

1 f. The Contractor shall respond to all inspection reports within the time frame specified in each
2 inspection, annotating what actions have been taken.
3

4 **E.3 House Contract Personnel Definition**

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6 a. Contracting Officer (CO). The CO has the overall responsibility for the administration of this
7 contract. The CO alone, without delegation, is authorized to take actions on behalf of the CAO to
8 amend, modify or deviate from the contract terms, conditions, requirements, specifications,
9 details, and/or delivery schedules. However, the CO may delegate certain other responsibilities to
10 authorized representatives. The Contracting Officer for this contract is :

11
12 Philip G. Kiko
13 Associate Administrator
14 Procurement and Purchasing
15 Room 502, O'Neill HOB
16 U.S. House of Representatives
17 Washington, D.C. 20515

18
19 Telephone: (202) 225-2921
20 Fax: (202) 226-3850
21

22 b. Contracting Officers Representative (COR). The COR, to be appointed by the CO, is
23 designated by the CO to assist in the discharge of the CO's responsibilities. The responsibilities of
24 the COR include, but are not limited to: determining the adequacy of performance by the
25 Contractor in accordance with the terms and conditions of this contract, acting as the CO's
26 representative in charge of work at the site, ensuring compliance with contract requirements insofar
27 as the work is concerned, advising the CO of any factors which may cause delays in performance
28 of the work, conducting such reviews as required, and certifying Contractor invoices for payment
29 by the Office of Finance.
30

31 c. Contract Inspectors. Contract Inspectors are responsible for the day-to-day inspection and
32 monitoring of the Contractor's work. They will confer with representatives of the Contractor
33 regarding any problems encountered in the performance of the work and generally assist the COR in
34 carrying out his responsibilities.