

AWARD/CONTRACT

| | | |
|---|--|--|
| 1. THIS CONTRACT IS A RATED ORDER UNDER DPAS (15 CFR 350) | | RATING |
| 2. CONTRACT NO. NRC-10-94-149 | 3. EFFECTIVE DATE 3/4/94 | 4. REQUISITION/PROJECT NO. ADM-94-149 |
| 5. ISSUED BY Code: U.S. Nuclear Regulatory Commission Division of Contracts and Property Mgmt. Contract Negotiation Br. No. 1: P-1020 Washington, D.C. 20555 | | 6. ADMINISTERED BY Code: U.S. Nuclear Regulatory Commission Division of Contracts and Property Mgmt. Contract Administration Br. No. 1; P-920 Washington, DC 20555 |
| 7. NAME AND ADDRESS OF CONTRACTOR National Office Systems 1355 Piccard Drive Suite 280 Rockville, Maryland 20850-4315 Principal Investigator/Technical Contact: Karen Adams Telephone No: (301) 840-6264 | | 8. DELIVERY [] FOB ORIGIN [X] OTHER (See below) |
| 10. SUBMIT INVOICES (4 copies unless otherwise specified) TO THE ADDRESS SHOWN IN ITEM: 6 | | 9. DISCOUNT FOR PROMPT PAYMENT N/A |
| 11. SHIP TO/MARK FOR CODE N/A | 12. PAYMENT WILL BE MADE BY CODE U.S. Nuclear Regulatory Commission Div. of Accounting & Finance GOV/COM Accounting Section Washington, D.C. 20555 | |
| 13. AUTHORITY FOR USING OTHER THAN FULL AND OPEN COMPETITION [] 10 U.S.C. 2304(c) [] [X] 41 U.S.C. 253(c)[2] | | |
| 14. ACCOUNTING AND APPROPRIATION DATA B & R 440-19-614-005 \$47,000 FIN D2472-4 BOC 2210 APPN No. X0200 | | |
| 15A. ITEM NO. | 15B. SUPPLIES/SERVICES | 15C. QUANTITY 15D. UNIT 15E. UNIT PRICE 15F. AMOUNT |

See Schedule

9404110232 940310
PDR CONTR
NRC-10-94-149 PDR

15G. TOTAL AMOUNT OF CONTRACT \$47,000.00

EXCEPTION TO STANDARD FORM SF26 (REV.4-85)
FAR(48 CFR) 53.214(a)

Prescribed by GSA

070011

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DESCRIPTION

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CONTRACTING OFFICER WILL COMPLETE ITEM 17 OR 18 AS APPLICABLE

17. CONTRACTOR'S NEGOTIATED AGREEMENT (Contractor is required to sign this document and return 2 copies to issuing office.) Contractor agrees to furnish and deliver all items or perform all the services set forth or otherwise identified above and on any continuation sheets for the consideration stated herein. The rights and obligations of the parties to this contract shall be subject to and governed by the following documents: (a) this award/contract, (b) the solicitation, if any, and (c) such provisions, representations, certifications, and specifications, as are attached or incorporated by reference herein. (Attachments are listed herein.)

18. AWARD (Contractor is not required to sign this document.) Your offer on Solicitation Number _____, including the additions or changes made by you which additions or changes are set forth in full above, is hereby accepted as to the items listed above and on any continuation sheets. This award consummates the contract which consists of the following documents: (a) the Government's solicitation and your offer, and (b) this award/contract. No further contractual document is necessary.

19A. NAME AND TITLE OF SIGNER
(Type or print)
DAN HARRISON

19B. NAME OF CONTRACTOR
by [Signature]
(Signature of person authorized to sign)

19C. DATE SIGNED
3-10-94

20A. NAME OF CONTRACTING OFFICER
Elois J. Wiggins

20B. UNITED STATES OF AMERICA
by [Signature]
(Signature of Contracting Officer)

20C. DATE SIGNED
3/2/94

EXCEPTION TO STANDARD FORM 26 (REV.4-85)

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PART I - THE SCHEDULE

SECTION B - SUPPLIES OR SERVICES AND PRICES/COSTS

B.1 PROJECT TITLE

The title of this project is as follows:

MOVEMENT OF SPECIALIZED FILING EQUIPMENT

[End of Clause]

B.2 BRIEF DESCRIPTION OF WORK (MAR 1987)

The contractor shall disconnect, disassemble, transport, assemble, and reconnect specialized filing equipment systems located in NRC facilities in the metropolitan area to the NRC's newly constructed facility at 11545 Rockville Pike, Rockville, Maryland.

[End of Clause]

B.3 ITEMS AND PRICES

| Item No. | Supplies/Services | Quantity | Unit | Unit Price | Extended Price |
|----------|------------------------------|----------|------|-------------|----------------|
| 1. | MOVEMENT OF FILING EQUIPMENT | 1 | JOB | \$47,000.00 | \$47,000.00 |

B.4 CONSIDERATION AND OBLIGATION--FIRM FIXED PRICE (JUN 1988)

The firm fixed price of this contract is \$47,000.00.

[End of Clause]

SECTION C - DESCRIPTION/SPECIFICATIONS/WORK STATEMENT

C.1 BACKGROUND

The U.S. Nuclear Regulatory Commission is moving several offices located throughout the Rockville/Bethesda, Maryland area into a newly constructed facility at Two White Flint North (TWFN), 11545 Rockville Pike, Rockville, Maryland. The agency's specialized filing equipment is to be either relocated at the TWFN building, the agency's One White Flint North (OWFN) facility, or removed from the current building for storage/excessing or abandonment.

