

**AF Furnishings Commodity Council  
OFFICE SEATING PROGRAM  
BLANKET PURCHASE AGREEMENTS (BPAs)**



# Mandatory Use Ordering Guide

**AF Office Seating BPAs**

Updated 28 June 2016

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# 1.0 Background

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## 1.1 Introduction

Historically, the Air Force used a tactical approach to purchase office seating. This approach resulted in multiple decentralized processes and sourcing strategies that increased the overall cost of office seating and did not leverage overall agency buying power. On 22 March 2009, Deputy Assistant Secretary (Contracting) chartered the Air Force Furnishings Commodity Council (AF FCC) to establish an enterprise-wide furnishings acquisition strategy that would minimize duplication of effort, standardize procurement policy, and leverage purchasing power to reduce the total cost of goods. This resulted in a cost-effective strategic sourcing procurement that focused on total life-cycle costs.

The AF FCC, in partnership with a cross-functional team comprised of AF Interior Design Personnel, AMC Strategic Sourcing and Contracting Specialists, as well as Furniture Acquisition Specialists from the General Services Administration (GSA), standardized AF office seating requirements and competitively awarded 8 AF-Wide Blanket Purchase Agreements (BPAs) for the CONUS based AF enterprise (including Alaska and Hawaii). However, there are currently 5 active BPAs on the program following the cancellation of 3 BPAs. The North American Industry Classification Systems (NAICS) and PSC / FSC codes for this program are as follows:

**337211** – Wood Office Furniture Manufacturing (*Specifically: Wood Chairs*)

**337214** – Office Furniture (except wood) Manufacturing (*Specifically: Non-Wood Chairs*)

**7110** – Product Supply Code (PSC) / Federal Supply Code (FSC) for Office Furniture / Seating

## 1.2 Purpose

The purpose of this document is to provide AF customers guidance for ordering office seating using the following AF Office Seating BPAs established under GSA Multiple Award Schedule (MAS) 71. The BPA Numbers and Vendor information are as follows:

### **Teknion LLC**

BPA No: FA4452-11-A-0009

Web: [www.teknion.com](http://www.teknion.com)

Vendor Rep: Angie Hoffman

Phone: (877) 835-6466

Email: [Angie.Hoffman@tekion.com](mailto:Angie.Hoffman@tekion.com)

### **The HON Company**

BPA No: FA4452-11-A-0010

Web: [www.hon.com](http://www.hon.com)

Vendor Rep: Christine McCormick

Phone: 1-800-466-8694

Email: [contractmanager@honcompany.com](mailto:contractmanager@honcompany.com)

### **National Business Furniture**

BPA No: FA4452-11-A-0011

Web: [www.nbf.com](http://www.nbf.com)

Vendor Rep: Jake Feeley

Phone: 1-888-252-5102 Ext. 4207

Email: [jakef@nbf.com](mailto:jakef@nbf.com)

### **Trade Products Corp.**

BPA No: FA4452-11-A-0012

Web: [www.tradeproductscorp.com](http://www.tradeproductscorp.com)

Vendor Rep: Brent Neilson

Phone: (703) 502-9000

Email: [BNeilson@tradeproductscorp.com](mailto:BNeilson@tradeproductscorp.com)

### **Neutral Posture Inc.**

BPA No: FA4452-11-A-0014

Web: [www.neutralposture.com](http://www.neutralposture.com)

Vendor Rep: Paula Overall

Phone: (979) 778-0502 Ext. 107

Email: [POverall@neutralposture.com](mailto:POverall@neutralposture.com)

This guide outlines responsibilities of AF FCC personnel, AF Users (GPC holders and Local Contracting Offices), and AF Office Seating BPA vendors for placing orders against the BPAs. The current AF Office Seating BPAs are available on Electronic Document Access (EDA).

## 2.0 Scope

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### 2.1 Mandatory Use

AF-Wide Office Seating BPAs are **Mandatory Use** for all AF CONUS bases and installations (including Alaska and Hawaii) per SAF/AQC Mandatory Use Policy Letter. Use of any other purchase/contract vehicle will require an AF FCC approved waiver. See section [2.6 Waiver Process](#) for guidance on submitting a waiver form.

### 2.2 Authorized Users

Use of the established BPAs is restricted to AF office seating acquisitions, or office seating acquisitions utilizing AF funds. Contracting Officers (COs) or Government Purchase Card (GPC) holders buying AF office seating are authorized to use these BPAs. Other federal service departments and agencies are not authorized to use these BPAs unless they have a joint base agreement with the Air Force.

