

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT

1. Contract ID Code _____ Page 1 of Pages 5

2. Amendment/Modification No. 0016	3. Effective Date Aug 1, 2002	4. Requisition/Purchase Req. No.	5. Project No. (if applicable)
6. Issued By US CONSUMER PRODUCT SAFETY COMM DIVISION OF PROCUREMENT SERVICES 4330 EAST WEST HWY ROOM 517 BETHESDA, MD 20814-4408 PETER J NERRET (301) 504-0444		7. Administered By (If other than Item 6) PETER J NERRET (301) 504-0444 EXT. 1150	

8. Name and Address of Contractor (No., Street, County, and Zip Code) SOURCE STAFFING, INC. 1010 WAYNE AVENUE SUITE 560 SILVER SPRING MD 20910	Vendor ID: 00017932 DUNS: 103925368 CAGE:	<input checked="" type="checkbox"/> 9A. Amendment of Solicitation No.
		9B. Date (See Item 11)
		<input checked="" type="checkbox"/> 10A. Modification of Contract/Order No. CPSC-C-99-1006
		10B. Date (See Item 13) Oct 1, 1998

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)
\$ US 0.00

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

<input checked="" type="checkbox"/>	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 date, etc.) Set fourth item 14, pursuant to the authority of FAR 43.103 (b)
<input checked="" type="checkbox"/>	C. This supplemental agreement is entered into pursuant to authority of: The Basic Agreement.
	D. Other (Specify type of modification and authority)

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

14. Description of Amendment/Modification (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)

THE PURPOSE OF THIS MODIFICATION IS TO MODIFY THE DUTIES AND HOURLY RATE OF THE COPY OPERATOR. THE DUTIES AND HOURLY RATE CHANGE IS RETROACTIVE TO 12/01/2000. ADDITIONALLY, THE PROJECT OFFICER DESIGNATION SECTION IS MODIFIED HEREIN.

BASED ON THE ABOVE, THE CONTRACT IS CHANGED AS FOLLOWS:

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) PETER J NERRET (301) 504-0444 CONTRACT SPECIALIST pnerret@cpsc.gov		
15B. Contractor/Offeror (Signature of person authorized to sign)	15C. Date Signed	16B. United States of America  (Signature of Contracting Officer)	16C. Date Signed Aug 1, 2002

SECTION B.3.b.(4) & (5) Copier Operator are changed to read as follows:

(3) Option Period II (12/01/00 through 09/30/01)

Category Of Labor	Est. Reg. Hours	Reg. Hourly Rate	Reg. Price Hours	Est. O/T Rate	O/T Hourly	O/T Price
Copier Operator	2000	22.92	45,840.	\$30.95	100	\$3,095.

(4) Option Period III (10/01/01 through 09/30/02)

Category Of Labor	Est. Reg. Hours	Reg. Hourly Rate	Reg. Price Hours	Est. O/T Rate	O/T Hourly	O/T Price
Copier Operator	2000	23.73	47,460.	\$32.04	100	\$3,204.

(5) Option Period IV (10/01/02 through 09/30/03)

Category Of Labor	Est. Reg. Hours	Reg. Hourly Rate	Reg. Price Hours	Est. O/T Rate	O/T Hourly	O/T Price
Copier Operator	2000	24.59	\$49,180.	\$33.12	100	\$3,312.

ADDITIONALLY, SECTION C.3.b IS REPLACED IN ITS ENTIRETY WITH THE FOLLOWING:

b. CPSC Copy Center Services

The Contractor shall provide operator services on an ongoing basis at the CPSC Copy Center. The Contractor shall provide one (1) person, whose primary duties shall be performing photocopying, **utilizing a microcomputer to perform technical photocopying operations** and related duties. If the permanent operator is not available to work, the Contractor shall then provide a substitute operator to maintain the total photocopying work force at one (1) person at all times.

The Copy Center shall be maintained as a secure Controlled area and the Contractor shall not permit unauthorized persons to enter. The Contractor shall lock-up the Copy Center areas when unattended. Substitutes shall not work more than five (5) consecutive working days without approval of the Project Officer.

The Contractor shall provide competent personnel (permanent and any temporaries) who can perform a routine level of maintenance or repair, clearing paper jams, and identifying and remedying other problems impeding quality and quantity of production. Contractor personnel shall also have knowledge of quality control techniques that will

minimize or eliminate wasted paper. The Contractor shall refer jobs that are 25,000 or more copies to the CPSC Printing Officer for printing by the Government Printing Office (GPO).

All Copy Center Contractor Personnel furnished shall as a minimum have received a certificate of training **from Canon on the Canon 1150 Color and 600 copiers**, and Kodak on the Kodak 2110 duplicator and 2085 copier, and have at least 30 days working experience with Canon and Kodak duplicators. Their working knowledge of the equipment should include the ability to load paper, clear jams, and produce clear, clean, aligned and **colored** copies in all formats that the Cannon and Kodak duplicator can produce. The knowledge and ability to properly operate the collating and stapling functions of the equipment in assembling copying jobs, as well as utilizing other equipment functions is a part of this knowledge.

The knowledge and ability to monitor and operate a micro computer and state-of-the-arts software to process data and perform technical operations involved in transferring electronically sent documents for photocopy.

