

1. DATE OF REQUEST 9/20/99 8/24/99 12/6/99	2. DATE DUE (if applicable) 10/1/99
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REQUEST FOR ADMINISTRATIVE SERVICES

FOR HEADQUARTERS:
MAIL TO THE APPROPRIATE MAIL STOP ON BACK

3. REQUEST NUMBER (LEAVE BLANK)
10070056

4. TYPE OF SERVICE

<input type="checkbox"/> BUILDING ALTERATIONS AND SERVICES	<input type="checkbox"/> PUBLISHING NUREGs
<input type="checkbox"/> COMPOSITION	<input checked="" type="checkbox"/> SMALL PURCHASES, PROPERTY AND LABOR SERVICES
<input type="checkbox"/> COPYING	<input type="checkbox"/> SUPPLIES
<input type="checkbox"/> EDITING	<input type="checkbox"/> WORD PROCESSING
<input type="checkbox"/> PHOTOGRAPHY/AUDIOVISUAL	<input type="checkbox"/> OTHER (Specify)
<input type="checkbox"/> PRINTING AND DISTRIBUTION	

5. PERSONAL PROPERTY APPROVAL

I certify that personal property assets within the Office/Division have been carefully screened for excess, are currently fully utilized, and the additional requested items are absolutely essential to work performance and will be used only for official purposes.

5a. PROPERTY CUSTODIAN - SIGNATURE
Jo Ann Resner *Jo Ann Resner*

5b. DIVISION DIRECTOR/DESIGNEE - SIGNATURE
Walter E. Oliu, Chief, OCIO/IMD/PSB *Walter E. Oliu* For WED

7. REQUESTER
Gene R. Wood *Gene R. Wood*

8. OFFICE
OCIO/IMD/RDSS

9. TELEPHONE NUMBER
301-415-2070

10. FAX NUMBER
301-415-2289

11. MAIL STOP
O-P1-33

12. E-MAIL I.D.
GRW1

6. SENSITIVITY

For copyrighted material, sign below to indicate that you have received permission from the copyright owner to use the material.

CLASSIFIED
 SENSITIVE
 UNCLASSIFIED
 COPYRIGHT MATERIAL

SIGNATURE - ADMINISTRATIVE OFFICER

13. SPECIAL INSTRUCTIONS (INCLUDE TITLE, DISTRIBUTION, PRINTING SPECIFICATIONS, INSTRUCTIONS, STOCK NUMBERS, JUSTIFICATION, QUANTITIES, AND UNITS WHEN APPLICABLE.)

Please prepare a purchase order with OCE-USA, Inc., for Full Service Maintenance on all the NRC owned copiers listed on the attachment.

Period of Performance is October 1, 1999 through September 30, 2000.
Project Officer: Gene R. Wood
Supersedes: DR-94-0591 12
Supersedes: DR-99-0049

FY2000 Estimating Funding = \$154,450.80 (D2384 BOC: 2570)

OCE-USA, INC.
Attn: Wayne Cole
2300 Clarendon Blvd
Suite 1200
Arlington, VA 22201
(703) 247-3942

8 hour maximum response time required from the time service call is placed. Work shall be performed Monday-Friday, between the hours of 7:30am.-4:15pm. Rates include all maintenance, parts and travel costs.

Billing shall be submitted within 30 days of the subject month during this period of performance. Invoice is to include Model, Serial Number, Location of copier and Purchase Order Number. Summary Billing is requested.

Wayne Cole
703 528 6854

14. FUNDING INFORMATION

JOB CODE	B & R NUMBER	BOC	FUND SOURCE	AMOUNT
D2384	010-15-524-110	2570	31X0200.010	\$154,450.80

John C. Harves *SUBJECT TO AVAILABILITY OF FY00 FUNDS** *JH*

14a. FUNDS CERTIFIED AVAILABLE BY: SIGNATURE - CERTIFYING OFFICIAL
John C. Harves

14b. DATE
12/7/99

FOR PROCESSING USE ONLY (LEAVE THIS SECTION BLANK)

15a. REQUIREMENT APPROVED - SIGNATURE
Francine F. Goldberg, Acting Director, IMD/OCIO *Francine F. Goldberg*

15b. DATE
12/6/99

16a. REQUISITIONING OFFICER - SIGNATURE
Billie Goldberg

16b. DATE
12/6/99

9/ /99

17. OFFICE OF ADMINISTRATION PROCESSING

ACTION	SIGNATURE	DATE	ACTION	SIGNATURE	DATE
A. POSTED	<i>No Load S.E.</i>	12-8-99	C. DELIVERED		
B. FILLED			D. COMPLETED		

The material and/or services itemized above have been received in the quantity and quality specified, except as otherwise noted.

