

TRANSMITTAL SLIP		DATE	9/29/86
TO: Edie			
ROOM NO.	BUILDING		
REMARKS: Attached are copies of the requisition and contract for the OL Planning Conference.			
<i>STAT returned signed copy to GPB 1 EF 10/10/86.</i>			
FROM: Marie			
ROOM NO.	BUILDING	EXTENSION	

BOX APPLIES <input type="checkbox"/> ORDER FOR SUPPLIES OR SERVICES		RETURN COPY(IES) OF THIS QUOTE BY (THIS IS NOT AN ORDER. See Reverse Side.)		5. CERTIFIED FOR NATIONAL DEFENSE UNDER DMS REG 1 DO C-3	
1. CONTRACT/PURCH. ORDER NO. 35-D-730002-950		2. DELIVERY ORDER NO.		3. DATE OF ORDER 5 JUN 1966	
6. ISSUED BY: Procurement Division Washington, DC 20505		7. ADMINISTERED BY: (If other than 6)		8. DELIVERY FOB <input checked="" type="checkbox"/> DEST <input type="checkbox"/> OTHER (See Schedule if other)	
9. CONTRACTOR/QUOTER NAME AND ADDRESS 06443 - Sheraton-Fredericksburg Resort & Conference Center P.O. Box 7047 Fredericksburg, VA 22404		10. DELIVER TO FOB POINT BY: See Below		11. CHECK IF BUSINESS IS <input type="checkbox"/> SMALL <input type="checkbox"/> SMALL DISADVANTAGED <input type="checkbox"/> WOMEN-OWNED	
14. SHIP TO: S-E-E B-R-L-O-W		15. PAYMENT WILL BE MADE BY: See Payment & Invoicing Instructions Below		13. MAIL INVOICES TO: Reference Item 15 Below	

16. TYPE OF ORDER	DELIVERY	This delivery order is subject to instructions contained on this side of form only and is issued on another Government agency or in accordance with and subject to terms and conditions of above numbered contract.
	PURCHASE <input checked="" type="checkbox"/>	
GENERAL PROVISIONS OF PURCHASE ORDER ON REVERSE SIDE APPLY UNLESS OTHERWISE MODIFIED IN THE SCHEDULE. SUPPLIER SHALL SIGN "ACCEPTANCE" ON REVERSE SIDE AND RETURN COPIES		

17. ACCOUNTING AND APPROPRIATION DATA/LOCAL USE

18. ITEM NO.	19. SCHEDULE OF SUPPLIES/SERVICES	20. QUANTITY ORDERED/ACCEPTED *	21. UNIT	22. UNIT PRICE	23. AMOUNT
SEE PAGE 2					
					\$1,224.02

* If quantity accepted by the Government is same as quantity ordered, indicate by ✓ mark. If different, enter actual quantity accepted below quantity ordered and encircle.		24. UNITED STATES OF AMERICA		25. TOTAL	
26. QUANTITY IN COLUMN 20 HAS BEEN: <input type="checkbox"/> INSPECTED <input checked="" type="checkbox"/> RECEIVED <input type="checkbox"/> ACCEPTED, AND CONFORMS TO THE CONTRACT EXCEPT AS NOTED.		27. SHIP. NO.		28. D.O. VOUCHER NO.	
29. DIFFERENCES		30. INITIALS		31. AMOUNT VERIFIED CORRECT FOR	
32. PAID BY		33. CHECK NUMBER		34. BILL OF LADING NO.	
35. RECEIVED AT		36. RECEIVED BY		37. DATE RECEIVED	
38. RECEIVED AT		39. RECEIVED BY		40. DATE RECEIVED	
41. TOTAL CONTAINERS		42. S/R ACCOUNT NUMBER		43. S/R VOUCHER NO.	

