

2. AMENDMENT/MODIFICATION NO. Three (3)
 3. EFFECTIVE DATE
 4. REQUISITION/PURCHASE REQ. NO. IRM-89-131 dtd 9/14/89
 5. PROJECT NO. (If applicable)
 6. ISSUED BY U.S. Nuclear Regulatory Commission
 CODE Division of Contracts & Property Management
 Washington, DC 20555
 7. ADMINISTERED BY (If other than Item 6) CODE

8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code)
 PRIME: U.S. Small Business Administration
 1111 18th Street, N.W., 6th Floor
 Washington, DC 20036
 SUB: Dynamic Concepts, Inc.
 2176 Wisconsin Avenue, N.W.
 Washington, DC 20007
 9A. AMENDMENT OF SOLICITATION NO.
 9B. DATED (SEE ITEM 11)
 10A. MODIFICATION OF CONTRACT/ORDER NO. NRC-89-89-131/
 SB3-89-2-4034
 10B. DATED (SEE ITEM 13)
 CODE FACILITY CODE

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)
 APPN No.: 31X0200.010 B&R No.: 010-20-66-253 FIN No.: D1909-0 OBLIGATE: \$159,735.78

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

(W) 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 charges in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(D).
 C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
 D. OTHER (Specify type of modification and authority)
 X Section I.3, Option to Extend the Term of the Contract-Services, FAR Clause 52.217-9

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

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

SEE ATTACHED

8910230087 891018
 FDR CONTR
 NRC-89-89-131 PDC

15A. NAME AND TITLE OF SIGNER (Type or print)
 15B. CONTRACTOR SIGNATURE
 15C. DATE SIGNED
 15D. UNITED STATES OF AMERICA
 15E. SIGNATURE OF CONTRACTING OFFICER
 Paul J. Edgeworth
 16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print)
 16B. DATE SIGNED

The purpose of this modification is to exercise Option Year 1 in accordance with Section I.3, adjust the firm fixed price for Option Year 1 of the contract to reflect an increase to the wage rate for mail clerks, and attach the new wage determination.

Therefore, the contract is modified as follows:

1. The amount shown in Block 15G of SF26 is revised to read "\$311,745.36."
2. Section B.2, "Consideration and Obligation - Firm Fixed Price," is revised to read as follows:

"The firm fixed price of this contract is \$311,745.36. Payment will be made upon completion/delivery and acceptance of all required products/services."
3. Section B.3, "Options", the firm fixed price for Option Year 1 is increased by \$3,444.00 from \$156,291.78 to \$159,735.78 due to a wage rate increase for mail clerks. Therefore, the firm fixed price for Option Year 1 is revised to read as follows:

| | |
|---|--------------------|
| Fixed Price for Option Year 1: | \$156,291.78 |
| Wage Determination Increase: | <u>\$ 3,444.00</u> |
| Total Cost for Fixed Priced Option Year 1 | \$159,735.78 |
4. Subsectin C.1, "Statement of Work" is deleted in its entirety and substituted with the revised Statement of Work, Attachment A in lieu thereof.
5. Section F.2, "Duration of Contract Period (MAR 1987) Alternate II (MAR 1987)", is revised to read as follows:

"This contract shall commence on October 3, 1988 and will expire on October 2, 1990. The term of this contract may be extended at the option of the Government for an additional one year period."

6. Section H.6, "Determination of Minimum Wages and Fringe Benefits" is revised to read as follows:

"Each employee of the Contractor or any subcontractor performing services under this contract shall be paid at least the minimum allowable monetary wage and fringe benefits prescribed under Wage Determination Number 86-1259 (Rev. 6) dated 8/8/89 which is attached (See Section J for List of Attachments)."

7. Section J.1, "Attachments" is revised to change attachment no. 10 to read as shown below:

"10 Wage Determination 86-1259 (Rev. 6), August 8, 1989"

8. New Attachment no. 10 is attached to this modification.

All other terms and conditions remain the same.

