

UNITED STATES DISTRICT COURT  
District of Delaware  
J. Caleb Boggs Courthouse  
844 N. King St., Unit 18  
Wilmington, DE 19801

***Request for Quote***

RFQ Number: **USDC-DED-26-01**

Request Date: **May 1, 2026**

To: Bidders List

**Special Notes:**

This is a request for **Open Market** pricing. Use the attached quote sheet for a price quotation broken down by the required tasks with any supporting documentation for the price attached.

The period of performance includes one (1) base year, July 1, 2026 through June 30, 2027 and four (4) option years.

Quotes may be e-mailed to the below-listed address by May 29, 2026 at 4:00 PM, EST. However, hand carried quotes are to be delivered by the same time at United States District Court, 844 N. King St., Room 4209, Wilmington, DE 19801 to Attention: Nikki Brown.

**A fixed price award from this RFQ will be made based on the lowest priced, technically acceptable offer.**

Please contact our Contracting Officer, Nikki Brown for samples of the Summons package, Questionnaire package, and eJuror Qualification Questionnaire package.

Quotes and questions concerning this RFQ should also be addressed to Nikki Brown at the following:

U.S. District Court  
Unit 18  
844 N. King St.  
Wilmington, DE 19801  
Tel: 302-573-4541  
[Nikki\\_Brown@ded.uscourts.gov](mailto:Nikki_Brown@ded.uscourts.gov)

Sincerely,

Nikki Brown  
Contracting Officer

**B. Supplies or Services and Prices/Costs**

**Instructions for Quoter:**

Provide the information requested here and below at Provision 3-5 and Clause 7-10

<b>Company name:</b>	
<b>DUNS number or UEI:</b>	
<b>Discount terms, if other than Net 30:</b>	

Fill in the unit price and extended price for each item. Fill in the grand total amount.

Item	Short Description	Description	Qty	Base Yr: 7/1/26- 6/30/27	Option Yr1: 7/1/27- 6/30/28	Option Yr2: 7/1/28- 6/30/29	Option Yr3: 7/1/29- 6/30/30	Option Yr4: 7/1/30- 6/30/31
1	Printing of Summons Materials	Contractor shall provide pricing for the black and white printing of all summonses and materials outlined in Task 1	1ea.					
2	Summons Package Preparation	Contractor shall provide pricing for the packaging preparation for all summonses as outlined in Task 2	1ea					
3	Mailing of Summons	Contractor shall provide pricing for the mailing of all summonses as outlined in Task 3	1ea					
4	Printing of Questionnaire Materials	Contractor shall provide pricing for the black and white printing of all questionnaires and questionnaire materials as outlined in Task 4	1ea					
5	Questionnaire Packing Preparation	Contractor shall provide pricing for the packaging preparation for all questionnaires as outlined in Task 5	1ea					
6	Mailing of Questionnaire Package	Contractor shall provide pricing for the packaging preparation as outlined in Task 6	1ea					
7	Printing for eJuror Qualification Questionnaire Letter	Contractor shall provide pricing for all color printing for the eJuror qualification Questionnaire letters as outlined in Task 7	1ea					
8	eJuror Qualification Questionnaire Letter Package Preparation	Contractor shall provide pricing for the packaging preparation for all single page eJuror qualification questionnaire letters, as outlined in Task 8	1ea					
9	Mailing of eJuror Qualification Questionnaire Letter	Contractor shall provide pricing for the mailing of all eJuror qualification questionnaire letters as outlined in Task 9	1ea					
10	Typesetting Changes	Contractor shall provide pricing for typesetting changes throughout the course of the contract, as outline in Task 10	1ea					
11	Security of Juror Info.	Contractor shall provide pricing for the security of all juror information provided by the USDC as outline in Task 11	1ea					
12	Confirmation of Mailings and Invoicing	Contractor shall provide a detailed invoice as outlined in Task 12	1ea					
13	NCOA Jury Wheel Records	Contractor shall perform NCOA Jury wheel updates twice a year outlined in Task 13.	1ea					
<b>GRAND TOTAL:</b>						\$		

## **C. DESCRIPTION/SPECIFICATION/STATEMENT OF WORK**

### **C1. INTRODUCTION:**

The U.S. District for the District of Delaware (DED) is seeking pricing to outsource our jury mailings. This includes printing, packaging, preparation and mailing of summonses and questionnaires to jurors as well as setting up a secure system for DED Clerk's Office to provide juror information electronically. The contractor is also required to update addresses from the National Change of Address (NCOA) database for the Jury wheel pool twice a year for the DED Clerk's Office.

### **C2. SCOPE OF WORK:**

#### **Task 1: Printing of Summonses Materials**

Contractor shall provide pricing for color printing of all summons and materials to match provided samples. This includes printing of the exterior of all envelopes. Each summons package is to include one 8 ½" x 11" double sided summons with perforated section on the bottom third of the page, one 8 ½" x 11" doubled sided instruction sheet on blue paper, one #9 white business reply envelope in brown ink and one #10 white window envelope. Security tinting is not required for the business reply envelopes. Contractor shall address each summons to individual jurors. Pricing shall include printing juror information, in the highlighted areas as delineated on the sample, of the official Scantron summons forms. The highlighted areas on the sample must be printed on every summons. The contractor shall provide pricing for the printing summons on the exterior of the envelopes. Pricing shall include a sample proof, approved by DED prior to first mailing. Contractor shall provide pricing for the printing of instruction sheets. Pricing shall be included for any potential changes within the life of the contract.

The DED Clerk's Office will provide confidential juror information for each pool of summoned jurors in a text (.txt) file. The Clerk's Office will provide the information sheet materials in either a Word document or PDF file. Upon award of the contract, the DED Clerk's Office will provide the awarded Contractor with official Scantron forms for printing juror summonses.

#### **Task 2: Summons Package Preparation**

Contractor shall provide pricing to insert one 8 ½" x 11" double sided summons with perforated section, one 8 ½" x 11" doubled sided information sheet, one #9 white business reply envelope in brown ink into a #10 white window envelope. Contractor shall ensure the juror address information is visible in the window envelope.

#### **Task 3: Summons Package Preparation**

Contractor shall provide pricing to mail summons packages using the DED Clerk's Office US Government bulk mail G-18 permit within 2 business days from receipt of juror information. All mail must be pre-sorted by zip code in accordance with USPS bulk mail regulations. It is the contractor's responsibility to verify the placement with DED prior to mailing. The average bimonthly (i.e. every other month) total of summonses is ~1,000 for a total of approximate average of ~6,000 summonses annually.

\*These totals are estimated and may increase or decrease.

