

2. CONTRACT NO. 70CDCR25DIG000033 3. AWARD/EFFECTIVE DATE \_\_\_\_\_ 4. ORDER NUMBER \_\_\_\_\_ 5. SOLICITATION NUMBER \_\_\_\_\_ 6. SOLICITATION ISSUE DATE \_\_\_\_\_

7. FOR SOLICITATION INFORMATION CALL:  b. TELEPHONE NUMBER (No collect calls) \_\_\_\_\_ 8. OFFER DUE DATE/LOCAL TIME EST \_\_\_\_\_

9. ISSUED BY CODE 70CDCR  
DETENTION COMPLIANCE AND REMOVALS  
ICE Office of Acquisition Management  
500 12th St SW  
WASHINGTON DC 20024

10. THIS ACQUISITION IS  UNRESTRICTED OR  SET ASIDE: % FOR:  
 SMALL BUSINESS  WOMEN-OWNED SMALL BUSINESS (WOSB) NORTH AMERICAN INDUSTRY CLASSIFICATION STANDARD (NAICS): 561612  
 HUBZONE SMALL BUSINESS  ECONOMICALLY DISADVANTAGED WOMEN-OWNED SMALL BUSINESS (EDWOSB)  
 SERVICE-DISABLED VETERAN-OWNED SMALL BUSINESS (SDVOSB)  8(A) SIZE STANDARD: 

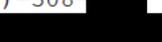
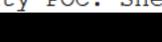
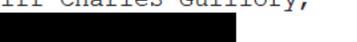
11. DELIVERY FOR FREE ON BOARD (FOB) DESTINATION UNLESS BLOCK IS MARKED  SEE SCHEDULE 12. DISCOUNT TERMS Net 30

13a. THIS CONTRACT IS A RATED ORDER UNDER THE DEFENSE PRIORITIES AND ALLOCATIONS SYSTEM - DPAS (15 CFR 700)   
 13b. RATING 14. METHOD OF SOLICITATION  REQUEST FOR QUOTE (RFQ)  INVITATION FOR BID (IFB)  REQUEST FOR PROPOSAL (RFP)

15. DELIVER TO CODE \_\_\_\_\_ 16. ADMINISTERED BY CODE ICE/DCR  
ICE/Detention Compliance & Removals  
ICE Office of Acquisition Management  
500 12th St SW  
Washington DC 20024

17a. CONTRACTOR/OFFEROR CODE NL8ZXYEMMF3 FACILITY CODE \_\_\_\_\_ 18a. PAYMENT WILL BE MADE BY CODE ICE/ERO/FOD/FNL  
EVANGELINE PARISH SHERIFFS OFFICE  
200 COURT STREET SUITE 100  
VILLE PLATTE LA 705864463  
WWW.IPP.GOV

TELEPHONE NO. \_\_\_\_\_  
 17b. CHECK IF REMITTANCE IS DIFFERENT AND PUT SUCH ADDRESS IN OFFER 18b. SUBMIT INVOICES TO ADDRESS SHOWN IN BLOCK 18a UNLESS BLOCK BELOW IS CHECKED  SEE ADDENDUM

19. ITEM NO.	20. SCHEDULE OF SUPPLIES/SERVICES	21. QUANTITY	22. UNIT	23. UNIT PRICE	24. AMOUNT
	UEI: NL8ZXYEMMF3 CO:  ,  (682) 306-  CS:  ,  (202)  COR:  ,  (504) 402-  COR:  ,  (318)  County POC: Sheriff Charles Guillory,  (Use Reverse and/or Attach Additional Sheets as Necessary)				

25. ACCOUNTING AND APPROPRIATION DATA See schedule 26. TOTAL AWARD AMOUNT (For Government Use Only) \$0.00

27a. SOLICITATION INCORPORATES BY REFERENCE (FEDERAL ACQUISITION REGULATION) FAR 52.212-1, 52.212-4. FAR 52.212-3 AND 52.212-5 ARE ATTACHED. ADDENDA  ARE  ARE NOT ATTACHED.  
 27b. CONTRACT/PURCHASE ORDER INCORPORATES BY REFERENCE FAR 52.212-4. FAR 52.212-5 IS ATTACHED. ADDENDA  ARE  ARE NOT ATTACHED.

