

## **J: LIST OF DOCUMENTS**

Section J1: Key Personnel Resume  
Section J2: Past Performance Questionnaire  
Section J3: Wage Determinations  
Section J4: Position Descriptions  
Section J5: Blank Pricing Schedule

## **J.1 Key Personnel Resume**

**This resume' is pertinent to the experience and professional background of the Contractor's Project Manager. A Key Personnel Resume' must be completed for the Project Manager who will have a direct job performance relationship with support staff assigned to perform the work requirements for the contract. A copy of the Project Manager's Key Personnel Resume' shall be provided to the Contracting Officer's Representative.**

PROPOSED POSITION TITLE: \_\_\_\_\_

EMPLOYEE'S NAME: \_\_\_\_\_

CURRENT POSITION WITH CONTRACT FIRM: \_\_\_\_\_

TIME IN CURRENT POSITION (Years, Months) \_\_\_\_\_

ANNUAL SALARY: RESPONSIBLE FOR THE WORK OF \_\_\_\_\_ PERSONS

DESCRIPTION AND SCOPE OF CURRENT JOB:

WORK EXPERIENCE (Past ten (10) years in chronological order):

EDUCATION SUMMARY (High School, College, Specialized, Trade Name/Institution, Address, Periods of Attendance, Credits, Degrees, Certificates):

## **J.2 Past Performance Questionnaire**

**FOR OWNER OR CONTACTING OFFICER (CO)  
/CONTRACTING OFFICER'S REPRESENTATIVE (COR)**

Instructions for returning this questionnaire:

Upon completion of the questionnaire, the Owner or CO/COR shall ensure that each page of this questionnaire has been accurately and completely filled out.

The Owner or CO/COR shall ensure that the last page of this questionnaire contains his/her original signature in ink. The survey shall then be placed in an envelope that must be sealed. The Owner or CO/COR shall place his/her signature across the actual envelope seal and include the following statement: "Confidential - Information enclosed is for the sole use of the government."

The sealed envelope shall then be returned to the Contractor. The Contractor will forward the sealed envelope containing the Owner's evaluation or CO/COR's evaluation with the rest of their proposal to GSA.

For projects that are not 100% complete, responses should be provided as to the contractor's performance to date.

In lieu of submitting three past performance questionnaires, each vendor may submit three to five CPARS printouts in PDF form for each contract/contract (government or commercial) for performance of projects similar in size, scope, and complexity to the requirements contained in Section C may be submitted with the proposal.

## PBS PAST PERFORMANCE QUESTIONNAIRE

### CONTRACT INFORMATION (Contractor/Offeror to complete Blocks 1-4)

#### 1. CONTRACTOR/OFFEROR INFORMATION

Firm Name:

Address:

Phone Number:

DUNs Number:

Contact Name

Email Address:

Contact Phone Number:

#### 2. GENERAL WORK INFORMATION

Work performed as:  Prime Contractor  Sub Contractor  Joint Venture  Other (Please explain):

Percent (%) of project work performed:

If a subcontractor, who was the prime (Name/Phone #):

#### 3. CONTRACT INFORMATION

Contract Number:

Delivery/Task Order Number (if applicable):

Contract Type:  Firm Fixed Price  Cost Reimbursement  Other (Please explain)

Contract Title:

Contract Location:

Award Date (mm/dd/yy):

Contract Completion Date (mm/dd/yy):

Actual Completion Date (mm/dd/yy):

Explain Differences:

Original Contract Price (Award Amount):

Final Contract Price (*to include all modifications, if applicable*):

Explain Differences:

#### 4. PROJECT DESCRIPTION

Complexity of Work:  High  Med  Routine

How is this project relevant to project of submission? (*Please provide details such as similar equipment, requirements, conditions, etc.*)

**INSTRUCTIONS FOR CLIENTS COMPLETING THIS QUESTIONNAIRE:** PBS requests that the client completes this questionnaire and submits it directly back to the offeror. The offeror will submit the completed questionnaire to PBS with their proposal, and may duplicate this questionnaire for future submission on PBS solicitations. Clients are highly encouraged to submit questionnaires directly to the offeror. However, questionnaires may be submitted directly to PBS. Please contact the offeror for PBS POC information. The government reserves the right to verify any and all information on this form.

Use the following adjective ratings and definitions in your evaluation of the Contractor's performance.		
RATING	DEFINITION	NOTE
(E) Exceptional	Performance meets contractual requirements and exceeds many to the Government/Owner's benefit. The contractual performance of the element or sub-element being assessed was accomplished with few minor problems for which corrective actions taken by the contractor was highly effective.	An Exceptional rating is appropriate when the Contractor successfully performed multiple significant events that were of benefit to the Government/Owner. A singular benefit, however, could be of such magnitude that it alone constitutes an Exceptional rating. Also, there should have been NO significant weaknesses identified.
(VG) Very Good	Performance meets contractual requirements and exceeds some to the Government's/Owner's benefit. The contractual performance of the element or sub-element being assessed was accomplished with some minor problems for which corrective actions taken by the contractor were effective.	A Very Good rating is appropriate when the Contractor successfully performed a significant event that was a benefit to the Government/Owner. There should have been no significant weaknesses identified.
(S) Satisfactory	Performance meets minimum contractual requirements. The contractual performance of the element or sub-element contains some minor problems for which corrective actions taken by the contractor appear or were satisfactory.	A Satisfactory rating is appropriate when there were only minor problems, or major problems that the contractor recovered from without impact to the contract. There should have been NO significant weaknesses identified. Per DOD policy, a fundamental principle of assigning ratings is that contractors will not be assessed a rating lower than Satisfactory solely for not performing beyond the requirements of the contract.
(M) Marginal	Performance does not meet some contractual requirements. The contractual performance of the element or sub-element being assessed reflects a serious problem for which the contractor has not yet identified corrective actions. The contractor's proposed actions appear only marginally effective or were not fully implemented.	A Marginal is appropriate when a significant event occurred that the contractor had trouble overcoming which impacted the Government/Owner.
(U) Unsatisfactory	Performance does not meet most contractual requirements and recovery is not likely in a timely manner. The contractual performance of the element or sub-element contains serious problem(s) for which the contractor's corrective actions appear or were ineffective.	An Unsatisfactory rating is appropriate when multiple significant events occurred that the contractor had trouble overcoming and which impacted the Government/Owner. A singular problem, however, could be of such serious magnitude that it alone constitutes an unsatisfactory rating.
(N) Not Applicable	No information or did not apply to your contract	Rating will be neither positive nor negative.

## **TO BE COMPLETED BY CLIENT**



<b>8. SUSTAINABILITY</b>		
Did this project include sustainable methods, materials, processes or certifications? (See Whole Building Design Guide for acceptable requirements. Link to guide <a href="#">WBDG Green Building Standards and Certification Systems</a> .) <i>(If yes, please explain in the comments section below.)</i>	Yes	No
<b>9. SUMMARY</b>		
Would you hire or work with this firm again? <i>(If no, please explain in the comments section below.)</i>	Yes	No

#### COMMENTS SECTION

Please provide responses to the above questions (if applicable) and/or additional remarks. Also please provide a brief narrative addressing specific strengths, weaknesses, deficiencies, or other comments which may assist our office in evaluating performance risk (*please attach additional pages if necessary*):

### J.3 Wage Determinations

"REGISTER OF WAGE DETERMINATIONS UNDER | U.S. DEPARTMENT OF  
LABOR THE SERVICE CONTRACT ACT | EMPLOYMENT  
STANDARDS ADMINISTRATION

By direction of the Secretary of Labor | WAGE AND HOUR  
| DIVISION  
| WASHINGTON D.C. 20210

Daniel W. Simms | Wage Determination No.: 2015-4143  
Division of | Revision No.: 20  
Director | Date Of Last Revision: 03/15/2022

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 |With certain exceptions Executive Order  
|after January 30 2022 or the |14026 applies to the contract.  
contract is renewed or extended (e.g.	The contractor must pay all covered workers
an option is exercised) on or after	at least \$15.00 per hour (or the applicable
January 30 2022:	wage rate listed on this wage determination
	if it is higher) for all hours spent
	performing on the contract in 2022.

|If the contract was awarded on or |With certain exceptions Executive Order  
|between January 1 2015 and January 29|13658 applies to the contract.  
2022 and the contract is not renewed	The contractor must pay all covered workers
or extended on or after January 30	at least \$11.25 per hour (or the applicable
2022:	wage rate listed on this wage determination
	if it is higher) for all hours spent
	performing on the contract in 2022.

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 <https://www.dol.gov/agencies/whd/government-contracts>.

State: New York

Area: New York Counties of **Albany Rensselaer Saratoga Schenectady Schoharie**

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

OCCUPATION CODE - TITLE	FOOTNOTE	RATE
01000 - Administrative Support And Clerical Occupations		
01011 - Accounting Clerk I		17.36
01012 - Accounting Clerk II		19.50
01013 - Accounting Clerk III		21.81
01020 - Administrative Assistant		32.87
01035 - Court Reporter		24.28

01041 - Customer Service Representative	I	15.21
01042 - Customer Service Representative	II	16.59
01043 - Customer Service Representative	III	18.64
01051 - Data Entry Operator I		15.03
01052 - Data Entry Operator II		16.39
01060 - Dispatcher Motor Vehicle		22.04
01070 - Document Preparation Clerk		14.78***
01090 - Duplicating Machine Operator		14.78***
01111 - General Clerk I		14.53***
01112 - General Clerk II		15.86
01113 - General Clerk III		17.81
01120 - Housing Referral Assistant		20.75
01141 - Messenger Courier		16.69
01191 - Order Clerk I		14.65***
01192 - Order Clerk II		15.99
01261 - Personnel Assistant (Employment)	I	18.79
01262 - Personnel Assistant (Employment)	II	21.01
01263 - Personnel Assistant (Employment)	III	23.42
01270 - Production Control Clerk		23.21
01290 - Rental Clerk		15.80
01300 - Scheduler Maintenance		16.65
01311 - Secretary I		16.65
01312 - Secretary II		18.62
01313 - Secretary III		20.75
01320 - Service Order Dispatcher		19.71
01410 - Supply Technician		32.87
01420 - Survey Worker		17.86
01460 - Switchboard Operator/Receptionist		16.62
01531 - Travel Clerk I		15.60
01532 - Travel Clerk II		16.83
01533 - Travel Clerk III		18.07
01611 - Word Processor I		14.94***
01612 - Word Processor II		16.79
01613 - Word Processor III		18.77

#### 05000 - Automotive Service Occupations

05005 - Automobile Body Repairer Fiberglass		23.94
05010 - Automotive Electrician		22.10
05040 - Automotive Glass Installer		20.75
05070 - Automotive Worker		20.75
05110 - Mobile Equipment Servicer		18.14
05130 - Motor Equipment Metal Mechanic		23.29
05160 - Motor Equipment Metal Worker		20.75
05190 - Motor Vehicle Mechanic		23.29
05220 - Motor Vehicle Mechanic Helper		16.72
05250 - Motor Vehicle Upholstery Worker		19.56
05280 - Motor Vehicle Wrecker		20.75
05310 - Painter Automotive		22.10
05340 - Radiator Repair Specialist		20.75
05370 - Tire Repairer		19.16
05400 - Transmission Repair Specialist		23.29

#### 07000 - Food Preparation And Service Occupations

07010 - Baker		15.09
07041 - Cook I		15.25
07042 - Cook II		17.45
07070 - Dishwasher		12.65***
07130 - Food Service Worker		13.29***
07210 - Meat Cutter		18.14
07260 - Waiter/Waitress		13.28***

#### 09000 - Furniture Maintenance And Repair Occupations

09010 - Electrostatic Spray Painter		19.76
09040 - Furniture Handler		13.47***
09080 - Furniture Refinisher		19.76
09090 - Furniture Refinisher Helper		16.01
09110 - Furniture Repairer Minor		18.19
09130 - Upholsterer		19.76

11000 - General Services And Support Occupations	
11030 - Cleaner Vehicles	13.81***
11060 - Elevator Operator	13.81***
11090 - Gardener	22.15
11122 - Housekeeping Aide	14.33***
11150 - Janitor	14.33***
11210 - Laborer Grounds Maintenance	16.88
11240 - Maid or Houseman	12.73***
11260 - Pruner	15.12
11270 - Tractor Operator	20.41
11330 - Trail Maintenance Worker	16.88
11360 - Window Cleaner	15.99
12000 - Health Occupations	
12010 - Ambulance Driver	21.79
12011 - Breath Alcohol Technician	19.87
12012 - Certified Occupational Therapist Assistant	24.79
12015 - Certified Physical Therapist Assistant	25.67
12020 - Dental Assistant	21.17
12025 - Dental Hygienist	34.22
12030 - EKG Technician	26.42
12035 - Electroneurodiagnostic Technologist	26.42
12040 - Emergency Medical Technician	21.79
12071 - Licensed Practical Nurse I	17.77
12072 - Licensed Practical Nurse II	19.87
12073 - Licensed Practical Nurse III	22.15
12100 - Medical Assistant	16.88
12130 - Medical Laboratory Technician	28.17
12160 - Medical Record Clerk	18.39
12190 - Medical Record Technician	20.82
12195 - Medical Transcriptionist	21.69
12210 - Nuclear Medicine Technologist	43.10
12221 - Nursing Assistant I	12.30***
12222 - Nursing Assistant II	13.82***
12223 - Nursing Assistant III	15.08
12224 - Nursing Assistant IV	16.94
12235 - Optical Dispenser	27.51
12236 - Optical Technician	20.45
12250 - Pharmacy Technician	15.46
12280 - Phlebotomist	17.55
12305 - Radiologic Technologist	31.28
12311 - Registered Nurse I	23.56
12312 - Registered Nurse II	28.81
12313 - Registered Nurse II Specialist	28.81
12314 - Registered Nurse III	34.87
12315 - Registered Nurse III Anesthetist	34.87
12316 - Registered Nurse IV	41.79
12317 - Scheduler (Drug and Alcohol Testing)	26.99
12320 - Substance Abuse Treatment Counselor	21.90
13000 - Information And Arts Occupations	
13011 - Exhibits Specialist I	22.70
13012 - Exhibits Specialist II	28.13
13013 - Exhibits Specialist III	34.41
13041 - Illustrator I	22.70
13042 - Illustrator II	28.13
13043 - Illustrator III	34.41
13047 - Librarian	31.15
13050 - Library Aide/Clerk	15.33
13054 - Library Information Technology Systems Administrator	28.13
13058 - Library Technician	16.62
13061 - Media Specialist I	20.30
13062 - Media Specialist II	22.70
13063 - Media Specialist III	25.31
13071 - Photographer I	18.22
13072 - Photographer II	20.38

13073 - Photographer III		25.24
13074 - Photographer IV		31.60
13075 - Photographer V		37.36
13090 - Technical Order Library Clerk		19.26
13110 - Video Teleconference Technician		24.42
14000 - Information Technology Occupations		
14041 - Computer Operator I		18.23
14042 - Computer Operator II		20.39
14043 - Computer Operator III		22.75
14044 - Computer Operator IV		25.26
14045 - Computer Operator V		27.97
14071 - Computer Programmer I	(see 1)	20.55
14072 - Computer Programmer II	(see 1)	25.46
14073 - Computer Programmer III	(see 1)	
14074 - Computer Programmer IV	(see 1)	
14101 - Computer Systems Analyst I	(see 1)	
14102 - Computer Systems Analyst II	(see 1)	
14103 - Computer Systems Analyst III	(see 1)	
14150 - Peripheral Equipment Operator		18.23
14160 - Personal Computer Support Technician		25.26
14170 - System Support Specialist		32.71
1 000 - Instructional Occupations		
15010 - Aircrew Training Devices Instructor (Non-Rated)		30.50
15020 - Aircrew Training Devices Instructor (Rated)		33.57
15030 - Air Crew Training Devices Instructor (Pilot)		40.18
15050 - Computer Based Training Specialist / Instructor		30.50
15060 - Educational Technologist		35.56
15070 - Flight Instructor (Pilot)		40.18
15080 - Graphic Artist		27.66
15085 - Maintenance Test Pilot Fixed Jet/Prop		40.18
15086 - Maintenance Test Pilot Rotary Wing		40.18
15088 - Non-Maintenance Test/Co-Pilot		40.18
15090 - Technical Instructor		25.78
15095 - Technical Instructor/Course Developer		31.54
15110 - Test Proctor		20.81
15120 - Tutor		20.81
1 000 - Laundry Dry-Cleaning Pressing And Related Occupations		
16010 - Assembler		13.67***
16030 - Counter Attendant		13.67***
16040 - Dry Cleaner		15.62
16070 - Finisher Flatwork Machine		13.67***
16090 - Presser Hand		13.67***
16110 - Presser Machine Drycleaning		13.67***
16130 - Presser Machine Shirts		13.67***
16160 - Presser Machine Wearing Apparel Laundry		13.67***
16190 - Sewing Machine Operator		16.27
16220 - Tailor		16.92
16250 - Washer Machine		14.32***
19000 - Machine Tool Operation And Repair Occupations		
19010 - Machine-Tool Operator (Tool Room)		28.49
19040 - Tool And Die Maker		33.32
21000 - Materials Handling And Packing Occupations		
21020 - Forklift Operator		20.85
21030 - Material Coordinator		22.79
21040 - Material Expediter		22.79
21050 - Material Handling Laborer		16.90
21071 - Order Filler		14.99***
21080 - Production Line Worker (Food Processing)		20.85
21110 - Shipping Packer		18.30
21130 - Shipping/Receiving Clerk		18.30
21140 - Store Worker I		13.49***
21150 - Stock Clerk		18.81
21210 - Tools And Parts Attendant		20.85
21410 - Warehouse Specialist		20.85
23000 - Mechanics And Maintenance And Repair Occupations		
23010 - Aerospace Structural Welder		28.23

23019 - Aircraft Logs and Records Technician	23.28
23021 - Aircraft Mechanic I	27.29
23022 - Aircraft Mechanic II	28.23
23023 - Aircraft Mechanic III	29.31
23040 - Aircraft Mechanic Helper	20.47
23050 - Aircraft Painter	25.89
23060 - Aircraft Servicer	23.28
23070 - Aircraft Survival Flight Equipment Technician	25.89
23080 - Aircraft Worker	24.32
23091 - Aircrew Life Support Equipment (ALSE) Mechanic I	24.32
23092 - Aircrew Life Support Equipment (ALSE) Mechanic II	27.29
23110 - Appliance Mechanic	28.92
23120 - Bicycle Repairer	23.74
23125 - Cable Splicer	45.80
23130 - Carpenter Maintenance	26.23
23140 - Carpet Layer	27.17
23160 - Electrician Maintenance	30.31
23181 - Electronics Technician Maintenance I	26.72
23182 - Electronics Technician Maintenance II	28.44
23183 - Electronics Technician Maintenance III	29.98
23260 - Fabric Worker	25.60
23290 - Fire Alarm System Mechanic	25.09
23310 - Fire Extinguisher Repairer	23.74
23311 - Fuel Distribution System Mechanic	41.47
23312 - Fuel Distribution System Operator	32.30
23370 - General Maintenance Worker	19.78
23380 - Ground Support Equipment Mechanic	27.29
23381 - Ground Support Equipment Servicer	23.28
23382 - Ground Support Equipment Worker	24.32
23391 - Gunsmith I	23.74
23392 - Gunsmith II	27.17
23393 - Gunsmith III	30.49
23410 - Heating Ventilation And Air-Conditioning Mechanic	29.32
23411 - Heating Ventilation And Air Conditioning Mechanic (Research Facility)	30.33
23430 - Heavy Equipment Mechanic	28.13
23440 - Heavy Equipment Operator	30.27
23460 - Instrument Mechanic	34.21
23465 - Laboratory/Shelter Mechanic	28.92
23470 - Laborer	16.90
23510 - Locksmith	23.91
23530 - Machinery Maintenance Mechanic	28.41
23550 - Machinist Maintenance	23.73
23580 - Maintenance Trades Helper	18.99
23591 - Metrology Technician I	34.21
23592 - Metrology Technician II	35.39
23593 - Metrology Technician III	36.74
23640 - Millwright	31.67
23710 - Office Appliance Repairer	20.69
23760 - Painter Maintenance	21.85
23790 - Pipefitter Maintenance	37.66
23810 - Plumber Maintenance	35.73
23820 - Pneudraulic Systems Mechanic	30.49
23850 - Rigger	30.49
23870 - Scale Mechanic	27.17
23890 - Sheet-Metal Worker Maintenance	30.42
23910 - Small Engine Mechanic	18.58
23931 - Telecommunications Mechanic I	35.09
23932 - Telecommunications Mechanic II	36.32
23950 - Telephone Lineman	32.34
23960 - Welder Combination Maintenance	23.88
23965 - Well Driller	31.17
23970 - Woodcraft Worker	30.49

23980 - Woodworker	23.74
24000 - Personal Needs Occupations	
24550 - Case Manager	18.45
24570 - Child Care Attendant	12.70***
24580 - Child Care Center Clerk	15.83
24610 - Chore Aide	14.32***
24620 - Family Readiness And Support Services Coordinator	18.45
24630 - Homemaker	18.45
25000 - Plant And System Operations Occupations	
25010 - Boiler Tender	27.97
25040 - Sewage Plant Operator	24.71
25070 - Stationary Engineer	27.97
25190 - Ventilation Equipment Tender	20.07
25210 - Water Treatment Plant Operator	24.71
27000 - Protective Service Occupations	
27004 - Alarm Monitor	24.97
27007 - Baggage Inspector	17.03
27008 - Corrections Officer	25.32
27010 - Court Security Officer	26.53
27030 - Detection Dog Handler	19.04
27040 - Detention Officer	25.32
27070 - Firefighter	28.83
27101 - Guard I	17.03
27102 - Guard II	19.04
27131 - Police Officer I	30.14
27132 - Police Officer II	33.50
28000 - Recreation Occupations	
28041 - Carnival Equipment Operator	16.66
28042 - Carnival Equipment Repairer	18.07
28043 - Carnival Worker	12.34***
28210 - Gate Attendant/Gate Tender	15.48
28310 - Lifeguard	12.41***
28350 - Park Attendant (Aide)	17.31
28510 - Recreation Aide/Health Facility Attendant	12.63***
28515 - Recreation Specialist	21.45
28630 - Sports Official	13.78***
28690 - Swimming Pool Operator	20.68
29000 - Stevedoring/Longshoremen Occupational Services	
29010 - Blocker And Bracer	27.27
29020 - Hatch Tender	27.27
29030 - Line Handler	27.27
29041 - Stevedore I	25.70
29042 - Stevedore II	29.03
30000 - Technical Occupations	
30010 - Air Traffic Control Specialist Center (HFO) (see 2)	40.96
30011 - Air Traffic Control Specialist Station (HFO) (see 2)	28.25
30012 - Air Traffic Control Specialist Terminal (HFO) (see 2)	31.10
30021 - Archeological Technician I	19.17
30022 - Archeological Technician II	21.44
30023 - Archeological Technician III	26.56
30030 - Cartographic Technician	26.56
30040 - Civil Engineering Technician	29.66
30051 - Cryogenic Technician I	29.41
30052 - Cryogenic Technician II	32.48
30061 - Drafter/CAD Operator I	19.17
30062 - Drafter/CAD Operator II	21.44
30063 - Drafter/CAD Operator III	23.89
30064 - Drafter/CAD Operator IV	29.41
30081 - Engineering Technician I	15.61
30082 - Engineering Technician II	17.52
30083 - Engineering Technician III	19.60
30084 - Engineering Technician IV	24.29
30085 - Engineering Technician V	29.71
30086 - Engineering Technician VI	35.94

30090 - Environmental Technician		25.31
30095 - Evidence Control Specialist		26.56
30210 - Laboratory Technician		28.70
30221 - Latent Fingerprint Technician	I	30.14
30222 - Latent Fingerprint Technician	II	33.29
30240 - Mathematical Technician		28.89
30361 - Paralegal/Legal Assistant I		18.39
30362 - Paralegal/Legal Assistant II		22.35
30363 - Paralegal/Legal Assistant III		27.35
30364 - Paralegal/Legal Assistant IV		33.09
30375 - Petroleum Supply Specialist		32.48
30390 - Photo-Optics Technician		26.56
30395 - Radiation Control Technician		32.48
30461 - Technical Writer I		23.33
30462 - Technical Writer II		28.54
30463 - Technical Writer III		34.54
30491 - Unexploded Ordnance (UXO) Technician I		26.03
30492 - Unexploded Ordnance (UXO) Technician II		31.49
30493 - Unexploded Ordnance (UXO) Technician III		37.75
30494 - Unexploded (UXO) Safety Escort		26.03
30495 - Unexploded (UXO) Sweep Personnel		26.03
30501 - Weather Forecaster I		29.41
30502 - Weather Forecaster II		35.78
30620 - Weather Observer Combined Upper Air Or Surface Programs	(see 2)	23.89
30621 - Weather Observer Senior	(see 2)	26.56
31000 - Transportation/Mobile Equipment Operation	Occupations	
31010 - Airplane Pilot		31.49
31020 - Bus Aide		14.89***
31030 - Bus Driver		20.61
31043 - Driver Courier		17.06
31260 - Parking and Lot Attendant		13.92***
31290 - Shuttle Bus Driver		16.94
31310 - Taxi Driver		15.37
31361 - Truckdriver Light		18.51
31362 - Truckdriver Medium		19.96
31363 - Truckdriver Heavy		24.32
31364 - Truckdriver Tractor-Trailer		24.32
99000 - Miscellaneous Occupations		
99020 - Cabin Safety Specialist		15.35
99030 - Cashier		12.55***
99050 - Desk Clerk		13.93***
99095 - Embalmer		36.35
99130 - Flight Follower		26.03
99251 - Laboratory Animal Caretaker I		15.95
99252 - Laboratory Animal Caretaker II		17.31
99260 - Marketing Analyst		33.88
99310 - Mortician		36.35
99410 - Pest Controller		19.61
99510 - Photofinishing Worker		14.75***
99710 - Recycling Laborer		21.91
99711 - Recycling Specialist		26.50
99730 - Refuse Collector		19.63
99810 - Sales Clerk		13.65***
99820 - School Crossing Guard		14.27***
99830 - Survey Party Chief		32.49
99831 - Surveying Aide		19.37
99832 - Surveying Technician		29.55
99840 - Vending Machine Attendant		20.57
99841 - Vending Machine Repairer		25.54
99842 - Vending Machine Repairer Helper		20.57

\*\*\*Workers in this classification may be entitled to a higher minimum wage under Executive Order 14026 (\$15.00 per hour) or 13658 (\$11.25 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.

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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: \$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- 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 4 weeks after 15 years and 5 weeks after 25 years.

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

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

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

## 2) AIR TRAFFIC CONTROLLERS AND WEATHER OBSERVERS - NIGHT PAY & SUNDAY PAY:

If you work at night as part of a regular tour of duty you will earn a night differential and receive an additional 10% of basic pay for any hours worked between 6pm and 6am.

If you are a full-time employed (40 hours a week) and Sunday is part of your regularly scheduled workweek you are paid at your rate of basic pay plus a Sunday premium of 25% of your basic rate for each hour of Sunday work which is not overtime (i.e. occasional work on Sunday outside the normal tour of duty is considered overtime work).

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

An 8 percent differential is applicable to employees employed in a position that represents a high degree of hazard when working with or in close proximity to ordnance explosives and incendiary materials. This includes work such as screening blending dyeing 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)).

"REGISTER OF WAGE DETERMINATIONS UNDER  
LABOR THE SERVICE CONTRACT ACT  
STANDARDS ADMINISTRATION

By direction of the Secretary of Labor |

U.S. DEPARTMENT OF  
EMPLOYMENT

WAGE AND HOUR  
DIVISION

WASHINGTON D.C. 20210

|  
|  
|  
|

| Wage Determination No.: **2015-4187**

Daniel W. Simms  
Director

Division of  
Wage Determinations |

Revision No.: 21

Date Of Last Revision: 03/15/2022

|

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 |With certain exceptions Executive Order  
|after January 30 2022 or the |14026 applies to the contract.  
contract is renewed or extended (e.g.	The contractor must pay all covered workers
an option is exercised) on or after	at least \$15.00 per hour (or the applicable
January 30 2022:	wage rate listed on this wage determination
	if it is higher) for all hours spent
	performing on the contract in 2022.

|If the contract was awarded on or |With certain exceptions Executive Order  
|between January 1 2015 and January 29|13658 applies to the contract.  
2022 and the contract is not renewed	The contractor must pay all covered workers
or extended on or after January 30	at least \$11.25 per hour (or the applicable
2022:	wage rate listed on this wage determination
	if it is higher) for all hours spent
	performing on the contract in 2022.

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 <https://www.dol.gov/agencies/whd/government-contracts>.

