

**ORDER FOR SUPPLIES OR SERVICES**

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

1. DATE OF ORDER 07/27/2004	2. CONTRACT NO. (If any)	6. SHIP TO: Earl Johnson		
3. ORDER NO. DTMA1F04082	4. REQUISITION/REFERENCE NO. PR600040102	a. NAME OF CONSIGNEE Suisun Bay Reserve Fleet, Maritime Administration		
5. ISSUING OFFICE (Address correspondence to) DOT/Maritime Administration, MAR-380 400 Seventh Street, SW., Room 7310  Washington DC 20590		b. STREET ADDRESS 2595 Lake Herman Road, P.O. Box 318		
		c. CITY Benicia	d. STATE CA	e. ZIP CODE 94510
7. TO:		f. SHIP VIA		
a. NAME OF CONTRACTOR <b>James Bonner</b>		8. TYPE OF ORDER		
b. COMPANY NAME <b>InfiMedia, Inc.</b>		<input checked="" type="checkbox"/> a. PURCHASE REFERENCE YOUR: Quote Dtd 07/22/2004  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.		
c. STREET ADDRESS <b>1925 Quail Run Drive NE</b>		<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 <b>Albuquerque</b>	e. STATE <b>NM</b>	f. ZIP CODE <b>87122</b>		
9. ACCOUNTING AND APPROPRIATION DATA - 69 - X4303 - 9 - 04 - 69 - - 80NDA0 - 161200 - - 2550 - - 0469 - 00461 - - -		10. REQUISITIONING OFFICE DOT/Maritime Administration, MAR-612		

11. BUSINESS CLASSIFICATION (Check appropriate box(es))			
<input type="checkbox"/> a. SMALL	<input type="checkbox"/> b. OTHER THAN SMALL	<input type="checkbox"/> c. DISADVANTAGED	<input type="checkbox"/> d. WOMEN-OWNED
12. F.O.B. POINT Destination	14. GOVERNMENT B/L NO.	15. DELIVER TO F.O.B. POINT ON OR BEFORE (Date)	16. DISCOUNT TERMS
13. PLACE OF		09/30/2004	10 days % 20 days % 30 days % days %
a. INSPECTION	b. ACCEPTANCE		

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: John G. Hoban				
	a. NAME DOT/Maritime Administration, MAR-330				\$17,500.00
	b. STREET ADDRESS (or P.O. Box) 400 Seventh Street, SW., Room 7325				
c. CITY Washington		d. STATE DC	e. ZIP CODE 20590		17(i) GRAND TOTAL

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

PAGE NO.  
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**IMPORTANT: Mark all packages and papers with contract and/or order numbers.**

DATE OF ORDER 07/27/2004	CONTRACT NO.	ORDER NO. DTMA1F04082
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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>Perform inventory of Historical Artifacts located at the MARAD Suisun Bay Reserve Fleet, Benecia CA</p> <p>BACKGROUND: The Maritime Administration (MARAD) Suisun Bay Reserve Fleet maintains an inventory of historical artifacts removed from MARAD ships over the past 50 yrs.</p> <p>TASK: - Inventory the material providing identification , description original ship name, quantity, condition and location of item,                      - Take digital photos of all individual items. All photo files will be labeled with ship name, item name, serial numberof item. The file name shall be recorded on the inventory                      - Record the results of the inventory and provide as an update to the Excel spreadsheet of the current inventory that will be provided.                      - Apply new labels to each item                      - Relocate items as necessary                      - Adhere to all SBRF Safety rules and regulations</p> <p><i>Delivery Date</i> 09/30/2004</p> <p>Reference Requisition: PR600040102</p>	1.00	NTE	17,500.000	17,500.00	

**TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17i) ⇒ \$17,500.00**

STATEMENT OF WORK (SOW)  
Division of Reserve Fleet (MAR-612)  
Inventory of Suisun Bay Reserve Fleet (SBRF) Artifacts

I. BACKGROUND

- A. The Maritime Administration (MARAD) Suisun Bay Reserve Fleet (SBRF) maintains an inventory of historical artifacts removed from MARAD ships from over the last 50 years. The current inventory comprises approximately 800 individual pieces.
- B. The inventory includes items such as clocks, compasses, ship's wheels, brass plates, and other ship related accessories.
- C. An existing inventory is currently recorded in the form of an Excel spreadsheet file.

