



Quote ^{2025-DA-07821-F}

Order title: USDA Banners

Order #: 10016316

Created: 05/08/2025

Created by: Luz Knight

Payment Terms: Net 30

PO: Karen

Invoices sent to:

USDA
GPO - Comptroller - FCMS
Washington DC 20401

Office Address:

Timsco Graphics
5300 Beech Place
Temple Hills MD 20748
301-702-0098

Ship to:

USDA
1400 Independence Ave., SW
Washington DC 20250

Product	Description	Quantity	Unit Price	Extended Price
Large Format Digital	Growing America Since 1862 Banners 4/0 372 x 123 Mesh 8oz (with liner) White Ship to: USDA	3		
Special Order Hardware	Special Order Hardware	1		
Lift Rental	Special Order Hardware Ship to: USDA Lift for installation	1		
Installation	Lift Rental Ship to: USDA Installation Charge	1		
Shipping	Installation Ship to: USDA Install - Shipping Charges			
Totals				\$16,400.00

Special Notes and Instructions

Subtotal	\$16,400.00
Shipping	\$0.00
Charges	\$0.00

Total	\$16,400.00
-------	-------------

ORDER FOR SUPPLIES OR SERVICES

2025-DA-07821-F

PAGE OF PAGES

1

2

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

1. DATE OF ORDER 06/12/2025	2. CONTRACT NO. (If any)	6. SHIP TO: a. NAME OF CONSIGNEE USDA, OO, Executive Services Divisi	
3. ORDER NO. 12314425P0030	4. REQUISITION/REFERENCE NO. 1153137		
5. ISSUING OFFICE (Address correspondence to) USDA, DM/OCB/POD/AMB, POD Acq Mgmt Acquisition Management Branch-CO 301 S. Howes St., Suite 321 Fort Collins CO 80521-2795		b. STREET ADDRESS USDA, OO, Executive Services Divisi 1400 Indep Ave, SW, Rm. 10-A	c. CITY Washington
		d. STATE DC	e. ZIP CODE 20250
7. TO: a. NAME OF CONTRACTOR TIMSCO, INC.		f. SHIP VIA	
b. COMPANY NAME		8. TYPE OF ORDER <input checked="" type="checkbox"/> a. PURCHASE REFERENCE YOUR: Quote #10016316 Please furnish the following on the terms and conditions specified on both sides of this order and on the attached sheet, if anv. including delivery as indicated.	
c. STREET ADDRESS 5300 BEECH PLACE		<input type="checkbox"/> b. DELIVERY Except for billing instructions on the reverse, this delivery order is subject to instructions contained on this side only of this form and is issued subject to the terms and conditions of the above-numbered contract.	
d. CITY TEMPLE HILLS	e. STATE MD	f. ZIP CODE 20748-2040	
9. ACCOUNTING AND APPROPRIATION DATA		10. REQUISITIONING OFFICE	

11. BUSINESS CLASSIFICATION (Check appropriate box(es)) <input checked="" type="checkbox"/> a. SMALL <input type="checkbox"/> b. OTHER THAN SMALL <input type="checkbox"/> c. DISADVANTAGED <input type="checkbox"/> d. WOMEN-OWNED <input type="checkbox"/> e. HUBZone <input type="checkbox"/> f. SERVICE-DISABLED VETERAN-OWNED <input type="checkbox"/> g. WOMEN OWNED SMALL BUSINESS (WOSB) ELIGIBLE UNDER THE WOSB PROGRAM <input type="checkbox"/> h. EDWOSB		12. F.O.B. POINT	
13. PLACE OF a. INSPECTION Destination		14. GOVERNMENT B/L NO.	
b. ACCEPTANCE Destination		15. DELIVER TO F.O.B. POINT ON OR BEFORE (Date) 05/13/2025	
		16. DISCOUNT TERMS	

17. SCHEDULE (See reverse for Rejections)

ITEM NO. (a)	SUPPLIES OR SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
	UEI: DLRCKN4VY167 Admin Office: USDA, DM/OCB/POD/AMB, POD Acq Mgmt Acquisition Management Branch-CO 301 S. Howes St., Suite 321 Fort Collins CO 80521-2795 Continued ...					

SEE BILLING INSTRUCTIONS ON REVERSE	18 SHIPPING POINT	19 GROSS SHIPPING WEIGHT	20 INVOICE NO	\$16,400.00	17(h) TOTAL (Cont. pages)	
	21. MAIL INVOICE TO:					
	a. NAME	Invoice Processing Platform (IPP)			\$16,400.00	17(i) GRAND TOTAL
	b. STREET ADDRESS (or P.O. Box)	All invoices must be submitted electronically through the Invoice Processing Platform (IPP) via www ipp gov				
c. CITY	d. STATE	e. ZIP CODE				

22 UNITED STATES OF

AMERICA BY (Signature)

