

**SOLICITATION/CONTRACT/ORDER FOR COMMERCIAL ITEMS
OFFEROR TO COMPLETE BLOCKS 12, 17, 23, 24, & 30**

1. REQUISITION NO. 10-09-403 PAGE 1 OF 14

2. CONTRACT NO. GS-25F-0030M 3. AWARD/EFFECTIVE DATE See Block 31c 4. ORDER NO. NRC-DR-10-09-403 5. SOLICITATION NUMBER RQ-10-09-403 6. SOLICITATION ISSUE DATE 06-03-2009

7. FOR SOLICITATION INFORMATION CALL: a. NAME Morie Gunter-Henderson b. TELEPHONE NO. (No Collect Calls) 301-492-3646 8. OFFER DUE DATE/LOCAL TIME 07-24-2009 pm

9. ISSUED BY U.S. Nuclear Regulatory Commission Div. of Contracts Attn: Contract Management Branch, No. 1 Mail Stop: TWB-01-B10M Washington, DC 20555 CODE 3100 10. THIS ACQUISITION IS UNRESTRICTED OR SET ASIDE: % FOR: SMALL BUSINESS EMERGING SMALL BUSINESS HUBZONE SMALL BUSINESS SERVICE-DISABLED VETERAN-OWNED SMALL BUSINESS 8(A)

11. DELIVERY FOR FOB DESTINATION UNLESS BLOCK IS MARKED SEE SCHEDULE 12. DISCOUNT TERMS 13a. THIS CONTRACT IS A RATED ORDER UNDER DPAS (15 CFR 700) 13b. RATING N/A 14. METHOD OF SOLICITATION X RFQ IFB RFP

15. DELIVER TO U.S. Nuclear Regulatory Commission Attn: Morie Gunter-Henderson 12300 Twinbrook Parkway, MSC TWB-01-B10M Rockville MD 20850 CODE 16. ADMINISTERED BY U.S. Nuclear Regulatory Commission Div. of Contracts Mail Stop: TWB-01-B10M Washington, DC 20555 CODE 3100

17a. CONTRACTOR/OFFEROR CODE 62-657-8041 FACILITY CODE Konica Minolta Business Solutions USA Inc. Attn: Bob Duffy 2120 Washington Blvd., Suite 450 Arlington, VA 22204-5714 18a. PAYMENT WILL BE MADE BY CODE 3100 Department of Interior / NBC NRCPayments@nbc.gov Attn: Fiscal Services Branch - D2770 7301 W. Mansfield Avenue Denver CO 80235-2230

TELEPHONE NO. (703) 553-6000 17b. CHECK IF REMITTANCE IS DIFFERENT AND PUT SUCH ADDRESS IN OFFER 18b. SUBMIT INVOICES TO ADDRESS SHOWN IN BLOCK 18a UNLESS BLOCK BELOW IS CHECKED SEE ADDENDUM

19. ITEM NO.	20. SCHEDULE OF SUPPLIES/SERVICES	21. QUANTITY	22. UNIT	23. UNIT PRICE	24. AMOUNT
0001.	The Contractor shall provide Seventeen (17) Monochrome Digital Copiers without Hard Drives Sixteen for trade-in: (See Statement of Work for Trade-ins and Locations) and One(1) High speed Color Copier (55 black & white to 45 color copies per minute) in accordance with the attached specification Copiers on a 60-Month LTOP basis (including 90-day warranty period) Average Monthly LTOP price of \$269.49/month for eighteen (18) copiers = \$7,056.20 per month for 60 months including maintenance and copy charges based on \$.0041 /copy for a total estimated 500,000 copies per month The List of copiers shown the statement of work shall be removed by the contractor at no extra cost to the Government, and replaced with the above referenced copiers on or before September 11, 2009. (NOTE: Trade-in credit reflected in LTOP price). (Use Reverse and/or Attach Additional Sheets as Necessary)	60	MONTHS	\$7,056.20	\$423,372.00

25. ACCOUNTING AND APPROPRIATION DATA: 94015-5BE312 X1102 2570 31X0200.910 Obligate \$84,674.40 26. TOTAL AWARD AMOUNT (For Govt. Use Only) \$423,372.00

X 27a. SOLICITATION INCORPORATES BY REFERENCE FAR 52.212-1, 52.212-4, FAR 52.212-3 AND 52.212-5 ARE ATTACHED. ADDENDA ARE ARE NOT ATTACHED. 27b. CONTRACT/PURCHASE ORDER INCORPORATES BY REFERENCE FAR 52.212-4, FAR 52.212-5 IS ATTACHED. ADDENDA ARE ARE NOT ATTACHED.

