

ORDER FOR SUPPLIES OR SERVICES

PAGE OF PAGES

1 8

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

1. DATE OF ORDER 05/25/2012	2. CONTRACT NO. (If any) CPSC-B-07-0007	6. SHIP TO: a. NAME OF CONSIGNEE CONSUMER PRODUCT SAFETY COMMISSION
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3. ORDER NO. 0009	4. REQUISITION/REFERENCE NO. REQ-2600-12-0064	b. STREET ADDRESS DIVISION OF FACILITIES SERVICES 4330 EAST WEST HIGHWAY
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5. ISSUING OFFICE (Address correspondence to) CONSUMER PRODUCT SAFETY COMMISSION DIV OF PROCUREMENT SERVICES 4330 EAST WEST HWY ROOM 517 BETHESDA MD 20814		c. CITY BETHESDA	d. STATE MD	e. ZIP CODE 20814
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7. TO: G COOK	f. SHIP VIA
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a. NAME OF CONTRACTOR EAST-WEST TOWERS LLC	b. COMPANY NAME	8. TYPE OF ORDER <input type="checkbox"/> a. PURCHASE <input checked="" type="checkbox"/> b. DELIVERY
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c. STREET ADDRESS 4350 EAST WEST HIGHWAY SUITE 500	REFERENCE YOUR:	Except for billing instructions on the reverse, this delivery 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.
d. CITY BETHESDA	e. STATE MD	

9. ACCOUNTING AND APPROPRIATION DATA See Schedule	f. ZIP CODE 20814-4426	10. REQUISITIONING OFFICE CONSUMER PRODUCT SAFETY COMMISSION
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11. BUSINESS CLASSIFICATION (Check appropriate box(es)) <input type="checkbox"/> a. SMALL <input type="checkbox"/> b. OTHER THAN SMALL <input type="checkbox"/> c. DISADVANTAGED <input type="checkbox"/> d. WOMEN-OWNED <input type="checkbox"/> e. HUBZone <input type="checkbox"/> f. SERVICE-DISABLED VETERAN-OWNED <input type="checkbox"/> g. WOMEN-OWNED SMALL BUSINESS (WOSB) ELIGIBLE UNDER THE WOSB PROGRAM <input type="checkbox"/> h. EDWOSB	12. F.O.B. POINT
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13. PLACE OF a. INSPECTION Destination	b. ACCEPTANCE Destination	14. GOVERNMENT B/L NO.	15. DELIVER TO F.O.B. POINT ON OR BEFORE (Date) 10 Days After Award	16. DISCOUNT TERMS Net 30
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17. SCHEDULE (See reverse for Rejections)

ITEM NO. (a)	SUPPLIES OR SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
	DUNS Number: [REDACTED] THIS IS A BPA CALL 0009 AGAINST BLANKET PURCHASE AGREEMENT (BPA) CPSC-B-07-0007 TO PROVIDE RECONFIGURATION OF SUITE 517 AND TO ADD WATER LINES FOR REFRIGERATOR LOCATED IN SUITE 425, AT THE CONSUMER PRODUCT SAFETY Continued ...					

18. SHIPPING POINT	19. GROSS SHIPPING WEIGHT	20. INVOICE NO.	17(h) TOTAL (Cont. pages)
21. MAIL INVOICE TO:			
a. NAME CONSUMER PRODUCT SAFETY COMMISSION			\$39,550.49
b. STREET ADDRESS (or P.O. Box) DIVISION OF FINANCIAL SERVICES 4330 EAST WEST HWY, ROOM 522			17(i) GRAND TOTAL
c. CITY BETHESDA	d. STATE MD	e. ZIP CODE 20814	

22. UNITED STATES OF AMERICA BY (Signature) 	23. NAME (Typed) Eddie Ahmad TITLE: CONTRACTING/ORDERING OFFICER
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**ORDER FOR SUPPLIES OR SERVICES
SCHEDULE - CONTINUATION**

PAGE NO

2

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

DATE OF ORDER
05/25/2012

CONTRACT NO.
CPSC-B-07-0007

ORDER NO.
0009

ITEM NO. (a)	SUPPLIES/SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
0001	<p>COMMISSION, 4330 EAST-WEST HIGHWAY, BETHESDA, MARYLAND 20814 IN ACCORDANCE WITH THE TERMS OF THE BPA, THE ATTACHED STATEMENT OF WORK, AND THE CONTRACTOR'S PROPOSAL DATED 4/23/2012. Accounting Info: 0100A12DCC-2012-9994400000-EXITAS2600-254G0</p> <p>CONTRACTOR SHALL PROVIDE ALL LABOR, MATERIAL, AND EQUIPMENT NECESSARY TO PROVIDE THE FOLLOWING SERVICES AS STATED BELOW:</p> <p>RECONFIGURATION OF SUITE 517 AND TO ADD WATER LINE TO REFRIGERATOR IN SUITE 425, 4330 EAST- WEST HIGHWAY, BETHESDA, MARYLAND 20814 .</p> <p>The total amount of award: \$39,550.49. The obligation for this award is shown in box 17(i).</p>	1	JB	39,550.49	39,550.49	

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

\$39,550.49

BLANKET PURCHASE AGREEMENT (BPA) CALL

BETWEEN

THE CONSUMER PRODUCT SAFETY COMMISSION (CPSC)

AND

EAST WEST TOWERS, LLC

BPA NUMBER: CPSC-B-07-0007/CALL 0009

1. DESCRIPTION OF AGREEMENT :

a. The contractor shall provide general office building renovation and alterations to the 5th Floor Suite 517, 515 and Suite 425 which are spaces leased by the Consumer Products Safety Commission (CPSC) at 4330 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. TYPE OF BPA CALL: This will be firm-fixed price BPA call.

