



**BEST VALUE**  
**BLANKET PURCHASE AGREEMENT NO. NRC-HQ-11-A-10-0018**  
**GSA FEDERAL SUPPLY SCHEDULE**

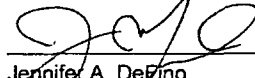
Pursuant to GSA Federal Supply Schedule Contract Number GS-29F-0155C and Federal Acquisition Regulation (FAR) 8.405-3, Blanket Purchase Agreements (BPAs), **JSJ Furniture Corporation dba Harter** agrees to the following terms of a BPA EXCLUSIVELY WITH the **U.S. Nuclear Regulatory Commission (NRC)** to facilitate the acquisition of Meet & Wallaby Model Guest/Conference Chairs.


Federal Supply Schedule Contract BPAs reduce contracting and open market costs such as: search for sources, the development of technical documents, solicitations and the evaluation of bids and offers.

Teaming Arrangements are permitted with Federal Supply Schedule BPA holders in accordance with the terms of their GSA contracts.

The parties agree that the Terms and Conditions set forth in the above referenced GSA FSS contract(s), this BPA and those set forth in the individual task order shall govern performance on that order. In no event will the Terms and Conditions set forth in either this BPA or the individual order be construed as changing the scope of the GSA FSS Contract(s) set forth above.

Signatures:

 08/25/2011  
\_\_\_\_\_  
Jennifer A. Defino DATE  
Contracting Officer  
U.S. Nuclear Regulatory Commission (NRC)

 8-23-11  
\_\_\_\_\_  
Contractor Authorized Representative DATE  
TOBY BALL - V.P. VERICAL MARKETS  
\_\_\_\_\_  
Title  
JSJ Furniture Corporation dba Harter  
\_\_\_\_\_  
Company Name

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**SECTION B - GENERAL TERMS****B.1 INTRODUCTION**

In the spirit of the Federal Acquisition Streamlining Act, the Nuclear Regulatory Commission (NRC) and JSJ Furniture Corporation dba Harter hereby enter into a cooperative agreement, otherwise referred to as a Blanket Purchase Agreement (BPA), to further reduce the administrative costs of acquiring supplies/services from the General Services Administration (GSA) Federal Supply Schedule Contract # GS-29F-0155C. Federal Supply Schedule contract BPA's eliminate contracting and open market costs such as: search for sources; the development of technical documents, solicitations and the evaluation of offers. Teaming Arrangements are permitted with Federal Supply Schedule Contractors in accordance with Federal Acquisition Regulation (FAR) 9.6.

The agreement details all supplies with accompanying prices and descriptions, which may be ordered under this BPA.

This BPA expires on 08-31-2012 or such later ending date as determined by the exercise of any option.

This BPA is entered into pursuant to the terms of the BPA holder's FSS contract and FAR 8.405-3. All orders placed against this BPA are subject to the terms and conditions of all the clauses and provisions in full text or incorporated by reference in this document.

**B.2 TERMS AND CONDITIONS**

Pursuant to GSA FSS Schedule Contract # GS-29F-0155C, regarding Blanket Purchase Agreements, the Contractor agrees to the following terms of a Blanket Purchase Agreement (BPA) EXCLUSIVELY WITH the Nuclear Regulatory Commission:

**B.3 PERIOD OF PERFORMANCE**

This BPA expires on 08/31/2012 or such later ending date as determined by the exercise of any "General Schedule extension" option by the GSA and exercise of the option to extend the term of the BPA by the U.S. Nuclear Regulatory Commission (NRC)/CO. The term of this BPA may be extended at the option of the U.S. Nuclear Regulatory Commission (NRC)/CO for an additional four (4) one-year option periods.

The BPA holder is required to immediately notify, in writing, the NRC/Contracting Officer if at any time prior to 08/31/2012 the GSA Contract, upon which this BPA is based, is no longer in force. This BPA is not a contract. If the BPA holder fails to perform in a manner satisfactory to the NRC Contracting Officer, this BPA may be canceled with 30 days written notice to the BPA holder by the NRC Contracting Officer.

