

ORDER FOR SUPPLIES OR SERVICES

PAGE OF PAGES

1 of 1

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

1. DATE OF ORDER 4/14/08		2. CONTRACT NO. (If any) NNJ08JA01C		6. SHIP TO:	
3. ORDER NO. 1		4. REQUISITION/REF NO.		a. NAME OF COSIGNEE	
5. ISSUING OFFICE (Address correspondence to) NASA Lyndon B. Johnson Space Center/BJ3 Houston, TX 77058				b. STREET ADDRESS	
				c. CITY	d. STATE
				e. ZIP CODE	
7. TO:				f. SHIP VIA	
a. NAME OF CONTRACTOR				8. TYPE OF ORDER:	
b. COMPANY NAME L&M Technologies				<input checked="" type="checkbox"/> a. PURCHASE REFERENCE YOUR: Please furnish the following on the terms and conditions specified on both side of this order and on the attached sheet, if any, including delivery as indicated.	
c. STREET ADDRESS 4209 Balloon Park Road				<input type="checkbox"/> b. DELIVERY - Except for billing instructions on the reverse, this delivery order is subject to instructions contained on this side only of this form and is issued subject to the terms and conditions of the above-numbered contract.	
d. CITY Albuquerque		e. STATE NM		f. ZIP CODE 87109	
9. ACCOUNTING AND APPROPRIATION DATA				10. REQUISITIONING OFFICE	
11. BUSINESS CLASSIFICATION: (Check appropriate boxes)					12. F.O.B. POINT
<input checked="" type="checkbox"/> a. SMALL <input type="checkbox"/> b. OTHER THAN SMALL <input type="checkbox"/> c. DISADVANTAGED <input type="checkbox"/> d. WOMEN-OWNED <input type="checkbox"/> e. HUBZone <input type="checkbox"/> f. EMERGING SMALL BUSINESS <input type="checkbox"/> g. SERVICE-DISABLED VETERAN OWNED					Destination
13. PLACE OF		14. GOVERNMENT B/L NO.		15. DELIVER TO F.O.B. POINT ON OR BEFORE (Date)	
a. INSPECTION	b. ACCEPTANCE			16. DISCOUNT TERMS	

17. SCHEDULE (See page 2 for Rejections)

ITEM NO. a.	SUPPLIES OR SERVICES b.	QUANTITY ORDERED c.	UNIT d.	UNIT PRICE e.	AMOUNT f.	QUANTITY ACCEPTED g.
1	Task Order No. 1 Title: 11.9 Aircraft Loadmaster Services	1		\$89,419.08	\$89,419.08	

SEE BILLING INSTRUCTIONS ON PAGE 2	18. SHIPPING POINT		19. GROSS SHIPPING WEIGHT		20. INVOICE NO.		17h. TOTAL (Cont. pages)
	21. MAIL INVOICE TO:						
	a. NAME NASA Lyndon B. Johnson						17i. GRAND TOTAL \$89,419.08
	b. STREET ADDRESS (or P.O. Box) 2101 NASA Parkway - BJ3						
	c. CITY Houston		d. STATE TX	e. ZIP CODE 77058			
22. UNITED STATES OF AMERICA BY (Signature)						23. NAME OF CONTRACTING/ORDERING OFFICER Kelly R. Wilcutt	

TASK ORDER

1. TASK ORDER NUMBER/TITLE

TO 1, Aircraft Loadmaster Services

2. TASK DESCRIPTION

The Contractor shall provide aircraft loadmaster services in support of NASA's Super Guppy Transport Operations. These services include pre-mission and post-mission planning activities required to ensure cargo and payload operations meet all mission and flight safety requirements. From time to time the Contractor may be required to provide loadmaster services outside the Continental United States.

3. PERIOD OF PERFORMANCE

The period of performance of this Task Order shall be March 1, 2008 through September 30, 2008. The time stated for completion is mandatory and shall include submittal of all deliverables stated in the Task Order.

4. DELIVERABLES REQUIRED

N/A

5. COST SUMMARY

The Contractor shall notify the COTR within one work day when actual costs reach 75% of the committed funds for this task order.

Not to Exceed \$89,419.08

11.0 Special Support Services

11.9 Aircraft Loadmaster Services —Task Order

Scope and Purpose: The Contractor shall provide aircraft loadmaster services in support of NASA's Super Guppy Transport Operations. These services include pre-mission and post-mission planning activities required to ensure cargo and payload operations meet all mission and flight safety requirements. From time to time the Contractor may be required to provide loadmaster services outside the Continental United States.

1.0 General

- 1.1** Location of Services – The Contractor shall perform work at JSC, other locations within the Continental United States, its territories, and foreign countries as required.
- 1.2** The Contractor shall provide Loadmaster services as required by the Government to support Super Guppy Transport Operations.
- 1.3** The Contractor shall only receive tasks directly from the Contracting Officer/Contracting Officer's Technical Representative (CO/COTR) or designee. No Loadmaster duties will be performed without authorization to proceed from the CO/COTR or designee.
- 1.4** Property/Equipment – The Government will provide aircrew flight uniforms, flight boots, flight gloves, flight jacket, name tags and logos for flight uniforms per NASA requirements, and oxygen masks/equipment, Federal Communications Commission and National Telecommunications

Information Agency compliant radios that are approved for flightline use, and one laptop computer and portable printer to be used while Loadmasters are supporting a transport mission. The Contractor shall provide all other equipment for the Loadmasters including items such as: safety shoes/boots, body safety harnesses, eye protection, ear protection, flashlights, leather work gloves, and cold weather clothing as deemed necessary by the Contractor.

- 1.5 Hours of Operation – Normal Hours of operation are from 7:30 a.m. to 4:00 p.m., Monday through Friday. There will be times when the Contractor shall provide Loadmaster services to support Super Guppy Transport Services/Operations outside the Normal Hours of operation stated above.
- 1.6 The Government shall provide required office space, office equipment, and storage space for all Loadmaster Super Guppy mission files.
- 1.7 The Loadmasters shall remain on duty as long as necessary to ensure the safety and protection of; a cargo load on the aircraft, cargo that may be positioned on/in material handling equipment waiting to be loaded onto the aircraft, or until released by authorized Government personnel. The Loadmasters shall remain with the aircrew and/or the aircraft for the entire mission unless mission requirements dictate otherwise. The CO/COTR or designee may authorize the Loadmasters to return to home station prior to completion of the mission.

Comment [A1]:

1.8 Travel - The Government will reimburse the Contractor for travel expenses in accordance with the Federal Travel Regulations when required to perform their official duties. The Loadmasters shall stay in comparable Government quarters while on official Government travel. The CO/COTR or designee will advise the Contractor of travel requirements to support NASA missions. The Loadmasters may or may not be required to fly on the Super Guppy to support transport mission requirements. If not flying on the Super Guppy, the Loadmasters may be required to travel via commercial carrier.

Comment [A2]: Gravity? See 3.1 below.

1.9 The Loadmasters shall provide Super Guppy weight and Balance data to the flight crew for all mission leg(s) prior to departure of the aircraft (includes local training and test flights as required by NASA).

1.10 The Period of Performance for this task order is March 1, 2008 through September 30, 2008.

2.0 Physical Requirements

2.1 Physical Qualifications – In addition to the requirements in SECTION C, Paragraph 1.18.2, page 13 of the Logistics Contract (NNJ08JA01C), Loadmasters shall:

2.1.1 Be physically able to climb to heights required to secure restraint devices for all loads (the Super Guppy cargo compartment is approximately 25 feet high)

2.1.2 Be required to operate aircraft loaders, materials handling equipment, and other specialized container(s)/ cargo support

Comment [A3]: The guppy may be 25 feet in diameter, but the floor to ceiling height is less than that. The height the Loadmaster would have to climb inside the guppy is the floor to ceiling distance.

structure(s) at heights above ground level of approximately 23 feet (the height of the Super Guppy Shipping Fixture (SGSF) is approximately 23 feet). The height of the Super Guppy cargo floor above ground level is approximately 11 feet.

3.0 Pre-Mission, Mission and Post-Mission Activities

The Contractor shall plan, coordinate, and execute transportation of cargo and mission payloads, SGSF, other specialized container(s)/ cargo support structure(s), and associated support equipment to ensure that all cargo and payloads meet required flight schedules and are delivered safely to the required destination.

The Contractor shall be required to initiate all pre-mission activities prior to arrival of other mission personnel. Pre-mission activities include cargo load planning, cargo preparation, material handling equipment preparations and positioning, cargo-loading procedures, coordinating with user customers, and cargo aircraft center-of-gravity requirements.

The Contractor shall operate the Super Guppy cargo loaders used to support Super Guppy cargo transport operations and other required aircraft loading and offloading equipment.

The Contractor shall provide weight and balance data to the Aircraft Commander and Flight Engineer for the purpose of computing required takeoff and landing data.

The Contractor shall perform post-mission activities which include cargo unloading, materials handling equipment preparation and positioning, and cargo preparation.

3.1 Mission Documentation

The Contractor shall maintain all documentation related to Super Guppy missions. The Contractor shall ensure that all files are accurate and complete and can be accessed for future missions. The Government supplied laptop and printer shall also remain accessible to the Government. The Contractor shall maintain maintenance files on all mission support equipment. The Contractor shall be required to perform weights and balances calculations. All data, spreadsheets, and software remain the property of the Government and shall be available for Government review as required, and shall be returned to the Government at the end of this contract.

3.2 Non-Mission Support Activities

The Contractor shall support all non-mission related SGSF, other specialized container and cargo support structure, and Super Guppy support equipment activities. These activities include maintenance and monitoring of the SGSF and its associated equipment to ensure that the SGSF is continually in mission ready status. The Contractor shall monitor NASA-provided maintenance of Super Guppy support equipment as needed.

The Contractor shall maintain all mission support equipment certification and calibration data. The Contractor shall ensure all mission support equipment certifications and calibrations are current.

hazards derived from analyses of activities and products for the purpose of eliminating or controlling hazards as specified in NASA policies and requirements for hazard reduction.

6.0 Deliverables

6.1 The following is a list of deliverables the Loadmasters shall maintain:

6.1.1 JB7 Government Owned Material Handling and Lifting Equipment log.

6.1.2 SGSF or other specialized container(s)/ cargo support structure(s) Support Equipment Operational Report.

6.1.3 Super Guppy Chart "C" (required when the Aircraft Operations Division (AOD) provides Guppy weight changes to the Loadmaster).

6.1.4 NASA 941 Super Guppy Mission Log.

6.1.5 Loading procedures.

6.1.6 Operational aircrew and non-aircrew check lists.

6.1.7 Super Guppy Support Equipment Operations, Maintenance, Training and Safety Procedures (JSC-28353).

6.1.8 Logs/Reports maintained in support of change orders to this Task Order required by the CO/COTR. Historical examples used by the previous contractor are: Operator Certification Process (i.e. tests and scores, logs and files) and the lifting device certification log.

7.0 Metrics, Reports, and Data

- 7.1 There are no performance metrics identified at this time. The Contractor will be provided performance metric requirements as they are identified.
- 7.2 The Contractor shall provide monthly cost estimates of the next month's projected work by the 15th of each month. These estimates should be shown in both the contract year (March 1 – February 28 (February 29 in the event of a leap year) and Government fiscal year (October 1 – September 30), shown in months.
- 7.3 The Contractor shall notify the COTR within one work day when actual costs reach 75% of the committed funds for this task order.

ORDER FOR SUPPLIES OR SERVICES

PAGE OF PAGES

1 of 1

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

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3. ORDER NO. 1-1		4. REQUISITION/REF NO.		a. NAME OF COSIGNEE	
5. ISSUING OFFICE (Address correspondence to) NASA Lyndon B. Johnson Space Center/BJ3 Houston, TX 77058				b. STREET ADDRESS	
7. TO:				c. CITY	d. STATE
				e. ZIP CODE	
a. NAME OF CONTRACTOR L&M Technologies				f. SHIP VIA	
b. COMPANY NAME L&M Technologies				8. TYPE OF ORDER:	
c. STREET ADDRESS 4209 Balloon Park Road				<input checked="" type="checkbox"/> a. PURCHASE REFERENCE YOUR: Proposal	
d. CITY Albuquerque				Please furnish the following on the terms and conditions specified on both side of this order and on the attached sheet, if any, including delivery as indicated.	
e. STATE NM				<input type="checkbox"/> b. DELIVERY - Except for billing instructions on the reverse, this delivery order is subject to instructions contained on this side only of this form and is issued subject to the terms and conditions of the above-numbered contract.	
f. ZIP CODE 87109					
9. ACCOUNTING AND APPROPRIATION DATA				10. REQUISITIONING OFFICE	
11. BUSINESS CLASSIFICATION: (Check appropriate boxes)					12. F.O.B. POINT
<input checked="" type="checkbox"/> a. SMALL <input type="checkbox"/> b. OTHER THAN SMALL <input type="checkbox"/> c. DISADVANTAGED <input type="checkbox"/> 9. SERVICE-DISABLED VETERAN OWNED <input type="checkbox"/> d. WOMEN-OWNED <input type="checkbox"/> e. HUBZone <input type="checkbox"/> f. EMERGING SMALL BUSINESS					Destination
13. PLACE OF		14. GOVERNMENT B/L NO.		15. DELIVER TO F.O.B. POINT ON OR BEFORE (Date)	
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17. SCHEDULE (See page 2 for Rejections)

ITEM NO. a.	SUPPLIES OR SERVICES b.	QUANTITY ORDERED c.	UNIT d.	UNIT PRICE e.	AMOUNT f.	QUANTITY ACCEPTED g.
1	Task Order No. 1 Title: 11.9 Aircraft Loadmaster Services This change order reflects an extension to the Period of Performance from September 30, 2008 to November 30, 2008. No additional costs are associated with this extension.	1		\$89,419.08	\$89,419.08	

SEE BILLING INSTRUCTIONS ON PAGE 2	18. SHIPPING POINT	19. GROSS SHIPPING WEIGHT	20. INVOICE NO.		17h. TOTAL (Cont. pages)
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	a. NAME NASA Lyndon B. Johnson				17i. GRAND TOTAL \$89,419.08
	b. STREET ADDRESS (or P.O. Box) 2101 NASA Parkway - BJ3				
c. CITY Houston		d. STATE TX	e. ZIP CODE 77058		

22. UNITED STATES OF AMERICA BY (Signature)	23. NAME OF CONTRACTING/ORDERING OFFICER
<i>[Signature]</i>	<i>[Signature]</i>

11.0 Special Support Services

11.9 Aircraft Loadmaster Services —Task Order

Scope and Purpose: The Contractor shall provide aircraft loadmaster services in support of NASA's Super Guppy Transport Operations. These services include pre-mission and post-mission planning activities required to ensure cargo and payload operations meet all mission and flight safety requirements. From time to time the Contractor may be required to provide loadmaster services outside the Continental United States.

1.0 General

- 1.1** Location of Services – The Contractor shall perform work at JSC, other locations within the Continental United States, its territories, and foreign countries as required.
- 1.2** The Contractor shall provide Loadmaster services as required by the Government to support Super Guppy Transport Operations.
- 1.3** The Contractor shall only receive tasks directly from the Contracting Officer/Contracting Officer's Technical Representative (CO/COTR) or designee. No Loadmaster duties will be performed without authorization to proceed from the CO/COTR or designee.
- 1.4** Property/Equipment – The Government will provide aircrew flight uniforms, flight boots, flight gloves, flight jacket, name tags and logos for flight uniforms per NASA requirements, and oxygen masks/equipment, Federal Communications Commission and National Telecommunications

Information Agency compliant radios that are approved for flightline use, and one laptop computer and portable printer to be used while Loadmasters are supporting a transport mission. All Government provided equipment and apparel will be replaced by the Government as required. The Contractor shall provide all other equipment for the Loadmasters including items such as: safety shoes/boots, body safety harnesses, eye protection, ear protection, flashlights, leather work gloves, and cold weather clothing as deemed necessary by the Contractor.

- 1.5 Hours of Operation – Normal Hours of operation are from 7:30 a.m. to 4:00 p.m., Monday through Friday. There will be times when the Contractor shall provide Loadmaster services to support Super Guppy Transport Services/Operations outside the Normal Hours of operation stated above. The Loadmasters shall adhere to JPR 1700.1, Chapter 5.8.8, Work Shift Limits for Hazardous Operations only when critical lifting or other hazardous operations are being performed. Flight and travel time shall not be considered critical or hazardous operations.
- 1.6 The Government shall provide required office space, office equipment, and storage space for all Loadmaster Super Guppy mission files.
- 1.7 The Loadmasters shall remain on duty as long as necessary to ensure the safety and protection of; a cargo load on the aircraft, cargo that may be positioned on/in material handling equipment waiting to be loaded onto the aircraft, or until released by authorized Government personnel. The Loadmasters shall remain with the aircrew and/or the aircraft for the entire

mission unless mission requirements dictate otherwise. The CO/COTR or designee may authorize the Loadmasters to return to home station prior to completion of the mission.

Comment [A1]:

- 1.8** Travel - The Government will reimburse the Contractor for travel expenses in accordance with the Federal Travel Regulations when required to perform their official duties. The Loadmasters shall stay in comparable Government quarters while on official Government travel. The CO/COTR or designee will advise the Contractor of travel requirements to support NASA missions. The Loadmasters may or may not be required to fly on the Super Guppy to support transport mission requirements. If not flying on the Super Guppy, the Loadmasters may be required to travel via commercial carrier. Any required non-expedited, standard United States Passports will be an allowable expense on this Task Order.

Comment [A2]: Gravity? See 3.1 below.

- 1.9** The Loadmasters shall provide Super Guppy weight and Balance data to the flight crew for all mission leg(s) prior to departure of the aircraft (includes local training and test flights as required by NASA).

- 1.10** The Period of Performance for this task order is extended from September 30, 2008 to November 30, 2008.

2.0 Physical Requirements

- 2.1** Physical Qualifications – In addition to the requirements in SECTION C, Paragraph 1.18.2, page 13 of the Logistics Contract (NNJ08JA01C), Loadmasters shall:

2.1.1 Be physically able to climb to heights required to secure restraint devices for all loads (the Super Guppy cargo compartment is approximately 25 feet high)

Comment [A3]: The guppy may be 25 feet in diameter, but the floor to ceiling height is less than that. The height the Loadmaster would have to climb inside the guppy is the floor to ceiling distance.

2.1.2 Be required to operate aircraft loaders, materials handling equipment, and other specialized container(s)/ cargo support structure(s) at heights above ground level of approximately 23 feet (the height of the Super Guppy Shipping Fixture (SGSF) is approximately 23 feet). The height of the Super Guppy cargo floor above ground level is approximately 11 feet.

3.0 **Pre-Mission, Mission and Post-Mission Activities**

The Contractor shall plan, coordinate, and execute transportation of cargo and mission payloads, SGSF, other specialized container(s)/ cargo support structure(s), and associated support equipment to ensure that all cargo and payloads meet required flight schedules and are delivered safely to the required destination.

The Contractor shall be required to initiate all pre-mission activities prior to arrival of other mission personnel. Pre-mission activities include cargo load planning, cargo preparation, material handling equipment preparations and positioning, cargo-loading procedures, coordinating with user customers, and cargo aircraft center-of-gravity requirements.

The Contractor shall operate the Super Guppy cargo loaders used to support Super Guppy cargo transport operations and other required aircraft loading and offloading equipment.

The Contractor shall provide weight and balance data to the Aircraft Commander and Flight Engineer for the purpose of computing required takeoff and landing data.

The Contractor shall perform post-mission activities which include cargo unloading, materials handling equipment preparation and positioning, and cargo preparation.

3.1 Mission Documentation

The Contractor shall maintain all documentation related to Super Guppy missions. The Contractor shall ensure that all files are accurate and complete and can be accessed for future missions. The Government supplied laptop and printer shall also remain accessible to the Government. The Government will maintain maintenance files on all mission support equipment. The Contractor shall maintain all operational logs for mission support equipment, which shall remain attached to the equipment or readily available at all times. The Contractor shall be required to perform weights and balances calculations. All data, spreadsheets, and software remain the property of the Government and shall be available for Government review as required, and shall be returned to the Government at the end of this contract.

3.2 Non-Mission Support Activities

The Contractor shall support all non-mission related SGSF, other specialized container and cargo support structure, and Super Guppy support equipment activities. These activities include operation of support equipment to insure operational availability, as well as monitoring of the SGSF and its associated

equipment to ensure that the SGSF is continually in mission ready status. The Contractor shall monitor NASA-provided maintenance of Super Guppy support equipment as needed.

The Contractor shall maintain all mission support equipment certification and calibration data. The Contractor shall ensure all mission support equipment certifications and calibrations are current.

The Contractor shall obtain rigging and heavy hauling support through the Facilities Contract as needed.

4.0 Loadmaster Training and Certification Requirements

The Contractor shall establish and maintain training and certification plans designed to meet the below requirements to ensure the Loadmasters are trained and certified in the required field of specialization. The Contractor shall establish and maintain training records for all personnel including training manuals and documentation of certification and periodic recertification of personnel, and they are available at all times for CO/COTR or designee to review. Copies of completion certificates shall be provided to the CO/COTR or designee. The Contractor shall acquire and maintain the below stated certification and periodic recertification training requirements.

4.1 Government provided and required prior to flying on the Super Guppy:

- 4.1.1 An Air Force Class III Examination/Flight Physical required annually.

4.1.2 Physiological training required every four years. Note:

Physiological training is scheduled after successful completion of an Air Force Class III Examination/Flight Physical.

4.1.3 Super Guppy Egress training required annually.

4.2 Commercially available:

4.2.1 Highway Transportation of Hazardous Materials in accordance with Title 49, Code of Federal Regulations.

4.2.2 Air Transportation of Dangerous Goods Training in accordance with Title 49, Code of Federal Regulations.

4.3 Loadmaster personnel shall have a thorough knowledge of weight and balance and be proficient in calculating the balance point of aircraft, vehicles, pallet loads, wheel loads, combined load center-of-balance points, combined vertical center-of-gravity of payloads and the aircraft, etc. Loadmasters shall have attended and successfully completed commercial or U.S. Military aircraft Loadmaster training and qualification program or other countries equivalent military Loadmaster training programs and provide evidence of the same to the CO/COTR or designee. The Super Guppy is a unique aircraft which requires Loadmaster personnel to have thorough knowledge in the field of aircraft weight and balance, operations of loading equipment, and aircraft on loading and offloading.

4.4 The Contractor shall be qualified per NASA JSC operator certification requirements (JPD 8719.1) to operate forklifts, scissor lifts, and overhead

hoist/cranes in Building 924 (Sonny Carter Training Facility) or other facilities as needed.

5.0 Safety and Health Plan

- 5.1** The Contractor shall perform tasks accurately, safely, and on-time. Task shall be performed in a manner which ensures the protection of personnel, property, and environment. The Contractor shall develop and implement risk management techniques (including risk assessment) to be applied to hazards derived from analyses of activities and products for the purpose of eliminating or controlling hazards as specified in NASA policies and requirements for hazard reduction. Continued use of the current mission and equipment operation checklists will be considered a component of an acceptable risk management strategy.

6.0 Deliverables

- 6.1** The following is a list of deliverables the Loadmasters shall maintain:
- 6.1.1 JB7 Government Owned Material Handling and Lifting Equipment log.
 - 6.1.2 SGSF or other specialized container(s)/ cargo support structure(s) Support Equipment Operational Report.
 - 6.1.3 Super Guppy Chart "C" (required when the Aircraft Operations Division (AOD) provides Guppy weight changes to the Loadmaster).
 - 6.1.4 NASA 941 Super Guppy Mission Log.
 - 6.1.5 Loading procedures.

- 6.1.6 Operational aircrew and non-aircrew check lists.
- 6.1.7 Super Guppy Support Equipment Operations, Maintenance, Training and Safety Procedures (JSC-28353).
- 6.1.8 Logs/Reports maintained in support of change orders to this Task Order required by the CO/COTR. Historical examples used by the previous contractor are: Operator Certification Process (i.e. tests and scores, logs and files) and the lifting device certification log.

7.0 Metrics, Reports, and Data

- 7.1 There are no performance metrics identified at this time. The Contractor will be provided performance metric requirements as they are identified.
- 7.2 The Contractor shall track all Loadmaster related costs and expenses on a per-mission basis.
- 7.3 The Contractor shall provide monthly cost estimates of the next month's projected work by the 15th of each month. These estimates should be shown in both the contract year (March 1 – February 28 (February 29 in the event of a leap year) and Government fiscal year (October 1 – September 30), shown in months. The Contractor shall utilize the most accurate method possible to forecast future work requirements and costs when sufficient work load history or future work load estimates are not available.
- 7.4 The Contractor shall notify the COTR within one work day when actual costs reach 75% of the committed funds for this task order.

8.0 Workload Estimate

8.1 At the time of the issuance of this Task Order, the estimated number of Super Guppy missions requiring Loadmaster support for the period of performance of this Task Order is 6. Based on historical information, the average mission is 5 days and 2.5 work day equivalent of pre and post mission support per Loadmaster, with the average mission requiring two Loadmasters. On average the Loadmasters work day during a mission is approximately 12 hours long.

8.2 Travel

The average historical travel cost has been \$967 per person, per mission (Avg. mission was 4 days, 3 nights in length) flying commercial air carrier. When mission locations, requirements, and schedules permit, the Contractor shall utilize GSA vehicles in lieu of air travel.

ORDER FOR SUPPLIES OR SERVICES

PAGE OF PAGES

1 of 3

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

1. DATE OF ORDER 12/19/08		2. CONTRACT NO. (If any) NNJ08JA01C		6. SHIP TO:	
3. ORDER NO. 1-2		4. REQUISITION/REF NO.		a. NAME OF COSIGNEE	
5. ISSUING OFFICE (Address correspondence to) NASA Lyndon B. Johnson Space Center/BJ3 Houston, TX 77058				b. STREET ADDRESS	
				c. CITY	d. STATE
				e. ZIP CODE	
7. TO:				f. SHIP VIA	
a. NAME OF CONTRACTOR L&M Technologies				8. TYPE OF ORDER:	
b. COMPANY NAME L&M Technologies				<input checked="" type="checkbox"/> a. PURCHASE	
c. STREET ADDRESS 4209 Balloon Park Road				REFERENCE YOUR:	
d. CITY Albuquerque		e. STATE NM	f. ZIP CODE 87109	Please furnish the following on the terms and conditions specified on both side of this order and on the attached sheet, if any, including delivery as indicated.	
9. ACCOUNTING AND APPROPRIATION DATA				10. REQUISITIONING OFFICE	
11. BUSINESS CLASSIFICATION: (Check appropriate boxes)					12. F.O.B. POINT
<input checked="" type="checkbox"/> a. SMALL <input type="checkbox"/> b. OTHER THAN SMALL <input type="checkbox"/> c. DISADVANTAGED <input type="checkbox"/> d. WOMEN-OWNED <input type="checkbox"/> e. HUBZone <input type="checkbox"/> f. EMERGING SMALL BUSINESS <input type="checkbox"/> g. SERVICE-DISABLED VETERAN OWNED					Destination
13. PLACE OF		14. GOVERNMENT B/L NO.		15. DELIVER TO F.O.B. POINT ON OR BEFORE (Date)	
a. INSPECTION	b. ACCEPTANCE			16. DISCOUNT TERMS	

17. SCHEDULE (See page 2 for Rejections)

ITEM NO. a.	SUPPLIES OR SERVICES b.	QUANTITY ORDERED c.	UNIT d.	UNIT PRICE e.	AMOUNT f.	QUANTITY ACCEPTED g.
1	Task Order No. 1-2 Title: 11.9 Aircraft Loadmaster Services This is a modification to Task Order 1-1. Obligations are increased from \$89,419.08 by \$7,000 to \$96,419.08. (Mod 018) This modification also reflects an extension to Period of Performance from November 30, 2008 to February 28, 2009.					

18. SHIPPING POINT		19. GROSS SHIPPING WEIGHT		20. INVOICE NO.	
21. MAIL INVOICE TO:					
a. NAME NASA Lyndon B. Johnson					
b. STREET ADDRESS (or P.O. Box) 2101 NASA Parkway - BJ3					
c. CITY Houston		d. STATE TX	e. ZIP CODE 77058	17h. TOTAL (Cont. pages) \$96,419.08	
22. UNITED STATES OF AMERICA BY (Signature)				23. NAME OF CONTRACTING/ORDERING OFFICER 2/2/2009	
				17i. GRAND TOTAL \$96,419.08	

ORDER FOR SUPPLIES OR SERVICES
SCHEDULE – CONTINUATION

PAGE NO.

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

1. DATE OF ORDER

12/19/08

2. CONTRACT NO. (If any)

NNJ08JA01C

3. ORDER NO.

1-2

ITEM NO. (A)	SUPPLIES OR SERVICES (B)	QUANTITY ORDERED (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)	QUANTITY ACCEPTED (G)
	Recapitulation:					
	Task Order 1					
	Modification 1-1, issued extension from September 30, 2008 to November 30, 2008. No additional costs.	1		\$89,419.08	\$89,419.08	
	Modification 1-2, Obligations increased from \$89,419.08 by \$7,000 to \$96,419.08. Extension also issued from November 30, 2008 to February 28, 2009.	1		\$7,000.00	\$7,000.00	
TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17H)					\$96,419.08	

TASK ORDER

1. TASK ORDER NUMBER/TITLE

TO 1-2, Aircraft Loadmaster Services

2. TASK DESCRIPTION

The Contractor shall provide aircraft loadmaster services in support of NASA's Super Guppy Transport Operations. These services include pre-mission and post-mission planning activities required to ensure cargo and payload operations meet all mission and flight safety requirements. From time to time the Contractor may be required to provide loadmaster services outside the Continental United States.

3. PERIOD OF PERFORMANCE

The period of performance of this Task Order shall be March 1, 2008 through February 28, 2009. The time stated for completion is mandatory and shall include submittal of all deliverables stated in the Task Order.

4. DELIVERABLES REQUIRED

N/A

5. COST SUMMARY

The Contractor shall notify the COTR within one work day when actual costs reach 75% of the committed funds for this task order.

Not to Exceed \$96,419.08

6. RECAPITULATION

Contract IDIQ funding is increased from **\$89,419.08** by **\$7,000** to **\$96,419.08**

Contract IDIQ Funding Recapitalization	Estimated Cost	Award Fee	Total Cumulative Funding
Prior Cumulative Obligations Mod 003:	(b) (4)		\$89,419.08
Obligated under Mod 018			\$7,000.00
Revised Cumulative Obligations:			\$96,419.08

ORDER FORM SUPPLIES OR SERVICES

PAGE OF PAGES

1 of 1

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

1. DATE OF ORDER 4/15/08		2. CONTRACT NO. (If any) NNJ08JA01C		6. SHIP TO:	
3. ORDER NO. 2		4. REQUISITION/REF NO.		a. NAME OF COSIGNEE	
5. ISSUING OFFICE (Address correspondence to) NASA Lyndon B. Johnson Space Center/BJ3 Houston, TX 77058				b. STREET ADDRESS	
7. TO:				c. CITY	d. STATE
a. NAME OF CONTRACTOR				e. ZIP CODE	
b. COMPANY NAME L&M Technologies				f. SHIP VIA	
c. STREET ADDRESS 4209 Balloon Park Road				8. TYPE OF ORDER:	
d. CITY Albuquerque				<input checked="" type="checkbox"/> a. PURCHASE REFERENCE YOUR: Please furnish the following on the terms and conditions specified on both side of this order and on the attached sheet, if any, including delivery as indicated.	
e. STATE NM				<input type="checkbox"/> b. DELIVERY - Except for billing instructions on the reverse, this delivery order is subject to instructions contained on this side only of this form and is issued subject to the terms and conditions of the above-numbered contract.	
f. ZIP CODE 87109					
9. ACCOUNTING AND APPROPRIATION DATA				10. REQUISITIONING OFFICE	
11. BUSINESS CLASSIFICATION: (Check appropriate boxes)					12. F.O.B. POINT
<input checked="" type="checkbox"/> a. SMALL <input type="checkbox"/> b. OTHER THAN SMALL <input type="checkbox"/> c. DISADVANTAGED <input type="checkbox"/> d. WOMEN-OWNED <input type="checkbox"/> e. HUBZone <input type="checkbox"/> f. EMERGING SMALL BUSINESS <input type="checkbox"/> g. SERVICE-DISABLED VETERAN OWNED					Destination
13. PLACE OF		14. GOVERNMENT B/L NO.		15. DELIVER TO F.O.B. POINT ON OR BEFORE (Date)	
a. INSPECTION	b. ACCEPTANCE			16. DISCOUNT TERMS	

17. SCHEDULE (See page 2 for Rejections)

ITEM NO. a.	SUPPLIES OR SERVICES b.	QUANTITY ORDERED c.	UNIT d.	UNIT PRICE e.	AMOUNT f.	QUANTITY ACCEPTED g.
1	Task Order No. 2 Title: 11.3 Special Events Support	1		\$15,920.33	\$15,920.33	

SEE BILLING INSTRUCTIONS ON PAGE 2	18. SHIPPING POINT		19. GROSS SHIPPING WEIGHT		20. INVOICE NO.		17h. TOTAL (Cont. pages)
	21. MAIL INVOICE TO:						
	a. NAME NASA Lyndon B. Johnson						17i. GRAND TOTAL
	b. STREET ADDRESS (or P.O. Box) 2101 NASA Parkway - BJ3						
	c. CITY Houston		d. STATE TX	e. ZIP CODE 77058		\$15,920.33	
22. UNITED STATES OF AMERICA BY (Signature)					23. NAME OF CONTRACTING/ORDERING OFFICER Kelly R. Wilcutt		

TASK ORDER

1. TASK ORDER NUMBER/TITLE

TO 2, Special Events Support

2. TASK DESCRIPTION

To provide Supply, Furniture, Moving & Hauling and other Logistics support as required for NASA-JSC's special events (e.g., Open House/Ballunar Festival, Chili Cook-off, Safety and Total Health Day, Safety Spring Fair, holiday events, etc.), which involves coordination, set up, and tear down of items (e.g., canopies, chairs, tables, electrical hookups, portable toilets, trash receptacles) or services (grounds maintenance, purchasing, etc.).

3. PERIOD OF PERFORMANCE

The period of performance of this Task Order shall be March 1, 2008 through September 30, 2008. The time stated for completion is mandatory and shall include submittal of all deliverables stated in the Task Order.

4. DELIVERABLES REQUIRED

N/A

5. COST SUMMARY

The Contractor shall notify the COTR within one work day when actual costs reach 75% of the committed funds for this task order.

Not to Exceed \$15,920.33

ORDER FOR SUPPLIES OR SERVICES

PAGE OF PAGES

1 of 1

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

1. DATE OF ORDER 10/2/08		2. CONTRACT NO. (If any) NNJ08JA01C		6. SHIP TO:	
3. ORDER NO. 2-1		4. REQUISITION/REF NO.		a. NAME OF COSIGNEE	
5. ISSUING OFFICE (Address correspondence to) NASA Lyndon B. Johnson Space Center/BJ3 Houston, TX 77058		b. STREET ADDRESS		c. CITY	
7. TO:		f. SHIP VIA		d. STATE	
a. NAME OF CONTRACTOR L&M Technologies		b. COMPANY NAME L&M Technologies		e. ZIP CODE	
c. STREET ADDRESS 4209 Balloon Park Road		d. CITY Albuquerque		e. STATE NM	
f. ZIP CODE 87109		8. TYPE OF ORDER:		9. ACCOUNTING AND APPROPRIATION DATA	
a. PURCHASE REFERENCE YOUR: Proposal		b. DELIVERY - Except for billing instructions on the reverse, this delivery order is subject to instructions contained on this side only of this form and is issued subject to the terms and conditions of the above-numbered contract.		10. REQUISITIONING OFFICE	

11. BUSINESS CLASSIFICATION: (Check appropriate boxes)				12. F.O.B. POINT	
<input checked="" type="checkbox"/> a. SMALL	<input type="checkbox"/> b. OTHER THAN SMALL	<input type="checkbox"/> c. DISADVANTAGED	<input type="checkbox"/> 9. SERVICE-DISABLED VETERAN OWNED	Destination	
<input type="checkbox"/> d. WOMEN-OWNED	<input type="checkbox"/> e. HUBZone	<input type="checkbox"/> f. EMERGING SMALL BUSINESS	16. DISCOUNT TERMS		
13. PLACE OF		14. GOVERNMENT B/L NO.		15. DELIVER TO F.O.B. POINT ON OR BEFORE (Date)	
a. INSPECTION	b. ACCEPTANCE				

17. SCHEDULE (See page 2 for Rejections)

ITEM NO. a.	SUPPLIES OR SERVICES b.	QUANTITY ORDERED c.	UNIT d.	UNIT PRICE e.	AMOUNT f.	QUANTITY ACCEPTED g.
1	Task Order No. 2 Title: 11.3 Special Events Support This change order reflects an extension of Period of Performance from September 30, 2008 to November 30, 2008. No additional costs are associated with this extension.	1		\$15,920.33	\$15,920.33	

18. SHIPPING POINT		19. GROSS SHIPPING WEIGHT		20. INVOICE NO.	
21. MAIL INVOICE TO:					
a. NAME NASA Lyndon B. Johnson					
b. STREET ADDRESS (or P.O. Box) 2101 NASA Parkway - BJ3					
c. CITY Houston		d. STATE TX		e. ZIP CODE 77058	
17h. TOTAL (Cont. pages)					
17i. GRAND TOTAL \$15,920.33					

22. UNITED STATES OF AMERICA BY (Signature)		23. NAME OF CONTRACTING/ORDERING OFFICER	
		Kelly R. McQuinn	

11.0 Special Support Services

11.3 Coordinate & Support Special Events – Task Order

Scope and Purpose: To provide Supply, Furniture, Moving & Hauling and other Logistics support as required for NASA-JSC's special events (e.g., Open House/Ballunar Festival, Chili Cook-off, Safety and Total Health Day, Safety Spring Fair, holiday events, etc.), which involves coordination, set up, and tear down of items (e.g., canopies, chairs, tables, electrical hookups, portable toilets, trash receptacles) or services (grounds maintenance, purchasing, etc.).

1.0 General

- 1.1 Location of Services – The Contractor shall perform majority of the work onsite at JSC. Other locations supported by the Contractor may include: Sonny Carter Training Facility (SCTF), Ellington Field, and other destinations within a 50 mile radius of JSC.
- 1.2 The Government shall provide office space, office equipment, necessary forms of direction, and layouts in order to perform the work.
- 1.3 Hours of Operation - Normal hours of operation are from 7:30 a.m. to 4:00 p.m., Monday through Friday. There will be times when the Contractor shall provide services outside the 7:30 a.m. to 4:00 p.m. hours of operation as requested by the Government, dependent on the workload and criticality of schedule.
- 1.4 The Period of Performance for this task order is extended from September 30, 2008 through November 30, 2008.

2.0 Personnel Requirements

2.1 Furniture personnel responsible for the performance of requirements outlined in this Task Order shall have a thorough working knowledge of the safe assembly, disassembly, installation, and repair of various types of office furniture, tents, and related special event equipment. Transportation moving and hauling personnel responsible for the performance of requirements outlined in this Task Order shall have working knowledge of vehicle and physical lifting safety. All forklift operators shall be certified per NASA JSC Operator Certification Program requirements.

3.0 Pre-Event Activities

3.1 The Contractor shall conduct pre-planning and coordination activities to ensure effective and safe planning of special event in advance of supporting. The Contracting Officer/Contracting Officer's Technical Representative (CO/COTR) or designee shall approve time allocated for each event (to include pre-planning activities) in advance of Contractor providing service. Pre-event activities include but are not limited to:

3.1.1 The Contractor shall identify a single-point-of-contact for each event to ensure event progress monitoring and problem mitigation.

3.1.1.1 Creating a special event work plan for each major event that clearly identifies the roles and responsibilities.

3.1.1.2 Ensuring identification and resolution of any event problems.

3.1.1.3 Sponsor a post-event briefing with the CO/COTR or designee to identify and discuss customer feedback, lessons learned, and possible areas of improvement.

- 3.1.2 Conducting a walk-through of the work areas to ensure a complete and comprehensive understanding of customer requirements.
- 3.1.3 Take measurements and document the accuracy of the Facility Housing Plan (FHP) drawings prior to performing the work, when requested by the CO/COTR or designee.
- 3.1.4 Preparing furniture as required by the each event. Furniture layouts shall be submitted to the customer and CO/COTR or designee for approval in advance of supporting each special event.
- 3.1.5 Most items needed to support a special event are available and provided by the Government; however, special material purchases and/or leases may be required and shall be obtained by the Contractor at the best value to the Government.
 - 3.1.5.1 The Logistics Contractor shall only be responsible for purchasing or leasing supplies and equipment that are in their area of responsibility. Items such as electrical panels, trash receptacles, etc. will be the responsibility of the Contractor performing the work in that area (e.g. Facilities for electrical panels, hookups, light towers, etc.)

4.0 Primary Duties

- 4.1 Special Event Coordination – The Contractor shall interface with the customer, Information Technology (ODIN), Construction, Custodial, Grounds Maintenance and Facilities Maintenance organizations as necessary to ensure timely and accurate services are provided.

- 4.2 Preparation for event – The Contractor shall prepare (including assemble, clean, polish, repair, and stage) items as identified by CO/COTR or designee as necessary to support the event.
- 4.3 Event Set Up and Teardown – The Contractor shall transport and set up items (e.g., tents, tables, chairs, etc.) per the CO/COTR or designee provided schedule and work orders. When the event is completed, the Contractor shall tear down, clean, disassemble and return items to the warehouse and store them properly.

5.0 Govt. Oversight

- 5.1 Technical Oversight by NASA Personnel – Special Events will be accomplished per the schedule provided by the CO/COTR or designee; however, the possibility of unplanned events can occur, which can require rework and/or short notice coordination among various services and support Contractors.
- 5.2 The CO/COTR or designee outlines required objectives, priorities, and deadlines and provides guidance on addressing problems and complex or one-of-a-kind situations.

6.0 Safety and Health

- 6.1 The Contractor shall perform tasks accurately, safely, and on-time. The Contractor shall perform tasks in a manner that ensures the protection of personnel, property, and environment. The Contractor shall develop and implement risk management techniques (including risk assessment) to be applied to hazards derived from analyses of activities and products for the purpose of eliminating or controlling hazards as specified in NASA policies

and requirements for hazard reduction. The Contractor shall ensure event areas remain safe and clean at all times.

7.0 Metrics/Reports/Data

- 7.1 The Contractor shall provide performance metric requirements as needed, including cost and customer feedback data following each event.
- 7.2 The Contractor shall provide a post-event lessons learned summary report, as well as event work load data similar to the historical data provided in Part 8.
- 7.3 The Contractor shall maintain all procurement information for purchases, leases, and rentals by event, tracked over both the Government Fiscal year (Oct 1 – September 30) and the Contract year (March 1 – February 28 (29th in the event of a leap year)).
- 7.4 The Contractor shall provide monthly cost estimates of the next month's projected work by the 15th of each month. These estimates should be shown in both the contract year (March 1 – February 28 (February 29 in the event of a leap year) and Government fiscal year (October 1 – September 30), shown in months.
- 7.5 The Contractor shall notify the COTR within one work day when actual costs reach 75% of the committed funds for this task order.

8.0 Historical Work Load Data

Items used for a Special Event	S&H Day	Chili-Cookoff	Ballunar	Center Director's Event 2006
Tents	50	30	60	25
Tables	80	50	100	0

Chairs	165	40	125	0
Water coolers (10-gal. size)	4	6	18	4
Ice chests	2	2	1	1
Easels	25	0	50	0
Stage platform (owned by Public Affairs Office)	0	0	1	1
Buses	0	3	3	0
*Ropes & stanchions	Unknown	Unknown	Unknown	Unknown

Items purchased/rented for a Special Event	S&H Day	Chili-Cookoff	Ballunar	Center Director's Event 2006
Tents	0	0	0	0
Tables	0	0	0	190
Table covers	0	0	0	100
Chairs	0	0	0	1230
Bottled water (16 oz. size bottles) (24 bottles/case--issued by the case)	3 cases	7 cases	6 cases	2 cases
Bottled water (3 gal. bottles)	8 bottles	12 bottles	200 cases	45 bottles
Ice w/ice machine (40 lb. bags)	0	0	25 bags	0
Cups, paper; cone-shaped (250 cups per sleeve; 4 sleeves per box)	1 bx.	6 sleeves	2 bxs.	4 sleeves
Insect repellant (100 pkgs. per box)	0	0	15 bxs.	0
Suncreen (100 pkgs. per box)	0	0	20 bxs.	0
First Aid kits (small size)	0	0	12 ea.	0
First Aid kits (medium size)	0	0	5 ea.	0
Insect bite ointment	0	0	8	0
Box cutters	0	0	12 ea.	0
Bags, zip lock (1-quart size)	0	0	2 bxs.	0
Bags, zip lock (1-gallon size)	0	0	4 bxs.	0
Bags, zip lock (2-gallon size)	0	0	2 bxs.	0
Bandanas (neck coolers)	0	0	10 dz.	0
Sandbags, 14/28 poly w/ties, white	150 bags	75 bags	200 bags	60 bags

Sand (to fill bags to secure the tents)	2.5 yds.	1.5 yds.	5 yds.	1 yd.
Workhorses equipped w/strobelights	4	5	12	0
Golf carts, 6-seater w/headlights, seatbelts, horn, tail light	2	0	6	0
Golf carts, 2-seater w/headlights, seatbelts, horn, tail light	2	0	2	0
Portable comfort station w/sink, mirrors, and 100 ft. hose	0	0	0	1
Wash station w/soap & paper towels	0	0	0	1
Outside lighting/tent lighting	0	0	0	Est.. 12
Generator, quiet whisper (125kw)				3
Genie lifts	0	0	0	4
Cable ramps	0	0	0	10
Assorted cables	0	0	0	1
24-Channel dimmer/control	0	0	0	1
Tree, 8-in. w/bases	0	0	0	4
*Generator, 25 kv	1	1	2	0
*Generator, 60 kv	1	0	2	0
*Generator, 100 kv	1	0	2	0
*Barricades	Unknown	Unknown	75	0
*Porta-potty (male/female)				
Handicapped	0	2	4	2
*Porta-potty (male/female)				
Standard (6 male/6 female)	0	8	12	0

NOTE: This is an average count of each item used per event. Quantity may vary.

*This item is provided by Maintenance & Operations.

ORDER FOR SUPPLIES OR SERVICES

PAGE OF PAGES

1 of 2

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

1. DATE OF ORDER 2/4/09		2. CONTRACT NO. (if any) NNJ08JA01C		6. SHIP TO:		
3. ORDER NO. 2-2		4. REQUISITION/REF NO.		a. NAME OF COSIGNEE		
5. ISSUING OFFICE (Address correspondence to) NASA Lyndon B. Johnson Space Center/BJ3 Houston, TX 77058				b. STREET ADDRESS		
				c. CITY	d. STATE	e. ZIP CODE
7. TO:				f. SHIP VIA		
a. NAME OF CONTRACTOR L&M Technologies				8. TYPE OF ORDER:		
b. COMPANY NAME L&M Technologies				<input checked="" type="checkbox"/> a. PURCHASE REFERENCE YOUR: Proposal		<input type="checkbox"/> b. DELIVERY - Except for billing instructions on the reverse, this delivery order is subject to instructions contained on this side only of this form and is issued subject to the terms and conditions of the above-numbered contract.
c. STREET ADDRESS 4209 Balloon Park Road				Please furnish the following on the terms and conditions specified on both side of this order and on the attached sheet, if any, including delivery as indicated.		
d. CITY Albuquerque	e. STATE NM	f. ZIP CODE 87109				
9. ACCOUNTING AND APPROPRIATION DATA				10. REQUISITIONING OFFICE		
11. BUSINESS CLASSIFICATION: (Check appropriate boxes)						12. F.O.B. POINT
<input checked="" type="checkbox"/> a. SMALL <input type="checkbox"/> b. OTHER THAN SMALL <input type="checkbox"/> c. DISADVANTAGED <input type="checkbox"/> d. WOMEN-OWNED <input type="checkbox"/> e. HUBZone <input type="checkbox"/> f. EMERGING SMALL BUSINESS						Destination
13. PLACE OF		14. GOVERNMENT B/L NO.		15. DELIVER TO F.O.B. POINT ON OR BEFORE (Date)		16. DISCOUNT TERMS
a. INSPECTION	b. ACCEPTANCE					
17. SCHEDULE (See page 2 for Rejections)						
ITEM NO. a.	SUPPLIES OR SERVICES b.			QUANTITY ORDERED c.	UNIT d.	UNIT PRICE e.
1	Task Order No. 2-2 Title: 11.3 Special Events Support This is a modification to Task Order 2-1. Obligations are increased from \$15,920.33 by \$18,000 to \$33,920.33. See page 2 for recapitulation. This modification also reflects an extension to the Period of Performance from November 30, 2008 to February 28, 2009.			1		\$33,920.33
18. SHIPPING POINT		19. GROSS SHIPPING WEIGHT		20. INVOICE NO.		17h. TOTAL (Cont. pages)
21. MAIL INVOICE TO:						
a. NAME NASA Lyndon B. Johnson						
b. STREET ADDRESS (or P.O. Box) 2101 NASA Parkway - BJ3						17i. GRAND TOTAL
c. CITY Houston						
d. STATE TX						
e. ZIP CODE 77058						\$33,920.33
22. UNITED STATES OF AMERICA BY (Signature)				23. NAME OF CONTRACTING/ORDERING OFFICER		

TASK ORDER

1. TASK ORDER NUMBER/TITLE

TO 2-2, Special Events Support

2. TASK DESCRIPTION

To provide Supply, Furniture, Moving & Hauling and other Logistics support as required for NASA-JSC's special events (e.g., Open House/Ballunar Festival, Chili Cook-off, Safety and Total Health Day, Safety Spring Fair, holiday events, etc.), which involves coordination, set up, and tear down of items (e.g., canopies, chairs, tables, electrical hookups, portable toilets, trash receptacles) or services (grounds maintenance, purchasing, etc.).

3. PERIOD OF PERFORMANCE

The period of performance of this Task Order shall be March 1, 2008 through February 28, 2009. The time stated for completion is mandatory and shall include submittal of all deliverables stated in the Task Order.

4. DELIVERABLES REQUIRED

N/A

5. COST SUMMARY

The Contractor shall notify the COTR within one work day when actual costs reach 75% of the committed funds for this task order.

Not to Exceed \$33,920.33

6. RECAPITULATION

Contract IDIQ funding is increased from **\$15,920.33** by **\$18,000** to **\$33,920.33**

Contract IDIQ Funding Recapitalization	Estimated Cost	Award Fee	Total Cumulative Funding
Prior Cumulative Obligations:	(b) (4)		\$15,920.33
Obligated under Mod 006			\$15,000.00
Obligated under Mod 018			\$3,000.00
Revised Cumulative Obligations:			\$33,920.33

ORDER FOR SUPPLIES OR SERVICES

PAGE OF PAGES

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

1 of 1

1. DATE OF ORDER 4/23/08		2. CONTRACT NO. (If any) NNJ08JA01C		6. SHIP TO:	
3. ORDER NO. 3		4. REQUISITION/REF NO.		a. NAME OF COSIGNEE	
5. ISSUING OFFICE (Address correspondence to) NASA Lyndon B. Johnson Space Center/BJ3 Houston, TX 77058				b. STREET ADDRESS	
				c. CITY	d. STATE
				e. ZIP CODE	
7. TO:				f. SHIP VIA	
a. NAME OF CONTRACTOR				8. TYPE OF ORDER:	
b. COMPANY NAME L&M Technologies				<input checked="" type="checkbox"/> a. PURCHASE REFERENCE YOUR: Please furnish the following on the terms and conditions specified on both side of this order and on the attached sheet, if any, including delivery as indicated.	
c. STREET ADDRESS 4209 Balloon Park Road				<input type="checkbox"/> b. DELIVERY - Except for billing instructions on the reverse, this delivery order is subject to instructions contained on this side only of this form and is issued subject to the terms and conditions of the above-numbered contract.	
d. CITY Albuquerque		e. STATE NM		f. ZIP CODE 87109	
9. ACCOUNTING AND APPROPRIATION DATA				10. REQUISITIONING OFFICE	
11. BUSINESS CLASSIFICATION: (Check appropriate boxes)					12. F.O.B. POINT
<input checked="" type="checkbox"/> a. SMALL <input type="checkbox"/> b. OTHER THAN SMALL <input type="checkbox"/> c. DISADVANTAGED <input type="checkbox"/> d. WOMEN-OWNED <input type="checkbox"/> e. HUBZone <input type="checkbox"/> f. EMERGING SMALL BUSINESS <input type="checkbox"/> g. SERVICE-DISABLED VETERAN OWNED					Destination
13. PLACE OF		14. GOVERNMENT B/L NO.		15. DELIVER TO F.O.B. POINT ON OR BEFORE (Date)	
a. INSPECTION	b. ACCEPTANCE			16. DISCOUNT TERMS	

17. SCHEDULE (See page 2 for Rejections)

ITEM NO. a.	SUPPLIES OR SERVICES b.	QUANTITY ORDERED c.	UNIT d.	UNIT PRICE e.	AMOUNT f.	QUANTITY ACCEPTED g.
1	Task Order No. 3 Title: 11.1 Perform Moves	1		\$214,166.00	\$214,166.00	

SEE BILLING INSTRUCTIONS ON PAGE 2	18. SHIPPING POINT	19. GROSS SHIPPING WEIGHT	20. INVOICE NO.		17h. TOTAL (Cont. pages)
	21. MAIL INVOICE TO:				
	a. NAME NASA Lyndon B. Johnson				17i. GRAND TOTAL \$214,166.00
	b. STREET ADDRESS (or P.O. Box) 2101 NASA Parkway - BJ3				
c. CITY Houston	d. STATE TX	e. ZIP CODE 77058			

22. UNITED STATES OF AMERICA BY (Signature)	23. NAME OF CONTRACTING/ORDERING OFFICER Kelly R. Wilcutt 4/22/08
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11.0 Special Support Services
11.1 Perform Moves—Task Order
Moves Supporting Mission Operations Directorate Reorganization

Scope and Purpose: To provide Moving and Hauling and Furniture Group support for NASA's Mission Operations Directorate (MOD) reorganization. This involves movement of approximately 650 employee's office furnishings, as identified on the associated JF174, Intracenter Move Requests. The Contractor shall receive issue, relocate, connect, disconnect, store, and transport office furnishings as scheduled to ensure employees have a safe and functional workspace. In addition to office furnishings, moves may include, but not be limited to, boxes, computers, crates, equipment, trash cans, and racks.

Office furnishings shall consist of all types of contemporary, executive, modular and systems furniture. Examples are: acoustical panels, bookcases, carpet, chairs, desks, file cabinets, lockers, racks, shelving, supply cabinets, tables, task lights and window coverings. The majority of furniture at JSC is modular which requires assembly, connect, and disconnect activity. In this document, the terms furnishings and furniture are synonymous.

The average set up for a person at JSC includes a desk, computer table, wedge, overhead, bookcase, file cabinet, and 6-8 panels.

The Government shall provide office space and equipment to perform the work identified in this Task Order. The Contracting Officer/Contracting Officer's Technical Representative (CO/COTR) or designee shall provide layouts, the Move Requests (MR) and the move schedule.

1.0 General

- 1.1** Location of Services – The Contractor shall perform majority of the work, as outlined on the move request (MR) within buildings onsite at JSC, including the Sonny Carter Training Facility and Ellington Field. Other locations supported by the Contractor may include local off-site buildings, and other destinations within 50 miles of JSC.
- 1.2** Hours of Operation – Normal hours of operation are Monday through Friday, 7:30 a.m. to 4:00 p.m. Due to the workload and criticality of the schedule to support MOD's reorganization, there may be times when the Contractor shall provide services outside the normal hours of operation.

2 Personnel Requirements

- 2.1** Furniture Personnel - Furniture personnel shall have a thorough working knowledge of the safe assembly, disassembly, installation, and storage of office furnishings.
- 2.2** Transportation Personnel - Transportation moving and hauling personnel shall have working knowledge of vehicle and physical lifting safety. All forklift

operators shall be certified per the NASA JSC Operator Certification Program requirements.

3 Primary Duties

- 3.1 Issue Furniture** - The Contractor shall assemble, clean, and polish furniture to ensure it is serviceable and available for delivery prior to the scheduled delivery date. The Contractor shall update the inventory database on the same day the furniture is pulled from storage. The Contractor shall provide a key with any furniture item that has a lock and ensure a duplicate key is available in case of loss. A Government-provided key machine is available for making duplicate keys if required. All office furnishing issue requests are generated by the CO/COTR or designee.
- 3.2 Connect/Disconnect Furniture** - The Contractor shall connect/disconnect furniture at the customer's location on the scheduled date.
- 3.3 Deliveries, Moves, and Installations** - The Contractor shall pickup, deliver, relocate, disconnect, reconnect and/or return furniture items to and from the warehouse and customer locations per MR and the move schedule. The Contractor shall deliver, disconnect, relocate, reconnect, and/or return to the warehouse office furniture per the move schedule. To ensure same day service, the Contractor shall coordinate installation requirements with the Facilities Operations Support Services and other Contractors, as applicable.
- 3.4 Items not identified as Return to Warehouse** - The Contractor shall remove and return to the warehouse items not identified on the MR and not marked "return to warehouse" if the customer identifies the item as no longer required. The Contractor shall document the activity on the work order.
- 3.5 Receive Furniture Returned from Field** - The Contractor shall receive furniture returned from the field and segregate as useable, needing repair, or excess, and take appropriate action within 2 work days. The Contractor shall ensure furniture is stored safely and is available for issue. The Contractor shall update the furniture database on the same day the items are warehoused. Returned furniture from the field is identified as follows:
 - a. Usable: The Contractor shall warehouse usable furniture.
 - b. Needing Repair: The Contractor shall repair to usable condition and warehouse.
 - c. Excess: The Contractor shall prepare and submit appropriate documentation per NPR 4300.1, NASA Personal Property Disposal Procedures and Guidelines, for CO/COTR or designee approval.

4 Government Oversight

- 4.1 Technical Oversight by NASA Personnel** – Moves are to be accomplished per the move schedule; however, the possibility of unforeseen impacts/occurrences/revisions exists that may require the Contractor to rework and coordinate among various services.

- 4.2 When required, the CO/COTR or designee shall outline objectives, priorities, and deadlines and shall provide guidance for addressing problems that arise during routine, complex, or one-of-a-kind move situations.

5 Safety and Health

- 5.1 The Contractor shall perform tasks accurately, safely, and on-time. The Contractor shall perform tasks in a manner that ensures the protection of personnel, property, and environment. The Contractor shall develop and implement risk management techniques (including risk assessment) to be applied to hazards derived from analyses of activities and products for the purpose of eliminating or controlling hazards as specified in NASA policies and requirements for hazard reduction. The Contractor shall ensure work areas remain safe and clean at all times.

6 Metrics, Reports, and Data

- 6.1 The Contractor shall provide monthly customer feedback performance metrics associated with the MOD reorganization moves.
- 6.2 The Contractor shall provide MOD reorganization associated move completion confirmation daily and MOD reorganization associated move workload data monthly.
- 6.3 The Contractor shall provide monthly cost estimate of the next month's projected work by the 15th of each month. These estimates should be shown in both the contract year (March 1 – February 28 (February 29 in the event of a leap year) and Government fiscal year (October 1 – September 30), shown in months.
- 6.4 The Contractor shall notify the COTR within one work day when actual costs reach 75% of the committed funds for this task order.

7 Historical Workload Information

- 7.1 The following historical annual workload is based on FY07 personnel move activity, and is being provided for planning purposes only:

5.6 - Average number of furniture pieces per person moved
8.4 - Average number of boxes per person moved (or 4-5 crates)
2.6 - Average number of equipment items per person moved

ORDER FOR SUPPLIES OR SERVICES

PAGE OF PAGES

1 of 1

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

1. DATE OF ORDER 2/18/09		2. CONTRACT NO. (If any) NNJ08JA01C		6. SHIP TO:	
3. ORDER NO. 4		4. REQUISITION/REF NO.		a. NAME OF COSIGNEE	
5. ISSUING OFFICE (Address correspondence to) NASA Lyndon B. Johnson Space Center/BJ3 Houston, TX 77058				b. STREET ADDRESS	
7. TO:				c. CITY	d. STATE
a. NAME OF CONTRACTOR L&M Technologies				e. ZIP CODE	
b. COMPANY NAME L&M Technologies				f. SHIP VIA	
c. STREET ADDRESS 4209 Balloon Park Road				8. TYPE OF ORDER:	
d. CITY Albuquerque				<input checked="" type="checkbox"/> a. PURCHASE REFERENCE YOUR: Proposal Please furnish the following on the terms and conditions specified on both side of this order and on the attached sheet, if any, including delivery as indicated.	
e. STATE NM				<input type="checkbox"/> b. DELIVERY - Except for billing instructions on the reverse, this delivery order is subject to instructions contained on this side only of this form and is issued subject to the terms and conditions of the above-numbered contract.	
f. ZIP CODE 87109					
9. ACCOUNTING AND APPROPRIATION DATA				10. REQUISITIONING OFFICE	

11. BUSINESS CLASSIFICATION: (Check appropriate boxes)				12. F.O.B. POINT	
<input checked="" type="checkbox"/> a. SMALL	<input type="checkbox"/> b. OTHER THAN SMALL	<input type="checkbox"/> c. DISADVANTAGED	9. SERVICE-DISABLED VETERAN OWNED		
<input type="checkbox"/> d. WOMEN-OWNED	<input type="checkbox"/> e. HUBZone	<input type="checkbox"/> f. EMERGING SMALL BUSINESS	Destination		
13. PLACE OF		14. GOVERNMENT B/L NO.		15. DELIVER TO F.O.B. POINT ON OR BEFORE (Date)	
a. INSPECTION	b. ACCEPTANCE			16. DISCOUNT TERMS	

17. SCHEDULE (See page 2 for Rejections)

ITEM NO. a.	SUPPLIES OR SERVICES b.	QUANTITY ORDERED c.	UNIT d.	UNIT PRICE e.	AMOUNT f.	QUANTITY ACCEPTED g.
1	TASK ORDER No. TO4 Title: General Personnel Moves The Contractor shall provide all resources necessary to complete the work identified in the attached Task Order.	1		\$337,925.25	\$337,925.25	

18. SHIPPING POINT		19. GROSS SHIPPING WEIGHT		20. INVOICE NO.	
21. MAIL INVOICE TO:					
a. NAME NASA Lyndon B. Johnson					
b. STREET ADDRESS (or P.O. Box) 2101 NASA Parkway - BJ3					
c. CITY Houston					
d. STATE TX		e. ZIP CODE 77058			
22. UNITED STATES OF AMERICA BY (Signature)				23. NAME OF CONTRACTING/ORDERING OFFICER Kelly L. Rubio	

17h.
TOTAL
(Cont.
pages)

17i.
GRAND
TOTAL

\$337,925.25

TASK ORDER

SECTION 1 – STATEMENT OF WORK

1. TASK ORDER NUMBER - TITLE

TO4 – General Personnel Moves

2. TASK DESCRIPTION

To provide Moving and Hauling and Furniture Group support to Johnson Space Center (JSC) moves as identified on the JF174, Intracenter Move Request. The Contractor shall receive issue, relocate, connect, disconnect, store, and transport office furnishings as scheduled to ensure employees have a safe and functional workspace. In addition to office furnishings, moves may include, but not be limited to, boxes, computers, crates, equipment, trash cans, and racks.

Office furnishings shall consist of all types of contemporary, executive, modular and systems furniture. Examples are: acoustical panels, bookcases, carpet, chairs, desks, file cabinets, lockers, racks, shelving, supply cabinets, tables, task lights and window coverings. The majority of furniture at JSC is modular which requires assembly, connect, and disconnect activity. In this document, the terms furnishings and furniture are synonymous.

The average set up for a person at JSC includes a desk, computer table, wedge, overhead, bookcase, file cabinet, and 6-8 panels.

The Government shall provide office space and equipment to perform the work identified in this Task Order. The Contracting Officer/Contracting Officer's Technical Representative (CO/COTR) or designee shall provide layouts, the Move Requests (MR) and the move schedule.

3. PERIOD OF PERFORMANCE

The period of performance of this Task Order shall be through March 1, 2008 through February 28, 2009. The time stated for completion is mandatory and shall include submittal of all deliverables stated in the Task Order.

4. DELIVERABLES REQUIRED

N/A

5. COST SUMMARY

Not to Exceed \$337,925.25.

ORDER FOR SUPPLIES OR SERVICES

PAGE OF PAGES

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

1 of 1

1. DATE OF ORDER 6/13/08		2. CONTRACT NO. (If any) NNJ08JA01C		6. SHIP TO:	
3. ORDER NO. 5		4. REQUISITION/REF NO.		a. NAME OF COSIGNEE	
5. ISSUING OFFICE (Address correspondence to) NASA Lyndon B. Johnson Space Center/BJ3 Houston, TX 77058				b. STREET ADDRESS	
7. TO:				c. CITY	d. STATE
a. NAME OF CONTRACTOR				e. ZIP CODE	
b. COMPANY NAME L&M Technologies				f. SHIP VIA	
c. STREET ADDRESS 4209 Balloon Park Road				8. TYPE OF ORDER:	
d. CITY Albuquerque				<input checked="" type="checkbox"/> a. PURCHASE REFERENCE YOUR: Please furnish the following on the terms and conditions specified on both side of this order and on the attached sheet, if any, including delivery as indicated.	
e. STATE NM				<input type="checkbox"/> b. DELIVERY - Except for billing instructions on the reverse, this delivery order is subject to instructions contained on this side only of this form and is issued subject to the terms and conditions of the above-numbered contract.	
f. ZIP CODE 87109					
9. ACCOUNTING AND APPROPRIATION DATA				10. REQUISITIONING OFFICE	
11. BUSINESS CLASSIFICATION: (Check appropriate boxes)					
<input checked="" type="checkbox"/> a. SMALL <input type="checkbox"/> b. OTHER THAN SMALL <input type="checkbox"/> c. DISADVANTAGED <input type="checkbox"/> 9. SERVICE-DISABLED VETERAN OWNED <input type="checkbox"/> d. WOMEN-OWNED <input type="checkbox"/> e. HUBZone <input type="checkbox"/> f. EMERGING SMALL BUSINESS					
12. F.O.B. POINT Destination					
13. PLACE OF		14. GOVERNMENT B/L NO.		15. DELIVER TO F.O.B. POINT ON OR BEFORE (Date)	
a. INSPECTION	b. ACCEPTANCE			16. DISCOUNT TERMS	

17. SCHEDULE (See page 2 for Rejections)

ITEM NO. a.	SUPPLIES OR SERVICES b.	QUANTITY ORDERED c.	UNIT d.	UNIT PRICE e.	AMOUNT f.	QUANTITY ACCEPTED g.
1	Task Order No. 5 Title: 11.4 Hurricane/Severe Weather Plan Support	1		\$52,303.54	\$52,303.54	

SEE BILLING INSTRUCTIONS ON PAGE 2	18. SHIPPING POINT	19. GROSS SHIPPING WEIGHT	20. INVOICE NO.	17h. TOTAL (Cont. pages)
	21. MAIL INVOICE TO:			
	a. NAME NASA Lyndon B. Johnson			17i. GRAND TOTAL \$52,303.54
	b. STREET ADDRESS (or P.O. Box) 2101 NASA Parkway - BJ3			
c. CITY Houston	d. STATE TX	e. ZIP CODE 77058		
22. UNITED STATES OF AMERICA BY (Signature)			23. NAME OF CONTRACTING/ORDERING OFFICER	

11.0 Special Support Services

11.4 Hurricane/Severe Weather Plan Support - Task Order #5

Scope and Purpose: The Contractor shall provide hurricane/severe weather services in support of Logistics Operations for the Center.

1.0 General

- 1.1** Prepare for and Provide Hurricane/Severe Weather Support – The Contractor shall complete preparations and accomplish tasks identified in the current Logistics Division Hurricane/Severe Weather and Shelter Plan. The Contractor shall actively participate in Center meetings/briefings related to impending hurricanes or severe weather activities, as applicable.
- 1.2** Hours of Operation – Normal Hours of operation are from 7:30 a.m. to 4:00 p.m., Monday through Friday. There will be times when the Contractor shall provide support outside the normal hours of operation.
- 1.3** The Contractor shall only receive tasks directly from the Contracting Officer/Contracting Officer's Technical Representative (CO/COTR) or designee. No duties will be performed without authorization to proceed from the CO/COTR or designee.
- 1.4** The Period of Performance for this task order is extended from September 30, 2008 through November 30, 2008.

2.0 Safety and Health

2.1 The Contractor shall perform tasks accurately, safely, and on-time. Task shall be performed in a manner which ensures the protection of personnel, property, and environment. The Contractor shall develop and implement risk management techniques (including risk assessment) to be applied to hazards derived from analyses of activities and products for the purpose of eliminating or controlling hazards as specified in NASA policies and requirements for hazard reduction. Continued use of the current mission and equipment operation checklists will be considered a component of an acceptable risk management strategy.

3.0 Qualifications

3.1 The Contractor shall ensure that all personnel utilized in the performance of this task order meet all qualifications associated with the position, including Hurricane Rideout Team members. These may include medical certifications, physicals, and required vaccinations, National Incident Management System (NIMS) training, and other training. Specific requirements can be obtained from the Logistics Division Emergency Preparedness Representative, the JSC Office of Emergency Management, or the Hurricane Plan Manager.

4.0 Evaluation Criteria

4.1 The Contractor's performance of work contained in this task order will be evaluated for accuracy and timeliness in completion of the tasks outlined in the Logistics Division Hurricane/Severe Weather and Shelter Plan.

5.0 Deliverables

- 5.1** The Contractor shall submit a lessons learned document to the CO/COTR within 30 days after completion of activities performed on this task order in support of JSC Hurricane Preparedness.
- 5.2** The Contractor shall provide actual costs associated with task order within 30 days after completion of activities performed on this task order in support of JSC Hurricane Preparedness.