### 2.3 Ordering Periods

The Office Seating BPAs will expire on 30 June 2017, or upon expiration of the vendor's GSA Federal Supply Schedule (FSS) 71 contract against which the BPA is written, unless extended. The BPA period of performance (POP) is as follows:

- Base Year                      June 30, 2011 – June 29, 2012
- Ordering Period 1          June 30, 2012 – June 29, 2013
- Ordering Period 2          June 30, 2013 – June 29, 2014
- Ordering Period 3          June 30, 2014 – June 29, 2015
- Ordering Period 4          June 30, 2015 – June 29, 2016
- Ordering Period 5          June 30, 2016 – June 30, 2017

### 2.4 AF FCC Points of Contact

The PCO is the only person authorized to modify the Office Seating BPAs. This authority remains solely with the following AF FCC Contracting Officer:

Mr. Bart Kenney  
Contracting Officer  
Air Force Installations Contracting Agency (AFICA)  
771 ESS/EGC  
(937) 257-0815  
DSN 787-0815  
[bart.kenney@us.af.mil](mailto:bart.kenney@us.af.mil)

While Mr. Bart Kenney is the Procuring Contracting Officer (PCO) on this program, please direct all Office Seating questions to the following contract administrator:

Ms. Angela Hampton  
Contract Administrator  
Air Force Installations Contracting Agency (AFICA)  
771 ESS/EGC  
(937) 257-3868  
DSN 787-3868  
[angela.hampton.1@us.af.mil](mailto:angela.hampton.1@us.af.mil)

The Strategic Sourcing Commodities Flight Chief for the Office Seating Program is:

Mr. Rick Bigler  
Director, AF Furnishings Commodity Council  
Air Force Installations Contracting Agency (AFICA)  
771 ESS/EGC  
1940 Allbrook Drive  
Wright-Patterson AFB OH 45433  
(937) 904-1277  
DSN 787-1277  
[richard.bigler@us.af.mil](mailto:richard.bigler@us.af.mil)

## 2.5 Effective Use of Manufacturer Warranties

For AF Users planning to replace existing office seating, first check on any/all manufacturer warranties associated with the current inventory of office seating. This will ensure all available warranties have been exhausted prior to committing to a new purchase. Refer to the original purchase vehicle of the office seating for warranty details.

## 2.6 Waiver Process

A waiver may be approved permitting an AF User to purchase office seating within or outside the program, under the following conditions:

1. Where the office seating item(s) is/are available through one of the BPA vendors only
2. Where the office seating item(s) is/are not listed in the BPA vendor catalogs
3. Where the office seating item(s) is/are specialized in nature (*e.g. medical or laboratory need*)
4. Where there is need to match existing inventory (*see 4.3 below concerning match existing*)
5. Where there is enough evidence to support significant cost savings to the Government, for purchase of comparable items outside of the BPAs
6. Other situations that cannot be supported using the normal process outlined for the program (*e.g. use of customer-owned materials – COM, etc.*)

To request a waiver, complete the AF Waiver Request Form, and submit it electronically to [AFICA.Office.Seating@us.af.mil](mailto:AFICA.Office.Seating@us.af.mil). Attach any supporting documentation that justifies the submission of the waiver. You should receive a waiver determination within 1-3 business days. If your request for a waiver is approved, place it in the file for your records.

## **2.7 Shipping Information**

The AF Office Seating BPAs contain both FOB Origin as well as FOB Destination items. To ensure the correct terms of delivery, carefully review each vendor's catalog and quotes before placing your order.

## **2.8 Administration Fee**

Although the current AF Office Seating BPAs do not exclude administration fees by the vendors for orders placed against the established BPAs, such fees are negotiable if they are included on your quote. The AF User should employ sound business judgment to protect the best interest of the Government.

## **2.9 Training Assistance**

Go to [www.gsa.gov/csds](http://www.gsa.gov/csds) to find your GSA Federal Acquisition Service (FAS) Representative for training and/or general assistance.

## 3.0 AF-Wide Office Seating Decentralized Ordering Process Steps

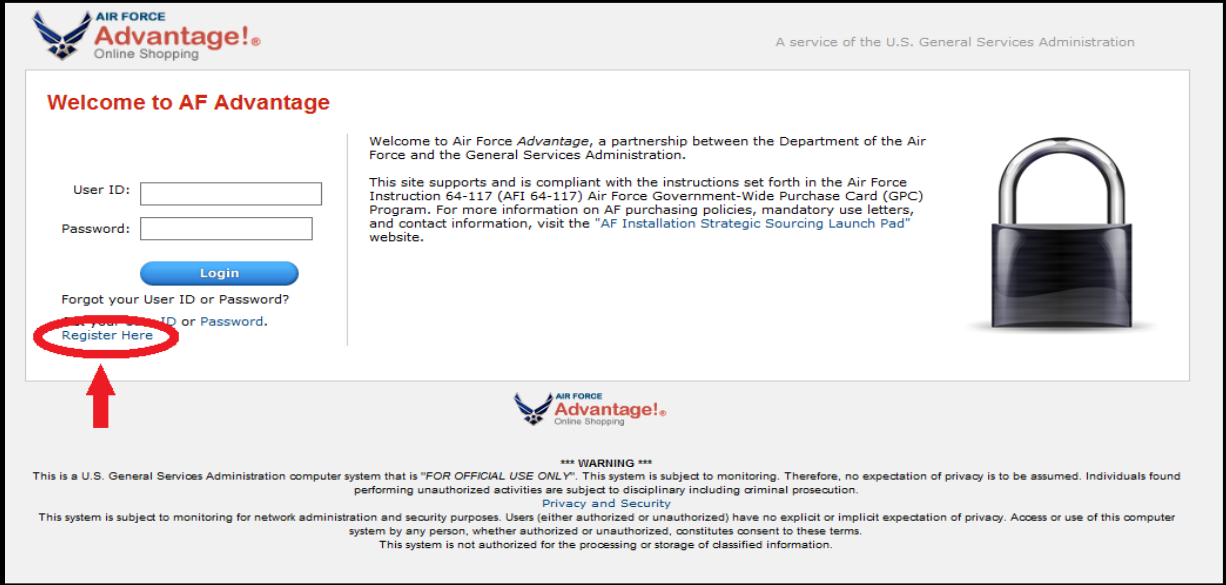
The AF Office Seating Decentralized Ordering Process encompasses all activities required to successfully order office seating, and complies with mandatory requirements of FAR 8.405-3 (c) (2) for ordering from Multiple-Award BPAs. Table 1 below provides an overview of the ordering process and identifies responsibilities. Process steps are illustrated in greater detail after the overview. See detailed steps following the table below.

