

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT		1. CONTRACT ID CODE		PAGE OF PAGES 1 6	
2. AMENDMENT/MODIFICATION NO M0002		3. EFFECTIVE DATE 12/01/2013		4. REQUISITION/PURCHASE REQ. NO.	
5. PROJECT NO. (If applicable)		6. ISSUED BY US NRC - HQ DIVISION OF CONTRACTS		7. ADMINISTERED BY (If other than Item 6)	
8. NAME AND ADDRESS OF CONTRACTOR (No. street, county, State and ZIP Code) TRANSWALL OFFICE SYSTEMS INC ATTN HUGH AIKENS NA WEST CHESTER PA 193804231		(x) 9A. AMENDMENT OF SOLICITATION NO.		9B. DATED (SEE ITEM 11)	
CODE 611632790 FACILITY CODE		(x) 10A. MODIFICATION OF CONTRACT/ORDER NO. NRC-HQ-12-A-10-0002		10B. DATED (SEE ITEM 13) 11/17/2011	

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

☐ The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers ☐ is extended. ☐ is not extended.
Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required)

See Schedule

13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.

CHECK ONE	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
	D. OTHER (Specify type of modification and authority)
X	In accordance with Section B.12 Option to Extend the Term of the BPA

E. IMPORTANT: Contractor ☐ is not, ☒ is required to sign this document and return 1 copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)

GSA Contract #: GS28F0029S

The purpose of this modification is (1) to exercise Option Period 2, (2) to increase the BPA ceiling for base and exercised options by \$50,000.00, from \$150,000.00 to \$200,000.00, (3) to extend the period of performance through November 30, 2014, (4) to change all references from the NRC Project Officer (PO) to the NRC Contracting Officer's Representative (COR), (5) to revise the Cognizant NRC Office, and (6) to revise the Billing Instructions. See page two (2) for details.

Ceiling (inclusive of options): \$300,000 (unchanged)

Ceiling (exclusive of options): \$200,000 (changed)

Obligated Amount: \$0 (unchanged)

Period of Performance: 12/01/2011 to 11/30/2014

Except as provided herein, all terms and conditions of the document referenced in Item 9 A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print) Jay Aikens / Principal		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) NANCY LAMON-KRITIKOS	
15B. CONTRACTING OFFICER Jay Aikens (Signature of person authorized to sign)	15C. DATE SIGNED 11/27/13	16B. UNITED STATES OF AMERICA Nancy Lamon-Kritikos (Signature of Contracting Officer)	16C. DATE SIGNED 11/27/2013

NSN 7540-01-152-8070
Previous edition unusable

STANDARD FORM 30 (REV. 10-83)
Prescribed by GSA
FAR (48 CFR) 53.243

TEMPLATE - ADM002

SUNSI REVIEW COMPLETE

FEB 11 2014

ADM002

The purpose of this modification is (1) to exercise Option Period 2, (2) to increase the BPA ceiling for base and exercised options by \$50,000.00, from \$150,000.00 to \$200,000.00, (3) to extend the period of performance through November 30, 2014, (4) to change all references from the NRC Project Officer (PO) to the NRC Contracting Officer's Representative (COR), (5) to revise the Cognizant NRC Office, and (6) to revise the Billing Instructions.

Accordingly, the following changes are hereby made:

1. Section B.3 PERIOD OF PERFORMANCE is deleted in its entirety and replaced with the following:

This BPA shall begin on December 1, 2011 and will expire on **November 30, 2014** or such later ending date as determined by the exercise of any "General Schedule extension" option by the GSA and exercise of the option to extend the term of the BPA by the U.S. Nuclear Regulatory Commission(NRC)/CO. The BPA holder is required to immediately notify, in writing, the NRC/Contracting Officer if at any time prior to the completion date the GSA Contract, upon which the BPA is based, is no longer in force. This BPA is not a contract. If the BPA holder fails to perform in a manner satisfactory to the NRC Contracting Officer, this BPA may be cancelled with 30 days written notice to the BPA holder by the NRC Contracting Officer.

Base Period: December 1, 2011 – November 30, 2012

Option Period 1: December 1, 2012 – November 30, 2013 **Exercised**

Option Period 2: December 1, 2013 – November 30, 2014 **Exercised**

Option Period 3: December 1, 2014 – November 30, 2015

Option Period 4: December 1,, 2015 – November 30, 2016

2. Section B.4 DURATION OF CONTRACT PERIOD (MAR 1987) ALTERNATE 4 (JUN 1988) is deleted in its entirety and replaced with the following:

The ordering period for this BPA shall commence on December 1, 2011 and will expire on **November 30, 2014**. The BPA may be extended for **two** one-year option periods. Any orders issued during this period shall be completed within the time specified in the order, unless otherwise specified herein.

3. Section B.10 TASK ORDERS is deleted in its entirety and replaced with the following:

Delivery of products shall be implemented only if directed by and order. It is understood and agreed that the BPA holder shall provide a Fixed-Price Quotation, unless directed otherwise, when requested by the Contracting Officer (CO) or Contracting Officer's Representative (COR). This CO will issue **one Task Order for the base period and all option periods**, which will be followed by the issuance of Fixed-Price Delivery Orders, unless requested otherwise, by the CO and/or COR.

4. Section B.14 AUTHORIZED LIMITS is deleted in its entirety and replaced with the following:

The Government estimates, but does not guarantee, that individual BPA Orders placed against this Agreement may reach **\$200,000** inclusive of all orders during the **base period and exercised option periods**. This Order Limit may be increased by mutual agreement of the parties as necessary, in whole or part. The authorized Ceiling Limit of the Agreement is set at **\$200,000** over the period covered by the Agreement; this ceiling is also not a guarantee. The

Ceiling Limit may also be raised in association with order limit increases or other conditions which, by mutual agreement of the parties, maybe considered necessary. Authorization for individual Task Orders above the stated Task Order and/or Ceiling Limits must be coordinated through the Contracting Officer before larger valued orders can be issued and prior to commencement of work. All unauthorized work, regardless of amount, will be processed through the ratification process.

5. The Cognizant NRC Office in Section B.9 ADMINISTRATIVE DATA is deleted in its entirety and replaced with the following:

Cognizant NRC Office: U.S. Nuclear Regulatory Commission
Acquisition Management Division
Mail Stop: 3WFN 05A12MP
Washington, DC 20555

6. Section C.9 BILLING INSTRUCTIONS is deleted in its entirety and replaced with the following:

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."

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

Hard-Copy Invoice/Voucher Submissions: 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.

Format: 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.

Task Order Contracts: 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.

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

**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. Payee's DUNS Number or DUNS+4. 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. Taxpayer Identification Number. 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-\(EINs\)](http://www.irs.gov/Businesses/Small-Businesses-&Self-Employed/Employer-ID-Numbers-(EINs))).

c. Payee's Name and Address. 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. Contract Number. 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. Task Order Number. 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.**

f. Invoice/Voucher. 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. Billing Period. Insert the beginning and ending dates (day, month, year) of the period during which deliverables were completed and for which payment is requested.

i. Description of Deliverables. Provide a brief description of supplies or services, quantity, unit price, and total price.

j. Work Completed. 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.
- l. Charges for freight or express shipments. Attach prepaid bill if shipped by freight or express.
- m. Instructions. 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. Adjustments. 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.

All other terms and conditions of this task order remain unchanged.