C.1.1 OBJECTIVE

The purpose of this contract is to obtain support services for the the movement of specialized filing equipment. The support services shall be coordinated with the agency's formal consolidation plan.

C.2 SCOPE OF WORK

As directed by the NRC Project Officer, the contractor shall be required to disassemble, transport, reassemble, and adjust and test specialized filing equipment. The contractor shall also be required to prepare equipment for storage/excess/abandonment or to disassemble, transport, reconfigure and reinstall the equipment at the agency's OWFN facility. Refer to Attachment Number 4 for a complete listing of equipment to be moved along with its planned destination and projected move dates. The projected move dates are subject to change as the agency's consolidation plan becomes finalized.

The contractor shall provide all necessary supervision, labor, vehicles, and material to accomplish the equipment moves itemized in Attachment 4. All work shall be performed after normal business hours (7:30 a.m. - 4:15 p.m) and on weekends, as directed by the Project Officer. The current agency move plan projects that services shall be required from March 7, 1994 through July 14, 1994.

Services shall be requested by individual work orders to be issued by the Project Officer (see Section C.5). The work order shall contain specific instructions and a timeframe/deadline for the equipment move to be completed.

C.2.1 EQUIPMENT MOVES TO TWFN FACILITY

The contractor shall disassemble and transport specialized filing

equipment systems located throughout the Rockville/Bethesda, Maryland area and reassemble the equipment at the agency's TWFN facility. All equipment moves are to be completed in accordance with the equipment destination list in Attachment 4. After the equipment has been reinstalled, the contractor shall adjust and test the equipment, as necessary. The contractor shall ensure that the equipment is fully operational.

The contractor shall cooperate with the Project Officer to ensure that the move of the equipment is properly coordinated and accomplished with minimal disruption to normal agency operations and other related activities. The contractor's services shall be coordinated with the overall move plan. The movement of each arrangement of equipment shall be requested as a separate task in coordination with the move plan.

The contractor shall ensure that its personnel are properly supervised and that all personnel are qualified to perform the required services.

C.2.2 PREPARE EQUIPMENT FOR STORAGE/EXCESS/ABANDONMENT

The contractor shall be required to disassemble equipment and prepare it for excess storage or abandonment. The contractor shall ensure that equipment prepared for storage/abandonment is tagged with the unit description, and that the equipment components and loose parts are clearly separated by unit for further movement and processing by agency personnel.

C.2.3 EQUIPMENT MOVES TO OWFN FACILITY

The contractor shall disassemble and transport specialized filing equipment systems located throughout the Rockville/Bethesda, Maryland area and reassemble the equipment at the agency's OWFN facility. All equipment moves are to be completed in accordance with the equipment destination list in Attachment 4. After the equipment has been reinstalled, the contractor shall adjust and test the equipment, as necessary. The contractor shall ensure that the equipment is fully operational.

The contractor shall cooperate with the Project Officer to ensure that the move of the equipment is properly coordinated and accomplished with minimal disruption to normal agency operations and other related activities. The contractor's services shall be coordinated with the overall move plan. The movement of each arrangement of equipment shall be requested as a separate task in coordination with the move plan.

The contractor shall ensure that its personnel are properly supervised and that all personnel are qualified to perform the required services.

C.3 EQUIPMENT DESCRIPTION

There are approximately 17 separate collections of filing equipment consisting of Vertical Power File (Lektriver-type) automated filing systems (4 units), Conservafiles (7 units), mechanical assist track files (Aisle Savers, 4 units), power track files, (Aisle Savers, 6 units) library shelving (385 units), and a storage shelving unit.

Each arrangement varies in size ranging from large file areas such as the six large power track files to small arrangements such as the two double deep shelf units.

A description of the equipment to be moved is as follows:

1. Vertical Power File (Lektriever-type) Automated Filing Systems, 4 units, to be moved to TWFN
2. Conservafiles, 7 units consisting of 20 rear sections, to be moved to TWFN
3. Conservafiles, 32 units consisting of 110 rear sections, to be disassembled and prepared for storage/excess or abandonment.
4. Mechanical Assist Track Files, 3 units consisting of 52 sections, to be moved to TWFN.
5. Mechanical Assist Track Files, 1 unit consisting of 32 sections, to be disassembled and prepared for storage/excess or abandonment.
6. Power Track Files, 4 units consisting of 255 sections, to be disassembled and prepared for storage/excess or abandonment.
7. Power Track Files, 2 units consisting of 176 sections, to be disassembled and relocated within OWFN. Reconfiguration shall be required.
8. Library Shelving, consisting of 385 sections, to be disassembled and prepared for storage/excess or abandonment.
9. Storage Shelving, one double-deep, three section unit, to be moved to TWFN.

C.4 CONTRACTOR RESPONSE TIME

The contractor shall be required to provide the necessary labor, equipment, material, and vehicles to perform moving services within 48 hours of receipt of a work order.

C.5 PLACEMENT OF WORK ORDERS

The Project Officer shall issue work orders requiring that filing equipment be relocated. The contractor shall be required to accept work orders between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday, excluding government holidays. The Project Officer will provide a work order which will identify the following information:

1. Work Order number
2. Date of work order
3. Date service is required
4. Date service is to be completed
5. Service required
6. Service location
7. Diagram of the equipment's present location
8. Diagram of the equipment's destined location

[End of Clause]

SECTION D - PACKAGING AND MARKING

D.1 PACKAGING AND MARKING (MAR 1987)

The Contractor shall package material for shipment to the NRC in such a manner that will ensure acceptance by common carrier and safe delivery at destination. Containers and closures shall comply with the Interstate Commerce Commission Regulations, Uniform Freight Classification Rules, or regulations of other carriers as applicable to the mode of transportation. On the front of the package, the Contractor shall clearly identify the contract number under which the product is being provided.

