



UNITED STATES DISTRICT COURT
DISTRICT OF SOUTH CAROLINA

DIVISIONAL OFFICES

P. O. BOX 835
CHARLESTON, SC 29402
(843) 579-1401 FAX 579-1402

P. O. BOX 10768
GREENVILLE, SC 29603
(864) 241-2700 FAX 241-2711

P. O. BOX 2317
FLORENCE, SC 29503
(843) 676-3820 FAX 676-3831

LARRY W. PROPES
CLERK OF COURT

OFFICE OF THE CLERK
901 RICHLAND STREET
COLUMBIA, SOUTH CAROLINA 29201-2431
(803) 765-5816 FAX (803) 765-5960
www.scd.uscourts.gov

June 10, 2013

Request for Quotes

Prospective Vendor

Re: Solicitation MJW-2013

Dear Prospective Vendor:

The U.S. District Court for the District of South Carolina is requesting open market priced quotes for the following services:

Items to be mailed directly to the vendor by the court -

Two sized envelopes will be used in this job - one envelope is a 9 ½" x 12" window envelope (Attachment A) and the other is 9" x 11 ½" business reply envelope (Attachment B). Most envelopes will be shipped directly to the vendor, and storage will be required.

Items to be picked up by the vendor from the court -

The following items will be picked up by the vendor at the United States District Court, Matthew J. Perry, Jr. Courthouse at 901 Richland Street, Columbia, SC 29201:

1. Approximately 193,000 letter size jury questionnaires (Attachment C) and letter size instruction sheets (Attachment D). The job will consist of two phases - Phase I is the initial mail-out of 160,000 envelopes, and Phase II will be the re-mail of approximately 33,000 envelopes. In Phase I, the court will release the questionnaires in three or four drops ranging from approximately 40,000 to 53,000. In Phase II, all re-mails will be released in one drop of 33,000.
2. The court currently has a portion of the envelopes stored in Columbia. The vendor may need to pick-up part of this supply to complete the job.

Services to be provided -

Insert the following three documents into each window envelope (Attachment A):

- One letter size jury questionnaire with mailing address (Attachment C).
- One letter size instruction sheet (Attachment D).
- One 9" by 11 ½" business reply envelope (Attachment B).

Services continued

Seal and meter¹ any envelope not covered under the mailing permit.
Sort and mail preparation.
Take the above envelopes to the post office and mail.

Each drop should be mailed within ten (10) business days following a pick-up.

The Service Contract Act applies to this solicitation and a current copy of the U. S. Department of Labor Wage Determination is attached for your information

It is anticipated that the envelopes will be printed and shipped to the vendor in late July or early September. The jury questionnaires should be ready for pick-up in September.

The vendor shall provide three references using the reference form below, for whom the vendor has provided mail services and other services identified in this solicitation within the past three years. Provide the name and address for each reference, as well as a contact person and phone number for whom services were provided. The referenced persons may be contacted. The Government reserves the right to contact any reference and consider the information provided in determining a vendor's responsibility.

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

Responses

Responses should be submitted on the attached quote form and identified by the above solicitation number, signed, dated and faxed to 803.253.3909 or emailed to wanda_williams@scd.uscourts.gov.

Responses are due **Friday, June 21, 2013 by 1:00 PM. EDT.** Questions should be addressed to Wanda K. Williams at 803.253.3471.

Wanda K. Williams 
Contracting Officer
U.S. District Court
901 Richland Street
Columbia SC 29201
Phone: 803-253-3471
Fax: 803-253-3909
Email: wanda_williams@scd.uscourts.gov

¹Postage will be covered through a mailing permit and envelopes will be pre-printed with the permit information; therefore, postage cost should not be included in the bid. If postage is required on an envelope, it must be first class and charges will be covered by the court. Verification of any postage expenses must be included with the invoice, i.e., U.S. Postal Service receipt, report from metering equipment, etc. Copies of all PS Form 3600-RI for permit items must be provided to the court.

