

UNITED STATES DISTRICT COURT
NORTHERN DISTRICT OF ILLINOIS
219 SOUTH DEARBORN STREET
CHICAGO, ILLINOIS 60604

Request for Quotation
Dirksen Courthouse Wood Restoration of Courtrooms Project

Purchasing Agent: Sanela Hukic
Telephone: (312) 435-5553
Fax: (312) 554-8549

Date of Bid Opening: **August 15, 2025,**
Date of Bid Closing: **August 22, 2025, at 4 p.m. CST**

This Request for Quote (RFQ) is for the successful vendor to perform maintenance needed on woodwork and doors throughout 3 courtrooms.

Special Notes:

This is a request for **Open Market Pricing**.

All quotes must be received by **Friday, August 22, at 4:00 PM (CST)**. Quotations must be e-mailed to procurement_ilnd@ilnd.uscourts.gov. Any quote that is deemed incomplete will be considered technically unacceptable. Pricing is to be provided on the attached quote sheet and the quote sheet must be answered in its entirety to be considered for award. It is the sole responsibility of the vendor to confirm receipt of its quote with the US District Court. For additional information or clarification concerning the RFQ, please contact Sanela Hukic at the e-mail address above.

A fixed price award from this RFQ will be made based on the lowest priced, technically acceptable offer for performing maintenance on woodwork and doors for 3 courtrooms in the Dirksen Federal Courthouse. Payment will be made pursuant to the applicable Judiciary terms and conditions set forth below. The quote submitted by the contractor must be a firm-fixed price for the performance of the entire job.

Attached please find the wage determination statements from the Department of Labor. All vendors that perform services for the US District Court are required to follow the Department of Labor Wage Determination guidelines.

The vendor may assume that all equipment in the Request for Quote identified as Court Furnished Equipment (CFE) is free from defect.

A site visit will be offered to allow interested contractors to inspect the paneling, back wall slats, Judges Bench, Courtroom Deputy Bench, Jury Box, Spectator Benches, Attorney Tables and doors for 3 courtrooms. Site visits will be offered Tuesday, August 19th during the hours of 8:00AM -11:00AM. An appointment is needed for a site visit. To schedule a site visit, please contact Traci Murray at Traci_Murray@ilnd.uscourts.gov or by phone at (312) 953-1085.

Questions concerning this RFQ must be submitted in writing to Sanela Hukic at the above listed email address by **Wednesday, August 20, 2025**. Answers to all questions will be provided to all vendors on **Thursday, August 21, 2025**.

Services are to be performed at: 219 South Dearborn, Chicago, Illinois 60604.

Quote Sheet for *Maintenance of Woodwork and Doors throughout 3 Courtrooms*
RFQ

Item No.	Item	Quantity	Unit	Unit Price	Extended Price	Extended Discounted Price (IF ANY)
1	Courtroom 2503 (paneling, back wall slats, Judges Bench, Courtroom Deputy Bench, Jury Box, Spectator Benches, Attorney Tables, and doors)	1	JB			
2	Courtroom 2541 (paneling, back wall slats, Judges Bench, Courtroom Deputy Bench, Jury Box, Spectator Benches, Attorney Tables, and doors)	1	JB			
3	Courtroom 2325 (paneling, back wall slats, Judges Bench, Courtroom Deputy Bench, Jury Box, Spectator Benches, Attorney Tables, and doors)	1	JB			
00				TOTAL		

VENDOR INFORMATION

Vendor's Name

Vendor's Phone Number/fax number/e-mail address

Vendor's Street Address

Vendor's City, State, and Zip Code

Signature of Person Authorized to Sign Quote

Date

Printed or Typed Name of Signator

DUNS Number

Discount Terms or Net 30?

Delivery Date (if other than stated ARO period)

STATEMENT OF WORK (SOW)

1.1 INTRODUCTION:

The United States District Court for the Northern District of Illinois ("Court") is seeking quotations for maintenance needed on the woodwork and doors throughout 3 courtrooms at the Dirksen Federal Courthouse, located at 219 S. Dearborn, Chicago, IL 60604.

1.2 OBJECTIVES:

The Court is looking to secure the services of a contractor that can complete the following objective:

1. Refresh wood paneling, back wall slats, Judges Bench, Courtroom Deputy Bench, Jury Box and doors in accordance with the scope defined below.

1.3 SCOPE:

The contractor must complete the following items consistent to achieve the project objectives:

- Clean, lightly scuff, repair gauges, oil and touch-up all paneling, back wall slats, Judges Bench, Courtroom Deputy Bench, Jury Box, Spectator Benches, Attorney Tables, and doors, in the courtroom.
 - Courtroom 2503
 - Courtroom 2541
 - Courtroom 2325
- All material, samples and finishes shall match existing conditions.
- Work must be completed off hours due to noise and/or odor. Off hours include nights (6PM -4AM) and weekends. If premium pay is necessary, this must be included and noted in the quote sheet. Dates for painting are TBD and will be staggered.
- Courtrooms must be left clean and free of debris.
- If any of the work is performed off site, the contractor must receive approval prior to the start of work.
- Workers are responsible for protecting all government property (furnishings, carpet, etc).
- All courtroom technology and equipment will be removed by the District Court prior to the start of work.
- Work must be completed in one area before proceeding to the next.
- All finishes must be approved by the United States District Court for acceptance.
- Work in each courtroom must be completed based on scope of work and agreed schedule.
- Clean the area every night for occupancy the next day. Protect all finishes from damage. Note all preexisting damage to other areas.
- Onsite parking is not available.
- Work equipment may be stored within the workspace during the duration of the work only.