28. CONTRACTOR IS REQUIRED TO SIGN THIS DOCUMENT AND RETURN COPIES TO ISSUING OFFICE. CONTRACTOR AGREES TO FURNISH AND DELIVER ALL ITEMS SET FORTH OR OTHERWISE IDENTIFIED ABOVE AND ON ANY ADDITIONAL SHEETS SUBJECT TO THE TERMS AND CONDITIONS SPECIFIED 29. AWARD OF CONTRACT: REF. OFFER DATED YOUR OFFER ON SOLICITATION (BLOCK 5), INCLUDING ANY ADDITIONS OR CHANGES WHICH ARE SET FORTH HEREIN IS ACCEPTED AS TO ITEMS:

30a. SIGNATURE OF OFFEROR/CONTRACTOR 31a. UNITED STATES OF AMERICA SIGNATURE OF CONTRACTING OFFICER (Morie Gunter-Henderson) 30b. NAME AND TITLE OF SIGNER (TYPE OR PRINT) 30c. DATE SIGNED 31b. NAME OF CONTRACTING OFFICER (TYPE OR PRINT) Morie Gunter-Henderson Contracting Officer 31c. DATE SIGNED

REVIEW COMPLETE

Table of Contents

SECTION A	A-1
A.1 SF 1449 SOLICITATION/CONTRACT/ORDER FOR COMMERCIAL ITEMS	A-1
SECTION B - CONTINUATION BLOCK	B-2
B.1 PRICE/COST SCHEDULE	B-2
B.2 DELIVERY SCHEDULE	
SECTION C - CONTRACT CLAUSES	C-6
C.1 OPTION PERIODS - TASK ORDER/DELIVERY ORDER UNDER A GSA FEDERAL SUPPLY SCHEDULE CONTRACT (MARCH 2007)	C-6
C.2 FSS RFQ INTRODUCTORY LANGUAGE	C-6
C.3 WHISTLEBLOWER PROTECTION FOR NRC CONTRACTOR AND SUBCONTRACTOR EMPLOYEES (JULY 2006)	C-6
C.4 CONSIDERATION AND OBLIGATION	C-5
C.5 52.237-2 PROTECTION OF GOVERNMENT BUILDINGS, EQUIPMENT, AND VEGETATION (APR 1984)	C-5
C.6 SEAT BELTS	C-5
C.7 Compliance with U.S. Immigration Laws and Regulations	C-5
C.8 2052.204-71 BADGE REQUIREMENTS FOR UNESCORTED BUILDING ACCESS TO NRC FACILITIES (MAR 2006)	C-1
C.9 2052.215-71A PROJECT OFFICER AUTHORITY ALTERNATE 2 (FEBRUARY 2004)	C-1
SECTION D - CONTRACT DOCUMENT, EXHIBITS, OR ATTACHMENTS	D-2

A.1 NOTICE LISTING CLAUSES INCORPORATED BY REFERENCE

The following clauses are hereby incorporated by reference (by Citation Number, Title, and Date) in accordance with the clause at FAR"52.252-2 CLAUSES INCOPORATED BY REFERENCE" contained in this document. FAR 52.252 contains the internet address for electronic access to the full text of a clause.