SECTION C - DESCRIPTION/SPECIFICATION
/WORK STATEMENT

C.1 STATEMENT OF WORK (MAR 1988) (Modified Aug 1989)

C.1.1 BACKGROUND

The U.S. Nuclear Regulatory Commission (NRC) Headquarters offices are geographically separated in a multiple building configuration in Montgomery County, Maryland. However, the agency has adopted a centralized document control and dissemination process in order to effectively control its communications. This has resulted in the creation of the Document Control Center located at One White Flint North, 11555 Rockville Pike, Rockville, Md (referred to as OWFN). The implementation of this Document Control Center occurred at a time when staffing was limited within the responsible NRC organization, the Document Control Branch, Division of Information Support Services, Office of Administration and Resources Management. This resulted in a need for supplementing the NRC staff with contractor support. It is now proposed that this contract be issued to secure appropriate personnel to accommodate the receipt of all U.S. Postal Service (USPS) mail from the Post Office at 900 Brentwood Road, N.E., Washington, DC, which is the receiving point for all agency communications with a unique zip code of 20555. Further, it is the intention of this contractor to have the contractual support staff sort all USPS incoming mail into major sort categories by intended locations. Four contractor support staff would be required at OWFN throughout the normal business day from 7:30 a.m. to 4:30 p.m. (A - shift) and one contractor support staff member will begin at 8:00 a.m. and will depart each day at 5:00 p.m. (B - shift). This total of five contractor support staff will provide other functions including: (1) sort of all internal mail which is brought into the Document Control Center, (2) provide internal mail runs to pick up and deliver mail to specific mail stops at OWFN and Nicholson Lane buildings, (3) metering of all externally destined material to allow twice daily pick up by the USPS at approximately 11:30 a.m. and 4:30 p.m., (4) completing airbills for expedited overnight delivery service, and (5) on as needed basis to provide internal mail runs to include pick-up and delivery of mail at designated NRC mail stops between the hours of 7:30 a.m. to 4 :30 p.m. Phillips Building, 7920 Norfolk Ave, Bethesda MD.

C.1.2. SCOPE OF WORK

1. The Contractor shall provide all necessary personnel, management and supervisory support, and designated equipment necessary to perform all services identified in this Statement of Work. Failure to provide the required staffing levels, or failure

to perform as required by this contract, shall result in a reduction in payment of the Contractor's invoices to reflect the reduced value of the service performed (see Section H.9).

2. The Contractor shall ensure that there is sufficient staff available to provide mail sort and other related mail service assistance as specified in this Statement of Work, from 7:30 a.m. to 1:00 p.m., Monday through Friday, excluding official Federal holidays. In addition, one contractor support person and one vehicle shall be required to report to the USPS site at 900 Brentwood Road, N.E., Washington, D.C. 20018, at 6:00 a.m. daily Monday through Friday excluding official Federal holidays, to pick up and transport NRC's mail to OWFN by 7:30 a.m. daily.

3. Timely processing of all incoming and outgoing communications processed through the agency's Document Control Center is vital to NRC's mission. All procedural aspects of the receipt, control and dissemination of agency communications shall be completed in accordance with established guidelines of the Document Control Center (see Attachment 7).

4. Personnel

A. All contractor personnel shall be American citizens.

B. All contractor personnel shall be able to obtain appropriate security access clearances to NRC's facilities and must continue this security access approval through the term of this contract.

C. All contractor personnel shall be bonded in an amount not less than \$10,000 cash and \$500,000 non-negotiable instruments. bonding shall be with a carrier identified on the U.S. Department of Treasury's list of approved surety firms (attached in Section 5).

5. Mail Processing

A. The Contractor shall provide a vehicle to transport U.S. Postal Service mail from the Brentwood Road Post Office to One White Flint North, 11555 Rockville Pike, Rockville, MD, without any intermediate stops. this vehicle shall be sufficiently large enough to accommodate a minimum of 8 to 12 USPS mail bags full of incoming mail received daily, and the frequent transfer of bulk mail packages with an approximate average weight of up to 50 pounds each. The mail shall be loaded within the vehicle or vehicle compartment during transit. The Contractor's vehicle will have access to a specific loading area each morning within the USPS facility and the Contractor shall be required to load the vehicle

unassisted by USPS personnel. The Contractor shall then drive to OWFN, arriving by 7:30 a.m. each morning. The Contractor's vehicle will have access to the site via a loading dock in the immediate rear of the OWFN building. This location is immediately adjacent to the Document Control Center.

