

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT

BPA NO. 1. CONTRACT ID CODE PAGE 1 OF PAGES 2

2. AMENDMENT/MODIFICATION NO. MOD 1 3. EFFECTIVE DATE See Blk 16C below 4. REQUISITION/PURCHASE REQ. NO. CIO-08-360 5. PROJECT NO. (if applicable)

6. ISSUED BY CODE 3100 7. ADMINISTERED BY (if other than Item 6) CODE 3100 U.S. Nuclear Regulatory Commission Div. of Contracts - CMB3 Attn: Valerie Whipple Mail Stop TWB-01-B10M Washington, DC 20555

8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code) PAXTON RECORD RETENTION INC. 5280 PORT ROYAL RD SPRINGFIELD, VA 22151-2113 9A. AMENDMENT OF SOLICITATION NO. 9B. DATED (SEE ITEM 11) 10A. MODIFICATION OF CONTRACT/ORDER NO. GS25F0021S NRC-DR-33-08-360 10B. DATED (SEE ITEM 13) 07-31-2008

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)

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: (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 data, 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: Mutual Agreement of Both Parties D. OTHER (Specify type of modification and authority)

E. IMPORTANT: Contractor is not, is required to sign this document and return 3 copies to the issuing office.

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

See continuation 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 (Type or print) Michael J. Faber, Gen Vice President 15B. CONTRACTOR/OFFEROR (Signature of person authorized to sign) Michael J. Faber 15C. DATE SIGNED March 25, 2009 16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) Valerie M. Whipple Contracting Officer 16B. UNITED STATES OF AMERICA BY (Signature of Contracting Officer) Valerie M. Whipple 16C. DATE SIGNED 3/25/09

NSN 7540-01-152-8070 PREVIOUS EDITION NOT USABLE

STANDARD FORM 30 (REV. 10-83) Prescribed by GSA - FAR (48 CFR) 53.243

TEMPLATE - ADMOD

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ADMOD2

The purpose of this modification is as follows:

- (1) To correct minor edits in the Statement of Work;
- (2) To revise the Price Schedule to add a column entitled "unit" and to correct minor edits;
- (3) To designate a new Alternate Project Officer.
- (4) To reduce the contract ceiling for the base and two option years.

Accordingly, the following change is hereby made:

1. The Statement of Work is deleted in its entirety and replaced with the attached Statement of Work dated March 24, 2009. Track changes are included to highlight revisions.
2. The Price Schedule is hereby deleted in its entirety and replaced with the attached Price Schedule dated March 24, 2009. Changes have been highlighted.
3. Section A.5 2052-215-71 PROJECT OFFICER AUTHORITY (NOVEMBER 2006) is revised to replace Ms. Rhodes with Sardar Zuberi. The new Alternate Project Officer's contact information is as follows:

Alternate Project Officer:

Name: Sardar Zuberi

Address: U.S. Nuclear Regulatory Commission
Mail Stop, O-1-F-7
Washington, DC 20555

Telephone: (301) 415-3507

4. The contract ceiling for the base and option years are reduced as follows:

Base Year: \$76,083.90
Option Year 1: \$50,416.40
Option Year 2: \$50,416.40

CEILING IF ALL OPTIONS ARE EXERCISED: \$176,916.70

This modification does not obligate funds.

All other terms and conditions under this task order remain unchanged.

STATEMENT OF WORK DATED MARCH 24, 2009

B.1 BACKGROUND:

The U.S. Nuclear Regulatory Commission's (NRC) Headquarters Public Document Room (PDR), located at One White Flint North, 11555 Rockville Pike, Room O1 F21, Rockville, MD 20852, provides access to publicly available documents maintained by NRC. The PDR provides reference assistance to the public Monday through Friday, from 8:00 a.m. to 4:00 p.m. (Eastern Time), except Federal holidays. These normal hours of operation are hereafter called PDR workdays. Documents available from the PDR are currently boxed, inventoried and stored offsite (approximately 10,240 record center boxes) in a contractor facility. The PDR serves a varied public. Users may include engineers, other technical professionals, information brokers, representatives of utilities, the nuclear industry, law firms, governments, students, private individuals, public interest groups, and residents of foreign countries or representatives of foreign governments and corporations. Users typically fall into one of two basic groups: (1) frequent repeat users with a steady and constant need for PDR documents and (2) infrequent or one-time users.