NUMBER	TITLE	DATE
52.213-3	NOTICE TO SUPPLIER	APR 1984
52.225-2	BUY AMERICAN ACT CERTIFICATE	FEB 2009
52.223-6	DRUG-FREE WORKPLACE	MAY 2001

SECTION B

SCHEDULE OF SUPPLIES/SERVICES

CLIN	DESCRIPTION	QTY	UNIT	UNIT PRICE	TOTAL
0001	<p style="text-align: center;">Period: 11 August 2009 – 10 August 2014</p> <p>The contractor shall provide seventeen (17) Monochrome Digital Copiers (75 copies per minute) without Hard Drives (16 for trade-in): (see statement of work for trade-ins and locations. Copiers to be on a 60- month LTOP basis (includes 90-day warranty period) \$264.15 x17 = \$4,490.56</p> <p>(1) High speed color copier (45 color copies per minute) and 55 black and white in accordance with the specification listed in the statement of work. Copiers to be on a 60-month LTOP basis (includes 90-day warranty period) \$274.83 ea</p> <p>Maintenance for Black and White: Based on a total of 500,000 copies per month (500,000 copies x \$0.0041/copy = \$2049.86 per month)</p> <p>Additional copy charge \$0.0041/copy over 500,000 copies/month</p> <p>Maintenance Color Copies: Based on a total of 10,000 copies per month (10,000 copies x \$0.0240/copy = \$240.95.00)</p> <p>Additional copy charge \$0.0254/copy over 10,000 copies/month</p> <p>Surge Protectors (20 AMP) (Open Market)</p>	60	months	\$7,056.20	\$423,372.00

STATEMENT OF WORK

Procurement of 17 new (75 to 95 copies per minute) digital black and white satellite copiers and one (1) high speed color copier to accommodate an increase in NRC staff and to refresh existing copiers throughout all Headquarters and Regional locations.

Printing and Mail Services Branch (PMSB)
Division of Administrative Services (DAS)
Office of Administration (ADM)
U. S. Nuclear Regulatory Commission (US NRC)

Objectives:

To procure eighteen (18) copiers (by trading in 16 NRC-owned copiers and purchasing 2 new ones) in order to provide improved walk-up services and to accommodate an increased number of staff in and around the White Flint and Regional complex and the new office building in Rockville and Bethesda.

Seventeen (17) Monochrome Digital Copiers without Hard Drives sixteen for trade-in: (See list of NRC-Owned copiers for trade-in and locations below) and One (1) High speed Color Copier. Eighteen Surge Protectors 20 AMP.

NOTE: Due to US NRC IT Security Requirements, *HARD DRIVES WILL NOT BE ALLOWED IN THE MONOCHROME DIGITAL COPIERS.*

MONOCHROME DIGITAL COPIERS:

- Minimum Speed 75 cpm
- Reliability to produce up to and including 500K copies per month
- Automatic Document Feeder and or Dual Scanning Automatic Document Feeder
- Automatic Duplexing
- Document Feeder Capacity of up to 100 originals
- Document Feeder accepts originals up and including 11 x 17"
- Variable Reduction and Enlargement
- Accepts mixed size Originals
- Minimum Resolution 600 X 600 dpi
- Two (2) and Three (3) hole punch option
- Folding Finisher- Stapling, Saddle Stitch up to and including 16 pages and tri-fold
- Multiple post inserter for cover and sheet inserting
- Ability to Program & Scan during Warm-up
- Ability to Offline Punch and Staple

HIGH SPEED COLOR:

Minimum Requirements:

- Minimum Speed 45 cpm in color and 55 cpm in Black and white
- Reliability to produce up to and including 200K copies per month
- 20 GB Hard Drive
- Automatic Document Feeder and or Dual Scanning Automatic Document Feeder
- Automatic Duplexing
- Document Feeder Capacity of up to 100 originals
- Document Feeder accepts originals up and including 11 x 17"
- Variable Reduction and Enlargement
- Accepts mixed size Originals
- Minimum Resolution 600 X 600 dpi
- Two (2) and Three (3) hole punch option
- Folding Finisher- Stapling, Saddle Stitch up to and including 16 pages and tri-fold
- Multiple post inserter for cover and sheet inserting
- Ability to Program & Scan during Warm-up
- Ability to Offline Punch and Staple

Equipment Acceptance and Criteria:

Equipment shall be delivered and fully operational within 25 calendar days of the contract award.

