



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

**Project: JANITORIAL SERVICES – AIR FORCE/  
ARMY/NAVY/MARINE CORPS  
RECRUITING OFFICES**

**Location: Union Gap, WA**

**This project is 100% set-aside for small business concerns**

**Closing Date: 07 January 2004**

**Closing Time: 5:00 PM PST**

**REMARKS: Fax quotes to (206) 764-6817, ATTN: Scott Britt, or e-mail to [scott.w.britt@usace.army.mil](mailto:scott.w.britt@usace.army.mil)**

**Traditional mail: US Army of Engineers, Seattle District, ATTN: Scott Britt, P.O. Box 3755, Seattle, WA 98124-3755**

<b>REQUEST FOR QUOTATIONS</b> <i>(THIS IS NOT AN ORDER)</i>		THIS RFQ <input checked="" type="checkbox"/> IS <input type="checkbox"/> IS NOT A SMALL BUSINESS SET-ASIDE			PAGE 1	OF PAGES 31
1. REQUEST NO. W912DW-04-Q-0029	2. DATE ISSUED 31-Dec-2003	3. REQUISITION/PURCHASE REQUEST NO. W68MD9-3339-6565	4. CERT. FOR NAT. DEF. UNDER BDSA REG. 2 AND/OR DMS REG. 1	5. RATING		
5a. ISSUED BY USA ENGINEER DISTRICT, SEATTLE ATTN: CENWS-CT 4735 EAST MARGINAL WAY SOUTH SEATTLE WA 98134-2329			6. DELIVER BY (Date)  <b>SEE SCHEDULE</b>			
			7. DELIVERY [ X ] FOB DESTINATION [ ] OTHER (See Schedule)			
5b. FOR INFORMATION CALL: (Name and Telephone no.) (No collect calls) SCOTT W BRITT 206-764-3517			8. TO: NAME AND ADDRESS, INCLUDING ZIP CODE			
			9. DESTINATION (Consignee and address, including ZIP Code) SEE SCHEDULE FOR FURTHER INFORMATION. US ARMY CORPS OF ENGRS SEATTLE WA 98124-3755 TEL: FAX:			
10. PLEASE FURNISH QUOTATIONS TO THE ISSUING OFFICE IN BLOCK 5a ON OR BEFORE CLOSE OF BUSINESS: (Date) 07-Jan-2004						
<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 [ ] are [ ] 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		1	Lump Sum		

03-196 UNION GAP, WA JANITORIAL SVCS  
FFP

PROVIDE ALL LABOR AND MATERIALS FOR NON-PERSONAL JANITORIAL SERVICES AT THE ARMY, NAVY, MARINE CORPS, & AIR FORCE RECRUITMENT OFFICES LOCATED AT THE UNION GAP VALLEY MALL IN UNION GAP, WA IN ACCORDANCE WITH THE INCORPORATED SCHEDULE, STATEMENT OF WORK, AND WAGE DECISION. THIS CONTRACT IS FOR ONE BASE PERIOD AND TWO OPTION PERIODS. AWARDED BASE PERIOD SERVICES WILL BEGIN ON JANUARY 12, 2004. PARTIAL PAYMENTS ARE AUTHORIZED.

QUOTE SHOULD INCLUDE: COMPLETED PRICE SCHEDULE, COMPLETED REPRESENTATIONS AND CERTIFICATIONS, AND TAX ID, ECT. ON INSTRUCTIONS TO BIDDERS PAGE

PURCHASE REQUEST NUMBER: W68MD9-3339-6565

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NET AMT

FOB: Destination

SCHEDULE  
**SCHEDULE**

**A. 0001AA: BASE PERIOD:**

WAGE DETERMINATION NO. 94-2569 REV (19) AREA: WA, YAKIMA, IS APPLICABLE AND INCORPORATED HEREIN.

PERFORMANCE PERIOD IS 12 JANUARY 2004 - 31 JAN 2004

1. PROVIDE ALL WEEKLY CLEANING SERVICES FOR **A PORTION OF THE MONTH OF JANUARY 2004** IN ACCORDANCE WITH THE STATEMENT OF WORK (SOW) EXCEPT AS IDENTIFIED IN PARAGRAPHS E AND F. INCLUDES THE FOLLOWING:

- i. SERVICES PERFORMED EACH MONDAY, WEDNESDAY, AND FRIDAY AS DESCRIBED IN PARAGRAPHS "A" AND "B"
- ii. SERVICES PERFORMED THE SECOND AND FOURTH MONDAY OF EACH MONTH AS DESCRIBED IN PARAGRAPH "C"
- iii. SERVICES PERFORMED THE FOURTH FRIDAY OF EVERY MONTH AS DESCRIBED IN PARAGRAPH "D"
- iv. SERVICES PERFORMED AS DIRECTED AS DESCRIBED IN PARAGRAPH "G"

RATE: \$ \_\_\_\_\_ / **PER WEEK X 3 WEEKS** = \$ \_\_\_\_\_

2. PROVIDE ALL OTHER **MONTHLY** CLEANING SERVICES FROM FEB 1 2004 THROUGH JAN 31 2005 IN ACCORDANCE WITH THE STATEMENT OF WORK (SOW) EXCEPT AS IDENTIFIED IN PARAGRAPHS E AND F INCLUDING:

- i. SERVICES PERFORMED EACH MONDAY, WEDNESDAY, AND FRIDAY AS DESCRIBED IN PARAGRAPHS "A" AND "B"
- ii. SERVICES PERFORMED THE SECOND AND FOURTH MONDAY OF EACH MONTH AS DESCRIBED IN PARAGRAPH "C"
- iii. SERVICES PERFORMED THE FOURTH FRIDAY OF EVERY MONTH AS DESCRIBED IN PARAGRAPH "D"
- iv. SERVICES PERFORMED AS DIRECTED AS DESCRIBED IN PARAGRAPH "G"

RATE: \$ \_\_\_\_\_ / PER MONTH X 12 MONTHS = \$ \_\_\_\_\_

3. PROVIDE ALL SERVICES THE FIRST WEEK OF DECEMBER, MARCH, JUNE, AND SEPTEMBER IN ACCORDANCE WITH PARAGRAPH "E" OF THE SOW.

RATE: \$ \_\_\_\_\_ / PER MONTH X 4 MONTHS = \$ \_\_\_\_\_

4. PROVIDE ALL SERVICES IN NOVEMBER AND MAY IN ACCORDANCE WITH PARAGRAPH "F" OF THE SOW.

RATE: \$ \_\_\_\_\_ / PER MONTH X 2 MONTHS = \$ \_\_\_\_\_

**B. 0001BB: FIRST OPTION PERIOD:**

INCORPORATED WAGE DETERMINATION NO94-2569 REV (19) AREA: WA, YAKIMA, IS SUBJECT TO MODIFICATION FOR THIS OPTION PERIOD: THE MOST CURRENT REVISION WILL BE APPLICABLE AND INCORPORATED AT THE TIME OF AWARD.

PERFORMANCE PERIOD IS 1 FEB 2005 - 31 JAN 2006

1. PROVIDE ALL MONTHLY CLEANING SERVICES IN ACCORDANCE WITH THE STATEMENT OF WORK (SOW) EXCEPT AS IDENTIFIED IN PARAGRAPHS E AND F INCLUDING:
  - i. SERVICES PERFORMED EACH MONDAY, WEDNESDAY, AND FRIDAY AS DESCRIBED IN PARAGRAPHS "A" AND "B"
  - ii. SERVICES PERFORMED THE SECOND AND FOURTH MONDAY OF EACH MONTH AS DESCRIBED IN PARAGRAPH "C"
  - iii. SERVICES PERFORMED THE FOURTH FRIDAY OF EVERY MONTH AS DESCRIBED IN PARAGRAPH "D"
  - iv. SERVICES PERFORMED AS DIRECTED AS DESCRIBED IN PARAGRAPH "G"

RATE: \$ \_\_\_\_\_ / PER MONTH X 12 MONTHS = \$ \_\_\_\_\_

2. PROVIDE ALL SERVICES THE FIRST WEEK OF DECEMBER, MARCH, JUNE, AND SEPTEMBER IN ACCORDANCE WITH PARAGRAPH "E" OF THE SOW.

RATE: \$ \_\_\_\_\_ / PER MONTH X 4 MONTHS = \$ \_\_\_\_\_

3. PROVIDE ALL SERVICES IN NOVEMBER AND MAY IN ACCORDANCE WITH PARAGRAPH "F" OF THE SOW.

RATE: \$ \_\_\_\_\_ / PER MONTH X 2 MONTHS = \$ \_\_\_\_\_

**C. 0001CC: SECOND OPTION PERIOD:**

INCORPORATED WAGE DETERMINATION NO 94-2569 REV (19) AREA: WA, YAKIMA, IS SUBJECT TO MODIFICATION FOR THIS OPTION PERIOD: THE MOST CURRENT REVISION WILL BE APPLICABLE AND IS INCORPORATED AT THE TIME OF AWARD.

PERFORMANCE PERIOD IS 1 FEB 2006 - 31 JAN 2007

1. PROVIDE ALL MONTHLY CLEANING SERVICES IN ACCORDANCE WITH THE STATEMENT OF WORK (SOW) EXCEPT AS IDENTIFIED IN PARAGRAPHS E AND F INCLUDING:
  - i. SERVICES PERFORMED EACH MONDAY, WEDNESDAY, AND FRIDAY AS DESCRIBED IN PARAGRAPHS "A" AND "B"
  - ii. SERVICES PERFORMED THE SECOND AND FOURTH MONDAY OF EACH MONTH AS DESCRIBED IN PARAGRAPH "C"
  - iii. SERVICES PERFORMED THE FOURTH FRIDAY OF EVERY MONTH AS DESCRIBED IN PARAGRAPH "D"
  - iv. SERVICES PERFORMED AS DIRECTED AS DESCRIBED IN PARAGRAPH "G"

RATE: \$ \_\_\_\_\_ / PER MONTH X 12 MONTHS = \$ \_\_\_\_\_

2. PROVIDE ALL SERVICES THE FIRST WEEK OF DECEMBER, MARCH, JUNE, AND SEPTEMBER IN ACCORDANCE WITH PARAGRAPH "E" OF THE SOW.