#### **Task 4: Printing of Questionnaire Materials**

Contractor shall provide pricing for black and white printing of all questionnaire materials to match provided samples. This includes printing of the exterior of all envelopes. Each package is to include one 8 ½" x 11" doubled sided questionnaire, one #9 blue ink business reply envelope and one #10 window envelope. Window is to be 1 ⅝" x 4 ⅝" and placed on the left center of the envelope. Security tinting is not required for the business reply envelopes. Contractor shall address each questionnaire to individual jurors. Pricing shall include printing juror information, in the highlighted areas as delineated on the sample, of the official Scantron questionnaire forms. The highlighted areas on the sample must be printed on every questionnaire. Pricing shall include a sample proof, approved by DED prior to first mailing. As the Administrative Office (AO) may change the layout of the questionnaires that is beyond the Clerk's office control, pricing shall cover for any potential changes within the life of the contract.

The DED Clerk's Office will provide confidential juror information for each citizen selected to receive a qualification questionnaire in a text (.txt) file. The Clerk's Office will provide the information sheet materials in either a Word document or PDF file. Upon award of the contract, the DED Clerk's Office will provide the awarded Contractor with official Scantron forms for printing juror questionnaires.

**Task 5: Questionnaire Packing Preparation**

Contractor shall provide pricing to insert one 8 ½" x 11" doubled sided questionnaire, one #9 blue ink business reply envelope into a #10 window envelope. Contractor shall ensure juror address information is visible in window envelopes.

**Task 6: Mailing of Questionnaire Package**

Contractor shall provide pricing to mail questionnaire packages using U.S. government bulk mail G-18 permit within 2 business days from receipt of juror information. All mail must be pre-sorted by zip code in accordance with USPS bulk mail regulations. It is the contractor's responsibility to verify the placement with DED prior to mailing. Biannual mailings are estimated to be 4500. These mailings will take place between January and May of the base year, option year 2, and option year 4.

\*These totals are estimated and may increase or decrease.

**Task 7: Printing for eJuror Qualification Questionnaire Letter**

Contractor shall provide pricing for the color printing of a double sided eJuror qualification questionnaire letter to match provided sample. This includes printing of the exterior of all envelopes. Each package is to include one 8 ½" x 11" eJuror qualification questionnaire which will be inserted into a #10 window envelope. Window is to be 1 ½" x 4 ¾" and placed on the left center of the envelope. Security tinting is not required for the business reply envelopes. Contractor shall address each questionnaire letter to individual jurors. Pricing shall include printing juror information in the top left corner as delineated on the sample. Pricing shall include a sample proof, approved by DED prior to first mailing.

The DED Clerk's Office will provide confidential juror information for each citizen selected to receive a qualification questionnaire in a text (.txt) file. The Clerk's Office will provide the sample letter in either a Word document or PDF file.

**Task 8: eJuror Qualification Questionnaire Letter Package Preparation**

Contractor shall provide pricing to insert one 8 ½" x 11" double sided eJuror qualification questionnaire into a #10 windowed envelope. Contractor shall ensure juror address information is visible in window envelopes.

**Task 9: Mailing of eJuror Qualification Questionnaire Letter**

Contractor shall provide pricing to mail questionnaire letter packages using U.S. government bulk mail G-18 permit within 2 business days from receipt of juror information. All mail must be pre-sorted by zip code in accordance with USPS bulk mail regulations. Contractor shall verify the placement with DED prior to mailing. Biannual mailings are estimated to be 60,000. These mailings will take place between January and May of the base year, option year 2, and option year 4, due to the construction of the DED Clerk's Office jury wheel. \*These totals are estimated and may increase or decrease each month.

**Task 10: Typesetting Changes**

Contractor shall provide pricing for typesetting changes which may be updated periodically throughout the life of the contract. Pricing shall include the cost for draft changes to DED Clerk's Office. This includes, but is not limited to shipping cost and postage between the contractor and Clerk's office. It is contractor's responsibility to ensure items return shall be 100% compatible and match the DED Clerk's Office system requirements.

**Task 11: Security of Juror Info.**

Contractor shall provide a secure system for the DED Clerk's Office to provide juror information

electronically. All information must be returned to the DED at the end of the contract.

**Task 12: Confirmation of Mailings and Invoicing**

Contractor shall provide a mailing schedule for DED Clerk’s Office which includes but not limited to submission date, quantity, and type of juror mailings. Contractor shall provide a detailed invoice, including one line for summonses, one line for questionnaires, and one line for eJuror letters.

**Task 13: Update the NCOA Jury Wheel Records**

Contractor shall provide pricing to update the NCOA Jury Wheel records twice a year for the DED Clerk’s Office. Pricing shall be for an estimation of 125,000 records each. These updates are scheduled in Winter and Summer seasons. Pricing shall include but not limited to electronic records management and physical labor charges.

**C3. PERFORMANCE DATES:**

Base Year	7/1/2026 through 6/30/2027
Option Year 1	7/1/2027 through 6/30/2028
Option Year 2	7/1/2028 through 6/30/2029
Option Year 3	7/1/2029 through 6/30/2030
Option Year 4	7/1/2030 through 6/30/2031

**D. PACKAGING & MARKING – Individual Task Packaging**

**Task 2: Summons Package Preparation**

Contractor shall insert one 8 ½” x 11” double sided summons with perforated section on the bottom third of the page, one 8 ½” x 11” doubled sided information sheet, one #9 kraft business reply envelope brown ink and one #10 white window envelope. Window is to be 2” x 3 ¾” and placed on the left center of the envelope. Contractor shall ensure the juror address information is visible in the window envelope.

**Task 3: Summons Package Preparation**

Contractor shall utilize the DED Clerk’s Office US Government bulk mail G-18 permit within 2 business days from receipt of juror information. All mail must be pre-sorted by zip code in accordance with USPS bulk mail regulations. Each envelope shall include a red-colored box on the front outlining the postage and fees and similarly for the barcode information on the back.

**Task 5: Questionnaire Packing Preparation**

Contractor shall insert one 8 ½” x 11” doubled sided questionnaire, one #9 blue ink business reply envelope and one #10 windowed envelope. Window is to be 1 ⅝” x 4 ⅝” and placed on the left center of the envelope. Contractor shall ensure juror address information is visible in window envelopes.

**Task 6: Mailing of Questionnaire Package**

Contractor shall utilize the U.S. government bulk mail G-18 permit within 2 business days from receipt of juror information. All mail must be pre-sorted by zip code in accordance with USPS bulk mail regulations. Each envelope shall include a black colored box outlining the barcode information on the back.

**Task 8: eJuror Qualification Questionnaire Letter Package Preparation**

Contractor shall insert one 8 ½” x 11” double sided eJuror qualification questionnaire letter into a #10 windowed envelope. Contractor shall ensure juror address information is visible in window envelopes.

**Task 9: Mailing of Qualification Questionnaire**

Contractor shall utilize the U.S. government bulk mail G-18 permit within 2 business days from receipt of juror information. All mail must be pre-sorted by zip code in accordance with USPS bulk mail regulations.

