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GSA Federal Supply Service

Schedule 084



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TOTAL SOLUTIONS FOR
LAW ENFORCEMENT, SECURITY,
FACILITIES MANAGEMENT, FIRE,
RESCUE, SPECIAL PURPOSE
CLOTHING, MARINE CRAFT AND
EMERGENCY/DISASTER RESPONSE

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Schedule 084

TOTAL SOLUTIONS FOR LAW ENFORCEMENT, SECURITY, FACILITIES MANAGEMENT, FIRE, RESCUE, SPECIAL PURPOSE CLOTHING, MARINE CRAFT AND EMERGENCY/DISASTER RESPONSE

Many incidents have challenged our federal and military community. History shows past security was for the protection of employees from theft. This threat has now elevated to domestic and international terrorism as well as workplace violence.

Whether it is protecting our shorelines, patrolling our harbors, ports, and federally-controlled lakes and rivers, or oil-spill containment, this Schedule has all types of marine craft, equipment and services to meet your needs.

Items on this Schedule can help you extinguish fires, manage controlled burns, and provide personal respiratory protection. Additionally, products are included for search and rescue, both to assist your entry into buildings or vehicles, and to safely evacuate personnel.

What type of access control systems do you need at your facilities? Some of the types we have are: card, magnetic, dial, digital, keyboard, keypad, palm and biometrics, and also perimeter fencing. What kind of alarm and signal systems do you need at your facility? Check out our process monitoring, hazard alarms, audible/visual alarms, anti-theft alarms, patient wandering systems and fire alarm systems. What type of integrated facility management systems do you need at your facility? We have facility management systems for security functions and energy management functions. Services such as professional security, facility management and guard services are also located in this Schedule.

To protect one's self from the elements, fire, biochemical exposure, accidental immersion, or other hazardous materials, see what is available in this Schedule. Uniforms and safety shoes and boots of all types are all offered.

For all of your law enforcement protection, prevention, apprehension, or investigative needs, this Schedule can provide equipment and services for personal, vehicular or facility applications.

To see a complete listing of products and services available, please see the individual program listings, beginning on page 5.

Note: We have listed the products/services currently included in the –99 Special Item Number in each FSC Group. Due to the nature of those Special Item Numbers, products and services may be added on a continuing basis.

FAQ:

Is the Service Contract Applicable?

Yes, in regards to Guard Services, SIN 246-54.

Does the Davis Bacon Act Apply?

This Act is applicable only for SIN 246-51, Installation requiring Construction.

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VALUABLE RESOURCES

Want to learn more about products, services and procurement? Whether you are looking for Federal Supply Schedules information or need help finding what you need, GSA has the information source to assist you.

Federal Supply Service (FSS) – www.gsa.gov/fss
It's your gateway to all of the services and benefits FSS offers. Here you can learn about Multiple Award Schedules products, services, and much more, in one convenient location.

GSA Advantage!® – www.gsaadvantage.gov
e-Tools — GSA **Advantage!®** provides online shopping and access to several thousand contractors and millions of products and services.

e-Buy – www.gsa.gov/ebuy
e-Buy, a component of GSA **Advantage!®** is an online Request For Quotes (RFQ) tool designed to facilitate our customers' requests for products and services. Customers may request submission of quotes for a wide range of commercial services and products that are offered by GSA Federal Supply Schedule contractors who are on GSA **Advantage!®**. This e-Tool can also be used for "Sources Sought." See "Valuable Information" on page 20 in this catalog.

Schedules e-Library – www.gsa.gov/elibrary
Schedules e-Library is your source for the latest Federal Supply Schedules contract award information. Schedules e-Library features ordering information, complete and up-to-date Schedule and contractor listings, as well as a powerful search engine that allows you to locate the product or service you need quickly and easily. Schedules e-Library is also directly linked to GSA **Advantage!®**.

FSS Center for Acquisition Excellence – www.gsa.gov/centerforacquisitionexcellence
The FSS Center for Acquisition Excellence is available free of charge, 24 hours a day, seven days a week, and was developed to provide customers with online training and the latest Schedules information.

GSA Global Supply – www.gsa.gov/globalsupply
GSA Global Supply is the Federal Government's first choice for quality commercial products, with over 7,000 items in stock. You may place an order in one of several ways and pay with a GSA SmartPay® credit card or an AAC/DODAAC number. To order from Schedule 084, please use NSN 8465-01-490-2328, AOE/AO5, with the applicable supplier/manufacturer's part number or model number in the exception field.

