

2. AMENDMENT/MODIFICATION NO. 0002	3. EFFECTIVE DATE 17 July 2001	4. REQUISITION/PURCHASE REQ. NO. W25PHS-1103-5810	5. PROJECT NO. <i>(If applicable)</i>
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6. ISSUED BY District Engineer U.S. Army Engineer District, Philadelphia Wanamaker Building, 100 Penn Square East Philadelphia, PA 19107-3390	7. ADMINISTERED BY <i>(If other than Item 6)</i>
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8. NAME AND ADDRESS OF CONTRACTOR <i>(No., street, county, State and ZIP Code)</i>	(√)	9A. AMENDMENT OF SOLICITATION NO. DACW61-01-B-0005
	X	9B. DATED <i>(SEE ITEM 11)</i> 03 July 2001
		10A. MODIFICATION OF CONTRACTS/ORDER NO.
		10B. DATED <i>(SEE ITEM 13)</i>

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers is extended, is not extended.

Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods:
 (a) By completing Items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA *(If required)*
 MAINTENANCE DREDGING, WILMINGTON HARBOR, CHRISTINA RIVER, DELAWARE

13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS, IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.

(√)	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: <i>(Specify authority)</i> THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES <i>(such as changes in paying office, appropriation date, etc.)</i> SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
	D. OTHER <i>(Specify type of modification and authority)</i>

E. IMPORTANT: Contractor is not, is required to sign this document and return _____ copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION *(Organized by UCF section headings, including solicitation/contract subject matter where feasible.)*

THIS AMENDMENT DOES NOT EXTEND THE AUGUST 2, 2001 BID OPENING DATE.

(Continued on next page.)

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER <i>(Type or print)</i>	16A. NAME AND TITLE OF CONTRACTING OFFICER <i>(Type or print)</i>
15B. CONTRACTOR/OFFEROR _____ <i>(Signature of person authorized to sign)</i>	15C. DATE SIGNED
16B. UNITED STATES OF AMERICA BY _____ <i>(Signature of Contracting Officer)</i>	16C. DATE SIGNED

14. DESCRIPTION OF AMENDMENT

a. SPECIFICATIONS:

(1) SECTION 00600: Please add clause No. 52.219-4, Notice of Price Evaluation Preference for Hubzone Small Business Concerns (Jan 1999) which is attached hereto and annotated as Amendment No. 0002.

(2) SECTION 00800: Please delete page (i), TABLE OF CONTENTS- SPECIAL CONTRACT REQUIREMENTS and substitute new page (i), TABLE OF CONTENTS- SPECIAL CONTRACT REQUIREMENTS, annotated Amendment No. 0002 and attached hereto.

(3) SECTION 00815: Please delete section 00815(7 pages) in its entirety and substitute revised section 00815(9 pages), annotated Amendment No. 0002 and attached hereto.

(4) SECTION 00840: Please add page 00840, annotated Amendment No. 0002 and attached hereto.

(5) SECTION 01100: Please delete page 01300-9 and substitute new page 01300-9, annotated Amendment No. 0002 and attached hereto.

b. Please indicate receipt of this amendment on Standard Form 1442 (SOLICITATION, OFFER, AND AWARD) as Amendment No. 0002. Failure to acknowledge all amendments may be cause for rejection of the bid.

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52.219-4 NOTICE OF PRICE EVALUATION PREFERENCE FOR HUBZONE
SMALL BUSINESS CONCERNS (JAN 1999)

(a) Definition. HUBZone small business concern, as used in this clause, means a small business concern that appears on the List of Qualified HUBZone Small Business Concerns maintained by the Small Business Administration.

(b) Evaluation preference. (1) Offers will be evaluated by adding a factor of 10 percent to the price of all offers, except --

(i) Offers from HUBZone small business concerns that have not waived the evaluation preference;

(ii) Otherwise successful offers from small business concerns;

(iii) Otherwise successful offers of eligible products under the Trade Agreements Act when the dollar threshold for application of the Act is exceeded (see 25.402 of the Federal Acquisition Regulation (FAR)); and

(iv) Otherwise successful offers where application of the factor would be inconsistent with a Memorandum of Understanding or other international agreement with a foreign government.

