

UNITED STATES DISTRICT COURT  
Northern District of California  
CLERK'S OFFICE ADMINISTRATION DEPARTMENT

ANITA M. BOCK  
Chief Deputy of Administration

415.522.2000

August 27, 2013

**Request for Quote**

SF-13-Jury Mailing-01

To: All Interested Vendors

From: Helene McVanner, Facilities and Procurement Administrator

The United States District Court is seeking open-market pricing for the current fiscal year 2013 for mailing juror qualification letters and questionnaires. Fixed price award will be made to the lowest priced technically acceptable vendor.

It is anticipated that approximately **120,000** letter will need to be sent out in September 2013. Prior to December 31, 2013, a second mailing of approximately 30,000 juror questionnaires will need to happen. The total might be more or it might be less. Billing would need to be adjusted accordingly.

For the first mailing, the vendor will need to print, fold and insert a letter (8-1/2" x 11"). The vendor will send the letter using the Court's G-18 permit for presorted first class mail. Vendor is responsible for adhering to the rules governing presorted first class mail.

For the second mailing, the vendor will need to fold and insert a questionnaire (8-1/2" x 11") and an informational letter (8-1/2" x 11") into a regular #10 windowed envelope with a business reply envelope. The questionnaire will be picked up from the District Court. The questionnaires will be addressed and in zip code order. The informational sheet will be printed by the vendor from a master copy. The vendor will send the questionnaires using the Court's G-18 permit for presorted first class mail. Vendor is responsible for adhering to the rules governing presorted first class mail.

**Requirements and Materials:**

1. Work will take place at the vendor's place of business.

2. #10 Windowed Envelopes:

The vendor will supply and print the #10 windowed envelopes. The quantity is approximately 150,000.

Vendor will need to print our return address on the envelopes as well as the G-18 permit.

Envelopes need to be a single colored envelope – blue envelope with black print

3. Business Reply Envelopes:

The vendor will supply and print the business reply envelopes. The quantity needs to be approximately 30,000.

All BREs need to be a single colored envelope – blue envelope with black print.

4. Juror Qualification Letter – **MUST BE MAILED BEFORE SEPTEMBER 30, 2013**

Vendor will need to print approximately 120,000 color Qualification Letters. The letter is double-sided. The questionnaire is a single 8-1/2" x 11" page. J Younger, our Jury Administrator will provide the master document.

Vendor will need to merge and print addresses from our wheel list onto the 120,000 Qualification Letters. J Younger, our Jury Administrator, will provide the file.

Fold and insert Qualification Letter into windowed #10 envelope and mail. If there are additional presort requirements other than zip code order, the vendor will need handle that aspect.

5. Juror Questionnaire – **MUST BE MAILED BEFORE DECEMBER 31, 2013.**

Vendor will need to pick up pre-printed questionnaires (8-1/2" x 11") from 450 Golden Gate Avenue, 19<sup>th</sup> floor (Jury Assembly Room), San Francisco.

Vendor will print 30,000 color copies of the informational letter which is 8-1/2" x 11" and two – sided. Y Younger, our Jury Administrator, will provide the file.

Vendor will fold and insert questionnaire, an informational letter and business reply envelope into a windowed #10 envelope and mail. If there are additional presort requirements other than zip code order, the vendor will need handle that aspect.

6. All mailings will need to be delivered to the Post Office along with a copy of the PS Form 3615 that we will provide for each mailing. Once the form has been filled out by the Post Office, the vendor will need to return the original to Mildred Barrientos at U.S. District Court, 450 Golden Gate Ave, Rm. 16-1120, San Francisco, CA 94102 or via email at [Mildred\\_Barrientos@cand.uscourts.gov](mailto:Mildred_Barrientos@cand.uscourts.gov)

Note: The mailing list will have already been passed through the NCOA.

**Quotes will only be accepted if:**

- the envelopes are priced as a separate line item;
- print/copy the 120,000 Juror Qualification letter as a separate line item;
- print/copy the 30,000 informational letter;
- per piece labor charge for the mailing, including folding & inserting, is listed as a separate line item for each required mailing
- if there is a pickup charge for the questionnaires it should be listed as a separate line item; and
- note, postage is not quoted – it is our Administrative Office that will pay.
- Court's term and conditions are accepted; ***we will not accept vendor's; and***
- Sheet for submitting quote is attached.

**We are tax exempt as we are the federal government.**

If there are any set-up charges or other miscellaneous fees please makes sure that they are included they are included in the line-item estimate.

