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## VEHICULAR MULTIPLE AWARD SCHEDULE (VMAS)

### SCHEDULE 23 V

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# GENERAL INFORMATION

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## PUBLICIZING CONTRACT ACTIONS

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

## ORDERING INFORMATION

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

### ORDERS UNDER \$2500

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

### ORDERS OVER \$2500

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

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

 [www.fss.gsa.gov](http://www.fss.gsa.gov) - or -

Review three schedule price lists.

### ORDERS OVER THE MAXIMUM ORDER THRESHOLD:

Each schedule contract has a maximum order threshold. In addition to following the ordering procedures for orders above \$2500, customers shall —

- Review price information on **GSA ADVANTAGE!™** or review additional schedule contractors' price lists.
- Request price reductions from schedule contractor(s) appearing to provide a best value
- Place the order with the schedule contractor providing the best value.

You can now access Federal Supply Schedules on-line at:

 [www.fss.gsa.gov](http://www.fss.gsa.gov)

click on the "FSS Schedules" button then click on the "Schedules E-Library" button.

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

Special features of the product/services that are being offered but not provided by a comparable product/service

- Trade-in considerations
- Probable life of the item selected compared to that of a comparable item
- Warranty considerations
- Maintenance availability
- Past performance
- Environmental and energy efficiency considerations

### DOCUMENTATION

Minimum documentation is generally all that is required (e.g., contractor's name, item purchased and price paid). Additional documentation is necessary when the requirement is defined to a particular brand name and only for orders exceeding the micro-purchase threshold (see FAR 8.404(b)(7)).

## GSAADVANTAGE!™

[www.fss.gsa.gov](http://www.fss.gsa.gov)

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

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

 [www.fss.gsa.gov](http://www.fss.gsa.gov)

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

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

 [gsa.advantage@gsa.gov](mailto:gsa.advantage@gsa.gov)

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

① (703)305-7359

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

# GENERAL INFORMATION

## HOW TO BUY FROM SCHEDULES

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

The brand names of items that have been awarded under this schedule are listed by Special Item Number (SIN) in the "Supplies and/or Services" section. Locate the contractor for a particular brand name in the "contractors" section at the back of this schedule. This section contains the contractor's ordering address, telephone number, contract number and contract effective date. Consult the contractor's catalog/price list for more detailed ordering information, such as:

- Contract items awarded.
- Maximum order provisions.
- Geographic coverage (delivery area).
- Contract price or discount.
- Quantity discounts.
- Prompt payment terms.
- Government purchase card terms.
- Commercial delivery terms.
- Expedited Delivery.
- Ordering address(es).
- Payment address(es).
- Warranty provision.
- Export packing charges.
- Applicable terms and conditions of rental, maintenance, installation, and repair.
- Environmental and energy efficiency

## SMALL BUSINESS PARTICIPATION

The General Services Administration and the Small Business Administration strongly support the participation of small business concerns in the Federal Supply Schedules Program.

To enhance small business participation, SBA policy ([http://www.sba.gov/GC/goal\\_help.html](http://www.sba.gov/GC/goal_help.html)) requires agencies to include in their procurement base and goals the dollar value of orders expected to be placed against the Federal Supply Schedules; and to report accomplishments against these goals.

For orders exceeding the micro-purchase threshold, FAR 8.404 requires agencies to consider the catalogs/price lists of at least three schedule contractors or to consider reasonably available information by using the **GSA ADVANTAGE™** on-line shopping service at:

 [www.fss.gsa.gov](http://www.fss.gsa.gov)

The catalogs/price lists, **GSA ADVANTAGE™**, and the Federal Supply Service Home Page located at the above address contain information on a broad array of products and services offered by small business contractors.

This information should be used as a tool to assist ordering activities in meeting or exceeding established small business goals. It should also be used as a tool to assist in including small, small disadvantaged, and women-owned small businesses among those considered when selecting price lists for a best value determination.

For orders exceeding the micro-purchase threshold, customers are to give preference to small business concerns when two or more items at the same delivered price will satisfy their requirement.