28. CONTRACTOR IS REQUIRED TO SIGN THIS DOCUMENT AND RETURN 1 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.  29. AWARD OF CONTRACT: REFERENCE \_\_\_\_\_ 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 \_\_\_\_\_

19. ITEM NO.	20. SCHEDULE OF SUPPLIES/SERVICES	21. QUANTITY	22. UNIT	23. UNIT PRICE	24. AMOUNT
	<p>County POC: [REDACTED], [REDACTED], (337) 363-[REDACTED] Subcontractor: GEO, [REDACTED], [REDACTED], 561-999-[REDACTED] Subcontractor: GEO, [REDACTED], [REDACTED], 561-999-[REDACTED] Subcontractor: GEO, [REDACTED], [REDACTED], 561-999-[REDACTED]</p> <p>The purpose of 70CDCR25DIG000033 is to establish an Inter-Governmental Service Agreement (IGSA) between the United States Department of Homeland Security (DHS), Immigration and Customs Enforcement (ICE) and Evangeline Parish Sheriff's Office for the provision of detention, transportation and guard services for ICE detainees at the Evangeline Parish Sherrif's Office located at 200 Court Street Suite 100., Ville Platte, LA 70586. The period of performance/ordering period for this IGSA is 10/29/2025 to 10/28/2030. The dates for the annual pricing are as follows:</p> <p>IGSA Base Year: October 29, 2025 - October 28, 2026 IGSA Year 1: October 29, 2026 - October 28, 2027 IGSA Year 2: October 29, 2027 - October 28, 2028 Continued ...</p>				

32a. QUANTITY IN COLUMN 21 HAS BEEN

RECEIVED     INSPECTED     ACCEPTED, AND CONFORMS TO THE CONTRACT, EXCEPT AS NOTED: \_\_\_\_\_

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

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

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NAME OF OFFEROR OR CONTRACTOR  
EVANGELINE PARISH SHERIFFS OFFICE

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	IGSA Year 3: October 29, 2028 - October 28, 2029 IGSA Year 4: October 29, 2029 - October 28, 2030  Attachments: Intergovernmental Service Agreement Attachment 1 - Title 29, Part 4 Labor Standards for Federal Service Contracts Attachment 2 - Wage Determination Number:2015-5183 Dated 12/23/2024 Attachment 3 - Quality Assurance Surveillance Plan (QASP) and Performance Requirements Summary (PRS) (NDS 2019) Attachment 3A - Contract Discrepancy Report (CDR) Template Attachment 4 - Quality Control Plan Attachment 5A - ORSA Detention Inspection Form Worksheet Attachment 5B - Significant Incident Summary (SIS) Attachment 6 - Prison Rape Elimination Act (PREA) Regulations Attachment 7 - Detention-Transportation Invoice Supporting Documentation Template Attachment 8 - Combatting Trafficking in Persons Attachment 9 - ICE Privacy, Records Management and Safeguarding Controlled Information Attachment 10 -Transportation Requirements Attachment 10a - Route List Attachment 11 - Transportation Requirements Attachment 12 - Reserved Attachment 13 - Staffing Plan and Detention Facility Floor Plan Attachment 14 - Performance Work Statement (PWS) Attachment 15 - DHS Fleet Card Manual Attachment 16 - List of Authorized Government Vehicles Attachment 17 - Official Detail Form Attachment 18 - Government Owned Vehicles Attachment 19 - Hold Harmless and Indemnity				
0001	Period of Performance: 10/29/2025 to 10/28/2030  Facility Operating Cost (FOC) PINE PRAIRIE *Over [REDACTED] Hour Detention Center*  ---Base Order Period--- POP: 10/29/2025 - 10/28/2026 Continued ...			0.00	0.00

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ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	Facility Operating Charge (FOC): \$ Bed Day Rate [REDACTED] \$  ----- Ordering Period 1 ----- POP: 10/29/2026 - 10/28/2027 Firm-fixed-price: \$ Bed Day Rate [REDACTED] : \$  ----- Ordering Period 2 ----- POP: 10/29/2027 - 10/28/2028 Firm-fixed-price: \$ Bed Day Rate [REDACTED] : \$  ----- Ordering Period 3 ----- POP: 10/29/2028 - 10/28/2029 Firm-fixed-price: \$ Bed Day Rate [REDACTED] \$  ----- Ordering Period 4 ----- POP: 10/29/2029 - 10/28/2030 Firm-fixed-price: \$ Bed Day Rate [REDACTED] : \$ Obligated Amount: \$0.00 Product/Service Code: S206 Product/Service Description: HOUSEKEEPING- GUARD				
0002	On-Call/Transportation Guard Service at PINE PRAIRIE  Escort Services: \$ Escort Services Overtime: \$ Stationary Guard Rate: \$ Stationary Guard Overtime Rate: \$ Obligated Amount: \$0.00 Product/Service Code: S206 Product/Service Description: HOUSEKEEPING- GUARD			0.00	0.00
0003	Transportation Services at PINE PRAIRIE  Fixed Price includes: Fixed monthly - \$ Transportation Overtime Rate Obligated Amount: \$0.00 Product/Service Code: S206 Product/Service Description: HOUSEKEEPING- GUARD Continued ...			0.00	0.00

