

**Request for Proposals**  
**U.S. Bankruptcy Court, Southern District of Georgia**  
**Cyclical Carpet Replacement – Brunswick Courthouse**

<b>Request Date:</b>	<b>April 28, 2025</b>
<b>Deadline for Proposals:</b>	<b>July 1, 2025 at 12:00 pm EST</b>
<b>Site Visit/Field Measurement Meeting:</b>	<b>June 13, 2025 at 10:00 am EST</b>
<b>Deadline for Questions:</b>	<b>June 25, 2025 at 12:00 pm EST</b>

This is a Request for Proposals (RFP) for materials and services in connection with the Cyclical Carpet Replacement on the 3<sup>rd</sup> floor of the Frank M. Scarlett Federal Building (Brunswick Courthouse) located at 801 Gloucester Street, Brunswick, GA for the U.S. Bankruptcy Court, Southern District of Georgia (the Court).

- This is a request for **GSA Contract Pricing**.
- All contractors must agree to the Terms and Conditions set out in Attachment A.
- Technical specifications are listed in the attached Statement of Work (SOW).
- The Contractor must be willing to start work based on a Purchase Order. No down payments or advances will be allowed.
- A Site Visit/Field Measurement Meeting for the purpose of responding to this RFP will be conducted. See the attached SOW §3.2 for date, location, and requirements.

The Court intends to make a **firm fixed price award** based on the **lowest priced, technically acceptable** offer.

**NOTE:** The Court will issue an award subject to available funding.

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**Proposal Requirements:**

Using the quote sheet provided herein, submit your proposal **no later than Tuesday, July 1, 2025 at 12:00 pm**, regardless of when, or if, the site visit was completed. Late quotes will not be considered unless the Court determines, at its own discretion, that considering the late quote is in the judiciary's best interest and will not unduly delay the procurement.

Submit a proposal for the materials and work to be completed, along with your approach and project management plan in accordance with the attached Statement of Work (SOW). Prices must incorporate all services and materials covered under the scope of work. No additional charges including fuel surcharges, unforeseen, or unplanned expenses will be accepted after award.

Proposals shall include:

- Physical samples of the proposed replacement carpet.
- Drawings of the project area showing seam plan and pattern placement.
- A list of any subcontractors anticipated to work on the project.
- A proposed schedule, including material lead-times and estimated time for completion, number of crew needed to accomplish the work, and any other needed coordination items.  
**Changes after award to the schedule and the period of performance are not considered modifications of the contract.**

- A copy of completed Clause 7-5 in Attachment A on page 14.
- The total cost to complete the project in accordance with the SOW using the Price Sheet in Attachment B.

Proposals must be valid through **September 30, 2025**.

Contractors may submit questions via email to the Contracting Officer (CO). The deadline for submission of questions is **noon on Wednesday, June 25, 2025**. All questions must be in writing to be considered as part of the RFP. Responses will be shared with all contractors submitting proposals.

Contractors must e-mail the CO by **5:00 pm on Monday, June 9, 2025**, with the names of their representatives attending the Site Visit.

The deadline for submission of proposals is **12:00 pm EST on Tuesday, July 1, 2025**. *If you decide not to submit a proposal, please submit a "no offer" response.*

Proposals may be mailed to the **Contracting Officer**:

**Crystal DeLaurentis**  
U.S. Bankruptcy Court  
124 Barnard Street  
Savannah, GA 31401  
Phone: (912) 650-4138  
Email: [crystal\\_delaurentis@gas.uscourts.gov](mailto:crystal_delaurentis@gas.uscourts.gov)

## STATEMENT OF WORK (SOW)

### 1.0 INTRODUCTION AND OBJECTIVES

The Frank M. Scarlett Federal Building (Brunswick Courthouse) is a government facility managed by the General Services Administration (GSA). The U.S. Bankruptcy Court (the Court) is one of multiple tenant agencies within the facility.

The Court has identified certain carpet at the Brunswick Courthouse that is old, worn, and needs to be replaced. The project aims to remove and replace this carpet in an efficient and timely manner, with minimal disruption to the Court, other tenant agencies, and the public.

The Court requires an experienced professional carpet installation contractor to evaluate, manage, and install carpet that meets design and performance specifications as specified and required herein.

### 2.0 SCOPE OF WORK

The scope of work includes all labor, including supervision, tools, materials, equipment, transportation, licenses, permits and incidentals required and/or implied for the complete and satisfactory performance to facilitate carpet replacement in the Courtroom located on the 3rd floor of the Brunswick Courthouse located at 801 Gloucester Street, Brunswick, GA.

- **Requirement:** Remove carpet and carpet pad and replace with new broadloom carpet and carpet pad. The Courtroom includes a jury box, witness stand, judge and courtroom deputy benches, jury deliberation room, and an adjoining public vestibule. The two (2) bathrooms attached to the jury deliberation room are **not** within the project scope.

### 3.0 REQUIREMENTS

#### 3.1 Contractor Experience & Qualifications

All carpet installers must have the technical knowledge and experience with installation of the selected flooring and be able to follow manufacturer's instructions on installation.

Contractor shall:

1. Have at least five (5) years' experience with commercial level carpet. Experience limited to single-family residences is not acceptable.
2. Employ experienced carpet installers with current certifications related to carpet installation on-site.
3. Be experienced in making substrate repairs and using floor leveling techniques for various substrates.<sup>1</sup>
4. Have the manpower, equipment, and tools required to complete the work to industry standards.
5. Be able to create scale drawings showing seam locations and pattern placement.

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<sup>1</sup> It is anticipated that concrete is underneath the existing carpet and pad.

6. Provide an on-site Supervisor with a thorough knowledge and understanding of the designated work assignments, tools and equipment employed in the execution of this contract, and of the rules, regulations, and standards of the industry.

Contractor's Supervisor must be available to oversee and inspect all carpet installation, ensure that all areas are left clean each night, and will be accountable during all working hours to oversee performance of all obligations under this contract. The Supervisor shall report at the start of each shift to the Court's Project Manager<sup>2</sup> to review completed work, to identify any issues, to receive instructions relative to daily activities, and for daily dialogue.

### 3.2 Site Visit/Field Measurement Meeting

Contractor and/or their representative(s) shall attend a Site Visit/Field Measurement Meeting scheduled for **10:00 AM on Friday, June 13, 2025**.

The Site Visit shall be comprehensive. Contractor shall document all aspects of the project spaces including:

- rough field measurements and dimensions,
- adjacencies between spaces,
- baseboard requirements, and
- any other information required to submit a completed proposal.

Contractor is responsible for taking all measurements as needed to complete their proposal. **Approximate square footage is included in this SOW, but field measurements are recommended. Price changes due to inaccurate measurements by the Contractor cannot be made after contract is awarded.**

For security purposes, photos will be permitted on a case-by-case basis with prior approval from the Contracting Officer (CO) during the Site Visit.

### 3.3 Carpet Specifications

Humidity and temperature levels within the building fluctuate. Contractor should select carpet and determine installation method with this in mind.

Contractor shall order, receive, and store new carpet until installation.

