

INTERAGENCY AGREEMENT
Between
GENERAL SERVICES ADMINISTRATION
and
CUSTOMER AGENCY

- I. **Purpose:** This agreement is between the General Services Administration (GSA), and the Customer Agency (Customer). GSA will provide for the receiving, management, and redistribution of excess furniture. The GSA, Personal Property Center (PPC), located in Springfield, Virginia will provide these services.
- II. **Coverage:** This agreement is to provide support to the following Agencies, Bureaus, Divisions, or Offices within Customer
U.S. Nuclear Regulatory Commission

- III. **Scope of Work:** GSA will provide the full complement of services listed below:
- A. Prompt and proper handling of excess property
 - B. Receipt and storage of CUSTOMER excess property awaiting disposal action
 - C. Immediate transfer of accountability to GSA upon receipt at the PPC
 - D. Monthly management reports clearly stating a summary of the services performed
 - E. Supervisory and administrative oversight
- IV. **Provisions:** CUSTOMER will be responsible for the following:
- A. Completing a Standard form 120 or 126, Report of Excess Personal Property prior to delivery of property to the PPC
 - B. Making arrangements for the transportation of property to the PPC
 - C. Assisting in the resolution of any discrepancies
 - D. 24 hour notice of cancellation once a delivery has been scheduled
- V. **Duration of Agreement:** The period of this agreement shall be from October 1, 2002 to September 30, 2003 with renewal options as decided by both agencies. This agreement may be terminated by either party within thirty (30) days advance written notice. *The PPC's billing cycle is calculated from the 25th of one month to the 24th of the next month. Any deliveries made after September 30th will be reflected on the billing cycle for FY '2004.*

VI. **Funding:** When delivering property to GSA, CUSTOMER will share the PPC's operating costs through a one-time annual expense, based upon FTE, and an additional recurring flat fee, based upon usage, for the services described above. The annual expense will be \$5.00 per FTE (2075 identified by CUSTOMER for a total approximate cost of \$ 10,375.00 The recurring expense to CUSTOMER will be based on the size of the box truck or tractor trailer being used to delivery the property. All trucks up to 24 feet will be \$775.00 per delivery; 26 – 42 feet will be \$1,075.00 per delivery; and/or 43 feet and above will be \$1,425.00 per delivery. GSA will bill your accounting section monthly, base upon usage, and the amount will be charged to the CUSTOMER Agency Location Code.

VII. **No-show fee:**

A scheduled delivery may be cancelled within 24 hours of delivery. If a scheduled delivery is a "no-show"(no notice of cancellation within 24 hours), the Customer Agency will be charged a "NO-SHOW" fee of \$400.

- Agency has the option of paying for delivery of property to the Personal Property Center by Credit Card or Agency Location Code. An additional agency signature will be required as shown on page 4 for those agencies electing to pay via purchase card.
- Agency has the option of requesting inventory services provided by the PPC for furniture delivered to us. This fee would include an additional fee of \$100 per truck delivery.
- The Personal Property Center is now offering MHE Services. This service includes the repair of forklifts and any other Material Handling Equipment. For more information about this service call (703) 557-0180.

VIII. **Operating Procedures for deliveries.**

- A. Delivery appointment – Call the PPC at (703) 557-0180 and schedule an appointment before turning in any property and equipment. The hours for delivery are 7 am to 2 pm. You must provide your MOU #, when scheduling the appointment. Without an MOU #, you will not be able to make a delivery.
- B. Responsibility of the driver –
 1. The driver and the helper must have a valid photo identification to gain entrance into the Franconia gate.
 2. Sign in, place chalk blocks in the front of the rear tire of your vehicle when unloading. Personnel driving a tractor with a trailer must have trucks parked at an L or truck has to be disengaged from trailer when parked at a dock.
 3. Personnel must move furniture out of the truck and onto the dock leveler and place on a pallet. Consolidate furniture, wood items with wood and

metal with metal or as directed by the warehouse specialist working the dock.

4. Must ensure that all furniture is free of materials and trash.

C. Hazardous Materials – No hazardous materials or items that contained any hazardous Will be accepted.

D. Safes-

1. Classified materials, files and all trash must be removed.

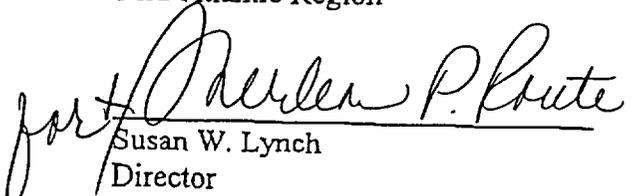
2. The combination should be reset to factory setting of 50-25-50. If unable to reset the combination, label the existing combination on the top draw of the safe.

