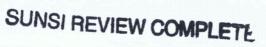
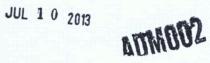
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V I/E	11. THIS ITE		ENDMENTS OF SOLICITAT	
The above numbered so	licitation is amended as s	set forth in Item 14. The hour a	and date specified for receipt of C	Offers is extended, is not extended.
offer submitted; or (c) By s KNOWLEDGMENT TO BE RESULT IN REJECTION	eparate letter or telegram E RECEIVED AT THE PL OF YOUR OFFER. If by	n which includes a reference to ACE DESIGNATED FOR THE virtue of this amendment you	the solicitation and amendment in RECEIPT OF OFFERS PRIOR desire to change an offer already	ipt of this amendment on each copy of the numbers. FAILURE OF YOUR AC- TO THE HOUR AND DATE SPECIFIED MAY submitted, such change may be made is received prior to the opening hour
12 ACCOUNTING AND APPROPRIA	TION DATA (Il required)	DUNS: 003073525 NATC B&R: 2013-40-51-F-127 Obligate: \$140,000	S: 442110 PSC:7110 FA1 JC: D2338 BOC: 252A	
		PLIES ONLY TO MODIFIC	ATIONS OF CONTRACTS/	
(X) A THIS CHANGE ORDER IS			R NO. AS DESCRIBED IN IT	
	CONTRACT/ORDER IS MODIFIE REMANT TO THE AUTHORITY OF	DITO REFLECT THE ADMINISTRATIVE FEAR 43 103(b)	CHANGES Issuen as changes in paying	grAfice: Appropriation date, etc.)
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DI OTHER (Specify type in n X			Extend the Term of the ion and Obligation Deli	
E. IMPORTANT: Co	ntractor is not.	is required to sign this docum	ment and return 1 co	pies to the issuing office.
The purpose of this 5217-9 OPTION TO E (NOV 1995). 4) to in options) by \$779.33(3.276,714.60, from \$	modification is 1 XTEND THE TERM OF Crease funding by 3.30. from 51.025. 11.025,270.85 to \$ IL INVOICE TO of the See page 1 we 13	THE CONTRACT (MAR 2000 \$140,000, tiom \$675,1 276.85 to \$1,804,601, 4,301,985.45, 7) to ele e Optional Form (67 (pr ) to details	), 3) to incorporate Se 000 to \$815,000, 5) to 15, 6) to increase the xtend the period of per	Tule, 2) to incorporate Section E.S. ction B.S. OPTION TO EXTEND SERVICES, increase the ceiling inxclusive of ceiling (inclusive of options) by formance through doly 13, 1014—8), and 9) to incorporate the attaches.
Task Order Celing	exclusive of opti inclusive of opti	ons: 31 804,681.15 ( ons): \$4.181,985 45 (		
All other terms and Except as provided herein, all kinns a			changed, remains unchanged and in full force	and effect
MICHAEL TO NO	EALE		YER NAME AND TITLE OF CONTRACT MOSTIGINE WILLIAMS	NNS-OFFICER - Higher or point
U.P. GOVERNME	NT ACCOUNT	E	Contracting Office	21
(Signature of pers	on authorized to sign)	7/5/2013	BY Wigner STATES OF AMERICA .  (Signature & C.	ne B. William: 7/2/7013

