

**GOVERNMENT OF THE DISTRICT OF COLUMBIA
DEPARTMENT OF MENTAL HEALTH
CONTRACTS AND PROCUREMENT SERVICES**

**REQUEST FOR QUOTE RM-12-RFO-069-BY4-RKG
FOR PEST CONTROL SERVICES**

The Government of the District of Columbia, Department of Mental Health (DMH), is seeking a vendor to provide expert pest control management services throughout its facilities and grounds at the following locations:

1. Saint Elizabeths Hospital, 1100 Alabama Avenue, SE, Washington, DC 20032.
2. Mental Health Services Division, 35 K Street, NE, Washington, DC 20002
3. Mental Health Services Division, 821 Howard Road, SE, Washington, DC 20020
4. Comprehensive Psychiatric Emergency Program, 1905 E St., SE, Wash., DC 20003

Opening Date: February 6, 2012
Closing Time: Wednesday, February 22, 2012 @ 2:00 PM

Response requires the completed quote (signed Section A, and the signed and completed Schedule B Pricing Sheets). No other alterations shall be made to the Schedule B. Send the original and 2 copies of the completed quote to Mrs. Robin Knight Griffin, by the closing time and date indicated above. Any and all questions pertaining to this solicitation must be submitted in writing to:

**Samuel J. Feinberg, CPPO, CPPB
Director, Contracts and Procurement
Agency Chief Contracting Officer
Department of Mental Health
Contracts and Procurement Services
609 H Street, NE, 4th Floor
Washington, DC 20002**

Thank you,

Robin Knight Griffin, Contract Specialist
D.C. Department of Mental Health
609 H Street, NE, 4th Floor
Washington, DC 20002
Telephone: (202) 671-0184
Fax: (202) 671-3395
E-mail: Robin.Knight@dc.gov

**DISTRICT OF COLUMBIA, DEPARTMENT OF MENTAL HEALTH (DMH)
SOLICITATION, OFFER, AND AWARD
SECTION A**

1. ISSUED BY/ADDRESS OFFER TO: DISTRICT OF COLUMBIA DEPARTMENT OF MENTAL HEALTH (DMH) CONTRACTS AND PROCUREMENT ADMINISTRATION 609 H Street, NE, 4th FLOOR WASHINGTON, DC 20002		2. PAGE OF PAGES: 1 OF 54	
		3. CONTRACT NUMBER:	
		4. SOLICITATION NUMBER: RM-12-RFQ-069-BY4-RKG	
		5. DATE ISSUED: FEBRUARY 6, 2012	
		6. OPENING/CLOSING TIME: WEDNESDAY, FEBRUARY 22, 2012 @ 2:00 PM	
7. TYPE OF SOLICITATION: N/A REQUEST FOR QUOTE		8. DISCOUNT FOR PROMPT PAYMENT:	

NOTE: IN SEALED BID SOLICITATION "OFFER AND THE CONTRACTOR" MEANS "BID AND BIDDER"

10. INFORMATION CALL	NAME: Samuel J. Feinberg, CPPO, CPPB Agency Chief Contracting Officer	TELEPHONE NUMBER:	B. E-MAIL ADDRESS:
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OFFER (TO BE COMPLETED BY THE CONTRACTOR)

12. In compliance with the above, the undersigned agrees, if the offer is accepted within 17 calendar days (unless a different period is inserted by the Contractor) from the date for receipt of offers specified above, that with respect to all terms and conditions by the CFSA under "AWARD" below, this offer and the provisions of the RFQ/IFB shall constitute a Formal Contract. All offers are subject to the terms and conditions contained in the solicitation.

13. ACKNOWLEDGEMENT OF AMENDMENTS (The Contractor acknowledge receipt of amendments to the SOLICITATION for The Contractors and related documents numbered and dated):			AMENDMENT NO:	DATE:
14. NAME AND ADDRESS OF THE CONTRACTOR:			15. NAME AND TITLE OF PERSONAL AUTHORIZED TO SIGN OFFER: (Type or Print)	
14A. TELEPHONE NUMBER:			15A. SIGNATURE:	
AREA CODE:	NUMBER:	EXT:	15B. OFFER DATE:	

AWARD (To be completed by the DMH)

16. ACCEPTED AS TO THE FOLLOWING ITEMS:	17. AWARD AMOUNT:
18. NAME OF CONTRACTING OFFICER: (TYPE OR PRINT)	19. CONTRACTING OFFICER SIGNATURE:
20. AWARD DATE:	

IMPORTANT NOTICE: AWARD SHALL BE MADE ON THIS FORM, OR ON CFSA FORM 26, OR BY OTHER AUTHORIZED OFFICIAL WRITTEN NOTICE

SECTION B: CONTRACT TYPE, SUPPLIES OR SERVICES AND PRICE/COST

B.1 The Government of the District of Columbia, Department of Mental Health (DMH), is seeking a vendor to provide expert pest control management services throughout its facilities and grounds at the following locations:

1. Saint Elizabeths Hospital, 1100 Alabama Avenue, SE, Washington, DC 20032.
2. Mental Health Services Division, 35 K Street, NE, Washington, DC 20002
3. Mental Health Services Division, 821 Howard Road, SE, Washington, DC 20020
4. Comprehensive Psychiatric Emergency Program, 1905 E St., SE, Wash., DC 20003

B.2 The District contemplates award of a Firm Fixed Cost Contract in accordance with 27 DCMR, Chapter 24, for a Period of Performance of one (1) Base Year through four (4) one (1) Year Options.

B.3 Response to this Request for Quote (RFQ) requires completion and signature of the Section A (Page 1) and Schedule B Price Sheets (Pages 3-7), submitted as instructed in Section L to the following DMH Contract Specialist:

Robin Knight Griffin, Contract Specialist
Department of Mental Health
Contracts and Procurement Services
609 H Street, NE, 4th Floor
Washington, DC 20002
Email: Robin.Knight@dc.gov
Telephone: 202-671-0184

B.4 An Offeror responding to this solicitation must submit with its Quote, a notarized statement detailing any subcontracting plan as required by law. Quotes responding to this RFQ shall be deemed nonresponsive and shall be rejected if the Offeror fails to submit a subcontracting plan that is required by law. For contracts in excess of \$250,000, at least 35% of the dollar volume of the contract shall be subcontracted in accordance with section H.9.1.

SCHEDULE B PRICING: SUPPLIES, SERVICES AND PRICE/COSTS

(A) CLIN	(B) Services	(C) Max. Qty.	(D) Unit	(E) Unit Price	(F) Extended Price
	Schedule B - Pricing The Government of the District of Columbia, Department of Mental Health (DMH), is seeking a vendor to provide expert pest control management services throughout its facilities and grounds.				
Base Year	<i>The Period of Performance (POP) under this contract shall be from Date of Award (Base Year) through Four (4) One (1) Year Options.</i>				
001	Full Pest Control Management Services – Saint Elizabeths Hospital (SEH) as described in Section C for each month – Location 1	12	Month	\$ _____	\$ _____
002	Mosquito Abatement Saint Elizabeths Hospital (SEH) as described in Section C for May, June, July and August – Location 1	4	Month	\$ _____	\$ _____
003	Full Pest Control Management Services – Mental Health Services Division (MHSD), 35 K St., NE – Location 2	12	Month	\$ _____	\$ _____
004	Full Pest Control Management Services – Mental Health Services Division (MHSD), 825 Howard Road, NE – Location 3	12	Month	\$ _____	\$ _____
005	Pest Control Management On-Call Services – Comprehensive Psychiatric Emergency Program (CPEP), 1905 E St., SE – Location 4	4	Quarterly	\$ _____	\$ _____
006	Steri-Fab Solution – 16 oz in Spray Bottle For CPEP, Location 4	12	EA	\$ _____	\$ _____

TOTAL CONTRACT VALUE

\$ _____

 Print Name of Offeror

 Print Name & Title of Authorized Person

 Signature of Authorized Person

 Date

*****END OF SECTION B*****

(A)	(B)	(C)	(D)	(E)	(F)
CLIN	Services	Max. Qty.	Unit	Unit Price	Extended Price
	Schedule B - Pricing				
	The Government of the District of Columbia, Department of Mental Health (DMH), is seeking a vendor to provide expert pest control management services throughout its facilities and grounds.				
Opt. Year 1	<i>The Period of Performance (POP) under this contract shall be from Date of Award (Base Year) through Four (4) One (1) Year Options.</i>				
001	Full Pest Control Management Services – Saint Elizabeths Hospital (SEH) as described in Section C for each month –Location 1	12	Month	\$ _____	\$ _____
002	Mosquito Abatement Saint Elizabeths Hospital (SEH) as described in Section C for May, June, July and August – Location 1	4	Month	\$ _____	\$ _____
003	Full Pest Control Management Services – Mental Health Services Division (MHSD), 35 K St., NE – Location 2	12	Month	\$ _____	\$ _____
004	Full Pest Control Management Services – Mental Health Services Division (MHSD), 825 Howard Road, NE – Location 3	12	Month	\$ _____	\$ _____
005	Pest Control Management On-Call Services – Comprehensive Psychiatric Emergency Program (CPEP), 1905 E St., SE – Location 4	4	Quarterly	\$ _____	\$ _____
006	Steri-Fab Solution – 16 oz in Spray Bottle For CPEP, Location 4	12	EA	\$ _____	\$ _____

TOTAL CONTRACT VALUE

\$ _____

Print Name of Offeror

Print Name & Title of Authorized Person

Signature of Authorized Person

Date

*****END OF SECTION B*****

SCHEDULE B PRICING: SUPPLIES, SERVICES AND PRICE/COSTS

(A)	(B)	(C)	(D)	(E)	(F)
CLIN	Services	Max. Qty.	Unit	Unit Price	Extended Price
	<p>Schedule B - Pricing The Government of the District of Columbia, Department of Mental Health (DMH), is seeking a vendor to provide expert pest control management services throughout its facilities and grounds.</p> <p>Opt. Year 2 <i>The Period of Performance (POP) under this contract shall be from Date of Award (Base Year) through Four (4) One (1) Year Options.</i></p>				
001	Full Pest Control Management Services – Saint Elizabeths Hospital (SEH) as described in Section C for each month –Location 1	12	Month	\$ _____	\$ _____
002	Mosquito Abatement Saint Elizabeths Hospital (SEH) as described in Section C for May, June, July and August – Location 1	4	Month	\$ _____	\$ _____
003	Full Pest Control Management Services – Mental Health Services Division (MHSD), 35 K St., NE – Location 2	12	Month	\$ _____	\$ _____
004	Full Pest Control Management Services – Mental Health Services Division (MHSD), 825 Howard Road, NE – Location 3	12	Month	\$ _____	\$ _____
005	Pest Control Management On-Call Services – Comprehensive Psychiatric Emergency Program (CPEP), 1905 E St., SE – Location 4	4	Quarterly	\$ _____	\$ _____
006	Steri-Fab Solution – 16 oz in Spray Bottle For CPEP, Location 4	12	EA	\$ _____	\$ _____

TOTAL CONTRACT VALUE

\$ _____

 Print Name of Offeror

 Print Name & Title of Authorized Person

 Signature of Authorized Person

 Date

*****END OF SECTION B*****

SCHEDULE B PRICING: SUPPLIES, SERVICES AND PRICE/COSTS

(A)	(B)	(C)	(D)	(E)	(F)
CLIN	Services	Max. Qty.	Unit	Unit Price	Extended Price
	<p><u>Schedule B - Pricing</u> The Government of the District of Columbia, Department of Mental Health (DMH), is seeking a vendor to provide expert pest control management services throughout its facilities and grounds.</p> <p><i>The Period of Performance (POP) under this contract shall be from Date of Award (Base Year) through Four (4) One (1) Year Options.</i></p>				
Opt. Year 3					
001	Full Pest Control Management Services – Saint Elizabeths Hospital (SEH) as described in Section C for each month –Location 1	12	Month	\$ _____	\$ _____
002	Mosquito Abatement Saint Elizabeths Hospital (SEH) as described in Section C for May, June, July and August – Location 1	4	Month	\$ _____	\$ _____
003	Full Pest Control Management Services – Mental Health Services Division (MHSD), 35 K St., NE – Location 2	12	Month	\$ _____	\$ _____
004	Full Pest Control Management Services – Mental Health Services Division (MHSD), 825 Howard Road, NE – Location 3	12	Month	\$ _____	\$ _____
005	Pest Control Management On-Call Services – Comprehensive Psychiatric Emergency Program (CPEP), 1905 E St., SE – Location 4	4	Quarterly	\$ _____	\$ _____
006	Steri-Fab Solution – 16 oz in Spray Bottle For CPEP, Location 4	12	EA	\$ _____	\$ _____

TOTAL CONTRACT VALUE

\$ _____

 Print Name of Offeror

 Print Name & Title of Authorized Person

 Signature of Authorized Person

 Date

*****END OF SECTION B*****

SCHEDULE B PRICING: SUPPLIES, SERVICES AND PRICE/COSTS

(A)	(B)	(C)	(D)	(E)	(F)
CLIN	Services	Max. Qty.	Unit	Unit Price	Extended Price
	Schedule B - Pricing				
	The Government of the District of Columbia, Department of Mental Health (DMH), is seeking a vendor to provide expert pest control management services throughout its facilities and grounds.				
Opt. Year 4	<i>The Period of Performance (POP) under this contract shall be from Date of Award (Base Year) through Four (4) One (1) Year Options.</i>				
001	Full Pest Control Management Services – Saint Elizabeths Hospital (SEH) as described in Section C for each month –Location 1	12	Month	\$ _____	\$ _____
002	Mosquito Abatement Saint Elizabeths Hospital (SEH) as described in Section C for May, June, July and August – Location 1	4	Month	\$ _____	\$ _____
003	Full Pest Control Management Services – Mental Health Services Division (MHSD), 35 K St., NE – Location 2	12	Month	\$ _____	\$ _____
004	Full Pest Control Management Services – Mental Health Services Division (MHSD), 825 Howard Road, NE – Location 3	12	Month	\$ _____	\$ _____
005	Pest Control Management On-Call Services – Comprehensive Psychiatric Emergency Program (CPEP), 1905 E St., SE – Location 4	4	Quarterly	\$ _____	\$ _____
006	Steri-Fab Solution – 16 oz in Spray Bottle For CPEP, Location 4	12	EA	\$ _____	\$ _____

TOTAL CONTRACT VALUE Opt. Year 4 \$ _____

GRAND TOTAL (ALL YEARS) \$ _____

Print Name of Offeror

Print Name & Title of Authorized Person

Signature of Authorized Person

Date

*****END OF SECTION B*****

PART 1 – THE SCHEDULE

SECTION C

DESCRIPTION/SPECIFICATIONS/STATEMENT OF WORK

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PART I - THE SCHEDULE
SECTION C
DESCRIPTION/SPECIFICATIONS/ STATEMENT OF WORK

C.1 BACKGROUND

The Department of Mental Health (DMH) is a cabinet level agency in the District of Columbia that reports directly to the Mayor. DMH is the State Mental Health Authority under District law. The Department of Mental Health provides emergency care and comprehensive mental health services and supports to District residents in need of the public mental health system. DMH also evaluates and treats individuals referred through the criminal justice system. DMH serves more than 17,000 adults, children and youth and their families each year through a network of community based providers and unique government delivered services. It operates Saint Elizabeths Hospital—the District’s inpatient psychiatric facility.

