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Federal Supply Schedule

March 2003

Comprehensive Furniture Management Services

Project Management, Assets Management, Reconfiguration/Relocation Management, Furniture Design/Layout, Packaged Environments



www.fss.gsa.gov

TABLE OF CONTENTS

COMPREHENSIVE FURNITURE MANAGEMENT SERVICES

PROJECT MANAGEMENT

ASSETS MANAGEMENT

RECONFIGURATION/RELOCATION MANAGEMENT

FURNITURE DESIGN/LAYOUT

PACKAGED ENVIRONMENTS

ASSETS MANAGEMENT

71 II K

| | | | |
|------------------------------------|----------|-------------------------------|-----------|
| GENERAL INFORMATION | 2 | ORDERING SERVICES | 8 |
| Ordering Information | 2 | | |
| How to Buy from Schedules | 2 | SAMPLE FORMS | 10 |
| GSA <i>Advantage!</i> [®] | 2 | | |
| Points of Contact | 3 | CONTRACT AWARD REQUEST | 14 |
| PRODUCT LISTING | 6 | | |

GENERAL INFORMATION

ORDERING INFORMATION

SERVICES

Refer to the Ordering Procedures for Services section covering executive, administrative and/or professional services. Ancillary services priced at hourly rates or other types of fixed pricing should be purchased using the ordering guidelines of FAR 8.404.

Review GSA's electronic ordering system, **GSA Advantage!**[®] at:

 www.fss.gsa.gov

Orders over the Maximum Order Threshold:

Each schedule contract has a maximum order threshold. In addition to following the ordering procedures for orders above \$2500, customers shall —

- Review price information on **GSA Advantage!**[®] or review additional schedule contractors' price lists.
- Request price reductions from schedule contractor(s) appearing to provide a best value.
- Place the order with the schedule contractor providing the best value.

You can now access Federal Supply Schedule contract award information on line at:

 www.fss.gsa.gov

Click on the "FSS Schedules" button, then click on the "Schedules E-Library" button.

When determining what is a "best value," you may consider the following:

- Special features of the services that are being offered but not provided by a comparable service
- Maintenance availability
- Past performance evaluation
- Environmental and energy efficiency considerations
- Probable "life" of the service requested
- Review contractors' catalogs or price lists or use **GSA Advantage!**[®] Online shopping service.

DOCUMENTATION

Minimum documentation is generally all that is required (e.g., contractor's name, item purchased and price paid). Additional documentation is necessary when the requirement is defined to a particular contractor (see FAR 8.404(b)(7)).

GSA ADVANTAGE![®]

www.fss.gsa.gov

This online electronic ordering system allows customers to search for services, review delivery options and place orders.

HOW TO ACCESS GSA ADVANTAGE![®]

- You must be able to connect to the Internet.
- You must have access to a web browser (i.e., Netscape, Internet Explorer, etc.).
- Use your web browser to connect to the GSA Home Page at:

 www.fss.gsa.gov

Select **GSA Advantage!**[®] —
Online Shopping Service.

If you need more information or assistance contact the **GSA Advantage!**[®] e-mail address or our voicemail hotline:

 GSA.Advantage@gsa.gov

 (877) 472-3777

If you are not able to connect to the Internet, contact your GSA Customer Service Director for assistance. Refer to the Customer Service Director listing included in the Points of Contact section of this document.

FOR FURTHER ASSISTANCE

GSA CONTACT

GSA National Furniture Center
1941 Jefferson Davis Highway, Suite 403
Arlington, VA 22202-9947

Rose Hudgens

 (703) 305-5839

 Rosanna.Hudgens@gsa.gov

POINTS OF CONTACT

NEED MORE SCHEDULES?

FOR COPIES OF SCHEDULES

Customers requesting copies of schedules should contact:

General Services Administration
Centralized Mailing List Service
4900 Hemphill St
PO Box 6477
Ft Worth, TX 76115

 (817) 334-5215

 (817) 334-5227

 cmls.gsa@gsa.gov

Federal Supply Schedules will no longer include the List of Contractors. This information is now available on the Internet or by other means, if you don't have access to the Internet see Contractor Award Information paragraph in this document for other means to obtain this information.

