

Statement of Work Shredding Services

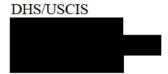
I. <u>Title of Project</u>

The Department of Homeland Security, Buffalo Verification Operations Center is in need of shredding services.

2. Period of Performance

This requirement consists of a base period and 4 optional one-year periods, to a maximum of 60 months.

3. Place of Performance



4 Scope

Under the direction of the Buffalo Verification Operations Center Employee, the Contractor will pick up materials within locked containers supplied by the Contractor. The Contractor must always be escorted by a Buffalo Verification Operations Center employee with the material to be shredded until the documents are shredded.

The type of material to be shredded/destroyed is paper that may contain paper clips, file folders, laminated green cards; pre-shredded material, boxed files, and cardboard boxes, and seldom but possibly computer disks (COs) and cassette tapes.

5. Specific Tasks

Location: 10 Fountain Plaza, second and third floors

Size of containers: 36-gallon executive consoles with collection bags; color: gray - supplied by Contractor.

Number of containers to be supplied by Contractor: 10 Total

Pick up schedule:

-Frequency: Monthly (Day as per vendor's schedule)
-Time frame: During normal business hours 0700-1430

Attachment A

- Materials must be destroyed by shredding, pulping, or pulverizing sufficient to assure destruction beyond recognition and reconstruction.
- Document destruction will take place on site and be witnessed by a USCIS employee.
- The vendor will provide a "Certificate of Destruction", each time the service is provided

Attachment B

SECURITY REQUIREMENTS

FACILITY ACCESS CONTROL

The Contractor will observe all internal building security regulations that apply to any and all buildings concerning this contract. The Contractor will only enter the facility or building with continuous escort service during their work hours and they will depart the facility or building after work hours. When entering and departing the facility or building each contractor must sign in and out as required at the site.

DESTRUCTION

In accordance with MD 11042.1, Safeguarding Sensitive But Unclassified (For Official Use Only) Information, "Hard Copy" materials will be destroyed by cross-cut shredding, burning, pulping, pulverizing, such as to assure destruction beyond recognition and reconstruction. After destruction, materials may be disposed of with normal waste. Electronic storage media shall be sanitized appropriately by overwriting or degaussing. Paper products containing FOUO information will not be disposed of in regular trash or recycling receptacles unless the materials have first been destroyed as specified above.

USCIS Personnel will observe the contractor at all times and confirm by viewing that the material is destructed.

EMPLOYMENT OF ILLEGAL ALIENS

Subject to existing law, regulations and other provisions of this contract, the Contractor shall not employ illegal or undocumented aliens to work on, or with this contract. The Contractor shall ensure that this provision is expressly incorporated into any and all subcontracts or subordinate agreements issued in support of this contract.

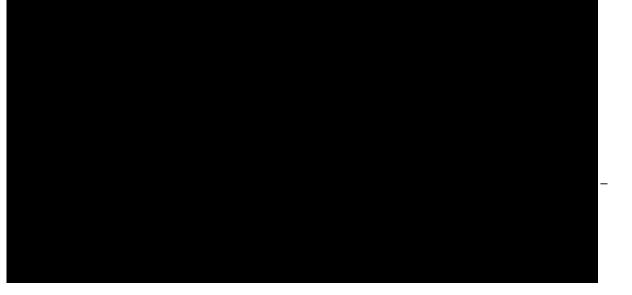


Request for Quotation No.

Attachment C: Technical Acceptability Checklist

Bidders shall acknowledge, by checking the Yes or No column, whether their bid meets the below listed Technical Acceptability requirements as identified in the Statement of Work (SOW) Section 5 (Specific Tasks). Bids that do not include this acknowledged checklist will be considered non-technically acceptable.