1.4 SPECIAL REQUIREMENTS:

- Contractor must provide three references. References must include similar wood restoration type projects.
- Any contractor providing a quote for this project must have at least five years' experience with commercial level wood restoration and have the manpower, equipment and tools required to complete the work to industry standards.
- Contractor will attend a pre-construction meeting prior to project start to work out schedule.
- Contractor will provide an onsite Supervisor with thorough knowledge and understanding of the designated work assignments, tools and equipment employed in the execution of this contract, and of the rules, regulations and standards of the industry.

- The Supervisor will be available to oversee and inspect all oiling, ensure that all areas are left clean each night and will be accountable during all working hours to oversee performance of all obligations under this contract.
- The court freight elevator is sensitive to excessive weight, movements and length of door held open. Crew must be careful when using the freight elevator to move oil cans and equipment.
- The contractor will work at the convenience of the court on Courts' established schedule prior to an award and must be available to complete the work evenings and weekends.
- Number of crew members shall be appropriate for amount of work to be completed in a given night.
- At no time shall the contractor have access to the Judiciary IT Network or Bench and Bar Wi-Fi.

1.5 REVIEW PERIOD AND ACCEPTANCE CRITERIA FOR DELIVERABLES:

- The Court will review each area with the Supervisor within 24 hours of completion of work completion. Any discrepancies will be noted and must be addressed within 72 hours of the review.
- All trash, remnants, etc., shall be removed and space completely cleaned upon completion of project.
- If necessary, contractor will return for touch-ups as needed to meet approval of the Court.

2.0 PROJECT LOGISTICS:

2.1 SITE ACCESS:

The contractor shall coordinate all working hours and access with the Court. Please note that the courthouses are high-security environments. The contractor shall maintain all security perimeters at all times, during the installation. Locked doors shall not be propped open, and spaces that are unlocked for the installation work shall be relocked before the area is left unattended.

2.2 IDENTIFICATION:

The contractor's installation team shall, at all times, wear photographic identification as issued by the building security personnel. The contractor shall coordinate acquiring identification from the Court prior to the start of the project. The project schedule shall not be delayed due to delays in processing building access or obtaining acceptable identification.

2.3 COORDINATION:

The contractor shall at all times communicate with the Court's Facilities Representative all site issues that impact the project in any way other than what has been established. Such communication shall be conveyed in email.

The contractor shall not take direction from any individual other than the Court's Facilities Representative at the site in any way that may cause a change of defined scope, a cost or credit to the project, add additional labor, or delay the project. All issues that arise are to be brought to the attention of the Court's Contracting Officer at once for resolution.

2.4 OCCUPANCY REQUIREMENTS:

The Court will occupy the site and existing building during the entire project. Cooperate with the Court during construction operations to minimize conflicts and facilitate Court usage. Complete the work so as not to interfere with the operations.

2.5 SECURITY:

All personnel representing the contractor entering the courthouses for installation work must be able to pass a background screening before starting any work on-site. Upon request and prior to the project's start date, the contractor must provide the Court with each employee's completed Authorization to Release Information form (See Attachment). This form is required to conduct the appropriate security check of all individuals the vendor proposes to work within the Courthouse.

3 SCHEDULE:

The work shall be completed in accordance with the schedule as specified in Section 1.3 Scope.

ATTACHMENT A – TERMS AND CONDITIONS

APPLICABLE JUDICIARY TERMS AND CONDITIONS

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 judiciary clauses, that the Contracting Officer has indicated are applicable, are incorporated in this contract by reference:

- ☒ Clause 3-3 Provisions, Clauses, Terms and Conditions - Small Purchases (JUN 2014)
- ☐ Clause 3-175 Fair Labor Standards Act and Service Contract Act – Price Adjustment (Multiple Year and Option Contracts) (JUN 2012)
- ☒ Clause 6-20 Insurance – Work on or Within a Judiciary Facility (APR 2011)
- ☐ Clause 7-55 Contractor Use of Judiciary Networks (JUN 2014)
- ☒ Clause 7-65 Protection of Judiciary Buildings, Equipment and Vegetation (APR 2013)
- ☐ Clause 7-115 Availability of Funds (JAN 2003)

3. The following full text clauses are incorporated if the Contracting Officer has marked them as applicable (X):

- ☐ Clause 2-90C Option to Extend Services (APR 2013)

The judiciary may require continued performance of any services within the limits and at the rates specified in the contract. These rates may be adjusted only as a result of revisions to prevailing labor rates provided by the Secretary of Labor. The option provision may be exercised more than once, but the total extension of performance hereunder shall not exceed 6 months. The contracting officer may exercise the option by written notice to the contractor no later than _____ calendar days prior to the contract's current expiration date.