**D.2 Clause B-5, Clauses Incorporated by Reference (SEPT 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>.

**Clause 2-45, Packaging and Marking (AUG 2004)****E. INSPECTION & ACCEPTANCE**

1. Contractor shall provide proofs as outlined in Task 1, 4, and 7 of all printed materials including information sheets, Scantron juror summonses, Scantron juror questionnaires, and eJuror questionnaire letters, which must be approved by the DED Clerk's Office prior to the first mailing.
2. Contractor shall provide ten completed sample mailing packets as outlined in Task 2, 5, and 8 of all juror summonses, questionnaires, and eJuror questionnaire letters, which must be approved by the DED Clerk's Office prior to first mailing.
3. To assess juror mailings, the DED Clerk's Office will review all undeliverable mailings as a method of quality control in the acceptance process. Those undeliverable mailings will be resubmitted to the Contractor if the review determined it was Contractor error. The contractor shall process these mailings at no additional charge.
4. Contractor shall ensure data processing of Jury wheel records is correct and processed accordingly.

**Clause B-5, Clauses Incorporated by Reference (SEPT 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>.

**Clause 2-5B, Inspection of Services (AUG 2004)**

**F. DELIVERABLES & PERFORMANCE**

1. Contractor shall provide sample proofs. Once approved by DED Clerk's Office, contractor shall print all summons materials as outlined in Task #1.
2. Contractor shall provide 10 sample summons packets for approval. Once approved by DED Clerk's Office, contractor shall print all summons materials into one #10 white window envelope as described in Task #2.
3. Contractor shall pre-sort and mail summons packages within 2 business days as outlined Task #3.
4. Contractor shall print all questionnaire materials and provide sample proofs. Once approved by the DED Clerk's Office, contractor shall print all questionnaire materials as outlined in Task #4.
5. Contractor shall insert all questionnaire materials into #10 windowed envelope as outlined in Task #5.
6. Contractor shall pre-sort and mail questionnaire packages within 2 business days as outlined in Task #6.
7. Contractor shall print all double page eJuror questionnaire letters and provide sample proofs. Once approved by the DED Clerk's Office, contractor shall print all eJuror materials as outlined in Task #7.
8. Contractor shall insert all eJuror questionnaire letters as outlined in Task #8.
9. Contractor shall mail all eJuror questionnaire letters as outlined in Task #9.
10. Contractor shall provide a secure system for the DED Clerk's Office to provide juror information electronically. All information must be returned to the DED Clerk's Office at the end of the contract.
11. Contractor shall provide a mailing schedule for DED Clerk's Office which includes but not limited to submission date, quantity, and type of juror mailings.
12. Contractor shall provide a detailed invoice, including one line for summonses, one line for questionnaires, and one line for eJuror.
13. Contractor shall perform Jury wheel address updates twice a year for DED Clerk's Office.

**Clause 2-60, Stop-Work Order (JAN 2010)**

**G. CONTRACT ADMINISTRATION DATA**

Invoices should be submitted to:  
Unit 18  
844 North King Street  
Wilmington, DE 19801  
Attn: Nikki Brown

**Clause 7-1, Contract Administration (JAN 2003)**

**Clause 7-5, Contracting Officer's Representative (APR 2013)**

**Clause 7-125, Invoices (APR 2011)**

**Clause 3-305, Payment by Electronic Funds Transfer – System for Award Management (SAM) Registration (APR 2013)**

**Clause 7-10, Contractor Representative (JAN 2003)**

(a) The contractor's representative to be contacted for all contract administration matters is as follows (contractor complete the information):

<b>Name:</b>	
<b>Address:</b>	
<b>Telephone:</b>	
<b>E-mail:</b>	
<b>Fax:</b>	

(b) The contractor's representative shall act as the central point of contact with the judiciary, shall be responsible for all contract administration issues related to this contract, and shall have full authority to act for and legally bind the contractor on all such issues.

#### **H. SPECIAL CONTRACT REQUIREMENTS**

1. Contractor shall arrange a secure system for the DED Clerk's Office to provide confidential juror information electronically.
2. The DED Clerk's Office shall approve the use of any sub-contractors.
3. Contractor shall return all materials to the DED Clerk's Office at the end of the contract.

#### **Clause 1-1, Employment by the Government (JAN 2003)**

#### **I. CONTRACT CLAUSES**

##### **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)

The following clauses marked with an 'X' are incorporated by reference:

X	1-5	Conflict of Interest (AUG 2004)
X	1-10	Gratuities of Gifts (JAN 2010)
X	1-15	Disclosure of Contractor Information to the Public (AUG 2004)
X	2-5A	Inspection of Products (APR 2013)
X	2-5B	Inspection of Services (APR 2013)
X	2-10	Responsibility for Products (JAN 2010)
X	2-25A	Delivery Terms and Contractor's Responsibilities (JAN 2003)
X	2-45	Packaging and Marking (AUG 2004)
X	2-55	Privacy or Security Safeguards (JAN 2003)
X	2-60	Stop-Work Order (JAN 2010)
X	2-70	Site Visit (JAN 2003)
X	2-80	Judiciary Property (JAN 2003)
X	2-85A	Evaluation Inclusive of Options (JAN 2003)
X	2-85B	Evaluation Exclusive of Options (JAN 2003)
X	2-85C	Evaluation of Options Exercised at Time of Contract Award (JAN 2003)
X	2-90C	Option to Extend Services (APR 2013)
X	2-90D	Option to Extend the Term of the Contract (APR 2013)
	2-110	Option to Purchase Equipment (JAN 2003)
X	2-140	Judiciary IT Security Standards (APR 2013)

	3-1	Contractor Use of Mandatory Sources of Products or Services (JUN 2012)
X	3-3	Provisions, Clauses, Terms and Conditions - Small Purchases (JUN 2014)
X	3-15	Place of Performance (JAN 2003)
X	3-20	Certification Regarding Debarment, Suspension, Proposed Debarment, and Other Responsibility Matters (MAR 2019)
X	3-25	Protecting the Judiciary's Interest When Subcontracting with Contractors Debarred, Suspended, or Proposed for Debarment (MAR 2019)
X	3-30	Certificate of Independent Price Determination (JAN 2003)
X	3-35	Covenant Against Contingent Fees (JAN 2003)
X	3-40	Restrictions on Subcontractor Sales to the Judiciary (JUN 2014)
X	3-45	Anti-Kickback Procedures (JUN 2012)
X	3-50	Cancellation, Rescission, and Recovery of Funds for Illegal or Improper Activity (JUN 2012)
X	3-55	Price or Fee Adjustment for Illegal or Improper Activity (JUN 2012)
X	3-70	Determination of Responsibility (JAN 2003)
X	3-85	Explanation to Prospective Offerors (AUG 2004)
X	3-95	Preparation of Offers (APR 2013)
X	3-100	Instructors to Offerors (APR 2013)
X	3-105	Audit and Records (APR 2011)
X	3-120	Order of Precedence (JAN 2003)
X	3-130	Authorized Negotiators (JAN 2003)
X	3-145	Payment for Overtime Premiums (JAN 2003)
X	3-175	Fair Labor Standards Acts and Services Contract Act – Price Adjustment Multiple Year and Option Contracts (JUN 2012)
X	3-205	Protest after Award (JAN 2003)
X	3-210	Protests (JUN 2014)

