DOCUMENT NAME: Contracts

DOCUMENT TYPE: 24

1. **Description:** A contract is a mutually binding legal relationship obligating the seller to furnish the supplies or services (including construction) and the buyer to pay for them. A description of the goods or services required is prepared for all acquisitions by contract. Payment of these documents requires Contracting Officer payment approval. Following are definitions of some of the more common types of contracts.

   a. **Firm Fixed Price:** The contractor is paid a lump sum for a specific job. Fixed Price Economic Price Adjustment (EPA) occurs when some element is subject to variation based on market conditions, such as steel or oil. Fixed Price with Incentive allows additional incentive money when the contractor delivers within budget or early. The amount received is formula based. Firm Fixed Price contracts can be paid either as partial payments (i.e., for supplies) or as progress payments (e.g., Construction Contracts).

   b. **Cost Reimbursement:** The contractor is reimbursed based on costs incurred. Usually research and development projects are cost reimbursed. There can be a ceiling stipulated. A Cost Plus Fixed Fee stipulates a set amount of money be paid above cost; this cost does not vary with cost incurred. With a Cost Plus Incentive Fee, a contractor can earn an additional fee based on incentive formula. All of these contracts have a fifteen percent (15%) or one hundred thousand dollar ($100,000) holdback, whichever is lower.

   c. **Indefinite Delivery:** This multitask contract is used when specific supplies and services are to be procured, but when and where is not yet known. A Delivery Order is issued against the contract defining the specifics. With a Requirements Contract, funding is provided by each Delivery Order as requirements come up. With an Indefinite Quantity Contract, a minimum quantity and obligation is provided up-front. With a Definite Quantity Contract, a specific quantity is obligated up-front. With a Basic Quantity, a minimum and maximum amount is stipulated. Payments are made upon delivery of supplies or progress payments may be made for services.

   d. **Time and Materials, Labor Hour:** These contracts are similar to Cost Reimbursement. The contractor is reimbursed for time and materials. A fixed hourly labor rate is used. Materials are reimbursed on an actual cost basis.

   e. **Letter Contracts:** When the Government has an urgent requirement and there is not enough time to do another type of contract, a letter can authorize acquisition. Later, a definitive contract must be established.

   f. **Interagency:** This contract is used when an agency acquires supplies and services through another agency. Partial or full payment is made on delivery.

2. **Primary Forms:** CG-5398 (or OF-347), Order for Supplies or Services
   SF-26, Award/Contract
   SF-33, Solicitation Offer and Award

3. Related Forms: DD-250, Material Inspection and Receiving Report
DOT F-4200.1, Procurement Request
SF-30, Amendment Of Solicitation/Modification Of Contract
SF-1442, Solicitation Offer and Award
U. S. Coast Guard Contract Payment Approval Form

4. Document Number: Standard Number - unit assigned.

The document number assigned to a contract action must be unique and remain the same throughout the life of the contract. It is important that you do not generate a new document reference number when you receive new funding PRs. Reference the document number from the original award document.

SAMPLE: Contract Number- DTCG/HSCG90-04-C-FAB001
Base- 2404904FAB001
MOD 0001 issued FY 2005- 2404904FAB001

Document Type	FY Funded	Procurement Site	FY Contract Originated	Region	Program Elements	Document Sequence	Suffix
24	04	90	4	F	AB	001	

Note: Document numbering for some of the types of contracts mentioned in Paragraph 1 above can vary significantly. Following are some examples:

a. Example of Indefinite Delivery Contract numbering.

(1) Formal Contract Number DTCG/HSCG90-04-D-FAB123

(2) The DOC ID should be established as follows:

2404904FAB123 000 1st accounting line
2404904FAB123 001 2nd accounting line

Note: Stated minimum order quantity is the only amount obligated using the formal contract number. See (3) and (4) below for proper numbering of delivery orders placed in addition to this minimum stated quantity.

(3) A delivery order is placed against contract DTCG/HSCG90-04-D-FAB123 in the following fiscal year and the Procurement Request (PR) number is 2104904FAB001. There is one accounting line to be charged. The order number is DTCG/HSCG90-04-F-FAB001.

(4) The DOC ID should be established as follows:

2404904FAB001 000

Note: The Delivery order number is not linked to the formal contract number in CGOF.

b. Example of Basic Ordering Agreement (BOA) document numbering.