1. The manufacturer shall have a minimum of five (5) years' experience manufacturing commercial carpet.
2. Carpet and carpet pad shall have a 10-Year Service Life warranty from the manufacturer.
3. Carpet and carpet pad must be rated for high traffic.
4. Materials and all installation components, including but not limited to adhesives, sealers, seam welds, and seam sealers, shall meet the Low Emitting Materials standards as outlined in the U.S. Green Building Council LEED criteria.

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<sup>2</sup> The Court's Project Manager will be the Contracting Officer (CO) or, when the CO is not on-site, the Court's Contracting Officer's Representative (COR).

5. Carpet installation shall comply with all applicable flammability requirements of the State of Georgia building codes and GSA P-100 requirements.
6. Carpet and carpet pad installation shall comply with manufacturer requirements and the Carpet and Rug Institute (CRI) Specifier's Handbook (CRI 104 Carpet Installation Standard for Commercial Carpet).
7. Carpet pad shall be compatible with the carpet installed, the installation method used, and any other requirements given the subfloor and building conditions.
8. Where baseboards cannot be removed, the height of carpet and carpet padding installed must match the existing baseboards.

### **3.4 Pre-Installation Meeting**

Contractor shall attend a pre-installation meeting with the Court and other stakeholders after award and prior to project start. The date and time for the meeting will be scheduled post-award by the CO. Contractor and their on-site Supervisor must attend the meeting.

During the meeting, the Contractor and the Court shall:

1. Finalize the carpet selection prior to Contractor placing order.
2. Review the proposed project schedule and amend as needed to accommodate the courtroom schedule and other building-related functions.
3. Identify any built-in items that must be removed for proper flooring installation. This includes, but is not limited to, baseboards, foot rails, door stops, etc.
4. Discuss any building protection requirements.
5. Conduct a final walkthrough of the project area.
6. Discuss any other questions or concerns prior to project start.

Within 5 business days of the conclusion of the meeting, the Contractor shall provide a written project schedule to the CO for review and approval.

### **3.5 Removal and Disposal of Existing Carpet**

Contractor shall:

1. Mark openings for furniture that is to be reattached to the floor prior to removal of existing carpet.
2. Remove and dispose of the existing carpet and carpet pad.
3. Make minor repairs to the subfloor as needed to provide a smooth surface.
4. Remove baseboards where necessary and possible to complete proper floor installation.
5. Prepare and clean floor to provide a clean, flat, smooth substrate for new flooring, including removal of any tacks, nails, or other materials from previous carpet installation.

### **3.6 Installation of New Carpet**

Contractor shall:

1. Provide cutouts at electrical floor outlets and leave openings for furniture that is to be reattached to the floor.
2. Ensure all carpet edges are hidden under the transition trim.
3. Cut and fit carpet to butt tightly to vertical surfaces, permanent fixtures, and built-in furniture.
4. Bind carpet edges properly in locations not concealed by protective edge guards.
5. Install appropriate transition strips in locations where carpet butts up to other floor finishes and anchor transition strips to substrate.
6. Install carpet and carpet pad in accordance with manufacturer's recommendations and ensure patterns are aligned and seams are tight per submitted seam plan; small piecing of carpet is unacceptable.
7. Replace or reinstall baseboards as needed. Courtroom wainscoting shall remain, and the new carpet and carpet pad shall match the height of the existing baseboards.
8. Clean and remove any debris or trash associated with the installation, including leftover carpet.
9. Perform a final thorough cleaning of the project area, including millwork and baseboards, to remove dust, carpet fibers, and debris after installation completed so area is ready for furniture replacement and use.
10. Complete treatment of "pile crush" that may occur in shipping and during installation. This includes using a pile lifter on the carpet to return it to its normal state and reduce appearance of seams.
11. Perform any and all additional work necessary to complete the installation of carpet and carpet pad to meet industry and manufacturer's standards and to the satisfaction and approval of the GSA and the Court.

### **3.7 Other Requirements**

1. The Contractor will work at the convenience of the Court.
2. The Contractor shall maintain a safe working environment and shall minimize noise, fumes, dust, and disruption.
3. The Contractor shall keep non-project areas in the building clean and neat.
4. The number of crew members shall be appropriate for amount of work to be completed in a given day.
5. If necessary, the Contractor shall have the ability to transport flooring, tools, and other materials up stairwells in the event the courthouse elevator is shut down or is too small to accommodate said items.
6. The Contractor shall protect the building and all court property from damage, including millwork and all surfaces adjacent to the project area and along access

routes. Prior to the start of work, the Contractor shall identify any existing damage and notify the CO or the Contracting Officer's Representative (COR) of the damage.

7. The Contractor shall provide a warranty of not less than one year on all labor and material, excluding new carpet and carpet pad.
8. The Contractor shall provide manufacturer maintenance instructions and warranty information.
9. The Court and the GSA must approve all materials used and workmanship performed for this project, and sign-off on completed work prior to payment.
10. All work shall be completed in accordance with GSA P-100; USM Pub-64; U.S. Courts Design Guide; all local building, fire, and safety codes; and any and all other codes required for this trade.
11. The Contractor shall perform any and all additional work necessary to meet the requirements of the SOW and the Terms and Conditions set out in Attachment A.

### 3.8 The Court's Responsibilities

The Court shall:

- Provide moving services and storage for furniture and equipment required for removal from the project area in order to complete installation.
- Remove and reinstall any bolted furniture and equipment required for removal from the project area in order to complete installation.
- Remove and store all IT and/or A/V equipment in the project area.

## 4.0 DELIVERABLES

Contractor shall provide the following deliverables:

### 4.1 Carpet and Carpet Pad

The table below identifies the **approximate** square footage, the style of carpet to be installed, and the cost ceiling per square yard of carpet. **Contractor should take field measurements to confirm square footage.**

Contractor shall provide strike-offs for accurate color representations prior to ordering.

**Carpet selected for installation cannot exceed the cost ceiling established by judiciary policy. Carpet pad selected for installation cannot exceed 25% of the carpet cost.**

<i>Project Area</i>		
<b>Approx. Area (Sqft)</b>	<b>Flooring Specifications</b>	<b>Cost Ceiling</b>
2115	<b>Broadloom carpet, 42 oz. Color to match existing carpet in adjoining area</b>	\$49.00 per square yard

#### **4.2 Attend the Pre-installation Meeting**

Two (2) weeks prior to the scheduled meeting, the Contractor shall provide the CO with:

1. Strike-offs of the new carpet and carpet pad for review and approval prior to ordering the material.
2. Product data and warranty information for the materials.
3. Shop drawings, including a seam plan, in compliance with CRI 104 section 5.
4. A list of expected on-site personnel, including any subcontractor employees.
5. A detailed project schedule for review at the meeting.

Within 5 business days of the conclusion of the meeting, the Contractor shall provide a written project schedule to the CO for review and final approval.

#### **4.3 Removal and Disposal of Existing Carpet**

Contractor shall provide all labor, equipment, and materials to remove and dispose of existing carpet and carpet pad as identified in this SOW, including making repairs to subfloor and removing baseboards where required.

#### **4.4 Installation Services**

Contractor shall provide all labor, equipment, and materials to install the new carpet and carpet pad as identified in this SOW, including transition strips and baseboards where required.

