

General Services Administration

Federal Supply Service Authorized Federal Supply Schedule Price List

On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order are available through *GSA Advantage!*®, at GSAAAdvantage.gov

Federal Supply Schedule 99 – Multiple Award Schedule (Flooring)

CONTRACT NUMBER: GS03F056AA

CONTRACT DATES: April 1, 2013 to March 31, 2023 **CONTRACT MODIFICATION: 55 DATED: 3/14/2020**

For more information on ordering from Federal Supply Schedules visit FSS Schedules at fss.gsa.gov.

Contractor: **Interface Americas, Inc.**
P.O. Box 1503, Orchard Hill Road, LaGrange, Troup County, Georgia 30241
Customer Service: **Tel: 800-634-6032** **Fax: 844-812-6555**
Web Site: <https://www.interface.com/US/en-US/about/markets/Government-Modular-Carpet-Tile>
Business Size: Large
Federal ID# 58-2132517
DUNS: 17-121-4930
CAGE CODE: 4HZ24

Company Overview: Interface, Inc. is a global commercial flooring company with an integrated collection of carpet tiles and resilient flooring, including luxury vinyl tile (LVT) and nora® rubber flooring. Our modular system helps customers create beautiful interior spaces which positively impact the people who use them and our planet.

Customer Information

- 1a. Awarded Special Item number:**
SIN 314110 Carpet Flooring
SIN 321918 Commercial Flooring
SIN Ancillary Supplies and Services

- 1b. Lowest Price each SIN:**

SIN 314110 Carpet Flooring	Primary Stitch	1462102500	\$ 17.83 SY
	Sew Straight	1462002500	\$ 17.83 SY
SIN 321918 Commercial Flooring	Steady Stride Woodgrains LVT		\$ 1.84 SF
	Steady Stride Concretes LVT		\$ 1.84 SF

- 2. Maximum Order:** \$500,000 – SIN 314110 Carpet Flooring; SIN 321918 Commercial Flooring
\$150,000 – SIN Ancillary Supplies and Services
- 3. Minimum Order:** Flooring orders must be placed in full box quantities
- 4. Geographic Coverage:** 48 states and Washington, D.C.; Contract items are available to all U.S. facilities worldwide.
- 5. Point of Production:** LaGrange, Georgia (Troup County)
- 6. Statement of net price:** Net Price
- 7. Quantity Discounts:** See Pricing Section
- 8. Prompt Payment Terms:** Net 30
- 9a. Government Purchase cards accepted above micro purchase:** Yes
- 9b. Government Purchase cards discount:** None
- 10. Foreign Items:** None
- 11a. Time of Delivery:** 45-60 days ARO
- 11b. Expedited Delivery:** Styles offering Quick Ship colors are available to ship in 10 business days or less. To request a copy of the available Quick Ship colors, please email Contracts.Group@Interface.com. Not all colors are available in 10 days.

11c. Overnight and 2-day Delivery: Available on in stock items. Additional freight charges will apply. Contact the Interface Government Customer Service at 800-634-6032 for these expedited freight charges.

11d. Urgent Requirements: None

12. F.O.B. Point: All SIN(s) Destination, CONUS or Stateside Port (F.O.B. Destination from LaGrange, GA to Loading Dock in 48 contiguous states and Washington, D.C. Contact the Interface Government Customer Service at 800-634-6032 for unloading and inside delivery charge quotes. Unloading and inside delivery charges will be invoiced at cost to the customer.

13a. Ordering Address:

Interface Americas, Inc. 1503 Orchard Hill Road LaGrange, GA 30240

 or

Dealers/Resellers (GSA Customer Authorization letter required)
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13b. Ordering Procedures: We successfully employ the following purchasing and installation models:

- **Material only purchases with the manufacturer:** The customer, or its authorized agent with an authorization letter, can purchase (material only) modular carpet tile and adhesive direct from Interface at the noted pricing for each Interface modular carpet style. **Interface Americas, Inc.**

1503 Orchard Hill Road, LaGrange, GA 30240 Tel: 800-634-6032 Email: Orders@Interface.com

- **Local Dealer/Reseller assisted transaction of carpet only or carpet and installation orders:** All dealers/reseller that support the Interface brand that has receives a GSA issued **GSA dealer authorization letter** on their letterhead allowing that dealer to purchase on their behalf can use this contract to support our GSA Schedule members. The end-user has the responsibility for choosing the dealer/reseller. A copy of the GSA dealer authorization letter must accompany the dealers/resellers order to the mill.