RATE: \$ \_\_\_\_\_ / PER MONTH X 4 MONTHS = \$ \_\_\_\_\_

3. PROVIDE ALL SERVICES IN NOVEMBER AND MAY IN ACCORDANCE WITH PARAGRAPH "F" OF THE SOW.

RATE: \$ \_\_\_\_\_ / PER MONTH X 2 MONTHS = \$ \_\_\_\_\_

**INSTRUCTIONS TO BIDDERS**

**THIS PROJECT IS SET-ASIDE FOR SMALL BUSINESS CONCERNS** – COMPLETE THE REPRESENTATIONS AND CERTIFICATIONS IN THE CLAUSES SECTION AND RETURN WITH THE COMPLETED QUOTE

Quotes shall be plainly marked as follows:

QUOTE FOR: JANITORIAL SERVICES FOR RECRUITING OFFICES  
UNION GAP, WA

Request for Quote No. W912DW-04-Q-0029

CLOSING DATE AND TIME: 07 JANUARY 2004, 5:00 PM. Local Time

AMENDMENTS NUMBERED \_\_\_\_\_ HAVE BEEN RECEIVED (FILL IN ONLY IF SOLICITATION IS AMENDED)

Responses may be emailed: [scott.w.britt@usace.army.mil](mailto:scott.w.britt@usace.army.mil) or faxed ATTN Scott Britt: 206 764-6817 until the date and time set for closing.

**PROSPECTIVE OFFERORS:** The Director of Defense Procurement has issued a final rule amending the Defense Federal Acquisition Regulations Supplement (DFARS) to require contractors to be registered in the DOD Central Contractor Registration (CCR) for awards resulting from solicitations 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 web site may be accessed at <http://ccr2000.com>. You may call 1-888-227-2423 to obtain a Registration Packet or to register On Line at [www.acq.osd.mil/ec](http://www.acq.osd.mil/ec).

**ELECTRONIC FUNDS TRANSFER (EFT):** Effective 99 Jun 01, the Government will make all payments by EFT (unless the Government VISA credit card is accepted). The only exceptions are: 1) Foreign Vendors; 2) Government Agencies, and 3) One time payments. The EFT forms and instructions are on the USACE Finance Center (UFC) Web Page; [www.fc.usace.army.mil](http://www.fc.usace.army.mil) The UFC points of contact for this action are Ms. Nita Clower, 901/874-8542 and Mr. Michael Rye, 901/874-8543.

**PROVIDE THE FOLLOWING INFORMATION WITH YOUR QUOTE:**

Federal Taxpayer's ID Number: \_\_\_\_\_

DUNS Number: \_\_\_\_\_

Remit to Address:

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

I. Award will be made in accordance with **Evaluation Factors**.

1. **Evaluation Factors**- Simplified Acquisition

a. **Introduction:**

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 that is most advantageous as a result of Best Value Evaluation Factors.

b. **The following process shall be used to evaluate offers:**

In accordance with the provisions contained herein, the Government will select the most advantageous offer based on the merit of past performance and price. To be considered for award, responses shall conform to the terms and conditions contained in this solicitation. Utilization of Specific evaluation factors shall determine the most advantageous offer. Descriptions of these evaluation factors are as follows:

(1) **Evaluation Factors:** The Primary evaluation factor for this solicitation is Past Performance. The Secondary evaluation factor is Price. These two evaluation factors are described, in descending order of importance, as follows:

(a) **Past Performance** - Each firm's past performance is to be evaluated using Past Performance questionnaires, incorporated herein. Clearly print the requested Point of Contact information on the upper portion of each of the four (4) Past Performance questionnaires. This information must pertain to janitorial services similar to the scope of work identified herein; performed within the last five (5) years by you or your firm. The bottom half of the questionnaire (interview questions) will be completed by the Government via interviews of the submitted references. These interviews will provide an evaluation of the services performed. Please note that the points of contact (POC) included on questionnaires should be familiar with your work to provide an accurate evaluation of your performance. Interviews shall address the following questionnaire topics:

- (i) Quality of Service
- (ii) Timeliness of Performance
- (iii) Timeliness of Corrective Actions
- (iv) Customer Satisfaction

In interviews, references will be asked to rate the performance of the firm using the following terms: "excellent", "good", "adequate", "poor", and "unsatisfactory". Definitions of these evaluation terms are as follows:

- (i) **Excellent:** Exceeds over and above requirements
- (ii) **Good:** Meets and fairly exceeds requirements
- (iii) **Adequate:** Meets requirements
- (iv) **Poor:** Meets below requirements
- (v) **Unsatisfactory:** Requirements not met

Using Past Performance Questionnaire interview ratings, firms receive an overall rating of Green, Yellow-Green, Yellow, or Red. These ratings are defined as follows:

- (i) **Green** –Of the 16 questionnaire responses, the Offeror receives at least 14 Excellent ratings, with no Adequate, Poor, or Unsatisfactory ratings.
- (ii) **Yellow-Green** – Of the 16 questionnaire responses, the Offeror receives at least 12 Excellent ratings, with no Adequate, Poor, or Unsatisfactory ratings.
- (iii) **Yellow** – Of the 16 questionnaire responses, the Offeror receives at least 10 Excellent ratings, with no Poor, or Unsatisfactory ratings
- (iv) **Red** – Of the 16 questionnaire responses, the Offeror receives any Poor or Unsatisfactory ratings.