**Payment Terms:**

After the mailing is completed, the vendor shall invoice the court for the mailing and any other necessary materials agreed upon. The court will process payment upon receipt of the invoice. The Post Office will directly bill the Administrative Office of the US Courts for the postage. It is anticipated that there will be two invoices, one for the initial mailing and printing of the envelopes, and then a final invoice for the second mailing.

Quotes should be returned to Helene McVanner via e-mail at [Helene\\_McVanner@cand.uscourts.gov](mailto:Helene_McVanner@cand.uscourts.gov) by 1:00 p.m. on September 10, 2013.

Attachments:  
Required Provisions and Clauses  
Wage Determination for the County of San Francisco  
AO 213 – Vendor Information Sheet  
Quote Sheet

Quote Sheet for RFQ Number: SF-13-Jury Mailing-01

Item No.	Description	Quantity	Unit	Unit Price	Extended Price
1	Supply & print #10 windowed Envelopes (blue paper stock)	150,000			
2	Supply & print Business Reply Envelopes (blue paper stock)	30,000			
3	Print/copy Juror Qualification Letter – 8-1/2” x 11” color, double sided	120,000			
4	Merge & print addresses from jury wheel onto the qualification letters	120,000			
5	Fold, insert & seal Qualification Letter into #10 windowed envelope	120,000			
6	Mail- using G-18 permit	120,000			
7	Pickup Questionnaires for 2 <sup>nd</sup> mailing – there are 30,000				
8	Print/copy information sheet- 8-1/2” x 11, color, double-sided	30,000			
9	Fold, insert & seal questionnaire, informational sheet & BRE into #10 window envelope	30,000			
10	Mail- using G-18 permit	30,000			
11	Miscellaneous charges - itemize				
				<b>TOTAL</b>	(contractor will fill in)

\_\_\_\_\_  
Vendor's Name

\_\_\_\_\_  
Vendor's Phone Number/fax number/e-mail address

\_\_\_\_\_  
Vendor's Street Address

\_\_\_\_\_  
Vendor's City, State, and Zip Code

\_\_\_\_\_  
Signature of Person Authorized to Sign Quote

\_\_\_\_\_  
Date

\_\_\_\_\_  
DUNS number

\_\_\_\_\_  
Printed or Typed Name of Signator

\_\_\_\_\_  
Discount Terms or Net 30?

**PURCHASE ORDER TERMS AND CONDITIONS**  
**Provisions and Clauses**

**1) Clause B-5 Clauses Incorporated by Reference (SEP 2010)**

This contract incorporates one or more clauses by reference, with the same force and effect as if they were given in full text. Upon request, the contracting officer will make their full text available. Also, the full text of a clause may be accessed electronically at this address: <http://www.uscourts.gov/procurement.aspx>  
(end)

**2) The following clauses are included by reference:**

**Clause 3-3, Provisions, Clauses, Terms and Conditions - Small Purchases (APR 2013)**

**3) Incorporation of Department of Labor Wage Rate Determination**

*(If the estimated cost is over \$2,500, attach the current applicable Department of Labor wage rate determination.)*

**4) Provision 3-5, Taxpayer Identification and Other Offeror Information (APR 2011)**

(a) *Definitions.* "Taxpayer Identification (TIN)," as used in this provision, means the number required by the Internal Revenue Service (IRS) to be used by the offeror in reporting income tax and other returns. The TIN may be either a social security number or an employer identification number.

(b) All offerors shall submit the information required in paragraphs (d) and (e) of this provision to comply with debt collection requirements of 31 U.S.C. 7701(c) and 3325(d), reporting requirements of 26 U.S.C. 6041, 6041A, and implementing regulations issued by the IRS. If the resulting contract is subject to the payment reporting requirements, the failure or refusal by the offeror to furnish the information may result in a 31 percent reduction of payments otherwise due under the contract.

(c) The TIN may be used by the government to collect and report on any delinquent amounts arising out of the offeror's relationship with the government (31 U.S.C. 7701(c)(3)). If the resulting contract is subject to payment recording requirements, the TIN provided hereunder may be matched with IRS records to verify the accuracy of the offeror's TIN.

(d) *Taxpayer Identification Number (TIN):* \_\_\_\_\_

- TIN has been applied for.
- TIN is not required, because:
- Offeror is a nonresident alien, foreign corporation or foreign partnership that does not have income effectively connected with the conduct of a trade or business in the United States and does not have an office or place of business or a fiscal paying agent in the United States;
- Offeror is an agency or instrumentality of a foreign government;
- Offeror is an agency or instrumentality of the federal government.

