



# SCOPE OF WORK

U.S. GENERAL SERVICES ADMINISTRATION, ROCKY MOUNTAIN REGION 8

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Date: 3/15/2023

Revision: 2

## Section 1: Project Title

IRS Countermeasures

## Section 2: Project Location, Building Name, & Building Number

Fargo Federal Building

Building Number: ND0046ZZ

## Section 3: Contact List

### Contracting Officer (CO)

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### Property Manager

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### Development Project Manager

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#### **Section 4: Project Background & Project Description**

The Internal Revenue Service requires the purchase and installation of Video Surveillance & Intrusion Detection Systems as specified in Section 6 in the Fargo Federal Building ND0046ZZ in Fargo, North Dakota. Work will include IDS and cameras installed at employee entrances, and as shown on the attached drawings.

#### **Section 5: Project Objectives**

Contractor shall furnish all labor, materials, and equipment necessary to perform the job. Contractor is required to (i) be licensed; (ii) maintain insurance coverage that is common within the industry and for the nature of work. All Contractor personnel shall be required to wear proper identification, which may include company attire with logo, badge, etc. when working in the government facility. Identification card or badge (if needed) is to be always displayed on contractor employees. Contractor shall provide personnel who are professional, reliable, trained, and experienced in performing the job requirements. Contractor must ensure that all personnel working on this requirement be: (i) a U.S. citizen or have lawful permanent resident status, and (ii) fluent in the English language. Contractor shall not employ any person to perform work under this requirement with any of the following background history: conviction of a felony, a crime of violence or a serious misdemeanor, a record of arrest for continuing offenses, or failure to file or pay federal income tax. Contractor shall provide timely and professional customer service (i.e., address concerns, issues, and other administrative functions). For purposes of this contract timely means no later than by the close of business next business day. Contractor personnel shall maintain a neat, clean, and hazard-free working environment to the extent practicable. All work shall be done using the highest standards of the trade and in compliance with all federal, state, and local codes. Contractor personnel shall take all necessary precautions to avoid scarring, marring or damaging government's property. Contractor(s) shall incur any cost to repair or restore to its original condition Government property damaged during the performance of this work. Upon completion, all packing materials, debris, dust, etc. shall be removed from the premises and discarded in accordance with local and state regulations. The work area shall be left in "ready to occupy" conditions. The work shall be carried out in such a manner so that there will be little no interference with the proper execution of Government business. All persons employed in contract work shall, while on the premises, comply with all building regulations.

This scope shall be used in conjunction with documents such as mark-up plans, drawings, and specifications for the project, when applicable. At a minimum, contractor must comply with manufacturer's specifications found in Section 6 below.

- 1) All wiring shall be run in conduit or cable tray per the GSA P100.
- 2) See Section 15 for specific SOW Requirements and Floor Plans.
- 3) A staging area will be determined by mutual agreement after contract award.
- 4) The following information is provided for bidding purposes only. The contractor is advised to conduct a site visit and field-verify the exact information required for use in completing the work and submitting an offer.
- 5) No asbestos or lead containing materials shall be used.
- 6) All work shall comply with codes and standards applicable to each type of work through the course of this project including the National Electric Code (NFPA 70). Contractor shall also comply with the requirements of GSA Build Green Standards, and PBS P-100.
- 7) The contractor is responsible for the protection of all existing building property surfaces from damage due to work performed under this contract. Damages to existing surfaces caused by the performance of this contract shall be repaired as to match the existing surface finish at no additional cost to the Government.
- 8) The Contractor shall remove all debris generated in the performance of this contract daily.
- 9) The contractor shall take all necessary precautions to prevent any dust or debris from filtering into other parts of the building including but not limited to mechanical systems. Should dust or debris filter into other parts of the building the contractor shall take immediate steps to clean the area (no equipment or supplies will be furnished by GSA).
- 10) At the completion of the project, the project area shall be cleaned to building standards as determined by the GSA Property Manager. Should the contractor fail to clean the project limits in a timely manner, GSA will contract for said cleaning and the cost will be deducted from the contract. Ensure that all penetrations are sealed with fire rated approved material as required by the International Building Code.
- 11) The CO has the right to reject any unsatisfactory or unsuitable material or workmanship.

## Section 6: Proposal Pricing & Site Walk

### 1) Pre-proposal Site Visit Meeting:

- a) The site visit shall consist of a meeting to review construction requirements followed by a walk-thru of the project site. The meeting shall be attended by the contractor and GSA project personnel, and appropriate sub-contractors. Contact the Project Manager to schedule a site visit.
- b) Review existing conditions of the project area including any field verification.  
Review the solicitation/evaluation requirements

### 2) Cost Proposal Requirements:

- a) When submitting a proposal, provide a cost breakdown for each task into the following categories: Materials, equipment, labor hours, subcontractor's quotes, overhead, profit, and bond broken down into shell, tenant improvement (TI) (by tenant), Building- Specific Amortized Capital (BSAC), and environmental (as applicable). Follow P120 guidelines for tier level 3 based on project triage tool. Pricing shall be broken down by Construction Specification Institute (CSI) divisions.
- b) Base Bid-

## Section 7: Period of Performance

Once notice to proceed has been issued, the contractor has 180 calendar days to complete the project. The contractor must also promptly begin the badging process at the time of award. Please allow a minimum of 30 days to complete the badging process. Extensions will be granted for unforeseen conditions and other factors outside of the contractor's control at the Contracting Officer's discretion.

## Section 8: Universal Scope Requirements

- **ALL of the requirements in this section are MANDATORY for ALL GSA projects**
- See the attached **Universal Scope Requirements** document for the full details outlining each item
- Failure to comply with any and all of the requirements will result in the project not being accepted as complete

### REQUIREMENTS for ALL Projects (Construction, Design & Design/Build)

- a. Safety and Health Program
- b. Asbestos Containing Materials. To comply with federal and state regulations as well as GSA policy, an asbestos pre-alteration assessment is required for all construction projects as outlined in Section B of the Universal Scope Requirements.
- c. Lead Containing Paint / Lead Based Paint
- d. Accessibility
- e. Green Purchasing
- f. Construction Indoor Air Quality (IAQ) Management Plan
- g. Construction Waste Diversion

**Services to be performed by the Contractor under this scope of work shall conform to all applicable requirements and criteria indicated in the following handbooks and publications and the latest issues and changes thereto:**

1. General Services Administration Facilities Standards for the Public Buildings Service PBS/PQ-100.1.
2. Internal Revenue Service Facilities Design Criteria and Physical Security Standards for IRS Facilities.
3. Federal Information Processing Standards Publication FIPS-Pub; 174-1 and 175
4. National Fire Protection Association (NFPA) Codes and handbooks
  - a. NFPA72,
  - b. NFPA101 Life Safety Codes
  - c. NFPA70E
  - d. National Electric Code NFPA 70.
5. Electronic Industries Association (EIA/TIA Standard 568-A, related bulletins and 569)
6. All applicable Federal, State and local codes and regulations
7. Interagency Security Committee (ISC) Standards

8. Homeland Security Presidential Directive HSPD-12
9. Occupational Safety and Health Standards.
10. Federal Information System Management Act (FISMA)
11. Federal Information Processing Standard Publication (FIPS 201-1)
12. National Institute of Standards and Technology SP 800-73
13. National Institute of Standards and Technology Standard (draft) SP-800-116
14. Americans with Disabilities Act.
15. Underwriters Laboratories (UL)
  - a. UL 1076 (1995; Reprint Sep 2010), Proprietary Burglar Alarm Units and Systems.
  - b. UL 634 (2007; Reprint Mar 2013), Connectors and Switches for Use with Burglar-Alarm Systems.
  - c. UL 639 (2007; Reprint May 2012), Standard for Intrusion Detection Units.
  - d. UL 609 (1996; Reprint Sep 2010) Local Burglar Alarm Units and Systems
  - e. UL 1610 (1998; Reprint Sep 2010), Standard for Central-Station Burglar-Alarm Units
  - f. UL 681 (2014), Installation and Classification of Burglar and Holdup Alarm Systems.

**The above items are a standard listing of handbooks and publications. The contractor will utilize only those sections that are applicable to develop and complete the Scope of Work. Where conflicts occur, the more stringent requirement shall take precedence.**

#### **REQUIREMENTS for ALL projects IF APPLICABLE**

- h. GSA IT Network
- i. Building Monitoring and Control Systems (BMC)
- j. Advanced Metering System

#### **Section 9: Submittals**

- 1) Contractor shall submit a Method of Procedures (MOP) to the GSA Delivery Project Manager (PM) for approval prior to commencement of work. At a minimum, the MOP shall include:
  - a) Brief narrative describing method of accomplishment, construction techniques, etc
  - b) Project schedule (to include critical path, major milestones, long lead time items, mob & de-mob, inspection dates, substantial completion, and occupancy dates)
  - c) Service/Utility Outages (if necessary)
  - d) Phasing schedule (if necessary)
  - e) Any building infrastructure/BAS equipment that may be impacted
- 2) As-Builts (CAD and/ or BIM) BIM is required for any project above the Simplified Acquisition Threshold, currently \$250,000.
- 3) Pre-alteration assessment report
- 4) All new equipment and anything requiring a preventative maintenance plan shall be inputted into Maximo upload template. Information needed from the contractor will be all: Manufacturer, Model Number, Part Number, Serial Number, Any Manufacturer Warranty Information.
- 5) Manufacturer's specifications, instructions and material specification sheets in original form
- 6) Submittal register/ log for all products specified to establish a standard of quality to include. Submittal register response by the government shall be 14 calendar days or less.
  - a) For pricing purposed please assume 1 hard copy of submittals and 1 electronic copy to be sent to the project manager. Distribution list including final quantities will be finalized after receipt of the submittal log/register by GSA project manager.
- 7) If product samples are not submitted in a timely fashion, any delays caused by the contractor will not warrant a time extension. After completion of all work, the Contractor shall submit to the project manager the manufacturer's specifications, instructions and material specification sheets in original form. Additionally, the Contractor shall submit all inventory changes (removals, additions, upgrades, etc., and new condition codes) to the COR.
- 8) Submittal response by the government shall be 14 calendar days or less.

## **Section 10: General Requirements**

### **1) Contractor Use of the Premises**

- a) During the period of the project, the contractor will have access to the site only during business hours of 7:00 am 6:00 pm. No on-site work shall be performed outside these hours or on holidays unless otherwise directed by the Contracting Officer. The contractor will need to coordinate with the Contracting Officer to arrange access to the parking lot. The contractor shall make every effort to cause a minimum of damage to parking lots, any other paved areas, any items that need to be moved during the course of the project, and any areas not included in this scope of work. Any damage caused will be repaired at the contractor's expense.
- b) Operations will continue during this project so particular attention shall be given to phasing of project to minimize disruptions to their activities. Contractor shall coordinate with GSA representatives and then provide a schedule with phasing and duration for each activity. Schedule approval is to be obtained at least seven days prior to any work commencing. Communication during this project will be critical to meet this need.

