

“STANDARD PLANNED SERVICES SCHEDULE”

As per the PBSOW standard all requirements are defined by specified performance outcomes. These requirements do not change, except for the timing and scheduling of the following services. These services shall be performed pursuant to a required service schedule. This attachment provides details for times of year scheduled standard services are to be provided. These services are considered part of the standard required services and are not to be performed or considered in a supplemental above standard service. Cleaning frequencies or specific requests that are above standard shall be completed on a supplemental reimbursable basis to the Contractor.

TIME FRAME	MONTH SERVICES IS TO BE PROVIDED	TIMEFRAME FOR COORDINATION AND DETAIL PLANNING	SERVICE	COMMENTS
Bi-Weekly	Every Other Friday	Analysis and plan to be submitted in QCP, Detailed Coordination to be submitted and finalized once every six months.	Interior and Exterior Refrigerator Cleaning	See Section C.5.4.13 for details regarding methods and standards. Coordinate with COTR, BM, and BMS. Submit details per required dates. Provide a analysis and plan in pre-bid QCP plan.
Monthly	Once each Month of the Calendar Year	Generalized plan to be submitted in QCP, Detailed Coordination to be submitted and finalized once every quarter.	Holding Cell Pressure Washing	See Section C.5.4.5.11 for details regarding methods and standards. Coordinate with COTR, BM, and BMS. Submit details per required dates. Provide a analysis and plan in pre-bid QCP plan.

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Monthly	Once each Month of the Calendar Year	Generalized plan to be submitted in QCP, Detailed Coordination to be submitted and finalized once every quarter.	Stripping, Waxing, and Finishing Services	See Section C.5.4.2.6 for details regarding methods and standards. Coordinate with COTR, BM, and BMS. Submit details per required dates. Provide a analysis and plan in QCP plan.
Daily	Once every day the facility is open for business	Generalized plan to be submitted in QCP, Detailed Coordination to be submitted and finalized once every quarter.	High Traffic Area - Buffing	See Section C.5.4.2.7 for details regarding methods and standards. Coordinate with COTR, BM, and BMS. Submit details per required dates. Provide a analysis and plan in QCP plan.
Weekly	Once every week	Coordinate with COTR, BM, and BMS. Submit details per required dates. Provide a analysis and plan in pre-bid QCP plan.	Low Traffic Area - Buffing	See Section C.5.4.2.7 for details regarding methods and standards. Coordinate with COTR, BM, and BMS. Submit details per required dates. Provide a analysis and plan in QCP plan.
Annual	March,	Generalized plan to be submitted in QCP, Detailed Coordination to be submitted and finalized by February 1 st of every year.	Interior-Window Cleaning	See Section C.5.4.20 details regarding methods and standards. Coordinate with COTR, BM, and BMS. Submit details per required dates. Provide a analysis and plan in QCP plan.

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Bi-Annual	November, April	Generalized plan to be submitted in QCP, Detailed Coordination to be submitted and finalized by February 1 st of every year.	Carpet Shampoo and Extraction Cleaning	See Section C.5.3.6 for details regarding methods and standards. Coordinate with COTR, BM, and BMS. Submit details per required dates. Provide a analysis and plan in QCP plan.
Bi-Annual	November, April	Generalized plan to be submitted in QCP, Detailed Coordination to be submitted and finalized by February 1 st of every year.	High Dusting	See Section C.5.4.17.2 for details regarding methods and standards. Coordinate with COTR, BM, and BMS. Submit details per required dates. Provide a analysis and plan in QCP plan.
Annual	June	Generalized plan to be submitted in QCP, Detailed Coordination to be submitted and finalized by May 1 st of every year.	Interior Blind and Window Cover Washing	See Section C.5.4.21 for details regarding methods and standards. Coordinate with COTR, BM, and BMS. Submit details per required dates. Provide a analysis and plan in QCP plan.
Annual	June	Generalized plan to be submitted in QCP, Detailed Coordination to be submitted and finalized by May 1 st of every year.	Exterior Window Cleaning	See Section C.5.6.5 for details regarding methods and standards. Coordinate with COTR, BM, and BMS. Submit details per required dates. Provide a analysis and plan in QCP plan.

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Annual	June	Generalized plan to be submitted in QCP, Detailed Coordination to be submitted and finalized by May 1 st of every year.	Exterior Loading Dock Areas Pressure Washing	See Section C.5.6.10 for details regarding methods and standards. Coordinate with COTR, BM, and BMS. Submit details per required dates. Provide a analysis and plan in QCP plan.
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ATTACHMENT J.2

WAGE DETERMINATION NO. 2005-2103

REVISION 10, DATED 6/15/2010

WD 05-2103 (Rev.-10) was first posted on www.wdol.gov on 06/22/2010

REGISTER OF WAGE DETERMINATIONS UNDER THE SERVICE CONTRACT ACT		U.S. DEPARTMENT OF LABOR EMPLOYMENT STANDARDS ADMINISTRATION
By direction of the Secretary of Labor		WAGE AND HOUR DIVISION WASHINGTON D.C. 20210

Shirley F. Ebbesen Director		Wage Determination No.: 2005-2103 Revision No.: 10 Date Of Revision: 06/15/2010
Division of Wage Determinations		

States: District of Columbia, Maryland, Virginia

Area: District of Columbia Statewide
 Maryland Counties of Calvert, Charles, Frederick, Montgomery, Prince
 George's, St Mary's
 Virginia Counties of Alexandria, Arlington, Fairfax, Falls Church, Fauquier,
 King George, Loudoun, Prince William, Stafford

Fringe Benefits Required Follow the Occupational Listing

OCCUPATION CODE - TITLE	FOOTNOTE	RATE
01000 - Administrative Support And Clerical Occupations		
01011 - Accounting Clerk I		15.08
01012 - Accounting Clerk II		16.92
01013 - Accounting Clerk III		22.30
01020 - Administrative Assistant		31.41
01040 - Court Reporter		21.84
01051 - Data Entry Operator I		14.38
01052 - Data Entry Operator II		15.69
01060 - Dispatcher, Motor Vehicle		17.87
01070 - Document Preparation Clerk		14.21
01090 - Duplicating Machine Operator		14.21
01111 - General Clerk I		14.88
01112 - General Clerk II		16.24
01113 - General Clerk III		18.74
01120 - Housing Referral Assistant		25.29
01141 - Messenger Courier		13.62
01191 - Order Clerk I		15.12
01192 - Order Clerk II		16.50
01261 - Personnel Assistant (Employment) I		18.15
01262 - Personnel Assistant (Employment) II		20.32
01263 - Personnel Assistant (Employment) III		22.65
01270 - Production Control Clerk		22.03
01280 - Receptionist		14.43
01290 - Rental Clerk		16.55
01300 - Scheduler, Maintenance		18.07
01311 - Secretary I		18.07
01312 - Secretary II		20.18
01313 - Secretary III		25.29
01320 - Service Order Dispatcher		16.98
01410 - Supply Technician		28.55
01420 - Survey Worker		20.03
01531 - Travel Clerk I		13.29
01532 - Travel Clerk II		14.36
01533 - Travel Clerk III		15.49
01611 - Word Processor I		15.63
01612 - Word Processor II		17.67
01613 - Word Processor III		19.95
05000 - Automotive Service Occupations		

05005 - Automobile Body Repairer, Fiberglass	25.26
05010 - Automotive Electrician	23.51
05040 - Automotive Glass Installer	22.15
05070 - Automotive Worker	22.15
05110 - Mobile Equipment Servicer	19.04
05130 - Motor Equipment Metal Mechanic	24.78
05160 - Motor Equipment Metal Worker	22.15
05190 - Motor Vehicle Mechanic	24.78
05220 - Motor Vehicle Mechanic Helper	18.49
05250 - Motor Vehicle Upholstery Worker	21.63
05280 - Motor Vehicle Wrecker	22.15
05310 - Painter, Automotive	23.51
05340 - Radiator Repair Specialist	22.15
05370 - Tire Repairer	14.44
05400 - Transmission Repair Specialist	24.78
07000 - Food Preparation And Service Occupations	
07010 - Baker	13.85
07041 - Cook I	12.55
07042 - Cook II	14.60
07070 - Dishwasher	10.11
07130 - Food Service Worker	10.66
07210 - Meat Cutter	18.08
07260 - Waiter/Waitress	9.70
09000 - Furniture Maintenance And Repair Occupations	
09010 - Electrostatic Spray Painter	19.86
09040 - Furniture Handler	14.06
09080 - Furniture Refinisher	20.23
09090 - Furniture Refinisher Helper	15.52
09110 - Furniture Repairer, Minor	17.94
09130 - Upholsterer	19.86
11000 - General Services And Support Occupations	
11030 - Cleaner, Vehicles	10.54
11060 - Elevator Operator	10.54
11090 - Gardener	17.52
11122 - Housekeeping Aide	11.83
11150 - Janitor	11.83
11210 - Laborer, Grounds Maintenance	13.07
11240 - Maid or Houseman	11.26
11260 - Pruner	11.58
11270 - Tractor Operator	16.04
11330 - Trail Maintenance Worker	13.07
11360 - Window Cleaner	12.85
12000 - Health Occupations	
12010 - Ambulance Driver	20.41
12011 - Breath Alcohol Technician	20.27
12012 - Certified Occupational Therapist Assistant	23.11
12015 - Certified Physical Therapist Assistant	21.43
12020 - Dental Assistant	17.18
12025 - Dental Hygienist	44.75
12030 - EKG Technician	27.67
12035 - Electroneurodiagnostic Technologist	27.67
12040 - Emergency Medical Technician	20.41
12071 - Licensed Practical Nurse I	19.07
12072 - Licensed Practical Nurse II	21.35
12073 - Licensed Practical Nurse III	24.13
12100 - Medical Assistant	15.01
12130 - Medical Laboratory Technician	18.04
12160 - Medical Record Clerk	17.42
12190 - Medical Record Technician	19.50
12195 - Medical Transcriptionist	18.77
12210 - Nuclear Medicine Technologist	37.60

