

General Information

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Product or Service Code: S201
Set Aside: 100% Service Disable Owned Small Business
NAICS Code: 561720

Contracting Office Address

Michael E. DeBakey
VA Medical Center
2002 Holcombe Blvd.
Houston, TX 77030

Description

This is a combined synopsis/solicitation for commercial items prepared in accordance with the format in Federal Acquisition Regulation (FAR) subpart 12.6, and Part 13, as supplemented with additional information included in this notice. This announcement constitutes the only solicitation; *quotations* are being requested, and a written solicitation document will not be issued.

This solicitation is a *request for quotations (RFQ)*. The solicitation document and incorporated provisions and clauses are those in effect through Federal Acquisition Circular 2005-95, dated 01-19-2017.

The associated North American Industrial Classification System (NAICS) code for this procurement is 561720, set aside for 100% Service Disable Owned Small Business.

The Department of Veteran Affairs, Houston MEDVAMC has a continual requirement for Housekeeping Services at the Michael E Debakey Veteran Affairs Medical Center (MEDVAMC) located at 2002 Holcombe Boulevard. Houston, Texas.

This requirement is scheduled for the following:

(1) Year base period with (4) four 1 year options.

ITEM NUMBER	DESCRIPTION OF SUPPLIES/SERVIC ES	QUANTIT Y	UNI T	UNIT PRICE	AMOUNT
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0001	The contractor shall perform the Janitorial services per the SOW. Contract Period: Base POP Begin: 04-01-2018 POP End: 09-30-2018	12.00	MO	_____	_____
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1001	The contractor shall perform janitorial services per SOW. Contract Period: Option 1 POP Begin: 10-01-2018 POP End: 09-30-2019	12.00	MO	_____	_____
				—	—
2001	The contractor shall perform janitorial services per SOW. Contract Period: Option 2 POP Begin: 10-01-2019 POP End: 09-30-2020	12.00	MO	_____	_____
				—	—
3001	The contractor shall perform janitorial services per SOW. Contract Period: Option 3 POP Begin: 10-01-2020 POP End: 09-30-2021	12.00	MO	_____	_____
				—	—
4001	The contractor shall perform janitorial services per SOW. Contract Period: Option 4 POP Begin: 10-01-2021 POP End: 09-30-2022	12.00	MO	_____	_____
				—	—
				GRAND TOTAL	_____
					—

Performance Work Statement

PERFORMANCE WORK STATEMENT (PWS) FOR RESTROOM CLEANING

1.0 Description of Services. The Contractor shall provide all personnel, supervision, management, support, materials, and equipment necessary to ensure the below listed Restrooms at Michael E Debakey Veteran Affairs Medical Center (MEDVAMC) property located at 2002 Holcombe Boulevard. Houston, Texas, are maintained in a clean and sanitary condition at all times. The contractor shall accomplish all Restroom cleaning tasks identified in this PWS in order to meet the requirements and the Service Summary (SS). All work performed by the contractor shall be performed in accordance with all applicable laws, regulations, standards, instructions, and commercial practices.

PERIOD OF PERFORMANCE

Base Year: 04-01-2018 thru 09-30-2018

Option Year One: 10-01-2018 thru 09-30-2019

Option Year Two: 10-01-2019 thru 09-30-2020

Option Year Three: 10-01-2020 thru 09-30-2021

Option Year Four: 10-01-2021 thru 09-30-2022

1.1 RESTROOM CLEANING: The contractor shall provide services identified below for all restrooms identified. All restroom floors shall be damp mopped with hospital grade germicide solution (solution must be changed after each restroom). Hospital grade germicide shall be used on sinks and toilets restrooms, floors shall be scrubbed before 6:00am or after 8:00pm daily. Restrooms, floors shall be scrubbed at least twice a week on Tuesday and Friday before 6:00am or after 8:00pm daily. All Restroom identified in this PWS shall be maintained in a clean and sanitized condition always.

1.1.1 CLEAN AND SANITIZE ALL FIXTURES AND DISPENSERS

The contractor shall sanitization cleaning with germicide of lavatories, sinks, toilet seat, mirrors, dispensers and trash cans daily. Completely clean and disinfect all surfaces of sinks, toilet bowls, urinals, lavatories, showers, shower mats, dispensers, plumbing fixtures, partitions, dispensers, doors, walls, and other such surfaces, using a germicidal detergent. After cleaning, receptacles shall be free of deposits, dirt, streaks, and odors. The contractor shall disinfect all surfaces of partitions, stalls, stall doors, entry doors, (including handles, kick plates, ventilation grates, metal guards, etc.), and wall areas adjacent to wall mounted lavatories, urinals, and toilets.

1.1.1.1 CLEAN AND SANITIZE PARTITIONS, WALLS AND MIRRORS

The contractor shall have sanitized cleaning with germicide, all partitions, walls, and mirrors shall be cleaned and sanitized daily. All interior glass, including glass in doors, partitions, walls, display cases, directory boards, etc shall be clean. There shall be no tract of film, dirt, smudges, water, or other foreign matter.

1.1.1.2 CLEAN AND SANITIZE SINKS, TOILETS AND URINALS.

The contractor shall have sanitized cleaning with germicide of lavatories, sinks, toilet seat, and bowl (inside and out), urinals daily. Descaling shall be performed monthly as a minimum and as often as needed to keep areas free of scale, soap films, and other deposits. After descaling, surfaces shall be free from streaks, stains, scale, scum, urine deposits, and rust stains.

1.1.1.3 CLEAN AND SANITIZE DOORS AND VENTS.

The contractor shall clean and sanitize all fixtures daily, using a Hospital grade cleaner, all fixtures (lights, light ledges, pipes, faucets, handles, etc.); all doors, including hinges and knobs. Including handles, kick plates, ventilation grates, metal guards, etc

1.1.2 FLOOR MAINTENANCE

All restroom floors shall be swept and damp mopped daily with a hospital grade disinfectant solution to maintain sanitary conditions. Germicide solution which is changed after each restroom. Moveable items shall be moved to sweep underneath. Any items removed during cleaning shall be returned to original position. Floors as necessary to maintain sanitary conditions and a clean, uniform appearance. Once Weekly the entire floor surface, including grout, shall be free litter, dirt, dust and debris. Grout on wall and floor tiles shall be free of dirt, scum, mildew, residue, and any other foreign matter, etc. Floors shall have a uniform appearance without streaks, swirl marks, detergent residue, or any evidence of soil, stain, film, or standing water. Floors shall be stripped, scrubbed, waxed, etc. It is necessary to maintain sanitary conditions and a clean, uniform appearance at all times.

1.1.3 SCRUB FLOORS All restrooms floors shall be scrubbed daily.

1.1.4 RESTOCK RESTROOM SUPPLIES

All restrooms shall be restocked and supplied as needed with the following (Foam Hand Soap, Toilet Paper, Paper Towels, Toilet Seat Covers, etc.) All restrooms shall be restocked daily to ensure that they are stocked sufficiently; Supplies shall be stored in designated areas. No overstocking shall be allowed.

1.1.5 EMPTY, SANITIZE AND RELINE TRASH CONTAINERS

All trash containers shall be emptied and returned to their initial location. Any soiled or torn plastic trash receptacle liners shall be replaced. The trash shall be deposited in the nearest designated trash chute room. Trash receptacles shall be wiped clean, free of foreign matter, dirt, and free of odors.

1.1.5.1 SAFETY The contractor shall display warning signs that have been approved by the COR in all areas where housekeeping operations may cause traffic obstruction or personnel hazard.

The cleaning of restrooms resulting in a temporary wet or slippery floor surface shall be accomplished so that it shall not be necessary for personnel or patients to cross the wet surface to gain access to other areas (1/2 of the hallway or area at a time). The contractor shall comply with all Life Safety Regulations.

All tasks accomplished by the contractor personnel shall be done so as to preclude damage or disfigurement of furniture and building structure. The contractor shall correct any damage caused by his employees to any part of the building or equipment or any area covered by this contract.

1.2 Miscellaneous Requirements

- Practice water and energy conservation
- Turn off unnecessary lights
- Report fire hazards, conditions, and items in need of repair to the COR
- Turn in lost and found articles to the COR
- The Contractor shall notify the COR of any condition, including adverse weather or special requests from government personnel that may interrupt or delay performance under this PWS. Once the condition is resolved the Contractor shall resume interrupted work as soon as practical. When this period exceeds 24 hours the COR must approve the delay.

1.2.1 CONTRACTOR FURNISHED EQUIPMENT/SUPPLIES The contractor shall furnish all equipment, materials, and cleaning supplies necessary to maintain the cleanliness and sanitation of all restrooms listed in this PWS. Supplies, Materials, and equipment shall meet the specifications below and comply with VA, federal or state Occupational Safety and Health Standards and fire regulations.

All items shall be approved by the facilities infection Control Committee (ICC) and the COR prior to being used. The contractor shall obtain Safety Data Sheets; Occupational Safety and Health Administration (OSHA) form 20 for all chemical products used and shall provide a copy to the COR. New supplies or changes in previously approved materials shall require product literature and may require samples.

NOTE: Aerosol sprays shall not be used in patient treatment areas.