### **5.0 ACCEPTANCE CRITERIA**

The CO will review all deliverables for accuracy, quality, and completeness of the work performed. The following criteria will be used to evaluate the performance of the contractor to meet the contract requirements:

- All old carpet and carpet pad shall be removed from courthouse.
- Subfloors shall be cleaned and repaired prior to installation of new carpet.
- Carpet shall be pile lifted to address any pile crush due to transportation.
- Carpet and carpet pad shall be installed per manufacturer's instructions.
- Carpet and carpet pad shall be installed per GSA P-100, USM Pub-64, U.S. Courts Design Guide and any and all other codes required for this trade.
- Carpet and carpet pad shall be installed free of bumps and bubbles.
- Finished carpet height meets baseboards (i.e., no visible gaps).
- Carpet shall be installed with seams tight and patterns properly matched.
- Baseboards shall be properly installed.
- Carpet shall be vacuumed and free of glue, dirt, and debris.
- All trash, remnants, glue cans, etc., shall be removed and space completely cleaned



upon completion of flooring installation.

A final review inspection will be conducted with Contractor, the CO, and a GSA Representative within three (3) business days after project completion. Any deficiencies identified during the inspection must be corrected with three (3) business days after inspection. Final acceptance by the GSA is required.

## **6.0 ENVIRONMENT**

All work will be conducted in occupied space.

### **6.1 Locations for Performance**

All work will be conducted at the Frank M. Scarlett Federal Building, 801 Gloucester Street, 3<sup>rd</sup> Floor, Brunswick, GA.

The courthouse has one public elevator and no freight elevator. Contractor must be careful when using the elevator to transport materials and equipment. In the event the elevator is inoperable or is too small to accommodate some or all materials and equipment, the Contractor must be able to stair carry materials and equipment.

### **6.2 Government Furnished Property**

The Court will provide access to the project area requiring service. Locations near or adjacent to the project area may have limited access at times.

At no time shall the Contractor have access to the Judiciary IT Network or Wi-Fi.

No equipment, materials, or service of any kind shall be provided by the Court except for the services identified in Section 3.8.

### **6.3 Contractor Furnished Material**

The Contractor must furnish all equipment and materials needed to perform the SOW. Equipment or materials may not be stored in the courthouse during the duration of the project without prior permission of the Court.

Contractor shall be responsible for Contractor's and subcontractor's property and shall secure as needed to protect against damage, loss, or theft.

### **6.4 Security Requirements**

Weapons are not permitted within Government facilities. Contractor's staff shall not bring, use, or try to transport any firearms or weapons into any Government building or Government space. Contractor's staff shall not be under the influence or in possession of alcoholic beverages, illegal drugs, or any other prohibited items on Government premises.

The Contractor shall comply with all security procedures for access to the grounds and facilities which may require display of ID and/or sign in/out during work hours.

The Contractor's staff shall comply with all necessary security screenings upon entry into the courthouse.

Contractor's staff will be escorted by a court employee at all times while on-site.

## **7.0 PERIOD OF PERFORMANCE**

The period of performance shall start on the date of award and end within **twelve (12) weeks** of the date of award. Contractor shall complete demolition and installation of new carpet within **one (1) week** after on-site work begins.

The CO will coordinate all work with the Contractor. The Contractor shall perform work between the hours of 8:30 AM and 4:30 PM Eastern Time, subject to the schedules of judiciary staff.

The Court, at its sole discretion, may modify the schedule of work and the end of the period of performance. **Changes to the schedule and the end date of the period of performance are not considered modifications of the contract.**

## **ATTACHMENT A – TERMS AND CONDITIONS**

## APPLICABLE JUDICIARY TERMS AND CONDITIONS

### 1. Provision B-1 Solicitation Provisions Incorporated by Reference (SEP 2010)

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 address: <http://www.uscourts.gov/procurement.aspx>.

(end)

#### Solicitation Provisions Incorporated by Reference

- |                                              |                 |                                                     |
|----------------------------------------------|-----------------|-----------------------------------------------------|
| <input checked="" type="checkbox"/> <u>X</u> | Provision 2-15  | Warranty Information (JAN 2003)                     |
| <input checked="" type="checkbox"/> <u>X</u> | Provision 2-70  | Site Visit (JAN 2003)                               |
| <input type="checkbox"/>                     | Provision 3-135 | Single or Multiple Awards (JAN 2003)                |
| <input checked="" type="checkbox"/> <u>X</u> | Provision 7-60  | Judiciary-Furnished Property or Services (JAN 2003) |

### 2. The following judiciary provisions, that the Contracting Officer has indicated are applicable, are incorporated in this solicitation:

- |                                              |               |                             |
|----------------------------------------------|---------------|-----------------------------|
| <input checked="" type="checkbox"/> <u>X</u> | Provision 4-1 | Type of Contract (JAN 2003) |
|----------------------------------------------|---------------|-----------------------------|

The judiciary plans to award a firm fixed price type of contract under this solicitation, and all offers shall be submitted on this basis. Alternate offers based on other contract types will not be considered.

(end)

### 3. Clause B-5 Clauses Incorporated by Reference (SEP 2010)

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 address: <http://www.uscourts.gov/procurement.aspx>.

(end)

#### Clauses Incorporated by Reference

- |                                              |              |                                                                                                                                                                    |
|----------------------------------------------|--------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input checked="" type="checkbox"/> <u>X</u> | Clause 1-1   | Employment by the Government (JAN 2003)                                                                                                                            |
| <input checked="" type="checkbox"/> <u>X</u> | Clause 1-5   | Conflict of Interest (AUG 2004)                                                                                                                                    |
| <input checked="" type="checkbox"/> <u>X</u> | Clause 1-10  | Gratuities or Gifts (JAN 2010)                                                                                                                                     |
| <input checked="" type="checkbox"/> <u>X</u> | Clause 1-15  | Disclosure of Contractor Information to the Public (AUG 2004)                                                                                                      |
| <input checked="" type="checkbox"/> <u>X</u> | Clause 2-45  | Packaging and Marking (AUG 2004)                                                                                                                                   |
| <input checked="" type="checkbox"/> <u>X</u> | Clause 2-60  | Stop-Work Order (JAN 2010)                                                                                                                                         |
| <input type="checkbox"/>                     | Clause 3-3   | Provisions, Clauses, Terms and Conditions - Small Purchases (JUN 2014)                                                                                             |
| <input checked="" type="checkbox"/> <u>X</u> | Clause 3-300 | Registration in the System for Award Management (SAM) (OCT 2023)                                                                                                   |
| <input checked="" type="checkbox"/> <u>X</u> | Clause 3-305 | Payment by Electronic Funds Transfer – System for Award Management (SAM) Registration (APR 2013)                                                                   |
| <input type="checkbox"/>                     | Clause 3-310 | Payment by Electronic Funds Transfer – Other Than System for Award Management (SAM) Registration (APR 2013) (applies only if Clauses 3-300 and 3-305 do not apply) |
| <input type="checkbox"/>                     | Clause 3-175 | Fair Labor Standards Act and Service Contract Act – Price Adjustment (Multiple Year and Option Contracts) (MAR 2019)                                               |