Prior to NRC acceptance of the equipment, the following acceptance methods shall be conducted.

- 1) **Inspection:** Upon delivery, PMSB shall perform a visual, examination of all equipment to ensure the equipment is free of physical defects.
- 2) **Test:** The vendor shall perform acceptance testing on the equipment after installation to ensure that copiers are operating as appropriate.

Period of Performance:

The period of performance is for 60 months (from installation date) lease to purchase (LTOP) and associated maintenance and copy overage charges.

Meeting and Travel:

Only local travel is expected to and from NRC HQ in Rockville, MD to deliver and connect equipment to the NRC network infrastructure, train NRC staff on new equipment, and to service equipment. Vendor is also responsible for the removal of the Kyocera 6330 copier, installation of new copiers, and training of NRC personal staff in the Regional offices.

U.S. NRC Region 1
475 Allendale Road
King Of Prussia, PA 19406
ATTN: Marcy Holmes
(610) 337-5305

U. S NRC Region 3
 801 Warrenville Rd
 Lisle, IL 60532
 ATTN: Nancy Hane
 (630) 829-9672

U. S. NRC Region 4
 TZ Health Res Tower
 611 Ryan Plaza Suite, 400
 Arlington, TX 76011
 ATTN: Lenora Reyna
 (817) 860-8110

NRC Furnished Material and Equipment:

NRC will provide physical space with appropriate electrical and communication connections.

Billing:

The U. S. NRC requests the following instructions be followed when invoicing the NRC. The company will only submit one (1) invoice a month, 12 invoices yearly, clearly identifying the NRC purchase order number, and broken down into the following categories:

- 1) Type (make, model, serial number) of Equipment; Monthly Lease Price (based on 60 month best value lease, including all components and maintenance).
- 2) Start and Ending meter reading with calculated monthly volumes, also including over usage of copying clearly identified and cost calculated (over the number of copies including in monthly maintenance).

NRC-OWNED COPIERS FOR TRADE-IN

Item No,	Copier Model	Serial Number	NRC Tag No.	Current Location	New Cyr CPM
1	KM-6330	Z3004346	083055	REGION 1	75
2	KM-6330	Z3004390	083053	REGION 4	75
3	KM-6330	Z3004639	083054	REGION 3	75
4	KM-6330	Z3004366	083071	O9F01	75
5	KM-6330	Z3004637	083066	018E12	75
6	KM-6330	Z3004372	083072	T4L5	75
7	KM-6330	Z3004373	083074	O17F14	75
8	KM-6330	Z3004382	083070	OP133(REPO)	75
9	KM-6330	Z3004389	082439	O5H17	75
10	KM-6330	Z3004393	086109	O8F01	75
11	KM-6330	Z3004394	083056	O18H15	75
12	KM-6330	Z3004396	083061	OP141 (SUPPY)	75
13	KM-6330	Z3004360	083075	O3C03	75
14	KM-6330	Z3004635	083051	O17F02	75
15	KM-6330	Z3004637	083074	O17F14	75
16	KM6330	Z3004643	083052	O15F01	75

SECTION C - CONTRACT CLAUSES

C.1 OPTION PERIODS - TASK ORDER/DELIVERY ORDER UNDER A GSA FEDERAL SUPPLY SCHEDULE CONTRACT (MARCH 2007)

The Period of Performance (PoP) for this requirement may extend beyond the Offeror's current PoP on their GSA Schedule. Offerors may submit proposals for the entire PoP as long as their current GSA Schedule covers the requested PoP, or their GSA Schedule contains GSA's "Evergreen Clause" (Option to Extend the Term of the Contract), which covers the requested PoP if/when the option(s) are exercised. Offerors are encouraged to submit accurate/realistic pricing for the requirement's entire PoP, even if the proposed GSA Schedule does not include pricing for the applicable option years, etc.