Centralized Mailing List Service (CMLS) – www.gsa.gov/CMLS

For your convenience, GSA offers a Centralized Mailing List Service (CMLS) that maintains copies of various publications. Just let us know which publications you are interested in and we will mail them to you, free of charge.

Customer Service Directors (CSD) – www.gsa.gov/csd

Federal Supply Service offers a worldwide network of knowledgeable CSDs. Wherever you are located, there is a CSD in your region to assist you with problem resolution and to answer all of your questions. The CSDs also offer seminars on a variety of useful topics. They are your #1 source for information on all of GSA's supply programs.



Schedule 084

TOTAL SOLUTIONS FOR LAW ENFORCEMENT, SECURITY, FACILITIES MANAGEMENT, FIRE, RESCUE, CLOTHING, MARINE CRAFT AND EMERGENCY/DISASTER RESPONSE

Do you need to upgrade security at your facilities? Are you looking for law enforcement equipment or need surveillance? Do you need protection on land or sea, for fighting fires or surviving freezing temperatures? GSA can provide all this and more.

PROGRAMS IN THIS SECTION INCLUDE:

Federal Supply Group	Program Subtitle
19	Marine Craft and Equipment Supplies and/or Services
42	Firefighting and Rescue Equipment Supplies and/or Services
63	Alarm and Signal Systems/Facility Management Systems, Professional Security/Facility Management Services and Guard Services
84	Special Purpose Clothing Supplies and/or Services
84	Law Enforcement, Security Equipment, Emergency/Disaster Response Supplies and/or Services



AVAILABLE ITEMS INCLUDE:

- | | |
|--|--------------------------------------|
| Boats | Protective Clothing |
| Marine Engines | Gloves & Footwear |
| Personal Watercraft | Police Clothing |
| Marine Barriers | Fire Fighting Clothing |
| Breathing Apparatus | Personal Protection Equipment |
| Hydraulic Rescue Tools | Vehicle Equipment |
| Portable Oxygen | Detection Equipment |
| Portable Tanks | Investigative Equipment |
| Patient Immobilization | Surveillance Equipment |
| Transportation Devices | Canine Training & Handling Equipment |
| Access Control Systems | |
| Locking Devices | |
| Intrusion Detection | |
| Facility Management Systems | |
| Professional Security/Facility Management Services | |
| Guard Services | |

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FSG 19

MARINE CRAFT AND EQUIPMENT SUPPLIES AND/OR SERVICES



FS GROUP 19: MARINE CRAFT AND EQUIPMENT

SIN	DESCRIPTION
260-1	Boats, Powered – includes parts and accessories
260-3	Boats, Nonpowered – includes life rafts, options and accessories
260-06	Boats, Inflatable, Powered and Nonpowered – includes options and accessories
260-09	Inboard and Outboard Engines, Marine Diesel Propulsion Engines (Ranging Horsepower from 150-4,000) – includes parts and accessories
260-12	Floating Marine Barriers and Booms, Floats, Perimeter Floats, and Moorings – includes parts and accessories
260-98	Ancillary Services – includes, but is not limited to: installation of boat modification packages, training and consultation
260-99	Introduction of New Products/Services. Items are directly related to Marine Equipment. This SIN currently includes, but is not limited to: Boat Accessories, Navigational Equipment, Boat Lifts, Bilge and Oil Cleaning Systems and Load Testing Bags.



