



IN REPLY REFER TO:

United States Department of the Interior

NATIONAL PARK SERVICE

HERBERT HOOVER NATIONAL HISTORIC SITE

P.O. BOX 607

WEST BRANCH, IOWA 52358-0607

SCOPE OF WORK – Revision Date - November- 2010

PROJECT TITLE: Herbert Hoover N.H.S. Visitor Center / Post Office Complex

LOCATION: Herbert Hoover National Historic Site, P.O. Box 607, West Branch Iowa 52358-0607

FOCUS OF WORK:

Janitorial Services
National Park Service Visitor Center / Post Office Complex
Herbert Hoover National Historic Site
110 Parkside Drive, West Branch, Iowa

Description:

The Services provided by the contract consist of general janitorial services for Herbert Hoover National Historic Site, concerning the Visitor Center and Post Office facilities.

The National Park Service Visitor Center / Post Office Complex was constructed in 1970. The building has 9,500 square feet. The south end serves as the Visitor Center and provides public museum space, auditorium, offices, and work areas for the staff and is 4,385 square feet. The public and exhibit areas consist of 1,900 square feet and utilities take up 580 square feet. The north end serves as the Post Office for West Branch and provides full postal services and mail boxes for the community and is 5,115 square feet.

Most of the building consists of tile floors with some carpeted floors; ceiling tiles; and painted block walls, some carpeted wall coverings or painted surfaces. There is extensive glass windows and partitions. The exterior of the building is brick façade with a metal standing seam roof.

The Herbert Hoover National Historic Site has a high level of visibility to both Government and non-government organizations. It hosts many visitors on an individual and group basis. As a result, high quality janitorial and snow removal services are essential to the day-to-day operation of the National Park Service Visitor Center / Post Office Complex facilities.

The Visitor Center staff's working hours are between 8:45 A.M. and 5:15 P.M., daily excluding Thanksgiving, Christmas, and New Year's Day holidays.

The Post Office's public hours are:

Service Window: 8:30 A.M. to 12 Noon and 1 P.M. to 4:30 P.M. Monday through Friday and 8:30 A.M. to 10:30 A.M. Saturday excluding Federal Holidays.

Lobby: open 24 hours a day.

SCOPE OF WORK

The Contractor must provide all management, supervision, personnel, equipment, tools, materials, transportation, and supplies necessary to perform the Janitorial services at the National Park Service Visitor Center / Post Office Complex as defined in the Scope of work (SOW) The services requested must be in strict accordance with: (1) industry standards and codes; (2) Federal, State, and local regulations; (3) Federal environmental standards; and (4) OSHA regulations. In the event of an emergency such as flooding, Contractor personnel must assist in the clean up as requested by the Contracting Officer (CO). Specific requirements the Contractor must perform are included in this SOW.

Normal Working Hours. With the exception of snow removal, the Contractor must perform the services required by the contract for the National Park Service Visitor Center / Post Office Complex as follows:

Post Office: Lobby area prior to 10 A.M. daily.

The sorting office and employee restroom areas between 10:30 A.M. and 2:30 P.M. Monday through Friday excluding Federal Holidays. No work shall be performed between 12 Noon and 1 P.M.

Visitor Center: Public area, including but not limited to the entrance and reception area, front desk area, exhibit area, auditorium and public restrooms before 9 A.M. daily excluding Thanksgiving, Christmas, and New Year's Day holidays.

Staff offices: Storage and conference rooms between 9 A.M. and 4:30 P.M. Monday- Friday excluding Thanksgiving, Christmas, and New Year's Day holidays.

Overtime Service. The Contractor is obligated, at no additional increase in price, to meet all requirements of this contract during normal working hours. (Please see schedule above) **If overtime is required due to the Contractor's inability to meet the non-emergency requirements of this contract, the Contractor must pay overtime premiums to all employees as required by all applicable Federal and State laws at no increase in the contract fixed price and no additional expense to the Government.**

a. Government compensated overtime is allowed only when the Government specifically requests the Contractor to perform services on "Closed" holidays or any hours required to be worked beyond the normal duty hours. **The Contractor must not perform any work resulting in overtime hours without prior authorization from the CO or the Contracting Officer (CO).** Any overtime that is approved will be billed at the rate as

determined by the bid schedule for this contract. Government directed overtime must be performed as directed by the CO. When verbal requests are made, they will be followed by a written delivery order that will be issued as needed.

b. **Scheduled Overtime.** The Contractor must provide overtime services when requested. The Government will attempt to schedule these services at least 24 hours in advance, but will have the option of requesting scheduled overtime services with a minimum of 4 hours advance notice to the Contractor if an unscheduled event arises.

c. **Unscheduled Overtime.** The Contractor must provide unscheduled overtime for emergency or critical situations with no advance notice when requested by the CO. Examples of emergencies are those such as flooding or severe weather events.

CONTRACTING OFFICER'S REPRESENTATIVE (COR)

The oversight of the Contractor's daily performance will be through a primary COR. The COR will be assigned by the Contracting Officer (CO) in writing to the Contractor. The Contractor must notify the COR of any work to be performed in a functional area under his/her control that would tend to disrupt the conduct of normal Government business. The Contractor must notify the COR at least two working days in advance of such work. Notification must include the type of work to be done and the estimated time it will take to accomplish and complete the work. The Contractor must reschedule any work that the CO deems necessary to avoid unacceptable disruptions in the Government's business.

PERSONNEL

The Contractor must ensure that the necessary personnel are available, as needed, to perform all contract functions in this SOW, in a timely manner, including Contractor management and supervision of personnel.

Contractor Personnel Security and Suitability Requirements

Performance of this contract requires contractor personnel to have a Federal Government Background Investigation and clearance before being allowed unsupervised access to a Department of Interior (DOI) facility. The cost of all background investigations will be at the contractor's expense and will be deducted from the contracted price.

At least four weeks before start of contract performance, the Contractor will identify all contractor and subcontractor personnel who will require physical access for performance of work under this contract. The following forms, or their equivalent, will be used to initiate the background investigation process, and will be handled by the appropriate government official:

- OPM Standard Form 85 or SAC
- OF 306
- Fingerprint cards for contractors

- Release to Obtain Credit Information

Contractor employees are required to give, and to authorize others to give, full, frank, and truthful answers to relevant and material questions needed to reach a suitability determination. Refusal or failure to furnish or authorize provision of information may constitute grounds for denial or revocation of access. Government personnel may contact the contractor personnel being screened or investigated in person, by telephone or in writing, and the Contractor agrees to make them available for such contact.

Alternatively, if an individual has already been credentialed by another agency through OPM, and that credential has not yet expired, further investigation may not be necessary. Provide the CO with documentation that supports the individual's status.

During performance of the contract, the Contractor will keep the COR apprised of changes in personnel to ensure that performance is not delayed by compliance with the background investigation process.

Before starting work under this contract, a Special Agreement (SAC) will be conducted to verify the identity of the individual applying for clearance. Upon successful completion of the SAC process, access will be granted.

Simultaneously, a NAC with Inquiries (NACI) will be initiated to determine the individual's suitability for the position. If the NACI adjudication is favorable, nothing more needs to be done. If the adjudication is unfavorable, the access will be revoked. In the event of a disagreement between the Contractor and the Government concerning the suitability of an individual to perform work under this contract, DOI shall have the right of final determination.

This requirement must be incorporated into any subcontracts that require subcontractor personnel to have routine and regular unsupervised access to a federally controlled facility for more than 180 calendar days.

- a. **Employee Uniforms.** The Contractor will require all employees performing services to wear distinctive uniform clothing for ready identification, and assure that the employees are in uniform no later than the date specified by the CO, or no later than ten working days from the date an employee(s) begins duty. The uniform must have the employee's and the Contractor's names, easily identifiable, affixed thereon in a permanent or semi-permanent manner such as a badge or monogram. A neat, clean appearance must be maintained. Stained, torn, and unserviceable uniforms will not be considered as acceptable uniform clothing.
- b. **Employee Removal from Duty/Replacement.** The CO/COR may request the Contractor to immediately remove any employee(s) from the work site should it be determined that individuals performing services are disqualified for either suitability or security reasons, or who are found to be unfit to perform their duties.