C.2 SCOPE OF SERVICES

The Government of the District of Columbia, Department of Mental Health (DMH), is seeking a vendor to provide expert pest control management services throughout its facilities and grounds at the following locations:

- Saint Elizabeths Hospital, 1100 Alabama Avenue, SE, Washington, DC 20032.
- Mental Health Services Division, 35 K Street, NE, Washington, DC 20002
- Mental Health Services Division, 821 Howard Road, SE, Washington, DC 20020
- Comprehensive Psychiatric Emergency Program, 1905 E St., SE, Wash., DC 20003

The DMH must ensure that its facilities and grounds, within the property boundaries of the Saint Elizabeths Hospital (SEH), Mental Health Services Division Facilities (MHSD) and Comprehensive Psychiatric Emergency Program (CPEP) are treated and maintained for long term suppression of pests to include but not limited to ants, roaches, rodents (rats and mice), flying insects, and lice, flees, bed bugs, reptiles, birds, stinging insects, groundhogs and possums.

A contractor is needed to locate the sources of infestation and to determine what treatments are to be applied to control and eliminate and eradicate the infestation. Furthermore, the contractor must ensure that the state of the infestation and treatment are within standards established by monitoring agencies such as the Occupational Safety and Health Administration (OSHA), Department of Health (DOH) and the Center for Medicare/Medicaid Services (CMS).

C.3 SPECIFIC REQUIREMENTS

The Contractor shall provide complete pest control services to 4 locations as follows:

C.3.1 Location 1: Saint Elizabeths Hospital, 1100 Alabama Ave., SE, Washington, DC 20032

C.3.1.1 The Contractor shall provide services three (3) days a week to the 550,000 sq. ft. facility located at 1100 Alabama Avenue, SE, Washington, DC, 20032. Services will include inspections, treatment, follow-up and monitoring to internal/external areas hospital-wide. Areas requiring services include but are not limited to kitchen, food preparation and dining areas, residential units, clinical and administrative areas, offices, conference rooms, training rooms, recreational areas, outside patios, docks and grounds located within the hospital's boundaries.

The Contractor shall be required to provide services on a weekly basis throughout the entire Saint Elizabeths Hospital to include but not limited to the following areas:

Residential Houses	Treatment Rooms
Restrooms/Shower Rooms	Medication Rooms
Kitchen and food preparation areas	Treatment Learning Ctrs.
Dining areas including break-rooms	Barton Hall
Cafeteria	
Clinical areas	
Administrative Areas, Offices and Work Stations	
Conference Rooms	
Pharmacy	
Stairwells	
Patio areas	
Docks	
Gate Houses	
Exterior Perimeter Areas	

C.3.1.2 The Contractor shall routinely inspect, treat and monitor the Nutrition Services Department main kitchen areas a minimum of twice weekly.

C.3.1.3 The Contractor shall respond to services requested on pest control work orders issued during each visit to the hospital.

C.3.1.4 The Contractor shall conduct routine follow up and monitoring on all completed work orders.

C.3.1.5 The Contractor shall inspect, treat and monitor areas to locate and eradicate the source of infestation and determine the type of appropriate treatments to be applied.

C.3.1.6 The Contractor shall apply the type of treatment deemed environmentally safe for both patients and staff throughout Saint Elizabeths Hospital facilities and grounds.

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- C.3.1.7 The Contractor shall remove all dead caucous from the traps and the bait stations throughout the facilities, patios and grounds during weekly inspections.
- C.3.1.8 The Contractor shall check all traps and bait stations throughout the hospital during each service call for removal and replacement.
- C.3.1.9 The Contractor shall provide on-call emergency pest control services within eight (8) hours of notification, including weekends and holidays. The Contractor will provide emergency twenty-four hour service contact telephone numbers for emergencies including;
- a. Capturing and removing live and dead animals that pose a safety concern to the hospital's patients, employees and visitors to include but not limited to live birds, bees, bee hives, snakes, bats, raccoons and possums.
 - b. Treating areas subjected to outbreaks of lice, bed bugs or any other pest control services requiring immediate action.
- C.3.1.10 The Contractor shall capture and remove birds, bats, raccoons or foxes from the hospital's facilities and grounds and follow the required compliance procedures below for testing Rabies, West Nile Virus and Avian Flu Virus. The Contractor will transport the captured animal (alive or dead) to the Animal Control Center, 1201 NY Ave., NE, Washington, DC 20002, 202-576-6664, for immediate testing. If the animal has rabies, the Contractor shall instruct the Animal Control Center to immediately telephone and mail the results to:
- Donna Moran, Director
Logistics and Materials Management
Saint Elizabeths Hospital
Office Number: (202)299-5420
Cell Phone: (202) 438-0308
Solution Center: (202) 299-5000
- The Contractor shall submit a written report to Donna Moran within five (5) business days of the animal captured, stating the exact location of where the animal was captured, time and date. The report must verify that the animal was transported to the Animal Control Center for testing, and indicate in the report the time and date animal was received by the agency for testing.
- C.3.1.11 The Contractor shall provide mosquito abatement services to the exterior grounds for four (4) months, May, June, July and August on an annual basis and through the term of the contract.

C.3.2 Locations 2 and 3: Mental Health Services Division, 35 K Street, NE, Washington, DC 20002 and 821 Howard Road, SE, Washington, DC 20020:

- C.3.2.1 Provide monthly inspection for evidence of pest infestation. Provide pest control services to the 29,915 Sq. Ft. facilities located at 35 K St., NE Washington, DC. 20002 and to the 23,903 Sq. Ft. and at 821 Howard Rd., S, Washington, DC 20020.
- C.3.2.2 These services will include identifying the types of pest infestations found and to provide effective treatment to eradicate various infestations.
- C.3.2.3 Necessary spraying of insecticides or other conventional pest control methods must be used in site-specific areas and in a controlled manner, avoiding over application and the presence of pesticides in undesirable locations.
- C.3.2.4 Monthly scheduled inspections and treatment of identified areas as outlined below. If any cockroach and/or rodent activity is found, appropriate measures must be taken to correct these conditions. All cockroach baits and monitors must be dated when placed throughout the facility. Each placement must be inspected during monthly scheduled service and replaced as necessary.
- C.3.2.5 Rodent inspection must be conducted during monthly scheduled inspections. All baits used must be tamper resistant and so anchored that no one may remove them other than the service technician. All stations must be cleaned, dated, and rebated as necessary.
- C.3.2.6 Contractor must respond with due diligence to any client concerns or special service requests.
- C.3.2.7 Provide on-call emergency pest control services, such as for bed bugs, lice, fleas and scabies infestations, or any other pest control services not covered under the scheduled monthly services. Heavy rodent, mosquito and other extraordinary volume infestations are included in these services.
- C.3.2.8 Termite inspection and treatment will only be provided upon request.

AREAS TO BE SERVICED ONE (1) TIME PER MONTH

Kitchenettes* (on each floor)
Restrooms (All)
Reception Areas (All)
Pharmacy Area
Cubicle areas (all)
Conference Rooms/Multipurpose Rooms (all)
Stairwells (all)
Dumpster Area*
Exterior Perimeter Rodent Control

* Indicates the placement and routine maintenance of rodent control devices

C.3.3 Location 4: Comprehensive Psychiatric Emergency Program (CPEP), 1905 E St., SE, Wash., DC 20003.

- C.3.3.1 The Contractor shall provide expert pest control management services to the CPEP, Building 14 facility on a quarterly basis. Services will include inspections, treatment, follow-up and monitoring to internal areas CPEP-wide. Areas requiring services include but are not limited to multi-purpose room, staff lounge, consumer sitting area, clinical and administrative areas, offices, conference rooms, and training rooms. The CPEP must ensure that its facility is treated and maintained for long term suppression of pests to include but not limited to ants, roaches, rodents (rats and mice), flying insects, and lice, flees, and beehives.
- C.3.3.2 The Contractor shall respond to services requested on pest control work orders issued during each visit to the CPEP.
- C.3.3.3 The Contractor shall inspect, treat and monitor areas to locate and eradicate the source of infestation and determine the type of appropriate treatments to be applied.
- C.3.3.4 The Contractor shall apply the type of treatment deemed environmentally safe for both patients and staff throughout CPEP facility.
- C.3.3.5 The Contractor shall check all traps and bait stations throughout the CPEP during each service call for removal and replacement.
- C.3.3.6 The Contractor shall provide on-call emergency pest control services within four (4) hours of notification, including weekends and holidays. The Contractor shall provide an emergency twenty-four hour service contact telephone number for emergencies including:
- a. Capturing and removing live and dead animals that pose a safety concern to the CPEP's patients, employees and visitors.

- b. Treating areas subjected to outbreaks of lice, bed bugs or any other pest control services requiring immediate action.

C.3.3.7 The Contractor shall be required to provide on-call services throughout the entire facility to include but not limited to the following areas:

Restrooms/Shower Rooms
Dining areas including break-rooms
Clinical areas
Administrative Areas, Offices and Work Stations
Conference Rooms
Medication Room
Exterior Perimeter Areas

C.3.3.8 The Contractor shall from the initial inspections of each area, address and document the following points:

- a. Identify problem areas in CPEP Building No. 14
- b. Identify equipment, structural features, or management practices that may be contributing to pest infestations.
- c. Contractor's access to all necessary areas.
- d. Recommendations for each of the above points.

C.3.4 GENERAL REQUIREMENTS:

- C.3.4.1 The Contractor shall conduct a thorough, initial inspection of each DMH site listed on this Contract within fifteen (15) calendar days after the effective date of the Contract. The Contractor shall evaluate the pest control needs of each DMH site and discuss these needs with the respective Contract Administrator/Contracting Officer's Technical Administrator (CA/COTR).
- C.3.4.2 The Contractor shall furnish all labor, transportation, materials, supplies, equipment needed to perform the required services listed in this contract.
- C.3.4.3 The Contractor must be licensed in the District of Columbia as a Certified Applicator in Category 7 A and 7 E.
- C.3.4.4 Upon completion of each service visit, Contractor must provide a service ticket which documents services performed.

C.4 CONTRACTOR QUALIFICATIONS

The Contractor shall meet the following qualifications:

- C.4.1 Ensure that its personnel and subcontractors who provide the goods, services and delivery respectively maintain active professional license(s) that are in compliance with all federal, state, and local licensing requirements for providing the goods, services and delivery of the items specified in this Solicitation.

C.5 STANDARD OF PERFORMANCE

- C.5.1 The Contractor shall at all times, while acting in good faith and in the best interests of the DMH, use its best efforts and exercise all due care and sound business judgment in performing its duties under this contract. The Contractor shall also, at all times, comply with DMH operations policies, procedures and directives while performing the duties specified in this contract.
- C.5.2 The Entire Saint Elizabeths Hospital Campus is designated as a smoke and tobacco-free facility. Smoking is not allowed anywhere on the grounds and inside the hospital facilities.
- C.5.3 Appropriate picture identification must be presented to Security prior to entering the Saint Elizabeths Hospital Facility.

C.6 ECONOMIC PURCHASE QUANTITY

Contractors are invited to state an opinion on whether the quantity of supplies on which quotes are requested in this solicitation is (are) economically advantageous to the District. Each Contractor who believes that acquisition in different quantities would be more advantageous shall have the ability to recommend an economic purchase quantity. If different quantities are recommended, a total and a unit price must be bid for applicable items and identify an economic purchase quantity at which a significant price break occurs, if there are significant price breaks

C.7 CONFIDENTIALITY

- C.7.1 Contractor shall maintain the confidentiality and privacy of all identifying information concerning DMH clients in accordance with the confidentiality law, the privacy rule (the requirements and restrictions contained in 45 CFR part 160 and part 164, subparts A and E, as modified by any District of Columbia laws, including the Mental Health Information Act of 1978, that may have preemptive effect by operation of 45 CFR part 160, subpart B) and Section H.2 of this Contract.
- C.7.2 HIPPA ACT – Confidential Information
Privacy Rule. "Privacy Rule" shall mean the requirements and restrictions contained in 45 CFR part 160 and part 164, subparts A and E, as modified by any District of Columbia laws, including the Mental Health Information Act of 1978, that may have preemptive effect by operation of 45 CFR part 160, subpart B.
"Protected information" shall include "protected health information" as defined in 45 CFR 164.501, limited to the protected health information created or received by Business Associate

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from or on behalf of DMH, information required to be kept confidential pursuant to the confidentiality law, and confidential information concerning DMH or its employees.

