

**SOLICITATION / CONTRACT / ORDER FOR COMMERCIAL ITEMS**  
**OFFEROR TO COMPLETE BLOCKS 12, 17, 23, 24, & 30**

1. REQUISITION NUMBER

SUBS09-19

PAGE 1 OF 9

2. CONTRACT NO.

3. AWARD/EFFECTIVE

DATE 01/16/2009

4. ORDER NUMBER

DTMA5P09037

5. SOLICITATION NUMBER

6. SOLICITATION ISSUE DATE

**7. FOR SOLICITATION INFORMATION CALL:**

a. NAME

b. TELEPHONE NUMBER (No collect calls)

8. OFFER DUE DATE/ LOCAL TIME

9. ISSUED BY

CODE 00095

U.S. Merchant Marine Academy (Procurement)  
 MMA-5206, Division of Procurement

Kings Point, NY 11024-1699

TEL: (516) 773-5258 ext.

FAX: (516) 773-5251 ext.

10. THIS ACQUISITION IS

UNRESTRICTED OR

SET ASIDE: 100.00% FOR:

SMALL BUSINESS

EMERGING SMALL BUSINESS

HUBZONE SMALL BUSINESS

8(A)

SERVICE-DISABLED VETERAN-OWNED SMALL BUSINESS

NAICS: 812331

SIZE STANDARD:

11. DELIVERY FOR FOB DESTINATION UNLESS BLOCK IS MARKED

SEE SCHEDULE

12. DISCOUNT TERMS

13a. THIS CONTRACT IS A RATED ORDER UNDER DPAS (15 CFR 700)

13b. RATING

14. METHOD OF SOLICITATION

RFQ

IFB

RFP

15. DELIVER TO

CODE 5210

U.S. MERCHANT MARINE ACADEMY  
 Commissary(Subs)

Kings Point, NY 11024-1699

Attn: Mitchell Glazer

16. ADMINISTERED BY

CODE 00095

U.S. Merchant Marine Academy (Procurement)  
 MMA-5206, Division of Procurement

Kings Point, NY 11024-1699

17a. CONTRACTOR/OFFEROR

CODE \*

FACILITY CODE

Sones' Great Neck Laundromat

4 Welwyn Rd  
 Great Neck, NY 11201-3514

TELEPHONE NO. (516) 482-0903 ext.

18a. PAYMENT WILL BE MADE BY

CODE AMZ-16

USMMA A/P Branch, AMZ-160

USMMA A/P Branch, AMZ-160, PO Box 25710

Oklahoma City, OK 73125

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

SEE ADDENDUM

19. ITEM NO.	20. SCHEDULE OF SUPPLIES/SERVICES	21. QUANTITY	22. UNIT	23. UNIT PRICE	24. AMOUNT
(Use Reverse and/or Attach Additional Sheets as Necessary)					

25. ACCOUNTING AND APPROPRIATION DATA

7009 - 1750 - MA2009 - IMSP000 - 00 - 4000 - 05 - 210002530 - 5610066 - 00 - - - - -

26. TOTAL AWARD AMOUNT (For Govt. Use Only)

\$ 9,500.00

27a. SOLICITATION INCORPORATES BY REFERENCE FAR 52.212-1, 52.212-4. FAR 52.212-3 AND 52.212-5 ARE ATTACHED. ADDENDA  ARE  ARE NOT ATTACHED

27b. CONTRACT/PURCHASE ORDER INCORPORATES BY REFERENCE FAR 52.212-4. FAR 52.212-5 IS ATTACHED. ADDENDA  ARE  ARE NOT ATTACHED

28. CONTRACTOR IS REQUIRED TO SIGN THIS DOCUMENT AND RETURN \_\_\_\_\_ COPIES 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: REF. \_\_\_\_\_ 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)

*Maxmillian S. Diah*

30b. NAME AND TITLE OF SIGNER (Type or print)

30c. DATE SIGNED

31b. NAME OF CONTRACTING OFFICER (Type or print)

31c. DATE SIGNED

Max Diah

01/16/2009

19. ITEM NO.	20. SCHEDULE OF SUPPLIES/SERVICES	21. QUANTITY	22. UNIT	23. UNIT PRICE	24. AMOUNT

32a. QUANTITY IN COLUMN 21 HAS BEEN  
 RECEIVED     INSPECTED     ACCEPTED, AND CONFORMS TO THE CONTRACT, EXCEPT AS NOTED: \_\_\_\_\_

32b. SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE	32c. DATE	32d. PRINTED NAME AND TITLE OF AUTHORIZED GOVERNMENT REPRESENTATIVE
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32e. MAILING ADDRESS OF AUTHORIZED GOVERNMENT REPRESENTATIVE	32f. TELEPHONE NUMBER OF AUTHORIZED GOVERNMENT REPRESENTATIVE
	32g. E-MAIL OF AUTHORIZED GOVERNMENT REPRESENTATIVE

