DOCUMENT NAME: Blanket Purchase Agreement
DOCUMENT TYPE: 38

1. **Description:** A Blanket Purchase Agreement (BPA) is a simplified method of filling anticipated repetitive needs for supplies or services by establishing "charge accounts" with qualified sources of supply. BPA's differ from Fixed Price Agreements because supplies or services are required on a routine basis and demand is often difficult to predict. In other words, a unit can obtain services or supplies on an as needed basis at different times during the billing period whereas a normal Fixed Price Agreement provides for services or supplies on a specific basis. Use a BPA if it is not known when, how much or what supplies or services are required.

   Note: When a unit establishes a BPA, it may be paid with Purchase Card or Convenience Check. If Convenience Checks are used, however, they incur a bank charge of 1.7% of the value of each check written (chargeable to the CG). Convenience Checks are therefore less preferable than Purchase Cards that incur no cost to the CG. With the Purchase Card, payment is processed to the vendor by the bank within 24 hours vice the monthly in arrears payment with Convenience Checks.

   Ref: SAP-COMDTINST M4200.13F Chapter 7 Pages 21-25

2. **Primary Forms:** CG-5398 ,OF-347 or SF-1449, Order for Supplies or Services
   BPA, Blanket Purchase Agreement

3. **Related Forms:** DOT 4200.1, Procurement Request

4. **Document Number:** Standard Number - unit assigned

   SAMPLE: 38-04-904FAB001

Document Type	FY Funded	Procurement Site	FY Contract Originated	Region	Program Elements	Document Sequence	Suffix
38	04	90	4	F	AB	001	Note

   Note: See paragraphs 5 and 7.

5. **Accounting Line:** If multiple accounting lines are used on call sheets, change the letter to B for the second accounting line, C for the third, and D for the fourth, etc.

   SAMPLE: 2/F/401/136/30/0/AB/12345/2674 A01
   2/F/401/136/30/0/AB/12346/2674 B01
   2/F/401/136/30/0/AB/12347/2674 C01

6. **FINCEN Critical Processing Requirements:**

   a. Issuing units should review invoicing procedures with the vendor to ensure compliance and avoid payment delays.

   b. Units must ensure the following information is provided on every completed CG-5398, OF-347 or SF-1449

      (1) Matching DTCG and document numbers - blocks 3 and 4.
      (2) Unit name, address and phone number - blocks 5 and 6.

6. b. (3) Five digit OPFAC of the contracting office - block 5.

(4) Vendor name, phone number and address - block 7.

(5) Shipping terms - block 12.

(6) Block 17 MUST contain a general description of supplies or services to be provided, the specified time period of the agreement, the dollar limitation of each individual purchase, a list of individuals authorized to purchase under the BPA (title or position and name of individual), vendor invoicing/delivery ticket instructions.

(7) Proper mail to instructions - BPA (Doc Type 38), USCG Finance Center, P. O. Box 4117, Chesapeake, VA 23327-4117 - block 21.

(8) Contracting Authority signature - block 23.

SUBMITTED HARD COPY DOCUMENTS MUST BE LEGIBLE AND INCLUDE ALL PAGES OF THE ORDER.

c. Call records must be submitted monthly by the 5th working day of the following month. Call records provide receiving report information and authorized payment amounts for BPA purchases. The following information must be provided:

(1) Vendor name.

(2) Standard document number.

(3) Date and number of call.

(4) Signature of caller.

(5) Brief description or delivery ticket number.

(6) Authorized amount.

(7) Accounting data.

(8) Unit name and OPFAC.

d. Units must promptly forward all call sheets with attached delivery tickets to BPA (Doc Type 38), USCG Finance Center, P. O. Box 4117, Chesapeake, VA 23327-4117 to ensure FINCEN receipt by the 5th working day following the end of the billing period.

SUBMITTED HARD COPY DOCUMENTS MUST BE LEGIBLE.