BID RESPONSE FORM

Vendor Name: _____

Vendor Address: _____

Solicitation #: MJW-2013

Bid Amount
(Amount Not to include Postage): _____

Name of Person obligating Vendor to the above amount: _____

Signature: _____

Date: _____ Phone#: _____

REFERENCES

1) Company Name: _____

Address: _____

Contact Person: _____

Phone: _____

2) Company Name: _____

Address: _____

Contact Person: _____

Phone: _____

3) Company Name: _____

Address: _____

Contact Person: _____

Phone: _____

PURCHASE ORDER TERMS AND CONDITIONS
Provisions and Clauses

1) **Clause B-5 Clauses Incorporated by Reference (SEP 2010)**

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

2) **The following clauses are included by reference:**

Clause 3-3, Provisions, Clauses, Terms and Conditions - Small Purchases (APR 2013)

3) **Incorporation of Department of Labor Wage Rate Determination**

Attached

4) **Provision 3-5, Taxpayer Identification and Other Offeror Information (APR 2011)**

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

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

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

(d) *Taxpayer Identification Number (TIN):* _____

TIN has been applied for.

TIN is not required, because:

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

Offeror is an agency or instrumentality of a foreign government;

Offeror is an agency or instrumentality of the federal government.

(e) *Type of organization:*

sole proprietorship;

partnership;

corporate entity (not tax-exempt);

corporate entity (tax-exempt);

government entity (federal, state or local);

foreign government;

international organization per 26 CFR 1.6049-4;

other _____.

(f) *Contractor representations.*

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

- Women Owned Business
- Minority Owned Business (if selected, then one sub-type is required)
 - Black American
 - Hispanic American
 - Native American (American Indians, Eskimos, Aleuts, or Native Hawaiians)
 - Asian-Pacific American (persons with origins from Burma, Thailand, Malaysia, Indonesia, 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 (persons with origins from India, Pakistan, Bangladesh, Sri Lanka, Bhutan, the Maldives Islands, or Nepal)
 - Individual/concern, other than one of the preceding.

WD 05-2475 (Rev.-14) was first posted on www.wdol.gov on 06/19/2012

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

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

Diane C. Koplewski Division of
Director Wage Determinations

Wage Determination No.: 2005-2475
Revision No.: 14
Date Of Revision: 06/13/2012

State: South Carolina

Area: South Carolina Counties of Calhoun, Chester, Clarendon, Fairfield,
Kershaw, Lexington, Newberry, Orangeburg, Richland, Saluda, Sumter

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

OCCUPATION CODE - TITLE	FOOTNOTE	RATE
01000 - Administrative Support And Clerical Occupations		
01011 - Accounting Clerk I		11.97
01012 - Accounting Clerk II		13.53
01013 - Accounting Clerk III		15.13
01020 - Administrative Assistant		19.27
01040 - Court Reporter		18.56
01051 - Data Entry Operator I		11.78
01052 - Data Entry Operator II		12.86
01060 - Dispatcher, Motor Vehicle		16.45
01070 - Document Preparation Clerk		11.91
01090 - Duplicating Machine Operator		11.91
01111 - General Clerk I		11.43
01112 - General Clerk II		12.47
01113 - General Clerk III		13.99
01120 - Housing Referral Assistant		17.34
01141 - Messenger Courier		9.70
01191 - Order Clerk I		12.60
01192 - Order Clerk II		13.75
01261 - Personnel Assistant (Employment) I		14.26
01262 - Personnel Assistant (Employment) II		15.95
01263 - Personnel Assistant (Employment) III		17.79
01270 - Production Control Clerk		19.20
01280 - Receptionist		11.95
01290 - Rental Clerk		12.31
01300 - Scheduler, Maintenance		13.77
01311 - Secretary I		13.77
01312 - Secretary II		15.52
01313 - Secretary III		17.34
01320 - Service Order Dispatcher		14.41
01410 - Supply Technician		19.27
01420 - Survey Worker		13.30
01531 - Travel Clerk I		12.07
01532 - Travel Clerk II		12.84
01533 - Travel Clerk III		13.66
01611 - Word Processor I		12.12
01612 - Word Processor II		13.61
01613 - Word Processor III		15.22
05000 - Automotive Service Occupations		
05005 - Automobile Body Repairer, Fiberglass		19.38
05010 - Automotive Electrician		17.93
05040 - Automotive Glass Installer		16.86
05070 - Automotive Worker		16.86

