

<b>SOLICITATION/CONTRACT/ORDER FOR COMMERCIAL ITEMS</b> <i>OFFEROR TO COMPLETE BLOCKS 12, 17, 23, 24, &amp; 30</i>				1. REQUISITION NUMBER 677827		PAGE OF 1 57		
2. CONTRACT NO.		3. AWARD/ EFFECTIVE DATE	4. ORDER NUMBER		5. SOLICITATION NUMBER AG-05K3-S-14-0009		6. SOLICITATION ISSUE DATE 01/29/2014	
7. <b>FOR SOLICITATION INFORMATION CALL:</b>		a. NAME STEVONNE FULLER			b. TELEPHONE NUMBER (No collect calls) 360-891-5085		8. OFFER DUE DATE/LOCAL TIME 02/12/2014 1500 PT	
9. ISSUED BY GIFFORD PINCHOT NATIONAL FOREST 10600 NE 51ST CIRCLE VANCOUVER WA 98682				CODE 05K3				10. THIS ACQUISITION IS <input type="checkbox"/> UNRESTRICTED OR <input checked="" type="checkbox"/> SET ASIDE: 100.00 % FOR: <input checked="" type="checkbox"/> SMALL BUSINESS <input type="checkbox"/> HUBZONE SMALL BUSINESS <input type="checkbox"/> SERVICE-DISABLED VETERAN-OWNED SMALL BUSINESS <input type="checkbox"/> WOMEN-OWNED SMALL BUSINESS <input type="checkbox"/> (WOSB) ELIGIBLE UNDER THE WOMEN-OWNED SMALL BUSINESS PROGRAM <input type="checkbox"/> EDWOSB <input type="checkbox"/> 8(A) NAICS: 561720 SIZE STANDARD: \$16.5
11. DELIVERY FOR FOB DESTINATION UNLESS BLOCK IS MARKED <input type="checkbox"/> SEE SCHEDULE		12. DISCOUNT TERMS		<input type="checkbox"/> 13a. THIS CONTRACT IS A RATED ORDER UNDER DPAS (15 CFR 700)		13b. RATING		
15. DELIVER TO USDA FOREST SERVICE RANDLE RANGER DISTRICT 10024 US HWY 12 RANDLE WA 98377-9201		CODE 05L7		16. ADMINISTERED BY GIFFORD PINCHOT NATIONAL FOREST 10600 NE 51ST CIRCLE VANCOUVER WA 98682		CODE 05K3		
17a. CONTRACTOR/ OFFEROR		CODE	FACILITY CODE	18a. PAYMENT WILL BE MADE BY		CODE		
TELEPHONE NO.				<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	23. UNIT PRICE	24. AMOUNT	
	Janitorial Services for Cowlitz Valley Ranger District  Delivery: 02/2014-02/2015  Must be current in SAM to be eligible for award.  <i>(Use Reverse and/or Attach Additional Sheets as Necessary)</i>							
25. ACCOUNTING AND APPROPRIATION DATA						26. TOTAL AWARD AMOUNT (For Govt. Use Only)		
<input checked="" type="checkbox"/> 27a. SOLICITATION INCORPORATES BY REFERENCE FAR 52.212-1, 52.212-4, FAR 52.212-3 AND 52.212-5 ARE ATTACHED. ADDENDA				<input type="checkbox"/> ARE <input checked="" 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.				
<input type="checkbox"/> 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.				<input type="checkbox"/> 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)				
30b. NAME AND TITLE OF SIGNER (Type or print)		30c. DATE SIGNED		31b. NAME OF CONTRACTING OFFICER (Type or print)		31c. DATE SIGNED		
				STEVONNE FULLER				

19. ITEM NO.	20. SCHEDULE OF SUPPLIES/SERVICES	21. QUANT ITY	22. UNI T	23. UNIT PRICE (Price per month or each)	24. AMOUNT (per-month price or each X # of months)
	<b>Base Item No. 1</b>				
<b>1.0</b>	<b>Janitorial Services, Cowlitz Ranger District February 17, 2014 through February 16, 2015</b>				
1.1	Monthly Services – includes work items performed twice weekly, once weekly and once monthly. See C.3 Technical Specifications.	12	MO	\$ _____	\$ _____
1.2	Quarterly Services – performed four times per contract year, April, and July, October, and January; see C.3.	4	EA	\$ _____	\$ _____
1.3	Semi-Annual Services (NON-window) – performed two times per contract year, July and January; see C.3.	2	EA	\$ _____	\$ _____
1.4	Semi-Annual Services (Window) – performed two times per contract year, April and October; see C.3	2	EA	\$ _____	\$ _____
1.5	Annual Services – performed one time per contract year, December; see C.3.	1	EA	\$ _____	\$ _____
	<b>TOTAL BASE ITEM NO. 1</b>				\$ _____
	<b>Option Item No. 1</b>				
<b>2.0</b>	<b>Janitorial Services, Cowlitz Ranger District February 17, 2015 through February 16, 2016</b>				
2.1	Monthly Services – includes work items performed twice weekly, once weekly and once monthly. See C.3.	12	MO	\$ _____	\$ _____
2.2	Quarterly Services – performed four times per contract year, April, and July, October, and January; see C.3.	4	EA	\$ _____	\$ _____
2.3	Semi-Annual Services (NON-window) – performed two times per contract year, July and January; see C.3.	2	EA	\$ _____	\$ _____
2.4	Semi-Annual Services (Window) – performed two times per contract year, April and October; see C.3.	2	EA	\$ _____	\$ _____
2.5	Annual Services – performed one time per contract year, December; see C.3.	1	EA	\$ _____	\$ _____

	<b>TOTAL OPTION ITEM NO. 1</b>				\$ _____
	<b>Option Item No. 2</b>				
<b>3.0</b>	<b>Janitorial Services, Cowlitz Ranger District February 17, 2016 through February 16, 2017</b>				
<b>3.1</b>	Monthly Services – includes work items performed twice weekly, once weekly and once monthly. See C.3.	12	EA	\$ _____	\$ _____
<b>3.2</b>	Quarterly Services – performed four times per contract year, April, and July, October, and January; see C.3.	4	MO	\$ _____	\$ _____
<b>3.3</b>	Semi-Annual Services (NON-window) – performed two times per contract year, July and January; see C.3.	2	EA	\$ _____	\$ _____
<b>3.4</b>	Semi-Annual Services (Window) – performed two times per contract year, April and October; see C.3.	2	EA	\$ _____	\$ _____
<b>3.5</b>	Annual Services – performed one time per contract year, December; see C.3.	1	EA	\$ _____	\$ _____
	<b>TOTAL OPTION ITEM NO. 2</b>				\$ _____
	<b>TOTAL ALL ITEMS</b>				\$ _____
					\$ _____

## SECTION C--DESCRIPTION/SPECIFICATIONS/STATEMENT OF WORK

### C-1 SCOPE OF CONTRACT

- A. This purpose of this contract is to provide janitorial services in accordance with the specifications and commercial practices in a manner that will maintain a satisfactory facility condition and present a clean, neat and professional appearance. Contractor shall perform the required services at the designated Government building in accordance with provisions and requirements contained in this solicitation.

#### B. Location, Description and Directions

**Location:** Cowlitz Valley Ranger District (CVRD) Office located at 10024 US Highway 12, Randle, WA 98377.

**Directions:** From Interstate 5 north or southbound, take Exit 68 for eastbound US Hwy 12. Proceed approximately 55 miles to Randle and watch for the CVRD Office complex on the right.

**Description:** The work area consists of the CVRD Office, Annex Building, and Road Crew Shop Office. The areas to be cleaned total approximately 12,892 square feet.

- C. **Work Schedule:** Work performed under this contract shall be accomplished outside of regular office hours. Regular office hours are **7:45 AM to 4:30 PM Monday through Friday**, except Federal Holidays and any other day(s) designated by Federal statute, Executive Order or Presidential proclamation. Exceptions to these normal duty hours are shown below. Government personnel observe the listed dates as holidays:

New Year's Day – 1<sup>st</sup> day of January;  
 Martin Luther King, Jr.'s birthday – 3<sup>rd</sup> Monday of January;  
 President's Day – 3<sup>rd</sup> Monday of February;  
 Memorial Day - last Monday of May;  
 Independence Day – 4<sup>th</sup> of July;  
 Labor Day – 1<sup>st</sup> Monday of September;  
 Veteran's Day – 11<sup>th</sup> day of November;  
 Thanksgiving Day – 4<sup>th</sup> Thursday of November;  
 Christmas Day - 25<sup>th</sup> of December; and ,  
 any other day designated by federal statute, executive order, or presidential proclamation.

When a holiday falls on a Saturday, the preceding Friday is observed. When a holiday falls on a Sunday, the following Monday is observed. Observance of such days by Government personnel shall not by itself be cause for an additional period of performance, or entitlement of compensation except as set forth within the contract.

The Government reserves the right to close its facilities due to weather conditions or medical emergencies as necessary. If the office is closed due to inclement weather or for any other reason, the COR will notify the Contractor as soon as closure is known.

For daily services performed two times per week, the preferred service days are **Wednesday** and **Sunday**. Daily services performed one time per week are completed on **Sunday**. Quarterly services are performed four times per contract year, during the months of **April, July, October, and January**.

Semi-annual services are performed two times per contract year, in **April and October**. Annual service items are performed one time per contract year, in **December**.

**D. Work Standards:**

The Contractor shall exercise care in work methods to prevent damage to any office equipment, windows, materials on desks, etc.

All work under this contract shall be performed in a skillful and workmanlike manner. The Contracting Officer may, in writing, require the Contractor to remove from work any employee the Contracting Officer deems incompetent, careless, or otherwise objectionable for theft, possession and/or removal of materials, supplies, equipment, or any Government-owned property, or for unsatisfactory performance.

The Contractor shall be responsible for maintaining satisfactory standards of employee competency, conduct, appearance, and integrity, and shall be responsible for taking such disciplinary action with respect to their employees as may be necessary.

The Contractor shall prohibit their employees from disturbing papers on desks, opening desk drawers or cabinets, or using telephones and office equipment provided for official Government use.

**D.1 – General Policies and Procedures**

A. If/as necessary, contractor's staff shall sign in and sign-out each day or work period at the designated area identified by the COR. The sign-in/sign-out sheet form will be attached to a clip board. The contractor will be responsible for their employees providing all required information on the form. The contractor will be responsible for employees recording their time accurately.

B. Office key(s) will be provided to the contractor. Keys shall be promptly returned upon termination of the contract for any reason. The key(s) shall not be duplicated.

C. Only the contractor's staff will be permitted in the buildings. Guests or children of staff are not allowed in the facilities.

D. The contractor shall require all employees to report for work wearing neat, clean, and appropriate clothing. Uniforms are not required.

E. The contractor shall prohibit employees from disturbing papers on desks drawers or cabinets, or using telephone or office equipment for personal use.

F. The contractor and contractor's employees are required to comply with the policies, procedures and all federal regulations pertaining to conduct and building regulations as provided by the COR.

G. The contractor shall provide a list of names for all employees assigned to this contract five days before start date. If or when the contractor has a change in employees, the contractor shall furnish an updated list of employees to the COR and Contracting Officer.

H. The contractor shall not make a change in requirement of the contract statement of work or Schedule Matrix without discussing with the Contracting Officer and the COR. All changes shall require approval from the COR and the Contracting Officer.

## **D.2 – Miscellaneous Work Requirements**

A. Lights shall be used only in areas where and at the time when work is actually being performed.

B. Mechanical equipment controls for heating, ventilation, and air-conditioning systems shall not be adjusted by the workers.

C. Water faucets or valves shall be turned off after the required use.

D. Windows shall be closed and lights and fans turned off when not in use.

E. Report hazardous conditions and items in need of repair to the Contracting Officer's Representative (COR), Robert Jeter.

F. Lock rooms in security areas after cleaning. These areas will be identified by COR. Do NOT unlock any rooms to clean if they are locked.

G. Close doors and lock rooms as required in all areas after cleaning.

H. Turn in lost and found articles to the COR.

I. Assign sufficient staff to be responsive to cleaning-related complaints.

## **C-2 WORK SCHEDULE**

The cleaning schedule contains work requirements as listed below. See C.3 Technical Specifications and Attachment 1, Schedule Matrix for additional information. Some work is performed -

- a) Semi-weekly (two times per week – 2W), Wednesday and Sunday;
- b) Weekly (one time per week – 1W), Sunday;
- c) Monthly (one time per month – 1M), on a regular weekly work day;
- d) Quarterly (4 times per contract year – 4Y), in April, July, October, and January;
- e) Semi-annually (2 times per contract year – 2Y), in July and January;
- f) Annually (one time per contract year – 1Y), in December.

### C-3 TECHNICAL SPECIFICATIONS

**Description of Services** – The contractor shall provide all management, tools, equipment and labor necessary to ensure performance of custodial services at the location designated in this solicitation maintains a satisfactory facility condition in terms of cleanliness, neatness and professional appearance. The contract issued from this solicitation will be a performance-based service contract whereby the contract is expected to develop solutions and perform the services according to commercial practices. The Government will not instruct the contractor as to how to perform the service but rather inspect the performance of the contractor in meeting the requirements. The areas to be cleaned total approximately 12,892 square feet. Facility location and normal operating hours are listed in General Specifications.