	Cri	iteria	Yes	No
1	Specific Tasks (Section 5 of So	OW)		
	a. Provide 10 36-gallon ex- color: gray	xecutive consoles with collection bags;		
		p of contents on mututally agreed day of business hours 0700 - 1430		
		oyed by shredding, pulping, or assure destruction beyond recognition		
	d. Document destruction w by a USCIS employee	will take place on site and be witnessed		
	e. "Certificate of Destructi service is provided	ion" will be provided each time the		



State: New York

OCCUPATION CODE - TITLE

01410 - Supply Technician

01420 - Survey Worker

Area: New York Counties of Erie Niagara

Fringe Benefits Required Follow the Occupational Listing

FOOTNOTE

RATE

31.89

19.60

01000 - Administrative Support And Clerical Occupations 01011 - Accounting Clerk I 15.67 01012 - Accounting Clerk II 17.60 01013 - Accounting Clerk III 19.68 01020 - Administrative Assistant 31.89 01035 - Court Reporter 30.53 01041 - Customer Service Representative I 15.03 01042 - Customer Service Representative II 16.40 01043 - Customer Service Representative III 18.42 01051 - Data Entry Operator I 15.68 01052 - Data Entry Operator II 17.11 01060 - Dispatcher Motor Vehicle 20.08 01070 - Document Preparation Clerk 20.70 01090 - Duplicating Machine Operator 20.70 01111 - General Clerk I 14.49 01112 - General Clerk II 15.81 01113 - General Clerk III 17.74 01120 - Housing Referral Assistant 23.17 01141 - Messenger Courier 16.58 01191 - Order Clerk I 15.69 01192 - Order Clerk II 17.12 01261 - Personnel Assistant (Employment) I 17.07 01262 - Personnel Assistant (Employment) II 19.09 01263 - Personnel Assistant (Employment) III 21.28 01270 - Production Control Clerk 22.62 01290 - Rental Clerk 15.23 01300 - Scheduler Maintenance 18.57 01311 - Secretary I 18.57 20.77 01312 - Secretary II 01313 - Secretary III 23.17 01320 - Service Order Dispatcher 17.94

01460 - Switchboard Operator/Receptionist	15.56	
01531 - Travel Clerk I	13.54	Page 25 of 34
01532 - Travel Clerk II	14.29	
01533 - Travel Clerk III	15.09	
01611 - Word Processor I	14.97	
01612 - Word Processor II	16.29	
01613 - Word Processor III	18.21	
05000 - Automotive Service Occupations		
05005 - Automobile Body Repairer Fiberglass	22.34	
05010 - Automotive Electrician	21.67	
05040 - Automotive Glass Installer	20.85	
05070 - Automotive Worker	20.85 19.45	
05110 - Mobile Equipment Servicer 05130 - Motor Equipment Metal Mechanic	22.34	
05160 - Motor Equipment Metal Worker	20.85	
05190 - Motor Vehicle Mechanic	22.34	
05220 - Motor Vehicle Mechanic Helper	18.03	
05250 - Motor Vehicle Upholstery Worker	20.11	
05280 - Motor Vehicle Wrecker	20.85	
05310 - Painter Automotive	21.67	
05340 - Radiator Repair Specialist	20.85	
05370 - Tire Repairer	18.78	
05400 - Transmission Repair Specialist	22.34	
07000 - Food Preparation And Service Occupations		
07010 - Baker	13.88	
07041 - Cook I	16.17	
07042 - Cook II	17.64	
07070 - Dishwasher	12.25	
07130 - Food Service Worker	12.62	
07210 - Meat Cutter	20.57	
07260 - Waiter/Waitress	13.81	
09000 - Furniture Maintenance And Repair Occupations		
09010 - Electrostatic Spray Painter	24.57	
09040 - Furniture Handler	19.26	
09080 - Furniture Refinisher	24.57	
09090 - Furniture Refinisher Helper	21.15	
09110 - Furniture Repairer Minor	22.80	
09130 - Upholsterer	24.57	
11000 - General Services And Support Occupations	42.22	
11030 - Cleaner Vehicles	13.32	
11060 - Elevator Operator	13.32	
11090 - Gardener	18.54	
11122 - Housekeeping Aide	13.69	
11150 - Janitor	13.69	
11210 - Laborer Grounds Maintenance	15.48	
11240 - Maid or Houseman 11260 - Pruner	13.50	
11270 - Tractor Operator	14.35 17.73	
11330 - Trail Maintenance Worker	15.48	
11360 - Window Cleaner	14.76	
12000 - Health Occupations	14.70	
12010 - Ambulance Driver	17.52	
12011 - Breath Alcohol Technician	19.78	
12012 - Certified Occupational Therapist Assistant	22.63	
12015 - Certified Physical Therapist Assistant	23.51	
12020 - Dental Assistant	18.31	
12025 - Dental Hygienist	32.84	
12030 - EKG Technician	30.78	
12035 - Electroneurodiagnostic Technologist	30.78	
12040 - Emergency Medical Technician	17.52	
12071 - Licensed Practical Nurse I	17.69	
12072 - Licensed Practical Nurse II	19.78	
12073 - Licensed Practical Nurse III	22.05	
12100 - Medical Assistant	17.23	
12130 - Medical Laboratory Technician	29.76	
12160 - Medical Record Clerk	19.51	
12190 - Medical Record Technician	22.22	