[End of Clause]

SECTION E - INSPECTION AND ACCEPTANCE

E.1 52.252-2 CLAUSES INCORPORATED BY REFERENCE (JUN 1988)

This contract incorporates one or more clauses by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available.

I. FEDERAL ACQUISITION REGULATION (48 CFR CHAPTER 1) CLAUSES

| NUMBER | TITLE | DATE |
|-----------|---|----------|
| 52.246-2 | INSPECTION OF SUPPLIES - FIXED-PRICE | JUL 1985 |
| 52.246-4 | INSPECTION OF SERVICES - FIXED-PRICE | FEB 1992 |
| 52.246-16 | RESPONSIBILITY FOR SUPPLIES | APR 1984 |

[End of Clause]

E.2 PLACE OF INSPECTION AND ACCEPTANCE (MAR 1987)

Inspection and acceptance of the deliverable items to be furnished hereunder shall be made by the Project Officer at the destination.

[End of Clause]

E.3

GOVERNMENT INSPECTION AND ACCEPTANCE OF PERFORMANCE

The Project Officer shall review the arrangement and operation of each piece of specialized filing equipment within two workdays of work completion. The Project Officer shall identify to the contractor any deficiencies to be resolved. The contractor shall resolve the deficiency within two workdays of the Project Officer's notification. If the Contracting Officer determines the contractor did not perform the services in accordance with the contract and or work order specifications, the contractor shall resolve the continued deficiency without additional charge to the Government.

SECTION F - DELIVERIES OR PERFORMANCE

F.1 52.252-2 CLAUSES INCORPORATED BY REFERENCE (JUN 1988)

This contract incorporates one or more clauses by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available.

I. FEDERAL ACQUISITION REGULATION (48 CFR CHAPTER 1) CLAUSES

| NUMBER | TITLE | DATE |
|-----------|-----------------|----------|
| 52.212-13 | STOP-WORK ORDER | AUG 1989 |

[End of Clause]

F.2 DURATION OF CONTRACT PERIOD (MAR 1987)

This contract shall commence on 3/4/94 and will expire on 3/3/95.

[End of Clause]

SECTION G - CONTRACT ADMINISTRATION DATA

G.1 NRCAR 2052.215-72 PROJECT OFFICER AUTHORITY
ALTERNATE 1 (JAN 1993)

- (a) The contracting officer's authorized representative, hereinafter referred to as the project officer for this contract is:

Name: William Herron

Address: U.S. Nuclear Regulatory Commission
Storage and Distribution Unit
5000 Boiling Brook Parkway
Rockville, Maryland 20852

Telephone Number: (301) 468-1278

- (b) The project officer shall:

- (1) Monitor contractor performance and recommend to the contracting officer changes in requirements.
- (2) Inspect and accept products/services provided under the contract.
- (3) Review all contractor invoices/vouchers requesting payment for products/services provided under the contract and make recommendations for approval, disapproval, or suspension.

- (c) The project officer may not make changes to the express terms and conditions of this contract.

[End of Clause]

SECTION H - SPECIAL CONTRACT REQUIREMENTS

H.1 NRCAR 2052.204-71 SITE ACCESS BADGE
REQUIREMENTS (JAN 1993)

During the life of this contract, the rights of ingress and egress for contractor personnel must be made available as required. In this regard, all contractor personnel whose duties under this contract require their presence on-site shall be clearly identifiable by a distinctive badge furnished by the Government. The Project Officer shall assist the contractor in obtaining the badges for the contractor personnel. It is the sole responsibility of the contractor to ensure that each employee has proper identification at all times. All prescribed identification must be immediately delivered to the Security Office for cancellation or disposition upon the termination of employment of any contractor personnel. Contractor personnel must have this identification in their possession during on-site performance under this contract. It is the contractor's duty to assure that contractor personnel enter only those work areas necessary for performance of contract work, and to assure the safeguarding of any Government records or data that contractor personnel may come into contact with.

[End of Clause]

H.2 NRCAR 2052.235-72 SAFETY, HEALTH, AND FIRE
PROTECTION (JAN 1993)

The contractor shall take all reasonable precautions in the performance of the work under this contract to protect the health and safety of its employees and of members of the public, including NRC employees and contractor personnel, and to minimize danger from all hazards to life and property and shall comply with all applicable health, safety, and fire protection regulations and requirements (including reporting requirements) of the Commission and the Department of Labor. In the event that the contractor fails to comply with these regulations or requirements, the contracting officer may, without prejudice to any other legal or contractual rights of the Commission, issue an order stopping all or any part of the work; thereafter, a start order for resumption of work may be issued at the discretion of the contracting officer. The contractor shall make no claim for an extension of time or for compensation or damages by reason of, or in connection with, this type of work stoppage.

[End of Clause]

H.3 DETERMINATION OF MINIMUM WAGES AND FRINGE BENEFITS
(NOV 1989)

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 the U.S. Department of Labor Wage Determination which is attached (See Section J for List of Attachments).

[End of Clause]

H.4 GOVERNMENT FURNISHED EQUIPMENT/PROPERTY - NONE PROVIDED
(JUN 1988)

The Government will not provide any equipment/property under this contract.

[End of Clause]

PART II - CONTRACT CLAUSES

SECTION I - CONTRACT CLAUSES

I.1 52.252-2 CLAUSES INCORPORATED BY REFERENCE (JUN 1988)

This contract incorporates one or more clauses by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available.