State: New York

Area: New York Counties of **Bronx Kings New York Queens Richmond Rockland Westchester**  
OCCUPATION NOTE:

Janitor: The rate for the Janitor occupation applies to Putnam Rockland and Westchester Counties only. See Wage Determination 1977-0225 for wage rates and fringe benefits for Bronx Kings New York Queens and Richmond Counties.

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

OCCUPATION CODE - TITLE

FOOTNOTE

RATE

01000 - Administrative Support And Clerical Occupations		
01011 - Accounting Clerk I		19.16
01012 - Accounting Clerk II		21.53
01013 - Accounting Clerk III		24.07
01020 - Administrative Assistant		36.15
01035 - Court Reporter		38.34
01041 - Customer Service Representative	I	16.76
01042 - Customer Service Representative	II	18.29
01043 - Customer Service Representative	III	20.54
01051 - Data Entry Operator I		17.08
01052 - Data Entry Operator II		18.63
01060 - Dispatcher Motor Vehicle		25.79
01070 - Document Preparation Clerk		17.13
01090 - Duplicating Machine Operator		17.13
01111 - General Clerk I		15.53
01112 - General Clerk II		17.49
01113 - General Clerk III		19.02
01120 - Housing Referral Assistant		26.92
01141 - Messenger Courier		16.63
01191 - Order Clerk I		18.05
01192 - Order Clerk II		21.67
01261 - Personnel Assistant (Employment) I		18.96
01262 - Personnel Assistant (Employment) II		21.22
01263 - Personnel Assistant (Employment) III		23.66
01270 - Production Control Clerk		25.78
01290 - Rental Clerk		18.04
01300 - Scheduler Maintenance		21.57
01311 - Secretary I		21.57
01312 - Secretary II		24.82
01313 - Secretary III		26.92
01320 - Service Order Dispatcher		20.50
01410 - Supply Technician		36.15
01420 - Survey Worker		21.68
01460 - Switchboard Operator/Receptionist		17.45
01531 - Travel Clerk I		17.80
01532 - Travel Clerk II		19.28
01533 - Travel Clerk III		20.93
01611 - Word Processor I		17.91
01612 - Word Processor II		20.12
01613 - Word Processor III		22.50

05000 - Automotive Service Occupations		
05005 - Automobile Body Repairer Fiberglass		28.29
05010 - Automotive Electrician		28.50
05040 - Automotive Glass Installer		27.31
05070 - Automotive Worker		27.31
05110 - Mobile Equipment Servicer		24.42
05130 - Motor Equipment Metal Mechanic		30.31
05160 - Motor Equipment Metal Worker		27.31
05190 - Motor Vehicle Mechanic		29.68
05220 - Motor Vehicle Mechanic Helper		23.15
05250 - Motor Vehicle Upholstery Worker		26.12
05280 - Motor Vehicle Wrecker		27.31
05310 - Painter Automotive		28.50
05340 - Radiator Repair Specialist		27.31
05370 - Tire Repairer		18.22
05400 - Transmission Repair Specialist		29.68

07000 - Food Preparation And Service Occupations		
07010 - Baker		19.55
07041 - Cook I		18.13
07042 - Cook II		20.24
07070 - Dishwasher		14.67***
07130 - Food Service Worker		14.67***
07210 - Meat Cutter		19.55
07260 - Waiter/Waitress		15.50

09000 - Furniture Maintenance And Repair Occupations		
09010 - Electrostatic Spray Painter		21.14
09040 - Furniture Handler		16.07
09080 - Furniture Refinisher		21.14
09090 - Furniture Refinisher Helper		17.75
09110 - Furniture Repairer Minor		19.44
09130 - Upholsterer		21.14
11 00 - General Services And Support Occupations		
11030 - Cleaner Vehicles		15.43
11060 - Elevator Operator		17.27
11090 - Gardener		21.29
11122 - Housekeeping Aide		17.27
11150 - Janitor		17.27
11210 - Laborer Grounds Maintenance		17.51
11240 - Maid or Houseman		15.74
11260 - Pruner		16.27
11270 - Tractor Operator		20.04
11330 - Trail Maintenance Worker		17.51
11360 - Window Cleaner		18.59
1 000 - Health Occupations		
12010 - Ambulance Driver		24.99
12011 - Breath Alcohol Technician		24.91
12012 - Certified Occupational Therapist Assistant		33.97
12015 - Certified Physical Therapist Assistant		30.02
12020 - Dental Assistant		21.30
12025 - Dental Hygienist		47.43
12030 - EKG Technician		35.71
12035 - Electroneurodiagnostic Technologist		35.71
12040 - Emergency Medical Technician		24.99
12071 - Licensed Practical Nurse I		22.28
12072 - Licensed Practical Nurse II		24.91
12073 - Licensed Practical Nurse III		27.77
12100 - Medical Assistant		18.71
12130 - Medical Laboratory Technician		34.18
12160 - Medical Record Clerk		22.19
12190 - Medical Record Technician		24.81
12195 - Medical Transcriptionist		21.99
12210 - Nuclear Medicine Technologist		44.71
12221 - Nursing Assistant I		13.95***
12222 - Nursing Assistant II		19.01
12223 - Nursing Assistant III		20.01
12224 - Nursing Assistant IV		19.23
12235 - Optical Dispenser		28.70
12236 - Optical Technician		18.46
12250 - Pharmacy Technician		17.20
12280 - Phlebotomist		20.69
12305 - Radiologic Technologist		37.34
12311 - Registered Nurse I		32.76
12312 - Registered Nurse II		38.41
12313 - Registered Nurse II Specialist		38.41
12314 - Registered Nurse III		49.39
12315 - Registered Nurse III Anesthetist		49.39
12316 - Registered Nurse IV		59.22
12317 - Scheduler (Drug and Alcohol Testing)		30.85
12320 - Substance Abuse Treatment Counselor		27.76
1 000 - Information And Arts Occupations		
13011 - Exhibits Specialist I		27.27
13012 - Exhibits Specialist II		33.78
13013 - Exhibits Specialist III		41.32
13041 - Illustrator I		26.51
13042 - Illustrator II		32.41
13043 - Illustrator III		39.64
13047 - Librarian		37.25
13050 - Technical Clerk Library Clerk		216.25
13054 - Library Information Technology Systems Administrator		32.65

13110 - Video Teleconference Technician		27.98
14000 - Information Technology Occupations		
14041 - Computer Operator I		20.90
14042 - Computer Operator II		23.39
14043 - Computer Operator III		26.08
14044 - Computer Operator IV		29.63
14045 - Computer Operator V		32.09
14071 - Computer Programmer I	(see 1)	
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		20.90
14160 - Personal Computer Support Technician		29.63
14170 - System Support Specialist		40.56
15000 - Instructional Occupations		
15010 - Aircrew Training Devices Instructor (Non-Rated)		39.54
15020 - Aircrew Training Devices Instructor (Rated)		43.75
15030 - Air Crew Training Devices Instructor (Pilot)		52.46
15050 - Computer Based Training Specialist / Instructor		39.54
15060 - Educational Technologist		38.23
15070 - Flight Instructor (Pilot)		52.46
15080 - Graphic Artist		35.27
15085 - Maintenance Test Pilot Fixed Jet/Prop		51.99
15086 - Maintenance Test Pilot Rotary Wing		51.99
15088 - Non-Maintenance Test/Co-Pilot		51.99
15090 - Technical Instructor		31.44
15095 - Technical Instructor/Course Developer		38.34
15110 - Test Proctor		25.30
15120 - Tutor		25.30
16000 - Laundry Dry-Cleaning Pressing And Related Occupations		
16010 - Assembler		17.13
16030 - Counter Attendant		17.13
16040 - Dry Cleaner		19.58
16070 - Finisher Flatwork Machine		17.13
16090 - Presser Hand		17.13
16110 - Presser Machine Drycleaning		17.13
16130 - Presser Machine Shirts		17.13
16160 - Presser Machine Wearing Apparel Laundry		17.13
16190 - Sewing Machine Operator		20.39
16220 - Tailor		21.20
16250 - Washer Machine		17.94
19000 - Machine Tool Operation And Repair Occupations		
19010 - Machine-Tool Operator (Tool Room)		25.23
19040 - Tool And Die Maker		29.24
21000 - Materials Handling And Packing Occupations		
21020 - Forklift Operator		19.02
21030 - Material Coordinator		25.78
21040 - Material Expediter		25.78
21050 - Material Handling Laborer		16.41
21071 - Order Filler		17.00
21080 - Production Line Worker (Food Processing)		19.02
21110 - Shipping Packer		18.49
21130 - Shipping/Receiving Clerk		18.49
21140 - Store Worker I		17.62
21150 - Stock Clerk		22.08
21210 - Tools And Parts Attendant		19.02
21410 - Warehouse Specialist		19.02
23000 - Mechanics And Maintenance And Repair Occupations		
23010 - Aerospace Structural Welder		39.63
23019 - Aircraft Logs and Records Technician		33.40

23021 - Aircraft Mechanic I	38.14
23022 - Aircraft Mechanic II	39.63
23023 - Aircraft Mechanic III	41.12
23040 - Aircraft Mechanic Helper	29.68
23050 - Aircraft Painter	36.71
23060 - Aircraft Servicer	33.40
23070 - Aircraft Survival Flight Equipment Technician	36.71
23080 - Aircraft Worker	35.20
23091 - Aircrew Life Support Equipment (ALSE) Mechanic I	35.20
23092 - Aircrew Life Support Equipment (ALSE) Mechanic II	38.14
23110 - Appliance Mechanic	23.65
23120 - Bicycle Repairer	17.13
23125 - Cable Splicer	46.85
23130 - Carpenter Maintenance	29.97
23140 - Carpet Layer	27.98
23160 - Electrician Maintenance	40.90
23181 - Electronics Technician Maintenance I	29.09
23182 - Electronics Technician Maintenance II	30.34
23183 - Electronics Technician Maintenance III	31.52
23260 - Fabric Worker	34.90
23290 - Fire Alarm System Mechanic	28.97
23310 - Fire Extinguisher Repairer	27.72
23311 - Fuel Distribution System Mechanic	39.84
23312 - Fuel Distribution System Operator	33.08
23370 - General Maintenance Worker	24.67
23380 - Ground Support Equipment Mechanic	38.14
23381 - Ground Support Equipment Servicer	33.40
23382 - Ground Support Equipment Worker	35.20
23391 - Gunsmith I	27.72
23392 - Gunsmith II	30.94
23393 - Gunsmith III	33.53
23410 - Heating Ventilation And Air-Conditioning Mechanic	31.91
23411 - Heating Ventilation And Air Conditioning Mechanic (Research Facility)	33.16
23430 - Heavy Equipment Mechanic	32.77
23440 - Heavy Equipment Operator	42.64
23460 - Instrument Mechanic	31.98
23465 - Laboratory/Shelter Mechanic	32.27
23470 - Laborer	15.95
23510 - Locksmith	26.59
23530 - Machinery Maintenance Mechanic	29.57
23550 - Machinist Maintenance	24.04
23580 - Maintenance Trades Helper	16.98
23591 - Metrology Technician I	31.98
23592 - Metrology Technician II	33.34
23593 - Metrology Technician III	34.56
23640 - Millwright	40.73
23710 - Office Appliance Repairer	23.55
23760 - Painter Maintenance	25.47
23790 - Pipefitter Maintenance	33.83
23810 - Plumber Maintenance	32.93
23820 - Pneudraulic Systems Mechanic	33.53
23850 - Rigger	35.67
23870 - Scale Mechanic	30.94
23890 - Sheet-Metal Worker Maintenance	33.61
23910 - Small Engine Mechanic	23.31
23931 - Telecommunications Mechanic I	35.34
23932 - Telecommunications Mechanic II	36.72
23950 - Telephone Lineman	43.55
23960 - Welder Combination Maintenance	23.20
23965 - Well Driller	33.13

23970 - Woodcraft Worker	33.53
23980 - Woodworker	27.72
24000 - Personal Needs Occupations	
24550 - Case Manager	18.40
24570 - Child Care Attendant	14.62***
24580 - Child Care Center Clerk	18.22
24610 - Chore Aide	13.94***
24620 - Family Readiness And Support Services Coordinator	18.40
24630 - Homemaker	19.21
25000 - Plant And System Operations Occupations	
25010 - Boiler Tender	42.23
25040 - Sewage Plant Operator	36.48
25070 - Stationary Engineer	42.23
25190 - Ventilation Equipment Tender	32.86
25210 - Water Treatment Plant Operator	36.48
27000 - Protective Service Occupations	
27004 - Alarm Monitor	23.18
27007 - Baggage Inspector	17.98
27008 - Corrections Officer	35.44
27010 - Court Security Officer	39.73
27030 - Detection Dog Handler	20.36
27040 - Detention Officer	35.44
27070 - Firefighter	44.02
27101 - Guard I	17.98
27102 - Guard II	20.36
27131 - Police Officer I	39.72
27132 - Police Officer II	44.15
28000 - Recreation Occupations	
28041 - Carnival Equipment Operator	17.13
28042 - Carnival Equipment Repairer	17.97
28043 - Carnival Worker	14.67***
28210 - Gate Attendant/Gate Tender	19.09
28310 - Lifeguard	13.56***
28350 - Park Attendant (Aide)	21.34
28510 - Recreation Aide/Health Facility Attendant	18.95
28515 - Recreation Specialist	26.44
28630 - Sports Official	16.99
28690 - Swimming Pool Operator	20.98
29000 - Stevedoring/Longshoremen Occupational Services	
29010 - Blocker And Bracer	43.78
29020 - Hatch Tender	43.78
29030 - Line Handler	43.78
29041 - Stevedore I	38.38
29042 - Stevedore II	48.10
30000 - Technical Occupations	
30010 - Air Traffic Control Specialist Center (HFO) (see 2)	46.55
30011 - Air Traffic Control Specialist Station (HFO) (see 2)	32.10
30012 - Air Traffic Control Specialist Terminal (HFO) (see 2)	35.35
30021 - Archeological Technician I	19.69
30022 - Archeological Technician II	22.02
30023 - Archeological Technician III	27.27
30030 - Cartographic Technician	27.27
30040 - Civil Engineering Technician	29.82
30051 - Cryogenic Technician I	30.19
30052 - Cryogenic Technician II	33.35
30061 - Drafter/CAD Operator I	19.69
30062 - Drafter/CAD Operator II	22.02
30063 - Drafter/CAD Operator III	24.55
30064 - Drafter/CAD Operator IV	30.20
30081 - Engineering Technician I	19.98
30082 - Engineering Technician II	22.47
30083 - Engineering Technician III	25.28

30084 - Engineering Technician IV	31.22
30085 - Engineering Technician V	38.08
30086 - Engineering Technician VI	46.07
30090 - Environmental Technician	26.77
30095 - Evidence Control Specialist	27.26
30210 - Laboratory Technician	24.89
30221 - Latent Fingerprint Technician I	29.77
30222 - Latent Fingerprint Technician II	32.88
30240 - Mathematical Technician	35.65
30361 - Paralegal/Legal Assistant I	23.36
30362 - Paralegal/Legal Assistant II	28.94
30363 - Paralegal/Legal Assistant III	35.39
30364 - Paralegal/Legal Assistant IV	42.84
30375 - Petroleum Supply Specialist	33.35
30390 - Photo-Optics Technician	27.27
30395 - Radiation Control Technician	33.35
30461 - Technical Writer I	28.45
30462 - Technical Writer II	34.80
30463 - Technical Writer III	42.11
30491 - Unexploded Ordnance (UXO) Technician I	29.58
30492 - Unexploded Ordnance (UXO) Technician II	35.79
30493 - Unexploded Ordnance (UXO) Technician III	42.90
30494 - Unexploded (UXO) Safety Escort	29.58
30495 - Unexploded (UXO) Sweep Personnel	29.58
30501 - Weather Forecaster I	30.20
30502 - Weather Forecaster II	36.74
30620 - Weather Observer Combined Upper Air Or Surface Programs	(see 2) 24.55
30621 - Weather Observer Senior	(see 2) 27.27
31000 - Transportation/Mobile Equipment Operation	Occupations
31010 - Airplane Pilot	35.79
31020 - Bus Aide	24.62
31030 - Bus Driver	31.71
31043 - Driver Courier	18.42
31260 - Parking and Lot Attendant	14.16***
31290 - Shuttle Bus Driver	19.65
31310 - Taxi Driver	18.40
31361 - Truckdriver Light	19.57
31362 - Truckdriver Medium	20.73
31363 - Truckdriver Heavy	26.73
31364 - Truckdriver Tractor-Trailer	26.73
99000 - Miscellaneous Occupations	
99020 - Cabin Safety Specialist	17.45
99030 - Cashier	13.09***
99050 - Desk Clerk	16.69
99095 - Embalmer	35.95
99130 - Flight Follower	29.58
99251 - Laboratory Animal Caretaker I	16.38
99252 - Laboratory Animal Caretaker II	17.40
99260 - Marketing Analyst	39.07
99310 - Mortician	35.95
99410 - Pest Controller	20.56
99510 - Photofinishing Worker	18.91
99710 - Recycling Laborer	33.83
99711 - Recycling Specialist	38.72
99730 - Refuse Collector	31.43
99810 - Sales Clerk	14.80***
99820 - School Crossing Guard	18.85
99830 - Survey Party Chief	33.01
99831 - Surveying Aide	21.57
99832 - Surveying Technician	28.46
99840 - Vending Machine Attendant	23.55
99841 - Vending Machine Repairer	27.93
99842 - Vending Machine Repairer Helper	23.55

\*\*\*Workers in this classification may be entitled to a higher minimum wage under Executive Order 14026 (\$15.00 per hour) or 13658 (\$11.25 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.

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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: \$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- 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 5 years 4 weeks after 10 years and 5 weeks 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 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
- (4) A combination of the aforementioned duties the performance of which requires the same level of skills. (29 C.F.R. 541.400).

## 2) AIR TRAFFIC CONTROLLERS AND WEATHER OBSERVERS - NIGHT PAY & SUNDAY

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

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

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

All dry-house activities involving propellants or explosives. Demilitarization modification renovation demolition and maintenance operations on sensitive ordnance explosives and incendiary materials. All operations involving 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))."

"REGISTER OF WAGE DETERMINATIONS UNDER  
LABOR THE SERVICE CONTRACT ACT  
STANDARDS ADMINISTRATION

By direction of the Secretary of Labor |

U.S. DEPARTMENT OF  
| EMPLOYMENT

WAGE AND HOUR  
DIVISION

WASHINGTON D.C. 20210

|  
|  
|  
|

| Wage Determination No.: **2015-4145**

Daniel W. Simms      Division of      Revision No.: 18  
Director      Wage Determinations| Date Of Last Revision: 03/15/2022

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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.

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|If the contract is entered into on or |With certain exceptions Executive Order  
|after January 30 2022 or the |14026 applies to the contract.  
contract is renewed or extended (e.g.	The contractor must pay all covered workers
an option is exercised) on or after	at least \$15.00 per hour (or the applicable
January 30 2022:	wage rate listed on this wage determination
	if it is higher) for all hours spent
	performing on the contract in 2022.

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|If the contract was awarded on or |With certain exceptions Executive Order  
|between January 1 2015 and January 29|13658 applies to the contract.  
2022 and the contract is not renewed	The contractor must pay all covered workers
or extended on or after January 30	at least \$11.25 per hour (or the applicable
2022:	wage rate listed on this wage determination
	if it is higher) for all hours spent
	performing on the contract in 2022.

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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 <https://www.dol.gov/agencies/whd/government-contracts>.

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State: New York

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Area: New York Counties of **Broome Tioga**

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

OCCUPATION CODE - TITLE	FOOTNOTE	RATE
01000 - Administrative Support And Clerical Occupations		
01011 - Accounting Clerk I		14.71***
01012 - Accounting Clerk II		16.52
01013 - Accounting Clerk III		18.47
01020 - Administrative Assistant		32.82
01035 - Court Reporter		18.96

01041 - Customer Service Representative	I	12.90***
01042 - Customer Service Representative	II	14.32***
01043 - Customer Service Representative	III	15.81
01051 - Data Entry Operator I		14.30***
01052 - Data Entry Operator II		15.61
01060 - Dispatcher Motor Vehicle		18.80
01070 - Document Preparation Clerk		15.66
01090 - Duplicating Machine Operator		15.66
01111 - General Clerk I		13.75***
01112 - General Clerk II		15.01
01113 - General Clerk III		16.86
01120 - Housing Referral Assistant		20.33
01141 - Messenger Courier		15.32
01191 - Order Clerk I		17.00
01192 - Order Clerk II		18.55
01261 - Personnel Assistant (Employment)	I	16.75
01262 - Personnel Assistant (Employment)	II	18.73
01263 - Personnel Assistant (Employment)	III	20.88
01270 - Production Control Clerk		23.74
01290 - Rental Clerk		15.01
01300 - Scheduler Maintenance		16.30
01311 - Secretary I		16.30
01312 - Secretary I		18.24
01313 - Secretary II		20.33
01320 - Service Order Dispatcher		16.81
01410 - Supply Technician		32.82
01420 - Survey Worker		17.29
01460 - Switchboard Operator/Receptionist		14.10***
01531 - Travel Clerk I		11.90***
01532 - Travel Clerk II		12.81***
01533 - Travel Clerk III		13.74***
01611 - Word Processor I		14.57***
01612 - Word Processor II		16.35
01613 - Word Processor III		18.30
05000 - Automotive Service Occupations		
05005 - Automobile Body Repairer Fiberglass		23.28
05010 - Automotive Electrician		18.24
05040 - Automotive Glass Installer		17.63
05070 - Automotive Worker		17.63
05110 - Mobile Equipment Servicer		16.32
05130 - Motor Equipment Metal Mechanic		18.96
05160 - Motor Equipment Metal Worker		17.63
05190 - Motor Vehicle Mechanic		17.80
05220 - Motor Vehicle Mechanic Helper		15.63
05250 - Motor Vehicle Upholstery Worker		16.95
05280 - Motor Vehicle Wrecker		17.63
05310 - Painter Automotive		18.24
05340 - Radiator Repair Specialist		17.63
05370 - Tire Repairer		14.34***
05400 - Transmission Repair Specialist		18.96
07000 - Food Preparation And Service Occupations		
07010 - Baker		12.63***
07041 - Cook I		14.08***
07042 - Cook II		15.75
07070 - Dishwasher		12.47***
07130 - Food Service Worker		12.54***
07210 - Meat Cutter		19.12
07260 - Waiter/Waitress		13.30***
09 00 - Furniture Maintenance And Repair Occupations		
09010 - Electrostatic Spray Painter		22.12
09040 - Furniture Handler		17.64
09080 - Furniture Refinisher		24.33
09090 - Furniture Refinisher Helper		20.76
09110 - Furniture Repairer Minor		22.57

09130 - Upholsterer	26.28
11000 - General Services And Support Occupations	
11030 - Cleaner Vehicles	15.15
11060 - Elevator Operator	13.01***
11090 - Gardener	17.39
11122 - Housekeeping Aide	13.01***
11150 - Janitor	13.01***
11210 - Laborer Grounds Maintenance	14.16***
11240 - Maid or Houseman	12.29***
11260 - Pruner	17.78
11270 - Tractor Operator	16.67
11330 - Trail Maintenance Worker	14.16***
11360 - Window Cleaner	14.31***
12000 - Health Occupations	
12010 - Ambulance Driver	20.14
12011 - Breath Alcohol Technician	19.45
12012 - Certified Occupational Therapist Assistant	25.80
12015 - Certified Physical Therapist Assistant	24.70
12020 - Dental Assistant	16.77
12025 - Dental Hygienist	30.70
12030 - EKG Technician	29.48
12035 - Electroneurodiagnostic Technologist	29.48
12040 - Emergency Medical Technician	20.14
12071 - Licensed Practical Nurse I	17.39
12072 - Licensed Practical Nurse II	19.45
12073 - Licensed Practical Nurse III	21.68
12100 - Medical Assistant	15.70
12130 - Medical Laboratory Technician	25.52
12160 - Medical Record Clerk	16.98
12190 - Medical Record Technician	19.56
12195 - Medical Transcriptionist	22.46
12210 - Nuclear Medicine Technologist	42.75
12221 - Nursing Assistant I	11.48***
12222 - Nursing Assistant II	12.90***
12223 - Nursing Assistant III	14.07***
12224 - Nursing Assistant IV	15.80
12235 - Optical Dispenser	21.31
12236 - Optical Technician	17.39
12250 - Pharmacy Technician	16.95
12280 - Phlebotomist	16.81
12305 - Radiologic Technologist	30.48
12311 - Registered Nurse I	23.76
12312 - Registered Nurse II	29.06
12313 - Registered Nurse II Specialist	29.06
12314 - Registered Nurse III	35.16
12315 - Registered Nurse III Anesthetist	35.16
12316 - Registered Nurse IV	42.15
12317 - Scheduler (Drug and Alcohol Testing)	24.09
12320 - Substance Abuse Treatment Counselor	23.03
13000 - Information And Arts Occupations	
13011 - Exhibits Specialist I	22.18
13012 - Exhibits Specialist II	27.46
13013 - Exhibits Specialist III	33.58
13041 - Illustrator I	22.18
13042 - Illustrator II	27.46
13043 - Illustrator III	33.58
13047 - Librarian	30.40
13050 - Library Aide/Clerk	13.40***
13054 - Library Information Technology Systems Administrator	27.46
13058 - Library Technician	14.40***
13061 - Media Specialist I	19.81
13062 - Media Specialist II	22.18
13063 - Media Specialist III	24.71

13071	- Photographer I		18.71
13072	- Photographer II		20.92
13073	- Photographer III		25.93
13074	- Photographer IV		31.71
13075	- Photographer V		38.37
13090	- Technical Order Library Clerk		16.83
13110	- Video Teleconference Technician		19.17
14000	- Information Technology Occupations		
14041	- Computer Operator I		15.89
14042	- Computer Operator II		17.78
14043	- Computer Operator III		19.82
14044	- Computer Operator IV		23.63
14045	- Computer Operator V		27.62
14071	- Computer Programmer I	(see 1)	21.32
14072	- Computer Programmer II	(see 1)	26.42
14073	- Computer Programmer III	(see 1)	
14074	- Computer Programmer IV	(see 1)	
14101	- Computer Systems Analyst I	(see 1)	
14102	- Computer Systems Analyst II		
14103	- Computer Systems Analyst III		
14150	- Peripheral Equipment Operator		15.89
14160	- Personal Computer Support Technician		24.05
14170	- System Support Specialist		29.85
1	000 - Instructional Occupations		
15010	- Aircrew Training Devices Instructor (Non-Rated)		31.47
15020	- Aircrew Training Devices Instructor (Rated)		38.07
15030	- Air Crew Training Devices Instructor (Pilot)		45.63
15050	- Computer Based Training Specialist / Instructor		30.66
15060	- Educational Technologist		31.81
15070	- Flight Instructor (Pilot)		45.63
15080	- Graphic Artist		22.64
15085	- Maintenance Test Pilot Fixed Jet/Prop		45.63
15086	- Maintenance Test Pilot Rotary Wing		45.63
15088	- Non-Maintenance Test/Co-Pilot		45.63
15090	- Technical Instructor		21.13
15095	- Technical Instructor/Course Developer		25.85
15110	- Test Proctor		17.06
15120	- Tutor		17.06
1	000 - Laundry Dry-Cleaning Pressing And Related Occupations		
16010	- Assembler		13.67***
16030	- Counter Attendant		13.67***
16040	- Dry Cleaner		15.62
16070	- Finisher Flatwork Machine		13.67***
16090	- Presser Hand		13.67***
16110	- Presser Machine Drycleaning		13.67***
16130	- Presser Machine Shirts		13.67***
16160	- Presser Machine Wearing Apparel Laundry		13.67***
16190	- Sewing Machine Operator		16.27
16220	- Tailor		16.92
16250	- Washer Machine		14.32***
19000	- Machine Tool Operation And Repair Occupations		
19010	- Machine-Tool Operator (Tool Room)		25.14
19040	- Tool And Die Maker		27.21
21000	- Materials Handling And Packing Occupations		
21020	- Forklift Operator		19.21
21030	- Material Coordinator		23.74
21040	- Material Expediter		23.74
21050	- Material Handling Laborer		14.39***
21071	- Order Filler		13.99***
21080	- Production Line Worker (Food Processing)		19.21
21110	- Shipping Packer		17.26
21130	- Shipping/Receiving Clerk		17.26
21140	- Store Worker I		14.87***

