

ORDER FOR SUPPLIES OR SERVICES

P.02

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**IMPORTANT:** Mark off addresses and papers with correct bid/order numbers.

1. DATE OF ORDER: 03-19-2004  
 2. CONTRACT NO. (if any):  
 3. ORDER NO.: DR-10-03-164, MOD. 2  
 MODIFICATION NO.:  
 4. REQUISITION/REFERENCE NO.: ADM-03-164  
 5. ISSUING OFFICE (Address correspondence to): U.S. Nuclear Regulatory Commission, Div. of Contracts, Two White Flint North - MB T-7-I-2, Washington, DC 20555  
 6. NAME OF CONSIGNEE: U.S. Nuclear Regulatory Commission, Attn: Mr. Dennis Turner  
 7. STREET ADDRESS: Mail Stop 0 2 G11  
 8. CITY: Washington  
 9. STATE: DC  
 10. ZIP CODE: 20555  
 11. BUSINESS CLASSIFICATION (Check appropriate box(es)):  a. SMALL  
 12. P.O.B. POINT: Destination  
 13. PLACE OF:  
 14. GOVERNMENT BA NO.:  
 15. DELIVER TO P.O.B. POINT ON OR BEFORE As stated in the SOW  
 16. DISCOUNT TERM: Net 30  
 17. SCHEDULE (See reverse for Rejections):  
 18. INSPECTION:  
 19. ACCEPTANCE: Mr. Michael Mills, 301-415-6550  
 20. ACCOUNTING AND APPROPRIATION DATA: 622,840.00  
 21. REQUISITIONING OFFICE: ADM/DRB/ASC

7. TO: NDC Productions L.P., Attn: Mr. Schuyler Huyak, 11910 Parklawn Drive, Rockville MD 20852

4. TYPE OF ORDER:  
 a. PURCHASE ORDER  
 b. DELIVERY/TASK ORDER

Reference your Purchase Order's the following on the terms and conditions specified on both sides of this order and on the attached sheet, if any, including delivery of materials.

Except for billing instructions on the reverse, this delivery/task order is subject to instructions contained on this side only of this form and is deemed subject to the terms and conditions of the above-numbered contract.

ITEM NO. (A)	SUPPLIES OR SERVICES (B)	QUANTITY ORDERED (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)	QUANTITY ACCEPTED (G)
	Refer to Purchase Order No. DR-10-03-164 dated 03-07-2003 and subsequent modifications for tent, equipment, and related services for the NRC All-Employees Meetings and award Ceremonies; modify as follows: 1. Incorporate the attached Statement of Work to reflect the setup, meetings, and award ceremony dates for the 2004 meetings and ceremonies. No other changes were made in the Statement of work. 2. Refer to line item 6 on the purchase order "Optional ADA Ramp in front with stairs on sides, bimol acetoxurf top and sides" and include the stage at no additional charge. Also change the unit price and the amount from \$3,585.00 to \$1,600.00 due to an administrative error. 3. Refer to line item no. 6, "Optional OWEN Marquee" and change the unit price and the amount from \$1,600.00 to \$3,585.00 due to an administrative error.					
		Accepted		Date		

18. SHIPPING POINT:  
 19. GROSS SHIPPING WEIGHT:  
 20. INVOICE NO.:  
 21. MAIL INVOICE TO:  
 a. NAME: U.S. Nuclear Regulatory Commission, Division of Contracts  
 b. STREET ADDRESS (for P.O. Box): Mail Stop T-7-I-2  
 c. CITY: Washington  
 d. STATE: DC  
 e. ZIP CODE: 20555  
 22. UNITED STATES OF AMERICA BY (Signature): Michael Mills  
 23. NAME (Typed): Michael Mills  
 TITLE: CONTRACTING/ORDERING OFFICER  
 17(1) GRAND TOTAL: 22,840.00  
 17(1) TOTAL (Cont. page):

OPTIONAL FORM 347 (8/91)



**ORDER FOR SUPPLIES OR SERVICES  
SCHEDULE - CONTINUATION**

PAGE NO.  
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**IMPORTANT: Mark all packages and papers with contract and/or order numbers.**

DATE OF ORDER 03-19-2004	CONTRACT NO.	ORDER NO. DR-10-03-164, MOD. 3
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ITEM NO. (A)	SUPPLIES OR SERVICES (B)	QUANTITY ORDERED (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)	QUANTITY ACCEPTED (G)
	<p>4. Exercise option year 2004 and increase the monetary amount by \$22,840.00, from \$28,535.00 to \$51,375.00</p> <p>All other terms and conditions remain the same. Previous Obligated amount: \$28,535.00</p> <p>Increased Amount: \$22,840.00 Total Obligated Amount: \$51,375.00</p>					

TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17(H))

# STATEMENT OF WORK

(Revised for Exercise of Option to Reflect 2004 Dates)

