

**ORDER FOR SUPPLIES OR SERVICES**

PAGE OF PAGES

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

1 6

1. DATE OF ORDER 09/08/2010	2. CONTRACT NO. (If any) CPSC-B-07-0007	6. SHIP TO:	
3. ORDER NO. 0006	4. REQUISITION/REFERENCE NO. REQ-2400-10-0254	a. NAME OF CONSIGNEE CONSUMER PRODUCT SAFETY COMMISSION	

*Office Secretary*

5. ISSUING OFFICE (Address correspondence to) CONSUMER PRODUCT SAFETY COMMISSION DIV OF PROCUREMENT SERVICES 4330 EAST WEST HWY ROOM 517 BETHESDA MD 20814		b. STREET ADDRESS FACILITIES MGMT & SUPPORT SVCS 4330 EAST WEST HIGHWAY ROOM 520-01	
c. CITY BETHESDA	d. STATE MD	e. ZIP CODE 20814	

7. TO: G COOK	f. SHIP VIA
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a. NAME OF CONTRACTOR EAST-WEST TOWERS LLC	8. TYPE OF ORDER	
b. COMPANY NAME	<input type="checkbox"/> a. PURCHASE	<input checked="" type="checkbox"/> b. DELIVERY
c. STREET ADDRESS 4350 EAST WEST HIGHWAY SUITE 500	REFERENCE YOUR:	
d. CITY BETHESDA	e. STATE MD	f. ZIP CODE 20814-4426

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.

9. ACCOUNTING AND APPROPRIATION DATA See Schedule	10. REQUISITIONING OFFICE CONSUMER PRODUCT SAFETY COMMISSION
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11. BUSINESS CLASSIFICATION (Check appropriate box(es))				12. F.O.B. POINT	
<input type="checkbox"/> a. SMALL	<input type="checkbox"/> b. OTHER THAN SMALL	<input type="checkbox"/> c. DISADVANTAGED	<input type="checkbox"/> g. SERVICE-DISABLED VETERAN-OWNED	Destination	
<input type="checkbox"/> d. WOMEN-OWNED	<input type="checkbox"/> e. HUBZone	<input type="checkbox"/> f. EMERGING SMALL BUSINESS			

13. PLACE OF		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
a. INSPECTION Destination	b. ACCEPTANCE Destination			

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 CALL 0006 AGAINST THE BLANKET PURCHASE AGREEMENT NUMBER (BPA) CPSC-B-07-0007 TO PROVIDE RENOVATION OF SUITE 700 LOCATED AT THE CONSUMER PRODUCT SAFETY COMMISSION, 4330 EAST WEST HIGHWAY, 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			\$78,184.43
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) <i>Eddie Ahmad</i>	23. NAME (Typed) Eddie Ahmad TITLE: CONTRACTING/ORDERING OFFICER
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*EA*

**ORDER FOR SUPPLIES OR SERVICES  
SCHEDULE - CONTINUATION**

PAGE NO  
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DATE OF ORDER 09/08/2010	CONTRACT NO. CPSC-B-07-0007	ORDER NO. 0006
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ITEM NO. (a)	SUPPLIES/SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
0001	<p>BETHESDA, MARYLAND IN ACCORDANCE WITH THE BPA, THE ATTACHED STATEMENT OF WORK (SOW), AND THE MOORE &amp; ASSOCIATE'S PROPOSAL DATED AUGUST 10, 2010. Ordering Off.: RJOHNSON Accounting Info: 0100A10DCC-2010-9994400000-EXITAS2400-254G0</p> <p>CONTRACTOR SHALL PROVIDE ALL LABOR, MATERIALS AND EQUIPMENT NECESSARY TO PROVIDE THE FOLLOWING:</p> <p>RENOVATION AND ALTERATION OF SUITE 700, 4330 EAST WEST HIGHWAY, BETHESDA, MARYLAND 20814</p> <p>The total amount of award: \$78,184.43. The obligation for this award is shown in box 17(i).</p>	1	JB	78,184.43	78,184.43	

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

**\$78,184.43**

**BLANKET PURCHASE AGREEMENT (BPA) CALL**

**BETWEEN**

**THE CONSUMER PRODUCT SAFETY COMMISSION (CPSC)  
AND**

**EAST WEST TOWERS, LLC**

**BPA NUMBER: CPSC-B-07-0007/CALL 0006**

**1. DESCRIPTION OF AGREEMENT :**

a. The contractor shall provide general office building renovation and alterations of Suite 701 which is a space 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. DESCRIPTION OF WORK:**

a. Work shall include, but will not necessarily be limited to, the following: carpentry, concrete, drywall installation, painting, various electrical, door and door jamb installation, existing office renovations, alteration and demolition. None of the work performed will be structural in nature.

b. 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.

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

d. 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.

e. 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. STATEMENT OF WORK**

The contractor shall perform the following:

- Provide all material, skilled craftsman, labor and supervision required to professionally install 10- private office in accordance to the attached MOI space plan.
- Reuse 6 existing doors, frames and hardware
- Furnish and install four new doors
- Furnish and install 8-new 18"X78" tempered glass sidelights in wrapped drywall openings adjacent to new office doors.
- Reuse the existing ceiling grid and tile.
- Repair and or reinstall ceiling grid and tile where new demising walls are located.
- Replace carpet tiles and vinyl cove base throughout the suite.
- Furnish and paint the walls, doors and frames. Walls shall be paint with doors and frames finished in same color satin egg shell paint.
- Relocate sprinkler heads, diffuser, returns and complete air balance as required by the new floor plan.
- Install 22 non-dedicated outlets, 15-new ring, strings, 15-furniture feeds (dedicated circuitry or connections to system furniture)
- Relocate the existing 2x4 lights per the new floor plan.
- Furnish and install 2 strobes and relocate existing FA speakers.
- Perform all work in accordance with all applicable building and life safety code requirements and industry best standards.
- Cleanup and haul away all debris.
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### **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  
Washington, D.C. 20207-9910

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. 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.

## **8. 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: Mr. Ron Welch @ (301)504-7091

OR

Mrs. Iris Parks @ (301)504-7078