

<b>SOLICITATION/CONTRACT/ORDER FOR COMMERCIAL ITEMS</b>				1. REQUISITION NUMBER 12PR-OFS-084		PAGE OF 1 7				
2. CONTRACT NO. GS-03F-0151X			3. AWARD/ EFFECTIVE DATE		4. ORDER NUMBER TOFS-12-G-0002		5. SOLICITATION NUMBER TOFS-12-S-0004		6. SOLICITATION ISSUE DATE 04/13/2012	
7. FOR SOLICITATION INFORMATION CALL:			a. NAME THOMAS LEADON			b. TELEPHONE NUMBER <i>(No collect calls)</i>		8. OFFER DUE DATE/LOCAL TIME		
9. ISSUED BY DEPARTMENT OF THE TREASURY PROCUREMENT SERVICES DIVISIONS 1500 PENNSYLVANIA AVENUE, NW MAIL STOP: 1425 NEW YORK AVE, NW SUITE 2100 WASHINGTON DC 20220			CODE TDP	10. THIS ACQUISITION IS			<input checked="" type="checkbox"/> UNRESTRICTED OR <input type="checkbox"/> SET ASIDE: % FOR: <input type="checkbox"/> SMALL BUSINESS <input type="checkbox"/> WOMEN-OWNED SMALL BUSINESS <input type="checkbox"/> HUBZONE SMALL BUSINESS <input type="checkbox"/> (WOSB) ELIGIBLE UNDER THE WOSB PROGRAM <input type="checkbox"/> SERVICE-DISABLED VETERAN-OWNED SMALL BUSINESS <input type="checkbox"/> EDWOSB <input type="checkbox"/> 8(A)		NAICS-811212 SIZE STANDARD: \$25.0	
11. DELIVERY FOR FOB DESTINATION UNLESS BLOCK IS MARKED <input type="checkbox"/> SEE SCHEDULE			12. DISCOUNT TERMS		<input type="checkbox"/> 13a. THIS CONTRACT IS A RATED ORDER UNDER DPAS (15 CFR 700)		13b. RATING		14. METHOD OF SOLICITATION <input type="checkbox"/> RFQ <input type="checkbox"/> IFB <input type="checkbox"/> RFP	
15. DELIVER TO OFS DEPARTMENT OF THE TREASURY 1500 PENNSYLVANIA AVE., N.W. WASHINGTON DC 20220			CODE OFS	16. ADMINISTERED BY DEPARTMENT OF THE TREASURY PROCUREMENT SERVICES DIVISION 1500 PENNSYLVANIA AVE, NW MAIL STOP: 1425 NEW YORK AVE, NW SUITE 2100 WASHINGTON DC 20220			CODE TDP			
17a. CONTRACTOR/ OFFEROR CARTRIDGE TECHNOLOGIES INC. P.O. BOX 9136 GAITHERSBURG MD 20898-9136			CODE 556978807	FACILITY CODE	18a. PAYMENT WILL BE MADE BY ARC/ASD/OFS ARC/ASD/OFS, AVERY 3G P.O. BOX 1328 ACCOUNTSPAYABLE@BPD.TREAS.GOV PARKERSBURG WV 26106-1328			CODE ARC/ASD/OFS		
TELEPHONE NO.			17b. CHECK IF REMITTANCE IS DIFFERENT AND PUT SUCH ADDRESS IN OFFER <input checked="" type="checkbox"/>			18b. SUBMIT INVOICES TO ADDRESS SHOWN IN BLOCK 18a UNLESS BLOCK BELOW IS CHECKED <input type="checkbox"/> SEE ADDENDUM				
19. ITEM NO.	20. SCHEDULE OF SUPPLIES/SERVICES				21. QUANTITY	22. UNIT	23. UNIT PRICE	24. AMOUNT		
	Maintenance Agreement for Canon ImageRunner C5051G System to include all accessories, parts, labor, drums and toner. This is a firm-fixed-price task order. The estimated monthly usage is 19,800 Black and White copies and 13,200 copies. Copier is located at Department of Treasury, 1500 Pennsylvania Avenue, Washington, D.C. 20220. The period of performance is for one base year plus four one year option years. The notification period for exercise of the option is 30 days prior to the <i>(Use Reverse and/or Attach Additional Sheets as Necessary)</i>									
25. ACCOUNTING AND APPROPRIATION DATA See schedule							26. TOTAL AWARD AMOUNT <i>(For Govt. Use Only)</i> \$7,845.84			
<input type="checkbox"/> 27a. SOLICITATION INCORPORATES BY REFERENCE FAR 52.212-1, 52.212-4, FAR 52.212-3 AND 52.212-5 ARE ATTACHED. ADDENDA <input type="checkbox"/> ARE <input type="checkbox"/> ARE NOT ATTACHED.			<input type="checkbox"/> 27b. CONTRACT/PURCHASE ORDER INCORPORATES BY REFERENCE FAR 52.212-4, FAR 52.212-5 IS ATTACHED. ADDENDA <input type="checkbox"/> ARE <input type="checkbox"/> ARE NOT ATTACHED.			<input type="checkbox"/> 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.				
			<input checked="" type="checkbox"/> 29. AWARD OF CONTRACT. REF. _____ OFFER DATED 04/17/2012 YOUR OFFER ON SOLICITATION (BLOCK 5), INCLUDING ANY ADDITIONS OR CHANGES WHICH ARE SET FORTH HEREIN, IS ACCEPTED AS TO ITEMS 0001 through 0005							
30a. SIGNATURE OF OFFEROR/CONTRACTOR 					31a. UNITED STATES OF AMERICA (SIGNATURE OF CONTRACTING OFFICER) 					
30b. NAME AND TITLE OF SIGNER <i>(Type or print)</i> Ana Maria Castro - President/CEO			30c. DATE SIGNED 05/03/2012		31b. NAME OF CONTRACTING OFFICER <i>(Type or print)</i> DAVID I. GILL			31c. DATE SIGNED 05/02/2012		