FSG 42

FIREFIGHTING AND RESCUE EQUIPMENT SUPPLIES AND/OR SERVICES



FS GROUP 42: FIREFIGHTING AND RESCUE EQUIPMENT

SIN	DESCRIPTION
465-10	Emergency Patient Transportation and Immobilization Devices – handicapped evacuation devices, stretcher chairs, scoop stretchers, basket stretchers, splints, fraction aids, cervical spine immobilization collars, ked or similar devices and extraction devices
465-11	Fire Extinguishing/Suppressing Products, Retardant, Foams and Equipment – includes, but is not limited to foam concentrate, wetting agent, fire extinguishers (excluding “Halon” fire extinguishing devices), slip-on firefighting units, pumps, portable tanks (folding or collapsible) and chemical mixing equipment (foam proportioners, injectors, educators)
465-17	Firefighting Distress/Signal Devices and Heat Sensing Devices – includes, but is not limited to: Personal Alert Safety Systems (PASS), fuses and related devices for emergency applications
465-19	Firefighting and Rescue Tools, Equipment and Accessories – includes, but is not limited to: portable hydraulic and pneumatic jaws, cutters, rams and files, Pulaski tools, Combi tools, axes, rakes, shovels and handles
465-22	Breathing Air Equipment, Inhalator Devices, Respiratory Protection Products, Related Support Items and Solutions – SCBAs (self-contained breathing apparatus), air compressors, air filtering personal equipment and emergency egress equipment
567-4	Helicopter Equipment and Products for Search and Rescue and Firefighting Applications – for the transport and delivery of firefighting agents and equipment by helicopter. Includes, but is not limited to: chemical injection devices, cargo nets, swivels, lift baskets, drop buckets, and other related accessories
567-8	Burning Equipment – flame throwers, drip torch, and aerial ignition equipment
567-15	Hoses, Valves, Fittings, Nozzles, Couplings and Related Accessories – Hoses: includes cotton, cotton-synthetic and synthetic materials; weeping, single jacket, double jacket and hard line design: attach hose, operations hoses and supply hose; large and small diameters; with and without couplings; threaded and quick disconnect couplings Nozzles: includes all types of water and foam nozzles used to shape and control a firestream for firefighting purposes Valves/Fittings: includes wye valves, automatic check and bleeder valves, automatic pressure fuel valves, butterfly valves, horseshoe shut-off valves and all types of fittings Related Accessories: includes but is not limited to reels, all types of couplings, fittings and accessories used to modify hose streams, fixate and mount nozzles, control water streams, etc
567-99	Introduction of New Products/Services. Items are directly related to Firefighting and Rescue Equipment. This SIN currently includes, but is not limited to: Emergency Escape and Recovery Systems, Sand Bagging Equipment, Fire Fighting Training, Fire Fighting Training Towers and First Aid Kits.

FSG 63

ALARM AND SIGNAL SYSTEMS/FACILITY MANAGEMENT SYSTEMS, PROFESSIONAL SECURITY/FACILITY MANAGEMENT SERVICES AND GUARD SERVICES



FS GROUP 63: ALARM AND SIGNAL SYSTEMS

SIN	DESCRIPTION
246-20-1	Miscellaneous Alarm and Signal Systems – process monitoring/fault reporting devices or systems which monitor pressure levels, flow rates, temperatures, leaks
246-20-2	Miscellaneous Alarm and Signal Systems – hazard indicating alarm devices or systems for the detection of toxic gases, flammable gases
246-20-3	Miscellaneous Alarm and Signal Systems/Audible/Visual Warning/ Signaling Devices – including radio alarms equipment (excluding those for vehicular use)
246-20-4	Miscellaneous Alarm and Signal Systems/Warning System Devices (Patient/Detainees)
246-23	Anti-Theft Material Alarm Control Systems for Detection of Property
246-25	Fire Alarm Systems – (excludes fire suppression devices)
246-35-1	Access Control Systems, Door Entry Control By Card Access, Magnetic Proximity – including but not limited to biometric
246-35-2	Access Control Systems/Door Entry Control By Touch Access, Dial, Digital, Keyboard, Keypad – including, but not limited to biometric, voice, fingerprint, iris, hand geometry, weight
246-35-3	Access Control Systems, Parking Access Control – including, but not limited to biometric
246-35-4	Access Control Systems/Emergency Exit Door Access/Alarm Systems For Security and/or Fire Safety – including, but not limited to biometric
246-35-5	Access Control Systems – Vehicle Arrest/Security Barrier/Barricade/Bollard Systems, Decorative Barrier Planters
246-35-6	Other Access Control Systems – includes, but not limited to biometric access control: facial, voice, fingerprint, iris recognition, etc.
246-36	Locking Devices – includes padlocks and electronic locks not covered by SIN 246-35
246-40	Intrusion Alarms and Signal Systems – includes audible and visible warning devices (no personal alarms)