X	4-1	Type of Contract (JAN 2003)
	4-150	Cancellation Under Multi-Year Contracts (JUN 2014)
X	3-300	Registration in the System for Award Management (SAM) (APR 2013)
X	3-305	Payment by Electronic Funds Transfer – System for Award Management (SAM) Registration (APR 2013)
X	3-310	Payment by Electronic Funds Transfer – Other Than System for Award Management (SAM) Registration (APR 2013)
	6-80	Rights in Data – Existing Works (JAN 2010)
	6-90	Notice and Assistance Regarding Patent and Copyright Infringement (APR 2010)
	6-110	Deferred Ordering of Technical Data or Computer Software (JUN 2014)
X	7-1	Contract Administration (JAN 2003)
X	7-5	Contracting Officer's Representative (APR 2013)
X	7-10	Contractor Representative (JAN 2003)
X	7-15	Observance of Regulations/Standards of Conduct (JAN 2003)
X	7-20	Security Requirements (APR 2013)
X	7-25	Indemnification (AUG 2004)
X	7-30	Public Use of the Name of the Federal Judiciary (JUN 2014)
	7-45	Travel (APR 2013)
X	7-55	Contractor Use of Judiciary Networks (JUN 2014)
X	7-60	Judiciary-Furnished Property or Services (JAN 2003)
X	7-75	Subcontracts (JAN 2003)
X	7-80	Competition in Subcontracting (JAN 2003)
X	7-85	Examination of Records (JAN 2003)
X	7-95	Contractor Inspection Requirements (JAN 2003)

X	7-100A	Limitation of Liability (Products) (JAN 2003)
X	7-100B	Limitation of Liability (Services) (JAN 2003)
X	7-110	Bankruptcy (JAN 2003)
X	7-115	Availability of Funds (JAN 2003)
X	7-125	Invoices (APR 2011)
X	7-130	Interest (Prompt Payment) (JAN 2003)
X	7-140	Discounts for Prompt Payment (JAN 2003)
X	7-150	Extras (JAN 2003)
	7-160	Limitation on Withholding of Payments (APR 2013)
	7-170	Notice of Intent to Disallow Costs (JAN 2003)
	7-180	Prohibition of Assignment of Claims (JUN 2012)
X	7-185	Changes (APR 2013)
X	7-210	Payment for Emergency Closures (APR 2013)
X	7-215	Notification of Ownership Changes (JAN 2003)
X	7-220	Termination for Convenience of the Judiciary (Fixed-Price) (JAN 2003)
X	7-230	Termination for Default (Fixed-Price – Products and Services) (JAN 2003)
X	7-235	Disputes (JAN 2003)

## J. LIST OF ATTACHMENTS

Below is a list of attachments included in this RFP. All packages will be submitted via e-mail followed by a hard copy sent via FedEx.

Item	Description	Location
Summons Package	The Summons package is to include one 8 ½" x 11" single sided summons with perforated section on the bottom third of the page, one 8 ½" x 11" double sided information sheet, one #9 white business reply envelope and one #10 white window envelope.	Email pdf & Hard copy
Questionnaire Package	Questionnaire package is to include one 8 ½" x 11" double sided questionnaire, one 8 ½" x 11" double sided information sheet, one #9 blue ink business reply envelope and one #10 white window envelope.	Email pdf & Hard copy
eJuror Questionnaire	This package includes one 8 ½" x 11" double sided eJuror Qualification Questionnaire letter, one #10 windowed envelope.	Email pdf & Hard copy

## K. REPRESENTATION, CERTIFICATIONS, and OTHER STATEMENTS OF OFFERERS

### APPLICABLE JUDICIARY TERMS AND CONDITIONS

#### Provision B-1, Solicitation Provisions Incorporated by Reference (SEP 2010)

This solicitation incorporates one or more solicitation provisions 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. The offeror is cautioned that the listed provisions may include blocks that must be completed by the offeror and submitted with its quotation or offer. In lieu of submitting the full text of those provisions, the offeror may identify the provision by paragraph identifier and provide the appropriate information with its quotation or offer. Also, the full text of a solicitation provision may be accessed electronically at this address: <http://www.uscourts.gov/procurement.aspx>.

(end)

**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 Owned

Hispanic American Owned

Native American Owned (American Indians, Eskimos, Aleuts, or Native Hawaiians)

Asian-Pacific American Owned (persons with origins from Burma, Thailand, Malaysia, Indonesia, Singapore, Brunei, Japan, China, Taiwan, Laos, Cambodia (Kampuchea), Vietnam, 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 Owned (persons with origins from India, Pakistan, Bangladesh, Sri Lanka, Bhutan, the Maldives Islands, or Nepal)

Individual/concern, other than one of the preceding.

(end)

**Provision 3-20, Certification Regarding Debarment, Suspension, Proposed Debarment, and Other Responsibility Matters**

*Include the following provision as prescribed in [§ 330.10.30\(c\) \(Provisions and Clauses\)](#).*

**Certification Regarding Debarment, Suspension, Proposed Debarment, and Other Responsibility Matters (MAR 2019)**

(a)(1) The offeror certifies, to the best of its knowledge and belief, that:

1. (i) the offeror and/or any of its principals:

(A) are \_\_\_ are not \_\_\_ presently debarred, suspended, proposed for debarment, or declared ineligible for the award of contracts by any federal agency;

(B) have \_\_\_ have not \_\_\_, within the three-year period preceding this offer, been convicted of or had a civil judgment rendered against them for: commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) contract or subcontract; violation of federal or state antitrust statutes relating to the submission of offers; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion, violating federal criminal tax laws, or receiving stolen property;

(C) are \_\_\_ are not \_\_\_ presently indicted for, or otherwise criminally or civilly charged by a governmental entity with, commission of any of the offenses enumerated in paragraph (a)(1)(i)(B) of this provision;

(D) have \_\_\_, have not \_\_\_, within a three-year period preceding this offer, been notified of any delinquent federal taxes in an amount that exceeds \$3,500 for which the liability remains unsatisfied.

(1) Federal taxes are considered delinquent if both of the following criteria apply:

(i) The tax liability is finally determined. The liability is finally determined if it has been assessed. A liability is not finally determined if there is a pending administrative or judicial challenge. In the case of a judicial challenge to the liability, the liability is not finally determined until all judicial appeal rights have been exhausted.

(ii) The taxpayer is delinquent in making payment. A taxpayer is delinquent if the taxpayer has failed to pay the tax liability when full payment was due and required. A taxpayer is not delinquent in cases where enforced collection action is precluded.

(2) Examples.

(i) The taxpayer has received a statutory notice of deficiency, under I.R.C. § 6212, which entitles the taxpayer to seek Tax Court review of a proposed tax deficiency. This is not a delinquent tax because it is not a final tax liability. Should the taxpayer seek Tax Court review, this will not be a final tax liability until the taxpayer has exercised all judicial appeal rights.