## JWOD (NIB/NISH) PRODUCTS

The Javits-Wagner-O'Day (JWOD) Program (NIB/NISH) provides many products to Federal customers under its mandatory source authority. Before making any open market purchase from a schedule contractor, ordering agencies should determine if there is a comparable JWOD (NIB/NISH) product.

Please call a JWOD representative at the following numbers to check if there is an appropriate product manufactured by people who are blind or have other severe disabilities.

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

or e-mail

 [info@jwod.gov](mailto:info@jwod.gov)

## UNICOR PRODUCTS

UNICOR (Federal Prison Industries, Inc.) provides items that may be similar to some of the items in this schedule. Prior to making a purchase from the schedule, ordering agencies should check with UNICOR to see if UNICOR's product meets their specific need. For your convenience, this check can be made quickly by calling the UNICOR Customer Service Group at:

- ① (800) 827-3168

## CONTRACTOR TEAM ARRANGEMENTS

Federal Supply Schedule contractors may use "Contractor Team Arrangements" (see FAR 9.6) to provide solutions when responding to a customer's requirements. The policy and procedures outlined in this part will provide more flexibility and allow innovative acquisition methods when using the Federal Supply Schedules. **Refer to the contractor team arrangement sample in this document for more information.**

# GENERAL INFORMATION

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## MAXIMUM ORDER

If the “best value” selection places your order over the Maximum Order identified in the contractor’s catalog or price list, you have an opportunity to obtain a better schedule contract price. Before placing your order, contact the contractor to ask for a better discount price. The contractor may:

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

A delivery order that exceeds the maximum order may be placed with the contractor selected in accordance with FAR 8.404. The order may be placed under the Schedule contract.

## PRICE REDUCTIONS

There may be circumstances when a customer finds it advantageous to request a price reduction, such as where the quantity of an individual order clearly indicates the potential for obtaining a reduced price. Customers that obtain a further price reduction may still place these orders against the Schedule contract. MAS contractors will not be required to pass on to all schedule users a price reduction extended only to an individual customer for a specific order.

## BLANKET PURCHASE AGREEMENT (BPA)

Federal Supply Schedule contracts contain BPA provisions to maximize your purchasing and administrative savings. This feature permits schedule customers and contractors to set up “accounts” to fill a “recurring requirement”. These accounts establish a period for the BPA and generally address issues, such as frequency of ordering and invoicing, authorized callers, discounts, delivery locations and times. Agencies may qualify for the best quantity/volume discounts available under the contract, based on the potential volume of business that may be generated through such an agreement, regardless of the size of the individual orders. In addition, agencies may be able to secure a discount higher than that available in the contract based on the aggregate volume of business possible under the BPA. Finally, contractors may be open to a progressive type discounting where the discount would increase once the sales accumulated under the BPA reach certain prescribed levels. Use of a BPA may be especially useful with the new Maximum Order feature. A suggested format is provided in this document for customers to consider when using this purchasing tool.

## YEAR 2000 WARRANTY

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

## INCIDENTAL ITEMS

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

## ENVIRONMENTAL PRODUCTS

In order to assist our customers who have determined that their acquisition needs can best be met by purchasing an EPA designated item (considering price, availability and performance requirements), our Schedule contractors have been requested to identify such products on their individual catalogs and or price lists. Schedule contractors have been requested (where possible and/or feasible) to identify items that:

- Have recycled content (meet EPA designated item criteria)
- Are energy and/or water conserving (e.g., Energy Star)
- Have reduced pollutants (e.g., low volatile organic compounds (VOCs) and chromate-free)

### NOTE

Customers should review contractor literature and contact the contractor directly to obtain complete information regarding environmental claims.

Please visit our Environmental Website at:

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

# GENERAL INFORMATION


## VARIABLE CONTRACT PERIODS

Generally, Federal Supply Schedules will no longer have a prescribed beginning and ending date. The schedule periods will be continuous, and will contain contracts with contract periods that commence on the Date of Award (DOA) and expire in five years (exclusive of any options) from the DOA. NOTE: GSA is working on "ever-green" contract periods. We will keep you posted on this change via:

 [www.fss.gsa.gov](http://www.fss.gsa.gov).

