

ORDER FOR SUPPLIES OR SERVICES

IMPORTANT: Mark all packages and papers with contract and/or order numbers. BPA NO.

| | | | | | |
|---|--|--|----------------------|--|----------------------|
| 1. DATE OF ORDER 09-30-2003 | | 2. CONTRACT NO. (If any) GS-25F-0062L | | 6. SHIP TO: | |
| 3. ORDER NO. DR-33-03-351 | | 4. REQUISITION/REFERENCE NO. <i>ded 7/21/03</i> CIO-03-351/10370839 | | a. NAME OF CONSIGNEE U.S. Nuclear Regulatory Commission Office of the Chief Information Officer | |
| 5. ISSUING OFFICE (Address correspondence to) U.S. Nuclear Regulatory Commission Division of Contracts Two White Flint North - MS T-7-I-2 Contract Management Center No. 1 Washington DC 20555 | | | | b. STREET ADDRESS ATTN: Mike Hamilton Mail Stop: O-P1-33 | |
| 7. TO: | | c. CITY Washington | | d. STATE DC | e. ZIP CODE 20555 |
| a. NAME OF CONTRACTOR XEROX CORPORATION | | | | f. SHIP VIA | |
| b. COMPANY NAME ATTN: Lynn McGunnigle 202-962-7889 | | | | 8. TYPE OF ORDER | |
| c. STREET ADDRESS 1301 K Street, N.W., Suite 300 W | | | | <input type="checkbox"/> a. PURCHASE ORDER <input checked="" type="checkbox"/> b. DELIVERY/TASK ORDER | |
| d. CITY Washington | | e. STATE DC | f. ZIP CODE 20005 | 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. 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: D2384 B & R NUMBER: 310-15-524-346 BOC: 2570 FUND SOURCE: 31X0200.310 | | | | \$49,606.64 10. REQUISITIONING OFFICE OCIO OFFICE OF THE CHIEF INFORMATION OFFICER | |
| 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. F.O.B. POINT Destination | | 14. GOVERNMENT B/L NO. | | 15. DELIVER TO F.O.B. POINT ON OR BEFORE As Stated | |
| 13. PLACE OF | | 16. DISCOUNT TERMS Net 30 | | | |
| a. INSPECTION Destination | | b. ACCEPTANCE Destination | | FOR INFORMATION CALL: (No collect calls) Heriberto Colón, Jr. (301) 415-7135 | |

17. SCHEDULE (See reverse for Rejections)

| ITEM NO. (A) | SUPPLIES OR SERVICES (B) | QUANTITY ORDERED (C) | UNIT (D) | UNIT PRICE (E) | AMOUNT (F) | QUANTITY ACCEPTED (G) |
|--------------|--|----------------------|----------|----------------|------------|-----------------------|
| | Delivery Order for Renewal of Maintenance Plan for Two (2) NRC-owned Xerox DocuLink 5690 Duplicators, as specified in ATTACHMENT #1, SCHEDULE OF SUPPLIES OR SERVICES. THE NRC PROJECT OFFICER AND POC FOR THIS ORDER IS: Mike Hamilton, 301-415-2070 ATTACHMENT #2: BILLING INSTRUCTIONS FOR FIXED PRICE CONTRACTS | | | | | |

| | | | | | | | | |
|--|---|--|---------------------------|----------------|---|--|--|---------------------------|
| SEE BILLING INSTRUCTIONS ON REVERSE | 18. SHIPPING POINT | | 19. GROSS SHIPPING WEIGHT | | 20. INVOICE NO. | | | SUBTOTAL |
| | 21. MAIL INVOICE TO: | | | | | | | 17(h) TOTAL (Cont. pages) |
| | a. NAME U.S. Nuclear Regulatory Commission Division of Contracts | | | | | | | 17(i). GRAND TOTAL |
| | b. STREET ADDRESS (or P.O. Box) Attn: Mail Stop T-7-I2 (SUBMIT THREE COPIES OF INVOICE) | | c. CITY Washington | d. STATE DC | e. ZIP CODE 20555 | | | \$49,606.64 |
| 22. UNITED STATES OF AMERICA BY (Signature) | | | | | 23. NAME (Typed) Sharon D. Stewart Contracting Officer TITLE: CONTRACTING/ORDERING OFFICER | | | |

DELIVERY ORDER TERMS 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.

