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|-------------------------|---|--|-----------------------|---------------------------|------------|-------------------------|---------------|-------------|-------------------------------|---------------|-------------------------------------|
| and Company | SOLICITATION/CON | | | | | . REQUIS | | UMBER | | PAGE | 1 |
| 2. CONTRACT | NO. | O COMPLETE BL | 3. AWARD/ | 4. ORDER NUMBER | | REQ-2 | 400- | -11-0 | 5. SOLICITATION NUM | 1 BER | 6. SOLICITATION |
| NNG07DF | 41B | | EFFECTIVE 03/16/ | DATE 2011 CPSC-F-11 | -0040 | | | | CPSC-Q-11-0 | 020 | ISSUE DATE 02/28/2011 |
| | OR SOLICITATION ORMATION CALL: | a NAME Renita | Smith | | | D. TEL | EPHON | E NUMB | ER (No collect calls | 8. OFFER | DUE DATE/LOCAL TIME |
| 9. ISSUED BY | π | | co | DE FMPS | | COUISITIC | | | | | |
| CONSUME | ER PRODUCT SAF | ETY COMM | ISSION | L | KIU | NRESTRIC | CTED OF | ł | SET ASIDE; | % FOR: | 1 |
| | PROCUREMENT S | ERVICES | | | | | | | SMALL BUSINES | s [_ | EMERGING SMALL BUSINESS |
| ROOM 51 | | | | | NAICS: | | | | HUBZONE SMALL BUSINESS | | SOLE SOURCE |
| | DA MD 20814 | | | | SIZE STAP | NDARD: | | | SERVICE-DISABLI | | |
| TION UNL | FOR FOB DESTINA- 12. [ESS BLOCK IS | DISCOUNT TERMS | Net 30 | | 🗆 13a. 1 | HIS CONT | RACT I | 5 A | 13b. RATING | | |
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| 15. DELIVER TO | | COD | ITTS | | 18. ADMIN | STERED E | BY | | RFQ | | TMPS |
| CONSUME | R PRODUCT SAF | RTY COMMI | | | CONST | MED I | חחמם | 1100 | SAFETY COMMI | L | |
| | N OF TECHNOLO | | | | | | | - | T SERVICES | SSION | |
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| BETHESD | A MD 20814 | | | | ROOM | 517 SDA N | wm 2 | 0014 | | | |
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| | Constant of the second s | | | <u></u> | | | | | | L | |
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| | ON PARKWAY D HEIGHTS MO (| 53043-310 | 1 | | 4330 | | | | CIAL SERVICE Y | 5 | |
| | | | * | | ROOM | | | | * | | |
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| TELEPHONE N | O. IF REMITTANCE IS DIFFEREN | T AND PUT SUCH | ADDRESS IN O | FER | 18b, SUBM | | ES TO A | DDRESS | SHOWN IN BLOCK 18a UF | LESS BLOCK | BELOW |
| | | | | | | ECKED | | SEE ADD | DENDUM | r | ······ |
| 19. ITEM NO. | | SCHEDU | 20. ILE OF SUPPLIE | S/SERVICES | | | 21. ANTITY | 22. UNIT | 23. UNIT PRICE | | 24. AMOUNT |
| | DUNS Number: | | 6 | | | | | | | | |
| | | | | a "Suppliers' | | | | | | | |
| | compliance w | | | DOC)" for pro- file. | OI OI | | | | | | |
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| | | - | | servers with a | system | | | | | | |
| | configuratio | n as spec | cified b | elow. | | | | | | | |
| | NASA SEWP IV | Contract | # NNG07 | DA32B | | | | | | | |
| | Continued | | | | | | | | | | |
| | (Use Revers | e and/or Attach | Additional S | heets as Necessary) | | | | | | | |
| | FING AND APPROPRIATION | | FM004204 | -31280 | | | | | 26. TOTAL AWARD AM \$66,01 | - | ovt. Use Only) |
| | ITATION INCORPORATES | | | | AND 52 212 | -5 ARE A | ATTACH | IED. | | . 0 / | ARE NOT ATTACHED. |
| | RACT/PURCHASE ORDER | | | | | | | ADDE | | | ARE NOT ATTACHED. |
| | ACTOR IS REQUIRED TO | | | | [5 | 7 \ | | OF CON | | 5521.3 | OFFER |
| | D ISSUING OFFICE. CON SET FORTH OR OTHERV | | | | X | DATEL | | | YOUR OF | | ICITATION (BLOCK 5), E SET FORTH |
| SHEETS S | UBJECT TO THE TERMS | AND CONDITION | | | / | HEREI | IN, IS A | CCEPT | ED AS TO ITEMS: | | 1 |
| 30s. SIGNATUR | E OF OFFEROR/CONTRACTO | DR | | | 31a UN | ED STATE | ES OE A | | SIGNATURE OF CONTRA | | 7 |
| | | | | | 411 | IN I | 51 | r () / | THAD | めつ | |
| 30b. NAME AM | ND TITLE OF SIGNER (Typ | e or print) | | 30c. DATE SIGNED | | ME OF CO | | - 1 | DEFICER (Type or print) | I | 31c. DATE SIGNED |
| | FOR LOCAL REPRODUC | TION | | | | | | | | | 49 (REV. 3/2005) |
| PREVIOUS ED | VITION IS NOT USABLE | | | | | | | | Prescrib | ed by GSA - F | FAR (48 CFR) 53.212 |

