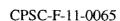
				MMERCIAL ITEM		EQUISITION N		156	PAGE OF			
2 CONTRACT		R TO COMPLETE	3. AWARD/	3, 24, & 30 4. ORDER NUMBER	KE	2-2400-	11-0	5. SOLICITATION NUMBER	1 6			
GS-00F				1	0065			J. SOLOTATION NUMBER	ISSUE DATE			
	OR SOLICITATION CORMATION CALL:	e. NAME Greg	Grayson			301-504			8. OFFER DUE DATE/LOCAL TIME			
9. ISSUED BY		4	COD	E FMPS	10. THIS ACQ	UISITION IS	ı	SET ASIDE:	% FOR:			
CONSUMER PRODUCT SAFETY COMMISSION								SMALL BUSINESS	SMALL BUSINESS SEMERGING SMALL			
DIV OF PROCUREMENT SERVICES 4330 EAST WEST HWY								r	BUSINESS			
ROOM 517					NAICS: 337			HUBZONE SMALL BUSINESS	SOLE SOURCE			
BETHESDA MD 20814					SIZE STANDA	RD:		SERVICE-DISABLED V				
	11. DELIVERY FOR FOB DESTINATION UNLESS BLOCK IS MARKED Net 30				138. THIS CONTRACT IS A RATED ORDER UNDER DPAS (16 CFR 700)			13b. RATING				
								14. METHOD OF SOLICE				
15. DELIVER T		C	DDE EXIT		16. ADMINIST	ERED BY		□RFQ □I	FB RFP CODE FMPS			
					-			03 PPM: 00104700				
	ER PRODUCT S OF INFORMAT				CONSUMER PRODUCT SAFETY COMMISSION							
	ASTWEST HIGH		200		DIV OF PROCUREMENT SERVICES 4330 EAST WEST HWY							
ROOM 70	)6				ROOM 5	۱7			'			
BETHESE	OA MD 20814				BETHESDA MD 20814							
17a. CONTRAC			FACILIT COD		18a. PAYMEN	WILL BE MAD	E BY		CODE FMFS			
DIRECT LINE CORPORATION  c/o Office Interiors of Virginia  110 DRAGON DR  DICKSON TN 37055-3019					CPSC Accounts Payable Branch AMZ 160 P. O. Box 25710 Oklahoma City OK 73125							
17b. CHECK	(IF REMITTANCE IS DIFF	ERENT AND PUT SU	CH ADDRESS IN OF	FER	186. SUBMIT I		DDRESS SEE ADD	SHOWN IN BLOCK 18s UNLE	SS BLOCK BELOW			
19. ITEM NO		SCHE	20. DULE OF SUPPLIES	/SERVICES	70 01120	21. QUANTITY	22.	23. UNIT PRICE	24. AMOUNT			
DUNS Number:  PROJECT OFFICER:  RON WELCH  (301) 504-7091  RWELCH@CPSC.GOV  CONTRACTOR SHALL PROVIDE THE FOLLOWING OFF EQUIPMENT IN ACCORDANCE WITH GS SCHEDULE GS-00F-0043L AND THE ATTACHED TERMS AND CONDITIONS.  (Use Reverse and/or Attach Additional Sheets as Necessary)  25. ACCOUNTING AND APPROPRIATION DATA 0100A11DCC-2011-9994200000-EXITAS2400-313C0  □ 27a. SOLICITATION INCORPORATES BY REFERENCE FAR 52.212-1, 52.212-4. FAR 52.212-3						ARE ATTACE		26. TOTAL AWARD AMOU \$26,469. ADDENDA	•			
				NCE FAR 52.212-4. FAR 52			ADDEN	=	☐ 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 HEREIN.						29. AWARD OF CONTRACT REF.  DATED  YOUR OFFER ON SOLICITATION (BLOCK 5), INCLUDING ANY ADDITIONS OR CHANGES WHICH ARE SET FORTH HEREIN, IS ACCEPTED AS TO ITEMS:						
30s. SIGNATURE OF OFFEROR/CONTRACTOR					31± 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)  31c. DATE SIG							
AUTHORIZED	EOR LOCAL BERROT	NICTION		<u> </u>				CTANDADO	FORM 4440 (PE) ( 1/2005)			

19. ITEM NO.	20. SCHEDULE OF SUPPLIES/SERV			s		21. QUANTITY	22. UNIT	23. UNIT P		24. AMOUNT	
0001		e Rotary File SIN# Units and 6 Adder				1	LO	20,6	94.96	20,694.96	
0002	Installatio	on				1	LO	5,7	74.40	5,774.40	
		amount of award: \$ for this award is									
32a. QUANTITY	IN COLUMN 21 HAS			ND CONFORMS TO TH	E CONTRA	CT, EXCEP	TAS	_			
32b. SIGNATUR	32d. PRIN	32d. PRINTED NAME AND TITLE OF AUTHORIZED GOVERNMENT REPRESENTATIVE									
						121. TELEPHONE NUMBER OF AUTHORIZED GOVERNMENT REPRESENTATIVE					
						32g. E-MAIL OF AUTHORIZED GOVERNMENT REPRESENTATIVE					
33. SHIP NUMBER		34. VOUCHER NUMBER		5. AMOUNT VERIFIED 36 ORRECT FOR		36. PAYMENT 37. CHECK NUMBER  COMPLETE PARTIAL FINAL					
					Сом						
38. S/R ACCOUNT NUMBER 39. S/R VOUCHER NUMBER 40. PAID BY											
						42a. RECEIVED BY (Print)					
41b. SIGNATURE AND TITLE OF CERTIFYING OFFICER 41c. DATE					42b. RE	42b. RECEIVED AT (Location)					
					42c. DA	2c. DATE REC'D (YY/MM/OD) 42d. TOTAL CONTAINERS					







#### 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) 366-7018 or Ronald Welch (301) 504-7091, 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

#### Project Officer RON WELCH (301) 504-7091 OR RWELCH@CPSC.GOV

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 415. After delivery, delivery personnel shall promptly depart the building.



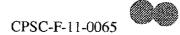
#### MAIL ROOM HOURS OF OPERATION:

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 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 (EXC), Office of Financial Operations, Federal Aviation Administration (FAA) in Oklahoma City, 405-954-7467.

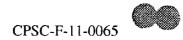
#### C. PAYMENT

Payment will be made as close as possible to, but not later than, the 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 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 Rachelle Coleman @ rcoleman@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 – Greg Grayson at (301) 504-7725

## 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 (Rey Garcia) in the Facilities Management Support Services Branch (Room 520). 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.