AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT

1 CONTRACT ID CODE	PAGE	OF PAGES
	1	2

2 AMENDMENT/MODIFICATION NO	3 EFFECTIVE DATE	4 REQUISITION/PURCHASE REQ NO	5 PROJECT NO (If applicable)
21	08/12/2002	ADM99141	

6 ISSUED BY CODE

U.S. Nuclear Regulatory Commission
Div of Contracts
Two White Flint North - MS T-7-I-2
Contract Management Center No. 2
Washington, DC 20555

7 ADMINISTERED BY (If other than Item 6) CODE

U.S. Nuclear Regulatory Commission
Div of Contracts
Two White Flint North - MS T-7-I-2
Contract Management Center No. 2
Washington, DC 20555

8 NAME AND ADDRESS OF CONTRACTOR (No, street county, State and ZIP Code)

NVT Technologies, Inc.
21515 Ridgetop Circle
Suite 350
Sterling, VA 20166

CODE | FACILITY CODE

(X) 9A AMENDMENT OF SOLICITATION NO

9B DATED (SEE ITEM 11)

10A MODIFICATION OF CONTRACT/ORDER NO
NRC-10-99-141

X 10B DATED (SEE ITEM 13)
04-20-1999

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 of 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)
n/a

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

(X)	
	A THIS CHANGE ORDER IS ISSUED PURSUANT TO (Specify authority) 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 (such as changes in paying office, appropriation date, etc.) 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.
X	D OTHER (Specify type of modification and authority) 52.243-1 CHANGES - FIXED PRICE

E. IMPORTANT: Contractor ☐ is not, ☒ is required to sign this document and return 2 copies to the issuing office.

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

Contract No. NRC-10-99-141 is modified to incorporate revised versions of Attachment Eleven and Exhibit Two and identify additional government furnished equipment.

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 (Type or print)		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print)	
V. Thanh Nguyen, President		Robert B. Webber Contracting Officer	
15B CONTRACTOR/OFFEROR (Signature of person authorized to sign)	15C DATE SIGNED 11/19/02	16B UNITED STATES OF AMERICA BY Robert B. Webber (Signature of Contracting Officer)	16C. DATE SIGNED 08-12-2002

STANDARD FORM 30 (REV 10-83)

TEMPLATE - ADM001

ADM002

The purpose of this modification is to incorporate revised versions of Attachment Eleven and Exhibit Two and add additional government-furnished equipment. Accordingly, the contract is modified as follows:

Section J List of Attachments is modified to incorporate the revised version (attached) of Attachment Eleven entitled, "White Flint North Parking Procedures", dated August 7, 2002.

Exhibit Two to the contract entitled, "NRC Parking Garage Permit Holder Procedure" is replaced with the revised version (attached) dated August 7, 2002.

Section C.3.6 is modified to add the following government furnished equipment, to be used for enforcement of parking management procedures:

Two (2) Parking Boots - "Pit Bull" Tire Locks
Tag #015886G and 015887G

ALL OTHER TERMS AND CONDITIONS OF THE CONTRACT REMAIN UNCHANGED AND IN FULL FORCE AND EFFECT.

ATTACHMENT 11

NRC CFM CONTRACT #NRC-10-99-141

WHITE FLINT NORTH

PARKING PROCEDURES

BUILDING OPERATIONS AND MANAGEMENT SERVICES CONTRACT

Revised: August 7, 2002

TABLE OF CONTENTS

I. GENERAL 1

II. RESPONSIBILITIES 1

III. MONTHLY PERMIT APPLICATION 2
- A. General 2
- B. Employees with Disabilities Including Criteria and Procedures 2
- C. Unusual Hours 3
- D. Operations Officers 3
- E. Military Leave 4
- F. Change in Parking Status 4
- G. Parking Space Allocation Priority 4
- H. Notification 5

IV. PARKING FEES 5
- A. Monthly Fees 5
- B. Daily/Hourly Fees 6

V. PERMIT ISSUANCE AND COLLECTION OF FEES 6
- A. MONTHLY 6
- B. DAILY/HOURLY 7
  - 1. Permits 7
  - 2. Visitor Parking 8
    - a. General 8
    - b. Approval, Notification and Assistance 9
  - 3. Badged Headquarters Employees, Contractors or Service Providers 9
    - a. General 9
    - b. Approval 9
  - 4. Fee Collection and Refunds 10
  - 5. Official NRC Headquarters Vehicle Parking 11
  - 6. Perimeter Road 11

VI. ACCOUNTING AND REPORTING REQUIREMENTS 11
- A. CONTRACTOR INTERNAL CONTROLS 11
- B. MONTHLY 12
- C. DAILY/HOURLY 12
- D. REIMBURSEMENT OF FUNDS COLLECTED TO THE NRC 13
- E. GARAGE MANAGEMENT AND COLLECTION OF DELINQUENT PAYMENTS 13
  - 1. Permit Inspections 13
  - 2. Issue of Parking Violation Notices 14
  - 3. Vehicle Booting Procedures 14
  - 4. Boot Removal Procedures 15
  - 5. Financial Accountability 15
  - 6. Additional Remedial Administrative Actions 15
  - 7. Other Violations 15
  - 8. Daily Parking Violation Log 16
  - 9. Parking Space Vacancies 16

TABLE OF CONTENTS (con't.)

VII. REVIEW OF PARKING REPORTS 16
A. General 16
B. Daily/Hourly Parking Garage Permit Records 16
C. Monthly Parking Permit Records 17
D. Schedule of Parking Collections 17
E. Receipt of Funds 17
F. Reporting Discrepancies 18

VII. GUARD CONTRACTOR PARKING 18

VIII. DETENTION OF RECORDS 18

X. DISTRIBUTION OF SAFETY INFORMATION 18

White Flint North Parking Procedures

I. GENERAL

The daily operating hours of the parking garage are 6:00 a.m. to 6:00 p.m., Monday through Friday, excluding Federal holidays. The Contractor does not perform the parking garage management service beyond the daily operating hours. Any NRC employee wishing to gain entrance to the garage after the daily operation hours will be able to do so by showing their NRC badge to the security officer located at the garage entrance.