12195 - Medical Transcriptionist		18.97	
12210 - Nuclear Medicine Technologist		40.26	Page 26 of 34
12221 - Nursing Assistant I 12222 - Nursing Assistant II		11.91 13.40	
12223 - Nursing Assistant III		14.62	
12224 - Nursing Assistant IV		16.41	
12235 - Optical Dispenser		25.67	
12236 - Optical Technician		17.39	
12250 - Pharmacy Technician		16.62	
12280 - Phlebotomist		17.99	
12305 - Radiologic Technologist		30.10	
12311 - Registered Nurse I 12312 - Registered Nurse II		25.28 30.92	
12312 - Registered Nurse II Specialist		30.92	
12314 - Registered Nurse III		37.42	
12315 - Registered Nurse III Anesthetist		37.42	
12316 - Registered Nurse IV		44.84	
12317 - Scheduler (Drug and Alcohol Testing)		24.50	
12320 - Substance Abuse Treatment Counselor		21.11	
13000 - Information And Arts Occupations		24 22	
13011 - Exhibits Specialist I		21.28	
13012 - Exhibits Specialist II 13013 - Exhibits Specialist III		26.36 32.25	
13041 - Illustrator I		20.78	
13042 - Illustrator II		25.74	
13043 - Illustrator III		31.49	
13047 - Librarian		26.89	
13050 - Library Aide/Clerk		15.63	
13054 - Library Information Technology Systems		24.27	
Administrator		45 75	
13058 - Library Technician		15.75	
13061 - Media Specialist I 13062 - Media Specialist II		17.51 19.60	
13063 - Media Specialist III		21.84	
13071 - Photographer I		15.55	
13072 - Photographer II		18.33	
13073 - Photographer III		22.70	
13074 - Photographer IV		27.77	
13075 - Photographer V		33.60	
13090 - Technical Order Library Clerk		19.64 23.81	
13110 - Video Teleconference Technician 14000 - Information Technology Occupations		23.81	
14041 - Computer Operator I		17.74	
14042 - Computer Operator II		19.86	
14043 - Computer Operator III		22.22	
14044 - Computer Operator IV		26.33	
14045 - Computer Operator V		29.16	
14071 - Computer Programmer I		21.06	
14072 - Computer Programmer II	(500.1)	26.09	
·	(see 1) (see 1)		
-	(see 1)		
	(see 1)		
· · · · · · · · · · · · · · · · · · ·	see 1)		
14150 - Peripheral Equipment Operator		17.74	
14160 - Personal Computer Support Technician		26.33	
14170 - System Support Specialist		32.28	
15000 - Instructional Occupations		20. 74	
15010 - Aircrew Training Devices Instructor (Non-Rated) 15020 - Aircrew Training Devices Instructor (Rated)		29.74 35.97	
15030 - Air Crew Training Devices Instructor (Rateu) 15030 - Air Crew Training Devices Instructor (Pilot)		43.12	
15050 - Computer Based Training Specialist / Instructor		29.74	
15060 - Educational Technologist		31.29	
15070 - Flight Instructor (Pilot)		43.12	
15080 - Graphic Artist		23.58	
15085 - Maintenance Test Pilot Fixed Jet/Prop		42.97	
15086 - Maintenance Test Pilot Rotary Wing		42.97	