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ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
0004	<p>Facility Operating Cost (FOC) BASILE</p> <p>*Over [REDACTED] Hour Detention Center*</p> <p>---Base Order Period---</p> <p>POP: 10/29/2025 - 10/28/2026</p> <p>Facility Operating Charge (FOC): \$</p> <p>Bed Day Rate [REDACTED] \$</p> <p>----- Ordering Period 1 -----</p> <p>POP: 10/29/2026 - 10/28/2027</p> <p>Firm-fixed-price: \$</p> <p>Bed Day Rate [REDACTED] \$</p> <p>----- Ordering Period 2 -----</p> <p>POP: 10/29/2027 - 10/28/2028</p> <p>Firm-fixed-price: \$</p> <p>Bed Day Rate [REDACTED] \$</p> <p>----- Ordering Period 3 -----</p> <p>POP: 10/29/2028 - 10/28/2029</p> <p>Firm-fixed-price: \$</p> <p>Bed Day Rate [REDACTED] \$</p> <p>----- Ordering Period 4 -----</p> <p>POP: 10/29/2029 - 10/28/2030</p> <p>Firm-fixed-price: \$</p> <p>Bed Day Rate [REDACTED] \$</p> <p>Obligated Amount: \$0.00</p> <p>Product/Service Code: S206</p> <p>Product/Service Description: HOUSEKEEPING- GUARD</p>			0.00	0.00
0005	<p>Transportation Guard Service at BASILE</p> <p>Hourly Guard:</p> <p>Hourly Guard Overtime:</p> <p>Obligated Amount: \$0.00</p> <p>Product/Service Code: S206</p> <p>Product/Service Description: HOUSEKEEPING- GUARD</p> <p>ICE - INVOICE INSTRUCTIONS ERO</p> <p>Beginning December 9, 2024 all invoicing procedures will take place on <a href="http://www.IPP.gov">www.IPP.gov</a>.</p> <p>Continued ...</p>			0.00	0.00

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ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	<p>Vendors must be registered www.IPP.gov. Registration on www.IPP.gov is required to receive payment. Invoices will not be accepted by any other method.</p> <p>1. The contractor shall be active in the System for Award Management (www.SAM.gov) for invoice processing. Besides the information identified below, a proper invoice shall also include; contractor's Unique Entity Identifier (UEI) number; the ICE Program Office; and state whether the invoice is "INTERIM" or "FINAL".</p> <p>2. In accordance with Contract Clauses, FAR 52.212-4 (g) (1), Contract Terms and Conditions - Commercial Items, or FAR 52.232-25 (a) (3), Prompt Payment, as applicable, the information required with each invoice submission is as follows:</p> <p>"...An invoice must include-</p> <ul style="list-style-type: none"> <li>(i) Name and address of the Contractor. The name, address and UEI number on the invoice MUST match the information in both the Contract/Agreement and the information in SAM;</li> <li>(ii) Unique Entity Identifier (UEI) number;</li> <li>(iii) Invoice date and number;</li> <li>(iv) Contract number, line items and, if applicable, the order number;</li> <li>(v) Description, quantity, unit of measure, unit price and extended price of the items delivered;</li> <li>(vi) Shipping number and date of shipment, including the bill of lading number and weight of shipment if shipped on Government bill of lading;</li> <li>(vii) Terms of any discount for prompt payment offered;</li> <li>(viii) Remit to Address;</li> <li>(ix) Name, title, and phone number of persons to notify in event of defective invoice;</li> <li>(x) ICE Program Office designated on the order/contract/agreement; and</li> <li>(xi) Whether the invoice is "Interim" or "Final"</li> <li>(xii). Electronic Funds Transfer (EFT) banking information in accordance with 52.232-33 Payment by Electronic Funds Transfer - System for Award Management or 52-232-34, Payment by Electronic Funds Transfer - Other than System for Award Management.</li> </ul> <p>3. Invoice submission: The above information will Continued ...</p>				

