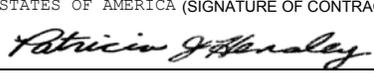


<b>SOLICITATION/CONTRACT/ORDER FOR COMMERCIAL ITEMS</b> <i>OFFEROR TO COMPLETE BLOCKS 12, 17, 23, 24, AND 30</i>				1. REQUISITION NUMBER W81W3G-3309-4928		PAGE 1 OF 24	
2. CONTRACT NO. W912DR-04-P-0128		3. AWARD/EFFECTIVE DATE 19-Dec-2003		4. ORDER NUMBER		5. SOLICITATION NUMBER W912DR-04-T-0012	
7. FOR SOLICITATION INFORMATION CALL:		a. NAME JACQUELI HENDERSON		b. TELEPHONE NUMBER (No Collect Calls) 410-962-3529		6. SOLICITATION ISSUE DATE 20-Nov-2003	
9. ISSUED BY USAED - BALTIMORE 10 SOUTH HOWARD STREET BALTIMORE MD 21201		CODE W912DR		10. THIS ACQUISITION IS <input type="checkbox"/> UNRESTRICTED <input checked="" type="checkbox"/> SET ASIDE: 100% FOR <input checked="" type="checkbox"/> SMALL BUSINESS <input type="checkbox"/> SMALL DISADV. BUSINESS <input type="checkbox"/> 8(A)		11. DELIVERY FOR FOB DESTINATION UNLESS BLOCK IS MARKED <input type="checkbox"/> SEE SCHEDULE	
TEL: FAX:		SIC: 7349 SIZE STANDARD: \$14.0		13a. THIS CONTRACT IS A RATED ORDER UNDER DPAS (15 CFR 700) <input type="checkbox"/>		12. DISCOUNT TERMS	
15. DELIVER TO RE DIV MILITARY PROJECTS SUP DELL JACKSON PO BOX 1715 BALTIMORE MD 21203-1715		CODE E1N0900		16. ADMINISTERED BY		CODE	
				<b>SEE ITEM 9</b>			
17a. CONTRACTOR/ OFFEROR TIGER'S JANITORIAL SERVICES DONNA HEMSLEY P. O. BOX 1226 INDIAN HEAD MD 20640		CODE 3HKE8		18a. PAYMENT WILL BE MADE BY USACE FINANCE CENTER ATTN: DISBURSING 5722 INTEGRITY DRIVE MILLINGTON TN 38054-5005		CODE TOB0200	
TEL. (240)346-7867		FACILITY CODE					
<input type="checkbox"/> 17b. CHECK IF REMITTANCE IS DIFFERENT AND PUT SUCH ADDRESS IN OFFER		18b. SUBMIT INVOICES TO ADDRESS SHOWN IN BLOCK 18a. UNLESS BLOCK BELOW IS CHECKED <input type="checkbox"/> SEE ADDENDUM					
19. ITEM NO.		20. SCHEDULE OF SUPPLIES/ SERVICES		21. QUANTITY		22. UNIT	
		<b>SEE SCHEDULE</b>				23. UNIT PRICE	
						24. AMOUNT	
25. ACCOUNTING AND APPROPRIATION DATA <b>See Schedule</b>						26. TOTAL AWARD AMOUNT <b>\$2,600.00</b>	
<input type="checkbox"/> 27a. SOLICITATION INCORPORATES BY REFERENCE FAR 52.212-1. 52.212-4. FAR 52.212-3. 52.212-5 ARE ATTACHED.						ADDENDA <input type="checkbox"/> ARE <input type="checkbox"/> ARE NOT ATTACHED	
<input type="checkbox"/> 27b. CONTRACT/PURCHASE ORDER INCORPORATES BY REFERENCE FAR 52.212-4. FAR 52.212-5 IS ATTACHED.						ADDENDA <input type="checkbox"/> ARE <input type="checkbox"/> ARE NOT ATTACHED	
28. CONTRACTOR IS REQUIRED TO SIGN THIS DOCUMENT AND RETURN COPIES <input type="checkbox"/> TO ISSUING OFFICE. CONTRACTOR AGREES TO FURNISH AND DELIVER ALL ITEMS SET FORTH OR OTHERWISE IDENTIFIED ABOVE AND ON ANY ADDITIONAL SHEETS SUBJECT TO THE TERMS AND CONDITIONS SPECIFIED HEREIN.				29. AWARD OF CONTRACT: REFERENCE <input type="checkbox"/> OFFER DATED . YOUR OFFER ON SOLICITATION (BLOCK 5), INCLUDING ANY ADDITIONS OR CHANGES WHICH ARE SET FORTH HEREIN, IS ACCEPTED AS TO ITEMS:			
30a. SIGNATURE OF OFFEROR/CONTRACTOR				31a. UNITED STATES OF AMERICA (SIGNATURE OF CONTRACTING OFFICER) 		31c. DATE SIGNED 19-Dec-2003	
30b. NAME AND TITLE OF SIGNER (TYPE OR PRINT)		30c. DATE SIGNED		31b. NAME OF CONTRACTING OFFICER (TYPE OR PRINT) PATRICIA J HENSLEY / ADDED BY SUMI TEL: 410-962-7718 EMAIL:			
32a. QUANTITY IN COLUMN 21 HAS BEEN <input type="checkbox"/> RECEIVED <input type="checkbox"/> INSPECTED <input type="checkbox"/> ACCEPTED, AND CONFORMS TO THE CONTRACT, EXCEPT AS NOTED				33. SHIP NUMBER PARTIAL <input type="checkbox"/> FINAL <input type="checkbox"/>		34. VOUCHER NUMBER	
32b. SIGNATURE OF AUTHORIZED GOVT. REPRESENTATIVE				36. PAYMENT <input type="checkbox"/> COMPLETE <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL		35. AMOUNT VERIFIED CORRECT FOR	
32c. DATE				37. CHECK NUMBER			
41a. I CERTIFY THIS ACCOUNT IS CORRECT AND PROPER FOR PAYMENT				38. S/R ACCOUNT NUMBER		39. S/R VOUCHER NUMBER	
41b. SIGNATURE AND TITLE OF CERTIFYING OFFICER				40. PAID BY			
41c. DATE				42a. RECEIVED BY (Print)			
				42b. RECEIVED AT (Location)			
				42c. DATE REC'D (YY/MM/DD)		42d. TOTAL CONTAINERS	

Section SF 1449 - CONTINUATION SHEET

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0001	FY 04 JANITORIAL SVCS AIR NATIONAL GUARD FFP CONTRACTOR SHALL FURNISH ALL LABOR, MATERIAL AND EQUIPMENT NECESSARY TO PROVIDE THE JANITORIAL SERVICES IN STRICT ACCORDANCE WITH THE ENCLOSED SPECIFICATION AT THE FOLLOWING LOCATION: THE AIR NATIONAL GUARD OFFICE, 7529 OLD ALEXANDRIA FERRY ROAD, SUITE A, CLINTON, MD 20735. APPROXIMATELY 1,920 SQUARE FEET. SERVICE TO BE PERFORMED THREE (3) DAYS PER WEEK (MONDAY, WEDNESDAY AND FRIDAY EXCEPT FEDERAL HOLIDAYS). PERIOD OF PERFORMANCE: 01 DECEMBER 2003 THRU 30 SEPTEMBER 2004. SERVICES SHALL BE BILLED AT A RATE \$260.00 PER MONTH. P.O.C.: DELL JACKSON (410)962-4723, CONTRACTING P.O.C.: JACKIE HENDERSON (410)962-3529, VENDOR REP. DONNA HEMSLEY (240)346-7867 PURCHASE REQUEST NUMBER: W81W3G-3309-4928	1	Lump Sum	\$2,600.00	\$2,600.00

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NET AMT \$2,600.00

ACRN AA Funded Amount \$2,600.00

FOB: Destination

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0002 OPTION	FY 05 JANITORIAL SVCS AIR NATIONAL GUARD FFP PROVIDE JANITORIAL SERIVCES FOR THE AIR NATIONAL GUARD OFFICE IN ACCORDANCE WITH THE ENCLOSED SPECIFICATIONS DURING THE PERIOD OF 01 OCTOBER 2004 THRU 30 SEPTEMBER 2005. SERVICES SHALL BE BILLED AT A RATE OF \$260.00 PER MONTH.	1	Lump Sum	\$3,120.00	\$3,120.00

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NET AMT \$3,120.00

Funded Amount \$0.00

FOB: Destination

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0003		1	Lump Sum	\$3,120.00	\$3,120.00
OPTION	FY 06 JANITORIAL SVC AIR NATIONAL GUARD FFP PROVIDE JANITORIAL SERVICES FOR THE AIR NATIONAL GUARD OFFICE IN ACCORDANCE WITH THE ENCLOSED SPECIFICATIONS DURING THE PERIOD OF 01 OCTOBER 2005 THRU 30 SEPTEMBER 2006. SERVICES SHALL BE BILLED AT A RATE OF \$260.00 PER MONTH.				

