

**ORDER FOR SUPPLIES OR SERVICES**

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

1. DATE OF ORDER 09/01/2010		2. CONTRACT NO. (If any) GS-03F-0085U		6. SHIP TO: Karen L. Brown		
3. ORDER NO. DTMA2F10022		4. REQUISITION/REFERENCE NO. PR SAR100480/0001		a. NAME OF CONSIGNEE DOT/Maritime Administration, MRG-7100		
5. ISSUING OFFICE (Address correspondence to) DOT/Maritime Administration, Atlantic Division Acquisition Office of Acquisition, MRG-7200 7737 Hampton Boulevard, Building 19, Suite 300 Norfolk VA 23505				b. STREET ADDRESS 7737 Hampton Boulevard, Building 19, Suite 300		
7. TO:		c. CITY Norfolk		d. STATE VA	e. ZIP CODE 23505	
a. NAME OF CONTRACTOR c/o Northeastern Office Equip.				f. SHIP VIA		
b. COMPANY NAME RICOH AMERICAS CORPORATION				8. TYPE OF ORDER		
c. STREET ADDRESS 5 DEDRICK PL				<input type="checkbox"/> a. PURCHASE REFERENCE YOUR:		<input checked="" 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 West Caldwell		e. STATE NJ	f. ZIP CODE 07006-6304		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.	
9. ACCOUNTING AND APPROPRIATION DATA See Line Item Detail				10. REQUISITIONING OFFICE DOT/Maritime Administration, Atlantic Division Operations		
11. BUSINESS CLASSIFICATION (Check appropriate box(es))						12. F.O.B. POINT
<input type="checkbox"/> a. SMALL <input checked="" type="checkbox"/> b. OTHER THAN SMALL <input type="checkbox"/> c. DISADVANTAGED <input type="checkbox"/> g. SERVICE-DISABLED VETERAN-OWNED <input type="checkbox"/> d. WOMEN-OWNED <input type="checkbox"/> e. HUBZone <input type="checkbox"/> f. EMERGING SMALL BUSINESS						Destination
13. PLACE OF		14. GOVERNMENT B/L NO.		15. DELIVER TO F.O.B. POINT ON OR BEFORE (Date)		16. DISCOUNT TERMS
a. INSPECTION	b. ACCEPTANCE			10/08/2010		

**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)
	<b>SEE LINE ITEM DETAIL</b>					

SEE BILLING INSTRUCTIONS ON REVERSE	18. SHIPPING POINT		19. GROSS SHIPPING WEIGHT		20. INVOICE NO.		17(h) TOT. (Cont. pages)
	21. MAIL INVOICE TO: Tammy Curnett						
	a. NAME DOT/ Enterprise Services Center (ESC) OFO/FAA, Oklahoma City						
	b. STREET ADDRESS (or P.O. Box) MARAD A/P Branch, AMZ-150 PO Box 25710						
c. CITY Oklahoma City			d. STATE OK	e. ZIP CODE 73125		\$7,244.00	17(i) GRAND TOTAL

