



| | | | | | | | |
|---|--|---|--|---|--|-------------------------------|--|
| SOLICITATION/CONTRACT/ORDER FOR COMMERCIAL ITEM OFFEROR TO COMPLETE BLOCKS 12, 17, 23, 24, & 30 | | | | 1. REQUISITION NUMBER REQ-2400-10-0239 | | PAGE OF 1 13 | |
| 2. CONTRACT NO. GS-35F-0330J | | 3. AWARD/ EFFECTIVE DATE 09/14/2010 | | 4. ORDER NUMBER CPSC-F-10-0117 | | 5. SOLICITATION NUMBER | |
| 7. FOR SOLICITATION INFORMATION CALL: | | 8. NAME Donna Hutton | | 9. TELEPHONE NUMBER (No collect calls) 301-504-7009 | | 10. 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 | | | | 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 NAICS: <input type="checkbox"/> HUBZONE SMALL BUSINESS <input type="checkbox"/> SOLE SOURCE SIZE STANDARD: <input type="checkbox"/> SERVICE-DISABLED VETERAN-OWNED SMALL BUSINESS <input type="checkbox"/> 8(A) | | | |
| 11. DELIVERY FOR FOB DESTINATION UNLESS BLOCK IS MARKED <input type="checkbox"/> SEE SCHEDULE | | 12. DISCOUNT TERMS Net 30 | | 13a. THIS CONTRACT IS A RATED ORDER UNDER DPAS (15 CFR 700) <input type="checkbox"/> 13a. | | 13b. RATING | |
| 15. DELIVER TO CONSUMER PRODUCT SAFETY COMMISSION OFFICE OF INFORMATION SERVICES 4330 EASTWEST HIGHWAY ROOM 706 BETHESDA MD 20814 | | | | 16. ADMINISTERED BY CONSUMER PRODUCT SAFETY COMMISSION DIV OF PROCUREMENT SERVICES 4330 EAST WEST HWY ROOM 517 BETHESDA MD 20814 | | | |
| 17a. CONTRACTOR/ OFFEROR IMMIXTECHNOLOGY INC 8444 WESTPARK DR STE 200 SUITE 200 MC LEAN VA 22102-5102 | | 17b. PAYMENT WILL BE MADE BY CONSUMER PRODUCT SAFETY COMMISSION DIVISION OF FINANCIAL SERVICES 4330 EAST WEST HWY ROOM 522 BETHESDA MD 20814 | | 18. CHECK IF REMITTANCE IS DIFFERENT AND PUT SUCH ADDRESS IN OFFER | | | |
| 19. ITEM NO. 0001 A | | 20. SCHEDULE OF SUPPLIES/SERVICES DUNS Number: 200 Base Period: September 16, 2010 - September 15, 2011 P/N: AIS-MC-BSC Basic Maintenance for: AUTHORIZING INTEGRATION SERVICES CPU MC Continued ... (Use Reverse and/or Attach Additional Sheets as Necessary) | | 21. QUANTITY 2 | | 22. UNIT EA | |
| | | | | 23. UNIT PRICE 2,920.35 | | 24. AMOUNT 5,840.70 | |
| 25. ACCOUNTING AND APPROPRIATION DATA 0100A10DCC-2010-9994800000-EXITIT2400-257I0 | | | | 26. TOTAL AWARD AMOUNT (For Govt. Use Only) \$35,255.39 | | | |
| 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. | | | | 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. | | | |
| 28. CONTRACTOR IS REQUIRED TO SIGN THIS DOCUMENT AND RETURN 1 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. OFFER DATED 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) DAVID J. STEWART VP | | 30c. DATE SIGNED 09/14/10 | | 31b. NAME OF CONTRACTING OFFICER (Type or print) Donna Hutton | | 31c. DATE SIGNED 9/15/10 | |

