

ORDER FOR SUPPLIES OR SERVICES

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

1. DATE OF ORDER 08/16/2012		2. CONTRACT NO. (If any) GS-28F-0019T		6. SHIP TO: a. NAME OF CONSIGNEE U.S. DOT/Maritime Administration	
3. ORDER NO. DTMA-92-F-2012-000007		4. REQUISITION/REFERENCE NO. MA-PR615-20120928		b. STREET ADDRESS Atlantic Division Operations 7737 Hampton Blvd Building 19 Suite 300	
5. ISSUING OFFICE (Address correspondence to) U.S.DOT/ Maritime Administration Atlantic Div. Acquisition Office MAR-380-2 7737 Hampton Blvd Building 19 Suite 300 NORFOLK VA 23505-1204		c. CITY Norfolk		d. STATE VA	e. ZIP CODE 23505-1204
7. TO: Georff Jarrell a. NAME OF CONTRACTOR GovSolutions, Inc. (DUNS #186957952)		f. SHIP VIA		8. TYPE OF ORDER <input type="checkbox"/> a. PURCHASE <input checked="" type="checkbox"/> b. DELIVERY	
b. COMPANY NAME		REFERENCE YOUR: quotes dtd 7/21/12, 5/21/12 & 5/8/2012		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.	
c. STREET ADDRESS 568 Central Drive Suite 103		Please furnish the following on the terms and conditions specified on both sides of this order and on the attached sheet, if any, including delivery as indicated.			
d. CITY Virginia Beach		e. STATE VA	f. ZIP CODE 23454		
9. ACCOUNTING AND APPROPRIATION DATA See Schedule		10. REQUISITIONING OFFICE DIV. of ATLANTIC OPERATIONS			

11. BUSINESS CLASSIFICATION (Check appropriate box(es)) <input checked="" type="checkbox"/> a. SMALL <input type="checkbox"/> b. OTHER THAN SMALL <input checked="" type="checkbox"/> c. DISADVANTAGED <input checked="" type="checkbox"/> d. WOMEN-OWNED <input type="checkbox"/> e. HUBZone <input checked="" type="checkbox"/> f. SERVICE-DISABLED VETERAN-OWNED <input type="checkbox"/> g. WOMEN-OWNED SMALL BUSINESS (WOSB) ELIGIBLE UNDER THE WOMEN-OWNED SMALL BUSINESS PROGRAM <input type="checkbox"/> h. ECONOMICALLY DISADVANTAGED WOMEN-OWNED SMALL BUSINESS (EDWOSB)				12. F.O.B. POINT Destination	
13. PLACE OF a. INSPECTION Destination		b. ACCEPTANCE Destination		14. GOVERNMENT B/L NO.	
				15. DELIVER TO F.O.B. POINT ON OR BEFORE (Date) 90 Days After Award	
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)
	Issued for the provision of materials and labor for the build out of modular office spaces at the Maritime Administration, Division of Atlantic Operations in Norfolk, Virginia. Services are to include the addition of 5 new offices (2 new spaces Continued ...					

18. SHIPPING POINT		19. GROSS SHIPPING WEIGHT		20. INVOICE NO.		17(h) TOTAL (Cont. pages)
21. MAIL INVOICE TO: a. NAME MARAD A/P INVOICES						
b. STREET ADDRESS (or P.O. Box) P.O. BOX 25710						\$41,025.55
c. CITY OKLAHOMA CITY						\$41,025.55
				d. STATE OK	e. ZIP CODE 73125	17(i) GRAND TOTAL

22. UNITED STATES OF AMERICA BY (Signature) 		23. NAME (Typed) Monique Leake TITLE: CONTRACTING/ORDERING OFFICER	
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**ORDER FOR SUPPLIES OR SERVICES
SCHEDULE - CONTINUATION**

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DATE OF ORDER 08/16/2012	CONTRACT NO. GS-28F-0019T	ORDER NO. DTMA-92-F-2012-000007
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ITEM NO. (a)	SUPPLIES/SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
0001	<p>added to existing modular build out in large common area, and the addition of 3 new modular work stations in the File Room). Installation of glass screen to existing work station to the Ship Operations Administration area.</p> <p>Admin Office: U. S. DOT Maritime Administration Atlantic Div. Acquisition Office MAR-380.2 7737 Hampton Blvd Building 19 Suite 300 Norfolk VA 23505-1204</p> <p>Accounting Info: 70XR161710.2012.93140MIS00.1261000000.31540.17506000 / 7012613140MIS0 Period of Performance: 08/16/2012 to 11/16/2012</p> <p>Provide and install modular office workstations per typical layout drawings in Govsolutions quotation FY12-0104. Attend pre-performance meeting and coordinate particulars with government provided electrical subcontractor. Installation date shall be scheduled at the conclusion of this meeting, but all services shall be complete no later than 120 days after the date of award. Installation shall not exceed 2 calendar days. Contractor shall remove all debris from the worksite and minimize disruption to office operations to the maximum extent practical.</p> <p>In order for an invoice to be processed for payment, it must include your Federal ID Number, Purchase Order Number, and Invoice Number. Without these numbers, your invoice will be returned and payment will be delayed.</p> <p>The total amount of award: \$41,025.55. The obligation for this award is shown in box 17(i).</p>				41,025.55	

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

\$41,025.55

INVOICE SUBMISSION - MARAD/SAR

The Contractor may submit invoices in either electronic or paper format. Electronic submission is preferred.

(1) Electronic invoices shall be addressed to MARADInvoices@faa.gov

Electronic invoices shall conform to the following criteria, or be subject to rejection:

- a. Invoice and supporting documentation shall be in Adobe Acrobat (pdf) format.**
- b. The e-mail subject shall include the contract/purchase order number and invoice number. If this information is omitted from the invoice, then invoice will be returned and payment will be delayed.**
- c. The transmitting e-mail shall include the following information: Name of the Contractor; Invoice date and number; Invoice amount; Contract number and, if applicable, the order or modification number; Terms of any discount for prompt payment offered; Payment instructions (i.e., financial institution, ABA routing #, account #)**

(2) Paper invoices shall be submitted to one of the following addresses. Multiple copies are not required.

**MARAD A/P SAR Invoices Branch
AMZ-150
PO Box 25710
Oklahoma City, OK 73125**

If a street address is required for delivery (i.e., Federal Express), the following address may be used in lieu of the post office box:

**MARAD A/P SAR Invoices Branch
AMZ-150
6500 S MacArthur Blvd.
Oklahoma City, OK 73169**