A.5 COMPLIANCE WITH U.S. IMMIGRATION LAWS AND REGULATIONS

NRC contractors are responsible to ensure that their alien personnel are not in violation of United States Immigration and Naturalization (INS) laws and regulations, including employment authorization documents and visa requirements. Each alien employee of the Contractor must be lawfully admitted for permanent residence as evidenced by Alien Registration Receipt Card Form 1-151 or must present other evidence from the Immigration and Naturalization Services that employment will not affect his/her immigration status. The INS Office of Business Liaison (OBL) provides information to contractors to help them understand the employment eligibility verification process for non-US citizens. This information can be found on the INS website, <http://www.ins.usdoj.gov/graphics/services/employerinfo/index.htm#obl>.

The NRC reserves the right to deny or withdraw Contractor use or access to NRC facilities or its equipment/services, and/or take any number of contract administrative actions (e.g., disallow costs, terminate for cause) should the Contractor violate the Contractor's responsibility under this clause.

(End of Clause)

SCHEDULE OF SUPPLIES OR SERVICES

| ITEM NO. 1 | DESCRIPTION | QUANTITY | UNIT | UNIT PRICE | TOTAL |
|------------|-------------|----------|------|------------|-------|
|------------|-------------|----------|------|------------|-------|

PERIOD OF PERFORMANCE: (07/01/2003 - 09/30/2003)

| | | | | | |
|-----|--|------------|--|----|----------|
| 001 | Maintenance of Xerox Model No. 5690 Serial No. G2T-101-623 Inclusive of 275,000 copies/month NRC Tag No. 068865 All Copies over 275,000 shall be billed @ \$0.0060/EA Estimated Overage Amount | [REDACTED] | | \$ | 6,954.00 |
| 002 | Maintenance of Xerox Model No. 5690 Serial No. G2T-101-631 Inclusive of 275,000 copies/month NRC Tag No. 068866 All Copies over 275,000 shall be billed @ \$0.0060/EA Estimated Overage Amount | [REDACTED] | | \$ | 6,954.00 |

PERIOD OF PERFORMANCE: (10/01/2003 - 03/31/2004)

| | | | | | |
|-----|--|------------|--|----|--------------|
| 003 | Maintenance of Xerox Model No. 5690 Serial No. G2T-101-623 Inclusive of 275,000 copies/month NRC Tag No. 068865 All Copies over 275,000 shall be billed @ \$0.0062/EA | [REDACTED] | | \$ | 14,328.00 |
| 004 | Maintenance of Xerox Model No. 5690 Serial No. G2T-101-631 Inclusive of 275,000 copies/month NRC Tag No. 068866 All Copies over 275,000 shall be billed @ \$0.0062/EA | [REDACTED] | | \$ | 14,328.00 |
| 005 | Estimated Amount for Overages NOT-TO-EXCEED | [REDACTED] | | \$ | 7,042.64 NTE |

TOTAL AMOUNT: \$ 49,606.64

SCHEDULE OF SUPPLIES OR SERVICES

OPTION #1

PERIOD OF PERFORMANCE: (04/01/2004 - 09/30/2004)

| | | | | |
|-----|--|------------|----|--------------|
| 006 | Maintenance of Xerox Model No. 5690 Serial No. G2T-101-623 Inclusive of 275,000 copies/month NRC Tag No. 068865 All Copies over 275,000 shall be billed @ \$0.0062/EA | [REDACTED] | \$ | 14,328.00 |
| 007 | Maintenance of Xerox Model No. 5690 Serial No. G2T-101-631 Inclusive of 275,000 copies/month NRC Tag No. 068866 All Copies over 275,000 shall be billed @ \$0.0062/EA | [REDACTED] | \$ | 14,328.00 |
| 005 | Estimated Amount for Overages NOT-TO-EXCEED | [REDACTED] | \$ | 5,000.00 NTE |

OPTION #1 TOTAL AMOUNT: \$ 33,656.00

TOTAL ESTIMATED ORDER AMOUNT (If OPTION #1 is Exercised): \$ 83,262.64

The Contracting Officer may unilaterally exercise OPTION #1. If the Contracting Officer elects to exercise this Option, a modification to this Order will be issued obligating additional funds.

**ATTACHMENT #1
DR-33-03-351**

SCHEDULE OF SUPPLIES OR SERVICES

The Contractor Shall provide an 8-hour response time from the time the service call is placed.
Work shall be performed Monday through Friday, between the hours of 7:30 a.m. - 4:15 p.m.

Location of Machines:

U.S. Nuclear Regulatory Commission
One White Flint North
11555 Rockvill Pike, Room O-P1-33
Rockville, MD 20852

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 number
2. Date the service call was placed
3. Name of NRC personnel who placed the service call.
4. Serial number of the equipment serviced.
5. Description of the services performed.
6. Purchase order Number and service call number.