(2) The factor of 10 percent shall be applied on a line item basis or to any group of items on which award may be made. Other evaluation factors described in the solicitation shall be applied before application of the factor.

(3) A concern that is both a HUBZone small business concern and a small disadvantaged business concern will receive the benefit of both the HUBZone small business price evaluation preference and the small disadvantaged business price evaluation adjustment (see FAR clause 52.219-23). Each applicable price evaluation preference or adjustment shall be calculated independently against an offeror's base offer.

These individual preference amounts shall be added together to arrive at the total evaluated price for that offer.

(c) Waiver of evaluation preference. A HUBZone small business concern may elect to waive the evaluation preference, in which case the factor will be added to its offer for evaluation purposes. The agreements in paragraph (d) of this clause do not apply if the offeror has waived the evaluation preference.

___ Offeror elects to waive the evaluation preference.

(d) Agreement. A HUBZone small business concern agrees that in the performance of the contract, in the case of a contract for

(1) Services (except construction), at least 50 percent of the cost of personnel for contract performance will be spent for employees of the concern or employees of other HUBZone small business concerns;

(2) Supplies (other than procurement from a nonmanufacturer of such supplies), at least 50 percent of the cost of manufacturing, excluding the cost of materials, will be performed by the concern or other HUBZone small business concerns;

(3) General construction, at least 15 percent of the cost of the contract performance incurred for personnel will be will be spent on the concern's employees or the employees of other HUBZone small business concerns; or

(4) Construction by special trade contractors, at least 25 percent of the cost of the contract performance incurred for personnel will be spent on the concern's employees or the employees of other HUBZone small business concerns.

(e) A HUBZone joint venture agrees that in the performance of the contract, the applicable percentage specified in paragraph (d) of this clause will be performed by the HUBZone small business participant or participants.

(f) A HUBZone small business concern nonmanufacturer agrees to furnish in performing this contract only end items manufactured or produced by HUBZone small business manufacturer concerns. This paragraph does not apply in connection with construction or service contracts.

(End of clause)

TABLE OF CONTENTS
SPECIAL CONTRACT REQUIREMENTS

00800	SPECIAL CLAUSES
00805	CONTRACT ADMINISTRATION
00815	WAGE RATES
00835	REGIONS FOR THE CONSTRUCTION EQUIPMENT OWNERSHIP AND OPERATIONS EXPENSE SCHEDULE
00840	ABSTRACT OF BOTTOM SAMPLES
00845	SURVEY CONTROL DESCRIPTION SHEETS

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The work to be performed

under this contract is

classified as

HEAVY CONSTRUCTION/DREDGING

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General Decision Number DE010005

General Decision Number DE010005
 Superseded General Decision No. DE000005
 State: DELAWARE Construction Type:
 HEAVY County(ies):
 STATEWIDE
 HEAVY CONSTRUCTION PROJECTS
 Modification Number Publication Date
 0 03/02/2001
 1 05/11/2001
 2 06/22/2001

COUNTY(ies):
 STATEWIDE
 CARP0454C 07/01/2000

	Rates	Fringes
NEW CASTLE AND KENT COUNTIES PILDRIVERMEN	26.20	16.14+a
FOOTNOTE FOR PILED RIVERMEN:		
a. PAID HOLIDAYS: New Year's Day; Memorial Day; Independence Day; Labor Day; Thanksgiving Day; Christmas Day and Washington's Birthday.		

