REQUEST FOR QUOTATION
(THIS IS NOT AN ORDER)

THIS RFQ ☐ IS ☒ IS NOT A SMALL BUSINESS SET-ASIDE

PAGE 1 OF PAGES 24

1. REQUEST NUMBER	2. DATE ISSUED	3. REQUISITION/PURCHASE REQUEST NUMBER	4. CERT. FOR NAT. DEF. UNDER BDSA REG. 2 AND/OR DMS REG. 1	RATING
140F1S26Q0101	08/11/2026	0044043997		

5a. ISSUED BY
FWS IT Services
FWS, IT Services
5275 Leesburg Pike
Falls Church VA 22041

6. DELIVER BY *(Date)*

7. DELIVERY
☒ FOB DESTINATION ☐ OTHER *(See Schedule)*

5b. FOR INFORMATION CALL *(NO COLLECT CALLS)*

NAME	TELEPHONE NUMBER	
	AREA CODE	NUMBER
Melissa Niemi	612	713-5216

8. TO:

a. NAME	b. COMPANY

c. STREET ADDRESS

d. CITY	e. STATE	f. ZIP CODE

9. DESTINATION

a. NAME OF CONSIGNEE
FWS SANDY POINT NWR

b. STREET ADDRESS
FEDERAL BUILDING
3013 ESTATE GOLDEN ROCK, SUITE 167

c. CITY
CHRISTIANSTED

d. STATE	e. ZIP CODE
VI	00820-4355

10. PLEASE FURNISH QUOTATIONS TO THE ISSUING OFFICE IN BLOCK 5a ON OR BEFORE CLOSE OF BUSINESS *(Date)*
08/27/2026 1700 ED

IMPORTANT: 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 service. Supplies are of domestic origin unless otherwise indicated by quoter. Any representations and/or certifications attached to this Request for Quotation must be completed by the quoter.

11. SCHEDULE *(Include applicable Federal, State and local taxes)*

ITEM NUMBER (a)	SUPPLIES/SERVICES (b)	QUANTITY (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)
	The U.S. Fish and Wildlife Service (USFWS) requires a professional maintenance contractor to maintain federal buildings, grounds, and facilities located at Sandy Point NWR, St. Croix, US Virgin Islands, under RFQ# 140F1S26Q00101. Please see the attached Instructions to Offerors and Statement of Work (SOW) for additional details. Period of Performance: 10/01/2026 to 09/30/2031				
00010	Maintenance Worker Support Base Year Continued...				

12. DISCOUNT FOR PROMPT PAYMENT	a. 10 CALENDAR DAYS (%)	b. 20 CALENDAR DAYS (%)	c. 30 CALENDAR DAYS (%)	d. CALENDAR DAYS NUMBER	d. CALENDAR DAYS PERCENTAGE

NOTE: Additional provisions and representations ☐ are ☐ are not attached.

13. NAME AND ADDRESS OF QUOTER	14. SIGNATURE OF PERSON AUTHORIZED TO SIGN QUOTATION	15. DATE OF QUOTATION
a. NAME OF QUOTER		
b. STREET ADDRESS	16. SIGNER	
	a. NAME *(Type or print)*	b. TELEPHONE AREA CODE
c. COUNTY		
d. CITY / e. STATE / f. ZIP CODE	c. TITLE *(Type or print)*	NUMBER

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Previous edition not usable

STANDARD FORM 18 (REV. 6/1995)
Prescribed by GSA-FAR (48 CFR) 53.215-1(a)

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	Period of Performance: 10/01/2026 to 09/30/2027				
00020	Maintenance Worker Support Option Year 1 Period of Performance: 10/01/2027 to 09/30/2028				
00030	Maintenance Worker Support Option Year 2 Period of Performance: 10/01/2028 to 09/30/2029				
00040	Maintenance Worker Support Option Year 3 Period of Performance: 10/01/2029 to 09/30/2030				
00050	Maintenance Worker Support Option Year 4 Period of Performance: 10/01/2030 to 09/30/2031				

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):

For FAR Clauses: http://acquisition.gov/far/index.html

1- Clauses Incorporated by Reference

52.203-13 Contractor Code of Business Ethics and Conduct (Nov 2021)

52.203-17 Contractor Employee Whistleblower Rights and Requirement To Inform Employees of Whistleblower Rights. (Nov 2023)

52.203-19 Prohibition on Requiring Certain Internal Confidentiality Agreements or Statements (Jan 2017)

52.204-13 System for Award Management - Maintenance (Mar 2026)

52.204-14 Service Contract Reporting Requirements (Mar 2026)

52.204-19 Incorporation by Reference of Representations and Certifications. (Dec 2014)

52.209-6 Protecting the Government's Interest When Subcontracting with Contractors Debarred, Suspended, Proposed for Debarment, or Voluntarily Excluded (May 2026)

52.209-10 Prohibition on Contracting with Inverted Domestic Corporations (May 2026)

52.212-4 Terms and Conditions-Commercial Products and Commercial Services. (Mar 2026)

52.222-3 Convict Labor (May 2026)

52.222-35 Equal Opportunity for Veterans (May 2026)

52.222-36 Equal Opportunity for Workers with Disabilities (May 2026)

52.222-37 Employment Reports on Veterans (May 2026)

52.222-50 Combating Trafficking in Persons (May 2026)

52.222-90 Addressing DEI Discrimination by Federal Contractors (May 2026)

52.222-62 Paid Sick Leave Under Executive Order 13706 (DEVIATION DATE)

52.226-8 Encouraging Contractor Policies to Ban Tec Messaging While Driving (May 2024)

52.227-14 Rights in Data-General (May 2014)

52.232-33 Payment by Electronic Funds Transfer-System for Award Management (Oct 2018)

52.233-3 Protest after Award (DEVIATION DATE)

52.233-4 Applicable Law for Breach of Contract Claim (DEVIATION DATE)

52.240-91 Security Prohibitions and Exclusions (DEVIATION DATE)

52.240-93 Basic Safeguarding of Covered Contractor Information Systems (DEVIATION DATE)

52.242-15 Stop-Work Order (Aug 1989)

2- Full Text Clauses

52.217-8 Option to Extend Services.