You can now access Federal Supply Schedule contract award information online:

 www.fss.gsa.gov

Click on the "FSS Schedules" button then click on "Schedules E-Library."

CONTRACTOR AWARD INFORMATION

For a listing of the very latest contract award information, please see the following website:

 www.gsaelibrary.gsa.gov

You can search the E-Library by SIN, Contractor, Contract Number, Schedule Number or by a key word.

When you get to the Schedule you want, you'll see the list of SIN's and the Contractors listed below each SIN.

When the Contractor's Internet address is available, it will be shown and you can use it to link to their website.

The e-mail address, if available, will enable you to e-mail the Contractor for price lists or any other contract information. The Internet address and e-mail address will only be available if those contractors are on **GSA Advantage!**,

 GSA.Advantage@gsa.gov

If you don't have access to the Internet, you can get a list of the current contractors by completing the form at the back of this publication and faxing it to:

 (800) 856-7057

or by contacting the GSA Customer Supply Center at:

 (800) 525-8027

Consult the contractor's catalog/price list for more detailed ordering information, such as:

- Contract items awarded.
- Maximum order provisions.
- Geographic coverage (delivery area).
- Contract price or discount.
- Prompt payment terms.
- Government purchase card terms.
- Expedited Delivery.
- Ordering address(es).
- Payment address(es).
- Export packing charges.
- Applicable terms and conditions of rental, maintenance, installation and repair.
- Environmental and energy efficiency

PUBLICIZING CONTRACT ACTIONS

The Federal Supply Schedules have been synopsized in the Government point of entry (GPE), which can be accessed via the Internet at <http://www.fedbizopps.gov>. Publicizing to FedBizOpps satisfies the requirements of the Competition in Contracting Act (Public Law 98-369) and FAR Part 5, Publicizing Contract Actions.

SMALL BUSINESS PARTICIPATION

The General Services Administration and the Small Business Administration strongly support the participation of small business concerns in the Federal Supply Schedules Program. To enhance small business participation, SBA base and goals, the dollar value of orders expected to be placed against the Federal Supply Schedules, and to report accomplishments against these goals. See the following address for guidance on goal setting and goal submittal via the Internet:

 www.sba.gov/library/pubs/mp-6.doc

For orders exceeding the micro-purchase threshold, FAR 8.404 requires agencies to consider the catalogs/price lists of at least three schedule contractors or to consider reasonably available information by using the GSA **Advantage!**® online shopping service at

 www.fss.gsa.gov

The catalogs/price lists, GSA **Advantage!**® and the Federal Supply Service Home Page listed above contain information on a broad array of products and services offered by small business contractors.

This information should be used as a tool to assist ordering activities in meeting or exceeding established small business goals. It should also be used as a tool to assist in including small, small disadvantaged, and women-owned small businesses among those considered when selecting price lists for a best value determination.

For orders exceeding the micropurchase threshold, customers are to give preference to small business concerns when two or more items at the same delivered price will satisfy their requirement.

GENERAL INFORMATION

JWOD (NIB/NISH) PRODUCTS

The Javits-Wagner-O'Day (JWOD) Program (NIB/NISH) provides many products to Federal customers under its mandatory source authority. Before making any open market purchase from a schedule contractor, ordering agencies should determine if there is a comparable JWOD (NIB/NISH) product.

Please call or e-mail a JWOD representative at the following numbers to check if there is an appropriate product manufactured by people who are blind or have other severe disabilities.

 (703) 603-7743 (ext. 112) or

 (703) 603-7750 (ext. 118)

 info@jwod.gov

UNICOR PRODUCTS

UNICOR (Federal Prison Industries, Inc.) provides items that may be similar to some of the items in this schedule. Prior to making a purchase from the schedule, ordering agencies should check with UNICOR to see if UNICOR's product meets their specific need. For your convenience, this check can be made quickly by calling the UNICOR Customer Service Group at the following number:

 (800) 827-3168.

CONTRACTOR TEAM ARRANGEMENTS

Federal Supply Schedule contractors may use "Contractor Team Arrangements" (see FAR 9.6) to provide solutions when responding to a customer's requirements. The policy and procedures outlined in this part will provide more flexibility and allow innovative acquisition methods when using the Federal Supply Schedules.

