

HELLO GSA....



General Services Administration  
National Capital Region  
Washington, DC 20407

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MEMORANDUM FOR ALL BUILDING MANAGERS  
NATIONAL CAPITAL REGION

THRU: ROBERT ARMSTRONG  
MANAGER, SOUTH DISTRICT (WPMS)

FROM: *Thomas A. Russell*  
THOMAS A. RUSSELL  
CONTRACTING OFFICER (WPPC)

Subject: Carpet Contract

Recently this office received inquiries concerning the possibility of inaccurate square yardage figures and potential billing errors in past delivery orders. After confirming that there have been discrepancies in several delivery orders, this office has taken appropriate action. This memo is intended to help avoid any future questions or uncertainties.

The Government, and specifically GSA, does not allow for waste in its current or past carpet contracts. The Government only pays for the carpet that covers the actual floor area. This means accurate measurements must be made prior to an area being carpeted. The actual yardage, and not an estimated or rounded square yardage, must be determined.

For your review, I am enclosing layouts of two questionable areas which we measured. Both areas contained inaccurate square yardage figures. In room 6410 the inaccuracy is particularly hard to justify when we paid the contractor to remove 10.6 square yards of carpet which did not exist.

Please ensure that all personnel administering and supporting our carpet contracts are aware of the importance of accurate measurements. Please stress that we do not allow for waste in our contracts. We only pay for the carpet that is installed. In most situations it should only take a few minutes to measure and determine the actual square yardage of an area.

Thank you for your assistance in this matter. If you have any questions please call me