I. FEDERAL ACQUISITION REGULATION (48 CFR CHAPTER 1) CLAUSES

| NUMBER | TITLE | DATE |
|-----------|--|----------|
| 52.202-1 | DEFINITIONS | SEP 1991 |
| 52.203-1 | OFFICIALS NOT TO BENEFIT | APR 1984 |
| 52.203-3 | GRATUITIES | APR 1984 |
| 52.203-5 | COVENANT AGAINST CONTINGENT FEES | APR 1984 |
| 52.203-6 | RESTRICTIONS ON SUBCONTRACTOR SALES TO THE GOVERNMENT | JUL 1985 |
| 52.203-7 | ANTI-KICKBACK PROCEDURES | OCT 1988 |
| 52.203-10 | PRICE OR FEE ADJUSTMENT FOR ILLEGAL OR IMPROPER ACTIVITY | SEP 1990 |
| 52.209-6 | PROTECTING THE GOVERNMENT'S INTEREST WHEN SUBCONTRACTING WITH CONTRACTORS DEBARRED, SUSPENDED, OR PROPOSED FOR DEBARMENT | NOV 1992 |
| 52.210-5 | NEW MATERIAL | APR 1984 |
| 52.210-7 | USED OR RECONDITIONED MATERIAL, RESIDUAL INVENTORY, AND FORMER GOVERNMENT SURPLUS PROPERTY | APR 1984 |
| 52.215-1 | EXAMINATION OF RECORDS BY COMPTROLLER GENERAL | FEB 1993 |
| 52.215-2 | AUDIT - NEGOTIATION | FEB 1993 |
| 52.215-26 | INTEGRITY OF UNIT PRICES | APR 1991 |
| 52.215-33 | ORDER OF PRECEDENCE | JAN 1986 |
| 52.217-1 | LIMITATION OF PRICE AND CONTRACTOR OBLIGATIONS | APR 1984 |
| 52.217-2 | CANCELLATION OF ITEMS Alternate I (APR 1984) | APR 1984 |
| 52.219-8 | UTILIZATION OF SMALL BUSINESS CONCERNS AND SMALL DISADVANTAGED BUSINESS CONCERNS | FEB 1990 |
| 52.219-13 | UTILIZATION OF WOMEN-OWNED SMALL BUSINESSES | AUG 1986 |
| 52.220-3 | UTILIZATION OF LABOR SURPLUS AREA CONCERNS | APR 1984 |

I.1 (Continued)

| NUMBER | TITLE | DATE |
|-----------|---|----------|
| 52.222-1 | NOTICE TO THE GOVERNMENT OF LABOR DISPUTES | APR 1984 |
| 52.222-3 | CONVICT LABOR | APR 1984 |
| 52.222-4 | CONTRACT WORK HOURS AND SAFETY STANDARDS ACT - OVERTIME COMPENSATION | MAR 1986 |
| 52.222-26 | EQUAL OPPORTUNITY | APR 1984 |
| 52.222-35 | AFFIRMATIVE ACTION FOR SPECIAL DISABLED AND VIETNAM ERA VETERANS | APR 1984 |
| 52.222-36 | AFFIRMATIVE ACTION FOR HANDICAPPED WORKERS | APR 1984 |
| 52.222-37 | EMPLOYMENT REPORTS ON SPECIAL DISABLED VETERANS AND VETERANS OF THE VIETNAM ERA | JAN 1988 |
| 52.222-41 | SERVICE CONTRACT ACT OF 1965, AS AMENDED | MAY 1989 |
| 52.222-43 | FAIR LABOR STANDARDS ACT AND SERVICE CONTRACT ACT--PRICE ADJUSTMENT (MULTIPLE YEAR AND OPTION CONTRACTS) | MAY 1989 |
| 52.223-6 | DRUG-FREE WORKPLACE | JUL 1990 |
| 52.225-3 | BUY AMERICAN ACT - SUPPLIES | JAN 1994 |
| 52.225-11 | RESTRICTIONS ON CERTAIN FOREIGN PURCHASES | MAY 1992 |
| 52.225-18 | EUROPEAN COMMUNITY SANCTIONS FOR END PRODUCTS | MAY 1993 |
| 52.225-19 | EUROPEAN COMMUNITY SANCTION FOR SERVICES | JAN 1994 |
| 52.227-1 | AUTHORIZATION AND CONSENT | APR 1984 |
| 52.227-2 | NOTICE AND ASSISTANCE REGARDING PATENT AND COPYRIGHT INFRINGEMENT | APR 1984 |
| 52.227-3 | PATENT INDEMNITY | APR 1984 |
| 52.228-5 | INSURANCE - WORK ON A GOVERNMENT INSTALLATION | SEP 1989 |
| 52.229-3 | FEDERAL, STATE, AND LOCAL TAXES | JAN 1991 |
| 52.229-5 | TAXES - CONTRACTS PERFORMED IN U.S. POSSESSIONS OR PUERTO RICO | APR 1984 |
| 52.232-1 | PAYMENTS | APR 1984 |
| 52.232-8 | DISCOUNTS FOR PROMPT PAYMENT | APR 1989 |
| 52.232-11 | EXTRAS | APR 1984 |
| 52.232-17 | INTEREST | JAN 1991 |
| 52.232-23 | ASSIGNMENT OF CLAIMS | JAN 1986 |
| 52.232-25 | PROMPT PAYMENT | SEP 1992 |
| 52.232-28 | ELECTRONIC FUNDS TRANSFER PAYMENT METHODS | APR 1989 |
| 52.233-1 | DISPUTES Alternate I (DEC 1991) | DEC 1991 |
| 52.233-3 | PROTEST AFTER AWARD | AUG 1989 |