RRIVINGO OF 152-807. PREVIOUS EDITION NOT USABLE

STANDARD FORM 31 INC. 10 AT





AMENDMENT OF SOLICITATION/MODIFIC	Т	BPA NO. NRC-HQ-12-A~10	-001	1. CONTRACT ID CODE 4		PAGE 1	OF 15	
2. AMENDMENT/MODIFICATION NO. M002	3. EFFECTIVE DATE 7/22/2013	4. REQUISITION/PURCHASE REQ. NO. 5. PROJECT NO.(If applicable) ADM - 13 - 345, ADM - 13 - 396				licable)		
6. ISSUED BY	3100	7. AD	MINISTERED BY (If other tha	an Item	6)	CODE	3100	
U.S. Nuclear Regulatory Commission Div. of Contracts Attn: Nancy Lamon-Kritikos Mail Stop: TWB-01-B10M Washington, DC 20555		U.S. Nuclear Regulatory Commission Div. of Contracts Mail Stop: TWB-01-B10M Washington, DC 20555						
NAME AND ADDRESS OF CONTRACTOR (No., street, county, State	and ZIP Code)	1		(X) 9A. AMENDMENT OF SOLICITATION NO.				
PRICE MODERN LLC PRICE MODERN OF WASHINGTON					98. DATED (SEE ITEM 11)			
2604 SISSON ST STE 1				10A. MODIFICATION OF CONTRACT/ORDER NO. NRC - HQ - 12 - O - 10 - 0001				
BALTIMORE MD 212113189								
CODE 003073525	FACILITY CODE			Х	10B. DATED (SEE ITEM 13) 07-16-2012			
11. THIS ITEM	ONLY APPLIES TO AME	NDM	ENTS OF SOLICITA	ATIO	NS			
Offers must acknowledge receipt of this amendment proceed (a) By completing Items 8 and 15, and returning	copies of the amendminich includes a reference to the DESIGNATED FOR THE Refuse of this amendment you de	ent; (b ne soli ECEII esire to ation a	b) By acknowledging recitation and amendment PT OF OFFERS PRIOI ochange an offer alreated this amendment, and this amendment, and the second process of th	ceipt nt nur R TO dy su nd is	of this amendment on e nbers. FAILURE OF Y THE HOUR AND DATE bmitted, such change m received prior to the ope	each cop OUR AC SPECI nay be m	oy of the C- IFIED MAY nade	
B& <b>Ob</b>	R: 2013-40-51-F-127 ligate: \$140,000 IES ONLY TO MODIFICA	JC	: D2338 BOC: 25	2A	APPN: 31x0200			
IT MODIFIES T	HE CONTRACT/ORDER	NO. /	AS DESCRIBED IN	ITEN	1 14.			
(X) A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify	authority) THE CHANGES SET FORT		EM 14 ARE MADE IN THE CO	NIHAC	T OHDER NO. IN ITEM 10A.			
B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO SET FORTH IN ITEM 14. PURSUANT TO THE AUTHORITY OF FAI		IANGES	such as changes in page	ying offi	ce, appropriation date, etc.)			
C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURS	UANT TO AUTHORITY OF:							
	tion B.19 Option to E tion A.2 Consideration					011)		
E. IMPORTANT: Contractor is not, is is	required to sign this docume	nt and	d return 1	copie	s to the issuing office.			
14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where leasible.)  The purpose of this modification is 1) to incorporate Section A.3 Price/Cost Schedule, 2) to incorporate Section B.5 52.217-9 OPTION TO EXTEND THE TERM OF THE CONTRACT (MAR 2000), 3) to incorporate Section B.6 OPTION TO EXTEND SERVICES (NOV 1999), 4) to increase funding by \$140,000, from \$675,000 to \$815,000, 5) to increase the ceiling (exclusive of options) by \$779,330.30, from \$1,025,270.85 to \$1,804,601.15, 6) to increase the ceiling (inclusive of options) by 3,276,714.60, from \$1,025,270.85 to \$4,301,985.45, 7) to extend the period of performance through July 21, 2014, 8) to revise Block 21 MAIL INVOICE TO of the Optional Form 357 (page 1) of the basic order, and 9) to incorporate the attached Billing Instructions. See page two (2) for details.  Obligated Amount: \$815,000.00 (CHANGED)  Task Order Ceiling (exclusive of options): \$1,804,601.15 (CHANGED)  Task Order Ceiling (inclusive of options): \$4,301,985.45 (CHANGED)  Period of Performance: 7/22/2012 to 7/21/2014 (CHANGED)  All other terms and conditions remain the same.  Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.  TSA NAME AND TITLE OF SIGNER (Type or print)								
		Ņ	Monique Williams		(1) pe o : p.			
15B. CONTRACTOR/OFFEROR	15C. DATE SIGNED	16Β. υ BY	NITED STATES OF AMERICA	in	e B. Wille	22:	C. DATE SIGN	=0 2013
(Signature of person authorized to sign)			(Signature of	Contra	cting Officer)		1101	2013