19. ITEM NO.	20. SCHEDULE OF SUPPLIES/SERVICES	21. QUANTITY	22. UNIT	23. UNIT PRICE	24. AMOUNT
	beginning of the option period.  Block 17a is the remittance address. Contractor address is:  Cartridge Technologies, Inc. 15738 Crabbs Branch Way Rockville, MD 20855-2620 Delivery: 05/01/2013 Accounting Info: OFS0128SE12XX-2012-610001-OFS1231150-2541-00000000 -XXX-XX-XXXXXXXXXX-XXXXXXXXXX-XXXXXXXXXX Period of Performance: 05/02/2012 to 05/01/2017				
0001	Maintenance Agreement for Canon ImageRunner C5051G System, Base Year  Period of Performance is 5/2/12 through 5/1/13.	██████		██████	██████
0002	Maintenance Agreement for Canon ImageRunner C5051G System, Option Year 1 Amount: \$7,845.84 (Option Line Item) 05/02/2013  Period of Performance is 5/2/13 through 5/1/14.	██████		██████	██████
0003	Maintenance Agreement for Canon ImageRunner C5051G System, Option Year 2 Continued ...	██████		██████	██████

32a. QUANTITY IN COLUMN 21 HAS BEEN

RECEIVED     INSPECTED     ACCEPTED, AND CONFORMS TO THE CONTRACT, EXCEPT AS NOTED: \_\_\_\_\_

32b. SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE	32c. DATE	32d. PRINTED NAME AND TITLE OF AUTHORIZED GOVERNMENT REPRESENTATIVE
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32e. MAILING ADDRESS OF AUTHORIZED GOVERNMENT REPRESENTATIVE	32f. TELEPHONE NUMBER OF AUTHORIZED GOVERNMENT REPRESENTATIVE
32g. E-MAIL OF AUTHORIZED GOVERNMENT REPRESENTATIVE	

33. SHIP NUMBER  <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL	34. VOUCHER NUMBER	35. AMOUNT VERIFIED CORRECT FOR	36. PAYMENT  <input type="checkbox"/> COMPLETE <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL	37. CHECK NUMBER
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38. S/R ACCOUNT NUMBER	39. S/R VOUCHER NUMBER	40. PAID BY
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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 REC'D (YY/MM/DD)	42d. TOTAL CONTAINERS

**CONTINUATION SHEET**

REFERENCE NO. OF DOCUMENT BEING CONTINUED  
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NAME OF OFFEROR OR CONTRACTOR  
 CARTRIDGE TECHNOLOGIES INC.

