Providing and Outfitting State Offices for U.S. Senators

U.S. General Services Administration

United States Senate

October 1996

MEMORANDUM OF AGREEMENT

This Agreement, by and between The Honorable David J. Barram, Acting Administrator of General Services, and The Honorable Gregory S. Casey, Sergeant at Arms of the United States Senate, further establishes the procedures and guidelines to follow for planning and providing space, office furniture, furnishings, and miscellaneous services to the State offices of United States Senators.

David J. Barram
Acting Administrator
of General Services

Gregory S. Casey
Sergeant at Arms
United States Senate

Oct 15, 1996
Date

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Date

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Nature of revision. Prior to this Memorandum of Agreement, GSA Order ADM 7800.9B, Providing and Outfitting State Offices for U.S. Senators, governed GSA's support to State offices. ADM 7800.9B is hereby canceled and replaced by this Agreement. This Agreement further establishes and revises procedures GSA follows when providing and supporting State offices.

Points of contact. Except where specified otherwise, the Sergeant at Arms is the Senate contact for all services covered by this Agreement. GSA Regional Administrators are the points of contact within the respective regions.

All congressional requests for services are coordinated through each region's Congressional Services Representative (CSR). The CSR represents the Regional Administrator and is included in all aspects of State office support to include receiving copies of congressional correspondence. The CSR is the first staff person to meet with Senators and their staffs to explain the services GSA provides and remains the primary GSA contact for Senators during their term(s) of office.

Unusual congressional requests or problems are reported to the Congressional Support Program managers, Administrative Policy Division (CAO). This office provides policy and guidance on the GSA services available to Senators in their home State offices.

The addresses and telephone numbers of the GSA principal points of contact for State office support are listed on pages 15 and 16. The Senate principal points of contact for State offices are shown on page 17.

Statutory authority. Public Law 93-371, as amended, 2 U.S.C. §59, directs the Sergeant at Arms to secure office space for each Senator's official use in places designated by the Senator in the State represented. Space shall be secured in Federal buildings, Post Offices, or privately owned space leased and controlled by GSA. If suitable space is not available in Federal buildings, Post Offices, or privately owned space leased and controlled by GSA, the Sergeant at Arms is authorized to secure commercial space. When commercial space is secured, the lease, which must be approved by the Sergeant at Arms, is between the Senator, on behalf of the United States Senate, and the lessor.

Public Law 99-88, dated August 15, 1985, as amended, 2 U.S.C. §59, established new limitations on the aggregate amount of office space and the aggregate expenses for furniture and furnishings for such space. The limitations are referred to as the Office Space Allowance and the Furniture and Furnishings' Allowance.

Definition of office space allowance. The Office Space Allowance is a control figure to which the total square footage of a Senator's office or offices in his/her home State is compared. The office space allowance is shown on page 14.

Definition of furniture and furnishings' allowance. The Furniture and Furnishings' Allowance is a control figure against which the costs of furniture, carpets, draperies, and window blinds are compared. The allowance is shown on page 14.

State office space. The Sergeant at Arms administers and maintains the square footage records for State office space and ensures that the total square footage of State offices combined does not exceed the Senator's office space allowance. There is no limit on the number of offices a Senator may have, provided the total square footage of all the offices does not exceed the office space allowance.

Authorization. GSA must have the written approval of the Sergeant at Arms before acquiring office space, or parking space, or performing related functions for Senators. Related functions include expanding, reducing, or remeasuring existing offices, reassigning Senators from one office to another, assigning additional parking spaces, terminating a Senator's office space, or reassigning the space held by an outgoing Senator.

Office space provided by GSA. GSA provides Senators with office space in federally owned buildings controlled by GSA; buildings controlled by the U.S. Postal Service; or privately owned space leased and controlled by GSA, unless suitable space in such buildings is not available. In all circumstances, Senators are considered new tenants and are entitled to initial standard tenant alterations at no charge, according to GSA policy. Space layouts of State offices are not subject to GSA space layout standards.

