

# ORDER FOR SUPPLIES OR SERVICES

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IMPORTANT: Mark all packages and papers with contract and/or order numbers.

BPA NO.

1. DATE OF ORDER 09-30-2003		2. CONTRACT NO. (If any) GS-25P-0062L		6. SHIP TO:	
3. ORDER NO. DR-33-03-352		4. REQUISITION/REFERENCE NO. dtd 7/21/03 CIO-03-352/10370840F		a. NAME OF CONSIGNEE U.S. Nuclear Regulatory Commission Office of the Chief Information Officer	
5. ISSUING OFFICE (Address correspondence to) U.S. Nuclear Regulatory Commission Division of Contracts Attn: Mail Stop T-712 Contract Management Branch No. 1 Washington DC 20555				b. STREET ADDRESS ATTN: Mike Hamilton, 301-415-2070 MAIL STOP: O-P1-33	
				c. CITY Washington	d. STATE DC
7. TO:				f. SHIP VIA	
a. NAME OF CONTRACTOR XEROX CORPORATION				8. TYPE OF ORDER	
b. COMPANY NAME ATTN: Lynn McGunnigle, 202-962-7889 Account Executive				<input type="checkbox"/> a. PURCHASE ORDER	
c. STREET ADDRESS 1301 K Street, N.W. - Suite 300 West				Reference your Please furnish the following on the terms and conditions specified on both sides of this order and on the attached sheet, if any, including delivery as indicated.	
d. CITY Washington		e. STATE DC	f. ZIP CODE 20005	<input checked="" type="checkbox"/> b. DELIVERY/TASK ORDER Except for billing instructions on the reverse, this delivery/task order is subject to instructions contained on this side only of this form and is issued subject to the terms and conditions of the above-numbered contract.	
9. ACCOUNTING AND APPROPRIATION DATA JOB CODE: D2384 B&R NUMBER: 310-15-524-346 BOC: 2570 FUND SOURCE: 31X0200.310				10. REQUISITIONING OFFICE OCIO Office of the Chief Financial Officer	
11. BUSINESS CLASSIFICATION (Check appropriate box(es))					
<input type="checkbox"/> a. SMALL <input checked="" type="checkbox"/> b. OTHER THAN SMALL <input type="checkbox"/> c. DISADVANTAGED <input type="checkbox"/> d. WOMEN-OWNED					
12. F.O.B. POINT Destination		14. GOVERNMENT B/L NO.		15. DELIVER TO F.O.B. POINT ON OR BEFORE Stated Below	
13. PLACE OF		16. DISCOUNT TERMS Net 30			
a. INSPECTION		b. ACCEPTANCE		Heriberto (Eddie) Colón, Jr. (301) 415-7135	

17. SCHEDULE (See reverse for Rejections)

See CONTINUATION Page

ITEM NO. (A)	SUPPLIES OR SERVICES (B)	QUANTITY ORDERED (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)	QUANTITY ACCEPTED (G)
	Renewal of NRC's on-site full service maintenance on the following DocuTech Duplicating Equipment for the period October 1, 2003 through January 31, 2004 (4-Months).					
1	Xerox NP1352, Serial #W11-036-951, NRC Tag #061113, NRC's est. mthly. volume 800,000 copies per month -Run Length Plan				\$9,712.00	
1a	Copy charge for first 10 copies per original - B Meter \$0.0118 x 120,000 first originals = \$1,416.00/month				\$5,664.00	
1b	Copy charge for all copies shall be charged at \$.0029 per copy - A Meter \$.0030 x 800,000 copies = \$2,400.00/month				\$9,600.00	
1c	Signature Booklet Maker, Serial #2K7036471, est. monthly volume 250,000 copies per month - excess copy charge is \$.0025/page/month for copies in excess of 250,000 copies.				\$1,652.00	
1d	By Pass Finder Accessories, Serial #W11036951				\$404.00	
2	FSMA XDOD/PERS4 DIGIPATH2 System, Serial #UW7887844, NRC Tag # 065833				\$900.00	
2a	PROSCAN, Product Scanner, Serial #EF6-704708				\$680.00	

