

AWARD/CONTRACT

1. CONTRACT (Purchase Order) NO.
 RC-17-82-474

2. EFFECTIVE DATE
 SEP 17 1982

3. ORDERING/PURCHASE REQUEST/PROJECT NO.
 GPPA No. SEC-82-474

4. CERTIFIED FOR NATIONAL DEFENSE UNDER DDSA
 REG. 2 AND/OR DSA REG. 1.
 RATING:

ISSUED BY CODE RC

5. ADMINISTERED BY
 (If other than block 5)

CODE

7. DELIVERY FOR DESTINATION
 OTHER (See below)

Federal Nuclear Regulatory Commission
 Office of Contracts
 Washington, DC 20555

CONTRACTOR CODE

FACTORY

9. DISCOUNT FOR PROMPT PAYMENT

Signature Research Corporation
 P.O. Box 1001
 4300 Greenway Lane
 Annandale, VA 22003

5% 20 DAYS

10. SUBJECT ADDRESSES (4 copies unless otherwise specified) TO ADDRESS SHOWN IN BLOCK

SHIP TO/MARK FOR CODE

12. PAYMENT WILL BE MADE BY CODE

See Article V

See Article II

THIS PROCUREMENT WAS ADVERTISED, NEGOTIATED, PURSUANT TO

10 U.S.C. 2304 (a)(1)
 41 U.S.C. 252 (c)(1)

ACCOUNTING AND APPROPRIATION DATA

N/A

15. LINE NO.	16. SUPPLIES/SERVICES	17. QUANTITY	18. UNIT	19. UNIT PRICE	20. AMOUNT
	The Contractor hereby accepts your offer to provide microstatic copying services in accordance with your bid dated August 25, 1982. In accordance with Part II, Paragraph 29 of the solicitation, the Government selects Schedule II for both the basic and optional years. Contract type: Fixed Price (Requirements) Project Officer: John Kronebusch Contract Negotiator: Ronald Coleman				

TOTAL AMOUNT OF CONTRACT \$136,095.75

CONTRACTING OFFICER WILL COMPLETE BLOCK 22 OR 26 AS APPLICABLE

CONTRACTOR'S NEGOTIATED AGREEMENT (Contractor is required to sign this document and return _____ copies to issuing office.) Contractor agrees to furnish and deliver all items or perform all the services set forth in the contract above and on any continuation sheets for the consideration stated herein. The rights and obligations of the parties to this contract shall be subject to and governed by the following documents: (a) this award/contract, (b) the solicitation, if any, and (c) such provisions, representations, certifications, and specifications, as are herein incorporated by reference herein. (Attachments are listed herein.)

21. AWARD (Contractor is not required to sign this document.) Your offer in Solicitation Number **IFB RS-SEC-82-474**, including the additions or changes made by you which additions or changes are set forth in full above, is hereby accepted as to the items listed above and on any continuation sheets. This award constitutes the contract which consists of the following documents: (a) the Government's solicitation and your offer, and (b) this award/contract. No further contractual document is necessary.

SIGNATURE OF CONTRACTOR

 (Signature of person authorized to sign)

27. UNITED STATES OF AMERICA
 BY 

 (Signature of Contracting Officer)

25. DATE SIGNED

28. NAME OF CONTRACTING OFFICER
 Mary Jo Matlock

8301260040 820917
 PDR CONTR
 NRC-17-82-474 PDR

29. DATE SIGNED

REPRESENTATIONS, CERTIFICATIONS AND ACKNOWLEDGMENTS

REPRESENTATIONS (Check or complete all applicable boxes or blocks.)

The offeror represents as part of his offer that:

1. SMALL BUSINESS (See par. 14 on SF 33-A.)

He is, is not, a small business concern. If offeror is a small business concern and is not the manufacturer of the supplies offered, he also represents that all supplies to be furnished hereunder will, will not, be manufactured or produced by a small business concern in the United States, its possessions, or Puerto Rico.

2. MINORITY BUSINESS ENTERPRISE

He is, is not, a minority business enterprise. A minority business enterprise is defined as a "business, at least 50 percent of which is owned by minority group members or, in case of publicly owned businesses, at least 51 percent of the stock of which is owned by minority group members." For the purpose of this definition, minority group members are Negroes, Spanish-speaking American persons, American-Orientals, American-Indians, American-Eskimos, and American-Aleuts.

3. REGULAR DEALER - MANUFACTURER (Applicable only to supply contracts exceeding \$10,000.)

He is a regular dealer in manufacturer of, the supplies offered.

4. CONTINGENT FEE (See par. 15 on SF 33-A.)

(a) He has, has not, employed or retained any company or persons (other than a full-time bona fide employee working solely for the offeror) to solicit or secure this contract, and (b) he has, has not, paid or agreed to pay any company or person (other than a full-time bona fide employee working solely for the offeror) any fee, commission, percentage, or brokerage fee contingent upon or resulting from the award of this contract, and agrees to furnish information relating to (a) and (b) above as requested by the Contracting Officer. (Interpretation of the representation, including the term "bona fide employee," see Code of Federal Regulations, Title 41, Subpart 1-1.5.)

5. TYPE OF BUSINESS ORGANIZATION

He operates as an individual, a partnership, a nonprofit organization, a corporation, incorporated under the laws of the State of _____.

6. AFFILIATION AND IDENTIFYING DATA (Applicable only to advertised solicitations.)

Each offeror shall complete (a) and (b) if applicable, and (c) below:

(a) He is, is not, owned or controlled by a parent company. (See par. 16 on SF 33-A.)

(b) If the offeror is owned or controlled by a parent company, he shall enter in the blocks below the name and main office address of the parent company:

NAME OF PARENT COMPANY AND MAIN OFFICE ADDRESS
BLOCK OF CODE

EMPLOYER'S CERTIFICATION NUMBER (SEE PAR. 17 ON SF 33-A)

OFFEROR'S NO.

54-1026389

PARENT COMPANY'S NO.

7. EQUAL OPPORTUNITY

(a) He has, has not, participated in a previous contract or subcontract subject either to the Equal Opportunity clause herein or the clause originally contained in section 301 of Executive Order No. 10925, or the clause contained in Section 201 of Executive Order No. 11114, that he has, has not, filed all required compliance reports; and that representations indicating submission of required compliance reports, signed by proposed subcontractors, will be obtained prior to subcontract awards. (The above representation need not be submitted in connection with contracts or subcontracts which are exempt from the equal opportunity clause.)

(b) The bidder (or offeror) represents that (1) he has developed and has on file, has not developed and does not have on file, at each establishment affirmative action programs as required by the rules and regulations of the Secretary of Labor (41 CFR 60-1 and 60-2) or (2) he has not previously had contracts subject to the written affirmative action programs requirement of the rules and regulations of the Secretary of Labor. (The above representation shall be completed by each bidder (or offeror) whose bid (offer) is \$50,000 or more and who has 50 or more employees.)

CERTIFICATIONS (Check or complete all applicable boxes or blocks.)

1. BUY AMERICAN CERTIFICATE

The offeror certifies as part of his offer that: each end product, except the end products listed below, is a domestic end product (as defined in the clause entitled "Buy American Act") and that components of unknown origin have been considered to have been mined, produced, or manufactured outside the United States.

EXCLUDED END PRODUCTS

COUNTRY OF ORIGIN

PART I

Representations, Certifications, and Acknowledgments - Continued SF-33 (Page 3)

5. WOMAN-OWNED BUSINESS

Concern is is not a woman-owned business. The business is publicly owned, a joint stock association, or a business trust yes no. The business is certified not certified.

A woman-owned business is a business which is, at least, 51 percent owned, controlled, and operated by a woman or women. Controlled is defined as exercising the power to make policy decisions. Operated is defined as actively involved in the day-to-day management.

For the purposes of this definition, businesses which are publicly owned, joint stock associations, and business trusts are exempted. Exempted businesses may voluntarily represent that they are, or are not, woman-owned if this information is available.

6. PERCENT OF FOREIGN CONTENT

The offeror/contractor will represent (as an estimate), immediately after the award of a contract, the percent of the foreign content of the item or service being procured expressed as a percent of the contract award price (accuracy within plus or minus 5 percent is acceptable).

7. NON-DISCRIMINATION BECAUSE OF AGE CERTIFICATION (1-12.1001)

The offeror hereby certifies as follows:

(a) In the performance of Federal contracts, he and his subcontractors shall not in connection with the employment, advancement, or discharge of employees or in connection with the terms, conditions, or privileges of their employment, discriminate against persons because of their age except upon the basis of a bona fide occupational retirement plan, or statutory requirement, and

(b) That contractors and subcontractors, or persons acting on their behalf, shall not specify, in solicitations or advertisements for employees to work on Government contracts, a maximum age limit for such employment unless the specified maximum age limit is based on a bona fide occupational qualification, retirement plan, or statutory requirement.

8. CERTIFICATION OF RECOVERED MATERIALS (1-1.2504(b))

The offeror/contractor certifies that recovered materials will be used as required by specifications referenced in the solicitation/contract.

9. CONTRACTOR ORGANIZATIONAL CONFLICTS OF INTEREST

I represent to the best of my knowledge and belief that:

The award to LITERATURE RESEARCH CORPORATION of a contract or the modification of an existing contract does or does not involve situations or relationships of the type set forth in 41 CFR paragraph 20-1.5403(b)(1).

If the representation as completed indicates that situations or relationships of the type set forth in 41 CFR 20-1.5403(b)(1) are involved or the Contracting Officer otherwise determines that potential organizational conflicts exist, the offeror shall provide a statement in writing which describes in a concise manner all relevant factors bearing on his representation to the Contracting Officer. If the Contracting Officer determines that organizational conflicts exist, the following actions may be taken:

- (a) impose appropriate conditions which avoid such conflicts,
- (b) disqualify the offeror, or
- (c) determine that it is otherwise in the best interest of the United States to seek award of the contract under the waiver provisions of § 20-1.5411.

The refusal to provide the representation required by §20-1.5404(b) or upon request of the Contracting Officer the facts required by §20-1.5404(c), shall result in disqualification of the offeror for award. The nondisclosure or misrepresentation of any relevant interest may also result in the disqualification of the offeror for awards; or if such nondisclosure or misrepresentation is discovered after award, the resulting contract may be terminated. The offeror may also be disqualified from subsequent related NRC contracts and be subject to such other remedial actions provided by law or the resulting contract.

The offeror may, because of actual or potential organizational conflicts of interest, propose to exclude specific kinds or work from the statements of work contained in an RFP unless the RFP specifically prohibits such exclusion. Any such proposed exclusion by an offeror will be considered by the NRC in the evaluation of proposals. If the NRC considers the proposed excluded work to be an essential or integral part of the required work and its exclusion would work to the detriment of the competitive posture of the other offerors, the proposal must be rejected as unacceptable.

The offeror's failure to execute the representation required herein with respect to invitation for bids will be considered to be a minor informality, and the offeror will be permitted to correct the omission.

Any contract resulting from a solicitation requirement shall include general clauses (41 CFR 20-1.5404-1) prohibiting contractors from engaging in relationships which may give rise to an actual or apparent conflict of interest. Note: NRC Contractor Organizational Conflicts of Interest (41 CFR Part 20) is included in Part IV as Attachment No. 1.

PART II
SOLICITATION INSTRUCTIONS AND CONDITIONS

1. DEFINITIONS.

As used herein:

- (a) The term "solicitation" means Invitation for Bids (IFB) where the procurement is advertised, and Request for Proposal (RFP) where the procurement is negotiated.
- (b) The term "offer" means bid where the procurement is advertised, and proposal where the procurement is negotiated.
- (c) For purposes of this solicitation and Block 2 of Standard Form 33, the term "advertised" includes Small Business Restricted Advertising and other types of restricted advertising.