When a Senator needs information regarding available office space in Federal buildings, he or she should first contact the Senate State Office Liaison, Office of the Sergeant at Arms on (202)224-5409 to obtain the State office space allocation rules and restrictions. If a Senator or staff contacts GSA before contacting the State Office Liaison, the GSA office should take the information requested and contact the CSR for that region (see pages 15 and 16). The CSR will then notify the Senate State Office Liaison. ***No information is provided to a Senator or staff until the approval to provide information has been received from the State Office Liaison.***

Once GSA has provided the space information to the Senator, he or she submits a letter officially requesting the space to the Sergeant at Arms. The Sergeant at Arms will then submit a letter to the appropriate Regional Administrator officially requesting and authorizing the space. ***No space is assigned until GSA receives the space assignment approval from the Sergeant at Arms.***

In cases when a Senator wants to increase the amount of existing space previously approved, he or she must obtain approval for the increase from the Sergeant at Arms before any actions are taken. **At no time shall GSA assign additional space without approval from the Sergeant at Arms, nor does GSA have the authority to change, at a later date, the square footage figures originally approved due to remeasurements or any other reasons.**

Another agency will not be relocated to leased space for the purpose of providing space for a Senator. However, if an agency is being relocated or is funding the relocation of a neighboring agency for expansion purposes, a Senator's office may be included in the relocation plan, with the approval of the Sergeant at Arms. All relocation costs to move the Senator's office are paid for by the agency forcing the move.

GSA provides Senators door signs similar to those provided other tenants. GSA does not provide desk nameplates. If desk nameplates are desired, the State office should contact the Senator's Washington, DC office for instructions.

Parking space. Senators are given the same priority in the assignment of parking spaces as Federal judges and are assigned one space for each office they have in GSA-controlled or USPS-controlled buildings. Guaranteed parking is limited to Senators and does not include members of their staffs. Staff members are given the same opportunity to acquire parking space as other Federal employees in the building under the GSA parking regulations. Parking spaces assigned to Senators and their staffs are included in the rent charges. The amount of space assigned for parking however is not included when computing the total amount of office space assigned.

If adequate parking is not available at a Federal building in which a Senator occupies office space, GSA can lease parking spaces on behalf of the Senator, upon the approval of the Sergeant at Arms. However, parking at a Federal building or federally leased parking spaces shall not be assigned or provided to a Senator that occupies commercial space in that location.

Annual cost estimate. Annually GSA provides the Sergeant at Arms rent estimates for inclusion in the Presidential budget published by the Office of Management and Budget. The budget estimates are provided by the Public Buildings Service 18 months prior to the budget year and are based on rates for currently assigned space. The Senate is responsible for determining and budgeting for any future space needs.

Notice to vacate space. At least 30 days before vacating permanently assigned GSA controlled or USPS controlled space, the Senator shall submit a letter of intent to vacate to the Regional Administrator with a copy provided to the Sergeant at Arms. The Sergeant at Arms will notify GSA in writing whether the space is to be reoccupied or vacated. If GSA is not notified and the space is not reoccupied, GSA forwards the next 30 day rent bill to the Sergeant at Arms for payment of the vacated space. Space vacated due to the end of a Senator's term of office and not requested by a senior Senator shall be reserved for the newly elected Senator. If the incoming Senator determines that the space is not adequate for his/her needs, the Senate Sergeant at Arms office will release the space back to GSA.

Extensions. Except as provided below, in no event shall a Federal space assignment extend beyond a Senator's term of office.

Departing Senators. Except as provided for in the next paragraph, GSA may anticipate that office space assigned to a departing Senator will be vacated on or before the last day of the term of office of the Senator. At the written request of the Sergeant at Arms, occupancy will be temporarily extended. Temporary extensions do not ordinarily exceed 30 days. Written requests for extensions are made at least 2 weeks before the end of the term of office.

Vacating space due to death or resignation. When a Senator dies or resigns before the last day of the term of office, the staff may continue to occupy the office space for 60 days.

Standard building services. Standard building services are the support services included in the charge for rent and are similar to those furnished in commercial practice. Such services should include but not be limited to:

The effort required to provide service for the space during regular business hours (5-day week, one-shift occupant operation) including adequate start-up services before work begins and shut-down services after work ends;

Twenty-four-hours-a-day, seven-day-a-week use of building entrances, elevators, escalators, and lights;

Heating, ventilation, and air-conditioning services during regular business hours; and,

Janitorial and security services during regular business hours.