1. Contractor personnel shall not use steel wool, abrasive metal cleaners, or any other cleaning materials or supplies which could cause damage to government property. At no time shall chairs, wastebaskets, brooms, mops, or any other items normally placed on the floor be placed on any surface of furniture or equipment.
2. All containers of cleaning chemicals and similar products shall be conspicuously marked (preferably with a factory label), to identify contents. All other labels shall be removed or defaced. Materials bearing a Department of Transportation (DOT) red label (flammable) shall not be used. No unlabeled chemicals are permitted for use anywhere within the facility.
3. Contractor's equipment shall be compatible with existing sources of government furnished electrical power. All equipment shall comply with current safety standards. All equipment shall be cleaned with a disinfectant/detergent each day prior to storage.
4. All electrically operated equipment shall be equipped with hospital quiet-type motor, be third wire grounded, and equipped with an appropriate length of UL approved three-conductor cord. Extension cords are prohibited.
5. All wheeled and movable equipment shall be equipped with protective non-marking wheels and rubber bumpers or guards around the entire perimeter. No part of the equipment (except fixed handles) shall protrude beyond the rubber bumpers.

6. When not in use, equipment shall be stored in designated areas only. Trash containers shall be washed each day prior to storage.
7. Supplies and equipment shall not be transported in trash barrels, mop buckets, etc. All materials not immediately used shall be properly stored.
8. All disinfectant/detergent shall be currently Environmental Protection Agency (EPA) registered as a hospital grade germicidal (pseudomonicidal and staphylocidal), fungicidal, and viricidal at the recommended use dilution. The manufacturer's labeled instructions for use dilution should be followed. The disinfectant/detergent used shall be compatible in use with the microorganisms which may be prevalent in the local area. In the event of an outbreak of Methicillin Resistant Staphylococcus Aureus (MRSA), Clostridium Difficile (C-Diff) etc., COR will instruct contractor on proper cleaning procedures.
9. Trash collection containers shall be rigid, with a smooth interior finish, equipped with a snug fitting cover and hard rubber, non-marking, silent running casters. All trash containers shall meet local base fire regulations. Trash carts shall be of such size that shall not block width or block passageways for building evacuation. All trash collection containers shall be thoroughly cleaned and disinfected daily.
10. The double bucket mopping or microfiber system shall be used. Buckets shall be constructed of non-porous, acid resistant, seamless material.
11. The government shall not be held responsible for any item of Contractor's equipment which may be lost, damaged or stolen. The Contractor shall tag all contractor owned equipment for identification.
12. When routine facility's defects (dripping faucet, loose door, loose window frames, etc.) are found, they shall be reported to the COR or his/her representative.

2. SERVICE SUMMARY

Performance Objective – Desired Outcome SOW reference Performance Threshold – Acceptable Quality Level (AQL) Remedy Method of Assessment The Contractor assures compliance with all Safety and Security Regulations.

1.1.5.1 Less than three (3) compliant during the life of the contract. Correction and contractor's written explanation within 24 hours. Customer Complaints and COR will perform evaluation based on the contractor's schedule Contractor assures that total cleaning is accomplished in accordance with specific task and frequencies. 4.0 – 6.5 Less than three (3) valid complaints (based on COR and CO concurrence) in a calendar quarter Re-performance Within 4 hours of notification Customer Complaints and COR shall perform evaluation based on the contractor's schedule

All areas of the clinics and public areas are maintained in a clean and sanitary condition. 2.0-2.2 Less than three (3) complaints valid complaints (based on COR and CO concurrence) in a calendar quarter

Re-performance within 4 hours of notification Customer Complaints and COR shall perform evaluation based on the contractor's schedule Badges are properly displayed. 4.14 Less than (3) complaint during the life of the contract Correction and contractor's written explanation within 24 hours.

Daily surveillance by COR and other MEDVAMC employees. All contractor employees receive the mandatory trainings. 4.2.1.2 Zero (0) compliant during the life of the contract None Documentation of contract staff training shall be provided monthly to the COR.

2.1 Quality Control The contractor shall develop and maintain a quality control program to ensure Restroom cleaning services are performed in accordance with commonly accepted commercial practices and services identified in this PWS. The contractor shall develop and implement procedures to identify, prevent, and ensure non-performance and continual repeat of defective service does not occur. A written Quality Control Plan shall be submitted to the contracting officer. The plan shall specifically address the contractor's strategy to provide quality workmanship, continual process improvement and for correcting deficiencies as required.

2.2. Quality Assurance. The government shall inspect and evaluate the contractor's performance to ensure services are received in accordance with requirements set forth in this contract. The COR shall inspect by watching actual task performance, physically checking an attribute of the completed task, checking a management information report, investigating customer complaints, conferring with facility managers, or otherwise inspecting the task or its results to determine whether or not performance meets the standards contained in this PWS. The COR will use the contractor's work schedule or modified version thereof, to record surveillance. Results of the surveillance then become the official MEDVAMC's record of the Contractor's performance. When a performance threshold has not been met or contractor performance has not been accomplished, the COR will initiate and provide the Contracting Officer a Contract Discrepancy Report (CDR) for issuance to the contractor. The contractor shall respond to the CDR IAW instructions provided and return it to the Contracting Officer within 10 calendar days of receipt.

2.3 Surveillance Methods.

2.3.1 Periodic Surveillances. This method requires the COR to employ a "spot check" style of evaluation based on the contractor's schedule. Periodic surveillances will be conducted on a scheduled basis (daily, weekly, monthly, quarterly, semi-annual or annually) and may be adjusted, based on quality trends.

- a. Any unsatisfactory inspection (defect) result will be recorded, and the Contractor shall re-perform the service after notification by the COR.
- b. Failing to meet the performance threshold as outlined in the SS for any of these performance objectives in any one month period shall result in a warning or letter of concern from the Contracting Officer.
- c. Failing to meet the performance threshold as outlined in the SS of these performance objectives in any combination for any two, or more consecutive or non-consecutive months during a contract period shall constitute an immediate Progress Meeting with the Multi-functional Team. All remedies shall be in accordance with the FAR 52.212-4 (a), Contract Terms and Conditions - Commercial Items, Inspection/Acceptance.

2.4 Periodic Progress Meetings. The Contracting Officer, Facility Director, COR, other government personnel as appropriate, and the Contractor shall periodically meet to discuss the Contractor's performance. The minutes of these meetings will be reduced to writing, should the contractor not concur with the minutes, the contractor shall provide written notification to the Contracting Officer identifying areas of non-concurrence for resolution.

3.0 GOVERNMENT FURNISHED PROPERTY AND SERVICES

3.1 Government Furnished Facilities. The contractor shall confine all operations (including storage of materials) on Government premises to areas authorized and approved by the COR. The Contractor shall not hold the Government, its officers and agents, liable of any theft or damage to equipment stored or used on government property. Temporary buildings, storage containers, and utilities may be brought onsite by the Contractor only with the approval of the COR and shall be built of approved materials with no expense to the Government. Temporary buildings and utilities shall remain the property of the Contractor and shall be removed and the existing grounds restored by the Contractor at its expense upon completion of the contract.

1. When materials are transported in prosecuting the work, vehicles shall not be loaded beyond the loading capacity recommended by the manufacturer of the vehicle or prescribed by any Federal, State, or local law or regulation. When it is necessary to cross curbs or sidewalks, the Contractor shall protect them from damage. The Contractor shall pay for the repair of any damaged curbs, sidewalks, or roads. At no time shall the Contractor's vehicles be parked on lawn area. 2. All flammable liquids shall be handled, stored, and used in accordance with National Fire Protection Agency (NFPA) Standard No. 30-1998.

3.1 Maintain site to permit access of fire department vehicles at all times. All portions of building entrances and exits shall always be accessible for fire department apparatus and permit emergency egress of personnel. 4. Perform services so as to interfere as little as possible with normal functioning of the MEDVAMC as a whole, including operations of utility services, fire protection systems and any existing equipment, and with work being done by others.

3.2 Government Furnished Utilities. The Government must furnish electricity, water and sewage service as necessary for accomplishment of work in accordance with this contract.

3.3. Utility Conservation. The Contractor shall adhere to all MEDVAMC utility conservation practices or requirements. The Contractor shall be responsible for operating under conditions that prevent waste of utilities.

3.4 Telephone Service. The Government shall only provide local commercial telephone service. Long distance service, if desired, shall be at the contractor's expense.

3.5 Security, Fire and Medical Services. The Government must provide police and fire protection in the event of a medical emergency

3.6 Refuse Collection and Disposal. The Contractor shall use existing bulk containers to dispose of trash or refuse generated from accomplishment of services detailed in this PWS. The COR must identify these specific dumpsters for yard/tree waste.

4. General Information

4.1 Hours of Operation. The contractor shall perform the services required under this contract during the base hours of operation: 12:00A.M. – 11:59P.M., Monday through Friday. The Contractor may find it necessary to deviate from the normal MEDVAMC hours of operation (i.e. working on Saturday or Sunday) due to weather conditions or unforeseen circumstances, to ensure timely completion of work under this PWS at no additional cost to the government.