- ☐ Clause 2-90D Option to Extend the Term of the Contract (APR 2013)

(a) The judiciary may extend the term of this contract by written notice to the contractor no later than _____ calendar days prior to the contract's current expiration date; provided that the judiciary gives the contractor a preliminary written notice of its intent to extend at least _____ calendar days [60 days unless a different number of days is inserted] before the contract expires. The preliminary notice does not commit the judiciary to an extension.

(b) If the judiciary exercises this option, the extended contract shall be considered to include this option clause.

(c) The total duration of this contract, including the exercise of any options under this clause, shall not exceed _____ (months) (years).

4. Incorporation of Department of Labor Wage Rate Determination

Please see attachment.

SUBMISSION OF QUOTE AND EVALUATION OF OFFERS

1. The following judiciary provisions, that the Contracting Officer has indicated are applicable, are incorporated in this solicitation:

☒ Provision B-1, 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>.

Solicitation Provisions Incorporated by Reference

☒ Provision 2-70 Site Visit (JAN 2003)

☐ Provision 2-85A Evaluation Inclusive of Options (JAN 2003)

☐ Provision 3-135 Single or Multiple Awards (JAN 2003)

Additional Solicitation Provisions

☒ Provision 4-1, Type of Contract (JAN 2003)

The judiciary plans to award a firm-fixed price 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.

☒ 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.

____ Provision 3-195 Exemption from Application of the Service Contract Act to Contracts for Maintenance, Calibration, or Repair of Certain Equipment – Certification (APR 2011)

(a) The offeror shall check following certification:

CERTIFICATION

The offeror ☐ does ☐ does not certify that –

- (1) the items of equipment to be serviced under this contract are used regularly for other than government purposes, and are sold or traded by the offeror (or subcontractor in the case of an exempt subcontractor) in substantial quantities to the general public in the course of normal business operations;
- (2) the services will be furnished at prices which are, or are based on, established catalog or market prices for the maintenance, calibration, or repair of equipment.
 - (i) An "established catalog price" is a price included in a catalog, price list, schedule, or other form that is regularly maintained by the manufacturer or the offeror, is either published or otherwise available for inspection

by customers, and states prices at which sales currently, or were last, made to a significant number of buyers constituting the general public.

(ii) An "established market price" is a current price, established in the usual course of trade between buyers and sellers free to bargain, which can be substantiated from sources independent of the manufacturer or contractor; and

(3) the compensation (wage and fringe benefits) plan for all service employees performing work under the contract is the same as that used for these employees and equivalent employees servicing the same equipment of commercial customers.

(b) Certification by the offeror as to its compliance with respect to the contract also constitutes its certification as to compliance by its subcontractor if it subcontracts out the exempt services. If the offeror certifies to the conditions in paragraph (a) of this provision then [Clause 3-160, Service Contract Act of 1965](#), will not be included in any resultant contract to this offeror.

(c) If the offeror does not certify to the conditions in paragraph (a) of this provision –

(1) [Clause 3-215, Exemption from Application of the Service Contract Act to Contracts for Maintenance, Calibration, or Repair of Certain Equipment – Requirements](#), will not be included in any resultant contract awarded to this offeror; and

(2) the offeror shall notify the contracting officer as soon as possible, if the contracting officer did not attach a Service Contract Act wage determination to the solicitation.

(d) The contracting officer may not make an award to the offeror, if the offeror fails to execute the certification in paragraph (a) of this provision or to contact the contracting officer as required in paragraph (c) of this provision.

____ Provision 3-220 Exemption from Application of the Service Contract Act to Contracts for Certain Services – Certification (APR 2011)

(a) The offeror shall check following certification:

CERTIFICATION

The offeror [] does [] does not certify that –

(1) The services under the contract are offered and sold regularly to non-Governmental customers, and are provided by the offeror (or subcontractor in the case of an exempt subcontract) to the general public in substantial quantities in the course of normal business operations;

(2) The contract services are furnished at prices that are, or are based on, established catalog or market prices. An "established catalog price" is a price included in a catalog, price list, schedule, or other form that is regularly maintained by the manufacturer or the offeror, is either published or otherwise available for inspection by customers, and states prices at which sales currently, or were last, made to a significant number of buyers constituting the general public. An "established market price" is a current price, established in the usual course of ordinary and usual trade between buyers and sellers free to bargain, which can be substantiated from sources independent of the manufacturer or offeror;

(3) Each service employee who will perform the services under the contract will spend only a small portion of his or her time (a monthly average of less than 20 percent of the available hours on an annualized basis, or less than 20 percent of available hours during the contract period if the contract period is less than a month) servicing the Government contract; and

(4) The offeror uses the same compensation (wage and fringe benefits) plan for all service employees performing work under the contract as the offeror uses for these employees and for equivalent employees servicing commercial customers.