REFER TO THE CONTRACTOR TEAM ARRANGEMENT INFORMATION PROVIDED IN THIS DOCUMENT, FOR MORE DETAILS.

MAXIMUM ORDER

If the "best value" selection places your order over the Maximum Order identified in the contractor's catalog or price list, you have an opportunity to obtain a better schedule contract price. Before placing your order, contact the contractor to ask for a better discount price.

The contractor may:

- 1) offer a new lower price for this requirement
- 2) offer the lowest price available under the contract
- 3) decline the offer

A delivery order that exceeds the maximum order may be placed with the contractor selected in accordance with FAR 8.404. The order may be placed under the Schedule contract.

PRICE REDUCTIONS

There may be circumstances when a customer finds it advantageous to request a price reduction, such as where the quantity of an individual order clearly indicates the potential for obtaining a reduced price. Customers that obtain a further price reduction may still place these orders against the Schedule contract. MAS contractors will not be required to pass on to all schedule users a price reduction extended only to an individual customer for a specific order.

BLANKET PURCHASE AGREEMENTS (BPA)

Federal Supply Schedule contracts contain BPA provisions to maximize your purchasing and administrative savings. This feature permits schedule customers and contractors to set up "accounts" to fill a "recurring requirement". These accounts establish a period for the BPA and generally address issues, such as frequency of ordering and invoicing, authorized callers, discounts, delivery locations and times.

Agencies may qualify for the best quantity/volume discounts available under the contract, based on the potential volume of business that may be generated through such an agreement, regardless of the size of the individual orders. In addition, agencies may be able to secure a discount higher than that available in the contract based on the aggregate volume of business possible under the BPA.

Finally, contractors may be open to a progressive type discounting where the discount would increase once the sales accumulated under the BPA reach certain prescribed levels. Use of a BPA may be especially useful with the new Maximum Order feature. A suggested format for customers is included in this document to consider when using this purchasing tool.

ENVIRONMENTAL PRODUCTS

In order to assist our customers who have determined that their acquisition needs can best be met by purchasing an EPA designated item (considering price, availability and performance requirements), our Schedule contractors have been requested to identify such products on their individual catalogs and/or price lists. Schedule contractors have been requested (where possible and/or feasible) to identify items that:

- Have recycled content
(meet EPA designated item criteria)
- Are energy and/or water conserving
(e.g., Energy Star)
- Have reduced pollutants
(e.g., low volatile organic compounds (VOCs) and chromate-free)

Customers should review contractor literature and contact the contractor directly to obtain complete information regarding environmental claims. Please visit our Environmental Website at the address listed below.

 www.fss.gsa.gov/enviro/

GENERAL INFORMATION

VARIABLE CONTRACT PERIODS

Generally, Federal Supply Schedules will no longer have a prescribed beginning and ending date. The schedule periods will be continuous, and will contain contracts with contract periods that commence on the Date of Award (DOA) and expire in 5 years (exclusive of any options) from the DOA.

AUTHORIZED USERS

The agencies and activities named below may use contracts established under this Federal Supply Schedule.

- All federal agencies and activities in the executive, legislative and judicial branches.
- Government contractors authorized in writing by a federal agency pursuant to 48 CFR 51.1.
- Mixed-ownership Government corporations (as defined in the Government Corporation Control Act).
- The Government of the District of Columbia.
- Other activities and organizations authorized by statute or regulation to use GSA as a source of supply.

Questions regarding activities authorized to use this schedule should be directed to Customer/Vendor Relations contact point identified in this document.

GEOGRAPHIC COVERAGE

All Federal Supply Schedules provide contractors the opportunity to offer worldwide coverage. Schedule contractors have three categories of geographic coverage to offer:

- 1) **Domestic:** covers delivery to the 48 contiguous states; Washington, DC; Alaska; Hawaii and Puerto Rico.
- 2) **Worldwide:** covers delivery domestically AND overseas.
- 3) **Overseas Only:** covers delivery to overseas destinations other than Alaska, Hawaii and Puerto Rico.

PURCHASE CARD

Agencies may make payments for oral or written delivery orders by using the Government purchase card.

Payments made using the Government SmartPay purchase card ARE NOT eligible for any negotiated prompt payment discount.