As prescribed in 17.208(f), insert a clause substantially the same as the following:

OPTION TO EXTEND SERVICES (NOV 1999)

The Government may require continued performance of any services within the limits and at the rates specified in the 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 6 months. The Contracting Officer may exercise the option by written notice to the Contractor within *30 days.*

(End of clause)

52.217-9 Option to Extend the Term of the Contract.

As prescribed in 17.208(g), insert a clause substantially the same as the following:
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 15 *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 5-years.

(End of clause)

52.225-8 Duty-Free Entry

As prescribed in 25.1101(e), insert the following clause:

Duty-Free Entry (Oct 2025)

(a) *Definition*. "*Customs territory of the United States*" means the States, the District of Columbia, and Puerto Rico.

(b) Except as otherwise approved by the *Contracting Officer*, the Contractor *shall* not include in the contract price any amount for duties on *supplies* specifically identified in the Schedule to be accorded duty-free entry.

(c) Except as provided in paragraph (d) of this clause or elsewhere in this contract, the following procedures apply to *supplies* not identified in the Schedule to be accorded duty-free entry:

(1) The Contractor *shall* notify the *Contracting Officer in writing* of any purchase of foreign *supplies* (including, without limitation, raw materials, *components*, and intermediate assemblies) in excess of $20,000 that are to be imported into the *customs territory of the United States* for delivery to the Government under this contract, either as *end products* or for incorporation into *end products*. The Contractor *shall* furnish the notice to the *Contracting Officer* at least 20 calendar days before the importation. The notice *shall* identify the-

(i) Foreign *supplies*;

(ii) Estimated amount of duty; and

(iii) Country of origin.

(2) The *Contracting Officer* will determine whether any of these *supplies should* be accorded duty-free entry and will notify the Contractor within 10 calendar days after receipt of the Contractor's notification.

(3) Except as otherwise approved by the *Contracting Officer*, the contract price *shall* be reduced by (or the allowable cost *shall* not include) the amount of duty that would be payable if the *supplies* were not entered duty-free.

(d) The Contractor is not required to provide the notification under paragraph (c) of this clause for purchases of foreign *supplies* if-

(1) The *supplies* are identical in nature to items purchased by the Contractor or any subcontractor in connection with its commercial business; and

(2) Segregation of these *supplies* to ensure use only on Government contracts containing duty-free entry provisions is not economical or feasible.

(e) The Contractor *shall claim* duty-free entry only for *supplies* to be delivered to the Government under this contract, either as *end products* or incorporated into *end products*, and *shall* pay duty on *supplies*, or any portion of them, other than *scrap*, salvage, or competitive sale authorized by the *Contracting Officer*, diverted to nongovernmental use.

(f) The Government will execute any required duty-free entry certificates for *supplies* to be accorded duty-free entry and will assist the Contractor in obtaining duty-free entry for these *supplies*.

(g) Shipping documents for *supplies* to be accorded duty-free entry *shall* consign the *shipments* to the *contracting* agency in care of the Contractor and *shall* include the-

(1) Delivery address of the Contractor (or *contracting* agency, if appropriate);

(2) Government prime contract number;

(3) Identification of carrier;

(4) Notation "*UNITED STATES* GOVERNMENT, _____ [*agency*] _____, Duty-free entry to be claimed pursuant to Item No(s) _____ [*from Tariff Schedules*] _____, Harmonized Tariff Schedules of the *United States*. Upon arrival of *shipment* at port of entry, District Director of Customs, please release *shipment* under 19 CFR Part 142 and notify [*cognizant contract administration office*]for execution of Customs Forms7501 and 7501-A and any required duty-free entry certificates.";

(5) Gross weight in pounds (if *freight* is based on space tonnage, state cubic feet in addition to gross shipping weight); and

(6) Estimated value in *United States* dollars.

(h) The Contractor *shall* instruct the foreign supplier to-

(1) Consign the *shipment* as specified in paragraph (g) of this clause;

(2) Mark all packages with the words "*UNITED STATES* GOVERNMENT" and the title of the *contracting* agency; and

(3) Include with the *shipment* at least two copies of the bill of lading (or other shipping document) for use by the District Director of Customs at the port of entry.

(i) The Contractor *shall* provide written notice to the cognizant *contract administration office* immediately after notification by the *Contracting Officer* that duty-free entry will be accorded foreign *supplies* or, for duty-free *supplies* identified in the Schedule, upon award by the Contractor to the overseas supplier. The notice *shall* identify the-

(1) Foreign *supplies*;

(2) Country of origin;

(3) Contract number; and

(4) Scheduled delivery date(s).

(j) The Contractor *shall* include the substance of this clause in any subcontract if-

(1) *Supplies* identified in the Schedule to be accorded duty-free entry will be imported into the *customs territory of the United States*; or
(2) Other foreign *supplies* in excess of $20,000 *may* be imported into the *customs territory of the United States*.

(End of clause)

52.246-1 Contractor Inspection Requirements.

As prescribed in 46.301 , insert the following clause:

Contractor Inspection Requirements (Apr 1984)

The Contractor is responsible for performing or having performed all inspections and tests necessary to substantiate that the supplies or services furnished under this contract conform to contract requirements, including any applicable technical requirements for specified manufacturers' parts. This clause takes precedence over any Government inspection and testing required in the contract's specifications, except for specialized inspections or tests specified to be performed solely by the Government.

(End of clause)

DEPARTMENT OF THE INTERIOR ACQUISITION REGULATION (DIAR) CLAUSES INCORPORATED BY FULL TEXT

1452.201-70 Authorities and Delegations (Sep 2011)

(a) The Contracting Officer is the only individual authorized to enter into or terminate this contract, modify any term or condition of this contract, waive any requirement of this contract, or accept nonconforming work.

(b) The Contracting Officer will designate a Contracting Officer's Representative (COR) at time of award. The COR will be responsible for technical monitoring of the contractor's performance and deliveries. The COR will be appointed in writing, and a copy of the appointment will be furnished to the Contractor. Changes to this delegation will be made by written changes to the existing appointment or by issuance of a new appointment.