Standard(s) of Acceptable Performance

Each employee must demonstrate the capability to satisfactorily perform all assigned responsibilities. All personnel must wear the required uniforms.

Key Personnel. The Government has designated certain Contractor personnel (including Subcontractor personnel if applicable) performing services for the NPS as key personnel positions. **The Contractor must be responsible for identifying and assigning sufficient personnel (with proper background investigation clearance) as necessary to accomplish timely completion of all the requirements in the SOW.** Qualified replacement personnel must be used to cover any absences (i.e., sick or annual leave, jury duty, etc.) for personnel normally responsible for performing services at the National Park Service Visitor Center / Post Office Complex.

Detailed resumes must be submitted by the Contractor and approved by the Government prior to any Contractor personnel (including Subcontractor personnel if applicable) being allowed to perform services at the National Park Service Visitor Center / Post Office Complex. As a minimum, the resumes must include detailed employment history for the past 5 years, including Company and supervisor names and telephone numbers, copies of the credentials and licenses, and other pertinent data.

Standard(s) of Acceptable Performance

The key personnel must meet or exceed the qualification requirements. All key personnel must have submitted current resumes to the Government.

Program Manager Requirement. Program management is considered critical to the performance of this contract. The Contractor must provide a PM who must be available, as needed, to act for the Contractor to oversee and coordinate the work described in this contract. The PM must ensure that all indirect labor, supervision, tools, supplies, materials, equipment, incidental engineering, and management necessary to provide the services in accordance with the requirements specified herein are available. The PM must have full authority to reassign personnel, accept Government notices of deductions and inspection reports, and have the independent authority to take immediate actions to resolve situations requiring immediate attention. The Government will not accept any individual as PM who cannot act and make decisions entirely on their own. Although there is not an “on-site” requirement for this position, the PM must be readily available to deal with the day-to-day operation of the contract and must provide information on the Contractor's management and programs and ensure all potential issues are quickly identified and resolved to increase efficiency.

Program Manager's Monthly Report. The PM must meet with the COR at least once during any two month period, and provide the COR with a consolidated written report. The report must consist of a review of the Contractor's progress to date focusing on the past two month period and the work and level of effort planned for the future focusing on the upcoming twelve week period. The contractor must advise the COR on subjects such as the operations and schedule;

service orders, to date; the backlog of work and deferred requirements; redirection of recommended within scope changes or additions; recommended operations improvements.

Standard(s) of Acceptable Performance

The Contractor's PM is available, as needed, to ensure the requirements of the contract are completed satisfactorily. The COR is kept informed on the status of complete contract performance. Monthly reports are timely, accurate, complete and provide the required information.

Supervisor

The Contractor must provide qualified supervision to meet the requirements of this contract. **A supervisor must be available, at all times, when the majority of the contract work is in progress to receive notices, reports, or requests from the Contracting Officer or his representative.** Supervision is critical to the performance of this contract. Any Contractor personnel performing supervision must be individuals of unquestionable integrity who display a mature attitude with good judgment and have the independent authority to take immediate actions to resolve situations requiring immediate attention. The supervisor must be the Contractor's on-site representative with total responsibility for acceptable performance of work for all Contractor and Subcontractor efforts. The supervisor must have the full authority to alleviate unbalanced workload situations and have the independent authority to take immediate actions to resolve situations requiring immediate attention. The supervisor must maintain frequent liaison with the COR to provide information and ensure that all potential issues are quickly identified and resolved.

Standard(s) of Acceptable Performance

A qualified supervisor who has the necessary authority and is available full-time. The supervisor is available, as needed, to ensure the requirements of the contract are completed satisfactorily. The COR is kept informed on the status of complete contract performance. Reports (when required), should be timely, accurate, complete and provide the required information.

Other Key Personnel.

Standard(s) of Acceptable Performance

Qualified personnel are available, as needed, to satisfactorily perform all contract requirements in a timely manner.

Personnel Qualifications

General Qualifications.

a. Each employee working under this contract must be a citizen of the United States or a Resident Alien who has been lawfully admitted for permanent residence as evidenced by an Alien Registration Receipt Card (commonly referred to as a "Green Card"). Appropriate proof

of citizenship or authorized resident alien status must be provided to the CO or COR prior to the start of work by any contract employee, including new and replacement personnel.

b. All personnel must possess the ability to communicate, read, and write the English language.

c. The Contractor must in all cases, while on or off of the National Park property, represent that it is an independent Contractor and that its employees are neither agents, representatives, nor employees of NPS.

e. The Contractor must assure that all his/her employees working under this contract are free from the excessive use of alcohol, use of illegal drugs, violent behavior or dishonesty.

SAFETY

The Contractor must establish procedures to ensure all operations are performed in a safe manner. The Contractor's work safety procedures must include methods that ensure continuous strict adherence to proper safety procedures and compliance with Federal (including OSHA), State, and local regulations and codes and equipment manufacturer specifications. The Contractor must ensure that all:

a. Necessary safety equipment and signs to meet all safety regulations are provided and available to employees when they are performing services on-site;

b. All employees performing services on-site wear, use, and are trained on proper safety equipment as applicable to the task/work being performed and as-required by Federal (including OSHA), State, and Local regulations and codes and equipment manufacturer specifications;

c. Precautions necessary for the protection against injury to all persons engaged in the performance of the contract are implemented; and

d. Pertinent safety practices and appropriate safety regulations are enforced.

Standard(s) of Acceptable Performance

There are no accidents that result in injury, loss of work, or damage to property. All OSHA, EPA, and State safety requirements are met.

MATERIAL STORAGE AND USE

The Contractor must follow the manufacturer's guidelines and professional recommendations for material storage including control of humidity, temperature, cleanliness, and handling, i.e., all flammable materials must be stored in National Fire Protection Association approved flammable

storage cabinet(s). At no time will gasoline or equipment containing gasoline or other volatile substances be allowed in the building.

Material Safety Data Sheets (MSDS). The Contractor must maintain, at the FOB, current Material Safety Data Sheets (MSDS) for all Contractor procured supplies, materials, chemicals, etc. used by the Contractor at the National Park Service Visitor Center / Post Office Complex. The MSDS must identify specific sites within the building/grounds that the materials are used. All chemicals and cleaning agents must be approved by the COR. Accordingly, at least 30 calendar days prior to the Contractor's start of operations the Contractor must submit to the COR an indexed list and copy of the *Material Safety Data Sheets (MSDS)* for each chemical, product, etc., the Contractor intends to use in performing this contract that has not been previously approved by the COR. Subsequently, at least 5 calendar days prior to the use of any new chemicals, products, etc., the Contractor must submit the MSDS for COR approval and update the list accordingly. No toxic items that are in the current stage toxic to human beings or in a mixed state toxic will be permitted. Any materials, supplies or cleaning liquids/powders that can damage the documents or artifacts will not be used. The COR will determine if the chemicals are permissible.

CONTINUITY OF OPERATIONS

In the event of disasters or emergencies such as fires, tornadoes, high winds, earthquakes, accidents, and civil disturbances, the Contractor must provide operational support until relieved of such responsibilities by the COR and be prepared to resume normal operations immediately upon cessation of emergencies.

Standard(s) of Acceptable Performance

Designated personnel are trained and available to support disasters and emergencies when called upon.

QUALITY CONTROL

The Contractor must implement a Quality Control (QC) program to ensure the requirements of the contract are provided as specified and to monitor the performance of the entire Contractor's and Subcontractor's workforce and all work under this contract. The QC program must provide surveillance, inspection, management feedback, and procedures to identify substandard levels of performance or trends and to implement corrective actions before serious conditions occur.

The QC program must be documented in a comprehensive *Quality Control Plan*: The CO will notify the Contractor of acceptance or required modifications to the plan before the contract start date. The Contractor must make appropriate modifications and obtain acceptance of the plan by the CO before the contract start date and as changes occur.

The Contractor must maintain on-site records of all quality control inspections conducted by contract personnel. This documentation must be made available to the Government during the

term of the contract, at regular visits of the Quality Control Coordinator (QCC) to the site, and for the period after contract completion until final settlement of any claims under this contract.