(e) *Type of organization:*

- sole proprietorship;
- partnership;
- corporate entity (not tax-exempt);
- corporate entity (tax-exempt);
- government entity (federal, state or local);
- foreign government;
- international organization per 26 CFR 1.6049-4;
- other \_\_\_\_\_.

(f) *Contractor representations.*

The offeror represents as part of its offer that it is  , is not,  51% owned and the management and daily operations are controlled by one or more members of the selected socio-economic group(s) below:

Women Owned Business

[ ] Minority Owned Business (if selected, then one sub-type is required)

- [ ] Black American
- [ ] Hispanic American
- [ ] Native American (American Indians, Eskimos, Aleuts, or Native Hawaiians)
- [ ] Asian-Pacific American (persons with origins from Burma, Thailand, Malaysia, Indonesia, Korea, The Philippines, U.S. Trust Territory of the Pacific Islands (Republic of Palau), Republic of the Marshall Islands, Federated States of Micronesia, the Commonwealth of the Northern Mariana Islands, Guam, Samoa, Macao, Hong Kong, Fiji, Tonga, Kiribati, Tuvalu, or Nauru)
- [ ] Subcontinent Asian (Asian-Indian) American (persons with origins from India, Pakistan, Bangladesh, Sri Lanka, Bhutan, the Maldives Islands, or Nepal)
- [ ] Individual/concern, other than one of the preceding.

(end)

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. 20210Diane C. Koplewski  
DirectorDivision of Wage  
Determinations

Wage Determination No.: 2005-2059

Revision No.: 14

Date of Last Revision: 06/19/2013

State: California

Area: California Counties of Marin, San Francisco, San Mateo

## OCCUPATION NOTE:

Janitor: The rate for the Janitor occupation applies to Marin and San Mateo Counties Only. See Wage Determination 1974-1257 for wage rates and fringe benefits for San Francisco County.

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

OCCUPATION CODE - TITLE	FOOTNOTE	RATE
<b>01000 - Administrative Support And Clerical Occupations</b>		
01011 - Accounting Clerk I		17 .92
01012 - Accounting Clerk II		20 .12
01013 - Accounting Clerk III		22 .50
01020 - Administrative Assistant		30 .87
01040 - Court Reporter		27 .93
01051 - Data Entry Operator I		15 .38
01052 - Data Entry Operator II		16 .78
01060 - Dispatcher, Motor Vehicle		29 .13
01070 - Document Preparation Clerk		15 .51
01090 - Duplicating Machine Operator		15 .51
01111 - General Clerk I		15 .87
01112 - General Clerk II		17 .31
01113 - General Clerk III		19 .60
01120 - Housing Referral Assistant		28 .83
01141 - Messenger Courier		14 .20
01191 - Order Clerk I		16 .98
01192 - Order Clerk II		18 .58
01261 - Personnel Assistant (Employment) I		19 .80
01262 - Personnel Assistant (Employment) II		22 .18
01263 - Personnel Assistant (Employment) III		24 .69
01270 - Production Control Clerk		28 .05
01280 - Receptionist		17 .21

01290 - Rental Clerk	19 .43
01300 - Scheduler, Maintenance	23 .10
01311 - Secretary I	23 .12
01312 - Secretary II	25 .86
01313 - Secretary III	28 .83
01320 - Service Order Dispatcher	28 .67
01410 - Supply Technician	30 .87
01420 - Survey Worker	22 .72
01531 - Travel Clerk I	15 .41
01532 - Travel Clerk II	17 .34
01533 - Travel Clerk III	19 .53
01611 - Word Processor I	20 .77
01612 - Word Processor II	23 .32
01613 - Word Processor III	26 .09

**05000 - Automotive Service Occupations**

05005 - Automobile Body Repairer, Fiberglass	24 .75
05010 - Automotive Electrician	24 .75
05040 - Automotive Glass Installer	21 .60
05070 - Automotive Worker	24 .75
05110 - Mobile Equipment Servicer	21 .54
05130 - Motor Equipment Metal Mechanic	25 .85
05160 - Motor Equipment Metal Worker	23 .66
05190 - Motor Vehicle Mechanic	25 .64
05220 - Motor Vehicle Mechanic Helper	20 .21
05250 - Motor Vehicle Upholstery Worker	22 .61
05280 - Motor Vehicle Wrecker	23 .66
05310 - Painter, Automotive	24 .75
05340 - Radiator Repair Specialist	23 .66
05370 - Tire Repairer	17 .44
05400 - Transmission Repair Specialist	25 .85