14. Payment Address:

Interface Americas, Inc. Address per the invoice

 or

Dealer/Reseller Address per the invoice
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15. Warranty Provision: Standard Commercial Warranty

16. Exported Packing Charges: N/A

17. Terms and Conditions of Government Purchase Card Acceptance: Accepted

18. Terms and conditions of rental, maintenance, and repair (if applicable). N/A

19. Terms and conditions of Installation: For installation instructions visit our website at:
<https://www.interface.com/US/en-US/about/modular-system/Installation-Instructions>

20. Terms and Conditions of Repair Parts: N/A

20a. Terms and conditions for any other services: N/A

21. List of Service and Distribution Points: Interface, LaGrange, Georgia (Troup County)

22. List of Participation Dealers: N/A

23. Preventive Maintenance: For maintenance instructions visit our website at:
<https://www.interface.com/US/en-US/about/modular-system/Maintenance-Instructions>

24a. Special attributes such as environmental attributes (e.g., recycled content, energy efficiency, and/or reduced pollutants).

For Interface, sustainability is a journey. We're constantly working to improve the quality of our products and lessen the impact they have on human health and the environment. This means committing to a circular economy and managing many types of material impacts and trade-offs during product development. And it's not a path we walk alone – our industry and supply chain partners are there with us along the way. Discover how far we've come, what we've learned, and how far we have yet to go. Visit our site for more details: https://www.interface.com/US/en-US/sustainability/product-transparency/product-transparency-en_US#509704801

24b. Return Policy: Customers may contact their sales rep directly for approval to return material ordered incorrectly. No returns will be allowed after 90 days from date of shipment. All returns are subjected to approval.

24c. Section 508 compliance information: N/A

25. Data Universal Number System (DUNS) number. 17-121-4930

26. Notification regarding registration in Central Contractor Registration (CCR) database.

Sharon Johnson, Interface Contract Procurement Manager – Public Sector
Tel: 800-336-0225 Ext. 56356 Email: Contracts.Group@Interface.com