ORDER FOR SUPPLIES OR SERVICES

PAGE OF PAGES

1 of 1

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

1. DATE OF ORDER 10/2/08		2. CONTRACT NO. (If any) NNJ08JA01C		6. SHIP TO:	
3. ORDER NO. 5-1		4. REQUISITION/REF NO.		a. NAME OF COSIGNEE	
5. ISSUING OFFICE (Address correspondence to) NASA Lyndon B. Johnson Space Center/BJ3 Houston, TX 77058				b. STREET ADDRESS	
7. TO:		f. SHIP VIA		c. CITY	
a. NAME OF CONTRACTOR L&M Technologies		b. COMPANY NAME L&M Technologies		d. STATE	
c. STREET ADDRESS 4209 Balloon Park Road		d. CITY Albuquerque		e. ZIP CODE	
e. STATE NM		f. ZIP CODE 87109		8. TYPE OF ORDER:	
9. ACCOUNTING AND APPROPRIATION DATA		10. REQUISITIONING OFFICE		<input checked="" type="checkbox"/> a. PURCHASE REFERENCE YOUR: Proposal Please furnish the following on the terms and conditions specified on both side of this order and on the attached sheet, if any, including delivery as indicated.	
11. BUSINESS CLASSIFICATION: (Check appropriate boxes)		12. F.O.B. POINT		<input type="checkbox"/> b. DELIVERY - Except for billing instructions on the reverse, this delivery order is subject to instructions contained on this side only of this form and is issued subject to the terms and conditions of the above-numbered contract.	
<input checked="" type="checkbox"/> a. SMALL <input type="checkbox"/> d. WOMEN-OWNED		<input type="checkbox"/> b. OTHER THAN SMALL <input type="checkbox"/> e. HUBZone		<input type="checkbox"/> c. DISADVANTAGED <input type="checkbox"/> f. EMERGING SMALL BUSINESS	
13. PLACE OF		14. GOVERNMENT B/L NO.		15. DELIVER TO F.O.B. POINT ON OR BEFORE (Date)	
a. INSPECTION		b. ACCEPTANCE		16. DISCOUNT TERMS	

17. SCHEDULE (See page 2 for Rejections)

ITEM NO. a.	SUPPLIES OR SERVICES b.	QUANTITY ORDERED c.	UNIT d.	UNIT PRICE e.	AMOUNT f.	QUANTITY ACCEPTED g.
1	Task Order No. 5 Title: 11.4 Hurricane/Severe Weather Plan Support This change order reflects an extension of the Period of Performance from September 30, 2008 to November 30, 2008. No additional costs are associated with this extension.	1		\$52,303.54	\$52,303.54	

SEE BILLING INSTRUCTIONS ON PAGE 2	18. SHIPPING POINT	19. GROSS SHIPPING WEIGHT	20. INVOICE NO.	17h. TOTAL (Cont. pages)
	21. MAIL INVOICE TO:			
	a. NAME NASA Lyndon B. Johnson			
	b. STREET ADDRESS (or P.O. Box) 2101 NASA Parkway - BJ3			
	c. CITY Houston	d. STATE TX	e. ZIP CODE 77058	17i. GRAND TOTAL \$52,303.54

22. UNITED STATES OF AMERICA BY (Signature)  10/2/08

23. NAME OF CONTRACTING/ORDERING OFFICER 

Attachment B - MODEL TASK ORDER

SECTION 1 – STATEMENT OF WORK

1. TASK ORDER NUMBER/TITLE

11.4 Hurricane/Severe Weather Plan Support FY2008

2. TASK DESCRIPTION

Prepare for and Provide Hurricane/Severe Weather Support – The Contractor shall complete preparations and accomplish tasks identified in the current Logistics Division Hurricane/Severe Weather and Shelter Plan. The Contractor shall actively participate in Center meetings/briefings related to impending hurricanes or severe weather activities, as applicable.

3. PERIOD OF PERFORMANCE

The period of performance of this Task Order is extended from September 30, 2008 through November 30, 2008. The time stated for completion is mandatory and shall include submittal of all deliverables stated in the Task Order.

4. DELIVERABLES REQUIRED

The Contractor shall submit a lessons learned document to the CO/COTR within 30 days after completion of activities performed on this task order in support of JSC Hurricane Preparedness.

The Contractor shall provide actual costs associated with task order within 30 days after completion of activities performed on this task order in support of JSC Hurricane Preparedness.

5. SPECIAL REQUIREMENTS

Follow regulations located in the Logistics Division Hurricane/Severe Weather and Shelter Plan. (JSC-05900, App 2, LD SOP, Revision U)

11.0 Special Support Services

11.4 Hurricane/Severe Weather Plan Support - Task Order #5

Scope and Purpose: The Contractor shall provide hurricane/severe weather services in support of Logistics Operations for the Center.

1.0 General

- 1.1** Prepare for and Provide Hurricane/Severe Weather Support – The Contractor shall complete preparations and accomplish tasks identified in the current Logistics Division Hurricane/Severe Weather and Shelter Plan. The Contractor shall actively participate in Center meetings/briefings related to impending hurricanes or severe weather activities, as applicable.
- 1.2** Hours of Operation – Normal Hours of operation are from 7:30 a.m. to 4:00 p.m., Monday through Friday. There will be times when the Contractor shall provide support outside the normal hours of operation.
- 1.3** The Contractor shall only receive tasks directly from the Contracting Officer/Contracting Officer's Technical Representative (CO/COTR) or designee. No duties will be performed without authorization to proceed from the CO/COTR or designee.
- 1.4** The Period of Performance for this task order is extended from September 30, 2008 through November 30, 2008.

2.0 Safety and Health

2.1 The Contractor shall perform tasks accurately, safely, and on-time. Task shall be performed in a manner which ensures the protection of personnel, property, and environment. The Contractor shall develop and implement risk management techniques (including risk assessment) to be applied to hazards derived from analyses of activities and products for the purpose of eliminating or controlling hazards as specified in NASA policies and requirements for hazard reduction. Continued use of the current mission and equipment operation checklists will be considered a component of an acceptable risk management strategy.

3.0 Qualifications

3.1 The Contractor shall ensure that all personnel utilized in the performance of this task order meet all qualifications associated with the position, including Hurricane Rideout Team members. These may include medical certifications, physicals, and required vaccinations, National Incident Management System (NIMS) training, and other training. Specific requirements can be obtained from the Logistics Division Emergency Preparedness Representative, the JSC Office of Emergency Management, or the Hurricane Plan Manager.

4.0 Evaluation Criteria

4.1 The Contractor's performance of work contained in this task order will be evaluated for accuracy and timeliness in completion of the tasks outlined in the Logistics Division Hurricane/Severe Weather and Shelter Plan.

5.0 Deliverables

- 5.1** The Contractor shall submit a lessons learned document to the CO/COTR within 30 days after completion of activities performed on this task order in support of JSC Hurricane Preparedness.
- 5.2** The Contractor shall provide actual costs associated with task order within 30 days after completion of activities performed on this task order in support of JSC Hurricane Preparedness.

ORDER FOR SUPPLIES OR SERVICES

PAGE OF PAGES

1 of 1

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

1. DATE OF ORDER 7/11/08		2. CONTRACT NO. (If any) NNJ08JA01C		6. SHIP TO:	
3. ORDER NO. 6		4. REQUISITION/REF NO.		a. NAME OF COSIGNEE	
5. ISSUING OFFICE (Address correspondence to) NASA Lyndon B. Johnson Space Center/BJ3 Houston, TX 77058				b. STREET ADDRESS	
7. TO:		f. SHIP VIA		c. CITY	
a. NAME OF CONTRACTOR				d. STATE	
b. COMPANY NAME L&M Technologies				e. ZIP CODE	
c. STREET ADDRESS 4209 Balloon Park Road				8. TYPE OF ORDER:	
d. CITY Albuquerque		e. STATE NM		f. ZIP CODE 87109	
9. ACCOUNTING AND APPROPRIATION DATA		10. REQUISITIONING OFFICE		<input checked="" type="checkbox"/> a. PURCHASE REFERENCE YOUR: Please furnish the following on the terms and conditions specified on both side of this order and on the attached sheet, if any, including delivery as indicated.	
11. BUSINESS CLASSIFICATION: (Check appropriate boxes)		12. F.O.B. POINT		<input type="checkbox"/> b. DELIVERY - Except for billing instructions on the reverse, this delivery order is subject to instructions contained on this side only of this form and is issued subject to the terms and conditions of the above-numbered contract.	
<input checked="" type="checkbox"/> a. SMALL <input type="checkbox"/> d. WOMEN-OWNED		<input type="checkbox"/> b. OTHER THAN SMALL <input type="checkbox"/> e. HUBZone		<input type="checkbox"/> c. DISADVANTAGED <input type="checkbox"/> f. EMERGING SMALL BUSINESS	
13. PLACE OF		14. GOVERNMENT B/L NO.		15. DELIVER TO F.O.B. POINT ON OR BEFORE (Date)	
a. INSPECTION		b. ACCEPTANCE		16. DISCOUNT TERMS	

17. SCHEDULE (See page 2 for Rejections)

ITEM NO. a.	SUPPLIES OR SERVICES b.	QUANTITY ORDERED c.	UNIT d.	UNIT PRICE e.	AMOUNT f.	QUANTITY ACCEPTED g.
1	Task Order No. 6 Title: 11.0 Special Support Services - Scanner Programming Support	1		\$228.76	\$228.76	

SEE BILLING INSTRUCTIONS ON PAGE 2	18. SHIPPING POINT		19. GROSS SHIPPING WEIGHT		20. INVOICE NO.	
	21. MAIL INVOICE TO:					
	a. NAME NASA Lyndon B. Johnson					
	b. STREET ADDRESS (or P.O. Box) 2101 NASA Parkway - BJ3					
c. CITY Houston		d. STATE TX	e. ZIP CODE 77058		17h. TOTAL (Cont. pages) 17i. GRAND TOTAL \$228.76	
22. UNITED STATES OF AMERICA BY (Signature)						23. NAME OF CONTRACTING/ORDERING OFFICER

11.0 Scanner Programming Support

Task Order 6 - Equipment Scanner Programming Support to White Sands Test Facility (WSTF) —Task Order

Scope and Purpose: The Contractor shall provide scanner programming support for the White Sands Test Facility (WSTF) equipment bar code scanners.

1.0 General

- 1.1** The Contractor shall reprogram WSTF equipment bar code scanners using the identical software used to reprogram the JSC equipment bar code scanners. Upon completion, these scanners should capture the same field categories as the JSC equipment bar code scanners for use in the SAP system.
- 1.2** Hours of Operation – Normal Hours of operation are from 7:30 a.m. to 4:00 p.m., Monday through Friday.
- 1.3** The Contractor shall only receive tasks directly from the Contracting Officer/Contracting Officer's Technical Representative (CO/COTR) or designee. No duties will be performed without authorization to proceed from the CO/COTR or designee.
- 1.4** This should be a one-time effort once the scanners are fully functional and usable for WSTF property personnel. There are a total of four scanners to be programmed. The scanners are currently at JSC.

1.5 The Contractor shall identify in writing to WSTF property personnel the software and programming steps performed so IT representatives at WSTF can perform any future maintenance on these scanners.

1.6 The Period of Performance for this task order is June 1, 2008 through September 30, 2008.

2.0 Safety and Health

2.1 The Contractor shall perform tasks accurately, safely, and on-time. Task shall be performed in a manner which ensures the protection of personnel, property, and environment. The Contractor shall develop and implement risk management techniques (including risk assessment) to be applied to hazards derived from analyses of activities and products for the purpose of eliminating or controlling hazards as specified in NASA policies and requirements for hazard reduction. Continued use of the current mission and equipment operation checklists will be considered a component of an acceptable risk management strategy.

3.0 Evaluation Criteria

3.1 The Contractor's performance of work contained in this task order will be evaluated for accuracy and timeliness in completion of the tasks.

3.2 The JSC Equipment Manager will test the scanners to verify accurate completion of the programming effort.

4.0 Deliverables

4.1 The Contractor shall submit all documentation developed during the performance of this task order to the CO/COTR within 30 days after

completion of the scanner reprogramming. This documentation should include all programming steps and information, as well as any software tools used in this programming effort. This information is necessary in the event WSTF personnel are required to perform maintenance and repair of their scanners.

- 4.2** The Contractor shall provide actual costs associated with task order within 30 days after completion of the scanner reprogramming.

ORDER FOR SUPPLIES OR SERVICES

PAGE OF PAGES

1 of 1

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

1. DATE OF ORDER 12/30/08		2. CONTRACT NO. (If any) NNJ08JA01C		6. SHIP TO:	
3. ORDER NO. 7		4. REQUISITION/REF NO.		a. NAME OF COSIGNEE	
5. ISSUING OFFICE (Address correspondence to) NASA Lyndon B. Johnson Space Center/BJ3 Houston, TX 77058				b. STREET ADDRESS	
7. TO:				c. CITY	d. STATE
a. NAME OF CONTRACTOR L&M Technologies				e. ZIP CODE	
b. COMPANY NAME L&M Technologies				f. SHIP VIA	
c. STREET ADDRESS 4209 Balloon Park Road				8. TYPE OF ORDER:	
d. CITY Albuquerque				<input checked="" type="checkbox"/> a. PURCHASE REFERENCE YOUR: <u>proposal</u> Please furnish the following on the terms and conditions specified on both side of this order and on the attached sheet, if any, including delivery as indicated.	
e. STATE NM				<input type="checkbox"/> b. DELIVERY - Except for billing instructions on the reverse, this delivery order is subject to instructions contained on this side only of this form and is issued subject to the terms and conditions of the above-numbered contract.	
f. ZIP CODE 87109					
9. ACCOUNTING AND APPROPRIATION DATA				10. REQUISITIONING OFFICE	

11. BUSINESS CLASSIFICATION: (Check appropriate boxes)						12. F.O.B. POINT	
<input checked="" type="checkbox"/> a. SMALL	<input type="checkbox"/> b. OTHER THAN SMALL	<input type="checkbox"/> c. DISADVANTAGED	<input type="checkbox"/> g. SERVICE-DISABLED VETERAN OWNED	Destination			
<input type="checkbox"/> d. WOMEN-OWNED	<input type="checkbox"/> e. HUBZone	<input type="checkbox"/> f. EMERGING SMALL BUSINESS					
13. PLACE OF		14. GOVERNMENT B/L NO.		15. DELIVER TO F.O.B. POINT ON OR BEFORE (Date)		16. DISCOUNT TERMS	
a. INSPECTION	b. ACCEPTANCE						

17. SCHEDULE (See page 2 for Rejections)

ITEM NO. a.	SUPPLIES OR SERVICES b.	QUANTITY ORDERED c.	UNIT d.	UNIT PRICE e.	AMOUNT f.	QUANTITY ACCEPTED g.
1	Task Order No. 7 Title: Space Shuttle Disposal The Contractor shall provide all resources necessary to complete the work identified in the attached Task Order.	1		\$733,746.14	\$733,746.14	

SEE BILLING INSTRUCTIONS ON PAGE 2	18. SHIPPING POINT		19. GROSS SHIPPING WEIGHT		20. INVOICE NO.		17h. TOTAL (Cont. pages)
	21. MAIL INVOICE TO:						
	a. NAME NASA Lyndon B. Johnson						17i. GRAND TOTAL \$733,746.14
	b. STREET ADDRESS (or P.O. Box) 2101 NASA Parkway - BJ3						
	c. CITY Houston		d. STATE TX	e. ZIP CODE 77058			

22. UNITED STATES OF AMERICA BY (Signature)	23. NAME OF CONTRACTING/ORDERING OFFICER Kelly L. Rubio 12/30/08
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TASK ORDER

1. TASK ORDER NUMBER/TITLE

TO 7 Space Shuttle Disposal

2. TASK DESCRIPTION

The Contractor shall provide Space Shuttle property disposition services in support of Logistics Operations for the Center. For the purpose of this task order, all property being excessed by United Space Alliance (USA) will be classified as Shuttle closeout. All property being excessed by Engineering Bondrooms, as part of their cleanup, during this task order period will be classified as Shuttle closeout.

The Contractor shall support the Space Shuttle close-out activities as the Space Shuttle fleet is scheduled to be de-commissioned in Fiscal Year 2010. These close-out activities will result in a high volume of property and equipment identified for excess and disposal. The Contractor shall process disposal documentation, archival documentation, warehouse receipts, artifacts, the wiping of computers, requests for excess Government/Federal property, GSA sales, screener access, scrap metal disposition, donations, and perform physical inventory to ensure proper disposition of Government property. The Contractor shall utilize DSPL for the purpose of accounting for and tracking all disposal activities from initial receipt to final disposition in accordance with NPR 4300.1, NASA Personal Property Disposal Procedures and Guidelines. The Contractor shall ensure all NASA identifying markings are removed from Government property prior to final disposition.

3. PERIOD OF PERFORMANCE

The period of performance of this Task Order shall be December 1, 2008 through September 30, 2009. The time stated for completion is mandatory and shall include submittal of all deliverables stated in the Task Order.

4. DELIVERABLES REQUIRED

N/A

5. COST SUMMARY

The Contractor shall notify the COTR within one work day when actual costs reach 75% of the committed funds for this task order.

Not to Exceed \$733,746.14

PAGE	OF	PAGES
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IMPORTANT: Mark all packages and papers with contract and/or order numbers.

1 of 1

1. DATE OF ORDER 7/11/08		2. CONTRACT NO. (If any) NNJ08JA01C		6. SHIP TO:			
3. ORDER NO. 8		4. REQUISITION/REF NO.		a. NAME OF COSIGNEE			
5. ISSUING OFFICE (Address correspondence to) NASA Lyndon B. Johnson Space Center/BJ3 Houston, TX 77058				b. STREET ADDRESS			
7. TO:		c. CITY		d. STATE	e. ZIP CODE		
a. NAME OF CONTRACTOR		f. SHIP VIA		8. TYPE OF ORDER:			
b. COMPANY NAME L&M Technologies		<input checked="" type="checkbox"/> a. PURCHASE REFERENCE YOUR: Please furnish the following on the terms and conditions specified on both side of this order and on the attached sheet, if any, including delivery as indicated.		<input type="checkbox"/> b. DELIVERY - Except for billing instructions on the reverse, this delivery order is subject to instructions contained on this side only of this form and is issued subject to the terms and conditions of the above-numbered contract.			
c. STREET ADDRESS 4209 Balloon Park Road		d. CITY Albuquerque		e. STATE NM	f. ZIP CODE 87109		
9. ACCOUNTING AND APPROPRIATION DATA		10. REQUISITIONING OFFICE					
11. BUSINESS CLASSIFICATION: (Check appropriate boxes) <input checked="" type="checkbox"/> a. SMALL <input type="checkbox"/> b. OTHER THAN SMALL <input type="checkbox"/> c. DISADVANTAGED <input type="checkbox"/> 9. SERVICE-DISABLED VETERAN OWNED <input type="checkbox"/> d. WOMEN-OWNED <input type="checkbox"/> e. HUBZone <input type="checkbox"/> f. EMERGING SMALL BUSINESS					12. F.O.B. POINT Destination		
13. PLACE OF a. INSPECTION b. ACCEPTANCE		14. GOVERNMENT B/L NO.		15. DELIVER TO F.O.B. POINT ON OR BEFORE (Date)			
				16. DISCOUNT TERMS			
17. SCHEDULE (See page 2 for Rejections)							
ITEM NO. a.	SUPPLIES OR SERVICES b.		QUANTITY ORDERED c.	UNIT d.	UNIT PRICE e.	AMOUNT f.	QUANTITY ACCEPTED g.
1	Task Order No. 8 Title: 11.0 Special Support Services - Shuttle Bus Driver Support		1		\$21,592.96	\$21,592.96	
SEE BILLING INSTRUCTIONS ON PAGE 2		18. SHIPPING POINT		19. GROSS SHIPPING WEIGHT		20. INVOICE NO.	
		21. MAIL INVOICE TO:					
		a. NAME NASA Lyndon B. Johnson					
		b. STREET ADDRESS (or P.O. Box) 2101 NASA Parkway - BJ3					
		c. CITY Houston		d. STATE TX	e. ZIP CODE 77058		17h. TOTAL (Cont. pages) 17i. GRAND TOTAL \$21,592.96
22. UNITED STATES OF AMERICA BY (Signature)			23. NAME OF CONTRACTING/ORDERING OFFICER				

11.0 Special Support Services

Task Order #8 - Supply Shuttle Bus Drivers

Scope and Purpose: To provide drivers for a 60 day JSC Shuttle Bus Pilot Study. The Pilot Study will be a 1-vehicle shuttle bus service between various JSC buildings as well as nearby Contractor facilities.

1 General

- 1.1** Location of Services – The Contractor shall provide drivers to operate a shuttle bus service between buildings onsite at JSC and near by Contractor facilities. The bus route and schedule will be provided by the Government.
- 1.2** Hours of Operation – Normal hours of operation for this shuttle bus service are Monday through Friday, **6:50 a.m. to 5:50 p.m.**
NOTE: This is a deviation from the normal base hours of operation.
- 1.3** When approved by the CO/COTR or designee, and dependent on the workload and criticality of the work schedule, there will be times when the Contractor shall provide services outside the normal hours of operation.

2. Personnel Requirements

- 2.1** Driver Personnel – Drivers operating this Shuttle Bus Service shall possess a commercial driver's license with the appropriate passenger endorsement(s), and be proficient in operation of the vehicle being utilized on the Shuttle Bus Route.

3. Primary Duties

- 3.1** Provide Drivers - To provide drivers for a 60 day JSC Shuttle Bus Pilot Study. The Contractor shall provide drivers to operate a 1-vehicle shuttle bus service between various JSC buildings as well as nearby Contractor facilities.
- 3.2** The drivers will operate a Government furnished 20 passenger bus or 12 passenger van along a Government provided route. The route will be repeated on an hourly basis.
- 3.3** The driver shall perform a visual verification that an employee poses a NASA badge prior to letting them on the bus. This is a cursory verification only, and not meant to replace inspection by a JSC Security Officer. With the exception of employees disembarking at Building 110, no persons without a badge should be allowed onto the bus.

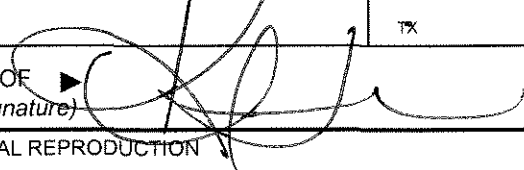
- 3.4** The Contractor shall develop and maintain a daily vehicle inspection report. The drivers shall perform both a pre and post route vehicle inspection daily. This should be a visual inspection to ensure that all driver and passenger safety features are operational, as well as general vehicle readiness. Results from these inspections will be recorded and delivered to the Government at the end of the 60 day Study period.
- 3.5** The Contractor shall ensure that the buses are clean both inside and out and ready for daily use. Drivers shall also check the interior of the vehicle at the end of the day for any lost items.
- 3.6** The Contractor shall ensure that all vehicle refueling is performed either before the service is scheduled to begin or upon completion of the day's schedule. No vehicle refueling will be performed with riders on board unless absolutely necessary.

4. Safety and Health

- 4.1** The Contractor shall perform tasks accurately, safely, and on-time. The Contractor shall perform tasks in a manner that ensures the protection of personnel, property, and environment. The Contractor shall develop and implement risk management techniques (including risk assessment) to be applied to hazards derived from analyses of activities and products for the purpose of eliminating or controlling hazards as specified in NASA policies and requirements for hazard reduction. The Contractor shall ensure work areas remain safe and clean at all times.

5. Metrics, Reports, and Data Deliverables

- 5.1** The Contractor shall record the following information, and provide to the Government upon completion of the 60 day Study Period:
 - 1) Number of people picked up/dropped off at each stop - hourly.
 - 2) Record Daily mileage.
 - 3) Record fuel usage.
 - 4) Capture any other costs directly associated with the performance of this Task Order.
 - 5) Daily vehicle inspection reports.
- 5.2** The Contractor shall notify the COTR within one work day when actual costs reach 75% of the committed funds for this task order.

ORDER FOR SUPPLIES OR SERVICES						PAGE 1	OF 1	PAGES
IMPORTANT: Mark all packages and papers with contract and/or order numbers.								
1. DATE OF ORDER See Block 22		2. CONTRACT NO. (if any) NNJ08JA01C		6. SHIP TO:				
3. ORDER NO. 8 Rev. 1		4. REQUISITION/REFERENCE NO.		a. NAME OF CONSIGNEE				
5. ISSUING OFFICE (Address correspondence to) NASA Johnson Space Center 2101 NASA Pkwy, Houston, TX 77058-3696 Attn: Mandy Kuehn/BJ5				b. STREET ADDRESS				
				c. CITY		d. STATE	e. ZIP CODE	
				f. SHIP VIA				
7. TO:				8. TYPE OF ORDER				
a. NAME OF CONTRACTOR Katrina Parrott				[X] a. PURCHASE REF YOUR: Proposal Please furnish the following on the terms and conditions specified on both sides of this order and on the attached sheet, if any, including delivery as indicated.		[] b. DELIVERY -- Except for billing instructions on the reverse, this delivery order is subject to instructions contained on this side only of this form and is issued subject to the terms and conditions of the above-numbered contract.		
b. COMPANY NAME L&M Technologies								
c. STREET ADDRESS 4209 Balloon Park Road								
d. CITY Albuquerque		e. STATE NM	f. ZIP CODE 87109					
9. ACCOUNTING AND APPROPRIATION DATA				10. REQUISITIONING OFFICE				
11. BUSINESS CLASSIFICATION (Check appropriate box(es))							12. F.O.B. POINT	
<input checked="" type="checkbox"/> a. SMALL <input type="checkbox"/> b. OTHER THAN SMALL <input type="checkbox"/> c. DISADVANTAGED <input type="checkbox"/> g. SERVICE-DISABLED <input type="checkbox"/> d. WOMEN-OWNED <input type="checkbox"/> e. HUBZone <input type="checkbox"/> f. EMERGING SMALL BUSINESS VETERAN OWNED							Destination	
13. PLACE OF		14. GOVERNMENT B/L NO.		15. DELIVER TO F.O.B. POINT ON OR BEFORE (Date)		16. DISCOUNT TERMS		
a. INSPECTION		b. ACCEPTANCE						
17. SCHEDULE (See Page 2 for Rejections)								
ITEM NO. (a)	SUPPLIES OR SERVICES (b)		QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)	
	Task Order 8, Revision 1 Title: 11.0 Special Support Services – Shuttle Bus Driver Support The purpose of this amendment is to: 1) Incremental Funding for this Task Order is hereby increased from \$21,592.96 by \$439.96 for a total value of \$22,032.92 per Modification 58. 2) Increase the total value of this task order from \$21,592.96 by \$439.96 for a total value of \$22,032.92 per Modification 58.		1		\$22,032.92	\$22,032.92		
SEE BILLING INSTRUC TIONS ON PAGE 2	18. SHIPPING POINT		19. GROSS SHIPPING WEIGHT		20. INVOICE NO.		17(h) (Cont. pages)	
	21. MAIL INVOICE TO:							
	a. NAME NASA Lyndon B. Johnson						17(i) GRAND TOTAL	
	b. STREET ADDRESS (or P.O. Box) 2101 NASA Parkway- BJ5							
c. CITY Houston			d. STATE TX	e. ZIP CODE 77058				
22. UNITED STATES OF AMERICA BY (Signature) 				23. NAME OF CONTRACTING/ORDERING OFFICER Kelly L. Rubio 9-23-2010				

ORDER FOR SUPPLIES OR SERVICES

PAGE OF PAGES

1 of 2

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

1. DATE OF ORDER 11/19/08		2. CONTRACT NO. (If any) NNJ08JA01C		6. SHIP TO:	
3. ORDER NO. 9		4. REQUISITION/REF NO.		a. NAME OF COSIGNEE	
5. ISSUING OFFICE (Address correspondence to) NASA Lyndon B. Johnson Space Center/BJ3 Houston, TX 77058				b. STREET ADDRESS	
				c. CITY	d. STATE
				e. ZIP CODE	
7. TO:				f. SHIP VIA	
a. NAME OF CONTRACTOR L&M Technologies				8. TYPE OF ORDER:	
b. COMPANY NAME L&M Technologies				<input checked="" type="checkbox"/> a. PURCHASE REFERENCE YOUR: proposal Please furnish the following on the terms and conditions specified on both side of this order and on the attached sheet, if any, including delivery as indicated.	
c. STREET ADDRESS 4209 Balloon Park Road				<input type="checkbox"/> b. DELIVERY - Except for billing instructions on the reverse, this delivery order is subject to instructions contained on this side only of this form and is issued subject to the terms and conditions of the above-numbered contract.	
d. CITY Albuquerque	e. STATE NM	f. ZIP CODE 87109			
9. ACCOUNTING AND APPROPRIATION DATA		10. REQUISITIONING OFFICE			

11. BUSINESS CLASSIFICATION: (Check appropriate boxes)					12. F.O.B. POINT	
<input checked="" type="checkbox"/> a. SMALL	<input type="checkbox"/> b. OTHER THAN SMALL	<input type="checkbox"/> c. DISADVANTAGED	<input type="checkbox"/> 9. SERVICE-DISABLED VETERAN OWNED		Destination	
<input type="checkbox"/> d. WOMEN-OWNED	<input type="checkbox"/> e. HUBZone	<input type="checkbox"/> f. EMERGING SMALL BUSINESS				
13. PLACE OF		14. GOVERNMENT B/L NO.		15. DELIVER TO F.O.B. POINT ON OR BEFORE (Date)		16. DISCOUNT TERMS
a. INSPECTION	b. ACCEPTANCE					

17. SCHEDULE (See page 2 for Rejections)

ITEM NO. a.	SUPPLIES OR SERVICES b.	QUANTITY ORDERED c.	UNIT d.	UNIT PRICE e.	AMOUNT f.	QUANTITY ACCEPTED g.
1	Task Order No. 9 Title: HRT Logistics Recovery Support and Logistics Damage, Assessment and Recovery for Hurricane IKE The Contractor shall provide all resources necessary to complete the work identified in the attached Task Order.	1		\$23,578.42	\$23,578.42	

SEE BILLING INSTRUCTIONS ON PAGE 2	18. SHIPPING POINT	19. GROSS SHIPPING WEIGHT	20. INVOICE NO.		17h. TOTAL (Cont. pages)
	21. MAIL INVOICE TO:				
	a. NAME NASA Lyndon B. Johnson				17i. GRAND TOTAL \$23,578.42
	b. STREET ADDRESS (or P.O. Box) 2101 NASA Parkway - BJ3				
c. CITY Houston	d. STATE TX	e. ZIP CODE 77058			

22. UNITED STATES OF AMERICA BY (Signature)	23. NAME OF CONTRACTING/ORDERING OFFICER
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TASK ORDER

1. TASK ORDER NUMBER/TITLE

TO 9 HRT Logistics Recovery Support and Logistics Damage,
Assessment and Recovery for Hurricane Ike

2. TASK DESCRIPTION

The Contractor shall provide Logistics Recovery Support Services to the Center Operations Hurricane Rideout Team (HRT) when directed by the Emergency Operations Center, the Incident Commander, the Contracting Officer or the Chief, Facilities Management & Operations Division during the period of 9/11/08 through 9/22/08.

Additionally, the Contactor shall perform Logistics Damage, Assessment and Recovery functions at the Johnson Space Center due to Hurricane Ike beginning 9/22/08 through 11/30/08.

3. PERIOD OF PERFORMANCE

The period of performance of this Task Order shall be 9/11/08 through 11/30/08.. The time stated for completion is mandatory and shall include submittal of all deliverables stated in the Task Order.

4. DELIVERABLES REQUIRED

N/A

5. COST SUMMARY

Not to Exceed \$23,578.42

ORDER FOR SUPPLIES OR SERVICES

PAGE OF PAGES

1 of 2

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

1. DATE OF ORDER 2/27/09		2. CONTRACT NO. (If any) NNJ08JA01C		6. SHIP TO:	
3. ORDER NO. 10		4. REQUISITION/REF NO.		a. NAME OF COSIGNEE	
5. ISSUING OFFICE (Address correspondence to) NASA Lyndon B. Johnson Space Center/BJ3 Houston, TX 77058		b. STREET ADDRESS		c. CITY	
7. TO:		f. SHIP VIA		d. STATE	
a. NAME OF CONTRACTOR		8. TYPE OF ORDER:		e. ZIP CODE	
b. COMPANY NAME L&M Technologies		<input checked="" type="checkbox"/> a. PURCHASE REFERENCE YOUR: <u>proposal</u> Please furnish the following on the terms and conditions specified on both side of this order and on the attached sheet, if any, including delivery as indicated.		<input type="checkbox"/> b. DELIVERY - Except for billing instructions on the reverse, this delivery order is subject to instructions contained on this side only of this form and is issued subject to the terms and conditions of the above-numbered contract.	
c. STREET ADDRESS 4209 Balloon Park Road		d. CITY Albuquerque		e. STATE NM	
f. ZIP CODE 87109		9. ACCOUNTING AND APPROPRIATION DATA		10. REQUISITIONING OFFICE	
11. BUSINESS CLASSIFICATION: (Check appropriate boxes) <input checked="" type="checkbox"/> a. SMALL <input type="checkbox"/> b. OTHER THAN SMALL <input type="checkbox"/> c. DISADVANTAGED <input type="checkbox"/> d. WOMEN-OWNED <input type="checkbox"/> e. HUBZone <input type="checkbox"/> f. EMERGING SMALL BUSINESS <input type="checkbox"/> g. SERVICE-DISABLED VETERAN OWNED				12. F.O.B. POINT Destination	
13. PLACE OF a. INSPECTION b. ACCEPTANCE		14. GOVERNMENT B/L NO.		15. DELIVER TO F.O.B. POINT ON OR BEFORE (Date)	
				16. DISCOUNT TERMS	

17. SCHEDULE (See page 2 for Rejections)

ITEM NO. a.	SUPPLIES OR SERVICES b.	QUANTITY ORDERED c.	UNIT d.	UNIT PRICE e.	AMOUNT f.	QUANTITY ACCEPTED g.
1	TASK ORDER No. TO 10 Title: Aircraft Loadmaster Services The Contractor shall provide all resources necessary to complete the work identified in the attached Task Order.	1		\$46,511.11	\$46,511.11	

SEE BILLING INSTRUCTIONS ON PAGE 2	18. SHIPPING POINT		19. GROSS SHIPPING WEIGHT		20. INVOICE NO.		17h. TOTAL (Cont. pages)
	21. MAIL INVOICE TO:						
	a. NAME NASA Lyndon B. Johnson						17i. GRAND TOTAL \$46,511.11
	b. STREET ADDRESS (or P.O. Box) 2101 NASA Parkway - BJ3						
	c. CITY Houston		d. STATE TX	e. ZIP CODE 77058			
22. UNITED STATES OF AMERICA BY (Signature)						23. NAME OF CONTRACTING/ORDERING OFFICER Kelly L. Rubio 2-27-09	

TASK ORDER**1. TASK ORDER NUMBER/TITLE**

TO 10, Aircraft Loadmaster Services, CY2

2. TASK DESCRIPTION

The Contractor shall provide aircraft loadmaster services in support of NASA's Super Guppy Transport Operations. These services include pre-mission and post-mission planning activities required to ensure cargo and payload operations meet all mission and flight safety requirements. From time to time the Contractor may be required to provide loadmaster services outside the Continental United States.

3. PERIOD OF PERFORMANCE

The period of performance of this Task Order shall be Mar 1, 2009 through May 31, 2009. The time stated for completion is mandatory and shall include submittal of all deliverables stated in the Task Order.

Funding for this task order is issued through May 31, 2009.

4. DELIVERABLES REQUIRED

a. The following is a list of deliverables the Loadmasters shall maintain and update as required:

- i. Super Guppy Chart "C" (required when the Aircraft Operations Division (AOD) provides Guppy weight changes to the Loadmaster).
- ii. NASA 941 Super Guppy Mission Log.
- iii. Loading procedures.
- iv. Operational aircrew and non-aircrew check lists.
- v. Super Guppy Support Equipment Operations, Maintenance, Training and Safety Procedures (JSC-28353).
- vi. Logs/Reports maintained in support of change orders to this Task Order required by the CO/COTR. Historical examples used by the previous contractor include: Operator Certification Process (i.e. tests and scores, logs and files).

5. SPECIAL REQUIREMENTS

At the time of the issuance of this Task Order, the estimated number of Super Guppy missions requiring Loadmaster support for the period of performance of this Task Order is 6. Based on historical information, the average mission is 5 days and 2.5 work day equivalent of pre and post mission support per Loadmaster, with the average mission requiring two Loadmasters. On average the Loadmasters work day during a mission is approximately 12 hours long.

ORDER FOR SUPPLIES OR SERVICES

PAGE OF PAGES

1 of 2

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

1. DATE OF ORDER 2/27/09		2. CONTRACT NO. (If any) NNJ08JA01C		6. SHIP TO:	
3. ORDER NO. 11		4. REQUISITION/REF NO.		a. NAME OF COSIGNEE	
5. ISSUING OFFICE (Address correspondence to) NASA Lyndon B. Johnson Space Center/BJ3 Houston, TX 77058				b. STREET ADDRESS	
				c. CITY	d. STATE
				e. ZIP CODE	
7. TO:				f. SHIP VIA	
a. NAME OF CONTRACTOR				8. TYPE OF ORDER:	
b. COMPANY NAME L&M Technologies		<input checked="" type="checkbox"/> a. PURCHASE REFERENCE YOUR: <u>proposal</u> Please furnish the following on the terms and conditions specified on both side of this order and on the attached sheet, if any, including delivery as indicated.		<input type="checkbox"/> b. DELIVERY - Except for billing instructions on the reverse, this delivery order is subject to instructions contained on this side only of this form and is issued subject to the terms and conditions of the above-numbered contract.	
c. STREET ADDRESS 4209 Balloon Park Road					
d. CITY Albuquerque	e. STATE NM	f. ZIP CODE 87109			
9. ACCOUNTING AND APPROPRIATION DATA		10. REQUISITIONING OFFICE			
11. BUSINESS CLASSIFICATION: (Check appropriate boxes)					12. F.O.B. POINT
<input checked="" type="checkbox"/> a. SMALL <input type="checkbox"/> b. OTHER THAN SMALL <input type="checkbox"/> c. DISADVANTAGED <input type="checkbox"/> d. WOMEN-OWNED <input type="checkbox"/> e. HUBZone <input type="checkbox"/> f. EMERGING SMALL BUSINESS					<input type="checkbox"/> 9. SERVICE-DISABLED VETERAN OWNED Destination
13. PLACE OF		14. GOVERNMENT B/L NO.		15. DELIVER TO F.O.B. POINT ON OR BEFORE (Date)	
a. INSPECTION	b. ACCEPTANCE				
16. DISCOUNT TERMS					

17. SCHEDULE (See page 2 for Rejections)

ITEM NO. a.	SUPPLIES OR SERVICES b.	QUANTITY ORDERED c.	UNIT d.	UNIT PRICE e.	AMOUNT f.	QUANTITY ACCEPTED g.
1	TASK ORDER No. TO 11 Title: Special Events Support The Contractor shall provide all resources necessary to complete the work identified in the attached Task Order.	1		\$83,477.93	\$83,477.93	

SEE BILLING INSTRUCTIONS ON PAGE 2	18. SHIPPING POINT	19. GROSS SHIPPING WEIGHT	20. INVOICE NO.		17h. TOTAL (Cont. pages)
	21. MAIL INVOICE TO:				
	a. NAME NASA Lyndon B. Johnson				17i. GRAND TOTAL \$83,477.93
	b. STREET ADDRESS (or P.O. Box) 2101 NASA Parkway - BJ3				
c. CITY Houston	d. STATE TX	e. ZIP CODE 77058			
22. UNITED STATES OF AMERICA BY (Signature)				23. NAME OF CONTRACTING/ORDERING OFFICER Kelly L. Rubio 2-27-05	

TASK ORDER

1. TASK ORDER NUMBER/TITLE

TO 11, Special Events Support CY2

2. TASK DESCRIPTION

To provide Supply, Furniture, Moving & Hauling and other Logistics support as required for NASA-JSC's special events (e.g., Open House/Ballunar Festival, Chili Cook-off, Safety and Total Health Day, Safety Spring Fair, holiday events, etc.), which involves coordination, set up, and tear down of items (e.g., canopies, chairs, tables, electrical hookups, portable toilets, trash receptacles) or services (grounds maintenance, purchasing, etc.).

3. PERIOD OF PERFORMANCE

The period of performance of this Task Order shall be March 1, 2009 through February 28, 2010. The time stated for completion is mandatory and shall include submittal of all deliverables stated in the Task Order.

4. DELIVERABLES REQUIRED

N/A

5. SPECIAL REQUIREMENTS

The Contractor shall provide performance metric requirements as needed, including cost and customer feedback data following each event.

7.2 The Contractor shall provide a post-event lessons learned summary report, as well as event work load data similar to the historical data provided in Part 8.

7.3 The Contractor shall maintain all procurement information for purchases, leases, and rentals by event, tracked over both the Government Fiscal year (Oct 1 – September 30) and the Contract year (March 1 – February 28 (29th in the event of a leap year)).

7.4 The Contractor shall provide monthly cost estimates of the next month's projected work by the 15th of each month. These estimates should be shown in both the contract year (March 1 – February 28 (February 29 in the event of a leap year) and Government fiscal year (October 1 – September 30), shown in months. The Contractor shall utilize the most accurate method possible to forecast future work requirements and costs when sufficient work load history or future work load estimates are not available.

7.5 The Contractor shall notify the COTR within one work day when actual costs reach 75% of the committed funds for this task order.

ORDER FOR SUPPLIES OR SERVICES

PAGE OF PAGES

1 of 2

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

1. DATE OF ORDER 2/27/09		2. CONTRACT NO. (If any) NNJ08JA01C		6. SHIP TO:	
3. ORDER NO. 12		4. REQUISITION/REF NO.		a. NAME OF COSIGNEE	
5. ISSUING OFFICE (Address correspondence to) NASA Lyndon B. Johnson Space Center/BJ3 Houston, TX 77058				b. STREET ADDRESS	
7. TO:				c. CITY	d. STATE
a. NAME OF CONTRACTOR				e. ZIP CODE	
b. COMPANY NAME L&M Technologies				f. SHIP VIA	
c. STREET ADDRESS 4209 Balloon Park Road				8. TYPE OF ORDER:	
d. CITY Albuquerque				<input checked="" type="checkbox"/> a. PURCHASE REFERENCE YOUR: proposal Please furnish the following on the terms and conditions specified on both side of this order and on the attached sheet, if any, including delivery as indicated.	
e. STATE NM				<input type="checkbox"/> b. DELIVERY - Except for billing instructions on the reverse, this delivery order is subject to instructions contained on this side only of this form and is issued subject to the terms and conditions of the above-numbered contract.	
f. ZIP CODE 87109					
9. ACCOUNTING AND APPROPRIATION DATA				10. REQUISITIONING OFFICE	
11. BUSINESS CLASSIFICATION: (Check appropriate boxes)					12. F.O.B. POINT
<input checked="" type="checkbox"/> a. SMALL <input type="checkbox"/> b. OTHER THAN SMALL <input type="checkbox"/> c. DISADVANTAGED <input type="checkbox"/> d. WOMEN-OWNED <input type="checkbox"/> e. HUBZone <input type="checkbox"/> f. EMERGING SMALL BUSINESS <input type="checkbox"/> g. SERVICE-DISABLED VETERAN OWNED					Destination
13. PLACE OF		14. GOVERNMENT B/L NO.		15. DELIVER TO F.O.B. POINT ON OR BEFORE (Date)	
a. INSPECTION	b. ACCEPTANCE			16. DISCOUNT TERMS	

17. SCHEDULE (See page 2 for Rejections)

ITEM NO. a.	SUPPLIES OR SERVICES b.	QUANTITY ORDERED c.	UNIT d.	UNIT PRICE e.	AMOUNT f.	QUANTITY ACCEPTED g.
1	TASK ORDER No. TO 12 Title: Perform General Moves The Contractor shall provide all resources necessary to complete the work identified in the attached Task Order.	1		\$335,078.30	\$335,078.30	

SEE BILLING INSTRUCTIONS ON PAGE 2	18. SHIPPING POINT		19. GROSS SHIPPING WEIGHT		20. INVOICE NO.		17h. TOTAL (Cont. pages)
	21. MAIL INVOICE TO:						
	a. NAME NASA Lyndon B. Johnson						17i. GRAND TOTAL \$335,078.30
	b. STREET ADDRESS (or P.O. Box) 2101 NASA Parkway - BJ3						
c. CITY Houston		d. STATE TX	e. ZIP CODE 77058				
22. UNITED STATES OF AMERICA BY (Signature)						23. NAME OF CONTRACTING/ORDERING OFFICER Kelly L. Rubio 2-27-09	

TASK ORDER

1. TASK ORDER NUMBER/TITLE

Perform Personnel Moves – Task Order #12

2. TASK DESCRIPTION

To provide Moving and Hauling and Furniture Group support to Johnson Space Center (JSC) moves as identified on the JF174, Intracenter Move Request. The Contractor shall receive, issue, relocate, connect, disconnect, store, and transport office furnishings as scheduled to ensure employees have a safe and functional workspace. In addition to office furnishings, moves may include, but not be limited to, boxes, computers, crates, equipment, trash cans, and racks.

Office furnishings shall consist of all types of contemporary, executive, modular and systems furniture. Examples are: acoustical panels, bookcases, carpet, chairs, desks, file cabinets, lockers, racks, shelving, supply cabinets, tables, and task lights. The majority of furniture at JSC is modular which requires assembly, connect, and disconnect activity. In this document, the terms furnishings and furniture are synonymous.

The average set up for a person at JSC includes a desk, chair, computer table, wedge, overhead, bookcase, file cabinet, and 6-8 panels.

The Government shall provide office space and equipment to perform the work identified in this Task Order. The Contracting Officer/Contracting Officer's Technical Representative (CO/COTR) or designee shall provide layouts, the Move Requests (MR) and the move schedule.

3. PERIOD OF PERFORMANCE

The period of performance of this Task Order shall be March 1, 2009 through February 28, 2010. The time stated for completion is mandatory and shall include submittal of all deliverables stated in the Task Order.

4. DELIVERABLES REQUIRED

The Contractor shall provide monthly customer feedback performance metrics.

6.2 The Contractor shall provide move completion confirmation daily and workload data monthly.

6.3 The Contractor shall provide monthly cost estimate of the next month's projected work by the 15th of each month. These estimates should be shown in both the contract year (March 1 – February 28 (February 29 in the event of a leap year) and Government fiscal year (October 1 – September 30), shown in months.

6.4 The Contractor shall notify the COTR within one work day when actual costs reach 75% of the committed funds for this task order.

5. SPECIAL REQUIREMENTS

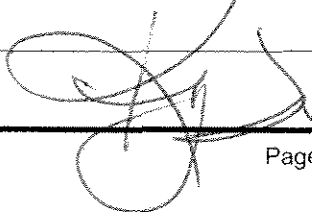
N/A

ORDER FOR SUPPLIES OR SERVICES

PAGE OF PAGES

1 of 5

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

1. DATE OF ORDER 5/12/09		2. CONTRACT NO. (If any) NNJ08JA01C		6. SHIP TO:		
3. ORDER NO. 13		4. REQUISITION/REF NO.		a. NAME OF COSIGNEE		
5. ISSUING OFFICE (Address correspondence to) NASA Lyndon B. Johnson Space Center/BJ5 Houston, TX 77058				b. STREET ADDRESS		
				c. CITY	d. STATE	e. ZIP CODE
7. TO:				f. SHIP VIA		
a. NAME OF CONTRACTOR				8. TYPE OF ORDER:		
b. COMPANY NAME L&M Technologies				<input checked="" type="checkbox"/> a. PURCHASE REFERENCE YOUR: <u>proposal</u>		<input type="checkbox"/> b. DELIVERY - Except for billing instructions on the reverse, this delivery order is subject to instructions contained on this side only of this form and is issued subject to the terms and conditions of the above-numbered contract.
c. STREET ADDRESS 4209 Balloon Park Road				Please furnish the following on the terms and conditions specified on both side of this order and on the attached sheet, if any, including delivery as indicated.		
d. CITY Albuquerque		e. STATE NM	f. ZIP CODE 87109			
9. ACCOUNTING AND APPROPRIATION DATA				10. REQUISITIONING OFFICE		
11. BUSINESS CLASSIFICATION: (Check appropriate boxes)						12. F.O.B. POINT
<input checked="" type="checkbox"/> a. SMALL <input type="checkbox"/> b. OTHER THAN SMALL <input type="checkbox"/> c. DISADVANTAGED <input type="checkbox"/> g. SERVICE-DISABLED VETERAN OWNED <input type="checkbox"/> d. WOMEN-OWNED <input type="checkbox"/> e. HUBZone <input type="checkbox"/> f. EMERGING SMALL BUSINESS						Destination
13. PLACE OF		14. GOVERNMENT B/L NO.		15. DELIVER TO F.O.B. POINT ON OR BEFORE (Date)		16. DISCOUNT TERMS
a. INSPECTION	b. ACCEPTANCE					
17. SCHEDULE (See page 2 for Rejections)						
ITEM NO. a.	SUPPLIES OR SERVICES b.			QUANTITY ORDERED c.	UNIT d.	UNIT PRICE e.
1	TASK ORDER No. TO 13 Title: Hurricane/Severe Weather Plan Support for FY 2009 The Contractor shall provide all resources necessary to complete the work identified in the attached Task Order.			1		\$54,286.25
						\$54,286.25
18. SHIPPING POINT		19. GROSS SHIPPING WEIGHT		20. INVOICE NO.		17h. TOTAL (Cont. pages)
21. MAIL INVOICE TO:						
a. NAME NASA Lyndon B. Johnson						
b. STREET ADDRESS (or P.O. Box) 2101 NASA Parkway - BJ5						17i. GRAND TOTAL \$54,286.25
c. CITY Houston				d. STATE TX	e. ZIP CODE 77058	
22. UNITED STATES OF AMERICA BY (Signature) 						
23. NAME OF CONTRACTING/ORDERING OFFICER Kelly L. Rubio 5/12/09						

TASK ORDER

1. TASK ORDER NUMBER/TITLE

Task Order # 13 - Hurricane/Severe Weather Plan Support for
FY 2009

2. TASK DESCRIPTION

Statement of Work (SOW) - Scope and Purpose: The Contractor shall provide hurricane/severe weather services in support of Logistics Operations for the Center.

1.0 General

- 1.1** Prepare for and Provide Hurricane/Severe Weather Support – The Contractor shall complete preparations and accomplish tasks identified in the current Logistics Division Hurricane/Severe Weather and Shelter Plan and the JSC-05900 Standard Operating Plan for Hurricanes JSC Emergency Preparedness Plan. The Contractor shall actively participate in Center meetings/briefings related to impending hurricanes or severe weather activities, as applicable.
- 1.2** Location of Services – The Contractor shall perform majority of the work onsite at JSC. Other locations supported by the Contractor may include: Sonny Carter Training Facility (SCTF) and Ellington Field (EF). There may be occasions when the Contractor shall be required to perform activities outside the Statement of Work defined 100 miles radius from JSC.
- 1.3** Hours of Operation – Normal Hours of operation are from 7:30 a.m. to 4:00 p.m., Monday through Friday. There will be times when the Contractor shall provide support outside the normal hours of operation.
- 1.4** The Contractor shall only receive tasks directly from the Contracting Officer/Contracting Officer's Technical Representative (CO/COTR) or designee. No

duties will be performed without authorization to proceed from the CO/COTR or designee.

- 1.5** The Period of Performance for this task order is May 1, 2009 through September 30, 2009.

2.0 Safety and Health

- 2.1** The Contractor shall perform tasks accurately, safely, and on-time. Task shall be performed in a manner which ensures the protection of personnel, property, and environment. The Contractor shall develop and implement risk management techniques (including risk assessment) to be applied to hazards derived from analyses of activities and products for the purpose of eliminating or controlling hazards as specified in NASA policies and requirements for hazard reduction. Continued use of the current mission and equipment operation checklists will be considered a component of an acceptable risk management strategy.

3.0 Qualifications

- 3.1** The Contractor shall ensure that all personnel utilized in the performance of this task order meet all qualifications associated with the position, including Hurricane Rideout Team members. These may include medical certifications, physicals, and required vaccinations, National Incident Management System (NIMS) training, and other training. Specific requirements can be obtained from the Logistics Division Emergency Preparedness Representative, the JSC Office of Emergency Management, or the Hurricane Plan Manager. Personnel that perform supply warehouse/storekeeper responsibilities should be proficient in the NASA Supply Management System (NSMS) or at a minimum have current inventory hard copies in hand to ensure maximum utilization of warehouse stock.

4.0 Mobile Command Center Operation

- 4.1** The Contractor shall be required to provide drivers to support activities involving the Mobile Command Center.
- 4.2** The Contractor shall only use certified drivers in the performance of this task order. These drivers shall also be proficient with the operation of the many unique features and capabilities of the Mobile Command Center vehicle.
- 4.3** The Contractor shall ensure that the Mobile Command Center vehicle is fully fueled and ready for use at any time during the identified Hurricane Season (May 1st – September 30th).
- 4.4** Performance of this task may require travel while on location. Reasonable travel and per diem costs associated with performance of this task shall be considered reimbursable expenses for this task order.
- 4.5** The Contractor shall provide Driver contact information to the Logistics Division Emergency Preparedness Representative, the JSC Office of Emergency Management, the Hurricane Plan Manager, and others as required.

5.0 Evaluation Criteria

- 5.1** The Contractor's performance of work contained in this task order will be evaluated for accuracy and timeliness in completion of the tasks outlined in the Logistics Division Hurricane/Severe Weather and Shelter Plan.

6.0 Reports and Data

- 6.1** The Contractor shall conduct a lessons learned meeting with JB management within 7 work days after completion of activities performed on this task order.

- 6.2 The Contractor shall provide to the COTR actual costs associated with task order within 30 days after completion of activities performed on this task order in support of JSC Hurricane Preparedness.
- 6.3 The Contractor shall provide to the COTR monthly cost estimate of the next month's projected work by the 15th of each month. These estimates should be shown in both the contract year (March 1 – February 28 (February 29 in the event of a leap year) and Government fiscal year (October 1 – September 30), shown in months.
- 6.4 The Contractor shall notify the COTR within one work day when actual costs reach 75% of the committed funds for this task order.

3. PERIOD OF PERFORMANCE

The period of performance of this Task Order shall be **May 1, 2009 through November 1, 2009**. The time stated for completion is mandatory and shall include submittal of all deliverables stated in the Task Order.

4. DELIVERABLES REQUIRED

SEE SOW 6.0 REPORTS AND DATA

5. COST SUMMARY

Not to Exceed \$ 54,286.25

ORDER FOR SUPPLIES OR SERVICES						PAGE 1	OF 1	PAGES 5
IMPORTANT: Mark all packages and papers with contract and/or order numbers.								
1. DATE OF ORDER 11/18/2009		2. CONTRACT NO. (If any) NNJ08JA01C		6. SHIP TO:				
3. ORDER NO. 14		4. REQUISITION/REFERENCE NO.		a. NAME OF CONSIGNEE				
5. ISSUING OFFICE (Address correspondence to) NASA Johnson Space Center 2101 NASA Pkwy, Houston, TX 77058-3696 Attn: Misti Moore/BJ5				b. STREET ADDRESS				
				c. CITY		d. STATE	e. ZIP CODE	
				f. SHIP VIA				
7. TO:				8. TYPE OF ORDER				
a. NAME OF CONTRACTOR Katrina Parrott				[X] a. PURCHASE REF YOUR: Proposal Please furnish the following on the terms and conditions specified on both sides of this order and on the attached sheet, if any, including delivery as indicated.		[] b. DELIVERY -- Except for billing instructions on the reverse, this delivery order is subject to instructions contained on this side only of this form and is issued subject to the terms and conditions of the above-numbered contract.		
b. COMPANY NAME L&M Technologies								
c. STREET ADDRESS 4209 Balloon Park Road								
d. CITY Albuquerque		e. STATE NM	f. ZIP CODE 87109					
9. ACCOUNTING AND APPROPRIATION DATA				10. REQUISITIONING OFFICE				
11. BUSINESS CLASSIFICATION (Check appropriate box(es))							12. F.O.B. POINT	
<input checked="" type="checkbox"/> a. SMALL <input type="checkbox"/> b. OTHER THAN SMALL <input type="checkbox"/> c. DISADVANTAGED <input type="checkbox"/> g. SERVICE-DISABLED <input type="checkbox"/> d. WOMEN-OWNED <input type="checkbox"/> e. HUBZone <input type="checkbox"/> f. EMERGING SMALL BUSINESS VETERAN OWNED							Destination	
13. PLACE OF		14. GOVERNMENT B/L NO.		15. DELIVER TO F.O.B. POINT ON OR BEFORE (Date)		16. DISCOUNT TERMS		
a. INSPECTION		b. ACCEPTANCE						
17. SCHEDULE (See Page 2 for Rejections)								
ITEM NO. (a)	SUPPLIES OR SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)		
	Task Order 14 Title: Disposal of Space Shuttle Closeout Equipment at Remote Locations The contractor shall provide all resources necessary to complete the work identified in the attached Task Order. Incremental Funding in the amount of \$100,000 was issued for this task order via Modification 40.	1		\$400,564.61	\$400,564.61			
SEE BILLING INSTRUCTIONS ON PAGE 2	18. SHIPPING POINT		19. GROSS SHIPPING WEIGHT		20. INVOICE NO.			
	21. MAIL INVOICE TO:							
	a. NAME NASA Lyndon B. Johnson							
	b. STREET ADDRESS (or P.O. Box) 2101 NASA Parkway- BJ5							
	c. CITY Houston	d. STATE TX	e. ZIP CODE 77058		\$400,564.61	17(h) (Cont. pages) 17(i) GRA TOTAL		
22. UNITED STATES OF AMERICA BY (Signature)				23. NAME OF CONTRACTING/ORDERING OFFICER Kelly L. Rubio <i>11/18/2009</i>				

11.0 SPECIAL SUPPORT SERVICES

Disposal of Space Shuttle Close-Out Equipment At Remote Locations – Task Order #14

Scope and Purpose

The Contractor shall provide Space Shuttle property disposition services in support of Logistics Operations for the Center to offsite (remote) locations as "in-place" disposal. This task order will initially be funded and used as a "pilot" program for excessing of Shuttle Program property at a contractor facility.

The Contractor shall provide a separate pricing quote for re-configuration and re-racking efforts associated with the onsite Building 422 R&U Warehouse for the north end of the building, also known as the non air-conditioned portion of the warehouse. This quote should also include the estimated percentage gain of increased warehouse space due to this re-racking activity.

1.0 General

The Contractor shall support the Space Shuttle close-out activities as the Space Shuttle fleet is scheduled to be de-commissioned in Fiscal Year 2010 at remote locations. The Contractor shall process disposal documentation, archival documentation, warehouse receipts, artifacts, the wiping of computers, requests for excess Government/Federal property, GSA sales, screener access, scrap metal disposition, donations, and perform physical inventory to ensure proper disposition of Government property. The Contractor shall utilize the existing Agency disposal system, DSPL, for the purpose of accounting for and tracking all disposal activities from initial receipt to final disposition in accordance with NPR 4300.1, NASA Personal Property Disposal Procedures and Guidelines, and applicable requirements in Part 7 of the Statement of Work of the Logistics Contract. The Contractor shall ensure all NASA identifying markings are removed from Government property prior to final disposition.

- 1.1 Location of Services - The Contractor shall perform work at the local contractor facilities, as identified by the Contracting Officers Technical Representative (COTR) or as further required. For the purpose of this Task Order, identified property being excessed by United Space Alliance (USA) is primarily at their Feathercraft (Logistics Support Facility/LSF) location.
- 1.2 Hours of Operation – Normal hours of operation are Monday through Friday, 7:30a.m. to 4:00 p.m. There may be times when the Contractor shall be required to provide support outside the normal hours of operation..
- 1.3 Authority - The Contractor shall only receive tasks directly from the Contracting Officer, Contracting Officer's Technical Representative (CO/COTR), or designee. No duties will be performed without authorization to proceed from the CO/COTR or designee.

- 1.4 Period of Performance - The Period of Performance for this task order is November 18, 2009, through September 30, 2010.

2.0 Personnel Requirements

Personnel responsible for the performance of requirements outlined in the Task Order shall have a thorough working knowledge of the Government property and equipment disposal process.

3.0 Space Shuttle Property Disposal

3.1 Disposal Documentation

The Contractor shall receive requests to excess property in place for the purpose of disposing and reutilization in order to save the Government costs associated with transporting the property. The Contractor shall resolve discrepancies on all requests. The Contractor shall process the excess property within 5 work days of identification and request.

3.2 Archival Documentation

The Contractor shall maintain all disposal documentation to ensure disposal information is accurately captured daily and end of year supporting documentation. The Contractor shall ensure all documentation is legible and available for real time access by the Government. The Contractor shall ensure that any missing documents to be archived are located prior to archiving. The Contractor shall archive daily documents within 3 work days after DSPL is updated and all end of year documents within 45 days of fiscal year end (Sept 30).

3.3 Warehouse Receipts

The Contractor shall receive excess property in its current location, perform physical inspection, resolve all discrepancies, and update DSPL within 5 work days of receipt to ensure the accountability of excess property. The Contractor shall ensure that small like items are placed into a consolidated container until it is full, voucher the supporting documentation, and process for sale.

3.3.1 Receipt of Hazardous Materials

The Contractor shall place all hazardous material in a designated storage area on the same work day received to ensure safe handling and storage.

3.3.2 Receipt of Pilferable Items

The Contractor shall store and secure pilferable items on the same work day received to prevent warehouse losses.

3.4 Process Artifacts

The Contractor shall secure, voucher, and annotate a freeze in the DSPL database for artifacts on the same day of receipt to ensure items are not automatically released for disposition. The Contractor shall process artifacts and historically significant items in compliance with NPR 4310.1, Identification and Disposition of NASA Artifacts.

3.5 Wiping of Computers

The Contractor shall ensure submitted documentation identifies any computer disk drives have been wiped and NASA data removed prior to acceptance.

3.6 Process Requests for Excess Government/Federal Property

The Contractor shall process requests to locate excess Government/federal property to determine if items are available through redistribution methods to reduce procurements. The Contractor shall process requests within 5 work days of receipt.

3.7 Scrap/Abandonment/Destruction

The Contractor shall process items identified on receipt documentation as scrap and perform the associated action on the same work day received to ensure effective utilization of warehouse space.

The Contractor shall downgrade and scrap, abandon or destroy property, with appropriate Technical Monitor Representative (TMR) approval, within 5 work days to ensure efficient redistribution and utilization methods.

The Contractor shall perform activities necessary to complete Government contracts for scrap metal pick ups.

3.8 GSA Sales

The Contractor shall process GSA sales, exchange sales, and online (Internet) sales for the reutilization of property. The Contractor shall reconcile GSA listing with DSPL to ensure all items are captured for the sale within 3 work days.

3.9 Screener Access

The Contractor shall obtain security clearances for visitors and ensure they are briefed on safety and security procedures prior to entering the warehouse in accordance with the United Space Alliance requirements.

3.10 Donations Program

The Contractor shall process requests to participate in the Stevenson-Wydler Act and Computers for Learning donations program to ensure reutilization of property to educational institutions or nonprofit organizations within 1 work day of request.

4.0 Metrics\Reports\Data

The Contractor shall provide a monthly performance workload metric chart reflecting disposition activity associated with this task order. Disposition of Space Shuttle property should meet the Agency performance standards of less than 123 days and should be documented such that these disposal performance metrics are segregated from the Center disposition activities performed as part of the Logistics Contract.

The Contractor shall record and document all cost information associated with the preparation of disposal items identified for GSA Sales under this task order with the same information identified in the Logistics Contract DRD AN-7-1, Cost of GSA Sales Report.

15.0 Cost Estimating

The Contractor shall provide monthly cost estimates of the next month's projected work by the 15th of each month. These estimates should be shown in both the Contract Year (March 1 – February 28 (February 29 in the event of a leap year) and Government Fiscal Year (October 1 – September 30), shown in months. The Contractor shall utilize the most accurate method possible to forecast future work requirements and costs when sufficient work load history or future work load estimates are not available.

- 15.1 Funding Limitation – The Contractor shall notify the COTR within one work day when current Task Order costs reach 75% of the committed funds assigned to this Task Order.

16.0 Workload Information

The estimated workload information associated with this Task Order is as follows:

- The total USA Contract disposal numbers for the first 10 months of FY2009: 4,628 items (Average: 463/month)
- Estimated average disposal numbers for the months of August and September: 926 items/month
- Estimated average disposal numbers for FY2010 (October –September): 5,556 items/month

ORDER FOR SUPPLIES OR SERVICES						PAGE 1	OF 5	PAGES
IMPORTANT: Mark all packages and papers with contract and/or order numbers.								
1. DATE OF ORDER 12/15/2009		2. CONTRACT NO. (If any) NNJ08JA01C		6. SHIP TO:				
3. ORDER NO. 15		4. REQUISITION/REFERENCE NO.		a. NAME OF CONSIGNEE				
5. ISSUING OFFICE (Address correspondence to) NASA Johnson Space Center 2101 NASA Pkwy, Houston, TX 77058-3696 Attn: Misti Moore/BJ5				b. STREET ADDRESS				
				c. CITY		d. STATE	e. ZIP CODE	
				f. SHIP VIA				
7. TO:				8. TYPE OF ORDER				
a. NAME OF CONTRACTOR Katrina Parrott				<input checked="" type="checkbox"/> a. PURCHASE REF YOUR: Proposal Please furnish the following on the terms and conditions specified on both sides of this order and on the attached sheet, if any, including delivery as indicated.		<input type="checkbox"/> b. DELIVERY -- Except for billing instructions on the reverse, this delivery order is subject to instructions contained on this side only of this form and is issued subject to the terms and conditions of the above-numbered contract.		
b. COMPANY NAME L&M Technologies								
c. STREET ADDRESS 4209 Balloon Park Road								
d. CITY Albuquerque		e. STATE NM	f. ZIP CODE 87109					
9. ACCOUNTING AND APPROPRIATION DATA				10. REQUISITIONING OFFICE				
11. BUSINESS CLASSIFICATION (Check appropriate box(es)) <input checked="" type="checkbox"/> a. SMALL <input type="checkbox"/> b. OTHER THAN SMALL <input type="checkbox"/> c. DISADVANTAGED <input type="checkbox"/> g. SERVICE-DISABLED <input type="checkbox"/> d. WOMEN-OWNED <input type="checkbox"/> e. HUBZone <input type="checkbox"/> f. EMERGING SMALL BUSINESS VETERAN OWNED							12. F.O.B. POINT Destination	
13. PLACE OF		14. GOVERNMENT B/L NO.		15. DELIVER TO F.O.B. POINT ON OR BEFORE (Date)		16. DISCOUNT TERMS		
a. INSPECTION		b. ACCEPTANCE						
17. SCHEDULE (See Page 2 for Rejections)								
ITEM NO. (a)	SUPPLIES OR SERVICES (b)			QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
	Task Order 15 Title: Mobile Vehicle Command The contractor shall provide all resources necessary to complete the work identified in the attached Task Order. This task order was fully funded in the amount of \$21,160.44 was issued for this task order via Modification 42.			1		\$21,160.44	\$21,560.44	
SEE BILLING INSTRUC TIONS ON PAGE 2	18. SHIPPING POINT		19. GROSS SHIPPING WEIGHT	20. INVOICE NO.				
	21. MAIL INVOICE TO:							
	a. NAME NASA Lyndon B. Johnson				<div style="display: flex; justify-content: space-between;"> 17(h) (Cont. pages) 17(i) GRA TOTA </div>			
	b. STREET ADDRESS (or P.O. Box) 2101 NASA Parkway - BJ5							
c. CITY Houston		d. STATE TX	e. ZIP CODE 77058		\$21,160.44			
22. UNITED STATES OF AMERICA BY (Signature)				23. NAME OF CONTRACTING/ORDERING OFFICER Kelly L. Rubio <i>12/15/09</i>				

Attachment A- Pricing Form

CONTRACTOR PRICING FORM

December 15, 2009 - September 30, 2010

TITLE OF PROJECT: Mobile Command Vehicle Support

LABOR COSTS			
	Labor Category	Estimated Hours	Fully Burdened Rate 2009
1	Supervisor	(b) (4)	
2	Admin. Specialist III		
3	Admin Specialist II		
4	Admin Specialist I		
5	Warehouse Specialist III		
6	Warehouse Specialist II		
7	Warehouse Specialist I		
8	Driver II	(b) (4)	
9	Driver I		
10	Driver Helper		
11	Packer/Crater		
	TOTAL LABOR		

OTHER NON-LABOR COSTS			
Category	CY 2009	CY 2010	Total Cost
Materials	(b) (4)		
Vehicles			
Total TO ODCs Estimate			
G&A Rate			
G&A on ODCs			
Total TO Labor & ODCs Estimate	(b) (4)		
Fee Rate			
Fee Pool			
	(b) (4)		
TOTAL TO Estimate With Fee			
			\$ 21,160.44

LABOR COSTS			
	Labor Category	Estimated Hours	Fully Burdened Rate 2010
1	Supervisor	(b) (4)	
2	Admin. Specialist III		
3	Admin Specialist II		
4	Admin Specialist I		
5	Warehouse Specialist III		
6	Warehouse Specialist II		
7	Warehouse Specialist I		
8	Driver II	(b) (4)	
9	Driver I		
10	Driver Helper		
11	Packer/Crater		
	TOTAL LABOR		

Attachment B – Model Task Order

SECTION 1 – STATEMENT OF WORK

1. TASK ORDER NUMBER/TITLE

11.0 Special Support Services, 15 Mobile Command Vehicle Support – Task Order

2. TASK DESCRIPTION

See Attached Statement of Work (SOW)

3. PERIOD OF PERFORMANCE

The period of performance of this Task Order shall be December 15-2009 through ~~September-30-2010~~. The time stated for completion is mandatory and shall include submittal of all deliverables stated in the Task Order.

