

SOLICITATION/CONTRACT/ORDER FOR COMMERCIAL ITEMS <i>OFFEROR TO COMPLETE BLOCKS 12, 16, 22, 23, & 28</i>				1. REQUISITION NUMBERX AC-17-02309		PAGE OFX 1, 3	
2. CONTRACT NO. X		3. AWARD/ X EFFECTIVE DATEX	4. ORDER NUMBER DTFAAC-17-P-02906,		5. SOLICITATION NUMBERX		6. SOLICITATION X ISSUE DATEX
7. FOR SOLICITATION INFORMATION CALL		a. NAMEX Diana Pickel,			b. TELEPHONE NUMBER (No collect calls) 405-954-8381		8. OFFER DUE DATE/LOCAL TIMEX
		9. ISSUED BY X AAQ0721-AFN, AAQ-721 LOGISTICS CENTER ACQ, FAA AERONAUTICAL CENTER, PO BOX 25082, MPB ROOM 312, OKLAHOMA CITY OK 73125,		10. THIS ACQUISITION ISX <input type="checkbox"/> UNRESTRICTEDX <input type="checkbox"/> SET ASIDEX % FOR <input type="checkbox"/> SMALL BUSINESSX SIC:X 493110, SIZE STANDARD:X \$27.50,		11. DELIVERY FOR FOBX DESTINATION UNLESSX BLOCK IS MARKEDX <input type="checkbox"/> SEE SCHEDULEX	12. DISCOUNT TERMSX
14. DELIVER TOX ODE A697A04F, A697A04F, 697A04 DOT FAA AML 8000 WC 880, AUTO COMM PRODUCT DIV TSF 215, 6500 S MACARTHUR BLVD, OKLAHOMA CITY OK 731696901 US,		15. ADMINISTERED BY ODE AAQ721-AFN, AAQ-721 LOGISTICS CENTER ACQ, FAA AERONAUTICAL CENTER, PO BOX 25082, MPB ROOM 312, OKLAHOMA CITY OK 73125,			13. METHOD OF SOLICITATIONX <input type="checkbox"/> RFQX <input type="checkbox"/> FBX <input type="checkbox"/> RFP		
16a. CONTRACTOR/X OFFERORX ODE LEADER COMMUNICATIONS, INC, 6421 S AIR DEPOT BLVD, STE A, OKLAHOMA CITY OK 73135-5924, TELEPHONE NO.X		FACILITYX ODE X	17a. PAYMENT WILL BE MADE BYX ODE FAA AAC ACCTG OFC, DOT/FAA AMZ-110, PO BOX 25710, OKLAHOMA CITY OK 73125,				
<input type="checkbox"/> 16b. CHECK IF REMITTANCE IS DIFFERENT AND PUT SUCH ADDRESS IN OFFER X				17b. SUBMIT INVOICES TO ADDRESS SHOWN IN BLOCK 17a. UNLESS BLOCK BELOWX X S CHECKED.X <input type="checkbox"/> SEE ADDENDUMX			
18.X TEM NO.X	19.X SCHEDULE OF SUPPLIES/SERVICEX			20.X QUANTITYX	21.X UNITX	22.X UNIT PRICEX	23.X AMOUNTX
	COR/Tech Rep: Paula Huber, Period of Performance: 03/28/2017 to 09/27/2017, Continued ...						
24. ACCOUNTING AND APPROPRIATION DATAX See schedule					25. TOTAL AWARD AMOUNT (For Contract Authority Use Only) \$396,276.00		
26. CONTRACTOR IS REQUIRED TO SIGN THIS DOCUMENT AND RETURN X <input type="checkbox"/> COPIES TO ISSUING OFFICE. CONTRACTOR AGREES TO FURNISH AND DELIVER ALL ITEMS SET FORTH X OR OTHERWISE IDENTIFIED ABOVE AND ON ANY ADDITIONAL SHEETS SUBJECT TO THE TERMS AND X CONDITIONS SPECIFIED HEREIN.X				27. AWARD OF CONTRACT: REFERENCE X _____ OFFER X <input type="checkbox"/> DATEDX _____. YOUR OFFER ON SOLICITATION (BLOCK 5), X INCLUDING ANY ADDITIONS OR CHANGES WHICH ARE SET FORTH X HEREIN, IS ACCEPTED AS TO ITEMS: X			
28a. SIGNATURE OF OFFEROR/CONTRACTORX				29a. CONTRACT AUTHORITY (SIGNATURE OF CONTRACTING OFFICER)			
28b. NAME AND TITLE OF SIGNER (Type or Print)		28c. DATE SIGNEDX		29b. NAME OF CONTRACTING OFFICER (Type or Print) Diana L. Pickel,		29c. DATE SIGNEDX	
30a. QUANTITY IN COLUMN 20 HAS BEENX <input type="checkbox"/> RECEIVEDX <input type="checkbox"/> NSPECTEDX <input type="checkbox"/> ACCEPTED, AND CONFORMS TO THEX ONTRACT, EXCEPT AS NOTEDX				31. SHIP NUMBERX <input type="checkbox"/> PARTIALX <input type="checkbox"/> FINALX		32. VOUCHER NUMBERX	33. AMOUNT VERIFIED X CORRECT FORX
32b. SIGNATURE OF AUTHORIZED CONTRACT AUTHORITYX REPRESENTATIVEX		32c. DATEX		34. PAYMENTX <input type="checkbox"/> OMLETEX <input type="checkbox"/> PARTIALX <input type="checkbox"/> FINALX		35. CHECK NUMBER X	
39a. I CERTIFY THIS ACCOUNT IS CORRECT AND PROPER FOR PAYMENTX				36. S/R ACCOUNT NUMBERX		37. S/R VOUCHER NUMBERX	38. PAID BYX
39b. SIGNATURE AND TITLE OF CERTIFYING OFFICERX		39c. DATEX		40a. RECEIVED BY (Print)			
				40b. RECEIVED AT (Location)			
				40c. DATE REC'D (YY/MM/DD)		40d. TOTAL CONTAINERSX	

CONTINUATION SHEET

REFERENCE NO. OF DOCUMENT BE NG CONTINUED
DTFAAC-17-P-02906

PAGE OF
2 3

NAME OF OFFEROR OR CONTRACTOR
LEADER COMMUNICATIONS, INC

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
0001	Stock Clerk Labor NTE 7280 Hrs. Stock Clerk ISO9000: N Electronic & IT: 03 Project Data: 12XXACLGHSEPR.BENCH.MG0400.ACRQAT0000.25105.03/20 /2017.12X3000000.312000 Accounting Info: 12X3000000.2017.XX85312000.ACRQAT0000.25105.610066 00.0000000000.0000000000.0000000000.0000000000 acct1: 12X3000000 acct2: 2017 acct3: XX85312000 acct4: ACRQAT0000 acct 5: 25105 acct6: 61006600 Funded: ██████████ POP 3/28/2017-9/27/2017				██████████
0002	Lead Stock Clerk Labor NTE 1040 Hrs. ISO9000: N Electronic & IT: 03 Project Data: 12XXACLGHSEPR.BENCH.MG0400.ACRQAT0000.25105.03/20 /2017.12X3000000.312000 Accounting Info: 12X3000000.2017.XX85312000.ACRQAT0000.25105.610066 00.0000000000.0000000000.0000000000.0000000000 acct1: 12X3000000 acct2: 2017 acct3: XX85312000 acct4: ACRQAT0000 acct 5: 25105 acct6: 61006600 Funded: ██████████				██████████
0003	Material Handler Labor NTE 2080 Hrs ISO9000: N Electronic & IT: 03 Project Data: 12XXFACORPSV.CP0300.ACRQDC0000.25105.03/20/2017.12 X3000000.316000 Accounting Info: 12X3000000.2017.XX85316000.ACRQDC0000.25105.610066 00.0000000000.0000000000.0000000000.0000000000 acct1: 12X3000000 acct2: 2017 acct3: XX85316000 acct4: ACRQDC0000 acct 5: 25105 acct6: 61006600 Funded: ██████████				██████████
0004	Site Manager Labor NTE 520 Hrs. ISO9000: N Electronic & IT: 03 Project Data: Continued ...				██████████

CONTINUATION SHEET

REFERENCE NO. OF DOCUMENT BE NG CONTINUED
DTFAAC-17-P-02906

PAGE OF
3 3

NAME OF OFFEROR OR CONTRACTOR
LEADER COMMUNICATIONS, INC

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	12XXACLGHSERPR.BENCH.MG0400.ACRQAT0000.25105.03/20 /2017.12X3000000.312000 Accounting Info: 12X3000000.2017.XX85312000.ACRQAT0000.25105.610066 00.0000000000.0000000000.0000000000.0000000000 acct1: 12X3000000 acct2: 2017 acct3: XX85312000 acct4: ACROAT0000 acct 5: 25105 acct6: 61006600 Funded: XXXXXXXXXX The total amount of award: \$396,276.00. The obligation for this award is shown in box 25.				

Section -- - Simplified Purchase

Terms and Conditions List

(a) By submission of this offer, the offeror attests that all representations and certifications as reflected in the System for Award Management (SAM) are current and accurate as of the date the offer is submitted. The offeror shall provide immediate written notice to the Contracting Officer if at any time prior to award the offeror learns that any certification or representation in SAM was erroneous when this offer was submitted or has become erroneous by reason of changed circumstances.

(b) Clause List

AC0090 ENVIRONMENTAL, SAFETY AND HEALTH (JULY 2015)

(a) The Contractor shall ensure that no person employed on this contract works in surroundings or under conditions that are unsanitary, hazardous, or dangerous to their health or safety. The contractor shall also ensure that all employees receive appropriate and required training for safety, health, environmental, and equipment operations. In fulfilling these requirements, the Contractor shall comply with:

(1) Applicable Federal, State, and local environmental and safety requirements. This includes, but is not limited to, requirements contained in the U.S. Code of Federal Regulations (e.g. 29 CFR, 40 CFR, and 42 CFR) and/or requirements issued by the Oklahoma Department of Environmental Quality and the Oklahoma Corporation Commission.

(2) Supplemental Federal and FAA environmental, safety and health requirements contained in Executive Orders, FAA, and Mike Monroney Aeronautical Center (MMAC) Environmental, Safety and Health Orders, or elsewhere in the contract. Other standards used by the FAA include those sponsored by the National Fire Protection Association (NFPA), the American National Standards Institute (ANSI), the American Society of Testing and Materials (ASTM), etc. This list of standards or laws is not inclusive.

(3) The MMAC Environmental, Occupational Safety and Health Policy states:

-The FAA Mike Monroney Aeronautical Center is fully committed to excellence and leadership in protecting the environment, and the health and safety of our employees and neighbors. It is our policy to ensure that employees, contractors, students, and visitors are provided with workplaces that are free from recognized hazards that may cause death, illness, or injury. Additionally, we will accomplish our mission in a manner that will minimize environmental consequences. All organizations at the Aeronautical Center are responsible to ensure that environmental, safety, and health considerations are integrated into their daily activities and operations. In keeping with this commitment, we will implement, maintain, and continually improve our environmental, safety, and health performance by utilizing a comprehensive Environmental, Occupational Safety and Health Management System which:

-Ensures compliance with all applicable environmental, occupational safety, and health requirements

-Establishes environmental, occupational safety and health metrics

-Prevents injury and illness

-Minimizes pollution and waste; conserves natural resources and improves energy efficiency

-Identifies hazards, assesses risks, and implements controls

Aeronautical Center personnel demonstrate their commitment to this policy by providing products and services in a manner that demonstrates our good stewardship of the environment, and in a manner that ensures a safe and healthy work environment for employees, contractors, students, and visitors.

(4) The environmental requirements of the MMAC Environmental, Occupational Safety and Health Management System (EOSHMS) are modeled after the specifications found in the International Standard for Environmental Management, ISO 14001: 2004. The health and safety requirements of the MMAC Environmental, Occupational Safety and Health System (EOSHMS) are modeled after the specifications found in the Occupational Health and Safety Assessment Series, BS OHSAS 18001: 2007. The MMAC EOSHMS requires that all contractors that provide goods and services that can affect MMAC's environmental, occupational safety and health programs shall, prior to start of performance of work under this contract:

(i) Ensure that all employees supporting the contract work activities are:

-Aware of the MMAC Environmental, Occupational Safety and Health Policy as set forth in paragraph (a)(3) above;

-Aware of and conform with the Operational Control documents referenced as attachments in Section J of this solicitation/contract;

-Competent to perform assigned job functions and maintain appropriate records of training or equivalent experience as identified in the above referenced Operational Control documents. Such records shall be made available to the CO or COR upon request.