**NOTE:** Questionnaire references that do not resemble services similar to the scope of work identified herein will be given “good” ratings for all four questions.

Every attempt shall be made to contact each questionnaire point of contact; however, a lack of timely response that threatens to delay award will earn “good” ratings for all four of the unresponsive interviewee’s questions.

- b. **Price:** Prices quoted will be considered as secondary to Past Performance 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.

## 2. **Selection Board:**

The Contracting Officer may establish a selection board to conduct an evaluation of each quote received in response to this solicitation. Evaluation of each firm is based exclusively on the merits and content of the submitted quote. The Board will not consider any information incorporated by reference or otherwise referred to by the firm.

## 3. **Best Value Analysis:**

The Government is primarily concerned with making award to the contractor who exhibits superior past performance/experience. Utilization of the tradeoff process of evaluation is used to determining the best value to the Government. The tradeoff process permits tradeoffs among price and non-price factors and allows the government to consider award to other than the lowest priced offeror. Be advised that greater consideration is given to the evaluation of past performance rather than price. The highest past performance rating is “green” and the offer in that category is eligible for award. However, in the case of more than one “green” rated offeror, price becomes the determining factor of award. In the case that there are no “green” rated offerors, or that the “green” rated offer’s price is less than fair and reasonable, the award will be determined using the “yellow-green” category. Likewise, the “yellow” category will be used if there are no “yellow-green” competitors. Contractors with “red” ratings are not eligible for award. It is the intent of the Government to make award based upon initial offers, without further discussions or additional information.

## 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 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 at a Fair and Reasonable Price.

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

Reference #1

OFFEROR NAME: \_\_\_\_\_

AGENCY/COMPANY FOR WHICH WORK WAS PERFORMED: \_\_\_\_\_

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:** Rate the contractor’s compliance with contract requirements and the ability of the contractor to provide quality services with a reasonable and cooperative behavior that exhibits a business-like concern for the interests of the Agency.

Excellent  Good  Fair  Poor  Unsatisfactory

2. **TIMELINESS OF PERFORMANCE:** Rate the contractor’s ability to adhere to schedules with no compromise of quality performance.

Excellent  Good  Fair  Poor  Unsatisfactory

3. **TIMELINESS OF CORRECTIVE ACTIONS:** Mistakes do happen. How would the contractor rate in prompt, satisfactory resolution of problems?

Excellent  Good  Fair  Poor  Unsatisfactory

4. **CUSTOMER SATISFACTION:** Rate the overall satisfaction in the performance of the contractor. Consider the following: Would you work with this contractor again? Would you recommend hiring this contractor?

Excellent  Good  Fair  Poor  Unsatisfactory

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

Reference #2

OFFEROR NAME: \_\_\_\_\_

AGENCY/COMPANY FOR WHICH WORK WAS PERFORMED: \_\_\_\_\_

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:** Rate the contractor’s compliance with contract requirements and the ability of the contractor to provide quality services with a reasonable and cooperative behavior that exhibits a business-like concern for the interests of the Agency.

Excellent  Good  Fair  Poor  Unsatisfactory

2. **TIMELINESS OF PERFORMANCE:** Rate the contractor’s ability to adhere to schedules with no compromise of quality performance.

Excellent  Good  Fair  Poor  Unsatisfactory

3. **TIMELINESS OF CORRECTIVE ACTIONS:** Mistakes do happen. How would the contractor rate in prompt, satisfactory resolution of problems?

Excellent  Good  Fair  Poor  Unsatisfactory

4. **CUSTOMER SATISFACTION:** Rate the overall satisfaction in the performance of the contractor. Consider the following: Would you work with this contractor again? Would you recommend hiring this contractor?

Excellent  Good  Fair  Poor  Unsatisfactory

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

Reference #3

OFFEROR NAME: \_\_\_\_\_

AGENCY/COMPANY FOR WHICH WORK WAS PERFORMED: \_\_\_\_\_

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:** Rate the contractor’s compliance with contract requirements and the ability of the contractor to provide quality services with a reasonable and cooperative behavior that exhibits a business-like concern for the interests of the Agency.

Excellent  Good  Fair  Poor  Unsatisfactory

2. **TIMELINESS OF PERFORMANCE:** Rate the contractor’s ability to adhere to schedules with no compromise of quality performance.

Excellent  Good  Fair  Poor  Unsatisfactory

3. **TIMELINESS OF CORRECTIVE ACTIONS:** Mistakes do happen. How would the contractor rate in prompt, satisfactory resolution of problems?

Excellent  Good  Fair  Poor  Unsatisfactory

4. **CUSTOMER SATISFACTION:** Rate the overall satisfaction in the performance of the contractor. Consider the following: Would you work with this contractor again? Would you recommend hiring this contractor?