| 19. ITEM NO. | | 20. SCHEDULE OF SUPPLI | ES/SERVIC | CES | | 21. QUANTITY | 22. UNIT | 23. UNIT PRICE | 24. AMOUNT |
|-----------------|---------------------|---------------------------|------------------|------------------|-----------|-----------------|-------------|---------------------|--------------------------|
| 0001 | Item 11554 | 631, Manuf. Part# | 5839 | 14-B21 | | 2 | EA | 1,503.59 | 3,007.18 |
| | HP DL380G7 | SFF CTO Chassis | | | | | | | |
| | Hewlett Pa | ckard | | | | | | | |
| | CLIN: 5119 | 1 COO:UNK | | | | | | | |
| | | | | | | | | | |
| 0002 | Item 11672 | 646, Manuf. Part# | 5839 | 14-B21 ABA | | 2 | EA | 0.00 | 0.00 |
| | CTO Avnet | US English Locati: | zatio | n | | | | | |
| | HP Storage | Works | | | | | | | |
| | CLIN: OPENZ | | | | | | | | |
| 0003 | Ttem 11283 | 341, Manuf. Part# | 5974 | 93-101 | | 2 | EA | 1,853.07 | 3,706.14 |
| 0000 | 1 | Xeon 6C X5670 2.9 | | | aba | 2 | LA A | 1,003.07 | 5,706.14 |
| | FIOCESSOL, | Xeon 6C X36/0 2.: | 55GHZ | , 12MB L3 Ca | icne, | | | | |
| | Kit for DL | 380 67 | | | | | | | |
| | Hewlett Pa | | | | | | | | |
| | CLIN: 4999 | | | | | | | | |
| | | | | | | | | | |
| 0004 | Item 11448 | 880, Manuf. Part# | 5874 | 93-B21 | | 2 | EA | 1,853.07 | 3,706.14 |
| | HP X5670 D | L380G7 Kit | | | | | | | |
| | Hewlett Pac | ckard | | | | | | | |
| | CLIN: 50103 | 3 COO: CR | | | | | | | |
| | | | | | | | | | |
| 0005 | | t# 587493-B21 0D1 | | | | 2 | EA | 0.00 | 0.00 |
| | Factory In | | | | | | | | |
| | CLIN: OPEN | | | | | | | | |
| | Continued | | | | | | | I | 1 |
| | IY IN COLUMN 21 HAS | | | ND CONFORMS TO T | HE CONTRA | CT, EXCEPT | AS | | |
| 32b. SIGNATU | JRE OF AUTHORIZED | GOVERNMENT REPRESENTATIN | /E | 32c. DATE | 32d. PRIN | TED NAME | AND TI | TLE OF AUTHORIZED G | OVERNMENT REPRESENTATIVE |
| 32e. MAILING | ADDRESS OF AUTHO | RIZED GOVERNMENT REPRESE | NTATIVE | | 321. TELE | PHONE NUM | IBER C | F AUTHORIZED GOVER | |
| | | | | | 32g. E-MA | IL OF AUTH | ORIZE | D GOVERNMENT REPRI | ESENTATIVE |
| 33. SHIP NUM | IBER | 34. VOUCHER NUMBER | 35. AMC CORRE | OUNT VERIFIED | 36. PAYM | ENT | | | 37. CHECK NUMBER |
| PARTIAL | - FINAL | | | | Сом | IPLETE | P | ARTIAL 🗌 FINAL | |
| | | 39. S/R VOUCHER NUMBER | 40. PAIC |) BY | | | | | |
| | - | CORRECT AND PROPER FOR PA | | 44- DATE | 42a. RE | CEIVED BY | (Print) | | |
| 41b. SIGNATU | JRE AND TITLE OF CE | RTIFYING OFFICER | | 41c. DATE | 42b. RE | ECEIVED AT | (Locet | on) | |
| | | | | | 42c. DA | TE REC'D () | Y/MM/ | DD) 42d. TOTA | AL CONTAINERS |

