

ORDER FOR SUPPLIES OR SERVICES

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

1 DATE OF ORDER 12/28/01 2 CONTRACT NO (If any) _____ 6 SHIP TO _____

3 ORDER NO DR-02-0147 MODIFICATION NO _____ 4 REQUISITION/REFERENCE NO 402A0047 a NAME OF CONSIGNEE
U.S. Nuclear Regulatory Commission
Attn: TR Stansbury, OPl-37

5 ISSUING OFFICE (Address correspondence to)
U.S. Nuclear Regulatory Commission
Division of Contracts & Property Mgt.
Attn: Mike Mills (301) 415-6550
Contract Management Branch, T-7-I-2
Washington, DC 20555 b STREET ADDRESS _____

c CITY Washington, d STATE DC e ZIP CODE 20555

7 TO _____ f SHIP VIA _____

a NAME OF CONTRACTOR _____ 8 TYPE OF ORDER _____

b COMPANY NAME Pitney Bowes, Inc. a PURCHASE ORDER b DELIVERY/TASK ORDER

Attn: Brian Schultz Reference your _____ Except for billing instructions on the reverse this delivery/task 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 216 Business Park Drive Please furnish the following on both sides of this order and on the attached sheet, if any, including delivery as indicated

d CITY Virginia Beach, e STATE VA f ZIP CODE 23462

9 ACCOUNTING AND APPROPRIATION DATA \$4,164.20 10 REQUISITIONING OFFICE _____

Job Code: D1912, B&R No 24015-511306

BOC: 2380, X0200

11 BUSINESS CLASSIFICATION (Check appropriate box(es))

a SMALL b OTHER THAN SMALL c DISADVANTAGED d WOMEN-OWNED

12 FOB POINT Destination 14 GOVERNMENT B/L NO _____ 15 DELIVER TO FOB POINT ON OR BEFORE 04-01-2002 16 DISCOUNT TERMS Net 30

13 PLACE OF _____ FOR INFORMATION CALL (No collect calls)

a INSPECTION _____ b ACCEPTANCE _____

17 SCHEDULE (See reverse for Rejections)

ITEM NO (A)	SUPPLIES OR SERVICES (B)	QUANTITY ORDERED (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)	QUAN ACCE (G)
1.	Full service maintenance on equipment and rental of the postage meter on the Paragon II Meter Mailing Machine - Model J075, Serial No 0017686	1	YR	132.00	\$132.00	
2.	Model No. J630, Serial No 0010376	1	YR	173.00	\$173.00	
3.	Model No. UBH1, Serial No. 0005640	1	YR	1,627.00	\$1,627.00	
4.	Model No. UF50, Serial No 0006267	1	YR	910.00	\$910.00	
5.	Model No. USPO, Serial No. 0002273	1	YR	259.00	\$259.00	
6.	Rental of the Paragon Official Mail, postage-by-phone, electronic postage meter, Model No. E105, billed quarterly in arrears. Period of Performance: 4/1/2002 through 3/31/2003. Account No. 16437963867 (SEE ATTACHMENT A)	1	YR	1,063.20	\$1,063.20	

18 SHIPPING POINT _____ 19 GROSS SHIPPING WEIGHT _____ 20 INVOICE NO _____

21 MAIL INVOICE TO _____

SEE BILLING INSTRUCTIONS ON REVERSE

a NAME U.S. Nuclear Regulatory Commission
Office of the Chief Financial Officer

b STREET ADDRESS (or P O Box) Attn: Accounting, T-9E2
(submit invoice in duplicate)

c CITY Washington, d STATE DC e ZIP CODE 20555

23 NAME (Typed) Mary H. Mace

TITLE CONTRACTING/ORDERING OFFICER

22 UNITED STATES OF AMERICA BY (Signature) 

\$4,164.20 SUB

Attachment A

The Contractor shall provide full service maintenance and rental of the postage meter on the Paragon II Meter Mailing Machine, NRC tag no. 062759 to include parts, unlimited calls, labor, scheduled maintenance, travel and mileage, operator training and instruction if requested emergency service and carry-in service. This maintenance covers the components listed in the purchase order.