#### A. To be completed each Wednesday and Sunday (2W from Schedule Matrix (SM)):

##### (1) Office Areas, main building and annex (includes interior entry areas):

- (a) Vacuum carpets
- (b) Sweep and/or wet-mop entry area floors and stairs
- (c) Clean drinking fountain(s)
- (d) Clean mats
- (e) Remove trash
- (f) Non-carpet spot cleaning (as needed)

##### (2) Restrooms, main building, annex and public restroom:

- (a) Sweep and wet-mop floors
- (b) Clean and disinfect fixtures
- (c) Stock restroom supplies
- (d) Non-carpet spot cleaning (as needed)

#### B. To be completed each Sunday (1W from SM):

##### (1) Office Areas, main building and annex (includes interior entry areas):

- (a) Outside sweeping
- (b) Recyclables – collect and dispose

##### (2) Road Crew office area:

- (a) Sweep and/or wet-mop entry area floors
- (b) Clean mats
- (c) Remove trash
- (d) Non-carpet spot cleaning (as needed)
- (e) Recyclables – collect and dispose

##### (3) Restroom, Road Crew Shop:

- (a) Sweep and wet-mop floors
- (b) Clean and disinfect fixtures
- (c) Stock restroom supplies

**C. To be completed two times per month for all areas (2M from SM):**

- (a) Low dusting

**D. To be completed one time per month for all areas (1M from SM):**

- (a) Non-window glass cleaning

**E. To be completed quarterly for all areas (4Y from SM):**

- (a) Maintenance wax of all non-carpet floors. Does not include Road Crew Shop Areas.

**F-1. To be completed semi-annually, in July and January, for all areas (2Ya from SM):**

- (a) Clean light fixtures – inspect and remove dust and accumulated debris
- (b) High dusting – non window treatments
- (c) Carpet cleaning

**F-2. To be completed semi-annually, in April and October, for all areas (2Yb from SM):**

- (a) Clean windows, inside and out
- (b) Clean window treatments (blinds, etc.)

**G. To be completed annually, in December, for all areas (1Y from SM):**

- (a) Full wax service, all non-carpet floors. Does not include Road Crew Shop areas.
- (b) Seal tile in Reception area. Does not include Road Crew Shop areas.

**H. As-needed Services for all areas (not shown in SM):**

- (a) Spot-cleaning of carpets
- (b) Emergency or special events services
- (c) Additional cleaning of public restroom

**I. Work Element Descriptions for Technical Specifications C.3 A-H**

**1.0 BASIC CLEANING SERVICES – GENERAL OFFICE AREAS** - The contractor shall accomplish all cleaning tasks to meet the requirements in this Statement of Work (SOW).

**1.1 MAINTAIN HARD FLOORS** - All floors, except the carpeted areas, shall be swept, dust mopped, damp mopped, wet mopped as needed, to ensure they have a uniform, glossy appearance and free from dirt, debris, dust, scuff marks, heel marks, other stains and discoloration, and other foreign matter. This cleaning requirement includes areas behind doors, under desks, tables, wastebaskets, chairs, as much surface as is accessible without moving major furniture. Baseboards, corners, and wall/floor edges shall also be cleaned. All floor maintenance solutions shall be removed from baseboards, furniture, trash receptacles, etc. Chairs, trash receptacles, and other moveable items shall be moved as necessary to maintain floors. All moved items shall be returned to their original position. Personal items

shall not be moved at all. Any questions on this issue should be directed to the Contracting Officer's Representative (COR), Robert Jeter.

**1.2 REMOVE TRASH** - All trash containers shall be emptied and returned to their original location. Boxes, cans, and paper placed near a trash receptacle and clearly marked "TRASH" shall be removed. Any obviously soiled or torn plastic trash receptacle liners shall be replaced. The trash shall be deposited in the nearest outside trash collection container. Trash receptacles shall be left clean, free of foreign matter odors.

**1.3 EMPTY AND CLEAN PUBLIC ASHTRAYS AND URNS** - The contractor shall empty all public ashtrays and urns as needed. Clean ashtrays to remove ashes, odor, and stains. Clean all public urns.

**1.4 CLEAN INTERIOR GLASS, MIRRORS, AND NON-RESTROOM FIXTURES** - Clean all interior glass and plexi-glass, including glass in doors, partitions, walls, display cases, directory boards, etc. After cleaning, no traces of film, dirt, smudges, water or other foreign matter shall remain.

**1.5 CLEAN DRINKING FOUNTAINS** - Clean and disinfect all porcelain and polished metal surfaces, including the orifices and drain, as well as the exterior surfaces of each unit. Drinking fountains shall be free of streaks, stains, spots, smudges, scale, and other obvious soil spots.

**1.6 CLEAN STAIRWAYS AND ENTRY AREAS** - All floor surfaces shall be cleaned in accordance with paragraph 1.2 or 1.8 as appropriate for floor covering. Sweep entry areas and porches. Grease and grime shall be removed from stair guards, handrails and baseboards. Contractor shall remove all marks, dirt, smudges, scuffs, and other foreign matter from adjoining stairwell walls to provide a clean, uniform appearance.

**1.7 VACUUM CARPETS** - Vacuum carpeted areas. After vacuuming, carpeted areas shall be free of all visible dirt, debris, litter and other foreign matter. All tears, burns, and raveling shall be brought to the attention of the COR as soon as possible. Include area and throw rugs in this service requirement. Shake out throw rugs and vacuum underneath. Mop/clean the floor underneath these areas in accordance with 1.1.

**1.8 SPOT-CLEAN CARPETS** - Spot clean or steam clean dirty carpets over an area of 4 square feet (2' x 2') or less. The contractor must remove spots immediately upon discovery, using the carpet manufacturer's approved methods.

**1.9 VACUUM AND CLEAN FLOOR MATS** - Vacuum and clean interior and exterior floor mats. After vacuuming or cleaning, mats shall be free of all visible lint, litter, soil, and other foreign matter. Soil and moisture underneath mats shall be removed and mats returned to their normal positions.

**1.10 GENERAL SPOT CLEANING** - Perform spot cleaning on a continuing basis. Spot cleaning includes but is not limited to removing or cleaning smudges, fingerprints marks, streaks, spills, etc., from washable surfaces of walls, partitions, vents, grillwork, doors, door guards, door handles, push bars, kick plates, light switches, temperature controls, windows, and fixtures. After spot cleaning, the surface shall have a clean, uniform appearance, free of streaks, spots, and other evidence of soil.

**1.11 LOW DUSTING – TWO TIMES PER MONTH (less than 6-foot height)** - All horizontal surfaces must be dusted or cleaned to eliminate dust collection. Personal items shall not be moved. All items shall be cleaned to be free of visible dust.

**1.12 RECYCLABLE PRODUCTS** - The contractor shall remove all recyclable materials collected at designated locations to the recyclable collection containers one time per week.

## **2.0 RESTROOMS, BREAK / COFFEE ROOMS, AND KITCHEN CLEANING**

**SERVICES** - The contractor shall accomplish all tasks to meet the requirements of this statement of work.

**2.1 CLEAN AND DISINFECT FIXTURES** - Completely clean and disinfect all surfaces of counters, sinks, toilet bowls, urinals, lavatories, dispensers, plumbing fixtures, partitions, doors, and other such surfaces using a germicidal detergent. After cleaning, receptacles shall be free of deposits, dirt, streaks, and odors. Disinfect all surfaces of partitions, stalls, stall doors, and entry doors (including handles, kick plates, ventilation grates, metal guards, etc) adjacent to wall mounted lavatories, urinals, and toilets. All wall areas shall be cleaned only as necessary to remove visible dirt and marks. This service requirement includes cleaning of the sink in the coffee room.

**2.2 DE-SCALE SHOWERS, TOILET BOWLS AND URINALS (QUARTERLY)** - De-scaling shall be performed four times per year, April, July, October, and January, to keep areas free of scale, soap films, and other deposits. After de-scaling, surfaces shall be free from streaks, stains, scale, scum, urine deposits, and rust stains.

**2.3 SWEEP AND MOP FLOORS** - After sweeping and mopping, the entire floor (including grout) shall be free of litter, dirt, dust and debris. Grout on wall and floor tiles shall be free of dirt, scum, mildew, residue, etc. Floors shall have a uniform appearance without streaks, swirl marks, detergent residue, or any evidence of soil, stain, film or standing water. Moveable items shall be tilted or moved to sweep and damp mop underneath.

**2.4 STOCK RESTROOM SUPPLIES** - Contractor shall ensure restrooms are stocked sufficiently, using Government-provided supplies, so that supplies including soap for the soap dispensers, toilet paper dispensers, and paper towels dispensers, do not run out. Supplies shall be stored in designated areas (2 extra rolls of toilet paper in each restroom). No overstocking shall be allowed.

**3.0 PERIODIC CLEANING SERVICES** - Provide services as outlined above and herein.

**3.1 QUARTERLY SERVICE – MAINTENANCE WAX OF ALL HARD FLOORS** – All floors shall receive a maintenance coat of wax following regular cleaning (see 1.1) one time each quarter, in **April, July, October, and January**.

**3.2 SEMI-ANNUAL SERVICE, APRIL AND OCTOBER – CLEAN WINDOWS AND WINDOW TREATMENTS** – Windows are the glass surfaces that are an integral part of the outer wall of the building. Window screens shall be removed, cleaned, and replaced as needed. After window has been cleaned, the exterior glass and frames and interior casings, sills, and glass shall be free of all traces of film, dirt, smudges, water and other foreign matter. This service includes dusting of the window treatments (venetian blinds, etc.).

**3.3 SEMI-ANNUAL SERVICE, JULY AND JANUARY – STEAM CLEAN CARPETS**

– All carpets shall be cleaned in accordance with standard commercial practices. Chairs, trash receptacles, and other items shall be moved as necessary to clean carpets underneath, then returned to their original position. A heavy-duty spot remover may be required in heavily soiled areas. After steam cleaning, the carpeted area will be uniform in appearance and free of stains and discoloration. Carpets shall have a fresh, clean smell and be dry within 18 hours. All cleaning solutions shall be removed from baseboards, furniture, trash receptacles, chairs and other similar items. The contractor shall coordinate the date with the COR so employees can be notified to move as many things off the floor as possible.

**3.4 SEMI-ANNUAL SERVICE, JULY AND JANUARY – LIGHT FIXTURES**

– Clean all light fixtures of accumulated dust, cobwebs and foreign matter in January and July. Light fixtures shall be opened and cleaned of accumulated dust, dirt, insects, etc.

**3.5 SEMI-ANNUAL SERVICE, JULY AND JANUARY – HIGH DUSTING (> 6-foot height)**

– Dust cabinets and other tall furniture, and ceiling cobwebs.

**3.6 SEAL FLOORING TILE – ANNUAL SERVICE**

–Seal all tile flooring with sealant supplied by Government. Apply in accordance with manufacturer's instructions.

**4.0 EMERGENCY OR SPECIAL EVENT CLEANING SERVICES**

– Upon notification by the COR, the contractor shall perform emergency or special event cleaning required in any building, area, or room covered under this contract or as designated by the COR. These services will be based on a daily rate and will be billed separately to the COR with a copy to the Contracting Officer. Should services not be required for an entire day, the contractor will be guaranteed a prorated payment of a minimum of 3 hours (unless the work was not performed in a satisfactory manner). The Contracting Officer shall order cleaning services through the issuance of a statement of required services per the line item on the contract at which time the contractor will provide a total price for that service which efficiently uses the bid price per day on the original contract for the appropriate and required work task(s). Most services will not require more than one (1) day of additional work. The Contracting Officer or designated representative will notify the contractor as soon as a special event requirement is known, but no less than 24 hours prior to the event.

For emergency services, the contractor shall begin emergency work at such time as determined by the COR (but no later than 24 hours after notification). Notification may be verbal. A completion schedule shall be determined for each requested special or emergency work, if necessary. Should the contractor be unable to provide the service, the COR must be notified immediately. The contractor may refuse the work. In addition, this line item does not guarantee the work to the contractor and does not preclude Government from seeking the same service from another contractor.

- A. Lights shall be used only in areas where and at the time when work is actually being performed.
- B. Mechanical equipment controls for heating, ventilation, and air conditioning systems shall not be adjusted by the workers.
- C. Water faucets or valves shall be turned off after the required usage has been accomplished.
- D. Windows shall be closed and lights and fans turned off when not in use.
- E. Organize and train employees to participate in building fire drills. Training shall include all emergency procedures as identified by the Contracting Officer's Representative.

- F. Report hazardous conditions and items in need of repair to the COR.
- G. Lock rooms in security areas after cleaning. These areas will be identified by the COR.  
Do NOT unlock any rooms to clean if they are locked.
- H. Close doors and lock rooms as required in all areas after cleaning.
- I. Turn in lost and found articles to the COR.
- J. Assign sufficient staffing to be responsive to complaints related to cleaning.

**SECTION D--PACKAGING AND MARKING**

{For this Solicitation, there are NO clauses in this Section}

## SECTION E--INSPECTION AND ACCEPTANCE

### E-1 FAR 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):

[www.arnet.gov/far/](http://www.arnet.gov/far/)

#### FEDERAL ACQUISITION REGULATION (48 CFR CHAPTER 1) CLAUSES

52.246-1 Contractor Inspection Requirements (APR 1984)

52.246-4 Inspection of Services--Fixed-Price (AUG 1996)

### E-2 Inspection and Acceptance

Services performed under this contract shall be subject to inspection and acceptance by the Government. The Contracting Officer's Representative (COR) will function as the Inspector for the term of this contract.