Reimbursable building services. Reimbursable building services are services other than standard building services, whether recurring or nonrecurring. These services include:

Alterations or adjustments other than initial space alterations to office space due to rearrangements of personnel or the relocation of equipment;

The provision for overtime heating, ventilation, or air-conditioning services;

Services of a mechanic to work on weekends or evenings to turn on or off a building's heating, ventilation, or air-conditioning equipment, and then monitor the equipment to ensure that it is functioning properly;

Special security or janitorial services on weekends or evenings;

Security systems/duress alarms. (The Federal Protective Service provides security surveys at no cost to the Senate to determine the type and cost of a system in Senate space located in Federal and Senate leased space in commercial buildings.)

Requests for reimbursable services. Senators request reimbursable services for space alterations and adjustments or for overtime activities by sending a description of the services required to the appropriate Regional Administrator. After the cost is provided to the Senator, the Buildings Manager in conjunction with the CSR prepares a GSA Form 2957, Reimbursable Work Authorization (RWA), for the approval of the Sergeant at Arms. Instead of the appropriation number, the RWA should contain the words, "Leg. Br. reimbursement by check upon completion of work." RWAs are sent to the State Office Liaison, Office of the Sergeant at Arms, United States Senate, Room S-321, U.S. Capitol Building, Washington, DC 20510. If the work is authorized, the Sergeant at Arms will sign the signature block of RWA to certify the availability of funds. The RWA is returned to GSA as notification to proceed with the service requested. ***No work is to be performed by GSA until the RWA has been approved by the Sergeant at Arms* or his/her designee.** The CSR notifies the State Office Liaison when the work is completed. All RWAs are billed after the work is completed.

The ***exception*** is television cabling in Federal buildings. The RWA is prepared for the approval and signature of the Senator. The bill is sent directly to the Senator's address indicated on the RWA and the Sergeant at Arms shall bear no responsibility for the cost of the RWA.

Requests for telecommunications reimbursable services. The Senate Telecommunications Department may request reimbursable services from GSA with regard to providing and installing conduit, cable, electrical outlets, and backboards for telephone systems in State offices located in Federal buildings. The CSR shall prepare the GSA Form 2957, Reimbursable Work Authorization, in the same manner and form mentioned above except that the form shall be sent to the Telecommunications Department, United States Senate, Room SD-180, Washington, DC 20510.

Telephone service. Telephone service for Senators' State offices, including acquisition of telephone equipment, local telephone service, and commercial long distance service, is arranged by the Senate Telecommunications Department. See page 17. GSA shall not provide any telecommunications service/feature to a Senator without the prior approval of the Senate Telecommunications Department.

Furniture and Furnishings

Definition of furniture. Furniture includes desks, chairs, tables, sofas, credenzas, bookcases, refrigerators, and filing cabinets. Filing cabinets include lateral, vertical, and security file cabinets. Systems furniture and motorized, built-in, hanging, or other

specialized filing equipment cannot be purchased without the CSR first receiving the approval of the Sergeant at Arms. All furniture items are charged against the furniture and furnishings' allowance shown on page 14.

Definition of furnishings. Furnishings include carpets, draperies, window blinds, lamps, smoking stands, floormats, shelving, movable partitions, folding tables which cost less than $150.00 each, and stacking chairs which cost less than $50.00 each. Furnishings, except for carpets, draperies, and window blinds, are categorized as a miscellaneous reimbursable expense and are not charged against the furniture and furnishings' allowance. When not provided as part of the standard decor, the costs of carpets, draperies, and window blinds are charged against the furniture and furnishings' allowance.

Requests for furniture, furnishings, and miscellaneous services. Senators submit requests for furniture, furnishings, and miscellaneous services directly to the appropriate CSR listed on pages 15 and 16. Decorator items such as pictures and plants are a personal expense and are not provided by GSA nor the Sergeant at Arms.

Senators who are up for reelection. No new furniture and furnishings' procurements are made during the 6 months before a Federal general election for Senators who are up for reelection, except to replace items that cannot be repaired.

Newly elected Senators. When a newly elected Senator retains space previously occupied by an outgoing Senator, the CSR offers the Senator the GSA-owned furniture and furnishings not purchased by the outgoing Member. The items accepted are charged against the furniture and furnishings' allowance at the same amount as listed on the outgoing Senator's inventory. The CSR then arranges to remove items not accepted by the new Senator.

GSA shall provide Senate-owned equipment in storage to a newly elected Senator only upon written authorization from the appropriate Department within the jurisdiction of the Office of the Sergeant at Arms.

