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AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT		1. CONTRACT ID CODE NRC-10-94-141	PAGE OF PAGES 1 2
2. AMENDMENT/MODIFICATION NO. 42	3. EFFECTIVE DATE 6/26/97	4. REQUISITION/PURCHASE REQ. NO. ADM-94-141, RFPA dated 6/24/97	5. PROJECT NO. (If applicable)
6. ISSUED BY U.S. Nuclear Regulatory Commission Contract Management Branch No. 2 Div. of Contracts and Property Mgmt Washington, D.C. 20814		7. ADMINISTERED BY (If other than Item 6)	CODE
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP code) TECOM, Incorporated ATTN: Mr. R. Lynn Laycock 5608 Parkcrest Drive, Suite 200 Austin, Texas 78731		9A. AMENDMENT OF SOLICITATION NO.	
		9B. DATED (SEE ITEM 11)	
		10A. MODIFICATION OF CONTRACT/ORDER NO. NRC-10-94-141	
		10B. DATED (SEE ITEM 13) 3/7/94	
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. Offerors 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)

N/A

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:
D. OTHER (Specify type of modification and authority) X Unilateral FAR Clause 52.243-1 "Changes - Fixed Price"

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.)

Please see the following pages.

DF0391

< See Continuation Sheet(s) >

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print)	16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) Joyce A. Fields Contracting Officer
15B. CONTRACTOR/OFFEROR	16B. UNITED STATES OF AMERICA
15C. DATE SIGNED	16C. DATE SIGNED 6/26/97
(Signature of person authorized to sign)	(Signature of Contracting Officer)

NSN 7540-01-152-8070
PREVIOUS EDITION UNUSABLE

30-105

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

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NRC-10-94-141 PDR



Contract No. NRC-10-94-141
Modification No. 42
Page 2 of 2

The purpose of this modification is to replace "Attachment 11 White Flint North Parking Procedures Revised Date: 4/30/96", incorporated into the contract under Modification No. 22, with "Attachment 11 White Flint North Parking Procedures Revised Date: 6/26/97". The primary changes to the parking procedures are summarized as follows:

- Unusual hour spaces limited to 65 (previously 45 for OWFN, 85 for both OWFN and TWFN)
- Priority list for single drivers prepared quarterly instead of monthly
- Motorcycle parking rates at 1/2 price
- Allows the Chief of the Administrative Service Center (ASC) to approve prorations and refunds due to special circumstances
- NTEU representatives are considered visitors and allowed free garage visitor parking when coordinated through Labor Relations

Therefore, Section J.1 ATTACHMENTS (MAR 1987) of the contract is hereby modified by replacing "Attachment 11 White Flint North Parking Procedures Revised Date: 4/30/96" with the attached "Attachment 11 White Flint North Parking Procedures Revised Date: 6/26/97".

*** The Exhibits to Attachment 11 are unchanged.

*** The motorcycle rates on page 6 of the attached Procedures are effective July 1, 1997. All other changes are effective August 1, 1997.

All other terms and conditions of the contract remain unchanged.

WHITE FLINT NORTH
PARKING PROCEDURES

REVISED DATE: 6/26/97

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White Flint North Parking Procedures

I. GENERAL

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

II. RESPONSIBILITIES

- A. The NRC Administrative Services Center (ASC) is responsible for parking management, including receiving and approving applications, assigning spaces, and reviewing reports furnished by the Contractor for accuracy and verifying that correct monthly payment has been made to the NRC. ASC staff are designated authority to administer and provide technical direction to the Contractor for parking management services only.
- B. Office Directors are responsible for certifying unusual work hours for NRC employees within their organization.
- C. The Office of Personnel is responsible for reviewing and validating parking space applications based upon unusual work hours. Periodically (twice a year) the Division of Security will provide card reader system information to the Office of Personnel to ensure that employees are in compliance with the provisions for unusual work hours parking (see III. C.).
- D. Employees assigned permits under the unusual work hours category are required to insert their security badge into a card reader on their floor upon arriving and leaving work at the beginning and end of every workday.
- E. The NRC Health Center is responsible for reviewing applications by employees with disabilities and certifying that these employees are in compliance with disability accommodation requirements (see III. B.).
- F. The NRC employee issued a parking permit is responsible for ensuring that all information contained in the parking application is accurate and current.
- G. The Contractor is responsible for collecting parking fees; issuing parking permits; and implementing Contract requirements and designated procedures contained herein.
- H. The ~~Project Officer and Administrative Services Center~~ are responsible for conducting inspections to assess Contractor performance in managing parking, and making performance reports in accordance with Contract requirements.