For proposal evaluation purposes, the NRC assumes that applicable Evergreen Clause Option(s) will be exercised and the NRC will apply price analysis, as applicable. It is in the best interest of the Offeror to explain major deviations in escalation, proposed in any Evergreen Clause option years. Resulting GSA task/delivery order option years subject to the Evergreen Clause will be initially priced utilizing the same rates proposed under the last GSA-priced year of the subject GSA Schedule. Upon GSA's exercise of the GSA Schedule option year(s) applicable to the Evergreen Clause, the NRC will modify the awarded task/delivery order to incorporate either the proposed pricing for the option years or the GSA-approved pricing (whichever is lower).

It is incumbent upon the Offeror to provide sufficient documentation (GSA-signed schedule, schedule modifications, etc.) that shows both the effective dates, pricing and terms/conditions of the current GSA Schedule, as well as Evergreen Clause terms/conditions (as applicable). Failure to provide this documentation may result in the Offeror's proposal being found unacceptable.

C.2 FSS RFQ INTRODUCTORY LANGUAGE

All clauses and provisions from the Federal Acquisition Regulation (FAR) and General Services Administration Regulation (GSAR) from the applicable FSC Group of the Multiple Award Schedule and Federal Supply Schedule Program, and the specific GSA Schedule contract referenced on the SF1449 in Block 2, are hereby incorporated by reference.

The full text of any FAR and GSA clauses which are incorporated by reference may be obtained at the following URLs:

FAR:

GSAM: <http://www.acquisition.gov/GSAM/gsam.html>

C.3 WHISTLEBLOWER PROTECTION FOR NRC CONTRACTOR AND SUBCONTRACTOR EMPLOYEES (JULY 2006)

(a) The U.S. Nuclear Regulatory Commission (NRC) contractor and its subcontractor are subject to the Whistleblower Employee Protection public law provisions as codified at 42 U.S.C. 5851. NRC contractor(s) and subcontractor(s) shall comply with the requirements of this Whistleblower Employee Protection law, and the implementing regulations of the NRC and the Department of Labor (DOL). See, for example, DOL Procedures on Handling Complaints at 29 C.F.R. Part 24 concerning the employer obligations, prohibited acts, DOL procedures and the requirement for prominent posting of notice of Employee Rights at Appendix A to Part 24.

(b) Under this Whistleblower Employee Protection law, as implemented by regulations, NRC contractor and subcontractor employees are protected from discharge, reprisal, threats, intimidation, coercion, blacklisting or other employment discrimination practices with respect to compensation, terms, conditions or privileges of their employment because the contractor or subcontractor employee(s) has provided notice to the employer, refused to engage in unlawful practices, assisted in proceedings or testified on activities concerning alleged violations of the Atomic Energy Act of 1954 (as amended) and the Energy Reorganization Act of 1974 (as amended).

(c) The contractor shall insert this or the substance of this clause in any subcontracts involving work performed under this contract.

(End of Clause)

C.4 CONSIDERATION AND OBLIGATION

(a) The total estimated amount of this contract (ceiling) for the products/services ordered, delivered, and accepted under this contract is \$423,372.00. The Contracting Officer may unilaterally increase this amount as necessary for orders to be placed with the contractor during the contract period provided such orders are within any maximum ordering limitation prescribed under this contract.

(b) The amount presently obligated with respect to this contract is \$84,674.40. This obligated amount may be unilaterally increased from time to time by the Contracting Officer by written modification to this contract. The obligated amount shall, at no time, exceed the contract ceiling as specified in paragraph (a) above. When and if the amount(s) paid and payable to the Contractor hereunder shall equal the obligated amount, the Contractor shall not be obligated to continue performance of the work unless and until the Contracting Officer shall increase the amount obligated with respect to this contract. Any work undertaken by the Contractor in excess of the obligated amount specified above is done so at the Contractor's risk.

(End of Clause)

C.5 52.237-2 PROTECTION OF GOVERNMENT BUILDINGS, EQUIPMENT, AND VEGETATION (APR 1984)

The Contractor shall use reasonable care to avoid damaging existing buildings, equipment, and vegetation on the Government installation. If the Contractor's failure to use reasonable care causes damage to any of this property, the Contractor shall replace or repair the damage at no expense to the Government as the Contracting Officer directs. If the Contractor fails or refuses to make such repair or replacement, the Contractor shall be liable for the cost, which may be deducted from the contract price.