(1) Formal BOA number DTCG/HSCG 90-04-A-FAB111.

(2) PR for order is 2104904FBB123. There is one accounting line.

(3) The order number is DTCG/HSCG 90-04-F-FBB123.

4. b. (4) The Document ID should be established as follows:

2404904FBB123 000

Note: The order number is not linked to the formal BOA number.

c. Example of Firm Fixed Price numbering.

(1) Formal contract number DTCG/HSCG 90-03-C-FAB321.

(2) There is one accounting line.

(3) The DOC ID should be established as follows:

2403903FAB321

d. Example of Modification in the following fiscal year to Firm Fixed Price Contract DTCG/HSCG 90-03-C-FAB321 due to change in scope.

(1) Mod includes two accounting lines. Modification numbering is:

2404903FAB321 000 1st accounting line
2404903FAB321 001 2nd accounting line

e. Example of Modification in the following fiscal year to Firm Fixed Price Contract DTCG/HSCG 90-03-C-FAB321 due to price increase with no change in scope.

(1) Mod includes one accounting line.

2403903FAB321 000

5. Accounting Line: If multiple accounting lines are used, a different suffix is required for each accounting line.

SAMPLE: 2/F/401/136/30/0/12345/2554

6. FINCEN Critical Processing Requirements:

a. Copies of each contract must be scanned into WINS. Contracts must include accounting data, document number, and cost breakdown for multiple accounting lines in the proper block to ensure accurate financial reporting.

b. In addition to normal OF-347 requirements, delivery orders must contain the contract number in block 2.

c. For vendor payment The CONTRACT PAYMENT APPROVAL FORM must be completed in its entirety (first endorsement is optional). The following information is vital to ensure proper payment terms are executed:

(1) Date invoice received.

6. c. (2) Contract number.

(3) Vendor name.

(4) Standard document number.

(5) Accounting data.

(6) Delivery and acceptance date.

(7) Amount authorized for payment.

(8) Discount terms.

(9) Contract balance after payment.

(10) Contract specialist, Project Officer, Contracting Officer signatures.

d. In accordance with OMB Prompt Payment Circular A-125, any invoice determined not to be a proper invoice shall be returned within seven days of agency receipt. Contracting officers must provide this additional information with the approval form for any defective invoices that were returned to vendors. Contracting officers must ensure that dates of defective invoices are properly annotated as to when returned to vendor and that receipt of corrected copies are properly annotated. Contracting officers must ensure that receipt and acceptance are executed as promptly as possible. Approval documentation must be forwarded to FINCEN via WINS in a timely manner so that discounts can be taken and interest penalty payments can be avoided.

e. **COPIES OF THE DOCUMENTS SUBMITTED MUST BE LEGIBLE.**

7. Other Information:

a. The contracting site number will always be the number of the office procuring the goods.

b. If the value of the Procurement Request is greater than $25,000, a commitment should be entered into CIMS/FPD.

c. Items to note concerning modifications to contracts:

(1) Administrative modifications result in no change on a PES report.

(2) A modification that results in a new accounting line will generate a new suffix.

(3) A modification that results in an increase or decrease to an existing accounting line will generate a transaction code indicating the increase and/or decrease.

7. c. (4) Copies of all Administrative Mods must be forwarded to the FINCEN. These documents should be marked as Administrative Change for Contract Payment File.

d. (1) There are four approved methods of processing and transmitting contract obligations in LUFS. Chiefs of Contracting Offices (COCO) shall prescribe the method(s) of processing for all of their customer activities. Any of the following 4 methods may be designated:

(a) Requisitioning office sends paper purchase request to contracting site. Requisitioner records commitment in LUFS. Contracting site makes award, and notifies requisitioner. Requisitioner's LUFS site transmits obligation.

(b) Requisitioner sends E-mail/floppy disk purchase request to contract site. Requisitioner records commitment in LUFS. Contract site transmits obligation via its own LUFS site.

Note: When obligation is transmitted the requisitioner should ensure that the commitment has been liquidated. If it has not been, the requisitioning unit should place a "negative" commitment in order to avoid duplication.

(c) Requisitioner records commitment in LUFS. Contract site electronically accesses requisitioner's database. Contract site works request, and makes contract award. Requisitioner's LUFS site transmits obligation.

(d) Requisitioner sends contract site paper purchase request. Requisitioner records commitment in LUFS. Contracting site makes award. Contracting officer's LUFS site transmits obligation.

