous Occupations	
Animal Caretaker	10.66
Carnival Equipment Operator	11.56
Carnival Equipment Repairer	11.98
Carnival Worker	8.83
Cashier	10.13
Desk Clerk	10.80
Embalmer	22.36
Lifeguard	9.70
Mortician	22.36
Park Attendant (Aide)	12.18
Photofinishing Worker (Photo Lab Tech., Darkroom Tech)	11.06
Recreation Specialist	13.81
Recycling Worker	14.53
Sales Clerk	12.22
School Crossing Guard (Crosswalk Attendant)	12.85
Sport Official	10.39
Survey Party Chief (Chief of Party)	25.90
Surveying Aide	15.12

Surveying Technician (Instr. Person/Surveyor Asst./Instr.)	20.72
Swimming Pool Operator	10.43
Vending Machine Attendant	10.91
Vending Machine Repairer	13.93
Vending Machine Repairer Helper	11.91
Personal Needs Occupations	
Child Care Attendant	10.33
Child Care Center Clerk	13.41
Chore Aid	9.16
Homemaker	14.91
Plant and System Operation Occupations	
Boiler Tender	19.87
Sewage Plant Operator	21.67
Stationary Engineer	19.87
Ventilation Equipment Tender	15.73
Water Treatment Plant Operator	22.21
Protective Service Occupations	
Alarm Monitor	14.33
Corrections Officer	19.80
Court Security Officer	23.51
Detention Officer	23.51
Firefighter	23.53
Guard I	7.73
Guard II	11.31
Police Officer	23.48
Stevedoring/Longshoremen Occupations	
Blocker and Bracer	18.78
Hatch Tender	18.78
Line Handler	18.78
Stevedore I	16.68
Stevedore II	17.83
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	18.15
Archeological Technician II	20.29
Archeological Technician III	25.13
Cartographic Technician	24.74
Civil Engineering Technician	21.28
Computer Based Training (CBT) Specialist/ Instructor	23.32
Drafter I	15.03
Drafter II	16.87
Drafter III	19.04
Drafter IV	23.59
Engineering Technician I	15.93
Engineering Technician II	17.87
Engineering Technician III	20.17
Engineering Technician IV	24.99
Engineering Technician V	30.56
Engineering Technician VI	36.96
Environmental Technician	20.56
Flight Simulator/Instructor (Pilot)	25.27

Graphic Artist	21.29
Instructor	22.01
Laboratory Technician	15.33
Mathematical Technician	18.10
Paralegal/Legal Assistant I	15.56
Paralegal/Legal Assistant II	17.49
Paralegal/Legal Assistant III	19.40
Paralegal/Legal Assistant IV	20.95
Photooptics Technician	17.78
Technical Writer	19.75
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)	17.84
Weather Observer, Senior (3)	19.84
Weather Observer, Upper Air (3)	17.84
Transportation/ Mobile Equipment Operation Occupations	
Bus Driver	16.83
Parking and Lot Attendant	8.95
Shuttle Bus Driver	12.07
Taxi Driver	10.57
Truckdriver, Heavy Truck	16.57
Truckdriver, Light Truck	10.97
Truckdriver, Medium Truck	16.30
Truckdriver, Tractor-Trailer	16.92

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ALL OCCUPATIONS LISTED ABOVE RECEIVE THE FOLLOWING BENEFITS:

HEALTH & WELFARE: \$2.15 an hour or \$86.00 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 ordinance, 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