18a. SIGNATURE - RECIPIENT

18b. DATE

**Attachment
FY2000**

Model OCE	Serial No.	NRC TAG #	LOCATION	ESTIMATED MO. VOL.	EST. FSM MO. COST	EXCESS CPY CHG	EST. EXCESS CPY COST	FY00 EST. MAIN. COST	
2475	01840	049933	T-3C10	28K	615	0.003	\$84.00	\$8,388.00	
	01383	049050	T-6A9	54K	615	0.003	\$162.00	\$9,324.00	
	01385	049044	T-7A13	57K	615	0.003	\$171.00	\$9,432.00	
	01384	049045	T-7B3	72K	615	0.003	\$216.00	\$9,972.00	
	01523	049040	T-8A21	83K	615	0.003	\$249.00	\$10,368.00	
	01525	049036	T-8C20	81K	615	0.003	\$243.00	\$10,296.00	
	01564	049414	O-8F6	56K	615	0.003	\$168.00	\$9,396.00	
	01553	049035	T-9C22	69K	615	0.003	\$207.00	\$9,864.00	
	01562	049413	O-9F6	38K	615	0.003	\$114.00	\$8,748.00	
	01667	049415	T-10A19	47K	615	0.003	\$141.00	\$9,072.00	
	01566	049412	O-11F3	64K	615	0.003	\$192.00	\$9,684.00	
	2400	09730	049064	T-4C10	35K	445	0.003	\$105.00	\$6,600.00
		10212	049410	O-16H12	59K	445	0.003	\$177.00	\$7,464.00

Model OCE	Serial No.	NRC TAG #	LOCATION	ESTIMATED MO. VOL.	COPY CHARGES	EST EXCESS COPY CHG	EST. EXCESS CPY COST	FY00 EST. MAIN. COST
2228	50987	057146	T-2B9	15K	\$386.00	\$0.00	\$0.00	\$4,632.00
2500	40502	037299	O-P1-33	190K				

QUOTATION FOR SIMPLIFIED ACQUISITIONS

REQUISITION NUMBER

10070056

PURCHASE ORDER NUMBER

DR-00-0082

QUOTE TYPE

WRITTEN ORAL

DATE QUOTE POSTED (PCN 87-01)

DATE QUOTE REQUESTED

1/14/00

1. SYNOPSIS IN COMMERCE BUSINESS DAILY (CBD)

2. APPROVAL OTHER THAN FULL AND OPEN COMPETITION

3. AVAILABILITY

OTHER THAN FULL AND OPEN COMPETITION \$100,000 AND ABOVE APPROVED BY COMPETITION ADVOCATE
NO REASONABLE EXPECTATION OF RECEIVING AT LEAST TWO RESPONSIBLE AND RESPONSIBLE OFFERS
NOT REQUIRED

Over \$2,500 by Branch Chief
\$100,000 AND ABOVE BY COMPETITION ADVOCATE
NOT REQUIRED

AGENCY INVENTORIES
EXCESS-OTHER AGENCIES
FEDERAL PRISON IND.
BLIND/HANDICAPPED

GSA
FSS Groups Checked
Expiration Date
MANDATORY NON-MANDATORY

OPEN MARKET
BLANKET PURCHASE AGREEMENT (BPA)

4. JUSTIFICATION FOR OTHER THAN FULL AND OPEN COMPETITION

FAR 8
Oce is the only vendor on GSA schedule authorized to perform maintenance on Oce copiers.