2. PREPARATION OF OFFERS.

- (a) Offerors are expected to examine the drawings, specifications, Schedule, and all instructions. Failure to do so will be at offeror's risk.
- (b) Each offeror shall furnish the information required by the solicitation. The offeror shall sign the solicitation and print or type his name on the Schedule and each Continuation Sheet thereof on which he makes an entry. Erasures or other changes must be initialed by the person signing the offer. Offers signed by an agent are to be accompanied by evidence of his authority unless such evidence has been previously furnished to the issuing office.
- (c) Unit price for each unit offered shall be shown and such price shall include packing unless otherwise specified. A total shall be entered in the Amount column of the Schedule for each item offered. In case of discrepancy between a unit price and extended price, the unit price will be presumed to be correct, subject, however, to correction to the same extent and in the same manner as any other mistake.
- (d) Offers for supplies or services other than those specified will not be considered unless authorized by the solicitation.
- (e) Offeror must state a definite time for delivery of supplies or for performance of services unless otherwise specified in the solicitation.
- (f) Time, if stated as a number of days, will include Saturdays, Sundays and holidays.
- (g) Code boxes are for Government use only.

3. EXPLANATION TO OFFERORS. Any explanation desired by an offeror regarding the meaning or interpretation of the solicitation, drawings, specifications, etc., must be requested in writing and with sufficient time allowed for a reply to reach offerors before the submission of their offers. Oral explanations or instructions given before the award of the contract will not be binding. Any information given to a prospective offeror concerning a solicitation will be furnished to all prospective offerors as an amendment of the solicitation, if such information is necessary to offerors in submitting offers on the solicitation or if the lack of such information would be prejudicial to uninformed offerors.

4. ACKNOWLEDGMENT OF AMENDMENTS TO SOLICITATIONS.

Receipt of an amendment to a solicitation by an offeror must be acknowledged (a) by signing and returning the amendment, (b) on page three of Standard Form 33, or (c) by letter or telegram. Such acknowledgment must be received prior to the hour and date specified for receipt of offers.

5. SUBMISSION OF OFFERS.

- (a) Offers and modifications thereof shall be enclosed in sealed envelopes and addressed to the office specified in the solicitation. The offeror shall show the hour and date specified in the solicitation for receipt, the solicitation number, and the name and address of the offeror on the face of the envelope.
- (b) Telegraphic offers will not be considered unless authorized by the solicitation; however, offers may be modified or withdrawn by written or telegraphic notice, provided such notice is received prior to the hour and date specified for receipt. (However, see paragraphs 7 and 8.)
- (c) Samples of items, when required, must be submitted within the time specified, and unless otherwise specified by the Government, at no expense to the Government. If not destroyed by testing, samples will be returned at offeror's request and expense, unless otherwise specified by the solicitation.

6. FAILURE TO SUBMIT OFFER. If no offer is to be submitted, do not return the solicitation unless otherwise specified. A letter or postcard shall be sent to the issuing office advising whether future solicitations for the type of supplies or services covered by this solicitation are desired. Failure of the recipient to offer, or to notify the issuing office that future solicitations are desired, may result in removal of the name of such recipient from the mailing list for the type of supplies or services covered by the solicitation.

7. LATE BIDS, MODIFICATIONS OF BIDS, OR WITHDRAWAL OF BIDS.

- (a) Any bid received at the office designated in the solicitation after the exact time specified for receipt will not be considered unless it is received before award is made and either:
 - (1) It was sent by registered or certified mail not later than the fifth calendar day prior to the date specified for the receipt of bids (e.g., a bid submitted in response to a solicitation requiring receipt of bids by the 20th of the month must have been mailed by the 15th or earlier); or
 - (2) It was sent by mail (or telegram if authorized) and it is determined by the Government that the late receipt was due solely to mishandling by the Government after receipt at the Government installation.
- (b) Any modification or withdrawal of a bid is subject to the same conditions as in (a). above. A bid may also be withdrawn in person by a bidder or his authorized representative, provided his identity is made known and he signs a receipt for the bid, but only if the withdrawal is made prior to the exact time set for receipt of bids.
- (c) The only acceptable evidence to establish:
 - (1) The date of mailing of a late bid, modification, or withdrawal sent either by registered or certified mail to the U.S. Postal Service postmark on both the envelope or wrapper and on the original receipt from the U.S. Postal Service. If neither postmark shows a legible date, the bid, modification, or withdrawal shall be deemed to have been mailed late. (The term "postmark" means a printed, stamped, or otherwise placed impression (exclusive of a postage meter machine impression) that is readily identifiable without further action as having been supplied and affixed on the date of mailing by employees of the U.S. Postal Service. Therefore, offerors should request the postal clerk to place a hand cancellation bull's-eye "postmark" on both the receipt and the envelope or wrapper.)
 - (2) The time of receipt at the Government installation is the time-date stamp of such installation on the bid wrapper or other documentary evidence of receipt maintained by the installation.
- (d) Notwithstanding (a) and (b) of this provision, a late modification of an otherwise successful bid which makes its terms more favorable to the Government will be considered at any time it is received and may be accepted.

Note: The term "telegram" includes mailgrams.

8. LATE PROPOSALS, MODIFICATIONS OF PROPOSALS, AND WITHDRAWALS OF PROPOSALS.

- (a) Any proposal received at the office designated in the solicitation after the exact time specified for receipt will not be considered unless it is received before awards are made, and:
 - (1) It was sent by registered or certified mail not later than the fifth calendar day prior to the date specified for receipt of offers (e.g., an offer submitted in response to a solicitation requiring receipt of offers by the 20th of the month must have been mailed by the 15th or earlier); or
 - (2) It was sent by mail (or telegram if authorized) and it is determined by the Government that the late receipt was due solely to mishandling by the Government after receipt at the Government installation; or
 - (3) It is the only proposal received.
- (b) Any modification of a proposal, except a modification resulting from the Contracting Officer's request for "best and final" offer, is subject to the same conditions as in (a)(1) and (a)(2) of this provision.
- (c) A modification resulting from the Contracting Officer's request for "best and final" offer received after the time and date specified in the request will not be considered unless received before award and the late receipt is due solely to mishandling by the Government after receipt at the Government installation.
- (d) The only acceptable evidence to establish:
 - (1) The date of mailing of a late proposal or modification sent either by registered or certified mail to the U.S. Postal Service postmark on both the envelope or wrapper and on the original receipt from the U.S. Postal Service. If neither postmark shows a legible date, the proposal or modification shall be deemed to have been mailed late. (The term "postmark" means a printed, stamped, or otherwise placed impression (exclusive of a postage meter machine impression) that is readily identifiable without further action as having been supplied and affixed on the date of mailing by employees of the U.S. Postal Service. Therefore, offerors should request the postal clerk to place a hand cancellation bull's-eye "postmark" on both the receipt and the envelope or wrapper.)
 - (2) The time of receipt at the Government installation is the time-date stamp of such installation on the proposal wrapper or other documentary evidence of receipt maintained by the installation.

(e) Notwithstanding (a), (b), and (c), of this provision, a late modification of an otherwise successful proposal which makes its terms more favorable to the Government will be considered at any time it is received and may be accepted.

(f) Proposals may be withdrawn by written or telegraphic notice received at any time prior to award. Proposals may be withdrawn in person by an offeror or his authorized representative, provided his identity is made known and he signs a receipt for the proposal prior to award.

Note: The term "telegram" includes mailgrams.

Note: The alternate late proposals, modifications of proposals and withdrawals of proposals provision prescribed by 41 CFR 1-3.802-2(b) shall be used in lieu of provision 8, if specified by the contract.

9. DISCOUNTS.

(a) Notwithstanding the fact that a blank is provided for a ten (10) day discount, prompt payment discounts offered for payment within less than twenty (20) calendar days will not be considered in evaluating offers for award, unless otherwise specified in the solicitation. However, offered discounts of less than 20 days will be taken if payment is made within the discount period, even though not considered in the evaluation of offers.

(b) In connection with any discount offered, time will be computed from date of delivery of the supplies to carrier when delivery and acceptance are at point of origin, or from date of delivery at destination or point of embarkation when delivery and acceptance are at either of those points, or from the date correct invoice or voucher is received in the offer specified by the Government, if the latter date is later than date of delivery. Payment is deemed to be made for the purpose of earning the discount on the date of mailing of the Government check.

10. AWARD OF CONTRACT

(a) The contract will be awarded to the responsible offeror whose price is the lowest and most favorable to the Government, price and other factors considered.

(b) The Government reserves the right to reject any or all offers and to waive formalities and minor irregularities in offers received.

(c) The Government may accept any item or group of items of any offer, unless the offeror qualifies his offer by specific limitations. UNLESS OTHERWISE PROVIDED IN THE SCHEDULE, OFFERS MAY BE SUBMITTED FOR ANY QUANTITIES LESS THAN THOSE SPECIFIED AND THE GOVERNMENT RESERVES THE RIGHT TO MAKE AN AWARD ON ANY ITEM FOR A QUANTITY LESS THAN THE QUANTITY OFFERED AT THE UNIT PRICES OFFERED UNLESS THE OFFEROR SPECIFIES OTHERWISE IN HIS OFFER.

(d) A written award (or Acceptance of Offer) mailed (or otherwise furnished) to the successful offeror within the time for acceptance specified in the offer shall be deemed to result in a binding contract without further action by either party.

The following paragraphs (e) through (h) apply only to negotiated solicitations.

(e) The Government may accept within the time specified therein, any offer (or part thereof, as provided in (c) above), whether or not there are negotiations subsequent to its receipt, unless the offer is withdrawn by written notice received by the Government prior to award. If subsequent negotiations are conducted, they shall not constitute a rejection or counter offer on the part of the Government.

(f) The right is reserved to accept other than the lowest offer and to reject any or all offers.

(g) The Government may award a contract, based on initial offers received, without discussion of such offers. Accordingly, each initial offer should be submitted on the most favorable terms from a price and technical standpoint which the offeror can submit to the Government.

(h) Any financial data submitted with any offer hereunder or any representation concerning facilities or financing will not form a part of any resulting contract; provided, however, that if the resulting contract contains a clause providing for price reduction for defective cost or pricing data, the contract price will be subject to reduction if cost or pricing data furnished hereunder is inconspicuous, inaccurate, or not current.

11. GOVERNMENT-FURNISHED PROPERTY. All material, labor, or facilities will be furnished by the Government unless otherwise provided for in the solicitation.

12. LABOR INFORMATION. General information regarding the requirements of the Walsh-Healey Public Contracts Act (41 U.S.C.

35-45), the Contract Work Hours Standards Act (40 U.S.C. 327-350), and the Service Contract Act of 1965 (41 U.S.C. 351-357) may be obtained from the Department of Labor, Washington, D.C. 20310, or from any regional office of that agency. Requests for information should include the solicitation number, the name and address of the issuing agency, and a description of the supplies or services.

13. SELLER'S INVOICES. Invoices shall be prepared and submitted in quadruplicate (one copy shall be marked "original") unless otherwise specified. Invoices shall contain the following information: Contract and order number (if any), item numbers, description of supplies or services, sizes, quantities, unit prices, and extended totals. Bill of lading number and weight of shipment will be shown for shipments made on Government bills of lading.

14. SMALL BUSINESS CONCERN. A small business concern for the purpose of Government procurement is a concern, including its affiliates, which is independently owned and operated, is not dominant in the field of operation in which it is submitting offers on Government contracts, and can further qualify under the criteria concerning number of employees, average annual receipts, or other criteria, as prescribed by the Small Business Administration. (See Code of Federal Regulations, Title 13, Part 121, as amended, which contains detailed industry definitions and related procedures.)

