# BIDDER/OFFEROR CERTIFICATION FORM

## COMPLETION

The person(s) completing this form must be knowledgeable about the Bidder/Offerer's business and operations.

## RESPONSES

Every question must be answered. Each response must provide all relevant information that can be obtained within the limits of the law. Individuals and sole proprietors may use a Social Security number but are encouraged to obtain and use a Federal Employer Identification Number (EIN). Provide any explanation at the end of the section or attach additional sheets with numbered responses. Include the Bidder/Offerer's name at the top of each attached page.

## GENERAL INSTRUCTIONS

This form contains five (5) sections. Section I concerns the Bidder/Offerer's responsibility; Section II includes additional required certifications; Section III relates to the Bay American Act (if applicable); Section IV relates to the Walsh-Healey Act; and Section V requires the Bidder/Offerer's signature. Please note, a determination that a prospective contractor is found to be "not responsible" is final and not appealable.

## SECTION I. BIDDER/OFFEROR RESPONSIBILITY CERTIFICATION

Instructions for Section I: Section I contains nine (9) parts. Part 1 requests information concerning the Bidder/Offeror's business entity. Part 2 inquires about current or former owners, partners, directors, officers or principals. Part 3 relates to the responsibility of the Bidder/Offeror's business. Part 4 concerns the Bidder/Offeror's business certificates and licenses. Part 5 inquires about legal proceedings. Part 6 relates to the Bidder/Offeror's financial and organizational status. Part 7 relates to current procurement activity within the Department. Part 8 requires the Bidder/Offeror to agree to update the information provided. Part 9 relates to disclosures under the District of Columbia Freedom of Information Act (FOIA).

### PART I: BIDDER/OFFEROR INFORMATION

<table>
<thead>
<tr>
<th>Legal Business Entity Name:</th>
<th>Solicitation #:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address of the Principal Place of Business (street, city, state, zip code)</td>
<td>Telephone # and ext.:</td>
</tr>
<tr>
<td>Fax #:</td>
<td></td>
</tr>
<tr>
<td>Email Address:</td>
<td>Website:</td>
</tr>
</tbody>
</table>

Additional Legal Business Entity Identities: If applicable, list any other DBA, Trade Name, Former Name, Other Identity and EIN used in the last five (5) years and the status (active or inactive).

<table>
<thead>
<tr>
<th>Type:</th>
<th>Name:</th>
<th>EIN:</th>
<th>Status:</th>
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</table>

1.1 Business Type (Please check the appropriate box and provide additional information if necessary):  
- [ ] Corporation (including PC)  
- [ ] Joint Venture  
- [ ] Limited Liability Company (LLC or PLLC)  
- [ ] Nonprofit Organization  
- [ ] Partnership (including LLP, LP or General)  
- [ ] Sole Proprietor  
- [ ] Other  

If "Other," please explain:

1.2 Was the Bidder/Offeror's business formed or incorporated in the District of Columbia?  
- [ ] Yes  
- [ ] No

If "No" to Subpart 1.2, provide the jurisdiction where the Bidder/Offeror's business was formed or incorporated. Attach a Certificate or Letter of Good Standing from the applicable jurisdiction and a certified Application for Authority from the District, or provide an explanation if the documents are not available.

<table>
<thead>
<tr>
<th>State</th>
<th>Country</th>
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</table>

1.3 Please provide a copy of each District of Columbia license, registration or certification that the Bidder/Offeror is required by law to obtain (other than those provided in Subpart 1.2). If the Bidder/Offeror is not providing a copy of its license, registration or certification to transact business in the District of Columbia, it shall either:  
(a) Certify its intent to obtain the necessary license, registration or certification prior to contract award, or  
(b) Explain its exemption from the requirement.
1.4 If your company, its principals, shareholders, directors, or employees own an interest or have a position in another entity in the same or similar line of business as the Bidder/Offeror, please describe the affiliation in detail.

1.5 If any officer, director, shareholder or anyone holding a financial interest in the Bidder/Offeror has a relationship with an employee of the Department or any District agency for whom the Department is procuring goods or services, please describe the nature of the relationship in detail and identify the employee.

### PART 2: INDIVIDUAL RESPONSIBILITY

**Additional Instructions for Section 1, Parts 2 through 9:** Provide an explanation of the issue(s), relevant dates, the government entity involved, any remedial or corrective action(s) taken and the current status of the issue(s).

Within the past five (5) years, has any current or former owner, partner, director, officer, principal or any person in a position involved in the administration of funds, or currently or formerly having the authority to sign, execute or approve bids, proposals, contracts or supporting documentation on behalf of the bidder/offeror with any government entity.

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<thead>
<tr>
<th>Question</th>
<th>Yes</th>
<th>No</th>
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<tbody>
<tr>
<td>2.1 Been sanctioned or proposed for sanction relative to any business or professional permit or license?</td>
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<tr>
<td>2.2 Been under suspension, debarment, voluntary exclusion or determined ineligible under any federal, District or state statutes?</td>
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<tr>
<td>2.3 Been proposed for suspension or debarment?</td>
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<tr>
<td>2.4 Been the subject of an investigation, whether open or closed, by any government entity for a civil or criminal violation for any business-related conduct?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.5 Been charged with a misdemeanor or felony, indicted, granted immunity, convicted of a crime, or subject to a judgment or a plea bargain for:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(a) Any business-related activity, or</td>
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<tr>
<td>(b) Any crime the underlying conduct of which was related to truthfulness?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.6 Been suspended, cancelled, terminated or found non-responsible on any government contract, or had a surety called upon to complete an awarded contract?</td>
<td></td>
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</tr>
</tbody>
</table>

Please provide an explanation for each “Yes” in Part 2 above.

2.7 In the past ten (10) years has the Bidder/Offeror had a contract terminated, in whole or in part, for any reason? If so, describe each such termination in detail.

2.8 In the past ten (10) years has the Bidder/Offeror ever been assessed liquidated damages, costs to re-procure, costs to complete, or any other monetary damages under a contract? If so, describe each such assessment in detail.

### PART 3: BUSINESS RESPONSIBILITY

Within the past five (5) years, has the Bidder/Offeror:

<table>
<thead>
<tr>
<th>Question</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>3.1 Been under suspension, debarment, voluntary exclusion or determined ineligible under any federal, District or state statutes?</td>
<td></td>
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<tr>
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<td></td>
</tr>
<tr>
<td>(b) Any crime the underlying conduct of which was related to truthfulness?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.5 Been disqualified or proposed for disqualification on any government permit or license?</td>
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<td></td>
</tr>
<tr>
<td>3.6 Been denied a contract award (in whole or in part, for any reason) or had a bid or proposal rejected based upon a non-responsibility finding by a government entity? If so, describe each such occurrence in detail.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.7 Had a low bid or proposal rejected on a government contract for failing to make good faith efforts on any Certified Business Enterprise goal or statutory affirmative action requirements on a previously held contract?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.8 Been suspended, cancelled, terminated or found non-responsible on any government contract, or had a surety called upon to complete an awarded contract?</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Please provide an explanation for each "Yes" in Part 3.