| 19. ITEM NO. | 20. SCHEDULE OF SUPPLIES/SERVICES | 21. QUANTITY | 22. UNIT | 23. UNIT PRICE | 24. AMOUNT |
|-----------------|--|-----------------|-------------|-------------------|---------------|
| 0001 B | P/N: CNTNT-SERVER-BSC Basic Maintenance for: CONTENT SERVER ST | 280 | EA | 24.50 | 6,860.00 |
| 0001 C | P/N: DTS-1-BSC Basic Maintenance for: DOCUMENT TRANSFORMATION SVCS CPU | 2 | EA | 1,168.14 | 2,336.28 |
| 0001 D | P/N: ADMNSTRTR-BSC Basic Maintenance for: DOCUMENTUM ADMINISTRATOR ST | 3 | EA | 584.07 | 1,752.21 |
| 0001 E | P/N: DEVELOPSTUDIO-BSC Basic Maintenance for; DOCUMENTUM DEVELOPER STUDIO ST | 3 | EA | 584.07 | 1,752.21 |
| 0001 F | P/N: ER-CLIENT-BSC Basic Maintenance for; EROOM (CORE) ST | 10 | EA | 23.37 | 233.70 |
| 0001 G | P/N: ERM-ENT-BSC Basic Maintenance for: EROOM ENTERPISE ST | 10 | EA | 17.91 | 179.10 |
| 0001 H | P/N: ERM-SRVR-SQL-BSC Continued ... | 10 | EA | 8.56 | 85.60 |

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

37. CHECK NUMBER

☐ PARTIAL ☐ FINAL☐ COMPLETE ☐ 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

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NAME OF OFFEROR OR CONTRACTOR
IMMIXTECHNOLOGY INC

| ITEM NO. (A) | SUPPLIES/SERVICES (B) | QUANTITY (C) | UNIT (D) | UNIT PRICE (E) | AMOUNT (F) |
|-----------------|---|-----------------|-------------|-------------------|---------------|
| | Basic Maintenance for; EROOM SERVER (MS SQL SERVER) ST | | | | |
| 0001 I | P/N: IDS-SRC-MC-BSC Basic Maintenance for: INTERACTIVE DELIVERY SERVICES SOURCE CORE (open market) | 2 | EA | 1,081.87 | 2,163.74 |
| 0001 J | P/N: IDS-TAR-MC-BSC Basic Maintenance for: INTERACTIVE DELIVERY SERVICES TARGET CORE (open market) | 2 | EA | 540.77 | 1,081.54 |
| 0001 K | P/N: REC-MGRADMIN-BSC Basic Maintenance for: RECORDS MANAGER ADMIN ACCESS ST | 3 | EA | 584.07 | 1,752.21 |
| 0001 L | P/N: REC-MGR-USER-BSC Basic Maintenance for: RECORDS MANAGER END-USER ACCESS ST | 10 | EA | 46.73 | 467.30 |
| 0001 M | P/N: RET-POL-SV-MC-BSC Basic Maintenance for: RETENTION POLICY SERVICES CPU MC | 2 | EA | 2,920.35 | 5,840.70 |
| 0001 N | P/N: WP-PORTLETS-BSC Basic Maintenance for: WEB PUBLISHER PORTLETS ST (open market) | 10 | EA | 43.26 | 432.60 |
| 0001 O | P/N: WEBTOP-SEAT-BSC Basic Maintenance for: WEBTOP CLIENT ST First Option Period: September 16, 2011 - September 15, 2012 | 250 | EA | 17.91 | 4,477.50 |
| 0002 A | P/N: AIS-MC-BSC Basic Maintenance for: AUTHORIZING INTEGRATION SERVICES CPU MC Amount: \$6,424.78 (Option Line Item) Continued ... | 2 | EA | 3,212.39 | 0.00 |

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REFERENCE NO. OF DOCUMENT BEING CONTINUED
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4 12NAME OF OFFEROR OR CONTRACTOR
IMMIXTECHNOLOGY INC