15. CONTINGENT FEE. If the offeror, by checking the appropriate box provided therefor, has represented that he has employed or retained a company or person (other than a full-time bona fide employee working solely for the offeror) to solicit or secure this contract, or that he has paid or agreed to pay any fee, commission, percentage, or brokerage fee to any company or person contingent upon or resulting from the award of this contract, he shall furnish, in duplicate, a complete Standard Form 119, Contractor's Statement of Contingent or Other Fees. If offeror has previously furnished a completed Standard Form 119 to the office issuing this solicitation, he may accompany his offer with a signed statement (a) indicating when such completed form was previously furnished, (b) identifying by number the previous solicitation or contract, if any, in connection with which such form was submitted, and (c) representing that the statement in such form is applicable to this offer.

16. PARENT COMPANY. A parent company for the purpose of this offer is a company which either owns or controls the activities and basic business policies of the offeror. To own another company means the parent company must own at least a majority (more than 50 percent) of the voting rights in that company. To control another company, such ownership is not required, if another company is able to formulate, determine, or veto basic business policy decisions of the offeror, such other company is considered the parent company of the offeror. This control may be exercised through the use of dominant minority voting rights, use of proxy voting, contractual arrangements, or otherwise.

17. EMPLOYER'S IDENTIFICATION NUMBER. (Applicable only to advertised solicitations.) The offeror shall insert in the applicable space on the offer form, if he has no parent company, his own Employer's Identification Number (E.I. No.) (Federal Social Security Number used on Employer's Quarterly Federal Tax Return, U.S. Treasury Department Form 941), or, if he has a parent company, the Employer's Identification Number of his parent company.

18. CERTIFICATION OF INDEPENDENT PRICE DETERMINATION.

(a) This certification on the offer form is not applicable to a foreign offeror submitting an offer for a contract which requires performance or delivery outside the United States, its possessions, and Puerto Rico.

(b) An offer will not be considered for award where (a) (1), (a) (3), or (b) of the certification has been deleted or modified. Where (a) (2) of the certification has been deleted or modified, the offer will not be considered for award unless the offeror furnishes with the offer a signed statement which sets forth in detail the circumstances of the disclosure and the head of the agency, or his designee, determines that such disclosure was not made for the purpose of restricting competition.

19. ORDER OF PRECEDENCE. In the event of an inconsistency between provisions of the solicitation, the inconsistency shall be resolved by giving precedence in the following order: (a) the Schedule; (b) Solicitation Instructions and Conditions; (c) General Provisions; (d) other provisions of the contract, whether incorporated by reference or otherwise; and (e) the specifications.

Paragraph 10 (a) on page 2 of the SF-33A is hereby deleted. Paragraph No. 19 on page 2 of the SF-33A is hereby deleted in its entirety.

20. TYPE OF CONTRACT

It is contemplated that a fixed price requirements contract will be awarded; however, the Government reserves the right to negotiate and award whatever type contract is determined to be most appropriate. In addition to the special provisions of this request for proposal, any resultant contract shall include the general provisions applicable to the selected offeror's organization and type contract awarded. Any additional clauses required by Public Law, Executive Order, or procurement regulations in effect at the time of execution of the proposed contract will be included.

21. PERIOD OF PERFORMANCE/SCHEDULE

The Government estimates that the work hereunder shall be completed within one (1) year.

22. ACCEPTANCE PERIOD

Because of the time required by the Government to evaluate bids adequately, offerors are requested to specify a bid acceptance period of not less than (90) ninety days.

23. ANTICIPATED AWARD DATE

It is anticipated that an award under this solicitation shall be made by September 6, 1982.

24. COST OF BID PREPARATION

This solicitation does not commit the Government to pay any cost for the preparation and submission of a bid or for necessary studies or designs for the preparation thereof; or to procure or contract for the articles or services shown under Part III herein.

PART II (Continued)

NOTICES TO BIDDERS

25. Notice of Requirement to Certify Nonsegregated Facilities

Bidders are cautioned as follows: By signing this offer, the bidder will be deemed to have signed and agreed to the provisions of the "Certification of Nonsegregated Facilities" contained on page 6 of this solicitation. Failure of the bidder to agree to the certification of nonsegregated facilities may cause his bid to be rejected as nonresponsive.

Moreover, each sheet for which the offeror desires to restrict disclosure shall be marked with the following legend:

"Use of disclosure of proposal data is subject to the restriction on the title page of this proposal. I claim that information contained herein is proprietary and shall not be disclosed by the NRC in accordance with Exemption 4 of the Freedom of Information Act."

26. Bid Identification

Mailing envelopes shall be marked with the IFB number as specified on Page 1, Block #2 of this solicitation. The IFB number should also be referenced in your cover letter and on each page of your bid.

27. Other Contractual Commitments

The bidder shall list any commitments with other agencies, governmental or private, and indicate whether these commitments will or will not interfere with the completion of work and services contemplated under this solicitation.

Award Notification

28. All bidders will be notified of their final selection or nonselection as soon as possible following the completion of the formal NRC bid opening and subsequent detailed examination of bids and conduct of responsibility checks. Formal notification of nonselection to unsuccessful bidders will be made following contract award to the successful bidder.

29. Bid Evaluation/Evaluation of Option

- A. Bidders are required to bid on all four (4) schedules contained herein. The Government reserves the right to select the schedule it determines to be most advantages to the general public; however the Government's selection will be based on the following:
- B. Bids will be evaluated for purposes of award by adding the total price of the selected schedule for the basic year to the total price for the selected schedule for the option year, thus arriving at the lowest combined total price compared to the identical schedule of all bidders. For example, if six (6) bids are involved and the Government selects schedule I for both the basic and option years as its choice, the selection will be based on the lowest combined total price for schedule I of all bidders.
- C. Evaluation of the option year will not obligate the Government to exercise such. Bids which do not include fixed prices for the option items will be rejected as nonresponsive.
- D. Award will be made to that responsive, responsible bidder within the meaning of Federal Procurement Regulation 1-1.12 whose total bid price, as set forth by the bidder in the appropriate blank of this IFB, after NRC consideration of any applicable discount, constitutes the lowest overall evaluated final contract price based upon the requirements as set forth in the schedule.

30. Separate Charges

Separate charges, in any form, are not solicited. Bids containing any charges for discontinuance, termination or failure to exercise any option are not solicited and will be rejected.

31. Listing of Employment Openings (FPR 1-12.1102-2)

Bidders and offerors should note that this solicitation includes a provision requiring the listing of employment openings with the local office of the Federal-State employment service system where a contract award is for \$2,500 or more.

32. Commitment of Public Funds

The Contracting Officer is the only individual who can legally commit the Government to the expenditure of public funds in connection with this procurement. Any other commitment, either explicit or implied, is invalid.

33. Submission For Bid

Bids must set forth full, accurate and complete information as required by this invitation for bids (including attachments). The Penalty for making false statements in bids is prescribed in 18 U. S. C. 1001.

34. Subcontractors

If the offeror plans to subcontract any of the work to be performed, list proposed subcontractors if known by name. Provide a detailed breakdown of specific work to be subcontracted and the approximate cost involved.

35. Labor Surplus Area Program Requirements

In keeping with the Federal Labor Surplus Area Program, the offeror is required to provide information on the general economic conditions of the area in which subcontractors are located, exact location of subcontractors (state, city, county), and the unemployment rate for the area, if known.

36. Additional Facilities or Personnel

In the event the offeror contemplates acquiring additional facilities, personnel or property in the performance of this work, such facilities, personnel or property shall be separately identified.

37. Prices

Bidders must insert a definite price or indicate "no charge" in the blank space provided for each item and/or subitem listed in Article I hereof. Unless expressly provided for herein, no additional charge will be allowed for work performed under the contract other than the unit prices stipulated herein for each such item and/or subitem.

38. Bidder Qualifications and Past Experience

Bidder shall list three (3) previous/current contracts for the same or similar products: This information will assist the Contracting Officer in his/her Determination of Responsibility. Failure to provide this information will not necessarily result in an unfavorable Determination of Responsibility.

- (1) Contract No.: NRC-10-81-369
Name and address of
Government Agency or U. S. NRC
Commercial Entity: _____
Division of Contracts
Washington, D. C. 20555
Point of Contact and
Telephone Number: Printing Section, 7920 Norfolk Ave., Bethesda, MD
Hugh McVey/Marshall Baggett 492-7281
- (2) Contract No.: TIR-P-82-9
Name and address of
Government Agency or INTERNAL REVENUE SERVICE
Commercial Entity: _____
RM:FM:P Room 1553, Room 1553, 1111 Constitution Ave., N.
Washington, D. C. 20225
Point of Contact and
Telephone Number: Mark Elstein 566-3339 - Publishing Services
- (3) Contract No.: NRC-17-80-450
Name and address of
Government Agency or U. S. NRC
Commercial Entity: _____
Division of Contracts
Washington, D. C. 20555
Point of Contact and
Telephone Number: John Kronebusch 634-1479 Public Document Room

Additional information will be supplied to the Contracting Officer upon request.

39. Notice of Total Small Business Set-Aside

- A. General. Bids or proposals under this procurement are solicited only from (1) small business concerns and (2) eligible organizations for the handicapped and handicapped individuals under the Small Business Act. The procurement is to be awarded only to one or more such concerns, organizations, or individuals. This action is based on a determination by the Contracting Officer, alone or in conjunction with a representative of the Small Business Administration, that it is in the interest of maintaining or mobilizing the Nation's full productive capacity, or in the interest of war or national defense programs, or in the interest of assuring that a fair proportion of Government procurement is placed with small business concerns, or in the interest of assisting eligible organizations for the handicapped and handicapped individuals. Bids or proposals received from others will be considered nonresponsive.
- B. Definitions. The term "small business concern" means a concern, including its affiliates, which is independently owned and operated, is not dominant in the field of operation in which it is bidding on Government contracts, and can further qualify under the criteria set forth in the regulations of the Small Business Administration (13 CFR 121.3-8). In addition to meeting these criteria, a manufacturer or a regular dealer submitting bids or proposals in his own name must agree to furnish in the performance of the contract end items manufactured or produced in the United States, its territories and possessions, Commonwealth of Puerto Rico, the Trust Territory of the Pacific Islands, and the District of Columbia, by small business concerns: provided, that this additional requirement does not apply in connection with construction or service contracts.

40. Size Standard and Product Classification

It has been determined that the services described herein are classified under the Standard Industrial Classification Manual as No. 7339 and that the concern's average annual receipts for its preceding three (3) fiscal years must not exceed \$2 Million to be classified as a small business concern.