(b) Certification by the offeror as to its compliance with respect to the contract also constitutes its certification as to compliance by its subcontractor if it subcontracts out the exempt services. If the offeror certifies to the conditions in paragraph (a) of this provision then [Clause 3-160, Service Contract Act of 1965](#), as amended, will not be included in any resultant contract to this offeror.

(c) If the offeror does not certify to the conditions in paragraph (a) of this provision—

(1) [Clause 3-225, Exemption from Application of the Service Contract Act to Contracts for Certain Services – Requirements](#), will not be included in any resultant contract to this offeror; and

(2) The offeror shall notify the contracting officer as soon as possible if the contracting officer did not attach a Service Contract Act wage determination to the solicitation.

(d) The contracting officer may not make an award to the offeror, if the offeror fails to execute the certification in paragraph (a) of this provision or to contact the Contracting Officer as required in paragraph (c) of this provision.

"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
Daniel W. Simms Director	Division of Wage Determinations	Wage Determination No.: 2015-5017 Revision No.: 28 Date Of Last Revision: 12/23/2024

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.

If the contract is entered into on or after January 30, 2022, or the contract is renewed or extended (e.g., an option is exercised) on or after January 30, 2022:	Executive Order 14026 generally applies to the contract. The contractor must pay all covered workers at least \$17.75 per hour (or the applicable wage rate listed on this wage determination, if it is higher) for all hours spent performing on the contract in 2025.
If the contract was awarded on or between January 1, 2015 and January 29, 2022, and the contract is not renewed or extended on or after January 30, 2022:	Executive Order 13658 generally applies to the contract. The contractor must pay all covered workers at least \$13.30 per hour (or the applicable wage rate listed on this wage determination, if it is higher) for all hours spent performing on the contract in 2025.

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 www.dol.gov/whd/govcontracts.

State: Illinois

Area: Illinois Counties of Cook, Du Page, McHenry

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

OCCUPATION CODE - TITLE	FOOTNOTE	RATE
01000 - Administrative Support And Clerical Occupations		
01011 - Accounting Clerk I		19.14
01012 - Accounting Clerk II		21.48
01013 - Accounting Clerk III		24.03
01020 - Administrative Assistant		34.25
01035 - Court Reporter		30.28
01041 - Customer Service Representative I		17.22***
01042 - Customer Service Representative II		18.79
01043 - Customer Service Representative III		21.10
01051 - Data Entry Operator I		17.39***
01052 - Data Entry Operator II		18.98
01060 - Dispatcher, Motor Vehicle		26.60
01070 - Document Preparation Clerk		20.81
01090 - Duplicating Machine Operator		20.81
01111 - General Clerk I		17.30***
01112 - General Clerk II		18.89
01113 - General Clerk III		21.21

01120 - Housing Referral Assistant	25.52
01141 - Messenger Courier	18.37
01191 - Order Clerk I	18.33
01192 - Order Clerk II	20.00
01261 - Personnel Assistant (Employment) I	20.35
01262 - Personnel Assistant (Employment) II	22.77
01263 - Personnel Assistant (Employment) III	25.38
01270 - Production Control Clerk	28.86
01290 - Rental Clerk	18.16
01300 - Scheduler, Maintenance	20.46
01311 - Secretary I	20.46
01312 - Secretary II	22.88
01313 - Secretary III	25.52
01320 - Service Order Dispatcher	23.78
01410 - Supply Technician	34.25
01420 - Survey Worker	20.84
01460 - Switchboard Operator/Receptionist	17.68***
01531 - Travel Clerk I	19.76
01532 - Travel Clerk II	21.31
01533 - Travel Clerk III	23.09
01611 - Word Processor I	20.02
01612 - Word Processor II	22.47
01613 - Word Processor III	25.14
05000 - Automotive Service Occupations	
05005 - Automobile Body Repairer, Fiberglass	25.97
05010 - Automotive Electrician	24.16
05040 - Automotive Glass Installer	23.05
05070 - Automotive Worker	23.05
05110 - Mobile Equipment Servicer	20.85
05130 - Motor Equipment Metal Mechanic	27.79
05160 - Motor Equipment Metal Worker	23.05
05190 - Motor Vehicle Mechanic	27.79
05220 - Motor Vehicle Mechanic Helper	19.73
05250 - Motor Vehicle Upholstery Worker	21.96
05280 - Motor Vehicle Wrecker	23.09
05310 - Painter, Automotive	24.16
05340 - Radiator Repair Specialist	23.05
05370 - Tire Repairer	17.51***
05400 - Transmission Repair Specialist	27.79
07000 - Food Preparation And Service Occupations	
07010 - Baker	17.08***
07041 - Cook I	17.83
07042 - Cook II	20.13
07070 - Dishwasher	15.73***
07130 - Food Service Worker	16.06***
07210 - Meat Cutter	17.81
07260 - Waiter/Waitress	13.27***
09000 - Furniture Maintenance And Repair Occupations	
09010 - Electrostatic Spray Painter	22.42
09040 - Furniture Handler	14.96***
09080 - Furniture Refinisher	22.47
09090 - Furniture Refinisher Helper	17.61***
09110 - Furniture Repairer, Minor	20.08
09130 - Upholsterer	20.05
11000 - General Services And Support Occupations	
11030 - Cleaner, Vehicles	15.40***
11060 - Elevator Operator	17.71***
11090 - Gardener	24.89
11122 - Housekeeping Aide	17.71***
11150 - Janitor	17.71***
11210 - Laborer, Grounds Maintenance	19.75
11240 - Maid or Houseman	17.29***
11260 - Pruner	18.08
11270 - Tractor Operator	23.24
11330 - Trail Maintenance Worker	19.75