21150 - Stock Clerk	19.68
21210 - Tools And Parts Attendant	19.21
21410 - Warehouse Specialist	19.21
23000 - Mechanics And Maintenance And Repair Occupations	
23010 - Aerospace Structural Welder	28.53
23019 - Aircraft Logs and Records Technician	23.50
23021 - Aircraft Mechanic I	27.49
23022 - Aircraft Mechanic II	28.53
23023 - Aircraft Mechanic III	29.52
23040 - Aircraft Mechanic Helper	20.76
23050 - Aircraft Painter	26.28
23060 - Aircraft Servicer	23.50
23070 - Aircraft Survival Flight Equipment Technician	26.28
23080 - Aircraft Worker	24.97
23091 - Aircrew Life Support Equipment (ALSE) Mechanic	24.97
23092 - Aircrew Life Support Equipment (ALSE) Mechanic II	27.49
23110 - Appliance Mechanic	26.28
23120 - Bicycle Repairer	22.33
23125 - Cable Splicer	36.86
23130 - Carpenter Maintenance	29.27
23140 - Carpet Layer	24.97
23160 - Electrician Maintenance	33.29
23181 - Electronics Technician Maintenance I	25.86
23182 - Electronics Technician Maintenance II	26.97
23183 - Electronics Technician Maintenance III	28.00
23260 - Fabric Worker	23.50
23290 - Fire Alarm System Mechanic	26.94
23310 - Fire Extinguisher Repairer	22.33
23311 - Fuel Distribution System Mechanic	34.02
23312 - Fuel Distribution System Operator	28.12
23370 - General Maintenance Worker	18.68
23380 - Ground Support Equipment Mechanic	27.49
23381 - Ground Support Equipment Servicer	23.50
23382 - Ground Support Equipment Worker	24.97
23391 - Gunsmith I	22.33
23392 - Gunsmith II	24.97
23393 - Gunsmith III	27.49
23410 - Heating Ventilation And Air-Conditioning Mechanic	25.86
23411 - Heating Ventilation And Air Conditioning Mechanic (Research Facility)	26.84
23430 - Heavy Equipment Mechanic	25.67
23440 - Heavy Equipment Operator	33.43
23460 - Instrument Mechanic	27.49
23465 - Laboratory/Shelter Mechanic	26.28
23470 - Laborer	14.39***
23510 - Locksmith	26.28
23530 - Machinery Maintenance Mechanic	26.41
23550 - Machinist Maintenance	20.79
23580 - Maintenance Trades Helper	18.69
23591 - Metrology Technician I	27.49
23592 - Metrology Technician II	28.53
23593 - Metrology Technician III	29.52
23640 - Millwright	27.49
23710 - Office Appliance Repairer	20.09
23760 - Painter Maintenance	19.60
23790 - Pipefitter Maintenance	30.67
23810 - Plumber Maintenance	28.30
23820 - Pneudraulic Systems Mechanic	27.49
23850 - Rigger	27.49
23870 - Scale Mechanic	24.97
23890 - Sheet-Metal Worker Maintenance	26.94

23910	- Small Engine Mechanic	22.09
23931	- Telecommunications Mechanic I	29.92
23932	- Telecommunications Mechanic II	31.05
23950	- Telephone Lineman	25.89
23960	- Welder Combination Maintenance	18.96
23965	- Well Driller	27.49
23970	- Woodcraft Worker	27.49
23980	- Woodworker	22.33
24000	- Personal Needs Occupations	
24550	- Case Manager	15.17
24570	- Child Care Attendant	13.09***
24580	- Child Care Center Clerk	16.34
24610	- Chore Aide	13.65***
24620	- Family Readiness And Support Services Coordinator	15.17
24630	- Homemaker	15.17
25000	- Plant And System Operations Occupations	
25010	- Boiler Tender	27.78
25040	- Sewage Plant Operator	24.80
25070	- Stationary Engineer	27.78
25190	- Ventilation Equipment Tender	21.06
25210	- Water Treatment Plant Operator	24.80
27000	- Protective Service Occupations	
27004	- Alarm Monitor	25.06
27007	- Baggage Inspector	15.27
27008	- Corrections Officer	32.11
27010	- Court Security Officer	31.82
27030	- Detection Dog Handler	17.09
27040	- Detention Officer	32.11
27070	- Firefighter	34.19
27101	- Guard I	15.27
27102	- Guard II	17.09
27131	- Police Officer I	31.90
27132	- Police Officer II	35.46
28000	- Recreation Occupations	
28041	- Carnival Equipment Operator	17.38
28042	- Carnival Equipment Repairer	18.69
28043	- Carnival Worker	13.43***
28210	- Gate Attendant/Gate Tender	15.87
28310	- Lifeguard	12.59***
28350	- Park Attendant (Aide)	17.75
28510	- Recreation Aide/Health Facility Attendant	12.95***
28515	- Recreation Specialist	21.99
28630	- Sports Official	14.13***
28690	- Swimming Pool Operator	20.91
29000	- Stevedoring/Longshoremen Occupational Services	
29010	- Blocker And Bracer	24.97
29020	- Hatch Tender	24.97
29030	- Line Handler	24.97
29041	- Stevedore I	23.50
29042	- Stevedore II	26.28
30000	- Technical Occupations	
30010	- Air Traffic Control Specialist Center (HFO) (see 2)	40.29
30011	- Air Traffic Control Specialist Station (HFO) (see 2)	27.78
30012	- Air Traffic Control Specialist Terminal (HFO) (see 2)	30.59
30021	- Archeological Technician I	16.43
30022	- Archeological Technician II	19.13
30023	- Archeological Technician III	22.39
30030	- Cartographic Technician	23.74
30040	- Civil Engineering Technician	26.32
30051	- Cryogenic Technician I	25.23
30052	- Cryogenic Technician II	27.38
30061	- Drafter/CAD Operator I	16.43

30062 - Drafter/CAD Operator II		19.13
30063 - Drafter/CAD Operator III		21.29
30064 - Drafter/CAD Operator IV		25.23
30081 - Engineering Technician I		15.83
30082 - Engineering Technician II		17.77
30083 - Engineering Technician III	I	19.93
30084 - Engineering Technician IV		24.63
30085 - Engineering Technician V		30.12
30086 - Engineering Technician VI		36.44
30090 - Environmental Technician		22.39
30095 - Evidence Control Specialist		22.39
30210 - Laboratory Technician		20.15
30221 - Latent Fingerprint Technician	I	24.80
30222 - Latent Fingerprint Technician	II	27.38
30240 - Mathematical Technician		23.49
30361 - Paralegal/Legal Assistant I		18.56
30362 - Paralegal/Legal Assistant II		22.99
30363 - Paralegal/Legal Assistant III		28.12
30364 - Paralegal/Legal Assistant IV		34.02
30375 - Petroleum Supply Specialist		27.38
30390 - Photo-Optics Technician		23.49
30395 - Radiation Control Technician		27.38
30461 - Technical Writer I		24.16
30462 - Technical Writer II		29.56
30463 - Technical Writer III		35.76
30491 - Unexploded Ordnance (UXO) Technician I		25.60
30492 - Unexploded Ordnance (UXO) Technician II		30.98
30493 - Unexploded Ordnance (UXO) Technician III		37.13
30494 - Unexploded (UXO) Safety Escort		25.60
30495 - Unexploded (UXO) Sweep Personnel		25.60
30501 - Weather Forecaster I		25.23
30502 - Weather Forecaster II		30.53
30620 - Weather Observer Combined Upper Air Or Surface Programs	(see 2)	21.29
30621 - Weather Observer Senior	(see 2)	22.77
31000 - Transportation/Mobile Equipment Operation	Occupations	
31010 - Airplane Pilot		30.98
31020 - Bus Aide		15.05
31030 - Bus Driver		20.06
31043 - Driver Courier		14.16***
31260 - Parking and Lot Attendant		12.61***
31290 - Shuttle Bus Driver		15.29
31310 - Taxi Driver		14.23***
31361 - Truckdriver Light		15.22
31362 - Truckdriver Medium		17.61
31363 - Truckdriver Heavy		20.82
31364 - Truckdriver Tractor-Trailer		20.82
99000 - Miscellaneous Occupations		
99020 - Cabin Safety Specialist		15.10
99030 - Cashier		12.43***
99050 - Desk Clerk		13.57***
99095 - Embalmer		30.02
99130 - Flight Follower		25.60
99251 - Laboratory Animal Caretaker I		14.79***
99252 - Laboratory Animal Caretaker II		15.90
99260 - Marketing Analyst		31.70
99310 - Mortician		30.02
99410 - Pest Controller		23.06
99510 - Photofinishing Worker		13.45***
99710 - Recycling Laborer		18.11
99711 - Recycling Specialist		21.32
99730 - Refuse Collector		16.47
99810 - Sales Clerk		12.94***
99820 - School Crossing Guard		13.39***

99830 - Survey Party Chief	27.90
99831 - Surveying Aide	16.76
99832 - Surveying Technician	22.94
99840 - Vending Machine Attendant	21.32
99841 - Vending Machine Repairer	25.64
99842 - Vending Machine Repairer Helper	21.32

\*\*\*Workers in this classification may be entitled to a higher minimum wage under Executive Order 14026 (\$15.00 per hour) or 13658 (\$11.25 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.

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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: \$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- 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 4 weeks after 15 years and 5 weeks after 25 years. Length of service includes the whole span of continuous service with the present contractor or successor wherever employed and with the predecessor contractors in the performance of similar work at the same Federal facility. (Reg. 29 CFR 4.173)

HOLIDAYS: A minimum of eleven paid holidays per year: New Year's Day Martin Luther King Jr.'s Birthday Washington's Birthday 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) Does not apply to employees employed in a bona fide executive administrative or professional capacity as defined and delineated in 29 CFR Part 541. (See 29 CFR 4.156)

#### 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))."

STANDARDS ADMINISTRATION  
By direction of the Secretary of Labor |

WAGE AND HOUR  
DIVISION  
WASHINGTON D.C. 20210

Daniel W. Simms                              | Wage Determination No.: **2015-4169**  
Director                                         | Revision No.: 19  
Division of                                    | Date Of Last Revision: 03/15/2022  
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 |With certain exceptions Executive Order  
|after January 30 2022 or the                              |14026 applies to the contract.  
contract is renewed or extended (e.g.	The contractor must pay all covered workers
an option is exercised) on or after	at least \$15.00 per hour (or the applicable
January 30 2022:	wage rate listed on this wage determination
	if it is higher) for all hours spent
	performing on the contract in 2022.

|If the contract was awarded on or                              |With certain exceptions Executive Order  
|between January 1 2015 and January 29 |13658 applies to the contract.  
2022 and the contract is not renewed	The contractor must pay all covered workers
or extended on or after January 30	at least \$11.25 per hour (or the applicable
2022:	wage rate listed on this wage determination
	if it is higher) for all hours spent
	performing on the contract in 2022.

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 <https://www.dol.gov/agencies/whd/government-contracts>.

State: New York

Area: New York Counties of **Clinton Essex Franklin Lewis St Lawrence**

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

OCCUPATION CODE - TITLE	FOOTNOTE	RATE
01000 - Administrative Support And Clerical Occupations		
01011 - Accounting Clerk I		14.71***
01012 - Accounting Clerk II		16.53
01013 - Accounting Clerk III		18.48
01020 - Administrative Assistant		29.43
01035 - Court Reporter		20.25
01041 - Customer Service Representative	I	12.99***
01042 - Customer Service Representative	II	14.61***

01043 - Customer Service Representative	III	15.94
01051 - Data Entry Operator I		15.14
01052 - Data Entry Operator II		16.52
01060 - Dispatcher Motor Vehicle		20.31
01070 - Document Preparation Clerk		15.40
01090 - Duplicating Machine Operator		15.40
01111 - General Clerk I		12.52***
01112 - General Clerk II		13.67***
01113 - General Clerk III		15.35
01120 - Housing Referral Assistant		20.68
01141 - Messenger Courier		14.41***
01191 - Order Clerk I		15.98
01192 - Order Clerk II		17.44
01261 - Personnel Assistant (Employment)	I	17.08
01262 - Personnel Assistant (Employment)	II	19.10
01263 - Personnel Assistant (Employment)	III	21.29
01270 - Production Control Clerk		22.40
01290 - Rental Clerk		16.17
01300 - Scheduler Maintenance		16.59
01311 - Secretary I		16.59
01312 - Secretary I		18.55
01313 - Secretary II		20.68
01320 - Service Order Dispatcher		18.16
01410 - Supply Technician		29.43
01420 - Survey Worker		18.35
01460 - Switchboard Operator/Receptionist		16.44
01531 - Travel Clerk I		11.90***
01532 - Travel Clerk II		12.81***
01533 - Travel Clerk III		13.74***
01611 - Word Processor I		13.77***
01612 - Word Processor II		15.46
01613 - Word Processor III		17.29

#### 05000 - Automotive Service Occupations

05005 - Automobile Body Repairer Fiberglass	20.06
05010 - Automotive Electrician	18.42
05040 - Automotive Glass Installer	17.71
05070 - Automotive Worker	17.71
05110 - Mobile Equipment Servicer	16.32
05130 - Motor Equipment Metal Mechanic	19.17
05160 - Motor Equipment Metal Worker	17.71
05190 - Motor Vehicle Mechanic	19.17
05220 - Motor Vehicle Mechanic Helper	15.62
05250 - Motor Vehicle Upholstery Worker	17.02
05280 - Motor Vehicle Wrecker	17.71
05310 - Painter Automotive	18.42
05340 - Radiator Repair Specialist	17.71
05370 - Tire Repairer	15.01
05400 - Transmission Repair Specialist	19.17

#### 07000 - Food Preparation And Service Occupations

07010 - Baker	15.88
07041 - Cook I	16.57
07042 - Cook II	18.63
07070 - Dishwasher	12.28***
07130 - Food Service Worker	12.73***
07210 - Meat Cutter	18.63
07260 - Waiter/Waitress	12.56***

#### 09000 - Furniture Maintenance And Repair Occupations

09010 - Electrostatic Spray Painter	19.46
09040 - Furniture Handler	14.65***
09080 - Furniture Refinisher	19.46
09090 - Furniture Refinisher Helper	16.13
09110 - Furniture Repairer Minor	17.57
09130 - Upholsterer	19.46

#### 11000 - General Services And Support Occupations

11030 - Cleaner Vehicles	14.49***
11060 - Elevator Operator	14.33***
11090 - Gardener	20.18
11122 - Housekeeping Aide	14.33***
11150 - Janitor	14.33***
11210 - Laborer Grounds Maintenance	16.09
11240 - Maid or Houseman	12.89***
11260 - Pruner	14.71***
11270 - Tractor Operator	18.82
11330 - Trail Maintenance Worker	16.09
11360 - Window Cleaner	15.68
12000 - Health Occupations	
12010 - Ambulance Driver	17.99
12011 - Breath Alcohol Technician	18.49
12012 - Certified Occupational Therapist Assistant	24.45
12015 - Certified Physical Therapist Assistant	23.68
12020 - Dental Assistant	17.79
12025 - Dental Hygienist	39.00
12030 - EKG Technician	28.38
12035 - Electroneurodiagnostic Technologist	28.38
12040 - Emergency Medical Technician	17.99
12071 - Licensed Practical Nurse I	16.54
12072 - Licensed Practical Nurse II	18.49
12073 - Licensed Practical Nurse III	20.61
12100 - Medical Assistant	18.13
12130 - Medical Laboratory Technician	29.28
12160 - Medical Record Clerk	18.00
12190 - Medical Record Technician	20.13
12195 - Medical Transcriptionist	20.12
12210 - Nuclear Medicine Technologist	40.64
12221 - Nursing Assistant I	12.29***
12222 - Nursing Assistant II	13.81***
12223 - Nursing Assistant III	15.07
12224 - Nursing Assistant IV	16.92
12235 - Optical Dispenser	25.66
12236 - Optical Technician	16.54
12250 - Pharmacy Technician	16.26
12280 - Phlebotomist	17.14
12305 - Radiologic Technologist	29.22
12311 - Registered Nurse I	23.27
12312 - Registered Nurse II	28.46
12313 - Registered Nurse II Specialist	28.46
12314 - Registered Nurse III	34.44
12315 - Registered Nurse III Anesthetist	34.44
12316 - Registered Nurse IV	41.27
12317 - Scheduler (Drug and Alcohol Testing)	22.90
12320 - Substance Abuse Treatment Counselor	25.57
13000 - Information And Arts Occupations	
13011 - Exhibits Specialist I	21.12
13012 - Exhibits Specialist II	26.15
13013 - Exhibits Specialist III	31.99
13041 - Illustrator I	21.12
13042 - Illustrator II	26.15
13043 - Illustrator III	31.99
13047 - Librarian	28.97
13050 - Library Aide/Clerk	14.60***
13054 - Library Information Technology Systems Administrator	26.15
13058 - Library Technician	16.71
13061 - Media Specialist I	18.87
13062 - Media Specialist II	21.12
13063 - Media Specialist III	23.54
13071 - Photographer I	18.87
13072 - Photographer II	21.12

13073	- Photographer III		26.15
13074	- Photographer IV		31.99
13075	- Photographer V		38.71
13090	- Technical Order Library Clerk		18.34
13110	- Video Teleconference Technician		19.73
14000	- Information Technology Occupations		
14041	- Computer Operator I		16.07
14042	- Computer Operator II		17.97
14043	- Computer Operator III		20.04
14044	- Computer Operator IV		22.28
14045	- Computer Operator V		24.67
14071	- Computer Programmer I	(see 1)	19.52
14072	- Computer Programmer II	(see 1)	24.18
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		16.07
14160	- Personal Computer Support Technician		22.28
14170	- System Support Specialist		31.47
1	000 - Instructional Occupations		
15010	- Aircrew Training Devices Instructor (Non-Rated)		31.00
15020	- Aircrew Training Devices Instructor (Rated)		37.51
15030	- Air Crew Training Devices Instructor (Pilot)		44.95
15050	- Computer Based Training Specialist / Instructor		31.00
15060	- Educational Technologist		28.24
15070	- Flight Instructor (Pilot)		44.95
15080	- Graphic Artist		21.21
15085	- Maintenance Test Pilot Fixed Jet/Prop		44.95
15086	- Maintenance Test Pilot Rotary Wing		44.95
15088	- Non-Maintenance Test/Co-Pilot		44.95
15090	- Technical Instructor		20.80
15095	- Technical Instructor/Course Developer		25.45
15110	- Test Proctor		16.80
15120	- Tutor		16.80
1	000 - Laundry Dry-Cleaning Pressing And Related Occupations		
16010	- Assembler		13.67***
16030	- Counter Attendant		13.67***
16040	- Dry Cleaner		15.62
16070	- Finisher Flatwork Machine		13.67***
16090	- Presser Hand		13.67***
16110	- Presser Machine Drycleaning		13.67***
16130	- Presser Machine Shirts		13.67***
16160	- Presser Machine Wearing Apparel Laundry		13.67***
16190	- Sewing Machine Operator		16.27
16220	- Tailor		16.92
16250	- Washer Machine		14.32***
19000	- Machine Tool Operation And Repair Occupations		
19010	- Machine-Tool Operator (Tool Room)		24.27
19040	- Tool And Die Maker		28.34
21000	- Materials Handling And Packing Occupations		
21020	- Forklift Operator		20.15
21030	- Material Coordinator		22.40
21040	- Material Expediter		22.40
21050	- Material Handling Laborer		16.53
21071	- Order Filler		14.12***
21080	- Production Line Worker (Food Processing)		20.15
21110	- Shipping Packer		17.12
21130	- Shipping/Receiving Clerk		17.12
21140	- Store Worker I		14.37***
21150	- Stock Clerk		18.79
21210	- Tools And Parts Attendant		20.15

21410 - Warehouse Specialist	20.15
23000 - Mechanics And Maintenance And Repair Occupations	
23010 - Aerospace Structural Welder	26.71
23019 - Aircraft Logs and Records Technician	21.88
23021 - Aircraft Mechanic I	25.70
23022 - Aircraft Mechanic II	26.71
23023 - Aircraft Mechanic III	27.73
23040 - Aircraft Mechanic Helper	19.22
23050 - Aircraft Painter	24.48
23060 - Aircraft Servicer	21.88
23070 - Aircraft Survival Flight Equipment Technician	24.48
23080 - Aircraft Worker	23.17
23091 - Aircrew Life Support Equipment (ALSE) Mechanic I	23.17
23092 - Aircrew Life Support Equipment (ALSE) Mechanic II	25.70
23110 - Appliance Mechanic	24.48
23120 - Bicycle Repairer	20.62
23125 - Cable Splicer	39.72
23130 - Carpenter Maintenance	23.64
23140 - Carpet Layer	23.17
23160 - Electrician Maintenance	29.09
23181 - Electronics Technician Maintenance I	23.17
23182 - Electronics Technician Maintenance II	24.48
23183 - Electronics Technician Maintenance III	25.70
23260 - Fabric Worker	21.88
23290 - Fire Alarm System Mechanic	25.70
23310 - Fire Extinguisher Repairer	20.62
23311 - Fuel Distribution System Mechanic	39.89
23312 - Fuel Distribution System Operator	29.70
23370 - General Maintenance Worker	19.59
23380 - Ground Support Equipment Mechanic	25.70
23381 - Ground Support Equipment Servicer	21.88
23382 - Ground Support Equipment Worker	23.17
23391 - Gunsmith I	20.62
23392 - Gunsmith II	23.17
23393 - Gunsmith III	25.70
23410 - Heating Ventilation And Air-Conditioning Mechanic	24.01
23411 - Heating Ventilation And Air Conditioning Mechanic (Research Facility)	24.96
23430 - Heavy Equipment Mechanic	22.09
23440 - Heavy Equipment Operator	26.32
23460 - Instrument Mechanic	25.70
23465 - Laboratory/Shelter Mechanic	24.48
23470 - Laborer	16.53
23510 - Locksmith	24.48
23530 - Machinery Maintenance Mechanic	24.18
23550 - Machinist Maintenance	21.83
23580 - Maintenance Trades Helper	18.30
23591 - Metrology Technician I	25.70
23592 - Metrology Technician II	26.71
23593 - Metrology Technician III	27.73
23640 - Millwright	27.71
23710 - Office Appliance Repairer	24.48
23760 - Painter Maintenance	23.55
23790 - Pipefitter Maintenance	33.24
23810 - Plumber Maintenance	30.57
23820 - Pneudraulic Systems Mechanic	25.70
23850 - Rigger	25.70
23870 - Scale Mechanic	23.17
23890 - Sheet-Metal Worker Maintenance	24.94
23910 - Small Engine Mechanic	17.49
23931 - Telecommunications Mechanic I	27.41

23932	- Telecommunications Mechanic II		28.49
23950	- Telephone Lineman		37.66
23960	- Welder Combination Maintenance		21.90
23965	- Well Driller		25.70
23970	- Woodcraft Worker		25.70
23980	- Woodworker		20.62
24000	- Personal Needs Occupations		
24550	- Case Manager		16.85
24570	- Child Care Attendant		12.88***
24580	- Child Care Center Clerk		16.78
24610	- Chore Aide		13.96***
24620	- Family Readiness And Support Services Coordinator		16.85
24630	- Homemaker		18.19
25000	- Plant And System Operations Occupations		
25010	- Boiler Tender		27.11
25040	- Sewage Plant Operator		22.29
25070	- Stationary Engineer		27.11
25190	- Ventilation Equipment Tender		20.29
25210	- Water Treatment Plant Operator		22.29
27000	- Protective Service Occupations		
27004	- Alarm Monitor		19.62
27007	- Baggage Inspector		16.69
27008	- Corrections Officer		31.99
27010	- Court Security Officer		29.28
27030	- Detection Dog Handler		18.66
27040	- Detention Officer		31.99
27070	- Firefighter		26.57
27101	- Guard I		16.69
27102	- Guard II		18.66
27131	- Police Officer I		27.77
27132	- Police Officer II		30.86
28000	- Recreation Occupations		
28041	- Carnival Equipment Operator		15.85
28042	- Carnival Equipment Repairer		17.00
28043	- Carnival Worker		12.86***
28210	- Gate Attendant/Gate Tender		15.69
28310	- Lifeguard		12.52***
28350	- Park Attendant (Aide)		17.54
28510	- Recreation Aide/Health Facility Attendant		12.80***
28515	- Recreation Specialist		21.73
28630	- Sports Official		13.97***
28690	- Swimming Pool Operator		19.11
29000	- Stevedoring/Longshoremen Occupational Services		
29010	- Blocker And Bracer		22.98
29020	- Hatch Tender		22.98
29030	- Line Handler		22.98
29041	- Stevedore I		21.72
29042	- Stevedore II		24.27
30000	- Technical Occupations		
30010	- Air Traffic Control Specialist	Center (HFO) (see 2)	40.96
30011	- Air Traffic Control Specialist	Station (HFO) (see 2)	28.25
30012	- Air Traffic Control Specialist	Terminal (HFO) (see 2)	31.10
30021	- Archeological Technician I		17.58
30022	- Archeological Technician II		19.67
30023	- Archeological Technician III		24.36
30030	- Cartographic Technician		24.36
30040	- Civil Engineering Technician		24.36
30051	- Cryogenic Technician I		25.74
30052	- Cryogenic Technician II		28.42
30061	- Drafter/CAD Operator I		17.58
30062	- Drafter/CAD Operator II		19.67
30063	- Drafter/CAD Operator III		21.92

30064 - Drafter/CAD Operator IV		26.98
30081 - Engineering Technician I		16.20
30082 - Engineering Technician II		18.18
30083 - Engineering Technician III		20.35
30084 - Engineering Technician IV		25.21
30085 - Engineering Technician V		30.83
30086 - Engineering Technician VI		37.30
30090 - Environmental Technician		24.36
30095 - Evidence Control Specialist		23.24
30210 - Laboratory Technician		21.88
30221 - Latent Fingerprint Technician	I	25.74
30222 - Latent Fingerprint Technician	II	28.42
30240 - Mathematical Technician		24.36
30361 - Paralegal/Legal Assistant I		19.44
30362 - Paralegal/Legal Assistant II		24.08
30363 - Paralegal/Legal Assistant III		29.45
30364 - Paralegal/Legal Assistant IV		35.64
30375 - Petroleum Supply Specialist		28.42
30390 - Photo-Optics Technician		24.36
30395 - Radiation Control Technician		28.42
30461 - Technical Writer I		24.36
30462 - Technical Writer II		29.80
30463 - Technical Writer III		36.05
30491 - Unexploded Ordnance (UXO) Technician I		26.03
30492 - Unexploded Ordnance (UXO) Technician II		31.49
30493 - Unexploded Ordnance (UXO) Technician III		37.75
30494 - Unexploded (UXO) Safety Escort		26.03
30495 - Unexploded (UXO) Sweep Personnel		26.03
30501 - Weather Forecaster I		26.98
30502 - Weather Forecaster II		32.82
30620 - Weather Observer Combined Upper Air Or Surface Programs	(see 2)	21.92
30621 - Weather Observer Senior	(see 2)	24.36
31000 - Transportation/Mobile Equipment Operation	Occupations	
31010 - Airplane Pilot		31.49
31020 - Bus Aide		14.55***
31030 - Bus Driver		18.70
31043 - Driver Courier		14.84***
31260 - Parking and Lot Attendant		12.84***
31290 - Shuttle Bus Driver		15.90
31310 - Taxi Driver		14.79***
31361 - Truckdriver Light		15.91
31362 - Truckdriver Medium		16.88
31363 - Truckdriver Heavy		21.32
31364 - Truckdriver Tractor-Trailer		21.32
99000 - Miscellaneous Occupations		
99020 - Cabin Safety Specialist		15.35
99030 - Cashier		12.26***
99050 - Desk Clerk		13.86***
99095 - Embalmer		27.16
99130 - Flight Follower		26.03
99251 - Laboratory Animal Caretaker I		17.96
99252 - Laboratory Animal Caretaker II		19.27
99260 - Marketing Analyst		24.64
99310 - Mortician		27.16
99410 - Pest Controller		23.06
99510 - Photofinishing Worker		13.68***
99710 - Recycling Laborer		20.43
99711 - Recycling Specialist		23.89
99730 - Refuse Collector		18.68
99810 - Sales Clerk		13.45***
99820 - School Crossing Guard		12.41***
99830 - Survey Party Chief		25.54
99831 - Surveying Aide		14.77***

99832 - Surveying Technician	20.25
99840 - Vending Machine Attendant	20.26
99841 - Vending Machine Repairer	24.43
99842 - Vending Machine Repairer Helper	20.26

\*\*\*Workers in this classification may be entitled to a higher minimum wage under Executive Order 14026 (\$15.00 per hour) or 13658 (\$11.25 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.