| ITEM NO. (A) | SUPPLIES/SERVICES (B) | QUANTITY (C) | UNIT (D) | UNIT PRICE (E) | AMOUNT (F) |
|-----------------|---|-----------------|-------------|-------------------|---------------|
| 0002 B | P/N: CNTNT-SERVER-BSC Basic Maintenance for: CONTENT SERVER ST Amount: \$7,546.00 (Option Line Item) | 280 | EA | 26.95 | 0.00 |
| 0002 C | P/N: DTS-1-BSC Basic Maintenance for: DOCUMENT TRANSFORMATION SVCS CPU Amount: \$2,569.90 (Option Line Item) | 2 | EA | 1,284.95 | 0.00 |
| 0002 D | P/N: ADMNSTRTTR-BSC Basic Maintenance for: DOCUMENTUM ADMINISTRATOR ST Amount: \$1,927.44 (Option Line Item) | 3 | EA | 642.48 | 0.00 |
| 0002 E | P/N: DEVELOPSTUDIO-BSC Basic Maintenance for; DOCUMENTUM DEVELOPER STUDIO ST Amount: \$1,927.44 (Option Line Item) | 3 | EA | 642.48 | 0.00 |
| 0002 F | P/N: ER-CLIENT-BSC Basic Maintenance for; EROOM (CORE) ST Amount: \$257.10 (Option Line Item) | 10 | EA | 25.71 | 0.00 |
| 0002 G | P/N: ERM-ENT-BSC Basic Maintenance for: EROOM ENTERPISE ST Amount: \$197.00 (Option Line Item) | 10 | EA | 19.70 | 0.00 |
| 0002 H | P/N: ERM-SRVR-SQL-BSC Basic Maintenance for; EROOM SERVER (MS SQL SERVER) ST Amount: \$94.20 (Option Line Item) | 10 | EA | 9.42 | 0.00 |
| 0002 I | P/N: IDS-SRC-MC-BSC Basic Maintenance for: INTERACTIVE DELIVERY SERVICES SOURCE CORE (open market) Amount: \$2,380.12 (Option Line Item) | 2 | EA | 1,190.06 | 0.00 |
| 0002 J | P/N: IDS-TAR-MC-BSC Continued ... | 2 | EA | 594.85 | 0.00 |

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REFERENCE NO. OF DOCUMENT BEING CONTINUED
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5 12NAME OF OFFEROR OR CONTRACTOR
IMMIXTECHNOLOGY INC

| ITEM NO. (A) | SUPPLIES/SERVICES (B) | QUANTITY (C) | UNIT (D) | UNIT PRICE (E) | AMOUNT (F) |
|-----------------|--|-----------------|-------------|-------------------|---------------|
| | Basic Maintenance for: INTERACTIVE DELIVERY SERVICES TARGET CORE (open market) Amount: \$1,189.70 (Option Line Item) | | | | |
| 0002 K | P/N: REC-MGRADMIN-BSC Basic Maintenance for: RECORDS MANAGER ADMIN ACCESS ST Amount: \$1,927.44 (Option Line Item) | 3 | EA | 642.48 | 0.00 |
| 0002 L | P/N: REC-MGR-USER-BSC Basic Maintenance for: RECORDS MANAGER END-USER ACCES ST Amount: \$514.00 (Option Line Item) | 10 | EA | 51.40 | 0.00 |
| 0002 M | P/N: RET-POL-SV-MC-BSC Basic Maintenance for: RETENTION POLICY SERVICES CPU MC Amount: \$6,424.78 (Option Line Item) | 2 | EA | 3,212.39 | 0.00 |
| 0002 N | P/N: WP-PORTLETS-BSC Basic Maintenance for: WEB PUBLISHER PORTLETS ST (open market) Amount: \$475.90 (Option Line Item) | 10 | EA | 47.59 | 0.00 |
| 0002 O | P/N: WEBTOP-SEAT-BSC Basic Maintenance for: WEBTOP CLIENT ST Amount: \$4,925.00 (Option Line Item) Second Option Period: September 16, 2012 - September 15, 2013 | 250 | EA | 19.70 | 0.00 |
| 0003 A | P/N: AIS-MC-BSC Basic Maintenance for: AUTHORIZING INTEGRATION SERVICES CPU MC Amount: \$7,067.24 (Option Line Item) | 2 | EA | 3,533.62 | 0.00 |
| 0003 B | P/N: CNTNT-SERVER-BSC Basic Maintenance for: CONTENT SERVER ST Amount: \$8,302.00 (Option Line Item) Continued ... | 280 | EA | 29.65 | 0.00 |