SEE BILLING INSTRUCTIONS ON REVERSE	18. SHIPPING POINT		19. GROSS SHIPPING WEIGHT		20. INVOICE NO.		\$28,612.00	SUBTOTAL	
	21. MAIL INVOICE TO:							\$4,148.00	17(h) TOTAL (Cont. pages)
	a. NAME U.S. Nuclear Regulatory Commission Payment Team, Mail Stop T-9-H-4								
	b. STREET ADDRESS (or P.O. Box) Attn: (insert contract or order number)								
	c. CITY Washington		d. STATE DC	e. ZIP CODE 20555		\$32,760.00		17(i). GRAND TOTAL	

22. UNITED STATES OF AMERICA  
BY (Signature)

*Robert B. Webster*

23. NAME (Typed)  
Sharon D. Stewart  
Contracting Officer  
TITLE: CONTRACTING/ORDERING OFFICER

TEMPLATE - ADM001

ADM002

OPTIONAL FORM 347 (6/95)

RECEIVING REPORT

SHIPMENT NUMBER	PARTIAL		DATE RECEIVED	SIGNATURE OF AUTHORIZED U.S. GOV'T REP.	DATE
	FINAL				
TOTAL CONTAINERS		GROSS WEIGHT	RECEIVED AT	TITLE	

[illegible]

# ORDER FOR SUPPLIES OR SERVICES SCHEDULE - CONTINUATION

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IMPORTANT: Mark all packages and papers with contract and/or order numbers.

DATE OF ORDER 09-30-2003	CONTRACT NO. GS-25F-0062L	ORDER NO. DR-33-03-352
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ITEM NO. (A)	SUPPLIES OR SERVICES (B)	QUANTITY ORDERED (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)	QUANTITY ACCEPTED (G)
2b	DIGIPCB, Serial #UW8521797	4	MO	25.00	\$100.00	
3	FSMA XDOD/PERS4 Digipath System, Serial #UW8000784F NRC Tag #Unknown	4	MO	227.00	\$908.00	
3a	PRODSCAN Product Scanner, Serial #EF6708620	4	MO	170.00	\$680.00	
3b	DigipCB, Serial #UW8000784	4	MO	25.00	\$100.00	
4	FMSA ECPJM, Serial #C6D-021-110, NRC Tag #072985	4	MO	101.00	\$404.00	
5	FSMA NServer for FIBRE Gateway POD Software (RTU)	4	MO	383.00	\$1,532.00	
5a	FSMA Dedicated E-Net Board, Serial #614P00177	4	MO	20.00	\$80.00	
5b	FSMA for Sun Ultra 10, Serial #614N00033	4	MO	52.00	\$208.00	
5c	FSMA 150 Mb 1/4" Tape External	4	MO	21.00	\$84.00	
5d & e	FSMA 2nd 9 GB Hard Drive (\$5.00/month) FSMA 128Mb RAM (\$8.00/month)	4	MO	13.00	\$52.00	

TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17(H))

\$4,148.00

**DELIVERY ORDER TERMS AND CONDITIONS**

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**NOT SPECIFIED IN THE CONTRACT**

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**A.1 NRC ACQUISITION CLAUSES - (NRCAR) 48 CFR CH. 20****A.2 OTHER APPLICABLE CLAUSES**

☐ See Addendum for the following in full text (if checked)

☐ 52.216-18, Ordering

☐ 52.216-19, Order Limitations

☐ 52.216-22, Indefinite Quantity

☐ 52.217-6, Option for Increased Quantity

☐ 52.217-7, Option for Increased Quantity Separately Priced Line Item

☐ 52.217-8, Option to Extend Services

☐ 52.217-9, Option to Extend the Term of the Contract

**A.3 ELECTRONIC PAYMENT**

The Debt Collection Improvement Act of 1996 requires that all payments except IRS tax refunds be made by Electronic Funds Transfer. It is the policy of the Nuclear Regulatory Commission to pay vendors by the Automated Clearing House (ACH) electronic funds transfer payment system. The electronic system is known as Vendor Express. Payment shall be made in accordance with FAR 52.232-33, entitled "Mandatory Information for Electronic Funds Transfer Payment".