**B.4 PRICE/COST SCHEDULE**

Base Year: September 01, 2011 – August 31, 2012						
CLIN	Model	Description	Base and Finish	Maximum Qty.	Unit Price	Extended Maximum
0001	G82A49	Chair	Mid-back, Open Arm w/ Urethane Cap, Mirror Finish Base & Arm w/ Blk Urethane cap Hue Grade One	40	\$510.21	\$20,408.40

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0002	G82A49	Chair	Mid-back, Open Arm w/ Urethane Cap, Mirror Finish Base & Arm w/ Blk Urethane cap Luna Hatch too Grade 4 Fabric	8	\$620.09	\$4,960.72
0003	G82A49	Chair	Mid-back, Open Arm w/ Urethane Cap, Mirror Finish Base & Arm w/ Blk Urethane cap Tone- Midnight Grade 2 Fabric	8	\$566.23	\$4,529.84
0004	G82A49	Chair	Mid-back, Open Arm w/ Urethane Cap, Mirror Finish Base & Arm w/ Blk Urethane cap Vox- Black Grade 1 Fabric	8	\$510.21	\$4,081.68
0005	G89A11	Chair	Luna Hatch too Grade 4 Fabric	8	\$774.79	\$6,198.32
0006	G89A11	Chair	Wallaby, box arm, mid-back chair w/ standard black five star base, mica grade 4 Burgundy (615)	8	\$774.79	\$6,198.32
0007	G89A11	Chair	Wallaby, box arm, mid-back chair w/ standard black five star base, mica grade 4 Cypress (507)	20	\$774.79	\$15,495.80
0008	G89A11	Chair	Wallaby, box arm, mid-back chair w/ standard black five star base, mica grade 4 Navy (404)	40	\$774.79	\$30,991.60
0009	G89A11	Chair	Wallaby, box arm, mid-back chair w/ standard black five star base, Tone-Midnight Grade 2 Fabric	8	\$699.81	\$5,598.48
0010	G89A11	Chair	Wallaby, box arm, mid-back chair w/ standard black five star base, Vox-Black Grade 1 Fabric	8	\$648.97	\$5,191.76
<b>Base Year Total</b>						<b>\$104,000.00</b>

Option Year One: September 01, 2012 – August 31, 2013						
CLIN	Model	Description	Base and Finish	Maximum Qty.	Unit Price	Extended Maximum
1001	G82A49	Chair	Mid-back, Open Arm w/ Urethane Cap, Mirror Finish Base & Arm w/ Blk Urethane cap Hue Grade One	40	\$510.21	\$20,408.40
1002	G82A49	Chair	Mid-back, Open Arm w/ Urethane Cap, Mirror Finish Base & Arm w/ Blk Urethane cap Luna Hatch too Grade 4 Fabric	8	\$620.09	\$4,960.72
1003	G82A49	Chair	Mid-back, Open Arm w/ Urethane Cap, Mirror Finish Base & Arm w/ Blk Urethane cap Tone- Midnight Grade 2 Fabric	8	\$566.23	\$4,529.84
1004	G82A49	Chair	Mid-back, Open Arm w/ Urethane Cap, Mirror Finish Base & Arm w/ Blk Urethane cap Vox- Black Grade 1 Fabric	8	\$510.21	\$4,081.68
1005	G89A11	Chair	Luna Hatch too Grade 4 Fabric	8	\$774.79	\$6,198.32
1006	G89A11	Chair	Wallaby, box arm, mid-back chair w/ standard black five star base, mica grade 4 Burgundy (615)	8	\$774.79	\$6,198.32
1007	G89A11	Chair	Wallaby, box arm, mid-back chair w/ standard black five star base, mica grade 4 Cypress (507)	20	\$774.79	\$15,495.80
1008	G89A11	Chair	Wallaby, box arm, mid-back chair w/ standard black five star base, mica grade 4 Navy (404)	40	\$774.79	\$30,991.60
1009	G89A11	Chair	Wallaby, box arm, mid-back chair w/ standard black five star base, Tone-Midnight Grade 2 Fabric	8	\$699.81	\$5,598.48

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1010	G89A11	Chair	Wallaby, box arm, mid-back chair w/ standard black five star base, Vox-Black Grade 1 Fabric	8	\$648.97	\$5,191.76
Option Year One Total						\$104,000.00