SIN 314110 Carpet Flooring - Carpet Tile

Product Number	Product Description	UOM	Tier 1	Tier 2	Tier 3
			Up to 191.36 Sq. Yds.	Up to 4,209.92 Sq. Yds.	Over 4,209.92 Sq. Yds.
1388202500	AE310	SY	\$18.84	\$18.09	\$17.83
138830AK00	AE311 (SP)	SY	\$18.84	\$18.09	\$17.83
1389102500	AE312	SY	\$18.84	\$18.09	\$17.83
163110AK00	AE313 (SP)	SY	\$18.84	\$18.09	\$17.83
138980AK00	Afternoon Light (SP)	SY	\$19.85	\$19.09	\$18.84
1391202500	Alliteration	SY	\$25.39	\$23.63	\$22.63
139120AB00	Alliteration (P)	SY	\$28.79	\$27.72	\$23.64
126650250H	B601	SY	\$37.42	\$36.01	\$32.01
126670250H	B602	SY	\$35.48	\$34.15	\$30.54
126680250H	B603	SY	\$30.74	\$29.59	\$26.94
1234702500	Broadleaf	SY	\$26.33	\$25.36	\$21.82
1264202500	Cambria	SY	\$36.93	\$35.48	\$29.95
1462902500	Chenille Warp	SY	\$22.47	\$21.64	\$18.98
1394102500	Classic Seven	SY	\$28.41	\$28.06	\$27.91
3034512505	Composure	SY	\$21.90	\$21.11	\$18.58
1461602500	Cordoba Colores	SY	\$23.80	\$22.93	\$19.97
1462502500	CT101	SY	\$23.41	\$22.55	\$19.68
1425702500	CT102	SY	\$26.62	\$25.63	\$22.05
146570AK00	CT111 (SP)	SY	\$27.24	\$26.23	\$22.50
123770AK00	CT112 (SP)	SY	\$28.81	\$27.73	\$23.65
123780AK00	CT113 (SP)	SY	\$28.81	\$27.73	\$23.65
1380102500	Cubic	SY	\$18.34	\$17.58	\$17.33
1466602500	Detours	SY	\$18.84	\$18.09	\$17.83
1472302500	Detours Ahead	SY	\$18.84	\$18.09	\$17.83
138940AK00	Driftwood (SP)	SY	\$22.37	\$21.61	\$21.36
1256002500	Duplex	SY	\$21.36	\$21.01	\$20.86
1467102500	Earth II	SY	\$20.95	\$20.95	\$18.56
1464802500	Entropy	SY	\$23.74	\$22.87	\$21.02
1383202500	Exposed	SY	\$23.16	\$22.32	\$19.50
1467802500	Folio II	SY	\$23.28	\$22.43	\$19.59
1469502500	Geometry II	SY	\$24.40	\$23.51	\$20.41
1469602500	Gradient II	SY	\$21.99	\$21.99	\$20.41
138730AK00	Ground Waves (SP)	SY	\$20.86	\$20.86	\$19.85
163130AK00	Ground Waves Verse (SP)	SY	\$23.52	\$22.65	\$21.30
138720AK00	Harmonize (SP)	SY	\$20.86	\$20.10	\$19.85
1473002500	Ice Breaker	SY	\$19.85	\$19.09	\$18.84
1461002500	La Paz Colores	SY	\$23.80	\$22.93	\$19.97
1465402500	Layout	SY	\$23.30	\$22.45	\$19.61
1461802500	Lima Colores	SY	\$23.80	\$22.93	\$19.97
1468302500	Main Line	SY	\$21.36	\$20.58	\$18.18
1382002500	Mantra	SY	\$24.12	\$24.12	\$21.49
1385602500	Menagerie II	SY	\$26.39	\$25.42	\$21.87
138570250H	Monochrome	SY	\$26.50	\$25.52	\$23.98
138670AK00	Nimbus (SP)	SY	\$27.09	\$26.09	\$22.39
138740AK00	Off Line (SP)	SY	\$24.38	\$23.63	\$23.38
1236302500	On Board	SY	\$26.33	\$25.36	\$21.82
138700AK00	On Line (SP)	SY	\$25.89	\$24.38	\$23.38
1391102500	Palindrome	SY	\$25.39	\$23.63	\$22.56
1468002500	Panorama II	SY	\$23.28	\$22.43	\$19.59
1468102500	Pathways II	SY	\$23.28	\$22.43	\$19.59
127840AK00	PH210 (SP)	SY	\$19.85	\$19.11	\$18.84
127850AK00	PH211 (SP)	SY	\$19.85	\$19.11	\$18.84
1381502500	Plain Weave	SY	\$25.10	\$24.17	\$20.92
1234902500	Prairie Grass	SY	\$26.83	\$25.83	\$22.20
1462102500	Primary Stitch	SY	\$17.83	\$17.08	\$16.83
127530AK0H	Reclaim (SP)	SY	\$28.84	\$27.77	\$25.35

