SOLICITATION/CONTRACT/ORDER FOR COMMERCIAL ITEMS
OFFER TO COMPLETE BLOCKS 12, 17, 23, 24, & 30

1. REQUISITION NUMBER
   REQ-2400-17-0066

2. CONTRACT NO.
   BNG159C20B

3. FOR SUGGESTED USE: 01/17/17

4. ORDER NUMBER
   CPSC-F-17-0035

5. SUGGESTED USE: 01/17/17

6. SOLICITATION NUMBER
   (No coded data)

7. SOLICITATION
   ISSUE DATE

8. OFFER DUE DATE/LOCAL TIME

9. ISSUED BY
   CODE
   EMPS

CONSUMER PRODUCT SAFETY COMMISSION
DIV OF PROCUREMENT SERVICES
4330 EAST WEST HWY
ROOM 523
BETHESDA MD 20814

10. THIS ACQUISITION IS
    UNRESTRICTED OR
    ☐ GET ASIDE.

    ☐ SMALL BUSINESS
    ☐ HUBZONE SMALL
       BUSINESS
    ☐ SERVICE DISABLED
       VETERAN-OWNED
       SMALL BUSINESS
    ☐ WOMEN-OWNED SMALL BUSINESS
    ☐ SBA5
    ☐ WOSB/8A
    NAICS 511210
    SIZE STANDARD: $23.0

11. DELIVERY FOR FOB DESTIN-
    ATION UNLESS BLOCK IS
    ☐ MARKED

SEEN SCHEDULE

12. DISCOUNT TERMS
    Net 30

13. RATING
    ☐ THIS CONTRACT IS A
        RATED ORDER UNDER
        DPAA (15 CFR 705)

14. METHOD OF SOLICITATION
    ☐ PIF
    ☐ SFB
    ☐ RFP

15. ADMINISTERED BY
    CODE
    EMPS

CONSUMER PRODUCT SAFETY COMMISSION
OFFICE OF INFORMATION SERVICES
4330 EAST WEST HWY
ROOM 839-23
BETHESDA MD 20814

16. CODE
    EXIT

17. CONTRACTOR/OFFERER
    CODE
    ☑ STERLING COMPUTERS CORPORATION

18. ADDRESS
    STERLING COMPUTERS CORPORATION
    101 RIVER PLACE 600 STEVENS PORT DR
    STE 200
    DAKOTA DUNES SD 57049

19. TELEPHONE
    ☐ CHECK IF REMITTANCE IS DIFFERENT AND PUT SUCH ADDRESS IN OFFER

10. SCHEDULE OF SUPPLIES/SERVICES

<table>
<thead>
<tr>
<th>ITEM NO.</th>
<th>QUANTITY</th>
<th>UNIT</th>
<th>UNIT PRICE</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>0001</td>
<td>2</td>
<td>EA</td>
<td>9,119.11</td>
<td>18,238.22</td>
</tr>
</tbody>
</table>

(Use Reverse and/or Attach Additional Sheets as Necessary)

25. ACCOUNTING AND APPROPRIATION DATA

26. TOTAL AWARD AMOUNT (For Govt. Use Only)
   $26,414.64

27. SUBMIT INVOICES TO ADDRESS SHOWN IN BLOCK 16A UNLESS BLOCK BELOW IS CHECKED

28. SIGNATURE OF OFFEROR/CONTRACTOR
    (Signature)

29. NAME AND TITLE OF SIGNER (Type or print)
    Cassandra C. Sterba

30. DATE SIGNED
    4-28-17

AUTHORIZED FOR LOCAL REPRODUCTION
PREVIOUS EDITION IS NOT USABLE

STANDARD FORM 1449 (REV. 2/2013)
Prescribed by 35A - FAR (48 CFR) 52.212

31a. UNITED STATES OF AMERICA (SIGNATURE OF CONTRACTING OFFICER)
<table>
<thead>
<tr>
<th>ITEM NO</th>
<th>SCHEDULE OF SUPPLIES/SERVICES</th>
<th>QUANTITY</th>
<th>UNIT PRICE</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>0002</td>
<td>Mfg. Part#: CON-SNT-ISR45XK9, UNSPSC: 81111812 Cisco SMARTnet extended service agreement Electronic distribution - NO MEDIA TAX: BETHESDAY, MD .0000% $.00 Contract: NASA SEWP V Contract TAA-NC (NNG15SC04B)</td>
<td>2 EA</td>
<td>1,495.16</td>
<td>2,990.32</td>
</tr>
<tr>
<td>0003</td>
<td>Mfg. Part#: FL-44-PERF-K9, UNSPSC: 43232908 Cisco Performance on Demand - license Electronic distribution - NO MEDIA TAX: BETHESDAY, MD .0000% $.00 Contract: NASA SEWP V Contract TAA-NC (NNG15SC04B)</td>
<td>2 EA</td>
<td>2,121.59</td>
<td>4,243.18</td>
</tr>
<tr>
<td>0004</td>
<td>Mfg. Part#: FWR-4450-AC/2, UNSPSC: 39121004 Cisco - power supply TAX: BETHESDAY, MD .0000% $.00 Contract: NASA SEWP V Contract TAA-NC (NNG15SC04B)</td>
<td>2 EA</td>
<td>471.46</td>
<td>942.92</td>
</tr>
<tr>
<td>0005</td>
<td>Shipping is included in the line item prices.</td>
<td>1 EA</td>
<td>0.00</td>
<td>0.00</td>
</tr>
</tbody>
</table>

The total amount of award: $26,414.64. The obligation for this award is shown in Box 26.
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 – Shawn Battle / sbattle@cpsc.gov / 301-504-6952

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. For Contracts on Form OF347 - The contract or purchase order number on the Form OF347 shall include the purchase order number indicated in blocks #2 and #3.

6. For Contract on Form SF1449 - The contract or purchase order number on the Form SF1449 shall include the purchase order number and/or Task number indicated in blocks #2 and #4. For Example: CPSC-D-17-0012/0003

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

8. Shipping cost terms (if applicable).

9. Payment terms.

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

11. 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 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: Sheryl Johnson at (301) 504-7245 or sjohnson@cpsc.gov
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 as the Government’s COR for this contract:
   Name: Shawn Battle
   Division: Office of Information Services
   Telephone: 301-504-6952
   Email: sbattle@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.