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To accomplish these objectives, the PDR must maintain an offsite document storage facility and related services to provide for the indefinite preservation as well as the economical storage and rapid retrieval of historical paper documents. This facility, hereafter referred to as the "Archival Facility" or "AF", functions as an extension of the PDR by providing for the storage, subsequent referencing, and maintenance of Public Document Room documents.

B.2 OBJECTIVE:

The contractor shall furnish the necessary personnel, facilities, equipment, and services required to satisfy the NRC PDR's record storage and retrieval requirements of approximately 10,267 cubic feet of records as described in this Statement of Work.

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B.3 SCOPE OF WORK:

The contractor shall provide secure storage for NRC documents in hard copy (paper) with provisions made to effectively control and service the documents stored in the facility. The contractor shall be responsible for assigning identification numbers to the boxes stored in the AF and maintain an automated accountability system to manage and control the inventory.

B.4 DESCRIPTION OF SERVICES:

1. Facility Requirements

- a. The contractor shall provide the NRC with storage space in a record storage facility located within a one hour drive during normal business hours from the following Federal establishments: NRC's White Flint North Complex located at One White Flint North, 11555 Rockville Pike and Two White Flint North, 11545 Rockville Pike in Rockville, Maryland.

- b. The record storage AF shall be a building, at or above grade level, constructed with noncombustible materials (based upon the recommendations of the National Archives and Records Administration (NARA), and the guidance contained in the National Fire Protection Association's (NFPA) "Manual for Fire Protection for Archives and Documents Centers", NFPA 232AM). An automatic wet-pipe water sprinkler system installed in accordance with NFPA 13 "Standard for the Installation of Sprinkler Systems", incorporated herein by reference and made a part hereof, or, an automatic total flooding Halon 1301 fire extinguishing system installed in accordance with NFPA 12A "Standard on Halon 1301 Fire Extinguishing Systems", incorporated herein by reference and made a part hereof, shall be acceptable fire protection systems for this area. Refer to Title 38 Code of Federal Regulations for additional facility requirements as reflected under Section 1228.222 - Facility standards for agency records centers.
- c. The contractor's availability shall be during the normal working hours of the Public Document Room, 8:00 a.m. to 4:00 p.m., Monday through Friday, excluding Federal holidays. The contractor's facility shall be equipped with a facsimile machine (fax) and computer with e-mail access to receive written work orders transmitted from the PDR's Rockville, MD office.
- d. The contractor shall provide the NRC with up to 10,267 cubic feet of environmentally protected storage space for the storage of boxes of unclassified hard copy documents. The boxes shall be stored on steel shelving installed and braced and in an arrangement suitable to the NRC Project Officer.
- e. The contractor shall provide, if needed, space for an additional 100 record center boxes per contract year within the parameters as outlined in b above. These documents will be inventoried by the NRC Project Officer prior to pickup. The contractor shall deliver these boxes to the AF, assign a shelf number, and provide an updated shelf location to the NRC Project Officer.
- f. All NRC documents stored in the Archival Facility shall be labeled with, and controlled by, the use of identification numbers assigned by the contractor, (Job number, Box or other unit number, and Location/Stack number). All storage shelves used to store NRC documents in the Archival Facility shall be labeled with location numbers corresponding to the location numbers on the archival boxes.

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Deleted: that are contained in 1 cubic foot record center boxes approximately 15" x 12" x 10 1/2" in size

Deleted: The shelving shall be capable of accommodating 10,463 1-cubic-foot record center boxes.