05110 - Mobile Equipment Servicer	14.64
05130 - Motor Equipment Metal Mechanic	18.98
05160 - Motor Equipment Metal Worker	16.86
05190 - Motor Vehicle Mechanic	18.50
05220 - Motor Vehicle Mechanic Helper	13.60
05250 - Motor Vehicle Upholstery Worker	15.74
05280 - Motor Vehicle Wrecker	16.86
05310 - Painter, Automotive	17.93
05340 - Radiator Repair Specialist	16.86
05370 - Tire Repairer	11.28
05400 - Transmission Repair Specialist	18.98
07000 - Food Preparation And Service Occupations	
07010 - Baker	11.22
07041 - Cook I	8.84
07042 - Cook II	10.16
07070 - Dishwasher	8.25
07130 - Food Service Worker	10.43
07210 - Meat Cutter	12.72
07260 - Waiter/Waitress	7.25
09000 - Furniture Maintenance And Repair Occupations	
09010 - Electrostatic Spray Painter	14.60
09040 - Furniture Handler	9.30
09080 - Furniture Refinisher	14.61
09090 - Furniture Refinisher Helper	11.01
09110 - Furniture Repairer, Minor	12.83
09130 - Upholsterer	14.60
11000 - General Services And Support Occupations	
11030 - Cleaner, Vehicles	9.34
11060 - Elevator Operator	9.34
11090 - Gardener	12.56
11122 - Housekeeping Aide	9.34
11150 - Janitor	9.34
11210 - Laborer, Grounds Maintenance	10.68
11240 - Maid or Houseman	8.10
11260 - Pruner	9.66
11270 - Tractor Operator	11.67
11330 - Trail Maintenance Worker	10.68
11360 - Window Cleaner	9.57
12000 - Health Occupations	
12010 - Ambulance Driver	15.44
12011 - Breath Alcohol Technician	15.44
12012 - Certified Occupational Therapist Assistant	23.79
12015 - Certified Physical Therapist Assistant	24.26
12020 - Dental Assistant	15.21
12025 - Dental Hygienist	25.23
12030 - EKG Technician	21.28
12035 - Electroneurodiagnostic Technologist	21.28
12040 - Emergency Medical Technician	15.44
12071 - Licensed Practical Nurse I	14.76
12072 - Licensed Practical Nurse II	16.51
12073 - Licensed Practical Nurse III	18.41
12100 - Medical Assistant	13.66
12130 - Medical Laboratory Technician	15.50
12160 - Medical Record Clerk	13.76
12190 - Medical Record Technician	15.39
12195 - Medical Transcriptionist	14.97
12210 - Nuclear Medicine Technologist	28.15
12221 - Nursing Assistant I	9.78
12222 - Nursing Assistant II	10.99
12223 - Nursing Assistant III	12.00
12224 - Nursing Assistant IV	13.47
12235 - Optical Dispenser	15.87
12236 - Optical Technician	13.49

