

Purchase Order and Payment Authorization

U.S. Department of Housing and Urban Development
Office of Housing
Federal Housing Commissioner

HUD Field Office to complete items 1 thru 12 and item 15.
Contractor to complete item 13 and item 17 as appropriate.
REAM / PM / GTR (as appropriate) to complete item 14.

OMB Approval No. 2502-0278

1. Name and Address of Vendor	2. Issuing Office/Department of Labor Wage Determination (attached)
-------------------------------	---

3. Purchase Order Number	4. Discount Terms
--------------------------	-------------------

5. If marked, the following apply:

<input type="checkbox"/> Notice of Small Business - Small Purchase Set-Aside, FAR Part 52.219-04	<input type="checkbox"/> Notice of Labor Surplus Area Set-Aside, FAR Part 52.220-02
<input type="checkbox"/> Notice of Total Small Business - Labor Surplus Area Set-Aside FAR Part 52.219-05 (includes FAR Part 52.219-15, Notice of Participation by Organizations for the Handicapped)	<input type="checkbox"/> Statement of Work (attached)
	<input type="checkbox"/> Department of Labor Wage Determination (attached)

6. Description of Service/Supplies	7. Quantity	8. Unit Price	9. Amount
See attached _____ pages which are made part of this purchase order.			10. Total \$

11A. Work Schedule

Within _____ calendar days after receiving award the contractor shall begin work.

Within _____ calendar days after receiving award the contractor shall complete all required work. Completion includes final cleanup of the premises.

11B. Indefinite Delivery

If checked, this is an indefinite delivery Purchase Order of the type marked below, and the clause marked is incorporated herein.

52.216-21 Requirements 52.216-22 Indefinite Quantity 52.216-20 Definite Quantity

The ordering period is: From: _____ through _____. The contractor shall indicate acceptance of the Purchase Order by signing Block 13A below and returning the original to the Contracting Officer within 5 days of receipt. The contractor should retain the copy for its records.

12. Authorized by: Signature of Contracting Officer: _____ Date: _____

X Contracting Officer

13A. Contractor's Acceptance. If this box is checked, the Contractor shall indicate acceptance by signing and returning the Purchase Order to the Contracting Officer.

Signature: _____ Name & Title: _____ Date: _____

X

13B. Contractor's Certification of Completion. By signing this purchase order or submitting an invoice the contractor certifies that all services stipulated under this purchase order have been completed or supplies delivered, as of the date shown, in accordance with the specifications, and that all claims of laborers or others performing services or furnishing materials in the performance of the services have been paid. In addition, furnished herewith are all manufacturer warranties with respect to materials and equipment relative to performance hereunder.

Invoice Attached Signature: _____ Name & Title: _____ Date: _____

Signature represents invoice: X

14. Inspection Certification. I certify that I (or my representative) personally inspected this property on the dates shown and to the best of my knowledge and belief all specifications have been met and all repairs have been made and payment has not heretofore been made.

Signature: _____ Name & Title: _____ Date of Final Inspection & Acceptance: _____

X

15. Prompt Payment Act. Insert the following dates to determine appropriate due date. If disputed payment or invoice, insert new dates as required.

Date Invoice Received: _____	Contractors Acceptance Date: _____	Date of Inspection: _____	Date of Acceptance: _____	Payment Due Date: _____
------------------------------	------------------------------------	---------------------------	---------------------------	-------------------------

Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Previous editions may be used till stock is exhausted

form HUD-3842
ref. Handbook 4320.1

APPENDIX 32

16. Federal Acquisition Regulations (FAR) Clauses 52.252-2 Clauses Incorporated by Reference (June 1988).

This contract incorporates the clauses listed below by reference with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make the full text of any clause available.

