

2. CONTRACT NUMBER	3. SOLICITATION NUMBER VAED-2022-003A	4. TYPE OF SOLICITATION <input type="checkbox"/> SEALED BID (IFB) <input checked="" type="checkbox"/> NEGOTIATED (RFP)	5. DATE ISSUED 6/28/2022	6. REQUISITION/PURCHASE NUMBER
7. ISSUED BY U.S. District Court, EDVA Deborah Wheeler, Contracting Officer		CODE	8. ADDRESS OFFER TO (If other than item 7) Deborah Wheeler via email - deborah_wheeler@vaed.uscourts.gov Lance Bachman - lance_bachman@vaed.uscourts.gov	

NOTE: In sealed bid solicitations "offer" and "offeror" mean "bid" and "bidder".

**SOLICITATION**

9. Sealed offers in original and 0 copies for furnishings the supplies or services in the Schedule will be received at the place specified in item 8, or if hand carried, in the depository located in \_\_\_\_\_ until 5:00pm local time July 15, 2022  
(Hour) (Date)

CAUTION - LATE Submissions, Modifications, and Withdrawals: See Section L, Provision No. 52.214-7 or 52.215-1. All offers are subject to all terms and conditions contained in this solicitation.

10. FOR INFORMATION CALL:	A. NAME Lance Bachman	B. TELEPHONE (NO COLLECT CALLS)		C. E-MAIL ADDRESS See Block #8
		AREA CODE 703	NUMBER 2992148	

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**OFFER (Must be fully completed by offeror)**

NOTE: Item 12 does not apply if the solicitation includes the provisions at 52.214-16, Minimum Bid Acceptance Period.

12. In compliance with the above, the undersigned agrees, if this offer is accepted within 60 calendar days (60 calendar days unless a different period is inserted by the offeror) from the date for receipt of offers specified above, to furnish any or all items upon which prices are offered at the set opposite each item, delivered at the designated point(s), within the time specified in the schedule.

13. DISCOUNT FOR PROMPT PAYMENT (See Section I, Clause No. 52.232-8)	10 CALENDAR DAYS (%)	20 CALENDAR DAYS (%)	30 CALENDAR DAYS (%)	CALENDAR DAYS(%)
14. ACKNOWLEDGMENT OF AMENDMENTS (The offeror acknowledges receipt of amendments to the SOLICITATION for offerors and related documents numbered and dated):	AMENDMENT NO.	DATE	AMENDMENT NO.	DATE

15A. NAME AND ADDRESS OF OFFEROR	CODE	FACILITY	16. NAME AND THE TITLE OF PERSON AUTHORIZED TO SIGN OFFER (Type or print)	
15B. TELEPHONE NUMBER		<input type="checkbox"/> 15C. CHECK IF REMITTANCE ADDRESS IS DIFFERENT FROM ABOVE - ENTER SUCH ADDRESS IN SCHEDULE.	17. SIGNATURE	18. OFFER DATE
AREA CODE	NUMBER			

**AWARD (To be completed by Government)**

19. ACCEPTED AS TO ITEMS NUMBERED	20. AMOUNT	21. ACCOUNTING AND APPROPRIATION	
22. AUTHORITY FOR USING OTHER THAN FULL OPEN COMPETITION: <input type="checkbox"/> 10 U.S.C. 2304 (c) <input type="checkbox"/> 41 U.S.C. 3304(a) ( )		23. SUBMIT INVOICES TO ADDRESS SHOWN IN (4 copies unless otherwise specified)	ITEM
24. ADMINISTERED BY (If other than Item 7)		25. PAYMENT WILL BE MADE BY	CODE
26. NAME OF CONTRACTING OFFICER (Type or print)		27. UNITED STATES OF AMERICA  (Signature of Contracting Officer)	28. AWARD DATE

**UNITED STATES DISTRICT COURT  
EASTERN DISTRICT OF VIRGINIA**

FERNANDO GALINDO  
CLERK OF COURT

HONORABLE MARK DAVIS  
CHIEF JUDGE

**COVER LETTER**

Solicitation Number: **VAED 2022-003A**

June 28, 2022

The United States District Court for the Eastern District of Virginia is requesting proposals with firm fixed pricing for the design, engineering, installation, and configuration of a complete, fully functional, digital courtroom video evidence presentation system for Courtroom 700 located at the Albert V. Bryan United States Courthouse, 401 Courthouse Square, Alexandria, Virginia 22314. There is an additional courtroom, Courtroom 900, at the same location. The Court may choose to fund the upgrade of Courtroom 900 this Fiscal Year 2022 or Fiscal year 2023 or Fiscal year 2024, with the balance of the courtroom upgrades funded in subsequent years, pending available funds.

**Open Market firm fixed pricing will be for this base year, fiscal year 2022, as well as for future fiscal years 2023 and 2024 pursuant to Clause 2-90B, Option for Increased Quantity - see Attachment A: Guide to Judiciary Policy.**

All contractors submitting a proposal for this task are required to develop and provide a technical proposal and a pricing proposal based on the requirements and specifications listed in the Statement of Work. The technical proposal shall consist of all the submittals required to be provided at the time proposals are due. Price proposals are required in accordance with the pricing schedule set forth in XV. PRICING SCHEDULE and Section B Supplies or Services and Prices/Costs. Price proposals shall consist of the firm fixed prices offered for each individual item of equipment, labor, maintenance, travel, and optional items subject to the availability of Court funds, if applicable.

Please include any recommended optional items that are required to be included in the overall evaluation, which may be exercised if funding is available. An Open Market firm fixed price award from this RFP will be made based on the lowest priced, technically acceptable offer. Use the attached Section B Supplies or Services and Prices/Costs quote sheet for an Open Market firm fixed price submittal.

If deemed necessary, a mandatory site survey will be scheduled at the discretion of the Court.

**PROPOSAL DUE BY 5:00 PM, JULY 15, 2022.**

Submit Proposals to: Deborah Wheeler, Contracting Officer (CO)  
Albert V Bryan U.S. Courthouse  
401 Courthouse Square Alexandria, VA 22314  
E-mail: [deborah\\_wheeler@vaed.uscourts.gov](mailto:deborah_wheeler@vaed.uscourts.gov) Phone: 703-299-2176

Direct Technical Questions To: Lance Bachman, Contracting Officer's Technical Representative (COTR)  
Albert V Bryan U.S. Courthouse 401 Courthouse Square  
Alexandria, VA 22314 E-mail: [lance\\_bachman@vaed.uscourts.gov](mailto:lance_bachman@vaed.uscourts.gov)  
Phone: 703-299-2148

**SECTION B: SUPPLIES OR SERVICES AND PRICES/COSTS**

**PRICING FOR COURTROOM 700:**

001	Equipment	\$
002	Labor	\$
003	Travel (If Applicable)	\$
004	Optional Items	\$
005	Miscellaneous Items	\$
006	Equipment Warranty & Service Plan (Year One)	\$

**TOTAL INSTALLATION** \$

**PRICING FOR COURTROOM 900:**

001	Equipment	\$
002	Labor	\$
003	Travel (If Applicable)	\$
004	Optional Items	\$
005	Miscellaneous Items	\$
006	Equipment Warranty & Service Plan (Year One)	\$

**TOTAL INSTALLATION** \$

## SECTION C: DESCRIPTION/SPECS./WORK STATEMENT

### I. NEEDS ASSESSMENT

The United States District Court for the Eastern District of Virginia is requesting proposals with firm fixed pricing for the design, engineering, installation, and configuration of a complete, fully functional, digital courtroom video evidence presentation system for Courtroom 700 located at the Albert V. Bryan United States Courthouse, 401 Courthouse Square, Alexandria, Virginia 22314. There is an additional courtroom, Courtroom 900, at the same location. The Court may choose to fund the upgrade of one additional courtroom this Fiscal Year 2022 or Fiscal year 2023 or Fiscal year 2024, with the balance of the courtroom upgrades funded in subsequent years, pending available funds which will meet the following requirements:

- 1. New digital video evidence presentation system** - EXTRON DTP system should be used for video distribution; switching; scaling; twisted pair transmitting and receiving to maintain consistency with our other courtroom systems. Video switching, annotation, scaling, distribution, amplification equipment and display monitors are to meet requirements for a fully functional digital evidence presentation system to meet requirements for a fully functional digital control system and to maintain consistency with the Court's other courtroom systems.

AMX controller and control panels for the judge, deputy, and evidence cart with the same user interface in the other courtrooms should be used for control to maintain consistency with the Court's other courtroom systems.

Replace all existing AV evidence presentation system control, distribution, switching, amplification, and scaling equipment with new equipment to meet requirements for a fully digital system.

Provide digital HDMI computer interface connections at each courtroom location as specified by the Court.

Replace all existing displays with new 24 inch wide screen LED/LCD monitors and touch screen LCD monitors as specified by the Court.

New Wolfvision digital document camera for the Evidence Cart to maintain consistency with our other courtroom systems.

Reuse the existing mobile millwork evidence cart and AV rack.

#### **Courtroom 700 evidence cart:**



**Courtroom 700 AV rack:**



**Courtroom 900 Evidence Cart:**



**Courtroom 900 AV rack:**



Reuse and integrate the existing EXTRON Annotator 300 digital annotation system.

Add an evidence presentation image capture capability using an USB thumb drive at the Deputy location.

Reuse and integrate existing large display and lift mechanism for the jury. Courtroom 900 requires a new 55 inch LED/LCD display.

**Courtrooms 700 and 900 jury large display:**



Reuse and integrate existing two wall mounted displays for the gallery.

**Courtrooms 700 and 900 Gallery displays:**



- 2. New digital control system** - New AMX NetLinx digital control system with AMX touch panels for the Judge, Deputy and Evidence cart. AMX control systems are required maintain consistency and compatibility with our other courtroom control systems. AV source switching system through control panels located at the judge, deputy, and evidence cart locations. The control interface must look and function the same as the control system as specified by the Court.

The contractor will use a certified AMX technician and programmer for the design, programming and installation of the new digital AV control and user interface system. The Evidence presentation system controls must include, **but not limited to**, the following:

- Judge and Deputy video kill all displays, kill jury displays, and kill gallery displays.
- Judge, Deputy and Evidence Cart video source switching between document camera, computer inputs at Judge Bench, Attorney Lectern/Evidence Cart, Witness Box and Counsel Tables.
- Judge, Deputy and Evidence Cart video evidence program volume control and mute.
- Judge, Deputy and Evidence Cart annotation system reset, control and erase.
- Judge and Deputy video conference system connect, disconnect, dialing, keypad function for Conference Number/PIN/Password and camera settings and control.
- System power on/off button.
- Judge and Deputy phone conference system dialing, connect, disconnect, and control.
- Judge and Deputy audio inputs, outputs, video conference, bench conference and master volume level control.

All control and user interface panel layouts must be approved by the Court prior to installation and programming. A copy of the control and user interface system source code along with AV system schematics and as built must be given to the Court prior to the Court accepting the final product.

3. **Audio system** - Reuse and integrate the existing QSC audio system with phone conference, microphones, and speakers. Audio rack is located at the Judge Bench.

**Courtroom 700 audio rack:**



**Courtroom 900 audio rack:**



Existing audio XLR microphone jacks located in the floor boxes will be removed and replaced with XLR "Pig Tail" connectors. All replaced XLR jacks will be tested and must be completely functional with the existing audio system.

4. **Video conference system** - Reuse current CISCO SX80 Telepresence video conference systems with VADDIO matrix and HD cameras. Codec and matrix are in the AV rack in a closet adjacent to the courtroom.
5. **Infrastructure** - All existing audio system, video, network, and control system must be tested, and any wiring found to be faulting and or deemed unnecessary must be removed and replaced at the direction of the Court. The contractor will remove all existing unused and/or damaged AV wiring. The contractor will purchase, install, and terminate all the new required AV wiring. The contractor may request a site survey to determine the current condition of the AV wiring infrastructure.

Reuse existing RTT infrastructure. The contractor will test the RTT infrastructure with the court reporters and replace/repair, if necessary, at the direction of the Court.

In the well of the court, quick disconnect pigtails for all AV connections will be used.

Use existing floor and surface mounted boxes, penetrations, wire trays, and conduit. The contractor is responsible for all necessary additional floor and surface mounted AV box plates, covers and connectors. Both courtrooms have TATE steel raised flooring with FSR floor boxes with power.

6. **Equipment** - Contractor must provide a complete Schedule B list of firm fixed pricing for all necessary equipment, design, engineering, shipping, handling, storage, installation, configuration, labor, programming, travel, warranties, and any additional options for each courtroom.

Submitted proposal and quote must be good for 90 days starting from proposal submittal due date specified within this solicitation.

If deemed necessary, the court will have the authority to amend the Statement of Work at any time prior to award.

All AV system equipment, connections, cables, and face plates located within the courtroom will have black finish. Where black finish is not available, Court authorization must be attained prior to purchase of equipment.

New equipment should maintain consistency with the Court's other courtroom systems when possible.

Reuse the existing AV racks. Audio rack located under Judge Bench worksurface. AV rack for evidence cart located in mobile cart. AV system located in rack in closet adjacent to courtroom.

Reuse existing courtroom mobile evidence carts with AV racks.

The contractor will remove and dispose of all equipment deemed obsolete, damaged and/or unnecessary by the Court at the direction of the Court.

**7. Installation** - The contractor must meet the following installation schedule requirements:

Within 30 days of award, the Contractor must provide a proposed tentative installation date for the Court to consider.

Installation will commence late 2022 or early 2023. Additional courtrooms installation will be scheduled for 2023 or early 2024 if funding permits and at the direction of the Court. The contractor must submit a proposed installation date in 2022 for the Courtroom 700 evidence presentation system. The Court will determine the schedule for the installation and notify the contractor as to when installation can begin. Installation schedule will be determined by the Court's docket.

Once an installation start date is determined by the Court, installation, configuration, and testing will be completed within **10 business days** for each courtroom. Installation will commence during business hours from 8:30am - 5:00 PM each day at the discretion of the court. The schedule is based off the availability of the courtroom which is determined by the Court's docket.

The Court is not responsible for any storage costs for AV equipment purchased in advance by the contractor.

**8. Network** - each courtroom AV system will be added to the Court network at the direction of the Court.

Contractor will price as an option the purchase and configure the required network switch for each courtroom. The Court may elect to purchase the required Network switch depending on pricing and availability. Contractor will coordinate directly with Court to assist with switch port configuration, installation, and testing. Court will provide IPv4 addressing.

Contractor is responsible for configuring the AV system to meet the Court's network security requirements and scanning needs.

Contractor will run and terminate any necessary new CAT6 network cable for VTC, VOIP, DCN and spares from the courtroom AV rack to the Court switch closets at the direction of the Court.

**9. Contractor** - The contractor engineers, programmers, integrators, and supervising integrators must have direct and specific experience with Federal US District Court courtroom AV systems. Contractor must submit at least three references of successfully completed Federal US District Court courtroom AV system installations in the past three years. A name, phone number, and email of the technical point of contact at each of the three different US District Court courthouses where the courtroom AV system installations were successfully completed must be provided to the Court Technical POC.

The use of subcontractors for any of the required work within this SOW is not authorized. Contractor is not authorized to use any subcontractors for design, engineering, installation, integration, programming, support, and training.

Contractor must use a programmer and integrators with all required AV and control systems certifications for Extron and AMX.

**The contractor will purchase and install the following equipment for COURTROOM 700 and 900:**

**1. JUDGE:**

- 10 inch AMX control panel with AV, phone conference, and VTC system controls.
- 24 inch low profile wide screen LED/LCD display for video evidence.
- HDMI computer AV input connections.
- Extron encoder/decoders.
- Reuse microphones.
- Reuse bench conference boundary microphone.
- Reuse Fostex powered speaker.

**2. DEPUTY:**

- 10 inch AMX control panel with AV, phone conference, and VTC system controls.
- 24 inch low profile wide screen LED/LCD display for video evidence.
- Extron encoder/decoders.
- USB drive with annotation video image capture capabilities.
- Reuse microphone.

**3. COURT REPORTER:**

- 24 inch low profile wide screen LED/LCD display for video evidence.
- Extron encoder/decoders.
- Audio splitter amp with four 3.5 stereo outputs with volume control.
- Powered speaker with volume control.

**4. LAW CLERK:**

- 24 inch low profile wide screen LED/LCD display for video evidence.
- Extron encoder/decoders.

**5. TWO FRONT COUNSEL TABLES:**

- 24 inch low profile wide screen LED/LCD display for video evidence.
- HDMI computer AV input connections. One for each table.
- Extron encoder/decoders.
- Reuse microphone.

**6. TWO BACK COUNSEL TABLES:**

- 24 inch low profile wide screen LED/LCD display for video evidence.
- HDMI computer AV input connections. One for each table.
- Extron encoder/decoders.
- Reuse microphone.

**7. ATTORNEY LECTERN:**

- Reuse lectern.
- Reuse microphone.

**8. EVIDENCE PRESENTATION CART:**

- 10 inch AMX control panel with AV system video source switching controls for cart.
- 24 inch low profile wide screen touchscreen LED/LCD display for video evidence and annotation for cart.
- Two HDMI computer AV input connections with switching.

- Extron DTP video distribution, scaling, converting, routing, and switching equipment.
- Wolfvision VZ-3neo for cart.
- Sliders for metal AV rack.
- Reuse mobile millwork cart.
- Reuse AV rack.
- Reuse microphone.

**9. WITNESS BOX:**

- 24 inch low profile wide screen touchscreen LED/LCD display for video evidence and annotation mounted on existing monitor arm.
- HDMI computer AV input connection.
- Extron encoder/decoder.
- Reuse monitor arm.
- Reuse wired lapel microphone.
- Reuse microphone.

**10. JURY BOX:**

- Five 24 inch low profile wide screen LED/LCD displays for Courtroom 700.
- Four 24 inch low profile wide screen LED/LCD displays for Courtroom 900.
- One 55 inch LED/LDC display to be mounted on a lift in a millwork cart in Courtroom 900.
- Extron encoder/decoders.
- Reuse large display mounted on a lift in a millwork cart in Courtroom 700.
- Reuse Shure handheld wireless microphone with stand.

**11. GALLERY:**

- Reuse and integrate the two existing wall mounted LED/LCD displays for the gallery.

**12. ASSISTANT LISTENING SYSTEM:**

- Reuse and integrate existing WilliamsAV multi-channel IR transmitter.
- Reuse Shure wireless lapel microphone for one of the assistant listening system.

**13. AV RACK:**

- Extron DTP Crosspoint with all the necessary digital control, video distribution, scaling, converting, routing, and switching equipment.
- Evidence presentation image capture capability using an USB thumb drive at the Deputy location.
- Network switch for courtroom AV system and connectivity to Court network.
- Rack mounted UPS.
- Reuse and integrate existing Extron Annotator 300 system.
- Reuse AV rack.
- Reuse CISCO SX80 Telepresence video conference system with quad view.
- Reuse VADDIO matrix system with cameras.
- Reuse audio system phone conference system.

**14. VIDEO CONFERENCE:**

- Reuse and integrate CISCO SX80 Telepresence system.
- Reuse and integrate VADDIO Matrix the three cameras.

## 15. AUDIO RACK:

- Sliders for rack.
- Reuse QSC audio system.
- Reuse SHURE handheld wireless microphone.
- Reuse AUDIO-TECHNICA wireless lapel microphone.
- Reuse UPS.

## II. SUMMARY

- A.** The Contractor shall comply with all Contract Documents, including specifications, line itemized list of parts and costs, drawings, wiring study and project installation schedule.
- B.** Statement of Work includes, but is not necessarily limited to, the following:
1. The Contractor shall provide a complete solution that meets the Courts requirements as stated above in the **Needs Assessment** section.
  2. The contractor engineers, programmers, integrators, and supervising integrators must have direct and specific experience with Federal US District Court courtroom AV systems. Contractor must submit at least three references of successfully completed Federal US District Court courtroom AV system installations in the past three years. A name, phone number, and email of the technical point of contact at each of the three different Federal US District Court courthouses where the courtroom AV system installations were successfully completed must be provided to the Court Technical POC.
  3. The use of subcontractors for any of the required work within this SOW is not authorized. Contractor is not authorized to use any subcontractors for design, engineering, installation, integration, programming, support, and training.
  4. Contractor must provide a complete Schedule B list of firm fixed pricing for all necessary equipment, design, engineering, shipping, handling, storage, installation, configuration, labor, programming, travel, warranties, and any additional options for each courtroom. Submitted proposal and quote must be good for 90 days starting from proposal submittal due date specified within this solicitation.
  5. The Contractor shall test all configured equipment prior to installation to insure proper programming, operation, and compatibility. The work shall include everything necessary or incidental to complete the installation including power supplies, accessories, mounting devices, receptacle plates, wire, electrical boxes, racks, etc. The Government will provide conduit and AC power circuits with grounds. The Contractor shall furnish all necessary information to ensure a proper video conference system will be operational after installation. The Contractor shall notify and coordinate any work in the Court, including, drilling, cutting, or other work that may impact the existing Court and condition. Where an omission, discrepancy or conflict may occur in the Contract Documents, including specifications, line itemized list of parts and costs, drawings, conduit/wiring study and project installation schedule; the most stringent, higher quantity or design intent shall be implied. The Contractor shall restore finish hardware to original condition including painting, walls, millwork, ceilings, and attachments.
  6. The Contractor shall provide comprehensive training of system operation.

7. The Contractor shall provide equipment that, where required, shall conform to the applicable requirements of the Underwriter's Laboratories, Inc., local codes, the National Electrical Code, and any other governing codes. Such items shall bear a label or mark indicating their conformance to the above requirements.
8. The Contractor shall provide a one-year warranty on all repairs, equipment, and labor.
9. The Contractor shall provide a courtroom control, audio and evidence presentation system configured and installed for operation simplicity and low maintenance, with user-friendly controls.
10. The Contractor shall integrate all equipment with the Government's infrastructure and existing equipment.
11. The Contractor shall provide a price list of the required equipment, materials, and labor if outside the SOW prior to purchase.
12. Provide and install all required connectors, cables, and hardware for floor/wall box receptacles plates to match Government supplied floor/wall boxes. All exposed cables shall be covered in black wire loom. Coordinate conduit, pull strings, access, and dimension requirements with Government. Verify exact requirements in field and submit shop drawings for approval to Government. Verify and inspect all necessary conduits and outlets. Verify any wall, millwork or cabinet modifications that are required. Submit Shop drawings to Government and get written approval from Government prior to fabrication. Show location and type of all special receptacle boxes to be supplied and/or modified by the Contractor in submittals. Provide connection cables for user and Government provided equipment. Test all connections and provide certified report (signed by Project Engineer).
13. Provide and install all coordination, information, programming, engineering, equipment, wire, parts, and miscellaneous connectors etc., to provide a complete and operational system. All exposed wire shall be plenum rated, where required. Fasten and route wires for concealed appearance. Coordinate appearance, routing, and terminations with the Government.
14. If deemed necessary, the court will have the authority to amend the Statement of Work at any time prior to award.