II. RESPONSIBILITIES

a. **The NRC Administrative Services Center (ASC)** is responsible for parking management, including receiving and approving applications, assigning spaces, and reviewing reports furnished by the Contractor for accuracy and verifying that the correct monthly payment has been made to the NRC. ASC staff are delegated authority to administer and provide technical direction to the Contractor for parking management services only.

b. **Office Directors** are responsible for certifying unusual work hours for NRC employees within their organization.

c. **The Office of Human Resources (HR)** is responsible for reviewing and validating parking space applications based upon unusual work hours. Semiannually the Division of Facilities and Security will provide card reader system information to HR to ensure that employees are complying with the provisions for unusual work hours parking (see III. C.).

d. **Employees assigned permits under the unusual work hours** category must insert their security badge into a card reader on their floor upon arriving and leaving work at the beginning and end of every workday.

e. **The NRC Health Center** is responsible for reviewing applications by employees with disabilities and certifying that these employees meet disability accommodation requirements (see III. B.).

f. **The NRC employee issued a parking permit** is responsible for ensuring that all information contained in the parking application is accurate and current.

g. **The Contractor** is responsible for collecting parking fees, issuing parking permits, and implementing Contract requirements and the designated procedures contained herein.

h. **The Project Officer and Administrative Services Center** are responsible for assessing Contractor performance in managing parking and providing performance reports in accordance with Contract requirements.

i. **The Division of Facilities and Security** is responsible for scheduling and conducting garage quality assurance inspections for parking permits.

III. MONTHLY PERMIT APPLICATION

A. GENERAL

Parking applications are available from the ASC. Parking permit applications shall be completed and returned to the ASC by the 15th day of the current month to be considered for a parking permit for the succeeding month. When the 15th of the current month falls on a weekend or holiday, the application shall be submitted the preceding workday. Employees who have valid permits, who have paid their fees, and whose eligibility criteria have not changed, need not reapply.

B. EMPLOYEES WITH DISABILITIES

An application by an employee with a disability, who requests handicap parking, must be accompanied by a certification from the employee's physician and reviewed by the NRC Health Center.

CRITERIA

A handicap parking space may be assigned to an employee who has a permanent or temporary handicap/disability.

Definition/Description of a Permanent Handicap

The permanent loss of use of one or both legs or arms, inability to move at any time without the aid of crutches, wheelchair, or other mechanical devices, severe lung disease, permanent impairment of both eyes; or a permanent physical disability which substantially impairs mobility and is so severe that the individual would endure a hardship or be subject to a risk of injury if the parking privileges were denied.

Description of a Temporary Handicap

A handicapping condition is that one may restrict one's mobility, is expected to exist for a predictable period of time, and can be certified by a licensed physician. A temporary disability may include, but is not limited to: recovery from foot surgery, undergoing special medical treatment (e.g., chemotherapy), or undergoing a difficult pregnancy.

PROCEDURES

1. Employee must complete all applicable sections of NRC Form 505A "Application for Handicap Parking Permit" and identify whether he/she is applying for a permanent or temporary handicap space.

White Flint North Parking Procedures (con't.)

2. Employee's physician must complete and sign the disability certification portion of Form 505A, providing the following information:

   - Indication of whether the applicant requires a permanent or temporary handicap space.
   - Diagnosis and why it warrants assignment of a handicap parking space.
   - Prognosis with an estimate of time to recover from disability.

3. Employee must submit the application to the Administrative Services Center (ASC) for processing.

4. ASC will submit the application to the NRC Health Center physician for review and approval prior to assignment of a handicap parking space. (The employee must supply medical information to be reviewed by the NRC Health Center physician because the Health Center physician may not use any medical information that is located in an employee's file in the Health Center for this purpose.) Approval or disapproval will be based solely on the medical information provided when applying for handicap parking.

5. ASC will notify the employee of the approval status of his/her application after receipt of the application from the NRC Health Center physician. The ASC will instruct the employee on the appropriate placement of the handicap parking sticker in the vehicle.

6. ASC will notify the applicant electronically before the established expiration date of the handicap permit.

7. A temporary handicap parking permit will not be extended without supplemental documentation from the employee's physician and approved by the NRC Health Center physician. The applicant's physician must certify that the diagnosis is still valid and that an extension is required. The physician also must specify the additional period of time that the handicap parking space will be needed. The updated certification from the employee's physician will be reviewed by the NRC Health Center physician.

C. UNUSUAL HOURS

An application for priority parking privileges because of unusual work hours must be accompanied by a memorandum from the employee's Office Director to the Director, HR, that justifies the employee's unusual work hours. The application and justification shall be reviewed and validated by the Director, HR.

D. OPERATIONS OFFICERS

The Director, IRO, provides the ASC with updated listings of operations officers. Operations officers should indicate on the parking permit application that they are applying for parking as operations officers.

White Flint North Parking Procedures (con't.)

E. MILITARY LEAVE

Employees who have been called to active military duty will have their parking privileges reinstated upon their return to official duty. These individuals will not be placed on a waiting list.

F. CHANGE IN PARKING STATUS

Permit holders shall submit a revised application to the ASC immediately if there are any changes in their parking application such as changes in:

- The number or name(s) of carpool participants
- The type of permit required
- The tag number of vehicles to be parked in the garage using that permit.

Failure to notify the ASC may result in suspension of parking privileges. Permit holders who decide not to renew their permits should notify the ASC no later than the 15th day of the month prior to the month they plan to cancel.

G. PARKING SPACE ALLOCATION PRIORITY

Parking spaces not required for official needs will be allocated using the following priority:

1. Employees with disabilities;

2. Executive personnel and employees with unusual work hours (not to exceed 65 spaces);

3. Rideshare (carpool\vanpool): Priority will be determined by the number of regular members, with the greatest number having the highest priority;

4. Incident Response Center Operations Officers working 12-hour shifts;

5. Child Care Center, TWFN Cafeteria, New Reg Café, Energy Federal Credit Union, MD Vending Program for the Blind Convenience Store, Health Care Center, Fitness Center, Building Operation and Management Services Contractor, and Building Custodial Services Contractor (one space each);

6. Other privately-owned (single occupant) vehicles of employees. A priority list will be prepared by the ASC (quarterly: January - March; April - June; July - September; October - December) based upon an employee's length of service with the NRC including Atomic Energy Commission (AEC), with employees having the highest Service Computation Date (SCD) appearing at the top of the list. Employees on this list will not be "bumped" by new single occupant applicants during the quarterly period unless they fail to purchase a permit. (Employees that have AEC service time and/or prior periods of NRC service must provide documentation of that service time with their application if they want that service time credited toward parking priority.) The ASC will update the NRC Parking Management Information System (PMIS) to reflect an updated version of this list prior to the beginning of each quarter.

7. NRC contractors or service providers who work in the White Flint Buildings who have been issued permanent NRC photo-identification are granted permits based upon the following:

   a. Applicants with disabilities, who have an approved State handicapped license or permit, have first priority based upon the application date.

   b. The remaining number of spaces available for each organization will be determined by random draw conducted by the ASC. Each contractor/service provider will communicate to the ASC which of its employees should be granted permits based upon this availability.