### PART 4: CERTIFICATES AND LICENSES

Has the Bidder/Offeror:

| 4.1 Had a denial, decertification, revocation or forfeiture of District of Columbia certification of any Certified Business Enterprise or federal certification of Disadvantaged Business Enterprise status for other than a change of ownership? | ☐ Yes ☐ No |

Please provide an explanation for "Yes" in Subpart 4.1.

| 4.2 Please provide a copy of the Bidder/Offeror's District of Columbia Office of Tax and Revenue Tax Certification Affidavit. | ☐ Yes ☐ No |

Please provide an explanation for "Yes" in Subpart 4.3.

### PART 5: LEGAL PROCEEDINGS

Within the past five (5) years, has the Bidder/Offeror:

| 5.1 Had any liens or judgments (not including UCC filings) filed against it which remain undischarged? ("Yes" to Subpart 5.1, provide an explanation of the issue(s), relevant dates, the lien holder or claimant's name, the amount of the lien(s) and the current status of the issue(s).) | ☐ Yes ☐ No |

| 5.2 Had a government entity find a willful violation of District of Columbia compensation or prevailing wage laws, the Service Contract Act or the Davis-Bacon Act? | ☐ Yes ☐ No |

| 5.3 Received any OSHA citation and Notification of Penalty containing a violation classified as serious or willful? | ☐ Yes ☐ No |

Please provide an explanation for each "Yes" in Part 5 above.

### PART 6: FINANCIAL AND ORGANIZATIONAL INFORMATION

Within the past five (5) years, has the Bidder/Offeror received any formal unsatisfactory performance assessment(s) from any government entity on any contract? ("Yes" to Subpart 6.1, provide an explanation of the issue(s), relevant dates, the government entity involved, any remedial or corrective action(s) taken and the current status of the issue(s).)

| ☐ Yes ☐ No |

| 6.2 Has the Bidder/Offeror ever been assessed liquidated damages, costs to re-procure, costs to complete, or any other monetary damages under a contract? If so, describe each such assessment in detail below. ("Yes" to Subpart 6.2, provide an explanation of the issue(s), relevant dates, the government entity involved, the amount assessed and the current status of the issue(s).) | ☐ Yes ☐ No |

| ☐ Yes ☐ No |

| 6.3 Within the last seven (7) years, has the Bidder/Offeror initiated or been the subject of any bankruptcy proceedings, whether or not closed, or is any bankruptcy proceeding pending? ("Yes" to Subpart 6.3, provide the bankruptcy chapter number, the court name and the docket number. Indicate the current status of the proceedings as "initiated," "pending" or "closed".) | ☐ Yes ☐ No |

| ☐ Yes ☐ No |

| 6.4 During the past three (3) years, has the Bidder/Offeror failed to file a tax return or pay taxes required by federal, state, District of Columbia or local laws? ("Yes" to Subpart 6.4, provide the taxing jurisdiction, the type of tax, the liability year(s), the tax liability amount the Bidder/Offeror failed to file/pay and the current status of the tax liability. | ☐ Yes ☐ No |

| ☐ Yes ☐ No |

| 6.5 During the past three (3) years, has the Bidder/Offeror failed to file a District of Columbia unemployment insurance return or failed to pay District of Columbia unemployment insurance? ("Yes" to Subpart 6.5, provide the years the Bidder/Offeror failed to file the return or pay the insurance, explain the situation and any remedial or corrective action(s) taken and the current status of the issue(s).) | ☐ Yes ☐ No |

| ☐ Yes ☐ No |

| 6.6 During the past three (3) years, has the Bidder/Offeror failed to comply with any payment agreement with the Internal Revenue Service, the District of Columbia Office of Tax and Revenue and the Department of Employment Services? ("Yes" to Subpart 6.6, provide the years the Bidder/Offeror failed to comply with the payment agreement, explain the situation and any remedial or corrective action(s) taken and the current status of the issue(s).) | ☐ Yes ☐ No |

| ☐ Yes ☐ No |

| 6.7 Indicate whether the Bidder/Offeror owes any outstanding debt to any state, federal or District of Columbia government. | ☐ Yes ☐ No |
If "Yes" to Subpart 6.7, provide an explanation of the issue(s), relevant dates, the government entity involved, any remedial or corrective action(s) taken and the current status of the issue(s).

6.8 During the past three (3) years, has the Bidder/Offeror been audited by any government entity? □ Yes □ No

(a) If "Yes" to Subpart 6.8, did any audit of the Bidder/Offeror identify any significant deficiencies in internal controls, fraud or illegal acts; significant violations of provisions of contract or grant agreements; significant abuse; or any material disallowance? □ Yes □ No

(b) If "Yes" to Subpart 6.8(a), provide an explanation of the issue(s), relevant dates, the government entity involved, any remedial or corrective action(s) taken and the current status of the issue(s).

**PART 7: CONTRACTOR PROCUREMENT ACTIVITY WITHIN THE DEPARTMENT**

7.1 What is your organization's Design Capacity (total labor hours) to conduct or pursue business with the Department of General Services (DGS) in the current fiscal year? Design capacity is calculated by multiplying the total number of company employees dedicated to a particular line of business by no more than 12 hours per day. Person's completing this form may be required to provide supporting documentation to substantiate allocable labor hours presented.

<table>
<thead>
<tr>
<th>(a) Construction:</th>
<th>labor hours</th>
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<tbody>
<tr>
<td>(b) Non-Construction:</td>
<td>labor hours</td>
</tr>
</tbody>
</table>

7.2 In the table below, please list:

1. The active contracts your organization currently holds with the Department of General Services, please include the contract number(s) as a part of your response; and

2. The number of labor hours your organization has allocated to each active contract within the current fiscal year. (Note, if more entries are required, please list an attached addendum to this document).

<table>
<thead>
<tr>
<th>Contract Number</th>
<th>Labor Hours Allocated</th>
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**PART 8: RESPONSE UPDATE REQUIREMENT**

8.1 In accordance with the requirement of Section 302(e) of the Procurement Practices Reform Act of 2010 (D.C. Official Code § 2-353.02), the Bidder/Offeror shall update any response provided in Section I of this form during the term of this contract.

