DOCUMENT NAME: UNICOR/Federal Prison Purchases
DOCUMENT TYPE: 28

1. **Description:** An order for supplies is used to request items from the Federal Prison Industries (UNICOR).

2. **Primary Forms:** CG-5398, OF-347 or SF-1449, Order for Supplies or Services

3. **Related Forms:** DOT F-4200.1, Procurement Request
SF-30, Amendment Of Solicitation/Modification Of Contract

4. **Document Number:** Standard Number - unit assigned.

SAMPLE: 28-04-904FAB001

Document Type	FY Funded	Procurement Site Code	FY Contract Originated	Region	Program Element	Document Sequence	Suffix
28	04	90	4	F	AB	001	

5. **Accounting Line:** If multiple accounting lines are used, a different suffix is required for each accounting line.

SAMPLE: 2/F/401/136/30/0/AB/12345/3140

6. **FINCEN Critical Processing Requirements**:

a. Ordering units must ensure the following information is included on every CG-5398, OF-347, or SF-1449:

(1) Standard document number in blocks 3 and 4.

(2) Phone number of Issuing Office - block 5.

(3) Five digit OPFAC of Contracting Office - block 5.

(4) Vendor name and address - block 7.

(5) Shipping terms - block 12.

(6) Accounting data - block 9.

(7) Cost breakdown for multiple accounting lines - block 9.

(8) Item description - block 17.

(9) Grand total - block 17i.

(10) Correct Mail To: instructions - Interagency Agreements, USCG Finance Center, P. O. Box 4116, Chesapeake, VA 23327-4116 - block 21.

6. a. (11) Contracting authority signature - block 23.

b. COPIES OF DOCUMENTS SUBMITTED MUST BE LEGIBLE.

7. Other Information:

a. ALC 70-06-0000 must be placed on either CG-5398, OF-347 or SF1449.

b. Ordering officers should ensure orders be accepted **FOB ORIGIN/FREIGHT PREPAID**. This will effectively obligate transportation costs to the fiscal year of the purchase order.

8. FPD Information: This document type should be entered into FPD using the Purchase Order module. Obligation, Purchase Order Header, Purchase Order Line Item(s), and SF-30 information will transmit electronically via FPD. DO NOT send a hard copy of any purchase order or SF-30 modification that was transmitted to the Finance Center via FPD.