33. SHIP NUMBER <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL	34. VOUCHER NUMBER	35. AMOUNT VERIFIED CORRECT FOR	36. PAYMENT <input type="checkbox"/> COMPLETE <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL	37. CHECK NUMBER
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38. S/R ACCOUNT NUMBER	39. S/R VOUCHER NUMBER	40. PAID BY
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41a. I CERTIFY THIS ACCOUNT IS CORRECT AND PROPER FOR PAYMENT	42a. RECEIVED BY <i>(Print)</i>		
41b. SIGNATURE AND TITLE OF CERTIFYING OFFICER	41c. DATE	42b. RECEIVED AT <i>(Location)</i>	
		42c. DATE REC'D <i>(YY/MM/DD)</i>	42d. TOTAL CONTAINERS

<b>Line Item Summary</b>	<b>Document Number</b> DTMA5P09037	<b>Title</b> LAUNDRY SERVICES	<b>Page</b> 3 of 9
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Total Funding: \$9,500.00

FYs	Fund	Budget Org	Sub	Object Class	Sub	Program	Cost Org	Sub	Proj/Job No.	Sub	Reporting Category
7009	1750	MA2009	IMSP000	00	4000	05	210002530	5610066	00		

Division                      Closed FYs                      Cancelled Fund

Line Item Number	Description	Delivery Date (Start Date to End Date)	Quantity	Unit of Issue	Unit Price	Total Cost (Includes Discounts)
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DUNS: 039443390  
REMIT TO: SAME AS ABOVE

0001	Non-Personal Laundry Services for the period of January and February 2009	(01/01/2009 to 02/28/2009)	1.00	JOB	\$9,500.000	\$ 9,500.00
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as detailed in the attached Statement of Work (SOW).  
Ref Req No: SUBS09-19

**Total Cost:** \$9,500.00

CONTACT: DEBORAH PORTER, CONTRACT SPECIALIST  
516-773-5805

INVOICE INQUIRIES CONTACT: BARBARA MARTOS  
405-954-1219

**Contract Level  
Funding Summary**

Document Number  
DTMA5P09037

Title  
LAUNDRY SERVICES

Page  
4 of 9

7009 - 1750 - MA2009 - IMSP000 - 00 - 4000 - 05 - 210002530 - 5610066 - 00 - - - - -

\$9,500.00

Reference Requisition: SUBS09-19

**Total Funding: \$9,500.00**

COMMERCIAL CLAUSES

1 52.252-02 CLAUSES INCORPORATED BY REFERENCE

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://acquisition.gov/far/current/html/FARTOCP52.html>

Clause	Title	Date
52.212-03	Offeror Representations and Certifications - Commercial Items	June 2008
52.212-04	Contract Terms and Conditions--Commercial Items	October 2008

2 52.212-05 CONTRACT TERMS AND CONDITIONS REQUIRED TO IMPLEMENT STATUTES OR EXECUTIVE ORDERS-- COMMERCIAL ITEMS

DECEMBER 2008

(a) The Contractor shall comply with the following Federal Acquisition Regulation (FAR) clauses, which are incorporated in this contract by reference, to implement provisions of law or Executive orders applicable to acquisitions of commercial items:

- (1) 52.233-03, Protest after Award (AUG 1996) (31 U.S.C. 3553).
- (2) 52.233-04, Applicable Law for Breach of Contract Claim (OCT 2004) (Pub. L. 108-77, 108-78)

(b) The Contractor shall comply with the FAR clauses in this paragraph (b) that the Contracting Officer has indicated as being incorporated in this contract by reference to implement provisions of law or Executive orders applicable to acquisitions of commercial items:

[Contracting Officer shall check as appropriate.]

\_\_\_ (1) 52.203-06, Restrictions on Subcontractor Sales to the Government (Sept 2006), with Alternate I (Oct 1995) (41 U.S.C. 253g and 10 U.S.C. 2402).

\_\_\_ (2) 52.203-13, Contractor Code of Business Ethics and Conduct (DEC 2008) (Pub. L. 110-252, Title VI, Chapter 1 (41 U.S.C. 251 note)).

\_\_\_ (3) 52.219-03, Notice of Total HUBZone Small Business Set-Aside (Jan 1999) (15 U.S.C 657a).

x (4) 52.219-04, Notice of Price Evaluation Preference for HUBZone Small Business Concerns (JULY 2005) (if the offeror elects to waive the preference, it shall so indicate in its offer) (15 U.S.C 657a).

\_\_\_ (5) [Reserved]

\_\_\_ (6)(i) 52.219-06, Notice of Total Small Business Set-Aside (June 2003) (15 U.S.C. 644).

\_\_\_ (ii) Alternate I (Oct 1995) of 52.219-6.

\_\_\_ (iii) Alternate II (Mar 2004) of 52.219-6.

\_\_\_ (7)(i) 52.219-07 Notice of Partial Small Business Set-Aside (June 2003) (15 U.S.C. 644).