<u>  X  </u>	Clause 7-1	Contract Administration (JAN 2003)
<u>  X  </u>	Clause 7-5	Contracting Officer's Representative (APR 2013)
<u>  X  </u>	Clause 7-15	Observance of Regulations/Standards of Conduct (JAN 2003)
<u>  X  </u>	Clause 7-20	Security Requirements (APR 2013)
<u>  X  </u>	Clause 7-25	Indemnification (AUG 2004)
<u>  X  </u>	Clause 7-30	Public Use of the Name of the Federal Judiciary (JUN 2014)
<u>  X  </u>	Clause 7-35	Disclosure or Use of Information (APR 2013)
<u>  X  </u>	Clause 7-40	Judiciary-Contractor Relationships (JAN 2003)
<u>      </u>	Clause 7-55	Contractor Use of Judiciary Networks (JUN 2014)
<u>  X  </u>	Clause 7-65	Protection of Judiciary Buildings, Equipment and Vegetation (APR 2013)
<u>  X  </u>	Clause 7-115	Availability of Funds (JAN 2003)
<u>  X  </u>	Clause 7-125	Invoices (APR 2011)
<u>  X  </u>	Clause 7-130	Interest (Prompt Payment) (JAN 2003)
<u>  X  </u>	Clause 7-135	Payments (APR 2013)
<u>  X  </u>	Clause 7-140	Discounts for Prompt Payment (JAN 2003)
<u>  X  </u>	Clause 7-200	Judiciary Delay of Work (JAN 2003)
<u>  X  </u>	Clause 7-210	Payment for Emergency Closures (APR 2013)
<u>  X  </u>	Clause 7-235	Disputes (JAN 2003)

**4. The following judiciary clauses, that the Contracting Officer has indicated are applicable, are incorporated in this contract:**

  X   Clause 6-20 Insurance – Work on or Within a Judiciary Facility (APR 2011)

- (a) The contractor shall, at its own expense, provide and maintain during the entire performance of this contract, at least the following kinds and minimum amounts of insurance:

(1) Workman's Compensation and Employee's Liability Insurance

The contractor shall comply with applicable federal and state workers' compensation and occupational disease statutes. If occupational diseases are not compensable under those statutes, they shall be covered under the employer's liability section of the insurance policy. Employer's liability coverage of at least \$100,000 per incident is required.

(2) Automobile Liability Insurance

The contractor shall have coverage at a minimum of \$200,000 per person; \$500,000 per occurrence for bodily injury; and \$20,000 per occurrence for property damage.

(3) General Liability Insurance

The contractor shall have coverage at a minimum of \$200,000 per person and \$500,000 per occurrence for death or bodily injury and \$20,000 per occurrence for property damage.

(4) Self-Insurance

If the contractor has been approved to provide a qualified program of self insurance, the contractor must submit any proposed changes to the program to the contracting officer for approval.

- (b) Prior to beginning performance under this contract, the contractor shall provide the insurance carrier certification of the above minimum amounts.
- (c) The maintenance of insurance coverage as required by this clause is a continuing obligation, and the lapse or termination of insurance coverage without replacement coverage being obtained will be grounds for termination for default.

- (d) The certification evidencing required insurance shall contain an endorsement to the effect that any cancellation or any material change adversely affecting the judiciary'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.
- (e) The contractor shall insert the substance of this clause, including this paragraph (e), in subcontracts under this contract that require work in a judiciary facility and shall require subcontractors to provide and maintain the required insurance. The contractor shall maintain a copy of all subcontractors' proofs of required insurance, and shall make copies available to the contracting officer upon request.

(end)

  X   Clause 7-5 Contractor Representative (JAN 2003)

- (a) The contractor's representative to be contacted for all contract administration matters is as follows (*contractor complete the information*):

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

E-mail: \_\_\_\_\_

Fax: \_\_\_\_\_

- (b) The contractor's representative shall act as the central point of contact with the judiciary, shall be responsible for all contract administration issues relative to this contract, and shall have full authority to act for and legally bind the contractor on all such issues.

(end)

## 5. Incorporation of Department of Labor Wage Rate Determination

See Attachment C.

*(If the estimated cost is over \$2,500, attach the current applicable Department of Labor wage rate determination.)*

## **ATTACHMENT B – PRICE SHEET**

## PRICE SHEET

<b>Vendor Name:</b>	
<b>UEI Number:</b>	
<b>GSA Contract #:</b>	
<b>Address:</b>	
<b>Phone Number:</b>	
<b>Email:</b>	
<b>Point of Contact:</b>	

**Instructions:**

- Complete the information requested here and in Attachment A at Clause 7-5.
- Fill in the quantities as required.
- Fill in the unit price and extended price for each item.
- Fill in the total amount for the Requirement.
- Submit a signed Price Sheet with all information requested in the proposal requirements and the Statement of Work along with any other information you would like the Court to consider as part of your proposal.

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**Requirement:**

Item	Description	Qty	Unit	Unit Price (\$)	Extended Price (\$)
1	Carpet		SY		
2	Carpet pad		SY		
3	Labor, carpet and carpet pad removal, delivery, installation, and all other materials and services required	1	Job		
<i>SY = Square Yard</i>				<b>TOTAL:</b>	

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Signature of Person Authorized to Sign Proposal

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Date

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Printed or Typed Name of Signator



## **ATTACHMENT C – DEPARTMENT OF LABOR WAGE DETERMINATION**

"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
Daniel W. Simms Director	Division of Wage Determinations	Wage Determination No.: 2015-4477 Revision No.: 30 Date Of Last Revision: 12/23/2024

Note: Contracts subject to the Service Contract Act are generally required to pay at least the applicable minimum wage rate required under Executive Order 14026 or Executive Order 13658.

If the contract is entered into on or after January 30, 2022, or the contract is renewed or extended (e.g., an option is exercised) on or after January 30, 2022:	Executive Order 14026 generally applies to the contract. The contractor must pay all covered workers at least \$17.75 per hour (or the applicable wage rate listed on this wage determination, if it is higher) for all hours spent performing on the contract in 2025.
If the contract was awarded on or between January 1, 2015 and January 29, 2022, and the contract is not renewed or extended on or after January 30, 2022:	Executive Order 13658 generally applies to the contract. The contractor must pay all covered workers at least \$13.30 per hour (or the applicable wage rate listed on this wage determination, if it is higher) for all hours spent performing on the contract in 2025.

The applicable Executive Order minimum wage rate will be adjusted annually. Additional information on contractor requirements and worker protections under the Executive Orders is available at [www.dol.gov/whd/govcontracts](http://www.dol.gov/whd/govcontracts).