H. NOTIFICATION

The ASC will update the PMIS by the beginning of the permit sales period (20th of the month preceding the permit month) to reflect a current listing of individuals authorized to purchase monthly parking permits. This listing will also identify those individuals authorized to purchase permits at other than the $60 monthly rate. The ASC will use the PMIS system to electronically transmit this listing to the Contractor by the beginning of the permit sales period (20th day of the month preceding the permit month). As necessary, the ASC will provide additions and deletions to this listing to the Contractor during the permit sales period using the PMIS system.

The ASC will use the PMIS system to notify via E-mail on or before the beginning of the monthly permit sale period, those individuals approved to purchase monthly permits for the next month. This notice shall include the Contractor's normal business hours and dates when permits may be picked up.

Individuals will be requested to purchase permits by the last day of the calendar month preceding the permit month. When there is a waiting list of applicants for permits, the ASC will update the PMIS to reflect the cancellation of approvals for individuals who have not purchased their permits, and approve applicants on a waiting list. On the first working day of the month, the ASC will notify the Contractor and affected individuals.

IV. PARKING FEES

A. MONTHLY FEES

Parking fees are established in accordance with Paragraph B.2. of the Traffic Mitigation Agreement signed by the EDO on October 1, 1991[1] and the procedures described herein.

[1]The Agreement, signed by GSA, NRC, White Flint North Limited Partnership, The Montgomery County Planning Board, and Montgomery County acting through the Director, Montgomery County Department of Transportation, stipulates specific mitigation efforts to be made by the TWFN owner and the NRC to limit vehicle trips to and from the site. One such stipulation is that all vehicles intending to park within the on-site parking facilities [garages] shall be charged hourly, daily and monthly parking fees amounting to at least the prevailing commercial rates for off-street parking in the area.

The regular monthly fee is $60 for cars/vans/trucks, $30 for motorcycle parking (limited to designated areas) and $35 for vehicle parking for operations officers. Fees are charged to all motorized vehicles (bicycles will park free in designated area).

A proration of fees will not be given to individuals who submit tardy applications; however, the ASC may make exceptions to include new Headquarters employees, or when an administrative error or delay deprives the applicant a full month parking benefit. Other prorations and refunds are approved by the Chief, Administrative Services Center (ASC) on a "case by case" basis due to special circumstances beyond the permit holder's control e.g.,. extended illness). The permit holder must submit the request for proration or refund in writing to the Chief, ASC.

The ASC will calculate prorations and refunds by reducing the fee by $3.00 for each working day for cars/vans/trucks, $1.50 each working day for motorcycles and $1.75 each working day for vehicles driven by operations officers.

The ASC will determine whether to prorate/refund any monthly fee and will use the PMIS system to electronically notify the Contractor of the prorated fee to be charged/refunded.

B. DAILY/HOURLY FEES

Cars/Vans/Trucks = $1.00 Per Hour with a $6.00 Per Day Maximum
Motorcycles = $.50 per hour with a $3.00 Per Day Maximum

There shall be a 15-minute grace period before an additional hourly charge will be assessed. No fee will be assessed for vehicles entering the garage after 5:00 p.m. to allow individuals with permanent NRC photo-identification badges not parking in the garage who are working late to relocate their vehicles into the garage for personal safety. However, the Contractor shall continue to write tickets for garage access from 5:00 p.m. to 6:00 p.m. (to document usage patterns) even though these tickets will be at "no-charge."

V. PERMIT ISSUANCE AND COLLECTION OF FEES

A. MONTHLY

The Contractor shall offer permits for sale throughout the monthly permit sale period (beginning on the 20th of the current month through the 19th of the new permit month). The Contractor shall issue parking permits to the approved monthly parking permit applicants and collect payments during the Contractor's regular working hours, at the Contractor's office on the OWFN P-3 level.

The Contractor shall issue parking permits to the individuals who have been approved by the ASC. Multiple permits may not be issued to carpool/vanpool members. If a permit holder is absent for any reason (e.g., travel), it is his/her responsibility to ensure that payment is made promptly and the permits are picked-up in the Contractor's office.

White Flint North Parking Procedures (con't.)

Parking permits are not transferable; however, permits may be passed to other carpool members by the permittee when the permittee is absent from the office.

New permits may be issued at no cost to permit holders who have lost their paid monthly permit during the Monthly Permit Sales Period (on or before the 19th of the month). The PMIS system shall be updated by the Contractor to document this no cost issuance by referencing the original permit number. Daily parking permits will be issued to Monthly Permit Holders who lose their permits after the Monthly Permit Sales Period. A single daily permit may be issued to cover the remainder of the calendar month. The Contractor shall update the PMIS system to reflect all permit transactions by 9:00 a.m. of the following workday after the transaction.

The Contractor shall furnish a different set of colored, sequentially-numbered monthly permits each month. The Contractor shall write either "CARPOOL, HANDICAPPED or MOTORCYCLE" as appropriate, on the permits issued under these categories.

The Contractor shall issue permits in sequential-numbering order. Parking fees may be paid by cash, check or money order. The fee for returned checks shall be $25.00 for each check. The amount of this fee may not be changed without the written concurrence of the Contracting Officer. The Contractor shall post the returned check fee policy in a prominent place in the Contractor's office where permits are sold.

B. DAILY/HOURLY

1. Permits

The NRC will provide sequentially-numbered permits to the contractor for issuance each day. The ASC will deliver the daily parking permits and transmittal memo to the driveway guard booth in a sealed envelope for pick-up by the Contractor the next morning. For each permit issued, the contractor will legibly record, in ink, the vehicle tag number, date, amount collected, and provide the permit to the permit holder for display in the vehicle. The following information shall be legibly recorded on each permit:

a. first and last name of permit holder
b. vehicle license state and number
c. vehicle make and model
d. if NRC employee, telephone number
e. if non-employee, first and last name of NRC person being visited and telephone number, if known
f. surname of Contractor employee issuing permit

The Contractor shall ask the permit holder to display the permit where it can be seen so that the permit holder can be contacted in case of emergency.

White Flint North Parking Procedures (con't.)

When an individual decides not to pay to park in the garage and a permit must be voided, the contractor shall record at a minimum the following information:

a. vehicle license state and number
b. vehicle make and model
c. first and last name of individual (if obtainable)

The Contractor shall not allow any vehicle to enter the garage without first issuing a permit except for those with current monthly permits or official NRC Headquarters vehicles. An exception may be made to these procedures on the first working day of each month when traffic congests entering the garage. On this day, parking attendants may choose to not stop vehicles without a current monthly permit if they are displaying the previous month's permit. As traffic permits, these vehicles should be stopped and told to purchase their monthly permit that day. The above applies only to the first day of the new permit month and only to vehicles displaying the previous month's permit.