The services to be preformed:

EQUIPMENT	TYPE OF SERVICE
1) Kodak 2110	Operator Service
2) Canon Color 1150	Operator Service Technical Operations
3) Canon 600	Operator Service
4) Savin 9500 (Walk UP)	Operator Service
5) Kodak 2085 (Walk UP)	Operator Service
6) Paper Drill, 3-hole, Spinnit by Lassco	Loose leaf binding
7) Wire Stitcher, Boston	Operator Service
8) Plastic Binding, Systems, IBICO, EBK21	Loose leaf binding
9) Micro Computer	Technical Operations

The Contractor shall provide minor remedial or corrective maintenance, including adjustments, to ensure continued operation of all walk-up copiers that are located on each floor. Operator shall follow the equipment manufacturers recommended procedure for normal maintenance adjustments and supplies.

The Government may, if deemed necessary, change the number of equipment operators by requiring that the Contractor be able to furnish at a minimum, one additional contract employee to act as an equipment operator with the same qualifications as previously stated by the terms of this contract. If such a requirement is deemed necessary, the Contractor shall furnish one additional contract employee within two (2) working days after receiving written notification from the Government Project Officer that an additional employee is required.

The Contractor shall ensure that all copies produced by its personnel will meet the following standards of quality:

- (a) all copies shall align identically with the original, **and make appropriate color adjustments for originals with color print, pictures, graphics, etc.;**
- (b) backgrounds shall be clear;

- (c) foreground shall be legible;
- (d) When required, copies shall be assembled and stapled in the order specified by the initiating office.
- (e) All jobs shall be copied two-sided unless otherwise specified.
- (f) Copyrighted material shall be reproduced only when specifically approved by the CPSC Project Officer.
- (g) Small copy requests, of 45 impressions or less, will not be accepted by the Contractor staff. These small copying jobs will be done by the requestor at one of the walk-up copiers stationed on each floor.
- (h) Copy requests (in excess of 45 impressions) will be ordered by submission of a CPSC Form 180 (Local Duplicating Service Requisition) to the Copy Center. Copy requests that do not exceed 200 impressions, shall be completed by the Contractor in accordance with the priority order procedures specified in the Copy Center Standard Operations Procedures (SOP) (Attached). The Contractor shall requestors to pick up completed jobs. Copy requests over 200 impressions, shall be completed by the Contractor within eight (8) working hours after receipt of a CPSC Form 180 by the Copy Center unless waived or extended via separate operative orders by the CPSC Project Officer.
- (i) The Contractor shall ensure that all procedures established for the copying of "official use only" and "proprietary information" are adhered to. These procedures are contained in the Copy Center SOP, dated May 14, 1991. If due to operator error or oversight, a job run does not meet the quality standards as defined above, it will be rerun at no expense to the Government. The cost to rerun the job would appear a credit on the next invoice. The credited amount will consist of:
 - (a) the cost of paper;
 - (b) related machine costs;
 - (c) the contract hours required to rerun the job.
 - (d) Any regular time or overtime necessary to rerun an unacceptable job will be at no expense to the Government.
- (8) **Contractor's personnel shall review electronically sent documents, determine equipment setup required for the best quality of copies, initiate changes to document format in order to print document according to sender's instructions, and follow manufactures and agency information technology software instructions to send electronic document from agency network environment to Cannon 1150 micro processor and copier (ColorPass Z40) for final duplication.**
- (9) No personal papers of any kind shall be reproduced.
- (10) The Quality Assurance plan (provided with the Offeror's proposal (See Section C.5. & L.4.e. (7) shall be utilized quarterly during each of the Contract periods of performance in order to determine the quarterly incentive fees.

ADDITIONALLY, SECTION .G.6. IS REPLACED IN ITS ENTIRETY WITH THE FOLLOWING:

G.6. PROJECT OFFICER DESIGNATION

Marcia Fulham, Director of the Commission's Division of Administrative Services, has been designated as the primary government Project Officer for this contract. Iris Parks and James D. Shupe of the Commissions Division of Administrative Services have been designated as alternate government Project Officers. These individuals may be reached on (301) 504-0666. In addition to the above, subordinate alternate Project Officers and their specific areas of responsibility are listed below:

SUBORDINATE ALTERNATIVE(S):	AREA OF RESPONSIBILITY
Reynaldo Garcia	Shipping and Receiving Services
Charnella Middleton	Laborer Services
Wanda Spinner Prather	Library Services
Wanda Spinner Prather	Receptionist Services
Iris Parks	Mailroom & copy center services

In the absence of any Subordinate alternate above, contact Iris Parks or Marcia Fulham

- a. The Project Officer is responsible for:
 - (1) Monitoring the Contractor's technical progress, including surveillance and assessment of performance,
 - (2) Performing technical evaluation as required, assisting the Contractor in the resolution of technical problems encountered during performance; and
 - (3) Inspection and acceptance of all items required by the contract.

- b. The Project Officer is not authorized to and shall not:
 - (1) Make changes in scope of work, contract schedules and/or specifications to meet changes and requirements,
 - (2) Direct or negotiate any change in the terms, conditions, or amounts cited in the contract; and
 - (3) Take any action that commits the Government or could lead to a claim against the Government.

EXCEPT AS PROVIDED HEREIN, ALL OTHER TERMS AND CONDITIONS REMAIN UNCHANGED AND IN FULL FORCE AND EFFECT.

FOR INFORMATION CONTACT PETER J. NERRET, SR. CONTRACT SPECIALIST @ (301) 504-0444, EXT. 1150.