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STANDARD FORM 1448 (REV. 3/2008) BACK

| CONTINUATION QUEET | REFERENCE NO. OF DOCUMENT BEING CONTINUED | PAGE | OF |
|--------------------|---|------|----------|
| CONTINUATION SHEET | NNG07DA41B/CPSC-F-11-0040 | 3 | 11 |
| | | 3 | <u> </u> |

NAME OF OFFEROR OR CONTRACTOR WORLD WIDE TECHNOLOGY INC

| ITEM NO. (A) | SUPPLIES/SERVICES (B) | QUANTITY (C) | UNIT (D) | UNIT PRICE | AMOUNT (F) |
|-----------------|--|-----------------|-------------|------------|--------------------------|
| 0006 | Item 9682811, Manuf. Part# 500670-B21 CTO 2GB PC3-10600 DDR3 SDRAM Upgrade Hewlett Packard CLIN: 34970 COO: CN | 12 | EA | 63.96 | 767.52 |
| 0007 | Item 10680151, Manuf. Part# 500670-B21-OD1 CTO Avnet Factory Integrated Memory Upgrade HP Server Accessories CLIN: OPENZ | 12 | EA | 0.00 | 0.00 |
| 0008 | Item 11776701, Manuf. Part# 507127-B21 HP 300GB 10K 6G 2.5 SAS DP Hard Disk Drive Hewlett Packard CLIN: 34951 COO:CN | 10 | EA | 379.14 | 3,791.40 |
| 0009 | Item 11707677, Manuf. Part# 507127-B21 0D1 CTO Avnet 300GB 10K 2.5" SAS 6Gb / s DP Hard Disk Drive (Factory Integrated) HP Server Accessories | 10 | EA | 0.00 | 0.00 |
| 0010 | Item 10164383, Manuf. Part# 481041-B21 HP Slim 12.7mm SATA DVD Optical Kit Hewlett Packard CLIN: 32701 COO: CN | 2 | EA | 83.43 | 166.86 |
| 0011 | Item 9984691, Manuf. Part# 481041-B21 0D1 CTO Avnet Factory Integrated HP Server Accessories CLIN: OPENZ | 2 | EA | 0.00 | 0.00 |
| 0012 | Item 11928429, Manuf. Part# 534916-B21 512MB Flash Backed Write Cache Hewlett Packard CLIN: 53811 COO: UNK | 2 | EA | 397.68 | 795.36 |
| 0013 | Item 11927813, Manuf. Part# 534916-B21 0D1 CTO Avnet Factory Integrated HP Server Accessories Continued | 2 | EA | 0.00 | 0.00 |
| NSN 7540-01- | | | | | OPTIONAL FORM 336 (4-86) |