To receive payment, the contractor shall complete the "Company Information" portion of the Standard Form 3881, entitled "ACH Vendor/Miscellaneous Payment Enrollment Form" found as an attachment to this document. The contractor shall take the form to the ACH Coordinator at the financial institution that maintains its company's bank account. The contractor shall discuss with the ACH Coordinator how the payment identification information (addendum record) will be passed to them once the payment is received by the financial institution. Further information concerning the addendum is provided at Attachment 1. The ACN Coordinator should fill out the "Financial Institution Information" portion of the form and return it to the Office of the Controller at the following address: Nuclear Regulatory Commission, Division of Accounting and Finance, Financial Operations Section, Mail Stop T-9-H-4, Washington, DC 20555, ATTN: ACH/Vendor Express. It is the responsibility of the contractor to ensure that the financial institution returns the completed form to the above cited NRC address. If the contractor can provide the financial information, signature of the financial institutions ACH Coordinator is not required. The NRC is under no obligation to send reminders. Only after the Office of the Controller has processed the contractor's sign-up form will the contractor be eligible to receive payments.

Once electronic funds transfer is established for payments authorized by NRC, the contractor needs to submit an additional SF 3881 only to report changes to the information supplied.

Questions concerning ACH/Vendor Express should be directed to the Financial Operations staff at (301) 415-7520."

#### **A.4 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.

#### **A.5 APPROPRIATE USE OF GOVERNMENT FURNISHED INFORMATION TECHNOLOGY (IT) EQUIPMENT AND/ OR IT SERVICES/ ACCESS (MARCH 2002)**

As part of contract performance the NRC may provide the contractor with information technology (IT) equipment and IT services or IT access as identified in the solicitation or subsequently as identified in the contract or delivery order. Government furnished IT equipment, or IT services, or IT access may include but is not limited to computers, copiers, facsimile machines, printers, pagers, software, phones, Internet access and use, and email access and use. The contractor (including the contractor's employees, consultants and subcontractors) shall use the government furnished IT equipment, and / or IT provided services, and/ or IT access solely to perform the necessary efforts required under the contract. The contractor (including the contractor's employees, consultants and subcontractors) are prohibited from engaging or using the government IT equipment and government provided IT services or IT access for any personal use, misuse, abuses or any other unauthorized usage.

The contractor is responsible for monitoring its employees, consultants and subcontractors to ensure that government furnished IT equipment and/ or IT services, and/ or IT access are not being used for personal use, misused or abused. The government reserves the right to withdraw or suspend the use of its government furnished IT equipment, IT services and/ or IT access arising from contractor personal usage, or misuse or abuse; and/ or to disallow any payments associated with contractor (including the contractor's employees, consultants and subcontractors) personal usage, misuses or abuses of IT equipment, IT services and/ or IT access; and/ or to terminate for cause the contract or delivery order arising from violation of this provision.

#### **A.6 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 I-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)

CONTINUATION PAGE

All equipment listed above is located at One White Flint North, 11555 Rockville Pike, Room O-P1-33, Rockville, Maryland 20852.

Maintenance shall include all software, hardware, and peripherals to include all parts, labor, travel, upgrades, new releases, corrections, enhancements and technical support. All work shall be performed Monday through Friday, between the hours of 7:30 a.m. through 4:15 p.m. A maximum of eight (8) hours response time is required from the time service call is placed.

After completing service call, the service representative shall obtain the signature of the Government employee cognizant of the work performed on the equipment. A readable copy of the service ticket shall be left with the cognizant Government employee and shall contain the following information:

1. NRC Tag Number 2. Date service call was placed 3. Name of NRC personnel who placed the service call. 4. Serial Number of equipment serviced. 5. Description of services performed. 6. Purchase Order Number and Service Call Number.

Billing shall be submitted within 30 days after the preceding month in which service was provided. The invoice shall include the make, model number, serial number, location of equipment and the delivery order number.

FAR Clause 52.232-33, "Mandatory Information for Electronic Funds Transfer Payment" is hereby incorporated by reference. NRCAR Clause 2052.204-71, "Site Access Badge Procedures and Site Access Badge Requirements" is hereby incorporated into the order.

NRC Project Officer: Michael Hamilton, (301) 415-2289, M/S O-P1-33