Standard(s) of Acceptable Performance

The QC plan has been submitted and approved by the Government. Contractor personnel conduct the QC program in accordance with the Government approved Contractor QC Plan. QC inspections are completed as scheduled and are comprehensive enough to ensure contract requirements are met. The QC program causes corrective action to be taken to prevent recurrence of unacceptable performance and recognizes valid customer complaints regarding lack of quality service performance.

QUALITY ASSURANCE

According to the Inspection/Acceptance provision of FAR 52.212-4, Contract Terms and Conditions -- Commercial Items, and FAR 52.246-4, Inspection of Services -- Fixed-Price, the Government reserves the right to inspect or test any supplies or services that have been tendered for acceptance. The Government may evaluate the Contractor's performance under this contract, and the COR may perform surveillance on those tasks in the SOW as necessary to ensure the minimum needs of the government are met. The COR may record all surveillance observations if discrepancies are noted. The COR will maintain a file of all inspection results. Surveillance may be done according to standard inspection procedures or other contract provisions. Unsatisfactory contract performance for any requirement may result in appropriate action by the CO in accordance with the Contract Terms and Conditions -- Commercial Items clause and or FAR 52.246-4, Inspection of Services -- Fixed-Price, and may result in contract payment deductions.

Successive months of unsatisfactory performance for any PRS item or other contract requirement not included in the performance requirement summary may result in other appropriate action by the CO in accordance with other terms and conditions of this contract, including Termination for Cause.

Re-performance. The COR will notify the Contractor's QCC of any defect(s). The Contractor may be allowed to correct the defect(s) after notification for services that can be re-performed and where re-performance is of value to the Government. If properly and timely corrected, a deduction for unacceptable performance will not be taken. Even if unacceptable performance is re-performed, a deduction for timeliness will be taken if the re-performance was not accomplished within the original time requirements.

GOVERNMENT FURNISHED ITEMS

The Contractor must take all reasonable precautions, as directed by the Government, or in the absence of such direction, in accordance with sound industrial practices, to safeguard and protect Government property. Government furnished items must be used for official Government business only in the performance of this contract. Government furnished items will not be used

in any manner for any personal advantage, business gain, or other personal endeavor by the Contractor or the Contractor's employees.

Facilities. The Government will furnish or make available for Contractor use space within the building commensurate with the Contractor's operational requirement. If available, a desk and/or chair may be furnished. The Contractor must maintain all Government provided space in a neat, clean, and orderly condition. Any and all items furnished must be returned to the Government at the expiration of the contract in reasonably the same condition as at the time the Contractor assumed responsibility for this contract. The Government and the Contractor must conduct a joint walk-through of the Government furnished facility within 10 calendar days after facility turnover to the Contractor. Damages, problems, or issues must be brought to the attention of the CO by the Contractor within five (5) calendar days of the walk-through.

Government Furnished Utilities. The Government will furnish utilities (electricity, water, and sewer), as may be required for the work to be performed under the contract at no cost to the Contractor. A trash dumpster and recycling containers will also be provided by the government at no cost to the contractor.

CONTRACTOR FURNISHED PROPERTY

The Contractor must furnish all labor, tools, equipment, supplies, parts, and/or materials necessary for acceptable performance for this contract in a timely manner except as specified in above. The Contractor must provide miscellaneous equipment and operating supplies, as necessary, to provide the required services. The Contractor must be responsible for ordering, determining inventory levels, processing receipts, storing material, etc. Lack of tools, equipment, supplies, parts, and/or materials will not be considered an acceptable cause for nonperformance of this contract. All materials or supplies must be approved by the COR and where possible, green products must be procured and used. Five workdays prior to the starting date of the contract, or as required, the Contractor must submit to the COR a list giving the name of the manufacturer, the brand name and intended use of each of the materials that he proposes to use in the performance of the work, and he must not use any material which the COR determines would be unsuitable for the purpose or harmful to the surfaces to which applied. Contractor will ensure all equipment is maintained and adjusted to promote a safe and healthy atmosphere for the workers and other building occupants while in use. Contractor furnished property must include, but is not limited to the following:

- a. Uniforms for designated Contractor personnel;
- b. Supervisory phone
- c. All necessary cleaning power driven floor scrubbing machines, waxing, and polishing machines and industrial type vacuum cleaners needed for the performance of this work in this contract must be furnished by the Contractor. Such equipment must be of the size and type customarily used in work of this kind and must meet the approval of the COR. The Contractor must use a HEPA filter on vacuum cleaners used to clean the carpets;
- d. Outside commercial lines/phone(s) for all local and long distance calls;

e. All office supply materials, such as paper products and writing materials, all other necessary office materials, and a means of making necessary copies of documents for operational and reporting requirements; and

f. Stock of safety equipment and signs to meet all safety regulations such as, but not limited to, Wet Floors, Danger, Caution, saw horse barriers or equal, high lift gear, safety belts, respirators/masks, protective clothing such as hard hats, and other items as applicable to the task/work being performed and as required by OSHA regulations.

SNOW AND ICE REMOVAL

Snow and Ice Removal. The Contractor must provide snow and ice removal services before 6:00 A.M. and throughout the day Sunday through Saturday, including Federal Holidays except Thanksgiving, Christmas and New Year's Day. Snow and ice must be removed from all entrances, steps and landings, loading dock and ramp, and approaches and at least three feet out from the bottom of these locations. These locations are indicated on a floor plan and legend attached to the back of this SOW. All areas indicated on the floor plan and map, (Numbers 1-9), must have the snow removed to a minimum of 36 inches in all directions on the exterior of the National Park Service Visitor Center / Post Office Complex building. All emergency entrance/egress door areas must kept free of snow so the doors can be opened without being obstructed by snow. **The Contractor will not be relieved of snow and ice removal requirements as a result of the National Park Service Visitor Center / Post Office Complex facility being closed due to inclement weather conditions.**

Contractor must maintain a stock of ice melt and sand (or like item) sufficient to maintain sidewalks, steps, loading dock and ramp, and walkways clear of snow and ice. Actual snow removal must begin when there is an accumulation of 1 inch of snow. Snow and ice removal must be undertaken whenever freezing conditions create a slippery and/or hazardous situation.

Standard(s) of Acceptable Performance

The Contractor is properly organized, staffed and has the appropriate materials, equipment, trained staff and other resources to meet snow and ice emergencies.

HOUSEKEEPING SERVICES

JANITORIAL SERVICES

The Contractor must provide janitorial services at the National Park Service Visitor Center / Post Office Complex facility. The National Park Service Visitor Center / Post Office Complex is a public building, open to visitors and postal patrons. The Contractor must maintain the facilities in a clean condition to protect the documents and preserve the appearance of the facility. Because chemicals and solvents used in custodial cleaning products can be extremely harmful to documents and materials stored in the National Park Service Visitor Center / Post

Office Complex, the Contractor must obtain approval from the COR in advance of using any products or chemicals for custodial services.

CUSTODIAL WORK SCHEDULES

For the National Park Service Visitor Center / Post Office Complex, the Contractor must prepare a Custodial Work Schedule Plan to describe all work to be done, specific areas, and schedules indicating day of week and time of day work is to be accomplished. The plan must provide details of how the Contractor will ensure that all ornamental surfaces will be protected during cleaning. The plan must include a custodial staff presence or availability for call back to **maintain continuous cleanliness of the general public access areas (including exhibit areas, halls, restrooms, etc.)** of the building during the hours that the public has access to the facilities. The Work Schedule Plan must be approved by the Post Master and COR. The Contractor must also prepare a Daily and Periodic Building Cleaning Work Assignment Report documenting the daily and periodic jobs performed compared to jobs scheduled in the Custodial Work Scheduled.

Restricted Cleaning Times. All National Park Service Visitor Center / Post Office Complex areas accessed by the general public including, entrances, corridors, etc., must be thoroughly cleaned daily during normal working hours, unless a different time is approved in advance by the COR and the Post Master for areas in the Post Office. All National Park Service Visitor Center / Post Office Complex areas, including offices, conference rooms, break areas, corridors, etc., must be cleaned daily between 8:45 A.M and 4:30 P.M. unless different times are approved. On occasion, the COR may direct the Contractor to clean certain offices by a particular time to accommodate employees or other users. Daily could be five, six, or seven days a week and is dependent on the operating hours of the area being cleaned. For example, daily is 5 days a week for offices that are open 5 days a week; daily is 7 days a week for public areas that are open 7 days a week, etc. Thorough cleaning is all standard daily cleaning other than spot cleaning and glass/windows on exterior walls. Spot cleaning and exterior wall glass/windows must be done during normal operating hours.