“Government purchase card” means a uniquely numbered GSA SmartPay credit card issued to named individual Government employees or entities, to pay for official Government purchases.

Effective March 20, 1998, GSA began requiring Federal Supply Schedule contractors to accept the GSA SmartPay purchase card as a method of payment for acquisitions up to the micropurchase threshold, currently \$2,500. The card may be used for payment in excess of this threshold if the using agency and contractor agree.

Information about the GSA Fleet, Travel and Purchase Payment System is available within your agency's written internal operating procedures and on the internet at the address listed below.



<http://pub.fss.gsa.gov/services/gsa-smartpay/>

The contractor shall not process a transaction for payment through the credit card clearinghouse until the purchased supplies have been shipped or services performed. Unless the cardholder requests correction or replacement of a defective or faulty item in accordance with other contract requirements, the contractor shall immediately credit a cardholder's account for items returned as defective or faulty.

PRODUCT LISTING

SERVICES

FSC Schedule 71, PART II – Comprehensive Furniture Management Services

■ *Special Item Numbers.*

■ *Descriptions.*

712.1

PROJECT MANAGEMENT (FURNITURE/FURNISHINGS RELATED)

The Project Management services shall include comprehensive support for the design, reconfiguration, relocation, and increasing/downsizing of office spaces and similar facilities. Services may include but are not limited to:

- Development of project management plans and implementation strategies.
- Contractor working as a partner with the customer to manage the interior design process to ensure it meets their requirements.
- Develop and manage the phasing of the reconfiguration project.
- Assists in the preparation of budget requirements for the acquisition, delivery, and installation of furnishings and equipment.
- Orchestrate logistics of interior renovations and furniture installation.
- Oversee all deliveries and installations to ensure adherence to scope of work, installation standard, and accurate placement of furniture according to plan.

712.2

ASSET MANAGEMENT (FURNITURE AND FURNISHINGS RELATED)

The Assets Management services cover the development and/or implementation of an assets management system to monitor and track the customer's furniture and equipment inventory. Services may include but are not limited to:

- Design and installation of a computer aided system to manage the customer's furniture and equipment inventory.
- Customize a management system to meet recommended process improvements. Educate the customer in the use and maintenance of the management system.
- Prepare a physical inventory of furniture and furnishings.
- Provide bar code services including developing bar code standards, bar coding individual items, and initiation of a bar code database.

712.3

RECONFIGURATION/RELOCATION MANAGEMENT (FURNITURE AND FURNISHINGS RELATED)

The Reconfiguration/Relocation Management services available may include all the services for the reorganization and consolidation of existing facilities and /or the opening of new facilities. The services may include but are not limited to:

- Develop work and relocation plans and schedules.
- Coordinate relocation plans and schedules with other professional, crafts, and trades persons.
- Verify of critical field dimensions prior to installation.
- Moving and installation.
- Provide temporary and long term warehousing for furniture and furnishings ensuring proper accountability of items in storage.

PRODUCT LISTING

712.4

FURNITURE DESIGN/LAYOUT

The Furniture Design/Layout services available are intended to provide the customer with complete interior design, furniture consultation, and/or product specifications. The services may include but are not limited to:

- Evaluate the customer's overall space and furniture requirements, existing inventory, space standard, the functional environment, workflow and special space or electric/data requirements.
- Formulate design solutions.
- Develop detailed plan in an electronic format (i.e. Microsoft Access, AutoCAD, etc.) based on the service provider's evaluation and proposed design solutions.

712.5

PACKAGED ENVIRONMENTS (FURNITURE AND FURNISHINGS RELATED)

The Packaged Environment shall provide a complete and integrated office/facilities solution for Customer Agencies. The service provider will be required to supply a total turnkey project, which may include but is not limited to:

- Furniture and furnishings
- Fixtures
- Equipment
- Complete interior renovation, alteration, refurbishment and/or modernization of existing space as required by the customer.

712.6

ASSETS MAINTENANCE (FURNITURE AND FURNISHINGS RELATED)

The Assets Maintenance services may include complete restoration, repair, cleaning, and/or renovation of furnishings and equipment. The following service may be provided under this SIN:

- Reupholster furniture
- Refinish furniture and furnishings
- Clean furniture and furnishings
- Short and long-range maintenance plans for furniture and furnishings.