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| CONTINUATION SHEET | NNG07DA41B/CPSC-F-11-0040 | 4 | 11 |

NAME OF OFFEROR OR CONTRACTOR WORLD WIDE TECHNOLOGY INC

| ITEM NO. (A) | SUPPLIES/SERVICES | QUANTITY (C) | UNIT (D) | UNIT PRICE | AMOUNT (F) |
|-----------------|---|-----------------|-------------|------------|---------------|
| | CLIN: OPENZ | 1 | | | |
| 0014 | Item 11694440, Manuf. Part# 593188-B21 HP 460W CS Platinum Power Supply Kit Hewlett Packard CLIN: 57035 COO: CN | 4 | EA | 258.63 | 1,034.52 |
| 0015 | Item 12200181, Manuf. Part# 593188-B21 0D1 Government Factory Integrated HP Server Accessories CLIN: OPENZ | 4 | EA | 0.00 | 0.00 |
| 0016 | Item 8492791, Manuf. Part# HA110A3 HP 3Y Support Plus 24 SVC Hewlett Packard CLIN: 26235 COO: US | 1 | EA | 0.00 | 0.00 |
| 0017 | Item 11672777, Manuf. Part# HA110A3 7G3 Avnet Support - Proliant Server - DL380 Hewlett Packard CLIN: 53327 COO: US | 2 | EA | 700.02 | 1,400.04 |
| 0018 | Item 11672611, Part# 583914-B21 HP DL380G7 SFF CTO Chassis Hewlett Packard CLIN: 51191 COO:UNK | 2 | EA | 1,503.59 | 3,007.18 |
| 0019 | Item 11672646, Manuf. Part#583914-B21 ABA CTO Avnet US English Locatization HP StorageWorks CLIN: OPENZ | 2 | EA | 0.00 | 0.00 |
| 0020 | Item 11283341, Manuf. Part# 587493-L21 Processor, Xeon 6C X5670 2.93GHz, 12MB L3 Cache, FIO Kit for DL380 G7 Hewlett Packard CLIN: 49993 COO:UNK | 2 | EA | 1,853.07 | 3,706.14 |
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| CONTINUATION SHEET | NNG07DA41B/CPSC-F-11-0040 | 5 | 1 1 | 1 |

NAME OF OFFEROR OR CONTRACTOR WORLD WIDE TECHNOLOGY INC

| ITEM NO. (A) | SUPPLIES/SERVICES (B) | QUANTITY (C) | UNIT (D) | UNIT PRICE | AMOUNT (F) |
|-----------------|--|-----------------|-------------|------------|---------------|
| 0021 | Item 11448880, Manuf. Part# 587493-B21 HP X5670 DL380G7 Kit Hewlett Packard CLIN: 50103 COO:CR | 2 | EA | 1,853.07 | 3,706.14 |
| 0022 | Manuf. Part# 587493-B21 0D1 Factory Integrated CLIN: OPENZ | 2 | EA | 0.00 | 0.00 |
| 0023 | Item 11208131, Manuf. Part# 500662-B21 8GB PC3-10600 DDR3 SDRAM Hewlett Packard CLIN: 35516 COO:CN | 24 | EA | 323.52 | 7,764.48 |
| 0024 | Item 10723051, Manuf. Part# 500662-B21 0D1 CTO Avnet Factory Integrated HP Server Accessories CLIN: OPENZ | 24 | EA | 0.00 | 0.00 |
| 0025 | Item 12331827, Manuf. Part# 512547-B21 HP 146GB 15K SAS 6Gb / s DP 2.5" Internal Hard Drive Hewlett Packard CLIN: 43511 COO: CN | 8 | EA | 342.06 | 2,736.48 |
| 0026 | Item 10357521, Manuf. Part# 512547-B21 0D1 CTO 146GB 15K SAS 6Gb / s DP 2.5" Internal Hard Drive (Factory Integrated) HP Server Accessories CLIN: OPENZ | 8 | EA | 0.00 | 0.00 |
| 0027 | Item 10164383, Manuf. Part# 481041-B21 HP Slim 12.7mm SATA DVD Optical Kit Hewlett Packard CLIN: 32701 COO: CN | 2 | EA | 83.43 | 166.86 |
| 0028 | Item 9984691, Manuf. Part# 481041-B21 OD1 CTO Avnet Factory Integrated HP Server Accessories Continued | 2 | EA | 0.00 | 0.00 |

