

**ORDER FOR SUPPLIES OR SERVICES**

PAGE OF PAGES

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

|   |  |   |  |   |  |
|---|--|---|--|---|--|
| 1. DATE OF ORDER<br>02/28/2011  |  | 2. CONTRACT NO. (If any)<br>GS-25F-0011M          |  | 6. SHIP TO:<br>a. NAME OF CONSIGNEE<br>U.S. DOT/Maritime Administration   |  |
| 3. ORDER NO.<br>DTMA-93-P-2011-0009   |  | 4. REQUISITION/REFERENCE NO.<br>MA-PR616-20110148 |  | b. STREET ADDRESS<br>Division of Gulf Operation<br>New Orleans Ship Operations<br>Hale Boggs Federal Building<br>500 Poydras St, Suite 1223 |  |
| 5. ISSUING OFFICE (Address correspondence to)<br>U.S. DOT/ Maritime Administration<br>Gulf Div.Acquisition Office,<br>MAR 380.3<br>Hale Boggs Building<br>500 Poydras Street Suite 1223<br>New Orleans LA 70130-3396  |  |   |  | c. CITY<br>New Orleans  |  |
| 7. TO:<br>a. NAME OF CONTRACTOR<br>SHRED IT NEW ORLEANS INC   |  |   |  | d. STATE<br>LA  |  |
| b. COMPANY NAME   |  |   |  | e. ZIP CODE<br>70130  |  |
| c. STREET ADDRESS<br>110 Widgeon Dr., Suite 100   |  |   |  | f. SHIP VIA   |  |
| d. CITY<br>Saint Rose   |  |   |  | 8. TYPE OF ORDER<br><input checked="" type="checkbox"/> a. PURCHASE<br>REFERENCE YOUR:<br><br><input type="checkbox"/> b. DELIVERY          |  |
| e. STATE<br>LA  |  |   |  | f. ZIP CODE<br>70087-4020   |  |
| 9. ACCOUNTING AND APPROPRIATION DATA<br>See Schedule  |  |   |  | 10. REQUISITIONING OFFICE<br>DIV. of GULF OPERATIONS  |  |
| 11. BUSINESS CLASSIFICATION (Check appropriate box(es))<br><input checked="" type="checkbox"/> a. SMALL<br><input type="checkbox"/> b. OTHER THAN SMALL<br><input type="checkbox"/> c. DISADVANTAGED<br><input type="checkbox"/> d. WOMEN-OWNED<br><input type="checkbox"/> e. HUBZone<br><input type="checkbox"/> f. EMERGING SMALL BUSINESS<br><input type="checkbox"/> g. SERVICE-DISABLED VETERAN-OWNED |  |   |  | 12. F.O.B. POINT<br>Destination   |  |
| 13. PLACE OF<br>a. INSPECTION<br>Destination  |  | b. ACCEPTANCE<br>Destination                      |  | 14. GOVERNMENT B/L NO.  |  |
|   |  |   |  | 15. DELIVER TO F.O.B. POINT<br>ON OR BEFORE (Date)  |  |
|   |  |   |  | 16. DISCOUNT TERMS  |  |

**17. SCHEDULE (See reverse for Rejections)**

| ITEM NO.<br>(a) | SUPPLIES OR SERVICES<br>(b)         | QUANTITY ORDERED<br>(c) | UNIT<br>(d) | UNIT PRICE<br>(e) | AMOUNT<br>(f) | QUANTITY ACCEPTED<br>(g) |
|-----------------|-------------------------------------|-------------------------|-------------|-------------------|---------------|--------------------------|
|                 | OFFICE DOCUMENTS SHREDDING SERVICES |                         |             |                   |               |                          |
| Continued ...   |                                     |                         |             |                   |               |                          |