The purpose of this modification is 1) to incorporate Section A.3 Price/Cost Schedule, 2) to incorporate Section B.5 52.217-9 OPTION TO EXTEND THE TERM OF THE CONTRACT (MAR 2000), 3) to incorporate Section B.6 OPTION TO EXTEND SERVICES (NOV 1999), 4) to increase funding by \$140,000, from \$675,000 to \$815,000, 5) to increase the ceiling (exclusive of options) by \$779,330.30, from \$1,025,270.85 to \$1,804,601.15, 6) to increase the ceiling (inclusive of options) by 3,276,714.60, from \$1,025,270.85 to \$4,301,985.45, 7) to extend the period of performance through July 21, 2014, 8) to revise Block 21 MAIL INVOICE TO of the Optional Form 357 (page 1) of the basic order, and 9) to incorporate the attached Billing Instructions.

Delivery Order No. NRC-HQ-12-O-10-0001 under Blanket Purchase Agreement No. NRC-HQ-12-A-10-0014 is modified as follows:

1. Section A.3 Price/Cost Schedule is hereby incorporated as follows:

Base	Period: July 22,	2012 - Jul	y 21, 2012		
ITEM NO.	DESCRIPTION OF SUPPLIES/SVCS	QTY	UNIT	UNIT PRICE	TRUOMA
0001	Install, Service & NAICS Description:		<del>-</del>	ne	
0002	Install, Service & NAICS Description:			Saturdays	
0003	Install, Service & NAICS Description:			ş	
0004	Design/Layout Serv NAICS Description:		hour		
0005	Program Management NAICS Description:		hour Stores		
0006	Van Usage NAICS Description:	250 Furniture S	day Stores		
0007	14' Truck Usage NAICS Description:	20 Furniture S	day Stores		
0008	Receive, Use and Re	10 edeliver 53	day ' Tractor Tra	iler	

Page 5 of 15

NAICS Description: Furniture Stores

0009 lot

Haworth Unigroup and Unigroup TOO Product and Work Rite Ergonomic Product (Ceiling)

NAICS Description: Furniture Stores

0010 lot

Unplanned Projects (Ceiling)

NAICS Description: Furniture Stores

ITEM DESCRIPTION OF QTY UNIT UNIT MOUNT

NO. SUPPLIES/SVCS PRICE

0011 lot

Storage Warehouse (Ceiling) - Price per Square Foot: NAICS Description: Furniture Stores

0012 80 hour

Install, Service & Dismantle - Federal Holidays

NAICS Description: Furniture Stores

Sub-Total

0013 lot

Administrative Fee (Ceiling) - applies to products and services

NAICS Description: Furniture Stores

Total Base Period Including Administrative Fee

\$1,025,270.85

Option Period #1: July 22, 2013 - July 21, 2014 Exercised

ITEM DESCRIPTION OF QTY UNIT UNIT AMOUNT

NO. SUPPLIES/SVCS PRICE

1001 6,300 hour Install, Service & Dismantle - Regular Time NAICS Description: Furniture Stores

1002 200 hour Install, Service & Dismantle - Overtime & Saturdays

NAICS Description: Furniture Stores

1003 100 hour

	Install, Service & D NAICS Description:		-		
1004	Design/Layout Servi NAICS Description:		hour		
1005	Program Management NAICS Description:		hour		7507.0
1006	Van Usage NAICS Description:	250 Furniture	day		
ITEM NO.	DESCRIPTION OF SUPPLIES/SVCS	ŢQ	TINU Y	UNIT PRICE	AMOUNT
1007	14' Truck Usage NAICS Description:	20 Furniture	1		
1008	Receive, Use and Re		3' Tractor	Trailer	**
1009	Haworth Unigroup an Ergonomic Product ( NAICS Description:	Ceiling)		uct and Work Rite	
1010	Unplanned Projects NAICS Description:		lot Stores		
1011	Storage Warehouse ( - Price per Square   NAICS Description:	Foot: \$1.		77	And the second s
1012	Install, Service & NAICS Description:		- Federal	Holidays	4-
Sub-	<b>Total</b>				\$764,049.40
1013		1	lot		