06/12/2025



23. NAME (Typed)

HOLLY A. VOTRUBA

TITLE: CONTRACTING/ORDERING OFFICER

ORDER FOR SUPPLIES OR SERVICES
SCHEDULE - CONTINUATION

PAGE NO
2 2025-DA-07821-F

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

DATE OF ORDER 06/12/2025	CONTRACT NO.	ORDER NO. 12314425P0030
-----------------------------	--------------	----------------------------

ITEM NO. (a)	SUPPLIES/SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
0001	FMMI Account: SE00.2503ASAAPPR BOC: 2540 Period of Performance: 05/01/2025 to 06/30/2025 To hang 3 large banners on the Whitten Building in conjunction with the Secretary's priority. Contract Type: FIRM-FIXED-PRICE The total amount of award: \$16,400.00. The obligation for this award is shown in box 17(i).				16,400.00	

TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17(H))

\$16,400.00

From: [Timsco](#)
To: [Votruba, Holly - OCP, CO](#)
Subject: [External Email]Receipt from Timsco (Transaction #10457672-8979)
Date: Tuesday, July 1, 2025 12:39:51 PM

You don't often get email from noreply@swipesimple.com. [Learn why this is important](#)

[External Email]

If this message comes from an **unexpected sender** or references a **vague/unexpected topic**;
Use caution before clicking links or opening attachments.
Please send any concerns or suspicious messages to: Spam.Abuse@usda.gov



Timsco

5300 BEECH PL, Temple Hills, MD
20748

TRANSACTION #	10457672-8979
DATE	07/01/2025 2:38 PM
RESULT	APPROVED
AUTH CODE	071263
TRANSACTION METHOD	KEYED
TRANSACTION TYPE	SALE
CARDHOLDER NAME	HOLLY VOTRUBA
CARD	XXXX-XXXX-XXXX- (b) (6)
CARD TYPE	MASTERCARD
REFERENCE NUMBER	16316

1 × Quick Item	\$16,400.00
Subtotal	\$16,400.00

TOTAL	\$16,400.00
-------	--------------------

METHOD	KEY ENTERED
MID	XXXXXXXX3021
TID	003

Receipt sent via SwipeSimple, powered by CardFlight
© CardFlight, Inc. 2025

Kemper, Kyle (CTR) - OGC, DC

From: Prickett, Mason - OC, DC
Sent: Monday, May 12, 2025 2:35 PM
To: Brown, Buffy - OO, DC; Illenberg, Mike - OC, DC; Lewis, Karen - OC, DC; HOFFMAN, THOMASH - OO, DC; Johnson, Kendall - OC, DC
Cc: Varsamis, Alec - OSEC, DC
Subject: RE: printing costs: Whitten banners -

Yes that works fine, lets just do full install tonight to avoid any concerns of weather problems.

And I'm currently talking with our on site photographer to be there for installation.

From: Brown, Buffy - OO, DC <buffy.brown@usda.gov>
Sent: Monday, May 12, 2025 1:55 PM
To: Illenberg, Mike - OC, DC <mike.illenberg@usda.gov>; Prickett, Mason - OC, DC <Mason.Prickett@usda.gov>; Lewis, Karen - OC, DC <karen.lewis@usda.gov>; HOFFMAN, THOMASH - OO, DC <THOMASH.HOFFMAN@USDA.GOV>; Johnson, Kendall - OC, DC <Kendall.Johnson@usda.gov>
Cc: Varsamis, Alec - OSEC, DC <Alec.Varsamis2@usda.gov>
Subject: Re: printing costs: Whitten banners -

Hi,
 Just spoke to Calvin. His team will be onsite around 5pm; I have the key to the lift and will meet him.

Calvin asked if it is possible to install the banners this evening, the weather forecast for tomorrow and Wednesday may impact installation.

Please advise so I can let Calvin (the vendor) know. Also, am aware that OC wants to photograph or video the most install.

Thank you,
 Buffy

Buffy Brown
 Chief, Operations and Maintenance
 Facilities Management Division
 Office of Operations



Departmental Administration
 1400 Independence Ave SW, Washington, DC, 20250
 S-228

p: (b) (6) | c: (b) (6)



U.S. DEPARTMENT OF AGRICULTURE

2025-DA-07821-F

From: Illenberg, Mike - OC, DC <mike.illenberg@usda.gov>
Sent: Monday, May 12, 2025 1:51:59 PM
To: Prickett, Mason - OC, DC <Mason.Prickett@usda.gov>; Lewis, Karen - OC, DC <karen.lewis@usda.gov>; Brown, Buffy - OO, DC <buffy.brown@usda.gov>; HOFFMAN, THOMASH - OO, DC <THOMASH.HOFFMAN@USDA.GOV>; Johnson, Kendall - OC, DC <Kendall.Johnson@usda.gov>
Cc: Varsamis, Alec - OSEC, DC <Alec.Varsamis2@usda.gov>
Subject: RE: printing costs: Whitten banners -

The lift was dropped off this morning. The installation team will start arriving around 4 pm. Buffy is working late today to cover the installation (she's adjusted her work hours accordingly and will be in later this afternoon.