Response Time - The Contractor shall respond to NRC's call within 48 hours

After completing service, the service representative shall obtain the signature of the government employee cognizant of the work performed on the service ticket. The service ticket shall include the following information:

1. NRC Tag No
2. Date the service call was placed
3. Name of NRC personnel who placed the service call
4. Serial number of equipment serviced
5. Description of services performed
6. Purchase order number and service call number

NRC Contact: Reggie Stansbury 301-415-2095
David Weddle

TERMS AND CONDITIONS

(APPLICABLE TO OPEN MARKET COMMERCIAL SIMPLIFIED ACQUISITIONS)

This contract incorporates one or more clauses by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make the full text available (Clauses which are not applicable are self-deleting)

The following terms and conditions apply to this purchase order:

52 212-4 CONTRACT TERMS AND CONDITIONS--
-COMMERCIAL ITEMS

___ See attached Addendum when checked

52 212-5 CONTRACT TERMS AND CONDITIONS
REQUIRED TO IMPLEMENT STATUTES
FOR EXECUTIVE
ORDERS--COMMERCIAL ITEMS (AUG
1996)52 212-5 Contract Terms and
Conditions Required to Implement
Statutes or Executive Orders-- Commercial Items

As prescribed in 12.301(b)(4), insert the following clause.

Contract Terms and Conditions Required to Implement Statutes or Executive Orders--Commercial Items (Aug 2000)

(a) The Contractor shall comply with the following FAR clauses, which are incorporated in this contract by reference, to implement provisions of law or executive orders applicable to acquisitions of commercial items:

(1) 52.222-3, Convict Labor (E O 11755)

(2) 52 233-3, Protest after Award (31 U S C 3553).

(b) The Contractor shall comply with the FAR clauses in this paragraph (b) which the contracting officer has indicated as being incorporated in this contract by reference to implement provisions of law or executive orders applicable to acquisitions of commercial items or components.

[Contracting Officer shall check as appropriate]

___ (1) 52.203-6, Restrictions on Subcontractor Sales to the Government, with Alternate I (41 U.S.C. 253g and 10 U S C 2402)

___ (2) 52 219-3, Notice of Total HUBZone Small Business Set-Aside (Jan 1999).

___ (3) 52 219-4, Notice of Price Evaluation Preference for HUBZone Small Business Concerns (Jan 1999) (if the offeror elects to waive the preference, it shall so indicate in its offer).

___ (4)(i) 52 219-5, Very Small Business Set-Aside (Pub L 103-403, section 304, Small Business Reauthorization and Amendments Act of 1994)

___ (ii) Alternate I to 52 219-5.

___ (iii) Alternate II to 52.219-5

___ (5) 52.219-8, Utilization of Small Business Concerns (15 U S C 637(d)(2) and (3))

___ (6) 52.219-9, Small Business Subcontracting Plan (15 U S C 637(d)(4))

___ (7) 52 219-14, Limitations on Subcontracting (15 U S C 637(a)(14))

___ (8)(i) 52 219-23, Notice of Price Evaluation Adjustment for Small Disadvantaged Business Concerns (Pub L 103-355, section 7102, and 10 U S C 2323) (if the offeror elects to waive the adjustment, it shall so indicate in its offer)

(ii)___ Alternate I of 52 219-23

___ (9) 52 219-25, Small Disadvantaged Business Participation Program--Disadvantaged Status and Reporting (Pub L 103-355, section 7102, and 10 U S C 2323)

___ (10) 52 219-26, Small Disadvantaged Business Participation Program--Incentive Subcontracting (Pub L 103-355, section 7102, and 10 U S C 2323)