Excellent  Good  Fair  Poor  Unsatisfactory

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

Reference #4

OFFEROR NAME: \_\_\_\_\_

AGENCY/COMPANY FOR WHICH WORK WAS PERFORMED: \_\_\_\_\_

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:** Rate the contractor’s compliance with contract requirements and the ability of the contractor to provide quality services with a reasonable and cooperative behavior that exhibits a business-like concern for the interests of the Agency.

Excellent  Good  Fair  Poor  Unsatisfactory

2. **TIMELINESS OF PERFORMANCE:** Rate the contractor’s ability to adhere to schedules with no compromise of quality performance.

Excellent  Good  Fair  Poor  Unsatisfactory

3. **TIMELINESS OF CORRECTIVE ACTIONS:** Mistakes do happen. How would the contractor rate in prompt, satisfactory resolution of problems?

Excellent  Good  Fair  Poor  Unsatisfactory

4. **CUSTOMER SATISFACTION:** Rate the overall satisfaction in the performance of the contractor. Consider the following: Would you work with this contractor again? Would you recommend hiring this contractor?

Excellent  Good  Fair  Poor  Unsatisfactory

STATEMENT OF WORK**UNION GAP RECRUITING OFFICES  
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 Recruitment Offices in Union Gap, Washington. Services shall be provided on Monday, Wednesday and Friday, unless stated otherwise in the schedule.

## 2. BUILDING AREA / LOCATION:

Street address: 2529 Main Street, Union Gap, WA, 98903 - Suite 234 (Navy), Suite 236 (Air Force, Suite 238 (Marine Corps), Suite 240 (Army). The square footage is approximately 4,509 square feet, as follows:

1. Army - 1,512 square feet
2. Marine – 969 square feet
3. Navy - 1,206 square feet
4. Air Force - 817 square feet

Square footage of carpeted area is not available at this time.

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 0800 hours to 1700 hours Monday through Friday except holidays. All services are required to be performed during normal office working hours. The Contractor is to arrange his/her cleaning schedule during these hours in a fashion that does not interfere with the office employees.

## 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 (1<sup>ST</sup> WEEK DEC, MAR, JUN, & SEP):**

- (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 (1<sup>ST</sup> WEEK NOV & MAY):**

- (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.
- (5) Refrigerator/microwave: The Contractor will clean these appliances upon request.

#### 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.

WAGE DECISION

BRS Document Viewer

WAGE DETERMINATION NO: 94-2569 REV (19) AREA: WA, YAKIMA

WAGE DETERMINATION NO: 94-2569 REV (19) AREA: WA, YAKIMA

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  
DirectorDivision of  
Wage Determinations

Wage Determination No.: 1994-2569

Revision No.: 19

Date Of Last Revision: 06/04/2003

States: Oregon, Washington

Area: Oregon Counties of Baker, Grant, Harney, Malheur, Morrow, Umatilla, Union,  
Wallowa, Wheeler

Washington Counties of Benton, Franklin, Walla Walla, Yakima

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

OCCUPATION CODE - TITLE	MINIMUM WAGE RATE
01000 - Administrative Support and Clerical Occupations	
01011 - Accounting Clerk I	9.86
01012 - Accounting Clerk II	11.08
01013 - Accounting Clerk III	12.63
01014 - Accounting Clerk IV	15.25
01030 - Court Reporter	13.59
01050 - Dispatcher, Motor Vehicle	13.50
01060 - Document Preparation Clerk	11.05
01070 - Messenger (Courier)	8.72
01090 - Duplicating Machine Operator	11.05
01110 - Film/Tape Librarian	11.04
01115 - General Clerk I	8.38
01116 - General Clerk II	9.34
01117 - General Clerk III	10.94
01118 - General Clerk IV	12.26
01120 - Housing Referral Assistant	17.77
01131 - Key Entry Operator I	10.27
01132 - Key Entry Operator II	11.21
01191 - Order Clerk I	10.08
01192 - Order Clerk II	12.09
01261 - Personnel Assistant (Employment) I	11.00
01262 - Personnel Assistant (Employment) II	12.35
01263 - Personnel Assistant (Employment) III	13.81
01264 - Personnel Assistant (Employment) IV	15.67
01270 - Production Control Clerk	16.21
01290 - Rental Clerk	11.04
01300 - Scheduler, Maintenance	13.32
01311 - Secretary I	13.32
01312 - Secretary II	14.89