Requests to use other processing/transmission methods will be considered. Alternative methods shall be submitted to G-CFP for review and approval.

(2) Waiver of procedures: In a limited number of instances it may be more advantageous to the government to mail all contract obligating documents to FINCEN and to allow FINCEN to enter obligations. This may only be done with prior agreement between the Chief of the Contracting Office (COCO) and Chief, Accounting Operations Division, USCG FINCEN. Direct liaison is authorized between the COCO and FINCEN to negotiate such waivers. Cases where COCO desires manual procedures but where COCO and FINCEN cannot agree shall be referred to G-CFP.

(3) OSLTF and CERCLA obligations: Document Type 24 transactions obligating OSLTF and CERCLA funds will be mailed to FINCEN (OGR) and processed manually. NPFC and G-CFS are currently working to develop procedures acceptable to G-M, G-CPM, MLC's and field MSO'S to implement use of LUFS for OPA-90 cases.

8. LUFS Information:

a. All obligations will be transmitted electronically via LUFS.

8. b. A copy of the contract must be mailed to FINCEN and must have the statement on the face of the document:

"OBLIGATION TRANSMITTED ELECTRONICALLY VIA LUFS"

c. When transmitting to FINCEN, only the obligation accounting information (XA record) will be sent. When transmitting obligations that have related commitments in DAFIS you must reference the commitment number in the Reference Document Number field of LUFS for the commitment to be liquidated.

d. This document can be entered into LUFS using either the Record Spending Module or the Purchase Order Module.

(1) RECORD SPENDING: Standard generic input is made through the Record Spending Module.

(2) PURCHASE ORDER: The Purchase Order Module in LUFS can be used to prepare this document. When transmitting to FINCEN, obligations, Purchase Order Headers, Purchase Order Line Items, and SF-30 information will be sent. When using this method, you must still enter the Record Spending Module to reference a commitment number to be liquidated, if required.

e. This document should have the public/government indicator set to "P".