4. DELIVERABLES REQUIRED

- a. The Contractor shall develop and maintain a maintenance log based on schedules and recommendations contained in the MCV and associated equipment owners manuals. The maintenance log shall be submitted to the COTR for approval no later than 14 calendar days after the start of this task order.
- b. The Contractor shall develop and maintain a usage log that tracks information described in Section 3.3. This usage log will be provided to the COTR on the first work day of every month during the performance of this task order.
- c. The Contractor shall notify the COTR within one work day when actual costs reach 75% of the committed funds for this task order.

5. SPECIAL REQUIREMENTS

6. COST SUMMARY

Task Order #15 Mobile Command Vehicle for FY 2010

Standard Labor Category	IDIQ Rates	
	CY 2009	CY 2010
Supervisor	(b) (4)	(4)
Administration Specialist III		
Administration Specialist II		
Administration Specialist I		
Warehouse Specialist III		
Warehouse Specialist II		
Warehouse Specialist I		
Driver II		
Driver I		
Driver Helper		
Packer/Crater*		

Standard Labor Category	TO FTEs	
	CY 2009	CY 2010
Supervisor	(b) (4)	(4)
Administration Specialist III		
Administration Specialist II		
Administration Specialist I		
Warehouse Specialist III		
Warehouse Specialist II		
Warehouse Specialist I		
Driver II		
Driver I		
Driver Helper		
Packer/Crater*		
Total TO FTEs		

Standard Labor Category	Actual Rates		
	CY 2009	CY 2010	Total
Supervisor	(b)	(4)	
Administration Specialist III			
Administration Specialist II			
Administration Specialist I			
Warehouse Specialist III			
Warehouse Specialist II			
Warehouse Specialist I			
Driver II			
Driver I			
Driver Helper			
Packer/Crater*			
Blended Rates Without Fee			

Standard Labor Category	Productive Hours		
	CY 2009	CY 2010	Total
Supervisor	(b)	(4)	
Administration Specialist III			
Administration Specialist II			
Administration Specialist I			
Warehouse Specialist III			
Warehouse Specialist II			
Warehouse Specialist I			
Driver II			
Driver I			
Driver Helper			
Packer/Crater*			
Total Productive Hours			

Standard Labor Category		TO Estimate by CY	
	CY 2009	CY 2010	Total
Total TO Estimate Before Fee	(b) (4)	(b) (4)	(b) (4)
Materials	(b) (4)	(b) (4)	(b) (4)
Equipment	(b) (4)	(b) (4)	(b) (4)
Vehicles	(b) (4)	(b) (4)	(b) (4)
ODCs	(b) (4)	(b) (4)	(b) (4)
Total TO ODCs Estimate	(b) (4)	(b) (4)	(b) (4)
G&A Rate	(b) (4)	(b) (4)	(b) (4)
G&A on ODCs	(b) (4)	(b) (4)	(b) (4)
Total TO Labor & ODCs Estimate	(b) (4)	(b) (4)	(b) (4)
Fee Rate	(b) (4)	(b) (4)	(b) (4)
Fee Pool	(b) (4)	(b) (4)	(b) (4)
Total TO Estimate With Fee	(b) (4)	(b) (4)	\$21,160.44

Total TO Estimate
\$21,160.44

Assumptions:

Supervisor time; is in support of NASA & Contractor training (b) (4) hours, and maintenance management of (b) (4) hours.

(b) (4) additional overtime hours are added in the CY 2009

(b) (4) additional overtime hours are added in the CY 2010

ORDER FOR SUPPLIES OR SERVICES						PAGE	OF	PAGES
IMPORTANT: Mark all packages and papers with contract and/or order numbers.						1	1	
1. DATE OF ORDER See Block 22		2. CONTRACT NO. (If any) NNJ08JA01C		6. SHIP TO:				
3. ORDER NO. 17 rev 1		4. REQUISITION/REFERENCE NO. 4200360980		a. NAME OF CONSIGNEE				
5. ISSUING OFFICE (Address correspondence to) NASA Johnson Space Center 2101 NASA Pkwy, Houston, TX 77058-3696 Attn: Mandy M. Kuehn/BJ5		7. TO:		b. STREET ADDRESS				
				c. CITY		d. STATE	e. ZIP CODE	
				f. SHIP VIA				
a. NAME OF CONTRACTOR Katrina Parrott		b. COMPANY NAME L&M Technologies		8. TYPE OF ORDER				
c. STREET ADDRESS 4209 Balloon Park Road		d. CITY Albuquerque		e. STATE NM		f. ZIP CODE 87109		
9. ACCOUNTING AND APPROPRIATION DATA		10. REQUISITIONING OFFICE		[X] a. PURCHASE REF YOUR: Proposal Please furnish the following on the terms and conditions specified on both sides of this order and on the attached sheet, if any, including delivery as indicated.		[] b. DELIVERY -- Except for billing instructions on the reverse, this delivery order is subject to instructions contained on this side only of this form and is issued subject to the terms and conditions of the above-numbered contract.		
11. BUSINESS CLASSIFICATION (Check appropriate box(es))						12. F.O.B. POINT		
<input checked="" type="checkbox"/> a. SMALL <input type="checkbox"/> b. OTHER THAN SMALL <input type="checkbox"/> c. DISADVANTAGED <input type="checkbox"/> g. SERVICE-DISABLED <input type="checkbox"/> d. WOMEN-OWNED <input type="checkbox"/> e. HUBZone <input type="checkbox"/> f. EMERGING SMALL BUSINESS VETERAN OWNED						Destination		
13. PLACE OF		14. GOVERNMENT B/L NO.		15. DELIVER TO F.O.B. POINT ON OR BEFORE (Date)		16. DISCOUNT TERMS		
a. INSPECTION		b. ACCEPTANCE						
17. SCHEDULE (See Page 2 for Rejections)								
ITEM NO. (a)	SUPPLIES OR SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)		
	Task Order 17 revision 1 Title: Aircraft Loadmaster Services The purpose of the amendment is to administratively provide a recapitulation of funding. Recapitulation of Funding: TO 17 Mod 47 \$250,000.00 Mod 60 (-\$23,123.36) Mod 64 \$168,407.98 Revised Cumulative Funding: \$395,284.62	1		\$418,407.98	\$418,407.98			
SEE BILLING INSTRUCTIONS ON PAGE 2	18. SHIPPING POINT		19. GROSS SHIPPING WEIGHT		20. INVOICE NO.			
	21. MAIL INVOICE TO:							
	a. NAME NASA Lyndon B. Johnson							
	b. STREET ADDRESS (or P.O. Box) 2101 NASA Parkway- BJ5							
	c. CITY Houston	d. STATE TX	e. ZIP CODE 77058		\$418,407.98	17(h) (Cont. pages) 17(i) GRA TOTAL		
22. UNITED STATES OF AMERICA BY (Signature)			23. NAME OF CONTRACTING/ORDERING OFFICER Kelly L. Rubio 10/15/2010					

ORDER FOR SUPPLIES OR SERVICES						PAGE 1	OF 4	PAGES
IMPORTANT: Mark all packages and papers with contract and/or order numbers.								
1. DATE OF ORDER 4/20/2010		2. CONTRACT NO. (if any) NNJ08JA01C		6. SHIP TO:				
3. ORDER NO. 16		4. REQUISITION/REFERENCE NO.		a. NAME OF CONSIGNEE				
5. ISSUING OFFICE (Address correspondence to) NASA Johnson Space Center 2101 NASA Pkwy, Houston, TX 77058-3696 Attn: Misti Moore/BJ5				b. STREET ADDRESS				
				c. CITY		d. STATE	e. ZIP CODE	
				SHIP VIA				
7. TO				8. TYPE OF ORDER				
a. NAME OF CONTRACTOR Katrina Parrott				[X] a. PURCHASE REF YOUR: Proposal Please furnish the following on the terms and conditions specified on both sides of this order and on the attached sheet, if any, including delivery as indicated.		[] b. DELIVERY -- Except for billing instructions on the reverse, this delivery order is subject to instructions contained on this side only of this form and is issued subject to the terms and conditions of the above-numbered contract.		
b. COMPANY NAME L&M Technologies								
c. STREET ADDRESS 4209 Balloon Park Road								
d. CITY Albuquerque		e. STATE NM	f. ZIP CODE 87109					
9. ACCOUNTING AND APPROPRIATION DATA				10. REQUISITIONING OFFICE				
11. BUSINESS CLASSIFICATION (Check appropriate box(es))							12. F.O.B. POINT	
<input checked="" type="checkbox"/> a. SMALL <input type="checkbox"/> b. OTHER THAN SMALL <input type="checkbox"/> c. DISADVANTAGED <input type="checkbox"/> g. SERVICE-DISABLED <input type="checkbox"/> d. WOMEN-OWNED <input type="checkbox"/> e. HUBZone <input type="checkbox"/> f. EMERGING SMALL BUSINESS VETERAN OWNED							Destination	
13. PLACE OF		14. GOVERNMENT B/L NO.		15. DELIVER TO F.O.B. POINT ON OR BEFORE (Date)		16. DISCOUNT TERMS		
a. INSPECTION		b. ACCEPTANCE						
17. SCHEDULE (See Page 2 for Rejections)								
ITEM NO. (a)	SUPPLIES OR SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)		
	Task Order 16 Title: Hurricane/Severe Weather Plan Support The contractor shall provide all resources necessary to complete the work identified in the attached Task Order. This task order was incrementally funded in the amount of \$50,000 was issued for this task order via Modification 47.	1		\$132,591.27	\$132,591.27			
SEE BILLING INSTRUCTIONS ON PAGE 2	18. SHIPPING POINT		19. GROSS SHIPPING WEIGHT		20. INVOICE NO.			
	21. MAIL INVOICE TO:							
	a. NAME NASA Lyndon B. Johnson							
	b. STREET ADDRESS (or P.O. Box) 2101 NASA Parkway- BJ5							
	c. CITY Houston	d. STATE TX	e. ZIP CODE 77058		\$132,591.27	17(i) GRA TOTAL		
22. UNITED STATES OF AMERICA BY (Signature)				23. NAME OF CONTRACTING/ORDERING OFFICER Carmie L. Mulholland				

Hurricane/Severe Weather Plan Support - Task Order

Scope and Purpose: The Contractor shall provide hurricane/severe weather services in support of Logistics Operations for the Center.

1.0 General

- 1.1** Prepare for and Provide Hurricane/Severe Weather Support – The Contractor shall complete preparations and accomplish tasks identified in the current Logistics Division Hurricane/Severe Weather and Shelter Plan. The Contractor shall actively participate in Center meetings/briefings related to impending hurricanes or severe weather activities, as applicable.
- 1.2** Hours of Operation – Normal Hours of operation are from 7:30 a.m. to 4:00 p.m., Monday through Friday. There will be times when the Contractor shall provide support outside the normal hours of operation.
- 1.3** The Contractor shall only receive tasks directly from the Contracting Officer/Contracting Officer's Technical Representative (CO/COTR) or designee. No duties will be performed without authorization to proceed from the CO/COTR or designee.
- 1.4** The Period of Performance for this task order is March 1, 2010 through February 28, 2011.

2.0 Safety and Health

- 2.1** The Contractor shall perform tasks accurately, safely, and on-time. Task shall be performed in a manner which ensures the protection of personnel, property, and environment. The Contractor shall develop and implement

risk management techniques (including risk assessment) to be applied to hazards derived from analyses of activities and products for the purpose of eliminating or controlling hazards as specified in NASA policies and requirements for hazard reduction. Continued use of the current mission and equipment operation checklists will be considered a component of an acceptable risk management strategy.

3.0 Qualifications

3.1 The Contractor shall ensure that all personnel utilized in the performance of this task order meet all qualifications associated with the position, including Hurricane Rideout Team members. These may include medical certifications, physicals, and required vaccinations, National Incident Management System (NIMS) training, and other training. Specific requirements can be obtained from the Logistics Division Emergency Preparedness Representative, the JSC Office of Emergency Management, or the Hurricane Plan Manager.

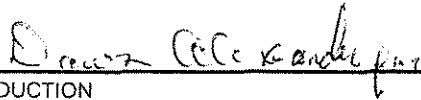
4.0 Evaluation Criteria

4.1 The Contractor's performance of work contained in this task order will be evaluated for accuracy, timeliness, and cost management in completion of the tasks outlined in the Logistics Division Hurricane/Severe Weather and Shelter Plan.

5.0 Reports and Data

- 5.1** The Contractor shall conduct a lessons learned meeting with JB management within 7 work days after completion of activities performed on this task order.
- 5.2** The Contractor shall provide to the COTR actual costs associated with task order within 30 days after completion of activities performed on this task order in support of JSC Hurricane Preparedness.
- 5.3** The Contractor shall provide to the COTR monthly cost estimate of the next month's projected work by the 15th of each month. These estimates should be shown in both the contract year (March 1 – February 28 (February 29 in the event of a leap year) and Government fiscal year (October 1 – September 30), shown in months.
- 5.4** The Contractor shall notify the COTR within one work day when actual costs reach 75% of the committed funds for this task order.

ORDER FOR SUPPLIES OR SERVICES						PAGE 1	OF 1	PAGES
IMPORTANT: Mark all packages and papers with contract and/or order numbers.								
1. DATE OF ORDER See Block 22		2. CONTRACT NO. (If any) NNJ08JA01C		6. SHIP TO:				
3. ORDER NO. 16 rev 1		4. REQUISITION/REFERENCE NO. 4200361041		a. NAME OF CONSIGNEE				
5. ISSUING OFFICE (Address correspondence to) NASA Johnson Space Center 2101 NASA Pkwy, Houston, TX 77058-3696 Attn: Misti Moore/BJ5				b. STREET ADDRESS				
				c. CITY		d. STATE	e. ZIP CODE	
				f. SHIP VIA				
7. TO:				8. TYPE OF ORDER				
a. NAME OF CONTRACTOR Katrina Parrott				[X] a. PURCHASE REF YOUR: Proposal Please furnish the following on the terms and conditions specified on both sides of this order and on the attached sheet, if any, including delivery as indicated.		[] b. DELIVERY -- Except for billing instructions on the reverse, this delivery order is subject to instructions contained on this side only of this form and is issued subject to the terms and conditions of the above-numbered contract.		
b. COMPANY NAME L&M Technologies								
c. STREET ADDRESS 4209 Balloon Park Road								
d. CITY Albuquerque		e. STATE NM	f. ZIP CODE 87109					
9. ACCOUNTING AND APPROPRIATION DATA				10. REQUISITIONING OFFICE				
11. BUSINESS CLASSIFICATION (Check appropriate box(es))							12. F.O.B. POINT	
<input checked="" type="checkbox"/> a. SMALL <input type="checkbox"/> b. OTHER THAN SMALL <input type="checkbox"/> c. DISADVANTAGED <input type="checkbox"/> g. SERVICE-DISABLED <input type="checkbox"/> d. WOMEN-OWNED <input type="checkbox"/> e. HUBZone <input type="checkbox"/> f. EMERGING SMALL BUSINESS VETERAN OWNED							Destination	
13. PLACE OF		14. GOVERNMENT B/L NO.		15. DELIVER TO F.O.B. POINT ON OR BEFORE (Date)		16. DISCOUNT TERMS		
a. INSPECTION		b. ACCEPTANCE						
17. SCHEDULE (See Page 2 for Rejections)								
ITEM NO. (a)	SUPPLIES OR SERVICES (b)		QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)	
	Task Order 16, Revision 1 Title: Hurricane/Severe Weather Plan Support The purpose of the amendment is to administratively provide a recapitulation of funding. Recapitulation of Funding: TO 16 Mod 47 \$50,000.00 Mod 60 (-\$45,770.06) Mod 64 \$25,000.00 Revised Cumulative Funding: \$29,229.94		1		\$132,591.27	\$132,591.27		
SEE BILLING INSTRUC TION ON PAGE 2	18. SHIPPING POINT		19. GROSS SHIPPING WEIGHT		20. INVOICE NO.		17(h) (Cont. pages	
	21. MAIL INVOICE TO:							
	a. NAME NASA Lyndon B. Johnson						17(i) GRA TOTAL	
	b. STREET ADDRESS (or P.O. Box) 2101 NASA Parkway- BJ5							
c. CITY Houston		d. STATE TX	e. ZIP CODE 77058		\$132,591.27			
22. UNITED STATES OF AMERICA BY (Signature)				23. NAME OF CONTRACTING/ORDERING OFFICER Kelly L. Rubio <i>10/15/2010</i>				

ORDER FOR SUPPLIES OR SERVICES						PAGE 1	OF 5	PAGES
IMPORTANT: Mark all packages and papers with contract and/or order numbers.								
1. DATE OF ORDER 4/10/2010		2. CONTRACT NO. (If any) NNJ08JA01C		6. SHIP TO:				
3. ORDER NO. 18		4. REQUISITION/REFERENCE NO.		a. NAME OF CONSIGNEE				
5. ISSUING OFFICE (Address correspondence to) NASA Johnson Space Center 2101 NASA Pkwy, Houston, TX 77058-3696 Attn: Misti Moore/BJ5				b. STREET ADDRESS				
				c. CITY		d. STATE	e. ZIP CODE	
				f. SHIP VIA				
7. TO:				8. TYPE OF ORDER				
a. NAME OF CONTRACTOR Katrina Parrott				[X] a. PURCHASE REF YOUR: Proposal Please furnish the following on the terms and conditions specified on both sides of this order and on the attached sheet, if any, including delivery as indicated.		[] b. DELIVERY -- Except for billing instructions on the reverse, this delivery order is subject to instructions contained on this side only of this form and is issued subject to the terms and conditions of the above-numbered contract.		
b. COMPANY NAME L&M Technologies								
c. STREET ADDRESS 4209 Balloon Park Road								
d. CITY Albuquerque		e. STATE NM	f. ZIP CODE 87109					
9. ACCOUNTING AND APPROPRIATION DATA				10. REQUISITIONING OFFICE				
11. BUSINESS CLASSIFICATION (Check appropriate box(es))							12. F.O.B. POINT	
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13. PLACE OF		14. GOVERNMENT B/L NO.		15. DELIVER TO F.O.B. POINT ON OR BEFORE (Date)		16. DISCOUNT TERMS		
a. INSPECTION		b. ACCEPTANCE						
17. SCHEDULE (See Page 2 for Rejections)								
ITEM NO. (a)	SUPPLIES OR SERVICES (b)		QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)	
	Task Order 18 Title: Personnel Moves The contractor shall provide all resources necessary to complete the work identified in the attached Task Order. This task order was incrementally funded in the amount of \$280,000 was issued for this task order via Modification 47.		1		\$574,420.21	\$574,420.21		
SEE BILLING INSTRUC TIONS ON PAGE 2	18. SHIPPING POINT		19. GROSS SHIPPING WEIGHT		20. INVOICE NO.		17(h) (Cont. pages)	
	21. MAIL INVOICE TO:							
	a. NAME NASA Lyndon B. Johnson						17(i) GRA TOT	
	b. STREET ADDRESS (or P.O. Box) 2101 NASA Parkway- BJ5							
c. CITY Houston			d. STATE TX	e. ZIP CODE 77058				
22. UNITED STATES OF AMERICA BY (Signature) 				23. NAME OF CONTRACTING/ORDERING OFFICER Kelly L. Rubio				

Task Order 18- Perform Personnel Moves

Scope and Purpose: To provide Moving and Hauling and Furniture Group support to Johnson Space Center (JSC) moves as identified on the JF174, *Intracenter Move Request*. The Contractor shall receive, issue, relocate, connect, disconnect, store, and transport office furnishings as scheduled to ensure employees have a safe and functional workspace. In addition to office furnishings, moves may include, but not be limited to, boxes, computers, crates, equipment, trash cans, and racks.

Office furnishings shall consist of all types of contemporary, executive, modular and systems furniture. Examples are: acoustical panels, bookcases, carpet, chairs, desks, file cabinets, lockers, racks, shelving, supply cabinets, tables, and task lights. The majority of furniture at JSC is modular which requires assembly, connect, and disconnect activity. In this document, the terms furnishings and furniture are synonymous.

The average set up for a person at JSC includes a desk, chair, computer table, wedge, overhead, bookcase, file cabinet, and 6-8 panels.

The Government shall provide office space and equipment to perform the work identified in this Task Order. The Contracting Officer/Contracting Officer's Technical Representative (CO/COTR) or designee shall provide layouts, the Move Requests (MR) and the move schedule.

1.0 General

- 1.1. Location of Services – The Contractor shall perform majority of the work, as outlined on the MR within buildings onsite at JSC, including the Sonny Carter Training Facility and Ellington Field. Other locations supported by the Contractor may include local off-site buildings, and other destinations within 100 miles of JSC.
- 1.2. Hours of Operation – Normal hours of operation are Monday through Friday, 7:30 a.m. to 4:00 p.m. When approved by the CO/COTR or designee, and dependent on the workload and criticality of the work schedule, there will be times when the Contractor shall provide services outside the normal hours of operation.
- 1.3. Period of Performance – The Period of Performance for this task order is March 1, 2010 – February 28, 2011.

2. Personnel Requirements

- 2.1. Furniture Personnel - Furniture personnel shall have a thorough working knowledge of the safe assembly, disassembly, installation, and storage of office furnishings.
- 2.2. Transportation Personnel - Transportation moving and hauling personnel shall have working knowledge of vehicle and physical lifting safety. All forklift operators shall be certified per the NASA JSC Operator Certification Program requirements.

3. Primary Duties

- 3.1. Issue Furniture - The Contractor shall assemble, clean, and polish furniture to ensure it is serviceable and available for delivery prior to the scheduled delivery date. The Contractor shall update the inventory database on the same day the furniture is pulled from storage. The Contractor shall provide a key with any furniture item that has a lock and ensure a duplicate key is available in case of loss. A Government-provided key machine is available for making duplicate keys if required. All office furnishing issue requests are generated by the CO/COTR or designee.
- 3.2. Connect/Disconnect Furniture - The Contractor shall connect/disconnect furniture at the customer's location on the scheduled date.
- 3.3. Deliveries, Moves, and Installations - The Contractor shall pickup, deliver, relocate, disconnect, reconnect and/or return furniture items to and from the warehouse and customer locations per MR and the move schedule. To ensure same day service, the Contractor shall coordinate installation requirements with the Facilities Operations Support Services and other Contractors, as applicable.
- 3.4. Items not identified as Return to Warehouse - The Contractor shall remove and return to the warehouse items not identified on the MR and not marked "return to warehouse" if the customer identifies the item as no longer required. The Contractor shall document the activity on the work order.
- 3.5. Receive Furniture Returned from Field - The Contractor shall receive furniture returned from the field and segregate as useable, needing repair, or excess, and take appropriate action within 2 work days. The Contractor shall ensure furniture is stored safely and is available for issue. The Contractor shall update the furniture database on the same day the items are warehoused. Returned furniture from the field is identified as follows:

- a. Usable: The Contractor shall warehouse usable furniture.
 - b. Needing Repair: The Contractor shall repair to usable condition and warehouse.
 - c. Excess: The Contractor shall prepare and submit appropriate documentation per NPR 4300.1, NASA Personal Property Disposal Procedures and Guidelines, for CO/COTR or designee approval.
- 3.6. Non-Furniture Requirements - The Contractor shall verify customer equipment identification tag numbers with the MR. The contractor shall pick up, deliver, relocate, and return boxes and crates to and from the warehouse.
- 3.7. Non-Standard Move Requirements - The Contractor shall coordinate associated services (e.g., rigging), as needed, to accomplish the task.

4. Government Oversight

- 4.1. Technical Oversight by NASA Personnel – Moves are to be accomplished per the move schedule; however, the possibility of unforeseen impacts/occurrences/revisions exists that may require the Contractor to rework and coordinate among various services.
- 4.2. When required, the CO/COTR or designee shall outline objectives, priorities, and deadlines and shall provide guidance for addressing problems that arise during routine, complex, or one-of-a-kind move situations.

5. Safety and Health

- 5.1. The Contractor shall perform tasks accurately, safely, and on-time. The Contractor shall perform tasks in a manner that ensures the protection of personnel, property, and environment. The Contractor shall develop and implement risk management techniques (including risk assessment) to be applied to hazards derived from analyses of activities and products for the purpose of eliminating or controlling hazards as specified in NASA policies and requirements for hazard reduction. The Contractor shall ensure work areas remain safe and clean at all times.

6. Metrics, Reports, and Data

- 6.1. The Contractor shall provide monthly customer feedback performance metrics to the CO/COTR or designee.
- 6.2. The Contractor shall provide move completion confirmation daily and workload data monthly to the CO/COTR or designee.

- 6.3. The Contractor shall provide monthly cost estimate of the next month's projected work by the 15th of each month. These estimates should be shown in both the contract year (March 1 – February 28 (February 29 in the event of a leap year) and Government fiscal year (October 1 – September 30), shown in months.
- 6.4. The Contractor shall notify the COTR within one work day when actual costs reach 75% of the committed funds for this task order.

7. Historical Workload Information

- 7.1. The following historical annual workload is based on FY09 personnel move activity, and is being provided for planning purposes only:
 - 734 - Number of moves performed
 - 140 - Number of equipment-only moves
 - 570 - Number of moves with furniture involvement
 - 1,839 - Number of personnel moved
 - 203 - Number of personnel moved as an equipment-only move
 - 1,651 - Number of personnel moved with furniture involvement
 - 23,203 - Number of items moved
 - 8,775 - Number of furniture items moved
 - 2,490 - Number of furniture items coming from the warehouse
 - 6,360 - Number of furniture items moved either existing in the field or returned to the warehouse
 - 5.3 - Average number of furniture pieces per person moved
 - 6.4 - Average number of boxes per person moved (or 4-5 crates)
 - 2.1 - Average number of equipment items per person moved

ORDER FOR SUPPLIES OR SERVICES	PAGE 1 OF 11 PAGES
IMPORTANT: Mark all packages and papers with contract and/or order numbers.	

1. DATE OF ORDER 4/14/2010	2. CONTRACT NO. (If any) NNJ08JA01C	6. SHIP TO:
3. ORDER NO. 17	4. REQUISITION/REFERENCE NO.	a. NAME OF CONSIGNEE
		b. STREET ADDRESS

5. ISSUING OFFICE (Address correspondence to) NASA Johnson Space Center 2101 NASA Pkwy, Houston, TX 77058-3696 Attn: Misti Moore/BJ5			c. CITY	d. STATE	e. ZIP CODE
			f. SHIP VIA		

7. TO:			8. TYPE OF ORDER		
a. NAME OF CONTRACTOR Katrina Parrott			[X] a. PURCHASE REF YOUR: Proposal Please furnish the following on the terms and conditions specified on both sides of this order and on the attached sheet, if any, including delivery as indicated		[] b. DELIVERY -- Except for billing instructions on the reverse, this delivery order is subject to instructions contained on this side only of this form and is issued subject to the terms and conditions of the above-numbered contract.
b. COMPANY NAME L&M Technologies					
c. STREET ADDRESS 4209 Balloon Park Road					
d. CITY Albuquerque	e. STATE NM	f. ZIP CODE 87109			

9. ACCOUNTING AND APPROPRIATION DATA			10. REQUISITIONING OFFICE		
11. BUSINESS CLASSIFICATION (Check appropriate box(es))					12. F.O.B. POINT
<input checked="" type="checkbox"/> a. SMALL <input type="checkbox"/> b. OTHER THAN SMALL <input type="checkbox"/> c. DISADVANTAGED <input type="checkbox"/> g. SERVICE-DISABLED <input type="checkbox"/> d. WOMEN-OWNED <input type="checkbox"/> e. HUBZone <input type="checkbox"/> f. EMERGING SMALL BUSINESS VETERAN OWNED					Destination

13. PLACE OF		14. GOVERNMENT B/L NO.	15. DELIVER TO F.O.B. POINT ON OR BEFORE (Date)	16. DISCOUNT TERMS
a. INSPECTION	b. ACCEPTANCE			

17. SCHEDULE (See Page 2 for Rejections)						
ITEM NO. (a)	SUPPLIES OR SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
	Task Order 17 Title: Aircraft Loadmaster Services The contractor shall provide all resources necessary to complete the work identified in the attached Task Order. This task order was incrementally funded in the amount of \$250,000 was issued for this task order via Modification 47.	1		\$418,407.98	\$418,407.98	

SEE BILLING INSTRUCTIONS ON PAGE 2	18. SHIPPING POINT		19. GROSS SHIPPING WEIGHT		20. INVOICE NO		17(h) (Cont. pages)
	21. MAIL INVOICE TO:						
	a. NAME NASA Lyndon B. Johnson						
	b. STREET ADDRESS (or P.O. Box) 2101 NASA Parkway- BJ5						\$418,407.98
c. CITY Houston		d. STATE TX		e. ZIP CODE 77058			

22. UNITED STATES OF AMERICA BY (Signature)	23. NAME OF CONTRACTING/ORDERING OFFICER Kelly L. Rubio
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Aircraft Loadmaster Services —Task Order 17

Scope and Purpose: The Contractor shall provide continuously available, uninterrupted aircraft loadmaster services in support of NASA's Super Guppy Transport Operations. These services include pre-mission and post-mission planning activities required to ensure cargo and payload operations meet all mission and flight safety requirements. From time to time the Contractor may be required to provide loadmaster services outside the Continental United States.

1.0 General

- 1.1** Location of Services – The Contractor shall perform work at JSC, other locations within the Continental United States, its territories, and foreign countries as required.
- 1.2** The Contractor shall provide Loadmaster services as required by the Government to support Super Guppy Transport Operations.
- 1.3** The Contractor shall only receive tasks directly from the Contracting Officer/Contracting Officer's Technical Representative (CO/COTR) or designee. No Loadmaster duties will be performed without authorization to proceed from the CO/COTR or designee.
- 1.4** Property/Equipment – The Government will provide aircrew flight uniforms, flight boots, flight gloves, flight jacket, name tags and logos for flight uniforms per NASA requirements, and oxygen masks/equipment, Federal Communications Commission and National Telecommunications

Information Agency compliant radios that are approved for flightline use, and one laptop computer and portable printer to be used while Loadmasters are supporting a transport mission. All Government provided equipment and apparel will be replaced by the Government as required. The Contractor shall provide all other equipment for the Loadmasters including items such as: safety shoes/boots, body safety harnesses, eye protection, ear protection, flashlights, leather work gloves, and cold weather clothing as deemed necessary by the Contractor.

- 1.5** Hours of Operation – Normal Hours of operation are from 7:30 a.m. to 4:00 p.m., Monday through Friday. There will be times when the Contractor shall provide Loadmaster services to support Super Guppy Transport Services/Operations outside the Normal Hours of operation stated above. The Loadmasters shall adhere to JPR 1700.1, Chapter 5.8.8, Work Shift Limits for Hazardous Operations only when critical lifting or other hazardous operations are being performed. Flight and travel time shall not be considered critical or hazardous operations.
- 1.6** The Government shall provide required office space, office equipment, and storage space for all Loadmaster Super Guppy mission files.
- 1.7** The Loadmasters shall remain on duty as long as necessary to ensure the safety and protection of; a cargo load on the aircraft, cargo that may be positioned on/in material handling equipment waiting to be loaded onto the aircraft, or until released by authorized Government personnel. The Loadmasters shall remain with the aircrew and/or the aircraft for the entire

mission unless mission requirements dictate otherwise. The CO/COTR or designee may authorize the Loadmasters to return to home station prior to completion of the mission.

- 1.8** Travel - The Government will reimburse the Contractor for travel expenses in accordance with the Federal Travel Regulations when required to perform their official duties. The Loadmasters shall stay in comparable Government quarters while on official Government travel. The CO/COTR or designee will advise the Contractor of travel requirements to support NASA missions. The Loadmasters may or may not be required to fly on the Super Guppy to support transport mission requirements. If not flying on the Super Guppy, the Loadmasters may be required to travel via commercial carrier. Any required non-expedited, standard United States Passports will be an allowable expense on this Task Order.
- 1.9** The Loadmasters shall provide Super Guppy weight and balance data to the flight crew for all mission leg(s) prior to departure of the aircraft (includes local training and test flights as required by NASA).
- 1.10** The Period of Performance for this task order is March 1, 2010 through February 28, 2011.

2.0 Physical Requirements

- 2.1** Physical Qualifications – In addition to the requirements in SECTION C, Paragraph 1.18.2, page 13 of the Logistics Contract (NNJ08JA01C), Loadmasters shall:

- 2.1.1 Be physically able to climb to heights required to secure restraint devices for all loads (the Super Guppy cargo compartment is approximately 25 feet high)
- 2.1.2 Be required to operate aircraft loaders, materials handling equipment, and other specialized container(s)/ cargo support structure(s) at heights above ground level of approximately 23 feet (the height of the Super Guppy Shipping Fixture (SGSF) is approximately 23 feet). The height of the Super Guppy cargo floor above ground level is approximately 11 feet.

3.0 Pre-Mission, Mission and Post-Mission Activities

The Contractor shall plan, coordinate, and execute transportation of cargo and mission payloads, SGSF, other specialized container(s)/ cargo support structure(s), and associated support equipment to ensure that all cargo and payloads meet required flight schedules and are delivered safely to the required destination.

The Contractor shall be required to initiate all pre-mission activities prior to arrival of other mission personnel. Pre-mission activities include cargo load planning, cargo preparation, material handling equipment preparations and positioning, cargo-loading procedures, coordinating with user customers, and cargo aircraft center-of-gravity requirements.

The Contractor shall operate the Super Guppy cargo loaders used to support Super Guppy cargo transport operations and other required aircraft loading and offloading equipment.

The Contractor shall provide weight and balance data to the Aircraft Commander and Flight Engineer for the purpose of computing required takeoff and landing data.

The Contractor shall perform post-mission activities which include cargo unloading, materials handling equipment preparation and positioning, and cargo preparation.

3.1 Mission Documentation

The Contractor shall maintain all documentation related to Super Guppy missions. The Contractor shall ensure that all files are accurate and complete and can be accessed for future missions. The Government supplied laptop and printer shall also remain accessible to the Government. The Government will maintain maintenance files on all mission support equipment. The Contractor shall maintain all operational logs for mission support equipment, which shall remain attached to the equipment or readily available at all times. The Contractor shall be required to perform weights and balances calculations. All data, spreadsheets, and software remain the property of the Government and shall be available for Government review as required, and shall be returned to the Government at the end of this contract.

3.2 Non-Mission Support Activities

The Contractor shall support all non-mission related SGSF, other specialized container and cargo support structure, and Super Guppy support equipment activities. These activities include operation of support equipment to insure operational availability, as well as monitoring of the SGSF and its associated

equipment to ensure that the SGSF is continually in mission ready status. The Contractor shall monitor NASA-provided maintenance of Super Guppy support equipment as needed.

The Contractor shall maintain all mission support equipment certification and calibration data. The Contractor shall ensure all mission support equipment certifications and calibrations are current.

The Contractor shall obtain rigging and heavy hauling support through the Facilities Contract as needed.

4.0 Loadmaster Training and Certification Requirements

The Contractor shall establish and maintain training and certification plans designed to meet the below requirements to ensure the Loadmasters are trained and certified in the required field of specialization. The Contractor shall establish and maintain training records for all personnel including training manuals and documentation of certification and periodic recertification of personnel, and they are available at all times for CO/COTR or designee to review. Copies of completion certificates shall be provided to the CO/COTR or designee. The Contractor shall acquire and maintain the below stated certification and periodic recertification training requirements.

4.1 Government provided and required prior to flying on the Super Guppy:

- 4.1.1 An Air Force Class III Examination/Flight Physical required annually.

4.1.2 Physiological training required every four years. Note:

Physiological training is scheduled after successful completion of an Air Force Class III Examination/Flight Physical.

4.1.3 Super Guppy Egress training required annually.

4.2 Commercially available:

4.2.1 Highway Transportation of Hazardous Materials in accordance with Title 49, Code of Federal Regulations.

4.2.2 Air Transportation of Dangerous Goods Training in accordance with Title 49, Code of Federal Regulations.

4.3 Loadmaster personnel shall have a thorough knowledge of weight and balance and be proficient in calculating the balance point of aircraft, vehicles, pallet loads, wheel loads, combined load center-of-balance points, combined vertical center-of-gravity of payloads and the aircraft, etc. Loadmasters shall have attended and successfully completed commercial or U.S. Military aircraft Loadmaster training and qualification program or other countries equivalent military Loadmaster training programs and provide evidence of the same to the CO/COTR or designee. The Super Guppy is a unique aircraft which requires Loadmaster personnel to have thorough knowledge in the field of aircraft weight and balance, operations of loading equipment, and aircraft on loading and offloading.

4.4 The Contractor shall be qualified per NASA JSC operator certification requirements (JPD 8719.1) to operate forklifts, scissor lifts, and overhead

hoist/cranes in Building 924 (Sonny Carter Training Facility) or other facilities as needed.

5.0 Safety and Health Plan

5.1 The Contractor shall perform tasks accurately, safely, and on-time. Task shall be performed in a manner which ensures the protection of personnel, property, and environment. The Contractor shall develop and implement risk management techniques (including risk assessment) to be applied to hazards derived from analyses of activities and products for the purpose of eliminating or controlling hazards as specified in NASA policies and requirements for hazard reduction. Continued use of the current mission and equipment operation checklists will be considered a component of an acceptable risk management strategy.

6.0 Deliverables

6.1 The following is a list of deliverables the Loadmasters shall maintain:

6.1.1 JB7 Government Owned Material Handling and Lifting Equipment log.

6.1.2 SGSF or other specialized container(s)/ cargo support structure(s) Support Equipment Operational Report.

6.1.3 Super Guppy Chart "C" (required when the Aircraft Operations Division (AOD) provides Guppy weight changes to the Loadmaster).

6.1.4 NASA 941 Super Guppy Mission Log.

6.1.5 Loading procedures.

6.1.6 Operational aircrew and non-aircrew check lists.

6.1.7 Super Guppy Support Equipment Operations, Maintenance, Training and Safety Procedures (JSC-28353).

6.1.8 Logs/Reports maintained in support of change orders to this Task Order required by the CO/COTR. Historical examples used by the previous contractor are: Operator Certification Process (i.e. tests and scores, logs and files) and the lifting device certification log.

7.0 Metrics, Reports, and Data

7.1 There are no performance metrics identified at this time. The Contractor will be provided performance metric requirements as they are identified.

7.2 The Contractor shall track all Loadmaster related costs and expenses on both a contract year, as well as a per-mission basis.

7.3 The Contractor shall provide monthly cost estimates of the next month's projected work by the 15th of each month. These estimates should be shown in both the contract year (March 1 – February 28 (February 29 in the event of a leap year) and Government fiscal year (October 1 – September 30), shown in months. The Contractor shall utilize the most accurate method possible to forecast future work requirements and costs when sufficient work load history or future work load estimates are not available.

7.4 The Contractor shall notify the COTR within one work day when actual costs reach 75% of the committed funds for this task order.

8.0 Workload Estimate


8.1 The Contractor shall provide continuously available, uninterrupted aircraft loadmaster services in support of NASA's Super Guppy Transport Operations. At the time of the issuance of this Task Order, the estimated number of Super Guppy missions requiring Loadmaster support for the period of performance of this Task Order is 5. Based on historical information, the average mission is 7 days, with an additional 5 work days of pre-mission and 2.5 work days post-mission support per Loadmaster, with the average mission requiring two Loadmasters. On average the Loadmasters work day during a mission is approximately 12 hours long.

8.2 Travel

The average historical travel cost has been \$967 per person, per mission (Avg. mission was 4 days, 3 nights in length) flying commercial air carrier. When mission locations, requirements, and schedules permit, the Contractor shall utilize GSA vehicles in lieu of air travel.

ORDER FOR SUPPLIES OR SERVICES						PAGE 1	OF 1	PAGES
IMPORTANT: Mark all packages and papers with contract and/or order numbers.								
1. DATE OF ORDER 8/31/2010		2. CONTRACT NO. (If any) NNJ08JA01C		6. SHIP TO:				
3. ORDER NO. 18, Rev. 1		4. REQUISITION/REFERENCE NO. 4200355815		a. NAME OF CONSIGNEE				
5. ISSUING OFFICE (Address correspondence to) NASA Johnson Space Center 2101 NASA Pkwy, Houston, TX 77058-3696 Attn: Mandy Kuehn/BJ5				b. STREET ADDRESS				
				c. CITY		d. STATE	e. ZIP CODE	
				f. SHIP VIA				
7. TO:				8. TYPE OF ORDER				
a. NAME OF CONTRACTOR Katrina Parrott				[X] a. PURCHASE REF YOUR: Proposal Please furnish the following on the terms and conditions specified on both sides of this order and on the attached sheet, if any, including delivery as indicated.		[] b. DELIVERY -- Except for billing instructions on the reverse, this delivery order is subject to instructions contained on this side only of this form and is issued subject to the terms and conditions of the above-numbered contract.		
b. COMPANY NAME L&M Technologies								
c. STREET ADDRESS 4209 Balloon Park Road								
d. CITY Albuquerque		e. STATE NM	f. ZIP CODE 87109					
9. ACCOUNTING AND APPROPRIATION DATA				10. REQUISITIONING OFFICE				
11. BUSINESS CLASSIFICATION (Check appropriate box(es))							12. F.O.B. POINT	
<input checked="" type="checkbox"/> a. SMALL <input type="checkbox"/> b. OTHER THAN SMALL <input type="checkbox"/> c. DISADVANTAGED <input type="checkbox"/> g. SERVICE-DISABLED <input type="checkbox"/> d. WOMEN-OWNED <input type="checkbox"/> e. HUBZone <input type="checkbox"/> f. EMERGING SMALL BUSINESS VETERAN OWNED							Destination	
13. PLACE OF		14. GOVERNMENT B/L NO.		15. DELIVER TO F.O.B. POINT ON OR BEFORE (Date)		16. DISCOUNT TERMS		
a. INSPECTION		b. ACCEPTANCE						
17. SCHEDULE (See Page 2 for Rejections)								
ITEM NO. (a)	SUPPLIES OR SERVICES (b)		QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)	
	Task Order 18, Revision 1 Title: Personnel Moves Incremental Funding for this Task Order is hereby increased from \$280,000 by \$25,191.64 for a total value of \$305,191.64 per Modification 54.		1		\$574,420.21	\$574,420.21		
SEE BILLING INSTRUC TION ON PAGE 2	18. SHIPPING POINT		19. GROSS SHIPPING WEIGHT		20. INVOICE NO.		17(h) (Cont. pages)	
	21. MAIL INVOICE TO:							
	a. NAME NASA Lyndon B. Johnson						17(i) GRA TOTAL	
	b. STREET ADDRESS (or P.O. Box) 2101 NASA Parkway- BJ5							
c. CITY Houston		d. STATE TX	e. ZIP CODE 77058		\$574,420.21			
22. UNITED STATES OF AMERICA BY (Signature)				23. NAME OF CONTRACTING/ORDERING OFFICER Kelly L. Rubio				

ORDER FOR SUPPLIES OR SERVICES						PAGE 1	OF 1	PAGES	
IMPORTANT: Mark all packages and papers with contract and/or order numbers.									
1. DATE OF ORDER See Block 22		2. CONTRACT NO. (If any) NNJ08JA01C		6. SHIP TO:					
3. ORDER NO. 18 Rev. 2		4. REQUISITION/REFERENCE NO. 4200359197, 4200361039		a. NAME OF CONSIGNEE					
5. ISSUING OFFICE (Address correspondence to) NASA Johnson Space Center 2101 NASA Pkwy, Houston, TX 77058-3696 Attn: Mandy Kuehn/BJ5				b. STREET ADDRESS					
				c. CITY		d. STATE		e. ZIP CODE	
				f. SHIP VIA					
7. TO:				8. TYPE OF ORDER					
a. NAME OF CONTRACTOR Katrina Parrott				<input checked="" type="checkbox"/> a. PURCHASE REF YOUR: Proposal Please furnish the following on the terms and conditions specified on both sides of this order and on the attached sheet, if any, including delivery as indicated.		<input type="checkbox"/> b. DELIVERY -- Except for billing instructions on the reverse, this delivery order is subject to instructions contained on this side only of this form and is issued subject to the terms and conditions of the above-numbered contract.			
b. COMPANY NAME L&M Technologies									
c. STREET ADDRESS 4209 Balloon Park Road									
d. CITY Albuquerque		e. STATE NM		f. ZIP CODE 87109					
9. ACCOUNTING AND APPROPRIATION DATA				10. REQUISITIONING OFFICE					
11. BUSINESS CLASSIFICATION (Check appropriate box(es))						12. F.O.B. POINT			
<input checked="" type="checkbox"/> a. SMALL <input type="checkbox"/> b. OTHER THAN SMALL <input type="checkbox"/> c. DISADVANTAGED <input type="checkbox"/> g. SERVICE-DISABLED <input type="checkbox"/> d. WOMEN-OWNED <input type="checkbox"/> e. HUBZone <input type="checkbox"/> f. EMERGING SMALL BUSINESS VETERAN OWNED						Destination			
13. PLACE OF		14. GOVERNMENT B/L NO.		15. DELIVER TO F.O.B. POINT ON OR BEFORE (Date)		16. DISCOUNT TERMS			
a. INSPECTION		b. ACCEPTANCE							
17. SCHEDULE (See Page 2 for Rejections)									
ITEM NO. (a)	SUPPLIES OR SERVICES (b)			QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)	
	Task Order 18, Revision 2 Title: Personnel Moves The purpose of the amendment is to administratively provide a recapitulation of funding. Recapitulation of Funding: TO 18 Mod 47 \$280,000.00 Mod 54 \$25,191.64 Mod 58 \$3,947.01 Mod 64 \$265,281.56 Revised Cumulative Funding: \$574,420.21			1		\$574,420.21	\$574,420.21		
SEE BILLING INSTRUC TIONS ON PAGE 2	18. SHIPPING POINT		19. GROSS SHIPPING WEIGHT		20. INVOICE NO.		17(h) (Cont. pages		
	21. MAIL INVOICE TO:								
	a. NAME NASA Lyndon B. Johnson						\$574,420.21 17(i) GRAND TOTAL		
	b. STREET ADDRESS (or P.O. Box) 2101 NASA Parkway- BJ5								
c. CITY Houston		d. STATE TX		e. ZIP CODE 77058					
22. UNITED STATES OF AMERICA BY (Signature) 					23. NAME OF CONTRACTING/ORDERING OFFICER Kelly L. Rubio 10/15/2010				

ORDER FOR SUPPLIES OR SERVICES						PAGE 1 OF 8	
IMPORTANT: Mark all packages and papers with contract and/or order numbers.							
1. DATE OF ORDER		2. CONTRACT NO. (if any) NNJ08JA01C		6. SHIP TO:			
3. ORDER NO. 19		4. REQUISITION/REFERENCE NO.		a. NAME OF CONSIGNEE			
5. ISSUING OFFICE (Address correspondence to) NASA Johnson Space Center 2101 NASA Pkwy, Houston, TX 77058-3696 Attn: Misti Moore/BJ5		7. TO:		b. STREET ADDRESS			
				c. CITY		d. STATE	e. ZIP CODE
				f. SHIP VIA			
a. NAME OF CONTRACTOR Katrina Parrott		b. COMPANY NAME L&M Technologies		8. TYPE OF ORDER			
c. STREET ADDRESS 4209 Balloon Park Road		d. CITY Albuquerque		e. STATE NM		f. ZIP CODE 87109	
9. ACCOUNTING AND APPROPRIATION DATA		10. REQUISITIONING OFFICE		<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <input checked="" type="checkbox"/> a. PURCHASE REF YOUR: Proposal Please furnish the following on the terms and conditions specified on both sides of this order and on the attached sheet, if any, including delivery as indicated </div> <div style="width: 45%;"> <input type="checkbox"/> b. DELIVERY -- Except for billing instructions on the reverse, this delivery order is subject to instructions contained on this side only of this form and is issued subject to the terms and conditions of the above-numbered contract </div> </div>			
11. BUSINESS CLASSIFICATION (Check appropriate box(es))						12. F.O.B. POINT	
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13. PLACE OF		14. GOVERNMENT B/L NO.		15. DELIVER TO F.O.B. POINT ON OR BEFORE (Date)		16. DISCOUNT TERMS	
a. INSPECTION		b. ACCEPTANCE					
17. SCHEDULE (See Page 2 for Rejections)							
ITEM NO. (A)	SUPPLIES OR SERVICES (B)		QUANTITY (ORDER) (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)	QUANTITY ACCEPTED (G)
	Task Order 19 Title: Special Events The contractor shall provide all resources necessary to complete the work identified in the attached Task Order. This task order was incrementally funded in the amount of \$50,000 was issued for this task order via Modification 47.		1		\$85,934.34	\$85,934.34	
SEE BILLING INSTRUCTIONS ON PAGE 2	18. SHIPPING POINT		19. GROSS SHIPPING WEIGHT		20. INVOICE NO.		17(h) (Cont. pages)
	21. MAIL INVOICE TO						
	a. NAME NASA Lyndon B. Johnson		b. STREET ADDRESS (or P.O. Box) 2101 NASA Parkway- BJ5				17(i) GRA TOTAL
	c. CITY Houston		d. STATE TX	e. ZIP CODE 77058		\$85,934.34	
22. UNITED STATES OF AMERICA BY (Signature) 			23. NAME OF CONTRACTING/ORDERING OFFICER Kelly L. Rubio				

Coordinate & Support Special Events – Task Order 19

Scope and Purpose: To provide Supply, Furniture, Moving & Hauling and other Logistics support as required for NASA-JSC's special events (e.g., Open House/Ballunar Festival, Chili Cook-off, Safety and Total Health Day, Safety Spring Fair, holiday events, etc.), which involves coordination, set up, and tear down of items (e.g., canopies, chairs, tables, electrical hookups, portable toilets, trash receptacles) or services (grounds maintenance, purchasing, etc.).

1.0 General

- 1.1 Location of Services – The Contractor shall perform majority of the work on site at JSC. Other locations supported by the Contractor may include: Sonny Carter Training Facility (SCTF), Ellington Field, and other destinations within a 100 mile radius of JSC.
- 1.2 The Government shall provide office space, office equipment, necessary forms of direction, and layouts in order to perform the work.
- 1.3 Hours of Operation - Normal hours of operation are from 7:30 a.m. to 4:00 p.m., Monday through Friday. There will be times when the Contractor shall provide services outside the 7:30 a.m. to 4:00 p.m. hours of operation as requested by the Government, dependent on the workload and criticality of schedule.
- 1.4 The Period of Performance for this task order is March 1, 2010 through February 28, 2011.
- 1.5 The known tentative dates for the events that occur during the period of performance of this task order are as follows:

Space Settlement Design Competition – March 2010

40th Anniversary of Apollo 13th – April 2010

Spring Safety Fair– April 2010 (Major Event)

I & I 2010 Expo – April 2010

FOD Chili Cook-off – May 2010 (Major Event)

Safety and Total Health Day – October 2010 (Major Event)

Ballunar Festival/Open House –October 2010 (Major Event)

2.0 Personnel Requirements

- 2.1** Furniture personnel responsible for the performance of requirements outlined in this Task Order shall have a thorough working knowledge of the safe assembly, disassembly, installation, and repair of various types of office furniture, tents, and related special event equipment as required.
- Transportation moving and hauling personnel responsible for the performance of requirements outlined in this Task Order shall have working knowledge of vehicle and physical lifting safety as required. All forklift operators shall be certified per NASA JSC Operator Certification Program requirements.

3.0 Pre-Event Activities

- 3.1** The Contractor shall conduct pre-planning and coordination activities to ensure effective and safe planning of special event in advance of supporting. The Contracting Officer/Contracting Officer's Technical Representative (CO/COTR) or designee shall approve time allocated for each event (to include pre-planning activities) in advance of Contractor providing service. Pre-event activities include but are not limited to:

- 3.1.1 The Contractor shall identify a single-point-of-contact for each event to ensure event progress monitoring and problem mitigation.
 - 3.1.1.1 Create and provide to the COTR a special event work plan for each major event that clearly identifies the roles and responsibilities.
 - 3.1.1.2 Ensure identification and resolution of any event problems.
- 3.1.2 Conducting a walk-through of the work areas to ensure a complete and comprehensive understanding of customer requirements.
- 3.1.3 Take measurements and document the accuracy of the Facility Housing Plan (FHP) drawings prior to performing the work, when requested by the CO/COTR or designee.
- 3.1.4 Preparing furniture as required by the each event. When required, furniture layouts shall be submitted to the customer and CO/COTR or designee for approval in advance of supporting each special event.
- 3.1.5 Most items needed to support a special event are available and provided by the Government; however, special material purchases and/or leases may be required and shall be obtained by the Contractor at the best value to the Government.
 - 3.1.5.1 The Logistics Contractor shall only be responsible for purchasing or leasing supplies and equipment that are in their area of responsibility. Items such as electrical panels, trash receptacles, etc. will be the responsibility of the

Contractor performing the work in that area (e.g. Facilities for electrical panels, hookups, light towers, etc.)

- 3.1.5.2 In the event that sand bags are required in support of a special event, the Logistics Contractor shall be responsible for supplying the required number of bags for the sand bags. The sand and labor to fill the bags will be supplied by others.

4.0 Primary Duties

- 4.1 Special Event Coordination – The Contractor shall interface with the customer, Information Technology (ODIN), Construction, Custodial, Grounds Maintenance and Facilities Maintenance organizations as necessary to ensure timely and accurate services are provided.
- 4.2 Preparation for event – The Contractor shall prepare (including assemble, clean, polish, repair, and stage) items as identified by CO/COTR or designee as necessary to support the event.
- 4.3 Event Set Up and Teardown – The Contractor shall transport and set up items (e.g., tents, tables, chairs, etc.) per the CO/COTR or designee provided schedule and work orders. When the event is completed, the Contractor shall tear down, clean, disassemble and return items to the warehouse and store them properly.

5.0 Govt. Oversight

- 5.1 Technical Oversight by NASA Personnel – Special Events will be accomplished per the schedule provided by the CO/COTR or designee; however, the possibility of unplanned events can occur, which can require

rework and/or short notice coordination among various services and support Contractors.

- 5.2 The CO/COTR or designee outlines required objectives, priorities, and deadlines and provides guidance on addressing problems and complex or one-of-a-kind situations.

6.0 Safety and Health

- 6.1 The Contractor shall perform tasks accurately, safely, and on-time. The Contractor shall perform tasks in a manner that ensures the protection of personnel, property, and environment. The Contractor shall develop and implement risk management techniques (including risk assessment) to be applied to hazards derived from analyses of activities and products for the purpose of eliminating or controlling hazards as specified in NASA policies and requirements for hazard reduction. The Contractor shall ensure event areas remain safe and clean at all times.

7.0 Metrics/Reports/Data Deliverables

- 7.1 The Contractor shall provide performance metrics, including cost and customer feedback data, within 10 working days after the conclusion of the event.
- 7.2 Sponsor a post-event briefing within 10 working days after the conclusion of the event, with the CO/COTR or designee to identify and discuss customer feedback, lessons learned, and possible areas of improvement. With prior approval from the CO/COTR a written lessons learned document can satisfy this requirement.

- 7.3 The Contractor shall maintain all procurement information for purchases, leases, and rentals by event, tracked over both the Government Fiscal year (Oct 1 – September 30) and the Contract year (March 1 – February 28 (29th in the event of a leap year)).
- 7.4 The Contractor shall provide monthly cost estimates of the next month's projected work by the 15th of each month. These estimates should be shown in both the contract year (March 1 through February 28 -February 29 in the event of a leap year) and Government fiscal year (October 1 – September 30), shown in months. The Contractor shall utilize the most accurate method possible to forecast future work requirements and costs when sufficient work load history or future work load estimates are not available.
- 7.5 The Contractor shall notify the CO and the COTR within one work day when actual costs reach 75% of the committed funds for this task order.

8.0 Historical Work Load Data

Items used for a Special Event	S&H Day	Chili-Cook off	Ballunar	Center Director's Event 2006
Tents	50	30	60	25
Tables	80	50	100	0
Chairs	165	40	125	0
Water coolers (10-gal. size)	4	6	18	4
Ice chests	2	2	1	1
Easels	25	0	50	0
Stage platform (owned by Public Affairs Office)	0	0	1	1
Buses	0	3	3	0
*Ropes & stanchions	Unknown	Unknown	Unknown	Unknown

Items purchased/rented for a Special Event	S&H Day	Chili-Cook off	Ballunar	Center Director's Event 2006
Tents	0	0	0	0
Tables	0	0	0	190
Table covers	0	0	0	100
Chairs	0	0	0	1230
Bottled water (16 oz. size bottles) (24 bottles/case--issued by the case)	3 cases	7 cases	6 cases	2 cases
Bottled water (3 gal. bottles)	8 bottles	12 bottles	200 cases	45 bottles
Ice w/ice machine (40 lb. bags)	0	0	25 bags	0
Cups, paper; cone-shaped (250 cups per sleeve; 4 sleeves per box)	1 bx.	6 sleeves	2 boxes.	4 sleeves
Insect repellant (100 pkgs. per box)	0	0	15 boxes.	0
Sunscreen (100 pkgs. per box)	0	0	20 boxes.	0
First Aid kits (small size)	0	0	12 each	0
First Aid kits (medium size)	0	0	5 each	0
Insect bite ointment	0	0	8	0
Box cutters	0	0	12 each	0
Bags, zip lock (1-quart size)	0	0	2 boxes.	0
Bags, zip lock (1-gallon size)	0	0	4 boxes.	0
Bags, zip lock (2-gallon size)	0	0	2 boxes.	0
Bandanas (neck coolers)	0	0	10 dz.	0
Sandbags, 14/28 poly w/ties, white	150 bags	75 bags	200 bags	60 bags
Sand (to fill bags to secure the tents)	2.5 yards	1.5 yards	5 yards	1 yard
Workhorses equipped w/strobe lights	4	5	12	0
Golf carts, 6-seater w/headlights, seatbelts, horn, tail light	2	0	6	0
Golf carts, 2-seater w/headlights, seatbelts, horn, tail light	2	0	2	0

NOTE: This is an average count of each item
used per event. Quantities may vary.

ORDER FOR SUPPLIES OR SERVICES						PAGE 1	OF 1	PAGES	
IMPORTANT: Mark all packages and papers with contract and/or order numbers.									
1. DATE OF ORDER See Block 22		2. CONTRACT NO. (If any) NNJ08JA01C		6. SHIP TO:					
3. ORDER NO. 19 rev 1		4. REQUISITION/REFERENCE NO. 4200361037		a. NAME OF CONSIGNEE					
5. ISSUING OFFICE (Address correspondence to) NASA Johnson Space Center 2101 NASA Pkwy, Houston, TX 77058-3696 Attn: Mandy M. Kuehn/BJ5				b. STREET ADDRESS					
				c. CITY		d. STATE	e. ZIP CODE		
				f. SHIP VIA					
7. TO:				8. TYPE OF ORDER					
a. NAME OF CONTRACTOR Katrina Parrott				[X] a. PURCHASE REF YOUR: Proposal Please furnish the following on the terms and conditions specified on both sides of this order and on the attached sheet, if any, including delivery as indicated.		[] b. DELIVERY -- Except for billing instructions on the reverse, this delivery order is subject to instructions contained on this side only of this form and is issued subject to the terms and conditions of the above-numbered contract.			
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c. STREET ADDRESS 4209 Balloon Park Road									
d. CITY Albuquerque		e. STATE NM	f. ZIP CODE 87109						
9. ACCOUNTING AND APPROPRIATION DATA				10. REQUISITIONING OFFICE					
11. BUSINESS CLASSIFICATION (Check appropriate box(es))							12. F.O.B. POINT		
<input checked="" type="checkbox"/> a. SMALL <input type="checkbox"/> b. OTHER THAN SMALL <input type="checkbox"/> c. DISADVANTAGED <input type="checkbox"/> g. SERVICE-DISABLED <input type="checkbox"/> d. WOMEN-OWNED <input type="checkbox"/> e. HUBZone <input type="checkbox"/> f. EMERGING SMALL BUSINESS VETERAN OWNED							Destination		
13. PLACE OF			14. GOVERNMENT B/L NO.		15. DELIVER TO F.O.B. POINT ON OR BEFORE (Date)		16. DISCOUNT TERMS		
a. INSPECTION		b. ACCEPTANCE							
17. SCHEDULE (See Page 2 for Rejections)									
ITEM NO. (a)	SUPPLIES OR SERVICES (b)			QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)	
	Task Order 19 revision 1 Title: Special Events The purpose of the amendment is to administratively provide a recapitulation of funding. Recapitulation of Funding: TO 19 Mod 47 \$50,000.00 Mod 60 (-\$12,005.70) Mod 64 \$47,940.04 Revised Cumulative Funding: \$85,934.34			1		\$85,934.34	\$85,934.34		
SEE BILLING INSTRUCTIONS ON PAGE 2	18. SHIPPING POINT		19. GROSS SHIPPING WEIGHT		20. INVOICE NO.				
	21. MAIL INVOICE TO:							17(h) (Cont. pages)	
	a. NAME NASA Lyndon B. Johnson								
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	c. CITY Houston		d. STATE TX	e. ZIP CODE 77058		\$85,934.34		17(i) GRA TOTAL	
22. UNITED STATES OF AMERICA BY (Signature)					23. NAME OF CONTRACTING/ORDERING OFFICER Kelly L. Rubio <i>10/15/2010</i>				

ORDER FOR SUPPLIES OR SERVICES

PAGE OF PAGES


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1. DATE OF ORDER 8/10/2011		2. CONTRACT NO. (If any) NNJ08JA01C		6. SHIP TO:	
3. ORDER NO. 42		4. REQUISITION/REF NO.		a. NAME OF COSIGNEE	
5. ISSUING OFFICE (Address correspondence to) NASA Johnson Space Center, 2101 Nasa Parkway Houston, TX 77058-3696				b. STREET ADDRESS	
7. TO:				c. CITY	d. STATE
a. NAME OF CONTRACTOR Katrina Parrott				f. SHIP VIA	
b. COMPANY NAME L&M Technologies				8. TYPE OF ORDER:	
c. STREET ADDRESS 4209 Ballon Park Road				<input checked="" type="checkbox"/> a. PURCHASE	
d. CITY Albuquerque				REFERENCE YOUR: Proposal	
e. STATE NM				Please furnish the following on the terms and conditions specified on both side of this order and on the attached sheet, if any, including delivery as indicated.	
f. ZIP CODE 87109				<input type="checkbox"/> b. DELIVERY - Except for billing instructions on the reverse, this delivery order is subject to instructions contained on this side only of this form and is issued subject to the terms and conditions of the above-numbered contract.	
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11. BUSINESS CLASSIFICATION: (Check appropriate boxes)				12. F.O.B. POINT	
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<input type="checkbox"/> b. OTHER THAN SMALL				Destination	
<input type="checkbox"/> c. DISADVANTAGED				16. DISCOUNT TERMS	
<input type="checkbox"/> d. WOMEN-OWNED				17. SCHEDULE (See page 2 for Rejections)	
<input type="checkbox"/> e. HUBZone				18. SHIPPING POINT	
<input type="checkbox"/> f. EMERGING SMALL BUSINESS				19. GROSS SHIPPING WEIGHT	
13. PLACE OF				20. INVOICE NO.	
a. INSPECTION				21. MAIL INVOICE TO:	
b. ACCEPTANCE				a. NAME	
14. GOVERNMENT B/L NO.				NASA Lyndon B Johnso	
15. DELIVER TO F.O.B. POINT ON OR BEFORE (Date)				b. STREET ADDRESS (or P.O. Box)	
				2101 NASA Parkway-BJ5	
				c. CITY	d. STATE
				Houston	TX
				e. ZIP CODE	
				77058	

ITEM NO. a.	SUPPLIES OR SERVICES b.	QUANTITY ORDERED c.	UNIT d.	UNIT PRICE e.	AMOUNT f.	QUANTITY ACCEPTED g.
1	Task Order 42 Title: Bonded Storeroom Transition The contractor shall provide all resources necessary to complete the work identified in the attached Task Order.	1		\$182,702.63	\$182,702.63	

SEE BILLING INSTRUCTIONS ON PAGE 2	18. SHIPPING POINT	19. GROSS SHIPPING WEIGHT	20. INVOICE NO.	17h. TOTAL (Cont. pages)
	21. MAIL INVOICE TO:			
	a. NAME			17i. GRAND TOTAL
	NASA Lyndon B Johnso			
b. STREET ADDRESS (or P.O. Box)				
2101 NASA Parkway-BJ5			\$182,702.63	
c. CITY				
Houston				
d. STATE				
TX				
e. ZIP CODE				
77058				
22. UNITED STATES OF AMERICA BY (Signature) 				23. NAME OF CONTRACTING/ORDERING OFFICER
				Karon F. Porche

SECTION 11.11 – STATEMENT OF WORK

Bonded Storeroom Transition

Scope and Purpose

To perform consolidation of all JSC Bonded Store Rooms currently managed by the engineering Directorate to the Center Operations Directorate JB/Logistics.

1.0 General

- 1.1** Location of Services – The Contractor shall perform the majority of the work on site at JSC. Other locations supported by the Contractor may include: Sonny Carter Training Facility (SCTF), Ellington Field (EF), and other destinations within a 300-mile radius of JSC.
- 1.2** The Government shall provide office space, office equipment, and associated software.
- 1.3** Hours of Operation - Normal hours of operation are from 7:30 a.m. to 4:00 p.m., Monday through Friday. There will be times when the Contractor shall provide services outside the 7:30 a.m. to 4:00 p.m. hours of operation as requested by the Government, dependent upon the workload and criticality of schedule.
- 1.4** Period of Performance - The Period of Performance for this task order is **August 1, 2011 through September 30, 2011.**

2.0 Personnel Requirements

- 2.1** The personnel supporting the Transportation and Warehousing component of this task order should possess working knowledge of basic material handling concepts. The following knowledge is considered essential to basic material handling:
 - Safe operation of Material Handling Equipment
 - Forklifts (Current Operator Certification required), truck mounted lifts, and pallet jacks
 - Proper lifting techniques and procedures
- 2.2** The personnel supporting the Bonded Storage component of this task order shall possess a minimum of 1 year (documented) experience in Bonded Storage Operations at JSC. The personnel supporting this component should also be familiar with the basic operation of the Material Management Initiative (MMI) component of JSC's SAP system.

- 2.3** The personnel supporting the Bonded Storage component of this task order shall possess the required level of ESD (Electro Static Discharge) handling certification.

3.0 Primary Duties

3.1 Project Design Phase

- The Contractor shall conduct site analysis of current JB/Logistics Bonded storerooms and design a system that will centralize all current items and materials requiring Bonded Storage.
- The Contractor shall develop design concepts and recommendations on alternative storage scenarios to house all the items and material requiring bonded storage. The Contractor shall ensure that the new storage areas fulfill all the special handling and environmental requirements, including ESD and temperature and humidity requirements. The Government is particularly interested in scenarios and concepts that house all of the items and materials together in one location.
- The Contractor shall verify with the customer the quantity of items to be moved, both from a line item perspective as well as an accurate estimate of the total number of pieces to be moved during this project.
- The Contractor shall develop a plan to relocate and consolidate bond rooms and relocate the current receiving operation if required to facilitate this relocation. The Contractor's plan for operating the new consolidated Storage Facility should ensure that there is no interruption in availability of items and materials to the requestor or end user. The Contractor shall also develop a cost estimate that captures all costs associated with this relocation.
- The Contractor shall develop a plan on how to organize and store the relocated items in the most logical and efficient manner while integrating them with the Flight Hardware items currently stored in Building 421. The Contractor's plan for organizing and storing items in the new consolidated Storage Facility should ensure that there is no interruption in availability of items and materials to the requestor or end user.
- The Contractor shall coordinate all activities with the current EA bonded storage operators and JB3/Property and Equipment Management Branch representatives.

3.2 Transportation Phase

- The Contractor shall transport all items and materials from Bonded storerooms in Buildings 7, 32, and 44 to the JB/Logistics facilities.
- The Contractor shall organize and warehouse all material and material storage equipment (racks, shelving, etc.) received from the Bonded storerooms.

3.3 Disposal Phase

- The Contractor shall process all items and materials designated for redistribution and reutilization.

4.0 Government Oversight

- 4.1 When required, the CO, COTR, or designee shall outline objectives, priorities, and deadlines and shall provide guidance for addressing problems that arise during routine, complex or one-of-a-kind situations.

5.0 Safety and Quality Assurance

- 5.1 The Contractor shall perform tasks accurately, safely, and on-time. The Contractor shall perform tasks in a manner that ensures the protection of personnel, property, and environment, according to JPR 1700.1, Safety & Health Handbook. The Contractor shall participate in investigations of close calls and prepare responses for the CO, COTR, or designee review upon request. The Contractor shall develop and implement risk management techniques (including risk assessment) to be applied to hazards derived from analyses of activities and products for the purpose of eliminating or controlling hazards as specified in NASA policies and requirements for hazard reduction, as applicable.
- 5.2 The Contractor shall follow all specialized handling requirements such as ESD (Electro Static Discharge) protocols and temperature and humidity requirements during all phases of this project.

6.0 Reports

- 6.1 The Contractor shall provide (by the 5th working day of each month) a status report containing at a minimum the previous month's statistics, overall project completion status, and upcoming milestones. The Contractor shall submit this data electronically to the CO, COTR or designee.
- 6.2 The Contractor shall provide (by the 15th working day of each month) monthly cost estimates of the next month's projected work. These estimates should be shown in both the contract year (March 1 through February 28 - February 29 in the event of a leap year) and Government fiscal year (October 1 – September 30), shown in months. The Contractor shall utilize the most accurate method possible to forecast future work requirements and costs when sufficient work load history or future work load estimates are not available.