(a) Within sixty (60) days of a material change to a response; and

(b) Prior to the exercise of an option year contract.

**PART 9: FREEDOM OF INFORMATION ACT (FOIA)**

9.1 Indicate whether the Bidder/Offeror asserts that any information provided in response to a question in Section I is exempt from disclosure under the District of Columbia Freedom of Information Act (FOIA), effective March 25, 1977 (D.C. Law 1-96; D.C. Official Code §§ 2-531, et seq.). Include the question number(s) and explain the basis for the claim. (The District will determine whether such information is, in fact, exempt from FOIA at the time of request for disclosure under FOIA.) □ Yes □ No

**SECTION II: ADDITIONAL REQUIRED BIDDER/OFFEROR CERTIFICATIONS**

Instructions for Section II: Section II contains six (6) parts. Part 1 requests information concerning District of Columbia employees. Part 2 applies to the Bidder/Offeror's pricing. Part 3 relates to equal employment opportunity requirements. Part 4 relates to First Source requirements. Part 5 relates to employment eligibility obligations. Part 6 relates to Language Access obligations.

**PART 1: DISTRICT EMPLOYEES NOT TO BENEFIT**

The Bidder/Offeror certifies that:

1. No person listed in clause 13 of the Standard Contract Provisions, "District Employees Not To Benefit", will benefit from this contract.

2. The following person(s) listed in clause 13 of the Standard Contract Provisions may benefit from this contract. (For each person listed, attach the affidavit required by clause 13.)

   (a)  

   (b)  

**PART 2: INDEPENDENT PRICE DETERMINATION REQUIREMENTS**

The Bidder/Offeror certifies that:

2.1 The signature of the Bidder/Offeror is considered to be a certification by the signatory that:

   (a) The contract prices have been arrived at independently without, for the purpose of restricting competition, any consultation, communication or agreement with any bidder/Offeror or competitor related to:

   (i) Those prices;
(a) The intention to submit a bid/proposal; or

(iii) The methods or factors used to calculate the prices in the contract,

(b) The prices in this contract have not been and will not be knowingly disclosed by the Bidder/Offeror, directly or indirectly, to any other bidder/offeror or competitor before bid/proposal opening unless otherwise required by law; and

(c) No attempt has been made or will be made by the Bidder/Offeror to induce any other concern to submit or not to submit a contract for the purpose of restricting competition.

2.2 The signature on the bid/proposal is considered to be a certification by the signatory that the signatory:

(a) is the person in the Bidder/Offeror's organization responsible for determining the prices being offered in this contract, and that the signatory has not participated and will not participate in any action contrary to subparagraphs 2.1(a)(i) through (a)(iii) above; or

(b) has been authorized, in writing, to act as an agent for the following principal in certifying that the principal has not participated, and will not participate, in any action contrary to subparagraphs 2.1(a)(i) through (a)(iii) above:

[Insert full name of person(s) in the organization responsible for determining the prices offered in this contract and the title of his or her position in the Bidder's/Offeror's organization]

(i) As an authorized agent, certifies that the principals named in subparagraph 2.2(b) above have not participated, and will not participate, in any action contrary to subparagraphs 2.1(a)(i) through (a)(iii) above; and

(ii) As an agent, has not participated and will not participate in any action contrary to subparagraphs 2.1(a)(i) through (a)(iii) above.

2.3 If the Bidder/Offeror deletes or modifies subparagraph 2.1(b) above, the bidder/offeror must furnish with its bid a signed statement setting forth in detail the circumstances of the disclosure.

2.4 The Bidder/Offeror certifies that:

(a) there are no other entities related to it that are responding to or bidding on the subject solicitation or invitation to bid. Related entities include, but are not limited to, any entity that shares management positions, board positions, shareholders, or persons with a financial interest in the Bidder/Offeror.

(b) there are no current or former owners, partners, officers, directors, principals, managers, employees or any persons with a financial interest in the Bidder/Offeror who have a financial interest in the request for proposal or invitation for bid or any asset, tangible or intangible, arising out of any contract or scope of work related to the request for proposal or invitation for bid.

With regards to 2.4 (b), if the Bidder/Offeror has knowledge of any such a financial interest, please provide a detailed explanation.

PART 3: EQUAL OPPORTUNITY AND HUMAN RIGHTS OBLIGATIONS

3.1 I hereby certify that I am fully aware of the contents of Mayor's Order 85-85, Mayor's Order 2017-313 and the Office of Human Rights regulations in Chapter 11 of the DCMR, and agree to comply with them while performing this contract.

PART 4: FIRST SOURCE OBLIGATIONS

4.1 I hereby certify that I am fully aware of the requirements of the Workforce Intermediary Establishment and Reform of the First Source Amendment Act of 2011 (D.C. Law 19-84), and agree to enter into a First Source Employment Agreement with the Department of Employment Services if awarded any contract valued at $300,000 or more which receives funds or resources from the District, or funds or resources which, in accordance with a federal grant or otherwise, is administered by the District government.

4.2 I certify that the Initial Employment Plan submitted with my bid or proposal is true and accurate.

PART 5: EMPLOYMENT ELIGIBILITY OBLIGATIONS

5.1 I hereby certify that the Bidder/Offeror has verified the identity and employment eligibility of all its employees.

PART 6: LANGUAGE ACCESS OBLIGATIONS

6.1 For contracts where the contracting agency is a "covered entity" or "covered entity with major public contact" as defined in Sections 3(2) and 3(3) of the Language Access Act of 2004 (D.C. Official Code §§ 2-1931(2) and § 2-1931(3)), I hereby certify that I will comply with Language Access compliance requirements of the contracting agency while performing this contract.

SECTION III. BUY AMERICAN ACT CERTIFICATION

Instructions for Section III: Section III contains one (1) part which should only be completed if goods are being provided that are subject to the requirements of the Buy American Act.

PART 1: BUY AMERICAN ACT COMPLIANCE

1.1 The Bidder/Offeror certifies that each end product, except the end products listed below, is a domestic end product, and that components of unknown origin are considered to have been mined, produced or manufactured outside the United States.
### SECTION IV. WALSH-HEALEY ACT

**Instructions for Section IV:** Walsh-Healey Act.

If this contract is for the manufacture or furnishing of materials, supplies, articles or equipment in an amount that exceeds or may exceed $10,000, and is subject to the Walsh-Healey Public Contracts Act, as amended (41 U.S.C. §§ 35-45) (the "Act", as used in this section), the following terms and conditions apply:

(a) All representations and stipulations required by the Act and regulations issued by the Secretary of Labor (41 CFR 50-201.3) are incorporated by reference. These representations and stipulations are subject to all applicable rulings and interpretations of the Secretary of Labor that are now, or may hereafter, be in effect.