CUSTODIAL SERVICES

The Contractor must furnish all management, labor, supervision, tools, materials, supplies, equipment, and transportation necessary to provide all custodial services at the National Park Service Visitor Center / Post Office Complex. All cleaning services must be accomplished to meet the requirements of this SOW.

General Custodial Cleaning Services. The Contractor must provide services and conform to the procedures as follows:

- a. Cleaning services include cleanup of all types of materials such as, but not limited to, blood borne pathogens and organic waste, including human and avian excrement. The Contractor must ensure all employees are trained to perform these services using OSHA standards and ensure employees are provided necessary materials, such as protective gloves, masks, etc., to perform all services in a safe manner.

- b. Lights must be used only in areas where and at the time when work is actually being performed.
- c. The custodial workers must not adjust mechanical equipment controls for heating, ventilation, and air conditioning systems.
- d. Water faucets or valves must be turned off after the required usage has been accomplished.
- e. Lights and fans must be turned off when not in use.
- f. Organize and train employees to participate in building emergency drills.
- g. Report hazardous conditions and items in need of repair to the COR.
- h. Turn in lost and found articles to the COR.
- i. Any damage discovered or caused by the contract personnel will be reported to the COR during the working day in which it occurs.
- j. Windows must be closed.
- k. Assign sufficient daytime staffing to be responsive to complaints related to cleaning.

SPECIFIC CUSTODIAL SERVICES

The following tasks are to be completed per the specifications and timetables provided:

SWEEPING AND MOPPING:

Floors shall be swept or vacuumed so that no dust streaks are left and no dust is left where dirt is picked up with the dustpan. No dirt or dust shall be left in the corners, behind radiators or unit heaters, under furniture, behind door or on stair treads and risers. Sweeping shall be done with hair brushes or cotton sweeping tools in such a manner that a minimum amount of dust is raised. Straw brooms may be used only in sweeping exterior surfaces. In the areas where the raising of dust cannot be tolerated, such as in machine areas and in rooms containing copying equipment or as otherwise specified by the Contracting Officer, cotton sweeping mops, or an oil free sweeping compound and hair brush shall be used. All furniture and/or equipment moved during the sweeping process shall be repositioned upon completion of work. Baseboards, shoe-mold, doors, furniture and equipment shall not be disfigured or damaged by being struck with the sweeping brush, mop, vacuum attachments or in the process of moving furniture and equipment. All tar and gum shall be removed from all surfaces immediately.

Floors shall be mopped and rinsed, as scheduled, with string-type mops to remove dirt and stains that cannot be removed by sweeping. Neutral soap solutions shall be used as agents to remove the dirt. Floors shall be rinsed with clear water using string-type mops so as to remove dirt and

soap residue and to remove any dingy or cloudy appearance. Floors shall be dried after rinsing to prevent standing water from being absorbed by the floor materials, sweeping into seams of floor coverings, or being left under filing cabinets, etc. Mop or rinse water splashed on baseboards, doors, furniture, equipment, etc., shall be removed immediately. Special care shall be used in mopping stairs to prevent water from dripping over ends of treads onto wall surfaces. Walls shall be cleaned immediately if any dripping occurs. Spot mopping shall include the removal of stains caused by spillage on small areas of the floor surfaces and where windows or doors are left open and rain, snow or sleet blows in. Spot mopping shall be performed in the same manner as mopping specified above.

FLOOR FINISH REMOVAL (STRIPPING)

Stripping with wax stripper or floor finish film remover solutions shall be accomplished during the months of April and October. Wood floors will not be stripped unless specifically directed by the Contracting Officer. Stripping results in the removal of floor finish from all surfaces down to the flooring material being stripped. Immediately following stripping, rinse with plain water to remove all solution, dirt, film, and remove the rinse. Appropriate grade synthetic nylon abrasive floor maintenance pads or brushes may be used on all resilient floors. If used, pads must be rinsed and cleaned per manufacturer's directions. Floor surfaces shall be left free of all dirt, stains, deposits, cleaning solutions, standing water and have a uniform appearance when dry. All movable furniture and equipment shall be removed during stripping and refinishing operations and replaced at completion of work.

APPLICATION OF FLOOR FINISHING (WAXING)

Use only the approved water emulsion floor finish for the type of flooring concerned and have it approved by the COR. Apply the finish to the floor surface with appropriate applications after the floor surface has been thoroughly cleaned by mopping, or stripping as required. Care must be taken to insure that floor finish is not applied to wall base or furniture. Any finish inadvertently applied to these areas shall be immediately removed. At any time that a floor or area has been stripped of finish, at least two coats of new floor finish must be applied immediately after the floor is dry from cleaning. Floor finish must be applied according to the recommendations of the manufacturer. If build-up of floor finish is noted, the contractor shall initiate immediate corrective action to remove such build-up. Such additional finishing required shall be done in heavy traffic areas between the regularly scheduled finishing, such as in doorways and corridors, or in heavy work areas to keep the floor fully protected. Self-polishing waxes and floor finishes are not allowed.

TOILET FACILITIES CLEANING

Clean, disinfect, descale toilet room fixtures. Completely clean and disinfect toilet bowls, urinals, lavatories, sinks, dispensers, mirrors, faucets, flushing valves, and connecting pipes using a germicidal detergent. After descaling, the entire surfaces shall be free from streaks, stains, scale, scum, urine deposits, rust stains and foreign deposits. Floor surfaces shall be scrubbed or mopped and rinsed until free from soap solution. In no instance shall a hose or

stream of water be used to wash floors. Restroom walls, partitions, woodwork and doors shall be washed where surfaces are covered with washable paint or enamel, surfaces of walls, counter tops, stall partitions, doors and woodwork which are not washable shall be spot cleaned to remove accumulation of dirt, pencil and other defacing marks. The contractor will furnish all supplies for a seven-day week and refill all paper towel cabinets, toilet paper holders, woman's sanitary napkin containers and soap dispensers, which shall be cleaned after refilling. Disinfectants and deodorants shall not be used unless specifically directed by the Contracting Officer. The contractor will ensure that soap dispensers are filled at all times.

DUSTING FURNITURE, LIGHT FIXTURES AND GENERAL DUSTING

After dusting furniture and low dusting, all dust, lint, litter, and dry soil shall be removed from the horizontal surfaces of the Visitor Center Information Desk, chairs, file cabinets, book cases and other types of office furniture and equipment and from horizontal ledges, window sills, hand rails etc. Post Office sorting cases and vacant post office boxes will be dusted. Rooms will be cleaned of cobwebs (room corners). Computers, business machines, and equipment of a similar nature shall not be dusted. Dusting shall be done with appropriate tools and supplies approved by the COR.

Light fixtures, glass owls and glass and or plastic covers shall be removed and washed inside and outside, then replaced. Egg-crate type light fixtures shall have the egg-crate removed, washed, and wiped clean. The fixtures shall be cleaned with a sponge and detergent to remove all dust and stains. Recessed type light fixtures shall have the acrylic or glass lens removed, washed, wiped clean, and lens replaced.

GLASS CLEANING

Clean all glass included in: all glass partitions, interior and exterior glass doors, display cases, interior and exterior glass windows, directory boards, draft shields on window and adjacent trim. After glass cleaning, there shall be no traces of film, dirt, smudges, water other foreign matter. All mirrors in areas serviced will be cleaned as specified for glass above. All Plexiglas surfaces must be cleaned with an approved cleaning solution and cloth approved by the COR.

TRASH REMOVAL / RECYCLING

Emptying and cleaning waste receptacles: All wastebaskets will be emptied into the proper waste container. All trash and paper will be removed from the building and deposited in the nearest collection facilities provided for this purpose. Waste receptacles will be washed to a clean and sanitary condition. Washing will be accomplished with a brush and detergent solution for each receptacle, and rinsed after washing. Waste receptacles will be dried before being replaced. Use of steam or cleaning materials harmful to the paint finish or to the receptacle material will not be permitted. Receptacles will be free of deposits and dirt streaks when cleaned. All recyclable material shall be placed in containers provided by the government, and those containers will be maintained by the government.