11360 - Window Cleaner	19.33
12000 - Health Occupations	
12010 - Ambulance Driver	21.04
12011 - Breath Alcohol Technician	28.44
12012 - Certified Occupational Therapist Assistant	32.81
12015 - Certified Physical Therapist Assistant	33.70
12020 - Dental Assistant	22.24
12025 - Dental Hygienist	42.72
12030 - EKG Technician	33.96
12035 - Electroneurodiagnostic Technologist	33.96
12040 - Emergency Medical Technician	21.04
12071 - Licensed Practical Nurse I	25.43
12072 - Licensed Practical Nurse II	28.44
12073 - Licensed Practical Nurse III	31.72
12100 - Medical Assistant	21.64
12130 - Medical Laboratory Technician	30.94
12160 - Medical Record Clerk	21.94
12190 - Medical Record Technician	24.54
12195 - Medical Transcriptionist	18.78
12210 - Nuclear Medicine Technologist	48.80
12221 - Nursing Assistant I	14.51***
12222 - Nursing Assistant II	16.33***
12223 - Nursing Assistant III	17.82
12224 - Nursing Assistant IV	20.00
12235 - Optical Dispenser	18.29
12236 - Optical Technician	19.62
12250 - Pharmacy Technician	20.81
12280 - Phlebotomist	22.03
12305 - Radiologic Technologist	37.42
12311 - Registered Nurse I	29.17
12312 - Registered Nurse II	33.84
12313 - Registered Nurse II, Specialist	33.84
12314 - Registered Nurse III	40.94
12315 - Registered Nurse III, Anesthetist	40.94
12316 - Registered Nurse IV	49.07
12317 - Scheduler (Drug and Alcohol Testing)	35.24
12320 - Substance Abuse Treatment Counselor	25.64
13000 - Information And Arts Occupations	
13011 - Exhibits Specialist I	24.88
13012 - Exhibits Specialist II	30.83
13013 - Exhibits Specialist III	37.71
13041 - Illustrator I	23.33
13042 - Illustrator II	28.92
13043 - Illustrator III	35.36
13047 - Librarian	35.08
13050 - Library Aide/Clerk	15.40***
13054 - Library Information Technology Systems Administrator	29.01
13058 - Library Technician	19.39
13061 - Media Specialist I	21.16
13062 - Media Specialist II	23.66
13063 - Media Specialist III	26.39
13071 - Photographer I	20.16
13072 - Photographer II	22.55
13073 - Photographer III	27.94
13074 - Photographer IV	34.18
13075 - Photographer V	41.34
13090 - Technical Order Library Clerk	19.33
13110 - Video Teleconference Technician	23.77
14000 - Information Technology Occupations	
14041 - Computer Operator I	23.06
14042 - Computer Operator II	25.79
14043 - Computer Operator III	28.76
14044 - Computer Operator IV	31.96
14045 - Computer Operator V	35.39