(c) The COR is not authorized to perform, formally or informally, any of the following actions:

(1) Promise, award, agree to award, or execute any contract, contract modification, or notice of intent that changes or may change this contract;

(2) Waive or agree to modification of the delivery schedule;

(3) Make any final decision on any contract matter subject to the Disputes Clause;

(4) Terminate, for any reason, the Contractor's right to proceed;

(5) Obligate in any way, the payment of money by the Government.

(d) The Contractor shall comply with the written or oral direction of the Contracting Officer or authorized representative(s) acting within the scope and authority of the appointment memorandum. The Contractor need not proceed with direction that it considers to have been issued without proper authority. The Contractor shall notify the Contracting Officer in writing, with as much detail as possible, when the COR has taken an action or has issued direction (written or oral) that the Contractor considers to exceed the COR's appointment, within 3 days of the occurrence. Unless otherwise provided in this contract, the Contractor assumes all costs, risks, liabilities, and consequences of performing any work it is directed to perform that falls within any of the categories defined in paragraph (c) prior to receipt of the Contracting Officer's response issued under paragraph (e) of this clause.

(e) The Contracting Officer shall respond in writing within 30 days to any notice made under paragraph (d) of this clause. A failure of the parties to agree upon the nature of a direction, or upon the

contract action to be taken with respect thereto, shall be subject to the provisions of the Disputes clause of this contract.

(f) The Contractor shall provide copies of all correspondence to the Contracting Officer and the COR.

(g) Any action(s) taken by the Contractor, in response to any direction given by any person acting on behalf of the Government or any Government official other than the Contracting Officer or the COR acting within his or her appointment, shall be at the Contractor's risk.

(End of clause)

Electronic Invoicing and Payment Requirements - Invoice Processing Platform (IPP)

(February 2021)

Payment requests must be submitted electronically through the U. S. Department of the Treasury's Invoice Processing Platform System (IPP).

"Payment request" means any request for contract financing payment or invoice payment by the Contractor. To constitute a proper invoice, the payment request must comply with the requirements identified in the applicable Prompt Payment clause included in the contract, or the clause 52.212-4 Contract Terms and Conditions - Commercial Items included in commercial item contracts. The IPP website address is: https://www.ipp.gov.

Under this contract, the following documents are required to be submitted as an attachment to the IPP invoice [Contracting Officer to edit and include the documentation required under this contract]:

The Contractor must use the IPP website to register access and use IPP for submitting requests for payment. The Contractor Government Business Point of Contact (as listed in SAM) will receive enrollment instructions via email from the Federal Reserve Bank of St. Louis (FRBSTL) within 3 - 5 business days of the contract award date. Contractor assistance with enrollment can be obtained by contacting the IPP Production Helpdesk via email IPPCustomerSupport@fiscal.treasury.gov or phone (866) 973-3131.

If the Contractor is unable to comply with the requirement to use IPP for submitting invoices for payment, the Contractor must submit a waiver request in writing to the Contracting Officer with its proposal or quotation.

(End of Local Clause)

1452.233-2 -- Service of Protest Department of the Interior (Jul 1996) (Deviation)
(a) Protests, as defined in section 33.101 of the Federal Acquisition Regulation, that are filed directly with an agency, and copies of any protests that are filed with the Government Accountability Office (GAO), shall be served on the Contracting Officer (addressed as follows) by obtaining written and dated acknowledgment of receipt from U.S. Fish & Wildlife, 4301 Fairfax Drive, Arlington, VA 22203.
(b) The copy of any protest shall be received in the office designated above within one day of filing a protest with the GAO.

(c) A copy of the protest served on the Contracting Officer shall be simultaneously furnished by the protester to the Department of the Interior Assistant Solicitor, Acquisitions and Intellectual Property, 1849 C Street, NW, Room 6511, Washington, DC 20240.

(End of Provision)

52.252-1 Solicitation Provisions Incorporated by Reference (Feb 1998)

This solicitation incorporates one or more solicitation provisions by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available. The offeror is cautioned that the listed provisions may include blocks that must be completed by the offeror and submitted with its quotation or offer. In lieu of submitting the full text of those provisions, the offeror may identify the provision by paragraph identifier and provide the appropriate information with its quotation or offer. Also, the full text of a solicitation provision may be accessed electronically at this address: www.acquisition.gov.

Solicitations Incorporated by Reference

52.204-7 System for Award Management (Nov 2024)

52.204-16 Commercial and Government Entity Code Reporting (Aug 2020)

52.209-2 Prohibition on Contracting with Inverted Domestic Corporations-Representation (Nov 2015)

52.212-3 Offeror Representations and Certifications – Commercial Products and Commercial Services (May 2024)(DEVIATION FEB 2025)

52.225-25 Prohibition on Contracting with Entities Engaging in Sanctioned Activities Relating to Iran-Representation and Certifications (June 2020)

Statement of Work

Maintenance Worker Support at Sandy Point NWR, US Virgin Islands
Original Date: December 3, 2025 /**Updated On:** June 29, 2026

The U.S. Fish and Wildlife Service (USFWS) requires a professional maintenance contractor to maintain federal buildings, grounds, and facilities located at Sandy Point NWR, St. Croix, US Virgin Islands.

The following description of work outlines the primary tasks to be performed but is not limited to these tasks alone.

DESCRIPTION OF WORK

1. General Maintenance and Repairs

- **Routine Upkeep:** Conduct routine inspections and upkeep of refuge buildings and facilities (including the main office, maintenance building, storage containers, pavilion, signage, fences, and bird blinds).
- **Systems Maintenance:** Perform general repairs and preventive maintenance on electrical, plumbing, HVAC, and structural components using eco-friendly materials and methods where possible.
- **Environmental Compliance:** Ensure all maintenance activities are conducted in a way that minimizes disturbance to surrounding ecosystems and complies with refuge safety guidelines and conservation policies.
- **Contractor Coordination:** Coordinate and assist with larger repair projects alongside specialized contractors or in support of refuge staff.