- 6.3** The Contractor shall notify the CO and COTR within one work day when actual costs reach 75 percent of the committed funds for this task order.

7.0 Workload Data

- 7.1** The current known quantity of items to be relocated as part of this task order is 30,000 line items. Please note that each line item may contain multiple quantities – the term line item is typically indicative of quantities of like items sometimes “bundled” together. For example, a bag of ½ inch bolts may be a line item, but each bag may contain 100 bolts. It is the Contractor’s responsibility to verify and understand the difference between line items and the actual physical number of items to be transported.

ORDER FOR SUPPLIES OR SERVICES

PAGE OF PAGES

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

1 4

1. DATE OF ORDER 4/27/11		2. CONTRACT NO. (If any) NNJ08JA01C		6. SHIP TO:		
3. ORDER NO. 43		4. REQUISITION/REF NO.		a. NAME OF COSIGNEE		
5. ISSUING OFFICE (Address correspondence to) NASA Johnson Space Center, 2101 Nasa Parkway Houston, TX 77058-3696				b. STREET ADDRESS		
7. TO:				c. CITY		d. STATE
				e. ZIP CODE		
a. NAME OF CONTRACTOR Katrina Parrott				f. SHIP VIA		
b. COMPANY NAME L&M Technologies				8. TYPE OF ORDER:		
c. STREET ADDRESS 4209 Ballon Park Road				<input checked="" type="checkbox"/> a. PURCHASE REFERENCE YOUR: Proposal Please furnish the following on the terms and conditions specified on both side of this order and on the attached sheet, if any, including delivery as indicated.		<input type="checkbox"/> b. DELIVERY - Except for billing instructions on the reverse, this delivery order is subject to instructions contained on this side only of this form and is issued subject to the terms and conditions of the above-numbered contract.
d. CITY Albuquerque		e. STATE NM		f. ZIP CODE 87109		
9. ACCOUNTING AND APPROPRIATION DATA				10. REQUISITIONING OFFICE		
11. BUSINESS CLASSIFICATION: (Check appropriate boxes)						12. F.O.B. POINT
<input checked="" type="checkbox"/> a. SMALL <input type="checkbox"/> b. OTHER THAN SMALL <input type="checkbox"/> c. DISADVANTAGED <input type="checkbox"/> g. SERVICE-DISABLED VETERAN OWNED <input type="checkbox"/> d. WOMEN-OWNED <input type="checkbox"/> e. HUBZone <input type="checkbox"/> f. EMERGING SMALL BUSINESS						Destination
13. PLACE OF		14. GOVERNMENT B/L NO.		15. DELIVER TO F.O.B. POINT ON OR BEFORE (Date)		16. DISCOUNT TERMS
a. INSPECTION		b. ACCEPTANCE				
17. SCHEDULE (See page 2 for Rejections)						
ITEM NO. a.	SUPPLIES OR SERVICES b.			QUANTITY ORDERED c.	UNIT d.	UNIT PRICE e.
1	Task Order 43 Title: Mobile Command Vehicle Support The contractor shall provide all resources necessary to complete the work identified in the attached Task Order.			1		\$4,437.85
						AMOUNT f.
						\$4,437.85
						QUANTITY ACCEPTED g.
18. SHIPPING POINT		19. GROSS SHIPPING WEIGHT		20. INVOICE NO.		17h. TOTAL (Cont. pages)
21. MAIL INVOICE TO:						
a. NAME NASA Lyndon B Johnso						
b. STREET ADDRESS (or P.O. Box) 2101 NASA Parkway-BJ5						17i. GRAND TOTAL
c. CITY Houston						
d. STATE TX						
e. ZIP CODE 77058						\$4,437.85
22. UNITED STATES OF AMERICA BY (Signature)				23. NAME OF CONTRACTING/ORDERING OFFICER Karon F. Porche		

Section 11.7 – Statement of Work

Contractor Conference/Seminar/Training and Travel Support - 2011 FedFleet Conference

Scope and Purpose: The Contractor shall send one employee from Driver Services Office to attend 2011 FedFleet Conference for the purpose of obtaining updated Federal Automotive Statistical Tool (F.A.S.T.) database training and learning of changes in Federal Government Vehicle Fleet Management rules and regulations.

1.0 General

The Contractor shall attend the annual FedFleet Conference, held this year in Orlando Florida. The dates for this year's conference are July 24 - July 28. This annual conference provides updated information on changes in the Federal Government Vehicle Fleet Management system as well as training on updates to the F.A.S.T. database.

- 1.1 Location of Services - The 2011 FedFleet conference will be in Orlando, Florida. The conference will be held at the Rosen Shingle Creek Hotel. The host hotel will be Rosen Shingle Creek Hotel.
- 1.2 Hours of Operation – The conference will begin on Sunday, July 24. The Contractor should travel on Saturday, July 23rd to ensure they can attend the Sunday Fleet Management meeting which begins in the morning. The Contractor shall attend all applicable sessions through the end of the Conference on Thursday, July 28.
- 1.3 Authority - The Contractor shall only receive tasks directly from the Contracting Officer, Contracting Officer's Technical Representative (CO/COTR), or designee. No duties will be performed without authorization to proceed from the CO/COTR or designee.
- 1.4 Period of Performance - The Period of Performance for this task order is July 23, 2011, through July 29, 2011, unless dates of the Conference change.

2.0 Personnel Requirements

The Contractor shall send a representative from their Driver Services office who is primarily responsible for JSC's F.A.S.T Database inputs. The Contractor's selected employee shall be coordinated and approved by the JB7 Vehicle and Driver Services Manager, Marty Cassens.

Please ensure the selected employee has adequate means to check into hotel at time of arrival.

3.0 Conference Participation

3.1 Attendance

The Contractor shall attend all applicable sessions during the conference. When possible, the Contractor shall coordinate attendance and other activities with the JB7 attendees.

4.0 Metrics\Reports\Data

The Contractor shall provide the COTR and the JB7 Vehicle and Driver Services Manager with a written summary of classes attended and material and topics covered within 10 work days after the end of the conference. The Contractor shall also document in writing all new information on the F.A.S.T database system.

5.0 Workload Information

The estimated cost information associated with this Task Order is attached.

2011 FedFleet Price Quote

Description	Unit	Cost/Unit	Total Cost
Direct Labor			
TOTAL DIRECT LABOR			
Registration Fee			
Advance Registration			
Late Registration			
Hotel (FedFleet Conference Rate)			
M&IE - Meals & Incidental Expenses (per GSA breakdown)			
Travel Day - Per Diem			
Conference Day Per Diem (Dinner Only)			
Conference Day Per Diem (No meals provided)			
Total M&IE			
Airfare			
Airport Shuttle (Orlando)			
Miscellaneous			
Transportation to\from Airport (Houston) 26 miles 1-way			
TOTAL TRAVEL			
Sub-Total Cost for L&M attendance - 2011 FedFleet Conference			
SUB-TOTAL WITH G&A			
TOTAL WITH Fee			
TOTAL			\$ 4,437.85

(b) (4)

ORDER FOR SUPPLIES OR SERVICES						PAGE OF PAGES 1 7	
IMPORTANT: Mark all packages and papers with contract and/or order numbers.							
1. DATE OF ORDER 3/11/11		2. CONTRACT NO. (If any) NNJ08JA01C		6. SHIP TO:			
3. ORDER NO. 45		4. REQUISITION/REF NO.		a. NAME OF COSIGNEE			
5. ISSUING OFFICE (Address correspondence to) NASA Johnson Space Center, 2101 Nasa Parkway Houston, TX 77058-3696				b. STREET ADDRESS			
7. TO:				c. CITY		d. STATE	e. ZIP CODE
a. NAME OF CONTRACTOR Katrina Parrott				f. SHIP VIA			
b. COMPANY NAME L&M Technologies				8. TYPE OF ORDER:			
c. STREET ADDRESS 4209 Ballon Park Road				<input checked="" type="checkbox"/> a. PURCHASE REFERENCE YOUR: Proposal Please furnish the following on the terms and conditions specified on both side of this order and on the attached sheet, if any, including delivery as indicated.		<input type="checkbox"/> b. DELIVERY - Except for billing instructions on the reverse, this delivery order is subject to instructions contained on this side only of this form and is issued subject to the terms and conditions of the above-numbered contract.	
d. CITY Albuquerque		e. STATE NM		f. ZIP CODE 87109			
9. ACCOUNTING AND APPROPRIATION DATA				10. REQUISITIONING OFFICE			
11. BUSINESS CLASSIFICATION: (Check appropriate boxes)						12. F.O.B. POINT	
<input checked="" type="checkbox"/> a. SMALL <input type="checkbox"/> b. OTHER THAN SMALL <input type="checkbox"/> c. DISADVANTAGED <input type="checkbox"/> g. SERVICE-DISABLED VETERAN OWNED <input type="checkbox"/> d. WOMEN-OWNED <input type="checkbox"/> e. HUBZone <input type="checkbox"/> f. EMERGING SMALL BUSINESS						Destination	
13. PLACE OF		14. GOVERNMENT B/L NO.		15. DELIVER TO F.O.B. POINT ON OR BEFORE (Date)		16. DISCOUNT TERMS	
a. INSPECTION		b. ACCEPTANCE					
17. SCHEDULE (See page 2 for Rejections)							
ITEM NO. a.	SUPPLIES OR SERVICES b.			QUANTITY ORDERED c.	UNIT d.	UNIT PRICE e.	AMOUNT f.
I	Task Order 45 Title: Space Shuttle Close-Out The contractor shall provide all resources necessary to complete the work identified in the attached Task Order.			1		\$337,020.15	\$337,020.15
18. SHIPPING POINT				19. GROSS SHIPPING WEIGHT		20. INVOICE NO.	
21. MAIL INVOICE TO:				17h. TOTAL (Cont. pages) ▶ 17i. GRAND TOTAL ▶			
a. NAME NASA Lyndon B Johnso							
b. STREET ADDRESS (or P.O. Box) 2101 NASA Parkway-BJ5							
c. CITY Houston		d. STATE TX					
22. UNITED STATES OF AMERICA BY (Signature)						23. NAME OF CONTRACTING/ORDERING OFFICER Karon F. Porche	

SECTION 11.6 – STATEMENT OF WORK

Space Shuttle Close-Out

Scope and Purpose

The Contractor shall provide Space Shuttle property disposition services in support of Logistics Operations for the Center to offsite (remote) locations as “in-place” disposal.

1.0 General

The Contractor shall support the Space Shuttle close-out activities as the Space Shuttle fleet is scheduled to be de-commissioned in Fiscal Year 2011 at remote locations. The Contractor shall process disposal documentation, archival documentation, warehouse receipts, artifacts, the wiping of computers, requests for excess Government/Federal property, GSA sales, screener access, scrap metal disposition, donations, and perform physical inventory to ensure proper disposition of Government property. The Contractor shall utilize the existing Agency disposal system, DSPL, for the purpose of accounting for and tracking all disposal activities from initial receipt to final disposition in accordance with NPR 4300.1, NASA Personal Property Disposal Procedures and Guidelines, and applicable requirements in Part 7 of the Statement of Work of the Logistics Contract. The Contractor shall ensure all NASA property tags are removed from Government property prior to final disposition.

- 1.1 Location of Services - The Contractor shall perform work at the local contractor facilities, as identified by the Contracting Officers Technical Representative (COTR) or as further required. For the purpose of this Task Order, identified property being excessed by United Space Alliance (USA) is primarily at their Feathercraft (Logistics Support Facility/LSF) location.
- 1.2 Hours of Operation – Normal hours of operation are Monday through Friday, 7:30a.m. to 4:00 p.m. There may be times when the Contractor shall be required to provide support outside the normal hours of operation.
- 1.3 Authority - The Contractor shall only receive tasks directly from the Contracting Officer, Contracting Officer’s Technical Representative (CO/COTR), or designee. No duties will be performed without authorization to proceed from the CO/COTR or designee.
- 1.4 Period of Performance - The Period of Performance for this task order is March 1, 2011, through February 29, 2012.

2.0 Personnel Requirements

Personnel responsible for the performance of requirements outlined in the Task Order shall have a thorough working knowledge of the Government property and equipment disposal process.

3.0 Space Shuttle Property Disposal

3.1 Disposal Documentation

The Contractor shall receive requests to excess property in place for the purpose of disposing and reutilization in order to save the Government costs associated with transporting the property. The Contractor shall immediately resolve discrepancies on all requests. The Contractor shall process the excess property within 5 work days of identification and request.

3.2 Archival Documentation

The Contractor shall maintain all disposal documentation to ensure disposal information is accurately captured in both daily and end of year supporting documentation. The Contractor shall ensure all documentation is legible and available for real time access by the Government. The Contractor shall ensure that any missing documents to be archived are located prior to archiving. The Contractor shall archive daily documents within 3 work days after DSPL is updated and all end of year documents within 45 days of fiscal year end (Sept 30).

3.3 Warehouse Receipts

The Contractor shall receive excess property in its current location, perform physical inspection, resolve all discrepancies, and update DSPL within 5 work days of receipt to ensure the accountability of excess property. The Contractor shall ensure that small like items are placed into a consolidated container until it is full, voucher the supporting documentation, and process for sale.

3.3.1 Hazardous Materials

The Contractor shall not accept any hazardous materials. Any customer attempts to submit hazardous materials will be rejected.

3.3.2 Receipt of Pilferable Items

The Contractor shall store and secure pilferable items on the same work day received to prevent warehouse losses.

3.4 Process Artifacts

The Contractor shall secure, voucher, and annotate a freeze in the DSPL database for artifacts on the same day of receipt to ensure artifact items are not automatically released for disposition. The Contractor shall process artifacts and historically significant items in compliance with NPR 4310.1, Identification and Disposition of NASA Artifacts.

3.5 Data Sanitization

The Contractor shall ensure submitted documentation identifies any computer disk drives have been wiped or removed and NASA data removed prior to acceptance. If data sanitization is not identified on the documentation, the documentation will be rejected and returned to the customer.

3.6 Process Requests for Excess Government/Federal Property

The Contractor shall process requests to locate excess Government/federal property to determine if items are available through redistribution methods to reduce procurements. The Contractor shall process requests within 5 work days of receipt.

3.7 Scrap/Abandonment/Destruction

The Contractor shall process items identified on receipt documentation as scrap and schedule transportation of property to Building 422 (perform the associated action) on the same work day received to ensure effective utilization of warehouse space.

The Contractor shall downgrade and scrap, abandon or destroy property, with appropriate Technical Monitor Representative (TMR) written approval on appropriate documentation, within 5 work days of receipt to ensure efficient redistribution and utilization methods.

The Contractor shall perform activities necessary to complete Government contracts for scrap metal pickups.

3.8 GSA Sales

The Contractor shall process GSA sales, exchange sales, and online (Internet) sales for the reutilization of property. The Contractor shall reconcile GSA listing with DSPL to ensure all items are captured for the sale within 3 work days of receipt.

3.9 Screener Access

The Contractor shall arrange for screener access to the facility and ensure they are briefed on safety procedures prior to entering the warehouse in accordance with the United Space Alliance requirements.

3.10 Donations Program

The Contractor shall process requests to participate in the Stevenson-Wydler Act and Computers for Learning donations program to ensure reutilization of property to educational institutions or nonprofit organizations within 1 work day of receipt of request.

4.0 Metrics\Reports\Data

The Contractor shall provide to the COTR on or before the 5th work day of each month a monthly performance workload metric chart reflecting disposition activity for the previous month associated with this task order. Metrics should capture the following information:

- Number of line items submitted for disposition during the month
- Number of line items dispositioned during the month
- Average number of days to perform final disposition (see note)

Note: Disposition of Space Shuttle property should meet the Agency performance standards of less than 123 days

Metrics for this task order should be documented such that these disposal performance metrics are segregated from the regular Center disposition activities performed as part of the Logistics Contract.

The Contractor shall record and document all cost information associated with the preparation of disposal items identified for GSA Sales under this task order with the same information identified in the Logistics Contract DRD AN-7-1, Cost of GSA Sales Report.

5.0 Cost Estimating

The Contractor shall provide monthly cost estimates of the next month's projected work by the 15th of each month. These estimates should be shown in both the Contract Year (March 1 – February 28 (February 29 in the event of a leap year) and Government Fiscal Year (October 1 – September 30), shown in months. The Contractor shall utilize the most accurate method possible to forecast future work requirements and costs when sufficient work load history or future work load estimates are not available.

- 5.1 Funding Limitation – The Contractor shall notify the COTR within one work day when current Task Order costs reach 75% of the committed funds assigned to this Task Order.

6.0 Workload Information

The estimated workload information associated with this Task Order is as follows:

The total USA Contract disposal numbers for fiscal year 2010: 3,969 Total disposal numbers for the first 3 months of FY 11 (October 2010 through December 2010) were: 1,667 Estimated average disposal numbers for FY 2011: 555 per m

L & M TECHNOLOGIES, INC
CONTRACTOR PRICING FORM
MARCH 01, 2011 - FEBRUARY 28, 2012

TITLE OF PROJECT: Task Order 45, Space Shuttle Close Out

SUMMARY

		LABOR COSTS						
	<i>Labor Category</i>	<i>Estimated Hours</i>	<i>Overtime Hours</i>	<i>Fully Burdened Rate</i>	<i>Regular Labor Cost</i>	<i>Overtime Rate</i>	<i>Overtime Cost</i>	<i>Total Cost</i>
1	Supervisor	(b) (4)						
2	Warehouse Specialsist I (Lead)							
3	Warehouse Specialsist I							
4	Admin Specialist I							
5	Admin Specialist I							
	TOTAL LABOR							

Assumptions:

- 1)The hours are based upon Average Actual hours per month @ **(b) (4)** days.
- 2)Material cost is for required items.

OTHER NON-LABOR COSTS	
<i>Category</i>	
Materials	\$ (b) (4)
Vehicles	\$ (b) (4)
ODC's	\$ (b) (4)
Total	(b) (4)
G&A Rate	
G&A on ODC's	
Total TO Labor & ODC's	(b) (4)
Fee Rate	
Total TO Estimate With Fee	\$337,020.15

TITLE OF PROJECT: Task Order 45, Space Shuttle Close Out

CY4 Price

LABOR	Rate	Regular Hours	Regular Overtime	FTE's
Supervisor	(b) (4)			
Regular Hours				
Overtime/Doubletime				
FTE's				
Total Dollars				
Warehouse Specialist I (Lead)				
Regular Hours				
Overtime/Doubletime				
FTE's				
Total Dollars				
Warehouse Specialist I				
Regular Hours				
Overtime/Doubletime				
FTE's				
Total Dollars				
Administration Specialist I				
Regular Hours				
Overtime/Doubletime				
FTE's				
Total Dollars				
Administration Specialist I				
Regular Hours				
Overtime/Doubletime				
FTE's				
Total Dollars				
Total Dollars				
Total Dollars				
Materials				
Copier Paper				
Tri-Wall Boxes				
Labels				
Shrink Wrap				
TOTAL Material Cost				
Vehicles				
ODC's				
Fuel				
Vault Re-racking				
Uniforms				
Cell Phones				
Safety Boots				
TOTAL ODC Cost				
TOTAL COST				
Total TO Estimate				

ORDER FOR SUPPLIES OR SERVICES

PAGE OF PAGES

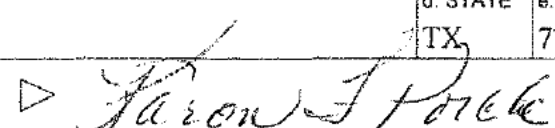
IMPORTANT: Mark all packages and papers with contract and/or order numbers.

1 5

1. DATE OF ORDER 3/11/11		2. CONTRACT NO. (if any) NNJ08JA01C		6. SHIP TO:	
3. ORDER NO. 44		4. REQUISITION/REF NO.		a. NAME OF COSIGNEE	
5. ISSUING OFFICE (Address correspondence to) NASA Johnson Space Center, 2101 Nasa Parkway Houston, TX 77058-3696				b. STREET ADDRESS	
7. TO:				c. CITY	d. STATE
				e. ZIP CODE	
a. NAME OF CONTRACTOR Katrina Parrott				f. SHIP VIA	
b. COMPANY NAME L&M Technologies				8. TYPE OF ORDER:	
c. STREET ADDRESS 4209 Ballon Park Road				<input checked="" type="checkbox"/> a. PURCHASE	
d. CITY Albuquerque				REFERENCE YOUR: Proposal	
e. STATE NM				Please furnish the following on the terms and conditions specified on both side of this order and on the attached sheet, if any, including delivery as indicated.	
f. ZIP CODE 87109				<input type="checkbox"/> b. DELIVERY - Except for billing instructions on the reverse, this delivery order is subject to instructions contained on this side only of this form and is issued subject to the terms and conditions of the above-numbered contract.	
9. ACCOUNTING AND APPROPRIATION DATA				10. REQUISITIONING OFFICE	
11. BUSINESS CLASSIFICATION: (Check appropriate boxes)					
<input checked="" type="checkbox"/> a. SMALL <input type="checkbox"/> b. OTHER THAN SMALL <input type="checkbox"/> c. DISADVANTAGED <input type="checkbox"/> g. SERVICE-DISABLED VETERAN OWNED <input type="checkbox"/> d. WOMEN-OWNED <input type="checkbox"/> e. HUBZone <input type="checkbox"/> f. EMERGING SMALL BUSINESS					
12. F.O.B. POINT Destination					
13. PLACE OF		14. GOVERNMENT B/L NO.		15. DELIVER TO F.O.B. POINT ON OR BEFORE (Date)	
a. INSPECTION		b. ACCEPTANCE		16. DISCOUNT TERMS	

17. SCHEDULE (See page 2 for Rejections)

ITEM NO. a.	SUPPLIES OR SERVICES b.	QUANTITY ORDERED c.	UNIT d.	UNIT PRICE e.	AMOUNT f.	QUANTITY ACCEPTED g.
1	Task Order 44 Title: Mobile Command Vehicle Support Task order is executed at 75% of the value - \$11,802.61 The contractor shall provide all resources necessary to complete the work identified in the attached Task Order.	1		\$15,736.81	\$15,736.81	

SEE BILLING INSTRUCTIONS ON PAGE 2	18. SHIPPING POINT		19. GROSS SHIPPING WEIGHT		20. INVOICE NO.		17h. TOTAL (Cont. pages)
	21. MAIL INVOICE TO:						
	a. NAME NASA Lyndon B Johnso						17i. GRAND TOTAL \$15,736.81
	b. STREET ADDRESS (or P.O. Box) 2101 NASA Parkway-BJ5						
c. CITY Houston			d. STATE TX	e. ZIP CODE 77058			
22. UNITED STATES OF AMERICA BY (Signature) 							23. NAME OF CONTRACTING/ORDERING OFFICER Karon F. Porche

SECTION 11.0 – STATEMENT OF WORK

Mobile Command Vehicle Support

Scope and Purpose: The Contractor shall provide driver services for the Mobile Command Vehicle (also referred to as the Incident Command Vehicle).

1.0 General

- 1.1** The Contractor shall provide driver services for the Mobile Command Vehicle (MCV). Driver services for this task order include driving the MCV to and from designated destinations as well as operating associated vehicle systems and associated equipment (including outboard power connections, leveling struts, slides, awnings, air conditioning units, and generators (both internal and external)). In some instances the driver may be required to operate other electronic equipment as needed.
- 1.2** The Contractor shall provide both a primary driver and back-up drivers for all requested events.
- 1.3** The Contractor shall participate in Center meetings/briefings involving MCV requirements.
- 1.4** Hours of Operation – Normal Hours of operation are from 7:30 a.m. to 4:00 p.m., Monday through Friday. There will be times when the Contractor shall be required to provide support outside the normal hours of operation. During times of generator power requirements the vehicle operator will be required to remain with the vehicle. Performance of this task order may require travel outside the contractual 300 mile limit of operations. Reasonable travel and per diem costs associated with performance of this task shall be considered reimbursable expenses for this task order.
- 1.5** The Contractor shall only receive tasks directly from the Contracting Officer/Contracting Officer's Technical Representative (CO/COTR) or designee. No duties will be performed without authorization to proceed from the CO/COTR or designee.
- 1.6** The Period of Performance for this task order is March 1, 2011 through February 29, 2012.

2.0 Qualifications

- 2.0** The Contractor shall ensure that all personnel utilized in the performance of this task order meet all qualifications associated with the position. Contractor qualification training will be consistent with guidelines

described in the equipment and owner's manuals as well as hands on training.

- 2.1 The Contractor shall ensure that all operators possess a valid Texas Drivers License, and that operation of the MCV is covered by their corporate insurance policies.

3.0 Mobile Command Vehicle Support

- 3.0 The Contractor shall provide driver services for the MCV which include: driving the MCV to and from designated destinations, as well as set up (connect to shore line power, leveling struts and slide positioned, and set air conditioners). There will be occasions when the driver will be required to provide stand by support (when generator power is required, or as requested) and tear down support (slide and leveling struts positioned, set air conditioners and disconnect from shore line power). The use of the awning is weather dependent; the driver must remove and stow the awning during heavy rain and wind, and be knowledgeable when weather conditions are not conducive to safe deployment of the awning.
- 3.1 The Contractor shall ensure that MCV maintenance is performed according to recommended intervals contained in the vehicle and equipment owner manuals. There may be additional maintenance requirements that will be developed as needed. The Contractor shall ensure that preventive maintenance including maintaining fuel, oil, and other fluid levels, battery and other vehicle operating systems is performed to ensure vehicle availability at all times.
- 3.2 The Contractor will develop and maintain maintenance logs for the vehicle and associated equipment based on recommendations and guidelines contained in the owners manuals for the vehicle and its associated equipment. The Contractor shall also develop a usage log that tracks vehicle operations. This log should at minimum record driver information, date of operation, and location of MCV deployment.
- 3.3 If repairs or maintenance are required, the Contractor shall coordinate with the Protective Services Division to ensure the necessary services are performed. The Contractor shall take the MCV to approved repair facilities for any needed repairs or maintenance. Actual cost of these services will be the responsibility of the Government.
- 3.4 The Contractor shall ensure that all requests for MCV support are routed through the Logistics Work Control Center.
- 3.5 There may be occasions when the Contractor will be required to instruct or train others on the operation of the vehicle and/or its associated equipment.

4.0 Safety and Health

- 4.0** The Contractor shall perform tasks accurately, safely, and on-time. Task shall be performed in a manner which ensures the protection of personnel, property, and environment. The Contractor shall develop and implement risk management techniques (including risk assessment) to be applied to hazards derived from analyses of activities and products for the purpose of eliminating or controlling hazards as specified in NASA policies and requirements for hazard reduction. Adherence to the instructions and recommendations contained in the vehicle and equipment owner's manuals will be considered a component of an acceptable risk management strategy.

5.0 Evaluation Criteria

- 5.0** The Contractor's performance of work contained in this task order will be evaluated for accuracy, timeliness, cost management, and safety in completion of the tasks outlined in this task order.

6.0 Reports and Data

- 6.0** The Contractor shall develop and maintain a maintenance log based on schedules and recommendations contained in the MCV and associated equipment owner manuals. The maintenance log shall be submitted to the COTR for approval no later than 14 calendar days after the start of this task order.
- 6.1** The Contractor shall develop and maintain a usage log that tracks information described in Section 3.3. This usage log will be provided to the COTR on the first work day of every month during the performance of this task order.
- 6.2** The Contractor shall notify the COTR within one work day when actual costs reach 75% of the committed funds for this task order.

7.0 Workload Information

The estimated workload information associated with this Task Order is as follows:

- Performance of inspections and maintenance support – 12 hours per month
- Routine driver services – 8 hours per month
- Special Event support – 50 hours for the period of performance of this task order

L & M TECHNOLOGIES, INC
CONTRACTOR PRICING FORM
MARCH 01, 2011 - FEBRUARY 28, 2012

TITLE OF PROJECT: Task Order 44, Mobile Command Vehicle

			SUMMARY
		LABOR COSTS	
	Labor Category	(b) (4)	
1	Driver I		
2	Driver I		
3	Driver I		
4	Hazardous Work Premium		
	TOTAL LABOR		

Assumptions:

- 1) The hours are based upon the supplied work load.
- 2) Hurricane Premium Labor is based upon Rideout Team

OTHER NON-LABOR COSTS	
Category	(b) (4)
Materials	
Total Labor	
Total TO Labor Est	
Fee Rate	
Total TO Estimate With Fee	
	\$15,736.81

ORDER FOR SUPPLIES OR SERVICES

PAGE OF PAGES
1 1

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

1. DATE OF ORDER 11/8/11		2. CONTRACT NO. (If any) NNJ08JA01C		6. SHIP TO:	
3. ORDER NO. 44 Rev 1		4. REQUISITION/REF NO.		a. NAME OF COSIGNEE	
5. ISSUING OFFICE (Address correspondence to) NASA Johnson Space Center, 2101 Nasa Parkway Houston, TX 77058-3696				b. STREET ADDRESS	
7. TO:				c. CITY	d. STATE
a. NAME OF CONTRACTOR Katrina Parrott				f. SHIP VIA	
b. COMPANY NAME L&M Technologies				8. TYPE OF ORDER:	
c. STREET ADDRESS 4209 Ballon Park Road				<input checked="" type="checkbox"/> a. PURCHASE REFERENCE YOUR: Proposal Please furnish the following on the terms and conditions specified on both side of this order and on the attached sheet, if any, including delivery as indicated.	
d. CITY Albuquerque		e. STATE NM	f. ZIP CODE 87109	<input type="checkbox"/> b. DELIVERY - Except for billing instructions on the reverse, this delivery order is subject to instructions contained on this side only of this form and is issued subject to the terms and conditions of the above-numbered contract.	
9. ACCOUNTING AND APPROPRIATION DATA				10. REQUISITIONING OFFICE	
11. BUSINESS CLASSIFICATION: (Check appropriate boxes)				12. F.O.B. POINT	
<input checked="" type="checkbox"/> a. SMALL <input type="checkbox"/> d. WOMEN-OWNED <input type="checkbox"/> b. OTHER THAN SMALL <input type="checkbox"/> e. HUBZone <input type="checkbox"/> c. DISADVANTAGED <input type="checkbox"/> f. EMERGING SMALL BUSINESS <input type="checkbox"/> 9. SERVICE-DISABLED VETERAN OWNED				Destination	
13. PLACE OF		14. GOVERNMENT B/L NO.		15. DELIVER TO F.O.B. POINT ON OR BEFORE (Date)	
a. INSPECTION	b. ACCEPTANCE			16. DISCOUNT TERMS	

17. SCHEDULE (See page 2 for Rejections)

ITEM NO. a.	SUPPLIES OR SERVICES b.	QUANTITY ORDERED c.	UNIT d.	UNIT PRICE e.	AMOUNT f.	QUANTITY ACCEPTED g.
1	Task Order 44 Title: Mobile Command Vehicle Support Task order is executed at 100% of the value The contractor shall provide all resources necessary to complete the work identified in the attached Task Order.	1		\$15,736.81	\$15,736.81	

SEE BILLING INSTRUCTIONS ON PAGE 2	18. SHIPPING POINT	19. GROSS SHIPPING WEIGHT	20. INVOICE NO.		17h. TOTAL (Cont. pages)
	21. MAIL INVOICE TO:				
	a. NAME NASA Lyndon B Johnso				17i. GRAND TOTAL \$15,736.81
	b. STREET ADDRESS (or P.O. Box) 2101 NASA Parkway-BJ5				
c. CITY Houston	d. STATE TX	e. ZIP CODE 77058			
22. UNITED STATES OF AMERICA BY (Signature)				23. NAME OF CONTRACTING/ORDERING OFFICER Karon F. Porche	

ORDER FOR SUPPLIES OR SERVICES

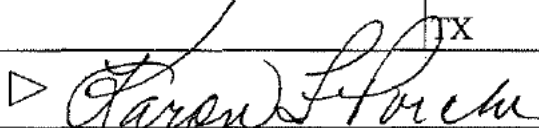
PAGE OF PAGES
1 8

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

1. DATE OF ORDER 1/17/12		2. CONTRACT NO. (If any) NNJ08JA01C		6. SHIP TO:	
3. ORDER NO. 45 Rev 1		4. REQUISITION/REF NO.		a. NAME OF COSIGNEE	
5. ISSUING OFFICE (Address correspondence to) NASA Johnson Space Center, 2101 Nasa Parkway Houston, TX 77058-3696				b. STREET ADDRESS	
7. TO:				c. CITY	d. STATE
a. NAME OF CONTRACTOR Katrina Parrott				e. ZIP CODE	
b. COMPANY NAME L&M Technologies				f. SHIP VIA	
c. STREET ADDRESS 4209 Ballon Park Road				8. TYPE OF ORDER:	
d. CITY Albuquerque				<input checked="" type="checkbox"/> a. PURCHASE REFERENCE YOUR: Proposal Please furnish the following on the terms and conditions specified on both side of this order and on the attached sheet, if any, including delivery as indicated.	
e. STATE NM				<input type="checkbox"/> b. DELIVERY - Except for billing instructions on the reverse, this delivery order is subject to instructions contained on this side only of this form and is issued subject to the terms and conditions of the above-numbered contract.	
f. ZIP CODE 87109					
9. ACCOUNTING AND APPROPRIATION DATA				10. REQUISITIONING OFFICE	
11. BUSINESS CLASSIFICATION: (Check appropriate boxes)					
<input checked="" type="checkbox"/> a. SMALL <input type="checkbox"/> b. OTHER THAN SMALL <input type="checkbox"/> c. DISADVANTAGED <input type="checkbox"/> 9. SERVICE-DISABLED VETERAN OWNED <input type="checkbox"/> d. WOMEN-OWNED <input type="checkbox"/> e. HUBZone <input type="checkbox"/> f. EMERGING SMALL BUSINESS					
12. F.O.B. POINT Destination					
13. PLACE OF		14. GOVERNMENT B/L NO.		15. DELIVER TO F.O.B. POINT ON OR BEFORE (Date)	
a. INSPECTION	b. ACCEPTANCE			16. DISCOUNT TERMS	

17. SCHEDULE (See page 2 for Rejections)

ITEM NO. a.	SUPPLIES OR SERVICES b.	QUANTITY ORDERED c.	UNIT d.	UNIT PRICE e.	AMOUNT f.	QUANTITY ACCEPTED g.
1	Task Order 45 NOTE: This task order (TO) supersedes the TO issued on 3/1/11 and increases the TO value by \$194,811.25 from \$337,020.15 to \$531,831.40. Period of performance is 3/1/11 - 2/29/12. Title: Space Shuttle Close-Out The contractor shall provide all resources necessary to complete the work identified in the attached Task Order.	1		\$531,831.40	\$531,831.40	

SEE BILLING INSTRUCTIONS ON PAGE 2	18. SHIPPING POINT	19. GROSS SHIPPING WEIGHT	20. INVOICE NO.		17h. TOTAL (Cont. pages)
	21. MAIL INVOICE TO:				
	a. NAME NASA Lyndon B Johnson				17i. GRAND TOTAL \$531,831.40
	b. STREET ADDRESS (or P.O. Box) 2101 NASA Parkway-BJ5				
	c. CITY Houston	d. STATE TX	e. ZIP CODE 77058		
22. UNITED STATES OF AMERICA BY (Signature) 				23. NAME OF CONTRACTING/ORDERING OFFICER Karon F. Porche	

Section 11.6 – STATEMENT OF WORK

Space Shuttle Close-Out Equipment

Scope and Purpose

The Contractor shall provide Space Shuttle property disposition services in support of Logistics Operations for the Johnson Space Center.

1.0 General

The Contractor shall provide Space Shuttle close-out property disposition services. The Contractor shall process disposal documentation, archival documentation, warehouse receipts, artifacts, requests for excess Government/Federal property, GSA sales, screener access, scrap metal disposition, donations, and perform physical inventory to ensure proper disposition of Government property. The Contractor shall utilize the existing Agency disposal system, DSPL, for the purpose of accounting for and tracking all disposal activities from initial receipt to final disposition in accordance with NPR 4300.1, NASA Personal Property Disposal Procedures and Guidelines, and applicable requirements in Part 7 of the Statement of Work of the Logistics Contract. The Contractor shall ensure all NASA identifying markings are removed from Government property prior to final disposition.

- 1.1 Location of Services** - The Contractor shall perform work at the Johnson Space Center and local Contractor facilities, as identified by the Contracting Officers Technical Representative (COTR) or as further required. For the purpose of this Task Order, identified local Contractor facilities for United Space Alliance (USA) is primarily at their Feathercraft (Logistics Support Facility/LSF) location.
- 1.2 Hours of Operation** – Normal hours of operation are Monday through Friday, 7:30a.m. to 4:00 p.m. There may be times when the Contractor shall be required to provide support outside the normal hours of operation..
- 1.3 Authority** - The Contractor shall only receive tasks directly from the Contracting Officer, Contracting Officer's Technical Representative (CO/COTR), or designee. No duties will be performed without authorization to proceed from the CO/COTR or designee.
- 1.4 Period of Performance** - The Period of Performance for this task order is March 1, 2011, through February 29, 2012.

2.0 Personnel Requirements

Personnel responsible for the performance of requirements outlined in the Task Order shall have a thorough working knowledge of the Government property and equipment disposal process.

3.0 Space Shuttle Property Disposal

3.1 Disposal Documentation

The Contractor shall receive all requests to excess property associated with the Space Shuttle program for the purpose of disposing and reutilization. The Contractor shall resolve discrepancies on all requests. The Contractor shall process the excess property within 5 work days of identification and request.

3.2 Archival Documentation

The Contractor shall maintain all disposal documentation to ensure disposal information is accurately captured daily and end of year supporting documentation. The Contractor shall ensure all documentation is legible and available for real time access by the Government. The Contractor shall ensure that any missing documents to be archived are located prior to archiving. The Contractor shall archive daily documents within 3 work days after DSPL is updated and all end of year documents within 45 days of fiscal year end (Sept 30).

3.3 Warehouse Receipts

The Contractor shall receive excess property, perform physical inspection, resolve all discrepancies, and update DSPL within 5 work days of receipt to ensure the accountability of excess property. The Contractor shall ensure that small like items are placed into a consolidated container until it is full, voucher the supporting documentation, and process for screening.

3.3.1 Receipt of Hazardous Materials

The Contractor shall place all hazardous material in a designated storage area on the same work day received to ensure safe handling and storage.

3.3.2 Receipt of Pilferable Items

The Contractor shall store and secure pilferable items in a COTR or designee approved area on the same work day received to prevent warehouse losses.

3.4 Process Artifacts

The Contractor shall secure, voucher, and annotate a freeze in the DSPL database for artifacts on the same day of receipt to ensure items are not automatically released for disposition. The Contractor shall process artifacts and historically significant items in compliance with NPR 4310.1, Identification and Disposition of NASA Artifacts.

3.5 Data Security

The Contractor shall ensure submitted documentation identifies all computer disk drives have been removed per ITS-SOP-0035, NASA Standard Operating Procedure for Digital Media Sanitization prior to acceptance. The Contractor shall remove and destroy all disk drives per ITS-SOP-0035 from any Space Shuttle Program IT resources that are submitted for disposal but still containing disk drives. The Contractor shall maintain a log of all IT resources that required disk drive disposal.

3.6 Process Requests for Excess Government/Federal Property

The Contractor shall process requests for excess Government/Federal Property for either onsite or off-site reissue or transfer. The Contractor shall process requests within 5 work days of receipt.

3.7 Scrap/Abandonment/Destruction

The Contractor shall process items identified on receipt documentation as scrap and perform the associated action on the same work day received to ensure effective utilization of warehouse space.

The Contractor shall downgrade and scrap, abandon or destroy property, with appropriate Technical Monitor Representative (TMR) approval, within 5 work days to ensure efficient redistribution and utilization methods.

The Contractor shall perform activities necessary to complete Government contracts for scrap metal pick-ups.

3.8 GSA Sales

The Contractor shall process GSA sales, exchange sales, and online (Internet) sales for the reutilization of property. The Contractor shall reconcile GSA listing with DSPL to ensure all items are captured for the sale within 3 work days.

3.9 Screener Access

The Contractor shall obtain security clearances for visitors and ensure they are briefed on safety and security procedures prior to entering the warehouse in accordance with the United Space Alliance or JSC requirements.

4.0 Metrics\Reports\Data

The Contractor shall provide a monthly performance and workload metric chart by the 5th working day that reflects disposition activity associated with this task order. Disposition of Space Shuttle property should meet the Agency performance standards of less than 123 days and should be documented such that these disposal performance metrics are segregated from the Center disposition activities performed as part of the Logistics Contract. The metrics should include monthly and fiscal year totals:

- Number of cases opened
- Number of cases closed
- Balance of cases being worked
- Number of cases over the 123 day metric
- Average number of days to close

The Contractor shall record and document all cost information associated with the preparation of disposal items identified for GSA Sales under this task order with the same information identified in the Logistics Contract DRD AN-7-1, Cost of GSA Sales Report.

5.0 Cost Estimating

The Contractor shall provide monthly cost estimates of the next month's projected work by the 15th of each month and include this information on the 533 Monthly Contractor Financial Management Report. These estimates should be shown in both the Contract Year (March 1 – February 28 (February 29 in the event of a leap year) and Government Fiscal Year (October 1 – September 30), shown in months. The Contractor shall utilize the most accurate method possible to forecast future work requirements and costs when sufficient work load history or future work load estimates are not available.

5.1 Funding Limitation – The Contractor shall notify the Contracting Officer and the COTR within one work day when current Task Order costs reach 75% of the committed funds assigned to this Task Order.

6.0 Workload Information

The estimated workload information associated with this Task Order is as follows:

The estimated disposal numbers for FY2012 are **25,000** line items.

Space Shuttle Property turned in for disposal will come from the following sources unless otherwise specified:

1. JSC Organization Codes CA (Flight Crew Operations), DA (Mission Operations) and EA (Engineering)
2. NASA Contract NNJ06VA01C (United Space Alliance and their sub-contractors Hamilton Sundstrand and Boeing)
3. NASA Contract NNJ06VA03C (NEPTEC)

L & M TECHNOLOGIES, INC
CONTRACTOR PRICING FORM
JANUARY 01,2012-FEBRUARY 29, 2012

TITLE OF PROJECT: Task Order 45, Space Shuttle Close Out

SUMMARY

				LABOR COSTS				
	Labor Category	Estimated Hours	Overtime Hours	Fully Burdened Rate	Regular Labor Cost	Overtime Rate	Overtime Cost	Total Cost
2	Driver Helper	(b) (4)						
2	Driver							
1	Admin Specialist II							
3	Warehouse Specialist III							
2	Warehouse Specialist III							
	TOTAL LABOR							

Assumptions:

1)The labor hours are based upon the BOE below:

Line items to be worked for this period is (b) (4) per month.

L&M estimated (b) (4) man hours to complete this effort.

2)Material & ODC's cost is for required items.

See attached for details

OTHER NON-LABOR COSTS	
Category	
Materials	\$ (b) (4)
Vehicles	\$ (b) (4)
ODC's	\$ (b) (4)
Total	
G&A Rate	
G&A on ODC's	
Total TO Labor & ODC's	
Fee Rate	
Total TO Estimate With Fee	\$194,811.25

TITLE OF PROJECT: Task Order 45, Space Shuttle Close Out

Materials

Copier Paper

Tri-Wall Boxes

Labels

Shrink Wrap

TOTAL Material Cost

Vehicles

ODC's

Fuel

Office Supplies

Pallets

IT-Cory

Uniforms

Safety Boots

TOTAL ODC Cost

Total TO Estimate

(b) (4)

ORDER FOR SUPPLIES OR SERVICES

IMPORTANT: Mark all packages and papers with contract and/or order numbers.


PAGE OF PAGES
1 8

1. DATE OF ORDER 2/27/12	2. CONTRACT NO. (if any) NNJ08JA01C	6. SHIP TO:	
3. ORDER NO. 45 Rev 2	4. REQUISITION/REF NO.	a. NAME OF COSIGNEE	
5. ISSUING OFFICE (Address correspondence to) NASA Johnson Space Center, 2101 Nasa Parkway Houston, TX 77058-3696		b. STREET ADDRESS	
7. TO:		c. CITY	d. STATE
		e. ZIP CODE	
		f. SHIP VIA	

a. NAME OF CONTRACTOR Katrina Parrott	8. TYPE OF ORDER: <input checked="" type="checkbox"/> a. PURCHASE REFERENCE YOUR: Proposal <input type="checkbox"/> b. DELIVERY - Except for billing instructions on the reverse, this delivery order is subject to instructions contained on this side only of this form and is issued subject to the terms and conditions of the above- numbered contract.
b. COMPANY NAME L&M Technologies	
c. STREET ADDRESS 4209 Ballon Park Road	
d. CITY Albuquerque	
e. STATE NM	f. ZIP CODE 87109
9. ACCOUNTING AND APPROPRIATION DATA	
10. REQUISITIONING OFFICE	

11. BUSINESS CLASSIFICATION (Check appropriate boxes)		12. F.O.B. POINT
<input checked="" type="checkbox"/> a. SMALL	<input type="checkbox"/> b. OTHER THAN SMALL	Destination
<input type="checkbox"/> d. WOMEN-OWNED	<input type="checkbox"/> e. HUBzone	
13. PLACE OF		
a. INSPECTION	b. ACCEPTANCE	14. GOVERNMENT B/L NO.
		15. DELIVER TO F.O.B. POINT ON OR BEFORE (Date)
		16. DISCOUNT TERMS

17. SCHEDULE (See page 2 for Rejections)				
ITEM NO. a.	SUPPLIES OR SERVICES b.	QUANTITY ORDERED c.	UNIT d.	UNIT PRICE e.
1	Task Order 45 NOTE: This task order (TO) supersedes the TO issued on 1/17/12 and increases the TO value by \$307,754.86 from \$531,831.40 to \$839,586.26 Period of performance is 3/1/11 - 2/29/12. Title: Space Shuttle Close-Out The contractor shall provide all resources necessary to complete the work identified in the attached Task Order.	1		\$839,586.26
				\$839,586.26

18. SHIPPING POINT	19. GROSS SHIPPING WEIGHT	20. INVOICE NO.	17h. TOTAL (Cont. pages)
21. MAIL INVOICE TO:			
SEE BILLING INSTRUCTIONS			
a. NAME NASA Lyndon B. Johnson			
b. STREET ADDRESS (or P.O. Box) 2101 NASA Parkway-BJ5			
c. CITY Houston	d. STATE TX	e. ZIP CODE 77058	17i. GRAND TOTAL
22. UNITED STATES OF AMERICA BY (Signature) 			

Section 11.6 – STATEMENT OF WORK

Space Shuttle Close-Out Equipment

Scope and Purpose

The Contractor shall provide Space Shuttle property disposition services in support of Logistics Operations for the Johnson Space Center.

1.0. General

The Contractor shall provide Space Shuttle close-out property disposition services. The Contractor shall process disposal documentation, archival documentation, warehouse receipts, artifacts, requests for excess Government/Federal property, GSA sales, screener access, scrap metal disposition, donations, and perform physical inventory to ensure proper disposition of Government property. The Contractor shall utilize the existing Agency disposal system, DSPL, for the purpose of accounting for and tracking all disposal activities from initial receipt to final disposition in accordance with NPR 4300.1, NASA Personal Property Disposal Procedures and Guidelines, and applicable requirements in Part 7 of the Statement of Work of the Logistics Contract. The Contractor shall ensure all NASA identifying markings are removed from Government property prior to final disposition.

1.1 Location of Services - The Contractor shall perform work at the Johnson Space Center and local Contractor facilities, as identified by the Contracting Officers Technical Representative (COTR) or as further required. For the purpose of this Task Order, identified local Contractor facilities for United Space Alliance (USA) is primarily at their Feathercraft (Logistics Support Facility/LSF) location.

1.2 Hours of Operation – Normal hours of operation are Monday through Friday, 7:30a.m. to 4:00 p.m. There may be times when the Contractor shall be required to provide support outside the normal hours of operation.

1.3 Authority - The Contractor shall only receive tasks directly from the Contracting Officer, Contracting Officer's Technical Representative (CO/COTR), or designee. No duties will be performed without authorization to proceed from the CO/COTR or designee.

1.4 Period of Performance - The Period of Performance for this task order is March 1, 2011 through February 29, 2012.

2.0 Personnel Requirements

Personnel responsible for the performance of requirements outlined in the Task Order shall have a thorough working knowledge of the Government property and equipment disposal process.

3.0 Space Shuttle Property Disposal

3.1 Disposal Documentation

The Contractor shall receive all requests to excess property associated with the Space Shuttle program for the purpose of disposing and reutilization. The Contractor shall resolve discrepancies on all requests. The Contractor shall process the excess property within 5 work days of identification and request.

3.2 Archival Documentation

The Contractor shall maintain all disposal documentation to ensure disposal information is accurately captured daily and end of year supporting documentation. The Contractor shall ensure all documentation is legible and available for real time access by the Government. The Contractor shall ensure that any missing documents to be archived are located prior to archiving. The Contractor shall archive daily documents within 3 work days after DSPS is updated and all end of year documents within 45 days of fiscal year end (Sept 30).

3.3 Warehouse Receipts

The Contractor shall receive excess property, perform physical inspection, resolve all discrepancies, and update DSPS within 5 work days of receipt to ensure the accountability of excess property. The Contractor shall ensure that small like items are placed into a consolidated container until it is full, voucher the supporting documentation, and process for screening.

3.3.1. Receipt of Hazardous Materials

The Contractor shall place all hazardous material in a designated storage area on the same work day received to ensure safe handling and storage.

3.3.2. Receipt of Pillerable Items

The Contractor shall store and secure pillerable items in a COTR or designee approved area on the same work day received to prevent warehouse losses.

3.4 Process Artifacts

The Contractor shall secure, voucher, and annotate a freeze in the DSPL database for artifacts on the same day of receipt to ensure items are not automatically released for disposition. The Contractor shall process artifacts and historically significant items in compliance with NPR 4310.1, Identification and Disposition of NASA Artifacts.

3.5 Data Security

The Contractor shall ensure submitted documentation identifies all computer disk drives have been removed per ITS-SOP-0035, NASA Standard Operating Procedure for Digital Media Sanitization prior to acceptance. The Contractor shall remove and destroy all disk drives per ITS-SOP-0035 from any Space Shuttle Program IT resources that are submitted for disposal but still containing disk drives. The Contractor shall maintain a log of all IT resources that required disk drive disposal.

3.6 Process Requests for Excess Government/Federal Property

The Contractor shall process requests for excess Government/Federal Property for either onsite or off-site reissue or transfer. The Contractor shall process requests within 5 work days of receipt.

3.7 Scrap/Abandonment/Destruction

The Contractor shall process items identified on receipt documentation as scrap and perform the associated action on the same work day received to ensure effective utilization of warehouse space.

The Contractor shall downgrade and scrap, abandon or destroy property, with appropriate Technical Monitor Representative (TMR) approval, within 5 work days to ensure efficient redistribution and utilization methods.

The Contractor shall perform activities necessary to complete Government contracts for scrap metal pick-ups.

3.8 GSA Sales

The Contractor shall process GSA sales, exchange sales, and online (Internet) sales for the reutilization of property. The Contractor shall reconcile GSA listing with DSPL to ensure all items are captured for the sale within 3 work days.

3.9 Screener Access

The Contractor shall obtain security clearances for visitors and ensure they are briefed on safety and security procedures prior to entering the warehouse in accordance with the United Space Alliance or JSC requirements.

4.0 Metrics\Reports\Data

The Contractor shall provide a monthly performance and workload metric chart by the 5th working day that reflects disposition activity associated with this task order. Disposition of Space Shuttle property should meet the Agency performance standards of less than 123 days and should be documented such that these disposal performance metrics are segregated from the Center disposition activities performed as part of the Logistics Contract. The metrics should include monthly and fiscal year totals:

- Number of cases opened
- Number of cases closed
- Balance of cases being worked
- Number of cases over the 123 day metric
- Average number of days to close

The Contractor shall record and document all cost information associated with the preparation of disposal items identified for GSA Sales under this task order with the same information identified in the Logistics Contract DRD AN-7-1, Cost of GSA Sales Report.

5.0 Cost Estimating

The Contractor shall provide monthly cost estimates of the next month's projected work by the 15th of each month and include this information on the 533 Monthly Contractor Financial Management Report. These estimates should be shown in both the Contract Year (March 1 – February 28 (February 29 in the event of a leap year) and Government Fiscal Year (October 1 – September 30), shown in months. The Contractor shall utilize the most accurate method possible to forecast future work requirements and costs when sufficient work load history or future work load estimates are not available.

5.1 Funding Limitation – The Contractor shall notify the Contracting Officer and the COTR within one work day when current Task Order costs reach 75% of the committed funds assigned to this Task Order.

6.0 Workload Information

The estimated workload information associated with this Task Order is as follows:

The estimated disposal numbers for FY2012 are **26,177** line items. Space Shuttle Property turned in for disposal will come from the following sources unless otherwise specified:

1. JSC Organization Codes CA (Flight Crew Operations), DA (Mission Operations) and EA (Engineering)
2. NASA Contract NNJ06VA01C (United Space Alliance and their sub-contractors Hamilton Sundstrand and Boeing)
3. NASA Contract NNJ06VA03C (NEPTec)

L & M TECHNOLOGIES, INC
CONTRACTOR PRICING FORM
JANUARY 01,2012-FEBRUARY 29, 2012

TITLE OF PROJECT: Task Order 48 Space Shuttle Close Out

SUMMARY

		LABOR COSTS					
Category		Estimated Hours	Overtime Hours	Fully Burdened Rate	Regular Labor Cost	Overtime Rate	Overtime Cost
2 Driver Helper		(b) (4)					
2 Driver							
1 Admin Specialist II							
3 Warehouse Specialist III							
2 Warehouse Specialist III							
TOTAL LABOR							

Assumptions:

- 1)The labor hours are based upon the BOE below:
Line items to be worked for this period is (b) (4) per month.
L&M estimated (b) (4) man hours to complete this effort.
- 2)Material & ODC's cost is for required items.
See attached for details

		OTHER NON-LABOR COSTS	
Category		(b) (4)	
Materials	\$		
Vehicles	\$		
ODC's	\$		
Total			
G&A Rate			
G&A on ODC's			
Total TO Labor & ODC			
Fee Rate			
Total TO Estimate With Fee			

\$307,754.86

TITLE OF PROJECT: Task Order #5, Space Shuttle Close Out

Materials

Copier Paper

Tri-Wall Boxes

Labels

Shrink Wrap

TOTAL Material Cost

Vehicles

ODC's

Fuel

Office Supplies

Pallets

IT-Cory

Uniforms

Safety Boots

TOTAL ODC Cost

Total TO Estimate


(b) (4)

ORDER FOR SUPPLIES OR SERVICES

PAGE OF PAGES

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

1 7

1. DATE OF ORDER 3/11/11		2. CONTRACT NO. (If any) NNJ08JA01C		6. SHIP TO:		
3. ORDER NO. 46		4. REQUISITION/REF NO.		a. NAME OF COSIGNEE		
5. ISSUING OFFICE (Address correspondence to) NASA Johnson Space Center, 2101 Nasa Parkway Houston, TX 77058-3696				b. STREET ADDRESS		
7. TO:				c. CITY		d. STATE
				e. ZIP CODE		
a. NAME OF CONTRACTOR Katrina Parrott				f. SHIP VIA		
b. COMPANY NAME L&M Technologies				8. TYPE OF ORDER:		
c. STREET ADDRESS 4209 Ballon Park Road				<input checked="" type="checkbox"/> a. PURCHASE REFERENCE YOUR: Proposal		<input type="checkbox"/> b. DELIVERY - Except for billing instructions on the reverse, this delivery order is subject to instructions contained on this side only of this form and is issued subject to the terms and conditions of the above-numbered contract.
d. CITY Albuquerque				e. STATE NM		f. ZIP CODE 87109
9. ACCOUNTING AND APPROPRIATION DATA				10. REQUISITIONING OFFICE		
11. BUSINESS CLASSIFICATION: (Check appropriate boxes)						12. F.O.B. POINT
<input checked="" type="checkbox"/> a. SMALL <input type="checkbox"/> b. OTHER THAN SMALL <input type="checkbox"/> c. DISADVANTAGED <input type="checkbox"/> d. WOMEN-OWNED <input type="checkbox"/> e. HUBZone <input type="checkbox"/> f. EMERGING SMALL BUSINESS						9. SERVICE-DISABLED VETERAN OWNED
13. PLACE OF						16. DISCOUNT TERMS
a. INSPECTION		b. ACCEPTANCE		14. GOVERNMENT B/L NO.		15. DELIVER TO F.O.B. POINT ON OR BEFORE (Date)
17. SCHEDULE (See page 2 for Rejections)						
ITEM NO. a.	SUPPLIES OR SERVICES b.			QUANTITY ORDERED c.	UNIT d.	UNIT PRICE e.
1	Task Order 46 Title: Hurricane/Severe Weather Support Task order is executed at 75% of the value - \$105,406.27 The contractor shall provide all resources necessary to complete the work identified in the attached Task Order.			1		\$140,541.69
18. SHIPPING POINT				19. GROSS SHIPPING WEIGHT		20. INVOICE NO.
21. MAIL INVOICE TO:						
a. NAME NASA Lyndon B Johnso						
b. STREET ADDRESS (or P.O. Box) 2101 NASA Parkway-BJ5						
c. CITY Houston				d. STATE TX	e. ZIP CODE 77058	
22. UNITED STATES OF AMERICA BY (Signature) 				23. NAME OF CONTRACTING/ORDERING OFFICER Karon F. Porche		
SEE BILLING INSTRUCTIONS ON PAGE 2						17h. TOTAL (Cont. pages)
						17i. GRAND TOTAL \$140,541.69

SECTION 11.4 – STATEMENT OF WORK

Hurricane/Severe Weather Support

Scope and Purpose: The Contractor shall provide hurricane/severe weather services in support of Logistics Operations for the Center.

1.0 General

- 1.1** Prepare for and Provide Hurricane/Severe Weather Support – The Contractor shall complete preparations and accomplish tasks identified in the current Logistics Division Hurricane/Severe Weather and Shelter Plan. The Contractor shall actively participate in Center meetings/briefings related to impending hurricanes or severe weather activities, as applicable.
- 1.2** Hours of Operation – Normal Hours of operation are from 7:30 a.m. to 4:00 p.m., Monday through Friday. There will be times when the Contractor shall provide support outside the normal hours of operation.
- 1.3** The Contractor shall only receive tasks directly from the Contracting Officer/Contracting Officer's Technical Representative (CO/COTR) or designee. No duties will be performed without authorization to proceed from the CO/COTR or designee.
- 1.4** The Period of Performance for this task order is March 1, 2011 through February 29, 2012.

2.0 Safety and Health

- 2.0** The Contractor shall perform tasks accurately, safely, and on-time. Task shall be performed in a manner which ensures the protection of personnel, property, and environment. The Contractor shall develop and implement risk management techniques (including risk assessment) to be applied to hazards derived from analyses of activities and products for the purpose of eliminating or controlling hazards as specified in NASA policies and requirements for hazard reduction. Continued use of the current mission and equipment operation checklists will be considered a component of an acceptable risk management strategy.

3.0 Qualifications

- 3.0** The Contractor shall ensure that all personnel utilized in the performance of this task order meet all qualifications associated with the position, including Hurricane Rideout Team members. These may include medical certifications, physicals, required vaccinations, National Incident Management System (NIMS) training, and other training. Specific

requirements can be obtained from the Logistics Division Emergency Preparedness Representative, the JSC Office of Emergency Management, or the Hurricane Plan Manager.

4.0 Evaluation Criteria

- 4.0** The Contractor's performance of work contained in this task order will be evaluated for accuracy, timeliness, and cost management in completion of the tasks outlined in the Logistics Division Hurricane/Severe Weather and Shelter Plan.

5.0 Reports and Data

- 5.0** The Contractor shall conduct a lessons learned meeting with JB management within 7 work days after completion of activities performed on this task order.
- 5.1** The Contractor shall provide to the COTR actual costs associated with task order within 30 days after completion of activities performed on this task order in support of JSC Hurricane Preparedness.
- 5.2** The Contractor shall provide to the COTR monthly cost estimate of the next month's projected work by the 15th of each month. These estimates should be shown in both the contract year (March 1 – February 28 (February 29 in the event of a leap year) and Government fiscal year (October 1 – September 30), shown in months.
- 5.3** The Contractor shall notify the COTR within one work day when actual costs reach 75% of the committed funds for this task order.

L & M TECHNOLOGIES, INC
CONTRACTOR PRICING FORM
MARCH 1, 2011 - FEBRUARY 28, 2012

TITLE OF PROJECT: Task Order 46, Hurricane/Severe Weather

SUMMARY

		LABOR HOURS			LABOR COSTS					
	Labor Category	Estimated Hours	Regular Overtime	Double Overtime	Total Hours	Fully Burdened Rate	Estimated Labor Cost	Regular Overtime Cost	Double Overtime Cost	Total Cost
1	Supervisor		(b) (4)							
2	Admin. Specialist III									
3	Admin Specialist II									
4	Admin Specialist I									
5	Warehouse Specialist III									
6	Warehouse Specialist II									
7	Warehouse Specialist I									
8	Driver II									
9	Driver I									
10	Driver Helper									
11	Hazardous Work Premium									
	TOTAL LABOR									

Assumptions:

- 1) Labor rates are based upon the proposal IDIQ labor table.
- 2) Frequencies and severity of this years storm activity will determine the true cost.
- 3) Employees are assigned for Hurricane Rideout
- 4) Overtime calculations = (b) (4) [REDACTED]
[REDACTED] See back-up sheet for further detail information
- 5) The hours are based upon (b) (4) [REDACTED]

OTHER NON-LABOR COSTS				Total Cost
Category				
Materials		(b) (4)		
Travel\Fuel				
Total				
G&A Rate				
G&A on ODC's				
Total TO Labor & ODC's				
Fee Rate				
Total TO Estimate With Fee				\$140,541.69

TITLE OF PROJECT: Task Order 46, Hurricane/Severe Weather

CY4 Price

LABOR	Rate	Regular Hours	Regular Overtime	FTE's	Double Overtime
Supervisor	(b) (4)				
Regular Hours					
Overtime/Doubletime					
FTE's					
Total Dollars					
Admin Specialist I					
Regular Hours					
Overtime/Doubletime					
FTE's					
Total Dollars					
Warehouse Specialist III					
Regular Hours					
Overtime/Doubletime					
FTE's					
Total Dollars					
Warehouse Specialist I					
Regular Hours					
Overtime/Doubletime					
FTE's					
Total Dollars					
Driver I					
Regular Hours					
Overtime/Doubletime					
FTE's					
Total Dollars					
Driver Helper					
Regular Hours					
Overtime/Doubletime					
FTE's					
Total Dollars					
TOTAL					
Labor-Hazardous Work Premium					
Hurricane Rideout Team					
(b) (4)					
Total Dollars					
ODC's					
Travel/Fuel					
Total TO Estimate					

Labor-Hazardous Work Premium

Cost

Hurricane Rideout Team

Labor

(b) (4)

\$

\$

\$

Total Dollars

\$

Total TO Estimate

(b) (4)

Total

\$	(b) (4)
\$	
\$	
\$	

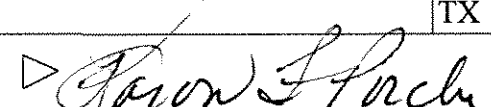
ORDER FOR SUPPLIES OR SERVICES

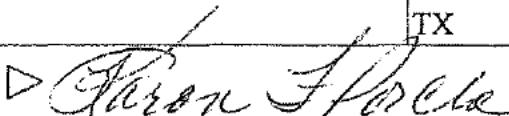
PAGE OF PAGES

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

1

1

1. DATE OF ORDER 11/8/11		2. CONTRACT NO. (If any) NNJ08JA01C		6. SHIP TO:		
3. ORDER NO. 46 Rev 1		4. REQUISITION/REF NO.		a. NAME OF COSIGNEE		
5. ISSUING OFFICE (Address correspondence to) NASA Johnson Space Center, 2101 Nasa Parkway Houston, TX 77058-3696				b. STREET ADDRESS		
7. TO:				c. CITY		d. STATE
				e. ZIP CODE		
a. NAME OF CONTRACTOR Katrina Parrott				f. SHIP VIA		
b. COMPANY NAME L&M Technologies				8. TYPE OF ORDER:		
c. STREET ADDRESS 4209 Ballon Park Road				<input checked="" type="checkbox"/> a. PURCHASE REFERENCE YOUR: Proposal Please furnish the following on the terms and conditions specified on both side of this order and on the attached sheet, if any, including delivery as indicated.		<input type="checkbox"/> b. DELIVERY - Except for billing instructions on the reverse, this delivery order is subject to instructions contained on this side only of this form and is issued subject to the terms and conditions of the above-numbered contract.
d. CITY Albuquerque		e. STATE NM	f. ZIP CODE 87109	10. REQUISITIONING OFFICE		
9. ACCOUNTING AND APPROPRIATION DATA				11. BUSINESS CLASSIFICATION: (Check appropriate boxes)		
<input checked="" type="checkbox"/> a. SMALL <input type="checkbox"/> d. WOMEN-OWNED				<input type="checkbox"/> b. OTHER THAN SMALL <input type="checkbox"/> e. HUBZone		12. F.O.B. POINT Destination
<input type="checkbox"/> c. DISADVANTAGED <input type="checkbox"/> f. EMERGING SMALL BUSINESS				<input type="checkbox"/> g. SERVICE-DISABLED VETERAN OWNED		
13. PLACE OF		14. GOVERNMENT B/L NO.		15. DELIVER TO F.O.B. POINT ON OR BEFORE (Date)		16. DISCOUNT TERMS
a. INSPECTION	b. ACCEPTANCE					
17. SCHEDULE (See page 2 for Rejections)						
ITEM NO. a.	SUPPLIES OR SERVICES b.			QUANTITY ORDERED c.	UNIT d.	UNIT PRICE e.
1	Task Order 46 Title: Hurricane/Severe Weather Support Task order is executed at 100% of the value The contractor shall provide all resources necessary to complete the work identified in the attached Task Order.			1		\$140,541.69
						\$140,541.69
18. SHIPPING POINT		19. GROSS SHIPPING WEIGHT		20. INVOICE NO.		17h. TOTAL (Cont. pages)
21. MAIL INVOICE TO:						
a. NAME NASA Lyndon B Johnso						17i. GRAND TOTAL \$140,541.69
b. STREET ADDRESS (or P.O. Box) 2101 NASA Parkway-BJ5						
c. CITY Houston				d. STATE TX	e. ZIP CODE 77058	
22. UNITED STATES OF AMERICA BY (Signature) 				23. NAME OF CONTRACTING/ORDERING OFFICER Karon F. Porche		

ORDER FOR SUPPLIES OR SERVICES						PAGE 1 OF 9 PAGES	
IMPORTANT: Mark all packages and papers with contract and/or order numbers.							
1. DATE OF ORDER 3/11/11		2. CONTRACT NO. (If any) NNJ08JA01C		6. SHIP TO:			
3. ORDER NO. 47		4. REQUISITION/REF NO.		a. NAME OF COSIGNEE			
5. ISSUING OFFICE (Address correspondence to) NASA Johnson Space Center, 2101 Nasa Parkway Houston, TX 77058-3696				b. STREET ADDRESS			
7. TO:				c. CITY		d. STATE	e. ZIP CODE
a. NAME OF CONTRACTOR Katrina Parrott				f. SHIP VIA			
b. COMPANY NAME L&M Technologies				8. TYPE OF ORDER:			
c. STREET ADDRESS 4209 Ballon Park Road				<input checked="" type="checkbox"/> a. PURCHASE REFERENCE YOUR: <u>Proposal</u> Please furnish the following on the terms and conditions specified on both side of this order and on the attached sheet, if any, including delivery as indicated.		<input type="checkbox"/> b. DELIVERY - Except for billing instructions on the reverse, this delivery order is subject to instructions contained on this side only of this form and is issued subject to the terms and conditions of the above-numbered contract.	
d. CITY Albuquerque		e. STATE NM	f. ZIP CODE 87109				
9. ACCOUNTING AND APPROPRIATION DATA				10. REQUISITIONING OFFICE			
11. BUSINESS CLASSIFICATION: (Check appropriate boxes)						12. F.O.B. POINT	
<input checked="" type="checkbox"/> a. SMALL <input type="checkbox"/> b. OTHER THAN SMALL <input type="checkbox"/> c. DISADVANTAGED <input type="checkbox"/> d. SERVICE-DISABLED VETERAN OWNED <input type="checkbox"/> d. WOMEN-OWNED <input type="checkbox"/> e. HUBZone <input type="checkbox"/> f. EMERGING SMALL BUSINESS						Destination	
13. PLACE OF		14. GOVERNMENT B/L NO.		15. DELIVER TO F.O.B. POINT ON OR BEFORE (Date)		16. DISCOUNT TERMS	
a. INSPECTION	b. ACCEPTANCE						
17. SCHEDULE (See page 2 for Rejections)							
ITEM NO. a.	SUPPLIES OR SERVICES b.			QUANTITY ORDERED c.	UNIT d.	UNIT PRICE e.	AMOUNT f.
1	Task Order 47 Title: Loadmaster Services Task order is executed at 75% of the value - \$345,510.20 The contractor shall provide all resources necessary to complete the work identified in the attached Task Order.			1		\$460,680.27	\$460,680.27
18. SHIPPING POINT		19. GROSS SHIPPING WEIGHT		20. INVOICE NO.		17h. TOTAL (Cont. pages) 17i. GRAND TOTAL	
21. MAIL INVOICE TO:							
a. NAME NASA Lyndon B Johnso							
b. STREET ADDRESS (or P.O. Box) 2101 NASA Parkway-BJ5						\$460,680.27	
c. CITY Houston				d. STATE TX	e. ZIP CODE 77058		
22. UNITED STATES OF AMERICA BY (Signature) 				23. NAME OF CONTRACTING/ORDERING OFFICER Karon F. Porche			

SECTION 11.9 – STATEMENT OF WORK

Aircraft Loadmaster Services

Scope and Purpose: The Contractor shall provide continuously available, uninterrupted aircraft loadmaster services in support of NASA's Super Guppy Transport Operations. These services include pre-mission and post-mission planning activities required to ensure cargo and payload operations meet all mission and flight safety requirements. From time to time the Contractor may be required to provide loadmaster services outside the Continental United States.