### **III. SCHEDULING**

- A. It shall be the responsibility of the Contractor to coordinate the installation of the system to be compatible with the Government, the work of Government's Representatives, and the overall construction completion schedule. The Contractor shall attend progress meetings and provide a conduit/wiring analysis at the time of submittals with all additional requirements.
- B. Within 30 days of award, the Contractor must provide a proposed installation date. Installation will commence late 2022 or early 2023. Additional courtrooms installation will be scheduled for 2023 or early 2024 if funding permits and at the direction of the Court. The contractor must submit a proposed installation date in 2022 for the Courtroom 700 evidence presentation system. The Court will determine the schedule for the installation and notify the contractor as to when installation can begin. Installation schedule will be determined by the Court's docket.
- C. Once an installation start date is determined by the Court, installation, configuration, and testing will be completed within 10 business days for each courtroom. Installation will

commence during business hours from 8:30am - 5:00 PM each day at the discretion of the court.

- D.** The Court is not responsible for any storage costs for AV equipment purchased in advance by the contractor.
- E.** The Contractor shall assemble and test all equipment racks with associated equipment to verify proper operation before shipping to the courthouse. Test and shipping shall be coordinated with the Government.
- F.** The Contractor shall provide prepared and certified operating personnel with adequate training on the completed system, including two training sessions.
- G.** The Contractor shall provide prepared and certified technical personnel with adequate training on maintenance, trouble shooting, and support of users with the completed system, including at least two training sessions.

#### **IV. DESIGN CONSIDERATIONS**

- A.** All equipment shall be professional grade and rated for continuous duty. Basic guidelines have been prepared with minimum performance requirements as listed in the following sections of this solicitation: V, VI, VII and VIII. These must be satisfied unless a variance (separate document) is submitted and approved by the Government.
- B.** All equipment must be self-supporting. Provide all necessary support hardware.
- C.** Operating and Maintenance (O & M) manuals: Provide a weblink for download and or two bound O & M manuals and two CD/USB drive to the Government. Each shall contain printed operating instructions for all system functions whose format has been compiled specifically for each system. Providing standard factory equipment operating instructions alone is not acceptable. O & M manuals shall contain "as built" schematic wiring diagrams of all systems, internal wiring diagrams of the central rack cabinet and control panels, parts lists, preventative maintenance notes, troubleshooting procedures, gain charts, impedance charts, plots of each equalizer setting measured at the equalizer output, numerical values for all control settings, and copies of "System Performance Tests and Adjustments" report. All information must be accurate as per written acceptance. These O & M manuals must be delivered no later than ten (10) days before acceptance.
- D.** Software, control codes, system configurations, settings and other software shall be provided through download from a weblink and or on CD ROM/USB drive to the Government. Providing the factory software is not sufficient. ALL settings, codes and programming for the system shall be provided. During Technical Training, provide instruction on use and set up of software.

#### **V. PRODUCTS**

##### **MANUFACTURERS**

- A.** Equipment component models must have been commercially available for at least one (1) year prior to bid.
- B.** All equipment and materials shall be new if replacement equipment is required.

- C. Equipment should maintain consistency with the Court's other courtroom systems.

## **CURRENT SYSTEM DESCRIPTION**

### **Courtrooms 700 and 900:**

Existing integrated evidence presentation system and video conference system.

Power at each courtroom location.

TATE steel raised flooring in the well of the courtroom.

FSR floor boxes.

Audio rack located at Judge Bench.

Evidence cart with AV rack located in well of courtroom at Gallery seating wall.

AV rack with video switching, scaling, control, and video conference located in closet adjacent to courtroom.

## **VI. PROPOSED SUBSTITUTIONS**

- A. Where specific equipment is described, it is not the intention to discriminate against the products of other manufacturers, but rather to establish a standard of quality. All proposed substitutions shall be submitted as alternates with complete data.
- B. Government requires manufacturer's original specification tests. The Government will evaluate and approve the substitutions.

## **VII. EXECUTION**

### **HARDWARE INSTALLATION**

- A. Wire all systems in accordance with Standard Broadcast Practices and the National Electrical Code, NFPA, SMPTE, NAB, UL, EIA, FCC, NTSC, Design, and Installation (SAMS) and any other authority having jurisdiction. When a conflict occurs, follow the most stringent requirements. Provide the government with information as required or requested.
- B. Build out or terminate all circuits containing passive components to provide matching impedances. Record values of all pads.
- C. Run all microphone level lines and line level circuits (up to +30 dbm) in separate conduits dedicated to these purposes. Use electrical ducts within racks.
- D. All lines in conduits must be insulated and shielded from each other and from the conduit the entire length and must not be spliced. Ground all line shields at the amplifier end of the respective circuits only. Use "wedge on" connectors or heat-shrink tubing to insulate the other end.
- E. Ground all grounds effectively at one earth connection. Water pipes do not suffice as grounds. Use earth ground or approved equal. Use rosin core solder or standard mechanical connections and terminal strips for all joints and terminations.
- F. The installation of all work must be in accordance with commonly accepted industry standards and practice. A qualified Engineer shall exercise engineering supervision over the entire installation and inspect the installation at least twice prior to Acceptance Testing. It is the responsibility of the Contractor to cooperate with other trades to achieve well-coordinated progress and satisfactory results. The Contractor must watch for conflicts with work of other

contractors on the job and execute moderate moves or changes as are necessary to accommodate other equipment or preserve symmetry and pleasing appearance.

- G.** All cable and wire ends shall be clearly tagged with destination and function markings in accordance with the wiring diagram.
- H.** Rack shall have power on one side and low voltage on the other side and shall be harnessed for clean appearance.

## **VIII. FIELD QUALITY CONTROL AFTER REPAIRS AND/OR REPLACEMENT (ACCEPTANCE TESTING)**

### **A. System Performance, Tests, and Adjustments:**

#### **1. Report:**

**a.** Upon completion of the tests and necessary adjustment, submit two (2) copies of a written report presenting test results, including numerical values for all measurements, for review by the Government prior to demonstration and "Acceptance Testing."

**b.** With the above report, submit written certification that the installation conforms to specifications, is complete, and is ready for inspection and testing by the Government.

#### **2. Video:**

Picture shall be evaluated for brightness, convergence, sharpness, and color. System shall conform to NTSC, FCC, TASL specifications, and RS-170A. Provide waveform generator and vector scope tests. All video signals shall be 1-volt peak-to-peak.

#### **3. Monitor Hum and Noise Level:**

Test overall hum and noise to be at least 50 dB below rated power output with amplifier controls set for optimum signal-to-noise, using input from cassette, VCR, and gooseneck microphones.

#### **4. Electric Distortion:**

**a.** Load power amplifiers with resistors matching nominal impedance of output terminals used in system in place of actual loudspeaker loads.

**b.** Adjust gain controls as for hum and noise level test.

**c.** Apply 250, 500, 1,000, 2,000, and 4,000 Hz sine wave signal from oscillator having less than .01% T.H.D. to each microphone and line level input at level required to produce full amplifier output.

**d.** Distortion must measure less than 0.5%.

#### **5. Parasitic Oscillation and RF Pickup:**

**a.** Set up system for each specified mode of operation.

**b.** Use an oscilloscope with a 5MHz bandwidth and speaker monitoring.

**c.** Check to ensure the system is free of spurious oscillation and RF pickup in the absence of any input signal and with the system driven momentarily to full output at 160Hz.

**d.** Repeat this test for each mode of operation of the lighting dimmers (incandescent, neon, and fluorescent).

#### **6. Buzzes, Rattles and Distortions:**

**a.** Apply high quality music from audiocassette and adjust volume for peak output.

**b.** In both cases, listen carefully for buzzes, rattles, and objectionable distortion.

c. Correct all causes of such defects. If cause is outside system, promptly notify the Government indicating cause and suggested corrective procedures.

7. Equalization:

a. Equalize the sound systems to provide uniform seat-to-seat response, raise the threshold of feedback, suppress ring modes, and insure natural, pleasing sound in equal and adequate amplitude with maximum degree of intelligibility, and provide performance conforming to the requirements specified under "Acceptance Testing." Equalization shall be adjusted for flat response from 125 Hz to 2k Hz and -3 dB per octave above 2k Hz.

8. Level Balance:

a. Adjust all items of similar equipment for identical measured voltage gain.

b. Unless otherwise specified, use tamper-proof security covers on all controls affecting overall system level balance and signal-to-noise ratio, such as power amplifier input level control, and input-output level controls for equalizers, mixers, amplifiers, etc.

c. Some controls may require re-adjustment as the result of "Acceptance Testing".

9. Controls:

a. Meet with the Government and Government's Representatives and make system control changes as directed.

10. Final Acceptance:

a. Upon approval of the Contractor's test report and at a time set by the Government, demonstrate to the Government that the final system adjustments and tests meet the performance requirements. Provide all labor, materials, tools, and measurement equipment necessary for these tests and adjustments.

b. Contractor's Representatives performing these tests must be thoroughly familiar with all details of the system. The test team must include the Field Supervisor and the Engineer in charge during the installation work.

c. Contractor is responsible for all costs incurred to satisfy criteria requirements.

d. Acceptance Tests may include speech intelligibility surveys and subjective evaluations by observers viewing and listening at various positions under various operating conditions, using speech, music, and live or recorded effects material. Acceptance tests shall include viewing of monitor images for sharpness, contrast, brightness, and color.

e. Measurement of frequency response, distortion, noise, wave form, color vector, or other characteristics may be performed (or a demonstration test requested) by the Government on any item or group of items deemed necessary to determine conformity with criteria.

## **IX. WARRANTIES REGARDING SERVICE PLAN, EQUIPMENT REPAIRS AND REPLACEMENTS**

**A.** Installation of each system in its entirety shall be installed per manufacturer's specifications and warranted by the Contractor for a period of one (1) year from date of written acceptance to meet all performance requirements outlined herein. Warranties may not be pro-rated.

**B.** During the warranty period, no charges shall be made for any labor; new, repaired, replacement equipment; shipping and handling; or transportation necessary to maintain performance and functions.

**C.** During the warranty period, the Contractor shall respond with a remedy to a trouble call within twenty-four (24) hours after receipt of such a call and shall provide a 24-hour service phone number, and Contractor shall provide a prepared and certified technician onsite at the direction of the Court.

- D. Equivalent replacement equipment shall be temporarily provided when immediate on-site repairs cannot be made.
- E. At least two routine inspection and adjustment visits will be scheduled for the first year at the direction of the Court. Submit reports to the Government.

## **X. SPARE PARTS**

- A. Replacement fuses, lamps, and connectors shall be provided in sufficient quantities that should last one (1) year.

## **XI. GOVERNMENT COORDINATION**

1. Coordinate excluded equipment.
2. Review and Approve touch panel control page layouts.
3. Review and Approve submittals.
4. Review and approve variance Submittals.
5. Coordinate integration into millwork, conduit, and power.
6. Coordinate mount location.
7. Review and approve all substitutions.
8. Review report of test results.
9. Acceptance testing.

## **XII. GOVERNMENT PROVIDED ITEMS**

1. Conduit, AC power circuits with grounds, floor boxes, pull strings and power.
2. Computers, existing equipment, digital and analog recorders.
3. Schedule for installation, training, and acceptance.
4. Phone connection and configuration.

## **XIII. TRAINING**

- A. Technical - Technical Training of the Government personnel when necessary.

## **XIV. SOFTWARE**

- A. The Government expects that the source code for this installation will be delivered to the Government at the completion of the installation. The installer shall provide a website link and or CD-ROM/USB drive containing software setup and configuration files for all configurable equipment, including control system processors, software controlled screens, computer workstation controllers, software-configured signal switchers, mixers, DSP units, or other

signal processors. Provide all software settings/configuration files, custom source-code, compiled programs, and all custom display screens through a website link and or on CD-ROM/USB drive, organized by system/location in subdirectories. Provide all installation programs and drivers necessary to transfer the software settings or programs to each respective piece of equipment. Complete documentation for the software shall be provided through a website link and or on a CD-ROM/USB drive, which shall be furnished in a binder at project closeout along with a printout of the contents of the website link and or CD-ROM/USB drive.

## **XV. PRICING SCHEDULE**

In addition to a detailed proposal with line item list of required equipment, the contractor shall submit an Open Market firm fixed pricing based on the pricing schedule set forth below.

**This pricing will be for this base year, fiscal year 2022, as well as for future fiscal years 2023 and 2024 pursuant to Clause 2-90B, Option for Increased Quantity.**

The judiciary may require the delivery of the numbered line items, identified as an option item, in the quantity and at the price stated in the line item. The contracting officer may exercise the option by written notice to the contractor no later than September 30, 2022. Delivery of added items shall continue at the same rate that like items are called for under the contract unless the parties otherwise agree.

Pricing is inclusive of all labor, equipment, tools, materials, parts, transportation, travel, supervision, coordination, etc. required for a complete operational installation as described in the Statement of Work.

The Contractor shall submit an invoice for full payment, per courtroom, after each has been deemed accepted.

## **SECTION E: INSPECTION & ACCEPTANCE**

At the completion of the project, per courtroom, the Contractor shall contact the Contracting Officer or Representatives to schedule a walk-through of the completed space. The Contracting Officer, the Contractor and the Contracting Officer's Representatives will walk the space to identify any punch list items still outstanding or certify that the area is deemed to be in a "Ready State." If the project, (or some aspect of) is rejected, the contractor will have 10 working days to correct the deficiency. Payment will be withheld until the project has been deemed accepted.

## **SECTION F: DELIVERIES OR PERFORMANCE**

All deliverables, (equipment and supplies) named in the project specifications and those deemed necessary by the Contractor, shall be the responsibility of the Contractor to supply and protect throughout the duration of the project. The Contractor shall coordinate the delivery of all materials and supplies with the Contracting Officer's Representatives. The courthouse has a standard loading dock and a freight elevator able to accommodate all materials specified in the Statement of Work. The court assumes no responsibility for damaged product, any corrections to defective or damaged product shall be accomplished at no additional cost to the judiciary.

## **SECTION G: CONTRACT ADMINISTRATION DATA**

### **Clause 2-120, Submission of Invoice**

*Include the following clause as prescribed in [§ 220.55.70\(c\) \(Clauses for Inclusion in Solicitations and Contracts Offering Commercial Advance Payment\)](#).*

#### **Submission of Invoice (OCT 2006)**

Upon satisfactory completion of the first month of performance under this contract and approval by the contracting officer, the contractor may invoice and receive payment for a maximum of twelve months of performance.

(end)

## **SECTION I: CONTRACT CLAUSES**

Applicable Judiciary Guidelines:

### **Clause 1-1, Employment by the Government**

*Include the following clause as prescribed in [§ 150.30.40 \(Clauses\)](#).*

#### **Employment by the Government (JAN 2003)**

(a) The contractor covenants that throughout the term of this contract no contractor employee who performs services under this contract will be an officer or employee of the government of the United States.

(b) If the contractor be an individual, the contractor covenants that throughout the term of this contract the individual will not be or become an officer or employee of the government of the United States. If during the term of contract the contractor intends to become an officer or employee of the government, the contractor shall advise the contracting officer in writing of such intentions so appropriate measures may be taken.

(c) If the contractor be other than an individual, the contractor covenants that throughout the term of this contract no partner, principal, officer, stockholder, or other person having a financial interest in the contractor or the ability to control the contractor, directly or indirectly, will be or become an officer or employee of the government of the United States. The status of a stockholder as an officer or employee of the government of the United States will not constitute a violation of this subsection if the stock of the contractor is traded publicly over the counter or on a regional or national stock exchange.

(d) For purposes of subsection (c), a business or partnership interest or stock owned by a spouse, child, or parent of an officer or employee of the government of the United States shall be deemed to be owned by such officer or employee.

(e) The violation of any subsection of this section will constitute a material breach for which the judiciary may seek any and all remedies under the contract, including termination.

(end)

### **Clause 1-5, Conflict of Interest**

*Include the following clause as prescribed in [§ 150.30.40 \(Clauses\)](#) and [§ 520.75\(a\) \(Provisions and Clauses\)](#).*

#### **Conflict of Interest (AUG 2004)**

(a) The contractor specifically agrees that there is no conflict of interest arising from the services to be provided under this agreement. The contractor further agrees that no employee, principal, or affiliate is in any such conflict.

(b) Work under this contract may create a future conflict of interest that could prohibit the contractor from competing for, or being awarded, future judiciary contracts. The following examples illustrate situations in which questions concerning potential conflicts of interest may arise:

##### **(1) Unequal Access to Information**

Access to internal judiciary business information as part of the performance of a contract that could provide the contractor a competitive advantage in a later competition for another judiciary contract. Such an advantage could easily be perceived as unfair by a competing vendor who is not given similar access to the relevant information.

##### **(2) Competitive Advantage**

The contractor, under a prior or existing contract, participates in defining or preparing the requirements or documents that are involved in a subsequent procurement where the contractor may be a competitor. This includes, but is not limited to, defining the requirements, preparing an alternatives analysis, drafting the statement of work or specifications, or developing the evaluation criteria.

### (3) Impaired Objectivity

The contractor is required to assess or evaluate products or services produced or performed by the contractor or one of its business divisions, subsidiaries, or affiliates, or any entity with which it has a significant financial relationship. The contractor's ability to render impartial advice could be undermined by the contractor's financial or other business relationship with the entity being evaluated.

The contractor agrees to immediately notify the contracting officer, in writing, if an actual or potential conflict of interest arises, including any of the above and if a non-judiciary client requests or receives any professional advice, representation, or assistance regarding the judiciary.

The judiciary reserves the right to preclude a contractor from participating in a procurement, refuse to permit the contractor to undertake any conflicting agreements with non-judiciary clients, or terminate this contract without cost to the judiciary in the event the contracting officer determines a conflict of interest exists and cannot be avoided or mitigated.

(end)

### **Provision B-1, Solicitation Provisions Incorporated by Reference**

*Include the following provision as prescribed in [Appx. 1B, § B.2.1\(a\) \(Solicitation Provisions and Contract Clauses Prescribed in Appendix 1B\)](#).*

#### **Solicitation Provisions Incorporated by Reference (SEP 2010)**

This solicitation incorporates one or more solicitation provisions by reference, with the same force and effect as if they were given in full text. Upon request, the contracting officer will make their full text available. The offeror is cautioned that the listed provisions may include blocks that must be completed by the offeror and submitted with its quotation or offer. In lieu of submitting the full text of those provisions, the offeror may identify the provision by paragraph identifier and provide the appropriate information with its quotation or offer. Also, the full text of a solicitation provision may be accessed electronically at this address: <http://www.uscourts.gov/procurement.aspx>.

(end)

### **Clause B-5, Clauses Incorporated by Reference**

*Include the following clause as prescribed in [Appx. 1B, § B.2.1\(b\) \(Solicitation Provisions and Contract Clauses Prescribed in Appendix 1B\)](#).*

#### **Clauses Incorporated by Reference (SEP 2010)**

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

(end)

### **Clause 1-10, Gratuities or Gifts**

*Include the following clause as prescribed in [§ 150.50.50 \(Clause\)](#).*

#### **Gratuities or Gifts (JAN 2010)**

(a) The right of the contractor to proceed may be terminated by written notice if, after notice and hearing, the Procurement Executive or designee determines — at a level above the contracting officer — that the contractor, its agent or another representative:

(1) offered or gave a gratuity (e.g., an entertainment or gift) to an officer, official or employee of the judiciary; and

(2) intended, by the gratuity, to obtain a contract or favorable treatment under a contract.

- (b)The facts supporting this determination may be reviewed by any court having lawful jurisdiction.
- (c)If this contract is terminated under paragraph (a) of this clause, the judiciary is entitled to pursue the same remedies as in a breach of contract.
- (d)The rights and remedies of the judiciary provided in this clause shall not be exclusive and are in addition to any other rights and remedies provided by law or under this contract.

(end)

**Clause 1-15, Disclosure of Contractor Information to the Public**

*Include the following clause as prescribed in [§ 170.70 \(Clause\)](#).*

**Disclosure of Contractor Information to the Public (AUG 2004)**

- (a)The judiciary reserves the right to disclose information provided by the contractor, in response to a request by a member of the general public. Upon receipt of a written request, the judiciary will disclose information which would constitute public records in an agency covered by the Freedom of Information Act. In the event the requested information consists of or includes commercial or financial information, including unit prices, the contractor shall be notified of the request and provided with an opportunity to comment.
- (b)The contractor will thereafter be notified as to whether the information requested will be released. The contractor understands and agrees that unit and/or aggregate prices contained in the contract may be subject to disclosure without consent.

(end)

**Clause 2-5A, Inspection of Products**

*Include the following clause as prescribed in [§ 220.10.70\(a\) \(Clauses\)](#).*

**Inspection of Products (APR 2013)**

- (a)The contractor shall use and maintain a written inspection or quality control system acceptable to the judiciary for the products under this contract. The contractor shall tender to the judiciary for acceptance only products which have been inspected in accordance with the acceptable inspection system and have been found by the contractor to be in conformity with contract requirements. As part of the system, the contractor shall prepare records evidencing all inspections made under the system and the outcome. These records shall be kept complete and made available to the judiciary during contract performance and for at least three years after acceptance. The judiciary has the right to evaluate the acceptability and effectiveness of the contractor's inspection system before award and during contract performance. This evaluation may be used to determine the extent of judiciary inspection and testing, but this does not waive its right to inspect and test all items. The right of review, whether exercised or not, does not relieve the contractor of the obligations under the contract.
- (b)The judiciary has the right to inspect and test all products provided under this contract, to the extent practicable, at all times and places, including the period of manufacture, and in any event before acceptance. The judiciary will perform inspections and tests in a manner that will not unduly delay the work. The judiciary assumes no contractual obligation to perform any inspection and test for the benefit of the contractor unless specifically set forth elsewhere in this contract.
- (c)If requested by the judiciary, the contractor shall provide all reasonable facilities and assistance to the judiciary inspectors. If the judiciary performs inspections or tests on the premises of the contractor or a subcontractor, the contractor shall furnish, and shall require subcontractors to furnish, at no increase in contract price, all reasonable facilities and assistance for the safe and convenient performance of these duties. Except as otherwise provided in the contract, the judiciary shall bear the expense of judiciary inspections or tests made at other than the contractor's or subcontractor's premises; provided, that in case of rejection, the judiciary shall not be liable for any reduction in the value of inspection or test samples.

