

ORDER FOR SUPPLIES OR SERVICES

PAGE OF PAGES

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

1 DATE OF ORDER 07-24-2002	2 CONTRACT NO (if any) GS-25F-0110M	6 SHIP TO	
3 ORDER NO DR-02-0330	MODIFICATION NO	4 REQUISITION/REFERENCE NO 40201513	
5. ISSUING OFFICE (Address correspondence to) U.S. Nuclear Regulatory Commission Div of Contracts and Property Mgmt Two White Flint North - MS T-7-I-2 Washington, DC 20555		a NAME OF CONSIGNEE U.S. Nuclear Regulatory Commission ATTN: Mr. T.R. Stansbury	
		b STREET ADDRESS Mail Stop OP-1-37	
		c CITY Washington	d STATE DC
		e ZIP CODE 20555	
7 TO		f SHIP VIA	

a NAME OF CONTRACTOR Neopost, Inc.		8 TYPE OF ORDER	
b COMPANY NAME ATTN: Ms. Ilene Zeitsoff		<input type="checkbox"/> a PURCHASE ORDER	<input checked="" type="checkbox"/> b DELIVERY/TASK ORDER
c STREET ADDRESS 603 B Admiral Drive, Suite 107		Reference your 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	
d CITY Annapolis	e STATE MD		

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.

9 ACCOUNTING AND APPROPRIATION DATA Job Code: D1912, B&R No. 24015-511306 BOC: 2380, Fund Source: X0200		\$3,245.10	10 REQUISITIONING OFFICE ADM
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11 BUSINESS CLASSIFICATION (Check appropriate box(es))			
<input type="checkbox"/> a SMALL	<input checked="" type="checkbox"/> b OTHER THAN SMALL	<input type="checkbox"/> c DISADVANTAGED	<input type="checkbox"/> d WOMEN-OWNED

12 FOB POINT Destination	14 GOVERNMENT B/L NO	15 DELIVER TO FOB POINT ON OR BEFORE 30-45 Days ARO	16 DISCOUNT TERMS Net 30
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13 PLACE OF		FOR INFORMATION CALL (No collect calls)	
a INSPECTION	b ACCEPTANCE	Mr. Michael Mills 301-415-6550	

ITEM NO (A)	SUPPLIES OR SERVICES (B)	QUANTITY ORDERED (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)	QUANTITY ACCEPTED (G)
1.	Purchase of the Neopost IJ35 Digital Mailing Machine in accordance with the attached salient characteristics/minimum requirements.	1	EA	3,041.70	\$3,041.70	
2.	Meter rental - (date of working installation through 12 months) Warranty: 90 days parts and labor. A minimum of 2 hours onsite operational training to the NRC staff is included at no additional cost to the Government. Ship to Address: U.S. Nuclear Regulatory Commission Attn: Ms. Vivian L. Mehrhoff 1551 Hillshire Drive, Suite A Las Vegas, NV 89134 NRC point-of-contact in Las Vegas, NV: Ms. Vivian L. Mehrhoff (702) 794-5053	12	Mo	16.95	\$203.40	

SEE BILLING INSTRUCTIONS ON REVERSE	18 SHIPPING POINT	19 GROSS SHIPPING WEIGHT	20 INVOICE NO	\$3,245.10 (SUBTOTAL)	
	21 MAIL INVOICE TO				
	a NAME U.S. Nuclear Regulatory Commission Payment Team, Mail Stop T-9-H-4				17(h) TOTAL (Cont. pages)
	b STREET ADDRESS (or P O Box) Attn: (DR-02-0330)				17(i) GRAND TOTAL
c CITY Washington	d STATE DC	e ZIP CODE 20555		\$3,245.10	

22. UNITED STATES OF AMERICA By (Signature) 	23 NAME (Typed) Michael Mills TITLE. CONTRACTING/ORDERING OFFICER
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DELIVERY ORDER TERMS AND CONDITIONS

NOT SPECIFIED IN THE CONTRACT

A.1 NRC ACQUISITION CLAUSES - (NRCAR) 48 CFR CH. 20

A.2 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

A.3 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 to this document. 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. Further information concerning the addendum is provided at Attachment . The ACN 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 institutions 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."

A.4 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.

Meter Mailing System

Salient Characteristics/Minimum Requirements:

- Minimum 70 lb. capacity scale
- Low volume mailing machine (est.\$300 - \$350.00 per month in postage)
- Automatic date advance
- label dispenser
- Menu driven
- Password-controlled for security
- Scale interface capability for efficiency and cost control
- Most USPS rates and services included
- Adjustable postage impression
- Integrated accounting feature with a minimum 4-digit numeric codes capability
- POC Government Meter
- Minimum 10 programmable job functions