



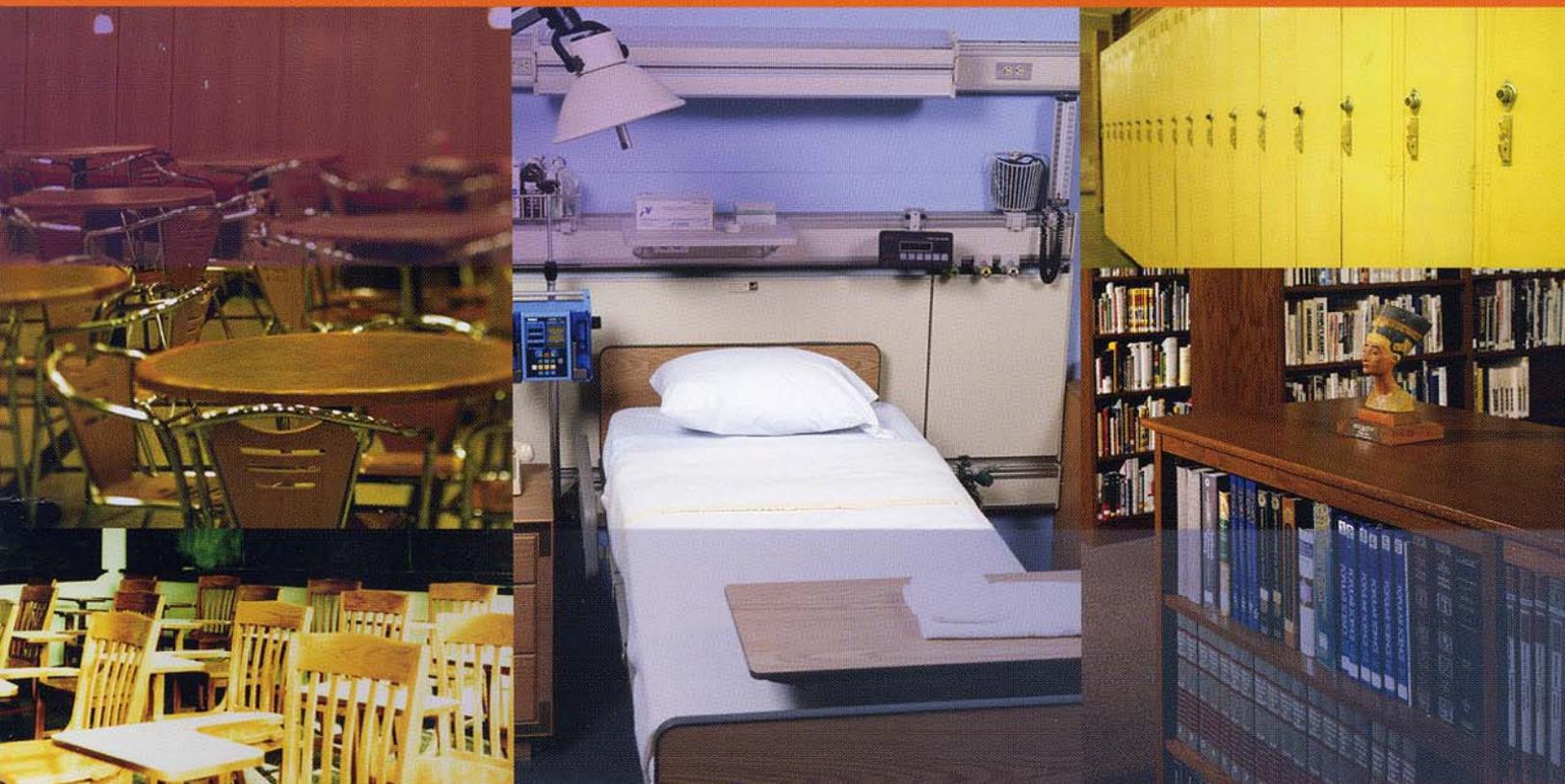
GSA Federal Supply Service

71 III

Federal Supply Schedule

April 15, 2002

Special Use Furniture



fss.gsa.gov

FSC Class: FSG 71

Multiple Award

Variable Contract Periods

Worldwide Shipping

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SPECIAL USE FURNITURE

**PRESCHOOL AND CLASSROOM, AUDITORIUM AND THEATER SEATING;
LIBRARY-WOOD, METAL OR PLASTIC FURNITURE;
STORAGE CABINETS FOR FORMS AND FLAMMABLE LIQUIDS CARD-SIZE FILING CABINETS;
MAIL SORTING AND DISTRIBUTION BINS, RACKS AND CARTS; LIGHT-DUTY SMALL PARTS CABINETS;
AND PLASTIC STORAGE BINS;
HOSPITAL PATIENT ROOM FURNITURE;
CAFETERIA AND FOOD SERVICE;
DRAFTING STOOLS, CLOTHING LOCKERS AND LOCKER BENCHES;
WORKBENCHES, WORKTABLES AND HIGH-DENSITY STORAGE CABINETS;
AND ENCLOSURE SYSTEMS FOR MODULAR ELECTRONIC EQUIPMENT**

SCHEDULE 71 III

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GENERAL INFORMATION

HOW TO BUY FROM SCHEDULES

 fss.gsa.gov/schedules

The brand names of items that have been awarded under this Schedule are listed by Special Item Number (SIN) in the "Supplies and/or Services" section. Locate the contractor for a particular brand name in the "contractors" section at the back of this Schedule. This section contains the contractor's ordering address, telephone number, contract number and contract effective date. 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.
- Quantity discounts.
- Prompt payment terms.
- Government purchase card terms.
- Commercial delivery terms.
- Expedited delivery.
- Ordering address(es).
- Payment address(es).
- Warranty provision.
- Export packing charges.
- Applicable terms and conditions of rental, maintenance, installation and repair.
- Environmental and energy efficiency

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 policy (http://www.sba.gov/GC/goal_help.html) requires agencies to include in their procurement base and goals, the dollar value of orders expected to be placed against the Federal Supply Schedules, and to report accomplishments against these goals.

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!™** on-line shopping service at:

 www.gsaAdvantage.gov

The catalogs/price lists, **GSA Advantage!™**, and the Federal Supply Service Home Page located at the above address 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 micro-purchase threshold, customers are to give preference to small business concerns when two or more items at the same delivered price will satisfy their requirement.

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 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.

- ① (703) 603-7743 (ext. 112) or
- ① (703) 603-7750 (ext. 118)

or e-mail