### 3.1 Ordering Process Steps

**Table 1:** AF-Wide Office Seating Decentralized Ordering Process Steps

AF Office Seating Decentralized Ordering Process		
1	Register on <i>AF Advantage</i> website: <a href="http://www.afadvantage.gov">www.afadvantage.gov</a>	Customer
2	Review AF Office Seating Mandatory Use Policy Letter on <i>AF Advantage</i>	Customer
3	Complete Independent Government Cost Estimate (IGCE) & Request for Quote (RFQ).  <i>Please utilize the BPA vendor catalogs ONLY to develop the IGCE, and to ensure item descriptions and line item numbers are referenced consistently in the IGCE, RFQ, and subsequent award document.</i>  <i>If you require more detail, or need to include other specifics from the vendors in response to your RFQ (such as SOW etc.), please attach a separate document to your RFQ in AF Advantage.</i>	Customer

**Step 1:** If you do not already have AF Advantage account, visit <http://www.afadvantage.gov> and complete the required registration.



**AIR FORCE Advantage!®**  
Online Shopping

A service of the U.S. General Services Administration

**Welcome to AF Advantage**

Welcome to Air Force Advantage, a partnership between the Department of the Air Force and the General Services Administration.

This site supports and is compliant with the instructions set forth in the Air Force Instruction 64-117 (AFI 64-117) Air Force Government-Wide Purchase Card (GPC) Program. For more information on AF purchasing policies, mandatory use letters, and contact information, visit the "AF Installation Strategic Sourcing Launch Pad" website.

User ID:

Password:


Login

Forgot your User ID or Password?

[Register Here](#)

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This is a U.S. General Services Administration computer system that is "FOR OFFICIAL USE ONLY". This system is subject to monitoring. Therefore, no expectation of privacy is to be assumed. Individuals found performing unauthorized activities are subject to disciplinary including criminal prosecution.  
Privacy and Security  
This system is subject to monitoring for network administration and security purposes. Users (either authorized or unauthorized) have no explicit or implicit expectation of privacy. Access or use of this computer system by any person, whether authorized or unauthorized, constitutes consent to these terms.  
This system is not authorized for the processing or storage of classified information.

**Step 2:** Register as a Department of the Air Force user (see "Agency" box in the picture below). You will receive a confirmation e-mail from AF Advantage to complete the registration process.


A service of the U.S. General Services Administration

Home > Member Registration

## Member Registration - Federal Government

With a AF Advantage! account you can easily track and manage your orders and more! Complete this simple registration to purchase items and/or use many of the enhanced features of AF Advantage!. Payment method is not needed to register. Note: If you have Javascript disabled on your browser, by-pass the bureau selection below and complete the registration, you will be prompted to select a bureau.

**Attention State and Local Government Users:** please use the [State and Local Government User Registration form](#).

**First Name:**

**Phone:**  (no alpha characters)

**Agency:**

**Bureau Code:**  (if your bureau is not listed, please select the bureau that matches your agency)

**Organization:**  (if your organization is not listed, please send your organization's full name and location along with your contact information to the GPC Initiative mailbox.)

**Base:**  (if your base is not listed, please send your base's full name and location along with your contact information to the GPC Initiative mailbox.)

**E-mail Address:**

**Re-enter E-mail:**

**Zip Code:**  (ZIP code needed to determine pricing for your location) (optional)

**Last Name:**

**IMPORTANT:** Please remember your User ID, Password, and Password Hint!

**User ID:**  (10 must be at least six(6) characters long.)

**New Password:**  Enter **Case Sensitive** password that is at least 8 characters long. Please guard your password carefully.