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NET AMT	\$3,120.00
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Funded Amount	\$0.00
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FOB: Destination

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0004		1	Lump Sum	\$3,120.00	\$3,120.00
OPTION	FY 07 JANITORIAL SVCS AIR NATIONAL GUARD FFP PROVIDE JANITORIAL SERVICES FOR THE AIR NATIONAL GUARD OFFICE IN ACCORDANCE WITH THE ENCLOSED SPECIFICATIONS DURING THE PERIOD OF 01 OCTOBER 2006 THRU 30 SEPTEMBER 2007. SERVICES SHALL BE BILLED AT A RATE OF \$260.00 PER MONTH.				

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NET AMT	\$3,120.00
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Funded Amount	\$0.00
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FOB: Destination

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0005		1	Lump Sum	\$3,120.00	\$3,120.00
OPTION	FY 08 JANITORIAL SVCS AIR NATIONAL GUARD FFP PROVIDE JANITORIAL SERVICES FOR THE AIR NATIONAL GUARD OFFICE IN ACCORDANCE WITH THE ENCLOSED SPECIFICATIONS DURING THE PERIOD OF 01 OCTOBER 2007 THRU 30 SEPTEMBER 2008. SERVICES SHALL BE BILLED AT A RATE OF \$260.00 PER MONTH.				

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NET AMT \$3,120.00

Funded Amount \$0.00

FOB: Destination

DELIVERY INFORMATION

CLIN	DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC
0001	POP 01-DEC-2003 TO 30-SEP-2004	N/A	RE DIV MILITARY PROJECTS SUP DELL JACKSON PO BOX 1715 BALTIMORE MD 21203-1715 410-962-4723 FOB: Destination	E1N0900
0002	POP 01-OCT-2004 TO 30-SEP-2005	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	E1N0900
0003	POP 01-OCT-2005 TO 30-SEP-2006	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	E1N0900
0004	POP 01-OCT-2006 TO 30-SEP-2007	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	E1N0900
0005	POP 01-OCT-2007 TO 30-SEP-2008	N/A	(SAME AS PREVIOUS LOCATION) FOB: Destination	E1N0900

ACCOUNTING AND APPROPRIATION DATA

AA: 21420500000 088012 2540FC41LF70000000000 E314 18020  
 COST 000000000000  
 CODE:

AMOUNT: \$2,600.00

#### CLAUSES INCORPORATED BY REFERENCE

52.212-3	Offeror Representations and Certification--Commercial Items	JUN 2003
52.212-4	Contract Terms and Conditions--Commercial Items	OCT 2003
52.217-2	Cancellation Under Multiyear Contracts	OCT 1997
52.217-8	Option To Extend Services	NOV 1999
52.217-9	Option To Extend The Term Of The Contract	MAR 2000
52.219-6	Notice Of Total Small Business Set-Aside	JUN 2003
52.222-3	Convict Labor	JUN 2003
52.222-41	Service Contract Act Of 1965, As Amended	MAY 1989
52.233-3	Protest After Award	AUG 1996
52.237-3	Continuity Of Services	JAN 1991
52.242-15	Stop-Work Order	AUG 1989
52.243-5	Changes and Changed Conditions	APR 1984
52.247-34	F.O.B. Destination	NOV 1991
52.253-1	Computer Generated Forms	JAN 1991
252.204-7003	Control Of Government Personnel Work Product	APR 1992
252.204-7004	Required Central Contractor Registration	NOV 2001
252.212-7001 (Dev)	Contract Terms and Conditions Required to Implement Statutes or Executive Orders Applicable to Defense Acquisitions of Commercial Items (Deviation)	OCT 2003
252.219-7011	Notification to Delay Performance	JUN 1998
252.225-7001	Buy American Act And Balance Of Payments Program	APR 2003
252.225-7002	Qualifying Country Sources As Subcontractors	APR 2003
252.232-7003	Electronic Submission of Payment Requests	MAR 2003
252.243-7001	Pricing Of Contract Modifications	DEC 1991
252.246-7000	Material Inspection And Receiving Report	MAR 2003

#### CLAUSES INCORPORATED BY FULL TEXT

##### 52.212-5 CONTRACT TERMS AND CONDITIONS REQUIRED TO IMPLEMENT STATUTES OR EXECUTIVE ORDERS--COMMERCIAL ITEMS (OCT 2003) (DEVIATION)

(a) Comptroller General Examination of Record. The Contractor agrees to comply with the provisions of this paragraph (a) if the contract was awarded using other than sealed bid, is in excess of the simplified acquisition threshold, and does not contain the clause at 52.215-2, Audit and Records-Negotiation.

(1) The Comptroller General of the United States, or an authorized representative of the Comptroller General, shall have access to the right to examine any of the Contractor's directly pertinent records involving transactions related to this contract.

(2) The Contractor shall make available at its offices at all reasonable times, the records, materials, and other evidence for examination, audit, or reproduction, until 3 years after final payment under this contract or for any shorter period specified in FAR Subpart 4.7, Contractor Records Retention, of the other clauses of this contract. If this contract is completely or partially terminated, the records relating to the work terminated shall be made available for 3 years after any resulting final termination settlement. Records relating to appeals under the disputes clause or to litigation or the settlement of claims arising under or relating to this contract shall be made available until such appeals, litigation, or claims are finally resolved.

(3) As used in this clause, records include books, documents, accounting procedures and practices, and other data, regardless of form. This does not require the Contractor to create or maintain any record that the Contractor does not maintain in the ordinary course of business or pursuant to a provision of law.

(b) Notwithstanding the requirements of the clauses in paragraphs (a), (b), (c), and (d) of this clause, the Contractor is not required to flow down any FAR clause, other than those in paragraphs (i) through (vi) of this paragraph in a subcontract for commercial items. Unless otherwise indicated below, the extent of the flow down shall be as required by the clause--

(i) 52.219-8, Utilization of Small Business Concerns (October 2000) (15 U.S.C. 637(d)(2) and (3)), in all subcontracts that offer further subcontracting opportunities. If the subcontract (except subcontracts to small business concerns) exceeds \$500,000 (\$1,000,000 for construction of any public facility), the subcontractor must include 52.219-8 in lower tier subcontracts that offer subcontracting opportunities.

(ii) 52.222-26, Equal Opportunity (April 2002) (E.O. 11246).

(iii) 52.222-35, Equal Opportunity for Special Disabled Veterans, Veterans of the Vietnam Era, and Other Eligible Veterans (December 2001) (38 U.S.C. 4212).

(iv) 52.222-36, Affirmative Action for Workers with Disabilities (June 1998) (29 U.S.C. 793).

(v) 52.222-41, Service Contract Act of 1965, as Amended (May 1989), flow down required for all subcontracts subject to the Service Contract Act of 1965 (41 U.S.C. 351, et seq.).

(vi) 52.247-64, Preference for Privately Owned U.S.-Flag Commercial Vessels (April 2003) (46 U.S.C. Appx 1241 and 10 U.S.C. 2631). Flow down required in accordance with paragraph (d) of FAR clause 52.247-64.

(c) While not required, the contractor May include in its subcontracts for commercial items a minimal number of additional clauses necessary to satisfy its contractual obligations.

(End of clause)

#### 52.222-42 STATEMENT OF EQUIVALENT RATES FOR FEDERAL HIRES (MAY 1989)

In compliance with the Service Contract Act of 1965, as amended, and the regulations of the Secretary of Labor (29 CFR Part 4), this clause identifies the classes of service employees expected to be employed under the contract and states the wages and fringe benefits payable to each if they were employed by the contracting agency subject to the provisions of 5 U.S.C. 5341 or 5332.

THIS STATEMENT IS FOR INFORMATION ONLY: IT IS NOT A WAGE DETERMINATION  
Employee Class Monetary Wage-Fringe Benefits

Janitor @ \$10.12 per hour.

(End of clause)

#### 52.232-19 AVAILABILITY OF FUNDS FOR THE NEXT FISCAL YEAR (APR 1984)

Funds are not presently available for performance under this contract beyond 30 September 2004. The

Government's obligation for performance of this contract beyond that date is contingent upon the availability of appropriated funds from which payment for contract purposes can be made. No legal liability on the part of the Government for any payment may arise for performance under this contract beyond 30 September 2004, until funds are made available to the Contracting Officer for performance and until the Contractor receives notice of availability, to be confirmed in writing by the Contracting Officer.

(End of clause)

#### 52.246-1 CONTRACTOR INSPECTION REQUIREMENTS (APR 1984)

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

(End of clause)

#### 52.252-2 CLAUSES INCORPORATED BY REFERENCE (FEB 1998)

This contract incorporates one or more clauses by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available. Also, the full text of a clause may be accessed electronically at this/these address(es):

<http://farsite.hill.af.mil>

<http://www.arnet.gov/far>

(End of clause)

#### SOW

The following addresses awards of janitorial contracts to the spouses of recruiters/commanding officers at recruiting stations. It is the opinion of our District Counsel that the award of such contracts are in derogation of the FAR (Federal Acquisition Regulation) and DOD Directive 5500.7R JER (Joint Ethic Regulation) Dated: 30 August 1993. FAR 3.601 forbids a contracting officer from knowingly awarding a contract to a Government employee.