(ii) The IRS has filed a notice of federal tax lien with respect to an assessed tax liability, and the taxpayer has been issued a notice under I.R.C. § 6320 entitling the taxpayer to request a hearing with the IRS Office of Appeals contesting the lien filing, and to further appeal to the Tax Court if the IRS determines to sustain the lien filing. In the course of the hearing, the taxpayer is entitled to contest the underlying tax liability because the taxpayer has had no prior opportunity to contest the liability. This is not a delinquent tax because it is not a final tax liability.

Should the taxpayer seek Tax Court review, this will not be a final tax liability until the taxpayer has exercised all judicial appeal rights.

(iii) The taxpayer has entered into an installment agreement pursuant to I.R.C. § 6159. The taxpayer is making timely payments and is in full compliance with the agreement terms. The taxpayer is not delinquent because the taxpayer is not currently required to make full payment.

(iv) The taxpayer has filed for bankruptcy protection. The taxpayer is not delinquent because enforced collection action is stayed under [11 U.S.C. § 362](#) (the Bankruptcy Code).

(ii) The offeror \_\_\_ has \_\_\_ has not, within a three-year period preceding this offer, had one or more contracts terminated for default by any federal agency.

(2) "Principal," for the purposes of this certification, means an officer; director; owner; partner or a person having primary management or supervisory responsibilities within a business entity (e.g., general manager; plant manager; head of a division, or business segment, and similar positions).

This certification concerns a matter within the jurisdiction of an agency of the United States and the making of a false, fictitious, or fraudulent certification may render the maker subject to prosecution under [18 U.S.C. § 1001](#).

(b) The offeror shall provide immediate written notice to the contracting officer if, at any time prior to contract award, the offeror learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.

(c) A certification that any of the items in paragraph (a) of this provision exists will not necessarily result in withholding of an award under this solicitation. However, the certification will be considered in connection with a determination of the offeror's responsibility. Failure of the offeror to furnish a certification or provide such additional information as requested by the contracting officer may render the offeror nonresponsible.

(d) Nothing contained in the foregoing will be construed to require establishment of a system of records in order to render, in good faith, the certification required by paragraph (a) of this provision. The knowledge and information of an offeror is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

(e) The certification in paragraph (a) of this provision is a material representation of fact upon which reliance was placed when making award. If it is later determined that the offeror knowingly rendered an erroneous certification, in addition to other remedies available to the judiciary, the contracting officer may terminate the contract resulting from this solicitation for default.

(end)

**Provision 3-30, Certificate of Independent Price Determination  
Provision 3-130, Authorized Negotiators (JAN 2003)**

**Authorized Negotiators (JAN 2003)**

The offeror represents that the following persons are authorized to negotiate on its behalf with the judiciary in connection with this solicitation (offeror lists names, titles, and telephone numbers of the authorized negotiators).

<b>Name:</b>	
<b>Address:</b>	
<b>Telephone:</b>	
<b>E-mail:</b>	
<b>Fax:</b>	

(end)

**L. INSTRUCTIONS, CONDITIONS, NOTICES to OFFERORS**

**1. Request for Proposal**

Use the attached Quote Sheet for a price quotation broken down by task with any supporting documentation for the price attached.

A fixed price award from this RFQ will be made based on the lowest priced, technically acceptable offer.

Proposals may be emailed to the below address by 4:00pm EST, June 9, 2026. Hand-carried proposals are to be delivered by the same time to:

U.S. District Court  
Unit 18  
844 North King St  
Wilmington, DE 19801  
Attn: Nikki Brown  
Email: [Nikki\\_Brown@ded.uscourts.gov](mailto:Nikki_Brown@ded.uscourts.gov)

**2. Written Questions**

Written questions concerning this RFQ should be addressed to Nicole Brown at:

U.S. District Court  
Unit 18  
844 North King St  
Wilmington, DE 19801  
Email: [Nikki\\_Brown@ded.uscourts.gov](mailto:Nikki_Brown@ded.uscourts.gov)

**3. References**

Contractor shall provide a list of at least three references.

**4. Government Furnished Materials**

Scantron forms may change during the life of the contract. DED will furnish and provide all updated Scantron forms. It will be mailed directly to contractor's address. All obsolete Scantron forms are to be returned to the DED Clerk's Office.

**5. Tentative Schedule for Performance and Delivery**

Questions Due:	No Later than May 7, 2026
USDC Response to Questions:	No Later than May 12, 2026
Bids Due:	No Later than June 9, 2026 at 4pm EST
Purchase Order Award date:	On or Before June 30, 2026

**M. EVALUATION FACTORS FOR AWARD**

The District Court Clerk's Office will have a review team that will determine the winning bid. This will be based on the lowest priced, technically acceptable offer.

"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                      Division of  
Director                                  Wage Determinations

Wage Determination No.: 2015-4215  
Revision No.: 30  
Date Of Last Revision: 12/03/2025

States: Delaware, Maryland, New Jersey  
  
Area: Delaware County of New Castle  
Maryland County of Cecil  
New Jersey County of Salem

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

OCCUPATION CODE - TITLE	FOOTNOTE	RATE
01000 - Administrative Support And Clerical Occupations		
01011 - Accounting Clerk I		19.64
01012 - Accounting Clerk II		22.05
01013 - Accounting Clerk III		24.66
01020 - Administrative Assistant		37.15
01035 - Court Reporter		34.17
01041 - Customer Service Representative I		17.77
01042 - Customer Service Representative II		19.40
01043 - Customer Service Representative III		21.77
01051 - Data Entry Operator I		17.92
01052 - Data Entry Operator II		19.55
01060 - Dispatcher, Motor Vehicle		23.56
01070 - Document Preparation Clerk		19.71
01090 - Duplicating Machine Operator		19.71
01111 - General Clerk I		18.07
01112 - General Clerk II		19.72
01113 - General Clerk III		22.13
01120 - Housing Referral Assistant		25.61
01141 - Messenger Courier		18.43
01191 - Order Clerk I		19.10
01192 - Order Clerk II		20.83
01261 - Personnel Assistant (Employment) I		19.44
01262 - Personnel Assistant (Employment) II		21.74
01263 - Personnel Assistant (Employment) III		24.23
01270 - Production Control Clerk		27.42
01290 - Rental Clerk		20.80
01300 - Scheduler, Maintenance		20.54
01311 - Secretary I		20.54
01312 - Secretary II		22.98
01313 - Secretary III		25.61
01320 - Service Order Dispatcher		21.06
01410 - Supply Technician		37.15
01420 - Survey Worker		22.22
01460 - Switchboard Operator/Receptionist		18.08
01531 - Travel Clerk I		19.82
01532 - Travel Clerk II		21.11
01533 - Travel Clerk III		23.61
01611 - Word Processor I		19.10
01612 - Word Processor II		21.44
01613 - Word Processor III		23.98
05000 - Automotive Service Occupations		
05005 - Automobile Body Repairer, Fiberglass		27.42
05010 - Automotive Electrician		26.77