**07000 - Food Preparation And Service Occupations**

07010 - Baker	18 .24
07041 - Cook I	16 .43
07042 - Cook II	20 .06
07070 - Dishwasher	12 .45
07130 - Food Service Worker	12 .45
07210 - Meat Cutter	18 .24
07260 - Waiter/Waitress	13 .50

**09000 - Furniture Maintenance And Repair Occupations**

09010 - Electrostatic Spray Painter	21 .82
09040 - Furniture Handler	15 .17
09080 - Furniture Refinisher	21 .82

09090 - Furniture Refinisher Helper	17 .82
09110 - Furniture Repairer, Minor	19 .37
09130 - Upholsterer	21 .82

**11000 - General Services And Support Occupations**

11030 - Cleaner, Vehicles	12 .97
11060 - Elevator Operator	14 .10
11090 - Gardener	23 .78
11122 - Housekeeping Aide	14 .89
11150 - Janitor	14 .89
11210 - Laborer, Grounds Maintenance	18 .29
11240 - Maid or Houseman	12 .80
11260 - Pruner	17 .19
11270 - Tractor Operator	21 .58
11330 - Trail Maintenance Worker	18 .29
11360 - Window Cleaner	16 .07

**12000 - Health Occupations**

12010 - Ambulance Driver	23 .48
12011 - Breath Alcohol Technician	23 .48
12012 - Certified Occupational Therapist Assistant	25 .78
12015 - Certified Physical Therapist Assistant	27 .94
12020 - Dental Assistant	21 .98
12025 - Dental Hygienist	46 .56
12030 - EKG Technician	27 .59
12035 - Electroneurodiagnostic Technologist	27 .59
12040 - Emergency Medical Technician	23 .48
12071 - Licensed Practical Nurse I	23 .14
12072 - Licensed Practical Nurse II	25 .96
12073 - Licensed Practical Nurse III	29 .04
12100 - Medical Assistant	20 .98
12130 - Medical Laboratory Technician	23 .05
12160 - Medical Record Clerk	21 .00
12190 - Medical Record Technician	23 .48
12195 - Medical Transcriptionist	20 .55
12210 - Nuclear Medicine Technologist	45 .90
12221 - Nursing Assistant I	13 .66
12222 - Nursing Assistant II	15 .35
12223 - Nursing Assistant III	16 .75
12224 - Nursing Assistant IV	18 .81
12235 - Optical Dispenser	22 .64
12236 - Optical Technician	18 .22
12250 - Pharmacy Technician	21 .69
12280 - Phlebotomist	18 .81
12305 - Radiologic Technologist	35 .21

12311 - Registered Nurse I	43 .85
12312 - Registered Nurse II	53 .66
12313 - Registered Nurse II, Specialist	53 .66
12314 - Registered Nurse III	64 .90
12315 - Registered Nurse III, Anesthetist	64 .90
12316 - Registered Nurse IV	77 .80
12317 - Scheduler (Drug and Alcohol Testing)	34 .02

**13000 - Information And Arts Occupations**

13011 - Exhibits Specialist I	25 .67
13012 - Exhibits Specialist II	31 .80
13013 - Exhibits Specialist III	38 .86
13041 - Illustrator I	24 .07
13042 - Illustrator II	29 .81
13043 - Illustrator III	36 .48
13047 - Librarian	35 .64
13050 - Library Aide/Clerk	20 .80
13054 - Library Information Technology Systems Administrator	31 .06
13058 - Library Technician	26 .04
13061 - Media Specialist I	22 .42
13062 - Media Specialist II	25 .08
13063 - Media Specialist III	27 .96
13071 - Photographer I	20 .39
13072 - Photographer II	22 .81
13073 - Photographer III	28 .23
13074 - Photographer IV	34 .56
13075 - Photographer V	41 .81
13110 - Video Teleconference Technician	23 .30

**14000 - Information Technology Occupations**

14041 - Computer Operator I	19 .80
14042 - Computer Operator II	22 .18
14043 - Computer Operator III	24 .69
14044 - Computer Operator IV	27 .43
14045 - Computer Operator V	30 .39
14071 - Computer Programmer I	(see 1) 27 .62
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	19 .80
14160 - Personal Computer Support Technician	27 .43