Option Year Two: September 01, 2013 – August 31, 2014						
CLIN	Model	Description	Base and Finish	Maximum Qty.	Unit Price	Extended Maximum
2001	G82A49	Chair	Mid-back, Open Arm w/ Urethane Cap, Mirror Finish Base & Arm w/ Blk Urethane cap Hue Grade One	40	\$510.21	\$20,408.40
2002	G82A49	Chair	Mid-back, Open Arm w/ Urethane Cap, Mirror Finish Base & Arm w/ Blk Urethane cap Luna Hatch too Grade 4 Fabric	8	\$620.09	\$4,960.72
2003	G82A49	Chair	Mid-back, Open Arm w/ Urethane Cap, Mirror Finish Base & Arm w/ Blk Urethane cap Tone- Midnight Grade 2 Fabric	8	\$566.23	\$4,529.84
2004	G82A49	Chair	Mid-back, Open Arm w/ Urethane Cap, Mirror Finish Base & Arm w/ Blk Urethane cap Vox- Black Grade 1 Fabric	8	\$510.21	\$4,081.68
2005	G89A11	Chair	Luna Hatch too Grade 4 Fabric	8	\$774.79	\$6,198.32
2006	G89A11	Chair	Wallaby, box arm, mid-back chair w/ standard black five star base, mica grade 4 Burgundy (615)	8	\$774.79	\$6,198.32
2007	G89A11	Chair	Wallaby, box arm, mid-back chair w/ standard black five star base, mica grade 4 Cypress (507)	20	\$774.79	\$15,495.80

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2008	G89A11	Chair	Wallaby, box arm, mid-back chair w/ standard black five star base, mica grade 4 Navy (404)	40	\$774.79	\$30,991.60
2009	G89A11	Chair	Wallaby, box arm, mid-back chair w/ standard black five star base, Tone-Midnight Grade 2 Fabric	8	\$699.81	\$5,598.48
2010	G89A11	Chair	Wallaby, box arm, mid-back chair w/ standard black five star base, Vox-Black Grade 1 Fabric	8	\$648.97	\$5,191.76
<b>Option Year Two Total</b>						<b>\$104,000.00</b>

**Option Year Three: September 01, 2014 – August 31, 2015**

CLIN	Model	Description	Base and Finish	Maximum Qty.	Unit Price	Extended Maximum
3001	G82A49	Chair	Mid-back, Open Arm w/ Urethane Cap, Mirror Finish Base & Arm w/ Blk Urethane cap Hue Grade One	40	\$510.21	\$20,408.40
3002	G82A49	Chair	Mid-back, Open Arm w/ Urethane Cap, Mirror Finish Base & Arm w/ Blk Urethane cap Luna Hatch too Grade 4 Fabric	8	\$620.09	\$4,960.72
3003	G82A49	Chair	Mid-back, Open Arm w/ Urethane Cap, Mirror Finish Base & Arm w/ Blk Urethane cap Tone- Midnight Grade 2 Fabric	8	\$566.23	\$4,529.84
3004	G82A49	Chair	Mid-back, Open Arm w/ Urethane Cap, Mirror Finish Base & Arm w/ Blk Urethane cap Vox- Black Grade 1 Fabric	8	\$510.21	\$4,081.68
3005	G89A11	Chair	Luna Hatch too Grade 4 Fabric	8	\$774.79	\$6,198.32

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3006	G89A11	Chair	Wallaby, box arm, mid-back chair w/ standard black five star base, mica grade 4 Burgundy (615)	8	\$774.79	\$6,198.32
3007	G89A11	Chair	Wallaby, box arm, mid-back chair w/ standard black five star base, mica grade 4 Cypress (507)	20	\$774.79	\$15,495.80
3008	G89A11	Chair	Wallaby, box arm, mid-back chair w/ standard black five star base, mica grade 4 Navy (404)	40	\$774.79	\$30,991.60
3009	G89A11	Chair	Wallaby, box arm, mid-back chair w/ standard black five star base, Tone-Midnight Grade 2 Fabric	8	\$699.81	\$5,598.48
3010	G89A11	Chair	Wallaby, box arm, mid-back chair w/ standard black five star base, Vox-Black Grade 1 Fabric	8	\$648.97	\$5,191.76
<b>Option Year Three Total</b>						<b>\$104,000.00</b>