9. Document Flow:

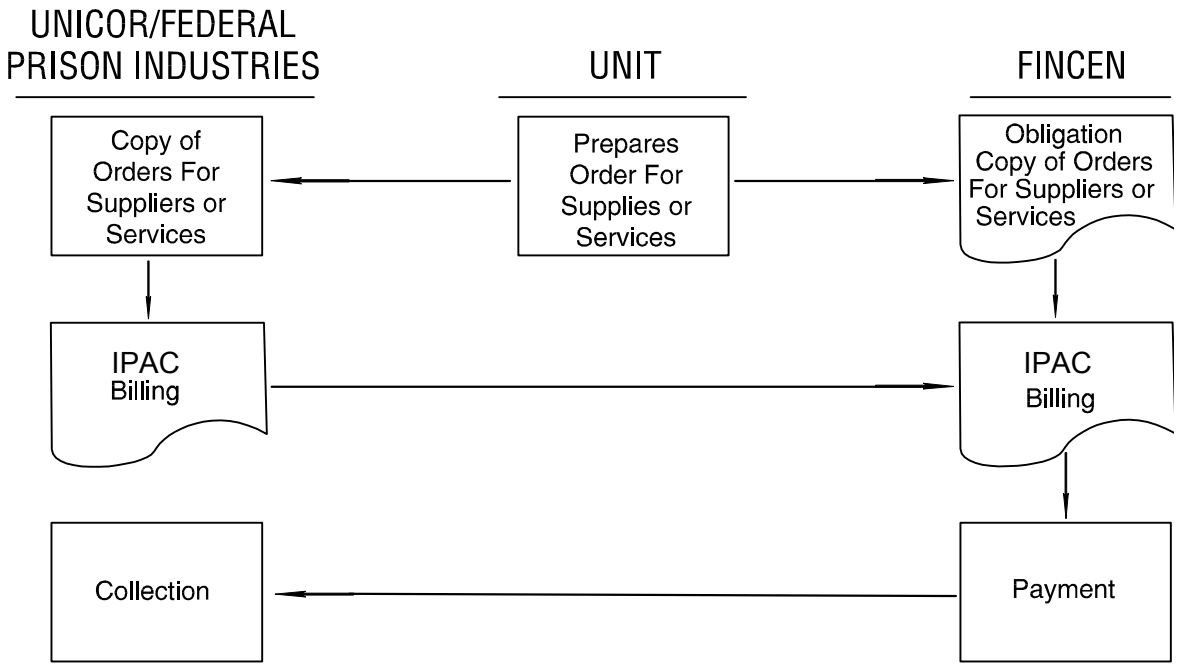

Figure: 12D-42 UNICOR/Federal Prison Purchases

a. Figure 12D-42 describes the procedures for processing the Order for Supplies or Service form.

b. The unit prepares a CG-5398, OF-347 or SF-1449, Order for Supplies or Services, describing the type of supplies required.

9. c. One copy of the request is sent to UNICOR, one copy is retained in the unit files, and one copy is mailed to the FINCEN (OGQ).

d. The FINCEN receives an IPAC bill from the UNICOR/Federal Prison Industries. FINCEN makes payment and individual charges are spread to the units.

10. Sample Forms: See Figures 12D-43, 12D-43a, 12D-43b, 12D-44 and 12D-44a.

11. PES Report Sample:

DOCUMENT ID	TRANS CODE	BATCH NUMBER	COST CENTER	OBJ CLASS	COMMIT	UNDELIVERED ORDERS	ACCRUED EXPEND	EXPEND
2804904FAB001000	051	04010FHAA	12345	3140	0.00	450.00	0.00	0.00
2804904FAB001000	0511	04010FHAA	12345	3140	0.00	50.00	0.00	0.00
2804904FAB001000	136F	04010FH4A	12345	3140	0.00	500.00-	0.00	500.00

12. References: None.

ORDER FOR SUPPLIES OR SERVICES

PAGE 1 OF 1 PAGES

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

1. DATE OF ORDER: 08 JAN 04
2. CONTRACT NO.: GS-00F-00123
3. ORDER NO.: DTCG-9004-W-FAB001
4. REQUISITION/REFERENCE NO.: 2804904FAB001

5. ISSUING OFFICE: Commanding Officer, USCGC Neversail, 1234 Coast Guard Boulevard, Portsmouth, VA 23703-2199 — 12345 — (804) 396-5731

6. SHIP TO: same as Block #5

SHIP VIA

7. TO: CONTRACTOR: UNICOR/Federal Prison Industries, Metal and Wood Division, 320 First Avenue, N. W., Washington, D. C. 20534, (202) 724-5700

8. TYPE OF ORDER

☐ A. PURCHASE – Reference your: _____

Please furnish the following on the terms and conditions specified on both sides of this order and on the attached sheets, if any, including delivery as indicated. This purchase is negotiated under Authority of: 10 USC 2304 (A) (3)

☒ 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.

9. ACCOUNTING AND APPROPRIATION DATA: 2/F/401/136/30/0/AB/12345/3140

10. REQUISITIONING OFFICE: USCGC Neversail (804) 396-5731

11. BUSINESS CLASSIFICATION: ☐ SMALL ☒ OTHER THAN SMALL ☐ DIS-ADVAN-TAGED ☐ WOMEN-OWNED

12. F.O.B. POINT: Origin, Freight Prepaid

13. PLACE OF INSPECTION AND ACCEPTANCE: Same as Block #5

14. GOVERNMENT B/L NO.: BA 900001

15. DELIVER TO F.O.B. POINT ON OR BEFORE: 31 JAN 04

16. DISCOUNT TERMS

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)
01	Secretarial Desk, Pedestal Right Stock #7110-01-012-6775 ALC 70-06-0000	01	EA	450.00	450.00	