#### **DOD Directive 5500.7R, Section 2635.402 (b) (2), states that the**

private financial interest of a spouse, dependent child, and any household members are treated as private financial interest of DA personnel. The stated reason for both the FAR provision and the DOD Directive is to avoid any conflict of interest that might arise between the employees' interests and their Government duties, and to avoid the appearance of favoritism or preferential treatment by the Government toward its' employees. Accordingly, award of these contracts to family members of recruiters/commanding officers would at least give the appearance of a conflict of interest. Any known

instance of any such award shall be brought to the attention of the Contracting Division, ATTN: Acquisition Branch, P.O. Box 1715, Baltimore, Maryland 21203-1715.

SUPPLIES TO BE FURNISHED BY THE CONTRACTOR:

TOILET TISSUE, PAPER TOWELS, SOAP AND TRASH CAN LINERS

ATTACHMENTS:

1. STATEMENT OF WORK
2. WAGE DETERMINATION DECISION NO. 94-2103 (REV. 30)  
DATED 3 JUNE 2003 OF THE SECRETARY OF LABOR.  
\*\*\*\*\*  
THE GOVERNMENT RESERVES THE RIGHT TO A THIRTY (30) DAY  
CANCELLATION \*\*\*\*\*

JANITORIAL SPECIFICATIONS

THREE DAYS A WEEK (OR SPECIFIED TIME PERIOD)

1. Empty, clean and damp dust all ash trays/cigarette urns.
2. Dust all surfaces or chairs, desks, cabinets, and associated furniture.
3. Empty wastebaskets and remove trash.
4. Spot clean entrance door glass removing fingerprints.
5. Sweep or mop and clean all floors.
6. Scrub and disinfect all toilet fixtures, etc.
7. Vacuum carpeting, if carpeted.
8. Refill paper towel, toilet paper and soap dispensing unit, (or furnish bar soap where applicable).

WEEKLY

1. Spot wash all areas to remove finger marks and smudges from walls and doors as required.
2. Dust and/or clean all pictures.
3. Mop and clean all floors.
4. Completely dust office area including tops of files, ledges, baseboards, chair rails, door louvers and trims.
5. Clean all telephones.
6. Dust all window sills.

ONCE MONTHLY

1. Buff all floors.
2. Wash windows inside and outside.
3. Wash venetian blinds.

4. Scour trash receptacles.

TWICE PER YEAR

1. Clean covered surfaces of leather, leatherette or plastic upholstered office furniture.
2. High dusting and cleaning of light fixtures.
3. Steam clean, if carpeted (Spring and Fall).
4. Wax all floors where required.

REVISED 8/31/93

GENERAL SPECIFICATIONS

1. SCOPE OF WORK: GENERAL - THE CONTRACTOR SHALL FURNISH ALL LABOR, MATERIALS, SUPPLIES (TRASH CAN LINERS, TOILET TISSUE, PAPER TOWELS AND SOAP) AND EQUIPMENT NECESSARY TO THOROUGHLY AND FULLY PERFORM CUSTODIAL SERVICES AT THE RECRUITING FACILITY IDENTIFIED HEREIN:

SERVICES ARE TO BE PERFORMED IN ACCORDANCE WITH THE TERMS AND CONDITIONS OF THE ORDER AND THESE SPECIFICATIONS.

2. FACILITY TO BE SERVICED:

AIR NATIONAL GUARD  
(STATION COMMANDER)  
( 1,920 SQUARE FEET) (SEE SCHEDULE OF SUPPLIES/SERVICES)

3. INSPECTION AND ACCEPTANCE - ALL SERVICES SHALL BE SUBJECT TO INSPECTION BY THE GOVERNMENTS' REPRESENTATIVE AT THE RECRUITING OFFICE. IF ANY SERVICES PERFORMED ARE NOT IN CONFORMITY WITH THE REQUIREMENTS OF THIS CONTRACT, THE GOVERNMENT SHALL HAVE THE RIGHT TO REQUIRE THE CONTRACTOR TO PERFORM THE SERVICES AGAIN IN CONFORMITY WITH THE REQUIREMENTS OF THE CONTRACT AT NO ADDITIONAL INCREASE IN TOTAL CONTRACT AMOUNT. UNLESS PROMPT CORRECTIVE ACTION IS TAKEN, AN EQUITABLE ADJUSTMENT SHALL BE MADE IN THE PRICE FOR THE WORK PERFORMED.

4. TERMINATION CLAUSE - IF AWARDED, THIS ORDER WILL BE SUBJECT TO A 30 DAY WRITTEN TERMINATION NOTICE. HOWEVER, IT WILL AUTOMATICALLY TERMINATE AT THE END OF THE PERIOD SHOWN ABOVE UNLESS OTHERWISE RENEWED.

5. PAYMENT - PAYMENT WILL BE MADE MONTHLY AT THE CLOSE OF EACH CALENDAR MONTH UPON RECEIPT OF INVOICES FOR SERVICES RENDERED.

6. INVOICES AND CERTIFICATION - THE CONTRACTOR SHALL SUBMIT ALL ORIGINAL INVOICES AT THE END OF EACH MONTH TO: U.S. ARMY CORPS OF ENGINEERS, BALTIMORE DISTRICT, ATTN: EXAMINATION SECTION P.O. BOX 1715, BALTIMORE, MARYLAND 21203-1715 FOR PAYMENT. AN INFORMATION COPY OF THE INVOICE WILL BE PROVIDED THE AIR NATIONAL GUARD OFFICE (STATION COMMANDER) FOR VERIFICATION OF

SERVICES. THE INVOICES SHALL INCLUDE NAME OF CONTRACTOR, PURCHASE ORDER NUMBER, LOCATION OF AIR NATIONAL GUARD OFFICE, PERIOD COVERED, AND AMOUNT OF BILL. POINT OF CONTACT, REAL ESTATE @ (410)962-4723.

7. FREQUENCY OF TASK PERFORMANCE - FREQUENCIES OF COMPLETING THE REQUIRED TASKS AND THE TASKS TO BE PERFORMED ARE DESCRIBED BELOW:

THREE DAYS PER WEEK (MONDAY, WEDNESDAY, AND FRIDAY EXCEPT FEDERAL HOLIDAYS)

FEDERAL HOLIDAYS OBSERVED ARE AS FOLLOWS:

NEW YEARS' DAY, MARTIN LUTHER KING JR'S BIRTHDAY, PRESIDENTS' DAY, MEMORIAL DAY, INDEPENDENCE DAY, LABOR DAY, COLUMBUS DAY, VETERANS' DAY, THANKSGIVING DAY, CHRISTMAS DAY.

THE CONTRACTOR SHALL LEAVE AMPLE SUPPLY OF TOILET PAPER, SOAP, PAPER TOWELS AND TRASH CAN LINERS TO CARRY OFFICE THRU NON-CLEANING DAYS.

8. SUPPLIES, MATERIALS AND EQUIPMENT - THE CONTRACTOR WILL BE REQUIRED TO SUPPLY, AT HIS EXPENSE, ALL CUSTODIAL SUPPLIES, MATERIALS, AND EQUIPMENT NECESSARY FOR THE SATISFACTORY COMPLETION OF ALL TASKS AS OUTLINED IN THE PROVISIONS AND SPECIFICATIONS OF THE CONTRACT. ALL EQUIPMENT SHALL BE MAINTAINED IN FIRST CLASS RATING CONDITION BY THE CONTRACTOR AND WILL BE MARKED WITH THE NAME OF THE CONTRACTOR SO AS TO BE READILY IDENTIFIABLE AS TO LEGAL OWNERSHIP. ALL VACUUM CLEANERS AND BUFFING MACHINES SHALL BE EQUIPPED WITH RUBBER BUMPER STRIP TO PREVENT SCARRING OR DAMAGING FURNITURE OR WALLS. FLAMMABLE SUPPLIES WILL NOT BE UTILIZED AS CLEANING OR POLISHING AGENTS. ALL SUPPLIES AND EQUIPMENT SHALL BE NEATLY, ORDERLY AND SAFELY STORED IN SPACES FURNISHED IN EACH BUILDING BY THE GOVERNMENT FOR THAT PURPOSE. VACUUM CLEANERS SHALL BE INDUSTRIAL TYPE.