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REFERENCE NO. OF DOCUMENT BEING CONTINUED
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6 12NAME OF OFFEROR OR CONTRACTOR
IMMIXTECHNOLOGY INC

| ITEM NO. (A) | SUPPLIES/SERVICES (B) | QUANTITY (C) | UNIT (D) | UNIT PRICE (E) | AMOUNT (F) |
|-----------------|--|-----------------|-------------|-------------------|---------------|
| 0003 C | P/N: DTS-1-BSC Basic Maintenance for: DOCUMENT TRANSFORMATION SVCS CPU Amount: \$2,826.90 (Option Line Item) | 2 | EA | 1,413.45 | 0.00 |
| 0003 D | P/N: ADMNSTRTR-BSC Basic Maintenance for: DOCUMENTUM ADMINISTRATOR ST Amount: \$2,120.16 (Option Line Item) | 3 | EA | 706.72 | 0.00 |
| 0003 E | P/N: DEVELOPSTUDIO-BSC Basic Maintenance for; DOCUMENTUM DEVELOPER STUDIO ST Amount: \$2,120.16 (Option Line Item) | 3 | EA | 706.72 | 0.00 |
| 0003 F | P/N: ER-CLIENT-BSC Basic Maintenance for; EROOM (CORE) ST Amount: \$282.80 (Option Line Item) | 10 | EA | 28.28 | 0.00 |
| 0003 G | P/N: ERM-ENT-BSC Basic Maintenance for: EROOM ENTERPISE ST Amount: \$216.70 (Option Line Item) | 10 | EA | 21.67 | 0.00 |
| 0003 H | P/N: ERM-SRVR-SQL-BSC Basic Maintenance for; EROOM SERVER (MS SQL SERVER) ST Amount: \$103.60 (Option Line Item) | 10 | EA | 10.36 | 0.00 |
| 0003 I | P/N: IDS-SRC-MC-BSC Basic Maintenance for: INTERACTIVE DELIVERY SERVICES SOURCE CORE (open market) Amount: \$2,618.12 (Option Line Item) | 2 | EA | 1,309.06 | 0.00 |
| 0003 J | P/N: IDS-TAR-MC-BSC Basic Maintenance for: INTERACTIVE DELIVERY SERVICES TARGET CORE (open market) Amount: \$1,308.66 (Option Line Item) Continued ... | 2 | EA | 654.33 | 0.00 |

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NAME OF OFFEROR OR CONTRACTOR
IMMIXTECHNOLOGY INC

| ITEM NO (A) | SUPPLIES/SERVICES (B) | QUANTITY (C) | UNIT (D) | UNIT PRICE (E) | AMOUNT (F) |
|----------------|---|-----------------|-------------|-------------------|---------------|
| 0003 K | P/N: REC-MGRADMIN-BSC Basic Maintenance for: RECORDS MANAGER ADMIN ACCESS ST Amount: \$2,120.16 (Option Line Item) | 3 | EA | 706.72 | 0.00 |
| 0003 L | P/N: REC-MGR-USER-BSC Basic Maintenance for: RECORDS MANAGER END-USER ACCES ST Amount: \$565.40 (Option Line Item) | 10 | EA | 56.54 | 0.00 |
| 0003 M | P/N: RET-POL-SV-MC-BSC Basic Maintenance for: RETENTION POLICY SERVICES CPU MC Amount: \$7,067.24 (Option Line Item) | 2 | EA | 3,533.62 | 0.00 |
| 0003 N | P/N: WP-PORTLETS-BSC Basic Maintenance for: WEB PUBLISHER PORTLETS ST (open market) Amount: \$523.40 (Option Line Item) | 10 | EA | 52.34 | 0.00 |
| 0003 O | P/N: WEBTOP-SEAT-BSC Basic Maintenance for: WEBTOP CLIENT ST Amount: \$5,417.50 (Option Line Item) Third Option Period: September 16, 2013 - September 15, 2014 | 250 | EA | 21.67 | 0.00 |
| 0004 A | P/N: AIS-MC-BSC Basic Maintenance for: AUTHORING INTEGRATION SERVICES CPU MC Amount: \$7,773.98 (Option Line Item) | 2 | EA | 3,886.99 | 0.00 |
| 0004 B | P/N: CNTNT-SERVER-BSC Basic Maintenance for: CONTENT SERVER ST Amount: \$9,130.80 (Option Line Item) | 280 | EA | 32.61 | 0.00 |
| 0004 C | P/N: DTS-1-BSC Basic Maintenance for: DOCUMENT TRANSFORMATION SVCS CPU Continued ... | 2 | EA | 1,554.79 | 0.00 |

