

NRC-IA-10-05-437

**AWARD OF INTERAGENCY AGREEMENT**

4. AGENCY LOCATOR NO.

31000001

5. B & R NUMBER

540-15-5B2306

7. JOB CODE

D2342

8. APPROPRIATION SYMBOL

X0200

9. BOC

253A

10. DOCUMENT IDENTIFICATION NUMBER

11. NAME AND ADDRESS OF SERVICING AGENCY

General Services Administration  
Property Management Division - 3FP-W  
Personal Property Center  
6808 Loisdale Road, Building A, Suite 1  
Springfield, VA 22150

6. ISSUED BY

U. S. Nuclear Regulatory Commission  
- Washington, DC 20555-0001

PROJECT MANAGER

Bruce Ridgely

12. JOB CODE TITLE

Excess Equipment Disposal

13. AGREEMENT PERFORMANCE PERIOD

BEGIN

05/13/2005

END

09/30/2005

**14. OBLIGATION AVAILABILITY PROVIDED BY**

A. THIS ACTION	\$	5,000
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	\$	5,000

**15. ATTACHMENTS**

THE FOLLOWING ATTACHMENTS ARE MADE A PART OF THIS AGREEMENT

- STATEMENT OF WORK
- ADDITIONAL TERMS AND CONDITIONS
- OTHER (Specify) \_\_\_\_\_

**16. SECURITY**

- WORK ON THIS AGREEMENT INVOLVES CLASSIFIED INFORMATION
- WORK ON THIS AGREEMENT INVOLVES SENSITIVE UNCLASSIFIED INFORMATION
- WORK ON THIS AGREEMENT IS UNCLASSIFIED AND NOT SENSITIVE

17. FEE BILLABLE UNDER 10 CFR PART 170  YES  NO

**18. REMARKS**

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

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

- ENERGY REORGANIZATION ACT OF 1974, AS AMENDED
- THE ECONOMY ACT OF 1932
- THE CLINGER-COHEN ACT OF 1996
- OTHER (Specify) \_\_\_\_\_

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

**21. ESTIMATED COST FOR FULL PERFORMANCE OF THIS AGREEMENT**

FY 2005	FY 2006	FY 2007	FY	FY	TOTAL
\$ 5,000	\$ 7,400	\$ 7,400	\$	\$	\$ 19,800

**22. CERTIFICATION OF FUNDS**

This certifies that funds in the amount cited in Block 14.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 \_\_\_\_\_

**23. SIGNATURES**

NRC ISSUING AUTHORITY (Typed Name and Title)  
Mary H. Mace, Contracting Officer

SIGNATURE \_\_\_\_\_ DATE 5/19/05

SERVICING AGENCY OFFICIAL/DESIGNEE (Typed Name and Title)  
Joseph Hvorecky, Director

SIGNATURE \_\_\_\_\_ DATE 5/23/05

**NRC CONTACTS:  
TECHNICAL:**

FULL NAME <b>Bruce Ridgely</b>		ADDRESS <b>Mail Stop O-2G11 Washington, DC 20555</b>
TELEPHONE NUMBER <b>301-415-2161</b>	FACSIMILE NUMBER	
E-MAIL ADDRESS <b>bbr@nrc.gov</b>		

**ADMINISTRATIVE:**

FULL NAME <b>Sharlene McCubbin</b>		ADDRESS <b>Mail Stop T-712 Washington, DC 20555</b>
TELEPHONE NUMBER <b>301-415-6565</b>	FACSIMILE NUMBER <b>301-415-8157</b>	
E-MAIL ADDRESS <b>smm3@nrc.gov</b>		

**OTHER AGENCY'S CONTACTS:****TECHNICAL:**

FULL NAME <b>Carl Lawrence</b>		ADDRESS <b>6808 Loisdale Road Building A, Suite 1 Springfield, VA 22150</b>
TELEPHONE NUMBER <b>703-557-0180</b>	FACSIMILE NUMBER <b>703-557-2670</b>	
E-MAIL ADDRESS <b>Carlton.lawrence@qsa.gov</b>		

**ADMINISTRATIVE:**

FULL NAME		ADDRESS
TELEPHONE NUMBER	FACSIMILE NUMBER	
E-MAIL ADDRESS		

**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:

Payment Policy and Obligations Team  
Mail Stop: T-9 F30  
Division of Financial Services  
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

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.