9. TRASH REMOVAL -ALL WASTE BASKETS, AND OTHER TRASH CONTAINERS WITHIN THE AREA SHALL BE EMPTIED AND RETURNED TO THEIR INITIAL LOCATION. BOXES, CANS, PAPERS, ETC., PLACED NEAR A TRASH RECEPTACLE AND MARKED "TRASH" SHALL BE REMOVED. BOXES AND PACKAGING MATERIALS, WHOLE, PARTIAL OR CUT-UP, USED TO CONTAIN FURNITURE, COMPUTER EQUIPMENT OR THE LIKE ARE NOT INCLUDED. ALL WASTE FROM SUCH RECEPTACLES SHALL BE REMOVED FROM THE AREA AND EMPTIED INTO A DESIGNATED TRASH DUMPSTER OR RECEPTACLE IN SUCH MANNER AS TO PREVENT THE ADJACENT AREA FROM BECOMING LITTERED BY SUCH TRASH. ANY OBVIOUSLY SOILED OR TORN PLASTIC WASTE BASKET LINERS SHALL BE REPLACED. SAND IN CIGARETTE BUTT RECEPTACLE WILL BE STRAINED TO REMOVE ASHES AND DEBRIS. THE EXTERIOR OF WASTE CONTAINERS SHALL BE DAMP WIPED WITH NEUTRAL DETERGENT FROM A SPRAY BOTTLE AND CLEAN SPONGE OR SYNTHETIC FIBER CLOTH TO REMOVE EVIDENT SOIL. WET SPILLS ON THE INTERIOR OF WASTE BASKETS SHALL BE REMOVED. LOTION TYPE DETERGENT AND AN ABRASIVE PAD SHALL BE USED

ON HARD-TO-REMOVE SOIL. IN REST ROOMS, LOCKER ROOMS, AND FOOD SERVICE AREAS, GERMICIDAL DETERGENT WILL BE USED IN LIEU OF NEUTRAL DETERGENT. A PLASTIC BAG LINER SHALL BE PROVIDED IN ALL WASTE BASKETS. CARDBOARD SHALL BE BROKEN DOWN, SEPARATED FROM THE TRASH, AND PLACED IN THE APPROPRIATE CONTAINER WHERE SUCH CONTAINERS ARE PROVIDED AT THE DUMPSTER SITE ASSIGNED TO THE BUILDING. DUMPSTER DOORS AND LIDS SHALL BE CLOSED FOLLOWING THE DUMPING OF TRASH.

10. MONETARY ADJUSTMENT FOR INADEQUATE PERFORMANCE - IT IS MUTUALLY AGREED THAT FAILURE TO SATISFACTORILY ACCOMPLISH WORK IN ACCORDANCE WITH THE PROVISIONS OF THIS CONTRACT WHEN DUE TO THE FAULT OF THE CONTRACTOR SHALL CONSTITUTE A DEFICIENCY UNDER THIS CONTRACT. ALL CONTRACT ALL WORK WILL BE INSPECTED BY THE GOVERNMENTS' REPRESENTATIVE AT THE RECRUITING OFFICE AND ANY DEFICIENCIES WILL BE REPORTED TO THE CONTRACTOR. IF DEFICIENCIES ARE NOT CORRECTED SATISFACTORILY, A MONETARY REDUCTION WILL BE MADE AT THE END OF EACH MONTH IN WHICH SUCH DEFICIENCY HAS BEEN FOUND TO OCCUR. FAILURE TO DO THE REQUIRED SERVICES ON THE DAYS INDICATED WILL CONSTITUTE A DEFICIENCY. CORRECTIVE ACTION BY THE CONTRACTOR WILL BE TAKEN PROMPTLY AND THE WORK SATISFACTORILY ACCOMPLISHED. DEFICIENCIES IN DAILY TASKS WILL BE COMPLETED WITHIN THE WORK DAY SPECIFIED IN THE CONTRACT FOR COMPLETION OF THE SERVICE. ALL OTHER DEFICIENCIES SHALL BE CORRECTED WITHIN 24 HOURS OF THE DAY SCHEDULED FOR COMPLETION OF THE SERVICES. IF THE WORK IS NOT SATISFACTORILY ACCOMPLISHED WITHIN THIS TIME LIMIT, A REDUCTION IN PAYMENT TO THE CONTRACTOR WILL BE MADE. THE CONTRACTING OFFICER OR HIS REPRESENTATIVE WILL MAKE THE SOLE DETERMINATION AS TO THE EXISTENCE OF A DEFICIENCY IN PERFORMANCE AND THE TIME LIMIT OF A CORRECTION OF DEFICIENCY.

#### DEFINITIONS

THE FOLLOWING DEFINITIONS AND DESCRIPTIONS APPLY WHENEVER THE WORD OR PHRASE IS USED IN THESE SPECIFICATIONS:

##### CARE OF FLOORS:

A. SWEEPING - SWEEPING IS THE ACCUMULATION AND REMOVAL OF ALL DIRT AND LITTER ADJACENT TO AND UNDER FURNITURE, FIXTURES, CORNERS, AND ON FLOOR BY USE OF A VACUUM CLEANER, BRUSH, BROOM, OR A DRY OR TREATING SWEEPING MOP.

B. DUSTLESS SWEEPING - DUSTLESS SWEEPING IS THE CLEANING OF FLOORS USING A SWEEPING COMPOUND WHICH HAS BEEN APPLIED PRIOR TO SWEEPING. DUSTLESS SWEEPING REDUCES DUSTINESS AND LEAVES A FILM OF WAX ON THE FLOOR.

C. DUST MOPPING - DUST MOPPING IS THE REMOVAL OF DIRT ON A FLOOR USING A COTTON DUSTER FLOOR MOP, WHICH IS TREATED FOR THE TYPE OF FLOOR FINISH.

D. WET-MOPPING - WET-MOPPING IS THE REMOVAL OF DIRT ON A FLOOR

LEAVING THE FLOOR FREE OF DIRT AND EVENLY CLEANED, WITH BASEBOARDS UNSPLASHED, AND NO MOP STRINGS REMAINING ON THE FLOOR. WET MOPPING REQUIRES THE USE OF A CLEAN MOP, A DETERGENT AND A MINIMUM OF WATER FOLLOWED BY A CLEAR WATER RINSE. A GERMICIDAL SOLUTION SHALL BE USED FOR ALL FLOORS IN LATRINES(REST ROOMS).

E. SCRUBBING - SCRUBBING IS THE CLEANING OF FLOORS, USING A BRUSH, DETERGENT AND MINIMUM OF WATER FOLLOWED BY A CLEAR WATER RINSE. SCOURING POWDER SHALL BE USED ONLY WHEN ABSOLUTELY NECESSARY AND CARE SHALL BE TAKEN TO PREVENT DAMAGE OF SURFACE CLEANED. SCRUBBING SHALL BE ACCOMPLISHED BY USING A ROTARY DISK MACHINE AND SCRUBBING PAD.

F. WAX STRIPPING - WAX STRIPPING IS THE REMOVAL OF OF DIRTY, BUILT-UP WAX BY A LIQUID WAX REMOVER, IN CONJUNCTION WITH A FLOOR STRIPPING MACHINE EQUIPPED WITH AN ABRASIVE PAD. THE FLOOR WILL BE LEFT WAX FREE AND UNIFORMLY CLEAN BY USING A MOP AND WATER TO REMOVE UPLIFTED WAX.

G. WAXING - WAXING IS THE TREATMENT OF AN ENTIRE FLOOR SURFACE FOR PRESERVING THE FINISH AND IMPROVING THE APPEARANCE BY INCREASING GLOSS OR SHEEN AND UNIFORMITY. WAXING MAY BE ACCOMPLISHED BY USE OF A MOP OR A WAX APPLICATOR, AND USING WATER EMULSION WAX FOR LIGHT COLORED FLOORS. BEFORE WAXING, SEAL TERRAZZO FLOORS WITH A SEALER. IT WILL BE NECESSARY TO MOVE OBJECTS SUCH AS DESKS, CHAIRS, TABLES, BOOKCASES, ETC., IN ORDER TO WAX ENTIRE FLOOR. FILE CABINETS SHALL NOT BE MOVED. WAXING SHALL BE PERFORMED DURING THE SAME WORK SHIFT THAT THE STRIPPING TASK IS PERFORMED FOR ANY PARTICULAR AREA.

H. BUFFING - BUFFING IS THE TREATMENT OF WAXED FLOORS USING MACHINE FITTED WITH A BRUSH LEAVING THE FLOORS LUSTROUS, WITH A UNIFORM SHEEN, AND WITH NO VISIBLE SWIRL OR BRUSH MARKS.

I. SPRAY WAXING OR SPRAY BUFFING - SPRAY WAXING OR SPRAY BUFFING IS THE USE OF A WAX AND WATER SOLUTION IN THE SPRAY SQUEEZE BOTTLE TO BE APPLIED IN THE FLOOR AHEAD OF THE BUFFING MACHINE, LEAVING A UNIFORM LUSTRE.