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	Amount: \$7,845.84 (Option Line Item) 05/02/2014  Period of Performance is 5/2/14 through 5/1/15.				
0004	Maintenance Agreement for Canon ImageRunner C5051G System, Option Year 3 Amount: \$7,845.84 (Option Line Item) 05/02/2015  Period of Performance is 5/2/15 through 5/1/16.				
0005	Maintenance Agreement for Canon ImageRunner C5051G System, Option Year 4 Amount: \$7,845.84 (Option Line Item) 05/02/2016  Period of Performance is 5/2/16 through 5/1/17.  The total amount of award: \$39,229.20. The obligation for this award is shown in box 26.				

## **1052.203-9000 NEWS RELEASES AND ADVERTISEMENTS (June 2005)**

The Contractor, or anyone acting on behalf of the Contractor, shall not refer to the equipment or services furnished pursuant to the provisions of this contract in any news release or commercial advertising, or in connection with any news release or commercial advertising, without first obtaining explicit written consent to do so from the Contracting Officer. Should any reference to such equipment or services appear in any news release or commercial advertising issued by or on behalf of the Contractor without the required consent, the Government shall consider institution of all remedies available under the provisions of 31 U.S.C. 333 and this contract. Further, a violation of this provision may be considered during the evaluation of past performance in future competitively negotiated acquisitions.

### **Public-Release Contract Version Requirement**

#### Public-Release of Contract Document

This contract action utilizes Troubled Asset Relief Program (TARP) funds authorized by 110 P.L. 343. The program requires a high level of transparency and TARP contract documents are posted publicly at <http://www.financialstability.gov> or at another location designated by Treasury.

The Contractor agrees to submit to the CO and COTR, within ten business (10) days from the date of award (exclusive of Saturdays, Sundays, and federal holidays), a .pdf file of the fully executed contract, blanket purchase agreement, or order with all proposed necessary redactions, including redactions of any trade secrets or any commercial or financial information that it believes to be privileged or confidential business information, for the purpose of public disclosure at the sole discretion of the Treasury. The .pdf file must have searchable text and generally be compliant with the accessibility requirements in Section 508 of the Rehabilitation Act, 29 U.S.C. § 794(d). The Contractor agrees to provide a detailed written statement specifying the basis for each of its proposed redactions, including the applicable exemption under the Freedom of Information Act (FOIA), 5 U.S.C. § 552, and, in the case of FOIA Exemption 4, 5 U.S.C. § 552(b)(4), shall demonstrate why the information is considered to be a trade secret or commercial or financial information that is privileged or confidential. Information provided by the Contractor in response to this requirement may itself be subject to disclosure under the FOIA.

The Treasury will carefully consider all of the Contractor's proposed redactions and associated grounds for nondisclosure prior to making a final determination as to what information in the fully executed contract document may be properly withheld.

## **Visitor Screening**

Contractor personnel must comply with following visitor screening requirements to gain access to Government facilities.

Every facility is unique and limitations on access are based on the nature of work being performed; classification or sensitivity of information; use or production of high-value or negotiable monetary instruments, equipment and/or manufactured items warranting specialized handling, accessibility, maintenance, monitoring or protection. Restrictions may further apply to those personnel who do not have access to particular information – whether it is classified, sensitive, pre-contract or procurement-sensitive.

VIPs visiting Departmental Offices (DO)/bureau locations may warrant an escort to expedite their visit with senior officials. Extending such courtesy may consist of pre-screening in coordination with on-site security or uniformed officers and visit-sponsoring officials. Waivers may be granted to authorize use of external private entrances but only in coordination with and approval of on-site security or uniformed officials.

Visitors shall normally be directed to a central control point either in or immediately adjacent to the building lobby. In addition to being escorted, visitors are expected to comply with established access control procedures which may include issuance of visitor/escort-required badges. After check-in, the visitor shall either call the sponsoring office hosting the visit (and/or for whom an appointment has been made), or be directed to a designated waiting area.

