

CHECKED BY: <input type="checkbox"/> BOX APPLIES		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 <b>C-9</b>	
1. CONTRACT/PURCH. ORDER NO. <b>35-D-730002-950</b>		2. DELIVERY ORDER NO.		3. DATE OF ORDER <b>5 JUN 1986</b>		4. REQUISITION/PURCH. REQUEST NO. <b>SEE BELOW</b>	
6. ISSUED BY: <b>Procurement Division Washington, DC 20505</b>				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 CODE				FACILITY CODE		10. DELIVER TO FOB POINT BY: <b>See Below</b>	
NAME AND ADDRESS: <b>06443 - Sheraton-Fredericksburg Resort &amp; Conference Center P.O. Box 7047 Fredericksburg, VA 22404</b>				12. DISCOUNT TERMS: <b>Net 30 days</b>		11. CHECK IF BUSINESS IS <input type="checkbox"/> SMALL <input type="checkbox"/> SMALL DISADVANTAGED <input type="checkbox"/> WOMEN-OWNED	
14. SHIP TO: <b>S-E-E B-E-L-O-W</b>				15. PAYMENT WILL BE MADE BY: <b>See Payment &amp; Invoicing Instructions Below</b>		13. MAIL INVOICES TO: <b>Reference Item 15 Below</b>	
16. TYPE OF ORDER: DELIVERY PURCHASE <input checked="" type="checkbox"/> 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.							
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							
<b>SEE PAGE 2</b>							
* If quantity accepted by the Government is same as quantity ordered, indicate by <input checked="" type="checkbox"/> mark. If different, enter actual quantity accepted below quantity ordered and encircle.				24. UNITED STATES OF AMERICA		25. TOTAL <b>\$1,924.02</b>	
26. QUANTITY IN COLUMN 20 HAS BEEN: <input type="checkbox"/> INSPECTED <input type="checkbox"/> RECEIVED <input type="checkbox"/> ACCEPTED, AND CONFORMS TO THE CONTRACT EXCEPT AS NOTED				27. SHIP. NO.		28. D.O. VOUCHER NO.	
DATE: _____ SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE: _____				31. PAYMENT <input type="checkbox"/> PARTIAL <input type="checkbox"/> COMPLETE <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL		29. DIFFERENCES	
36. I certify this account is correct and proper for payment. DATE: _____ SIGNATURE AND TITLE OF CERTIFYING OFFICER: _____				32. PAID BY		30. INITIALS	
37. RECEIVED AT		38. RECEIVED BY		39. DATE RECEIVED		33. AMOUNT VERIFIED CORRECT FOR	
37. RECEIVED AT		38. RECEIVED BY		39. DATE RECEIVED		34. CHECK NUMBER	
37. RECEIVED AT		38. RECEIVED BY		39. DATE RECEIVED		35. BILL OF LADING NO.	
37. RECEIVED AT		38. RECEIVED BY		39. DATE RECEIVED		40. TOTAL CONTAINERS	
37. RECEIVED AT		38. RECEIVED BY		39. DATE RECEIVED		41. S/R ACCOUNT NUMBER	
37. RECEIVED AT		38. RECEIVED BY		39. DATE RECEIVED		42. S/R VOUCHER NO.	
TO BE INSPECTED BY		PROCURED AS S. C.		COMP		NO. DEALERS	
T and I		Other as Specified in Schedule		NNT <input checked="" type="checkbox"/> ZERO ONE		NO. BIDS REC'D.	
MATERIAL PROC. ALLOT. NO. <b>6278-1010</b>		FINANCIAL ANALYSIS NUMBER <b>6278-1010</b>		AWARDED TO LOWEST BIDDER AS TO PRICE EXPENDITURE		YES NO Statement Attached	
DOCUMENT CONTROL NUMBER <b>7800-86-0295</b>		BUDGET REQ. OFFICE COPY TO <b>OL/INSS</b>		PURSUANT TO SEC. 3(a) PL 81-110, 1949 AND APPLICABLE AGENCY REGULATION		METHOD OF PROCUREMENT	
NAME - ROOM - BUILDING		For STOCK: ALLOCATION NO.		For SHIPMENT: STATION NO.		PUBLIC EXIGENCY	
R E D E L		Should Not Be Publicly Disclosed		IMPRACTICAL TO SECURE COMPETITION		OTHER (Specify)	
NOT SUBJECT TO F.P.A. (Pay on basis of certification on) <input checked="" type="checkbox"/>		INVOICE BY AN APPROVING OFFICIAL (O/F forward to office shown above.) <input checked="" type="checkbox"/>		RECEIVING REPORT BY AN APPROVING OFFICIAL W/O DEBIT VOUCHER NO.		OTHER (AS SPECIFIED IN SCHEDULE OR BELOW)	
MEMORANDUM <b>Cost Savings \$</b>							
STAT <b>ORN: 78900607829500</b> <b>CONTR: [ ]</b>							