9. Document Flow:

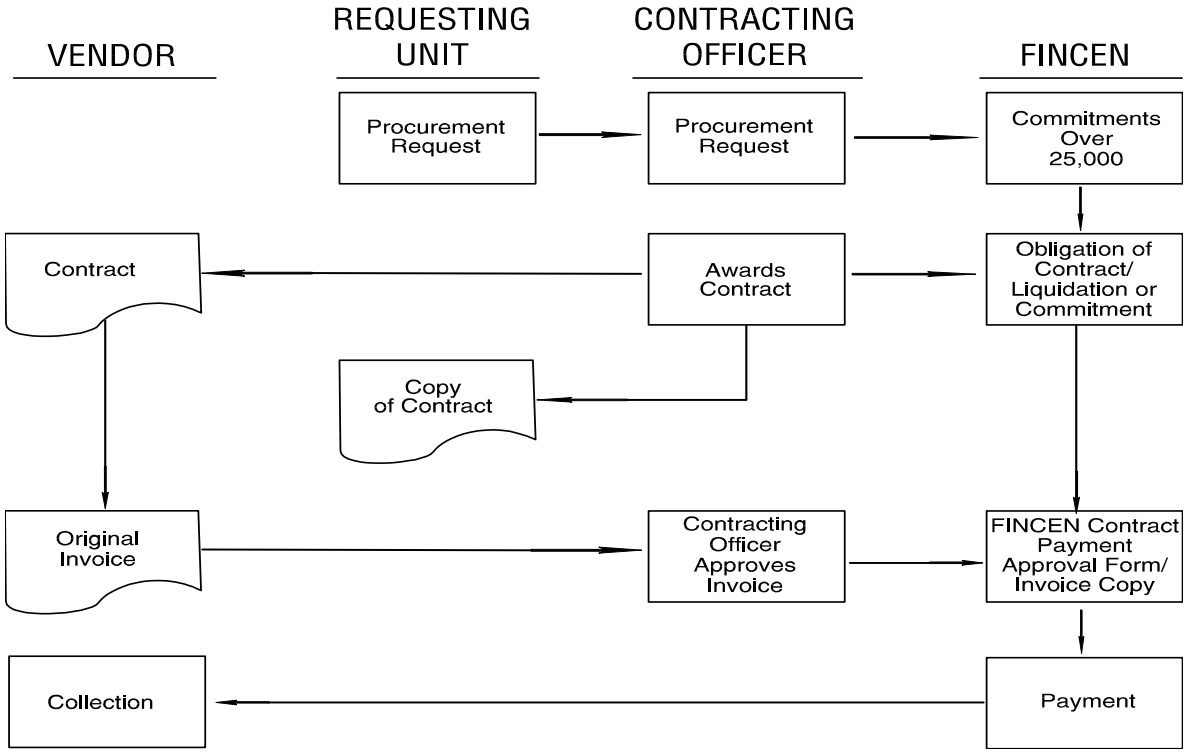

Figure: 12D-14 Contracts

9. a. Figure 12D-14 describes the procedures for processing the Contracts form.

b. The requesting unit prepares a Procurement Request (DOT F-4200.1), in accordance with local operating instructions, describing the goods or services required, and retaining one copy for unit records. If over $25,000, the unit forwards one copy to the FINCEN marked "COMMITMENT COPY", and forwards the original to the Purchasing Unit.

c. The Purchasing Unit awards the contract and forwards a copy to the Vendor, the unit, and the FINCEN marked "OBLIGATION COPY".

d. The original vendor invoice is submitted to the contracting officer of the purchasing unit. The Contracting Officer sends the completed copy of the FINCEN Contract Payment Approval Form (see Figure 12D-17) and invoice to the FINCEN for payment. This must be accomplished in a timely manner so that discounts can be taken. They can be faxed when a discount or prompt payment date cannot be met, if mailed to the FINCEN. Material and Inspection and Receiving Reports (DD-250s) and Record messages can also be used. The dates placed on this form are important since they help determine payment date, late payment interest or discounts taken. If amount approved for payment is less than the amount of the invoice this should be noted on the form and annotated and initialed by the Contracting Officer on the invoice.

10. Sample Forms: See Figures 12D-15, 12D-16, 12D-17, 12D-18, 12D-19, 12D-20 and 12D-21.

11. PES Report:

DOCUMENT ID	TRANS CODE	BATCH NUMBER	COST CENTER	OBJ CLASS	COMMIT	UNDELIVERED ORDERS	ACCRUED EXPEND	EXPEND
24948143WA001000	051	94090F111	45000	2554	0.00	88504.14	0.00	0.00
24948143WA001000	0511	94125F111	45000	2554	0.00	4363.00	0.00	0.00
24948143WA001000	102F	94159F111	45000	2554	0.00	92867.14-	0.00	92867.14

12. References: COMDTINST M4200.19, Coast Guard Acquisition Procedures (CGAP)

ORDER FOR SUPPLIES OR SERVICES

PAGE 1 OF 2 PAGES

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

1. DATE OF ORDER: 11 FEB 1994
2. CONTRACT NO. (If any): DTCG81-92-D-3WA123
3. ORDER NO.: DTCG81-94-F-3WA001
4. REQUISITION/REFERENCE NO.: 24948143WA001

5. ISSUING OFFICE (Address correspondence to): 45000
CONTRACTING OFFICER U.S. COAST GUARD
CIVIL ENGINEERING UNIT NY
BLDG 107 - ROOM 103 PHONE: (212) 668-1234
GOVERNORS ISLAND, NY 10004 - 5039

6. SHIP TO: (Consignee and address, ZIP Code)
SAME AS ITEM #5

SHIP VIA

7. TO: CONTRACTOR (Name, address and ZIP Code)
KEHRT, SHATKEN, SHARON, ARCHITECTS
337 WITHERSPOON STREET
PRINCETON, NJ 08052

8. TYPE OF ORDER
☐ A. PURCHASE — Reference your _____
Please furnish the following on the terms and conditions specified on both sides of this order and on the attached sheets, if any, including delivery as indicated. This purchase is negotiated under authority of.

☒ B. DELIVERY — Except for billing instructions on the reverse, this delivery order is subject to instructions contained on this side only of this form and is issued subject to the terms and conditions of the above-numbered contract.