The COR will furnish the Contractor with written notice of any item not meeting contract requirements. If deficiency is not corrected immediately, contractor may be considered in default of the contract. See procedural details in the Quality Assurance Surveillance Plan.

Regardless of inspections by the Government, the Contractor is responsible for self-inspection and maintaining work to the standards required in the specifications. The Government's inspections do not replace the Contractor's quality control inspection requirements.

**SECTION F--DELIVERIES OR PERFORMANCE**

**F-1 FAR 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): [www.arnet.gov/far/](http://www.arnet.gov/far/)

FEDERAL ACQUISITION REGULATION (48 CFR CHAPTER 1) CLAUSES

52.242-15 Stop Work Order (AUG 1989)

**F-2 AGAR 452.211-75 Effective Period of Contract (FEB 1988)**

The effective period of this contract is from February 17, 2014 through February 16, 2015, unless terminated in accordance with other provisions contained herein.

The Contractor shall be required to commence work under this contract within three (3) calendar days after the effective date of the Notice to Proceed document received by the Contractor, subject to the established work schedule.

**F-3 Pre-Quotation Site Visit Opportunity**

Potential offerors are encouraged to tour the project site and personally evaluate work requirements and conditions. Often, the working conditions that would be encountered and requirements of the project are best determined by personal inspection of the work area. The contact at the Cowlitz Valley office is Robert Jeter, 360-497-1152 and Sarah Rockey, 360-497-1113.

**F-4 SERVICE DELIVERY SUMMARY**

**A. Introduction**

The contractor service requirements are summarized into performance objectives that relate directly to mission- essential items. The performance threshold briefly describes the minimum acceptable levels of service required for each requirement. These thresholds are critical to mission success.

Performance Objective	SOW Paragraph	Performance Threshold
<p><b><u>Basic Cleaning Services.</u></b>                      Floors, baseboards, corners and wall edges are free of dirt, dust and debris. Trash is empty. Trash containers are free of odors and visible dirt. Trash is emptied into outdoor trash collection container. Glass and mirrors have no traces of film, dirt, smudges, or water. Carpets are free of dirt, debris, litter and other foreign matter and spot cleaned as necessary. Carpets are free of</p>	<p>C.3</p>	<p>Not to exceed 2 customer complaints per month.</p>

stains and discoloration. Dust is not visible.		
<p><b><u>Basic Restrooms Cleaning Services.</u></b>                  Restrooms are disinfected and free of dirt, deposits, streaks and odors. Toilets and urinals are disinfected and free of scale, stains, scum and other deposits. Floors are free of litter, dirt, dust and debris. Supplies are adequate until next service. All paper dispensers are filled.</p>	C.3	Not to exceed 2 customer complaints per month
<b>Performance Objective</b>	<b>SOW Paragraph</b>	<b>Performance Threshold</b>
<p><b><u>Periodic Cleaning Services.</u></b>                  Entrance door, walls, woodwork and glass surfaces are free of all hand and finger marks. Ceilings and air vents are free of cobwebs. All visible surfaces are free of dust.</p> <p>Old wax is removed from linoleum floors in bathrooms.</p> <p>Windows, sills and frames are free of film, dirt, smudges, water, and other foreign matter.</p>	C.3	Not to exceed 2 customer complaints for the reporting period.

**B. Quality Control**

The Contractor shall develop and maintain a quality control program to ensure custodial services are performed in accordance with commonly accepted commercial practices. The Contractor shall develop and implement procedures to identify, prevent, and ensure non-recurrence of defective services. At a minimum, the Contractor shall develop quality control procedures addressing the areas identified in 4.0 Service Delivery Summary and a copy of these quality control procedures shall be furnished to the Contracting Officer within 5 days after starting project work.

1. **Quality Assurance:** The Government will periodically evaluate the Contractor’s performance in accordance with the Quality Assurance Surveillance Plan.
2. **Government Remedies:** The Contracting Officer shall follow FAR 52.212.4, Contract Terms and Conditions-Commercial Items (SEPT 2013), for Contractor’s failure to perform satisfactory services or failure to correct non-conforming services

**QUALITY ASSURANCE SURVEILLANCE PLAN FOR  
CUSTODIAL SERVICES**

**INTRODUCTION:**

This Quality Assurance Surveillance Plan (QASP) has been developed to evaluate Contractor actions while implementing this Statement of Work (SOW). It is designed to provide effective surveillance methods of monitoring contractor performance for each listed objective on the Performance Objectives in the maintenance contract.

This contract provides for two surveillance methods (details below). Method 1 utilizes customer complaints presented in the communication log book (CLB). Method 2 utilizes random, direct inspection by the COR.

The QASP provides a systematic method to evaluate the services the contractor is required to furnish. This QASP is based on the premise the Government desires to maintain a quality standard in operating, maintaining, and repairing facilities and that a service contract to provide the service is the best means of achieving that objective.

The Contractor, and not the Government, is responsible for management and quality control actions to meet the terms of the contract. The role of the Government with respect to quality assurance is to ensure contract standards are achieved for the purpose of authorizing payments.

In this contract, the quality control program is the driver for product quality. The Contractor is required to develop a comprehensive program of inspections and monitoring actions. The first major step to ensuring a “self-correcting” contract is to ensure that the quality control program approved at the beginning of the contract provides the measures needed to lead the Contractor to success.

Once the quality control program is approved, careful application of the process and standards presented in the Service Delivery Summary will ensure a robust quality assurance program.

#### **SURVEILLANCE METHOD 1:**

The Contracting Officer’s Representative (COR) will receive complaints from Forest Service personnel and pass them to the Contractor’s Quality Control Inspector (QCI) for correction. The Communication Log Book will be used for this purpose.

#### **STANDARD:**

95% of all facilities are without customer complaints for the month or service period. For the purpose of this contract, a facility may never have more than two customer complaints per month or service period. The COR shall notify the Contracting Officer for appropriate action in accordance with FAR 52.212.4, Contract Terms and Conditions-Commercial Items (SEPT 2013) or the appropriate Inspection of Services clause, if any of the above service areas exceed seven customer complaints.

#### **PROCEDURES:**

Any employee that observes unacceptable services, either incomplete or not performed, for any of the above performance objectives should place an entry in the Communication Log Book (CLB). The COR will consider the customer complaint valid upon receipt from the customer. The COR should inform the customer of the approximate time the unacceptable performance will be corrected and advise the customer to contact the COR if not corrected. The COR will consider customer complaints as resolved unless notified otherwise by the customer. The COR shall keep the CLB in a location where the Contractor’s Quality Control Inspector (QCI) shall view the Log for customer complaints on a daily basis. The QCI will be given one scheduled day after date noted in CBL to correct the unacceptable performance. The QCI shall note remedy in the CLB next to the complaint. If the QCI disagrees with the complaint after investigation of the site and challenges the validity of the complaint, the QCI will notify the COR. The COR will conduct an investigation to determine the validity of the complaint. If the COR determines the complaint as invalid, he will document the written complaint of the findings and notify the customer. The COR will retain the annotated copy of the written complaint for his/her files. If after investigation the COR determines the complaint as

valid, the COR will inform the QCI and the QCI will be given an additional day to correct the defect. A defect will not be recorded if proper and timely correction of the unacceptable condition(s) is accomplished. The QCI shall log remedy to the customer complaint with actions taken in the CLB. These will be kept on file for monitoring future recurring performance. Recurring customer complaints are not permitted for any of the above service items. If a repeat customer complaint is received indicating the same deficiency the COR should contact the Contracting Officer for appropriate action.

**SURVEILLANCE METHOD 2:**

The COR will randomly evaluate the services required by each task to ensure compliance.

**STANDARD:**

The Contractor shall perform all work required by the task in a satisfactory manner in accordance with the appropriate SOW paragraph. The COR shall not consider the task complete until all deficiencies have been corrected.

**PROCEDURES:**

The COR will inspect work tasks required to ensure Contractor compliance with the appropriate work items in the Statement of Work (SOW) on a random basis after the service(s) is(are) performed and record results of inspection, noting the date and time of inspection. If inspection indicates unacceptable performance, the COR will notify the contract manager or QCI of the deficiencies for correction. The Contractor will be given one scheduled day to correct the unacceptable performance.

**SECTION G--CONTRACT ADMINISTRATION DATA****G-1 AGAR 452.215-73 Post Award Conference (NOV 1996)**

A post award conference with the successful offeror is required. It will be scheduled within 15 days after the date of contract award. This meeting will be used to discuss contract terms and work performance requirements. The meeting will be held at a mutually-agreed location or possibly by teleconference, if necessary.

**G-2 Government-Furnished Property:**

The Government will provide the following item(s) of Government property to the Contractor for use in the performance of this contract as needed. This property shall be used and maintained by the Contractor in accordance with provisions of FAR Clause 52.245-1 "Government Property (APR 2012)" hereby incorporated by reference.

- (1) Office and area access key(s) will be furnished to the Contractor and shall be returned upon termination of the contract. Keys shall not be duplicated;
- (2) Utilities necessary to perform the work;
- (3) Dumpsters for refuse and recyclables;
- (4) Paper hand towels, toilet paper, and hand soap;
- (5) Locked storage space for the Contractor's supplies and equipment. These closets and the stored equipment and supplies shall be kept clean and in an orderly manner by the contractor.
- (6) Tile Sealant

**G-3 Contractor-Furnished Property and Services**

- (1) Contractor shall provide all labor, supervision, transportation, equipment, supplies (except those provided by the Government) and incidentals necessary to perform the described work. The Contractor will be permitted to store Contractor-furnished supplies and equipment in a locked storage area.
- (2) Equipment and supplies furnished by the contractor shall be a quality and size commonly used by commercial firms in servicing a building of comparable size. Contractor shall provide Material Data Sheets for chemicals in cleaning compounds. MSDS's shall be posted in storage area. Contractor must meet all OSHA requirements for storing cleaning compounds/chemicals if stored on Government premises.
- (3) Contractor Supplies and/or products to be used under this contract shall contain Recycled materials, "environmentally preferable" products, and bio based products to the maximum extent feasible. The use of environmentally friendly and low toxicity chemicals (e.g., cleaning supplies) is also preferred. Products designated as "biobased" must be included on the United States Department of Agriculture (USDA) Biobased Products List.

**G-4 Designation of Contracting Officer's Representative**

The Contracting Officer, upon contract award, will designate in writing a Contracting Officer's Representative (COR). The COR will provide on-the-ground administration of the contract. In no event, however, will any understanding, agreement, modification, change order, or other matter deviating from the terms of this contract be effective or binding upon the Government unless formalized by proper contractual documents executed by the Contracting Officer prior to completion of the contract.

The Contracting Officer should be informed as soon as possible of any actions or inactions by the Contractor or Government which will change the required delivery or completion times stated in the contract. The contract will then be modified accordingly. (This direction does not apply to individual task assignments which were issued by the COR, provided they do not affect the delivery schedule or performance period stated in the contract).

On all matters that pertain to the contract terms, the Contractor must communicate with the Contracting Officer. Whenever, in the opinion of the Contractor, the COR requests effort outside the scope of the contract, the Contractor shall so advise the COR. If the COR persists and there still exists disagreement as to proper contractual coverage, the Contracting Officer should be notified immediately, preferably in writing if time permits. Proceeding with work without proper contractual coverage could result in nonpayment, or necessitate submittal of a contract claim.

The Contracting Officer's Representative and Technical Contact for this project is:

Robert Jeter  
Cowlitz Valley Ranger District, Gifford Pinchot National Forest  
10024 US Highway 12, P.O. Box 670 Randle, WA 98377  
360-497-1152 phone 360-497-1102 fax  
[rjeter@fs.fed.us](mailto:rjeter@fs.fed.us)

The Technical Contact for this project is:

Sarah Rockey  
Cowlitz Valley Ranger District, Gifford Pinchot National Forest  
10024 US Highway 12, P.O. Box 670 Randle, WA 98377  
360-497-1113 phone 360-497-1102 fax  
[ssrockey@fs.fed.us](mailto:ssrockey@fs.fed.us)

## **G-5 Measurement and Payment**

Payment shall be made on a monthly basis at the unit bid price per month in accordance with all work accomplished during each just-completed service period (month). If janitorial services begin or end mid-month, payment for that period shall be prorated based on a 30-day month.

Payments for less than a month will be pro-rated on a 30-day basis. The unit price per month will be used to compute the amount to be paid and shall constitute full and final compensation for that line item's work.

Work that has not been performed in accordance with the terms of this contract shall not be paid. The Contractor shall not include in the monthly invoice any work that has not been completed. Payment will be made only for work completed.

The Department of Agriculture (USDA) mandated the transition of all Integrated Acquisition System (IAS) payments to the US Treasury Invoice Processing Platform (IPP). This allows electronic routing and approval of IAS related invoices.

Treasury's IPP enables vendors to electronically enter, submit, as well as track invoice status. The invoice information entered by the Vendors in IPP is used to route the invoice through the appropriate approval process, based on the contract.

The contractor and COR should discuss the elements of a proper invoice prior to submission for payment.