2. Groundskeeping and Landscaping

- **Vegetation Control:** Mow lawns and trim vegetation around shrubs, trees, fence lines, and roadsides. Plant native trees, remove invasive species, and maintain habitat restoration sites in and around office grounds and refuge areas.
- **Roadside Hazard Mitigation:** Maintain all refuge roadsides, rights-of-way, and medians completely free of overhanging branches, brush, trash, and heavy debris that could impact, obstruct, or damage vehicles.
- **Access & Public Safety:** Maintain trails, walkways, and parking areas to ensure they are safe, accessible, clear of hazards, and tidy.
- **Waste Management:** Regularly remove trash and recyclables from designated areas and dispose of them properly.

3. Equipment and Inventory Management

- **Equipment Operation:** Operate and maintain field equipment such as lawnmowers, weed trimmers, power tools, utility vehicles, Off-Road Utility Vehicles (ORUVs), and watercraft/boats.
- **Vehicle Fleet Maintenance:** Oversee the upkeep of refuge motor vehicles. This includes conducting pre-trip inspections, performing basic care, and scheduling routine, preventative maintenance services (e.g., oil changes, tire rotations, brake checks, and safety inspections) to keep the fleet safe and mission-ready.
- **Monthly Fleet Reporting:** Monitor, document, and report monthly vehicle mileage/odometer readings and usage logs to support the refuge's fleet management tracking requirements.
- **Record Keeping:** Ensure proper documentation and logs of all maintenance activities, vehicle operations, fleet tracking, and equipment repairs.
- **Inventory Control:** Monitor and manage the inventory of maintenance supplies and materials, and proactively request reordering as necessary.
- **Facility Cleanliness:** Keep all maintenance shops, bays, and tool facilities organized, clean, and safe.

4. Safety and Compliance

- **Job Hazard Analysis (JHA):** Prior to initiating any maintenance task, operations, or project, conduct or review the appropriate Job Hazard Analysis (JHA) to identify potential safety risks and establish mandatory mitigation measures.
- **Personal Protective Equipment (PPE):** Strictly adhere to all safety requirements by selecting, inspecting, and correctly wearing job-specific PPE (including but not limited to high-visibility apparel, steel-toed boots, safety glasses, gloves, and hearing protection) appropriate for the hazards identified in the JHA.
- **Safety Inspections:** Conduct regular safety checks to ensure continuous compliance with occupational health, safety, and environmental regulations.
- **Hazardous Materials:** Maintain proper, secure storage and handling of maintenance supplies, tools, and chemicals in accordance with federal standards.
- **Emergency Response:** Respond promptly to emergency maintenance requests and unexpected incidents within the facilities and across the refuge landscape.

5. Support Services

- **Special Projects:** Provide hands-on support for special projects and landscape-scale tasks as assigned by refuge supervisors.

REQUIRED QUALIFICATIONS & EXPERIENCE

- **Equipment & Driving Requirements:** The individual must have proven experience operating a variety of gasoline or diesel-powered equipment. They will be required to obtain the USFWS Defensive Driving certification and any other required Service certifications to operate and manage government equipment.
- **Licensure:** The individual must possess a valid Commercial Driver’s License (CDL) prior to being accepted for this contract.

- **Technical Knowledge:** Proven experience in facilities maintenance or a related field, with basic knowledge and hands-on skills in electrical, plumbing, carpentry, HVAC, auto mechanics, and groundskeeping systems.
- **Security Clearance:** The contractor shall ensure that all personnel assigned to this contract have successfully completed a federal background investigation/security clearance appropriate for working on federal property before commencing work.
- **Staffing & Attendance Tracking:** The contractor is entirely responsible for tracking staff attendance. If the primary maintenance worker is unable to perform their duties due to leave, illness, or separation, the contractor must immediately inform the Agency and provide an equally qualified, background-cleared substitute employee to ensure seamless service continuity.
- **Physical Demands:** Must be able to frequently lift and carry parts and equipment weighing up to 50 pounds, and occasionally over 50 pounds with assistance.
- **Environmental Conditions:** Work is performed outdoors in all types of weather. The individual must be willing and flexible to respond to emergencies as requested by the Refuge Manager.
- **Uniforms & Location:** The individual must wear a company-provided uniform (clearly distinct from a USFWS uniform) and all required safety gear while conducting maintenance work. The contractor/company must be physically located in the vicinity of the Refuge to meet and respond quickly to immediate issues or emergencies.

