

2. CONTRACT NO: GS-03F-0046R
 3. AWARD/EFFECTIVE DATE: 09/20/2016
 4. ORDER NUMBER: CPSC-F-16-0095
 5. SOLICITATION NUMBER: CPSC-Q-16-0100
 6. SOLICITATION ISSUE DATE: 09/14/2016

7. FOR SOLICITATION INFORMATION CALL: **Derrick Braswell**
 b. TELEPHONE NUMBER: (301) 504-7310
 8. OFFER DUE DATE/LOCAL TIME

9. ISSUED BY: CONSUMER PRODUCT SAFETY COMMISSION
 DIV OF PROCUREMENT SERVICES
 4330 EAST WEST HWY
 ROOM 523
 BETHESDA MD 20814
 CODE: FMPS

10. THIS ACQUISITION IS: UNRESTRICTED OR SET ASIDE: % FOR:
 SMALL BUSINESS
 HUBZONE SMALL BUSINESS
 SERVICE-DISABLED VETERAN-OWNED SMALL BUSINESS
 WOMEN-OWNED SMALL BUSINESS (WOSB) ELIGIBLE UNDER THE WOMEN-OWNED SMALL BUSINESS PROGRAM
 EDWOSB
 8(A)
 NAICS:
 SIZE STANDARD:

11. DELIVERY FOR FOB DESTINATION UNLESS BLOCK IS MARKED: SEE SCHEDULE
 12. DISCOUNT TERMS: Net 30
 13a. THIS CONTRACT IS A RATED ORDER UNDER DPAS (15 CFR 700):
 13b. RATING
 14. METHOD OF SOLICITATION: RFO IFB RFP

15. DELIVER TO: CONSUMER PRODUCT SAFETY COMMISSION
 DIVISION OF FACILITIES SERVICES
 4330 EAST WEST HIGHWAY
 BETHESDA MD 20814
 CODE: EXFS

16. ADMINISTERED BY: CONSUMER PRODUCT SAFETY COMMISSION
 DIV OF PROCUREMENT SERVICES
 4330 EAST WEST HWY
 ROOM 523
 BETHESDA MD 20814
 CODE: FMPS

17a. CONTRACTOR/OFFEROR: COMMUNICATIONS ENGINEERING INC
 8500 CINDER BED ROAD
 SUITE 100
 NEWINGTON VA 22122-8500
 FACILITY CODE: [REDACTED]

18a. PAYMENT WILL BE MADE BY: CPSC Accounts Payable Branch
 AMZ 160
 P. O. Box 25710
 Oklahoma City OK 73125
 CODE: FMFS


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

18. ITEM NO	20. SCHEDULE OF SUPPLIES/SERVICES	21. QUANTITY	22. UNIT	23. UNIT PRICE	24. AMOUNT
	DUNS Number: [REDACTED] Contracting Officer Representative (COR) Ron Welch Email: RWelch@cpsc.gov Tel: 301-504-7091 The contractor shall furnish all labor and materials necessary to complete Upgrade Existing Conference Room Audio Visual (AV) Equipment for the Virtual Desktop Infrastructure (VDI) Connection for (60) days for performance period (Use Reverse and/or Attach Additional Sheets as Necessary)				

25. ACCOUNTING AND APPROPRIATION DATA: 0100A16DSE-2016-9994300000-EXFS002600-312C0
 26. TOTAL AWARD AMOUNT (For Govt. Use Only): \$13,690.20

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: _____ 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): 
 30b. NAME AND TITLE OF SIGNER (Type or print):
 30c. DATE SIGNED:
 31b. NAME OF CONTRACTING OFFICER (Type or print): Cassandra C. Sterba
 31c. DATE SIGNED: 9-20-2016

19 ITEM NO	20 SCHEDULE OF SUPPLIES/SERVICES	21 QUANTITY	22 UNIT	23 UNIT PRICE	24 AMOUNT
0001	<p>effective September 20, 2016 through November 19, 2016 in accordance with GSA Schedule (GS-03F-0046R) and (GS-35F-4545G), the attached statement of work (SOW) and terms and conditions.</p> <p>Upgrade Existing Conference Room Audio Visual (AV) Equipment for Virtual Desktop Infrastructure (VDI) Connection</p> <p>The total amount of award: \$13,690.20. The obligation for this award is shown in box 26.</p>	1	LO	13,690.20	13,690.20

32a QUANTITY IN COLUMN 21 HAS BEEN

RECEIVED INSPECTED ACCEPTED, AND CONFORMS TO THE CONTRACT, EXCEPT AS NOTED.