## LOGISTICAL SUPPORT FOR THE NRC'S ALL-EMPLOYEE MEETINGS AND AWARDS CEREMONIES

### A. BACKGROUND

The Nuclear Regulatory Commission (NRC) Commissioners will hold two meetings for all Headquarters employees on **May 26, 2004** followed by an awards ceremony the afternoon of **May 27, 2004**. All set-up work under this agreement shall be completed by **May 24, 2004** as May 25, 2004 is used by the NRC to set-up and test of communications and sound equipment. Both of these events will be held on The Green, an area located between NRC's two Headquarters buildings at 11555 (OWFN Building) and 11545 Rockville Pike (TWFN Building), Rockville, located directly across Marinelli Road from the White Flint Metrorail station.

The NRC requires the Contractor to provide the following logistical support for these events:

### B. BASIC REQUIREMENTS

#### 1. TENTS

The Contractor shall provide a tent or a series of connecting tents to cover 750 or more seated employees, 28' x 16' stage, with space for large aisles, microphones, speakers, two 2' x 5' sound control tables at rear of tent, and a separate communications support area. See the attached diagram of previous set-up (Enclosure 1)<sup>1</sup> (Note: In this diagram there is a large sculpture which is 20' high. The tents must be erected over or around this structure.) The tents shall be completely white (no design) with appropriate height (lowest tent poles raised to approximately 10') to create an open meeting environment. Clear siding shall be installed on all perimeter sides of the tents except for the side facing Rockville Pike. Two layers of opaque white siding shall be installed on the Rockville Pike tents' side. The siding shall be securely installed on all sides to prevent flapping, including areas over vents. The siding shall be adjustable to provide entry/exit and opening/closing for changing weather conditions. The Contractor shall also provide opaque siding in the interior of the tent located by the sculpture, as directed by the Project Officer. This interior siding is used to conceal working communications support staff and equipment.

A canopy (an entrance marquee) shall be erected from the main tent entrance to the TWFN building overhang to protect employees in case of inclement weather. The canopy shall be approximately 10' in width extending to 15'- 20' at the entrance to TWFN to allow additional space for disabled employee entry by ramp. The canopy may not be attached to the building or

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<sup>1</sup> The contractor may propose a different tent configuration, but a detailed plan shall be included with the contractor's price quote. Any proposed alternative configuration will be subject to approval of the project officer and must provide the coverage on The Green to fully support the events.

## Logistical Support for (continued)

concrete pavers.

The tents, canopies and siding shall be odorless, leak, weather and fire proof and be free of unsightly wear or other markings. **Gutters shall be securely installed between tents to prevent water dripping on tent occupants.** The contractor may be asked by NRC to test the performance of the gutters prior to the event by spraying water by hose on the top of the tents. The tents, canopies and siding shall be secured to the optimum level to withstand high winds prevalent in this area. (Note: The Green area where the tent is to be installed rests over an underground parking garage. There is approximately 12" of soil over several feet of styrofoam-type material.)

Any interior tent support poles shall minimize extruding wires or ropes that could trip tent occupants. The Contractor shall allow speakers for sound equipment to be attached to tent support poles and rails as long as such attachment does not damage the poles or affect tent support. The contractor shall also allow NRC to attach stage decorations to the tent poles and rails at the back of the platform, if desired.

The Contractor shall ensure appropriate measures are taken to prevent any damage to the location's landscaping and plants while erecting and disassembling the tent: the Contractor shall be responsible for any damage. The contractor shall not attach tents, canopies or other equipment to trees or buildings. The NRC will mark the Green with the location of the installed underground sprinkler system. The contractor is responsible for any damage to NRC's sprinkler system if the damage occurs within 12 inches of the marked locations.

The Contractor shall be responsible for meeting any federal, county or city code, regulation or licensing requirements in providing these items and services and shall obtain any necessary approvals from the Montgomery County Fire Marshal prior to the meeting. The Contractor shall provide exit signs and any other safety items required to meet codes and regulations. The Contractor shall provide insurance that covers personal injury to occupants.

Following the event, the Contractor shall empty any water barrels used in locations approved by the Project Officer to ensure appropriate drainage.

*The tents may be erected beginning the weekend of May 22, 2004 and shall be fully erected and ready for NRC's use by 5:00 p.m., May 24, 2004. The tents shall be disassembled and removed from the premises no later than 5:00 p.m., May 28, 2004. The Contractor's access to the site shall be coordinated and approved by the NRC Project Officer.*

## **2. CHAIRS**

The Contractor shall provide 900 folding or stackable white (padded preferred) chairs. The Contractor shall set-up the chairs in accordance with direction provided by the project officer. All chairs shall be set facing the stage, and this shall require most sections to be set diagonally. The chairs shall be white in color, all of one style, clean and dry at the time they are to be used by NRC, and free of any defects, unsightly wear or other markings. The Contractor shall allow the NRC to use any chairs that are unneeded in tent for contingency site set-up in the TWFN building.