The office or individual sponsoring the visit is responsible for providing an authorized escort for the visitor(s). Escorts shall be one or more assigned employee or authorized contractor personnel responsible for accompanying visitors throughout the visit. The number of escorts may depend on the size of the group of visitors, for example, at least one escort per every 5 visitors is required for large groups. Such persons must be employed within and/or have authorized access to the particular area(s) being visited.

Visitors shall follow the escort's instructions and comply with internal sign-in procedures in particular areas being visited. This may include, but is not necessarily limited to relinquishing prohibited items such as personal digital assistants or blackberry communication devices, cellular phones, two-way pagers, photographic and recording equipment, etc. Internal work areas may also be equipped with visual displays such as colored lights or other readily discernable features in hallway and work areas to alert other occupant employees and authorized contractor personnel to the presence of uncleared individuals. All hallway and office doors not related to the visit shall be closed.

**Display of Identification.** All persons entering DO/bureau facilities, and unless otherwise allowed by bureau security policy, shall display identification at or above the waist, in plain view

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at all times. Identification shall be removed from view upon exiting a facility. All persons shall surrender identification for verification of identity upon request at each facility entrance and any time within facilities.

### **Inspection of Personal Effects**

Personal effects subject to inspection are packages of all types, luggage, briefcases, attaché cases, shoulder bags, athletic bags, backpacks, and handbags. Inspection includes opening the item and viewing its contents or viewing x-ray images of the item.

**a. Entering facility.** Inspections of employee and visitor personal effects shall be conducted at entrances of Treasury facilities designated as High Impact or Critical Infrastructure and all other facilities commensurate with risk, including those operated by contractors on behalf of DO/bureaus. The purpose of this inspection program is to deter and detect items prohibited within DO/bureau facilities. This requirement applies to all such facilities commensurate with risk.

**b. Exiting facility.** Inspections of employee and visitor personal effects shall be conducted at exits of all DO/bureau facilities designated as High Impact, all other facilities commensurate with risk, and those approved for receipt, generation, or storage of classified information. These inspections shall be conducted at periodic intervals in a systematic and impartial manner with minimal interference to official business operations. For example, exit inspections may be conducted of every fifth person exiting for a period of one hour at randomly selected hours and dates. The purpose of these inspections is to deter and detect the removal of classified materials, accountable items and/or high security items.

## **INVOICING AND PAYMENT INSTRUCTIONS**

The contractor shall submit invoices as follows:

(a) Invoices shall be submitted (preferably) electronically to **OFS@bpd.treas.gov** or sent via mail to the following address:

**ARC/ASD/OFS, Avery 3G  
P.O. Box 1328  
Parkersburg, WV, 26106-1328**

(b) The contractor shall submit invoices in a format that replicates the line item (CLIN) and subline item (subCLIN) structure of the task order or, in the case of an order against a task order, the CLIN and subCLIN structure of the order. Each invoice shall provide, by CLIN and subCLIN, the line item number, description, quantity being invoiced, unit of measure, unit price,

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and current invoiced amount. Each invoice shall sequence CLINs and subCLINs in the same order in which they appear in the contract or order and shall be totaled at the bottom of the invoice.

(c) A copy of the invoice shall also be submitted to the Technical Point of Contact and CO simultaneously at the following address:

Technical POC: Curtis Kennedy  
Address: 1500 Pennsylvania Avenue, N.W.  
Washington DC 20220

E-mail: Curtis.Kennedy@treasury.gov

CO: David I. Gill  
Address: 6009 Oxon Hill Road, Suite 500  
Oxon Hill, MD DC 20745

E-mail: david.i.gill@irs.gov

(d) Each invoice submitted shall be supported by appropriate documentation. Documentation necessary to substantiate an invoice shall include, but is not limited to project name and number, invoice number, percent complete, original contract amount, modification amounts, retainage amount and percent cumulative), cost of materials used this invoice, value of work in place, contractor name, and contract number/task order number. Such documentation shall meet the approval of the Contracting Officer.

***Note: Any invoice found to be incorrect or insufficient may be returned to the contractor for correction and/or resubmission. Any invoice returned will be accompanied by a memo identifying the discrepancies.***