I.1 (Continued)

| NUMBER | TITLE | DATE |
|-----------|---|----------|
| 52.237-2 | PROTECTION OF GOVERNMENT BUILDINGS, EQUIPMENT, AND VEGETATION | APR 1984 |
| 52.242-13 | BANKRUPTCY | APR 1991 |
| 52.243-1 | CHANGES - FIXED-PRICE Alternate II (APR 1984) | AUG 1987 |
| 52.244-5 | COMPETITION IN SUBCONTRACTING | APR 1984 |
| 52.249-1 | TERMINATION FOR CONVENIENCE OF THE GOVERNMENT | APR 1984 |
| 52.249-8 | (FIXED-PRICE) (SHORT FORM) DEFAULT (FIXED-PRICE SUPPLY AND SERVICE) | APR 1984 |
| 52.253-1 | COMPUTER GENERATED FORMS | JAN 1991 |

[End of Clause]

I.2 52.222-42 STATEMENT OF EQUIVALENT RATES FOR FEDERAL HIRES (MAY 1989)

In compliance with the Service Contract Act of 1965, as amended, and the regulations of the Secretary of Labor (29 CFR Part 4), this clause identifies the classes of service employees expected to be employed under the contract and states the wages and fringe benefits payable to each if they were employed by the contracting agency subject to the provisions of 5 U.S.C. 5341 or 5332.

THIS STATEMENT IS FOR INFORMATION ONLY: IT IS NOT A WAGE DETERMINATION.

| Employee class | Monetary Wage-Fringe Benefits |
|-------------------------------|-------------------------------|
| Material Handling Laborer | \$9.81 |
| Shipping Packer | \$8.26 |
| Truck Driver, Tractor Trailer | \$12.93 |

[End of Clause]

PART III - LIST OF DOCUMENTS, EXHIBITS AND OTHER ATTACHMENTS

SECTION J - LIST OF ATTACHMENTS

J.1 ATTACHMENTS (MAR 1987)

| <u>Attachment Number</u> | <u>Title</u> |
|--------------------------|---|
| 1 | Billing Instructions |
| 2 | Wage Determination |
| 3 | NRC Building Locations |
| 4 | List of Specialized Filing Equipment |
| 5 | Equipment Configuration - Item No. 11 in Equipment List |

12/17/91

BILLING INSTRUCTIONS FOR
FIXED PRICE CONTRACTS

General: The contractor shall prepare vouchers or invoices as prescribed herein. FAILURE TO SUBMIT VOUCHERS/INVOICES IN ACCORDANCE WITH THESE INSTRUCTIONS WILL RESULT IN REJECTION OF THE VOUCHER/INVOICES AS IMPROPER.

Form: Claims shall be submitted on the payee's letterhead, voucher/invoices, or on the Government's Standard Form 1034, "Public Voucher for Purchases and Services Other than Personal," and Standard Form 1035, "Public Voucher for Purchases Other than Personal--Continuation Sheet." These forms are available from the US Government Printing Office, 710 North Capitol Street, Washington, DC 20401.

Number of Copies: An original and three copies shall be submitted. Failure to submit all the required copies will result in rejection of the voucher/invoice as improper.

Designated Agency Billing Office: Vouchers/invoices shall be submitted to the following address:

US Nuclear Regulatory Commission
Division of Contracts and Property Management
Contract Administration Branch, P-902
Washington, DC 20555

HAND-DELIVERY OF VOUCHERS/INVOICES IS DISCOURAGED AND WILL NOT EXPEDITE PROCESSING BY THE NRC. However, should you choose to deliver vouchers/invoices by hand, including delivery by any express mail service or special delivery service which uses a courier or other person to deliver the vouchers/invoices in person to the NRC, such vouchers/invoices must be addressed to the above Designated Agency Billing Office and will only be accepted at the following location.

US Nuclear Regulatory Commission
One White Flint North - Mail Room
11555 Rockville Pike
Rockville, MD 20852

HAND-CARRIED SUBMISSIONS WILL NOT BE ACCEPTED AT OTHER THAN THE ABOVE ADDRESS

Note that the official receipt date for hand-delivered vouchers/invoices will be the date it is received by the official agency billing office in the Division of Contracts and Property Management.

Agency Payment Office: Payment will continue to be made by the office designated in the contract in Block 13 of the Standard Form 26 or Block 25 of the Standard Form 33, whichever is applicable.

Frequency: The contractor shall submit a voucher or invoice only after the NRC's final acceptance of services rendered or products delivered in performance of the contract unless otherwise specified in the contract.

Preparation and Itemization of the Voucher/Invoice: The voucher/invoice shall be prepared in ink or by typewriter (without strikeouts). Corrections or erasures must be initialed. To be considered a proper voucher/invoice, all of the following elements must be included:

1. Contract number
2. Sequential voucher/invoice number
3. Date of voucher/invoice
4. Project Officer's name and mail stop as designated in the contract.
5. Payee's name and address. (Show the name of the contractor and its correct address. In addition, when an assignment of funds has been made by the contractor, or a different payee has been designated, include the name and address of the payee.) Indicate the name and telephone number of the individual responsible for answering questions which the NRC may have regarding the voucher/invoice.
6. Description of articles or services, quantity, unit price, and total amount.
7. Weight and zone of shipment, if shipped by parcel post.
8. Charges for freight or express shipments. Attached prepaid bill if shipped by freight or express.
9. Instructions to consignee to notify the Contracting Officer of receipt of shipment.
10. For Indefinite Delivery contracts or contracts under which progress payments are authorized, the final voucher/invoice shall be marked "FINAL VOUCHER" or "FINAL INVOICE."