12250 - Pharmacy Technician	12.84
12280 - Phlebotomist	13.47
12305 - Radiologic Technologist	22.94
12311 - Registered Nurse I	22.77
12312 - Registered Nurse II	27.85
12313 - Registered Nurse II, Specialist	27.85
12314 - Registered Nurse III	33.69
12315 - Registered Nurse III, Anesthetist	33.69
12316 - Registered Nurse IV	40.38
12317 - Scheduler (Drug and Alcohol Testing)	18.87
13000 - Information And Arts Occupations	
13011 - Exhibits Specialist I	17.29
13012 - Exhibits Specialist II	21.42
13013 - Exhibits Specialist III	26.21
13041 - Illustrator I	18.30
13042 - Illustrator II	22.69
13043 - Illustrator III	27.74
13047 - Librarian	25.23
13050 - Library Aide/Clerk	12.59
13054 - Library Information Technology Systems Administrator	22.78
13058 - Library Technician	16.20
13061 - Media Specialist I	16.45
13062 - Media Specialist II	18.38
13063 - Media Specialist III	20.50
13071 - Photographer I	14.46
13072 - Photographer II	16.19
13073 - Photographer III	20.04
13074 - Photographer IV	24.51
13075 - Photographer V	29.66
13110 - Video Teleconference Technician	16.41
14000 - Information Technology Occupations	
14041 - Computer Operator I	15.46
14042 - Computer Operator II	17.29
14043 - Computer Operator III	20.72
14044 - Computer Operator IV	23.08
14045 - Computer Operator V	25.51
14071 - Computer Programmer I	(see 1) 21.78
14072 - Computer Programmer II	(see 1) 26.99
14073 - Computer Programmer III	(see 1)
14074 - Computer Programmer IV	(see 1)
14101 - Computer Systems Analyst I	(see 1) 27.38
14102 - Computer Systems Analyst II	(see 1)
14103 - Computer Systems Analyst III	(see 1)
14150 - Peripheral Equipment Operator	15.46
14160 - Personal Computer Support Technician	27.56
15000 - Instructional Occupations	
15010 - Aircrew Training Devices Instructor (Non-Rated)	27.38
15020 - Aircrew Training Devices Instructor (Rated)	30.38
15030 - Air Crew Training Devices Instructor (Pilot)	36.76
15050 - Computer Based Training Specialist / Instructor	25.61
15060 - Educational Technologist	30.46
15070 - Flight Instructor (Pilot)	36.76
15080 - Graphic Artist	19.00
15090 - Technical Instructor	18.43
15095 - Technical Instructor/Course Developer	22.54
15110 - Test Proctor	14.87
15120 - Tutor	14.87
16000 - Laundry, Dry-Cleaning, Pressing And Related Occupations	
16010 - Assembler	8.76
16030 - Counter Attendant	8.76
16040 - Dry Cleaner	10.80
16070 - Finisher, Flatwork, Machine	8.76

16090 - Presser, Hand	8.76
16110 - Presser, Machine, Drycleaning	8.76
16130 - Presser, Machine, Shirts	8.76
16160 - Presser, Machine, Wearing Apparel, Laundry	8.76
16190 - Sewing Machine Operator	11.39
16220 - Tailor	12.13
16250 - Washer, Machine	9.46
19000 - Machine Tool Operation And Repair Occupations	
19010 - Machine-Tool Operator (Tool Room)	20.72
19040 - Tool And Die Maker	22.36
21000 - Materials Handling And Packing Occupations	
21020 - Forklift Operator	14.04
21030 - Material Coordinator	19.20
21040 - Material Expediter	19.20
21050 - Material Handling Laborer	11.05
21071 - Order Filler	11.87
21080 - Production Line Worker (Food Processing)	14.04
21110 - Shipping Packer	12.83
21130 - Shipping/Receiving Clerk	12.83
21140 - Store Worker I	10.57
21150 - Stock Clerk	14.26
21210 - Tools And Parts Attendant	14.04
21410 - Warehouse Specialist	14.04
23000 - Mechanics And Maintenance And Repair Occupations	
23010 - Aerospace Structural Welder	26.93
23021 - Aircraft Mechanic I	25.43
23022 - Aircraft Mechanic II	26.93
23023 - Aircraft Mechanic III	28.34
23040 - Aircraft Mechanic Helper	18.17
23050 - Aircraft, Painter	23.35
23060 - Aircraft Servicer	21.08
23080 - Aircraft Worker	22.58
23110 - Appliance Mechanic	17.44
23120 - Bicycle Repairer	11.30
23125 - Cable Splicer	20.87
23130 - Carpenter, Maintenance	17.62
23140 - Carpet Layer	16.99
23160 - Electrician, Maintenance	17.57
23181 - Electronics Technician Maintenance I	20.78
23182 - Electronics Technician Maintenance II	22.22
23183 - Electronics Technician Maintenance III	23.39
23260 - Fabric Worker	15.85
23290 - Fire Alarm System Mechanic	18.11
23310 - Fire Extinguisher Repairer	14.77
23311 - Fuel Distribution System Mechanic	23.31
23312 - Fuel Distribution System Operator	18.00
23370 - General Maintenance Worker	16.56
23380 - Ground Support Equipment Mechanic	23.93
23381 - Ground Support Equipment Servicer	19.83
23382 - Ground Support Equipment Worker	21.25
23391 - Gunsmith I	14.77
23392 - Gunsmith II	16.99
23393 - Gunsmith III	19.13
23410 - Heating, Ventilation And Air-Conditioning Mechanic	16.34
23411 - Heating, Ventilation And Air Contditioning Mechanic (Research Facility)	17.99
23430 - Heavy Equipment Mechanic	21.80
23440 - Heavy Equipment Operator	16.63
23460 - Instrument Mechanic	18.18
23465 - Laboratory/Shelter Mechanic	18.09
23470 - Laborer	11.05
23510 - Locksmith	16.86