2. Visitor Parking

e. General

Visitors are guests or non-Headquarters employees (not including NRC contractors or service providers) who have short-term (less than one month) official business with the NRC. Visitors are not charged for parking.

Visitors include the following[2]

1) Commission, EDO and Office Director visitors.
2) Special guests approved by the ASC, such as the keynote speaker for a conference being held in the auditorium.
3) Non-Headquarters NRC employees on official travel.
4) Representatives of the National Treasury Employees Union attending a meeting or conducting representational business, when requested through the Chief, Labor Relations (or designee).
5) Contract drivers who will be using NRC vehicles for driver services and park in spaces reserved for NRC vehicles.

Visitors do not include the following:

1) NRC Headquarters employees; and,

2) NRC contractors or service providers (e.g. Energy Federal Credit Union employees).

[2]The decision to admit visitors to the garage will be made by the ASC and Division of Security. Except for Category 1 visitors, parking in the garage is based upon availability at the time of arrival. When garage parking must be denied due to lack of space, every effort shall be made to allow visitors to park on the perimeter road.

White Flint North Parking Procedures (con't.)

b. Approval, Notification and Assistance.

1) Non-Headquarters employees

Non-Headquarters employees on official travel do not require pre-approval by the ASC. The Contractor shall establish the non-Headquarters employee's visitor status as follows:

a. verify the NRC employee badge reads Region I, Region II, Region III, Region IV printed along the border next to the employee's picture; or,

b) confirm Technical Training Center employees using list furnished by ASC.

2) Other visitors

Visitor parking for other than non-Headquarters employees in the garage requires pre-approval by the ASC. The ASC will notify the parking management contractor and security contacts of individuals authorized garage visitor parking using Fixit e-mails.

Upon notification that the visitor has arrived, the requesting office must send an escort to meet the visitor at the parking garage entrance. The visitor's vehicle will not be allowed to enter the garage until the escort arrives. Upon entering the garage, the parking attendant will issue a parking permit and assist the visitor in parking in the OWFN P-1 level reserved parking spaces. The escort must accompany the visitor to the lobby level security desk to complete visitor registration.

"Other visitors" must park in the designated reserved spaces on the OWFN P-1 level. In the event there are not enough garage reserved spaces to accommodate approved visitors, the parking attendant should contact the security officers to coordinate parking in the outside visitor parking spaces and notify the ASC of the parking location change.

3. Badged Headquarters Employees, Contractors or Service Providers

a. General

NRC Headquarters Employees, contractors and service providers (who do not hold monthly parking permits) must pay the daily/hourly fee to park in the garage.

b. Approval

NRC Headquarters Employees, contractors and service providers with permanent NRC photo-identification badges may park in the garage when space is available without prior approval by the ASC by paying the daily rate.

White Flint North Parking Procedures (con't.)

Contractors or service providers without permanent NRC photo-identification badges may only park in the outside visitor parking area when space is available with prior ASC approval. In providing this approval, the ASC will notify the driveway security guard booth.

The ASC will use the PMIS to electronically notify the Contractor of the identity of those individuals approved to park in the garage.

4. Fee Collection and Refunds

The maximum daily fee that may be owed, based on garage-entry time, shall be collected by the Contractor upon issuance of the permit. The following guidance is provided to clarify the calculation of this collection:

TIME OF ENTRY	COLLECT
12:45 p.m. and before	$6.00 ($3.00 for motorcycles)
12:46 p.m. to 1:45 p.m.	$5.00 ($2.50 for motorcycles)
1:46 p.m. to 2:45 p.m.	$4.00 ($2.00 for motorcycles)
2:46 p.m. to 3:45 p.m.	$3.00 ($1.50 for motorcycles)
3:46 p.m. to 4:45 p.m.	$2.00 ($1.00 for motorcycles)
4:46 p.m. to 5:00 p.m.	$1.00 ($0.50 for motorcycles)
5:00 p.m. to 6:00 p.m.	No charge

If the permit holder returns to the parking attendant's booth and indicates intent to leave and requests a refund in accordance with the above rate structure, the Contractor shall provide the refund after date/time stamping all copies of the permit. There shall be a 15 minute grace period before the next additional hour's fee is charged. Upon issuance of a refund, the Contractor shall update the PMIS system to reflect the amount of the refund.

The Contractor shall issue permits for the current day only except when employees state they will be on official travel. The Contractor shall reflect pre-payment for official travel by writing "T" followed by the dates, e.g. "T 11/28-30." The parking permit issued shall also indicate the dates paid. The ASC may approve exceptions for other pre-payment of Hourly/Daily parking on a case- by-case basis. The ASC will use the PMIS to electronically provide written notification to the Contractor of each exception approved.

The Contractor may issue Hourly/Daily permits at no charge to Monthly Permit holders who temporarily do not have monthly permits after verifying their current permit status. Refunds of daily parking fees may be made for the day a current monthly parking permit is purchased. Refunds of previous days daily parking fees may not be made.

White Flint North Parking Procedures (con't.)

Because replacement Monthly permits are unavailable after the 20th day of the permit month, the Contractor shall issue a single Hourly/Daily permit effective through the end of the permit month to permit holders who have lost their permits. These Daily/Hourly permits shall be completed with a red marker and reference the missing permit number.

The Contractor shall issue Hourly/Daily permits at no charge to carpool/vanpool members (other than the Monthly Permit holder) who temporarily do not have monthly permits after verifying the individual is included in the current carpool member listing provided by the ASC, and when the carpool member states that no other carpool member is parking a vehicle in the garage that day.

The Contractor shall update the PMIS system to reflect each permit transaction (issuance, fee collection, proration, refund, etc.) by 9:00 a.m. of the workday following the day the transaction occurred.

5. Official NRC Headquarters Vehicle Parking

   The ASC will furnish the Contractor with a listing of official NRC Headquarters vehicles. The Contractor is not required to issue permits for these vehicles. These vehicles park in designated spaces in the OWFN and TWFN buildings.

6. Perimeter Road Parking

   Parking is available at no charge on the perimeter road outside the TWFN building for visitors, contractors or service providers who do not work at the White Flint complex on a regular basis (either full or part-time). Individuals parking on the perimeter road must have prior approval from the ASC.

VI. ACCOUNTING AND REPORTING REQUIREMENTS

A. CONTRACTOR INTERNAL CONTROLS

The Contractor shall establish internal management controls to ensure that all permits and funds are accounted for, that the procedures contained herein are followed, and that all parking-related transactions (permits issued, fees collected/refunded, etc.) have been promptly reflected in PMIS. These controls shall include the following:

1. Ensure all parking staff are fully trained in updating the PMIS, and in accounting requirements and procedures.

2. A comparison of permit sales report totals to actual cash receipts at the end of each day shall be performed.

White Flint North Parking Procedures (con't.)