|                                     |   |                |                           |  |                 |  |                                 |
|-------------------------------------|---|----------------|---------------------------|--|-----------------|--|---------------------------------|
| SEE BILLING INSTRUCTIONS ON REVERSE | 18. SHIPPING POINT                                  |                | 19. GROSS SHIPPING WEIGHT |  | 20. INVOICE NO. |  | 17(h)<br>TOTAL<br>(Cont. pages) |
|                                     | 21. MAIL INVOICE TO:                                |                |                           |  |                 |  |                                 |
|                                     | a. NAME<br>MARAD A/P INVOICES                       |                |                           |  |                 |  | \$820.00                        |
|                                     | b. STREET ADDRESS<br>(or P.O. Box)<br>P.O.BOX 25710 |                |                           |  |                 |  | \$820.00                        |
| c. CITY<br>OKLAHOMA CITY            |   | d. STATE<br>OK | e. ZIP CODE<br>73125      |  |                 |  |                                 |

22. UNITED STATES OF AMERICA BY (Signature)



23. NAME (Typed)  
MARIE CASSE  
TITLE: CONTRACTING/ORDERING OFFICER

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

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|                             |                              |                                  |
|-----------------------------|------------------------------|----------------------------------|
| DATE OF ORDER<br>02/28/2011 | CONTRACT NO.<br>GS-25F-0011M | ORDER NO.<br>DTMA-93-P-2011-0009 |
|-----------------------------|------------------------------|----------------------------------|

| ITEM NO.<br>(a) | SUPPLIES/SERVICES<br>(b)  | QUANTITY<br>ORDERED<br>(c) | UNIT<br>(d) | UNIT<br>PRICE<br>(e) | AMOUNT<br>(f) | QUANTITY<br>ACCEPTED<br>(g) |
|-----------------|---|----------------------------|-------------|----------------------|---------------|-----------------------------|
| 0001            | <p>Admin Office:<br/>U. S. DOT Maritime Administration<br/>Gulf Div. Acquisition Office,<br/>MAR 380.3<br/>500 Poydras Street, Suite 1223<br/>Hale Boggs Building<br/>New Orleans LA 70130-3396</p> <p>Accounting Info:<br/>70XR161710.2011.93240MIS00.1161000000.25215.<br/>61006600 / 7011613240MIS0<br/>Period of Performance: 01/01/2011 to<br/>12/31/2011</p> <p>The contractor shall provide document shredding services to the Maritime Administration offices located in the Hale Boggs Federal building.</p> <p>Statement of work:<br/>The contractor shall provide three (3) locking collection boxes for documents and other materials that are intended to be destroyed.<br/>The contractor shall collect all documents and other materials from the collection boxes monthly and destroy this material by shredding. Shredding shall be accomplished locally in the contractor's trucks equipped to shred the materials.<br/>The contractor shall provide MARAD with the opportunity to witness the destruction of collected materials. The contractor shall provide a receipt for all material destroyed. The receipt shall list the quantity of materials destroyed and the date of destruction.<br/>In addition to the collection boxes, the contractor shall pick up and destroy additional documents and materials directed by MARAD. The additional material will be placed in standard document boxes and identified to the contractor to be picked up as part of the monthly collection. The number of additional boxes shall not exceed<br/>Continued ...</p> | 12                         | MO          | 60.00                | 720.00        |                             |

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

\$720.00

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SCHEDULE - CONTINUATION**

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DATE OF ORDER  
02/28/2011

CONTRACT NO.  
GS-25F-0011M

ORDER NO.

DTMA-93-P-2011-0009

| ITEM NO.<br>(a) | SUPPLIES/SERVICES<br>(b)  | QUANTITY<br>ORDERED<br>(c) | UNIT<br>(d) | UNIT<br>PRICE<br>(e) | AMOUNT<br>(f) | QUANTITY<br>ACCEPTED<br>(g) |
|-----------------|---|----------------------------|-------------|----------------------|---------------|-----------------------------|
| 0002            | <p>20 boxes for the term of the contract unless modified by the MARAD Contracting Officer.</p> <p>Monthly pick-up and document shredding.</p> <p>Additional Box pick-up / shredding.</p> <p>The total amount of award: \$820.00. The obligation for this award is shown in box 17(i).</p> | 20                         | EA          | 5.00                 | 100.00        |                             |

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

\$100.00