(ii) Ensure that employees requiring unescorted access to the site have received the MMAC Environmental, Occupational Safety and Health Management System (EOSHMS) General Awareness Briefing, eLMS course # FAA30050017. This training is available on-line at:

<https://ksn2.faa.gov/arc/amc/amp/public/SitePages/Training%20-%20Mandatory%20Training.aspx> .

(iii) Complete and sign the 'Certification of Contractor Conformance to the MMAC EOSHMS' included in Section K of this solicitation/contract. Contractor's signature of this certification certifies that the contractor has verified that all MMAC EOSHMS requirements have been or will be met and that work performed hereunder shall be in conformance with the MMAC EOSHMS. Submission of this certification is a prerequisite for contract award.

(b) If the Contractor works more than 1000 employee-hours in one quarter on the MMAC Campus, the Contractor shall prepare and submit an annual report of injury and illness information regarding this workforce as specified in 29 CFR 1904. The report shall be submitted to the Contracting Officer not later than November 30 of each year and contain the following information (Note: the following references to fiscal year refer to the Governmental fiscal year, October 1 through September 30):

(1) The number of employee-hours worked during the preceding fiscal year;

(2) The number of OSHA recordable cases (defined as mishaps that result in fatalities, lost workdays, medical treatment, restricted workdays or a loss of consciousness) that occurred during the preceding fiscal year;

(3) The number of cases which resulted in days away and/or restricted/transferred duty that occurred during the preceding fiscal year.

(c) If there are conflicts between any of the requirements referenced in this contract, the more stringent requirement will prevail.

(d) If the Contractor fails or refuses to promptly comply with any environmental, safety or health requirements stated in this Clause, the Contracting Officer's Representative (COR) will notify the Contractor of any such noncompliance and the Contractor shall take immediate corrective action. Such notice, whether oral or written,

when served on the Contractor or any of its employees at the site of the work, shall be deemed sufficient. All oral notices will be followed up with a written notice to the Contractor. If the Contractor fails or refuses to promptly correct the condition, the COR may stop all or any portion of the work. When satisfactory corrective action has been taken, the contractor shall request permission to resume work from the COR. No time extension or additional costs, resulting from the directive to stop work shall be allowed. Failure of the COR to provide notice of noncompliance or to stop work shall not relieve the Contractor of its responsibility for the safe performance of the work.

(e) The Contractor shall require contract personnel to wear personal protective equipment when it is necessary because of the hazards on the job and in most instances will provide the equipment and corresponding training, except that which has been specified to be furnished by FAA. All personal protective equipment worn by contractors shall comply with applicable industry standards.

(f) Contractors shall include a clause in all subcontracts to require subcontractors to comply with this clause.

(a) The Contractor shall ensure that no person employed on this contract works in surroundings or under conditions that are unsanitary, hazardous, or dangerous to their health or safety. The contractor shall also ensure that all employees receive appropriate and required training for safety, health, environmental, and equipment operations. In fulfilling these requirements, the Contractor shall comply with:

(1) Applicable Federal, State, and local environmental and safety requirements. This includes, but is not limited to, requirements contained in the U.S. Code of Federal Regulations (e.g. 29 CFR, 40 CFR, and 42 CFR) and/or requirements issued by the Oklahoma Department of Environmental Quality and the Oklahoma Corporation Commission.

(2) Supplemental Federal and FAA environmental, safety and health requirements contained in Executive Orders, FAA, and Mike Monroney Aeronautical Center (MMAC) Environmental, Safety and Health Orders, or elsewhere in the contract. Other standards used by the FAA include those sponsored by the National Fire Protection Association (NFPA), the American National Standards Institute (ANSI), the American Society of Testing and Materials (ASTM), etc. This list of standards or laws is not inclusive.

(3) The MMAC Environmental, Occupational Safety and Health Policy states:

-The FAA Mike Monroney Aeronautical Center is fully committed to excellence and leadership in protecting the environment, and the health and safety of our employees and neighbors. It is our policy to ensure that employees, contractors, students, and visitors are provided with workplaces that are free from recognized hazards that may cause death, illness, or injury. Additionally, we will accomplish our mission in a manner that will minimize environmental consequences. All organizations at the Aeronautical Center are responsible to ensure that environmental, safety, and health considerations are integrated into their daily activities and operations. In keeping with this commitment, we will implement, maintain, and continually improve our environmental, safety, and health performance by utilizing a comprehensive Environmental, Occupational Safety and Health Management System which:

-Ensures compliance with all applicable environmental, occupational safety, and health requirements

-Establishes environmental, occupational safety and health metrics

-Prevents injury and illness

-Minimizes pollution and waste; conserves natural resources and improves energy efficiency

-Identifies hazards, assesses risks, and implements controls

Aeronautical Center personnel demonstrate their commitment to this policy by providing products and services in a manner that demonstrates our good stewardship of the environment, and in a manner that ensures a safe and healthy work environment for employees, contractors, students, and visitors.

(4) The environmental requirements of the MMAC Environmental, Occupational Safety and Health Management System (EOSHMS) are modeled after the specifications found in the International Standard for Environmental Management, ISO 14001: 2004. The health and safety requirements of the MMAC Environmental, Occupational Safety and Health System (EOSHMS) are modeled after the specifications found in the Occupational Health and Safety Assessment Series, BS OHSAS 18001: 2007. The MMAC EOSHMS requires that all contractors that provide goods and services that can affect MMAC's environmental, occupational safety and health programs shall, prior to start of performance of work under this contract:

(i) Ensure that all employees supporting the contract work activities are:

-Aware of the MMAC Environmental, Occupational Safety and Health Policy as set forth in paragraph (a)(3) above;

-Aware of and conform with the Operational Control documents referenced as attachments in Section J of this solicitation/contract;

-Competent to perform assigned job functions and maintain appropriate records of training or equivalent experience as identified in the above referenced Operational Control documents. Such records shall be made available to the CO or COR upon request.

(ii) Ensure that employees requiring unescorted access to the site have received the MMAC Environmental, Occupational Safety and Health Management System (EOSHMS) General Awareness Briefing, eLMS course # FAA30050017. This training is available on-line at:
<https://ksn2.faa.gov/arc/amc/amppublic/SitePages/Training%20-%20Mandatory%20Training.aspx> .

(iii) Complete and sign the 'Certification of Contractor Conformance to the MMAC EOSHMS' included in Section K of this solicitation/contract. Contractor's signature of this certification certifies that the contractor has verified that all MMAC EOSHMS requirements have been or will be met and that work performed hereunder shall be in conformance with the MMAC EOSHMS. Submission of this certification is a prerequisite for contract award.

(b) If the Contractor works more than 1000 employee-hours in one quarter on the MMAC Campus, the Contractor shall prepare and submit an annual report of injury and illness information regarding this workforce as specified in 29 CFR 1904. The report shall be submitted to the Contracting Officer not later than November 30 of each year and contain the following information (Note: the following references to fiscal year refer to the Governmental fiscal year, October 1 through September 30):

(1) The number of employee-hours worked during the preceding fiscal year;

(2) The number of OSHA recordable cases (defined as mishaps that result in fatalities, lost workdays, medical treatment, restricted workdays or a loss of consciousness) that occurred during the preceding fiscal year;

(3) The number of cases which resulted in days away and/or restricted/transferred duty that occurred during the preceding fiscal year.

(c) If there are conflicts between any of the requirements referenced in this contract, the more stringent requirement will prevail.

(d) If the Contractor fails or refuses to promptly comply with any environmental, safety or health requirements stated in this Clause, the Contracting Officer's Representative (COR) will notify the Contractor of any such noncompliance and the Contractor shall take immediate corrective action. Such notice, whether oral or written,

when served on the Contractor or any of its employees at the site of the work, shall be deemed sufficient. All oral notices will be followed up with a written notice to the Contractor. If the Contractor fails or refuses to promptly correct the condition, the COR may stop all or any portion of the work. When satisfactory corrective action has been taken, the contractor shall request permission to resume work from the COR. No time extension or additional costs, resulting from the directive to stop work shall be allowed. Failure of the COR to provide notice of noncompliance or to stop work shall not relieve the Contractor of its responsibility for the safe performance of the work.

(e) The Contractor shall require contract personnel to wear personal protective equipment when it is necessary because of the hazards on the job and in most instances will provide the equipment and corresponding training, except that which has been specified to be furnished by FAA. All personal protective equipment worn by contractors shall comply with applicable industry standards.

(f) Contractors shall include a clause in all subcontracts to require subcontractors to comply with this clause.

AC3402 FAA FACILITY REGULATIONS FOR MMAC CONTRACTORS (APR 2016)

FAA FACILITY REGULATIONS FOR MMAC CONTRACTORS (APR 2016) CLA.3402

Contractor personnel, including employees of subcontractors at any tier, suppliers, etc., working at or visiting the FAA Mike Monroney Aeronautical Center (MMAC) facility, shall abide by all applicable regulations in effect at the MMAC facility governing their conduct, including, but not limited to, those regulations pertaining to traffic, parking, security, and airport matters. A non-inclusive list of such regulations is provided below. The full text of these are available at the website shown or can be obtained by contacting your Contracting Officer (CO)/Contracting Officer's Representative (COR).

FAA ORDERS/DIRECTIVES

Contractor & Industrial Security Program FAA Order 1600.72A

<http://www.faa.gov/documentLibrary/media/Order/ND/1600.72A.pdf>

Accountability Board FAA Order 1110.125A

<http://www.faa.gov/documentLibrary/media/Order/1110.125A.pdf>

Smoking Restrictions in FAA Controlled or Occupied Space FAA Order 3900.47

<http://www.faa.gov/documentLibrary/media/Order/3900.47.pdf>

FAA Occupational Safety & Health Program FAA Order 3900.19B

<http://www.faa.gov/documentLibrary/media/Order/3900.19B.pdf>

Airfield Driver Training for FAA Employees FAA Order 5200.7A

<http://www.faa.gov/documentLibrary/media/Order/5200.7A.pdf>

Internet Use Policy FAA Order 1370.79A

http://www.faa.gov/documentLibrary/media/Order/FAA_Order_1370.79A.pdf

Electronic Mail FAA Order 1370.81A

<https://employees.faa.gov/documentLibrary/media/Order/1370.81A.pdf>

Parking and Traffic AC 1600.21 H Chapter 7

<https://ksn2.faa.gov/arc/amc/amp/amppublic/Traffic%20Safety/Forms/AllItems.aspx>

Documents are only available by request from the Contracting Officer.

AC4556 PERSONNEL AND SUPERVISION (JUL 2015)

The contractor shall designate sufficient supervisory personnel to meet task outcomes. Contract supervisors will provide day-to-day supervision of contract personnel including, but not limited to, work monitoring, payroll records, leave, etc. At no time will FAA personnel assume any responsibility for the supervision of contractor personnel. Government assistance will be available to provide technical and policy guidance through the assigned Contracting Officer's Representative (COR).

AC4560 CERTIFICATION OF CONTRACTOR CONFORMANCE TO THE MMAC ENVIRONMENTAL MANAGEMENT SYSTEM (EMS) AND OCCUPATIONAL SAFETY AND HEALTH MANAGEMENT SYSTEM (OSHMS) (APRIL 2010)

By signature below the offeror certifies that the requirements of the Mike Monroney Aeronautical Center (MMAC) EMS/OSHMS have been met and that the work performed hereunder shall be in conformance with the MMAC EMS/OSHMS as required by Clause 0090, Environmental, Safety, and Health.

Authorized Representative: _____

Company Name: _____

Date: _____

(End of provision)

AC4563 EMERGENCY SITUATIONS AND EXERCISES DURING CONTRACT PERFORMANCE AT THE MIKE MONRONEY AERONAUTICAL CENTER (MMAC) (NOV 2015)

- (a) Emergency situations and exercises are temporary exceptions to the prohibition of contractor personnel being subject to the direction and control of Government personnel when performing non-personal contract services in Government facilities.
- (b) All contractor personnel at a Government work site or facility during an actual emergency must conform to the procedures posted or directed by Government officials responsible for emergency response at that site or facility. Such officials include evacuation wardens/monitors, security personnel, Emergency Readiness Officers, management, Contracting Officer's Representative (COR), etc.
- (c) Contractor personnel must participate in all emergency exercises, including evacuations, as part of performance under this contract. On rare occasions, based on advance arrangements that are then announced at the time of an exercise, contractor personnel may be excused from evacuations.
- (d) Contractor management/site supervisors must ensure that each contractor employee assigned to work in Government facilities possesses a general awareness of emergency and evacuation procedures at all locations where the employees might be during an emergency or exercise. Contractor Management/Site Supervisors are responsible for accounting for their employees during an actual emergency or exercise, and are subsequently required to report

this information to their COR as soon as practical based on the situation. Information on emergency procedures may be requested from the COR or a designated Government contact point at the work site.