III. MONTHLY PERMIT APPLICATION

A. General

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

B. Employees with Disabilities

An application by employees with disabilities must be accompanied by a certification from the employee's physician and shall be reviewed by the NRC Health Center.

C. Unusual Hours

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

D. Operations Officers

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

E. Change in Parking Status

Permit holders shall submit a revised application to the ASC immediately if there are any changes in their parking applications. These include changes in number or name(s) of carpool participants and type of permit required. Failure to notify the ASC may result in suspension of parking privileges. Permit holders who decide not to renew their permits should notify the ASC no later than the 15th day of the month preceding cancellation.

F. Parking Space Allocation Priority

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

1. Employees with disabilities;
2. Executive personnel and employees with unusual work hours (not to exceed 65 spaces);
3. Rideshare (carpool\vanpool) (Priority will be determined by the number of regular members, with the greatest number having the highest priority);
4. Incident Response Center Operations Officers working 12-hour shifts;
5. Child Care Center, Cafeteria, New Reg Cafe, Energy Federal Credit Union, MD Vending Program for the Blind Convenience Store, Health Care Center, and Fitness Center (one space each);

6. Other privately-owned (single occupant) vehicles of employees. A priority list will be prepared every three months (quarterly: January - March, April - June, July - September, October - December) based upon an employee's service time with the NRC including Atomic Energy Commission (AEC), with employees having the greatest service time appearing at the top of the list. Employees on this list will not be "bumped" by new single occupant applicants during the quarterly period unless they fail to purchase a permit. (Employees that have AEC service time and/or prior periods of NRC service must provide documentation of that service time with their application if they want that service time credited toward parking priority.)

7. NRC contractors or service providers who work in the White Flint Buildings with approved permanent security badges are granted permits based upon the following:

- a. Applicants with disabilities have first priority based upon application date
- b. The remaining number of spaces available for each organization will be determined by random draw conducted by the ASC. Each contractor/service provider communicates to the ASC which of its employees should be granted permits based upon this availability.

G. Notification

The ASC will forward to the Contractor by the beginning of the permit sales period (20th of the month prior to the permit month) a listing of individuals authorized to purchase monthly parking permits. This listing will indicate those individuals authorized to purchase permits at other than the \$60 monthly rate. The ASC will furnish additions and deletions to this listing as necessary to the Contractor during the permit sales period.

The ASC will notify via E-mail the individuals authorized to purchase monthly permits on or before the beginning of the monthly permit sale period. The notice shall include the hours and dates when permits may be picked up from the Contractor (contractor's normal business hours).

Individuals are requested to purchase permits by the last day of the calendar month preceding the permit month. When a waiting list of permit applicants exists, the ASC will cancel approvals for individuals who have not purchased their permits by the 5th day of the permit month, and approve waiting list applications. The ASC will notify the Contractor and affected individuals of these changes in status.

IV. PARKING FEES

A. Monthly Fees

Parking fees are established in accordance with Paragraph B.2. of the Traffic Mitigation Agreement signed by the EDO on October 1, 1991¹ and the procedures described herein.

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

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

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

The ASC will calculate prorations and refunds by reducing the fee by \$3.00 for each working day, \$1.75 each working day for operations officers, \$1.50 for motorcycles.

B. Daily/Hourly Fees

\$1.00 Per Hour/\$6.00 Per Day Maximum; Motorcycles: \$.50 per hour/\$3.00 Per Day Maximum

There shall be a 15-minute grace period before an additional hourly charge will be assessed. No fee will be assessed after 5:00 p.m. to allow individuals with permanent security badges not parking in the garage who are working late to relocate their vehicles for personal safety.

V. PERMIT ISSUANCE AND COLLECTION OF FEES

A. MONTHLY

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

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

New permits may be issued at no cost to permit holders who have lost their paid monthly permit during the Monthly Permit Sales Period (on or before the 19th of the month). The Monthly Parking Log shall be annotated appropriately to document this no cost issuance by referencing the original permit number. Daily parking permits will be issued to Monthly Permit Holders who lose their permits after the Monthly Permit Sales Period. A single daily permit may be issued to cover the remainder of the calendar month.

The Contractor shall furnish a different set of colored, sequentially-numbered monthly permits each month.