Administrative Fee (Ceiling)
- applies to products and services
-

NAICS Description: Furniture Stores

NO. SUPPLIES/SVCS

Total Option Period #1 Including Administrative Fee \$779,330.39

Option Period #2: July 22, 2014 - July 21, 2015

ITEM DESCRIPTION OF QTY UNIT UNIT AMOUNT

PRICE

2001 6,800 hour
Install, Service & Dismantle - Regular Time
NAICS Description: Furniture Stores

2002 200 hour Install, Service & Dismantle - Overtime & Saturdays NAICS Description: Furniture Stores

ITEM NO.	DESCRIPTION OF SUPPLIES/SVCS	QTY	UNIT	UNIT PRICE	TNUOMA
2003	Install, Service & Dismant NAICS Description: Furnitu		•		
2004	Design/Layout Services NAICS Description: Furnitu	200 re St	hour		
2005	Program Management Service	500 s	hour		\$
	NAICS Description: Furnitu	re St	ores		

2006 250 day Van Usage
NAICS Description: Furniture Stores

2007 20 day
14' Truck Usage
NAICS Description: Furniture Stores

2008 10 day
Receive, Use and Redeliver 53' Tractor Trailer
NAICS Description: Furniture Stores

2009 lot Haworth Unigroup and Unigroup TOO Product and Work Rite Ergonomic Product (Ceiling) NAICS Description: Furniture Stores 2010 lot. Unplanned Projects (Ceiling) NAICS Description: Furniture Stores 2011 lot Storage Warehouse (Ceiling) - Price per Square Foot: NAICS Description: Furniture Stores 2012 80 hour Install, Service & Dismantle - Federal Holidays NAICS Description: Furniture Stores Sub-Total 2013 lot Administrative Fee (Ceiling) - applies to products and services NAICS Description: Furniture Stores Total Option Period #2 Including Administrative Fee \$818,443.61 July 22, 2015 - July 21, 2016 Option Period #3: ITEM DESCRIPTION OF AMOUNT QTY UNIT UNIT NO. SUPPLIES/SVCS PRICE 3001 6,800 hour Install, Service & Dismantle - Regular Time NAICS Description: Furniture Stores 3002 200 hour Install, Service & Dismantle - Overtime & Saturdays NAICS Description: Furniture Stores 3003 Install, Service & Dismantle - Sundays NAICS Description: Furniture Stores 3004 240 hour Design/Layout Services NAICS Description: Furniture Stores

\$838,038.73

Page 7 of 15

3005 500 hour Program Management Services NAICS Description: Furniture Stores 3006 250 Van Usage NAICS Description: Furniture Stores 3007 20 day 14' Truck Usage NAICS Description: Furniture Stores 3008 10 day Receive, Use and Redeliver 53' Tractor Trailer NAICS Description: Furniture Stores 3009 lot Haworth Unigroup and Unigroup TOO Product and Work Rite Ergonomic Product (Ceiling) NAICS Description: Furniture Stores 3010 lot Unplanned Projects (Ceiling) NAICS Description: Furniture Stores 3011 lot Storage Warehouse (Ceiling) - Price per Square Foot: NAICS Description: Furniture Stores ITEM DESCRIPTION OF QTY UNIT UNIT AMOUNT NO. SUPPLIES/SVCS PRICE 3012 80 hour Install, Service & Dismantle - Federal Holidays NAICS Description: Furniture Stores Sub-Total 3013 lot Administrative Fee (Ceiling) - applies to products and services NAICS Description: Furniture Stores