OPTIONAL FORM 336 (4-86) Sponsored by GSA FAR (48 CFR) 53.110

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| CONTINUATION SHEET | NNG07DA41B/CPSC-F-11-0040 | 6 | 11 |
| NAME OF OFFEROR OR CONTRACTOR | | <u> </u> | |

WORLD WIDE TECHNOLOGY INC

| ITEM NO. (A) | SUPPLIES/SERVICES (B) | QUANTITY (C) | UNIT (D) | UNIT PRICE | AMOUNT (F) |
|-----------------|--|-----------------|-------------|------------|--|
| | CLIN: OPENZ | | | | |
| 0029 | Item 11928429, Manuf. Part# 534916-B21 512MB Flash Backed Write Cache Hewlett Packard CLLIN: 53811 COO:UNK | 2 | EA | 397.68 | 795.36 |
| 0030 | Item 11927813, Manuf. Part# 534916-B21 0D1 CTO Avnet Factory Integrated HP Server Accessories CLIN: OPENZ | 2 | EA | 0.00 | 0.00 |
| 0031 | Item 11694440, Manuf. Part# 593188-B21 HP 460W CS Platinum Power Supply Kit Hewlett Packard CLIN: 57035 COO:CN | 4 | EA | 258.63 | 1,034.52 |
| 0032 | Item 12200181, Manuf. Part# 593188-B21 0D1 Government Factory Integrated HP Server Accessories CLIN: OPENZ | 4 | EA | 0.00 | 0.00 |
| 0033 | Item 8492791, Manuf. Part# HA110A3 HP 3Y Support Plus 24 SVC Hewlett Packard CLIN: 26235 COO:US | 1 | EA | 0.00 | 0.00 |
| 0034 | Item 11672777, Manuf. Part# HA110A3 7G3 Avnet Support - Proliant Server - DL380 Hewlett Packard CLIN: 53327 COO: US | 2 | EA | 700.02 | 1,400.04 |
| 0035 | Item 12071893, Manuf. Part# TC278AAE CTO Avnet Insight CTL ML / DL Hewlett Packard CLIN: 51117 COO: US | 4 | EA | 369.98 | 1,479.92 |
| 0036 | Manuf. Part# TD413AAE VMW VSPHERE ENT + 1P 1YR9X5 E-LTU Continued | 4 | EA | 3,397.59 | 13,590.36 |
| | | | | | |
| NSN 7540-01- | 152-8067 | | | | OPTIONAL FORM 336 (4-88) Sponsored by GSA |

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| CONTINUATION SHEET | NNG07DA41B/CPSC-F-11-0040 | 7 | 11 |
| NAME OF OFFEROR OR CONTRACTOR | | . | |