7. Other Information:

a. All calls for a given month are associated with a specific standard document number. The second and third positions of the suffix of the document number designates the month of the fiscal year. The first position of the suffix is the letter "A" for the first accounting line assigned to the document. (i.e., A01 for October, A02 for November, etc.)

b. BPA's being established for the procurement of subsistence items must follow procedures for document type 26.

8. FPD Information:

a. The original BPA and individual BPA call obligations will transmit electronically via FPD.

b. The initial document should be prepared using the BPA module in Simplified Acquisitions in FPD. Each call made with the vendor must be entered in FPD under the BPA Call Icon. The name of the person who placed the call should be entered in the caller name block and the ticket number must be entered in the Ticket No: block of the call record screen. The FPD system will assign proper suffixes according to the scheme explained in paragraph 7.

c. An obligation must be entered into FPD for each individual call placed and will be transmitted to the FINCEN in your daily batch transmission. This document should have the public/government indicator set to "P".

d. The Monthly Call Log sheet is printed from FPD at the end of each month and forwarded to FINCEN as explained in paragraph 6.

9. Document Flow:

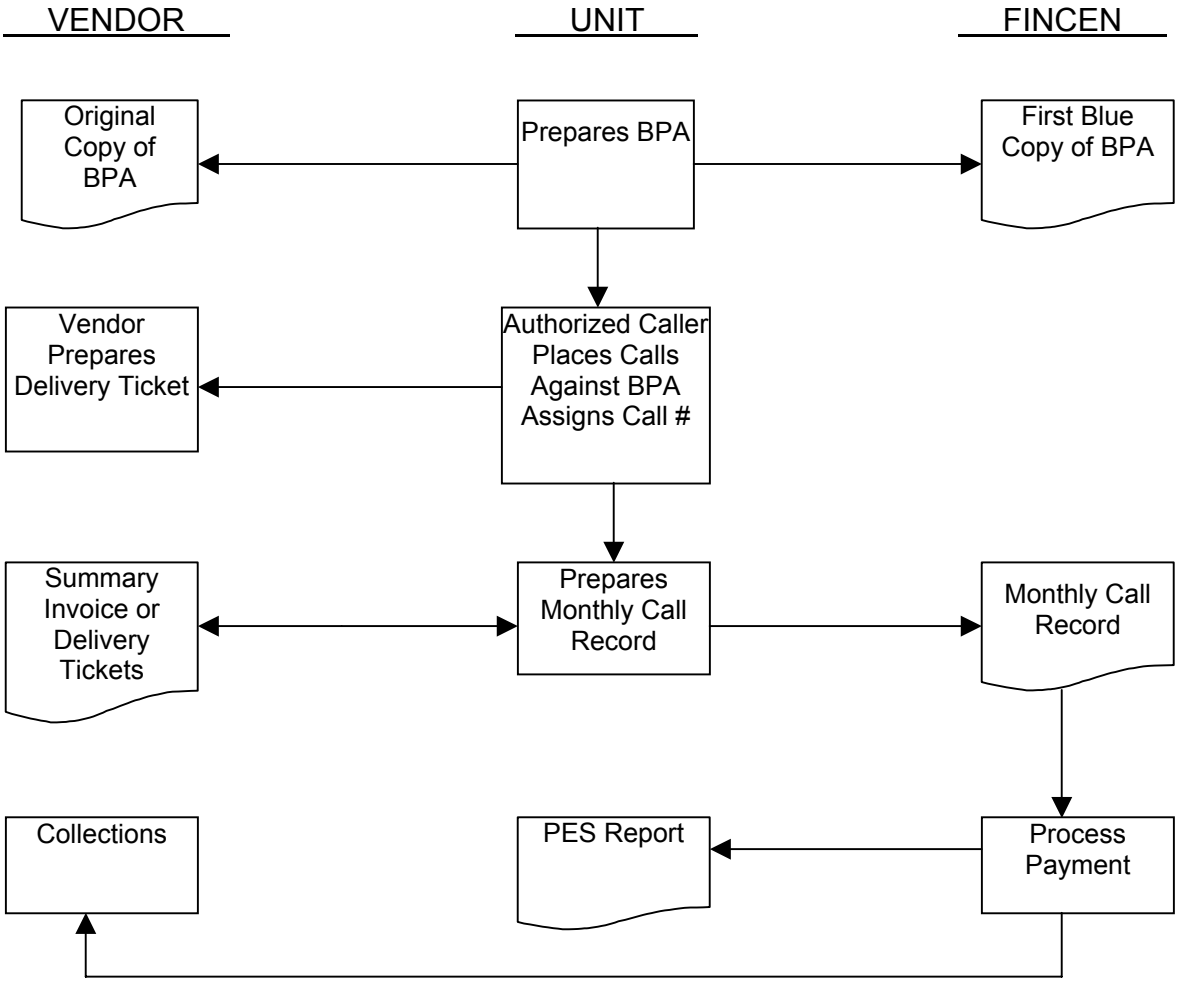

Figure: 12G-1 Blanket Purchase Agreement (BPA)

9. a. Figure: 12G-1 describes the procedures for processing the Blanket Purchase Agreement (BPA).

b. The contracting office establishes a Blanket Purchase Agreement (BPA) with a vendor providing a list of individuals (identified by name or title of position) authorized to purchase under the BPA and the dollar limitation per purchase authorized for each individual. The original copy of the BPA is supplied to the vendor, a copy is provided to the target unit, FIRST BLUE COPY to BPA (Doc Type 38), USCG Finance Center, P. O. Box 4117, Chesapeake, VA 23327-4117, and the remaining copies to the purchasing unit files.