Invoices should include the Contract and/or Purchase Order number, unique invoice number, invoice date, name and address of contractor, vendor identification code (VID = taxpayer id number (TIN) + assigned alpha character, provided to contractor by Contracting Officer), and total due for the just-completed monthly service period.

## **SECTION H--SPECIAL CONTRACT REQUIREMENTS**

### **H-1 Safety Plans**

Contractor shall conduct activities in compliance with all Federal, state, local safety regulations and standards. Contractor shall maintain a current file/binder of Material Safety Data Sheets (MSDS) for all products used by the Contractor. The MSDS shall be submitted to the COR to approve or obtain approval by the Government. In the event of disagreement about the safety of any product, the burden shall be on the contractor to demonstrate safe and appropriate use of the product.

### **H-2 Accident Reports**

The contractor shall comply with the requirements of OSHA and other regulatory agencies for record keeping and reporting of all accidents resulting in death, trauma, occupational disease, environmental insult, or motor vehicle accidents. In all cases, the Contractor shall provide an oral report to the COR within twenty-four (24) hours and written follow-up with (3) workdays of the occurrence of the accident.

### **H-3 Parking for Contractor's and Contractor's Employee Vehicles**

All employees of the Contractor will park their personal vehicles and Contractor's vehicles in areas and during times designated by the COR. On no occasion will vehicles be left during non-contract work hours. Under no circumstances will children, pets, or visitors be allowed to wait in vehicles or on Government property without the express consent of the COR.

### **H-4 Permits and Responsibilities**

The Contractor shall be responsible for all damages to persons or property that occurs as a result of the Contractor's fault or negligence. The Contractor shall take proper safety and health precautions to protect the workplace, the workers, the public, and the property of others during the performance of the work.

After each period of cleaning or other service, the Contractor shall inspect the area for fire hazards, turn off electric fans and all unnecessary lights. Outside doors and windows shall be closed and locked. The COR will designate any lights, which are to remain on for security.

### **H-5 Use of Premises**

The Contractor shall comply with the regulations governing the operation of premises which are occupied and shall perform the contract in such a manner as not to interrupt or interfere with the conduct of Government business.

Only the Contractor or the Contractor's designated representative and employees will be permitted on the premises during the performance of the services for this contract. No children or pets will be allowed to accompany custodians while in the performance of their work.

**H-6 Staffing Requirements**

- A. The contractor shall determine the total daily productive hours required for the performance of all services specified herein. The contractor shall utilize skilled and productive labor in order to furnish the required level of services specified in this contract. The personnel employed by the contractor shall be fully trained and qualified to safely conduct all custodial type work. All personnel will receive close and continuing supervision by the contractor.

**H-7 Responsibility of Performance**

- A. The contractor shall be directly responsible for all work performance as specified in the contract. The contractor shall provide adequate supervision of work for all employees performing to ensure complete and satisfactory compliance with contract terms and conditions. Any working group assigned to any particular area shall have adequate supervision.
- B. If the contractor elects to subcontract any work specified in this SOW, the subcontractor's name and qualification shall be submitted along with the contractor's proposal. Once the contract is in effect, further subcontracting shall require the written approval of the Contracting Officer.

**H-8 Damage Reports**

- A. In all instance when Government property and or equipment are damaged by the contractor's or subcontractor's employees, the contractor shall submit a full report of the facts and extent of such damages. The report shall be submitted in writing to the COR no later than the next workday following the occurrence.

**H-9 Frequencies**

- A. All cleaning frequencies stated in Attachment 1, Matrix of Services, shall be the minimum required.

**H-10 Disruptions**

- A. Contractor employees shall notify their supervisor when encountering any questionable situations in performing janitorial functions: safety hazards, inaccessible areas, unknown substances in trash cans or work areas.

**H-11 Insurance Requirements**

- A. The contractor shall be required to maintain a minimum of \$100,000 property damage and \$1,000,000 million liability insurance or as deemed acceptable by the Contracting Officer to this commercial line of work. See FAR 52-228-5 Insurance Work on a Government Installation. Contractor shall provide proof of insurance within 30 days after award of contract.

**H-12 FAR 52.228-5 Insurance—Work on a Government Installation (JAN 1997)**

(a) The Contractor shall, at its own expense, provide and maintain during the entire performance of this contract, at least the kinds and minimum amounts of insurance required in the Schedule or elsewhere in the contract.

(b) Before commencing work under this contract, the Contractor shall notify the Contracting Officer in writing that the required insurance has been obtained. The policies evidencing required insurance shall contain an endorsement to the effect that any cancellation or any material change adversely affecting the Government's interest shall not be effective—

(1) For such period as the laws of the State in which this contract is to be performed prescribe; or

(2) Until 30 days after the insurer or the Contractor gives written notice to the Contracting Officer, whichever period is longer.

(c) The Contractor shall insert the substance of this clause, including this paragraph (c), in subcontracts under this contract that require work on a Government installation and shall require subcontractors to provide and maintain the insurance required in the Schedule or elsewhere in the contract. The Contractor shall maintain a copy of all subcontractors' proofs of required insurance, and shall make copies available to the Contracting Officer upon request.

## PART II--CONTRACT CLAUSES

### SECTION I--CONTRACT CLAUSES

#### **I-1 FAR 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):

[www.arnet.gov/far/](http://www.arnet.gov/far/)

[www.usda.gov/procurement/policy/agar.html](http://www.usda.gov/procurement/policy/agar.html)

#### FEDERAL ACQUISITION REGULATION (48 CFR CHAPTER 1) CLAUSES

52.204-9	Personal Identity Verification of Contractor Personnel (JAN 2011)
52.215-8	Order of Precedence--Uniform Contract Format (OCT 1997)
52.223-2	Affirmative Procurement of Biobased Products Under Service and Construction Contracts (JUL 2012)
52.223-5	Pollution Prevention and Right-to-Know Information (MAY 2011)
52.223-6	Drug-Free Workplace (MAY 2001)
52.232-1	Payments (APR 1984)
52.232-8	Discounts for Prompt Payment (FEB 2002)
52.232-11	Extras (APR 1984)
52.232-23	Assignment of Claims (JAN 1986)
52.232-33	Payment by Electronic Funds Transfer – Central Contractor Registration (JUL 2013)
52.233-1	Disputes (JULY 2002)
52.237-2	Protection of Government Buildings, Equipment, and Vegetation (APR 1984)
52.243-1	Changes--Fixed-Price (AUG 1987)--Alternate I (APR 1984)
52.244-6	Subcontracts for Commercial Items (DEC 2013)
52.245-1	Property Records (APR 2012)
52.245-2	Government Property (Fixed-Price Contracts) (APR 2012)
52.249-1	Termination for Convenience of the Government (Fixed-Price) (Short From) (APR 1984)
52.249-8	Default (Fixed-Price Supply and Service) (APR 1984)
52.253-1	Computer Generated Forms (JAN 1991)

#### AGRICULTURE ACQUISITION REGULATION (48 CFR CHAPTER 4) CLAUSES

452.237-70	Loss, Damage, Destruction or Repair (FEB 1988)
452.237-75	Restrictions Against Disclosure (FEB 1988)

#### **I-2 452.204-71 PERSONAL IDENTITY VERIFICATION OF CONTRACTOR EMPLOYEES (OCT 2007)**

(a) The contractor shall comply with the personal identity verification (PIV) policies and procedures established by the Department of Agriculture (USDA) Directives 4620-002 series.

(b) Should the results of the PIV process require the exclusion of a contractor's

employee, the contracting officer will notify the contractor in writing.

(c) The contractor must appoint a representative to manage compliance with the PIV policies established by the USDA Directives 4620-002 series and to maintain a list of employees eligible for a USDA LincPass required for performance of the work.

(d) The responsibility of maintaining a sufficient workforce remains with the contractor. Employees may be barred by the Government from performance of work should they be found ineligible or to have lost eligibility for a USDA LincPass. Failure to maintain a sufficient workforce of employees eligible for a USDA LincPass may be grounds for termination of the contract.

(e) The contractor shall insert this clause in all subcontracts when the subcontractor is required to have routine physical access to a Federally-controlled facility and/or routine access to a Federally-controlled information system.

(f) The PIV Sponsor for this contract is a designated program point of contact, which in most cases is the Contracting Officer Representative (COR), unless otherwise specified in this contract. The PIV Sponsor will be available to receive contractor identity information from 0800 to 1600 at Gifford Pinchot NF – Cowlitz Valley Ranger District 10024 US HWY 12, Randle, WA 98377. The Government will notify the contractor if there is a change in the PIV Sponsor, the office address, or the office hours for registration; however, it is the contractor's responsibility to meet all aspects of paragraphs (c), (d), and (e).

**I-3 52.204-7 System for Award Management (JUL 2013)**

(a) Definitions. As used in this provision—“Data Universal Numbering System (DUNS) number” means the 9-digit number assigned by Dun and Bradstreet, Inc. (D&B) to identify unique business entities. “Data Universal Numbering System +4 (DUNS+4) number” means the DUNS number assigned by D&B plus a 4-character suffix that may be assigned by a business concern. (D&B has no affiliation with this 4-character suffix.) This 4-character suffix may be assigned at the discretion of the business concern to establish additional System for Award Management records for identifying alternative Electronic Funds Transfer (EFT) accounts (see the FAR at Subpart 32.11) for the same concern.

“Registered in the System for Award Management (SAM) database” means that—

(1) The offeror has entered all mandatory information, including the DUNS number or the DUNS+4 number, the Contractor and Government Entity (CAGE) code, as well as data required by the Federal Funding Accountability and Transparency Act of 2006 (see Subpart 4.14) into the SAM database;

(2) The offeror has completed the Core, Assertions, and Representations and Certifications, and Points of Contact sections of the registration in the SAM database;

(3) The Government has validated all mandatory data fields, to include validation of the Taxpayer Identification Number (TIN) with the Internal Revenue Service (IRS). The offeror will be required to provide consent for TIN validation to the Government as a part of the SAM registration process; and

(4) The Government has marked the record “Active”.

(b)(1) By submission of an offer, the offeror acknowledges the requirement that a prospective awardee shall be registered in the SAM database prior to award, during performance, and through final payment of any contract, basic agreement, basic ordering agreement, or blanket purchasing agreement resulting from this solicitation.

(2) The offeror shall enter, in the block with its name and address on the cover page of its offer, the annotation “DUNS” or “DUNS +4” followed by the DUNS or DUNS +4 number that identifies the offeror’s name and address exactly as stated in the offer. The DUNS number will be used by the Contracting Officer to verify that the offeror is registered in the SAM database.

(c) If the offeror does not have a DUNS number, it should contact Dun and Bradstreet directly to obtain one.

(1) An offeror may obtain a DUNS number—

(i) Via the Internet at <http://fedgov.dnb.com/webform> or if the offeror does not have internet access, it may call Dun and Bradstreet at 1-866-705-5711 if located within the United States; or

(ii) If located outside the United States, by contacting the local Dun and Bradstreet office. The offeror should indicate that it is an offeror for a U.S. Government contract

(2) The offeror should be prepared to provide the following information:

(i) Company legal business.

(ii) Tradestyle, doing business, or other name by which your entity is commonly recognized.

(iii) Company Physical Street Address, City, State, and ZIP Code.

(iv) Company Mailing Address, City, State and ZIP Code (if separate from physical).

(v) Company Telephone Number.

(vi) Date the company was started.

(vii) Number of employees at your location.

- (viii) Chief executive officer/key manager.
- (ix) Line of business (industry).
- (x) Company Headquarters name and address (reporting relationship within your entity).

(d) If the Offeror does not become registered in the SAM database in the time prescribed by the Contracting Officer, the Contracting Officer will proceed to award to the next otherwise successful registered Offeror.

(e) Processing time, which normally takes 48 hours, should be taken into consideration when registering. Offerors who are not registered should consider applying for registration immediately upon receipt of this solicitation.

(f) Offerors may obtain information on registration at <https://www.acquisition.gov> .  
(End of clause)

**I-4 FAR 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.*

<b>Employee Class</b>	<b>Monetary Wage--Fringe Benefits</b>
<u>WG-2 (Code 11150)</u>	<u>\$13.48 HR Plus Fringe Benefits</u>
<u>Janitorial</u>	<u>*SCA 5<sup>th</sup> Edition</u>

**I-5 FAR 52.217-9 Option to Extend the Term of the Contract (MAR 2000)**

(a) The Government may extend the term of this contract by written notice to the Contractor 30 days prior to contract expiration provided that the Government gives the Contractor a preliminary written notice of its intent to extend at least 60 days before the contract expires. The preliminary notice does not commit the Government to an extension.

(b) If the Government exercises this option, the extended contract shall be considered to include this option clause.

(c) The total duration of this contract, including the exercise of any options under this clause, shall not exceed 5 years.

**I-6 FAR 52.212-5 Contract Terms and Conditions Required to Implement Statutes or Executive Orders – Commercial Items (JAN 2014)**

As prescribed in 12.301(b)(4), insert the following clause:

(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) 52.222-50, Combating Trafficking in Persons (FEB 2009) (22 U.S.C. 7104(g)).

\_\_\_ Alternate I (AUG 2007) of 52.222-50 (22 U.S.C.7104(g)).

(2) 52.233-3, Protest After Award (AUG 1996) (31 U.S.C. 3553).

(3) 52.233-4, 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 check as appropriate.]