15088	- Non-Maintenance Test/Co-Pilot	42.97	
15090	- Technical Instructor	23.16	Page 27 of 34
15095	- Technical Instructor/Course Developer	28.33	
15110	- Test Proctor	18.69	
	- Tutor	18.69	
	Laundry Dry-Cleaning Pressing And Related Occupations		
	- Assembler	13.67	
	- Counter Attendant	13.67	
	- Dry Cleaner	15.62	
	- Finisher Flatwork Machine	13.67	
	- Presser Hand	13.67	
	- Presser Machine Drycleaning	13.67	
	- Presser Machine Shirts	13.67	
	- Presser Machine Wearing Apparel Laundry	13.67	
	- Sewing Machine Operator	16.27	
	- Tailor	16.92	
	- Washer Machine	14.32	
	Machine Tool Operation And Repair Occupations	20. 20	
	- Machine-Tool Operator (Tool Room)	29.28	
	- Tool And Die Maker	33.25	
	Materials Handling And Packing Occupations	22.42	
	- Forklift Operator	22.13	
	- Material Coordinator	22.62	
	- Material Expediter	22.62	
	- Material Handling Laborer	17.74	
	- Order Filler	16.71	
	- Production Line Worker (Food Processing)	22.13	
	- Shipping Packer	16.65	
	- Shipping/Receiving Clerk	16.65	
	- Store Worker I	18.05	
	- Stock Clerk	22.73	
	- Tools And Parts Attendant	22.13	
	- Warehouse Specialist	22.13	
	Mechanics And Maintenance And Repair Occupations	21 76	
	- Aerospace Structural Welder	31.76	
	 Aircraft Logs and Records Technician Aircraft Mechanic I 	27.53	
	- Aircraft Mechanic II	30.67	
		31.76	
	- Aircraft Mechanic III	32.65 25.17	
	- Aircraft Mechanic Helper - Aircraft Painter	29.69	
	- Aircraft Painter - Aircraft Servicer	27.53	
	- Aircraft Servicer - Aircraft Survival Flight Equipment Technician	29.69	
	- Aircraft Worker	28.68	
	- Aircrew Life Support Equipment (ALSE) Mechanic	28.68	
23091 I	- All crew life support Equipment (ALSE) Rechanic	20.00	
	- Aircrew Life Support Equipment (ALSE) Mechanic	30.67	
23092 II	- Aliverew Life Support Equipment (ALSE) Mechanic	30.07	
	- Appliance Mechanic	21.53	
	- Bicycle Repairer	25.47	
	- Cable Splicer	38.57	
	- Carpenter Maintenance	23.55	
	- Carpet Layer	27.79	
	- Electrician Maintenance	32.87	
	- Electronics Technician Maintenance I	28.23	
	- Electronics Technician Maintenance II	29.27	
	- Electronics Technician Maintenance III	30.24	
	- Fabric Worker	26.63	
	- Fire Alarm System Mechanic	25.23	
		25.47	
	Fire Extinguisher RepairerFuel Distribution System Mechanic	25.47 34.31	
	- Fuel Distribution System Mechanic - Fuel Distribution System Operator	29.46	
	- General Maintenance Worker	29.46	
	- Ground Support Equipment Mechanic	30.67	
	- Ground Support Equipment Mechanic - Ground Support Equipment Servicer	27.53	
	- Ground Support Equipment Worker	28.68	
	- Gunsmith I	25.47	
2JJJ1	SWITSHIE ET	23.47	