B. The Contractor shall transport mail from the loading dock via NRC-provided carts and/or flat beds down a corridor approximately 100 feet from the loading dock.

C. Upon entry to the Document Control Center, the Contractor shall immediately deposit all mail in work area in the middle of the room which is designated for major sort functions. The Contractor shall have available at OWFN by 7:30 a.m. each day four mail clerks to process this mail, approximately, 14,000 pieces, into major sort categories by NRC building destinations and to perform the functions listed below unless otherwise specified. In addition one mail clerk shall be available at OWFN by 8:00 a.m. to meter outgoing mail, to provide internal mail runs at OWFN, and to provide other services such as, completing airbills for overnight delivery services.

D. The Contractor shall also process into the major sort, all NRC-generated communications available in the Document control Center at the start of each business day within a 45-minute period daily.

E. The Contractor shall then sort all NRC-generated and USPS mail within the Document Control Center into the secondary sorts required for the mail by organizational identification, mail stop identifications and/or individual employee's name.

F. All mail which is specifically designated for NRC Commissioners and/or their staffs shall be immediately identified by the Contractor and presented to the NRC Section Chief for appropriate prompt action by NRC personnel.

G. Approximately 75% of the mail will be required to be processed by the NRC's Document Control Desk Section which is located adjacent to the mail area within the OWFN building. The Contractor shall transfer this sorted mail down the corridor less than 50 feet from the mail area immediately upon conclusion of the initial sort.

H. Mail which is destined for all non-OWFN NRC sites shall be placed in preidentified tubs for transport by NRC staff to other NRC locations. This transfer will occur four times daily with estimated times of 8:00 a.m., 10:30 a.m., 1:00 p.m. and 2:30 p.m. Mail intended for distribution within OWFN will be sorted on site

to specific mail stop identifications and the Contractor shall deliver this mail within OWFN. One of the four A - shift Contractor staff shall accompany an NRC staff person at 8:30 a.m. and 2:00 p.m. each day to assist with unloading bulk packages and to perform internal mail runs at the NRC Nicholson Lane Building, 5650 Nicholson Lane, Rockville, MD.

I. Throughout the business day the Contractor shall provide sort of all mail received via whatever mode, into both major and secondary sort. All such sorts shall be accommodated within a 30-45 minute period from receipt in the Document Control Center.

J. Approximately 2% of all mail received in the Document Control Center may have insufficient address information provided and the Contractor shall perform the necessary trace with assistance of available NRC staff to allow for prompt delivery of such material.

K. All mail received intended to be dispatched via the USPS shall need to be metered throughout the business day beginning at 8:00 a.m. The metering of outgoing mail should be performed by the one B-shift contract staff person to allow for a twice daily pick up by the USPS at approximately 11:30 a.m. and 4:30 p.m. This same contract staff person will also do internal mail runs at OWFN and provide for other services such as completing airbills for overnight delivery service.

L. On an as needed basis one of the four A-shift support staff persons will perform internal mail runs to include pick up and delivery of mail at designated mail stops at the NRC Phillips Building, 7920 Norriolk Ave, Bethesda, MD. The performance of the function can be for a full work day or part of a work day between the hours of 7:30 a.m. to 4:30 p.m. as required depending on workload and NRC personnel availability.

M. The NRC will continue to hand-carry all registered and certified material received within the Document Control Center, However, the Contractor may, on occasion, be required to assist the NRC staff in the associated clerical effort required to complete appropriate records of such mailings.

N. The Contractor shall, on occasion, be required to transport bulk documents from P1-37, OWFN, to the Agency's Printing and Graphics unit adjacent to the work area to accommodate the further processing necessary to allow the transport of time-sensitive material which needs to be immediately disseminated to a large segment of the NRC organization.

