

**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

<u>Document Type</u>	<u>FY Funded</u>	<u>Procurement Site Code</u>	<u>FY Contract Originated</u>	<u>Region</u>	<u>Program Element</u>	<u>Document Sequence</u>	<u>Suffix</u>
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

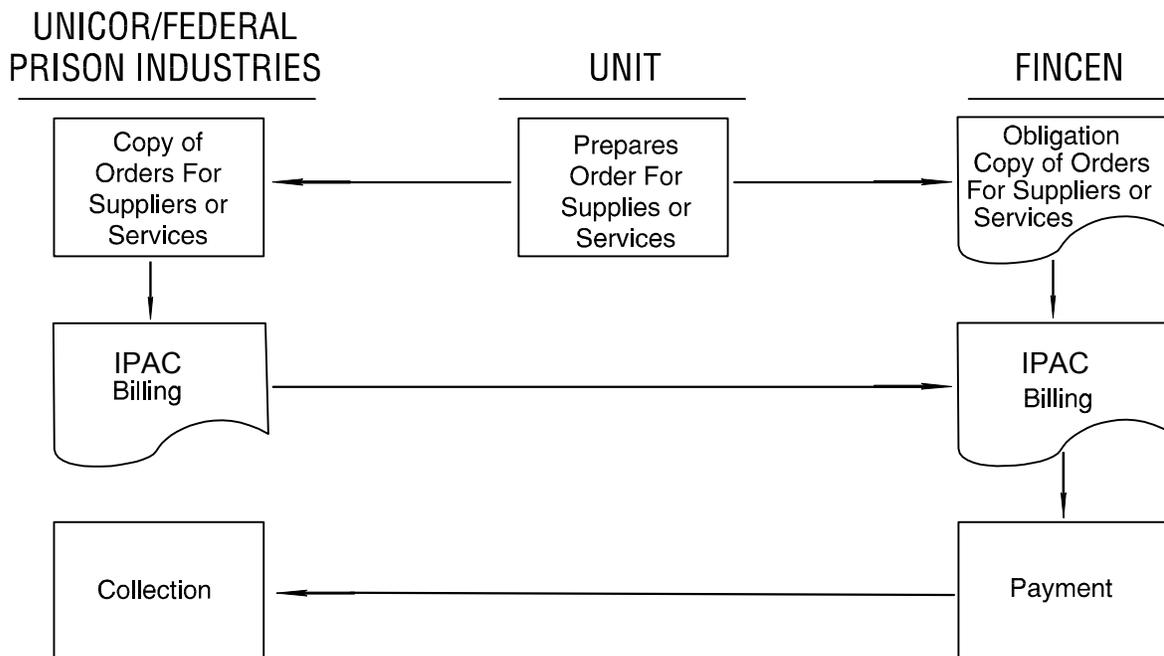
**6. FINCEN Critical Processing Requirements:**

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

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

1. DATE OF ORDER: 08 JAN 04  
 2. CONTRACT NO. (If any): GS-00F-00123  
 3. ORDER NO.: DTCCG-90-04-W-FAB001  
 4. REQUISITION/REFERENCE NO.: 2804904FAB001

5. ISSUING OFFICE (Name, address and ZIP Code):  
 Commanding Officer  
 USCGC Neversail  
 1234 Coast Guard Boulevard (804)  
 Portsmouth, VA 23703-2199 396-5731

6. SHIP TO (Name, address and address ZIP Code):  
 same as Block #5

7. TO CONTRACTOR (Name, address and ZIP Code):  
 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 \_\_\_\_\_  
 B. DELIVERY - Except for billing instructions on the reverse, the 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. REQUISITING OFFICE: USCGC Neversail (804) 396-5731

11. BUSINESS CLASSIFICATION (See Department Manual):  
 SMALL  OTHER THAN SMALL  DIS-ADVANTAGED  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 (Date): 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	
SEE BILLING INSTRUCTIONS ON REVERSE					0.00	17 (H) TOT. (Cont. Pages)
21. MAIL INVOICE TO (Include ZIP Code): Interagency Agreements, USCG Finance Center, P. O. Box 4116, Chesapeake, VA 23327-4116					450.00	17 (I) GRAND TOTAL