2. Work Orders

- a. Orders for services required hereunder will be placed or issued by the NRC Project Officer, Alternate Project Officer, or designee by phone, fax, or e-mail, notifying the contractor of the pickup and delivery assignments. The work orders will include specific information on each item that is to be picked up or delivered (job number, unit number, and location number),

the location of the pickup or delivery, the name of the NRC employee requesting the services and the delivery schedule (routine or emergency).

- b. Upon receipt of a work order from the NRC Project Officer, Alternate Project Officer, or designee, the contractor shall pick up/ deliver the box or boxes from the NRC requester. The contractor shall ensure that the identification numbers written on the materials to be picked up/delivered are identical to the identification numbers provided by the NRC Project Officer, Alternate Project Officer, or designee in the work order. If a discrepancy with the identification numbers is discovered, the Contractor shall contact the NRC Project Officer, Alternate Project Officer, or designee by telephone and resolve the discrepancy before removing the materials.

3. Pickup and Delivery

- a. The contractor shall be available to provide routine services during normal working hours of the Public Document Room, 8:00 a.m. to 4:00 p.m., Monday through Friday, excluding Federal holidays. The Contractor shall also establish and implement procedures to permit the NRC Project Officer, Alternate Project Officer, or designee to request emergency services during non-business hours which are to be reviewed and approved by the NRC Project Officer. When there is a need for services during non-business hours, the contractor shall pull boxes from the shelf and place them on a skid for pickup by NRC staff. The Contractor shall complete all emergency deliveries within 2 hours of receipt of request.
- b. The pickup and delivery services required under this contract shall involve NRC paper documents, and some VHS tapes. The pickup and deliveries will be for unclassified hard copy documents and VHS tapes that are contained in 1 cubic foot cardboard cartons known as record center boxes.
- c. The contractor shall be responsible for retrieving each item to be delivered from the AF inventory.
- d. The contractor shall be responsible for re-filing at its assigned location each box returned to the AF inventory.
- e. The contractor shall not be required to remove or re-file individual files/documents in record center boxes for pickup/delivery services. All requests for hard copy documents shall involve the withdrawal and return of the entire box.
- f. There will be no maximum number of record center boxes that the contractor can move in one day.
- g. The contractor shall complete all pickup/deliveries of documents between the AF and the NRC buildings in accordance with time-frame specified on the work order form.

- h. The documents that are delivered from the AF would not have to be returned back to the AF. They can be returned to the AF by permission of the Project Officer, Alternate Project Officer or designee.
- i. The contractor shall remove the box or boxes from their assigned locations. The Contractor shall ensure that the identification numbers written on the materials to be delivered are identical to the identification numbers provided by the NRC Project Officer, Alternate Project Officer or designee. If a discrepancy with the identification numbers is discovered, the Contractor shall contact the NRC Project Officer, Alternate Project Officer, or designee by telephone and resolve the discrepancy before removing the materials from the AF.
- j. The contractor shall not pick up or deliver any NRC materials without written work orders from the NRC Project Officer, Alternate Project Officer, or designee.

B.5 INVENTORY OF NRC DOCUMENTS STORED IN THE ARCHIVAL FACILITY:

The contractor shall perform an annual inventory all NRC documents stored in the archival facility. The Contractor shall complete the inventory within 10 working days of predetermined date (customarily the contract anniversary date). The Contractor shall:

1. Physically inspect each shelf location in the Environmentally Protected Area and compare the physical inventory to a computer generated inventory report that will be based on the inventory specified in Paragraph 1f.
2. Compile a written report identifying all discrepancies between the physical inventory and the inventory reports.
3. Deliver the written report to the NRC Project Officer or Alternate Project Officer within 48 hours of completion of the inventory.
4. At the direction of the NRC Project Officer or Alternate Project Officer, correct all inventory discrepancies. The Contractor shall correct all discrepancies within 48 hours of receipt of request, at no additional cost or obligation to the Government.