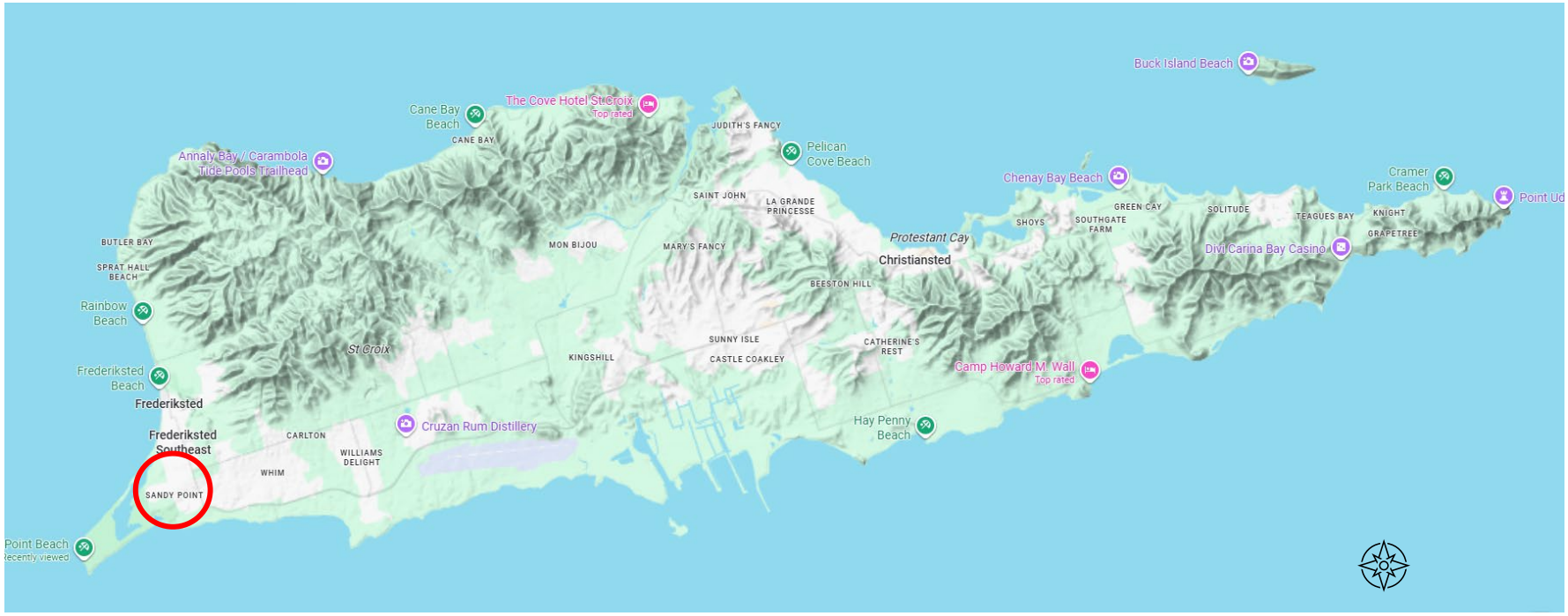
PERIOD OF PERFORMANCE

- **Base & Option Years:** A Base Period of one (1) year from the date of award. This contract includes provisions for a four-year option period, subject to the availability of funds and mutual agreement by both parties.
- **Work Schedule:** Work will be conducted 8 hours per day, 4 days a week (within the Monday to Friday window) from 8:00 AM to 4:00 PM. The contract is expected to begin immediately upon issuance of the Notice to Proceed.
- **Federal Holidays:** No work shall be required or performed on recognized Federal Holidays.

NATIONAL WILDLIFE REFUGE SYSTEM

USFWS – Caribbean Islands NWR Complex

Sandy Point NWR, St. Croix, USVI



Sandy Point NWR Location

"

REGISTER OF WAGE DETERMINATIONS UNDER THE SERVICE CONTRACT ACT By direction of the Secretary of Labor	U.S. DEPARTMENT OF LABOR EMPLOYMENT STANDARDS ADMINISTRATION WAGE AND HOUR DIVISION WASHINGTON D.C. 20210
Daniel W. Simms Director — Division of Wage Determinations	Wage Determination No.: 2015-5715 Revision No.: 26 Date Of Last Revision: 5/13/2026

State: Virgin Islands

Area: Virgin Islands Counties of Saint John, St Croix and St Thomas

Fringe Benefits Required Follow the Occupational Listing

OCCUPATION CODE - TITLE	FOOTNOTE	RATE
01000 - Administrative Support And Clerical Occupations		
01011 - Accounting Clerk I		18.23
01012 - Accounting Clerk II		20.46
01013 - Accounting Clerk III		22.88
01020 - Administrative Assistant		27.23
01035 - Court Reporter		20.86
01041 - Customer Service Representative I		15.75
01042 - Customer Service Representative II		17.19
01043 - Customer Service Representative III		19.29
01051 - Data Entry Operator I		15.45
01052 - Data Entry Operator II		16.86
01060 - Dispatcher, Motor Vehicle		18.97
01070 - Document Preparation Clerk		16.61
01090 - Duplicating Machine Operator		16.61
01111 - General Clerk I		15.09
01112 - General Clerk II		16.46
01113 - General Clerk III		18.47
01120 - Housing Referral Assistant		23.25
01141 - Messenger Courier		17.35
01191 - Order Clerk I		15.22
01192 - Order Clerk II		16.61
01261 - Personnel Assistant (Employment) I		18.15
01262 - Personnel Assistant (Employment) II		20.31
01263 - Personnel Assistant (Employment) III		22.65
01270 - Production Control Clerk		23.25
01290 - Rental Clerk		14.23
01300 - Scheduler, Maintenance		18.65
01311 - Secretary I		18.65

01312 - Secretary II	20.86
01313 - Secretary III	23.25
01320 - Service Order Dispatcher	16.96
01410 - Supply Technician	27.23
01420 - Survey Worker	20.86
01460 - Switchboard Operator/Receptionist	16.23
01531 - Travel Clerk I	15.71
01532 - Travel Clerk II	17.30
01533 - Travel Clerk III	19.07
01611 - Word Processor I	16.61
01612 - Word Processor II	18.65
01613 - Word Processor III	20.86
05000 - Automotive Service Occupations	
05005 - Automobile Body Repairer, Fiberglass	20.23
05010 - Automotive Electrician	19.26
05040 - Automotive Glass Installer	18.23
05070 - Automotive Worker	18.23
05110 - Mobile Equipment Servicer	16.44
05130 - Motor Equipment Metal Mechanic	20.23
05160 - Motor Equipment Metal Worker	18.23
05190 - Motor Vehicle Mechanic	20.23
05220 - Motor Vehicle Mechanic Helper	15.24
05250 - Motor Vehicle Upholstery Worker	17.29
05280 - Motor Vehicle Wrecker	18.23
05310 - Painter, Automotive	19.26
05340 - Radiator Repair Specialist	18.23
05370 - Tire Repairer	16.43
05400 - Transmission Repair Specialist	20.23
07000 - Food Preparation And Service Occupations	
07010 - Baker	22.43
07041 - Cook I	14.71
07042 - Cook II	16.31
07070 - Dishwasher	13.12
07130 - Food Service Worker	14.22
07210 - Meat Cutter	15.20
07260 - Waiter/Waitress	15.00
09000 - Furniture Maintenance And Repair Occupations	
09010 - Electrostatic Spray Painter	23.80
09040 - Furniture Handler	15.77
09080 - Furniture Refinisher	23.46
09090 - Furniture Refinisher Helper	18.55
09110 - Furniture Repairer, Minor	21.06
09130 - Upholsterer	23.80
11000 - General Services And Support Occupations	
11030 - Cleaner, Vehicles	14.64
11060 - Elevator Operator	13.92
11090 - Gardener	18.90
11122 - Housekeeping Aide	13.56
11150 - Janitor	13.56
11210 - Laborer, Grounds Maintenance	14.70
11240 - Maid or Houseman	14.44
11260 - Pruner	13.28
11270 - Tractor Operator	17.52
11330 - Trail Maintenance Worker	14.70
11360 - Window Cleaner	14.99
12000 - Health Occupations	
12010 - Ambulance Driver	23.52
12011 - Breath Alcohol Technician	24.45
12012 - Certified Occupational Therapist Assistant	33.17
12015 - Certified Physical Therapist Assistant	33.17