01313 - Secretary III	17.77
01314 - Secretary IV	19.92
01315 - Secretary V	22.04
01320 - Service Order Dispatcher	13.73
01341 - Stenographer I	11.30
01342 - Stenographer II	12.54
01400 - Supply Technician	19.92
01420 - Survey Worker (Interviewer)	11.84
01460 - Switchboard Operator-Receptionist	10.38
01510 - Test Examiner	14.89
01520 - Test Proctor	14.89
01531 - Travel Clerk I	11.53
01532 - Travel Clerk II	12.38
01533 - Travel Clerk III	13.22
01611 - Word Processor I	10.31
01612 - Word Processor II	11.58
01613 - Word Processor III	12.95
03000 - Automatic Data Processing Occupations	
03010 - Computer Data Librarian	10.05
03041 - Computer Operator I	12.23
03042 - Computer Operator II	15.10
03043 - Computer Operator III	19.09
03044 - Computer Operator IV	22.07
03045 - Computer Operator V	23.67
03071 - Computer Programmer I (1)	17.73
03072 - Computer Programmer II (1)	20.94
03073 - Computer Programmer III (1)	24.84
03074 - Computer Programmer IV (1)	27.62
03101 - Computer Systems Analyst I (1)	21.82
03102 - Computer Systems Analyst II (1)	25.61
03103 - Computer Systems Analyst III (1)	27.50
03160 - Peripheral Equipment Operator	12.29
05000 - Automotive Service Occupations	
05005 - Automotive Body Repairer, Fiberglass	18.71
05010 - Automotive Glass Installer	16.84
05040 - Automotive Worker	16.84
05070 - Electrician, Automotive	17.78
05100 - Mobile Equipment Servicer	14.95
05130 - Motor Equipment Metal Mechanic	18.71
05160 - Motor Equipment Metal Worker	16.84
05190 - Motor Vehicle Mechanic	18.71
05220 - Motor Vehicle Mechanic Helper	14.00
05250 - Motor Vehicle Upholstery Worker	15.88
05280 - Motor Vehicle Wrecker	16.84
05310 - Painter, Automotive	17.78
05340 - Radiator Repair Specialist	16.84
05370 - Tire Repairer	14.44
05400 - Transmission Repair Specialist	18.71
07000 - Food Preparation and Service Occupations	
(not set) - Food Service Worker	9.89
07010 - Baker	15.66
07041 - Cook I	13.97
07042 - Cook II	15.66
07070 - Dishwasher	9.89
07130 - Meat Cutter	15.66
07250 - Waiter/Waitress	11.04

09000 - Furniture Maintenance and Repair Occupations	
09010 - Electrostatic Spray Painter	17.78
09040 - Furniture Handler	11.71
09070 - Furniture Refinisher	17.78
09100 - Furniture Refinisher Helper	14.00
09110 - Furniture Repairer, Minor	15.88
09130 - Upholsterer	17.78
11030 - General Services and Support Occupations	
11030 - Cleaner, Vehicles	9.89
11060 - Elevator Operator	10.88
11090 - Gardener	15.35
11121 - House Keeping Aid I	8.76
11122 - House Keeping Aid II	9.89
11150 - Janitor	10.88
11210 - Laborer, Grounds Maintenance	12.13
11240 - Maid or Houseman	8.77
11270 - Pest Controller	16.25
11300 - Refuse Collector	10.88
11330 - Tractor Operator	14.51
11360 - Window Cleaner	12.14
12000 - Health Occupations	
12020 - Dental Assistant	12.57
12040 - Emergency Medical Technician (EMT)/Paramedic/Ambulance Driver	12.31
12071 - Licensed Practical Nurse I	11.63
12072 - Licensed Practical Nurse II	13.04
12073 - Licensed Practical Nurse III	14.59
12100 - Medical Assistant	11.24
12130 - Medical Laboratory Technician	12.36
12160 - Medical Record Clerk	12.36
12190 - Medical Record Technician	13.54
12221 - Nursing Assistant I	8.03
12222 - Nursing Assistant II	9.02
12223 - Nursing Assistant III	9.84
12224 - Nursing Assistant IV	11.04
12250 - Pharmacy Technician	12.50
12280 - Phlebotomist	13.01
12311 - Registered Nurse I	17.42
12312 - Registered Nurse II	21.33
12313 - Registered Nurse II, Specialist	21.33
12314 - Registered Nurse III	25.81
12315 - Registered Nurse III, Anesthetist	25.81
12316 - Registered Nurse IV	30.91
13000 - Information and Arts Occupations	
13002 - Audiovisual Librarian	16.29
13011 - Exhibits Specialist I	14.11
13012 - Exhibits Specialist II	16.84
13013 - Exhibits Specialist III	18.66
13041 - Illustrator I	14.11
13042 - Illustrator II	16.84
13043 - Illustrator III	18.66
13047 - Librarian	22.01
13050 - Library Technician	12.35
13071 - Photographer I	13.59
13072 - Photographer II	17.46
13073 - Photographer III	19.10
13074 - Photographer IV	21.19