05040 - Automotive Glass Installer	25.64
05070 - Automotive Worker	25.64
05110 - Mobile Equipment Servicer	23.28
05130 - Motor Equipment Metal Mechanic	27.80
05160 - Motor Equipment Metal Worker	25.64
05190 - Motor Vehicle Mechanic	27.80
05220 - Motor Vehicle Mechanic Helper	21.92
05250 - Motor Vehicle Upholstery Worker	24.53
05280 - Motor Vehicle Wrecker	25.64
05310 - Painter, Automotive	26.77
05340 - Radiator Repair Specialist	25.64
05370 - Tire Repairer	19.24
05400 - Transmission Repair Specialist	27.80
07000 - Food Preparation And Service Occupations	
07010 - Baker	17.39
07041 - Cook I	18.78
07042 - Cook II	20.69
07070 - Dishwasher	15.20
07130 - Food Service Worker	16.00
07210 - Meat Cutter	21.72
07260 - Waiter/Waitress	16.68
09000 - Furniture Maintenance And Repair Occupations	
09010 - Electrostatic Spray Painter	24.11
09040 - Furniture Handler	17.39
09080 - Furniture Refinisher	22.88
09090 - Furniture Refinisher Helper	19.50
09110 - Furniture Repairer, Minor	21.21
09130 - Upholsterer	21.37
11000 - General Services And Support Occupations	
11030 - Cleaner, Vehicles	16.60
11060 - Elevator Operator	17.52
11090 - Gardener	22.75
11122 - Housekeeping Aide	17.52
11150 - Janitor	17.52
11210 - Laborer, Grounds Maintenance	18.60
11240 - Maid or Houseman	16.88
11260 - Pruner	17.17
11270 - Tractor Operator	21.42
11330 - Trail Maintenance Worker	18.60
11360 - Window Cleaner	18.98
12000 - Health Occupations	
12010 - Ambulance Driver	21.94
12011 - Breath Alcohol Technician	28.96
12012 - Certified Occupational Therapist Assistant	32.82
12015 - Certified Physical Therapist Assistant	31.14
12020 - Dental Assistant	24.13
12025 - Dental Hygienist	48.54
12030 - EKG Technician	34.17
12035 - Electroneurodiagnostic Technologist	34.17
12040 - Emergency Medical Technician	21.94
12071 - Licensed Practical Nurse I	25.89
12072 - Licensed Practical Nurse II	28.96
12073 - Licensed Practical Nurse III	32.28
12100 - Medical Assistant	22.04
12130 - Medical Laboratory Technician	31.70
12160 - Medical Record Clerk	21.22
12190 - Medical Record Technician	23.74
12195 - Medical Transcriptionist	21.32
12210 - Nuclear Medicine Technologist	47.53
12221 - Nursing Assistant I	15.00
12222 - Nursing Assistant II	16.87
12223 - Nursing Assistant III	18.42
12224 - Nursing Assistant IV	20.67
12235 - Optical Dispenser	23.48
12236 - Optical Technician	21.24
12250 - Pharmacy Technician	18.97

12280 - Phlebotomist	22.54
12305 - Radiologic Technologist	37.58
12311 - Registered Nurse I	29.51
12312 - Registered Nurse II	33.65
12313 - Registered Nurse II, Specialist	33.65
12314 - Registered Nurse III	40.71
12315 - Registered Nurse III, Anesthetist	40.71
12316 - Registered Nurse IV	48.80
12317 - Scheduler (Drug and Alcohol Testing)	35.88
12320 - Substance Abuse Treatment Counselor	28.74
13000 - Information And Arts Occupations	
13011 - Exhibits Specialist I	26.41
13012 - Exhibits Specialist II	32.70
13013 - Exhibits Specialist III	40.01
13041 - Illustrator I	26.81
13042 - Illustrator II	33.22
13043 - Illustrator III	40.03
13047 - Librarian	36.78
13050 - Library Aide/Clerk	18.26
13054 - Library Information Technology Systems Administrator	33.22
13058 - Library Technician	21.80
13061 - Media Specialist I	23.60
13062 - Media Specialist II	26.41
13063 - Media Specialist III	29.43
13071 - Photographer I	20.00
13072 - Photographer II	22.37
13073 - Photographer III	27.72
13074 - Photographer IV	33.91
13075 - Photographer V	41.02
13090 - Technical Order Library Clerk	21.44
13110 - Video Teleconference Technician	27.43
14000 - Information Technology Occupations	
14041 - Computer Operator I	24.79
14042 - Computer Operator II	27.73
14043 - Computer Operator III	30.90
14044 - Computer Operator IV	34.35
14045 - Computer Operator V	38.04
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	24.79
14160 - Personal Computer Support Technician	34.35
14170 - System Support Specialist	38.04
15000 - Instructional Occupations	
15010 - Aircrew Training Devices Instructor (Non-Rated)	33.89
15020 - Aircrew Training Devices Instructor (Rated)	41.01
15030 - Air Crew Training Devices Instructor (Pilot)	49.16
15050 - Computer Based Training Specialist / Instructor	33.89
15060 - Educational Technologist	36.59
15070 - Flight Instructor (Pilot)	49.16
15080 - Graphic Artist	29.42
15085 - Maintenance Test Pilot, Fixed, Jet/Prop	49.16
15086 - Maintenance Test Pilot, Rotary Wing	49.16
15088 - Non-Maintenance Test/Co-Pilot	49.16
15090 - Technical Instructor	28.59
15095 - Technical Instructor/Course Developer	34.96
15110 - Test Proctor	23.08
15120 - Tutor	23.08
16000 - Laundry, Dry-Cleaning, Pressing And Related Occupations	
16010 - Assembler	16.95
16030 - Counter Attendant	16.95