"Protected Health Information" shall have the same meaning as the term "protected health information" in 45 CFR 164.501, limited to the information created or received by the Business Associate from or on behalf of DMH.

"Required by law" shall have the same meaning as the term "required by law" in 45 CFR 164.501, except to the extent District of Columbia laws have preemptive effective by operation of 45 CFR part 160, subpart B, or, regarding other protected information, required by District or federal law .

*****END OF SECTION C*****

PART 1: THE SCHEDULE

SECTION D - PACKAGING AND MARKING

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SECTION D: PACKAGING AND MARKING

- D.1** The packaging and marking requirements for this contract shall be governed by clause number (2), Shipping Instructions-Consignment, of the Government of the District of Columbia's Standard Contract Provisions for use with Supplies and Services Contracts, dated March 2007. (Attachment J.1)

PART I: THE SCHEDULE

SECTION E - INSPECTION AND ACCEPTANCE

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PART 1: THE SCHEDULE

SECTION E - INSPECTION AND ACCEPTANCE

E-1 INSPECTION AND ACCEPTANCE

The inspection and acceptance requirements for this contract shall be governed by clause number clause number six (6), Inspection of Services of the Government of the District of Columbia's Standard Contract Provisions for use with Supplies and Services Contracts, dated March 2007. (Attachment J.1)

***** END OF SECTION E *****

PART I: THE SCHEDULE

SECTION F - DELIVERY and PERFORMANCE

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SECTION F: PERIOD OF PERFORMANCE AND DELIVERABLES

F.1 TERM OF CONTRACT

The term of the contract shall be for a Period of Performance (POP) from Date of Award (Base Year) through Four (4) One (1) Year Options as specified in Section B.

F.2 OPTION TO EXTEND THE TERM OF THE CONTRACT

F.2.1 The District may extend the term of this contract by written notice to the Contractor before the expiration of the contract; provided that the District will give the Contractor preliminary written notice of its intent to extend at least thirty (30) days before the contract expires. The preliminary notice does not commit the District to an extension. The exercise of this option is subject to the availability of funds at the time of the exercise of this option. The Contractor may waive the thirty (30) day preliminary notice requirement by providing a written waiver to the Contracting Officer prior to expiration of the contract.

F.2.2 If the District exercises this option, the extended contract shall be considered to include this option provision.

F.2.3 The price for the option period shall be as specified in Section B of the Contract.

F.3 DELIVERABLES

The Contractor shall perform the activities required to successfully complete the District's requirements and submit each deliverable to the respective **Contract Administrator (CA)/Contracting Officer's Technical Representative (COTR)** identified in section G.9 in accordance with the requirements described in Schedule C.

F.3.1 The Contractor shall submit to the District, as a deliverable, the report described in section H.5.5 that is required by the 51% District Residents New Hires Requirements and First Source Employment Agreement. If the Contractor does not submit the report as part of the deliverables, final payment to the Contractor shall not be paid pursuant to section G.3.2.

***** END OF SECTION F *****

PART I: THE SCHEDULE

SECTION G - CONTRACT ADMINISTRATION

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SECTION G: CONTRACT ADMINISTRATION

G1 INVOICE PAYMENT

- G.1.1 The District will make payments to the Contractor, upon the submission of proper invoices, at the prices stipulated in this contract, for supplies delivered and accepted or services performed and accepted, less any discounts, allowances or adjustments provided for in this contract.
- G.1.2 The District will pay the Contractor on or before the 30th day after receiving a proper invoice from the Contractor.

G2 INVOICE SUBMITTAL

- G.2.1 The Contractor shall submit proper invoices on a monthly basis or as otherwise specified in Section G.4. Invoices shall be prepared in duplicate and submitted to the DMH Chief Financial Officer (DMH/CFO) with concurrent copies to the CA/COTR specified in Section G.9 below. The address of the DMH/CFO is:

Department of Mental Health
Accounts Payable Office
64 New York Ave., NE, 6th Floor
Washington, DC 20002
or

E-mail invoices to: dmh.ap@dc.gov

- G.2.2 To constitute a proper invoice, the Contractor shall submit the following information on the invoice:
- G.2.2.1 Contractor's name, federal tax ID and invoice date (date invoices as of the date of mailing or transmittal);
- G.2.2.2 Contract number and invoice number;
- G.2.2.3 Description, price, quantity and the date(s) that the supplies or services were delivered or performed;
- G.2.2.4 Other supporting documentation or information, as required by the Contracting Officer;
- G.2.2.5 Name, title, telephone number and complete mailing address of the responsible official to whom payment is to be sent;
- G.2.2.6 Name, title, phone number of person preparing the invoice;
- G.2.2.7 Name, title, phone number and mailing address of person (if different from the person identified in G.2.2.6 above) to be notified in the event of a defective invoice; and

G.2.2.8 Authorized signature.

G.3 FIRST SOURCE AGREEMENT REQUEST FOR FINAL PAYMENT

G.3.1 For contracts subject to the 51% District Residents New Hires Requirements and First Source Employment Agreement requirements, final request for payment must be accompanied by the report or a waiver of compliance discussed in section H.5.5.

G.3.2 No final payment shall be made to the Contractor until the agency CFO has received the Contracting Officer's final determination or approval of waiver of the Contractor's compliance with 51% District Residents New Hires Requirements and First Source Employment Agreement requirements.

G.4 PAYMENT

Should be based upon Section B (Price Schedules) and Section F (Deliverables).

G.5 ASSIGNMENT OF CONTRACT PAYMENTS

G.5.1 In accordance with 27 DCMR 3250, the Contractor may assign to a bank, trust company, or other financing institution funds due or to become due as a result of the performance of this contract.

G.5.2 Any assignment shall cover all unpaid amounts payable under this contract, and shall not be made to more than one party.

G.5.3 Notwithstanding an assignment of contract payments, the Contractor, not the assignee, is required to prepare invoices. Where such an assignment has been made, the original copy of the invoice must refer to the assignment and must show that payment of the invoice is to be made directly to the assignee as follows:

“Pursuant to the instrument of assignment dated _____, make payment of this invoice to (name and address of assignee).”

G.6 THE QUICK PAYMENT CLAUSE

G.6.1 Interest Penalties to Contractors

G.6.1.1 The District will pay interest penalties on amounts due to the Contractor under the Quick Payment Act, D.C. Official Code §2-221.01 *et seq.*, for the period beginning on the day after the required payment date and ending on the date on which payment of the amount is made. Interest shall be calculated at the rate of 1% per month. No interest penalty shall be paid if payment for the completed delivery of the item of property or service is made on or before:

- a) the 3rd day after the required payment date for meat or a meat product;
- b) the 5th day after the required payment date for an agricultural commodity; or
- c) the 15th day after the required payment date for any other item.

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G.6.1.2 Any amount of an interest penalty which remains unpaid at the end of any 30-day period shall be added to the principal amount of the debt and thereafter interest penalties shall accrue on the added amount.

G.6.2 Payments to Subcontractors

G.6.2.1 The Contractor must take one of the following actions within seven (7) days of receipt of any amount paid to the Contractor by the District for work performed by any subcontractor under this contract:

- a) Pay the subcontractor for the proportionate share of the total payment received from the District that is attributable to the subcontractor for work performed under the contract; or
- b) Notify the District and the subcontractor, in writing, of the Contractor's intention to withhold all or part of the subcontractor's payment and state the reason for the nonpayment.

G.6.2.2 The Contractor must pay any subcontractor or supplier interest penalties on amounts due to the subcontractor or supplier beginning on the day after the payment is due and ending on the date on which the payment is made. Interest shall be calculated at the rate of 1% per month. No interest penalty shall be paid on the following if payment for the completed delivery of the item of property or service is made on or before:

- a) the 3rd day after the required payment date for meat or a meat product;
- b) the 5th day after the required payment date for an agricultural commodity; or
- c) the 15th day after the required payment date for any other item.

G.6.2.3 Any amount of an interest penalty which remains unpaid by the Contractor at the end of any 30-day period shall be added to the principal amount of the debt to the subcontractor and thereafter interest penalties shall accrue on the added amount.

G.6.2.4 A dispute between the Contractor and subcontractor relating to the amounts or entitlement of a subcontractor to a payment or a late payment interest penalty under the Quick Payment Act does not constitute a dispute to which the District of Columbia is a party. The District of Columbia may not be interpleaded in any judicial or administrative proceeding involving such a dispute.

G.6.3 Subcontract requirements

G.6.3.1 The Contractor shall include in each subcontract under this contract a provision requiring the subcontractor to include in its contract with any lower-tier subcontractor or supplier the payment and interest clauses required under paragraphs (1) and (2) of D.C. Official Code §2-221.02(d).

G.7 CONTRACTING OFFICER (CO)

Contracts will be entered into and signed on behalf of the District only by Contracting Officers (CO). The contact information for the DMH Contracting Officer is:

Samuel J. Feinberg, CPPO, CPPB
Director, Contracts and Procurement
Agency Chief Contracting Officer
Department of Mental Health
609 H Street, NE, 4th Floor
Washington, DC 20002
(202) 671-3188 – Office

Email: Samuel.feinberg@dc.gov

G.8 AUTHORIZED CHANGES BY THE CONTRACTING OFFICER

- G.8.1 The CO is the only person authorized to approve changes in any of the requirements of this contract.
- G.8.2 The Contractor shall not comply with any order, directive or request that changes or modifies the requirements of this contract, unless issued in writing and signed by the CO.
- G.8.3 In the event the Contractor effects any change at the instruction or request of any person other than the CO, the change will be considered to have been made without authority and no adjustment will be made in the contract price to cover any cost increase incurred as a result thereof.

G.9 CONTRACT ADMINISTRATORs (CA) ALSO TERMED THE CONTRACTING OFFICER'S TECHNICAL REPRESENTATIVEs (COTR)

- G.9.1 The CAs/COTRs are responsible for general administration of the contract and advising the CO as to the Contractor's compliance or noncompliance with the contract. The CAs/COTRs has the responsibility of ensuring the work conforms to the requirements of the contract and such other responsibilities and authorities as may be specified in the contract. These include:
 - G.9.1.1 Keeping the CO fully informed of any technical or contractual difficulties encountered during the performance period and advising the CO of any potential problem areas under the contract;
 - G.9.1.2 Coordinating site entry for Contractor personnel, if applicable;
 - G.9.1.3 Reviewing invoices for completed work and recommending approval by the CO if the Contractor's costs are consistent with the negotiated amounts and progress is satisfactory and commensurate with the rate of expenditure;
 - G.9.1.4 Reviewing and approving invoices for deliverables to ensure receipt of goods and services. This includes the timely processing of invoices and vouchers in accordance with the District's payment provisions; and

G.9.1.5 Maintaining a file that includes all contract correspondence, modifications, records of inspections (site, data, equipment) and invoice or vouchers.

G.9.2 The address and telephone numbers of the respective CAs/COTRs for each location are as follows:

- **Location 1:**

Donna Moran, Director Logistics and Materials Management
Saint Elizabeths Hospital (SEH), 1100 Alabama Ave., SE, Wash., DC 20032
Office Number: 202-299-5420, Cell Phone: 202-438-0308
Email: Donna.Moran@dc.gov

- **Location 2:**

Theresa Donaldson, Program Director
Mental Health Services Division (MHSD), 35 K Street, NE, Wash., DC 20002
Office Number: 202-442-4876, Cell Phone: 202-360-7891
Email: Theresa.Donaldson@dc.gov

- **Location 3:**

Gillian Daniels, Administrative Assistant
Mental Health Services Division (MHSD), 825 Howard Road, SE, Wash., DC 20020
Office Number: 202-442-4210, Cell Phone: 202-494-7255
Email: Gillian.Daniels@dc.gov

- **Location 4:**

Cynthia Holloway, Program Director
Comprehensive Psychiatric Emergency Program (CPEP), 1905 E St., SE, Wash., DC 20003
Office Number: 202-673-9312
Email: Cynthia.Holloway@dc.gov

G.9.3 The CA/COTR shall NOT have the authority to:

1. Award, agree to, or sign any contract, delivery order or task order. Only the CO shall make contractual agreements, commitments or modifications;
2. Grant deviations from or waive any of the terms and conditions of the contract;
3. Increase the dollar limit of the contract or authorize work beyond the dollar limit of the contract,
4. Authorize the expenditure of funds by the Contractor;
5. Change the period of performance; or
6. Authorize the use of District property, except as specified under the contract.

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G.9.4 The Contractor will be fully responsible for any changes not authorized in advance, in writing, by the CO; may be denied compensation or other relief for any additional work performed that is not so authorized; and may also be required, at no additional cost to the District, to take all corrective action necessitated by reason of the unauthorized changes.

***** END OF SECTION G *****

PART I: THE SCHEDULE

SECTION H - SPECIAL CONTRACT REQUIREMENTS

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SECTION H: SPECIAL CONTRACT REQUIREMENTS

H.1 HIRING OF DISTRICT RESIDENTS AS APPRENTICES AND TRAINEES

H.1.1 For all new employment resulting from this contract or subcontracts hereto, as defined in Mayor's Order 83-265 and implementing instructions, the Contractor shall use its best efforts to comply with the following basic goal and objectives for utilization of bona fide residents of the District of Columbia in each project's labor force:

H.1.1.1 At least fifty-one (51) percent of apprentices and trainees employed shall be residents of the District of Columbia registered in programs approved by the District of Columbia Apprenticeship Council.

H.1.2 The Contractor shall negotiate an Employment Agreement with the Department of Employment Services ("DOES") for jobs created as a result of this contract. The DOES shall be the Contractor's first source of referral for qualified apprentices and trainees in the implementation of employment goals contained in this clause.