(e) When there are disruptions to Government operations at the Mike Monroney Aeronautical Center, Contractor Management/Site Supervisor should ensure that all employees are aware of the following methods of obtaining the Center's status:

The Center Status website: https://employees.faa.gov/org/centers/mmac/employee_services/facility_status/

Status Phone number; 954-0040, and local TV/Radio news channels.

(f) If the Center is OPEN during inclement weather, it's business as usual. Any need for unscheduled leave is between the contractor employee and their contractor management, not the FAA.

(g) When the Center is OPEN with a Delayed Arrival Time, contractors may allow their employees to arrive at the worksite in accordance with the Delayed Arrival Time under which the Center is operating. However, the government will not pay for hours not worked on other than firm fixed price type contracts and discussions on accounting for time on any other contract type should be between Contractor Management/Site Supervisor and COR or CO.

(h) When the Center is CLOSED, contractor employees should not report to the Center unless they have been informed in advance that they are considered 'mission critical' employees or their contractor management/site supervisor has provided other direction. The government will not pay for hours not worked on other than firm fixed price type contracts. Any discussions on accounting for time on any other contract type should be between the contractor management/site supervisor and the COR or CO.

(i) If an alternative duty location is activated that includes contractor employees, all contractor employees will be made aware of that location through their contractor management/site supervisor.

3.2.2.5-1 TERMS AND CONDITIONS - SIMPLIFIED PURCHASES (SERVICES AND SUPPLIES) (OCTOBER 2016)

(a) By submission of this offer, the offeror attests that all representations and certifications as reflected in the System for Award Management (SAM) are current and accurate as of the date the offer is submitted. The offeror must provide immediate written notice to the Contracting Officer if at any time prior to award the offeror learns that any certification or representation in SAM was erroneous when this offer was submitted or has become erroneous by reason of changed circumstances.

(b) 3.1-1 Clauses and Provisions Incorporated by Reference (July 2011)

This screening information request (SIR) or contract, as applicable, incorporates by reference the provisions or clauses listed below with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make the full text available, or offerors and contractors may obtain the full text via Internet at:

<https://conwrite.faa.gov>.

3.1.7-2	Organizational Conflicts of Interest (August 1997)
3.1.9-1	Electronic Commerce and Signature (July 2013)
3.2.2.3-82	Prohibition on Conducting Restricted Business Operations in Sudan – Certification (July 2012)
3.2.2.7-6	Protecting the Government's Interest when Subcontracting with Contractors Debarred, Suspended, or Proposed for Debarment (April 2011)
3.2.5-1	Officials Not to Benefit (April 1996)
3.2.5-3	Gratuities or Gifts (January 1999)
3.2.5-4	Contingent Fees (October 1996)
3.2.5-5	Anti-Kickback Procedures (October 2010)
3.2.5-8	Whistleblower Protection for Contractor Employees (April 1996)

- 3.3.1-1 Payments (April 1996)
- 3.3.1-15 Assignment of Claims (April 1996)
- 3.3.1-17 Prompt Payment (January 2017)
- 3.3.1-33 System for Award Management (October 2016)
- 3.3.1-34 Payment by Electronic Funds Transfer/System for Award Management (August 2012)
- 3.6.1-7 Limitations on Subcontracting (October 2011)
- 3.6.2-8 Affirmative Action Compliance (April 1996)
- 3.6.2-9 Equal Opportunity (August 1998)
- 3.6.2-13 Affirmative Action for Workers With Disabilities (October 2010)
- 3.6.2-38 Certification of Knowledge Regarding Child Labor End Products (July 2007)
- 3.6.2-39 Trafficking in Persons (January 2008)
- 3.6.2-44 Notification of Employee Rights Under the National Labor Relations Act (January 2012)
- 3.6.3-16 Drug Free Workplace (March 2009)
- 3.6.3-23 Delivery of Electronic and Paper Documents (October 2016)
- 3.6.4-5 Buy American Act – Steel and Manufactured Products (July 2010)
- 3.6.4-10 Restrictions on Certain Foreign Purchases (January 2010)
- 3.6.4-19 Prohibition on Engaging in Sanctioned Activities Relating to Iran – Certification (April 2013)
- 3.9.1-1 Contract Disputes (October 2011)
- 3.9.1-2 Protest After Award (August 1997)
- 3.9.1-3 Protest (October 2011)
- 3.10.1-7 Bankruptcy (April 1996)
- 3.10.1-25 Novation and Change-of-Name Agreements (October 2007)
- 3.13-4 Contractor Identification Number-Data Universal Numbering (DUNS) Number (August 2012)
- 3.13-5 Seat Belt Use by Contractor Employees (October 2001)
- 3.13-13 Contractor Policy to Ban Text Messaging While Driving (January 2011)

The Contractor shall comply with the following additional AMS clauses, incorporated by reference, unless the circumstances do not apply:

- 3.1.7-6 Disclosure of Certain Employee Relationships (July 2009)
- 3.2.5-7 Disclosure Regarding Payments to Influence Certain Federal Transactions (October 2010)
- 3.3.1-24 Fast Payment Procedures (October 1996)
- 3.3.2-1 FAA Cost Principles (October 1996)
- 3.6.2-2 Convict Labor (April 1996)
- 3.6.2-3 Walsh-Healey Public Contracts Act Representation (October 2010)
- 3.6.2-4 Walsh-Healey Public Contracts Act (October 2014)
- 3.6.2-5 Certification of Nonsegregated Facilities (March 2009)
- 3.6.2-12 Equal Opportunity for Veterans (October 2014)
- 3.6.2-14 Employment Reports on Veterans (January 2011)
- 3.6.2-28 Service Contract Act of 1965, as Amended (October 2014)
- 3.6.2-31 Fair Labor Standards Act and Service Contract Act-Price Adjustment (April 1996)
- 3.6.3-14 Use Of Environmentally Preferable Products (October 2016)
- 3.6.4-2 Buy American Act-Supplies (October 2014)
- 3.10.4-16 Responsibility for Supplies (April 1996)

The Contractor shall comply with the following AMS provisions or clauses that the Contracting Officer has indicated as being incorporated by reference:

- ___ 3.6.1-1 Notice of Total Small Business Set-Aside (January 2010)
- ___ 3.6.1-2 Notice of Very Small Business Set-Aside (July 2006)

<u>X</u>	3.6.1-3	Utilization of Small, Small Disadvantaged and Women-Owned, and Service-Disabled Veteran Owned Business Concerns (March 2009)
___	3.6.1-8	Notification of Competition Limited to Eligible SEDB Concerns (January 2010)
___	3.6.1-12	Notice of Service-Disabled Veteran Owned Small Business set-Aside (October 2011)
___	3.6.1-14	Notice of Partial Small Business Set-Aside (January 2010)
___	3.6.3-13	Affirmative Procurement of Recycled Content and Products under Service and Construction Contracts (October 2016)
___	3.6.3-20	IEEE 1680 Standards for Environmental Assessment of Electronic Products (October 2016)
___	3.10.1-8	Suspension of Work (September 1998)
<u>X</u>	3.10.1-9	Stop Work Order (October 1996)
___	3.10.1-9	Alternate I, Stop Work Order (October 1996)
___	3.10.1-10	Stop Work Order-Facilities (June 1999)
___	3.10.1-11	Government Delay of Work (April 1996)
<u>X</u>	3.10.1-12	Changes-Fixed Price (April 1996)
___	3.10.1-12	Alternate I, Changes-Fixed Price (April 1996)
___	3.10.1-12	Alternate II, Changes-Fixed Price (April 1996)
___	3.10.1-12	Alternate III, Changes-Fixed Price (April 1996)
___	3.10.1-12	Alternate IV, Changes-Fixed Price (April 1996)
___	3.10.1-12	Alternate V, Changes-Fixed Price (April 1996)
___	3.10.1-13	Changes-Cost-Reimbursement (April 1996)
___	3.10.1-13	Alternate I, Changes-Cost-Reimbursement (April 1996)
___	3.10.1-13	Alternate II, Changes-Cost-Reimbursement (April 1996)
___	3.10.1-13	Alternate III, Changes-Cost-Reimbursement (April 1996)
___	3.10.1-13	Alternate IV, Changes-Cost-Reimbursement (April 1996)
___	3.10.1-13	Alternate V, Changes-Cost-Reimbursement (April 1996)
___	3.10.1-26	Contractor Performance Assessment Reporting System (April 2013)
<u>X</u>	3.10.6-1	Termination for Convenience of the Government (Fixed-Price) (October 1996)
___	3.10.6-2	Termination for Convenience of the Government (Educational and Other Nonprofit Institutions) (October 1996)
___	3.10.6-3	Termination (Cost-Reimbursement) (October 2014)
___	3.10.6-3	Alternate I, Termination (Cost-Reimbursement) (October 2014)
___	3.10.6-3	Alternate II, Termination (Cost-Reimbursement) (October 2014)
___	3.10.6-3	Alternate III, Termination (Cost-Reimbursement) (October 2014)
___	3.10.6-3	Alternate IV, Termination (Cost-Reimbursement) (January 2015)
___	3.10.6-3	Alternate V, Termination (Cost-Reimbursement) (January 2015)
<u>X</u>	3.10.6-4	Default (Fixed Price Supply and Services) (October 1996)
___	3.10.6-5	Default (Fixed-Price Research and Development) (October 1996)
___	3.10.6-6	Default (Fixed Price Construction) (October 1996)
___	3.10.6-7	Excusable Delays (October 1996)

(c) Warranty. The Contractor warrants and implies that the items delivered hereunder are merchantable and fit for use for the particular purpose described in this contract.

(d) Inspection and Acceptance. The Contractor must only tender for acceptance those supplies or services that conform to the requirements of this contract. The Government reserves the right to inspect or test any supplies or services that have been tendered for acceptance. The Government may require repair or replacement of nonconforming supplies or re-performance of nonconforming services at no increase in contract price. If repair, replacement or re-performance will not correct the defects or is not possible to correct the defects in a time period deemed reasonable by the Government, the Government may seek an equitable price reduction or adequate consideration for acceptance of nonconforming supplies or services. The Government must exercise its post-acceptance rights:

(1) Within a reasonable time after the defect was discovered or should have been discovered; and

(2) Before any substantial change occurs in the condition of the item, unless the change is due to the defect in the item.

3.1-1 Clauses and Provisions Incorporated by Reference (July 2011). This screening information request (SIR) or contract, as applicable, incorporates by reference the provisions or clauses listed below with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make the full text available, or offerors and contractors may obtain the full text via Internet at: <http://conwrite.faa.gov>

3.10.1-24 NOTICE OF DELAY (march 2009)

3.11-34 F.O.B. Destination (april 1999)

The following special requirements in full text apply to this purchase order:

NOTICE TO SUPPLIER: This is a firm order ONLY if your price does not exceed the maximum line item or total price in the Schedule. If you cannot perform in exact accordance with this order, WITHHOLD PERFORMANCE and notify the Contracting Officer immediately, giving your quotation.

NO SUBSTITUTE OR CHANGE: No substitution or changes shall be made without prior approval of the Contracting Officer.

NOTE TO VENDOR - ANY VARIATION IN INVOICING FROM THE LINE ITEM AMOUNT(S) AS SHOWN ON THIS ORDER WILL RESULT IN DELAY OF PAYMENT. EACH LINT ITEM MUST BE INVOICED AS SHOWN UNLESS IT IS IDENTIFIED AS "ESTIMATED" OR "NOT TO EXCEED."

PLEASE BE SURE THE PURCHASE ORDER NUMBER IS LISTED ON ALL INVOICES SUBMITTED UNDER THIS PURCHASE ORDER.

PERSONNEL SUPERVISION:

This contract was not formed as nor is it to be administered or performed as a personal service contract. Accordingly, the contractor shall designate appropriate and sufficient supervisory personnel to meet task outcomes. Contract supervisors will provide day-to-day supervision of all contract personnel including, but not limited to, work assignments and performance monitoring, payroll records, leave approval and monitoring, etc. At no time will contractor personnel be supervised by FAA managers or other FAA personnel. The FAA will provide, as needed by the contractor and its employees, limited assistance in the form of technical and policy guidance through the assigned POC.

ATTENTION CONSIGNEE (AML): THIS AWARD HAS BEEN MARKED FOR 3-WAY MATCHING. YOU MUST PERFORM ACCEPTANCE IN PRISM IN ORDER FOR THE CONTRACTOR TO BE PAID.