(End of Clause)

C.6 SEAT BELTS

Contractors, subcontractors, and grantees, are encouraged to adopt and enforce on-the-job seat belt policies and programs for their employees when operating company-owned, rented, or personally owned vehicles.

(End of Clause)

C.7 Compliance with U.S. Immigration Laws and Regulations

NRC contractors are responsible to ensure that their alien personnel are not in violation of United States Immigration and Naturalization (INS) laws and regulations, including employment authorization documents and visa requirements. Each alien employee of the Contractor must be lawfully admitted for permanent residence as evidenced by Alien Registration Receipt Card Form 1-151 or must present other evidence from the Immigration and Naturalization Services that employment will not affect his/her immigration status. The INS Office of Business Liaison (OBL) provides information to contractors to help them understand the employment eligibility verification process for non-US citizens. This information can be found on the INS website, <http://www.ins.usdoj.gov/graphics/services/employerinfo/index.htm#obl>.

The NRC reserves the right to deny or withdraw Contractor use or access to NRC facilities or its equipment/services, and/or take any number of contract administrative actions (e.g., disallow costs, terminate for cause) should the Contractor violate the Contractor's responsibility under this clause.

(End of Clause)

C.8 2052.204-71 BADGE REQUIREMENTS FOR UNESCORTED BUILDING ACCESS TO NRC FACILITIES (MAR 2006)

During the life of this contract, the rights of ingress and egress for contractor personnel must be made available, as required, provided that the individual has been approved for unescorted access after a favorable adjudication from the Security Branch, Division of Facilities and Security (SB/DFS).

In this regard, all contractor personnel whose duties under this contract require their presence on site shall be clearly identifiable by a distinctive badge furnished by the NRC. The Project Officer shall assist the contractor in obtaining badges for the contractor personnel. All contractor personnel must present two forms of Identity Source Documents (I-9). One of the documents must be a valid picture ID issued by a state or by the Federal Government. Original I-9 documents must be presented in person for certification. A list of acceptable documents can be found at http://www.usdoj.gov/crt/recruit_employ/i9form.pdf. It is the sole responsibility of the contractor to ensure that each employee has a proper NRC-issued identification/badge at all times. All photo-identification badges must be immediately (no later than three days) delivered to SB/DFS for cancellation or disposition upon the termination of employment of any contractor personnel. Contractor personnel must display any NRC issued badge in clear view at all times during on site performance under this contract. It is the contractor's duty to assure that contractor personnel enter only those work areas necessary for performance of contract work, and to assure the protection of any Government records or data that contractor personnel may come into contact with.

(End of Clause)

C.9 2052.215-71A PROJECT OFFICER AUTHORITY ALTERNATE 2 (FEBRUARY 2004)

(a) The contracting officer's authorized representative hereinafter referred to as the project officer for this contract is:

Name: Shahpar Metzger
Address: U.S. Nuclear Regulatory Commission
Two White Flint North
11545 Rockville Pike
Rockville, MD 20852-2738
Telephone Number: 301-415-7874
Email: Shahpar.Metzher@nrc.gov

(b) The project officer shall:

(1) Place delivery orders for items required under this contract up to the amount obligated on the contract award document.

(2) Monitor contractor performance and recommend changes in requirements to the contracting officer.

(3) Inspect and accept products/services provided under the contract.

(4) Review all contractor invoices/vouchers requesting payment for products/services provided under the contract and make recommendations for approval, disapproval, or suspension.

(5) Immediately notify the Security Branch, Division of Facilities and Security (SB/DFS) (via e-mail) when a contractor employee no longer requires access authorization and return of any NRC issued badge to SB/DFS within three days after their termination.

(c) The project officer may not make changes to the express terms and conditions of this contract.