H.2 DEPARTMENT OF LABOR WAGE DETERMINATIONS

The Contractor shall be bound by the Wage Determination No. 2005-2081, dated 09/01/2010, issued by the U.S. Department of Labor in accordance with the Service Contract Act, 41 U.S.C. §351 *et seq.*, and incorporated herein as Section J.2. The Contractor shall be bound by the wage rates for the term of the contract subject to revision as stated herein and in accordance with Section 24 of the SCP. If an option is exercised, the Contractor shall be bound by the applicable wage rates at the time of the option. If the option is exercised and the CO obtains a revised wage determination, the revised wage determination is applicable for the option periods and the Contractor may be entitled to an equitable adjustment.

H.3 PUBLICITY

The Contractor shall at all times obtain the prior written approval from the CO before it, any of its officers, agents, employees or subcontractors, either during or after expiration or termination of the contract, make any statement, or issue any material, for publication through any medium of communication, bearing on the work performed or data collected under this contract.

H.4 FREEDOM OF INFORMATION ACT

The District of Columbia Freedom of Information Act, at D.C. Official Code §2-532 (a-3), requires the District to make available for inspection and copying any record produced or collected pursuant to a District contract with a private contractor to perform a public function, to the same extent as if the record were maintained by the agency on whose behalf the contract is made. If the Contractor receives a request for such information, the Contractor shall immediately send the request to the CA who will provide the request to the FOIA Officer for the agency with programmatic responsibility in accordance with the D.C. Freedom of Information Act. If the agency with programmatic responsibility receives a request for a record

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maintained by the Contractor pursuant to the contract, the CA will forward a copy to the Contractor. In either event, the Contractor is required by law to provide all responsive records

to the CA within the timeframe designated by the CA. The FOIA Officer for the agency with programmatic responsibility will determine the releasability of the records. The District will reimburse the Contractor for the costs of searching and copying the records in accordance with D.C. Official Code §2-532 and Chapter 4 of Title 1 of the *D.C. Municipal Regulations*.

H.5 51% DISTRICT RESIDENTS NEW HIRES REQUIREMENTS AND FIRST SOURCE EMPLOYMENT AGREEMENT

H.5.1 The Contractor shall comply with the First Source Employment Agreement Act of 1984, as amended, D.C. Official Code §2-219.01 *et seq.* ("First Source Act").

H.5.2 The Contractor shall enter into and maintain, during the term of the contract, a First Source Employment Agreement, (Section J.4) in which the Contractor shall agree that:

- (1) The first source for finding employees to fill all jobs created in order to perform this contract shall be the DOES; and
- (2) The first source for finding employees to fill any vacancy occurring in all jobs covered by the First Source Employment Agreement shall be the First Source Register.

H.5.3 The Contractor shall submit to DOES, no later than the 10th of each month following execution of the contract, a First Source Agreement Contract Compliance Report ("contract compliance report") to verify its compliance with the First Source Agreement for the preceding month. The contract compliance report for the contract shall include the:

- (1) Number of employees needed;
- (2) Number of current employees transferred;
- (3) Number of new job openings created;
- (4) Number of job openings listed with DOES;
- (5) Total number of all District residents hired for the reporting period and the cumulative total number of District residents hired; and
- (6) Total number of all employees hired for the reporting period and the cumulative total number of employees hired, including:
 - (a) Name;
 - (b) Social security number;
 - (c) Job title;
 - (d) Hire date;
 - (e) Residence; and
 - (f) Referral source for all new hires.

H.5.4 If the contract amount is equal to or greater than \$100,000, the Contractor agrees that 51% of the new employees hired for the contract shall be District residents.

H.5.5 With the submission of the Contractor's final request for payment from the District, the Contractor shall:

- (1) Document in a report to the CO its compliance with section H.5.4 of this clause; or

(2) Submit a request to the CO for a waiver of compliance with section H.5.4 and include the following documentation:

- (a) Material supporting a good faith effort to comply;
- (b) Referrals provided by DOES and other referral sources;
- (c) Advertisement of job openings listed with DOES and other referral sources; and
- (d) Any documentation supporting the waiver request pursuant to section H.5.6.

H.5.6 The CO may waive the provisions of section H.5.4 if the CO finds that:

- (1) A good faith effort to comply is demonstrated by the Contractor;
- (2) The Contractor is located outside the Washington Standard Metropolitan Statistical Area and none of the contract work is performed inside the Washington Standard Metropolitan Statistical Area which includes the District of Columbia; the Virginia Cities of Alexandria, Falls Church, Manassas, Manassas Park, Fairfax, and Fredericksburg, the Virginia Counties of Fairfax, Arlington, Prince William, Loudoun, Stafford, Clarke, Warren, Fauquier, Culpeper, Spotsylvania, and King George; the Maryland Counties of Montgomery, Prince Georges, Charles, Frederick, and Calvert; and the West Virginia Counties of Berkeley and Jefferson.
- (3) The Contractor enters into a special workforce development training or placement arrangement with DOES; or
- (4) DOES certifies that there are insufficient numbers of District residents in the labor market possessing the skills required by the positions created as a result of the contract.

H.5.7 Upon receipt of the contractor's final payment request and related documentation pursuant to sections H.5.5 and H.5.6, the CO shall determine whether the Contractor is in compliance with section H.5.4 or whether a waiver of compliance pursuant to section H.5.6 is justified. If the CO determines that the Contractor is in compliance, or that a waiver of compliance is justified, the CO shall, within two business days of making the determination forward a copy of the determination to the agency Chief Financial Officer and the CA.

H.5.8 Willful breach of the First Source Employment Agreement, or failure to submit the report pursuant to section H.5.5, or deliberate submission of falsified data, may be enforced by the CO through imposition of penalties, including monetary fines of 5% of the total amount of the direct and indirect labor costs of the contract. The Contractor shall make payment to DOES. The Contractor may appeal to the D.C. Contract Appeals Board as provided in this contract any decision of the CO pursuant to this section H.5.8.

H.5.9 The provisions of sections H.5.4 through H.5.8 do not apply to nonprofit organizations.

H.6 SECTION 504 OF THE REHABILITATION ACT OF 1973, as amended.

During the performance of the contract, the Contractor and any of its subcontractors shall comply with Section 504 of the Rehabilitation Act of 1973, as amended. This Act prohibits discrimination against disabled people in federally funded programs and activities. See 29 U.S.C. § 794 *et seq.*

H.7 AMERICANS WITH DISABILITIES ACT OF 1990 (ADA)

During the performance of this contract, the Contractor and any of its subcontractors shall comply with the ADA. The ADA makes it unlawful to discriminate in employment against a qualified individual with a disability. See 42 U.S.C. §12101 *et seq.*

H.8 WAY TO WORK AMENDMENT ACT OF 2006

- H.8.1 Except as described in H.8.8 below, the Contractor shall comply with Title I of the Way to Work Amendment Act of 2006, effective June 8, 2006 (D.C. Law 16-118, D.C. Official Code §2-220.01 *et seq.*) (“Living Wage Act of 2006”), for contracts for services in the amount of \$100,000 or more in a 12-month period.
- H.8.2 The Contractor shall pay its employees and subcontractors who perform services under the contract no less than the current living wage published on the OCP website at www.ocp.dc.gov.
- H.8.3 The Contractor shall include in any subcontract for \$15,000 or more a provision requiring the subcontractor to pay its employees who perform services under the contract no less than the current living wage rate.
- H.8.4 The DOES may adjust the living wage annually and the OCP will publish the current living wage rate on its website at www.ocp.dc.gov.
- H.8.5 The Contractor shall provide a copy of the Fact Sheet attached as J.6 to each employee and subcontractor who performs services under the contract. The Contractor shall also post the Notice attached as J.5 in a conspicuous place in its place of business. The Contractor shall include in any subcontract for \$15,000 or more a provision requiring the subcontractor to post the Notice in a conspicuous place in its place of business.
- H.8.6 The Contractor shall maintain its payroll records under the contract in the regular course of business for a period of at least three (3) years from the payroll date, and shall include this requirement in its subcontracts for \$15,000 or more under the contract.
- H.8.7 The payment of wages required under the Living Wage Act of 2006 shall be consistent with and subject to the provisions of D.C. Official Code §32-1301 *et seq.*
- H.8.8 The requirements of the Living Wage Act of 2006 do not apply to:
- (1) Contracts or other agreements that are subject to higher wage level determinations required by federal law;
 - (2) Existing and future collective bargaining agreements, provided, that the future collective bargaining agreement results in the employee being paid no less than the established living wage;
 - (3) Contracts for electricity, telephone, water, sewer or other services provided by a regulated utility;
 - (4) Contracts for services needed immediately to prevent or respond to a disaster or eminent threat to public health or safety declared by the Mayor;

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- (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 of 2006;
- (6) An employee under 22 years of age employed during a school vacation period, or enrolled as a 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 of 2006;
- (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;
- (8) Employees of nonprofit organizations that employ not more than 50 individuals and qualify for taxation exemption pursuant to section 501(c)(3) of the Internal Revenue Code of 1954, approved August 16, 1954 (68A Stat. 163; 26 U.S.C. § 501(c)(3));
- (9) Medicaid provider agreements for direct care services to Medicaid recipients, provided, that the direct care service is not provided through a home care agency, a community residence facility, or a group home for mentally retarded persons as those terms are defined in section 2 of the Health-Care and Community Residence Facility, Hospice, and Home Care Licensure Act of 1983, effective February 24, 1984 (D.C. Law 5-48; D.C. Official Code § 44-501); and
- (10) Contracts or other agreements between managed care organizations and the Health Care Safety Net Administration or the Medicaid Assistance Administration to provide health services.

H.8.9 The Mayor may exempt a contractor from the requirements of the Living Wage Act of 2006, ~~subject to the approval of Council~~, in accordance with the provisions of Section 109 of the ~~Living Wage Act of 2006~~.

H.9 SUBCONTRACTING REQUIREMENTS

H.9.1 Mandatory Subcontracting Requirements

- H.9.1.1 For contracts in excess of \$250,000, at least 35% of the dollar volume shall be subcontracted to certified small business enterprises; provided, however, that the costs of materials, goods, and supplies shall not be counted towards the 35% subcontracting requirement unless such materials, goods and supplies are purchased from certified small business enterprises.
- H.9.1.2 If there are insufficient qualified small business enterprises to completely fulfill the requirement of paragraph H.9.1.1, then the subcontracting may be satisfied by subcontracting 35% of the dollar volume to any certified business enterprises; provided, however, that all reasonable efforts shall be made to ensure that qualified small business enterprises are significant participants in the overall subcontracting work.
- H.9.1.3 A prime contractor which is certified as a small, local or disadvantaged business enterprise shall not be required to comply with the provisions of sections H.9.1.1 and H.9.1.2.

H.9.2 **Subcontracting Plan**

If the prime contractor is required by law to subcontract under this contract, it must subcontract at least 35% of the dollar volume of this contract in accordance with the provisions of section H.9.1. The prime contractor responding to this solicitation which is required to subcontract shall be required to submit with its Quote, a notarized statement detailing its subcontracting plan. Quotes responding to this RFQ shall be deemed nonresponsive and shall be rejected if the offeror is required to subcontract, but fails to submit a subcontracting plan with its Quote. Once the plan is approved by the CO, changes to the plan will only occur with the prior written approval of the CO and the Director of DSLBD. Each subcontracting plan shall include the following:

- H.9.2.1 A description of the goods and services to be provided by SBEs or, if insufficient qualified SBEs are available, by any certified business enterprises;
- H.9.2.2 A statement of the dollar value of the bid that pertains to the subcontracts to be performed by the SBEs or, if insufficient qualified SBEs are available, by any certified business enterprises;
- H.9.2.3 The names and addresses of all proposed subcontractors who are SBEs or, if insufficient SBEs are available, who are certified business enterprises;
- H.9.2.4 The name of the individual employed by the prime contractor who will administer the subcontracting plan, and a description of the duties of the individual;
- H.9.2.5 A description of the efforts the prime contractor will make to ensure that SBEs, or, if insufficient SBEs are available, that certified business enterprises will have an equitable opportunity to compete for subcontracts;
- H.9.2.6 In all subcontracts that offer further subcontracting opportunities, assurances that the prime contractor will include a statement, approved by the contracting officer, that the subcontractor will adopt a subcontracting plan similar to the subcontracting plan required by the contract;
- H.9.2.7 Assurances that the prime contractor will cooperate in any studies or surveys that may be required by the contracting officer, and submit periodic reports, as requested by the contracting officer, to allow the District to determine the extent of compliance by the prime contractor with the subcontracting plan;
- H.9.2.8 A list of the type of records the prime contractor will maintain to demonstrate procedures adopted to comply with the requirements set forth in the subcontracting plan, and assurances that the prime contractor will make such records available for review upon the District's request; and
- H.9.2.9 A description of the prime contractor's recent effort to locate SBEs or, if insufficient SBEs are available, certified business enterprises, and to award subcontracts to them.

H.9.3 Subcontracting Plan Compliance Reporting. If the Contractor has an approved subcontracting plan required by law under this contract, the Contractor shall submit to the CO and the Director of DSLBD, no later than the 21st of each month following execution of the contract, a Subcontracting Plan Compliance Report to verify its compliance with the subcontracting requirements for the preceding month. The monthly subcontracting plan compliance report shall include the following information:

H.9.3.1 The dollar amount of the contract or procurement;

H.9.3.2 A brief description of the goods procured or the services contracted for;

H.9.3.3 The name of the business enterprise from which the goods were procured or services contracted;

H.9.3.4 Whether the subcontractors to the contract are currently certified business enterprises;

H.9.3.5 The dollar percentage of the contract awarded to SBEs, or if insufficient SBEs, to other certified business enterprises;

H.9.3.6 A description of the activities the Contractor engaged in, in order to achieve the subcontracting requirements set forth in its plan; and

H.9.3.7 A description of any changes to the activities the Contractor intends to make by the next month to achieve the requirements set forth in its plan.

H.9.4 Subcontractor Standards

H.9.4.1A prime contractor shall ensure that subcontractors meet the criteria for responsibility described in D.C. Official Code § 2-353.01.