1. Contractor shall furnish shirts with company logo to employees. Shirts shall be a color other than green. Employees shall wear shirts when on site and performing contract work.
2. The MEDVAMC will not provide lunchroom or washroom facilities.
3. Water must be available through hose connections for use by Contractor. The COR shall provide locations of those connections. Contractor is responsible for transportation of water, safe routing of hoses, and repairs to leaking hoses.
4. Contractor shall be required to work after hours and/or weekends to access areas blocked by vehicles during VA's normal business hours. Contractor is responsible for determining which areas are affected during the site visit.
5. Contractor employees shall not be considered government employees for any purpose under the contract.

4.2 Federal Holidays. The contractor is not required to perform services on Federal Holidays.

New Year's Day - 1 January
Martin Luther King Day - 3rd Monday in January
Washington's Birthday - 3rd Monday in February
Memorial Day - last Monday in May
Independence Day - 4 July
Labor Day - 1st Monday in September
Columbus Day - 2nd Monday in October
Veteran's Day - 11 November
Thanksgiving Day - 4th Thursday in November
Christmas Day - 25 December

If these holidays fall on Saturday, the preceding Friday shall be observed. If these holidays fall on Sunday, the following Monday will be observed. If a holiday falls on a scheduled service day, the Contractor shall be responsible for rescheduling services for the first day post the holiday observance.

4.2.1 Clocking In and Clocking Out: RepTrax kiosks shall be used to verify hours worked. Contractor shall provide to COR the names of each employee performing Restroom cleaning services and, should there be staffing changes, notify the COR of such changes.

4.2.1.2 TRAINING AND SECURITY: All contractor employees and subcontractor employees shall complete the following before the commencement of work:

Sign and acknowledge (either manually or electronically) understanding of and responsibilities for compliance with the Contractor Rules of Behavior, See Section D. Successfully complete the VA Privacy and Information Security Awareness and Rules of Behavior training and annually complete required security training. Website: <https://www.ees-learning.net/librix/loginhtml.asp?v=librix> The contractor shall provide to the contracting officer and/or the COR a copy of the training certificates and certification of signing the Contractor Rules of Behavior for each applicable employee before the employee begins work and annually thereafter, as required. The contractor shall provide to the contracting officer and/or the COR a copy of the training certificates and certification of signing the Contractor Rules of Behavior for

each applicable employee before the employee begins work and annually thereafter, as required. Failure to complete the mandatory annual training and sign the Rules of Behavior annually, within the timeframe required, is grounds for suspension or termination of all physical or electronic access privileges and removal from work on the contract until such time as the training and documents are complete. The C&A requirements do not apply and the Security Accreditation Package is not required.

- 4.3 MEDVAMC Closures. Work scheduled but not accomplished because of MEDVAMC closure due to natural disaster or any unforeseen circumstance will be accomplished as soon as possible after reopening the MEDVAMC.
- 4.4 Spill Response. The Contractor shall be briefed on MEDVAMC spill response procedures at the preperformance conference. The Contractor is responsible to report and promptly cleanup all spills in a manner consistent with current environmental regulations. In the event that it is necessary to utilize government material, equipment or personnel to clean up a Contractor caused spill, the Contractor shall be required to reimburse the government for all associated costs.
- 4.5 Hazardous Material/Waste Management. The Contractor shall be briefed on MEDVAMC Hazardous Material/Waste Management Plan at the pre-performance conference.
- 4.6 Hazardous Materials. The Contractor shall not use products that are or contain Toxic 17 chemicals, Extremely Hazardous Substances (EHS), Ozone Depleting Substances (ODS), and/or Persistent Bioaccumulative and Toxic (PBT) chemicals. Any hazardous materials containing one of these banned substances shall not be allowed on MEDVAMC property.
- 4.7 Traffic Laws. The Contractor and its employees shall comply with VA Police traffic regulations.
- 4.8 Weapons, Firearms, and Ammunition. Contractor employees are prohibited from possessing weapons, firearms, or ammunition, on themselves or within their contractor-owned or privately owned vehicle while on MEDVAMC property.
- 4.9 Reporting Requirements. Contractor personnel shall report to an appropriate authority any information or circumstances of which they are aware may pose a threat to the security of MEDVAMC's patients, visitors, employed personnel, contractor personnel and resources.
- 4.10 Physical Security. The Contractor shall be responsible for safeguarding all government property and controlled forms provided for contractor use. At the end of each work period, all government facilities, equipment, and materials shall be secured.
- 4.11 Contract Manager. The Contractor shall establish and maintain an office through which the contract manager or alternate(s) can be contacted during work hours. The contract manager or alternate shall be available during normal duty hours to meet on the installation within 2 hours with the government personnel designated by the Contracting Officer to discuss problem areas. The Contractor shall provide the CO telephone number(s) where surveillance results and complaints can be reported. The Contractor shall also provide to the Contracting Officer the names and phone/pager numbers of Contractor POCs for after business hours including nights, weekends, and holidays. This information shall be kept updated by the Contractor whenever personnel changes occur. The contract manager or alternate shall have full authority to act for the Contractor on all contract matters relating to the daily operation of this contract.

4.12 Personnel. Contractor personnel shall present a neat appearance. Contractor personnel shall be easily recognizable while on the installation in conjunction with this contract. This shall be accomplished through the wear of name tag. The coloring or design of the item selected should be such that identifies personnel easily and quickly for reasons of safety and personal protection. The government is authorized to restrict the employment under the contract of any contractor employee or prospective contractor employee, who is identified as a potential threat to the health, safety, security, general well-being or operational mission of MEDVAMC and its population.

4.12 CONTRACTOR PERSONNEL BADGES AND PARKING. While on VA premises, all contractor personnel shall comply with the rules, regulations, and procedures governing the conduct of personnel and the operation of the facility an access badge will be given to the contractor's employee upon entrance into VA buildings. The contractor employee shall safeguard the access badge and immediately report any lost, stolen, or destroyed badges to the COR. All contract personnel shall properly display their access badges. Access badges shall be worn at or above the waist (facing forward.). The contractor's employees shall return the access badge(s) to the COR or designee at the end of the contract. It is the responsibility of the contractor's personnel to park in the appropriate designated parking areas. Parking information shall be coordinated with each facility COR. MEDVAMC does not validate or make reimbursement for parking violations of the contractor's personnel under any circumstance The Contractor shall establish and implement methods of making sure all name tags issued to the Contractor by the government are not lost or misplaced and are not used by unauthorized persons. The Contractor shall immediately report to the COR or Contracting Officer any occurrences of lost or duplicated name tags.

4.13 Schedules. The contractor shall submit a schedule for all services described in this PWS to the Contracting Officer for approval at the pre-performance conference and at each change in the growing/non-growing season. The schedule shall identify plots, acreages, or base areas and days of the week service shall occur. The contractor shall be allowed 30 calendar days to adjust work schedules based on inspections and traffic if applicable. Any modified work schedule shall be submitted to the Contracting Officer for approval within 10 calendar days after the first contract month period. The contractor shall not deviate from the approved schedule without prior approval from the Contracting Officer, or COR. Permanent changes to the schedule shall be submitted 10 calendar days before implementation and

receive Contracting Officer approval before the Government must allow the proposed changes. The schedule may be submitted electronically using a file format compatible with Government software programs.

4.14 AUTHORITY Only the Contracting Officer has the authority to make modifications or changes to the Statement of Work (SOW). Changes to the SOW which affect this contract, shall be coordinated with the Contracting Officer's Representative (COR) and Contracting Officer (CO) prior to initiation of such changes to assure adequate contractual coverage. The COR is defined as a government employee who shall serve as the Contracting Officer's technical representative to ensure adequate performance for the Government.

The contractor is required to sign and returned a COR Delegation Form to the Contracting Officer.

Requirements listed under the Task Frequency Chart under "As Requested" shall be coordinated with the COR and CO.

4.15 INVOICES Invoices shall be submitted monthly in arrears. The current purchase order number shall be shown on all invoices.

4.16 CCR REGISTRATION Contractor shall be registered in the Central Contractor Registration database, www.ccr.gov prior to contract award.

4.17 BACKGROUND CHECK Contractor personnel performing work under this contract shall satisfy all requirements for security eligibility. Managerial and Supervisory personnel and those personnel who will be designated to these positions on weekends and in the event of an absence shall have a background investigation prior to performing work under this contract. Employees of the contractor shall have at least a minimum background investigation conducted. Contract's employees shall not be considered government employees for any purpose.