**15000 - Instructional Occupations**

15010 - Aircrew Training Devices Instructor (Non-Rated)	36 .97
15020 - Aircrew Training Devices Instructor (Rated)	44 .74
15030 - Air Crew Training Devices Instructor (Pilot)	53 .36
15050 - Computer Based Training Specialist / Instructor	36 .97
15060 - Educational Technologist	32 .03
15070 - Flight Instructor (Pilot)	53 .36
15080 - Graphic Artist	31 .77
15090 - Technical Instructor	28 .46
15095 - Technical Instructor/Course Developer	34 .82
15110 - Test Proctor	22 .97
15120 - Tutor	22 .97

**16000 - Laundry, Dry-Cleaning, Pressing And Related Occupations**

16010 - Assembler	10 .71
16030 - Counter Attendant	10 .71
16040 - Dry Cleaner	14 .57
16070 - Finisher, Flatwork, Machine	10 .71
16090 - Presser, Hand	10 .71
16110 - Presser, Machine, Drycleaning	10 .71
16130 - Presser, Machine, Shirts	10 .71
16160 - Presser, Machine, Wearing Apparel, Laundry	10 .71
16190 - Sewing Machine Operator	15 .86
16220 - Tailor	17 .13
16250 - Washer, Machine	12 .01

**19000 - Machine Tool Operation And Repair Occupations**

19010 - Machine-Tool Operator (Tool Room)	22 .84
19040 - Tool And Die Maker	26 .94

**21000 - Materials Handling And Packing Occupations**

21020 - Forklift Operator	19 .56
21030 - Material Coordinator	28 .05
21040 - Material Expediter	28 .05
21050 - Material Handling Laborer	16 .69
21071 - Order Filler	15 .60
21080 - Production Line Worker (Food Processing)	19 .56
21110 - Shipping Packer	17 .79
21130 - Shipping/Receiving Clerk	17 .79
21140 - Store Worker I	14 .54
21150 - Stock Clerk	20 .01
21210 - Tools And Parts Attendant	19 .56
21410 - Warehouse Specialist	19 .56

**23000 - Mechanics And Maintenance And Repair Occupations**

23010 - Aerospace Structural Welder	30 .51
23021 - Aircraft Mechanic I	29 .02
23022 - Aircraft Mechanic II	30 .51
23023 - Aircraft Mechanic III	31 .80
23040 - Aircraft Mechanic Helper	21 .20
23050 - Aircraft, Painter	25 .78
23060 - Aircraft Servicer	24 .55
23080 - Aircraft Worker	26 .05
23110 - Appliance Mechanic	22 .85
23120 - Bicycle Repairer	18 .57
23125 - Cable Splicer	30 .82
23130 - Carpenter, Maintenance	26 .08
23140 - Carpet Layer	25 .09
23160 - Electrician, Maintenance	37 .22
23181 - Electronics Technician Maintenance I	30 .54
23182 - Electronics Technician Maintenance II	32 .27
23183 - Electronics Technician Maintenance III	34 .02
23260 - Fabric Worker	24 .18
23290 - Fire Alarm System Mechanic	26 .76
23310 - Fire Extinguisher Repairer	23 .32
23311 - Fuel Distribution System Mechanic	30 .15
23312 - Fuel Distribution System Operator	23 .74
23370 - General Maintenance Worker	22 .50
23380 - Ground Support Equipment Mechanic	29 .02
23381 - Ground Support Equipment Servicer	24 .55
23382 - Ground Support Equipment Worker	26 .05
23391 - Gunsmith I	23 .32
23392 - Gunsmith II	26 .46
23393 - Gunsmith III	29 .48
23410 - Heating, Ventilation And Air-Conditioning Mechanic	28 .32
23411 - Heating, Ventilation And Air Contditioning Mechanic (Research Facility)	29 .77
23430 - Heavy Equipment Mechanic	30 .65
23440 - Heavy Equipment Operator	33 .19
23460 - Instrument Mechanic	32 .04
23465 - Laboratory/Shelter Mechanic	27 .92
23470 - Laborer	16 .00
23510 - Locksmith	21 .82
23530 - Machinery Maintenance Mechanic	28 .28
23550 - Machinist, Maintenance	27 .28
23580 - Maintenance Trades Helper	16 .99
23591 - Metrology Technician I	32 .04
23592 - Metrology Technician II	33 .68
23593 - Metrology Technician III	35 .11
23640 - Millwright	32 .38
23710 - Office Appliance Repairer	23 .08