H.9.5 Enforcement and Penalties for Breach of Subcontracting Plan

H.9.5.1 If during the performance of this contract, the Contractor fails to comply with its approved subcontracting plan, and the CO determines the Contractor's failure to be a material breach of the contract, the CO shall have cause to terminate the contract under the default clause of the Standard Contract Provisions.

H.9.5.2 There shall be a rebuttable presumption that a contractor willfully breached its approved subcontracting plan if the contractor (i) fails to submit any required monitoring or compliance report; or (ii) submits a monitoring or compliance report with the intent to defraud.

H.9.5.3 A contractor that is found to have willfully breached its approved subcontracting plan for utilization of certified business enterprises in the performance of a contract shall be subject to the imposition of penalties, including monetary fines of \$15,000 or 5% of the total amount of the work that the contractor was to subcontract to certified business enterprises, whichever is greater, for each such breach.

H.10 LIQUIDATED DAMAGES

H.10.1 When the Contractor fails to perform the tasks required under this Contract, DMH shall notify the Contractor in writing of the specific task deficiencies with a scheduled meeting and a Notice to Cure document with a cure period of Not To Exceed Ten (10) Business Days. Upon receiving the Notice to cure document, the Contractor shall provide DMH with their assessment of the identified deficiencies in order to reach an agreement on a proactive plan to resolve the matter. The assessment of Liquidated Damages as determined by the Director, Contracts and Procurement/Agency Chief Contracting officer shall be in an amount of \$100.00 per day against the Contractor until such time that the Contractor has cured its deficiencies and is able to satisfactorily perform the tasks required under this Contract.

H.10.2 When the Contractor is unable to cure its deficiencies in a timely manner and DMH requires a replacement Contractor to perform the required services, the Contractor shall be liable for liquidated damages accruing until the time DMH is able to award said contract to a qualified responsive and responsible Contractor. Additionally, if the Contractor is found to be in default of said Contract under the Default Clause of the Standard Contract Provisions, the original Contractor is completely liable for any and all total cost differences between their Contract and the new Contract awarded by DMH to the replacement Contractor.

***** END OF SECTION H *****

PART II: CONTRACT CLAUSES

SECTION I – CONTRACT CLAUSES

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SECTION I: CONTRACT CLAUSES

I.1 APPLICABILITY OF STANDARD CONTRACT PROVISIONS

The Standard Contract Provisions for use with District of Columbia Government Supplies and Services Contracts dated March 2007 (“SCP”) are incorporated as part of the contract. To obtain a copy of the SCP go to www.ocp.dc.gov, click on OCP Policies under the heading “Information”, then click on “Standard Contract Provisions – Supplies and Services Contracts”.

I.2 CONTRACTS THAT CROSS FISCAL YEARS

Continuation of this contract beyond the current fiscal year is contingent upon future fiscal appropriations.

I.3 CONFIDENTIALITY OF INFORMATION

The Contractor shall keep all information relating to any employee or customer of the District in absolute confidence and shall not use the information in connection with any other matters; nor shall it disclose any such information to any other person, firm or corporation, in accordance with the District and federal laws governing the confidentiality of records.

I.4 TIME

Time, if stated in a number of days, will include Saturdays, Sundays, and holidays, unless otherwise stated herein.

I.5 RIGHTS IN DATA

I.5.1 “Data,” as used herein, means recorded information, regardless of form or the media on which it may be recorded. The term includes technical data and computer software. The term does not include information incidental to contract administration, such as financial, administrative, cost or pricing, or management information.

I.5.2 The term “Technical Data”, as used herein, means recorded information, regardless of form or characteristic, of a scientific or technical nature. It may, for example, document research, experimental, developmental or engineering work, or be usable or used to define a design or process or to procure, produce, support, maintain, or operate material. The data may be graphic or pictorial delineations in media such as drawings or photographs, text in specifications or related performance or design type documents or computer printouts. Examples of technical data include research and engineering data, engineering drawings and associated lists, specifications, standards, process sheets, manuals, technical reports, catalog item identifications, and related information, and computer software documentation. Technical data does not include computer software or financial, administrative, cost and pricing, and management data or other information incidental to contract administration.

I.5.3 The term "Computer Software", as used herein means computer programs and computer databases. "Computer Programs", as used herein means a series of instructions or statements in a form acceptable to a computer, designed to cause the computer to execute an operation or

operations. "Computer Programs" include operating systems, assemblers, compilers, interpreters, data management systems, utility programs, sort merge programs, and automated data processing equipment maintenance diagnostic programs, as well as applications programs such as payroll, inventory control and engineering analysis programs. Computer programs may be either machine-dependent or machine-independent, and may be general purpose in nature or designed to satisfy the requirements of a particular user.

I.5.4 The term "computer databases", as used herein, means a collection of data in a form capable of being processed and operated on by a computer.

I.5.5 All data first produced in the performance of this Contract shall be the sole property of the District. The Contractor hereby acknowledges that all data, including, without limitation, computer program codes, produced by Contractor for the District under this Contract, are works made for hire and are the sole property of the District; but, to the extent any such data may not, by operation of law, be works made for hire, Contractor hereby transfers and assigns to the District the ownership of copyright in such works, whether published or unpublished. The Contractor agrees to give the District all assistance reasonably necessary to perfect such rights including, but not limited to, the works and supporting documentation and the execution of any instrument required to register copyrights. The Contractor agrees not to assert any rights in common law or in equity in such data. The Contractor shall not publish or reproduce such data in whole or in part or in any manner or form, or authorize others to do so, without written consent of the District until such time as the District may have released such data to the public.

I.5.6 The District will have restricted rights in data, including computer software and all accompanying documentation, manuals and instructional materials, listed or described in a license or agreement made a part of this contract, which the parties have agreed will be furnished with restricted rights, provided however, notwithstanding any contrary provision in any such license or agreement, such restricted rights shall include, as a minimum the right to:

I.5.6.1 Use the computer software and all accompanying documentation and manuals or instructional materials with the computer for which or with which it was acquired, including use at any District installation to which the computer may be transferred by the District;

I.5.6.2 Use the computer software and all accompanying documentation and manuals or instructional materials with a backup computer if the computer for which or with which it was acquired is inoperative;

I.5.6.3 Copy computer programs for safekeeping (archives) or backup purposes; and modify the computer software and all accompanying documentation and manuals or instructional materials, or combine it with other software, subject to the provision that the modified portions shall remain subject to these restrictions.

I.5.7 The restricted rights set forth in section I.5.6 are of no effect unless

- (i) the data is marked by the Contractor with the following legend:

RESTRICTED RIGHTS LEGEND

Use, duplication, or disclosure is subject to restrictions stated in Contract No. _____ with (Contractor's Name); and

- (ii) If the data is computer software, the related computer software documentation includes a prominent statement of the restrictions applicable to the computer software. The Contractor may not place any legend on the computer software indicating restrictions on the District's rights in such software unless the restrictions are set forth in a license or agreement made a part of the contract prior to the delivery date of the software. Failure of the Contractor to apply a restricted rights legend to such computer software shall relieve the District of liability with respect to such unmarked software.
- I.5.8 In addition to the rights granted in Section I.5.6 above, the Contractor hereby grants to the District a nonexclusive, paid-up license throughout the world, of the same scope as restricted rights set forth in Section I.5.6 above, under any copyright owned by the Contractor, in any work of authorship prepared for or acquired by the District under this contract. Unless written approval of the CO is obtained, the Contractor shall not include in technical data or computer software prepared for or acquired by the District under this contract any works of authorship in which copyright is not owned by the Contractor without acquiring for the District any rights necessary to perfect a copyright license of the scope specified in the first sentence of this paragraph.
- I.5.9 Whenever any data, including computer software, are to be obtained from a subcontractor under this contract, the Contractor shall use this clause, I.5, Rights in Data, in the subcontract, without alteration, and no other clause shall be used to enlarge or diminish the District's or the Contractor's rights in that subcontractor data or computer software which is required for the District.
- I.5.10 For all computer software furnished to the District with the rights specified in Section I.5.5, the Contractor shall furnish to the District, a copy of the source code with such rights of the scope specified in Section I.5.5. For all computer software furnished to the District with the restricted rights specified in Section I.5.6, the District, if the Contractor, either directly or through a successor or affiliate shall cease to provide the maintenance or warranty services provided the District under this contract or any paid-up maintenance agreement, or if Contractor should be declared bankrupt or insolvent by a court of competent jurisdiction, shall have the right to obtain, for its own and sole use only, a single copy of the then current version of the source code supplied under this contract, and a single copy of the documentation associated therewith, upon payment to the person in control of the source code the reasonable cost of making each copy.
- I.5.11 The Contractor shall indemnify and save and hold harmless the District, its officers, agents and employees acting within the scope of their official duties against any liability, including costs and expenses, (i) for violation of proprietary rights, copyrights, or rights of privacy, arising out of the publication, translation, reproduction, delivery, performance, use or disposition of any

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data furnished under this contract, or (ii) based upon any data furnished under this contract, or based upon libelous or other unlawful matter contained in such data.

I.5.12 Nothing contained in this clause shall imply a license to the District under any patent, or be construed as affecting the scope of any license or other right otherwise granted to the District under any patent.

I.5.13 Paragraphs I.5.6, I.5.7, I.5.8, I.5.11 and I.5.12 above are not applicable to material furnished to the Contractor by the District and incorporated in the work furnished under contract, provided that such incorporated material is identified by the Contractor at the time of delivery of such work.

I.6 OTHER CONTRACTORS

The Contractor shall not commit or permit any act that will interfere with the performance of work by another District contractor or by any District employee.

I.7 SUBCONTRACTS

The Contractor hereunder shall not subcontract any of the Contractor's work or services to any subcontractor without the prior written consent of the CO. Any work or service so subcontracted shall be performed pursuant to a subcontract agreement, which the District will have the right to review and approve prior to its execution by the Contractor. Any such subcontract shall specify that the Contractor and the subcontractor shall be subject to every provision of this contract. Notwithstanding any such subcontract approved by the District, the Contractor shall remain liable to the District for all Contractor's work and services required hereunder.

I.8 INSURANCE

A. GENERAL REQUIREMENTS. The Contractor shall procure and maintain, during the entire period of performance under this contract, the types of insurance specified below. The Contractor shall have its insurance broker or insurance company submit a Certificate of Insurance to the CO giving evidence of the required coverage prior to commencing performance under this contract. In no event shall any work be performed until the required Certificates of Insurance signed by an authorized representative of the insurer(s) have been provided to, and accepted by, the CO. All insurance shall be written with financially responsible companies authorized to do business in the District of Columbia or in the jurisdiction where the work is to be performed and have an A.M. Best Company rating of A-VIII or higher. The Contractor shall require all of its subcontractors to carry the same insurance required herein. The Contractor shall ensure that all policies provide that the CO shall be given thirty (30) days prior written notice in the event the stated limit in the declarations page of the policy is reduced via endorsement or the policy is canceled prior to the expiration date shown on the certificate. The Contractor shall provide the CO with ten (10) days prior written notice in the event of non-payment of premium.

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1. Commercial General Liability Insurance. The Contractor shall provide evidence satisfactory to the CO with respect to the services performed that it carries \$1,000,000 per occurrence limits; \$2,000,000 aggregate; Bodily Injury and Property Damage including, but not limited to: premises-operations; broad form property damage; Products and Completed Operations; Personal and Advertising Injury; contractual liability and independent contractors. The policy coverage shall include the District of Columbia as an additional insured, shall be primary and non-contributory with any other insurance maintained by the District of Columbia, and shall contain a waiver of subrogation. The Contractor shall maintain Completed Operations coverage for five (5) years following final acceptance of the work performed under this contract.
2. Automobile Liability Insurance. The Contractor shall provide automobile liability insurance to cover all owned, hired or non-owned motor vehicles used in conjunction with the performance of this contract. The policy shall provide a \$1,000,000 per occurrence combined single limit for bodily injury and property damage.
3. Workers' Compensation Insurance. The Contractor shall provide Workers' Compensation insurance in accordance with the statutory mandates of the District of Columbia or the jurisdiction in which the contract is performed.

Employer's Liability Insurance. The Contractor shall provide employer's liability insurance as follows: \$500,000 per accident for injury; \$500,000 per employee for disease; and \$500,000 for policy disease limit.

- B. **DURATION.** The Contractor shall carry all required insurance until all contract work is accepted by the District, and shall carry the required General Liability; any required Professional Liability; and any required Employment Practices Liability insurance for five (5) years following final acceptance of the work performed under this contract.
- C. **LIABILITY.** These are the required minimum insurance requirements established by the District of Columbia. **HOWEVER, THE REQUIRED MINIMUM INSURANCE REQUIREMENTS PROVIDED ABOVE WILL NOT IN ANY WAY LIMIT THE CONTRACTOR'S LIABILITY UNDER THIS CONTRACT.**
- D. **CONTRACTOR'S PROPERTY.** Contractor and subcontractors are solely responsible for any loss or damage to their personal property, including but not limited to tools and equipment, scaffolding and temporary structures, rented machinery, or owned and leased equipment. A waiver of subrogation shall apply in favor of the District of Columbia.
- E. **MEASURE OF PAYMENT.** The District shall not make any separate measure or payment for the cost of insurance and bonds. The Contractor shall include all of the costs of insurance and bonds in the contract price.
- F. **NOTIFICATION.** The Contractor shall immediately provide the CO with written notice in the event that its insurance coverage has or will be substantially changed, canceled or not renewed, and provide an updated certificate of insurance to the CO.

- G. **CERTIFICATES OF INSURANCE.** The Contractor shall submit certificates of insurance giving evidence of the required coverage as specified in this section prior to commencing work. Evidence of insurance shall be submitted to:

Samuel J. Feinberg, CPPO, CPPB
Director, Contracts and Procurement
Agency Chief Contracting Officer
Department of Mental Health
609 H Street, NE, 4th Floor
Washington, DC 20002
(202) 671-3188 – Office Email: Samuel.feinberg@dc.gov

- H. **DISCLOSURE OF INFORMATION.** The Contractor agrees that the District may disclose the name and contact information of its insurers to any third party which presents a claim against the District for any damages or claims resulting from or arising out of work performed by the Contractor, its agents, employees, servants or subcontractors in the performance of this contract.