THESE ARE THE LIST OF THE FOLLOWING RESTROOMS TO BE CLEANED:

Basement BA-360 (Female, 1 stalls, 1, wash basin) BA-369 (Female, 1 stall, 1 wash basins) BB-261 (1 stall, 1 wash basin) BA-367 (1 stall, 1 wash basin) BB-241 (1 stall, 1 wash basin) BB-271 (1 stall, 1 wash basin) BB-272 (1 stall, 1 wash basin) BB-202 (1 stall, 1 wash basin),

1A-104A (Female, 2 stalls, 2 wash basins) 1A-110A (Male, 3 stalls, 4 wash basins, 2 Urinals) 1A-733 (Female, 2 stall, 2 wash basin,) 1A-734 (Male, 5 stalls, 6 wash basins, 3 urinals), 1st Floor 1A-397 (Female, 2 stalls, 2 wash basins) 1A-395 (Male, 3 stalls, 4 wash basins, 2 urinals) 1A-327 (Female, 2 stalls, 2 wash basins) 1A-325 (Male, 3 stalls, 4 wash basins, 2 Urinals) 1A-257

(Female, 2 stalls, 2 wash basins) 1A-255 (Male, 3 stalls, 4 wash basins, 2 Urinals) 1B-324 A (Female, 2 stalls, 2 wash basins) 1B-322 (Male, 2 stalls, 2 wash basins, 1 urinal) 1C-264B (Female, 1 stall, 1 wash basin) 1C-264A (Male, 1 stall, 1 wash basin) 1B-395 (Male, 1 stall, 1 wash basin) 1B-394 (Female, 1 stall, 1 wash basin) 1B-278 (1 stall, 1 wash basin) 1A-740 (1 stall, 1 wash basin) 1A-220 (Male, 2 stalls, 2 wash basins, 1 urinal) 1A-224 (Female, 2 stalls, 2 wash basins) 1B-270 (Female, 1 stalls, 1 wash basins)

1B-225 (Female, 3 stalls, 4 wash basins, 2 urinals), 1C-205 (Male, 1 stall, 1 urinal, 1 wash basin), 1C-207 (Female, 2 stalls, 2 wash basins)

2nd Floor 2C-207 (Female, 1, stalls, 1, wash basins) 2C-209 (Female, 1, stalls, 1, wash basins) 2A-302 (Male, 2 stalls, 2 wash basins, 2, urinals) 2A-103 (Female, 2 stalls, 2 wash basins) 2B-403 (Female, 2 stalls, 2 wash basins) 2B-464 (1 stall, 1 wash basin) 2B-466 (1 stall, 1 wash basin) 2B-322 (Female, 2 stalls, 2 wash basins) 2B-324 (Male, 2 stalls, 2 wash basins, 1 urinal) 2B-156A (1 stall, 1 wash basin) 2B105 (1 stall, 1 wash basin) 2B-107 (1 stall, 1 wash basin)

3rd Floor 3B-107 (1 stall, 1 wash basin) 3B-105 (1 stall, 1 wash basin) 3C-414 (1 stall, 1 wash basin) 3C302 (Male, 1 stall, 3, wash basin, 1, urinal) 3B-300 (Female, 2 stalls, 2 wash basins) 3B-102 (Female, 3 stalls, 3 wash basins,) 3B-104 (Male, 2 stalls, 3 wash basins, 2 urinals) 3C-105 (Female, 1, stalls, 1, wash basins) 3C-107 (1 stall, 1 wash basin), 3A-102 (1 stall, 1 wash basin), 3A-104 (1 stall, 1 wash basin)

4th Floor 4C-105 (1 stall, 1 wash basin) 4C-107 (1 stall, 1 wash basin) 4C-311(Female, 4 stalls, 3 wash basins,) 4C-313 (Male, 3 stalls, 4 wash basins, 2 urinals) 4A-390 (Male, 1 stall, 2, wash basin, 1, urinal)

4A-392 (Female, 2 stalls, 2 wash basins) 4B-306 (Female, 2 stalls, 2 wash basins) 4A-308 (Male, 2 stalls, 3 wash basins, 1, urinal) 4A-260 (Male, 2 stalls, 3 wash basins, 1, urinal) 4A-262 (Female, 3 stalls, 3 wash basins) 4B-105 (Male, 1 stall, 2, wash basin, 1, urinal) 4B-107 (1 stall, 1 wash basin)

5th Floor 5C-229 (1 stall, 1 wash basin) 5C-211C (Female, 3 stalls, 3 wash basins,) 5C-211A (Male, 1 stall, 2, wash basin, 1, urinal) 5C-105 (1 stall, 1 wash basin) 5C-107 (1 stall, 1 wash basin) 5C-109 (Male, 2 stalls, 3 wash basins, 2, urinal) 5B-107 (1 stall, 1 wash basin) 5B-105 (1 stall, 1 wash basin) 5B-211A (Male, 1 stall, 2, wash basin, 1, urinal) 5B-211C (Female, 3 stalls, 3 wash basins,) 5A-197 (1 stall, 1 wash basin) 5A-199 (1 stall, 1 wash basin) 5A-101 (1 stall, 1 wash basin) 5A-103 (2 stall, 1 wash basin) 5A105 (1 stall, 1 wash basin)

6th Floor 6C-104 (Male, 3 stalls, 3 wash basins, 2, urinal) 6C-102 (Male, 2 stalls, 3 wash basins) 6C-109 (Female, 3 stalls, 3 wash basins,) 6C-120 (Male, 2 stalls, 3 wash basins, 1, urinal) 6B-120 (Female, 2 stalls, 2 wash basins) 6B-109 (Male, 2 stalls, 3 wash basins, 1, urinal) 6B-106 (Male, 3 stalls, 3 wash basins, 2, urinal) 6B-104 (Female, 3 stalls, 3 wash basins,) 6B-306 (1 stall, 1 wash basin) 6B-304 (1 stall, 1 wash basin) 6B-308B (1 stall, 1 wash basin) 6C-342 (1 stall, 1 wash basin), 6B-103 (Female, 3 stalls, and 3 sinks), 6B-105 (Male, 3 stalls, 2 urinals, 2 sinks).

The following Restrooms shall be cleaned once (1 time) on Saturdays:

BA-367, BA-369, BB-200, BB-202, BB-241, BB-261, BB-271, BB-271, BC-320, BC-322

1A-104, 1A-110, 1A-255A, 1A-257, 1A-325, 1A-327, 1A-395, 1A-397, 1A-733, 1A-734, 1A-740, 1B108, 1B-208, 1B-395B, 1C-264A, 1C-264B.

2A-103, 2A-302, 2B-105, 2B-107, 2B-156, 2B-156A, 2B-322, 2B-324, 2B-402, 2B-408, 2B-464, 2B466, 2C-207, 2C-209.

3A-102, 3A-104, 3B-105, 3B-107, 3B-300, 3B-302, 3C-105, 3C-107.

4A-260, 4A-262, 4A-306- 4A-308, 4A-350, 4A-352, 4B-105, 4B-107, 4C-105, 4C-107, 4C-311, 4C-313.

5A-103, 5A-105, 5A-101, 5A-197, 5A-199, 5B-105, 5B-107, 5B-211A, 5B-211C, 5C-105, 5C-107, 5C109.

6B-109, 6B-120, 6B-304, 6B-306, 6B-306A, 6C-103, 6C-104, 6C-109, 6C-120, 6C-342, 6B-103, 6B-104.

The following Restroom shall be cleaned twice (2 times) on Saturdays:

1A-104, 1A-110, 1A-733, 1A-734, 2A-103, and 2A-302.

The following Restrooms shall be cleaned every Monday between the hours of 5:00am to 7:00am. When Monday is a Federal Holiday these services shall be performed on Tuesday.

5A-197, 5A-199, 5A-101, 5A-103, 5A-105, 3A-102, 3A-104, 2A-103, 2A-302, 1A-104 and 1A-110 (Main Lobby), 1A-733, 1A-734, 1A-740 (E/R Area), 1C-264A, 1C-264B, 1B-395B (Spinal Cord Area).

Place of Performance:

Michael E Debakey Veteran Affairs Medical Center (MEDVAMC)
2002 Holcombe Boulevard
Houston, Texas 77030

It is anticipated that a firm-fixed price purchase order shall be awarded as a result of this synopsis/solicitation. Evaluation of the offers shall be conducted in an impartial manner under FAR 13.106-2. Award shall be made to the lowest price technically acceptable (LPTA) offeror meeting or exceeding the requirements of this solicitation. Technical capability will be evaluated as pass or fail based on the offerors capability statement for meeting or exceeding the requirements of the SOW, and having had no negative past performance history appearing in the Past Performance Information Retrieval System (PPIRS) at www.ppirs.gov. If the government finds that the lowest price offer is technically acceptable for meeting or exceeding the requirements under this solicitation, then award shall be made to that offer without further review.

The full text of FAR provisions or clauses may be accessed electronically at
<http://acquisition.gov/comp/far/index.html>

The full text of VAAR provisions or clauses may be accessed electronically at
<https://www.va.gov/oal/library/vaar/index.asp>

The following FAR solicitation provisions apply to this acquisition:

- FAR 52.252-1, Solicitation Provisions Incorporated by Reference (Feb 1998)
- FAR 52.212-1, "Instructions to Offerors–Commercial Items" (Jan 2017)
- FAR 52.212-2, Evaluation – Commercial Items (Oct 2014)
- FAR 52.212-3, "Offerors Representations and Certifications–Commercial Items" (Jan 2017)

Offerors must complete annual representations and certifications on-line at <http://www.sam.gov/portal>. in accordance with FAR 52.212-3, "Offerors Representations and Certifications–Commercial Items."