1.0 General

- 1.0 Location of Services – The Contractor shall perform work at JSC, other locations within the Continental United States, its territories, and foreign countries as required.
- 1.1 The Contractor shall provide Loadmaster services as required by the Government to support Super Guppy Transport Operations.
- 1.2 The Contractor shall only receive tasks directly from the Contracting Officer/Contracting Officer's Technical Representative (CO/COTR) or designee. No Loadmaster duties will be performed without authorization to proceed from the CO/COTR or designee.
- 1.3 Property/Equipment – The Government will provide aircrew flight uniforms, flight gloves, flight jacket, name tags and logos for flight uniforms per NASA requirements, and oxygen masks/equipment, Federal Communications Commission and National Telecommunications Information Agency compliant radios that are approved for flightline use, and two laptop computers and two portable printers to be used while Loadmasters are supporting a transport mission. All Government provided equipment and apparel will be replaced by the Government as required. The Contractor shall provide all other equipment for the Loadmasters including items such as: safety shoes/boots, body fall protection safety harnesses, hard hats, eye protection, ear protection, flashlights, leather work gloves, and cold weather clothing as deemed necessary by the Contractor.
- 1.4 Hours of Operation – Normal Hours of operation are from 7:30 a.m. to 4:00 p.m., Monday through Friday. There will be times when the Contractor shall provide Loadmaster services to support Super Guppy Transport Services/Operations outside the Normal Hours of operation stated above. The Loadmasters shall adhere to JPR 1700.1, Chapter 5.8.8, Work Shift Limits for Hazardous Operations as applicable. Flight and travel time shall not be considered critical or hazardous operations.

- 1.5 The Government will provide required office space, office equipment, and storage space for all Loadmaster Super Guppy mission files.
- 1.6 The Loadmasters shall remain on duty as long as necessary to ensure the safety and protection of; a cargo load on the aircraft, cargo that may be positioned on/in material handling equipment waiting to be loaded onto the aircraft, or until released by authorized Government personnel. The Loadmasters shall remain with the aircrew and/or the aircraft for the entire mission unless mission requirements dictate otherwise. The CO/COTR or designee may authorize the Loadmasters to return to home station prior to completion of the mission.
- 1.7 Travel - The Government will reimburse the Contractor for travel expenses in accordance with the Federal Travel Regulations when required to perform their official duties. The Loadmasters shall stay in comparable Government quarters while on official Government travel. The CO/COTR or designee will advise the Contractor of travel requirements to support NASA missions. The Loadmasters may or may not be required to fly on the Super Guppy to support transport mission requirements. If not flying on the Super Guppy, the Loadmasters may be required to travel via commercial carrier. Any required non-expedited, standard United States Passports will be an allowable expense on this Task Order.
- 1.8 The Loadmasters shall calculate and provide Super Guppy weight and balance data to the flight crew for all mission legs prior to departure of the aircraft (includes local training and test flights as required by NASA).
- 1.9 The Period of Performance for this task order is March 1, 2011 through February 29, 2012.

2.0 Physical Requirements

- 2.0 Physical Qualifications – In addition to the requirements in SECTION C, Paragraph 1.18.2, page 13 of the Logistics Contract (NNJ08JA01C), Loadmasters shall:
 - 2.0.1 Be physically able to climb to heights required to secure restraint devices for all loads (the Super Guppy cargo compartment is approximately 25 feet high)
 - 2.0.2 Be required to operate aircraft loaders, materials handling equipment, and other specialized container(s)/ cargo support structure(s) at heights above ground level of approximately 23 feet (the height of the Super Guppy Shipping Fixture (SGSF) is approximately 23 feet). The height of the Super Guppy cargo floor above ground level is approximately 11 feet.

3.0 Pre-Mission, Mission and Post-Mission Activities

The Contractor shall plan, coordinate, and execute transportation of cargo and mission payloads, SGSF, other specialized container(s)/ cargo support structure(s), and associated support equipment to ensure that all cargo and payloads meet required flight schedules and are delivered safely to the required destination. There may be missions that are performed exclusively by Government Loadmaster personnel.

The Contractor shall be required to initiate all pre-mission activities prior to arrival of other mission personnel. Pre-mission activities include cargo load planning, cargo preparation, material handling equipment preparations and positioning, cargo-loading procedures, coordinating with user customers, and cargo aircraft center-of-gravity requirements.

The Contractor shall operate the Super Guppy cargo loaders used to support Super Guppy cargo transport operations and other required aircraft loading and offloading equipment.

The Contractor shall calculate and provide weight and balance data to the Aircraft Commander and Flight Engineer for the purpose of computing required takeoff and landing data.

The Contractor shall perform post-mission activities which include cargo unloading, materials handling equipment preparation and positioning, and cargo preparation.

3.0 Mission Documentation

The Contractor shall maintain all documentation related to Super Guppy missions. The Contractor shall ensure that all files are accurate and complete and can be accessed for future missions. The Government supplied Contractor laptops and printers shall be accessible for use by the Government Loadmasters during missions as needed. The Contractor shall maintain all operational logs for mission support equipment, which shall remain attached to the equipment or readily available at all times. The Contractor shall be required to perform weight and balance calculations. All data (including training manuals, procedures, and other Super Guppy related documentation), files, and software used in the performance of this task order remain the property of the Government and shall be available for Government review as required, and shall be returned to the Government at the end of this contract.

3.1 Non-Mission Support Activities

The Contractor shall support all non-mission related SGSF, other specialized container and cargo support structure, and Super Guppy support equipment activities. These activities include operation of all mission support equipment to insure continual operational availability. The Contractor shall monitor NASA-provided maintenance of Super Guppy support equipment as needed.

The Contractor shall maintain all mission support equipment certification and calibration data. The Contractor shall ensure all mission support equipment certifications and calibrations are current.

The Contractor shall obtain rigging and heavy hauling support through the Facilities Contract as needed.

4.0 Loadmaster Training and Certification Requirements

The Contractor shall establish and maintain training and certification plans designed to meet the below requirements to ensure the Loadmasters are trained and certified in the required field of specialization. The Contractor shall establish and maintain training records for their Loadmasters, including training manuals and documentation of certification and periodic recertification of personnel, and ensure they are available for CO/COTR or designee review. Copies of completion certificates shall be provided to the CO/COTR or designee. The Contractor shall acquire and maintain the below stated certification and periodic recertification training requirements

4.0 Government provided and required prior to flying on the Super Guppy:

- 4.0.1** An Air Force Class III Examination/Flight Physical required annually.
- 4.0.2** Physiological training required every four years. Note: Physiological training is scheduled after successful completion of an Air Force Class III Examination/Flight Physical.
- 4.0.3** Super Guppy Egress training required annually.

4.1 Commercially available:

- 4.1.1** Highway Transportation of Hazardous Materials in accordance with Title 49, Code of Federal Regulations.
- 4.1.2** Air Transportation of Dangerous Goods Training in accordance with Title 49, Code of Federal Regulations.

4.2 Loadmaster personnel shall have a thorough knowledge of weight and balance and be proficient in calculating the balance point of aircraft, vehicles, pallet loads, wheel loads, combined load center-of-balance points, combined vertical center-of-gravity of payloads and the aircraft, etc. Loadmasters shall have attended and successfully completed commercial or U.S. Military aircraft Loadmaster training and qualification program or other countries equivalent military Loadmaster training programs and provide evidence of the same to the CO/COTR or designee. The Super Guppy is a unique aircraft which requires Loadmaster personnel to have thorough knowledge in the field of aircraft weight and balance, operations of loading equipment, and aircraft on loading and offloading.

4.3 The Contractor shall certify their Loadmasters per NASA JSC Material Handling Equipment Operator certification requirements (JPD 8719.1) to

operate forklifts, scissor lifts, and overhead hoist/cranes in Building 924 (Sonny Carter Training Facility), at Ellington Field, or other facilities as needed.

- 4.4 Perform training exercises as needed with both Contractor and Government Loadmasters to ensure mission readiness of the combined Loadmaster team.

5.0 Safety and Health Plan

- 5.0 The Contractor shall perform tasks accurately, safely, and on-time. Task shall be performed in a manner which ensures the protection of personnel, property, and environment. The Contractor shall develop and implement risk management techniques (including risk assessment) to be applied to hazards derived from analyses of activities and products for the purpose of eliminating or controlling hazards as specified in NASA policies and requirements for hazard reduction. Continued use of the current mission and equipment operation checklists will be considered a component of an acceptable risk management strategy.

6.0 Deliverables

- 6.0 The following is a list of deliverables the Loadmasters shall maintain:

- 6.0.1 JB7 Government Owned Material Handling and Lifting Equipment log.
- 6.0.2 SGSF or other specialized container(s)/ cargo support structure(s) Support Equipment Operational Report.
- 6.0.3 Super Guppy Chart "C" (required when the Aircraft Operations Division (AOD) provides Guppy weight changes to the Loadmaster).
- 6.0.4 NASA 941 Super Guppy Mission Log.
- 6.0.5 Loading procedures.
- 6.0.6 Operational aircrew and non-aircrew check lists.
- 6.0.7 Super Guppy Support Equipment Operations, Maintenance, Training and Safety Procedures (JSC-28353).
- 6.0.8 Logs/Reports maintained in support of change orders to this Task Order required by the CO/COTR. Historical examples used by the

previous contractor are: Operator Certification Process (i.e. tests and scores, logs and files) and the lifting device certification log.

7.0 Metrics, Reports, and Data

- 7.0 There are no performance metrics identified at this time. The Contractor will be provided performance metric requirements as they are identified.
- 7.1 The Contractor shall track all Loadmaster related costs and expenses on both a contract year, as well as a per-mission basis.
- 7.2 The Contractor shall provide monthly cost estimates of the next month's projected work by the 15th of each month. These estimates should be shown in both the contract year (March 1 – February 28 (February 29 in the event of a leap year) and Government fiscal year (October 1 – September 30), shown in months. The Contractor shall utilize the most accurate method possible to forecast future work requirements and costs when sufficient work load history or future work load estimates are not available.
- 7.3 The Contractor shall notify the COTR within one work day when actual costs reach 75% of the committed funds for this task order.

8.0 Workload Estimate

- 8.0 **The Contractor shall provide continuously available, uninterrupted aircraft loadmaster services in support of NASA's Super Guppy Transport Operations.** At the time of the issuance of this Task Order, the estimated number of Super Guppy missions requiring Loadmaster support for the period of performance of this Task Order is 7. Based on historical information, the average mission is 7 days, with an additional 5 work days of pre-mission and 2.5 work days post-mission support per Loadmaster, with the average mission requiring two Loadmasters. On average the Loadmasters work day during a mission is approximately 12 hours long.
- 8.1 **Travel**
The average historical travel cost has been \$1500 per person, per mission (Avg. mission travel was 5 days, 4 nights in length) flying commercial air carrier. When mission locations, requirements, and schedules permit, the Contractor shall utilize GSA vehicles in lieu of air travel.

L & M TECHNOLOGIES, INC
CONTRACTOR PRICING FORM
MARCH 1, 2011 - FEBRUARY 28, 2012

TITLE OF PROJECT: Task Order 47, Loadmasters

				LABOR COSTS				
	Labor Category	Estimated Hours	Overtime Hours	Fully Burdened Rate	Regular Labor Cost	Overtime Rate	Overtime Cost	Total Cost
1	Aircraft Loadmasters	(b) (4)						
	TOTAL LABOR							

Assumptions:

1) Labor rates are based upon the proposal IDIQ labor table. Loadmaster hours (b) (4) hours, for time worked above the normal 40 hour week in support of Super Guppy missions). One additional Loadmaster hours (b) (4) for Loadmaster Transition)

OTHER NON-LABOR COSTS	
Category	
Materials	\$ (b) (4)
Travel	(b) (4)
ODC's	(b) (4)
Training	(b) (4)
Total	(b) (4)
G&A Rate	(b) (4)
G&A on ODC's	(b) (4)
Total TO Labor & OD	(b) (4)
Fee Rate	(b) (4)
Total TO Estimate With Fee	\$460,680.27

TITLE OF PROJECT: Task Order 47, Loadmasters

LABOR	Price	Hours
-------	-------	-------

Loadmasters

(b) (4) Loadmaster

Hours

Total Dollars

(b) (4) Loadmaster

Hours

Total Dollars

(b) (4) Loadmaster

Hours

Total

Total Labor Cost

Materials

Safety Shoes

Safety Glasses

Hearing Protection

Printer support ink

Office Supplies

Copy Paper

Gloves

Total

Travel

T-38's (DMA to HMN) X 2

OMS & FRSC Site Survey (KSC to WSD)

OMS & FRSC (KSC to WSD) X 2

CV-22 (PHL to AMA)

ICM

Total

ODC's

Cell Phones

Training

Hazmat

Total TO Estimate

(b) (4)

ORDER FOR SUPPLIES OR SERVICES

PAGE OF PAGES

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

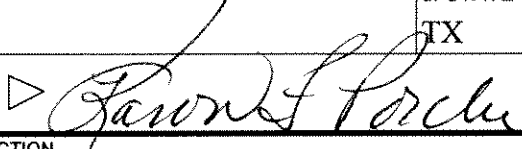
1

1

1. DATE OF ORDER 11/8/11		2. CONTRACT NO. (If any) NNJ08JA01C		6. SHIP TO:	
3. ORDER NO. 47 Rev 1		4. REQUISITION/REF NO.		a. NAME OF COSIGNEE	
5. ISSUING OFFICE (Address correspondence to) NASA Johnson Space Center, 2101 Nasa Parkway Houston, TX 77058-3696				b. STREET ADDRESS	
7. TO:				c. CITY	d. STATE
a. NAME OF CONTRACTOR Katrina Parrott				e. ZIP CODE	
b. COMPANY NAME L&M Technologies				f. SHIP VIA	
c. STREET ADDRESS 4209 Ballon Park Road				8. TYPE OF ORDER:	
d. CITY Albuquerque				<input checked="" type="checkbox"/> a. PURCHASE REFERENCE YOUR: Proposal Please furnish the following on the terms and conditions specified on both side of this order and on the attached sheet, if any, including delivery as indicated.	
e. STATE NM				<input type="checkbox"/> b. DELIVERY - Except for billing instructions on the reverse, this delivery order is subject to instructions contained on this side only of this form and is issued subject to the terms and conditions of the above-numbered contract.	
f. ZIP CODE 87109					
9. ACCOUNTING AND APPROPRIATION DATA				10. REQUISITIONING OFFICE	
11. BUSINESS CLASSIFICATION: (Check appropriate boxes)				12. F.O.B. POINT	
<input checked="" type="checkbox"/> a. SMALL <input type="checkbox"/> d. WOMEN-OWNED <input type="checkbox"/> b. OTHER THAN SMALL <input type="checkbox"/> e. HUBZone <input type="checkbox"/> c. DISADVANTAGED <input type="checkbox"/> f. EMERGING SMALL BUSINESS <input type="checkbox"/> g. SERVICE-DISABLED VETERAN OWNED				Destination	
13. PLACE OF		14. GOVERNMENT B/L NO.		15. DELIVER TO F.O.B. POINT ON OR BEFORE (Date)	
a. INSPECTION	b. ACCEPTANCE			16. DISCOUNT TERMS	

17. SCHEDULE (See page 2 for Rejections)

ITEM NO. a.	SUPPLIES OR SERVICES b.	QUANTITY ORDERED c.	UNIT d.	UNIT PRICE e.	AMOUNT f.	QUANTITY ACCEPTED g.
1	Task Order 47 Title: Loadmaster Services Task order is executed at 100% of the value The contractor shall provide all resources necessary to complete the work identified in the attached Task Order.	1		\$460,680.27	\$460,680.27	

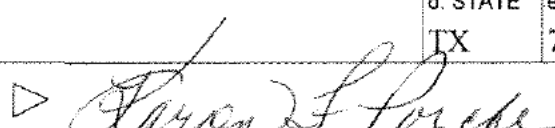
SEE BILLING INSTRUCTIONS ON PAGE 2	18. SHIPPING POINT	19. GROSS SHIPPING WEIGHT	20. INVOICE NO.		17h. TOTAL (Cont. pages)
	21. MAIL INVOICE TO:				
	a. NAME NASA Lyndon B Johnso				17i. GRAND TOTAL \$460,680.27
	b. STREET ADDRESS (or P.O. Box) 2101 NASA Parkway-BJ5				
c. CITY Houston		d. STATE TX	e. ZIP CODE 77058		
22. UNITED STATES OF AMERICA BY (Signature) 				23. NAME OF CONTRACTING/ORDERING OFFICER Karon F. Porche	

ORDER FOR SUPPLIES OR SERVICES

PAGE OF PAGES

1 9

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

1. DATE OF ORDER 2/1/12		2. CONTRACT NO. (If any) NNJ08JA01C		6. SHIP TO:	
3. ORDER NO. 47 Rev 2		4. REQUISITION/REF NO.		a. NAME OF COSIGNEE	
5. ISSUING OFFICE (Address correspondence to) NASA Johnson Space Center, 2101 Nasa Parkway Houston, TX 77058-3696		7. TO:		b. STREET ADDRESS	
		f. SHIP VIA		c. CITY	
				d. STATE	
				e. ZIP CODE	
a. NAME OF CONTRACTOR Katrina Parrott		b. COMPANY NAME L&M Technologies		8. TYPE OF ORDER:	
c. STREET ADDRESS 4209 Ballon Park Road		d. CITY Albuquerque		e. STATE NM	
f. ZIP CODE 87109		9. ACCOUNTING AND APPROPRIATION DATA		10. REQUISITIONING OFFICE	
11. BUSINESS CLASSIFICATION: (Check appropriate boxes)		12. F.O.B. POINT		Destination	
<input checked="" type="checkbox"/> a. SMALL <input type="checkbox"/> b. OTHER THAN SMALL <input type="checkbox"/> c. DISADVANTAGED <input type="checkbox"/> d. WOMEN-OWNED <input type="checkbox"/> e. HUBZone <input type="checkbox"/> f. EMERGING SMALL BUSINESS		<input type="checkbox"/> g. SERVICE-DISABLED VETERAN OWNED			
13. PLACE OF		14. GOVERNMENT B/L NO.		15. DELIVER TO F.O.B. POINT ON OR BEFORE (Date)	
a. INSPECTION		b. ACCEPTANCE		16. DISCOUNT TERMS	
17. SCHEDULE (See page 2 for Rejections)					
ITEM NO. a.	SUPPLIES OR SERVICES b.	QUANTITY ORDERED c.	UNIT d.	UNIT PRICE e.	AMOUNT f.
1	Task Order 47 Title: Loadmaster Services Task order is executed at 100% of the value The contractor shall provide all resources necessary to complete the work identified in the attached Task Order.	1		\$497,722.48	\$497,722.48
18. SHIPPING POINT		19. GROSS SHIPPING WEIGHT		20. INVOICE NO.	
21. MAIL INVOICE TO:					
a. NAME NASA Lyndon B Johnson					
b. STREET ADDRESS (or P.O. Box) 2101 NASA Parkway-BJ5					
c. CITY Houston					
d. STATE TX					
e. ZIP CODE 77058					
17h. TOTAL (Cont. pages)					
17i. GRAND TOTAL \$497,722.48					
22. UNITED STATES OF AMERICA BY (Signature) 				23. NAME OF CONTRACTING/ORDERING OFFICER Karon F. Porche	

SECTION 11.9 – STATEMENT OF WORK

Aircraft Loadmaster Services

Scope and Purpose: The Contractor shall provide continuously available, uninterrupted aircraft loadmaster services in support of NASA's Super Guppy Transport Operations. These services include pre-mission and post-mission planning activities required to ensure cargo and payload operations meet all mission and flight safety requirements. From time to time the Contractor may be required to provide loadmaster services outside the Continental United States.

1.0 General

- 1.0 Location of Services – The Contractor shall perform work at JSC, other locations within the Continental United States, its territories, and foreign countries as Required.
- 1.1 The Contractor shall provide Loadmaster services as required by the Government to support Super Guppy Transport Operations.
- 1.2 The Contractor shall only receive tasks directly from the Contracting Officer/Contracting Officer's Technical Representative (CO/COTR) or designee. No Loadmaster duties will be performed without authorization to proceed from the CO/COTR or designee.
- 1.3 Property/Equipment – The Government will provide aircrew flight uniforms, flight gloves, flight jacket, name tags and logos for flight uniforms per NASA requirements, and oxygen masks/equipment, Federal Communications Commission and National Telecommunications Information Agency compliant radios that are approved for flightline use, and two laptop computers and two portable printers to be used while Loadmasters are supporting a transport mission. All Government provided equipment and apparel will be replaced by the Government as required. The Contractor shall provide all other equipment for the Loadmasters including items such as: safety shoes/boots, body fall protection safety harnesses, hard hats, eye protection, ear protection, flashlights, leather work gloves, and cold weather clothing as deemed necessary by the Contractor.
- 1.4 Hours of Operation – Normal Hours of operation are from 7:30 a.m. to 4:00 p.m., Monday through Friday. There will be times when the Contractor shall provide Loadmaster services to support Super Guppy Transport Services/Operations outside the Normal Hours of operation stated above. The Loadmasters shall adhere to JPR 1700.1, Chapter 5.8.8, Work Shift Limits for Hazardous Operations only when critical lifting or

other hazardous operations are being performed. Flight and travel time shall not be considered critical or hazardous operations.

- 1.5 The Government will provide required office space, office equipment, and storage space for all Loadmaster Super Guppy mission files.
- 1.6 The Loadmasters shall remain on duty as long as necessary to ensure the safety and protection of; a cargo load on the aircraft, cargo that may be positioned on/in material handling equipment waiting to be loaded onto the aircraft, or until released by authorized Government personnel. The Loadmasters shall remain with the aircrew and/or the aircraft for the entire mission unless mission requirements dictate otherwise. The CO/COTR or designee may authorize the Loadmasters to return to home station prior to completion of the mission.
- 1.7 Travel - The Government will reimburse the Contractor for travel expenses in accordance with the Federal Travel Regulations when required to perform their official duties. The Loadmasters shall stay in comparable Government quarters while on official Government travel. The CO/COTR or designee will advise the Contractor of travel requirements to support NASA missions. The Loadmasters may or may not be required to fly on the Super Guppy to support transport mission requirements. If not flying on the Super Guppy, the Loadmasters may be required to travel via commercial carrier. Any required non-expedited, standard United States Passports will be an allowable expense on this Task Order.
- 1.8 The Loadmasters shall calculate and provide Super Guppy weight and balance data to the flight crew for all mission legs prior to departure of the aircraft (includes local training and test flights as required by NASA).
- 1.9 The Period of Performance for this task order is March 1, 2011 through February 29, 2012.

2.0 Physical Requirements

- 2.0 Physical Qualifications – In addition to the requirements in SECTION C, Paragraph 1.18.2, page 13 of the Logistics Contract (NNJ08JA01C), Loadmasters shall:

- 2.0.1 Be physically able to climb to heights required to secure restraint devices for all loads (the Super Guppy cargo compartment is approximately 25 feet high)

- 2.0.2 Be required to operate aircraft loaders, materials handling equipment, and other specialized container(s)/ cargo support structure(s) at heights above ground level of approximately 23 feet

(the height of the Super Guppy Shipping Fixture (SGSF) is approximately 23 feet). The height of the Super Guppy cargo floor above ground level is approximately 11 feet.

3.0 Pre-Mission, Mission and Post-Mission Activities

The Contractor shall plan, coordinate, and execute transportation of cargo and mission payloads, SGSF, other specialized container(s)/ cargo support structure(s), and associated support equipment to ensure that all cargo and payloads meet required flight schedules and are delivered safely to the required destination.

The Contractor shall be required to initiate all pre-mission activities prior to arrival of other mission personnel. Pre-mission activities include cargo load planning, cargo preparation, material handling equipment preparations and positioning, cargo-loading procedures, coordinating with user customers, and cargo aircraft center-of-gravity requirements.

The Contractor shall operate the Super Guppy cargo loaders used to support Super Guppy cargo transport operations and other required aircraft loading and offloading equipment.

The Contractor shall calculate and provide weight and balance data to the Aircraft Commander and Flight Engineer for the purpose of computing required takeoff and landing data.

The Contractor shall perform post-mission activities which include cargo unloading, materials handling equipment preparation and positioning, and cargo preparation.

3.0 Mission Documentation

The Contractor shall maintain all documentation related to Super Guppy missions. The Contractor shall ensure that all files are accurate and complete and can be accessed for future missions. The Government supplied Contractor laptops and printers shall be accessible for use by the Government Loadmasters during missions as needed. The Contractor shall maintain all operational logs for mission support equipment, which shall remain attached to the equipment or readily available at all times. The Contractor shall be required to perform weight and balance calculations. All data (including training manuals, procedures, and other Super Guppy related documentation), files, and software used in the performance of this task order remain the property of the Government and shall be available for Government review as required, and shall be returned to the Government at the end of this contract.

3.1 Non-Mission Support Activities

The Contractor shall support all non-mission related SGSF, other specialized container and cargo support structure, and Super Guppy support equipment activities. These activities include operation of support equipment to insure operational availability. The Contractor shall monitor NASA-provided maintenance of Super Guppy support equipment as needed.

The Contractor shall maintain all mission support equipment certification and calibration data. The Contractor shall ensure all mission support equipment certifications and calibrations are current.

The Contractor shall obtain rigging and heavy hauling support through the Facilities Contract as needed.

4.0 Loadmaster Training and Certification Requirements

The Contractor shall establish and maintain training and certification plans designed to meet the below requirements to ensure the Loadmasters are trained and certified in the required field of specialization. The Contractor shall establish and maintain training records for all personnel including training manuals and documentation of certification and periodic recertification of personnel, and they are available at all times for CO/COTR or designee to review. Copies of completion certificates shall be provided to the CO/COTR or designee. The Contractor shall acquire and maintain the below stated certification and periodic recertification training requirements

4.0 Government provided and required prior to flying on the Super Guppy:

- 4.0.1** An Air Force Class III Examination/Flight Physical required annually.
- 4.0.2** Physiological training required every four years. Note: Physiological training is scheduled after successful completion of an Air Force Class III Examination/Flight Physical.
- 4.0.3** Super Guppy Egress training required annually.

4.1 Commercially available:

- 4.1.1** Highway Transportation of Hazardous Materials in accordance with Title 49, Code of Federal Regulations.
- 4.1.2** Air Transportation of Dangerous Goods Training in accordance with Title 49, Code of Federal Regulations.

- 4.2 Loadmaster personnel shall have a thorough knowledge of weight and balance and be proficient in calculating the balance point of aircraft, vehicles, pallet loads, wheel loads, combined load center-of-balance points, combined vertical center-of-gravity of payloads and the aircraft, etc. Loadmasters shall have attended and successfully completed commercial or U.S. Military aircraft Loadmaster training and qualification program or other countries equivalent military Loadmaster training programs and provide evidence of the same to the CO/COTR or designee. The Super Guppy is a unique aircraft which requires Loadmaster personnel to have thorough knowledge in the field of aircraft weight and balance, operations of loading equipment, and aircraft on loading and offloading.
- 4.3 The Contractor shall certify their Loadmasters per NASA JSC Material Handling Equipment Operator certification requirements (JPD 8719.1) to operate forklifts, scissor lifts, and overhead hoist/cranes in Building 924 (Sonny Carter Training Facility), at Ellington Field, or other facilities as needed.
- 4.4 Perform training exercises as needed with both Contractor and Government Loadmasters to ensure mission readiness of the combined Loadmaster team.

5.0 Safety and Health Plan

- 5.0 The Contractor shall perform tasks accurately, safely, and on-time. Task shall be performed in a manner which ensures the protection of personnel, property, and environment. The Contractor shall develop and implement risk management techniques (including risk assessment) to be applied to hazards derived from analyses of activities and products for the purpose of eliminating or controlling hazards as specified in NASA policies and requirements for hazard reduction. Continued use of the current mission and equipment operation checklists will be considered a component of an acceptable risk management strategy.

6.0 Deliverables

- 6.0 The following is a list of deliverables the Loadmasters shall maintain:
 - 6.0.1 JB7 Government Owned Material Handling and Lifting Equipment log.
 - 6.0.2 SGSF or other specialized container(s)/ cargo support structure(s) Support Equipment Operational Report.

- 6.0.3 Super Guppy Chart "C" (required when the Aircraft Operations Division (AOD) provides Guppy weight changes to the Loadmaster).
- 6.0.4 NASA 941 Super Guppy Mission Log.
- 6.0.5 Loading procedures.
- 6.0.6 Operational aircrew and non-aircrew check lists.
- 6.0.7 Super Guppy Support Equipment Operations, Maintenance, Training and Safety Procedures (JSC-28353).
- 6.0.8 Logs/Reports maintained in support of change orders to this Task Order required by the CO/COTR. Historical examples used by the previous contractor are: Operator Certification Process (i.e. tests and scores, logs and files) and the lifting device certification log.

7.0 Metrics, Reports, and Data

- 7.0 There are no performance metrics identified at this time. The Contractor will be provided performance metric requirements as they are identified.
- 7.1 The Contractor shall track all Loadmaster related costs and expenses on both a contract year, as well as a per-mission basis.
- 7.2 The Contractor shall provide monthly cost estimates of the next month's projected work by the 15th of each month. These estimates should be shown in both the contract year (March 1 – February 28 (February 29 in the event of a leap year) and Government fiscal year (October 1 – September 30), shown in months. The Contractor shall utilize the most accurate method possible to forecast future work requirements and costs when sufficient work load history or future work load estimates are not available.
- 7.3 The Contractor shall notify the COTR within one work day when actual costs reach 75% of the committed funds for this task order.

8.0 Workload Estimate

- 8.0 **The Contractor shall provide continuously available, uninterrupted aircraft loadmaster services in support of NASA's Super Guppy Transport Operations.** At the time of the issuance of this Task Order, the estimated number of Super Guppy missions requiring Loadmaster support for the period of performance of this Task Order is 9. Based on historical information, the average mission is 7 days, with an additional 5

work days of pre-mission and 2.5 work days post-mission support per Loadmaster, with the average mission requiring two Loadmasters. On average the Loadmasters work day during a mission is approximately 12 hours long.

8.1 Travel

The average historical travel cost has been \$1500 per person, per mission (Avg. mission travel was 5 days, 4 nights in length) flying commercial air carrier. When mission locations, requirements, and schedules permit, the Contractor shall utilize GSA vehicles in lieu of air travel.

LM TECHNOLOGIES, INC
CONTRACTOR PRICING FORM
REV-MARCH 1,2011-FEBRUARY 29, 2012

TITLE OF PROJECT: Task Order 47, Loadmasters

				LABOR COSTS				
	Labor Category	Estimated Hours	Overtime Hours	Fully Burdened Rate	Regular Labor Cost	Overtime Rate	Overtime Cost	Total Cost
2	Aircraft Loadmasters	(b) (4)						
	TOTAL LABOR							

OTHER NON-LABOR COSTS			
Category			Total Cost
Materials	\$	(b) (4)	
Travel			
ODC's			
Training			
Total			
G&A Rate			
G&A on ODC's			
Total TO Labor & ODC			
		(b) (4)	
Fee Rate			
Total TO Estimate With Fee			\$37,042.21

ORDER FOR SUPPLIES OR SERVICES						PAGE OF PAGES 1 8	
IMPORTANT: Mark all packages and papers with contract and/or order numbers.							
1. DATE OF ORDER 3/11/11		2. CONTRACT NO. (If any) NNJ08JA01C		6. SHIP TO:			
3. ORDER NO. 48		4. REQUISITION/REF NO.		a. NAME OF COSIGNEE			
5. ISSUING OFFICE (Address correspondence to) NASA Johnson Space Center, 2101 Nasa Parkway Houston, TX 77058-3696				b. STREET ADDRESS			
7. TO:				c. CITY		d. STATE	e. ZIP CODE
a. NAME OF CONTRACTOR Katrina Parrott				f. SHIP VIA			
b. COMPANY NAME L&M Technologies				8. TYPE OF ORDER:			
c. STREET ADDRESS 4209 Ballon Park Road				<input checked="" type="checkbox"/> a. PURCHASE REFERENCE YOUR: Proposal Please furnish the following on the terms and conditions specified on both side of this order and on the attached sheet, if any, including delivery as indicated.		<input type="checkbox"/> b. DELIVERY - Except for billing instructions on the reverse, this delivery order is subject to instructions contained on this side only of this form and is issued subject to the terms and conditions of the above-numbered contract.	
d. CITY Albuquerque		e. STATE NM		f. ZIP CODE 87109			
9. ACCOUNTING AND APPROPRIATION DATA				10. REQUISITIONING OFFICE			
11. BUSINESS CLASSIFICATION: (Check appropriate boxes)						12. F.O.B. POINT	
<input checked="" type="checkbox"/> a. SMALL <input type="checkbox"/> b. OTHER THAN SMALL <input type="checkbox"/> c. DISADVANTAGED <input type="checkbox"/> g. SERVICE-DISABLED VETERAN OWNED <input type="checkbox"/> d. WOMEN-OWNED <input type="checkbox"/> e. HUBZone <input type="checkbox"/> f. EMERGING SMALL BUSINESS						Destination	
13. PLACE OF		14. GOVERNMENT B/L NO.		15. DELIVER TO F.O.B. POINT ON OR BEFORE (Date)		16. DISCOUNT TERMS	
a. INSPECTION		b. ACCEPTANCE					
17. SCHEDULE (See page 2 for Rejections)							
ITEM NO. a.	SUPPLIES OR SERVICES b.			QUANTITY ORDERED c.	UNIT d.	UNIT PRICE e.	AMOUNT f.
1	Task Order 48 Title: Personnel Moves Task order is executed at 75% of the value - \$382,192.93 The contractor shall provide all resources necessary to complete the work identified in the attached Task Order.			1		\$509,590.57	\$509,590.57
18. SHIPPING POINT		19. GROSS SHIPPING WEIGHT		20. INVOICE NO.		17h. TOTAL (Cont. pages) 17i. GRAND TOTAL	
21. MAIL INVOICE TO:							
a. NAME NASA Lyndon B Johnso							
b. STREET ADDRESS (or P.O. Box) 2101 NASA Parkway-BJ5						\$509,590.57	
c. CITY Houston							
d. STATE TX		e. ZIP CODE 77058					
22. UNITED STATES OF AMERICA BY (Signature)				23. NAME OF CONTRACTING/ORDERING OFFICER Karon F. Porche			

SECTION 11.1 – STATEMENT OF WORK

Personnel Moves

Scope and Purpose: To provide Moving and Hauling and Furniture Group support to Johnson Space Center (JSC) moves as identified on the JF174, *Intracenter Move Request* (MR). The Contractor shall receive, issue, relocate, connect, disconnect, store, and transport office furnishings, boxes, computers, crates, equipment, trash cans, and racks, etc., as applicable, and according to the prescribed schedule and safety standards. In this document, the terms furnishings and furniture are synonymous. .

Office furnishings shall include but not be limited to all types of contemporary, executive, modular and systems furniture. Examples are: acoustical panels, bookcases, carpet, chairs, desks, file cabinets, lockers, racks, shelving, supply cabinets, tables, and task lights. An average user set up includes a desk, chair, computer table, wedge, overhead, bookcase, file cabinet, and 6-8 panels.

The Government shall provide office space and equipment to perform the work identified in this Task Order. The Contracting Officer/Contracting Officer's Technical Representative (CO/COTR) or designee shall provide layouts as applicable, the MR, related work orders, and the move schedule.

1.0 General

- 1.1. Location of Services – The Contractor shall perform majority of the work, as outlined on the MR within buildings onsite at JSC, including the Sonny Carter Training Facility and Ellington Field. Other locations supported by the Contractor may include local off-site buildings, and other destinations within 300 miles of JSC.
- 1.2. Hours of Operation – Normal hours of operation are Monday through Friday, 7:30 a.m. to 4:00 p.m. When approved by the CO/COTR or designee, and dependent upon the workload and criticality of the work schedule, the Contractor shall provide services outside the normal hours of operation.
- 1.3. Period of Performance – The Period of Performance for this task order is March 1, 2011 – February 29, 2012.

2. Personnel Requirements

- 2.1. Furniture Personnel - Furniture personnel shall have a thorough working knowledge of the safe assembly, disassembly, installation, and warehousing of office furnishings.

- 2.2. Transportation Personnel - Transportation moving and hauling personnel shall have working knowledge of vehicle, furniture transport, and physical lifting safety.
- 2.3. All forklift operators shall be certified by the contractor per the NASA JSC Material Handling Equipment Operator Certification Program requirements.

3. Primary Duties

- 3.1. Issue Furniture - The Contractor shall inspect, assemble, and clean and polish furniture to ensure it is serviceable and available for delivery prior to the scheduled delivery date. The Contractor shall update the inventory database on the same day the furniture is pulled from storage. The Contractor shall provide a key with any furniture item that has a lock and ensure a duplicate key is available in case of loss. A Government-provided key machine is available for making duplicate keys if required. All office furnishing issue requests are generated by the CO/COTR or designee.
- 3.2. Connect/Disconnect Furniture - The Contractor shall connect and disconnect furniture at the customer's location on the scheduled date.
- 3.3. Deliveries, Moves, and Installations - The Contractor shall pickup, deliver, relocate, disconnect, reconnect and/or return furniture items to and from the warehouse and customer locations per MR, related work order, and the move schedule. To ensure same day service, the Contractor shall coordinate installation requirements with the Facilities Operations Support Services and other Contractors, as applicable.
- 3.4. Items not identified as Return to Warehouse - The Contractor shall remove and return to the warehouse items not identified on the MR and not marked "return to warehouse" if the customer indicates that the item is no longer required. The Contractor shall document the activity on the work order.
- 3.5. Receive Furniture Returned from Field - The Contractor shall receive furniture returned from the field and segregate as useable, needing repair, or excess, and take appropriate action within 2 work days. The Contractor shall ensure furniture is stored safely and is available for issue. The Contractor shall update the furniture database on the same day the items are warehoused. Returned furniture from the field is identified as follows:
 - a. Usable: The Contractor shall warehouse usable furniture.
 - b. Needing Repair: The Contractor shall repair to usable condition and warehouse.
 - c. Excess: The Contractor shall prepare and submit appropriate documentation per NPR 4300.1, *NASA Personal Property Disposal Procedures and Guidelines*, for CO/COTR or designee approval.

- 3.6. Non-Furniture Requirements - The Contractor shall verify customer equipment identification tag numbers with the MR, as applicable. The contractor shall deliver, relocate, pick up, and return to the warehouse boxes and crates. The contractor shall track for return boxes and crates provided to users and return to the warehouse boxes and crates found not in use.
- 3.7. Non-Standard Move Requirements - The Contractor shall coordinate associated services (e.g., rigging), as needed, to accomplish the task.

4. Government Oversight

- 4.1. Technical Oversight by NASA Personnel – Moves are to be accomplished per the move schedule; however, the possibility of unforeseen impacts/occurrences/revisions exist that may require the Contractor to rework and coordinate among various services. Report such occurrences to the CO/COTR or designee.
- 4.2. When required, the CO/COTR or designee shall outline objectives, priorities, and deadlines and shall provide guidance for addressing problems that arise during routine, complex, or one-of-a-kind move situations.

5. Safety and Health

- 5.1. The Contractor shall perform tasks accurately, safely, and on-time. The Contractor shall perform tasks in a manner that ensures the protection of personnel, property, and environment. The Contractor shall develop and implement risk management techniques (including risk assessment) to be applied to hazards derived from analyses of activities and products for the purpose of eliminating or controlling hazards as specified in NASA policies and requirements for hazard reduction. The Contractor shall ensure work areas remain safe and clean at all times.

6. Metrics, Reports, and Data

- 6.1. The Contractor shall provide monthly customer feedback performance metrics to the CO/COTR or designee.
- 6.2. The Contractor shall provide move completion confirmation daily and workload data monthly to the CO/COTR or designee.
- 6.3. The Contractor shall provide a monthly status of crate resources to include current warehouse count and a listing of open work orders for crate pickup past the scheduled due date that shows the number of attempts for pickup made after the due date and/or the agreement made with the customer for a later pickup date.

- 6.4. The Contractor shall provide a monthly cost estimate of the next month's projected work by the 15th of each month. These estimates should be shown in both the contract year (March 1 – February 28 (February 29 in the event of a leap year) and Government fiscal year (October 1 – September 30), shown in months.
- 6.5. The Contractor shall notify the COTR within one work day when actual costs reach 75% of the committed funds for this task order.

7. Historical Workload Information

- 7.1. The following historical annual workload is based on FY10 personnel move activity, and is being provided for planning purposes only:

- 651 - Number of moves performed
- 93 - Number of equipment-only moves
- 408 - Number of moves with furniture involvement

- 2,003 - Number of personnel moved
- 146 - Number of personnel moved as an equipment-only move
- 1,376 - Number of personnel moved with furniture involvement

- 32,321 - Number of items moved
- 14,382 - Number of furniture items moved
- 4,134 - Number of furniture items coming from the warehouse
- 10,248 - Number of furniture items moved either existing in the field or returned to the warehouse

- 10.5 - Average number of furniture pieces per person moved
- 7.3 - Average number of boxes per person moved (or 4-5 crates)
- 2.5 - Average number of equipment items per person moved

L & M TECHNOLOGIES, INC
CONTRACTOR PRICING FORM
MARCH 1, 2011 - FEBRUARY 28, 2012

TITLE OF PROJECT: Task Order 48, General Moves

SUMMARY

		LABOR COSTS						
	Labor Category	Estimated Hours	Overtime Hours	Fully Burdened Rate	Regular Labor Cost	Overtime Rate	Overtime Cost	Total Cost
1	Supervisor	(b) (4)						
2	Admin. Specialist III							
3	Admin Specialist II							
4	Admin Specialist I							
5	Warehouse Specialist III							
6	Warehouse Specialist II							
7	Warehouse Specialist I							
8	Driver II							
9	Driver I							
10	Driver Helper							
	TOTAL LABOR							

Assumptions:

1) Labor rates are based upon the proposal IDIQ labor table.

2) **(b) (4)** Average Actual hours per month **(b) (4)**

3) Overtime calculations = **(b) (4)** See back-up sheet for further detail

OTHER NON-LABOR COSTS			
Category			Total Cost
Materials	\$	(b) (4)	
Vehicles			
ODC's			
Total			
G&A Rate			
G&A on ODC's			
Total TO Labor & ODC's			
Fee Rate			
Total TO Estimate With Fee			\$509,590.57

TITLE OF PROJECT: Task Order 48, General Moves

CY4 Price

LABOR	Rate	Regular Hours	Regular Overtime	
Supervisor				
Regular Hours				
Overtime/Doubletime				
FTE's				
Total Dollars	\$			
Admin Specialist I				
Regular Hours				
Overtime/Doubletime				
FTE's				
Total Dollars	\$			
Warehouse Specialist III				
Regular Hours				
Overtime/Doubletime				
FTE's				
Total Dollars	\$			
Warehouse Specialist II				
Regular Hours				
Overtime/Doubletime				
FTE's				
Total Dollars	\$			
Warehouse Specialist I				
Regular Hours				
Overtime/Doubletime				
FTE's				
Total Dollars	\$			
Driver II				
Regular Hours				
Overtime/Doubletime				
FTE's				
Total Dollars	\$			
Driver I				
Regular Hours				
Overtime/Doubletime				
FTE's				
Total Dollars	\$			

(b) (4)

Driver Helper	
Regular Hours	
Overtime/Doubletime	
FTE's	
Total Dollars	\$
Total Dollars	

	Lab
TOTAL DOLLARS	\$
Vehicles	
Several vehicles are dedicated to this task order	\$
Materials	
CRT Carts (20)	\$
Appliance/Panel Dollies	\$
Furniture Straps	\$
Total Material Cost	\$
ODC's	
Fuel	\$
Total TO Estimate	\$

(b) (4)

ORDER FOR SUPPLIES OR SERVICES

PAGE OF PAGES

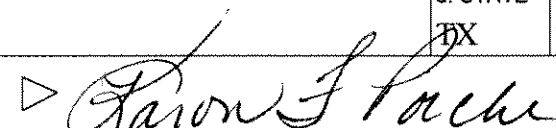
IMPORTANT: Mark all packages and papers with contract and/or order numbers.

1 1

1. DATE OF ORDER 11/8/11		2. CONTRACT NO. (If any) NNJ08JA01C		6. SHIP TO:	
3. ORDER NO. 48 Rev 1		4. REQUISITION/REF NO.		a. NAME OF COSIGNEE	
5. ISSUING OFFICE (Address correspondence to) NASA Johnson Space Center, 2101 Nasa Parkway Houston, TX 77058-3696				b. STREET ADDRESS	
7. TO:				c. CITY	d. STATE
a. NAME OF CONTRACTOR Katrina Parrott				f. SHIP VIA	
b. COMPANY NAME L&M Technologies				8. TYPE OF ORDER:	
c. STREET ADDRESS 4209 Ballon Park Road				<input checked="" type="checkbox"/> a. PURCHASE REFERENCE YOUR: Proposal Please furnish the following on the terms and conditions specified on both side of this order and on the attached sheet, if any, including delivery as indicated.	
d. CITY Albuquerque		e. STATE NM	f. ZIP CODE 87109	<input type="checkbox"/> b. DELIVERY - Except for billing instructions on the reverse, this delivery order is subject to instructions contained on this side only of this form and is issued subject to the terms and conditions of the above-numbered contract.	
9. ACCOUNTING AND APPROPRIATION DATA				10. REQUISITIONING OFFICE	
11. BUSINESS CLASSIFICATION: (Check appropriate boxes)					12. F.O.B. POINT
<input checked="" type="checkbox"/> a. SMALL <input type="checkbox"/> b. OTHER THAN SMALL <input type="checkbox"/> c. DISADVANTAGED <input type="checkbox"/> d. WOMEN-OWNED <input type="checkbox"/> e. HUBZone <input type="checkbox"/> f. EMERGING SMALL BUSINESS <input type="checkbox"/> g. SERVICE-DISABLED VETERAN OWNED					Destination
13. PLACE OF		14. GOVERNMENT B/L NO.		15. DELIVER TO F.O.B. POINT ON OR BEFORE (Date)	
a. INSPECTION	b. ACCEPTANCE			16. DISCOUNT TERMS	

17. SCHEDULE (See page 2 for Rejections)

ITEM NO. a.	SUPPLIES OR SERVICES b.	QUANTITY ORDERED c.	UNIT d.	UNIT PRICE e.	AMOUNT f.	QUANTITY ACCEPTED g.
1	Task Order 48 Title: Personnel Moves Task order is executed at 100% of the value The contractor shall provide all resources necessary to complete the work identified in the attached Task Order.	1		\$509,590.57	\$509,590.57	

SEE BILLING INSTRUCTIONS ON PAGE 2	18. SHIPPING POINT		19. GROSS SHIPPING WEIGHT		20. INVOICE NO.		17h. TOTAL (Cont. pages)
	21. MAIL INVOICE TO:						
	a. NAME NASA Lyndon B Johnso						17i. GRAND TOTAL \$509,590.57
	b. STREET ADDRESS (or P.O. Box) 2101 NASA Parkway-BJ5						
c. CITY Houston			d. STATE TX	e. ZIP CODE 77058			
22. UNITED STATES OF AMERICA BY (Signature) 					23. NAME OF CONTRACTING/ORDERING OFFICER Karon F. Porche		

ORDER FOR SUPPLIES OR SERVICES

PAGE OF PAGES

1 9

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

1. DATE OF ORDER 3/11/11		2. CONTRACT NO. (If any) NNJ08JA01C		6. SHIP TO:		
3. ORDER NO. 49		4. REQUISITION/REF NO.		a. NAME OF COSIGNEE		
5. ISSUING OFFICE (Address correspondence to) NASA Johnson Space Center, 2101 Nasa Parkway Houston, TX 77058-3696				b. STREET ADDRESS		
7. TO:				c. CITY	d. STATE	e. ZIP CODE
a. NAME OF CONTRACTOR Katrina Parrott				f. SHIP VIA		
b. COMPANY NAME L&M Technologies				8. TYPE OF ORDER:		
c. STREET ADDRESS 4209 Ballon Park Road				<input checked="" type="checkbox"/> a. PURCHASE REFERENCE YOUR: Proposal Please furnish the following on the terms and conditions specified on both side of this order and on the attached sheet, if any, including delivery as indicated.		<input type="checkbox"/> b. DELIVERY - Except for billing instructions on the reverse, this delivery order is subject to instructions contained on this side only of this form and is issued subject to the terms and conditions of the above-numbered contract.
d. CITY Albuquerque		e. STATE NM	f. ZIP CODE 87109			
9. ACCOUNTING AND APPROPRIATION DATA				10. REQUISITIONING OFFICE		
11. BUSINESS CLASSIFICATION: (Check appropriate boxes)						12. F.O.B. POINT
<input checked="" type="checkbox"/> a. SMALL <input type="checkbox"/> b. OTHER THAN SMALL <input type="checkbox"/> c. DISADVANTAGED <input type="checkbox"/> 9. SERVICE-DISABLED VETERAN OWNED <input type="checkbox"/> d. WOMEN-OWNED <input type="checkbox"/> e. HUBZone <input type="checkbox"/> f. EMERGING SMALL BUSINESS						Destination
13. PLACE OF		14. GOVERNMENT B/L NO.		15. DELIVER TO F.O.B. POINT ON OR BEFORE (Date)		16. DISCOUNT TERMS
a. INSPECTION	b. ACCEPTANCE					
17. SCHEDULE (See page 2 for Rejections)						
ITEM NO. a.	SUPPLIES OR SERVICES b.	QUANTITY ORDERED c.	UNIT d.	UNIT PRICE e.	AMOUNT f.	QUANTITY ACCEPTED g.
I	Task Order 49 Title: Special Events Task order is executed at 75% of the value - \$66,845.24 The contractor shall provide all resources necessary to complete the work identified in the attached Task Order.	1		\$89,126.99	\$89,126.99	
18. SHIPPING POINT		19. GROSS SHIPPING WEIGHT		20. INVOICE NO.		17h. TOTAL (Cont. pages)
21. MAIL INVOICE TO:						
a. NAME NASA Lyndon B Johnso						17i. GRAND TOTAL
b. STREET ADDRESS (or P.O. Box) 2101 NASA Parkway-BJ5						
c. CITY Houston		d. STATE TX	e. ZIP CODE 77058			
22. UNITED STATES OF AMERICA BY (Signature)				23. NAME OF CONTRACTING/ORDERING OFFICER Karon F. Porche		

SECTION 11.3 – STATEMENT OF WORK

Special Events

Scope and Purpose

To provide Supply, Furniture, Moving & Hauling and other Logistics support as required for NASA-JSC's special events (e.g., Open House/Ballunar Festival, Chili Cook-off, Safety and Total Health Day, Safety Spring Fair, holiday events, etc.), which involves coordination, set up, and tear down of items (e.g., canopies, chairs, tables, electrical hookups, portable toilets, trash receptacles) or services (buses and drivers, purchasing, etc.).

1.0 General

- 1.1** Location of Services – The Contractor shall perform majority of the work on site at JSC. Other locations supported by the Contractor may include: Sonny Carter Training Facility (SCTF), Ellington Field, and other destinations within a 300 mile radius of JSC.
- 1.2** The Government shall provide office space, office equipment, necessary forms of direction, and layouts in order to perform the work.
- 1.3** Hours of Operation - Normal hours of operation are from 7:30 a.m. to 4:00 p.m., Monday through Friday. There will be times when the Contractor shall provide services outside the 7:30 a.m. to 4:00 p.m. hours of operation as requested by the Government, dependent on the workload and criticality of schedule.
- 1.4** The Period of Performance for this task order is March 1, 2011 through February 29, 2012.
- 1.5** The known tentative dates for the events that occur during the period of performance of this task order are as follows:
 - Space Settlement Design Competition – March 2010
 - Spring Safety Fair– April 2010
 - I & I 2010 Expo – April 2010
 - FOD Chili Cook-off – May 2010
 - Safety and Total Health Day – October 2010
 - Ballunar Festival/Open House –October 2010

2.0 Personnel Requirements

- 2.1** Furniture personnel responsible for the performance of requirements outlined in this Task Order shall have a thorough working knowledge of the safe assembly, disassembly, installation, and repair of various types of

office furniture, tents, and related special event equipment as required. Transportation moving and hauling personnel responsible for the performance of requirements outlined in this Task Order shall have working knowledge of vehicle and physical lifting safety as required. All forklift operators shall be certified by the Contractor per NASA JSC Material Handling Equipment Operator Certification Program requirements.

3.0 Pre-Event Activities

3.1 The Contractor shall participate in pre-planning and coordination activities to ensure effective and safe planning of special event in advance of supporting. The Contracting Officer/Contracting Officer's Technical Representative (CO/COTR) or designee shall approve time allocated for each event (to include pre-planning activities) in advance of Contractor providing service.

3.1.1 The Contractor shall identify a single-point-of-contact for each event to ensure event progress monitoring and problem mitigation.

3.1.1.1 Create and provide to the COTR a special event work plan for each major event that clearly identifies the roles and responsibilities.

3.1.1.2 Ensure identification and resolution of any event problems.

3.1.2 Conducting a walk-through of the work areas to ensure a complete and comprehensive understanding of customer requirements.

3.1.3 Preparing furniture as required by the each event. When required, furniture layouts shall be submitted to the customer and CO/COTR or designee for approval in advance of supporting each special event.

3.1.4 Most items needed to support a special event are available and provided by the Government; however, special material purchases and/or leases may be required and shall be obtained by the Contractor at the best value to the Government.

3.1.4.1 The Logistics Contractor shall only be responsible for purchasing or leasing supplies and equipment that are in their area of responsibility. Items such as electrical panels, trash receptacles, etc. will be the responsibility of the Contractor performing the work in that area (e.g. Facilities for electrical panels, hookups, light towers, etc.)

- 3.1.4.2 In the event that sand bags are required in support of a special event, the Logistics Contractor shall be responsible for supplying the required number of bags for the sand bags. The sand and labor to fill the bags will be supplied by others.

4.0 Primary Duties

- 4.1 Special Event Coordination – The Contractor shall interface with the customer, Information Technology (ODIN), Construction, Custodial, Grounds Maintenance and Facilities Maintenance organizations as necessary to ensure timely and accurate services are provided.
- 4.2 Preparation for event – The Contractor shall prepare (including assemble, clean, polish, repair, and stage) items as identified by CO/COTR or designee as necessary to support the event.
- 4.3 Event Set Up and Teardown – The Contractor shall transport and set up items (e.g., tents, tables, chairs, etc.) per the CO/COTR or designee provided schedule and work orders. When the event is completed, the Contractor shall tear down, clean, disassemble and return items to the warehouse and store them properly.

5.0 Govt. Oversight

- 5.1 Technical Oversight by NASA Personnel – Special Events will be accomplished per the schedule provided by the CO/COTR or designee; however, the possibility of unplanned events can occur, which can require rework and/or short notice coordination among various services and support Contractors.
- 5.2 The CO/COTR or designee outlines required objectives, priorities, and deadlines and provides guidance on addressing problems and complex or one-of-a-kind situations.

6.0 Safety and Health

- 6.1 The Contractor shall perform tasks accurately, safely, and on-time. The Contractor shall perform tasks in a manner that ensures the protection of personnel, property, and environment. The Contractor shall develop and implement risk management techniques (including risk assessment) to be applied to hazards derived from analyses of activities and products for the purpose of eliminating or controlling hazards as specified in NASA policies and requirements for hazard reduction. The Contractor shall ensure event areas remain safe and clean at all times.

7.0 Metrics/Reports/Data Deliverables

- 7.1 The Contractor shall provide performance metrics, including cost and customer feedback data, within 10 working days after the conclusion of the event.
- 7.2 Sponsor a post-event briefing within 10 working days after the conclusion of the event, with the CO/COTR or designee to identify and discuss customer feedback, lessons learned, and possible areas of improvement. With prior approval from the CO/COTR a written lessons learned document can satisfy this requirement.
- 7.3 The Contractor shall maintain all procurement information for purchases, leases, and rentals by event, tracked over both the Government Fiscal year (Oct 1 – September 30) and the Contract year (March 1 – February 28 (29th in the event of a leap year)).
- 7.4 The Contractor shall provide monthly cost estimates of the next month's projected work by the 15th of each month. These estimates should be shown in both the contract year (March 1 through February 28 -February 29 in the event of a leap year) and Government fiscal year (October 1 – September 30), shown in months. The Contractor shall utilize the most accurate method possible to forecast future work requirements and costs when sufficient work load history or future work load estimates are not available.
- 7.5 The Contractor shall notify the CO and the COTR within one work day when actual costs reach 75% of the committed funds for this task order.

8.0 Historical Work Load Data

	Space Settlement Design Competition 2010	Spring Safety Fair 2010/Safety & Total Health Day 2010	Chili Cook-off 2010	Ballunar Festival/JSC Open House 2010	Inclusion & Innovation 2010
Items used for a Special Event:					
Tents	0	38	25	60	60
Tables	61	213	50	80	150
Chairs	166	390	90	190	220
Water coolers (10-gallon size)	0	12	6	18	6
Ice chests	0	1	2	1	1
Easels	0	25	0	50	55
Stage platform (owned by Public Affairs Office)	0	0	0	1	0
Buses	0	0	3	3	0
Ropes & stanchions	Unknown	Unknown	Unknown	Unknown	Unknown

Items purchased/rented for a Special Event:					
Tents	0	0	0	0	0
Tables	0	0	0	0	0
Table covers	0	0	0	0	0
Chairs	0	0	0	0	0
Bottled water, 16 oz. size (24 bottles per case--issued by the case)	0	3 cases	7 cases	6 cases	4 cases
Bottled water (3-gallon size)	0	8 bottles	12 bottles	200 cases	12 bottles
Ice machine w/ice (40-pound bags of ice)	0	0	0	25 bags	0
Paper cups, cone-shaped (250 cups per sleeve/4 sleeves per box)	0	1 box	6 sleeves	2 boxes	4 sleeves
Insect repellent (100 packages per box)	0	0	0	15 boxes	0
Sunscreen (100 packages per box)	0	0	0	20 boxes	0
First Aid kits (small size)	0	0	0	12 each	0
First Aid kits (medium size)	0	0	0	5 each	0
Insect bite ointment	0	0	0	8 each	0
Box cutters	0	0	0	12 each	0
Bags, zip lock (1-quart size)	0	0	0	2 boxes	0
Bags, zip lock (1-gallon size)	0	0	0	4 boxes	0
Bags, zip lock (2-gallon size)	0	0	0	2 boxes	0
Bandanas (neck coolers)	0	0	0	10 dozen	0
Sandbags, 14/28 poly w/ties, white	0	150 bags	75 bags	200 bags	100 bags
Sand (used to fill the bags that secure the tents)	0	2.5 yards	1.5 yards	5 yards	1 yard
Workhorses (equipped w/strobe lights)	0	4	5	12	0
Golf carts, 6-seater w/headlights, seatbelts, horn, & tail light	0	2	0	6	0
Golf carts, 2-seater w/headlights, seatbelts, horn, & tail light	0	2	0	2	0
Ballpoint pens, ink color - black; medium or fine point	12 dozen	0	0	0	0
Ballpoint pens, ink color - red; medium or fine point	4 dozen	0	0	0	0
Pencils, #2	12 dozen	0	0	0	0
Erasers, pencil; pencil tip	8 dozen	0	0	0	0
Erasers, pencil; rectangular	4 dozen	0	0	0	0
Pencils, mechanical w/erasers	12 dozen	0	0	0	0
	Space Settlement Design Competition 2010	Spring Safety Fair 2010/Safety & Total Health Day 2010	Chili Cook-off 2010	Ballunar Festival/JSC Open House 2010	Inclusion & Innovation 2010
Markers, Sharpie; fine point	4 dozen	0	0	0	0
Markers; color - black (for flipcharts)	4 dozen	0	0	0	0
Markers; color - yellow highlighters	4 dozen	0	0	0	0
Pads, paper; 8 1/2" x 11"; 4 squares per inch; white quadrille pads	4 dozen	0	0	0	0
Pads, paper; 8 1/2" x 11"; white ruled	2 dozen	0	0	0	0

Notes, "Post it", 3" x 5"	4 dozen	0	0	0	0
Notes, "Post it", 4" x 6" lined	4 dozen	0	0	0	0
Folder, portfolios (red)	1 dozen	0	0	0	0
Paper clips, small	4 boxes	0	0	0	0
Rubber bands	4 boxes	0	0	0	0
*Tape dispenser	8 each	0	0	0	0
Tape for tape dispenser	8 rolls	0	0	0	0
*Scissors	8 pair	0	0	0	0
Transparency sheets, blank (used w/printers and/or copiers)	200 sheets	0	0	0	0
*Power strips	8 each	0	0	0	0
*Bookends, metal	16 pair	0	0	0	0
Markers w/1 eraser (used with portable white boards) (3 each/1 set per board)	3 sets	0	0	0	0
Flipchart pads, white (used on portable boards)	3 pads	0	0	0	0
Copier paper	4 boxes	0	0	0	0

NOTE:

These are average counts of each item used per event. Quantities may vary.

*This item is reused for this event; only purchased when needed.

L & M TECHNOLOGIES, INC
CONTRACTOR PRICING FORM
MARCH 1, 2011 - FEBRUARY 28, 2012

TITLE OF PROJECT: Task Order 49, Special Events

SUMMARY

				LABOR COSTS				
	Labor Category	Estimated Hours	Overtime Hours	Fully Burdened Rate	Regular Labor Cost	Overtime Rate	Overtime Cost	Total Cost
1	Supervisor	(b) (4)						
2	Admin. Specialist III							
3	Admin Specialist II							
4	Admin Specialist I							
5	Warehouse Specialist III							
6	Warehouse Specialist II							
7	Warehouse Specialist I							
8	Driver II							
9	Driver I							
10	Driver Helper							
	TOTAL LABOR							

Assumptions:

- 1) Labor rates are based upon the proposal IDIQ labor table.
- 2) The hours are based upon (b) (4) actual Charges
- 3) Overtime calculations = (b) (4) See back-up sheet for further detail
- 4) Material cost is based on estimate provided in SOW.

OTHER NON-LABOR COSTS	
Category	(b) (4)
Materials	
Vehicles	
ODC's	
Total	
G&A Rate	
G&A on ODC's	
Total TO Labor & O	
Fee Rate	
Total TO Estimate With Fee	\$89,126.99

LABOR	Rate	Regular Hours	Regular Overtime	
Supervisor				
Regular Hours				
Overtime/Doubletime				
FTE's				
Total Dollars				
Admin Specialist I				
Regular Hours				
Overtime/Doubletime				
FTE's				
Total Dollars				
Warehouse Specialist III				
Regular Hours				
Overtime/Doubletime				
FTE's				
Total Dollars				
Warehouse Specialist II				
Regular Hours				
Overtime/Doubletime				
FTE's				
Total Dollars				
Warehouse Specialist I				
Regular Hours				
Overtime/Doubletime				
FTE's				
Total Dollars				
Driver II				
Regular Hours				
Overtime/Doubletime				
FTE's				
Total Dollars				
Driver I				
Regular Hours				
Overtime/Doubletime				
FTE's				
Total Dollars				
Driver Helper				
Regular Hours				
Overtime/Doubletime				
FTE's				
Total Dollars				
TOTAL DOLLARS				
Materials				
Material cost is used for item purchased for each event				
Vehicles				
20% of 1 vehicle dedicated to this task order				
ODC's				
Fuel				
Total TO Estimate				

ORDER FOR SUPPLIES OR SERVICES

PAGE OF PAGES

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

1 1

1. DATE OF ORDER 11/8/11		2. CONTRACT NO. (If any) NNJ08JA01C		6. SHIP TO:	
3. ORDER NO. 49 Rev 1		4. REQUISITION/REF NO.		a. NAME OF COSIGNEE	
5. ISSUING OFFICE (Address correspondence to) NASA Johnson Space Center, 2101 Nasa Parkway Houston, TX 77058-3696				b. STREET ADDRESS	
7. TO:				c. CITY	d. STATE
a. NAME OF CONTRACTOR Katrina Parrott				f. SHIP VIA	
b. COMPANY NAME L&M Technologies				8. TYPE OF ORDER:	
c. STREET ADDRESS 4209 Ballon Park Road				<input checked="" type="checkbox"/> a. PURCHASE REFERENCE YOUR: Proposal Please furnish the following on the terms and conditions specified on both side of this order and on the attached sheet, if any, including delivery as indicated.	
d. CITY Albuquerque		e. STATE NM		<input type="checkbox"/> b. DELIVERY - Except for billing instructions on the reverse, this delivery order is subject to instructions contained on this side only of this form and is issued subject to the terms and conditions of the above-numbered contract.	
9. ACCOUNTING AND APPROPRIATION DATA				10. REQUISITIONING OFFICE	
11. BUSINESS CLASSIFICATION: (Check appropriate boxes) <input checked="" type="checkbox"/> a. SMALL <input type="checkbox"/> b. OTHER THAN SMALL <input type="checkbox"/> c. DISADVANTAGED <input type="checkbox"/> g. SERVICE-DISABLED VETERAN OWNED <input type="checkbox"/> d. WOMEN-OWNED <input type="checkbox"/> e. HUBZone <input type="checkbox"/> f. EMERGING SMALL BUSINESS					12. F.O.B. POINT Destination
13. PLACE OF a. INSPECTION b. ACCEPTANCE		14. GOVERNMENT B/L NO.		15. DELIVER TO F.O.B. POINT ON OR BEFORE (Date)	
				16. DISCOUNT TERMS	

17. SCHEDULE (See page 2 for Rejections)

ITEM NO. a.	SUPPLIES OR SERVICES b.	QUANTITY ORDERED c.	UNIT d.	UNIT PRICE e.	AMOUNT f.	QUANTITY ACCEPTED g.
1	Task Order 49 Title: Special Events Task order is executed at 100% of the value The contractor shall provide all resources necessary to complete the work identified in the attached Task Order.	1		\$89,126.99	\$89,126.99	

SEE BILLING INSTRUCTIONS ON PAGE 2	18. SHIPPING POINT	19. GROSS SHIPPING WEIGHT	20. INVOICE NO.		17h. TOTAL (Cont. pages) ◁
	21. MAIL INVOICE TO:				
	a. NAME NASA Lyndon B Johnso				17i. GRAND TOTAL \$89,126.99 ▷
	b. STREET ADDRESS (or P.O. Box) 2101 NASA Parkway-BJ5				
c. CITY Houston		d. STATE TX	e. ZIP CODE 77058		
22. UNITED STATES OF AMERICA BY (Signature) ▷					23. NAME OF CONTRACTING/ORDERING OFFICER Karon F. Porche

ORDER FOR SUPPLIES OR SERVICES

PAGE OF PAGES

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

1 10

1. DATE OF ORDER 1/17/12		2. CONTRACT NO. (If any) NNJ08JA01C		6. SHIP TO:		
3. ORDER NO. 49 Rev 2		4. REQUISITION/REF NO.		a. NAME OF COSIGNEE		
5. ISSUING OFFICE (Address correspondence to) NASA Johnson Space Center, 2101 Nasa Parkway Houston, TX 77058-3696				b. STREET ADDRESS		
				c. CITY	d. STATE	e. ZIP CODE
7. TO:				f. SHIP VIA		
a. NAME OF CONTRACTOR Katrina Parrott				8. TYPE OF ORDER:		
b. COMPANY NAME L&M Technologies				<input checked="" type="checkbox"/> a. PURCHASE REFERENCE YOUR: Proposal Please furnish the following on the terms and conditions specified on both side of this order and on the attached sheet, if any, including delivery as indicated.		<input type="checkbox"/> b. DELIVERY - Except for billing instructions on the reverse, this delivery order is subject to instructions contained on this side only of this form and is issued subject to the terms and conditions of the above-numbered contract.
c. STREET ADDRESS 4209 Ballon Park Road						
d. CITY Albuquerque	e. STATE NM	f. ZIP CODE 87109				
9. ACCOUNTING AND APPROPRIATION DATA				10. REQUISITIONING OFFICE		
11. BUSINESS CLASSIFICATION: (Check appropriate boxes)						12. F.O.B. POINT
<input checked="" type="checkbox"/> a. SMALL <input type="checkbox"/> b. OTHER THAN SMALL <input type="checkbox"/> c. DISADVANTAGED <input type="checkbox"/> 9. SERVICE-DISABLED VETERAN OWNED <input type="checkbox"/> d. WOMEN-OWNED <input type="checkbox"/> e. HUBZone <input type="checkbox"/> f. EMERGING SMALL BUSINESS						Destination
13. PLACE OF		14. GOVERNMENT B/L NO.		15. DELIVER TO F.O.B. POINT ON OR BEFORE (Date)		16. DISCOUNT TERMS
a. INSPECTION	b. ACCEPTANCE					
17. SCHEDULE (See page 2 for Rejections)						
ITEM NO. a.	SUPPLIES OR SERVICES b.			QUANTITY ORDERED c.	UNIT d.	UNIT PRICE e.
1	Task Order 49 NOTE: This task order (TO) supersedes the TO issued on 11/8/11 and increases TO value by \$53,282.08 from \$89,126.99 to \$142,409.07. Period of performance is 3/1/11 - 2/29/12. Title: Special Events The contractor shall provide all resources necessary to complete the work identified in the attached Task Order.			1		\$142,409.07
		18. SHIPPING POINT		19. GROSS SHIPPING WEIGHT		20. INVOICE NO.
		21. MAIL INVOICE TO:				
SEE BILLING INSTRUCTIONS ON PAGE 2		a. NAME NASA Lyndon B Johnson				
		b. STREET ADDRESS (or P.O. Box) 2101 NASA Parkway-BJ5				
		c. CITY Houston	d. STATE TX	e. ZIP CODE 77058		
		17h. TOTAL (Cont. pages)				
		17i. GRAND TOTAL \$142,409.07				
22. UNITED STATES OF AMERICA BY (Signature)				23. NAME OF CONTRACTING/ORDERING OFFICER Karon F. Porche		

Section 11.3 – STATEMENT OF WORK

Special Events

Scope and Purpose

To provide Supply, Furniture, Moving & Hauling and other Logistics support as required for NASA-JSC Center-wide special events (e.g., Open House/Ballunar Festival, Chili Cook-off, Safety and Total Health Day, Safety Spring Fair, holiday events, etc.), which involves coordination, set up, and tear down of items (e.g., canopies, chairs, tables, water coolers and ice chests) or services (grounds, equipment rentals, etc.).