9. ACCOUNTING AND APPROPRIATION DATA
2/3/401//132/43/0/WA/45000/2554

10. REQUISITIONING OFFICE

11. BUSINESS CLASSIFICATION (Check appropriate box(es))
☒ SMALL ☐ OTHER THAN SMALL ☐ DIS-ADVAN-TAGED ☐ WOMEN-OWNED

12. F.O.B. POINT

13. PLACE OF INSPECTION AND ACCEPTANCE

14. GOVERNMENT B/L NO.

15. DELIVER TO F.O.B. POINT ON OR BEFORE (Date): SEE PAGE TWO

16. DISCOUNT TERMS

17. SCHEDULE *(See reverse for Rejections)*

ITEM NO. (A)	SUPPLIES OR SERVICES (B) PSN 1213	QUANTITY ORDERED (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)	QUANTITY ACCEPTED (G)
	Provide professional A/E and related technical services to perform an evaluation of the HVAC system in Building 125 for "sick building" syndrome and energy efficiency, and provide space programming and documentation for all Atlantic Area functions and staff in Building 125, 104 and 105 in accordance with the attached Scope of Services dated 10/09/92.		LUMP SUM		$86,426.14	
	Reimbursable expenses as outlined in your February 1994 faxed proposal	NOT TO EXCEED			$ 2,078.00	
	FINCEN E-MAIL ADDRESS: CSCALL/FINCEN@CGSMTP.COMDT.USCG.MIL					

18. SHIPPING POINT
19. GROSS SHIPPING WEIGHT
20. INVOICE NO.
17 (H). TOT. (Cont. Pages)

SEE BILLING INSTRUCTIONS ON REVERSE

21. MAIL INVOICE TO: (Include ZIP Code)
Address in block 5

NOT TO EXCEED $88,504.14
17 (I). GRAND TOTAL

22. UNITED STATES OF AMERICA BY (Signature)

23. NAME (Typed)
JOHN J. SMITH
TITLE: CONTRACTING/ORDERING OFFICER

DEPT. OF TRANSP., USCG, CG-5398 (10-84) ORIGINAL (Copy 1) White SN 7530-01-GF3-1080

Figure 12D-15 CG-5398, Order for Supplies or Services

ORDER FOR SUPPLIES OR SERVICES
SCHEDULE – CONTINUATION

PAGE NO. 2

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

DATE OF ORDER	CONTRACT NO.	ORDER NO.
11 FEBRUARY 1994	DTCG81-92-D-3WA123	DTCG81-94-F-3WA001

ITEM NO. (A)	SUPPLIES OR SERVICES (B)	QUANTITY ORDERED (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)	QUANTITY ACCEPTED (G)
	DELIVERY/PAYMENT SCHEDULE					
	Evaluation HVAC 11 Apr 94				$16,487.72	
	Report 11 Jun 94				$13,048.94	
	Space Programming 11 Apr 94				$23,175.76	
	Documentation 11 Jun 94				$14,297.12	
	CAD Documentation 11 Jun 94				$15,202.24	
	Bldg. 105 Evaluation 11 Jun 94				$ 4,214.36	
	THE DELIVERY REQUIREMENTS AS STATED ARE MANDATORY AND SHALL BE STRICTLY ADHERED TO. THE CONTRACTING OFFICER SHALL BE NOTIFIED IMMEDIATELY OF ANY ANTICIPATED DELAYS.					
	INVOICES SHALL BE SUBMITTED IN ACCORDANCE WITH THE INSTRUCTIONS ON PAGE 13 OF THE CONTRACT.					
	ONLY THE CONTRACTING OFFICER HAS THE AUTHORITY TO MAKE CHANGES TO THE SCOPE OF WORK THAT AFFECT THE AMOUNT OR COMPLETION REQUIREMENTS OF THIS TASK ORDER.					
	ALL REPORTS, CORRESPONDENCE AND OTHER DOCUMENTATION SHALL BE SENT DIRECTLY TO THE CONTRACTING OFFICER. FAILURE TO DO SO MAY DELAY PROMPT PAYMENTS.					
	CONTRACTOR IS REQUIRED TO SIGN AND RETURN ORIGINAL COPY OF THIS DOCUMENT.					
	Signature					
	Date					
	Encl: (1) Scope of services dated 10/9/92 w/attachments					
	cc: Mr. Fink; LCDR. Hobaica; FINCEN; W/L					
	TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17(H))					

DEPT. OF TRANSP., USCG, CG-5398A (10-84) ORIGINAL (Copy 1) White SN 7530-01-GF3-1090

Figure 12D-16 CG-5398, Order for Supplies or Services (cont'd)