NAME OF OFFICE OR CONTRACTOR

ITEM NO.	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
	ARTICLE I - SUPPLIES/SERVICES/PRICES				
	Provide the following services for each of the four schedules as further described in ARTICLE II, STATEMENT OF WORK.				
	SCHEDULE I				
	(Unit price, return to one location)				
		YEARLY ESTIMATE			
1	HARDCOPY AND MICROFICHE BLOWBACKS.	2,450,000		\$.05	\$122,500
	A. Hardcopy duplication (Copies produced from 8 1/2" x 11" and 8 1/2" x 14" pages by contractor personnel)	pages			
	a. Orders of 1-200 pages within 4 hours (1,168,000 pages)				
	b. Orders of 201-1,000 pages within 24 hours (440,000 pages)				
	c. For each additional 1,000 pages per order an additional 12 hours (480,000 pages)				
	B. Microfiche to hardcopy duplication (2% of total pages for 20X microfiche, 22% for 24X, and 76% for 48X)				
	a. Orders of 1-1,000 pages within 24 hours (327,000 pages)				
	b. For each additional 1,000 pages per order an additional 12 hours (35,000 pages)				

DATE OF ORDER OR ESTIMATE

ITEM NO.	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
SCHEDULE I CONTINUED					
2	SELF-SERVICE COIN-OPERATED COPYING MACHINE	45,000pgs		\$.05	\$2250.00
3	MICROFICHE DUPLICATION A. Orders of 1-100 items within 8 hours (20,000 fiche) B. For each additional 100 items per order, an additional 8 hours (15,000 fiche)	35,000 fiche		\$.10	\$3500.00
4	APERTURE CARD DUPLICATION A. Orders of 1-50 items within 24 hours (200 cards) B. For each additional 50 items per order, an additional 24 hours (50 cards)	250 cards		\$.20	\$ 50.00
5	OUTSIZED DOCUMENTS AND ENGINEERING DRAWINGS USING THE XEROGRAPHIC PROCESS. Random size up to 24" in width and a maximum of 44" in length. White bond, reduced or full size. A. Orders of 1-25 items within 72 hours (7,500 sq. ft.) B. For each additional 25 items per order, an additional 72 hours (7,500 sq. ft.)	15,000 sq. ft.		\$.50	\$7500.00
6	OUTSIZED DOCUMENTS AND ENGINEERING DRAWINGS USING THE PHOTOGRAPHIC PROCESS. Random size exceeding 24" in width up to a maximum of 44" in length. Full size. A. Orders of 1-25 items within 72 hours (230 sq. ft.) B. For each additional 25 items per order, an additional 72 hours (20 sq. ft.)	250 sq. ft.		\$ 1.00	\$ 250.00
7	DRAWINGS FROM APERTURE CARDS. Full size print A. Orders of 1-50 items within 72 hours (150 sq. ft.) B. For each additional 50 drawings per order, an additional 72 hours (10 sq. ft.)	160 sq. ft.		\$.20	\$ 32.00
8	DRAWINGS FROM APERTURE CARDS. 18"x14" reduced sized prints A. Orders of 1-50 items within 72 hours, (52 prints) B. For each additional 50 items per order, an additional 72 hours (3 prints)	55 prints		\$.25	\$ 13.75
TOTAL					\$136.75

CONTINUATION SHEET

NAME OF OFFICER OR CONTRACTOR

ITEM NO.	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
	<p>SCHEDULE II</p> <p>(Unit price, return to multiple locations)</p>				
		YEARLY			
				ESTIMATE	
1	<p>HARDCOPY AND MICROFICHE BLOWBACKS.</p> <p>A. Hardcopy duplication (Copies produced from 8 1/2" x 11" and 8 1/2" x 14" pages by contractor personnel)</p> <p>a. Orders of 1-200 pages within 4 hours (1,168,000 pages)</p> <p>b. Orders of 201-1,000 pages within 24 hours (440,000 pages)</p> <p>c. For each additional 1,000 pages per order an additional 12 hours (480,000 pages)</p> <p>B. Microfiche to hardcopy duplication (2% of total pages for 20X microfiche, 22% for 24X, and 76% for 48X)</p> <p>a. Orders of 1-1,000 pages within 24 hours (327,000 pages)</p> <p>b. For each additional 1,000 pages per order an additional 12 hours (35,000 pages)</p>	2,450,000		\$.05	\$122,500.00

NAME OF OFFICE OR CONTRACTOR

ITEM NO.	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
	SCHEDULE II				
	(Unit price, return to multiple locations)		YEARLY ESTIMATE		
1	HARDCOPY AND MICROFICHE BLOWBACKS.	2,450,000		\$.05	\$122,500.00
	A. Hardcopy duplication (Copies produced from 8 1/2" x 11" and 8 1/2" x 14" pages by contractor personnel)	pages			
	a. Orders of 1-200 pages within 4 hours (1,168,000 pages)				
	b. Orders of 201-1,000 pages within 24 hours (440,000 pages)				
	c. For each additional 1,000 pages per order an additional 12 hours (480,000 pages)				
	B. Microfiche to hardcopy duplication (2% of total pages for 20X microfiche, 22% for 24X, and 76% for 48X)				
	a. Orders of 1-1,000 pages within 24 hours (327,000 pages)				
	b. For each additional 1,000 pages per order an additional 12 hours (35,000 pages)				

CONTINUATION SHEET

NAME OF OFFICE OR CONTRACTOR

ITEM NO.	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
	SCHEDULE II				
	(Unit price, return to multiple locations)		YEARLY ESTIMATE		
1	HARDCOPY AND MICROFICHE BLOWBACKS.	2,450,000		\$.05	\$122,500.
	A. Hardcopy duplication (Copies produced from 8 1/2" x 11" and 8 1/2" x 14" pages by contractor personnel)	pages			
	a. Orders of 1-200 pages within 4 hours (1,168,000 pages)				
	b. Orders of 201-1,000 pages within 24 hours (440,000 pages)				
	c. For each additional 1,000 pages per order an additional 12 hours (480,000 pages)				
	B. Microfiche to hardcopy duplication (2% of total pages for 20X microfiche, 22% for 24X, and 76% for 48X)				
	a. Orders of 1-1,000 pages within 24 hours (327,000 pages)				
	b. For each additional 1,000 pages per order an additional 12 hours (35,000 pages)				

NAME OF SUPPLIER OR CONTRACTOR

ITEM NO.	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
SCHEDULE II CONTINUED					
2	SELF-SERVICE COIN-OPERATED COPYING MACHINE	45,000pgs		\$.05	\$ 2250.00
3	MICROFICHE DUPLICATION A. Orders of 1-100 items within 8 hours (20,000 fiche) B. For each additional 100 items per order, an additional 8 hours (15,000 fiche)	35,000 fiche		\$.10	\$ 3500.00
4	APERTURE CARD DUPLICATION A. Orders of 1-50 items within 24 hours (200 cards) B. For each additional 50 items per order, an additional 24 hours (50 cards)	250 cards		\$.20	\$ 50.00
5	OUTSIZED DOCUMENTS AND ENGINEERING DRAWINGS USING THE XEROGRAPHIC PROCESS. Random size up to 24" in width and a maximum of 44" in length. White bond, reduced or full size. A. Orders of 1-25 items within 72 hours (7,500 sq. ft.) B. For each additional 25 items per order, an additional 72 hours (7,500 sq. ft.)	15,000 sq. ft.		\$.50	\$ 7500.00
6	OUTSIZED DOCUMENTS AND ENGINEERING DRAWINGS USING THE PHOTOGRAPHIC PROCESS. Random size exceeding 24" in width up to a maximum of 44" in length. Full size. A. Orders of 1-25 items within 72 hours (230 sq. ft.) B. For each additional 25 items per order, an additional 72 hours (20 sq. ft.)	250 sq. ft.		\$ 1.00	\$ 250.00
7	DRAWINGS FROM APERTURE CARDS. Full size print A. Orders of 1-50 items within 72 hours (150 sq. ft.) B. For each additional 50 drawings per order, an additional 72 hours (10 sq. ft.)	160 sq. ft.		\$.20	\$ 32.00
8	DRAWINGS FROM APERTURE CARDS. 18"x24" reduced sized prints A. Orders of 1-50 items within 72 hours, (52 prints) B. For each additional 50 items per order, an additional 72 hours (3 prints)	55 prints		\$.25	\$ 13.75
TOTAL					\$ 136,095.75

NAME OF OFFICER OR CONTRACTOR

ITEM NO.	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
<p>SCHEDULE III</p> <p>(Individual prices, return to one location)</p>					
		YEARLY ESTIMATE			
1.1	<p>HARDCOPY DUPLICATION (Copies produced from 8 1/2"x11" and 8 1/2"x14" pages by contractor personnel)</p> <p>a. Orders of 1-1,000 pages within 4 hours (1,400,000 pages)</p> <p>b. Orders of 201-1,000 pages within 24 hours (460,000 pages)</p> <p>c. For each additional 1,000 pages per order, an additional 12 hours (500,000 pages)</p>	2,360,000 pages		\$.045	\$ 106,200.00
1.2	<p>MICROFICHE TO HARDCOPY DUPLICATION (8% of total pages for 20X microfiche, 82% for 24X, and 10% for 48X)</p> <p>a. Orders of 1-1,000 pages within 24 hours (75,000 pages)</p> <p>b. For each additional 1,000 pages per order, an additional 12 hours (15,000 pages)</p>	90,000 pages		\$.10	\$ 9000.00

ITEM NO.	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
SCHEDULE III CONTINUED					
2	SELF-SERVICE COIN-OPERATED COPYING MACHINE	45,000pgs		\$.05	\$ 2250.00
3	MICROFICHE DUPLICATION	35,000		\$.10	\$ 3500.00
	A. Orders of 1-100 items within 8 hours (20,000 fiche)	fiche			
	B. For each additional 100 items per order, an additional 8 hours (15,000 fiche)				
4	APERTURE CARD DUPLICATION	250 cards		\$.20	\$ 50.00
	A. Orders of 1-50 items within 24 hours (200 cards)				
	B. For each additional 50 items per order, an additional 24 hours (50 cards)				
5	OUTSIZED DOCUMENTS AND ENGINEERING DRAWINGS USING THE XEROGRAPHIC PROCESS. Random size up to 24" in width and a maximum of 44" in length. White bond, reduced or full size.	15,000	sq. ft.	\$.50	\$ 7500.00
	A. Orders of 1-25 items within 72 hours (7,500 sq. ft.)				
	B. For each additional 25 items per order, an additional 72 hours (7,500 sq. ft.)				
6	OUTSIZED DOCUMENTS AND ENGINEERING DRAWINGS USING THE PHOTOGRAPHIC PROCESS. Random size exceeding 24" in width up to a maximum of 44" in length. Full size.	250	sq. ft.	\$ 1.00	\$ 250.00
	A. Orders of 1-25 items within 72 hours (230 sq. ft.)				
	B. For each additional 25 items per order, an additional 72 hours (20 sq. ft.)				
7	DRAWINGS FROM APERTURE CARDS. Full size print	160	sq. ft.	\$.20	\$ 32.00
	A. Orders of 1-50 items within 72 hours (150 sq. ft.)				
	B. For each additional 50 drawings per order, an additional 72 hours (10 sq. ft.)				
8	DRAWINGS FROM APERTURE CARDS. 18"x24" reduced sized prints	55 prints		\$.25	\$ 13.75
	A. Orders of 1-50 items within 72 hours, (52 prints)				
	B. For each additional 50 items per order, an additional 72 hours (3 prints)				
TOTAL					\$ 128,795.00

CONTINUATION SHEET

NAME OF OFFICE OR CONTRACTOR

ITEM NO.	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
<p>SCHEDULE IV (Individual prices, return to multiple locations)</p>					
		YEARLY ESTIMATE			
1.1	<p>HARDCOPY DUPLICATION (Copies produced from 8 1/2"x11" and 8 1/2"x14" pages by contractor personnel)</p> <ul style="list-style-type: none"> a. Orders of 1-200 pages within 4 hours (1,400,000 pages) b. Orders of 201-1,000 pages within 24 hours (460,000 pages) c. For each additional 1,000 pages per order, an additional 12 hours (500,000 pages) 	2,360,000 pages		\$.045	\$ 106,200
1.2	<p>MICROFICHE TO HARDCOPY DUPLICATION (8% of total pages for 20X microfiche, 82% for 24X, and 10% for 48X)</p> <ul style="list-style-type: none"> a. Orders of 1-1,000 pages within 24 hours (75,000 pages) b. For each additional 1,000 pages per order, an additional 12 hours (15,000 pages) 	90,000 pages		\$.10	\$ 9000.