- (ii) Alternate I (Oct 1995) of 52.219-7.
- (iii) Alternate II (Mar 2004) of 52.219-7.
- (8) 52.219-08, Utilization of Small Business Concerns (May 2004) (15 U.S.C. 637 (d)(2) and (3)).
- (9)(i) 52.219-09, Small Business Subcontracting Plan (APR 2008) (15 U.S.C. 637(d)(4)).
- (ii) Alternate I (Oct 2001) of 52.219-9.
- (iii) Alternate II (Oct 2001) of 52.219-9.
- (10) 52.219-14, Limitations on Subcontracting (Dec 1996) (15 U.S.C. 637(a)(14)).
- (11) 52.219-16, Liquidated Damages—Subcontracting Plan (JAN 1999) (15 U.S.C. 637(d)(4)(F)(i)).
- (12)(i) 52.219-23, Notice of Price Evaluation Adjustment for Small Disadvantaged Business Concerns (OCT 2008) (10 U.S.C. 2323) (if the offeror elects to waive the adjustment, it shall so indicate in its offer).
- (ii) Alternate I (June 2003) of 52.219-23.
- (13) 52.219-25, Small Disadvantaged Business Participation Program--Disadvantaged Status and Reporting (APR 2008) (Pub. L. 103-355, section 7102, and 10 U.S.C. 2323).
- (14) 52.219-26, Small Disadvantaged Business Participation Program--Incentive Subcontracting (Oct 2000) (Pub. L. 103-355, section 7102, and 10 U.S.C. 2323).
- (15) 52.219-27, Notice of Total Service-Disabled Veteran-Owned Small Business Set-Aside (May 2004) (15 U.S.C. 657 f).
- (16) 52.219-28, Post Award Small Business Program Rerepresentation (JUNE 2007) (15 U.S.C. 632(a)(2)).
- (17) 52.222-03, Convict Labor (June 2003) (E.O. 11755).
- (18) 52.222-19, Child Labor-Cooperation with Authorities and Remedies (FEB 2008) (E.O. 13126).
- (19) 52.222-21, Prohibition of Segregated Facilities (Feb 1999).
- (20) 52.222-26, Equal Opportunity (MAR 2007) (E.O. 11246).
- (21) 52.222-35, Equal Opportunity for Special Disabled Veterans, Veterans of the Vietnam Era, and Other Eligible Veterans (SEPT 2006) (38 U.S.C. 4212).
- (22) 52.222-36, Affirmative Action for Workers with Disabilities (Jun 1998) (29 U.S.C. 793).
- (23) 52.222-37, Employment Reports on Special Disabled Veterans, Veterans of the Vietnam Era, and Other Eligible Veterans (SEPT 2006) (38 U.S.C. 4212).
- (24) 52.222-39, Notification of Employee Rights Concerning Payment of Union Dues or Fees (Dec 2004) (E.O. 13201).
- (25)(i) 52.222-50, Combating Trafficking in Persons (AUG 2007) (Applies to all contracts).
- (ii) Alternate I (AUG 2007) of 52.222-50.
- (26)(i) 52.223-09, Estimate of Percentage of Recovered Material Content for EPA-Designated Items (MAY 2008) (42 U.S.C. 6962(c)(3)(A)(ii)).
- (ii) Alternate I (MAY 2008) of 52.223-09 (42 U.S.C. 6962(i)(2)(C)).

\_\_\_ (27) 52.223-15, Energy Efficiency in Energy-Consuming Products (DEC 2007) (42 U.S.C. 8259b).

\_\_\_(28)(i) 52.223-16, IEEE 1680 Standard for the Environmental Assessment of Personal Computer Products (DEC 2007) (E.O. 13423).

\_\_\_(ii) Alternate I (DEC 2007) of 52.223-16.

\_\_\_ (29) 52.225-01, Buy American Act—Supplies (June 2003) (41 U.S.C. 10a-10d).

\_\_\_ (30)(i)52.225-03, Buy American Act—Free Trade Agreements—Israeli Trade Act (AUG 2007) (41 U.S.C. 10a-10d, 19 U.S.C. 3301 note, 19 U.S.C. 2112 note, Pub. L. 108-77, 108-78, 108-286, 109-53 and 109-169.

\_\_\_ (ii) Alternate I (Jan 2004) of 52.225-3.

\_\_\_ (iii) Alternate II (Jan 2004) of 52.225-3.

\_\_\_ (31) 52.225-05, Trade Agreements (NOV 2007) (19 U.S.C. 2501, et seq., 19 U.S.C. 3301 note).

\_\_\_(32) 52.225-13, Restrictions on Certain Foreign Purchases (JUNE 2008) (E.O.'s, proclamations, and statutes administered by the Office of Foreign Assets Control of the Department of the Treasury).

\_\_\_ (33) 52.226-04, Notice of Disaster or Emergency Area Set-Aside (NOV 2007) (42 U.S.C. 5150).

\_\_\_ (34) 52.226-05, Restrictions on Subcontracting Outside Disaster or Emergency Area (NOV 2007) (42 U.S.C. 5150).

\_\_\_ (35) 52.232-29, Terms for Financing of Purchases of Commercial Items (Feb 2002) (41 U.S.C. 255(f), 10 U.S.C. 2307(f)).

\_\_\_ (36) 52.232-30, Installment Payments for Commercial Items (Oct 1995) (41 U.S.C. 255(f), 10 U.S.C. 2307(f)).

x (37) 52.232-33, Payment by Electronic Funds Transfer-Central Contractor Registration (Oct 2003) (31 U.S.C. 3332).

x (38) 52.232-34, Payment by Electronic Funds Transfer-Other than Central Contractor Registration (May 1999) (31 U.S.C. 3332).