### **2) Progress Meetings**

Progress meetings are not required for this project. The project manager and building team representative shall make daily inspections of the work progress.

### **3) Equipment**

The contractor shall provide all equipment associated with the entire project, operate in a safe manner and adhere to all OSHA and GSA standards.

### **4) Equipment and Material Storage**

The contractor shall provide and store all equipment, the materials specified above, and any other materials required completing the project. The materials are required to be kept clean and dry throughout the duration of the project. Contractor to coordinate with building manager for location of storage sheds.

### **5) Sanitary Facilities**

Provide and maintain temporary toilet facilities in accordance with State Health Department and GSA requirements.

### **6) Electricity, Water, and Gas**

GSA will pay for electricity, water, and gas during the course of this project. The contractor is responsible for making connections to the existing systems. Temporary electrical work shall meet the requirements of NFPA 70-1996 (NEC), Article 305. When temporary connections are removed, restore existing utility services to their original condition.

### **7) Contractor's Field Office**

The contractor may provide an office for their own use. Size, location, and construction shall be subject to approval.

### **8) Fire Watch**

Contractor shall be responsible for providing fire watch if required per attached GSA fire watch guidelines.

### **9) Fire Alarm Impairment and Hot Work**

When a fire suppression or alarm system impairment is required, contractor shall provide written outage request to GSA for approval in advance of impairing any systems. Contractor shall be responsible for having a GSA approved NICET certified fire alarm contractor perform all system impairments. During fire alarm/suppression impairments or hot work procedures, contractor shall provide a fire watch per the GSA Regional Fire Watch Guidelines.

## **10) Protection of Public**

The building site will continue to be used by tenants. The contractor shall fence, barricade, or otherwise block off the immediate work area to prevent unauthorized entry. The contractor shall illuminate barricades and obstructions at night and maintain safe building access and egress for tenants.

## **11) Housekeeping**

The project site shall be kept in a neat, orderly, and safe condition at all times. The contractor shall provide enough containers for collecting construction debris and construction materials to be recycled. The contractor shall wet down dry materials and rubbish to prevent blowing dust and keep volatile wastes in covered containers.

## **12) Transportation and Deliveries**

The contractor shall arrange deliveries of materials in accordance with construction schedules; coordinate with COR to avoid conflict with other tenants and other work conditions at the site. Contractor must make GSA PM & CO aware of any lead times that may affect the project schedule.

## **13) Cleaning**

Before scheduling the final inspection, the Contractor shall accomplish six items: (1) Remove all tools, equipment, surplus material, and rubbish; (2) Restore or refinish, to original condition, surfaces that are damaged due to the work of this contract; (3) Remove grease, dirt, stains, foreign materials, and labels from finished surfaces; (4) Thoroughly clean building interiors; (5) Pickup all construction debris from the site; and (6) At time of final inspection, project shall be thoroughly cleaned and ready for use.

## **14) Protection of the Building**

The construction contractor is responsible for the protection of all existing building property for damage due to work performed under this contract. Any damage caused by the performance of this contract shall be repaired to match like or better condition at no additional cost to the government

## **15) Disruptive Work**

All painting, staining, or other activity which may cause noxious or undesirable fumes and/ or any noisy work that may be disruptive to the tenants/ public must be performed after normal working hours. The use of paint or stain that does not generate odors is preferred and may be required if the space will be occupied the following day with prior written approval from GSA.

## **Section 11: Badging & Security**

- 1) Contractor is responsible to follow GSA's security and badging requirements in accordance with Homeland Security Presidential Directive 12.
- 2) US Access shared enrollment centers can be found at [fedidcard.gov](http://fedidcard.gov). Travel distances to the nearest center should be accounted for during the badging process.

## **Section 12: Payments**

- 1) Information regarding payment requests and payment is in the solicitation/ contract. Please contact the CO if you have any questions regarding payments.

## **Section 13: Substantial Completion & Final Inspection**

- 1) When project, or designated portion of project is complete, request a final inspection. Upon receipt of request that project is substantially complete, the Contracting Officer will proceed with the inspection within ten days of receipt of request or will advise the contractor of items that prevent the project from being designated substantially complete.
- 2) Red-lined drawings and CAD and/or BIM as-built drawings, and field training for Operations and Maintenance (O&M) personnel shall be provided at completion of project. Maintain one complete set of contract drawings. Clearly mark changes, deletions, and additions using GSA CAD Standards to show actual construction conditions. Show additions in red, deletions in green, and special instructions in blue print. Provide to GSA within timeframe negotiated at time of award.

- 3)** The contractor shall provide O&M manuals. The O&M manuals shall contain the following:
- Executed Warranties (at project completion)
  - Maintenance and operation manuals

***Section 14: Historical Building: NA***

***Section 15: Attachments***

- 1) Universal Scope requirements
- 2) Specific SOW Requirements

## Specific SOW Requirements

### I. STATEMENT OF WORK

#### 1.0 OVERVIEW

1.1 Description: The Internal Revenue Service requires the purchase and installation of a complete physical security equipment (Electronic Access Control System, Video Surveillance System & Intrusion Detection System) as specified in Section 3.6.

1.2 Background: The IRS is required to procure physical security equipment, inclusive of relative construction services and testing for the following project:

*Risk assessment of the Fargo POD identified countermeasures that need to be implemented to get the POD up to the ISC standard for a level III building. IDS and VSS need to be installed on all employee entrances and exits to IRS workspace.*

Note: This is not considered a construction requirement even though minor construction work may be required for installation of the physical security system.

#### 2.0 RELATED DOCUMENTS

2.1 This scope shall be used in conjunction with documents such as mark-up plans, drawings and specifications for the project, when applicable. At a minimum, contractor must comply with manufacturer's specifications found in Section 3.6 below.

FLOOR PLANS AND/OR DRAWINGS INDICATING THE APPROXIMATE DEVICE LOCATIONS FOR ITEMS IN SECTION 3.6.

#### 2.2 LIST OF ACRONYMS

The acronyms listed below will be used when referring to the corresponding terms:

AEB	Alarm Expansion Board
AFF	Above Finished Floor
ADA	American Disabilities Act compliant device
BPA	Blanket Purchasing Agreement
CI	Criminal Investigation
CO	Contracting Officer
COR	Contracting Officer's Representative
CM	Configuration Management
CCM	Command Control Module
CSIRC	Computer Security Incident Response Center
DGDD	Door Group Design Document
DPS	Door Position Switch
ECC	Enterprise Computing Center
ePACS	Enterprise Physical Access Control System.
EVSS	Enterprise Video Surveillance System
ES	Electric Strike
ESS	Electronic Security System
DIGI-TRACK PANEL (ISC)	Field Identiv/Hirsch Access Control Panel

FICAM	Federal Identity, Credential and Access Management
FIPS	Federal Information Processing Standard 201-2 references NIST SP800-73, SP800- 76, and SP800-78, 800-116 standards.
FISMA	Federal Information Security Management Act
FMSS	Facilities Management & Security Services
GFE	Government Furnished Equipment
GSA	General Services Administration
GSS	General Support System
HSPD-12	Homeland Security Presidential Directive 12
IDF	Intermediate Distribution Frame / Telecommunication Closets
IDS	Intrusion Detection System
IPv6	Internet Protocol version 6
IRM	Internal Revenue Manuals
IRS	Internal Revenue Service
IRS-PM	Internal Revenue Service National Office-Program Manager
ISC	Inter-agency Security Committee
IPT	Integrated Project Team
LCP	Large Cash Payment (Room)
LEM	Law Enforcement Manuals
IT	Information Technology Services
MDF	Main Distribution Frame / Main Telecommunication Room
NAC	National Assistance Center [EPACS]
NACMA	National Armored Cable Manufacturer's Association
NBFAA	National Burglar Fire Alarm Association
NEC	National Electric Code
NIST	National Institute of Standards and Technology
NVR	Network Video Recorder
OEM	Original Equipment Manufacturer
OMB	Office of Management and Budget
PAC	Physical Access Control
PACS	Physical Access Control Systems
PII	Personally Identifiable Information
PIV	Personal Identification Verification (card)
PIR	Passive Inferred Receiver (motion detector)
POA&M	Plan of Action and Milestones
POC	Point of Contact
PTE	Push-To-Exit Button
PSS	Physical Security Specialist
REB	Relay Expansion Board
REX	Request to Exit (device)
RREB	RS485 Expansion Board
SBU	Sensitive but Unclassified
SNIB3	Serial Network Interface Board 3
TAC	Taxpayer Assistance Center
TIGTA	Treasury Inspector General for Tax Administration

TCSIRC	Treasury Computer Security Incident Response Center
UNAX	Unauthorized Access
VSS	Video Surveillance System (old CCTV).

## 2.3 REFERENCES

Services to be performed by the Contractor under this scope of work shall conform to all applicable requirements and criteria indicated in the following handbooks and publications and the latest issues and changes thereto:

- a) General Services Administration Facilities Standards for the Public Buildings Service PBS/PQ-100.1.
- b) Internal Revenue Service Facilities Design Criteria and Physical Security Standards for IRS Facilities.
- c) Federal Information Processing Standards Publication FIPS-Pub; 174-1 and 175
- d) National Fire Protection Association (NFPA) Codes and handbooks
  - i. NFPA72,
  - ii. NFPA101 Life Safety Codes
  - iii. NFPA70E
  - iv. National Electric Code NFPA 70.
- e) Electronic Industries Association (EIA/TIA Standard 568-A, related bulletins and 569)
- f) All applicable Federal, State and local codes and regulations
- g) Interagency Security Committee (ISC) Standards
- h) Homeland Security Presidential Directive HSPD-12
- i) Occupational Safety and Health Standards.
- j) Federal Information System Management Act (FISMA)
- k) Federal Information Processing Standard Publication (FIPS 201-1)
- l) National Institute of Standards and Technology SP 800-73
- m) National Institute of Standards and Technology Standard (draft) SP-800-116
- n) Americans with Disabilities Act.
- o) Underwriters Laboratories (UL)
  - a. UL 1076 (1995; Reprint Sep 2010), Proprietary Burglar Alarm Units and Systems.
  - b. UL 634 (2007; Reprint Mar 2013), Connectors and Switches for Use with Burglar-Alarm Systems.
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  - d. UL 609 (1996; Reprint Sep 2010) Local Burglar Alarm Units and Systems
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The above items are a standard listing of handbooks and publications. The contractor will utilize only those sections that are applicable to develop and complete the Scope of Work. Where conflicts occur, the more stringent requirement shall take precedence.