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ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	<p>be required to complete the invoice submission requirements within IPP. Please refer to www.IPP.gov for additional information on Getting Started, Benefits, Features, and Enrollment.</p> <p>4. Invoice Supporting Documentation. To ensure payment, the vendor must submit supporting documentation which provides substantiation for the invoiced costs to the Contracting Officer Representative (COR) or Point of Contact (POC) identified in the contract. Invoice charges must align with the contract CLINs. Supporting documentation is required when guaranteed minimums are exceeded and when allowable costs are incurred. Details are as follows:</p> <p>(i). Guaranteed Minimums. If a guaranteed minimum is not exceeded on a CLIN(s) for the invoice period, no supporting documentation is required. When a guaranteed minimum is exceeded on a CLIN (s) for the invoice period, the Contractor is required to submit invoice supporting documentation for all detention services provided during the invoice period which provides the information described below:</p> <p>a. Detention Bed Space Services</p> <ul style="list-style-type: none"> <li>• Bed day rate;</li> <li>• Detainees check-in and check-out dates;</li> <li>• Number of bed days multiplied by the bed day rate;</li> <li>• Name of each detainee;</li> <li>• Detainees identification information</li> </ul> <p>(ii). Allowable Incurred Cost. Fixed Unit Price Items (items for allowable incurred costs, such as transportation services, stationary guard or escort services, transportation mileage or other Minor Charges such as sack lunches and detainee wages): shall be fully supported with documentation substantiating the costs and/or reflecting the established price in the contract and shall be submitted in .pdf format:</p> <p>a. Detention Bed Space Services. For detention bed space CLINs without a GM, the supporting documentation must include:</p> <ul style="list-style-type: none"> <li>• Bed day rate;</li> </ul> <p>Continued ...</p>				

NAME OF OFFEROR OR CONTRACTOR  
EVANGELINE PARISH SHERIFFS OFFICE

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	<ul style="list-style-type: none"> <li>• Detainees check-in and check-out dates;</li> <li>• Number of bed days multiplied by the bed day rate;</li> <li>• Name of each detainee;</li> <li>• Detainees identification information</li> </ul> <p>b. Transportation Services: For transportation CLINs without a GM, the supporting documentation must include:</p> <ul style="list-style-type: none"> <li>• Mileage rate being applied for that invoice;</li> <li>• Number of miles;</li> <li>• Transportation routes provided;</li> <li>• Locations serviced;</li> <li>• Names of detainees transported;</li> <li>• Itemized listing of all other charges; and,</li> <li>• for reimbursable expenses (e.g. travel expenses, special meals, etc.) copies of all receipts.</li> </ul> <p>c. Stationary Guard Services: The itemized monthly invoice shall state:</p> <ul style="list-style-type: none"> <li>• The location where the guard services were provided,</li> <li>• The employee guard names and number of hours being billed,</li> <li>• The employee guard names and duration of the billing (times and dates), and</li> <li>• for individual or detainee group escort services only, the name of the detainee(s) that was/were escorted.</li> </ul> <p>d. Other Direct Charges (e.g. VTC support, transportation meals/sack lunches, volunteer detainee wages, etc.):</p> <p>5. The invoice shall include appropriate supporting documentation for any direct charge billed for reimbursement. For charges for detainee support items (e.g. meals, wages, etc.), the supporting documentation should include the name of the detainee(s) supported and the date(s) and amount(s) of support.</p> <p>(iii) Firm Fixed-Price CLINs. Supporting documentation is not required for charges for FFP CLINs.</p> <p>Continued ...</p>				

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ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	<p>6. Safeguarding Information: As a contractor or vendor conducting business with Immigration and Customs Enforcement (ICE), you are required to comply with DHS Policy regarding the safeguarding of Sensitive Personally Identifiable Information (PII). Sensitive PII is information that identifies an individual, including an alien, and could result in harm, embarrassment, inconvenience, or unfairness. Examples of Sensitive PII include information such as: Social Security Numbers, Alien Registration Numbers (A-Numbers), or combinations of information such as the individuals name or other unique identifier and full date of birth, citizenship, or immigration status.</p> <p>As part of your obligation to safeguard information, the follow precautions are required:</p> <p>(i) Email supporting documents containing Sensitive PII in an encrypted attachment with password sent separately to the Contracting Officer Representative assigned to the contract.</p> <p>(ii) Never leave paper documents containing Sensitive PII unattended and unsecure. When not in use, these documents will be locked in drawers, cabinets, desks, etc. so the information is not accessible to those without a need to know.</p> <p>(iii) Use shredders when discarding paper documents containing Sensitive PII.</p> <p>(iv) Refer to the DHS Handbook for Safeguarding Sensitive Personally Identifiable Information (March 2012) found at <a href="http://www.dhs.gov/xlibrary/assets/privacy/dhs-privacy-safeguardingsensitivepiihandbook-march2012.pdf">http://www.dhs.gov/xlibrary/assets/privacy/dhs-privacy-safeguardingsensitivepiihandbook-march2012.pdf</a> for more information on and/or examples of Sensitive PII.</p> <p>Invoices without the above information may be returned for resubmission.</p> <p>The total amount of award: \$0.00. The obligation for this award is shown in box 26.</p>				

"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  Wage Determination No.: 2015-5197 Revision No.: 28 Date Of Last Revision: 05/15/2025
Daniel W. Simms Director	Division of Wage Determinations

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: Louisiana

Area: Louisiana Parishes of Allen, Avoyelles, Beauregard, Evangeline, La Salle, Natchitoches, Sabine, Vernon, Winn