\_\_\_ (39) 52.232-36, Payment by Third Party (May 1999) (31 U.S.C. 3332).

\_\_\_ (40) 52.239-01, Privacy or Security Safeguards (Aug 1996) (5 U.S.C. 552a).

\_\_\_(41)(i) 52.247-64, Preference for Privately Owned U.S.-Flag Commercial Vessels (Feb 2006) (46 U.S.C. Appx 1241(b) and 10 U.S.C. 2631).

\_\_\_ (ii) Alternate I (Apr 2003) of 52.247-64.

(c) The Contractor shall comply with the FAR clauses in this paragraph (c), applicable to commercial services, that the Contracting Officer has indicated as being incorporated in this contract by reference to implement provisions of law or Executive orders applicable to acquisitions of commercial items:

[Contracting Officer check as appropriate.]

\_\_\_ (1) 52.222-41, Service Contract Act of 1965 (NOV 2007) (41 U.S.C. 351, et seq.).

\_\_\_ (2) 52.222-42, Statement of Equivalent Rates for Federal Hires (May 1989) (29 U.S.C. 206 and 41 U.S.C. 351, et seq.).

\_\_\_ (3) 52.222-43, Fair Labor Standards Act and Service Contract Act--Price Adjustment (Multiple Year and Option Contracts) (NOV 2006) (29 U.S.C. 206 and 41 U.S.C. 351, et seq.).

\_\_\_ (4) 52.222-44, Fair Labor Standards Act and Service Contract Act--Price Adjustment (Feb 2002) (29 U.S.C. 206 and 41 U.S.C. 351, et seq.).

\_\_\_ (5) 52.222-51, Exemption from Application of the Service Contract Act to Contracts for Maintenance, Calibration, or Repair of Certain Equipment—Requirements (NOV 2007) (41 U.S.C. 351, et seq.).

\_\_\_ (6) 52.222-53, Exemption from Application of the Service Contract Act to Contracts for Certain Services— Requirements (NOV 2007) (41 U.S.C. 351, et seq.).

\_\_\_ (7) 52.237-11, Accepting and Dispensing of \$1 Coin (SEPT 2008) (31 U.S.C. 5112(p)(1)).

(d) Comptroller General Examination of Record. The Contractor shall comply with the provisions of this paragraph (d) if this 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 and 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 type and 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.

(e)(1) 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 (e)(1)(i) through (xi) 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) 52.203-13, Contractor Code of Business Ethics and Conduct (DEC 2008) (Pub. L. 110-252, Title VI, Chapter 1 (41 U.S.C. 251 note)).

(ii) 52.219-08, Utilization of Small Business Concerns (May 2004) (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 \$550,000 (\$1,000,000 for construction of any public facility), the subcontractor must include 52.219-8 in lower tier subcontracts that offer subcontracting opportunities.

(iii) 52.222-26, Equal Opportunity (MAR 2007) (E.O. 11246).

(iv) 52.222-35, Equal Opportunity for Special Disabled Veterans, Veterans of the Vietnam Era, and Other Eligible Veterans (SEPT 2006) (38 U.S.C. 4212).

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

(vi) 52.222-39, Notification of Employee Rights Concerning Payment of Union Dues or Fees (Dec 2004) (E.O. 13201).

(vii) 52.222-41, Service Contract Act of 1965 (NOV 2007)(41 U.S.C. 351, et seq.).

(viii) 52.222-50, Combating Trafficking in Persons (AUG 2007) (22 U.S.C. 7104(g)). Flow down required in accordance with paragraph (f) of FAR clause 52.222-50.

(ix) 52.222-51, Exemption from Application of the Service Contract Act to Contracts for Maintenance, Calibration, or Repair of Certain Equipment-Requirements (NOV 2007) (41 U.S.C. 351, et seq.).

(x) 52.222-53, Exemption from Application of the Service Contract Act to Contracts for Certain Services-Requirements (NOV 2007) (41 U.S.C. 351, et seq.).

(xi) 52.247-64, Preference for Privately Owned U.S.-Flag Commercial Vessels (Feb 2006) (46 U.S.C. Appx. 1241(b) and 10 U.S.C. 2631). Flow down required in accordance with paragraph (d) of FAR clause 52.247-64.

(2) 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)

**ATTACHMENT 1**

# 1 STATEMENT OF WORK

## Specifications for Delano Commissary Table Linen Laundry -

The contractor shall pick up and deliver laundry items on a per call basis with calls up to six days per week (Monday - Saturday) between the hours of 6:30am and 12:00noon local time. The contractor shall be available for emergency linen pick-up on an as needed basis and be able to respond to an emergency call within 1½ hours of the call being placed and return all items within 18 hours of the pick-up. (Locality of the contractor will be determined using an online mapping site such as expedia.com) The contractor shall use either clean cloth, clear plastic bags or bags labeled linen to pick up soiled tablecloths. The average pick up weight is approximately 250 pounds (dry weight). At no time shall the soiled linen be placed on the floor during pick up. The majority of these tablecloths are white and are approximately 60" x 130" and are manufactured by the Best Linen Company of New York. The table linen is called "BETTER YET A VISA PRODUCT." For Special Lunch or Dinners, Blue Tablecloths are used in place of the white. The Blue Tablecloths are approximately 60" x 130". These tablecloths are used approximately 20-30 times a year. In addition, there may be white tablecloths that are 53" x 53", 60" round, and 72" round. On occasion, there will be limited amounts of Blue Table Skirting. Napkins may also be included in the laundry service. The clean 60" x 130" tablecloths are to be packed 20 tablecloths per bag.