MISCELLANEOUS CLEANING

WATER FOUNTAINS/SINKS: Shall be cleaned to remove accumulations of stains, discoloration, rust and scale. Abrasives or polishes shall not be applied to fittings or to polished metal surfaces. Water used in cleaning shall not be allowed to get between fixture and wall.

ENTRANCE AREAS AND SIDEWALKS: All sidewalks, steps of entrances and platforms shall be cleaned for removal of dirt, litter and other debris. Mud shall be removed from foot scrapers. Ice and snow will be removed when required, by shovel and hand tools only. Blowing machines will not be allowed for this purpose.

WALLS, PARTITIONS, WOODWORK AND DOORS: All walls, partitions, woodwork and doors shall be spot-washed where wall surfaces are of vitreous materials, or the surfaces are covered with washable paint or enamel. Surfaces shall be spot-cleaned to remove soil stains, caused by such things as handprints, dirt, food particle chemicals, footprints, smudges and dirt. Metal surfaces are to be cleaned with appropriate polish/cleaner.

CLEANING CHEMICALS AND SUPPLIES: All cleaning chemicals, disinfectants, etc., and supplies must be submitted for approval by the Contracting Officer / COR prior to commencing work on this contract.

TASK LIST - DAILY

- A. Floors
 - 1. Sweep all floors, stairways, and landing.
 - 2. Mop as needed with treated dust mop.
 - 3. Clean and store brooms and mops.
- B. Carpets
 - 1. Vacuum all carpets.
 - 2. Spot shampoo as needed.
 - 3. Check carpets for wear and tear.
 - 4. Store vacuum cleaner and related tools.
- C. Sinks, commodes, basins, and urinals and electric hand dryers.
 - 1. Clean all sinks, commodes, basins and urinals.

2. Use disinfectant as needed.
 3. Store supplies and equipment after use.
 4. Install deodorant blocks as needed.
- D. Walls and baseboards
1. Check for fingerprints - clean as needed.
 2. Check surfaces for damage and vandalism. Clean Graffiti immediately and report to COR.
 3. Clean baseboards as needed.
- E. Fixtures and Ashtrays
1. Clean fixtures as needed.
 2. Empty and clean all outside ashtrays. (3)
 3. Inspect for damaged fixtures.
- F. Glass
1. Clean all door glass as needed to eliminate fingerprints and smudges.
 2. Inspect for broken glass.
- G. Drinking Fountains
1. Clean daily.
 2. Check for normal operation.
- H. Trash / Recycling
1. Empty office recyclable containers into gov't provided recycle bins.
 2. Empty trash containers and dispose trash into dumpster only if trash is inside a garbage bag.
- I. Soap, towels, and paper towel dispensers

1. Check and refill all dispensers.
2. Check dispensers for proper operation.

J. Supplies

1. Provide neat storage of supplies.
2. Inventory supplies as used.

K. Miscellaneous

1. Report burned out bulbs to the COR or Project Inspector

TASK LIST - WEEKLY

A. Floors

1. Clean floors with hot soapy water, rinse clean to Prevent residue buildup.
2. Check floor seal coat for wear.
3. Buff floors with buffing machine.

B. Sinks, commodes, basins, and urinals

1. Remove water stains.
2. Check valves and faucets for leaks and proper operation.
3. Report defective units to COR or Project Inspector.

C. Walls and base boards

1. Check painted surfaces for wear and tear.
2. Report damaged items to COR or Project Inspector.

D. Fixtures and ashtrays

1. Check for normal wear and tear.
2. Dust sorting tables and vacant post office boxes.
2. Report damaged items to COR or Project Inspector

E. Glass and Metal

1. Look for water leaks around glass.
2. Clean Exhibits
3. Check for vandalism.
4. Clean outside building windows
5. Report problems to COR or Project Inspector.

TASK -QUARTERLY

A. Carpets

1. Shampoo heavy traffic areas.
2. Buffing of floors and all resilient flooring

TASK LIST - SEMI-ANNUALLY

A. Floors

1. Strip and wax linoleum floors.
2. Check floors for breaks or breaks in linoleum

B. Carpets

1. Shampoo all carpets, rugs, and mats.
2. Check carpet edges for frays and wear.

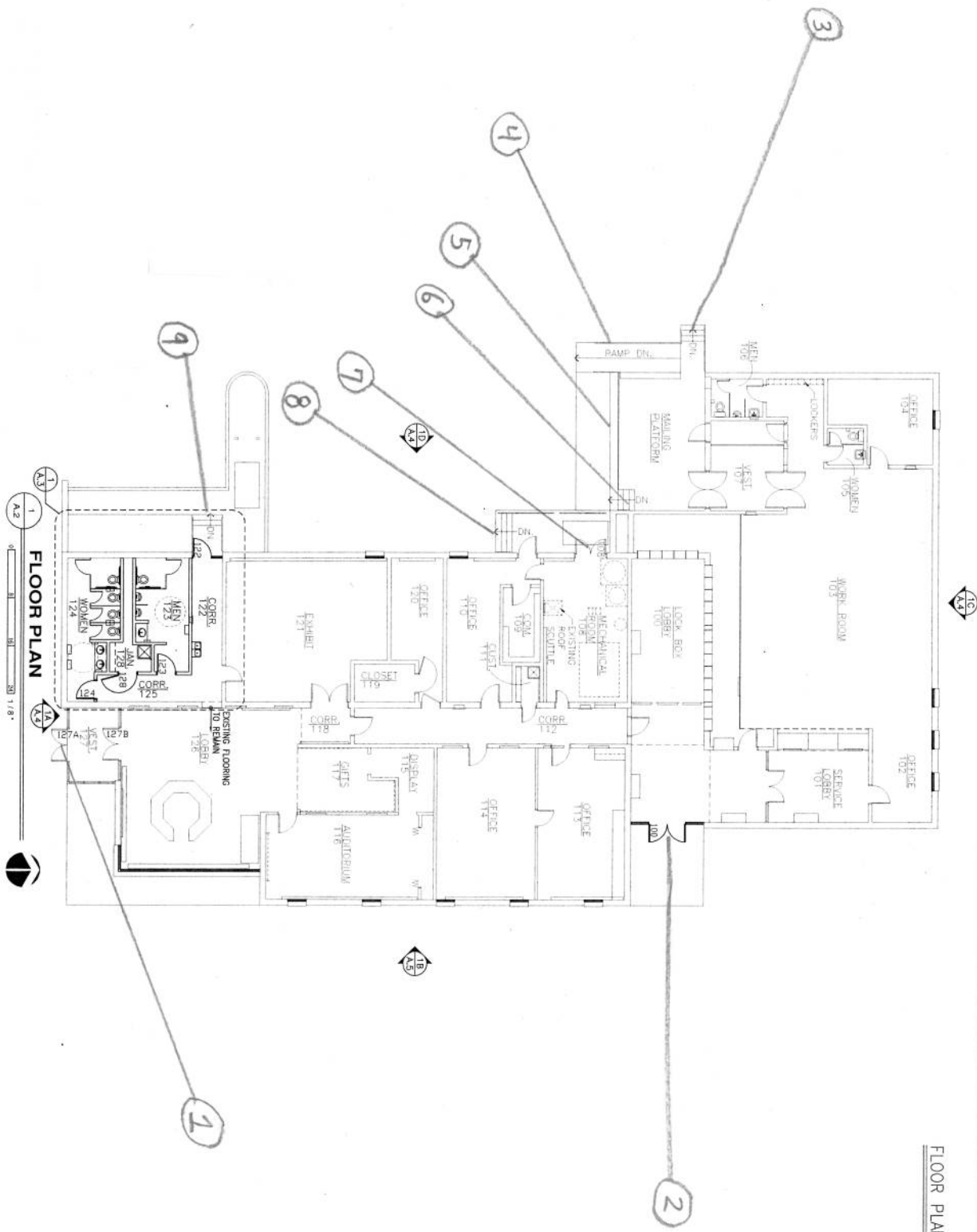
3. Check carpet pieces for separations.
- C. Sinks, commodes, urinals and basins
1. Check all units for abnormal wear and tear.
- D. Walls and baseboards
1. Check all fixtures and ashtrays for completeness.
 2. Fixtures and ashtrays mounted securely.
- E. Glass
1. Check for water stains.
 2. Check for water leaks through faulty seals.
- F. Furnishings
1. Check for abnormal wear and tear.
- G. Soap, towels, and toilet paper dispensers, and electric hand dryers where applicable.
1. Check all units for proper operation.
 2. Are units mounted securely?
- H. Supplies
1. Check supplies for proper utilization.
 2. Recommend new supplies.