(d)The judiciary may require the contractor to correct or replace any products that fail to comply with the requirements of this contract. Products are nonconforming when they are defective in material or workmanship or are otherwise not in conformity with contract requirements. The judiciary may reject nonconforming supplies with or without disposition instructions. Upon determining that the products are nonconforming, the judiciary may, at its discretion:

(1) require replacement or correction of the defective products;

(2) acquire replacement products from another source, and charge the contractor for any costs incurred by the judiciary; or

(3) accept the nonconforming products at a reduced price.

(e)The contractor shall remove supplies rejected or required to be corrected. However, the contracting officer may require or permit correction in place, promptly after notice, by and at the expense of the contractor. Corrected or replaced products may not be tendered again unless the former tender and the requirement for correction or replacement are disclosed.

(f)If the contractor fails to proceed with reasonable promptness to remove, replace or correct rejected products, the judiciary may:

(1) by contract, or otherwise, remove, replace, or correct the products and charge the cost to the contractor; or

(2) terminate this contract for default.

(g)If the contractor does not correct or replace the products within the contract delivery schedule, the contracting officer may require an equitable price reduction as consideration for late delivery.

(h)Acceptance shall be conclusive, except for latent defects, fraud, gross mistakes amounting to fraud, or as otherwise provided in the contract.

(i)The contracting officer may require a price reduction for consideration for any judiciary costs incurred for:

(1) the total time, including round-trip travel time, lost by judiciary representatives when the contractor is not ready for inspection at the time inspection and testing is requested by the judiciary; and

(2) the total time, including round-trip travel time, required by judiciary representatives for reinspection and retesting necessitated by rejection.

(end)

## **Clause 2-10, Responsibility for Products**

*Include the following clause as prescribed is [§ 220.10.70\(c\) \(Clauses\)](#).*

### **Responsibility for Products (JAN 2010)**

(a)Title to products furnished under this contract shall pass to the judiciary upon formal acceptance, regardless of when or where the judiciary takes physical possession, unless the contract specifically provides for earlier passage of title.

(b)Unless the contract specifically provides otherwise, risk of loss of or damage to products shall remain with the contractor until, and shall pass to the judiciary upon:

(1) delivery of the products to a carrier, if transportation is F.o.b. origin; or

(2) acceptance by the judiciary or delivery of the products to the judiciary at the destination specified in the contract whichever is later, if transportation is f.o.b. destination.

(c)Paragraph (b) of this clause shall not apply to products that so fail to conform to contract requirements as to give a right of rejection. The risk of loss of or damage to such non-conforming products remains with the contractor until cure or acceptance. After cure or acceptance, paragraph (b) of this clause shall apply.

(d)Under paragraph (b) of this clause, the contractor shall not be liable for loss of or damage to

products caused by the negligence of officers, agents, or employees of the judiciary acting within the scope of their employment.

(end)

**Provision 2-15, Warranty Information**

Include the following provision as prescribed in [§ 220.20.40\(a\) \(Clauses and Provisions\)](#).

**Warranty Information (JAN 2003)**

Offerors are encouraged to submit information on any standard commercial warranties provided for offered products. The judiciary will consider these warranties in determining the most advantageous offer, to the extent provided in the evaluation factors.

(end)

**Clause 2-20A, Incorporation of Warranty**

Include the following clause as prescribed in [§ 220.20.40\(b\) \(Clauses and Provisions\)](#).

**Incorporation of Warranty (JAN 2003)**

Notwithstanding the contractor's standard commercial warranty, if offered and accepted by the judiciary, any dispute thereunder will be resolved under the Disputes clause of this contract, notwithstanding any disputes procedure that may be specified in the warranty.

(end)

**Clause 2-20B, Contractor Warranty (Products)**

Include this clause as prescribed in [§ 220.20.40\(c\) \(Clauses and Provisions\)](#).

**Contractor Warranty (Products) (JAN 2010)**

(a)The contractor warrants that all products furnished under this contract, including packaging and markings, will be free from defects in material or workmanship and will conform with the specifications and all other requirements of this contract.

(b)The contracting officer will give written notice to the contractor of any breach of warranty and either:

- (1) require the prompt correction or replacement of any defective or nonconforming products; or
- (2) retain them, reducing the contract price by an amount equitable under the circumstances.

(c)When return for correction or replacement is required, the contractor is responsible for all costs of transportation and for risk of loss in transit. If the contractor fails or refuses to correct or replace the defective or nonconforming products, the contracting officer may correct or replace them with similar products and charge the contractor for any cost to the judiciary. In addition, the contracting officer may dispose of the nonconforming products, with reimbursement from the contractor or from the proceeds for excess costs. Any products corrected or furnished in replacement are subject to this clause.

(d)The rights and remedies of the judiciary provided in this clause are in addition to, and do not limit, any rights afforded to the judiciary by any other clause of the contract.

(end)

**Clause 2-20C, Warranty of Services**

Include the following clause as prescribed in [§ 220.20.40\(d\) \(Clauses and Provisions\)](#).

**Warranty of Services (JAN 2003)**

(a)Definition. "Acceptance," as used in this clause, means the act of an authorized representative of the judiciary by which the judiciary assumes for itself, or as an agent of another, approves specific services, as partial or complete performance of the contract.

(b) Notwithstanding inspection and acceptance by the judiciary or any provision concerning the conclusiveness thereof, the contractor warrants that all services performed under this contract will, at the time of acceptance, be free from defects in workmanship and conform to the requirements of this contract. The contracting officer will give written notice of any defect or nonconformance to the contractor *[contracting officer will insert the specific period of time in which notice will be given to the contractor; e.g., "within 30 days from the date of acceptance by the judiciary"; within 1000 hours of use by the judiciary;" or other specified event whose occurrence will terminate the period of notice, or combination of any applicable events or period of time]*. This notice will state either

- (1) that the contractor shall correct or re-perform any defective or nonconforming services; or
- (2) that the judiciary does not require correction or re-performance.

(c) If the contractor is required to correct or re-perform, it shall be at no cost to the judiciary, and any services corrected or re-performed by the contractor shall be subject to this clause to the same extent as work initially performed. If the contractor fails or refuses to correct or re-perform, the contracting officer may, by contract or otherwise, correct or replace with similar services and charge to the contractor the cost occasioned to the judiciary thereby, or make an equitable adjustment in the contract price.

(d) If the judiciary does not require correction or re-performance, the contracting officer will make an equitable adjustment in the contract price.

(end)

#### **Clause 2-25A, Delivery Terms and Contractor's Responsibilities**

*Include the following clause as prescribed in [§ 220.25.70\(a\) \(Product-Related Delivery Clauses and Provisions\)](#).*

#### **Delivery Terms and Contractor's Responsibilities (JAN 2003)**

(a) The judiciary reserves the right to specify the mode of transportation and routing to be employed.

(b) Destination: If the contract specifies "F.o.b. destination," the following apply:

(1) "F.o.b. destination" means delivery to a destination specified in the purchase document by the consignor or seller (unless the contract provides otherwise). This includes within the doors of the specified building, including delivery to specific rooms within the building when specified. The cost of shipping and risk of loss are borne by the seller or consignor. Title to the products passes to the judiciary when deliverables arrive at the contract's stated destination.

(2) The contractor shall:

- (i) pack and mark shipments to comply with contract specifications or, in their absence, prepare shipments in accordance with carrier requirements;
- (ii) prepare and distribute commercial bills of lading;
- (iii) deliver the shipment in good order and condition to the point of delivery specified in the contract;
- (iv) be responsible for loss or damage occurring before receipt at the specified point of delivery;
- (v) furnish a delivery schedule and designate the mode of delivery;
- (vi) pay and bear all delivery costs to the specified point of delivery.

(c) Origin: If the contract specifies "F.o.b. origin," the following apply:

(1) "F.o.b. origin" means delivery, free of expense to the judiciary to the carrier or shipment facility as follows:

- (i) delivery on board the indicated type of conveyance of the carrier (or of the judiciary, if specified), to the specified point from which the shipment will be made and from which line haul transportation service (as distinguished from switching, local drayage, or other terminal service) begins;
- (ii) to a U.S. Postal Service facility; or
- (iii) delivered by the contractor, to any judiciary designated point located within the same commercial zone (as prescribed by the Interstate Commerce Commission) as the F.o.b. point named in the contract.

(2) The contractor shall:

- (i) pack and mark shipments to comply with contract specifications or, in their absence, prepare the shipment in accordance with carrier requirements and good commercial practices and secure the lowest applicable transportation charge.
- (ii) order specified carrier equipment when requested by the judiciary. Otherwise, order appropriate carrier equipment not in excess of capacity to accommodate the shipment.
- (iii) deliver the shipment in good order and condition to the carrier, when loaded by the contractor, load, stow, trim, block, and/or brace shipments as required by the carrier's rules and regulations.
- (iv) be responsible for loss or damage occurring before delivery to the carrier; and for loss or damage due to improper packing/marking and, when loaded by the contractor, from improper loading, stowing, trimming, blocking, and/or bracing of the shipment;
- (v) prepare a commercial bill of lading or other transportation receipt, to show:
  - (A) a description of the shipment in terms of the governing freight classification or tariff (or government rate tender) under which the lowest freight rates are applicable;
  - (B) the seals affixed to the conveyance, including the serial number on them, or other identification;
  - (C) the length and capacity of cars or trucks ordered and furnished;
  - (D) other pertinent information required to effect prompt delivery to the consignee, including name delivery address, postal address and ZIP code of consignee, routing, etc.;
  - (E) special instructions or annotations requested by the judiciary for commercial bills of lading (for example, "This shipment is the property of, and the freight charges paid to the carrier will be reimbursed by, the judiciary"); and
  - (F) the signature of carrier's agent and the date the shipment is received by the carrier.
- (vi) distribute the copies of the bill of lading, or other transportation receipt, as directed by the judiciary.
- (vii) supply with each invoice a memorandum copy of the bill of lading, clearly indicating the signature of the carrier's agent, date of pickup, and the weight accepted by the carrier. If the weight is determined by the carrier after pickup, it shall be annotated on the memorandum copy of the bill of lading along with the following:

"I certify that the weight information is that obtained from the carrier.  
Signed:"
- (3) If the judiciary has not specified otherwise, the contractor shall ship on commercial bills of lading.
- (4) If the judiciary specifies that shipment is to be made on endorsed commercial bills of lading for transportation charges up to \$100, the contractor shall be required to prepay all transportation charges, not to exceed \$100, per shipment.
- (5) The contractor shall annotate the commercial bill of lading as follows:

"Property of the United States Judiciary"
- (6) The actual transportation costs, not to exceed \$100 per shipment, will be added to the contractor's invoice as a separate item. The costs shall be based on the lowest published rate on file with the Interstate Commerce Commission or any state regulatory body. They shall be supported by freight or express receipts marked "prepaid."

(end)

### **Clause 2-45, Packaging and Marking**

*Include the following clause as prescribed in [§ 220.25.70\(h\) \(Product-Related Delivery Clauses and Provisions\)](#).*

### **Packaging and Marking (AUG 2004)**

(a) Unless otherwise specified, preservation, packaging, and marking for all items delivered hereunder shall be in accordance with commercial practice and adequate to insure acceptance by common carrier and safe arrival at destination. The contractor shall place the contract number and delivery order number, or purchase order, as applicable, on or adjacent to the exterior shipping label or include them on the internal packing slip. For any magnetic media provided, the contractor shall provide extra markings for protection against exposure to magnetic fields or temperature extremes.

(b) All documentation, reports, and other deliverables shall be clearly marked with the project title, contract number, and delivery order number (when applicable). Unless otherwise specified, all items shall be packaged and packed in accordance with normal commercial practices (e.g., if magnetic media is involved, extra marking shall be considered for protection against exposure to magnetic fields or temperature).

(end)

**Clause 2-60, Stop-Work Order**

*Include the following clause as prescribed in [§ 220.25.80\(c\) \(Service-Related Provisions and Clauses\)](#).*

**Stop-Work Order (JAN 2010)**

(a) The contracting officer may, at any time, by written order to the contractor, require the contractor to stop all, or any part, of the work called for by this contract for a period of 90 days after the order is delivered to the contractor, and for any further period to which the parties may agree. The order will be specifically identified as a stop-work order issued under this clause. Upon receipt of the order, the contractor shall immediately comply with its terms and take all reasonable steps to minimize the incurrence of costs allocable to the work covered by the order during the period of work stoppage. Within a period of 90 days after a stop-work order is delivered to the contractor, or within any extension of that period to which the parties shall have agreed, the contracting officer will either:

- (1) cancel the stop-work order; or
- (2) terminate the work covered by the order as provided in the default, or the Termination for Convenience, clause of this contract.

(b) If a stop-work order issued under this clause is canceled or the period of the order or any extension thereof expires, the contractor shall resume work. The contracting officer will make an equitable adjustment in the delivery schedule or contract price, or both, and the contract will be modified, in writing, accordingly, if:

- (1) the stop-work order results in an increase in the time required for, or in the contractor's cost properly allocable to, the performance of any part of this contract; and
- (2) the contractor asserts its right to the adjustment within 30 days after the end of the period of work stoppage; provided, that, if the contracting officer decides the facts justify the action, the contracting officer may receive and act upon the claim submitted at any time before final payment under this contract.

(c) If a stop-work order is not canceled and the work covered by the order is terminated for the convenience of the judiciary, the contracting officer will allow reasonable costs resulting from the stop-work order in arriving at the termination settlement.

(d) If a stop-work order is not canceled and the work covered by the order is terminated for default, the contracting officer will allow, by equitable adjustment or otherwise, reasonable costs resulting from the stop-work order.

(end)

**Clause 2-90B, Option for Increased Quantity – Separately Priced Line Item**

*Include the following clause as prescribed in [§ 220.40.60\(b\)\(2\) \(Option Clauses\)](#).*

**Option for Increased Quantity – Separately Priced Line Item (APR 2013)**

The judiciary may require the delivery of the numbered line item, identified as an option item, in the quantity and at the price stated in the line item. The contracting officer may exercise the option by written notice to the contractor within *[insert in the clause the period of time in which the contracting officer has to exercise the option]*. Delivery of added items shall continue at the same rate that like items are called for under the contract, unless the parties otherwise agree.

(end)

### **Clause 2-95, Material Requirements**

*Include the following clause as prescribed in [§ 220.25.70\(i\) \(Product-Related Delivery Clauses and Provisions\)](#).*

#### **Material Requirements (JAN 2003)**

(a) As used in this clause:

(1) "new" means composed of previously unused components, whether manufactured from virgin material, recovered material in the form of raw material, or materials and by-products generated from, and reused within, an original manufacturing process; *provided* that the products meet contract requirements, including but not limited to, performance, reliability, and life expectancy.

(2) "reconditioned" means restored to the original normal operating condition by readjustments and material replacement.

(3) "recovered material" means waste materials and by-products recovered or diverted from solid waste, but the term does not include those materials and by-products generated from, and commonly reused within, an original manufacturing process.

(4) "re-manufactured" means factory rebuilt to original specifications.

(5) "virgin material" means:

(i) previously unused raw material, including previously unused copper, aluminum, lead, zinc, iron, other metal or metal ore; or

(ii) any undeveloped resource that is, or with new technology will become, a source of raw materials.

(b) Unless this contract otherwise requires virgin material or products composed of or manufactured from virgin material, the contractor shall provide products that are new, reconditioned, or re-manufactured, as defined in this clause.

(c) An offer to provide unused former government surplus property shall include a complete description of the material, the quantity, the name of the government agency from which acquired, and the date of procurement.

(d) An offer to provide used, reconditioned, or re-manufactured products shall include a detailed description of such products and shall be submitted to the contracting officer for written approval.

(e) Used, reconditioned, or re-manufactured products, or unused former government surplus property, may be used in performance if the contractor has proposed the use of such products, and the contracting officer has authorized their use.

(end)

### **Provision 2-100, Brand Name or Equal**

*Include the following provision as prescribed in [§ 230.40.30 \(Provision\)](#).*

#### **Brand Name or Equal (APR 2013)**

(a) One or more items called for by this solicitation have been identified by a brand-name-or-equal product description. Offers offering equal products will be considered for award if these products are clearly identified and are determined by the judiciary to contain all of the essential characteristics of the brand-name products referenced in the solicitation.

(b) Unless the offeror clearly indicates in the offer that the offer is for an equal product, the offer will be considered as offering a brand-name product referenced in the solicitation.

(c) If the offeror proposes to furnish an equal product, the brand name and model or catalog number, if any, of the product to be furnished shall be inserted in the space provided in the solicitation. The evaluation of offers and the determination as to equality of the product offered will be based on information furnished by the offeror or identified in the offer, as well as other information reasonably available to the purchasing activity. The purchasing activity is not responsible for locating or obtaining any information not identified in the offer and reasonably available to the purchasing activity.

Accordingly, to ensure that sufficient information is available, the offeror shall furnish as a part of the offer:

- (1) all descriptive material (such as cuts, illustrations, drawings, or other information) necessary for the purchasing activity to establish exactly what the offeror proposes to furnish and to determine whether the product offered meets the requirements of the solicitation; or
- (2) specific references to information previously furnished or to information otherwise available to the purchasing activity to permit a determination as to equality of the product offered.
- (3) If the offeror proposes to modify a product so as to make it conform to the requirements of the solicitation, the offeror shall:
  - (i) Include in the offer a clear description of the proposed modifications; and
  - (ii) Clearly mark any descriptive material to show the proposed modifications.

(end)

### **Provision 3-5, Taxpayer Identification and Other Offeror Information**

*Include the following provision as prescribed in [§ 325.30.20\(b\) \(Written Solicitations\)](#) and [§ 330.10.30\(a\) \(Provisions and Clauses\)](#).*

#### **Taxpayer Identification and Other Offeror Information (APR 2011)**

(a) Definitions.

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

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

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

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

TIN has been applied for.

TIN is not required, because:

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

Offeror is an agency or instrumentality of a foreign government;

Offeror is an agency or instrumentality of the federal government.

(e) Type of Organization:

sole proprietorship;

partnership;

corporate entity (not tax-exempt);

corporate entity (tax-exempt);

government entity (federal, state or local);

foreign government;

international organization per [26 CFR 1.6049-4](#);

other

(f) Contractor representations.

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

- Women Owned Business
- Minority Owned Business (if selected then one sub-type is required)
- Black American Owned
- Hispanic American Owned
- Native American Owned (American Indians, Eskimos, Aleuts, or Native Hawaiians)
- Asian-Pacific American Owned (persons with origins from Burma, Thailand, Malaysia, Indonesia, Singapore, Brunei, Japan, China, Taiwan, Laos, Cambodia (Kampuchea), Vietnam, Korea, The Philippines, U.S. Trust Territory of the Pacific Islands (Republic of Palau), Republic of the Marshall Islands, Federated States of Micronesia, the Commonwealth of the Northern Mariana Islands, Guam, Samoa, Macao, Hong Kong, Fiji, Tonga, Kiribati, Tuvalu, or Nauru)
- Subcontinent Asian (Asian-Indian) American Owned (persons with origins from India, Pakistan, Bangladesh, Sri Lanka, Bhutan, the Maldives Islands, or Nepal)
- Individual/concern, other than one of the preceding.

(end)

### **Provision 3-15, Place of Performance**

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

#### **Place of Performance (JAN 2003)**

If the judiciary intends or the offeror proposes, in the performance of any contract resulting from this solicitation, to use one or more facilities located at addresses different from the offeror's address as indicated in this offer, the offeror shall include in its offer a statement referencing this provision and identifying those facilities by street address, city, country, state, and ZIP code, and the name and address of the operators of those facilities if other than the offeror.

(end)

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

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

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

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

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

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

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

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

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

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

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

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

(2) Examples.

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

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

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

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

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

(2)"Principal," for the purposes of this certification, means an officer; director; owner; partner or a person having primary management or supervisory responsibilities within a business entity (e.g., general manager; plant manager; head of a division, or business segment, and similar positions). This certification concerns a matter within the jurisdiction of an agency of the United States and the making of a false, fictitious, or fraudulent certification may render the maker subject to prosecution under [18 U.S.C. § 1001](#).

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

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

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

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

(end)

**Clause 3-25, Protecting the Judiciary's Interest When Subcontracting with Contractors Debarred, Suspended, or Proposed for Debarment**

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

**Protecting the Judiciary's Interest When Subcontracting with Contractors Debarred, Suspended, or Proposed for Debarment (MAR 2019)**

(a) The government (including the judiciary) suspends or debar contractors to protect the government's interests. The contractor shall not enter into any subcontract in excess of \$35,000 with a contractor that is debarred, suspended, or proposed for debarment unless there is a compelling reason to do so.

(b) The contractor shall require each proposed first-tier subcontractor, whose subcontract will exceed \$35,000, to disclose to the contractor, in writing, whether as of the time of award of the subcontract, the subcontractor, or its principals, is or is not debarred, suspended, or proposed for debarment by the federal government.

(c) A corporate officer or a designee of the contractor shall notify the contracting officer, in writing, before entering into a subcontract with a party that is debarred, suspended, or proposed for debarment. The notice shall include the following:

- (1) the name of the subcontractor;
- (2) the contractor's knowledge of the reasons for the subcontractor being on the List of Parties Excluded from Federal Procurement and Nonprocurement Programs;
- (3) the compelling reason(s) for doing business with the subcontractor notwithstanding its inclusion on the List of Parties Excluded From Federal Procurement and Nonprocurement Programs; and
- (4) the systems and procedures the contractor has established to ensure that it is fully protecting the judiciary's interests when dealing with such subcontractor in view of the specific basis for the party's debarment, suspension, or proposed debarment.

(d) *Subcontracts*. Unless this is a contract for commercial items, the contractor shall include the requirements of this clause, including this paragraph (d) (appropriately modified for the identification of the parties), in each subcontract that exceeds \$35,000 in value, and is not a subcontract for commercially available off-the-shelf items.

(end)

**Provision 3-30, Certificate of Independent Price Determination**

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

**Certificate of Independent Price Determination (JAN 2003)**

(a) The offeror certifies that:

(1) the prices in this offer have been arrived at independently, without, for the purpose of restricting competition, any consultation, communication, or agreement, with any other offeror or with any competitor relating to:

- (A) those prices;
- (B) the intention to submit an offer; or
- (C) the methods or factors used to calculate the prices offered.

(2) The prices in this offer have not been and will not be knowingly disclosed by the offeror, directly or indirectly, to any other offeror or contract award unless otherwise required by law; and

(3) no attempt has been made or will be made by the offeror to induce any other concern to submit or not to submit an offer for the purpose of restricting competition.