All laundered linen is to be folded with limited wrinkles. Although pressing of linen is not required, the cleaned linen must be in presentable condition ready to be placed on the tables. The linen must be without excess wrinkles and obvious stains.

The contractor shall use the best possible cleaning agents that meet or exceed OSHA requirements. The contractor will use current industry machines to remove all grease, dirt, and food stains without damage to the linen. Stains will be pre-treated as required. The contractor shall be responsible to replace linen damaged during the cleaning process. The contractor will not be responsible for normal wear of linen or linen damaged at the academy.

All items picked up are to be cleaned and returned by the following pick up delivery day. The contractor shall tag USMMA linen in order to insure that all items are returned to the academy. Academy personnel will verify the linen count sent to and returned from the contractor. The contractor shall be responsible for returning all linen that has been picked up for cleaning. The contractor will be required to replace linen that has been lost while in their possession. USMMA Food Service Contractor personnel are to confirm that all linen has been tagged USMMA before it is picked up by the laundry service. The Laundry Contractor is to provide the TAGS.

The Laundry and Food Service contractors shall verify the count before the linen leave the academy. Upon return of the clean linen, the USMMA Food Service Contractor shall verify that all linen has been returned to the academy and cleaned.

During Plebe "INDOC", which is approximately 14 days in July, there will be approximately 750 dry pounds daily of 60' x 30" white table cloths. The Laundry Service is responsible to increase amount of daily pick-ups, and return all 750 pounds of laundry by the following day. In addition, there are special dinners, approximately 10 - 20 times a year, which will use an additional 250 pounds of Blue Tablecloths for a total daily usage of 500 pounds of White and Blue Tablecloths. The Laundry Contractor must clean all linen and return the next day.

During Parents Weekend, Homecoming Weekend, and Graduation Weekend, tablecloth usage may increase to 500 pounds daily. Soiled tablecloths are to be returned the following day.

It is at the option of the Laundry Service to pick up soiled linen on Sunday. If there is no pick up on Sunday, the Monday pick up will be approximately 400 pounds of linen. The Monday pick up of soiled linen is to be cleaned and returned the following day.

The Contracting Officer's Technical Representative and the Contractor shall resolve related discrepancies.

Persons authorized to call for laundry pick up:

Mitchell Glazer  
Mae Garr  
Mary Ann Sarsfield  
Leisa Dent

**ATTACHMENT 2**

WD 05-2373 (Rev.-6) was first posted on www.wdol.gov on 09/16/2008

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REGISTER OF WAGE DETERMINATIONS UNDER  
THE SERVICE CONTRACT ACT  
By direction of the Secretary of Labor

U.S. DEPARTMENT OF LABOR  
EMPLOYMENT STANDARDS ADMINISTRATION  
WAGE AND HOUR DIVISION  
WASHINGTON D.C. 20210

Shirley F. Ebbesen                      Division of  
Director                                  Wage Determinations

Wage Determination No.: 2005-2373  
Revision No.: 6  
Date Of Revision: 09/11/2008

State: New York

Area: New York Counties of Nassau, Suffolk

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

OCCUPATION CODE - TITLE	MINIMUM WAGE RATE
01000 - Administrative Support And Clerical Occupations	
01011 - Accounting Clerk I	15.11
01012 - Accounting Clerk II	17.76
01013 - Accounting Clerk III	20.96
01020 - Administrative Assistant	29.37
01040 - Court Reporter	21.19
01051 - Data Entry Operator I	13.95
01052 - Data Entry Operator II	15.22
01060 - Dispatcher, Motor Vehicle	25.16
01070 - Document Preparation Clerk	15.41
01090 - Duplicating Machine Operator	14.69
01111 - General Clerk I	14.82
01112 - General Clerk II	16.94
01113 - General Clerk III	18.82
01120 - Housing Referral Assistant	23.35
01141 - Messenger Courier	11.89
01191 - Order Clerk I	19.59
01192 - Order Clerk II	20.45
01261 - Personnel Assistant (Employment) I	17.89
01262 - Personnel Assistant (Employment) II	20.03
01263 - Personnel Assistant (Employment) III	23.27
01270 - Production Control Clerk	23.27
01280 - Receptionist	14.72
01290 - Rental Clerk	17.89
01300 - Scheduler, Maintenance	19.25
01311 - Secretary I	19.25
01312 - Secretary II	22.56
01313 - Secretary III	23.35
01320 - Service Order Dispatcher	20.00
01410 - Supply Technician	29.37
01420 - Survey Worker	20.03
01531 - Travel Clerk I	14.74
01532 - Travel Clerk II	15.97
01533 - Travel Clerk III	17.34
01611 - Word Processor I	17.16
01612 - Word Processor II	20.16
01613 - Word Processor III	21.45