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

OCCUPATION CODE - TITLE	FOOTNOTE	RATE
01000 - Administrative Support And Clerical Occupations		
01011 - Accounting Clerk I		15.74***
01012 - Accounting Clerk II		17.67***
01013 - Accounting Clerk III		19.77
01020 - Administrative Assistant		24.06
01035 - Court Reporter		17.66***
01041 - Customer Service Representative I		14.75***
01042 - Customer Service Representative II		16.10***
01043 - Customer Service Representative III		18.07
01051 - Data Entry Operator I		15.08***
01052 - Data Entry Operator II		16.65***
01060 - Dispatcher, Motor Vehicle		22.58
01070 - Document Preparation Clerk		14.07***
01090 - Duplicating Machine Operator		14.07***
01111 - General Clerk I		13.64***
01112 - General Clerk II		14.89***

01113 - General Clerk III	16.71***
01120 - Housing Referral Assistant	19.68
01141 - Messenger Courier	13.88***
01191 - Order Clerk I	12.89***
01192 - Order Clerk II	14.07***
01261 - Personnel Assistant (Employment) I	17.25***
01262 - Personnel Assistant (Employment) II	19.31
01263 - Personnel Assistant (Employment) III	21.51
01270 - Production Control Clerk	31.39
01290 - Rental Clerk	13.65***
01300 - Scheduler, Maintenance	15.79***
01311 - Secretary I	15.79***
01312 - Secretary II	17.66***
01313 - Secretary III	19.68
01320 - Service Order Dispatcher	20.19
01410 - Supply Technician	24.06
01420 - Survey Worker	14.31***
01460 - Switchboard Operator/Receptionist	13.78***
01531 - Travel Clerk I	14.07***
01532 - Travel Clerk II	15.79***
01533 - Travel Clerk III	17.66***
01611 - Word Processor I	14.07***
01612 - Word Processor II	15.79***
01613 - Word Processor III	17.66***
05000 - Automotive Service Occupations	
05005 - Automobile Body Repairer, Fiberglass	23.13
05010 - Automotive Electrician	20.00
05040 - Automotive Glass Installer	18.66
05070 - Automotive Worker	18.66
05110 - Mobile Equipment Servicer	16.09***
05130 - Motor Equipment Metal Mechanic	21.32
05160 - Motor Equipment Metal Worker	18.95
05190 - Motor Vehicle Mechanic	21.32
05220 - Motor Vehicle Mechanic Helper	14.57***
05250 - Motor Vehicle Upholstery Worker	17.35***
05280 - Motor Vehicle Wrecker	18.66
05310 - Painter, Automotive	20.00
05340 - Radiator Repair Specialist	18.66
05370 - Tire Repairer	14.95***
05400 - Transmission Repair Specialist	21.32
07000 - Food Preparation And Service Occupations	
07010 - Baker	16.51***
07041 - Cook I	11.40***
07042 - Cook II	13.42***
07070 - Dishwasher	10.57***
07130 - Food Service Worker	10.42***
07210 - Meat Cutter	16.53***
07260 - Waiter/Waitress	10.44***
09000 - Furniture Maintenance And Repair Occupations	
09010 - Electrostatic Spray Painter	27.23
09040 - Furniture Handler	15.40***
09080 - Furniture Refinisher	27.23
09090 - Furniture Refinisher Helper	19.50
09110 - Furniture Repairer, Minor	23.55
09130 - Upholsterer	27.23
11000 - General Services And Support Occupations	
11030 - Cleaner, Vehicles	11.46***
11060 - Elevator Operator	13.27***
11090 - Gardener	19.50
11122 - Housekeeping Aide	14.29***
11150 - Janitor	14.29***
11210 - Laborer, Grounds Maintenance	13.92***
11240 - Maid or Houseman	10.57***
11260 - Pruner	11.97***
11270 - Tractor Operator	17.63***