**Re-enter New Password:**

**Password Hint:**

Would you like to receive e-mail status updates for your orders? ☒ Yes ☐ No

**Content of Order Status emails:**

**Format of emails:**

Would you like to receive e-mail for news alerts and other stuff? ☒ Yes ☐ No

Register

**Enter your name and phone**

**Select organization info from the drop down boxes**

**Enter your ".af.mil" e-mail address**

**Enter your User ID & Password**

**Click "Register" when finished**

**For GPC purchases, continue below in Section 3.2**

**For non-GPC purchases, skip ahead to Section 3.3**



### 3.2 Process steps for GPC Purchases

**Table 2:** AF-Wide Office Seating Decentralized Ordering Process Steps: GPC Users

<b>AF Office Seating Decentralized Ordering Process: GPC Users</b>			
<b>Steps</b>	<b>Description</b>	<b>Completed By</b>	<b>Screenshots (<a href="#">see below</a>)</b>
1	<p>Complete required fields within the RFQ on GSA e-Buy and select ‘Continue.’ Receive quotes and then review to ensure compliance with BPA Specifications/Statement of Work (SOW). Award to the lowest price technically acceptable (LPTA) quote.</p> <p>IAW FAR 8.405-3(c)(2), the ordering activity may place orders at or below the commercial micro-purchase threshold (i.e., \$3,500) directly with any BPA holder that can meet the agency needs. Although not required to solicit from a specific number of schedule contractors, ordering activities should attempt to distribute orders amongst the current BPA holders. The AF Office Seating program highly encourages users to submit RFQ to all vendors for better competitive pricing, regardless of the dollar value of the acquisition.</p> <p>If an individual order is for \$3,501 to \$25,000, the GPC holder shall compete the order amongst all of the current BPA holders, and choose the lowest-priced Offeror (or best value, if other factors are considered).</p> <p>Orders above \$25,000 shall be handled through the local contracting office (See Section 3.3 below for details).</p> <p><b>NOTE:</b> Ensure item descriptions and line item numbers are referenced consistently in the RFQ and subsequent award document. Additionally, please make sure that line items are the same as listed in the vendor’s online BPA catalogs.</p> <p>If you reference a specific manufacturer, include a brand name justification. Without a justification, there will be no guarantee that you will receive items from a specific manufacturer.</p> <p>If you want orders to be delivered and installed at the final delivery destination, then specify the details on your RFQ so the vendors can price this accordingly. Otherwise, the awarded vendor will drop orders off at a supply dock near the delivery site, and it will be the customer’s responsibility to transport these items to the final delivery destination.</p> <p><b>IMPORTANT:</b> The Government Purchase Card (credit card) is the only method of payment accepted for orders placed through the e-Buy system. Buyers need to complete the RFQ process</p>	Customer	<a href="#">Seating 1 – Seating 10</a>

	through e-Buy, and follow local processes and procedures for creating purchase orders by using their own internal systems (e.g.PD2).		
2	The vendor receiving the BPA Call is to perform IAW terms and conditions of the BPA and the BPA Call. The vendor can accept payment directly from the cardholder.	Vendor	N/A
3	The customer receives delivery, and performs acceptance inspection of seating products. If there are no issues, then the purchase is complete. If there are issues, please contact the vendor.	Customer	N/A

**\*Refer to Screenshot [Seating 10](#) for assistance with any issues or questions.**

### 3.3 Process Steps for Non-GPC Purchases

**Table 3:** AF-Wide Office Seating Decentralized Ordering Process Steps: Non-GPC Users

AF Office Seating Decentralized Ordering Process: Non-GPC			
Steps	Description	Completed By	Screenshots (see below)
1	Complete required fields within the RFQ on GSA e-Buy and select Continue.	Customer	<a href="#">Seating 1 – Seating 8</a>
2	Submit RFQ, IGCE, and Purchase Request (PR) to Resource Advisor for funding.	Customer	N/A
3	Receive RA’s certification that funding is available.	Customer	N/A
4	Forward completed RFQ and acquisition package (i.e., RFQ, IGCE, SOW and PR) to local Contracting Office.  <b>NOTE:</b> To ensure all vendors are quoting identical products and services, the SOW should include product specs, delivery instructions, and any other detailed instructions. Be aware that GSA e-Buy and PD2 are not linked (if a manual AF Form 9 needs to be entered in PD2).	Customer	<a href="#">Seating 7 – Seating 8</a>
5	Submit the RFQ to all vendors via GSA e-Buy; modify prior to submission, if applicable. Ensure Item Descriptions and Air Force Line Item Numbers are referenced consistently in the RFQ and subsequent award document. Air Force Line Item Numbers must be the same as listed in the vendor’s online BPA catalogs.  If you reference a specific manufacturer, a brand name justification is required. Without a justification, there will be no guarantee that you will receive items from a specific manufacturer.  <b>NOTE:</b> If you want orders to be delivered and installed at the final delivery destination, then specify the details on your RFQ so the vendors can price this accordingly. Otherwise, the awarded vendor will drop orders off at a supply dock near the delivery site, and it will be the customer’s responsibility to transport these items to the final delivery destination.	Local CONS	<a href="#">Seating 7 – Seating 8</a>
6	Vendor(s) will respond to the RFQ and submit quote(s) to the local Contracting Office.	Vendor	N/A
7	Receive/evaluate quotes; make an award to the LPTA (or best value if other factors are considered) using local contracting software (e.g. PD2) and GSA e-Buy.  <b>NOTE:</b> The Government Purchase Card (credit card) is the only method of payment accepted for orders placed through the e-Buy system. Buyers need to complete the RFQ process through e-Buy, and follow local processes and procedures for creating purchase	Local CONS	<a href="#">Seating 9</a>

	orders by using their own internal systems (e.g.PD2).		
8	The vendor receiving the BPA Call is to perform IAW terms and conditions of the BPA and BPA Call. Submit the invoice in WAWF. The AF FCC must be included as an Additional Notification in WAWF. Email address is <a href="mailto:AFICA.Office.Seating@us.af.mil">AFICA.Office.Seating@us.af.mil</a> .	Vendor	N/A
9	After delivery/acceptance of seating products, the customer accepts the invoice in WAWF.	Customer	N/A

**\*Refer to Screenshot [Seating 10](#) for assistance with any issues or questions.**

### 3.4 Ordering Process Screenshots

#### Seating 1

Once logged into <http://www.afadvantage.gov>, click on “View All Strategic Sourcing Offerings” on the lower right hand corner of the page.