SIN 314110 Carpet Flooring - Carpet Tile

Product Number	Product Description	UOM	Tier 1	Tier 2	Tier 3
			Up to 191.36 Sq. Yds.	Up to 4,209.92 Sq. Yds.	Over 4,209.92 Sq. Yds.
1472102500	Roy G Biv	SY	\$21.72	\$20.94	\$18.44
1462002500	Sew Straight	SY	\$17.83	\$17.08	\$16.83
127410AK00	Shiver Me Timbers (SP)	SY	\$23.38	\$22.62	\$22.37
1468402500	Sidetrack	SY	\$21.36	\$20.58	\$18.18
138770AK00	SL910 (SP)	SY	\$24.38	\$23.63	\$23.16
138780AK00	SL920 (SP)	SY	\$24.38	\$23.63	\$23.16
138790AK00	SL930 (SP)	SY	\$24.38	\$23.63	\$23.38
139000AK00	Snow Moon (SP)	SY	\$19.85	\$19.09	\$18.84
1388402500	SR699	SY	\$27.98	\$26.94	\$23.04
1388502500	SR799	SY	\$27.50	\$26.48	\$22.69
1388602500	SR899	SY	\$27.50	\$26.48	\$22.69
1388702500	SR999	SY	\$28.86	\$27.79	\$23.69
142640AK00	SS217 (SP)	SY	\$20.86	\$20.10	\$19.85
142650AK00	SS218 (SP)	SY	\$20.86	\$20.10	\$19.85
1462302500	Straight Edge	SY	\$21.72	\$20.94	\$18.44
1392202500	Striation	SY	\$25.56	\$24.61	\$21.26
1255902500	Sublet	SY	\$21.36	\$21.01	\$20.86
1467302500	The Standard	SY	\$18.34	\$17.83	\$17.33
1465202500	To Scale	SY	\$19.60	\$18.59	\$17.83
606210AK05	Touch of Timber (SP)	SY	\$24.90	\$23.98	\$20.78
126990250H	UR 303	SY	\$26.44	\$25.46	\$23.92
1273602500	UR 304	SY	\$26.44	\$25.46	\$21.90
127340AK0H	UR 501 (SP)	SY	\$32.01	\$30.81	\$27.18
1468802500	Urban Grid II	SY	\$23.28	\$22.43	\$19.59
138680AK00	Verticals (SP)	SY	\$25.68	\$24.74	\$21.35
146500250H	Viva Colores	SY	\$23.80	\$22.93	\$21.55
126440AK00	Walk the Plank (SP)	SY	\$31.40	\$30.22	\$25.55
1467002500	Wind II	SY	\$20.95	\$20.95	\$18.56
138990AK00	Winter Sun (SP)	SY	\$19.85	\$19.09	\$18.84
128190AK00	WW860 (SP)	SY	\$22.63	\$21.10	\$20.44
128210AK00	WW865 (SP)	SY	\$22.63	\$21.80	\$20.50
138930AK00	WW870 (SP)	SY	\$26.04	\$24.45	\$22.99
128200AK00	WW880 (SP)	SY	\$27.11	\$26.11	\$24.52
128240AK00	WW890 (SP)	SY	\$37.86	\$36.44	\$33.90
128220AK00	WW895 (SP)	SY	\$37.86	\$36.44	\$33.90
Modular Carpet Backing Options for SIN 314110 Carpet Flooring - Carpet Tile				Minimum	Upcharge
Backing Options: Modular carpet with CushionBac® Renew (Cushion Backing Code 0F) option, Overage 10%: ADD				250 Yards	\$3.50
Backing Options: Unbacked Carpet Sheet Goods option, Overage 10%: ADD (with a 100 Sq. Yd. purchase of the same style and color within SIN 314110 Carpet Flooring - Carpet Tile.				50 Yards	\$0.00
Standard Modular Carpet Custom Colors Option for SIN 314110 Carpet Flooring - Carpet Tile				Minimum	Upcharge
Custom Color Upcharge. Overage 10%: ADD				250 Yards	\$5.00

SIN 321918 Commercial Flooring - Luxury Vinyl Tile

Product Number	Product Description	UOM	Tier 1	Tier 2	Tier 3
			Up to 1,148 Sq. Ft.	Up to 37,889 Sq. Ft.	Over 37,889 Sq. Ft.
A001	Natural Stones 4.5mm LVT	SF	\$2.75	\$2.70	\$2.48
A002	Natural Woodgrains 4.5mm LVT	SF	\$2.75	\$2.70	\$2.48
A003	Textured Stones 4.5mm LVT	SF	\$2.75	\$2.70	\$2.48
A004	Textured Woodgrains 4.5mm LVT	SF	\$2.75	\$2.70	\$2.48
A007	Studio Set 4.5mm LVT	SF	\$2.75	\$2.70	\$2.48
B001	Steady Stride Woodgrains 3mm LVT	SF	\$1.84	\$1.79	\$1.67
B002	Steady Stride Concretes 3mm LVT	SF	\$1.84	\$1.79	\$1.67

SIN 321918 Commercial Flooring - Resilient (Rubber Flooring) Tile

Product Number	Product Description	UOM	Price
405-1902 (5050101)	825 round, nora rubber tile - 3.2 mm (20" x 20")	SF	\$5.98
446-2490 (5050116)	eco, nora rubber tile - 2.0 mm (24" x 24")	SF	\$3.83
550-2700 (5059411)	sentica 2.0 mm, 24" x 24" Rubber Tile	SF	\$5.55
550-2701 (5059420)	sentica 3.0 mm, 24" x 24" Rubber Tile	SF	\$7.29
595-1880 (5050181)	grano 3.5 mm , 40" x 40" Rubber Tile	SF	\$9.17
691-2462 (5050130)	environcare™ 2.0 mm, 24" x 24" Rubber Tile	SF	\$5.55
691-2463 (5050131)	environcare™ 3.0 mm, 24" x 24" Rubber Tile	SF	\$7.29