## 3.0 PROJECT/WORK IDENTIFICATION

### 3.1 INSTALLATION:

Installation includes all work and materials necessary for a full and complete system. Installation may include, but not be limited to the following:

- a) Electrical power to all devices.
- b) All wiring, conductor, conduits, and connections.
- c) VSS, Access Control, IDS (intrusion detection system), duress and any other physical security system tie-ins.
- d) Floor prep, flooring, walls and ceiling finish work.

### 3.2 – 3.4 NOT USED

#### 3.5 **GENERAL REQUIREMENTS:**

- A. Upon award of contract, the Contractor shall contact the Contracting Officer's Representatives (COR) and/or Project Manager (PM) for commencement and coordination of performance.
- B. Prepare a project schedule of dates and times when installation will occur, including anticipated completion dates. This information shall be updated, and the revised schedules forwarded on a weekly basis to the Contracting Officer's Representatives (COR) and Project Manager (PM) through email notification:
- C. Upon commencement of performance, the PM will review with the Contractor of the proposed location for each device (i.e., alarm keypads, duress buttons, access keypads, motion, cameras, etc.) as shown on the drawing. Major changes will only be approved by the Contracting Officer.
- D. The Contracting Officer (CO) is the person with the authority to enter into, administer, and/or terminate contracts, make related determinations and findings, make constructive changes, and bind the Government in contractual matters. The PM monitors contract performance and provides technical direction within the terms and conditions of the contract. This individual does not have the authority to make constructive contract changes or bind the Government in contractual matters. The Contractor shall document all proposed changes in writing and address them to the CO with copy to the CO. The CO is the only government official who can modify and approve changes to the original scope of work.
- E. Warranty: The contractor shall ensure all components and systems have a minimum one-year warranty, including parts and labor. The IRS shall not provide additional funding for service during the one-year warranty period due to any alarm system malfunction. The one-year warranty period shall commence at the time of government acceptance.
- F. The Contractor shall provide a list of all proposed security equipment and devices to be used in this Contract. This list shall contain and clearly identify the make, model, and technical specifications of proposed security equipment and devices. The security equipment and devices proposed shall be approved by PM.
- G. The Contractor shall not substitute equipment/parts for any reason without the prior written approval of the COR. Some items in this scope are part of an enterprise system and substitution is not allowed. Substitutions of any equipment/parts without the written Government approval shall be corrected at the Contractor own expense and delay.
- H. The Government requires an experienced Contractor to install the Security equipment as required and contained in this specification/statement of work. This is defined as a contractor who has been installing electronic physical security equipment for at least five years and has an association with and/or follows the installation standards presented by the National Burglar Fire Alarm Association (NBFAA), and the state chapters. The Contractor shall install the alarm system according to applicable agency certification and Underwriters Laboratories (UL) guidelines (installation methods, wire supports, etc).
- I. Install all necessary electrical outlets, including hardwiring of circuits by a licensed electrician to ensure that all devices function as designed [Coordinate with General Contractor (GC) Electrician, if applicable; in some projects the GC electrician will provide power]. All electrical work necessary to make the entire physical security system and equipment function properly is the Security Contractor's responsibility and may require 'collaboration' with local building manager/contractor. Power circuits can be shared to 80% capacity amount security equipment (ACS; VSS and IDS); but must be dedicated to security devices and in a separate conduit and circuit breaker. **All power connections shall be labeled at the breaker panel and at the load device identifying the breaker Number and location.**
- J. The Contractor shall furnish and install and test **all** equipment, cable, wire, connectors, labor and any electrical requirements that are necessary for the successful installation of the physical security systems as described in this Statement of Work.

- K. Fasten all wires in the ceiling to overhead wire supports in order to prevent damage that may occur from existing or future wire runs in the ceilings. Wires shall not be supported solely by suspended ceiling. **Periodic labels** (no more than 20ft) shall be placed on expose wire(s) or conduits to indicate type of wire (i.e., alarm, access, video and device connected). All wiring shall be concealed and of a gauge no less than 18 with 4 conductors and copper stranded in composition, unless otherwise noted. Mechanical pulling of wires is prohibited.
- L. Each wire/cable/etc. shall be properly labeled as it enters its termination location on the head end. This is needed for long term troubleshooting purposes. Wire numbers shall be used with a wire legend posted on panels on site with a full description of each device detailing where it is going and where it terminates. The labels shall be printed on letter size label sheets that are self-laminated vinyl that can be printed from a computer data base or spread sheet. The labels shall be E-Z code WES12112 or equivalent Dot Matrix, Series: WES, 9-1/2 in Length, 8 in Width, White, Polyester, For Use With: Dot Matrix Printer.
- M. Every detector, sensor, button, junction box, control panel, transformer, phone jack, etc. shall be labeled in order to show the device, security system (i.e. ACS, IDS or VSS) and/or zone number on the front cover of the specific device. Each label shall be large enough to be seen from a standing position 12 in. distant without the use of a ladder.
- N. Conceal all wires that are in the agency-protected space by "fishing" wire in the walls, ceilings and doorframes to ensure tamper resistance. At various locations in which walls cannot be fished or channeled place wire in EMT. Wires are not allowed to be exposed or visible. Wire-mold is not permitted. The Contractor shall first attempt to fish wire in walls prior to using EMT in the agency-protected space.
- O. Conceal all wires that are outside the agency-protected space by placing wiring in conduit, EMT, metallic tubing, etc. The size of the conduit, EMT, metallic tubing, etc. shall be large enough (i.e., 50% larger than needed) to permit additional wire pulls.
- P. Homerun a wire from each device, keypad, receiver, etc. to the alarm control panel, enclosure, spare cabinets, or auxiliary power supply. Splices, t-taps, etc. are not permitted, except inside the control panel, spare enclosure, cabinets, or auxiliary power supply. All wire(s) shall be installed in accordance with UL Standards for alarm, access, and/or VSS.
- Q. Contractor shall provide any devices, appliance, material or work not shown on Drawings but mentioned in this Specifications, or vice versa, and any incidental accessories necessary to make the work complete and perfect in all respects and ready for operation, even if not particularly specified, shall be provided without additional expense. The Drawings and Specifications are intended to supplement each other so that any details or equipment shown on either shall be executed the same as if mentioned in both. Note that not all devices required in the specification can be shown in drawings as it is mainly to show location.
- R. The Contractor assumes responsibility for all necessary patching, repairing, painting, etc. as a result of installation or removal of items in the scope of this project, or in the event of an accident (i.e., drilling through drywall by mistake). The Government shall not incur any additional costs for patching, repairing, painting, etc.
- S. Contractor shall perform a pre-installation and final walk-through of **all physical security system** with the PM and U.S. Department of Homeland Security/FPS representative to ensure system is complete and acceptable before final invoice and payment. The PM shall coordinate the pre-installation and final walk-through.
- T. Contractor shall demonstrate and train the IRS POC on the full operation of all security systems installed to government personnel. The Contractor shall ensure that required government employees selected by IRS POC, can operate the systems in a competent manner. Contractor shall provide the Government (IRS) with manufacturers technical and/or maintenance booklets of installed physical security equipment.
- U. All installed equipment shall remain the property of the United States Government. The Contractor shall retain no liens, titles, etc. against any installed or uninstalled equipment once payment is received from the government.

- V. Remove all old non-operative security equipment, power supplies and wiring from interior of current IDF/MDF/Security room location. No security equipment, wiring, or pathways shall be abandoned in place. Conduit can be abandoned if label property as abandoned and location of the other end at both ends and sealed.
- W. Compliance with Manufacturer's Specifications: The Contractor shall obtain all necessary equipment manufacturer's installation specifications and drawings to complete all installation and contract work. The Government will not furnish any manufacturer's information except that which is included in the contract documents. It is the Contractor's responsibility to see that the equipment is installed to manufacturer's specifications.
- X. **Personal Identity Verification of Contract Personnel:** The Contractor shall comply with Presidential Directive, called HSPD-12, which states (a) the contractor shall comply with Treasury and Bureau personal identity verification procedures that implement HSPD-12 and (b) the Contractor shall insert this provision in all subcontracts when the subcontractor is required to have physical access to a Federally controlled facility or access to a Federal information system.
- Y. **Contractor Investigations:** All contractor personnel required to access IRS secure space shall have successfully passed a security investigation per Internal Revenue Manual (IRM) 10.23.2. Contractor personnel shall submit within 2 weeks of site review, to Minimum Background Investigation (MBI) procedures and shall have received an interim approval determination prior to being permitted to perform work on the contract resulting from this PWS or being granted unescorted access to IRS facilities or systems. Failure to comply with all above will be considered unsatisfactory/nonperformance and will be adjudicated per applicable FAR rules.

3.6 **SPECIFIC REQUIREMENTS:** The Contractor will perform the following tasks.

Task No.	Name of Item	Description of Scope of Work
<b>3.6.1 - Access Control System (ACS)</b>		
1.	N/A	Not in the scope of this project
2.	N/A	
<b>3.6.2 - FIRE-RATED PLYWOOD FOR DOOR CONTROL &amp; BURGLAR PANEL</b>		
1.	<b>PLYWOOD</b>	<b>Plywood:</b> Prior to Burglar Alarm control panel & Door Control panel installation contractor shall purchase 3/4 inch "fire-rated" plywood measuring approximately 4 feet x 8 feet. Contractor shall fasten plywood to wall prior to installation of all access card control panels, transformers and uninterruptible power supply equipment, shelving, etc. in support of all items described in this work statement. All physical security related items shall be installed on a separate fire rated plywood and not to be shared with any other equipment.
<b>3.6.3 - Intrusion Detection System (IDS)</b>		
1.	<b>INTRUSION PANEL</b>	Install (1) Intrusion Detection System (IDS) Control Panel [equal to Radionics (Bosch) B8512G (or B9512G for more than 99 devices) w/ phone card OR Ademco Vista V128BPT] with alarm Keypads on walls. Approximate location is shown on drawings and must be field verified and approved by security specialist.  Contractor must supply and install all accessories pertaining to each panel. Items must be mounted securely and resist tampering. Control panels and accessories shall be tested during inspection.  Install (3) alarm keypads [Honeywell Model 6160; or Bosch B942 touch screen keypads] as shown on layout (coordinate locations with Security Specialist). [Note to