Total Option Period #3 Including Administrative Fee

### Option Period #4: July 22, 2016 - July 21, 2017

ITEM	DESCRIPTION OF SUPPLIES/SVCS	QTY	UNIT	UNIT PRICE	AMOUNT
4001	Install, Service & Disma: NAICS Description: Furni	ntle -	_	me	7000700
4002	Install, Service & Disma NAICS Description: Furni			Saturdays	
4003	Install, Service & Disma NAICS Description: Furni		-		\$,
4004	Design/Layout Services NAICS Description: Furni	240 ture St	hour		
4005	Program Management Servi NAICS Description: Furni		hour	7	
4006	Van Usage NAICS Description: Furni	250 ture St	day ores		
4007	14' Truck Usage NAICS Description: Furni	20 ture St	day ores		
4008	Receive, Use and Redeliv NAICS Description: Furni			ailer	
ITEM NO.	DESCRIPTION OF SUPPLIES/SVCS	QTY	UNIT	UNIT PRICE	AMOUNT
4009		1	lot		
Ergoi	Haworth Unigroup and Unigonic Product (Ceiling) NAICS Description: Furni		00 Product	and Work Rite	
4010	Unplanned Projects (Ceil NAICS Description: Furni		lot ores	-	\$
4011		1	lot		

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Storage Warehouse (Ceiling)

- Price per Square Foot:

NAICS Description: Furniture Stores

4012

80 hour

Install, Service & Dismantle - Federal Holidays

NAICS Description: Furniture Stores

Sub-Total

4013 1 lot

Administrative Fee (Ceiling)

- applies to products and services

-

NAICS Description: Furniture Stores

Total Option Period #4 Including Administrative Fee

\$840,901.87

GRAND TOTAL --- \$4,301,985.45

### DISCOUNT MATRIX:

PRODUCT

Haworth - Unigroup

Haworth - Unigroup TOO

Haworth - X-Series

Work Rite - Ergo Equipment Work Rite - Adjustable Tables GSA DISCOUNT



- 2. Section B.5 52.217-9 OPTION TO EXTEND THE TERM OF THE CONTRACT (MAR 2000) is hereby incorporated as follows:
  - (a) The Government may extend the term of this contract by written notice to the Contractor within 60 days; provided that the Government gives the Contractor a preliminary written notice of its intent to extend at least 15 days before the contract expires. The preliminary notice does not commit the Government to an extension.
  - (b) If the Government exercises this option, the extended contract shall be considered to include this option clause.
  - (c) The total duration of this contract, including the exercise of any options under this clause, shall not exceed 5 years.
- 3. Section B.6 52.217-8 OPTION TO EXTEND SERVICES (NOV 1999) is hereby incorporated as follows:

The Government may require continued performance of any services within the limits and at the rates specified in the contract. These rates may be adjusted only as a result of revisions to prevailing labor rates provided by the Secretary of Labor. The option provision may be exercised more than once, but the total extension of performance hereunder shall not exceed 6 months. The Contracting Officer may exercise the option by written notice to the Contractor within 15 days.

- 4. Section A.2 CONSIDERATION AND OBLIGATION-DELIVERY ORDERS (AUG 2011) is revised as follows:
  - (a) The ceiling of this order for supplies is \$1,804,601.15.
  - (b) (c) The amount presently obligated with respect to this delivery order is \$815,000. The obligated amount shall, at no time, exceed the order ceiling as specified in paragraph (a) above. When and if the amount(s) paid and payable to the Contractor hereunder shall equal the obligated amount, the Contractor shall not be obligated to continue performance of the work unless and until the Contracting Officer shall increase the amount obligated with respect to this order, in accordance with FAR Part 43 Modifications. Any work undertaken by the Contractor in excess of the obligated amount specified above is done so at the Contractor's sole risk and may not be reimbursed by the Government.
- 5. Section A.1 TASK/DELIVERY ORDER PERIOD OF PERFORMANCE (AUG 2011) is hereby deleted in its entirety and replaced with the following:

This BPA expires on 07-21-2014 or such later ending date as determined by the exercise of any option.