J. VACUUM CLEANING - PRIOR TO CARPET FLOORS BEING VACUUM CLEANED, ALL SURFACE LITTER SUCH AS PAPER, GUM, RUBBER BANDS, PAPER CLIPS, ETC., SHALL BE PICKED UP. A CARPET VACUUM WITH A BEATER BAR SHALL BE USED TO VACUUM SURFACE SOIL AND EMBEDDED GRIT FROM ALL AREAS TO INCLUDE UNDERNEATH DESKS, CHAIRS, TABLES, TRASH CANS, PEWS, AND OTHER OBJECTS WHERE THE CARPET IS ACCESSIBLE. USE A VACUUM HOSE AND CLEANING HEAD. AFTER THE CAREPETED FLOOR HAS BEEN COMPLETELY VACUUMED, IT SHALL BE FREE OF ALL VISIBLE LITTER, SOIL AND EMBEDDED GRIT. SMALL OR LIGHT OBJECTS MAY NEED TO BE MOVED. FILE CABINETS SHALL NOT BE MOVED.

K. SPOT/STAIN REMOVAL - SPOT AND STAIN REMOVAL IS THE CLEANING OF GUM, TAR, SPOTS, STAINS, SPILLS, MARKS OR OTHER LOCAL SOILING FROM CARPETS, TILES, WOOD, BRICK, OR OTHER FLOOR COVERING, LEAVING UNIFORM APPEARANCE.

CARE OF WALLS AND CEILINGS (INCLUDING DOORS, WINDOWS, BLACKBOARDS, RAILINGS, BANNISTER, RADIATORS, VENETIAN BLINDS, AND LIGHT FIXTURES, ALSO INTERIOR HARDWARE AND FINISHINGS:)

A. WALL WASHING - WALL WASHING IS THE CLEANING OF WALL INCLUDING ALL WASHABLE ITEMS ATTACHED TO WALLS, LEAVING THEM UNIFORMLY CLEAN WITH NO STREAKS OR VISIBLE DIRT. IN THE PROCESS OF CLEANING, CARE SHALL BE EXERCISED SO THAT NO WATER IS SPILLED ON THE FLOORS OR FURNISHINGS. A GERMICIDAL DETERGENT SHALL BE USED IN REST ROOMS, LATRINES, LOCKER ROOMS, SHOWER ROOMS, FOOD SERVICE AREAS, GYMNASIUM AREAS, EXERCISE ROOMS, AND LAUNDRY ROOMS.

B. SPOT CLEANING - SPOT CLEANING IS THE REMOVAL OF SMUDGES, FINGER PRINTS, MARKS, STREAKS, ETC., FROM WASHABLE SURFACES OF WALLS, PARTITIONS, DOORS, FURNITURE, FIXTURES, APPLICANCES, ETC. USING A SOLUTION OF WATER AND A DETERGENT. GERMICIDAL DETERGENT WHICH CONFORMS TO FEDERAL SPECIFICATION NO. O-D-406, SHALL BE USED IN REST ROOMS, LATRINES, LOCKER ROOMS, SHOWER ROOMS, FOOD SERVICE AREAS, AND DRINKING FOUNTAINS. LOTION CLEANER SHALL BE USED ON HARD-TO-REMOVE SPOTS. AFTER SPOT CLEANING, THE SURFACE SHALL HAVE A CLEAN, UNIFORM APPEARANCE, FREE OF STREAKS, SPOTS, AND OTHER EVIDENCE OF REMOVABLE SOIL.

C. DUSTING - DUSTING IS THE REMOVAL OF DUST, LINT, LITTER, LOOSE SOIL, ETC., FROM ALL SURFACES AND OBJECTS SUCH AS FURNITURE, WALLS, CEILINGS, DOORS, RAILINGS, RADIATORS, AIR CONDITIONING GRILLS, REGISTERS, VENETIAN BLINDS, WINDOWS, PIPES, EXPOSED LIGHT FIXTURES AND OTHER OBJECTS THAT ACCUMULATE DUST. DUSTING SHALL BE ACCOMPLISHED WITH A TREATED CLOTH OR YARN DUSTER. SURFACES SHALL BE LEFT BRIGHT IN APPEARANCE WITH NO SMUDGES, MARKS OR STREAKS.

D. HIGH DUSTING - HIGH DUSTING IS THE REMOVAL OF DUST FROM WALLS, CEILINGS AND ALL SURFACES AND APPURTENANCES HIGHER THAN 6-1/2 FEET ABOVE THE FLOOR, LEAVING THEM BRIGHT IN APPEARANCE WITH NO SMUDGES, MARKS OR STREAKS.

E. WINDOW WASHING - WINDOW WASHING IS THE CLEANING OF WINDOWS, BOTH INSIDE AND OUTSIDE, BY USE OF A SOLUTION OF TRISODIUM PHOSPHATE LEAVING THEM BRIGHT AND FREE OF STREAKS WITH NO WATER ON THE SILL OR AROUND THE WINDOW. SILLS, FRAMES, AND LEDGES SHALL ALSO BE WASHED. USE OF A GLASS CLEANER IS MORE EFFECTIVE THAN SOAP APPLIED TO DOOR GLASS, MIRRORS, DISPLAY CASE GLASS AND OTHER GLASS SURFACES WITHIN THE BUILDINGS.

F. LIGHT FIXTURE CLEANING - THIS PROCESS IS THE CLEANING OF BULBS, TUBES, GLOBES, LEAVING THEM BRIGHT AND CLEAN, AND SUPPORTS AND OTHER PARTS FREE OF FILM RESIDUE, DUST, DIRT, LINT, AND STREAKS. THIS PARAGRAPH DOES NOT APPLY TO RECESSED, CLOSED FIXTURES.

CARE OF RESTROOMS AND RESTROOM/LAVATORY EQUIPMENT (WASH BOWLS, TOILET BOWLS AND SEATS, WATER CLOSETS, URINALS, SINKS, DRINKING

FOUNTAINS, AND EXPOSED ATTACHED PLUMBING):

A. CLEANING OF LAVATORY EQUIPMENT - THIS PROCESS IS THE CLEANING AND DISINFECTING OF ENAMEL, PORCELAIN, SYNTHETIC, WOOD, AND METAL SURFACES OF LAVATORIES, WASH BOWLS, TOILET BOWLS AND SEATS, WATER CLOSETS, URINALS, SHOWERS, DISPENSERS, AND EXPOSED ATTACHED PLUMBING, LEAVING THE SURFACES CLEAN, BRIGHT MOLD FREE, FUNGUS FREE, DISINFECTED, SHINY, AND WITHOUT STREAKS OR STAINS. THERE SHALL BE NO EVIDENCE OF WATER OR SOAP SOLUTIONS SPILLED ON THE FLOOR OR ON THE WALL, EITHER BEHIND OR ADJACENT TO THE FIXTURES. A GERMICIDAL DETERGENT SHALL BE USED IN SOLUTION. SHOWERS SHALL INCLUDE SHOWER STALLS, WHETHER INSTALLED OR BUILT INTO THE STRUCTURE, AND SHOWER AREAS (WHERE THE FLOOR IS DRAINAGE AREA FOR SEVERAL SHOWER HEADS, WITH OR WITHOUT PARTITIONS), AND SHALL ALSO INCLUDE WALLS, FLOORS, CURTAINS, FIXTURES, AND DOORS OF THE STALLS OR AREAS.

B. CLEANING OF SINKS - THIS PROCESS IS THE CLEANING OF SINKS AND EXPOSED ATTACHED PLUMBING, LEAVING THEM CLEAN, SHINY, MOLD FREE, FUNGUS FREE, AND WITHOUT STREAKS OR STAINS. A GERMICIDAL DETERGENT SHALL BE USED IN SOLUTION. THERE SHALL BE NO EVIDENCE OF WATER OR SOAP SOLUTIONS SPILLED ON THE FLOOR OR ON THE WALL, EITHER BEHIND OR ADJACENT TO THE FIXTURES.

C. CLEANING OF DRINKING FOUNTAINS - THIS PROCESS IS THE CLEANING OF DRINKING FOUNTAINS LEAVING THEM CLEAN AND BRIGHT, WITH NO WATER SPLASHED ON WALLS OR FLOOR AND WITH THE METALWARE BRIGHT AND SHINY. A GERMICIDAL DETERGENT SHALL BE USED IN SOLUTION.

D. RESTROOM CLEANING - RESTROOM CLEANING IS THE DISINFECTING AND WASHING OF ALL SURFACES OF PARTITIONS, STALLS, STALL DOORS, AND THOSE WALLS WHICH ARE ADJACENT TO SINKS, URINALS AND TOILETS, USING A GERMICIDAL DETERGENT AND THE REMOVAL OF MOLD AND FUNGUS BY PERFORMING SPOT CLEANING AND WALL WASHING (ELSEWHERE DEFINED) AS NECESSARY, WITH THE ADDITION OF A COMMERCIAL GRADE CHEMICAL MOLD AND FUNGUS REMOVER.

E. SERVICING OF SANITARY NAPKIN RECEPTACLES - SANITARY NAPKIN RECEPTACLES SHALL BE EMPTIED, CLEANED, DISINFECTED, AND PROPERLY DRIED, AND PROVIDED WITH A NEW BAG LINER. THE BAGS SHALL BE FURNISHED BY THE CONTRACTOR.