12221 - Nursing Assistant I	10.80
12222 - Nursing Assistant II	12.14
12223 - Nursing Assistant III	13.98
12224 - Nursing Assistant IV	15.69
12235 - Optical Dispenser	20.17
12236 - Optical Technician	15.80
12250 - Pharmacy Technician	18.12
12280 - Phlebotomist	15.69
12305 - Radiologic Technologist	31.11
12311 - Registered Nurse I	27.64
12312 - Registered Nurse II	33.44
12313 - Registered Nurse II, Specialist	33.44
12314 - Registered Nurse III	40.13
12315 - Registered Nurse III, Anesthetist	40.13
12316 - Registered Nurse IV	48.10
12317 - Scheduler (Drug and Alcohol Testing)	21.73
13000 - Information And Arts Occupations	
13011 - Exhibits Specialist I	19.86
13012 - Exhibits Specialist II	24.61
13013 - Exhibits Specialist III	30.09
13041 - Illustrator I	20.48
13042 - Illustrator II	25.38
13043 - Illustrator III	31.03
13047 - Librarian	33.88
13050 - Library Aide/Clerk	14.21
13054 - Library Information Technology Systems Administrator	30.60
13058 - Library Technician	19.89
13061 - Media Specialist I	18.73
13062 - Media Specialist II	20.95
13063 - Media Specialist III	23.36
13071 - Photographer I	16.65
13072 - Photographer II	18.90
13073 - Photographer III	23.67
13074 - Photographer IV	28.65
13075 - Photographer V	33.76
13110 - Video Teleconference Technician	20.39
14000 - Information Technology Occupations	
14041 - Computer Operator I	18.92
14042 - Computer Operator II	21.18
14043 - Computer Operator III	23.60
14044 - Computer Operator IV	26.22
14045 - Computer Operator V	29.05
14071 - Computer Programmer I	(see 1) 26.36
14072 - Computer Programmer II	(see 1)
14073 - Computer Programmer III	(see 1)
14074 - Computer Programmer IV	(see 1)
14101 - Computer Systems Analyst I	(see 1)
14102 - Computer Systems Analyst II	(see 1)
14103 - Computer Systems Analyst III	(see 1)
14150 - Peripheral Equipment Operator	18.92
14160 - Personal Computer Support Technician	26.22
15000 - Instructional Occupations	
15010 - Aircrew Training Devices Instructor (Non-Rated)	36.47
15020 - Aircrew Training Devices Instructor (Rated)	44.06
15030 - Air Crew Training Devices Instructor (Pilot)	52.81
15050 - Computer Based Training Specialist / Instructor	36.47
15060 - Educational Technologist	35.31
15070 - Flight Instructor (Pilot)	52.81
15080 - Graphic Artist	26.80
15090 - Technical Instructor	25.08

15095 - Technical Instructor/Course Developer	30.67
15110 - Test Proctor	20.20
15120 - Tutor	20.20
16000 - Laundry, Dry-Cleaning, Pressing And Related Occupations	
16010 - Assembler	9.88
16030 - Counter Attendant	9.88
16040 - Dry Cleaner	12.94
16070 - Finisher, Flatwork, Machine	9.88
16090 - Presser, Hand	9.88
16110 - Presser, Machine, Drycleaning	9.88
16130 - Presser, Machine, Shirts	9.88
16160 - Presser, Machine, Wearing Apparel, Laundry	9.88
16190 - Sewing Machine Operator	13.78
16220 - Tailor	14.66
16250 - Washer, Machine	10.88
19000 - Machine Tool Operation And Repair Occupations	
19010 - Machine-Tool Operator (Tool Room)	21.14
19040 - Tool And Die Maker	23.38
21000 - Materials Handling And Packing Occupations	
21020 - Forklift Operator	18.02
21030 - Material Coordinator	22.03
21040 - Material Expediter	22.03
21050 - Material Handling Laborer	13.83
21071 - Order Filler	15.09
21080 - Production Line Worker (Food Processing)	18.02
21110 - Shipping Packer	15.09
21130 - Shipping/Receiving Clerk	15.09
21140 - Store Worker I	11.72
21150 - Stock Clerk	16.86
21210 - Tools And Parts Attendant	18.02
21410 - Warehouse Specialist	18.02
23000 - Mechanics And Maintenance And Repair Occupations	
23010 - Aerospace Structural Welder	27.21
23021 - Aircraft Mechanic I	25.83
23022 - Aircraft Mechanic II	27.21
23023 - Aircraft Mechanic III	28.53
23040 - Aircraft Mechanic Helper	17.54
23050 - Aircraft, Painter	24.73
23060 - Aircraft Servicer	19.76
23080 - Aircraft Worker	21.01
23110 - Appliance Mechanic	21.75
23120 - Bicycle Repairer	14.43
23125 - Cable Splicer	26.02
23130 - Carpenter, Maintenance	21.40
23140 - Carpet Layer	20.49
23160 - Electrician, Maintenance	27.98
23181 - Electronics Technician Maintenance I	24.94
23182 - Electronics Technician Maintenance II	26.47
23183 - Electronics Technician Maintenance III	27.89
23260 - Fabric Worker	19.13
23290 - Fire Alarm System Mechanic	22.91
23310 - Fire Extinguisher Repairer	17.62
23311 - Fuel Distribution System Mechanic	22.81
23312 - Fuel Distribution System Operator	19.38
23370 - General Maintenance Worker	21.43
23380 - Ground Support Equipment Mechanic	25.83
23381 - Ground Support Equipment Servicer	19.76
23382 - Ground Support Equipment Worker	21.01
23391 - Gunsmith I	17.62
23392 - Gunsmith II	20.49
23393 - Gunsmith III	22.91

23410 - Heating, Ventilation And Air-Conditioning Mechanic	23.89
23411 - Heating, Ventilation And Air Contditioning Mechanic (Research Facility)	25.17
23430 - Heavy Equipment Mechanic	22.91
23440 - Heavy Equipment Operator	22.91
23460 - Instrument Mechanic	22.59
23465 - Laboratory/Shelter Mechanic	21.75
23470 - Laborer	14.98
23510 - Locksmith	21.90
23530 - Machinery Maintenance Mechanic	23.12
23550 - Machinist, Maintenance	22.91
23580 - Maintenance Trades Helper	18.27
23591 - Metrology Technician I	22.59
23592 - Metrology Technician II	23.80
23593 - Metrology Technician III	24.96
23640 - Millwright	28.19
23710 - Office Appliance Repairer	22.96
23760 - Painter, Maintenance	21.75
23790 - Pipefitter, Maintenance	24.63
23810 - Plumber, Maintenance	22.29
23820 - Pneudraulic Systems Mechanic	22.91
23850 - Rigger	22.91
23870 - Scale Mechanic	20.49
23890 - Sheet-Metal Worker, Maintenance	22.91
23910 - Small Engine Mechanic	20.49
23931 - Telecommunications Mechanic I	29.95
23932 - Telecommunications Mechanic II	31.55
23950 - Telephone Lineman	27.41
23960 - Welder, Combination, Maintenance	22.91
23965 - Well Driller	22.91
23970 - Woodcraft Worker	22.91
23980 - Woodworker	17.62
24000 - Personal Needs Occupations	
24570 - Child Care Attendant	12.79
24580 - Child Care Center Clerk	17.77
24610 - Chore Aide	10.57
24620 - Family Readiness And Support Services Coordinator	16.90
24630 - Homemaker	18.43
25000 - Plant And System Operations Occupations	
25010 - Boiler Tender	27.30
25040 - Sewage Plant Operator	20.84
25070 - Stationary Engineer	27.30
25190 - Ventilation Equipment Tender	19.49
25210 - Water Treatment Plant Operator	20.84
27000 - Protective Service Occupations	
27004 - Alarm Monitor	20.57
27007 - Baggage Inspector	12.71
27008 - Corrections Officer	22.80
27010 - Court Security Officer	24.72
27030 - Detection Dog Handler	20.57
27040 - Detention Officer	22.80
27070 - Firefighter	24.63
27101 - Guard I	12.71
27102 - Guard II	20.57
27131 - Police Officer I	26.52
27132 - Police Officer II	29.67
28000 - Recreation Occupations	
28041 - Carnival Equipment Operator	13.59
28042 - Carnival Equipment Repairer	14.63