12020 - Dental Assistant		18.16
12025 - Dental Hygienist		53.73
12030 - EKG Technician		36.63
12035 - Electroneurodiagnostic Technologist		36.63
12040 - Emergency Medical Technician		23.52
12071 - Licensed Practical Nurse I		21.62
12072 - Licensed Practical Nurse II		24.17
12073 - Licensed Practical Nurse III		26.94
12100 - Medical Assistant		18.25
12130 - Medical Laboratory Technician		25.90
12160 - Medical Record Clerk		21.86
12190 - Medical Record Technician		24.45
12195 - Medical Transcriptionist		21.62
12210 - Nuclear Medicine Technologist		53.12
12221 - Nursing Assistant I		14.34
12222 - Nursing Assistant II		16.13
12223 - Nursing Assistant III		17.60
12224 - Nursing Assistant IV		19.76
12235 - Optical Dispenser		24.17
12236 - Optical Technician		21.62
12250 - Pharmacy Technician		19.36
12280 - Phlebotomist		21.62
12305 - Radiologic Technologist		39.45
12311 - Registered Nurse I		27.14
12312 - Registered Nurse II		33.20
12313 - Registered Nurse II, Specialist		33.20
12314 - Registered Nurse III		40.16
12315 - Registered Nurse III, Anesthetist		40.16
12316 - Registered Nurse IV		48.14
12317 - Scheduler (Drug and Alcohol Testing)		30.29
12320 - Substance Abuse Treatment Counselor		26.67
13000 - Information And Arts Occupations		
13011 - Exhibits Specialist I		21.90
13012 - Exhibits Specialist II		27.12
13013 - Exhibits Specialist III		33.17
13041 - Illustrator I		21.90
13042 - Illustrator II		27.12
13043 - Illustrator III		33.17
13047 - Librarian		30.04
13050 - Library Aide/Clerk		17.44
13054 - Library Information Technology Systems Administrator		27.12
13058 - Library Technician		21.90
13061 - Media Specialist I		19.58
13062 - Media Specialist II		21.90
13063 - Media Specialist III		24.40
13071 - Photographer I		19.58
13072 - Photographer II		21.90
13073 - Photographer III		27.12
13074 - Photographer IV		33.17
13075 - Photographer V		40.13
13090 - Technical Order Library Clerk		21.90
13110 - Video Teleconference Technician		19.58
14000 - Information Technology Occupations		
14041 - Computer Operator I		15.93
14042 - Computer Operator II		17.82
14043 - Computer Operator III		19.87
14044 - Computer Operator IV		22.08
14045 - Computer Operator V		24.45
14071 - Computer Programmer I	(see 1)	21.27
14072 - Computer Programmer II	(see 1)	
14073 - Computer Programmer III	(see 1)	
14074 - Computer Programmer IV	(see 1)	

14101 - Computer Systems Analyst I	(see 1)
14102 - Computer Systems Analyst II	(see 1)
14103 - Computer Systems Analyst III	(see 1)
14150 - Peripheral Equipment Operator	15.93
14160 - Personal Computer Support Technician	23.39
14170 - System Support Specialist	25.81
15000 - Instructional Occupations	
15010 - Aircrew Training Devices Instructor (Non-Rated)	28.51
15020 - Aircrew Training Devices Instructor (Rated)	34.51
15030 - Air Crew Training Devices Instructor (Pilot)	41.35
15050 - Computer Based Training Specialist / Instructor	28.51
15060 - Educational Technologist	36.77
15070 - Flight Instructor (Pilot)	41.35
15080 - Graphic Artist	24.25
15085 - Maintenance Test Pilot, Fixed, Jet/Prop	41.35
15086 - Maintenance Test Pilot, Rotary Wing	41.35
15088 - Non-Maintenance Test/Co-Pilot	41.35
15090 - Technical Instructor	19.28
15095 - Technical Instructor/Course Developer	23.60
15110 - Test Proctor	15.58
15120 - Tutor	15.58
16000 - Laundry, Dry-Cleaning, Pressing And Related Occupations	
16010 - Assembler	11.42
16030 - Counter Attendant	11.42
16040 - Dry Cleaner	12.65
16070 - Finisher, Flatwork, Machine	11.42
16090 - Presser, Hand	11.42
16110 - Presser, Machine, Drycleaning	11.42
16130 - Presser, Machine, Shirts	11.42
16160 - Presser, Machine, Wearing Apparel, Laundry	11.42
16190 - Sewing Machine Operator	13.07
16220 - Tailor	13.44
16250 - Washer, Machine	11.86
19000 - Machine Tool Operation And Repair Occupations	
19010 - Machine-Tool Operator (Tool Room)	25.01
19040 - Tool And Die Maker	29.64
21000 - Materials Handling And Packing Occupations	
21020 - Forklift Operator	16.67
21030 - Material Coordinator	20.71
21040 - Material Expediter	20.71
21050 - Material Handling Laborer	15.81
21071 - Order Filler	13.85
21080 - Production Line Worker (Food Processing)	16.67
21110 - Shipping Packer	16.85
21130 - Shipping/Receiving Clerk	16.85
21140 - Store Worker I	11.37
21150 - Stock Clerk	14.13
21210 - Tools And Parts Attendant	16.67
21410 - Warehouse Specialist	16.67
23000 - Mechanics And Maintenance And Repair Occupations	
23010 - Aerospace Structural Welder	27.32
23019 - Aircraft Logs and Records Technician	22.46
23021 - Aircraft Mechanic I	25.99
23022 - Aircraft Mechanic II	27.32
23023 - Aircraft Mechanic III	28.44
23040 - Aircraft Mechanic Helper	19.79
23050 - Aircraft, Painter	24.61