18. SHIPPING POINT
19. GROSS SHIPPING WEIGHT
20. INVOICE NO.

17 (H). TOT. (Cont. Pages): 0.00

SEE BILLING INSTRUCTIONS ON REVERSE

21. MAIL INVOICE TO: Interagency Agreements, USCG Finance Center, P. O. Box 4116, Chesapeake, VA 23327-4116

17 (I). GRAND TOTAL: 450.00

22. UNITED STATES OF AMERICA BY (Signature)

23. NAME (Typed): J. J. Smith
J.J. SMITH, CWO4, USCG
TITLE: CONTRACTING/ORDERING OFFICER

CONTRACTING OFFICE

DEPT. OF TRANSP., USCG, CG-5398 (10-84) SN 7530-01-GF3-1080

Figure 12D-43 CG-5398, Order for Supplies or Services

SOLICITATION/CONTRACT/ORDER FOR COMMERCIAL ITEMS
OFFEROR TO COMPLETE BLOCKS 12, 17, 23, 24 & 30

1. REQUISITION NUMBER: 28033136SA225
PAGE 1 OF: 2

2. CONTRACT NO.:
3. AWARD/EFFECTIVE DATE: 08/25/03
4. ORDER NUMBER: 31-03-W-6SA225
5. SOLICITATION NUMBER:
6. SOLICITATION ISSUE DATE:

7. FOR SOLICITATION INFORMATION CALL:
a. NAME:
b. TELEPHONE NUMBER (No collect calls): () -
8. OFFER DUE DATE/ LOCAL TIME:

9. ISSUED BY CODE 47500
CG ISC ALAMEDA
(510)437-3334
COAST GUARD ISLAND, BLDG 42
ALAMEDA CA945015100

Deliver to FOB Point on or before: 09/24/03

10. THIS ACQUISITION IS
[x] UNRESTRICTED
[ ] SET ASIDE: % FOR
[ ] SMALL BUSINESS
[ ] SMALL DISADV. BUSINESS
[ ] 8(A)
SIC:
SIZE STANDARD:

11. DELIVERY FOR FOB DESTINATION UNLESS BLOCK IS MARKED
[ ] SEE SCHEDULE

12. DISCOUNT TERMS
0/0 Net 30
Excl: $.00

[ ] 13a. THIS CONTRACT IS A RATED ORDER UNDER DPAS (15 CFR 700)

13b. RATING:

14. METHOD OF SOLICITATION
[ ] RFQ [ ] IFB [ ] RFP

15. DELIVER TO CODE
CG ISC ALAMEDA
COAST GUARD ISLAND, BLDG 42
ALAMEDA CA945015100

16. ADMINISTERED BY CODE 47500
CG ISC ALAMEDA
COAST GUARD ISLAND, BLDG 42
ALAMEDA CA945015100

17a. CONTRACTOR/ OFFEROR CODE FACILITY CODE
UNICOR CUSTOMER SERVICE CENTER (359
Attn: MARLIN
P O BOX 13640
ATTN: ORDER ENTRY
LEXINGTON, KY 40503
TELEPHONE NO. (800) 827-3168

18a. PAYMENT WILL BE MADE BY CODE 51800
INTERAGENCY AGREEMENTS US
CG FINANCE CENTER PO BOX 4116 CHESAPEAKE VA 2
33274116

[ ] 17b. CHECK IF REMITTANCE IS DIFFERENT AND PUT SUCH ADDRESS IN OFFER

18b. SUBMIT INVOICES TO ADDRESS SHOWN IN BLOCK 18a UNLESS BLOCK BELOW IS CHECKED [ ] SEE ADDENDUM

19. ITEM NO.	20. SCHEDULE OF SUPPLIES/SERVICES	21. QUANTITY	22. UNIT	23. UNIT PRICE	24. AMOUNT
1	HARMONY WORKSTATION, OAK 93 X 102 RIGHT - HE5400RO	1	EA	1651.00	1,65
3	LEGACY II CHAIR - UST202ELK3500 OLOR - MAROON	1	EA	340.00	34
3	A SHARP GUEST ARM CHAIR - WVC9935BL7576 ANY QUESTIONS	2	EA	325.00	65

(Attach Additional Sheets if Necessary)

25. ACCOUNTING AND APPROPRIATION DATA
2/6/301/133/30/0/SA/47500/3111/2641.00 Fast Pay: N

26. TOTAL AWARD AMOUNT (For Govt. Use Only)
$2,641.00

[ ] 27a. SOLICITATION INCORPORATES BY REFERENCE FAR 52.212-1, 52.212-4, FAR 52.212-3 AND 52.212-5 ARE ATTACHED. ADDENDA [ ] ARE [ ] ARE NOT ATTACHED.
[x] 27b. CONTRACT/PURCHASE ORDER INCORPORATES BY REFERENCE FAR 52.212-4. FAR 52.212-5 IS ATTACHED. ADDENDA [ ] ARE [x] ARE NOT ATTACHED.