28043 - Carnival Equipment Worker	9.24
28210 - Gate Attendant/Gate Tender	13.01
28310 - Lifeguard	11.59
28350 - Park Attendant (Aide)	14.56
28510 - Recreation Aide/Health Facility Attendant	10.62
28515 - Recreation Specialist	18.04
28630 - Sports Official	11.59
28690 - Swimming Pool Operator	18.21
29000 - Stevedoring/Longshoremen Occupational Services	
29010 - Blocker And Bracer	23.13
29020 - Hatch Tender	23.13
29030 - Line Handler	23.13
29041 - Stevedore I	21.31
29042 - Stevedore II	24.24
30000 - Technical Occupations	
30010 - Air Traffic Control Specialist, Center (HFO) (see 2)	39.92
30011 - Air Traffic Control Specialist, Station (HFO) (see 2)	26.84
30012 - Air Traffic Control Specialist, Terminal (HFO) (see 2)	29.56
30021 - Archeological Technician I	20.19
30022 - Archeological Technician II	22.60
30023 - Archeological Technician III	27.98
30030 - Cartographic Technician	27.98
30040 - Civil Engineering Technician	26.41
30061 - Drafter/CAD Operator I	20.19
30062 - Drafter/CAD Operator II	22.60
30063 - Drafter/CAD Operator III	25.19
30064 - Drafter/CAD Operator IV	31.00
30081 - Engineering Technician I	22.92
30082 - Engineering Technician II	25.72
30083 - Engineering Technician III	28.79
30084 - Engineering Technician IV	35.64
30085 - Engineering Technician V	43.61
30086 - Engineering Technician VI	52.76
30090 - Environmental Technician	27.41
30210 - Laboratory Technician	23.38
30240 - Mathematical Technician	28.94
30361 - Paralegal/Legal Assistant I	21.36
30362 - Paralegal/Legal Assistant II	26.47
30363 - Paralegal/Legal Assistant III	32.36
30364 - Paralegal/Legal Assistant IV	39.16
30390 - Photo-Optics Technician	27.98
30461 - Technical Writer I	21.93
30462 - Technical Writer II	26.84
30463 - Technical Writer III	32.47
30491 - Unexploded Ordnance (UXO) Technician I	24.74
30492 - Unexploded Ordnance (UXO) Technician II	29.93
30493 - Unexploded Ordnance (UXO) Technician III	35.88
30494 - Unexploded (UXO) Safety Escort	24.74
30495 - Unexploded (UXO) Sweep Personnel	24.74
30620 - Weather Observer, Combined Upper Air Or (see 2)	25.19
Surface Programs	
30621 - Weather Observer, Senior (see 2)	27.98
31000 - Transportation/Mobile Equipment Operation Occupations	
31020 - Bus Aide	14.32
31030 - Bus Driver	20.85
31043 - Driver Courier	13.98
31260 - Parking and Lot Attendant	10.07
31290 - Shuttle Bus Driver	15.66
31310 - Taxi Driver	13.98
31361 - Truckdriver, Light	15.66
31362 - Truckdriver, Medium	17.90

31363 - Truckdriver, Heavy	19.18
31364 - Truckdriver, Tractor-Trailer	19.18
99000 - Miscellaneous Occupations	
99030 - Cashier	10.03
99050 - Desk Clerk	11.58
99095 - Embalmer	23.05
99251 - Laboratory Animal Caretaker I	11.30
99252 - Laboratory Animal Caretaker II	12.35
99310 - Mortician	31.73
99410 - Pest Controller	17.69
99510 - Photofinishing Worker	13.20
99710 - Recycling Laborer	18.50
99711 - Recycling Specialist	22.71
99730 - Refuse Collector	16.40
99810 - Sales Clerk	12.09
99820 - School Crossing Guard	13.43
99830 - Survey Party Chief	21.94
99831 - Surveying Aide	13.63
99832 - Surveying Technician	20.85
99840 - Vending Machine Attendant	14.43
99841 - Vending Machine Repairer	18.73
99842 - Vending Machine Repairer Helper	14.43

ALL OCCUPATIONS LISTED ABOVE RECEIVE THE FOLLOWING BENEFITS:

HEALTH & WELFARE: \$3.50 per hour or \$140.00 per week or \$606.67 per month

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

HOLIDAYS: A minimum of ten paid holidays per year, New Year's Day, Martin Luther King Jr's Birthday, Washington's Birthday, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans' Day, Thanksgiving Day, and Christmas Day. (A contractor may substitute for any of the named holidays another day off with pay in accordance with a plan communicated to the employees involved.) (See 29 CFR 4174)

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

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

occupations for which this wage determination does not specify an SCA wage rate, then the wage rate for that employee must be conformed in accordance with the conformance procedures described in the conformance note included on this wage determination.

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

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

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

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

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

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

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

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

**** UNIFORM ALLOWANCE ****

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

The contractor or subcontractor is required to furnish all employees with an adequate number of uniforms without cost or to reimburse employees for the actual cost of the uniforms. In addition, where uniform cleaning and maintenance is made the responsibility of the employee, all contractors and subcontractors subject to this wage determination shall (in the absence of a bona fide collective bargaining agreement providing for a different amount, or the furnishing of contrary affirmative proof as to the actual cost), reimburse all employees for such cleaning and maintenance at a rate of \$3.35 per week (or \$.67 cents per day). However, in those instances where the uniforms furnished are made of "wash and wear" materials, may be routinely washed and dried with other personal garments, and do not require any special treatment such as dry cleaning, daily washing, or commercial laundering in order to meet the cleanliness or appearance standards set by the terms of the Government contract, by the contractor, by law, or by the nature of the work, there is no requirement that employees be reimbursed for uniform maintenance costs.

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

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

Conformance Process:

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

The process for preparing a conformance request is as follows:

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

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

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

6) The contractor informs the affected employees.

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

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

ATTACHMENT J.5

THE LIVING WAGE FACT SHEET



LIVING WAGE ACT FACT SHEET

The “Living Wage Act of 2006,” Title I of D.C. Law 16-18, (D.C. Official Code §§2-220.01-.11) became effective June 9, 2006. It provides that District of Columbia government contractors and recipients of government assistance (grants, loans, tax increment financing) in the amount of \$100,000 or more shall pay affiliated employees wages no less than the current living wage rate.

Effective January 1, 2010, the living wage rate is \$12.50 per hour.

Subcontractors of D.C. government contractors who receive \$15,000 or more from the contract and subcontractors of the recipients of government assistance who receive \$50,000 or more from the assistance are also required to pay their affiliated employees no less than the current living wage rate.

“Affiliated employee” means any individual employed by a recipient who receives compensation directly from government assistance or a contract with the District of Columbia government, including any employee of a contractor or subcontractor of a recipient who performs services pursuant to government assistance or a contract. The term “affiliated employee” does not include those individuals who perform only intermittent or incidental services with respect to the government assistance or contract, or who are otherwise employed by the contractor, recipient or subcontractor.

Exemptions – The following contracts and agreements are exempt from the Living Wage Act:

1. Contracts or other agreements that are subject to higher wage level determinations required by federal law (i.e., if a contract is subject to the Service Contract Act and certain wage rates are lower than the District’s current living wage, the contractor must pay the higher of the two rates);
2. Existing and future collective bargaining agreements, provided that the future collective bargaining agreement results in the employee being paid no less than the current living wage;
3. Contracts for electricity, telephone, water, sewer or other services provided by a regulated utility;
4. Contracts for services needed immediately to prevent or respond to a disaster or eminent threat to public health or safety declared by the Mayor;
5. Contracts or other agreements that provide trainees with additional services including, but not limited to, case management and job readiness services, provided that the trainees do not replace employees subject to the Living Wage Act;

6. An employee, under 22 years of age, employed during a school vacation period, or enrolled as full-time student, as defined by the respective institution, who is in high school or at an accredited institution of higher education and who works less than 25 hours per week; provided that he or she does not replace employees subject to the Living Wage Act;
7. Tenants or retail establishments that occupy property constructed or improved by receipt of government assistance from the District of Columbia; provided, that the tenant or retail establishment did not receive direct government assistance from the District of Columbia;
8. Employees of nonprofit organizations that employ not more than 50 individuals and qualify for taxation exemption pursuant to Section 501 (c) (3) of the Internal Revenue Code of 1954, approved August 16, 1954 (68A Stat. 163; 26. U.S.C. §501(c)(3));
9. Medicaid provider agreements for direct care services to Medicaid recipients, provided, that the direct care service is not provided through a home care agency, a community residence facility, or a group home for mentally retarded persons as those terms are defined in section 2 of the Health-Care and Community Residence Facility, Hospice, and Home Care Licensure Act of 1983, effective February 24, 1984 (D.C. Law 5-48; D.C. Official Code §44-501); and
10. Contracts or other agreements between managed care organizations and the Health Care Safety Net Administration or the Medicaid Assistance Administration to provide health services.

Enforcement

The Department of Employment Services (DOES) and the D.C. Office of Contracting and Procurement (OCP) share monitoring responsibilities.

If you learn that a contractor subject to this law is not paying at least the current living wage you should report it to the Contracting Officer.

If you believe that your employer is subject to this law and is not paying you at least the current living wage, you may file a complaint with the DOES Office of Wage – Hour, located at 64 New York Ave., NE, Room 3105, (202) 671-1880.

For questions and additional information, contact the Office of Contracting and Procurement at (202) 727-0252 or the Department of Employment Services on (202) 671-1880.

Please note: *This fact sheet is for informational purposes only as required by Section 106 of the Living Wage Act. It should not be relied on as a definitive statement of the Living Wage Act or any regulations adopted pursuant to the law.*

ATTACHMENT J.6

THE LIVING WAGE ACT OF 2006

“THE LIVING WAGE ACT OF 2006”

Title I, D.C. Law No. 16-118, (D.C. Official Code §§ 2-220.01-.11)

Effective June 9, 2006, recipients of new contracts or government assistance shall pay affiliated employees and subcontractors who perform services under the contracts no less than the current living wage. Effective January 1, 2010, the living wage rate is \$12.50.

The requirement to pay a living wage applies to:

- All recipients of contracts in the amount of \$100,000 or more; and, all subcontractors of these recipients receiving \$15,000 or more from the funds received by the recipient from the District of Columbia, and,
- All recipients of government assistance in the amount of \$100,000 or more; and, all subcontractors of these recipients of government assistance receiving \$50,000 or more in funds from government assistance received from the District of Columbia.

“Contract” means a written agreement between a recipient and the District government.

“Government assistance” means a grant, loan or tax increment financing that result in a financial benefit from an agency, commission, instrumentality, or other entity of the District government.

“Affiliated employee” means any individual employed by a recipient who received compensation directly from government assistance or a contract with the District of Columbia government, including any employee of a contractor or subcontractor of a recipient who performs services pursuant to government assistance or contract. The term “affiliated employee” does not include those individuals who perform only intermittent or incidental services with respect to the contract or government assistance or who are otherwise employed by the contractor, recipient or subcontractor.