11330 - Trail Maintenance Worker	13.92***
11360 - Window Cleaner	16.62***
12000 - Health Occupations	
12010 - Ambulance Driver	16.65***
12011 - Breath Alcohol Technician	21.22
12012 - Certified Occupational Therapist Assistant	34.59
12015 - Certified Physical Therapist Assistant	34.81
12020 - Dental Assistant	17.34***
12025 - Dental Hygienist	37.24
12030 - EKG Technician	32.15
12035 - Electroneurodiagnostic Technologist	32.15
12040 - Emergency Medical Technician	16.65***
12071 - Licensed Practical Nurse I	18.97
12072 - Licensed Practical Nurse II	21.22
12073 - Licensed Practical Nurse III	23.65
12100 - Medical Assistant	14.22***
12130 - Medical Laboratory Technician	28.23
12160 - Medical Record Clerk	19.36
12190 - Medical Record Technician	21.65
12195 - Medical Transcriptionist	18.42
12210 - Nuclear Medicine Technologist	46.63
12221 - Nursing Assistant I	13.39***
12222 - Nursing Assistant II	15.04***
12223 - Nursing Assistant III	16.42***
12224 - Nursing Assistant IV	18.44
12235 - Optical Dispenser	17.84
12236 - Optical Technician	18.97
12250 - Pharmacy Technician	17.90
12280 - Phlebotomist	14.07***
12305 - Radiologic Technologist	28.71
12311 - Registered Nurse I	27.73
12312 - Registered Nurse II	33.92
12313 - Registered Nurse II, Specialist	33.92
12314 - Registered Nurse III	41.03
12315 - Registered Nurse III, Anesthetist	41.03
12316 - Registered Nurse IV	49.18
12317 - Scheduler (Drug and Alcohol Testing)	26.28
12320 - Substance Abuse Treatment Counselor	21.04
13000 - Information And Arts Occupations	
13011 - Exhibits Specialist I	20.24
13012 - Exhibits Specialist II	25.07
13013 - Exhibits Specialist III	30.66
13041 - Illustrator I	20.24
13042 - Illustrator II	25.07
13043 - Illustrator III	30.66
13047 - Librarian	27.77
13050 - Library Aide/Clerk	14.83***
13054 - Library Information Technology Systems Administrator	25.07
13058 - Library Technician	16.23***
13061 - Media Specialist I	18.10
13062 - Media Specialist II	20.24
13063 - Media Specialist III	22.56
13071 - Photographer I	18.10
13072 - Photographer II	20.24
13073 - Photographer III	25.07
13074 - Photographer IV	30.66
13075 - Photographer V	37.10
13090 - Technical Order Library Clerk	18.62
13110 - Video Teleconference Technician	18.10
14000 - Information Technology Occupations	
14041 - Computer Operator I	16.18***
14042 - Computer Operator II	18.10
14043 - Computer Operator III	20.92
14044 - Computer Operator IV	23.22

14045 - Computer Operator V		25.78
14071 - Computer Programmer I	(see 1)	21.08
14072 - Computer Programmer II	(see 1)	26.93
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		16.18***
14160 - Personal Computer Support Technician		23.22
14170 - System Support Specialist		25.78
15000 - Instructional Occupations		
15010 - Aircrew Training Devices Instructor (Non-Rated)		32.41
15020 - Aircrew Training Devices Instructor (Rated)		39.21
15030 - Air Crew Training Devices Instructor (Pilot)		47.00
15050 - Computer Based Training Specialist / Instructor		32.41
15060 - Educational Technologist		31.54
15070 - Flight Instructor (Pilot)		47.00
15080 - Graphic Artist		25.55
15085 - Maintenance Test Pilot, Fixed, Jet/Prop		47.00
15086 - Maintenance Test Pilot, Rotary Wing		47.00
15088 - Non-Maintenance Test/Co-Pilot		47.00
15090 - Technical Instructor		20.89
15095 - Technical Instructor/Course Developer		25.55
15110 - Test Proctor		16.86***
15120 - Tutor		16.86***
16000 - Laundry, Dry-Cleaning, Pressing And Related Occupations		
16010 - Assembler		10.52***
16030 - Counter Attendant		10.52***
16040 - Dry Cleaner		12.48***
16070 - Finisher, Flatwork, Machine		10.52***
16090 - Presser, Hand		10.52***
16110 - Presser, Machine, Drycleaning		10.52***
16130 - Presser, Machine, Shirts		10.52***
16160 - Presser, Machine, Wearing Apparel, Laundry		10.52***
16190 - Sewing Machine Operator		13.21***
16220 - Tailor		13.93***
16250 - Washer, Machine		11.04***
19000 - Machine Tool Operation And Repair Occupations		
19010 - Machine-Tool Operator (Tool Room)		27.23
19040 - Tool And Die Maker		34.03
21000 - Materials Handling And Packing Occupations		
21020 - Forklift Operator		20.44
21030 - Material Coordinator		31.39
21040 - Material Expediter		31.39
21050 - Material Handling Laborer		16.51***
21071 - Order Filler		15.00***
21080 - Production Line Worker (Food Processing)		20.44
21110 - Shipping Packer		22.49
21130 - Shipping/Receiving Clerk		22.49
21140 - Store Worker I		13.66***
21150 - Stock Clerk		20.30
21210 - Tools And Parts Attendant		20.44
21410 - Warehouse Specialist		20.44
23000 - Mechanics And Maintenance And Repair Occupations		
23010 - Aerospace Structural Welder		30.71
23019 - Aircraft Logs and Records Technician		23.55
23021 - Aircraft Mechanic I		29.03
23022 - Aircraft Mechanic II		30.71
23023 - Aircraft Mechanic III		32.39
23040 - Aircraft Mechanic Helper		19.50
23050 - Aircraft, Painter		27.23
23060 - Aircraft Servicer		23.55
23070 - Aircraft Survival Flight Equipment Technician		27.23
23080 - Aircraft Worker		25.41