Mike Illenberg

Director of Brand, Internal Communications, Print and Editorial Review
USDA Office of Communications



U.S. DEPARTMENT OF AGRICULTURE

Office of Communications

1400 Jefferson Drive S.W., Washington, DC, 00000

Whitten Building 440AA

c: (b) (6)

From: Prickett, Mason - OC, DC <Mason.Prickett@usda.gov>
Sent: Monday, May 12, 2025 1:47 PM
To: Illenberg, Mike - OC, DC <mike.illenberg@usda.gov>; Lewis, Karen - OC, DC <karen.lewis@usda.gov>; Brown, Buffy - OO, DC <buffy.brown@usda.gov>; HOFFMAN, THOMASH - OO, DC <THOMASH.HOFFMAN@USDA.GOV>; Johnson, Kendall - OC, DC <Kendall.Johnson@usda.gov>
Cc: Varsamis, Alec - OSEC, DC <Alec.Varsamis2@usda.gov>
Subject: RE: printing costs: Whitten banners -

Is there a status update on installation? And is this still the desired schedule?

From: Illenberg, Mike - OC, DC <mike.illenberg@usda.gov>
Sent: Friday, May 9, 2025 3:25 PM
To: Lewis, Karen - OC, DC <karen.lewis@usda.gov>; Brown, Buffy - OO, DC <buffy.brown@usda.gov>; HOFFMAN, THOMASH - OO, DC <THOMASH.HOFFMAN@USDA.GOV>; Johnson, Kendall - OC, DC <Kendall.Johnson@usda.gov>; Prickett, Mason - OC, DC <Mason.Prickett@usda.gov>
Cc: Varsamis, Alec - OSEC, DC <Alec.Varsamis2@usda.gov>
Subject: FW: printing costs: Whitten banners -

See below schedule from Timsco for installation of the banners. This is what was agreed to (per the vendor) during the survey. The lift will be delivered **MONDAY MORNING**

Buffy or Tom– will you please call (b) (6) (phone below) and advise him on where the delivering lift rental company may park the lift. They will drop it off on Monday. Please coordinate this part with (b) (6) directly. I don't think we all need to be cc'd on parking logistics.

Subject: RE: printing costs: Whitten banners -

Hey Mike,

Here is our tentative schedule below. Our onsite installers name is (b) (6), his cell is (b) (6) in case you need to reach him for anything.

Monday morning Lift delivery

We will have rental company park lift off to side on Jefferson Dr. (our crew will **not** be on site)



Monday 5pm

Installation of cabling (no banners installed)



Tuesday 5pm

Weather buffer day (no work scheduled)

Wednesday 5pm

Installation of banners



Timscog Graphics

Calvin Prichard

Sales and Operations

Office: [301.423.1900](tel:301.423.1900)

Direct: (b) (6)

5300 Beech Place, Temple Hills MD, 20748

www.timscographics.com

From: Illenberg, Mike - OC, DC <mike.illenberg@usda.gov>

Sent: Friday, May 9, 2025 12:10 PM

To: Grant Bradshaw <Grant@timscographics.com>; Calvin Prichard <calvin@timscographics.com>

Subject: FW: printing costs: Whitten banners -

Grant and Calvin – just want to be certain that this aligns with your plans as well? See email from Buffy below. Let me know if this presents any conflicts.

Mike Illenberg

Director of Brand, Internal Communications, Print and Editorial Review
USDA Office of Communications



U.S. DEPARTMENT OF AGRICULTURE

Office of Communications

1400 Jefferson Drive S.W., Washington, DC, 00000

Whitten Building 440AA

c: (b) (6)

From: Brown, Buffy - OO, DC <buffy.brown@usda.gov>

Sent: Friday, May 9, 2025 11:12 AM

To: Illenberg, Mike - OC, DC <mike.illenberg@usda.gov>

Cc: Lewis, Karen - OC, DC <karen.lewis@usda.gov>; HOFFMAN, THOMASH - OO, DC <THOMASH.HOFFMAN@USDA.GOV>

Subject: RE: printing costs: Whitten banners -

Mike,

I think Karen was the lead with the vendor on installation times. Last I heard was install the hanging mechanisms Monday (5/12) evening (after 6:30pm) and then return to install the actual banners on Tuesday (5/13) evening (after 6:30pm).

Let me know how I can support; I'll be on site Monday and Tuesday till about 10:00pm)

v/r

Buffy

Buffy Brown

Chief, Operations and Maintenance
Facilities Management Division
Office of Operations



U.S. DEPARTMENT OF AGRICULTURE

Departmental Administration
1400 Independence Ave SW, Washington, DC, 20250
S-228

p: (b) (6) | c: (b) (6)

This electronic message contains information generated by the USDA solely for the intended recipients. Any unauthorized interception of this message or the use or disclosure of the information it contains may violate the law and subject the violator to civil or criminal penalties. If you believe you have received this message in error, please notify the sender and delete the email immediately.