The Contractor shall issue permits in sequential-numbering order.

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

B. DAILY/HOURLY

1. Permits

The Contractor shall provide sequentially-numbered parking permits which shall contain three sections - one section for display in the vehicle; one section for the ASC; and the other section for the Contractor. The following information shall be legibly recorded on each permit:

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

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

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

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

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

2. Visitor Parking

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

Visitors include the following²

- 1) Commission, EDO and Office Director visitors
- 2) Other Federal government employees with agency badge (except when primary duty station is White Flint Building complex)
- 3) Guests invited to special NRC functions or support activities, e.g. speakers at meetings or conferences, Noontime Concert performers, EWRA vendors, Red Cross (blood drive) personnel, employee family members and caterers for retirement luncheons
- 4) Non-Headquarters NRC employees on official travel
- 5) ~~Representatives of the National Treasury Employees Union to attend a meeting or conduct representational business, when requested through the Chief, Labor Relations (or designee)~~
- 6) Contract drivers who will be using NRC vehicles for escort service and park in spaces reserved for NRC vehicles

Visitors do not include the following:

- 1) NRC Headquarters employees; and,
- 2) NRC contractors or service providers (e.g. Energy Federal Credit Union employees).

b. Approval, Notification and Assistance

1) Non-Headquarters employees

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

- a) verify the NRC employee badge reads Region I, Region II, Region III, Region IV printed along the border next to the employee's picture; or,
- b) confirm Technical Training Center employees using list furnished by ASC.

2) Other visitors

Visitor parking for other than non-Headquarters employees in the garage requires pre-approval by the ASC. When granting this approval, the ASC will notify the Division of Security.

The ASC will notify the Contractor in writing of individuals authorized visitor parking. When necessary, this information will be provided verbally followed-by written/electronic communication.

The ASC will indicate when visitors will be meeting with Commissioners or EDO. The Contractor shall assist Commission and EDO visitors in parking in reserved visitor spaces on the OWFN level of P-1 and direct them to the OWFN

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

building lobby receptionist. All other visitors must park in general-use spaces.

3. Badged Headquarters Employees, Contractors or Service Providers

a. General

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

b. Approval

NRC Headquarters Employees, contractors and service providers with permanent security badges may park in the garage when space is available without prior approval by the ASC.

Contractors or service providers without permanent security badges may only park in the garage when space is available with prior ASC approval. In providing this approval, the ASC shall obtain the prior concurrence of the Division of Security.

4. Fee Collection and Refunds

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

<u>TIME OF ENTRY</u>	<u>COLLECT</u>
12:45 p.m. and before	\$6.00
12:46 p.m. to 1:45 p.m.	\$5.00
1:46 p.m. to 2:45 p.m.	\$4.00
2:46 p.m. to 3:45 p.m.	\$3.00
3:46 p.m. to 4:45 p.m.	\$2.00
4:46 p.m. to 5:00 p.m.	\$1.00
5:00 p.m. to 6:00 p.m.	No charge

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

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

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

Because replacement Monthly permits are unavailable after the 20th

day of the permit month, the Contractor may issue a single Hourly/Daily permit effective through the end of the permit month to permit holders who have lost their permits. These Daily/Hourly permits should be completed with a red marker and reference the missing permit number.

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

5. Official NRC Headquarters Vehicle Parking

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

6. Perimeter Road

Parking is available at no charge on the perimeter road outside the TWFN building for visitors, and contractors and service providers who do not work here on a regular basis, either full or part-time. Individuals parking on the perimeter road must register immediately on-site at the TWFN loading dock security guard booth.

VI. ACCOUNTING AND REPORTING REQUIREMENTS

A. CONTRACTOR INTERNAL CONTROLS

The Contractor shall establish internal management controls to ensure that all permits and funds are accounted for and that the procedures contained herein are followed. These controls shall include the following:

1. Ensure all parking staff are fully trained in accounting requirements and procedures.
2. Compare permit sales report totals to actual cash receipts at the end of each day.
3. Review parking permit logs each day to ensure no breaks in sequential-numbering order occur including continuance of sequence from prior day.
4. Require staff to immediately report to management any fiduciary discrepancies.
5. Institute daily management quality control procedures to assure control and accounting of funds. This shall include management review of all fiduciary reports.
6. Ensure that Contractor management immediately reports any fiduciary deficiencies to the ASC in writing.