**EMERGENCY
EXIT ONLY
ALARM WILL SOUND**



FS GROUP 63: ALARM AND SIGNAL SYSTEMS

SIN	DESCRIPTION
246-42-1	Facility Management Systems – includes accessories and repair parts – computerized systems for surveillance, monitoring, controlling, signaling and reporting multiple functions and security functions (i.e., access control, fire detection, intrusion, etc.)
246- 42-2	Facility Management Systems – includes accessories and repair parts – computerized systems for surveillance, monitoring, controlling, signaling and reporting multiple functions. Energy and facility management functions and services, building automation control systems (including lighting, HVAC controls and sensors), and building comfort systems (including heating, ventilation and air conditioning, chillers)
246-42-3	Facility Management Systems – includes accessories and repair parts – computerized systems for surveillance, monitoring, controlling, signaling and reporting multiple functions and systems capable of both security functions and energy management functions
246-43	Perimeter Security/Detection Systems – includes, but is not limited to: fencing, sensors, etc.
246-50	Ancillary Services relating to Security/Facility Management Systems – includes services necessary to install the system (design through startup), and maintain the system (including maintenance agreements or training). <i>Excludes construction</i>
246-51	Installation of Security/Facility Management Systems Requiring Construction as defined in FAR 36.102
246-52	Professional Security/Facility Management Services – includes security consulting, training and facility management consulting
246-53	System Leasing – relating to security/facility management systems
246-54	Guard Services
246-99	Introduction of New Products/Services. Items are directly related to Alarm and Signal Systems/Facility Management Systems, and Professional Security/Facility Management Services. This SIN currently includes, but is not limited to: Sprinkler Systems, Circuit Board Refurbishment and Innovative Control Systems.





FS GROUP 84: SPECIAL PURPOSE CLOTHING

SIN	DESCRIPTION
633-1	Gloves – Industrial, Work and Cold Weather Gloves – (excludes disposable gloves)
633-4	Protective Worksuits, Waterproof, Chemical and Electrical Safety – jackets, coats and hoods
633-6	Protective Worksuits, Waterproof, Chemical and Electrical Safety – bib overalls, coveralls, pants, 2-piece suits
633-6a	Emergency Response/Hazmat Clothing and Related Products
633-15	Rainwear/Lightweight Rainwear – including police rainwear, caps, hats and covers
633-16	Footwear/Men's Over-The-Sock Boots – (Work, Uniform, Sport) and Women's Over-The-Sock Boots (Work, Uniform, Sport)
633-18	Footwear/Men's or Women's Overshoes, Rubber – (work rubbers, rubber work and utility boots, hip and knee boots, waders, etc.)
633-19	Footwear/Men's Safety Toe Shoes or Boots and Women's Safety Toe Shoes or Boots
633-20	Immersion Flotation Clothing – coveralls, pants, jackets, coats with or without beavertails designed to keep body afloat, not dry and provides hypothermia protection (Coast Guard approved 46 CFR 160.053 or 160.064)
633-21	Abandon Ship Immersion Flotation Suit – total coverage suits designed to keep body afloat and dry, protect against hypothermia (Shall meet requirements of UL Standard 1197, Coast Guard approved under 46 CFR 160.171)
633-21A	Shipboard/Aircraft Anti-Exposure Immersion Clothing Not Otherwise Covered
633-22	Extreme Cold Weather Clothing/Coats, Jackets, Vests, Hoods and Hats
633-23	Extreme Cold Weather Clothing/Overalls, Coveralls and Pants, Insulated
633-25	Footwear/Boots, Insulated, Waterproof, Extreme Cold Weather
633-26	Special Purpose Work Clothes/Disposable Clothing – (excluding food preparation gloves and clothing)
633-27	Special Purpose Work Clothes/Coveralls, General Purpose, Detainee Clothing

FS GROUP 84: SPECIAL PURPOSE CLOTHING

SIN	DESCRIPTION
633-30	Structural Fire Fighting Clothing - Coats, Turnout, Trousers - Shall meet the requirements of NFPA 1971. Helmets are in accordance with NFPA 1972.
633-30A	Structural Fire Fighting Clothing – Coat, Turnout, Proximity; Trousers, Proximity; Helmets, Proximity (Shall meet the requirements of NFPA 1976)
633-32	Structural Fire Fighting Clothing – Boots, Bunker and Hip (Shall meet the requirements of NFPA 1971)
633-33	Structural Fire Fighting Clothing – Gloves
633-35	Structural Fire Fighting Clothing – Protective Hoods
633-37	Structural Fire Fighting Clothing – Fire Fighter’s Station Wear (Shall meet the requirements of NFPA 1975)
633-38	Wildland Fire Fighting Clothing – Personal Protection – shirts and pants (BDUs) (NFPA 1977 Compliant)
633-39	Wildland Fire Fighting Clothing – Personal Protection – brush shirts, pants, coats, jackets, jumpsuits – all NFPA 1977 compliant, and shirts, pants, coats, jumpsuits, coveralls – flame resistant (not NFPA compliant)
633-40	Flotation Devices – personal flotation devices (Coast Guard approved under 46 CFR 160.064) and personal flotation devices (not Coast Guard approved)
633-43	Personal Protection – Helmets, Safety, Wildfire – (NFPA 1977 compliant)
633-45	Personal Protection – Helmets, Safety, Electrical Construction (Welder’s)
633-47	Security Wear, EMS Clothing and Related Products
633-48	High Visibility, Reflective Safety Products
633-49	Medical/Hospital Clothing (excludes disposable clothing)
633-50	Industrial Work Shirts and Pants
633-99	Introduction of New Products/Services. Items are directly related to Special Purpose Clothing. This SIN currently includes, but is not limited to: Helicopter Egress Devices, Heat Resistant Gloves, Protective Eyewear, Isotherm Cool Vest, Heatshield, Moisture Management Clothing, Fireline Gear and Waterproof Bags.