23760 - Painter, Maintenance	25 .25
23790 - Pipefitter, Maintenance	31 .65
23810 - Plumber, Maintenance	31 .31
23820 - Pneudraulic Systems Mechanic	29 .48
23850 - Rigger	27 .83
23870 - Scale Mechanic	26 .46
23890 - Sheet-Metal Worker, Maintenance	31 .09
23910 - Small Engine Mechanic	21 .21
23931 - Telecommunications Mechanic I	28 .12
23932 - Telecommunications Mechanic II	29 .56
23950 - Telephone Lineman	26 .27
23960 - Welder, Combination, Maintenance	23 .20
23965 - Well Driller	29 .15
23970 - Woodcraft Worker	29 .48
23980 - Woodworker	22 .11
<b>24000 - Personal Needs Occupations</b>	
24570 - Child Care Attendant	13 .57
24580 - Child Care Center Clerk	17 .26
24610 - Chore Aide	11 .44
24620 - Family Readiness And Support Services Coordinator	19 .02
24630 - Homemaker	17 .13
<b>25000 - Plant And System Operations Occupations</b>	
25010 - Boiler Tender	38 .18
25040 - Sewage Plant Operator	32 .79
25070 - Stationary Engineer	38 .18
25190 - Ventilation Equipment Tender	27 .90
25210 - Water Treatment Plant Operator	32 .79
<b>27000 - Protective Service Occupations</b>	
27004 - Alarm Monitor	28 .75
27007 - Baggage Inspector	14 .34
27008 - Corrections Officer	38 .39
27010 - Court Security Officer	39 .43
27030 - Detection Dog Handler	25 .35
27040 - Detention Officer	38 .39
27070 - Firefighter	36 .20
27101 - Guard I	14 .34
27102 - Guard II	25 .35
27131 - Police Officer I	42 .92
27132 - Police Officer II	47 .21
<b>28000 - Recreation Occupations</b>	
28041 - Carnival Equipment Operator	15 .59

28042 - Carnival Equipment Repairer	16 .60
28043 - Carnival Equipment Worker	12 .45
28210 - Gate Attendant/Gate Tender	18 .04
28310 - Lifeguard	13 .82
28350 - Park Attendant (Aide)	20 .19
28510 - Recreation Aide/Health Facility Attendant	15 .30
28515 - Recreation Specialist	21 .02
28630 - Sports Official	16 .07
28690 - Swimming Pool Operator	22 .07

**29000 - Stevedoring/Longshoremen Occupational Services**

29010 - Blocker And Bracer	29 .10
29020 - Hatch Tender	29 .10
29030 - Line Handler	29 .10
29041 - Stevedore I	27 .42
29042 - Stevedore II	30 .75

**30000 - Technical Occupations**

30010 - Air Traffic Control Specialist, Center (HFO)	(see 2)	42 .35
30011 - Air Traffic Control Specialist, Station (HFO)	(see 2)	29 .20
30012 - Air Traffic Control Specialist, Terminal (HFO)	(see 2)	32 .16
30021 - Archeological Technician I		23 .47
30022 - Archeological Technician II		27 .80
30023 - Archeological Technician III		34 .44
30030 - Cartographic Technician		34 .44
30040 - Civil Engineering Technician		31 .67
30061 - Drafter/CAD Operator I		24 .86
30062 - Drafter/CAD Operator II		27 .80
30063 - Drafter/CAD Operator III		30 .99
30064 - Drafter/CAD Operator IV		38 .15
30081 - Engineering Technician I		18 .90
30082 - Engineering Technician II		21 .22
30083 - Engineering Technician III		23 .73
30084 - Engineering Technician IV		29 .40
30085 - Engineering Technician V		35 .98
30086 - Engineering Technician VI		43 .51
30090 - Environmental Technician		27 .51
30210 - Laboratory Technician		23 .42
30240 - Mathematical Technician		35 .89
30361 - Paralegal/Legal Assistant I		23 .52
30362 - Paralegal/Legal Assistant II		29 .13
30363 - Paralegal/Legal Assistant III		35 .65
30364 - Paralegal/Legal Assistant IV		43 .11
30390 - Photo-Optics Technician		35 .89
30461 - Technical Writer I		26 .03