\_\_\_ (1) 52.203-6, 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 (APR 2010) (Pub. L. 110-252, Title VI, Chapter 1 (41 U.S.C. 251 note)).

\_\_\_ (3) 52.203-15, Whistleblower Protections under the American Recovery and Reinvestment Act of 2009 (JUNE 2010) (Section 1553 of Pub. L. 111-5). (Applies to contracts funded by the American Recovery and Reinvestment Act of 2009.)

X (4) 52.204-10, Reporting Executive Compensation and First-Tier Subcontract Awards (JUL 2013) (Pub. L. 109-282) (31 U.S.C. 6101 note).

\_\_\_ (5) 52.204-11, American Recovery and Reinvestment Act—Reporting Requirements (JUL 2010) (Pub. L. 111-5).

X (6) 52.209-6, Protecting the Government's Interest When Subcontracting with Contractors Debarred, Suspended, or Proposed for Debarment. (AUG 2013) (31 U.S.C. 6101 note).

\_\_\_ (7) 52.209-9, Updates of Publicly Available Information Regarding Responsibility Matters (JUL 2013) (41 U.S.C. 2313).

X (8) 52.209-10, Prohibition on Contracting with Inverted Domestic Corporations (MAY 2012) (section 738 of Division C of Pub. L. 112-74, section 740 of Division C of Pub. L. 111-117, section 743 of Division D of Pub. L. 111-8, and section 745 of Division D of Pub. L. 110-161).

\_\_\_ (9) 52.219-3, Notice of HUBZone Set-Aside or Sole-Source Award (NOV 2011) (15 U.S.C. 657a).

(10) 52.219-4, Notice of Price Evaluation Preference for HUBZone Small Business Concerns (JAN 2011) (if the FAC 2005–72 JANUARY 1, 2014 SUBPART 52.2—TEXT OF PROVISIONS AND CLAUSES 52.212-5 52.2-39 offeror elects to waive the preference, it shall so indicate in its offer) (15 U.S.C. 657a).

(11) [Reserved]

(12)(i) 52.219-6, Notice of Total Small Business Set-Aside (NOV 2011) (15 U.S.C. 644).

(ii) Alternate I (NOV 2011).

(iii) Alternate II (NOV 2011).

(13)(i) 52.219-7, 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.

(14) 52.219-8, Utilization of Small Business Concerns (JUL 2013) (15 U.S.C. 637(d)(2) and (3)).

(15)(i) 52.219-9, Small Business Subcontracting Plan (JUL 2013) (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.

(iv) Alternate III (JUL 2010) of 52.219-9.

(16) 52.219-13, Notice of Set-Aside of Orders (NOV 2011)(15 U.S.C. 644(r)).

(17) 52.219-14, Limitations on Subcontracting (NOV 2011) (15 U.S.C. 637(a)(14)).

(18) 52.219-16, Liquidated Damages—Subcontracting Plan (JAN 1999) (15 U.S.C. 637(d)(4)(F)(i)).

(19)(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.

(20) 52.219-25, Small Disadvantaged Business Participation Program—Disadvantaged Status and Reporting (JUL 2013) (Pub. L. 103-355, section 7102, and 10 U.S.C. 2323).

(21) 52.219-26, Small Disadvantaged Business Participation Program— Incentive Subcontracting (OCT 2000) (Pub. L. 103-355, section 7102, and 10 U.S.C. 2323).

\_\_\_ (22) 52.219-27, Notice of Service-Disabled Veteran-Owned Small Business Set-Aside (NOV 2011) (15 U.S.C. 657 f).

X (23) 52.219-28, Post Award Small Business Program Rerepresentation (JUL 2013) (15 U.S.C. 632(a)(2)).

\_\_\_ (24) 52.219-29, Notice of Set-Aside for Economically Disadvantaged Women-Owned Small Business (EDWOSB) Concerns (JUL 2013) (15 U.S.C. 637(m)).

\_\_\_ (25) 52.219-30, Notice of Set-Aside for Women-Owned Small Business (WOSB) Concerns Eligible Under the WOSB Program (JUL 2013) (15 U.S.C. 637(m)).

X (26) 52.222-3, Convict Labor (JUNE 2003) (E.O. 11755).

\_\_\_ (27) 52.222-19, Child Labor—Cooperation with Authorities and Remedies (JAN 2014) (E.O. 13126).

X (28) 52.222-21, Prohibition of Segregated Facilities (FEB 1999).

X (29) 52.222-26, Equal Opportunity (MAR 2007)(E.O. 11246).

\_\_\_ (30) 52.222-35, Equal Opportunity for Veterans (SEP 2010)(38 U.S.C. 4212).

X (31) 52.222-36, Affirmative Action for Workers with Disabilities (OCT 2010) (29 U.S.C. 793).

\_\_\_ (32) 52.222-37, Employment Reports on Veterans (SEP 2010) (38 U.S.C. 4212).

\_\_\_ (33) 52.222-40, Notification of Employee Rights Under the National Labor Relations Act (DEC 2010) (E.O.13496).

\_\_\_ (34) 52.222-54, Employment Eligibility Verification (AUG 2013). (Executive Order 12989). (Not applicable to the acquisition of commercially available off-the-shelf items or certain other types of commercial items as prescribed in 22.1803.)

\_\_\_ (35)(i) 52.223-9, Estimate of Percentage of Recovered Material Content for EPA–Designated Items (MAY 2008) (42 U.S.C. 6962(c)(3)(A)(ii)). (Not applicable to the acquisition of commercially available off-the-shelf items.)

\_\_\_ (ii) Alternate I (MAY 2008) of 52.223-9 (42 U.S.C. 6962(i)(2)(C)). (Not applicable to the acquisition of commercially available off-the-shelf items.)

\_\_\_ (36) 52.223-15, Energy Efficiency in Energy-Consuming Products (DEC 2007) (42 U.S.C. 8259b).

\_\_\_ (37)(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.

- X (38) 52.223-18, Encouraging Contractor Policies to Ban Text Messaging While Driving (AUG 2011) (E.O.13513).
- \_\_\_ (39) 52.225-1, Buy American Act—Supplies (FEB 2009) (41 U.S.C. 10a-10d).
- \_\_\_ (40)(i) 52.225-3, Buy American Act—Free Trade Agreements—Israeli Trade Act (NOV 2012) (41 U.S.C. chapter 83, 19 U.S.C. 3301 note, 19 U.S.C. 2112 note, 19 U.S.C. 3805 note, 19 U.S.C. 4001 note, Pub. L. 103-182, 108-77, 108-78, 108-286, 108-302, 109-53, 109-169, 109-283, 110-138, 112-41, 112-42, and 112-43).
- \_\_\_ (ii) Alternate I (MAR 2012) of 52.225-3.
- \_\_\_ (iii) Alternate II (MAR 2012) of 52.225-3.
- \_\_\_ (iv) Alternate III (NOV 2012) of 52.225-3.
- \_\_\_ (41) 52.225-5, Trade Agreements (NOV 2013) (19 U.S.C. 2501, et seq., 19 U.S.C. 3301 note).
- \_\_\_ (42) 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).
- \_\_\_ (43) 52.225-26, Contractors Performing Private Security Functions Outside the United States (JUL 2013) (Section 862, as amended, of the National Defense Authorization Act for Fiscal Year 2008; 10 U.S.C. 2302 Note).
- \_\_\_ (44) 52.226-4, Notice of Disaster or Emergency Area Set-Aside (NOV 2007) (42 U.S.C. 5150).
- \_\_\_ (45) 52.226-5, Restrictions on Subcontracting Outside Disaster or Emergency Area (NOV 2007) (42 U.S.C. 5150).
- \_\_\_ (46) 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)).
- \_\_\_ (47) 52.232-30, Installment Payments for Commercial Items (OCT 1995) (41 U.S.C. 255(f), 10 U.S.C. 2307(f)).
- X (48) 52.232-33, Payment by Electronic Funds Transfer—System for Award Management (JUL 2013)(31 U.S.C. 3332).
- \_\_\_ (49) 52.232-34, Payment by Electronic Funds Transfer—Other than System for Award Management (JUL 2013) (31 U.S.C. 3332).
- \_\_\_ (50) 52.232-36, Payment by Third Party (JUL 2013) (31 U.S.C. 3332).
- \_\_\_ (51) 52.239-1, Privacy or Security Safeguards (AUG 1996) (5 U.S.C. 552a).
- \_\_\_ (52)(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.]

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

X (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) (SEP 2009) (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 (SEP 2009) (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) (41 351, et seq.).

\_\_\_ (6) 52.222-53, Exemption from Application of the Service Contract Act to Contracts for Certain Services—Requirements (FEB 2009) (41 U.S.C. 351, et seq.).

\_\_\_ (7) 52.222-17, Nondisplacement of Qualified Workers (JAN 2013) (E.O.13495).

\_\_\_ (8) 52.226-6, Promoting Excess Food Donation to Nonprofit Organizations (MAR 2009) (Pub. L. 110-247).

\_\_\_ (9) 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 this paragraph (e)(1) 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 (APR 2010) (Pub. L. 110-252, Title VI, Chapter 1 (41 U.S.C. 251 note)).

(ii) 52.219-8, Utilization of Small Business Concerns (JUL 2013) (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 \$650,000 (\$1.5 million for construction of any public facility), the subcontractor must include 52.219-8 in lower tier subcontracts that offer subcontracting opportunities.

(iii) 52.222-17, Nondisplacement of Qualified Workers (JAN 2013) (E.O. 13495). Flow down required in accordance with paragraph (l) of FAR clause 52.222-17.

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

(v) 52.222-35, Equal Opportunity for Veterans (SEP 2010) (38 U.S.C. 4212).

(vi) 52.222-36, Affirmative Action for Workers with Disabilities (OCT 2010) (29 U.S.C. 793).

(vii) 52.222-40, Notification of Employee Rights Under the National Labor Relations Act (DEC 2010) (E.O. 13496). Flow down required in accordance with paragraph (f) of FAR clause 52.222-40.

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

(ix) 52.222-50, Combating Trafficking in Persons (FEB 2009) (22 U.S.C. 7104(g)).

\_\_\_Alternate I (AUG 2007) of 52.222-50 (22 U.S.C.7104(g)).

(x) 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.).

(xi) 52.222-53, Exemption from Application of the Service Contract Act to Contracts for Certain Services- Requirements (FEB 2009) (41 U.S.C. 351, et seq.).

(xii) 52.222-54, Employment Eligibility Verification (AUG 2013).

(xiii) 52.225-26, Contractors Performing Private Security Functions Outside the United States (JUL 2013) (Section 862, as amended, of the National Defense Authorization Act for Fiscal Year 2008; 10 U.S.C. 2302 Note).

(xiv) 52.226-6, Promoting Excess Food Donation to Nonprofit Organizations (MAR 2009) (Pub. L. 110-247). Flow down required in accordance with paragraph (e) of FAR clause 52.226-6.

(xv) 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)

**I-7 AGAR 452.209-71 ASSURANCE REGARDING FELONY CONVICTION OR TAX DELINQUENT STATUS FOR CORPORATE APPLICANTS ALTERNATIVE 1 (FEB 2012)**

(a) This award is subject to the provisions contained in the Consolidated Appropriations Act, 2012 (P.L. No. 112-74), Division E, Sections 433 and 434 regarding corporate felony convictions and corporate federal tax delinquencies. Accordingly, by accepting this award the contractor acknowledges that it –

(1) does not have a tax delinquency, meaning that it is not subject to any unpaid Federal tax liability that has been assessed, for which all judicial and administrative remedies have been exhausted or have lapsed, and that is not being paid in a timely manner pursuant to an agreement with the authority responsible for collecting the tax liability, and

(2) has not been convicted (or had an officer or agent acting on its behalf convicted) of a felony criminal violation under any Federal law within 24 months preceding the award, unless a suspending and debaring official of the United States Department of Agriculture has considered suspension or debarment of the awardee, or such officer or agent, based on these convictions and/or tax delinquencies and determined that suspension or debarment is not necessary to protect the interests of the Government.

(b) If the awardee fails to comply with these provisions, the Forest Service may terminate this contract for default and may recover any funds the awardee has received in violation of sections 433 or 434.

**PART III--LIST OF DOCUMENTS, EXHIBITS, AND OTHER ATTACHMENTS**

**SECTION J--LIST OF ATTACHMENTS**

<b>Item</b>	<b>Description</b>	<b># of Pages</b>
1	Janitorial Matrix of Work Requirements for Cowlitz Valley RD	1
2	Past Performance	1
3	Wage Determination Schedule #05-2567	10

**PART IV--REPRESENTATIONS AND INSTRUCTIONS**

**SECTION K--REPRESENTATIONS, CERTIFICATIONS, AND  
OTHER STATEMENTS OF OFFERORS OR RESPONDENTS**

**K-1 AGAR 452.219-70 SIZE STANDARD AND NAICS CODE INFORMATION  
(JANUARY 2005)**

The North American Industrial classification System Code(s) and business size standard(s) describing the products and/or services to be acquired under this solicitation are listed below:

Contract line item(s):	<u>                    All Line Items                    </u>
--NAICS Code	<u>                    561720                    </u>
--Size Standard	<u>                    \$16.5 Million                    </u>

The small business size standard for a concern which submits an offer in its own name, other than on a construction or service contract, but which proposes to furnish a product which it did not itself manufacture, is 500 employees.