State: Georgia

Area: Georgia Counties of Brantley, Glynn

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

OCCUPATION CODE - TITLE	FOOTNOTE	RATE
01000 - Administrative Support And Clerical Occupations		
01011 - Accounting Clerk I		15.59***
01012 - Accounting Clerk II		17.50***
01013 - Accounting Clerk III		19.57
01020 - Administrative Assistant		29.26
01035 - Court Reporter		19.08
01041 - Customer Service Representative I		14.89***
01042 - Customer Service Representative II		16.27***
01043 - Customer Service Representative III		18.26
01051 - Data Entry Operator I		15.11***
01052 - Data Entry Operator II		16.48***
01060 - Dispatcher, Motor Vehicle		22.80
01070 - Document Preparation Clerk		15.20***
01090 - Duplicating Machine Operator		15.20***
01111 - General Clerk I		14.10***
01112 - General Clerk II		15.38***
01113 - General Clerk III		18.09

01120 - Housing Referral Assistant	21.28
01141 - Messenger Courier	13.24***
01191 - Order Clerk I	13.93***
01192 - Order Clerk II	15.20***
01261 - Personnel Assistant (Employment) I	17.06***
01262 - Personnel Assistant (Employment) II	19.08
01263 - Personnel Assistant (Employment) III	21.28
01270 - Production Control Clerk	21.72
01290 - Rental Clerk	15.29***
01300 - Scheduler, Maintenance	17.06***
01311 - Secretary I	17.06***
01312 - Secretary II	19.08
01313 - Secretary III	21.28
01320 - Service Order Dispatcher	20.38
01410 - Supply Technician	29.26
01420 - Survey Worker	19.08
01460 - Switchboard Operator/Receptionist	14.78***
01531 - Travel Clerk I	15.20***
01532 - Travel Clerk II	16.21***
01533 - Travel Clerk III	19.08
01611 - Word Processor I	15.20***
01612 - Word Processor II	17.06***
01613 - Word Processor III	19.08
05000 - Automotive Service Occupations	
05005 - Automobile Body Repairer, Fiberglass	24.20
05010 - Automotive Electrician	20.25
05040 - Automotive Glass Installer	18.66
05070 - Automotive Worker	18.66
05110 - Mobile Equipment Servicer	16.07***
05130 - Motor Equipment Metal Mechanic	21.05
05160 - Motor Equipment Metal Worker	18.66
05190 - Motor Vehicle Mechanic	21.05
05220 - Motor Vehicle Mechanic Helper	14.92***
05250 - Motor Vehicle Upholstery Worker	17.34***
05280 - Motor Vehicle Wrecker	18.66
05310 - Painter, Automotive	19.84
05340 - Radiator Repair Specialist	18.66
05370 - Tire Repairer	15.96***
05400 - Transmission Repair Specialist	21.05
07000 - Food Preparation And Service Occupations	
07010 - Baker	15.64***
07041 - Cook I	16.10***
07042 - Cook II	18.70
07070 - Dishwasher	13.06***
07130 - Food Service Worker	13.46***
07210 - Meat Cutter	17.25***
07260 - Waiter/Waitress	10.68***
09000 - Furniture Maintenance And Repair Occupations	
09010 - Electrostatic Spray Painter	23.02
09040 - Furniture Handler	14.41***
09080 - Furniture Refinisher	23.02
09090 - Furniture Refinisher Helper	17.43***
09110 - Furniture Repairer, Minor	20.20
09130 - Upholsterer	23.02
11000 - General Services And Support Occupations	
11030 - Cleaner, Vehicles	14.75***
11060 - Elevator Operator	14.00***
11090 - Gardener	20.65
11122 - Housekeeping Aide	14.00***
11150 - Janitor	14.00***
11210 - Laborer, Grounds Maintenance	15.93***
11240 - Maid or Houseman	12.78***
11260 - Pruner	14.36***
11270 - Tractor Operator	19.20
11330 - Trail Maintenance Worker	15.93***

11360 - Window Cleaner	15.53***
12000 - Health Occupations	
12010 - Ambulance Driver	21.83
12011 - Breath Alcohol Technician	21.83
12012 - Certified Occupational Therapist Assistant	29.96
12015 - Certified Physical Therapist Assistant	29.96
12020 - Dental Assistant	19.23
12025 - Dental Hygienist	36.36
12030 - EKG Technician	33.09
12035 - Electroneurodiagnostic Technologist	33.09
12040 - Emergency Medical Technician	21.83
12071 - Licensed Practical Nurse I	19.52
12072 - Licensed Practical Nurse II	21.83
12073 - Licensed Practical Nurse III	24.35
12100 - Medical Assistant	17.47***
12130 - Medical Laboratory Technician	25.53
12160 - Medical Record Clerk	20.66
12190 - Medical Record Technician	24.04
12195 - Medical Transcriptionist	19.52
12210 - Nuclear Medicine Technologist	47.99
12221 - Nursing Assistant I	12.75***
12222 - Nursing Assistant II	14.34***
12223 - Nursing Assistant III	15.65***
12224 - Nursing Assistant IV	17.56***
12235 - Optical Dispenser	21.83
12236 - Optical Technician	19.52
12250 - Pharmacy Technician	18.67
12280 - Phlebotomist	18.22
12305 - Radiologic Technologist	32.30
12311 - Registered Nurse I	26.38
12312 - Registered Nurse II	32.27
12313 - Registered Nurse II, Specialist	32.27
12314 - Registered Nurse III	39.04
12315 - Registered Nurse III, Anesthetist	39.04
12316 - Registered Nurse IV	46.79
12317 - Scheduler (Drug and Alcohol Testing)	27.05
12320 - Substance Abuse Treatment Counselor	26.44
13000 - Information And Arts Occupations	
13011 - Exhibits Specialist I	28.05
13012 - Exhibits Specialist II	34.76
13013 - Exhibits Specialist III	42.51
13041 - Illustrator I	28.05
13042 - Illustrator II	34.76
13043 - Illustrator III	42.51
13047 - Librarian	38.49
13050 - Library Aide/Clerk	21.44
13054 - Library Information Technology Systems Administrator	34.76
13058 - Library Technician	23.47
13061 - Media Specialist I	25.08
13062 - Media Specialist II	28.05
13063 - Media Specialist III	31.27
13071 - Photographer I	24.04
13072 - Photographer II	26.91
13073 - Photographer III	33.31
13074 - Photographer IV	40.74
13075 - Photographer V	49.28
13090 - Technical Order Library Clerk	28.05
13110 - Video Teleconference Technician	25.08
14000 - Information Technology Occupations	
14041 - Computer Operator I	13.44***
14042 - Computer Operator II	15.03***
14043 - Computer Operator III	16.96***
14044 - Computer Operator IV	20.82
14045 - Computer Operator V	23.11