**Option Year Four: September 01, 2015 – August 31, 2016**

CLIN	Model	Description	Base and Finish	Maximum Qty.	Unit Price	Extended Maximum
4001	G82A49	Chair	Mid-back, Open Arm w/ Urethane Cap, Mirror Finish Base & Arm w/ Blk Urethane cap Hue Grade One	40	\$510.21	\$20,408.40
4002	G82A49	Chair	Mid-back, Open Arm w/ Urethane Cap, Mirror Finish Base & Arm w/ Blk Urethane cap Luna Hatch too Grade 4 Fabric	8	\$620.09	\$4,960.72
4003	G82A49	Chair	Mid-back, Open Arm w/ Urethane Cap, Mirror Finish Base & Arm w/ Blk Urethane cap Tone- Midnight Grade 2 Fabric	8	\$566.23	\$4,529.84



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4004	G82A49	Chair	Mid-back, Open Arm w/ Urethane Cap, Mirror Finish Base & Arm w/ Blk Urethane cap Vox- Black Grade 1 Fabric	8	\$510.21	\$4,081.68
4005	G89A11	Chair	Luna Hatch too Grade 4 Fabric	8	\$774.79	\$6,198.32
4006	G89A11	Chair	Wallaby, box arm, mid-back chair w/ standard black five star base, mica grade 4 Burgundy (615)	8	\$774.79	\$6,198.32
4007	G89A11	Chair	Wallaby, box arm, mid-back chair w/ standard black five star base, mica grade 4 Cypress (507)	20	\$774.79	\$15,495.80
4008	G89A11	Chair	Wallaby, box arm, mid-back chair w/ standard black five star base, mica grade 4 Navy (404)	40	\$774.79	\$30,991.60
4009	G89A11	Chair	Wallaby, box arm, mid-back chair w/ standard black five star base, Tone-Midnight Grade 2 Fabric	8	\$699.81	\$5,598.48
4010	G89A11	Chair	Wallaby, box arm, mid-back chair w/ standard black five star base, Vox-Black Grade 1 Fabric	8	\$648.97	\$5,191.76
Option Year Four Total						\$104,000.00

TOTAL BPA CEILING ---

\$520,000.00

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\*\*The Contractor shall provide a copy of any GSA approved rate changes to the **NRC Contracting Officer and Project Officer within 24 hours of any rate change**. The NRC will not honor requests by the Contractor for rate changes once and order has been placed by the Project Officer. The NRC shall be notified in advance of all rate changes.

**B.5 OBLIGATION OF FUNDS**

This BPA does not obligate any funds. The Government is obligated only to the extent of authorized orders actually issued under the BPA by the Contracting Officer.

**B.6 PRICING DATA**

1. The prices included on the BPA list (or applicable "discounted" rates submitted in a proposal response to an RFQ resulting in award) that are in effect on the effective date of an order shall govern that order's basic performance period. With regard to any option years, which are later exercised, the proposed option year rates as incorporated into the order award are in effect until such time, if applicable, that the contractor has been authorized a rate increase culminating from a negotiation with the Contracting Officer.

2. The BPA holder can voluntarily reduce offered prices at any time by giving 24-hour advance notice (by facsimile or electronic-mail) to the Nuclear Regulatory Commission/Contracting Officer. This BPA also allows for additional discounts if a "large order" is placed at one time. An advanced notice is not required for discounts offered for only an individual order. Whether an order is large enough to warrant such a discount is subject to the discretion of the BPA holder.

3. The BPA holder may also increase BPA prices at any time. Any BPA price increase shall not take effect until the Nuclear Regulatory Commission Contracting Officer receives written notification (U.S. mail, facsimile, or electronic-mail). Any order already issued shall not be affected by any change to BPA pricing. The prices offered under this BPA will undergo annual review by the Nuclear Regulatory Commission Contracting Officer.

**B.7 PLACE OF DELIVERY**

The items to be furnished hereunder shall be delivered to:

U.S. Nuclear Regulatory Commission- Warehouse  
5008 Boiling Brook Parkway  
Attn: Bruce Ridgely, 301-415-2161  
Rockville, MD 20852

Delivery Received: 7:15am - 3:45pm (M-F)

**B.8 ADMINISTRATIVE DATA**

A Blanket Purchase Agreement (BPA) is hereby established between JSJ Furniture Corporation dba Harter and the Nuclear Regulatory Commission under the following terms and conditions incorporated in this BPA and GSA Federal Supply Schedule contract:

Primary Point of Contact: JSJ Furniture Corporation dba Harter  
Attn: Shelly Reynolds  
11451 Harter Drive  
Middlebury IN 46540  
  