14071 - Computer Programmer I	(see 1)	26.76
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		23.06
14160 - Personal Computer Support Technician		31.96
14170 - System Support Specialist		35.82
15000 - Instructional Occupations		
15010 - Aircrew Training Devices Instructor (Non-Rated)		36.22
15020 - Aircrew Training Devices Instructor (Rated)		41.82
15030 - Air Crew Training Devices Instructor (Pilot)		49.45
15050 - Computer Based Training Specialist / Instructor		36.22
15060 - Educational Technologist		36.92
15070 - Flight Instructor (Pilot)		49.45
15080 - Graphic Artist		28.44
15085 - Maintenance Test Pilot, Fixed, Jet/Prop		49.45
15086 - Maintenance Test Pilot, Rotary Wing		49.45
15088 - Non-Maintenance Test/Co-Pilot		49.45
15090 - Technical Instructor		27.51
15095 - Technical Instructor/Course Developer		33.65
15110 - Test Proctor		22.20
15120 - Tutor		22.20
16000 - Laundry, Dry-Cleaning, Pressing And Related Occupations		
16010 - Assembler		17.63***
16030 - Counter Attendant		17.63***
16040 - Dry Cleaner		20.15
16070 - Finisher, Flatwork, Machine		17.63***
16090 - Presser, Hand		17.63***
16110 - Presser, Machine, Drycleaning		17.63***
16130 - Presser, Machine, Shirts		17.63***
16160 - Presser, Machine, Wearing Apparel, Laundry		17.63***
16190 - Sewing Machine Operator		20.99
16220 - Tailor		21.82
16250 - Washer, Machine		18.47
19000 - Machine Tool Operation And Repair Occupations		
19010 - Machine-Tool Operator (Tool Room)		24.97
19040 - Tool And Die Maker		29.91
21000 - Materials Handling And Packing Occupations		
21020 - Forklift Operator		21.59
21030 - Material Coordinator		28.86
21040 - Material Expediter		28.86
21050 - Material Handling Laborer		18.20
21071 - Order Filler		17.69***
21080 - Production Line Worker (Food Processing)		21.59
21110 - Shipping Packer		21.50
21130 - Shipping/Receiving Clerk		21.50
21140 - Store Worker I		17.91
21150 - Stock Clerk		23.46
21210 - Tools And Parts Attendant		21.59
21410 - Warehouse Specialist		21.59
23000 - Mechanics And Maintenance And Repair Occupations		
23010 - Aerospace Structural Welder		40.46
23019 - Aircraft Logs and Records Technician		32.67
23021 - Aircraft Mechanic I		38.50
23022 - Aircraft Mechanic II		40.46
23023 - Aircraft Mechanic III		42.05
23040 - Aircraft Mechanic Helper		28.65
23050 - Aircraft, Painter		36.55
23060 - Aircraft Servicer		32.67
23070 - Aircraft Survival Flight Equipment Technician		36.55
23080 - Aircraft Worker		34.63
23091 - Aircrew Life Support Equipment (ALSE) Mechanic		34.63

I	
23092 - Aircrew Life Support Equipment (ALSE) Mechanic	38.50
II	
23110 - Appliance Mechanic	27.22
23120 - Bicycle Repairer	25.64
23125 - Cable Splicer	55.11
23130 - Carpenter, Maintenance	40.43
23140 - Carpet Layer	34.09
23160 - Electrician, Maintenance	47.50
23181 - Electronics Technician Maintenance I	31.99
23182 - Electronics Technician Maintenance II	33.76
23183 - Electronics Technician Maintenance III	35.57
23260 - Fabric Worker	31.29
23290 - Fire Alarm System Mechanic	30.34
23310 - Fire Extinguisher Repairer	29.38
23311 - Fuel Distribution System Mechanic	40.04
23312 - Fuel Distribution System Operator	31.90
23370 - General Maintenance Worker	24.81
23380 - Ground Support Equipment Mechanic	38.50
23381 - Ground Support Equipment Servicer	32.67
23382 - Ground Support Equipment Worker	34.63
23391 - Gunsmith I	29.38
23392 - Gunsmith II	33.17
23393 - Gunsmith III	36.88
23410 - Heating, Ventilation And Air-Conditioning Mechanic	32.00
23411 - Heating, Ventilation And Air Contidioning Mechanic (Research Facility)	33.63
23430 - Heavy Equipment Mechanic	34.23
23440 - Heavy Equipment Operator	45.56
23460 - Instrument Mechanic	37.18
23465 - Laboratory/Shelter Mechanic	35.01
23470 - Laborer	17.86
23510 - Locksmith	28.62
23530 - Machinery Maintenance Mechanic	35.01
23550 - Machinist, Maintenance	27.46
23580 - Maintenance Trades Helper	17.75
23591 - Metrology Technician I	37.18
23592 - Metrology Technician II	39.07
23593 - Metrology Technician III	40.62
23640 - Millwright	36.83
23710 - Office Appliance Repairer	23.17
23760 - Painter, Maintenance	29.52
23790 - Pipefitter, Maintenance	48.83
23810 - Plumber, Maintenance	46.35
23820 - Pneudraulic Systems Mechanic	36.88
23850 - Rigger	34.76
23870 - Scale Mechanic	33.17
23890 - Sheet-Metal Worker, Maintenance	44.44
23910 - Small Engine Mechanic	22.69
23931 - Telecommunications Mechanic I	33.01
23932 - Telecommunications Mechanic II	34.69
23950 - Telephone Lineman	38.12
23960 - Welder, Combination, Maintenance	23.36
23965 - Well Driller	36.85
23970 - Woodcraft Worker	36.88
23980 - Woodworker	29.38
24000 - Personal Needs Occupations	
24550 - Case Manager	21.18
24570 - Child Care Attendant	15.61***
24580 - Child Care Center Clerk	19.46
24610 - Chore Aide	16.97***
24620 - Family Readiness And Support Services Coordinator	21.18
24630 - Homemaker	21.18