(b) Each signature on the offer is considered to be a certification by the signatory that the signatory –  
(1) is the person in the offeror's organization responsible for determining the prices in this offer, and that the signatory has not participated, and will not participate, in any action contrary to paragraphs (a)(1) through (a)(3) of this provision; or

(2)(i)has been authorized, in writing, to act as agent for the following principals in certifying that those principals have not participated, and will not participate, in any action contrary to paragraphs (a)(1) through (a)(3) of this provision \_\_\_\_\_ (insert full name of person(s) in the offeror's organization responsible for determining the prices in this offer, and the title of his or her position in the offeror's organization);

(ii)as an authorized agent, does certify that the principals named in subdivision (b)(2)(i) of this provision; have not participated, and will not participate, in any action contrary to paragraphs (a)(1) through (a)(3) of this provision; and

(iii)as an agent, has not personally participated, and will not participate, in any action contrary to paragraphs (a)(1) through (a)(3) of this provision.

(c)If the offeror deletes or modifies paragraph (a)(2) of this provision, the offeror shall furnish with its offer a signed statement setting forth in detail the circumstances of the disclosure.

(end)

### **Clause 3-35, Covenant Against Contingent Fees**

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

#### **Covenant Against Contingent Fees (JAN 2003)**

(a)The contractor warrants that no person or agency has been employed or retained to solicit or obtain this contract upon an agreement or understanding for a contingent fee, except a bona fide employee or agency. For breach or violation of this warranty, the judiciary will have the right to annul or terminate this contract without liability or, in its discretion, to deduct from the contract price or consideration, or otherwise recover, the full amount of the contingent fee.

(b)Definitions

"Bona fide agency," as used in this clause, means an established commercial or selling agency, maintained by a contractor for the purpose of securing business, that neither exerts nor proposes to exert improper influence to solicit or obtain judiciary contracts nor holds itself out as being able to obtain any judiciary contract or contracts through improper influence.

"Bona fide employee," as used in this clause, means a person, employed by a contractor and subject to the contractor's supervision and control as to time, place, and manner of performance, who neither exerts nor proposes to exert improper influence to solicit or obtain judiciary contracts nor holds out as being able to obtain any judiciary contract or contracts through improper influence.

"Contingent fee," as used in this clause, means any commission, percentage, brokerage, or other fee that is contingent upon the success that a person or concern has in securing a judiciary contract.

"Improper influence," as used in this clause, means any influence that induces or tends to induce a judiciary employee or officer to give consideration or to act regarding a judiciary contract on any basis other than the merits of the matter.

(end)

### **Clause 3-40, Restrictions on Subcontractor Sales to the Judiciary**

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

#### **Restrictions on Subcontractor Sales to the Judiciary (JUN 2014)**

(a)Except as provided in (b) of this clause, the contractor shall not enter into any agreement with an actual or prospective subcontractor, nor otherwise act in any manner, which has or may have the effect of restricting sales by such subcontractors directly to the judiciary of any item or process (including computer software) made or furnished by the subcontractor under this contract or under any follow-on production contract.

(b)The prohibition in (a) of this clause does not preclude the contractor from asserting rights that are otherwise authorized by law or regulation.

(c)The contractor agrees to incorporate the substance of this clause, including this paragraph (c), in all subcontracts under this contract which exceed the judiciary's small purchase threshold.

(end)

### **Clause 3-45, Anti-Kickback Procedures**

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

#### **Anti-Kickback Procedures (JUN 2012)**

##### **(a)Definitions**

"Kickback," as used in this clause, means any money, fee, commission, credit, gift, gratuity, thing of value, or compensation of any kind which is provided, directly or indirectly, to any prime contractor, prime contractor employee, subcontractor, or subcontractor employee for the purpose of improperly obtaining or rewarding favorable treatment in connection with a prime contract or in connection with a subcontract relating to a prime contract.

"Person," as used in this clause, means a corporation, partnership, business association of any kind, trust, joint-stock company, or individual.

"Prime contract," as used in this clause, means a contract or contractual action entered into by the United States for the purpose of obtaining products, materials, equipment, or services of any kind.

"Prime contractor" as used in this clause, means a person who has entered into a prime contract with the United States.

"Prime contractor employee," as used in this clause, means any officer, partner, employee, or agent of a prime contractor.

"Subcontract," as used in this clause, means a contract or contractual action entered into by a prime contractor or subcontractor for the purpose of obtaining products, materials, equipment, or services of any kind under a prime contract.

"Subcontractor," as used in this clause, (1) means any person, other than the prime contractor, who offers to furnish or furnishes any products, materials, equipment, or services of any kind under a prime contract or a subcontract entered into in connection with such prime contract, and (2) includes any person who offers to furnish or furnishes general products to the prime contractor or a higher tier subcontractor.

"Subcontractor employee," as used in this clause, means any officer, partner, employee, or agent of a subcontractor.

(b)The Anti-Kickback Act of 1986 ([41 U.S.C. §§ 8701-8707](#)) (the Act), prohibits any person from:

(1) providing or attempting to provide or offering to provide any kickback;

(2) soliciting, accepting, or attempting to accept any kickback; or

(3) including, directly or indirectly, the amount of any kickback in the contract price charged by a prime contractor to the United States or in the contract price charged by a subcontractor to a prime contractor or higher tier subcontractor.

(c)(1) The contractor shall have in place and follow reasonable procedures designed to prevent and detect possible violations described in paragraph (b) of this clause in its own operations and direct business relationships.

(2) When the contractor has reasonable grounds to believe that a violation described in paragraph (b) of this clause may have occurred, the contractor shall promptly report in writing the possible violation. Such reports shall be made to the inspector general of the contracting office, the head of the contracting office if it does not have an inspector general, or the Department of Justice.

(3) The contractor shall cooperate fully with any federal agency investigating a possible violation described in paragraph (b) of this clause.

(4) The contracting officer may (i) offset the amount of the kickback against any monies owed by the United States under the prime contract and/or (ii) direct that the prime contractor withhold from sums owed a subcontractor under the prime contract the amount of the kickback. The contracting officer may order that monies withheld under subdivision (c)(4)(ii) of this clause be paid over to the

government unless the government has already offset those monies under subdivision (c)(4)(i) of this clause. In either case, the prime contractor shall notify the contracting officer when the monies are withheld.

(5) The contractor agrees to incorporate the substance of this clause, including paragraph (c)(5) but excepting paragraph (c)(1), in all subcontracts under this contract which exceed the judiciary's small purchase threshold.

(end)

**Clause 3-50, Cancellation, Rescission, and Recovery of Funds for Illegal or Improper Activity**  
*Include the following clause as prescribed in [§ 330.10.30\(i\) \(Provisions and Clauses\)](#).*

**Cancellation, Rescission, and Recovery of Funds for Illegal or Improper Activity (JUN 2012)**

(a) If the judiciary receives information that a contractor or a person has engaged in conduct constituting a violation of subsection (a), (b), (c), or (d) of section 27 of the Office of Federal Procurement Policy Act ([41 U.S.C. §§ 2101-2107](#)) (the Act), as amended by section 4304 of the National Defense Authorization Act for Fiscal Year 1996 (Pub. L. 104-106), the judiciary may:

(1) cancel the solicitation, if the contract has not yet been awarded or issued; or

(2) rescind the contract with respect to which:

(i) the contractor or someone acting for the contractor has been convicted for an offense where the conduct constitutes a violation of subsection 27(a) or (b) of the Act for the purpose of either:

(A) exchanging the information covered by such subsections for anything of value; or

(B) obtaining or giving anyone a competitive advantage in the award of a judiciary contract; or

(ii) The head of the contracting activity has determined, based upon a preponderance of the evidence, that the contractor or someone acting for the contractor has engaged in conduct constituting an offense punishable under subsection 27(e)(1) of the Act.

(b) If the judiciary rescinds the contract under paragraph (a) of this clause, the judiciary is entitled to recover, in addition to any penalty prescribed by law, the amount expended under the contract.

(c) The rights and remedies of the judiciary specified herein are not exclusive and are in addition to any other rights and remedies provided by law, regulation, or under this contract.

(end)

**Clause 3-55, Price or Fee Adjustment for Illegal or Improper Activity**

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

**Price or Fee Adjustment for Illegal or Improper Activity (JUN 2012)**

(a) The judiciary, at its election, may reduce the price of a fixed-price type contract and the total cost and fee under a cost-type contract by the amount of profit or fee determined as set forth in paragraph

(b) of this clause if the head of the contracting activity or designee determines that there was a violation of subsection 27(a), (b), or (c) of the Office of Federal Procurement Policy Act, as amended

([41 U.S.C. §§ 2101-2107](#)).

(b) The price or fee reduction referred to in paragraph (a) of this clause will be:

(1) for cost-plus-fixed-fee contracts, the amount of the fee specified in the contract at the time of award;

(2) for cost-plus-incentive-fee contracts, the target fee specified in the contract at the time of award, notwithstanding any minimum fee or "fee floor" specified in the contract;

(3) for cost-plus-award-fee contracts:

(i) the base fee established in the contract at the time of contract award;

(ii) if no base fee is specified in the contract, 30 percent of the amount of each award fee otherwise payable to the contractor for each award fee evaluation period or at each award fee determination point.

(4) for fixed-price-incentive contracts, the judiciary may:

- (i) reduce the contract target price and contract target profit both by an amount equal to the initial target profit specified in the contract at the time of contract award; or
- (ii) if an immediate adjustment to the contract target price and contract target profit would have a significant adverse impact on the incentive price revision relationship under the contract, or adversely affect the contract financing provisions, the contracting officer may defer such adjustment until establishment of the total final price of the contract. The total final price established in accordance with the incentive price revision provisions of the contract will be reduced by an amount equal to the initial target profit specified in the contract at the time of contract award and such reduced price will be the total final contract price.
- (5) for firm-fixed-price contracts, by 10 percent of the initial contract price or a profit amount determined by the contracting officer from records or documents in existence prior to the date of the contract award.
- (c) The judiciary may, at its election, reduce a prime contractor's price or fee in accordance with the procedures of paragraph (b) of this clause for violations of the Act by its subcontractors by an amount not to exceed the amount of profit or fee reflected in the subcontract at the time the subcontract was first definitively priced.
- (d) In addition to the remedies in paragraphs (a) and (c) of this clause, the judiciary may terminate this contract for default. The rights and remedies of the judiciary specified herein are not exclusive and are in addition to any other rights and remedies provided by law or under this contract.

(end)

### **Provision 3-70, Determination of Responsibility**

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

#### **Determination of Responsibility (JAN 2003)**

A determination of responsibility will be made on the apparent successful offeror prior to contract award. If the prospective contractor is found non-responsible, that offeror will be rejected and will receive no further consideration for award. In the event a contractor is rejected based on a determination of non-responsibility, a determination will be made on the next apparent successful offeror.

(end)

### **Provision 3-85, Explanation to Prospective Offerors**

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

#### **Explanation to Prospective Offerors (AUG 2004)**

Any prospective offeror desiring an explanation or interpretation of the solicitation, drawings, specifications, etc. shall submit such questions in writing only to the contracting officer soon enough to allow a reply to reach all prospective offerors before the submission of their offers. Oral explanations or instructions given before the award of the contract will not be binding. Any information given by the contracting officer to a prospective offeror concerning a solicitation will be furnished promptly to all other prospective offerors as an amendment to the solicitation, if that information is deemed by the contracting officer to be necessary in submitting offers or if, in the judgment of the contracting officer, the lack of it would be prejudicial to any other prospective offerors. The offeror is instructed specifically to contact only the contracting officer in connection with any aspect of this procurement prior to contract award. Contact with any other judiciary official except the contracting officer, or without the contracting officer's express consent, concerning this solicitation may result in disqualification of the offeror from consideration for award.

(end)

### **Provision 3-95, Preparation of Offers**

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

#### **Preparation of Offers (APR 2013)**

- (a) Offerors are expected to examine the drawings, specifications, clauses, line items, attachments, and all provisions and instructions. Failure to do so will be at the offeror's risk.
- (b) Each offeror shall furnish the information required by the solicitation. The offeror shall sign the offer and print or type its name on the offer and each continuation sheet on which it makes an entry. Erasures or other changes shall be initialed by the person signing the offer. Offers signed by an agent shall be accompanied by evidence of that agent's authority, unless that evidence has been previously furnished to the purchasing office.
- (c) For each item in the offer, the offeror shall:
- (1) show the unit price/cost, including, unless otherwise specified, packaging, packing, and preservation; and
  - (2) enter the extended price/cost for the quantity of each item offered in the "amount" column of the line item schedule.
- In case of discrepancy between a unit price/cost and an extended price/cost, the unit price/cost will be presumed to be correct, subject, however, to correction to the same extent and in the same manner as any other mistake.
- (d) Offers for products or services other than those specified will not be considered unless authorized by the solicitation.
- (e) Offerors shall state a definite time for delivery of products or for performance of services, unless otherwise specified in the solicitation.
- (f) Time, if stated as a number of days, will include Saturdays, Sundays, and federal holidays.

(end)

### **Provision 3-100, Instructions to Offerors**

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

#### **Instructions to Offerors (APR 2013)**

(a) Definitions. As used in this provision:

"Discussions" are negotiations that occur after establishment of the competitive range that may, at the contracting officer's discretion, result in the offeror being allowed to revise its offer.

"In writing," "writing," or "written" means any worded or numbered expression that can be read, reproduced, and later communicated, and includes electronically transmitted and stored information.

"Offer modification" is a change made to an offer before the solicitation's closing date and time, or made in response to an amendment, or made to correct a mistake at any time before award.

"Offer revision" is a change to an offer made after the solicitation closing date, at the request of or as allowed by a contracting officer as the result of negotiations.

"Time," if stated as a number of days, is calculated using calendar days, unless otherwise specified, and will include Saturdays, Sundays, and legal holidays. However, if the last day falls on a Saturday, Sunday, or legal holiday, then the period will include the next working day.

(b) Amendments to Solicitations

If this solicitation is amended, all terms and conditions that are not amended remain unchanged. Offerors shall acknowledge receipt of any amendment to this solicitation by the date and time specified in the amendment(s). An offeror's failure to acknowledge amendments affecting price, quantity, quality or delivery may result in the offeror's proposal being determined unacceptable where award is made without discussions.

(c) Submission, Modification, Revision, and Withdrawal of Offers

(1) Unless some other method (e.g., facsimile) is permitted in the solicitation, offers and modifications to offers shall be submitted in paper media in sealed envelopes or packages (i) addressed to the

office specified in the solicitation, and (ii) showing the time and date specified for receipt, the solicitation number, and the name and address of the offeror. Offerors using commercial carriers shall ensure that the offer is marked on the outermost wrapper with the information in paragraphs (c)(1)(i) and (c)(1)(ii) of this provision.

(2) The first page of the offer shall show:

(i) the solicitation number;

(ii) the name, address, and telephone and facsimile numbers of the offeror (and email address if available);

(iii) a statement specifying the extent of agreement with all terms, conditions, and provisions included in the solicitation and agreement to furnish any or all items upon which prices are offered at the price set opposite each item;

(iv) names, titles, and telephone and facsimile numbers (and email addresses if available) of persons authorized to negotiate on the offeror's behalf with the judiciary in connection with this solicitation; and

(v) name, title, and signature of person authorized to sign the offer. Offers signed by an agent shall be accompanied by evidence of that agent's authority, unless that evidence has been previously furnished to the issuing office.

(3) Submission, Modification, Revision, and Withdrawal of Offers

(i) Offerors are responsible for submitting offers, and any modifications or revisions, so as to reach the judiciary office designated in the solicitation by the time specified in the solicitation. If no time is specified in the solicitation, the time for receipt is 4:30 p.m., local time, for the designated judiciary office on the date that offer or revision is due.

(ii) Any offer, modification, or revision received at the judiciary office designated in the solicitation after the exact time specified for receipt of offers is "late" and will not be considered unless it is received before award is made, the contracting officer determines it is in the judiciary's best interest, the contracting officer determines that accepting the late offer would not unduly delay the procurement, and:

(A) there is acceptable evidence to establish that it was received at the judiciary office designated for receipt of offers prior to the time set for receipt; or

(B) it is the only offer received.

However, a late modification of an otherwise successful offer that makes its terms more favorable to the judiciary, will be considered at any time it is received and may be accepted.

(iii) Acceptable evidence to establish the time of receipt at the judiciary office includes the time/date stamp of that office on the offer wrapper, other documentary evidence of receipt maintained by the office, or oral testimony or statements of judiciary personnel.

(iv) If an emergency or unanticipated event interrupts normal judiciary processes so that offers cannot be received at the office designated for receipt of offers by the exact time specified in the solicitation, and urgent judiciary requirements preclude amendment of the solicitation, the time specified for receipt of offers will be deemed to be extended to the same time of day specified in the solicitation on the first workday on which normal judiciary processes resume.

(v) Offers may be withdrawn by written notice received at any time before award. Oral offers in response to oral solicitations may be withdrawn orally. If the solicitation authorizes facsimile offers, offers may be withdrawn via facsimile received at any time before award, subject to the conditions specified in the Provision 3-115, "Facsimile Offers." Offers may be withdrawn in person by an offeror or an authorized representative, if the identity of the person requesting withdrawal is established and the person signs a receipt for the offer before award.

(4) Unless otherwise specified in the solicitation, offers on less than all items solicited will not be considered.

(5) Offerors shall submit offers in response to this solicitation in English and in U.S. dollars.

(6) Offerors may submit modifications to their offers at any time before the solicitation closing date and time, and may submit modifications in response to an amendment, or to correct a mistake at any time before award.

(7) Offerors may submit revised offers only if requested or allowed by the contracting officer.

(8) Offers may be withdrawn at any time before award. Withdrawals are effective upon receipt of notice by the contracting officer.

(d) Offer Expiration Date

Offers in response to this solicitation will be valid for the number of days specified on the solicitation cover sheet (unless a different period is proposed by the offeror).

(e) Restriction on Disclosure and Use of Data

Offerors that include in their offers data that they do not want disclosed to the public for any purpose, or used by the judiciary except for evaluation purposes, shall:

(1) mark the title page with the following legend:

This offer includes data that shall not be disclosed outside the judiciary and shall not be duplicated, used, or disclosed — in whole or in part — for any purpose other than to evaluate this offer. If, however, a contract is awarded to this offeror as a result of — or in connection with — the submission of this data, the judiciary shall have the right to duplicate, use, or disclose the data to the extent provided in the resulting contract. This restriction does not limit the judiciary's right to use information contained in this data if it is obtained from another source without restriction. The data subject to this restriction are contained in sheets [*insert numbers or other identification of sheets*]; and

(2) mark each sheet of data it wishes to restrict with the following legend:

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

(f) Contract Award

(1) The judiciary intends to award a contract or contracts resulting from this solicitation to the responsible offeror(s) whose offer(s) represents the best value after evaluation in accordance with the factors and subfactors in the solicitation.

(2) The judiciary may reject any or all offers if such action is in the judiciary's interest.

(3) The judiciary may waive informalities and minor irregularities in offers received.

(4) The judiciary intends to evaluate offers and award a contract without discussions with offerors (except clarifications). Therefore, the offeror's initial offer shall contain the offeror's best terms from a cost or price and technical standpoint. The judiciary reserves the right to conduct discussions if the contracting officer later determines them to be necessary. If the contracting officer determines that the number of offers that would otherwise be in the competitive range exceeds the number at which an efficient competition can be conducted, the contracting officer may limit the number of offers in the competitive range to the greatest number that will permit an efficient competition among the most highly rated offers.

(5) The judiciary reserves the right to make an award on any item for a quantity less than the quantity offered, at the unit cost or prices offered, unless the offeror specifies otherwise in the offer.

(6) The judiciary reserves the right to make multiple awards if, after considering the additional administrative costs, it is in the judiciary's best interest to do so.

(7) Exchanges with offerors after receipt of an offer do not constitute a rejection or counteroffer by the judiciary.

(8) The judiciary may determine that an offer is unacceptable if the prices proposed are materially unbalanced between line items or sub-line items. Unbalanced pricing exists when, despite an acceptable total evaluated price, the price of one or more contract line items is significantly overstated or understated as indicated by the application of cost or price analysis techniques. An offer may be rejected if the contracting officer determines that the lack of balance poses an unacceptable risk to the judiciary.

(9) If a cost realism analysis is performed, cost realism may be considered by the source selection authority in evaluating performance or schedule risk.

(10) A written award or acceptance of offer mailed or otherwise furnished to the successful offeror within the time specified in the offer shall result in a binding contract without further action by either party.

(11) The judiciary may disclose the following information in post award debriefings to other offerors:

(i) the overall evaluated cost or price, and technical rating of the successful offeror;

(ii) the overall ranking of all offerors, when any ranking was developed by the judiciary during source selection;

(iii) a summary of the rationale for award; and

(iv) for procurements of commercial items, the make and model of the item to be delivered by the successful offeror.

**Alternate I (JAN 2003):** As prescribed in [§ 330.10.30\(o\)\(1\) \(Provisions and Clauses\)](#), substitute the following paragraph for paragraph (f)(4) of the basic provision if the judiciary intends to make award after discussions with offerors within the competitive range.

(f)(4) The judiciary intends to evaluate offers and award a contract after conducting discussions with offerors whose offers have been determined to be within the competitive range. If the contracting officer determines that the number of offers that would otherwise be in the competitive range exceeds the number at which an efficient competition can be conducted, the contracting officer may limit the number of offers in the competitive range to the greatest number that will permit an efficient competition among the most highly rated offers. Therefore, the offeror's initial offer shall contain the offeror's best terms from a price and technical standpoint.

**Alternate II (JAN 2003):** As prescribed in [§ 330.10.30\(o\)\(2\) \(Provisions and Clauses\)](#), add paragraph (c)(9) to the basic clause, if the judiciary would be willing to accept alternate offers.

(c)(9) Offerors may submit offers that depart from stated requirements. Such offers shall clearly identify why the acceptance of the offer would be advantageous to the judiciary. Any deviations from the terms and conditions of the solicitation, as well as the comparative advantage to the judiciary, shall be clearly identified and explicitly defined. The judiciary reserves the right to amend the solicitation to allow all offerors an opportunity to submit revised offers based on the revised requirements.

**Alternate III (SEP 2010):** As prescribed in [§ 330.10.30\(o\)\(3\) \(Provisions and Clauses\)](#), replace paragraph (c)(4) of the basic clause with the following, if the judiciary will consider offers that do not include all items solicited.