Building & Industrial  
Electronics & Technology  
Facilities & Supplies  
Furniture & Furnishings  
Law Enforcement, Fire & Security  
Office Equipment  
Office Supplies  
Office Supplies & Equipment FSSI  
Scientific & Medical  
Tools, Paint & Recreational  
Vehicles & Equipment

**Services**

- About Buying Services
- Energy Services
- Environmental Services
- Facility Management Services
- Furniture Services
- Human Capital Services
- Office Services
- Professional Services
- Security & Law Enforcement
- Technology Services
- Training Services
- Transportation Services
- Travel Services
- Vehicle Buy/Lease Services

**GSA Environmental... sustainability**

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This site supports and is compliant with the instructions set forth in the Air Force Instruction 64-117 (AFI 64-117) Air Force Government-Wide Purchase Card (GPC) Program. For more information on AF purchasing policies, mandatory use letters, and contact information, visit the "AF Installation Strategic Sourcing Launch Pad" website.

**Message Center**

Message Date

No Messages

**Special Programs**

- Environmental Products
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- Security Related Products
- AbilityOne Products
- eBuy

**Strategic Sourcing**

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Products

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#### Seating 2

Scroll down to, and then select “Office Seating” to view all the BPA vendors and relevant documents. You can select “Office Seating” by either clicking on the “Office Seating” link, or clicking on the “+” to expand the options.

**Navy Conference Planning Services**

The Department of Navy Strategic Sourcing Program Office (SSPMO), along with NAVSUP Fleet Logistic Center Norfolk awarded multiple Blanket Purchase Agreements for Conference Planning Services for the Navy, Marine Corp and all other DOD agencies.

**Office Seating**

AF-Wide Office Seating at all Continental United States (CONUS) regions to include Hawaii and Alaska.

Ordering Guide IGCE Worksheet RFQ Worksheet Waiver Template Inspection Acceptance Checklist Mandatory use

memo PD2 Instructions

Contractor	Description	Agreement Information	Ordering
JACK KNELLYS OFFICE FURNITURE SPEC FA4452-11-A-0015		Information	get quotes
NATIONAL BUSINESS FURNITURE FA4452-11-A-0011		Information	get quotes
NEUTRAL POSTURE, INC FA4452-11-A-0014		Information	get quotes
STEELCASE INC FA4452-11-A-0013		Information	get quotes
TEKNION LLC FA4452-11-A-0009		Information	get quotes
THE HON COMPANY FA4452-11-A-0010		Information	get quotes
TRADE PRODUCTS CORPORATION FA4452-11-A-0012		Information	get quotes

**Performance Management/Continuous Process Improvement (PM/CPI)**

These government-wide BPAs provide PM/CPI services. These services support all processes, information, and systems used by managers to set strategy, measure performance, develop plans, improve performance, monitor execution, and report results to effectively and efficiently manage people, process and assets to achieve sustainable success. Specific task areas include: Strategic Planning and Performance Management; Strategic Business Analysis; Process and Performance Improvement; Communications and Change Management; and Training, Certification and Recognition. Click here for more information on the PM/CPI BPA program

**SmartBuy - Geospatial (GIS)**

GIS tools that capture, store, analyze, and manage geographically-referenced data. They allow users to create interactive queries, analyze spatial information, edit data, and map the results of these operations.

Home | My Account | Order History | Logout | Help | Reports | GSA eLibrary | GSA eBuy | News

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This is a U.S. General Services Administration computer system that is "FOR OFFICIAL USE ONLY". This system is subject to monitoring. Therefore, no expectation of privacy is to be assumed. Individuals found performing unauthorized activities are subject to disciplinary action including criminal prosecution.

This system is subject to monitoring for network administration and security purposes. Users (either authorized or unauthorized) have no explicit or implicit expectation of privacy. Access or use of this computer system by any person, whether authorized or unauthorized, constitutes consent to these terms.

This system is not authorized for the processing or storage of classified information.

### Seating 3

**Office Seating**

AF-Wide Office Seating at all Continental United States (CONUS) regions to include Hawaii and Alaska.