32b SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE 32c DATE 32d PRINTED NAME AND TITLE OF AUTHORIZED GOVERNMENT REPRESENTATIVE

32e MAILING ADDRESS OF AUTHORIZED GOVERNMENT REPRESENTATIVE 32f TELEPHONE NUMBER OF AUTHORIZED GOVERNMENT REPRESENTATIVE

32g E-MAIL OF AUTHORIZED GOVERNMENT REPRESENTATIVE

33 SHIP NUMBER 34 VOUCHER NUMBER 35 AMOUNT VERIFIED CORRECT FOR 36 PAYMENT 37 CHECK NUMBER

PARTIAL FINAL COMPLETE PARTIAL FINAL

38 S/R ACCOUNT NUMBER 39 S/R VOUCHER NUMBER 40 PAID BY

41a I CERTIFY THIS ACCOUNT IS CORRECT AND PROPER FOR PAYMENT

42a RECEIVED BY (Print)

41b SIGNATURE AND TITLE OF CERTIFYING OFFICER 41c DATE

42b RECEIVED AT (Location)

42c DATE REC'D (YY/MM/DD)

42d TOTAL CONTAINERS

STATEMENT OF WORK

1. Description of Services:

The contractor shall furnish all labor and materials necessary to complete the Upgrade Existing Conference Room Audio Visual (AV) Equipment for Virtual Desktop Infrastructure (VDI) Connection.

2. Project Location:

East West Towers, South Tower, 4340 East West Highway, Bethesda, MD, 20814, Rooms 836D, 837A, 837B and 837C located on the 8th floor.

3. Contract Type:

This procurement is a firm-fixed price, non-personal services contract.

4. Description of Work:

The 8th floor currently has three conference rooms that need to be updated with VDI connections on the existing podiums and one conference room that need to have the existing Crestron touch screen reprogrammed to include a VDI selection tab.

Demolition: None

New Work:

Room 836D

- Program the existing Crestron touch screen with a VDI tab. Tab shall read VDI.

Room 837A

Demolition:

- Remove the existing VGA transmitter and receiver. VGA transmitter and receiver shall be returned to the Government.
- Remove all existing cable and wiring not compatible with new equipment.
- Relocate existing equipment as necessary for new VDI connection.

New Work:

- Provide new Extron DTP switcher/transmitter.
- Provide new Extron shielded category cable.
- Provide new Extron tuner cable.
- Provide Extron 1-gang receiver, mount behind existing monitor.
- Re-use existing controller and touch panel. Program touch panel to read VDI. All existing touch panel functions shall work as previously programmed.
- Update Extron code for new equipment.

- All wiring/cable run from the floor poke thru box to the flat screen display shall be run in one inch exiting conduit.
- All wiring, cables and connectors shall be manufactured by Extron.
- Provide and connect all wiring/cable from the floor poke thru to the PC interface, from the podium remote control to the floor box to the PC interface and 65" plasma display with loudspeakers.
- Provide operation manual and system training for up to 10 people.

Room 837B

Demolition:

- Remove the existing VGA transmitter and receiver. VGA transmitter and receiver shall be returned to the Government.
- Remove all existing cable and wiring not compatible with new equipment.
- Relocate existing equipment as necessary for new VDI connection.

New Work:

- Provide new Extron DTP switcher/transmitter.
- Provide new Extron shielded category cable.
- Provide new Extron tuner cable.
- Provide Extron 1-gang receiver, mount behind existing monitor.
- Re-use existing controller and touch panel. Program touch panel to read VDI. All existing touch panel functions shall work as previously programmed.
- Update Extron code for new equipment.
- All wiring/cable run from the floor poke thru box to the flat screen display shall be run in one inch exiting conduit.
- All wiring, cables and connectors shall be manufactured by Extron.
- Provide and connect all wiring/cable from the floor poke thru to the PC interface, from the podium remote control to the floor box to the PC interface and 65" plasma display with loudspeakers.
- Provide operation manual and system training for up to 10 people.

Room 837D

Demolition:

- Remove the existing VGA transmitter and receiver. VGA transmitter and receiver shall be returned to the Government.
- Remove all existing cable and wiring not compatible with new equipment.
- Relocate existing equipment as necessary for new VDI connection.

New Work:

- Provide new Extron DTP switcher/transmitter.
- Provide new Extron shielded category cable.
- Provide new Extron tuner cable.
- Provide Extron 1-gang receiver, mount behind existing monitor.