B. MONTHLY

The Contractor shall use the NRC's Monthly Parking Log (see Exhibit No. 1) to document issuance of all monthly parking permits and monies collected during the monthly permit sales period (20th of each month

that collection began through the 19th of the permit month). The Contractor shall record the names approved for parking by the ASC on this log; the Contractor may annotate log information if payment was made using a name other than approved by the ASC. The amount collected from each individual shall be recorded. At the bottom of the report the Contractor shall record a summary of the total number of permits issued with a breakdown of the number of permits issued for each separate parking fee, e.g. 1000 permits @ \$60. This summary shall account for all permits issued including those issued at no cost, e.g. replacement permits. The Contractor shall submit a copy of this Log to the PO by 9:00 a.m. on the second working day following the monthly permit sales period. The Contractor shall provide three separate reports of log information: one report sequenced by last name, one report by date of permit purchase, and one report by permit number. The PO will furnish a copy of these reports to the ASC. In addition, whenever the designated parking staff requests a copy of the parking log at any time during the reporting month, the Contractor shall provide such copy.

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

C. DAILY/HOURLY

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

The Contractor shall use the NRC's daily parking log (see Exhibit 2) to document issuance of all Daily/Hourly parking permits and monies collected during the day. All information recorded shall be legible and accurate including the correct spelling of names. The Contractor shall document free parking provided to Non-Headquarters employees by writing "Reg" in the NRC block of the log under ORGANIZATION NAME. The Contractor shall document Daily/Hourly parking permits issued to Monthly Permit Holders or Carpool Members who temporarily do not have their permit by annotating the Other block of the log with "MP" (monthly permit) or "CP" (carpool), respectively. The Contractor shall provide a written statement signed by Contractor's management explaining any voided or permits missing from the sequential order. A copy of this log shall be submitted by the Contractor to the PO by 9:00 a.m. the following work day. The PO will provide copies of the report to the QA Section and ASC.

D. REIMBURSEMENT OF FUNDS COLLECTED TO THE NRC

Within five working days after the monthly permit collection period, (20th of each month that collection began through the 19th of following month), monies collected by the Contractor in excess of the Contractor's monthly rate of payment shall be reimbursed to the NRC cashier in the form of a certified check or cashiers' check payment to the U.S. Nuclear Regulatory Commission. The number of this contract shall be cited on the check. The Contractor shall submit a schedule of parking collections, (see Exhibit No. 3) to document the date, monthly permit collections, gross, refunds and net daily collections, total collections, less adjustments, the Contractor's monthly payment, and the

amount due to NRC. All revenues reported on this schedule must equal the collections reported by the Daily Garage Log and the Monthly Parking Log. Any adjustments shall be supported by a separate statement signed by the Contractor management and attached to the monthly statement. One copy each of the monthly parking collection statement shall concurrently be submitted to the PO, CO and ASC.

E. GARAGE MANAGEMENT AND COLLECTION OF DELINQUENT PAYMENTS

1. Permit Inspections

Parking attendant staff shall monitor vehicles entering the garage to ensure only vehicles with valid permits are permitted to park. The Contractor shall conduct visual inspections of the parking garage at least twice daily to identify those vehicles parked without a valid parking permit, including those entered into the garage before the garage operation hours.

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

When feasible, the Contractor shall contact the vehicle owner to request immediate payment for an applicable parking permit. In the event that the collection of delinquent payments is not made before the end of the garage operation hours, the Contractor shall proceed with the collection on the next day or until such payment is made. Should the Contractor be unable to identify the driver of the vehicle to seek restitution, the Contractor shall notify the PO and ASC and issue a warning violation stating that parking in the garage in the future without a valid permit could result in towing of vehicle. The surname of the Contractor employee issuing the violation shall be placed on the notice.

2. Other Violations

The Contractor shall ensure that NRC Parking Garage Permit Holder Procedures, as contained in Exhibit 4, are implemented at all times. The Contractor shall conduct visual inspections at least twice daily to identify those vehicles parked in violation of the NRC Parking Garage Permit Holder Procedures. For such vehicles, the Contractor shall contact the permit holder and/or vehicle owner to request immediate correction of the violation. After two contacts (telephone calls or E-mail notices) to the permit holder and/or vehicle owner within two hours, the Contractor shall place a parking violation notice on the windshield of the vehicle and place a call to the ASC to report such violation. The surname of the Contractor employee issuing the violation shall be placed on the notice.

