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IMPORTANT:	Mark all	packages	and papers with									1	1.04	(nR)	
1. DATE OF OF	ORDER 2. CONTRACT NO. (If any)								6. SHIP T	0:	1	W	R		
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3. ORDER NO.	4. REQUISITION/REFERENCE NO.					-						V			
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SUITE 50	Ú							Please fumish the following on the terms				issued subject to the terms and			
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ITEM NO. (a)		SUPPLIES OR SERVICES (b)				QUANTITY ORDERED (c)		UNIT PRICE (9)	A	AMOUNT QUANT   (f) (g)			TED		
	DUNS Number: THIS IS CALL 0005 AGAINST THE BLANKET PURCHASE AGREEMENT NUMBER (BPA) CPSC-B-07-0007 TO PROVIDE WALL COVERING AND PAINTING SERVICES OF THE CORRIDORS LOCATED AT THE CONSUMER PRODUCT SAFETY COMMISSION, Continued									n 7					
	18. SHIPPING POINT					19. GROSS SHIPPING WEIGHT			20. INVOICE NO.			<b>-</b>	Ti (C	7(h) OTAL Cont. ages)	
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5FF 841	a. NAME CONSUMER PRODUCT SAFETY COM					MMISSIC	MISSION			\$81,094.55			◀		
SEE BILLING NSTRUCTIONS ON REVERSE	b. STREET ADDRESS (or P.O. Box) DIVISION OF FINANCIAL SERVIC 4330 EAST WEST HWY ROOM 522					ICES		anti,				0	17(i) GRAND FOTAL		
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PREVIOUS EDITION NOT USABLE

Prescribed by GSA/FAR 48 CFR 53.213(e)

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## ORDER FUSSUPPLIES OR SERVICES SCHEDULE - CONTINUATION

2

		k all packages and papers with contract and/or order numbers.						
		CONTRACT NO. CPSC-B-07-0007			1	0005	Ю.	
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	мат	NTRACTOR SHALL PROVIDE ALL LABOR, TERIALS AND EQUIPMENT NECESSARY TO DVIDE THE FOLLOWING:						
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	obl	e total amount of award: \$81,094.55. The Ligation for this award is shown in box (i).						
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NSN 7540-01-152		TOTAL CARRIED FORWARD		SE (ITE	M 17(H))	L	L	10NAL FORM 348 (Rev. 696)

## **BLANKET PURCHASE AGREEMENT (BPA)**

#### BETWEEN

# THE CONSUMER PRODUCT SAFETY COMMISSION (CPSC) AND EAST WEST TOWERS, LLC

### BPA NUMBER: CPSC-B-07-0007/CALL 0005

### **1. DESCRIPTION OF AGREEMENT:**

a. The contractor shall provide general office building renovation and alterations in the space leased by Consumer Products Safety Commission (CPSC) at 4330 and 4340 East West Highway, Bethesda, Maryland.

b. This is a Blanket Purchase Agreement (BPA) call. The Contractor (East-West Towers) will perform work under this Agreement if and when requested by Authorized Purchasing Officials (APO's) or Contracting Officers, and if the Contractor accepts the work. In accordance with the GSA lease, CPSC must offer the lessor the first right of refusal for construction work.

2. DESCRIPTION OF WORK: The contractor will be acting as a general contractor. The contractor shall provide all labor, equipment and materials, necessary to complete the job. The Contractor shall review drawings and specifications, identify defects or problems, perform all work, remove excess materials and clean up site. The contractor is responsible for obtaining all permits and complying with all laws and regulations in performance of this contract as required.

a. Work shall include, but will not necessarily be limited to the removal of old Koroguard wall covering throughout the corridor.

b. Supply and install 4' of new Koroguard and vinyl base through the corridor

c. Paint corridor wall on the 8<sup>th</sup> Floor of the North Tower only.

d. Remove and haul away all debris.

e. For security reasons, subcontractor personnel performing work within CPSC facilities must be escorted at all times.

f. Work may be performed during work hours or after hours, as agreed to by the Contractor and CPSC Project Officer, depending on which time period is most appropriate for the nature of the work to be performed.

g. The foregoing is a general description. Specific work to be performed, and any special terms and conditions, will be described in detail for each purchase made against this BPA.

# 3. CONTRACTOR'S RESPONSIBILITY

The contractor shall perform the services required under this Agreement in a professional manner, on the basis of the information made available, and to use the same degree of care and skill ordinarily exercised in similar circumstances by any reputable contractor performing comparable services.

# 4. 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. Taxpayer Identification Number (TIN).

3. Invoice date (use of invoice number in addition to invoice date is prudent but not required).

4. The contract or purchase order number (see block 2 of OF347 on page 1 of this order), or other authorization for delivery of goods of services.

5. Description, price and quantity of goods or services actually delivered or rendered.

- 6. Shipping cost terms (if applicable).
- 7. Payment terms.

8. ACH Vendor Information which includes: the Financial Institution, routing transit number, and depositor account number. In addition please specify whether account is a checking account or savings account.

9. Other substantiating documentation or information as specified in the contract or purchase order.

10. Name (where practicable), title, phone number and mailing address of responsible official to be notified in the event of a deficient invoice.

# 5. ORIGINAL VOUCHERS/INVOICES SHALL BE SENT TO:

Accounting Officer Div. of Financial Services, Room 522 U.S. Consumer Product Safety Commission Bethesda, MD 20814

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.

# 6. PAYMENT

Payment will be made as close as possible to, but not later than, the 30<sup>th</sup> 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 the Accounting Officer at (301) 504-7203 or 301-504-7130 or at the following address:

Accounting Officer Div. of Financial Services, Room 522 U.S. Consumer Product Safety Commission Washington, D.C. 20207-9910

Complaints related to the late payment of an invoice should be directed to Deborah Peebles Hodge, Director, Division of Financial Services at the same address (above).

## 7. INSPECTION & ACCEPTANCE PERIOD

All work performed under this agreement will be inspected by the Commission and maybe also be inspected by GSA at the destination point within three (3) working days. If any work is unacceptable, the CPSC contact person will promptly transmit disapproval to the Contractor, if appropriate.

# ALL OTHER INFORMATION RELATING TO THE BLANKET PURCHASE AGREEMENT AND/OR CALLS SHALL BE DIRECTED TO:

Contact: Mrs. Iris Parks @ (301)504-7078