Certain exceptions may apply where contracts or agreements are subject to wage determinations required by federal law which are higher than the wage required by this Act; contracts for electricity, telephone, water, sewer other services delivered by regulated utility; contracts for services needed immediately to prevent or respond to a disaster or eminent threat to the public health or safety declared by the Mayor; contracts awarded to recipients that provide trainees with additional services provided the trainee does not replace employees; tenants or retail establishments that occupy property constructed or improved by government assistance, provided there is no receipt of direct District government assistance; Medicaid provider agreements for direct care services to Medicaid recipients, provided that the direct care service is not provided through a home care agency, a community residential facility or a group home for mentally retarded persons; and contracts or other agreements between managed care organizations and the Health Care Safety Net Administration or the Medicaid Assistance Administration to provide health services.

Exemptions are provided for employees under 22 years of age employed during a school vacation period, or enrolled as a full-time student who works less than 25 hours per week, provided that other employees are not replaced, and for employees of nonprofit organizations that employ not more than 50 individuals.

Each recipient and subcontractor of a recipient shall provide this notice to each affiliate employee covered by this notice, and shall also post this notice concerning these requirements in a conspicuous site in the place of business.

All recipients and subcontractors shall retain payroll records created and maintained in the regular course of business under District of Columbia law for a period of at least 3 years.

This is a summary of the “Living Wage Act of 2006”. For the complete text go to:

www.does.dc.gov or www.ocp.dc.gov

To file a complaint contact: Department of Employment Services

Office of Wage-Hour

64 New York Avenue, N.E., Room 3105, Washington, D.C. 20002

(202) 671-1880

ATTACHMENT J.8

COLLECTIVE BARGAINING AGREEMENT

COLLECTIVE BARGAINING AGREEMENT

Between

SERVICE EMPLOYEES INTERNATIONAL UNION, LOCAL 32BJ

and

R & R PAINTING AND BUILDING SERVICE, INC.

START: May 1, 2010

EXPIRATION: June 30, 2013

LOCATION: John A. Wilson Building
1350 Pennsylvania Avenue NW
Washington DC

AGREEMENT

This Agreement, dated as of May 1, 2010, is by and between Service Employees International Union, Local 32BJ, hereinafter called the "Union" and R & R Painting and Building Service, Inc. hereinafter called the "Employer".

ARTICLE 1 RECOGNITION

The employer recognizes the Union as the exclusive bargaining agent for all its hourly paid janitorial and maintenance employees excluding supervisors, clerical and security guards employed at the locations listed in the attached appendices.

ARTICLE 2 WAGES

Section 1. The hourly wages for all employees covered by this Agreement shall be at the rates listed below:

Classification	Effective <u>7-1-10</u>	Effective <u>7-1-11</u>	Effective <u>7-1-12</u>
Janitor	\$13.50	\$14.35	\$15.00
Floor Maintenance	\$14.00	\$14.85	\$15.50

Section 2. Nothing in this Agreement shall be construed to allow for the reduction of any rate or benefit currently enjoyed by the employees at the time they are recognized under this Agreement.

Section 3. The employer agrees to correct any payroll error within 3 days of the day the employee reports the error if the error is the fault of the employer. If the error is not the fault of the employer, the error will be investigated promptly and the correction will be made in the next payroll check after the conclusion of the investigation.

Section 4. All employees covered by this Agreement shall not be paid nor have any claim for compensation unless they have worked at the facility in question when that facility has been made unavailable to the contractor for whatever reason by the contracting authority. If the contractor is compensated, all employees will be compensated as well.

ARTICLE 3
HOURS OF WORK

Section 1. All work performed in excess of forty (40) hours in any workweek by employees shall be considered overtime and shall be compensated for at the rate of time and one-half of the prevailing rate of pay for such job.

Section 2. The regular workweek shall be Monday through Friday. The regular part-time shifts shall consist of 4 or 5 hours. The regular full-time shifts shall consist of 8 hours. All employees working a full-time shift shall receive 1 hour unpaid break in the middle of their shift.

There will be a six (6) minute grace period for employees to report at the start of a shift. Employees will not lose any pay for reporting after their shift start but before the end of the six (6) minute grace period, and employees will not be disciplined for lateness for reporting before the end of the grace period. However, employees may be disciplined for lateness and lose pay if the employee reports after the employee's scheduled start time more than twice per pay period or after the end of the grace period. Employees shall request approval from the employer before performing any work in excess of their daily shift.

Section 3. When overtime and extra hours are available, the employer shall advise the employees of the type of work needed to be performed. Overtime and extra hours shall be offered to all employees qualified to perform the work for which overtime or extra hours are needed on a rotating basis by seniority. If overtime and extra hours' requirements cannot be met on a voluntary basis, they shall be assigned in order of reverse seniority. If the employer believes that an employee volunteering or assigned to perform the work is not qualified to do so, the employer shall not be required to offer or assign the work to such employee. In such cases, the employer shall notify the Union in writing of the location and date of the overtime or extra hours, the employee involved, and the reason why the employee was not qualified to perform the work. Employees must obtain prior approval from the employer before performing any work in excess of forty (40) hours in a work week.

Section 4. Any employee called in to work on a regularly scheduled day off shall be guaranteed a minimum of four (4) hours pay.

ARTICLE 4
HEALTH AND WELFARE

The employer agrees to make payments (per paid hour) into the Employers health insurance (FCE Benefits), for all employees covered by this agreement. The hourly contributions for all employees will be paid according to the current Department of Labor Wage Determination under the Service Contract Act (SCA).

ARTICLE 5
PAID HOLIDAYS

Section 1. The employer shall grant to all employees the following holidays and all future holidays declared as legal by the United States Congress or by Executive Proclamation or Executive Order off with pay:

New Year's Day	Labor Day
Martin L. King's Birthday	Columbus Day
Inauguration Day	Veteran's Day
George Washington Birthday	Thanksgiving Day
Memorial Day	Christmas Day
Independence Day	Emancipation Day

If Martin Luther King's Birthday and Inauguration Day fall on the same day, employees will only be entitled to one paid holiday for the day on which both holiday fall.

Section 2. An employee required to work on any one of the holidays listed above shall be paid at the rate of double time, except for weekend or holiday fill-in employees.

Section 3. When a legal holiday covered by this Agreement falls on an employee's day off from his/her regularly schedule shift, same shall be compensated for at straight time hourly rate of pay or in lieu thereof, the employee shall receive a day off with pay within a period two weeks before or after such holiday.

Section 4. In order to be eligible for holiday pay, an employee must work all his/her scheduled hours on the workday before and after the holiday unless he/she is on excused absence and/or paid status.

Section 5. The Employer shall pay for all days that the building is closed by the President or the U.S. Congress or by an act of God, the basic hourly rate of pay for all Employees, if the Employer receives payment.

ARTICLE 6 VACATIONS

Section 1. All employees with one (1) year or more of continuous service are entitled to one (1) week of vacation with pay. All employees with two (2) or more years of continuous service are entitled to two (2) weeks of vacation with pay. All employees with five (5) years or more of continuous service are entitled to three (3) weeks of vacation with pay. All employees with ten (10) years or more of continuous service are entitled to four (4) weeks of vacation with pay. All employees with fifteen (15) years or more of continuous service are entitled to five (5) weeks of vacation with pay

Section 2. It is agreed that the employee's vacation shall be paid at the current rate of pay. Vacation pay is to be given to the employee on the pay day preceding the week that the vacation begins.

Section 3. When a holiday occurs during the employee's vacation, the employee shall be entitled to an extra day vacation or at the option of the employer, an extra day's wage.

Section 4. The employer agrees that all employees shall be paid for all unused vacation time accrued on their anniversary date.

Section 5. The employer agrees that all employees shall be paid for all unused vacation upon separation.

Section 6. The employee may use vacation leave in increments of less than one week for purposes of a personal emergency or extended sick leave. Vacation time can only be used for extended sick leave provided the employee has used up his/her accrued sick leave and provided he/she provides a doctors excuse when requested by the employer. The employee's request for vacation leave shall not be unreasonably denied.

Section 7. If more employees desire a particular vacation period than the

employer can afford or approve without disruptions or interference with the conduct of the employer's business, the most senior employees will be permitted to take that period as vacation. Other employees will be scheduled at the next mutually convenient time.

Section 8. The employer agrees to re-open this Article for negotiations regarding a Vacation Fund when the Union provides proposals.

ARTICLE 7 LENGTH OF SERVICE

Section 1. The employee's length of service shall be computed from the date on which he/she is hired by the employer or date of employment in the building, whichever is longer. Seniority within job classification shall be the sole factor in determining the employees layoff and recall order. The job classifications shall be Floor Maintenance Person and Janitor. One shop steward per shift shall have super seniority for the purposes of layoff and recall.

Section 2. New employees shall be on probation until the completion of 30 days of service from their date of hire. During this probationary period, such employees shall be considered as being on trial subject to immediate dismissal at any time at the sole discretion of the employer. Discharge during the probationary period shall not be subject to the grievance procedure provided herein. Upon completion of the 30 day probationary period, employees shall enjoy seniority status from their date of hire.

ARTICLE 8 SICK LEAVE

Section 1. Effective July 1, 2010 all employees shall be eligible for twelve (12) paid sick days per year. Employees will be eligible to use accrued sick leave after thirty (30) days of employment.
Employees can accrue a maximum of 12 sick days.

Section 2. All employees must give two (2) hours notice before the beginning of the shift in order to claim sick leave benefits. In all cases of illness of three (3) consecutive working days or more, a physician's certificate or other acceptable evidence of disability shall be submitted by an employee as a claim for sick leave benefits, if requested by the employer.