13075 - Photographer V	23.52
15000 - Laundry, Dry Cleaning, Pressing and Related Occupations	
15010 - Assembler	8.46
15030 - Counter Attendant	8.46
15040 - Dry Cleaner	10.02
15070 - Finisher, Flatwork, Machine	8.46
15090 - Presser, Hand	8.46
15100 - Presser, Machine, Drycleaning	8.46
15130 - Presser, Machine, Shirts	8.46
15160 - Presser, Machine, Wearing Apparel, Laundry	8.46
15190 - Sewing Machine Operator	11.40
15220 - Tailor	12.13
15250 - Washer, Machine	9.20
19000 - Machine Tool Operation and Repair Occupations	
19010 - Machine-Tool Operator (Toolroom)	17.78
19040 - Tool and Die Maker	21.55
21000 - Material Handling and Packing Occupations	
21010 - Fuel Distribution System Operator	14.96
21020 - Material Coordinator	15.14
21030 - Material Expediter	15.14
21040 - Material Handling Laborer	9.23
21050 - Order Filler	11.28
21071 - Forklift Operator	11.50
21080 - Production Line Worker (Food Processing)	12.34
21100 - Shipping/Receiving Clerk	10.95
21130 - Shipping Packer	11.23
21140 - Store Worker I	9.17
21150 - Stock Clerk (Shelf Stocker; Store Worker II)	12.46
21210 - Tools and Parts Attendant	12.32
21400 - Warehouse Specialist	12.76
23000 - Mechanics and Maintenance and Repair Occupations	
23010 - Aircraft Mechanic	18.66
23040 - Aircraft Mechanic Helper	14.00
23050 - Aircraft Quality Control Inspector	19.68
23060 - Aircraft Servicer	15.88
23070 - Aircraft Worker	16.84
23100 - Appliance Mechanic	17.78
23120 - Bicycle Repairer	14.44
23125 - Cable Splicer	18.71
23130 - Carpenter, Maintenance	17.78
23140 - Carpet Layer	16.84
23160 - Electrician, Maintenance	20.88
23181 - Electronics Technician, Maintenance I	16.75
23182 - Electronics Technician, Maintenance II	20.50
23183 - Electronics Technician, Maintenance III	21.58
23260 - Fabric Worker	15.88
23290 - Fire Alarm System Mechanic	18.71
23310 - Fire Extinguisher Repairer	14.95
23340 - Fuel Distribution System Mechanic	18.71
23370 - General Maintenance Worker	16.84
23400 - Heating, Refrigeration and Air Conditioning Mechanic	18.71
23430 - Heavy Equipment Mechanic	21.15
23440 - Heavy Equipment Operator	18.30
23460 - Instrument Mechanic	18.71
23470 - Laborer	9.89
23500 - Locksmith	17.78

23530 - Machinery Maintenance Mechanic	18.71
23550 - Machinist, Maintenance	18.71
23580 - Maintenance Trades Helper	14.00
23640 - Millwright	18.71
23700 - Office Appliance Repairer	17.78
23740 - Painter, Aircraft	17.78
23760 - Painter, Maintenance	17.78
23790 - Pipefitter, Maintenance	22.28
23800 - Plumber, Maintenance	21.17
23820 - Pneudraulic Systems Mechanic	18.71
23850 - Rigger	18.71
23870 - Scale Mechanic	16.84
23890 - Sheet-Metal Worker, Maintenance	18.71
23910 - Small Engine Mechanic	16.84
23930 - Telecommunication Mechanic I	19.18
23931 - Telecommunication Mechanic II	20.17
23950 - Telephone Lineman	18.71
23960 - Welder, Combination, Maintenance	18.71
23965 - Well Driller	18.71
23970 - Woodcraft Worker	18.71
23980 - Woodworker	14.95
24000 - Personal Needs Occupations	
24570 - Child Care Attendant	9.13
24580 - Child Care Center Clerk	12.40
24600 - Chore Aid	9.94
24630 - Homemaker	13.13
25000 - Plant and System Operation Occupations	
25010 - Boiler Tender	20.65
25040 - Sewage Plant Operator	20.52
25070 - Stationary Engineer	20.65
25190 - Ventilation Equipment Tender	18.71
25210 - Water Treatment Plant Operator	19.26
27000 - Protective Service Occupations	
(not set) - Police Officer	23.61
27004 - Alarm Monitor	13.37
27006 - Corrections Officer	18.00
27010 - Court Security Officer	20.03
27040 - Detention Officer	18.00
27070 - Firefighter	18.79
27101 - Guard I	9.90
27102 - Guard II	12.43
28000 - Stevedoring/Longshoremen Occupations	
28010 - Blocker and Bracer	16.06
28020 - Hatch Tender	16.06
28030 - Line Handler	16.06
28040 - Stevedore I	14.93
28050 - Stevedore II	17.19
29000 - Technical Occupations	
21150 - Graphic Artist	19.54
29010 - Air Traffic Control Specialist, Center (2)	29.36
29011 - Air Traffic Control Specialist, Station (2)	20.24
29012 - Air Traffic Control Specialist, Terminal (2)	22.29
29023 - Archeological Technician I	14.36
29024 - Archeological Technician II	16.05
29025 - Archeological Technician III	19.89
29030 - Cartographic Technician	21.05