	Rates	Fringes
CARP0626B 05/01/2001		
NEW CASTLE AND KENT COUNTIES CARPENTERS	28.07	6.95

	Rates	Fringes
CARP1545B 05/01/1998		
KENT & NEW CASTLE COUNTIES MILLWRIGHTS	27.41	7.49

	Rates	Fringes
CARP2012B 05/01/2001		
SUSSEX COUNTY CARPENTERS	20.54	6.64
MILLWRIGHTS	22.29	6.64
PILED RIVERMEN	21.54	6.64

	Rates	Fringes
ELEC0126F 12/31/2000		
LINE CONSTRUCTION:		
Linemen; cable splicers	29.39	3.30+18% %
Winch truck operators	20.08	3.30+18% %
Truck drivers	19.10	3.30+18% %
Groundmen	17.63	3.30+18% %

	Rates	Fringes
ELEC0313B 12/01/2000		
ELECTRICIANS	26.82	47.62%

	Rates	Fringes
ENGI0542F 05/01/2001		
POWER EQUIPMENT OPERATORS:		

GROUP 1	22.94	A+B
GROUP 2	22.62	A+B
GROUP 3	20.56	A+B
GROUP 4	20.20	A+B
GROUP 5	18.29	A+B
GROUP 6	17.72	A+B

FOOTNOTE FOR POWER EQUIPMENT OPERATORS:

A. PAID HOLIDAYS: New Year's Day, Memorial Day; Independence Day; Labor Day; Thanksgiving Day; Christmas Day, and Election Day; Provided the employee works the scheduled work day before and after the scheduled work day following the holiday.

B. 29.5% + \$.5.25.

***TOXIC/HAZARDOUS WAST REMOVAL** Add 20 per cent to basic hourly ratge for all classifications

POWER EQUIPMENT OPERATORS CLASSIFICATIONS

GROUP 1: Handling steel and stone in connection with erection; Cranes doing hook work, and Machine handling machinery, Cable Spinning Machines, Helicopters, Concrete pumps, Machines similar to the above including remote control equipment.

GROUP 2: All Types of Cranes, All Types of Backhoes, Cableways, Conveyor Loaders, Draglines, Keystones, All Types of Shovels, Derricks, Trench Shovels, Trenching Machine, Pippin Type Backhoe, Hoist with Two Towers, Pavers 12E and over (Concrete and Blacktop, All Types Overhead Cranes, Builling Hoists - Double Drum (Unless Used as Single Drum), Milling Machine, Mucking Machines in Tunnel, Gradalls, Front End Loaders, Boat Captain, Tandem Scrapers, Tower Type Crane Operation, Erecting, Dismantling, Jumping or Jacking, Drills Self-Contained (Drillmaster Type), Fork Lift (20 Feet and Over), Motor Patrols Fine Grade), Batch Plant with Mixer, Rollers (High Grade Finishing), Mechanic Welder, Spreaders, Bulldozers and Tractors, Side Boom, Bob Cat type (all attachments), Vermeer Saw, Directional Boring Machine, Hydro Ax, Chipper with Boom, Machines similar to the above including remote control equipment.

GROUP 3: Conveyors, (Except Building Conveyors), Building Hoist (Single Drum), Asphalt Plant Engineer, High or Low Pressure Boilers, Well Driller, Fork Lift Trucks (all types), Ditch Witch Type Trencher, Motor Patrol, Concrete Breaking Machine, Rollers, Fine Grade Machines, Stump Grinder, Machines similar to the above including remote control equipment.

GROUP 4: Seamen pulverizing Mixer, Tireman on power equipment, Maintenance Engineer (Power Boat), Farm Tractors, Form Line Graders, Road Finishing Machines, Power Boom, Seed Spreader, Grease Truck, Machines similar to the above including remote control equipment.

GROUP 5: Conveyors (Building), Welding Machines, Heaters, Well Points, Compressors, Pumps, Miscellaneous equipment Operator, Machines similar to the above including remote control equipment.