6. BASIS OF "FAIR AND REASONABLE" PRICE IF ONLY QUOTE RECEIVED

7. OFFERORS

1
Oce Office Systems
Wayne Cole
703 812 3743

5. JUSTIFICATION FOR OTHER THAN SMALL BUSINESS PURCHASE

ARTICLE(S) OR SERVICE(S)

QUANTITY

UNIT OF ISSUE

UNIT PRICE

TOTAL

UNIT PRICE

TOTAL

UNIT PRICE

TOTAL

Renewal of full service maintenance for NRC owned Oce copiers for the period 10/01/99 - 9/30/2000

Total for the period

\$149,904.00

APPROVAL OF OTHER THAN FULL AND OPEN COMPETITION

Contracting Officer

DATE

TOTAL PRICE

TERMS

DELIVERY F.O.B.

DELIVERY TIME

BUSINESS SIZE/TYPE

OM/CONTRACT NO.

\$149,904

Net 30

Dest.

1 yr

Large

CS-26F-1005B

Attachment
FY2000

P.01

Model OCE	Serial No.	NRC TAG #	LOCATION	ESTIMATED MO. VOL.	EST. FSM MO. COST	EXCESS CPY CHG	EST. EXCESS CPY COST	FY00 EST. MAIN. COST
2475	✓01840	049933	T-3C10	28K	615	0.003	\$84.00	\$8,388.00
	✓01383	049050	T-6A9	54K	615	0.003	\$162.00	\$9,324.00
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	✓01523	049040	T-8A21	83K	615	0.003	\$249.00	\$10,368.00
	✓01525	049036	T-8C20	81K	615	0.003	\$243.00	\$10,296.00
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	✓01553	049035	T-9C22	69K	615	0.003	\$207.00	\$9,864.00
	✓01562	049413	O-9F6	38K	615	0.003	\$114.00	\$8,748.00
	✓01667	049415	T-10A19	47K	615	0.003	\$141.00	\$9,072.00
	✓01566	049412	O-11F3	64K	615	0.003	\$192.00	\$9,684.00
2400	✓09730	049064	T-4C10	35K	445	0.003	\$105.00	\$6,600.00
	✓0212	049410	O-16H12	59K	445	0.003	\$177.00	\$7,464.00

Model OCE	Serial No.	NRC TAG #	LOCATION	ESTIMATED MO. VOL.	COPY CHARGES	EST EXCESS COPY CHG	EST. EXCESS CPY COST	FY00 EST. MAIN. COST
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2228	✓50987	057146	T-2B9	15K	\$386.00	\$0.00	\$0.00	\$4,632.00
2500	✓40502	037299	O-P1-33	190K	\$1,668.00	\$0.080	\$320.00	\$23,856.00

INCLUDED IN
 15K
 190K
 \$ 1,834.00
 .00970

→ THESE # INCLUDES
 150,000 / mo.
 \$147,096.00
~~5% Inflation~~ ~~\$7,354.80~~
 \$154,450.80

*Not From
OCE*

12/16/99
BA

TO BE FILLED IN BY DATA ENTRY:

Requisition Number: 10070056 Region/Office OCTO Requestor Wood, G.
Date Initiated: 12/6/99 Date Received: 12/8/99 Date Assigned: 12/14/99
Agent: Brown Amount of funds certified: 154,450.80

Complexity (Please circle one) 1 (2) 3

Buy Type -- Please check one:

- Services/Technical Assistance (with Statement of Work)
- Services/IT
- Services/Other
- Supply/IT
- Supply/Other

Description: Prepare a purchase order with CCE-USA Inc. for Full Service Maintenance NRC own copiers

TO BE FILLED IN BY PROCUREMENT SPECIALIST/AGENT:

Date Quotes Requested 1/13/00 Number Quotes Requested: 1 Date Awarded 1/18/00
Date Canceled: 1/1/00

PO or BPA Number: DR-00-0082 Mod Number: _____

1-19-00

Award Amount \$ 149,904.00 SIC _____

Vendor Name: Oce Office Systems

Vendor Telephone Number: () 703 812 3743

Solicitation Procedures -- Please check one:

- Multiple Award Schedule
- Noncompetitive
- Competitive
- Federal Supply Service
- GWAC

Type of Contractor -- Please check one:

- Large Business
- Other Nonprofit Organization
- Other Small Business
- Small Disadvantaged Business
- Javits Wagner O'Day nonprofit agency
- Government

Bankcard Used - Check if applicable

Reason for not using Bankcard - check one if applicable

- Over 30 day delivery
- Vendor does not accept VISA
- SOW or evaluation criteria required
- Yearly order with monthly payments
- Over single purchase limit
- Other _____