23530 - Machinery Maintenance Mechanic	20.90
23550 - Machinist, Maintenance	16.63
23580 - Maintenance Trades Helper	11.91
23591 - Metrology Technician I	18.18
23592 - Metrology Technician II	19.24
23593 - Metrology Technician III	20.24
23640 - Millwright	23.53
23710 - Office Appliance Repairer	18.05
23760 - Painter, Maintenance	16.22
23790 - Pipefitter, Maintenance	17.78
23810 - Plumber, Maintenance	16.79
23820 - Pneudraulic Systems Mechanic	19.13
23850 - Rigger	18.67
23870 - Scale Mechanic	16.99
23890 - Sheet-Metal Worker, Maintenance	15.65
23910 - Small Engine Mechanic	13.52
23931 - Telecommunications Mechanic I	21.01
23932 - Telecommunications Mechanic II	22.25
23950 - Telephone Lineman	19.44
23960 - Welder, Combination, Maintenance	16.40
23965 - Well Driller	19.13
23970 - Woodcraft Worker	19.13
23980 - Woodworker	14.38
24000 - Personal Needs Occupations	
24570 - Child Care Attendant	9.40
24580 - Child Care Center Clerk	14.74
24610 - Chore Aide	10.57
24620 - Family Readiness And Support Services Coordinator	12.53
24630 - Homemaker	15.00
25000 - Plant And System Operations Occupations	
25010 - Boiler Tender	21.88
25040 - Sewage Plant Operator	18.09
25070 - Stationary Engineer	21.88
25190 - Ventilation Equipment Tender	13.68
25210 - Water Treatment Plant Operator	18.09
27000 - Protective Service Occupations	
27004 - Alarm Monitor	13.72
27007 - Baggage Inspector	11.59
27008 - Corrections Officer	16.17
27010 - Court Security Officer	17.36
27030 - Detection Dog Handler	14.05
27040 - Detention Officer	16.17
27070 - Firefighter	17.97
27101 - Guard I	11.59
27102 - Guard II	14.05
27131 - Police Officer I	19.90
27132 - Police Officer II	22.11
28000 - Recreation Occupations	
28041 - Carnival Equipment Operator	9.42
28042 - Carnival Equipment Repairer	10.15
28043 - Carnival Equipment Worker	8.19
28210 - Gate Attendant/Gate Tender	14.00
28310 - Lifeguard	11.01
28350 - Park Attendant (Aide)	15.66
28510 - Recreation Aide/Health Facility Attendant	11.10
28515 - Recreation Specialist	15.59
28630 - Sports Official	12.47
28690 - Swimming Pool Operator	14.64
29000 - Stevedoring/Longshoremen Occupational Services	
29010 - Blocker And Bracer	17.29
29020 - Hatch Tender	17.29
29030 - Line Handler	17.71