Email: [Shelly.Reynolds@izzyplus.com](mailto:Shelly.Reynolds@izzyplus.com)  
Phone: 574-821-1263

DUNS NUMBER: 084580430  
NAICS CODE: 337214  
PSC: 7110

Cognizant NRC Office: U.S. Nuclear Regulatory Commission  
Div. of Contracts  
Mail Stop: TWB-01-B10M  
Washington, DC 20555

**B.9 TASK ORDERS**

Delivery of services shall be implemented only if directed by an order. It is understood and agreed that the BPA holder shall provide Fixed-Price proposals when requested by the Contracting Officer (CO). The CO will issue Fixed Priced Task Orders upon completion of negotiations of contractor proposals.

**B.10 ORDER FORMAT**

Orders will be placed against this BPA via e-mail, Electronic Data Interchange (EDI), FAX, or in hardcopy format. Each individual BPA Task Order will describe the tasks, services and deliverables required.

**B.11 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.

**B.12 OPTION TO EXTEND THE TERM OF THE BPA**

a. The Government may extend the term of this BPA by written notice to the Contractor at any time prior to the expiration of the BPA, provided that the Government shall give the Contractor a preliminary written notice of its intent to extend at least 15 days before the BPA expires. The preliminary notice does not commit the Government to an extension.

b. If the Government exercises this option, the extended BPA shall be considered to include this option provision.

c. The total duration of this BPA, including the exercise of any options under this clause, shall not exceed the performance period of the governing GSA FSS Contract.

**B.13 AUTHORIZED LIMITS**

The Government estimates, but does not guarantee, that individual BPA Orders placed against this Agreement may reach \$104,000.00/per Order. This Order Limit may be increased by mutual agreement of the parties as necessary, in whole or part. The authorized Ceiling Limit of the Agreement is set at \$520,000.00 over the period covered by the Agreement; this ceiling is also not a guarantee. The Ceiling Limit may also be raised in association with order Limit

increases or other conditions which, by mutual agreement of the parties, maybe considered necessary. Authorization for individual Task Orders above the stated Task Order and/or Ceiling Limits must be coordinated through the Contracting Officer before larger valued orders can be issued and prior to commencement of work. All unauthorized work, regardless of amount, will be processed through the ratification process.

#### **B.14 AUTHORIZED USERS**

Government Contracting Officers representing U.S. Nuclear Regulatory Commission (NRC) are the only users authorized to place orders under this BPA. Any authorized user shall only be allowed to issue an order under this BPA if funds are certified and the BPA awarding office's Task Order number is assigned. BPA holders shall not accept or perform any purported order that does not contain a Task Order number.

#### **B.15 FEDERAL HOLIDAYS**

Unless specifically authorized in writing by the Contracting Officer, no services will be provided and no charges will be incurred and/or billed to any order on this contract on any of the Federal Holidays listed below.

New Years Day	Labor Day
Martin Luther King Day	Columbus Day
Presidents' Day	Veterans' Day
Memorial Day	Thanksgiving Day
Independence Day	Christmas Day

#### **B.16 PERFORMANCE**

The following terms and conditions are applicable:

- a. All services will be initiated within 5 calendar days following receipt of a valid order, unless otherwise specified in the order.
- b. The BPA holder shall be familiar with Federal Government and Nuclear Regulatory Commission acquisition regulations, directives and instructions. If a particular document is required in a specific order, it will be cited within the order's PWS.
- c. The BPA holder shall not provide technical direction to any other acquisition BPA holder(s) or government personnel at any time. Neither shall the Government directly supervise BPA holder employees. The BPA holder Task Leader should conduct day to day supervision of BPA holder personnel wherever the BPA holder personnel are located. All direction of the BPA holder shall be through the Contracting Officer (CO) of the ordering organization specified in each individual order. Technical "tasking" assignments for the BPA holder will be transmitted by the program office's COTR (or program manager) to the BPA holder's Task Leader.
- d. The "ordering period" will run from BPA award to 08-31-2012, or until such ending date of any option year, which may be exercised under the Agreement. The "performance period" will terminate with the end of the BPA, unless the ordering CO elects to extend performance as provided under the BPA. If the ordering CO elects to extend performance beyond the end of the BPA, he/she may extend performance up to six (6) months beyond the end of the order period.
- e. Capitalization Requirements: The BPA holder shall provide their employees sufficient computer equipment to support orders. The BPA holder shall be able to support the automatic transmission of unclassified data only to the requiring Program Office by modem if so requested. Any computers connected to, or transmits to (connected or via magnetic media) the government shall be properly protected from computer viruses. The BPA holder shall be capable of supporting the software packages utilized by Nuclear Regulatory Commission for the indicated processors. Specific

software packages utilized within a program office shall be stated in the order PWS if it is other than Microsoft Office Professional or Microsoft Project.