14071 - Computer Programmer I	(see 1)	24.20
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		15.41***
14160 - Personal Computer Support Technician		20.82
14170 - System Support Specialist		23.36
15000 - Instructional Occupations		
15010 - Aircrew Training Devices Instructor (Non-Rated)		34.11
15020 - Aircrew Training Devices Instructor (Rated)		41.26
15030 - Air Crew Training Devices Instructor (Pilot)		47.96
15050 - Computer Based Training Specialist / Instructor		34.11
15060 - Educational Technologist		46.45
15070 - Flight Instructor (Pilot)		47.96
15080 - Graphic Artist		25.05
15085 - Maintenance Test Pilot, Fixed, Jet/Prop		47.96
15086 - Maintenance Test Pilot, Rotary Wing		47.96
15088 - Non-Maintenance Test/Co-Pilot		47.96
15090 - Technical Instructor		24.84
15095 - Technical Instructor/Course Developer		30.38
15110 - Test Proctor		20.04
15120 - Tutor		20.04
16000 - Laundry, Dry-Cleaning, Pressing And Related Occupations		
16010 - Assembler		10.89***
16030 - Counter Attendant		10.89***
16040 - Dry Cleaner		13.21***
16070 - Finisher, Flatwork, Machine		10.89***
16090 - Presser, Hand		10.89***
16110 - Presser, Machine, Drycleaning		10.89***
16130 - Presser, Machine, Shirts		10.89***
16160 - Presser, Machine, Wearing Apparel, Laundry		10.89***
16190 - Sewing Machine Operator		14.03***
16220 - Tailor		14.88***
16250 - Washer, Machine		11.56***
19000 - Machine Tool Operation And Repair Occupations		
19010 - Machine-Tool Operator (Tool Room)		23.02
19040 - Tool And Die Maker		27.90
21000 - Materials Handling And Packing Occupations		
21020 - Forklift Operator		17.61***
21030 - Material Coordinator		21.72
21040 - Material Expediter		21.72
21050 - Material Handling Laborer		16.70***
21071 - Order Filler		14.27***
21080 - Production Line Worker (Food Processing)		17.61***
21110 - Shipping Packer		17.03***
21130 - Shipping/Receiving Clerk		17.03***
21140 - Store Worker I		14.42***
21150 - Stock Clerk		19.65
21210 - Tools And Parts Attendant		17.61***
21410 - Warehouse Specialist		17.61***
23000 - Mechanics And Maintenance And Repair Occupations		
23010 - Aerospace Structural Welder		25.57
23019 - Aircraft Logs and Records Technician		20.20
23021 - Aircraft Mechanic I		24.34
23022 - Aircraft Mechanic II		25.57
23023 - Aircraft Mechanic III		26.79
23040 - Aircraft Mechanic Helper		17.43***
23050 - Aircraft, Painter		23.02
23060 - Aircraft Servicer		20.20
23070 - Aircraft Survival Flight Equipment Technician		23.02
23080 - Aircraft Worker		21.78
23091 - Aircrew Life Support Equipment (ALSE) Mechanic		21.78

I	
23092 - Aircrew Life Support Equipment (ALSE) Mechanic	24.34
II	
23110 - Appliance Mechanic	23.02
23120 - Bicycle Repairer	18.75
23125 - Cable Splicer	24.34
23130 - Carpenter, Maintenance	23.61
23140 - Carpet Layer	21.78
23160 - Electrician, Maintenance	22.63
23181 - Electronics Technician Maintenance I	22.35
23182 - Electronics Technician Maintenance II	23.94
23183 - Electronics Technician Maintenance III	25.41
23260 - Fabric Worker	20.20
23290 - Fire Alarm System Mechanic	24.34
23310 - Fire Extinguisher Repairer	18.75
23311 - Fuel Distribution System Mechanic	24.34
23312 - Fuel Distribution System Operator	18.75
23370 - General Maintenance Worker	18.70
23380 - Ground Support Equipment Mechanic	24.34
23381 - Ground Support Equipment Servicer	20.20
23382 - Ground Support Equipment Worker	21.78
23391 - Gunsmith I	18.75
23392 - Gunsmith II	21.78
23393 - Gunsmith III	24.34
23410 - Heating, Ventilation And Air-Conditioning Mechanic	22.26
23411 - Heating, Ventilation And Air Contidioning Mechanic (Research Facility)	23.39
23430 - Heavy Equipment Mechanic	28.26
23440 - Heavy Equipment Operator	20.02
23460 - Instrument Mechanic	24.34
23465 - Laboratory/Shelter Mechanic	23.02
23470 - Laborer	16.70***
23510 - Locksmith	23.02
23530 - Machinery Maintenance Mechanic	29.60
23550 - Machinist, Maintenance	21.93
23580 - Maintenance Trades Helper	16.18***
23591 - Metrology Technician I	24.34
23592 - Metrology Technician II	25.81
23593 - Metrology Technician III	27.31
23640 - Millwright	24.34
23710 - Office Appliance Repairer	23.02
23760 - Painter, Maintenance	18.55
23790 - Pipefitter, Maintenance	30.44
23810 - Plumber, Maintenance	28.79
23820 - Pneudraulic Systems Mechanic	24.34
23850 - Rigger	24.34
23870 - Scale Mechanic	21.78
23890 - Sheet-Metal Worker, Maintenance	24.34
23910 - Small Engine Mechanic	21.78
23931 - Telecommunications Mechanic I	27.70
23932 - Telecommunications Mechanic II	29.10
23950 - Telephone Lineman	24.34
23960 - Welder, Combination, Maintenance	22.89
23965 - Well Driller	24.34
23970 - Woodcraft Worker	24.34
23980 - Woodworker	18.75
24000 - Personal Needs Occupations	
24550 - Case Manager	15.62***
24570 - Child Care Attendant	12.06***
24580 - Child Care Center Clerk	15.47***
24610 - Chore Aide	12.40***
24620 - Family Readiness And Support Services Coordinator	15.62***
24630 - Homemaker	19.49

25000 - Plant And System Operations Occupations	
25010 - Boiler Tender	23.89
25040 - Sewage Plant Operator	22.59
25070 - Stationary Engineer	23.89
25190 - Ventilation Equipment Tender	17.10***
25210 - Water Treatment Plant Operator	22.59
27000 - Protective Service Occupations	
27004 - Alarm Monitor	18.82
27007 - Baggage Inspector	15.49***
27008 - Corrections Officer	17.02***
27010 - Court Security Officer	17.27***
27030 - Detection Dog Handler	17.33***
27040 - Detention Officer	17.02***
27070 - Firefighter	16.48***
27101 - Guard I	15.49***
27102 - Guard II	17.33***
27131 - Police Officer I	22.06
27132 - Police Officer II	24.52
28000 - Recreation Occupations	
28041 - Carnival Equipment Operator	12.75***
28042 - Carnival Equipment Repairer	13.71***
28043 - Carnival Worker	9.50***
28210 - Gate Attendant/Gate Tender	17.51***
28310 - Lifeguard	15.60***
28350 - Park Attendant (Aide)	19.59
28510 - Recreation Aide/Health Facility Attendant	14.30***
28515 - Recreation Specialist	24.27
28630 - Sports Official	15.60***
28690 - Swimming Pool Operator	16.36***
29000 - Stevedoring/Longshoremen Occupational Services	
29010 - Blocker And Bracer	23.42
29020 - Hatch Tender	23.42
29030 - Line Handler	23.42
29041 - Stevedore I	21.73
29042 - Stevedore II	24.75
30000 - Technical Occupations	
30010 - Air Traffic Control Specialist, Center (HFO) (see 2)	45.21
30011 - Air Traffic Control Specialist, Station (HFO) (see 2)	31.17
30012 - Air Traffic Control Specialist, Terminal (HFO) (see 2)	34.34
30021 - Archeological Technician I	20.25
30022 - Archeological Technician II	22.65
30023 - Archeological Technician III	28.06
30030 - Cartographic Technician	28.06
30040 - Civil Engineering Technician	28.06
30051 - Cryogenic Technician I	31.08
30052 - Cryogenic Technician II	34.32
30061 - Drafter/CAD Operator I	20.25
30062 - Drafter/CAD Operator II	22.65
30063 - Drafter/CAD Operator III	25.25
30064 - Drafter/CAD Operator IV	31.08
30081 - Engineering Technician I	18.03
30082 - Engineering Technician II	20.25
30083 - Engineering Technician III	22.65
30084 - Engineering Technician IV	28.06
30085 - Engineering Technician V	34.32
30086 - Engineering Technician VI	41.53
30090 - Environmental Technician	28.06
30095 - Evidence Control Specialist	28.06
30210 - Laboratory Technician	25.25
30221 - Latent Fingerprint Technician I	31.08
30222 - Latent Fingerprint Technician II	34.32
30240 - Mathematical Technician	28.06
30361 - Paralegal/Legal Assistant I	20.86
30362 - Paralegal/Legal Assistant II	25.85
30363 - Paralegal/Legal Assistant III	31.62

