

WASHINGTON METROPOLITAN AREA TRANSIT AUTHORITY 600 Fifth Street NW, Washington DC 20001 AMENDMENT OF SOLICITATION / MODIFICATION OF CONTRACT

1. AMENDMENT/MODIFICATION	2. EFFECTIVE D	ATE	
AM 001	Same as Block 17		
3. ISSUED BY PROCUREMENT SECTION Karen A. McSween Office of Procurement & Materials 600 Fifth Street, NW Washington, DC 20001	4. ADMINISTERE	ED BY (If other than block 3)	
5. CONTRACTOR		6. FORM TYPE	
NAME AND ADDRESS		(Check only one) X AMENDMENT OF SOLICITATION NO.	CQ15108/KAM
(Street, city,		DATE December 12, 2014	
county, state, and Zip Code)		MODIFICATION OF CONTRACT/ORDER NO.	
,		DATE (See block 9)	* -
7. THIS BLOCK APPLIES ONLY TO AMENDMENT	S OF SOLICITATION		
X The above numbered solicitation is amended as set forth in block 10. The hour and date specified for receipt of Offers is extended, X is not extended. Offerors must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation, or as amended, by one of the following methods; (a) By signing and returning copies of this amendment; (b) by acknowledging receipt of this amendment on each copy of the offer submitted; or (c) by separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE ISSUING OFFICE PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If, by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided such telegram makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.			
8. ACCOUNTING AND APPROPRIATION DATA (if required)			
9. THIS BLOCK APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS (a) This Change Order is issued pursuant to The Changes set forth in block 10 are made to the above numbered contract/order. (b) The above numbered contract/order is modified to reflect the administrative changes (such as changes in paying office, appropriation data, etc.) set forth in block 10. (c) This Supplemental Agreement is entered into pursuant to authority of It modifies the above numbered contract as set forth in block 10.			
10. DESCRIPTION OF AMENDMENT/MODIFICATION			
Solicitation CQ15108/KAM is Amended as Follows: A. Article 7, BILLING AND PAYMENT as stated in Part II, Section 2 - Special Provisions of the Solicitation is revised. This revision must be used effective January 1, 2015. See the continuation page for the revised Article. (Continuation on Page 2)			
Except as provided herein, all terms and conditions of the document referenced in block 6, as heretofore changed, remain unchanged and in full force and effect.			
11 CONTRACTOR/OFFEROR IS REQUIRE MODIFICATION AND RETURN CO		CONTRACTOR/OFFEROR IS NOT REQUIR DOCUMENT	RED TO SIGN THIS
12. NAME OF CONTRACTOR/OFFICE		15. WASHINGTON METROPOLITAN AREA TRA	NSIT AUTHORITY
BY_		BY HA MESSIA	
(Signature of person authorized to sign) (Signature of Contract Administrator)			
13. NAME AND TITLE OF SIGNER (Type or print)	14. DATE SIGNED	16. NAME OF CONTRACT ADMIN. (Type or print)	17. DATE SIGNED
		Karen A. McSween	12/24/14

7. BILLING AND PAYMENT

WMATA will accept the submittal of invoices in one of the following methods:

Email: Invoices may be submitted through email at: apinvoice@wmata.com. Please submit one invoice and supporting documentation per PDF attachment. You may submit more than one PDF attachment per email.

Fax: Invoices may be submitted via the following number: <u>1-866-534-9063</u>. Please submit one invoice and all supporting documentation for this invoice per fax.

Regular Mail: Invoices may be submitted via U.S. Postal Service to the following address:

WMATA – Accounts Payable PO Box 1910 Beltsville, MD 20704-1910

This address is only for vendor invoices. Correspondence should not be sent to this address.

Invoice Requirements:

Invoices shall contain the vendor name, a unique invoice number for each shipment or service, invoice date, payment terms, total invoice amount, remit to address, Purchase Order Number, freight terms, description of each item being invoiced, quantity, unit item cost, extended cost by item, total freight/handling costs, and contact name and email address. Final invoices must clearly be marked "FINAL" and cite the amount of the contract, amount previously paid, and the balance due.