23060 - Aircraft Servicer	22.46
23070 - Aircraft Survival Flight Equipment Technician	24.61
23080 - Aircraft Worker	23.68
23091 - Aircrew Life Support Equipment (ALSE) Mechanic I	23.68
23092 - Aircrew Life Support Equipment (ALSE) Mechanic II	25.99
23110 - Appliance Mechanic	24.75
23120 - Bicycle Repairer	19.86
23125 - Cable Splicer	25.99
23130 - Carpenter, Maintenance	24.62
23140 - Carpet Layer	23.42
23160 - Electrician, Maintenance	32.37
23181 - Electronics Technician Maintenance I	23.68
23182 - Electronics Technician Maintenance II	25.01
23183 - Electronics Technician Maintenance III	26.29
23260 - Fabric Worker	22.22
23290 - Fire Alarm System Mechanic	25.99
23310 - Fire Extinguisher Repairer	21.10
23311 - Fuel Distribution System Mechanic	26.96
23312 - Fuel Distribution System Operator	21.89
23370 - General Maintenance Worker	18.75
23380 - Ground Support Equipment Mechanic	25.99
23381 - Ground Support Equipment Servicer	22.46
23382 - Ground Support Equipment Worker	23.68
23391 - Gunsmith I	21.10
23392 - Gunsmith II	23.42
23393 - Gunsmith III	25.99
23410 - Heating, Ventilation And Air-Conditioning Mechanic	21.48
23411 - Heating, Ventilation And Air Contidioning Mechanic (Research Facility)	22.58
23430 - Heavy Equipment Mechanic	28.45
23440 - Heavy Equipment Operator	23.21
23460 - Instrument Mechanic	25.99
23465 - Laboratory/Shelter Mechanic	24.75
23470 - Laborer	15.81
23510 - Locksmith	24.67
23530 - Machinery Maintenance Mechanic	27.10
23550 - Machinist, Maintenance	25.99
23580 - Maintenance Trades Helper	18.55
23591 - Metrology Technician I	25.99
23592 - Metrology Technician II	27.32
23593 - Metrology Technician III	28.46
23640 - Millwright	25.99
23710 - Office Appliance Repairer	24.75
23760 - Painter, Maintenance	21.37
23790 - Pipefitter, Maintenance	26.74
23810 - Plumber, Maintenance	25.44
23820 - Pneudraulic Systems Mechanic	25.99
23850 - Rigger	25.99
23870 - Scale Mechanic	23.42
23890 - Sheet-Metal Worker, Maintenance	25.43
23910 - Small Engine Mechanic	23.42
23931 - Telecommunications Mechanic I	28.72
23932 - Telecommunications Mechanic II	29.99
23950 - Telephone Lineman	27.29
23960 - Welder, Combination, Maintenance	29.05
23965 - Well Driller	25.99
23970 - Woodcraft Worker	25.99
23980 - Woodworker	21.10
24000 - Personal Needs Occupations	
24550 - Case Manager	17.71

24570 - Child Care Attendant		12.47
24580 - Child Care Center Clerk		15.55
24610 - Chore Aide		13.99
24620 - Family Readiness And Support Services Coordinator		17.71
24630 - Homemaker		17.71
25000 - Plant And System Operations Occupations		
25010 - Boiler Tender		25.86
25040 - Sewage Plant Operator		23.98
25070 - Stationary Engineer		25.86
25190 - Ventilation Equipment Tender		19.45
25210 - Water Treatment Plant Operator		23.98
27000 - Protective Service Occupations		
27004 - Alarm Monitor		16.39
27007 - Baggage Inspector		14.65
27008 - Corrections Officer		16.73
27010 - Court Security Officer		16.73
27030 - Detection Dog Handler		16.39
27040 - Detention Officer		16.73
27070 - Firefighter		16.73
27101 - Guard I		14.65
27102 - Guard II		16.39
27131 - Police Officer I		18.66
27132 - Police Officer II		19.59
28000 - Recreation Occupations		
28041 - Carnival Equipment Operator		17.55
28042 - Carnival Equipment Repairer		18.93
28043 - Carnival Worker		13.29
28210 - Gate Attendant/Gate Tender		18.79
28310 - Lifeguard		16.74
28350 - Park Attendant (Aide)		21.02
28510 - Recreation Aide/Health Facility Attendant		15.34
28515 - Recreation Specialist		26.03
28630 - Sports Official		16.74
28690 - Swimming Pool Operator		20.99
29000 - Stevedoring/Longshoremen Occupational Services		
29010 - Blocker And Bracer		25.76
29020 - Hatch Tender		25.76
29030 - Line Handler		25.76
29041 - Stevedore I		24.44
29042 - Stevedore II		27.23
30000 - Technical Occupations		
30010 - Air Traffic Control Specialist, Center (HFO)	(see 2)	46.07
30011 - Air Traffic Control Specialist, Station (HFO)	(see 2)	31.77
30012 - Air Traffic Control Specialist, Terminal (HFO)	(see 2)	34.99
30021 - Archeological Technician I		13.92
30022 - Archeological Technician II		16.70
30023 - Archeological Technician III		19.69
30030 - Cartographic Technician		18.56
30040 - Civil Engineering Technician		18.51
30051 - Cryogenic Technician I		21.24
30052 - Cryogenic Technician II		23.46
30061 - Drafter/CAD Operator I		13.92
30062 - Drafter/CAD Operator II		16.70
30063 - Drafter/CAD Operator III		17.35
30064 - Drafter/CAD Operator IV		20.52
30081 - Engineering Technician I		12.08