1.0 General

1.1 Location of Services – The Contractor shall perform majority of the work on site at JSC. Other locations supported by the Contractor may include: Sonny Carter Training Facility (SCTF), Ellington Field, and other destinations within a 100 mile radius of JSC.

1.2 The Government shall provide office space, office equipment, necessary forms of direction, and layouts in order to perform the work.

Hours of Operation - Normal hours of operation are from 7:30 a.m. to 4:00 p.m., Monday through Friday. There will be times when the Contractor shall provide services outside the 7:30 a.m. to 4:00 p.m. hours of operation as requested by the Government, dependent on the workload and criticality of schedule.

1.3 The Period of Performance for this task order is March 1, 2011 through February 29, 2012.

1.4 The general definition of a special event is “a Center-wide event that requires logistics services or support”.

1.5 The known tentative dates for the events that occur during the period of performance of this task order are as follows:

Space Settlement Design Competition – March 2011

Spring Safety Fair– April 2011

I & I 2010 Expo – April 2011

FOD Chili Cook-off – May 2011

Safety and Total Health Day – October 2011

Ballunar Festival/Open House –October 2011

1.6 Potential events that may occur during the performance period of this task order:

JSC Center Holiday activities - December 2011

Other – 4 of moderate scope and requirements (less than 25 tables and 100 chairs)

2.0 Personnel Requirements

2.1 Furniture personnel responsible for the performance of requirements outlined in this Task Order shall have a thorough working knowledge of the safe assembly, disassembly, installation, and repair of various types of office furniture, tents, and related special event equipment as required. Transportation moving and hauling personnel responsible for the performance of requirements outlined in this Task Order shall have working knowledge of vehicle and physical lifting safety as required. All forklift operators shall be certified by the contractor per NASA JSC Material Handling Equipment Operator Certification Program requirements.

3.0 Pre-Event Activities

3.1 The Contractor shall conduct pre-planning and coordination activities to ensure effective and safe planning of special event in advance of supporting. The Contracting Officer/Contracting Officer's Technical Representative (CO/COTR) or designee shall approve time allocated for each event (to include pre-planning activities) in advance of Contractor providing service. Pre-event activities include but are not limited to:

3.1.1 The Contractor shall identify a single-point-of-contact for each event to ensure event progress monitoring and problem mitigation.

3.1.1.1 Attend coordination and planning events as required by event.

3.1.1.2 Create and provide to the COTR a special event work plan for each major event that clearly identifies the roles and responsibilities.

3.1.1.3 Ensure identification and resolution of any event problems.

3.1.2 Conducting a walk-through of the work areas to ensure a complete and comprehensive understanding of customer requirements.

3.1.3 Take measurements and document the accuracy of the Facility Housing Plan (FHP) drawings prior to performing the work, when requested by the CO/COTR or designee.

3.1.4 Preparing furniture as required by the each event. When required, furniture layouts shall be submitted to the customer and CO/COTR or designee for approval in advance of supporting each special event.

3.1.5 Most items needed to support a special event are available and provided by the Government; however, special material purchases and/or leases may be required and shall be obtained by the Contractor at the best value to the Government.

3.1.5.1 The Logistics Contractor shall only be responsible for purchasing or leasing supplies and equipment that are in their area of responsibility. Items such as electrical panels, trash receptacles, etc. will be the responsibility of the Contractor performing the work in that area (e.g. Facilities for electrical panels, hookups, light towers, etc.)

3.1.5.2 In the event that sand bags are required in support of a special event, the Logistics Contractor shall be responsible for supplying the required number of bags for the sand bags. The sand and labor to fill the bags will be supplied by others.

4.0 Primary Duties

4.1 Special Event Coordination – The Contractor shall interface with the customer, Information Technology (ODIN), Construction, Custodial, Grounds Maintenance and Facilities Maintenance organizations as necessary to ensure timely and accurate services are provided.

4.2 Preparation for event – The Contractor shall prepare (including assemble, clean, polish, repair, and stage) items as identified by CO/COTR or designee as necessary to support the event.

4.3 Event Set Up and Teardown – The Contractor shall transport and set up items (e.g., tents, tables, chairs, etc.) per the CO/COTR or designee provided schedule and work orders. When the event is completed, the Contractor shall tear down, clean, disassemble and return items to the warehouse and store them properly.

5.0 Govt. Oversight

5.1 Technical Oversight by NASA Personnel – Special Events will be accomplished per the schedule provided by the CO/COTR or designee; however, the possibility of unplanned events can occur, which can require

rework and/or short notice coordination among various services and support Contractors.

5.2 The CO/COTR or designee outlines required objectives, priorities, and deadlines and provides guidance on addressing problems and complex or one-of-a-kind situations.

6.0 Safety and Health

6.1 The Contractor shall perform tasks accurately, safely, and on-time. The Contractor shall perform tasks in a manner that ensures the protection of personnel, property, and environment. The Contractor shall develop and implement risk management techniques (including risk assessment) to be applied to hazards derived from analyses of activities and products for the purpose of eliminating or controlling hazards as specified in NASA policies and requirements for hazard reduction. The Contractor shall ensure event areas remain safe and clean at all times.

7.0 Metrics/Reports/Data Deliverables

7.1 The Contractor shall provide performance metrics, including cost and customer feedback data, within 10 working days after the conclusion of the event.

7.2 Sponsor a post-event briefing within 10 working days after the conclusion of the event, with the CO/COTR or designee to identify and discuss customer feedback, lessons learned, and possible areas of improvement. With prior approval from the CO/COTR a written lessons learned document can satisfy this requirement.

7.3 The Contractor shall maintain all procurement information for purchases, leases, and rentals by event, tracked over both the Government Fiscal year (Oct 1 – September 30) and the Contract year (March 1 – February 28 (29th in the event of a leap year)).

7.4 The Contractor shall provide monthly cost estimates of the next month's projected work by the 15th of each month. These estimates should be shown in both the contract year (March 1 through February 28 - February 29 in the event of a leap year) and Government fiscal year (October 1 – September 30), shown in months. The Contractor shall utilize the most accurate method possible to forecast future work requirements and costs when sufficient work load history or future work load estimates are not available.

7.5 The Contractor shall notify the CO and the COTR within one work day when actual costs reach 75% of the committed funds for this task order.

8.0 Historical Major Event Work Load Data

	Space Settlement Design Competiti on 2010	Spring Safety Fair 2010/Safe ty & Total Health Day 2010	Chili Cook- off 2010	Ballunar Festival/JS C Open House 2010	Inclusion & Innovati on 2010
Items used for a Special Event:					
Tents	0	38	25	60	60
Tables	61	213	50	80	150
Chairs	166	390	90	190	220
Water coolers (10-gallon size)	0	12	6	18	6
Ice chests	0	1	2	1	1
Easels	0	25	0	50	55
Stage platform (owned by Public Affairs Office)	0	0	0	1	0
Buses	0	0	3	3	0
Ropes & stanchions	Unknown	Unkown	Unknow n	Unknown	Unknow n
Items purchased/rented for a Special Event:					
Tents	0	0	0	0	0
Tables	0	0	0	0	0
Table covers	0	0	0	0	0
Chairs	0	0	0	0	0
Bottled water, 16 oz. size (24 bottles per case--issued by the case)	0	3 cases	7 cases	6 cases	4 cases
Bottled water (3-gallon size)	0	8 bottles	12 bottles	200 cases	12 bottles
Ice machine w/ice (40-pound bags of ice)	0	0	0	25 bags	0
Paper cups, cone-shaped (250 cups per sleeve/4 sleeves per box)	0	1 box	6 sleeves	2 boxes	4 sleeves
Insect repellant (100 packages per box)	0	0	0	15 boxes	0
Sunscreen (100 packages per box)	0	0	0	20 boxes	0

First Aid kits (small size)	0	0	0	12 each	0
First Aid kits (medium size)	0	0	0	5 each	0
Insect bite ointment	0	0	0	8 each	0
Box cutters	0	0	0	12 each	0
Bags, zip lock (1-quart size)	0	0	0	2 boxes	0
Bags, zip lock (1-gallon size)	0	0	0	4 boxes	0
Bags, zip lock (2-gallon size)	0	0	0	2 boxes	0
Bandanas (neck coolers)	0	0	0	10 dozen	0
Sandbags, 14/28 poly w/ties, white	0	150 bags	75 bags	200 bags	100 bags
Sand (used to fill the bags that secure the tents)	0	2.5 yards	1.5 yards	5 yards	1 yard
Workhorses (equipped w/strobe lights)	0	4	5	12	0
Golf carts, 6-seater w/headlights, seatbelts, horn, & tail light	0	2	0	6	0
Golf carts, 2-seater w/headlights, seatbelts, horn, & tail light	0	2	0	2	0
Ballpoint pens, ink color - black; medium or fine point	12 dozen	0	0	0	0
Ballpoint pens, ink color - red; medium or fine point	4 dozen	0	0	0	0
Pencils, #2	12 dozen	0	0	0	0
Erasers, pencil; pencil tip	8 dozen	0	0	0	0
Erasers, pencil; rectangular	4 dozen	0	0	0	0
Pencils, mechanical w/erasers	12 dozen	0	0	0	0
	Space Settlement Design Competition 2010	Spring Safety Fair 2010/Safety & Total Health Day 2010	Chili Cook-off 2010	Ballunar Festival/JS C Open House 2010	Inclusion & Innovation 2010
Markers, Sharpie; fine point	4 dozen	0	0	0	0
Markers; color - black (for flipcharts)	4 dozen	0	0	0	0

Markers; color - yellow highlighters	4 dozen	0	0	0	0
Pads, paper; 8 1/2" x 11"; 4 squares per inch; white quadrille pads	4 dozen	0	0	0	0
Pads, paper; 8 1/2" x 11"; white ruled	2 dozen	0	0	0	0
Notes, "Post it"; 3" x 5"	4 dozen	0	0	0	0
Notes, "Post it"; 4" x 6" lined	4 dozen	0	0	0	0
Folder, portfolios (red)	1 dozen	0	0	0	0
Paper clips, small	4 boxes	0	0	0	0
Rubber bands	4 boxes	0	0	0	0
*Tape dispenser	8 each	0	0	0	0
Tape for tape dispenser	8 rolls	0	0	0	0
*Scissors	8 pair	0	0	0	0
Transparency sheets, blank (used w/printers and/or copiers)	200 sheets	0	0	0	0
*Power strips	8 each	0	0	0	0
*Bookends, metal	16 pair	0	0	0	0
Markers w/1 eraser (used with portable white boards) (3 each/1 set per board)	3 sets	0	0	0	0
Flipchart pads, white (used on portable boards)	3 pads	0	0	0	0
Copier paper	4 boxes	0	0	0	0

NOTE:

These are average counts of each item used per event. Quantities may vary.

*This item is reused for this event; only purchased when needed.

L M TECHNOLOGIES, INC
CONTRACTOR PRICING FORM
JANUARY 1,2012-FEBRUARY 29, 2012

TITLE OF PROJECT: Task Order 49, Special Events

SUMMARY

				LABOR COSTS				
	Labor Category	Estimated Hours	Overtime Hours	Fully Burdened Rate	Regular Labor Cost	Overtime Rate	Overtime Cost	Total Cost
1	Supervisor	(b) (4)						
4	Admin Specialist I							
5	Warehouse Specialist III							
6	Warehouse Specialist II							
7	Warehouse Specialist I							
8	Driver II							
9	Driver I							
10	Driver Helper							
	TOTAL LABOR							

Assumptions:

- 1) Labor rates are based upon the proposal IDIQ labor table.
 - 2) The hours are based upon previous monthly actual charges.
 - 4) Material cost is based on estimate provided previous monthly actuals.
- Contingency based upon 90 months of future work

OTHER NON-LABOR COSTS			
Category			Total Cost
Materials		(b) (4)	
Vehicles			
ODC's	\$		
Total			
G&A Rate			
G&A on ODC's			
Total TO Labor & ODC			
Fee Rate			
Total TO Estimate With Fee			\$53,282.08

TITLE OF PROJECT: Task Order 49, Special Events

CY4 Price

LABOR	Rate	Regular Hours	Regular Overtime	
Supervisor				
Regular Hours				
Overtime/Doubletime				
FTE's				
Total Dollars	\$			
Admin Specialist I				
Regular Hours				
Overtime/Doubletime				
FTE's				
Total Dollars	\$			
Warehouse Specialist III				
Regular Hours				
Overtime/Doubletime				
FTE's				
Total Dollars	\$			
Warehouse Specialist II				
Regular Hours				
Overtime/Doubletime				
FTE's				
Total Dollars	\$			
Warehouse Specialist I				
Regular Hours				
Overtime/Doubletime				
FTE's				
Total Dollars	\$			
Driver II				
Regular Hours				
Overtime/Doubletime				
FTE's				
Total Dollars	\$			
Driver I				
Regular Hours				
Overtime/Doubletime				
FTE's				
Total Dollars	\$			
Driver Helper				
Regular Hours				
Overtime/Doubletime				
FTE's				
Total Dollars	\$			
TOTAL DOLLARS	\$			
Materials				
Material cost is used for item purchased for each event	\$			
ODC's				
Fuel	\$			
Total TO Estimate	\$			

(b) (4)

ORDER FOR SUPPLIES OR SERVICES

PAGE OF PAGES

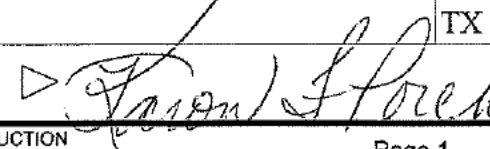
1 5

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

1. DATE OF ORDER 5/8/12		2. CONTRACT NO. (If any) NNJ08JA01C		6. SHIP TO:	
3. ORDER NO. 53		4. REQUISITION/REF NO.		a. NAME OF COSIGNEE	
5. ISSUING OFFICE (Address correspondence to) NASA Johnson Space Center, 2101 Nasa Parkway Houston, TX 77058-3696				b. STREET ADDRESS	
7. TO:		c. CITY		d. STATE	e. ZIP CODE
a. NAME OF CONTRACTOR Katrina Parrott		f. SHIP VIA			
b. COMPANY NAME L&M Technologies		8. TYPE OF ORDER:			
c. STREET ADDRESS 4209 Ballon Park Road		<input checked="" type="checkbox"/> a. PURCHASE REFERENCE YOUR: Proposal Please furnish the following on the terms and conditions specified on both side of this order and on the attached sheet, if any, including delivery as indicated.		<input type="checkbox"/> b. DELIVERY - Except for billing instructions on the reverse, this delivery order is subject to instructions contained on this side only of this form and is issued subject to the terms and conditions of the above-numbered contract.	
d. CITY Albuquerque	e. STATE NM	f. ZIP CODE 87109			
9. ACCOUNTING AND APPROPRIATION DATA		10. REQUISITIONING OFFICE			
11. BUSINESS CLASSIFICATION: (Check appropriate boxes) <input checked="" type="checkbox"/> a. SMALL <input type="checkbox"/> b. OTHER THAN SMALL <input type="checkbox"/> c. DISADVANTAGED <input type="checkbox"/> g. SERVICE-DISABLED VETERAN OWNED <input type="checkbox"/> d. WOMEN-OWNED <input type="checkbox"/> e. HUBZone <input type="checkbox"/> f. EMERGING SMALL BUSINESS					12. F.O.B. POINT Destination
13. PLACE OF		14. GOVERNMENT B/L NO.		15. DELIVER TO F.O.B. POINT ON OR BEFORE (Date)	
a. INSPECTION	b. ACCEPTANCE			16. DISCOUNT TERMS	

17. SCHEDULE (See page 2 for Rejections)

ITEM NO. a.	SUPPLIES OR SERVICES b.	QUANTITY ORDERED c.	UNIT d.	UNIT PRICE e.	AMOUNT f.	QUANTITY ACCEPTED g.
1	Task Order 53 Title: Contractor Conference/Seminar/Training and Travel Support - 2012 FedFleet Conference Task order is executed at 100% of the value The contractor shall provide all resources necessary to complete the work identified in the attached Task Order.	1		\$4,113.87	\$4,113.87	

SEE BILLING INSTRUCTIONS ON PAGE 2	18. SHIPPING POINT		19. GROSS SHIPPING WEIGHT		20. INVOICE NO.		17h. TOTAL (Cont. pages)
	21. MAIL INVOICE TO:						
	a. NAME NASA Lyndon B Johnson						17i. GRAND TOTAL \$4,113.87
	b. STREET ADDRESS (or P.O. Box) 2101 NASA Parkway-BJ5						
c. CITY Houston			d. STATE TX	e. ZIP CODE 77058			
22. UNITED STATES OF AMERICA BY (Signature) 					23. NAME OF CONTRACTING/ORDERING OFFICER Karon F. Porche		

Section 11.7 – Statement of Work

Contractor Conference/Seminar/Training and Travel Support - 2012 FedFleet Conference

Scope and Purpose

The Contractor shall send one employee from Driver Services Office to attend 2012 FedFleet Conference for the purpose of obtaining updated Federal Automotive Statistical Tool (F.A.S.T.) database training and learning of changes in Federal Government Vehicle Fleet Management rules and regulations.

1.0 General

The Contractor shall attend the annual FedFleet Conference, held this year in Louisville, Kentucky. . The dates for this year's conference are June 24, 2012 - June 28, 2012. This annual conference provides updated information on changes in the Federal Government Vehicle Fleet Management system as well as training on updates to the F.A.S.T. database.

- 1.1** Location of Services - The 2012 FedFleet conference will be in Louisville, KY. The conference will be held at the Galt House Hotel and Kentucky International Convention Center.
- 1.2** Hours of Operation – The conference will begin on Sunday, June 24, 2012. The Contractor shall attend all applicable sessions through the end of the Conference on Thursday, June 28, 2012.
- 1.3** Authority - The Contractor shall only receive tasks directly from the Contracting Officer, Contracting Officer's Technical Representative (CO/COTR), or designee. No duties will be performed without authorization to proceed from the CO/COTR or designee.
- 1.4** Period of Performance - The Period of Performance for this task order is June 23, 2012, through June 29, 2012, unless dates of the Conference change.

2.0 Personnel Requirements

The Contractor shall send a representative from their Driver Services office who is primarily responsible for JSC's F.A.S.T Database inputs. The Contractor's selected employee shall be coordinated and approved by the JB7 Vehicle and Driver Services Manager, Marty Cassens.

Please ensure the selected employee has adequate means to check into hotel at time of arrival.

3.0 Conference Participation

3.1 Attendance

The Contractor shall attend all applicable sessions during the conference. When possible, the Contractor shall coordinate attendance and other activities with the JB7 attendees.

4.0 Metrics\Reports\Data

The Contractor shall provide the COTR and the JB7 Vehicle and Driver Services Manager with a written summary of classes attended and material and topics covered within 10 work days after the end of the conference. The Contractor shall also document in writing and provide to the COTR all new information on the F.A.S.T database system.

5.0 Workload Information

The known cost elements are as follows:

Date - June 24-28, 2012

Location - Louisville, KY Galt House Hotel and Convention Center

Conference Registration - \$650 (before 4/2/12) (\$700 after 4/2)

L&M attendee should be in Louisville in time to attend the Basic Fleet Training Class on Sunday, June 24, beginning at 8 a.m.

The Contractor shall charge all labor performed during the period of performance of this task order to the task order.

The Contractor shall submit an itemized cost estimate for this task order which includes all anticipated costs. Any ODC costs shall be accompanied by a detailed description of each cost element.

L M TECHNOLOGIES, INC
CONTRACTOR PRICING FORM
JUNE 23 2012-JUNE 28 2012

TITLE OF PROJECT: Task Order 53, 2012 FedFleet Conference

SUMMARY

				LABOR COSTS				
	<i>Labor Category</i>	<i>Estimated Hours</i>	<i>Overtime Hours</i>	<i>Fully Burdened Rate</i>	<i>Regular Labor Cost</i>	<i>Overtime Rate</i>	<i>Overtime Cost</i>	<i>Total Cost</i>
1	Admin. Specialist III	(b) (4)						
	TOTAL LABOR							

Assumptions:

2012 FedFleet Conference is scheduled for June 23rd thru June 28th
Louisville, KY

OTHER NON-LABOR COSTS				
<i>Category</i>				<i>Total Cost</i>
Training	\$	(b) (4)		
Travel	\$			
Total				
G&A Rate				
G&A on ODC's		(b) (4)		
Total TO Labor & ODC's				
<i>Fee Rate</i>				
Total TO Estimate With Fee				\$4,113.87

TITLE OF PROJECT: Task Order 53, 2012 FedFleet Conference

CY5 Price

LABOR	Rate	Regular Hours	Regular Overtime	
Admin Specialist III				
Regular Hours				
Overtime/Doubletime				
FTE's				
Total Dollars	\$			
	Labo			
TOTAL DOLLARS	\$			

(b) (4)

Training	Cost
Registration Fee	\$
Travel	
Hotel	\$
M&IE	\$
Airfare	\$
Transporation	\$
TOTAL EXPENSES	\$
G&A	\$
Fee	\$
Total TO Estimate	\$ 4,113.87


(b) (4)

ORDER FOR SUPPLIES OR SERVICES

PAGE OF PAGES

1 5

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

1. DATE OF ORDER 3/1/12		2. CONTRACT NO. (If any) NNJ08JA01C		6. SHIP TO:		
3. ORDER NO. 54		4. REQUISITION/REF NO.		a. NAME OF COSIGNEE		
5. ISSUING OFFICE (Address correspondence to) NASA Johnson Space Center, 2101 Nasa Parkway Houston, TX 77058-3696				b. STREET ADDRESS		
7. TO:				c. CITY	d. STATE	e. ZIP CODE
a. NAME OF CONTRACTOR Katrina Parrott				f. SHIP VIA		
b. COMPANY NAME L&M Technologies				8. TYPE OF ORDER:		
c. STREET ADDRESS 4209 Ballon Park Road				<input checked="" type="checkbox"/> a. PURCHASE REFERENCE YOUR: Proposal Please furnish the following on the terms and conditions specified on both side of this order and on the attached sheet, if any, including delivery as indicated.		<input type="checkbox"/> b. DELIVERY - Except for billing instructions on the reverse, this delivery order is subject to instructions contained on this side only of this form and is issued subject to the terms and conditions of the above-numbered contract.
d. CITY Albuquerque	e. STATE NM	f. ZIP CODE 87109		10. REQUISITIONING OFFICE		
9. ACCOUNTING AND APPROPRIATION DATA				11. BUSINESS CLASSIFICATION: (Check appropriate boxes)		
<input checked="" type="checkbox"/> a. SMALL <input type="checkbox"/> d. WOMEN-OWNED				<input type="checkbox"/> b. OTHER THAN SMALL <input type="checkbox"/> e. HUBZone		12. F.O.B. POINT Destination
<input type="checkbox"/> c. DISADVANTAGED <input type="checkbox"/> f. EMERGING SMALL BUSINESS				<input type="checkbox"/> g. SERVICE-DISABLED VETERAN OWNED		
13. PLACE OF		14. GOVERNMENT B/L NO.		15. DELIVER TO F.O.B. POINT ON OR BEFORE (Date)		16. DISCOUNT TERMS
a. INSPECTION	b. ACCEPTANCE					
17. SCHEDULE (See page 2 for Rejections)						
ITEM NO. a.	SUPPLIES OR SERVICES b.			QUANTITY ORDERED c.	UNIT d.	UNIT PRICE e.
1	Task Order 54 Title: Mobile Command Vehicle Support Task order is executed at 100% of the value The contractor shall provide all resources necessary to complete the work identified in the attached Task Order.			1		\$8,964.45
				AMOUNT f.		QUANTITY ACCEPTED g.
18. SHIPPING POINT		19. GROSS SHIPPING WEIGHT		20. INVOICE NO.		17h. TOTAL (Cont. pages)
21. MAIL INVOICE TO:						17i. GRAND TOTAL
a. NAME						
NASA Lyndon B Johnson						
b. STREET ADDRESS (or P.O. Box)						
2101 NASA Parkway-BJ5						
c. CITY		d. STATE	e. ZIP CODE			
Houston		TX	77058			
22. UNITED STATES OF AMERICA BY (Signature) 				23. NAME OF CONTRACTING/ORDERING OFFICER Karon F. Porche		

Section 11.0 – STATEMENT OF WORK

Mobile Command Vehicle Support

Scope and Purpose: The Contractor shall provide driver services for the Mobile Command Vehicle (also referred to as the Incident Command Vehicle).

1.0 General

- 1.1** The Contractor shall provide driver services for the Mobile Command Vehicle (MCV). Driver services for this task order include driving the MCV to and from designated destinations as well as operating associated vehicle systems and associated equipment (including outboard power connections, leveling struts, slides, awnings, air conditioning units, and generators). In some instances the driver may be required to operate other electronic equipment as needed.
- 1.2** The Contractor shall designate both a primary driver and back-up drivers for all MCV driving requests.
- 1.3** The Contractor shall participate in Center meetings/briefings involving MCV requirements.
- 1.4** Hours of Operation – Normal Hours of operation are from 7:30 a.m. to 4:00 p.m., Monday through Friday. There will be times when the Contractor shall be required to provide support outside the normal hours of operation. During times of generator power requirements the vehicle operator will be required to remain with the vehicle. Performance of this task order may require travel outside the contractual 300 mile limit of operations. Reasonable travel and per diem costs associated with performance of this task shall be considered reimbursable expenses for this task order.
- 1.5** The Contractor shall only receive tasks directly from the Contracting Officer/Contracting Officer's Technical Representative (CO/COTR) or designee. No duties will be performed without authorization to proceed from the CO/COTR or designee.
- 1.6** The Period of Performance for this task order is March 1, 2012 through February 28, 2013.

2.0 Qualifications

- 2.1** The Contractor shall ensure that all personnel utilized in the performance of this task order meet all qualifications associated with the position. Contractor qualification training will be consistent with guidelines

described in the equipment and owner's manuals as well as hands on training performance.

- 2.2 The Contractor shall ensure that all operators' possess a valid Texas Drivers License and that operation of the MCV are covered by their corporate insurance policies.

3.0 Mobile Command Vehicle Support

- 3.1 The Contractor shall provide driver services for the MCV which include: driving the MCV to and from designated destinations, as well as set up (connect to shore line power, leveling struts and slide positioned, and set up air conditioners). There will be occasions when the driver will be required to provide stand by support (when generator power is required, or as requested) and tear down support (slide and leveling struts positioned, set up air conditioners and disconnect from shore line power). The use of the awning is weather dependent; the driver must remove and stow the awning during heavy rain and wind.

- 3.2 The Contractor shall ensure that MCV maintenance is performed according to recommended intervals contained in the vehicle and equipment owner manuals. There may be additional maintenance requirements that will be developed as needed. The Contractor shall ensure that preventive maintenance including maintaining fuel, oil, and other fluid levels, battery and other vehicle operating systems is performed to ensure vehicle availability at all times.

1. The Contractor shall operate the MCV a minimum of 1 hour a month to ensure that the vehicle and all systems are operating properly.

- 3.3 The Contractor will develop and maintain maintenance logs for the vehicle and associated equipment based on recommendations and guidelines contained in the owner's manuals for the vehicle and its associated equipment. The Contractor shall also develop a usage log that tracks vehicle operations. This log should at minimum record driver information, date of operation, and location of MCV deployment.

- 3.4 If repairs or maintenance are required, the Contractor shall coordinate with the Protective Services Division to ensure the necessary services are performed. The Contractor shall take the MCV to approved repair facilities for any needed repairs or maintenance. Actual cost of these services will be the responsibility of the Government.

- 3.5 The Contractor shall ensure that all requests for MCV support are routed through the Logistics Work Control Center.

- 3.6 There may be occasions when the Contractor will be required to instruct or train others on the operation of the vehicle and/or its associated equipment.

4.0 Safety and Health

- 4.1 The Contractor shall perform tasks accurately, safely, and on-time. Task shall be performed in a manner which ensures the protection of personnel, property, and environment. The Contractor shall develop and implement risk management techniques (including risk assessment) to be applied to hazards derived from analyses of activities and products for the purpose of eliminating or controlling hazards as specified in NASA policies and requirements for hazard reduction. Adherence to the instructions and recommendations contained in the vehicle and equipment owner's manuals will be considered a component of an acceptable risk management strategy.

5.0 Evaluation Criteria

- 5.1 The Contractor's performance of work contained in this task order will be evaluated for accuracy, timeliness, cost management, and safety in completion of the tasks outlined in this task order.

6.0 Reports and Data

- 6.1 The Contractor shall develop and maintain a maintenance log based on schedules and recommendations contained in the MCV and associated equipment owner manuals. The maintenance log shall be submitted to the COTR for approval no later than 14 calendar days after the start of this task order.
- 6.2 The Contractor shall develop and maintain a usage log that tracks information described in Section 3.3. This usage log will be provided to the COTR on the first work day of every month during the performance of this task order.
- 6.3 The Contractor shall notify the COTR within one work day when actual costs reach 75% of the committed funds for this task order.

7.0 Workload Information

The estimated workload information associated with this Task Order is as follows:

- Performance of inspections and maintenance support – 6 hours per month
- Routine driver services – 4 hours per month
- Special Event support – 50 hours for the period of performance of this task order

L & M TECHNOLOGIES, INC
CONTRACTOR PRICING FORM
MARCH 01,2012-FEBRUARY 28, 2013

TITLE OF PROJECT: Task Order 54, Mobile Command Vehicle

SUMMARY

				LABOR COSTS	
	<i>Labor Category</i>	<i>Estimated Hours</i>	<i>Overtime Hours</i>	<i>Fully Burdened Rate</i>	<i>Total Labor Cost</i>
1	Driver I	(b) (4)			
1	Driver I				
2	Hazardous Work Premium				
	TOTAL LABOR				

Assumptions:

- 1) The hours are based upon the supplied work load.
- 2) Hurricane Premium Labor is based upon Rideout Team

OTHER NON-LABOR COSTS	
<i>Category</i>	
<i>Materials</i>	\$ (b) (4)
Total Labor	
Total TO Labor Estimate	
<i>Fee Rate</i>	
Total TO Estimate With Fee	
	\$8,964.45

ORDER FOR SUPPLIES OR SERVICES

PAGE OF PAGES

IMPORTANT: Mark all packages and papers with contract and/or order numbers.


1 7

1. DATE OF ORDER 3/1/12		2. CONTRACT NO. (If any) NNJ08JA01C		6. SHIP TO:	
3. ORDER NO. 55		4. REQUISITION/REF NO.		a. NAME OF COSIGNEE	
5. ISSUING OFFICE (Address correspondence to) NASA Johnson Space Center, 2101 Nasa Parkway Houston, TX 77058-3696				b. STREET ADDRESS	
7. TO:				c. CITY	d. STATE
a. NAME OF CONTRACTOR Katrina Parrott				e. ZIP CODE	
b. COMPANY NAME L&M Technologies				f. SHIP VIA	
c. STREET ADDRESS 4209 Ballon Park Road				8. TYPE OF ORDER:	
d. CITY Albuquerque				<input checked="" type="checkbox"/> a. PURCHASE REFERENCE YOUR: <u>Proposal</u> Please furnish the following on the terms and conditions specified on both side of this order and on the attached sheet, if any, including delivery as indicated.	
e. STATE NM				<input type="checkbox"/> b. DELIVERY - Except for billing instructions on the reverse, this delivery order is subject to instructions contained on this side only of this form and is issued subject to the terms and conditions of the above-numbered contract.	
f. ZIP CODE 87109					
9. ACCOUNTING AND APPROPRIATION DATA				10. REQUISITIONING OFFICE	

11. BUSINESS CLASSIFICATION: (Check appropriate boxes)				12. F.O.B. POINT	
<input checked="" type="checkbox"/> a. SMALL	<input type="checkbox"/> b. OTHER THAN SMALL	<input type="checkbox"/> c. DISADVANTAGED	<input type="checkbox"/> 9. SERVICE-DISABLED VETERAN OWNED	Destination	
<input type="checkbox"/> d. WOMEN-OWNED	<input type="checkbox"/> e. HUBZone	<input type="checkbox"/> f. EMERGING SMALL BUSINESS			
13. PLACE OF		14. GOVERNMENT B/L NO.	15. DELIVER TO F.O.B. POINT ON OR BEFORE (Date)	16. DISCOUNT TERMS	
a. INSPECTION	b. ACCEPTANCE				

17. SCHEDULE (See page 2 for Rejections)

ITEM NO. a.	SUPPLIES OR SERVICES b.	QUANTITY ORDERED c.	UNIT d.	UNIT PRICE e.	AMOUNT f.	QUANTITY ACCEPTED g.
1	Task Order 55 Title: Space Shuttle Close-Out The contractor shall provide all resources necessary to complete the work identified in the attached Task Order.	1		\$1,542,218.48	\$1,542,218.48	

18. SHIPPING POINT		19. GROSS SHIPPING WEIGHT		20. INVOICE NO.		17h. TOTAL (Cont. pages)
21. MAIL INVOICE TO:						
a. NAME NASA Lyndon B Johnson						17i. GRAND TOTAL \$1,542,218.48
b. STREET ADDRESS (or P.O. Box) 2101 NASA Parkway-BJ5						
c. CITY Houston				d. STATE TX	e. ZIP CODE 77058	
22. UNITED STATES OF AMERICA BY (Signature) 						
23. NAME OF CONTRACTING/ORDERING OFFICER Karon F. Porche						

SECTION 11.6 – STATEMENT OF WORK

Space Shuttle Close-Out Equipment

Scope and Purpose: The Contractor shall provide Space Shuttle property disposition services in support of Logistics Operations for the Johnson Space Center.

1.0 General

The Contractor shall provide Space Shuttle close-out property disposition services. The Contractor shall process disposal documentation, archival documentation, warehouse receipts, artifacts, requests for excess Government/Federal property, GSA sales, screener access, scrap metal disposition, donations, and perform physical inventory to ensure proper disposition of Government property. The Contractor shall utilize the existing Agency disposal system, DSPL, for the purpose of accounting for and tracking all disposal activities from initial receipt to final disposition in accordance with NPR 4300.1, NASA Personal Property Disposal Procedures and Guidelines, and applicable requirements in Part 7 of the Statement of Work of the Logistics Contract. The Contractor shall ensure all NASA identifying markings are removed from Government property prior to final disposition.

- 1.1** Location of Services - The Contractor shall perform work at the Johnson Space Center and local Contractor facilities, as identified by the Contracting Officers Technical Representative (COTR) or as further required. For the purpose of this Task Order, identified local Contractor facilities for United Space Alliance (USA) is primarily at their Feathercraft (Logistics Support Facility/LSF) location.
- 1.2** Hours of Operation – Normal hours of operation are Monday through Friday, 7:30a.m. to 4:00 p.m. There may be times when the Contractor shall be required to provide support outside the normal hours of operation.
- 1.3** Authority - The Contractor shall only receive tasks directly from the Contracting Officer, Contracting Officer's Technical Representative (CO/COTR), or designee. No duties will be performed without authorization to proceed from the CO/COTR or designee.
- 1.4** Period of Performance - The Period of Performance for this task order is March 1, 2012, through February 28, 2013.

2.0 Personnel Requirements

Personnel responsible for the performance of requirements outlined in the Task Order shall have a thorough working knowledge of the Government property and equipment disposal process.

3.0 Space Shuttle Property Disposal

3.1 Disposal Documentation

The Contractor shall receive all requests to excess property associated with the Space Shuttle program for the purpose of disposing and reutilization. The Contractor shall resolve discrepancies on all requests. The Contractor shall process the excess property within 5 work days of identification and request.

3.2 Archival Documentation

The Contractor shall maintain all disposal documentation to ensure disposal information is accurately captured daily and end of year supporting documentation. The Contractor shall ensure all documentation is legible and available for real time access by the Government. The Contractor shall ensure that any missing documents to be archived are located prior to archiving. The Contractor shall archive daily documents within 3 work days after DSPL is updated and all end of year documents within 45 days of fiscal year end (Sept 30).

3.3 Warehouse Receipts

The Contractor shall receive excess property, perform physical inspection, resolve all discrepancies, and update DSPL within 5 work days of receipt to ensure the accountability of excess property. The Contractor shall ensure that small like items are placed into a consolidated container until it is full, voucher the supporting documentation, and process for screening.

3.3.1 Receipt of Hazardous Materials

The Contractor shall place all hazardous material in a designated storage area on the same work day received to ensure safe handling and storage.

3.3.2 Receipt of Pilferable Items

The Contractor shall store and secure pilferable items in a COTR or designee approved area on the same work day received to prevent warehouse losses.

3.4 Process Artifacts

The Contractor shall secure, voucher, and annotate a freeze in the DSPL database for artifacts on the same day of receipt to ensure items are not automatically released for disposition. The Contractor shall process

artifacts and historically significant items in compliance with NPR 4310.1, Identification and Disposition of NASA Artifacts.

3.5 Data Security

The Contractor shall ensure submitted documentation identifies all computer disk drives have been removed per ITS-SOP-0035, NASA Standard Operating Procedure for Digital Media Sanitization prior to acceptance. The Contractor shall remove and destroy all disk drives per ITS-SOP-0035 from any Space Shuttle Program IT resources that are submitted for disposal but still containing disk drives. The Contractor shall maintain a log of all IT resources that required disk drive disposal.

3.6 Process Requests for Excess Government/Federal Property

The Contractor shall process requests for excess Government/Federal Property for either onsite or off-site reissue or transfer. The Contractor shall process requests within 5 work days of receipt.

3.7 Scrap/Abandonment/Destruction

The Contractor shall process items identified on receipt documentation as scrap and perform the associated action on the same work day received to ensure effective utilization of warehouse space.

The Contractor shall downgrade and scrap, abandon or destroy property, with appropriate Technical Monitor Representative (TMR) approval, within 5 work days to ensure efficient redistribution and utilization methods.

The Contractor shall perform activities necessary to complete Government contracts for scrap metal pick-ups.

3.8 GSA Sales

The Contractor shall process GSA sales, exchange sales, and online (Internet) sales for the reutilization of property. The Contractor shall reconcile GSA listing with DSPL to ensure all items are captured for the sale within 3 work days.

3.9 Screener Access

The Contractor shall obtain security clearances for visitors and ensure they are briefed on safety and security procedures prior to entering the warehouse in accordance with the United Space Alliance or JSC requirements.

5.1 Funding Limitation – The Contractor shall notify the Contracting Officer and the COTR within one work day when current Task Order costs reach 75% of the committed funds assigned to this Task Order.

6.0 Workload Information

The estimated workload information associated with this Task Order is as follows:

The estimated disposal numbers for FY2012 are **25,000** line items. Space Shuttle Property turned in for disposal will come from the following sources unless otherwise specified:

- 1.** JSC Organization Codes CA (Flight Crew Operations), DA (Mission Operations) and EA (Engineering)
- 2.** NASA Contract NNJ06VA01C (United Space Alliance and their sub-contractors Hamilton Sundstrand and Boeing)
- 3.** NASA Contract NNJ06VA03C (NEPTEC)

L & M TECHNOLOGIES, INC
CONTRACTOR PRICING FORM
MARCH 01,2012-FEBRUARY 28, 2013

TITLE OF PROJECT: Task Order 55, Space Shuttle Close Out

SUMMARY

		LABOR COSTS						
	<i>Labor Category</i>	<i>Estimated Hours</i>	<i>Overtime Hours</i>	<i>Fully Burdened Rate</i>	<i>Regular Labor Cost</i>	<i>Overtime Rate</i>	<i>Overtime Cost</i>	<i>Total Cost</i>
1	Supervisor	(b) (4)						
2	Warehouse Specialist I (Lead)							
8	Warehouse Specialist I							
4	Admin Specialist I							
2	Driver							
2	Driver/Helper							
	TOTAL LABOR							

Assumptions:

- 1)The hours are based upon Average Actual hours per month @ (b) (4)
- 2)Material cost is for required items.

OTHER NON-LABOR COSTS			
<i>Category</i>			<i>Total Cost</i>
Materials	\$	(b) (4)	
Vehicles	\$		
ODC's	\$		
Total			
G&A Rate			
G&A on ODC's			
Total TO Labor & ODC's			
Fee Rate			
Total TO Estimate With Fee			\$1,542,218.48

ORDER FOR SUPPLIES OR SERVICES

PAGE OF PAGES

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

1 1

1. DATE OF ORDER 3/9/12		2. CONTRACT NO. (If any) NNJ08JA01C		6. SHIP TO:	
3. ORDER NO. 55 Rev 1		4. REQUISITION/REF NO.		a. NAME OF COSIGNEE	
5. ISSUING OFFICE (Address correspondence to) NASA Johnson Space Center, 2101 Nasa Parkway Houston, TX 77058-3696				b. STREET ADDRESS	
7. TO:		f. SHIP VIA		c. CITY	
a. NAME OF CONTRACTOR Katrina Parrott		b. TYPE OF ORDER:		d. STATE	
b. COMPANY NAME L&M Technologies		<input checked="" type="checkbox"/> a. PURCHASE REFERENCE YOUR: Proposal Please furnish the following on the terms and conditions specified on both side of this order and on the attached sheet, if any, including delivery as indicated.		<input type="checkbox"/> b. DELIVERY - Except for billing instructions on the reverse, this delivery order is subject to instructions contained on this side only of this form and is issued subject to the terms and conditions of the above-numbered contract.	
c. STREET ADDRESS 4209 Ballon Park Road		d. CITY Albuquerque		e. ZIP CODE NM 87109	
9. ACCOUNTING AND APPROPRIATION DATA		10. REQUISITIONING OFFICE			

11. BUSINESS CLASSIFICATION: (Check appropriate boxes)				12. F.O.B. POINT	
<input checked="" type="checkbox"/> a. SMALL	<input type="checkbox"/> b. OTHER THAN SMALL	<input type="checkbox"/> c. DISADVANTAGED	<input type="checkbox"/> d. SERVICE-DISABLED VETERAN OWNED	Destination	
<input type="checkbox"/> e. WOMEN-OWNED	<input type="checkbox"/> f. HUBZone	<input type="checkbox"/> g. EMERGING SMALL BUSINESS			
13. PLACE OF		14. GOVERNMENT B/L NO.		15. DELIVER TO F.O.B. POINT ON OR BEFORE (Date)	
a. INSPECTION	b. ACCEPTANCE			16. DISCOUNT TERMS	

17. SCHEDULE (See page 2 for Rejections)

ITEM NO. a.	SUPPLIES OR SERVICES b.	QUANTITY ORDERED c.	UNIT d.	UNIT PRICE e.	AMOUNT f.	QUANTITY ACCEPTED g.
1	Task Order 55 Title: Space Shuttle Close-Out Task order is executed until September 30, 2012 at a value of \$966,253.19. The contractor shall provide all resources necessary to complete the work identified in the attached Task Order.	1		\$1,542,218.48	\$1,542,218.48	

SEE BILLING INSTRUCTIONS ON PAGE 2	18. SHIPPING POINT		19. GROSS SHIPPING WEIGHT		20. INVOICE NO.		17h. TOTAL (Cont. pages)
	21. MAIL INVOICE TO:						
	a. NAME NASA Lyndon B Johnson						17i. GRAND TOTAL
	b. STREET ADDRESS (or P.O. Box) 2101 NASA Parkway-BJ5						
	c. CITY Houston		d. STATE TX	e. ZIP CODE 77058		\$1,542,218.48	
22. UNITED STATES OF AMERICA BY (Signature)					23. NAME OF CONTRACTING/ORDERING OFFICER Karon F. Porche		

ORDER FOR SUPPLIES OR SERVICES

PAGE OF PAGES

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

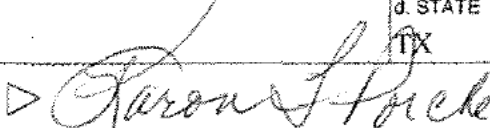
1 4

1. DATE OF ORDER 3/1/12		2. CONTRACT NO. (If any) NNJ08JA01C		6. SHIP TO:	
3. ORDER NO. 56		4. REQUISITION/REF NO.		a. NAME OF COSIGNEE	
5. ISSUING OFFICE (Address correspondence to) NASA Johnson Space Center, 2101 Nasa Parkway Houston, TX 77058-3696				b. STREET ADDRESS	
7. TO:		f. SHIP VIA		c. CITY	
a. NAME OF CONTRACTOR Katrina Parrott				d. STATE	
b. COMPANY NAME L&M Technologies				e. ZIP CODE	
c. STREET ADDRESS 4209 Ballon Park Road				8. TYPE OF ORDER:	
d. CITY Albuquerque		e. STATE NM		f. ZIP CODE 87109	
9. ACCOUNTING AND APPROPRIATION DATA		10. REQUISITIONING OFFICE		<input checked="" type="checkbox"/> a. PURCHASE REFERENCE YOUR: <u>Proposal</u> Please furnish the following on the terms and conditions specified on both side of this order and on the attached sheet, if any, including delivery as indicated.	
				<input type="checkbox"/> b. DELIVERY - Except for billing instructions on the reverse, this delivery order is subject to instructions contained on this side only of this form and is issued subject to the terms and conditions of the above-numbered contract.	

11. BUSINESS CLASSIFICATION: (Check appropriate boxes)				12. F.O.B. POINT	
<input checked="" type="checkbox"/> a. SMALL	<input type="checkbox"/> b. OTHER THAN SMALL	<input type="checkbox"/> c. DISADVANTAGED	<input type="checkbox"/> d. SERVICE-DISABLED VETERAN OWNED	Destination	
<input type="checkbox"/> e. WOMEN-OWNED	<input type="checkbox"/> f. HUBZone	<input type="checkbox"/> g. EMERGING SMALL BUSINESS			
13. PLACE OF		14. GOVERNMENT B/L NO.		15. DELIVER TO F.O.B. POINT ON OR BEFORE (Date)	
a. INSPECTION	b. ACCEPTANCE			16. DISCOUNT TERMS	

17. SCHEDULE (See page 2 for Rejections)

ITEM NO. a.	SUPPLIES OR SERVICES b.	QUANTITY ORDERED c.	UNIT d.	UNIT PRICE e.	AMOUNT f.	QUANTITY ACCEPTED g.
1	Task Order 56 Title: Hurricane/Severe Weather Support Task order is executed at 100% of the value The contractor shall provide all resources necessary to complete the work identified in the attached Task Order.	1		\$144,587.70	\$144,587.70	

18. SHIPPING POINT		19. GROSS SHIPPING WEIGHT		20. INVOICE NO.		17h. TOTAL (Cont. pages)
21. MAIL INVOICE TO:						
a. NAME NASA Lyndon B Johnson						
b. STREET ADDRESS (or P.O. Box) 2101 NASA Parkway-BJ5						
c. CITY Houston		d. STATE TX		e. ZIP CODE 77058		17i. GRAND TOTAL \$144,587.70
22. UNITED STATES OF AMERICA BY (Signature) 				23. NAME OF CONTRACTING/ORDERING OFFICER Karon F. Porche		

SEE BILLING

INSTRUCTIONS

ON PAGE 2

SECTION 11.4 – STATEMENT OF WORK

Hurricane/Severe Weather Support

Scope and Purpose: The Contractor shall provide hurricane/severe weather services in support of Logistics Operations for the Center.

1.0 General

- 1.1** Prepare for and Provide Hurricane/Severe Weather Support – The Contractor shall complete preparations and accomplish tasks identified in the current Logistics Division Hurricane/Severe Weather and Shelter Plan. The Contractor shall actively participate in Center meetings/briefings related to impending hurricanes or severe weather activities, as applicable.
- 1.2** Hours of Operation – Normal Hours of operation are from 7:30 a.m. to 4:00 p.m., Monday through Friday. There will be times when the Contractor shall provide support outside the normal hours of operation.
- 1.3** The Contractor shall only receive tasks directly from the Contracting Officer/Contracting Officer's Technical Representative (CO/COTR) or designee. No duties will be performed without authorization to proceed from the CO/COTR or designee.
- 1.4** The Period of Performance for this task order is March 1, 2012 through February 28, 2013.

2.0 Safety and Health

- 2.1** The Contractor shall perform tasks accurately, safely, and on-time. Task shall be performed in a manner which ensures the protection of personnel, property, and environment. The Contractor shall develop and implement risk management techniques (including risk assessment) to be applied to hazards derived from analyses of activities and products for the purpose of eliminating or controlling hazards as specified in NASA policies and requirements for hazard reduction. Continued use of the current mission and equipment operation checklists will be considered a component of an acceptable risk management strategy.

3.0 Qualifications

- 3.1** The Contractor shall ensure that all personnel utilized in the performance of this task order meet all qualifications associated with the position, including Hurricane Rideout Team members. These may include medical certifications, physicals, required vaccinations, National Incident Management System (NIMS) training, and other training. Specific

requirements can be obtained from the Logistics Division Emergency Preparedness Representative, the JSC Office of Emergency Management, or the Hurricane Plan Manager.

- 3.2 The Contractor shall ensure that all personnel utilized in the performance of this task order are thoroughly familiar with the unique systems that support Hurricane Activities that are used in their work area. Examples include MMI (Materials Management Initiative) and Hurricane Supply Database.

4.0 Evaluation Criteria

- 4.1 The Contractor's performance of work contained in this task order will be evaluated for accuracy, timeliness, and cost management in completion of the tasks outlined in the Logistics Division Hurricane/Severe Weather and Shelter Plan.

5.0 Reports and Data

- 5.1 The Contractor shall conduct a lessons learned meeting with JB management within 7 work days after completion of activities performed on this task order.
- 5.2 The Contractor shall provide to the COTR actual costs associated with task order within 30 days after completion of activities performed on this task order in support of JSC Hurricane Preparedness.
- 5.3 The Contractor shall provide to the COTR monthly cost estimate of the next month's projected work by the 15th of each month. These estimates should be shown in both the contract year (March 1 – February 28 (February 29 in the event of a leap year) and Government fiscal year (October 1 – September 30), shown in months.
- 5.4 The Contractor shall notify the COTR within one work day when actual costs reach 75% of the committed funds for this task order.



L M TECHNOLOGIES, INC
CONTRACTOR PRICING FORM
MARCH 1,2012-FEBRUARY 28, 2013

TITLE OF PROJECT: Task Order 56, Hurricane/Severe Weather

SUMMARY

		LABOR HOURS			LABOR COSTS					
	Labor Category	Estimated Hours	Regular Overtime	Double Overtime	Total Hours	Fully Burdened Rate	Estimated Labor Cost	Regular Overtime Cost	Double Overtime Cost	Total Cost
1	Supervisor		(b) (4)							
2	Admin. Specialist III									
3	Admin Specialist II									
4	Admin Specialist I									
5	Warehouse Specialist III									
6	Warehouse Specialist II									
7	Warehouse Specialist I									
8	Driver II									
9	Driver I									
10	Driver Helper									
11	Hazardous Work Premium									
TOTAL LABOR										

Assumptions:

- 1) Labor rates are based upon the proposal IDIQ labor table.
- 2) Frequencies and severity of this years storm activity will determine the true cost.
- 3) Employees are assigned for Hurricane Rideout
- 4) Overtime calculations = (b) (4) [REDACTED]
[REDACTED] back-up sheet for further detail information
- 5) The hours are based upon (b) (4) Estimate

OTHER NON-LABOR COSTS			
Category			Total Cost
Materials		(b) (4)	
Travel\Fuel			
Total			
G&A Rate			
G&A on ODC's			
Total TO Labor & ODC's			
Fee Rate			
Total TO Estimate With Fee			\$144,587.70

ORDER FOR SUPPLIES OR SERVICES

PAGE OF PAGES
1 9

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

1. DATE OF ORDER 3/1/12		2. CONTRACT NO. (If any) NNJ08JA01C		6. SHIP TO:		
3. ORDER NO. 57		4. REQUISITION/REF NO.		a. NAME OF COSIGNEE		
5. ISSUING OFFICE (Address correspondence to) NASA Johnson Space Center, 2101 Nasa Parkway Houston, TX 77058-3696				b. STREET ADDRESS		
7. TO:				c. CITY		d. STATE
a. NAME OF CONTRACTOR Katrina Parrott				e. ZIP CODE		
b. COMPANY NAME L&M Technologies				f. SHIP VIA		
c. STREET ADDRESS 4209 Ballon Park Road				8. TYPE OF ORDER:		
d. CITY Albuquerque				<input checked="" type="checkbox"/> a. PURCHASE REFERENCE YOUR: Proposal Please furnish the following on the terms and conditions specified on both side of this order and on the attached sheet, if any, including delivery as indicated.		<input type="checkbox"/> b. DELIVERY - Except for billing instructions on the reverse, this delivery order is subject to instructions contained on this side only of this form and is issued subject to the terms and conditions of the above-numbered contract.
e. STATE NM				f. ZIP CODE 87109		
9. ACCOUNTING AND APPROPRIATION DATA				10. REQUISITIONING OFFICE		
11. BUSINESS CLASSIFICATION: (Check appropriate boxes)						12. F.O.B. POINT
<input checked="" type="checkbox"/> a. SMALL <input type="checkbox"/> b. OTHER THAN SMALL <input type="checkbox"/> c. DISADVANTAGED <input type="checkbox"/> d. WOMEN-OWNED <input type="checkbox"/> e. HUBZone <input type="checkbox"/> f. EMERGING SMALL BUSINESS <input type="checkbox"/> g. SERVICE-DISABLED VETERAN OWNED						Destination
13. PLACE OF		14. GOVERNMENT B/L NO.		15. DELIVER TO F.O.B. POINT ON OR BEFORE (Date)		16. DISCOUNT TERMS
a. INSPECTION	b. ACCEPTANCE					
17. SCHEDULE (See page 2 for Rejections)						
ITEM NO. a.	SUPPLIES OR SERVICES b.	QUANTITY ORDERED c.	UNIT d.	UNIT PRICE e.	AMOUNT f.	QUANTITY ACCEPTED g.
1	Task Order 57 Title: Loadmaster Services Task order is executed at 100% of the value The contractor shall provide all resources necessary to complete the work identified in the attached Task Order.	1		\$449,462.39	\$449,462.39	
18. SHIPPING POINT		19. GROSS SHIPPING WEIGHT		20. INVOICE NO.		17h. TOTAL (Cont. pages)
21. MAIL INVOICE TO:						
a. NAME NASA Lyndon B Johnson						
b. STREET ADDRESS (or P.O. Box) 2101 NASA Parkway-BJ5						17i. GRAND TOTAL
c. CITY Houston				d. STATE TX	e. ZIP CODE 77058	
22. UNITED STATES OF AMERICA BY (Signature) <i>Karon F. Porche</i>				23. NAME OF CONTRACTING/ORDERING OFFICER Karon F. Porche		
SEE BILLING INSTRUCTIONS ON PAGE 2						\$449,462.39

SECTION 11.9 – STATEMENT OF WORK

Aircraft Loadmaster Services

Scope and Purpose: The Contractor shall provide continuously available, uninterrupted aircraft loadmaster services in support of NASA's Super Guppy Transportation System. These services include pre-mission and post-mission planning activities required to ensure cargo and payload operations meet all mission and flight safety requirements. From time to time the Contractor may be required to provide loadmaster services outside the Continental United States.

1.0 General

- 1.1** Location of Services – The Contractor shall perform work at JSC, other locations within the Continental United States, its territories, and foreign countries as required.
- 1.2** The Contractor shall provide Loadmaster services as required by the Government to support Super Guppy Transportation System.
- 1.3** The Contractor shall only receive tasks directly from the Contracting Officer/Contracting Officer's Technical Representative (CO/COTR) or designee. No Loadmaster duties will be performed without authorization to proceed from the CO/COTR or designee.
- 1.4** Property/Equipment – The Government will provide aircrew flight uniforms, flight gloves, flight jacket, name tags and logos for flight uniforms per NASA requirements, and oxygen masks/equipment, Federal Communications Commission and National Telecommunications Information Agency compliant radios that are approved for flightline use, and two laptop computers and two portable printers to be used while Loadmasters are supporting a transport mission. All Government provided equipment and apparel will be replaced by the Government as required. The Contractor shall provide all other equipment for the Loadmasters including items such as: safety shoes/boots, body fall protection safety harnesses, hard hats, eye protection, ear protection, flashlights, leather work gloves, and cold weather clothing as deemed necessary by the Contractor.
- 1.5** Hours of Operation – Normal Hours of operation are from 7:30 a.m. to 4:00 p.m., Monday through Friday. There will be times when the Contractor shall provide Loadmaster services to support Super Guppy Transport Services/Operations outside the Normal Hours of operation stated above. The Loadmasters shall adhere to JPR 1700.1, Chapter 5.8.8, Work Shift Limits for Hazardous Operations only when critical lifting or

other hazardous operations are being performed. Flight and travel time shall not be considered critical or hazardous operations.

- 1.6 The Government will provide required office space, office equipment, and storage space for all Loadmaster Super Guppy mission files.
- 1.7 The Loadmasters shall remain on duty as long as necessary to ensure the safety and protection of; a cargo load on the aircraft, cargo that may be positioned on/in material handling equipment waiting to be loaded onto the aircraft, or until released by authorized Government personnel. The Loadmasters shall remain with the aircrew and/or the aircraft for the entire mission unless mission requirements dictate otherwise. The CO/COTR or designee may authorize the Loadmasters to return to home station prior to completion of the mission.
- 1.8 Travel - The Government will reimburse the Contractor for travel expenses in accordance with the Federal Travel Regulations when required to perform their official duties. The Loadmasters shall stay in comparable Government quarters while on official Government travel. The CO/COTR or designee will advise the Contractor of travel requirements to support NASA missions. The Loadmasters may or may not be required to fly on the Super Guppy to support mission requirements. If not flying on the Super Guppy, the Loadmasters may be required to travel via commercial carrier. Any required non-expedited, standard United States Passports will be an allowable expense on this Task Order.
- 1.9 The Loadmasters shall calculate and provide Super Guppy weight and balance data to the flight crew for all mission legs prior to departure of the aircraft (includes local training and test flights as required by NASA).
- 1.10 The Period of Performance for this task order is March 1, 2012 through February 28, 2013.

2.0 Physical Requirements

- 2.1 Physical Qualifications – In addition to the requirements in SECTION C, Paragraph 1.18.2, page 13 of the Logistics Contract (NNJ08JA01C), Loadmasters shall:
 - 2.1.1 Be physically able to climb to heights required to secure restraint devices for all loads (the Super Guppy cargo compartment is approximately 25 feet high)
 - 2.1.2 Be required to operate aircraft loaders, materials handling equipment, and other specialized container(s)/ cargo support

structure(s) at heights above ground level of approximately 23 feet (the height of the Super Guppy Shipping Fixture (SGSF) is approximately 23 feet). The height of the Super Guppy cargo floor above ground level is approximately 11 feet.

3.0 Pre-Mission, Mission and Post-Mission Activities

The Contractor shall plan, coordinate, and execute transportation of cargo and mission payloads, SGSF, other specialized container(s)/ cargo support structure(s), and associated support equipment to ensure that all cargo and payloads meet required flight schedules and are delivered safely to the required destination.

The Contractor shall be required to initiate all pre-mission activities. Pre-mission activities include cargo load planning, cargo preparation, material handling equipment preparations and positioning, cargo-loading procedures, coordinating with user customers, and cargo aircraft center-of-gravity requirements.

The Contractor shall operate the Super Guppy cargo loaders used to support Super Guppy cargo transport operations and other required aircraft loading and offloading equipment.

The Contractor shall calculate and provide weight and balance data to the Aircraft Commander and Flight Engineer for the purpose of computing required takeoff and landing data.

The Contractor shall perform post-mission activities which include cargo unloading, materials handling equipment preparation and positioning, and cargo preparation.

3.1 Mission Documentation

The Contractor shall maintain all documentation related to Super Guppy missions. The Contractor shall ensure that all files are accurate and complete and can be accessed for future missions. The Government supplied Contractor laptops and printers shall be accessible for use by the Government Loadmasters during missions as needed. The Contractor shall maintain all operational logs for mission support equipment, which shall remain attached to the equipment or readily available at all times. The Contractor shall be required to perform weight and balance calculations. All data (including training manuals, procedures, and other Super Guppy related documentation), files, and software used in the performance of this task order remain the property of the Government and shall be available for Government review as required, and shall be returned to the Government at the end of this contract.

3.2 Non-Mission Support Activities

The Contractor shall support all non-mission related SGSF, other specialized container and cargo support structure, and Super Guppy support equipment activities. These activities include operation of support equipment to insure operational availability. The Contractor shall monitor NASA-provided maintenance of Super Guppy support equipment as needed.

The Contractor shall maintain all mission support equipment certification and calibration data. The Contractor shall ensure all mission support equipment certifications and calibrations are current.

The Contractor shall obtain rigging and heavy hauling support through the Facilities Contract as needed.

4.0 Loadmaster Training and Certification Requirements

The Contractor shall establish and maintain training and certification plans designed to meet the below requirements to ensure the Loadmasters are trained and certified in the required field of specialization. The Contractor shall establish and maintain training records for all personnel including training manuals, documentation of certification, and periodic recertification of personnel, and ensure the availability for CO/COTR or designee review. Copies of completion certificates shall be provided to the CO/COTR or designee. The Contractor shall acquire and maintain the below stated certification and periodic recertification training requirements.

4.1 Government provided and required prior to flying on the Super Guppy:

4.1.1 An Air Force Category III Examination/Flight Physical if warranted based on Flight Medical Clearance Form (FMCf), per JPR 1830.2

4.1.2 Physiological training required, per JPR 1830.2.

4.1.3 Super Guppy Egress Training

4.2 Commercially available:

4.2.1 Highway Transportation of Hazardous Materials in accordance with Title 49, Code of Federal Regulations.

4.2.2 Air Transportation of Dangerous Goods Training in accordance with Title 49, Code of Federal Regulations.

- 4.3 Loadmaster personnel shall have a thorough knowledge of weight and balance and be proficient in calculating the balance point of aircraft, vehicles, pallet loads, wheel loads, combined load center-of-balance points, combined vertical center-of-gravity of payloads and the aircraft, etc. Loadmasters shall have attended and successfully completed commercial or U.S. Military aircraft Loadmaster training and qualification program or other countries equivalent military Loadmaster training programs and provide evidence of the same to the CO/COTR or designee. The Super Guppy is a unique aircraft which requires Loadmaster personnel to have thorough knowledge in the field of aircraft weight and balance, operations of loading equipment, and aircraft on loading and offloading.
- 4.4 The Contractor shall certify their Loadmasters per NASA JSC Material Handling Equipment Operator certification requirements (JPD 8719.1) to operate forklifts, scissor lifts, and overhead hoist/cranes in Building 924 (Sonny Carter Training Facility), at Ellington Field, or other facilities as needed.
- 4.5 Perform training exercises as needed with both Contractor and Government Loadmasters to ensure mission readiness of the combined Loadmaster team.

5.0 Safety and Health Plan

- 5.1 The Contractor shall perform tasks accurately, safely, and on-time. Task shall be performed in a manner which ensures the protection of personnel, property, and environment. The Contractor shall develop and implement risk management techniques (including risk assessment) to be applied to hazards derived from analyses of activities and products for the purpose of eliminating or controlling hazards as specified in NASA policies and requirements for hazard reduction. Continued use of the current mission and equipment operation checklists will be considered a component of an acceptable risk management strategy.

6.0 Deliverables

- 6.1 The following is a list of deliverables the Loadmasters shall maintain:
 - 6.1.1 JB7 Government Owned Material Handling and Lifting Equipment log.
 - 6.1.2 SGSF or other specialized container(s)/ cargo support structure(s) Support Equipment Operational Report.

- 6.1.3 Super Guppy Chart "C" (required when the Aircraft Operations Division (AOD) provides Guppy weight changes to the Loadmaster and/or pre-mission planning purposes).
- 6.1.4 NASA 941 Super Guppy Mission Log.
- 6.1.5 Loading procedures.
- 6.1.6 Operational aircrew and non-aircrew check lists.
- 6.1.7 Super Guppy Support Equipment Operations, Maintenance, Training and Safety Procedures (JSC-28353).
- 6.1.8 Logs/Reports maintained in support of change orders to this Task Order required by the CO/COTR. Historical examples used by the previous contractor are: Operator Certification Process (i.e. tests and scores, logs and files) and the lifting device certification log.

7.0 Metrics, Reports, and Data

- 7.1 There are no performance metrics identified at this time. The Contractor will be provided performance metric requirements as they are identified.
- 7.2 The Contractor shall track all Loadmaster related costs and expenses on both a contract year, as well as a per-mission basis.
- 7.3 The Contractor shall provide monthly cost estimates of the next month's projected work by the 15th of each month. These estimates should be shown in both the contract year (March 1 – February 28 (February 29 in the event of a leap year) and Government fiscal year (October 1 – September 30), shown in months. The Contractor shall utilize the most accurate method possible to forecast future work requirements and costs when sufficient work load history or future work load estimates are not available.
- 7.4 The Contractor shall notify the COTR within one work day when actual costs reach 75% of the committed funds for this task order.

8.0 Workload Estimate

- 8.1 The Contractor shall provide continuously available, uninterrupted aircraft loadmaster services in support of NASA's Super Guppy Transportation System. At the time of the issuance of this Task Order, the estimated number of Super Guppy missions requiring Loadmaster support for the period of performance of this Task Order is 9. Based on historical information, the average mission is 7 days, with an additional 5

work days of pre-mission and 2.5 work days post-mission support per Loadmaster, with the average mission requiring two Loadmasters. On average the Loadmasters work day during a mission is approximately 12 hours long.

8.2 Travel

The average historical travel cost has been \$1500 per person, per mission (Avg. mission travel was 5 days, 4 nights in length) flying commercial air carrier. When mission locations, requirements, and schedules permit, the Contractor shall utilize GSA vehicles in lieu of air travel.

L M TECHNOLOGIES, INC
CONTRACTOR PRICING FORM
MARCH 1,2012-FEBRUARY 28, 2013

TITLE OF PROJECT: Task Order - 57 (Loadmasters)

				LABOR COSTS				
	<i>Labor Category</i>	<i>Estimated Hours</i>	<i>Overtime Hours</i>	<i>Fully Burdened Rate</i>	<i>Regular Labor Cost</i>	<i>Overtime Rate</i>	<i>Overtime Cost</i>	<i>Total Cost</i>
2	Aircraft Loadmasters	(b) (4)						
	TOTAL LABOR							

1) Labor rates are based upon the proposal IDIQ labor table.
 Loadmaster hours (b) (4), for time worked above the normal (b) (4) hour week in support of (b) (4) Super Guppy missions).

2) Travel costs are computed with one Loadmaster taking commercial transportation to El Paso, TX.
 (Super Guppy stationed at El Paso, TX), then starts mission legs.
 The other loadmaster travels commercial transportation to payload destinations.

OTHER NON-LABOR COSTS			
<i>Category</i>			<i>Total Cost</i>
Materials	\$	(b) (4)	
Travel	\$		
ODC's	\$		
Training	\$		
Total			
G&A Rate			
G&A on ODC's			
Total TO Labor & ODC			
<i>Fee Rate</i>			
Total TO Estimate With Fee			\$449,462.39

ORDER FOR SUPPLIES OR SERVICES

PAGE OF PAGES

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

1 6

1. DATE OF ORDER 3/1/12		2. CONTRACT NO. (if any) NNJ08/IA01C		5. SHIP TO:	
3. ORDER NO. 58		4. REQUISITION/REF NO.		a. NAME OF COSIGNEE	
5. ISSUING OFFICE (Address correspondence to) NASA Johnson Space Center, 2101 Nasa Parkway Houston, TX 77058-3696				b. STREET ADDRESS	
7. TO:				c. CITY	d. STATE
				e. ZIP CODE	
a. NAME OF CONTRACTOR Katrina Parrott				f. SHIP VIA	
b. COMPANY NAME L&M Technologies				8. TYPE OF ORDER:	
c. STREET ADDRESS 4209 Ballon Park Road				<input checked="" type="checkbox"/> a. PURCHASE REFERENCE YOUR: Proposal Please furnish the following on the terms and conditions specified on both side of this order and on the attached sheet, if any, including delivery as indicated.	
d. CITY Albuquerque		e. STATE NM		<input type="checkbox"/> b. DELIVERY - Except for billing instructions on the reverse, this delivery order is subject to instructions contained on this side only of this form and is issued subject to the terms and conditions of the above-numbered contract.	
9. ACCOUNTING AND APPROPRIATION DATA				10. REQUISITIONING OFFICE	
11. BUSINESS CLASSIFICATION: (Check appropriate boxes)					
<input checked="" type="checkbox"/> a. SMALL <input type="checkbox"/> b. OTHER THAN SMALL <input type="checkbox"/> c. DISADVANTAGED <input type="checkbox"/> d. WOMEN-OWNED <input type="checkbox"/> e. HUBZone <input type="checkbox"/> f. EMERGING SMALL BUSINESS <input type="checkbox"/> g. SERVICE-DISABLED VETERAN OWNED					
12. F.O.B. POINT Destination					
13. PLACE OF		14. GOVERNMENT S/L NO.		15. DELIVER TO F.O.B. POINT ON OR BEFORE (Date)	
a. INSPECTION		b. ACCEPTANCE		16. DISCOUNT TERMS	

17. SCHEDULE (See page 2 for Rejections)

ITEM NO. a.	SUPPLIES OR SERVICES b.	QUANTITY ORDERED c.	UNIT d.	UNIT PRICE e.	AMOUNT f.	QUANTITY ACCEPTED g.
1	Task Order 58 Title: Personnel Moves Task order is executed at 100% of the value The contractor shall provide all resources necessary to complete the work identified in the attached Task Order.	1		\$519,490.76	\$519,490.76	

18. SHIPPING POINT		19. GROSS SHIPPING WEIGHT		20. INVOICE NO.	
21. MAIL INVOICE TO:					
a. NAME NASA Lyndon B. Johnson					
b. STREET ADDRESS (or P.O. Box) 2101 NASA Parkway-BJ5					
c. CITY Houston		d. STATE TX		e. ZIP CODE 77058	
17b. TOTAL (Cont. pages)					GRAND TOTAL \$519,490.76

22. UNITED STATES OF AMERICA BY (Signature) *Karon F. Porche* 23. NAME OF CONTRACTING OFFICER
Karon F. Porche

SECTION 11.1 – STATEMENT OF WORK

Personnel Moves

Scope and Purpose: To provide Moving and Hauling and Furniture Group support to Johnson Space Center (JSC) moves as identified on the JF174, *Intracenter Move Request*. The Contractor shall receive, issue, relocate, connect, disconnect, store, and transport office furnishings as scheduled to ensure employees have a safe and functional workspace. In addition to office furnishings, moves may include, but not be limited to, boxes, computers, crates, equipment, trash cans, and racks.