(c)(4) Unless otherwise specified in the solicitation, the offeror may propose to provide any item or combination of items.

(end)

### **Clause 3-105, Audit and Records**

Include the following clause as prescribed in [§ 330.10.30\(p\) \(Provisions and Clauses\)](#).

#### **Audit and Records (APR 2011)**

(a) As used in this clause, "records" includes books, documents, accounting procedures and practices, and other data, regardless of type and regardless of whether such items are in written form, in the form of computer data, or in any other form.

(b) Examination of Costs

If this is a cost-reimbursement, incentive, time-and-materials, labor-hour, or price re-determinable contract, or any combination of these, the contractor shall maintain and the contracting officer, or an

authorized representative of the contracting officer, will have the right to examine and audit all records and other evidence sufficient to reflect properly all costs claimed to have been incurred or anticipated to be incurred directly or indirectly in performance of this contract. This right of examination will include inspection at all reasonable times of the contractor's plants, or parts of them, engaged in performing the contract.

(c)Detailed Cost Information

If the contractor has been required to submit detailed cost information in connection with any pricing action relating to this contract, the contracting officer, or an authorized representative of the contracting officer, will have the right to examine and audit all of the contractor's records, including computations and projections, related to:

- (1) the offer for the contract, subcontract, or modification;
- (2) the discussions conducted on the offer(s), including those related to negotiating;
- (3) pricing of the contract, subcontract, or modification; or
- (4) performance of the contract, subcontract or modification.

(d)Comptroller General

(1) The Comptroller General of the United States, or an authorized representative, will have access to and the right to examine any of the contractor's directly pertinent records involving transactions related to this contract or a subcontract hereunder.

(2) This paragraph may not be construed to require the contractor or subcontractor to create or maintain any record that the contractor or subcontractor does not maintain in the ordinary course of business or pursuant to a provision of law.

(e)Reports

If the contractor is required to furnish cost, funding, or performance reports, the contracting officer or an authorized representative of the contracting officer will have the right to examine and audit the supporting records and materials, for the purpose of evaluating:

- (1) the effectiveness of the contractor's policies and procedures to produce data compatible with the objectives of these reports; and
- (2) the data reported.

(f)Availability

The contractor shall make available at its office at all reasonable times the records, materials, and other evidence described in paragraphs (a), (b), (c), (d), and (e) of this clause, for examination, audit, or reproduction, until 3 years after final payment under this contract, or for any shorter or longer period required by statute or by other clauses of this contract. In addition:

- (1) if this contract is completely or partially terminated, the contractor shall make available the records relating to the work terminated until 3 years after any resulting final termination settlement; and
- (2) the contractor shall make available records relating to appeals under the Disputes clause or to litigation or the settlement of claims arising under or relating to this contract until such appeals, litigation, or claims are finally resolved.

(g)The contractor shall insert a clause containing all the terms of this clause, including this paragraph (g), in all subcontracts under this contract that exceed the judiciary's small purchase threshold, and:

- (1) that are cost-reimbursement, incentive, time-and-materials, labor-hour, or price re-determinable type or any combination of these;
- (2) for which detailed cost information is required; or
- (3) that require the subcontractor to furnish reports as discussed in paragraph (e) of this clause.

The clause may be altered only as necessary to identify properly the contracting parties and the contracting officer under the judiciary prime contract.

(end)

**Clause 3-120, Order of Precedence**

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

**Order of Precedence (JAN 2003)**

Any inconsistency in this solicitation or contract shall be resolved by giving precedence in the following order:

- (1) the schedule (excluding the specifications);
- (2) representations and other instructions;
- (3) the solicitation/contract provisions and clauses;
- (4) other documents, exhibits, and attachments;
- (5) the specifications.

(end)

**Provision 3-130, Authorized Negotiators**

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

**Authorized Negotiators (JAN 2003)**

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

Name: \_\_\_\_\_  
 Titles: \_\_\_\_\_  
 Telephone: \_\_\_\_\_  
 Fax: \_\_\_\_\_  
 E-mail: \_\_\_\_\_

(end)

**Clause 3-205, Protest after Award**

Include the following clause as prescribed in [§ 330.10.30\(aa\) \(Provisions and Clauses\)](#).

**Protest after Award (JAN 2003)**

(a) Upon receipt of a notice of protest or a determination that a protest is likely, the contracting officer may, by written order to the contractor, direct the contractor to stop performance of the work called for by this contract. The order will be specifically identified as a stop-work order issued under this clause. Upon receipt of the order, the contractor shall immediately comply with its terms and take all reasonable steps to minimize the incurrence of costs allocable to the work covered by the order during the period of work stoppage. Upon receipt of the final decision in the protest, the contracting officer will either:

- (1) cancel the stop-work order; or
- (2) terminate the work covered by the order as provided in the Default, or the Termination clause of this contract.

(b) If a stop-work order issued under this clause is canceled either before or after a final decision in the protest, the contractor shall resume work. The contracting officer will make an equitable adjustment in the delivery schedule or contract price, or both, and the contract will be modified, in writing, accordingly, if:

- (1) the stop-work order results in an increase in the time required for, or in the contractor's cost properly allocable to, the performance of any part of this contract; and
- (2) the contractor asserts its right to an adjustment within 30 days after the end of the period of work stoppage; *provided*, that if the contracting officer decides the facts justify the action, the contracting officer may receive and act upon an offer at any time before final payment under this contract.

(c) If a stop-work order is not canceled and the work covered by the order is terminated for the convenience of the judiciary, the contracting officer will allow reasonable costs resulting from the stop-work order in arriving at the termination settlement.

(d) If a stop-work order is not canceled and the work covered by the order is terminated for default, the contracting officer will allow, by equitable adjustment or otherwise, reasonable costs resulting from the stop-work order.

(e) The judiciary's rights to terminate this contract at any time are not affected by action taken under this clause.

(f) If, as the result of the contractor's intentional or negligent misstatement, misrepresentation, or mis-certification, a protest related to this contract is sustained, and the judiciary pays costs, the judiciary may require the contractor to reimburse the judiciary the amount of such costs. In addition to any other remedy available, the judiciary may collect this debt by offsetting the amount against any payment due the contractor under any contract between the contractor and the judiciary.

(end)

### **Provision 3-210, Protests**

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

#### **Protests (JUN 2014)**

(a) The protestor has a choice of protest forums. It is the policy of the judiciary to encourage parties first to seek resolution of disputes with the contracting officer. If the dispute cannot be resolved with the contracting officer, then it is the policy of the judiciary to encourage parties to seek a judiciary resolution of disputes with the Administrative Office of the United States Courts. However, if a party files a formal protest with an external forum on a solicitation on which it has filed a protest with the judiciary, the judiciary protest will be dismissed.

(b) Judiciary protests will be considered only if submitted in accordance with the following time limits and procedures:

(1) any protest shall be filed in writing with the contracting officer designated in the solicitation for resolution of the protest. It shall identify the solicitation or contract protested and set forth a complete statement of the alleged defects or grounds that make the solicitation terms or the award or proposed award defective. Mere statement of intent to file a protest is not a protest.

(2) a protest shall be filed not later than ten (10) calendar days after the basis of the protest is known or should have been known. A protest based on alleged improprieties in a solicitation which are apparent prior to the closing date for receipt of offers, shall be filed prior to the closing date for receipt of offers. The judiciary, in its discretion, may consider the merits of any protest which is not timely filed. The office hours of the Administrative Office are 8:30 a.m. to 5:00 p.m., eastern time. Time for filing a document expires at 5:00 p.m., eastern time, on the last day on which such filing may be made.

(3) the protest shall include the following information:

(i) name, address, and fax and telephone numbers of the protestor or its representative;

(ii) solicitation or contract number;

(iii) detailed statement of the legal and factual grounds for the protest, to include a description of resulting alleged prejudice to the protestor;

(iv) copies of relevant documents;

(v) request for a ruling by the judiciary;

(vi) statement as to the form of relief requested;

(vii) all information establishing that the protestor is an interested party for the purpose of filing a protest; and

(viii) all information establishing the timeliness of the protest.

(c) Unless stated otherwise elsewhere in this solicitation, protests that are filed directly with the judiciary, and copies of any protests that are filed with an external forum, shall be served on the contracting officer at the Issuing Office address on the standard form, if any, or as provided elsewhere in this solicitation. Written and dated acknowledgment of receipt must be obtained from the Contracting Officer issuing this solicitation, or authorized designee.

(d)The copy of any protest shall be received in the office designated above within one day of filing a protest with an external forum.

(end)

#### **Provision 4-1, Type of Contract**

*Include the following provision as prescribed in [§ 410.15.20\(a\) \(Solicitation Requirements\)](#).*

#### **Type of Contract (JAN 2003)**

The judiciary plans to award a Firm Fixed Price (*Contracting officer inserts specific type of contract*) type of contract under this solicitation, and all offers shall be submitted on this basis. Alternate offers based on other contract types will not be considered.

(end)

#### **Clause 7-1, Contract Administration**

*Include the following clause as prescribed in [§ 715.55\(a\) \(Clauses/Provisions\)](#).*

#### **Contract Administration (JAN 2003)**

(a)The contracting officer and contracting officer's representative for the contract will be the judiciary's primary points of contact during the performance of the contract. The contracting officer responsible for the administration of this contract will provide a cover letter providing the contracting officer's name, business address, e-mail address, and telephone number. Written communications from the contractor shall make reference to the contract number and shall be mailed to the address provided in the cover letter. Communications pertaining to contract administration matters will be addressed to the contracting officer.

(b)Notwithstanding the contractor's responsibility for total management during the performance of this contract, the administration of this contract will require the maximum coordination between the judiciary and the contractor. All contract administration will be affected by the contracting officer except as may be redelegated. In no event will any understanding or agreement, contract modification, change order, or other matter in deviation from the terms of this contract between the contractor and a person other than the contracting officer be effective or binding upon the judiciary. All such actions shall be formalized by a proper contractual document executed by the contracting officer.

(end)

#### **Clause 7-5, Contracting Officer's Representative**

*Include the following clause as prescribed in [§ 715.55\(b\) \(Clauses/Provisions\)](#).*

#### **Contracting Officer's Representative (APR 2013)**

(a)Upon award, a contracting officer's representative (COR) may be appointed by the contracting officer. The COR will be responsible for coordinating the technical aspects of this contract and inspecting products/services furnished hereunder; however, the COR will not be authorized to change any terms and conditions of the resultant contract, including price.

(b)The COR, if appointed, may be assigned one or more of the following responsibilities:

- (1) monitoring the contractor's performance under the contract to ensure compliance with technical requirements of the contract;
- (2) notifying the contracting officer immediately if performance is not proceeding satisfactorily;
- (3) ensuring that changes in work under the contract are not initiated before written authorization or modification is issued by the contracting officer;
- (4) providing the contracting officer, a written request and justification for changes;

- (5) providing interpretations relative to the meaning of technical specifications and technical advice relative to contracting officer's written approvals, and
- (6) providing general technical guidance to the contractor within the scope of the contract and without constituting a change to the contract.

(end)

### **Clause 7-10, Contractor Representative**

*Include the following clause as prescribed in [§ 715.55\(c\) \(Clauses/Provisions\)](#).*

#### **Contractor Representative (JAN 2003)**

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

Name:

Address:

Telephone:

E-mail:

Fax:

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

(end)

### **Clause 7-20, Security Requirements**

*Include the following clause as prescribed in [§ 330.10.30\(l\) \(Provisions and Clauses\)](#) and [§ 715.55\(e\) \(Clauses/Provisions\)](#).*

#### **Security Requirements (APR 2013)**

(a) Definitions. As used in this clause:

"Access" means physical entry into, and to the extent authorized, mobility within, a judiciary facility.

"Contractor employee" means an employee of the prime contractor or of any subcontractor, affiliate, partner, joint venture, or team members with which the contractor is associated. It also includes consultants engaged by any of those entities.

"Facility" and "judiciary facility" mean buildings, including areas within buildings, owned, leased, shared, occupied, or otherwise controlled by the judiciary.

"Judiciary IT resources" include, but are not limited to, computer equipment, networking equipment, telecommunications equipment, cabling, network drives, computer drives, network software, computer software, software programs, intranet sites, and internet sites.

(b) Requirements.

Contractor employees working on this contract must complete such forms as may be necessary for security purposes or other reasons. Completed forms shall be submitted as directed by the Contracting Officer's Representative (COR). Depending upon the level of access required to judiciary facilities or IT resources for performance of the work, contractor employees may be subject to any of the following types of security checks:

Fingerprint Check

Credit Check

National Agency Check with Inquires (NACI)

National Agency Check with Inquiries and Credit (NACIC)

National Agency Check with Law and Credit (NACLIC)

Single Scope Background Investigation (SSBI)

Single Scope Background Investigation – Periodic Reinvestigation (SSBI-PR)

Public Trust Special Background Investigation (PTSBI)  
Citizenship and Immigration Services (CIS) Check

Contractor employees visiting court sites to provide support covered under this contract may be subjected to additional FBI screening and U.S. Marshal inspection.

(c)Exemption.

Affected contractor employees who have had a Federal background investigation without a subsequent break in Federal employment or Federal contract service exceeding two (2) years may be exempt from the investigation requirements of this clause subject to verification of the previous investigation. For each such employee, the contractor shall submit the following information: employee's full name, Social Security Number, and place and date of birth.

(d)Facility Access Cards (FAC).

The contractor shall be responsible for all Facility Access Cards or other judiciary identification cards issued to the contractor's employees and shall immediately notify the COR if any Facility Access Card(s) cannot be accounted for. The contractor shall notify the COR immediately whenever any contractor employee no longer has a need for his/her judiciary-issued FAC (e.g., employee terminates employment with the contractor, employee's duties no longer require access to judiciary facilities). The COR will instruct the contractor as to how to return the FAC. Upon expiration of this contract, the COR will instruct the contractor as to how to return all judiciary-issued FACs not previously returned. The contractor shall not return FACs to any person other than the individual(s) named by the COR.

(e)Control of access.

The judiciary shall have and exercise full and complete control over granting, denying, withholding, and terminating access of contractor employees to judiciary facilities and IT resources. The COR will notify the contractor immediately when the judiciary has determined that an employee is unsuitable or unfit to be permitted access to a judiciary facility following the completion of any of the security checks/investigations listed in (b) above, or as a result of new information obtained at any time during the contractor's performance. The contractor shall immediately notify such employee that he/she no longer has access to any judiciary facility and/or judiciary IT resources, remove the employee from any such facility that he/she may be in, and provide a suitable replacement who must comply with the requirements of this and other applicable clauses. In addition, the contracting officer may require the contractor to prohibit individuals from access to judiciary facilities or IT resources if the judiciary deems their initial or continued access contrary to the public interest for any reason, including, but not limited to, carelessness, insubordination, incompetence, or security concerns.

(f)The contractor shall include the substance of this clause in all subcontracts at any tier where the subcontractor may be required to have routine physical access to a judiciary facility or routine access to a judiciary IT resource.

(g)The judiciary reserves the right to refuse to grant facility access for any contractor employee who has been convicted of a felony.

(end)

**Clause 7-25, Indemnification**

*Include the following clause as prescribed in [§ 715.55\(f\) \(Clauses/Provisions\)](#).*

**Indemnification (AUG 2004)**

(a)The contractor assumes full responsibility for and shall indemnify the judiciary against any and all losses or damage of whatsoever kind and nature to any and all judiciary property, including any equipment, products, accessories, or parts furnished, while in its custody and care for storage, repairs, or service to be performed under the terms of this contract, resulting in whole or in part from the negligent acts or omissions of the contractor, any subcontractor, or any employee, agent or representative of the contractor or subcontractor.

(b) If due to the fault, negligent acts (whether of commission or omission) and/or dishonesty of the contractor or its employees, any judiciary-owned or controlled property is lost or damaged as a result of the contractor's performance of this contract, the contractor shall be responsible to the judiciary for such loss or damage, and the judiciary, at its option, may, in lieu of requiring reimbursement therefor, require the contractor to replace at its own expense, all property lost or damaged.

(c) Hold Harmless and Indemnification Agreement

The contractor shall save and hold harmless and indemnify the judiciary against any and all liability claims and cost of whatsoever kind and nature for injury to or death of any person or persons and for loss or damage to any contractor property or property owned by a third party occurring in connection with or in any way incident to or arising out of the occupancy, use, service, operation, or performance of work under the terms of this contract, resulting in whole or in part from the acts or omissions of the contractor, any subcontractor, or any employee, agent, or representative of the contractor or subcontractor.

(d) The contractor shall indemnify and hold the judiciary, its employees, and others acting on its behalf harmless against any and all loss, liability, or damage arising out of the negligence, failure to act, fraud, embezzlement, or other misconduct by the contractor, its employees, subcontractors, agents, or representatives of the contractor or subcontractor.

(e) Judiciary's Right of Recovery

Nothing in the above paragraphs will be considered to preclude the judiciary from receiving the benefits of any insurance/bonds the contractor may carry which provides for the indemnification of any loss or destruction of, or damages to, property in the custody and care of the contractor where such loss, destruction or damage is to judiciary property. The contractor shall do nothing to prejudice the judiciary's right to recover against third parties for any loss, destruction of, or damage to, judiciary property, and upon the request of the contracting officer will, at the judiciary's expense, furnish to the judiciary all reasonable assistance and cooperation (including assistance in the prosecution of suit and the execution of instruments of assignment in favor of the judiciary) in obtaining recovery.

(f) Judiciary Liability

The judiciary will not be liable for any injury to the contractor's personnel or damage to the contractor's property unless such injury or damage is due to negligence on the part of the judiciary and is recoverable under the Federal Torts Claims Act, or pursuant to other statutory authority applicable to the judiciary.

(end)

**Clause 7-30, Public Use of the Name of the Federal Judiciary**

*Include the following clause as prescribed in [§ 715.55\(g\) \(Clauses/Provisions\)](#).*

**Public Use of the Name of the Federal Judiciary (JUN 2014)**

(a) The contractor shall not refer to the judiciary, or to any court or other organizational entities existing thereunder (hereinafter referred to as "the judiciary"), in advertising, news releases, brochures, catalogs, television and radio advertising, letters of reference, websites, or any other media used generally by the vendor in its commercial marketing initiatives, in such a way that it represents or implies that the judiciary prefers or endorses the products or services offered by the contractor. This provision will not be construed as limiting the contractor's ability to refer to the judiciary as one of its customers when providing past performance information as part of a proposal submission, as opposed to general public marketing.

(b) No public release of information pertaining to this contract will be made without prior judiciary written approval, as appropriate, and then only with written approval of the contracting officer.

(end)

**Clause 7-35, Disclosure or Use of Information**

Include the following clause as prescribed in [§ 715.55\(h\) \(Clauses/Provisions\)](#).

**Disclosure or Use of Information (APR 2013)**

(a)Judiciary information made available to the contractor for the performance or administration of this contract shall be used only for those purposes and shall not be used in any other way without the written agreement of the contracting officer. This clause takes precedence over and is an explicit limitation to the rights enumerated in section (d)(2) of [Clause 6-60, Rights in Data – General](#).

(b)To the extent the information is otherwise publicly available, it is public information and is not restricted by operation of this clause. However, if public information is provided to the contractor for use in performance or administration of this contract in a media, format, or otherwise in a manner in which it is not available the public, such information may not be used for any other purpose by the contractor except with the written permission of the contracting officer. If the contractor is uncertain about the availability or proposed use of information provided for the performance or administration of this contract, the contractor shall consult with the contracting officer regarding use of that information for other purposes.

(c)The contractor agrees to assume responsibility for protecting the confidentiality of judiciary records which are not public information. Such information may include, but is not limited to, all employee data and any written and oral information of a personal nature. Such information is to be safeguarded to ensure that it is not improperly disclosed. Each officer or employee of the contractor to whom information may be made available or disclosed shall be notified in writing by the contractor that such information may be disclosed only for a purpose and to the extent authorized herein, and that further disclosure of any such information for a purpose or to an extent not so authorized may subject the person(s) responsible to criminal sanctions imposed by [18 U.S.C. § 641](#). That section provides, in pertinent part, that whoever without authority, sells, conveys, or disposes of any record of the United States or whoever receives the same with intent to convert it to their use or gain, knowing it to have been converted, will be guilty of a crime punishable by a fine up to \$10,000, or imprisoned up to ten years, or both. The contractor shall obtain written acknowledgment from each officer and employee to whom information is made available, that they are aware of the above penalties associated with unauthorized disclosure. Such acknowledgments are subject to the review of the contracting officer.

(d)Performance of this contract may require the contractor to access and use data and information, proprietary to the judiciary or to a judiciary contractor, which is of such a nature that its dissemination or use, other than in performance of this contract, would be adverse to the interests of the judiciary and/or others.

(e)Contractor and/or contractor personnel shall not divulge, or release data or information developed or obtained in performance of this contract until made public by the judiciary, except as authorized by the contracting officer. The contractor shall not use, disclose, or reproduce proprietary data which bears a restrictive legend, other than as required in the performance of this contract. Nothing herein will preclude the use of any data independently acquired by the contractor without such limitations or prohibit an agreement at no cost to the judiciary between the contractor and the data owner which provides for greater rights to the contractor.

(f)The judiciary and contractor agree that neither expects the performance under this contract to involve reporting or handling of classified information or materials. Either party shall notify the other promptly in writing if the expectation of that party changes, and shall include in the notice reasons, therefore. If there are sealed records, in camera proceedings or grand jury matters, the contractor shall consult with the contracting officer as to the proper safeguarding, security, and secrecy of the original notes and transcript orders.

(g)The contracting officer will advise the contractor whenever the judiciary places a service order which will require classified information or materials. The contractor will have the right to decline to provide services, in which event such services shall be outside the scope of this contract.

(h)The contractor shall hold inviolate and in strictest confidence any and all information of an official nature not for inclusion in the document, any information which the presiding judicial official designates as "off the record" and all classified information and material.

(i)The contractor shall classify, safeguard, and otherwise act with respect to all classified information and material in accordance with applicable law and requirements of the contracting officer. The contractor shall not permit any individual to have or gain access to the classified information or material without written permission of the contracting officer, except as access may be necessary for authorized employees of the contractor to perform services under this contract.

(j)Notwithstanding any other provision of this contract, the contractor may deliver transcript containing classified material or information only to the judiciary. The contractor shall never sell or deliver such document to a private person without the express written permission of the contracting officer. Notwithstanding any other provision of this contract, the contractor shall never keep a copy of a document containing classified material or information after the delivery of the original to the contracting officer.

