

## **Ordering Offices Notices**

Small Business Participation. SBA strongly supports the participation of small business concerns in the Federal Supply Schedules Program. To enhance Small Business Participation SBA policy allows agencies to include in their procurement base and goals, the dollar value of orders expected to be placed against the Federal Supply Schedules, and to report accomplishments against these goals. For orders exceeding the micropurchase threshold, FAR 8.404 required agencies to consider the catalogs/pricelists of at least three schedule contractors or consider reasonably available information by using the GSA Advantage!™ on-line shopping service (<http://www.fss.gsa.gov/>). The catalogs/pricelists, GSA Advantage!™ and the Federal Supply Service Home Page (<http://www.fss.gsa.gov/>) contain information on a broad array of products and services offered by small business concerns. This information should be used as a tool to assist ordering activities in meeting or exceeding established small business goals. It should also be used as a tool to assist in including small, small disadvantaged, and women-owned small business among those considered when selecting pricelists for a best value determination. For orders exceeding the micropurchase threshold, customers are to give preference to small business concerns when two or more items at the same delivered price will satisfy their requirement.

### **Geographic Scope of Contract:**

The forty eight (48) contiguous states and the District of Columbia. Alaska, Hawaii, Puerto Rico and any country as determined on an order by order basis.

### **Contractor's Ordering Address and Payment Information:**

Ordering Address:

*Automation Technologies Inc.  
c/o Shelia Corbett  
1950 Old Gallows Rd, Suite 350  
Vienna, VA 22182-3921*

Payment Address:

*Automation Technologies Inc.  
1950 Old Gallows Rd, Suite 350  
Vienna, VA 22182-3921*

Contractors are required to accept the Government purchase card for payments equal to or less than the micro-purchase threshold or oral or written delivery orders. Government purchase cards will be acceptable for payment above the micro-purchase threshold. In addition, bank information for wire transfer payments will be shown on the invoice.

The following telephone number(s) can be used by ordering agencies to obtain technical and/or ordering assistance.

**Technical/Ordering Assistance:**

*Shelia Corbett*

*Telephone: (703) 883-1410*

*Facsimile: (703) 883-1435*

**Liability for Injury or Damage:**

The Contractor shall not be liable for any injury to Government personnel or damage to Government property arising from the use of equipment maintained by the Contractor, unless such injury or damage is due to the fault or negligence of the Contractor.

Statistical Data for Government Ordering Office Completion of Standard Form 279

- Block 9: G. Order/Modification Under Federal Schedule
- Block 16: Data Universal Numbering Systems (DUNS): 05-842-8876
- Block 30: Type of Contractor - A Small Disadvantaged Business (8a Certified)
- Block 31: Woman-Owned Small Business - Yes
- Block 36: Contractor's Taxpayer Identification Number (TIN) - 54-1744973

**CAGE Code:**

CAGE Code: 1ME44

Contractor has registered with the Central Contractor Registration Database.

**TIME OF DELIVERY:** The Contractor shall deliver to destination within the number of calendar days after receipt of order (ARO), as set forth below:

Special Item Number

Delivery Time (DAYS ARO)

132-51

30 days

**URGENT REQUIREMENTS:** When the Federal Supply Schedule contract delivery period does not meet the bona fide urgent delivery requirements of an ordering agency, agencies are encouraged, if time permits, to contact the Contractor for the purpose of obtaining accelerated delivery. The Contractor shall reply to the inquiry within 3 workdays after receipt. (Telephonic replies shall be confirmed by the Contractor in writing.) If the Contractor offers an accelerated delivery time acceptable to the ordering agency, any order(s) placed pursuant to the agreed upon accelerated delivery time frame shall be delivered within this shorter delivery time and in accordance with all other terms and conditions of the contract.



**Discounts:**

Prices shown are NET Prices; Basic Discounts have been deducted.

*a. Prompt Payment: ½% - 15 days from receipt of invoice or date of acceptance, whichever is later. b. Quantity: None c. Dollar Volume: None d. Government Educational Institutions: Same as Federal Government e. Other: None*

Products and ordering information in this Authorized ADP Schedule Price list are also available on the GSA Advantage! System. Agencies can browse GSA Advantage! by accessing [GSA's Home Page](#).