U.S. General Services Administration

August 2, 2013

MEMORANDUM FOR: Jeffrey Simmons
DC Service Center

FROM: Sharron Bowie *Sharron Bowie*
CONTRACTING OFFICER (WPG)

SUBJECT: Delegation of Authority
GS11P13YTP0292
"Temporary Fence Relocation"

1. In accordance with the policy of the Public Buildings Service, you are hereby designated as the Authorized Representative of the Contracting Officer for the above contract.

2. You are authorized to act for the Contracting Officer and are charged with all responsibility for those acts on all matters pertaining to the contract **except** for the rendering of Final Decisions, preliminary notice of termination (Show Cause Letter) and/or the termination of the contract.

3. You will perform the day-to-day contract administration in accordance with this notification, including:

(a) Review and approve or reject technical submissions and schedules;
(b) Monitor schedules and progress to ensure compliance;
(c) Review and recommend approval of payments (however, you are not authorized to sign payments);
(d) Resolution of issues that may arise between the contractor and the Government in connection with such matters as acceptability of workmanship and other technical requirements;
(e) Inspection, approval and acceptance of the work performed under the contract.

4. You do not have the authority to issue changes or modifications to this contract. All negotiations involving change in excess of your authority or outside the intent/scope of work to be performed are to be submitted to the Contracting Officer for authorization and must include all necessary concurrences, approvals,

and backup documentation. Any change is, of course, subject to the availability of funds.

5. Your attention is also directed to the Anti-Deficiency Act. You are responsible for monitoring the obligation of funds and assuring that no commitment of funds beyond the amount authorized under this contract is made without prior prevalidation and approval of the Contracting Officer.

7. Prior to any Show Cause, Final Decision or Termination action being rendered on this contract, you shall provide the Contracting Officer with all pertinent correspondence, specifications, drawings, records, etc., relative to the dispute, along with your recommendation. No Final Decision shall be requested of the Contracting Officer until the Contractor (not a Subcontractor) has presented his position in writing to you and has requested a Final Decision of the Contracting Officer. Upon the request of the Contracting Officer or the contractor, you shall make all arrangements for a meeting to discuss the dispute and be prepared to present your position at that time. Contractor performance records must be prepared and maintained throughout the duration at major milestones (normally at 25, 50, 75 and 100 percent completion).

8. Your attention is further directed to the requirement for the Contracting Officer to be the sole individual to establish beneficial occupancy. Your office shall determine beneficial occupancy by his/her signature on the letter actually establishing the beneficial occupancy date.

9. The Contracting Officer for contract (GS11P13YTP0292) is Sharron Bowie.

10. As a condition of delegation of authority, all CORs must complete those portions of the COTR training course that correspond to duties assigned to them as COR. Accordingly, a copy of your completion certificate for each duty completed under the FAI COTR course is on file with the GSA, Potomac Service Center, Contracts Team, located in GSA, Regional Office Building, room Number 6920.