Office furnishings shall consist of all types of contemporary, executive, modular and systems furniture. Examples are: acoustical panels, bookcases, carpet, chairs, desks, file cabinets, lockers, racks, shelving, supply cabinets, tables, and task lights. The majority of furniture at JSC is modular which requires assembly, connect, and disconnect activity. In this document, the terms furnishings and furniture are synonymous.

The average set up for a person at JSC includes a desk, chair, computer table, wedge, overhead, bookcase, file cabinet, and 6-8 panels.

The Government shall provide office space and equipment to perform the work identified in this Task Order. The Contracting Officer/Contracting Officer's Technical Representative (CO/COTR) or designee shall provide layouts, the Move Requests (MR) and the move schedule.

1.0 General

- 1.1 Location of Services – The Contractor shall perform majority of the work, as outlined on the MR within buildings onsite at JSC, including the Sonny Carter Training Facility and Ellington Field. Other locations supported by the Contractor may include local off-site buildings, and other destinations within 100 miles of JSC.
- 1.2 Hours of Operation – Normal hours of operation are Monday through Friday, 7:30 a.m. to 4 p.m. When approved by the CO/COTR or designee, and dependent on the workload and criticality of the work schedule, there will be times when the Contractor shall provide services outside the normal hours of operation.
- 1.3 Period of Performance – The Period of Performance for this task order is March 1, 2012 – February 28, 2013.

2.0 Personnel Requirements

- 2.1** Furniture Personnel - Furniture personnel shall have a thorough working knowledge of the safe assembly, disassembly, installation, and storage of office furnishings.
- 2.2** Transportation Personnel - Transportation moving and hauling personnel shall have working knowledge of vehicle and physical lifting safety. All forklift operators shall be certified per the NASA JSC Operator Certification Program requirements.

3.0 Primary Duties

- 3.1** Issue Furniture - The Contractor shall assemble, clean, and polish furniture to ensure it is serviceable and available for delivery prior to the scheduled delivery date. The Contractor shall update the inventory database on the same day the furniture is pulled from storage. The Contractor shall provide a key with any furniture item that has a lock and ensure a duplicate key is available in case of loss. A Government-provided key machine is available for making duplicate keys if required. All office furnishing issue requests are generated by the CO/COTR or designee.
- 3.2** Connect/Disconnect Furniture - The Contractor shall connect/disconnect furniture at the customer's location on the scheduled date.
- 3.3** Deliveries, Moves, and Installations - The Contractor shall pickup, deliver, relocate, disconnect, reconnect and/or return furniture items to and from the warehouse and customer locations per MR and the move schedule. To ensure same day service, the Contractor shall coordinate installation requirements with the Facilities Operations Support Services and other Contractors, as applicable.
- 3.4** Items not identified as Return to Warehouse - The Contractor shall remove and return to the warehouse items not identified on the MR and not marked "return to warehouse" if the customer identifies the item as no longer required. The Contractor shall document the activity on the work order.
- 3.5** Receive Furniture Returned from Field - The Contractor shall receive furniture returned from the field and segregate as useable, needing repair, or excess, and take appropriate action within 2 work days. The Contractor shall ensure furniture is stored safely and is available for issue. The Contractor shall update the furniture database on the same day the items are warehoused. Returned furniture from the field is identified as follows:

- a. Usable: The Contractor shall warehouse usable furniture.

- b. **Needing Repair:** The Contractor shall repair to usable condition and warehouse.
- c. **Excess:** The Contractor shall prepare and submit appropriate documentation per NPR 4300.1, NASA Personal Property Disposal Procedures and Guidelines, for CO/COTR or designee approval.

3.6 Non-Furniture Requirements - The Contractor shall verify customer equipment identification tag numbers with the MR. The contractor shall pick up, deliver, relocate, and return boxes and crates to and from the warehouse.

3.7 Non-Standard Move Requirements - The Contractor shall coordinate associated services (e.g., rigging), as needed, to accomplish the task.

4.0 Government Oversight

4.1 Technical Oversight by NASA Personnel – Moves are to be accomplished per the move schedule; however, the possibility of unforeseen impacts/occurrences/revisions exists that may require the Contractor to rework and coordinate among various services.

4.2 When required, the CO/COTR or designee shall outline objectives, priorities, and deadlines and shall provide guidance for addressing problems that arise during routine, complex, or one-of-a-kind move situations.

5.0 Safety and Health

5.1 The Contractor shall perform tasks accurately, safely, and on-time. The Contractor shall perform tasks in a manner that ensures the protection of personnel, property, and environment. The Contractor shall develop and implement risk management techniques (including risk assessment) to be applied to hazards derived from analyses of activities and products for the purpose of eliminating or controlling hazards as specified in NASA policies and requirements for hazard reduction. The Contractor shall ensure work areas remain safe and clean at all times.

6.0 Metrics, Reports, and Data

6.1 The Contractor shall provide monthly customer feedback performance metrics to the CO/COTR or designee.

6.2 The Contractor shall provide move completion confirmation daily and workload data monthly to the CO/COTR or designee.

- 6.3 The Contractor shall provide monthly cost estimate of the next month's projected work by the 15th of each month. These estimates should be shown in both the contract year, March 1 – February 28 (February 29 in the event of a leap year), and Government fiscal year (October 1 – September 30), shown in months.
- 6.4 The Contractor shall notify the COTR within one work day when actual costs reach 75 percent of the committed funds for this task order.

7.0 Historical Workload Information

- 7.1 The following historical annual workload is based on FY11 personnel move activity, and is being provided for planning purposes only:

- 662 - Number of moves performed
- 122 - Number of equipment-only moves
- 448 - Number of moves with furniture involvement

- 1,712 - Number of personnel moved
- 160 - Number of personnel moved as an equipment-only move
- 1,425 - Number of personnel moved with furniture involvement

- 21,589 - Number of items moved
- 9,796 - Number of furniture items moved
- 1,846 - Number of furniture items coming from the warehouse
- 7,950 - Number of furniture items moved either existing in the field or returned to the warehouse

- 6.3 - Average number of furniture pieces per person moved
- 5.1 - Average number of boxes per person moved (or 4-5 crates)
- 2.2 - Average number of equipment items per person moved

Note: For this Task Order year, approximately 250 people will be moved from various locations across the Center, with most to be moving from Building 20, into furnished space in refurbished Building 12. These moves are not contained in the workload numbers above and should be considered for the Contractor's proposed work effort and cost for this Task Order.

L M TECHNOLOGIES, INC
CONTRACTOR PRICING FORM
MARCH 1,2012-FEBRUARY 28,2013

TITLE OF PROJECT: *Task Order 58, General Moves*

SUMMARY

		LABOR COSTS						
	Labor Category	Estimated Hours	Overtime Hours	Fully Burdened Rate	Regular Labor Cost	Overtime Rate	Overtime Cost	Total Cost
1	Supervisor	(b) (4)						
2	Admin. Specialist III							
3	Admin Specialist II							
4	Admin Specialist I							
5	Warehouse Specialist III							
6	Warehouse Specialist II							
7	Warehouse Specialsist I							
8	Driver II							
9	Driver I							
10	Driver Helper							
	TOTAL LABOR							

Assumptions:

1) Labor rates are based upon the proposal IDIQ labor table.

2) (b) (4) Average Actual hours per month @ (b) (4)

3) Overtime calculations (b) (4) See back-up sheet for further detail

		OTHER NON-LABOR COSTS		
Category				Total Cost
Materials	\$	(b) (4)		
Vehicles	\$			
ODC's	\$			
Total				
G&A Rate				
G&A on ODC's				
Total TO Labor & ODC				
Fee Rate				
Total TO Estimate With Fee				

\$519,490.76

ORDER FOR SUPPLIES OR SERVICES

PAGE OF PAGES
1 8

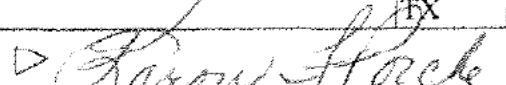
IMPORTANT: Mark all packages and papers with contract and/or order numbers.

1. DATE OF ORDER 3/1/12		2. CONTRACT NO. (If any) NNJ08JA01C		6. SHIP TO:	
3. ORDER NO. 59		4. REQUISITION/REF NO.		a. NAME OF COSIGNEE	
5. ISSUING OFFICE (Address correspondence to) NASA Johnson Space Center, 2101 Nasa Parkway Houston, TX 77058-3696				b. STREET ADDRESS	
7. TO:				c. CITY	d. STATE
a. NAME OF CONTRACTOR Katrina Parrott				f. SHIP VIA	
b. COMPANY NAME L&M Technologies				8. TYPE OF ORDER:	
c. STREET ADDRESS 4209 Ballon Park Road				<input checked="" type="checkbox"/> a. PURCHASE REFERENCE YOUR: <u>Proposal</u> Please furnish the following on the terms and conditions specified on both side of this order and on the attached sheet, if any, including delivery as indicated.	
d. CITY Albuquerque		e. STATE NM		<input type="checkbox"/> b. DELIVERY - Except for billing instructions on the reverse, this delivery order is subject to instructions contained on this side only of this form and is issued subject to the terms and conditions of the above-numbered contract.	
9. ACCOUNTING AND APPROPRIATION DATA				10. REQUISITIONING OFFICE	

11. BUSINESS CLASSIFICATION: (Check appropriate boxes)						12. F.O.B. POINT	
<input checked="" type="checkbox"/> a. SMALL		<input type="checkbox"/> b. OTHER THAN SMALL		<input type="checkbox"/> c. DISADVANTAGED		<input type="checkbox"/> d. SERVICE-DISABLED VETERAN OWNED	
<input type="checkbox"/> e. WOMEN-OWNED		<input type="checkbox"/> f. HUBZone		<input type="checkbox"/> g. EMERGING SMALL BUSINESS		Destination	
13. PLACE OF		14. GOVERNMENT B/L NO.		15. DELIVER TO F.O.B. POINT ON OR BEFORE (Date)		16. DISCOUNT TERMS	
a. INSPECTION		b. ACCEPTANCE					

17. SCHEDULE (See page 2 for Rejections)

ITEM NO. a.	SUPPLIES OR SERVICES b.	QUANTITY ORDERED c.	UNIT d.	UNIT PRICE e.	AMOUNT f.	QUANTITY ACCEPTED g.
1	Task Order 59 Title: Special Events Task order is executed at 100% of the value The contractor shall provide all resources necessary to complete the work identified in the attached Task Order.	1		\$130,448.07	\$130,448.07	

18. SHIPPING POINT		19. GROSS SHIPPING WEIGHT		20. INVOICE NO.		17h. TOTAL (Cont. pages)
21. MAIL INVOICE TO:						
a. NAME NASA Lyndon B Johnson						
b. STREET ADDRESS (or P.O. Box) 2101 NASA Parkway-BJ5						18. GRAND TOTAL
c. CITY Houston				d. STATE TX	e. ZIP CODE 77058	
22. UNITED STATES OF AMERICA BY (Signature) 						
23. NAME OF CONTRACTING/ORDERING OFFICER Karon F. Porche						

SECTION 11.3 – STATEMENT OF WORK

Special Events

Scope and Purpose: To provide Supply, Furniture, Moving & Hauling and other Logistics support as required for NASA-JSC Center-wide special events (e.g., Open House/Ballunar Festival, Chili Cook-off, Safety and Total Health Day, Safety Spring Fair, holiday events, etc.), which involves coordination, set up, and tear down of items (e.g., canopies, chairs, tables, water coolers and ice chests) or services (grounds, equipment rentals, etc.).

1.0 General

- 1.1 Location of Services – The Contractor shall perform majority of the work on site at JSC. Other locations supported by the Contractor may include: Sonny Carter Training Facility (SCTF), Ellington Field, and other destinations within a 100 mile radius of JSC.
- 1.2 The Government shall provide office space, office equipment, necessary forms of direction, and layouts in order to perform the work.
- 1.3 Hours of Operation - Normal hours of operation are from 7:30 a.m. to 4:00 p.m., Monday through Friday. There will be times when the Contractor shall provide services outside the 7:30 a.m. to 4:00 p.m. hours of operation as requested by the Government, dependent on the workload and criticality of schedule.
- 1.4 The Period of Performance for this task order is March 1, 2012 through February 28, 2013.
- 1.5 The general definition of a special event is “a Center-wide event that requires logistics services or support”.
- 1.6 The known tentative dates for the events that occur during the period of performance of this task order are as follows:

Space Settlement Design Competition – March 2012

Spring Safety Fair– April 2012

I & I 2010 Expo – May 2012

FOD Chili Cook-off – May 2012

Safety and Total Health Day – October 2012

Ballunar Festival/Open House –October 2012

2.0 Personnel Requirements

- 2.1** Furniture personnel responsible for the performance of requirements outlined in this Task Order shall have a thorough working knowledge of the safe assembly, disassembly, installation, and repair of various types of office furniture, tents, and related special event equipment as required. Transportation moving and hauling personnel responsible for the performance of requirements outlined in this Task Order shall have working knowledge of vehicle and physical lifting safety as required. All forklift operators shall be certified per NASA JSC Operator Certification Program requirements.

3.0 Pre-Event Activities

- 3.1** The Contractor shall conduct pre-planning and coordination activities to ensure effective and safe planning of special event in advance of supporting. The Contracting Officer/Contracting Officer's Technical Representative (CO/COTR) or designee shall approve time allocated for each event (to include pre-planning activities) in advance of Contractor providing service. Pre-event activities include but are not limited to:
- 3.1.1** The Contractor shall identify a single-point-of-contact for each event to ensure event progress monitoring and problem mitigation.
 - 3.1.1.1** Attend coordination and planning events as required by event.
 - 3.1.1.2** Create and provide to the COTR a special event work plan for each major event that clearly identifies the roles and responsibilities.
 - 3.1.1.3** Ensure identification and resolution of any event problems.
 - 3.1.2** Conducting a walk-through of the work areas to ensure a complete and comprehensive understanding of customer requirements.
 - 3.1.3** Take measurements and document the accuracy of the Facility Housing Plan (FHP) drawings prior to performing the work, when requested by the CO/COTR or designee.
 - 3.1.4** Preparing furniture as required by the each event. When required, furniture layouts shall be submitted to the customer and CO/COTR or designee for approval in advance of supporting each special event.

3.1.5 Most items needed to support a special event are available and provided by the Government; however, special material purchases and/or leases may be required and shall be obtained by the Contractor at the best value to the Government.

3.1.5.1 The Logistics Contractor shall only be responsible for purchasing or leasing supplies and equipment that are in their area of responsibility. Items such as electrical panels, trash receptacles, etc. will be the responsibility of the Contractor performing the work in that area (e.g. Facilities for electrical panels, hookups, light towers, etc.)

3.1.5.2 In the event that sand bags are required in support of a special event, the Logistics Contractor shall be responsible for supplying the required number of bags for the sand bags. The sand and labor to fill the bags will be supplied by others.

4.0 Primary Duties

- 4.1** Special Event Coordination – The Contractor shall interface with the customer, Information Technology (ODIN), Construction, Custodial, Grounds Maintenance and Facilities Maintenance organizations as necessary to ensure timely and accurate services are provided.
- 4.2** Preparation for event – The Contractor shall prepare (including assemble, clean, polish, repair, and stage) items as identified by CO/COTR or designee as necessary to support the event.
- 4.3** Event Set Up and Teardown – The Contractor shall transport and set up items (e.g., tents, tables, chairs, etc.) per the CO/COTR or designee provided schedule and work orders. When the event is completed, the Contractor shall tear down, clean, disassemble and return items to the warehouse and store them properly.

5.0 Govt. Oversight

5.1 Technical Oversight by NASA Personnel – Special Events will be accomplished per the schedule provided by the CO/COTR or designee; however, the possibility of unplanned events can occur, which can require rework and/or short notice coordination among various services and support Contractors.

5.2 The CO/COTR or designee outlines required objectives, priorities, and deadlines and provides guidance on addressing problems and complex or one-of-a-kind situations.

6.0 Safety and Health

- 6.1** The Contractor shall perform tasks accurately, safely, and on-time. The Contractor shall perform tasks in a manner that ensures the protection of personnel, property, and environment. The Contractor shall develop and implement risk management techniques (including risk assessment) to be applied to hazards derived from analyses of activities and products for the purpose of eliminating or controlling hazards as specified in NASA policies and requirements for hazard reduction. The Contractor shall ensure event areas remain safe and clean at all times.

7.0 Metrics/Reports/Data Deliverables

- 7.1** The Contractor shall provide performance metrics, including cost and customer feedback data, within 10 working days after the conclusion of the event.
- 7.2** Sponsor a post-event briefing within 10 working days after the conclusion of the event, with the CO/COTR or designee to identify and discuss customer feedback, lessons learned, and possible areas of improvement. With prior approval from the CO/COTR a written lessons learned document can satisfy this requirement.
- 7.3** The Contractor shall maintain all procurement information for purchases, leases, and rentals by event, tracked over both the Government Fiscal year (Oct 1 – September 30) and the Contract year (March 1 – February 28 (29th in the event of a leap year)).
- 7.4** The Contractor shall provide monthly cost estimates of the next month's projected work by the 15th of each month. These estimates should be shown in both the contract year (March 1 through February 28 -February 29 in the event of a leap year) and Government fiscal year (October 1 – September 30), shown in months. The Contractor shall utilize the most accurate method possible to forecast future work requirements and costs when sufficient work load history or future work load estimates are not available.
- 7.5** The Contractor shall notify the CO and the COTR within one work day when actual costs reach 75% of the committed funds for this task order.

8.0 Historical Major Event Work Load Data

	Space Settlement Design Competition 2011	Spring Safety Fair 2011/Safety & Total Health Day 2011	Chili Cook-off 2011	Ballunar Festival/JSC Open House 2011	Inclusion & Innovation 2011
Items used for a Special Event:					
Tents	0	25	26	42	64
Tables	61	229	62	118	113
Chairs	166	432	134	254	307
Water coolers (10-gallon size)	0	10	6	14	8
Ice chests	0	0	7	0	12
Easels	0	0	0	0	0
Stage platform (owned by Public Affairs Office)	0	0	0	1	0
Buses	0	0	3	3	0
Ropes & stanchions	Unknown	Unknown	Unknown	4	Unknown
Items purchased/rented for a Special Event:					
Tents	0	0	0	0	0
Tables	0	0	0	0	0
Table covers	0	0	0	0	0
Chairs	0	0	0	0	0
Bottled water, 16 oz. size (24 bottles per case--issued by the case)	0	4 cases	7 cases	21 cases	4 cases
Bottled water (3-gallon size)	0	8 bottles	12 bottles	63 bottles	12 bottles
Ice machine w/ice (40-pound bags of ice)	0	0	0	38 bags	0
Paper cups, cone-shaped (250 cups per sleeve/4 sleeves per box)	0	1 box	2 boxes	11 boxes	2 boxes
Insect repellant (100 packages per box)	0	0	0	30 boxes	0
Sunscreen (100 packages per box)	0	0	0	30 boxes	0
Extractor Venom Pump Kit				3 each	
First Aid kits (small size)	0	0	0	15 each	0
First Aid kits (medium size)	0	0	0	5 each	0
Insect bite ointment	0	0	0	16 each	0
Box cutters	0	0	0	12 each	0
Bags, zip lock (1-quart size)	0	0	0	1 case = 500 bags	0
Bags, zip lock (1-gallon size)	0	0	0	1 case = 250 bags	0
Bags, zip lock (2-gallon size)	0	0	0	2 boxes	0
Bandanas (neck coolers)	0	0	0	30 Each	0
Sandbags, 14/28 poly w/ties, white	0	150 bags	75 bags	200 bags	100 bags
Sand (used to fill the bags that secure the tents)	0	2.5 yards	1.5 yards	5 yards	1 yard
Workhorses (equipped w/strobe lights)	0	4	5	3	0
Off Insect Spray				5	

Golf carts, 6-seater w/headlights, seatbelts, horn, & tail light	0	2	0	6	0
Golf carts, 2-seater w/headlights, seatbelts, horn, & tail light	0	2	0	2	0
Golf Carts – 4 Seater				13	
Ballpoint pens, ink color - black; medium or fine point	12 dozen	0	0	0	0
Ballpoint pens, ink color - red; medium or fine point	4 dozen	0	0	0	0
Pencils, #2	12 dozen	0	0	0	0
Erasers, pencil; pencil tip	8 dozen	0	0	0	0
Erasers, pencil; rectangular	4 dozen	0	0	0	0
Pencils, mechanical w/erasers	12 dozen	0	0	0	0
	Space Settlement Design Competition 2011	Spring Safety Fair 2010/Safety & Total Health Day 2011	Chili Cook-off 2011	Ballunar Festival/JSC Open House 2011	Inclusion & Innovation 2011
Markers, Sharpie; fine point	4 dozen	0	0	0	0
Markers; color - black (for flipcharts)	4 dozen	0	0	0	0
Markers; color - yellow highlighters	4 dozen	0	0	0	0
Pads, paper; 8 1/2" x 11"; 4 squares per inch; white quadrille pads	4 dozen	0	0	0	0
Pads, paper; 8 1/2" x 11"; white ruled	2 dozen	0	0	0	0
Notes, "Post it"; 3" x 5"	4 dozen	0	0	0	0
Notes, "Post it"; 4" x 6" lined	4 dozen	0	0	0	0
Folder, portfolios (red)	1 dozen	0	0	0	0
Paper clips, small	4 boxes	0	0	0	0
Rubber bands	4 boxes	0	0	0	0
*Tape dispenser	8 each	0	0	0	0
Tape for tape dispenser	8 rolls	0	0	0	0
*Scissors	8 pair	0	0	0	0
Transparency sheets, blank (used w/printers and/or copiers)	200 sheets	0	0	0	0
*Power strips	8 each	0	0	0	0
*Bookends, metal	16 pair	0	0	0	0
Markers w/1 eraser (used with portable white boards) (3 each/1 set per board)	3 sets	0	0	0	0
Flipchart pads, white (used on portable boards)	3 pads	0	0	0	0
Copier paper	4 boxes	0	0	0	0

NOTE:

These are average counts of each item used per event. Quantities may vary.

*This item is reused for this event; only purchased when needed.

L M TECHNOLOGIES, INC
CONTRACTOR PRICING FORM
MARCH 1,2012-FEBRUARY 28, 2013

TITLE OF PROJECT: *Task Order 59, Special Events*

SUMMARY

		LABOR COSTS						
	<i>Labor Category</i>	<i>Estimated Hours</i>	<i>Overtime Hours</i>	<i>Fully Burdened Rate</i>	<i>Regular Labor Cost</i>	<i>Overtime Rate</i>	<i>Overtime Cost</i>	<i>Total Cost</i>
1	Supervisor							
2	Admin. Specialist III							
3	Admin Specialist II							
4	Admin Specialist I							
5	Warehouse Specialist III							
6	Warehouse Specialist II							
7	Warehouse Specialist I							
8	Driver II							
9	Driver I							
10	Driver Helper							
	TOTAL LABOR							

Assumptions:

- 1) Labor rates are based upon the proposal IDIQ labor table.
- 2) Overtime calculations = (b) (4) See back-up sheet for further detail
- 3) Material cost is based on estimate provided in SOW.

OTHER NON-LABOR COSTS			
<i>Category</i>			<i>Total Cost</i>
Materials	\$		
Vehicles	\$		
ODC's	\$		
Total			
G&A Rate			
G&A on ODC's			
Total TO Labor & ODC			
Fee Rate			
Total TO Estimate With Fee			\$130,448.07

ORDER FOR SUPPLIES OR SERVICES

PAGE 1 OF 4 PAGES

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

1. DATE OF ORDER 2/26/13		2. CONTRACT NO. (If any) NNJ08JA01C		6. SHIP TO:	
3. ORDER NO. 60		4. REQUISITION/REF NO.		a. NAME OF COSIGNEE	
5. ISSUING OFFICE (Address correspondence to) NASA Johnson Space Center, 2101 Nasa Parkway Houston, TX 77058-3696				b. STREET ADDRESS	
				c. CITY	d. STATE
				e. ZIP CODE	
7. TO:				f. SHIP VIA	
a. NAME OF CONTRACTOR Katrina Parrott				8. TYPE OF ORDER:	
b. COMPANY NAME L&M Technologies				<input checked="" type="checkbox"/> a. PURCHASE REFERENCE YOUR: <u>Proposal</u> Please furnish the following on the terms and conditions specified on both side of this order and on the attached sheet, if any, including delivery as indicated.	
c. STREET ADDRESS 4209 Ballon Park Road				<input type="checkbox"/> b. DELIVERY - Except for billing instructions on the reverse, this delivery order is subject to instructions contained on this side only of this form and is issued subject to the terms and conditions of the above-numbered contract.	
d. CITY Albuquerque	e. STATE NM	f. ZIP CODE 87109			
9. ACCOUNTING AND APPROPRIATION DATA				10. REQUISITIONING OFFICE	
11. BUSINESS CLASSIFICATION: (Check appropriate boxes)					12. F.O.B. POINT
<input checked="" type="checkbox"/> a. SMALL <input type="checkbox"/> b. OTHER THAN SMALL <input type="checkbox"/> c. DISADVANTAGED <input type="checkbox"/> d. WOMEN-OWNED <input type="checkbox"/> e. HUBZone <input type="checkbox"/> f. EMERGING SMALL BUSINESS <input type="checkbox"/> g. SERVICE-DISABLED VETERAN OWNED					Destination
13. PLACE OF		14. GOVERNMENT B/L NO.		15. DELIVER TO F.O.B. POINT ON OR BEFORE (Date)	
a. INSPECTION	b. ACCEPTANCE			16. DISCOUNT TERMS	

17. SCHEDULE (See page 2 for Rejections)

ITEM NO. a.	SUPPLIES OR SERVICES b.	QUANTITY ORDERED c.	UNIT d.	UNIT PRICE e.	AMOUNT f.	QUANTITY ACCEPTED g.
1	Task Order 60 Title: Design Furniture Layouts Task order is executed at 100% of the value The contractor shall provide all resources necessary to complete the work identified in the attached Task Order.	1		\$58,306.81	\$58,306.81	

SEE BILLING INSTRUCTIONS ON PAGE 2	18. SHIPPING POINT		19. GROSS SHIPPING WEIGHT		20. INVOICE NO.		17h. TOTAL (Cont. pages)
	21. MAIL INVOICE TO:						
	a. NAME NASA Lyndon B Johnson						17i. GRAND TOTAL \$58,306.81
	b. STREET ADDRESS (or P.O. Box) 2101 NASA Parkway-BJ5						
	c. CITY Houston			d. STATE TX	e. ZIP CODE 77058		
22. UNITED STATES OF AMERICA BY (Signature) <i>Yaranet G. Marquez</i>						23. NAME OF CONTRACTING/ORDERING OFFICER Yaranet G. Marquez	

Section 11.2 – Statement of Work

Design Furniture Layouts

Scope and Purpose: To provide furniture design support and related support, which includes, but is not limited to, design layouts, requests to move furniture, or provide furniture from the warehouse.

1.0 General

- 1.1** Location of Services – The Contractor shall perform the majority of the work on site at JSC. Other locations supported by the Contractor may include: Sonny Carter Training Facility (SCTF), Ellington Field (EF), and other destinations within a 300-mile radius of JSC.
- 1.2** The Government shall provide office space, office equipment, and associated software.
- 1.3** Hours of Operation - Normal hours of operation are from 7:30 a.m. to 4:00 p.m., Monday through Friday. There will be times when the Contractor shall provide services outside the 7:30 a.m. to 4:00 p.m. hours of operation as requested by the Government, dependent upon the workload and criticality of schedule.
- 1.4** Period of Performance - The Period of Performance for this task order is March 1, 2013 through February 28, 2014.

2.0 Personnel Requirements

- 2.1** The position supporting this task order requires a working knowledge (minimum 1 year experience and/or written certification of complete training) on the use of MicroStation software, Version V8i (or Contracting Officer (CO) or Contracting Officer Representative (COR) approved equivalent), its functions, processes, and capabilities to design office furniture layouts using JSC-provided Facility Housing Plans (FHP). The Contractor shall be proficient in Microsoft Word, PowerPoint, Excel, Access, and Microsoft Outlook software.
- 2.2** The employee should be physically able to perform job surveys in the field which may involve measuring offices and furniture, walking from building to building, climbing stairs, and other physical activities.

3.0 Primary Duties

- 3.1** The Contractor shall design furniture layouts and receive, review, coordinate, and prioritize customer requests provided by the CO, COR, or designee. This includes, but is not limited to, processing requests to move furniture or provide furniture from the warehouse (e.g., file cabinets, chairs, freestanding furniture, and change out of modular pieces).

- 3.2 The Contractor shall conduct site analysis using Government provided design and evaluation criteria for the purpose of validating layout configurations and furniture materials are appropriate for fulfilling customer requirements and schedules. This may include, but is not limited to, site surveys to verify the accuracy of FHP drawings.
- 3.3 The Contractor shall develop design concepts and alternative options to each concept, as well as obtain final customer approval of the selected furniture design concept.
- 3.4 The Contractor shall become familiar with all furniture products utilized at JSC and their uses. These products include, but are not limited to, executive walnut, contemporary, modular, and systems.
- 3.5 The Contractor shall interface directly with the customer in a professional and courteous manner. The Contractor shall effectively communicate (orally and in writing) with the customer and the various other support contractors (as necessary).
- 3.6 The Contractor shall generate Furniture/Transportation Work Request forms in CO, COR, or designee-supplied format along with designed layouts, as applicable. The Contractor shall provide the documents to the Logistics Work Control Center (WCC), as applicable, to stage, deliver and install, replace, or return furniture to warehouse. The Contractor shall also provide a copy of the documents to the Transportation & Support Services Branch, Moving & Hauling, and Furniture Warehouse departments. Work orders shall be submitted to WCC at least 3 working days prior to scheduled delivery date or as authorized by the CO, COR, or designee.
- 3.7 The Contractor shall receive customer Ergonomic Workplace Evaluations from the JSC Occupational Health Department (OHD). The Contractor shall be responsible for processing OHD's recommendations.
- 3.8 The Contractor shall request (electronically or in writing) customer feedback with regards to the service received.
- 3.9 The Contractor shall track all changes made (due to in-the-field modifications) to work orders and/or furniture layouts that are required to complete the job.

4.0 Government Oversight

- 4.1 When required, the CO, COR, or designee shall outline objectives, priorities, and deadlines and shall provide guidance for addressing problems that arise during routine, complex or one-of-a-kind situations.

5.0 Safety and Health

5.1 The Contractor shall perform tasks accurately, safely, and on-time. The Contractor shall perform tasks in a manner that ensures the protection of personnel, property, and environment, according to JPR 1700.1, Safety & Health Handbook. The Contractor shall participate in investigations of close calls and prepare responses for the CO, COR, or designee review upon request. The Contractor shall develop and implement risk management techniques (including risk assessment) to be applied to hazards derived from analyses of activities and products for the purpose of eliminating or controlling hazards as specified in NASA policies and requirements for hazard reduction, as applicable.

6.0 Reports

- 6.1** The Contractor shall provide (by the 5th working day of each month) customer feedback data electronically to the CO, COR or designee.
- 6.2** The Contractor shall discuss orally or in writing (with the CO, COR, or designee) customer feedback, lessons learned, and possible areas of improvement, as needed.
- 6.3** The Contractor shall provide (by the 15th working day of each month) monthly cost estimates of the next month's projected work. These estimates should be shown in both the contract year (March 1 through February 28 - February 29 in the event of a leap year) and Government fiscal year (October 1 – September 30), shown in months. The Contractor shall utilize the most accurate method possible to forecast future work requirements and costs when sufficient work load history or future work load estimates are not available.
- 6.4** The Contractor shall notify the CO and COR within one work day when actual costs reach 75 percent of the committed funds for this task order.

7.0 Historical Workload Data

7.1 Historical Workload data – This information is based on Furniture/Transportation Work Request forms generated by one position within a 1-year contract period, and is provided for planning purposes only.

No. of Furniture Group-designed Layouts	105
No. of Customer-designed and/or reviewed Layouts	216
No. of Furniture/Transportation Work Request Forms	*548

The workload data provided are three separate units.

*The Furniture Group and customer-designed layouts are included in the number of Furniture/Transportation Work Request forms.

ORDER FOR SUPPLIES OR SERVICES

PAGE OF PAGES

1 5

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

1. DATE OF ORDER 4/17/13		2. CONTRACT NO. (If any) NNJ08JA01C		6. SHIP TO:	
3. ORDER NO. 66		4. REQUISITION/REF NO.		a. NAME OF COSIGNEE	
5. ISSUING OFFICE (Address correspondence to) NASA Johnson Space Center, 2101 Nasa Parkway Houston, TX 77058-3696				b. STREET ADDRESS	
7. TO:		c. CITY		d. STATE	e. ZIP CODE
a. NAME OF CONTRACTOR Katrina Parrott				f. SHIP VIA	
b. COMPANY NAME L&M Technologies				8. TYPE OF ORDER:	
c. STREET ADDRESS 4209 Ballon Park Road				<input checked="" type="checkbox"/> a. PURCHASE REFERENCE YOUR: <u>Proposal</u>	
d. CITY Albuquerque		e. STATE NM	f. ZIP CODE 87109	<input type="checkbox"/> b. DELIVERY - Except for billing instructions on the reverse, this delivery order is subject to instructions contained on this side only of this form and is issued subject to the terms and conditions of the above-numbered contract.	
9. ACCOUNTING AND APPROPRIATION DATA				10. REQUISITIONING OFFICE	
11. BUSINESS CLASSIFICATION: (Check appropriate boxes) <input checked="" type="checkbox"/> a. SMALL <input type="checkbox"/> b. OTHER THAN SMALL <input type="checkbox"/> c. DISADVANTAGED <input type="checkbox"/> g. SERVICE-DISABLED VETERAN OWNED <input type="checkbox"/> d. WOMEN-OWNED <input type="checkbox"/> e. HUBZone <input type="checkbox"/> f. EMERGING SMALL BUSINESS					12. F.O.B. POINT Destination
13. PLACE OF a. INSPECTION b. ACCEPTANCE		14. GOVERNMENT B/L NO.		15. DELIVER TO F.O.B. POINT ON OR BEFORE (Date)	
				16. DISCOUNT TERMS	

17. SCHEDULE (See page 2 for Rejections)

ITEM NO. a.	SUPPLIES OR SERVICES b.	QUANTITY ORDERED c.	UNIT d.	UNIT PRICE e.	AMOUNT f.	QUANTITY ACCEPTED g.
1	Task Order 66 Title: Hurricane and Severe Weather Plan Support Task order is executed at 100% of the value The contractor shall provide all resources necessary to complete the work identified in the attached Task Order Statement of Work.	1		\$150,901.57	\$150,901.57	

SEE BILLING INSTRUCTIONS ON PAGE 2	18. SHIPPING POINT		19. GROSS SHIPPING WEIGHT		20. INVOICE NO.		17h. TOTAL (Cont. pages)
	21. MAIL INVOICE TO:						
	a. NAME NASA Lyndon B Johnson						17i. GRAND TOTAL \$150,901.57
	b. STREET ADDRESS (or P.O. Box) 2101 NASA Parkway-BJ5						
	c. CITY Houston			d. STATE TX	e. ZIP CODE 77058		
22. UNITED STATES OF AMERICA BY (Signature) 					23. NAME OF CONTRACTING/ORDERING OFFICER Yaranet G. Marquez		

Section 11.4 – Statement of Work

Hurricane/Severe Weather Plan Support - Task Order

Scope and Purpose: The Contractor shall provide hurricane/severe weather services in support of Logistics Operations for the Center.

1.0 General

1.1 Prepare for and Provide Hurricane/Severe Weather Support – The Contractor shall complete preparations and accomplish tasks identified in the current Logistics Division Hurricane/Severe Weather and Shelter Plan. The Contractor shall actively participate in Center meetings/briefings related to impending hurricanes or severe weather activities, as applicable. Performance of this task order may require employees to provide support during or immediately following a Hurricane/Severe Weather event.

1.1.1 The Contractor shall provide driver services for the Mobile Command Vehicle (MCV). Driver services for this task order include driving the MCV to and from designated destinations as well as operating associated vehicle systems and associated equipment (including outboard power connections, leveling struts, slides, awnings, air conditioning units, and generators). In some instances the driver may be required to operate other electronic equipment as needed. This may require overnight travel for the driver. Accommodations should be coordinated with other JSC personnel that are travelling with the MCV, and if at all possible

should be made where the other personnel are staying. All Direct Travel related costs may be charged to this task order.

1.2 Hours of Operation – Normal Hours of operation are from 7:30 a.m. to 4:00 p.m., Monday through Friday. There will be times when the Contractor shall provide support outside the normal hours of operation.

1.3 The Contractor shall only receive tasks directly from the Contracting Officer/Contracting Officer's Technical Representative (CO/COTR) or designee. No duties will be performed without authorization to proceed from the CO/COTR or designee.

1.4 The Period of Performance for this task order is April 17, 2013 through February 28, 2014.

2.0 Safety and Health

2.1 The Contractor shall perform tasks accurately, safely, and on-time. Task shall be performed in a manner which ensures the protection of personnel, property, and environment. The Contractor shall develop and implement risk management techniques (including risk assessment) to be applied to hazards derived from analyses of activities and products for the purpose of eliminating or controlling hazards as specified in NASA policies and requirements for hazard reduction. Continued use of the current mission and equipment operation checklists will be considered a component of an acceptable risk management strategy.

3.0 Qualifications

- 3.1** The Contractor shall ensure that all personnel utilized in the performance of this task order meet all qualifications associated with the position, including Hurricane Rideout Team members. These may include medical certifications, physicals, required vaccinations, National Incident Management System (NIMS) training, and other training. Specific requirements can be obtained from the Logistics Division Emergency Preparedness Representative, the JSC Office of Emergency Management, or the Hurricane Plan Manager.
- 3.2** The Contractor shall ensure that all personnel utilized in the performance of this task order are thoroughly familiar with the unique systems that support Hurricane Activities that are used in their work area. Examples include MMI (Materials Management Initiative) and Hurricane Supply Database.
- 3.3** The Contractor shall ensure that all personnel utilized in the performance of the MCV component of this task order meet all qualifications associated with the position. Contractor qualification training will be consistent with guidelines described in the equipment and owner's manuals as well as hands on training performance.
- 3.4** The Contractor shall ensure that all operators possess a valid Texas Drivers License, and that operation of the MCV is covered by their corporate insurance policies.

4.0 Evaluation Criteria

- 4.1** The Contractor's performance of work contained in this task order will be evaluated for accuracy, timeliness, and cost management in completion of the tasks outlined in the Logistics Division Hurricane/Severe Weather and Shelter Plan.

5.0 Reports and Data

- 5.1** The Contractor shall conduct a lessons learned meeting with JB management within 7 work days after completion of activities performed on this task order.
- 5.2** The Contractor shall provide to the COTR actual costs associated with task order within 30 days after completion of activities performed on this task order in support of JSC Hurricane Preparedness.
- 5.3** The Contractor shall provide to the COTR monthly cost estimate of the next month's projected work by the 15th of each month. These estimates should be shown in both the contract year (March 1 – February 28 or February 29 in the event of a leap year) and Government fiscal year (October 1 – September 30), shown in months.
- 5.4** The Contractor shall notify the COTR within one work day when actual costs reach 75% of the committed funds for this task order.

6.0 Workload Data

- 6.1** The estimated number of MCV trips requiring driver services support is 2, each requiring one night stay in Round Rock, TX.

ORDER FOR SUPPLIES OR SERVICES

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

PAGE OF PAGES
1 11

1. DATE OF ORDER 2/26/13		2. CONTRACT NO. (If any) NNJ08JA01C		6. SHIP TO:	
3. ORDER NO. 67		4. REQUISITION/REF NO.		a. NAME OF COSIGNEE	
5. ISSUING OFFICE (Address correspondence to) NASA Johnson Space Center, 2101 Nasa Parkway Houston, TX 77058-3696				b. STREET ADDRESS	
7. TO:				c. CITY	d. STATE
a. NAME OF CONTRACTOR Katrina Parrott				e. ZIP CODE	
b. COMPANY NAME L&M Technologies				f. SHIP VIA	
c. STREET ADDRESS 4209 Ballon Park Road				8. TYPE OF ORDER:	
d. CITY Albuquerque				<input checked="" type="checkbox"/> a. PURCHASE REFERENCE YOUR: <u>Proposal</u> Please furnish the following on the terms and conditions specified on both side of this order and on the attached sheet, if any, including delivery as indicated.	
e. STATE NM				<input type="checkbox"/> b. DELIVERY - Except for billing instructions on the reverse, this delivery order is subject to instructions contained on this side only of this form and is issued subject to the terms and conditions of the above-numbered contract.	
f. ZIP CODE 87109					
9. ACCOUNTING AND APPROPRIATION DATA				10. REQUISITIONING OFFICE	
11. BUSINESS CLASSIFICATION: (Check appropriate boxes)					12. F.O.B. POINT
<input checked="" type="checkbox"/> a. SMALL <input type="checkbox"/> b. OTHER THAN SMALL <input type="checkbox"/> c. DISADVANTAGED <input type="checkbox"/> d. WOMEN-OWNED <input type="checkbox"/> e. HUBZone <input type="checkbox"/> f. EMERGING SMALL BUSINESS <input type="checkbox"/> g. SERVICE-DISABLED VETERAN OWNED					Destination
13. PLACE OF		14. GOVERNMENT B/L NO.		15. DELIVER TO F.O.B. POINT ON OR BEFORE (Date)	
a. INSPECTION	b. ACCEPTANCE			16. DISCOUNT TERMS	

17. SCHEDULE (See page 2 for Rejections)

ITEM NO. a.	SUPPLIES OR SERVICES b.	QUANTITY ORDERED c.	UNIT d.	UNIT PRICE e.	AMOUNT f.	QUANTITY ACCEPTED g.
1	Task Order 67 Title: Aircraft Loadmaster Services Task order is executed at 100% of the value The contractor shall provide all resources necessary to complete the work identified in the attached Task Order.	1		\$479,074.78	\$479,074.78	

SEE BILLING INSTRUCTIONS ON PAGE 2	18. SHIPPING POINT		19. GROSS SHIPPING WEIGHT		20. INVOICE NO.		17h. TOTAL (Cont. pages)
	21. MAIL INVOICE TO:						
	a. NAME NASA Lyndon B Johnson						17i. GRAND TOTAL
	b. STREET ADDRESS (or P.O. Box) 2101 NASA Parkway-BJ5						
	c. CITY Houston		d. STATE TX	e. ZIP CODE 77058		\$479,074.78	
22. UNITED STATES OF AMERICA BY (Signature) <i>Yaranet G. Marquez</i>					23. NAME OF CONTRACTING/ORDERING OFFICER Yaranet G. Marquez		

Section 11.9 – Statement of Work

Aircraft Loadmaster Services

Scope and Purpose: The Contractor shall provide continuously available, uninterrupted aircraft loadmaster services in support of NASA's Super Guppy Transportation System. These services include pre-mission and post-mission planning activities required to ensure cargo and payload operations meet all mission and flight safety requirements. From time to time the Contractor may be required to provide loadmaster services outside the Continental United States.

1.0 General

- 1.1** Location of Services – The Contractor shall perform work at JSC, other locations within the Continental United States, its territories, and foreign countries as required.
- 1.2** The Contractor shall provide Loadmaster services as required by the Government to support Super Guppy Transportation System.
- 1.3** The Contractor shall only receive tasks directly from the Contracting Officer/Contracting Officer's Technical Representative (CO/COTR) or designee. No Loadmaster duties will be performed without authorization to proceed from the CO/COTR or designee.
- 1.4** Property/Equipment – The Government will provide aircrew flight uniforms, flight gloves, flight jacket, name tags and logos for flight uniforms per NASA requirements, and oxygen masks/equipment, Federal Communications Commission and National Telecommunications Information Agency compliant radios that are approved for flightline use,

and two laptop computers and two portable printers to be used while Loadmasters are supporting a transport mission. All Government provided equipment and apparel will be replaced by the Government as required. The Contractor shall provide all other equipment for the Loadmasters including items such as: safety shoes/boots, body fall protection safety harnesses, hard hats, eye protection, ear protection, flashlights, leather work gloves, and cold weather clothing as deemed necessary by the Contractor.

- 1.5** Hours of Operation – Normal Hours of operation are from 7:30 a.m. to 4:00 p.m., Monday through Friday. There will be times when the Contractor shall provide Loadmaster services to support Super Guppy Transport Services/Operations outside the Normal Hours of operation stated above. The Loadmasters shall adhere to JPR 1700.1, Chapter 5.8.8, Work Shift Limits for Hazardous Operations only when critical lifting or other hazardous operations are being performed. Flight and travel time shall not be considered critical or hazardous operations.
- 1.6** The Government will provide required office space, office equipment, and storage space for all Loadmaster Super Guppy mission files.
- 1.7** The Loadmasters shall remain on duty as long as necessary to ensure the safety and protection of; a cargo load on the aircraft, cargo that may be positioned on/in material handling equipment waiting to be loaded onto the aircraft, or until released by authorized Government personnel. The Loadmasters shall remain with the aircrew and/or the aircraft for the entire

mission unless mission requirements dictate otherwise. The CO/COTR or designee may authorize the Loadmasters to return to home station prior to completion of the mission.

- 1.8** Travel - The Government will reimburse the Contractor for travel expenses in accordance with the Federal Travel Regulations when required to perform their official duties. The Loadmasters shall stay in comparable Government quarters while on official Government travel. The CO/COTR or designee will advise the Contractor of travel requirements to support NASA missions. The Loadmasters may or may not be required to fly on the Super Guppy to support mission requirements. If not flying on the Super Guppy, the Loadmasters may be required to travel via commercial carrier. Any required non-expedited, standard United States Passports will be an allowable expense on this Task Order.
- 1.9** The Loadmasters shall calculate and provide Super Guppy weight and balance data to the flight crew for all mission legs prior to departure of the aircraft (includes local training and test flights as required by NASA).
- 1.10** The Period of Performance for this task order is March 1, 2013 through February 28, 2014.

2.0 Physical Requirements

- 2.1** Physical Qualifications – In addition to the requirements in SECTION C, Paragraph 1.18.2, page 13 of the Logistics Contract (NNJ08JA01C), Loadmasters shall:

- 2.1.1 Be physically able to climb to heights required to secure restraint devices for all loads (the Super Guppy cargo compartment is approximately 25 feet high)
- 2.1.2 Be required to operate aircraft loaders, materials handling equipment, and other specialized container(s)/ cargo support structure(s) at heights above ground level of approximately 23 feet (the height of the Super Guppy Shipping Fixture (SGSF) is approximately 23 feet). The height of the Super Guppy cargo floor above ground level is approximately 11 feet.

3.0 Pre-Mission, Mission and Post-Mission Activities

The Contractor shall plan, coordinate, and execute transportation of cargo and mission payloads, SGSF, other specialized container(s)/ cargo support structure(s), and associated support equipment to ensure that all cargo and payloads meet required flight schedules and are delivered safely to the required destination.

The Contractor shall be required to initiate all pre-mission activities. Pre-mission activities include cargo load planning, cargo preparation, material handling equipment preparations and positioning, cargo-loading procedures, coordinating with user customers, and cargo aircraft center-of-gravity requirements.

The Contractor shall operate the Super Guppy cargo loaders used to support Super Guppy cargo transport operations and other required aircraft loading and offloading equipment.

The Contractor shall calculate and provide weight and balance data to the Aircraft Commander and Flight Engineer for the purpose of computing required takeoff and landing data.

The Contractor shall perform post-mission activities which include cargo unloading, materials handling equipment preparation and positioning, and cargo preparation.

3.1 Mission Documentation

The Contractor shall maintain all documentation related to Super Guppy missions. The Contractor shall ensure that all files are accurate and complete and can be accessed for future missions. The Government supplied Contractor laptops and printers shall be accessible for use by the Government Loadmasters during missions as needed. The Contractor shall maintain all operational logs for mission support equipment, which shall remain attached to the equipment or readily available at all times.

The Contractor shall be required to perform weight and balance calculations. All data (including training manuals, procedures, and other Super Guppy related documentation), files, and software used in the performance of this task order remain the property of the Government and shall be available for Government review as required, and shall be returned to the Government at the end of this contract.

3.2 Non-Mission Support Activities

The Contractor shall support all non-mission related SGSF, other specialized container and cargo support structure, and Super Guppy

support equipment activities. These activities include operation of support equipment to insure operational availability. The Contractor shall monitor NASA-provided maintenance of Super Guppy support equipment as needed.

The Contractor shall maintain all mission support equipment certification and calibration data. The Contractor shall ensure all mission support equipment certifications and calibrations are current.

The Contractor shall obtain rigging and heavy hauling support through the Facilities Contract as needed.

4.0 Loadmaster Training and Certification Requirements

The Contractor shall establish and maintain training and certification plans designed to meet the below requirements to ensure the Loadmasters are trained and certified in the required field of specialization. The Contractor shall establish and maintain training records for all personnel including training manuals, documentation of certification, and periodic recertification of personnel, and ensure their availability for CO/COTR or designee review. Copies of completion certificates shall be provided to the CO/COTR or designee. The Contractor shall acquire and maintain the below stated certification and periodic recertification training requirements

4.1 Government provided and required prior to flying on the Super Guppy:

- 4.1.1 An Air Force Category III Examination/Flight Physical if warranted based on Flight Medical Clearance Form (FMCF), per JPR 1830.2

4.1.2 Physiological training required, per JPR 1830.2. .

4.1.3 Super Guppy Egress Training

4.2 Commercially available:

4.2.1 Highway Transportation of Hazardous Materials in accordance with
Title 49, Code of Federal Regulations.

4.2.2 Air Transportation of Dangerous Goods Training in accordance with
Title 49, Code of Federal Regulations.

4.3 Loadmaster personnel shall have a thorough knowledge of weight and balance and be proficient in calculating the balance point of aircraft, vehicles, pallet loads, wheel loads, combined load center-of-balance points, combined vertical center-of-gravity of payloads and the aircraft, etc. Loadmasters shall have attended and successfully completed commercial or U.S. Military aircraft Loadmaster training and qualification program or other Foreign country's equivalent military Loadmaster training programs and provide evidence of the same to the CO/COTR or designee. The Super Guppy is a unique aircraft which requires Loadmaster personnel to have thorough knowledge in the field of aircraft weight and balance, operations of loading equipment, and aircraft on loading and offloading.

4.4 The Contractor shall certify their Loadmasters per NASA JSC Material Handling Equipment Operator certification requirements (JPD 8719.1) to operate forklifts, scissor lifts, and overhead hoist/cranes in Building 924

(Sonny Carter Training Facility), at Ellington Field, or other facilities as needed.

- 4.5** Perform training exercises as needed with both Contractor and Government Loadmasters to ensure mission readiness of the combined Loadmaster team.

5.0 Safety and Health Plan

- 5.1** The Contractor shall perform tasks accurately, safely, and on-time. Task shall be performed in a manner which ensures the protection of personnel, property, and environment. The Contractor shall develop and implement risk management techniques (including risk assessment) to be applied to hazards derived from analyses of activities and products for the purpose of eliminating or controlling hazards as specified in NASA policies and requirements for hazard reduction. Continued use of the current mission and equipment operation checklists will be considered a component of an acceptable risk management strategy.

6.0 Deliverables

- 6.1** The following is a list of deliverables the Loadmasters shall maintain:
 - 6.1.1** JB7 Government Owned Material Handling and Lifting Equipment log.
 - 6.1.2** SGSF or other specialized container(s)/ cargo support structure(s) Support Equipment Operational Report.

- 6.1.3 Super Guppy Chart "C" (required when the Aircraft Operations Division (AOD) provides Guppy weight changes to the Loadmaster and/or pre-mission planning purposes).
- 6.1.4 NASA 941 Super Guppy Mission Log.
- 6.1.5 Loading procedures.
- 6.1.6 Operational aircrew and non-aircrew check lists.
- 6.1.7 Super Guppy Support Equipment Operations, Maintenance, Training and Safety Procedures (JSC-28353).
- 6.1.8 Logs/Reports maintained in support of change orders to this Task Order required by the CO/COTR. Historical examples used by the previous contractor are: Operator Certification Process (i.e. tests and scores, logs and files) and the lifting device certification log.

7.0 Metrics, Reports, and Data

- 7.1 There are no performance metrics identified at this time. The Contractor will be provided performance metric requirements as they are identified.
- 7.2 The Contractor shall track all Loadmaster related costs and expenses on both a contract year, as well as a per-mission basis.
- 7.3 The Contractor shall provide monthly cost estimates of the next month's projected work by the 15th of each month. These estimates should be shown in both the contract year (March 1 – February 28 (February 29 in the event of a leap year) and Government fiscal year (October 1 – September 30), shown in months. The Contractor shall utilize the most accurate method possible to forecast future work requirements and costs

when sufficient work load history or future work load estimates are not available.

- 7.4 The Contractor shall notify the COTR within one work day when actual costs reach 75% of the committed funds for this task order.

8.0 Workload Estimate

- 8.1 **The Contractor shall provide continuously available, uninterrupted aircraft loadmaster services in support of NASA's Super Guppy Transportation System.** At the time of the issuance of this Task Order, the estimated number of Super Guppy missions requiring Loadmaster support for the period of performance of this Task Order is 9. Based on historical information, the average mission is 7 days, with an additional 5 work days of pre-mission and 2.5 work days post-mission support per Loadmaster, with the average mission requiring two Loadmasters. On average the Loadmasters work day during a mission is approximately 12 hours long.

8.2 Travel

The average historical travel cost has been \$1500 per person, per mission (Avg. mission travel was 5 days, 4 nights in length) flying commercial air carrier. When mission locations, requirements, and schedules permit, the Contractor shall utilize GSA vehicles in lieu of air travel.

ORDER FOR SUPPLIES OR SERVICES

PAGE OF PAGES
1 5

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

1. DATE OF ORDER 2/28/13		2. CONTRACT NO. (If any) NNJ08JA01C		6. SHIP TO:	
3. ORDER NO. 68		4. REQUISITION/REF NO.		a. NAME OF COSIGNEE	
5. ISSUING OFFICE (Address correspondence to) NASA Johnson Space Center, 2101 Nasa Parkway Houston, TX 77058-3696				b. STREET ADDRESS	
				c. CITY	d. STATE
				e. ZIP CODE	
7. TO:		f. SHIP VIA			
a. NAME OF CONTRACTOR Katrina Parrott		8. TYPE OF ORDER:			
b. COMPANY NAME L&M Technologies		<input checked="" type="checkbox"/> a. PURCHASE		<input type="checkbox"/> b. DELIVERY - Except for billing instructions on the reverse, this delivery order is subject to instructions contained on this side only of this form and is issued subject to the terms and conditions of the above- numbered contract.	
c. STREET ADDRESS 4209 Ballon Park Road		REFERENCE YOUR: Proposal			
d. CITY Albuquerque		Please furnish the following on the terms and conditions specified on both side of this order and on the attached sheet, if any, including delivery as indicated.			
e. STATE NM					
f. ZIP CODE 87109					
9. ACCOUNTING AND APPROPRIATION DATA		10. REQUISITIONING OFFICE			
11. BUSINESS CLASSIFICATION: (Check appropriate boxes)					12. F.O.B. POINT
<input checked="" type="checkbox"/> a. SMALL <input type="checkbox"/> b. OTHER THAN SMALL <input type="checkbox"/> c. DISADVANTAGED <input type="checkbox"/> g. SERVICE-DISABLED VETERAN OWNED <input type="checkbox"/> d. WOMEN-OWNED <input type="checkbox"/> e. HUBZone <input type="checkbox"/> f. EMERGING SMALL BUSINESS					Destination
13. PLACE OF		14. GOVERNMENT B/L NO.		15. DELIVER TO F.O.B. POINT ON OR BEFORE (Date)	
a. INSPECTION	b. ACCEPTANCE			16. DISCOUNT TERMS	

17. SCHEDULE (See page 2 for Rejections)

ITEM NO. a.	SUPPLIES OR SERVICES b.	QUANTITY ORDERED c.	UNIT d.	UNIT PRICE e.	AMOUNT f.	QUANTITY ACCEPTED g.
I	Task Order 68 Title: Perform Personnel Moves Task order is executed at 100% of the value The contractor shall provide all resources necessary to complete the work identified in the attached Task Order.	1		\$426,383.21	\$426,383.21	

SEE BILLING INSTRUCTIONS ON PAGE 2	18. SHIPPING POINT	19. GROSS SHIPPING WEIGHT	20. INVOICE NO.		17h. TOTAL (Cont. pages)
	21. MAIL INVOICE TO:				
	a. NAME NASA Lyndon B Johnson				17i. GRAND TOTAL
	b. STREET ADDRESS (or P.O. Box) 2101 NASA Parkway-BJ5				
c. CITY Houston	d. STATE TX	e. ZIP CODE 77058			
22. UNITED STATES OF AMERICA BY (Signature)					23. NAME OF CONTRACTING/ORDERING OFFICER Yaranet G. Marquez

Section 11.1 - Statement of Work

Perform Personnel Moves

Scope and Purpose: To provide Moving and Hauling and Furniture Group support to Johnson Space Center (JSC) moves as identified on the JF174, *Intracenter Move Request*. The Contractor shall receive, issue, relocate, connect, disconnect, store, and transport office furnishings as scheduled to ensure employees have a safe and functional workspace. In addition to office furnishings, moves may include, but not be limited to boxes, computers, crates, equipment, trash cans, and racks.

Office furnishings shall consist of all types of furniture to include but not limited to contemporary, executive, modular and systems furniture. Examples are: acoustical panels, bookcases, carpet, chairs, desks, file cabinets, lockers, racks, shelving, supply cabinets, tables, and task lights. The majority of furniture at JSC is modular which requires assembly, connect, and disconnect activity.

In this document, the terms furnishings and furniture are synonymous.

An average set up for a person at JSC includes a desk, chair, computer table, wedge, overhead, bookcase, file cabinet, and 6-8 panels.

The Government shall provide office and warehouse space and equipment to perform the work identified in this Task Order. The Contracting Officer/Contracting Officer's Technical Representative (CO/COTR) or designee shall provide layouts, the Move Requests (MR), and the move schedule.

1.0 General

- 1.1. Location of Services – The Contractor shall perform majority of the work, as outlined on the MR, within buildings onsite at JSC, including the Sonny Carter Training Facility and Ellington Field. Other locations supported by the Contractor may include local off-site buildings, and other destinations within 100 miles of JSC.
- 1.2. Hours of Operation – Normal hours of operation are Monday through Friday, 7:30 a.m. to 4 p.m. When approved by the CO/COTR or designee, and dependent on the workload and criticality of the work schedule, there will be times when the Contractor shall provide services outside the normal hours of operation.
- 1.3. Period of Performance – The Period of Performance for this task order is March 1, 2013 – February 28, 2014.

2. Personnel Requirements

- 2.1. Furniture Personnel - Furniture personnel shall have a thorough working knowledge of the safe assembly, disassembly, installation, and storage of office furnishings.
- 2.2. Transportation Personnel - Transportation moving and hauling personnel shall have working knowledge of vehicle and physical lifting safety. All forklift operators shall be certified per the NASA JSC Operator Certification Program requirements.

3. Primary Duties

- 3.1. Issue Furniture - The Contractor shall assemble, clean, and polish furniture to ensure it is serviceable and available for delivery prior to the scheduled delivery date. The Contractor shall update the inventory database on the same day the furniture is pulled from storage. The Contractor shall provide a key with any furniture item that has a lock and ensure a duplicate key is available in case of loss. A Government-provided key machine is available for making duplicate keys if required. All office furnishing issue requests are generated by the CO/COTR or designee.
- 3.2. Connect/Disconnect Furniture - The Contractor shall connect/disconnect furniture at the customer's location on the scheduled date.
- 3.3. Deliveries, Moves, and Installations - The Contractor shall pickup, deliver, relocate, disconnect, reconnect, and/or return furniture items to and from the warehouse and customer locations per MR and the move schedule. To ensure same day service, the Contractor shall coordinate installation requirements with the Facilities Operations Support Services and other Contractors, as applicable.
- 3.4. Items not identified as Return to Warehouse - The Contractor shall remove and return to the warehouse items not identified on the MR and not marked "return to warehouse" if the customer identifies the item as no longer required. The Contractor shall document the activity on the work order and provide information to JB7.
- 3.5. Receive Furniture Returned from Field - The Contractor shall receive furniture returned from the field and segregate as useable, needing repair, or excess, and take appropriate action within two work days. The Contractor shall ensure furniture is stored safely and is available for issue. The Contractor shall update the furniture database on the same day the items are warehoused. Returned furniture from the field is identified as follows:

- a. Usable: The Contractor shall warehouse usable furniture.
 - b. Needing Repair: The Contractor shall repair to usable condition and warehouse.
 - c. Excess: The Contractor shall prepare and submit appropriate documentation per NPR 4300.1, NASA Personal Property Disposal Procedures and Guidelines, for CO/COTR or designee approval.
- 3.6. Non-Furniture Requirements - The Contractor shall verify customer equipment identification tag numbers with the MR. The contractor shall pick up, deliver, relocate, and return boxes and crates to and from the warehouse.
- 3.7. Non-Standard Move Requirements - The Contractor shall coordinate associated services (e.g., rigging), as needed, to accomplish the task.

4. Government Oversight

- 4.1. Technical Oversight by NASA Personnel – Moves are to be accomplished per the move schedule; however, the possibility of unforeseen impacts/occurrences/revisions exists that may require the Contractor to rework and coordinate among various services.
- 4.2. When required, the CO/COTR or designee shall outline objectives, priorities, and deadlines and shall provide guidance for addressing problems that arise during routine, complex, or one-of-a-kind move situations.

5. Safety and Health

- 5.1. The Contractor shall perform tasks accurately, safely, and on-time. The Contractor shall perform tasks in a manner that ensures the protection of personnel, property, and environment. The Contractor shall develop and implement risk management techniques (including risk assessment) to be applied to hazards derived from analyses of activities and products for the purpose of eliminating or controlling hazards as specified in NASA policies and requirements for hazard reduction. The Contractor shall ensure work areas remain safe and clean at all times.

6. Metrics, Reports, and Data

- 6.1. The Contractor shall provide monthly customer feedback performance metrics to the CO/COTR or designee.
- 6.2. The Contractor shall provide move completion confirmation daily and workload data monthly to the CO/COTR or designee.

- 6.3. The Contractor shall provide monthly cost estimate of the next month's projected work by the 15th of each month. These estimates should be shown in both the contract year, March 1 – February 28 (February 29 in the event of a leap year), and Government fiscal year (October 1 – September 30), shown in months.
- 6.4. The Contractor shall notify the COTR within one work day when actual costs reach 75 percent of the committed funds for this task order.

7. Historical Workload Information

- 7.1. The following historical annual workload is based on FY12 personnel move activity, and is being provided for planning purposes only:

- 360 - Number of moves performed
- 45 - Number of equipment-only moves
- 254 - Number of moves with furniture involvement

- 1,132 - Number of personnel moved
- 64 - Number of personnel moved as an equipment-only move
- 966 - Number of personnel moved with furniture involvement

- 14,689 - Number of items moved
- 6,317 - Number of furniture items moved
- 1,500 - Number of furniture items coming from the warehouse
- 4,817 - Number of furniture items moved either existing in the field or returned to the warehouse

- 6.8 - Average number of furniture pieces per person moved
- 5.3 - Average number of boxes per person moved (or 4-5 crates)
- 2.5 - Average number of equipment items per person moved

ORDER FOR SUPPLIES OR SERVICES

PAGE OF PAGES

1 9

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

1. DATE OF ORDER 2/27/13		2. CONTRACT NO. (If any) NNJ08JA01C		6. SHIP TO:	
3. ORDER NO. 69		4. REQUISITION/REF NO.		a. NAME OF COSIGNEE	
5. ISSUING OFFICE (Address correspondence to) NASA Johnson Space Center, 2101 Nasa Parkway Houston, TX 77058-3696				b. STREET ADDRESS	
				c. CITY	d. STATE
				e. ZIP CODE	
7. TO:		f. SHIP VIA			
a. NAME OF CONTRACTOR Katrina Parrott		8. TYPE OF ORDER:			
b. COMPANY NAME L&M Technologies		<input checked="" type="checkbox"/> a. PURCHASE REFERENCE YOUR: <u>Proposal</u>		<input type="checkbox"/> b. DELIVERY - Except for billing instructions on the reverse, this delivery order is subject to instructions contained on this side only of this form and is issued subject to the terms and conditions of the above- numbered contract.	
c. STREET ADDRESS 4209 Ballon Park Road		Please furnish the following on the terms and conditions specified on both side of this order and on the attached sheet, if any, including delivery as indicated.			
d. CITY Albuquerque	e. STATE NM	f. ZIP CODE 87109			
9. ACCOUNTING AND APPROPRIATION DATA		10. REQUISITIONING OFFICE			
11. BUSINESS CLASSIFICATION: (Check appropriate boxes)					12. F.O.B. POINT
<input checked="" type="checkbox"/> a. SMALL <input type="checkbox"/> b. OTHER THAN SMALL <input type="checkbox"/> c. DISADVANTAGED <input type="checkbox"/> g. SERVICE-DISABLED VETERAN OWNED <input type="checkbox"/> d. WOMEN-OWNED <input type="checkbox"/> e. HUBZone <input type="checkbox"/> f. EMERGING SMALL BUSINESS					Destination
13. PLACE OF		14. GOVERNMENT B/L NO.		15. DELIVER TO F.O.B. POINT ON OR BEFORE (Date)	
a. INSPECTION	b. ACCEPTANCE			16. DISCOUNT TERMS	

17. SCHEDULE (See page 2 for Rejections)

ITEM NO. a.	SUPPLIES OR SERVICES b.	QUANTITY ORDERED c.	UNIT d.	UNIT PRICE e.	AMOUNT f.	QUANTITY ACCEPTED g.
1	Task Order 69 Title: Coordinate and Support Special Events Task order is executed at 100% of the value The contractor shall provide all resources necessary to complete the work identified in the attached Task Order.	1		\$87,110.86	\$87,110.86	

SEE BILLING INSTRUCTIONS ON PAGE 2	18. SHIPPING POINT	19. GROSS SHIPPING WEIGHT	20. INVOICE NO.		17h. TOTAL (Cont. pages)
	21. MAIL INVOICE TO:				
	a. NAME NASA Lyndon B Johnson				17i. GRAND TOTAL \$87,110.86
	b. STREET ADDRESS (or P.O. Box) 2101 NASA Parkway-BJ5				
c. CITY Houston	d. STATE TX	e. ZIP CODE 77058			
22. UNITED STATES OF AMERICA BY (Signature) 		23. NAME OF CONTRACTING/ORDERING OFFICER Yaranet G. Marquez			

Section 11.3 – Statement of Work

Coordinate and Support Special Events

Scope and Purpose: To provide Supply, Furniture, Moving & Hauling and other Logistics support as required for NASA-JSC Center-wide special events (e.g., Open House/Ballunar Festival, Chili Cook-off, Safety and Total Health Day, Safety Spring Fair, holiday events, etc.), which involves coordination, set up, and tear down of items (e.g., canopies, chairs, tables, water coolers and ice chests) or services (grounds, equipment rentals, etc.).

1.0 General

- 1.1** Location of Services – The Contractor shall perform majority of the work on site at JSC. Other locations supported by the Contractor may include: Sonny Carter Training Facility (SCTF), Ellington Field, and other destinations within a 100 mile radius of JSC.
- 1.2** The Government shall provide office space, office equipment, necessary forms of direction, and layouts in order to perform the work.
- 1.3** Hours of Operation - Normal hours of operation are from 7:30 a.m. to 4:00 p.m., Monday through Friday. There will be times when the Contractor shall provide services outside the 7:30 a.m. to 4:00 p.m. hours of operation as requested by the Government, dependent on the workload and criticality of schedule.
- 1.4** The Period of Performance for this task order is March 1, 2013 through February 28, 2014.

- 1.5** The general definition of a special event is “a Center-wide event that requires logistics services or support”.
- 1.6** The known tentative dates for the events that occur during the period of performance of this task order are as follows:
- Space Settlement Design Competition – March 2013
- Spring Safety Fair– April 2013
- I & I 2010 Expo – May 2013
- FOD Chili Cook-off – April 2013
- Safety and Total Health Day – October 2013
- Ballunar Festival/Open House –October 2013

2.0 Personnel Requirements

- 2.1** Furniture personnel responsible for the performance of requirements outlined in this Task Order shall have a thorough working knowledge of the safe assembly, disassembly, installation, and repair of various types of office furniture, tents, and related special event equipment as required.
- Transportation moving and hauling personnel responsible for the performance of requirements outlined in this Task Order shall have working knowledge of vehicle and physical lifting safety as required. All forklift operators shall be certified per NASA JSC Operator Certification Program requirements.