**K-2 52.204-8 ANNUAL REPRESENTATIONS AND CERTIFICATIONS (JAN 2014)**

(a)(1) The North American Industry Classification System (NAICS) code for this acquisition is 561720.

(2) The small business size standard is \$16.5 Million.

(3) The small business size standard for a concern which submits an offer in its own name, other than on a construction or service contract, but which proposes to furnish a product which it did not itself manufacture, is 500 employees.

(b)(1) If the provision at [52.204-7](#), System for Award Management, is included in this solicitation, paragraph (d) of this provision applies.

(2) If the provision at [52.204-7](#) is not included in this solicitation, and the offeror is currently registered in the System for Award Management (SAM), and has completed the Representations and Certifications section of SAM electronically, the offeror may choose to use paragraph (d) of this provision instead of completing the corresponding individual representations and certifications in the solicitation. The offeror shall indicate which option applies by checking one of the following boxes:

(i) Paragraph (d) applies.

(ii) Paragraph (d) does not apply and the offeror has completed the individual representations and certifications in the solicitation.

(c)(1) The following representations or certifications in SAM are applicable to this solicitation as indicated:

- (i) [52.203-2](#), Certificate of Independent Price Determination. This provision applies to solicitations when a firm-fixed-price contract or fixed-price contract with economic price adjustment is contemplated, unless—
- (A) The acquisition is to be made under the simplified acquisition procedures in [Part 13](#);
  - (B) The solicitation is a request for technical proposals under two-step sealed bidding procedures; or
  - (C) The solicitation is for utility services for which rates are set by law or regulation.
- (ii) [52.203-11](#), Certification and Disclosure Regarding Payments to Influence Certain Federal Transactions. This provision applies to solicitations expected to exceed \$150,000.
- (iii) [52.204-3](#), Taxpayer Identification. This provision applies to solicitations that do not include the provision at [52.204-7](#), System for Award Management.
- (iv) [52.204-5](#), Women-Owned Business (Other Than Small Business). This provision applies to solicitations that—
- (A) Are not set aside for small business concerns;
  - (B) Exceed the simplified acquisition threshold; and
  - (C) Are for contracts that will be performed in the United States or its outlying areas.
- (v) [52.209-2](#), Prohibition on Contracting with Inverted Domestic Corporations—Representation. This provision applies to solicitations using funds appropriated in fiscal years 2008, 2009, 2010, or 2012.
- (vi) [52.209-5](#), Certification Regarding Responsibility Matters. This provision applies to solicitations where the contract value is expected to exceed the simplified acquisition threshold.
- (vii) [52.214-14](#), Place of Performance—Sealed Bidding. This provision applies to invitations for bids except those in which the place of performance is specified by the Government.
- (viii) [52.215-6](#), Place of Performance. This provision applies to solicitations unless the place of performance is specified by the Government.
- (ix) [52.219-1](#), Small Business Program Representations (Basic & Alternate I). This provision applies to solicitations when the contract will be performed in the United States or its outlying areas.
- (A) The basic provision applies when the solicitations are issued by other than DoD, NASA, and the Coast Guard.
  - (B) The provision with its Alternate I applies to solicitations issued by DoD, NASA, or the Coast Guard.
- (x) [52.219-2](#), Equal Low Bids. This provision applies to solicitations when contracting by sealed bidding and the contract will be performed in the United States or its outlying areas.
- (xi) [52.222-22](#), Previous Contracts and Compliance Reports. This provision applies to solicitations that include the clause at [52.222-26](#), Equal Opportunity.
- (xii) [52.222-25](#), Affirmative Action Compliance. This provision applies to solicitations, other than those for construction, when the solicitation includes the clause at [52.222-26](#), Equal Opportunity.

(xiii) [52.222-38](#), Compliance with Veterans' Employment Reporting Requirements. This provision applies to solicitations when it is anticipated the contract award will exceed the simplified acquisition threshold and the contract is not for acquisition of commercial items.

(xiv) [52.223-1](#), Biobased Product Certification. This provision applies to solicitations that require the delivery or specify the use of USDA–designated items; or include the clause at [52.223-2](#), Affirmative Procurement of Biobased Products Under Service and Construction Contracts.

(xv) [52.223-4](#), Recovered Material Certification. This provision applies to solicitations that are for, or specify the use of, EPA–designated items.

(xvi) [52.225-2](#), Buy American Act Certificate. This provision applies to solicitations containing the clause at [52.225-1](#).

(xvii) [52.225-4](#), Buy American Act—Free Trade Agreements—Israeli Trade Act Certificate. (Basic, Alternates I, II, and III.) This provision applies to solicitations containing the clause at [52.225-3](#).

(A) If the acquisition value is less than \$25,000, the basic provision applies.

(B) If the acquisition value is \$25,000 or more but is less than \$50,000, the provision with its Alternate I applies.

(C) If the acquisition value is \$50,000 or more but is less than \$79,507, the provision with its Alternate II applies.

(D) If the acquisition value is \$79,507 or more but is less than \$100,000, the provision with its Alternate III applies.

(xviii) [52.225-6](#), Trade Agreements Certificate. This provision applies to solicitations containing the clause at [52.225-5](#).

(xix) [52.225-20](#), Prohibition on Conducting Restricted Business Operations in Sudan—Certification. This provision applies to all solicitations.

(xx) [52.225-25](#), Prohibition on Contracting with Entities Engaging in Certain Activities or Transactions Relating to Iran-Representation and Certifications. This provision applies to all solicitations.

(xxi) [52.226-2](#), Historically Black College or University and Minority Institution Representation. This provision applies to—

(A) Solicitations for research, studies, supplies, or services of the type normally acquired from higher educational institutions; and

(B) For DoD, NASA, and Coast Guard acquisitions, solicitations that contain the clause at [52.219-23](#), Notice of Price Evaluation Adjustment for Small Disadvantaged Business Concerns.

(2) The following certifications are applicable as indicated by the Contracting Officer:

(i) [52.219-22](#), Small Disadvantaged Business Status.

(A) Basic.

(B) Alternate I.

(ii) [52.222-18](#), Certification Regarding Knowledge of Child Labor for Listed End Products.

(iii) [52.222-48](#), Exemption from Application of the Service Contract Act to Contracts for Maintenance, Calibration, or Repair of Certain Equipment Certification.

(iv) [52.222-52](#), Exemption from Application of the Service Contract Act to Contracts for Certain

Services—Certification.

- \_\_\_ (v) 52.223-9, with its Alternate I, Estimate of Percentage of Recovered Material Content for EPA—Designated Products (Alternate I only).
- \_\_\_ (vi) 52.227-6, Royalty Information.
- \_\_\_ (A) Basic.
- \_\_\_ (B) Alternate I.
- \_\_\_ (vii) 52.227-15, Representation of Limited Rights Data and Restricted Computer Software.

(d) The offeror has completed the annual representations and certifications electronically via the SAM website accessed through <https://www.acquisition.gov>. After reviewing the SAM database information, the offeror verifies by submission of the offer that the representations and certifications currently posted electronically that apply to this solicitation as indicated in paragraph (c) of this provision have been entered or updated within the last 12 months, are current, accurate, complete, and applicable to this solicitation (including the business size standard applicable to the NAICS code referenced for this solicitation), as of the date of this offer and are incorporated in this offer by reference (see FAR 4.1201); except for the changes identified below [*offeror to insert changes, identifying change by clause number, title, date*].

FAR Clause	Title	Date	Change

These amended representation(s) and/or certification(s) are also incorporated in this offer and are current, accurate, and complete as of the date of this offer. Any changes provided by the offeror are applicable to this solicitation only, and do not result in an update to the representations and certifications posted on SAM.

(End of provision)

**K-3 FAR 52.219-28 Post-Award Small Business Program Rerepresentation. (JUL 2013)**

(a) *Definitions.* As used in this clause—

*Long-term contract* means a contract of more than five years in duration, including options. However, the term does not include contracts that exceed five years in duration because the period of performance has been extended for a cumulative period not to exceed six months under the clause at 52.217-8, Option to Extend Services, or other appropriate authority.

*Small business concern* means a concern, including its affiliates, that is independently owned and operated, not dominant in the field of operation in which it is bidding on Government contracts, and qualified as a small business under the criteria in 13 CFR part 121 and the size standard in paragraph (c) of this clause. Such a concern is “not dominant in its field of operation” when it does not exercise a controlling or major influence on a national basis in a kind of business activity in which a number of business concerns are primarily engaged. In determining whether dominance exists, consideration shall be given to all appropriate factors, including volume of business, number of employees, financial resources, competitive status or position, ownership or control of materials, processes, patents, license agreements, facilities, sales territory, and nature of business activity.

(b) If the Contractor represented that it was a small business concern prior to award of this contract, the Contractor shall rerepresent its size status according to paragraph (e) of this clause or, if applicable, paragraph (g) of this clause, upon the occurrence of any of the following:

(1) Within 30 days after execution of a novation agreement or within 30 days after modification of the contract to include this clause, if the novation agreement was executed prior to inclusion of this clause in the contract.

(2) Within 30 days after a merger or acquisition that does not require a novation or within 30 days after modification of the contract to include this clause, if the merger or acquisition occurred prior to inclusion of this clause in the contract.

(3) For long-term contracts—

(i) Within 60 to 120 days prior to the end of the fifth year of the contract; and

(ii) Within 60 to 120 days prior to the date specified in the contract for exercising any option thereafter.

(c) The Contractor shall rerepresent its size status in accordance with the size standard in effect at the time of this rerepresentation that corresponds to the North American Industry Classification System (NAICS) code assigned to this contract. The small business size standard corresponding to this NAICS code can be found at <http://www.sba.gov/content/table-smallbusiness-size-standards>.

(d) The small business size standard for a Contractor providing a product which it does not manufacture itself, for a contract other than a construction or service contract, is 500 employees.

(e) Except as provided in paragraph (g) of this clause, the Contractor shall make the representation required by paragraph (b) of this clause by validating or updating all its representations in the Representations and Certifications section of the System for Award Management (SAM) and its other data in SAM, as necessary, to ensure that they reflect the Contractor's current status. The Contractor shall notify the contracting office in writing within the timeframes specified in paragraph (b) of this clause that the data have been validated or updated, and provide the date of the validation or update.

(f) If the Contractor represented that it was other than a small business concern prior to award of this contract, the Contractor may, but is not required to, take the actions required by paragraphs (e) or (g) of this clause.

(g) If the Contractor does not have representations and certifications in SAM, or does not have a representation in SAM for the NAICS code applicable to this contract, the Contractor is required to complete the following rerepresentation and submit it to the contracting office, along with the contract number and the date on which the rerepresentation was completed:

The Contractor represents that it  is,  is not a small business concern under NAICS Code \_\_\_\_\_ assigned to contract number \_\_\_\_\_.

[Contractor to sign and date and insert authorized signer's name and title].

(End of clause)

**K-4 FAR 52.223-1 Biobased Product Certification (MAY 2012)**

As required by the Farm Security and Rural Investment Act of 2002 and the Energy Policy Act of 2005 (7 U.S.C.8102(c)(3)), the offeror certifies, by signing this offer, that biobased products (within categories of products listed by the United States Department of Agriculture in 7 CFR part 3201, subpart B) to be used or delivered in the performance of the contract, other than biobased products that are not purchased by the offeror as a direct result of this contract, will comply with the applicable specifications or other contractual requirements.

**K-5 AGAR 452.209-70 Representation by Corporations Regarding an Unpaid Delinquent Tax Liability or a Felony Conviction (Deviation 2012-01) Alternative 1 (FEB 2012)**

(a.) Awards made under this solicitation are subject to the provisions contained in the Consolidated Appropriations Act, 2012 (P.L. No. 112-74), Division E, Sections 433 and 434 regarding corporate felony convictions and corporate federal tax delinquencies. To comply with these provisions, all offerors must complete paragraph (1) of this representation, and all corporate offerors also must complete paragraphs (2) and (3) of this representation.

(b) The Offeror represents that –

- (1) The Offeror is [ ], is not [ ] (*check one*) an entity that has filed articles of incorporation in one of the fifty states, the District of Columbia, or the various territories of the United States including American Samoa, Federated States of Micronesia, Guam, Midway Islands, Northern Mariana Islands, Puerto Rico, Republic of Palau, Republic of the Marshall Islands, U.S. Virgin Islands. (Note that this includes both for-profit and non-profit organizations.)

If the Offeror checked “is” above, the Offeror must complete paragraphs (2) and (3) of the representation. If Offeror checked “is not” above, Offeror may leave the remainder of the representation blank.

- (2) (i) The Offeror has [ ], has not [ ] (*check one*) been convicted of a felony criminal violation under Federal or State law in the 24 months preceding the date of offer.
- (ii) Offeror has [ ], has not [ ] (*check one*) had any officer or agent of Offeror convicted of a felony criminal violation for actions taken on behalf of Offeror under Federal law in the 24 months preceding the date of offer.
- (3) The Offeror does [ ], does not [ ] (*check one*) have any unpaid Federal tax liability that has been assessed, for which all judicial and administrative remedies have been exhausted or have lapsed, and that is not being paid in a timely manner pursuant to an agreement with the authority responsible for collecting the tax liability.