(b) All employees whose work relates to this contract shall be paid not less than the minimum wage prescribed by regulations issued by the Secretary of Labor (41 CFR 50-202.2) (41 U.S.C. §40). Learners, student learners, apprentices, and handicapped workers may be employed at less than the prescribed minimum wage (see 41 CFR 50-202.3) to the same extent that such employment is permitted under Section 14 of the Fair Labor Standards Act (29 U.S.C. §214).

### SECTION V. CERTIFICATION

**Instruction for Section V:** This section must be completed by all bidder/offerors.

I, [ ], as the person authorized to sign these certifications, hereby certify that the information provided in this form is true and accurate.

<table>
<thead>
<tr>
<th>Name (Print and sign):</th>
<th>Telephone #:</th>
<th>Fax #:</th>
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<tbody>
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<tr>
<th>Title:</th>
<th>Email Address:</th>
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</table>

Date: 

The District of Columbia is hereby authorized to verify the above information with appropriate government authorities. Penalty for making false statements is a fine of not more than $1,000.00, imprisonment for not more than 180 days, or both, as prescribed in D.C. Official Code § 22-2405. Penalty for false swearing is a fine of not more than $2,500.00, imprisonment for not more than three (3) years, or both, as prescribed in D.C. Official Code § 22-2404.
ATTACHMENT D

TAX AFFIDAVIT

[ATTACHMENT WILL APPEAR ON THE FOLLOWING PAGE]
GOVERNMENT OF THE DISTRICT OF COLUMBIA
Office of the Chief Financial Officer
Office of Tax and Revenue

TAX CERTIFICATION AFFIDAVIT

THIS AFFIDAVIT IS TO BE COMPLETED ONLY BY THOSE WHO ARE REGISTERED TO CONDUCT BUSINESS IN THE DISTRICT OF COLUMBIA.

Date

Authorized Agent
Name of Organization/Entity
Business Address (include zip code)
Business Phone Number

Authorized Agent
Principal Officer Name and Title
Square and Lot Information
Federal Identification Number
Contract Number
Unemployment Insurance Account No.

I hereby authorize the District of Columbia, Office of the Chief Financial Officer, Office of Tax and Revenue to release my tax information to an authorized representative of the District of Columbia agency with which I am seeking to enter into a contractual relationship. I understand that the information released will be limited to whether or not I am in compliance with the District of Columbia tax laws and regulations solely for the purpose of determining my eligibility to enter into a contractual relationship with a District of Columbia agency. I further authorize that this consent be valid for one year from the date of this authorization.

I hereby certify that I am in compliance with the applicable tax filing and payment requirements of the District of Columbia. The Office of Tax and Revenue is hereby authorized to verify the above information with the appropriate government authorities.

Signature of Authorizing Agent

Title

The penalty for making false statement is a fine not to exceed $5,000.00, imprisonment for not more than 180 days, or both, as prescribed by D.C. Official Code §47-4106.
ATTACHMENT E

SBE SUBCONTRACTING PLAN FORM

[ATTACHMENT WILL APPEAR ON THE FOLLOWING PAGE]
SBE SUBCONTRACTING PLAN

INSTRUCTIONS: All construction & non-construction contracts for government-assisted projects (agency contracts & private project with District subsidy) over $250,000, shall require at least 35% of the amount of the contract (total amount of agency contract or total private project development costs) be subcontracted to Small Business Enterprises (SBE), if insufficient qualified SBEs to Certified Business Enterprises (CBE). The SBE Subcontracting Plan must list all SBE and CBE subcontractors at every tier. Once the SBE Subcontracting Plan is submitted for agency contracts, options & extensions, it can only be amended with DSLBD's consent.

SUBMISSION OF SBE SUBCONTRACTING PLAN:

▲ For agency solicitations - submit to agency with bid/proposal.
▲ For agency options & extensions - submit to agency before option or extension exercised.
▲ For private projects - submit to DSLBD, agency project manager and District of Columbia Auditor, with each quarterly report. As private projects may not have awarded all contracts at the time the District subsidy is granted, the SBE Subcontracting Plan may be submitted simultaneously with each quarterly report and list all SBE/CBE subcontracts executed by the time of submission.

CREDIT: For each subcontract listed on the SBE Subcontracting Plan, credit will only be given for the portion of the subcontract performed, at every tier, by a SBE/CBE using its own organization and resources. COPIES OF EACH FULLY EXECUTED SUBCONTRACT WITH SBEs and CBEs (AT EVERY TIER) MUST BE PROVIDED TO RECEIVE CREDIT.

EXEMPTION: If the Beneficiary (Prime Contractor or Developer) is a CBE and will perform the ENTIRE government-assisted project with its own organization and resources and will NOT subcontract any portion of the services and goods, then the CBE is not required to subcontract 35% to SBEs.

<table>
<thead>
<tr>
<th>Company:</th>
<th>Contact #:</th>
<th>Email address:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Street Address:</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- ▲ all that applies, Company is:
  - □ a SBE  □ a CBE  □ CBE Certification Number: __________
  - □ WILL perform the ENTIRE agency contract or private project with its own organization and resources
  - □ WILL subcontract a portion of the agency contract or private project

<table>
<thead>
<tr>
<th>Company's point of contact for agency contract or private project:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Point of Contact:</td>
</tr>
<tr>
<td>Contact #:</td>
</tr>
<tr>
<td>Street Address:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Government-Assisted Project (▲ which applies □ Agency Contract or □ Private Project) Information:</th>
</tr>
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<thead>
<tr>
<th>Solicitation Number:</th>
<th>Solicitation Due Date:</th>
<th>Agency:</th>
<th>Total Dollar Amount of Contract: $</th>
</tr>
</thead>
</table>

*Design-Build must include total contract amount for both design and build phase of project.

35% of Total Dollar Amount of Contract: $ __________

Total Amount of All SBE/CBE subcontracts: $ __________
(include every lower tier)

<table>
<thead>
<tr>
<th>District Subsidy:</th>
<th>Agency Providing Subsidy:</th>
<th>Amount of District Subsidy:</th>
<th>Date District Subsidy Provided:</th>
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<table>
<thead>
<tr>
<th>Project Name:</th>
<th>Project Address:</th>
<th>Total Development Project Budget: $</th>
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</thead>
<tbody>
<tr>
<td>(include pre-construction and construction costs)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

35% of Total Development Project Budget: $ __________

Total Amount of All SBE/CBE subcontracts: $ __________
(include every lower tier)
### SBE/ CBE SUBCONTRACTORS (FOR EACH TIER):

**SBE/ CBE SUBCONTRACTOR INFORMATION:** (For design-build projects, the SBE Subcontracting Plan is not required to be submitted for preconstruction services; however, a full SBE Subcontracting Plan (35% of the contract amount including total design and build costs) is required to be submitted before entering into a guaranteed maximum price or contract authorizing construction.)