 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:

- ① (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 sample in this document for more information.**

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:

- Offer a new lower price for this requirement.
- Offer the lowest price available under the contract.
- Decline the order.

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 AGREEMENT (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 is provided in this document for customers to consider when using this purchasing tool.

YEAR 2000 WARRANTY

When an agency purchases a product that is identified as being Year 2000 Compliant, the agency should test the item within 90 days after acceptance to assure its compliance. The warranty includes repair or replacement of any listed product whose non-compliance is discovered and made known to the contractor in writing within 90 days after acceptance.

INCIDENTAL ITEMS

For administrative convenience, open market (non-contract) items may be added to a Federal Supply Schedule BPA or the individual task/delivery order if the items are clearly labeled as such on the order, all applicable acquisition regulations have been followed, and price reasonableness has been determined by the ordering activity for the open market items.

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)

NOTE

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

 <http://www.fss.gsa.gov/environmental.html>

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 five years (exclusive of any options) from the DOA. NOTE: GSA is working on "evergreen" contract periods. Watch our website for more information:

 fss.gsa.gov

LEASING

Only equipment offered on a Federal Supply Schedule may be leased. Some guidelines for leasing are as follows:

- Once you have selected the equipment, then you need to determine whether it is more advantageous to lease or purchase it. The contracting officer should compare the leasing terms offered from the third-party leasing companies in the Schedule as well as those offered by the Schedule equipment sellers. For example, most IT leases, other than Lease to Ownership (LTOP), require the ordering agency and the leasing contractor to determine as part of the initial lease agreement, the market value of the equipment at the end of the lease term; i.e., its residual value.
- Once the best leasing terms have been selected, the contracting officer can compare the advantages of leasing to those of direct purchase. This information is available at:

 <http://www.whitehouse.gov/WH/EOP/omb>

OMB Circular A-94, par. "c", describes the economic analysis that is to be used in determining the economic impact of leasing vs. purchasing.