FSG 84

LAW ENFORCEMENT, SECURITY EQUIPMENT EMERGENCY/DISASTER
RESPONSE SUPPLIES AND/OR SERVICES



FS GROUP 84: LAW ENFORCEMENT AND SECURITY EQUIPMENT SUPPLIES AND SERVICES

SIN	DESCRIPTION
426-1A	Miscellaneous Personal Equipment – consisting of belts, shell cartridge cases, speed loader cases, clip holders, handcuff cases, gun and flashlight holsters, flashlights (police, hand-held electric, penlight, traffic), baton rings, belt straps, ID cases, tactical equipment, duty gloves, etc.; composed of leather and other materials – THIS SIN DOES NOT INCLUDE FIREARMS OR AMMUNITION
426-1B	Body Armor – (including canine body armor) and ancillary services such as alterations, measuring, etc.
426-1C	Helmets
426-1D	Restraining Equipment – consisting of cuffs, batons, CN, CS and OC munitions, other less-than-lethal munitions, distraction devices and accessories such as neutralizers and gas masks
426-1G	Miscellaneous Non-Personal Law Enforcement Equipment – including forced entry tools and vehicle disabling equipment and ear mikes
426-2A	Canine Training and Handling Equipment, Canine Search and Detection
426-3A	Emergency Signal Systems – consisting of sirens, light bars, spot and flood lights, beacon warning devices, public address speakers and systems and control consoles
426-3B	In-Vehicle Protection and Restraint Systems
426-3D	Police Bicycles
426-4C	Night Vision Equipment – to include camera equipment used in conjunction with night vision equipment
426-4D	Alcohol Detection Kits and Devices
426-4E	Bomb Disposal and Hazardous Material Protective and Detective Equipment
426-4F	Emergency Preparedness and First Responder Equipment, Training and Services
426-4G	Firearms Storage, Securing and Cleaning Equipment; Unloading Stations; Bullet Recovery Systems and Gun Racks – THIS SIN DOES NOT INCLUDE FIREARMS OR AMMUNITION



FS GROUP 84: LAW ENFORCEMENT AND SECURITY EQUIPMENT SUPPLIES AND SERVICES

SIN	DESCRIPTION
426-4J	Target Systems/Target Range Accessories – to Include shatter-resistant protective lenses and shooters gloves – THIS SIN DOES NOT INCLUDE FIREARMS OR AMMUNITION
426-4K	Metal and Bomb Detection Equipment – includes airport security, and also ancillary services such as installation, training, etc.
426-4L	Fingerprinting/Palmprinting (Taking and Detection) and Evidential Casting Materials
426-4M	Drug Testing Equipment and Kits – includes ancillary drug testing services
426-4N	Criminal Investigative Equipment and Supplies – consisting of forensic investigative equipment (tissue detection and location); questioned document exam. Supplies/Kits: chemical analysis test kits for testing blood stains, gun powder residue and seminal fluid stains; electronic countermeasure equipment; invisible detection materials (theft detection); and evidence collection containers, etc.
426-4Q	Vehicle Monitor (Tracking) Systems
426-4R	Speed Measurement (Radar) Devices
426-4S	Surveillance Systems – includes CCTV, vehicular video, mirrors and binoculars, observation towers, covert systems and ancillary services such as installation, training, etc.
426-5A	Aircraft Armoring and Ancillary Services
426-99	Introduction of New Products/Services. Items are directly related to Law Enforcement and Security Equipment. This SIN currently includes, but is not limited to: Criminal Investigative Services, Voice Stress Analyzers, Vehicle Theft Protection Devices, Threat Management/Contraband Detection, Tactical Blankets, Sniper Surveillance Kits; Riot/Correction Suits. THIS SIN DOES NOT INCLUDE FIREARMS OR AMMUNITION.





ORDERING TOOLS

Schedules e-Library

Schedules e-Library is the online source for GSA and VA Federal Supply Schedule contract award information. You can find out which suppliers have a contract, and what's available by using various search options; e.g., Schedule contractor's name, contract number, Special Item Number (SIN), Schedule number, or keyword. This program utilizes the advances of electronic commerce while providing you access 24 hours a day, seven days a week.