29035 - Computer Based Training (CBT) Specialist/ Instructor	22.47
29040 - Civil Engineering Technician	20.48
29061 - Drafter I	11.56
29062 - Drafter II	12.99
29063 - Drafter III	16.69
29064 - Drafter IV	19.89
29081 - Engineering Technician I	13.26
29082 - Engineering Technician II	14.88
29083 - Engineering Technician III	17.97
29084 - Engineering Technician IV	21.05
29085 - Engineering Technician V	26.52
29086 - Engineering Technician VI	35.66
29090 - Environmental Technician	18.14
29100 - Flight Simulator/Instructor (Pilot)	25.61
29160 - Instructor	19.17
29210 - Laboratory Technician	17.26
29240 - Mathematical Technician	20.14
29361 - Paralegal/Legal Assistant I	14.57
29362 - Paralegal/Legal Assistant II	17.99
29363 - Paralegal/Legal Assistant III	20.04
29364 - Paralegal/Legal Assistant IV	24.43
29390 - Photooptics Technician	20.14
29480 - Technical Writer	17.05
29491 - Unexploded Ordnance (UXO) Technician I	18.66
29492 - Unexploded Ordnance (UXO) Technician II	22.57
29493 - Unexploded Ordnance (UXO) Technician III	27.05
29494 - Unexploded (UXO) Safety Escort	18.66
29495 - Unexploded (UXO) Sweep Personnel	18.66
29620 - Weather Observer, Senior (3)	18.61
29621 - Weather Observer, Combined Upper Air and Surface Programs (3)	16.74
29622 - Weather Observer, Upper Air (3)	16.74
31000 - Transportation/ Mobile Equipment Operation Occupations	
31030 - Bus Driver	13.40
31260 - Parking and Lot Attendant	8.86
31290 - Shuttle Bus Driver	12.63
31300 - Taxi Driver	11.88
31361 - Truckdriver, Light Truck	11.80
31362 - Truckdriver, Medium Truck	12.52
31363 - Truckdriver, Heavy Truck	15.35
31364 - Truckdriver, Tractor-Trailer	15.35
99000 - Miscellaneous Occupations	
99020 - Animal Caretaker	12.19
99030 - Cashier	9.04
99041 - Carnival Equipment Operator	13.74
99042 - Carnival Equipment Repairer	14.68
99043 - Carnival Worker	10.29
99050 - Desk Clerk	9.13
99095 - Embalmer	18.66
99300 - Lifeguard	9.80
99310 - Mortician	18.66
99350 - Park Attendant (Aide)	12.31
99400 - Photofinishing Worker (Photo Lab Tech., Darkroom Tech)	9.53
99500 - Recreation Specialist	12.64
99510 - Recycling Worker	14.39
99610 - Sales Clerk	10.37
99620 - School Crossing Guard (Crosswalk Attendant)	10.88

99630 - Sport Official	9.80
99658 - Survey Party Chief (Chief of Party)	18.05
99659 - Surveying Technician (Instr. Person/Surveyor Asst./Instr.)	15.52
99660 - Surveying Aide	11.34
99690 - Swimming Pool Operator	16.20
99720 - Vending Machine Attendant	13.52
99730 - Vending Machine Repairer	16.20
99740 - Vending Machine Repairer Helper	13.52

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ALL OCCUPATIONS LISTED ABOVE RECEIVE THE FOLLOWING BENEFITS:

HEALTH & WELFARE: \$2.36 an hour or \$94.40 a week or \$409.07 a month

VACATION: 2 weeks paid vacation after 1 year of service with a contractor or successor; 3 weeks after 5 years, 4 weeks after 10 years, and 5 weeks after 20 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.

Section I - Contract Clauses

CLAUSES INCORPORATED BY REFERENCE

52.201-4001	Successor Contracting Officers	DEC 1999
52.219-6	Notice Of Total Small Business Set-Aside	JUN 2003
52.243-1 Alt I	Changes--Fixed Price (Aug 1987) - Alternate I	APR 1984

CLAUSES INCORPORATED BY FULL TEXT

52.213-4 TERMS AND CONDITIONS--SIMPLIFIED ACQUISITIONS (OTHER THAN COMMERCIAL ITEMS) (OCT 2003)

(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 (June 2003) (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 (Oct 2003) (E.o.s, proclamations, and statutes administered by the Office of Foreign Assets Control of the Department of the Treasury).

(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 (Oct 2003).

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

(vi) 52.244-6, Subcontracts for Commercial Items (APR 2003).

(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) 52.222-19, Child Labor--Cooperation with Authorities and Remedies (Sept 2002) (E.O. 13126). (Applies to contracts for supplies exceeding the micro-purchase threshold.)

(ii) 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).

(iii) 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).

(iv) 52.222-36, Affirmative Action for Workers with Disabilities (JUN 1998) (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.)

(v) 52.222-37, Employment Reports on Special Disabled Veterans, Veterans of the Vietnam Era, and Other Eligible Veterans (DEC 2001) (38 U.S.C. 4212) (Applies to contracts over \$25,000).

(vi) 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.)

(vii) 52.223-5, Pollution Prevention and Right-to-Know Information (Aug 2003) (E.O. 13148) (Applies to services performed on Federal facilities).

(viii) 52.225-1, Buy American Act--Supplies (June 2003) (41 U.S.C. 10a-10d) (Applies to contracts for supplies, and to contracts for services involving the furnishing of supplies, for use in the United States or its outlying areas, 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) 52.232-33, 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.)

(x) 52.232-34, Payment by Electronic Funds Transfer--Other than Central Contractor Registration (Oct 2003). (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.)

(xi) 52.247-64, Preference for Privately Owned U.S.-Flag Commercial Vessels (APR 2003) (46 U.S.C. Appx 1241). (Applies to supplies transported by ocean vessels (except for the types of subcontracts listed at 47.504(d).)

(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>

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

(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)

#### 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 10 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 – that is, one base period and two option periods.

(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 \$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)