3. All safes that cannot be opened and safes containing any materials or trash will not be accepted.

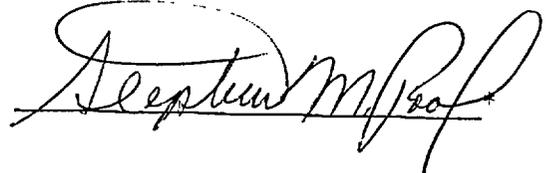
E. Air Conditioners and Refrigerators – Must be accompanied by a certificate or statement verifying that all freon and hazardous fluids were extracted. Please see the sample statement attached.

IX. Authority: The statutory authority under which this agreement is entered into is as follows: the Code of Federal Regulations Title 41, Chapter 101, Federal Property Management Regulations, Subchapter H, Utilization and Disposal Section 43.310-1 and the Economy Act, 31 U.S.C. Section 1535 (as amended by P.L. 98-216). This agreement does not duplicate or conflict with any existing agreement, policy, or statute.

General Services Administration
Mid-Atlantic Region


Susan W. Lynch
Director
Property Management Division – 3FP-W

Customer Agency
Washington, DC


12/4/2002

Date

DEC 17 2002

Date: _____

OPTION 1:
AGENCY LOCATION CODE: *

BILLING ADDRESS: *

NRC FORM 662 (10-2000)		U.S. NUCLEAR REGULATORY COMMISSION		1 DATE OF ISSUE	2 AGREEMENT NUMBER	3 MOD NO
AWARD OF INTERAGENCY AGREEMENT				4 AGENCY LOCATOR NO	5 B & R NUMBER	6 JOB CODE
				31000001	340-15-511306	D2336
				7 BOC	8 DOCUMENT IDENTIFICATION NUMBER	
3121		X0200				

9 ISSUED BY U.S. NUCLEAR REGULATORY COMMISSION WASHINGTON, DC 20555-0001		10 NAME AND ADDRESS OF SERVICING AGENCY General Services Administration Personal Property Center 6808 Loisdale Road, Building A, Suite #1 Springfield, VA 22150			
PROJECT MANAGER Bruce Ridgely	OFFICE Office of Admin.	TELEPHONE NUMBER 301-415-2161		FACSIMILE NUMBER 301-415-3420	
TELEPHONE NUMBER 301-415-2161		FACSIMILE NUMBER 301-415-3420		TELEPHONE NUMBER 703-557-0180	
				FACSIMILE NUMBER 703-557-2670	

11 JOB CODE TITLE Excess Furniture Disposal	12 AGREEMENT PERFORMANCE PERIOD	
	BEGIN 12/05/2002	END 12/04/2003

13. OBLIGATION AVAILABILITY PROVIDED BY	
A THIS ACTION	\$ 12,000
B. TOTAL PLACED PRIOR TO THIS ACTION WITH THE PERFORMING ORGANIZATION UNDER THIS JOB CODE FOR THIS FISCAL YEAR	\$ 0
C TOTAL ORDERS TO DATE FOR THIS JOB CODE FOR THIS FISCAL YEAR	\$ 0
D. TOTAL ORDERS TO DATE FOR THIS AGREEMENT	\$ 12,000

14. ATTACHMENTS THE FOLLOWING ATTACHMENTS ARE MADE A PART OF THIS AGREEMENT <input type="checkbox"/> STATEMENT OF WORK <input type="checkbox"/> ADDITIONAL TERMS AND CONDITIONS <input type="checkbox"/> OTHER (Specify) _____	15. SECURITY <input type="checkbox"/> WORK ON THIS AGREEMENT INVOLVES CLASSIFIED INFORMATION <input type="checkbox"/> WORK ON THIS AGREEMENT INVOLVES SENSITIVE UNCLASSIFIED INFORMATION <input checked="" type="checkbox"/> WORK ON THIS AGREEMENT IS UNCLASSIFIED AND NOT SENSITIVE
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16. FEE BILLABLE UNDER 10 CFR PART 170 YES NO

17 REMARKS
General Services Administration InterAgency Agreement is hereby incorporated as part of this agreement. This InterAgency Agreement may be extended by mutually agreement of both parties to include option years.