Other features include:

- Access to information on millions of services and products
- The latest information on Schedule program changes
- Direct link to the GSA **Advantage!**® Online Shopping for e-Business
- New and improved look for easier browsing and navigation
- Ability to download Schedule information by Schedule or SIN
- More contractor websites and e-mail addresses

GSA Advantage!®

GSA **Advantage!**® is our electronic online shopping and ordering system. GSA **Advantage!**® provides online access to several thousand contractors and millions of services and products. To shop GSA **Advantage!**® you must be a Federal Government employee with a governmentwide GSA SmartPay® purchase card or a GSA Activity Address Code (AAC).

By using GSA **Advantage!**® you can:

- Search for items using keywords, part numbers, National Stock Numbers, supplier names, contract numbers, etc.
- Compare features, prices, and delivery options
- Configure products and add accessories
- Place orders directly online
- Review delivery options
- Select a convenient payment method
- View order history to track status, reorder, or cancel

e-Buy

e-Buy, a component of GSA **Advantage!**®, is an online Request for Quote (RFQ) tool designed to facilitate the request for submission of quotes for a wide range of commercial services and products that are offered by GSA Federal Supply Schedule contractors who are on GSA **Advantage!**®.

e-Buy allows federal agencies (buyers) to maximize their buying power by leveraging the power of the Internet to increase Schedule contractor participation in order to obtain quotes which will result in a best value purchase decision. e-Buy provides agencies with a tool that will result in savings of both time and money.

Through e-Buy, Schedule contractors (sellers) have greater opportunities to offer quotes and increase business volume for services and products provided under their Schedule contracts. e-Buy provides contractors with a tool that will result in savings of both time and money.

ORDERING PROCEDURES

Ordering Procedures for Services and/or Products (No Statement of Work Required)

Orders up to the micro-purchase threshold (\$2,500):

- Place order directly with contractor for the item and/or service that best meets your needs

Orders over the micro-purchase threshold (\$2,500):

- To ensure a “best value” determination is made, as required by FAR 8.404:
 - Review the GSA **Advantage!**® online electronic ordering system
 - or –
 - Review at least three schedule price lists
 - Select the best value (consider price, administrative costs, etc.)
 - Place order directly with contractor

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

- Special features of the supply or service required for effective program performance
- 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. Additional documentation is necessary when the requirement is defined to a particular brand name and only for orders exceeding the micro-purchase threshold.

Orders exceeding the maximum order threshold:

(Note: This dollar figure will vary from contract to contract.)

FAR 8.404(b)(3) provides guidelines for orders exceeding the maximum order threshold:

In addition to following the ordering procedures for orders above the micro-purchase threshold, ordering offices shall –

1. Review additional Schedule contractors' catalogs/price lists or use the GSA **Advantage!**® online shopping service;
2. Based upon the initial evaluation, seek price reductions from the Schedule contractor(s) appearing to provide the best value (considering price and other factors); and
3. After price reductions have been sought, place the order with the schedule contractor that provides the best value and results in the lowest overall cost alternative [see 8.404(a)]. If further price reductions are not offered, an order may still be placed, if the ordering office determines that it is appropriate.

REMEMBER! If you are placing an order with a Multiple Award Schedule contractor (*especially if you are using the governmentwide commercial purchase card*), please let the contractor know that you are a federal customer — ask the contractor for the GSA contract number and contract price. Be sure to cite the contract number on your purchasing documents.

Ordering Procedures for Services (Requiring a Statement of Work)

Orders up to the micro-purchase threshold (\$2,500):

- Place order directly with contractor for the service that best meets your needs

Orders over the micro-purchase threshold (\$2,500):

- Prepare a Statement of Work (SOW)
- Send your Request for Quote (RFQ) and SOW to three Schedule contractors
- Evaluate and make a best value selection

Orders over the maximum threshold:

- Prepare an SOW
- Send your RFQ and SOW to more than three Schedule contractors AND seek price reductions
- Evaluate and make a best value selection

Documentation:

- At a minimum, document orders by identifying the services purchased, the Schedule contractor from which the services were purchased, and the amount paid
- If other than a firm-fixed priced order is placed, include the basis for the determination to use a labor-hour or time-and-materials order
- For agency requirements over the micro-purchase threshold, document the evaluation of Schedule contractors' quotes that formed the basis for selecting the contractor that received the order and the rationale for any trade-offs made in making the selection

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 require a Statement of Work. These special ordering procedures take precedence over the procedures in FAR 8.404 (b)(2) through (b)(3).