<table>
<thead>
<tr>
<th>SBE/ CBE Company</th>
<th>Address/Telephone No./ Email</th>
<th>Subcontractor Tier (1st, 2nd, 3rd, etc.)</th>
<th>Description of Subcontract scope of work to be PERFORMED WITH SBE/CBE's OWN ORGANIZATION &amp; RESOURCES</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Select Tier</td>
<td></td>
</tr>
</tbody>
</table>

Period of subcontract: __________

Price to be paid to the SBE/CBE Subcontractor: $________

- [ ] all that applies, Subcontractor is:
  - [ ] a SBE
  - [ ] a CBE
  - [ ] CBE Certification #: ______
  - [ ] SBE/CBE will perform the ENTIRE subcontract with its own organization and resources
  - [ ] SBE/CBE will subcontract a portion of the subcontract (MUST LIST EACH LOWER TIER SBE/ CBE SUBCONTRACTS)

SBE/ CBE Point of Contact

Name: ______
Title: ______
Telephone Number: ______
Email Address: ______

### SBE/ CBE SUBCONTRACTOR INFORMATION:

(For design-build projects, the SBE Subcontracting Plan is not required to be submitted for preconstruction services; however, a full SBE Subcontracting Plan (35% of the contract amount including total design and build costs) is required to be submitted before entering into a guaranteed maximum price or contract authorizing construction.)

<table>
<thead>
<tr>
<th>SBE/ CBE Company</th>
<th>Address/Telephone No./ Email</th>
<th>Subcontractor Tier (1st, 2nd, 3rd, etc.)</th>
<th>Description of Subcontract scope of work to be PERFORMED WITH SBE/CBE's OWN ORGANIZATION &amp; RESOURCES</th>
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</thead>
<tbody>
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</table>

Period of subcontract: __________

Price to be paid to the SBE/CBE Subcontractor: $________

- [ ] all that applies, Subcontractor is:
  - [ ] a SBE
  - [ ] a CBE
  - [ ] CBE Certification #: ______
  - [ ] SBE/CBE will perform the ENTIRE subcontract with its own organization and resources
  - [ ] SBE/CBE will subcontract a portion of the subcontract (MUST LIST EACH LOWER TIER SBE/ CBE SUBCONTRACTS)

SBE/ CBE Point of Contact

Name: ______
Title: ______
Telephone Number: ______
Email Address: ______

---

I_________________________ of __________________________________________ (Name) (Title) (Prime Contractor/ Developer)

(Signature) (Date)

Complete additional copies as needed.

SBE Subcontracting Plan – Revised October 2014
### AGENCY CONTRACT AWARD

Agency:
Prime Contractor:
Contract Number:
Date SBE Subcontracting Plan Accepted:
Date agency contract signed:
Anticipated Start Date of Contract:
Anticipated End Date of Contract:
Total Dollar Amount of Contract: 
*Design-Build must include total contract amount for both design and build phase of project.
35% of Total Contract Amount:
Total Amount of All SBE/CBE subcontracts: 
* (include every tier)

☐ Base Period Contract – Option/Extension Period:
☐ Multi-year Contract
  First year (period) of Contract:
  Current year (period) of Contract:
☐ Design-Build – Date of Guaranteed Contract:

☐ Check if prime contractor is a CBE and will perform the ENTIRE government-assisted project (agency contract) with its own organization and resources and NOT subcontract any portion of services or goods.

### PRIVATE PROJECT SUBSIDY AWARD

Agency Providing Subsidy:
District Subsidy:
Developer:
Amount of District Subsidy:
Date District Subsidy Provided/contract signed:
Anticipated Start Date of Project:
Anticipated End Date of Project:
Project Name:
Project Address:
Total Development Project Budget:
* (include pre-construction and construction costs)
35% of Total Development Project Budget:
Total Amount of All SBE/CBE subcontracts:
* (include every lower tier)

☐ Check if developer is a CBE and will perform the ENTIRE government-assisted project (private project) with its own organization and resources and NOT subcontract any portion of services or goods.

### AGENCY CONTRACTING OFFICER'S AFFIRMATION OR AGENCY PROJECT MANAGER'S AFFIRMATION

(✓ which applies)

☐ If the Beneficiary is a CBE, DSLBD was contacted to confirm Beneficiary’s CBE certification;

☐ The fully executed Contract (Base or Option or Extension or Multi-Year) or subsidy document, between the Beneficiary and Agency, was emailed to DSLBD @ Compliance.Enforcement@dc.gov within five (5) days of signing;

☐ FOR AGENCY CONTRACT the SBE Subcontracting Plan, submitted by Beneficiary, was emailed to DSLBD @ Compliance.Enforcement@dc.gov within five (5) days of signing the contract between the Beneficiary and Agency.

Name of Agency Contracting Officer or Agency Project Manager

Title of Agency Contracting Officer or Agency Project Manager

Signature ___________________ Date ________________

SBE Subcontracting Plan – Revised October 2014
ATTACHMENT F

2017 LIVING WAGE ACT NOTICE AND FACT SHEET

[ATTACHMENT WILL APPEAR ON THE FOLLOWING PAGE]
THE LIVING WAGE ACT OF 2006
D.C. Official Code §§ 2-220.01 – 2-220.11

Recipients of new contracts or government assistance shall pay affiliated employees and subcontractors who perform services under the contracts no less than the current living wage. Effective January 1, 2018, the living wage rate is $14.20 per hour.

The requirement to pay a living wage applies to:
- All recipients of contracts in the amount of $100,000 or more, and all subcontractors that receive $15,000 or more from the funds received by the recipient from the District of Columbia, and
- All recipients of government assistance in the amount of $100,000 or more, and all subcontractors of these recipients that receive $50,000 or more from the government assistance received by the recipient from the District of Columbia.

“Contract” means a written agreement between a recipient and the District government.
“Government assistance” means a grant, loan, or tax increment financing that result in a financial benefit from an agency, commission, instrumentality, or other entity of the District government.
“Affiliated employee” means any individual employed by a recipient who received compensation directly from government assistance or a contract with the District of Columbia government, including employees of the District of Columbia, any employee of a contractor or subcontractor of a recipient who performs services pursuant to government assistance or contract. The term “affiliated employee” does not include those individuals who perform only intermittent or incidental services with respect to the contract or government assistance or who are otherwise employed by the contractor, recipient, or subcontractor.