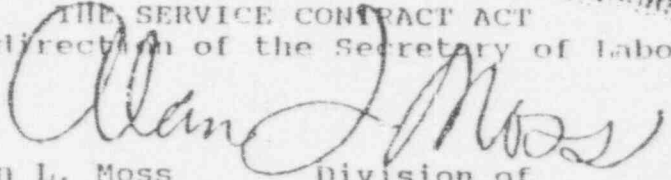
Currency: Billings may be expressed in the currency normally used by the contractor in maintaining his accounting records and payments will be made in that currency. However, the U.S. dollar equivalent for all vouchers/invoices paid under the contract may not exceed the total US dollars authorized in the contract.

Supersession: These instructions supersede any previous billing instructions.

ATTACHMENT 2

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 L. Moss Division of
 Director Wage Determinations

| | |
|----------|--|
| LOCALITY | State: Dist. of Col., Maryland, Virginia |
| | Area: Dist. of Col., MD COUNTIES: CALVERT CHARLES, FREDERICK, MONTGOMERY PRINCE GEORGE'S, ST MARY'S VA COUNTIES: ALEXANDRIA, ARLINGTON, FAIRFAX FALLS CHURCH, FAUQUIER, KING GEORGE, LOUDOUN PRINCE WILLIAM, STAFFORD |

Wage Determination No.: 78-1202 (Rev. 19) Date: 09/14/1993

| Class of Service Employees | Minimum Hourly Wage | Fringe Benefit Payments | | | |
|----------------------------|---------------------|-------------------------|----------|---------|-------|
| | | Health & Welfare | Vacation | Holiday | Other |
| | | | | | |

Employed on contracts for moving and storage services in the above locality:

- 1. Warehouseman \$ 7.11
- 2. Material Handling Laborer \$ 6.12
- 3. Forklift Operator \$ 6.87
- 4. Shipping Packer \$ 7.20
- 5. Truckdriver, light \$ 6.87
- 6. Truckdriver, medium \$ 7.42
- 7. Truckdriver, heavy \$ 7.97
- 8. Truckdriver, Tractor-Trailer \$ 8.51

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

1/ 2/ 3/

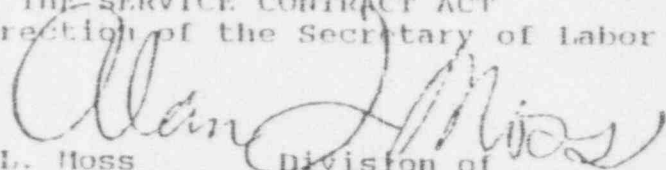
1/ HEALTH & WELFARE: \$0.89 per hour or \$35.60 per week or \$154.26 per month.

2/ VACATION: 1 week paid vacation after 1 year of service with contractor or successor; 2 weeks after 3 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. (Reg. 4.173)

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 L. Moss
 Director



Division of
 Wage Determinations

| | |
|----------|--|
| LOCALITY | State: Dist. of Col., Maryland, Virginia |
| | Area: Dist. of Col., MD COUNTIES: CALVERT CHARLES, FREDERICK, MONTGOMERY PRINCE GEORGE'S, ST MARY'S VA COUNTIES: ALEXANDRIA, ARLINGTON, FAIRFAX FALLS CHURCH, FAUQUIER, KING GEORGE, LOUDOUN PRINCE WILLIAM, STAFFORD |

Wage Determination No.: 78-1202 (Rev. 19) Date: 09/14/1993

| Class of Service Employees | Minimum Hourly Wage | Fringe Benefit Payments | | | |
|----------------------------|---------------------|-------------------------|----------|---------|-------|
| | | Health & Welfare | Vacation | Holiday | Other |
| | | | | | |

3/ HOLIDAYS: 10 paid holidays per year: New Year's Day, Martin Luther King Jr.'s Birthday, 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.)

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 conformed classes of employees shall be paid the monetary wages and furnished the fringe benefits as are determined. Such conforming procedures shall be initiated by the contractor prior to the performance of contract work by such unlisted class(es) of employees. 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 no authorized representative, the employees themselves, shall be submitted by the contractor to the contracting officer no later than 30 days after such unlisted class(es) 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 agencies' 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)

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 the 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 the actual cost), reimburse all employees for such cleaning and maintenance at a rate of \$3.80 a week (or 76 cents a day); and effective April 1, 1991, the rate shall be \$4.25 per week (or \$.85 cents per 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 duties of employees under job titles listed are those described in the Service Contract Act Directory of Occupations, Second Edition, July 1986, unless otherwise indicated. See also 29 CFR Part 4 Section 4.152.