NAME OF OFFICER OR CONTRACTOR

ITEM NO.	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
SCHEDULE IV CONTINUED					
2	SELF-SERVICE COIN-OPERATED COPYING MACHINE	45,000	pgs	\$.05	\$2250.00
3	MICROFICHE DUPLICATION A. Orders of 1-100 items within 8 hours (20,000 fiche) B. For each additional 100 items per order, an additional 8 hours (15,000 fiche)	35,000	fiche	\$.10	\$3500.00
4	APERTURE CARD DUPLICATION A. Orders of 1-50 items within 24 hours (200 cards) B. For each additional 50 items per order, an additional 24 hours (50 cards)	250	cards	\$.20	\$ 50.00
5	OUTSIZED DOCUMENTS AND ENGINEERING DRAWINGS USING THE XEROGRAPHIC PROCESS. Random size up to 24" in width and a maximum of 44" in length. White bond, reduced or full size. A. Orders of 1-25 items within 72 hours (7,500 sq. ft.) B. For each additional 25 items per order, an additional 72 hours (7,500 sq. ft.)	15,000	sq. ft.	\$.50	\$7500.00
6	OUTSIZED DOCUMENTS AND ENGINEERING DRAWINGS USING THE PHOTOGRAPHIC PROCESS. Random size exceeding 24" in width up to a maximum of 44" in length. Full size. A. Orders of 1-25 items within 72 hours (230 sq. ft.) B. For each additional 25 items per order, an additional 72 hours (20 sq. ft.)	250	sq. ft.	\$ 1.00	\$ 250.00
7	DRAWINGS FROM APERTURE CARDS. Full size print A. Orders of 1-50 items within 72 hours (150 sq. ft.) B. For each additional 50 drawings per order, an additional 72 hours (10 sq. ft.)	160	sq. ft.	\$.20	\$ 32.00
8	DRAWINGS FROM APERTURE CARDS. 18"x24" reduced sized prints A. Orders of 1-50 items within 72 hours, (52 prints) B. For each additional 50 items per order, an additional 72 hours (3 prints)	55	prints	\$.25	\$ 13.75
TOTAL					\$128,795.

ITEM NO.	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
	<p><u>OPTION YEAR</u></p> <p>ARTICLE I - SUPPLIES/SERVICES/PRICES</p> <p>Provide the following services for each of the four schedules as further described in ARTICLE II, STATEMENT OF WORK.</p> <p>SCHEDULE I</p> <p>(Unit price, return to one location)</p>				
		YEARLY ESTIMATE			
1	<p>HARDCOPY AND MICROFICHE BLOWBACKS.</p> <p>A. Hardcopy duplication (Copies produced from 8 1/2" x 11" and 8 1/2" x 14" pages by contractor personnel)</p> <p>a. Orders of 1-200 pages within 4 hours (1,168,000 pages)</p> <p>b. Orders of 201-1,000 pages within 24 hours (440,000 pages)</p> <p>c. For each additional 1,000 pages per order an additional 12 hours (480,000 pages)</p> <p>B. Microfiche to hardcopy duplication (2% of total pages for 20X microfiche, 22% for 24X, and 76% for 48X)</p> <p>a. Orders of 1-1,000 pages within 24 hours (327,000 pages)</p> <p>b. For each additional 1,000 pages per order an additional 12 hours (35,000 pages)</p>	2,450,000		\$.05	\$122,500

NAME OF OFFICE OF CONTRACT

ITEM NO.	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
SCHEDULE I CONTINUED					
2	SELF-SERVICE COIN-OPERATED COPYING MACHINE	45,000pgs		\$.05	\$2250.0
3	MICROFICHE DUPLICATION A. Orders of 1-100 items within 8 hours (20,000 fiche) B. For each additional 100 items per order, an additional 8 hours (15,000 fiche)	35,000 fiche		\$.10	\$3500.0
4	APERTURE CARD DUPLICATION A. Orders of 1-50 items within 24 hours (200 cards) B. For each additional 50 items per order, an additional 24 hours (50 cards)	250 cards		\$.20	\$ 50.0
5	OUTSIZED DOCUMENTS AND ENGINEERING DRAWINGS USING THE XEROGRAPHIC PROCESS. Random size up to 24" in width and a maximum of 44" in length. White bond, reduced or full size. A. Orders of 1-25 items within 72 hours (7,500 sq. ft.) B. For each additional 25 items per order, an additional 72 hours (7,500 sq. ft.)	15,000 sq. ft.		\$.50	\$7500.0
6	OUTSIZED DOCUMENTS AND ENGINEERING DRAWINGS USING THE PHOTOGRAPHIC PROCESS. Random size exceeding 24" in width up to a maximum of 44" in length. Full size. A. Orders of 1-25 items within 72 hours (230 sq. ft.) B. For each additional 25 items per order, an additional 72 hours (20 sq. ft.)	250 sq. ft.		\$ 1.00	\$ 250.0
7	DRAWINGS FROM APERTURE CARDS. Full size print A. Orders of 1-50 items within 72 hours (150 sq. ft.) B. For each additional 50 drawings per order, an additional 72 hours (10 sq. ft.)	160 sq. ft.		\$.20	\$ 32.0
8	DRAWINGS FROM APERTURE CARDS. 18"x24" reduced sized prints A. Orders of 1-50 items within 72 hours, (52 prints) B. For each additional 50 items per order, an additional 72 hours (3 prints)	55 prints		\$.25	\$ 13.7
TOTAL					\$136,04

CONTINUATION SHEET

NAME OF OFFICER OR CONTRACTOR

ITEM NO.	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
	SCHEDULE II				
	(Unit price, return to multiple locations)		YEARLY ESTIMATE		
1	HARDCOPY AND MICROFICHE BLOWBACKS.	2,450,000		\$.05	\$ 122,500.
	A. Hardcopy duplication (Copies produced from 8 1/2" x 11" and 8 1/2" x 14" pages by contractor personnel.)				
	a. Orders of 1-200 pages within 4 hours (1,168,000 pages)				
	b. Orders of 201-1,000 pages within 24 hours (440,000 pages)				
	c. For each additional 1,000 pages per order an additional 12 hours (480,000 pages)				
	B. Microfiche to hardcopy duplication (2% of total pages for 20X microfiche, 22% for 24X, and 76% for 48X)				
	a. Orders of 1-1,000 pages within 24 hours (327,000 pages)				
	b. For each additional 1,000 pages per order an additional 12 hours (35,000 pages)				

NAME OF OFFICE OR CONTRACTOR

LINE NO.	SUPPLIES SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
SCHEDULE II CONTINUED					
2	SELF-SERVICE COIN-OPERATED COPYING MACHINE	45,000	pgs	\$.05	\$ 2250.00
3	MICROFICHE DUPLICATION	35,000		\$.10	\$ 3500.00
	A. Orders of 1-100 items within 8 hours (20,000 fiche)		fiche		
	B. For each additional 100 items per order, an additional 8 hours (15,000 fiche)				
4	APERTURE CARD DUPLICATION	250	cards	\$.20	\$ 50.00
	A. Orders of 1-50 items within 24 hours (200 cards)				
	B. For each additional 50 items per order, an additional 24 hours (50 cards)				
5	OUTSIZED DOCUMENTS AND ENGINEERING DRAWINGS USING THE XEROGRAPHIC PROCESS. Random size up to 24" in width and a maximum of 44" in length. White bond, reduced or full size.	15,000	sq. ft.	\$.50	\$ 7500.00
	A. Orders of 1-25 items within 72 hours (7,500 sq. ft.)				
	B. For each additional 25 items per order, an additional 72 hours (7,500 sq. ft.)				
6	OUTSIZED DOCUMENTS AND ENGINEERING DRAWINGS USING THE PHOTOGRAPHIC PROCESS. Random size exceeding 24" in width up to a maximum of 44" in length. Full size.	250	sq. ft.	\$ 1.00	\$ 250.00
	A. Orders of 1-25 items within 72 hours (230 sq. ft.)				
	B. For each additional 25 items per order, an additional 72 hours (20 sq. ft.)				
7	DRAWINGS FROM APERTURE CARDS. Full size print	160		\$.20	\$ 32.00
	A. Orders of 1-50 items within 72 hours (150 sq. ft.)		sq. ft.		
	B. For each additional 50 drawings per order, an additional 72 hours (10 sq. ft.)				
8	DRAWINGS FROM APERTURE CARDS. 18"x24" reduced sized prints	55	prints	\$.25	\$ 13.75
	A. Orders of 1-50 items within 72 hours, (52 prints)				
	B. For each additional 50 items per order, an additional 72 hours (3 prints)				
TOTAL					\$ 136,095.75

NAME OF OFFICE OR CONTRACTOR

ITEM NO.	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
SCHEDULE III (Individual prices, return to one location)					
		YEARLY ESTIMATE			
1.1	HARDCOPY DUPLICATION (Copies produced from 8 1/2"x11" and 8 1/2"x14" pages by contractor personnel) a. Orders of 1-200 pages within 4 hours (1,400,000 pages) b. Orders of 201-1,000 pages within 24 hours (460,000 pages) c. For each additional 1,000 pages per order, an additional 12 hours (500,000 pages)	2,360,000 pages		\$.045	\$106,200.
1.2	MICROFICHE TO HARDCOPY DUPLICATION (8% of total pages for 20X microfiche, 82% for 24X, and 10% for 48X) a. Orders of 1-1,000 pages within 24 hours (75,000 pages) b. For each additional 1,000 pages per order, an additional 12 hours (15,000 pages)	90,000 pages		\$.10	\$ 9000.

LINE NO.	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
SCHEDULE III CONTINUED					
2	SELF-SERVICE COIN-OPERATED COPYING MACHINE	45,000pgs		\$.05	\$ 2250.0
3	MICROFICHE DUPLICATION	35,000		\$.10	\$ 3500.0
	A. Orders of 1-100 items within 8 hours (20,000 fiche)	fiche			
	B. For each additional 100 items per order, an additional 8 hours (15,000 fiche)				
4	APERATURE CARD DUPLICATION	250 cards		\$.20	\$ 50.0
	A. Orders of 1-50 items within 24 hours (200 cards)				
	B. For each additional 50 items per order, an additional 24 hours (50 cards)				
5	OUTSIZED DOCUMENTS AND ENGINEERING DRAWINGS USING THE XEROGRAPHIC PROCESS. Random size up to 24" in width and a maximum of 44" in length. White bond, reduced or full size.	15,000		\$.50	\$ 7500.0
	A. Orders of 1-25 items within 72 hours (7,500 sq. ft.)	sq. ft.			
	B. For each additional 25 items per order, an additional 72 hours (7,500 sq. ft.)				
6	OUTSIZED DOCUMENTS AND ENGINEERING DRAWINGS USING THE PHOTOGRAPHIC PROCESS. Random size exceeding 24" in width up to a maximum of 44" in length. Full size.	250		\$ 1.00	\$ 250.0
	A. Orders of 1-25 items within 72 hours (230 sq. ft.)	sq. ft.			
	B. For each additional 25 items per order, an additional 72 hours (20 sq. ft.)				
7	DRAWINGS FROM APERTURE CARDS. Full size print	160		\$.20	\$ 32.0
	A. Orders of 1-50 items within 72 hours (150 sq. ft.)	sq. ft.			
	B. For each additional 50 drawings per order, an additional 72 hours (10 sq. ft.)				
8	DRAWINGS FROM APERTURE CARDS. 18"x24" reduced sized prints	55 prints		\$.25	\$ 13.7
	A. Orders of 1-50 items within 72 hours, (52 prints)				
	B. For each additional 50 items per order, an additional 72 hours (3 prints)				
TOTAL					\$128,793