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT

1. CONTRACT ID CODE

PAGE 1 OF PAGES 2

2. AMENDMENT/MODIFICATION NO. 0001

3. EFFECTIVE DATE 02 APR 1994

4. REQUISITION/PURCHASE REQ. NO. 24948143WA001

5. PROJECT NO. (If applicable) PSN 1213

6. ISSUED BY CODE K03
CONTRACTING OFFICER U.S. COAST GUARD
CIVIL ENGINEERING UNIT NEW YORK
BUILDING 107, ROOM 103
GOVERNORS ISLAND, NY 10004-5039

7. ADMINISTERED BY (If other than Item 6) CODE
TC-051

8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code)
KEHRT SHATKEN SHARON, ARCHITECTS
337 WITHERSPOON STREET
PRINCETON, NJ 08542

CODE FACILITY CODE

(✓) 9A. AMENDMENT OF SOLICITATION NO.

9B. DATED (SEE ITEM 11)

10A. MODIFICATION OF CONTRACT/ORDER NO. DTCG81-92-D-3WA123

10B. DATED (SEE ITEM 13) 03 JUNE 1992

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

☐ The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers ☐ is extended, ☐ is not extended.

Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods:

(a) By completing Items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required)
2/3/401/132/43/0/WA/45000/2554 INCREASE: $4,363.00

13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS, IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.

(✓) A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.

B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).

C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
X CONTRACT CHANGES CLAUSE F.A.R. 52.243-01

D. OTHER (Specify type of modification and authority)

E. IMPORTANT: Contractor ☐ is not, ☒ is required to sign this document and return ORIG. copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)

To design the rehabilitation of building 140 and the relocation of the credit union to Building 110 is modified to include the following additional work.

Prepare and furnish a color/finish board and material selection catalog for use during the construction phase of the rehab. $4,363.00

Delivery shall be as follows:
a. Initial selection/approval 04/11/94
b. Assemble equipment catalog in binder 04/14/94

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print)

16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print)
J. SMITH

15B. CONTRACTOR/OFFEROR
(Signature of person authorized to sign)

15C. DATE SIGNED

16B. UNITED STATES OF AMERICA
BY (Signature of Contracting Officer)

16C. DATE SIGNED 02 APR 19

NSN 7540-01-152-8070
PREVIOUS EDITION UNUSABLE

30-105

STANDARD FORM 30 (REV. 10-83)
Prescribed by GSA
FAR (48 CFR) 53.243

Figure 12D-17 SF-30, Amendment of Solicitation/Modification of Contract

MODIFICATION NO. A0001
DTCG81-92-D-3WA123
(CONT'D)

PAGE 2 OF 2

c. Prepare room finish and color schedule keyed to PLan 04/21/94

Task Order price brought forward:	$88,504.14
This increase:	4,363.00
New Task Order price:	$92,867.14

This modification constitutes full and complete compensation for all work covered herein.

cc: Mr. Fine; LCDR Great; FINCEN; w/1

Figure 12D-18 SF-30, Amendment of Solicitation/Modification of Contract (cont'd)

SOLICITATION OFFER AND AWARD (Construction, Alteration, or Repair)	1. SOLICITATION NO.	2. TYPE OF SOLICITATION	3. DATE ISSUED	PAGE OF PAGES
	DTCG81-92-3WA123	[X] SEALED BID (IFB) [ ] NEGOTIATED (RFP)	2/5/94	1 of 39 -

IMPORTANT - The "offer" section on page 2 must be fully completed by offeror.

4. CONTRACT NO.	5. REQUISITION/PURCHASE REQUEST NO.	6. PROJECT NO.
DTCG81-92-D-3WA123	CEU NEW YORK ARMSTRONG	P/N 09-8060, 1012, 2025

7. ISSUED BY CODE

Contracting Officer (cp)
USCG Civil Engineering Unit NY
Bldg. 107 - Room 103
Governor's Island, NY 10004-5039

8. ADDRESS OFFER TO

Same as block #7.

FOR BID RESULTS PLEASE CALL THE BID RESULT HOTLINE AT (216) 522-3954, EXT. 243.

9. FOR INFORMATION CALL	A. NAME	B. TELEPHONE NO. (Include area code) (NO COLLECT CALLS)
	Alice L. Owens	(216) 522-3954, EXT. 683

SOLICITATION

NOTE: The sealed bid solicitations "offer" and "offeror" mean "bid" and "bidder".