I.9 EQUAL EMPLOYMENT OPPORTUNITY

In accordance with the District of Columbia Administrative Issuance System, Mayor's Order 85-85 dated June 10, 1985, the forms for completion of the Equal Employment Opportunity Information Report are incorporated herein as Section J.3. An award cannot be made to any offeror who has not satisfied the equal employment requirements.

I.10 CONTRACTS IN EXCESS OF ONE MILLION DOLLARS

Any contract in excess of \$1,000,000 shall not be binding or give rise to any claim or demand against the District until approved by the Council of the District of Columbia and signed by the CO.

I.11 GOVERNING LAW

This contract, and any disputes arising out of or related to this contract, shall be governed by, and construed in accordance with, the laws of the District of Columbia.

I.12 ORDER OF PRECEDENCE

The contract awarded as a result of this RFQ will contain the following clause:

A conflict in language shall be resolved by giving precedence to the document in the highest order of priority that contains language addressing the issue in question. The following documents are incorporated into the contract by reference and made a part of the contract in the following order of precedence:

- (1) An applicable Court Order, if any
- (2) Contract document
- (3) Standard Contract Provisions
- (4) Contract attachments other than the Standard Contract Provisions
- (5) RFQ, as amended
- (6) BAFOs (in order of most recent to earliest)
- (7) Quote

***** END OF SECTION I *****

PART III – LIST OF DOCUMENTS, EXHIBITS AND OTHER ATTACHMENTS

SECTION J: LIST OF ATTACHMENTS

The following list of attachments is incorporated into the solicitation by reference.

Attachment Number	Document
J.1	Government of the District of Columbia Standard Contract Provisions for Use with the Supplies and Services Contracts (March 2007) available at www.ocp.dc.gov click on “Solicitation Attachments”
J.2	U.S. Department of Labor Wage Determination 2005-2081, dated 09/01/2010 (Separately Attached)
J.3	Office of Local Business Development Equal Employment Opportunity Information Report and Mayor’s Order 85-85 available at www.ocp.dc.gov click on “Solicitation Attachments”
J.4	Department of Employment Services First Source Employment Agreement available at www.ocp.dc.gov click on “Solicitation Attachments”
J.5	Reserved
J.6	Way to Work Amendment Act of 2006 - Living Wage Fact Sheet (Separately Attached)
J.7	Tax Certification Affidavit (Separately Attached)
J.8	Bidder/Offeror Certifications available at www.ocp.dc.gov click on “Solicitation Attachments”

*** END OF SECTION J ***

PART IV – REPRESENTATIONS AND INSTRUCTIONS

**SECTION K: REPRESENTATIONS, CERTIFICATIONS AND OTHER
STATEMENTS OF OFFERORS**

Bidder/Offeror Certification Form (J.8)

available at www.ocp.dc.gov click on “Solicitation Attachments”

***** END OF SECTION K*****

PART IV – REPRESENTATIONS AND INSTRUCTIONS

SECTION L: INSTRUCTIONS, CONDITIONS AND NOTICES TO CONTRACTORS

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SECTION L: INSTRUCTIONS, CONDITIONS AND NOTICES TO OFFERORS

L.1 CONTRACT AWARD

L.1.1 Most Advantageous to the District

The District intends to award this single contract resulting from this solicitation to the responsible Offeror whose offer conforming to the solicitation will be most advantageous to the District, cost or price, technical and other factors, specified elsewhere in this solicitation considered.

L.1.2 Initial Offers

The District may award a contract on the basis of initial offers received, without discussion. Therefore, each initial offer should contain the offeror's best terms from a standpoint of cost or price, technical and other factors.

L.2 QUOTE ORGANIZATION AND CONTENT

One original and two (2) copies of the written Quotes shall be submitted in two parts, titled "Technical Quote" and "Price Quote". Each page shall be numbered, and labeled to include the Solicitation number and name of the Prospective Contractor, Stapled or bond technical Quote shall be submitted with a minimum of five (5) pages and not to exceed the maximum of ten (10) pages, additional pages only for cost Quote and supporting documentation. Quotes shall be typewritten in single space, single page, Times New Roman: twelve (12) point font size on 8.5" by 11" bond paper. **Telephonic and telegraphic Quotes or Electronic Faxes shall "NOT" be accepted.** Each Quote shall be submitted in a sealed envelope conspicuously marked: "Quote in Response to Solicitation No. **(RM-12-RFO-069-BY4-RKG).**

L.3 REQUIREMENT FOR AN ELECTRONIC COPY OF QUOTES TO BE MADE AVAILABLE TO THE PUBLIC

N/A

L.4 QUOTE SUBMISSION DATE AND TIME, AND LATE SUBMISSIONS, LATE MODIFICATIONS, WITHDRAWAL OR MODIFICATION OF QUOTES AND LATE QUOTES

L.4.1 QUOTE SUBMISSION

Quotes must be submitted no later than **2:00 PM (EST) on Wednesday, February 22, 2012.** Quotes, modifications to Quotes, or requests for withdrawals that are received in the designated District office after the exact local time specified above, are "late" and shall be considered only if they are received before the award is made and one (1) or more of the following circumstances apply:

- a. The Quote or modification was sent by registered or certified mail not later than the fifth (5th) calendar day before the date specified for receipt of offers;
- b. The Quote or modification was sent by mail and it is determined by the ACCO that the late receipt at the location specified in the solicitation was caused solely by mishandling by the District.
- c. The Offeror shall sign the Offer in **Blue Ink** and print or type the name of the Offeror and the name and title of the person authorized to sign the Offer in blocks 14, 14A, 15 and 15A of Section A, Solicitation, Offer and Award form, page one of this solicitation. The Offeror's solicitation submission must be **signed in Blue Ink**. DMH shall not under any circumstances accept a submission signed by someone other than an authorized negotiator, nor submitted with either an electronic signature, a signature stamp, a color copy of a signature, or anything other than an original signature in **Blue Ink** by an authorized negotiator. Furthermore, wherever any other part of the solicitation requires you to submit a document with a signature, only an original signature by an authorized negotiator, in **Blue Ink** shall be accepted by DMH. Erasures or other changes must be initialed by the person signing the Offer.

L.4.2 POSTMARKS

The only acceptable evidence to establish the date of a late Quote, late modification or late withdrawal sent either by registered or certified mail shall be a U.S. or Canadian Postal Service postmark on the wrapper or on the original receipt from the U.S. or Canadian Postal Service. If neither postmark shows a legible date, the Quote, modification or request for withdrawal shall be deemed to have been mailed late. When the postmark shows the date but not the hour, the time is presumed to be the last minute of the date shown. If no date is shown on the postmark, the Quote shall be considered late unless the **Prospective Contractor** can furnish evidence from the postal authorities of timely mailing.

L.4.3 LATE MODIFICATIONS

A late modification of a successful Quote, which makes its terms more favorable to the District, shall be considered at any time it is received and may be accepted.

L.4.4 LATE QUOTES

A late Quote, late modification or late request for withdrawal of an offer that is not considered shall be held unopened, unless opened for identification, until after award and then retained with unsuccessful offers resulting from this Contract.

L.5 **EXPLANATION TO PROSPECTIVE OFFERORS**

If a Prospective Contractor has any questions relative to this Contract, the Prospective Contractor shall submit the question in writing to the Contact Person, identified on page one, in writing. The Prospective Contractor shall submit questions no later than seven (5) calendar days prior to the closing date and time indicated for this Contract. The District shall not consider any questions received less than seven (5) calendar days before the date set for submission of Quote. The District shall furnish responses promptly to all other Prospective Contractors. An

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amendment to the solicitation shall be issued if that information is necessary in submitting offers, or if the lack of it would be prejudicial to any other Prospective Contractors. Oral explanations or instructions given before the award of the contract shall not be binding.

Correspondence or inquiries related to this Solicitation or any modifications shall be addressed to:

Samuel J. Feinberg, CPPO, CPPB
Director, Contracts and Procurement
Agency Chief Contracting Officer
Department of Mental Health
609 H Street, NE, 4th Floor
Washington, DC 20002
Office (202) 671-3188 – Fax (202) 671-3395
Email: Samuel.feinberg@dc.gov

L.6 RESTRICTION ON DISCLOSURE AND USE OF DATA

L.6.1 Offerors who include in their Quote data that they do not want disclosed to the public or used by the District except for use in the procurement process shall mark the title page with the following legend:

"This Quote includes data that shall not be disclosed outside the District and shall not be duplicated, used or disclosed in whole or in part for any purpose except for use in the procurement process.

If, however, a contract is awarded to this offeror as a result of or in connection with the submission of this data, the District will have the right to duplicate, use, or disclose the data to the extent consistent with the District's needs in the procurement process. This restriction does not limit the District's rights to use, without restriction, information contained in this Quote if it is obtained from another source. The data subject to this restriction are contained in sheets (insert page numbers or other identification of sheets)."

L.6.2 Mark each sheet of data it wishes to restrict with the following legend:

"Use or disclosure of data contained on this sheet is subject to the restriction on the title page of this Quote."

L.7 QUOTES WITH OPTION YEARS

The Offeror shall include option year prices in its price/cost quote. An offer may be determined to be unacceptable if it fails to include pricing for the option year(s).

L.8 QUOTE PROTESTS

Any actual or prospective Offeror or Contractor who is aggrieved in connection with the solicitation or award of a contract, must file with the D.C. Contract Appeals Board (Board) a protest no later than ten (10) business days after the basis of protest is known or should have been known, whichever is earlier. A protest based on alleged improprieties in a solicitation which are apparent at the time set for receipt of initial Quotes shall be filed with the Board prior to the time set for receipt of initial Quotes. In procurements in which Quotes are requested, alleged improprieties which do not exist in the initial solicitation, but which are subsequently incorporated into the solicitation, must be protested no later than the next closing time for receipt of Quotes following the incorporation. The protest shall be filed in writing, with the

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Contract Appeals Board, 441 4th Street, N.W., Suite 350N, Washington, D.C. 20001. The aggrieved person shall also mail a copy of the protest to the CO for the solicitation.

L.9 UNNECESSARILY ELABORATE QUOTES

Unnecessarily elaborate brochures or other presentations beyond those sufficient to present a complete and effective response to this solicitation are not desired and may be construed as an indication of the offeror's lack of cost consciousness. Elaborate artwork, expensive visual and other presentation aids are neither necessary nor desired.

L.10 RETENTION OF QUOTES

All Quote documents will be the property of the District and retained by the District, and therefore will not be returned to the offerors.

L.11 QUOTE COSTS

The District is not liable for any costs incurred by the Offerors in submitting Quotes in response to this solicitation.

L.12 CERTIFICATES OF INSURANCE

Prior to commencing work, the Contractor shall have its insurance broker or insurance company submit certificates of insurance giving evidence of the required coverages as specified in Section I.8 to:

Samuel J. Feinberg, CPPO, CPPB
Director, Contracts and Procurement
Agency Chief Contracting Officer
Department of Mental Health
609 H Street, NE, 4th Floor
Washington, DC 20002
(202) 671-3188 – Office

Email: Samuel.feinberg@dc.gov

L.13 ACKNOWLEDGMENT OF AMENDMENTS

The offeror shall acknowledge receipt of any amendment to this solicitation. The District must receive the acknowledgment by the date and time specified for receipt of Quotes. An offeror's failure to acknowledge an amendment may result in rejection of its offer.

L.14 BEST AND FINAL OFFERS

If, subsequent to receiving original Quotes, negotiations are conducted, all offerors within the competitive range will be so notified and will be provided an opportunity to submit written best and final offers at the designated date and time. Best and final offers will be subject to the Late Submissions, Late Modifications and Late Withdrawals of Quotes provisions of the solicitation. After receipt of best and final offers, no discussions will be reopened unless the CO determines

that it is clearly in the District's best interest to do so, e.g., it is clear that information available at that time is inadequate to reasonably justify contractor selection and award based on

the best and final offers received. If discussions are reopened, the CO shall issue an additional request for best and final offers to all offerors still within the competitive range.

L.15 LEGAL STATUS OF OFFEROR

Each Quote must provide the following information:

L.15.1 Name, address, telephone number and federal tax identification number of offeror;

L.15.2 A copy of each District of Columbia license, registration or certification that the Offeror is required by law to obtain. This mandate also requires the offeror to provide a copy of the executed "Clean Hands Certification" that is referenced in D.C. Official Code §47-2862, if the Offeror is required by law to make such certification. If the offeror is a corporation or partnership and does not provide a copy of its license, registration or certification to transact business in the District of Columbia, the offer shall certify its intent to obtain the necessary license, registration or certification prior to contract award or its exemption from such requirements; and

L.15.3 If the Offeror is a partnership or joint venture, the names and addresses of the general partners or individual members of the joint venture, and copies of any joint venture or teaming agreements.

L.16 FAMILIARIZATION WITH CONDITIONS

Offerors shall thoroughly familiarize themselves with the terms and conditions of this solicitation, acquainting themselves with all available information regarding difficulties which may be encountered, and the conditions under which the work is to be accomplished. Contractors will not be relieved from assuming all responsibility for properly estimating the difficulties and the cost of performing the services required herein due to their failure to investigate the conditions or to become acquainted with all information, schedules and liability concerning the services to be performed.