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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: \$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- 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 5 years and 4 weeks after 15 years. Length of service includes the whole span of continuous service with the present contractor or successor wherever employed and with the predecessor contractors in the performance of similar work at the same Federal facility. (Reg. 29 CFR 4.173)

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

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

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

An 8 percent differential is applicable to employees employed in a position that represents a high degree of hazard when working with or in close proximity to ordnance explosives and incendiary materials. This includes work such as screening blending dying mixing and pressing of sensitive ordnance explosives and pyrotechnic compositions such as lead azide black powder and photoflash powder. All dry-house activities involving propellants or explosives. Demilitarization modification renovation demolition and maintenance operations on sensitive ordnance explosives and incendiary materials. All operations involving 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))."

"REGISTER OF WAGE DETERMINATIONS UNDER  
LABOR THE SERVICE CONTRACT ACT  
STANDARDS ADMINISTRATION

By direction of the Secretary of Labor |

U.S. DEPARTMENT OF  
EMPLOYMENT

WAGE AND HOUR  
DIVISION

WASHINGTON D.C. 20210

|  
|  
|  
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| Wage Determination No.: **2015-4147**

Daniel W. Simms  
Director

Division of  
Wage Determinations |

Revision No.: 21

Date Of Last Revision: 03/15/2022

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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.

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|If the contract is entered into on or |With certain exceptions Executive Order  
|after January 30 2022 or the |14026 applies to the contract.  
contract is renewed or extended (e.g.	The contractor must pay all covered workers
an option is exercised) on or after	at least \$15.00 per hour (or the applicable
January 30 2022:	wage rate listed on this wage determination
	if it is higher) for all hours spent
	performing on the contract in 2022.

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|If the contract was awarded on or |With certain exceptions Executive Order  
|between January 1 2015 and January 29|13658 applies to the contract.  
2022 and the contract is not renewed	The contractor must pay all covered workers
or extended on or after January 30	at least \$11.25 per hour (or the applicable
2022:	wage rate listed on this wage determination
	if it is higher) for all hours spent
	performing on the contract in 2022.

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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 <https://www.dol.gov/agencies/whd/government-contracts>.

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State: New York

Area: New York Counties of **Erie Niagara**

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

OCCUPATION CODE - TITLE	FOOTNOTE	RATE
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
01312 - Secretary I		20.77
01313 - Secretary II		23.17
01320 - Service Order Dispatcher		17.94
01410 - Supply Technician		31.89
01420 - Survey Worker		19.60
01460 - Switchboard Operator/Receptionist		15.56
01531 - Travel Clerk I		13.54***
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
05110 - Mobile Equipment Servicer		19.45
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***
09 00 - 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	
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	13.50***
11260 - Pruner	14.35***
11270 - Tractor Operator	17.73
11330 - Trail Maintenance Worker	15.48
11360 - Window Cleaner	14.76***
12000 - Health Occupations	
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
12221 - Nursing Assistant I	11.91***
12222 - Nursing Assistant II	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	25.28
12312 - Registered Nurse II	30.92
12313 - 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	
13011 - Exhibits Specialist I	21.28
13012 - Exhibits Specialist II	26.36
13013 - Exhibits Specialist III	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 Administrator	24.27
13058 - Library Technician	15.75
13061 - Media Specialist I	17.51
13062 - Media Specialist II	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
13110	- Video Teleconference Technician		23.81
14000	- Information Technology Occupations		
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		26.09
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		17.74
14160	- Personal Computer Support Technician		26.33
14170	- System Support Specialist		32.28
1	000 - Instructional Occupations		
15010	- Aircrew Training Devices Instructor (Non-Rated)		29.74
15020	- Aircrew Training Devices Instructor (Rated)		35.97
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
15095	- Technical Instructor/Course Developer		28.33
15110	- Test Proctor		18.69
15120	- Tutor		18.69
1	000 - Laundry Dry-Cleaning Pressing And Related Occupations		
16010	- Assembler	13.67***	
16030	- Counter Attendant	13.67***	
16040	- Dry Cleaner	15.62	
16070	- Finisher Flatwork Machine	13.67***	
16090	- Presser Hand	13.67***	
16110	- Presser Machine Drycleaning	13.67***	
16130	- Presser Machine Shirts	13.67***	
16160	- Presser Machine Wearing Apparel Laundry	13.67***	
16190	- Sewing Machine Operator	16.27	
16220	- Tailor	16.92	
16250	- Washer Machine	14.32***	
19000	- Machine Tool Operation And Repair Occupations		
19010	- Machine-Tool Operator (Tool Room)	29.28	
19040	- Tool And Die Maker	33.25	
21000	- Materials Handling And Packing Occupations		
21020	- Forklift Operator	22.13	
21030	- Material Coordinator	22.62	
21040	- Material Expediter	22.62	
21050	- Material Handling Laborer	17.74	
21071	- Order Filler	16.71	
21080	- Production Line Worker (Food Processing)	22.13	
21110	- Shipping Packer	16.65	
21130	- Shipping/Receiving Clerk	16.65	
21140	- Store Worker I	18.05	

21150 - Stock Clerk	22.73
21210 - Tools And Parts Attendant	22.13
21410 - Warehouse Specialist	22.13
23000 - Mechanics And Maintenance And Repair Occupations	
23010 - Aerospace Structural Welder	31.76
23019 - Aircraft Logs and Records Technician	27.53
23021 - Aircraft Mechanic I	30.67
23022 - Aircraft Mechanic II	31.76
23023 - Aircraft Mechanic III	32.65
23040 - Aircraft Mechanic Helper	25.17
23050 - Aircraft Painter	29.69
23060 - Aircraft Servicer	27.53
23070 - Aircraft Survival Flight Equipment Technician	29.69
23080 - Aircraft Worker	28.68
23091 - Aircrew Life Support Equipment (ALSE) Mechanic I	28.68
23092 - Aircrew Life Support Equipment (ALSE) Mechanic II	30.67
23110 - Appliance Mechanic	21.53
23120 - Bicycle Repairer	25.47
23125 - Cable Splicer	38.57
23130 - Carpenter Maintenance	23.55
23140 - Carpet Layer	27.79
23160 - Electrician Maintenance	32.87
23181 - Electronics Technician Maintenance I	28.23
23182 - Electronics Technician Maintenance II	29.27
23183 - Electronics Technician Maintenance III	30.24
23260 - Fabric Worker	26.63
23290 - Fire Alarm System Mechanic	25.23
23310 - Fire Extinguisher Repairer	25.47
23311 - Fuel Distribution System Mechanic	34.31
23312 - Fuel Distribution System Operator	29.46
23370 - General Maintenance Worker	20.01
23380 - Ground Support Equipment Mechanic	30.67
23381 - Ground Support Equipment Servicer	27.53
23382 - Ground Support Equipment Worker	28.68
23391 - Gunsmith I	25.47
23392 - Gunsmith II	27.79
23393 - Gunsmith III	29.77
23410 - Heating Ventilation And Air-Conditioning Mechanic	24.86
23411 - Heating Ventilation And Air Conditioning 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	29.77
23592 - Metrology Technician II	30.82
23593 - Metrology Technician III	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	21.31
23931	- Telecommunications Mechanic I	41.38
23932	- 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	13.00***
24620	- Family Readiness And Support Services Coordinator	17.25
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	
27004	- Alarm Monitor	22.75
27007	- Baggage Inspector	14.52***
27008	- Corrections Officer	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	
28041	- Carnival Equipment Operator	15.35
28042	- Carnival Equipment Repairer	16.06
28043	- Carnival Worker	12.43***
28210	- Gate Attendant/Gate Tender	16.67
28310	- Lifeguard	12.21***
28350	- Park Attendant (Aide)	18.64
28510	- Recreation Aide/Health Facility Attendant	13.60***
28515	- Recreation Specialist	23.09
28630	- Sports Official	14.84***
28690	- Swimming Pool Operator	17.53
29000	- Stevedoring/Longshoremen Occupational Services	
29010	- Blocker And Bracer	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) (see 2)	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	I	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 Escort		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 Surface Programs	(see 2)	23.26
30621 - Weather Observer Senior	(see 2)	25.84
31000 - Transportation/Mobile Equipment Operation	Occupations	
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
31362 - Truckdriver Medium		20.24
31363 - Truckdriver Heavy		22.95
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

\*\*\*Workers in this classification may be entitled to a higher minimum wage under Executive Order 14026 (\$15.00 per hour) or 13658 (\$11.25 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.

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

2) AIR TRAFFIC CONTROLLERS AND WEATHER OBSERVERS - NIGHT PAY & SUNDAY PAY:  
If you work at night as part of a regular tour of duty you will earn a night differential and receive an additional 10% of basic pay for any hours worked between 6pm and 6am.

If you are a full-time employed (40 hours a week) and Sunday is part of your regularly scheduled workweek you are paid at your rate of basic pay plus a Sunday premium of 25% of your basic rate for each hour of Sunday work which is not overtime (i.e. occasional work on Sunday outside the normal tour of duty is considered overtime work).

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

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

All dry-house activities involving propellants or explosives. Demilitarization modification renovation demolition and maintenance operations on sensitive ordnance explosives and incendiary materials. All operations involving 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))."

"REGISTER OF WAGE DETERMINATIONS UNDER  
LABOR THE SERVICE CONTRACT ACT  
STANDARDS ADMINISTRATION

By direction of the Secretary of Labor |

U.S. DEPARTMENT OF  
| EMPLOYMENT

WAGE AND HOUR  
DIVISION

WASHINGTON D.C. 20210

|  
|  
|  
|

| Wage Determination No.: **2015-4211**

Daniel W. Simms      Division of      Revision No.: 19  
Director      Wage Determinations| Date Of Last Revision: 03/15/2022

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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.

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|If the contract is entered into on or |With certain exceptions Executive Order  
|after January 30 2022 or the |14026 applies to the contract.  
contract is renewed or extended (e.g.	The contractor must pay all covered workers
an option is exercised) on or after	at least \$15.00 per hour (or the applicable
January 30 2022:	wage rate listed on this wage determination
	if it is higher) for all hours spent
	performing on the contract in 2022.

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|If the contract was awarded on or |With certain exceptions Executive Order  
|between January 1 2015 and January 29|13658 applies to the contract.  
2022 and the contract is not renewed	The contractor must pay all covered workers
or extended on or after January 30	at least \$11.25 per hour (or the applicable
2022:	wage rate listed on this wage determination
	if it is higher) for all hours spent
	performing on the contract in 2022.

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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 <https://www.dol.gov/agencies/whd/government-contracts>.

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State: New Jersey

Area: **New Jersey Counties of Essex Morris Sussex Union**

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

OCCUPATION CODE - TITLE	FOOTNOTE	RATE
01000 - Administrative Support And Clerical Occupations		
01011 - Accounting Clerk I		19.16
01012 - Accounting Clerk II		21.53
01013 - Accounting Clerk III		24.07
01020 - Administrative Assistant		36.15
01035 - Court Reporter		26.18

01041 - Customer Service Representative	I	16.76
01042 - Customer Service Representative	II	18.29
01043 - Customer Service Representative	III	20.54
01051 - Data Entry Operator I		17.08
01052 - Data Entry Operator II		18.63
01060 - Dispatcher Motor Vehicle		25.79
01070 - Document Preparation Clerk		17.13
01090 - Duplicating Machine Operator		17.13
01111 - General Clerk I		15.53
01112 - General Clerk II		17.49
01113 - General Clerk III		19.02
01120 - Housing Referral Assistant		26.92
01141 - Messenger Courier		16.63
01191 - Order Clerk I		16.49
01192 - Order Clerk II		21.31
01261 - Personnel Assistant (Employment)	I	18.96
01262 - Personnel Assistant (Employment)	II	21.22
01263 - Personnel Assistant (Employment)	III	23.66
01270 - Production Control Clerk		25.78
01290 - Rental Clerk		18.04
01300 - Scheduler Maintenance		21.57
01311 - Secretary I		21.57
01312 - Secretary I		24.82
01313 - Secretary II		26.92
01320 - Service Order Dispatcher		20.50
01410 - Supply Technician		36.15
01420 - Survey Worker		21.68
01460 - Switchboard Operator/Receptionist		17.45
01531 - Travel Clerk I		17.80
01532 - Travel Clerk II		19.28
01533 - Travel Clerk III		20.93
01611 - Word Processor I		17.91
01612 - Word Processor II		20.12
01613 - Word Processor III		22.50

#### 05000 - Automotive Service Occupations

05005 - Automobile Body Repairer Fiberglass		28.43
05010 - Automotive Electrician		28.50
05040 - Automotive Glass Installer		27.31
05070 - Automotive Worker		27.31
05110 - Mobile Equipment Servicer		24.42
05130 - Motor Equipment Metal Mechanic		29.68
05160 - Motor Equipment Metal Worker		27.31
05190 - Motor Vehicle Mechanic		29.68
05220 - Motor Vehicle Mechanic Helper		23.15
05250 - Motor Vehicle Upholstery Worker		26.12
05280 - Motor Vehicle Wrecker		27.31
05310 - Painter Automotive		28.50
05340 - Radiator Repair Specialist		27.31
05370 - Tire Repairer		17.92
05400 - Transmission Repair Specialist		29.68

#### 07000 - Food Preparation And Service Occupations

07010 - Baker		17.64
07041 - Cook I		18.13
07042 - Cook II		20.24
07070 - Dishwasher		13.78***
07130 - Food Service Worker		14.12***
07210 - Meat Cutter		19.20
07260 - Waiter/Waitress		15.14

#### 09 00 - Furniture Maintenance And Repair Occupations

09010 - Electrostatic Spray Painter		22.00
09040 - Furniture Handler		16.73
09080 - Furniture Refinisher		22.00
09090 - Furniture Refinisher Helper		18.56
09110 - Furniture Repairer Minor		20.16

09130 - Upholsterer	22.00
11000 - General Services And Support Occupations	
11030 - Cleaner Vehicles	15.24
11060 - Elevator Operator	17.27
11090 - Gardener	21.29
11122 - Housekeeping Aide	17.27
11150 - Janitor	17.27
11210 - Laborer Grounds Maintenance	17.51
11240 - Maid or Houseman	15.74
11260 - Pruner	16.27
11270 - Tractor Operator	20.04
11330 - Trail Maintenance Worker	17.51
11360 - Window Cleaner	18.59
12000 - Health Occupations	
12010 - Ambulance Driver	24.60
12011 - Breath Alcohol Technician	24.91
12012 - Certified Occupational Therapist Assistant	33.97
12015 - Certified Physical Therapist Assistant	30.02
12020 - Dental Assistant	21.30
12025 - Dental Hygienist	47.70
12030 - EKG Technician	35.71
12035 - Electroneurodiagnostic Technologist	35.71
12040 - Emergency Medical Technician	24.60
12071 - Licensed Practical Nurse I	22.28
12072 - Licensed Practical Nurse II	24.91
12073 - Licensed Practical Nurse III	27.77
12100 - Medical Assistant	18.71
12130 - Medical Laboratory Technician	34.18
12160 - Medical Record Clerk	23.96
12190 - Medical Record Technician	27.36
12195 - Medical Transcriptionist	21.49
12210 - Nuclear Medicine Technologist	46.71
12221 - Nursing Assistant I	13.95***
12222 - Nursing Assistant II	15.69
12223 - Nursing Assistant III	17.33
12224 - Nursing Assistant IV	19.23
12235 - Optical Dispenser	28.25
12236 - Optical Technician	17.39
12250 - Pharmacy Technician	17.20
12280 - Phlebotomist	20.69
12305 - Radiologic Technologist	37.34
12311 - Registered Nurse I	32.76
12312 - Registered Nurse II	38.41
12313 - Registered Nurse II Specialist	38.41
12314 - Registered Nurse III	49.39
12315 - Registered Nurse III Anesthetist	49.39
12316 - Registered Nurse IV	59.22
12317 - Scheduler (Drug and Alcohol Testing)	30.85
12320 - Substance Abuse Treatment Counselor	27.76
13000 - Information And Arts Occupations	
13011 - Exhibits Specialist I	27.27
13012 - Exhibits Specialist II	33.78
13013 - Exhibits Specialist III	41.32
13041 - Illustrator I	26.51
13042 - Illustrator II	33.23
13043 - Illustrator III	40.60
13047 - Librarian	36.42
13050 - Library Aide/Clerk	16.95
13054 - Library Information Technology Systems Administrator	32.65
13058 - Library Technician	25.62
13061 - Media Specialist I	23.57
13062 - Media Specialist II	26.35
13063 - Media Specialist III	29.39

13071	- Photographer I		21.29
13072	- Photographer II		24.10
13073	- Photographer III		32.88
13074	- Photographer IV		41.88
13075	- Photographer V		50.02
13090	- Technical Order Library Clerk		21.29
13110	- Video Teleconference Technician		27.98
14000	- Information Technology Occupations		
14041	- Computer Operator I	(see 1)	20.90
14042	- Computer Operator II	(see 1)	23.39
14043	- Computer Operator III	(see 1)	26.08
14044	- Computer Operator IV	(see 1)	28.99
14045	- Computer Operator V	(see 1)	32.09
14071	- Computer Programmer I	(see 1)	27.56
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		20.90
14160	- Personal Computer Support Technician		28.99
14170	- System Support Specialist		40.56
1	000 - Instructional Occupations		
15010	- Aircrew Training Devices Instructor (Non-Rated)		39.54
15020	- Aircrew Training Devices Instructor (Rated)		43.75
15030	- Air Crew Training Devices Instructor (Pilot)		52.46
15050	- Computer Based Training Specialist / Instructor		39.54
15060	- Educational Technologist		38.23
15070	- Flight Instructor (Pilot)		52.46
15080	- Graphic Artist		31.85
15085	- Maintenance Test Pilot Fixed Jet/Prop		51.43
15086	- Maintenance Test Pilot Rotary Wing		51.43
15088	- Non-Maintenance Test/Co-Pilot		51.43
15090	- Technical Instructor		31.05
15095	- Technical Instructor/Course Developer		37.98
15110	- Test Proctor		25.07
15120	- Tutor		25.07
16000	- Laundry Dry-Cleaning Pressing And Related Occupations		
16010	- Assembler		15.52
16030	- Counter Attendant		15.52
16040	- Dry Cleaner		19.58
16070	- Finisher Flatwork Machine		15.52
16090	- Presser Hand		15.52
16110	- Presser Machine Drycleaning		15.52
16130	- Presser Machine Shirts		15.52
16160	- Presser Machine Wearing Apparel Laundry		15.52
16190	- Sewing Machine Operator		20.39
16220	- Tailor		21.20
16250	- Washer Machine		17.38
19000	- Machine Tool Operation And Repair Occupations		
19010	- Machine-Tool Operator (Tool Room)		25.35
19040	- Tool And Die Maker		30.07
21000	- Materials Handling And Packing Occupations		
21020	- Forklift Operator		19.02
21030	- Material Coordinator		25.78
21040	- Material Expediter		25.78
21050	- Material Handling Laborer		15.67
21071	- Order Filler		16.41
21080	- Production Line Worker (Food Processing)		19.02
21110	- Shipping Packer		18.49
21130	- Shipping/Receiving Clerk		18.49
21140	- Store Worker I		17.62
21150	- Stock Clerk		22.08

21210 - Tools And Parts Attendant	19.02
21410 - Warehouse Specialist	19.02
23000 - Mechanics And Maintenance And Repair Occupations	
23010 - Aerospace Structural Welder	39.63
23019 - Aircraft Logs and Records Technician	33.40
23021 - Aircraft Mechanic I	38.14
23022 - Aircraft Mechanic II	39.63
23023 - Aircraft Mechanic III	41.12
23040 - Aircraft Mechanic Helper	29.68
23050 - Aircraft Painter	36.71
23060 - Aircraft Servicer	33.40
23070 - Aircraft Survival Flight Equipment Technician	36.71
23080 - Aircraft Worker	35.20
23091 - Aircrew Life Support Equipment (ALSE) Mechanic I	35.20
23092 - Aircrew Life Support Equipment (ALSE) Mechanic II	38.14
23110 - Appliance Mechanic	27.79
23120 - Bicycle Repairer	23.85
23125 - Cable Splicer	46.85
23130 - Carpenter Maintenance	31.10
23140 - Carpet Layer	27.98
23160 - Electrician Maintenance	37.18
23181 - Electronics Technician Maintenance I	31.04
23182 - Electronics Technician Maintenance II	32.37
23183 - Electronics Technician Maintenance III	33.64
23260 - Fabric Worker	34.74
23290 - Fire Alarm System Mechanic	28.97
23310 - Fire Extinguisher Repairer	27.72
23311 - Fuel Distribution System Mechanic	38.98
23312 - Fuel Distribution System Operator	32.23
23370 - General Maintenance Worker	23.75
23380 - Ground Support Equipment Mechanic	38.14
23381 - Ground Support Equipment Servicer	33.40
23382 - Ground Support Equipment Worker	35.20
23391 - Gunsmith I	27.72
23392 - Gunsmith II	30.94
23393 - Gunsmith III	33.53
23410 - Heating Ventilation And Air-Conditioning Mechanic	31.91
23411 - Heating Ventilation And Air Conditioning Mechanic (Research Facility)	33.16
23430 - Heavy Equipment Mechanic	32.77
23440 - Heavy Equipment Operator	42.64
23460 - Instrument Mechanic	32.42
23465 - Laboratory/Shelter Mechanic	32.27
23470 - Laborer	15.67
23510 - Locksmith	26.59
23530 - Machinery Maintenance Mechanic	29.57
23550 - Machinist Maintenance	24.04
23580 - Maintenance Trades Helper	16.98
23591 - Metrology Technician I	32.42
23592 - Metrology Technician II	33.69
23593 - Metrology Technician III	34.95
23640 - Millwright	40.14
23710 - Office Appliance Repairer	25.20
23760 - Painter Maintenance	26.50
23790 - Pipefitter Maintenance	32.64
23810 - Plumber Maintenance	31.90
23820 - Pneudraulic Systems Mechanic	33.53
23850 - Rigger	36.44
23870 - Scale Mechanic	30.94
23890 - Sheet-Metal Worker Maintenance	30.65
23910 - Small Engine Mechanic	23.31

23931	- Telecommunications Mechanic I					35.34
23932	- Telecommunications Mechanic II					36.72
23950	- Telephone Lineman					43.55
23960	- Welder Combination Maintenance					23.20
23965	- Well Driller					33.48
23970	- Woodcraft Worker					33.53
23980	- Woodworker					27.72
24000	- Personal Needs Occupations					
24550	- Case Manager					18.40
24570	- Child Care Attendant					14.62***
24580	- Child Care Center Clerk					18.22
24610	- Chore Aide					14.45***
24620	- Family Readiness And Support Services Coordinator					18.40
24630	- Homemaker					20.13
25000	- Plant And System Operations Occupations					
25010	- Boiler Tender					39.92
25040	- Sewage Plant Operator					36.48
25070	- Stationary Engineer					39.92
25190	- Ventilation Equipment Tender					31.56
25210	- Water Treatment Plant Operator					36.48
27000	- Protective Service Occupations					
27004	- Alarm Monitor					23.18
27007	- Baggage Inspector					17.98
27008	- Corrections Officer					35.44
27010	- Court Security Officer					39.73
27030	- Detection Dog Handler					20.36
27040	- Detention Officer					35.44
27070	- Firefighter					44.02
27101	- Guard I					17.98
27102	- Guard II					20.36
27131	- Police Officer I					39.72
27132	- Police Officer II					44.15
28000	- Recreation Occupations					
28041	- Carnival Equipment Operator					16.59
28042	- Carnival Equipment Repairer					17.63
28043	- Carnival Worker					13.47***
28210	- Gate Attendant/Gate Tender					19.09
28310	- Lifeguard					13.56***
28350	- Park Attendant (Aide)					21.34
28510	- Recreation Aide/Health Facility Attendant					18.95
28515	- Recreation Specialist					26.44
28630	- Sports Official					16.99
28690	- Swimming Pool Operator					20.05
29000	- Stevedoring/Longshoremen Occupational Services					
29010	- Blocker And Bracer					33.67
29020	- Hatch Tender					33.67
29030	- Line Handler					33.67
29041	- Stevedore I					31.95
29042	- Stevedore II					36.26
30000	- Technical Occupations					
30010	- Air Traffic Control Specialist	Center (HFO)	(see 2)			46.55
30011	- Air Traffic Control Specialist	Station (HFO)	(see 2)			32.10
30012	- Air Traffic Control Specialist	Terminal (HFO)	(see 2)			35.35
30021	- Archeological Technician I					19.69
30022	- Archeological Technician II					22.02
30023	- Archeological Technician III					27.27
30030	- Cartographic Technician					27.27
30040	- Civil Engineering Technician					30.71
30051	- Cryogenic Technician I					30.19
30052	- Cryogenic Technician II					33.35
30061	- Drafter/CAD Operator I					19.69
30062	- Drafter/CAD Operator II					22.02

30063 - Drafter/CAD Operator III		24.55
30064 - Drafter/CAD Operator IV		30.20
30081 - Engineering Technician I		19.98
30082 - Engineering Technician II		22.47
30083 - Engineering Technician III		25.28
30084 - Engineering Technician IV		31.22
30085 - Engineering Technician V		38.08
30086 - Engineering Technician VI		46.20
30090 - Environmental Technician		26.77
30095 - Evidence Control Specialist		27.26
30210 - Laboratory Technician		24.89
30221 - Latent Fingerprint Technician	I	28.41
30222 - Latent Fingerprint Technician	II	31.38
30240 - Mathematical Technician		36.16
30361 - Paralegal/Legal Assistant I		23.36
30362 - Paralegal/Legal Assistant II		28.94
30363 - Paralegal/Legal Assistant III		35.39
30364 - Paralegal/Legal Assistant IV		42.84
30375 - Petroleum Supply Specialist		33.35
30390 - Photo-Optics Technician		27.27
30395 - Radiation Control Technician		33.35
30461 - Technical Writer I		27.45
30462 - Technical Writer II		33.57
30463 - Technical Writer III		40.63
30491 - Unexploded Ordnance (UXO) Technician I		29.58
30492 - Unexploded Ordnance (UXO) Technician II		35.79
30493 - Unexploded Ordnance (UXO) Technician III		42.90
30494 - Unexploded (UXO) Safety Escort		29.58
30495 - Unexploded (UXO) Sweep Personnel		29.58
30501 - Weather Forecaster I		30.19
30502 - Weather Forecaster II		36.73
30620 - Weather Observer Combined Upper Air Or Surface Programs	(see 2)	24.55
30621 - Weather Observer Senior	(see 2)	27.27
31000 - Transportation/Mobile Equipment Operation	Occupations	
31010 - Airplane Pilot		35.79
31020 - Bus Aide		23.64
31030 - Bus Driver		30.47
31043 - Driver Courier		18.42
31260 - Parking and Lot Attendant		14.16***
31290 - Shuttle Bus Driver		19.65
31310 - Taxi Driver		17.57
31361 - Truckdriver Light		19.57
31362 - Truckdriver Medium		20.73
31363 - Truckdriver Heavy		26.73
31364 - Truckdriver Tractor-Trailer		26.73
99000 - Miscellaneous Occupations		
99020 - Cabin Safety Specialist		17.45
99030 - Cashier		13.09***
99050 - Desk Clerk		15.36
99095 - Embalmer		35.95
99130 - Flight Follower		29.58
99251 - Laboratory Animal Caretaker I		16.38
99252 - Laboratory Animal Caretaker II		17.40
99260 - Marketing Analyst		40.19
99310 - Mortician		35.95
99410 - Pest Controller		22.35
99510 - Photofinishing Worker		18.83
99710 - Recycling Laborer		26.33
99711 - Recycling Specialist		30.07
99730 - Refuse Collector		24.44
99810 - Sales Clerk		14.80***
99820 - School Crossing Guard		18.85
99830 - Survey Party Chief		31.39

99831 - Surveying Aide	22.77
99832 - Surveying Technician	28.46
99840 - Vending Machine Attendant	22.18
99841 - Vending Machine Repairer	26.30
99842 - Vending Machine Repairer Helper	22.18

\*\*\*Workers in this classification may be entitled to a higher minimum wage under Executive Order 14026 (\$15.00 per hour) or 13658 (\$11.25 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.

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

## 2) AIR TRAFFIC CONTROLLERS AND WEATHER OBSERVERS - NIGHT PAY & SUNDAY

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

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

An 8 percent differential is applicable to employees employed in a position that represents a high degree of hazard when working with or in close proximity to ordnance explosives and incendiary materials. This includes work such as screening blending dyeing 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))."

By direction of the Secretary of Labor |

WAGE AND HOUR  
DIVISION  
WASHINGTON D.C. 20210

Daniel W. Simms                          | Wage Determination No.: **2015-4157**  
Director                                  | Revision No.: 17  
Division of                              | Date Of Last Revision: 03/15/2022  
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.  The contractor must pay all covered workers    an option is exercised) on or after  January 30 2022:	With certain exceptions Executive Order  14026 applies to the contract.  at least \$15.00 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 2022.
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:	With certain exceptions Executive Order  13658 applies to the contract.  The contractor must pay all covered workers    at least \$11.25 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 2022.