		<p>Contractor: One alarm keypad is included with Vista Kit]. Mount the keypad device(s) at the approximate 54 in. height.</p> <p>NOTE: Keypads will ONLY alarm and/or trouble conditions in plain English and activate an audible alarm so that IRS employees can recognize trouble/alarm and location. The device/location descriptions must be conveyed to the designated FPS Mega Center.</p> <p>Specific (additional) tasks are as follows:</p> <ul style="list-style-type: none"> <li>- Contractor shall install all (new) burglar equipment according to manufacturer's specifications. Suggested alarm devices/line modules shall be Belden 8761, 22-gauge (for lengths up to 700 feet) or Belden 8760, 18 gauge for lengths up to 2,000 feet respectively.</li> <li>- Hardwire the panel OEM supplied transformer box outside and below the control panel with EMT in accordance with the NEC, and UL standards.</li> <li>- Hardwire surge protector ahead of the panel OEM power supply [Ditek DTK-120HW or equal 50,000A surge rating, 10kA SCCR/In, 700V L-G/L-N; 1500V N-G;].</li> <li>- Install the OEM included control panel tamper switch on the control panel to a hardwired panel zone. Program as '24-hour auxiliary' alarm (i.e., to Mega Center).</li> <li>- Install the dual battery harness included with the Burglar panel. Also provide cam lock and key [Medeco Cam Locks or UL434 Listed equal].</li> <li>- Install two 12-volt, 17 or 18 amp-hour batteries into the Burglar control panel [the 7-amp hour rated units is NOT acceptable].</li> <li>- Install two Ademco 620 cords, and two Ademco 621 RJ31X jacks inside the Burglar control panel.</li> <li>- Install two surge protectors [Ditek MRJ31XSCP-WP or equal: RJ45 SCP: 150mA self-resetting fuse] ahead of the analog telephone lines for the alarm system (i.e., to be eventually linked to the FPS Mega Center).</li> <li>- Install Auxiliary Power Supply [Altronix AL400ULM or approved equal: 5 PTC Class 2 Outputs (auto-resettable), 12/24VDC @ 4A, FAI, 115VAC] (UL Listed Commercial) w/ tamper switch and program for 24-hour auxiliary alarm. Install auxiliary power supply below the control panel connected by EMT. If hardwired to the AC, install a surge protector ahead of the Auxiliary Power Supply line voltage. Use this for detection device and keypad power on non-polling loop powered devices. All wires that come into or out of all panels/enclosures must be in EMT or fished in the wall into the back of the enclosures. No exposed and/or visible wires are permitted.</li> <li>- Install one 12-volt, 17-amp hour battery into the Auxiliary Power Supply. Connect Auxiliary Power Supply to the control panel's hardwired panel zones for detection and notification.</li> <li>- Install at least one spare enclosure below the Auxiliary Power Supply connected by EMT or fish the wires in the wall and into the back of the panel. Install a tamper switch on the panel (programmed as 24-hour auxiliary). Provide cam lock(s) and key(s) [Medeco Cam Locks or UL434 Listed equal] for zone expanders and terminal strips.</li> </ul>
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		<p>Install at least one (1) panel OEM zone expanders inside the spare panels at the control panel locations for a different zone for each and every device that does not have its own built-in zone expander. Each expander will provide 8 zones via zone expanders. Each individual device must annunciate locally with its specific location and communicate this identification back to the designated FPS Mega Center.</p> <p>In general, install UL434 Listed cam locks w/key [Medeco Cam Locks or UL434 Listed equal] &amp; IDS panel OEM tamper switches on all control panels, enclosures, power supplies, etc. Note: all tamper switches must be linked to Mega Center for monitoring</p> <p><b><u>IDS Requirements:</u></b></p> <ol style="list-style-type: none"> <li>a. The Contractor shall complete all configuration paperwork and testing coordination and communication for monitoring of the Intrusion alarm with the US Department of Homeland Security, Federal Protective Service Mega Center in Denver, CO upon installation completion but prior to final contract completion and final payment. Each point of the system must be individually identified at the keypad and in the Mega Center. All zones must be tested to the Mega Center. Provide a detailed inventory (with manufacturer name and model number) of all equipment installed. The Mega Center selected above will monitor the burglar alarm system. The Contractor shall contact a "Remote Programmer" for this information at the Mega Center. The applicable "Remote Programmer" contact information can be acquired by the method of email communication through the IRS POC or at <a href="http://www.dhs.gov">www.dhs.gov</a>.</li> <li>b. Prior to contract completion, the Contractor shall ensure that the alarm system has been uploaded by the FPS Mega Center using Honeywell/Ademco Compass Software or similar type software. Additionally, the Contractor shall ensure that all zones are fully tested and communicated before installation is deemed "complete."</li> <li>c. Connect IDS panel to Video Surveillance to tag video for closest camera of any IDS alarm.</li> <li>d. Upon contract completion, but prior to final, the Contractor shall complete all required documentation and forms (Example: IRS/GSA/DHS(FPS)), depicting the location of each specific device for any and all alarm, access, VSS, etc. systems to include wiring paths, junction boxes, control panels, etc. Mega Center diagram plans/paperwork shall be prepared in AutoCAD and delivered both on paper and in electronic format.</li> </ol>
2.		
3.	<b>MOTION DETECTOR</b>	<p>Install a total of (11) ceiling mounted motion detector [Bosch DS9370 or Honeywell Model No. DT6360STC or Dual Tech motion PIR/Microwave ceiling mount approved equal].</p> <p><b>NOTE:</b> Contractor must verify location with IRS POC and refer to drawing marker.</p> <p>Each 360-degree motion detector shall be home run (wired) to Burglar panel. Motion detector must be adjusted as necessary to avoid false alarms that are associated with environmental issues such as air vents. Wire motion detector to the control panel (located in Security Closet) on its own homerun wire with zone/point identification. As with every detector in this system, the proper Mega Center will be notified if an event occurs.</p>
4.		

5.	<b>DOOR CONTACTS</b>	<p>Install (15) door contacts onto the zone expanders located in the burglar alarm panel. DOOR CONTACT MUST MEET UL634 LEVEL 2 High Security Listed [MAGNASPHERE RECESSED: HSS-L2C / SURFACE-MOUNT: HSS-L2S/D OR UL634 LEVEL 2 approved equal].</p> <p>Note: recessed door contacts shall be home run (wired) as a separate zone on the burglar control panel and report to the designated FPS Mega Center. Doors that enter/exit business units require contacts for the burglar alarm and/or access card reader portions of the project. Some doors may have two door contacts (i.e., intrusion detection and access control). No exposed wiring will be permitted. Ensure that the door contacts are installed in such a way that doorframe(s) and imperfections do not affect the contacts and break them.</p>
<b>3.6.4 - VIDEO SURVEILLANCE SYSTEM (VSS)</b>		
1.	<b>CAMERAS</b>	<p>Install (14) ceiling or wall mounted mini-dome IP cameras w/ 3 megapixel minimum.</p> <p>Cameras must meet these minimum requirements:</p> <ul style="list-style-type: none"> <li>• IP cameras - IPv4, IPv6, HTTP, HTTPS, FTP, DNS, DynDNS, NTP, TCP. Enable IP filter to limit communication to Switch and Server/NVR IP only.</li> <li>• Wide Dynamic Range (WDR) and True Day/Night</li> <li>• Infra-Red (IR) illumination</li> <li>• SDHC Card Slot for Onboard Storage</li> <li>• Up to 30 FPS</li> <li>• Dual Encoder H.264/MJPEG</li> <li>• IP66 rated enclosure, IK10 Vandal Resistance</li> <li>• Autofocus, auto-iris</li> <li>• ONVIF/TWAIN Compliant</li> <li>• Hardwired (no wireless communication)</li> </ul> <p>In addition to the minimum requirements, all Video Surveillance System components must meet the H.R.5515 - Section 889(a)(1)(A) of the JOHN S. MCCAIN NATIONAL DEFENSE AUTHORIZATION ACT (NDAA) FOR FISCAL YEAR 2019, which prohibit the use of equipment that have electronic components from Foreign Government Owned entities, or any subsidiary or affiliate of such entities.</p> <p><b>Approved Products Are:</b></p> <ul style="list-style-type: none"> <li>• AXIS M, P &amp; Q Series</li> <li>• Bosch FLEXIDOME IP Series.</li> <li>• Illustra Pro and Flex Series</li> <li>• Hanwha / Wisenet</li> </ul> <p>The locations of cameras as shown on drawings are approximate. The final location shall be field verified to get a clear, sharp, distortion free picture and roll-free vertical interval switching. A camera view plan should be created by camera vendor to ensure proper area coverage.</p> <p>Contractor shall post <u>Video Surveillance Signs</u>.</p>
2.	<b>CAMERA POWER SUPPLY/ SWITCH</b>	<p>Install Network / Power over Ethernet (POE) switches as/if required for separate VSS network (Must also comply with 2019 NDAA mentioned under Cameras).</p> <p><b>Approved products are:</b></p> <ul style="list-style-type: none"> <li>• Cisco SX550X (Any) Series</li> <li>• EthanWAN</li> </ul>

		Agency (IRS) network and switches are not allowed to be used for video equipment.
3.	<b>MONITOR</b>	<p>Install (2 24" and 1 32") security monitor(s) – with the following minimum specifications: LED; 1920X1080p Resolution; HDMI connections, and NDAA Compliant (recommended brands are Pelco, Bosch, Samsung, Hanwha Techwin and LG).</p> <p>See drawing for location or coordinate with Security Specialist. For wall locations provide Full-motion TV wall mount and coordinate height with IRS POC. All Monitors will show activity of all ceiling mounted cameras described above.</p> <p>Also, install a 550VA Uninterruptible Power Supply (UPS) for each color monitor [Tripp-Lite INTERNET550U; or APC BE550G or 120V, 550VA, approved equal] to keep the monitor powered during a power outage and to condition the voltage. Hardwire all accessories. Note that UPS can be located on wall behind Monitor.</p> <p>Contractor shall also install a Video Decoder (AXIS T8705) OR KVM Console Extender Kit (Tripp-Lite Part# ODT60001 for VGA or Part # B013-HU-4K for HDMI) only when required for multiple monitors in this scope.</p>
4.	<b>Network Video Recorder (NVR)</b>	<p>Install Network Video Recorder (NVR) for above cameras (for location see drawing or coordinate with IRS POC). The intent is to bring all camera video feeds to this unit and record 24/7 for 30 days at 15 frame-per-second (minimum). All cameras and cables must be identified with labels. NVR must also meet the 2019 NDAA requirements mentioned under the cameras.</p> <p>In addition, the equipment listed below are the only equipment allow to be installed at the IRS and substitution is not allowed.</p> <p><b><u>IRS NVR APPROVED PRODUCT FOR UP TO 32 CAMERAS:</u></b></p> <ul style="list-style-type: none"> <li>• Bosch DIVAR IP All-in-One (AIO) Series</li> <li>• Husky IVO 150D or 350T</li> <li>• Hanwha / Wisenet WRN or WRT Series</li> </ul> <p>Provide and install a separate lockable rack for VSS equipment (NVR, monitor, UPS and switch). Coordinate exact location with the PM.</p> <p>Also, install a 1500VA Uninterruptible Power Supply (UPS) [APC SMT1500C; or Tripp-Lite SMART1500; or 208/120V, 1500VA equal] on shelf in security room to power the NVR, Switches and Cameras. Contractor shall hardwire all accessories</p>
5.	<b>VIDEO CABLE</b>	<p>Contractor shall connect signal paths between cameras and NVR with orange CAT6 cable or multimode fiber where specified. Cameras shall be connected to the NVR/Switch.</p> <p>CAT 6e horizontal cable shall be tested to 250 MHz as defined by TIA/EIA-568-C.2. Measurements shall be of the "Permanent Link" including cabling, and modular jacks at the information outlet and modular patch panel. Parameters to be tested must include:</p> <ol style="list-style-type: none"> <li>a) Wire Map</li> <li>b) Length</li> <li>c) NEXT Loss (Pair-to-Pair)</li> <li>d) NEXT (Power Sum)</li> <li>e) ELFEXT (Pair-to-Pair)</li> <li>f) ELFEXT (Power Sum)</li> <li>g) Return Loss</li> <li>h) Attenuation</li> </ol>

		i) Propagation Delay j) Delay Skew
<b>3.6.5 - MISCELLANEOUS</b>		
1.		N/A
2.		N/A
3.		N/A
4.	<b>INVENTORY</b>	After installation completion and acceptance by IRS POC, Contractor shall provide the government an inventory of all equipment installed within five working days of testing and acceptance. Contractor shall provide IRS POC with a Microsoft Excel spreadsheet inventory delineating all equipment installed that includes a description and product name, quantities and brief location where the equipment is located within the facility and redlined Drawings (showing any field installation update/deviation from original drawings).