6. Documentation/References

A. The Contractor shall be in compliance with:

(1) the United States Postal Service's Domestic Mail Manual.

(2) NRC-generated processing requirements with the Document Control Center (NRC Manual Chapter 0232, Attached), and NRC Manual Chapter 0255, Mail Management (Attached).

(3) NRC-generated processing requirements delineated in NRC Manual Chapter 2101, NRC Security Program (Attached).

(End of Clause)

U.S. DEPARTMENT OF LABOR
 EMPLOYMENT STANDARDS ADMINISTRATION
 WAGE AND HOUR DIVISION
 WASHINGTON, D.C. 20210

REGISTER OF WAGE DETERMINATIONS UNDER
 THE SERVICE CONTRACT ACT
 By direction of the Secretary of Labor

Alan E. Moss
 Alan E. Moss
 Director

Division of
 Wage Determinations

| | | |
|---|---|--------------------|
| LOCALITY | State: District of Columbia-Maryland-Virginia | DC-MD-VA |
| | Area: Washington DC Metropolitan Area <u>4/</u> | |
| Wage determination number: 86-1259 (Rev. 6) | | Date: AUG - 8 1989 |

| Class of service employee | Minimum hourly wage | Fringe benefit payments | | | |
|---------------------------|---------------------|-------------------------|----------|---------|-------|
| | | Health & Welfare | Vacation | Holiday | Other |

Administrative Support and clerical occupations:

| | |
|---------------------------------------|---------|
| 1. Secretary V | \$14.53 |
| 2. Secretary IV | 12.19 |
| 3. Secretary III | 11.42 |
| 4. Secretary II | 10.36 |
| 5. Secretary I | 9.48 |
| 6. Stenographer II | 11.66 |
| 7. Stenographer I | 10.40 |
| 8. Transcribing-machine typist | 10.27 |
| 9. Typist II | 8.74 |
| 10. Typist I | 7.80 |
| 11. File clerk III | 9.31 |
| 12. File clerk II | 7.01 |
| 13. File clerk I | 6.58 |
| 14. Messenger | 7.47 |
| 15. Switchboard operator-receptionist | 8.05 |
| 16. Order clerk II | 8.86 |
| 17. Order clerk I | 8.01 |
| 18. Accounting clerk IV | 10.85 |
| 19. Accounting clerk III | 9.22 |
| 20. Accounting clerk II | 8.22 |
| 21. Accounting clerk I | 6.85 |
| 22. Payroll clerk | 8.67 |

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 Director

Division of
 Wage Determinations

| | | | |
|----------|--------|--|----------|
| LOCALITY | State: | District of Columbia-Maryland-Virginia | DC-MD-VA |
| | Area: | Washington DC Metropolitan Area 4/ | |

Wage determination number: 86-1269 (Rev. 6) Date: AUG - 8 1989

| Class of service employee | Minimum hourly wage | Fringe benefit payments | | | |
|---------------------------|---------------------|-------------------------|----------|---------|-------|
| | | Health & Welfare | Vacation | Holiday | Other |

| | | | | | |
|---------------------------------|---------|--|--|--|--|
| 23. Word processor II | \$10.50 | | | | |
| 24. Word processor I | 8.85 | | | | |
| 25. Dispatcher, motor vehicle | 9.50 | | | | |
| 26. Inventory clerk | 6.48 | | | | |
| 27. Supply Clerk | 8.58 | | | | |
| 28. Supply Technician | 9.50 | | | | |
| 29. Mail clerk | 6.68 | | | | |
| 30. Registered Industrial Nurse | 12.48 | | | | |
| 31. Test Proctor | 6.68 | | | | |
| 32. Typist-File Clerk | 8.25 | | | | |
| 33. Driver, Messenger | 8.25 | | | | |
| 34. Travel Clerk | 7.04 | | | | |
| 35. Travel Assistant | 9.75 | | | | |

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 THE SERVICE CONTRACT ACT
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Division of
 Wage Determinations

| | | | |
|----------------------------|--------|---|--------------------|
| LOCALITY | State: | District of Columbia-Maryland-Virginia | DC-MD-VA |
| | Area: | Washington DC Metropolitan Area <u>4/</u> | |
| Wage determination number: | | 86-1259 (Rev. 6) | Date: AUG - 8 1989 |

| Class of service employee | Minimum hourly wage | Fringe benefit payments | | | |
|---------------------------|---------------------|-------------------------|----------|---------|-------|
| | | Health & Welfare | Vacation | Holiday | Other |

Fringe benefits applicable to classes of service employees engaged in contract performance:

1/ 2/ 3/

1/ \$.59 an hour or \$23.60 a week or \$102.26 a month.