IN THOSE INSTANCES IN WHICH A CONTRACTOR'S CONDITIONS AND TERMS CONFLICT WITH THE PROVISIONS OF THE FAA'S ACQUISITION MANAGEMENT SYSTEM (AMS) OR FEDERAL STATUE OR POLICY, THE AMS, FEDERAL STATUE AND POLICY SHALL BE CONTROLLING NOTWITHSTANDING ANY OTHER LANGUAGE OR PROVISION TO THE CONTRARY.

FAA AMS SHALL BE CONTROLLING IN ANY AND ALL INSTANCES WHERE THERE IS ANY CONFLICT BETWEEN THE TERMS AND PROVISIONS OF THIS PURCHASE ORDER OR OTHER CONTRACTOR DOCUMENTS. ALL PROVISION OF THIS PURCHASE ORDER/CONTRACT SHALL, IN THE INSTANCE OF A DISPUTE, BE INTERPRETED BY THE FAA OFFICE OF DISPUTE RESOLUTION FOR ACQUISITION (ODRA). THE DECISION OF THE ADMINISTRATOR OR HEREIN ASSIGNED SHALL

BE FINAL.

3.4.1-10 Insurance - Work on a Government Installation (July 1996)

(a) The Contractor shall, at its own expense, provide and maintain during the entire performance of this contract, at least the kinds and minimum amounts of insurance required in the "Schedule" or elsewhere in the contract.

(b) Before commencing work under this contract, the Contractor shall certify to the Contracting Officer in writing by letter or certificate of insurance, reflecting the FAA's contract number, that the required insurance has been obtained. The policies evidencing required insurance shall contain an endorsement to the effect that any cancellation or any material change adversely affecting the Federal Aviation Administration's interest shall not be effective:

(1) for such period as the laws of the State in which this contract is to be performed prescribe, or

(2) until 30 days after the insurer or the Contractor gives written notice to the Contracting Officer, whichever period is longer.

(c) The Contractor shall insert the substance of this clause, including this paragraph (c), in subcontracts under this contract that require work on a Government installation and shall require subcontractors to provide and maintain the insurance required in the "Schedule" or elsewhere in the contract. The Contractor shall maintain a copy of all subcontractors' proofs of required insurance, and shall make copies (reflecting the FAA's contract number to ensure proper filing of documents) available to the Contracting Officer upon request.

3.14-2 Contractor Personnel Suitability Requirements (July 2016)

1. No contractor employee, subcontractor, or consultant will be granted unescorted access without possessing a valid FAA Identification Card.

2. Consistent with FAA Order 1600.72, the FAA Servicing Security Element (SSE) must approve designated risk levels for the positions under the contract. Those risk levels are:

Position Designation Level

All Positions Low Risk: 1

3. For all contractor employees, subcontractors, or consultants requiring a FAA Identification Card, the contractor will:

a. Submit to the SSE a point of contact (POC) who will enter applicant data into the Vendor Applicant Process (VAP) system (vap.faa.gov)

b. The Contractor's VAP POC is responsible for entering all contractor employee information into the system.

4. Authorization for the contractor to begin work will be an interim or final suitability notification from the SSE.

5. If an employee has had a previous U. S. Government conducted background investigation which meets, at the minimum, the investigative requirements FAA Order 1600.72 and Federal Information Processing Standards Publication 201 (FIPS-201) series, it will be accepted by the FAA. However, the FAA reserves the right to conduct further investigations, if necessary.

a. If a prior investigation exists and there has not been a two-year break in service by the applicant, the SSE will notify the contractor that no investigation is required and that final suitability is approved.

b. The contract may include positions that are temporary, seasonal, or under escort only as defined by FAA Order 1600.72. [In such cases, an OPM Position Designation Tool (PD Tool) for each specific position will be established as the minimum investigative requirements may differ from the NACI.]

6. If no previous investigation exists, the SSE will:

- a. Send the applicant an e-mail (this step may be delegated to VAP POC) stating that no previous investigation exists and the applicant must complete a form through the Electronic Questionnaires for Investigations Processing (eQIP) system;
- b. Instruct the applicant how to enter and complete the eQIP form;
- c. Provide where to send/fax signature and release pages and other applicable forms;
- d. Provide instructions regarding fingerprinting.
- e. The applicant must complete the eQIP form and submit other required material within 15-calendar-days of receiving the e-mail from the SSE.
- f. For items to be submitted outside eQIP, the contractor must submit the required information, referencing the contract number, as follows:

For Headquarters Contracts:

Manager, Contractor Operations Branch, AIN-420
800 Independence Avenue, S.W., Room 315
Washington, D.C. 20591

Regional and Center Contracts:

Mike Monroney Aeronautical Center Contracts:
Mgr, Investigations and Internal Security Branch, AMC-751
Federal Aviation Administration
6500 S, MacArthur Blvd.
Oklahoma City City, OK 73169

7. The CO will provide notice to the contractor within 24-hours after receipt of a determination that the contractor or its employee has not complied with any security related contract requirements, any security related FAA Order, or if a contractor employee's conduct is objectionable or contrary to the public interest, or inconsistent with the best interest of national security. The notice will instruct the contractor to remove its employee's access to FAA premises or networks, or otherwise remedy the contractor's performance.

8. The contractor must immediately comply with the CO direction to remedy its security performance at the contractor's expense, including removing the employee from FAA premises and networks. If the contractor employee is working under an interim suitability authorization, the contractor must take appropriate action, including the removal of the contractor employee from working on this FAA contract, at their own expense. Once action has been taken, the contractor will report the action via the VAP within the timeframe prescribed in paragraph 10 of this clause.

9. No contract employee will work in a high, moderate, or low risk position unless the SSE has authorized the contractor employee to begin work. This authorization comes only in the form of an Interim or Final Suitability e-mail/letter notification from FAA/ASH/SSE.

10. The Contractor must update the VAP within twenty-four (24) hours after any contractor employee is terminated/transferred from performance on the contract. If the FAA issued the contract employee an identification card, the contractor must collect the card and return it to the SSE within five-business-days of the employee's termination or transfer.

11. Monthly, the Contractor's VAP POC will request a report within the VAP that provides a list of all contractors for each contract the POC oversees. Within twenty-four (24) hours, the Contract VAP POC must correct the VAP to

address any discrepancies identified in the monthly report.

12. After coordination with the SSE, the CO may require contractor employees to submit any other security information (including additional fingerprinting) deemed reasonably necessary to protect the interests of the FAA. In this event, the contractor must provide, or cause each of its employees to provide, such security information to the SSE.

13. The contractor and/or subcontractor(s) must contact the CO, COR, SSE (Regional and/or Center Security Divisions) or AIN-420 at Headquarters within one-business-day in the event an employee is arrested (i.e., taken into custody by law enforcement for any offenses, other than minor traffic offenses) or is involved in theft of government property or the Contractor becomes aware of any information that may raise a question about the suitability of a contractor employee.

14. Failure to submit information required by this clause within the time required may be determined by the CO a material breach of the contract, and may result in suspension or revoked access to FAA assets for the Contractor's employee.

15. If subsequent to the effective date of this contract, the security classification or security requirements under this contract are changed by the Government and if the changes cause an increase or decrease in direct contract costs or otherwise affect any other term or condition of this contract, the contract will be subject to an equitable adjustment.

16. The contractor agrees to insert terms that conform substantially to the language of this clause, excluding any reference to the Changes clause of this contract, in all subcontracts under this contract that involve access and where the exceptions under FAA Order 1600.72 do not apply.

3.14-4 Access to FAA Systems and Government Issued-Property (November 2016)

1. It may become necessary for the Government to grant access to FAA systems or issue government property to contractor employees. Prior to or upon completion or termination of the work under the contract, the contractor must return all such government issued property to the Contracting Officer's Representative (COR).

2. When contractor employees who have been issued such items are terminated or no longer required to perform the work, or will not be accessing FAA systems for 30 or more calendar days, the government-issued property must be returned to the Government and the employee status in the Vendor Application Process (VAP) System must be updated within 24-hours after the Contractor employee no longer needs access.

3. Improper use, possession or alteration of government-issued property is subject to penalties under Title 18, USC 499, 506, 701, and 1030.

4. In the event such government issued property is lost, stolen, or not returned, the contractor understands and agrees that the Government may, in addition to any other withholding provision of the contract, withhold [CO to enter appropriate amount] for each item of government issued property not returned. If the government issued property is not returned within 30-calendar-days from the date the withholding action was initiated, any amount so withheld is forfeited by the contractor. Regarding FAA Personally Identifiable Information (PII) contained within portable devices that are lost, stolen, or not returned, the contractor must additionally report such a loss, theft, or non-return within one (1) hour to the FAA Security Operations Center (phone 1(866)-580-1852(Option 1) or email 9-AWA-SOC@faa.gov).

5. Access to aircraft ramp/hangar areas is authorized only to those persons displaying a flight line identification card and for vehicles, with a current ramp permit issued pursuant to Title 49, Part 1542, Code of Federal Regulations.

6. The Government retains the right to inspect inventory, or audit government property issued to the contractor in connection with the contract and do so at the convenience of the Government. Any items not accounted for, to the satisfaction of the Government, will be assumed to be lost and the provisions of section (4) of this clause apply.

7. All government-issued property must be approved by the COR who will require the Contractor employee to sign a receipt for each item. Lost or stolen government-issued property must immediately be reported concurrently to the

Contracting Officer (CO), COR, and the FAA SOC at the telephone number and email address listed under section (4) above.

8. Each Contract employee, during all times of on-site performance must prominently display his/her current and valid FAA Identification card on the front portion of his/her body between the neck and waist. Each FAA Identification cardholder must not affix pins, stickers, or other decorations to the card.

9. Prior to any contractor employee obtaining a FAA Identification Card or other government property, IAW FAA Order 1600.78 the contractor is required to:

a. Enter data for each employee into the VAP as described in AMS clause 3.14-2, Contractor Personnel Suitability Requirements.

b. The Servicing Security Element (SSE) will determine whether final suitability can be granted due to:

i. Existence of a previous investigation, or:

ii. Initiate the contractor applicant into the Electronic Questionnaires for Investigations Processing (eQIP) system so that the applicant can complete the investigative forms.

c. Interim suitability cannot be granted until the eQIP form is completed, and fingerprints and signature pages are submitted to the SSE.

d. Authorization for the contractor employee to begin work will be an Interim or Final Suitability notification from the SSE.

10. To obtain a FAA Identification Card, IAW FAA Order 1600.78 Contractor employee must:

a. Submit an identification Card Application (DOT 1681) using the automated system located at <https://idms.faa.gov/1681>. The application must be approved by the CO or to the COR.

b. The contractor employee will be notified when the identification card application has been approved and is ready for processing by the FAA Identification Card issuer (e.g., PIV Administrator).

c. The contractor must contact the SSE to obtain the procedures for obtaining their FAA Identification Card.

11. The contractor is responsible for ensuring final out-processing is accomplished for all departing contractor employees:

a. Final out-processing must be accomplished by close of business the final workday of the contractor employee.

b. The COR must be notified in writing and ensure that all government issued property is returned to the COR within 30 calendar days.

c. VAP is updated within twenty-four (24) hours for the departing employee.

12. All contractors and subcontractor employees with access to FAA systems must have a FAA-issued Personal Identity Verification (PIV) card and must use the PIV card to authenticate to the FAA system. Approved contractor equipment or software in accordance with clause 3.10.3-9 "Use of Contractor Equipment or Software - Permitted" that connects to FAA systems must be configured to accept and use FAA-issued PIV cards. The contractor must provide the appropriate equipment for the PIV card, while the FAA will furnish and configure the PIV software.

13. The contractor must insert this clause in all subcontracts under the contract.

(c) Warranty. The Contractor warrants and implies that the items delivered hereunder are merchantable and fit for use for the particular purpose described in this contract.

(d) Inspection and Acceptance. The Contractor must only tender for acceptance those supplies or services that conform to the requirements of this contract. The Government reserves the right to inspect or test any supplies or services that have been tendered for acceptance. The Government may require repair or replacement of nonconforming supplies or re-performance of nonconforming services at no increase in contract price. If repair, replacement or re-performance will not correct the defects or is not possible to correct the defects in a time period deemed reasonable by the Government, the Government may seek an equitable price reduction or adequate consideration for acceptance of nonconforming supplies or services. The Government must exercise its post-acceptance rights:

(1) Within a reasonable time after the defect was discovered or should have been discovered; and

(2) Before any substantial change occurs in the condition of the item, unless the change is due to the defect in the item.