16040 - Dry Cleaner	19.38
16070 - Finisher, Flatwork, Machine	16.95
16090 - Presser, Hand	16.95
16110 - Presser, Machine, Drycleaning	16.95
16130 - Presser, Machine, Shirts	16.95
16160 - Presser, Machine, Wearing Apparel, Laundry	16.95
16190 - Sewing Machine Operator	20.19
16220 - Tailor	21.00
16250 - Washer, Machine	17.76
19000 - Machine Tool Operation And Repair Occupations	
19010 - Machine-Tool Operator (Tool Room)	27.71
19040 - Tool And Die Maker	32.31
21000 - Materials Handling And Packing Occupations	
21020 - Forklift Operator	25.96
21030 - Material Coordinator	27.30
21040 - Material Expediter	27.30
21050 - Material Handling Laborer	20.34
21071 - Order Filler	17.63
21080 - Production Line Worker (Food Processing)	25.96
21110 - Shipping Packer	21.37
21130 - Shipping/Receiving Clerk	21.37
21140 - Store Worker I	19.47
21150 - Stock Clerk	24.71
21210 - Tools And Parts Attendant	25.96
21410 - Warehouse Specialist	25.96
23000 - Mechanics And Maintenance And Repair Occupations	
23010 - Aerospace Structural Welder	38.46
23019 - Aircraft Logs and Records Technician	32.63
23021 - Aircraft Mechanic I	36.98
23022 - Aircraft Mechanic II	38.46
23023 - Aircraft Mechanic III	39.83
23040 - Aircraft Mechanic Helper	29.16
23050 - Aircraft, Painter	35.61
23060 - Aircraft Servicer	32.63
23070 - Aircraft Survival Flight Equipment Technician	35.61
23080 - Aircraft Worker	34.11
23091 - Aircrew Life Support Equipment (ALSE) Mechanic I	34.11
23092 - Aircrew Life Support Equipment (ALSE) Mechanic II	36.98
23110 - Appliance Mechanic	25.53
23120 - Bicycle Repairer	21.53
23125 - Cable Splicer	55.66
23130 - Carpenter, Maintenance	29.98
23140 - Carpet Layer	29.21
23160 - Electrician, Maintenance	35.60
23181 - Electronics Technician Maintenance I	33.73
23182 - Electronics Technician Maintenance II	35.21
23183 - Electronics Technician Maintenance III	36.57
23260 - Fabric Worker	29.13
23290 - Fire Alarm System Mechanic	29.60
23310 - Fire Extinguisher Repairer	29.39
23311 - Fuel Distribution System Mechanic	40.67
23312 - Fuel Distribution System Operator	34.05
23370 - General Maintenance Worker	24.33
23380 - Ground Support Equipment Mechanic	36.98
23381 - Ground Support Equipment Servicer	32.63
23382 - Ground Support Equipment Worker	34.11
23391 - Gunsmith I	29.39
23392 - Gunsmith II	32.37
23393 - Gunsmith III	35.10
23410 - Heating, Ventilation And Air-Conditioning Mechanic	30.21
23411 - Heating, Ventilation And Air Contidioning Mechanic (Research Facility)	31.41
23430 - Heavy Equipment Mechanic	31.45

23440 - Heavy Equipment Operator	32.07
23460 - Instrument Mechanic	36.24
23465 - Laboratory/Shelter Mechanic	33.80
23470 - Laborer	20.34
23510 - Locksmith	31.00
23530 - Machinery Maintenance Mechanic	33.44
23550 - Machinist, Maintenance	28.61
23580 - Maintenance Trades Helper	20.00
23591 - Metrology Technician I	36.24
23592 - Metrology Technician II	37.69
23593 - Metrology Technician III	39.02
23640 - Millwright	33.86
23710 - Office Appliance Repairer	23.64
23760 - Painter, Maintenance	26.83
23790 - Pipefitter, Maintenance	34.89
23810 - Plumber, Maintenance	33.59
23820 - Pneudraulic Systems Mechanic	35.10
23850 - Rigger	31.74
23870 - Scale Mechanic	32.37
23890 - Sheet-Metal Worker, Maintenance	39.01
23910 - Small Engine Mechanic	23.19
23931 - Telecommunications Mechanic I	33.66
23932 - Telecommunications Mechanic II	35.00
23950 - Telephone Lineman	45.96
23960 - Welder, Combination, Maintenance	26.97
23965 - Well Driller	32.47
23970 - Woodcraft Worker	35.10
23980 - Woodworker	29.39
24000 - Personal Needs Occupations	
24550 - Case Manager	21.67
24570 - Child Care Attendant	15.23
24580 - Child Care Center Clerk	18.99
24610 - Chore Aide	14.20
24620 - Family Readiness And Support Services Coordinator	21.67
24630 - Homemaker	21.67
25000 - Plant And System Operations Occupations	
25010 - Boiler Tender	37.21
25040 - Sewage Plant Operator	31.74
25070 - Stationary Engineer	37.21
25190 - Ventilation Equipment Tender	29.34
25210 - Water Treatment Plant Operator	31.74
27000 - Protective Service Occupations	
27004 - Alarm Monitor	26.59
27007 - Baggage Inspector	18.54
27008 - Corrections Officer	29.47
27010 - Court Security Officer	34.50
27030 - Detection Dog Handler	20.76
27040 - Detention Officer	29.47
27070 - Firefighter	39.52
27101 - Guard I	18.54
27102 - Guard II	20.76
27131 - Police Officer I	39.21
27132 - Police Officer II	43.58
28000 - Recreation Occupations	
28041 - Carnival Equipment Operator	18.72
28042 - Carnival Equipment Repairer	19.88
28043 - Carnival Worker	15.00
28210 - Gate Attendant/Gate Tender	20.05
28310 - Lifeguard	15.24
28350 - Park Attendant (Aide)	22.43
28510 - Recreation Aide/Health Facility Attendant	16.37
28515 - Recreation Specialist	27.78
28630 - Sports Official	17.86
28690 - Swimming Pool Operator	21.89
29000 - Stevedoring/Longshoremen Occupational Services	

29010 - Blocker And Bracer	33.45
29020 - Hatch Tender	33.45
29030 - Line Handler	33.45
29041 - Stevedore I	32.01
29042 - Stevedore II	34.92
30000 - Technical Occupations	
30010 - Air Traffic Control Specialist, Center (HFO) (see 2)	50.77
30011 - Air Traffic Control Specialist, Station (HFO) (see 2)	35.01
30012 - Air Traffic Control Specialist, Terminal (HFO) (see 2)	38.56
30021 - Archeological Technician I	20.46
30022 - Archeological Technician II	22.89
30023 - Archeological Technician III	28.35
30030 - Cartographic Technician	28.81
30040 - Civil Engineering Technician	29.92
30051 - Cryogenic Technician I	31.40
30052 - Cryogenic Technician II	34.67
30061 - Drafter/CAD Operator I	20.46
30062 - Drafter/CAD Operator II	22.89
30063 - Drafter/CAD Operator III	25.51
30064 - Drafter/CAD Operator IV	31.40
30081 - Engineering Technician I	19.13
30082 - Engineering Technician II	21.47
30083 - Engineering Technician III	26.18
30084 - Engineering Technician IV	31.87
30085 - Engineering Technician V	38.78
30086 - Engineering Technician VI	44.02
30090 - Environmental Technician	29.13
30095 - Evidence Control Specialist	28.35
30210 - Laboratory Technician	31.54
30221 - Latent Fingerprint Technician I	28.63
30222 - Latent Fingerprint Technician II	31.63
30240 - Mathematical Technician	31.59
30361 - Paralegal/Legal Assistant I	23.86
30362 - Paralegal/Legal Assistant II	29.55
30363 - Paralegal/Legal Assistant III	36.15
30364 - Paralegal/Legal Assistant IV	43.73
30375 - Petroleum Supply Specialist	34.67
30390 - Photo-Optics Technician	28.35
30395 - Radiation Control Technician	34.67
30461 - Technical Writer I	26.93
30462 - Technical Writer II	32.94
30463 - Technical Writer III	39.85
30491 - Unexploded Ordnance (UXO) Technician I	32.27
30492 - Unexploded Ordnance (UXO) Technician II	39.04
30493 - Unexploded Ordnance (UXO) Technician III	46.79
30494 - Unexploded (UXO) Safety Escort	32.27
30495 - Unexploded (UXO) Sweep Personnel	32.27
30501 - Weather Forecaster I	31.40
30502 - Weather Forecaster II	38.19
30620 - Weather Observer, Combined Upper Air Or Surface Programs	(see 2) 25.51
30621 - Weather Observer, Senior	(see 2) 28.35
31000 - Transportation/Mobile Equipment Operation Occupations	
31010 - Airplane Pilot	39.04
31020 - Bus Aide	22.99
31030 - Bus Driver	29.63
31043 - Driver Courier	20.39
31260 - Parking and Lot Attendant	15.16
31290 - Shuttle Bus Driver	19.00
31310 - Taxi Driver	17.03
31361 - Truckdriver, Light	21.65
31362 - Truckdriver, Medium	22.82
31363 - Truckdriver, Heavy	28.85
31364 - Truckdriver, Tractor-Trailer	28.85
99000 - Miscellaneous Occupations	
99020 - Cabin Safety Specialist	19.03