- Re-use existing controller and touch panel. Program touch panel to read VDI. All existing touch panel functions shall work as previously programmed.
- Update Extron code for new equipment.
- All wiring/cable run from the floor poke thru box to the flat screen display shall be run in one inch exiting conduit.
- All wiring, cables and connectors shall be manufactured by Extron.
- Provide and connect shall wiring/cable from the floor poke thru to the PC interface, from the podium remote control to the floor box to the PC interface and 65" plasma display with loudspeakers.
- Provide operation manual and system training for up to 10 people.

Provide 2 sets of updated system layout drawings for each room, including all components and all wiring connections.

All work shall be completed using all applicable and current codes and standards.

5. Period of Performance: The period of performance is September 20, 2016 through November 19, 2016.

6. POC:

CPSC Project Manager
Ron Welch
Office 301-504-7091
Cell 240-882-6187
Email rwelch@cpsc.gov

Chief Facilities Management
Iris Parks
Office 301-504-7078
Cell 240-882-5441
Email iparks@cpsc.gov

TERMS AND CONDITIONS

CLAUSES: All GSA schedule contract terms and conditions are incorporated in this order.

LC1A CONTRACTOR'S NOTE

Deliveries and/or shipments shall not be left at the Loading Dock. **All deliveries shall be considered "inside deliveries"** to the appropriate room at the Consumer Product Safety Commission (CPSC) and in accordance with the instructions below. When scheduling deliveries the purchase order number shall always be referenced and all packages shall clearly display the Purchase Order Number on the outside of the cartons and/or packages, to include the packing slip.

ATTENTION GOVERNMENT VENDOR

A. DELIVERY INSTRUCTIONS:

1. DELIVERY INSTRUCTIONS FOR LARGE OR HEAVY ITEMS:

If the shipment or item being delivered requires use of a loading dock, advance notification is required. The contractor shall contact the Shipping and Receiving Coordinator at 301-892-0586 or Constantia Demas (301) 504-7544 forty-eight (48) hours in advance of the date the items are to arrive to schedule use of the loading dock.

LOADING DOCK HOURS OF OPERATION:

9:00 am to 11:00 am or 1:30 pm to 4:00 pm
Monday through Friday (except holidays)

Please notify contact person if there is a change in the delivery date. For changes, delays, or assistance please contact CPSC as follows:

Facilities Management Support Services (301) 504-7091 and

The COR – The COR notes on page 1.

Upon arrival, the driver should contact the CPSC Guard, 301-504-7721, at the loading dock to obtain assistance in using freight elevators and to gain access to CPSC security areas.

2. DELIVERY INSTRUCTION FOR SMALL ITEMS

When delivering or shipping small items, the contractor and/or carrier service shall report to the 4th floor lobby, North Tower, 4330 East West Highway, to sign in with the CPSC guard. Upon completion of signing in, the contractor shall deliver all shipments to the Mail Room, Room 410. After delivery, delivery personnel shall promptly depart the building.

MAIL ROOM HOURS OF OPERATION:

Monday through Friday (except holidays) – 7:30 am to 5:00 pm

B. BILLING INSTRUCTIONS

Pursuant to the Prompt Payment Act (P.L. 97-177) and the Prompt Payment Act Amendments of 1988 (P.L. 100-496) all Federal agencies are required to pay their bills on time, pay interest penalties when payments are made late, and to take discounts only when payments are made within the discount period. To assure compliance with the Act, vouchers and/or invoices shall be submitted on any acceptable invoice form which meets the criteria listed below. Examples of government vouchers that may be used are the Public Vouchers for Purchase and Services Other Than Personal, SF 1034, and Continuation Sheet, SF 1035. At a minimum, each invoice shall include:

1. The name and address of the business concern (and separate remittance address, if applicable).
2. **Do NOT** include Taxpayer Identification Number (TIN) on invoices sent via e-mail.
3. Invoice date.
4. Invoice number.
5. The contract or purchase order number (see block 2 of OF347 and block 4 of SF1449 on page 1 of this order), or other authorization for delivery of goods or services.
6. Description, price and quantity of goods or services actually delivered or rendered.
7. Shipping cost terms (if applicable).
8. Payment terms.
9. Other substantiating documentation or information as specified in the contract or purchase order.
10. Name, title, phone number and mailing address of responsible official to be notified in the event of a deficient invoice.

ORIGINAL VOUCHERS/INVOICES SHALL BE SENT TO:

PREFERRED: Via email to:

9-AMC-AMZ-CPSC-Accounts-Payable@faa.gov

OR

U.S. Mail

Enterprise Service Center, c/o CPSC, Accounts Payable Branch, AMZ-160
PO Box 25710
Oklahoma City, Ok. 73125

FEDEX

Enterprise Service Center, c/o CPSC, Accounts Payable Branch, AMZ-160
6500 S. MacArthur Blvd.
Oklahoma City, Ok. 73169

Invoices not submitted in accordance with the above stated minimum requirements will not be processed for payment. Deficient invoices will be returned to the vendor within seven days or sooner. Standard forms 1034 and 1035 will be furnished by CPSC upon request of the contractor.