SERVICE LOCATIONS

The list of NRC building locations for the contract appears below. The Contracting Officer may provide additions or deletions to this list of building locations. All building locations will be within the greater Washington, D.C. metropolitan area.

| | |
|--|--|
| East-West Towers Building | 4350 East West Highway Bethesda, Maryland |
| Maryland National Bank Building | 7735 Old Georgetown Road Bethesda, Maryland |
| Nicholson Lane Building North and South | 5650 Nicholson Lane Rockville, Maryland |
| Phillips Building | 7920 Norfolk Avenue Bethesda, Maryland |
| White Flint One and Two Bldgs. | 11545, 11555 Rockville Pike Rockville, Maryland |
| Woodmont Building | 8129 Woodmont Avenue Bethesda, Maryland |
| NRC Warehouse | 5000 Boiling Brook Pkwy. Rockville, Maryland |

Attachment 4

Specialized Filing Equipment to be Moved

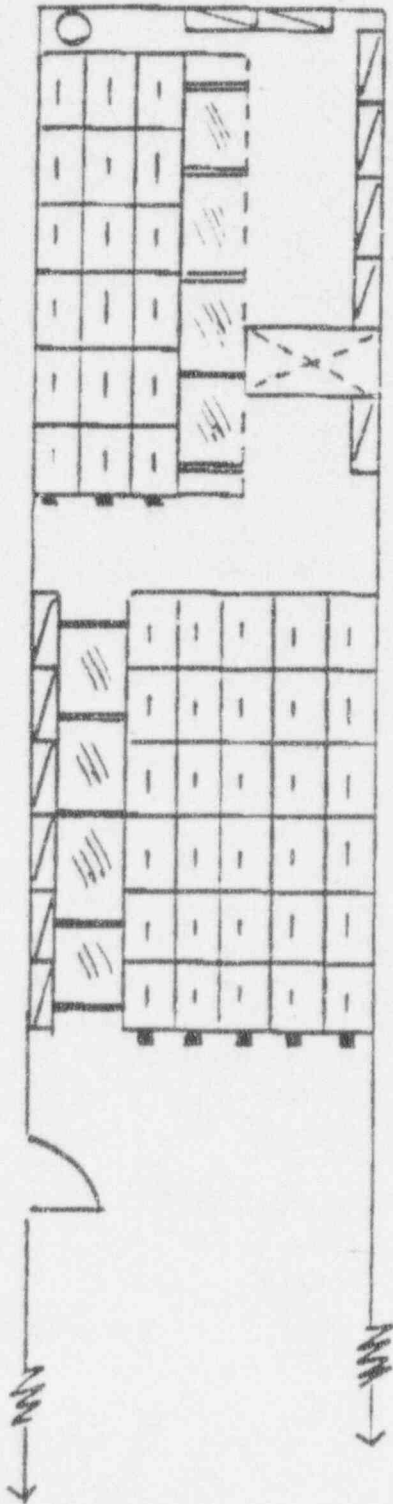
| <u>ITEM</u> | <u>OFFICE</u> | <u>EQUIPMENT DESCRIPTION</u> | <u>ACTION</u> |
|-------------|---------------------------------------|---|--|
| 1. | ACRS P-319 6/19 - 23 | 2 dbl units, 3 sections-wide, 7-tier | Disassemble & prepare for storage/excess |
| 2. | ADM/PERSEC MNBB-3110A 4/18 - 24 | 1 ea Conservafile, 4 sections- wide, 6-Tier, Legal, Blue | Move to 6th floor TWFN |
| | | 1 ea Conservafile, 3 sections- wide, 6-Tier, Legal, Blue | Same |
| | | 1 ea Conservafile, 2 sections- wide, 6-Tier, Legal, Blue | Same |
| | | 1 ea Conservafile, 4 sections- wide, 6-Tier, Letter, Beige | Same |
| | | 1 ea Conservafile, 4 sections- wide, 6-Tier, Legal, Blue | Same |
| 3. | ADM/FACSEC MNBB-3607 4/18 - 24 | 2 ea Conservafile, 3 section- wide, 6-Tier, Legal, Beige | Move to 6th floor TWFN |
| 4. | ADM/DCPM P-933 5/2 - 6 | 2 ea Conservafile, 3 sections- wide, 6-Tier, Legal, Blue | Disassemble and prepare for storage/excess |
| | | 5 ea Conservafile, 3 sections- wide, 6-Tier, Legal, Beige | Same |
| 5. | ADM/PPGB P-641 5/2 - 6 | 1 ea Conservafile, 2 sections- wide, 7-Tier, Legal, Red | Disassemble and prepare for storage/excess |
| | | 1 ea Conservafile, 3 sections- wide, 6-Tier, Letter, Beige | Same |
| 6. | AEOD MNBB-3208 5/30 - 6/3 | 1 ea Conservafile, 3 sections- wide, 6 tier, Legal, Gold | Disassemble and prepare for storage/excess |
| | MNBB-3208 | Track File- 1 Unit, 2 end rows, 3 dbl Rows, 5-tier, 3-42" deep sections | Same |

| | | | |
|----|------------------------------------|--|---|
| 7. | ASLBP EWW-439 File Room | 1 ea Conservafile, 3 sections- wide, 7-tier, 10" deep shelf, Gray | Disassemble and prepare for storage/excess |
| | 7/10 - 14 | 2 ea Shelving units, 4 sections- wide, 7-tier, Gray | Same |
| | | 1 ea Conservafile, 3 sections- wide, 7-tier, Gray | Same |
| | EWW-460 Library | Library Shelve Units, Wall Mount, 7 single units, 7-tier | Same |
| | | 2 dbl units (back to back), 4 sections per side, 7-tier, beige and gray | Same |
| | | 2 ea Conservafiles, 3 sections- wide, 7 tier, Gray | Same |
| | | 3 ea Conservafiles, 4 sections- wide, 7 tier, Gray | Same |
| | | 1 ea Conservafile, 5 sections- wide, 7 tier, Gray | Same |
| 8. | IRM/FC WF P1-22 3/10 - 20 | Vertical Power Files (Lektreiver) 4 Units, (3 White, 1 Kardex) | Disassemble, move and re- install on 5th floor, TWEN |
| 9. | WF/P1-19 (Vault) 3/21 - 4/10 | 1 ea Conservafile, 2 sections- wide, 6-Tier, Legal, Blue | Disassemble and prepare for storage/excess |
| | | 1 ea Conservafile, 3 sections- wide, 5-Tier, Legal, Green | Same |
| | | 1 ea Conservafile, 3 sections- wide, 6-Tier, Legal, Gold | Same |
| | | 2 ea Conservafile, 4 sections- wide, 6-Tier, Legal, Gold (Top tier missing from one unit because of ducts in vault) | Same |
| | | 1 ea Conservafile, 3 sections- wide, 6-Tier, Legal, Beige | Same |