- Leasing requires a commitment on the agency's part for all the terms and conditions of the lease for the full term of the lease. If an agency has annual appropriations requiring issuance of supplemental funding documents, the agency's procurement and accounting systems must be capable of timely generation of the requirement documents. Customers must also be mindful of submitting "renewal delivery orders" in a timely manner to assure that their lease does not expire. Cancellation of a lease for lack of funds should only be done when the organization is no longer funded. Court

decisions have held that termination for convenience should only be employed when the agency no longer has a requirement for the equipment.

Example: An employee has retired and the position will not be filled, so now there is a piece of equipment that is not needed. In other words, a desire for something different, newer, or better is not a justification for the premature cancellation of a lease.

CUSTOMERS ARE REMINDED TO SUBMIT THEIR RENEWAL DELIVERY ORDERS IN A TIMELY MANNER TO ENSURE THAT THEIR LEASE DOES NOT EXPIRE

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:

- DOMESTIC**
Covers delivery to the 48 contiguous states; Washington, DC; Alaska; Hawaii and Puerto Rico
- WORLDWIDE**
Covers delivery domestically AND overseas
- OVERSEAS ONLY**
Covers delivery to overseas destinations other than Alaska, Hawaii and Puerto Rico.

GENERAL INFORMATION

PURCHASE CARD

Agencies may, when identified in the contractor's catalog/price list, make payments for oral or written delivery orders by using the Government purchase card.

"Government purchase card" means a uniquely numbered 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 Government purchase card as payment for acquisitions up to the micro-purchase threshold, currently \$2,500. This requirement is being phased in and by January 1, 1999, all Federal Supply Schedule contracts must include this requirement. The card may be used for payment in excess of this threshold if the using agency and contractor agree.

Relevant terms and instructions for use of the Government purchase card are contained in the GSA Fleet, Travel and Purchase Payment System Program Guide and within your agency's written internal operating procedures.

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.

TRADE-INS

Trade-ins will be considered against the purchase of new equipment and will be used in determining the "best value" purchase at the lowest overall cost; i.e., the price of the item plus administrative costs (see FAR 8.404 (b)(2)(ii)(B)). If equipment was traded in as part of the purchase arrangement, the file should show the type, brand and value of the equipment exchanged. Trade-ins should comply with provisions of the Federal Property Management Regulations (FPMR) 101-46.

FOR FURTHER ASSISTANCE

GSA CONTACTS

Customer/Vendor Relations
General Services Administration
Federal Supply Service

(FSC Group 71 III)

 (703) 305-7003
 (703) 305-6032
 usmilnfc@gsa.gov

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

You can now access Federal Supply Schedules online:

 fss.gsa.gov/elibrary

SUPPLIES AND/OR SERVICES

SUPPLIES AND/OR SERVICES

COMMODITY LISTING INFORMATION

- *Special Item Numbers.*
- *Descriptions.*

* Indicates small business set-aside.

FSC SCHEDULE 71, PART III – SPECIAL USE FURNITURE

71-301

CHILDREN'S FURNITURE.

Furniture and accessories designed and intended for use in daycare and preschool centers. Includes items such as high chairs, cribs, and changing tables. High chairs shall have a feeding tray. Cribs shall be constructed for heavy-duty use. Companion crib mattresses must be washable, wet-resistant and flame retardant. Replacement crib mattresses and crib bumper pads that fit the offered cribs. Performance testing is required for infant furniture. High chairs must meet ASTM F 404-99A Standard Consumer Safety Specification for High Chairs. Cribs must meet ASTM F 1169-99, Standard Specification for Full Size Baby Crib; ASTM F 966-96, Consumer Safety Specification for Full-Size and Non-Full-Size Baby Crib Corner Post Extensions and the Code of Federal Regulations, Title 16, Part 1508 (full-size) or Part 1509 (non-full size). Flammability testing is required for crib mattresses and mattress pads. Testing is contained in the Code of Federal Regulations, Title 16, Part 1632, Standard for the Flammability of Mattresses and Mattress Pads (FF 4-72, Amended).