c. The contracting officer and purchasing agents place calls against the BPA with the vendor. Acceptance of supplies received under BPA calls will be indicated by a Coast Guard signature on a sales slip or delivery ticket. Units on FPD will transmit each call to the FINCEN for obligation. The signed call record sheets with the individual invoices or delivery tickets are forwarded to the Fincen's address listed in paragraph 9.b.

10. Sample Form: See Figures 12G-2, 12G-3, 12G-4, 12G-5, 12G-6 and 12G-7.

11. PES Report Sample:

DOCUMENT ID	TRANS CODE	BATCH NUMBER	COST CENTER	OBJ CLASS	COMMIT	UNDELIVERED ORDERS	ACCRUED EXPEND	EXPEND
3804904FAB001A04	051	04045FHAA	12345	2674	0.00	0.00	64.00	0.00
3804904FAB001A04	102	04058FH0E	12345	2674	0.00	0.00	64.00-	64.00

12. References: COMDTINST M4200.13, Small Purchase Handbook.
COMDTINST M4200.13F New Simplified Acquisition Procedures Handbook (SAP)

```
            USCG FPD FIELD SUPPORT SECTION - SQ    DATE: 02/24/04
                 BLANKET PURCHASE AGREEMENT        TIME: 14:59:04
                      CALL RECORD SHEET            PAGE:        1

          Document Number:   38-04-904FAB001   OPFAC:  51800
          Vendor Name:       C. G. VENDOR  INC.

Date of   Call  Signature                                    Call
  Call    Num.  Of Caller  Description/Ticket  Call Amount Suffix

01/01/04  00010  SKI J. SMITH  L274225               16.00   A04
01/11/04  00011  SKI J. SMITH  L382812               16.00   A04
01/11/04  00012  CWO3 JONES    L507022               16.00   A04
01/18/04  00013  SKI J. SMITH  L629644               16.00   A04

                                              Total: 64.00

                 Accounting Data              Suffix Total Suffix
      F 401  136 30 0 AB     12345  26               64.00 A04
```

Figure 12G-2 Call Record Sheet - FPD

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

1. REQUISITION NUMBER: 3804334S60007
PAGE 1 OF: 3

2. CONTRACT NO.: 3804334S60007
3. AWARD/EFFECTIVE DATE: 10/01/03
4. ORDER NUMBER: 33-04-A-S60007
5. SOLICITATION NUMBER:
6. SOLICITATION ISSUE DATE:

7. FOR SOLICITATION INFORMATION CALL:
a. NAME:
b. TELEPHONE NUMBER (No collect calls): () -
8. OFFER DUE DATE/ LOCAL TIME:

9. ISSUED BY: CODE 47200
CG ISC SEATTLE
(206)217-6381
1519 ALASKAN WAY SOUTH
SEATTLE WA981341192

Deliver to FOB Point on or before: 01/01/77

10. THIS ACQUISITION IS
☐ UNRESTRICTED
☐ SET ASIDE: % FOR
☒ SMALL BUSINESS
☐ SMALL DISADV. BUSINESS
☐ 8(A)
SIC:
SIZE STANDARD:

11. DELIVERY FOR FOB DESTINATION UNLESS BLOCK IS MARKED ☐ SEE SCHEDULE
12. DISCOUNT TERMS: 0/0 Net 30 Excl: $.00
☐ 13a. THIS CONTRACT IS A RATED ORDER UNDER DPAS (15 CFR 700)
13b. RATING:
14. METHOD OF SOLICITATION ☐ RFQ ☐ IFB ☐ RFP

15. DELIVER TO: CODE
CG ANT ASTORIA
TONGUE POINT
ASTORIA OR971032099

16. ADMINISTERED BY: CODE 47200
CG ISC SEATTLE
1519 ALASKAN WAY SOUTH
SEATTLE 981341192

17a. CONTRACTOR/ OFFEROR: CODE / FACILITY CODE
BERGERSON CONSTRUCTION INCORPORATED
Attn: DENNIS BJORK
55 PORTWAY
ASTORIA, OR 971030387
TELEPHONE NO.

18a. PAYMENT WILL BE MADE BY: CODE 47200
COMMANDING OFFICER CG ISC
SEATTLE 1519 ALASKAN WAY SOUTH SEATTLE WA 98
1341192

☐ 17b. CHECK IF REMITTANCE IS DIFFERENT AND PUT SUCH ADDRESS IN OFFER

18b. SUBMIT INVOICES TO ADDRESS SHOWN IN BLOCK 18a UNLESS BLOCK BELOW IS CHECKED ☐ SEE ADDENDUM

19. ITEM NO.	20. SCHEDULE OF SUPPLIES/SERVICES	21. QUANTITY	22. UNIT	23. UNIT PRICE	24. AMOUNT
	(SEE ATTACHED PAGES)1. THIS IS A BLANKET PURCHASE AGREEMENT FOR VARIOUS SUPPLIES OR SERVICES WHICH THE CONTRACTOR MAY BE IN A POSITION TO DELIVER, IF AND WHEN REQUESTED BY THE CONTRACTING OFFICER OR HIS (Attach Additional Sheets as Necessary)				

25. ACCOUNTING AND APPROPRIATION DATA: Fast Pay: N
26. TOTAL AWARD AMOUNT (For Govt. Use Only): $.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: REFERENCE _____ 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
30b. NAME AND TITLE OF SIGNER (TYPE OR PRINT)
30c. DATE SIGNED

31a. UNITED STATES OF AMERICA (SIGNATURE OF CONTRACTING OFFICER)
31b. NAME OF CONTRACTING OFFICER (TYPE OR PRINT): TIMOTHY PRICE
31c. DATE SIGNED

32a. QUANTITY IN COLUMN 21 HAS BEEN ☐ RECEIVED ☐ INSPECTED ☐ ACCEPTED, AND CONFORMS TO THE CONTRACT, EXCEPT AS NOTED
32b. SIGNATURE OF AUTHORIZED GOVT. REPRESENTATIVE
32c. DATE

33. SHIP NUMBER ☐ PARTIAL ☐ FINAL
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
41b. SIGNATURE AND TITLE OF CERTIFYING OFFICER
41c. DATE
42a. RECEIVED BY (Print)
42b. RECEIVED AT (Location)
42c. DATE REC'D (YY/MM/DD)
42d. TOTAL CONTAINERS