Former House Members elected to the Senate. Newly elected Senators who were former House Members can retain House-owned furniture if approved by House Office Systems Management and the costs of the items do not exceed the Senator's furniture and furnishings' allowance. Office Systems Management determines the value of each item. Within 30 days of establishing the State offices, newly elected Senators will notify the CSR which House-owned furniture is to be retained. The CSR purchases the furniture and charges the cost against the furniture and furnishings' allowance.

Newly elected Senators who were former House Members cannot retain House-owned office equipment, computers, or telephones.

Mobile offices. Furniture and furnishings are provided for mobile offices on the same basis as for office space in buildings. GSA will not provide signs for mobile offices.

Requests for carpets, draperies, and window blinds. In Federal buildings where carpets, draperies, and window blinds are provided as a standard decor of the building, there is no charge. If a Senator requests higher quality of carpets, draperies, and window blinds, the CSR charges the additional cost, including installation, to the Senator's furniture and furnishings' allowance.

In Federal buildings where carpets, draperies, and window blinds are not provided as a standard decor of the building, the total cost of such items, including installation, is charged to the furniture and furnishings' allowance. Additionally, the cost of carpets, draperies, and window blinds, including installation, provided in Federal buildings prior to the regular 5-year replacement schedule, is charged to the furniture and furnishings' allowance.

When requested by a Senator, the CSR provides carpets, draperies and window blinds for State offices located in private leased office space. The cost, including installation, is charged to the furniture and furnishings' allowance.

The original purchase price of carpets, draperies, and window blinds purchased for Federal and private leased space is credited to the furniture and furnishings' allowance after 5 years.

Replacement of furniture and furnishings. Office furniture is normally not replaced until it is more than 12 years old. Carpets, draperies, and window blinds can be replaced after 5 years. Replacement exceptions include reductions in space and staff, office reallocations, space layout changes, and items not repairable. When furniture, carpets, draperies, and window blinds are replaced, the Senator's furniture and furnishings' allowance receives credit for the original purchase price of the items. The purchase price, cost of transportation and/or delivery costs of the new items are charged to the allowance.

Rental. GSA does not rent office equipment, furniture, or furnishings for State offices.

Temporary requirements. If available, the CSR provides Senators with temporary office furniture from stock on hand. Temporary is a period not to exceed 120 calendar days. The furniture and furnishings' allowance is not charged for the temporary use of furniture.

Sources of supply. In acquiring furniture and furnishings for Senate State offices, GSA should attempt to satisfy the needs through two established GSA sources:

(1) Items held in Government-held stocks such as excess furniture from GSA or other agencies or items being held for future reassignment to State offices.

(2) New acquisitions from established sources of supply, such as Federal Supply Schedule contractors, GSA distribution centers, or Federal Prison Industries, Inc.

If the Senate office needs can not be met through established mandatory sources, commercial purchases are made according to applicable acquisition regulations. The decision to purchase commercially or from established sources of supply is based on price, quality, and timeliness of delivery.

Charges to furniture and furnishings' allowance. The total cost of furniture and furnishings assigned to all of the home State offices of a Senator may not exceed the furniture and furnishings' allowance. Senators are entitled to use the full amount of the furniture and furnishings' allowance even if the aggregate square footage of their home State office space is less than the office space allowance. The records of charges and credits to the furniture and furnishings' allowance are maintained by the CSR in the Congressional Inventory System (CIS). Authorized charges against the allowance are itemized below:

New furniture: New office furniture purchased by GSA for a Senator is charged against the Senator's furniture and furnishings' allowance at acquisition cost plus transportation and installation cost, if any, from the contractor to the first point of use.

Excess furniture: When requested, GSA provides furniture to State offices that is obtained at no cost from the GSA excess and surplus personal property program. The furniture is obtained from internal agency stock or from other agencies. GSA also obtains, at no cost, excess furniture that was reassigned from House district offices by former Members. All excess furniture that is obtained at no cost is charged against the allowance on the CIS at $1.00 per item for accountability purposes.

House-owned furniture: House-owned furniture retained by newly elected Senators, who were previously Members of the House, can be purchased by GSA. The House Office Systems Management determines the value of the furniture and notifies the CSR of the approval to purchase the furniture. The purchase price is deducted from the Senator's furniture and furnishings' allowance.