SIN ANCILLARY - Supplies and Services

Product Number	Product Description	UOM	Price
111486	TacTiles® Non-wet Adhesive (1 Roll) for Modular Carpet	EA	\$75.00
111487	TacTiles® Non-wet Adhesive (6 Rolls) for Modular Carpet	EA	\$450.00
111490	TacTiles® Non-wet Adhesive (1 Sheet) for Modular Carpet	EA	\$1.00
1001416	2000 Plus (1 Gallon) for LVT and Modular Carpet	EA	\$26.50
1001417	2000 Plus (4 Gallon) for LVT and Modular Carpet	EA	\$91.52
790-6694	AC 100 Adhesive (3.08 Gallon) for nora rubber flooring	EA	\$114.93
687-907 (5059007)	Stepfix nora by Interface Rubber Stairtread Tape Adhesive, 240mm x 50m Roll	EA	\$203.46
572-465 (5050142)	Stairtreads: nora by Interface Round 5 mm 4' Length treads	EA	\$55.17
572-466 (5050216)	Stairtreads: nora by Interface Round 5 mm 5' Length treads	EA	\$68.96
572-467 (5050221)	Stairtreads: nora by Interface Round 5 mm 6' Length treads	EA	\$82.75
522-712	Rubber Wall Base: nora by Interface 2 1/2" cove or straight, 120 LF per roll	LF	\$0.56
522-820 (5050147)	Rubber Wall Base: nora by Interface 4" cove, 120 LF per roll	LF	\$0.70
522-799 (5050147)	Rubber Wall Base: nora by Interface 4" straight, 120 LF per roll	LF	\$0.74
522-796	Rubber Wall Base: nora by Interface 6" cove or straight, 120 LF per roll	LF	\$1.06

SIN ANCILLARY - Supplies and Services

Description	Rates
Modular Carpet Tile Installation (During normal business hours on a prepped clean floor)	\$6.94 to max \$10.05 for <u>High Cost Areas</u> (Per Sq. Yd.)
Hard Surface (LVT) Installation (During normal business hours on a prepped clean floor)	\$2.75 to max \$4.56 for <u>High Cost Areas</u> (Per Sq. Ft.)
Resilient Rubber Tile Installation (During normal business hours on a prepped clean floor)	\$4.20 to max \$6.88 for <u>High Cost Areas</u> (Per Sq. Ft.)
Modular Carpet Tile Removal (During normal business hours on a prepped clean floor)	\$2.97 to max \$ 4.70 for <u>High Cost Areas</u> (Per Sq. Yd.)
Furniture Lifting for modular carpet or LVT Installation (Carpet and LVT installation rates not included)	\$6.59 to max \$11.68 for <u>High Cost Areas</u> (Per Sq. Yd.)
Carpet Disposal (Does not included fees for reclamation (recycling) of old carpet)	\$1.66 to max \$ 3.37 for <u>High Cost Areas</u> (Per Sq. Yd.)
Reclamation Prep Fee (recycling fees and shipping not included)	\$1.42 to max \$ 1.86 for <u>High Cost Areas</u> (Per Sq. Yd.)
Floor Prep - Material and Time (Complex environmental problems, such asbestos abatement, mold and mildew, or extensive floor preparation shall be negotiated with the Government on a case-by-case basis)	\$60.45 to max \$90.68 <u>High Cost Areas</u> (Per Hour)
Cove Base 4" Vinyl - Material and Installation	\$1.88 to max \$ 2.74 per linear foot for High Cost Areas
Vinyl Transition Strips (carpet to resilient) - Material and Installation	\$2.24 to max \$ 4.45 per linear foot for High Cost Areas

Dealer Service Fee	
All GSA contract orders are subject to a Procurement Management Fee, up to 15% of the Interface branded product price when purchased through InterfaceSERVICES or a dealer/reseller. The dealer service fee will be listed as a separate line item on all quotes and invoices.	Upcharge
	15%
High Cost Areas: Boston, Chicago, Kansas City, St. Louis, Los Angeles, Miami, New York, San Francisco, San Diego & Philadelphia, Washing DC.	
<p>Installation shall be in accordance with Interface's instructions and the Carpet and Rug Institute (CRI) Standards for Installation of Textile Floorcovering Materials (104 for Commercial/105 for Residential).</p> <p>Installation rates are based on an open, empty office/ dormitory/quarters space on a "clean floor." A "clean floor" is one where the condition is appropriate to accept carpet with no additional preparation other than possibly sweeping clean.</p> <p>All installation work is guaranteed for one year for any defect in workmanship and materials used to install the carpet.</p> <p>The Interface branded flooring, adhesive and accessories may be invoiced separately from installation services and sundry items.</p>	
Dealer/Reseller Reimbursement for Tax	
When material and installation is purchased through a local dealer/reseller with an authorization letter from the Federal Government, a separate charge for taxes will be included on the quote and invoice in states where the dealer/reseller must pay state or local tax. Pertinent to F.A.R. section 52.229-4©, the dealer/reseller will charge for a reimbursement of taxes imposed on them.	Upcharge
	Varies by State

Contractor Use of GSA Federal Supply Schedules

In accordance with [FAR Part 51.1](#), Contractor Use of Government Supply Sources, contractors/dealers can be given the authority to make purchases against Federal Supply Schedule (FSS) contracts on behalf of the government.