ARTICLE 9
UNION SECURITY AND CHECK-OFF

Section 1. All employees covered by this Agreement at the time it becomes effective and who are members of the Union at that time shall be required as a condition of employment to remain members by the timely payment of all dues and initiation fees to the Union.

Employees covered by this Agreement who are not members of the Union shall be required as a condition of employment to become members of the Union within thirty (30) days after the effective date of this Agreement or within (30) days after their employment and remain members by their timely payment of all dues and initiation fees to the Union. The failure to become or remain a member by the payment of all dues and initiation fees as required herein, upon written notice to the employer from the Union to such effect, shall obligate the employer to discharge such person. However, each employee will be given a period of fifteen (15) days from the date of said written notice to pay and fully discharge his/her indebtedness to the Union. Failure to do so will result in the employee's termination by the Employer.

Section 2. The employer shall notify the Shop Steward within forty-eight (48) hours of the name, address, and occupation of new or additional employees hired outside de Union. In considering persons for employment, promotion or work assignment, no consideration shall be given as to race, creed, sex, age, Union status or national origin.

Section 3. The employer shall check-off initiation fees, monthly fees and ADF contributions from the first paycheck of each month on the basis of individually signed voluntary authorization forms and remit to the Secretary-Treasurer of the Union by the end of the month in which they were deducted from the employee. The Union will send the employer an alphabetical check-off list each month indicating the amount due for each employee. The employer shall return a copy of this list or send a list to the Union of all employees for whom dues were deducted.

Section 4. The Employer agrees to provide all new employees with a Check-Off Authorization Form as provided by the Union on the date of employment and request that the employee sign the card. A copy of the card shall be sent to the Union with the monthly Check-off.

Section 5. The Union agrees to hold the employer harmless and indemnified against any and all claims, liability or fault arising out of the employer's compliance with this Article.

ARTICLE 10 FUNERAL LEAVE

Section 1. Effective July 1, 2010, all employees shall be granted three (3) days paid leave for the death of a spouse, father, mother, son, daughter, brother, sister, uncle, aunt, grandparents, grandchildren, stepparents, stepchildren or guardian. The employer may request proof of death or funeral certificate.

Section 2. If the funeral in the above referenced paragraph is over one hundred (100) miles from the metropolitan area of the District of Columbia, the employee will be permitted two (2) additional days off without pay. If the funeral is outside of the United States, the employee may apply for extended leave, without pay, of up to four weeks.

ARTICLE 11 DISCHARGE AND DISCIPLINE

Section 1. It is agreed that each party shall treat the other with mutual respect and dignity and that the employer shall only discharge or discipline employees for just cause. The discipline shall be corrective and progressive in nature. Discipline must be given in writing within two (2) working days of the employer's knowledge of the offense. Copies of all warning or disciplinary notices will be given to the Shop Steward within three (3) days. Warning notices or other disciplinary action will be removed from the employees' files within a one-(1) year period.

Section 2. The Shop Steward or designated co-worker shall be present at all disciplinary and/or investigatory meetings which the employee reasonably believes might lead to discipline. In the investigatory meetings, the employee must request the steward to be present.

ARTICLE 12
GRIEVANCE PROCEDURE

It is agreed that any dispute arising out of this Agreement between an employee and the employer or the Union and the employer shall be resolved using the procedure set out below.

Step 1. The employee and the immediate supervisor shall attempt to resolve any differences at the time they arise. In the event they are unable to resolve the issue, the employee shall request a meeting with the supervisor and the shop steward to attempt to resolve the issue. If they are unable to resolve the issue, the grievance shall be reduced to writing and submitted to the employer within five (5) days.

Step 2. The General Manager, the Union Representative and the employee shall meet within five (5) days to attempt to resolve the issue. If they are unable to resolve the issue, the grievance will be moved to Step 3.

Step 3. Within five (5) days after the meeting in Step 2, the Union Representative and the employee shall meet with the Company President in the case of a discharge of an employee. For all other grievances, the Union Representative and the Company President shall select one day each month at a mutually convenient time to meet with employees regarding such grievances. All unresolved grievances will proceed to Step 4.

Step 4. If the grievance is not resolved at Step 3, within ten (10) days after the meeting in Step 3, it may be submitted at the request of either party to arbitration by an Arbitrator designated by the Federal Mediation and Conciliation Service (FMCS), whose decision shall be final, provided that the Arbitrator shall not have the power to alter this Agreement, or any of its terms, in any way. All expenses shall be equally borne by both parties.

ARTICLE 13
NO STRIKE AND NO LOCKOUT

The Company agrees there will be no lockout of the employees and the Union agrees there will be no strikes for the duration of this agreement.

ARTICLE 14
LAY-OFF AND RECALL

Section 1. The employer agrees to notify the Union at the earliest date possible in the event of lay-offs or anticipated lay-offs. The employer further agrees that all lay-offs will be in reverse order of seniority by classification in each procurement contract and all recalls shall be in order of seniority by classification. The job classifications shall be Floor Maintenance Employee and Janitor. In the event of layoffs, Floor Maintenance employees with more seniority may bump Janitors within the same procurement contract with less seniority accrued.

Section 2. The employer shall maintain one company-wide recall list in order of seniority. The employee's job classification and date of layoff shall be noted on the recall list. All employees shall remain on the layoff list for up to six (6) months. When a job becomes vacant, the most senior person shall be contacted to fill the vacancy. The employer shall contact employees in all classifications if the vacancy is for a janitor position. The employer shall contact the most senior Floor Maintenance employee for vacancies in those classifications. If a Floor Maintenance employee is working out of classification, that person shall be contacted to fill a vacancy in those classifications before contacting the most senior person on the recall list. Employees who have been laid off cannot bump less senior bargaining unit employees employed under a different procurement contract.

Section 3. When a vacancy occurs, the employer shall use the following procedure; the employer will call the most senior person on the recall list. If the employer is able to contact that person by phone, the employee then has three working days from the date of the phone contact to make arrangements to return to work. If the employer is unable to contact the most senior person by phone, then a letter will be sent to the employee by Priority Mail recalling him to work. The employee has two (2) working days after receipt of the letter to contact the employer if he wants to return to work and three (3) working days after the phone call to the employer to report to work. All employees have a responsibility to inform the employer of any change in address or telephone. The employer shall maintain a log book for all lay offs and recalls, noting the seniority date and the date(s) contacted for recall, what type of contact (phone/letter), the building/shift that was offered to the employee, the date the employee was actually recalled and the building/shift to which the employee was recalled.

Section 4. All employees laid off shall remain on the lay off list for up to six (6) months. However, if the employee fails to return to work after proper notice, that person will no longer be considered on the lay off list. An employee will have the right to refuse a position that is not within the same basic schedule of the position from which they were laid off.

ARTICLE 15 SHOP STEWARD AND UNION REPRESENTATIVES

Section 1. The employer agrees to recognize stewards as designated by the Union. There shall be one steward per shift who shall have super seniority for purposes of layoff and recall. Should the identity of a shop steward change, the Union shall promptly inform the employer in writing of the name of the newly designated steward. The stewards may assist in the investigation, presentation and settling of grievances. Stewards shall not be discriminated against in discharging duties assigned them by the Union and shall be given reasonable time to settle grievances.

Section 2. A duly authorized representative of the Union will be permitted to visit the premises of the employer at reasonable times for the purpose of transacting business for the Union and to insure compliance with this agreement. The representative shall first make his/her presence known to the manager or assistant manager. Meetings with employees shall be in the employer's office in the building on non-work time.

ARTICLE 16 UNION RIGHTS

Section 1. The Union shall have the right to confer with Union members and investigate working conditions.

Section 2. The employer shall provide space for Union literature in a place convenient for employee use.

Section 3. The Union shall have the right to inspect the employer's records necessary to enforce this agreement.

Section 4. The employee shall have the right to inspect his personnel file.

Section 5. An employee may request a leave of absence for serving the Union.

ARTICLE 17
UNPAID LEAVE OF ABSENCE

Section 1. The employee agrees to provide the following leaves of absence for all employees when requested. Such requests shall not be unreasonably denied. The employee shall return to their original or equivalent position without loss of seniority.

Medical/Compassionate leave: Up to six months.

Personal leave: Up to thirty (30) days for personal reason. The employee may request an extension of 30 days in cases of emergency and the employer may request documentation of the emergency.

Union leave (unpaid): Up to six months for service with the Union.

Military leave: As required by federal law.

Civic leave: For any employee who is required to report for jury service or to testify in any legal proceeding as a result of a subpoena, a copy of which shall be supplied to the employer upon request.

Section 2. An employee shall be entitled to take medical/compassionate leave under the circumstances provided for by the Federal Family and Medical Leave Act of 1993, or under applicable state or local laws. The employer shall make the payment of health insurance contributions only as required by the Family and Medical Leave Act of 1993 or other applicable state or local laws.

Medical/compassionate leave is unpaid leave. If an employee requests medical/compassionate leave, the employer has the right to require the employee to substitute all of the employee's accrued vacation and sick leave for leave available under the Family and Medical Leave Act, or applicable state or local laws. In the District of Columbia, the employee will have the option of choosing to substitute any accrued vacation or sick leave. Where the employer designates leave taken by

an employee as leave under the Family and Medical Leave Act, or other applicable state or local laws, the employer shall notify the employee of that designation at the time the employer determines that the leave qualifies as leave under the applicable act.

Vacation, sick leave, or other employment benefits shall not accrue during the time that an employee is on medical/ compassionate, personal, union or military leave, unless otherwise required by law.

ARTICLE 18 UNIFORMS

The employer agrees to provide each employee with two (2) uniforms free of charge and the employees will not be responsible for normal wear and tear.