99030 - Cashier	15.13
99050 - Desk Clerk	17.11
99095 - Embalmer	33.98
99130 - Flight Follower	32.27
99251 - Laboratory Animal Caretaker I	18.27
99252 - Laboratory Animal Caretaker II	19.40
99260 - Marketing Analyst	37.71
99310 - Mortician	33.98
99410 - Pest Controller	22.65
99510 - Photofinishing Worker	18.64
99710 - Recycling Laborer	24.67
99711 - Recycling Specialist	28.42
99730 - Refuse Collector	22.78
99810 - Sales Clerk	16.17
99820 - School Crossing Guard	18.19
99830 - Survey Party Chief	31.70
99831 - Surveying Aide	20.98
99832 - Surveying Technician	28.87
99840 - Vending Machine Attendant	18.54
99841 - Vending Machine Repairer	21.69
99842 - Vending Machine Repairer Helper	18.54

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

Note: Executive Order 13658 generally applies to contracts subject to the Service Contract Act that were awarded on or between January 1, 2015 and January 29, 2022, and that have not been renewed or extended on or after January 30, 2022. If a contract is subject to Executive Order 13658, the contractor must pay all covered workers at least \$13.30 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 2025. The applicable Executive Order minimum wage rate will be adjusted annually. Additional information on contractor requirements and worker protections under Executive Order 13658 is available at [www.dol.gov/whd/govcontracts](http://www.dol.gov/whd/govcontracts).

ALL OCCUPATIONS LISTED ABOVE RECEIVE THE FOLLOWING BENEFITS:

HEALTH & WELFARE: \$5.55 per hour, up to 40 hours per week, or \$222.00 per week or \$962.00 per month

HEALTH & WELFARE EO 13706: \$5.09 per hour, up to 40 hours per week, or \$203.60 per week, or \$882.27 per month\*

\*This rate is to be used only when compensating employees for performance on an SCA-covered contract also covered by EO 13706, Establishing Paid Sick Leave for Federal Contractors. A contractor may not receive credit toward its SCA obligations for any paid sick leave provided pursuant to EO 13706.

VACATION: 2 weeks paid vacation after 1 year of service with a contractor or successor; 3 weeks after 5 years, 4 weeks after 10 years, and 5 weeks after 20 years.

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

HOLIDAYS: A minimum of twelve paid holidays per year: New Year's Day, Martin Luther King Jr's Birthday, Washington's Birthday, Good Friday, Memorial Day, Juneteenth National Independence Day, Independence Day, Labor Day, Columbus Day, Veterans' Day, Thanksgiving Day, and Christmas Day. A contractor may substitute for any of the named holidays another day off with pay in accordance with a plan communicated to the employees involved.) (See 29 CFR 4.174)

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

1) COMPUTER EMPLOYEES: This wage determination does not apply to any individual employed in a bona fide executive, administrative, or professional capacity, as defined in 29 C.F.R. Part 541. (See 41 C.F.R. 6701(3)). Because most Computer Systems Analysts and Computer Programmers who are paid at least \$27.63 per hour (or at least \$684 per week if paid on a salary or fee basis) likely qualify as exempt computer professionals under 29 U.S.C. 213(a)(1) and 29 U.S.C. 213(a)(17), this wage determination may not include wage rates for all occupations within those job families. In such instances, a conformance will be necessary if there are nonexempt employees in these job families working on the contract.

Job titles vary widely and change quickly in the computer industry, and are not determinative of whether an employee is an exempt computer professional. To be exempt, computer employees who satisfy the compensation requirements must also have a primary duty that 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).

Any computer employee who meets the applicable compensation requirements and the above duties test qualifies as an exempt computer professional under both section 13(a)(1) and section 13(a)(17) of the Fair Labor Standards Act. (Field Assistance Bulletin No. 2006-3 (Dec. 14, 2006)). Accordingly, this wage determination will not apply to any exempt computer employee regardless of which of these two exemptions is utilized.

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

\*\* HAZARDOUS PAY DIFFERENTIAL \*\*

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

screening, blending, dying, mixing, and pressing of sensitive ordnance, explosives, and pyrotechnic compositions such as lead azide, black powder and photoflash powder.

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

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

**\*\* UNIFORM ALLOWANCE \*\***

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

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

**\*\* SERVICE CONTRACT ACT DIRECTORY OF OCCUPATIONS \*\***

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

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

**Conformance Process:**

The contracting officer shall require that any class of service employee which is not listed herein and which is to be employed under the contract (i.e., the work to be performed is not performed by any classification listed in the wage determination), be classified by the contractor so as to provide a reasonable relationship (i.e., appropriate level of skill comparison) between such unlisted classifications and the classifications listed in the wage determination (See 29 CFR 4.6(b)(2)(i)). Such conforming procedures shall be initiated by the contractor prior to the performance of contract work by such unlisted class(es) of employees (See 29 CFR 4.6(b)(2)(ii)). The Wage and Hour Division shall make a final determination of conformed classification, wage rate, and/or fringe benefits which shall be paid to all employees performing in the classification from the first day of work on which contract work is performed by them in the classification. Failure

to pay such unlisted employees the compensation agreed upon by the interested parties and/or fully determined by the Wage and Hour Division retroactive to the date such class of employees commenced contract work shall be a violation of the Act and this contract. (See 29 CFR 4.6(b)(2)(v)). When multiple wage determinations are included in a contract, a separate SF-1444 should be prepared for each wage determination to which a class(es) is to be conformed.

The process for preparing a conformance request is as follows:

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

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

When preparing a conformance request, the "Service Contract Act Directory of Occupations" should be used to compare job definitions to ensure that duties requested are not performed by a classification already listed in the wage determination. Remember, it is not the job title, but the required tasks that determine whether a class is included in an established wage determination. Conformances may not be used to artificially split, combine, or subdivide classifications listed in the wage determination (See 29 CFR 4.152(c)(1))."