Inquiries regarding payment should be directed to the Enterprise Service Center (ESC), Office of Financial Operations, Federal Aviation Administration (FAA) in Oklahoma City, 9-AMC-AMZ-CPSC-Accounts-Payable@faa.gov.

C. PAYMENT

Payment will be made as close as possible to, but not later than, the 30th day after receipt of a proper invoice as defined in "Billing Instructions," except as follows:

When a time discount is taken, payment will be made as close as possible to, but not later than, the discount date. Discounts will be taken whenever economically justified. Otherwise, late payments will include interest penalty payments. Inquiries regarding payment should be directed to 9-AMC-AMZ-CPSC-Accounts-Payable@faa.gov or at the U.S. Mail and Fedex addresses listed above:

Complaints related to the late payment of an invoice should be directed to Ricky Woods at the same the same address (above) or 405-954-5351.

Customer Service inquiries may be directed to Adriane Clark at AClark@cpsc.gov.

D. INSPECTION & ACCEPTANCE PERIOD

Unless otherwise stated in the Statement of Work or Description, the Commission will ordinarily inspect all materials/services within seven (7) working days after the date of receipt. The CPSC representative responsible for inspecting the materials/services will transmit disapproval, if appropriate, to the contractor and the contract specialist listed below. If other inspection information is provided in the Statement of Work or Description, it is controlling.

E. ALL OTHER INFORMATION RELATING TO THE PURCHASE ORDE

Contact: Derrick Braswell, Contract Specialist at (301) 504-7310

F. PROCESSING INSTRUCTIONS FOR REQUESTING OFFICES

The Purchase Order/Receiving Report (Optional Form 347 or Standard Form 1449) must be completed at the time the ordered goods or services are received. Upon receipt of the goods or services ordered, each item should be inspected, accepted (partial or final) or rejected. The Purchase Order/Receiving Report must be appropriately completed, signed and dated by the authorized receiving official. In addition, the acceptance block shall be completed (Blocks 32 a, b & c on the SF 1449 and column G and page 2 of the OF 347).

The receiving report shall be retained by the requesting office for confirmation when certifying invoices.

G. PROPERTY/EQUIPMENT PURCHASES

In the case of Purchase Orders/Receiving Reports involving the purchase and receipt of property/equipment, a copy of the Purchase Order/Receiving Report must also be immediately forwarded directly to the Property Management Officer (Constantia Demas) in the Facilities Management Support Services Branch (Room 425). The transmittal of Purchase Orders/Receiving Reports to the property management officer is critical to the integrity and operation of CPSC's Property Management System. Receiving officials should also forward copies to their local property officer/property custodian consistent with local office procedures.

LC 5 Contracting Officer's Representative (COR) Designation

a. The following individual has been designated at the Government's COR for this contract:

Name: Ron Welch

Division: Division of Facilities Services

Telephone: 301-504-7091

Email: Rwelch@cpsc.gov

b. The CPSC COR is responsible for performing specific technical and administrative functions, including:

(1) performing technical evaluation as required;

(2) assisting the Contractor in the resolution of technical problems encountered during performance; monitoring the Contractor's technical progress, including surveillance and assessment of performance, and notifying the Contracting Officer within one week when deliverables (including reports) are not received on schedule in accordance with the prescribed delivery schedule; and

(3) inspection and acceptance of all items required by the contract.

c. The COR, who may be personally liable for unauthorized acts, is not authorized to and shall not:

(1) make changes in scope of work, contract schedules, and/or specifications, or to make changes that affect price, quality, quantity or delivery,

(2) direct or negotiate any change in the terms, conditions, or amounts cited in the contract; and

(3) make commitments or changes that affect price, or take any action that commits the Government or could lead to a claim against the Government.

d. This delegation is not redelegable and remains in effect during the period of performance of the contract.

e. A clear distinction is made between Government and Contractor personnel. No employer-employee relationship will occur between government employees and contractor employees. Contractor employees must report directly to their company (employer) and shall not report to Government personnel.

52.217-8 Option to Extend Services. (Nov 1999)

The Government may require continued performance of any services within the limits and at the rates specified in the contract. These rates may be adjusted only as a result of revisions to prevailing labor rates provided by the Secretary of Labor. The option provision may be exercised more than once, but the total extension of performance hereunder shall not exceed 6 months. The Contracting Officer may exercise the option by written notice to the Contractor within 15 days.

(End of clause)