2/ 2 weeks paid vacation after 1 year of service with a contractor or successor; 3 weeks after 5 years; 4 weeks after 15 years. Length of service includes the whole span of continuous service with the present (successor) contractor, wherever employed, and with predecessor contractors in the performance of similar work at the same Federal facility. (See 29 CFR 4.173.)

3/ 10 paid holidays per year: New Year's Day, Martin Luther King Day, Washington's Birthday, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans' Day, Thanksgiving Day and Christmas Day. (A contractor may substitute for any of the named holidays another day off with pay in accordance with a plan communicated to the employees involved.)

4/ DC: Washington (001)
 MD: Counties of Calvert (009), Charles (017), Frederick (021), Montgomery (031), Prince George's (033) and St. Mary's (037)
 VA: Counties of Arlington (013), Fairfax (059), Fauquier (061), King George (099), Loudoun (107), Prince William (153), and Stafford (179). Independent Cities of Alexandria (201), Fairfax (267) and Falls Church (217).

Uniform Allowance: If employees are required to wear uniforms in the performance of this contract (either by the terms of the Government contract, by the employer, by state or local law, etc.), the cost of furnishing such uniforms and maintaining (by laundering or dry cleaning) such uniforms is an expense that may not be borne by an employee where such cost reduces the hourly rate below that required by the wage determination. The Department of Labor will accept payment in accordance with the following standards as compliance:

The contractor or subcontractor is required to furnish all employees with an adequate number of uniforms without cost or to reimburse employees for the actual cost of the uniforms. In addition, where uniform cleaning and maintenance is made the responsibility of the employee, all contractors and subcontractors subject to this wage determination shall (in the absence of a bona fide collective bargaining agreement providing for a different amount, or the furnishing of contrary affirmative proof as to actual cost), reimburse all employees for such cleaning and maintenance at a rate of \$3.35 a week (or 67 cents a day). However, in those instances where the uniforms furnished are made of "wash and wear" materials, may be routinely washed and dried with other personal garments, and do not require any special treatment such as dry cleaning, daily washing, or commercial laundering in order to meet the cleanliness or appearance standards set by the terms of the Government contract, by the contractor, by law, or by the nature of the work, there is no requirement that employees be reimbursed for uniform maintenance costs.

NOTE: The contracting officer shall require that any class of service employee which is not listed herein and which is to be employed under the contract (i.e., the work to be performed is not performed by any classification listed in the wage determination), be classified by the contractor so as to provide a reasonable relationship (i.e., appropriate level of skill comparison) between such unlisted classifications and the classifications listed in the wage determination. Such conforming class of employees shall be paid the monetary wages and furnished the fringe benefits as are determined. Such conforming procedure shall be initiated by the contractor prior to the performance of contract work such unlisted class of employee. A written report of the proposed conforming action, including information regarding the agreement or disagreement of the authorized representative of the employees involved, or, where there is an authorized representative, the employees themselves, shall be submitted by the contractor to the contracting officer no later than 30 days after such unlisted class of employees performs any contract work. The contracting officer shall review the proposed action and promptly submit a report of the action, together with the agency's recommendation and all pertinent information including the position of the contractor and the employees, to the Wage and Hour Division, Employment Standards Administration, U. S. Department of Labor, for review. (See section 4.6(b)(2) of Regulations 29 CFR 4).

NOTE: The definitions of the occupations set forth herein are contained in the SCA Directory of Occupations. Information may be obtained by contacting the: Administrator of Wage and Hour, U. S. Department of Labor, Washington, D. C. 20210.