28. CONTRACTOR IS REQUIRED TO SIGN THIS DOCUMENT AND RETURN _____ COPIES TO ISSUING OFFICE. CONTRACTOR AGREES TO FURNISH AND DELIVER ALL ITEMS SET FORTH OR OTHERWISE IDENTIFIED ABOVE AND ON ANY ADDITIONAL SHEETS SUBJECT TO THE TERMS AND CONDITIONS SPECIFIED HEREIN.

29. AWARD OF CONTRACT: REFERENCE _____ OFFER DATED _____. YOUR OFFER ON SOLICITATION (BLOCK 5), INCLUDING ANY ADDITIONS OR CHANGES WHICH ARE SET FORTH HEREIN IS ACCEPTED AS TO ITEMS:

30a. SIGNATURE OF OFFEROR/CONTRACTOR

31a. UNITED STATES OF AMERICA (SIGNATURE OF CONTRACTING OFFICER)

30b. NAME AND TITLE OF SIGNER (TYPE OR PRINT)
30c. DATE SIGNED

31b. NAME OF CONTRACTING OFFICER (TYPE OR PRINT)
DEBORAH CEFARATTI
31c. DATE SIGNED

32a. QUANTITY IN COLUMN 21 HAS BEEN
[ ] RECEIVED [ ] INSPECTED [ ] ACCEPTED, AND CONFORMS TO THE CONTRACT, EXCEPT AS NOTED

33. SHIP NUMBER
[ ] PARTIAL [ ] FINAL
34. VOUCHER NUMBER
35. AMOUNT VERIFIED CORRECT FOR

36. PAYMENT
[ ] COMPLETE [ ] PARTIAL [ ] FINAL
37. CHECK NUMBER

32b. SIGNATURE OF AUTHORIZED GOVT. REPRESENTATIVE
32c. DATE

38. S/R ACCOUNT NUMBER
39. S/R VOUCHER NUMBER
40. PAID BY

42a. RECEIVED BY (Print)

41a. I CERTIFY THIS ACCOUNT IS CORRECT AND PROPER FOR PAYMENT

41b. SIGNATURE AND TITLE OF CERTIFYING OFFICER
41c. DATE

42b. RECEIVED AT (Location)

TIN : 020443592
LUFS Batch : 47850_____030827_0748

42c. DATE REC'D (YY/MM/DD)
42d. TOTAL CONTAINERS

AUTHORIZED FOR LOCAL REPRODUCTION
SEE REVERSE FOR OMB CONTROL NUMBER AND PAPERWORK BURDEN STATEMENT
STANDARD FORM 1449 (10-95)
Prescribed by GSA – FAR (48 CFR) 53.212

Figure 12D-43a SF-1449, Solicitation/Contract/Order for Commercial Services

Solicitation/Contract/Order for Commercial Items
Schedule - Continuation

Req. No.: 28033136SA225 Order No. : 31-03-W-6SA225 Page No.: 002

Item No.	Supplies or Services	Qty.	Unit Price	Amount
	CONCERNING DELIVERY PLEASE CONTACT: TRAVIS GIANNINI AT (510) 437-5757			

Figure 12D-43b SF-1449, Solicitation/Contract/Order for Commercial Services (cont)

OMB Approval 2700-0042

AMENDMENT OF SOLICITATION/MODIFICATION ON CONTRACT

1. CONTRACT ID CODE

PAGE 1 OF PAGES 2

2. AMENDMENT/MODIFICATION NO.	3. EFFECTIVE DATE	4. REQUISITION/PURCHASE REQ. NO.	5. PROJECT NO. (If applicable)
0001	08/28/2003	28033136SA225	CWHRS

