

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 By direction of the Secretary of Labor		U.S. DEPARTMENT OF LABOR EMPLOYMENT STANDARDS ADMINISTRATION WAGE AND HOUR DIVISION WASHINGTON D.C. 20210
---	--	--

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

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

STANDARD PLANNED SERVICES SCHEDULE

“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.

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.

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.

ATTACHMENT J.11

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.
--------	------	--	--	--

ATTACHMENT J.9

RECYCLABLE FORM



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 – 3rd Floor
Washington, DC 20009

Attn. Albert Venson, Facility Service Manager
Tel (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 Judiciary Square Henry Daly Frank D. Reeves Center
 DOES Building Consolidated Forensic Lab Unified Communications Center (UCC)

Recyclable Materials (Materiales Reciclables)								
Date (Fecha): _____	(v) Type (Tipo)							
	Paper (Papel)		Metals, Glass & Plastics (Metales, cristal y plásticos)				Cardboard (Carton)	
Container # (Recipiente #)	White Office Paper (Papel blanco)	Mixed Office Paper (Papel mixto (todo tipo))	Newspapers (Papel de periódico)	Mixed bottles & cans (combinado) (Botellas y latas mixtas)	Aluminum cans Only (Latas de aluminio solamente)	Tin/Steel Only (Hojalata solamente)	Glass Only (Cristal solamente)	Cardboard (Carton)
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.10
TRASH & RECYCLING INFORMATION

TRASH & RECYCLING MUTIPOINT INFORMATION

ERGOCAN 60 GALLON RECYCLING/WASTE RECEPTACLE WITH SINGLE STREAM LID

Specifications: 25"W x 25"L x 39"H with Single Stream lid. The receptacle is manufactured with 70% recycled content. The capacity is 60 gallons. Receptacles shall be emptied from the side of the receptacle rather than the top through a fold down door. The receptacles shall have a bag hiding and bag locking feature in the lid where it engages the receptacle. Note: This bag hiding feature shall be such that the bags do not show when looking at the outside of the receptacles and the bag locking feature is to prevent the bags from falling in or necessitating being tied off around the receptacle. The recycling receptacle lid shall have a slot for paper and a round hole for depositing cans and bottles, centered in the middle of the lid. The configuration of the paper slot and bottle hole is depicted as attached **Exhibit A**. The hole for cans and bottles shall be 7" round in diameter. The paper slot shall be 2 1/4"W x 16"L. The receptacle shall have removable graphic display panels that become part of the receptacle when inserted on all the exposed exterior sides. These graphic display panels are to be inserted into channels that are part of the receptacle's frame. Note: that the graphic display panels are to appear as part of the receptacles construction, and not appear as an add-on or overlay. The graphic display panels are to be printed digitally on a commercial wide format printer in 4 or 6 color process directly onto the substrate known as UV printing. Note: Mounted substrate with a calendered PVC, polyester or vinyl material is not acceptable. The substrate used to make the graphic display panels shall be made of 3mm expanded PVC board. 4 graphic display panels that measure 22 1/4"W x 30"H individually. Graphic display panels are to be sealed in a 3 Mil or thicker semi-gloss laminate. All graphic content can be provided by customer or manufacturer's standard graphics are available.

ERGOCAN 30 GALLON RECYCLING/WASTE RECEPTACLE WITH SINGLE STREAM LID

Specifications: 11"W x 19"L x 31"H with Single Stream lid. The receptacle is manufactured with 70% recycled content. The capacity is 30 gallons. The receptacles shall have a bag hiding and bag locking feature in the lid where it engages the receptacle. Note: This bag hiding feature shall be such that the bags do not show when looking at the outside of the receptacles and the bag locking feature is to prevent the bags from falling in or necessitating being tied off around the receptacle. The recycling receptacle lid shall have a slot for paper and a round hole for depositing cans and bottles centered in the middle of the lid. The hole for cans and bottles shall be 6" round in diameter. The paper slot shall be 1 3/4"W x 15 3/4"L. The lid shall have mounted on it by adhesion, a lid label 4 1/4"W x 5 1/2"H made out of a moisture resistant calendered vinyl or PVC material printed with 4 or 6 color process graphics. The configuration of the paper slot and bottle hole is depicted as attached **Exhibit B**. The interior of the receptacle shall have an interior liner, so that bags can be easily removed. The receptacle shall have removable graphic display panels that become part of the receptacle when inserted on all the exposed exterior sides. These graphic display panels are to be inserted into channels that are part of the receptacle's frame. Note: that the graphic display panels are to appear as part of the receptacles construction, and not appear as an add-on or overlay. The graphic display panels are to be printed digitally on a commercial wide format printer in 4 or 6 color process directly onto the substrate known as UV printing. Note: Mounted substrate with a calendered PVC, polyester or vinyl material is not acceptable. The substrate used to make the graphic display panels shall be made of 3mm expanded PVC board. 2 graphic display panels that measure 9" W x 26" H and 2 graphic display panels that measure 17 3/4" W x 26" H. Graphic display panels are to be sealed in a 3 Mil or thicker semi-gloss laminate. All graphic content can be provided by customer or manufacturer's standard graphics are available.