30082 - Engineering Technician II		15.27
30083 - Engineering Technician III		17.58
30084 - Engineering Technician IV		19.69
30085 - Engineering Technician V		26.64
30086 - Engineering Technician VI		32.43
30090 - Environmental Technician		18.46
30095 - Evidence Control Specialist		19.18
30210 - Laboratory Technician		18.19
30221 - Latent Fingerprint Technician I		21.24
30222 - Latent Fingerprint Technician II		23.46
30240 - Mathematical Technician		18.51
30361 - Paralegal/Legal Assistant I		20.67
30362 - Paralegal/Legal Assistant II		25.61
30363 - Paralegal/Legal Assistant III		31.33
30364 - Paralegal/Legal Assistant IV		37.90
30375 - Petroleum Supply Specialist		23.46
30390 - Photo-Optics Technician		18.51
30395 - Radiation Control Technician		23.46
30461 - Technical Writer I		18.56
30462 - Technical Writer II		23.16
30463 - Technical Writer III		28.04
30491 - Unexploded Ordnance (UXO) Technician I		29.28
30492 - Unexploded Ordnance (UXO) Technician II		35.43
30493 - Unexploded Ordnance (UXO) Technician III		42.46
30494 - Unexploded (UXO) Safety Escort		29.28
30495 - Unexploded (UXO) Sweep Personnel		29.28
30501 - Weather Forecaster I		21.24
30502 - Weather Forecaster II		25.84
30620 - Weather Observer, Combined Upper Air Or Surface Programs	(see 2)	17.35
30621 - Weather Observer, Senior	(see 2)	18.51
31000 - Transportation/Mobile Equipment Operation Occupations		
31010 - Airplane Pilot		35.43
31020 - Bus Aide		12.76
31030 - Bus Driver		17.26
31043 - Driver Courier		14.39
31260 - Parking and Lot Attendant		11.52
31290 - Shuttle Bus Driver		16.97
31310 - Taxi Driver		14.98
31361 - Truckdriver, Light		15.52
31362 - Truckdriver, Medium		16.33
31363 - Truckdriver, Heavy		22.14
31364 - Truckdriver, Tractor-Trailer		22.14
99000 - Miscellaneous Occupations		
99020 - Cabin Safety Specialist		17.27
99030 - Cashier		12.77
99050 - Desk Clerk		15.48
99095 - Embalmer		29.28
99130 - Flight Follower		29.28
99251 - Laboratory Animal Caretaker I		15.38
99252 - Laboratory Animal Caretaker II		16.58
99260 - Marketing Analyst		24.10
99310 - Mortician		29.28
99410 - Pest Controller		17.44
99510 - Photofinishing Worker		15.39
99710 - Recycling Laborer		12.90
99711 - Recycling Specialist		15.38
99730 - Refuse Collector		12.07
99810 - Sales Clerk		14.39
99820 - School Crossing Guard		12.07
99830 - Survey Party Chief		16.49
99831 - Surveying Aide		14.11
99832 - Surveying Technician		19.33

99840 - Vending Machine Attendant	15.38
99841 - Vending Machine Repairer	18.39
99842 - Vending Machine Repairer Helper	15.38

ALL OCCUPATIONS LISTED ABOVE RECEIVE THE FOLLOWING BENEFITS:

HEALTH & WELFARE: $5.55 per hour, up to 40 hours per week, or $222.00 per week or $962.00 per month

HEALTH & WELFARE EO 13706: $5.09 per hour, up to 40 hours per week, or $203.60 per week, or $882.27 per month*

*This rate is to be used only when compensating employees for performance on an SCA-covered contract also covered by EO 13706, Establishing Paid Sick Leave for Federal Contractors. A contractor may not receive credit toward its SCA obligations for any paid sick leave provided pursuant to EO 13706.

VACATION: 1 week paid vacation after 1 year of service with a contractor or successor; 2 weeks after 2 years; 3 weeks after 5 years; and 4 weeks after 10 years. Length of service includes the whole span of continuous service with the present contractor or successor, wherever employed, and with the predecessor contractor in the performance of similar work at the same Federal facility. (Reg. 29 CFR 4.173)

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

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

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

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

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

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

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

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

Any computer employee who meets the applicable compensation requirements and the above duties test qualifies as an exempt computer professional under both section

13(a)(1) and section 13(a)(17) of the Fair Labor Standards Act. (Field Assistance Bulletin No. 2006-3 (Dec. 14, 2006)). Accordingly, this wage determination will not apply to any exempt computer employee regardless of which of these two exemptions is utilized.

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

** HAZARDOUS PAY DIFFERENTIAL **

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

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

** UNIFORM ALLOWANCE **

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

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

** SERVICE CONTRACT ACT DIRECTORY OF OCCUPATIONS **

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

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

Conformance Process:

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

The process for preparing a conformance request is as follows:

1) When preparing the bid, the contractor identifies the need for a conformed occupation(s) and computes a proposed rate(s).

2) After contract award, the contractor prepares a written report listing in order the proposed classification title(s), a Federal grade equivalency (FGE) for each proposed classification(s), job description(s), and rationale for proposed wage rate(s), including information regarding the agreement or disagreement of the authorized representative of the employees involved, or where there is no authorized representative, the employees themselves. This report should be submitted to the contracting officer no later than 30 days after such unlisted class(es) of employees performs any contract work.

3) The contracting officer reviews the proposed action and promptly submits a report of the action, together with the agency's recommendations and pertinent information including the position of the contractor and the employees, to the U.S. Department of Labor, Wage and Hour Division, for review (See 29 CFR 4.6(b)(2)(ii)).

4) Within 30 days of receipt, the Wage and Hour Division approves, modifies, or disapproves the action via transmittal to the agency contracting officer, or notifies the contracting officer that additional time will be required to process the request.

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

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

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

When preparing a conformance request, the """"Service Contract Act Directory of Occupations"""" should be used to compare job definitions to ensure that duties requested are not performed by a classification already listed in the wage determination. Remember, it is not the job title, but the required tasks that

determine whether a class is included in an established wage determination. Conformances may not be used to artificially split, combine, or subdivide classifications listed in the wage determination (See 29 CFR 4.152(c)(1))."" "