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NAME OF OFFEROR OR CONTRACTOR
IMMIXTECHNOLOGY INC

| ITEM NO. (A) | SUPPLIES/SERVICES (B) | QUANTITY (C) | UNIT (D) | UNIT PRICE (E) | AMOUNT (F) |
|-----------------|---|-----------------|-------------|-------------------|---------------|
| | Amount: \$3,109.58 (Option Line Item) | | | | |
| 0004 D | P/N: ADMNSTRTR-BSC Basic Maintenance for: DOCUMENTUM ADMINISTRATOR ST Amount: \$2,332.20 (Option Line Item) | 3 | EA | 777.40 | 0.00 |
| 0004 E | P/N: DEVELOPSTUDIO-BSC Basic Maintenance for; DOCUMENTUM DEVELOPER STUDIO ST Amount: \$2,332.20 (Option Line Item) | 3 | EA | 777.40 | 0.00 |
| 0004 F | P/N: ER-CLIENT-BSC Basic Maintenance for; EROOM (CORE) ST Amount: \$311.10 (Option Line Item) | 10 | EA | 31.11 | 0.00 |
| 0004 G | P/N: ERM-ENT-BSC Basic Maintenance for: EROOM ENTERPISE ST Amount: \$238.40 (Option Line Item) | 10 | EA | 23.84 | 0.00 |
| 0004 H | P/N: ERM-SRVR-SQL-BSC Basic Maintenance for; EROOM SERVER (MS SQL SERVER) ST Amount: \$113.90 (Option Line Item) | 10 | EA | 11.39 | 0.00 |
| 0004 I | P/N: IDS-SRC-MC-BSC Basic Maintenance for: INTERACTIVE DELIVERY SERVICES SOURCE CORE (open market) Amount: \$2,879.94 (Option Line Item) | 2 | EA | 1,439.97 | 0.00 |
| 0004 J | P/N: IDS-TAR-MC-BSC Basic Maintenance for: INTERACTIVE DELIVERY SERVICES TARGET CORE (open market) Amount: \$1,439.52 (Option Line Item) | 2 | EA | 719.76 | 0.00 |
| 0004 K | P/N: REC-MGRADMIN-BSC Basic Maintenance for: RECORDS MANAGER ADMIN ACCESS ST Continued ... | 3 | EA | 777.40 | 0.00 |

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9 12NAME OF OFFEROR OR CONTRACTOR
IMMIXTECHNOLOGY INC

| ITEM NO. (A) | SUPPLIES/SERVICES (B) | QUANTITY (C) | UNIT (D) | UNIT PRICE (E) | AMOUNT (F) |
|-----------------|--|-----------------|-------------|-------------------|---------------|
| | Amount: \$2,332.20 (Option Line Item) | | | | |
| 0004 L | P/N: REC-MGR-USER-BSC Basic Maintenance for: RECORDS MANAGER END-USER ACCES ST Amount: \$622.00 (Option Line Item) | 10 | EA | 62.20 | 0.00 |
| 0004 M | P/N: RET-POL-SV-MC-BSC Basic Maintenance for: RETENTION POLICY SERVICES CPU MC Amount: \$7,773.98 (Option Line Item) | 2 | EA | 3,886.99 | 0.00 |
| 0004 N | P/N: WP-PORTLETS-BSC Basic Maintenance for: WEB PUBLISHER PORTLETS ST (open market) Amount: \$575.80 (Option Line Item) | 10 | EA | 57.58 | 0.00 |
| 0004 O | P/N: WEBTOP-SEAT-BSC Basic Maintenance for: WEBTOP CLIENT ST Amount: \$5,960.00 (Option Line Item) | 250 | EA | 23.84 | 0.00 |
| | The total amount of award: \$163,621.83. The obligation for this award is shown in box 26. | | | | |

LC 1A 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: Shawn Battle 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 INSTRUCTIONS 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. 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 and block 4 of SF1449 on page 1 of this order), or other authorization for delivery of goods or 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, 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:

Accounting Officer
Div. of Financial Services, Room 522
U.S. Consumer Product Safety Commission
4330 East-West Hwy
Bethesda, MD 20814

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.

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 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
4330 East-West Hwy
Bethesda, MD 20814

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) or 301-504-7130.

D. INSPECTION & ACCEPTANCE PERIOD

Unless otherwise stated in the Statement of Work or Description, the Commission will ordinarily inspect all materials/services within three (3) working days after the date of receipt. The CPSC contact person will transmit disapproval, if appropriate. 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: DHutton@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 Administrative Services Specialist (Ron Welch) in the Facilities Management Support Services Branch (Room 416). 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.