*The chairs shall be completely arranged and in place by 5:00 p.m. May 24, 2004..*

## Logistical Support for (continued)

*After the event, the chairs shall be removed from NRC's premises no later than 5:00 p.m., May 28, 2004.*

### **3. SUPPLEMENTAL LIGHTING**

The Contractor shall provide and install up to 20 portable lighting fixtures at the direction of the NRC Project Officer to fully light the tent to a normal office lighting level. (Note: the NRC will provide the additional lighting needed for the stage.) The contractor shall provide the extension cords which shall be run through the tent frames to the central power outlet boxes designated by the Project Officer which are installed on the sides of the Green. The Contractor shall also provide and install one additional extension cord to be used by the NRC transcription contractor.

*All lighting shall be installed based upon the Project Officer's instructions and be operational by 5:00 P.M. May 24, 2004, 2004.*

### **4. FANS**

The Contractor shall propose a plan for installation of fans to cool occupants during the events. The plan should include ceiling and pedestal fans and state the type, number, location, and installation of all fans proposed.

All fans shall be in excellent condition and shall operate without any mechanical noise, other than that of air blowing. **All fans shall be installed by the Contractor so that the on-site professional staff can immediately turn each fan off individually if necessary.** Ceiling fans that appear wobbly or unstable should not be proposed. Fans with variable speed settings are desirable.

*The fans shall be installed by 5:00 P.M. May 24, 2004.*

### **5. PROFESSIONAL ASSISTANCE & CHANGES IN EVENT CONFIGURATION**

Two contractor staff persons shall be on hand between 10:00 A.M. and 5:00 P.M. on May 25, 2004 to assist with lighting and other adjustments needed during testing of the sound and video broadcast equipment.

The Contractor shall provide **three** professional staff persons on-site between 7:30 a.m. and 5:00 p.m. on May 26 and May 27, 2004 to assist NRC with seating arrangement changes, make any needed adjustments to tent, lights, gutters, open and close siding, wipe down chairs using contractor-supplied materials, and, operate fans, as needed. These on-site professional staff shall be **immediately** available to the NRC Project Officer at all times during these hours.

Throughout the period of performance, the Contractor agrees to provide a full crew onsite at the event location within ninety minutes of notification by the NRC Project Officer to immediately correct any urgent or emergency problems that are identified. The Contractor shall be accessible on-call at all hours during the period of performance (date on-site work begins until after all materials are disassembled and removed).

### **C. OPTIONAL ITEMS**

The contractor shall provide the following optional items when directed by the Contracting Officer via a contract modification.

## Logistical Support for (continued)

### 1. Canopy (Entrance Marquee)

At NRC's option, the Contractor shall erect a canopy from the main tent entrance to the front entrance of the OWFN building. The canopy shall be approximately 10' in width (except for straight section leading to the OWFN building which shall be approximately 6' in width). The canopy shall be odorless, leak, and fire proof and be free of unsightly wear or other markings. The canopy shall not be attached to the building or concrete pavers. The NRC will notify the Contractor by Noon, May 24, 2004, of its intention to exercise this option. The Contractor shall complete erection of the canopy by 4:00 P.M. on May 25, 2004.

### 2. Heaters

In case of anticipated cold weather, at NRC's option, the Contractor shall provide propane/electric heaters (or equivalent heaters with the configuration approved by the Project Officer) designed for occupied facility use. The heaters shall be UL approved and have guards that prevent direct contact with open flames. The heaters shall be placed outside the tent with heat conveyed by duct. The NRC will notify the Contractor by Noon, May 24, 2004 of its intention to exercise this option. The heaters shall be in place and operating by 7:30 a.m. on May 26 and May 27, 2004 to ensure the tent is heated prior to full occupancy.

### 3. Stage

At NRC's option, the contractor will install a stage (platform) with a black surface area, preferably carpeted. The stage shall be 28' x 16' subject to reconfiguration at the Project Officer's direction. The stage shall be approximately 24" in height with stairs equipped with handrails at both sides, black skirting, and side and back rails. Placement of stairs and handrails shall be subject to Project Officer's direction. The stage shall be professionally leveled with no tripping hazards. The NRC will notify the Contractor by May 23, 2004, of its intention to exercise this option. The stage shall be installed by 5:00 P.M. on May 24, 2004.

### 4. Stage ramp

At NRC's option, the contractor shall install a ramp for disabled access to the stage. The ramp shall meet ADA requirements and be installed at the location specified by the Project Officer. The NRC will notify the Contractor by May 23, 2004, of its intention to exercise this option. The ramp shall be installed by 5:00 P.M. on May 24, 2004.