1. 52.203-1	Offsets Not to Benefit (Apr 1984)	31. 52.222-41	Service Contract Act of 1966 (May 1988)
2. 52.203-3	Gratuities (Apr 1984)	32. 52.222-42	Statement of Equivalent Rates for Federal Hire
3. 52.203-5	Covenant Against Contingent Fees (Apr 1984)	33. 52.223-6	Drug Free Workplace (Mar 1988)
4. 52.203-6	Restrictions on Subcontractor Sales to the Government (July 1985)	34. 52.225-3	Buy American Act - Supplies (Jan 1988)
5. 52.203-7	Anti-Kickback Procedures (Oct 1988)	35. 52.225-5	Buy American Act - Construction Materials (Apr 1984)
6. 52.210-5	New Material (Apr 1984)	36. 52.225-3	Federal, State, and Local Taxes (Apr 1984)
7. 52.215-9	Variation in Quantity (Apr 1984)	37. 52.225-6	Taxes - Contracts Performed in U.S. Possessions and Puerto Rico (Apr 1984)
8. 52.212-12	Suspension of Work (Apr 1984)	38. 52.232-1	Payments (Apr 1984)
9. 52.215-18	Ordering	39. 52.232-5	Payments Under Fixed-Price Construction Contracts (Apr 1988)
10. 52.215-18	Delivery Order Limitations	40. 52.232-8	Discounts for Prompt Payment (Apr 1988)
11. 52.215-8	Utilization of Small Business Concerns and Small Disadvantaged Business Concerns (June 1985)	41. 52.232-11	Extras (Apr 1984)
12. 52.222-3	Contract Labor (Apr 1984)	42. 52.232-23	Assignment of Claims (Jan 1988)
13. 52.222-4	Contract Work Hours and Safety Standards Act - Overtime Compensation (Mar 1988)	43. 52.232-25	Prompt Pay (Apr 1988)
14. 52.222-6	Davis-Bacon Act (Feb 1988)	44. 52.233-1	Disputes (Apr 1984)
15. 52.222-7	Withholding of Funds (Feb 1988)	45. 52.233-3	Process After Award (Aug 1988)
16. 52.222-8	Payroll and Basic Records (Feb 1988)	46. 52.236-2	Differing Site Conditions (Apr 1984)(construction)
17. 52.222-9	Apprentices and Trainees (Feb 1988)	47. 52.236-3	Site Investigation and Conditions Affecting the Work (Apr 1984)(construction)
18. 52.222-10	Compliance with Copeland Act Requirements (Feb 1988)	48. 52.236-5	Material and Workmanship (Apr 1984)(construction)
19. 52.222-11	Subcontracts Labor Standards (Feb 1988)	49. 52.236-6	Superintendence by the Contractor (Apr 1984)(construction)
20. 52.222-12	Contract Termination - Debarment (Feb 1988)	50. 52.236-7	Permits and Responsibilities (Apr 1984)(construction)
21. 52.222-13	Compliance with Davis-Bacon and Related Act Regulations (Feb 1988)	51. 52.236-12	Clearing Up (Apr 1984)(construction)
22. 52.222-14	Disputes Concerning Labor Standards (Feb 1988)	52. 52.236-13	Assistant Prevention (Apr 1984)(construction)
23. 52.222-15	Certification of Eligibility (Feb 1988)	53. 52.236-21	Specifications and Drawings for Construction (Apr 1984)
24. 52.222-11	Walsh-Healey Public Contracts Act (Apr 1984)	54. 52.243-1	Changes - Fixed-Price (Aug 1987) Alternate Materials/Supplies
25. 52.222-23	Notice of Requirement for Affirmative Action to Ensure Equal Employment Opportunity (Apr 1984)	55. 52.243-5	Changes and Changed Conditions (Apr 1984)(construction)
26. 52.222-24	Equal Opportunity (Apr 1984)	56. 52.246-02	Inspection of Supplies (July 1985)
27. 52.222-27	Affirmative Action Compliance Requirements for Construction (Apr 1984)	57. 52.246-04	Inspection of Services (Apr 1984)
28. 52.222-35	Affirmative Action for Special Disabled and Vietnam Era Veterans (Apr 1984)	58. 52.246-12	Inspection of Construction (July 1985)
29. 52.222-36	Affirmative Action for Handicapped Workers (Apr 1984)	59. 52.246-13	Inspections - Dismantling, Demolition, or Removal of Improvements (Apr 1984)
30. 52.222-40	Service Contract Act of 1966 - Contracts \$2,500 or less (May 1988)	60. 52.246-21	Warranty of Construction (Apr 1984)
		61. 52.246-4	Termination for Convenience of the Government (Services) (Apr 1984)
		62. 52.246-8	Default (Fixed-Price Supply and Service) (Apr 1984)
		63. 52.246-10	Default (Fixed-Price Construction) (Apr 1984)