Carpets, draperies, and window blinds: Carpets, draperies, and window blinds are billed as a miscellaneous reimbursable expense and are the only furnishings charged against the allowance under the following circumstances:

In buildings where they are not provided as part of the standard decor, the total costs for the carpets, draperies, and window blinds purchased by the CSR are charged against the furniture and furnishings' allowance.

If a Senator requests a higher quality of carpets, draperies, or window blinds, other than the building standard, the additional costs are charged against the furniture and furnishings' allowance.

Exceptions to charging the furniture and furnishings' allowance. Exceptions to charging the allowance include:

The cost to rehabilitate, refinish, or reupholster furniture obtained from GSA excess and surplus property is billed as a miscellaneous reimbursable expense and is not charged against the allowance.

The cost to rehabilitate, refinish, or reupholster furniture already being used in and assigned to a State office is billed as a miscellaneous reimbursable expense and is not charged against the allowance.

Transportation cost for rehabilitated, refinished, or reupholstered furniture obtained from GSA excess and surplus property is billed as a miscellaneous reimbursable expense and is not deducted from the allowance.

The decision to rehabilitate, refinish, and reupholster furniture rather than purchase new furniture is based on cost effectiveness. If the cost to rehabilitate, refinish, and reupholster furniture exceeds more than half the replacement value of a new furniture item, the approval of the Sergeant at Arms is required.

Office supplies. A Senator's State office may purchase U.S. flags, photocopier and facsimile machine supplies, typewriter cartridges, ashtrays, desk trays, card files, book ends, transfer cases, and other office supplies directly from any GSA Customer Supply Center. Office supplies orders are billed directly to the Senator and are not charged against the furniture and furnishings' allowance. For information on opening an account with the Center, contact the appropriate CSR.

Desk nameplates are purchased from the Senate Stationery Store. State offices desiring desk nameplates should contact the Senator's Washington, DC office for instructions and approval.

Moving furniture and equipment. Senators should contact the CSR to arrange moving GSA-provided office furniture and furnishings. To move Senate-owned computers, telephones, and equipment, a written request from the Sergeant at Arms is required. All moves, except forced moves, are provided as a miscellaneous reimbursable expense.

Sale of furniture and furnishings to departing Senators

Entitlement. A Senator who is leaving office or otherwise ceasing to be a Member (except by expulsion) is authorized to purchase the office furniture, furnishings, and equipment from only one of the State offices being maintained. See 2 U.S.C. 59b.

Procedure. At least 30 calendar days before leaving office, a Senator wanting to purchase furniture and/or furnishings notifies the CSR which items are of interest. All purchase prices are on an as-is-where-is basis with the moving and transportation costs at the Senator's expense. The sale must be completed within 30 calendar days of being notified by the CSR of the purchase price. The CSR provides an instructional letter to the Senator to include an Optional Form 16, Sales Slip-Sale of Government Personal Property, giving the purchase price based on the fair market value. Fair market value is determined using GSA Order Government-owned Personal Property Sales, ch. 16 (FSS P 4055.11).

The check, signed by the Senator, is sent to the CSR, payable to the General Services Administration. The CSR sends the check and a copy of the sales documents to GSA, Region 6 Accounts Receivable (6BCR), P.O. Box 73221, Chicago, IL 60673-7221. The CSR then sends the sales document, marked paid in full, to the Senator. The CSR arranges to pick up the items not purchased or not requested by the incoming Senator.

Office equipment. The purchase, accountability, maintenance, and disposal of all office equipment for the State offices of Senators is the responsibility of the Sergeant at Arms. The primary contacts for these services are listed on page 17.

Storage of Senate-owned equipment. When the Senate Equipment Division, the Senate Computer Center, or the Senate Telecommunications Department requests, GSA provides temporary storage of Senate-owned equipment in GSA facilities, to the extent the space is available, at no cost to the Senate. Temporary storage means not more than 120 calendar days. When authorized to do so by the Sergeant at Arms, the CSR arranges for commercial storage of Senate-owned equipment if space in GSA facilities is not available. The Sergeant at Arms reimburses GSA for the cost of storing Senate-owned equipment in commercial space. Commercial storage is billed as a miscellaneous reimbursable expense.

Removal, sale, and disposal of Senate-owned equipment. When requested by the Senate Equipment Division, Computer Center, or Telecommunications Department, GSA picks up, stores, and sells Senate-owned equipment no longer required in State offices. Before a decision is made to sell or excess Senate-owned equipment, the appropriate Senate Department contacts the CSR. Both work jointly to determine the condition of the property and the necessary disposition action.