(end)

#### **Clause 7-40, Judiciary-Contractor Relationships**

*Include the following clause as prescribed in [§ 715.55\(i\) \(Clauses/Provisions\)](#).*

##### **Judiciary-Contractor Relationships (JAN 2003)**

(a)The judiciary and the contractor understand and agree that the services to be delivered under this contract by the contractor to the judiciary are non-personal services. The parties recognize and agree that no employer-employee or master-servant relationships exist or will exist under the contract between the judiciary and the contractor and/or between the judiciary and the contractor's employees. It is therefore, in the best interest of the judiciary to afford the parties a full and complete understanding of their respective obligations.

(b)The contractor and/or the contractor's personnel under this contract shall not:

- (1) be placed in a position where they are appointed or employed by a federal officer, or are under the supervision, direction, or evaluation of a federal officer;
- (2) be placed in a staff or policy making position;
- (3) be placed in a position of command, supervision, administration or control over judiciary personnel or the personnel of other contractors, or become a part of the judiciary organization;
- (4) be used for the purpose of avoiding manpower ceilings or other personnel rules and regulations.

(c)Employee Relationship

(1) The services to be performed under this contract do not require the contractor or its employees to exercise personal judgement and discretion on behalf of the judiciary. The contractor's employees will act and exercise personal judgement and discretion on the behalf of the contractor, as directed by the contractor's supervisory personnel, and in accordance with the contract terms and conditions.

(2) Rules, regulations, directions, and requirements issued by the judiciary under the judiciary's responsibility for good order, administration, security, and safety are applicable to all personnel physically located on-site, inclusive of contractor personnel who are required under the terms and conditions of this contract to be so located. This is not to be construed or interpreted to establish any degree of judiciary control which is inconsistent with a non-personal services contract.

(end)

#### **Clause 7-55, Contractor Use of Judiciary Networks**

*Include the following clause as prescribed in [§ 715.55\(l\) \(Clauses/Provisions\)](#).*

##### **Contractor Use of Judiciary Networks (JUN 2014)**

Whenever authorized to use judiciary networks, the contractor, subcontractor, teaming partner, and all employees (hereinafter referred to as "entities"), shall **not** perform or participate, directly or indirectly, in any of the following:

- (a) accessing internet sites which may be inappropriate or reflect poorly on the judiciary: Unless accessing internet, sites is case-related, entities shall refrain from creating, downloading, viewing, storing, copying, and transmitting sexually-explicit or sexually-oriented materials which are never appropriate and may be illegal in some cases. Internet sites capture the domain name of all sites accessing them and maintain a record of this information. It could be embarrassing to the judiciary if the judiciary's domain name were found on the access records of inappropriate sites;
- (b) logging onto video or audio sites, such as broadcast services or radio stations and downloading music files. This consumes significant disk space on local computers and may be a violation of copyright law. Each of the several thousand video clips downloaded daily can be equal to downloading a 400-page memorandum;
- (c) using judiciary systems to send or receive e-mails containing greeting cards, political statements, jokes, pictures, chain letters or other unauthorized mass mailings, regardless of the subject matter, and other items of a personal nature;
- (d) sending large attachments unless required for official business. Video, sound, or other large file attachments consume large amounts of network capacity. E-mail attachments, large files, and executable programs present two problems. First, large attachments consume network capacity and storage space on both national and local e-mail servers and desktops, slowing the network down for everyone. Second, executable programs present a risk for infection by computer viruses;
- (e) participating in chat rooms or using "instant messaging" software;
- (f) checking personal e-mail accounts over the judiciary's network;
- (g) using the network connection for personal commercial purposes, private gain, or illegal activities. Unless use is required for official judiciary and contract-related business, all entities shall refrain from using the network connection for commercial purposes (including shopping). It is also inappropriate to use the network connection in support of outside employment activities (including consulting for pay, sales or administration of business transactions, and sales of products or services) or for illegal activities (such as gambling or hacking);
- (h) using the e-mail or the network connection for offensive activities. It is inappropriate to use e-mail or the internet to access, send, or receive information on, or in support of, activities that are illegal or offensive. Such activities include, but are not limited to, hate speech or material that ridicules or degrades others on the basis of race, creed, religion, color, sex, disability, national origin, or sexual orientation.

(end)

### **Provision 7-60, Judiciary-Furnished Property or Services**

*Include the following provision as prescribed in [§ 720.10.40\(a\) \(Clauses\)](#).*

#### **Judiciary-Furnished Property or Services (JAN 2003)**

No property or services will be furnished by the judiciary unless specifically provided for in the solicitation.

(end)

### **Clause 7-70, Judiciary Property Furnished "As Is"**

*Include the following clause as prescribed in [§ 720.10.40\(c\) \(Clauses\)](#).*

#### **Judiciary Property Furnished "As Is" (APR 2013)**

(a) The judiciary makes no warranty whatsoever with respect to judiciary property furnished "as is," except that the property is in the same condition when placed at the F.o.b. point specified in the solicitation as when inspected by the contractor pursuant to the solicitation or, if not inspected by the contractor, as when last available for inspection under the solicitation.

(b) The contractor may repair any property made available on an "as is" basis. Such repair will be at the contractor's expense except as otherwise provided in this clause. Such property may be modified

at the contractor's expense, but only with the written permission of the contracting officer. Any repair or modification of property furnished "as is" shall not affect the title of the judiciary.

(c) If there is any change in the condition of judiciary property furnished "as is" from the time inspected or last available for inspection under the solicitation to the time placed on board at the location specified in the solicitation, and such change will adversely affect the contractor, the contractor shall, upon receipt of the property, notify the contracting officer detailing the facts and, as directed by the contracting officer, either (1) return such property at the judiciary's expense or otherwise dispose of the property or (2) effect repairs to return the property to its condition when inspected under the solicitation or, if not inspected, last available for inspection under the solicitation. After completing the directed action and upon written request of the contractor, the contracting officer will equitably adjust any contractual provisions affected by the return, disposition, or repair in accordance with the procedures provided for in the Changes clause of this contract. The foregoing provisions for adjustment are the exclusive remedy available to the contractor, and the judiciary shall not be otherwise liable for any delivery of judiciary property furnished "as is" in a condition other than that in which it was originally offered.

(end)

#### **Clause 7-85, Examination of Records**

*Include the following clause as prescribed in [§ 730.20.20 \(Contractor Record Retention\)](#).*

#### **Examination of Records (JAN 2003)**

(a) The judiciary will have access to and the right to examine any directly pertinent books, documents, papers, or other records of the contractor involving transactions related to this contract, until three years after final payment under this contract, or for any shorter period specified for particular records.

(b) The contractor agrees to include in all subcontracts under this contract a provision to the effect that the judiciary will have until three years after final payment under the contract, or for any shorter specified period for particular records, have access to and the right to examine any directly pertinent books, documents, papers, or other records of the subcontractor involving transactions related to the subcontract. The term subcontract as used in this clause excludes:

(1) purchase orders; and

(2) subcontracts for public utility services at rates established for uniform applicability to the general public.

(end)

#### **Clause 7-100A, Limitation of Liability (Products)**

*Include the following clause as prescribed in [§ 220.10.70\(e\) \(Clauses for Inclusion in Solicitations or Contracts\)](#).*

#### **Limitation of Liability (Products) (JAN 2003)**

(a) Except as provided in paragraphs (b) and (c) this clause, and except for remedies expressly provided elsewhere in this contract, the contractor shall not be liable for loss of or damage to property of the judiciary (excluding the products delivered under this contract) that:

(1) occurs after judiciary acceptance of the products delivered under this contract; and

(2) results from any defects or deficiencies in the products.

(b) The limitation of liability under paragraph (a) of this clause shall not apply when a defect or deficiency in, or the judiciary's acceptance of, the products results from willful misconduct or lack of good faith on the part of any of the contractor's managerial personnel. The term "contractor's managerial personnel," as used in this clause, means the contractor's directors, officers, and any of the contractor's managers, superintendents, or equivalent representatives who have supervision or direction of:

- (1) all or substantially all of the contractor's business;
- (2) all or substantially all of the contractor's operations at any one plant, laboratory, or separate location at which the contract is being performed; or
- (3) a separate and complete major industrial operation connected with the performance of this contract.

(c) If the contractor carries insurance, or has established a reserve for self-insurance, covering liability for loss or damage suffered by the judiciary through purchase or use of the products required to be delivered under this contract or the contractor's performance of services or furnishing of materials under this contract, the contractor shall be liable to the judiciary, to the extent of such insurance or reserve, for loss of or damage to property of the judiciary occurring after judiciary acceptance of, and resulting from any defects or deficiencies in, the products delivered under this contract.

(end)

#### **Clause 7-100B, Limitation of Liability (Services)**

*Include the following clause as prescribed in [§ 220.10.70\(f\) \(Clauses for Inclusion in Solicitations or Contracts\)](#).*

#### **Limitation of Liability (Services) (JAN 2003)**

(a) Except as provided in paragraphs (b) and (c) of this clause, and except to the extent that the contractor is expressly responsible under this contract for deficiencies in the services required to be performed under it (including any materials furnished in conjunction with those services), the contractor shall not be liable for loss of or damage to property of the judiciary that:

- (1) occurs after judiciary acceptance of services performed under this contract; and
- (2) results from any defects or deficiencies in the services performed or materials furnished.

(b) The limitation of liability under paragraph (a) of this clause shall not apply when a defect or deficiency in, or the judiciary's acceptance of, services performed, or materials furnished results from willful misconduct or lack of good faith on the part of any of the contractor's managerial personnel.

The term "contractor's managerial personnel," as used in this clause, means the contractor's directors, officers, and any of the contractor's managers, superintendents, or equivalent representatives who have supervision or direction of:

- (1) all or substantially all of the contractor's business;
- (2) all or substantially all of the contractor's operations at any one plant, laboratory, or separate location at which the contract is being performed; or
- (3) a separate and complete major industrial operation connected with the performance of this contract.

(c) If the contractor carries insurance, or has established a reserve for self-insurance, covering liability for loss or damage suffered by the judiciary through the contractor's performance of services or furnishing of materials under this contract, the contractor shall be liable to the judiciary, to the extent of such insurance or reserve, for loss of or damage to property of the judiciary occurring after judiciary acceptance of, and resulting from any defects and deficiencies in, services performed or materials furnished under this contract.

(end)

#### **Clause 7-110, Bankruptcy**

*Include the following clause as prescribed in [§ 735.60.40 \(Clause\)](#).*

#### **Bankruptcy (JAN 2003)**

In the event the contractor enters into proceedings relating to bankruptcy, whether voluntary or involuntary, the contractor agrees to furnish, by certified mail or electronic commerce method authorized by the contract, written notification of the bankruptcy to the contracting officer responsible

for administering the contract. This notification shall be furnished within five calendar days of the initiation of the bankruptcy proceedings relating to bankruptcy filing. This notification shall include the date on which the bankruptcy petition was filed, the identity of the court in which the petition was filed, and a list of judiciary contract numbers and contracting offices for all judiciary contracts pursuant to which final payment has not been made. This obligation remains in effect until final payment under this contract.

(end)

### **Clause 7-115, Availability of Funds**

*Include the following clause as prescribed in [§ 220.50.90\(a\) \(Clauses for Contracting in Advance of Funds\)](#).*

### **Availability of Funds (JAN 2003)**

Funds are not presently available for this contract. The judiciary's obligation under this contract is contingent upon the availability of appropriated funds from which payment for contract purposes can be made. No legal liability on the part of the judiciary for any payment may arise until funds are made available to the contracting officer for this contract and until the contractor receives notice of such availability, to be confirmed in writing by the contracting officer.

(end)

### **Clause 7-125, Invoices**

*Include the following clause as prescribed in [§ 740.20.30 \(Clause\)](#).*

### **Invoices (APR 2011)**

- (a) Invoices shall be submitted to the address (physical or e-mail) specified in this contract and in accordance with any schedule for payments set forth elsewhere under this contract.
- (b) The office that will make payments due under this contract will be designated in the contract at the time of contract award.
- (c) To constitute a proper invoice, the billing document shall include the following information and/or attached documentation:
- (1) name of business concern and such business's Taxpayer Identification Number;
  - (2) period(s) covered by invoice and invoice date;
  - (3) purchase order or contract number or other authorization for delivery of property or services, e.g., delivery/task order number for orders under indefinite delivery contracts;
  - (4) for each line item — general description of product delivered, or services rendered, measured unit, and associated price;
  - (5) any applicable payment discount terms;
  - (6) total amount billed;
  - (7) a subtotal of any and all fees or credits applied to the invoice;
  - (8) an amount due (if any) or credit balance;
  - (9) name (where practicable), title, phone number, fax number, and complete mailing address of the responsible official to whom payment is to be sent. The "remit to" address shall correspond to the remittance address in the contract;
  - (10) other substantiating documentation or information as required by the purchase/delivery/task order or contract;
  - (11) all follow-up invoices shall be marked "Duplicate of Original." Contractor questions regarding payment information or check identification shall be directed to the relevant paying authority specified in the contract.

(end)

**Alternate I (JAN 2010):** As prescribed in [§ 520.75\(f\)](#), and when applicable, the contracting officer must substitute the following paragraph (c)(4) for paragraphs (c)(4) of the basic Clause 7-125.

(4) All invoices for services under this agreement shall indicate in detail the following:

- (i) person performing service each day by hour and part of an hour;
- (ii) services performed each day by hour and part of an hour;
- (iii) rates and charges for each service so detailed; and
- (iv) individual expenses charged, if allowed under this agreement.

Note: Minimum charges for portions of an hour may be allowed, if such a charging practice has been disclosed before award of this agreement.

**Clause 7-130, Interest (Prompt Payment)**

Include the following clause as prescribed in [§ 740.30.30 \(Payment of Interest\)](#).

**Interest (Prompt Payment) (JAN 2003)**

The provisions of the Prompt Payment Act of 1982 and OMB Budget Circular A-125 concerning interest on overdue payments are not applicable to the judiciary. Therefore, interest is not payable under this contract for overdue payments.

(end)

**Clause 7-135, Payments**

Include the following clause as prescribed in [§ 740.30.50\(a\) \(Clauses\)](#).

**Payments (APR 2013)**

The judiciary will pay the contractor, upon the submission of proper invoices or vouchers, the prices stipulated in this contract for products delivered and accepted or services rendered and accepted, less any deductions provided in this contract. Unless otherwise specified in this contract, payment will be made on partial deliveries accepted by the judiciary if:

- (1) the amount due on the deliveries warrants it; or
- (2) the contractor requests it and the amount due on the deliveries is at least \$1,000 or 50 percent of the total contract price.

Unless authorized elsewhere in this contract, payments will not be made more often than monthly.

(end)

**Clause 7-140, Discounts for Prompt Payment**

Include the following clause as prescribed in [§ 740.30.50\(b\) \(Clauses\)](#).

**Discounts for Prompt Payment (JAN 2003)**

(a) Discounts for prompt payment will not be considered in the evaluation of offers. However, any offered discount will form a part of the award and will be taken if payment is made within the discount period indicated in the offer by the offeror. As an alternative to offering a discount for prompt payment in conjunction with the offer, offerors awarded contracts may include discounts for prompt payment on individual invoices.

(b) In connection with any discount offered for prompt payment, time will be computed from the date of the invoice. If the contractor has not placed a date on the invoice, the due date will be calculated from the date the designated billing office receives a proper invoice, provided the judiciary annotates such invoice with the date of receipt at the time of receipt. For the purpose of computing the discount earned, payment will be considered to have been made on the date that appears on the payment check or, for an electronic funds transfer, the specified payment date. When the discount date falls on

a Saturday, Sunday, or legal holiday when judiciary offices are closed and judiciary business is not expected to be conducted, payment may be made on the following business day.

(end)

**Clause 7-150, Extras**

*Include the following clause as prescribed in [§ 740.30.50\(d\) \(Clauses\)](#).*

**Extras (JAN 2003)**

Except as otherwise provided in this contract, no payment for extras will be made unless such extras, and the price for such extras, have been authorized in writing by the contracting officer.

(end)

**Clause 7-160, Limitation on Withholding of Payments**

*Include the following clause as prescribed in [§ 740.40.50\(a\) \(Clauses\)](#).*

**Limitation on Withholding of Payments (APR 2013)**

If more than one clause or term of this contract authorizes the temporary withholding of amounts otherwise payable to the contractor for products delivered or services performed, the total of the amounts withheld at any one time shall not exceed the greatest amount that may be withheld under any one clause or term at that time; *provided*, that this limitation shall not apply to:

- (1) withholdings pursuant to any clause relating to wages or hours of employees;
- (2) withholdings not specifically provided for by this contract;
- (3) the recovery of overpayments; and
- (4) any other withholding for which the contracting officer determines that this limitation is inappropriate.

(end)

**Clause 7-165, Penalties for Unallowable Costs**

*Include the following clause as prescribed in [§ 740.40.50\(b\) \(Clauses\)](#).*

**Penalties for Unallowable Costs (JUN 2012)**

(a) Definition. "Offer," as used in this clause, means either:

- (1) a final indirect cost rate offer submitted by the contractor after the expiration of its fiscal year which:

- (i) relates to any payment made on the basis of billing rates; or
- (ii) will be used in negotiating the final contract price; or

- (2) the final statement of costs incurred and estimated to be incurred under the Incentive Price Revision clause (if applicable), which is used to establish the final contract price.

(b) Contractors which include unallowable indirect costs in an offer may be subject to penalties. The penalties are prescribed in [10 U.S.C. § 2324](#) or [41 U.S.C. § 4303](#), as applicable.

(c) The contractor shall not include in any offer any cost that is unallowable, as defined in [Guide to Judiciary Policy, Vol. 14, Ch. 4](#).

(d) If the contracting officer determines that a cost submitted by the contractor in its offer is expressly unallowable, the contractor shall be assessed a penalty equal to:

- (1) the amount of the disallowed cost allocated to this contract; plus
- (2) simple interest, to be computed:

- (i) on the amount the contractor was paid on a billing payment in excess of the amount to which the contractor was entitled; and

(ii) using the applicable rate effective for each six-month interval prescribed by the Secretary of the Treasury pursuant to Pub. L. 92-41 (85 Stat. 97).

(e) If the contracting officer determines that a cost submitted by the contractor in its offer includes a cost previously determined to be unallowable for that contractor, then the contractor will be assessed a penalty in an amount equal to two times the amount of the disallowed cost allocated to this contract.

(f) Determinations under paragraphs (d) and (e) of this clause are final decisions.

(g) In certain cases, the contracting officer may waive the penalties in paragraph (d) or (e) of this clause. The contracting officer will provide a written determination of the reasons for the waiver in the contract file.

(h) Payment by the contractor of any penalty assessed under this clause does not constitute repayment to the judiciary of any unallowable cost which has been paid by the judiciary to the contractor.

(end)

### **Clause 7-170, Notice of Intent to Disallow Costs**

*Include the following clause as prescribed in [§ 740.40.50\(c\) \(Clauses\)](#).*

#### **Notice of Intent to Disallow Costs (JAN 2003)**

(a) Notwithstanding any other clause of this contract:

(1) The contracting officer may at any time issue to the contractor a written notice of intent to disallow specified costs incurred or planned for incurrence under this contract that have been determined not to be allowable under the contract terms; and

(2) The contractor may, after receiving a notice under paragraph (a)(1) of this clause, submit a written response to the contracting officer, with justification for allowance of the costs. If the contractor does respond within 60 days, the contracting officer will, within 60 days of receiving the response, either make a written withdrawal of the notice or issue a written decision.

(b) Failure to issue a notice under this Notice of Intent to Disallow Costs clause will not affect the judiciary's rights to take exception to incurred costs.

(end)

### **Clause 7-185, Changes**

*Include the following clause as prescribed in [§ 745.40.40\(a\) \(Clauses\)](#).*

#### **Changes (APR 2013)**

(a) The contracting officer may at any time, by written order, and without notice to the sureties, if any, make changes within the general scope of this contract in any one or more of the following:

(1) drawings, designs, or specifications when the products to be furnished are to be specially manufactured for the judiciary in accordance with the drawings, designs, or specifications;

(2) statement of work or description of services to be performed;

(3) method of shipment or packing of products;

(4) place of delivery of products or place of performance;

(5) delivery or performance schedule, time (i.e. hours of the day, days of the week, etc.) or place of delivery or performance of services;

(6) judiciary-furnished property or facilities.

(b) If any such change causes an increase or decrease in the cost of, or the time required for, performance of any part of the work under this contract, whether or not changed by the order, the contracting officer will make an equitable adjustment in the contract price, the delivery schedule, or both, and will modify the contract.

- (c)The contractor shall assert its right to an adjustment within 30 days from the date of receipt of the written order. However, if the contracting officer decides that the facts justify it, the contracting officer may receive and act upon an offer submitted before final payment of the contract.
- (d)If the contractor's offer includes the cost of property made obsolete or excess by the change, the contracting officer will have the right to prescribe the manner of the disposition of the property.
- (e)Failure to agree to any adjustment is a dispute under the Disputes clause. However, nothing in this clause will excuse the contractor from proceeding with the contract as changed.

(end)

**Alternate I (APR 2013):** *In accordance with [§ 745.40.40\(b\) \(Clauses\)](#), substitute the following paragraphs (b) and (d) for the same numbered paragraphs of the basic clause in cost-reimbursement contracts.*

(b)If any such change causes an increase or decrease in the estimated cost of, or the time required for, performance of any part of the work under this contract, whether or not changed by the order, or otherwise affects any other terms and conditions of this contract, the contracting officer will make an equitable adjustment in the:

- (1) estimated cost, delivery or completion schedule, or both;
- (2) amount of any fixed fee; and
- (3) other affected terms and shall modify the contract accordingly.

(d)Notwithstanding the terms and conditions of paragraphs (a) and (b) of this clause, the estimated cost of this contract and, if this contract is incrementally funded, the funds allotted for the performance of this contract, shall not be increased or considered to be increased except by specific written modification of the contract indicating the new contract estimated cost and, if this contract is incrementally funded, the new amount allotted to the contract. Until this modification is made, the contractor shall not be obligated to continue performance or incur costs beyond the point established in either Clause 4-85, Limitation of Cost, or Clause 4-90, Limitation of Funds, of this contract, whichever is applicable.

**Alternate II (APR 2013):** *In accordance with [§ 745.40.40\(c\) \(Clauses\)](#), substitute following for paragraph (b) of the basic clause in time-and-materials or labor-hour contracts.*

(b)If any change causes an increase or decrease in the hourly rates, the ceiling price, or the time required for performance of any part of the work under this contract, whether or not changed by the order, or otherwise affects any other terms and conditions of this contract, the contracting officer will make an equitable adjustment in any one or more of the following and will modify the contract accordingly:

- (1) ceiling price;
- (2) hourly rates;
- (3) delivery schedule or completion date; and
- (4) other affected terms.