NAME OF OFFICE OR CONTRACTOR

ITEM NO.	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
<p>SCHEDULE IV (Individual prices, return to multiple locations)</p>					
					YEARLY ESTIMATE
1.1	<p>HARDCOPY DUPLICATION (Copies produced from 8 1/2"x11" and 8 1/2"x14" pages by contractor personnel)</p> <ul style="list-style-type: none"> a. Orders of 1-200 pages within 4 hours (1,400,000 pages) b. Orders of 201-1,000 pages within 24 hours (460,000 pages) c. For each additional 1,000 pages per order, an additional 12 hours (500,000 pages) 	2,360,000 pages		\$.045	\$ 106,200
1.2	<p>MICROFICHE TO HARDCOPY DUPLICATION (8% of total pages for 20X microfiche, 82% for 24X, and 10% for 48X)</p> <ul style="list-style-type: none"> a. Orders of 1-1,000 pages within 24 hours (75,000 pages) b. For each additional 1,000 pages per order, an additional 12 hours (15,000 pages) 	90,000 pages		\$.10	\$ 9000.00

NAME OF OFFICE OR CONTRACTOR

ITEM NO.	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
- SCHEDULE IV CONTINUED					
2	SELF-SERVICE COIN-OPERATED COPYING MACHINE	45,000	pgs	\$.05	\$ 2250.00
3	MICROFICHE DUPLICATION A. Orders of 1-100 items within 8 hours (20,000 fiche) B. For each additional 100 items per order, an additional 8 hours (15,000 fiche)	35,000	fiche	\$.10	\$ 3500.00
4	APERTURE CARD DUPLICATION A. Orders of 1-50 items within 24 hours (200 cards) B. For each additional 50 items per order, an additional 24 hours (50 cards)	250	cards	\$.20	\$ 50.00
5	OUTSIZED DOCUMENTS AND ENGINEERING DRAWINGS USING THE XEROGRAPHIC PROCESS. Random size up to 24" in width and a maximum of 44" in length. White bond, reduced or full size. A. Orders of 1-25 items within 72 hours (7,500 sq. ft.) B. For each additional 25 items per order, an additional 72 hours (7,500 sq. ft.)	15,000	sq. ft.	\$.50	\$ 7500.00
6	OUTSIZED DOCUMENTS AND ENGINEERING DRAWINGS USING THE PHOTOGRAPHIC PROCESS. Random size exceeding 24" in width up to a maximum of 44" in length. Full size. A. Orders of 1-25 items within 72 hours (230 sq. ft.) B. For each additional 25 items per order, an additional 72 hours (20 sq. ft.)	250	sq. ft.	\$ 1.00	\$ 250.00
7	DRAWINGS FROM APERTURE CARDS. Full size print A. Orders of 1-50 items within 72 hours (150 sq. ft.) B. For each additional 50 drawings per order, an additional 72 hours (10 sq. ft.)	160	sq. ft.	\$.20	\$ 32.00
8	DRAWINGS FROM APERTURE CARDS. 18"x24" reduced sized prints A. Orders of 1-50 items within 72 hours, (52 prints) B. For each additional 50 items per order, an additional 72 hours (3 prints)	55	prints	\$.25	\$ 13.75
TOTAL					\$128,795.

ARTICLE II - STATEMENT OF WORK

1. GENERAL

The Nuclear Regulatory Commission's (NRC) Public Document Room (PDR) located at 1717 H-Street, N.W., Washington, D.C. provides the public access to copies of documents maintained by NRC. As a part of this service, the NRC requires electrostatic copying services be provided at that location so documents can be obtained by the public and mail requests can be satisfied.

2. SCOPE OF WORK

a. General

The Contractor shall furnish all labor, equipment, materials; and supplies to provide reproduction services to the public consisting of hardcopy to hardcopy duplication; microform to hardcopy duplication, and microform to microform duplication. Electrostatic copying services as may be required hereunder shall consist of 1) picking up documents from a designated table, 2) filling orders for documents as listed on order forms by identifying paper clipped pages in file folders, 3) copying and duplicating or producing blowbacks from microfiche, 4) collating, 5) stapling pages, 6) selling the documents requested, and 7) returning the original documents to the PDR.

b. Contract Alternatives

Offerors are required to submit bids by developing price quotations to be provided on the four alternative schedules in Article I.

The scope of the bids shall be as follows:

- . A unit price bid (one price) for reproduction of paper and microfiche to paper as listed in Item I of Schedule I. This bid shall be based on the return of all original items by the Contractor to a central location in the vicinity of the records retention area.

- . A unit price bid (one price) for the reproduction of paper and microfiche to paper as listed in Item 1 of Schedule II. This bid shall be based on the return of original individual hardcopy documents to specific locations in the records retention area and integration into the file collection by the Contractor and return of original microforms to a central location in the vicinity of the records retention area.

- . Individual price bids (separate prices) for reproduction of paper and microfiche to paper reproduction as listed in Item 1 of Schedule III. This bid shall be based on the return of all original items to a central location in the vicinity of the records retention area.

Individual price bids (separate prices) for reproduction of paper and microfiche to paper as listed in Item I of Schedule IV. This bid shall be based on the return of original individual hardcopy documents to specific locations in the records retention area and integration into the file collection by the Contractor and the return of original microforms to a central location in the vicinity of the records retention area.

It should be noted that individual price bids (separate prices) for reproduction services of material listed in Items 2 through 8 shall be the same on all schedules. Details of the procedures involving the return of items to the PDR by the contractor and how they relate to the reproduction service will be described in Section 5.

3. TYPES OF REPRODUCTION SERVICES TO BE PERFORMED

a. General

All machines used for the performance of this contract shall be of such quality and routinely maintained so as to eliminate frequent periods of inoperability and meet the standards set forth below. All machines installed on-site in the PDR shall be used exclusively for reproduction work performed for NPC PDR customers.

b. Hardcopy to Hardcopy Duplication

Contractor furnished on-site equipment shall have the capability of duplicating 8 1/2" x 11" and 8 1/2" x 14" documents. All duplicated work shall be properly collated and be in black image on white bond paper. The Contractor shall also have the capability to provide offsite duplication of both blueprints and blue-line or black-line engineering drawings ranging from sizes A - E. For drawings 24" in width or less, the Contractor shall use the xerographic process (Xerox 2080 or comparable) and offer reduced size and full-size prints on white bond paper. For drawings exceeding 24" in width, the Contractor shall offer full-size prints using the photographic process. All hardcopy reproduction provided to the public shall be clearly legible, text-oriented, centered on the sheet, reflect

uniform density throughout the image, and be free from any excessive background or toning. Any copies failing to conform to these standards shall be replaced by the contractor free of charge.

If documents requested for reproduction are not legible or reproducible, the Contractor shall bring such documents to the attention of the NRC authorized representative, PDR, prior to fulfillment of the customer's order.

c. Microform to Hardcopy Duplication ("Blowbacks")

The Contractor shall have offsite capabilities for blowbacks from source-document microform to hardcopy.

The microforms to be blowback consist of second generation aperture cards and silver, first or second generation microfiche, with the following reduction ratios: 20X 60 and 72-frame microfiche, 24X 98-frame, and 48x 364-frame microfiche. The percentages shown on Schedules III and IV (individual pricing) are based on past performance and are for guidance only and are not guaranteed. It is estimated that the number of blowbacks will be higher for Schedules I and II (unit pricing); this information is for guidance only and is not guaranteed. All microfiche blowback duplication shall be properly collated, stapled, in black image on white bond paper, and meet the standards set forth in Section 3b. All aperture card blowback duplication shall be provided in both full-sized

prints and reduced 18" x 24" sized prints. Any blowbacks failing to conform to established standards shall be replaced by the Contractor free of charge.

d. Microform to Microform Duplication

The Contractor shall have off-site capabilities to make third generation diazo duplicates of second generation aperture cards and microfiche or first generation diazo duplicates of silver microfiche. Medium contrast film shall be used in microform duplication.

Image resolution loss of third generation diazo duplicates shall not be more than one pattern of the NBS Resolution Test Target of the second generation microforms; there shall be no more than 20 percent loss of background density; and the base plus clear area shall remain the same.

Diazo duplicates of microfiche shall be on a 5 mil thick, clear, polyester base and shall be placed in individual plain protective envelopes for customers.

All duplicated microforms shall be free of scratches, holes, tears, fingerprints, dirt, dust or any other defect that would adversely affect their usability.

Any duplicated microforms failing to conform to these standards shall be replaced by the Contractor free of charge.

4. CONTRACTOR FURNISHED EQUIPMENT AND MANPOWER FOR REPRODUCTION SERVICES

a. On-site Duplicating Services

The Contractor shall install, maintain and operate on-site in Rm. 155 (or an adjacent room), PDR, a minimum of one (1) high-speed, electrostatic copying machine with automatic sort, feed, and reduction capabilities. An additional manned electrostatic copying machine is to be installed and operated by the Contractor on an as-needed basis to meet the processing schedule established in the contract. Recent contractors have found it useful to have two machines. In addition, the Contractor shall install and maintain one self-service coin-operated electrostatic copying machine in the Public Reading Room, PDR, that can reproduce both 8 1/2" x 11" and 8 1/2" x 14" sized documents.

The Contractor may install at his option a table model microfiche duplicating machine on-site to meet the processing schedule established in the contract.

The Contractor shall be responsible for furnishing sufficient quantities of bond paper, paperclips, staplers, film, collating bins, carts to transport documents, a telephone, a date-time stamp machine, and all other equipment and supplies that are necessary for providing reproduction services for the public.

A minimum of one (1) operator shall be on duty (lunch time must be covered) at the PDR, Room 155 or adjacent room, during normal Government business hours from 8:30 a.m. to 5:00 p.m. Additional personnel are to be provided by the Contractor on an as-needed basis to meet the processing schedule established in this contract.

Due to the heavy volume of work routinely received from 1:00 p.m. to 5:00 p.m., the Contractor may find it necessary to regularly schedule reproduction work during the evening hours. The Contractor may use either on-site or off-site reproduction facilities after duty hours, but all work taken out of the facility shall be removed no earlier than 3:30 p.m., and returned the following workday no later than 9:30 a.m., unless special arrangements are made with the NRC authorized representative based on the performance schedule. Requirements on how orders shall be filled and processed are specified in section #5.

b. Off-site Duplicating Services

The Contractor shall have the resources available at his disposal either at his site or in the D.C. Metropolitan Area for off-site duplication of all types of services specified in section #3. He shall be responsible for all film, paper, supplies, equipment and transportation as may be required to provide these services to the public.

The Contractor shall arrange for at least one pickup each day, or however many may be required to meet the performance schedule,

of customer orders for blowback and microform duplication services. Orders are to be picked up from copying machine operators who shall be responsible for gathering orders during the course of the business day.

