

GOVERNMENT OF THE DISTRICT OF COLUMBIA
DEPARTMENT OF GENERAL SERVICES



Contracts and Procurement

PURCHASE ORDER AGREEMENT
TENANTS WORK DOCUMENTS REVIEW SERVICES

DATE

THIS Purchase Order Agreement is issued by the Government of the District of Columbia, acting by and through its **DEPARTMENT OF GENERAL SERVICES** (the “Department” or “DGS”) to the Contractor listed below. Assuming this Purchase Order Agreement is signed by the Contractor without modification of any kind, it shall constitute a binding legal contract between the Department and the Contractor. The terms of this Purchase Order Agreement are as follows:

1. **Contractor.** This Purchase Order Agreement is being issued to **CONTRACTOR** (“Contractor”)
2. **Services Purchased.** The contractor shall review and render its professional opinion as it relates to the overall quality, completeness and code compliance pertaining to all disciplines in the submitted Tenants Work, in accordance with the Scope of Work (Attachment A).
3. **Price.** The Contractor shall be paid a **Total Not-to-Exceed** amount of _____. These services shall be paid in accordance with the Contractor’s quote dated _____ (**Exhibit B**). In no event shall the Contractor be paid more than this amount during the term of the agreement, unless the Contractor is authorized to exceed this limit in advance and in writing by the DGS Contracting Officer.
4. **Delivery/Completion Date.** This Purchase Order Agreement serves as the Contractor’s Notice to Proceed. The period of performance is from Date of Award through_____.
5. **Project Manager.** The Project Manager/COTR for this Purchase Order Agreement is:

POC
LOCATION
CONTACT INFO

6. **Billing.** The Contractor shall submit invoices to the Department as provided below. Each invoice shall itemize all goods and services provided and include a valid Purchase Order Number. The Department will no longer accept hardcopy invoice submittals; going forward all invoices must be submitted electronically through the EASI Pay Portal on the Department Website at <https://dgs.onbaseonline.com>. The following address should be referenced for all Invoices:

Department of General Services
Office of the Chief Financial Officer
2000 14th Street N.W. | 5th Floor
Washington, D.C. 20001

EASI First time users will be prompted to register for Portal access; for assistance with the registration process, technical assistance and or additional information on the EASI Pay Portal, please contact the Portal Help Desk at (301) 563-3025.

7. **Invoices.** All invoices shall be submitted directly to the Department at the address specified above. Properly prepared invoices with the necessary backup shall be paid within thirty (30) days of receipt. Invoices not paid by that date shall bear interest in accordance with the Quick Payment Act.
8. **Terms & Conditions.** The Standard Contract Provisions for use with Specifications for District of Columbia Government Supplies and Services Contracts dated January 14, 2016 are incorporated by attachment (**Exhibit C**) into this Purchase Order Agreement.
9. **Order of Precedence.** The following documents are incorporated into this Purchase Order Agreement in the following order of precedence:
1. This Purchase Order Agreement
 2. Scope of Work & Addendum(s) ____ (**Exhibit A**)
 3. Contractor's quote, dated _____ (**Exhibit B**)
 4. Standard Contract Provisions for use with District of Columbia Government Supplies and Services Contracts dated January 2016 (**Exhibit C**)

ISSUED BY:
DEPARTMENT OF GENERAL SERVICES

ACCEPTED BY:
"CONTRACTOR"

By: _____
Name: **Authority**
Title: **Contracting Officer**
Date: _____

By: _____
Name: _____
Title: _____
Date: _____