22. UNITED STATES OF AMERICA BY (Signature) *Monique P. Leake*

23. NAME (Typed)  
Monique Leake  
TITLE: CONTRACTING/ORDERING OFFICER



**ORDER FOR SUPPLIES OR SERVICES  
SCHEDULE - CONTINUATION**

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

DATE OF ORDER 09/01/2010	CONTRACT NO. GS-03F-0085U	ORDER NO. DTMA2F10022
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ITEM NO. (a)	SUPPLIES OR SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
0001	<p><i>DUNS # 061079273</i></p> <p>Color Multifunctional Scanner/Printer/Copier</p> <p>Savin C-2828G 50-sheet ARDF (2) x 550 Sheet Trays 100-Sheet Bypass Scan/Print Kit USB Host Interface 1-GB RAM &amp; 80GB HDD</p> <p><i>Delivery Date</i> 10/08/2010</p> <p>Reference Requisition: PRSAR100480/0001</p> <p>Funding Information: 2010 - 70 - X4303 - RRF 931 - 40 - MIS0 - 0 - 0000 - 000000 - 70 - 106131 - 40 - MIS0 - 31110 - 6100 - 6600 - \$5,926.00</p>	1.00	EA	5,926.000	5,926.00	
0002	<p>Console/Stand</p> <p>FAC 33 Stand (Cabinet)</p> <p>Reference Requisition: PRSAR100480/0001</p> <p>Funding Information: 2010 - 70 - X4303 - RRF 931 - 40 - MIS0 - 0 - 0000 - 000000 - 70 - 106131 - 40 - MIS0 - 31110 - 6100 - 6600 - \$118.00</p>	1.00	EA	118.000	118.00	

**TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17i) ⇒ \$6,044.00**

**ORDER FOR SUPPLIES OR SERVICES  
SCHEDULE - CONTINUATION**

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

DATE OF ORDER 09/01/2010	CONTRACT NO. GS-03F-0085U	ORDER NO. DTMA2F10022
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ITEM NO. (a)	SUPPLIES OR SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
0003	<p>Full Coverage Maintenance Cost Per Copy Plan Coverage is to begin after the 90-day Warranty expires.</p> <p>(Billed Quarterly in Arrears)</p> <p>All Copies/Prints Billed @ \$ .0085 B+W \$ .0765 Color</p> <p>Excludes paper only</p> <p align="center"><i>Start Date</i>      <i>End Date</i> 01/10/2011      01/09/2012</p> <p>Reference Requisition: PRSAR100480/0001</p> <p>Funding Information: 2010 - 70 - X4303 - RRF 931 - 40 - MIS0 - 0 - 0000 - 000000 - 70 - 106131 - 40 - MIS0 - 25713 - 6100 - 6600 - \$1,200.00</p> <p><i>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.</i></p>	12.00	MO	100.000	1,200.00	

**TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17i)** ➡ \$1,200.00

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## COMMERCIAL CLAUSES

### 1 CONTRACTOR POLICY TO BAN TEXT MESSAGING WHILE DRIVING

a) Definitions. The following definitions are intended to be consistent with the definitions in DOT Order 3902.10 and the E.O. For clarification purposes, they may expand upon the definitions in the E.O.

"Driving"-

(1) Means operating a motor vehicle on a roadway, including while temporarily stationary because of traffic, a traffic light, stop sign, or otherwise.

(2) It does not include being in your vehicle (with or without the motor running) in a location off the roadway where it is safe and legal to remain stationary.

"Text messaging" means reading from or entering data into any handheld or other electronic device, including for the purpose of short message service texting, e-mailing, instant messaging, obtaining navigational information, or engaging in any other form of electronic data retrieval or electronic data communication. (See definition in DOT Order 3902.10)

(b) In accordance with Executive Order 13513, Federal Leadership on Reducing Text Messaging While Driving, October 1,2009, and DOT Order 3902.10, Text Messaging While Driving, December 30,2009, contractors and subcontractors are encouraged to:

(1) Adopt and enforce workplace safety policies to decrease crashes caused by distracted drivers including policies to ban text messaging while driving--

(i) Company-owned or -rented vehicles or Government-owned, leased or rented vehicles; or

(ii) Privately-owned vehicles when on official Government business or when performing any work for or on behalf of the Government.

(2) Conduct workplace safety initiatives in a manner commensurate with the size of the business, such as-

(i) Establishment of new rules and programs or re-evaluation of existing programs to prohibit text messaging while driving; and

(ii) Education, awareness, and other outreach to employees about the safety risks associated with texting while driving.

(c) Subcontracts. The Contractor shall insert the substance of this clause, including this paragraph (c), in all subcontracts that exceed the micro-purchase threshold, other than subcontracts for the acquisition of commercially available off-the-shelf items.

(End of clause)

### 2 INVOICE SUBMISSION

#### 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.

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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