1. The Government estimates that the Contractor will need to supply and install manufacturer's equipment. It is the Contractor's responsibility to double check and be certain that all materials/equipment and/or labor are accounted for prior to quote submission. "HOMERUN" each device on its own stranded plenum rated wire or plenum coax with copper core and copper braid to the panel with no splices, "T" taps, no surface wire, etc:

### 3.7 OTHER INFORMATION

#### 3.7.1 Government Furnished Equipment:

- Analog telephone line for burglar panel.
- Provide the room location for the electronic equipment to be wall mounted in a secure location under lock and key.
- IP address for each door control panel and data drop for each panel by IT

3.7.2 Related Work: Contract documents indicate the work of contract, and related requirements and conditions that have an impact on the project. Related requirements and conditions that are indicated on the contract documents include but are not necessarily limited to the following: (1) Existing site conditions and restrictions; (2) Alterations and coordination with existing work; (3) Other work to be performed concurrently by the Government; and (4) Other work to be performed concurrently by separate contractors.

3.7.3 Working Hours: Work shall be performed Monday through Friday (excluding holidays and weekends) from 7 AM – 6 PM. Any afterhours work will require prior written approval.

3.7.4 Trash Disposal: Contractor shall provide garbage/waste receptacles for disposal of trash (such as wrapping paper, boxes, etc.) and be removed by Contractor upon completion of work.

### 3.8 CONTRACTOR RESPONSIBILITIES

3.8.1 Contractor shall furnish all labor, materials, and equipment necessary to perform the job.

3.8.2 Contractor is required to (i) be licensed; (ii) maintain insurance coverage that is common within the industry and for the nature of work.

3.8.3 All Contractor personnel shall be required to wear proper identification, which may include company attire with logo, badge, etc. when working in the government facility. [Identification card or badge (if needed) is to be displayed on contractor employees at all times.]

- 3.8.4 Contractor shall provide personnel who are professional, reliable, trained, and experienced in performing the job requirements.
- 3.8.5 Contractor must ensure that all personnel working on this requirement be: (i) a U.S. citizen or have lawful permanent resident status, and (ii) fluent in the English language. Contractor shall not employ any person to perform work under this requirement with any of the following background history: conviction of a felony, a crime of violence or a serious misdemeanor, a record of arrest for continuing offenses, or failure to file or pay federal income tax.
- 3.8.6 Contractor shall provide timely and professional customer service (i.e. address concerns, issues, and other administrative functions). For purposes of this contract timely means no later than by the close of business next business day.
- 3.8.7 Contractor personnel shall maintain a neat, clean, and hazard-free working environment to the extent practicable. All work shall be done using the highest standards of the trade and in compliance with all federal, state, and local codes. Contractor personnel shall take all necessary precautions to avoid scarring, marring or damaging government's property. Contractor(s) shall incur any cost to repair or restore to its original condition Government property damaged during the performance of this work. Upon completion, all packing materials, debris, dust, etc. shall be removed from the premises and discarded in accordance with local and state regulations. The work area shall be left in "ready to occupy" conditions.
- 3.8.8 The work shall be carried out in such a manner so that there will be little no interference with the proper execution of Government business. All persons employed in contract work shall, while on the premises, comply with all building regulations.

### **3.9 IRS RESPONSIBILITIES**

- 3.9.1 The PM shall provide access to the respective work area(s).
- 3.9.2 The PM shall assist in making the appropriate decisions with regards to specific location/placement, procedures, and programming. The PM shall be readily available during the contract term and shall make decisions without delay. All required and applicable changes shall be executed through contract modification. Contract modifications shall be executed by the Contracting Officer.

## **II. INFORMATION SYSTEM SECURITY REQUIREMENTS FISMA SECURITY CONTRACT LANGUAGE (MAJOR IT SYSTEMS / APPLICATIONS or SERVICES)**

### **1. Information Security / Federal Information Security Management Act (FISMA)**

- a. Pursuant to the Federal Information Security Management Act (FISMA), Title III of the E-Government Act of 2002, P.L. 107-347, the contractor shall provide minimum security controls required to protect Federal information and information systems. The term 'information security' means protecting information and information systems from unauthorized access, use, disclosure, disruption, modification, or destruction in order to provide confidentiality, integrity and availability.
- b. The contractor shall provide information security protections commensurate with the risk and magnitude of the harm resulting from the unauthorized access, use, disclosure, disruption, modification, or destruction of information collected or maintained by or on behalf of the agency; or information systems used or operated by an agency or by a contractor or subcontractor of an agency. This applies to individuals and organizations having contractual arrangements with the IRS, including employees, contractors, vendors, and outsourcing providers, which use or operate information technology systems containing IRS data.
- c. An IRS information or information system are defined as a General Support System (GSS), Major or Minor Application with a FIPS 199 security categorization impact level of low, moderate or high, and those systems identified by the As Built Architecture (ABA) and agency FISMA Master Inventory.

## **2. Treasury / IRS Policies for Information Technology (IT) Security**

- a. The contractor shall comply with Department of Treasury Security Manual TDP 15-71, and Internal Revenue Manual 10.8.1 Information Technology Security Policy and Guidance. The contractor shall comply with IRS Internal Revenue Manuals (IRM), Law Enforcement Manuals (LEM) and successor documents when developing or administering IRS information and information systems.
- b. The contractor shall comply with the Taxpayer Browsing Protection Act of 1997 - Unauthorized Access (UNAX), the Act amends the Internal Revenue Code 6103 of 1986 to prevent the unauthorized inspection of taxpayer returns or tax return information.

## **3. Security Authorization and Accreditation Process**

Contractor's systems that collect, maintain, contain or use agency information or an information system on behalf of the agency [General Support System (GSS)], Major or Minor Application with a FIPS 199 security categorization) must ensure annual reviews and continued security certification and accreditation. Some of the key elements of this process are risk assessments, security plans, security control testing, a Privacy Impact Assessment (PIA), contingency planning, and technical system certification and business owner system accreditation. All systems that complete this process will, at a minimum, meet NIST guidance, as required by the IRS.

## **4. System Review / Site Visit**

The contractor shall be subject to at the option / discretion of the agency, to periodically test, (but no less than annually) and evaluate the effectiveness of information security controls and techniques. The assessment of information security controls may be performed by an agency independent auditor, security team or Inspector General, and shall include testing of management, operational, and technical controls, as indicated by the security plan, of every information system that maintain, collect, operate or use federal information on behalf of the agency. The agency and contractor shall document and maintain a remedial action plan, also known as a Plan of Action and Milestones (POA&M) to address any deficiencies identified during the test and evaluation. The contractor must cost-effectively reduce information security risks to an acceptable level within the scope, terms and conditions of the contract.

## **5. Information Security Awareness and Training**

- a. The contractor shall comply with IRS mandatory annual Computer Security Awareness briefings, UNAX briefings and receive an initial orientation before access to IRS Information Systems. Perform HSPD-12 Personal Identify Verification, physical and personnel security screening / background investigation for approval of a contractor badge for staff like access; then obtain 5081 approval to IRS information systems. All contractors and subcontractor employees who are involved with the management, use, programming or maintenance of IRS information systems must complete the IRS mandatory Computer Security briefing. Failure to comply with all above will be considered unsatisfactory/non-performance and will be adjudicated per applicable FAR rules.
- b. Cyber security oversees a series of security awareness training sessions; in particularly the Unauthorized Access (UNAX) training and Computer Security Awareness training, which is conducted annually and mandatory for all IRS employees and contractors. FISMA requires continuous security awareness training to inform personnel, including contractors, other users, and individuals with significant IT Security responsibilities that support the operations and assets of the agency to receive specific training on agency guidance, policies and procedures to reduce information security risks.
- c. All contractors and subcontractor employees who could have access to return information must complete the mandatory UNAX briefing. Contractors shall certify the completion of training by their employees annually. The certification shall be submitted to the contracting officer, with a copy to the COTR and Mission Assurance Security Services Awareness and Training Team.

**6. Office of the President Management and Budget (OMB) Policies for Security of Federal Automated Information Resources**

- a. The contractor shall comply with OMB Circular No. A-130 Security of Federal Automated Information Resources Appendix III. The contractor shall comply with the guidance in OMB Circular policy M-06-16 Protection of Sensitive Agency Information to implement protections for personally identifiable information being transported and/or stored offsite. In those instances where personally identifiable information is transported to a remote site of the contractor, the contractor shall implement NIST Special Publication 800-53 security controls and IRS specific security procedures to ensure that information is transported in encrypted form. The contractor shall comply with OMB Circular Policy M-06-15, Safeguarding Personally Identifiable Information (PII), and Policy M-06-19 Reporting Incidents Involving Personally Identifiable Information.