23091 - Aircrew Life Support Equipment (ALSE) Mechanic I	25.41
23092 - Aircrew Life Support Equipment (ALSE) Mechanic II	29.03
23110 - Appliance Mechanic	27.23
23120 - Bicycle Repairer	21.57
23125 - Cable Splicer	31.93
23130 - Carpenter, Maintenance	20.13
23140 - Carpet Layer	25.41
23160 - Electrician, Maintenance	26.38
23181 - Electronics Technician Maintenance I	30.06
23182 - Electronics Technician Maintenance II	32.22
23183 - Electronics Technician Maintenance III	34.35
23260 - Fabric Worker	23.55
23290 - Fire Alarm System Mechanic	29.03
23310 - Fire Extinguisher Repairer	21.57
23311 - Fuel Distribution System Mechanic	29.03
23312 - Fuel Distribution System Operator	21.57
23370 - General Maintenance Worker	17.15***
23380 - Ground Support Equipment Mechanic	29.03
23381 - Ground Support Equipment Servicer	23.55
23382 - Ground Support Equipment Worker	25.41
23391 - Gunsmith I	21.57
23392 - Gunsmith II	25.41
23393 - Gunsmith III	29.03
23410 - Heating, Ventilation And Air-Conditioning Mechanic	24.52
23411 - Heating, Ventilation And Air Contidioning Mechanic (Research Facility)	25.94
23430 - Heavy Equipment Mechanic	30.77
23440 - Heavy Equipment Operator	22.13
23460 - Instrument Mechanic	29.03
23465 - Laboratory/Shelter Mechanic	27.23
23470 - Laborer	16.51***
23510 - Locksmith	27.23
23530 - Machinery Maintenance Mechanic	42.20
23550 - Machinist, Maintenance	28.39
23580 - Maintenance Trades Helper	19.80
23591 - Metrology Technician I	29.03
23592 - Metrology Technician II	30.71
23593 - Metrology Technician III	32.39
23640 - Millwright	31.48
23710 - Office Appliance Repairer	27.06
23760 - Painter, Maintenance	18.52
23790 - Pipefitter, Maintenance	25.19
23810 - Plumber, Maintenance	23.68
23820 - Pneudraulic Systems Mechanic	29.03
23850 - Rigger	29.03
23870 - Scale Mechanic	25.41
23890 - Sheet-Metal Worker, Maintenance	29.03
23910 - Small Engine Mechanic	25.41
23931 - Telecommunications Mechanic I	29.03
23932 - Telecommunications Mechanic II	30.71
23950 - Telephone Lineman	29.03
23960 - Welder, Combination, Maintenance	27.35
23965 - Well Driller	29.03
23970 - Woodcraft Worker	29.03
23980 - Woodworker	21.57
24000 - Personal Needs Occupations	
24550 - Case Manager	15.60***
24570 - Child Care Attendant	11.48***
24580 - Child Care Center Clerk	13.66***
24610 - Chore Aide	9.96***
24620 - Family Readiness And Support Services Coordinator	15.60***