Base Period: 7/22/2012 to 7/21/2013

Option Period 1: 7/22/2013 to 7/21/2014 Exercised

Option Period 2: 7/22/2014 to 7/21/2015 Option Period 3: 7/22/2015 to 7/21/2016 Option Period 4: 7/22/2016 to 7/21/2017

- 6. Block 21 MAIL INVOICE TO of the Optional Form 347 (page 1) of the basic order is hereby deleted in its entirety and replaced with the following:
  - a. NameNRC PaymentsU.S. Nuclear Regulatory Commission
  - b. Street AddressOne White Flint North11555 Rockville PikeMailstop O3-E17A
  - c. City Rockville

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- d. State MD
- e. Zip Code 20852-2738
- 7. Billing Instructions for Fixed Price Type Contracts is hereby incorporated as Attachment No. 1.
- 8. A summary of obligations from date of award through this modification is as follows:

Task Order Award \$ 475,000

Modification No. 1 \$ 200,000

Modification No. 2 \$ 140,000

Total: \$ 815,000

This modification obligates \$140,000 in FY13 funding.

All other terms and conditions remain unchanged.



Version Centrol Date: May 2, 2013

ATTACHMENT 1

## BILLING INSTRUCTIONS FOR FIXED-PRICE TYPE CONTRACTS (MAY 2013)

**General**: During performance and through final payment of this contract, the contractor is responsible for the accuracy and completeness of data within the System for Award Management (SAM) database and for any liability resulting from the Government's reliance on inaccurate or incomplete SAM data.

The contractor shall prepare invoices/vouchers for payment of deliverables identified in the contract, in the manner described herein. FAILURE TO SUBMIT INVOICES/VOUCHERS IN ACCORDANCE WITH THESE INSTRUCTIONS MAY RESULT IN REJECTION OF THE INVOICE/VOUCHER AS IMPROPER.

**Standard Forms:** Payment requests for completed work, in accordance with the contract, shall be submitted on the payee's letterhead, invoice/voucher, 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."

<u>Electronic Invoice/Voucher Submissions</u>: The preferred method of submitting invoices/vouchers is electronically to the U.S. Nuclear Regulatory Commission, via email to: NRCPayments@nrc.gov.

<u>Hard-Copy Invoice/Voucher Submissions</u>: If you submit a hard-copy of the invoice/voucher, a signed original and supporting documentation shall be submitted to the following address:

NRC Payments U.S. Nuclear Regulatory Commission One White Flint North 11555 Rockville Pike Mailstop O3-E17A Rockville, MD 20852-2738

Purchase of Capital Property: (\$50,000 or more with life of one year or longer)

Contractors must report to the Contracting Officer, electronically, any capital property acquired with contract funds having an initial cost of \$50,000 or more, in accordance with procedures set forth in NRC Management Directive (MD) 13.1, IV, C – "Reporting Requirements" (revised 2/16/2011).

Agency Payment Office: Payment will continue to be made by the office designated in the contract in Block 12 of Standard Form 26, Block 25 of Standard Form 33, or Block 18a of Standard Form 1449, whichever is applicable.

**Frequency**: The contractor shall submit invoices/vouchers for payment once each month, unless otherwise authorized by the Contracting Officer.



Version Control Date: May 2, 2013

#### ATTACHMENT 1

## BILLING INSTRUCTIONS FOR FIXED-PRICE TYPE CONTRACTS (MAY 2013)

<u>Format</u>: Invoices/Vouchers shall be submitted in the format depicted on the attached sample form entitled "Invoice/Voucher for Purchases and Services Other Than Personal". Alternate formats are permissible only if they address all requirements of the Billing Instructions. The instructions for preparation and itemization of the invoice/voucher are included with the sample form.

<u>Task Order Contracts</u>: The contractor must submit a separate invoice/voucher for each individual task order with pricing information. This includes items discussed in paragraphs (a) through (p) of the attached instructions. In addition, the invoice/voucher must specify the contract number, and the NRC-assigned task/delivery order number.

Final vouchers/invoices shall be marked "FINAL INVOICE" or "FINAL VOUCHER".

Currency: Invoices/Vouchers must be expressed in U.S. Dollars.