Additional Responsibilities: The Contractor shall take proper safety and health precautions to protect the work, the workers, the public, and the property of others. The Contractor shall, without additional expense to the Government, be responsible for obtaining any necessary licenses and permits, and for complying with any Federal, State, and municipal laws, codes, and regulations applicable to the performance of the work. The Contractor shall be responsible for all damages to himself/herself, his/her employees or other persons or property that occur as a result of the Contractor's performance under this contract.

17. Representations and Certifications of the Purchaser Order.

Additional Instructions. If the amount of this contract exceeds \$10,000, the Contractor must complete the clauses below and return with, or prior to, any request for payment.

FAR 52.252-1 Provisions Incorporated by Reference (June 1988)

(Alternate I) This solicitation incorporates the following solicitation provisions by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make the full text of any clause available.

52.223-05 Certification Regarding a Drug Free Workplace**52.222-21 Certification of Nonsegregated Facilities (Apr 1984)**

52.222-23 Notice of Requirements for Affirmative Action to Ensure Equal Employment Opportunity (Goals for female and minority participation will be provided in the Statement of Work.)

The following provisions are included in full text:

52.222-19 Walsh-Healey Public Contracts Act Representation (Apr 1984)

The offeror represents as a part of this offer that the offeror is or is not a regular dealer in, or is or is not a manufacturer of, the supplies offered.

52.222-22 Previous Contracts and Compliance Reports (Apr 1984)

The offeror represents that:

A. It has, or has not participated in a previous contract or subcontract subject either to the Equal Opportunity clause of this solicitation, the clause originally contained in Section 310 of Executive Order No. 10925, or the clause contained in Section 201 of Executive Order No. 11114;

B. It has, or has not filed all required compliance reports; and

C. Representations indicating submission of required compliance reports, signed by proposed subcontractors, will be obtained before subcontract awards.

52.222-25 Affirmative Action Compliance (Apr 1984)

The offeror represents that (a) it has developed and has on file, or has not developed and does not have on file, at each establishment, affirmative action programs required by the rules and regulations of the Secretary of Labor (41 CFR 60-1 and 60-2), or (b) it has not previously had contracts subject to the written affirmative action programs requirement of the rules and regulations of the Secretary of Labor.

52.215-01 Small Business Concern Representation (Apr 1984)

The offeror represents and certifies as part of an offer that it is or is not a small business concern and that all , not all supplies to be furnished will be manufactured or produced by a small business concern in the United States, its possessions, or Puerto Rico. "Small business concern," as used in this provision, means a concern, including its affiliates, that is independently owned and operated, not dominant in the field of operation in which it is bidding on Government contracts, and qualified as a small business under the size standards in this solicitation.

Public Reporting Burden for this collection of information is estimated to average 0.5 hour per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Reports Management Officer, Office of Information Policies and Systems, U.S. Department of Housing and Urban Development, Washington, D.C. 20410-3600; and to the Office of Management and Budget, Paperwork Reduction Project (2602-0278), Washington, D.C. 20503. Do not send this completed form to either of these addresses.

form HUD-8842
ref. Handbook 4320.1