30364 - Paralegal/Legal Assistant IV	38.25
30375 - Petroleum Supply Specialist	34.32
30390 - Photo-Optics Technician	28.06
30395 - Radiation Control Technician	34.32
30461 - Technical Writer I	28.06
30462 - Technical Writer II	34.32
30463 - Technical Writer III	41.53
30491 - Unexploded Ordnance (UXO) Technician I	28.73
30492 - Unexploded Ordnance (UXO) Technician II	34.76
30493 - Unexploded Ordnance (UXO) Technician III	41.67
30494 - Unexploded (UXO) Safety Escort	28.73
30495 - Unexploded (UXO) Sweep Personnel	28.73
30501 - Weather Forecaster I	31.08
30502 - Weather Forecaster II	37.80
30620 - Weather Observer, Combined Upper Air Or	(see 2) 25.25
Surface Programs	
30621 - Weather Observer, Senior	(see 2) 28.06
31000 - Transportation/Mobile Equipment Operation Occupations	
31010 - Airplane Pilot	34.76
31020 - Bus Aide	16.72***
31030 - Bus Driver	23.04
31043 - Driver Courier	17.80
31260 - Parking and Lot Attendant	13.99***
31290 - Shuttle Bus Driver	16.87***
31310 - Taxi Driver	15.26***
31361 - Truckdriver, Light	19.15
31362 - Truckdriver, Medium	20.63
31363 - Truckdriver, Heavy	24.85
31364 - Truckdriver, Tractor-Trailer	24.85
99000 - Miscellaneous Occupations	
99020 - Cabin Safety Specialist	16.95***
99030 - Cashier	11.99***
99050 - Desk Clerk	12.46***
99095 - Embalmer	28.73
99130 - Flight Follower	28.73
99251 - Laboratory Animal Caretaker I	21.04
99252 - Laboratory Animal Caretaker II	22.48
99260 - Marketing Analyst	27.44
99310 - Mortician	28.73
99410 - Pest Controller	20.59
99510 - Photofinishing Worker	15.10***
99710 - Recycling Laborer	17.89
99711 - Recycling Specialist	21.64
99730 - Refuse Collector	16.13***
99810 - Sales Clerk	13.24***
99820 - School Crossing Guard	16.13***
99830 - Survey Party Chief	26.98
99831 - Surveying Aide	15.28***
99832 - Surveying Technician	20.94
99840 - Vending Machine Attendant	21.64
99841 - Vending Machine Repairer	27.04
99842 - Vending Machine Repairer Helper	21.64

\*\*\*Workers in this classification may be entitled to a higher minimum wage under Executive Order 14026 (\$17.75 per hour) or 13658 (\$13.30 per hour). Please see the Note at the top of the wage determination for more information. Please also note that the minimum wage requirements of Executive Order 14026 and 13658 are not currently being enforced as to contracts or contract-like instruments entered into with the federal government in connection with seasonal recreational services or seasonal recreational equipment rental for the general public on federal lands. The minimum wage requirements of Executive Order 14026 also are not currently being



enforced as to any contract or subcontract to which the states of Texas, Louisiana, or Mississippi, including their agencies, are a party.

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

ALL OCCUPATIONS LISTED ABOVE RECEIVE THE FOLLOWING BENEFITS:

HEALTH & WELFARE: \$5.36 per hour, up to 40 hours per week, or \$214.40 per week or \$929.07 per month

HEALTH & WELFARE EO 13706: \$4.93 per hour, up to 40 hours per week, or \$197.20 per week, or \$854.53 per month\*

\*This rate is to be used only when compensating employees for performance on an SCA-covered contract also covered by EO 13706, Establishing Paid Sick Leave for Federal Contractors. A contractor may not receive credit toward its SCA obligations for any paid sick leave provided pursuant to EO 13706.

VACATION: 2 weeks paid vacation after 1 year of service with a contractor or successor, 3 weeks after 8 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. (See 29 CFR 4.173)

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

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

1) COMPUTER EMPLOYEES: This wage determination does not apply to any individual employed in a bona fide executive, administrative, or professional capacity, as defined in 29 C.F.R. Part 541. (See 41 C.F.R. 6701(3)). Because most Computer Systems Analysts and Computer Programmers who are paid at least \$27.63 per hour (or at least \$684 per week if paid on a salary or fee basis) likely qualify as exempt computer professionals under 29 U.S.C. 213(a)(1) and 29 U.S.C. 213(a)(17), this wage determination may not include wage rates for all occupations within those job families. In such instances, a conformance will be necessary if there are nonexempt employees in these job families working on the contract.

Job titles vary widely and change quickly in the computer industry, and are not determinative of whether an employee is an exempt computer professional. To be exempt, computer employees who satisfy the compensation requirements must also have a primary duty that 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).

Any computer employee who meets the applicable compensation requirements and the above duties test qualifies as an exempt computer professional under both section 13(a)(1) and section 13(a)(17) of the Fair Labor Standards Act. (Field Assistance Bulletin No. 2006-3 (Dec. 14, 2006)). Accordingly, this wage determination will not apply to any exempt computer employee regardless of which of these two exemptions is utilized.

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

**\*\* HAZARDOUS PAY DIFFERENTIAL \*\***

An 8 percent differential is applicable to employees employed in a position that represents a high degree of hazard when working with or in close proximity to ordnance, explosives, and incendiary materials. This includes work such as screening, blending, dying, mixing, and pressing of sensitive ordnance, explosives, and pyrotechnic compositions such as lead azide, black powder and photoflash powder.

All dry-house activities involving propellants or explosives. Demilitarization, modification, renovation, demolition, and maintenance operations on sensitive ordnance, explosives and incendiary materials. All operations involving re-grading and cleaning of artillery ranges.

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

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

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

The contractor or subcontractor is required to furnish all employees with an adequate number of uniforms without cost or to reimburse employees for the actual cost of the uniforms. In addition, where uniform cleaning and maintenance is made the responsibility of the employee, all contractors and subcontractors subject to

this wage determination shall (in the absence of a bona fide collective bargaining agreement providing for a different amount, or the furnishing of contrary affirmative proof as to the actual cost), reimburse all employees for such cleaning and maintenance at a rate of \$3.35 per week (or \$.67 cents per day). However, in those instances where the uniforms furnished are made of "wash and wear" materials, may be routinely washed and dried with other personal garments, and do not require any special treatment such as dry cleaning, daily washing, or commercial laundering in order to meet the cleanliness or appearance standards set by the terms of the Government contract, by the contractor, by law, or by the nature of the work, there is no requirement that employees be reimbursed for uniform maintenance costs.

