

JUN 15 2005

NOTE TO: DAF

FROM: Robert B. Webber

SUBJECT: CLOSEOUT OF NRC-10-03-140 WITH SHIRLINGTON LIMOUSINE &  
TRANSPORTATION REAGAN NATIONAL AIRPORT

The subject contract expired November 30, 2003. The contractor has been paid in full in the amount of \$50,171.62. The contractor has been mailed two requests for closeout documents. The second request was sent via certified mail on May 4, 2005, and received by the contractor on May 12, 2005 (see attached). The second request stated the contract would be unilaterally closed by the Government, if the contractor did not return the closeout forms within 15 days after receipt of the notice. Therefore, Division of Contracts is closing the subject contract unilaterally.

The contract is hereby considered closed.

Should you have any questions, contact Sharlene McCubbin, Contract Specialist, on (301) 415-6565 or Heriberto (Eddie) Colón, Jr., Contract Specialist, on (301) 415-7135.

Enclosure(s):  
As stated

TEMPLATE - ADM001

SISP REVIEW COMPLETE

ADM002

## SENDER: COMPLETE THIS SECTION

- Complete Items 1, 2, and 3. Also complete item 4 if Restricted Delivery is desired.
- Print your name and address on the reverse so that we can return the card to you.
- Attach this card to the back of the mailpiece, or on the front if space permits.

## 1. Article Addressed to:

Shirlington Limousine & Transportation  
Regional National Airport  
Attn: Christopher Baker  
Signature Address Hanger 7 Room 223  
Washington DC 20001

## 2. Article Number (Copy from ser

7002 0860 0002 1485 7132

## COMPLETE THIS SECTION ON DELIVERY

## A. Received by (Please Print Clearly)

## B. Date of Delivery

5/13/99

## C. Signature

X

Kirk Rensel

☐ Agent☐ Addressee

## D. Is delivery address different from item 1?

☐ Yes

If YES, enter delivery address below:

☐ No

1003-140

## 3. Service Type

☒ Certified Mail☐ Express Mail☐ Registered☐ Return Receipt for Merchandise☐ Insured Mail☐ C.O.D.

## 4. Restricted Delivery? (Extra Fee)

☐ Yes

MAY 04 2005

Shirlington Limousine and Transportation  
Reagan National Airport  
ATTN: Christopher Baker  
Washington, DC 20001

SUBJECT: CONTRACT NO. NRC-10-03-140, MODIFICATION NO. 5 (SECOND REQUEST)

Dear Mr. Baker:

This is the U.S. Nuclear Regulatory Commission's (NRC) second request for final closeout documents. The subject contract expired on November 30, 2003, and we are initiating closeout action

NRC has paid Shirlington Limousine and Transportation \$50,171.62. In accordance with FAR Clause 4.804-4 - Physically Completed Contracts, Shirlington Limousine and Transportation has performed all services and the Government has accepted these services. Therefore, this contract is considered physically complete.

It is necessary to de-obligate excess funds remaining in the amount of \$14,368.63 for other immediate agency requirements. Therefore, enclosed for your records is one (1) executed copy of the subject modification.

In addition, please complete the enclosed Final Release, Property Certification form as well as the reports required by the clauses on the contract related to Patents, Copyrights and return them to the address below. If negative reports are appropriate, statements to that effect are required.

U.S. Nuclear Regulatory Commission  
ATTN: Sharlene McCubbin, or Heriberto (Eddie) Colón, Jr.  
Division of Contracts, MS T-7-12  
Office of Administration  
Washington, DC 20555

If the NRC does not receive the attached forms within 15 days after receipt of this letter, the NRC will unilaterally close the contract, and the Government shall hereby be released from all liabilities, obligations, claims, and demands whatsoever under or arising from the said contract.

If you have any questions regarding this matter, please contact Sharlene McCubbin on (301) 415-6565 or Heriberto (Eddie) Colón, Jr., Contract Specialist, on (301) 415-7135.

Sincerely,

Mary H. Mace, Contracting Officer  
Contract Management Branch No. 1  
Division of Contracts  
Office of Administration

Enclosures: As stated

DIST: DC r/f; CMC2 r/f; SMcCubbin r/f; GNesmith, ADM; ECunningham; Accounting; JCucura

ADM/DC/CMB1  
SMCCUBBIN  
5/2/2005

ADM/DC/CMB3  
HCOLONJR  
5/2/2005

ADM/DC/CMB1  
MHMACE  
5/2/2005