F. FILLING OF DISPENSERS - REFILL TOILET TISSUE DISPENSERS WITH TOILET TISSUE AND PAPER TOWEL DISPENSERS WITH PAPER TOWELS. FILL HAND SOAP DISPENSERS AND RECEPTACLES.

CARE OF FURNITURE (INCLUDING ASH TRAYS, SAND URNS, WASTE RECEPTACLES, BOOK CASES, DESKS, CHAIRS, TABLES AND COAT RACKS):

A. CLEANING AND POLISHING OF FURNITURE - FURNITURE SUCH AS BOOKCASES, DESKS, CHAIRS, TABLES, AND COAT RACKS SHALL BE CLEANED AND POLISHED. REMOVE DUST, DIRT, BEVERAGE MARKS AND SPOTS

FROM LEATHER AND VINYL FURNITURE WITH A CHEMICALLY TREATED CLOTH, LEAVING THE FURNITURE CLEAN AND ORDERLY WITH NO OILY SURFACES.

CLEAN WOOD SURFACES OF FURNITURE WITH A DAMP CLOTH, IMMEDIATELY WIPE DRY, AND POLISH THE SURFACES WITH A FURNITURE POLISH, LEAVING THE FURNITURE CLEAN, ORDERLY AND WITHOUT OILY SURFACES. CLEAN METAL SURFACES WITH AN AQUEOUS SOLUTION OF DETERGENT, POLISH THE SURFACES SURFACES WITH A FURNITURE POLISH. DESKS USED FOR INDIVIDUAL USE ARE NOT INCLUDED IN THIS CONTRACT, ONLY NON-ASSIGNED DESKS SUCH AS DESKS IN CONFERENCE ROOMS, LIBRARIES, AND RECEPTION AREAS ARE INCLUDED.

B. VACUUMING OF UPHOLSTERED FURNITURE - UPHOLSTERED PORTIONS OF FURNITURE SUCH AS CHAIRS, SOFAS, COUCHES, ETC., SHALL BE VACUUMED BY USE OF A VACUUM CLEANER AND PROPER ATTACHMENT.

C. CLEANING AND POLISHING OF ASH TRAYS - ASH TRAYS EITHER PORTABLE OR WALL MOUNTED SHALL BE EMPTIED INTO A FIREPROOF CONTAINER, WASHED WITH AN AQUEOUS SOLUTION OF DETERGENT, WIPED DRY.

D. CLEANING OF SAND URNS - TRASH SHALL BE STRAINED AND REMOVED; BUTTS AND SAND SHALL BE EMPTIED INTO A FIREPROOF CONTAINER. THE METAL SURFACES SHALL BE CLEANED AND POLISHED IN ACCORDANCE WITH CLEANING AND POLISHING OF FURNITURE (ELSEWHERE DEFINED) AND FRESH "WHITE SAND" SHALL BE PLACED IN THE CONTAINER TO A DEPTH OF APPROXIMATELY 1/2 INCH.

E. CLEANING WASTE RECEPTACLES - TRASH CANS AND WALL MOUNTED TRASH RECEPTACLES SHALL BE WASHED OF SPOTS, SPILLS OR MARKS, LEAVING THEM CLEAN, NEAT AND WITH NO STREAKS.

STATEMENT OF EQUIVALENT FEDERAL HIRES (1984 APR) FAR52.222-42

THIS STATEMENT IS FOR INFORMATION ONLY. IT IS NOT A WAGE DETERMINATION.

IN COMPLIANCE WITH THE SERVICE CONTRACT ACT OF 1965, AS AMENDED, AND THE REGULATIONS OF THE SECRETARY OF LABOR (29 CFR, PART 4.), THIS CLAUSE IDENTIFIES THE CLASSES OF SERVICE EMPLOYEES EXPECTED TO BE EMPLOYED UNDER THIS CONTRACT AND STATES THE WAGES AND FRINGE BENEFITS PAYABLE TO EACH IF THEY WERE EMPLOYED BY THE CONTRACTING AGENCY SUBJECT TO THE PROVISIONS OF 5 U.S.C. 5341 OR 5332.

WAGE RATES AND FRINGE BENEFITS APPLICABLE TO FEDERAL SERVICE EMPLOYEES PURSUANT TO 5 U.S.C. 5341 (WAGE BOARD - BLUE COLLAR).

1. CONTRIBUTION OF ONE POINT SIX (1.6) PER CENT OF BASIC HOURLY RATE FOR HEALTH AND INSURANCE.

2. CONTRIBUTION OF SEVEN (7) PER CENT OF BASIC HOURLY RATE FOR RETIREMENT.

3. TEN (1) PAID HOLIDAYS AS FOLLOWS: NEW YEAR'S DAY; MARTIN LUTHER KING DAY; GEORGE WASHINGTONS' BIRTHDAY; MEMORIAL DAY, INDEPENDENCE DAY, LABOR DAY, VETERANS' DAY, THANKSGIVING DAY, CHRISTMAS DAY.

4. PAID ANNUAL LEAVE (VACATION) AS FOLLOWS:

A. TWO (2) HOURS OF ANNUAL LEAVE EACH WEEK FOR AN EMPLOYEE WITH LESS THAN THREE (3) YEARS OF SERVICE.

B. THREE (3) HOURS OF ANNUAL LEAVE EACH WEEK FOR AN EMPLOYEE WITH THREE BUT LESS THAN FIFTEEN (15) YEARS OF SERVICE.

C. FOUR (4) HOURS OF ANNUAL LEAVE EACH WEEK FOR AN EMPLOYEE WITH FIFTEEN (15) OR MORE YEARS OF SERVICE.

5. BASIC HOURLY RATE BY CLASSIFICATION AS FOLLOWS:

CLASSIFICATION	BASIC HOURLY RATES
11150 JANITORS	\$ 10.12 PER HOUR

WAGE DETERMINATION FY04

**WAGE DETERMINATION DECISION**

**OF THE SECRETARY OF LABOR**

The following wage determination will be used to conform With the requirements of the Service Contract Act of 1965 (29 CFR 4) of the General Provisions:

Decision No. 94-2103 (Rev. 30) dated 3 June 2003

State(s): District of Columbia, Maryland, Virginia

Areas: Maryland COUNTIES of Calvert, Charles, Frederick,

Montgomery, Prince George's, St. Mary's.

Virginia COUNTIES of Arlington, Fairfax, Fauquier,

King George, Loudoun, Prince William, Stafford,

Alexandria, Falls Church

**WAGE DETERMINATION NO: 94-2103 REV (30) AREA:  
DC,DISTRICT-WIDE**

WAGE DETERMINATION NO: 94-2103 REV (30) AREA: DC,DISTRICT-WIDE  
 REGISTER OF WAGE DETERMINATIONS UNDER | U.S. DEPARTMENT OF LABOR  
 \*\*\*FOR OFFICIAL USE ONLY BY FEDERAL AGENCIES PARTICIPATING IN MOU WITH DOL\*\*\*  
 | WASHINGTON D.C. 20210

| Wage Determination No.: 1994-2103

William W.Gross                      Division of                      |                      Revision No.: 30  
 Director                              Wage Determinations |                      Date Of Last Revision: 06/03/2003

States: District of Columbia, Maryland, Virginia

Area: District of Columbia Statewide

Maryland Counties of Calvert, Charles, Frederick, Montgomery, Prince George's, St Mary's

Virginia Counties of Alexandria, Arlington, Fairfax, Falls Church, Fauquier, King George, Loudoun, Prince William, Stafford

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

OCCUPATION CODE - TITLE	MINIMUM WAGE RATE
<b>01000 - Administrative Support and Clerical Occupations</b>	
01011 - Accounting Clerk I	11.18
01012 - Accounting Clerk II	12.74
01013 - Accounting Clerk III	14.30
01014 - Accounting Clerk IV	16.37
01030 - Court Reporter	16.43
01050 - Dispatcher, Motor Vehicle	16.09
01060 - Document Preparation Clerk	12.42
01070 - Messenger (Courier)	10.23
01090 - Duplicating Machine Operator	12.42
01110 - Film/Tape Librarian	14.65
01115 - General Clerk I	11.68
01116 - General Clerk II	13.72
01117 - General Clerk III	15.32
01118 - General Clerk IV	18.74
01120 - Housing Referral Assistant	19.04
01131 - Key Entry Operator I	10.80
01132 - Key Entry Operator II	12.07
01191 - Order Clerk I	14.74
01192 - Order Clerk II	16.29
01261 - Personnel Assistant (Employment) I	13.05
01262 - Personnel Assistant (Employment) II	14.24
01263 - Personnel Assistant (Employment) III	16.42
01264 - Personnel Assistant (Employment) IV	19.60
01270 - Production Control Clerk	17.28
01290 - Rental Clerk	15.42
01300 - Scheduler, Maintenance	15.26
01311 - Secretary I	15.26
01312 - Secretary II	16.56
01313 - Secretary III	19.04
01314 - Secretary IV	20.15
01315 - Secretary V	23.47
01320 - Service Order Dispatcher	15.44
01341 - Stenographer I	14.68
01342 - Stenographer II	16.47
01400 - Supply Technician	20.15
01420 - Survey Worker (Interviewer)	14.94
01460 - Switchboard Operator-Receptionist	10.96
01510 - Test Examiner	16.56
01520 - Test Proctor	16.56
01531 - Travel Clerk I	11.63
01532 - Travel Clerk II	12.49