**U.S. Department of Transportation
Federal Aviation Administration
Logistics Center**

**Centralized Bench Stock Support
Contract**

**Statement of Work (SOW)
Revision 1 dated Feb 22, 2017**
(Rev 1 changes are bolded and underlined)



**Prepared by FAA Logistics Center
Automation and Communications Division (AML-8000)**

**Follow-on Contract Period of Performance (POP):
3/28/2017 - 9/27/2017**

Table of Contents

Centralized Bench Stock Support

1.0	INTRODUCTION.....	4
2.0	SCOPE.....	4
3.0	PERFORMANCE PERIOD (POP):.....	5
4.0	SCHEDULE	5
5.0	TASK REQUIREMENTS	5
5.1	Bench Stock Support Tasks	6
5.2	Misc. Bench Stock Supply Tasks.....	10
5.3	Warehouse/Material Handling Tasks	10
5.1	Program Management/Administrative Tasks	12
6.0	FACILITIES	13
7.0	ELECTRONIC COMMUNICATION DEVICES	13
8.0	GOVERNMENT FURNISHED EQUIPMENT (GFE)	13
9.0	DOCUMENTATION AND REPORTING	14
9.1	General Requirements	14
9.2	Document Review	14
9.3	Reporting Requirements	14
10.0	ENVIRONMENTAL CONDITIONS.....	15
11.0	MINIMUM EXPERIENCE.....	15

12.0	SECURITY	16
12.1	Security-Administrative	16
12.2	Data Systems Security	16
12.3	Physical Security	16
12.4	Contractor Controlled Access	17
12.5	Contractor Package Inspection	17
12.6	Stolen, Missing, or Damaged Government Property	17
12.7	Stolen, Missing, or Damaged Personal Property	17
12.8	Security Inspections	17
12.9	Compliance with Security Directives	17
12.10	Key Control	18
12.11	Vehicle Registration	18
12.12	Smoking Policy	18
13.0	ACRONYMS	18
14.0	TRAINING	18

1.0 INTRODUCTION

The FAA Logistics Center (FAALC) is responsible for providing the critical functional discipline that establishes and maintains supply support for the National Airspace System (NAS) systems while cost effectively providing core logistics activities. The FAALC:

- a. Operates the FAA's only centralized distribution center which houses the FAA NAS inventory valued at over \$825 million dollars using a state-of-the-art warehouse management system
- b. Provides 24/7/365 supply chain management and logistics support services for the NAS for approximately 62,000 national stock numbers
- c. Works in conjunction with FAA's Air Traffic Organization in providing support to the NAS through each phase of the product lifecycle for all the elements of integrated logistics support planning
- d. Provides core logistics capabilities to the FAA (i.e. rapid response to contingencies, quick reaction to technical surprises, last source for systems no longer supported by contractors, etc.)
- e. Manages NAS parts and operates the FAA's centralized logistics ordering system
- f. Manages and controls FAA supply support activities conducted with other Government entities and friendly foreign Governments
- g. Develops and recommends supply chain management procedures and standards for the FAA

This effort requires a Support Services Contractor to provide on-site supply/stock clerk support to the FAA Logistics Center, at 6500 S. MacArthur, Oklahoma City, OK...

2.0 SCOPE

The contractor shall furnish and make available all supply/stock clerk personnel and services required to operate three (3), secured, caged, consolidated bench stock (CBS) rooms at the FAA Logistics Center and as necessary to assist the FAALC in accomplishing its mission. Each centralized bench stock (CBS) location (3) must be staffed by no less than one individual M-F during operational hours and additional support during peak hrs. as deemed necessary.

Operational hours requiring contractor's support are between the hours of 6:00 AM and 6:00 PM at the Technical Support Facility (TSF) Building and Radar Support Facility (RRF); and between the hours of 6:00 AM and 4:30 PM at the Logistics Support Facility (LSF). Closure of any CBS location for reasons other than those identified as permissible in this statement of work, paragraph 5.1.10 shall require COR authorization.

On-Call Staffing will also be required for after-hours support of priority requirements. After hours support includes nights, weekends and holidays.

Periods of scheduled and unscheduled weekend work is required as needed in support of the CBS project startup and setup phase, and/or for future special FAALC projects to enhance supply operations.

3.0 PERFORMANCE PERIOD (POP):

Period of performance for this requirement is 3/28/2017- 9/27/2017.

4.0 SCHEDULE

The TSF and RRF centralized bench stock location (1) shall be staffed M-F between the hours of 6:00 AM and 6:00 PM, with on-call priority support available after hours as deemed necessary by the government.

The LSF centralized bench stock locations (1) shall be staffed M-F between the hours of 6:00 AM and 4:30 PM, with on call priority support available after hours as deemed necessary by the government.

The COR will notify the contractor at least 15 calendar days in advance of any changes in operational hours for the three (3) centralized bench stock locations.

The contractor shall plan and schedule for adequate staff as necessary to meet minimum coverage required and flexible workload requirements. Scheduling may be facilitated using flexible and/or alternate work schedules. Minimal demand data is available for this new emerging requirement therefore work requirements will require regular joint contractor and COR reviews to determine if additional coverage is required during any hours of peak activity.

The COR will advise the Contracting Officer when staffing modifications are deemed necessary to increase and/or decrease authorized hours to ensure adequate timeliness and alignment with work activities.

The contractor shall provide after-hours support that includes nights, weekends and holidays when authorized in writing by the COR and within order limitations of authorized overtime hours executed by the Contracting Officer.

5.0 TASK REQUIREMENTS

The contractor shall receive, store, issue, and deliver equipment, materials, supplies, merchandise, or tools, and compile stock records of items in stockroom, warehouse or storage yard.

The Stock Clerk shall count, sort, or weigh incoming articles to verify receipt of items on requisition or invoice; examine stock to verify conformance to specifications; Store articles in bins, on floor or on shelves, according to identifying information, such as style, size or type of material; fill orders or issue supplies from stock; prepare periodic, special or perpetual inventory of stock; requisition articles to fill incoming orders; compile reports and/or make recommendations on use of stock handling equipment, adjustments of inventory count and stock record, spoilage of or damage to stock, location changes, and refusal of shipments; may

mark identifying codes, figures, or letters on articles; may distribute/deliver stock among production workers, keeping records of material issued; may make adjustments to articles carried in stock; and is required to perform all of the activities successfully in accordance with this SOW.

5.1 Bench Stock Support Tasks

5.1.1 General:

The Contractor shall provide supply/stock clerk support duties that include:

- a. Due to uncertainties with the demand data, the government will perform quarterly evaluations to determine increase/decrease demand and adjust contractor support hours as necessary to adequately support work load analysis.
- b. The centralized bench stock locations will be subjected to inventory and process audits. The contractor's personnel shall provide access and assistance to these personnel as needed so they may perform their duties.

5.1.2 Establish and setup bench stock warehouse areas. Setup tasks to be performed under government direction include but not limited to:

- a. Move, stage, receipt, package, and store, bench stock material
- b. Establish consolidated storage areas, necessary staging areas
- c. Establish storage locations, and perform data entry required to establish and track designated inventory locations where material is stored.
- d. Conduct initial inventory counts and/or annotate required corrections required to official inventory records.
- e. Setup up storage areas and staging areas for efficient bench stock operations. (Racks, bins, computers, other office equipment, etc.)
- f. Establish procedures for timely delivery
- g. Separate Excess Stock that is no longer used for disposition

5.1.3 Monitor incoming direct bench stock requests from the technicians, activities include but are not limited to:

- a. Order queues shall be monitored every 15 minutes, unless notified that a P I requirement is required immediately.
- b. P I Orders: A technician or other government representative will notify the contractor when an urgent need exists to pull a PI immediately. Notification will be provided in person or by phone call. The contractor will pull these orders immediately upon notification.
- c. Routine Orders: All other orders are deemed non –urgent. At least **95%** of all orders (excluding sheet metal) shall be pulled within 45 minutes of order request.

- d. Bench stock Orders for Sheet Metal shall be exempted from the 45 minute response time requirement.

5.1.4 Physically retrieve the direct bench stock parts from inventory, activities include but are not limited to:

- a. Parts must be handled using appropriate ESD equipment, according to the FAA ESD policies.
- b. Parts must be handled with appropriate precautions to prevent damage to the parts or injury to the handler.
- c. Proper lifting techniques or material handling equipment must be utilized when handling parts.
- d. Parts must be retrieved from the bin location specified by the inventory software system.

C.5.1.4.1 Package, secure and deliver parts; activities include but are not limited to: (Section relocated without change from section 5.3.2)

- a. Parts must be packaged using appropriate ESD equipment per FAA ESD policy.
- b. Parts must be placed in an ESD safe container for the technician to pick up, when required.
- c. Paperwork must be generated using the inventory software system and placed with the part.
- d. Must record that the part has been picked in the inventory software system.
- e. The contractor shall secure parts adequately for the safe transport to technicians.
- f. Must deliver the part to the technician
- g. Must verify and annotate when the parts have been delivered and indicate as “issued to the shop”.
- h. In the event deliveries are required outside operating hours they will be handled in accordance with “on call” procedures.
- i. Deliveries shall be made between locations within buildings, and may occasionally be required between cage locations (LSF, TSF, and RRF)
- j. The contractor shall work with the government to ensure recurring deliveries to all identified delivery locations.
- k. The contractor shall ensure all required documentation and automated systems are updated accurately to maintain inventory records and provide for inventory tracking.

5.1.5 All parts must be handled in accordance with ESD policies.

5.1.6 Receive incoming material to replenish inventory, activities include but are not limited to:

- a. The contractor shall follow established procedures to initiate the replenishment of inventory. Replenishment of Stock may be initiated by one of the two methods below:
 - Contractor will initiate an automated transport task for replenishment stock to be pulled from other warehouse locations and delivered to a CBS inbound staging area.
 - Contractor will make a recommendation to purchase replenishment stock when no stock is available for transfer from other warehouse locations.
- b. Parts must be stored in their designated inventory location.
- c. Must register that the parts have been received in the designated inventory location using the FAA Logistic Center's inventory software system.
- d. If there is no existing location, or the existing location is full, must establish a new inventory location.

5.1.7 Prepare parts for transfer, transport, and/or deliver; activities include but are not limited to:

- a. Must identify when inventory is available at another centralized bench stock location to be transferred to another centralized bench stock location to fulfill a part request.
- b. Must place a signal to the other centralized bench stock location to pick the part request.
- c. Parts must be picked, packaged for transport and delivered to technicians.
- d. The parts must be registered within the inventory software system to be in a transfer state.
- e. Paperwork must be generated using the inventory software system and placed with the part.
- f. Must record that the part has been picked and/or issued in the inventory software system.

5.1.8 Handle and resolve discrepancies, activities include but are not limited to:

- a. Must complete a discrepancy report if parts are not in correct storage location, incorrect inventory is received, or if a technician notes a discrepancy in the fulfilled request.

- b. Must escalate issues to the designated centralized bench stock program point of contact, as required in accordance with established discrepancy procedures.
- c. Must take appropriate actions to resolve discrepancies per the established discrepancy procedures.

5.1.9 Inventory accountability

- a. Contractors operating the centralized bench stock locations are responsible to ensure all bench stock areas, cabinets, and part bins storing bench stock are always secured/locked.
- b. Contractors shall ensure all part bins within the cabinets are labeled properly, in their correct location, and that the labels and location match the data within the inventory software system.
- c. Contractors shall establish/follow procedures to close/secure the cages and post signage that indicates the clerk's location and estimated time of return during times when the cage cannot be occupied. Permissible reasons for the cage not to be occupied include:
 - a. 15 minute break periods and restroom breaks
 - b. To store or pull sheet metal bench stock
 - c. To store and/or pull bench stock from Vertical Storage Units (VSU), sheet metal storage locations, and/or other bench stock locations outside the cages.
 - d. To deliver parts
 - e. To transport bench stock between CBS locations
 - f. Required meeting attendance when authorized by COR
- d. Contractors working outside the cages to inspect and/or move material to/from locations in close proximity to the cage shall visibly monitor cage entries to ensure no one without authorization is entering the cage.

5.2 Misc. Bench Stock Supply Tasks

The contractor's primary bench stock workload (75%-80%) will be to ensure continual and efficient operation of the CBS locations in accordance with tasks defined above in section 5.1. When time permits during slow periods of CBS workload defined in section 5.1, the contractor shall assist in day-to-day FAALC operations by performing other basic and routine tasks in support of a professional, technical, or specialized occupation for other supply functions. The COR will provide technical direction when additional task assignments are deemed necessary that may include:

5.2.1 Perform general supply and clerical duties such as answering phones, maintaining files, distributing correspondence, and making deliveries or pick-ups in other MMAC areas.