3. A review of the record of parking permits issued in the PMIS shall be performed each day to ensure there are no breaks in the sequential-numbering order including continuance of the sequence from the prior day.

4. Staff shall be required to immediately report to management any fiduciary discrepancies.

5. Management shall perform a daily review of all fiduciary reports and immediately notify the ASC in writing of any discrepancies.

B. MONTHLY

The Contractor shall update the PMIS to document issuance of all monthly parking permits and monies collected during the monthly permit sales period (20th of each month that collection began through the 19th of the permit month) by 9:00 a.m. of the workday following the day in which the permit was issued.

The Contractor shall annotate the record in the PMIS if any payment was made using a name other than the individual listed in the PMIS as being approved by the ASC for purchase of a parking permit. The amount collected from each individual shall be recorded by the Contractor in the PMIS. The Contractor shall ensure that the record in PMIS accounts for all permits issued, including those permits issued at no cost to the recipient, e.g. replacement permits.

Within two working days following each monthly permit sale period, the Contractor shall provide to the ASC a memorandum accompanied by all permits not issued for that month entitled "Report of Unissued Monthly Permits." The ASC will sign a receipt accepting the unissued permits. The ASC will then destroy the permits. In the Report of Unissued Monthly Permits the Contractor shall include a written statement signed by the Contractor's management explaining any voided or missing permits from the sequential order.

C. DAILY/HOURLY

The Contractor shall account in the PMIS for all permits including any missing from the sequential-numbering set. The Contractor shall carry over from day-to-day the permits in sequential-numbering order. The Contractor shall not possess or acquire more than one set of identically-numbered permits nor shall the Contractor fabricate replacement of permits.

The Contractor shall use the PMIS to document issuance of all Daily/Hourly parking permits and monies collected during the day. All information recorded shall be legible and accurate including the correct spelling of names. The Contractor shall document in the PMIS all free parking provided to Non-Headquarters NRC employees by annotating "Reg" in the NRC block of the PMIS record under ORGANIZATION NAME.

White Flint North Parking Procedures (con't.)

The Contractor shall document Daily/Hourly parking permits issued to Monthly Permit Holders or Carpool Members who temporarily do not have their permit by annotating the "Other" block in the PMIS record with "MP" (monthly permit) or "CP" (carpool), respectively. By 9:00 a.m. of the following workday, the Contractor shall provide the ASC a daily parking certification entitled "Daily Permit Certification," which includes a copy of all daily parking permits issued the previous day and a written statement signed by the Contractor's management explaining any voided or missing permits from the sequential order. The Contractor shall also attach to the Daily Permit Certification all unused daily permits from the previous day.

The Contractor shall update the PMIS to reflect all parking transactions processed each day by 9:00 a.m. of the following workday.

D. REIMBURSEMENT OF FUNDS COLLECTED TO THE NRC

Within five working days after the monthly permit collection period, (20th of each month that collection began through the 19th of following month), monies collected by the Contractor in excess of the Contractor's monthly rate of payment shall be reimbursed to the NRC cashier in the form of a certified check or cashiers' check payment to the U.S. Nuclear Regulatory Commission. The number of this contract shall be cited on the check. Concurrently with the payment the Contractor shall submit a schedule of parking collections entitled "Monthly Parking Collection Statement," (see Exhibit No.1) to document the date, monthly permit collections, gross, refunds and net daily collections, total collections, less adjustments, the Contractor's monthly payment, and the amount due to NRC. All revenues reported on this schedule must equal the collections reported by the PMIS for the same period. Any adjustments shall be supported by a separate statement signed by the Contractor management and attached to the monthly statement. One copy each of the Monthly Parking Collection Statement shall concurrently be submitted to the Project Officer (PO), Contract Officer (CO), and ASC.

E. GARAGE MANAGEMENT AND COLLECTION OF DELINQUENT PAYMENTS

1. Permit Inspections

The Contractor shall separate duties between individuals issuing permits and conducting inspections to identify violations. For example, the parking attendant responsible for opening the garage at 6:00 a.m. should perform the inspection of the garage in the afternoon. The later reporting parking attendant should perform the morning inspection.

The Contractor shall monitor vehicles entering the garage to ensure only vehicles with valid permits are allowed to park. The Contractor shall conduct visual inspections of the parking garage at least twice daily to identify those vehicles parked without a valid parking permit, including those which entered the garage before the garage operation hours. The contractor will carefully check each vehicle for either a current monthly parking permit displayed from the rear view mirror, windshield or dashboard or a daily parking permit displayed on the dashboard. Additionally, the Facilities Branch (FACB) may conduct quality assurance permit checks of garage vehicles.

White Flint North Parking Procedures (con't.)

2. Issue of Parking Violation Notices

If a vehicle does not display a proper permit, the Contractor shall issue a parking violation notice (NRC Form 678). The notice must be signed by the person issuing the notice and indicate the reason for the notice and who to call if there is a dispute. The original is to be left on the vehicle by whomever issues it and a copy provided the same day to the FACB. Contractor and FACB will maintain a record of each notice, noting the reason for the notice, type of vehicle, tag number, location in garage (level and building), and whether this is the first notice, second notice, etc.

The Contractor and FACB will update the NRC-provided computer system for each parking violation notice issued and maintain a copy of each NRC Form 678 issued.

If it is the third daily notice for the vehicle, the Contractor shall implement the following vehicle booting procedures.

3. Vehicle Booting Procedures

<u>If the third notice is issued by the Contractor</u>:

The Contractor will notify the Project Officer (PO), or, if the PO is not available, the Chief, FACB that a vehicle is going to be booted.

A representative from FACB will meet the Contractor at the vehicle to observe the booting. The Contractor will install the boot and complete the Booting Notice (NRC Form 679) and both the Contractor and the NRC representative will sign the form. The original booting notice (heavy paper) will be left prominently displayed on the vehicle by the Contractor, warning side out. This notice will inform the driver of the vehicle to contact the Central Alarm Station (CAS) regarding the booting.

The Contractor will keep one copy of Form 679 and provide one copy to: FACB, CAS and ASC, within 30 minutes after issuing the notice.

<u>If the third notice is issued by FACB</u>:

The Contractor will be notified by a representative from the FACB that a boot is to be applied. The Contractor will be given the type of vehicle, tag number and location.

A representative from FACB will meet the Contractor at the vehicle to observe the booting. The Contractor will install the boot and complete the Booting Notice (NRC Form 679) and both the Contractor and the FACB representative will sign the form. The original booting notice (heavy paper) will be left prominently displayed on the vehicle by the Contractor, warning side out. This notice will inform the driver of the vehicle to contact the Central Alarm Station (CAS) regarding the booting.