**7. Safeguarding / Protecting Sensitive Personally Identifiable Information (PII)**

- a. Sensitive PII is defined by OMB as “any information about an individual maintained by an agency, including, but not limited to, education, financial transactions, medical history, and criminal or employment history and information which can be used to distinguish or trace an individual's identity, such as their name, social security number, date and place of birth, mother's maiden name, biometric records, etc., including any other personal information which is linked or linkable to an individual.” Information systems can be either electronic or manual. IRM 10.8.1 require IRS' sensitive information is to be handled and protected at the contractor's site, including any information stored, processed, or transmitted using the contractor's computer systems. Contractor personnel shall perform a background investigation and/or clearance required; receive security awareness and training required for contractor activities or facilities; and any facility physical security requirements.
- b. Most IRS information is categorized as SBU. This includes:
- i. taxpayer information,
  - ii. employee data - such as evaluations,
  - iii. personnel and payroll records,
  - iv. financial and statistical information on agency operations not normally available for public disclosure, and
  - v. vendor / contractor proprietary information provided to the government by third parties.
- c. Various laws and regulations have addressed the need to protect sensitive information held by government agencies including the Federal Information Security Management Act (FISMA), the Government Act of 2002, the Privacy Act of 1974, and OMB Circular A-130, Management of Federal Information Resources. FISMA requires agencies to have a security program and controls for systems to protect their sensitive information. Therefore, the contractor shall comply with OMB policies and Treasury / IRS specific policies, procedures or guidance to protect sensitive information, such as the following guidance from OMB Policy M-06-16:
- i. Encrypt all data on mobile computers/devices which carry agency data unless the data is determined to be non-sensitive, in writing, by your Deputy Secretary or an individual he/she may designate in writing.
  - ii. Allow remote access only with two-factor authentication where one of the factors is provided by a device separate from the computer gaining agency access.
  - iii. Use a “time-out” function for remote access and mobile devices requiring user reauthentication after 30 minutes inactivity; and
  - iv. Log all computer-readable data extracts from databases holding sensitive information and verify each extract including sensitive data has been erased within 90 days or its use is still required.

**8. The National Institute of Standards and Technology (NIST) Guidance for Information Security**

- a. The contractor shall follow Information Security guidance established by the National Institute of Standards and Technology (NIST). The contractor shall establish the minimum-security controls identified in NIST Special Publication

800-53 Recommended Security Controls for Federal Information, NIST 800-53A Guide for Assessing the Security Controls in Federal Information Systems, and FIPS 200 Minimum Security Requirements for Federal Information and Information Systems. The contractor shall follow the best practices and guidance established by NIST special publication 800 Series and Federal Information Processing Standards (FIPS) for computer security. The IRS may determine such applicable Information Technology (IT) Security standards and policies.

## **9. Handling Information Security Incidents**

- a. The IRS Computer Security Incident Response Capability (CSIRC) defines a security incident as: “any adverse event whereby some aspect of computer security could be threatened. Adverse events may include the loss of data confidentiality, disruption of data or system integrity, disruption or denial of availability, loss of accountability, or damage to any part of the system.” User Compromise, Disclosure of Taxpayer/Sensitive Data, Malicious Code (successful or unsuccessful), Denial of Service (DoS) (successful or unsuccessful), Website Defacement, Identity Theft, Misuse of Resources or Policy Violation, Loss or Theft of IT Equipment, IRM/LEM Non- Compliance, Unauthorized Access Attempt, Probe/Scan, and any other security incident that may threaten or damage any IRS or federal agency information or information system(s).
- b. The contractor shall maintain procedures for detecting, reporting, and responding to security incidents, and mitigating risks associated with such incidents before substantial damage is done to federal information or information systems. The contractor shall immediately report all computer security incidents that involve IRS information systems to the IRS Computer Security Incident Response Center (CSIRC) using the contact information indicated below. Any theft or loss of IT equipment with federal information / data must be reported within one hour of the incident to CSIRC. Those incidents involving the loss or theft of sensitive but unclassified (SBU) data (i.e. taxpayer, PII) shall be reported to CSIRC, first-line manager, and Treasury Inspector General for Tax Administration (TIGTA). Based on the computer security incident type, CSIRC may further notify the Treasury Computer Security Incident Response Capability (TCSIRC) in accordance with TCSIRC procedures.

## **10. CONTACTING IRS CSIRC**

Web Site <http://www.csirc.web.irs.gov/incident/>

Email [csirc@csirc.irs.gov](mailto:csirc@csirc.irs.gov)

Phone (202) 283-4809

Toll-Free (866) 216-4809, Fax (202) 283-0345

IRS Specialized Information Technology (IT) Security Training (Role-Based) Requirements (IR1052.204-9007)

## **11. Contractor Security Requirements**

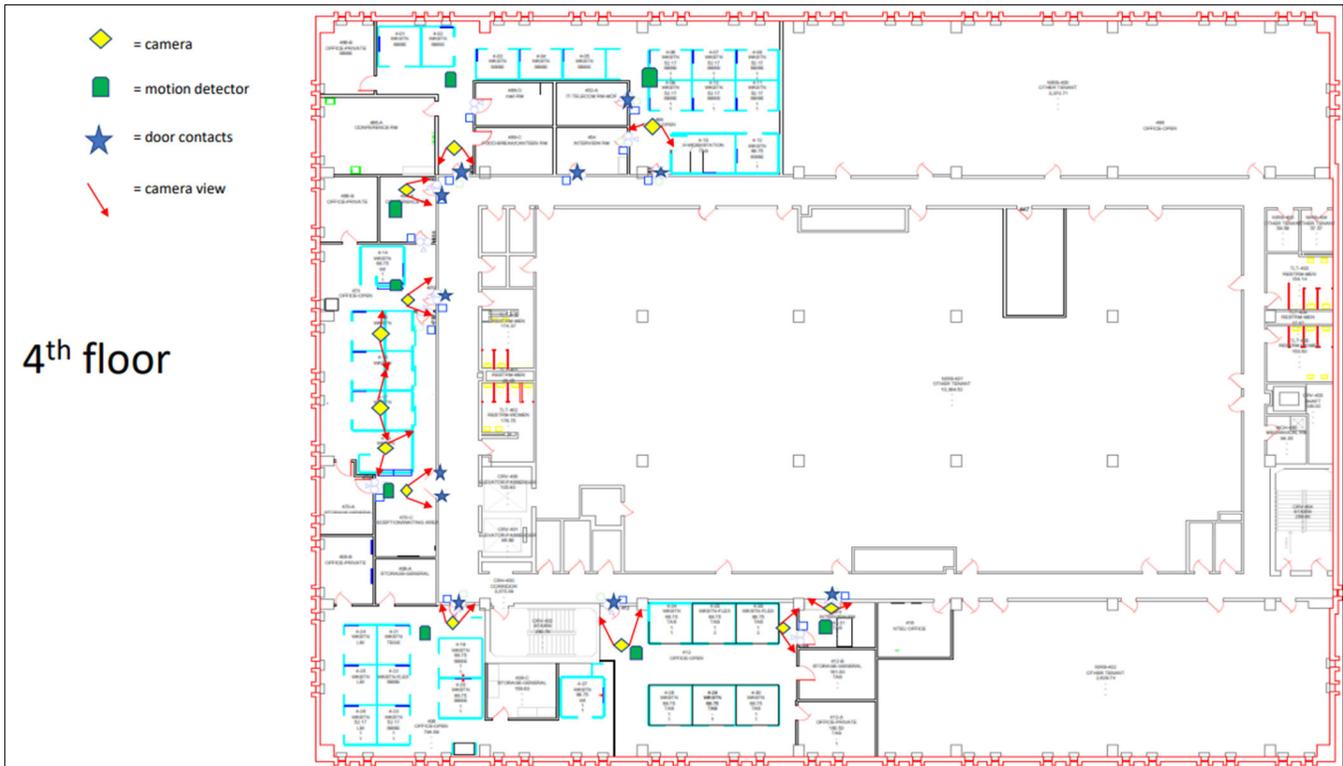
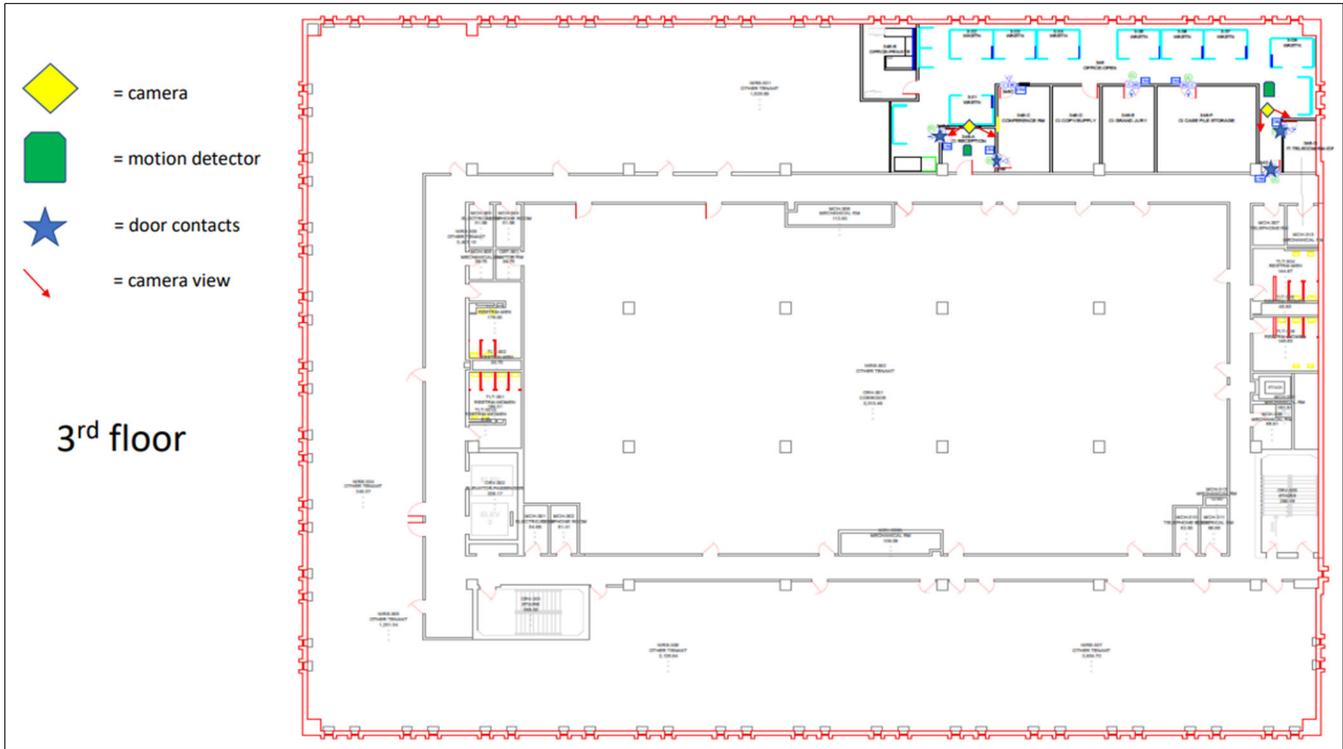
It is the contractor's responsibility to know and understand which regulations and standards promulgated by the Occupational Health and Safety Administration applies to them and they're sub-contractors, as well as any local or state health and safety regulations. Sub-contractors who have less than 10 employees are not exempt from OSHA regulations and standards while working on a federal contract.