71-302

PRESCHOOL, CLASSROOM AND TRAINING ROOM FURNITURE, AND AUDITORIUM AND THEATER SEATING.

Includes items such as classroom chairs, student desks, student chair and desk units, student tables, tablet-arm chairs, pedestal strip tables and chairs, teachers' desks and chairs, accessories and repair parts. Student desks and student chair and desk units incorporate book storage. Excludes folding leg tables. Auditorium and Theater Seating is floor mounted ascending

tier seating. Includes appropriate accessories for Auditorium and Theater Seating.

71-303

PRESCHOOL AND CLASSROOM STORAGE.

Storage units designed and intended for use in daycare and preschool centers or elementary schools. Includes a wide variety of units for the storage and organization of student toys and supplies, such as: stationary or mobile units with or without trays or tubs, combination lockers with storage, storage wall system modular units, and teachers' storage cabinets to meet space and storage requirements.

71-304*

LECTERNS.

Lecterns may be either floor or table top models.

71-305*

LIBRARY FURNITURE.

Includes items such as shelving and bookcases (wood, wood grain materials, or wood frames with steel shelves, metal with adjustable shelves and doubled wall construction for sides); basic shelf units and add-on units (wall and/or island shelving) for various configurations; all types and sizes of wood and/or metal book trucks or returns with slant or flat shelves; wood or metal card catalog cabinets (case type and sectional type); wood or metal straight leg or sled base chair styles, with or without arms; wood or metal, rotary, charging and desk chairs without arms, with a foot rest (minimum 695 mm seat height required for rotary chairs); wood or metal charging/discharging modular units; book charging accessories such as charging equipment holders, trays, date books (excluding date stamps, pens, pencils, etc.); wood or metal exhibit cases or tables with glass or plastic hood or doors (units must have security locks); book, periodical, newspaper and literature display racks and/or shelving; media display racks, shelving or browser units (to hold compact discs, phonographs, video and audio cassettes, etc.); dictionary or atlas stands; reading tables (catalog reference, individual study, index and slope with matching benches); library carrels not exceeding 1015 mm in width, with or without task lights/power/communication.

SUPPLIES AND/OR SERVICES

71-306*

MAIL SORTING AND DISTRIBUTION FURNITURE.

Includes tables, storage units, consoles, racks, workbenches and accessories designed to be used as interrelated components for the purpose of dumping, opening, reading, sorting, packing and/or wrapping both incoming and outgoing mail.

71-307

MAIL LOCK BOXES.

Mail lock boxes for apartments, dormitories, and post offices. Boxes may be for interior or exterior applications.

71-308*

CAFETERIA AND FOOD SERVICE FURNITURE.

Includes items such as cluster units (tables with attached seats), booth seating and tables, freestanding or pedestal mounted tables and seating specifically advertised for food services applications, and accessories. Cluster units are modular, chair/table or chair/bench settee/table units in an island or wall style configuration. Includes bench settees that fit onto the cluster frame. Accessories for booth seating include such items as divider screens (panels), end panels, booth partitions (galleries), wall panels, and hardware kits intended to serve as an integral part of the booth or attach to the frame of a unit. Accessories may include condiment stands, waste receptacles and tray returns. Items included under the SIN are easily identifiable by their physical design characteristics as intended specifically for use in cafeteria/dining areas. (Does not include park and recreational furniture or picnic tables.)

71-309

CLOTHING LOCKERS AND LOCKER BENCHES.

Includes clothing lockers, locker benches, and accessories. Locker benches are for use with clothing lockers. Excludes seat backs on locker benches.

71-310

INDUSTRIAL AND INSTITUTIONAL FURNITURE: WORKBENCHES, WORKTABLES, WAREHOUSE STORAGE, AND HIGH DENSITY STORAGE CABINETS, MODULAR CABINETS.