The Contractor will keep one copy of Form 679 and provide one copy to: FACB, CAS and ASC, within 30 minutes after issuing the notice.

White Flint North Parking Procedures (con't.)

4. Boot Removal Procedures

CAS will receive the call from the person requesting that the boot be removed. CAS will obtain the person's name, type of vehicle, tag number and location.

Between 6:00 a.m. - 6:00 p.m. CAS will contact the Contractor's office and inform them that they (Contractor) need to remove a boot from a vehicle, providing the pertinent information. Between 6:00 p.m. - midnight, CAS will contact the Contractor's on-site engineer to remove the boot. After midnight, CAS will inform the driver of the vehicle to return at 6:00 a.m. the next day when the Contractor's office opens. If requested by the Contractor, a security guard will be dispatched to the vehicle.

Prior to removing the boot, the Contractor will verify who the driver is by requesting to see a form of personal I.D., and collect a fee of $26 (cash or check), consisting of the $6 daily parking fee and a $20 fee to apply and remove the boot. The Contractor will issue a receipt and remove the boot. The Contractor will provide a copy of the receipt to FACB and ASC.

If the Violator does not have $26 in cash or check, the Contractor should suggest that the individual try to get the money via: the ATM machines in the lobbies of both buildings; friends; co-workers. If the person insists they have no means of obtaining the money, contact the FACB on-call staff member who may authorize the Contractor to release the vehicle after documenting a promise of payment from the person, the person's name, address, and telephone number. A violator may contest the booting pursuant to the administrative due process procedures for booting.

An extra set of keys to remove the boot is located in the CAS.

5. Financial Accountability

The $6.00 parking fee collected from booting will be reported in Contractor's daily garage log with a copy of all receipts issued attached. The Contractor will retain the $20 fee for applying and removing the boot.

6. Additional Remedial Administrative Actions

If, after being booted, the vehicle again receives a parking violation notice, the driver may be prohibited from parking in the garage for 6 months.

If the operator of the vehicle should display inappropriate conduct, he or she may be subject to administrative discipline (if an NRC employee) or appropriate contract actions (if a contractor).

7. Other Violations

The Contractor shall ensure that NRC Parking Garage Permit Holder Procedures, as contained in Exhibit 2, are implemented at all times. The Contractor shall conduct visual inspections at least twice daily to identify those vehicles parked in violation of the NRC Parking Garage Permit Holder Procedures, e.g., vehicles occupying two parking spaces.

Contractor employee issuing the violation shall be placed on the notice. If the violation is not corrected following two attempts to contact (telephone calls or E-mail notices) the permit holder, the Contractor shall notify the ASC of the unresolved violation.

8. Daily Parking Violation Log

The Contractor shall use the NRC's Daily Parking Violation Log (see Exhibit 3) to document all parking violations, including any unpaid parking, committed during the day. A copy of the Daily Parking Violation Log, accompanied by copies of all violation notices, shall be submitted to the ASC by 9:00 a.m. of the following work day. For those days where no parking violations were committed, the Contractor shall so state such information on the Parking Violations Log.

9. Parking Space Vacancies

The Contractor shall provide weekly reports on how many spaces are available in the garage. This compilation of vacant spaces can be performed during the a.m. and p.m. inspections of the garage. The report must include the date and time the inspection was completed and the number of vacant spaces shall be specified by building, i.e., OWFN and TWFN garage.

VII. REVIEW OF PARKING REPORTS

A. GENERAL

The ASC will review all information entered into the PMIS by the Contractor and all written documentation furnished by the Contractor for accuracy. Each deliverable will be annotated to show the ASC person completing the review and the date.

The ASC will maintain a file of all daily directions given to the Contractor regarding parking.

B. DAILY/HOURLY PARKING GARAGE PERMIT RECORDS

Generally, the ASC staff will perform the following daily reviews of the written documentation received from the Contractor and the information entered into the PMIS by the Contractor:

1. Perform a visual check of permit numbers for any breaks in sequence, compare with PMIS entries, and review any written statement explaining voided permits or permits missing from the sequential order. Verify that the statement has been signed by the Contractor's Facility Supervisor or Technical Supervisor.

2. Perform visual check of the net and grand totals of monies reported by the Contractor in the PMIS. Add the net collected column to verify correctness of total collected.

3. Review at least 10 entries at random to identify discrepancies in the amount collected including refunds and verify that all individuals who should have been charged for parking paid. If any discrepancies are found in sampled entries, all entries for that day shall be reviewed.

White Flint North Parking Procedures (con't.)

C. MONTHLY PARKING PERMIT RECORDS

The ASC will perform the following reviews of the information entered into the PMIS by the Contractor on a monthly basis:

1. Verify there are no breaks in sequential-numbering of the permit assignments.

2. Verify the accuracy of the fee collected for each permit holder.

3. Verify the total amount of funds reported is correct based upon the individual entries.

4. Match the total number of permits issued against the total number of permits authorized for purchase. Send E-mail to non-purchasers (according to the records in the PMIS) asking them to notify ASC immediately if permit was purchased.

D. SCHEDULE OF PARKING COLLECTIONS

The ASC will perform the following reviews within three (3) working days of receipt:

1. For each date:

   - Review the Daily Collected column, less Refunded column, and verify Net column amount.
   - Review the Daily Net column and Monthly Permits column and verify it equals Total Collection column.

2. Verify that the total Monthly Permit collections equal the amount recorded in the PMIS for the same period.

3. Verify the accuracy of the Total Collections which is the total of the Net daily collection column and the total Monthly Permit collection columns. Also, review daily Total Collections columns and verify Total Collections for the report.

4. Verify the total amount of Contractor fee by checking the contract.

5. Verify the accuracy of amount due the NRC.

E. RECEIPT OF FUNDS

1. Compare amount due from Schedule of Parking Collections to the copy of check provided by the Contractor for accuracy.

2. Verify through E-mail that the NRC cashier has received the check from the Contractor in the correct amount. Provide copy to the Senior Budget Analyst, Office of Administration.

F. REPORTING DISCREPANCIES

All discrepancies found in conduct of the above reviews and any other deficiencies or issues found regarding accounting for permits or fiduciary transactions by the Contractor will be reported as soon as they are discovered by the ASC to the Contracting Officer (CO) with copies to the Project Officer (PO). The report should clearly and specifically state the discrepancies found.

The CO shall review the report of discrepancies, resolve any differences or questions discovered in this review, and notify the Contractor in writing of the discrepancies. The CO shall ensure that the Contractor responds in an appropriate time-frame and the CO shall take remedial and contractual actions as necessary.