TO BE INSPECTED BY T and I		PROCURED AS S. C. NNT <input checked="" type="checkbox"/> ZERO ONE		COMP NO. DEALERS NO. BIDS REC'D. AWARDED TO LOWEST BIDDER AS TO PRICE EXPENDITURE. YES NO Statement Attached	
MATERIAL PROC. ALLQT. NO. 5273-1010		FINANCIAL ANALYSIS NUMBER 5273-1010		PURSUANT TO SEC. 3(a) PL 81-110, 49 AND APPLICABLE AGENCY REGULAT. METHOD OF PROCUREMENT	
DOCUMENT CONTROL NUMBER 7300-85-0235		BUDGET REQ. OFFICE COPY TO 07/1965		PUBLIC EXIGENCY IMPRACTICAL TO SECURE COMPETITION OTHER (Specify)	
NAME - ROOM - BUILDING		SHOULD NOT BE PUBLICLY DISCLOSED		AIR SEA POUCH OTHER (Specify)	
For STOCK: ALLOCATION NO.		For SHIPMENT: STATION NO.		RECEIVING REPORT BY AN APPROVING OFFICIAL W/O DEBIT VOUCHER NO. OTHER (AS SPECIFIED IN SCHEDULE OR BELOW)	
NOT SUBJECT TO F.P.A. (Pay on basis of certification on)		INVOICE BY AN APPROVING OFFICIAL (O/F forward to office shown above.)		RECEIVING REPORT BY AN APPROVING OFFICIAL W/O DEBIT VOUCHER NO. OTHER (AS SPECIFIED IN SCHEDULE OR BELOW)	

MEMORANDUM

Cost Savings \$ _____

STAT CONTR: _____

OR#: 78900607329500

CONTRACT NO: 86-D-780002-950 CONTRACTOR: Sheraton-Fredericksburg

REFERENCE: Jean Vice (703) 786-8321

CONFIRMING TELEPHONE ORDER: This confirms the action contemplated in the Contracting Officer's verbal notice to Jean Vice on 8 May 1986.

DO NOT DUPLICATE

52.216-700 Type of Contract and Consideration (FFP) (ARP 1984)

This is a Firm-Fixed Price (FFP) type contract as identified under Federal Acquisition Regulation (FAR) 16.202. The Total Price for performance hereunder is \$1,924.02.

52.204-700 Scope of Contract (Purchase Orders/Contracts) (APR 1984)

The Contractor shall provide the necessary meals, lodging, and conference facilities to accommodate sixteen (16) individuals attending a two (2) day conference.

Period of Service

The Contractor shall provide these facilities from 7 October through 8 October 1986.

Inspection and Acceptance

Final inspection and acceptance of services provided under this contract shall be performed at destination by cognizant Government personnel.

52.242-703 Authority and Designation of a Contracting Officer's Technical Representative (COTR) (D) (APR 1984)

A. Authority. Performance of this contract is subject to the administrative supervision and approval of the Contracting Officer or his designated representative (COTR). Unless specified elsewhere in this contract, the authority of a designated COTR is specifically limited to the technical administration of this contract and the inspection of supplies being produced, services being provided or work being performed to assess compliance with the scope, schedule, estimated cost (if Cost Reimbursement) and technical requirements of the contract.

CONTRACT NO. 86-D-780002-950 CONTRACTOR: Sheraton-Fredericksburg

B. Designation. The individual(s) identified below is/are authorized access to all information concerning this contract during the life of the contract unless this authorization is reassigned by an Administrative Change to the contract:

Name

Telephone No.

[Redacted box]

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C. Notification. The Contracting Officer is the only representative of the Government authorized to negotiate, enter into, modify or take any other action with respect to contracts. Therefore, no other employee or representative of the Government has the authority to initiate a course of action which may alter the terms of this contract. All revisions to specifications, requirements or informal commitments which may involve a change in either the total cost/price, scope, delivery schedule or legal aspects of this contract must be accomplished by change order or supplemental agreement, to be negotiated and signed by the Contracting Officer. Should any action by Government personnel (other than the Contracting Officer) imply a commitment on the part of the Government which would affect the terms of this contract, the Contractor must notify the Contracting Officer and obtain approval prior to proceeding. Otherwise, the Contractor proceeds at his own risk.

