**CONSUMER PRODUCT SAFETY COMMISSION**

DIV OF PROCUREMENT SERVICES

4330 EAST WEST HWY

ROOM 517

BETHESDA MD 20814

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**CONSUMER PRODUCT SAFETY COMMISSION**

ROCKVILLE CAMPUS

S RESEARCH PLACE

ROCKVILLE MD 20850

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**PETCO**

701 9TH ST NW

WASHINGTON DC 20068-0001

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**CPSC Accounts Payable Branch**

AMS 160

P. O. Box 25710

Oklahoma City OK 73125

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**SOLICITATION/CONTRACT ORDER FOR COMMERCIAL ITEM**

**GS-009-10-BSD-0725**

**LEGAL EFFECTIVE DATE** 06/20/2011

**CONTRACT NUMBER** CPSC-F-11-0075

**CONTRACT OFFICER**

**DATE** 06/20/2011

**SCHEDULE OF SUPPLIES/SERVICES**

<table>
<thead>
<tr>
<th>ITEM</th>
<th>DESCRIPTION</th>
<th>QUANTITY</th>
<th>UNIT</th>
<th>UNIT PRICE</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td></td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

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The Contractor shall provide electric service in accordance with the GSA Arlington Public Utility Contract GS-009-10-BSD-0725 and terms and conditions beginning 1 May 2011 through 30 April 2012.

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**STANDARD FORM 144 (REV. 12/2004)**

Prescribed by GSA - FAR (48 CFR) §2.213
This delivery order for electric service is for the U.S. Consumer Product Safety Commission physical location at:

5 Research Place
Rockville, Md. 20850-3213

Account# 2029-0075-4-5

Funding amount is an estimate. Vendor will be reimbursed per invoicing of actual usage.

Option period funding will be negotiated prior to exercise.

Incorporated by reference; clause 52.217-9 Option to Extend the Term of the Contract (MARCH 2000).

BASE PERIOD - 1 MAY 2011 THROUGH 30 APRIL 2012

<table>
<thead>
<tr>
<th>ITEM NO.</th>
<th>SCHEDULE OF SUPPLIES/SERVICES</th>
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<th>UNIT</th>
<th>UNIT PRICE</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>0001</td>
<td>Electric Distribution Service (Not To Exceed)</td>
<td>1</td>
<td>LO</td>
<td>97,500.00</td>
<td>97,500.00</td>
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<tr>
<td>0002</td>
<td>Electric Distribution Service (Not To Exceed)</td>
<td>1</td>
<td>LO</td>
<td>1.00</td>
<td>0.00</td>
</tr>
</tbody>
</table>

Amount: $1.00 (Option Line Item)

Continued ...

32a QUANTITY IN COLUMN 21 HAS BEEN ACCEPTED, AND CONFORMS TO THE CONTRACT, EXCEPT AS

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

38 S/R ACCOUNT NUMBER

39 S/R VOUCHER NUMBER

40 PAID BY

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

41b SIGNATURE AND TITLE OF CERTIFYING OFFICER

41c DATE

42a RECEIVED BY (Print)

42b RECEIVED AT (Location)

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

42d TOTAL CONTAINERS
<table>
<thead>
<tr>
<th>ITEM NO</th>
<th>SUPPLIES/SERVICES</th>
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</tr>
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This order is issued on a "NOT TO EXCEED" basis because it is not possible to determine the exact quantities/services that will be required during performance of the contract. The total expended amount under the contract shall not exceed the grand total of the not to exceed amount indicated by the applicable line item, nor is the contractor entitled to perform work and expect reimbursement beyond that amount, without approval of the contracting officer. If the contractor expects that they will perform work that will exceed the contract line item amount, they must provide the Project Officer a minimum 30 days written notice. The Project Officer must provide the Contracting Officer with a revised quantity, "Not to Exceed" total, and funding to process a modification to the contract. The contractor is not authorized to invoice for Continued ...
additional work above the specified contract line item total without receipt of a formal, written modification to the contract.
LC 1B  CONTRACTOR'S NOTE - DELIVERIES TO THE CPSC NATIONAL PRODUCT TESTING LABORATORY SITE, ROCKVILLE, MARYLAND

Delivery Address:
U.S. Consumer Product Safety Commission
National Product Testing Laboratory
5 Research Place
Rockville, MD 20850

The Consumer Product Safety Commission (CPSC) Laboratory facility is located in Rockville, MD. Deliveries are to be made to the loading dock area which is accessible from the parking area entrance on Research Place on the east side of the building. Do not enter the parking area from Research Court on the North side of the facility as there may not be sufficient room to maneuver and back up to the loading dock area on the east side of the building.

Deliveries may not be left outside the building or loading dock, unless specifically directed by appropriate CPSC staff. All deliveries shall be considered "inside deliveries" 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 and include the packing slip.

ATTENTION GOVERNMENT VENDOR:

A. DELIVERY INSTRUCTIONS

1. DELIVERY INSTRUCTION FOR SMALL ITEMS

Deliveries should be made between 9:00 a.m. and 4:00 p.m. on Monday through Friday (except holidays). Deliveries outside these hours require prior arrangements.

Contacts:
Andrew Stadnik, Lab Director, 301-987-2037 x1 OR 301-706-6902
James Hyatt, 301-987-2240
Ed Krawiec, 301-987-2209
Joel Recht, 301-987-2036

For the Furniture, Chair, Exercise Equipment, and IT Equipment
Contacts:
Jim Shupe – 301-424-6421 x156 (Jim 240-882-6775)
Douglas Brown – 301-504-7846
Andy Stadnik – 301-706-6902
2. DELIVERY INSTRUCTIONS FOR LARGE OR HEAVY ITEMS:

Large or heavy items must be delivered directly to the loading dock. If delivery cannot be made to the loading dock directly or via the leveling device and requires off-loading the item from the delivery vehicle to the ground, then deliveries of such large or heavy items should be scheduled 24 hours in advance and should be made between 9:00 a.m. and 3:00 p.m. on Monday through Friday (except holidays). Contact information is the same as above to arrange for CPSC lift truck operators or other lifting and handling support needs for the delivery.

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.
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 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 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.