**\*\* SERVICE CONTRACT ACT DIRECTORY OF OCCUPATIONS \*\***

The duties of employees under job titles listed are those described in the "Service Contract Act Directory of Occupations", Fifth Edition (Revision 1), dated September 2015, unless otherwise indicated.

**\*\* REQUEST FOR AUTHORIZATION OF ADDITIONAL CLASSIFICATION AND WAGE RATE, Standard Form 1444 (SF-1444) \*\***

**Conformance Process:**

The contracting officer shall require that any class of service employee which is not listed herein and which is to be employed under the contract (i.e., the work to be performed is not performed by any classification listed in the wage determination), be classified by the contractor so as to provide a reasonable relationship (i.e., appropriate level of skill comparison) between such unlisted classifications and the classifications listed in the wage determination (See 29 CFR 4.6(b)(2)(i)). Such conforming procedures shall be initiated by the contractor prior to the performance of contract work by such unlisted class(es) of employees (See 29 CFR 4.6(b)(2)(ii)). The Wage and Hour Division shall make a final determination of conformed classification, wage rate, and/or fringe benefits which shall be paid to all employees performing in the classification from the first day of work on which contract work is performed by them in the classification. Failure to pay such unlisted employees the compensation agreed upon by the interested parties and/or fully determined by the Wage and Hour Division retroactive to the date such class of employees commenced contract work shall be a violation of the Act and this contract. (See 29 CFR 4.6(b)(2)(v)). When multiple wage determinations are included in a contract, a separate SF-1444 should be prepared for each wage determination to which a class(es) is to be conformed.

The process for preparing a conformance request is as follows:

- 1) When preparing the bid, the contractor identifies the need for a conformed occupation(s) and computes a proposed rate(s).
- 2) After contract award, the contractor prepares a written report listing in order the proposed classification title(s), a Federal grade equivalency (FGE) for each proposed classification(s), job description(s), and rationale for proposed wage rate(s), including information regarding the agreement or disagreement of the authorized representative of the employees involved, or where there is no authorized representative, the employees themselves. This report should be submitted to the contracting officer no later than 30 days after such unlisted class(es) of employees performs any contract work.
- 3) The contracting officer reviews the proposed action and promptly submits a report of the action, together with the agency's recommendations and pertinent information including the position of the contractor and the employees, to the U.S. Department of Labor, Wage and Hour Division, for review (See 29 CFR 4.6(b)(2)(ii)).
- 4) Within 30 days of receipt, the Wage and Hour Division approves, modifies, or disapproves the action via transmittal to the agency contracting officer, or notifies the contracting officer that additional time will be required to process the request.

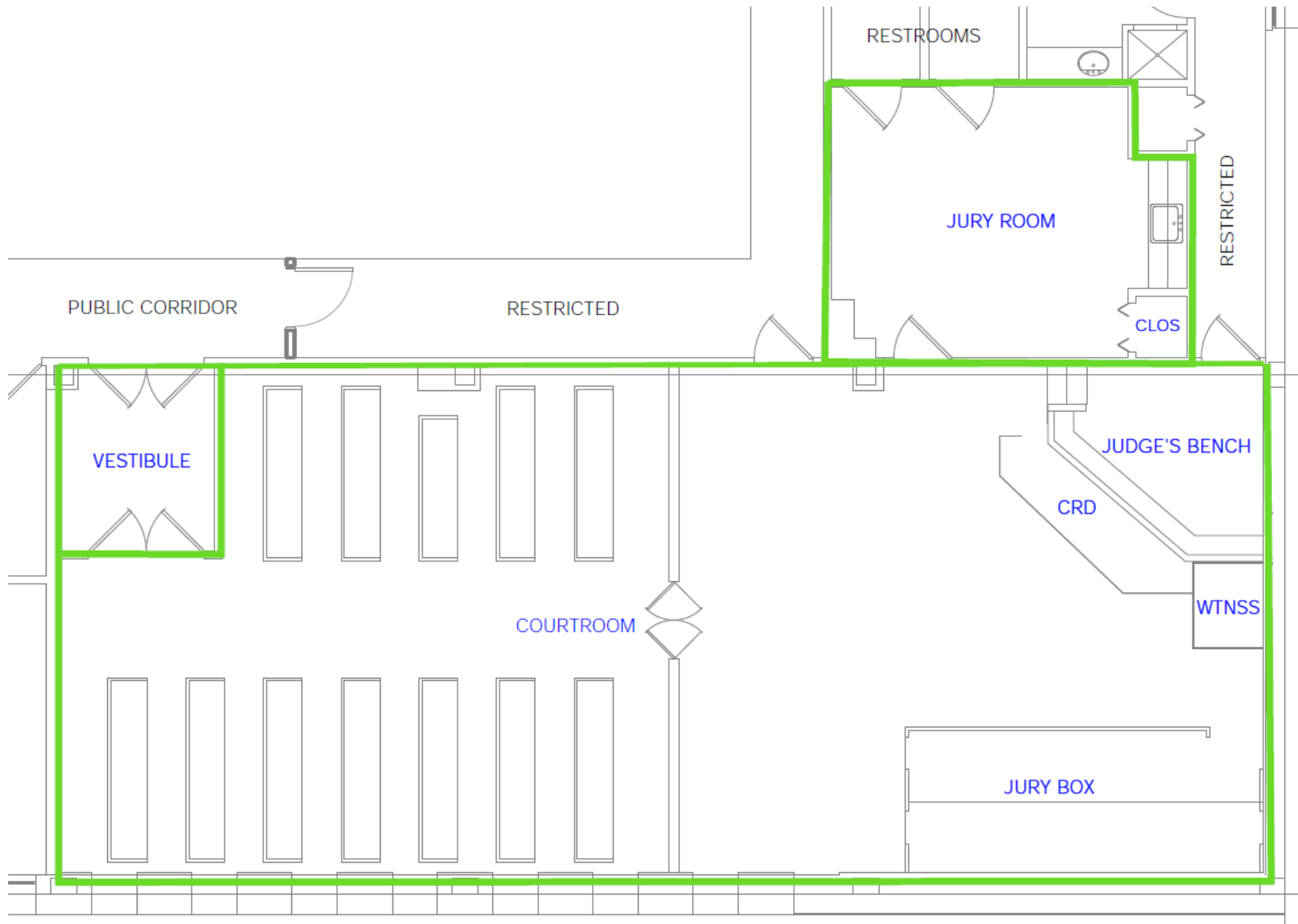
5) The contracting officer transmits the Wage and Hour Division's decision to the contractor.

6) Each affected employee shall be furnished by the contractor with a written copy of such determination or it shall be posted as a part of the wage determination (See 29 CFR 4.6(b)(2)(iii)).

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

When preparing a conformance request, the ""Service Contract Act Directory of Occupations"" should be used to compare job definitions to ensure that duties requested are not performed by a classification already listed in the wage determination. Remember, it is not the job title, but the required tasks that determine whether a class is included in an established wage determination. Conformances may not be used to artificially split, combine, or subdivide classifications listed in the wage determination (See 29 CFR 4.152(c)(1))."

## **ATTACHMENT D – SITE DRAWINGS AND PHOTOGRAPHS**



**Carpet to be matched with:**













## **Courtroom:**



## **Jury Room:**