Contractor's Representative

Jean Vice
(703) 786-8321

Payment and Invoicing Instructions

Invoices shall be mailed to the following payment office:

Commercial Claims Branch
Office of Finance
Washington, DC 20505

Pursuant to the Acceptance clause contained in this order, the Government agrees to complete inspection of deliverable items within 5 days of delivery to the consignee address

CONTRACT NO.: 86-D-780002-950 CONTRACTOR: Sheraton-Fredericksburg

designated in the contract. Payment will be made by the Government not later than 30 days from the date the Government accepts the deliverable items or receives a proper invoice in the payment office designated above, whichever is later. A proper invoice must include:

- a. Name of the business concern and invoice date.
- b. Contract number or other authorization for delivery of property or services.
- c. Description, price, and quantity of property and services actually delivered or rendered.
- d. Shipping and payment terms.
- e. Name, where practicable, title, phone number, and complete mailing address of responsible official to whom payment is to be sent.

Notice of an apparent error, defect, or impropriety in an invoice shall be given to the contractor within 15 days of receipt of the invoice by the payment office. Inquiries regarding invoices can be made to 703-281-8813.

Exceptions to FAR clauses on Reverse Side

This order is not subject to the following Federal Acquisition Regulation (48 CFR Chapter 1) clause(s):

52.212-9 Variation in Quantity (Apr 84)

52.213.1 Fast Payment Procedures (Apr 84)

Compensation/Reimbursement

The Contractor shall receive compensation/reimbursement for satisfactory performance of the assigned task/work in accordance with the following rate schedule:

<u>Category</u>	<u>Rate</u>
✓ Overnight single accommodations for 16 individuals for the night of 7 October 1986 (@ \$53.00 per room)	\$848.00

CONTRACT NO. 86-D-780002-950 CONTRACTOR: Sheraton-Fredericksburg

✓ Exclusive use of the Lee conference room from 8:00 AM 7 October to 4:00 PM 8 October 1986	N/C
✓ A total of 4 meals per person (lunch and dinner on 7 October; breakfast and lunch on 8 October) in the Meadows and Dauphine's dinning rooms for a maximum of 16 people (@ 49.95 per person)	\$799.20
✓ A total of 3 breaks per person for a maximum of 16 people (@ 5.52 per person)	\$88.32
✓ Slide projector (@ \$20 per day)	\$40.00
✓ Overhead projector (@ \$20 per day)	\$40.00
✓ Flip charts, pad, and markers	\$18.50
✓ Changing of all locks to the Lee conference room and public address system/Muzac room. Covering all air vents on double doors to the Lee conference room with drape, metal or wood and installing an astragal strip centrally between the double doors.	<u>\$90.00</u>
✓ Total	\$1,924.02

NOTE: All keys to the conference room and public address system/Muzak room shall be controlled by the Government conference coordinators for the duration of the conference.

Special Provisions and Advanced Understandings

a. It is mutually understood and agreed that the Government will not be responsible for the purchase of any alcoholic beverages under this purchase order.

b. In accordance with the Constitution of the United States and applicable Federal Law, the U.S. Government is immune from taxation except in limited cases. Accordingly, no taxes should be charged or will be paid under this purchase order.

