

Federal Supply Schedule

GSA

71 II Household and Quarters Furniture

Wall Units, Loft Groups, Bedroom and
Dining Room Furniture, Kitchen Cabinets,
Upholstery, and Occasional Tables



Basic Edition

September 30, 2000

FSC Class: 7105

DOMESTIC SHIPPING

Multiple Award

This Federal Supply Schedule
no longer has a prescribed
beginning and end date. The
Schedule Period is continuous.



www.fss.gsa.gov

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HOUSEHOLD AND QUARTERS FURNITURE WALL UNITS, LOFT GROUPS, BEDROOM AND DINING ROOM FURNITURE AND KITCHEN CABINETS

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GENERAL INFORMATION

PUBLICIZING CONTRACT ACTIONS

The Federal Supply Schedules have been synopsisized in the Commerce Business Daily and satisfy the requirements of the Competition in Contracting Act (Pub. Law 98-369) and FAR Part 5, Publicizing Contract Action.

ORDERING INFORMATION

For information regarding Ordering Procedures covering services priced at hourly rates refer to the guide included in this document.

ORDERS UNDER \$2500

Place order directly with contractor for the item that best meets your needs.

ORDERS OVER \$2500

To ensure a "Best Value" determination is made, as required by FAR 8.404:

Review **GSA ADVANTAGE!™** GSA's on-line electronic ordering system at:

 www.fss.gsa.gov - or -

Review 3 schedule price lists.

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 Schedules on-line at:

 www.fss.gsa.gov

then click on the "FSS Schedules" button.

WHEN DETERMINING WHAT IS A "BEST VALUE," YOU MAY CONSIDER THE FOLLOWING:

- Special features of the product/services that are being offered but not provided by a comparable product/service
- Trade-in considerations
- Probable life of the item selected compared to that of a comparable item
- Warranty considerations
- Maintenance availability
- Past performance
- Environmental and energy efficiency considerations

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 brand name and only for orders exceeding the micro-purchase threshold (see FAR 8.404(b)(7)).

GSA ADVANTAGE!™

www.fss.gsa.gov

This on-line electronic ordering system allows customers to search for products, review delivery options and place orders. How to access **GSA ADVANTAGE!™**:

1. You must be able to connect to the Internet.
2. You must have access to a web browser (i.e., Netscape, Internet Explorer or Mosaic).
3. Use your web browser to connect to the GSA Home Page

 www.fss.gsa.gov.

4. Select **GSA ADVANTAGE!™** On-Line Shopping Service.

If you need more information or assistance contact us at our Internet e-mail address:

 gsa.advantage@gsa.gov

or call the **GSA ADVANTAGE!™** voice mail hotline:

☎ (703)305-7359

If you are not able to connect to the Internet, contact your GSA Customer Service Director for assistance (see Customer Service Director listing in this document).

GENERAL INFORMATION

HOW TO BUY FROM SCHEDULES

 <http://pub.fss.gsa.gov/sched/index.html>

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.fss.gsa.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.

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

- ☎ (800) 827-3168

Note: UNICOR has temporarily waived its mandatory source status for dormitory & quarters furniture through fiscal year 2005

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.

GENERAL 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. We will keep you posted on this change via:

 www.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 termi-

- nation 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 Program Guide is available from:

 <http://pub.fss.gsa.gov/fm/future/index.html>

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.

POINT OF CONTACTS

FOR FURTHER ASSISTANCE

GSA CONTACTS

Customer/Vendor Relations
General Services Administration
Federal Supply Service

(FSC Group 71 II)

📞 (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

All others requesting copies of schedules including vendors, must contact the FSS Schedule Information Center at the following address:

General Services Administration
FSS Schedule Information Center (FMLI)
Washington, DC 20406

📞 (703)305-6477
📞 DSN: 327-1022

You can now access Federal Supply Schedules online:

📧 www.fss.gsa.gov

then click on the "FSS Schedules" button.

CUSTOMER SERVICE DIRECTORS

📧 <http://pub.fss.gsa.gov/c-assist/csd.html>

AK – Anchorage	(253) 931-7516
AZ – Phoenix	(602) 379-6619
CA – Bell	(213) 526-7500
CA – San Diego	(619) 235-4706
CA – San Francisco	(415) 552-2785/86
CO – Denver	(303)236-7543/46
DC – Washington	(202) 619-8920
FL – KennedySpace Ctr	(407) 867-2833
GA – Atlanta	(404) 331-3026
IL – Chicago	(312) 353-7549
MA – Boston	(617) 565-7302
MD – Baltimore	(410) 962-4422
MO – Kansas City	(816) 926-5786 or (816) 926-6485
NY – New York	(212) 264-3592/93
PA – Oakdale	(412) 644-4854
PA – Philadelphia	(215) 656-3868
TX – Ft Worth	(817) 978-2892
TX – San Antonio	(210) 472-6119
VA – Chesapeake	(757) 441-3115
WA – Auburn	(253) 931-7516

OVERSEAS

Europe, Northern Africa, and the Middle East
Frankfurt, Germany:

📞 DSN 330-6085/7985
📞 International Direct Dial
011-49-69-699-7985/6085

Pacific, Far East and Honolulu, Hawaii:

📞 (808) 541-1776
📞 DSN 438-4960

SUPPLIES AND/OR SERVICES

SUPPLIES AND/OR SERVICES

COMMODITY LISTING INFORMATION

- *Special Item Numbers.*
- *Descriptions.*
- *Brand names and awarded contractors. Brand names are listed alphabetically on the left, with contractors listed on the right. For example:*

See "Contractors" section for complete contractor names, addresses, telephone numbers, contract numbers and contract effective dates.

* Indicates small business set-aside.

