

Office of Secretary

SOLICITATION/CONTRACT/ORDER FOR COMMERCIAL ITEM <i>OFFEROR TO COMPLETE BLOCKS 12, 17, 23, 24, & 30</i>				1. REQUISITION NUMBER REQ-3000-09-0006		PAGE OF 1 6	
2. CONTRACT NO. CPSC-S-09-0030		3. AWARD/ EFFECTIVE DATE <i>6/16/09</i>	4. ORDER NUMBER		5. SOLICITATION NUMBER		6. SOLICITATION ISSUE DATE
7. FOR SOLICITATION INFORMATION CALL:		a. NAME Peter Nerret			b. TELEPHONE NUMBER (No collect calls) 301-504-7033		8. OFFER DUE DATE/LOCAL TIME
9 ISSUED BY CONSUMER PRODUCT SAFETY COMMISSION DIV OF PROCUREMENT SERVICES 4330 EAST WEST HWY ROOM 517 BETHESDA MD 20814			CODE FMPS	10. THIS ACQUISITION IS <input checked="" type="checkbox"/> UNRESTRICTED OR <input type="checkbox"/> SET ASIDE: % FOR: <input type="checkbox"/> SMALL BUSINESS <input type="checkbox"/> EMERGING SMALL BUSINESS <input type="checkbox"/> HUBZONE SMALL BUSINESS <input type="checkbox"/> SOLE SOURCE NAICS: <input type="checkbox"/> SERVICE-DISABLED VETERAN-OWNED SMALL BUSINESS <input type="checkbox"/> B(A) SIZE STANDARD: <input type="checkbox"/> B(A)			
11. DELIVERY FOR FOB DESTINATION UNLESS BLOCK IS MARKED <input type="checkbox"/> SEE SCHEDULE		12. DISCOUNT TERMS Net 30		<input type="checkbox"/> 13a. THIS CONTRACT IS A RATED ORDER UNDER DPAS (15 CFR 700)		13b. RATING	
15. DELIVER TO CODE		16. ADMINISTERED BY CODE FMPS		14. METHOD OF SOLICITATION <input type="checkbox"/> RFQ <input type="checkbox"/> IFB <input type="checkbox"/> RFP			
17a. CONTRACTOR/OFFEROR D W OGG EQUIPMENT COMPANY ATTN DONALD OGG 5149 CAP STINE ROAD FREDERICK MD 21703-7471 TELEPHONE NO. 1-301-473-4250		18a. PAYMENT WILL BE MADE BY CONSUMER PRODUCT SAFETY COMMISSION DIVISION OF FINANCIAL SERVICES 4330 EAST WEST HWY ROOM 522 BETHESDA MD 20814		17b. CHECK IF REMITTANCE IS DIFFERENT AND PUT SUCH ADDRESS IN OFFER <input type="checkbox"/>			
19. ITEM NO.		20. SCHEDULE OF SUPPLIES/SERVICES		21. QUANTITY	22. UNIT	23. UNIT PRICE	24. AMOUNT
0001		DUNS Number: [REDACTED] THE CONTRACTOR SHALL PROVIDE THE FOLLOWING: Delivery: 5 Days After Award 2008 [REDACTED] COLOR: MARSH GREEN (INCLUDES: VEHICLE SET-UP) Continued ... <i>(Use Reverse and/or Attach Additional Sheets as Necessary)</i>		1	EA	8,500.00	8,500.00
25. ACCOUNTING AND APPROPRIATION DATA 09-OP-EXC-3025-32253-261K				26. TOTAL AWARD AMOUNT (For Govt. Use Only) \$8,500.00			
<input type="checkbox"/> 27a. SOLICITATION INCORPORATES BY REFERENCE FAR 52.212-1, 52.212-4, FAR 52.212-3 AND 52.212-5 ARE ATTACHED. ADDENDA		<input type="checkbox"/> ARE <input type="checkbox"/> ARE NOT ATTACHED.		<input type="checkbox"/> 27b. CONTRACT/PURCHASE ORDER INCORPORATES BY REFERENCE FAR 52.212-4, FAR 52.212-5 IS ATTACHED. ADDENDA		<input type="checkbox"/> ARE <input type="checkbox"/> ARE NOT ATTACHED.	
<input type="checkbox"/> 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.				<input checked="" type="checkbox"/> 29. AWARD OF CONTRACT REF DATED _____ OFFER YOUR OFFER ON SOLICITATION (BLOCK 5), INCLUDING ANY ADDITIONS OR CHANGES WHICH ARE SET FORTH HEREIN, IS ACCEPTED AS TO ITEMS:			
30a. SIGNATURE OF OFFEROR/CONTRACTOR				31a. 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) Robert J. Frost		31c. DATE SIGNED <i>6/16/09</i>	