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:

<u>Name</u>	<u>Telephone No.</u>

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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. \$90.00

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 <b>DDA/OL/IMSS</b>		PROJECT OR CONTACT OFFICER & EXTENSION		DATE OF REQUEST <b>28 Apr 86</b>				
(2) TRANS CODE	(3) SOC <b>2540</b>	(4) EXPEND CODE <b>B</b>	(5) PROPAGATION FACTOR <b>M-</b>	(6) PROJECT NUMBER <b>78-1010</b>	(7) PROJECT TITLE	(8) AMOUNT <b>\$1,950.00</b>		
(9) ORN <b>78900607829500</b>		(10) PRIME ORN		(11) REQUEST NUMBER <b>7800860295</b>		I CERTIFY FUNDS ARE AVAILABLE <b>5/6/86</b>		
(12) CONTRACTOR (if known) <b>Sheraton-Fredericksburg Resort &amp; Conf Cen., Fredericksburg, VA</b>			PROPOSAL NO. & DATE		SIGNATURE OF BUDGET OFFICER/EXT/DATE <b>86-D-780002-950</b>			
(13) TYPE OF SERVICE REQUIRED			APPLICABLE ONLY TO REPAIRS AND MODIFICATIONS					
<input type="checkbox"/> 1 RESEARCH/DEV	TRANSFER OF FUNDS TO OTHER GOVT. AGENCY (specify if applicable)		TECHNICAL INSPECTION IS REQUIRED BY					
<input type="checkbox"/> 2 RENTAL			<input type="checkbox"/> RECEIVING DEPOT T & I		<input type="checkbox"/> TECHNICAL MONITOR			
<input type="checkbox"/> 3 REPAIR			<input type="checkbox"/> ITEMS TO BE PICKED UP OR <input type="checkbox"/> SERVICES PERFORMED AT:					
<input type="checkbox"/> 4 MAINTENANCE			ITEMS TO BE REDELIVERED TO:					
<input type="checkbox"/> 5 MODIFICATION OTHER (specify)								
<input type="checkbox"/> 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				
<input type="checkbox"/> SC 1	CONFIDENTIAL	CONFIDENTIAL	CONFIDENTIAL	CONFIDENTIAL				
<input type="checkbox"/> SC 2	SECRET	SECRET	SECRET	SECRET				
<input type="checkbox"/> 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 &amp; Conference Center, Fredericksburg, VA, on 7 &amp; 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). <span style="float: right;">703) 786-8321</span></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	[Signature]				DATE			
C/IMSS/OL					[Signature]		<b>4/29/86</b>	
EO/OL							<b>5/1/86</b>	
PROCUREMENT USE								
DATE RECEIVED	RECORDED BY	ASSIGNED TO	NEGOTIATOR					
		<b>GFB ch</b>	<b>AP</b>					

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## 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.