If the equipment is to be sold or excessed, the appropriate Senate department provides the CSR a completed Senate Sergeant at Arms SF120/SF126 Authorization Form, SAA97-001. If applicable, the authorization form will include an address for deposit of sales proceeds and alternate disposition instructions if the items are not sold. Upon receipt of the SAA97-001, the CSR will prepare the appropriate disposal or sales forms. The CSR will sign and promptly return the SAA97-001 to the originating Senate department when the CSR has confirmed the specified equipment has been picked up from the Senate office. The CSR shall make every effort to have the specified equipment removed within 10 business days of receipt of the SAA97-001 or as soon as practical.

Accountability of GSA-owned property

Maintenance of the inventory. The CSR maintains the inventory for all GSA-owned property provided to Senators in the Congressional Inventory System. When an item is moved from one office to another, the Senator notifies the CSR with the property's description and number, the date the item was moved, and to where it was moved.

Verification of the inventory. The CSR verifies the inventories of GSA-owned office furniture and furnishings biennially. The last inspection takes place 6 months before the end of a Senator's term of office. When requested by the Senate Equipment Division, Computer Center, or Telecommunications Department, the CSR also verifies the inventories of Senate-owned property. The CSR requests a Senator or designated staff member to sign one copy of the inventory. A copy of the verified inventory, signed by the CSR and the Senator or his/her designated staff member is sent or telefaxed to the appropriate department within the jurisdiction of the Office of the Sergeant at Arms.

The CSR shall insure that prior to a Senator vacating his/her office space that all the necessary inventories for a Senator whose term is ending have been conducted. In Federal buildings, GSA shall collect the door keys, secure the area, change the door locks, and assume responsibility for all property until formal accountability is transferred by the CSR to the incoming Senator or the property is otherwise disposed.

Receipt of delivered property. When furniture or furnishings provided by GSA are received by a Senator's office, a designated staff member signs a receipt for the furniture. The receipt is returned to the CSR.

Missing property. When equipment, furniture, or furnishings are missing from a Senator's office located in commercial space, the staff immediately notifies the local police and the Sergeant at Arms. The staff also notifies the CSR who maintains the inventory records for the Senator's office. See pages 15 and 16 for telephone numbers and addresses.

If the Senator's office is located in a GSA or USPS controlled building, the Senator's office notifies the Federal Protective Service, the local police, the CSR, and the Sergeant at Arms of the loss.

In all circumstances, the Senator sends a report of the circumstances regarding the loss to the Sergeant at Arms. The Sergeant at Arms advises the Regional Administrator of the circumstances, specifying, if applicable, the person or persons responsible, and informs GSA of the recommended action to be taken by the Senator's office or by GSA to prevent future losses.

Bills

Rent. GSA submits to the Sergeant at Arms a quarterly bill for the rent on all office space provided in buildings controlled by GSA or the U.S. Postal Service. Each bill includes the amount for rent and standard building services for the next quarter and adjustments to reflect changes in space and to correct any errors in the preceding quarter's bill. Rent bills and Reimbursable Work Authorizations are sent to the State Office Liaison, Office of the Sergeant at Arms, United States Senate, Room S-321, U.S. Capitol Building, Washington, DC 20510.

Furniture. GSA submits a quarterly bill for furniture to the State Office Liaison. The Congressional Inventory System (CIS) figures accompany the bill to substantiate the charges. The furniture charges are derived in the following manner:

> The CIS assesses an annual use charge for furniture purchased for Senate offices that equates to 8.34 percent of the purchase price for 12 years. This amount is billed quarterly. When GSA recovers the acquisition cost for the furniture, no further charge is assessed.
>
> When an item newer than 12 years old is removed from a Senator's office and is not reassigned to another Senator, the Sergeant at Arms is billed for the amount still owed to GSA for the original purchase price of the furniture.

Miscellaneous reimbursable expenses. GSA submits a quarterly bill for miscellaneous reimbursable expenses to the State Office Liaison. Miscellaneous reimbursable expenses include carpets, draperies, window blinds, furnishings, furniture repair, furniture rehabilitation, moving and transportation costs, renting commercial storage space, and other services not related to space alterations or adjustments. Copies of GSA's NEAR financial obligations to substantiate the charges accompany the bill.