25000 - Plant And System Operations Occupations	
25010 - Boiler Tender	51.34
25040 - Sewage Plant Operator	36.21
25070 - Stationary Engineer	51.34
25190 - Ventilation Equipment Tender	38.20
25210 - Water Treatment Plant Operator	36.21
27000 - Protective Service Occupations	
27004 - Alarm Monitor	30.66
27007 - Baggage Inspector	17.90
27008 - Corrections Officer	36.14
27010 - Court Security Officer	36.92
27030 - Detection Dog Handler	20.02
27040 - Detention Officer	36.14
27070 - Firefighter	39.35
27101 - Guard I	17.90
27102 - Guard II	20.02
27131 - Police Officer I	42.25
27132 - Police Officer II	46.95
28000 - Recreation Occupations	
28041 - Carnival Equipment Operator	18.55
28042 - Carnival Equipment Repairer	19.86
28043 - Carnival Worker	14.43***
28210 - Gate Attendant/Gate Tender	20.46
28310 - Lifeguard	14.65***
28350 - Park Attendant (Aide)	22.89
28510 - Recreation Aide/Health Facility Attendant	16.71***
28515 - Recreation Specialist	28.36
28630 - Sports Official	18.23
28690 - Swimming Pool Operator	22.42
29000 - Stevedoring/Longshoremen Occupational Services	
29010 - Blocker And Bracer	29.81
29020 - Hatch Tender	29.81
29030 - Line Handler	29.81
29041 - Stevedore I	28.12
29042 - Stevedore II	31.46
30000 - Technical Occupations	
30010 - Air Traffic Control Specialist, Center (HFO) (see 2)	50.47
30011 - Air Traffic Control Specialist, Station (HFO) (see 2)	34.80
30012 - Air Traffic Control Specialist, Terminal (HFO) (see 2)	38.33
30021 - Archeological Technician I	20.03
30022 - Archeological Technician II	22.41
30023 - Archeological Technician III	27.76
30030 - Cartographic Technician	27.76
30040 - Civil Engineering Technician	34.59
30051 - Cryogenic Technician I	30.74
30052 - Cryogenic Technician II	33.95
30061 - Drafter/CAD Operator I	20.03
30062 - Drafter/CAD Operator II	22.41
30063 - Drafter/CAD Operator III	24.98
30064 - Drafter/CAD Operator IV	30.74
30081 - Engineering Technician I	19.56
30082 - Engineering Technician II	21.95
30083 - Engineering Technician III	24.55
30084 - Engineering Technician IV	30.42
30085 - Engineering Technician V	37.21
30086 - Engineering Technician VI	45.66
30090 - Environmental Technician	25.37
30095 - Evidence Control Specialist	27.76
30210 - Laboratory Technician	28.94
30221 - Latent Fingerprint Technician I	41.60
30222 - Latent Fingerprint Technician II	45.94
30240 - Mathematical Technician	37.09
30361 - Paralegal/Legal Assistant I	24.38
30362 - Paralegal/Legal Assistant II	30.21
30363 - Paralegal/Legal Assistant III	36.94

30364 - Paralegal/Legal Assistant IV	44.69
30375 - Petroleum Supply Specialist	33.95
30390 - Photo-Optics Technician	27.76
30395 - Radiation Control Technician	33.95
30461 - Technical Writer I	28.10
30462 - Technical Writer II	34.37
30463 - Technical Writer III	41.57
30491 - Unexploded Ordnance (UXO) Technician I	32.08
30492 - Unexploded Ordnance (UXO) Technician II	38.81
30493 - Unexploded Ordnance (UXO) Technician III	46.52
30494 - Unexploded (UXO) Safety Escort	32.08
30495 - Unexploded (UXO) Sweep Personnel	32.08
30501 - Weather Forecaster I	30.74
30502 - Weather Forecaster II	37.40
30620 - Weather Observer, Combined Upper Air Or	(see 2) 24.98
Surface Programs	
30621 - Weather Observer, Senior	(see 2) 27.76
31000 - Transportation/Mobile Equipment Operation Occupations	
31010 - Airplane Pilot	38.81
31020 - Bus Aide	24.22
31030 - Bus Driver	32.52
31043 - Driver Courier	21.38
31260 - Parking and Lot Attendant	17.45***
31290 - Shuttle Bus Driver	21.43
31310 - Taxi Driver	17.88
31361 - Truckdriver, Light	22.89
31362 - Truckdriver, Medium	24.38
31363 - Truckdriver, Heavy	29.36
31364 - Truckdriver, Tractor-Trailer	29.36
99000 - Miscellaneous Occupations	
99020 - Cabin Safety Specialist	18.92
99030 - Cashier	14.97***
99050 - Desk Clerk	15.16***
99095 - Embalmer	36.98
99130 - Flight Follower	32.08
99251 - Laboratory Animal Caretaker I	17.68***
99252 - Laboratory Animal Caretaker II	18.93
99260 - Marketing Analyst	36.38
99310 - Mortician	36.98
99410 - Pest Controller	21.57
99510 - Photofinishing Worker	19.20
99710 - Recycling Laborer	41.01
99711 - Recycling Specialist	48.29
99730 - Refuse Collector	37.57
99810 - Sales Clerk	16.59***
99820 - School Crossing Guard	19.29
99830 - Survey Party Chief	33.52
99831 - Surveying Aide	21.02
99832 - Surveying Technician	28.81
99840 - Vending Machine Attendant	16.44***
99841 - Vending Machine Repairer	19.87
99842 - Vending Machine Repairer Helper	16.44***