05000 - Automotive Service Occupations	
05005 - Automobile Body Repairer, Fiberglass	27.14
05010 - Automotive Electrician	27.14
05040 - Automotive Glass Installer	26.01
05070 - Automotive Worker	26.01
05110 - Mobile Equipment Servicer	19.81
05130 - Motor Equipment Metal Mechanic	28.38
05160 - Motor Equipment Metal Worker	26.01
05190 - Motor Vehicle Mechanic	28.27
05220 - Motor Vehicle Mechanic Helper	22.05
05250 - Motor Vehicle Upholstery Worker	24.88
05280 - Motor Vehicle Wrecker	26.01
05310 - Painter, Automotive	27.14
05340 - Radiator Repair Specialist	26.01
05370 - Tire Repairer	16.69
05400 - Transmission Repair Specialist	28.27
07000 - Food Preparation And Service Occupations	
07010 - Baker	18.23
07041 - Cook I	16.75
07042 - Cook II	18.23
07070 - Dishwasher	13.67
07130 - Food Service Worker	13.67
07210 - Meat Cutter	22.64
07260 - Waiter/Waitress	14.45
09000 - Furniture Maintenance And Repair Occupations	
09010 - Electrostatic Spray Painter	21.10
09040 - Furniture Handler	16.03
09080 - Furniture Refinisher	21.10
09090 - Furniture Refinisher Helper	17.91
09110 - Furniture Repairer, Minor	19.40
09130 - Upholsterer	21.10
11000 - General Services And Support Occupations	
11030 - Cleaner, Vehicles	13.67
11060 - Elevator Operator	13.67
11090 - Gardener	18.39
11122 - Housekeeping Aide	13.68
11150 - Janitor	15.30
11210 - Laborer, Grounds Maintenance	15.86
11240 - Maid or Houseman	13.68
11260 - Pruner	13.79
11270 - Tractor Operator	17.52
11330 - Trail Maintenance Worker	15.86
11360 - Window Cleaner	17.61
12000 - Health Occupations	
12010 - Ambulance Driver	22.48
12011 - Breath Alcohol Technician	22.61
12012 - Certified Occupational Therapist Assistant	22.80
12015 - Certified Physical Therapist Assistant	21.08
12020 - Dental Assistant	15.93
12025 - Dental Hygienist	32.86
12030 - EKG Technician	27.81
12035 - Electroneurodiagnostic Technologist	27.81
12040 - Emergency Medical Technician	23.62
12071 - Licensed Practical Nurse I	20.12
12072 - Licensed Practical Nurse II	22.61
12073 - Licensed Practical Nurse III	23.58
12100 - Medical Assistant	16.66
12130 - Medical Laboratory Technician	23.34
12160 - Medical Record Clerk	18.71
12190 - Medical Record Technician	20.55

12195 - Medical Transcriptionist	17.99
12210 - Nuclear Medicine Technologist	32.47
12221 - Nursing Assistant I	13.17
12222 - Nursing Assistant II	14.37
12223 - Nursing Assistant III	15.13
12224 - Nursing Assistant IV	15.87
12235 - Optical Dispenser	21.45
12236 - Optical Technician	15.32
12250 - Pharmacy Technician	15.87
12280 - Phlebotomist	23.02
12305 - Radiologic Technologist	28.08
12311 - Registered Nurse I	31.62
12312 - Registered Nurse II	36.82
12313 - Registered Nurse II, Specialist	36.82
12314 - Registered Nurse III	44.98
12315 - Registered Nurse III, Anesthetist	44.98
12316 - Registered Nurse IV	53.98
12317 - Scheduler (Drug and Alcohol Testing)	26.17
13000 - Information And Arts Occupations	
13011 - Exhibits Specialist I	26.50
13012 - Exhibits Specialist II	31.89
13013 - Exhibits Specialist III	40.66
13041 - Illustrator I	28.35
13042 - Illustrator II	31.89
13043 - Illustrator III	40.66
13047 - Librarian	37.25
13050 - Library Aide/Clerk	15.79
13054 - Library Information Technology Systems Administrator	31.89
13058 - Library Technician	24.10
13061 - Media Specialist I	20.20
13062 - Media Specialist II	22.50
13063 - Media Specialist III	24.96
13071 - Photographer I	18.78
13072 - Photographer II	24.62
13073 - Photographer III	32.88
13074 - Photographer IV	44.26
13075 - Photographer V	50.85
13110 - Video Teleconference Technician	20.66
14000 - Information Technology Occupations	
14041 - Computer Operator I	18.49
14042 - Computer Operator II	21.07
14043 - Computer Operator III	23.58
14044 - Computer Operator IV	26.13
14045 - Computer Operator V	28.87
14071 - Computer Programmer I (1)	25.17
14072 - Computer Programmer II (1)	
14073 - Computer Programmer III (1)	
14074 - Computer Programmer IV (1)	
14101 - Computer Systems Analyst I (1)	
14102 - Computer Systems Analyst II (1)	
14103 - Computer Systems Analyst III (1)	
14150 - Peripheral Equipment Operator	18.49
14160 - Personal Computer Support Technician	26.13
15000 - Instructional Occupations	
15010 - Aircrew Training Devices Instructor (Non-Rated)	37.04
15020 - Aircrew Training Devices Instructor (Rated)	43.48
15030 - Air Crew Training Devices Instructor (Pilot)	48.93
15050 - Computer Based Training Specialist / Instructor	37.04
15060 - Educational Technologist	35.73
15070 - Flight Instructor (Pilot)	48.93