18. AUTHORITY TO ENTER INTO INTERAGENCY AGREEMENT (Check only one)

ENERGY REORGANIZATION ACT OF 1974, AS AMENDED OTHER (Specify) _____

THE ECONOMY ACT OF 1932

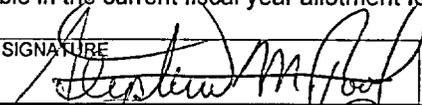
THE CLINGER-COHEN ACT OF 1996

19. ADVANCE PAYMENT IS NOT AUTHORIZED IS AUTHORIZED (Requires approval by Director, DAF/OCFO)

20. ESTIMATED COST FOR FULL PERFORMANCE OF THIS AGREEMENT					
FY 2003	FY 2004	FY 2005	FY 2006	FY 2007	TOTAL
\$ 18,900	\$ 19,500	\$ 20,000	\$ 20,500	\$ 21,000	\$ 99,900

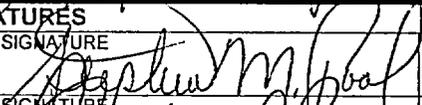
21. CERTIFICATION OF FUNDS
This certifies that funds in the amount cited in Block 13.A. are available in the current fiscal year allotment for work authorized by this agreement.

FUNDS CERTIFICATION OFFICIAL (Typed Name)
certified on NRC form 400 orig. on file

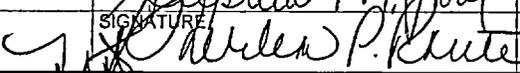
SIGNATURE  DATE

22. SIGNATURES

NRC ISSUING AUTHORITY (Typed Name and Title)
Stephen M. Pool, Contracting Officer

SIGNATURE  DATE **12/9/02**

SERVICING AGENCY OFFICIAL/DESIGNEE (Typed Name and Title)
Susan W. Lynch, Director

SIGNATURE  DATE

NRC CONTACTS:

TECHNCAL:

FULL NAME Bruce Ridgely	ADDRESS Mail Stop O-2G11
TELEPHONE NUMBER 301-415-2161	Washington, DC 20555

ADMINISTRATIVE:

FULL NAME Elinor Cunningham	ADDRESS Mail Stop T-7I2
TELEPHONE NUMBER 301-415-6580	Washington, DC 20555

OTHER AGENCY'S CONTACTS:

TECHNCAL:

FULL NAME Carl Lawrence	ADDRESS 6808 Loisdale Road
TELEPHONE NUMBER 703-557-0180	Building A, Suite #1 Springfield, VA 22150

ADMINISTRATIVE:

FULL NAME	ADDRESS
TELEPHONE NUMBER	

BILLING INFORMATION:

To receive reimbursement under this agreement, forward to NRC on a (check one):

monthly quarterly other _____ basis, an original and three copies of Standard Form

1081 in accordance with the Treasury Fiscal Requirements Manual, Bulletin No. 78-09, or, if possible, bill monthly through the OPAC system. Send reimbursement requests to the following address:

Financial Operations Branch
Mail Stop: T-9 E2
Division of Accounting and Finance
Office of the Chief Financial Officer
U.S Nuclear Regulatory Commission
Washington, DC 20555-0001

Any NRC funds remaining unexpended at the end of a fiscal year may be carried over into future fiscal years unless otherwise notified by NRC

REPORTING REQUIREMENTS: Submit reports to the NRC in accordance with the statement of work. Submit financial status reports on a (check one):

monthly quarterly other _____ basis These reports shall contain a brief letter

status report which summarizes the expenditure of NRC funds. This report shall address the following categories, as applicable: (1) staff effort, (2) travel, (3) equipment and supplies; and (4) subcontract costs. Each report shall include by category: (a) costs for the previous month; (b) cumulative costs and uncosted obligations to date; and (c) projections for the remainder of the NRC obligated funds. The first monthly report shall provide the initial projections, and subsequent reports shall either indicate revised projections or indicate "no change in the cost and uncosted expenditure projection."

Submit these reports to the NRC Technical Contact by the 20th day of the month following the reporting period.

TERMINATING THE AGREEMENT: This agreement may be unilaterally terminated by either party generally upon 30 days' written notice to the other party. NRC will pay its share of any project expenses up to the termination date. Any expenses incurred in terminating this agreement will be paid by the party terminating the agreement. Any unexpended funds shall be returned to the NRC.