(End of Clause)

SECTION D – CONTRACT DOCUMENTS, EXHIBITS, OR ATTACHMENTS

ATTACHMENT NUMBER	TITLE	PAGES
Attachment 1	BILLING INSTRUCTIONS FOR FIXED PRICE CONTRACTS (JUNE 2008)	2

**BILLING INSTRUCTIONS FOR
FIXED PRICE CONTRACTS (JUNE 2008)**

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

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

Form: Claims shall be submitted on the payee's letterhead, voucher/invoice, or on the Government's Standard Form 1034, "Public Voucher for Purchases and Services Other than Personal," and Standard Form 1035, "Public Voucher for Purchases Other than Personal--Continuation Sheet."

Number of Copies: A signed original shall be submitted. If the voucher/invoice includes the purchase of any property with an initial acquisition cost of \$50,000 or more, a copy of the signed original is also required.

Designated Agency Billing Office: The preferred method of submitting vouchers/invoices is electronically to the Department of the Interior at NRCPayments@nbc.gov

If the voucher/invoice includes the purchase of any property with an initial acquisition cost of \$50,000 or more, a copy of the signed original shall be electronically sent to: Property@nrc.gov

However, if you submit a hard-copy of the voucher/invoice, it shall be submitted to the following address:

Department of the Interior
National Business Center
Attn: Fiscal Services Branch - D2770
7301 West Mansfield Avenue
Denver, CO 80235-2230

If you submit a hard-copy of the voucher/invoice and it includes the purchase of any property with an initial acquisition cost of \$50,000 or more, a copy of the signed original shall be mailed to the following address:

U.S. Nuclear Regulatory Commission
NRC Property Management Officer
Mail Stop: O-4D15
Washington, DC 20555-0001

HAND-CARRIED SUBMISSIONS WILL NOT BE ACCEPTED

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

Frequency: The contractor shall submit a voucher/invoice only after the NRC's final acceptance of services rendered or products delivered in performance of the contract unless otherwise specified in the contract.

Preparation and Itemization of the Voucher/Invoice: The voucher/invoice shall be prepared in ink or by typewriter (without strike-overs). Corrections or erasures must be initialed. To be considered a proper voucher/invoice, all of the following elements must be included:

1. Contractor's Data Universal Number (DUNS) or DUNS+4 number that identifies the contractor's name and address. The DUNS+4 number is the DUNS number plus a 4-character suffix that may be assigned at the discretion of the contractor to identify alternative Electronic Funds Transfer (EFT) accounts for the same parent concern.
2. Contract number.
3. Sequential voucher/invoice number.
4. Date of voucher/invoice.
5. Payee's name and address. Show the name of the Payee as it appears in the contract and its correct address. If the Payee assigns the proceeds of this contract as provided for in the assignment of claims terms of this contract, the Payee shall require as a condition of any such assignment, that the assignee shall register separately in the Central Contractor Registration (CCR) database at <http://www.ccr.gov> and shall be paid by EFT in accordance with the terms of this contract. See Federal Acquisition Regulation 52.232-33(g) Payment by Electronic Funds Transfer - Central Contractor Registration (October 2003).
6. A description of articles or services, quantity, unit price, and total amount.
7. For contractor acquired property, list each item with an initial acquisition cost of \$50,000 or more and provide: (1) an item description, (2) manufacturer, (3) model number, (4) serial number, (5) acquisition cost, (6) date of purchase, and (7) a copy of the purchasing document.
8. Weight and zone of shipment, if shipped by parcel post.
9. Charges for freight or express shipments. Attach prepaid bill if shipped by freight or express.
10. Instructions to consignee to notify the Contracting Officer of receipt of shipment.
11. For Indefinite Delivery contracts or contracts under which progress payments are authorized, the final voucher/invoice shall be marked "FINAL VOUCHER" OR "FINAL INVOICE."

Currency: Billings may be expressed in the currency normally used by the contractor in maintaining his accounting records and payments will be made in that currency. However, the U.S. dollar equivalent for all vouchers/invoices paid under the contract may not exceed the total U.S. dollars authorized in the contract.

Supersession: These instructions supersede any previous billing instructions.