5.2.2 Acquire a basic knowledge of Federal regulations or procedures.

5.2.3 Participate in the product identification process of materials received.

5.2.4 Coordinate with receiving, inspection, equipment specialists, and inventory managers to ensure material is properly identified and stored in appropriate destination(s) in a timely manner.

5.2.5 Perform basic fact-finding, research, data entry, assessments of stock levels and demand, and reporting necessary to ensure proper level, flow, and control of material/supplies.

5.2.6 Recommend actions for improved efficiency of supply management

5.2.7 Accomplish functions of receiving, storing, and issuing material including but not limited to data entry required to process supply requisitions, conducting inquiries to resolve exception and/or discrepancy conditions, automated record keeping (Qty., location, condition, status) in government systems, distribution and control of publications associated with supply management, technical orders, etc.

5.3 Warehouse/Material Handling Tasks

5.3.1 Warehousing Tasks (LSF Warehouse)

The contractor shall provide two (2) full time staff to perform warehousing tasks within the distribution center. Distribution Center hours are M-F between the hours of 8:00 AM and 6:00 PM, with on-call priority support available after hours as deemed necessary by the government.

Scheduling of warehousing staff may be facilitated using flexible and/or alternate work schedules. Schedules shall require regular joint contractor and COR reviews to ensure adequate coverage.

- 5.3.1.1 These warehouse duties shall include but are not limited to:
 - 5.3.1.1.1 Load or unload freight cars, trucks or other transporting devices
 - 5.3.1.1.2 Transport materials by hand truck, cart, forklift (gas and electric), car, truck, or other material handling equipment to transport goods and materials of all kinds within and between FAALC warehouses.
 - 5.3.1.1.3 Unpack, and setup shelving as necessary to place items in proper storage locations;
- 5.3.1.2 Perform warehousing duties in accordance with the FAALC's storage plans and procedures.
 - 5.3.1.2.1 Verify materials against receiving documents, noting and reporting discrepancies and obvious damages;
 - 5.3.1.2.2 Route materials to prescribed storage locations;
 - 5.3.1.2.3 Store, Stack, or palletize materials in accordance with prescribed storage methods;
 - 5.3.1.2.4 Sort, Stack, Arrange, Palletize and take inventory of received and stored materials;
 - 5.3.1.2.5 Examine stored materials and reporting deterioration and damage;
 - 5.3.1.2.6 Remove material from storage and prepare it for transport and/or shipment.

5.1 Program Management/Administrative Tasks

5.1.1 The Contractor shall provide briefing material on any project information.

5.1.2 The Contractor shall attend meetings. Requests for Contractor's attendance at meetings shall require COR approval. The COR will provide advance coordination and notification as soon as possible when the contractor's attendance is required at meetings, so cages may be closed/secured and advance notice can be provided to the technicians/customers.

5.1.3 The government will establish procedures and pickup times for movement of daily hard copy bench stock records to a consolidated storage area located in the TSF Building.

5.1.1 The Contractor may assist the government by bringing daily records with them for delivery to the TSF representative only when/if a trip to the TSF is already required for other work related purposes that require them to leave the cage(s) unoccupied.

5.1.2 The Contractor shall ensure all hard copy bench stock records are collected, and secured as necessary for efficient transport to the TSF Building.

5.1.3 The contractor shall efficiently and effectively manage the performance under this contract to ensure all the necessary technical, business, and administrative planning; scheduling; organizing; managing; coordinating; and tracking (e.g., cost, schedule, deliverables), performance management, risk management, and resource management, required to perform all the activities successfully as required in the SOW. The contractor shall keep the COR informed of any potential problems and recommended solutions.

5.1.4 The Contractor shall ensure that assignments are completed in a thorough and timely manner and prepare written documentation of accomplishments. The FAA requirements in performing this contract order demand that the Contractor's supply and administrative support and the level of expertise, experience, and demonstrated performance of contractor personnel providing the services must be at the highest level of providing quality support.

5.1.5 The Contractor shall provide sufficient personnel, both in number and qualification to perform work described herein.

5.1.6 The Contractor shall provide sufficient oversight and supervision of the contract in order to ensure all employees are functioning within their designated labor categories and at acceptable levels of performance, and are performing their designated assignments in a timely manner and that all reporting requirements are honored. The Contractor shall provide a quality assurance system to ensure the Government receives quality services as specified in the contract.

5.1.7 The Contractor shall provide for data collection, reporting, and analysis of metrics data as necessary to monitor demand, peak hours, bench stock response times from Order Request-to-Order Pulled and Order Request to Order Issued. This data will be reviewed monthly by the COR and contractor for the purpose of validating when there are significant changes in workload and to ensure monthly schedules and resources planned by the contractor are adequate to meet changing demands.

5.1.8 The government will notify contractor when future plans are completed to establish automated reporting of metrics for mutual review between government and contractor, and the contractor may stop collecting/reporting on this data. Until then the contractor will continue to include analysis in monthly activity reports.

6.0 Facilities

The services required hereunder shall be performed at the government facility, FAA Logistics Center, 6500 S. MacArthur, Oklahoma City, OK.

7.0 Electronic Communication Devices

The Contractor shall provide cell phones to each employee working under the scope of this order for the purpose of communicating with FAA personnel and contractors. The Contractor shall ensure the cell phone devices include the capability to receive and retrieve text messages.

8.0 Government Furnished Equipment (GFE)

The government will provide as government furnished equipment (GFE) the necessary computers and/or laptops, network access, printers, scanners, supplies etc. necessary for use in the performance of work covered under the scope of this order. Contractor requests for supplies and or equipment must be submitted to the COR for review and prior authorization.

9.0 Documentation and Reporting

9.1 General Requirements

All documents shall coordinate through the COR or designee prior to distribution. Further, all documents that will be distributed outside the FAA shall be reviewed for sensitive and/or classified information in accordance with current government policy prior to any distribution of draft or final versions of those documents.

9.2 Document Review

The Contractor shall provide support to the FAA in the writing and/or reviewing of FAA program documentation. All documents prepared by the contractor shall be on the behalf of the FAA and the contractor may not independently publish or distribute any document without prior written permission from the FAA. The contractor shall review and provide written comments on the technical accuracy and completeness of each document. No documents, reports, information, etc., may be released to the public or provided to any party other than the FAA Logistics Center and its contractors without Security Sensitive Information and classification review in accordance with current government policy and written approval of the FAA.

9.3 Reporting Requirements

9.3.1 The Contractor shall provide a monthly schedule to the COR that is in alignment with identified work requirements. The schedule shall outline all scheduled personnel, their hours of duty each day, and include after hours on call personnel assignments, as well as identify contingent backup personnel. Phone numbers shall be included for on-call and backup personnel. (CDRL A001 Monthly Schedule Report/A002 Program Management & Staffing Plan)

9.3.2 The Contractor shall provide a monthly activity report to the COR and the Contracting Officer in letter format. The report shall describe the work accomplished during the reporting period, efficiency metrics, discuss problems encountered and corrective action taken, pending issues and work planned for the next period. In particular, the report shall address the extent to which any problems or circumstances will cause conflicts with the CBS program schedules. (CDRL A003-Monthly Activity Report)

9.3.3 The Contractor shall provide a monthly status report with a detailed breakdown of funds expended during the reporting period, including a breakdown of expended labor hours by contractor name, and any other associated material and direct costs incurred. (CDRL A004 – Monthly Status Report)

9.3.4 The Contractor shall deliver each monthly report no later than the fifth working day of the month following the reporting period

10.0 ENVIRONMENTAL CONDITIONS

- Acquire clearances required to attain an FAA CTR Badge
- Have a Current OK Driver's License
- Operation of motor vehicles, electric vehicles, pallet jacks
- Far Vision (correctable) to allow for reading of very fine print
- Near Vision (correctable) IAW all state and federal driving regulations
- Ability to lift 50 lbs.
- Use of legs for long periods of standing, walking
- Repeated bending required, mobility to reach high and low stock areas
- Operate Office Equipment
- Requires work to be performed outside and inside
- Warehouse environment, often exposed to excessive heat and cold
- Irregular work hours could be required
- Working alone and/or closely with others
- Working in small, secured areas
- Ability to manage and maintain secured areas (locks, keys, etc.)
- Working around moving objects or vehicles
- Working around radar equipment (electrical and radiant energy)
- Hearing (aid permitted)
- Established policies/procedures will provide guidance for all tasks, but provide some discretion for the employee to select the most appropriate approach (es).
- Works under the direction of the CO and/or delegated COR.
- Contractors will coordinate with the COR to ensure required technical instructions are made available.
- Work requirements will be reviewed regularly to ensure timeliness and alignment with work activities

11.0 MINIMUM EXPERIENCE

Contractor personnel must have a high school education, at least one (1) year of general experience in any of the supply disciplines (supply, warehousing and property accountability).

Contractor Personnel require some familiarity with automation systems that support warehouse operations including Microsoft Office Software (Word, Excel, Access, Outlook, etc.), data entry and preparing reports using database programs.

Contractor Personnel hired under this contract order require below abilities:

- Deductive Reasoning — Ability to apply general rules to specific problems to produce answers that make sense.

- Oral Comprehension — Ability to listen to and understand information and ideas presented through spoken words and sentences.
- Problem Sensitivity — Ability to tell when something is wrong or is likely to go wrong. It does not involve solving the problem, only recognizing there is a problem.
- Information Ordering — Ability to arrange things or actions in a certain order or pattern according to a specific rule or set of rules (e.g., patterns of numbers, letters, words, pictures, mathematical operations).
- Manual Dexterity — The ability to quickly move your hand, your hand together with your arm, or your two hands to grasp, manipulate, or assemble objects, handle very small parts (capacitors, leads, etc.), and perform repetitive actions.

12.0 SECURITY

12.1 Security-Administrative

In accordance with AMS Clauses 3.14-2 and 3.14-4 in Section I of the Contract, the contractor shall comply with all applicable Security requirements in government laws, regulations, and policies, contractual clauses and requirements of this section, including, but are not limited to, the security of facilities, personnel, and information.

12.2 Data Systems Security

The protection of all government information, and information systems, from threats to integrity, availability, and confidentiality must be ensured by the FAA and the contractors. Access control to information and information systems will be granted only after the government has completed the appropriate level of background check and determined access is clearly in the best interest of the federal government, as outlined in FAA Order 1370.82 and related procedures. The contractor shall comply with all current government laws, and FAA orders related to ISS, as specifically outlined or referenced to in FAA Order 1370.82, Information System Security (ISS) Program and the Federal Information Security Management Act (FISMA). The FAA will provide all support contractors with annual Information Systems Security Awareness and Training.

12.3 Physical Security

Contractor personnel working within government facilities are responsible for compliance with applicable building and physical security requirements IAW FAA Order 1600.69, FAA Facility Security Management Program. These requirements include, but are not limited to, the use of only authorized entrance and exit points, responsibilities for securing doors and gates, protecting government property from loss, theft, abuse, or damage, proper use of emergency telephones and challenging persons not displaying required identification badges. These and other individual security requirements shall be coordinated with the Security and Investigations Division (AMC-700) prior to the start of transition period.

12.4 Contractor Controlled Access

The contractor shall not permit entrance to locked areas by any person other than contractor personnel engaged in the performance of work in those areas, or personnel assigned to the activity where the contractor is performing work, without written authorization from the COR. The CO, COR, Office of Facility Management (AMP-1) and Security and Investigations Division (AMC-700) personnel, shall have access through any contractor controlled point providing entry to any government owned property or facility.

12.5 Contractor Package Inspection

At the discretion of the government, any or all government or personally owned packages, containers, briefcases, purses, etc., brought into, while on, or while being removed from government property, by the contractor personnel, are subject to inspection.

12.6 Stolen, Missing, or Damaged Government Property

The contractor shall report all suspected stolen, missing, or intentionally damaged government property to the CO and the Security and Investigations Division (AMC-700), using Form AC 1600-5. The report shall be made within one workday of determination that the item(s) is stolen, missing or damaged. The contractor shall cooperate with AMC-700, or other government investigation services conducting investigations or surveys relating to the disposition or status of government property.

12.7 Stolen, Missing, or Damaged Personal Property

The contractor shall report all suspected stolen, missing, or intentionally damaged personally owned property which is determined to be missing, stolen, or intentionally damaged while on or in government facilities to the CO and the Security and Investigations Division, AMC-700, using AC Form 1600-5. The report shall be made within one workday of determination. The contractor shall cooperate with AMC-700 or other government investigation services conducting investigations or surveys relating to the disposition or status or personal property on or in government facilities.