***** END OF SECTION L *****

SECTION J ATTACHMENTS

J.2 – WAGE DETERMINATION

WD 05-2081 (Rev.-10) was first posted on www.wdol.gov on 09/07/2010

REGISTER OF WAGE DETERMINATIONS UNDER
THE SERVICE CONTRACT ACT
By direction of the Secretary of Labor

U.S. DEPARTMENT OF LABOR
EMPLOYMENT STANDARDS ADMINISTRATION
WAGE AND HOUR DIVISION
WASHINGTON D.C. 20210

Shirley F. Ebbesen Division of
Director Wage Determinations

Wage Determination No.: 2005-2081
Revision No.: 10
Date Of Revision: 09/01/2010

State: Colorado

Area: Colorado Counties of Adams, Arapahoe, Boulder, Broomfield, Clear Creek, Denver, Douglas, Elbert, Gilpin, Grand, Jackson, Jefferson, Logan, Morgan, Park, Phillips, Sedgwick, Summit, Washington, Weld, Yuma

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

OCCUPATION CODE - TITLE	FOOTNOTE	RATE
01000 - Administrative Support And Clerical Occupations		
01011 - Accounting Clerk I		14.16
01012 - Accounting Clerk II		16.44
01013 - Accounting Clerk III		18.38
01020 - Administrative Assistant		26.31
01040 - Court Reporter		19.59
01051 - Data Entry Operator I		14.06
01052 - Data Entry Operator II		15.35
01060 - Dispatcher, Motor Vehicle		19.37
01070 - Document Preparation Clerk		14.55
01090 - Duplicating Machine Operator		14.55
01111 - General Clerk I		13.39
01112 - General Clerk II		14.61
01113 - General Clerk III		16.40
01120 - Housing Referral Assistant		21.75
01141 - Messenger Courier		13.02
01191 - Order Clerk I		14.93
01192 - Order Clerk II		16.29
01261 - Personnel Assistant (Employment) I		16.67
01262 - Personnel Assistant (Employment) II		18.65
01263 - Personnel Assistant (Employment) III		20.79
01270 - Production Control Clerk		22.33
01280 - Receptionist		14.27
01290 - Rental Clerk		15.53
01300 - Scheduler, Maintenance		17.15
01311 - Secretary I		17.15
01312 - Secretary II		19.19
01313 - Secretary III		21.75
01320 - Service Order Dispatcher		14.37
01410 - Supply Technician		26.31
01420 - Survey Worker		17.77
01531 - Travel Clerk I		13.55
01532 - Travel Clerk II		14.20
01533 - Travel Clerk III		15.19
01611 - Word Processor I		14.15
01612 - Word Processor II		15.88
01613 - Word Processor III		17.77
05000 - Automotive Service Occupations		
05005 - Automobile Body Repairer, Fiberglass		26.19
05010 - Automotive Electrician		20.43

05040 - Automotive Glass Installer	19.36
05070 - Automotive Worker	19.36
05110 - Mobile Equipment Servicer	17.61
05130 - Motor Equipment Metal Mechanic	20.82
05160 - Motor Equipment Metal Worker	19.36
05190 - Motor Vehicle Mechanic	20.82
05220 - Motor Vehicle Mechanic Helper	16.41
05250 - Motor Vehicle Upholstery Worker	19.36
05280 - Motor Vehicle Wrecker	19.36
05310 - Painter, Automotive	19.69
05340 - Radiator Repair Specialist	19.36
05370 - Tire Repairer	14.98
05400 - Transmission Repair Specialist	20.82
07000 - Food Preparation And Service Occupations	
07010 - Baker	14.52
07041 - Cook I	13.06
07042 - Cook II	15.10
07070 - Dishwasher	9.69
07130 - Food Service Worker	10.90
07210 - Meat Cutter	15.13
07260 - Waiter/Waitress	10.65
09000 - Furniture Maintenance And Repair Occupations	
09010 - Electrostatic Spray Painter	19.06
09040 - Furniture Handler	15.90
09080 - Furniture Refinisher	19.06
09090 - Furniture Refinisher Helper	15.90
09110 - Furniture Repairer, Minor	18.10
09130 - Upholsterer	19.06
11000 - General Services And Support Occupations	
11030 - Cleaner, Vehicles	11.08
11060 - Elevator Operator	11.08
11090 - Gardener	18.19
11122 - Housekeeping Aide	12.46
11150 - Janitor	12.01
11210 - Laborer, Grounds Maintenance	14.67
11240 - Maid or Houseman	9.16
11260 - Pruner	13.16
11270 - Tractor Operator	17.30
11330 - Trail Maintenance Worker	14.67
11360 - Window Cleaner	13.37
12000 - Health Occupations	
12010 - Ambulance Driver	18.18
12011 - Breath Alcohol Technician	20.66
12012 - Certified Occupational Therapist Assistant	19.48
12015 - Certified Physical Therapist Assistant	18.75
12020 - Dental Assistant	18.55
12025 - Dental Hygienist	36.80
12030 - EKG Technician	24.05
12035 - Electroneurodiagnostic Technologist	24.05
12040 - Emergency Medical Technician	18.18
12071 - Licensed Practical Nurse I	18.46
12072 - Licensed Practical Nurse II	20.66
12073 - Licensed Practical Nurse III	23.03
12100 - Medical Assistant	15.94
12130 - Medical Laboratory Technician	17.47
12160 - Medical Record Clerk	16.12
12190 - Medical Record Technician	18.04
12195 - Medical Transcriptionist	18.73
12210 - Nuclear Medicine Technologist	36.64
12221 - Nursing Assistant I	11.78
12222 - Nursing Assistant II	13.25

12223 - Nursing Assistant III	14.46
12224 - Nursing Assistant IV	16.23
12235 - Optical Dispenser	20.66
12236 - Optical Technician	18.46
12250 - Pharmacy Technician	15.81
12280 - Phlebotomist	16.23
12305 - Radiologic Technologist	26.85
12311 - Registered Nurse I	29.98
12312 - Registered Nurse II	36.67
12313 - Registered Nurse II, Specialist	36.67
12314 - Registered Nurse III	43.96
12315 - Registered Nurse III, Anesthetist	43.96
12316 - Registered Nurse IV	53.17
12317 - Scheduler (Drug and Alcohol Testing)	27.05
13000 - Information And Arts Occupations	
13011 - Exhibits Specialist I	18.46
13012 - Exhibits Specialist II	22.87
13013 - Exhibits Specialist III	27.97
13041 - Illustrator I	20.05
13042 - Illustrator II	23.10
13043 - Illustrator III	28.26
13047 - Librarian	28.29
13050 - Library Aide/Clerk	15.88
13054 - Library Information Technology Systems Administrator	25.55
13058 - Library Technician	17.64
13061 - Media Specialist I	18.43
13062 - Media Specialist II	20.62
13063 - Media Specialist III	22.99
13071 - Photographer I	16.85
13072 - Photographer II	18.85
13073 - Photographer III	23.36
13074 - Photographer IV	28.57
13075 - Photographer V	34.56
13110 - Video Teleconference Technician	18.26
14000 - Information Technology Occupations	
14041 - Computer Operator I	17.81
14042 - Computer Operator II	19.93
14043 - Computer Operator III	22.21
14044 - Computer Operator IV	24.69
14045 - Computer Operator V	28.56
14071 - Computer Programmer I	24.31
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	17.81
14160 - Personal Computer Support Technician	24.69
15000 - Instructional Occupations	
15010 - Aircrew Training Devices Instructor (Non-Rated)	35.58
15020 - Aircrew Training Devices Instructor (Rated)	43.06
15030 - Air Crew Training Devices Instructor (Pilot)	49.15
15050 - Computer Based Training Specialist / Instructor	35.58
15060 - Educational Technologist	31.17
15070 - Flight Instructor (Pilot)	49.15
15080 - Graphic Artist	21.93
15090 - Technical Instructor	21.99
15095 - Technical Instructor/Course Developer	26.89
15110 - Test Proctor	17.74

15120 - Tutor	17.74
16000 - Laundry, Dry-Cleaning, Pressing And Related Occupations	
16010 - Assembler	9.84
16030 - Counter Attendant	9.84
16040 - Dry Cleaner	12.71
16070 - Finisher, Flatwork, Machine	9.84
16090 - Presser, Hand	9.84
16110 - Presser, Machine, Drycleaning	9.84
16130 - Presser, Machine, Shirts	9.84
16160 - Presser, Machine, Wearing Apparel, Laundry	9.84
16190 - Sewing Machine Operator	13.57
16220 - Tailor	14.48
16250 - Washer, Machine	10.93
19000 - Machine Tool Operation And Repair Occupations	
19010 - Machine-Tool Operator (Tool Room)	18.32
19040 - Tool And Die Maker	21.57
21000 - Materials Handling And Packing Occupations	
21020 - Forklift Operator	14.96
21030 - Material Coordinator	22.33
21040 - Material Expediter	22.33
21050 - Material Handling Laborer	17.36
21071 - Order Filler	13.44
21080 - Production Line Worker (Food Processing)	14.96
21110 - Shipping Packer	15.20
21130 - Shipping/Receiving Clerk	15.20
21140 - Store Worker I	11.90
21150 - Stock Clerk	15.99
21210 - Tools And Parts Attendant	16.28
21410 - Warehouse Specialist	14.96
23000 - Mechanics And Maintenance And Repair Occupations	
23010 - Aerospace Structural Welder	27.73
23021 - Aircraft Mechanic I	27.10
23022 - Aircraft Mechanic II	28.53
23023 - Aircraft Mechanic III	29.70
23040 - Aircraft Mechanic Helper	19.22
23050 - Aircraft, Painter	25.80
23060 - Aircraft Servicer	22.49
23080 - Aircraft Worker	24.13
23110 - Appliance Mechanic	22.34
23120 - Bicycle Repairer	14.98
23125 - Cable Splicer	30.57
23130 - Carpenter, Maintenance	19.40
23140 - Carpet Layer	18.72
23160 - Electrician, Maintenance	24.90
23181 - Electronics Technician Maintenance I	22.14
23182 - Electronics Technician Maintenance II	23.65
23183 - Electronics Technician Maintenance III	25.12
23260 - Fabric Worker	20.52
23290 - Fire Alarm System Mechanic	21.09
23310 - Fire Extinguisher Repairer	18.97
23311 - Fuel Distribution System Mechanic	23.46
23312 - Fuel Distribution System Operator	18.97
23370 - General Maintenance Worker	19.16
23380 - Ground Support Equipment Mechanic	27.10
23381 - Ground Support Equipment Servicer	22.49
23382 - Ground Support Equipment Worker	24.13
23391 - Gunsmith I	17.13
23392 - Gunsmith II	19.81
23393 - Gunsmith III	22.48
23410 - Heating, Ventilation And Air-Conditioning Mechanic	22.73

23411 - Heating, Ventilation And Air Contditiioning Mechanic (Research Facility)	23.92
23430 - Heavy Equipment Mechanic	22.05
23440 - Heavy Equipment Operator	20.98
23460 - Instrument Mechanic	28.48
23465 - Laboratory/Shelter Mechanic	21.17
23470 - Laborer	13.87
23510 - Locksmith	20.97
23530 - Machinery Maintenance Mechanic	23.43
23550 - Machinist, Maintenance	19.33
23580 - Maintenance Trades Helper	15.26
23591 - Metrology Technician I	28.48
23592 - Metrology Technician II	29.91
23593 - Metrology Technician III	31.16
23640 - Millwright	22.48
23710 - Office Appliance Repairer	21.44
23760 - Painter, Maintenance	17.84
23790 - Pipefitter, Maintenance	24.59
23810 - Plumber, Maintenance	21.93
23820 - Pneudraulic Systems Mechanic	22.48
23850 - Rigger	22.48
23870 - Scale Mechanic	19.81
23890 - Sheet-Metal Worker, Maintenance	19.85
23910 - Small Engine Mechanic	17.92
23931 - Telecommunications Mechanic I	27.08
23932 - Telecommunications Mechanic II	28.50
23950 - Telephone Lineman	23.34
23960 - Welder, Combination, Maintenance	19.79
23965 - Well Driller	20.88
23970 - Woodcraft Worker	22.48
23980 - Woodworker	17.13
24000 - Personal Needs Occupations	
24570 - Child Care Attendant	10.69
24580 - Child Care Center Clerk	14.17
24610 - Chore Aide	10.52
24620 - Family Readiness And Support Services Coordinator	15.93
24630 - Homemaker	16.29
25000 - Plant And System Operations Occupations	
25010 - Boiler Tender	24.70
25040 - Sewage Plant Operator	22.79
25070 - Stationary Engineer	24.70
25190 - Ventilation Equipment Tender	17.33
25210 - Water Treatment Plant Operator	22.79
27000 - Protective Service Occupations	
27004 - Alarm Monitor	20.94
27007 - Baggage Inspector	13.19
27008 - Corrections Officer	23.36
27010 - Court Security Officer	27.27
27030 - Detection Dog Handler	21.32
27040 - Detention Officer	24.05
27070 - Firefighter	29.32
27101 - Guard I	13.19
27102 - Guard II	21.32
27131 - Police Officer I	29.14
27132 - Police Officer II	32.39
28000 - Recreation Occupations	
28041 - Carnival Equipment Operator	13.08
28042 - Carnival Equipment Repairer	14.10
28043 - Carnival Equipment Worker	10.23
28210 - Gate Attendant/Gate Tender	15.14