O.S.

19 ITEM NO.	20 SCHEDULE OF SUPPLIES/SERVICES	21. QUANTITY	22 UNIT	23. UNIT PRICE	24. AMOUNT
	<p>CPSC PROJECT OFFICER: MS. TANYA TOPKA @ (301)-504-7594</p> <p>FOB DEALER. VEHICLE WILL BE PICKED UP FROM DEALER BY CPSC.</p> <p>WHEN VEHICLE IS READY FOR PICKUP, PLEASE CONTACT: MS. TANYA TOPKA, CPSC PROJECT OFFICER (301)-504-7594</p> <p>VENDOR QUOTE # EMAIL DATED 06/10,2009</p> <p>ATTACHMENT: 1C 1A CONTRACTOR'S NOTE</p> <p>The total amount of award: \$8,500.00. The obligation for this award is shown in box 26.</p>				

32a. QUANTITY IN COLUMN 21 HAS BEEN RECEIVED INSPECTED NOTED: _____ 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 COMPLETE PARTIAL FINAL _____ 37. CHECK NUMBER _____
 PARTIAL FINAL

38. S/R ACCOUNT NUMBER _____ 39. S/R VOUCHER NUMBER _____ 40. PAID BY _____

41a. I CERTIFY THIS ACCOUNT IS CORRECT AND PROPER FOR PAYMENT _____ 42a. RECEIVED BY (Print) _____
41b. SIGNATURE AND TITLE OF CERTIFYING OFFICER _____ 41c. DATE _____ 42b. RECEIVED AT (Location) _____
42c. DATE REC'D (YY/MM/DD) _____ 42d. TOTAL CONTAINERS _____

LC 1B CONTRACTOR'S NOTE - DELIVERIES TO THE CPSC LABORATORY SITE,
GAITHERSBURG, MARYLAND

Delivery Address:

Directorate for Laboratory Sciences
U.S. Consumer Product Safety Commission
10901 Darnestown Rd. (MD route 28)
Gaithersburg, MD 20878
301-424-6421, x101 (main reception)

The Consumer Product Safety Commission (CPSC) Laboratories are located in Gaithersburg, MD. The entrance to the Laboratory site is protected by a security gate, which is normally closed during business hours. If the gate is closed, use the intercom box at the gate to request entry. **All visitors must report to Building B**, which is adjacent to the main parking lot.

Deliveries may not be left outside any building or loading dock, unless specifically directed by appropriate CPSC staff. All deliveries shall be considered "inside deliveries" to the appropriate building 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 INSTRUCTION FOR SMALL ITEMS

Small packages may be delivered to Building B. 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:

Sondra Adkins, Secretary, 301-424-6421, x101
or
Tanya Topka, 301-504-7594

b. DELIVERY INSTRUCTIONS FOR LARGE OR HEAVY ITEMS:

Large or heavy items must be delivered directly to the appropriate building, after checking in at Building B. Deliveries of large or heavy items should be scheduled 24 hours in advance and should be made between 9:00 a.m. and 4:00 p.m. on Monday through Friday (except holidays). **Contact information is the same as above.**

c. SAMPLE STORAGE FACILITY

Deliveries which indicate the Sample Storage Facility or Building I, should be made between 9:00 a.m. and 4:00 p.m. on Monday through Friday (except holidays).