Kind of Contract Action - Please check one:

- BPA calls
- Mod to PO
- Order under multiple award schedule contract
- Order/mod under federal schedule
- New PO
- Order under another Federal Agency's contract

Preference Program - Please check all that apply:

- Woman-Owned
- 8(a) Contractor
- Directed to JWOD Nonprofit Agency
- Small Business Set-Aside
- Small Disadvantaged Business Set-Aside

N/A
488

Other Reporting - Please check all that apply:

- IRS Reporting (Indiv/Partner)
- Tariff or Regulated
- Advisory Services
- Security Classification
- Government Owned Property (Must be completed if purchased property/equipment is "sensitive" or valued at \$300 or more)

dist done Owen 1/19/00

FEDERAL PROCUREMENT DATA SYSTEM (FPDS) INDIVIDUAL CONTRACT ACTION REPORT

INTERAGENCY REPORT CONTROL NUMBER
0206-GSA-QU

REPORTING AGENCY CODE 3100	2. CONTRACT NUMBER GS-26F-1005B	3. MODIFICATION NUMBER	4. CONTRACTING OFFICE ORDER NUMBER DR-00-0082
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CONTRACTING OFFICE CODE NRCHQ	6. ACTION DATE 200001	7. TYPE OF DATA ENTRY A A. Original B. Deleting C. Correcting	8. REPORT PERIOD 20002
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9. KIND OF CONTRACT ACTION G		10. DOLLARS OBLIGATED OR DEOBLIGATED THIS ACTION 00000000150	
Initial Letter Contract Definitive Contract Superseding Letter Contract New Definitive Contract Purchases Orders/BPA Calls Using Simplified Acquisition Procedures Order Under Single Award Indefinited Delivery Contract		F. Order Under BOA G. Order/Modification Under Federal Schedule H. Modification J. Termination for Default K. Termination for Convenience L. Order Under Multiple Award Contract Z. Initial Load of Federal Schedule Contract	
11. TYPE OF OBLIGATION A A. Obligated B. Deobligated		12. PRINCIPAL PRODUCT OR SERVICE 3610	