22. UNITED STATES OF AMERICA BY (Signature): J. J. Smith

23. NAME (Print): J. J. SMITH, CW04, USCG CONTRACTING OFFICE

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

<b>SOLICITATION/CONTRACT/ORDER FOR COMMERCIAL ITEMS</b> <i>OFFEROR TO COMPLETE BLOCKS 12, 17, 23, 24 &amp; 30</i>			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	
7. FOR SOLICITATION INFORMATION CALL:			d. NAME		d. TELEPHONE NUMBER (No collect calls) ( ) -	
9. ISSUED BY CG ISC ALAMEDA (510)437-3334 COAST GUARD ISLAND, BLDG 42 ALAMEDA CA945015100			10. THIS ACQUISITION IS <input checked="" type="checkbox"/> UNRESTRICTED <input type="checkbox"/> SET ASIDE % FOR <input type="checkbox"/> SMALL BUSINESS <input type="checkbox"/> SMALL DISADV. BUSINESS <input type="checkbox"/> 8(A) SIC: SIZE STANDARD:		11. DELIVERY FOR FOB DESTINATION UNLESS BLOCK IS MARKED <input type="checkbox"/> SEE SCHEDULE 13a. THIS CONTRACT IS A RATED ORDER UNDER DPAS (16 CFR 700) 13b. RATING 14. METHOD OF SOLICITATION <input type="checkbox"/> RFQ <input type="checkbox"/> IFB <input type="checkbox"/> RFP	
15. DELIVER TO CG ISC ALAMEDA COAST GUARD ISLAND, BLDG 42 ALAMEDA CA945015100			16. ADMINISTERED BY CG ISC ALAMEDA COAST GUARD ISLAND, BLDG 42 ALAMEDA 945015100		12. DISCOUNT TERMS 0/0 Net 30 Excl: \$ .00	
17a. CONTRACTOR/OFFEROR UNICOR CUSTOMER SERVICE CENTER (359 Attn: MARLIN P O BOX 13640 ATN: ORDER ENTRY LEXINGTON, KY 40503 TELEPHONE NO. (800) 827-3168			18a. PAYMENT WILL BE MADE BY 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 <input type="checkbox"/>	
18b. SUBMIT INVOICES TO ADDRESS SHOWN IN BLOCK 18a UNLESS BLOCK BELOW IS CHECKED <input type="checkbox"/> SEE ADDENDUM						
19. ITEM NO.		20. SCHEDULE OF SUPPLIES/SERVICES		21. QUANTITY	22. UNIT	23. UNIT PRICE
1		HARMONY WORKSTATION, OAK 93 X 102 RIGHT - HES400RO		1	EA	1651.00
2		LEGACY II CHAIR - UST202BLK3500 OLOR - MAROON		1	EA	340.00
3		A SHARP GUEST ARM CHAIR - WVC9935BL7576 (Attach Additional Sheets if Necessary)		2	EA	325.00
25. ACCOUNTING AND APPROPRIATION DATA 2/G/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 <input type="checkbox"/> ARE <input type="checkbox"/> ARE NOT ATTACHED.			27b. CONTRACT/PURCHASE ORDER INCORPORATES BY REFERENCE FAR 52.212-4, FAR 52.212-5 IS ATTACHED. ADDENDA <input type="checkbox"/> ARE <input checked="" type="checkbox"/> 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 <input type="checkbox"/> RECEIVED <input type="checkbox"/> INSPECTED <input type="checkbox"/> ACCEPTED, AND CONFORMS TO THE CONTRACT, EXCEPT AS NOTED			33. SHIP NUMBER PARTIAL <input type="checkbox"/> FINAL <input type="checkbox"/>		34. VOUCHER NUMBER	
32b. SIGNATURE OF AUTHORIZED GOVT. REPRESENTATIVE			35. PAYMENT <input type="checkbox"/> COMPLETE <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL		36. AMOUNT VERIFIED CORRECT FOR	
32c. DATE			37. S/R ACCOUNT NUMBER		37. CHECK NUMBER	
41a. I CERTIFY THIS ACCOUNT IS CORRECT AND PROPER FOR PAYMENT			38. S/R VOUCHER NUMBER		40. PAID BY	
41b. SIGNATURE AND TITLE OF CERTIFYING OFFICER			42a. RECEIVED BY (Print)			
41c. DATE			42b. RECEIVED AT (Location)			
PIN : 020443592 LUFS Batch : 47850 030827 0748			42c. DATE RECD (YY/MM/DD)		42d. TOTAL CONTAINERS	
AUTHORIZED FOR LOCAL REPRODUCTION			SEE REVERSE FOR OMS CONTROL NUMBER AND PAPERWORK BURDEN STATEMENT		STANDARD FORM 1449 (10-95) Prescribed by GSA - FAR (48 CFR) 63.212	

