

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT

1. CONTRACT ID CODE _____ PAGE OF PAGES _____
 2. AMENDMENT/MODIFICATION NO. **Three (3)**
 3. EFFECTIVE DATE **10/10/90**
 4. REQUISITION/PURCHASE REQ. NO. **ADMIN RFPA IRM-90-191 dtd**
 5. PROJECT NO. (if applicable) **10/10/90**
 6. ISSUED BY _____ CODE _____
 7. ADMINISTERED BY (if other than Item 6) _____ CODE _____

U.S. Nuclear Regulatory Commission
 Division of Contracts & Property Management
 Washington, D.C. 20555

8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code)
Henkels and McCoy, Inc.
8530 Cinderbed Road
P.O. Box 1507
Newington, VA 22122

9A. AMENDMENT OF SOLICITATION NO. _____
 9B. DATED (SEE ITEM 11) _____
 10A. MODIFICATION OF CONTRACT/ORDER NO. _____
X **NRC-33-90-191**
 10B. DATED (SEE ITEM 13) **1/3/90**

CODE _____ FACILITY CODE _____

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 ACKNOWLEDGMENT 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)
N/A

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

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(D).

C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF: _____

D. OTHER (Specify type of modification and authority) _____

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

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)
The purpose of this modification is to incorporate revised billing instructions. Therefore, the contract is hereby modified as follows:

DELETE all previous billing instructions and REPLACE with the attached billing instructions entitled "Billing Instructions for Time & Materials Contracts."

All other terms and conditions of the contract remain unchanged.

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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.

15A. NAME AND TITLE OF SIGNER (Type or print) _____
 16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print)
Paul J. Edgeworth, Contracting Officer

15B. CONTRACTING OFFEROR _____
 15C. DATE SIGNED _____
 16B. UNITED STATES OF AMERICA
 BY **Paul J. Edgeworth**
 (Signature of Contracting Officer)
 16C. DATE SIGNED **10/10/90**

BILLING INSTRUCTIONS FOR
TIME & MATERIALS CONTRACTS

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

Form: Claims shall be submitted on the payee's letterhead, voucher/invoice.

Number of Copies: An original and three copies, including supporting documentation shall be submitted. A copy of all supporting documents must be attached to each copy of your voucher/invoice. 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 and Property Management
Contract Administration Branch, P-902
Washington, DC 20555

HAND DELIVERY OF VOUCHERS/INVOICES IS DISCOURAGED AND WILL NOT EXPEDITE PROCESSING BY NRC. However, should you choose to deliver voucher/invoices by hand, including delivery by any express mail services or special delivery services which use a courier or other person to deliver the voucher/invoice 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
11555 Rockville Pike
Mail Room
Rockville, Maryland 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 and Property Management.

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

Frequency: The contractor shall submit an voucher/invoice only after 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 strikeovers). Corrections or erasures must be initialed. In order to constitute a proper voucher/invoice, the contractor shall furnish all the information set forth below:

1. Contract number
2. Sequential voucher/invoice number
3. Date of voucher/invoice. Insert the date the voucher/invoice is prepared.
4. Project Officer's name and mailstop as designated in the contract.
5. Payee's name and address. (Show the name of the contractor and its correct address. When an approved assignment of funds has been made by the contractor, or a different payee or addressee has been designated, insert the name and address of the payee.) Indicate the name and telephone number of the individual responsible for answering questions the NRC may have regarding the voucher/invoice.
6. Billing Period. Insert the beginning and ending dates (month, day, and year) of the period during which costs were incurred and for which reimbursement is claimed.
7. Direct Costs. Insert the major cost elements:
 - (1) Direct Labor. This consists of salaries and wages paid (or accrued) for direct performance of the contract at the specified fixed hourly rate in the contract. Voucher/invoice shall include laborer's name, labor category (lead, voice or data technician), hours billed (regular/overtime), hourly rate (regular/overtime), and total amount.

A copy of completed NRC work orders must accompany the voucher/invoice as supporting documentation. Each completed work order must have actual time worked to coincide with billed hours. Travel time must also be included.
 - (2) Materials. The cost of parts/materials shall be reimbursed at ACTUAL cost. Voucher/invoice shall include description of articles or services, quantity, unit price, and total amount. A copy of each delivery/work order shall be attached as supporting documentation for billed cost.

- (3) Local travel. The cost for local travel shall be reimbursed in accordance with the Federal Travel Regulations.

All costs associated with each trip must be shown in the following format:

Purpose	No. of Miles	Mileage Rate	Cost
			\$

8. Weight and zone of shipment, if shipped by parcel post, if applicable.
9. Charges for freight/delivery or express shipments, if applicable. Attach prepaid bill if shipped by freight or express.
10. Final vouchers/invoices shall be marked "FINAL VOUCHER" or "FINAL INVOICE."

Billing of Cost After Expiration of Contract: If costs are incurred during the contract period and claimed after the contract has expired, the period during which these costs were incurred must be cited. To be considered a proper expiration voucher/invoice, contractor shall clearly mark it "EXPIRATION VOUCHER" or "EXPIRATION INVOICE."

Currency: Billing 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.