12.8 Security Inspections

The contractor shall be subject to recurrent and one-time inspections, surveys, risk analysis, and reviews authorized by FAA directives which are conducted by the Security and Investigations Division, AMC-700. The contractor shall cooperate fully with AMC-700 in the scheduling and conduct of such inspections, surveys, risk analysis, and reviews.

12.9 Compliance with Security Directives

The contractor shall comply with all other pertinent security directives pertaining, but not limited to, Information Security (Privacy Act information, For Official Use Only information, Proprietary information, classified information, etc.), Industrial Security, Communications Security, and Physical Security. In addition, the contractor shall ensure all contract employees complete the computer based SAVI (Security Awareness Virtual Initiative) training at the

beginning of the transition period upon hiring of subsequent employees and to all employees on a recurrent, annual basis.

12.10 Key Control

Contractor Procedures shall be implemented to ensure keys and access cards issued to the contractor by the government are not lost or misplaced and are not used by unauthorized persons. The planned procedures for key/access card control shall be included in the contractor's Quality Control Plan. Only authorized contractor employees shall use Keys/access cards issued by the government. The contractor shall prohibit the opening of secured areas to persons other than contractor employees engaged in the performance of assigned work.

12.11 Vehicle Registration

The contractor and contractor employees utilizing contractor owned or privately owned vehicles on the MMAC shall meet all Oklahoma Department of Public Safety requirements for operation of motor vehicles. Upon employment or use of parking areas within MMAC limits, contractor employees shall register vehicles at Pass & ID and obtain a vehicle decal for display on the vehicle as directed. The contractor shall assure that contractor employees comply with vehicle registration requirements and return vehicle pass/decal to the Pass & ID office within one working day when an employee is no longer in the service of the contractor, or upon completion or termination of the contract, whichever occurs first.

12.12 Smoking Policy

In addition to safety regulations, smoking is regulated by federal regulations and local policy. The contractor shall follow smoking policies in effect, or implemented, at each performance location.

13.0 ACRONYMS

AMS	Acquisition Management System
CBS	Centralized Bend Stock
CO	Contracting Officer
COR	Contracting Officer's Representative
FAALC	Federal Aviation Administration Logistics Center
GFE	Government Furnished Equipment
LAN	Local Area Network
SOW	Statement of Work

14.0 TRAINING

The government will provide for the initial administrative and procedural training of contractor new hires. The contractor will provide for the daily information sharing and assistance required to ensure changes and workarounds are communicated when necessary for cross utilization of staff between CBS locations and to maintain efficient operations.

END OF SOW

Wage Determination 15-2431.txt

WD 15-2431 (Rev. -3) was first posted on www.wdol.gov on 01/03/2017

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

Daniel W. Simms
Director

Division of
Wage Determinations

Wage Determination No. : 2015-2431
Revision No. : 3
Date Of Revision: 12/30/2016

Note: Under Executive Order (EO) 13658, an hourly minimum wage of \$10.20 for calendar year 2017 applies to all contracts subject to the Service Contract Act for which the contract is awarded (and any solicitation was issued) on or after January 1, 2015. If this contract is covered by the EO, the contractor must pay all workers in any classification listed on this wage determination at least \$10.20 per hour (or the applicable wage rate listed on this wage determination, if it is higher) for all hours spent performing on the contract in calendar year 2017. The EO minimum wage rate will be adjusted annually. Additional information on contractor requirements and worker protections under the EO is available at www.dol.gov/whd/govcontracts.

State: Oklahoma

Area: Oklahoma Counties of Canadian, Cleveland, Grady, Lincoln, Logan, McClain, Oklahoma

Fringe Benefits Required Follow the Occupational Listing

OCCUPATION CODE - TITLE	FOOTNOTE	RATE
01000 - Administrative Support And Clerical Occupations		
01011 - Accounting Clerk I		13.04
01012 - Accounting Clerk II		14.63
01013 - Accounting Clerk III		18.28
01020 - Administrative Assistant		22.58
01035 - Court Reporter		18.46
01051 - Data Entry Operator I		11.69
01052 - Data Entry Operator II		12.76
01060 - Dispatcher, Motor Vehicle		17.05
01070 - Document Preparation Clerk		13.46
01090 - Duplicating Machine Operator		13.46
01111 - General Clerk I		13.10
01112 - General Clerk II		14.30
01113 - General Clerk III		18.00
01120 - Housing Referral Assistant		18.77
01141 - Messenger Courier		10.67
01191 - Order Clerk I		12.71
01192 - Order Clerk II		14.08
01261 - Personnel Assistant (Employment) I		14.35
01262 - Personnel Assistant (Employment) II		16.05
01263 - Personnel Assistant (Employment) III		17.90
01270 - Production Control Clerk		20.96
01290 - Rental Clerk		14.04
01300 - Scheduler, Maintenance		14.04
01311 - Secretary I		14.04
01312 - Secretary II		16.20
01313 - Secretary III		18.77
01320 - Service Order Dispatcher		15.05
01410 - Supply Technician		22.58
01420 - Survey Worker		17.05
01460 - Switchboard Operator/Receptionist		12.74
01531 - Travel Clerk I		12.32

Wage Determination 15-2431.txt

01532 - Travel Clerk II	13.14
01533 - Travel Clerk III	13.77
01611 - Word Processor I	12.54
01612 - Word Processor II	14.07
01613 - Word Processor III	15.80
05000 - Automotive Service Occupations	
05005 - Automobile Body Repairer, Fiberglass	18.14
05010 - Automotive Electrician	17.24
05040 - Automotive Glass Installer	16.31
05070 - Automotive Worker	14.84
05110 - Mobile Equipment Servicer	13.22
05130 - Motor Equipment Metal Mechanic	16.49
05160 - Motor Equipment Metal Worker	14.84
05190 - Motor Vehicle Mechanic	16.49
05220 - Motor Vehicle Mechanic Helper	12.63
05250 - Motor Vehicle Upholstery Worker	14.03
05280 - Motor Vehicle Wrecker	14.84
05310 - Painter, Automotive	15.67
05340 - Radiator Repair Specialist	14.84
05370 - Tire Repairer	12.12
05400 - Transmission Repair Specialist	16.49
07000 - Food Preparation And Service Occupations	
07010 - Baker	11.05
07041 - Cook I	8.70
07042 - Cook II	10.01
07070 - Dishwasher	8.18
07130 - Food Service Worker	8.20
07210 - Meat Cutter	13.28
07260 - Waiter/Waitress	8.77
09000 - Furniture Maintenance And Repair Occupations	
09010 - Electrostatic Spray Painter	14.86
09040 - Furniture Handler	10.57
09080 - Furniture Refinisher	14.86
09090 - Furniture Refinisher Helper	11.83
09110 - Furniture Repairer, Minor	13.35
09130 - Upholsterer	14.86
11000 - General Services And Support Occupations	
11030 - Cleaner, Vehicles	11.06
11060 - Elevator Operator	10.81
11090 - Gardener	12.86
11122 - Housekeeping Aide	10.47
11150 - Janitor	10.19
11210 - Laborer, Grounds Maintenance	10.82
11240 - Maid or Houseman	8.42
11260 - Pruner	10.20
11270 - Tractor Operator	12.10
11330 - Trail Maintenance Worker	10.82
11360 - Window Cleaner	10.42
12000 - Health Occupations	
12010 - Ambulance Driver	13.70
12011 - Breath Alcohol Technician	17.35
12012 - Certified Occupational Therapist Assistant	25.26
12015 - Certified Physical Therapist Assistant	22.10
12020 - Dental Assistant	14.41
12025 - Dental Hygienist	29.89
12030 - EKG Technician	20.95
12035 - Electroneurodiagnostic Technologist	20.95
12040 - Emergency Medical Technician	13.70
12071 - Licensed Practical Nurse I	15.51
12072 - Licensed Practical Nurse II	17.35
12073 - Licensed Practical Nurse III	19.35
12100 - Medical Assistant	12.33
12130 - Medical Laboratory Technician	16.14

Wage Determination 15-2431.txt

12160 - Medical Record Clerk	13.88
12190 - Medical Record Technician	15.53
12195 - Medical Transcriptionist	12.04
12210 - Nuclear Medicine Technologist	34.29
12221 - Nursing Assistant I	9.70
12222 - Nursing Assistant II	10.91
12223 - Nursing Assistant III	11.91
12224 - Nursing Assistant IV	13.36
12235 - Optical Dispenser	14.41
12236 - Optical Technician	11.84
12250 - Pharmacy Technician	16.23
12280 - Phlebotomist	13.36
12305 - Radiologic Technologist	22.09
12311 - Registered Nurse I	27.48
12312 - Registered Nurse II	30.22
12313 - Registered Nurse II, Specialist	30.22
12314 - Registered Nurse III	36.56
12315 - Registered Nurse III, Anesthetist	36.56
12316 - Registered Nurse IV	43.82
12317 - Scheduler (Drug and Alcohol Testing)	21.50
13000 - Information And Arts Occupations	
13011 - Exhibits Specialist I	18.53
13012 - Exhibits Specialist II	20.67
13013 - Exhibits Specialist III	24.88
13041 - Illustrator I	20.86
13042 - Illustrator II	25.12
13043 - Illustrator III	30.74
13047 - Librarian	20.37
13050 - Library Aide/Clerk	10.85
13054 - Library Information Technology Systems Administrator	18.40
13058 - Library Technician	12.31
13061 - Media Specialist I	13.27
13062 - Media Specialist II	14.85
13063 - Media Specialist III	16.56
13071 - Photographer I	13.27
13072 - Photographer II	15.16
13073 - Photographer III	18.78
13074 - Photographer IV	22.98
13075 - Photographer V	27.80
13110 - Video Teleconference Technician	14.89
14000 - Information Technology Occupations	
14041 - Computer Operator I	14.91
14042 - Computer Operator II	16.74
14043 - Computer Operator III	18.70
14044 - Computer Operator IV	20.75
14045 - Computer Operator V	22.97
14071 - Computer Programmer I	(see 1)
14072 - Computer Programmer II	(see 1)
14073 - Computer Programmer III	(see 1)
14074 - Computer Programmer IV	(see 1)
14101 - Computer Systems Analyst I	(see 1)
14102 - Computer Systems Analyst II	(see 1)
14103 - Computer Systems Analyst III	(see 1)
14150 - Peripheral Equipment Operator	14.91
14160 - Personal Computer Support Technician	20.75
15000 - Instructional Occupations	
15010 - Aircrew Training Devices Instructor (Non-Rated)	29.92
15020 - Aircrew Training Devices Instructor (Rated)	36.20
15030 - Air Crew Training Devices Instructor (Pilot)	39.82
15050 - Computer Based Training Specialist / Instructor	29.92
15060 - Educational Technologist	22.71
15070 - Flight Instructor (Pilot)	39.82

Wage Determination 15-2431.txt

15080 - Graphic Artist	20.81
15090 - Technical Instructor	17.74
15095 - Technical Instructor/Course Developer	21.70
15110 - Test Proctor	15.76
15120 - Tutor	15.76
16000 - Laundry, Dry-Cleaning, Pressing And Related Occupations	
16010 - Assembler	8.47
16030 - Counter Attendant	8.47
16040 - Dry Cleaner	10.79
16070 - Finisher, Flatwork, Machine	8.47
16090 - Presser, Hand	8.47
16110 - Presser, Machine, Drycleaning	8.47
16130 - Presser, Machine, Shirts	8.47
16160 - Presser, Machine, Wearing Apparel, Laundry	8.47
16190 - Sewing Machine Operator	11.56
16220 - Tailor	12.34
16250 - Washer, Machine	9.27
19000 - Machine Tool Operation And Repair Occupations	
19010 - Machine-Tool Operator (Tool Room)	19.79
19040 - Tool And Die Maker	24.73
21000 - Materials Handling And Packing Occupations	
21020 - Forklift Operator	15.25
21030 - Material Coordinator	22.82
21040 - Material Expediter	22.82
21050 - Material Handling Laborer	11.10
21071 - Order Filler	12.77
21080 - Production Line Worker (Food Processing)	15.25
21110 - Shipping Packer	13.76
21130 - Shipping/Receiving Clerk	13.76
21140 - Store Worker I	13.94
21150 - Stock Clerk	16.90
21210 - Tools And Parts Attendant	15.25
21410 - Warehouse Specialist	15.25
23000 - Mechanics And Maintenance And Repair Occupations	
23010 - Aerospace Structural Welder	24.37
23021 - Aircraft Mechanic I	23.35
23022 - Aircraft Mechanic II	24.37
23023 - Aircraft Mechanic III	25.40
23040 - Aircraft Mechanic Helper	16.96
23050 - Aircraft, Painter	20.19
23060 - Aircraft Servicer	19.19
23080 - Aircraft Worker	20.33
23110 - Appliance Mechanic	16.59
23120 - Bicycle Repairer	12.12
23125 - Cable Splicer	24.43
23130 - Carpenter, Maintenance	18.10
23140 - Carpet Layer	17.15
23160 - Electrician, Maintenance	18.93
23181 - Electronics Technician Maintenance I	21.73
23182 - Electronics Technician Maintenance II	24.54
23183 - Electronics Technician Maintenance III	25.71
23260 - Fabric Worker	17.12
23290 - Fire Alarm System Mechanic	18.63
23310 - Fire Extinguisher Repairer	16.13
23311 - Fuel Distribution System Mechanic	23.73
23312 - Fuel Distribution System Operator	17.99
23370 - General Maintenance Worker	17.04
23380 - Ground Support Equipment Mechanic	22.99
23381 - Ground Support Equipment Servicer	18.78
23382 - Ground Support Equipment Worker	19.89
23391 - Gunsmith I	16.13
23392 - Gunsmith II	17.98
23393 - Gunsmith III	19.84