3. OBJECTIVE:

a. CPSC is currently renovating the 5th Floor suite 517 to have ECON personnel to occupy this space and Suite 515 shall be renovated to be used for a small conference. Work in Suite 425 shall include the adding of a water line for the fridge.

b. The contractor shall construct a new office space for the Economic Analysis Division in Suite 515/517 and to add water line to the refrigerator located in Suite 425.

4. SCOPE OF WORK:

a. The contractor shall expand back right office to 220 sq ft. Add new door between 515 conference room and 517 file rooms. Construct new office walls with electric; add and/or reconfigure existing power /power poles where necessary for reconfiguring systems furniture. As an add-alternate install two clerestories where marked on drawing no lower than 6' 2" from the floor. The contractor shall demo old flooring carpet/VCT, one office wall and some power.

b. The contractor shall demolition one existing wall and construct and expand one office, paint carpet and add power/power poles where necessary throughout the space.

c. The contractor shall add a water line to the fridge for Suite 425.

5. DESCRIPTION OF WORK: The contractor shall provide the following

- Provide 4 sets of approved architectural, mechanical and electrical construction drawings. This work will not be permitted. CAD as-Builts will be required, on disc, once job is completed.
- Whip and/or power poles may be necessary once final furniture layout is completed.
- Provide and install new walls as indicated on the drawings. Tape and finish all drywall.
- Expand back right office to 220 sq ft.
- Add door between file room and conference room
- All drywall will be 5/8”.
- All new walls receiving systems furniture (wall hung) will be framed with 20 gauge metal studs minimum, will have 5/8” drywall with 3/4” thick x 12” high fire rated plywood blocking installed between the studs running the entire length of the wall the systems furniture will be installed on. Top of blocking will be six feet (6’) above the finished floor (AFF).
- All new framing and drywall, along with existing office walls, will be run slab to slab.
- Prime and paint all drywall, two (2) finish coats.
- Skim over any/all wall covering to allow for a clean finish.
- Provide and install commercial grade electrical outlets, switches, and voice and data outlets as indicated on the drawing. Switch and outlets will be white with white unbreakable plastic covers.
- Repair ceiling grid where necessary. Replace ceiling tiles as necessary.
- Remove existing combination lock on 515 and install new lock hardware on the door to match our existing hardware.
- As an add-alternate install two 5’ clerestories, one on each office. See drawing. No lower than 6’ from the floor.

- FINISHES:
 - Cove base – Roppe –Light Brown (entire space including file room)
 - Carpet – Bigelow quick ship 2 – Point of Interest/7862 Neutral Mix (entire space except file room)
 - Wall Color – Shoji White SW7042 (entire space)
 - VCT – Bigelow quick ship 2 – Alternatives/AL-43 (in file room only)

All work will be completed using all applicable and current codes and standards

6. PERIOD OF PEROFMANCE: The services shall begin on May 28, 2012 and shall be completed no later than November 27, 2012.

**7. LC 5 CONTRACTING OFFICER REPRESENTATIVE (COR)
DESIGNATION:**

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

CPSC Project Manager

Dina Demas
Office 301-504-7544
Cell 240-863-8732
Email cdemas@cpsc.gov

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

b. The CPSC COR is responsible for:

- (1) 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.
- (2) performing technical evaluation as required, assisting the Contractor in the resolution of technical problems encountered during performance; and
- (3) inspection and acceptance of all items required by the contract.

c. The COR is not authorized to and shall not:

- (1) make changes in scope of work, contract schedules, and/or specifications to meet changes and requirements,
- (2) direct or negotiate any change in the terms, conditions, or amounts cited in the contract; and
- (3) take any action that commits the Government or could lead to a claim against the Government.

d. 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.

8. 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 of 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:

U.S. Mail

CPSC Accounts Payable Branch, AMZ-160
PO Box 25710
Oklahoma City, Ok. 73125

FEDEX

CPSC Accounts Payable Branch, AMZ-160
6500 MacArthur Blvd.
Oklahoma City, Ok. 73169

OR

Via email to:

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

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, 405-954-7467.

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 Debbie Young at 405-954-7467 or at the U.S. Mail and Fedex addresses listed above:

Complaints related to the late payment of an invoice should be directed to Eldona Canterbury 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 ORDER

Contact: Contract Specialist – Rudi Murray-Johnson at (301) 504-7028

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 (Ralph King) 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.