___ (11) 52 222-21, Prohibition of Segregated Facilities (Feb 1999)

(12) 52 222-26, Equal Opportunity (E.O 11246)

___ (13) 52 222-35, Affirmative Action for Disabled Veterans and Veterans of the Vietnam Era (38 U.S.C. 4212)

(14) 52.222-36, Affirmative Action for Workers with Disabilities (29 U S C. 793)

___ (15) 52.222-37, Employment Reports on Disabled Veterans and Veterans of the Vietnam Era (38 U S C. 4212)

___ (16)(i) 52.223-9, Estimate of Percentage of Recovered Material Content for EPA-Designated Products (42 U S C. 6962(c)(3)(A)(ii))

(2) 52 222-35, Affirmative Action for Disabled Veterans and Veterans of the Vietnam Era (38 U.S.C. 4212);

(3) 52 222-36, Affirmative Action for Workers with Disabilities (29 U.S.C. 793);

(4) 52 247-64, Preference for Privately-Owned U S Flag Commercial Vessels (46 U.S.C. 1241) (flow down not required for subcontracts awarded beginning May 1, 1996), and

(5) 52.222-41, Service Contract Act of 1965, As Amended (41 U.S.C. 351, et seq.).

(End of clause)

NRC Acquisition Clauses - 48 CFR 20

2052 209-73 Contractor Organizational Conflict of Interest

Other Applicable Clauses

- ___ See Addendum for the following in full text (if checked)
- ___ 52.216-18, Ordering
 - ___ 52 216-19, Order Limitations
 - ___ 52 216-22, Indefinite Quantity
 - ___ 52 217-6, Option for Increased Quantity
 - ___ 52.217-7, Option for Increased Quantity-- Separately Priced Line Item
 - ___ 52 217-8, Option to Extend Services
 - ___ 52 217-9, Option to Extend the Term of the Contract

Seat Belts

Contractors, subcontractors, and grantees, are encouraged to adopt and enforce on-the-job seat belt policies and programs for their employees when operating company-owned, rented, or personally owned vehicles.

Electronic Payment

The Debt Collection Improvement Act of 1996 requires that all payments except IRS tax refunds be made by Electronic Funds Transfer. It is the policy of the Nuclear Regulatory Commission to pay vendors by the Automated Clearing House (ACH) electronic funds transfer payment system. The electronic system is known as Vendor Express. Payment shall be made in accordance with FAR 52 232-33, entitled "Mandatory Information for Electronic Funds Transfer Payment."

To receive payment, the contractor shall complete the "Company Information" portion of the Standard Form 3881, entitled "ACH Vendor/Miscellaneous Payment Enrollment Form" found as an attachment. The contractor shall take the form to the ACH Coordinator at the financial institution that maintains its company's bank account. The contractor shall discuss with

the ACH Coordinator how the payment identification information (addendum record) will be passed to them once the payment is received by the financial institution. To ensure that adequate payment information will be available to the contractor, the contractor should inform the financial institution that the addendum record must not be stripped from the payment. Further information concerning the addendum is provided on page 2 of the attachment. The ACH Coordinator should fill out the "Financial Institution Information" portion of the form and return it to the Office of the Controller at the following address: Nuclear Regulatory Commission, Division of Accounting and Finance, Financial Operations Section, Mail Stop T-9-H-4, Washington, DC 20555, ATTN: ACH/Vendor Express. It is the responsibility of the contractor to ensure that the financial institution returns the completed form to the above cited NRC address. If the contractor can provide the financial information, signature of the financial institution's ACH Coordinator is not required. The NRC is under no obligation to send reminders. Only after the Office of the Controller has processed the contractor's sign-up form will the contractor be eligible to receive payments.

Once electronic funds transfer is established for payments authorized by NRC, the contractor needs to submit an additional SF 3881 only to report changes to the information supplied.

Questions concerning ACH/Vendor Express should be directed to the Financial Operations staff at (301) 415-7520.

Attachment: SF 3881