TIN : 930600594
LUFS Batch : 47850_____031010_0723

AUTHORIZED FOR LOCAL REPRODUCTION — SEE REVERSE FOR OMB CONTROL NUMBER AND PAPERWORK BURDEN STATEMENT — STANDARD FORM 1449 (10-95) Prescribed by GSA – FAR (48 CFR) 53.212

Figure 12G-3 SF-1449, Solicitation/Contract/Order for Commercial Items

Solicitation/Contract/Order for Commercial Items
Schedule - Continuation

Req. No.: 3804334S60007 Order No. : 33-04-A-S60007 Page No.: 002

Item No.	Supplies or Services	Qty.	Unit Price	Amount
	AUTHORIZED REPRESENTATIVE, WITH A STIPULATED AGGREAGATE AMOUNT DURING THE PERIOD OF10/01/2003THROUGH09/30/20042. EXTENT OF OBLIGATION: THE GOVERNMENT IS NOT OBLIGATED TO ORDER ANY SUPPLIES OR SERVICES UNDER THIS AGREEMENT. THE GOVERNMENT RESERVES THE RIGHT TO AWARD CONTRACTS OR AGREEMENTS TO OTHER VENDORS FOR LIKE SUPPLIES OR SERVICES DURING THE SAME PERIOD OF THIS AGREEMENT. THE GOVERNMENT IS OBLIGATED UNDER THIS AGREEMENT ONLY TO THE EXTENT OF AUTHORIZED CALLS ACTUALLY PLACED AGAINST THIS AGREEMENT. 3. PURCHASE LIMITATIONS: AN INDIVIDUAL CALL PLACED UNDER THIS AGREEMENT SHALL NOT EXCEED25004. PRICING COMPLIANCE: THE VENDOR WARRANTS BY PERFORMANCE OF ANY CALL PLACED UNDER THIS AGREEMENT THAT THE PRICES CHARGED THE GOVERNMENT SHALL BE AS LOW OR LOWER THAN THOSE CHARGED MOST FAVORED CUSTOMERS FOR COMPARABLE QUANTITIES UNDER SIMILAR TERMS AND CONDITIONS INCLUDING ANY DISCOUNTS FOR PROMPT PAYMENTS. THE VENDOR SHALL PROVIDE CURRENT PRICING CATALOG TO PURCHASING OFFICE, IF AND WHEN REQUESTED BY THE CONTRACTING OFFICER. 5. ORDERING PROCEDURES AND LIMITATIONS: A. CALL ORDERS: CALLS PLACED UNDER THIS AGREEMENT WILL GENERALLY BE MADE BY ORAL SOLICITATION WITHOUT WRITTEN CONFIRMATION BY THE GOVERNMENT. EACH CALL WILL BE ASSIGNED AN IDENTIFICATION NUMBE R. THE IDENTIFICATION NUMBER ALONG WITH BPA NUMBER SHOWN ON THE FIRST PAGE OF THIS AGREEMENT SHALL BE USED WHEN CALLS ARE PLACED BY THE ORDERING ACTIVITY AND THE VENDOR IN THE PREPARATION OF DELIVERY TICKETS AND INVOICES. B. AUTHORITY TO PLACE CALLS: ALL CALLS PLACED WITH THE VENDOR THIS UNDER THIS AGREEMENT MUST BE ACCOMPANIED BY A BPA "CALL NUMBER" AUTHORIZED BY THE CONTRACTING OFFICER. THE ROSTER BELOW INDICATED THOSE PERSONNEL WHO HAVE BEEN GRANTED AUTHORITY TO PLACE ORDERS AND COMMIT GOVERNMENT FUNDS. PERSONNEL WHO ARE AUTHORIZED TO PLACE CALLS: STEVEN WHITE, KATIE BLANCHARD, JANE A. MUNCH, DOUG CAMERON, TIMOTHY PRICE, TRACY A. BECHTLER 6. DELIVERY TICKETS: ALL SHIPMENTS UNDER THIS AGREEMENT SHALL BE ACCOMPANIED BY A SIGNED				

Figure 12G-4 SF-1449, Solicitation/Contract/Order for Commercial Items (Cont'd)