GROUP 6: Fireman, Oilers and Deckhands (Personnel Boats)

 IRON0451B 07/01/2000

	Rates	Fringes
IRONWORKERS:		
Structual, Ornamental, Reinforcing		
Riggers & Machinery Movers	24.60	12.55

LABO0199A 05/01/2000

	Rates	Fringes
NEW CASTLE COUNTY		
LABORERS:		
GROUP 1	14.27	7.96
GROUP 2	14.42	7.96
GROUP 3	14.52	7.96
GROUP 4	16.57	7.96

LABORERS CLASSIFICATIONS

GROUP 1: General laborers; asphalt tamper; asphalt raker; concrete pitman; landscaper; planter; puddler; railroad trackman; rubber magazine tender; seeder and arboriate; signalman.

GROUP 2: Pipelayers.

GROUP 3: Blasters; cassions and cofferdams (open air below 8 ft where caissons and cofferdams are 8 ft. or more below level of natural grade adjacent to starting point); diamond point drills; form setters; gunite nozzle operators; wagon drills.

GROUP 4: Asbestos Removal Worker.

LABO0847C 05/01/2000

	Rates	Fringes
KENT & SUSSEX COUNTIES		
LABORERS:		
GROUP 1	15.34	7.86
GROUP 2	15.59	7.86
GROUP 3	15.84	7.86
GROUP 4	18.59	7.86

LABORERS CLASSIFICATIONS

GROUP 1: General laborers; asphalt tamper; asphalt raker; concrete pitman; landscaper; planter; puddler; railroad trackman; rubber magazine tender; seeder and arboriate; signalman.

GROUP 2: Pipelayers.

GROUP 3: Blasters; cassions and cofferdams (open air below 8 ft where caissons and cofferdams are 8 ft. or more below level of natural grade adjacent to starting point); diamond point drills; form setters; gunite nozzle operators; wagon drills.

GROUP 4: Asbestos Removal Worker.

* PAIN1021B 05/01/2001

	Rates	Fringes
PAINTERS:		
Brush, Roller	21.43	7.08
Spray, Sandblast	21.98	7.08
Bridge	26.56	7.08

PLAS0008G 05/01/2000

	Rates	Fringes
PLASTERS	24.36	12.66

PLAS0699D 05/01/1997

	Rates	Fringes
CEMENT MASONS	20.68	5.12

* PLUM0074B 06/18/2001

	Rates	Fringes
KENT (North of the Southern boundary of Dover) AND NEW CASTLE COUNTIES:		

PLUMBERS & PIPEFITTERS 29.94 13.55+a

FOOTNOTE::

A. PAID HOLIDAYS: Labor Day, Christmas Day, and General
Election Day

PLUM0782A 02/15/2001

	Rates	Fringes
KENT (Except area North of the Southern boundary of Dover), AND SUSSEX COUNTIES		
PLUMBERS & PIPEFITTERS	25.83	4.95

TEAM0326B 05/01/2000

	Rates	Fringes
TRUCK DRIVERS:		
GROUP 1	17.32	8.06+a+b
GROUP 2	17.49	8.06+a+b
GROUP 3	17.57	8.06+a+b

FOOTNOTES FOR TRUCK DRIVERS:

a. PAID HOLIDAYS: New Year's Day; Memorial Day; Independence
Day; Labor Day; Thanksgiving Day; Christmas Day provided the
employee worked the day prior to the holiday or the first
scheduled work day following the holiday.

b. PAID VACATION: Employees having at least one year of
service receive 1 week paid vacation; employees having at
least five years of service receive 2 weeks paid vacation

TRUCK DRIVERS CLASSIFICATIONS

GROUP 1: Dump Trucks (Single Axle); Dumpsters; Escort and Pilot
Vehicles; Flatboy; Material Trucks (straight jobs); Greasers,
Steamers; Material Checkers and Receivers; Panel Trucks; Pick-
ups; Rubber Tired (Towing or Pushing Flatbody Vehicles); Tire
Man

GROUP 2: A-Frames; Agitators or Mixers; Asphalt Distributors;
Dispatchers; Low-Boys; Semi-Trailers; Tandems and Batch Trucks

GROUP 3: Euclid tupe or similar off-highway equipment (where
not self-loaded); Specialized earth moving equipment); Truck
Mechanics; Twin Engine Equipment and Double-Hitched Equipment
(Where not self-loaded)

WELDERS - Receive rate prescribed for craft performing operation
to which welding is incidental.