10. THE GOVERNMENT REQUIRES PERFORMANCE OF THE WORK DESCRIBED IN THESE DOCUMENTS (Title, identifying no., date):

BASIC BID: Provide all labor, materials, equipment, transportation and supervision required to improve the heating and ventilation system at Building 125. Work includes modification to ventilation ducting, installati of new explosion proof exhaust fan, ventilation louvers, controls and installation of new exterior windows and concrete block wall. All work shal be performed in accordance with USCG Spedification Numbers P/N 09-8060, 09-1012, and 09-2025 dated June 1993 and USCG Construction Drawings 5298-D, sheets 1 thru 2 of 2, Reference Drawing S 30367-P, sheet 1 of 1; and No. 09-01-82, sheet 37 of 56, and the clauses and provisions incorporated herein

Award shall be made under the Small Business Competitiveness Demonstration Program, pursuant to Public Law 100-656. This solicitation is unrestricted and open to both small and large businesses.

Area Wage rates apply to this solicitation and resultant contract.

11. The contractor shall begin performance within 15 calendar days and complete it within 30 DANIP calendar days after receiving
Note: See F-1, FAR 52.212-3, Commence, Prosec. & Compl. of Work, page 4 Of 39
[ ] award, [X] notice to proceed. This performance period is [X] mandatory, [ ] negotiable. (See)

12A. THE CONTRACTOR MUST FURNISH ANY REQUIRED PERFORMANCE AND PAYMENT BONDS? (If "YES," indicate within how many calendar days after award in item 12B.)	12B. CALENDAR DAYS
[X] YES [ ] NO Note: See H-2, Required Bonds, page 5 of 39.	Ten

13. ADDITIONAL SOLICITATION REQUIREMENTS:

A. Sealed offers in original and 1 copies to perform the work required are due at the place specified in Item 8 by 1:00 PM (hour) local time March 10, 1994 (date). If this is a sealed bid solicitation, offers must be publicly opened at that time. Sealed envelopes containing offers shall be marked to show the offeror's name and address, the solicitation number, and the date and time offers are due.

B. An offer guarantee [X] is, [ ] is not required. Note: See H-2, Required Bonds, Page 5 of 39.

C. All offers are subject to the (1) work requirements, and (2) other provisions and clauses incorporated in the solicitation in full text or by reference.

D. Offers providing less than 60 calendar days for Government acceptance after the date offers are due will be considered and will be rejected.

STANDARD FORM 1442 (Rev. 4-85)
Prescribed by GSA
FAR (48 CFR) 53.236-1(e)

Figure 12D-19 SF-1442, Solicitation Offer and Award

COAST GUARD CONTRACT PAYMENT APPROVAL

CONTRACTOR: _____ CONTRACT NO:
DTCG/HSCG _____

INVOICE/VOUCHER NO: _____ DO/TO NO: _____

DATE PROPER INVOICE/VOUCHER RECEIVED: _____

FROM: _____ , Contract Specialist/Contracting Officer

TO: _____ , Finance Center, Accounts Payable

(a) [ ] Pay full amount of invoice/voucher $ _____or

(b) [ ] Pay $ _____ and retain $ _____

Reason for retainage _____

(a) [ ] Complete document numbers (must contain 16 characters each):
DOCUMENT NO: _____ $_____
DOCUMENT NO: _____ $_____
DOCUMENT NO: _____ $_____

OR

(a) [ ] The accounting data for this invoice/voucher is as follows:
DOCUMENT NO. (13 characters only) _____AND
Accounting Line: _____$_____
Accounting Line: _____ $_____
Accounting Line: _____ $_____

The contract/order balance after this payment is $_____

TYPE PAYMENT: FINAL PARTIAL COST-REIMBURSEMENT PROGRESS

CONTRACT FINANCING: ____Y ____ N ASSIGNMENT OF CLAIMS? _____ Y _____ N

DISCOUNT FOR PROMPT PAYMENT: 10 DAYS 20 DAYS 30 DAYS _____DAYS
_____ % _____ % _____ % _____ %

PAYMENT TERMS: _____ DAYS

ACCEPTANCE DATE: _____ COTR INITIALS: _____
(Optional)

ADDITIONAL COMMENTS:

Signature: _____ Date: _____
Contract Specialist/Contracting Officer

For Payment questions contact: _____ , _____ , _____
Name Telephone E-mail

Figure 12D-21 USCG Contract Payment Approval Sheet (Blank)

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