WORLD WIDE TECHNOLOGY INC

| (B) | QUANTITY (C) | UNIT (D) | UNIT PRICE | AMOUNT (F) |
|---|---|---|--|---|
| Hewlett Packard CLIN: 57224 COO: US | | | | |
| Item 8492791, Manuf. Part# HAllOA3 HP 3Y SUPPORT PLUS 24 SVC Hewlett Packard CLIN: 26235 COO: US | 1 | EA | 0.00 | 0.00 |
| Item 11802906, Manuf. Part# HA110A3 15J VMWARE VSPHERE EPLUS 1P SUPPORT Hewlett Packard CLLIN: 53566 COO: US | 4 | EA | 1,195.52 | 4,782.08 |
| Item 12351553, Manuf. Part# HA110A3 4YD CTO AVNET IC ML-DL-BL-SW Sup Hewlett Packard CLIN: 57201 COO: UNK | 4 | EA | 136.09 | 544.36 |
| Item 8986767, Manuf. Part# E1G42EF Gigabit EF Dual Port Server Adapter Intel. Corp. CLIN: OPENZ | 4 | EA | 658.46 | 2,633.84 |
| Ship Via: Heavy Weight Ground | 1 | EA | 0.00 | 0.00 |
| SEWP Fee | 1 | EA | 295.75 | 295.75 |
| The total amount of award: \$66,018.67. The obligation for this award is shown in box 26. | | | | |
| | CLIN: 57224 COO: US Item 8492791, Manuf. Part# HA110A3 HP 3Y SUPPORT PLUS 24 SVC Hewlett Packard CLIN: 26235 COO: US Item 11802906, Manuf. Part# HA110A3 15J VMWARE VSPHERE EPLUS 1P SUPPORT Hewlett Packard CLLIN: 53566 COO: US Item 12351553, Manuf. Part# HA110A3 4YD CTO AVNET IC ML-DL-BL-SW Sup Hewlett Packard CLIN: 57201 COO: UNK Item 8986767, Manuf. Part# E1G42EF Gigabit EF Dual Port Server Adapter Intel. Corp. CLIN: OPENZ Ship Via: Heavy Weight Ground SEWP Fee The total amount of award: \$66,018.67. The | CLIN: 57224 COO: USItem 8492791, Manuf. Part# HAllOA3HP 3Y SUPPORT PLUS 24 SVCHewlett PackardCLIN: 26235 COO: USItem 11802906, Manuf. Part# HAllOA3 15JYMWARE VSPHERE EPLUS 1P SUPPORTHewlett PackardCLLIN: 53566 COO: USItem 12351553, Manuf. Part# HAllOA3 4YDCTO AVNET IC ML-DL-BL-SW SupHewlett PackardCLIN: 57201 COO: UNKItem 8986767, Manuf. Part# EIG42EFGigabit EF Dual Port Server AdapterIntel. Corp.CLIN: OPENZShip Via: Heavy Weight Ground1SEWP Fee1The total amount of award: \$66,018.67. The | CLIN: 57224 COO: USItem 8492791, Manuf. Part# HA110A3HP 3Y SUPPORT PLUS 24 SVCHewlett PackardCLIN: 26235 COO: USItem 11802906, Manuf. Part# HA110A3 15JVMWARE VSPHERE EPLUS 1P SUPPORTHewlett PackardCLIN: 53566 COO: USItem 12351553, Manuf. Part# HA110A3 4YDCTO AVNET IC ML-DL-BL-SW SupHewlett PackardCLIN: 57201 COO: UNKItem 8986767, Manuf. Part# E1G42EFGigabit EF Dual Port Server AdapterIntel. Corp.CLIN: OPENZShip Via: Heavy Weight GroundSEWP Fee1 EAThe total amount of award: \$66,018.67. The | CLIN: 57224 COO: USItem 8492791, Manuf. Part# HA110A3HP 3Y SUPPORT PLUS 24 SVCHewlett PackardCLIN: 26235 COO: USItem 11802906, Manuf. Part# HA110A3 15JVMWARE VSPHERE EPLUS 1P SUPPORTHewlett PackardCLIN: 53566 COO: USItem 12351553, Manuf. Part# HA110A3 4YDCTO AVNET IC ML-DL-BL-SW SupHewlett PackardCLIN: 57201 COO: UNKItem 8986767, Manuf. Part# E1G42EFGigabit EF Dual Port Server AdapterIntel. Corp.CLIN: OPENZShip Via: Heavy Weight GroundSewP Fee1EA295.75The total amount of award: \$66,018.67. The |

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: Douglas Brown (301) 504-7846

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 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, 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 301-504-7404.

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 Rachelle Coleman, Accounting Officer at (301) 504-7404 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: Renita Smith at (301) 504-7045

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.

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