6. ISSUED BY CODE 47500

Contracting Office
CG ISC ALAMEDA
Coast Guard Island, Bldg 42
Alameda CA 94501-5100
(510)437-3334

7. ADMINISTERED BY (If other than Item 6) CODE 47500

Contracting Office
CG ISC ALAMEDA
Coast Guard Island, Bldg 42
Alameda CA 94501-5100
(510)437-3334

8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code)

MARLIN
UNICOR CUSTOMER SERVICE CENTER (3592)U
P O BOX 13640
ATTN: ORDER ENTRY
LEXINGTON KY 40503
USA
8008273168

CODE

FACILITY CODE

(√) **9A. AMENDMENT OF SOLICITATION NO.**

9B. DATED (SEE ITEM 11)

X **10A. MODIFICATION OF CONTRACT/ORDER NO.**

Contract No.

Order No. DTCG3103W6SA225

10B. DATED (SEE ITEM 13) 08/25/2003

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

☐ The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers ◉ is extended, ○ is not extended.

Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods:

(a) By completing Items 8 and 15, and returning _____ copies of the amendment; (b) Bye acknowledging receipt of this amendment on each copy of the offer submitted; or

(c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required)

26301 133300SA/ 47500 / 3111 / CWHRS / DEF. TASK INCREASE OF $1,087.00

13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS, IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.

(√) A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.

☐

☐ B. THE ABOVE NUMBERED CONTRACT ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation office, etc.) SET FORTH IN ITEM 14, PURSUANT TO AUTHORITY OF: FAR 43.103(b)

☐ C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:

☑ D. OTHER (Specify type of modification and authority) PER FAR 522431 CHANGES

E. IMPORTANT: Contractor ◉ is not, ○ is required to sign this document and return 0 copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION *(Organized by UCF section headings, including solicitation/contract subject matter where feasible.)*

The following modifications have been made:

Line Item Number 1

QTY	UNIT	EST.PRICE	EST.TOT PRICE
OLD: 1	EA	$1651.00	$1651.00
NEW: 1	EA	$2699.00	$2699.00

TOTAL INCREASE FOR LINE ITEM: $1048.00

Line Item Number 2

QTY	UNIT	EST.PRICE	EST.TOT PRICE
OLD: 1	EA	$340.00	$340.00
NEW: 1	EA	$379.00	$379.00

TOTAL INCREASE FOR LINE ITEM: $39.00

15A. NAME AND TITLE OF SIGNER (Type or print)

16A. NAME AND TITLE OF CONTRACTING OFFICER

Deborah Cefaratti

15B. CONTRACTOR/OFFEROR

(Signature of person authorized to sign)

15C. DATE SIGNED

16B. UNITED STATES OF AMERICA BY

(Signature of Contracting Officer)

16C. DATE SIGNED

NSN 7540-01-152-8070 30-105 STANDARD FORM 30 (REV. 10-83)

PREVIOUS EDITION UNSUSABLE Computer Generated Prescribed by GSA FAR (48 CFR) 53.243

Figure 12D-44 SF-30, Amendment of Solicitation/Modification of Contract

OMB Approval 2700-0042

AMENDMENT OF SOLICITATION/MODIFICATION ON CONTRACT	1. CONTRACT ID CODE	PAGE 2	OF	PAGES 2

14. DESCRIPTION OF AMENDMENT / MODIFICATION *(Organized by UCF section headings, including solicitation/contract subject matter where feasible.)*

```
Line Item Number 3
 QTY  UNIT  EST.PRICE  EST.TOT PRICE
OLD: 2 EA $325.00            $650.00
NEW: 2 EA $325.00            $650.00
TOTAL INCREASE FOR LINE ITEM: $0.00

OLD TOTAL:  $2641.00  NET INCREASE:  $1087.00  NEW TOTAL:  $3728.00
```

NSN 7540-01-152-8070 30-105 STANDARD FORM 30 (REV. 10-83)

PREVIOUS EDITION UNSUSABLE Computer Generated Prescribed by GSA FAR (48 CFR) 53.243

Figure 12D-44a SF-30, Amendment of Solicitation/Modification of Contract (cont)