24630 - Homemaker	15.60***
25000 - Plant And System Operations Occupations	
25010 - Boiler Tender	23.74
25040 - Sewage Plant Operator	18.09
25070 - Stationary Engineer	23.74
25190 - Ventilation Equipment Tender	15.99***
25210 - Water Treatment Plant Operator	18.09
27000 - Protective Service Occupations	
27004 - Alarm Monitor	15.31***
27007 - Baggage Inspector	15.59***
27008 - Corrections Officer	18.73
27010 - Court Security Officer	17.07***
27030 - Detection Dog Handler	17.44***
27040 - Detention Officer	18.73
27070 - Firefighter	14.63***
27101 - Guard I	15.59***
27102 - Guard II	17.44***
27131 - Police Officer I	18.40
27132 - Police Officer II	20.45
28000 - Recreation Occupations	
28041 - Carnival Equipment Operator	17.78
28042 - Carnival Equipment Repairer	19.67
28043 - Carnival Worker	12.14***
28210 - Gate Attendant/Gate Tender	17.09***
28310 - Lifeguard	15.21***
28350 - Park Attendant (Aide)	19.12
28510 - Recreation Aide/Health Facility Attendant	13.95***
28515 - Recreation Specialist	23.34
28630 - Sports Official	15.21***
28690 - Swimming Pool Operator	24.06
29000 - Stevedoring/Longshoremen Occupational Services	
29010 - Blocker And Bracer	25.41
29020 - Hatch Tender	25.41
29030 - Line Handler	25.41
29041 - Stevedore I	23.55
29042 - Stevedore II	27.23
30000 - Technical Occupations	
30010 - Air Traffic Control Specialist, Center (HFO) (see 2)	46.07
30011 - Air Traffic Control Specialist, Station (HFO) (see 2)	31.77
30012 - Air Traffic Control Specialist, Terminal (HFO) (see 2)	34.99
30021 - Archeological Technician I	18.26
30022 - Archeological Technician II	20.44
30023 - Archeological Technician III	25.32
30030 - Cartographic Technician	25.32
30040 - Civil Engineering Technician	23.84
30051 - Cryogenic Technician I	25.59
30052 - Cryogenic Technician II	28.26
30061 - Drafter/CAD Operator I	18.26
30062 - Drafter/CAD Operator II	20.44
30063 - Drafter/CAD Operator III	22.78
30064 - Drafter/CAD Operator IV	28.03
30081 - Engineering Technician I	14.85***
30082 - Engineering Technician II	16.76***
30083 - Engineering Technician III	18.74
30084 - Engineering Technician IV	23.22
30085 - Engineering Technician V	28.41
30086 - Engineering Technician VI	34.57
30090 - Environmental Technician	23.22
30095 - Evidence Control Specialist	23.10
30210 - Laboratory Technician	22.78
30221 - Latent Fingerprint Technician I	25.59
30222 - Latent Fingerprint Technician II	28.26
30240 - Mathematical Technician	23.22
30361 - Paralegal/Legal Assistant I	22.01
30362 - Paralegal/Legal Assistant II	27.27

30363 - Paralegal/Legal Assistant III	33.36
30364 - Paralegal/Legal Assistant IV	40.36
30375 - Petroleum Supply Specialist	28.26
30390 - Photo-Optics Technician	25.32
30395 - Radiation Control Technician	28.26
30461 - Technical Writer I	23.22
30462 - Technical Writer II	28.41
30463 - Technical Writer III	34.38
30491 - Unexploded Ordnance (UXO) Technician I	29.28
30492 - Unexploded Ordnance (UXO) Technician II	35.43
30493 - Unexploded Ordnance (UXO) Technician III	42.46
30494 - Unexploded (UXO) Safety Escort	29.28
30495 - Unexploded (UXO) Sweep Personnel	29.28
30501 - Weather Forecaster I	25.59
30502 - Weather Forecaster II	31.12
30620 - Weather Observer, Combined Upper Air Or	(see 2) 22.78
Surface Programs	
30621 - Weather Observer, Senior	(see 2) 23.22
31000 - Transportation/Mobile Equipment Operation Occupations	
31010 - Airplane Pilot	35.43
31020 - Bus Aide	11.61***
31030 - Bus Driver	17.49***
31043 - Driver Courier	13.59***
31260 - Parking and Lot Attendant	9.99***
31290 - Shuttle Bus Driver	14.52***
31310 - Taxi Driver	11.22***
31361 - Truckdriver, Light	14.52***
31362 - Truckdriver, Medium	15.84***
31363 - Truckdriver, Heavy	21.44
31364 - Truckdriver, Tractor-Trailer	21.44
99000 - Miscellaneous Occupations	
99020 - Cabin Safety Specialist	17.27***
99030 - Cashier	10.65***
99050 - Desk Clerk	11.29***
99095 - Embalmer	29.28
99130 - Flight Follower	29.28
99251 - Laboratory Animal Caretaker I	13.01***
99252 - Laboratory Animal Caretaker II	14.30***
99260 - Marketing Analyst	27.71
99310 - Mortician	29.28
99410 - Pest Controller	27.06
99510 - Photofinishing Worker	15.39***
99710 - Recycling Laborer	16.64***
99711 - Recycling Specialist	21.10
99730 - Refuse Collector	14.30***
99810 - Sales Clerk	13.19***
99820 - School Crossing Guard	15.38***
99830 - Survey Party Chief	21.26
99831 - Surveying Aide	13.12***
99832 - Surveying Technician	19.33
99840 - Vending Machine Attendant	18.48
99841 - Vending Machine Repairer	23.97
99842 - Vending Machine Repairer Helper	18.48

\*\*\*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 10 years, and 4 after 20 years. Length of service includes the whole span of continuous service with the present contractor or successor, wherever employed, and with the predecessor contractors in the performance of similar work at the same Federal facility. (Reg. 29 CFR 4.173)

HOLIDAYS: A minimum of eleven paid holidays per year: New Year's Day, Martin Luther King Jr.'s Birthday, Washington's Birthday, 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))."