**Alternate III (APR 2013):** *In accordance with [§ 745.40.40\(d\) \(Clauses\)](#), substitute following for paragraph (a) of the basic clause in firm-fixed-price architect-engineer contracts and add paragraph (f).*

- (a)The contracting officer may at any time, by written order, and without notice to the sureties, if any, make changes within the general scope of this contract in the services to be performed.
- (f)No services for which an additional cost or fee will be charged by the contractor shall be furnished without the prior written authorization of the contracting officer.

**Clause 7-190, Change Order Accounting**

*Include the following clause as prescribed in [§ 745.40.40\(e\) \(Clauses\)](#).*

**Change Order Accounting (JAN 2003)**

The contracting officer may require change order accounting whenever the estimated cost of a change or series of related changes exceeds the judiciary's small purchase threshold. The contractor, for each change or series of related changes, shall maintain separate accounts, by job order or other suitable accounting procedure, of all incurred segregable, direct costs (less allocable credits) of work, both changed and not changed, allocable to the change. The contractor shall maintain such accounts until the parties agree to an equitable adjustment for the changes ordered by the contracting officer or the matter is conclusively disposed of in accordance with the Disputes clause.

(end)

**Clause 7-195, Excusable Delays**

*Include the following clause as prescribed in [§ 745.45.55\(a\) \(Clauses\)](#).*

**Excusable Delays (JAN 2003)**

(a) Except for defaults of subcontractors at any tier, the contractor will not be in default because of any failure to perform this contract under its terms if the failure arises from causes beyond the control and without the fault or negligence of the contractor. Examples of these causes are (1) acts of God or of the public enemy, (2) acts of the government in its sovereign capacity or of the judiciary in its contractual capacity, (3) fires, (4) floods, (5) epidemics, (6) quarantine restrictions, (7) strikes, (8) freight embargoes, and (9) unusually severe weather. In each instance, the failure to perform shall be beyond the control and without the fault or negligence of the contractor. "Default" includes failure to make progress in the work so as to endanger performance.

(b) If failure to perform is caused by the failure of a subcontractor at any tier to perform or make progress, and if the cause of the failure was beyond the control of both the contractor and subcontractor, and without the fault or negligence of either, the contractor will not be deemed to be in default, unless:

(1) the subcontract products or services were obtainable from other sources;

(2) the contracting officer ordered the contractor in writing to purchase these products or services from the other source; and

(3) the contractor failed to comply reasonably with this order.

(c) Upon request of the contractor, the contracting officer will ascertain the facts and extent of the failure. If the contracting officer determines that any failure to perform resulted from one or more of the causes above, the delivery schedule will be revised, subject to the rights of the judiciary under the termination clause of this contract.

(end)

**Clause 7-200, Judiciary Delay of Work**

*Include the following clause as prescribed in [§ 745.45.55\(b\) \(Clauses\)](#).*

**Judiciary Delay of Work (JAN 2003)**

(a) If the performance of all or any part of the work of this contract is delayed or interrupted (1) by an act of the contracting officer in the administration of this contract that is not expressly or impliedly authorized by this contract, or (2) by a failure of the contracting officer to act within the time specified in this contract, or within a reasonable time if not specified, an adjustment (excluding profit) will be made for any increase in the cost of performance of this contract caused by the delay or interruption and the contract will be modified in writing accordingly. Adjustment will also be made in the delivery or performance dates and any other contractual term or condition affected by the delay or interruption.

However, no adjustment will be made under this clause for any delay or interruption to the extent that performance would have been delayed or interrupted by any other cause, including the fault or negligence of the contractor, or for which an adjustment is provided or excluded under any other term or condition of this contract.

(b) A claim under this clause will not be allowed:

(1) for any costs incurred more than 20 days before the contractor shall have notified the contracting officer in writing of the act or failure to act involved; and

(2) unless the claim, in an amount stated, is asserted in writing as soon as practicable after the termination of the delay or interruption, but not later than the day of final payment under the contract.

(end)

### **Clause 7-205, Payment for Judiciary Holidays**

*Include the following clause as prescribed in [§ 745.45.55\(c\) \(Clauses\)](#).*

#### **Payment for Judiciary Holidays (APR 2013)**

On judiciary holidays, on-site contractors are not entitled to compensation unless: (1) the contract requires the contractor to be on-site at the judiciary facility during the holiday; (2) the contract specifically provides for compensation to the contractor on judiciary holidays; or (3) the contractor obtains approval from the contracting officer or designated contracting officer's representative (COR) to perform work at an off-site location. The following holidays are observed by the judiciary: New Year's Day, Birthday of Martin Luther King, Jr., Presidential Inauguration Day (metropolitan DC area only), Washington's Birthday, Memorial Day, Independence Day, Labor Day, Columbus Day, Veteran's Day, Thanksgiving Day, Christmas Day.

(end)

### **Clause 7-210, Payment for Emergency Closures**

*Include the following clause as prescribed in [§ 745.45.55\(d\) \(Clauses\)](#).*

#### **Payment for Emergency Closures (APR 2013)**

During an emergency closure of the judiciary, or any individual judiciary office, taken in its sovereign capacity for the public good, the judiciary is not obligated to compensate contractors during the emergency closure, unless: 1) the contract specifically requires the contractor to be on-site at the judiciary facility during an emergency closure; 2) the contract specifically provides for compensation to the contractor even when the government acts in its sovereign capacity; or 3) the contractor obtains approval from the contracting officer or designated contracting officer's representative (COR) to perform work at an off-site location.

(end)

### **Clause 7-215, Notification of Ownership Changes**

*Include the following clause as prescribed in [§ 745.55.40\(i\) \(Novation Agreements\)](#).*

#### **Notification of Ownership Changes (JAN 2003)**

(a) The contractor shall make the following notifications in writing:

(1) when the contractor becomes aware that a change in its ownership has occurred, or is certain to occur, that could result in changes in the valuation of its capitalized assets in the accounting records, the contractor shall notify the contracting officer within 30 days;

(2) the contractor shall also notify the contracting officer within 30 days whenever changes to asset valuations or any other cost changes have occurred or are certain to occur as a result of a change in ownership.

(b)The contractor shall:

- (1) maintain current, accurate, and complete inventory records of assets and their costs;
- (2) provide the contracting officer or designated representative ready access to the records upon request;
- (3) ensure that all-individual and grouped assets, their capitalized values, accumulated depreciation or amortization, and remaining useful lives are identified accurately before and after each of the contractor's ownership changes; and
- (4) retain and continue to maintain depreciation and amortization schedules based on the asset records maintained before each contractor ownership change.

(c)The contractor shall include the substance of this clause in all subcontracts under this contract.

(end)

**Clause 7-220, Termination for Convenience of the Judiciary (Fixed-Price)**

*Include the following clause as prescribed in [§ 755.20.60\(a\) \(Clauses\)](#).*

**Termination for Convenience of the Judiciary (Fixed-Price) (JAN 2003)**

(a)The judiciary may terminate performance of work under this contract in whole or, from time to time, in part if the contracting officer determines that termination is in the judiciary's interest. The contracting officer will terminate by delivering to the contractor a notice of termination specifying the extent of the termination and the effective date.

(b)After receipt of a notice of termination, and except as directed by the contracting officer, the contractor shall immediately proceed with the following obligations, regardless of any delay in determining or adjusting any amounts due under this clause:

- (1) stop work as specified in the notice;
- (2) place no further subcontracts or orders (referred to as subcontracts in this clause) for materials, services, or facilities except as necessary to complete the continued portion of the contract;
- (3) terminate all orders and subcontracts to the extent they relate to the work terminated;
- (4) assign to the judiciary, as directed by the contracting officer, all right, title, and interest of the contractor under the subcontracts terminated, in which case the judiciary shall have the right to settle or to pay any termination settlement offer arising out of those terminations;
- (5) with written approval or ratification to the extent required by the contracting officer, settle all outstanding liabilities and termination settlement offers arising from the termination of subcontracts; the written approval or ratification will be final for purposes of this clause;
- (6) as directed by the contracting officer, transfer title and deliver to the judiciary:
  - (i)the fabricated or unfabricated parts, work in process, completed work, supplies, and other material produced or acquired for the work terminated; and
  - (ii)the completed or partially completed plans, drawings, information, and other property that, if the contract had been completed, would be required to be furnished to the judiciary;
- (7) complete performance of the work not terminated;
- (8) take any action that may be necessary, or that the contracting officer may direct, for the protection and preservation of the property related to this contract that is in the possession of the contractor and in which the judiciary has or may acquire an interest;
- (9) use its best efforts to sell, as directed or authorized by the contracting officer, any property of the types referred to in paragraph (b)(6) of this clause, *provided*, however, that the contractor (i) is not required to extend credit to any purchaser and (ii) may acquire the property under the conditions prescribed by, and at prices approved in writing by, the contracting officer. The proceeds of any transfer or disposition will be applied to reduce any payments to be made by the judiciary under this contract, credited to the price or cost of the work, or paid in any other manner directed by the contracting officer.

(c)The contractor shall submit complete termination inventory schedules no later than 120 days from the effective date of termination, unless extended in writing by the contracting officer upon written request of the contractor within this 120-day period.

(d)After expiration of the plant clearance period, the contractor may submit to the contracting officer a list, certified as to quantity and quality, of termination inventory not previously disposed of, excluding items authorized for disposition by the contracting officer. The contractor may request the judiciary to remove those items or enter into an agreement for their storage. Within 15 days, the judiciary will accept title to those items and remove them or enter into a storage agreement. The contracting officer may verify the list upon removal of the items, or if stored, within 45 days from submission of the list, and will correct the list, as necessary, before final settlement.

(e)After termination, the contractor shall submit a final termination settlement offer to the contracting officer in the form and with the certification prescribed by the contracting officer. The contractor shall submit the offer promptly, but no later than 1 year from the effective date of termination, unless extended in writing by the contracting officer upon written request of the contractor within this 1-year period. However, if the contracting officer determines that the facts justify it, a termination settlement offer may be received and acted on after the 1 year or any extension. If the contractor fails to submit the offer within the time allowed, the contracting officer may determine, on the basis of information available, the amount, if any, due the contractor because of the termination and shall pay the amount determined.

(f)Subject to paragraph (e) of this clause, the contractor and contracting officer may agree upon the whole or any part of the amount to be paid or remaining to be paid because of the termination. The amount may include a reasonable allowance for profit on work done. However, the agreed amount, whether under this paragraph (f) or paragraph (g) of this clause, exclusive of costs shown in paragraph (g)(3) of this clause, may not exceed the total contract price as reduced by (1) the amount of payments previously made and (2) the contract price of work not terminated. The contract will be modified, and the contractor paid the agreed amount. Paragraph (g) of this clause will not limit, restrict, or affect the amount that may be agreed upon to be paid under this paragraph.

(g)If the contractor and the contracting officer fail to agree on the whole amount to be paid because of the termination of work, the contracting officer will pay the contractor amounts determined by the contracting officer as follow, but without duplication of any amounts agreed on under paragraph (f) of this clause:

(1) the contract price for completed products or services accepted by the judiciary (or sold or acquired under paragraph (b)(9) of this clause) not previously paid for, adjusted for any saving of freight and other charges;

(2) the total of:

(i)the costs incurred in the performance of the work terminated, including initial costs and preparatory expense allocable thereto, but excluding any costs attributable to products or services paid or to be paid under paragraph (g)(1) of this clause;

(ii)the cost of settling and paying termination settlement offers under terminated subcontracts that are properly chargeable to the terminated portion of the contract if not included in subdivision (g)(2)(i) of this clause; and

(iii)a sum, as profit on subdivision (g)(2)(i) of this clause, determined by the contracting officer; in effect on the date of the contract, to be fair and reasonable; however, if it appears that the contractor would have sustained a loss on the entire contract had it been completed, the contracting officer will allow no profit under this subdivision (g)(2)(iii) and will reduce the settlement to reflect the indicated rate of loss.

(3) the reasonable costs of settlement of the work terminated, including:

(i)accounting, legal, clerical, and other expenses reasonably necessary for the preparation of termination settlement offers and supporting data;

(ii)the termination and settlement of subcontracts (excluding the amounts of such settlements); and

(iii)storage, transportation, and other costs incurred, reasonably necessary for the preservation, protection, or disposition of the termination inventory.

(h) Except for normal spoilage, and except to the extent that the judiciary expressly assumed the risk of loss, the contracting officer will exclude from the amounts payable to the contractor under paragraph (g) of this clause, the fair value, as determined by the contracting officer, of property that is destroyed, lost, stolen, or damaged so as to become undeliverable to the judiciary or to a buyer.

(i) The cost principles and procedures of [Guide to Judiciary Policy, Vol. 14, Ch. 4](#) in effect on the date of this contract will govern all costs claimed, agreed to, or determined under this clause.

(j) The contractor shall have the right of appeal under the Disputes clause, from any determination made by the contracting officer under paragraph (e), (g), or (l) of this clause, except that if the contractor has failed to submit the termination settlement offer or request for equitable adjustment within the time provided in paragraph (e) or (l), respectively, and failed to request an extension of time, there is no right of appeal.

(k) In arriving at the amount due the contractor under this clause, there will be deducted:

(1) all unliquidated advance or other payments to the contractor under the terminated portion of this contract;

(2) any claim which the judiciary has against the contractor under this contract; and

(3) the agreed price for, or the proceeds of sale of materials, products, or other things acquired by the contractor or sold under the provisions of this clause and not recovered by or credited to the judiciary.

(l) If the termination is partial, the contractor may file an offer with the contracting officer for an equitable adjustment of the price(s) of the continued portion of the contract. The contracting officer will make any equitable adjustment agreed upon. Any offer by the contractor for an equitable adjustment under this clause shall be requested within 90 days from the effective date of termination unless extended in writing by the contracting officer.

(m)

(1) The judiciary may, under the terms and conditions it prescribes, make partial payments and payments against costs incurred by the contractor for the terminated portion of the contract, if the contracting officer believes the total of these payments will not exceed the amount to which the contractor will be entitled.

(2) If the total payments exceed the amount finally determined to be due, the contractor shall repay the excess to the judiciary upon demand, together with interest computed at the rate established by the Secretary of the Treasury under [50 U.S.C. App. 1215\(b\)\(2\)](#). Interest will be computed for the period from the date the excess is repaid. Interest will not be charged on any excess payment due to a reduction in the contractor's termination settlement offer because of retention or other disposition of termination inventory until 10 days after the date of the retention or disposition, or a later date determined by the contracting officer because of the circumstances.

(n) Unless otherwise provided in this contract, or by statute, the contractor shall maintain all records and documents relating to the terminated portion of this contract for 3 years after final settlement. This includes all books and other evidence bearing on the contractor's costs and expenses under this contract. The contractor shall make these records and documents available to the judiciary, at the contractor's office, at all reasonable times, without any direct charge. If approved in writing by the contracting officer, photographs, microphotographs, or other authentic reproductions may be maintained instead of original records and documents.

(end)

### **Clause 7-223 Termination for Convenience of the Judiciary (Short Form)**

*Include the following clause as prescribed in [§ 755.20.60\(b\) \(Clauses\)](#).*

### **Termination for Convenience of the Judiciary (Short Form) (AUG 2004)**

The contracting officer, by written notice, may terminate this contract, in whole or in part, when it is in the judiciary's interest. If this contract is terminated, the judiciary shall be liable only for payment under the payment provisions of this contract for products received or services rendered before the effective date of termination.

(end)

**Clause 7-230, Termination for Default (Fixed-Price – Products and Services)**

*Include the following clause as prescribed in [§ 755.25.60\(a\) \(Clauses\)](#).*

**Termination for Default (Fixed-Price – Products and Services) (JAN 2003)**

(a)(1) The judiciary may, subject to paragraphs (c) and (d) of this clause, by written notice of default to the contractor, terminate this contract in whole or in part if the contractor fails to:

- (i) deliver the products or to perform the services within the time specified in this contract or any extension;
- (ii) make progress, so as to endanger performance of this contract (but see paragraph (a)(2) of this clause); or
- (iii) perform any of the other provisions of this contract (but see paragraph (a)(2) of this clause).

(2) The judiciary's right to terminate this contract under subdivisions (a)(1)(ii) and (1)(iii) of this clause, may be exercised if the contractor does not cure the failure within 10 days (or more if authorized in writing by the contracting officer) after receipt of the notice from the contracting officer specifying the failure.

(b) If the judiciary terminates this contract in whole or in part, it may acquire, under the terms and in the manner the contracting officer considers appropriate, products or services similar to those terminated, and the contractor will be liable to the judiciary for any excess costs for those products or services. However, the contractor shall continue the work not terminated.

(c) Except for defaults of subcontractors at any tier, the contractor shall not be liable for any excess costs if the failure to perform the contract arises from causes beyond the control and without the fault or negligence of the contractor. Examples of such causes include (1) acts of God or of the public enemy, (2) acts of the government in its sovereign capacity or of the judiciary in its contractual capacity, (3) fires, (4) floods, (5) epidemics, (6) quarantine restrictions, (7) strikes, (8) freight embargoes, and (9) unusually severe weather. In each instance the failure to perform shall be beyond the control and without the fault or negligence of the contractor.

(d) If the failure to perform is caused by the default of a subcontractor at any tier, and if the cause of the default is beyond the control of both the contractor and subcontractor, and without the fault or negligence of either, the contractor shall not be liable for any excess costs for failure to perform, unless the subcontracted products or services were obtainable from other sources in sufficient time for the contractor to meet the required delivery schedule.

(e) If this contract is terminated for default, the judiciary may require the contractor to transfer title and deliver to the judiciary, as directed by the contracting officer, any (1) completed products, and (2) partially completed products, and materials, parts, tools, dies, jigs, fixtures, plans, drawings, information, and contract rights (collectively referred to as "manufacturing materials" in this clause) that the contractor has specifically produced or acquired for the terminated portion of this contract. Upon direction of the contracting officer, the contractor shall also protect and preserve property in its possession in which the judiciary has an interest.

(f) The judiciary will pay the contract price for completed products delivered and accepted. The contractor and contracting officer will agree on the amount of payment for manufacturing materials delivered and accepted and for the protection and preservation of the property. Failure to agree will be a dispute under the Disputes clause. The judiciary may withhold from these amounts any sum the contracting officer determines to be necessary to protect the judiciary against loss because of outstanding liens or claims of former lien holders.

(g) If, after termination, it is determined that the contractor was not in default, or that the delay was excusable, the rights and obligations of the parties will be the same as if the termination had been issued for the convenience of the judiciary.

(h) The rights and remedies of the judiciary in this clause are in addition to any other rights and remedies provided by law or under this contract.

(end)

**Clause 7-235, Disputes**

*Include the following clause as prescribed in [§ 750.20.70 \(Clause\)](#).*

**Disputes (JAN 2003)**

(a) A contract dispute means a written claim, demand or assertion by a contracting party for the payment of money in a sum certain, the adjustment or interpretation of contract terms, or other specific relief arising under or relating to the contract. A dispute also includes a termination for convenience settlement proposal and any request for an equitable adjustment, which is denied. A voucher, invoice, or other routine payment that is not disputed by the parties is not a dispute under this clause.

(b) A contract dispute shall be filed within 12 months of its accrual and shall be submitted in writing to the contracting officer. The dispute shall contain a detailed statement of the legal and factual basis of the dispute and shall be accompanied by any documents that support the claim. The claimant shall seek specific relief, as provided in paragraph (a) above. However, the time periods set forth here shall be superseded if the contract contains specific provisions for the processing of any claim which would otherwise be considered a dispute under this clause.

(c) Contracting officers are authorized to decide or settle all disputes under this clause. If the contracting officer requires additional information the contracting officer shall promptly request the claimant to provide such information. The contracting officer will issue a written determination within 60 days of the receipt of all the requested information from the claimant. If the contracting officer is unable to render a determination within 60 days, the claimant shall be notified of the date on which a determination will be made. The determination of the contracting officer shall be considered the final determination of the judiciary.

(d) The contractor shall proceed diligently with performance of this contract pending resolution of the dispute. The contractor shall comply with the final determination of the contracting officer unless such determination is overturned by a court of competent jurisdiction. Failure to diligently continue contract performance during the pendency of the claim or failure to comply with the final determination of the contracting officer may result in termination of the contract for default or imposition of other available remedies.

(end)

## SECTION J: LIST OF ATTACHMENTS

"REGISTER OF WAGE DETERMINATIONS UNDER | U.S. DEPARTMENT OF LABOR  
THE SERVICE CONTRACT ACT | EMPLOYMENT STANDARDS ADMINISTRATION  
By direction of the Secretary of Labor | WAGE AND HOUR DIVISION  
| WASHINGTON D.C. 20210

| Wage Determination No.: 2015-4281  
Daniel W. Simms Division of | Revision No.: 23  
Director Wage Determinations | Date Of Last Revision: 04/28/2022

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Note: Contracts subject to the Service Contract Act are generally required to pay at least the applicable minimum wage rate required under Executive Order 14026 or Executive Order 13658.

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| If the contract is entered into on or | With certain exceptions Executive Order  
| after January 30 2022 or the | 14026 applies to the contract.  
| contract is renewed or extended (e.g. | The contractor must pay all covered workers  
| an option is exercised) on or after | at least \$15.00 per hour (or the  
applicable |  
| January 30 2022: | wage rate listed on this wage  
determination |  
| | if it is higher) for all hours spent  
| | performing on the contract in 2022.

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| If the contract was awarded on or | With certain exceptions Executive Order  
| between January 1 2015 and January 29 | 13658 applies to the contract.  
| 2022 and the contract is not renewed | The contractor must pay all covered workers  
| or extended on or after January 30 | at least \$11.25 per hour (or the applicable  
| 2022: | wage rate listed on this wage  
determination |  
| | if it is higher) for all hours spent  
| | performing on the contract in 2022.

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The applicable Executive Order minimum wage rate will be adjusted annually.  
Additional  
information on contractor requirements and worker protections under the Executive  
Orders

is available at <https://www.dol.gov/agencies/whd/government-contracts>.