3.0 Pre-Event Activities

- 3.1** The Contractor shall conduct pre-planning and coordination activities to ensure effective and safe planning in advance of special event. The Contracting Officer/Contracting Officer’s Technical Representative

(CO/COTR) or designee shall approve time allocated for each event (to include pre-planning activities) in advance of Contractor providing service.

Pre-event activities include but are not limited to:

3.1.1 The Contractor shall identify a single-point-of-contact for each event to ensure event progress monitoring and problem mitigation.

3.1.1.1 Attend coordination and planning events as required by event.

3.1.1.2 Create and provide to the COTR a special event work plan for each major event that clearly identifies the roles and responsibilities.

3.1.1.3 Ensure identification and resolution of any event problems.

3.1.2 Conducting a walk-through of the work areas to ensure a complete and comprehensive understanding of customer requirements.

3.1.3 Take measurements and document the accuracy of the Facility Housing Plan (FHP) drawings prior to performing the work, when requested by the CO/COTR or designee.

3.1.4 Preparing furniture as required by the each event. When required, furniture layouts shall be submitted to the customer and CO/COTR or designee for approval in advance of supporting each special event.

3.1.5 Most items needed to support a special event are available and provided by the Government; however, special material purchases and/or leases may be required and shall be obtained by the Contractor at the best value to the Government.

3.1.5.1 The Logistics Contractor shall only be responsible for purchasing or leasing supplies and equipment that are in their area of responsibility. Items such as electrical panels, trash receptacles, etc. will be the responsibility of the Contractor performing the work in that area (e.g. Facilities for electrical panels, hookups, light towers, etc.)

3.1.5.2 In the event that sand bags are required in support of a special event, the Logistics Contractor shall be responsible for supplying the required number of bags for the sand bags. The sand and labor to fill the bags will be supplied by others.

4.0 Primary Duties

- 4.1** Special Event Coordination – The Contractor shall interface with the customer, Information Technology (ACES), Construction, Custodial, Grounds Maintenance and Facilities Maintenance organizations as necessary to ensure timely and accurate services are provided.
- 4.2** Preparation for event – The Contractor shall prepare (including assemble, clean, polish, repair, and stage) items as identified by CO/COTR or designee as necessary to support the event.
- 4.3** Event Set Up and Teardown – The Contractor shall transport and set up items (e.g., tents, tables, chairs, etc.) per the CO/COTR or designee provided schedule and work orders. When the event is completed, the Contractor shall tear down, clean, disassemble and return items to the warehouse and store them properly.

5.0 Govt. Oversight

- 5.1** Technical Oversight by NASA Personnel – Special Events will be accomplished per the schedule provided by the CO/COTR or designee; however, the possibility of unplanned events can occur, which can require rework and/or short notice coordination among various services and support Contractors.
- 5.2** The CO/COTR or designee outlines required objectives, priorities, and deadlines and provides guidance on addressing problems and complex or one-of-a-kind situations.

6.0 Safety and Health

- 6.1** The Contractor shall perform tasks accurately, safely, and on-time. The Contractor shall perform tasks in a manner that ensures the protection of personnel, property, and environment. The Contractor shall develop and implement risk management techniques (including risk assessment) to be applied to hazards derived from analyses of activities and products for the purpose of eliminating or controlling hazards as specified in NASA policies and requirements for hazard reduction. The Contractor shall ensure event areas remain safe and clean at all times.

7.0 Metrics/Reports/Data Deliverables

- 7.1** The Contractor shall provide performance metrics, including cost and customer feedback data, within 10 working days after the conclusion of the event.

- 7.2 Sponsor a post-event briefing within 10 working days after the conclusion of the event, with the CO/COTR or designee to identify and discuss customer feedback, lessons learned, and possible areas of improvement. With prior approval from the CO/COTR a written lessons learned document can satisfy this requirement.
- 7.3 The Contractor shall maintain all procurement information for purchases, leases, and rentals by event, tracked over both the Government Fiscal year (Oct 1 – September 30) and the Contract year (March 1 – February 28 (29th in the event of a leap year)).
- 7.4 The Contractor shall provide monthly cost estimates of the next month's projected work by the 15th of each month. These estimates should be shown in both the contract year (March 1 through February 28 -February 29 in the event of a leap year) and Government fiscal year (October 1 – September 30), shown in months. The Contractor shall utilize the most accurate method possible to forecast future work requirements and costs when sufficient work load history or future work load estimates are not available.
- 7.5 The Contractor shall notify the CO and the COTR within one work day when actual costs reach 75% of the committed funds for this task order.

8.0 Historical Major Event Work Load Data

	Space Settlement Design Competition 2012	Spring Safety Fair 2011/Safety & Total Health Day 2012	Chili Cook- off 2012	Ballunar Festival/JSC Open House 2012	Inclusion & Innovation 2012
Items used for a Special Event:					
Tents	0	12	0	40	73
Tables	56	189	56	87	173
Chairs	175	331	168	230	468
Water coolers (10-gallon size)	0	6	6	18	8
Ice chests	0	0	6	4	9
Easels	0	0	0	0	0
Stage platform (owned by Public Affairs Office)	0	0	0	1	0
Buses	0	0			0
Ropes & stanchions	Unknown	Unknown	Unknown	Unknown	Unknown
Items purchased/rented for a Special Event:					
Tents	0	0	0	0	0
Tables	0	0	0	0	0
Table covers	0	0	0	0	0
Chairs	0	0	0	0	0
Bottled water, 16 oz. size (24 bottles per case-- issued by the case)	0			12 cases	4 cases
Bottled water (2 ½ -gallon size)	0		9 bottles	200 bottles	12 bottles
Ice machine w/ice (40-pound bags of ice)	0	0	0	20 bags	0
Paper cups, cone-shaped (250 cups per sleeve/4 sleeves per box)	0		6 boxes	75 boxes	2 boxes
Insect repellant (100 packages per box)	0	0	0	0 boxes	0
Sunscreen (100 packages per box)	0	0	0	0 boxes	0
Extractor Venom Pump Kit				0 each	
First Aid kits (small size)	0	0	0	0 each	0
First Aid kits (medium size)	0	0	0	0 each	0
Insect bite ointment	0	0	0	0 each	0
Box cutters	0	0	0	0 each	0
Bags, zip lock (1-quart size)	0	0	0	0 each	0
Bags, zip lock (1-gallon size)	0	0	0	0 each	0
Bags, zip lock (2-gallon size)	0	0	0	0 boxes	0
Bandanas (neck coolers)	0	0	0	0 Each	0
Sandbags, 14/28 poly w/ties, white	0	150 bags	0 bags	0 bags	0 bags
Sand (used to fill the bags that secure the tents)	0	2.5 yards	0 yards	5 yards	1 yard
Workhorses (equipped w/strobe lights)	0	4	5	3	0
Off Insect Spray				0	
Golf carts, 6-seater w/headlights, seatbelts, horn, & tail light	0	0	0	0	0

Golf carts, 2-seater w/headlights, seatbelts, horn, & tail light	0	0	0	0	0
Golf Carts – 4 Seater				10	
Ballpoint pens, ink color - black; medium or fine point	12 dozen	0	0	0	0
Ballpoint pens, ink color - red; medium or fine point	4 dozen	0	0	0	0
Pencils, #2	12 dozen	0	0	0	0
Erasers, pencil; pencil tip	8 dozen	0	0	0	0
Erasers, pencil; rectangular	4 dozen	0	0	0	0
Pencils, mechanical w/erasers	12 dozen	0	0	0	0
	Space Settlement Design Competition 2012	Spring Safety Fair 2010/Safety & Total Health Day 2012	Chili Cook-off 2012	Ballunar Festival/JSC Open House 2012	Inclusion & Innovation 2012
Markers, Sharpie; fine point	4 dozen	0	0	0	0
Markers; color - black (for flipcharts)	4 dozen	0	0	0	0
Markers; color - yellow highlighters	4 dozen	0	0	0	0
Pads, paper; 8 1/2" x 11"; 4 squares per inch; white quadrille pads	4 dozen	0	0	0	0
Pads, paper; 8 1/2" x 11"; white ruled	2 dozen	0	0	0	0
Notes, "Post it"; 3" x 5"	4 dozen	0	0	0	0
Notes, "Post it"; 4" x 6" lined	4 dozen	0	0	0	0
Folder, portfolios (red)	1 dozen	0	0	0	0
Paper clips, small	4 boxes	0	0	0	0
Rubber bands	4 boxes	0	0	0	0
*Tape dispenser	8 each	0	0	0	0
Tape for tape dispenser	8 rolls	0	0	0	0
*Scissors	8 pair	0	0	0	0
Transparency sheets, blank (used w/printers and/or copiers)	200 sheets	0	0	0	0
*Power strips	8 each	0	0	0	0
*Bookends, metal	16 pair	0	0	0	0
Markers w/1 eraser (used with portable white boards) (3 each/1 set per board)	3 sets	0	0	0	0
Flipchart pads, white (used on portable boards)	3 pads	0	0	0	0
Copier paper	4 boxes	0	0	0	0

NOTE:

These are average counts of each item used per event. Quantities may vary.

*This item is reused for this event; only purchased when needed.

Items highlighted in red are items that are left over from last year that can be used.

Items highlighted in green are items that need to be purchased.

ORDER FOR SUPPLIES OR SERVICES

PAGE OF PAGES

1 6

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

1. DATE OF ORDER 2/19/14		2. CONTRACT NO. (If any) NNJ08JA01C		6. SHIP TO:	
3. ORDER NO. 70		4. REQUISITION/REF NO.		a. NAME OF COSIGNEE	
5. ISSUING OFFICE (Address correspondence to) NASA Johnson Space Center, 2101 NASA Parkway Houston, TX 77058-3696		b. STREET ADDRESS		c. CITY	
7. TO:		f. SHIP VIA		d. STATE	
a. NAME OF CONTRACTOR Justin W. Barnes		b. COMPANY NAME L&M Technologies		e. ZIP CODE	
c. STREET ADDRESS 4209 Ballon Park Road		d. CITY Albuquerque		e. STATE NM	
f. ZIP CODE 87109		8. TYPE OF ORDER:		b. DELIVERY - Except for billing instructions on the reverse, this delivery order is subject to instructions contained on this side only of this form and is issued subject to the terms and conditions of the above- numbered contract.	
9. ACCOUNTING AND APPROPRIATION DATA		10. REQUISITIONING OFFICE		<input checked="" type="checkbox"/> a. PURCHASE REFERENCE YOUR: <u>Proposal</u> Please furnish the following on the terms and conditions specified on both side of this order and on the attached sheet, if any, including delivery as indicated.	
11. BUSINESS CLASSIFICATION: (Check appropriate boxes)		12. F.O.B. POINT		Destination	
<input type="checkbox"/> a. SMALL <input type="checkbox"/> d. WOMEN-OWNED <input checked="" type="checkbox"/> b. OTHER THAN SMALL <input type="checkbox"/> e. HUBZone <input type="checkbox"/> c. DISADVANTAGED <input type="checkbox"/> f. EMERGING SMALL BUSINESS <input type="checkbox"/> g. SERVICE- DISABLED VETERAN OWNED		13. PLACE OF		14. GOVERNMENT B/L NO.	
a. INSPECTION		b. ACCEPTANCE		15. DELIVER TO F.O.B. POINT ON OR BEFORE (Date)	
16. DISCOUNT TERMS		17. SCHEDULE (See page 2 for Rejections)			

ITEM NO. a.	SUPPLIES OR SERVICES b.	QUANTITY ORDERED c.	UNIT d.	UNIT PRICE e.	AMOUNT f.	QUANTITY ACCEPTED g.
1	Task Order 70 Title: Design Furniture Layouts The contractor shall provide all resources necessary to complete the work identified in the attached Statement of Work (SOW).	1	Task Order	\$99,973.12	\$99,973.12	

18. SHIPPING POINT		19. GROSS SHIPPING WEIGHT		20. INVOICE NO.		17h. TOTAL (Cont. pages)
21. MAIL INVOICE TO:						
a. NAME NASA Lyndon B Johnson						17i. GRAND TOTAL
b. STREET ADDRESS (or P.O. Box) 2101 NASA Parkway-BJ5						
c. CITY Houston		d. STATE TX	e. ZIP CODE 77058		\$99,973.12	
22. UNITED STATES OF AMERICA BY (Signature) 				23. NAME OF CONTRACTING/ORDERING OFFICER Yaranet G. Marquez		

SUPPLEMENTAL INVOICING INFORMATION

If desired, this order (or a copy thereof) may be used by the Contractor as the Contractor's invoice, instead of a separate invoice, provide the following statement (signed and dated), is on (or attached to) the order: "Payment is requested in the amount of \$ _____. No other invoice will be submitted." However, if the Contractor wishes to submit an invoice, the following information must be provided: contract number (if any), order number, item number(s), description of supplies or services, sizes, quantities, unit prices, and extended totals. Prepaid shipping costs will be indicated as a separate item on the invoice. Where shipping costs exceed \$10 (except for parcel post), the billing must be supported by a bill of landing or a receipt. When several orders are invoiced to an ordering activity during the same billing period, consolidated periodic billings are encouraged.

RECEIVING REPORT

Quantity in the "Quantity Accepted" column on the face of this order has been: ☐ inspected ☐ accepted, ☐ received by me and conforms to contract. Items listed below have been rejected for the reasons indicated.

SHIPMENT NUMBER	PARTIAL	DATE REC'D	SIGNATURE OF AUTHORIZED US GOVT. REP	DATE
	FINAL			
TOTAL CONTAINERS	GROSS WEIGHT	RECEIVED AT	TITLE	

REPORT OF REJECTIONS

ITEM NO.	SUPPLIES OF SERVICES	UNIT	QUANTITY REJECTED	REASON FOR REJECTION
	Cost: (b) (4) Fee: (b) (4) Total: \$99,973.12			

Design Furniture Layouts – Task Order

Section 11.2

Design Furniture Layouts

Scope and Purpose: To provide furniture design support and related support, which includes, but is not limited to, design layouts, requests to move furniture, or provide furniture from the warehouse.

1.0 General

- 1.0** Location of Services – The Contractor shall perform the majority of the work on site at JSC. Other locations supported by the Contractor may include: Sonny Carter Training Facility (SCTF), Ellington Field (EF), and other destinations within a 300-mile radius of JSC.
- 1.1** The Government shall provide office space, office equipment, and associated software.
- 1.2** Hours of Operation - Hours of operation will alternate in a 2 week period to coincide with the current Superflex schedule. Hours during the regular work week will be from 7:30 a.m. to 4:00 p.m., Monday through Friday. Hours during the Superflex week will be from 7:30 a.m. to 6:00 p.m., Monday through Thursday. There will be times when the Contractor shall provide services outside these hours of operation as requested by the Government, dependent upon the workload and criticality of schedule.
- 1.3** Period of Performance - The Period of Performance for this task order is March 1, 2014 through February 28, 2015.

2.0 Personnel Requirements

- 2.0** It is preferred, but not mandatory, that the position supporting this task order require a working knowledge (minimum 1 year experience and/or written certification of complete training) on the use of MicroStation software, Version V8i (or Contracting Officer (CO) or Contracting Officer's Representative (COR) approved equivalent), its functions, processes, and capabilities to design office furniture layouts using JSC-provided Facility Housing Plans (FHP). The Contractor shall be proficient in Microsoft Word, PowerPoint, Excel, Access, and Microsoft Outlook software.
- 2.1** The employee should be physically able to perform job surveys in the field which may involve measuring offices and furniture, walking from building to building, climbing stairs, and other physical activities.
- 2.2** This position frequently interacts with the Center personnel and requires exceptional customer service and communication skills.

3.0 Primary Duties

- 3.0** The Contractor shall design furniture layouts and receive, review, coordinate, and prioritize customer requests provided by the CO, COR, or designee. This includes, but is not limited to, processing requests to move furniture or provide furniture from the warehouse (e.g., file cabinets, chairs, freestanding furniture, and change out of modular pieces).
- 3.1** The Contractor shall conduct site analysis using Government provided design and evaluation criteria for the purpose of validating layout configurations and furniture materials are appropriate for fulfilling customer requirements and schedules. This may include, but is not limited to, site surveys to verify the accuracy of FHP drawings.
- 3.2** The Contractor shall develop design concepts and alternative options to each concept, as well as obtain final customer approval of the selected furniture design concept.
- 3.3** The Contractor shall become familiar with all furniture products utilized at JSC and their uses. These products include, but are not limited to, executive walnut, contemporary, modular, and systems.
- 3.4** The Contractor shall interface directly with the customer in a professional and courteous manner. The Contractor shall effectively communicate (orally and in writing) with the customer and the various other support contractors (as necessary).
- 3.5** The Contractor shall generate Furniture/Transportation Work Request forms in CO, COR, or designee-supplied format along with designed layouts, as applicable. The Contractor shall provide the documents to the Logistics Work Control Center (WCC), as applicable, to stage, deliver and install, replace, or return furniture to warehouse. The Contractor shall also provide a copy of the documents to the Transportation & Support Services Branch, Moving & Hauling, and Furniture Warehouse departments. Work orders shall be submitted to WCC at least 3 working days prior to scheduled delivery date or as authorized by the CO, COR, or designee.
- 3.6** The Contractor shall receive customer Ergonomic Workplace Evaluations from the JSC Occupational Health Department (OHD). The Contractor shall be responsible for processing OHD's recommendations.
- 3.7** The Contractor shall track all changes made (due to in-the-field modifications) to work orders and/or furniture layouts that are required to complete the job.

4.0 Government Oversight

- 4.0 When required, the CO, COR, or designee shall outline objectives, priorities, and deadlines and shall provide guidance for addressing problems that arise during routine, complex or one-of-a-kind situations.

5.0 Safety and Health

- 5.0 The Contractor shall perform tasks accurately, safely, and on-time. The Contractor shall perform tasks in a manner that ensures the protection of personnel, property, and environment, according to JPR 1700.1, Safety & Health Handbook. The Contractor shall participate in investigations of close calls and prepare responses for the CO, COR, or designee review upon request. The Contractor shall develop and implement risk management techniques (including risk assessment) to be applied to hazards derived from analyses of activities and products for the purpose of eliminating or controlling hazards as specified in NASA policies and requirements for hazard reduction, as applicable.

6.0 Reports

- 6.1 The Contractor shall discuss orally or in writing (with the CO, COR, or designee) customer feedback, lessons learned, and possible areas of improvement, as needed.
- 6.2 The Contractor shall provide (by the 15th working day of each month) monthly cost estimates of the next month's projected work. These estimates should be shown in both the contract year (March 1 through February 28 - February 29 in the event of a leap year) and Government fiscal year (October 1 – September 30), shown in months. The Contractor shall utilize the most accurate method possible to forecast future work requirements and costs when sufficient work load history or future work load estimates are not available.
- 6.3 The Contractor shall notify the CO and COR within one work day when actual costs reach 75 percent of the committed funds for this task order.

7.0 Historical Workload Data

7.1 Historical Workload data – This information is based on Furniture/Transportation Work Request forms generated by one position within a 1-year contract period, and is provided for planning purposes only.

No. of Furniture Group-designed Layouts	113
No. of Customer-designed and/or reviewed Layouts	151
No. of Furniture/Transportation Work Request Forms	*497

The workload data provided are three separate units.

*The Furniture Group and customer-designed layouts are included in the number of Furniture/Transportation Work Request forms

ORDER FOR SUPPLIES OR SERVICES

PAGE OF PAGES
1 7

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

1. DATE OF ORDER 2/25/14		2. CONTRACT NO. (If any) NNJ08JA01C		6. SHIP TO:	
3. ORDER NO. 76		4. REQUISITION/REF NO.		a. NAME OF COSIGNEE	
5. ISSUING OFFICE (Address correspondence to) NASA Johnson Space Center, 2101 NASA Parkway Houston, TX 77058-3696				b. STREET ADDRESS	
7. TO:				c. CITY	d. STATE
a. NAME OF CONTRACTOR Justin W. Barnes				e. ZIP CODE	
b. COMPANY NAME L&M Technologies				f. SHIP VIA	
c. STREET ADDRESS 4209 Ballon Park Road				8. TYPE OF ORDER:	
d. CITY Albuquerque				<input checked="" type="checkbox"/> a. PURCHASE REFERENCE YOUR: Proposal Please furnish the following on the terms and conditions specified on both side of this order and on the attached sheet, if any, including delivery as indicated.	
e. STATE NM				<input type="checkbox"/> b. DELIVERY - Except for billing instructions on the reverse, this delivery order is subject to instructions contained on this side only of this form and is issued subject to the terms and conditions of the above-numbered contract.	
f. ZIP CODE 87109					
9. ACCOUNTING AND APPROPRIATION DATA				10. REQUISITIONING OFFICE	
11. BUSINESS CLASSIFICATION: (Check appropriate boxes)				12. F.O.B. POINT	
<input type="checkbox"/> a. SMALL <input type="checkbox"/> d. WOMEN-OWNED <input checked="" type="checkbox"/> b. OTHER THAN SMALL <input type="checkbox"/> e. HUBZone <input type="checkbox"/> c. DISADVANTAGED <input type="checkbox"/> f. EMERGING SMALL BUSINESS <input type="checkbox"/> g. SERVICE-DISABLED VETERAN OWNED				Destination	
13. PLACE OF		14. GOVERNMENT B/L NO.		15. DELIVER TO F.O.B. POINT ON OR BEFORE (Date)	
a. INSPECTION	b. ACCEPTANCE			16. DISCOUNT TERMS	

17. SCHEDULE (See page 2 for Rejections)

ITEM NO. a.	SUPPLIES OR SERVICES b.	QUANTITY ORDERED c.	UNIT d.	UNIT PRICE e.	AMOUNT f.	QUANTITY ACCEPTED g.
1	Task Order 76 Title: Hurricane and Severe Weather Support The contractor shall provide all resources necessary to complete the work identified in the attached Statement of Work (SOW).	1	Task Order	\$150,039.35	\$150,039.35	

SEE BILLING INSTRUCTIONS ON PAGE 2	18. SHIPPING POINT	19. GROSS SHIPPING WEIGHT	20. INVOICE NO.		17h. TOTAL (Cont. pages)
	21. MAIL INVOICE TO:				
	a. NAME NASA Lyndon B Johnson				17i. GRAND TOTAL
	b. STREET ADDRESS (or P.O. Box) 2101 NASA Parkway-BJ5				
c. CITY Houston	d. STATE TX	e. ZIP CODE 77058			
22. UNITED STATES OF AMERICA BY (Signature) <i>Yaranet G. Marquez</i>				23. NAME OF CONTRACTING/ORDERING OFFICER Yaranet G. Marquez	

\$150,039.35

SUPPLEMENTAL INVOICING INFORMATION

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RECEIVING REPORT

Quantity in the "Quantity Accepted" column on the face of this order has been: ☐ inspected ☐ accepted, ☐ received by me and conforms to contract. Items listed below have been rejected for the reasons indicated.

SHIPMENT NUMBER	PARTIAL	DATE REC'D	SIGNATURE OF AUTHORIZED US GOVT. REP	DATE
	FINAL			
TOTAL CONTAINERS	GROSS WEIGHT	RECEIVED AT	TITLE	

REPORT OF REJECTIONS

ITEM NO.	SUPPLIES OF SERVICES	UNIT	QUANTITY REJECTED	REASON FOR REJECTION
	Cost: (b) (4) Fee: (b) (4) Total: \$150,039.35			

Hurricane/Severe Weather Plan Support - Task Order

Section 11.4

Scope and Purpose: The Contractor shall provide hurricane/severe weather services in support of Logistics Operations for the Center.

1.0 General

1.1 Prepare for and Provide Hurricane/Severe Weather Support – The Contractor shall complete preparations and accomplish tasks identified in the current Logistics Division Hurricane/Severe Weather and Shelter Plan. The Contractor shall actively participate in Center meetings/briefings related to impending hurricanes or severe weather activities, as applicable. Performance of this task order may require employees to provide support during or immediately following a Hurricane/Severe Weather event.

1.1.1 The Contractor shall provide driver services for the Mobile Command Vehicle (MCV). Driver services for this task order include driving the MCV to and from designated destinations as well as operating associated vehicle systems and associated equipment (including outboard power connections, leveling struts, slides, awnings, air conditioning units, and generators). In some instances the driver may be required to operate other electronic equipment as needed. This may require overnight travel for the

driver. Accommodations should be coordinated with other JSC personnel that are travelling with the MCV, and if at all possible should be made where the other personnel are staying. All Direct Travel related costs may be charged to this task order.

- 1.2 Hours of Operation – Normal Hours of operation are from 7:30 a.m. to 4:00 p.m., Monday through Friday. There will be times when the Contractor shall provide support outside the normal hours of operation.
- 1.3 The Contractor shall only receive tasks directly from the Contracting Officer/Contracting Officer's Representative (CO/COR) or designee. No duties will be performed without authorization to proceed from the CO/COR or designee.
- 1.4 The Period of Performance for this task order is March 1, 2014 through February 28, 2015.

2.0 Safety and Health

- 2.1 The Contractor shall perform tasks accurately, safely, and on-time. Task shall be performed in a manner which ensures the protection of personnel, property, and environment. The Contractor shall develop and implement risk management techniques (including risk assessment) to be applied to hazards derived from analyses of activities and products for the purpose of eliminating or controlling hazards as specified in NASA policies and requirements for hazard reduction. Continued use of the current mission

and equipment operation checklists will be considered a component of an acceptable risk management strategy.

3.0 Qualifications

- 3.1** The Contractor shall ensure that all personnel utilized in the performance of this task order meet all qualifications associated with the position, including Hurricane Rideout Team members. These may include medical certifications, physicals, required vaccinations, National Incident Management System (NIMS) training, and other training. Specific requirements can be obtained from the Logistics Division Emergency Preparedness Representative, the JSC Office of Emergency Management, or the Hurricane Plan Manager.
- 3.2** The Contractor shall ensure that all personnel utilized in the performance of this task order are thoroughly familiar with the unique systems that support Hurricane Activities that are used in their work area. Examples include MMI (Materials Management Initiative) and Hurricane Supply Database.
- 3.3** The Contractor shall ensure that all personnel utilized in the performance of the MCV component of this task order meet all qualifications associated with the position. Contractor qualification training will be consistent with guidelines described in the equipment and owner's manuals as well as hands on training performance.

- 3.4** The Contractor shall ensure that all operators possess a valid Texas Driver's License, and that operation of the MCV is covered by their corporate insurance policies.

4.0 Evaluation Criteria

- 4.1** The Contractor's performance of work contained in this task order will be evaluated for accuracy, timeliness, and cost management in completion of the tasks outlined in the Logistics Division Hurricane/Severe Weather and Shelter Plan.

5.0 Reports and Data

- 5.1** The Contractor shall conduct a lessons learned meeting with JB management within 7 work days after completion of activities performed on this task order.
- 5.2** The Contractor shall provide to the COR actual costs associated with task order within 30 days after completion of activities performed on this task order in support of JSC Hurricane Preparedness.
- 5.3** The Contractor shall provide to the COR monthly cost estimate of the next month's projected work by the 15th of each month. These estimates should be shown in both the contract year (March 1 – February 28 (February 29 in the event of a leap year) and Government fiscal year (October 1 – September 30), shown in months.

- 5.4** The Contractor shall notify the COR within one work day when actual costs reach 75% of the committed funds for this task order.

6.0 Workload Data

- 6.1** The estimated number of MCV trips requiring driver services support is 2, each requiring one night stay in Round Rock, TX.

ORDER FOR SUPPLIES OR SERVICES

PAGE OF PAGES

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

1 12

1. DATE OF ORDER 2/24/14		2. CONTRACT NO. (If any) NNJ08JA01C		6. SHIP TO:	
3. ORDER NO. 77		4. REQUISITION/REF NO.		a. NAME OF COSIGNEE	
5. ISSUING OFFICE (Address correspondence to) NASA Johnson Space Center, 2101 NASA Parkway Houston, TX 77058-3696				b. STREET ADDRESS	
7. TO:				c. CITY	d. STATE
				e. ZIP CODE	
a. NAME OF CONTRACTOR Justin W. Barnes				f. SHIP VIA	
b. COMPANY NAME L&M Technologies				8. TYPE OF ORDER:	
c. STREET ADDRESS 4209 Ballon Park Road				<input checked="" type="checkbox"/> a. PURCHASE REFERENCE YOUR: Proposal Please furnish the following on the terms and conditions specified on both side of this order and on the attached sheet, if any, including delivery as indicated.	
d. CITY Albuquerque		e. STATE NM		<input type="checkbox"/> b. DELIVERY - Except for billing instructions on the reverse, this delivery order is subject to instructions contained on this side only of this form and is issued subject to the terms and conditions of the above-numbered contract.	
f. ZIP CODE 87109					
9. ACCOUNTING AND APPROPRIATION DATA				10. REQUISITIONING OFFICE	
11. BUSINESS CLASSIFICATION: (Check appropriate boxes)					12. F.O.B. POINT
<input type="checkbox"/> a. SMALL <input type="checkbox"/> d. WOMEN-OWNED <input checked="" type="checkbox"/> b. OTHER THAN SMALL <input type="checkbox"/> e. HUBZone <input type="checkbox"/> c. DISADVANTAGED <input type="checkbox"/> f. EMERGING SMALL BUSINESS <input type="checkbox"/> g. SERVICE-DISABLED VETERAN OWNED					Destination
13. PLACE OF		14. GOVERNMENT B/L NO.		15. DELIVER TO F.O.B. POINT ON OR BEFORE (Date)	
a. INSPECTION	b. ACCEPTANCE				
16. DISCOUNT TERMS					

17. SCHEDULE (See page 2 for Rejections)

ITEM NO. a.	SUPPLIES OR SERVICES b.	QUANTITY ORDERED c.	UNIT d.	UNIT PRICE e.	AMOUNT f.	QUANTITY ACCEPTED g.
1	Task Order 77 Title: Aircraft Loadmaster Services The contractor shall provide all resources necessary to complete the work identified in the attached Statement of Work (SOW).	1	Task Order	\$461,271.69	\$461,271.69	

SEE BILLING INSTRUCTIONS ON PAGE 2	18. SHIPPING POINT		19. GROSS SHIPPING WEIGHT		20. INVOICE NO.		17h. TOTAL (Cont. pages)
	21. MAIL INVOICE TO:						
	a. NAME NASA Lyndon B Johnson						17i. GRAND TOTAL \$461,271.69
	b. STREET ADDRESS (or P.O. Box) 2101 NASA Parkway-BJ5						
c. CITY Houston			d. STATE TX	e. ZIP CODE 77058			
22. UNITED STATES OF AMERICA BY (Signature) <i>Yaranet G. Marquez</i>					23. NAME OF CONTRACTING/ORDERING OFFICER Yaranet G. Marquez		

SUPPLEMENTAL INVOICING INFORMATION

If desired, this order (or a copy thereof) may be used by the Contractor as the Contractor's invoice, instead of a separate invoice, provide the following statement (signed and dated), is on (or attached to) the order: "Payment is requested in the amount of \$ _____. No other invoice will be submitted." However, if the Contractor wishes to submit an invoice, the following information must be provided: contract number (if any), order number, item number(s), description of supplies or services, sizes, quantities, unit prices, and extended totals. Prepaid shipping costs will be indicated as a separate item on the invoice. Where shipping costs exceed \$10 (except for parcel post), the billing must be supported by a bill of landing or a receipt. When several orders are invoiced to an ordering activity during the same billing period, consolidated periodic billings are encouraged.

RECEIVING REPORT

Quantity in the "Quantity Accepted" column on the face of this order has been: ☐ inspected ☐ accepted, ☐ received by me and conforms to contract. Items listed below have been rejected for the reasons indicated.

SHIPMENT NUMBER	PARTIAL	DATE REC'D	SIGNATURE OF AUTHORIZED US GOVT. REP	DATE
	FINAL			
TOTAL CONTAINERS	GROSS WEIGHT	RECEIVED AT	TITLE	

REPORT OF REJECTIONS

ITEM NO.	SUPPLIES OF SERVICES	UNIT	QUANTITY REJECTED	REASON FOR REJECTION
	Cost: (b) (4) Fee: (b) (4) Total: \$461,271.69			

Aircraft Loadmaster Services - Task Order

Section 11.9

Scope and Purpose: The Contractor shall provide continuously available, uninterrupted aircraft loadmaster services in support of NASA's Super Guppy Transportation System. These services include pre-mission and post-mission planning activities required to ensure cargo and payload operations meet all mission and flight safety requirements. From time to time the Contractor may be required to provide loadmaster services outside the Continental United States.

1.0 General

- 1.1** Location of Services – The Contractor shall perform work at JSC, other locations within the Continental United States, its territories, and foreign countries as required.
- 1.2** The Contractor shall provide Loadmaster services as required by the Government to support Super Guppy Transportation System.
- 1.3** The Contractor shall only receive tasks directly from the Contracting Officer/Contracting Officer's Representative (CO/COR) or designee. No Loadmaster duties will be performed without authorization to proceed from the CO/COR or designee.
- 1.4** Property/Equipment – The Government will provide aircrew flight uniforms, flight gloves, flight jacket, name tags and logos for flight uniforms per NASA requirements, and oxygen masks/equipment, Federal Communications Commission and National Telecommunications

Information Agency compliant radios, mobile phones, two laptop computers and two portable printers to be used while Loadmasters are supporting a mission. All Government provided equipment and apparel will be replaced by the Government as required. The Contractor shall provide all other equipment for the Loadmasters including items such as: safety shoes/boots flashlights, leather work gloves, and cold weather clothing as deemed necessary by the Contractor.

- 1.5** Hours of Operation – Hours of operation will alternate in a 2 week period to coincide with the current Superflex schedule. Hours during the regular work week will be from 7:30 a.m. to 4:00 p.m., Monday through Friday. Hours during the Superflex week will be from 6:00 a.m. to 4:30 p.m., Monday through Thursday. There will be times when the Contractor shall provide Loadmaster services to support Super Guppy Transport Services/Operations outside the Normal Hours of operation stated above. The Loadmasters shall adhere to JPR 1700.1, Chapter 5.8.8, Work Shift Limits for Hazardous Operations, only when critical lifting or other hazardous operations are being performed. Flight and travel time shall not be considered critical or hazardous operations.
- 1.6** The Government will provide required office space, office equipment, and storage space for all Loadmaster Super Guppy mission files.
- 1.7** The Loadmasters shall remain on duty as long as necessary to ensure the safety and protection of a cargo payload on the aircraft, cargo that may be positioned on ground support equipment waiting to be loaded onto the

aircraft, and/or until released by authorized Government personnel. The CO/COR or designee may authorize the Loadmasters to return to home station prior to completion of the mission.

- 1.8** Travel - The Government will reimburse the Contractor for travel expenses in accordance with the Federal Travel Regulations when required to perform their official duties. The Loadmasters shall stay in comparable Government quarters while on official Government travel. The CO/COR or designee will advise the Contractor of travel requirements to support NASA missions. The Loadmasters may or may not be required to fly on the Super Guppy to support mission requirements. If not flying on the Super Guppy, the Loadmasters may be required to travel via commercial carrier. Any required, non-expedited, standard United States Passports will be an allowable expense on this Task Order.
- 1.9** The Loadmasters shall calculate and provide Super Guppy weight and balance data to the flight crew for all mission legs prior to departure of the aircraft (includes local training and test flights as required by NASA).
- 1.10** The Period of Performance for this task order is March 1, 2014 through February 28, 2015.

2.0 Physical Requirements

- 2.1** Physical Qualifications – In addition to the requirements in SECTION C, Paragraph 1.18.2, page 13 of the Logistics Contract (NNJ08JA01C), Loadmasters shall:

- 2.1.1 Be physically able to climb to heights required to secure restraint devices for all loads (the Super Guppy cargo compartment is approximately 25 feet high).
- 2.1.2 Be required to operate aircraft loaders, material handling equipment, and other specialized container(s)/ cargo support structure(s) at heights above ground level of approximately 23 feet (the height of the Super Guppy Shipping Fixture (SGSF) is approximately 23 feet). The height of the Super Guppy cargo floor above ground level is approximately 11 feet. The contractors shall be certified to operate the appropriate support equipment via NASA certifications or equivalent. Loadmasters shall remain current on all certifications.

3.0 Pre-Mission, Mission and Post-Mission Activities

The Contractor shall plan, coordinate, and execute transportation of cargo and mission payloads, SGSF, other specialized container(s)/ cargo support structure(s), and associated support equipment to ensure that all cargo and payloads meet required flight schedules and are delivered safely to the required destination.

The Contractor shall be required to participate in all pre-mission activities including cargo load planning, cargo preparation, material handling equipment preparations and positioning, cargo-loading procedures, and coordination with user customers. The Contractor shall operate the Super Guppy cargo loaders

used to support Super Guppy cargo transport operations and other required aircraft loading and offloading equipment.

The Contractor shall calculate and provide weight and balance data to the Aircraft Commander and Flight Engineer for the purpose of computing required takeoff and landing data.

The Contractor shall perform post-mission activities which include cargo unloading, materials handling equipment preparation and positioning, and cargo preparation.

3.1 Mission Documentation

The Contractor shall maintain all documentation related to Super Guppy missions. The Contractor shall ensure that all files are accurate and complete and can be accessed for future missions. The Government supplied Contractor laptops and printers shall be accessible for use by the Government Loadmasters during missions as needed. The Contractor shall maintain all operational logs for mission support equipment, which shall remain attached to the equipment or readily available at all times. The Contractor shall be required to perform weight and balance calculations. All data (including training manuals, procedures, and other Super Guppy related documentation), files, and software used in the performance of this task order remain the property of the Government and shall be available for Government review as required, and shall be returned to the Government at the end of this contract.

3.2 Non-Mission Support Activities

The Contractor shall support all non-mission related SGSF, other specialized container and cargo support structure, and Super Guppy support equipment activities. These activities include operation of support equipment to insure operational availability. The Contractor shall monitor NASA-provided maintenance of Super Guppy support equipment as needed.

The Contractor shall maintain all mission support equipment certification and calibration data. The Contractor shall ensure all mission support equipment certifications and calibrations are current.

The Contractor shall obtain rigging and heavy hauling support through the Facilities Contract as needed.

4.0 Loadmaster Training and Certification Requirements

The Contractor shall establish and maintain training and certification plans designed to meet the below requirements to ensure the Loadmasters are trained and certified in the required field of specialization. The Contractor shall establish and maintain training records for all personnel including training manuals, documentation of certification, and periodic recertification of personnel, and ensure availability for CO/COR or designee review. Copies of completion certificates shall be provided to the CO/COR or designee upon request. The Contractor shall acquire and maintain the below stated certification and periodic recertification training requirements

4.1 Government provided and required prior to flying on the Super Guppy:

- 4.1.1 An Air Force Category III Examination/Flight Physical if warranted based on Flight Medical Clearance Form (FMCF), per JPR 1830.2
 - 4.1.2 Physiological training required, per JPR 1830.2.
 - 4.1.3 Super Guppy Egress Training
- 4.2** Commercially available:
 - 4.2.1 Highway Transportation of Hazardous Materials in accordance with Title 49, Code of Federal Regulations.
 - 4.2.2 Air Transportation of Dangerous Goods Training in accordance with Title 49, Code of Federal Regulations.
- 4.3** Loadmaster personnel shall have a thorough knowledge of weight and balance and be proficient in calculating the balance point of aircraft, vehicles, pallet loads, wheel loads, combined load center-of-balance points, combined vertical center-of-gravity of payloads and the aircraft, etc. Loadmasters shall have attended and successfully completed commercial or U.S. Military aircraft Loadmaster training and qualification program or foreign equivalent military Loadmaster training programs and provide evidence of the same to the CO/COR or designee. The Super Guppy is a unique aircraft which requires Loadmaster personnel have thorough knowledge in the field of aircraft weight and balance, operations of loading equipment, and aircraft on loading and offloading.
- 4.4** The Contractor shall certify their Loadmasters per NASA JSC Material Handling Equipment Operator certification requirements (JPD 8719.1) to operate forklifts, scissor lifts, and overhead hoist/cranes in Building 924

(Sonny Carter Training Facility), at Ellington Field, or other facilities as needed.

- 4.5** Loadmasters will perform training exercises as needed with Government Loadmasters to ensure mission readiness of the combined Loadmaster team.

5.0 Safety and Health Plan

- 5.1** The Contractor shall perform tasks accurately, safely, and on-time. Tasks shall be performed in a manner which ensures the protection of personnel, property, and environment. The Contractor shall develop and implement risk management techniques (including risk assessment) to be applied to hazards derived from analyses of activities and products for the purpose of eliminating or controlling hazards as specified in NASA policies and requirements for hazard reduction. Continued use of the current mission and equipment operation checklists will be considered a component of an acceptable risk management strategy.

6.0 Deliverables

- 6.1** The following is a list of deliverables the Loadmasters shall maintain:
 - 6.1.1 JB7 Government Owned Material Handling and Lifting Equipment log.
 - 6.1.2 SGSF or other specialized container(s)/ cargo support structure(s) Support Equipment Operational Report.

- 6.1.3 Super Guppy Chart “C” (required when the Aircraft Operations Division (AOD) provides Guppy weight changes to the Loadmaster and/or pre-mission planning purposes).
- 6.1.4 NASA 941 Super Guppy Mission Log.
- 6.1.5 Loading procedures.
- 6.1.6 Operational aircrew and non-aircrew check lists.
- 6.1.7 Super Guppy Support Equipment Operations, Maintenance, Training and Safety Procedures (JSC-28353).
- 6.1.8 Logs/Reports maintained in support of change orders to this Task Order required by the CO/COR. Historical examples used by the previous contractor are: Operator Certification Process (i.e. tests and scores, logs and files) and the lifting device certification log.

7.0 Metrics, Reports, and Data

- 7.1 There are no performance metrics identified at this time. The Contractor will be provided performance metric requirements as they are identified.
- 7.2 The Contractor shall track all Loadmaster related costs and expenses on both a contract year, as well as a per-mission basis.
- 7.3 The Contractor shall provide monthly cost estimates of the next month’s projected work by the 15th of each month. These estimates should be shown in both the contract year (March 1 – February 28 (February 29 in the event of a leap year) and Government fiscal year (October 1 – September 30), shown in months. The Contractor shall utilize the most accurate method possible to forecast future work requirements and costs

when sufficient work load history or future work load estimates are not available.

- 7.4** The Contractor shall notify the COR within one work day when actual costs reach 75% of the committed funds for this task order.

8.0 Workload Estimate

- 8.1 The Contractor shall provide continuously available, uninterrupted aircraft loadmaster services in support of NASA's Super Guppy Transportation System.** At the time of the issuance of this Task Order, the estimated number of Super Guppy missions requiring Loadmaster support, including pre and post mission readiness visits, for the period of performance of this Task Order is 7. Based on historical information, the average mission is 5 days, with an additional 5 work days of pre-mission and 2.5 work days post-mission support. The average mission requires two contract Loadmasters. On average the Loadmasters' work day during a mission is approximately 12 hours long.

8.2 Travel

The average historical travel cost has been \$1200 per person, per mission (Avg. mission travel was 5 days, 4 nights in length) flying commercial air carrier. When mission locations, requirements, and schedules permit, the Contractor shall utilize GSA vehicles in lieu of air travel.

ORDER FOR SUPPLIES OR SERVICES

PAGE OF PAGES

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

1 6

1. DATE OF ORDER 2/27/14		2. CONTRACT NO. (If any) NNJ08JA01C		6. SHIP TO:	
3. ORDER NO. 78		4. REQUISITION/REF NO.		a. NAME OF COSIGNEE	
5. ISSUING OFFICE (Address correspondence to) NASA Johnson Space Center, 2101 NASA Parkway Houston, TX 77058-3696				b. STREET ADDRESS	
7. TO:		f. SHIP VIA		c. CITY	
a. NAME OF CONTRACTOR Justin W. Barnes				d. STATE	
b. COMPANY NAME L&M Technologies				e. ZIP CODE	
c. STREET ADDRESS 4209 Ballon Park Road				8. TYPE OF ORDER:	
d. CITY Albuquerque		e. STATE NM		f. ZIP CODE 87109	
9. ACCOUNTING AND APPROPRIATION DATA		10. REQUISITIONING OFFICE		<input checked="" type="checkbox"/> a. PURCHASE REFERENCE YOUR: Proposal Please furnish the following on the terms and conditions specified on both side of this order and on the attached sheet, if any, including delivery as indicated.	
11. BUSINESS CLASSIFICATION: (Check appropriate boxes)		12. F.O.B. POINT		<input type="checkbox"/> a. SMALL <input checked="" type="checkbox"/> b. OTHER THAN SMALL <input type="checkbox"/> c. DISADVANTAGED <input type="checkbox"/> d. WOMEN-OWNED <input type="checkbox"/> e. HUBZone <input type="checkbox"/> f. EMERGING SMALL BUSINESS <input type="checkbox"/> g. SERVICE-DISABLED VETERAN OWNED	
13. PLACE OF		14. GOVERNMENT B/L NO.		15. DELIVER TO F.O.B. POINT ON OR BEFORE (Date)	
a. INSPECTION		b. ACCEPTANCE		16. DISCOUNT TERMS	

17. SCHEDULE (See page 2 for Rejections)

ITEM NO. a.	SUPPLIES OR SERVICES b.	QUANTITY ORDERED c.	UNIT d.	UNIT PRICE e.	AMOUNT f.	QUANTITY ACCEPTED g.
1	Task Order 78 Title: Personnel Moves The contractor shall provide all resources necessary to complete the work identified in the attached Statement of Work (SOW).	1	Task Order	\$367,063.13	\$367,063.13	

SEE BILLING INSTRUCTIONS ON PAGE 2	18. SHIPPING POINT	19. GROSS SHIPPING WEIGHT	20. INVOICE NO.	17h. TOTAL (Cont. pages)
	21. MAIL INVOICE TO:			
	a. NAME NASA Lyndon B Johnson			17i. GRAND TOTAL
	b. STREET ADDRESS (or P.O. Box) 2101 NASA Parkway-BJ5			
c. CITY Houston	d. STATE TX	e. ZIP CODE 77058	\$367,063.13	

22. UNITED STATES OF AMERICA BY (Signature)	23. NAME OF CONTRACTING/ORDERING OFFICER
<i>Yaranet G. Marquez</i>	Yaranet G. Marquez

If desired, this order (or a copy thereof) may be used by the Contractor as the Contractor's invoice, instead of a separate invoice, provide the following statement (signed and dated), is on (or attached to) the order: "Payment is requested in the amount of \$ _____. No other invoice will be submitted." However, if the Contractor wishes to submit an invoice, the following information must be provided: contract number (if any), order number, item number(s), description of supplies or services, sizes, quantities, unit prices, and extended totals. Prepaid shipping costs will be indicated as a separate item on the invoice. Where shipping costs exceed \$10 (except for parcel post), the billing must be supported by a bill of lading or a receipt. When several orders are invoiced to an ordering activity during the same billing period, consolidated periodic billings are encouraged.

Quantity in the "Quantity Accepted" column on the face of this order has been: ☐ inspected ☐ accepted, ☐ received by me
and conforms to contract. Items listed below have been rejected for the reasons indicated.

SHIPMENT NUMBER	PARTIAL	DATE REC'D	SIGNATURE OF AUTHORIZED US GOVT. REP	DATE
	FINAL			
TOTAL CONTAINERS	GROSS WEIGHT	RECEIVED AT	TITLE	

ITEM NO.	SUPPLIES OF SERVICES	UNIT	QUANTITY REJECTED	REASON FOR REJECTION
	Cost: (b) (4) Fee: (b) (4) Total: \$367,063.13			

Perform Moves - Task Order

Section 11.1

Scope and Purpose: To provide Moving and Hauling and Furniture Group support to Johnson Space Center (JSC) moves as identified on the JF174, *Intracenter Move Request*. The Contractor shall receive issue, relocate, connect, disconnect, store, and transport office furnishings as scheduled to ensure employees have a safe and functional workspace. In addition to office furnishings, moves may include, but not be limited to boxes, computers, crates, equipment, trash cans, and racks.

Office furnishings shall consist of all types of furniture to include but not limited to contemporary, executive, modular and systems furniture. Examples are: acoustical panels, bookcases, carpet, chairs, desks, file cabinets, lockers, racks, shelving, supply cabinets, tables, and task lights. The majority of furniture at JSC is modular which requires assembly, connect, and disconnect activity.

In this document, the terms furnishings and furniture are synonymous.

An average set up for a person at JSC includes a desk, chair, computer table, wedge, overhead, bookcase, file cabinet, and 6-8 panels.

The Government shall provide office and warehouse space and equipment to perform the work identified in this Task Order. The Contracting Officer/Contracting Officer's Representative (CO/COR) or designee shall provide layouts, the Move Requests (MR), and the move schedule.

1.0 General

- 1.1. Location of Services – The Contractor shall perform majority of the work, as outlined on the MR, within buildings onsite at JSC, including the Sonny Carter Training Facility and Ellington Field. Other locations supported by the Contractor may include local off-site buildings, and other destinations within 100 miles of JSC.
- 1.2. Hours of Operation – Hours of operation will alternate in a 2 week period to coincide with the current Superflex schedule. Hours during the regular work week will be from 7:30 a.m. to 4:00 p.m., Monday through Friday. Hours during the Superflex week will be from 7:30 a.m. to 6:00 p.m., Monday through Thursday. When approved by the CO/COR or designee, and dependent on the workload and criticality of the work schedule, there will be times when the Contractor shall provide services outside of these hours of operation.

- 1.3. Period of Performance – The Period of Performance for this task order is March 1, 2014 – February 28, 2015.

2. Personnel Requirements

- 2.1. Furniture Personnel - Furniture personnel shall have a thorough working knowledge of the safe assembly, disassembly, installation, and storage of office furnishings.
- 2.2. Transportation Personnel - Transportation moving and hauling personnel shall have working knowledge of vehicle and physical lifting safety. All forklift operators shall be certified per the NASA JSC Operator Certification Program requirements.

3. Primary Duties

- 3.1. Issue Furniture - The Contractor shall assemble, clean, and polish furniture to ensure it is serviceable and available for delivery prior to the scheduled delivery date. The Contractor shall update the inventory database on the same day the furniture is pulled from storage. The Contractor shall provide a key with any furniture item that has a lock and ensure a duplicate key is available in case of loss. A Government-provided key machine is available for making duplicate keys if required. All office furnishing issue requests are generated by the CO/COR or designee.
- 3.2. Connect/Disconnect Furniture - The Contractor shall connect/disconnect furniture at the customer's location on the scheduled date.
- 3.3. Deliveries, Moves, and Installations - The Contractor shall pickup, deliver, relocate, disconnect, reconnect, and/or return furniture items to and from the warehouse and customer locations per MR and the move schedule. To ensure same day service, the Contractor shall coordinate installation requirements with the Facilities Operations Support Services and other Contractors, as applicable.
- 3.4. Items not identified as Return to Warehouse - The Contractor shall remove and return to the warehouse items not identified on the MR and not marked "return to warehouse" if the customer identifies the item as no longer required. The Contractor shall document the activity on the work order and provide information to JB7.
- 3.5. Receive Furniture Returned from Field - The Contractor shall receive furniture returned from the field and segregate as useable, needing repair, or excess, and take appropriate action within two work days. The Contractor shall ensure furniture is stored safely and is available

for issue. The Contractor shall update the furniture database on the same day the items are warehoused. Returned furniture from the field is identified as follows:

- a. Usable: The Contractor shall warehouse usable furniture.
 - b. Needing Repair: The Contractor shall repair to usable condition and warehouse.
 - c. Excess: The Contractor shall prepare and submit appropriate documentation per NPR 4300.1, NASA Personal Property Disposal Procedures and Guidelines, for CO/COR or designee approval.
- 3.6. Non-Furniture Requirements - The Contractor shall verify customer equipment identification tag numbers with the MR. The contractor shall pick up, deliver, relocate, and return boxes and crates to and from the warehouse.
- 3.7. Non-Standard Move Requirements - The Contractor shall coordinate associated services (e.g., rigging), as needed, to accomplish the task.

4. Government Oversight

- 4.1. Technical Oversight by NASA Personnel – Moves are to be accomplished per the move schedule; however, the possibility of unforeseen impacts/occurrences/revisions exists that may require the Contractor to rework and coordinate among various services.
- 4.2. When required, the CO/COR or designee shall outline objectives, priorities, and deadlines and shall provide guidance for addressing problems that arise during routine, complex, or one-of-a-kind move situations.

5. Safety and Health

- 5.1. The Contractor shall perform tasks accurately, safely, and on-time. The Contractor shall perform tasks in a manner that ensures the protection of personnel, property, and environment. The Contractor shall develop and implement risk management techniques (including risk assessment) to be applied to hazards derived from analyses of activities and products for the purpose of eliminating or controlling hazards as specified in NASA policies and requirements for hazard reduction. The Contractor shall ensure work areas remain safe and clean at all times.

6. Metrics, Reports, and Data

- 6.1. The Contractor shall provide move completion confirmation daily and workload data monthly to the CO/COR or designee.

- 6.2. The Contractor shall provide monthly cost estimate of the next month's projected work by the 15th of each month. These estimates should be shown in both the contract year, March 1 – February 28 (February 29 in the event of a leap year), and Government fiscal year (October 1 – September 30), shown in months.
- 6.3. The Contractor shall notify the COR within one work day when actual costs reach 75 percent of the committed funds for this task order.

7. Historical Workload Information

- 7.1. The following historical annual workload is based on FY13 personnel move activity, and is being provided for planning purposes only:
 - 380 - Number of moves performed
 - 54 - Number of equipment-only moves
 - 229 - Number of moves with furniture involvement

 - 1,094 - Number of personnel moved
 - 73 - Number of personnel moved as an equipment-only move
 - 725 - Number of personnel moved with furniture involvement

 - 14,306 - Number of items moved
 - 5,036 - Number of furniture items moved
 - 1,511 - Number of furniture items coming from the warehouse
 - 3,525 - Number of furniture items moved either existing in the field or returned to the warehouse

 - 7 - Average number of furniture pieces per person moved
 - 5.6 - Average number of boxes per person moved (or 4-5 crates)
 - 2.6- Average number of equipment items per person moved

ORDER FOR SUPPLIES OR SERVICES

PAGE OF PAGES
1 12

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

1. DATE OF ORDER 2/19/14		2. CONTRACT NO. (If any) NNJ08JA01C		6. SHIP TO:	
3. ORDER NO. 79		4. REQUISITION/REF NO.		a. NAME OF COSIGNEE	
5. ISSUING OFFICE (Address correspondence to) NASA Johnson Space Center, 2101 NASA Parkway Houston, TX 77058-3696				b. STREET ADDRESS	
7. TO:		f. SHIP VIA		c. CITY	
a. NAME OF CONTRACTOR Justin W. Barnes				d. STATE	
b. COMPANY NAME L&M Technologies				e. ZIP CODE	
c. STREET ADDRESS 4209 Ballon Park Road				8. TYPE OF ORDER:	
d. CITY Albuquerque		e. STATE NM		<input checked="" type="checkbox"/> a. PURCHASE REFERENCE YOUR: <u>Proposal</u> Please furnish the following on the terms and conditions specified on both side of this order and on the attached sheet, if any, including delivery as indicated.	
f. ZIP CODE 87109				<input type="checkbox"/> b. DELIVERY - Except for billing instructions on the reverse, this delivery order is subject to instructions contained on this side only of this form and is issued subject to the terms and conditions of the above-numbered contract.	
9. ACCOUNTING AND APPROPRIATION DATA		10. REQUISITIONING OFFICE			
11. BUSINESS CLASSIFICATION: (Check appropriate boxes)					12. F.O.B. POINT
<input type="checkbox"/> a. SMALL <input type="checkbox"/> d. WOMEN-OWNED <input checked="" type="checkbox"/> b. OTHER THAN SMALL <input type="checkbox"/> e. HUBZone <input type="checkbox"/> c. DISADVANTAGED <input type="checkbox"/> f. EMERGING SMALL BUSINESS <input type="checkbox"/> g. SERVICE-DISABLED VETERAN OWNED					Destination
13. PLACE OF		14. GOVERNMENT B/L NO.		15. DELIVER TO F.O.B. POINT ON OR BEFORE (Date)	
a. INSPECTION	b. ACCEPTANCE			16. DISCOUNT TERMS	

17. SCHEDULE (See page 2 for Rejections)

ITEM NO. a.	SUPPLIES OR SERVICES b.	QUANTITY ORDERED c.	UNIT d.	UNIT PRICE e.	AMOUNT f.	QUANTITY ACCEPTED g.
1	Task Order 79 Title: Special Events The contractor shall provide all resources necessary to complete the work identified in the attached Statement of Work (SOW).	1	Task Order	\$60,178.36	\$60,178.36	

SEE BILLING INSTRUCTIONS ON PAGE 2	18. SHIPPING POINT	19. GROSS SHIPPING WEIGHT	20. INVOICE NO.		17h. TOTAL (Cont. pages)
	21. MAIL INVOICE TO:				
	a. NAME NASA Lyndon B Johnson				17i. GRAND TOTAL
	b. STREET ADDRESS (or P.O. Box) 2101 NASA Parkway-BJ5				
c. CITY Houston		d. STATE TX	e. ZIP CODE 77058	\$60,178.36	
22. UNITED STATES OF AMERICA BY (Signature) <i>Ernest D. Marquez</i> 2/21/2014					23. NAME OF CONTRACTING/ORDERING OFFICER Ernest G. Marquez

Coordinate & Support Special Events – Task Order

Section 11.3

Scope and Purpose: To provide Supply, Furniture, Moving & Hauling and other Logistics support as required for NASA-JSC Center-wide special events (e.g., Open House/Ballunar Festival, Chili Cook-off, Safety and Total Health Day, Safety Spring Fair, holiday events, etc.), which involves coordination, set up, and tear down of items (e.g., canopies, chairs, tables, water coolers and ice chests) or services (grounds, equipment rentals, etc.).

1.0 General

- 1.1** Location of Services – The Contractor shall perform majority of the work on site at JSC. Other locations supported by the Contractor may include: Sonny Carter Training Facility (SCTF), Ellington Field, and other destinations within a 100 mile radius of JSC.
- 1.2** The Government shall provide office space, office equipment, necessary forms of direction, and layouts in order to perform the work.
- 1.3** Hours of Operation - Hours of operation will alternate in a 2 week period to coincide with the current Superflex schedule. Hours during the regular work week will be from 7:30 a.m. to 4:00 p.m., Monday through Friday. Hours during the Superflex week will be from 7:30 a.m. to 6:00 p.m., Monday through Thursday.
- 1.4** The Period of Performance for this task order is March 1, 2014 through February 28, 2015.

- 1.5** The general definition of a special event is “a Center-wide event that requires logistics services or support”.
- 1.6** The known tentative dates for the events that occur during the period of performance of this task order are in the attached Events Listing.
(Attachment 1):

2.0 Personnel Requirements

- 2.1** Furniture personnel responsible for the performance of requirements outlined in this Task Order shall have a thorough working knowledge of the safe assembly, disassembly, installation, and repair of various types of office furniture, tents, and related special event equipment as required. Transportation moving and hauling personnel responsible for the performance of requirements outlined in this Task Order shall have working knowledge of vehicle and physical lifting safety as required. All forklift operators shall be certified per NASA JSC Operator Certification Program requirements.

3.0 Pre-Event Activities

- 3.1** The Contractor shall conduct pre-planning and coordination activities to ensure effective and safe planning in advance of special event. The Contracting Officer/Contracting Officer's Representative (CO/COR) or designee shall approve time allocated for each event (to include pre-planning activities) in advance of Contractor providing service. Pre-event activities include but are not limited to:

- 3.1.1** The Contractor shall identify a single-point-of-contact for each event to ensure event progress monitoring and problem mitigation.
 - 3.1.1.1** Attend coordination and planning events as required by event.
 - 3.1.1.2** Create and provide to the COR a special event work plan for each major event that clearly identifies the roles and responsibilities.
 - 3.1.1.3** Ensure identification and resolution of any event problems.
- 3.1.2** Conducting a walk-through of the work areas to ensure a complete and comprehensive understanding of customer requirements.
- 3.1.3** Take measurements and document the accuracy of the Facility Housing Plan (FHP) drawings prior to performing the work, when requested by the CO/COR or designee.
- 3.1.4** Preparing furniture as required by the each event. When required, furniture layouts shall be submitted to the customer and CO/COR or designee for approval in advance of supporting each special event.
- 3.1.5** Most items needed to support a special event are available and provided by the Government; however, special material purchases and/or leases may be required and shall be obtained by the Contractor at the best value to the Government.
 - 3.1.5.1** The Logistics Contractor shall only be responsible for purchasing or leasing supplies and equipment that are in

their area of responsibility. Items such as electrical panels, trash receptacles, etc. will be the responsibility of the Contractor performing the work in that area (e.g., Facilities for electrical panels, hookups, light towers, etc.)

- 3.1.5.2** In the event that sand bags are required in support of a special event, the Logistics Contractor shall be responsible for supplying the required number of bags for the sand bags. The sand and labor to fill the bags will be supplied by others.

4.0 Primary Duties

- 4.1** Special Event Coordination – The Contractor shall interface with the customer, Information Technology (ACES), Construction, Custodial, Grounds Maintenance and Facilities Maintenance organizations as necessary to ensure timely and accurate services are provided.
- 4.2** Preparation for event – The Contractor shall prepare (including assembling, cleaning, polishing, repairing, and staging) items as identified by CO/COR or designee as necessary to support the event.
- 4.3** Event Set Up and Teardown – The Contractor shall transport and set up items (e.g., tents, tables, chairs, etc.) per the CO/COR or designee provided schedule and work orders. When the event is completed, the Contractor shall tear down, clean, disassemble and return items to the warehouse and store them properly.

5.0 Govt. Oversight

- 5.1** Technical Oversight by NASA Personnel – Special Events will be accomplished per the schedule provided by the CO/COR or designee; however, the possibility of unplanned events can occur, which can require rework and/or short notice coordination among various services and support Contractors.
- 5.2** The CO/COR or designee outlines required objectives, priorities, and deadlines and provides guidance on addressing problems and complex or one-of-a-kind situations.

6.0 Safety and Health

- 6.1** The Contractor shall perform tasks accurately, safely, and on-time. The Contractor shall perform tasks in a manner that ensures the protection of personnel, property, and environment. The Contractor shall develop and implement risk management techniques (including risk assessment) to be applied to hazards derived from analyses of activities and products for the purpose of eliminating or controlling hazards as specified in NASA policies and requirements for hazard reduction. The Contractor shall ensure event areas remain safe and clean at all times.

7.0 Metrics/Reports/Data Deliverables

- 7.1** The Contractor shall provide performance metrics, including cost and customer feedback data, within 10 working days after the conclusion of the COR-designated events.

- 7.2 Sponsor a post-event briefing within 10 working days after the conclusion of the COR-designated events, with the CO/COR or designee to identify and discuss customer feedback, lessons learned, and possible areas of improvement.

With prior approval from the CO/COR a written lessons learned document can satisfy this requirement.

- 7.3 The Contractor shall maintain all procurement information for purchases, leases, and rentals by event, tracked over both the Government Fiscal year (Oct 1 – September 30) and the Contract year (March 1 – February 28 (29th in the event of a leap year)).

- 7.4 The Contractor shall provide monthly cost estimates of the next month's projected work by the 15th of each month. These estimates should be shown in both the contract year (March 1 through February 28 -February 29 in the event of a leap year) and Government fiscal year (October 1 – September 30), shown in months. The Contractor shall utilize the most accurate method possible to forecast future work requirements and costs when sufficient work load history or future work load estimates are not available.

- 7.5 The Contractor shall notify the CO and the COR within one work day when actual costs reach 75% of the committed funds for this task order.

8.0 Historical Major Event Work Load Data

	Space Settlement Design Competition 2013	Spring Safety Fair 2012/Safety & Total Health Day 2013	Chili Cook- off 2013	Ballunar Festival/JSC Open House 2013	Inclusion & Innovation 2013
Items used for a Special Event:					
Tents	0	10	7	0	0
Tables	112	183	33	0	10
Chairs	310	380	70	0	0
Water coolers (10-gallon size)	0	6	10	0	0
Ice chests	3	0	4	0	0
Easels	0	0	0	0	0
Stage platform (owned by Public Affairs Office)	0	0	0	0	0
Buses	0	0			0
Ropes & stanchions	Unknown	Unknown	Unknown	Unknown	Unknown
Items purchased/rented for a Special Event:					
Tents	0	0	0	0	0
Tables	0	0	0	0	0
Table covers	0	0	0	0	0
Chairs	0	0	0	0	0
Bottled water, 16 oz. size (24 bottles per case-- issued by the case)	0			0	0
Bottled water (2 1/2 -gallon size)	0		20 bottles	0	0
Ice machine w/ice (40-pound bags of ice)	0	0	0	0	0
Paper cups, cone-shaped (250 cups per sleeve/4 sleeves per box)	0		15 boxes	0	0
Insect repellent (100 packages per box)	0	0	0	0	0
Sunscreen (100 packages per box)	0	0	0	0	0
Extractor Venom Pump Kit				0	
First Aid kits (small size)	0	0	0	0	0
First Aid kits (medium size)	0	0	0	0	0
Insect bite ointment	0	0	0	0	0
Box cutters	0	0	0	0	0
Bags, zip lock (1-quart size)	0	0	0	0	0
Bags, zip lock (1-gallon size)	0	0	0	0	0
Bags, zip lock (2-gallon size)	0	0	0	0	0
Bandanas (neck coolers)	0	0	0	0	0
Sandbags, 14/28 poly w/ties, white	0	0	0	0	0
Sand (used to fill the bags that secure the tents)	0	0	0	0	0
Workhorses (equipped w/strobe lights)	0	0	0	0	0
Off Insect Spray				0	
Golf carts, 6-seater w/headlights, seatbelts, horn, & tail light	0	0	0	0	0

Golf carts, 2-seater w/headlights, seatbelts, horn, & tail light	0	0	0	0	0
	Space Settlement Design Competition 2013	Spring Safety Fair 2012/Safety & Total Health Day 2013	Chili Cook-off 2013	Ballunar Festival/JSC Open House 2013	Inclusion & Innovation 2013
Golf Carts – 4 Seater				0	
Ballpoint pens, ink color - black; medium or fine point	0	0	0	0	0
Ballpoint pens, ink color - red; medium or fine point	0	0	0	0	0
Pencils, #2	0	0	0	0	0
Erasers, pencil; pencil tip	0	0	0	0	0
Erasers, pencil; rectangular	0	0	0	0	0
Pencils, mechanical w/erasers	0	0	0	0	0
Markers, Sharpie; fine point	0	0	0	0	0
Markers; color - black (for flipcharts)	0	0	0	0	0
Markers; color - yellow highlighters	0	0	0	0	0
Pads, paper; 8 1/2" x 11"; 4 squares per inch; white quadrille pads	0	0	0	0	0
Pads, paper; 8 1/2" x 11"; white ruled	0	0	0	0	0
Notes, "Post it"; 3" x 5"	0	0	0	0	0
Notes, "Post it"; 4" x 6" lined	0	0	0	0	0
Folder, portfolios (red)	0	0	0	0	0
Paper clips, small	0	0	0	0	0
Rubber bands	0	0	0	0	0
*Tape dispenser	0	0	0	0	0
Tape for tape dispenser	0	0	0	0	0
*Scissors	0	0	0	0	0
Transparency sheets, blank (used w/printers and/or copiers)	0	0	0	0	0
*Power strips	0	0	0	0	0
*Bookends, metal	0	0	0	0	0
Markers w/1 eraser (used with portable white boards) (3 each/1 set per board)	0	0	0	0	0
Flipchart pads, white (used on portable boards)	4	0	0	0	0
Copier paper	0	0	0	0	0
Rolling White Boards					15

NOTE:

These are average counts of each item used per event. Quantities may vary.

*This item is reused for this event; only purchased when needed.

2014 Events

January

1	New Years Day	
6	Aviation Safety Day	Ellington
19	Houston Marathon	
20	MLK Day	
30	Day of Remembrance & Gordon Fullerton Memorial	Astronaut Memorial Tree Grove

February

6	Epicurean Evening	SCH
17	President's Day	
18	Scott Carpenter Memorial	Astronaut Tree Grove
21 –Mar 4	Mardi Gras	Galveston
25	HLS&R Trail ride and Dinner Dance	Gilruth
27- Mar 1	Houston Livestock Show and Rodeo Cook-off	Reliant

March

4-23	HLS&R	Reliant
	Spring Fever Golf Classic	
22 (TBC)	19th Annual Crawfish Festival	CL Park
22	Bayou City Art Festival	Houston
27-30	South West International Boat Show	South Shore
28-30	2013 Space Settlement Design Competition	JSC

April

3	Spring Safety & Health Fair *	Gilruth
12	FCOD Chili Cookoff *	Gilruth
	MS-150 Bike Ride	
20	Easter	
22	Earth Day	
	Houston International Festival	
	Art Car Parade	

May

11	Mother's Day	
16-18	Strawberry Festival	Pasadena Convention Center
26	Memorial Day	

June

	Robo Ops Forum / Competition	JSC Rock Yard
	No experience necessary bowling tourney	AMF Alpha Lanes
15	Father's Day	

July

4	Independence Day	
	Lunar Rendezvous Fun Run	JSC

August**September**

1 Labor Day
Pasadena Livestock Show and Rodeo
Pasadena Cook-off

October

13 Columbus Day
Safety, Health & Fire Awareness Week * JSC
HLS&R Cowboys and Cowgirls Who Cook Gilruth
Texas Renaissance Festival
31 Halloween

November

1-2 Wings Over Houston Ellington
11 Veterans Day
27 Thanksgiving
Texas Renaissance Festival

December

14 Christmas Boat Parade on Clear Lake
25 Christmas
31 NYE

TBC Innovation Day *
TBC Ballunar Festival / Open House *

Red = JSC Events
Black = Local Area Events

*COR-Designated

Attachment 1