B.6 INSPECTION AND REPLACEMENT OF RECORD CENTER BOXES:

Before withdrawing any record center box from the Archival Facility inventory, or returning any record center box to inventory, the Contractor shall inspect the box for damage. Any box found to be crushed, torn, split, or damaged in any way, shall be brought to the attention of the NRC Project Officer. The NRC Project Officer will provide the contractor with replacement boxes. Upon receipt of the replacement boxes from the NRC Project Officer, the Contractor shall:

- a. Assemble a new record center box.
- b. Write the identification numbers contained on the damaged box on the proper place on the new box.

- c. Transfer the contents of the damaged box into the new box. The Contractor shall arrange the files/documents in the new box in the same order as they were arranged in the damaged box.
- d. Close and interlock the top flaps of the box.
- e. Discard the damaged box.
- f. Within 24 hours of replacement of the box, the Contractor shall prepare and deliver to the NRC Project Officer or Alternate Project Officer, a detailed report of each replacement.

B.7 DELIVERABLES/SCHEDULE:

1. Within 30 days of award, the contractor shall provide the NRC Project Officer with a complete inventory list identifying the location of all record center boxes as specified in Paragraph 1f. Within 7 days of receipt from the contractor, the NRC Project Officer will review the inventory list for consistency and provide comments as necessary. Within 5 days of receipt from the NRC Project Officer, the contractor shall make the necessary changes and return the updated inventory list to the NRC Project Officer.
2. Within 10 days after the effective date of an option period, the contractor shall conduct an annual inventory and provide the NRC Project Officer with a complete inventory list identifying the location of all record center boxes as specified in Paragraph 1f. Within 7 days of receipt from the contractor, the NRC Project Officer will review the inventory list for consistency and provide comments as necessary. Within 5 days of receipt from the NRC Project Officer, the contractor shall make the necessary changes and return the updated inventory list to the NRC Project Officer.

B.8 GOVERNMENT FURNISHED MATERIALS/PROPERTY/EQUIPMENT:

The Government will furnish to the contractor in the performance of this effort the following:

1. Current inventory of record center boxes (Hard Copy)
2. Current inventory of record center boxes (Electronic Copy)
3. Replacement Record Center Boxes

B.9 QUALITY CONTROL:

The contractor shall establish and implement management controls and procedures to ensure that the services performed under this contract satisfy the specific requirements contained in this statement of work.

B.10 PLACE OF DELIVERY – FILES:

The building stops will be between the archival facility and the following NRC building location:

Karen Danoff (formerly Karen Stahl), Project Officer (1 copy)
U.S. Nuclear Regulatory Commission

One White Flint North (OWFN)
Room O1 F21
11555 Rockville Pike
Rockville, Maryland 20852

B.11 PLACE OF DELIVERY – REPORTS:

The items to be furnished hereunder shall be delivered with all charges paid by the vendor to:

Karen Danoff, Project Officer (1 copy)
U.S. Nuclear Regulatory Commission
Mail Stop, O-1 F-13
Washington, DC 20555

Aaron Alvarado, Contract Specialist (1 copy)
U.S. Nuclear Regulatory Commission
ADM/DC/CMB3
Mail Stop, TWB-01-B10M
Washington, DC 20555

B.12 PERFORMANCE REQUIREMENTS:

The deliverables required under this order must conform to the standards contained, or referenced, in the statement of work. Work is to be performed for the NRC using an existing General Services Administration (GSA) Federal Supply (FSS) Service Contract. Certification by the Government of satisfactory services provided is contingent upon the contractor performing in accordance with the terms and conditions of the referenced contract, this statement of work, and all amendments.

B.13 DURATION OF CONTRACT PERIOD:

The ordering period for this delivery shall commence on August 1, 2008 and will expire on July 31, 2009. Any orders placed during this period shall be completed within the time specified in the order, unless otherwise specified herein. The term of this delivery may be extended at the option of the Government for an additional two one-year periods.