ORDERING SERVICES

ORDERING PROCEDURES FOR SERVICES (EXECUTIVE, ADMINISTRATIVE AND/OR PROFESSIONAL)

PROCEDURES FOR SERVICES PRICED ON GSA SCHEDULES AT HOURLY RATES.

FAR 8.402 contemplates that GSA may occasionally find it necessary to establish special ordering procedures for individual Federal Supply Schedules or for some Special Item Numbers (SINs) within a Schedule. GSA has established special ordering procedures for services that are priced on Schedule at hourly rates. These special ordering procedures take precedence over the procedures in FAR 8.404.

GSA has determined that the rates for services contained in the contractor's price list applicable to this Schedule are fair and reasonable. However, the ordering office using this contract is responsible for considering the level of effort and mix of labor proposed to perform a specific task being ordered and for making a determination that the total firm-fixed price or ceiling price is fair and reasonable.

(a) When ordering services, ordering offices shall

(1) Prepare a Request for Quotes:

- (i) A performance-based statement of work that outlines, at a minimum, the work to be performed, location of work, period of performance, deliverable schedule, applicable standards, acceptance criteria, and any special requirements (i.e., security clearances, travel, special knowledge, etc.) should be prepared.
- (ii) A request for quotes should be prepared which includes the performance-based statement of work and requests the contractors to submit either a firm-fixed price or a ceiling price to provide the services outlined in the statement of work. A firm-fixed price order shall be requested, unless the ordering office makes a determination that it is not possible at the time of placing the order to estimate accurately the extent or duration of the work or to anticipate cost with any reasonable degree of confidence. When such a determination is made, a labor hour or time-and-materials proposal may be requested. The firm-fixed price shall be based on the hourly rates in the schedule contract and shall consider the mix of labor categories and level of effort required to perform the services described in the statement of work. The firm-fixed price of the order should also include any travel costs or other incidental costs related to performance of the services ordered, unless the order provides for reimbursement of travel costs at the rates provided in the Federal Travel or Joint Travel Regulations. A ceiling price must be established for labor-hour and time-and-materials orders.
- (iii) The request for quotes may request the contractors, if necessary or appropriate, to submit a project plan for performing the task and information on the contractor's experience and/or past performance performing similar tasks.
- (iv) The request for quotes shall notify the contractors what basis will be used for selecting the contractor to receive the order. The notice shall include the basis for determining whether the contractors are technically qualified and provide an explanation regarding the intended use of any experience and/or past performance information in determining technical acceptability of responses.

(2) Transmit the Request for Quotes to Contractors:

- (i) Based upon an initial evaluation of catalogs and price lists, the ordering office should identify the contractors that appear to offer the best value (considering the scope of services offered, hourly rates and other factors such as contractors' locations, as appropriate).
- (ii) The request for quotes should be provided to three (3) contractors if the proposed order is estimated to exceed the micropurchase threshold, but not exceed the maximum order threshold. For proposed orders exceeding the maximum order threshold, the request for proposal should be provided to additional contractors that offer services that will meet the agency's needs. Ordering offices should strive to minimize the contractors' costs associated with responding to requests for quotes for specific orders. Requests should be tailored to the minimum level necessary for adequate evaluation and selection for order placement. Oral presentations should be considered, when possible.

(3) Evaluate Quotes and Select the Contractor to Receive the Order:

After responses have been evaluated against the factors identified in the request for quotes, the order should be placed with the schedule contractor that represents the best value and results in the lowest overall cost alternative (considering price, special qualifications, administrative costs, etc.) to meet the Government's needs.