EXHIBIT A

Diameter of the circle: 7 inches

Dimension of the rectangular cut: 16 inches long by 2 ¼ inches top to bottom

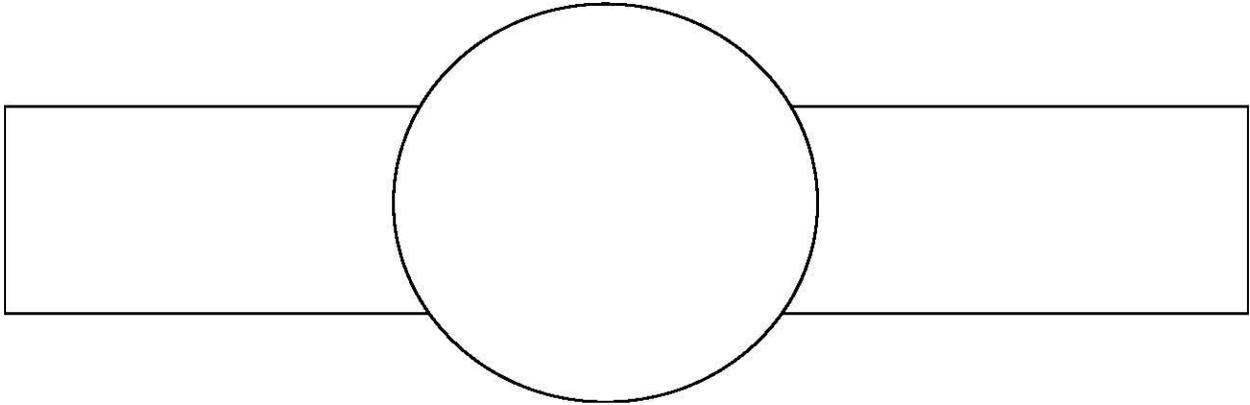
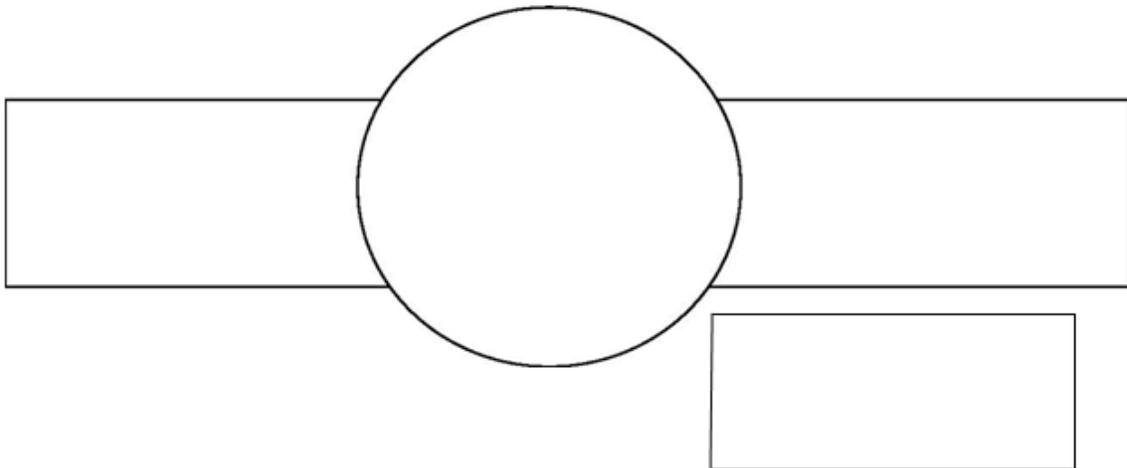


EXHIBIT B

Diameter of the circle: 6 inches

Dimension of the rectangular cut: $15 \frac{3}{4}$ inches long by $1 \frac{3}{4}$ inches top to bottom

Lid Label: $4 \frac{1}{4}$ inches wide X $5 \frac{1}{2}$ inches high



Trash and Recycling Multi Port Unit Requirements

AGGREGATE GROUP	TOTAL SQUARE FOOT OF AGGREGATE GROUP	RECYCLE PORT AMOUNT NEEDED (See Item Description and Photo for Manufacture Specifics)	TRASH PORT AMOUNT NEEDED (See Item Description and Photo for Manufacture Specifics)	TOTAL AMOUNT OF Combined TRASH AND RECYCLE PORT NEEDED (See Item Description and Photo for Manufacture Specifics)
Aggregate Group 1	274,420	183	183	366
Aggregate Group 2	160,957	107	107	215
Aggregate Group 3	1,018,080	679	679	1357
Aggregate Group 4	1,072,700	715	715	1430

**Note: This number only applies to centralized multi-ports units (see product specifications for more information). This amount does not represent the actual number of units needed but an estimated quantity based on sq ft as provided as part of the solicitation.*

ATTACHMENT J.11

INSPECTION FORM

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.

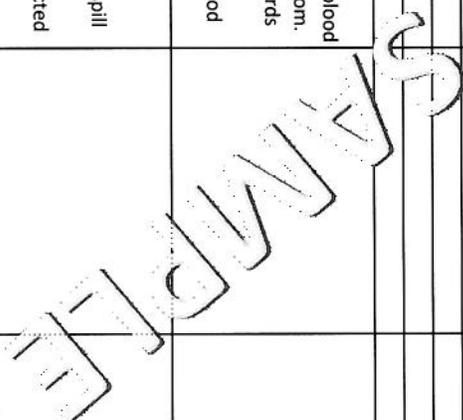
Property Name/Address		Contractor Name	
BM/BMS NAME		BM/BMS SIGNATURE & DATE	

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	FEBRUARY	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				
REEVES CENTER 2000 14 th ST NW WDC 20009	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.			
GRIMKIE BLDG 1923 VERMONT AVE NW WDC 20001	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.			
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.		



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	FEBRUARY	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 distribution 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					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, Main lobby floors not buffed one weekly basis.			
		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 distribution 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 NAVYLOD 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.

SAMPLE

ATTACHMENT J.12

MASTER SUPPLIER INFORMATION COLLECTION TEMPLATE

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.13

THE DISTRICT'S QUALITY ASSURANCE 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.