Includes such items as workbenches, worktables, workbench tops and legs, warehouse storage systems, and high-density storage cabinets. Shelves, cabinets, drawers, bins, trays, hangers, electrical fixtures and wiring fluid fixtures and plumbing, panels, footrests, casters and other accessories or components are acceptable. Work surfaces shall be designed for heavy-duty use. Specialized work surfaces and workbenches such as tops designed for electrostatic discharge are acceptable. Accessories must specifically enhance the function of the bench or table. Except for standard electrical, air, and fluid fixtures, accessories must be specifically designed for use with the workbenches or worktables. Any electrical plugs and receptacles shall be certified to meet UL 498 with a NEMA configuration of 5-15 (P or R) or 6-15 (P or R). Cord sets shall meet UL 817. (Toolboxes and tool cabinets are not acceptable). Storage cabinets with interchangeable drawers, stationary or roll-out shelves or roll out trays, with or without locking hardware, interconnecting hardware, supporting bases, casters, and worktops. Cabinets may be sold as components or as complete, pre-configured units. Drawers may be with or without adjustable dividers, partitions, bins and trays. Adjustable dividers, partitions, bins or trays must be offered and must be specifically designed for use with the cabinet drawers. (Shelving, toolboxes and tool cabinets are not acceptable). Institutional Furniture - Institutional type furniture includes modular cabinetry, wall hung cabinets and shelves, base cabinets, support panels, and work surfaces. Furniture may be free standing or built in. Furniture may be specifically marketed for use in laboratories, break rooms, mailrooms, administrative areas, storage rooms, and healthcare examination rooms. Ready to assemble or factory-assembled furniture is acceptable. Wall hung cabinets and base cabinets shall meet all applicable test sections in ANSI/KCMA A161.1-2000. KCMA certification will be acceptable as evidence of conformance with KCMA requirements; however, KCMA certification is not required. Lateral file drawers shall meet all applicable test sections in the most current edition of ANSI/BIFMA X5.2. Vertical file drawers shall meet all applicable test sections in the most current edition of ANSI/BIFMA X5.3.

71-311

MODULAR ELECTRONIC EQUIPMENT CABINETS.

Enclosure systems for modular electronic equipment includes cabinets, racks and cases for mounting electronic equipment and accessories such as fans, electrical supplies, doors, and covers. (Excludes ADP Furniture and Systems/Modular Furniture.)

71-312*

HAZARDOUS MATERIALS STORAGE.

Storage cabinets for storage of flammable liquids, acids, corrosive liquids, and gas/oxygen cylinders and accessories. Includes accessories specifically designed to enhance the function of the units.

71-313

MUSEUM STORAGE.

Includes museum storage cabinets and interior components. Museum storage cabinets are designed for the storage or display of museum or research specimens. Cabinets include specific features designed to improve their ability to protect specimens, such as door seals; non-off-gassing, chemical resistant coatings; and drawers, shelves, trays, and other interior components designed for safe handling and storage of specimens.

71-314

HOSPITAL BEDS AND ACCESSORIES.

Includes items such as beds, hospital mattresses, over bed tables, and accessories. Beds may be fixed or adjustable height. All beds have adjustable positions. Beds may be electrically or manually adjustable. Accessories include safety sides and/or rails, bumpers, I.V. rods, casters, and bed end panels. Hospital mattresses are intended for special hospital and nursing home use such as orthopedic, burn and prevention of decubitus ulcers, and are designed to conform to adjustable positions peculiar to hospital beds. Mattresses meet the flammability test requirement of purchase description 3FNE 99-584. Over bed tables have casters and a high-pressure laminate top surface and are operative with the hospital beds under this SIN. Electric beds meet applicable industry and electrical standards.

71-315

HOSPITAL PATIENT ROOM FURNITURE.

Furniture designed for hospital/long term patient care use. Includes chest of drawers, wardrobe (single or double door wardrobe with or without locks) cabinet, dresser, low dresser (credenza), desk, table desk, matching hutch top, guest table, mirror, modular components, night table, bedside chest, headboard, footboard, armoire, and medical supply storage cabinet. Includes accessory items relevant to the furniture (i.e., hangers, towel bars).

