

10/1/2015

Notice to Vendors Regarding a Change in Delivery Shipments

Re: Appointment Scheduling and Centralizing Receiving of Vendor Deliveries to the U.S. House of Representatives, Office of the Chief Administrative Officer

Dear Sir or Madam:

You currently ship and/or deliver products to the Office of the Chief Administrative Officer (CAO). The CAO is implementing new procedures to standardize the receipt of shipments. The new procedures will allow the CAO to timely and efficiently predict deliveries, ensuring an excellent customer experience for House asset custodians.

As of September 30, 2015, there are new requirements for all equipment and accountable property procured by the CAO. Please follow these procedures:

Scheduling:

- Deliveries will be by appointment at 202-225-8214.


Deliveries:

- Vehicles must first be processed at the U.S. Capitol Police Off-Site Delivery Center.
- Deliveries will be made at a central receiving location identified on asset purchase orders.
- Vendors are still required to adhere to the House policies and standard contract clauses.

At this time, these new procedures apply only to deliveries to the CAO. If you have any questions regarding this matter, please do not hesitate to contact the CAO Asset Management, Central Receiving Office at 202-225-8214.

Thank you for your continued cooperation.

Sincerely,



Rhonda C. Shaffer
Director, Asset Management