The following VAAR solicitation provisions apply to this acquisition:

- VAAR 852.270-1, Representatives of Contracting Officers (Jan 2008)

The following FAR contract clauses apply to this acquisition:

- FAR 52.252-2, Clauses Incorporated by Reference (Feb 1998)
- FAR 52.212-4, Contract Terms and Conditions—Commercial Items (Jan 2017)
- FAR 52.212-5, Contract Terms and Conditions Required to Implement Statutes or Executive Orders (Jan 2017)
- o FAR 52.204-10, Reporting Executive compensation and First-Tier Subcontract Awards (Oct 2016) (Pub.L. 109-282) (31 U.S.C. 6101 note)
- o FAR 52.219-28, Post Award Small Business Program Rerepresentation (Jul 2013) (15 U.S.C. 657f)
- o FAR 52.222-3, Convict labor (June 2003) (E.O. 11755)
- o FAR 52.222-21, Prohibition of Segregated Facilities (Apr 2015)
- o FAR 52.222-26, Equal Opportunity (Sep 2016) (E.O. 11246)
- o FAR 52.222-36, Equal Opportunity for Workers with Disabilities (Jul 2014) (29 U.S.C. 793)
- o FAR 52.225-13, Restrictions on Certain Foreign Purchases (Jun 2008)
- o FAR 52.222-50, Combating Trafficking in Persons (Mar 2015) (22 U.S.C. chapter 78 and E.O. 13627)
- o FAR 52.223-18, Encouraging Contractor Policies to Ban Text Messaging While Driving (Aug 2011) (E.O. 13513)
- o FAR 52.232-33, Payment by Electronic Funds Transfer –System for Award Management (Jul 2013) (31 U.S.C. 3332)
- o FAR 52.222-41, Service Contract Labor Standards (May 2014)
- o FAR 52.222-42, Statement of Equivalent Rates for Federal Hires (May 2014)

This Statement is for Information Only:

It is not a Wage Determination

Employee Class Monetary Wage –Fringe Benefits

WG-2 \$16.14 + 33.4%

- o FAR 52.222-43, Fair Labor Standards Act and Service Contract Labor Standards – Price Adjustment (Multiple Year and Option Contracts) (May 2014)
- FAR 52.217-8, Option to Extend Services (Nov 1999)
- FAR 52.217-9, Option to Extend the Term of the Contract (Mar 2000)
- FAR 52.223-2, Affirmative Procurement of Biobased Products Under Service and Construction Contracts (Sept 2013)
- FAR 52.232-18, Availability of Funds (Apr 1984)
- FAR 52.232-40, Providing Accelerated Payments to Small Business Subcontractors (Dec 2013)

The following VAAR contract clauses apply to this acquisition:

- VAAR 852.203-70, Commercial Advertising (Jan 2008)
- VAAR 852.232-72, Electronic Submission of Payment Requests (Nov 2012)
- VAAR 852.237-70, Contractor Responsibilities (Apr 1984)

All "quoters" shall submit the following: one copy of quote with unit price and extensions for each line item and totaled for all.

This is an open-market combined synopsis/solicitation for services as defined herein. The government intends to negotiate a purchase order award as a result of this combined synopsis/solicitation that will include the terms and conditions as set forth herein.

Submission shall be received not later than 0900 CST on 09 Feb 2018. Email quotes to JOEY.GRISMORE2@VA.GOV . Late submissions shall be treated in accordance with the solicitation provision at FAR 52.212-1(f). Any questions or concerns regarding this solicitation should be forwarded in writing via e-mail to the contract specialist, Joey Grismore at email address: joey.grismore2@va.gov.

Point of Contact

Contract Specialist:

Joey Grismore

email: joey.grismore2@va.gov

52.212-1 Instructions to Offerors - Commercial Items. (FEB 2012)

Addenda to 52.212-1 Instruction to Offerors

CONTRACTING OFFICER: The Contracting Officer is the only person authorized to approve changes in writing, to any of the requirements under this contract. No oral statement of any person whomsoever shall, in any manner or degree modify or otherwise affect the terms of this contract. In the even the Contractors effects any such change at the direction of any person other than the Contracting Officer, the change shall be considered to have been made without authority and no adjustment shall be made in the contract price to cover any increase in costs incurred as a result thereof.

BASIS OF AWARD:

The Government reserves the right to issue a single award or no award to an offeror that is responsible and provides the best overall value to the Government based on lowest price technically acceptable.

INSTRUCTIONS TO OFFEROR(S)

1. All quotes shall be submitted / due by email to Joey.grismore2@va.gov, no later than 09 March 2018 0900 CST.
2. All contractors must also acknowledge any and all amendments.
3. It is the contractor's responsibility that the proposal submitted, regardless of the method of transmission, is received in this office prior to the due date.

Contractor must also complete online representations and at <https://orca.bpn.gov> and annotate its DUNN & Bradstreet Number and Federal ID Number with quote. It is MANADTORY that the contractor complete Central Contractor Registration (CCR) at <http://www.ccr.gov> prior to award. *effective JUL 2012, ccr is linked to www.sam.gov

4. Contractor shall submit the following items:

- a. Standard Form 1449
- b. Past Experience & References
- c. Quality Control Plan/Technical Capabilities

QUOTATIONS WILL BE EVALUATED BASED ON:

- **X PAST PERFORMANCE**
- **X TECHNICAL CAPABILITIES (PAST EXPERIENCE/PERSONNEL QUALIFICATIONS)**
- **X PRICE**

SUBMITTALS:

Contractors must provide in their quote package a signed copy of the Standard Form 1449

(Solicitation/Contract/Order Form for Commercial Item) with the pricing information entered for each line item, References demonstrating at least three (3) years experience, and Quality Control Plan.

Contractors may use the Past Performance Survey from 2 references and/or Past Experience & References form or resume.

For the government to fully evaluate quotes, it is imperative that a complete quote, to include all required documentation/information be submitted. Failure to provide a complete quote or required documentation/information (i.e. SF-1449, Past Performance Survey, Past Experience and References, Quality Control Plan) may render your quote unacceptable. Please read this entire RFQ thoroughly and comply with all instructions.

52.212-2 Evaluation - Commercial Items. (Oct 2014)

Section 2: EVALUATION of OFFERS

(a) The Government will award a contract resulting from this solicitation to the responsible offeror whose offer conforming to the solicitation will be most advantageous to the Government, price and other factors considered based on a Lowest Price Technically Acceptable determination.

To be acceptable and eligible for evaluation, Offerors must prepare quotes/offers in accordance with the section of the clauses labeled "Instructions to Offerors." Offers must meet all the requirements set forth in the other sections of this solicitation. The Government may determine an offer to be unacceptable and exclude it from further consideration for failure to comply with the Instructions to Offerors section.

BASIS OF AWARD

The Government will make award to one (1) Offeror submitting the lowest priced technically acceptable offer who is determined to be a responsible Contractor. The Government will first review un-priced technical offers/proposals to determine which are acceptable to the Government.

The objective of the Government is to award a contract to an Offeror who submits an offer that when evaluated is determine to meet the acceptability levels established in the solicitation for each non-price evaluation factor.

Each non-priced technical factor will receive a rating of Acceptable/Non-Acceptable or Go/No-Go. The award will be made to the technically acceptable offer with the lowest evaluated proposed price. To be considered technically acceptable, no technical factors in the offer may be determined to be unacceptable/no-go. The failure of an offer to meet all of the requirements under any factor may result in a technically unacceptable rating and preclude award.

The evaluation process will follow the procedures below:

INITIAL EVALUATION

The Government will evaluate all offers/proposals received to ensure that each offer is complete in terms of submittals required as stated in the Instructions to Offerors section. The Government may eliminate offers that are missing required information.

Technical Acceptability Evaluation Factors. The Government will thoroughly review the remaining offers after the initial evaluation to determine technical acceptability. The Government will review technical acceptability by reviewing information submitted as required in the Instructions to Offerors section, including a review of the Offeror's proposed project manager to ensure that s/he is acceptable to the Government. The Government may also review past references provided as part of the Experience and Past Performance information to verify quality of past performance. Standards for technically acceptable offers are:

- Technical Approach, Methods, Procedures, & Equipment Listing
- Staffing Capacity; Proposed Key Personnel
- Quality Control Plan
- Past Experience
- Past Performance

RELATIVE WEIGHT OF FACTORS AND PRICE

The technical evaluation factors are approximately equal value, and when combined, are equally important to price.

TECHNICALLY ACCEPTABLE EVALUATION CRITERIA

CRITERION 1 - Technical Approach, Methods, Procedures, & Equipment List: Offer will be evaluated as to the Offeror's ability to perform and to satisfy all requirements outlined in the Scope of Work.

Standard for acceptability:

- a) Responses to this factor must discuss the Offeror's technical understanding of the work requirements;
- b) The approach and commitment to accomplish all the work in accordance with the solicitation requirements and schedule;
- c) Ability to be available onsite within three hours for an emergency or on-call status;
- d) The technical feasibility to successfully perform; and

e) Possession of any required equipment, materials, and supplies.

*NOTE: Failure to meet all of the requirements under this factor will result in a "NO GO" or unacceptable rating and possible elimination from further consideration for contract award.

NOTE: The Contracting Officer's (CO) personal knowledge may be accepted as basis for meeting/satisfying this criterion/factor as determined by the CO.

CRITERION 2 - Staffing Capacity and Proposed Key Personnel: Offerors must show documented evidence of the Offeror's ability to provide the number of staff members required to effectively execute all actions required for this contract (as reasonable).

Standard for acceptability: The Offeror shall provide evidence that the Offeror can provide the necessary personnel and provide a matrix of the proposed key personnel working on the contract. Identify individuals, their roles, and level of effort for task described in the Performance Work Statement. Provide methodology for determining adequate numbers for staffing and adequate supervision of personnel that will include the assumptions and workload factors on which the proposed staffing is based.