When ordering services over \$100,000, Department of Defense (DoD) ordering offices and non-DoD agencies placing orders on behalf of DoD must follow the policies and procedures in the Defense Federal Acquisition Regulation Supplement (DFARS) 208.404-70 – Additional ordering procedures for services. When DFARS 208.404-70 is applicable and there is a conflict between the ordering procedures contained in this clause and the additional ordering procedures for services in DFARS 208.404-70, the DFARS procedures take precedence.

GSA has determined that the prices 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 (Request for Quote or other communication tool):

- (i) A statement of work (a performance-based statement of work is preferred) 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) The request should include the statement of work and request 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 quote may be requested. The firm-fixed price shall be based on the prices 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 direct charges 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 may ask 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 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 qualification of responses.

(2) Transmit the Request to Contractors:

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, pricing and other factors such as contractors' locations, as appropriate) and transmit the request as follows:

- (i) The request shall be provided to at least three (3) contractors if the proposed order is estimated to exceed the micro-purchase threshold, but not exceed the maximum order threshold.
- (ii) For proposed orders exceeding the maximum order threshold, the request shall be provided to an appropriate number of additional contractors that offer services that will meet the agency's needs.
- (iii) In addition, the request shall be provided to any contractor who specifically requests a copy of the request for the proposed order.
- (iv) 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 Responses and Select the Contractor to Receive the Order:

After responses have been evaluated against the factors identified in the request, the order should be placed with the Schedule contractor that represents the best value. (See FAR 8.404)

(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 (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 should be awarded the BPA. (See FAR 8.404)

- (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 establishing multiple BPAs, the procedures in (a)(2) above must be followed. The procedures in (a)(2) do not apply to orders issued under multiple BPAs. Authorized users must transmit the Request for Quote for an order to all BPA holders and then place the order with the BPA holder that represents the best value.
- (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. (See FAR 8.404)
 - (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 best value. (See FAR 8.404)
 - (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 micro-purchase 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.

BLANKET PURCHASE AGREEMENTS (BPAs)

This information will help ordering offices understand how to use Blanket Purchase Agreements (BPAs) under GSA Federal Supply Schedule contracts.

Blanket Purchase Agreements (BPAs) are a simplified method of filling anticipated repetitive needs for services and products. BPAs are "charge accounts" that ordering offices establish with GSA Schedule contractors to provide themselves with an easy ordering tool. In accordance with Federal Acquisition Regulation (FAR) 8.404, ordering offices may establish BPAs under any GSA Schedule contract.

Benefits and Advantages of Using BPAs

Contractual terms and conditions are contained in GSA Schedule contracts and are not to be re-negotiated for GSA Federal Supply Schedule BPAs. Therefore, as a purchasing option, BPAs eliminate such contracting and open market costs as the search for sources, the need to prepare solicitations, and the requirement to synopsise the acquisition. BPAs also:

- Satisfy recurring requirements
- Reduce acquisition costs through quantity discounts
- Save time by eliminating repetitive, individual purchases and payments
- Reduce administrative efforts and paperwork
- Obtain better value by leveraging an ordering office's buying power through volume purchasing
- Enable an ordering office to use streamlined ordering procedures with no dollar limitations on individual task/delivery orders
- Permit an ordering office to incorporate Contractor Team Arrangements
- Allow for quicker turnarounds on orders
- Permit an ordering office to incorporate terms and conditions not in conflict with the underlying contract

A BPA can be set up for field offices across the nation to use, thus allowing them to participate in an ordering office's BPA and place orders directly with GSA Federal Supply Schedule contractors. In doing so, the entire agency reaps the benefits of additional discounts negotiated into the BPA. In addition, the ordering office reduces the administrative burden of writing numerous task/delivery orders, while still being able to order as much as it wants and as often as it wants. The flexibility and advantages are endless when setting up a BPA.

MAS Helpdesk (National Customer Service Center)

(800) 488-3111
 Fax: (816) 926-6952
mashelpdesk@gsa.gov

National Customer Service Center (NCSC)

(800) 488-3111
 Fax: (816) 926-6952
rodsm.nsc@gsa.gov

Setting Up a BPA

BPAs are established directly with GSA Schedule contractors. In accordance with FAR 8.404, an ordering office may request a price reduction based on the total estimated volume of the BPA, regardless of the size of individual orders. The Request for Quote (RFQ) should specify the ordering office's requirements, including estimated quantities and work to be performed, and should advise GSA Schedule contractors whether the ordering office intends to establish a single BPA or multiple BPAs.