Certain exemptions apply: 1) contracts or agreements subject to wage determinations required by federal law which are higher than the wage required by this Act; 2) contracts performed by regulated utilities; 3) contracts for services needed immediately to prevent or respond to a disaster or imminent threat declared by the Mayor; 4) contracts awarded to recipients that provide trainees with services, including but not limited to case management and job readiness services, provided the trainee does not replace employees; 5) employees under 22 years of age employed during a school vacation period, or enrolled as a full-time student who works less than 25 hours per week; 6) tenants or retail establishments that occupy property constructed or improved by government assistance, provided there is no receipt of direct District government assistance; 7) employees of nonprofit organizations that employ not more than 50 individuals and qualify for 501(c)(3) status; 8) Medicaid provider agreements for direct care services to Medicaid recipients, provided, that the direct care service is not provided through a home care agency, a community residence facility, or a group home for persons with intellectual disabilities as those terms are defined in section 2 of the Health-Care and Community Residence Facility, Hospice, and Home Care Licensure Act of 1983; D.C. Official Code § 44-501; and 9) contracts or agreements between managed care organizations and the Health Care Safety Net Administration or the Medicaid Assistance Administration to provide health services.

Home Care Final Rule: The Department of Labor extended overtime protections to home care workers and workers who provide companionship services. Employers within this industry are now subject to recordkeeping provisions.

Each recipient and subcontractor of a recipient shall provide this notice to each affiliated employee covered by this notice, and shall also post this notice in a conspicuous site in its place of business.

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

To file a claim, visit: Department of Employment Services, Office of Wage-Hour, 4058 Minnesota Avenue, NE, Suite 3600, Washington, D.C. 20019; call: (202) 671-1880; or file your claim on-line: does.dc.gov. Go to “File a Claim” tab.
GOVERNMENT OF THE DISTRICT OF COLUMBIA
Department of Employment Services

MURIEL BOWSER
MAYOR

ODIE DONALD II
DIRECTOR

LIVING WAGE ACT FACT SHEET

The Living Wage Act of 2006; D.C. Official Code §§ 2-220.01 – 2-220.11 provides that District of Columbia government contractors and recipients of government assistance (grants, loans, tax increment financing) in the amount of $100,000 or more shall pay affiliated employee wages at no less than the current living wage rate.

Effective January 1, 2018, the living wage rate is $14.20 per hour.

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

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

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

1. Contracts or other agreements that are subject to higher wage level determinations required by federal law (i.e., if a contract is subject to the Service Contract Act and certain wage rates are lower than the District’s current living wage, the contractor must pay the higher of the two rates);

2. Existing and future collective bargaining agreements, provided that the future collective bargaining agreement results in the employee being paid no less than the current living wage;

3. Contracts for electricity, telephone, water, sewer or other services provided by a regulated utility;

4. Contracts for services needed immediately to prevent or respond to a disaster or imminent threat to public health or safety declared by the Mayor;

5. Contracts or other agreements that provide trainees with additional services including, but not limited to, case management and job readiness services, provided that the trainees do not replace employees subject to the Living Wage Act;

6. An employee, under 22 years of age, employed during a school vacation period, or enrolled as full-time student, as defined by the respective institution, who is in high school or at an accredited institution of higher education and who works less than 25 hours per week; provided that he or she does not replace employees subject to the Living Wage Act;
7. Tenants or retail establishments that occupy property constructed or improved by receipt of government assistance from the District of Columbia; provided, that the tenant or retail establishment did not receive direct government assistance from the District of Columbia;

8. Employees of nonprofit organizations that employ not more than 50 individuals and qualify for taxation exemption pursuant to Section 501 (c) (3) of the Internal Revenue Code of 1954, approved August 16, 1954 (68 A Stat. 163; 26. U.S.C. §501(c)(3));

9. Medicaid provider agreements for direct care services to Medicaid recipients, provided, that the direct care service is not provided through a home care agency, a community residence facility, or a group home for persons with intellectual disabilities as those terms are defined in section 2 of the Health-Care and Community Residence Facility, Hospice, and Home Care Licensure Act of 1983; D.C. Official Code § 44-501; and

10. Contracts or other agreements between managed care organizations and the Health Care Safety Net Administration or the Medicaid Assistance Administration to provide health services.

Enforcement

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

Furthermore, as of November 12, 2015, the US Court of Appeals upheld “The Home Care Final Rule”, issued on October 1, 2013, which had an effective date of January 1, 2015. The Department of Labor issued the Home Care Final Rule to extend overtime protections to home care workers. Employers within this industry are now subject to recordkeeping provisions.

If you learn that a contractor subject to this law is not paying at least the current living wage, you should report it to the contracting officer. If you believe that your employer is subject to this law is not paying at least the current living wage, you may file a complaint with the DOES Office of Wage - Hour, located at 4058 Minnesota Avenue, N.E. Suite 3600, Washington, D.C. 20019, call (202) 671-1880, or file your claim on-line: www.does.dc.gov. Go to “File a Claim” tab.

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

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

DAVIS BACON WAGE DETERMINATION

[ATTACHMENT WILL APPEAR ON THE FOLLOWING PAGE]
"General Decision Number: DC20190002 07/26/2019

Superseded General Decision Number: DC20180002

State: District of Columbia

Construction Type: Building

County: District of Columbia Statewide.

BUILDING CONSTRUCTION PROJECTS (does not include single family homes or apartments up to and including 4 stories).

Note: Under Executive Order (EO) 13658, an hourly minimum wage of $10.60 for calendar year 2019 applies to all contracts subject to the Davis-Bacon Act for which the contract is awarded (and any solicitation was issued) on or after January 1, 2015. If this contract is covered by the EO, the contractor must pay all workers in any classification listed on this wage determination at least $10.60 per hour (or the applicable wage rate listed on this wage determination, if it is higher) for all hours spent performing on the contract in calendar year 2019. If this contract is covered by the EO and a classification considered necessary for performance of work on the contract does not appear on this wage determination, the contractor must pay workers in that classification at least the wage rate determined through the conformance process set forth in 29 CFR 5.5(a)(1)(ii) (or the EO minimum wage rate, if it is higher than the conformed wage rate). The EO minimum wage rate will be adjusted annually. Please note that this EO applies to the above-mentioned types of contracts entered into by the federal government that are subject to the Davis-Bacon Act itself, but it does not apply to contracts subject only to the
Davis-Bacon Related Acts, including those set forth at 29 CFR 5.1(a)(2)-(60). Additional information on contractor requirements and worker protections under the EO is available at www.dol.gov/whd/govcontracts.