30462 - Technical Writer II		31 .72
30463 - Technical Writer III		38 .31
30491 - Unexploded Ordnance (UXO) Technician I		26 .92
30492 - Unexploded Ordnance (UXO) Technician II		32 .56
30493 - Unexploded Ordnance (UXO) Technician III		39 .03
30494 - Unexploded (UXO) Safety Escort		26 .92
30495 - Unexploded (UXO) Sweep Personnel		26 .92
30620 - Weather Observer, Combined Upper Air Or Surface Programs	(see 2)	30 .99
30621 - Weather Observer, Senior	(see 2)	32 .89

### **31000 - Transportation/Mobile Equipment Operation Occupations**

31020 - Bus Aide		14 .39
31030 - Bus Driver		20 .01
31043 - Driver Courier		17 .77
31260 - Parking and Lot Attendant		12 .49
31290 - Shuttle Bus Driver		19 .22
31310 - Taxi Driver		15 .44
31361 - Truckdriver, Light		19 .22
31362 - Truckdriver, Medium		20 .64
31363 - Truckdriver, Heavy		22 .39
31364 - Truckdriver, Tractor-Trailer		22 .39

### **99000 - Miscellaneous Occupations**

99030 - Cashier		13 .32
99050 - Desk Clerk		13 .67
99095 - Embalmer		25 .13
99251 - Laboratory Animal Caretaker I		15 .27
99252 - Laboratory Animal Caretaker II		16 .53
99310 - Mortician		29 .47
99410 - Pest Controller		18 .30
99510 - Photofinishing Worker		17 .70
99710 - Recycling Laborer		25 .19
99711 - Recycling Specialist		28 .66
99730 - Refuse Collector		22 .65
99810 - Sales Clerk		15 .51
99820 - School Crossing Guard		13 .75
99830 - Survey Party Chief		40 .68
99831 - Surveying Aide		23 .51
99832 - Surveying Technician		27 .74
99840 - Vending Machine Attendant		15 .59
99841 - Vending Machine Repairer		18 .24
99842 - Vending Machine Repairer Helper		15 .59

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ALL OCCUPATIONS LISTED ABOVE RECEIVE THE FOLLOWING BENEFITS:

HEALTH & WELFARE: \$3.81 per hour or \$152.40 per week or \$660.40 per month

VACATION: 2 weeks paid vacation after 1 year of service with a contractor or successor; 3 weeks after 5 years, and 4 weeks after 12 years. Length of service includes the whole span of continuous service with the present contractor or successor, wherever employed, and with the predecessor contractors in the performance of similar work at the same Federal facility. (Reg. 29 CFR 4.173)

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

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

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

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

- (1) The application of systems analysis techniques and procedures, including consulting with users, to determine hardware, software or system functional specifications;
- (2) The design, development, documentation, analysis, creation, testing or modification of computer systems or programs, including prototypes, based on and related to user or system design specifications;
- (3) The design, documentation, testing, creation or modification of computer programs related to machine operating systems; or
- (4) A combination of the aforementioned duties, the performance of which requires the same level of skills. (29 C.F.R. 541.400).

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

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

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

\*\* UNIFORM ALLOWANCE \*\*

If employees are required to wear uniforms in the performance of this contract (either by the terms of the Government contract, by the

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

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

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

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

##### Conformance Process:

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

The process for preparing a conformance request is as follows:

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

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

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

ADMINISTRATIVE OFFICE OF THE UNITED STATES COURTS  
Accounting and Financial Systems Division

**VENDOR INFORMATION/TIN CERTIFICATION**  
Mandatory Information that **MUST** be provided before submission

<input type="checkbox"/> Ex-AO Employee
<input type="checkbox"/> SAM Vendor (Formerly CCR)
(No TIN Certification Required)

Vendor Address	Other Address (If different from Vendor Address)
Select all that apply <input type="checkbox"/> Order <input type="checkbox"/> Remit <input type="checkbox"/> 1099	Select all that apply <input type="checkbox"/> Order <input type="checkbox"/> Remit <input type="checkbox"/> 1099
<b>Name:</b>	Address:
Business Name: <i>(if different from above)</i>	City:
<b>Address 1:</b>	State:                      Zip Code:
Address 2:	Phone #:
<b>City:</b>	Description: <i>(If needed)</i>
<b>State:</b> <b>Zip Code:</b>	
<b>Phone #:</b> <b>E-mail:</b>	
<b>Taxpayer Identification #:</b> <i>(TIN, SS, or EIN number)</i>	
DUNS #	
Financial Information (If Requested)	
Bank Name:	Routing # <i>(this nine digit number appears on your checks, but do not include individual check numbers):</i>
City:	Account #:
State:                      Zip Code:	Type of Account: <i>(select one)</i> <input type="checkbox"/> Checking <input type="checkbox"/> Savings