Contacts:

Ralph King, Sample Custodian, 301-424-6421 x 155

Iris Parks, Director, Division of Administrative Services, 301-504-7078

OR if not available

Sondra Adkins, Secretary, 301-424-6421, x101

OR

Andrew Stadnik, Lab Director, 301-424-6421, x131

d. BILLING INSTRUCTIONS: At a minimum, each invoice shall include:

1. The name and address of the business concern (and separate remittance address, if applicable).

Taxpayer Identification Number (TIN).

Invoice date (use of invoice number in addition to invoice date is prudent but not required).

The contract or purchase order number (see block 2 of OF347 or block 4 of SF1449 on page 1 of this order), or other authorization for delivery of goods of services.

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

Shipping cost terms (if applicable).

Payment terms.

All vendors must include the following information when invoicing for payment: ACH Vendor Information which includes the financial Institution, routing transit number, and depositor account number. In addition please specify whether the account is a checking account or savings account.

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

Name (where practicable), title, phone number and mailing address of responsible official to be notified in the event of a deficient invoice.

e. ORIGINAL VOUCHERS/INVOICES SHALL BE SENT TO the PAYMENT ADDRESS indicated on page one of this document.

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 Finance Office at 301-504-7172 or 301-504-7130.

f. ALL OTHER INFORMATION RELATING TO THE PURCHASE ORDER

Contact: Peter Nerret at (301) 504-7033

g. 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.

h. 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 in the Division of Administrative Services. 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.

j. Directions to the U.S. Consumer Product Safety Commission Laboratory

From the East – Silver Spring/Prince Georges County

Take the Beltway, Rt. 495, outer loop, toward Baltimore , Bethesda, Frederick.
Take Rt 270 north toward Frederick, Maryland
At Rt. 270, take exit 6 and go west on Darnestown Rd./Rt. 28
At the 3rd traffic light, turn left on Darnestown Road.
Continue west to the traffic light at the Key West Blvd. intersection. Turn left.
Pass straight through the traffic light at Muddy Branch Road.
The second right turn has a sign "U.S. Consumer Product Safety Commission Laboratory."
Turn right and proceed to the parking lot.
Report to the lobby of the second building, Building B.

From the North, Frederick, Maryland

Take Rt. 270 south to exit 6 west, Darnestown Rd/Rt 28.
Turn right at the light.
At the second traffic light turn left on Darnestown Road.
Continue west to the traffic light at the Key West Blvd. intersection, turn left.
Pass straight through the traffic light at Muddy Branch road.

The second right turn has a sign “U.S. Consumer Product Safety Commission Laboratory.”
Turn right and proceed to the parking lot.
Report to the lobby of the second building, Building B.

From the West (Fairfax County/Northern Virginia)

Take 495 Capital Beltway to Maryland
At the 270/495 divide, bear left to take 270 North.
Take Rt 270 north toward Frederick, Maryland
At Rt. 270, exit 6 go west on Darnestown Rd./Rt. 28
At the 3rd traffic light, turn left on Darnestown Road.
Continue west to the traffic light at the Key West Blvd. intersection. Turn left.
Pass straight through the traffic light at Muddy Branch Road.
The second right turn has a sign “U.S. Consumer Product Safety Commission Laboratory.”
Turn right and proceed to the parking lot.
Report to the lobby of the second building, Building B.

From CPSC Headquarters

From the main entrance of Bethesda Towers, turn left on East-West Highway, then right on Wisconsin Ave. (route 355 North).
After passing the National Institutes of Health and Pooks Hill Road, take I-270 North (Frederick), which is the second left after Pooks Hill Road.
Take exit 6 go west on Darnestown Road (route 28).
At the 3rd traffic light, turn left on Darnestown Road.
Continue west to the traffic light at the Key West Boulevard intersection. Turn left.
Pass straight through the traffic light at Muddy Branch Road. Stay in the right lane, which ends just after our entrance.
The second right turn has a sign “U.S. Consumer Product Safety Commission Laboratory.”
Turn right and proceed to the parking lot.
Report to the lobby of the second building, Building B.