ARTICLE 19 EQUIPMENT AND SUPPLIES

The employer agrees to provide, repair and maintain all equipment and supplies needed (including gloves, goggles, rain coats, boots...) to perform the tasks of the job in a safe and efficient manner.

ARTICLE 20 HEALTH AND SAFETY

Section 1. The employer agrees to provide a safe and healthful workplace for all employees and shall comply with all federal, state and local laws relating to health and safety. The employer will keep and make available MSDS sheets for all chemicals used.

Section 2. The employer shall provide an annual right to know training in English, Spanish and Vietnamese for every employee including, but not limited to training on infectious and hazardous waste, hazardous substances used or present in the workplace and proper safety procedures for all employees. The Union will assist the employer in securing translation services.

Section 3. The employer shall maintain workers compensation coverage for all employees. The employer shall post the required notice of workers compensation in the languages understood by the employees in a prominent and

visible location to employees containing the name of the insurance company, its address and phone number. In the event an employee is injured on the job, or suspects a job-related illness, the employee will inform the supervisor for that location, who then will report the injury or illness to the employer immediately and the employer will file the necessary reports to the insurance carrier within 24 hours.

ARTICLE 21 DISCRIMINATION

Section 1. The employer and the Union agree not to discriminate against any individual with respect to employment, hiring, compensation, promotion, training or work assignment, or any terms or conditions of employment on the basis of an individual's race, creed, color, national origin, age, sex, sexual orientation, religion, Union membership or Union activity. This article shall also apply to individuals with a qualified disability under the Americans with Disabilities Act.

Section 2. Nothing in this Agreement shall be construed or applied to deny to any employee the employment opportunities set forth above.

Section 3. Any disputes involving this Article shall be subject to the grievance procedure.

ARTICLE 22 MANAGEMENT RIGHTS

The management of the Company's affairs and the direction of its working force, including but not limited to the right to establish new jobs, abolish or change existing jobs, change materials, processes, products, equipment and operations, schedule and assign work, establish and enforce rules for employee conduct, hire and discharge for cause, transfer or layoff employees because of the lack of work, shall be vested exclusively in the Company, except as altered or abridged by this Agreement.

ARTICLE 23 SAVING CLAUSE

Should any court find any part of this Agreement to be invalid, it shall not invalidate the remaining provisions.

ARTICLE 24
CHANGE OF NAME, ADDRESS OR FORM OF ENTITY

This agreement is binding upon the employer and its present owner(s) and officer(s) whether or not he or they change the name, address or form of the business, and is further binding on any additional contract cleaning enterprises which he or they choose to operate either alone or with any other individual(s) within the Washington, D.C. metropolitan area.

ARTICLE 25
SUCCESSORSHIP

The employer will furnish the Union notice of termination of any of its cleaning contracts within twenty four (24) hours of the time the employer receives notice of such termination, and will promptly thereafter meet with the Union to negotiate the effects of such termination on bargaining unit employees.

ARTICLE 26
SUBCONTRACTING

There shall be no subcontracting of bargaining unit work being performed by the employer's employees beginning on the date the employees are covered by this agreement.

ARTICLE 27
LABOR-MANAGEMENT COMMITTEE

The Union and the employer both agree that in the interest of efficient management and harmonious employee relations, it is desirable that meetings be held between representatives of the employees and management when requested by either party to discuss such issues as attendance and tardiness, shift lengths, safety and equipment, the method of assigning work and any other issues affecting relations between the employees and the employer. Such meetings shall be exclusive of the grievance procedure and grievances shall not be considered at such meetings, nor shall negotiations for the purposes of altering the terms of this agreement be held at such meetings.

The committee shall be made up of no more than 3 representatives of management and 1 employee representative from each procurement contract. The committee shall meet for up to 2 hours on an as needed basis, but not less than once per contract year. The employee's representatives shall be released from their duties without loss of pay or leave time to attend the labor- management meetings.

The date, time and place of such meetings shall be mutually agreed upon by the parties. Either party may request a Labor Management Committee meeting. The parties agree to schedule a committee meeting within 10 days of the meeting request.

ARTICLE 28 VACANCIES, JOB POSTINGS & TRANSFERS

Section 1. When a regularly scheduled full time position or any other position which the employer intends to fill on a permanent transfer basis for more than five (5) days becomes available at any work location covered by this agreement, the employer will post a job announcement for that position for five (5) working days in all work locations covered by this agreement. The job announcement shall list the work location, hours, wage, qualifications for the job and any other requirements. If a qualified employee is interested in applying for that position, the employee shall complete and turn in a form supplied by the employer requesting consideration for that position. The employer shall review such requests for transfers and select the most senior qualified applicant for that position. If there are no qualified applicants for the position, the employer shall be free to hire from any source.

Section 2. The employer may transfer an employee or employees on a temporary basis for ten (10) days or less in the event of an emergency without posting the job. The employer may use temporary employees to temporarily replace employees who are out on sick leave, funeral leave, vacation, or other leaves of absence.

Section 3. When the employer takes over a new procurement contract, the employer agrees to notify the Union and if requested by the Union, to meet and discuss whether jobs needed to fill a new procurement contract can be offered through the job posting procedure in this Article.

ARTICLE 29
IMMIGRATION

Section 1. The Employer agrees to work with all legal immigrants to provide the opportunity to gain either extensions, continuations or other status required by the Immigration and Naturalization Service without having to take a leave of absence. If a leave of absence is necessary, the Employer agrees to give permission for the employee to leave for a period of up to ninety (90) days and return the employee to work with no loss of seniority provided the Employer is still in the building. All of the above shall be in compliance with existing laws.

Section 2. A "no match" letter from the Social Security Administration (SSA) shall not itself constitute a basis for taking any adverse employment action against an employee or for requiring an employee to re-verify work authorization. Upon receipt of such a letter, the Employer shall notify the employee and provide the employee with a copy of the letter and inform the employee that he or she should contact SSA.

ARTICLE 30
PENSION FUND

SECTION 1: COVERAGE. The Employer agrees to make periodic contributions on behalf of all employees covered by the Collective Bargaining Agreement to the Service Employees International Union National Industry Pension Fund (Pension Fund) in the amounts specified in section 3 below. The contributions follow the "Preferred Schedule."

SECTION 2. TERM. The Employer agrees to remain a participating employer in the Pension Fund throughout the term of the Collective Bargaining Agreement, including any extensions thereof.

SECTION 3. CONTRIBUTIONS. Commencing on July 1, 2010, the Employer agrees to pay thirty two cents \$.32 per paid hour and an additional ten (10) percent in supplemental contributions. Commencing on July 1, 2011, the Employer agrees pay forty two cents \$.42 per paid hour and an additional eighteen and one half (18.5) percent in supplemental contributions. Commencing on July 1, 2012, the Employer agrees pay fifty one \$.51 per paid hour and an additional twenty-seven and seventh tenths (27.7) percent in supplemental contributions.

Employees hired after the effective date of this Agreement shall be covered from their date of hire. Contributions required by this provision shall be paid to the Fund on or before the fifteenth (15th) day of the month following the period for which contributions are due or on or before such other date as the Trustees may hereafter determine. Contributions shall be transmitted together with a remittance report containing such information, in such manner, and on such form as may be required by the Fund or their designee.

SECTION 4. TRUST AGREEMENT: The Employer hereby agrees to be bound by the provision of the Agreement and Declaration of Trust establishing the Fund, as it may from time to time be amended, and all resolution and rules adopted by the Trustees pursuant to the powers delegated to them by that agreement, including collective policies, receipt of which is hereby acknowledged. The Employer hereby designates the Employer members of the Fund's Board of Trustees, or their duly selected successor(s), as its representative on the Board.

SECTION 5. AUDITS. The Employer agrees to permit auditors authorized by the Fund to inspect and review any of its records necessary to ensure compliance with this Agreement and to forward such records or true copies thereof to the Fund's auditors upon request.

SECTION 6. DELINQUENCIES. The Employer agrees and affirms that, should it default or become delinquent in any of its obligations to the Fund set forth in this Article, it shall be liable for such damages, penalties and costs as may be provided by the Fund's Trust Agreement, resolution(s) and collection policy(ies) of the Fund's Trustees including, but not limited to, a late payment penalty, interest, liquidated damages, and all costs of collection including reasonable attorney's fees and accounting fees.

SECTION 7. COOPERATION: The Employer and the Union agree to cooperate with the Trustees of the Fund in distributing Plan booklets, literature, and other documents supplied by the Fund Administrator and providing such census and other data as may be required by the Fund's Administrator or Trustees to enable them to comply with the applicable provisions of the Employee Retirement Income Security Act.

SECTION 8. APPROVAL BY TRUSTEES: The undersigned parties acknowledge that the provisions of this Article and the participation of the employees covered by it are subject to approval by the Trustees of the Fund and

that the Trustees reserve the right to terminate at their sole and unreviewable discretion, the participation of the employees covered by this Agreement and to establish the level(s) of benefits to be provided. Termination may be directed by the Trustees for reasons including, but not limited to, failure of the Employer to timely pay contributions and expiration of a Collective Bargaining Agreement. The parties further acknowledge that the Trustees acceptance for participation in the Fund of the eligible employees covered by the Collective Bargaining Agreement is limited only to the categories of employment covered by the Collective Bargaining Agreement at the time application for acceptance occurs and the admission of other categories of employment to participate in the Fund will require specific acceptance by the Trustees.