Ordering Guide IGCE Worksheet RFQ Worksheet Waiver Template Inspection Acceptance Checklist Mandatory use  
memo PD2 Instructions

MAS Contractor/BPA No.	BPA Description	Agreement Information	Ordering
JACK KNELLYS OFFICE FURNITURE SPEC FA4452-11-A-0015		Information	get quotes
NATIONAL BUSINESS FURNITURE FA4452-11-A-0011		Information	get quotes
NEUTRAL POSTURE, INC FA4452-11-A-0014		Information	get quotes
		Information	get quotes
		Information	get quotes
		Information	get quotes

**Links are provided for each respective document**

**The 'Information' link provides the contractor catalogs; includes photos and pricing of all BPA offerings.**

**\*Each BPA holder has their own catalog.**

### Seating 4

Click on any one of the “get quotes” links to begin the RFQ process.

**Office Seating**

AF-Wide Office Seating at all Continental United States (CONUS) regions to include Hawaii and Alaska.

Ordering Guide IGCE Worksheet RFQ Worksheet Waiver Template Inspection Acceptance Checklist Mandatory use  
memo PD2 Instructions

Contractor	Description	Agreement Information	Ordering
JACK KNELLYS OFFICE FURNITURE SPEC FA4452-11-A-0015		Information	get quotes
NATIONAL BUSINESS FURNITURE FA4452-11-A-0011		Information	get quotes
NEUTRAL POSTURE, INC FA4452-11-A-0014		Information	get quotes
STEELCASE INC FA4452-11-A-0013		Information	get quotes
TEKNION LLC FA4452-11-A-0009		Information	get quotes
THE HON COMPANY FA4452-11-A-0010		Information	get quotes
TRADE PRODUCTS CORPORATION FA4452-11-A-0012		Information	get quotes

## Seating 5

[GSA Advantage!](#) | [e-Library](#) | [ReverseAuctions](#)

[Home](#) | [Prepare an RFQ](#) | [My RFQs](#) | [Profile](#) | [e-Buy Guidance](#) | [e-Buy Training](#) | [Log Off](#)

Search:  all the words Find it!

**Step 1. Assign Category & Select Vendors**

Search Criteria: **SEATING** [View Federal Supply Schedule Listing](#)

**Instructions:** The following categories contain matches for the keywords entered. Select a "Category" that meets the criteria of your requirements. You will then be able to select the vendors you would like to notify about your RFQ. If you are unsure which category to choose, you may select multiple categories.

Source	Description
BPA	MAS Blanket Purchase Agreements (BPAs) - In order to support agencies with their strategic sourcing requirements, GSA is developing a number of MAS Blanket Purchase Agreements for selected commodities and services. These BPAs can be used by all agencies to fulfill requirements. MAS BPAs leverage the government's buying power and achieve significant cost savings through the aggregating of federal demand. <a href="#">Click here for info on BPA ordering procedures.</a>
Category	Description
SEATING	Office Seating
56	BUILDINGS AND BUILDING MATERIALS/INDUSTRIAL SERVICES AND SUPPLIES - This Schedule provides a full range of commercial products and services covering such areas as buildings and building materials/industrial services and supplies. In addition, this program offers energy saving building supplies, alternative energy solutions, and related services.
Category	Description
563 25	Plumbing Products and Bathroom Fixtures - Including lavatories, bathtubs, water closets, toilets, urinals, waterless urinals, toilet partitions, shower stalls, toilet stalls, showers, fountains, basins, sinks, faucets, pipes, shower heads, toilet seats, toilet seat cover dispensers, soap dispensers, drain traps, including options and accessories. Energy efficient and water saving products/systems Energy efficient and water saving products

## Seating 6

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Search:  all the words Find it!

**Step 1. Assign Category & Select Vendors**

**Instructions:** Listed below are vendors who currently have contracts under the Category you selected. Place a "check" next to the vendors whom you would like to quote on your RFQ. The vendors you select will receive an e-mail notice inviting them to quote on your requirements. You may request a quote from any or all vendors listed. In order to satisfy FAR requirements, you should request quotes from at least three (3) vendors (if available). Remember, vendors are not required to submit a quote.  
 Reminder: Other vendors listed under this category may view and quote on the RFQ even if they have not been selected to receive an email invitation. In the event of a set-aside, ALL eligible vendors must be able to view the RFQ.

BPA		MAS Blanket Purchase Agreements (BPAs)	
Category	Description		
SEATING	Office Seating		
7 contractors are available. <span style="float: right;"><span style="background-color: #d3d3d3; padding: 2px 5px;">Submit</span></span>			
<input checked="" type="checkbox"/> Select all vendors <span style="color: red; font-weight: bold;">Click 'Select all vendors.'</span>			
Vendor	City, State	Socio-economic	Text File Web page
<input checked="" type="checkbox"/> TEKINON LLC	MOUNT LAUREL, NJ	Other than Small Business	
<input checked="" type="checkbox"/> HON COMPANY LLC, THE	MUSCATINE, IA	Other than Small Business	
<input checked="" type="checkbox"/> NATIONAL BUSINESS FURNITURE, LLC	MILWAUKEE, WI	Other than Small Business	
<input checked="" type="checkbox"/> TRADE PRODUCTS CORP.	FAIRFAX, VA	Small Business	
<input checked="" type="checkbox"/> STEELCASE INC.	GRAND RAPIDS, MI	Other than Small Business	
<input checked="" type="checkbox"/> NEUTRAL POSTURE, INC.	BRYAN, TX	Small Business Women Owned business Women Owned (WOSB)	
<input checked="" type="checkbox"/> JACK KNEELY'S OFFICE FURNITURE SPECIALTIES, INC.	MILTON, PA	Small Business Service Disabled Veteran Owned Small Business	
<span style="background-color: #d3d3d3; padding: 2px 5px;">Submit</span>			



## Seating 7

**Step 2. RFQ Information**

**Instructions:** Please enter your RFQ information below. If necessary, you may attach supporting documentation, such as statements of work, proposals, etc., by clicking on "Attach Documents". You should also include any criteria you may use to evaluate quotes.

