

<b>ORDER FOR SUPPLIES OR SERVICES</b>						PAGE 1 OF 21						
1. CONTRACT/PURCH. ORDER/ AGREEMENT NO. N0018917A0012		2. DELIVERY ORDER/ CALL NO.		3. DATE OF ORDER/CALL 2017 Oct 01		4. REQ./ PURCH. REQUEST NO.		5. PRIORITY				
6. ISSUED BY NAVSUP FLC NORFOLK CONTRACTING NORFOLK OFFICE ATTN: J. BIBOUM 1968 GILBERT ST, SUITE 600 NORFOLK VA 23511-3392			CODE N00189		7. ADMINISTERED BY  <b>SEE ITEM 6</b>			CODE		8. DELIVERY FOB <input type="checkbox"/> DEST <input checked="" type="checkbox"/> OTHER  (See Schedule if other)		
9. CONTRACTOR COMMERCIAL MARKETING ASSOCIATES, INC. PAUL SNYDER 411 AVIATION WAY STE 240 FREDERICK MD 21701-4786			CODE OGPX7		FACILITY		10. DELIVER TO FOB POINT BY (Date) <b>SEE SCHEDULE</b>		11. MARK IF BUSINESS IS <input type="checkbox"/> SMALL <input type="checkbox"/> SMALL DISADVANTAGED <input type="checkbox"/> WOMEN-OWNED			
							12. DISCOUNT TERMS		13. MAIL INVOICES TO THE ADDRESS IN BLOCK See Item 15			
14. SHIP TO  <b>SEE SCHEDULE</b>			CODE		15. PAYMENT WILL BE MADE BY  <b>SEE SCHEDULE</b>			CODE		<b>MARK ALL PACKAGES AND PAPERS WITH IDENTIFICATION NUMBERS IN BLOCKS 1 AND 2.</b>		
16. TYPE OF ORDER	DELIVERY/ CALL	This delivery order/call is issued on another Govt. agency or in accordance with and subject to terms and conditions of above numbered contract.										
	PURCHASE	Reference your quote dated Furnish the following on terms specified herein. REF:										
ACCEPTANCE. THE CONTRACTOR HEREBY ACCEPTS THE OFFER REPRESENTED BY THE NUMBERED PURCHASE ORDER AS IT MAY PREVIOUSLY HAVE BEEN OR IS NOW MODIFIED, SUBJECT TO ALL OF THE TERMS AND CONDITIONS SET FORTH, AND AGREES TO PERFORM THE SAME.												
NAME OF CONTRACTOR			SIGNATURE			TYPED NAME AND TITLE			DATE SIGNED (YYYYMMDD)			
<input type="checkbox"/> If this box is marked, supplier must sign Acceptance and return the following number of copies:												
17. ACCOUNTING AND APPROPRIATION DATA/ LOCAL USE												
18. ITEM NO.		19. SCHEDULE OF SUPPLIES/ SERVICES			20. QUANTITY ORDERED/ ACCEPTED*		21. UNIT	22. UNIT PRICE		23. AMOUNT		
		<b>SEE SCHEDULE</b>										
* If quantity accepted by the Government is same as quantity ordered, indicate by X. If different, enter actual quantity accepted below quantity ordered and encircle.				24. UNITED STATES OF AMERICA TEL: 757-443-1262 EMAIL: judy.biboum@navy.mil BY: Judy I. Biboum				<i>Judy I. Biboum</i> CONTRACTING / ORDERING OFFICER		25. TOTAL		
26. QUANTITY IN COLUMN 20 HAS BEEN <input type="checkbox"/> INSPECTED <input type="checkbox"/> RECEIVED <input type="checkbox"/> ACCEPTED, AND CONFORMS TO THE CONTRACT EXCEPT AS NOTED  DATE _____ SIGNATURE OF AUTHORIZED GOVT. REP. _____				27. SHIP NO. <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL		28. DO VOUCHER NO.		30. INITIALS		29. DIFFERENCES		
36. I certify this account is correct and proper for payment.  DATE _____ SIGNATURE AND TITLE OF CERTIFYING OFFICER _____				31. PAYMENT <input type="checkbox"/> COMPLETE <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL		32. PAID BY		33. AMOUNT VERIFIED CORRECT FOR		34. CHECK NUMBER		
								35. BILL OF LADING NO.				
37. RECEIVED AT		38. RECEIVED BY		39. DATE RECEIVED (YYYYMMDD)		40. TOTAL CONTAINERS		41. S/R ACCOUNT NO.		42. S/R VOUCHER NO.		

Section B - Supplies or Services and Prices

BPA Master Dollar Limit: \$0.00

BPA Call Limit: \$0.00

Period of Performance: 01-Oct-2017 to 29-Oct-2018

FSC Codes:

7110

Section G - Contract Administration Data

TERMS AND CONDITIONS

BLANKET PURCHASE AGREEMENT

Contractor (the Contractor): Commercial Marketing Associates, Inc.  
 General Services Administration, Federal Supply Schedule, Multiple Award Schedule (the Schedule):  
 GS-27F-0007P

Blanket Purchase Agreement Expiration Date: 29 October 2018  
 Region(s): East, West, OCONUS

The Contractor agrees to the following terms and conditions of a Blanket Purchase Agreement (BPA) exclusively with the Fleet Logistics Center Norfolk, Contracting Department, Norfolk Office, Norfolk, Virginia. The terms and conditions included in this Blanket Purchase Agreement shall apply to all purchases made pursuant to the agreement. However, in the event of any inconsistency, the terms and conditions of the General Services Administration (GSA) Federal Supply Schedule (FSS) will govern.