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 <https://www.dol.gov/agencies/whd/government-contracts>.

State: New York

Area: New York Counties of **Nassau Suffolk**

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

OCCUPATION CODE - TITLE	FOOTNOTE	RATE
01000 - Administrative Support And Clerical Occupations		
01011 - Accounting Clerk I		19.16
01012 - Accounting Clerk II		21.53
01013 - Accounting Clerk III		24.07
01020 - Administrative Assistant		36.15
01035 - Court Reporter		34.85
01041 - Customer Service Representative	I	16.76
01042 - Customer Service Representative	II	18.29
01043 - Customer Service Representative	III	20.54
01051 - Data Entry Operator I		17.08
01052 - Data Entry Operator II		18.63
01060 - Dispatcher Motor Vehicle		25.79
01070 - Document Preparation Clerk		17.13
01090 - Duplicating Machine Operator		17.13

01111	- General Clerk I		15.53
01112	- General Clerk II		17.49
01113	- General Clerk III		19.02
01120	- Housing Referral Assistant		26.92
01141	- Messenger Courier		17.19
01191	- Order Clerk I		19.59
01192	- Order Clerk II		20.45
01261	- Personnel Assistant (Employment)	I	18.96
01262	- Personnel Assistant (Employment)	II	21.22
01263	- Personnel Assistant (Employment)	III	23.66
01270	- Production Control Clerk		25.78
01290	- Rental Clerk		18.04
01300	- Scheduler Maintenance		21.57
01311	- Secretary I		21.57
01312	- Secretary II		24.82
01313	- Secretary III		26.92
01320	- Service Order Dispatcher		20.50
01410	- Supply Technician		36.15
01420	- Survey Worker		21.68
01460	- Switchboard Operator/Receptionist		17.45
01531	- Travel Clerk I		17.80
01532	- Travel Clerk II		19.28
01533	- Travel Clerk III		20.93
01611	- Word Processor I		17.91
01612	- Word Processor II		20.16
01613	- Word Processor III		22.50
05000	- Automotive Service Occupations		
05005	- Automobile Body Repairer Fiberglass		28.50
05010	- Automotive Electrician		28.50
05040	- Automotive Glass Installer		27.31
05070	- Automotive Worker		27.31
05110	- Mobile Equipment Servicer		20.80
05130	- Motor Equipment Metal Mechanic		29.80
05160	- Motor Equipment Metal Worker		27.31
05190	- Motor Vehicle Mechanic		29.68
05220	- Motor Vehicle Mechanic Helper		23.15
05250	- Motor Vehicle Upholstery Worker		26.12
05280	- Motor Vehicle Wrecker		27.31
05310	- Painter Automotive		28.50
05340	- Radiator Repair Specialist		27.31
05370	- Tire Repairer		16.92
05400	- Transmission Repair Specialist		29.68
07000	- Food Preparation And Service Occupations		
07010	- Baker		18.55
07041	- Cook I		18.13
07042	- Cook II		20.24
07070	- Dishwasher		13.83***
07130	- Food Service Worker		14.12***
07210	- Meat Cutter		22.64
07260	- Waiter/Waitress		15.14
09 00	- Furniture Maintenance And Repair Occupations		
09010	- Electrostatic Spray Painter		22.16
09040	- Furniture Handler		16.83
09080	- Furniture Refinisher		22.16
09090	- Furniture Refinisher Helper		18.01
09110	- Furniture Repairer Minor		20.37
09130	- Upholsterer		24.38
11 00	- General Services And Support Occupations		
11030	- Cleaner Vehicles		15.24
11060	- Elevator Operator		17.27
11090	- Gardener		21.29
11122	- Housekeeping Aide		17.27
11150	- Janitor		17.27
11210	- Laborer Grounds Maintenance		17.51

11240 - Maid or Houseman	15.74
11260 - Pruner	16.27
11270 - Tractor Operator	20.04
11330 - Trail Maintenance Worker	17.51
11360 - Window Cleaner	18.59
12000 - Health Occupations	
12010 - Ambulance Driver	25.29
12011 - Breath Alcohol Technician	25.29
12012 - Certified Occupational Therapist Assistant	33.97
12015 - Certified Physical Therapist Assistant	30.02
12020 - Dental Assistant	21.30
12025 - Dental Hygienist	47.34
12030 - EKG Technician	35.71
12035 - Electroneurodiagnostic Technologist	35.71
12040 - Emergency Medical Technician	25.29
12071 - Licensed Practical Nurse I	23.69
12072 - Licensed Practical Nurse II	24.91
12073 - Licensed Practical Nurse III	27.77
12100 - Medical Assistant	18.71
12130 - Medical Laboratory Technician	34.18
12160 - Medical Record Clerk	22.19
12190 - Medical Record Technician	24.81
12195 - Medical Transcriptionist	21.37
12210 - Nuclear Medicine Technologist	44.71
12221 - Nursing Assistant I	14.14***
12222 - Nursing Assistant II	15.88
12223 - Nursing Assistant III	17.33
12224 - Nursing Assistant IV	19.47
12235 - Optical Dispenser	28.25
12236 - Optical Technician	17.81
12250 - Pharmacy Technician	17.20
12280 - Phlebotomist	23.02
12305 - Radiologic Technologist	37.34
12311 - Registered Nurse I	32.76
12312 - Registered Nurse II	38.41
12313 - Registered Nurse II Specialist	38.41
12314 - Registered Nurse III	49.39
12315 - Registered Nurse III Anesthetist	49.39
12316 - Registered Nurse IV	59.22
12317 - Scheduler (Drug and Alcohol Testing)	30.85
12320 - Substance Abuse Treatment Counselor	27.76
13000 - Information And Arts Occupations	
13011 - Exhibits Specialist I	27.27
13012 - Exhibits Specialist II	33.78
13013 - Exhibits Specialist III	41.32
13041 - Illustrator I	28.35
13042 - Illustrator II	33.23
13043 - Illustrator III	40.66
13047 - Librarian	37.25
13050 - Library Aide/Clerk	17.64
13054 - Library Information Technology Systems Administrator	32.65
13058 - Library Technician	25.62
13061 - Media Specialist I	23.57
13062 - Media Specialist II	26.35
13063 - Media Specialist III	29.39
13071 - Photographer I	21.29
13072 - Photographer II	24.62
13073 - Photographer III	32.88
13074 - Photographer IV	44.26
13075 - Photographer V	50.85
13090 - Technical Order Library Clerk	22.16
13110 - Video Teleconference Technician	27.98
14000 - Information Technology Occupations	
14041 - Computer Operator I	20.90

14042 - Computer Operator II		23.39
14043 - Computer Operator III		26.08
14044 - Computer Operator IV		28.99
14045 - Computer Operator V		32.09
14071 - Computer Programmer I	(see 1)	27.56
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		20.90
14160 - Personal Computer Support Technician		28.99
14170 - System Support Specialist		39.59
<b>1 000 - Instructional Occupations</b>		
15010 - Aircrew Training Devices Instructor (Non-Rated)		39.54
15020 - Aircrew Training Devices Instructor (Rated)		43.75
15030 - Air Crew Training Devices Instructor (Pilot)		52.46
15050 - Computer Based Training Specialist / Instructor		39.54
15060 - Educational Technologist		38.23
15070 - Flight Instructor (Pilot)		52.46
15080 - Graphic Artist		33.31
15085 - Maintenance Test Pilot Fixed Jet/Prop		50.36
15086 - Maintenance Test Pilot Rotary Wing		50.36
15088 - Non-Maintenance Test/Co-Pilot		50.36
15090 - Technical Instructor		32.16
15095 - Technical Instructor/Course Developer		39.22
15110 - Test Proctor		25.56
15120 - Tutor		25.56
<b>16000 - Laundry Dry-Cleaning Pressing And Related Occupations</b>		
16010 - Assembler		17.13
16030 - Counter Attendant		17.13
16040 - Dry Cleaner		19.58
16070 - Finisher Flatwork Machine		17.13
16090 - Presser Hand		17.13
16110 - Presser Machine Drycleaning		17.13
16130 - Presser Machine Shirts		17.13
16160 - Presser Machine Wearing Apparel Laundry		17.13
16190 - Sewing Machine Operator		20.39
16220 - Tailor		21.20
16250 - Washer Machine		17.94
<b>19000 - Machine Tool Operation And Repair Occupations</b>		
19010 - Machine-Tool Operator (Tool Room)		25.28
19040 - Tool And Die Maker		29.49
<b>21000 - Materials Handling And Packing Occupations</b>		
21020 - Forklift Operator		19.48
21030 - Material Coordinator		25.78
21040 - Material Expediter		25.78
21050 - Material Handling Laborer		15.67
21071 - Order Filler		17.00
21080 - Production Line Worker (Food Processing)		19.48
21110 - Shipping Packer		18.49
21130 - Shipping/Receiving Clerk		18.49
21140 - Store Worker I		17.62
21150 - Stock Clerk		22.08
21210 - Tools And Parts Attendant		19.48
21410 - Warehouse Specialist		19.48
<b>23000 - Mechanics And Maintenance And Repair Occupations</b>		
23010 - Aerospace Structural Welder		39.63
23019 - Aircraft Logs and Records Technician		33.40
23021 - Aircraft Mechanic I		38.14
23022 - Aircraft Mechanic II		39.63
23023 - Aircraft Mechanic III		41.12
23040 - Aircraft Mechanic Helper		29.68
23050 - Aircraft Painter		36.71
23060 - Aircraft Servicer		33.40

23070 - Aircraft Survival Flight Equipment Technician	36.71
23080 - Aircraft Worker	35.20
23091 - Aircrew Life Support Equipment (ALSE) Mechanic I	35.20
23092 - Aircrew Life Support Equipment (ALSE) Mechanic II	38.14
23110 - Appliance Mechanic	24.38
23120 - Bicycle Repairer	23.87
23125 - Cable Splicer	46.85
23130 - Carpenter Maintenance	30.97
23140 - Carpet Layer	32.96
23160 - Electrician Maintenance	37.18
23181 - Electronics Technician Maintenance I	29.09
23182 - Electronics Technician Maintenance II	30.34
23183 - Electronics Technician Maintenance III	31.52
23260 - Fabric Worker	34.74
23290 - Fire Alarm System Mechanic	28.97
23310 - Fire Extinguisher Repairer	27.72
23311 - Fuel Distribution System Mechanic	39.84
23312 - Fuel Distribution System Operator	33.48
23370 - General Maintenance Worker	24.67
23380 - Ground Support Equipment Mechanic	38.14
23381 - Ground Support Equipment Servicer	33.40
23382 - Ground Support Equipment Worker	35.20
23391 - Gunsmith I	27.72
23392 - Gunsmith II	30.94
23393 - Gunsmith III	33.53
23410 - Heating Ventilation And Air-Conditioning Mechanic	31.91
23411 - Heating Ventilation And Air Conditioning Mechanic (Research Facility)	33.16
23430 - Heavy Equipment Mechanic	32.77
23440 - Heavy Equipment Operator	42.64
23460 - Instrument Mechanic	30.86
23465 - Laboratory/Shelter Mechanic	32.27
23470 - Laborer	15.95
23510 - Locksmith	26.59
23530 - Machinery Maintenance Mechanic	29.57
23550 - Machinist Maintenance	24.11
23580 - Maintenance Trades Helper	17.71
23591 - Metrology Technician I	30.86
23592 - Metrology Technician II	33.34
23593 - Metrology Technician III	33.27
23640 - Millwright	40.14
23710 - Office Appliance Repairer	23.55
23760 - Painter Maintenance	26.78
23790 - Pipefitter Maintenance	43.18
23810 - Plumber Maintenance	41.57
23820 - Pneudraulic Systems Mechanic	33.53
23850 - Rigger	35.67
23870 - Scale Mechanic	30.94
23890 - Sheet-Metal Worker Maintenance	33.93
23910 - Small Engine Mechanic	23.31
23931 - Telecommunications Mechanic I	35.34
23932 - Telecommunications Mechanic II	36.72
23950 - Telephone Lineman	43.55
23960 - Welder Combination Maintenance	24.31
23965 - Well Driller	32.75
23970 - Woodcraft Worker	33.53
23980 - Woodworker	27.72
24000 - Personal Needs Occupations	
24550 - Case Manager	18.40
24570 - Child Care Attendant	14.62***
24580 - Child Care Center Clerk	18.22
24610 - Chore Aide	14.15***
24620 - Family Readiness And Support Services	18.40

Coordinator		
24630 - Homemaker		18.40
25000 - Plant And System Operations Occupations		
25010 - Boiler Tender		42.11
25040 - Sewage Plant Operator		36.48
25070 - Stationary Engineer		42.11
25190 - Ventilation Equipment Tender		32.76
25210 - Water Treatment Plant Operator		36.48
27000 - Protective Service Occupations		
27004 - Alarm Monitor		23.43
27007 - Baggage Inspector		17.98
27008 - Corrections Officer		41.23
27010 - Court Security Officer		39.73
27030 - Detection Dog Handler		20.36
27040 - Detention Officer		41.23
27070 - Firefighter		44.02
27101 - Guard I		17.98
27102 - Guard II		20.36
27131 - Police Officer I		43.09
27132 - Police Officer II		47.83
28000 - Recreation Occupations		
28041 - Carnival Equipment Operator		16.59
28042 - Carnival Equipment Repairer		17.63
28043 - Carnival Worker		13.67***
28210 - Gate Attendant/Gate Tender		19.09
28310 - Lifeguard		14.63***
28350 - Park Attendant (Aide)		21.34
28510 - Recreation Aide/Health Facility Attendant		18.95
28515 - Recreation Specialist		26.44
28630 - Sports Official		16.99
28690 - Swimming Pool Operator		20.98
29000 - Stevedoring/Longshoremen Occupational Services		
29010 - Blocker And Bracer		30.94
29020 - Hatch Tender		30.94
29030 - Line Handler		30.94
29041 - Stevedore I		29.36
29042 - Stevedore II		32.85
30000 - Technical Occupations		
30010 - Air Traffic Control Specialist Center (HFO) (see 2)		46.55
30011 - Air Traffic Control Specialist Station (HFO) (see 2)		32.10
30012 - Air Traffic Control Specialist Terminal (HFO) (see 2)		35.35
30021 - Archeological Technician I		22.43
30022 - Archeological Technician II		26.50
30023 - Archeological Technician III		31.09
30030 - Cartographic Technician		29.15
30040 - Civil Engineering Technician		29.61
30051 - Cryogenic Technician I		30.19
30052 - Cryogenic Technician II		33.35
30061 - Drafter/CAD Operator I		19.69
30062 - Drafter/CAD Operator II		26.50
30063 - Drafter/CAD Operator III		29.42
30064 - Drafter/CAD Operator IV		31.09
30081 - Engineering Technician I		19.98
30082 - Engineering Technician II		22.47
30083 - Engineering Technician III		25.28
30084 - Engineering Technician IV		31.22
30085 - Engineering Technician V		38.08
30086 - Engineering Technician VI		46.20
30090 - Environmental Technician		26.77
30095 - Evidence Control Specialist		27.26
30210 - Laboratory Technician		24.89
30221 - Latent Fingerprint Technician I		28.96
30222 - Latent Fingerprint Technician II		31.99
30240 - Mathematical Technician		37.62
30361 - Paralegal/Legal Assistant I		23.36

30362 - Paralegal/Legal Assistant II	28.94
30363 - Paralegal/Legal Assistant III	35.39
30364 - Paralegal/Legal Assistant IV	42.84
30375 - Petroleum Supply Specialist	33.35
30390 - Photo-Optics Technician	28.11
30395 - Radiation Control Technician	33.35
30461 - Technical Writer I	27.45
30462 - Technical Writer II	33.57
30463 - Technical Writer III	40.63
30491 - Unexploded Ordnance (UXO) Technician I	29.58
30492 - Unexploded Ordnance (UXO) Technician II	35.79
30493 - Unexploded Ordnance (UXO) Technician III	42.90
30494 - Unexploded (UXO) Safety Escort	29.58
30495 - Unexploded (UXO) Sweep Personnel	29.58
30501 - Weather Forecaster I	31.09
30502 - Weather Forecaster II	37.82
30620 - Weather Observer Combined Upper Air Or Surface Programs	(see 2) 29.42
30621 - Weather Observer Senior	(see 2) 27.27
31000 - Transportation/Mobile Equipment Operation	Occupations
31010 - Airplane Pilot	35.79
31020 - Bus Aide	23.30
31030 - Bus Driver	29.35
31043 - Driver Courier	18.42
31260 - Parking and Lot Attendant	14.16***
31290 - Shuttle Bus Driver	19.65
31310 - Taxi Driver	17.31
31361 - Truckdriver Light	19.57
31362 - Truckdriver Medium	20.73
31363 - Truckdriver Heavy	26.97
31364 - Truckdriver Tractor-Trailer	26.97
99000 - Miscellaneous Occupations	
99020 - Cabin Safety Specialist	17.45
99030 - Cashier	18.74
99050 - Desk Clerk	15.36
99095 - Embalmer	38.57
99130 - Flight Follower	29.58
99251 - Laboratory Animal Caretaker I	16.38
99252 - Laboratory Animal Caretaker II	17.40
99260 - Marketing Analyst	39.07
99310 - Mortician	38.57
99410 - Pest Controller	21.18
99510 - Photofinishing Worker	18.83
99710 - Recycling Laborer	33.83
99711 - Recycling Specialist	38.72
99730 - Refuse Collector	31.43
99810 - Sales Clerk	14.80***
99820 - School Crossing Guard	18.85
99830 - Survey Party Chief	36.74
99831 - Surveying Aide	21.57
99832 - Surveying Technician	28.46
99840 - Vending Machine Attendant	23.55
99841 - Vending Machine Repairer	27.93
99842 - Vending Machine Repairer Helper	23.55

\*\*\*Workers in this classification may be entitled to a higher minimum wage under Executive Order 14026 (\$15.00 per hour) or 13658 (\$11.25 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.

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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: \$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- 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 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

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

2) AIR TRAFFIC CONTROLLERS AND WEATHER OBSERVERS - NIGHT PAY & SUNDAY PAY: If you work at night as part of a regular tour of duty you will earn a night differential and receive an additional 10% of basic pay for any hours worked between 6pm and 6am.

If you are a full-time employed (40 hours a week) and Sunday is part of your regularly scheduled workweek you are paid at your rate of basic pay plus a Sunday premium of 25% of your basic rate for each hour of Sunday work which is not overtime (i.e. occasional work on Sunday outside the normal tour of duty is considered overtime work).

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

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

All dry-house activities involving propellants or explosives. Demilitarization modification renovation demolition and maintenance operations on sensitive ordnance explosives and incendiary materials. All operations involving 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))."

## **SECTION J4: POSITION DESCRIPTIONS**

### **\*\*\*ADMINISTRATIVE SERVICES PERFORMANCE BASED STATEMENT OF WORK\*\*\***

#### **Administrative Assistant (26 Federal Plaza Room 1-100)**

The Physical Access Control Credentialing Office, under the Service Center Division, is located at the Jacob K. Javits Federal Building, 26 Federal Plaza, Room 1-100 New York, N.Y. 10278 from where it coordinates credentialing activities for all Federal employees, contractors and visitor's region wide.

The primary focus of this position will be to control access to GSA facilities and ensure appropriate security within that facility by issuing federal credentials to those individuals who need access on a routine basis. The incumbent will be responsible to ensure that the credentials will only be issued to those persons who have had the appropriate security background check. This is a highly sensitive position. The incumbent has the overall responsibility to safeguard Personal Identifying Information (PII) provided by each credentialed person. A Medium Background Investigation (MBI) is required for this position. The position also requires occasional travel to other GSA controlled facilities throughout the region as Physical Access Control systems (PACS) are installed.

The following duties are performed by the incumbent on a routine basis. The incumbent will also perform any other duties associated with completing the tasks associated with the scope of this contract.

#### **System Administration**

- Troubleshoot on all access control workstations throughout region 2
- Maintain high level knowledge of the access control software
- Perform IT functions for Lenel Software
- Direct and oversee access control enrollment system upgrades and installations
- Work with card vendor to ensure all card formats are properly represented
- Ensure monthly security patches are applied to server
- Oversee high level testing and evaluation of access control equipment

#### **Program Management**

- Serve as POC for all access control related issues in Region 2 PACS Facilities
- Maintain relationships with various vendors and manufacturers
- Oversee testing and troubleshooting with legacy reader manufacturer
- Handle all technical calls related to the access control system

- Enforces National and Regional policies for carrying out HSPD-12 / Building access card procedures
- Maintain client relationships with key agencies such as the FBI, SSA, DOL, and many other federal agencies
- Overall responsibility to maintain access card security, including card issuance, activation, and termination. Also ensure the card requester has the proper security clearance
- Overall responsibility to maintain and safeguard Personal Identifying Information
- Assist in implementation of Regional Access Control related products and services

### **Staff Management**

- Manage day to day activities of office staff (see office staff duties listed below)
- Train staff on performance of all basic access control activities and office procedures
- Train staff to safeguard Personally Identifiable Information when securing access card applications
- Manage the efforts of existing card phase out and implementation of HSPD-12 cards for all tenant agencies in the Region
- Ensure integrity of database by controlling user permissions to access control database Access control
- Issuing building access cards and other entry passes. Process includes filling out forms, ensuring accuracy of supporting documentation, photo process, taking thumbprint, coding, demonstrating use of card, filing documentation.
- Responding to information requests from Tenant Agency OIG for criminal investigations and/or photos
- Logging all cards.
- Archiving and records database management.
- Generating daily reports.
- Enrolling HSPD-12 cards for physical access under the current pilot program.
- Expediting lost and found card transactions.
- Monitor readers/equipment repair.
- Answer phones, interface with walk in traffic, filing, documents management.
- Provides clerical and receptionist coverage for the Building Manager's Office, the Regional Administrator's Office and the Asst. Regional Administrator's Office as requested
- Perform Access Control Operator duties at other FOBs as required.

## **Administrative Assistant (26 Federal Plaza, 6th Floor Conference Room Center)**

The following duties are performed by the incumbent on a routine basis. The incumbent will also perform any other duties associated with completing the tasks associated with the scope of this contract.

1. Research special supplies for office & events.
2. Generate and enter information for Security clearance of contractors and others so as to be able to work in Federal Buildings.
3. Coordinate event set ups, including video and audio systems, teleconferencing, PA system set up.
4. Schedules appointments for walk-through for Local, Regional & Federal Agency events.
5. Drafts memos and distributes them to Security Manager, Security & Loading Dock via Property Manager.
6. Make conference room / event space reservation, process letters and memos/ follow-ups
7. Arrange loading dock parking permits, and property passes
8. Prepare building access letters
9. Answer phones, fax and scan documents to agencies
10. Distribute service calls for the tenants to Building Manager and Building Maintenance Contractors.
11. Assist in coordinating security issues with Federal Protective Service & US Marshal Service.
12. Notify and coordinate events needing systems and areas to be operational, Building Engineer, Fire Safety Director with both Building Maintenance & Janitorial Contractors.
13. Provides diagrams to Custodial Staff for set-up for events.
14. Type and generate flyers, letters, memos, charts and forms for events.
15. Assists w/ fire drills, Code Adam drills & Shelter in Place drills.
16. Escorts new tenants to Central Security office for identification card for elevator access.
17. Works closely w/ Regional Outleasing Program Manager regarding filming events & high-profile events.
18. Maintain Close contact with Federal Protective Service Inspectors for special high-profile events requiring special security provisions.
19. Manage Telepresence room as a contractor for schedules and billings.

## **Administrative Assistant (James M. Manley US Courthouse & Federal Building)**

The following duties are performed by the incumbent on a routine basis. The incumbent will also perform any other duties associated with completing the tasks associated with the scope of this contract.

### 1. Customer Service:

- Visitors are greeted in a professional and courteous manner.
- Record service call requests from the tenant agencies on site and the appropriate contractors dispatched.
- Service call logs are maintained.
- Distribute correspondence to the tenant agencies.
- Bulletin boards are updated as requested.
- Conference room reservations are made for tenant agencies.
- Monitor conference room schedules daily and notify custodial contractor when increased services are needed.
- Appointments and meetings are scheduled as requested by GSA personnel.
- Sign in / out building appropriate building keys and maintain the key log(s).
- Provide temporary parking spots and inform security.

### 2. Telephone Service:

- Answer telephone promptly in a courteous, professional manner.
- Transfer calls to the appropriate person or provide a response if appropriate.
- Take written messages and distribute them promptly.
- Monitor voicemail messages and respond promptly the same day.
- Update the main telephone extension voicemail greeting daily.
- Direct calls to the appropriate person in the office to act

### 3. Mail Handling:

- Go to the Post Office every day to pick up mail for the office
- Receive, open, and distribute incoming mail daily.
- Does **NOT** open mail specifically marked for the recipient such as **ONLY** or mail that is marked **CONFIDENTIAL**. Such marked mail is to be delivered promptly to the addressee.
- Collect outgoing mail and deliver to on site mail collection facility by the end of the duty shift daily.
- Prepare packages, arranges for special shipping, and monitors tracking with overnight carriers such as Federal Express, etc.

4. Word Processing and Data Entry Services:

- Prepare letters, memoranda, forms, data, spreadsheets, flyers, announcements, presentations, special or one-time reports, and miscellaneous items in final format.
- Attend weekly Syracuse FO Staff & Project meetings for the Syracuse FO as needed.

5. Filing Service:

- Place or replace items in appropriate files in accordance with the current filing system.
- Retrieve files as requested.
- Make new files as necessary.
- Create/assemble Actions Binders/folders (example: Procurement Binder)

6. Facsimile Service:

- Collect and distribute faxes.
- Fax documents as requested by the originator.
- Verify the receipt of outgoing faxes by status reports printed by the facsimile machine.
- Provide originators with documentation and status report of faxes sent and received.
- Frequently monitor and refill paper supply.

7. Photocopying Service:

- Make photocopies using office copier.
- Utilize appropriate copier options such as double-sided copying, sorting, stapling, reduction, and enlargement.
- Request for copies will specify number and distribution or follow prescribed distribution codes which will be made available for reference.
- Frequently monitors and refill paper supply.

8. Security Clearance Processing:

- Operate a PIV "light" accreditation and badge machine
- Input and take fingerprints into Credentialing machine
- Update Security Clearance spreadsheet with status of clearance, move applicants to different projects if applicable and remove/update applicants that have completed projects

9. Procurement Service:

- Will send emails to appropriate personnel in regard to these programs, issues or concerns in the absence of the Business Manager.
- Will develop procurement requests (GSA Form 49s) for energy and water contracts concentrating, but not limited to EBM Field Offices. As a contractor will act as proxy in the execution of these procurement requests to be submitted by a GSA employee.

- Will track and monitor execution of Utility and Water Contracts (GSA Form 300s) as necessary to ensure delivery and continuity of services in both owned and leased locations, concentrating on, but not limited to EBM Field Offices. The contractor will also assist with inquiries on all of the aforementioned as requested by PBS Finance and Leadership.

10. Building Badges:

- Take pictures
- Enter information into database
- Update database
- Run reports of all active / deactivated badges, door ajar, and security issues, etc.
- Issue Contractor badges for 1 day/1 week
- Review Access Form to grant access and issue badges
- Verify appropriate authorization to verify clearance and letter on file for Contractors
- Remove access from personnel no longer working in the building/deactivate building cards

11. Timekeeper:

- Will be backup timekeeper to the Business Manager
- Input, edit, and update time sheets as requested
- Make corrections and check error reports

12. Work Orders:

- Follow up with customers to verify service was met
- Provide updated information to the appropriate personnel of any on-going issues related to work orders
- Relay additional information to the appropriate Contractor about the service needed when requested.

13. Miscellaneous Support-Service:

- Contact office equipment vendor as necessary for service support (phones and copier)
- Inform personnel in office before going on break or lunch so that adequate coverage can be provided.
- Maintain office supply inventory and advise when ordering is necessary.
- Update Hanley Building Directory monthly

## **General Clerk (3 positions at One World Trade Center)**

The following duties are performed by the incumbent on a routine basis. The incumbent will also perform any other duties associated with completing the tasks associated with the scope of this contract.

### **1. Computer Application Standards**

Adding of Software & Hardware to GSA Infrastructure - All non-Government issued software must be reviewed and accepted by the IT Governance Board (GB) before it can be installed on GSA's servers. The following is the prescribed process for requesting assistance from GSA's Help Desk; <https://insite.gsa.gov/portal/category/534722>.

### **2. Mail Management**

GSA requires the offeror to manage the mail program consisting of receiving, sorting, distributing, storing, tracking and recipient notification for all incoming and outgoing mail and packages. This includes standard mail through the USPS as well as express mail.