3. Daily Parking Violation Log

The Contractor shall use the NRC's Daily parking Violation Log (see Exhibit 5) to document all parking violations, including any unpaid parking, committed during the day. A copy of the Daily Parking Violation Log, accompanied by copies of all violation notices, shall be submitted to the PO by 9:00 a.m. the following work day. The PO will furnish copies to the QA Section and ASC. For those days where no parking violations were committed, the Contractor shall so state

such information on the Parking Violations Log.

VII. REVIEW OF PARKING REPORTS

A. General

The ASC will review all reports furnished by the Contractor for accuracy. Each report should be annotated to show the person completing the review and the date.

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

B. Daily/Hourly Parking Garage Log

Generally, the ASC staff will perform the following reviews on a daily basis:

1. Perform a visual check of permit numbers for any breaks in sequence and review any written statement explaining voided permits or permits missing from the sequential order. Verify that statement has been signed by the Facility Supervisor or Technical Supervisor.
2. Run a total of amounts collected from the permits and match this with the total net amount reported collected on the log. Add the net collected column to verify correctness of total collected.
3. Review at least 10 entries at random to identify discrepancies in the amount collected including refunds and verify that all individuals who should have been charged for parking paid. If any discrepancies are found in sampled entries, all entries for that day shall be reviewed.

C. Monthly Parking Log

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

1. Verify there are no breaks in sequential-numbering permit assignments.
2. Verify the accuracy of fee collected for each permit holder.
3. Verify the total amount of funds reported is correct based upon the individual entries.
4. Match the total number of permits issued against the total number of permits authorized for purchase. Send E-mail to non-purchasers (according to Monthly Parking Log) asking them to notify ASC immediately if permit was purchased.

D. Schedule of Parking Collections

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

1. For each date:
 - Add the Daily Collected column, less Refunded column, and verify Net column amount.
 - Add Daily Net column and Monthly Permits column and verify it equals Total Collections column.

2. Verify that the total Monthly Permits collections equal the amount reported on the Monthly Parking Log.
3. Verify the accuracy of the Total Collections by adding total Net daily collection column and the total Monthly Permits collection columns. Also, add daily Total Collections columns and verify Total Collections for the report.
4. Verify the total amount of Contractor fee by checking the contract.
5. Verify the accuracy of amount due the NRC.

E. Receipt of Funds

1. Compare amount due from Schedule of Parking Collections to the copy of check provided by the Contractor for accuracy.
2. Verify through E-mail that the cashier has received the check in the correct amount. Provide copy to the ~~Senior Budget Analyst~~, Office of Administration.

F. Reporting Discrepancies

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

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

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

The Performance Evaluation Review Board shall consider the Contractor's performance in management of the parking garage and meeting the contract requirements for these services when determining the amount of award fee to be provided the Contractor.

VIII. QUALITY ASSURANCE REVIEWS OF GARAGE

Quality assurance reviews of garage parking are scheduled by the Chief, Administrative Services Center. These reviews will include random checks to ensure the following:

- all vehicles have valid permits except for official NRC vehicles;
- daily/Hourly permits are within the sequential number block for the day of the review;
- vehicle matches permit information recorded by the Contractor; and,
- contractor is enforcing provisions of the NRC Parking Garage Permit Holder Procedures.

These inspection reports are provided to the Project Officer and are used for applying Contractual deductions and considering award fee.

IX. CONTRACTOR AND GUARD PARKING

The Contractor and guard contractor are allocated a limited number of permits in the garage at no cost, six permits and two permits respectively. The Contractor and guard contractor shall use non-revenue parking spaces when available and designated by the ASC. Non-revenue parking spaces are defined as irregular spaces not suitable for routine customer parking. Non-revenue spaces may include areas next to or under fans and mechanical equipment.

The Contractor will furnish the ASC with the name, tag number, make of vehicle, and monthly permit number assigned to the employees who will be parking in the garage each month at no cost. This information shall be furnished to the ASC and QA Section by the first working day of each month. The ASC will furnish guard contractor permit holder information to the Contractor. These individual permit assignments shall be recorded in the Monthly Permit Parking Report.

Should the Contractor require any additional parking spaces, the Contractor is responsible for applying for its own parking permits in accordance with the procedures set forth in Section III herei..

X. RETENTION OF RECORDS

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

XI. DISTRIBUTION OF SAFETY INFORMATION

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