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)**

AMENDMENT OF SOLICITATION/MODIFICATION ON CONTRACT				1. CONTRACT ID CODE		OMB Approval 2700-0042	
				PAGE 1		OF 2 PAGES	
2. AMENDMENT/MODIFICATION NO. 0001		3. EFFECTIVE DATE 08/28/2003		4. REQUISITION/PURCHASE REG. NO. 28033136SA225		5. PROJECT NO. (If applicable) CWHR5	
6. ISSUED BY 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) 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				(X)		9A. AMENDMENT OF SOLICITATION NO.	
CODE						9B. DATED (SEE ITEM 11)	
						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							
<input type="checkbox"/> The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers <input checked="" type="radio"/> is extended, <input type="radio"/> 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) By 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 / CWHR5 / 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.							
<input checked="" type="checkbox"/> 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. <input type="checkbox"/> 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) <input type="checkbox"/> C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF: <input checked="" type="checkbox"/> D. OTHER (Specify type of modification and authority) PER FAR 522431 CHANGES							
E. IMPORTANT: Contractor <input checked="" type="radio"/> is not, <input type="radio"/> is required to sign this document and return _____ copies to the issuing office.							
14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCP 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

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Prescribed by GSA  
FAR (48 CFR) 53.243

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

<b>AMENDMENT OF SOLICITATION/MODIFICATION ON CONTRACT</b>	1. CONTRACT ID CODE	OMB Approval 2700-0042 <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center;">PAGE</td> <td style="text-align: center;">OF</td> <td style="text-align: center;">PAGES</td> </tr> <tr> <td style="text-align: center;">2</td> <td style="text-align: center;">2</td> <td style="text-align: center;">2</td> </tr> </table>	PAGE	OF	PAGES	2	2	2																		
PAGE	OF	PAGES																								
2	2	2																								
14. DESCRIPTION OF AMENDMENT / MODIFICATION <i>(Organized by UCF section headings, including solicitation/contract subject matter where feasible.)</i>																										
Line Item Number 3 <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">QTY</th> <th style="text-align: left;">UNIT</th> <th style="text-align: left;">EST. PRICE</th> <th style="text-align: left;">EST. TOT PRICE</th> </tr> </thead> <tbody> <tr> <td>OLD: 2</td> <td>EA</td> <td>\$325.00</td> <td>\$650.00</td> </tr> <tr> <td>NEW: 2</td> <td>EA</td> <td>\$325.00</td> <td>\$650.00</td> </tr> <tr> <td colspan="4">TOTAL INCREASE FOR LINE ITEM: \$0.00</td> </tr> <tr> <td colspan="4"> </td> </tr> <tr> <td colspan="4">OLD TOTAL: \$2641.00 NET INCREASE: \$1087.00 NEW TOTAL: \$3728.00</td> </tr> </tbody> </table>			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			
QTY	UNIT	EST. PRICE	EST. TOT PRICE																							
OLD: 2	EA	\$325.00	\$650.00																							
NEW: 2	EA	\$325.00	\$650.00																							
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30-105

STANDARD FORM 30 (REV. 10-83)

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