The PO shall use the information from the reviews in preparing recommendations to the CO for any monetary deductions in accordance with contract provisions for failure to perform required parking management services.

VIII. GUARD CONTRACTOR PARKING

The Guard contractor is allocated one monthly permit in the garage at no cost.

The Guard Contractor will furnish the ASC with the name, tag number, and the make of vehicle of the employee who will be parking in the garage at no cost. The ASC will furnish guard contractor permit holder information to the Contractor. This individual permit assignment shall be recorded in the Monthly Permit Parking Report.

IX. RETENTION OF RECORDS

The Contractor shall retain all parking records until this contract is closed and appropriate audits completed (a minimum of three years after end of the period of performance). The NRC will retain parking records in accordance with NRC and Federal retention schedules.

X. DISTRIBUTION OF SAFETY INFORMATION

When provided by the Project Officer, the Contractor shall give "Safety Tips" handouts to individuals purchasing Daily and Monthly Permit holders.

NRC PARKING GARAGE PERMIT HOLDER PROCEDURE

August 7, 2002

NRC PARKING GARAGE PERMIT HOLDER PROCEDURES

SAFETY

Garage safety is everyone's responsibility. The White Flint North complex contains a childcare facility, please drive gently. Here are some garage safety tips:

- Turn on lights while in garage
- Obey 10 m.p.h. speed limit
- Give right-a-way to pedestrians
- Be courteous to fellow drivers
- Watch for children

HANDICAP PARKING

Individuals with disabilities have been assigned specific parking spaces in the WFN garage. Other permit holders must not park in these designated spaces.

GENERAL

The NRC Administrative Services Center (ASC) is responsible for parking management, including receiving and approving applications. The ASC is located in One White Flint Room 2B2, 415-4272 (4ASC), email: ASC. Issuance of permits and daily parking operations are performed by NRC's facility management contractor. ASC staff is designated authority to provide technical direction to the contractor regarding parking.

The daily operating hours of the parking garage are 6:00 a.m. to 6:00 p.m., Monday through Friday, excluding Federal holidays. The Contractor does not perform the parking garage management service beyond the daily operating hours. Any NRC employee wishing to gain entrance to the garage after the daily operation hours will be able to do so by showing their NRC security badge to the security officer located at the driveway security guard booth. When leaving, sound horn, and security will open the door.

DAILY/HOURLY PARKING

NRC employees may purchase daily parking permits on a space available basis from the parking attendant at the garage entrance. Parking rates for cars/vans/trucks are $1.00 per hour with a $6.00 maximum daily rate. Parking for motorcycles is $.50 per hour with a $3.00 maximum daily rate. The maximum fee is collected upon issue of the permit, and refunds will be given if necessary at time of departure. There is a 15-minute grace period before the hourly charge is assessed. No fee will be assessed for vehicles entering the garage after 5:00 p.m. This will allow employees who are not parking daily in the garage, who maybe working late, to relocate their vehicles into the garage for personal safety.

MONTHLY FEES

Fees are charged to all motorized vehicles. Bicycles may park free of charge in the designated area. The regular monthly parking fee is $60, $35 for operations officers, and $30 for motorcycle parking (limited to designated areas for motorcycle parking).

A proration of fees will not be given to individuals who submit tardy applications; however, the ASC may make exceptions to include new Headquarters employees or when an administrative error or delay deprives a full month parking benefit. Other prorations and refunds are approved by the Chief, Administrative Services Center (ASC) on a "case by case" basis due to special circumstances beyond the permit holder's control, e.g., extended illness. The permit holder must submit the request for proration or refund in writing to the Chief, ASC.

Parking fees may be paid by cash, check or money order. The fee for returned checks is $25.00.

APPLICATION PROCEDURES

A. GENERAL

Parking permit applications should be completed and returned to the Administrative Services Center by the 15th day of the month before the month for which parking is desired. When the 15th of the month falls on a weekend or holiday, the application should be submitted the preceding workday. Employees who have valid permits, who have paid their fees, and whose eligibility criteria have not changed, need not reapply.

B. EMPLOYEES WITH DISABILITIES

An application by an employee with a disability, who requests handicap parking, must be accompanied by a certification from the employee's physician and reviewed by the NRC Health Center prior to approval.

CRITERIA

A handicap parking space may be assigned to an employee who has a permanent or temporary handicap/disability.

- Definition/Description of a Permanent Handicap

The permanent loss of use of one or both legs or arms, inability to move at any time without the aid of crutches, wheelchair, or other mechanical devices, severe lung disease, permanent impairment of both eyes; or a permanent physical disability which substantially impairs mobility and is so severe that the individual would endure a hardship or be subject to a risk of injury if the parking privileges accorded were denied.

- Description of a Temporary Handicap

A handicapping condition is one that may restrict one's mobility, is expected to exist for a predictable period of time, and can be certified by a licensed physician. A temporary disability may include, but is not limited to: recovery from foot surgery, undergoing special medical treatment (e.g., chemotherapy), or undergoing a difficult pregnancy.

PROCEDURES

1. Employee must complete all applicable sections of NRC Form 505A "Application for Handicap Parking Permit." Be sure to identify whether you are applying for a permanent or temporary handicap space.

2. Employee's physician must complete and sign the disability certification portion of Form 505A, providing the following information:

   - Indication of whether the applicant requires a permanent or temporary handicap space.
   - Diagnosis and why it warrants assignment of a handicap parking space.
   - Prognosis with estimate of time to recover from disability.

3. Employee must submit the application to the Administrative Services Center (ASC) for processing.

4. ASC will submit the application to the NRC Health Center physician for review and approval prior to assignment of a handicap parking space. (The employee must supply medical information to be reviewed by the NRC Health Center physician because the Health Center physician may not use any medical information that is located in an employee's file in the Health Center for this purpose.) Approval or disapproval will be based solely on the medical information provided when applying for handicap parking.

5. ASC will notify the employee of the approval status of his/her application after receipt of the application from the NRC Health Center physician. The ASC will instruct the employee on the appropriate placement of the handicap parking sticker in the vehicle.

6. ASC will notify the applicant electronically before the established expiration date of the handicap permit.

7. A temporary handicap parking permit will not be extended without supplemental documentation from the employee's physician and approved by the NRC Health Center physician. The applicant's physician must certify that the diagnosis is still valid and that an extension is required. The physician also must specify the additional period of time that the handicap parking space will be needed. The updated certification from the employee's physician will be reviewed by the NRC Health Center physician.

C. UNUSUAL HOURS

An application for priority parking privileges because of unusual work hours must be accompanied by a memorandum from the employee's Office Director to the Director, HR, that justifies the employee's unusual work hours. The application and justification shall be reviewed and validated by the Director, HR.

