



Mr. Gary Kloepfer
Representative at Large
Maintenance Division
American Postal Workers, Union
AFL-CIO
1300 L Street, NW
Washington, DC 20005-4128

Re: J90T-4J-C 92050376
H0T-4A-C 8669
Class Action
North Suburban, IL 60199-9998

Dear Mr. Kloepfer:

Recently we met in prearbitration discussion of the above-captioned grievance pending at national arbitration.

After further review of this matter, we mutually agreed that no national interpretive issue is fairly presented in the particulars evidenced in this case. Whether the subcontracting of cleaning services in the dining area of the cafeteria in Carol Stream and Palatine IL facilities in conjunction with a food contract, violated the National Agreement are a local dispute and a matter suitable for regional determination through application of the provisions of the Administrative Support Manual, Section 535.26, and Contracting For Food Services, Handbook AS707H, Section 224.2.C Facilities Operated Under a Contract. At these facilities, the Postal Service provides cleaning services through the appropriate craft.

Accordingly, we agree to remand this case to the parties at Step 3 for further processing or to schedule for arbitration as appropriate.

Please sign and return the enclosed copy of this decision as your acknowledgement of agreement to remand this case, removing it from the pending national arbitration listing.

Sincerely,

A handwritten signature in black ink that reads "Rodney J. Lambson".

Rodney J. Lambson
Labor Relations Specialist
Contract Administration

A handwritten signature in black ink that reads "Gary Kloepfer".

Gary Kloepfer
Representative-at-Large
American Postal Workers Union,
AFL-CIO

Date: 3/25/03

provides detailed guidance on how to notify the State licensing agency to apply for a permit to operate a vending facility. If the State agency declines to operate the facility, the installation head should follow the procedures in chapter 3.

213 Statement of Work (SOW)

An SOW contains the description of services desired. It becomes the basis for the specifications of the proposed contract. Specifications must describe the technical requirements for supplies or services and include the criteria for acceptance. The SOW must be as complete and accurate as possible, stating fully the installation's needs. The installation head develops the SOW (see Exhibit A, Requirements Data for Statement of Work).

220 SOW for Cafeteria Requirements Package

221 Days and Hours of Service

Manual cafeterias and manual cafeteria supplements are generally open for the mid-tour meal of each tour (or during the tours when service is desired). These hours should be specified in the SOW. Mid-tour meal hours are usually: Tour 1—3:00 a.m. to 5:30 a.m.; Tour 2—11:30 a.m. to 1:30 p.m.; and Tour 3—5:30 p.m. to 10:00 p.m. Days of the week on which service is desired should be specified, as should the holidays on which the Cafeteria will be closed.

222 Market Population

The SOW should state the potential patronage for each meal to enable offerors to properly size equipment and personnel requirements and to accurately calculate prices based upon economies of scale. Population estimates may be obtained by market research (see section 230).

223 Facility Plan

A drawing showing the layout of the facility, preferably to scale, is an essential element of the

SOW. It should show entrances, storage areas, locker rooms, dining room seating capacity, cashiers' stands, utility connections and distribution panels, proximity to service entrances, and built-in items such as tray shelves and bussing windows and areas. The Postal Service provides all standard utilities except telephones. Utilities to be furnished should be described in detail.

224 Maintenance and Custodial Services

224.1 Building Structure. The Postal Service maintains and repairs the building structure in and adjacent to concession areas, subject to the provisions of individual contracts, including:

a. Utility lines and existing air conditioning and ventilation systems to the connection point with concession equipment or to the outlet if the concession equipment is not directly connected (for example, ventilation ducting); and

b. Relamping and normal maintenance (including painting) of lighting fixtures, space heating systems, floors and coverings, shades and venetian blinds, walls, and ceilings.

224.2 Cleaning and Sanitation

a. Sanitation Regulations. Contractors and concessionaires must meet all applicable State and local health and sanitation codes and regulations.

b. Facilities Operated Under a Permit. In these facilities, the commercial contractor maintains the immediate area of vending machines in a neat, orderly, and sanitary condition, and provides janitorial services for cafeterias, including the waxing of dining room floors and cleaning and disposal services. The contractor reimburses the Postal Service for cleaning and waxing, cleaning grease traps, and exterminating rodents and vermin in vending areas. Detailed requirements must be specified in individual contracts and should specify current costs.

c. Facilities Operated Under a Contract. At these facilities, the Postal Service waxes the floors, cleans the venetian blinds and windows, and provides other related building services. The Postal Service also cleans vending areas that remain open after working hours. The vending operator cleans areas closed after working hours.