29041 - Stevedore I	16.12
29042 - Stevedore II	18.38
30000 - Technical Occupations	
30010 - Air Traffic Control Specialist, Center (HFO) (see 2)	35.77
30011 - Air Traffic Control Specialist, Station (HFO) (see 2)	24.66
30012 - Air Traffic Control Specialist, Terminal (HFO) (see 2)	27.16
30021 - Archeological Technician I	16.95
30022 - Archeological Technician II	18.58
30023 - Archeological Technician III	22.82
30030 - Cartographic Technician	22.84
30040 - Civil Engineering Technician	22.61
30061 - Drafter/CAD Operator I	16.95
30062 - Drafter/CAD Operator II	18.58
30063 - Drafter/CAD Operator III	20.54
30064 - Drafter/CAD Operator IV	25.27
30081 - Engineering Technician I	14.83
30082 - Engineering Technician II	16.64
30083 - Engineering Technician III	18.61
30084 - Engineering Technician IV	23.07
30085 - Engineering Technician V	28.22
30086 - Engineering Technician VI	34.14
30090 - Environmental Technician	21.04
30210 - Laboratory Technician	22.16
30240 - Mathematical Technician	23.81
30361 - Paralegal/Legal Assistant I	16.56
30362 - Paralegal/Legal Assistant II	20.51
30363 - Paralegal/Legal Assistant III	24.33
30364 - Paralegal/Legal Assistant IV	32.35
30390 - Photo-Optics Technician	25.12
30461 - Technical Writer I	20.74
30462 - Technical Writer II	25.37
30463 - Technical Writer III	30.69
30491 - Unexploded Ordnance (UXO) Technician I	22.74
30492 - Unexploded Ordnance (UXO) Technician II	27.51
30493 - Unexploded Ordnance (UXO) Technician III	32.97
30494 - Unexploded (UXO) Safety Escort	22.74
30495 - Unexploded (UXO) Sweep Personnel	22.74
30620 - Weather Observer, Combined Upper Air Or (see 2)	20.54
Surface Programs	
30621 - Weather Observer, Senior (see 2)	22.82
31000 - Transportation/Mobile Equipment Operation Occupations	
31020 - Bus Aide	9.85
31030 - Bus Driver	14.43
31043 - Driver Courier	13.19
31260 - Parking and Lot Attendant	10.14
31290 - Shuttle Bus Driver	14.12
31310 - Taxi Driver	11.15
31361 - Truckdriver, Light	14.12
31362 - Truckdriver, Medium	15.17
31363 - Truckdriver, Heavy	17.99
31364 - Truckdriver, Tractor-Trailer	17.99
99000 - Miscellaneous Occupations	
99030 - Cashier	8.01
99050 - Desk Clerk	9.97
99095 - Embalmer	21.32
99251 - Laboratory Animal Caretaker I	9.71
99252 - Laboratory Animal Caretaker II	10.49
99310 - Mortician	21.75
99410 - Pest Controller	14.53
99510 - Photofinishing Worker	11.95
99710 - Recycling Laborer	12.86
99711 - Recycling Specialist	16.25
99730 - Refuse Collector	13.20

99810 - Sales Clerk	12.56
99820 - School Crossing Guard	10.16
99830 - Survey Party Chief	17.53
99831 - Surveying Aide	11.77
99832 - Surveying Technician	16.13
99840 - Vending Machine Attendant	15.00
99841 - Vending Machine Repairer	18.62
99842 - Vending Machine Repairer Helper	15.00

ALL OCCUPATIONS LISTED ABOVE RECEIVE THE FOLLOWING BENEFITS:

HEALTH & WELFARE: \$3.71 per hour or \$148.40 per week or \$643.07 per month

VACATION: 2 weeks paid vacation after 1 year of service with a contractor or successor; 3 weeks after 8 years, and 4 weeks after 15 years. Length of service includes the whole span of continuous service with the present contractor or successor, wherever employed, and with the predecessor contractors in the performance of similar work at the same Federal facility. (Reg. 29 CFR 4.173)

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

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

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

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

- (1) The application of systems analysis techniques and procedures, including consulting with users, to determine hardware, software or system functional specifications;
- (2) The design, development, documentation, analysis, creation, testing or modification of computer systems or programs, including prototypes, based on and related to user or system design specifications;
- (3) The design, documentation, testing, creation or modification of computer

programs related to machine operating systems; or

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

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

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

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

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

**** UNIFORM ALLOWANCE ****

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

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

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

Conformance Process:

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

The process for preparing a conformance request is as follows:

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

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

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

DISTRICT OF SOUTH CAROLINA

CLERK'S OFFICE
901 RICHLAND STREET
COLUMBIA, SOUTH CAROLINA 29201

OFFICIAL BUSINESS

PREPAID
FIRST CLASS MAIL
POSTAGE & FEES
PAID
UNITED STATES COURTS
PERMIT NO. G-18

FIRST CLASS MAIL



9 1/2" x 12"
White window envelope

Sample

Attachment A

OFFICIAL BUSINESS
PENALTY FOR PRIVATE USE \$300

NO POSTAGE
NECESSARY
IF MAILED
IN THE
UNITED STATES

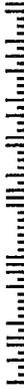


BUSINESS REPLY MAIL

FIRST-CLASS MAIL PERMIT NO. 12615 WASHINGTON DC

POSTAGE WILL BE PAID BY US DISTRICT COURT

CLERKS OFFICE
UNITED STATES DISTRICT COURT
901 RICHLAND ST
COLUMBIA SC 29201-9695



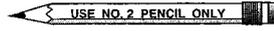
9" x 11 1/2"
White Business Reply Envelope
Sample

Attachment B



Important Directions for Marking Answers & Signing This Form

Use A No. 2 Pencil



- Do not use ink or ballpoint
Fill out form on hard surface
Make heavy black marks that fill in the circle completely
Erase any changes completely
Make no stray marks
Do not write in margins nor in official use only areas

FOR OFFICIAL USE

Jurors Please Do Not Write In This Space

- Q
X
E
D

Right Wrong

TO: If your name and permanent address are not correct, please make corrections here.

Provide Your Phone Number(s) Home Work (Incl. extension) County You Now Live In Area Code Number Area Code Number & Ext.

JUROR QUALIFICATION QUESTIONNAIRE

Please Read Letter On Other Side Before Completing

If another person fills out the form, please indicate that person's name, address and reason why in the "Remarks" section.

Fill In Completely Your Response To Each Question.

1. Are you a citizen of the United States?
2. Are you 18 years of age or older? Date of Birth: Month Day Year Give your age

3. Has your primary residence for the past year been in this state? If "No", show under Remarks on reverse the names of other counties or states of primary residence during the past year and show dates.

4. Do you read, write, speak and understand the English language?

5. Are any charges now pending against you for a violation of state or federal law punishable by imprisonment for more than one year?
6. Have you ever been convicted, either by your guilty or nolo contendere plea or by a court or jury trial, of a state or federal crime for which punishment could have been more than one year in prison?
7. (If "Yes"), Were your civil rights restored? (If "Yes", explain on the reverse side)

8. Do you have any physical or mental disability that would interfere with or prevent you from serving as a juror? (If "Yes", please see notes to Question 8 on reverse side).

9. EXEMPTIONS Are you employed on a full time basis as a: Public official of the United States, state, or local government who is elected to public office or directly appointed by one elected to office Member of any governmental police or regular fire dept. (not including volunteer or non-governmental departments) Member in active service of the armed forces of the United States.