| | | | |
|-----|---|--|--|
| 12. | IRM/LIBRARY NL-005 6/5 - 9 | Shelving Units: 2 single, 6-Tier, Beige 2 dbl units, 6-Tier, 3 sections- wide, 6-Tier, gray | Disassemble and prepare for storage/excess |
| 13. | IRM/LIBRARY P-068 & BSMT. 4/11 - 30 | Shelving Units: Shelving, Wall Mount, 6 tier, 46 units Shelving, Free Standing, double sided, bolted end-to-end, 91 units | Disassemble and prepare for storage/excess Same |
| | P-190, HALL, OLD SNACK BAR | Shelving, Wood-ended, double- sided, 7 tier, 13 sections | Same |
| | | Shelving, Wall Mount, 7 tier, 3 units | Same |
| | | Shelving, Wall Mount, 5 tier 29 units | Same |
| | | Shelving, Free Standing, double- sided, bolted end-to-end, 9 units | Same |
| | | Wooden bookcases, wall mount, 7 foot, 25 units | Same |
| | | Wooden bookcases, double-sided, 7 foot, 12 units | Same |
| | | Wooden bookcases, double-sided, 3 & 5 foot, 30 units | Same |
| 14. | OC/GAB MNBB-11205 5/11 - 27 | Mechanical Assist Track File, (White Aisle Saver, Manual) 2 end rows, 1 double row, 4-42" Sections deep, 5-tier, Letter, Beige | Move to 9th floor TWFN |
| | MNBB-11705 | Mechanical Assist Track File, (White Aisle Saver, Manual) 2 end rows, 3 double rows, 3-42" Sections deep, 5-Tier, Letter, Beige | Same |
| | MNBB-11707 | Double Deep Shelving Unit, 3 sections, 6-tier, 32' deep | Same |

| | | | |
|-----|--------------------------------------|--|--|
| 10. | IRM/FC WF P1-23/25 3/21 - 4/10 | Power Track File System, 4 Units (White Aisle Saver, Electric) | Disassemble and prepare for storage/excess |
| | UNIT #3 | 1 unit, 2 end rows, 2 dbl rows, 6 sections-wide, and 3 dbl rows, 6 sections-wide, 6-Tier, Letter | Same |
| | UNIT #4 | 1 unit, 2 end rows, 3 dbl rows, 6 sections-wide, and 3 dbl rows, 6 sections-wide, 6-Tier, Letter | Same |
| | UNIT #1 | 1 unit, 2 end rows, 1 dbl row, 6 sections-wide, 6-Tier, Letter | REMAINS IN USE, NOT MOVING |
| | UNIT #2 | 1 unit, 2 end rows, 4 dbl rows, 6 sections-wide, and 3 dbl rows, 6 sections-wide, 6-Tier, Letter | REMAINS IN USE, NOT MOVING |
| | UNIT #5 | 1 unit, 5 dbl rows, 6 sections- wide, 3 dbl rows, 5 sections- wide, 6 tier, Letter | Disassemble and prepare for storage/excess |
| | UNIT #7 | 1 unit, 1 end row, 5 dbl rows, 6 sections-wide, *6 tier, Letter, (*back 2 sections are 5 tier) | Same |
| 11. | IRM/FC WF P1-23/25 3/21 - 4/10 | Power Track File System, 2 units, (White Aisle Saver, Electric) moved within the P1 level | Disassemble, relocate, and reinstall in reconfigured arrangement |
| | UNIT #6 | 1 unit, 2 end rows, 5 dbl rows, 6 sections-wide, 6-Tier, Letter | Same |
| | UNIT #8 | 1 unit, 3 dbl rows, 6 sections- wide, 6-Tier, Letter | Same |
| | | 2 ea Conservavfiles, 5 sections- wide, 6 tier, Legal, Gold | Disassemble and prepare for storage/excess |
| | | 1 ea Conservavfile, 2 sections- wide, 6 tier, Legal, Gold | Same |
| | | 1 ea Conservavfile, 3 sections- wide, 7 tier, Legal, Red | Same |
| | | 1 ea Conservavfile, 5 sections- wide, 7 tier, Legal, Red | Same |
| | | 1 ea Conservavfile, 3 sections- wide, 7 tier, Legal, Red | Same |

15. CC/PB
MNBB-8714
5/16 - 22
Mechanical Assist Track File,
(White Aisle Saver, Manual) 2
and rows 1 double row. 3-42"
Sections deep, 5-Tier, Letter,
Beige
Move to 9th floor
TWFN
16. RES
NL-005
6/3 -
1 ea Conservafile, 4 sections-
wide, 5-Tier, Letter, Red
Disassemble and
prepare for
storage/excess
17. ADM/DCPM/PB
P-1115
5/2 -
1 ea Conservafile, 4 sections-
wide, 5 tier, Legal, Green
Disassemble and
prepare for
storage/excess



U.S. Nuclear Regulatory Commission
RECONFIGURATION

1/8" = 1' 0"

2-18-94

NATIONAL SPACE SYSTEMS, INC.