1. Scope of Blanket Purchase Agreement: This Blanket Purchase Agreement is entered into in order to support the Department of the Navy’s initiative in reducing the costs of acquiring commonly purchased furniture products by the application of a strategic sourcing solution. The Department of the Navy developed the acquisition strategy to enhance customer requirement fulfillment, improve the acquisition process, leverage department-wide purchasing power, and build vendor partnerships. The Fleet Logistics Center Norfolk, Contracting Department, Norfolk Office in conjunction with the Naval Supply Systems Command, Mechanicsburg, Pennsylvania, is taking the lead to better manage the Department of the Navy’s acquisition process for furniture.

2. Description of Agreement: This Blanket Purchase Agreement authorizes the Contractor to furnish Furniture within category 71 under special item number (SIN) for the specified region listed above:

SIN	Blanket Purchase Agreement Additional Discount
71 1: Packaged Offices	1%
711 8: Executive Office Furniture	4%

The Contractor must furnish these items if and when called for, by those persons designated by the Contracting Officer to place calls with the delegated procurement authority. The furniture as prescribed according to the contract can be ordered under this Blanket Purchase Agreement. All calls placed against this Blanket Purchase Agreement are subject to the terms and conditions as set forth in the GSA FSS and this Blanket Purchase Agreement. In addition to the GSA FSS, the Contractor hereby agrees to the special Blanket Purchase Agreement additional discount listed above.

3. Duration of Blanket Purchase Agreement: This Blanket Purchase Agreement will expire on the expiration date listed above. The Government reserves the right to discontinue, at any time, this Blanket Purchase agreement, for any reason, upon 30 days written notice.

4. Obligation: Under the terms and conditions of this Blanket Purchase Agreement, the Government is obligated only to the extent of those authorized calls that are actually made against this Blanket Purchase Agreement by those personnel authorized to do so.

5. Delivery: Delivery of all furniture items shall be made in accordance with the terms and conditions specified in the GSA FSS and the delivery instructions that will be provided with each call placed. Delivery will be made to the ordering activity, or to the shop or unit requesting the furniture. When it is in the best interest of the Government, direct pick-up of the material from the supplier’s place of business may be authorized.

6. Volume of Purchases: The Government estimates, but does not guarantee, that the total aggregated volume of purchases through the Navy Furniture Blanket Purchase Agreements will be \$88,600,000 annually. This number will be spread across all of the SINs and call orders that will be issued against the Navy Furniture Blanket Purchase Agreements. If the actual purchases are less than the estimate, the Government will not be liable for the difference.

7. Obligation of Funds: This Blanket Purchase Agreement does not obligate any funds. Funds will be obligated by placement of calls under Federal Acquisition Regulation Subpart 8.4 entitled "Federal Supply Schedules", or the use of a Government-wide purchase card issued under the Federal Acquisition Regulation part 13.303 entitled "Blanket Purchase Agreements", and agency regulations.

8. Authorized Callers or Placement of Orders: All Department of Defense Government Purchase Card card holders and Contracting Officers may use this Blanket Purchase Agreement in accordance with their delegated purchase authority. In addition, general contractors authorized by the Naval Facilities Engineering Command in accordance with the Federal Acquisition Regulation clause 52.251-1 entitled "Government Supply Sources" may use this Blanket Purchase Agreement.

9. Issuance of Calls/Orders: Orders will be placed against this Blanket Purchase Agreement electronically or via paper.

10. Delivery Tickets: Unless otherwise agreed to, all deliveries under this Blanket Purchase Agreement must be accompanied by delivery tickets or sales slips that must contain the following information:

- a. Name of contractor,
- b. Blanket Purchase Agreement number with call number,
- c. Date of call,
- d. Itemized list of office furniture delivered,
- e. Quantity, unit price, and extended price of each item less applicable discounts (unit prices and extended prices need not be shown when incompatible with the use of automated systems, provided that the invoice is itemized to show this information), and
- f. Date of delivery of shipment.

11. Invoicing: The requirements of proper invoices for this Blanket Purchase Agreement are as specified in the GSA FSS. Invoices shall be submitted to the address specified within each call placed under this Blanket Purchase Agreement. In the event of any inconsistency between the provisions of this Blanket Purchase Agreement and the Contractor's invoice, the provisions of this Blanket Purchase Agreement will take precedence.

12. Reporting: This Blanket Purchase Agreement requires that all awarded contractors establish and maintain a report of Navy spend in the report format presented in Attachment 1 of this Blanket Purchase Agreement for all orders issued against this Blanket Purchase Agreement. These reports shall be presented to Fleet Logistics Center Norfolk (FLCN), Contracting Department on the 15th of every month for the previous month's orders. Reports received after the 15th of each month will be considered late. The report must be presented in an electronic (Microsoft Excel) format. Paper copies of reports will not be accepted. The exact formatting of the (Microsoft Excel) cells presented in Attachment 1 of this agreement must be maintained. Reports that contain cells in which the format has been altered or changed in any way will not be accepted. Every cell for every order on the report must be filled in. Reports that contain blank cells / entries for order items will not be accepted. The FLCN Furniture Blanket Purchase Agreement team will contact any contractor that submits an unacceptable monthly report. The contractor will have three business days from the day that they were initially contacted about the report in question to submit a corrected report. If the corrected report is not received within three business days, the report will be considered late.

13. Best Value: By the terms and conditions of this Blanket Purchase Agreement, the Contractor acknowledges that the prices to the Government shall be discounted from those charged to its most favored customer.

14. Point Of Contact:

Judy I.-P. Biboum  
Contracting Officer  
Fleet Logistics Center Norfolk  
Contracting Department  
Norfolk Office  
1968 Gilbert Street, Suite 600  
Norfolk, VA 23511-3392  
(757) 443-1262  
[Judy.Biboum@navy.mil](mailto:Judy.Biboum@navy.mil)