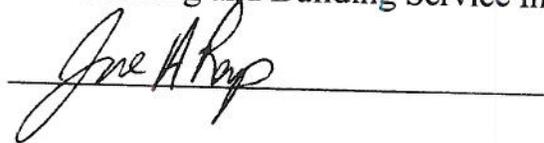
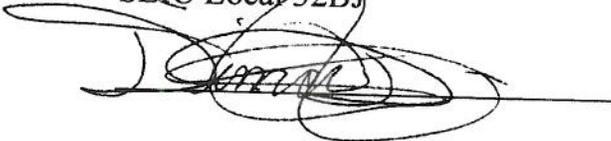
SECTION 9. MISCELLANEOUS: In the event of any inconsistency between this Article and the remainder of this Collective Bargaining Agreement the terms of this Article shall prevail.

ARTICLE 31
DURATION OF AGREEMENT

This Agreement will become effective May 1, 2010 through June 30, 2013 and may be extended upon agreement by both parties.

SEIU Local 32BJ

R&R Painting and Building Service Inc



5-1-2010
Date

5-1-2010
Date

Department of Youth Rehabilitation Services
Incident Notification Form

1. Oak Hill Youth Center

Report #

2. Incident Date	3. Incident Time:
4. Location:	5. Activity:
6. Reported By:	7. Title:
8. Reported To:	9. Title:
10. Report Date:	11. Report Time:

12. Reportable Incident Types

CLASS I	CLASS II	CLASS III
Death	Youth on Staff Assault	Fight (2 or More Youth)
Fire	Youth on Youth Assault	Accidental Injury
Hostage Taking	Staff on Youth Assault	Staff Discipline
Riot	Suicidal behavior, no injury	Damage to property (excess of \$1000)
Reported Crimes	Felony Arrest (Staff)	Theft (excess of \$500)
AWOL From Furlough	Felony Arrest (Youth)	Inappropriate sexual behavior
Escape	AWOL/Abscondence	Illegal drug/alcohol seized
Attempted Escape	AWOL/Escape-Apprehension	Possession of Contraband
Alleged Child Abuse	Other:	Other:
Serious Injury or Illness (Youth)		
Serious Work Related Injury (Staff)		

13. Data

Name	Assigned Unit	Sex	Race	Court	Most Serious Charge/Offense	Date of Placement
1						
2						
3						
4						

14. Incident Description (In the space below, on back, or use additional pages, describe the “who,” “what,” “when,” “where,” and “how” of the incident, including any staff actions, disciplinary action and/or notification of outside agencies.):

Continuation on back

SEARCHES AND ACCESS

LESS-SECURE - Administrative Building

Authorized items include:

- Purses, knapsacks, briefcases, etc
- Keys
- Feminine hygiene items
- Food products/Meals
- Open or unopened beverages (plastic, glass, cans)
- Mobile phones, PDA's, IPOD's, CD's, MP3's
- Laptops
- Prescription and over the counter medication

Unauthorized items include:

- Aerosol cans (i.e., hairspray, paint, deodorant, etc.)
- Can openers
- Cigarette lighters, matches
- Hazardous materials (e.g., gasoline, lye, poisons, cleaning fluids, acids)
- Mace
- Metal eating utensils
- Nail polish, nail files
- Pepper spray (cans or key chain)
- Personal handcuffs and leg irons
- Razor blades
- Sexually suggestive materials (e.g., magazines, pornography, DVDs', CDs')
- Tobacco products (i.e., cigarettes, chewing tobacco, etc.)

Anyone entering the Administrative Building must be searched again before entering the Secure area. No one is permitted to enter the Secure side without exiting the Sally port and being searched again

SEARCHES AND ACCESS

SECURE AREA

Authorized items include:

- Small purses and/or wallets to carry personal information
- Keys
- Feminine hygiene items
- Clear plastic back packs
- Standard briefcases (containing work related materials)
- Food products , meals
- Unopened beverages in plastic bottles
- Prescription and over the counter medication (daily dose)
- Equipment for DYRS use by staff while conducting audits and inspections; and DYRS issued cell phones, laptops, desktop computers or other tools and equipment used by employees in the performance of their duties
- Additional items (e.g., family photos, pictures, etc.) must be approved by management through use of Institution Property Access Form

Unauthorized items include:

- Aerosol cans (i.e., hairspray, paint, deodorant, etc.)
- Can openers
- Cigarette lighters, matches
- Electronics (MP3 player/IPOD)
- Hazardous materials (e.g., gasoline, lye, poisons, cleaning fluids, acids)
- Mace
- Metal eating utensils (forks, spoons, knives etc.)
- Nail polish, nail files
- Open beverage containers (which includes coffee mugs)
- Perfume/Cologne
- Pepper spray (cans or key chain)
- Personal handcuffs and leg irons
- Razor blades
- Sexually suggestive materials (e.g., magazines, pornography, DVDs', CDs')
- Tobacco products (i.e., cigarettes, chewing tobacco, etc.)
- Personal mobile phones and/pagers and personal cameras
- Personal DVDs' and/or Black Market CDs'



Weekly Recycling Weight Report

Reporte Semanal de Reciclaje

DCAM-2005-B-0033
Report Form OPM-01

Please complete and return to:

Por favor complete y devuelva a:

Facilities Management Division
Office of Property Management
Frank D. Reeves Center
2000 14th Street, NW – 8th Floor
Washington, DC 20009

Attn: Albert Venson, Facilities Division, OPM
Telephone: (202) 671-0136 — Fax (202) 671-0142

Section 1 - Company Information *(Información de la empresa)*

Company Name *(Nombre de la Empresa)* _____

Contact *(Contacto)* _____

Address *(Dirección)* _____

Name Site Supervisor *(Nombre del Supervisor asignado al edificio)* _____

Name of Person in charge of Reporting *(Nombre de la persona responsable del report)* _____

Tel. _____

Facility: (Circle one) / *Facilidades:* (circule)

John A. Wilson
DOES Building

Judiciary Square
Consolidated Forensic Lab

Henry Daly
Unified Communications Center (UCC)

Frank D. Reeves Center

Recyclable Materials *(Materiales Reciclables)*

Date <i>(Fecha)</i> : _____	(√) Type <i>(Tipo)</i>							Cardboard <i>(Carton)</i>
	Paper <i>(Papel)</i>			Metals, Glass & Plastics <i>(Metales, cristal y plásticos)</i>				
Container # <i>(Recipiente #)</i>	White Office Paper <i>(Papel blanco)</i>	Mixed Office Paper <i>(Papel mixto (todo tipo))</i>	Newspapers <i>(Papel de periódico)</i>	Mixed bottles & cans <i>(cominngl (Botellas y latas mixtas)</i>	Aluminum cans Only <i>(Latas de aluminio solamente)</i>	Tin/Steel Only <i>(Hojalata solamente)</i>	Glass Only <i>(Cristal solamente)</i>	Cardboard <i>(Carton)</i>
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								

Over/ *Continuación* →

I certify that the information herewith provided is true and accurate as required under DCAM-2005-B-0033 City-wide Janitorial Services Contract § C.3.8.1.11 Weekly Report. *(Yo certifico que la información aquí provista es cierta y exacta según estipulada como parte del contrato DCAM-2005-B-0033 City-wide Janitorial Services Contract § C.3.8.1.11 Weekly Report.)*

Employee Signature/Firma del Empleado: _____

Date/fecha: _____

Manager signature/Firma del Supervisor: _____

Date/fecha: _____

ATTACHMENT J.13

INSPECTION FORMS

PERIODIC INSPECTION FORM

THIS FORM SHALL BE FILLED OUT AND SUBMITTED TO BOTH CONTRACTOR AND COTR WHEN DEFICIENCIES ARE FOUND DURING
BM/BMS INSPECTIONS.

Property Name/Address		Contractor Name	
BM/BMS NAME		BM/BMS SIGNATURE & DATE	

QUALITY DEFICIENCY NOTICE (A deficiency exists in your quality control system. The nature of the deficiency is as follows:)

Immediate action is required to correct the deficiency and the condition that caused it. Failure to take acceptable corrective action in time may result in the termination of your right to proceed with this contract. Please provide a written response of corrective action taken to the COTR within _____ workdays after receiving this notice.

EVALUATION OF CORRECTION ACTION

CORRECTIVE ACTION VERIFIED AND FOUND ACCEPTABLE	CORRECTIVE ACTION NOT ACCEPTABLE AND/OR NOT IMPLEMENTED (EXPLAIN BELOW)
---	---

EXPLANATION AREA:

THIS MATTER IS BEING REFERRED TO THE CO FOR ACTION. DIRECT FURTHER CORRESPONDENCE ON THIS MATTER TO THE CO.

BM/BMS SIGNATURE/DATE

COTR SIGNATURE/DATE

SCHEDULED INSPECTION FORM

Twice a quarter the BM and/or BMS shall conduct a scheduled inspection in concert with the Contractor. This form will document data from all areas of the services as defined by Section C. A copy of this form shall be submitted to both the COTR and Contractor. Points shall be assessed on a scale from 0 – 4, added together and averaged for a total score. See Attachment J.15 “Quality Assurance Review Plan” for point scale.