23392 - Gunsmith II	27.79
23393 - Gunsmith III	29.77
23410 - Heating Ventilation And Air-Conditioning	24.86
Mechanic	25 74
23411 - Heating Ventilation And Air Contidioning Mechanic (Research Facility)	25.74
23430 - Heavy Equipment Mechanic	29.19
23440 - Heavy Equipment Operator	31.41
23460 - Instrument Mechanic	29.77
23465 - Laboratory/Shelter Mechanic	28.81
23470 - Laborer	14.89
23510 - Locksmith	22.70
23530 - Machinery Maintenance Mechanic	30.45
23550 - Machinist Maintenance	23.17
23580 - Maintenance Trades Helper	18.51
23591 - Metrology Technician I 23592 - Metrology Technician II	29.77
23592 - Metrology Technician II 23593 - Metrology Technician III	30.82 31.70
23640 - Millwright	32.96
23710 - Office Appliance Repairer	21.42
23760 - Painter Maintenance	26.77
23790 - Pipefitter Maintenance	33.66
23810 - Plumber Maintenance	32.58
23820 - Pneudraulic Systems Mechanic	29.77
23850 - Rigger	29.77
23870 - Scale Mechanic	27.79
23890 - Sheet-Metal Worker Maintenance	29.74
23910 - Small Engine Mechanic 23931 - Telecommunications Mechanic I	21.31 41.38
23931 - Telecommunications Mechanic II	42.85
23950 - Telephone Lineman	42.48
23960 - Welder Combination Maintenance	21.69
23965 - Well Driller	29.00
23970 - Woodcraft Worker	29.77
23980 - Woodworker	25.47
24000 - Personal Needs Occupations	
24550 - Case Manager	17.25
24570 - Child Care Attendant	12.52
24580 - Child Care Center Clerk	15.60
24610 - Chore Aide 24620 - Family Readiness And Support Services	13.00 17.25
Coordinator	17.23
24630 - Homemaker	17.25
25000 - Plant And System Operations Occupations	
25010 - Boiler Tender	27.79
25040 - Sewage Plant Operator	26.18
25070 - Stationary Engineer	27.79
25190 - Ventilation Equipment Tender	22.72
25210 - Water Treatment Plant Operator	26.18
27000 - Protective Service Occupations	22.75
27004 - Alarm Monitor	22.75
27007 - Baggage Inspector 27008 - Corrections Officer	14.52 32.74
27010 - Court Security Officer	32.55
27030 - Detection Dog Handler	16.72
27040 - Detention Officer	32.74
27070 - Firefighter	32.37
27101 - Guard I	14.52
27102 - Guard II	16.72
27131 - Police Officer I	29.94
27132 - Police Officer II	33.28
28000 - Recreation Occupations	45.55
28041 - Carnival Equipment Operator	15.35
28042 - Carnival Equipment Repairer 28043 - Carnival Worker	16.06
28043 - Carnivai worker 28210 - Gate Attendant/Gate Tender	12.43 16.67
28310 - Gate Accendant/Gate Tender 28310 - Lifeguard	12.21

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28350 - Park Attendant (Aide)		18.64	
28510 - Recreation Aide/Health Facility Attendant		13.60	Page 29 of 34
28515 - Recreation Specialist		23.09	3
28630 - Sports Official		14.84	
28690 - Swimming Pool Operator		17.53	
29000 - Stevedoring/Longshoremen Occupational Services		17.33	
29010 - Blocker And Bracer		22 F1	
		32.51	
29020 - Hatch Tender		32.51	
29030 - Line Handler		32.51	
29041 - Stevedore I		31.22	
29042 - Stevedore II		33.66	
30000 - Technical Occupations			
30010 - Air Traffic Control Specialist Center (HFO)		41.76	
30011 - Air Traffic Control Specialist Station (HFO)	(see 2)	28.80	
30012 - Air Traffic Control Specialist Terminal (HFO)	(see 2)	31.71	
30021 - Archeological Technician I		18.65	
30022 - Archeological Technician II		20.86	
30023 - Archeological Technician III		25.84	
30030 - Cartographic Technician		25.84	
30040 - Civil Engineering Technician		27.20	
30051 - Cryogenic Technician I		27.96	
30052 - Cryogenic Technician II		30.89	
30061 - Drafter/CAD Operator I		18.65	
30062 - Drafter/CAD Operator II		20.86	
30063 - Drafter/CAD Operator III		23.26	
30064 - Drafter/CAD Operator IV		28.63	
30081 - Engineering Technician I		19.15	
30082 - Engineering Technician II		21.49	
30083 - Engineering Technician III		24.04	
30084 - Engineering Technician IV		29.79	
30085 - Engineering Technician V		36.44	
30086 - Engineering Technician VI		37.46	
30090 - Environmental Technician		24.60	
30095 - Evidence Control Specialist		25.25	
30210 - Laboratory Technician		24.44	
30221 - Latent Fingerprint Technician I		27.96	
30222 - Latent Fingerprint Technician II		30.89	
30240 - Mathematical Technician		28.42	
30361 - Paralegal/Legal Assistant I		20.20	
30362 - Paralegal/Legal Assistant II		25.02	
30363 - Paralegal/Legal Assistant III		30.60	
30364 - Paralegal/Legal Assistant IV		37.02	
30375 - Petroleum Supply Specialist		30.89	
30390 - Photo-Optics Technician		25.84	
30395 - Radiation Control Technician		30.89	
30461 - Technical Writer I		25.72	
30462 - Technical Writer II		30.31	
30463 - Technical Writer III		36.68	
30491 - Unexploded Ordnance (UXO) Technician I		26.54	
30492 - Unexploded Ordnance (UXO) Technician II		32.11	
30493 - Unexploded Ordnance (UXO) Technician III		38.49	
30494 - Unexploded (UXO) Safety Éscort		26.54	
30495 - Unexploded (UXO) Sweep Personnel		26.54	
30501 - Weather Forecaster I		27.96	
30502 - Weather Forecaster II		34.02	
30620 - Weather Observer Combined Upper Air Or	(see 2)	23.26	
• •	(366-2)	23.20	
Surface Programs	(2)	25.04	
30621 - Weather Observer Senior	(see 2)	25.84	
31000 - Transportation/Mobile Equipment Operation Occup	ations	20.44	
31010 - Airplane Pilot		32.11	
31020 - Bus Aide		15.70	
31030 - Bus Driver		19.66	
31043 - Driver Courier		16.62	
31260 - Parking and Lot Attendant		12.67	
31290 - Shuttle Bus Driver		17.83	
31310 - Taxi Driver		15.17	
31361 - Truckdriver Light		17.39	
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31362 - Truckdriver Medium	20.24	
31363 - Truckdriver Heavy	22.95	Page 30 of 34
31364 - Truckdriver Tractor-Trailer	22.95	
99000 - Miscellaneous Occupations		
99020 - Cabin Safety Specialist	15.66	
99030 - Cashier	12.32	
99050 - Desk Clerk	12.39	
99095 - Embalmer	32.12	
99130 - Flight Follower	26.54	
99251 - Laboratory Animal Caretaker I	14.33	
99252 - Laboratory Animal Caretaker II	15.00	
99260 - Marketing Analyst	31.25	
99310 - Mortician	32.12	
99410 - Pest Controller	18.54	
99510 - Photofinishing Worker	14.95	
99710 - Recycling Laborer	23.99	
99711 - Recycling Specialist	27.47	
99730 - Refuse Collector	22.25	
99810 - Sales Clerk	12.69	
99820 - School Crossing Guard	14.40	
99830 - Survey Party Chief	27.40	
99831 - Surveying Aide	14.14	
99832 - Surveying Technician	22.26	
99840 - Vending Machine Attendant	15.09	
99841 - Vending Machine Repairer	17.25	
99842 - Vending Machine Repairer Helper	15.09	