f. Cancellation: This BPA may be canceled if the BPA holder fails to perform in accordance with the terms and conditions of this BPA, any order established under this BPA, or if deemed as in the best interests of the Government. The BPA holder must strictly comply with all terms and conditions or the Nuclear Regulatory Commission/ Contracting Officer may determine that performance by the BPA holder has been unsatisfactory and cancel this BPA.

**B.17 PRECEDENCE**

The Terms and conditions included in this BPA apply to all purchases made pursuant to it. In the event of an inconsistency between the provisions of this BPA and the Contractor's invoice, the provisions of this BPA will take precedence.

**SECTION C - CLAUSES****C.1 FSS-BPA CLAUSE CONTENT**

The clauses that regulate this FSS Blanket Purchase Agreement can be referenced in the Federal Supply Schedule contract # GS-29F-0155C.

**C.2 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:	Bruce Ridgely
Address:	U.S. Nuclear Regulatory Commission 11555 Rockville Pike Mail Stop: O-4-D15 Rockville, MD 20852
Telephone Number:	(301) 415-2161
Email Address:	<a href="mailto:Bruce.Ridgely@nrc.gov">Bruce.Ridgely@nrc.gov</a>

(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.

**C.3 COMPLIANCE WITH U.S. IMMIGRATION LAWS AND REGULATIONS (MAY 2002)**

NRC contractors are responsible to ensure that their alien personnel are not in violation of United States immigration 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 Permanent Resident Card Form I-551, or must present other evidence from the U.S. Department of Homeland Security/U.S. Citizenship and Immigration Services that employment will not affect his/her immigration status. The U.S. Citizenship and Immigration Services provides information to contractors to help them understand the employment eligibility verification process for non-US citizens. This information can be found on their website, [www.uscis.gov](http://www.uscis.gov).

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.

**C.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.

**C.5 REDUCING TEXT MESSAGING WHILE DRIVING (OCT 2009)**

(a) In accordance with Section 4 of Executive Order 13513, "Federal Leadership on Reducing Text Messaging While Driving," (October 1, 2009), the Contractor or Recipient is encouraged to:

(1) Adopt and enforce policies that ban text messaging while driving company-owned or rented vehicles or Government-owned vehicles, or while driving privately-owned vehicles when on official Government business or when performing any work for or on behalf of the Government; and

(2) Consider new rules and programs to further the policies described in (a)(1), reevaluate existing programs to prohibit text messaging while driving, and conduct education, awareness, and other outreach programs for employees about the safety risks associated with text messaging while driving. These initiatives should encourage voluntary compliance with the text messaging policy while off duty.

(b) For purposes of complying with the Executive Order:

(1) "Texting" or "Text Messaging" means reading from or entering data into any handheld or other electronic device, including for the purpose of SMS texting, e-mailing, instant messaging, obtaining navigational information, or engaging in any other form of electronic data retrieval or electronic data communication.

(2) "Driving" means operating a motor vehicle on an active roadway with the motor running, including while temporarily stationary because of traffic, a traffic light or stop sign, or otherwise. It does not include operating a motor vehicle with or without the motor running when one has pulled over to the side of, or off, an active roadway and has halted in a location where one can safely remain stationary.

(c) The Contractor or Recipient shall encourage its subcontractor(s) or sub-recipient(s) to adopt and enforce the policies and initiatives described in this clause.

**C.6 BILLING INSTRUCTIONS FOR FIXED-PRICE TYPE CONTRACTS (JULY 2011)**

**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 invoices/vouchers for payment of deliverables identified in the contract, in the manner described herein. FAILURE TO SUBMIT INVOICES/VOUCHERS IN ACCORDANCE WITH THESE INSTRUCTIONS MAY RESULT IN REJECTION OF THE INVOICE/VOUCHER AS IMPROPER.

**Standard Forms:** Payment requests for completed work, in accordance with the contract, shall be submitted on the payee's letterhead, invoice/voucher, 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."