Telephone service. GSA submits a monthly bill for telecommunication services (local service and message units) provided to State offices. The bills are sent by GSA Finance to the Director, Telecommunications Department, United States Senate, Room SD-180, Washington, DC 20510. Bills for commercial long distance, except when designated otherwise by the Senate Telecommunications Department, together with detailed backup, are submitted directly to Senators from GSA Finance on GSA Form 789, Statement, Voucher, and Schedule of Withdrawals and Credits, for examination. The Senators verify the charges as correct and forward the bills to the Telecommunications Department, for preparation of vouchers from Senators' official office expense accounts.

Charges for services/features above the allocation levels for Senators are established by the Committee on Rules and Administration and should be billed to the Senator on a separate account. An example of such services/features are Voice Mail, call forwarding, or an extra line. GSA shall not provide any telecommunications service/features to a Senator without prior approval of the Senate Telecommunications Department.

Payment. The Sergeant at Arms makes payment for services under this Agreement at the places specified by GSA on the bills. Payment for bills shall be due at the end of the quarter for which the bill was rendered.

Forms. This Agreement provides for the use of Senate Sergeant at Arms SF120/SF126 Authorization Form, SAA97-001; GSA Form 2957, Reimbursable Work Authorization; GSA Form 789, Statement, Voucher, and Schedule of Withdrawals and Credits; Standard Form 126, Report of Personal Property For Sale; Standard Form 120, Report of Excess Personal Property; GSA Form 27, Notice of Award; and Optional Form 16, Sales Slip-Sale of Government Personal Property. GSA forms are available from the National Forms and Publications Center, GSA Warehouse 4, Dock No. 1, 501 West Felix Street, Fort Worth, TX 76115. Standard and optional forms are available from the General Products Commodity Center, GSA/FSS (7FXM), 819 Taylor Street, Fort Worth, TX 76102.

Office Space Allowance and Furniture and Furnishings' Allowance

State	Office Space	Furniture & Furnishings	State	Office Space	Furniture & Furnishings
	Square Feet	Dollars		Square Feet	Dollars
Alabama	5,400	32,202	Montana	4,800	30,000
Alaska	4,800	30,000	Nebraska	4,800	30,000
Arizona	5,400	32,202	Nevada	4,800	30,000
Arkansas	5,000	30,734	New Hampshire	4,800	30,000
California	8,000	41,744	New Jersey	6,200	35,138
Colorado	5,200	31,468	New Mexico	4,800	30,000
Connecticut	5,200	31,468	New York	8,000	41,744
Delaware	4,800	30,000	North Carolina	6,200	35,138
Florida	7,400	39,542	North Dakota	4,800	30,000
Georgia	6,200	35,138	Ohio	6,800	37,340
Hawaii	4,800	30,000	Oklahoma	5,200	31,468
Idaho	4,800	30,000	Oregon	5,000	30,734
Illinois	6,800	37,340	Pennsylvania	7,000	38,074
Indiana	5,800	33,670	Rhode Island	4,800	30,000
Iowa	5,000	30,734	South Carolina	5,200	31,468
Kansas	5,000	30,734	South Dakota	4,800	30,000
Kentucky	5,200	31,468	Tennessee	5,400	32,202
Louisiana	5,400	32,202	Texas	8,000	41,744
Maine	4,800	30,000	Utah	4,800	30,000
Maryland	5,800	33,670	Vermont	4,800	30,000
Massachusetts	5,800	33,670	Virginia	5,800	33,670
Michigan	6,400	35,872	Washington	5,800	33,670
Minnesota	5,400	32,202	West Virginia	4,800	30,000
Mississippi	5,000	30,734	Wisconsin	5,800	33,670
Missouri	5,800	33,670	Wyoming	4,800	30,000

Reference: Office space allowances start at 4,800 square feet and are increased according to population brackets set forth in 2 U.S.C. §59b, as amended by Public Law 99-88. Furniture and furnishings' allowances start at $30,000 and increase by $734 for each additional 200 square feet above 4,800 square feet.