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.

ALL OCCUPATIONS LISTED ABOVE RECEIVE THE FOLLOWING BENEFITS:

HEALTH & WELFARE: \$4.60 per hour up to 40 hours per week or \$184.00 per week or \$797.33 per month

HEALTH & WELFARE EO 13706: \$4.23 per hour up to 40 hours per week or \$169.20 per week or \$733.20 per month*

*This rate is to be used only when compensating employees for performance on an SCA-

VACATION: 2 weeks paid vacation after 1 year of service with a contractor or successor; 3 weeks after 5 years 4 weeks after 15 years and 5 weeks after 25 years. Length of service includes the whole span of continuous service with the present contractor or successor wherever employed and with the predecessor contractors in the performance of similar work at the same Federal facility. (Reg. 29 CFR 4.173)

HOLIDAYS: A minimum of twelve paid holidays per year: New Year's Day Martin Luther King Jr's Birthday Washington's Birthday Good Friday 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: Under the SCA at section 8(b) this wage determination does not apply to any employee who individually qualifies as a bona fide executive administrative or professional employee as defined in 29 C.F.R. Part 541. Because most Computer System Analysts and Computer Programmers who are compensated at a rate not less than \$27.63 (or on a salary or fee basis at a rate not less than \$455 per week) an hour would likely qualify as exempt computer professionals (29 C.F.R. 541. 400) wage rates may not be listed on this wage determination for all occupations within those job families. In addition because this wage determination may not list a wage rate for some or all occupations within those job families if the survey data indicates that the prevailing wage rate for the occupation equals or exceeds \$27.63 per hour conformances may be necessary for certain nonexempt employees. For example if an individual employee is nonexempt but nevertheless performs duties within the scope of one of the Computer Systems Analyst or Computer Programmer occupations for which this wage determination does not specify an SCA wage rate then the wage rate for that employee must be conformed in accordance with the conformance procedures described in the conformance note included on this wage determination.

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

- (1) The application of systems analysis techniques and procedures including consulting with users to determine hardware software or system functional specifications;
- (2) The design development documentation analysis creation testing or modification of computer systems or programs including prototypes based on and related to user or system design specifications;
- (3) The design documentation testing creation or modification of computer programs related to machine operating systems; or

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

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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. 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

- 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))."