01533 - Travel Clerk III	13.41
01611 - Word Processor I	11.80
01612 - Word Processor II	14.22
01613 - Word Processor III	16.65
<b>03000 - Automatic Data Processing Occupations</b>	
03010 - Computer Data Librarian	12.86
03041 - Computer Operator I	14.30
03042 - Computer Operator II	15.82
03043 - Computer Operator III	18.60
03044 - Computer Operator IV	20.44
03045 - Computer Operator V	22.94
03071 - Computer Programmer I (1)	19.64
03072 - Computer Programmer II (1)	23.05
03073 - Computer Programmer III (1)	26.99
03074 - Computer Programmer IV (1)	27.62
03101 - Computer Systems Analyst I (1)	27.62
03102 - Computer Systems Analyst II (1)	27.62
03103 - Computer Systems Analyst III (1)	27.62
03160 - Peripheral Equipment Operator	14.30
<b>05000 - Automotive Service Occupations</b>	
05005 - Automotive Body Repairer, Fiberglass	22.73
05010 - Automotive Glass Installer	17.88
05040 - Automotive Worker	17.88
05070 - Electrician, Automotive	18.95
05100 - Mobile Equipment Servicer	15.69
05130 - Motor Equipment Metal Mechanic	19.98
05160 - Motor Equipment Metal Worker	17.88
05190 - Motor Vehicle Mechanic	20.07
05220 - Motor Vehicle Mechanic Helper	16.81
05250 - Motor Vehicle Upholstery Worker	17.88
05280 - Motor Vehicle Wrecker	17.88
05310 - Painter, Automotive	18.95
05340 - Radiator Repair Specialist	17.88
05370 - Tire Repairer	14.43
05400 - Transmission Repair Specialist	19.98
<b>07000 - Food Preparation and Service Occupations</b>	
(not set) - Food Service Worker	9.01
07010 - Baker	11.87
07041 - Cook I	10.93
07042 - Cook II	12.46
07070 - Dishwasher	9.22
07130 - Meat Cutter	16.07
07250 - Waiter/Waitress	8.59
<b>09000 - Furniture Maintenance and Repair Occupations</b>	
09010 - Electrostatic Spray Painter	18.05
09040 - Furniture Handler	12.55
09070 - Furniture Refinisher	18.05
09100 - Furniture Refinisher Helper	13.85
09110 - Furniture Repairer, Minor	16.01
09130 - Upholsterer	18.05
<b>11030 - General Services and Support Occupations</b>	
11030 - Cleaner, Vehicles	9.67
11060 - Elevator Operator	9.79
11090 - Gardener	12.98
11121 - House Keeping Aid I	9.13
11122 - House Keeping Aid II	9.39
11150 - Janitor	10.12
11210 - Laborer, Grounds Maintenance	10.75
11240 - Maid or Houseman	9.28
11270 - Pest Controller	12.44
11300 - Refuse Collector	10.88
11330 - Tractor Operator	12.73

11360 - Window Cleaner	10.51
<b>12000 - Health Occupations</b>	
12020 - Dental Assistant	15.80
12040 - Emergency Medical Technician (EMT)/Paramedic/Ambulance Driver	13.08
12071 - Licensed Practical Nurse I	14.63
12072 - Licensed Practical Nurse II	16.42
12073 - Licensed Practical Nurse III	18.38
12100 - Medical Assistant	12.94
12130 - Medical Laboratory Technician	15.32
12160 - Medical Record Clerk	13.60
12190 - Medical Record Technician	14.97
12221 - Nursing Assistant I	8.46
12222 - Nursing Assistant II	9.52
12223 - Nursing Assistant III	11.94
12224 - Nursing Assistant IV	13.40
12250 - Pharmacy Technician	11.84
12280 - Phlebotomist	11.21
12311 - Registered Nurse I	24.00
12312 - Registered Nurse II	26.70
12313 - Registered Nurse II, Specialist	26.70
12314 - Registered Nurse III	34.48
12315 - Registered Nurse III, Anesthetist	34.48
12316 - Registered Nurse IV	41.33
<b>13000 - Information and Arts Occupations</b>	
13002 - Audiovisual Librarian	18.95
13011 - Exhibits Specialist I	17.98
13012 - Exhibits Specialist II	22.48
13013 - Exhibits Specialist III	27.29
13041 - Illustrator I	18.73
13042 - Illustrator II	23.42
13043 - Illustrator III	28.82
13047 - Librarian	22.33
13050 - Library Technician	16.28
13071 - Photographer I	13.93
13072 - Photographer II	15.64
13073 - Photographer III	19.56
13074 - Photographer IV	24.08
13075 - Photographer V	26.50
<b>15000 - Laundry, Dry Cleaning, Pressing and Related Occupations</b>	
15010 - Assembler	8.71
15030 - Counter Attendant	8.71
15040 - Dry Cleaner	9.94
15070 - Finisher, Flatwork, Machine	8.71
15090 - Presser, Hand	8.71
15100 - Presser, Machine, Drycleaning	8.71
15130 - Presser, Machine, Shirts	8.71
15160 - Presser, Machine, Wearing Apparel, Laundry	8.71
15190 - Sewing Machine Operator	10.67
15220 - Tailor	12.43
15250 - Washer, Machine	9.31
<b>19000 - Machine Tool Operation and Repair Occupations</b>	
19010 - Machine-Tool Operator (Toolroom)	18.95
19040 - Tool and Die Maker	23.05
<b>21000 - Material Handling and Packing Occupations</b>	
21010 - Fuel Distribution System Operator	19.38
21020 - Material Coordinator	17.12
21030 - Material Expediter	17.12
21040 - Material Handling Laborer	11.50
21050 - Order Filler	13.21
21071 - Forklift Operator	14.58
21080 - Production Line Worker (Food Processing)	14.08
21100 - Shipping/Receiving Clerk	13.09

21130 - Shipping Packer	13.02
21140 - Store Worker I	9.06
21150 - Stock Clerk (Shelf Stocker; Store Worker II)	13.01
21210 - Tools and Parts Attendant	16.99
21400 - Warehouse Specialist	15.76
<b>23000 - Mechanics and Maintenance and Repair Occupations</b>	
23010 - Aircraft Mechanic	22.24
23040 - Aircraft Mechanic Helper	14.71
23050 - Aircraft Quality Control Inspector	23.43
23060 - Aircraft Servicer	17.82
23070 - Aircraft Worker	18.09
23100 - Appliance Mechanic	18.95
23120 - Bicycle Repairer	14.43
23125 - Cable Splicer	22.51
23130 - Carpenter, Maintenance	18.95
23140 - Carpet Layer	17.61
23160 - Electrician, Maintenance	22.59
23181 - Electronics Technician, Maintenance I	16.88
23182 - Electronics Technician, Maintenance II	21.92
23183 - Electronics Technician, Maintenance III	23.87
23260 - Fabric Worker	16.55
23290 - Fire Alarm System Mechanic	19.98
23310 - Fire Extinguisher Repairer	15.69
23340 - Fuel Distribution System Mechanic	20.93
23370 - General Maintenance Worker	17.28
23400 - Heating, Refrigeration and Air Conditioning Mechanic	19.25
23430 - Heavy Equipment Mechanic	19.98
23440 - Heavy Equipment Operator	20.28
23460 - Instrument Mechanic	19.98
23470 - Laborer	11.79
23500 - Locksmith	18.95
23530 - Machinery Maintenance Mechanic	20.51
23550 - Machinist, Maintenance	21.52
23580 - Maintenance Trades Helper	14.54
23640 - Millwright	19.70
23700 - Office Appliance Repairer	18.95
23740 - Painter, Aircraft	21.29
23760 - Painter, Maintenance	18.95
23790 - Pipefitter, Maintenance	20.94
23800 - Plumber, Maintenance	19.86
23820 - Pneudraulic Systems Mechanic	19.98
23850 - Rigger	19.98
23870 - Scale Mechanic	17.88
23890 - Sheet-Metal Worker, Maintenance	19.98
23910 - Small Engine Mechanic	20.05
23930 - Telecommunication Mechanic I	19.41
23931 - Telecommunication Mechanic II	20.45
23950 - Telephone Lineman	20.93
23960 - Welder, Combination, Maintenance	19.98
23965 - Well Driller	19.98
23970 - Woodcraft Worker	19.98
23980 - Woodworker	15.32
<b>24000 - Personal Needs Occupations</b>	
24570 - Child Care Attendant	11.37
24580 - Child Care Center Clerk	15.86
24600 - Chore Aid	8.86
24630 - Homemaker	16.45
<b>25000 - Plant and System Operation Occupations</b>	
25010 - Boiler Tender	22.20
25040 - Sewage Plant Operator	19.52
25070 - Stationary Engineer	22.20
25190 - Ventilation Equipment Tender	13.85
25210 - Water Treatment Plant Operator	19.72
<b>27000 - Protective Service Occupations</b>	