II. SCOPE OF REQUIREMENTS

- A. This effort will entail the complete physical inventory of the SBRF artifact material. The local MARAD representative will physically identify this material to the contractor during an initial walk-through survey. The current inventory shows approximately 800 separate pieces of property.
- B. The material shall be inventoried in its current location at the SBRF facility.
- C. The SBRF Fleet Support Group (FSG) will provide support as follows: Daily access to the inventory, electricity, lighted work area, and restroom facilities. Labor to assist in handling the material will be provided as needed. The normal working hours at SBRF are 7:00AM-3:30PM, Monday-Friday excluding weekends and holidays.

III. TASKS

- A. Inventory the material. This will entail providing identification, description, original ship name (identified on the inventory, labels or markings on the material), relevant remarks, quantity, condition and location of the material. A corresponding data field structure will be provided.

- B. Take digital photos of all individual items, or use existing photos if acceptable. The resulting photos shall be converted to a standard size and quality that will be determined. All photo files will be named as follows: ship name, item name, serial number of item. (Use "unknown" as a default.) The file name shall be recorded on the inventory.
  
- C. Record the results of the inventory and provide as an update to the Excel file of the inventory that will be provided.
  - 1. Make any necessary updates, changes, corrections, additions and/or deletions to all fields of existing data.
  
  - 2. Record all new locations, the format of which will be clarified by the local MARAD representative.
  
  - 3. All separate pieces of property/serial numbers will require their own line item (i.e., unique serial numbers for like items shall not be consolidated onto one line item).
  
- D. Apply new labels to each item.
  - 1. Labels shall include item name, make, model, serial number and original ship name.
  
  - 2. Labels shall be computer-generated, of a standard label type and size.
  
  - 3. Any old labels, excluding bar-code labels still in use, shall be removed once all relevant information is recorded.
  
- E. It may be necessary to relocate some of the inventory if directed by the local MARAD representative. If so:
  - 1. Final locations will not be established until the material is relocated into final locations.
  
  - 2. The SBRF FSG will provide assistance for the relocation. The SBRF FSG will also become responsible for the inventory upon the material being placed in final locations.

- F. Contractor personnel, while at the SBRF facility, will be required to adhere to all SBRF Safety rules and regulations for contractor personnel. These rules and regulations will be provided in writing prior to the start of any on-site work.

#### IV. APPLICABLE DOCUMENTS (GOVERNMENT FURNISHED DATA)

- A. MARAD will provide the contractor an EXCEL spreadsheet file of the current inventory in the format required for this inventory. The contractor shall update the file to reflect the results of the inventory effort.
- B. MARAD will provide written rules and regulations for contractor personnel working on MARAD Reserve Fleet facilities.

#### V. DELIVERABLES: CONTENT AND FORMAT

- A. The contractor shall provide an updated Excel spreadsheet file of the inventory in the required format.
- B. The contractor shall provide and affix labels on all items.
- C. The contractor shall provide all digital photos on CD.

#### VI. DUE DATES

- A. September 30, 2004

#### VII. ACCEPTANCE CRITERIA

- A. The contractor's performance will be judged based upon the successful completion of the tasks by the due date.
- B. Quality of the deliverables will be determined by accuracy, thoroughness and appropriate format.
- C. A standard for digital photo quality will be established by MARAD at the outset of the effort, and all photos will be expected to meet this standard.

## VIII. OTHER RESOURCES

- A. Mr. Earl Johnson, SBRF FSG Supervisory Quality Assurance Specialist, will serve as the MARAD COTR and technical point of contact (TPOC) for this effort. He or a designate will be available as required. He may be reached at (707) 745-6214 or Earl.Johnson@Marad.dot.gov.
- B. The use of additional government furnished property, facilities and information will be authorized as required.