NRC POC and Project Officer: Mike Hamilton, 301-415-2070

**ATTACHMENT # 2
DR-33-03-351**

**BILLING INSTRUCTIONS FOR
FIXED PRICE CONTRACTS**

General: The contractor shall prepare vouchers or invoices as prescribed herein. FAILURE TO SUBMIT VOUCHERS/INVOICES IN ACCORDANCE WITH THESE INSTRUCTIONS WILL RESULT IN REJECTION OF THE VOUCHER/INVOICES AS IMPROPER.

Form: Claims shall be submitted on the payee's letterhead, voucher/invoices, or on the Government's Standard Form 1034, "Public Voucher for Purchases and Services Other than Personal," and Standard Form 1035, "Public Voucher for Purchases Other than Personal-- Continuation Sheet." These forms are available from the U.S. Government Printing Office, 710 North Capitol Street, Washington, DC 20401.

Number of Copies: An original and three copies shall be submitted. Failure to submit all the required copies will result in rejection of the voucher/invoice as improper.

Designated Agency Billing Office: Vouchers/Invoices shall be submitted to the following address:

U.S. Nuclear Regulatory Commission
Division of Contracts - T-7-I-2
Washington, DC 20555-0001

A copy of any invoice which includes a purchase of property valued at the time of purchase at \$5000 or more, shall additionally be sent to:

Chief, Property Management Branch
Division of Facilities and Property Management
Mail Stop - T-7-D-27
Washington, DC 20555-0001

HAND-DELIVERY OF VOUCHERS/INVOICES IS DISCOURAGED AND WILL NOT EXPEDITE PROCESSING BY THE NRC. However, should you choose to deliver vouchers/invoices by hand, including delivery by any express mail service or special delivery service which uses a courier or other person to deliver the vouchers/invoices in person to the NRC, such vouchers/invoices must be addressed to the above Designated Agency Billing Office and will only be accepted at the following location:

U.S. Nuclear Regulatory Commission
One White Flint North - Mail Room
11555 Rockville Pike
Rockville, MD 20852

HAND-CARRIED SUBMISSIONS WILL NOT BE ACCEPTED AT OTHER THAN THE ABOVE ADDRESS

Note that the official receipt date for hand-delivered vouchers/invoices will be the date it is received by the official agency billing office in the Division of Contracts.

Agency Payment Office: Payment will continue to be made by the office designated in the contract in Block 12 of the Standard Form 26 or Block 25 of the Standard Form 33, whichever is applicable.

Frequency: The contractor shall submit a voucher or invoice only after the NRC's final acceptance of services rendered or products delivered in performance of the contract unless otherwise specified in the contract.

Preparation and Itemization of the Voucher/Invoice: The voucher/invoice shall be prepared in ink or by typewriter (without strike-overs). Corrections or erasures must be initialed. To be considered a proper voucher/invoice, all of the following elements must be included:

1. Contract number.
2. Sequential voucher/invoice number.
3. Date of voucher/invoice.
4. Payee's name and address. (Show the name of the contractor and its correct address. In addition, when an assignment of funds has been made by the contractor, or a different payee has been designated, include the name and address of the payee). Indicate the name and telephone number of the individual responsible for answering questions which the NRC may have regarding the voucher/invoice.
5. Description of articles or services, quantity, unit price, and total amount.
6. For contractor acquired property list each item purchased costing \$50,000 or more and having a life expectancy of more than 1 year and provide: (1) an item description, (2) manufacturer, (3) model number, (4) serial number, (5) acquisition cost, (6) date of purchase, and (7) a copy of the purchasing document.
7. Weight and zone of shipment, if shipped by parcel post.
8. Charges for freight or express shipments. Attach prepaid bill if shipped by freight or express.
9. Instructions to consignee to notify the Contracting Officer of receipt of shipment.
10. Travel Reimbursement (if applicable)

The contractor shall submit claims for travel reimbursement as a separate item on its fixed-price invoice/voucher in accordance with the following:

Travel reimbursement. Total costs associated with each trip must be shown in the following format:

| <u>Start Date</u> | <u>Destination</u> | <u>Costs</u> |
|-------------------|--------------------|--------------|
| From: | From: | |
| To: | To: | \$ |

Provide supporting documentation (receipts) for travel expenditures in excess of \$75.00 in an attachment to the invoice/voucher.

For Indefinite Delivery contracts or contracts under which progress payments are authorized, the final voucher/invoice shall be marked "FINAL VOUCHER" OR "FINAL INVOICE."

Currency: Billings may be expressed in the currency normally used by the contractor in maintaining his accounting records and payments will be made in that currency. However, the U.S. dollar equivalent for all vouchers/invoices paid under the contract may not exceed the total U.S. dollars authorized in the contract.

Supersession: These instructions supersede any previous billing instructions.