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<th>Publication Date</th>
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ASBE0024-007 04/01/2019

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<tr>
<th>Rates</th>
<th>Fringes</th>
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<tbody>
<tr>
<td>$36.53</td>
<td>16.42+a</td>
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</tbody>
</table>

ASBESTOS WORKER/HEAT & FROST

INSULATOR.........................$ 36.53 16.42+a

Includes the application of all insulating materials, protective coverings, coatings and finishes to all types of mechanical systems

a. PAID HOLIDAYS: New Year's Day, Martin Luther King Day, Memorial Day, Independence Day, Labor Day, Veterans' Day, Thanksgiving Day, the day after Thanksgiving and Christmas Day provided the employee works the regular work day before and after the paid holiday.
ASBE0024-008 10/01/2017

Rates Fringes

ASBESTOS WORKER: HAZARDOUS
MATERIAL HANDLER.............. $ 22.81 7.34+a

Includes preparation, wetting, stripping, removal, scrapping, vacuuming, bagging and disposing of all insulation materials, whether they contain asbestos or not, from mechanical systems

a. PAID HOLIDAYS: New Year's Day, Martin Luther King Day, Memorial Day, Independence Day, Labor Day, Veterans' Day, Thanksgiving Day, the day after Thanksgiving and Christmas Day provided the employee works the regular work day before and after the paid holiday.

ASBE0024-014 10/01/2017

Rates Fringes

FIRESTOPPER...................... $ 28.01 7.78+a

Includes the application of materials or devices within or around penetrations and openings in all rated wall or floor assemblies, in order to prevent the passage of fire, smoke of other gases. The application includes all components involved in creating the rated barrier at perimeter slab edges and exterior cavities, the head of gypsum board or concrete walls, joints between rated wall or floor components, sealing of penetrating items and blank openings.

Thanksgiving Day, the day after Thanksgiving and Christmas Day provided the employee works the regular work day before and after the paid holiday.

BRDC0001-002 04/28/2019

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CARP0197-011 05/01/2019

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Carpenter, Includes Drywall Hanging, Form Work, and Soft Floor Laying-Carpet .............. $29.00 12.71

CARP0219-001 05/01/2019

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<th>Rates</th>
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MILLWRIGHT .................. $35.99 11.23

CARP041-001 05/01/2018

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PILE DRIVERMAN .................. $30.94 11.45

ELEC0026-016 11/05/2018

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ELECTRICIAN, Includes Installation of
HVAC/Temperature Controls..........$ 45.75

-----------------------------------------------------------

ELECO026-017 09/03/2018

Rates Fringes

ELECTRICAL INSTALLER (Sound & Communication Systems)..........$ 28.05 10.91

SCOPE OF WORK: Includes low voltage construction, installation, maintenance and removal of teledata facilities (voice, data and video) including outside plant, telephone and data inside wire, interconnect, terminal equipment, central offices, PABX, fiber optic cable and equipment, railroad communications, micro waves, VSAT, bypass, CATV, WAN (Wide area networks), LAN (Local area networks) and ISDN (Integrated systems digital network).

WORK EXCLUDED: The installation of computer systems in industrial applications such as assembly lines, robotics and computer controller manufacturing systems. The installation of conduit and/or raceways shall be installed by Inside Wiremen. On sites where there is no Inside Wireman employed, the Teledata Technician may install raceway or conduit not greater than 10 feet. Fire alarm work is excluded on all new construction sites or wherever the fire alarm system is installed in conduit. All HVAC control work.

-----------------------------------------------------------

ELEV0010-001 01/01/2019

Rates Fringes

ELEVATOR MECHANIC..........$ 45.53 33.705+a+b

a. PAID HOLIDAYS: New Year's Day, Memorial Day, Independence

b. VACATIONS: Employer contributes 8% of basic hourly rate for 5 years or more of service; 6% of basic hourly rate for 6 months to 5 years of service as vacation pay credit.

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IRON0005-011 06/01/2017

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LABO0011-009 06/01/2019

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<tr>
<td>LABORER: Skilled</td>
<td>$25.05</td>
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FOOTNOTE: Potmen, power tool operator, small machine operator, signalmen, laser beam operator, waterproofer (excluding roofing), open caisson, test pit, underpinning, pier hole and ditches, laggers and all work associated with lagging that is not expressly stated, strippers, operator of hand derricks, vibrator operators, pipe layers, or tile layers, operators of jackhammers, paving breakers, spaders or any machine that does the same general type of work, carpenter tenders, scaffold builders, operators of towmasters, scootscretes, buggymobiles and other machines of similar character, operators of tampers and rammers and other machines that do the same general type of work, whether powered by air, electric or gasoline, builders of trestle scaffolds over one tier high and sand blasters, power and chain saw operators used in clearing, installers of well points, wagon drill operators, acetylene burners and licensed powdermen, stake jumper, demolition.
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<td>and cement EXCEPT</td>
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<tbody>
<tr>
<td>TILE FINISHER</td>
<td>$ 24.10</td>
<td>11.24</td>
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### GLAZIER
- **Glazing Contracts $2 million and under**: $26.07, Fringes: 12.15
- **Glazing Contracts over $2 million**: $30.31, Fringes: 12.15

### PAINTER
- **Brush, Roller, Spray and Drywall Finisher**: $25.06, Fringes: 9.76

### PLASTERER
- **$29.53, Fringes**: 6.80

### CEMENT MASON/CONCRETE FINISHER
- **$28.45, Fringes**: 11.28

### FIREPROOFER
- **Handler**: $16.50, Fringes: 4.39
Mixer/Pump $18.50 4.89
Sprayer $23.00 4.89

Spraying of all Fireproofing materials. Hand application of Fireproofing materials. This includes wet or dry, hard or soft. Intumescent fireproofing and refraction work, including, but not limited to, all steel beams, columns, metal decks, vessels, floors, roofs, where ever fireproofing is required. Plus any installation of thermal and acoustical insulation. All that encompasses setting up for Fireproofing, and taken down. Removal of fireproofing materials and protection. Mixing of all materials either by hand or machine following manufactures standards.

----------------------------------------------
PLUM0005-010 08/01/2018

Rates Fringes

PLUMBER $42.92 18.15+a

a. PAID HOLIDAYS: Labor Day, Veterans' Day, Thanksgiving Day and the day after Thanksgiving, Christmas Day, New Year's Day, Martin Luther King's Birthday, Memorial Day and the Fourth of July.