5. DOCUMENT ORDERS AND PROCESSING .

All requests, either telephone, written or oral, to the Commission from the public for reproduction services shall be directed to the Commission's PDR in Washington, D.C.

a. Placement of Document Orders

The public, or a PDR staff member acting as a representative of the public, shall assume the following responsibilities in ordering documents: for hardcopy reproduction requests, the requester shall paperclip (or rubber band for large numbers of pages) those documents, or pages of documents, in file folders he/she wants reproduced; in addition, the requester shall complete an NRC furnished hardcopy reproduction document request form (attachment 6) and paperclip this form to his/her order; for blowback reproduction requests, the requester shall complete an NRC-furnished blowback reproduction document request form (attachment 7), identifying on a grid sheet those pages to be blowback to hardcopy, and paperclip this form to his/her order; for diazo duplicate reproduction requests, the requester shall complete an NRC-furnished microform reproduction request form (attachment 8), identifying the microform

numbers of those microforms to be duplicated, and paperclip this form to his/her order. The three forms are legal size and carbonless. The tripartite forms contain copies for the requester, recipient, and Contractor. All orders by the public shall be time and date stamped prior to placement on clearly, identifiable reproduction pick-up tables in the Public Reading Room.

b. Processing Orders

At least every half hour on work days, the operators shall pick up reproduction request orders and transport them approximately 125 feet to Room 155, or an adjacent room, lobby level, of the building where the Contractor's copying equipment shall be installed. In the past, an average pick up consisted of 20 items including one microform packet. The Contractor shall disassemble, copy, restaple, and reassemble the file folders in exact order 98 percent of the time. The copies made shall be assembled, collated, and stapled (if the original document was stapled). Upon completion of an order, the Contractor shall time and date stamp the order and shall record the number of pages copied on the order form. Satisfactory performance will be judged on the timeliness of the Contractor's response to these orders. See Section 7 for required turnaround times. Any orders of unmanageable size should be brought to the attention of the NRC authorized representative prior to processing.

c. Documents Requested by Letters

Document orders placed on the pickup table may have an attached letter (with a PDR assigned log number) from a member of the public in lieu of the formal reproduction form. When the requester's letter is received with the item(s), the letter shall be copied and the copy attached to the items to be mailed or shipped. In addition, the original requester's letter shall be marked with the number of pages, microfiche or aperture cards sent to the customer and date-time stamped to indicate when the items were deposited for mailing or shipping within the time limitations listed in Section #7. The original requester's letter shall be returned to the PDR on or before the workday following the mailing day. Satisfactory performance will be judged on the timeliness of the Contractor's response to these orders and in following the preceding procedures for request letter items.

d. Return of Original Documents

When reproduction orders are completed, original documents shall be returned by the Contractor to the PDR. For orders completed on-site, documents are to be returned on a flow basis during the day as new orders are being picked up from the PDR Reading Room. For orders completed off-site, hardcopy documents shall be returned to the on-site location by 9:30 a.m. the following business day unless special arrangements are made with the NRC authorized representative based on the performance schedule in Section 7; microform documents and engineering drawings shall be returned to the on-site location according to the established performance schedule; the documents are then returned on a flow basis.

As outlined in Section 2b. the offerors shall submit separate Schedules based on the scope of work related to the pricing and the return of documents to the PDR. For the accepted bid Schedule, the Contractor shall perform one of the following actions for returning documents:

- . For Schedules I or III, original documents, paper and microform, shall be returned by the Contractor to one central location in the vicinity of the records retention area.

- . For Schedules II or IV, individual original paper documents shall be returned by the Contractor to specific locations in the records retention area and integrated into the file collection; Contractor personnel shall perform the integration at a 98% accuracy rate. Microforms shall be returned to a central location in the vicinity of the records retention area.

6. BILLING PROCEDURES AND REIMBURSEMENT FOR SERVICES RENDERED

The Contractor shall process all requests for reproduction services and shall prepare an invoice for each order processed. All pick up orders processed on-site or off-site shall be distributed with a copy of the reproduction request form, and payment collected, by the Contractor in Room 155, or an adjacent room, of the PDR. The prices set forth in the schedule shall be the prices billed PDR customers.

All mail service orders shall be shipped or mailed and accompanied by a Contractor-prepared invoice and a copy (when one exists) of the reproduction

request form and the requester's letter. The prices set forth in the schedule shall be the prices billed PDR customers. The price schedule includes handling and materials for wrapping in conformance with standard commercial practice to insure arrival in good condition. Unless otherwise requested by customers, requests will be shipped or mailed by the U.S. Postal Service and will conform to Postal Service regulations; however, bulky items may be shipped by United Parcel Service; these shipping or mailing costs are to be prepaid by the Contractor and added as a separate item on the invoice. Upon request by the customer for special packing materials and handling or special delivery service, the Contractor will honor this request; these costs are to be prepaid by the Contractor and added as separate items on the invoice.

In the event that a requester fails to reimburse the Contractor for reproduction services performed, the Contractor may refuse to honor any requests from the offending individual or firm until the outstanding bill is paid. However, the Contractor shall provide notification to the NRC authorized representative of any requests for which payment has not been received before refusing to honor a request. The NRC will notify the requester of his/her outstanding bill and the attendant consequences but will not be responsible for the collection or payment of such bills. Infrequently, there may be mistakes by PDR personnel in completing requests for a user; this cost shall be absorbed by the Contractor.

7. PERFORMANCE OF REPRODUCTION SERVICES SCHEDULE

The Contractor shall perform the services requested by the ordering party in accordance with the following delivery schedule, measured from the time an order is time and date stamped by the requester and placed at the designated pick-up point in the PDR Public Reading Room until the time the Contractor records the time and date stamp on the completed order. Hours refer to clock hours. For pickup requests, the Contractor is required to make the order available for distribution in the PDR. For mail requests, the Contractor is required to mail or ship at least once each business day. All items shall be processed in sequence of receipt as indicated by the time and date stamp.

a. Hardcopy Duplication Requests

This schedule pertains to when duplication work shall be completed for all hardcopy originals.

- 1) Orders of 1-200 pages shall be processed within four (4) hours.
- 2) Orders of 201-1,000 pages shall be processed within twenty-four (24) hours.

- 3) Orders exceeding 1,000 pages shall be processed in accordance with the following schedule: 12 hours for each additional 1,000 pages.

- 4) Orders of 1-25 outsized documents or engineering drawings (both blueprints and blue-line or blackline drawings) shall be processed within seventy-two (72) hours. For each additional 25 outsized documents or engineering drawings in an order there will be an additional 72 hours allotted, i.e., 50 drawings in 144 hours. This schedule pertains to subcategories a and b.
 - a. Reduced and full-sized prints of drawings up to 24" in width and 44" in length using the xerographic process.

 - b. Full-sized prints of drawings exceeding 24" in width using the photographic process.

- b. Microform to Hardcopy Duplication ("Blowbacks")

This schedule pertains to requests for blowbacks of source-document microfiche in 20x 60 or 72-frames; 24x 98-frames; and 48x 364-frames, and full-size and reduced size (19" x 24") prints from aperture cards.

- 1) Orders of 1-1,000 pages shall be processed within twenty-four (24) hours.

- 2) Orders exceeding 1,000 pages shall be processed in accordance with the following schedule: 12 hours for each additional 1,000 pages.
- 3) Orders of 1-50 drawings from aperture cards shall be processed within seventy-two (72) hours.
- 4) Orders exceeding 50 drawings shall be processed in accordance with the following schedule: 72 hours for each additional 50 drawings, i.e., 100 drawings in 144 hours.

c. Microform to Microform Duplication.

This schedule pertains to requests for diazo duplicates of aperture cards or microfiche.

- 1) Orders of 1-100 microfiche shall be processed within eight (8) hours.
- 2) Orders exceeding 100 microfiche shall be processed in accordance with the following schedule: 8 hours for each additional 100 microfiche, i.e., 200 microfiche in 16 hours.
- 3) Orders of 1-50 aperture cards shall be processed within twenty-four (24) hours.

- 4) Orders exceeding 50 apertures shall be processed in accordance with the following schedule: 24 hours for each additional 50 apertures, i.e., 100 apertures in 48 hours.

All orders shall be both time and date stamped upon their completion by the Contractor. Any time it appears that the documents ordered cannot be delivered within the time specified the Contractor shall notify the ordering party explaining the reason for delay and the expected time of delivery. A copy of such notification shall be sent to the NRC authorized representative. The Contractor shall maintain a file of all reproduction request orders and, upon request by the PDR, shall provide request forms for whatever time frame the NRC authorized representative designates.

8. BACK-UP EQUIPMENT

If at any time during the performance of work under this contract, Contractor installed equipment fails to operate, the Contractor shall immediately place a service call with the Vendor, and make every attempt to make the machine operable as quickly as possible. If the volume of requests increases to such an extent that the Contractor cannot meet the performance schedule during normal business hours, he shall arrange for back-up, overnight duplication of the outstanding requests and notify the NRC authorized representative.

9. STATISTICAL REPORTS

Each month the Contractor shall provide the NRC authorized representative with a monthly report on reproduction services (attachment 4) performed for the public consisting of: number of hardcopy to hardcopy pages processed on-site by operators; number of hardcopy to hardcopy pages processed off-site; number of hardcopy to hardcopy pages processed on-site on coin-op machine; total number of pages processed for hardcopy to hardcopy duplication; number of square feet of outsized documents and engineering drawings, by type; number of microfiche duplicated; number of aperture cards duplicated; number of 20x page blowbacks; number of 24x page blowbacks; number of 48x page blowbacks; total number of blowback pages; number of aperture cards blowbacks, by type; number of 10 CFR 9.7 orders processed; and number of orders processed.

10. GOVERNMENT-FURNISHED PROPERTY

The NRC shall furnish the Contractor, for use in connection with the performance of this contract, the following:

- a. Sufficient space for maximum of two (2) Contractor copying machines and one (1) Contractor desk top microfiche duplicating machine to be located at a place within the FDR (presently in Rm. 155) designated by the Contracting Officer or his authorized representative.
- b. Sufficient space for self service copying machine.

- c. Two hundred and twenty (220) volt thirty (30) amp outlets and electricity necessary for operation of the operator manned machine(s) and 110/120 volt outlets and electricity necessary for operation of the self-service copier and one table model microfiche duplicator (if the Contractor desires to have one on-site).
- d. Space and tables (or shelving units) for collating, distributing, and storing orders in process. All other equipment and supplies necessary for completion of the task shall be furnished by the Contractor and shall be adequate to perform the task.
- e. Document Request Forms for all types of reproduction services. (See attachments 1, 2, and 3.)

11. COMMENCEMENT OF PERFORMANCE

The Contractor shall be prepared to commence performance of the services specified herein within twenty-one (21) calendar days after the date of receipt of the contract award.

12. PRIVATE USE OF CONTRACT INFORMATION AND DATA

Except as specifically authorized by this contract, or as otherwise approved by the Contracting Officer, information and other data developed or furnished to the Contractor in the performance of this contract, shall be used only in connection with the work under this contract.

13. SUCCESSOR CONTRACT

Upon completion of the contract, if the Contractor is succeeded by another Contractor, all property of the Contractor shall be removed from the PDR within twenty-four (24) hours after the expiration of the contract term. The Government shall inform the Contractor of the new contract award at least fourteen (14) calendar days in advance so that the Contractor may make arrangements for removal of his equipment and supplies from the site.

ARTICLE III - PERIOD OF PERFORMANCE

The period of performance for work set forth herein is from September 17, 1982 to September 16, 1983

ARTICLE IV - DELIVERY

The items required by ARTICLE I shall be delivered in accordance with the Statement of Work herein.

ARTICLE V - PLACE OF DELIVERY

The items required hereunder shall be delivered to the address set forth in the request.

ARTICLE VI - TOTAL AMOUNT OF CONTRACT

The estimated fixed price amount of this contract for the delivery and acceptance of the items stipulated in ARTICLE I is \$136,095.75. This amount is based on the Government's selection of Schedule II.

ARTICLE VII - INSPECTION AND REVIEW OF WORK

A. Prior to Delivery

The Nuclear Regulatory Commission reserves the right to make periodic on-site inspections in accordance with the General Provision, entitled "Inspection." It shall be expressly understood that such inspections shall not constitute acceptance by the Government of any part of the work, but shall be for the purpose of providing coordination and technical guidance in interpretation of technical requirements.

B. After Delivery

1. Inspection, rejection and acceptance are subject to the decision of the Project Officer (PO) or the requester.
2. Upon receipt of the deliverable items, the PO or requester may inspect the items for compliance with the specifications contained herein.
3. Acceptance or rejection of the deliverable items may be made in writing by the PO within fifteen (15) calendar days after receipt of said deliverable items from the contractor to the requester. In the event of rejection of any portion of the work, completion of corrected items shall be received within 3 calendar days after receipt of notice of rejection. Final acceptance shall be made in writing only after the work has been corrected to the extent that it conforms to the specifications contained herein and has been approved by the PO or requester. The contractor shall be notified of final acceptance within 5 calendar days after receipt of the corrected items.

