

**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 06/10/2011	2. CONTRACT NO. (If any)	6. SHIP TO: a. NAME OF CONSIGNEE U.S Merchant Marine Academy	
3. ORDER NO. DTMA-95-V-2011-0065	4. REQUISITION/REFERENCE NO. MMA-PR5100-20110013		

5. ISSUING OFFICE (Address correspondence to) U.S.Merchant Marine Academy Division of Procurement USMMA-5206 300 Steamboat Road Kings Point NY 11024-1699		b. STREET ADDRESS U.S. DOT/Maritime Administration 300 Steamboat Road	c. CITY Kings Point	d. STATE NY	e. ZIP CODE 11024-1699
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7. TO: Allison Termine	f. SHIP VIA
a. NAME OF CONTRACTOR TERMINE, ALLISON MARIE	8. TYPE OF ORDER

b. COMPANY NAME	<input checked="" type="checkbox"/> a. PURCHASE	<input type="checkbox"/> b. DELIVERY
c. STREET ADDRESS 140 Franklin Ave Apt 4C	REFERENCE YOUR:	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.
DUNS: 968191038	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 Brooklyn	e. STATE NY	f. ZIP CODE 11205-2745

9. ACCOUNTING AND APPROPRIATION DATA See Schedule	10. REQUISITIONING OFFICE Dept. of Museum
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11. BUSINESS CLASSIFICATION (Check appropriate box(es))				12. F.O.B. POINT Destination
<input checked="" type="checkbox"/> a. SMALL	<input 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		

13. PLACE OF		14. GOVERNMENT B/L NO.	15. DELIVER TO F.O.B. POINT ON OR BEFORE (Date)	16. DISCOUNT TERMS
a. INSPECTION Destination	b. ACCEPTANCE Destination			

**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)
	Admin Office: U.S.Merchant Marine Academy Division of Procurement USMMA-5206 300 Steamboat Road Kings Point NY 11024-1699 Continued ...					

SEE BILLING INSTRUCTIONS ON REVERSE	18. SHIPPING POINT	19. GROSS SHIPPING WEIGHT	20. INVOICE NO.	17(h) TOTAL (Cont. pages)	
	21. MAIL INVOICE TO:				17(i) GRAND TOTAL
	a. NAME	MARAD A/P INVOICES		\$1,500.00	
	b. STREET ADDRESS (or P.O. Box)	P.O. BOX 25710			
c. CITY	d. STATE	e. ZIP CODE	\$1,500.00		
	OKLAHOMA CITY	OK	73125		

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

PAGE NO

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DATE OF ORDER  
06/10/2011

CONTRACT NO.

ORDER NO.

DTMA-95-V-2011-0065

ITEM NO. (a)	SUPPLIES/SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
0001	<p>Accounting Info: 70111750MA-2011-1PDA000014-0000510000-25215-61006600 Period of Performance: 06/13/2011 to 09/30/2011</p> <p>Contract archivist to organize McNulty Papers</p> <p>Douglas Pader, Contract Specialist DOT/MARAD U.S. Merchant Marine Academy Kings Point, New York 11024 telephone: (516)726-5840 e-mail: paderd@usmma.edu fax: (516)773-5251</p> <p>The total amount of award: \$1,500.00. The obligation for this award is shown in box 17(i).</p>	1	EA	1,500.00	1,500.00	
TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17(H))					\$1,500.00	

### Statement of Work: Contract Archivist

Contractor will 1. organize collection of documents in the custody of the American Merchant Marine Museum formerly belonging to Admiral McNulty to professional archival standards and 2. Assemble, write and or edit a manual stating standard procedures for archiving and organizing future collections. First payment of \$800 will be made on successful completion of organizing and archiving McNulty Papers; final installment of \$700 will be made on giving a hard copy and one digital copy of the archiving manual to the Museum's Interim Director. All work to be completed no later than September 30, 2011.

## COMMERCIAL CLAUSES

### 1 52.252-02 CLAUSES INCORPORATED BY REFERENCE

This contract incorporates one or more clauses by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available. Also, the full text of a clause may be accessed electronically at this/these address(es):

<http://acquisition.gov/far/current/html/FARTOCP52.html>

Clause	Title	Date
52.222-03	Convict Labor	June 2003
52.232-01	Payments	April 1984
52.232-08	Discounts For Prompt Payment	February 2002
52.232-25	Prompt Payment	October 2008
52.232-33	Payment by Electronic Funds Transfer-Central Contractor Registration	October 2003
52.243-01	Changes--Fixed Price	August 1987
52.246-01	Contractor Inspection Requirements	April 1984
52.249-04	Termination for Convenience of the Government (Services) (Short Form)	April 1984
52.249-08	Default (Fixed-Price Supply and Service)	April 1984