FSC SCHEDULE 71, PART II - HOUSEHOLD AND QUARTERS FURNITURE

71-201

CABINETS

Freestanding or built-in type cabinets for kitchen or general purpose use. Also includes bathroom vanities. Cabinets comply with applicable performance and safety requirements.

71-202*

WALL UNITS

Wood construction with high-pressure laminate on all horizontal surfaces. **THIS SIN IS A SMALL BUSINESS SET-ASIDE

71-203*

LOFT GROUP

Freestanding sleeping, studying and storage space system that allows a variety of configurations to suit specific room needs. Consists of a bed box and storage unit, as a minimum, and may include other items such as a writing surface, shelf, etc. Loft beds designed for household use meet ASTM F-1427 Standard Consumer Safety Specification for Bunk Beds and have guardrails and ladder. Loft beds designed for dormitory use by adults meet more stringent test requirements. **THIS SIN IS A SMALL BUSINESS SET-ASIDE.

SUPPLIES AND/OR SERVICES

71-204

DORMITORY, QUARTERS AND RESIDENTIAL CASEGOODS AND BEDS

Furniture pieces designed for household, quarters and dormitory use and made from a variety of materials including wood, metal, wood/metal, stone, and/or glass. Ready-to-assemble (RTA) versions of the furniture are also available under this SIN.

Residential dining room items include, but are not limited to, dining tables, china cabinets, buffets, sideboards, servers, huntboards, baker's racks, breakfronts, corner cupboards, etageres, and curio/display cabinets.

Casegoods include, but are not limited to, dressers (low and conventional height) , chests, bureaus, low boys, high boys, vanities (including companion benches) , nightstands, mirrors, wardrobes, clothing centers, clothes trees, hall trees, armoires, entertainment units, TV stands/cabinets, bookcases, wall units, table desks, student desks, secretaries, home office type workstations, matching file cabinets, and tables Including occasional, guest, dinette, and game types.

Bed items include, but are not limited to, headboards, bed frames, headboard and footboard sets, bed rails, captain's beds, bunk beds, wall beds, roll-about and other portable beds, bed accessories including bed steps, bedside stools and benches, blanket racks, underbed storage units, and safety rails. Mattresses and mattress/boxspring sets must only be purchased with an accompanying bed unit.

Notes: Bunk beds designed for household use comply with ASTM F-1427 Standard Consumer Safety Specification for Bunk Beds and have guardrails and ladder. Bunk beds designed for dormitory use by adults meet more stringent test requirements. Customers are required to contact UNICOR (Federal Prison Industries Inc) when ordering mattresses without an accompanying bed unit.

Wall beds comply with the applicable performance and safety requirements. Mattresses comply with applicable flammability requirements.

71-205

CHAIRS--DINING ROOM, DESK, SIDE, PERIOD STYLE AND BAR STOOLS

Desk chairs and side chairs that accompany the furniture in SINs 71-203 and 71-204; bar stools; period style chairs that are reproduction or adaptation chairs utilizing authentic designs from various cultures, such as European, American and Oriental. All chairs comply with applicable performance and flammability requirements where appropriate.

71-206

UPHOLSTERED SEATING

Upholstered sofas, loveseats, lounge chairs, benches and ottomans, as well as motion furniture such as sleep sofas and recliners. Accessories include replacement covers and cushions, and mechanisms and parts for motion furniture. All items comply with applicable performance and flammability requirements where appropriate. In addition, sleep sofas comply with the appropriate design requirements.

71-207

RESIDENTIAL CASUAL FURNITURE

Furniture for use in sunrooms, Florida rooms, porches, patios and other casual sitting areas. Items include, but are not limited to, dining tables, umbrellas, chairs, rockers, porch swings/gliders, one-, two- or three-seat lounges, matching/coordinating throw pillows, serving carts, tea carts, and related accent pieces including plant stands. All items comply with applicable flammability requirements where appropriate.

SUPPLIES AND/OR SERVICES

71-295

INSTALLATION SERVICES

Installation services include delivery/inside delivery, coordination, unpacking, assembly/placement/leveling of product, removal of packing materials, and cleaning of product. Vendor may perform ancillary services that may be required in preparation for furniture installation on the job site.

71-298

INTERNATIONAL PRODUCTS

This SIN covers items for use only in foreign destinations. Items awarded under this SIN comply with one of the other SIN descriptions in this Schedule. Contractors have certified that items awarded have been tested and found to comply with minimum safety standards for the countries in which the products are sold.

71-299

INTRODUCTION OF NEW PRODUCTS/SERVICES (INPS)

Items awarded under this SIN are new or improved products/services that have the potential to provide more economical or efficient means for Federal agencies to accomplish their missions. They may be products/services existing in the commercial market, which are being developed, improved, or not yet introduced to the Federal Government. They also may perform a new task, service, or procedure within the scope of the Federal Supply Schedule, not currently available under any GSA contract. Items under this SIN comply with applicable industry safety and performance standards.

Contact contractors under this SIN to obtain a detailed description of products available. Some products that are available are as follows:

- ***CORRECTIONAL FACILITY FURNITURE***
- ***REFINISHING AND RE-UPHOLSTERY SERVICE***
- ***ROOMSCAPE SYSTEM***
- ***STACK-A-BUNK***
- ***THEFT PROOF STAINLESS STEEL FRAMED MIRRORS***
- ***KITCHEN CABINET ACCESSORIES***



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

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

GENERAL SERVICES ADMINISTRATION
Centralized Mailing List Service (7CPNL)
501 Felix St
PO Box 6477
Ft. Worth, TX 76115

Official Business
Penalty for Private Use \$300

PRESORTED
FIRST-CLASS MAIL
POSTAGE & FEES PAID
GSA
Permit No. G-30

00SC 7178



Federal Recycling Program

Printed on Recycled Paper



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Services
Administration