ORDERING SERVICES

- (b) The establishment of Federal Supply Schedule Blanket Purchase Agreements (BPAs) for recurring services is permitted when the procedures outlined herein are followed. All BPAs for services must define the services that may be ordered under the BPA, along with delivery or performance time frames, billing procedures, etc. The potential volume of orders under BPAs, regardless of the size of individual orders, may offer the ordering office the opportunity to secure volume discounts. When establishing BPAs ordering offices shall
- (1) Inform contractors in the request for quotes (based on the agency's requirement) if a single BPA or multiple BPAs will be established, and indicate the basis that will be used for selecting the contractors to be awarded the BPAs.
 - (i) SINGLE BPA: Generally, a single BPA should be established when the ordering office can define the tasks to be ordered under the BPA and establish a firm-fixed price or ceiling price for individual tasks or services to be ordered. When this occurs, authorized users may place the order directly under the established BPA when the need for service arises. The schedule contractor that represents the best value and results in the lowest overall cost alternative to meet the agency's needs should be awarded the BPA.
 - (ii) MULTIPLE BPAs: When the ordering office determines multiple BPAs are needed to meet its requirements, the ordering office should determine which contractors can meet any technical qualifications before establishing the BPAs. When multiple BPAs are established, the authorized users must follow the procedures in (a)(2)(ii) above and then place the order with the Schedule contractor that represents the best value and results in the lowest overall cost alternative to meet the agency's needs.
 - (2) Review BPAs Periodically: Such reviews shall be conducted at least annually. The purpose of the review is to determine whether the BPA still represents the best value (considering price, special qualifications, etc.) and results in the lowest overall cost alternative to meet the agency's needs.
- (c) The ordering office should give preference to small business concerns when two or more contractors can provide the services at the same firm-fixed price or ceiling price.
- (d) When the ordering office's requirement involves both products as well as executive, administrative and/or professional, services, the ordering office should total the prices for the products and the firm-fixed price for the services and select the contractor that represents the greatest value in terms of meeting the agency's total needs.
- (e) The ordering office, at a minimum, should document orders by identifying the contractor from which the services were purchased, the services purchased, and the amount paid. If other than a firm-fixed price order is placed, such documentation should include the basis for the determination to use a labor-hour or time-and-materials order. For agency requirements in excess of the micropurchase threshold, the order file should document the evaluation of Schedule contractors' quotes that formed the basis for the selection of the contractor that received the order and the rationale for any trade-offs made in making the selection.

SAMPLE FORMS

CONTRACTOR TEAM ARRANGEMENTS AND FEDERAL SUPPLY SCHEDULES

In the spirit of the acquisition reform, all Federal agencies have been encouraged to facilitate innovative contracting/acquisition approaches. FAR Part 1.102 provides Guiding Principles on the Federal Acquisition System, outlining what the System will achieve as follows:

- Satisfy the customer (cost, quality and timeliness of delivery)
- Maximize use of commercial products and services
- Consider contractor's past performance
- Promoting competition
- Minimize administrative costs
- Conduct business with integrity, fairness and openness
- Fulfill public policy objectives

The Federal Supply Schedule program is a source customers may use to achieve what the System has outlined for acquisition teams to follow.

Each member of the "acquisition team" is to exercise personal initiative and sound business judgment and is responsible for making acquisition decisions that deliver the best value product or service to meet the customers needs. FAR 1.102-4 further empowers Government team members to make acquisition decisions within their areas of responsibility including selection, negotiation and administration. The contracting officer has the authority to the maximum extent practical, to determine the application of rules, regulations, and policies.

In light of these changes, Federal Supply Schedule customers may refer to FAR 9.6 – Contractors Team Arrangements. The policy and procedures outlined in this part will provide more flexibility and allow innovative acquisition methods when using the Federal Supply Schedules. Customers are encouraged to review this section and should note this is permissible after contract award.

**TEAM ARRANGEMENTS COMBINED WITH THE FEDERAL SUPPLY SCHEDULE PROGRAM
PROVIDE FEDERAL CUSTOMERS A POWERFUL COMMERCIAL ACQUISITION STRATEGY**

SAMPLE FORMS

BASIC GUIDELINES FOR USING CONTRACTOR TEAM ARRANGEMENTS

Federal Supply Schedule contractors may use “Contractor Team Arrangements” (see FAR 9.6) to provide solutions when responding to a customer agency requirements.

These team arrangements can be included under a Blanket Purchase Agreement (BPA). BPAs are permitted under all Federal Supply Schedule contracts.

Orders under a team arrangement are subject to terms and conditions of the Federal Supply Schedule contract.

Participation in a team arrangement is limited to Federal Supply Schedule contractors.

Customers should refer to FAR 9.6 for specific details on Team Arrangements.