Contractors and subcontractors shall be trained in ladder safety per 29 CFR 1910.23 and use the appropriate non-conductive ladders for any work involving electrical devices.

The contractor shall not leave a ladder to climb onto any structures, in the ceiling spaces or anywhere else, that are not meant for human occupancy.

The contractor will ensure they provide the necessary equipment for their employees and subcontractors to work at heights safety and in compliance with 1910.28 and 1910 Subpart F.

The contractor will not drill into any wall, ceiling or other substrate without first receiving written consent, from the Building Manager (in non-delegated buildings) or the asbestos program manager in a delegated building, that the area to be penetrated is free of asbestos.





01120 - Housing Referral Assistant	20.90
01141 - Messenger Courier	13.55***
01191 - Order Clerk I	17.17
01192 - Order Clerk II	18.74
01261 - Personnel Assistant (Employment) I	17.40
01262 - Personnel Assistant (Employment) II	19.46
01263 - Personnel Assistant (Employment) III	21.70
01270 - Production Control Clerk	24.73
01290 - Rental Clerk	15.96***
01300 - Scheduler, Maintenance	16.77
01311 - Secretary I	16.77
01312 - Secretary II	18.75
01313 - Secretary III	20.90
01320 - Service Order Dispatcher	21.92
01410 - Supply Technician	27.26
01420 - Survey Worker	16.61
01460 - Switchboard Operator/Receptionist	14.27***
01531 - Travel Clerk I	16.73
01532 - Travel Clerk II	17.64
01533 - Travel Clerk III	18.56
01611 - Word Processor I	14.93***
01612 - Word Processor II	16.77
01613 - Word Processor III	18.75
05000 - Automotive Service Occupations	
05005 - Automobile Body Repairer, Fiberglass	22.92
05010 - Automotive Electrician	21.84
05040 - Automotive Glass Installer	20.34
05070 - Automotive Worker	20.34
05110 - Mobile Equipment Servicer	17.40
05130 - Motor Equipment Metal Mechanic	23.13
05160 - Motor Equipment Metal Worker	20.34
05190 - Motor Vehicle Mechanic	23.13
05220 - Motor Vehicle Mechanic Helper	15.88***
05250 - Motor Vehicle Upholstery Worker	18.88
05280 - Motor Vehicle Wrecker	20.34
05310 - Painter, Automotive	21.84
05340 - Radiator Repair Specialist	20.34
05370 - Tire Repairer	16.58
05400 - Transmission Repair Specialist	23.13
07000 - Food Preparation And Service Occupations	
07010 - Baker	14.52***
07041 - Cook I	15.84***
07042 - Cook II	18.51
07070 - Dishwasher	12.68***
07130 - Food Service Worker	14.03***
07210 - Meat Cutter	18.55
07260 - Waiter/Waitress	10.82***
09000 - Furniture Maintenance And Repair Occupations	
09010 - Electrostatic Spray Painter	21.65
09040 - Furniture Handler	13.53***
09080 - Furniture Refinisher	21.65
09090 - Furniture Refinisher Helper	15.85***
09110 - Furniture Repairer, Minor	18.70
09130 - Upholsterer	21.65
11000 - General Services And Support Occupations	
11030 - Cleaner, Vehicles	14.16***
11060 - Elevator Operator	14.39***
11090 - Gardener	24.67
11122 - Housekeeping Aide	14.39***
11150 - Janitor	14.39***
11210 - Laborer, Grounds Maintenance	18.12
11240 - Maid or Houseman	14.02***
11260 - Pruner	16.08***
11270 - Tractor Operator	22.51
11330 - Trail Maintenance Worker	18.12

11360 - Window Cleaner	16.21
12000 - Health Occupations	
12010 - Ambulance Driver	17.69
12011 - Breath Alcohol Technician	20.41
12012 - Certified Occupational Therapist Assistant	29.20
12015 - Certified Physical Therapist Assistant	23.80
12020 - Dental Assistant	23.30
12025 - Dental Hygienist	33.79
12030 - EKG Technician	30.93
12035 - Electroneurodiagnostic Technologist	30.93
12040 - Emergency Medical Technician	17.69
12071 - Licensed Practical Nurse I	18.24
12072 - Licensed Practical Nurse II	20.41
12073 - Licensed Practical Nurse III	22.75
12100 - Medical Assistant	18.70
12130 - Medical Laboratory Technician	23.77
12160 - Medical Record Clerk	20.00
12190 - Medical Record Technician	26.00
12195 - Medical Transcriptionist	18.24
12210 - Nuclear Medicine Technologist	44.86
12221 - Nursing Assistant I	12.84***
12222 - Nursing Assistant II	14.44***
12223 - Nursing Assistant III	15.75***
12224 - Nursing Assistant IV	17.68
12235 - Optical Dispenser	18.38
12236 - Optical Technician	18.24
12250 - Pharmacy Technician	19.22
12280 - Phlebotomist	16.89
12305 - Radiologic Technologist	29.26
12311 - Registered Nurse I	24.51
12312 - Registered Nurse II	29.99
12313 - Registered Nurse II, Specialist	29.99
12314 - Registered Nurse III	36.27
12315 - Registered Nurse III, Anesthetist	36.27
12316 - Registered Nurse IV	43.48
12317 - Scheduler (Drug and Alcohol Testing)	25.29
12320 - Substance Abuse Treatment Counselor	25.60
13000 - Information And Arts Occupations	
13011 - Exhibits Specialist I	23.16
13012 - Exhibits Specialist II	28.70
13013 - Exhibits Specialist III	35.10
13041 - Illustrator I	23.16
13042 - Illustrator II	28.70
13043 - Illustrator III	35.10
13047 - Librarian	31.45
13050 - Library Aide/Clerk	13.81***
13054 - Library Information Technology Systems Administrator	27.78
13058 - Library Technician	17.79
13061 - Media Specialist I	20.32
13062 - Media Specialist II	22.71
13063 - Media Specialist III	25.32
13071 - Photographer I	17.96
13072 - Photographer II	20.10
13073 - Photographer III	24.88
13074 - Photographer IV	30.45
13075 - Photographer V	36.84
13090 - Technical Order Library Clerk	17.71
13110 - Video Teleconference Technician	23.24
14000 - Information Technology Occupations	
14041 - Computer Operator I	17.75
14042 - Computer Operator II	19.85
14043 - Computer Operator III	22.13
14044 - Computer Operator IV	24.60
14045 - Computer Operator V	27.24

14071 - Computer Programmer I	(see 1)	20.79
14072 - Computer Programmer II	(see 1)	25.66
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		17.75
14160 - Personal Computer Support Technician		24.60
14170 - System Support Specialist		30.75
15000 - Instructional Occupations		
15010 - Aircrew Training Devices Instructor (Non-Rated)		30.64
15020 - Aircrew Training Devices Instructor (Rated)		37.07
15030 - Air Crew Training Devices Instructor (Pilot)		44.43
15050 - Computer Based Training Specialist / Instructor		30.64
15060 - Educational Technologist		34.68
15070 - Flight Instructor (Pilot)		44.43
15080 - Graphic Artist		20.20
15085 - Maintenance Test Pilot, Fixed, Jet/Prop		44.43
15086 - Maintenance Test Pilot, Rotary Wing		44.43
15088 - Non-Maintenance Test/Co-Pilot		44.43
15090 - Technical Instructor		23.58
15095 - Technical Instructor/Course Developer		28.85
15110 - Test Proctor		19.04
15120 - Tutor		19.04
16000 - Laundry, Dry-Cleaning, Pressing And Related Occupations		
16010 - Assembler		10.26***
16030 - Counter Attendant		10.26***
16040 - Dry Cleaner		11.96***
16070 - Finisher, Flatwork, Machine		10.26***
16090 - Presser, Hand		10.26***
16110 - Presser, Machine, Drycleaning		10.26***
16130 - Presser, Machine, Shirts		10.26***
16160 - Presser, Machine, Wearing Apparel, Laundry		10.26***
16190 - Sewing Machine Operator		12.55***
16220 - Tailor		13.11***
16250 - Washer, Machine		10.77***
19000 - Machine Tool Operation And Repair Occupations		
19010 - Machine-Tool Operator (Tool Room)		27.25
19040 - Tool And Die Maker		32.47
21000 - Materials Handling And Packing Occupations		
21020 - Forklift Operator		19.54
21030 - Material Coordinator		24.73
21040 - Material Expediter		24.73
21050 - Material Handling Laborer		15.88***
21071 - Order Filler		14.48***
21080 - Production Line Worker (Food Processing)		19.54
21110 - Shipping Packer		18.19
21130 - Shipping/Receiving Clerk		18.19
21140 - Store Worker I		12.83***
21150 - Stock Clerk		17.77
21210 - Tools And Parts Attendant		19.54
21410 - Warehouse Specialist		19.54
23000 - Mechanics And Maintenance And Repair Occupations		
23010 - Aerospace Structural Welder		30.88
23019 - Aircraft Logs and Records Technician		24.12
23021 - Aircraft Mechanic I		29.57
23022 - Aircraft Mechanic II		30.88
23023 - Aircraft Mechanic III		32.06
23040 - Aircraft Mechanic Helper		20.30
23050 - Aircraft, Painter		27.93
23060 - Aircraft Servicer		24.12
23070 - Aircraft Survival Flight Equipment Technician		27.93
23080 - Aircraft Worker		26.01
23091 - Aircrew Life Support Equipment (ALSE) Mechanic		26.01