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States: District of Columbia Maryland Virginia  
Area: District of Columbia Statewide  
Maryland Counties of Calvert Charles Prince George's  
Virginia Counties of Alexandria Arlington Fairfax Falls Church Fauquier  
Loudoun Manassas Manassas Park Prince William Stafford

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

OCCUPATION CODE - TITLE FOOTNOTE

RATE

01000 - Administrative Support And Clerical Occupations

01011 - Accounting Clerk I

19.39

01012 - Accounting Clerk II

21.79

01013 - Accounting Clerk III

24.36

01020 - Administrative Assistant

37.47

01035 - Court Reporter

28.71

01041 - Customer Service Representative I

16.73

01042 - Customer Service Representative II

18.25

01043 - Customer Service Representative III

20.48

01051 - Data Entry Operator I

16.64

01052 - Data Entry Operator II

18.16

01060 - Dispatcher Motor Vehicle 23.00

01070 - Document Preparation Clerk

18.23

01090 - Duplicating Machine Operator

18.23

01111 - General Clerk I

17.51

01112 - General Clerk II

19.12

01113 - General Clerk III

21.47

01120 - Housing Referral Assistant

25.33

01141 - Messenger Courier

19.79

01191 - Order Clerk I

16.71

01192 - Order Clerk II

18.23

01261 - Personnel Assistant (Employment) I

19.76

01262 - Personnel Assistant (Employment) II  
22.10  
01263 - Personnel Assistant (Employment) III  
24.63  
01270 - Production Control Clerk  
26.81  
01290 - Rental Clerk  
18.17  
01300 - Scheduler Maintenance 20.31  
01311 - Secretary I  
20.31  
01312 - Secretary II  
22.72  
01313 - Secretary III  
25.33  
01320 - Service Order Dispatcher  
20.56  
01410 - Supply Technician  
37.47  
01420 - Survey Worker  
21.30  
01460 - Switchboard Operator/Receptionist  
17.45  
01531 - Travel Clerk I  
19.03  
01532 - Travel Clerk II  
20.71  
01533 - Travel Clerk III  
22.45  
01611 - Word Processor I  
18.62  
01612 - Word Processor II  
20.92  
01613 - Word Processor III  
23.39  
05000 - Automotive Service Occupations  
05005 - Automobile Body Repairer Fiberglass 28.60  
05010 - Automotive Electrician  
26.35  
05040 - Automotive Glass Installer  
24.82  
05070 - Automotive Worker  
24.82  
05110 - Mobile Equipment Servicer  
21.35  
05130 - Motor Equipment Metal Mechanic  
27.74  
05160 - Motor Equipment Metal Worker  
24.82  
05190 - Motor Vehicle Mechanic  
27.74  
05220 - Motor Vehicle Mechanic Helper  
19.53  
05250 - Motor Vehicle Upholstery Worker  
23.17

05280 - Motor Vehicle Wrecker  
 24.82  
 05310 - Painter Automotive 26.35  
 05340 - Radiator Repair Specialist  
 24.82  
 05370 - Tire Repairer  
 15.88  
 05400 - Transmission Repair Specialist  
 27.74  
 07000 - Food Preparation And Service Occupations  
 07010 - Baker  
 17.31  
 07041 - Cook I  
 17.78  
 07042 - Cook II  
 20.67  
 07070 - Dishwasher  
 14.59\*\*\*  
 07130 - Food Service Worker  
 14.77\*\*\*  
 07210 - Meat Cutter  
 20.41  
 07260 - Waiter/Waitress  
 14.12\*\*\*  
 09000 - Furniture Maintenance And Repair Occupations  
 09010 - Electrostatic Spray Painter  
 23.06  
 09040 - Furniture Handler  
 14.06\*\*\*  
 09080 - Furniture Refinisher  
 22.12  
 09090 - Furniture Refinisher Helper  
 16.39  
 09110 - Furniture Repairer Minor 19.45  
 09130 - Upholsterer  
 19.86  
 11000 - General Services And Support Occupations  
 11030 - Cleaner Vehicles 14.32\*\*\*  
 11060 - Elevator Operator  
 15.64  
 11090 - Gardener  
 23.36  
 11122 - Housekeeping Aide  
 15.64  
 11150 - Janitor  
 15.64  
 11210 - Laborer Grounds Maintenance 17.44  
 11240 - Maid or Houseman  
 14.58\*\*\*  
 11260 - Pruner  
 16.35  
 11270 - Tractor Operator  
 21.37  
 11330 - Trail Maintenance Worker  
 17.44

11360 - Window Cleaner  
 16.64  
 12000 - Health Occupations  
 12010 - Ambulance Driver  
 23.71  
 12011 - Breath Alcohol Technician  
 25.31  
 12012 - Certified Occupational Therapist Assistant  
 35.59  
 12015 - Certified Physical Therapist Assistant  
 30.02  
 12020 - Dental Assistant  
 23.78  
 12025 - Dental Hygienist  
 50.57  
 12030 - EKG Technician  
 37.13  
 12035 - Electroneurodiagnostic Technologist  
 37.13  
 12040 - Emergency Medical Technician  
 23.71  
 12071 - Licensed Practical Nurse I  
 22.63  
 12072 - Licensed Practical Nurse II  
 25.31  
 12073 - Licensed Practical Nurse III  
 28.22  
 12100 - Medical Assistant  
 18.95  
 12130 - Medical Laboratory Technician  
 28.82  
 12160 - Medical Record Clerk  
 22.95  
 12190 - Medical Record Technician  
 27.06  
 12195 - Medical Transcriptionist  
 20.72  
 12210 - Nuclear Medicine Technologist  
 43.13  
 12221 - Nursing Assistant I  
 13.87\*\*\*  
 12222 - Nursing Assistant II  
 15.59  
 12223 - Nursing Assistant III  
 17.01  
 12224 - Nursing Assistant IV  
 19.11  
 12235 - Optical Dispenser  
 25.02  
 12236 - Optical Technician  
 21.36  
 12250 - Pharmacy Technician  
 18.40  
 12280 - Phlebotomist  
 21.37

12305 - Radiologic Technologist  
 37.13  
 12311 - Registered Nurse I  
 30.40  
 12312 - Registered Nurse II  
 36.78  
 12313 - Registered Nurse II Specialist 36.78  
 12314 - Registered Nurse III  
 44.14  
 12315 - Registered Nurse III Anesthetist 44.14  
 12316 - Registered Nurse IV  
 52.91  
 12317 - Scheduler (Drug and Alcohol Testing)  
 31.36  
 12320 - Substance Abuse Treatment Counselor  
 28.68  
 13000 - Information And Arts Occupations  
 13011 - Exhibits Specialist I  
 24.30  
 13012 - Exhibits Specialist II  
 30.10  
 13013 - Exhibits Specialist III  
 36.82  
 13041 - Illustrator I  
 22.26  
 13042 - Illustrator II  
 27.57  
 13043 - Illustrator III  
 33.73  
 13047 - Librarian  
 42.46  
 13050 - Library Aide/Clerk  
 17.98  
 13054 - Library Information Technology Systems  
 38.33  
 Administrator  
 13058 - Library Technician  
 23.37  
 13061 - Media Specialist I  
 27.67  
 13062 - Media Specialist II  
 30.94  
 13063 - Media Specialist III  
 34.50  
 13071 - Photographer I  
 20.30  
 13072 - Photographer II  
 22.87  
 13073 - Photographer III  
 28.64  
 13074 - Photographer IV  
 34.67  
 13075 - Photographer V  
 41.62  
 13090 - Technical Order Library Clerk

22.57  
 13110 - Video Teleconference Technician  
 30.04  
 14000 - Information Technology Occupations  
 14041 - Computer Operator I  
 22.89  
 14042 - Computer Operator II  
 25.63  
 14043 - Computer Operator III  
 28.56  
 14044 - Computer Operator IV  
 31.72  
 14045 - Computer Operator V  
 35.16  
 14071 - Computer Programmer I (see 1)  
 26.99  
 14072 - Computer Programmer II (see 1)  
 14073 - Computer Programmer III (see 1)  
 14074 - Computer Programmer IV (see 1)  
 14101 - Computer Systems Analyst I (see 1)  
 14102 - Computer Systems Analyst II (see 1)  
 14103 - Computer Systems Analyst III (see 1)  
 14150 - Peripheral Equipment Operator  
 22.89  
 14160 - Personal Computer Support Technician  
 31.72  
 14170 - System Support Specialist  
 38.69  
 15000 - Instructional Occupations  
 15010 - Aircrew Training Devices Instructor (Non-Rated)  
 36.47  
 15020 - Aircrew Training Devices Instructor (Rated)  
 44.06  
 15030 - Air Crew Training Devices Instructor (Pilot)  
 52.81  
 15050 - Computer Based Training Specialist / Instructor  
 36.47  
 15060 - Educational Technologist  
 46.20  
 15070 - Flight Instructor (Pilot)  
 52.81  
 15080 - Graphic Artist  
 36.01  
 15085 - Maintenance Test Pilot Fixed Jet/Prop 51.76  
 15086 - Maintenance Test Pilot Rotary Wing 51.76  
 15088 - Non-Maintenance Test/Co-Pilot  
 51.76  
 15090 - Technical Instructor  
 31.61  
 15095 - Technical Instructor/Course Developer  
 38.67  
 15110 - Test Proctor  
 25.52  
 15120 - Tutor  
 25.52

16000 - Laundry Dry-Cleaning Pressing And Related Occupations  
 16010 - Assembler  
 17.13  
 16030 - Counter Attendant  
 17.13  
 16040 - Dry Cleaner  
 19.57  
 16070 - Finisher Flatwork Machine 17.13  
 16090 - Presser Hand 17.13  
 16110 - Presser Machine Drycleaning 17.13  
 16130 - Presser Machine Shirts 17.13  
 16160 - Presser Machine Wearing Apparel Laundry 17.13  
 16190 - Sewing Machine Operator  
 20.38  
 16220 - Tailor  
 21.20  
 16250 - Washer Machine 17.94  
 19000 - Machine Tool Operation And Repair Occupations  
 19010 - Machine-Tool Operator (Tool Room)  
 29.55  
 19040 - Tool And Die Maker  
 35.89  
 21000 - Materials Handling And Packing Occupations  
 21020 - Forklift Operator  
 22.18  
 21030 - Material Coordinator  
 26.81  
 21040 - Material Expediter  
 26.81  
 21050 - Material Handling Laborer  
 15.98  
 21071 - Order Filler  
 16.60  
 21080 - Production Line Worker (Food Processing)  
 22.18  
 21110 - Shipping Packer  
 18.17  
 21130 - Shipping/Receiving Clerk  
 18.17  
 21140 - Store Worker I  
 16.31  
 21150 - Stock Clerk  
 20.29  
 21210 - Tools And Parts Attendant  
 22.18  
 21410 - Warehouse Specialist  
 22.18  
 23000 - Mechanics And Maintenance And Repair Occupations  
 23010 - Aerospace Structural Welder  
 40.71  
 23019 - Aircraft Logs and Records Technician  
 32.27  
 23021 - Aircraft Mechanic I  
 38.65  
 23022 - Aircraft Mechanic II

40.71  
 23023 - Aircraft Mechanic III  
 42.69  
 23040 - Aircraft Mechanic Helper  
 27.20  
 23050 - Aircraft Painter 36.70  
 23060 - Aircraft Servicer  
 32.27  
 23070 - Aircraft Survival Flight Equipment Technician  
 36.70  
 23080 - Aircraft Worker  
 34.57  
 23091 - Aircrew Life Support Equipment (ALSE) Mechanic  
 34.57  
 I  
 23092 - Aircrew Life Support Equipment (ALSE) Mechanic  
 38.65  
 II  
 23110 - Appliance Mechanic  
 22.74  
 23120 - Bicycle Repairer  
 17.40  
 23125 - Cable Splicer  
 36.39  
 23130 - Carpenter Maintenance 27.29  
 23140 - Carpet Layer  
 22.54  
 23160 - Electrician Maintenance 29.95  
 23181 - Electronics Technician Maintenance I  
 32.91  
 23182 - Electronics Technician Maintenance II  
 34.94  
 23183 - Electronics Technician Maintenance III  
 36.78  
 23260 - Fabric Worker  
 25.98  
 23290 - Fire Alarm System Mechanic  
 29.84  
 23310 - Fire Extinguisher Repairer  
 23.94  
 23311 - Fuel Distribution System Mechanic  
 37.07  
 23312 - Fuel Distribution System Operator  
 28.53  
 23370 - General Maintenance Worker  
 23.48  
 23380 - Ground Support Equipment Mechanic  
 38.65  
 23381 - Ground Support Equipment Servicer  
 32.27  
 23382 - Ground Support Equipment Worker  
 34.57  
 23391 - Gunsmith I  
 23.94  
 23392 - Gunsmith II

27.83  
 23393 - Gunsmith III  
 31.11  
 23410 - Heating Ventilation And Air-Conditioning 30.17  
 Mechanic  
 23411 - Heating Ventilation And Air Contidioning 31.78  
 Mechanic (Research Facility)  
 23430 - Heavy Equipment Mechanic  
 29.18  
 23440 - Heavy Equipment Operator  
 26.20  
 23460 - Instrument Mechanic  
 33.14  
 23465 - Laboratory/Shelter Mechanic  
 29.55  
 23470 - Laborer  
 16.48  
 23510 - Locksmith  
 32.72  
 23530 - Machinery Maintenance Mechanic  
 30.29  
 23550 - Machinist Maintenance 30.16  
 23580 - Maintenance Trades Helper  
 18.27  
 23591 - Metrology Technician I  
 33.14  
 23592 - Metrology Technician II  
 34.91  
 23593 - Metrology Technician III  
 36.61  
 23640 - Millwright  
 29.89  
 23710 - Office Appliance Repairer  
 22.96  
 23760 - Painter Maintenance 22.38  
 23790 - Pipefitter Maintenance 30.60  
 23810 - Plumber Maintenance 29.07  
 23820 - Pneudraulic Systems Mechanic  
 31.11  
 23850 - Rigger  
 31.05  
 23870 - Scale Mechanic  
 27.83  
 23890 - Sheet-Metal Worker Maintenance 29.04  
 23910 - Small Engine Mechanic  
 22.69  
 23931 - Telecommunications Mechanic I  
 37.06  
 23932 - Telecommunications Mechanic II  
 39.03  
 23950 - Telephone Lineman  
 37.13  
 23960 - Welder Combination Maintenance 27.58  
 23965 - Well Driller  
 27.13

23970 - Woodcraft Worker  
31.11  
23980 - Woodworker  
23.94  
24000 - Personal Needs Occupations  
24550 - Case Manager  
20.75  
24570 - Child Care Attendant  
15.17  
24580 - Child Care Center Clerk  
18.91  
24610 - Chore Aide  
14.42\*\*\*  
24620 - Family Readiness And Support Services  
20.75  
Coordinator  
24630 - Homemaker  
20.75  
25000 - Plant And System Operations Occupations  
25010 - Boiler Tender  
37.98  
25040 - Sewage Plant Operator  
28.29  
25070 - Stationary Engineer  
37.98  
25190 - Ventilation Equipment Tender  
26.74  
25210 - Water Treatment Plant Operator  
28.29  
27000 - Protective Service Occupations  
27004 - Alarm Monitor  
23.83  
27007 - Baggage Inspector  
19.39  
27008 - Corrections Officer  
29.35  
27010 - Court Security Officer  
30.66  
27030 - Detection Dog Handler  
21.69  
27040 - Detention Officer  
29.35  
27070 - Firefighter  
31.96  
27101 - Guard I  
19.39  
27102 - Guard II  
21.69  
27131 - Police Officer I  
33.25  
27132 - Police Officer II  
36.96  
28000 - Recreation Occupations  
28041 - Carnival Equipment Operator  
16.91

28042 - Carnival Equipment Repairer  
 18.48  
 28043 - Carnival Worker  
 12.94\*\*\*  
 28210 - Gate Attendant/Gate Tender  
 18.07  
 28310 - Lifeguard  
 12.75\*\*\*  
 28350 - Park Attendant (Aide)  
 20.22  
 28510 - Recreation Aide/Health Facility Attendant  
 14.76\*\*\*  
 28515 - Recreation Specialist  
 25.05  
 28630 - Sports Official  
 16.10  
 28690 - Swimming Pool Operator  
 21.48  
 29000 - Stevedoring/Longshoremen Occupational Services  
 29010 - Blocker And Bracer  
 34.82  
 29020 - Hatch Tender  
 34.82  
 29030 - Line Handler  
 34.82  
 29041 - Stevedore I  
 32.51  
 29042 - Stevedore II  
 36.97  
 30000 - Technical Occupations  
 30010 - Air Traffic Control Specialist Center (HFO) (see 2) 46.70  
 30011 - Air Traffic Control Specialist Station (HFO) (see 2) 32.20  
 30012 - Air Traffic Control Specialist Terminal (HFO) (see 2) 35.47  
 30021 - Archeological Technician I  
 20.86  
 30022 - Archeological Technician II  
 23.34  
 30023 - Archeological Technician III  
 28.90  
 30030 - Cartographic Technician  
 28.90  
 30040 - Civil Engineering Technician  
 32.88  
 30051 - Cryogenic Technician I  
 32.01  
 30052 - Cryogenic Technician II  
 35.36  
 30061 - Drafter/CAD Operator I  
 20.86  
 30062 - Drafter/CAD Operator II  
 23.34  
 30063 - Drafter/CAD Operator III  
 26.01  
 30064 - Drafter/CAD Operator IV  
 32.01

30081 - Engineering Technician I  
22.92  
30082 - Engineering Technician II  
25.72  
30083 - Engineering Technician III  
28.79  
30084 - Engineering Technician IV  
35.64  
30085 - Engineering Technician V  
43.61  
30086 - Engineering Technician VI  
52.76  
30090 - Environmental Technician  
28.90  
30095 - Evidence Control Specialist  
28.90  
30210 - Laboratory Technician  
28.21  
30221 - Latent Fingerprint Technician I  
37.63  
30222 - Latent Fingerprint Technician II  
41.56  
30240 - Mathematical Technician  
35.01  
30361 - Paralegal/Legal Assistant I  
23.32  
30362 - Paralegal/Legal Assistant II  
28.90  
30363 - Paralegal/Legal Assistant III  
35.35  
30364 - Paralegal/Legal Assistant IV  
42.76  
30375 - Petroleum Supply Specialist  
35.36  
30390 - Photo-Optics Technician  
28.90  
30395 - Radiation Control Technician  
35.36  
30461 - Technical Writer I  
28.83  
30462 - Technical Writer II  
35.27  
30463 - Technical Writer III  
42.68  
30491 - Unexploded Ordnance (UXO) Technician I  
29.68  
30492 - Unexploded Ordnance (UXO) Technician II  
35.91  
30493 - Unexploded Ordnance (UXO) Technician III  
43.04  
30494 - Unexploded (UXO) Safety Escort  
29.68  
30495 - Unexploded (UXO) Sweep Personnel  
29.68  
30501 - Weather Forecaster I

32.01  
 30502 - Weather Forecaster II  
 38.93  
 30620 - Weather Observer Combined Upper Air Or (see 2) 26.01  
 Surface Programs  
 30621 - Weather Observer Senior (see 2) 28.90  
 31000 - Transportation/Mobile Equipment Operation Occupations  
 31010 - Airplane Pilot  
 35.91  
 31020 - Bus Aide  
 16.18  
 31030 - Bus Driver  
 23.52  
 31043 - Driver Courier  
 20.34  
 31260 - Parking and Lot Attendant  
 15.09  
 31290 - Shuttle Bus Driver  
 19.93  
 31310 - Taxi Driver  
 17.71  
 31361 - Truckdriver Light 22.24  
 31362 - Truckdriver Medium 24.14  
 31363 - Truckdriver Heavy 23.78  
 31364 - Truckdriver Tractor-Trailer 23.78  
 99000 - Miscellaneous Occupations  
 99020 - Cabin Safety Specialist  
 17.51  
 99030 - Cashier  
 13.79\*\*\*  
 99050 - Desk Clerk  
 14.61\*\*\*  
 99095 - Embalmer  
 34.10  
 99130 - Flight Follower  
 29.68  
 99251 - Laboratory Animal Caretaker I  
 16.35  
 99252 - Laboratory Animal Caretaker II  
 17.88  
 99260 - Marketing Analyst  
 37.55  
 99310 - Mortician  
 34.10  
 99410 - Pest Controller  
 21.91  
 99510 - Photofinishing Worker  
 18.65  
 99710 - Recycling Laborer  
 22.98  
 99711 - Recycling Specialist  
 28.16  
 99730 - Refuse Collector  
 20.81  
 99810 - Sales Clerk

14.24\*\*\*

99820 - School Crossing Guard

18.02

99830 - Survey Party Chief

31.00

99831 - Surveying Aide

19.26

99832 - Surveying Technician

29.45

99840 - Vending Machine Attendant

17.03

99841 - Vending Machine Repairer

21.64

99842 - Vending Machine Repairer Helper

17.03

\*\*\*Workers in this classification may be entitled to a higher minimum wage under Executive Order 14026 (\$15.00 per hour) or 13658 (\$11.25 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.

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

ALL OCCUPATIONS LISTED ABOVE RECEIVE THE FOLLOWING BENEFITS:

HEALTH & WELFARE: \$4.60 per hour up to 40 hours per week or \$184.00 per week or \$797.33 per month HEALTH & WELFARE EO 13706: \$4.23 per hour up to 40 hours per week or \$169.20 per week or \$733.20 per month\*

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

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

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

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

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

2) AIR TRAFFIC CONTROLLERS AND WEATHER OBSERVERS - NIGHT PAY & SUNDAY PAY: If you work at night as part of a regular tour of duty you will earn a night differential and receive an additional 10% of basic pay for any hours worked between 6pm and 6am.

If you are a full-time employed (40 hours a week) and Sunday is part of your regularly scheduled workweek you are paid at your rate of basic pay plus a Sunday premium of 25% of your basic rate for each hour of Sunday work which is not overtime (i.e. occasional work on Sunday outside the normal tour of duty is considered overtime work).

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

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

## **SECTION L: INSTRUCTIONS, CONDITIONS, AND NOTICES TO OFFERORS**

All contractors submitting a proposal for this task are required to develop and provide a technical proposal and a pricing proposal based on the requirements and specifications listed in the Statement of Work. The technical proposal shall consist of all the submittals required to be provided at the time proposals are due. Price proposals are required in accordance with the pricing schedule set forth in XV. PRICING SCHEDULE and Section B Supplies or Services and Prices/Costs. Price proposals shall consist of the firm fixed prices offered for each individual item of equipment, labor, maintenance, travel, and optional items subject to the availability of Court funds, if applicable.

Please include any recommended optional items that are required to be included in the overall evaluation, which may be exercised if funding is available. An Open Market firm fixed price award from this RFP will be made based on the lowest priced, technically acceptable offer. Use the attached Section B Supplies or Services and Prices/Costs quote sheet for an Open Market firm fixed price submittal.

If deemed necessary, a mandatory site survey will be scheduled at the discretion of the Court.

**END OF SOLICITATION**