U.S. Department of Justice
Federal Bureau of Prisons

Facilities Management

Lisbon OH 44432

April 14, 2026

MEMORANDUM FOR ZACHARY BOWERS, CONTRACT SPECIALIST
FCI ELKTON

FROM: George Holisky, Facility Manager
FCI Elkton

SUBJECT: B&F Project 26Z2BC3 Replace Rooftop HVAC Units
Liquidated Damages

JUSTIFICATION FOR LIQUIDATED DAMAGES

In accordance with FAR, 11.5, I have determined that it is appropriate to recommend a liquidated damages clause in solicitation for Project, EMG Refill Transformers. Delivery is an important factor because the Government could be operating at less than 100% without this necessary requirement in regard to the daily operation requirements. The timely performance by the selected contractor to complete this project is so important that the Government may reasonably expect to suffer damage if the performance is delinquent, and the extent or amount of the damage would be difficult to estimate accurately or prove.

There is an estimated completion period of 90 calendar days in this contract. Therefore, I have determined it is in the best interest of the Government to have liquidated damages tied to the completion time.

The amount for liquidated damages for this contract will be $1,227.91 per calendar day.

In accordance with FAR 11.502(b), I have determined that this rate is reasonable.

JUSTIFICATION

With the estimated cost of inspection and superintendence for each day of delay, the Government will have a full time Contracting Officer Representative (COR) one (1) Correctional Officer to process contractors in and out of the facility and two (2) Facilities staff to escort contractors while on site. A Contracting Officer will be employed for approximately 50% of the performance period to administer the contract.

A. Contracting Officer: GS-09
$40.77 per hour X 2-Hours = $81.54

20% Benefits = $16.31
Total = $97.85 Per Day

B. Contracting Officer's Representative: GS-12
$57.64 Per Hour X 3-Hours = $172.92
20% Benefits = $34.58
Total = $207.05 Per Day

C. Escort – HVAC Worker Supervisor: WS-09
$43.84 Per Hour X 8-Hours = $350.72
20% Benefits = $70.14
Total = $420.86 Per Day

D. Escort – HVAC Worker Supervisor: WS-09
$43.84 Per Hour X 8-Hours = $350.72
20% Benefits = $70.14
Total = $420.86 Per Day

E. Sallyport - Correctional Officer: GS-08
$33.87 Per Hour X 2-Hours = $67.74
20% Benefits = $13.55
Total = $81.29 Per Day

Total = $1,227.91

This amount established the basis for the assigned monetary amount liquidated damages of $1,227.91. These figures were obtained from the Office of Personnel Management website for the 2026 Federal Salary and Wages table and related information. These figures do include benefits. The amount for specific damage was based upon actual losses which would be incurred due to the failure of the contractor to complete the work on time.