Property Name/Address		Contractor Name	
BM/BMS NAME		BM/BMS SIGNATURE & DATE	

CATEGORY OF SERVICE	POINTS	COMMENTS
Floor Service – Buffing/Waxing/Stripping		
Carpet Service – Vacuuming		
Carpet Service – Shampooing and Extraction		
Bathroom Service – Cleaning		
Bathroom Service – Supplies		
Bathroom Service – Policing		
General Cleaning – Mirrors and Glass		
Exterior Cleaning – Policing and Trash		
Trash Service – Pick Up		
Recycle Service – Pick Up		
Cleaning Product Review (Green and Per Contractors List)		
Supply Review		
Green Product Supply Review		
Misc Comments or Call Outs (No Points)		

SERVICE CALL LOG - AREA GROUP 1		Service calls shall be tracked internally by COTR/BM and BMS. Service calls shall also be tracked externally by Contractor and submitted as back up documentation for invoices and on a quarterly basis for review by COTR.		
QUARTER 1	JANUARY	FEBUARY	MARCH	QUARTER 1 OVERALL CALLS
DPW 1725 15th STREET	Service Call 1, 1.15.2010, spill in main lobby. Mopping needed. Contractor contacted and cleaned spill by 3pm.		Service Call 1, 3.15.2010, spill in main lobby. Mopping needed. Contractor contacted and cleaned spill by 3pm.	
DDOT 1735 15th STREET NW				
DDOT/TSA-ADMIN OFFICES 1338 G STREET SE				
DDOT/TSA-SERVICE/SIGN OFFICES 1338 G STREET SE				
DPW 1403 W STREET NW				
DPW/TRAILERS 1403 W ST NW				
DPW/SOLID WASTE 1241 W ST NE				
DPW/TREE DIVISON 1241 W ST NE	Service Call 1, 1.15.2010, blood on floor of womens restroom. Clean up per OSHA standards requested. Contractor contacted and cleaned blood by 3pm.			
REEVES CENTER 2000 14 th ST NW WDC 20009	Service Call 1, 1.15.2010, spill in main lobby. Mopping needed. Contractor contacted and cleaned spill by 3pm. Service Call 2, 1.18.2010 Gym needs extra mopping for special defense class training.			
GRIMKIE BLDG 1923 VERMONT AVE NW WDC 20001				
RECORD CENTER 1300 NAYLOR ROAD				
FARRAGUT FACILITY 414 FARRAGUT ST NE WDC		Service Call 1, 1.15.2010, blood on floor of womens restroom. Clean up per OSHA standards requested. Contractor contacted and cleaned blood by 3pm.		

SAMPLE

TENANT COMPLAINT LOG-AREA GROUP 1		Tenant complaints shall be reviewed on a monthly basis by COTR/BM/BMS. Tenant complaints shall be reviewed with the Contractor on a quarterly basis with COTR.		
QUARTER 1	JANUARY	FEBUARY	MARCH	QUARTER 1 OVERALL COMMENTS
DPW 1725 15th STREET	Complaint 1, Lack of Supplies Womens Bathroom 5th Floor 1.12.2010		Complaint 1, Lack of Supplies Womens Bathroom 5th Floor 3.12.2010	Supply distrubution seems to be an issue. Discussed with contractor via email on 1.12.2010, 2.12.2010. Deduction initiated on 3.20.2010
DDOT 1735 15th STREET NW				
DDOT/TSA-ADMIN OFFICES 1338 G STREET SE				
DDOT/TSA-SERVICE/SIGN OFFICES 1338 G STREET SE				
DPW 1403 W STREET NW				
DPW/TRAILERS 1403 W ST NW				
DPW/SOLID WASTE 1241 W ST NE				
DPW/TREE DIVISON 1241 W ST NE	Complaint 1, Main lobby floors not buffed one weekly basis.			Main floor high traffic buffing seems to be an issue. Discussed with contractor 1.30.2010 via email. No further complaints. Deduction not initiated.
REEVES CENTER 2000 14 th ST NW WDC 20009	Complaint 1, Lack of Supplies Womens Bathroom 5th Floor 1.22.2010, Complaint 2, Lack of Supplies Womens Bathroom 5th Floor 1.23.2010, Complaint 3, Lack of Supplies Mens Bathroom 8th Floor, 6th Floor, 4th Floor			Supply distrubution seems to be an issue. Discussed with contractor via email on 1.12.2010. No further complaints. Deduction not initiated.
GRIMKIE BLDG 1923 VERMONT AVE NW WDC 20001				
RECORD CENTER 1300 NAYLOR ROAD				
FARRAGUT FACILITY 414 FARRAGUT ST NE WDC		Complaint 1, Main lobby floors not buffed one weekly basis.		Main floor high traffic buffing seems to be an issue. Discussed with contractor 2.25.2010 via email. No further complaints. Deduction not initiated.

Request for Taxpayer Identification Number and Certification

Give form to the
requester. Do not
send to the IRS.

Print or type
See Specific Instructions on page 2.

Name	
Business name, if different from above	
Check appropriate box: <input type="checkbox"/> Individual/ Sole proprietor <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Other ▶	<input type="checkbox"/> Exempt from backup withholding
Address (number, street, and apt. or suite no.)	Requester's name and address (optional)
City, state, and ZIP code	
List account number(s) here (optional)	

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see How to get a TIN on page 3.

Social security number								
or								
Employer identification number								

Note: If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
3. I am a U.S. person (including a U.S. resident alien).

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the Certification, but you must provide your correct TIN. (See the instructions on page 4.)

Sign Here	Signature of U.S. person ▶	Date ▶
------------------	----------------------------	--------

Purpose of Form

A person who is required to file an information return with the IRS, must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

U.S. person. Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
 2. Certify that you are not subject to backup withholding,
- or
3. Claim exemption from backup withholding if you are a U.S. exempt payee.

Note: If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Foreign person. If you are a foreign person, use the appropriate Form W-8 (see Pub. 515, Withholding of Tax on Nonresident Aliens and Foreign Entities).

Nonresident alien who becomes a resident alien.

Generally, only a nonresident alien individual may use the terms of a tax treaty to reduce or eliminate U.S. tax on certain types of income. However, most tax treaties contain a provision known as a "saving clause." Exceptions specified in the saving clause may permit an exemption from tax to continue for certain types of income even after the recipient has otherwise become a U.S. resident alien for tax purposes.

If you are a U.S. resident alien who is relying on an exception contained in the saving clause of a tax treaty to claim an exemption from U.S. tax on certain types of income, you must attach a statement that specifies the following five items:

1. The treaty country. Generally, this must be the same treaty under which you claimed exemption from tax as a nonresident alien.
2. The treaty article addressing the income.
3. The article number (or location) in the tax treaty that contains the saving clause and its exceptions.
4. The type and amount of income that qualifies for the exemption from tax.
5. Sufficient facts to justify the exemption from tax under the terms of the treaty article.

**District of Columbia
Office of Contracting and Procurement
Master Supplier Information Collection Template**

Vendor Name (Legal Name): _____

Vendor Number (I + Tax ID): 1 _____

Phone Number (including area codes and extensions): _____

General E-mail Address: _____

Website Address: _____

W9 Tax ID Number: _____

CBE?: Yes No CBE Number: _____ (Choose matching items for Supplier and Ownership Types).

Contact Name: _____

Contact E-Mail Address: _____

Supplier/Vendor Type: _____

Ownership Type: _____

Supplier/Vendor Type

1=DC Employee	4=Local Government	7=Other
2=Federal Agency	5=Vendor-Business	8=CBE
3=State Agency	6=Vendor-Individual	

Ownership Type

A=State Corporation	I=Individual Recipient	R=Foreign
C=Professional Corp.	L=CBE	S=Sole Ownership
E=State Employee	M=Medical Corporation	T=Partnership
F=Financial Institution	O=Out of State Corporation	U=Non-Profit
G=Government Entity	P=Professional Association	

Please fax in to 202-727-9183 when complete.

ALL ITEMS IN THIS AREA MUST BE COMPLETED TO RECEIVE ELECTRONIC PURCHASE ORDERS

DUN & Bradstreet No. (DUNS): _____

(To apply for a your DUNS number call 1-800-234-3867 Required for all Email and Fax Purchase Order forwarding requests.)

ANID Number: _____

(Please register at <https://service.ariba.com/Supplier.aw>; You will not be able to receive your purchase orders by email or fax without this number.)

Do you want the purchase order forwarded by e-mail or fax? Email Fax

(Please choose only one)

Ordering E-Mail Address (Send Purchase Orders): _____

Ordering Fax Number (Send Purchase Orders): _____

Please note: The fax number is still required for Email orders

Does the Vendor Accept Purchase Cards: Yes No

Mail Code = 000 = Supplier Headquarters Address (Cannot be a PO Box)

Address: _____

City: _____ State: _____ Zip Code: _____

Mail Code = 200 = Payment Remittance Address if Different from 000

Address: _____

City: _____ State: _____ Zip Code: _____

Mail Code = 300 = Purchase Order Address if Different from 000 (Cannot be a PO Box)

Address: _____

City: _____ State: _____ Zip Code: _____

ATTACHMENT J.15

QUALITY ASSURANCE REVIEW PLAN

The Districts Quality Assurance Review Plan

The Quality Assurance Review Plan (QARP) is the District's review method of monitoring and evaluating the Contractor's performance under a Performance Based Statement of Work (PBSOW) to ensure services meet contract requirements.

Performance-based contracting methods are intended to ensure that the required performance quality levels are achieved and that the total payment is related to the degree that services performed or outcomes achieved meet contract standards. The District periodically validates the execution of the Contractors Quality Control Program (QCP) by reviewing such areas as the Contractor's inspection forms, service call logs, BM/BMS Reports, and timeliness of corrective actions. This system also helps ensure that contract awards and deductions are executed in accordance with the contract requirements.

Purpose of the QARP

- 1) The QARP is intended to accomplish the following:
 - 1a) Define the roles and responsibilities of government officials
 - 1b) Identify the performance objectives based upon the PBSOW
 - 1c) Identify the performance quality level standards in accordance with the PBSOW and QCP.
 - 1d) Establish a method of feedback to the Contractor regarding quality and timeliness of the service performance.
 - 1e) Establish timeframes for communication and performance improvement if needed.
 - 1f) Establish specified procedures for changes to the contract price when services are not performed or do not meet contract requirements in accordance with Section G.
- 2) The Contractor has developed a Quality Control Program (QCP) that establishes procedures and responsibilities for controlling the quality of work to be performed. The Contractor is responsible for the implementation of the QCP.