U.S. General Services Administration

Region	Address and Contact	States Served
1 New England	General Services Administration Thomas P. O'Neill Federal Building 10 Causeway Street Boston, MA 02222 Regional Administrator: (617)565-5860 Congressional Support: (617)565-6000 Telefax: (617)565-8484	Connecticut, Maine, Massachusetts, New Hampshire, Rhode Island, and Vermont
2 Northeast and Caribbean	General Services Administration 26 Federal Plaza New York, NY 10278 Regional Administrator: (212)264-2600 Congressional Support: (212)264-8252 Telefax: (212)264-2760	New Jersey, New York, Puerto Rico, and the Virgin Islands
3 Mid-Atlantic	General Services Administration The Wanamaker Building 100 Penn Square East Philadelphia, PA 19107 Regional Administrator: (215)656-5501 Congressional Support: (215)656-5577 Telefax: (215)656-5590	Delaware, Maryland, Pennsylvania, Virginia, and West Virginia
4 Southeast Sunbelt	General Services Administration 401 West Peachtree Street Atlanta, GA 30365-2550 Regional Administrator: (404)331-3200 Congressional Support: (404)331-3243 Telefax: (404)331-0969	Alabama, Florida, Georgia, Kentucky, Mississippi, North Carolina, South Carolina, and Tennessee
5 Great Lakes	General Services Administration 230 South Dearborn Street Chicago, IL 60604 Regional Administrator: (312)353-5395 Congressional Support: (312)353-8421 Telefax: (312)886-9893	Illinois, Indiana, Michigan, Minnesota, Ohio, and Wisconsin
6 The Heartland	General Services Administration 1500 East Bannister Road Kansas City, MO 64131 Regional Administrator: (816)926-7201 Congressional Support: (816)926-7291 Telefax: (816)926-7981	Iowa, Kansas, Missouri, and Nebraska

GSA Principal Points of Contact for State Office Support (Part 1 of 2)

U.S. General Services Administration

Region	Address and Contact		States Served
7 Greater Southwest	General Services Administration 819 Taylor Street Fort Worth, TX 76102		Arkansas, Louisiana, New Mexico, Oklahoma, and Texas
	Regional Administrator: Congressional Support: Telefax:	(817)978-2321 (817)978-3489 (817)978-8391	
8 Rocky Mountain	General Services Administration Denver Federal Center Building 41 P.O. Box 25006 Denver, CO 80225-0006		Colorado, Montana, North Dakota, South Dakota, Utah, and Wyoming
	Regional Administrator: Congressional Support: Telefax:	(303)236-7329 (303)236-8014x265 (303)236-8018	
9 Pacific Rim	General Services Administration 450 Golden Gate Avenue San Francisco, CA 94102		Arizona, California, Hawaii, Nevada, Guam, and American Samoa
	Regional Administrator: Congressional Support: Telefax:	(415)522-3001 (415)522-2633 (415)522-2640	
10 Northwest/ Arctic	General Services Administration 400 15th Street, SW Auburn, WA 98001-6599		Alaska, Idaho, Oregon, and Washington
	Regional Administrator: Congressional Support: Telefax:	(206)931-7000 (206)931-7126 (206)931-7246	
Headquarters	General Services Administration 18th and F Streets, NW Washington, DC 20405		Washington, DC
	Administrator: Congressional Support: Telefax:	(202)501-0800 (202)501-4500 or (202)501-2028 (202)219-2307	

GSA Principal Points of Contact for State Office Support (Part 2 of 2)

United States Senate

STATE OFFICE LIAISON - Coordinator and primary contact for space, furniture and all services with the exceptions listed below.

Jeanne Tessieri
Office of the Sergeant at Arms
United States Senate
Room S-321
U.S. Capitol Building
Washington, DC 20510

Telephone: (202)224-5409
Telefax: (202)224-4963

TELECOMMUNICATIONS DEPARTMENT - Contact for all telecommunication equipment and services, including all data network services.

Doug Folts
Telecommunications Department
United States Senate
Room SD-180
Washington, DC 20510

Telephone: (202)224-4955
Telefax: (202)224-9635

SERVICE DEPARTMENT - Contact for all office equipment and services.

Michelle Brown Porter
Service Department
Equipment Section
United States Senate
Washington, DC 20510

Telephone: (202)224-6534
Telefax: (202)224-3957

COMPUTER CENTER - Contact for relocation and removal of microcomputers, microcomputer printers, and local area networks servers.

Julie Stroefer
Computer Center
United States Senate
Washington, DC 20510

Telephone: (202)224-5049
Telefax: (202)224-7689

Senate Principal Points of Contact for State Office Support