*NOTE: Failure to meet all of the requirements under this factor will result in a "NO GO" or unacceptable rating and possible elimination from further consideration for contract award.

NOTE: The Contracting Officer's (CO) personal knowledge may be accepted as basis for meeting/satisfying this criterion/factor as determined by the CO.

CRITERION 3 - Quality Control Plan: The Offeror shall describe its approach for instituting and maintaining a capacity of ensuring the quality and integrity of this project by submitting its Quality Control Plan (QCP).

Standard for Acceptability: The standard is met when the Offeror defines their methodology for successfully evaluating their own performance and corrective or preventive actions taken for unsatisfactory performance. The QCP shall include, but not limited to, the following:

- a) QCP shall establish an inspection system or procedures to monitor and record contractor performance covering all the services required under Section V (Performance Requirements of the PWS). These records of quality inspections shall be kept and made available to the Government throughout the performance of this contract;
- b) A system for identifying and correcting deficiencies and/or a pattern of deficiencies in the quality or quantity of services provided before the level of performance becomes unacceptable and/or Government inspectors point out the deficiencies.
- c) Procedures for communicating with VA Staff members, regulatory agencies, volunteers and others;

d) If applicable, description of how the contractor will manage subcontractor's performance and communication;

e) Safety measures/plan;

f) Ensuring avoidance of damage to Government resources and/or property; and

g) Description of security procedures for any Government provided property/items such as keys, badges, or lock combinations.

*NOTE: Failure to meet all of the requirements under this factor will result in a "NO GO" or unacceptable rating and possible elimination from further consideration for contract award.

NOTE: The Contracting Officer's (CO) personal knowledge may be accepted as basis for meeting/satisfying this criterion/factor as determined by the CO.

CRITERION 4 - Past Experience: The Government will review the Experience of the Offeror, including subcontractors and Joint Ventures, on projects submitted in response to this solicitation. "Same or Similar" as referenced below, is defined as experience on projects that are the same or similar in size, scope, complexity, and dollar magnitude as the project described in the solicitation. Offerors must meet all of the following standards to receive a "GO" or acceptable rating on this factor:

a) At least two (2) of the projects submitted must be the same or similar to this work requirement (i.e. lawn service/grounds-keeping) described in this solicitation.

b) At least one of the two projects submitted must be 100% complete.

Standard for Acceptability: This standard is met when the offeror can identify two or more projects meeting the criteria noted above.

The offeror shall complete and submit Past Experience and Reference Form attached in response to this factor.

*NOTE: Failure to meet all of the requirements under this factor will result in a "NO GO" or unacceptable rating and possible elimination from further consideration for contract award.

NOTE: The Contracting Officer's (CO) personal knowledge may be accepted as basis for meeting/satisfying this criterion/factor as determined by the CO.

CRITERION 5 - Past Performance: This factor will evaluate how well an offeror has performed on projects of a similar scope, magnitude, and complexity, and is an indicator of the likelihood of completion of the project in terms of time, cost, and quality of work. In the event there is an Offeror without a record of relevant past performance or for whom information on past performance is not available, the Offeror will not be evaluated favorably or unfavorably on this criterion/factor.

Standard for Acceptability: This standard is met when the Offeror has demonstrated an overall satisfactory performance on similar contract/projects completed within the past five years.

The Offeror must complete and submit at least two (2) Past Performance forms attached (or other similar forms with like information) in response to this criterion/factor. Past Performance forms submitted must be on projects that are at least 50% completed with the last five (5) years. All blocks on the Past Performance form must be completed and all data must be accurate, current, and complete.

*NOTE: Failure to meet all of the requirements under this factor will result in a "NO GO" or unacceptable rating and possible elimination from further consideration for contract award.

NOTE: The Government may consider any sources of information about the projects, including, but not limited to, contacting the Owner or Contracting Officer of the project, and the Government-wide Past Performance Information Retrieval System (PPIRS).

NOTE: The Contracting Officer's (CO) personal knowledge may be accepted as basis for meeting/satisfying this criterion/factor as determined by the CO.

COST/PRICE EVALUATION

The Government will evaluate price for all technically acceptable offers and the lowest priced technically acceptable Offeror will receive an award. * The Government reserves the right to reject offers that are unreasonably low or high in price and as a result, not make an award.

RESPONSIBILITY

The Government will determine responsibility by analyzing whether the apparent successful offeror complies with the requirements of FAR 9.1, including:

- Completed CCR and ORCA registration
- Adequate financial resources or the ability to obtain them;
- Ability to comply with the required performance period, taking into consideration all existing commercial and governmental business commitments;
- Satisfactory record of integrity and business ethics;
- Necessary organization, experience, and skills or the ability to obtain them;
- Necessary equipment and facilities or the ability to obtain them; and
- Otherwise qualified and eligible to receive an award under applicable laws and regulations.

AWARD SELECTION

The Government will review the prices of all technically acceptable Offerors and award a contract to the lowest priced, technically acceptable, responsible Offeror. The Government may award based on initial offers, without discussions.

The Government reserves the right to reject offers that are unreasonably low or high in price and as a result, not make an award.

(b) Options. The Government will evaluate offers for award purposes by adding the total price for all options to the total price for the basic requirement. The Government may determine that an offer is unacceptable if the option prices are significantly unbalanced. Evaluation of options shall not obligate the Government to exercise the option(s).

(c) A written notice of award or acceptance of an offer, mailed or otherwise furnished to the successful offeror within the time for acceptance specified in the offer, shall result in a binding contract without further action by either party. Before the offer's specified expiration time, the Government may accept an offer (or part of an offer), whether or not there are negotiations after its receipt, unless a written notice of withdrawal is received before award.

(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/these address(es):

<https://www.acquisition.gov/?q=browsefar> <http://farsite.hill.af.mil/zoomcgi/search.cgi>

(End of provision)

WD 15-5233 (Rev.-9) was first posted on www.wdol.gov on 01/16/2018

REGISTER OF WAGE DETERMINATIONS UNDER | U.S. DEPARTMENT OF LABOR
THE SERVICE CONTRACT ACT | EMPLOYMENT STANDARDS ADMINISTRATION

By direction of the Secretary of Labor | WAGE AND HOUR DIVISION

| WASHINGTON D.C. 20210

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|

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| Wage Determination No.: 2015-5233

Daniel W. Simms Division of | Revision No.: 9

Director Wage Determinations| Date Of Revision: 01/10/2018

Note: Under Executive Order (EO) 13658, an hourly minimum wage of \$10.35 for calendar year 2018 applies to all contracts subject to the Service Contract Act for which the contract is awarded (and any solicitation was issued) on or after January 1, 2015. If this contract is covered by the EO, the contractor must pay all workers in any classification listed on this wage determination at least \$10.35 per hour (or the applicable wage rate listed on this wage determination, if it is higher) for all hours spent performing on the contract in calendar year 2018. The EO minimum wage rate will be adjusted annually. Additional information on contractor requirements and worker protections under the EO is available at www.dol.gov/whd/govcontracts

State: Texas

Area: Texas Counties of Austin, Brazoria, Chambers, Fort Bend, Galveston,
Harris, Liberty, Montgomery, Waller

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

OCCUPATION CODE - TITLE

FOOTNOTE

RATE

01000 - Administrative Support And Clerical Occupations

01011 - Accounting Clerk I	15.46
01012 - Accounting Clerk II	17.36
01013 - Accounting Clerk III	19.42
01020 - Administrative Assistant	27.68
01035 - Court Reporter	29.01
01041 - Customer Service Representative I	12.57
01042 - Customer Service Representative II	14.14
01043 - Customer Service Representative III	15.42
01051 - Data Entry Operator I	13.63
01052 - Data Entry Operator II	14.87
01060 - Dispatcher, Motor Vehicle	18.30
01070 - Document Preparation Clerk	14.75
01090 - Duplicating Machine Operator	14.75
01111 - General Clerk I	13.24
01112 - General Clerk II	14.60
01113 - General Clerk III	16.39
01120 - Housing Referral Assistant	20.69
01141 - Messenger Courier	13.54
01191 - Order Clerk I	18.00
01192 - Order Clerk II	19.90
01261 - Personnel Assistant (Employment) I	16.42
01262 - Personnel Assistant (Employment) II	18.37
01263 - Personnel Assistant (Employment) III	20.48
01270 - Production Control Clerk	22.20
01290 - Rental Clerk	14.75
01300 - Scheduler, Maintenance	16.59
01311 - Secretary I	16.59
01312 - Secretary II	18.57
01313 - Secretary III	20.69

01320 - Service Order Dispatcher	16.36
01410 - Supply Technician	27.68
01420 - Survey Worker	17.79
01460 - Switchboard Operator/Receptionist	13.02
01531 - Travel Clerk I	14.00
01532 - Travel Clerk II	15.12
01533 - Travel Clerk III	16.16
01611 - Word Processor I	14.71
01612 - Word Processor II	16.52
01613 - Word Processor III	18.48
05000 - Automotive Service Occupations	
05005 - Automobile Body Repairer, Fiberglass	25.76
05010 - Automotive Electrician	23.79
05040 - Automotive Glass Installer	21.96
05070 - Automotive Worker	21.96
05110 - Mobile Equipment Servicer	20.23
05130 - Motor Equipment Metal Mechanic	25.96
05160 - Motor Equipment Metal Worker	21.96
05190 - Motor Vehicle Mechanic	25.76
05220 - Motor Vehicle Mechanic Helper	19.40
05250 - Motor Vehicle Upholstery Worker	20.83
05280 - Motor Vehicle Wrecker	21.96
05310 - Painter, Automotive	23.79
05340 - Radiator Repair Specialist	22.88
05370 - Tire Repairer	14.40
05400 - Transmission Repair Specialist	25.76
07000 - Food Preparation And Service Occupations	
07010 - Baker	11.07
07041 - Cook I	11.42
07042 - Cook II	13.25