10. RACE/ETHNICITY a. To assist in ensuring that all people are represented on juries, please fill in completely one or more circles which describe you. (See note on reverse side.) Nothing disclosed will affect your selection for jury service. b. Are you Hispanic or Latino? Yes No

11. SEX Male Female

12. OCCUPATION (See reverse side) Are you now employed? Yes No Are you a salaried employee of the U.S. gov't? Yes No Your Usual Occupation, Trade, Or Business Your Employer's Name Business Or Employer's Address

13. EDUCATION Show the extent of your education above grade school Yes No High school/ GED equivalent Trade/Vocational school Above high school

14. Grounds For Requesting Excuse (see Notes to Question 14 on other side). This section describes certain categories of persons who may be excused from service as a juror. If you are a person in one of these categories listed below and you wish to be excused, fill in completely the circle for the number of your category listed below here: Or, if you wish to serve, do not show anything here. Persons showing a category of excuse which requires more information must give it on the other side under "Remarks".

FOR OFFICIAL USE

15. MARITAL STATUS: Single Married Widowed Separated or Divorced

16. I declare under penalty of perjury that all answers are true to the best of my knowledge and belief. SIGN HERE

Date

If your address changes after you have returned the questionnaire, please notify the court promptly by letter or post card, addressing it to "Attention: Jury Administrator."

Attachment C



United States District Court, District of South Carolina
 Robin L. Blume, Clerk of Court
 Mail correspondence to: 901 Richland Street, Columbia, SC 29201-2328
 www.scd.uscourts.gov

Instructions for Completing the Qualification Questionnaire

Completing the Questionnaire Online

To complete the questionnaire online, go to www.scd.uscourts.gov/go/questionnaire. To begin enter your 9-digit participant number, found above your name on the form. For additional information, go to www.scd.uscourts.gov/go/faq. If you complete the questionnaire online, do not return the paper version.

Completing the Enclosed Qualification Questionnaire Form

- Answer all questions.
- Use a No. 2 pencil to fill in the circles completely. Do not use an "X" or any other marks.
- Erase any changes completely.
- If you are requesting an excuse for any reason, you must explain in the Remarks area on the back of the form.
- Strike through and print corrections clearly if you have name and/or address changes.
- Include your telephone numbers in the spaces provided below your name and address.

Question	Note
2	Be sure to include your birth date . If you wish to be excused because you are age 70 or over , fill in circle #1 in section 14, titled Grounds for Requesting Excuse. Sign and return.
3	If you have not lived in South Carolina for a full year, provide the month and year you moved to South Carolina.
5 & 6	If yes , please read and follow instructions on the back of the form. Be sure to provide the exact name of the criminal offense and maximum sentence you could receive.
7	If you answered yes to #6, state if you have received a pardon and from whom, if you have completed pretrial diversion, or if you have had your record expunged. If no to #6, leave blank.
8	If yes , you must explain in detail. We do not require a doctor's statement, but if you choose to enclose one, it must list your specific medical condition(s). We must be able to determine if your medical problem is temporary or long-term.
14	South Carolina allows five excuses. Excuse numbers 1, 2, 3, 4 & 5 in section 14 – Grounds require and explanation on the back of the form. Do not mark numbers 6-10.

Before Mailing

You must **sign and date at the bottom of the form** or it will be returned. If another person fills out the questionnaire for you, that person must indicate his or her name, address, and the reason why the form is being filled out for you in the Remarks section on the back of the form. **Do not fold the form or staple anything to the form.**

Important Notes

- This is not a summons for jury service.
- The form is used to determine your eligibility to serve as a juror at a future date with the U.S. District Court.
- Your name was randomly chosen from the list of eligible voters maintained by the S.C. Election Commission.
- You must complete and return the form within 10 days or you may be directed to appear before a U.S. District Judge.
- Although the form is processed in Columbia that does not mean you will be summonsed for jury service in Columbia.
- Other court locations are Aiken, Anderson, Charleston, Florence, Greenville, and Spartanburg.
- The court will begin using the group of qualified citizens in 2014.

Sample

Attachment D