REPORTING REQUIREMENTS:

- A. All repair needs are to be reported within 48 hours of inspection assessments to the COR or the Project Inspector.

**Construction / National Park Service Visitor Center / Post Office Complex
Renovation Work**

In the event of construction activities to the National Park Service Visitor Center / Post Office Complex, the contractor will not be required to work in the affected areas. This will result in a negotiated deduction from the contract price for the period construction activities are taking place. Should construction activities take place, the contractor will be notified through writing via the contracting officer.



FLOOR PLAN

FLOOR PLAN FLAG NOTES

Floor Plan Legend:

Visitor Center Floor Plan including Post Office, Work Room, and all other Offices.

*****Note*****Numbers 1-9 indicate building entrance / exits for snow removal work.

1. Visitor Center South Entrance Doors
2. Post Office Lobby Entrance
3. Mailing Platform West Steps
4. Mailing Platform South Down Ramps
5. Loading Dock Parking lot level
6. Loading Dock Southeast Steps
7. HVAC Mechanical Entrance
8. West Mechanical Entrance Steps
9. West Visitor Center Employee Entrance Door and Steps
10. #100 Lock Box Lobby
11. #101 Service Lobby
12. #102 Office Area
13. #103 Post Office Work Room
14. #104 Office
15. #105 Women's Restroom
16. #106 Men's Restroom
17. #108 Mechanical Room (not to be cleaned or accessed in this contract)
18. #109 Mechanical Room (not to be cleaned or accessed in this contract)
19. #110 Storage Office / Recycle area
20. #111 Custodial Closet / Slop sink
21. #112 Hallway Corridor
22. #113 Employee Break Room / Mail Room
23. #114 Employee Office
24. #115 Display Area / Public Space
25. #116 Auditorium Room / Public Space
26. #117 Gift Area / Open Space
27. #118 Hallway Corridor
28. #119 Storage Closet
29. #120 Office area and Locker Storage
30. #121 Exhibit Area / Public Space
31. #122 Hallway Corridor
32. #123 Men's Public Restrooms
33. #124 Women's Public Restrooms
34. #125 Restroom's Hallway Corridor
35. #126 Visitor Center Lobby / public space

Price Schedule

1. Janitorial Service (Base Year)	1	YR	\$ _____
Labor		\$ _____	
Equipment		\$ _____	
Overhead %		_____	
Profit %		_____	
Bonding %		_____	
2. Janitorial Service (Option Yr 1)	1	YR	\$ _____
Labor		\$ _____	
Equipment		\$ _____	
Overhead %		_____	
Profit %		_____	
Bonding %		_____	
3. Janitorial Service (Option Yr. 2)	1	YR	\$ _____
Labor		\$ _____	
Equipment		\$ _____	
Overhead %		_____	
Profit %		_____	
Bonding %		_____	
4. Janitorial Service (Option Year 3)	1	YR	\$ _____
Labor		\$ _____	
Equipment		\$ _____	
Overhead %		_____	
Profit %		_____	
Bonding %		_____	
5. Janitorial Service (Option year 4)	1	YR	\$ _____
Labor		\$ _____	
Equipment		\$ _____	
Overhead %		_____	
Profit %		_____	
Bonding %		_____	

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

Shirley F. Ebbesen | Division of | Revision No.: 12
Director | Wage Determinations | Date Of Revision: 10/08/2010

State: Iowa

Area: Iowa Counties of Allamakee, Benton, Black Hawk, Bremer, Buchanan, Butler,
Cedar, Chickasaw, Clayton, Clinton, Delaware, Dubuque, Fayette, Floyd, Grundy,
Howard, Iowa, Jackson, Jefferson, Johnson, Jones, Keokuk, Linn, Mitchell,
Tama, Van Buren, Washington, Winneshiek

Fringe Benefits Required Follow the Occupational Listing

OCCUPATION CODE - TITLE	FOOTNOTE	RATE
01000 - Administrative Support And Clerical Occupations		
01011 - Accounting Clerk I	12.93	
01012 - Accounting Clerk II	15.40	
01013 - Accounting Clerk III	21.42	
01020 - Administrative Assistant	19.38	
01040 - Court Reporter	20.39	
01051 - Data Entry Operator I	12.49	
01052 - Data Entry Operator II	14.56	
01060 - Dispatcher, Motor Vehicle	15.38	
01070 - Document Preparation Clerk	14.31	
01090 - Duplicating Machine Operator	14.31	
01111 - General Clerk I	11.63	
01112 - General Clerk II	12.68	
01113 - General Clerk III	14.24	
01120 - Housing Referral Assistant	16.52	
01141 - Messenger Courier	11.00	
01191 - Order Clerk I	13.30	
01192 - Order Clerk II	15.41	
01261 - Personnel Assistant (Employment) I	14.60	
01262 - Personnel Assistant (Employment) II	16.34	
01263 - Personnel Assistant (Employment) III	18.22	
01270 - Production Control Clerk	19.25	
01280 - Receptionist	11.71	
01290 - Rental Clerk	10.87	
01300 - Scheduler, Maintenance	13.24	
01311 - Secretary I	13.24	
01312 - Secretary II	14.81	
01313 - Secretary III	16.52	
01320 - Service Order Dispatcher	14.62	
01410 - Supply Technician	19.38	
01420 - Survey Worker	13.11	

01531 - Travel Clerk I	13.20
01532 - Travel Clerk II	14.27
01533 - Travel Clerk III	15.44
01611 - Word Processor I	11.67
01612 - Word Processor II	13.10
01613 - Word Processor III	14.65
05000 - Automotive Service Occupations	
05005 - Automobile Body Repairer, Fiberglass	19.02
05010 - Automotive Electrician	18.51
05040 - Automotive Glass Installer	18.00
05070 - Automotive Worker	18.00
05110 - Mobile Equipment Servicer	16.94
05130 - Motor Equipment Metal Mechanic	19.02
05160 - Motor Equipment Metal Worker	18.00
05190 - Motor Vehicle Mechanic	19.02
05220 - Motor Vehicle Mechanic Helper	16.40
05250 - Motor Vehicle Upholstery Worker	17.45
05280 - Motor Vehicle Wrecker	18.00
05310 - Painter, Automotive	18.51
05340 - Radiator Repair Specialist	18.00
05370 - Tire Repairer	15.19
05400 - Transmission Repair Specialist	19.02
07000 - Food Preparation And Service Occupations	
07010 - Baker	11.88
07041 - Cook I	10.68
07042 - Cook II	11.88
07070 - Dishwasher	8.74
07130 - Food Service Worker	8.96
07210 - Meat Cutter	14.01
07260 - Waiter/Waitress	9.07
09000 - Furniture Maintenance And Repair Occupations	
09010 - Electrostatic Spray Painter	19.76
09040 - Furniture Handler	15.32
09080 - Furniture Refinisher	20.24
09090 - Furniture Refinisher Helper	16.46
09110 - Furniture Repairer, Minor	18.49
09130 - Upholsterer	20.24
11000 - General Services And Support Occupations	
11030 - Cleaner, Vehicles	10.91
11060 - Elevator Operator	10.73
11090 - Gardener	13.23
11122 - Housekeeping Aide	10.73
11150 - Janitor	10.73
11210 - Laborer, Grounds Maintenance	11.79
11240 - Maid or Houseman	9.50
11260 - Pruner	10.95
11270 - Tractor Operator	13.46
11330 - Trail Maintenance Worker	11.79
11360 - Window Cleaner	11.55
12000 - Health Occupations	
12010 - Ambulance Driver	15.48
12011 - Breath Alcohol Technician	15.48
12012 - Certified Occupational Therapist Assistant	19.38
12015 - Certified Physical Therapist Assistant	22.25