----------------------------------------------
PLUM0602-008 08/01/2018

Rates Fringes

PIPEFITTER, Includes HVAC
Pipe Installation $41.64 21.57+a

a. PAID HOLIDAYS: New Year's Day, Martin Luther King's Birthday, Memorial Day, Independence Day, Labor Day, Veterans' Day, Thanksgiving Day and the day after
Thanksgiving and Christmas Day.

* ROOF0030-016 07/01/2019

<table>
<thead>
<tr>
<th>Rates</th>
<th>Fringes</th>
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</thead>
<tbody>
<tr>
<td>ROOFER................................. $ 30.25</td>
<td>13.24</td>
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</tbody>
</table>

SFDC0669-002 04/01/2018

<table>
<thead>
<tr>
<th>Rates</th>
<th>Fringes</th>
</tr>
</thead>
<tbody>
<tr>
<td>SPRINKLER FITTER (Fire Sprinklers)...................... $ 35.60</td>
<td>20.24</td>
</tr>
</tbody>
</table>

SHEET METAL WORKER (Including HVAC Duct Installation)........... $ 40.27 20.34+a


SUDC2009-003 05/19/2009

<table>
<thead>
<tr>
<th>Rates</th>
<th>Fringes</th>
</tr>
</thead>
<tbody>
<tr>
<td>LABORER: Common or General...... $ 13.04</td>
<td>2.80</td>
</tr>
<tr>
<td>LABORER: Mason Tender - Cement/Concrete............... $ 15.40</td>
<td>2.85</td>
</tr>
</tbody>
</table>
LABORER: Mason Tender for pointing, caulking, cleaning of existing masonry, brick, stone and cement structures (restoration work); excludes pointing, caulking and cleaning of new or replacement masonry, brick, stone and cement...................$ 11.67

POINTER, CAULKER, CLEANER, Includes pointing, caulking, cleaning of existing masonry, brick, stone and cement structures (restoration work); excludes pointing, caulking, cleaning of new or replacement masonry, brick, stone or cement.......................$ 18.88

WELDERS - Receive rate prescribed for craft performing operation to which welding is incidental.

Note: Executive Order (EO) 13706, Establishing Paid Sick Leave for Federal Contractors applies to all contracts subject to the Davis-Bacon 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 a 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.

Unlisted classifications needed for work not included within the scope of the classifications listed may be added after award only as provided in the labor standards contract clauses (29CFR 5.5 (a) (1) (ii)).

The body of each wage determination lists the classification and wage rates that have been found to be prevailing for the cited type(s) of construction in the area covered by the wage determination. The classifications are listed in alphabetical order of "Identifiers" that indicate whether the particular rate is a union rate (current union negotiated rate for local), a survey rate (weighted average rate) or a union average rate (weighted union average rate).

Union Rate Identifiers

A four letter classification abbreviation identifier enclosed in dotted lines beginning with characters other than "SU" or "UAVG" denotes that the union classification and rate were prevailing for that classification in the survey. Example: PLUM0198-005 07/01/2014. PLUM is an abbreviation identifier of the union which prevailed in the survey for this classification, which in this example would be Plumbers. 0198 indicates the local union number or district council number where applicable, i.e., Plumbers Local 0198. The next number,
005 in the example, is an internal number used in processing the wage determination. 07/01/2014 is the effective date of the most current negotiated rate, which in this example is July 1, 2014.

Union prevailing wage rates are updated to reflect all rate changes in the collective bargaining agreement (CBA) governing this classification and rate.

Survey Rate Identifiers

Classifications listed under the "SU" identifier indicate that no one rate prevailed for this classification in the survey and the published rate is derived by computing a weighted average rate based on all the rates reported in the survey for that classification. As this weighted average rate includes all rates reported in the survey, it may include both union and non-union rates. Example: SULA2012-007 5/13/2014. SU indicates the rates are survey rates based on a weighted average calculation of rates and are not majority rates. LA indicates the State of Louisiana. 2012 is the year of survey on which these classifications and rates are based. The next number, 007 in the example, is an internal number used in producing the wage determination. 5/13/2014 indicates the survey completion date for the classifications and rates under that identifier.

Survey wage rates are not updated and remain in effect until a new survey is conducted.

Union Average Rate Identifiers

Classification(s) listed under the UAVG identifier indicate that no single majority rate prevailed for those classifications; however, 100% of the data reported for the classifications was union data. EXAMPLE: UAVG-OH-0010 08/29/2014. UAVG indicates that the rate is a weighted union average rate. OH indicates the state. The next number, 0010 in
the example, is an internal number used in producing the wage determination. 08/29/2014 indicates the survey completion date for the classifications and rates under that identifier.

A UAVG rate will be updated once a year, usually in January of each year, to reflect a weighted average of the current negotiated/CBA rate of the union locals from which the rate is based.

WAGE DETERMINATION APPEALS PROCESS

1.) Has there been an initial decision in the matter? This can be:

* an existing published wage determination
* a survey underlying a wage determination
* a Wage and Hour Division letter setting forth a position on a wage determination matter
* a conformance (additional classification and rate) ruling

On survey related matters, initial contact, including requests for summaries of surveys, should be with the Wage and Hour Regional Office for the area in which the survey was conducted because those Regional Offices have responsibility for the Davis-Bacon survey program. If the response from this initial contact is not satisfactory, then the process described in 2.) and 3.) should be followed.

With regard to any other matter not yet ripe for the formal process described here, initial contact should be with the Branch of Construction Wage Determinations. Write to:

Branch of Construction Wage Determinations
Wage and Hour Division
U.S. Department of Labor
200 Constitution Avenue, N.W.
Washington, DC 20210

2.) If the answer to the question in 1.) is yes, then an interested party (those affected by the action) can request review and reconsideration from the Wage and Hour Administrator (See 29 CFR Part 1.8 and 29 CFR Part 7). Write to:

Wage and Hour Administrator
U.S. Department of Labor
200 Constitution Avenue, N.W.
Washington, DC 20210

The request should be accompanied by a full statement of the interested party's position and by any information (wage payment data, project description, area practice material, etc.) that the requestor considers relevant to the issue.

3.) If the decision of the Administrator is not favorable, an interested party may appeal directly to the Administrative Review Board (formerly the Wage Appeals Board). Write to:

Administrative Review Board
U.S. Department of Labor
200 Constitution Avenue, N.W.
Washington, DC 20210

4.) All decisions by the Administrative Review Board are final.

END OF GENERAL DECISION"