(not set) - Police Officer	21.76
27004 - Alarm Monitor	15.26
27006 - Corrections Officer	17.69
27010 - Court Security Officer	19.46
27040 - Detention Officer	18.29
27070 - Firefighter	19.72
27101 - Guard I	9.51
27102 - Guard II	12.53
<b>28000 - Stevedoring/Longshoremen Occupations</b>	
28010 - Blocker and Bracer	16.76
28020 - Hatch Tender	16.76
28030 - Line Handler	16.76
28040 - Stevedore I	15.76
28050 - Stevedore II	17.78
<b>29000 - Technical Occupations</b>	
21150 - Graphic Artist	20.52
29010 - Air Traffic Control Specialist, Center (2)	29.85
29011 - Air Traffic Control Specialist, Station (2)	20.59
29012 - Air Traffic Control Specialist, Terminal (2)	22.67
29023 - Archeological Technician I	15.52
29024 - Archeological Technician II	17.35
29025 - Archeological Technician III	21.51
29030 - Cartographic Technician	22.87
29035 - Computer Based Training (CBT) Specialist/ Instructor	25.84
29040 - Civil Engineering Technician	19.56
29061 - Drafter I	13.01
29062 - Drafter II	16.29
29063 - Drafter III	18.30
29064 - Drafter IV	22.87
29081 - Engineering Technician I	16.15
29082 - Engineering Technician II	18.75
29083 - Engineering Technician III	22.54
29084 - Engineering Technician IV	25.86
29085 - Engineering Technician V	31.62
29086 - Engineering Technician VI	38.26
29090 - Environmental Technician	19.29
29100 - Flight Simulator/Instructor (Pilot)	30.54
29160 - Instructor	23.97
29210 - Laboratory Technician	16.87
29240 - Mathematical Technician	23.39
29361 - Paralegal/Legal Assistant I	18.38
29362 - Paralegal/Legal Assistant II	23.44
29363 - Paralegal/Legal Assistant III	28.68
29364 - Paralegal/Legal Assistant IV	34.69
29390 - Photooptics Technician	22.87
29480 - Technical Writer	25.08
29491 - Unexploded Ordnance (UXO) Technician I	18.97
29492 - Unexploded Ordnance (UXO) Technician II	22.96
29493 - Unexploded Ordnance (UXO) Technician III	27.51
29494 - Unexploded (UXO) Safety Escort	18.97
29495 - Unexploded (UXO) Sweep Personnel	18.97
29620 - Weather Observer, Senior (3)	21.32
29621 - Weather Observer, Combined Upper Air and Surface Programs (3)	18.30
29622 - Weather Observer, Upper Air (3)	18.30
<b>31000 - Transportation/ Mobile Equipment Operation Occupations</b>	
31030 - Bus Driver	15.95
31260 - Parking and Lot Attendant	8.62
31290 - Shuttle Bus Driver	12.94
31300 - Taxi Driver	10.99
31361 - Truckdriver, Light Truck	12.37
31362 - Truckdriver, Medium Truck	15.72
31363 - Truckdriver, Heavy Truck	18.40
31364 - Truckdriver, Tractor-Trailer	18.40
<b>99000 - Miscellaneous Occupations</b>	

99020 - Animal Caretaker	9.33
99030 - Cashier	8.53
99041 - Carnival Equipment Operator	11.78
99042 - Carnival Equipment Repairer	12.69
99043 - Carnival Worker	7.93
99050 - Desk Clerk	9.78
99095 - Embalmer	19.04
99300 - Lifeguard	9.97
99310 - Mortician	22.94
99350 - Park Attendant (Aide)	12.52
99400 - Photofinishing Worker (Photo Lab Tech., Darkroom Tech)	9.81
99500 - Recreation Specialist	15.94
99510 - Recycling Worker	14.06
99610 - Sales Clerk	10.49
99620 - School Crossing Guard (Crosswalk Attendant)	11.37
99630 - Sport Official	11.24
99658 - Survey Party Chief (Chief of Party)	16.41
99659 - Surveying Technician (Instr. Person/Surveyor Asst./Instr.)	15.60
99660 - Surveying Aide	10.20
99690 - Swimming Pool Operator	13.54
99720 - Vending Machine Attendant	10.43
99730 - Vending Machine Repairer	13.54
99740 - Vending Machine Repairer Helper	11.02

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**ALL OCCUPATIONS LISTED ABOVE RECEIVE THE FOLLOWING BENEFITS:**

**HEALTH & WELFARE:** \$2.36 an hour or \$94.40 a week or \$409.07 a month **VACATION:** 2 weeks paid vacation after 1 year of service with a contractor or successor; 3 weeks after 5 years, 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 PARENTHESES AFTER THEM RECEIVE THE FOLLOWING BENEFITS (as

numbered):

1) Does not apply to employees employed in a bona fide executive, administrative, or professional capacity as defined and delineated in 29 CFR 541. (See CFR 4.156)

**2) APPLICABLE TO AIR TRAFFIC CONTROLLERS ONLY - NIGHT DIFFERENTIAL: An employee is**

entitled to pay for all work performed between the hours of 6:00 P.M. and 6:00 A.M. at the rate of basic pay plus a night pay differential amounting to 10 percent of the rate of basic pay.

3) **WEATHER OBSERVERS - NIGHT PAY & SUNDAY PAY:** If you work at night as part of a regular tour of duty, you will earn a night differential and receive an additional 10% of basic pay for any hours worked between 6pm and 6am. If you are a full-time employed (40 hours a week) and Sunday is part of your regularly scheduled workweek, you are paid at your rate of basic pay plus a Sunday premium of 25% of your basic rate for each hour of Sunday work which is not overtime (i.e. occasional work on Sunday outside the normal tour of duty is considered overtime work). **HAZARDOUS PAY DIFFERENTIAL:** An 8 percent differential is applicable to employees employed in a position that represents a high degree of hazard when working with or in close proximity to ordinance, explosives, and incendiary materials. This includes work such as screening, blending, dying, mixing, and pressing of sensitive ordnance, explosives, and pyrotechnic compositions such as lead azide, black powder and photoflash powder. All dry-house activities involving propellants or explosives. Demilitarization, modification, renovation, demolition, and maintenance operations on sensitive ordnance, explosives and incendiary materials. All operations involving regrading and cleaning of artillery ranges.

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

**\*\* UNIFORM ALLOWANCE \*\***

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

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

**\*\* NOTES APPLYING TO THIS WAGE DETERMINATION \*\*** Source of Occupational Title and Descriptions:

The duties of employees under job titles listed are those described in the "Service Contract Act Directory of Occupations," Fourth Edition, January 1993, as amended by the Third Supplement, dated March 1997, unless otherwise indicated. This publication may be obtained from the Superintendent of Documents, at 202-783-3238, or by writing to the Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402. Copies of specific job descriptions may also be obtained from the appropriate contracting officer.

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

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

The process for preparing a conformance request is as follows:

- 1) When preparing the bid, the contractor identifies the need for a conformed occupation) and computes a proposed rate).
- 2) After contract award, the contractor prepares a written report listing in order proposed classification title), a Federal grade equivalency (FGE) for each proposed classification), job description), and rationale for proposed wage rate), including information regarding the agreement or disagreement of the authorized representative of the employees involved, or where there is no authorized representative, the employees themselves. This report should

be submitted to the contracting officer no later than 30 days after such unlisted class(es) of employees performs any contract work.

- 3) The contracting officer reviews the proposed action and promptly submits a report of the action, together with the agency's recommendations and pertinent information including the position of the contractor and the employees, to the Wage and Hour Division, Employment Standards Administration, U.S. Department of Labor, for review. (See section 4.6(b)(2) of Regulations 29 CFR Part 4).
- 4) Within 30 days of receipt, the Wage and Hour Division approves, modifies, or disapproves the action via transmittal to the agency contracting officer, or notifies the contracting officer that additional time will be required to process the request.
- 5) The contracting officer transmits the Wage and Hour decision to the contractor.
- 6) The contractor informs the affected employees.  
Information required by the Regulations must be submitted on SF 1444 or bond paper.  
When preparing a conformance request, the "Service Contract Act Directory of Occupations" (the Directory) should be used to compare job definitions to insure that duties requested are not performed by a classification already listed in the wage determination. Remember, it is not the job title, but the required tasks that determine whether a class is included in an established wage determination.  
Conformances may not be used to artificially split, combine, or subdivide classifications listed in the wage determination.