PRINCIPAL STANDARD INDUSTRIAL CLASSIFICATION (SIC) CODE	14. COMMERCIAL ITEM ACQUISITION Y - Yes N - No	15. CONTRACTOR NAME Oce' Office Systems	
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CONTRACTOR IDENTIFICATION NUMBER 107929408	17a. PRINCIPAL PLACE OF PERFORMANCE CITY: 67675 STATE: 24	17b. FOREIGN COUNTRY N	18. CONTRACT FOR FOREIGN GOVT. OR INTERNATIONAL ORGANIZATION Y - Yes N - No	19. TARIFF OR REGULATED N Y - Yes N - No
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RESERVED	21. BUNDLING OF CONTRACT REQUIREMENTS Y - Yes N - No	22. COUNTRY OF MANUFACTURE US	23. SYNOPSIS OF PROCUREMENT PRIOR TO AWARD A. Synopsized prior to award B. Not synopsized due to urgency C. Not synopsized for other reason	24. TYPE OF CONTRACT OR MODIFICATION A. Fixed-Price Redetermination J. Fixed-Price K. Fixed-Price with Economic Price Adjustment L. Fixed-Price Incentive R. Cost-Plus-Award-Fee S. Cost - No-Fee T. Cost-Sharing U. Cost-Plus-Fixed-Fee V. Cost-Plus-Incentive Y. Time and Materials Z. Labor Hour
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CICA APPLICABILITY A. CICA Applicable B. Purchases Orders/BPA Calls Using Simplified Acquisition Procedures C. Subject to Statute Other Than CICA		D. Pre-CICA E. Commercial Items Acquisition Under Test Program		26. SOLICITATION PROCEDURES (Complete only if Item 25 = A) A. Full and Open Competition - Sealed Bid C. Full and Open Competition - Combination D. Architect - Engineer			E. Basic Research F. Multiple Award Schedule G. Alternative Sources H. Reserved			J. Reserved K. Set-Aside L. Other Than Full and Open Competition		
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27. AUTHORITY FOR OTHER THAN FULL AND OPEN COMPETITION (Complete only if item 26 = L) A. Unique Source B. Follow-on Contract C. Unsolicited Research Proposal D. Patent/Data Rights				E. Utilities F. Standardization G. Only One Source - Other H. Urgency				J. Mobilization, Essential R&D Capability, or Export Services K. Reserved L. International Agreement				M. Authorized by Statute N. Authorized for Resale P. National Security Q. Public Interest				28. NUMBER OF OFFERS RECEIVED (Complete only if item 25 = A) A. 1 B. 2-5 C. 6-10 D. 11-15			E. 16-20 F. 21-50 G. Over 50			29. EXTENT COMPETED A. Competed Action B. Not Available for Competition C. Follow-on to Competed Action D. Not Competed		
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30. TYPE OF CONTRACTOR A. Small Disadvantaged Business B. Other Small Business C. Large business D. WOOD Nonprofit Agency E. Educational Institution				F. Hospital G. Nonprofit Organization H. Reserved J. Reserved K. State/Local Government				L. Foreign Contractor M. Domestic Contractor Performing Outside U.S. U. Historically Black College/University Or Minority Institution (HBCU/MI)				31. WOMEN-OWNED BUSINESS Y - Yes N - No			32. HUBZONE SMALL BUSINESS CONCERN Y - Yes N - No		
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33A. HUBZONE PROGRAM A. HUBZone Sole Source B. HUBZone Set-Aside C. HUBZone Price Evaluation/Preference D. Combined HUBZone Preference/Small Disadvantaged Business Price Adjustment E. Not Applicable		33B. SMALL DISADVANTAGED BUSINESS PROGRAMS A. 8(a) Contract Award B. 8(a) with HUBZone Priority C. SDB Set-Aside D. SDB Price Evaluation Adjustment E. SDB Participation Program F. Not Applicable		33C. OTHER PREFERENCE PROGRAMS A. Directed to JWOD Nonprofit Agency B. Small Business Set-Aside C. Buy Indian/Self Determination D. No Preference/Not Listed E. Very Small Business Set-Aside		33D. HUBZONE PRICE EVALUATION PREFERENCE PERCENT DIFFERENCE		33E. SDB PRICE EVALUATION ADJUSTMENT PERCENT DIFFERENCE	
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SUBCONTRACTING PLAN (Small, Small Disadvantaged, and Women-Owned Small Business) A. Required B. Not Required		35. SUBJECT TO LABOR STATUTES A. Walsh-Healey Act B. Reserved C. Service Contract Act D. Davis-Bacon Act		E. Not Subject to Walsh-Healey, Service Contract, or Davis-Bacon		36. ESTIMATED CONTRACT COMPLETION DATE 200009		37. CONTRACTOR'S TIN	
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COMMON PARENT'S NAME		40. RESERVED		41. RESERVED	
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SMALL BUSINESS COMPETITIVENESS DEMONSTRATION PROGRAM (Applicable to AGR, DOD, DOE, DOI, DOT, EPA, GSA, HHS, NASA, and VA)							
DEMONSTRATION PROGRAM		43. EMERGING SMALL BUSINESS		44. EMERGING SMALL BUSINESS RESERVE AWARD		45. SIZE OF SMALL BUSINESS	
Y - Yes N - No		Y - Yes N - No		Y - Yes N - No		NUMBER OF EMPLOYEES OR AVERAGE ANNUAL GROSS REVENUE A. 50 or Less E. 501 - 750 B. 51 - 100 F. 751 - 1,000 C. 101 - 250 G. Over 1,000 D. 251 - 500 M. 1,000,000 or Less S. 5,000,001 - 10,000,000 N. 1,000,001 - 2,000,000 T. 10,000,001 - 17,000,000 P. 2,000,001 - 3,500,000 Z. Over 17,000,000 R. 3,500,001 - 5,000,000	

RESERVED FOR FPDS	47. OPTIONAL REPORTED DATA ELEMENTS
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FOR AGENCY INTERNAL USE			
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49. CONTRACTING OFFICER OR REPRESENTATIVE			
a. SIGNATURE <i>Nette Brown</i>		c. TELEPHONE AREA CODE: 301 NUMBER: 415-6507	
b. NAME Nette Brown CAROK		d. DATE SUBMITTED (YYMMDD) 2000/01/19	