SECTION G - CONTRACT ADMINISTRATION DATA

G.1 Delegation of Authority

The parties to this contract, in their discretion, may delegate to representatives within their respective organizations any of their ministerial functions in connection with this contract, but may not absolve themselves of accountability for performance of said functions. All delegations of authority by Contractor to fulfill the obligations of this contract will be made in writing to the CO.

G.2 Contracting Officers Representative

a. A Contracting Officers Representative (COR) will be designated to coordinate the technical aspects of this contract and inspect items/services furnished hereunder; however, the COR shall not be authorized to change any terms and conditions of the resultant contract, including price.

b. The COR for this contract is:

Helene Flanagan
B-215 Longworth House Office Building
U.S. House of Representatives
Washington, D.C. 20515

Telephone: (202) 225-3994
Fax: (202) 225-5877

c. The COR is authorized to certify, reject or deny invoices for payment.

G.3 Modifications and Additions/Adjustments

Administrative changes, e.g. address corrections, are approved by the CO and all other changes, modifications, additions, or deletions, which change the scope of this contract, must be prepared in writing as formal amendments signed by both parties.

G.4 Invoices

A summary invoice shall be submitted to Office Systems Management, Longworth House Office Building, Room B215, U.S. House of Representatives, Washington, DC 20515, and will include the following information at a minimum:

a. Contract number and service time period;

b. Member, Committee, or other House office name and location;

c. Itemized list of equipment covered to include the following, if available:

1) Description;
2) Originating purchase order number;
3) Serial number; and,
4) House inventory control number.

d. For time and material service plans, the invoice must also include:

1) Date of service call;