**INTERAGENCY AGREEMENT**  
 Between  
**GENERAL SERVICES ADMINISTRATION**  
 And  
*U.S. Nuclear Regulatory Commission*

- I. **Purpose:** This agreement is between the General Services Administration (GSA), and the U. S. NRC. GSA will provide for the receiving, management, and redistribution of excess *equipment*. 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 the 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 equipment
  - B. Receipt and storage of CUSTOMER excess equipment 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 equipment to the PPC
  - B. Making arrangements for the transportation of equipment to the PPC
  - C. Assisting in the resolution of any discrepancies
  - D. 24 hours notice of cancellation once a delivery has been scheduled
  - E. Any overages on an excess property report that exceeds over 10 items the agency will be responsible for picking up the property.
  - F. Customer Agency Must Provide 3-copies of standard form 120 or 126 when delivering excess property.
  - G. Customer Agency is to ensure that this equipment contains no sensitive or classified data and that it complies with all applicable Agency security regulations.
- V. **Duration of Agreement:** The period of this agreement shall be from May 16, 2005 to September 30, 2005 with renewal options as decided by both agencies. Either party within thirty (30) days advance written notice may terminate this agreement. *The PPC's billing cycle is calculated from the 25<sup>th</sup> of one month to the 24<sup>th</sup> of the next month. Any deliveries made after September 30<sup>th</sup> will be reflected on the billing cycle for FY '2006.*

VI. **Funding:** When delivering equipment to GSA, CUSTOMER will share the PPC's operating expenses through an annual flat fee of \$2,000.00. The recurring expense to CUSTOMER will be based on the size of the box truck or tractor-trailer being used to deliver the equipment. All trucks up to 24 feet will be \$1,075.00 per delivery; 25 – 40 feet will be \$1,475.00 per delivery; 41-47feet will be \$1,825.00 per delivery; 48 feet and above will be \$1,875.00. GSA will bill your accounting section monthly, based upon usage, and the amount will be charged to the CUSTOMER Agency Location Code or by Credit Card

- The \$2,000.00 annual flat fee will be charged to Customer Agency Location Code or by Credit Card. Once the MOU is signed.

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 \$500.00.

VIII. **Less than truckload(s) deliveries:**

The PPC will accept less than truckloads of equipment for a fee of \$200.00 per skid. If CUSTOMER has a MOU for furniture, no more than 4 skids of equipment will be allowed on an agencies delivery of excess furniture truck.

- 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 3 for those agencies electing to pay via purchase card.
- 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.

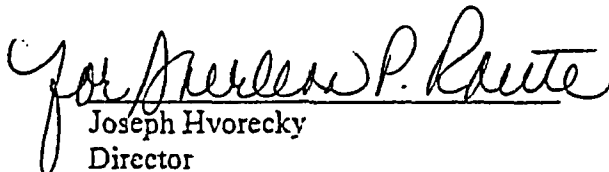
IX. **Operating Procedures for deliveries:**


- 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 8 am to 2 pm. You must provide your MOU #, when scheduling the appointment. Without 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 chock 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. All equipment delivered to the Personal Property Center should be palletized and shrink wrapped.

- C. Hazardous Materials-No hazardous materials or items that contained any hazardous materials will be accepted.
  - D. 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.
- X. **Authority:** The statutory authority under which this agreement is entered into is as follows: the Code of Federal Regulations Title 41, Chapter 102, Federal Management Regulations, Subchapter B,- Personal Property, part 36 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

Customer Agency  
Washington, DC

  
Joseph Hvorecky  
Director  
Property Management Division – 3FP-W

  
Mary H. Mace, Contracting Officer  
Contracts Management Branch 1  
Division of Contracts  
Office of Administration

Date: \_\_\_\_\_

Date: 5-19-05 \*

MAY 23 2005