15080 - Graphic Artist	27.53
15090 - Technical Instructor	32.16
15095 - Technical Instructor/Course Developer	39.22
15110 - Test Proctor	25.56
15120 - Tutor	25.56
16000 - Laundry, Dry-Cleaning, Pressing And Related Occupations	
16010 - Assembler	10.72
16030 - Counter Attendant	10.72
16040 - Dry Cleaner	13.19
16070 - Finisher, Flatwork, Machine	10.72
16090 - Presser, Hand	10.72
16110 - Presser, Machine, Drycleaning	10.72
16130 - Presser, Machine, Shirts	10.72
16160 - Presser, Machine, Wearing Apparel, Laundry	10.72
16190 - Sewing Machine Operator	14.01
16220 - Tailor	14.80
16250 - Washer, Machine	11.62
19000 - Machine Tool Operation And Repair Occupations	
19010 - Machine-Tool Operator (Tool Room)	20.87
19040 - Tool And Die Maker	24.46
21000 - Materials Handling And Packing Occupations	
21020 - Forklift Operator	16.96
21030 - Material Coordinator	22.40
21040 - Material Expediter	22.40
21050 - Material Handling Laborer	14.62
21071 - Order Filler	16.34
21080 - Production Line Worker (Food Processing)	16.96
21110 - Shipping Packer	15.28
21130 - Shipping/Receiving Clerk	15.28
21140 - Store Worker I	13.89
21150 - Stock Clerk	17.41
21210 - Tools And Parts Attendant	16.96
21410 - Warehouse Specialist	16.96
23000 - Mechanics And Maintenance And Repair Occupations	
23010 - Aerospace Structural Welder	26.17
23021 - Aircraft Mechanic I	24.93
23022 - Aircraft Mechanic II	26.17
23023 - Aircraft Mechanic III	27.48
23040 - Aircraft Mechanic Helper	20.14
23050 - Aircraft, Painter	23.80
23060 - Aircraft Servicer	22.28
23080 - Aircraft Worker	22.99
23110 - Appliance Mechanic	21.10
23120 - Bicycle Repairer	17.94
23125 - Cable Splicer	32.70
23130 - Carpenter, Maintenance	30.97
23140 - Carpet Layer	22.51
23160 - Electrician, Maintenance	37.18
23181 - Electronics Technician Maintenance I	23.44
23182 - Electronics Technician Maintenance II	27.39
23183 - Electronics Technician Maintenance III	28.51
23260 - Fabric Worker	21.34
23290 - Fire Alarm System Mechanic	21.92
23310 - Fire Extinguisher Repairer	22.43
23311 - Fuel Distribution System Mechanic	27.29
23312 - Fuel Distribution System Operator	22.65
23370 - General Maintenance Worker	24.45
23380 - Ground Support Equipment Mechanic	24.93
23381 - Ground Support Equipment Servicer	22.28
23382 - Ground Support Equipment Worker	22.99

23391 - Gunsmith I	22.43
23392 - Gunsmith II	24.87
23393 - Gunsmith III	27.03
23410 - Heating, Ventilation And Air-Conditioning Mechanic	22.99
23411 - Heating, Ventilation And Air Contditiioning Mechanic (Research Facility)	
23.91	
23430 - Heavy Equipment Mechanic	24.27
23440 - Heavy Equipment Operator	31.17
23460 - Instrument Mechanic	27.61
23465 - Laboratory/Shelter Mechanic	25.95
23470 - Laborer	15.95
23510 - Locksmith	21.10
23530 - Machinery Maintenance Mechanic	23.95
23550 - Machinist, Maintenance	21.92
23580 - Maintenance Trades Helper	17.71
23591 - Metrology Technician I	27.61
23592 - Metrology Technician II	28.70
23593 - Metrology Technician III	27.06
23640 - Millwright	24.11
23710 - Office Appliance Repairer	21.41
23760 - Painter, Maintenance	26.70
23790 - Pipefitter, Maintenance	32.44
23810 - Plumber, Maintenance	31.23
23820 - Pneudraulic Systems Mechanic	27.03
23850 - Rigger	21.92
23870 - Scale Mechanic	24.87
23890 - Sheet-Metal Worker, Maintenance	29.81
23910 - Small Engine Mechanic	20.92
23931 - Telecommunications Mechanic I	30.91
23932 - Telecommunications Mechanic II	32.20
23950 - Telephone Lineman	33.44
23960 - Welder, Combination, Maintenance	21.92
23965 - Well Driller	22.73
23970 - Woodcraft Worker	25.10
23980 - Woodworker	18.57
24000 - Personal Needs Occupations	
24570 - Child Care Attendant	13.05
24580 - Child Care Center Clerk	16.30
24610 - Chore Aide	12.79
24620 - Family Readiness And Support Services Coordinator	14.89
24630 - Homemaker	16.85
25000 - Plant And System Operations Occupations	
25010 - Boiler Tender	28.06
25040 - Sewage Plant Operator	23.31
25070 - Stationary Engineer	28.06
25190 - Ventilation Equipment Tender	21.53
25210 - Water Treatment Plant Operator	25.53
27000 - Protective Service Occupations	
27004 - Alarm Monitor	18.81
27007 - Baggage Inspector	16.93
27008 - Corrections Officer	29.93
27010 - Court Security Officer	30.31
27030 - Detection Dog Handler	20.36
27040 - Detention Officer	29.93
27070 - Firefighter	28.58
27101 - Guard I	16.93
27102 - Guard II	20.36
27131 - Police Officer I	32.37
27132 - Police Officer II	35.94
28000 - Recreation Occupations	