***Workers in this classification may be entitled to a higher minimum wage under Executive Order 14026 (\$17.75 per hour) or 13658 (\$13.30 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. The minimum wage requirements of Executive Order 14026 also are not currently being

enforced as to any contract or subcontract to which the states of Texas, Louisiana, or Mississippi, including their agencies, are a party.

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.

ALL OCCUPATIONS LISTED ABOVE RECEIVE THE FOLLOWING BENEFITS:

HEALTH & WELFARE: \$5.36 per hour, up to 40 hours per week, or \$214.40 per week or \$929.07 per month

HEALTH & WELFARE EO 13706: \$4.93 per hour, up to 40 hours per week, or \$197.20 per week, or \$854.53 per month*

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

VACATION: 2 weeks paid vacation after 1 year of service with a contractor or successor, 3 weeks after 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 twelve paid holidays per year: New Year's Day, Martin Luther King Jr's Birthday, Washington's Birthday, Good Friday, Memorial Day, Juneteenth National Independence Day, Independence Day, Labor Day, Columbus Day, Veterans' Day, Thanksgiving Day, and Christmas Day. A contractor may substitute for any of the named holidays another day off with pay in accordance with a plan communicated to the employees involved.) (See 29 CFR 4.174)

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

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

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

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

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

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

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

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

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

**** HAZARDOUS PAY DIFFERENTIAL ****

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

All dry-house activities involving propellants or explosives. Demilitarization, modification, renovation, demolition, and maintenance operations on sensitive ordnance, explosives and incendiary materials. All operations involving re-grading and cleaning of artillery ranges.

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

**** UNIFORM ALLOWANCE ****

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

The contractor or subcontractor is required to furnish all employees with an adequate number of uniforms without cost or to reimburse employees for the actual cost of the uniforms. In addition, where uniform cleaning and maintenance is made the responsibility of the employee, all contractors and subcontractors subject to

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

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

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

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

Conformance Process:

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

The process for preparing a conformance request is as follows:

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

5) The contracting officer transmits the Wage and Hour Division's decision to the contractor.

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

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

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



AUTHORIZATION TO RELEASE INFORMATION

Name _____
Last First Middle Name Maiden Name

List all other names that you have used or been known by _____

Current Address _____
Street Address or P.O. Box City State Zip Code

Date of Birth _____ **Place of Birth** _____
Month/Date/Year City State/Country

Country of Citizenship _____ **Social Security #** _____ **Phone #** _____

Sex Male **Race** White Black **Height** _____ **Weight** _____
Female Hispanic Asian **Hair Color** _____ **Eye Color** _____
Other _____

Driver's License # _____ **State** _____ **Email Address** _____

Name of Spouse _____ **Applicant** _____
Supervisor/Judge

Emergency Contact _____ **Contractor** _____
Company name

Emergency Contact Phone _____

TO WHOM IT MAY CONCERN:

I, the undersigned, hereby authorize the Office of the Clerk of the United States District Court for the Northern District of Illinois or its authorized representative(s) or employee(s), bearing this release or copy thereof, to obtain any information in your files pertaining to my employment, education records (including but not limited to academic achievement, attendance, athletic, personal history, and disciplinary records), financial records and criminal records (including history of vehicle violations). This data will be used as part of the criminal background investigation process of your appointment to the Court.

I hereby direct you to release such information upon request of the bearer. This release is executed with full knowledge and understanding that the information is for the United States District Court Clerk's Office official use.

I hereby release you, as custodian of such records, and school, college, or university, or other educational institution; hospital or other repository records; social service agency; any employer, or retail business establishment including its officers, employees, or related personnel both individually and collectively, from and all liability for damages of whatever kind which may at any time result to me, my heirs, family, because of compliance with this authorization and request for information or any other attempt to comply with it.

I hereby waive my rights under the Privacy Act, 5 U.S.C. 552a (Supp. IV, 1974), and authorize the disclosure to the Clerk's Office, United States District Court for the Northern District of Illinois, or its authorized representative(s) or employee(s), and all information pertaining to me, contained in the files or systems of records maintained by any government agency subject to the Privacy Act, which such agency sees fit to convey, either orally or in writing, to the aforementioned Clerk's Office.

I hereby waive any rights I may have under the Privacy Act to prior notice of such disclosure or any rights I may have to an accounting of such disclosure to the aforementioned Clerk's Office.

SIGNATURE FOR AUTHORIZATION

Authorizing Signature - Full Name **Date** **Received By - Name of Court Official** **Date**