**Electronic Invoice/Voucher Submissions:** The preferred method of submitting invoices/vouchers is electronically to the U.S. Department of the Interior's National Business Center, via email to: [NRCPayments\\_NBCDenver@NBC.gov](mailto:NRCPayments_NBCDenver@NBC.gov).

**Hard-Copy Invoice/Voucher Submissions:** If you submit a hard-copy of the invoice/voucher, a signed original and supporting documentation 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

**Purchase of Capital Property:** *(\$50,000 or more with life of one year or longer)*

Contractors must report to the Contracting Officer, electronically, any capital property acquired with contract funds having an initial cost of \$50,000 or more, in accordance with procedures set forth in NRC Management Directive (MD) 13.1, IV, C – "Reporting Requirements" (revised 2/16/2011).

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

**Frequency:** The contractor shall submit invoices/vouchers for payment once each month, unless otherwise authorized by the Contracting Officer.

**Format:** Invoices/Vouchers shall be submitted in the format depicted on the attached sample form entitled "Invoice/Voucher for Purchases and Services Other Than Personal". Alternate formats are permissible only if they address all requirements of the Billing Instructions. The instructions for preparation and itemization of the invoice/voucher are included with the sample form.

**Task Order Contracts:** The contractor must submit a separate invoice/voucher for each individual task order with pricing information. This includes items discussed in paragraphs (a) through (p) of the attached instructions. In addition, the invoice/voucher must specify the contract number, and the NRC-assigned task/delivery order number.

Final vouchers/invoices shall be marked "FINAL INVOICE" or "FINAL VOUCHER".

**Currency:** Invoices/Vouchers must be expressed in U.S. Dollars.

**Supersession:** These instructions supersede previous Billing Instructions for Fixed-Price Type Contracts (June 2008).

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**INVOICE/VOUCHER FOR PURCHASES AND SERVICES OTHER THAN PERSONAL  
(SAMPLE FORMAT - COVER SHEET)**

**1. Official Agency Billing Office**

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

**2. Invoice/Voucher Information**



- a. Payee's DUNS Number or DUNS+4. The Payee shall include the Payee's Data Universal Number (DUNS) or DUNS+4 number that identifies the Payee'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 Payee to identify alternative Electronic Funds Transfer (EFT) accounts for the same parent concern.
- b. Payee's Name and Address. Show the name of the Payee as it appears in the contract and its correct address. Where the Payee is authorized to assign the proceeds of this contract in accordance with the clause at FAR 52.232-23, 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).
- c. Contract Number. Insert the NRC contract number (including Enterprise-wide Contract (EWC)), GSA Federal Supply Schedule (FSS), Governmentwide Agency Contract (GWAC) number, or Multiple Agency Contract (MAC) number, as applicable.
- d. Task Order Number. Insert the task/delivery order number (If Applicable). **Do not include more than one task order per invoice or the invoice may be rejected as improper.**
- e. Invoice/Voucher. The appropriate sequential number of the invoice/voucher, beginning with 001 should be designated. Contractors may also include an individual internal accounting number, if desired, in addition to the 3-digit sequential number.
- f. Date of Invoice/Voucher. Insert the date the invoice/voucher is prepared.
- g. Billing Period. Insert the beginning and ending dates (day, month, year) of the period during which deliverables were completed and for which payment is requested.
- h. Description of Deliverables. Provide a brief description of supplies or services, quantity, unit price, and total price.
- i. Work Completed. Provide a general summary description of the services performed or products submitted for the invoice period and specify the section or Contract Line Item Number (CLIN) or SubCLIN in the contract pertaining to the specified contract deliverable(s).
- j. Shipping. Insert weight and zone of shipment, if shipped by parcel post.
- k. Charges for freight or express shipments. Attach prepaid bill if shipped by freight or express.
- l. Instructions. Include instructions to consignee to notify the Contracting Officer of receipt of shipment.
- m. For Indefinite Delivery contracts, the final invoice/voucher shall be marked "FINAL INVOICE" or "FINAL VOUCHER".
- n. Total Amount Billed. Insert columns for total amounts for the current and cumulative periods.
- o. Adjustments. Insert columns for any adjustments, including outstanding suspensions for deficient or defective products or nonconforming services, for the current and cumulative periods.
- p. Grand Totals.