ARTICLE VIII - PROJECT OFFICER

John Kronebusch is hereby designated as the Contracting Officer's authorized representative (hereinafter called Project Officer) for technical aspects of this contract. The Project Officer is not authorized to approve or request any action which results in or could result in an increase in contract cost, or terminate, settle any claim or dispute arising under the contract; or issue any unilateral directive whatever.

The Project Officer is responsible for: (1) monitoring the contractor's technical progress, including surveillance and assessment of performance, and recommending to the Contracting Officer changes in requirements; (2) interpreting the scope of work; (3) performing technical evaluation as required; (4) performing technical inspections and acceptances required by this contract; and (5) assisting the contractor in the resolution of technical problems encountered during performance. Within the purview of this authority, the Project Officer is authorized to review all costs requested for reimbursement by contractors and submit recommendations for approval, disapproval, or suspension for supplies, services required under the contract. The Contracting Officer is responsible for directing or negotiating any changes in terms, conditions, or amounts cited in the contract.

For guidance from the Project Officer to the contractor to be valid, it must: (1) be consistent with the description of work set forth in the contract; (2) not constitute new assignment of work or change to the expressed terms, conditions or specifications incorporated into this contract; (3) not constitute a basis for an extension to the period of performance or contract delivery schedule; and, as stated above, (4) not constitute a basis for any increase in the contract cost.

ARTICLE IX - SERVICE CONTRACT ACT WAGE DETERMINATION

The following U.S. Department of Labor Wage Determination Register is hereby incorporated by reference and attached hereto.

Wage Determination No.

Date

790355 (Rev-4)

August 5, 1982

ARTICLE X - OPTION TO EXTEND THE PERIOD OF PERFORMANCE

This contract may be extended for a period of one (1) year at the unit prices set forth under Article I at the option of the Government by the Contracting Officer giving written notice of the Government's exercise of such option to the Contractor not later than the last day of the term of the Contract; provided that such notice shall have no effect if given less than thirty (30) days prior to the Contracting Officer has given preliminary written notice of an intent to exercise such option at least thirty (30) days prior to the last day of the term of the contract, (such preliminary notice shall not be construed as an exercise of the option, and will not bind the Government to exercise the option). If the Government exercises such option, the total duration of this contract, including the exercise of any option under this clause, shall not exceed two (2) years.

ARTICLE XI - PRIVATE USE AND PROTECTION OF UNCLASSIFIED GOVERNMENT INFORMATION

- A. Except as specifically authorized by this contract, or as otherwise approved by the Contracting Officer, records or other information, documents and material furnished by the Commission to the contractor in the performance of this contract, or information developed by the contractor in the course of the work hereunder, shall be used only in connection with the work performed under this contract. The contractor shall, upon completion or termination of this contract, transmit to the Commission all records or other information, documents and material, and any copies thereof, furnished by the Commission to the contractor or developed by the contractor in the performance of this contract.
- B. The contractor shall be responsible for safeguarding from unauthorized disclosure any information or other documents and material exempt from public disclosure by the Commission's regulations and made available to the contractor in connection with the performance of work under this contract. The contractor agrees to conform to all regulations, requirements, and directions of the Commission with respect to such material.
- C. The contractor's duties under this clause shall not be construed to limit or affect in any way the contractor's obligation to conform to all security regulations and requirements of the Commission pertaining to classified information and material.

ARTICLE XII - EXCLUSIVE RIGHT

- A. The Contractor shall have the "exclusive right" to sell duplicate copies of those Commission records in microform and "hardcopy" form as requested by the public from the NRC Public Document Room (PDR.) "Hardcopy" is defined as documents on paper, in single sheets, books, booklets or filed in file folders capable of being reproduced by traditional copying machine technology. "Hardcopy" does not include color reproduction.
- B. The exclusive right of the Contractor shall be construed to mean that no other Contractor will be awarded a competing contract for microform or "hardcopy" reproduction in the PDR. It shall not be construed to limit the right of the Commission or someone operating on behalf of the Commission to take any action with respect to making microform or "hardcopy" copies for itself, other agencies, or the public as it seems necessary or desirable. The Commission reserves the right to make available microform or "hardcopy" copies of documents of a non-routine character to other Government agencies for publication or sale to the public. The Commission reserves the right to distribute copies of official notices and decisions at the time of issuance for public information purposes. In addition, the Commission may solicit and award a contract for the reproduction of color or other than microform and "hardcopy" documents at a later date. This contract will in no way preclude bidding for, or being awarded, future procurements for other than microform and "hardcopy" reproduction. This contract does not in any way limit the right of the public to inspect Commission records or to extract therefrom whatever information may be desired.

ARTICLE XIII - SUBCONTRACTS FOR WORK OR SERVICES

No contract shall be made by the Contractor with any other party for furnishing any of the work or services required herein without the prior written approval of the Contracting Officer. This provision shall not be construed, however, as requiring the prior approval of contracts of employment between the Contractor and personnel assigned by the Contractor to provide services hereunder.

ARTICLE XIV - ALTERATIONS IN CONTRACT

The following alterations have been in the General Provisions of this contract:

FPR Changes and NRC Additions to Standard Form 32, General Provisions attached hereto and forming a part of this contract, is further modified as follows:

<u>Clause Deleted</u>	<u>Clause Substituted</u>	<u>Title</u>
12	44	Disputes
22	41	Utilization of Labor Surplus Area Concerns
32	None	Preference for U.S. Flag Air Carriers

ARTICLE XV - ADDITIONAL PROVISIONS AND CLAUSES

The following additional provisions and clauses, if checked, which are attached or incorporated herein by reference will form a part of any resulting contract unless otherwise noted:

<u>No.</u>	<u>Title</u>	<u>Date</u>
<input checked="" type="checkbox"/>	Utilization of Women-Owned Business Concerns	
48 <input checked="" type="checkbox"/>	Service Contract Act of 1965, As Amended	1965
<input checked="" type="checkbox"/>	Government-Furnished Property (short form)	

PART IV

LIST OF ATTACHMENTS

NRC Contractor Organizational Conflicts of Interest (41 CFR Part 20)	Attachment <u>1</u>
NRC Organization Chart	Attachment <u>2</u>
General Provisions	Attachment <u>3</u>
Wage Determination No.79-355 (Rev.-4)	Attachment <u>4</u>
Dated August 5, 1982	
Billing Instructions for Fixed Price Contracts & Purchase Orders	Attachment <u>5</u>
Document Duplication Request	Attachment <u>6</u>
Microform Blowback Request	Attachment <u>7</u>
Microform Duplication Request	Attachment <u>8</u>
Monthly Statistics Report	Attachment <u>9</u>

INSTRUCTIONS: Use this form to request copies of microfiche or aperture cards. Supply necessary information for each microfiche or aperture card. Use the appropriate aperture card. Prepare the microfiche or aperture card identifying number using the corresponding blank. If exact copies of all pages of the microfiche are desired, the appropriate blank microfiche entry "DUPLICATE ALL PAGES." If exact copies of a microfiche are desired, indicate the frames to be duplicated by placing an "X" in the corresponding grid number.

3. BLOWBACK SPECIFICATIONS

MICROFICHE IDENTIFYING NUMBER (MS): _____
 MICROFICHE IDENTIFYING NUMBER (MSU): _____
 MICROFICHE IDENTIFYING NUMBER (MSM): _____

DUPLICATE ALL PAGES: YES NO

APERTURE CARD IDENTIFYING NUMBER: _____
 APERTURE CARD IDENTIFYING NUMBER: _____
 APERTURE CARD IDENTIFYING NUMBER: _____

PRINT SIZE FROM APERTURE CARDS: FULL REDUCED

1/2 MICROFICHE

A1	A2	A3	A4	A5	A6	A7	A8	A9	A10	A11	A12	A13	A14
B1	B2	B3	B4	B5	B6	B7	B8	B9	B10	B11	B12	B13	B14
C1	C2	C3	C4	C5	C6	C7	C8	C9	C10	C11	C12	C13	C14
D1	D2	D3	D4	D5	D6	D7	D8	D9	D10	D11	D12	D13	D14
E1	E2	E3	E4	E5	E6	E7	E8	E9	E10	E11	E12	E13	E14
F1	F2	F3	F4	F5	F6	F7	F8	F9	F10	F11	F12	F13	F14
G1	G2	G3	G4	G5	G6	G7	G8	G9	G10	G11	G12	G13	G14

2/2 MICROFICHE

A1	A2	A3	A4	A5	A6	A7	A8	A9	A10	A11	A12
B1	B2	B3	B4	B5	B6	B7	B8	B9	B10	B11	B12
C1	C2	C3	C4	C5	C6	C7	C8	C9	C10	C11	C12
D1	D2	D3	D4	D5	D6	D7	D8	D9	D10	D11	D12
E1	E2	E3	E4	E5	E6	E7	E8	E9	E10	E11	E12
F1	F2	F3	F4	F5	F6	F7	F8	F9	F10	F11	F12

1/2 MICROFICHE

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28
29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56
57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80	81	82	83	84
85	86	87	88	89	90	91	92	93	94	95	96	97	98	99	100	101	102	103	104	105	106	107	108	109	110	111	112
113	114	115	116	117	118	119	120	121	122	123	124	125	126	127	128	129	130	131	132	133	134	135	136	137	138	139	140
141	142	143	144	145	146	147	148	149	150	151	152	153	154	155	156	157	158	159	160	161	162	163	164	165	166	167	168
169	170	171	172	173	174	175	176	177	178	179	180	181	182	183	184	185	186	187	188	189	190	191	192	193	194	195	196
197	198	199	200	201	202	203	204	205	206	207	208	209	210	211	212	213	214	215	216	217	218	219	220	221	222	223	224
225	226	227	228	229	230	231	232	233	234	235	236	237	238	239	240	241	242	243	244	245	246	247	248	249	250	251	252
253	254	255	256	257	258	259	260	261	262	263	264	265	266	267	268	269	270	271	272	273	274	275	276	277	278	279	280
281	282	283	284	285	286	287	288	289	290	291	292	293	294	295	296	297	298	299	300	301	302	303	304	305	306	307	308
309	310	311	312	313	314	315	316	317	318	319	320	321	322	323	324	325	326	327	328	329	330	331	332	333	334	335	336
337	338	339	340	341	342	343	344	345	346	347	348	349	350	351	352	353	354	355	356	357	358	359	360	361	362	363	364

4. BILLING DATA

NAME: _____
 ORGANIZATION of requester: _____
 ADDRESS (City or P.O. Box number): _____
 CITY: _____ STATE: _____ ZIP CODE: _____
 TELEPHONE: _____
 AREA CODE: _____ NUMBER: _____ EXTENSION: _____

HOLD FOR REQUESTER FOR PAYMENT UPON PICKUP
 HOLD FOR REQUESTER AND CHARGE TO ACCOUNT NUMBER: _____

5. REQUESTER DATA (if different from billing data)

NAME: _____
 ORGANIZATION of requester: _____
 ADDRESS (City or P.O. Box number): _____
 CITY: _____ STATE: _____ ZIP CODE: _____
 TELEPHONE: _____
 AREA CODE: _____ NUMBER: _____ EXTENSION: _____

MAIL TO THE BILLING ADDRESS WITH NOTICE
 MAIL TO THE BILLING ADDRESS AND CHARGE TO ACCOUNT NUMBER: _____

6. SPECIAL INSTRUCTIONS

DATE/TIME STAMP

ORDERED	COMPLETED
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