<u>Supersession</u>: These instructions supersede previous Billing Instructions for Fixed-Price Type Contracts (July 2011).



Version Control Date: May 2, 2013

ATTACHMENT 1

## BILLING INSTRUCTIONS FOR FIXED-PRICE TYPE CONTRACTS (MAY 2013)

# INVOICE/VOUCHER FOR PURCHASES AND SERVICES OTHER THAN PERSONAL (SAMPLE FORMAT - COVER SHEET)

### 1. Official Agency Billing Office

NRC Payments U.S. Nuclear Regulatory Commission One White Flint North 11555 Rockville Pike Mailstop O3-E17A Rockville, MD 20852-2738

### 2. Invoice/Voucher Information

- a. <u>Payee's DUNS Number or DUNS+4</u>. The Payee shall include the Payee's Data Universal Number (DUNS) or DUNS+4 number that identifies the Payee's name and address. The DUNS+4 number is the DUNS number plus a 4-character suffix that may be assigned at the discretion of the Payee to identify alternative Electronic Funds Transfer (EFT) accounts for the same parent concern.
- b. <u>Taxpayer Identification Number</u>. The Payee shall include the Payee's taxpayer identification number (TIN) used by the Internal Revenue Service (IRS) in the administration of tax laws. (See IRS Web site:
- http://www.irs.gov/Businesses/Small-Businesses-&-Self-Employed/Employer-ID-Numbers-(EINs)).
- c. <u>Payee's Name and Address</u>. Show the name of the Payee as it appears in the contract and its correct address. Where the Payee is authorized to assign the proceeds of this contract in accordance with the clause at FAR 52.232-23, the Payee shall require as a condition of any such assignment, that the assignee shall register separately in the System for Award Management (SAM) database at http://sam.gov and shall be paid by EFT in accordance with the terms of this contract. See Federal Acquisition Regulation (FAR) 52.232-33(g) Payment by Electronic Funds Transfer Central Contractor Registration (October 2003).
- d. <u>Contract Number</u>. Insert the NRC contract number (including Enterprise-wide Contract (EWC)), GSA Federal Supply Schedule (FSS), Governmentwide Agency Contract (GWAC) number, or Multiple Agency Contract (MAC) number, as applicable.
- e. <u>Task Order Number</u>. Insert the task/delivery order number (If Applicable). **Do not include** more than one task order per invoice or the invoice may be rejected as improper.

Version Control Date: May 2, 2015

### **ATTACHMENT 1**

## BILLING INSTRUCTIONS FOR FIXED-PRICE TYPE CONTRACTS (MAY 2013)

- f. <u>Invoice/Voucher</u>. The appropriate sequential number of the invoice/voucher, beginning with 001 should be designated. Contractors may also include an individual internal accounting number, if desired, in addition to the 3-digit sequential number.
- g. Date of Invoice/Voucher. Insert the date the invoice/voucher is prepared.
- h. <u>Billing Period</u>. Insert the beginning and ending dates (day, month, year) of the period during which deliverables were completed and for which payment is requested.
- i. <u>Description of Deliverables</u>. Provide a brief description of supplies or services, quantity, unit price, and total price.
- j. <u>Work Completed</u>. Provide a general summary description of the services performed or products submitted for the invoice period and specify the section or Contract Line Item Number (CLIN) or SubCLIN in the contract pertaining to the specified contract deliverable(s).
- k. Shipping. Insert weight and zone of shipment, if shipped by parcel post.
- 1. Charges for freight or express shipments. Attach prepaid bill if shipped by freight or express.
- m. <u>Instructions</u>. Include instructions to consignee to notify the Contracting Officer of receipt of shipment.
- n. For Indefinite Delivery contracts, the final invoice/voucher shall be marked FINAL INVOICE" or "FINAL VOUCHER".
- o. Total Amount Billed. Insert columns for total amounts for the current and cumulative periods.
- p. <u>Adjustments</u>. Insert columns for any adjustments, including outstanding suspensions for deficient or defective products or nonconforming services, for the current and cumulative periods.
- q. Grand Totals.