GSA Contracting officers should refer to [FAR 51.101](#) regarding the authorization for contractors to use Federal Supply Schedule contracts in the performance of government contracts. A sample format, which may be used to create a [letter of authorization](#) (LOA), is attached.

Contractors/dealers placing any orders under Federal Supply Schedule must comply with the terms of the applicable Schedule and letter of authorization. In accordance with [FAR 51.103](#), contractors shall include the following with each order placed under Federal Supply Schedules:

1. A copy of the letter of authorization, unless a copy of the authorization was previously furnished to the Federal Supply Schedule contractor.
2. The following statement: "This order is placed under written authorization from [\[Insert agency name\]](#) dated [\[insert date of LOA\]](#). In the event of any inconsistency between the terms and conditions of this order and those of your Federal Supply Schedule contract, the latter will govern.

The terms and conditions of this order are limited to those contained in Interface's Federal Supply Schedule, GS-03F-0056AA. Any additional terms and conditions referenced or provided with this order are not incorporated, do not apply and have no effect."

Please be advised that NO ADDITIONAL OR DIFFERING TERMS AND CONDITIONS REFERENCED OR PROVIDED WITH AN ORDER SUBMITTED TO INTERFACE BY THE ORDERING CONTRACTOR/DEALER will apply or be incorporated without prior agreement with Interface's Contracts department.

Sample Format for LOA

Letter Authorizing use of Multiple Award Schedule contracts

[Insert Date]

[Insert Company Name]

[Insert Attention: POC]

[Insert Address]

Subject: Authorization to Utilize GSA Multiple Award Schedule contracts
Reference: [Insert Contractor Name & Task Order Number]

[Insert Company Name] is hereby authorized to place orders under the GSA Multiple Award Schedule program as an alternative source in procuring equipment and supplies for services for the exclusive use and ownership of the Government. This authority applies to the above referenced Task Order. Such authority may be exercised at any time prior to the Order completion date of [Insert Contract Completion Date].

You are responsible for compliance with the applicable acquisition policies and procedures prescribed in FAR 51.1, particularly FAR 51.103, regarding purchasing from GSA Multiple Award Schedule contracts. Please reference this letter and the contract number on any delivery orders issued subject to this authority. The following statement shall be included on your Schedule Purchase Order:

This Order is authorized by [Insert OCO's Organization], per letter dated [Insert Date]. In the event of any inconsistency between the terms and conditions of this Order and those of the Multiple Award Schedule contract, the latter will govern.

You are authorized to order only those supplies and services required in the performance of this Task Order. You shall maintain records for all property or services acquired under this authorization, including orders, receipts, inspections, usage, and payments.

Should you have any questions, please feel free to contact me.

Sincerely,

[Contracting Officer Name]
[Division Name]
[Contact Information]

Contractors Placing Orders on Behalf of the Government Must:

- Identify and separate those ancillary supplies/services that are proposed to be purchased under the FAR Part 51 authority on the quote submitted to the Federal government and on the subsequent invoice.
- Purchase supplies and/or services at the Schedule contract price (or lower) with no fee/surcharge/markup. If supplies and/or services are provided by the selling contractor at lower than the contract price, the buying contractor must pass on the savings by invoicing the Federal government accordingly.
- Ensure that the products and/or services procured under FAR 51 procedures are ancillary to the overall project/order.
- Provide a copy of the written authorization from the Federal government with each applicable order to the selling contractor.
- Ensure that the buying contractor's Schedule contract number is on each order issued to the selling contractor.
- Remit full payment to the selling contractor.
- Submit documentation of the transmittal of full payment to the selling contractor/dealer when invoicing the Federal government.
- Follow any applicable FSS or GSA Global Supply Program ordering procedures in addition to procedures outlined in FAR 8.405-1 and FAR Part 51.