I		
23092	- Aircrew Life Support Equipment (ALSE) Mechanic	29.57
II		
23110	- Appliance Mechanic	27.25
23120	- Bicycle Repairer	20.82
23125	- Cable Splicer	43.65
23130	- Carpenter, Maintenance	22.78
23140	- Carpet Layer	23.12
23160	- Electrician, Maintenance	29.59
23181	- Electronics Technician Maintenance I	27.14
23182	- Electronics Technician Maintenance II	29.15
23183	- Electronics Technician Maintenance III	30.87
23260	- Fabric Worker	23.53
23290	- Fire Alarm System Mechanic	28.85
23310	- Fire Extinguisher Repairer	21.70
23311	- Fuel Distribution System Mechanic	28.85
23312	- Fuel Distribution System Operator	21.70
23370	- General Maintenance Worker	21.32
23380	- Ground Support Equipment Mechanic	29.57
23381	- Ground Support Equipment Servicer	24.12
23382	- Ground Support Equipment Worker	26.01
23391	- Gunsmith I	21.70
23392	- Gunsmith II	25.38
23393	- Gunsmith III	28.85
23410	- Heating, Ventilation And Air-Conditioning Mechanic	28.73
23411	- Heating, Ventilation And Air Contidioning Mechanic (Research Facility)	30.00
23430	- Heavy Equipment Mechanic	28.78
23440	- Heavy Equipment Operator	28.31
23460	- Instrument Mechanic	28.85
23465	- Laboratory/Shelter Mechanic	27.25
23470	- Laborer	15.88***
23510	- Locksmith	26.12
23530	- Machinery Maintenance Mechanic	28.79
23550	- Machinist, Maintenance	23.37
23580	- Maintenance Trades Helper	18.44
23591	- Metrology Technician I	28.85
23592	- Metrology Technician II	30.13
23593	- Metrology Technician III	31.27
23640	- Millwright	29.00
23710	- Office Appliance Repairer	24.59
23760	- Painter, Maintenance	23.58
23790	- Pipefitter, Maintenance	29.02
23810	- Plumber, Maintenance	27.41
23820	- Pneudraulic Systems Mechanic	28.85
23850	- Rigger	28.85
23870	- Scale Mechanic	25.38
23890	- Sheet-Metal Worker, Maintenance	27.89
23910	- Small Engine Mechanic	25.16
23931	- Telecommunications Mechanic I	34.55
23932	- Telecommunications Mechanic II	36.08
23950	- Telephone Lineman	33.19
23960	- Welder, Combination, Maintenance	22.83
23965	- Well Driller	28.85
23970	- Woodcraft Worker	28.85
23980	- Woodworker	21.70
24000	- Personal Needs Occupations	
24550	- Case Manager	19.27
24570	- Child Care Attendant	11.37***
24580	- Child Care Center Clerk	14.18***
24610	- Chore Aide	14.87***
24620	- Family Readiness And Support Services Coordinator	19.27
24630	- Homemaker	19.27

25000 - Plant And System Operations Occupations	
25010 - Boiler Tender	25.60
25040 - Sewage Plant Operator	29.49
25070 - Stationary Engineer	25.60
25190 - Ventilation Equipment Tender	17.57
25210 - Water Treatment Plant Operator	29.49
27000 - Protective Service Occupations	
27004 - Alarm Monitor	20.81
27007 - Baggage Inspector	15.38***
27008 - Corrections Officer	24.10
27010 - Court Security Officer	23.34
27030 - Detection Dog Handler	17.20
27040 - Detention Officer	24.10
27070 - Firefighter	22.58
27101 - Guard I	15.38***
27102 - Guard II	17.20
27131 - Police Officer I	28.26
27132 - Police Officer II	31.41
28000 - Recreation Occupations	
28041 - Carnival Equipment Operator	16.10***
28042 - Carnival Equipment Repairer	17.64
28043 - Carnival Worker	11.50***
28210 - Gate Attendant/Gate Tender	18.24
28310 - Lifeguard	12.75***
28350 - Park Attendant (Aide)	20.40
28510 - Recreation Aide/Health Facility Attendant	14.88***
28515 - Recreation Specialist	25.27
28630 - Sports Official	16.24
28690 - Swimming Pool Operator	20.63
29000 - Stevedoring/Longshoremen Occupational Services	
29010 - Blocker And Bracer	28.90
29020 - Hatch Tender	28.90
29030 - Line Handler	28.90
29041 - Stevedore I	26.81
29042 - Stevedore II	31.03
30000 - Technical Occupations	
30010 - Air Traffic Control Specialist, Center (HFO) (see 2)	41.27
30011 - Air Traffic Control Specialist, Station (HFO) (see 2)	28.46
30012 - Air Traffic Control Specialist, Terminal (HFO) (see 2)	31.33
30021 - Archeological Technician I	18.40
30022 - Archeological Technician II	20.59
30023 - Archeological Technician III	25.51
30030 - Cartographic Technician	25.51
30040 - Civil Engineering Technician	29.17
30051 - Cryogenic Technician I	27.37
30052 - Cryogenic Technician II	30.23
30061 - Drafter/CAD Operator I	18.40
30062 - Drafter/CAD Operator II	20.59
30063 - Drafter/CAD Operator III	22.95
30064 - Drafter/CAD Operator IV	28.25
30081 - Engineering Technician I	16.65
30082 - Engineering Technician II	18.70
30083 - Engineering Technician III	21.71
30084 - Engineering Technician IV	26.89
30085 - Engineering Technician V	32.90
30086 - Engineering Technician VI	39.41
30090 - Environmental Technician	25.01
30095 - Evidence Control Specialist	24.71
30210 - Laboratory Technician	22.23
30221 - Latent Fingerprint Technician I	27.37
30222 - Latent Fingerprint Technician II	30.23
30240 - Mathematical Technician	25.51
30361 - Paralegal/Legal Assistant I	19.09
30362 - Paralegal/Legal Assistant II	23.65
30363 - Paralegal/Legal Assistant III	28.93

30364 - Paralegal/Legal Assistant IV	35.01
30375 - Petroleum Supply Specialist	30.23
30390 - Photo-Optics Technician	25.51
30395 - Radiation Control Technician	30.23
30461 - Technical Writer I	25.17
30462 - Technical Writer II	30.79
30463 - Technical Writer III	37.24
30491 - Unexploded Ordnance (UXO) Technician I	26.22
30492 - Unexploded Ordnance (UXO) Technician II	31.73
30493 - Unexploded Ordnance (UXO) Technician III	38.03
30494 - Unexploded (UXO) Safety Escort	26.22
30495 - Unexploded (UXO) Sweep Personnel	26.22
30501 - Weather Forecaster I	28.25
30502 - Weather Forecaster II	34.36
30620 - Weather Observer, Combined Upper Air Or	(see 2) 22.95
Surface Programs	
30621 - Weather Observer, Senior	(see 2) 25.51
31000 - Transportation/Mobile Equipment Operation Occupations	
31010 - Airplane Pilot	31.73
31020 - Bus Aide	13.43***
31030 - Bus Driver	19.80
31043 - Driver Courier	18.26
31260 - Parking and Lot Attendant	12.82***
31290 - Shuttle Bus Driver	17.44
31310 - Taxi Driver	15.70***
31361 - Truckdriver, Light	20.01
31362 - Truckdriver, Medium	21.69
31363 - Truckdriver, Heavy	23.87
31364 - Truckdriver, Tractor-Trailer	23.87
99000 - Miscellaneous Occupations	
99020 - Cabin Safety Specialist	15.47***
99030 - Cashier	13.00***
99050 - Desk Clerk	13.53***
99095 - Embalmer	30.07
99130 - Flight Follower	26.22
99251 - Laboratory Animal Caretaker I	14.99***
99252 - Laboratory Animal Caretaker II	16.38
99260 - Marketing Analyst	28.51
99310 - Mortician	30.07
99410 - Pest Controller	23.39
99510 - Photofinishing Worker	13.78***
99710 - Recycling Laborer	25.08
99711 - Recycling Specialist	31.16
99730 - Refuse Collector	22.26
99810 - Sales Clerk	13.84***
99820 - School Crossing Guard	14.06***
99830 - Survey Party Chief	28.03
99831 - Surveying Aide	18.82
99832 - Surveying Technician	24.61
99840 - Vending Machine Attendant	18.54
99841 - Vending Machine Repairer	21.79
99842 - Vending Machine Repairer Helper	18.54

\*\*\*Workers in this classification may be entitled to a higher minimum wage under Executive Order 14026 (\$16.20 per hour) or 13658 (\$12.15 per hour). Please see the Note at the top of the wage determination for more information. Please also note that the minimum wage requirements of Executive Order 14026 and 13658 are not currently being enforced as to contracts or contract-like instruments entered into with the federal government in connection with seasonal recreational services or seasonal recreational equipment rental for the general public on federal lands.

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

ALL OCCUPATIONS LISTED ABOVE RECEIVE THE FOLLOWING BENEFITS:

HEALTH & WELFARE: \$4.80 per hour, up to 40 hours per week, or \$192.00 per week or \$832.00 per month

HEALTH & WELFARE EO 13706: \$4.41 per hour, up to 40 hours per week, or \$176.40 per week, or \$764.40 per month\*

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

VACATION: 2 weeks paid vacation after 1 year of service with a contractor or successor, 3 weeks after 10 years, and 4 weeks after 15 years. Length of service includes the whole span of continuous service with the present contractor or successor, wherever employed, and with the predecessor contractors in the performance of similar work at the same Federal facility. (See 29 CFR 4.173)

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

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

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

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

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

(2) The design, development, documentation, analysis, creation, testing or modification of computer systems or programs, including prototypes, based on and

related to user or system design specifications;

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

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

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

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

**\*\* HAZARDOUS PAY DIFFERENTIAL \*\***

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

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

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

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

The contractor or subcontractor is required to furnish all employees with an adequate number of uniforms without cost or to reimburse employees for the actual cost of the uniforms. In addition, where uniform cleaning and maintenance is made the responsibility of the employee, all contractors and subcontractors subject to this wage determination shall (in the absence of a bona fide collective bargaining agreement providing for a different amount, or the furnishing of contrary affirmative proof as to the actual cost), reimburse all employees for such cleaning

and maintenance at a rate of \$3.35 per week (or \$.67 cents per day). However, in those instances where the uniforms furnished are made of "wash and wear" materials, may be routinely washed and dried with other personal garments, and do not require any special treatment such as dry cleaning, daily washing, or commercial laundering in order to meet the cleanliness or appearance standards set by the terms of the Government contract, by the contractor, by law, or by the nature of the work, there is no requirement that employees be reimbursed for uniform maintenance costs.

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

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

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

**Conformance Process:**

The contracting officer shall require that any class of service employee which is not listed herein and which is to be employed under the contract (i.e., the work to be performed is not performed by any classification listed in the wage determination), be classified by the contractor so as to provide a reasonable relationship (i.e., appropriate level of skill comparison) between such unlisted classifications and the classifications listed in the wage determination (See 29 CFR 4.6(b)(2)(i)). Such conforming procedures shall be initiated by the contractor prior to the performance of contract work by such unlisted class(es) of employees (See 29 CFR 4.6(b)(2)(ii)). The Wage and Hour Division shall make a final determination of conformed classification, wage rate, and/or fringe benefits which shall be paid to all employees performing in the classification from the first day of work on which contract work is performed by them in the classification. Failure to pay such unlisted employees the compensation agreed upon by the interested parties and/or fully determined by the Wage and Hour Division retroactive to the date such class of employees commenced contract work shall be a violation of the Act and this contract. (See 29 CFR 4.6(b)(2)(v)). When multiple wage determinations are included in a contract, a separate SF-1444 should be prepared for each wage determination to which a class(es) is to be conformed.

The process for preparing a conformance request is as follows:

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

6) Each affected employee shall be furnished by the contractor with a written copy of such determination or it shall be posted as a part of the wage determination (See 29 CFR 4.6(b)(2)(iii)).

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

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