#### **Performance Requirements:**

- Incoming mail, package, letter, or other special handling mail shall be recorded and processed within one-half-hour after arrival.
- Contractor shall be responsible for informing GSA employees of their mail packages via email.

### **3. Records Management**

**Required Services:** The contractor will manage GSA's records and reference materials in accordance with the GSA File Plan. The contractor shall use the GSA provided tracking system, which may be updated or changed throughout the contract lifecycle.

Contractor shall be responsible for sending and receiving closed files to the National Archives and Records Administration/Federal Records Center (NARA/FRC).

### **4. Supply Management and Distribution**

The Contractor shall manage GSA's supply inventory, including disburse supplies to employees, track supply disbursement, provide just in time inventory replenishment methods, recommend the optimal type and mix of supplies based on usage trends and cost, seek and advise GSA on low-cost alternatives, and generate monthly reports on all supply activities, with more frequent reports available upon request.

The reports must include, at a minimum:

- Item information
- Quantity (by the box or case)
- Date and time ordered and disbursed
- Organization code (or other information) of employee receiving supply
- Cost information

The contractor is not authorized to purchase supplies on behalf of the Government. All purchases will be made by GSA personnel. The contractor's role is to accurately track supply inventory and usage and use that information to provide GSA with expert advice on supply management as well as process improvements. When quantities need to be replenished or brand-new supplies added, the contractor will inform designated GSA personnel and the COR so the orders can be placed.

## 5. Physical Inventory Management

The Contractor shall manage, disburse, track, maintain, report on various non-consumable physical inventory items (digital cameras, multi-function machines, laser pointer, global positioning devices, headsets, power cords, shredders, Lockers, Workstations, Conference Rooms, Huddle Rooms, Focus Room, etc.) Where applicable, the Contractor shall also track use and warranties for this physical inventory, informing GSA of any required maintenance or repairs required to ensure continual availability to GSA personnel.

It is the responsibility of the contractor to maintain all warranty information for electronic devices and accessory. The contractor may be required to take specific electronic devices off site for maintenance or repairs.

**Inventory Tracking and Reporting System -** Physical inventory items must be tracked as they are checked out to GSA employees.

The Government-provided reservation system used for fleet management (see 6.0 below) is also currently used to track GPS, power cords and EZ Pass transponders. Other non-consumable physical inventory items (eg: headsets, wireless keyboards, digital cameras, laser pointers, paper shredders and lockers/workstation assignments must also be tracked but are not contained in the vehicle reservation system. Currently a shared Google spreadsheet is the tracking method for a few of these items. The offeror must track all items and may suggest the best alternatives for tracking.

The Contractor is responsible for ensuring the data they input into any tracking system is accurate. In many cases, the users will make the reservations, but the Contractor may

also make the reservation when requested. The Contractor is responsible for entering and verifying the accuracy of other data elements in any tracking system.

While it is the responsibility of the contractor to maintain all warranty information for each electronic device and accessory, the contractor is not responsible for the repairs and maintenance. Similar to supply management, GSA is looking for the contractor to manage reports, help GSA assess usage, and suggest improvement to the physical inventory process and items stocked.

## 6. Vehicle Reservation System

The contractor shall manage the reservations and coordinate the maintenance/repairs for Federally owned vehicles used by GSA staff for site visits and other local travel. Currently, there are 4 Government Owned Vehicles (GOVs), but the number of vehicles can change over time. The contractor must perform daily administration tasks, including reservation system data input, and assist GSA personnel in the management of vehicles.

The contractor shall also be responsible for managing GOV maintenance/repairs. There are several auto service locations within the Manhattan area. Depending upon the nature of the repair, type of vehicle and direction from GSA Fleet, the appropriate location will be chosen at the time of repair/maintenance.

The contractor shall shuttle GOVs to repair shops for maintenance/repairs. The contractor will also be required to drive vehicles to designated locations for replacement and drive new GOVs back to the regional office building, or another location.

The GOV's will be located in the parking garage located at 70 Greenwich Street.

## 7. Copy, Scanning, and Office Services

The Contractor shall provide GSA with copy and scanning services in addition to CD/DVD production, faxing, printing and shredding services. The Contractor will provide, maintain and upgrade all required equipment to efficiently perform these functions. Requests must be tracked through to completion. Currently, the average copy/scan job takes about 15 minutes but can run as long as 1.5 hours for a complex job. GSA will provide paper for approximately 14 printers and copiers throughout the Regional Office Building.

The contractor shall provide monthly activity reports to enable GSA to track all copy, scanning and office service activities. Reports may be requested more frequently. Reports shall include the following data elements:

- The date/time of a service request.

- The name of the requestor and organization code
- The service requested.
- The date/time of service completion.

## 8. Space & Mobility Management

The contractor shall be required to configure, monitor, maintain, supply and work with GSA personnel to ensure the space is set up to meet GSA's needs. This includes the set-up of larger rooms for events and meetings as well as daily upkeep of all rooms and workstations. For larger meeting rooms, this work includes setup and coordination for events and training classes. For smaller conference rooms and individual workstations, the Contractors' responsibilities include "house-keeping" services. GSA Region 2 works in a mobile environment where most workstations are not assigned to specific individuals. The region has a "clean desk" policy where all articles must be removed from workstations every day so any staff member can choose to sit in any desk. The contractor must also ensure centrally located supply locations are properly stocked.

The contractor will be responsible for setting up rooms for events such as training sessions or meetings. Each event is different, and the duration can be from 1 hour to over a week. The contractor will be provided with the requested layout and be required to move furniture and chairs, so the room is properly arranged at least 30 minutes prior to the stated start time. The contractor may also need to place supply stock and move equipment into the room (including by not limited to: video conferencing units, rolling white boards / easels, projectors, etc.). After a meeting is complete, the contractor will return the room to its normal configuration, or the configuration for the next event. The Contractor shall remove, and store movable equipment brought in for the event.

The lead time can be from a day to weeks in advance. Number of attendees can vary from 10-100. In most cases, users will submit the request and layout, but the Contractor personnel may be asked to enter the request and specify the layout.

## 9. Daily Housekeeping Responsibilities

Perform a walkthrough of all conference rooms daily to remove leftover items and ensure the room is ready for the day.

GSA employees in the Regional Office Building work in a mobile environment, meaning that very few people have assigned workstations. Each day employees move to new stations and our current policy requires each workstation be cleared off at the end of the day. The Contractor shall perform a walk-through of the space and remove any items left at the end of each day, except for IT items (laptop and phones).

The Contractor shall resupply central supply locations with the appropriate supplies throughout the Regional Office Building. The Contractor shall be responsible for servicing the central supply locations within GSA space in the World Trade Center where there are 10 supply stations.

#### **General Clerk (26 Federal Plaza, Room 2-100)**

The following duties are performed by the incumbent on a routine basis. The incumbent will also perform any other duties associated with completing the tasks associated with the scope of this contract.

1. Answer & direct calls.
2. Greet & receive office visitors.
3. Coordinate building and customer services.
4. Maintain building, office, & contractors' phone directory.
5. Time & attendance for Leased Space.
6. Hard copy filing and electronic filing.
7. Make and coordinate service calls for office equipment.
8. Maintain building keys and log.
9. Maintain bulletin boards.
10. Order office supplies.
11. Sort & distribute incoming mail, forward misdirected mail, process outgoing mail.
12. Assist with building lobby events.
13. General clerical and other duties required for Office Management.

#### **Receptionist (170 Federal Plaza, Central Islip)**

The following duties are performed by the incumbent on a routine basis. The incumbent will also perform any other duties associated with completing the tasks associated with the scope of this contract.

1. Maintain a reporting system and track federal building and lease locations administrative information to include the processing of overtime utility payments and the updating as new leases and locations come online.
2. Process, update, and file procurement related data such as purchases orders, receiving reports, credit card logs, RWA files and all other leasing and contract files.

3. Maintain an ongoing follow-up program with all tenants to ensure that information received is timely, accurate, and contributes to fulfillment of tenant requests and problems. Coordinate the incoming service calls for the Federal Building tenants, overtime service requests and special events. Maintain the Field Office calendar and processes staffs leave approved leave requests.
4. Perform all the administrative duties of the receptionist for the Field Office to include the answering of telephones, taking and distributing messages, preparing security memos as directed and approved by the Building Managers. Ensure that communication with tenants and others throughout the federal and public community is conducted in a professional manner. Perform data entry functions as needed in various GSA web-based programs.

### **Secretary Level I**

**(237 West Service Road, Champlain, NY)**

The following duties are performed by the incumbent on a routine basis. The incumbent will also perform any other duties associated with completing the tasks associated with the scope of this contract.

Occupational Base - This position provides principal secretarial support in an office, usually to one individual, and, in some cases, to the subordinate staff of that individual. The Secretary maintains a close and highly responsive relationship to the day-to-day activities of the supervisor and staff, works independently receiving a minimum of detailed supervision and guidance, and performs various clerical and secretarial duties requiring knowledge of office routine and an understanding of the organization, programs, and procedures related to the work of the office. Computers may exist in the environment, requiring working knowledge of certain office software programs.

Secretary I Level of Responsibility includes carrying out recurring office procedures independently. Selects the guideline or reference which fits the specific case. Supervisor provides specific instructions on new assignments and checks completed work for accuracy. Performs varied duties including or comparable to the following:

- Responds to routine telephone requests which have standard answers; refers calls and visitors to appropriate staff. Controls mail and assures timely staff response; may send form letters.
- As instructed, maintains supervisor's calendar, makes appointments, and arranges for meeting rooms.

- Reviews materials prepared for supervisor's approval for typographical accuracy and proper format.
- Maintains recurring internal reports, such as time and leave records, office equipment listings, correspondence controls, and training plans.
- Requisitions supplies, printing, maintenance, or other services. Types, takes, and transcribes dictation, and establishes and maintains office files.

**Secretary Level II**

**(One World Trade Center, New York NY,  
970 Broad Street, Newark NJ,**

**271 Cadman Plaza, Brooklyn NY,  
2 Niagara Square, Buffalo NY,**

**100 South Clinton Street, Syracuse NY,  
150 Carlos Chardon Ave, Hayto Rey  
PR,1 Clinton Square, Albany NY)**

The following duties are performed by the incumbent on a routine basis. The incumbent will also perform any other duties associated with completing the tasks associated with the scope of this contract.

Occupational Base - This position provides principal secretarial support in an office, usually to one individual, and, in some cases, to the subordinate staff of that individual. The Secretary maintains a close and highly responsive relationship to the day-to-day activities of the supervisor and staff, works independently receiving a minimum of detailed supervision and guidance, and performs various clerical and secretarial duties requiring knowledge of office routine and an understanding of the organization, programs, and procedures related to the work of the office. Computers may exist in the environment, requiring working knowledge of certain office software programs.

Secretary II Level of Responsibility handles differing situations, problems, and deviations in the work of the office according to the supervisor's general instructions, priorities, duties, policies, and program goals. Supervisor may assist secretary with special assignments. Duties include or are comparable to the following:

a. Screen telephone calls, visitors, and incoming correspondence; personally respond to requests for information concerning office procedures; determine which requests should be handled by the supervisor, appropriate staff member or other offices, prepare and sign routine non-technical

correspondence in own or supervisor's name.

- b. Schedule tentative appointments without prior clearance. Make arrangements for conferences and meetings and assemble established background materials as directed. May attend meetings and record and report on the proceedings.
- c. Review outgoing materials and correspondence for internal consistency and conformance with supervisor's procedures; assure that proper clearances have been obtained, when needed.
- d. Collect information from the files or staff for routine inquiries on office program(s) or periodic reports and refer non-routine requests to supervisor or staff.
- e. Explain to subordinate staff supervisor's requirements concerning office procedures, coordinate personnel and administrative forms for the office and forwards for processing.
- f. Collect timekeeping records from staff to input, edit, and update time sheets as requested and make corrections and check error reports.
- g. Provide general oversight of office equipment and maintain office supply inventory.

**Word Processor Level II**  
**(290 Broadway, New York NY,**

**26 Federal Plaza, Room 1-100 New York, NY**  
**26 Federal Plaza, Room 2-100 New York, NY**  
**One Bowling Green, New York, NY**

**150 Carlos Chardon Ave, Hato Rey PR)**

The following duties are performed by the incumbent on a routine basis. The incumbent will also perform any other duties associated with completing the tasks associated with the scope of this contract.

**Specific Description of Services:** Provide on-site help in processing financial obligations and administrative duties for the Field Office to which contract worker is stationed. The contract worker is responsible for assisting with procurement documentation, preparation, and record keeping, while also keeping track of credit card logs. This includes quality assurance for proper documentation, dates, times and receipts. On a daily basis, the contractor will interact with the budget analyst regarding any financial obligation problems. Will frequently interact with Executives as well as outside agencies in the resolution of these problems. The contract worker will be responsible for processing all Reimbursable Work Authorizations (RWAs) for the Field Office to which contract worker is stationed. In addition, the contractor will assist, advise, plan,

and coordinate the procedural administrative functions. Duties include receiving calls, welcoming visitors, directing calls to either the supervisor or other staff personnel, researching information requested regarding routine or sensitive matters, and handling access letters and loading/parking passes. Responsible for reviewing and screening incoming mail prior to distribution for suspense dates. Establish in-house producers for follow-up actions and ensure timely responses. Establish and maintain files, and review and dispose of files in accordance with agency procedures. Responsible for enrolling HSPD-12 cards for physical access.

### **Word Processor Level III (201 Varick Street, NY)**

In addition to the above, the contractor shall perform the following:

- Issuing building access cards and other entry passes.
- Logging all cards.
- Archiving and records database management.
- Generating daily reports.
- Monitoring readers/equipment repair.
- Performing Access Control Operator duties at other FOBs as required.

### **Engineering Technician (Equipment Specialist, position TBD)**

Occupational Base - To be covered by these definitions, employees must meet all of the following criteria: Be able to provide semi-professional technical support for engineers working in such areas as re-search, design, development, testing, or manufacturing process improvement. Work pertains to electrical, electronic, or mechanical components or equipment. These technicians are required to have some practical knowledge of science or engineering. Some positions may require a practical knowledge of mathematics or computer science. Included are workers who prepare design drawings and assist with the design, evaluation, and/or modification of machinery and equipment.

Engineering Technician VI Level of Responsibility independently plans and accomplishes complete projects or studies of broad scope and complexity or serves as an expert in a narrow aspect of a particular field of engineering, e.g., environmental factors affecting electronic engineering. Complexity of assignments typically requires considerable creativity and judgment to devise approaches to accomplish work, resolve design and operational problems, and make decisions in situations where standard engineering methods, procedures, and techniques may not be applicable. Supervisor or professional engineer provides advice on unusual or controversial problems or policy matters. Completed work is reviewed for compliance with overall project objectives. This worker may supervise or train and be assisted by lower-level technicians, and

performs, one or a combination of the following:

- A. Provide equipment quality assurance and quality control.
- B. Prepares designs and specifications for various complex equipment or systems (e.g., a heating system in an office building, or new electronic components such as solid-state devices for instrumentation equipment).
- C. Plans approach to solve design problems; conceives and recommends new design techniques; resolves design problems with contract personnel and assures compatibility of design with other parts of the system.
- D. Designs and coordinates test set-ups and experiments to prove or disprove the feasibility of preliminary design; uses untried and untested measurement techniques; and improves the performance of the equipment. May advise equipment users on redesign to solve unique operational deficiencies.
- E. Plans approach and conducts various experiments to develop equipment or systems characterized by (a) difficult performance requirements because of conflicting attributes such as versatility, size, and ease of operation; or (b) unusual combination of techniques or components. Arranges for fabrication of pilot models and determines test procedures and design of special test equipment.

Experience: A minimum of 2 years successful work experience in the same position or related field in the last five (5) years.

**Administrative Assistant (Acquisition Management Support, Position TBD)**

- 1. Process GSA assigned actions, to include Contracts and Task Orders in accordance with the FAR GSAM and policy.
- 2. Process modifications to GSA contracts
- 3. Process options to GSA Contracts
- 4. Prepare and/or review key documents for any phase of the pre-award and administration process, track status of key deliverables or due dates; Implement an effective system subject to the approval of the GSA Contracting Officer
- 5. Conduct or assist the GSA Contracting Officer in preparing and conducting Pre-Proposal Meetings and Pre-Construction Meetings, as well as site visits and site meetings. If determined necessary by the GSA Contracting Officer, attend Pre-Construction; Pre-Start ("kick-off) meetings; site, visits and site meetings; and provide assistance to the CO and/or designated COR at the various project locations.
- 6. Process Contract Close Outs
- 7. Assist Contracting Officer in contract evaluations.
- 8. Assist in various data analysis requirements for management.

## **\*\*\*Professional Services Performance Based Statement of Work\*\*\***

### **Architect / Interior Designer - Statement of Work**

#### **Architectural Support**

- Provide architectural plan reviews and coordinate review comments with GSA Mechanical, Electrical, and Plumbing (MEP), Structural, and other Subject Matter Experts for office and other spaces, in federally owned and/or leased space, as well as participate in feasibility study reviews. Submittals shall be created and provided using GSA-developed comment forms in excel, Google Drive, or other PDF software such as Foxit Phantom or Adobe acrobat.
- Apply Facilities Standards for the Public Buildings Service (PBS-P100) when preparing plan reviews or responding to inquiries regarding P100 interpretations.
- Apply International Council of Code standards as applicable when performing architectural plan reviews.
- Apply ADA (American Disabilities Act) Requirements and ABAS (Architectural Barriers Act Standards).
- The contractor may be required to help maintain and/or update spreadsheets, forms, and other reporting tools that track incoming technical review requests as part of the RCA project intake process.
- Provide computer aided design and space planning support as described below.

#### **Computer Aided Design (CAD) and Space Planning Support Services**

- Provide interior space planning and design services for office and other space, in federally owned and/or leased or under consideration for lease space. Submittals shall be created and provided in AutoCAD and typically distributed in Foxit Phantom or other PDF software Adobe Acrobat to client agencies.
- Apply American National Standards Institute/Building Owners and Managers Association (ANSI/BOMA) international standard (Z65.12017) for office area usable and the GSA Pricing Desk Guide for full floor measurements to perform scaling and field measurement of space as required. Apply the use of laser measuring devices while performing space surveys.
- Demonstrate/integrate, where appropriate, mobility options to offer clients to enhance space utilization. Calculate utilization rates for spaces.
- Prepare, review, and design block plans, test fits and other design documents to assist GSA in designing client space or planning client requirements.
- Prepare and review interior design intent drawings (DIDs), scale submitted drawings, create print outs, and copies, using AutoCAD program and third party-add on software.

- Develop DIDs detailing the Tenant Improvements (TI) to be made for Federal building spaces and or lease spaces which GSA in conjunction with the Lessor and or other. While developing the DIDs, the Contractor may need to meet with the representatives of the client agency, other GSA business lines and/or the Lessor/Building owner and physically inspect the Project locations, to gather all the necessary scope of the project.
- DID's shall include the following:
  - o Per GSA DID review guide and PBS Pricing Guide level 1 DID's shall include: Cover Sheet, Demolition Plan, Construction (Partition) Plan Power/Communications (Electrical) Plan, Generic Furniture Plan, and Finish Plan.
  - o DID's Level 2 shall include Cover Sheet, Demolition Plan, Construction (Partition) Plan, Power/Communications (Electrical) Plan, Generic Furniture Plan, Finish Plan, Reflected Ceiling Plan, Interior Elevations/Interior Sections Partition (Wall) Sections and Door/Hardware Schedule.
  - o Above the DID's review guide the First Impressions program and the Building Design Guide may include additional plans like signage.

**Additional Space Planning Services may also include:**

- Participate in a Design Intent Drawings (DID) Workshop which is defined as a concentrated effort on the part of GSA, the client, the Lessor and their architect to develop the Design Intent Drawings for approval within the confines of the workshop time frame, typically between 1 and 5 working days.
- Develop Program of Requirements (POR) with client agencies, as well as GSA team, develop requirements packages and participate in requirements development initiatives, such as, but not limited to, workplace engagements in support of PBS projects in federal and leased space.
- Develop information in adequate detail to transmit the space requirements to GSA or its Lessors, so the appropriate construction and engineering drawings can be prepared to accomplish tenant alterations.
- Develop finishes boards for GSA client's selection; work with vendors as project requirements only on selection of interior finishes from GSA FAS schedule vendors and based on GSA P100 and comply with Green Procurement and Buy American Mandate.
- Knowledge of material trends for design and specification, especially those materials that comply with LEED, WELL, and FitWel building standards; or GSA/Tenant specific requirements.
- The Contractor shall be expected to handle several projects simultaneously in both owned and leased facilities, without compromising timeliness and quality of service to GSA.

- The Contractor is expected to learn and apply federal policy and guidelines to work product. As well as expected, to apply federal policy updates and changes as it related to their work product.
- The Contractor may be asked to track the number of hours spent on a particular project and provide supporting information as needed.
- Although GSA's client agencies are the end users, all work produced under this contract must be coordinated through and reviewed/approved in writing by a GSA Project Manager as well as the client agency prior to acceptance.
- The contractor may be required to perform a walkthrough of space to determine typical conditions, space types and sizes, note finishes, including individual workstations and offices, storage rooms, standard group support areas such as conference rooms and break rooms, unique group support areas, such as libraries and computer server rooms. Also assess performance and utilization of workspace and meeting space, which may require right-sizing of all workspaces (enclosed and open), mission-critical (special) space, storage and support space.
- The contractor may be asked to develop test fits drawings to scale showing in simple outline format, walls, workstations, special areas and circulation patterns.
- Act as a team member on a larger project, in which they will provide support functions for the success of the project.
  
- Duties may include Furniture Design Services while working with the GSA Contracting Officer Representative (COR), Contracting Officer (CO), and Project Manager. Submittals may include furniture plans including furniture plan, floorplans, development of furniture which may include elevations, scope of work development, creating technical specifications for each typical, review and comment on bid submittals from vendors, market research of scheduled vendors, bid review from vendors, in-house cost estimating for budgeting, furniture inspections and creating and maintaining punch list documentation until final acceptance, and coordination with furniture vendor and subs including furniture dealers, installers and /or Architectural Firms.

### **Building Information Modeling (BIM) Support Services**

- Demonstrate working knowledge and experience with Revit 2021 software to perform 3D BIM analysis, clash detection, and assess integrity of data from existing design documents.
- Prepare 3D drawings/renderings through the use of Revit software and/or third party-add on software or other BIM software.
- Evaluate existing design documentation for conformance with GSA BIM guidelines.
- Develop innovative BIM solutions to problems encountered in design and renovation of Federal buildings and/or leased space.

### **Architectural Barriers Act Accessibility Standards (ABAAS) Support Services:**

- Provide support for ABA/ADA plan review(s) within federally owned and/or leased space. Review(s) shall be created and provided in either AutoCAD or through other written means (ex. Word or Excel document) as directed by the contractor's GSA counterpart.
- Knowledge of the Architectural Barriers Act Accessibility Standards (ABA/ADA) to the maximum extent practicable through CAD and space planning support services such that outcomes achieve barrier-free and accessible design solutions for people with disabilities.

### **Required Core Competencies:**

- Skill in communicating effectively, geography and orally, in writing to prepare deliverables, clarify discrepancies as needed,
- Skill in applying fact-finding and investigative techniques to gather information. Ability to gather and analyze data, identify inconsistencies and potential problems, and determine alternatives, resolve issues, and handle inquiries as it relates to space planning and design.
- Ability to learn new software systems and input data as technology changes through the contract period.
- Ability to work well in a team environment.
- Ability to manage and prioritize multiple responsibilities and/or projects
- Skill in organizing and analyzing large amounts of information with special focus on detail

### **Required Skills:**

- Demonstrate ability to use a variety of software tools applicable to the requirements in the Scope of Work.
- Ability to review documents for accuracy for the tasks assigned.
- Ability to perform quality control for the tasks assigned
- For CAD provided services, contractors shall have the ability to apply ANSI/BOMA standards, as well as, current federal fire and life safety, as well as handicapped accessibility requirements to designs.
- For ABAAS provided services, the contractor shall exhibit proficiency in conducting ADA/ABA reviews, supported by professional certification(s), training(s), teaching, and/or awards.
- For BIM provided services, the contractor shall have the ability to use BIM software, track, log and comment on designs to meet current agency requirements.

- Demonstrate a familiarity with innovative industry trends such as the use of workplace engagements to determine overall space requirements through viewing of resume and portfolio as required
- Is it worth creating another bullet to call out specific A|E|I experience with new construction AND renovation/alteration/ work - and Class A office space? I would imagine the architect/interiors contractor will be doing a lot of work more so in the fit-out of tenant spaces and renovations.

### **Interior Designer Qualifications**

- Minimum requirement is a **Bachelor of Interior Design (BID)** or related field (ex. Interior Architecture, Architecture, or Bachelor of Fine Arts in Interior Design, etc.) with work experience in commercial Interior Design
- **5-7 years of industry experience in commercial Interior Design**
- NCIDQ or Registered Interior Designer is preferred, but not required
- LEED Accredited Professional (Interiors) is preferred, but not required
- Government space planning experience is preferred, but not required

### **Architect Qualifications**

- Minimum requirement is **Bachelor of Architecture (B.Arch.)** or related field (ex. Interior Architecture, Architectural Engineering, or B.S. in Architecture, etc.) with architectural design experience
- **5-7 years of industry experience performing plan reviews, code compliance reviews, ABA/ADA reviews**
- Registered Architect is preferred, but not required
- LEED Accredited Professional is preferred, but not required

## **DATA AND ADMINISTRATIVE MANAGEMENT SUPPORT**

### **Technical Services Required:**

#### **Duties to be performed by the Contractor shall include:**

- Work closely with GSA Management, Project Managers, Asset Managers, Client Planning Managers and Leasing Specialists/Leasing Contracting Officers to ensure proper data management and timely processing of related actions in support of GSA PBS activities.

- Respond to work requests originating from the GSA PBS Managers, Project Managers, Client Planning Managers, Asset Managers and Leasing Specialists/Leasing Contracting Officers.
- Data Entry / Transfer / Management / Quality assurance / Notification: enter data to various systems pertaining to management of leased building space. Provide data Quality Assurance/Quality Control to maintain accurate data. Run reports for QA/QC to be used for tracking purposes, as necessary.
- Provide Data Retrieval/Analysis: research all documentation as necessary to process actions requested by the Project Manager, Asset Manager, Client Planning Managers, Leasing Specialist/Lease Contracting Officer. Analyze the request and ensure data accuracy prior to input.
- Participation in special projects related to data management including internal audits, federal and leased inventory, lease(s) archival, resolving System for Award Management (SAM) issues, researching data issues in our systems, physical paper filing and file maintenance, etc.
- Research, processing, and completion of Reimbursable Work Authorization (RWAs). This consists of allocating dollar amounts received from Finance, processing payments against an RWA, and the completion and closeout of RWAs as approved by a proper Federal Government employee.
- Transmitting all data to Finance through the appropriate system. Copying, distributing, scanning, and filing, including electronic filing, of related paperwork upon completion.
- Creation and maintenance of budget reconciliation reports using spreadsheets.
- Researches and analyzes Lease documents, Occupancy Agreements, and payments, reconciling financial disbursements and charges to client agencies when necessary.
- Occasionally, processing Change of Ownership requests to include obtaining the required documentation and legal approvals and preparing the Lease Amendment for the Lease Contracting Officer's approval. Working with the LCO to reflect the change in REXUS
- Occasionally, processing Change of Address, Change of Payee's, Electronic Funds Transfer requests & Changes to include obtaining the required information, ensuring accuracy of information provided and making necessary changes in REXUS along with any approvals needed from the LCO.
- Preparing legal instruments such as Statements of Lease and Subordination, No Disturbance and Attornment Agreements (SNDAs) upon request to include researching Lease for required information, obtaining necessary Lease

Administrator & Lease Contracting Officer input along with Legal Approval as needed.

- Performs rental histories and analysis to resolve questions, concerns or discrepancies that are identified.
- Assist in initiating the lease expiration process to include obtaining all necessary information to initiate a new lease project, prepare an expiring lease letter, and create project files
- Assist in establishing programmatic protocols and maintenance parameters for the establishment of any existing or new programmatic requirements under the responsibility of the Leasing Division. For example, and shall include, but is not limited to, researching, documenting and assisting in identifying the universe of all leases considered “other than small business”. Assist in developing and issuing communications to Lessors identifying the responsibility to comply with Small Business Subcontracting requirements, as well as perform follow up activities related to annual Small Business Subcontracting reporting.
- Occasionally assist with program analytics for any number of Leasing related programs, measures and/or metrics management that can assist leadership in making critical decisions as it relates to workload management and informs good business decisions.
- Learn and apply federal policy, guidelines and any changes to policy and guidelines to work product.