07070 - Dishwasher	9.51
07130 - Food Service Worker	10.43
07210 - Meat Cutter	12.91
07260 - Waiter/Waitress	9.27
09000 - Furniture Maintenance And Repair Occupations	
09010 - Electrostatic Spray Painter	18.32
09040 - Furniture Handler	11.95
09080 - Furniture Refinisher	17.70
09090 - Furniture Refinisher Helper	14.58
09110 - Furniture Repairer, Minor	16.82
09130 - Upholsterer	18.32
11000 - General Services And Support Occupations	
11030 - Cleaner, Vehicles	10.15
11060 - Elevator Operator	10.11
11090 - Gardener	15.47
11122 - Housekeeping Aide	10.11
11150 - Janitor	10.11
11210 - Laborer, Grounds Maintenance	11.64
11240 - Maid or Houseman	9.17
11260 - Pruner	10.40
11270 - Tractor Operator	14.21
11330 - Trail Maintenance Worker	11.64
11360 - Window Cleaner	11.31
12000 - Health Occupations	
12010 - Ambulance Driver	15.90
12011 - Breath Alcohol Technician	19.24
12012 - Certified Occupational Therapist Assistant	31.54
12015 - Certified Physical Therapist Assistant	31.82
12020 - Dental Assistant	17.02
12025 - Dental Hygienist	35.52

12030 - EKG Technician	25.92
12035 - Electroneurodiagnostic Technologist	25.92
12040 - Emergency Medical Technician	15.90
12071 - Licensed Practical Nurse I	19.05
12072 - Licensed Practical Nurse II	21.32
12073 - Licensed Practical Nurse III	23.76
12100 - Medical Assistant	14.21
12130 - Medical Laboratory Technician	18.76
12160 - Medical Record Clerk	16.58
12190 - Medical Record Technician	18.55
12195 - Medical Transcriptionist	19.67
12210 - Nuclear Medicine Technologist	36.75
12221 - Nursing Assistant I	10.37
12222 - Nursing Assistant II	12.54
12223 - Nursing Assistant III	13.68
12224 - Nursing Assistant IV	15.36
12235 - Optical Dispenser	16.79
12236 - Optical Technician	16.82
12250 - Pharmacy Technician	19.18
12280 - Phlebotomist	15.62
12305 - Radiologic Technologist	27.74
12311 - Registered Nurse I	30.36
12312 - Registered Nurse II	38.37
12313 - Registered Nurse II, Specialist	38.37
12314 - Registered Nurse III	44.91
12315 - Registered Nurse III, Anesthetist	44.91
12316 - Registered Nurse IV	53.84
12317 - Scheduler (Drug and Alcohol Testing)	25.93
12320 - Substance Abuse Treatment Counselor	20.09
13000 - Information And Arts Occupations	

13011 - Exhibits Specialist I	20.00	
13012 - Exhibits Specialist II	24.77	
13013 - Exhibits Specialist III	30.30	
13041 - Illustrator I	19.30	
13042 - Illustrator II	23.91	
13043 - Illustrator III	30.12	
13047 - Librarian	28.32	
13050 - Library Aide/Clerk	12.68	
13054 - Library Information Technology Systems Administrator	25.56	
13058 - Library Technician	16.04	
13061 - Media Specialist I	18.45	
13062 - Media Specialist II	20.64	
13063 - Media Specialist III	23.00	
13071 - Photographer I	18.45	
13072 - Photographer II	20.64	
13073 - Photographer III	25.56	
13074 - Photographer IV	31.27	
13075 - Photographer V	37.83	
13090 - Technical Order Library Clerk	15.93	
13110 - Video Teleconference Technician	18.40	
14000 - Information Technology Occupations		
14041 - Computer Operator I	17.31	
14042 - Computer Operator II	19.37	
14043 - Computer Operator III	21.59	
14044 - Computer Operator IV	24.00	
14045 - Computer Operator V	26.57	
14071 - Computer Programmer I	(see 1)	26.04
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		17.31
14160 - Personal Computer Support Technician		24.00
14170 - System Support Specialist		33.62
15000 - Instructional Occupations		
15010 - Aircrew Training Devices Instructor (Non-Rated)		33.08
15020 - Aircrew Training Devices Instructor (Rated)		40.02
15030 - Air Crew Training Devices Instructor (Pilot)		47.98
15050 - Computer Based Training Specialist / Instructor		33.08
15060 - Educational Technologist		34.01
15070 - Flight Instructor (Pilot)		47.98
15080 - Graphic Artist		26.72
15085 - Maintenance Test Pilot, Fixed, Jet/Prop		44.75
15086 - Maintenance Test Pilot, Rotary Wing		44.75
15088 - Non-Maintenance Test/Co-Pilot		44.75
15090 - Technical Instructor		27.50
15095 - Technical Instructor/Course Developer		33.64
15110 - Test Proctor		22.20
15120 - Tutor		22.20
16000 - Laundry, Dry-Cleaning, Pressing And Related Occupations		
16010 - Assembler		9.87
16030 - Counter Attendant		9.87
16040 - Dry Cleaner		12.67
16070 - Finisher, Flatwork, Machine		9.87
16090 - Presser, Hand		9.87
16110 - Presser, Machine, Drycleaning		9.87
16130 - Presser, Machine, Shirts		9.87

16160 - Presser, Machine, Wearing Apparel, Laundry	9.87
16190 - Sewing Machine Operator	13.40
16220 - Tailor	14.42
16250 - Washer, Machine	10.82
19000 - Machine Tool Operation And Repair Occupations	
19010 - Machine-Tool Operator (Tool Room)	20.28
19040 - Tool And Die Maker	24.30
21000 - Materials Handling And Packing Occupations	
21020 - Forklift Operator	15.62
21030 - Material Coordinator	22.20
21040 - Material Expediter	22.20
21050 - Material Handling Laborer	12.46
21071 - Order Filler	12.04
21080 - Production Line Worker (Food Processing)	15.62
21110 - Shipping Packer	14.62
21130 - Shipping/Receiving Clerk	14.62
21140 - Store Worker I	12.25
21150 - Stock Clerk	17.34
21210 - Tools And Parts Attendant	15.62
21410 - Warehouse Specialist	15.62
23000 - Mechanics And Maintenance And Repair Occupations	
23010 - Aerospace Structural Welder	34.10
23019 - Aircraft Logs and Records Technician	26.89
23021 - Aircraft Mechanic I	32.66
23022 - Aircraft Mechanic II	34.10
23023 - Aircraft Mechanic III	35.56
23040 - Aircraft Mechanic Helper	22.84
23050 - Aircraft, Painter	30.89
23060 - Aircraft Servicer	26.89
23070 - Aircraft Survival Flight Equipment Technician	30.89

23080 - Aircraft Worker	28.88
23091 - Aircrew Life Support Equipment (ALSE) Mechanic	28.88
I	
23092 - Aircrew Life Support Equipment (ALSE) Mechanic	32.66
II	
23110 - Appliance Mechanic	19.61
23120 - Bicycle Repairer	17.93
23125 - Cable Splicer	28.80
23130 - Carpenter, Maintenance	19.71
23140 - Carpet Layer	20.81
23160 - Electrician, Maintenance	26.51
23181 - Electronics Technician Maintenance I	24.71
23182 - Electronics Technician Maintenance II	26.42
23183 - Electronics Technician Maintenance III	27.93
23260 - Fabric Worker	19.38
23290 - Fire Alarm System Mechanic	22.74
23310 - Fire Extinguisher Repairer	17.93
23311 - Fuel Distribution System Mechanic	20.96
23312 - Fuel Distribution System Operator	16.99
23370 - General Maintenance Worker	18.08
23380 - Ground Support Equipment Mechanic	32.66
23381 - Ground Support Equipment Servicer	26.89
23382 - Ground Support Equipment Worker	28.88
23391 - Gunsmith I	17.93
23392 - Gunsmith II	20.81
23393 - Gunsmith III	23.54
23410 - Heating, Ventilation And Air-Conditioning	22.62
Mechanic	
23411 - Heating, Ventilation And Air Contidioning	23.62
Mechanic (Research Facility)	

