

**SOLICITATION/CONTRACT/ORDER FOR COMMERCIAL ITEM**  
**OFFEROR TO COMPLETE BLOCKS 12, 17, 23, 24, & 30**

1. REQUISITION NUMBER: REQ-4200-11-0025  
 PAGE OF: 1 / 7  
 2. CONTRACT NO.: GS-07F-0370U  
 3. AWARD/EFFECTIVE DATE: 05/03/2011  
 4. ORDER NUMBER: CPSC-F-11-0055  
 5. SOLICITATION NUMBER:  
 6. SOLICITATION ISSUE DATE:

7. FOR SOLICITATION INFORMATION CALL: Germaine Myles  
 8. NAME: Germaine Myles  
 9. TELEPHONE NUMBER (No collect call): (301) 504-7669  
 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  
 CODE: FMPS  
 10. THIS ACQUISITION IS:  
 UNRESTRICTED OR  
 SET ASIDE:  
 SMALL BUSINESS  
 EMERGING SMALL BUSINESS  
 NAICS:  
 HUBZONE SMALL BUSINESS  
 SOLE SOURCE  
 SIZE STANDARD:  
 SERVICE-DISABLED VETERAN-OWNED SMALL BUSINESS  
 8(A)

11. DELIVERY FOR FOB DESTINATION UNLESS BLOCK IS MARKED:  
 SEE SCHEDULE  
 12. DISCOUNT TERMS: Net 30  
 13a. THIS CONTRACT IS A RATED ORDER UNDER DPAS (15 CFR 700):  
  
 13b. RATING:  
 14. METHOD OF SOLICITATION:  
 RFQ  IFB  RFP

15. DELIVER TO: CONSUMER PRODUCT SAFETY COMMISSION  
 ROCKVILLE CAMPUS  
 5 RESEARCH PLACE  
 ROCKVILLE MD 20850  
 CODE: LSE2  
 16. ADMINISTERED BY: CONSUMER PRODUCT SAFETY COMMISSION  
 DIV OF PROCUREMENT SERVICES  
 4330 EAST WEST HWY  
 ROOM 517  
 BETHESDA MD 20814  
 CODE: FMPS

17a. CONTRACTOR/OFFEROR: SOLUTION DYNAMICS INC  
 PO BOX 866  
 BROOKFIELD WI 53008-0866  
 CODE: [REDACTED] FACILITY CODE:  
 18a. PAYMENT WILL BE MADE BY: CONSUMER PRODUCT SAFETY COMMISSION  
 DIVISION OF FINANCIAL SERVICES  
 4330 EAST WEST HWY  
 ROOM 522  
 BETHESDA MD 20814  
 CODE: FMPS  
 TELEPHONE NO.:

17b. CHECK IF REMITTANCE IS DIFFERENT AND PUT SUCH ADDRESS IN OFFER  
 18b. SUBMIT INVOICES TO ADDRESS SHOWN IN BLOCK 16a UNLESS BLOCK BELOW IS CHECKED  SEE ADDENDUM

19. ITEM NO.	20. SCHEDULE OF SUPPLIES/SERVICES	21. QUANTITY	22. UNIT	23. UNIT PRICE	24. AMOUNT
	DUNS Number: [REDACTED] The contractor shall provide the following items detailed in quote #11-0502-104J in accordance with GSA#GS-07F-0370U and the attached terms and conditions.  ***NOTE: Please contact Andy Stadnick at 301-706-6902 to schedule the delivery for these items at least 24 hours in advance. Deliveries for Monday shall be scheduled on Friday. All deliveries shall be an "Inside Delivery" to the (Use Reverse and/or Attach Additional Sheets as Necessary)				

25. ACCOUNTING AND APPROPRIATION DATA: 0100A11DPS-2011-2401300000-EXHR004200-313C0  
 26. TOTAL AWARD AMOUNT (For Govt. Use Only): \$10,935.00

27a. SOLICITATION INCORPORATES BY REFERENCE FAR 52.212-1, 52.212-4, FAR 52.212-3 AND 52.212-5 ARE ATTACHED. ADDENDA  ARE  ARE NOT ATTACHED.  
 27b. CONTRACT/PURCHASE ORDER INCORPORATES BY REFERENCE FAR 52.212-4, FAR 52.212-5 IS ATTACHED. ADDENDA  ARE  ARE NOT ATTACHED.

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.  
 29. AWARD OF CONTRACT REF. Quote#11-0502-104J OFFER DATED 05/02/2011. 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): Eddie Ahmad  
 31c. DATE SIGNED: 5/4/11

19. ITEM NO.	20. SCHEDULE OF SUPPLIES/SERVICES	21. QUANTITY	22. UNIT	23. UNIT PRICE	24. AMOUNT
	loading dock. Lift truck support is not available.				
0001	D-Series Work Bench Model: KW3660	1	EA	1,035.00	1,035.00
0002	D-Series Work Bench Model: KW3060	3	EA	1,200.00	3,600.00
0003	D-Series Work Bench Model: KW3672	4	EA	1,575.00	6,300.00
The total amount of award: \$10,935.00. The obligation for this award is shown in box 26.					

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 \_\_\_\_\_

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 RECD (YY/MM/DD) \_\_\_\_\_ 42d. TOTAL CONTAINERS \_\_\_\_\_

**LC 1C 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, 301-424-6421 x1 OR 301-706-6902  
James Hyatt, 301-424-6421 x116  
Ed Krawiec, 301-424-6421 x119  
Joel Recht, 301-424-6421 x123

**For the Furniture, Chair, Exercise Equipment, and IT Equipment**

**Contacts:**

Jim Shupe – 301-424-6421 x156 (Jim – 240-882-6775 Cell)  
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. 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 or 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).

**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: Germaine Myles at (301) 504-7669

#### 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 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.

#### H. Directions to the U.S. Consumer Product Safety Commission Laboratory

From the East – Silver Spring/Prince Georges County

Take the Beltway, Rt. I-495, outer loop, toward Baltimore, Bethesda, Frederick.  
Take Rt I-270 north toward Frederick, Maryland  
On Rt. I-270, take exit 6 and go west on Darnestown Rd./Rt. 28  
At the 3rd traffic light, turn right on Research Boulevard.  
Continue north on Research Blvd past Gude Drive.  
Research Place is about ¼ mile past Gude Drive on the right.  
Turn right onto Research Place then turn left into first driveway to get to the loading dock and/or to park to make the delivery. There is a personnel door to the left of the loading dock roll-up door with an intercom/bell to alert the CPSC receiving area staff.

From the North, Frederick, Maryland

Take Rt. 270 south to exit 8 Shady Grove Road toward Gaithersburg/Rockville.  
Keep right at the fork to go to Shady Grove Road west.  
At the second light turn left onto Research Blvd.  
Take the second left turn onto Research Place and then turn left into first driveway to get to the loading dock and/or to park to make the delivery.

There is a personnel door to the left of the loading dock roll-up door with an intercom/bell to alert the CPSC receiving area staff.

From the West (Fairfax County/Northern Virginia)

Take I-495 Capital Beltway to Maryland  
At the I-270/I-495 divide, bear left to take I-270 North.  
Take Rt I-270 north toward Frederick, Maryland  
Take exit 6 and go west on Darnestown Rd./Rt. 28  
And follow the directions above for "From the East"

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, and follow the directions above for "From the East."