12020 - Dental Assistant	17.85	
12025 - Dental Hygienist	30.40	
12030 - EKG Technician	24.95	
12035 - Electroneurodiagnostic Technologist		24.95
12040 - Emergency Medical Technician		15.48
12071 - Licensed Practical Nurse I	14.72	
12072 - Licensed Practical Nurse II	16.46	
12073 - Licensed Practical Nurse III	18.36	
12100 - Medical Assistant	14.34	
12130 - Medical Laboratory Technician		16.34
12160 - Medical Record Clerk	14.21	
12190 - Medical Record Technician		16.41
12195 - Medical Transcriptionist	14.36	
12210 - Nuclear Medicine Technologist		36.18
12221 - Nursing Assistant I	10.66	
12222 - Nursing Assistant II	11.98	
12223 - Nursing Assistant III	13.07	
12224 - Nursing Assistant IV	14.67	
12235 - Optical Dispenser	15.13	
12236 - Optical Technician	14.72	
12250 - Pharmacy Technician	16.23	
12280 - Phlebotomist	14.67	
12305 - Radiologic Technologist	24.45	
12311 - Registered Nurse I	21.66	
12312 - Registered Nurse II	26.51	
12313 - Registered Nurse II, Specialist	26.51	
12314 - Registered Nurse III	32.08	
12315 - Registered Nurse III, Anesthetist	32.08	
12316 - Registered Nurse IV	38.42	
12317 - Scheduler (Drug and Alcohol Testing)		20.40
13000 - Information And Arts Occupations		
13011 - Exhibits Specialist I	17.56	
13012 - Exhibits Specialist II	21.43	
13013 - Exhibits Specialist III	26.17	
13041 - Illustrator I	16.69	
13042 - Illustrator II	20.69	
13043 - Illustrator III	25.31	
13047 - Librarian	22.91	
13050 - Library Aide/Clerk	10.65	
13054 - Library Information Technology Systems Administrator		20.69
13058 - Library Technician	13.33	
13061 - Media Specialist I	14.93	
13062 - Media Specialist II	16.69	
13063 - Media Specialist III	18.62	
13071 - Photographer I	14.72	
13072 - Photographer II	17.66	
13073 - Photographer III	20.94	
13074 - Photographer IV	26.01	
13075 - Photographer V	30.93	
13110 - Video Teleconference Technician		16.03
14000 - Information Technology Occupations		
14041 - Computer Operator I	13.51	
14042 - Computer Operator II	15.11	

14043 - Computer Operator III	18.95	
14044 - Computer Operator IV	21.08	
14045 - Computer Operator V	23.33	
14071 - Computer Programmer I	20.67	
14072 - Computer Programmer II	25.59	
14073 - Computer Programmer III	(see 1)	
14074 - Computer Programmer IV	(see 1)	
14101 - Computer Systems Analyst I	27.53	
14102 - Computer Systems Analyst II	(see 1)	
14103 - Computer Systems Analyst III	(see 1)	
14150 - Peripheral Equipment Operator	13.51	
14160 - Personal Computer Support Technician	21.08	
15000 - Instructional Occupations		
15010 - Aircrew Training Devices Instructor (Non-Rated)	27.53	
15020 - Aircrew Training Devices Instructor (Rated)	33.31	
15030 - Air Crew Training Devices Instructor (Pilot)	39.12	
15050 - Computer Based Training Specialist / Instructor	27.53	
15060 - Educational Technologist	26.59	
15070 - Flight Instructor (Pilot)	39.12	
15080 - Graphic Artist	19.60	
15090 - Technical Instructor	18.70	
15095 - Technical Instructor/Course Developer	22.98	
15110 - Test Proctor	15.09	
15120 - Tutor	15.09	
16000 - Laundry, Dry-Cleaning, Pressing And Related Occupations		
16010 - Assembler	9.53	
16030 - Counter Attendant	9.53	
16040 - Dry Cleaner	12.42	
16070 - Finisher, Flatwork, Machine	9.53	
16090 - Presser, Hand	9.53	
16110 - Presser, Machine, Drycleaning	9.53	
16130 - Presser, Machine, Shirts	9.53	
16160 - Presser, Machine, Wearing Apparel, Laundry	9.53	
16190 - Sewing Machine Operator	13.37	
16220 - Tailor	14.31	
16250 - Washer, Machine	10.54	
19000 - Machine Tool Operation And Repair Occupations		
19010 - Machine-Tool Operator (Tool Room)	19.47	
19040 - Tool And Die Maker	22.07	
21000 - Materials Handling And Packing Occupations		
21020 - Forklift Operator	15.86	
21030 - Material Coordinator	19.25	
21040 - Material Expediter	19.25	
21050 - Material Handling Laborer	15.82	
21071 - Order Filler	10.93	
21080 - Production Line Worker (Food Processing)	15.86	
21110 - Shipping Packer	17.16	
21130 - Shipping/Receiving Clerk	15.94	
21140 - Store Worker I	14.36	
21150 - Stock Clerk	17.94	
21210 - Tools And Parts Attendant	15.86	
21410 - Warehouse Specialist	15.86	
23000 - Mechanics And Maintenance And Repair Occupations		
23010 - Aerospace Structural Welder	23.70	

23021 - Aircraft Mechanic I	22.78
23022 - Aircraft Mechanic II	23.70
23023 - Aircraft Mechanic III	24.39
23040 - Aircraft Mechanic Helper	17.66
23050 - Aircraft, Painter	21.89
23060 - Aircraft Servicer	19.85
23080 - Aircraft Worker	20.94
23110 - Appliance Mechanic	21.89
23120 - Bicycle Repairer	15.87
23125 - Cable Splicer	29.41
23130 - Carpenter, Maintenance	20.39
23140 - Carpet Layer	20.94
23160 - Electrician, Maintenance	25.46
23181 - Electronics Technician Maintenance I	23.27
23182 - Electronics Technician Maintenance II	24.15
23183 - Electronics Technician Maintenance III	25.31
23260 - Fabric Worker	19.85
23290 - Fire Alarm System Mechanic	22.78
23310 - Fire Extinguisher Repairer	18.75
23311 - Fuel Distribution System Mechanic	21.24
23312 - Fuel Distribution System Operator	17.57
23370 - General Maintenance Worker	18.15
23380 - Ground Support Equipment Mechanic	22.78
23381 - Ground Support Equipment Servicer	19.85
23382 - Ground Support Equipment Worker	20.94
23391 - Gunsmith I	18.75
23392 - Gunsmith II	20.94
23393 - Gunsmith III	22.78
23410 - Heating, Ventilation And Air-Conditioning Mechanic	24.46
23411 - Heating, Ventilation And Air Contditioning Mechanic (Research Facility)	25.68
23430 - Heavy Equipment Mechanic	21.15
23440 - Heavy Equipment Operator	19.95
23460 - Instrument Mechanic	22.78
23465 - Laboratory/Shelter Mechanic	21.89
23470 - Laborer	13.20
23510 - Locksmith	21.89
23530 - Machinery Maintenance Mechanic	24.28
23550 - Machinist, Maintenance	19.63
23580 - Maintenance Trades Helper	16.46
23591 - Metrology Technician I	22.78
23592 - Metrology Technician II	23.57
23593 - Metrology Technician III	24.26
23640 - Millwright	23.19
23710 - Office Appliance Repairer	20.39
23760 - Painter, Maintenance	18.50
23790 - Pipefitter, Maintenance	25.63
23810 - Plumber, Maintenance	21.82
23820 - Pneudraulic Systems Mechanic	22.78
23850 - Rigger	22.78
23870 - Scale Mechanic	20.94
23890 - Sheet-Metal Worker, Maintenance	22.17
23910 - Small Engine Mechanic	19.22