23430 - Heavy Equipment Mechanic	23.95
23440 - Heavy Equipment Operator	19.26
23460 - Instrument Mechanic	25.87
23465 - Laboratory/Shelter Mechanic	22.26
23470 - Laborer	12.46
23510 - Locksmith	20.36
23530 - Machinery Maintenance Mechanic	26.70
23550 - Machinist, Maintenance	21.54
23580 - Maintenance Trades Helper	14.94
23591 - Metrology Technician I	25.87
23592 - Metrology Technician II	27.01
23593 - Metrology Technician III	28.17
23640 - Millwright	23.34
23710 - Office Appliance Repairer	18.99
23760 - Painter, Maintenance	18.99
23790 - Pipefitter, Maintenance	25.35
23810 - Plumber, Maintenance	23.97
23820 - Pneudraulic Systems Mechanic	23.54
23850 - Rigger	22.83
23870 - Scale Mechanic	20.81
23890 - Sheet-Metal Worker, Maintenance	20.17
23910 - Small Engine Mechanic	18.08
23931 - Telecommunications Mechanic I	23.89
23932 - Telecommunications Mechanic II	24.95
23950 - Telephone Lineman	28.07
23960 - Welder, Combination, Maintenance	22.22
23965 - Well Driller	23.54
23970 - Woodcraft Worker	23.54
23980 - Woodworker	17.93
24000 - Personal Needs Occupations	

24550 - Case Manager	15.63
24570 - Child Care Attendant	10.65
24580 - Child Care Center Clerk	13.48
24610 - Chore Aide	8.92
24620 - Family Readiness And Support Services Coordinator	15.63
24630 - Homemaker	16.84
25000 - Plant And System Operations Occupations	
25010 - Boiler Tender	22.20
25040 - Sewage Plant Operator	19.07
25070 - Stationary Engineer	22.20
25190 - Ventilation Equipment Tender	14.81
25210 - Water Treatment Plant Operator	19.07
27000 - Protective Service Occupations	
27004 - Alarm Monitor	18.21
27007 - Baggage Inspector	11.88
27008 - Corrections Officer	20.80
27010 - Court Security Officer	22.05
27030 - Detection Dog Handler	17.90
27040 - Detention Officer	20.80
27070 - Firefighter	23.30
27101 - Guard I	11.88
27102 - Guard II	17.90
27131 - Police Officer I	27.91
27132 - Police Officer II	31.02
28000 - Recreation Occupations	
28041 - Carnival Equipment Operator	11.96
28042 - Carnival Equipment Repairer	13.03
28043 - Carnival Worker	8.76
28210 - Gate Attendant/Gate Tender	13.90

28310 - Lifeguard	12.38
28350 - Park Attendant (Aide)	15.55
28510 - Recreation Aide/Health Facility Attendant	11.35
28515 - Recreation Specialist	19.12
28630 - Sports Official	12.38
28690 - Swimming Pool Operator	17.44
29000 - Stevedoring/Longshoremen Occupational Services	
29010 - Blocker And Bracer	26.06
29020 - Hatch Tender	26.06
29030 - Line Handler	26.06
29041 - Stevedore I	24.27
29042 - Stevedore II	27.87
30000 - Technical Occupations	
30010 - Air Traffic Control Specialist, Center (HFO) (see 2)	41.14
30011 - Air Traffic Control Specialist, Station (HFO) (see 2)	28.37
30012 - Air Traffic Control Specialist, Terminal (HFO) (see 2)	31.25
30021 - Archeological Technician I	21.56
30022 - Archeological Technician II	25.47
30023 - Archeological Technician III	30.62
30030 - Cartographic Technician	30.62
30040 - Civil Engineering Technician	30.03
30051 - Cryogenic Technician I	26.94
30052 - Cryogenic Technician II	29.76
30061 - Drafter/CAD Operator I	21.56
30062 - Drafter/CAD Operator II	24.71
30063 - Drafter/CAD Operator III	27.56
30064 - Drafter/CAD Operator IV	33.10
30081 - Engineering Technician I	20.02
30082 - Engineering Technician II	22.48
30083 - Engineering Technician III	25.15

30084 - Engineering Technician IV	31.09	
30085 - Engineering Technician V	38.65	
30086 - Engineering Technician VI	46.10	
30090 - Environmental Technician	29.96	
30095 - Evidence Control Specialist	24.33	
30210 - Laboratory Technician	28.10	
30221 - Latent Fingerprint Technician I	27.06	
30222 - Latent Fingerprint Technician II	29.88	
30240 - Mathematical Technician	30.62	
30361 - Paralegal/Legal Assistant I	22.52	
30362 - Paralegal/Legal Assistant II	27.90	
30363 - Paralegal/Legal Assistant III	34.12	
30364 - Paralegal/Legal Assistant IV	41.27	
30375 - Petroleum Supply Specialist	29.76	
30390 - Photo-Optics Technician	30.62	
30395 - Radiation Control Technician	29.76	
30461 - Technical Writer I	23.41	
30462 - Technical Writer II	28.64	
30463 - Technical Writer III	34.93	
30491 - Unexploded Ordnance (UXO) Technician I	26.15	
30492 - Unexploded Ordnance (UXO) Technician II	31.64	
30493 - Unexploded Ordnance (UXO) Technician III	37.92	
30494 - Unexploded (UXO) Safety Escort	26.15	
30495 - Unexploded (UXO) Sweep Personnel	26.15	
30501 - Weather Forecaster I	29.63	
30502 - Weather Forecaster II	36.05	
30620 - Weather Observer, Combined Upper Air Or	(see 2)	27.56
Surface Programs		
30621 - Weather Observer, Senior	(see 2)	30.48
31000 - Transportation/Mobile Equipment Operation Occupations		

31010 - Airplane Pilot	31.64
31020 - Bus Aide	13.74
31030 - Bus Driver	19.75
31043 - Driver Courier	14.03
31260 - Parking and Lot Attendant	9.32
31290 - Shuttle Bus Driver	15.28
31310 - Taxi Driver	13.64
31361 - Truckdriver, Light	15.28
31362 - Truckdriver, Medium	18.98
31363 - Truckdriver, Heavy	20.32
31364 - Truckdriver, Tractor-Trailer	20.32
99000 - Miscellaneous Occupations	
99020 - Cabin Safety Specialist	15.43
99030 - Cashier	10.01
99050 - Desk Clerk	11.72
99095 - Embalmer	31.56
99130 - Flight Follower	26.15
99251 - Laboratory Animal Caretaker I	11.33
99252 - Laboratory Animal Caretaker II	12.34
99260 - Marketing Analyst	31.86
99310 - Mortician	34.88
99410 - Pest Controller	17.14
99510 - Photofinishing Worker	16.80
99710 - Recycling Laborer	17.79
99711 - Recycling Specialist	21.71
99730 - Refuse Collector	15.90
99810 - Sales Clerk	12.66
99820 - School Crossing Guard	13.27
99830 - Survey Party Chief	24.55
99831 - Surveying Aide	16.80

99832 - Surveying Technician	21.23
99840 - Vending Machine Attendant	12.77
99841 - Vending Machine Repairer	16.15
99842 - Vending Machine Repairer Helper	12.77

Note: Executive Order (EO) 13706, Establishing Paid Sick Leave for Federal Contractors, applies to all contracts subject to the Service Contract Act for which the contract is awarded (and any solicitation was issued) on or after January 1, 2017. If this contract is covered by the EO, the contractor must provide employees with 1 hour of paid sick leave for every 30 hours they work, up to 56 hours of paid sick leave each year. Employees must be permitted to use paid sick leave for their own illness, injury or other health-related needs, including preventive care; to assist a family member (or person who is like family to the employee) who is ill, injured, or has other health-related needs, including preventive care; or for reasons resulting from, or to assist a family member (or person who is like family to the employee) who is the victim of, domestic violence, sexual assault, or stalking. Additional information on contractor requirements and worker protections under the EO is available at www.dol.gov/whd/govcontracts.

ALL OCCUPATIONS LISTED ABOVE RECEIVE THE FOLLOWING BENEFITS:

HEALTH & WELFARE: \$4.41 per hour or \$176.40 per week or \$764.40 per month

HEALTH & WELFARE EO 13706: \$4.13 per hour, or \$165.20 per week, or \$715.87 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: 2 weeks paid vacation after 1 year of service with a contractor or successor, 3 weeks after 5 years, and 4 weeks after 15 years. Length of service includes the whole span of continuous service with the present contractor or successor, wherever employed, and with the predecessor contractors in the performance of similar work at the same Federal facility. (Reg. 29 CFR 4.173)

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

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

1) COMPUTER EMPLOYEES: Under the SCA at section 8(b), this wage determination does not apply to any employee who individually qualifies as a bona fide executive, administrative, or professional employee as defined in 29 C.F.R. Part 541. Because most Computer System Analysts and Computer Programmers who are compensated at a rate not less than \$27.63 (or on a salary or fee basis at a rate not less than \$455 per week) an hour would likely qualify as exempt computer professionals, (29 C.F.R. 541.400) wage rates may not be listed on this wage determination for all occupations within those job families. In addition, because this wage determination may not list a wage rate for some or all occupations within those job families if the survey data indicates that the prevailing wage rate for the occupation equals or exceeds \$27.63 per hour conformances may be necessary for certain nonexempt employees. For example, if an individual employee is nonexempt but nevertheless performs duties within the scope of one of the Computer Systems Analyst or Computer Programmer occupations for which this wage determination does not specify an SCA wage rate,

then the wage rate for that employee must be conformed in accordance with the conformance procedures described in the conformance note included on this wage determination.

Additionally, because job titles vary widely and change quickly in the computer industry, job titles are not determinative of the application of the computer professional exemption. Therefore, the exemption applies only to computer employees who satisfy the compensation requirements and whose primary duty 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).

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)).