71-316

HOSPITAL AND GERIATRIC CHAIRS.

Includes high back chairs with arms, low back chairs with or without arms, and recliners. Recliners are designed to ensure easy use by patients. Features include a special seat height to allow easy transfer from wheelchair, straps to assist patient in movement of chair, wheels for easy movement, and leg rest to elevate patient's feet above head. Upholstery is nonabsorbent and stain resistant. Geriatric chairs are designed to conform to the characteristic afflictions of geriatric patients. Chairs facilitate sitting and rising without patient strain. Geriatric chairs consist of, but are not limited to the following features: 1) meal tray/table, 2) push bar, 3) casters and/or wheels with lock mechanism, 4) footrest or 5) rocking action.

71-317*

CONVALESCENT CHAIRS.

High- and low-back models designed for use by physically impaired patients. High back minimum back height is 1090 mm (43"). Includes ottomans matching the convalescent chair, to complement a high or low back model. Includes chair models with rocking action. Chairs are for use by physically impaired patients, are sturdy and durable enough to withstand the added stress and strain imposed by such patients, and are designed for easy cleaning.

SUPPLIES AND/OR SERVICES

71-318

PATIENT SERVICE SYSTEMS.

Medical head-walls or patient service columns for general patient care. Includes the following options: duplex outlets, night light, nurse call, telephone service or other electrical/communication devices, air and oxygen valves, blood pressure unit, over bed wall lights, air purification equipment, etc.

71-319

MULTIPLE SEATING UNITS.

Multiple seating molded units or fully upholstered seating--heavy duty, high abuse, contract, or institutional type.

71-320

BOOKSTACK.

Metal cantilever style, single and double faced. Acceptable accessories include various types of shelves, dividers, end panels, back panels, book supports, canopy tops. (See SIN 71-305 for Library Furniture.) Bookstacks shall meet the performance test requirements in purchase description 3FNE 00-589.

71-393

DESIGN SERVICES.

Interior design services include a wide range of services, and are intended to assist users in project planning and/or execution. Design/layout services may include use of CAD/CAP systems. Agencies are required to define the scope of services they require, regardless of the dollar value of the project. Based on the scope defined by the agency, vendors will quote a number of design hours at the hourly contract rate.

71-394

RECONFIGURATION SERVICES.

Includes the range of services that are necessary to allow users to reconfigure the existing furniture within the on-site project area. Reconfiguration involves the disassembling and reassembling of components. Agencies must define the scope of services required.

71-395

INSTALLATION SERVICES.

Installation services include product delivery coordination, unpacking, inspection of product for shipping damage, placement, set-up, assembly and leveling of product in accordance with any recommended manufacturer instructions/guidelines to conform to agency requirements/final designs drawings, removal of packing materials, and cleaning of product. Agencies must fully define the scope of the required services under installation in order to facilitate realistic price quotations.

71-396

LEASED FURNITURE.

71-398

INTERNATIONAL PRODUCTS.

This SIN covers items for use only in foreign destinations. Items under this SIN shall comply with one of the other SIN descriptions in this Schedule, excluding any performance test requirements.

71-399

INTRODUCTION OF NEW SERVICES/PRODUCTS (INSP).

A new or improved service or product--within the scope of the Federal Supply Schedule, but not currently available under any Federal Supply Schedule contract--that provides a new service, function, task, or attribute that may provide a more economical or efficient means for Federal agencies to accomplish their missions. It may significantly improve an existing service or product. It may be a service or product existing in the commercial market, but not yet introduced to the Federal Government.

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
- Promote 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 - Contractor 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**

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's 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



Smarter Solutions

U.S. General Services Administration
Centralized Mailing List Service
501 W. Felix St., Warehouse 9, Dock 1
Ft. Worth, TX 76115

Official Business
Penalty for Private Use, \$300

Address Correction Requested

BULK RATE
POSTAGE &
FEES PAID
GSA
Permit No. 30