Here is a general outline on how it works:

- The customer identifies their requirements.
- Federal Supply Schedule contractors may individually meet the customers needs, or
- Federal Supply Schedule contractors may submit a Schedules “Team Solution” to meet the customer’s requirement.
- Customers make a best value selection.

For more information contact:



schedules.fcoc@gsa.gov



(703) 305-6594



(703) 305-6566

SAMPLE FORMS

SUGGESTED FORMAT

BEST VALUE BLANKET PURCHASE AGREEMENT FEDERAL SUPPLY SCHEDULE

(Insert Customer Name)

In the spirit of the acquisition reform ___(Agency)___ and ___(Contractor)___ enter into a cooperative agreement to further reduce the administrative costs of acquiring commercial items from the General Service Administration (GSA) Federal Supply Schedule Contract(s) _____.

Federal Supply Schedule contract BPAs eliminate contracting and open market costs such as: search for sources; the development of technical documents, solicitations and the evaluation of bids and offers. Teaming Arrangements are permitted with Federal Supply Schedule contractors in accordance with Federal Acquisition Regulation (FAR) Part 9.6.

This BPA will further decrease costs, reduce paperwork and save time by eliminating the need for repetitive, individual purchases from the schedule contract. The end result is to create a purchasing mechanism for a **Government that works better and costs less.**

Signatures:

AGENCY

DATE

CONTRACTOR

DATE

SAMPLE FORMS

BPA NUMBER

(CUSTOMER NAME)

BLANKET PURCHASE AGREEMENT

Pursuant to GSA Federal Supply contract number(s) _____, Blanket Purchase Agreements, the contractor agrees to the following terms of a Blanket Purchase Agreement (BPA) EXCLUSIVELY WITH (Ordering Agency):

- (1) The following contract items can be ordered under this BPA. All orders placed against this BPA are subject to the terms and conditions of the contract, except as noted below:

MODEL NUMBER/PART NUMBER

SPECIAL BPA DISCOUNT/PRICE

- (2) Delivery:

DESTINATION

DELIVERY SCHEDULE/DATES

- (3) The Government estimates, but does not guarantee, that the volume of purchases through this agreement will be _____.

- (4) This BPA does not obligate any funds.

- (5) This BPA expires on _____ or at the end of the contract period, whichever is earlier.

- (6) The following office(s) is hereby authorized to place orders under this BPA:

OFFICE

POINT OF CONTACT

- (7) Orders will be placed against this BPA via Electronic Data Interchange (EDI), FAX or paper.

- (8) Unless otherwise agreed to, all deliveries under this BPA must be accompanied by delivery tickets or sales slips that must contain the following information as a minimum:

- (a) Name of contractor;
- (b) Contract number;
- (c) BPA number;
- (d) Model number or National Stock Number (NSN);
- (e) Purchase order number;
- (f) Date of purchase;
- (g) Quantity, unit price, and extension of each item (unit prices and extensions need not be shown when incompatible with the use of automated systems; provided, that the invoice is itemized to show the information); and
- (h) Date of shipment.

- (9) The requirements of a proper invoice are as specified in the Federal Supply Schedule contract. Invoices will be submitted to the address specified within the purchase order transmission issued against this BPA.

- (10) The terms and conditions included in this BPA apply to all purchases made pursuant to it. In the event of an inconsistency between the provisions of this BPA and the contractor's invoice, the provisions of this BPA will take precedence.

***IMPORTANT**

A new feature to the Federal Supply Schedules Program permits contractors to offer price reductions in accordance with commercial practice. Teaming Arrangements are permitted with Federal Supply contractors in accordance with FAR Part 9.6.

Revised 9/96

CONTRACT AWARD REQUEST

REQUEST FOR CONTRACT AWARD INFORMATION

Customers requesting contract award information (i.e., List of Contractors) should fill in the following information.

Fax the request to:

 (703) 308-4168

Customer Name _____

Fax Number/Mailing Address _____

Contract Award Information Requested For

Schedule Number: _____

or

Special Item Number: _____



Smarter Solutions

U.S. General Services Administration
Centralized Mailing List Service
Warehouse 9, South Dock
501 W. Felix Street
Ft. Worth, TX 76115

Official Business
Penalty for Private Use \$300

www.gsa.gov
March 2003
5-3-00065
00SC7220

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