**CORE COMPETENCIES REQUIRED FOR CONTRACT STAFF:**

- Skill in communicating effectively, both orally and in writing to prepare reports, clarify discrepancies and provide subject matter training.
- Skill in applying fact-finding and investigative techniques to gather information. Ability to gather and analyze data, spot inconsistencies and potential problems and determine alternatives, resolves issues, and handles inquiries.
- Ability to learn new software systems and input data.
- Ability to work well in a team environment.
- Ability to manage multiple responsibilities and/or projects
- Skill in organizing and analyzing large amounts of information with special focus on detail

**IT/TELECOMMUNICATIONS ENVIRONMENT:**

The Contractor shall be proficient in the operation and use of the hardware, software, and applications as specified below. Note that the Contractor shall be adaptable to learning and utilizing new or changing hardware, software, and associated applications over the term of this Contract that directly relate to the tasks required under this contract.

**HARDWARE:**

- LAN file server
- Dell Latitude Laptop E series or equivalent
- CD-ROM Writer
- Other office equipment including scanners, copiers, printers, etc.

**SOFTWARE/APPLICATIONS & SYSTEM AND TOOLS:**

Systems/and or software tools required to perform the tasks and requirements under this contract are located on the PBS Portal or Local Area Network (LAN). The PBS Portal is an Intranet/Extranet web application that enables secure and efficient input and retrieval of information relating to PBS' business operations. Below are descriptions of systems/tools located on the PBS Portal or provided on the Local Area Network that may be utilized by the contract staff.

- Windows 2010 server or newer
- Windows 10, Windows XP and Windows 7 client
- MS Office 2010 or newer, MS Excel 2010 or newer
- Citrix ICA, Checkpoint VPN and Cisco IP Communicator, Horizon VPN
- Google Mail
- Adobe Acrobat Professional and Nuance Converter Enterprise Foxit
- Internet Explorer

**GSA SPECIFIC APPLICATIONS:**

- REXUS
- Galaxy
- Pegasys
- Comprizon/EASI
- RETA
- OA Tool
- Rent Bill Management Tool (RBM)
- G-REX, etc
- Rent on the Web (ROW)
- Documentum - EDMS

## **STANDARDS OF CONDUCT AND RESTRICTIONS:**

The contractor shall adhere to the same professional and ethical standards of conduct required of Government personnel. The contractor shall not:

- Discuss with unauthorized persons any information obtained in the performance of work under this order.  
Conduct business, other than that which is covered by this order, during periods paid by the Government.
- Conduct business not directly related to this order on Government premises.
- Use computer systems and/or other Government facilities for company or personal business; or
- Recruit on Government premises or otherwise act to disrupt official Government business.

## **Statement of Work** **Property Management Services**

### **SCOPE OF WORK FOR CONTRACT PROPERTY MANAGEMENT SUPPORT SERVICES FOR THE GSA, PBS, REGION 2, SERVICE CENTER DIVISION:**

For purposes of this specification, “Contract Property Management Support Services” is understood to encompass the following three general disciplines:

1. Inspection and management of federally owned facilities within the Field Office, including maintenance and operation inspections according to all applicable GSA property management principals, SOPs, and guidelines.
2. Inspection and management of leased locations within the Field Office according to all applicable GSA lease administration principals, guidelines, and SOPs
3. Construction Management (CM) and Project Management (PM) for repair and alterations type projects in both leased and federally owned locations within the Field Office according to all GSA construction management principles, guidelines, and SOPs. This may be for what GSA considers “simplified acquisition - small projects” under \$250,000 and may be for larger projects (generally between 150,000 and the prospectus project limit of 2.8 million) In both cases the CPM will accomplish project estimating, scoping

and project development, design/design review (depending on complexity of project) inspection, preparation of punch lists, and project close out activities. In short, the CPM may be involved in all project management and construction management activities, including accomplishing budgeting and accounting activities as required under the direction of the COR.

The Contract Property Manager (CPM) assigned to a GSA Field Office can expect to provide the above three general services in the proportion determined by the needs of each GSA Field Office Manager. For example, in one Field Office the Contract Property Manager may be required to perform mainly lease inspection and administration, while in another Field Office the Contract Property Manager may be required to provide mainly project management or construction management duties on projects within federally owned facilities. No allowances will be made for changing of percentages of duties.

Each Contract Property Manager will perform the following basic services:

1. Each Contract Property Manager will be a full-time employee, who will work on-site within each Field Office. The awardee will submit to GSA a well-trained, well rounded, and experienced candidate for each Contract Property Manager position based on MINIMUM qualifications in this statement of work.
2. The Contract Property Manager shall report to the Contracting Officer's Representatives (CORs) within each Field Office. In general, the awardee can expect that the CORs for this contract will be the GSA managers of each Field Office, although the GSA CO may choose to further delegate this to other members of their staff. The Contract Property manager will therefore be considered a contract employee of the Field Office, who must ultimately report to the Field Office Manager (also known as the Senior Property Manager), along with the Assistant Senior Property Manager(s) for each field office.
3. The GSA CORs will assign specific duties and responsibilities to the Contract Property Managers, and provide all supervisory direction, including setting scheduled workday hours, overtime, etc. The Contract Property Manager will report to the COR daily to review schedules and assignments
4. Contract Property Manager must be businesslike and professional in dress and appearance and will be expected to represent the US Government in dealings with other federal agencies who are GSA's customers. The Contract Property Manager will at times serve as the primary point of contact representing GSA with federal client agency personnel. Will proactively manage customer relationships and communications to enhance customer loyalty and retention in accordance with established GSA guidelines and business processes.

5. The Contract Property Manager will be required to perform inspections in machine rooms, roofs or in construction sites in areas where conditions may be difficult and dirty. The contractor will provide his Contract Property Manager with the necessary safety equipment required to do this type of work, including steel toe safety shoes, hard hat, coveralls, etc. The Contract Property Manager must have the physical ability to climb ladders, navigate over and around equipment, etc. The Contract Property Manager must be able to perform moderate lifting (sometimes he may be called upon to deliver items to remote sites, etc.). The contractor must ensure that the Contract Property Manager possesses adequate health insurance coverage.

6. Under direction of COR, the Contract Property Manager must be prepared to interact extensively with building tenants on a recurring basis to assess their facility needs, ensure that those needs are being met or exceeded, and assure that the procedures used to obtain services are responsive and customer friendly.

7. The Contract Property Manager will be expected to work an eight-hour shift which must occur during GSA's core business hours (defined as 7 AM to 530 PM, Monday thru Friday, excluding federal holidays) which will be billed as regular hours. Exact shifts start and end times must be approved by the COR.

There may be times when the CPM may have to adjust his hours to monitor work that occurs beyond core business hours. Time worked beyond the 8 hours in core business hours shall be considered overtime. The Contract Property Manager may be required to work overtime (i.e. beyond 8 hours a day, or on weekends or holidays) based on need of the Field Office for service to monitor construction activities, building shutdowns etc. In cases when the Contract Property Manager must work overtime or holidays and will be paid time and a half.

8. Contract Property Manager must PHYSICALLY REPORT to the Field Office each day for the contractor to bill for hours that were worked that day. This is a "location critical" position, which means that TELEWORK or any other alternative work arrangements ("work at home" etc.) is only an option in emergency circumstances.

#### **INSPECTION OF WORK IN FEDERAL FACILITIES:**

The Contract Property Manager, under direction of the COR, will be required to perform inspections of construction and building maintenance contract work in federally owned buildings within the Field Office. (The term "BUILDING MAINTENANCE CONTRACTS" includes janitorial, cafeteria, mechanical, and elevator maintenance services, and is often referred to as simply "MAINTENANCE" or SERVICE" contracts)

Inspections will be accomplished according to GSA guidelines and standards, which are attached to this SOW (SEE ATTACHED GSA PROGRAM GUIDELINES FOR ALL PROGRAM AREAS) Under direction of COR the Contract Property Manager will become familiar with the GSA PBS PROGRAM GUIDES and with the specifications for all Field Office construction and maintenance contracts that he is required to review.

The Contract Property Manager will then conduct inspections of the Field Offices' contractors who are performing the Field Office's construction project and building services to determine if the inspection results meet both the PROGRAM GUIDES and the requirements found within the GSA contracts, and report his findings to COR (using Inspection Report format referenced in PBS PROGRAM GUIDES)

The Contract Property Manager may also be called upon to draft letters to the construction/service contractors, including "CURE LETTERS", in which these deficiencies are formally noted. All formal direction to the construction and service contractors, including all correspondence (i.e. cure letters, transmission of inspection reports etc.) MUST BE FROM A GSA EMPLOYEE, i.e., the GSA employee must sign off on the directive.

After transmission of inspection reports and/or letters, the Contract Property Manager shall perform follow up inspections and perform appropriate documentation as required.

The Contract Property Manager will conduct inspections of contractor's work in a professional, respectful, and businesslike manner, making advance arrangements and notifications of the construction and maintenance contractors as required. The Contract Property Manager may be empowered by the COR to set up meetings with the construction and building maintenance contractors as required.

Much of the work to be inspected and reviewed by the Contract Property Manager will be of a basic building technical level, so that a professional in the field of construction and building operations should be able to accomplish subject inspections with a minimum of outside assistance. There may be exceptions, in which GSA requires a CPM with specialized technical skills (particularly in the area of automated Building Management/Control Systems) If a candidate with these specialized technical skills is required, the contractor will be advised. To the initial response to this solicitation, candidates with a more general technical background will be considered acceptable.

#### **INSPECTION OF WORK IN LEASED LOCATIONS**

1. The Contract Property Manager, under direction of the Lease administration Manager (LAM)/COR or the Lease Contracting Officer (LCO), will be required to perform inspection of some or all the leased locations within the

- field office to determine if the lessor is fulfilling all of the requirements of the lease.
2. Conceptually (in terms of contract law) the inspection of leased locations is very similar to the inspection of construction and service contracts, so most of the provisions in SOW ITEM #6 above apply to inspection of leased locations. The main difference is that since GSA does not own the leased locations, the extent of items inspected and actions that can be taken are more limited, generally based on what the lessor is expected to provide under the lease.
  3. The Contract Property Manager shall become familiar with the Region 2 Lease Administration Guide and related SOPs, and use all the attached GSA PBS PROGRAM GUIDE policies and procedures, and review the terms and conditions of each lease agreement to conduct inspections of the leases in the field office under the direction of the LAM/COR. These inspections shall determine if the lessor is meeting the terms and conditions of his lease agreement. The Contract Property Managers shall prepare lease inspection reports and draft letters to lessors (including draft "Cure Letters") for LAM's/COR's or LCO's action with the understanding that the Contract Property Manager cannot formally direct the lessor, formal direction (i.e. signing formal correspondence etc.) to the lessor can only be accomplished by a GSA employee (same protocol found in ITEM 6 above)
  4. The Contract Property Manager will conduct lease inspections in a professional, respectful, and businesslike manner, making advance arrangements and notifications with both the tenants and lessors as required by the COR. The vast majority of the work to be inspected and reviewed in a lease is general of a less complex and technical nature than the construction and service contract inspections detailed in ITEM 6, above, so a professional in the field of construction and building operations should be able to accomplish subject inspections with a minimum of outside assistance.
  5. The focus of lease inspections will generally be on customer issues, ensuring that tenant agency customer requirements are met by the lessor.

#### **CONSTRUCTION MANAGEMENT (CM) AND PROJECT MANAGEMENT (PM) DUTIES**

1. The Contract Property Manager, under direction of the COR, will be required to estimate projects for construction and services in both leased and federally owned space in accordance with the requirements for project acquisition and management found in the attached GSA PBS PROGRAM GUIDES, PROJECT MANAGEMENT GUIDES (from GSA INSITE) and applicable SOPS (including the SMALL PROJECT SOP)

Most of these projects will be below the SIMPLIFIED ACQUISITION THRESHOLD of \$250,000.00, and generally not excessively complex, and generally will not always require a formal engineer's certification or

“stamp”. The above is a TYPICAL REQUIREMENT for most projects; GSA welcomes Contract Project Managers with an exceptional technical background who can take on complex projects with complex technical requirements.

However, the CO may require a CPM who will handle ONLY Construction Management (CM) and/or Project Management (PM) for projects OVER 250K, that involve significant design/design review, submittal review, inspections, close out etc. as defined in GSA PROJECT MANAGEMENT GUIDE. Obviously, the CPM who provides CM and PM services will require more background and experience in project and construction management than the CPM who only handles lease inspection. The CPM who concentrates mainly on large projects (over 250K) may be also supervised by the GSA Engineering Supervisor as COR.

Whether it is a large project or a small project, the Contract Property Manager will be responsible for managing the project from “cradle to grave” under direction of the COR, inputting everything from the estimates and scopes of work to the financial documents for contract award and closeout under the direction of the COR and in accordance with GSA standards. AS NOTED IN ITEMS 6 AND 7 ABOVE, the Contract Property Manager cannot directly order the construction and/or service contractor to perform work; all formal orders and letters must be channeled through the appropriate GSA employee.

2. The Contract Project Manager may be given limited access into certain applications of GSA’s financial systems to perform budget and other reviews on behalf of the COR.
3. Under direction of COR the Contract Property Manager is responsible for improving customer and client agency satisfaction with building services, maintaining, and preserving the real property assets, maintaining, or lowering operating costs, and ensuring the provision of quality facility related services. The Contract property manager will be expected to attend and/or host meetings as required and represent GSA interests as defined by GSA.
4. The Contract Property manager will establish and monitor specific programs and statistical goals reflecting customer satisfaction requirements and help ensure that short- and long-range plans and programs are implemented to substantially exceed those goals and requirements. Contract Property Manager must be aware of and take part in GSA Tenant Satisfaction Surveys and assist in administration of the same.

5. The Contract Property Manager will be the property management point of contact (poc) and work with the project team on all space modification and/or alterations of leased space.
6. The Contract Property Manager will provide appropriate and necessarily follow up with client agencies, contractors, GSA project team members and management.
7. The Contract Property Manager will follow all guidelines and requirements for GSA PROJECT MANAGERS found within the GSA PROJECT MANAGEMENT GUIDELINES, and related documents, when working on GSA projects. The CPM must be a teamwork – focused individual, able to handle difficult requirements under challenging circumstances, in a professional and courteous manner.
8. The Contract Property Manager will work closely with GSA and the client agency on all reimbursable above standard services ensuring services are properly scheduled with the client agency and building owner and proper funding is in place.
9. The Contract Property Manager will be responsible for periodic inspections of leased facilities and enforcing requirements of the lease contract.
10. The Contract property manager will properly document all building inspections on the appropriate forms.
11. The Contract property manager shall prepare reports, documents and letters for the review and signature of the GSA manager.
12. The COR will develop a quality control program and ensure the quality of all work performed by the property manager.
13. The Contract Property Manager assigned to work in the Caribbean Field Office must be bilingual, i.e. he/she must be fluent in both Spanish and English.
14. Advise the COR immediately of any dangerous conditions, accidents, and any other safety conditions requiring immediate action.
15. Prepare and maintain a running list of observed Defects and Omission for all construction contact work and provide a weekly copy of the construction contractor and Contracting Officer's Representative. At the end of each work week submit a composite

list of Defects and Omissions to the Contracting Officer's Representative. Monitor and re-inspect if the work should be accepted. This shall help minimize the necessary punch list at the end of each phase.

16. Assist the Contracting Officer's Representative in the review of the contractor's payment requests by verifying the value in place, materials stored on or off the site, assuring that the percentage completion of each category of work is correct.
17. The Contract Property Manager will in the pre-final and final punch lists along with the A/E and the Contracting Officer's Representative and submit a written report to the Contracting Officer with recommendations for acceptance. Acceptance will be done on a per phase basis with a punch list produced at the end of each phase.
18. Keep the Contracting Officer's Representative (COR) advised of potential disputes with analysis and recommendations as to what actions should be taken. The analysis of claims should be detailed from the basis of the government's position should the matter be carried to appeal.
19. Perform basic CAD drafting and specification writing services as required for project design, engineering coordination, and changes to the contract documents during construction.
20. Enforce all OSHA Safety Regulations during construction on behalf of GSA.
21. Serve as the on-site "face-in-the-building" during construction projects. Coordinate any government-tenant-construction contractor issues that may arise during construction. Ensure that a supervisor for the general contractor is on site when work is being performed by subcontractors or deliveries are being made. Be present for after-hours inspections such as Fire Alarm and Elevator inspections
22. Act as a troubleshooter for the Contracting Officer's Representative on all issues connected with the project. Applies a wide range of methods to assess and improve the effectiveness of the construction program. Review all contract documents and inspect construction for the purpose of advising the Contracting Officer's Representative of potential problems.

23. The Contract Property Manager is not permitted to authorize the following actions (although he may assist in preparation of documents, etc.):

- Contract Modifications - this includes substitutions of materials or equipment outside of those defined in the contract documents.
- Make final decisions on claims, disputes, or interpretations of contract requirements.
- Make final acceptance of work performed
- Issue stop-work orders, except for work activities that are life threatening.

24. The Contract Property Manager must possess a valid driver's license.

**MINIMUM Qualifications of Proposed Contract Property Manager:**

1. Proposed individual(s) shall have a minimum of five (5) years progressive work experience in managing design and construction projects OR managing large owned commercial or residential buildings OR a large portfolio of leased locations. In all three of the above cases the proposed Contract Property Manager must possess a working knowledge of architectural, structural, civil, mechanical, electrical disciplines, fire alarm, and control systems.
2. Possess a professional college degree and a professional license in engineering, architecture, business, real estate, or a related field OR demonstrate 10 years of management experience in property management, construction project management, lease management, or engineering/architecture.
3. Demonstrate the ability to manage multiple projects of varying complexity including multi-phase projects in design and construction on budget and on schedule, while managing multiple priorities. Demonstrate excellent accounting and organizational skills
4. Demonstrate practical knowledge of National, State and Local laws and codes.
5. Demonstrate the ability to deal effectively with contractors, tenants, and government agencies to resolve issues, and provide excellent customer service and client satisfaction.
6. Demonstrate an ability to effectively administer and manage large or diverse collections of owned and leased properties.

7. Must be able to obtain HSPD-12 federal security clearance.  
(Mandatory Requirement) Candidate must have a government-issued Smart card before appointment to this position).
8. Provide a resume of work demonstrating a minimum of three (3) applicable projects or properties which the proposed Contract Property Manager has successfully completed or managed. Provide the project/locations cost, construction duration and dates of substantial completion, brief scope description of each project, challenges, and references with phone numbers

#### **SOFTWARE/APPLICATIONS & SYSTEM AND TOOLS:**

Systems/and or software tools required to perform the tasks and requirements under this contract are located on the PBS Portal or Local Area Network (LAN). The PBS Portal is an Intranet/Extranet web application that enables secure and efficient input and retrieval of information relating to PBS' business operations. Below are descriptions of systems/tools located on the PBS Portal or provided on the Local Area Network that may be utilized by the contract staff.

- Windows 2010 server or newer
- Windows 10, Windows XP and Windows 7 client
- MS Office 2010 or newer, MS Excel 2010 or newer
- Citrix ICA, Checkpoint VPN and Cisco IP Communicator, Horizon VPN
- Google Mail
- Adobe Acrobat Professional and Nuance Converter Enterprise Foxit
- Internet Explorer

#### **Contract Realty Services SOW**

##### **Description of Duties**

Contractor shall broker leasehold interests through a variety of procurement vehicles for federal agency customers requiring commercial office space, based on vetted and actionable customer requirements. Contractor shall present prepared products and procurement documentation to LCOs for signatory authority.

Contractor shall develop all aspects of GSA's Tab 1 procurement documentation and acquisition plan and incorporate and maintain all related data in its various data repositories for planning, project and budget purposes. Contractor shall perform comprehensive market research. Contractor shall perform cost analyses related to the utilization of existing space to evaluate cost benefits of remaining at an existing location, or competing procurement for possible relocation, or reconfiguring

existing space to accommodate the agency's changing requirements. Contractor shall solicit market interest and offers for commercial office space; analyze interests and offer packages, technical reports on offered buildings and participate with LCOs in lease negotiations of terms and conditions with lessors and/or their representatives, managing agents and developers. Contractor shall perform cost and price analyses of offers and prepare approval documents for the LCO necessary to award the lease. Contractor shall prepare legal documentation in accordance with applicable Laws and Executive Orders, GSAR, GSAM and FAR, which govern lease acquisitions. Contractor shall act as liaison between customer and lessor during space design development of customer requirements; Design Intent Drawings (DID) and Construction Drawings (CD). Contractor shall obtain all customer approvals of DIDs and CDs, and lessor construction costs necessary for LCO to negotiate buildout terms and costs and issue Notice to Proceed (NTP). Contractor shall participate with LCO in construction cost negotiations. Contractor shall actively remain knowledgeable of the status of space buildout conditions throughout various milestones of construction; and shall report such conditions to the LCO. Contractor shall accompany LCO or LCO's designated representative after space buildout for acceptance, issuance of substantial completion and issuance of punch list items. Contractor shall actively remain knowledgeable of the status and completion of punch list items. Contractor shall participate in activities, document preparation, reporting, data reconciliation and data finalization throughout the lease Closeout project phase. Contractor shall serve as project manager for designated low risk lease acquisition projects.

### **Objectives/Expectations**

To summarize, the objectives and expectations of this contract service is to procure and acquire leasehold interests consistent with federal agency space requirements vetted and detailed together with the customer agency. Objectives and expectations are also to project manage low risk lease projects in accordance with the GSA, PBS Lease Project Delivery process and production measures; manage necessary interactions with real estate industry professionals; and to develop, oversee and execute lease projects and diverse customer workplace needs while incorporating creative approaches and arriving at successful solutions for a variety of federal agency customer tenants, business operations and workspace requirements.

### **Administrative Assistant (Acquisition Management Support, Position TBD)**

1. Process GSA assigned actions, to include Contracts and Task Orders in accordance to the FAR, GSAM and policy.
2. Process modifications to GSA contracts

3. Process options to GSA Contracts
4. Prepare and/or review key documents for any phase of the pre-award and administration process, track status of key deliverables or due dates; Implement an effective system subject to the approval of the GSA Contracting Officer
5. Conduct or assist the GSA Contracting Officer in preparing and conducting Pre-Proposal Meetings and Pre-Construction Meetings, as well as site visits and site meetings. If determined necessary by the GSA Contracting Officer, attend Pre-Construction; Pre-Start ("kick-off) meetings; site, visits and site meetings; and aid the CO and/or designated COR at the various project locations.
6. Process Contract Closeouts
7. Assist Contracting Officer in contract evaluations.
8. Assist in various data analysis requirements for management.

#### **Engineering Technician (Equipment Specialist, position TBD)**

Occupational Base - To be covered by these definitions, employees must meet all of the following criteria: Be able to provide semi-professional technical support for engineers working in such areas as re-search, design, development, testing, or manufacturing process improvement. Work pertains to electrical, electronic, or mechanical components or equipment. These technicians are required to have some practical knowledge of science or engineering. Some positions may require a practical knowledge of mathematics or computer science. Included are workers who prepare design drawings and assist with the design, evaluation, and/or modification of machinery and equipment.

Engineering Technician VI Level of Responsibility independently plans and accomplishes complete projects or studies of broad scope and complexity or serves as an expert in a narrow aspect of a particular field of engineering, e.g., environmental factors affecting electronic engineering. Complexity of assignments typically requires considerable creativity and judgment to devise approaches to accomplish work, resolve design and operational problems, and make decisions in situations where standard engineering methods, procedures, and techniques may not be applicable. Supervisor or professional engineer

provides advice on unusual or controversial problems or policy matters. Completed work is reviewed for compliance with overall project objectives. This worker may supervise or train and be assisted by lower-level technicians, and performs, one or a combination of the following:

- A. Provide equipment quality assurance and quality control.
- B. Prepares designs and specifications for various complex equipment or systems (e.g., a heating system in an office building, or new electronic components such as solid-state devices for instrumentation equipment).
- C. Plans approach to solve design problems; conceives and recommends new design techniques; resolves design problems with contract personnel and assures compatibility of design with other parts of the system.
- D. Designs and coordinates test set-ups and experiments to prove or disprove the feasibility of preliminary design; uses untried and untested measurement techniques; and improves the performance of the equipment. May advise equipment users on redesign to solve unique operational deficiencies.
- E. Plans approach and conduct various experiments to develop equipment or systems characterized by (a) difficult performance requirements because of conflicting attributes such as versatility, size, and ease of operation; or (b) unusual combination of techniques or components. Arranges for fabrication of pilot models and determines test procedures and design of special test equipment.

Experience: A minimum of 2 years successful work experience in the same position or related field in the last five (5) years.

### **COST ESTIMATING AND CONSTRUCTION MANAGEMENT SERVICES**

Cost Estimators shall prepare costs estimates for a variety of projects. Project size and complexity will range from the Simplified Acquisition Threshold (SAT) \$250,000 up to, and beyond, the prospectus level - \$3,095,000. The Cost Estimators shall develop most of their cost estimates in a CSI Cost Format or ASTM Unifomat, but the GSA may require the Cost Estimators to develop the cost estimate using a government furnished estimating platform called the National Cost Management Tool (NCMT). The Government will provide training on this tool. This position is also responsible for the following:

All estimates shall be prepared within 7 calendar days, or as agreed to by the Government.

All cost estimates shall be developed in accordance with the requirements listed in the latest copy of P120 “PBS Cost and Schedule Management Policy”, and the three integrated Cost Estimators shall perform all tasks necessary to produce estimates in compliance with GSA’s requirements. Estimates shall be generally categorized in three levels (Level I, Level II, or Level III) that are appropriate to the level of detail provided in the construction documents submitted for estimates. If a cost estimate is developed for a Lease Project, the Cost Estimator must first develop the cost estimate in accordance with the requirements of P120, and then input this cost data in each field of the “Tenant Improvement Cost Summary (TICS)” cost template.

The Cost Estimator may be required to perform estimate and cost reviews of documents prepared by other consultants for both federal and lease projects.

The Cost Estimator may be required to prepare or review cost estimates for leasing projects. The Cost Estimators will review the lease construction documents to develop a cost estimate and develop the corresponding level cost estimate that is appropriate for the construction documents that is provided by the GSA.

The Cost Estimator may be tasked to perform other miscellaneous cost estimating services, including but not limited to:

- Developing conceptual cost estimates
- Reviewing Leasing Construction Proposals for suitability
- Evaluating “Schedule of Values” for construction projects.
- Reviewing construction “Bid Results” against a Government Cost Estimate
- Assist in preparing for, and conducting negotiations

In addition to producing estimates, the Cost Estimator may be tasked to provide moderate construction management services that include inspections to ensure compliance with project requirements as included in project estimates.

A Standard Operating Procedure (SOP) will be provided by the Government which shall be followed to prepare all cost estimates. The SOP will provide guidance on how to engage GSA staff in developing estimates and the process for selection of the appropriate estimate level. A Requestor for cost estimating services may be one of the following individuals: Program Manager, Project Manager, Project Engineer, Contracting Officer’s Representative, or Leasing Contracting Officer.

The Government, at its discretion, may review the quality and accuracy of any estimate prepared and may require additional revisions as necessary.

All cost estimating and construction management work performed under this contract shall fall within industry standards and are limited to what can be reasonably performed by single individuals assigned to these tasks.

## **SITE VISITS**

The Cost Estimator will provide Site Visits to the work sites when required to perform assigned tasks. The Cost Estimator will not receive any additional compensation for site visits performed during normal working hours. Air travel is not authorized.

The Contractor will be reimbursed each month on authorized site travel per the GSA Per Diem rates.

## **REFERENCES**

The latest editions of reference documents incorporated into this contract are as follows:

- P120, Public Buildings Service Cost and Schedule Management Policy Requirements  
<https://www.gsa.gov/directives-library/p120-public-buildings-service-cost-and-schedule-management-policy-10006-pbs>
- P100, Facilities Standards for the Public Buildings Service  
<https://www.gsa.gov/real-estate/design-construction/engineering-and-architecture/facilities-standards-p100-overview>
- PBS Pricing Desk Guide (PDG)  
<https://www.gsa.gov/real-estate/real-estate-services/rental-policy-procedures/rent-pricing-policy>

## **MINIMUM QUALIFICATIONS**

The cost estimator shall have a bachelor's degree and five (5) years of experience developing detailed construction estimates in a CSI format or an ASTM Uniformat for projects whose ECCA value typically exceeds \$1,500,000.

The cost estimator shall have experience developing and modifying construction budgets for complex projects through the planning stage and/or development stage that allowed their clients to meet the design and construction procurement schedules.

### **Mechanical, Electrical, and Plumbing (MEP) Subject Matter Expert (Position, TBD)**

Continually review the contractor's construction schedule during the progress of site works with regards to MEP services and report to the Project Manager on the same.

