

09/26/2005

NRC-IA-10-05-437

M001

AWARD OF INTERAGENCY AGREEMENT

6. ISSUED BY

U. S. Nuclear Regulatory Commission
Washington, DC 20555-0001

4. AGENCY LOCATOR NO.

31000001

5. B & R NUMBER

540-15-5B2306

7. JOB CODE

D2342

8. APPROPRIATION SYMBOL

X0200

9. BOC

253A

10. DOCUMENT IDENTIFICATION NUMBER

ADM-05-437

11. NAME AND ADDRESS OF SERVICING AGENCY

General Services Administration
Property Management Division - 3FP-W
Personal Property Center
6808 Loisdale Road, Building A, Suite 1
Springfield, VA 22150

PROJECT MANAGER

Bruce Ridgely

12. JOB CODE TITLE

Excess Equipment Disposal

13. AGREEMENT PERFORMANCE PERIOD

BEGIN

05/13/2005

END

09/30/2006

14. OBLIGATION AVAILABILITY PROVIDED BY

A. THIS ACTION

\$

0

B. TOTAL PLACED PRIOR TO THIS ACTION WITH THE PERFORMING ORGANIZATION
UNDER THIS JOB CODE FOR THIS FISCAL YEAR

\$

0

C. TOTAL ORDERS TO DATE FOR THIS JOB CODE FOR THIS FISCAL YEAR

\$

0

D. TOTAL ORDERS TO DATE FOR THIS AGREEMENT

\$

5,000

15. ATTACHMENTS

THE FOLLOWING ATTACHMENTS ARE MADE A PART OF THIS AGREEMENT

☐ STATEMENT OF WORK☐ ADDITIONAL TERMS AND CONDITIONS☐ OTHER (Specify) _____

16. SECURITY

☐ WORK ON THIS AGREEMENT INVOLVES
CLASSIFIED INFORMATION☐ WORK ON THIS AGREEMENT INVOLVES
SENSITIVE UNCLASSIFIED INFORMATION☒ WORK ON THIS AGREEMENT IS UNCLASSIFIED
AND NOT SENSITIVE

17. FEE BILLABLE UNDER 10 CFR PART 170

☐ YES☐ NO

18. REMARKS

The purpose of this modification is to exercise the option to extend the period of performance in accordance with section V of this agreement entitled, Duration of Agreement. No funding is provided at this time.

19. AUTHORITY TO ENTER INTO INTERAGENCY AGREEMENT (Check only one)

☐ ENERGY REORGANIZATION ACT OF 1974, AS AMENDED☐ OTHER (Specify) _____☒ THE ECONOMY ACT OF 1932☐ THE CLINGER-COHEN ACT OF 1996

20. ADVANCE PAYMENT

☐ IS NOT AUTHORIZED☐ IS AUTHORIZED (Requires approval by Director, DAF/OCFO)

21. ESTIMATED COST FOR FULL PERFORMANCE OF THIS AGREEMENT

FY 2005	FY 2006	FY 2007	FY	FY	TOTAL
\$ 5,000	\$ 7,400	\$ 7,400	\$	\$	\$ 19,800

22. CERTIFICATION OF FUNDS

This certifies that funds in the amount cited in Block 14.A. are available in the current fiscal year allotment for work authorized by this agreement.

FUNDS CERTIFICATION OFFICIAL (Typed Name)

SIGNATURE

DATE

certified on NRC form 400 orig. on file

23. SIGNATURES

NRC ISSUING AUTHORITY (Typed Name and Title)

SIGNATURE

DATE

Elois J. Wiggins, Contracting Officer

SIGNATURE

DATE

SERVICING AGENCY OFFICIAL/DESIGNEE (Typed Name and Title)

Joseph Hvorecky, Director

INTERAGENCY AGREEMENT
Between
GENERAL SERVICES ADMINISTRATION
And
UNITED STATES NUCLEAR REGULATORY COMMISSION

- I. **Purpose:** This agreement is between the General Services Administration and the United States Nuclear Regulatory Commission. The GSA Personal Property Center located in Springfield, Virginia will provide for the receiving, management, and redistribution of excess furniture.
- II. **Coverage:** This agreement is to provide support to the following Agencies, Bureaus, Divisions, or Offices within the United States Nuclear Regulatory Commission
- III. **Scope of Work:** GSA will provide the full complement of services listed below:
- A. Prompt and proper handling of excess property
 - B. Receipt and storage of CUSTOMER excess property awaiting disposal action
 - C. Immediate transfer of accountability to GSA upon receipt at the PPC
 - D. Monthly management reports clearly stating a summary of the services performed
 - E. Supervisory and administrative oversight
- IV. **Provisions:** CUSTOMER will be responsible for the following:
- A. Completing a Standard form 120 or 126, Report of Excess Personal Property prior to delivery of property to the PPC
 - B. Making arrangements for the transportation of property to the PPC
 - C. Assisting in the resolution of any discrepancies
 - D. 24 hour notice of cancellation once a delivery has been scheduled
- V. **Duration of Agreement:** The period of this agreement shall be from October 1, 2005 to September 24, 2006 with renewal options as decided by both agencies. This agreement may be terminated by either party within thirty (30) days advance written notice. *The PPC's billing cycle is calculated from the 25th of one month to the 24th of the next month. Any deliveries made after September 25, 2006 will be reflected on the billing cycle for FY '2007.*

VI. **Funding:** When delivering property to GSA, CUSTOMER will share the PPC's operating costs through an annual flat Fee of \$5,000.00. The recurring expense to CUSTOMER will be based on the size of the box truck or tractor trailer being used to delivery the property. All trucks up to 24ft. will be \$1,000.00 per delivery; 25-40 ft. will be \$1,400.00 per delivery; 41-47ft. will be \$1,825.00 per delivery; all trucks over 47ft. will be \$1,875.00. GSA will bill your accounting section monthly based upon usage, and the amount will be charged to the CUSTOMER Agency Location Code or via Credit Card.