Solicitation/Contract/Order for Commercial Items
Schedule - Continuation

Req. No.: 3804334S60007 Order No. : 33-04-A-S60007 Page No.: 003

Item No.	Supplies or Services	Qty.	Unit Price	Amount
	DELIVERY TICKET OR SALES SLIP WHICH CONTAINS THE FOLLOWING MINIMUM INFORMATION: A. NAME OF VENDORB. BLANKET PURCHASE AGREEMENT NUMBER C. DATE OF CALLD. DESCRIPTION OF COMMODITIES OR SERVICES FURNISHED E. QUANTITY, UNIT PRICE AND EXTENSION OF EACH LINE ITEM LESS APPLICABLE DISCOUNTS. F. DATE OF DELIVERY, PICKUP OR SHIPMENT G. CALL IDENTIFICATION NUMBER H. SIGNATURE OF COAST GUARD RECEIVING OFFICIAL. 7. INVOICES: THE VENDOR SHALL ACCUMULATE DELIVERY TICKETS FOR THOSE DELIVERIES ACTUALLY MADE FOR THE BILLING PERIOD. THE BILLING PERIOD SHALL BE MONTHLY. THE INVOICE SHALL INCLUDE A LIST OF THE DELIVERY TICKETS FOR WHICH PAYMENT IS REQUESTED, THE AMOUNT OF EACH AND THE TOTAL DUE. THE IN VOICE SHALL BE ACCOMPANIED BY SIGNED DELIVERY TICKETS. THE ORIGINAL INVOICE WITH ACCOMPANYING DELIVERY TICKETS, SHALL BE MAILED TO: CG ISC SEATTLE 1519 ALASKAN WAY SOUTH SEATTLE WA 9813411928. CONTRACT CLAUSES: SEE ATTACHED.9. COMPANY NAMESIGNATURE OF INDIVIDUAL AUTHORIZED TO OBLIGATE THE VENDOR DATE PHONE NUMBER UNITED STATES COAST GUARD SIGNATURE OF CONTRACTING OFFICER, USCG, UNIT PHONE NUMBER DATE			

Figure 12G-5 SF-1449, Solicitation/Contract/Order for Commercial Items (Cont'd)

Solicitation/Contract/Order for Commercial Items
Schedule - Continuation

Req. No.: 3804334S60007 Order No. : 33-04-A-S60007 Page No.: 004

Item No.	Supplies or Services	Qty.	Unit Price	Amount
	TOTAL CALL LIMIT: 1,750,000.00			
	LIMIT PER CALLER: 250,000.00			
	START DATE: 10/01/03			
	END DATE: 09/30/04			
	AUTHORIZED CALLERS:			
	STEVEN WHITE			
	KATIE BLANCHARD			
	JANE A. MUNCH			
	DOUG CAMERON			
	TIMOTHY PRICE			

Figure 12G-6 SF-1449, Solicitation/Contract/Order for Commercial Items (Cont'd)

11/3/2003 Page 1 of 1

BPA CALL RECORD SHEET

Selected Period: 10/01/2003 - 10/31/2003

BPA No.: 38-04-334S60007 BPA Balance: $17,150.00 BPA Call Limit: $2,500.00

Vendor Name: BERGERSON CONSTRUCTION I Call Period: From 10/01/2003 To 09/30/2004

Street: 55 PORTWAY Phone No.: Fax No.:

City: ASTORIA State: OR Zip: 971030387

BPA Call Date / Document ID / BPA Call Number	Account ID / Cost Center / Object Class / Project Name / Accounting Amount	POC / Phone No. Ext. / Fax No. / Mail Code	Description	Auth. Caller / Ticket No. / Call Amt.
10/09/2003	2-S-401 -113-30-0-60	DENNIS BJORK	Call #001 of FY04	JANE A. MUNCH
38043348600007	71835 2523	3257130		
	OANBUOY	5033250174		
0001	$17,500.00			$350.00

Figure 12G-7 Blanket Purchase Agreement Call Record Sheet