**Reminder:** In order to satisfy FAR requirements, you should request quotes from at least three (3) vendors for orders exceeding the micro-purchase threshold (FAR 8.405-1). Attach justification/documentation if restricting consideration to limited sources or limiting to an item peculiar to one manufacturer (i.e. brand name), as required by paragraphs (a) or (b) of (FAR 8.405-6).

Categories Selected: BPA: SEATING - Office Seating

RFQ ID: RFQ993971

☐ Check if you are seeking sources or information only.

Reference #: OPTIONAL - use as needed to assign an internal reference number.

RFQ Title (ex. Consulting services; Office supplies): TEST

Delivery: (specify delivery expected)

- ☒ Deliver  days After Receipt of Order (ARO) (Products)
- ☐ Date of Award to Date of Completion (Services)
- ☐ Period of performance:  through  (Services)

Line Items (Enter specific line items below)

Mfr. Part/Item #	Manufacturer	Product/Service Name	Qty	Unit	Ship Address	Change Address
W007					(1)	<a href="#">Change</a>
NW013					(1)	<a href="#">Change</a>
					(1)	<a href="#">Change</a>

[Add Additional Item](#)

Description (Include **Enter the Air Force Line Item Number (LIN #) into this field (ex. "W007," "NW013"). These are found in the vendor catalogs.**)

Attached Documents: (You may attach a Statement of Work, limited source justification, or additional documentation as needed)

[Attach Documents](#)

**Attach SOW, RFQ Worksheet, etc. (as needed).**

**e-Buy - RFQ homepage**  
From this page, the buyer or customer will enter the necessary RFQ information.  
The completed RFQ Worksheet can be attached (if needed).

## Seating 8

**GSA eBuy**

Home Prepare RFQ My RFQs Profile e-Buy Guidance e-Buy Training Log Off

**RFQ Detail**

The "RFQ Detail" page provides a summary of all RFQ activity.

[Back](#)

**Instructions:** To view a quote, click on the "Quote ID". Quotes may be reviewed prior to the closing date, but no award can be made. Please try to evaluate and respond to each quote within 15 days of the RFQ closing.

To send the quotes, you can move the RFQ from the "Active" folder by clicking on the "Re-Issue RFQ". You may view the attachments by clicking on the "Attachments" link.

At any time while the RFQ is "Open", if you need to answer questions that should be shared with all vendors, you can click the "Send Q&As" link to attach applicable files.

At any time, while the RFQ is "Open", you may modify the contents of the RFQ. To modify, click "Modify RFQ" link

If you do not have the authority to make an award, eBuy provides the option of forwarding the RFQ to another person in the office. This can be done by clicking on the "Forward RFQ" link.

RFQ ID: RFQ993971

RFQ Title: TEST

RFQ Status: Pending Response

RFQ Closing Date: 05/15/2009

RFQ Value: \$2,750.00

RFQ Description: n/a - Guard Services and Products

RFQ Attachments: [Attachments](#)

RFQ History: [History](#)

RFQ Details: [Details](#)

RFQ ID: RFQ993971

Vendor: BRIGHT LIGHTS SECURITY CORP.

Date Rec'd: 04/23/2009

Total Quote: \$2,750.00

Quote Status: Pending Response

Vendor Notified: 05/15/2009

Quote good until: n/a

PO: n/a

Vendor Attachments: [Attachments](#)

Buyer Notes: [Notes](#)

RFQ ID: RFQ993971

Vendor: BRIGHT LIGHTS SECURITY CORP.

Date Rec'd: 04/23/2009

Total Quote: \$2,750.00

Quote Status: Pending Response

Vendor Notified: 05/15/2009

Quote good until: n/a

PO: n/a

Vendor Attachments: [Attachments](#)

Buyer Notes: [Notes](#)



## Seating 9

**Instructions:** Please review the vendor quote below. If you are ready to award, click the "Award-Notify Vendor" button. If you are not ready to award, click the "Do Not Award-Notify Vendor" button. Make sure to check for attached documents.