23931 - Telecommunications Mechanic I	23.73
23932 - Telecommunications Mechanic II	24.67
23950 - Telephone Lineman	21.08
23960 - Welder, Combination, Maintenance	20.27
23965 - Well Driller	22.78
23970 - Woodcraft Worker	22.78
23980 - Woodworker	18.75
24000 - Personal Needs Occupations	
24570 - Child Care Attendant	9.63
24580 - Child Care Center Clerk	12.02
24610 - Chore Aide	11.02
24620 - Family Readiness And Support Services Coordinator	12.50
24630 - Homemaker	15.31
25000 - Plant And System Operations Occupations	
25010 - Boiler Tender	22.78
25040 - Sewage Plant Operator	18.72
25070 - Stationary Engineer	22.78
25190 - Ventilation Equipment Tender	17.66
25210 - Water Treatment Plant Operator	18.72
27000 - Protective Service Occupations	
27004 - Alarm Monitor	17.82
27007 - Baggage Inspector	10.95
27008 - Corrections Officer	18.93
27010 - Court Security Officer	19.14
27030 - Detection Dog Handler	14.39
27040 - Detention Officer	18.93
27070 - Firefighter	18.68
27101 - Guard I	10.95
27102 - Guard II	14.39
27131 - Police Officer I	21.40
27132 - Police Officer II	23.77
28000 - Recreation Occupations	
28041 - Carnival Equipment Operator	10.45
28042 - Carnival Equipment Repairer	10.82
28043 - Carnival Equipment Worker	9.09
28210 - Gate Attendant/Gate Tender	13.41
28310 - Lifeguard	11.01
28350 - Park Attendant (Aide)	15.00
28510 - Recreation Aide/Health Facility Attendant	10.95
28515 - Recreation Specialist	18.59
28630 - Sports Official	11.95
28690 - Swimming Pool Operator	15.27
29000 - Stevedoring/Longshoremen Occupational Services	
29010 - Blocker And Bracer	20.93
29020 - Hatch Tender	20.93
29030 - Line Handler	20.93
29041 - Stevedore I	18.59
29042 - Stevedore II	21.89
30000 - Technical Occupations	
30010 - Air Traffic Control Specialist, Center (HFO) (see 2)	35.77
30011 - Air Traffic Control Specialist, Station (HFO) (see 2)	24.66
30012 - Air Traffic Control Specialist, Terminal (HFO) (see 2)	27.16
30021 - Archeological Technician I	17.33

30022 - Archeological Technician II	19.39	
30023 - Archeological Technician III	24.03	
30030 - Cartographic Technician	24.03	
30040 - Civil Engineering Technician	22.29	
30061 - Drafter/CAD Operator I	17.33	
30062 - Drafter/CAD Operator II	21.58	
30063 - Drafter/CAD Operator III	22.11	
30064 - Drafter/CAD Operator IV	26.60	
30081 - Engineering Technician I	15.65	
30082 - Engineering Technician II	17.86	
30083 - Engineering Technician III	20.62	
30084 - Engineering Technician IV	24.34	
30085 - Engineering Technician V	29.79	
30086 - Engineering Technician VI	36.05	
30090 - Environmental Technician	24.03	
30210 - Laboratory Technician	25.15	
30240 - Mathematical Technician	24.03	
30361 - Paralegal/Legal Assistant I	15.73	
30362 - Paralegal/Legal Assistant II	19.50	
30363 - Paralegal/Legal Assistant III	23.85	
30364 - Paralegal/Legal Assistant IV	28.86	
30390 - Photo-Optics Technician	24.03	
30461 - Technical Writer I	18.08	
30462 - Technical Writer II	22.11	
30463 - Technical Writer III	26.75	
30491 - Unexploded Ordnance (UXO) Technician I		22.74
30492 - Unexploded Ordnance (UXO) Technician II		27.51
30493 - Unexploded Ordnance (UXO) Technician III		32.97
30494 - Unexploded (UXO) Safety Escort		22.74
30495 - Unexploded (UXO) Sweep Personnel		22.74
30620 - Weather Observer, Combined Upper Air Or	(see 2)	21.63
Surface Programs		
30621 - Weather Observer, Senior	(see 2)	24.03
31000 - Transportation/Mobile Equipment Operation Occupations		
31020 - Bus Aide	12.53	
31030 - Bus Driver	15.72	
31043 - Driver Courier	13.44	
31260 - Parking and Lot Attendant	11.13	
31290 - Shuttle Bus Driver	14.05	
31310 - Taxi Driver	12.42	
31361 - Truckdriver, Light	14.05	
31362 - Truckdriver, Medium	14.87	
31363 - Truckdriver, Heavy	19.87	
31364 - Truckdriver, Tractor-Trailer	19.87	
99000 - Miscellaneous Occupations		
99030 - Cashier	8.77	
99050 - Desk Clerk	9.56	
99095 - Embalmer	24.57	
99251 - Laboratory Animal Caretaker I		12.85
99252 - Laboratory Animal Caretaker II		13.63
99310 - Mortician	24.57	
99410 - Pest Controller	15.59	
99510 - Photofinishing Worker	11.95	
99710 - Recycling Laborer	15.04	

99711 - Recycling Specialist	17.17
99730 - Refuse Collector	13.97
99810 - Sales Clerk	12.45
99820 - School Crossing Guard	13.71
99830 - Survey Party Chief	24.55
99831 - Surveying Aide	12.29
99832 - Surveying Technician	16.84
99840 - Vending Machine Attendant	13.02
99841 - Vending Machine Repairer	14.28
99842 - Vending Machine Repairer Helper	13.02

ALL OCCUPATIONS LISTED ABOVE RECEIVE THE FOLLOWING BENEFITS:

HEALTH & WELFARE: \$3.50 per hour or \$140.00 per week or \$606.67 per month

VACATION: 2 weeks paid vacation after 1 year of service with a contractor or successor; 3 weeks after 5 years, 4 weeks after 15 years, and 5 weeks after 25 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 4174)

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 regrading and cleaning of artillery ranges.

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

**** UNIFORM ALLOWANCE ****

If employees are required to wear uniforms in the performance of this contract (either by the terms of the Government contract, by the employer, by the state or local law, etc.), the cost of furnishing such uniforms and maintaining (by laundering or dry cleaning) such uniforms is an expense that may not be borne by an employee where such cost reduces the hourly rate below that required by the wage

determination. The Department of Labor will accept payment in accordance with the following standards as compliance:

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

The duties of employees under job titles listed are those described in the "Service Contract Act Directory of Occupations", Fifth Edition, April 2006, unless otherwise indicated. Copies of the Directory are available on the Internet. A links to the Directory may be found on the WHD home page at <http://www.dol.gov/esa/whd/> or through the Wage Determinations On-Line (WDOL) Web site at <http://wdol.gov/>.

REQUEST FOR AUTHORIZATION OF ADDITIONAL CLASSIFICATION AND WAGE RATE {Standard Form 1444 (SF 1444)}

Conformance Process:

The contracting officer shall require that any class of service employee which is not listed herein and which is to be employed under the contract (i.e., the work to be performed is not performed by any classification listed in the wage determination), be classified by the contractor so as to provide a reasonable relationship (i.e., appropriate level of skill comparison) between such unlisted classifications and the classifications listed in the wage determination. Such conformed classes of employees shall be paid the monetary wages and furnished the fringe benefits as are determined. Such conforming process shall be initiated by the contractor prior to the performance of contract work by such unlisted class(es) of employees. The conformed classification, wage rate, and/or fringe benefits shall be retroactive to the commencement date of the contract. {See Section 4.6 (C)(vi)} When multiple wage determinations are included in a contract, a separate SF 1444 should be prepared for each wage determination to which a class(es) is to be conformed.

The process for preparing a conformance request is as follows:

- 1) When preparing the bid, the contractor identifies the need for a conformed occupation(s) and computes a proposed rate(s).
- 2) After contract award, the contractor prepares a written report listing in order 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 Wage and Hour Division, Employment Standards Administration, U.S. Department of Labor, for review. (See section 4.6(b)(2) of Regulations 29 CFR Part 4).

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

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

6) The contractor informs the affected employees.

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

When preparing a conformance request, the "Service Contract Act Directory of Occupations" (the Directory) should be used to compare job definitions to insure that duties requested are not performed by a classification already listed in the wage determination. Remember, it is not the job title, but the required tasks that determine whether a class is included in an established wage determination. Conformances may not be used to artificially split, combine, or subdivide classifications listed in the wage determination.