Generally, a single BPA should be established when the ordering office can easily define its services and/or products requirements and a firm-fixed price or ceiling price can be established. Since a best value selection is made when the single BPA is established, the ordering office does not need to make a separate best value selection for each order under the BPA.

Multiple BPAs should be established when the ordering office cannot easily define its services and/or products requirements, or it determines that more than one BPA is needed to meet its needs. First determine which GSA Schedule contractors are technically qualified and then establish BPAs with them. When multiple BPAs are established, each order must be competed among all BPA holders and a best value selection must be made each time an order is placed.

All BPAs must contain certain information, such as:

- The name of the GSA Schedule contractor
- The GSA Schedule contract number
- The BPA number assigned by the ordering office
- A description of the requirement, to include estimated quantities and work to be performed
- The prices and/or discounts
- The extent of the obligation
- Any additional price reductions negotiated by the ordering office, based on the proposed dollar value of the BPA
- A listing of individuals authorized to purchase under the BPA
- The delivery or performance time frames
- The location of deliveries
- The frequency of ordering and invoicing
- The date of BPA expiration
- A statement that all other terms and conditions are contained in the GSA Federal Supply Schedule contract

Note: Prices under GSA Federal Supply Schedule contracts have already been determined to be fair and reasonable.

CONTRACTOR TEAM ARRANGEMENTS

Under a Contractor Team Arrangement (CTA), two or more GSA Schedule contractors work together, by complementing each other's capabilities, to offer a total solution to meet an agency's requirement. Contractor Team Arrangements provide a "win-win" situation for both GSA Schedule contractors and ordering offices:

- GSA Schedule contractors may compete for Schedule orders for which they may not independently qualify
- Ordering offices may procure a total solution rather than make separate buys for each part of a requirement

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

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 his/her requirements
- Federal Supply Schedule contractors may individually meet the customer's needs, or
- Federal Supply Schedule contractors may submit a Schedules "Team Solution" to meet the customer's requirement
- Contractors make a best value selection

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 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 FAR 9.6 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.



FSS ACQUISITION CENTERS/ BUSINESS UNITS

Need help with a specific product or service category?

FSS's Acquisition Centers/Business Units offer commodity/service specific support to GSA's customers. The Business Units provide products and services expertise while also assuring the best selection and value to our customers. Below is contact information for each Business Unit.

Acquisition Centers/Business Units

Telephone/Web/e-mail

General Products Acquisition Center

Includes buildings and buildings materials and industrial products; food service, hospitality, cleaning equipment/supplies; sports, promotional, outdoor, recreational; law enforcement, security, facilities management, fire, rescue, special clothing, marine, disaster response; temporary administrative & professional staffing; test and measurement equipment, avionics equipment; chemistry biochemistry instruments/services; geophysical, environmental analysis equipment/services; laboratory testing/analysis services; and much more.

(817) 978-4545

www.gsa.gov/generalproducts
marketing.gpc@gsa.gov

Hardware SuperStore

Includes tools, appliances, lawn and garden equipment, paints, sealants, and adhesives.

(816) 926-6760

www.gsa.gov/superstore
HSSMarketing@gsa.gov

Information Technology Acquisition Center

From desktop computers to programming support services, the Information Technology Center is an excellent technology resource.

(703) 305-3038

www.gsa.gov/itcenter
IT.Center@gsa.gov

Management Services Center

Includes the following services: energy management; environmental advisory; MOBIS; language services and logistics.

(800) 241-7246

www.gsa.gov/mgmtservices
warren.hayashi@gsa.gov

National Furniture Center

Provides you with all of their furniture needs including office, household, and packaged furniture, as well as floor covering and telecommunications equipment.

(703) 305-7003

www.gsa.gov/furniture

Office Supplies & Administrative Services Center

Provides products including writing instruments, training; human resources/EEO; plotters, inkjet cartridges, office supplies; publication media; shipping, packaging/packing supplies and much more.

(212) 264-0868

www.gsa.gov/osas
www.smartshop@gsa.gov

Services Acquisition Center

Services include professional engineering; financial and business solutions; and marketing, media and public information services.

(703) 305-6658

www.gsa.gov/servicesacquisition
fss.services@gsa.gov

Vehicle Acquisition and Leasing Services

Provides light/medium/heavy trucks, ambulances, buses, trailers, tankers, wreckers and rollbacks, construction and highway maintenance equipment and attachments, aerial lifts, tires and vehicle accessories.

(703) 308-2277

www.gsa.gov/vehicle
vehicle.buying@gsa.gov