Type of Organization for 1099 reporting:

- |   |   |
|---|---|
| <input type="checkbox"/> sole proprietorship;   | <input type="checkbox"/> partnership;                           |
| <input type="checkbox"/> corporate entity <i>(not tax-exempt)</i> ;                         | <input type="checkbox"/> corporate entity <i>(tax-exempt)</i> ; |
| <input type="checkbox"/> health care provider;  | <input type="checkbox"/> other: _____                           |
| <input type="checkbox"/> government entity <i>(write in either federal, state or local)</i> | _____   |

**Taxpayer Identification Number Certification**

Under penalties of perjury, I certify that:

1. The Taxpayer Identification Number listed in the Vendor Address area above is the correct number assigned to me, and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest and dividends, or (c) the IRS has notified me that I am no longer subject to the backup withholding, and
3. I am a U.S. citizen or other U.S. person *(defined below)*.

You must select this check box if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. If you make a false statement with no reasonable basis that results in no backup withholdings, you are subject to a \$500 penalty. Willfully falsifying certifications or affirmations on this form may subject you to criminal penalties including fines and/or imprisonment.

**Definitions:**

"Taxpayer Identification (*TIN, SS, or EIN number*)" is the number required by the Internal Revenue Service (IRS) to be used in reporting income tax and other returns. The TIN may be either a social security number (SSN) or an employer identification number (EIN).

"U.S. person" means:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States.

The TIN, as well as the information above is required in order to comply with debt collection requirements of [31 U.S.C. §§ 7701\(c\) and 3325\(d\)](#), reporting requirements of [26 U.S.C. §§ 6041 and 6041A](#), and implementing regulations issued by the IRS. Failure or refusal to furnish this information may result in 28 percent backup withholding on any payments otherwise due under any awarded contract or purchase order.

The TIN may be used by the government to collect and report on any delinquent amounts arising out of the vendor's relationship with the government ([31 U.S.C. § 7701\(c\)\(3\)](#)). The TIN provided may be matched with IRS records to verify its accuracy.

Complete this section only if a TIN was not provided on page one, and select closest reason why not:

- The vendor is a nonresident alien, foreign corporation or foreign partnership that does not have income effectively connected with the conduct of a trade or business in the United States and does not have an office or place of business or a fiscal paying agent in the United States;
- The vendor is an agency or instrumentality of a foreign government;

**Additional information required for vendors used for procurement  
(purchase orders, contracts, etc.)**

Indicate which, if any, of the following categories are applicable. These categories require that the vendor is 51% owned and the management and daily operations are controlled by one or more members of the selected socio-economic group:

- Women Owned Business  Not Applicable
- Minority Owned Business (*If yes, select one of the owner's race/ethnicity selections from below*):
  - Asian-Pacific American  Black American  Subcontinent Asian (Asian-Indian)American
  - Hispanic American  Native American  Other: \_\_\_\_\_

Date: \_\_\_\_\_ \_\_\_\_\_  
*Vendor's signature*

**For Agency Use Only**

The vendor name and DUNS number is all that is required for registered System for Award Management (SAM) vendors (formerly CCR). (Check [www.sam.gov](http://www.sam.gov) for registration status.) Do not use this form for purchase card merchants.

Mark Boxes that apply:  Addition  Change  Vendor Code: \_\_\_\_\_ (*make entry only if change*)  
 Active  Inactive  Vendor Type: \_\_\_\_\_

The following information is optional for individuals whose name and telephone are already on the form:

Contact Name: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Identification of person making this request:

Name: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Originating Office: \_\_\_\_\_

Please type or print clearly. For "AO" FAS4T Users only, e-mail the completed form to: [AOdb\\_OFB\\_Client\\_Service\\_Desk/DCA/AO/USCOURTS](mailto:AOdb_OFB_Client_Service_Desk@DCA/AO/USCOURTS). For questions regarding AOFAS4T the Client Service Desk can be contacted at (202) 502-2242. For "Court" FAS4T Users, send this form to the local Vendor Administrator. For questions regarding Court FAS4T please contact SDSD at (210) 301-6320.

This form should be completed with signature by the vendor and submitted by Judiciary staff only. Sensitive information must be securely maintained and only visible to the appropriately designated financial employee.