28041 - Carnival Equipment Operator	15.96
28042 - Carnival Equipment Repairer	16.75
28043 - Carnival Equipment Worker	13.67
28210 - Gate Attendant/Gate Tender	14.21
28310 - Lifeguard	13.30
28350 - Park Attendant (Aide)	15.90
28510 - Recreation Aide/Health Facility Attendant	18.95
28515 - Recreation Specialist	20.52
28630 - Sports Official	12.66
28690 - Swimming Pool Operator	20.98
29000 - Stevedoring/Longshoremen Occupational Services	
29010 - Blocker And Bracer	24.87
29020 - Hatch Tender	24.87
29030 - Line Handler	24.87
29041 - Stevedore I	23.79
29042 - Stevedore II	27.51
30000 - Technical Occupations	
30010 - Air Traffic Control Specialist, Center (HFO) (2)	37.92
30011 - Air Traffic Control Specialist, Station (HFO) (2)	26.15
30012 - Air Traffic Control Specialist, Terminal (HFO) (2)	28.79
30021 - Archeological Technician I	22.43
30022 - Archeological Technician II	25.07
30023 - Archeological Technician III	31.09
30030 - Cartographic Technician	29.15
30040 - Civil Engineering Technician	25.14
30061 - Drafter/CAD Operator I	19.18
30062 - Drafter/CAD Operator II	26.50
30063 - Drafter/CAD Operator III	29.42
30064 - Drafter/CAD Operator IV	31.09
30081 - Engineering Technician I	18.16
30082 - Engineering Technician II	20.43
30083 - Engineering Technician III	22.99
30084 - Engineering Technician IV	28.38
30085 - Engineering Technician V	34.62
30086 - Engineering Technician VI	42.00
30090 - Environmental Technician	21.10
30210 - Laboratory Technician	19.60
30240 - Mathematical Technician	31.09
30361 - Paralegal/Legal Assistant I	21.79
30362 - Paralegal/Legal Assistant II	27.02
30363 - Paralegal/Legal Assistant III	33.12
30364 - Paralegal/Legal Assistant IV	39.88
30390 - Photo-Optics Technician	28.11
30461 - Technical Writer I	25.48
30462 - Technical Writer II	31.14
30463 - Technical Writer III	39.84
30491 - Unexploded Ordnance (UXO) Technician I	24.09
30492 - Unexploded Ordnance (UXO) Technician II	29.15
30493 - Unexploded Ordnance (UXO) Technician III	34.94
30494 - Unexploded (UXO) Safety Escort	24.09
30495 - Unexploded (UXO) Sweep Personnel	24.09
30620 - Weather Observer, Combined Upper Air Or Surface Programs (2)	24.35
30621 - Weather Observer, Senior (2)	27.05
31000 - Transportation/Mobile Equipment Operation Occupations	
31020 - Bus Aide	16.40
31030 - Bus Driver	19.89
31043 - Driver Courier	16.72
31260 - Parking and Lot Attendant	9.96
31290 - Shuttle Bus Driver	17.70
31310 - Taxi Driver	13.37

31361 - Truckdriver, Light	17.75
31362 - Truckdriver, Medium	18.76
31363 - Truckdriver, Heavy	23.19
31364 - Truckdriver, Tractor-Trailer	23.19
99000 - Miscellaneous Occupations	
99030 - Cashier	18.74
99050 - Desk Clerk	12.65
99095 - Embalmer	27.84
99251 - Laboratory Animal Caretaker I	15.21
99252 - Laboratory Animal Caretaker II	15.97
99310 - Mortician	31.49
99410 - Pest Controller	18.15
99510 - Photofinishing Worker	14.37
99710 - Recycling Laborer	16.39
99711 - Recycling Specialist	18.48
99730 - Refuse Collector	21.17
99810 - Sales Clerk	13.36
99820 - School Crossing Guard	15.04
99830 - Survey Party Chief	24.99
99831 - Surveying Aide	14.66
99832 - Surveying Technician	20.12
99840 - Vending Machine Attendant	21.28
99841 - Vending Machine Repairer	23.13
99842 - Vending Machine Repairer Helper	19.51

ALL OCCUPATIONS LISTED ABOVE RECEIVE THE FOLLOWING BENEFITS:

HEALTH & WELFARE: \$3.24 per hour or \$129.60 per week or \$561.60 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 eleven paid holidays per year: New Year's Day, Martin Luther King Jr's Birthday, Washington's Birthday, Good Friday, 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) 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. Conformance 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) 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.