Unlisted classifications needed for work not included within
the scope of the classifications listed may be added after
award only as provided in the labor standards contract clauses
(29 CFR 5.5(a)(1)(v)).

In the listing above, the "SU" designation means that rates
listed under that identifier do not reflect collectively
bargained wage and fringe benefit rates. Other designations
indicate unions whose rates have been determined to be
prevailing.

WAGE DETERMINATION APPEALS PROCESS

1.) Has there been an initial decision in the matter? This can
be:

- * an existing published wage determination
- * a survey underlying a wage determination
- * a Wage and Hour Division letter setting forth a

position on a wage determination matter
* a conformance (additional classification and rate)
ruling

On survey related matters, initial contact, including requests for summaries of surveys, should be with the Wage and Hour Regional Office for the area in which the survey was conducted because those Regional Offices have responsibility for the Davis-Bacon survey program. If the response from this initial contact is not satisfactory, then the process described in 2.) and 3.) should be followed.

With regard to any other matter not yet ripe for the formal process described here, initial contact should be with the Branch of Construction Wage Determinations. Write to:

Branch of Construction Wage Determinations
Wage and Hour Division
U. S. Department of Labor
200 Constitution Avenue, N. W.
Washington, D. C. 20210

2.) If the answer to the question in 1.) is yes, then an interested party (those affected by the action) can request review and reconsideration from the Wage and Hour Administrator (See 29 CFR Part 1.8 and 29 CFR Part 7). Write to:

Wage and Hour Administrator
U.S. Department of Labor
200 Constitution Avenue, N. W.
Washington, D. C. 20210

The request should be accompanied by a full statement of the interested party's position and by any information (wage payment data, project description, area practice material, etc.) that the requestor considers relevant to the issue.

3.) If the decision of the Administrator is not favorable, an interested party may appeal directly to the Administrative Review Board (formerly the Wage Appeals Board). Write to:

Administrative Review Board
U. S. Department of Labor
200 Constitution Avenue, N. W.
Washington, D. C. 20210

4.) All decisions by the Administrative Review Board are final.

END OF GENERAL DECISION

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General Decision Number DE010008

General Decision Number DE010008

Superseded General Decision No. DE000008 State: DELAWARE

Construction Type:

DREDGING

County(ies):

STATEWIDE

Delaware

All dredging, except self-propelled hopper dredges, on the Atlantic Coast to the southerly border of the state of Maryland, tributary waters emptying into the Atlantic Ocean, the Chesapeake & Delaware Canal, Baltimore City and Baltimore County, Maryland.

Modification Number Publication Date

0 03/02/2001

COUNTY(ies):

STATEWIDE

ENGI0025D 10/01/1999

	Rates	Fringes
DIPPER & CLAMSHELL DREDGE:		
Operator	26.26	5.71+a+b
Engineer	23.12	5.71+a+b
Maintenance Engineer	22.07	4.11+a+b
Welder	21.72	4.11+a+b
Mate	20.57	4.11+a+b
Boat Master	21.57	4.11+a+b
Boat Captain	20.72	4.11+a+b
Fireman; Oiler	17.39	4.51+a+b
Deckhand; Tug Deckhand	16.96	4.51+a+b
Scowman	12.06	4.20+a+b
DRAG BUCKET DREDGE:		
Operator	25.09	4.81+a+b
Engineer	21.41	4.81+a+b
Maintenance Engineer	21.21	4.51+a+b
Mate	19.82	4.51+a+b
Deckhand	16.17	4.20+a+b
HYDRAULIC DREDGES:		
Leverman	25.78	5.71+a+b
Engineer; Derrick Operator	22.61	5.71+a+b
Chief Mate	22.28	5.71+a+b
Chief Welder	22.90	5.71+a+b
Maintenance Engineer	22.07	4.11+a+b
Electrician	21.92	5.71+a+b
Welder Dredge	21.71	5.71+a+b
Spider Barge Operator	21.52	4.11+a+b
Mate	20.57	4.11+a+b
Boat Master	21.73	5.71+a+b
Boat Captain	20.72	4.11+a+b
Steward	20.52	4.11+a+b
Fireman; Oiler	17.39	4.51+a+b
Deckhand	16.74	4.51+a+b
Tug Deckhand	16.96	4.51+a+b
Shoreman	16.74	4.51+a+b
Assistant Cook	16.84	4.51+a+b
Night Cook	16.84	4.51+a+b