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REQUEST FOR PROCUREMENT SERVICES						(1) DOCUMENT NUMBER	
OFFICE/DIV/BR DDA/OL/IMSS		PROJECT OR CONTACT OFFICER & EXTENSION			DATE OF REQUEST 28 Apr 86		
(2) TRANS CODE	(3) SOC 2540	(4) EXPEND CODE B	(5) PROPAGATION FACTOR M-	(6) PROJECT NUMBER 78-1010	(7) PROJECT TITLE		
(8) AMOUNT \$1,950.00						CERTIFY FUNDS ARE AVAILABLE 5/6/86	
(9) ORN 78900607829500		(10) PRIME ORN		(11) REQUEST NUMBER 7800860295		SIGNATURE OF BUDGET OFFICER/EXT/DATE	
(12) CONTRACTOR (if known) Sheraton-Fredericksburg Resort & Conf Cen., Fredericksburg, VA				PROPOSAL NO. & DATE		CONTRACT & TASK ORDER NO. (if known) 86-D-780002-950	
(13) TYPE OF SERVICE REQUIRED				APPLICABLE ONLY TO REPAIRS AND MODIFICATIONS			
1	RESEARCH/DEV	TRANSFER OF FUNDS TO OTHER GOVT. AGENCY (specify if applicable)		TECHNICAL INSPECTION IS REQUIRED BY			
2	RENTAL			<input type="checkbox"/> RECEIVING DEPOT T & I	<input type="checkbox"/> TECHNICAL MONITOR		
3	REPAIR			<input type="checkbox"/> ITEMS TO BE PICKED UP OR <input type="checkbox"/> SERVICES PERFORMED AT:			
4	MAINTENANCE			ITEMS TO BE REDELIVERED TO:			
5	MODIFICATION						
6	See below						
CLASSIFICATION AND STERILITY OF THE PROCUREMENT							
STERILITY		ASSOCIATION CLASS.		WORK CLASSIFICATION		HARDWARE CLASSIFICATION	REPORTS CLASSIFICATION
<input checked="" type="checkbox"/>	SC 0	<input checked="" type="checkbox"/>	UNCLASSIFIED	<input checked="" type="checkbox"/>	UNCLASSIFIED	UNCLASSIFIED	UNCLASSIFIED
	SC 1		CONFIDENTIAL		CONFIDENTIAL	CONFIDENTIAL	CONFIDENTIAL
	SC 2		SECRET		SECRET	SECRET	SECRET
	OTHER		TOP SECRET		TOP SECRET	TOP SECRET	TOP SECRET
AUTHORITY AND DURATION (see HHB 70-2)							
<p>1. The Director of Logistics plans to hold an OL Planning Conference at the Sheraton-Fredericksburg Resort & Conference Center, Fredericksburg, VA, on 7 & 8 Oct 86. Please make contract arrangements with the Sheraton-Fredericksburg for the following:</p> <p>a. Exclusive use of the Lee Conference Room on 7-8 Oct (no charge). (703) 786-8321</p> <p>b. Overnight accommodations for 16 OL personnel, arriving about 0900, 7 Oct, and departing about 1500, 8 Oct.</p> <p>c. A total of 4 meals per person (lunch and dinner on 7 Oct and breakfast and lunch on 8 Oct, in a separate area of the Meadows and Dauphine's, the two dining rooms</p> <p style="text-align: right;">(See reverse for specific information required on requests.)</p>							
APPROVAL							
DESIGNATION						DATE	
C/IMSS/OL						4/28/86 5/1/86	
EO/OL							
PROCUREMENT USE							
DATE RECEIVED		RECORDED BY		ASSIGNED TO		NEGOTIATOR	
				EBB ch		AP	

FORM 3-79 2420 USE PREVIOUS EDITIONS

1. SUGGESTED SOURCES (Any sole source recommendation must include a substantive technical justification)

(cont'd from previous page)

d. Two morning breaks for coffee, tea, sanko, and pastries and one afternoon break for coffee, tea, sanko, and soda in the Lee Conference Room.

e. Use of 1 slide projector, 1 overhead projector, and 1 flip-chart stand each day, with flip charts, pad, and markers to be provided.

f. Security inspection and/or monitoring of the conference room either before and/or during the conference.

g. Control of all keys to the conference room and public address system/Muzak room by the conference coordinators for the duration of the conference.

h. Cover the air vent on double doors to the conference room with heavy cloth, drape, metal or wood. Install an astragal strip centrally between the double door of the conference room to close opening.

(continued in 4 below)

2. DELIVERABLE ITEMS

REPORTS REQUIRED

NO. OF COPIES

 MONTHLY INTERIM QUARTERLY FINAL

HARDWARE (state type and number)

OTHER

3. GFP REQUIRED

4. SPECIAL INSTRUCTIONS

(cont'd from para 1 above)

i. Pick-up and turn-in of room keys for all attendees by one of the OL conf. coordinators.

j. Delivery of safe by Agency personnel on 7 Oct to Lee Room and pick-up of safe on 8 Oct.

2. Arrangements should be made by contacting Ms. Jeanne S. Vice, Group Sales Coordinator, Sheraton-Fredericksburg, tel: 9-703-786-8321.

3. Reservations for October were unavailable at Agency conference centers. The Sheraton-Fredericksburg is on the list of conference centers approved by the Office of Security. Other approved sites were either already booked for the period desired or would not make reservations for a small number of people so far in advance.