28310 - Lifeguard	11.73
28350 - Park Attendant (Aide)	16.75
28510 - Recreation Aide/Health Facility Attendant	12.36
28515 - Recreation Specialist	16.28
28630 - Sports Official	13.49
28690 - Swimming Pool Operator	17.05
29000 - Stevedoring/Longshoremen Occupational Services	
29010 - Blocker And Bracer	23.50
29020 - Hatch Tender	23.50
29030 - Line Handler	23.50
29041 - Stevedore I	21.91
29042 - Stevedore II	25.48
30000 - Technical Occupations	
30010 - Air Traffic Control Specialist, Center (HFO) (see 2)	38.39
30011 - Air Traffic Control Specialist, Station (HFO) (see 2)	26.47
30012 - Air Traffic Control Specialist, Terminal (HFO) (see 2)	29.16
30021 - Archeological Technician I	19.40
30022 - Archeological Technician II	21.70
30023 - Archeological Technician III	26.89
30030 - Cartographic Technician	26.41
30040 - Civil Engineering Technician	24.61
30061 - Drafter/CAD Operator I	18.45
30062 - Drafter/CAD Operator II	20.65
30063 - Drafter/CAD Operator III	23.84
30064 - Drafter/CAD Operator IV	31.50
30081 - Engineering Technician I	18.44
30082 - Engineering Technician II	20.69
30083 - Engineering Technician III	23.15
30084 - Engineering Technician IV	28.69
30085 - Engineering Technician V	35.09
30086 - Engineering Technician VI	42.45
30090 - Environmental Technician	24.08
30210 - Laboratory Technician	21.37
30240 - Mathematical Technician	26.62
30361 - Paralegal/Legal Assistant I	19.46
30362 - Paralegal/Legal Assistant II	24.11
30363 - Paralegal/Legal Assistant III	29.49
30364 - Paralegal/Legal Assistant IV	35.68
30390 - Photo-Optics Technician	26.62
30461 - Technical Writer I	26.26
30462 - Technical Writer II	32.12
30463 - Technical Writer III	38.86
30491 - Unexploded Ordnance (UXO) Technician I	24.40
30492 - Unexploded Ordnance (UXO) Technician II	29.52
30493 - Unexploded Ordnance (UXO) Technician III	35.38
30494 - Unexploded (UXO) Safety Escort	24.40
30495 - Unexploded (UXO) Sweep Personnel	24.40
30620 - Weather Observer, Combined Upper Air Or (see 2)	23.84
Surface Programs	
30621 - Weather Observer, Senior (see 2)	26.41
31000 - Transportation/Mobile Equipment Operation Occupations	
31020 - Bus Aide	11.89
31030 - Bus Driver	15.89
31043 - Driver Courier	14.49
31260 - Parking and Lot Attendant	9.13
31290 - Shuttle Bus Driver	15.55
31310 - Taxi Driver	12.89
31361 - Truckdriver, Light	15.55
31362 - Truckdriver, Medium	19.65
31363 - Truckdriver, Heavy	20.37
31364 - Truckdriver, Tractor-Trailer	20.37

99000 - Miscellaneous Occupations	
99030 - Cashier	10.78
99050 - Desk Clerk	10.42
99095 - Embalmer	23.94
99251 - Laboratory Animal Caretaker I	10.92
99252 - Laboratory Animal Caretaker II	11.74
99310 - Mortician	24.19
99410 - Pest Controller	20.41
99510 - Photofinishing Worker	12.03
99710 - Recycling Laborer	18.59
99711 - Recycling Specialist	22.42
99730 - Refuse Collector	16.70
99810 - Sales Clerk	12.60
99820 - School Crossing Guard	12.64
99830 - Survey Party Chief	22.70
99831 - Surveying Aide	12.60
99832 - Surveying Technician	20.64
99840 - Vending Machine Attendant	14.38
99841 - Vending Machine Repairer	17.05
99842 - Vending Machine Repairer Helper	14.38

ALL OCCUPATIONS LISTED ABOVE RECEIVE THE FOLLOWING BENEFITS:

HEALTH & WELFARE: \$3.50 per hour or \$140.00 per week or \$606.67 per month

VACATION: 2 weeks paid vacation after 1 year of service with a contractor or successor; 3 weeks after 5 years, and 4 weeks after 15 years. Length of service includes the whole span of continuous service with the present contractor or successor, wherever employed, and with the predecessor contractors in the performance of similar work at the same Federal facility. (Reg. 29 CFR 4.173)

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

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

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

conformance procedures described in the conformance note included on this wage determination.

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

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

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

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

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

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

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

Demilitarization, modification, renovation, demolition, and maintenance operations on sensitive ordnance, explosives and incendiary materials. All operations involving regrading and cleaning of artillery ranges.

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

**** UNIFORM ALLOWANCE ****

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

The contractor or subcontractor is required to furnish all employees with an adequate number of uniforms without cost or to reimburse employees for the actual

cost of the uniforms. In addition, where uniform cleaning and maintenance is made the responsibility of the employee, all contractors and subcontractors subject to this wage determination shall (in the absence of a bona fide collective bargaining agreement providing for a different amount, or the furnishing of contrary affirmative proof as to the actual cost), reimburse all employees for such cleaning and maintenance at a rate of \$3.35 per week (or \$.67 cents per day). However, in those instances where the uniforms furnished are made of "wash and wear" materials, may be routinely washed and dried with other personal garments, and do not require any special treatment such as dry cleaning, daily washing, or commercial laundering in order to meet the cleanliness or appearance standards set by the terms of the Government contract, by the contractor, by law, or by the nature of the work, there is no requirement that employees be reimbursed for uniform maintenance costs.

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

Conformance Process:

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

The process for preparing a conformance request is as follows:

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

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

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

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

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CUSTOMER SUPPORT

Now In: State Minimum Wage Rates

State Minimum Wage

The following states will annually assess their minimum wage rates and update their posters accordingly to reflect any changes. The labor law posters are constantly updated when new rates are published and available. For your convenience, below is a listing of States that typically re-assess their minimum wage rates annually. More states may be added to the list.

Arizona, Colorado, Florida, Missouri, Montana, Ohio, Oregon, Vermont and Washington.

Below lists the minimum wage rate per state. Minimum Wage Rates will increase as a result of CPI, Federal wage increase or cost-of-living accommodation.

Note: The rates below are for general informational purposes only and should not be used as legal or professional advice. Please contact your local state agency for more information regarding your State Minimum Wage.

FEDERAL MINIMUM WAGE INFORMATION

\$5.15 - Sept. 1, 1997
\$5.85 - July 24, 2007
\$6.55 - July 24, 2008
\$7.25 - July 24, 2009



State Minimum Wage Rates

State	Minimum Wage				State	Minimum Wage			
	2008	2009	2010	2011		2008	2009	2010	2011
Alabama	\$6.55	\$7.25	\$7.25	\$7.25	Montana	\$6.55	\$7.25	\$7.25	\$7.35 ⁹
Alaska	\$7.15	\$7.25	\$7.75	\$7.75	Nebraska	\$6.55	\$7.25	\$7.25	\$7.25
Arizona	\$6.90	\$7.25	\$7.25	\$7.35 ⁷	Nevada ²	\$6.85	\$7.55	\$8.25	\$8.25
Arkansas	\$6.25	\$7.25	\$7.25	\$7.25	New Hampshire	\$7.25	\$7.25	\$7.25	\$7.25
California	\$8.00	\$8.00	\$8.00	\$8.00	New Jersey	\$7.15	\$7.25	\$7.25	\$7.25
Colorado	\$7.02	\$7.28	\$7.24	\$7.36 ⁸	New Mexico	\$6.50	\$7.50	\$7.50	\$7.50
Connecticut	\$7.65	\$8.00	\$8.25	\$8.25	New York	\$7.15	\$7.25	\$7.25	\$7.25
Delaware	\$7.15	\$7.25	\$7.25	\$7.25	North Carolina	\$6.55	\$7.25	\$7.25	\$7.25
District of Columbia	\$7.55	\$8.25	\$8.25	\$8.25	North Dakota	\$6.55	\$7.25	\$7.25	\$7.25
Florida	\$6.79	\$7.25	\$7.25	\$7.25	Ohio	\$7.00	\$7.30	\$7.30	\$7.40 ¹⁰
Georgia	\$6.55	\$7.25	\$7.25	\$7.25	Oklahoma	\$6.55	\$7.25	\$7.25	\$7.25
Hawaii	\$7.25	\$7.25	\$7.25	\$7.25	Oregon	\$7.95	\$8.40	\$8.40	\$8.50 ¹¹
Idaho	\$6.55	\$7.25	\$7.25	\$7.25	Pennsylvania ³	\$7.15	\$7.25	\$7.25	\$7.25
Illinois	\$7.75	\$8.00	\$8.25 ⁵	\$8.25	Puerto Rico	\$6.55	\$6.55	\$6.55	\$6.55
Indiana	\$6.55	\$7.25	\$7.25	\$7.25	Rhode Island	\$7.40	\$7.40	\$7.40	\$7.40
Iowa	\$7.25	\$7.25	\$7.25	\$7.25	South Carolina	\$6.55	\$7.25	\$7.25	\$7.25
Kansas ⁴	\$6.55	\$2.65	\$7.25	\$7.25	South Dakota	\$6.55	\$7.25	\$7.25	\$7.25
Kentucky	\$6.55	\$7.25	\$7.25	\$7.25	Tennessee	\$5.58	\$7.25	\$7.25	\$7.25
Louisiana	\$6.55	\$7.25	\$7.25	\$7.25	Texas	\$6.55	\$7.25	\$7.25	\$7.25
Maine	\$7.25	\$7.25	\$7.50 ⁶	\$7.50	Utah	\$6.55	\$7.25	\$7.25	\$7.25
Maryland	\$6.55	\$7.25	\$7.25	\$7.25	Vermont	\$7.68	\$8.06	\$8.06	\$8.15 ¹²
Massachusetts	\$8.00	\$8.00	\$8.00	\$8.00	Virginia	\$6.55	\$7.25	\$7.25	\$7.25
Michigan	\$7.40	\$7.40	\$7.40	\$7.40	Washington	\$8.07	\$8.55	\$8.55	\$8.67 ¹³
Minnesota ¹	\$6.15	\$6.15	\$6.15	\$6.15	West Virginia	\$7.25	\$7.25	\$7.25	\$7.25
Mississippi	\$6.55	\$7.25	\$7.25	\$7.25	Wisconsin	\$6.50	\$7.25	\$7.25	\$7.25
Missouri	\$6.65	\$7.25	\$7.25	\$7.25	Wyoming	\$6.55	\$7.25	\$7.25	\$7.25

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¹ Listed rate is for companies w/more than \$625,000 gross annual volume of sales or business. Businesses with less than \$625,000 gross annual volume of sales or business will have a minimum wage rate of \$5.25.

² Listed rate is for businesses that do not offer health insurance coverage to employees and \$7.25 for businesses that offer health insurance.

³ Listed rate is for businesses that employ less than 10 full-time employees.

⁴ \$2.65 rate is for businesses with gross revenue less than \$500,000. Any businesses that have a higher gross will pay the current Federal minimum wage rate.

⁵ Illinois 2010 state minimum wage rate is set to go into effect 07/01/2010.

⁶ Maine 2010 state minimum wage rate is set to go into effect 10/01/2010.

⁷ Arizona 2011 state minimum wage rate is set to go into effect 01/01/2011. Tipped wage will also increase 10 cents to \$4.35 per hour.

⁸ Colorado 2011 state minimum wage rate is set to go into effect 01/01/2011.

⁹ Montana 2011 state minimum wage rate is set to go into effect 01/01/2011.

¹⁰ Ohio 2011 state minimum wage rate is set to go into effect 01/01/2011. Listed rate is for non-tipped employees and \$3.70 per hour for tipped employees (plus tips).

¹¹ Oregon 2011 state minimum wage rate is set to go into effect 01/01/2011.

¹² Vermont 2011 state minimum wage rate is set to go into effect 01/01/2011. Tipped wage will increase 4 cents to \$3.95 per hour.

¹³ Washington 2011 state minimum wage rate is set to go into effect 01/01/2011.

* Based on information gathered from the Department of Labor.

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J.6 – LIVING WAGE FACT SHEET



LIVING WAGE ACT FACT SHEET

The "Living Wage Act of 2006," Title I of D.C. Law 16-18, (D.C. Official Code §§2-220.01-.11) became effective June 9, 2006. It provides that District of Columbia government contractors and recipients of government assistance (grants, loans, tax increment financing) in the amount of \$100,000 or more shall pay affiliated employees wages no less than the current living wage rate.

Effective January 1, 2010, the living wage rate is \$12.50 per hour.

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

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

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

1. Contracts or other agreements that are subject to higher wage level determinations required by federal law (i.e., if a contract is subject to the Service Contract Act and certain wage rates are lower than the District's current living wage, the contractor must pay the higher of the two rates);
2. Existing and future collective bargaining agreements, provided that the future collective bargaining agreement results in the employee being paid no less than the current living wage;
3. Contracts for electricity, telephone, water, sewer or other services provided by a regulated utility;
4. Contracts for services needed immediately to prevent or respond to a disaster or eminent threat to public health or safety declared by the Mayor;
5. Contracts or other agreements that provide trainees with additional services including, but not limited to, case management and job readiness services, provided that the trainees do not replace employees subject to the Living Wage Act;

6. An employee, under 22 years of age, employed during a school vacation period, or enrolled as full-time student, as defined by the respective institution, who is in high school or at an accredited institution of higher education and who works less than 25 hours per week; provided that he or she does not replace employees subject to the Living Wage Act;
7. Tenants or retail establishments that occupy property constructed or improved by receipt of government assistance from the District of Columbia; provided, that the tenant or retail establishment did not receive direct government assistance from the District of Columbia;
8. Employees of nonprofit organizations that employ not more than 50 individuals and qualify for taxation exemption pursuant to Section 501 (c) (3) of the Internal Revenue Code of 1954, approved August 16, 1954 (68A Stat. 163; 26. U.S.C. §501(c)(3));
9. Medicaid provider agreements for direct care services to Medicaid recipients, provided, that the direct care service is not provided through a home care agency, a community residence facility, or a group home for mentally retarded persons as those terms are defined in section 2 of the Health-Care and Community Residence Facility, Hospice, and Home Care Licensure Act of 1983, effective February 24, 1984 (D.C. Law 5-48; D.C. Official Code §44-501); and
10. Contracts or other agreements between managed care organizations and the Health Care Safety Net Administration or the Medicaid Assistance Administration to provide health services.

Enforcement

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

If you learn that a contractor subject to this law is not paying at least the current living wage you should report it to the Contracting Officer.

If you believe that your employer is subject to this law and is not paying you at least the current living wage, you may file a complaint with the DOES Office of Wage – Hour, located at 64 New York Ave., NE, Room 3105, (202) 671-1880.

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

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

J.7 – TAX AFFIDAVIT

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.