- The \$5,000.00 annual fee will be charged to the Customer Agency Location Code once the MOU has been signed.
- If the Personal Property Center is operating at a deficit as of March 31, 2006 the Customer agency agrees to pay an additional amount not to exceed \$5,000.00 to cover fixed costs of the Personal Property Center that are not projected to be recovered through truckload rates and/or initial flat rates for FY' 06.

VII. **No-show fee:**

A scheduled delivery may be cancelled within 24 hours of delivery. If a scheduled delivery is a "no-show" (no notice of cancellation within 24 hours), the Customer Agency will be charged a "NO-SHOW" fee of \$500.

- Agency has the option of paying for delivery of property to the Personal Property Center by Credit Card or Agency Location Code. An additional agency signature will be required as shown on page 4 for those agencies electing to pay via purchase card.
- Agency has the option of requesting inventory services provided by the PPC for furniture delivered to us. This fee would include an additional fee of \$100 per truck delivery.
- The Personal Property Center is now offering MHE Services. This service includes the repair of forklifts and any other Material Handling Equipment. For more information about this service call (703) 557-0180.

VIII. **Operating Procedures for deliveries:**

- A. Delivery appointment – Call the PPC at (703) 557-0180 and schedule an appointment before turning in any property and equipment. The hours for delivery are 7 am to 2 pm. You must provide your MOU #, when scheduling the appointment. Without MOU #, you will not be able to make a delivery.
- B. Responsibility of the driver –

1. The driver and the helper must have a valid photo identification to gain entrance into the Franconia gate.
2. Sign in; place chock blocks in the front of the rear tire of your vehicle when unloading. Personnel driving a tractor with a trailer must have trucks parked at an L or truck has to be disengaged from trailer when parked at a dock.
3. Personnel must move furniture out of the truck and onto the dock leveler and place on a pallet. Consolidate furniture, wood items with wood and metal with metal or as directed by the warehouse specialist working the dock.
4. Must ensure that all furniture is free of materials and trash.

C. Hazardous Materials – No hazardous materials or items that contained any hazardous Will be accepted.

D. Safes-

1. Classified materials, files and all trash must be removed.
2. The combination should be reset to factory setting of 50-25-50. If unable to reset the combination, label the existing combination on the top draw of the safe.
3. All safes that cannot be opened and safes containing any materials or trash will **not** be accepted.

E. Air Conditioners and Refrigerators – Must be accompanied by a certificate or statement verifying that all freon and hazardous fluids were extracted. Please see the sample statement attached.

IX. **Authority:** The statutory authority under which this agreement is entered into is as follows: the Code of Federal Regulations Title 41, Chapter 102, Federal Management Regulations, Subchapter B-Personal Property, part 36 and the Economy Act, 31 U.S.C. Section 1535 (as amended by P.L. 98-216). This agreement does not duplicate or conflict with any existing agreement, policy, or statute.

General Services Administration

Customer Agency

Mid-Atlantic Region

Nuclear Regulatory Commission

Joseph Hvorecky
Director
Property Management Division – 3FP-W

Elois J. Wiggins
Contracting Officer

*

Date: _____

OPTION 1:
AGENCY LOCATION CODE: *

31-00-0001

BILLING ADDRESS: *

Agency Point of Contact Name: Bruce Ridgely

Telephone Number: 301-415-2161

Fax Number: 301-415-3420

E-mail Address: bbr@nrc.gov

**STATEMENT OF CONFIRMATION FOR TURN-IN OF
REFRIGERATORS & AIR CONDITIONERS**

THE OIL AND FREON CONTAINED IN THIS UNIT HAS BEEN REMOVED
AND IT IS NOW CLASSIFIED AS AN UNSERVICEABLE TURN-IN.

REFRIGERATOR MANUFACTURER _____

REFRIGERATOR SERIAL NUMBER _____

**PLEASE PROVIDE A CERTIFICATE OF THE FOLLOWING
INFORMATION ON THE PERSON OR COMPANY THAT PERFORMED
THE SERVICE OF OIL & FREON REMOVAL. AGENCIES WILL NEED
TO PROVIDE A COPY OF THE CERTIFICATE FOR EACH PIECE OF
PROPERTY REPORTED. FAILURE TO PROVIDE THIS CERTIFICATE
WILL CAUSE THIS PROPERTY TO BE REJECTED.**

Name _____
Print

Signature _____

Address _____

Phone Number _____
Area Code

Date Removed _____