Wage Determination 15-2431.txt

23410 - Heating, Ventilation And Air-Conditioning Mechanic	18.92
23411 - Heating, Ventilation And Air Contditi oning Mechanic (Research Facility)	19.98
23430 - Heavy Equipment Mechanic	18.92
23440 - Heavy Equipment Operator	18.50
23460 - Instrument Mechanic	24.92
23465 - Laboratory/Shelter Mechanic	18.93
23470 - Laborer	11.10
23510 - Locksmith	18.24
23530 - Machinery Maintenance Mechanic	21.77
23550 - Machinist, Maintenance	18.92
23580 - Maintenance Trades Helper	13.97
23591 - Metrology Technician I	24.92
23592 - Metrology Technician II	25.98
23593 - Metrology Technician III	27.08
23640 - Millwright	20.03
23710 - Office Appliance Repairer	19.09
23760 - Painter, Maintenance	17.94
23790 - Pipefitter, Maintenance	19.97
23810 - Plumber, Maintenance	19.20
23820 - Pneudraulic Systems Mechanic	19.84
23850 - Rigger	19.84
23870 - Scale Mechanic	17.98
23890 - Sheet-Metal Worker, Maintenance	22.11
23910 - Small Engine Mechanic	17.04
23931 - Telecommunications Mechanic I	22.77
23932 - Telecommunications Mechanic II	23.76
23950 - Telephone Lineman	22.90
23960 - Welder, Combination, Maintenance	18.92
23965 - Well Driller	19.71
23970 - Woodcraft Worker	19.84
23980 - Woodworker	16.13
24000 - Personal Needs Occupati ons	
24570 - Child Care Attendant	8.73
24580 - Child Care Center Clerk	13.27
24610 - Chore Aide	8.73
24620 - Family Readiness And Support Services Coordinator	14.27
24630 - Homemaker	15.64
25000 - Plant And System Operati ons Occupati ons	
25010 - Boiler Tender	22.39
25040 - Sewage Plant Operator	16.59
25070 - Stationary Engineer	22.39
25190 - Ventilation Equipment Tender	15.08
25210 - Water Treatment Plant Operator	16.35
27000 - Protecti ve Servi ce Occupati ons	
27004 - Alarm Monitor	14.88
27007 - Baggage Inspector	12.57
27008 - Corrections Offi cer	15.39
27010 - Court Security Offi cer	20.62
27030 - Detecti on Dog Handler	15.03
27040 - Detenti on Offi cer	15.39
27070 - Fi refi ghter	24.14
27101 - Guard I	12.57
27102 - Guard II	15.03
27131 - Pol ice Offi cer I	23.19
27132 - Pol ice Offi cer II	25.77
28000 - Recreati on Occupati ons	
28041 - Carni val Equipment Operator	10.57
28042 - Carni val Equipment Repairer	11.39
28043 - Carni val Worker	8.28
28210 - Gate Attendant/Gate Tender	13.14

Wage Determination 15-2431.txt

28310 - Lifeguard	12.47
28350 - Park Attendant (Aide)	15.51
28510 - Recreation Aide/Health Facility Attendant	10.73
28515 - Recreation Specialist	17.93
28630 - Sports Official	11.71
28690 - Swimming Pool Operator	16.74
29000 - Stevedoring/Longshoremen Occupational Services	
29010 - Blocker And Bracer	20.94
29020 - Hatch Tender	20.94
29030 - Line Handler	20.94
29041 - Stevedore I	19.94
29042 - Stevedore II	22.08
30000 - Technical Occupations	
30010 - Air Traffic Control Specialist, Center (HFO) (see 2)	35.77
30011 - Air Traffic Control Specialist, Station (HFO) (see 2)	24.66
30012 - Air Traffic Control Specialist, Terminal (HFO) (see 2)	27.16
30021 - Archeological Technician I	17.25
30022 - Archeological Technician II	20.36
30023 - Archeological Technician III	25.22
30030 - Cartographic Technician	25.22
30040 - Civil Engineering Technician	24.03
30061 - Drafter/CAD Operator I	17.25
30062 - Drafter/CAD Operator II	20.36
30063 - Drafter/CAD Operator III	22.71
30064 - Drafter/CAD Operator IV	26.48
30081 - Engineering Technician I	19.05
30082 - Engineering Technician II	21.83
30083 - Engineering Technician III	23.92
30084 - Engineering Technician IV	29.64
30085 - Engineering Technician V	36.26
30086 - Engineering Technician VI	43.86
30090 - Environmental Technician	21.77
30210 - Laboratory Technician	19.34
30240 - Mathematical Technician	25.23
30361 - Paralegal/Legal Assistant I	18.67
30362 - Paralegal/Legal Assistant II	23.12
30363 - Paralegal/Legal Assistant III	28.28
30364 - Paralegal/Legal Assistant IV	34.22
30390 - Photo-Optics Technician	25.22
30461 - Technical Writer I	18.40
30462 - Technical Writer II	22.51
30463 - Technical Writer III	27.24
30491 - Unexploded Ordnance (UXO) Technician I	22.74
30492 - Unexploded Ordnance (UXO) Technician II	27.51
30493 - Unexploded Ordnance (UXO) Technician III	32.97
30494 - Unexploded (UXO) Safety Escort	22.74
30495 - Unexploded (UXO) Sweep Personnel	22.74
30620 - Weather Observer, Combined Upper Air Or (see 2)	22.71
Surface Programs	
30621 - Weather Observer, Senior (see 2)	25.22
31000 - Transportation/Mobile Equipment Operation Occupations	
31020 - Bus Aide	11.62
31030 - Bus Driver	14.66
31043 - Driver Courier	13.20
31260 - Parking and Lot Attendant	9.68
31290 - Shuttle Bus Driver	14.03
31310 - Taxi Driver	10.60
31361 - Truckdriver, Light	14.03
31362 - Truckdriver, Medium	15.85
31363 - Truckdriver, Heavy	19.47
31364 - Truckdriver, Tractor-Trailer	19.47
99000 - Miscellaneous Occupations	
99030 - Cashier	8.66

Wage Determination 15-2431.txt

99050 - Desk Clerk	8.70
99095 - Embalmer	25.43
99251 - Laboratory Animal Caretaker I	10.69
99252 - Laboratory Animal Caretaker II	11.36
99310 - Mortician	25.43
99410 - Pest Controller	13.65
99510 - Photofinishing Worker	12.45
99710 - Recycling Laborer	15.53
99711 - Recycling Specialist	17.42
99730 - Refuse Collector	14.64
99810 - Sales Clerk	11.59
99820 - School Crossing Guard	10.88
99830 - Survey Party Chief	23.62
99831 - Surveying Aide	13.28
99832 - Surveying Technician	20.91
99840 - Vending Machine Attendant	12.16
99841 - Vending Machine Repairer	14.63
99842 - Vending Machine Repairer Helper	11.82

Note: Executive Order (EO) 13706, Establishing Paid Sick Leave for Federal Contractors, applies to all contracts subject to the Service Contract Act for which the contract is awarded (and any solicitation was issued) on or after January 1, 2017. If this contract is covered by the EO, the contractor must provide employees with 1 hour of paid sick leave for every 30 hours they work, up to 56 hours of paid sick leave each year. Employees must be permitted to use paid sick leave for their own illness, injury or other health-related needs, including preventive care; to assist a family member (or person who is like family to the employee) who is ill, injured, or has other health-related needs, including preventive care; or for reasons resulting from, or to assist a family member (or person who is like family to the employee) who is the victim of, domestic violence, sexual assault, or stalking. Additional information on contractor requirements and worker protections under the EO is available at www.dol.gov/whd/govcontracts.

ALL OCCUPATIONS LISTED ABOVE RECEIVE THE FOLLOWING BENEFITS:

HEALTH & WELFARE: \$4.27 per hour or \$170.80 per week or \$740.13 per month

VACATION: 2 weeks paid vacation after 1 year of service with a contractor or successor, 3 weeks after 10 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. (See 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 4.174)

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

1) COMPUTER EMPLOYEES: Under the SCA at section 8(b), this wage determination does not apply to any employee who individually qualifies as a bona fide executive, administrative, or professional employee as defined in 29 C.F.R. Part 541. Because most Computer System Analysts and Computer Programmers who are compensated at a rate not less than \$27.63 (or on a salary or fee basis at a rate not less than \$455 per week) an hour would likely qualify as exempt computer professionals, (29 C.F.R. 541.

Wage Determination 15-2431.txt

400) wage rates may not be listed on this wage determination for all occupations within those job families. In addition, because this wage determination may not list a wage rate for some or all occupations within those job families if the survey data indicates that the prevailing wage rate for the occupation equals or exceeds \$27.63 per hour conformances may be necessary for certain nonexempt employees. For example, if an individual employee is nonexempt but nevertheless performs duties within the scope of one of the Computer Systems Analyst or Computer Programmer occupations for which this wage determination does not specify an SCA wage rate, then the wage rate for that employee must be conformed in accordance with the conformance procedures described in the conformance note included on this wage determination.

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

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

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

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

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

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

** HAZARDOUS PAY DIFFERENTIAL **

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

All dry-house activities involving propellants or explosives. Demilitarization, modification, renovation, demolition, and maintenance operations on sensitive ordnance, explosives and incendiary materials. All operations involving re-grading and cleaning of artillery ranges.

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

** UNIFORM ALLOWANCE **

If employees are required to wear uniforms in the performance of this contract

Wage Determination 15-2431.txt

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

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

** SERVICE CONTRACT ACT DIRECTORY OF OCCUPATIONS **

The duties of employees under job titles listed are those described in the "Service Contract Act Directory of Occupations", Fifth Edition (Revision 1), dated September 2015, unless otherwise indicated.

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

Conformance Process:

The contracting officer shall require that any class of service employee which is not listed herein and which is to be employed under the contract (i.e., the work to be performed is not performed by any classification listed in the wage determination), be classified by the contractor so as to provide a reasonable relationship (i.e., appropriate level of skill comparison) between such unlisted classifications and the classifications listed in the wage determination. Such conformed classes of employees shall be paid the monetary wages and furnished the fringe benefits as are determined (See 29 CFR 4.6(b)(2)(i)). Such conforming procedures shall be initiated by the contractor prior to the performance of contract work by such unlisted class(es) of employees (See 29 CFR 4.6(b)(2)(ii)). The Wage and Hour Division shall make a final determination of conformed classification, wage rate, and/or fringe benefits which shall be retroactive to the commencement date of the contract (See 29 CFR 4.6(b)(2)(iv)(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 the proposed classification title(s), a Federal grade equivalency (FGE) for each proposed classification(s), job description(s), and rationale for proposed wage rate(s), including information regarding the agreement or disagreement of the authorized representative of the employees involved, or where there is no authorized representative, the employees themselves. This report should be submitted to the contracting officer no later than 30 days after such unlisted class(es) of employees performs any contract work.

Wage Determination 15-2431.txt

- 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, U.S. Department of Labor, for review (See 29 CFR 4.6(b)(2)(ii)).
- 4) Within 30 days of receipt, the Wage and Hour Division approves, modifies, or disapproves the action via transmittal to the agency contracting officer, or notifies the contracting officer that additional time will be required to process the request.
- 5) The contracting officer transmits the Wage and Hour 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 ensure that duties requested are not performed by a classification already listed in the wage determination. Remember, it is not the job title, but the required tasks that determine whether a class is included in an established wage determination. Conformances may not be used to artificially split, combine, or subdivide classifications listed in the wage determination.