D. OPERATIONS OFFICERS

The Director, IRO, will provide the ASC with updated listings of operations officers whenever personnel changes occur. Operations officers will indicate on the parking permit application that they are applying for parking as operations officers.

Changes in Parking Status

Permit holders will submit a revised application to the Administrative Service Center immediately if there are any changes in their parking application. These changes include: number or name(s) of carpool participants; type of permit required; or no further requirement for a parking permit. Failure to notify the Administrative Services Center may result in suspension of parking privileges.

Assignment of Spaces

Parking spaces not required for official use will be allocated for employee parking using the following order of priority. Current permit holders have no priority over new applicants.

1. Employees with disabilities

2. Executive personnel and employees with unusual work hours (not to exceed eighty-five spaces)

3. Rideshare (carpool/vanpool). Priority will be determined by the number of regular members, with the greatest number having the highest priority.

4. Operations Officers

5. Child Care Center, TWFN Cafeteria, New Reg Café, Energy Federal Credit Union, MD Blind Industries Sundry Store, Health Care Center, Fitness Center, Building Operation and Management Services Contractor, and Building Custodial Services Contractor (one space each)

6. Other privately-owned (single occupant) vehicles of employees. A priority list will be prepared by the ASC- (quarterly: January - March; April - June; July - September; October - December) based upon an employee's length of service with the NRC including Atomic Energy Commission (AEC), with employees having the highest Service Computation Date (SCD) appearing at the top of the list. Employees on this list will not be "bumped" by new single occupant applicants during the quarterly period unless they fail to purchase a permit.

(Employees that have AEC service time and/or prior periods of NRC service must provide documentation of that service time with their application if they want that service time credited toward parking priority.) The ASC will update the NRC Parking Management Information System (PMIS) to reflect an updated version of this list prior to the beginning of each quarter.

7. NRC contractors or service providers who work in the White Flint Buildings with approved permanent security badges.

   (a) Applicants with disabilities who have an approved State handicapped license or permits have first priority based upon application date.

   (b) The remaining number of spaces available for each organization will be determined by random draw conducted by the ASC. Each contractor/service provider communicates to the ASC which of its employees should be granted permits based upon this availability.

Permit Pick-Up

1. Electronic notices will be sent to all approved applicants each month. Permits may be picked up at the Commercial Facility Management Contractor's office on Level P3 of the OWFN garage, on the 20th day of the preceding month.

2. Individuals are requested to purchase permits by the first day of the permit month. When a waiting list of permit applicants exists, the ASC may cancel approval for individuals who have not purchased their permits, and approve waiting list applications.

3. Multiple permits will not be issued to vanpool/carpool members. If a permit holder is on official travel, leave, or absent for any reason, it is his/her responsibility to ensure that payment is made promptly and that permits are picked up within the time frames designated. Parking permits are not transferable; however, permits may be passed to other carpool members by the permittee when the permittee is absent from the office.

Parking Garage Rules and Information

1. A one-way traffic pattern will be used to enter and exit the garage. All vehicles must enter the garage from One White Flint North and exit via Two White Flint North during normal work hours. After 9:00 p.m., all traffic must exit via the One White Flint North building. An exception is made for tall vans to enter the garage via Two White Flint North due to low ceiling clearance. Tall vans must exceed 6'6" height in order to park in the tall van spaces.

2. Vehicles must be parked in accordance with the procedures established in this paragraph and instructions by the parking attendant. Drivers must comply with all posted directional signs and operate vehicles in a safe manner.

3. Drivers must display their parking permit when entering the parking garage. If the parking permit has been misplaced, stop at the parking attendant's booth to obtain a temporary permit for the day.

4. Carpool members must complete the inbound trip to the NRC garage facility to be considered members of the carpool. Holders of carpool parking permits may be questioned about the whereabouts of other member of the carpool if the driver arrives without passengers. Confirmation of membership may be required from other members of the carpool.

5. Motorcycles must park in designated areas.

6. Bicycles must park in designated areas and may not be transported on elevators or in stairwells, nor may they be parked in offices.

7. The speed limit in the garage is 10 m.p.h.

8. Headlights must be on while in the garage.

9. Drivers must yield right-of-way to vehicles that are parking and to pedestrians.

10. Parked vehicles must be locked. Keys and personal items should not be left in vehicles.

11. Permit holders must, when parking, observe the dividing lines and not infringe on the adjoining space.

12. Permit holders may not park in spaces designated for visitors or people with disabilities, or in other reserved spaces.

13. When feasible, vehicles should park front end in.

14. The ceiling height at the garage entrance and throughout the garage is 6'6", unless otherwise posted.

15. After Hours Parking: The operating hours of the garage for NRC employees are 6 a.m. to 6 p.m. Individuals with permanent security badges who are working late may enter the garage after 5 p.m. at no charge for personal safety reasons.

16. Any NRC employees wishing to gain entrance to the garage after it is closes for the evening or on a weekend or holiday may do so by showing their NRC security badge to the security officer located at the garage entrance. When leaving, sound the horn, and the guard will open the door.

17. Visitors' Parking: There are eight official parking spaces in the One White Flint garage limited for visitors of the Executive Director for Operations and Commissioners. The ASC registers these visitors with the parking attendant.

    There is no cost to NRC visitors parking along the perimeter road at Two White Flint North. Visitors must register with the security guard at the Two White Flint North loading dock kiosk. Parking is available on a first-come first-serve basis. Employees, contractors, and service providers who work in the building may not park in visitor parking spaces. These spaces are monitored and violators will be towed.

18. Liability: The government is not responsible for any loss or damage to vehicles or its contents parked in the garage.

19. Reporting Damages: If a driver strikes another vehicle in the parking garage, the driver must stop and check for any damage to either vehicle. If the other vehicle is damaged, the driver must notify the parking attendant on duty, provide pertinent written information about the accident, and contact the driver of the damage vehicle.

20. Administrative Sanctions:

- Failure to comply with the policies and procedures set forth in these guidelines may result in suspension of parking privileges.

- Falsification of applications for parking permits will result in an automatic suspension of parking privileges for at least one year.

- Vehicles not displaying a valid monthly or daily parking permit clearly visible from the dashboard or the rearview mirror are subject to "booting," i.e., immobilizing a vehicle by attaching a metal wheel lock (boot). If a vehicle is booted, the driver must pay a fee of $26. Payment must be made by cash or check to have the boot removed. Administrative due process procedures on booting actions are applicable and the written administrative due process procedures are hereby incorporated by reference.

  If you are booted, contact the Security Central Alarm Station on 415-2056. Tell the security officer your name, and the make, model, color and location of your vehicle. A technician will be dispatched to accept payment of the fee and then remove the boot.