Messman	16.36	4.51+a+b
Janitor/Porter	16.36	4.51+a+b
COMPANY LEAD DREDGEMAN:		
Lead Dredgeman	25.78	5.71+a+b
TUG BOATS over 1,000 H.P. (with master or captain having license endorsed for 200 miles off shore):		
Tug Master	23.09	5.71+a+b
Tug Captain	22.16	5.71+a+b
Tug Chief Engineer	21.47	4.11+a+b
Tug Engineer	21.03	4.11+a+b
Tug Deckhand	16.96	4.51+a+b
TUG BOATS over 1,000 H.P. (without master or captain having license endorsed for 200 miles off shore):		
Tug Master	20.71	4.51+a+b
Tug Captain	19.80	4.51+a+b
Tug Engineer	19.80	4.51+a+b
Tug Deckhand	16.36	4.20+a+b
DRILL BOATS:		
Engineer	23.24	4.81+a+b
Blaster	23.51	4.81+a+b
Driller	23.25	4.81+a+b
Welder	22.77	4.51+a+b
Machinist	22.77	4.51+a+b
Tug Master	20.26	4.51+a+b
Tug Captain	19.34	4.51+a+b
Oiler	20.25	4.20+a+b
Tug Deckhand	15.83	4.20+a+b
Core Driller	18.38	4.20+a+b
DIVERS:		
Diver	35.22	4.81+a+b
Standby Diver	24.51	4.81+a+b
Tender	27.09	4.81+a+b
Standby Tender	20.66	4.51+a+b
DREDGING PIPELINE CABLE-LAYING:		
Leverman	24.30	4.81+a+b
Control Tower Operator	22.44	4.81+a+b
Rigger	17.18	4.20+a+b
Line up Operator, End Prep.	16.62	4.20+a+b
Diver	35.99	4.81+a+b
Diver Tender	22.33	4.81+a+b
ENGINEER:		
1st	22.44	4.81+a+b
2nd, 3rd & 4th	22.12	4.81+a+b
Electrician	21.80	4.81+a+b
Elec. Hydro Tech.	18.41	4.51+a+b
Tug Master	21.79	4.81+a+b
Tug Captain	20.67	4.51+a+b

PREMIUMS: Additional 20% for hazardous material work

FOOTNOTES APPLICABLE TO ALL ABOVE CRAFTS:

- a. PAID HOLIDAYS: New Year's Day, Washington's Birthday,
 Memorial Day, Independence Day, Labor Day,
 Veterans' Day, Thanksgiving Day, Christmas
 Day and Good Friday.
- b. VACATION: Eight percent (8%) of the straight time rate
 multiplied by the total hours worked.

WELDERS - Receive rate prescribed for craft performing operation
to which welding is incidental.
=====

Unlisted classifications needed for work not included within
the scope of the classifications listed may be added after
award only as provided in the labor standards contract clauses
(29 CFR 5.5(a)(1)(v)).

In the listing above, the "SU" designation means that rates
listed under that identifier do not reflect collectively
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ruling

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Regional Office for the area in which the survey was conducted
because those Regional Offices have responsibility for the
Davis-Bacon survey program. If the response from this initial
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and 3.) should be followed.

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(See 29 CFR Part 1.8 and 29 CFR Part 7). Write to:

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The request should be accompanied by a full statement of the
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3.) If the decision of the Administrator is not favorable, an
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