## SECTION L--INSTRUCTIONS, CONDITIONS, AND NOTICES TO OFFERORS OR RESPONDENTS

### L-1 FAR 52.252-1 Solicitation Provisions Incorporated by Reference (FEB 1998)

This solicitation incorporates one or more solicitation provisions by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available. The offeror is cautioned that the listed provisions may include blocks that must be completed by the offeror and submitted with its quotation or offer. In lieu of submitting the full text of those provisions, the offeror may identify the provision by paragraph identifier and provide the appropriate information with its quotation or offer. Also, the full text of a solicitation provision may be accessed electronically at this/these address(es):

[www.arnet.gov/far/](http://www.arnet.gov/far/)

[www.usda.gov/procurement/policy/agar.html](http://www.usda.gov/procurement/policy/agar.html)

#### FEDERAL ACQUISITION REGULATION (48 CFR CHAPTER 1)

52.215-1 Instructions to Offerors--Competitive Acquisition (JAN 2004)

52.237-1 Site Visit (APR 1984)

#### AGRICULTURE ACQUISITION REGULATIONS (48 CFR CHAPTER 4) CLAUSES

452.204-70 Inquiries (FEB 1988)

### L-2 FAR 52.215-5 Facsimile Proposals (OCT 1997)

(a) *Definition.* "Facsimile proposal," as used in this provision, means a proposal, revision or modification of a proposal, or withdrawal of a proposal that is transmitted to and received by the Government via facsimile machine.

(b) Offerors may submit facsimile proposals as responses to this solicitation. Facsimile proposals are subject to the same rules as paper proposals.

(c) The telephone number of receiving facsimile equipment is: **(360) 891-5081**

(d) If any portion of a facsimile proposal received by the Contracting Officer is unreadable to the degree that conformance to the essential requirements of the solicitation cannot be ascertained from the document--

(1) The Contracting Officer immediately shall notify the offeror and permit the offeror to resubmit the proposal.

(2) The method and time for resubmission shall be prescribed by the Contracting Officer after consultation with the offeror; and

(3) The resubmission shall be considered as if it were received at the date and time of the original unreadable submission for the purpose of determining timelines, provided the offeror complies with the time and format requirements for resubmission prescribed by the Contracting Officer.

(e) The Government reserves the right to make award solely on the facsimile proposal. However, if requested to do so by the Contracting Officer, the apparently successful offeror promptly shall submit the complete original signed proposal.

**L-3 FAR 52.216-1 Type of Contract (APR 1984)**

The Government contemplates award of a Firm Fixed Price contract resulting from this solicitation.

## **SECTION M--EVALUATION FACTORS FOR AWARD**

### **M-1 AWARD DETERMINATION**

The Government intends to award to the quoter that represents the best value to the Government. Price and other related factors will be considered and evaluated, including past performance and experience. Past performance/Experience is approximately equal to price in importance for the award decision.

### **M-2 EVALUATION FACTORS**

The Government intends to award without discussion.

All quotes must be submitted in sufficient detail to permit a full and complete evaluation of your qualifications for this project. Quotes will be evaluated against the following:

- Experience/ Past performance. We will assess your history of quality workmanship, customer satisfaction, timely completion, quality performance, and compliance with contract requirements.
- Price.

Submit the following:

- Offer:
  - Fill out and return Page 1 Standard Form 1449
  - Fill out and return Schedule of Items
  - Fill out and return attached Experience/Past Performance Form
  - Complete Section K Provisions

Building & Location	Vacuum Carpets	Sweep Floors	Wet Mop Floors	Clean Mats	Floor Mtncce Wax	Hard Floor Refinish	Carpet Clean	Outside Sweep	Low Dust	High Dust	Spot Clean	Glass Clean	Window Clean	Clean Fixtures	Drink Fntn	Trash Removal	Recycle	Clean Light Fixtures	Stock Restroom Supplies	Seal Tile	Sq. Ft.	
Work Item #	1.7	1.1, 2.3	1.1, 1.7, 2.3	1.9	1.1, 2.3	3.6	3.3	1.6	1.11	3.5	1.8, 1.10	1.4	3.2	1.3, 2.1	1.5	1.2, 1.3	1.12	3.4	2.4			
<b>MAIN BUILDING: 10024 US HWY 12 - RANDLE, WA 98377</b>																						
Carpeted Areas	2W			2W			2Y		2M	2Y	2W	1M	2Y		2W	2W	1W	2YA	2W		8269 SF	
Porches								1W														22 SF
Restrooms		2W	2W		4Y	1Y				2Y	2W	1M		2W		2W						480 SF
Coffee room	2W						2Y		2M	2Y	2W	1M	2Y	2W		2W						80 SF
Break Room	2W						2Y		2M	2Y	2W	1M	2Y			2W						120 SF
Entry		2W	2W	2W	4Y	1Y																55 SF
Reception Area																				1Y		295 SF
<b>ANNEX: 10024 US HWY 12 - RANDLE, WA 98377</b>																						
Carpeted Areas	2W			2W			2Y		2M	2Y	2W		2Y			2W	1W	2YA				2726 SF
Restrooms		2W	2W		4Y	1Y				2Y	2W	1M		2W		2W			2W			240 SF
Entry Ways		2W	2W	2W	4Y	1Y										2W						10 SF
<b>CXT Toilet: 10024 US HWY 12, Randle, WA 98377</b>																						
		2W	2W											2W		2W			2W			92SF
<b>ROAD CREW SHOP: 418 SILVERBROOK RD, RANDLE, WA 98377</b>																						
Restroom		1W	1W						1M	2Y	1W	1M	2Y	1W	1M	1W			1W			100 SF
Break Room		1W	1W						1M	2Y	1W	1M	2Y			1W						698 SF

**LEGEND:**

2W = Two times/week

1W = One time per week

2M = Two times per month

1M = One time per month

4Y = Four times per year (Quarterly)

2Ya = Two times per year (Semi-annual), in July and January

2Yb = Two times peryear (Semi-annual), in April and October

1Y = One time per year (Annual)

**PAST AND CURRENT CONTRACT INFORMATION**

**(For the past two years)**

**OFFEROR'S NAME**

(Use this and additional sheets as necessary to provide two (2) years worth of experience in same or similar work)

<b>CUSTOMER NAME</b>	<b>CONTRACT NO.</b>	<b>BRIEF DESCRIPTION</b>	<b>PRIMARY CONTACT INFORMATION</b>
			<b>NAME:</b>
<b>CUSTOMER ADDRESS</b>			<b>VOICE PHONE #:</b>
			<b>FAX PHONE #:</b>
	<b>CONTRACT VALUE</b>	<b>COMPLETION DATE OR % COMPLETE IF ONGOING</b>	<b>SECONDARY CONTACT INFO.</b>
			<b>NAME:</b>
			<b>VOICE PHONE #:</b>
			<b>FAX PHONE #:</b>

<b>CUSTOMER NAME</b>	<b>CONTRACT NO.</b>	<b>BRIEF DESCRIPTION</b>	<b>PRIMARY CONTACT INFORMATION</b>
			<b>NAME:</b>
<b>CUSTOMER ADDRESS</b>			<b>VOICE PHONE #:</b>
			<b>FAX PHONE #:</b>
	<b>CONTRACT VALUE</b>	<b>COMPLETION DATE OR % COMPLETE IF ONGOING</b>	<b>SECONDARY CONTACT INFO.</b>
			<b>NAME:</b>
			<b>VOICE PHONE #:</b>
			<b>FAX PHONE #:</b>

WD 05-2567 (Rev.-17) was first posted on www.wdol.gov on 06/25/2013

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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

Diane C. Koplewski                      Division of  
Director                                      Wage Determinations

Wage Determination No.: 2005-2567  
Revision No.: 17  
Date Of Revision: 06/19/2013

State: Washington

Area: Washington Counties of Lewis, Pierce, Thurston

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

OCCUPATION CODE - TITLE  
RATE

FOOTNOTE

01000 - Administrative Support And Clerical Occupations		
01011 - Accounting Clerk I		15.56
01012 - Accounting Clerk II		17.47
01013 - Accounting Clerk III		19.54
01020 - Administrative Assistant		23.72
01040 - Court Reporter		19.01
01051 - Data Entry Operator I		14.37
01052 - Data Entry Operator II		15.69
01060 - Dispatcher, Motor Vehicle		22.39
01070 - Document Preparation Clerk		13.60
01090 - Duplicating Machine Operator		13.60
01111 - General Clerk I		12.68
01112 - General Clerk II		14.80
01113 - General Clerk III		16.82
01120 - Housing Referral Assistant		21.81
01141 - Messenger Courier		13.25
01191 - Order Clerk I		14.60
01192 - Order Clerk II		15.94
01261 - Personnel Assistant (Employment) I		16.87
01262 - Personnel Assistant (Employment) II		18.88
01263 - Personnel Assistant (Employment) III		21.05
01270 - Production Control Clerk		21.10
01280 - Receptionist		14.47
01290 - Rental Clerk		16.18
01300 - Scheduler, Maintenance		17.49
01311 - Secretary I		17.49
01312 - Secretary II		19.57
01313 - Secretary III		21.81
01320 - Service Order Dispatcher		17.13
01410 - Supply Technician		23.37
01420 - Survey Worker		19.01
01531 - Travel Clerk I		13.37
01532 - Travel Clerk II		14.50
01533 - Travel Clerk III		15.60
01611 - Word Processor I		17.01
01612 - Word Processor II		19.09
01613 - Word Processor III		21.35
05000 - Automotive Service Occupations		
05005 - Automobile Body Repairer, Fiberglass		23.34
05010 - Automotive Electrician		22.06

05040	- Automotive Glass Installer	19.83
05070	- Automotive Worker	21.36
05110	- Mobile Equipment Servicer	19.93
05130	- Motor Equipment Metal Mechanic	22.82
05160	- Motor Equipment Metal Worker	21.36
05190	- Motor Vehicle Mechanic	22.78
05220	- Motor Vehicle Mechanic Helper	19.20
05250	- Motor Vehicle Upholstery Worker	20.65
05280	- Motor Vehicle Wrecker	21.36
05310	- Painter, Automotive	22.06
05340	- Radiator Repair Specialist	21.36
05370	- Tire Repairer	14.81
05400	- Transmission Repair Specialist	22.82
07000	- Food Preparation And Service Occupations	
07010	- Baker	15.16
07041	- Cook I	13.11
07042	- Cook II	15.75
07070	- Dishwasher	9.68
07130	- Food Service Worker	11.19
07210	- Meat Cutter	21.24
07260	- Waiter/Waitress	12.34
09000	- Furniture Maintenance And Repair Occupations	
09010	- Electrostatic Spray Painter	19.20
09040	- Furniture Handler	16.86
09080	- Furniture Refinisher	19.20
09090	- Furniture Refinisher Helper	16.86
09110	- Furniture Repairer, Minor	18.01
09130	- Upholsterer	19.86
11000	- General Services And Support Occupations	
11030	- Cleaner, Vehicles	11.98
11060	- Elevator Operator	11.98
11090	- Gardener	18.28
11122	- Housekeeping Aide	14.53
11150	- Janitor	15.32
11210	- Laborer, Grounds Maintenance	15.07
11240	- Maid or Houseman	11.48
11260	- Pruner	13.84
11270	- Tractor Operator	17.43
11330	- Trail Maintenance Worker	15.07
11360	- Window Cleaner	16.44
12000	- Health Occupations	
12010	- Ambulance Driver	21.63
12011	- Breath Alcohol Technician	20.83
12012	- Certified Occupational Therapist Assistant	24.67
12015	- Certified Physical Therapist Assistant	23.12
12020	- Dental Assistant	18.72
12025	- Dental Hygienist	45.08
12030	- EKG Technician	29.94
12035	- Electroneurodiagnostic Technologist	29.94
12040	- Emergency Medical Technician	21.26
12071	- Licensed Practical Nurse I	18.57
12072	- Licensed Practical Nurse II	20.78
12073	- Licensed Practical Nurse III	23.17
12100	- Medical Assistant	16.54
12130	- Medical Laboratory Technician	20.78
12160	- Medical Record Clerk	16.33
12190	- Medical Record Technician	18.27

12195 - Medical Transcriptionist	19.48
12210 - Nuclear Medicine Technologist	39.01
12221 - Nursing Assistant I	12.06
12222 - Nursing Assistant II	13.58
12223 - Nursing Assistant III	14.80
12224 - Nursing Assistant IV	16.61
12235 - Optical Dispenser	19.98
12236 - Optical Technician	18.57
12250 - Pharmacy Technician	18.96
12280 - Phlebotomist	16.61
12305 - Radiologic Technologist	32.53
12311 - Registered Nurse I	29.46
12312 - Registered Nurse II	36.05
12313 - Registered Nurse II, Specialist	36.05
12314 - Registered Nurse III	43.61
12315 - Registered Nurse III, Anesthetist	43.61
12316 - Registered Nurse IV	52.28
12317 - Scheduler (Drug and Alcohol Testing)	25.80
13000 - Information And Arts Occupations	
13011 - Exhibits Specialist I	21.17
13012 - Exhibits Specialist II	26.22
13013 - Exhibits Specialist III	32.07
13041 - Illustrator I	20.46
13042 - Illustrator II	25.34
13043 - Illustrator III	31.00
13047 - Librarian	31.19
13050 - Library Aide/Clerk	13.60
13054 - Library Information Technology Systems Administrator	26.06
13058 - Library Technician	18.78
13061 - Media Specialist I	18.32
13062 - Media Specialist II	20.53
13063 - Media Specialist III	22.87
13071 - Photographer I	20.35
13072 - Photographer II	22.76
13073 - Photographer III	28.20
13074 - Photographer IV	34.50
13075 - Photographer V	41.74
13110 - Video Teleconference Technician	20.43
14000 - Information Technology Occupations	
14041 - Computer Operator I	18.22
14042 - Computer Operator II	20.39
14043 - Computer Operator III	22.73
14044 - Computer Operator IV	25.25
14045 - Computer Operator V	27.97
14071 - Computer Programmer I	(see 1) 24.47
14072 - Computer Programmer II	(see 1)
14073 - Computer Programmer III	(see 1)
14074 - Computer Programmer IV	(see 1)
14101 - Computer Systems Analyst I	(see 1)
14102 - Computer Systems Analyst II	(see 1)
14103 - Computer Systems Analyst III	(see 1)
14150 - Peripheral Equipment Operator	18.22
14160 - Personal Computer Support Technician	25.25
15000 - Instructional Occupations	
15010 - Aircrew Training Devices Instructor (Non-Rated)	34.20
15020 - Aircrew Training Devices Instructor (Rated)	41.38