1. Evaluate effectiveness of the MEP design and construction teams as necessary.
2. In conjunction with the document controller, ensure that the filing/logging of the MEP documentation is undertaken in line with the project handbook and continually monitor the same.
3. Advise on all issues regarding LEED and ensure that the appropriate documentation and information is provided to the appropriate authorities to obtain the LEED standard required on the project.
4. Take part in risk workshops and report any risks associated with MEP installations
5. Review Contractor's installation method statements.
6. Review Contractor's shop drawings against the design [tender] drawings for compliance with the design intent and return to Project Manager with appropriate comments / approval within the specified contractual period.
7. Review contractor's mechanical shop drawings in conjunction with the structural and electrical engineers to ensure engineering co-ordination and advise the Project Manager accordingly.
8. Where required prepare technical clarifications to the tendered design to suit specific on- site construction and coordination issues.
9. Review Contractor's mechanical services material proposals against specified technical performance requirements and advise the Project Manager on the appropriateness of the proposals.
10. Review Contractor's proposed subcontractor(s) associated with the engineering works from a technical standpoint as necessary.
11. Undertake general project site observation / inspection of the mechanical services works for Contractor's adherence to the approved shop drawings and Consultant's specification, good working practices and construction schedule.
12. Monitor and promote health and safety on the site. Record and report any breaches to the Project Manager. If required stop the construction works if unsafe practices are being followed.
13. Be available to undertake off-site inspections of proposed equipment and materials as may be deemed necessary by the Project Manager.
14. Undertake prior review of Contractor's proposed mechanical system testing &

commissioning methods and schedule.

15. Witness on-site piped system pressure test, air conditioning duct leakage testing and other testing that may be required during the first fix works and advise the Project Manager accordingly.
16. On a spot basis, witness mechanical system final testing and commissioning.
  17. Review and comment on Contractor's testing and commissioning results and advise the Project Manager accordingly.
  19. Maintain on-going list of mechanical services defects for contractor's remedial action.
  20. Undertake final project snagging and prepare a list of defects for Contractor's action.
  21. Attend project, site progress and any mechanical services related technical meetings as directed by the project manager.
22. Prepare draft site / engineer's instructions, relating to the building mechanical services, as required and issue to the Project Manager.
23. Provide advice to the Project Manager regarding any mechanical services related variation costs that may be claimed by the Contractor during the course of the works.
24. Review and comment upon the Contractor's Operation and Maintenance manuals.
25. Attend project progress meetings.
26. Chair MEP design team meetings, as required.
27. Attend the Project Manager's internal meetings.
28. Set up meetings to resolve specific site problems as required to minimize program delays.
29. Review and approve Contractor's 'as built' drawings.
30. Advise on long lead MEP items that may affect progress of the works.
31. Prepare the MEP section of the Project Manager's monthly progress report.
32. Deal with Contractor's RFIs relating to the MEP works.
33. Monitor quality of the Contractor's construction installations.
34. Ensure that daily progress reports are produced with regards to MEP works.
35. Maintain a site diary as necessary
36. The post holder must at all times carry out his/ her duties with due regard to P-100 and all GSA building standards.

#### Qualifications and Requirements:

- Bachelors, and ideally Masters, degree qualified in Mechanical Engineering or a relevant subject
- Chartered through a relevant and appropriate institution
- Demonstrable experience of leading an MEP site supervision team

- Demonstrable experience of working in multi-disciplinary construction teams
- LEED AP qualification is essential for this position

### **Security Specialist/Program Specialist Job Description**

- Assist the Caribbean Field Office, Northeast & Caribbean Region of General Services Administration with Security Program and PACS related topics.
- Responsible for providing the field with coordination and advisory service related to the Regional PBS Security Program. Areas of responsibility include: (1) coordination/completion of security clearances for contractors as well as oversight of the credentialing process in partnership with the Managed Service Offices (MSOs) throughout the Region; (2) interface with DHS/FPS and tenants on building security issues
- Manages and oversees the execution of HSPD-12 program which deals with security clearances for contractor personnel. This includes development and maintenance of an automated tracking system that covers the status of security clearance for: contractors in federal buildings, all contractors in level 3 (100% federally occupied) and level 4 leasing projects including both long-term contracts, e.g., maintenance, cleaning, lease, property management staff, and staff related to specific construction projects.
- Works with the Mission Support Office (MSO).
- Manage the Smart Card Center to assist tenants with access control enrollments.
- Request shipments of HSPD-12 badges for the field personnel and contractors.
- Keeps track of HSPD-12 badges and notifies when cards are ready for pick up.
- Verify badges condition and determine if the card needs to be replaced.
- Keeps track of security clearances of all Caribbean project contract and debrief CO and COR.

- Provides security clearance guidance, recommendations and solutions to COR, CO, and the vendor.
- Request HSPD-12 badges reprint.
- Manage the badge process for contractor personnel. Must maintain custody of badges when a contractor leaves the agency and is the primary point of contact for activation, deactivation, and assignment of levels of permission.
- Frequently travels to the US Virgin Island in some cases monthly to enroll fingerprints, activate PIV cards and update PIV certificates. Identify PACS needs and provide solutions. Manage the Blind Stand Concessions.
- Remains On-Call to assist emergencies related to the PACS. On occasions may be requested to work during weekends and nights.
- Manage the Mobile Credentialing Unit (MCU) to enroll contractors and employees' fingerprints. Also, to activate, deactivate, update, and unblock GSA Access Cards to contractors and employees of the Caribbean.
- Implements new technology associated with the security program including distribution of access cards, programming of cards, and overall management of the same.
- Manage the Caribbean Concessions under The Randolph Sheppard Act.
- Manage and oversee the Physical Access Control System (PACS) migration effort.
- Maintains liaison with DHS/FPS for the respective field office and participates in asset vulnerability assessments if requested by the supervisor.
- Works with the responsible Asset manager and the respective field office to resolve internal vulnerability issues.
- Manages the PACS System. On charge of implementations and systems design, installation, and maintenance.
- Inspects the PACS System card readers, maglocks, and system performance.
- Request Service calls for the PACS system.
- Submit access request forms to EPACS and request building access to tenants.

- Works with the COR and Contracting Officer to educate contractors about the security program and its impact on facility operations.
- Receives training related to security, project management among others that the supervisor will consider needed.

### **Software/Applications, Systems, and Tools:**

Systems/and or software tools required to perform the tasks and requirements under this contract are located on the PBS Portal or Local Area Network (LAN). The PBS Portal is an Intranet/Extranet web application that enables secure and efficient input and retrieval of information relating to PBS' business operations. Below are descriptions of systems/tools located on the PBS Portal or provided on the Local Area Network that may be utilized by the contract staff.

- Windows 2010 server or newer
- Windows 10, Windows XP and Windows 7 client
- MS Office 2010 or newer, MS Excel 2010 or newer
- Citrix ICA, Checkpoint VPN and Cisco IP Communicator, Horizon VPN
- Google Mail
- Adobe Acrobat Professional and Nuance Converter Enterprise Foxit
- Internet Explorer

### **Energy and Sustainability Program Manager Job Description**

Duty Station: One World Trade Center, NY, NY.

This scope of work is for a full-time position. The following duties are performed onsite a minimum of two days a week. This is not a full-time virtual position, but teleworking capabilities will remain flexible for emergency situations (such as for events like inclement weather). The contractor will also perform any other duties associated with completing the tasks associated with the scope of this contract described below. To fulfill the agency's mission, the Contractor shall provide all personnel, administration, management, and local travel necessary to ensure success in the following areas:

### **Energy Program Management**

The specific responsibilities and duties include, but are not limited to:

- Renewable Energy (Support/Track on-site generation and procurement).
- Energy Usage Intensity (Maintaining or Reducing Energy Usage)
- Support/Track Covered Facility Energy Audit Compliance

This position will track renewable energy production as required by public law. In addition, this position will ensure that required maintenance and reporting is completed and reported for the Public Buildings Service's Photovoltaic Installations and PV Output and Maintenance.

Analytics and building level evaluations and studies are essential in helping the Region meet goals for renewable energy generation, energy conservation and utilization. Tracking of Energy Usage Intensity for the Region's 19 covered facilities is vital to routine Energy Action Plan meetings. This position will be responsible for providing analytics from Smart Meters and other data sources for the 12 million square feet of Covered Facilities in R2 in consultation with Regional Energy Engineer.

Routine energy audits are required by Public Law. In addition to First Fuel Reports and Utility Company Audits, more thorough Energy Efficiency Expert Evaluation (E4) Studies are periodically conducted by The Pacific Northwest National Lab (PNNL). GSA Office of Facility Management and Services has coordinated with PNNL staff to conduct field audits at a number of assets in Region 2's portfolio. The contract employee will provide supporting data and operational plans to PNNL to facilitate several annual Target E4 studies and other audits.

## Sustainability Program Management

The specific responsibilities and duties include, but are not limited to:

- Support/Track Compliance with the Guiding Principles (GPs) under the *"Federal Leadership in High Performance and Sustainable Buildings Memorandum of Understanding."*
- This position will track and report waste diversion percentage (recycling) at Government Buildings in Region 2
- Track/Support Green Proving Ground (GPG) Technology Deployment (P100 Requirement to Include GPG Technology).

The *Federal Leadership in High Performance and Sustainable Buildings Memorandum of Understanding*, requires annual documentation of compliance with its Guiding Principles. This position will help provide building information and data to support execution of these periodic studies in consultation with the Regional Sustainability Coordinator.

The Green Proving Ground is GSA's technology testbed. In addition, The Pilot to Portfolio Program seeks to deploy proven technology in new construction and major repair and alteration projects. This position will track regional deployment and ensure tracking is up to date.

### Required Core Competencies:

- Skill in communicating effectively, geography and orally, in writing to prepare deliverables, clarify discrepancies as needed.
- Skill in applying fact-finding and investigative techniques to gather information. Ability to gather and analyze data, identify inconsistencies and potential problems and

determine alternatives, resolve issues, and handle inquiries as its energy and sustainability.

- Ability to learn new software systems and input data as technology changes through the contract period.

- Ability to work well in a team environment.

- Ability to perform complex Life Cycle Assessments (LCA)

- Knowledge of the features of time of use (TOU) billing, Capacity Pricing and Demand Charges and how they are determined for commercial customers.

- Ability to manage and prioritize multiple responsibilities and/or projects

• Skill in organizing and analyzing large amounts of information with special focus on detail

- Skill in presenting large amounts of data and complex technology to a variety of audiences

- Understanding of building operations and automation systems.

- Understanding and familiarity with recycling, solid waste issues and waste audit

- Understanding and familiarity with Leadership in Energy and Environmental Design (LEED) rating systems

- Understanding and familiarity with Executive Orders (EO) concerning sustainability, climate, and energy conservation (e.g., 13990, 14008)

#### Required Skills:

- Demonstrate ability to use a variety of software tools applicable to the requirements in the Scope of Work.

- Ability to review documents for accuracy for the tasks assigned.

- Ability to perform quality control for the tasks assigned

- 5-7 years of industry experience in Energy or Sustainability

- LEED Accredited Professional (AP) or Green Associate (GA) is preferred, but not required

- Experience with renewable solar PV installations and systems.

- Association of Energy Engineers - Certified Energy Manager certification is preferred

- Minimum requirement is a **Bachelor of Science Mechanical, Electrical or Energy Engineering** or related field (Environmental Engineering, or B.S. in Facilities Management, etc.) from an ABET(Accreditation Board for Engineering and Technology Inc.) accredited institution.

### **Vertical Transportation Program Subject Matter Expert (SME) Job Description**

**A Day in the Life** of the Vertical Transportation Program Subject Matter Expert might include some of these activities:

- Travel to one of our many buildings throughout our region to inspect any of more than 300 elevators
- Meet with key stakeholders (Project team member, professional consultants and tenants)
- Inspect existing elevators
- Conduct condition surveys
- Offer expertise and advice to stakeholders with authority and confidence
- Clearly explain the current equipment or suggested improvements
- Research various products which can include old technology
- Reference code books
- Review contractor proposals and designs

This is for a full-time on-site position. You will be in lower Manhattan, NY, NY. This is not a full-time virtual position, but teleworking capabilities will remain flexible for emergency situations (such as for events like inclement weather).

**The geography of GSA, Region 2, Public Buildings Service (PBS) is as follows:**

All of New York State, New Jersey (Northern Counties: Sussex, Passaic, Bergen, Warren, Morris, Essex, Hunterdon, Somerset, Union, Middlesex, Mercer and Monmouth), Puerto Rico and the U.S. Virgin Islands (St. Thomas and St. Croix).

\*Travel to Federal Buildings in these locations will be required.

### **Vertical Transportation Program Subject Matter Expert Job Description:**

Serve as a Subject Matter Expert on the Region 2 Vertical Transportation Program team, technical advisor, consultant and advisor to GSA stakeholders, contractors and other activities on issues pertaining to the Region's Vertical Transportation Program.

Responsible for supporting the Region's Vertical Transportation Program by:

- Participating in condition surveys, design reviews, project planning, and project development.
- Inspecting and recommending acceptance of completed Vertical Transportation work.
- Consulting on maintenance activities.
  - This includes managing the regional Vertical Transportation program as it relates to our National Computerized Maintenance Management System, including but not limited to providing:
    - Accurate inventories of Vertical Transportation equipment
    - Associated Preventive Maintenance (PM) plans
    - Inspection documentation
    - Reporting
    - Instruction to Building Managers as required.

### **Major Duties/Required Knowledge:**

- Interact extensively with private industry partners over issues involving costs and programmatic goals
- Apply thorough knowledge of the latest editions of the American National Standards Institute American Society of Mechanical Engineers publications
  - A17.1 titled "Safety Code for Elevators and Escalators"
  - A17.2 titled "Inspectors' Manual for Elevators and Escalators" (together cited below as the ASME Code)
  - QEI-1-2018 titled "Standard for the Qualification of Elevator Inspectors".
- Learn and implement GSA policies and procedures regarding Vertical Transportation systems for:
  - Inspection
  - Operation
  - Maintenance
  - Replacement
  - Repair
  - modernization
- Learn and utilize our National Computerized Maintenance Management System

- Support/Reference/Implement current construction, installation, and operation practices of the industry
- Participate in Vertical Transportation Communications Plan targeting both internal (GSA Building Managers) and external (Architects, Engineers, Inspectors, Maintenance Contractors, Manufacturers, Suppliers, etc..) stakeholders
  - The goal of the communications plan is to share Vertical Transportation standards and regulations as they apply to the GSA's inventory of Federal Buildings.
- Demonstrate highly effective communication skills when partnering with both internal and external stakeholders

In coordination with the GSA Region 2 delegated Vertical Transportation Authority Having Jurisdiction the Vertical Transportation Program Subject Matter Expert can:

- Perform inspections and recommend final approval of work, programs, documents and memorandums as they pertain to the Vertical Transportation Program.
- Provide Vertical Transportation design reviews, comments, and recommendations.
- Conduct condition surveys, prepare reports that document the findings and make recommendations.
- Develop independent cost estimates (IGEs).
- Oversee the semiannual and annual Vertical Transportation performance inspections as required by the ASME Code.
  - Witnesses and accepts/rejects the results of Code-required annual and 5-year Vertical Transportation safety tests.
- Manage all aspects of the regional Vertical Transportation Program as it pertains to the National Computerized Maintenance Management System.

### **Qualifications:**

The candidate must be a certified elevator Safety Inspector, meeting the requirements of organizations such as the National Association of Elevator Safety Authorities (NAESA) and possess a current and valid Qualified Elevator Inspector (QEI) Certification from an entity accredited by the American Society of Mechanical Engineers.

The Subject Matter Expert in this position must have a complete, detailed, practical knowledge to explain technical principles related to Vertical Transportation. This knowledge must be sufficient to assess proposals, review and monitor contractor prepared analysis and assist and advise stakeholders with appropriate guidance and policy for solving engineering issues.

Knowledge required to participate in national and regional initiatives in the program area and to develop and revise policy, guidelines, regulations, checklist, and handbooks on Vertical Transportation issues.

Knowledge required to provide consultative and expert advisory services to stakeholders at all levels.

Knowledge and skill sufficient to participate in condition surveys, investigations, and tests of new equipment and methods of operation, training, and certification.

Knowledge of concepts, theories, principles, and practices of the vertical transportation industry to provide expert technical advice to regional individuals, as well as individuals of other agencies.

Knowledge of national Vertical Transportation safety and operational standards, ASME Codes, policies, regulations and standards, operational directives, and methodologies.

Knowledge of the Vertical Transportation industry and new technologies. The ability to communicate new standards and policies to both internal and external stakeholders.

Skill in oral and written communications to present sensitive recommendations to higher authority, to obtain compliance with policies from local activities, and to articulate positions/policy of vast technical complexity.

**Physical Demands:**

The work requires considerable walking, stooping, bending, and climbing. Excellent eye-hand coordination is required. The employee must not be subject to vertigo or acrophobia.

**Work Environment:**

Although the employee's administrative workstation is in a general office, the duties and responsibilities of the position regularly and recurrently expose him/her to falls, cuts, bruises, electric shock, high noise levels, dust, dirt, and high and low temperatures.

**Smart Buildings Technician Statement of Work**

Duty Stations: One World Trade Center, NY, NY, 1 BOWLING GREEN, NY, NY, 500 PEARL ST, NY, NY, 1 ST ANDREWS PLAZA, NY, NY, 290 BROADWAY, NY, NY, 40 FOLEY SQ, NY, NY, 26 Federal Plaza, NY, NY, 201 Varick Street, NY, NY

This scope of work is for a full-time position. The following duties are performed onsite a minimum of three days a week. This is not a full-time virtual position, but teleworking capabilities will remain flexible for emergency situations (such as for events like inclement weather). The contractor will also perform any other duties associated with completing the tasks associated with the scope of this contract described below. To

fulfill the agency's mission, the Contractor shall provide all personnel, administration, management, and local travel necessary to ensure success in the following areas:

## **Advanced Metering**

The specific responsibilities and duties include, but are not limited to:

- o Run report daily to check the on and offline status of meters within the Advanced Metering Source Activity Dashboard.
  - o Assist with troubleshooting any weekly data reporting issues with the field offices
- o Conduct site visits to retrieve hand readings to verify the interval data being sent to the ION EEM or PME 2020
- o Maintain the user roles and accounts within the PME 2020
- o Verify and maintain the advanced meter asset inventory to include as-built drawings and pictures.
- o Assist with new smart metering projects throughout the Region.
- o Assist Redhorse with maintain and updating the Region 2: Open tickets in ServiceNow report

## **Smart Buildings Support**

The specific responsibilities and duties include, but are not limited to:

- Assist overall smart buildings strategy as needed.
- Assist GSALink requirements, Vendor Management, Project Management, Program management for 250 building road map.
- Assist in requirements development and enhancements for new buildings.
- Assist project compatibility requirements and coordination between NCMMS and GSALink projects.
- Assist as needed reporting/analytics to assist service centers handling and tracking the KPI measures associated with SPARKS.

## **National Computerized Maintenance Management System Support**

The specific responsibilities and duties include, but are not limited to:

- Assist in business line Project Management (including Sub-Contractor(s)) for Asset/PM Inventory Scrubbing and location validation through NCMMS implementation.
- Assist implementing NCMMS business strategy and conventions within Maximo.

## **Analytical Support (Smart Buildings, Sustainability and Utilities)**

The specific responsibilities and duties include, but are not limited to:

- Assist in internal control review related to Smart Building, Sustainability and Utility (electric, gas, water) programs.
- Assist in designing Performance Measurements and Balanced Scorecards.

### **Customer Support Specialist Statement of Work**

**Located at 26 Federal Plaza and 290 Broadway NYC**

**SCOPE OF WORK FOR CONTRACT CUSTOMER SERVICE SPECIALIST FOR THE GSA, PBS, REGION 2, MANHATTAN SERVICE CENTER DIVISION:**

For purposes of this specification, “Contract Customer Service Specialist “, referred to as “CSS” hereon, is basically understood to encompass the following two general disciplines:

a.P property management and inspections services of federally owned facilities within the Field Office. This includes providing customer service to our tenant and performing maintenance and operation inspections according to all applicable GSA property management principals, SOPs, and guidelines.

b. Construction Management and Project Management for repair and alterations type projects in federally supervisor owned locations within the Field Office according to all GSA construction management principles, guidelines, and SOPs. This may be for what GSA considers “simplified acquisition - small projects”, which are under \$250,000. The CSS will accomplish project estimating, scoping and project development, design/design review (depending on complexity of project), inspection, preparation of punch lists, and project close out activities. In short, the CSS may be involved in all project management and construction management activities, including accomplishing budgeting and accounting activities as required under the direction of the COTR.

The CSS assigned to a GSA Field Office can expect to provide the above general services in the proportion determined by the needs of each GSA Field Office Manager. Each CSS must adhere to the below general operating principles:

1. Each CSS will be a full-time employee who will work on-site within each Field Office.

2. The CSS shall report to the GSA Contracting Officer's Technical Representatives (COTRs) within each Field Office. In general, the COTRs for this contract will be the GSA managers of each Field Office, although the GSA CO may choose to further delegate this to other members of their staff.

3. The GSA COTRs will coordinate with the On-Site supervisor to assign specific duties and responsibilities to the CSS, and provide all supervisory direction, including setting scheduled workday hours, overtime, etc. The CSS will report to the COTR daily to review schedules and assignments.

4. The CSS must be businesslike and professional in dress and appearance and will be expected to represent the US Government in dealings with other federal agencies who are GSA's customers. The CSS will at times serve as the primary point of contact

representing GSA with federal client agency personnel.

5. The CSS must PHYSICALLY REPORT to the Field Office each day in order for the contractor to bill for hours that were worked that day. This is a "location critical" position,

which means that TELEWORK or any other alternative work arrangements ("work at home" etc.) is only an option in certain circumstances approved by the COTR.

6. The CSS will conduct inspections of contractor's work in a professional, respectful, and businesslike manner, making advance arrangements and notifications of the construction and maintenance contractors as required. The CSS may be empowered by the COTR to set up meetings with the construction and building maintenance contractors as required.

7. The CSS may be given limited access into certain applications of GSA's financial systems to perform budget and other reviews on behalf of the COTR.

8. The CSS shall prepare reports, documents and letters for the review and signature of the GSA building manager.

9. The CSS will be required to perform mechanical/janitorial inspections in machine rooms, roofs, or in construction sites in areas where conditions may be difficult and dirty. The contractor will provide the CSS with the necessary safety equipment required to do this type of work, including steel toe safety shoes, hard hat, coveralls, etc. The CSS must have the physical ability to climb ladders, navigate over and around equipment, etc.

The CSS is not permitted to authorize the following actions (although he may assist in preparation of documents, etc.):

1. Contract Modifications - this includes substitutions of materials or equipment outside of those defined in the contract documents.
2. Make final decisions on claims, disputes, or interpretations of contract requirements.
3. Make final acceptance of work performed
4. Issue stop-work orders, except for work activities that are life threatening.

## **GENERAL BUILDING MANAGEMENT DUTIES**

1. Under direction of COTR, the CSS must be prepared to interact extensively with building tenants on a recurring basis to assess their facility needs, ensure that those needs are being met or exceeded, and assure that the procedures used to obtain services are responsive and customer friendly.
2. The CSS, under direction of the COTR, will be required to perform inspections of construction and building maintenance contract work in federally owned buildings within the Field Office. The term "BUILDING MAINTENANCE CONTRACTS" includes janitorial, cafeteria, mechanical, and elevator maintenance services, and is often referred to as simply "MAINTENANCE" or SERVICE contracts. Inspections will be accomplished according to GSA guidelines and procedures.
3. The CSS will be the property management point of contact (poc) and work with the project team on all space modification and/or alterations in the space they manage.
4. The CSS will provide appropriate and necessarily follow up with client agencies, contractors, GSA project team members and management.
5. The CSS will perform all property management services in accordance with GSA policy and procedures, under the supervision of the COTR.

## **CONSTRUCTION MANAGEMENT/PROJECT MANAGEMENT DUTIES**

1. The CSS, under direction of the COTR, will be required to estimate projects for construction and services in federally owned space in accordance with GSA requirements. Most of these projects will be below the SIMPLIFIED ACQUISITION THRESHOLD of \$250,000, and generally not excessively complex.
2. Whether it is a large project or a small project, the CSS will be responsible for managing the project from "cradle to grave" under direction of the COTR, inputting everything from the estimates and scopes of work to the financial documents for contract award and closeout under the direction of the COTR and in accordance with GSA standards. The CSS cannot directly order the construction and/or service contractor to perform work; all formal orders and letters must be channeled through the appropriate GSA employee.

3. The CSS will work closely with GSA and the client agency on all reimbursable above standard services ensuring services are properly scheduled with the client agency and building owner and proper funding is in place.
4. Advise the COTR immediately of any dangerous conditions, accidents, and any other safety conditions requiring immediate action.
5. Serve as the on-site “face-in-the-building” during construction projects. Coordinate any government-tenant-construction contractor issues that may arise during construction. Ensure that a supervisor for the general contractor is on site when work is being performed by subcontractors or deliveries are being made. Be present for after-hours inspections such as Fire Alarm and Elevator inspections as needed.

**MINIMUM Qualifications of Proposed Contract Property Manager:**

1. Proposed individual(s) shall have a minimum of five (5) years' work experience in managing commercial or residential buildings.
2. For the purpose of the position, candidates with a more general technical background will be considered acceptable.
3. Demonstrate the ability to manage multiple projects of varying complexity including multi-phase projects in design and construction on budget and on schedule, while managing multiple priorities. Demonstrate excellent accounting and organizational skills
4. Demonstrate practical knowledge of National, State, and Local laws and codes.
5. Demonstrate the ability to deal effectively with contractors, tenants, and government agencies to resolve issues, and provide excellent customer service/ client satisfaction.
6. Demonstrate an ability to effectively administer and manage large or diverse collections of owned properties.
7. Must be able to obtain HSPD-12 federal security clearance. (Mandatory Requirement). Candidates must have a government-issued Smart card before appointment to this position).

**NCMMS Program Analyst Scope of Work**

**Specific Task Requirements:**

Possible Duty Station: Albany, NY, Brooklyn, NY, Buffalo, NY, Newark, NJ, New York, NY, San Juan, PR, Syracuse, NY.

This scope of work is for a full-time position. The following duties are performed onsite a minimum of five days a week, with occasional telework. This is not a full-time virtual position, but teleworking capabilities will remain flexible for emergency situations (such as for events like inclement weather). The contractor will also perform any other duties associated with completing the tasks associated with the scope of this contract described below. To fulfill the agency's mission, the Contractor shall provide all personnel, administration, management, and local travel necessary to ensure success in the following areas:

#### **Smart Buildings Support**

- The specific responsibilities and duties include, but are not limited to:
- Assist overall smart buildings strategy as needed.
- Assist GSALink requirements, Vendor Management, Project Management, Program management for 250 building road map
- Assist in requirements development and enhancements for new buildings.
- Assist project compatibility requirements and coordination between NCMMS and GSALink projects.
- Assist as needed reporting/analytics to assist service centers handling and tracking the KPI measures associated with SPARKS.

#### **National Computerized Maintenance Management System Support**

The specific responsibilities and duties include, but are not limited to:

- Assist in business line Project Management (including Sub-Contractor(s)) for Asset/PM Inventory Scrubbing and location validation through NCMMS implementation.
- Assist implementing NCMMS business strategy and conventions within Maximo.
- Performs internal control reviews related to monthly Inspections and Contractor Evaluations.
- Assist as needed reporting/analytics to assist service centers handling and tracking the KPI measures associated with NCMMS.
- Deliver/provide 2<sup>nd</sup> tier training support to NCMMS users.
- Primary support to NCMMS' Vertical Transportation program.

#### **Analytical Support (Smart Buildings, NCMMS, Sustainability and Utilities)**

The specific responsibilities and duties include, but are not limited to:

- Assist in internal control review related to Smart Building, Sustainability and Utility (electric, gas, water) programs.
  - Assist in designing Performance Measurements and Balanced Scorecards.
  - Assist in responding to regional and HQ requested data calls.
-

**Qualifications:**

- 1) Specialized experience is experience with using IBM's MAXIMO CMMS (Computerized Maintenance Management System), performing analysis, preparing reports, and assigning attributes to individual building assets.
- 2) Have strong customer engagement skills and the ability to develop and deliver training.
  - Strong customer service skills
  - Experience in the development of training slide decks
  - Experience in performing one on one training utilizing web-based meeting software
- 3) Have strong reporting skills (MS Excel or Google Sheets)
  - Performs data analysis
  - Preparing reports
  - Experience with gathering data from multiple sources and consolidating information into an easily readable format
- 4) Has experience in the following:
  - Teamwork
  - Communications