**When you have reviewed all quotes and are ready make an award decision, you can click on the "Award-Notify Vendor" button or "Do Not Award-Notify Vendor" button.**

**To award a vendor click on the "Award-Notify Vendor" button. Clicking this button generates an email message to the seller, alerting them of the award decision.**

**If you chose not to award a seller, click the "Do Not Award-Notify Vendor" button.**

**NOTE: Selecting this button does not obligate funds. You may generate a purchase order online using eBuy or go offline and use your agency's order and payment system.**

RFQ ID: RFQ76253  
 RFQ Title: Security Guard Service  
 RFQ Status: Closed  
 Quote ID: RFQ76253-HBV  
 Quote Status: Pending Response  
 Vendor: BRIGHT LIGHTS SECURITY CORP INC  
 Contract Number: 55-55F-555P Expires: 09/21/2010  
 Schedule/BIU: 84-246-14  
 Contact: Monty J. Ladd  
 Total Quote Price: \$82,750.00  
 This quote is good until: 05/15/2009 11:00:00 AM EDT  
 Prompt Pay: 0 Days 0%  
 FOB: Destination  
 Backlog: Economic: s  
 DUNS: 123456789

Line Items (1)  
 Item Name: Security Guard Service  
 Unit Price: \$82,750.00  
 Total Price: \$82,750.00

Buttons: Award - Notify Vendor, Do Not Award - Notify Vendor

## Seating 10

GSA Advantage! | e-Library | ReverseAuctions

Home | Prepare an RFQ | My RFQs | Profile | e-Buy Guidance | e-Buy Training | Log Off

For proposals, etc., by clicking on "Attach Documents". You should also include any

purchase threshold (FAR 8.405-1). Attach justification/documentation if restricting (FAR 8.405-6).

**Select 'e-Buy Guidance' or 'e-Buy Training' to assist with any issues or questions you may have.**

## 4.0 General Information

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### 4.1 Procurement Desktop 2 (PD2) Instructions

Screen shots are provided in the Procurement Desktop 2 (PD2) Instructions (Attachment 4) to assist in releasing Decentralized BPA Calls.

### 4.2 Fair Opportunity

As required by FAR 8.402(d)(1)(i), all BPA requests for quotes must be posted on the GSA “eBuy” website ([www.afadvantage.gov](http://www.afadvantage.gov)) to provide fair notice to all contractors. However, if the order is below the commercial items micro-purchase threshold, you may directly contact the BPA vendors of your choice for quote. In this case, reference the vendor’s BPA number and corresponding line item number (s) in the correspondence.

### 4.3 Match Existing Furniture with AF-Wide BPA Holder

A BPA waiver submitted to “match existing” furniture may be authorized IAW FAR 8.405-6; however, a waiver will not be approved if replacing a whole building, office, or room. Match existing seating waiver requests will be reviewed on a case by case basis.

### 4.4 FAR Compliance

FAR Part 8 takes precedence since the BPAs are issued against the GSA FSS. According to FAR 8.404(a), excluding 13.303-2(c) (3), FAR Part 13 (Simplified Acquisition Procedures); Part 14 (Sealed Bidding); Part 15 (Contracting by Negotiation); and Part 19 (Small Business Programs) do not apply. Pursuant to FAR 8.404(a), when placing orders under Federal Supply Contracts, most ordering activities shall not seek competition outside of the Federal Supply Schedules or synopses the requirement (*but see* exceptions in FAR 8.404(g)).

According to a recent deviation issued for FAR 8.404(d), ordering activities are required to make a separate determination of fair and reasonable pricing. Although the GSA has determined the prices of supplies to be fair and reasonable for the purpose of establishing the schedule contract, that determination does not relieve the ordering activity contracting officer from the responsibility of making a determination of fair and reasonable pricing for individual orders, and orders under BPAs, using the proposal analysis techniques at 15.404-1. When determining the best value, under FAR 8.405-3(a)(2), the ordering activity may consider, among other factors, the following: past performance, special features of the supply or service required for effective program performance, trade-in considerations, probable life of the item selected as compared with that of a comparable item, warranty considerations, maintenance availability, environmental and energy efficiency considerations, and delivery terms. Furthermore, COs are required to maximize competition in situations where only one offer is received for acquisitions above the Simplified Acquisition Threshold (SAT) in accordance with the 27 Apr 11 DPAP Improving Competition in Defense Procurements memo.

### 4.5 Contract Performance Assessment Report (CPAR)

The AF FCC is the assessing official and will prepare an annual CPAR. The decentralized ordering office shall monitor performance of the BPA Order IAW FAR and local policy. Annual performance should be communicated to the AF FCC via email, [AFICA.Office.Seating@us.af.mil](mailto:AFICA.Office.Seating@us.af.mil). The AF FCC is responsible for overall assessment of the viability of the sourcing strategy as well as documenting the past performance of the associated BPA vendors.

#### **4.6 Administration of Orders (Order Closeout)**

Unless otherwise noted, closeout and maintenance of orders shall remain the responsibility of the decentralized ordering office. The BPA vendor shall work in partnership with the Government to ensure closeout is timely.

#### **4.7 AFICA Launchpad and AF Office Seating Program Website**

Visit the AF Office Seating Program website for program information and documents.

<https://cs.eis.af.mil/sites/10074/afcc/afica/AFFCC/SiteCollectionDocuments/Seating/Seating.aspx>

Visit the AFICA Launchpad for more information on the other strategic sourcing programs.

<https://cs.eis.af.mil/sites/10074/afcc/afica/sslp/sslp.aspx>

#### **ATTACHMENTS:**

1. Waiver Request Template
2. IGCE Worksheet
3. RFQ Worksheet
4. Procurement Desktop 2 (PD2) Instructions