15030 - Air Crew Training Devices Instructor (Pilot)	49.60
15050 - Computer Based Training Specialist / Instructor	34.20
15060 - Educational Technologist	30.07
15070 - Flight Instructor (Pilot)	49.60
15080 - Graphic Artist	25.73
15090 - Technical Instructor	26.41
15095 - Technical Instructor/Course Developer	30.26
15110 - Test Proctor	21.33
15120 - Tutor	21.33
16000 - Laundry, Dry-Cleaning, Pressing And Related Occupations	
16010 - Assembler	9.87
16030 - Counter Attendant	9.87
16040 - Dry Cleaner	12.41
16070 - Finisher, Flatwork, Machine	9.87
16090 - Presser, Hand	9.87
16110 - Presser, Machine, Drycleaning	9.87
16130 - Presser, Machine, Shirts	9.87
16160 - Presser, Machine, Wearing Apparel, Laundry	9.87
16190 - Sewing Machine Operator	13.23
16220 - Tailor	14.04
16250 - Washer, Machine	10.81
19000 - Machine Tool Operation And Repair Occupations	
19010 - Machine-Tool Operator (Tool Room)	25.86
19040 - Tool And Die Maker	29.25
21000 - Materials Handling And Packing Occupations	
21020 - Forklift Operator	19.87
21030 - Material Coordinator	21.10
21040 - Material Expediter	21.10
21050 - Material Handling Laborer	15.41
21071 - Order Filler	14.20
21080 - Production Line Worker (Food Processing)	19.87
21110 - Shipping Packer	18.13
21130 - Shipping/Receiving Clerk	18.13
21140 - Store Worker I	15.39
21150 - Stock Clerk	19.42
21210 - Tools And Parts Attendant	19.87
21410 - Warehouse Specialist	19.87
23000 - Mechanics And Maintenance And Repair Occupations	
23010 - Aerospace Structural Welder	29.37
23021 - Aircraft Mechanic I	28.50
23022 - Aircraft Mechanic II	29.37
23023 - Aircraft Mechanic III	30.25
23040 - Aircraft Mechanic Helper	22.11
23050 - Aircraft, Painter	27.52
23060 - Aircraft Servicer	24.97
23080 - Aircraft Worker	26.38
23110 - Appliance Mechanic	24.65
23120 - Bicycle Repairer	14.81
23125 - Cable Splicer	31.68
23130 - Carpenter, Maintenance	27.65
23140 - Carpet Layer	24.79
23160 - Electrician, Maintenance	28.34
23181 - Electronics Technician Maintenance I	28.33
23182 - Electronics Technician Maintenance II	29.58
23183 - Electronics Technician Maintenance III	30.61
23260 - Fabric Worker	23.47
23290 - Fire Alarm System Mechanic	26.78

23310 - Fire Extinguisher Repairer	22.12
23311 - Fuel Distribution System Mechanic	26.36
23312 - Fuel Distribution System Operator	24.00
23370 - General Maintenance Worker	24.19
23380 - Ground Support Equipment Mechanic	28.50
23381 - Ground Support Equipment Servicer	24.97
23382 - Ground Support Equipment Worker	26.38
23391 - Gunsmith I	22.12
23392 - Gunsmith II	24.79
23393 - Gunsmith III	26.78
23410 - Heating, Ventilation And Air-Conditioning Mechanic	27.43
23411 - Heating, Ventilation And Air Conditioning Mechanic (Research Facility)	28.31
23430 - Heavy Equipment Mechanic	27.81
23440 - Heavy Equipment Operator	30.74
23460 - Instrument Mechanic	29.28
23465 - Laboratory/Shelter Mechanic	25.88
23470 - Laborer	14.21
23510 - Locksmith	25.61
23530 - Machinery Maintenance Mechanic	27.15
23550 - Machinist, Maintenance	24.25
23580 - Maintenance Trades Helper	16.29
23591 - Metrology Technician I	29.28
23592 - Metrology Technician II	30.22
23593 - Metrology Technician III	31.11
23640 - Millwright	27.73
23710 - Office Appliance Repairer	25.88
23760 - Painter, Maintenance	25.88
23790 - Pipefitter, Maintenance	29.77
23810 - Plumber, Maintenance	27.42
23820 - Pneudraulic Systems Mechanic	26.78
23850 - Rigger	26.78
23870 - Scale Mechanic	24.79
23890 - Sheet-Metal Worker, Maintenance	29.27
23910 - Small Engine Mechanic	23.95
23931 - Telecommunications Mechanic I	27.36
23932 - Telecommunications Mechanic II	28.25
23950 - Telephone Lineman	24.51
23960 - Welder, Combination, Maintenance	26.32
23965 - Well Driller	32.28
23970 - Woodcraft Worker	26.78
23980 - Woodworker	22.12
24000 - Personal Needs Occupations	
24570 - Child Care Attendant	12.29
24580 - Child Care Center Clerk	15.32
24610 - Chore Aide	10.74
24620 - Family Readiness And Support Services Coordinator	14.74
24630 - Homemaker	18.02
25000 - Plant And System Operations Occupations	
25010 - Boiler Tender	26.38
25040 - Sewage Plant Operator	28.22
25070 - Stationary Engineer	26.38
25190 - Ventilation Equipment Tender	20.48
25210 - Water Treatment Plant Operator	28.22
27000 - Protective Service Occupations	

27004 - Alarm Monitor	22.98
27007 - Baggage Inspector	13.73
27008 - Corrections Officer	23.46
27010 - Court Security Officer	29.42
27030 - Detection Dog Handler	15.36
27040 - Detention Officer	23.51
27070 - Firefighter	31.09
27101 - Guard I	13.73
27102 - Guard II	22.54
27131 - Police Officer I	33.70
27132 - Police Officer II	37.44
28000 - Recreation Occupations	
28041 - Carnival Equipment Operator	12.43
28042 - Carnival Equipment Repairer	13.23
28043 - Carnival Equipment Worker	10.02
28210 - Gate Attendant/Gate Tender	14.84
28310 - Lifeguard	12.47
28350 - Park Attendant (Aide)	16.01
28510 - Recreation Aide/Health Facility Attendant	11.98
28515 - Recreation Specialist	18.46
28630 - Sports Official	12.53
28690 - Swimming Pool Operator	15.27
29000 - Stevedoring/Longshoremen Occupational Services	
29010 - Blocker And Bracer	29.78
29020 - Hatch Tender	29.78
29030 - Line Handler	29.78
29041 - Stevedore I	28.19
29042 - Stevedore II	31.09
30000 - Technical Occupations	
30010 - Air Traffic Control Specialist, Center(HFO)(see 2)	38.17
30011 - Air Traffic Control Specialist, Station(HFO)(see 2)	26.32
30012 - Air Traffic Control Specialist, Terminal(HFO)(see 2)	28.99
30021 - Archeological Technician I	22.27
30022 - Archeological Technician II	24.91
30023 - Archeological Technician III	30.86
30030 - Cartographic Technician	30.86
30040 - Civil Engineering Technician	28.02
30061 - Drafter/CAD Operator I	22.27
30062 - Drafter/CAD Operator II	24.91
30063 - Drafter/CAD Operator III	27.78
30064 - Drafter/CAD Operator IV	34.17
30081 - Engineering Technician I	20.07
30082 - Engineering Technician II	22.53
30083 - Engineering Technician III	25.20
30084 - Engineering Technician IV	31.22
30085 - Engineering Technician V	38.19
30086 - Engineering Technician VI	46.21
30090 - Environmental Technician	28.91
30210 - Laboratory Technician	25.04
30240 - Mathematical Technician	30.86
30361 - Paralegal/Legal Assistant I	22.87
30362 - Paralegal/Legal Assistant II	28.34
30363 - Paralegal/Legal Assistant III	32.99
30364 - Paralegal/Legal Assistant IV	35.62
30390 - Photo-Optics Technician	30.86
30461 - Technical Writer I	26.15
30462 - Technical Writer II	31.99

30463 - Technical Writer III	38.71
30491 - Unexploded Ordnance (UXO) Technician I	24.26
30492 - Unexploded Ordnance (UXO) Technician II	29.35
30493 - Unexploded Ordnance (UXO) Technician III	35.18
30494 - Unexploded (UXO) Safety Escort	24.26
30495 - Unexploded (UXO) Sweep Personnel	24.26
30620 - Weather Observer, Combined Upper Air Or (see 2)	23.99
Surface Programs	
30621 - Weather Observer, Senior (see 2)	27.77
31000 - Transportation/Mobile Equipment Operation Occupations	
31020 - Bus Aide	15.18
31030 - Bus Driver	19.68
31043 - Driver Courier	17.32
31260 - Parking and Lot Attendant	11.13
31290 - Shuttle Bus Driver	18.43
31310 - Taxi Driver	13.29
31361 - Truckdriver, Light	18.43
31362 - Truckdriver, Medium	21.42
31363 - Truckdriver, Heavy	22.63
31364 - Truckdriver, Tractor-Trailer	22.63
99000 - Miscellaneous Occupations	
99030 - Cashier	12.33
99050 - Desk Clerk	10.88
99095 - Embalmer	26.13
99251 - Laboratory Animal Caretaker I	12.24
99252 - Laboratory Animal Caretaker II	13.02
99310 - Mortician	28.38
99410 - Pest Controller	20.11
99510 - Photofinishing Worker	13.73
99710 - Recycling Laborer	21.32
99711 - Recycling Specialist	24.48
99730 - Refuse Collector	19.73
99810 - Sales Clerk	13.82
99820 - School Crossing Guard	15.61
99830 - Survey Party Chief	28.70
99831 - Surveying Aide	16.46
99832 - Surveying Technician	22.56
99840 - Vending Machine Attendant	15.97
99841 - Vending Machine Repairer	19.80
99842 - Vending Machine Repairer Helper	17.44

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ALL OCCUPATIONS LISTED ABOVE RECEIVE THE FOLLOWING BENEFITS:

HEALTH & WELFARE: \$3.81 per hour or \$152.40 per week or \$660.40 per 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 4174)

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

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

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

(1) The application of systems analysis techniques and procedures, including consulting with users, to determine hardware, software or system functional specifications;

(2) The design, development, documentation, analysis, creation, testing or modification of computer systems or programs, including prototypes, based on and related to user or system design specifications;

(3) The design, documentation, testing, creation or modification of computer programs related to machine operating systems; or

(4) A combination of the aforementioned duties, the performance of which requires the same level of skills. (29 C.F.R. 541.400).

2) AIR TRAFFIC CONTROLLERS AND WEATHER OBSERVERS - NIGHT PAY & SUNDAY PAY: If you work at night as part of a regular tour of duty, you will earn a night differential and receive an additional 10% of basic pay for any hours worked between 6pm and 6am. If you are a full-time employed (40 hours a week) and Sunday is part of your regularly scheduled workweek, you are paid at your rate of basic pay plus a Sunday premium of 25% of your basic rate for each hour of Sunday work which is not overtime (i.e. occasional work on Sunday outside the normal tour of duty is considered overtime work).

HAZARDOUS PAY DIFFERENTIAL: An 8 percent differential is applicable to employees employed in a position that represents a high degree of hazard when working with or in close proximity to 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.

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

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

Conformance Process:

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

The process for preparing a conformance request is as follows:

1) When preparing the bid, the contractor identifies the need for a conformed occupation(s) and computes a proposed rate(s).

2) After contract award, the contractor prepares a written report listing in order proposed classification title(s), a Federal grade equivalency (FGE) for each proposed classification(s), job description(s), and rationale for proposed wage rate(s), including information regarding the agreement or disagreement of the authorized representative of the employees involved, or where there is no authorized representative, the employees themselves. This report should be submitted to the contracting officer no later than 30 days after such unlisted class(es) of employees performs any contract work.

3) The contracting officer reviews the proposed action and promptly submits a report of the action, together with the agency's recommendations and pertinent information including the position of the contractor and the employees, to the Wage and Hour Division, Employment Standards Administration, U.S. Department of Labor, for review. (See section 4.6(b)(2) of Regulations 29 CFR Part 4).

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

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

6) The contractor informs the affected employees.

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

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