## LEASING

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

- Once you have selected the equipment, then you need to determine whether it is more advantageous to lease or purchase it. The contracting officer should compare the leasing terms offered from the third-party leasing companies in the Schedule as well as those offered by the Schedule equipment sellers. For example, most IT leases, other than Lease to Ownership (LTOP), require the ordering agency and the leasing contractor to determine as part of the initial lease agreement, the market value of the equipment at the end of the lease term; i.e., its residual value.
- Once the best leasing terms have been selected, the contracting officer can compare the advantages of leasing to those of direct purchase. This information is available at:  
  
 <http://www.whitehouse.gov/WH/EOP/omb>
- OMB Circular A-94, par. "c", describes the economic analysis that is to be used in determining the economic impact of leasing vs. purchasing.
- Leasing requires a commitment on the agency's part for all the terms and conditions of the lease for the full term of the lease. If an agency has annual appropriations requiring issuance of supplemental funding documents, the agency's procurement and accounting systems must be capable of timely generation of the requirement documents. Customers must also be mindful of submitting "renewal delivery orders" in a timely manner to assure that their lease does not expire. Cancellation of a lease for lack of funds should only be done when the organization is no longer funded. Court decisions have held that

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

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

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

## AUTHORIZED USERS

The agencies and activities named below may use contracts established under this Federal Supply Schedule.

- All federal agencies and activities in the executive, legislative and judicial branches.
- Government contractors authorized in writing by a federal agency pursuant to 48 CFR 51.1.
- Mixed ownership government corporations (as defined in the Government Corporation Control Act).
- The Government of the District of Columbia.
- Other activities and organizations authorized by statute or regulation to use GSA as a source of supply.

(Questions regarding activities authorized to use this schedule should be directed to Customer/Vendor Relations contact point identified in this document).

## GEOGRAPHIC COVERAGE

All Federal Supply Schedules provide contractors the opportunity to offer worldwide coverage. Schedule contractors have three categories of geographic coverage to offer:

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

## GENERAL INFORMATION

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### PURCHASE CARD

Agencies may, when identified in the contractor's catalog/price list, make payments for oral or written delivery orders by using the Government purchase card. "Government purchase card" means a uniquely numbered credit card issued to named individual Government employees or entities, to pay for official Government purchases.

Effective March 20, 1998, GSA began requiring Federal Supply Schedule contractors to accept the Government purchase card as payment for acquisitions up to the micro-purchase threshold, currently \$2,500. This requirement is being phased in and by January 1, 1999, all Federal Supply Schedule contracts must include this requirement. The card may be used for payment in excess of this threshold if the using agency and contractor agree.

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



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

The contractor shall not process a transaction for payment through the credit card clearinghouse until the purchased supplies have been shipped or services performed. Unless the cardholder requests correction or replacement of a defective or faulty item in accordance with other contract requirements, the contractor shall immediately credit a cardholder's account for items returned as defective or faulty.

### TRADE INS

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



# POINTS OF CONTACT

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## FOR FURTHER ASSISTANCE

### **GSA CONTACTS** FSC Group 23, Part V

For Vehicular Equipment and Accessories and Steel Storage Shelves, Construction and Highway Maintenance Equipment and Attachments for Construction, Snow and Highway Maintenance Equipment, Enclosed Concession, Mobile Sound Shell Stage, Dry Cargo Van, Refrigerated Cargo Van Trailers, and Vehicular Bodies. (Direct Order through the contractor or 1% surcharge for in-house orders)

#### **BRENDA SAJOUS**

☎ (703) 308-4665  
☎ (703) 305-3034  
✉ [brenda.sajous@gsa.gov](mailto:brenda.sajous@gsa.gov)

#### **MICHAEL J. BALZER**

☎ (703) 305-6011  
☎ (703) 305-3034  
✉ [michael.balzer@gsa.gov](mailto:michael.balzer@gsa.gov)

For Firefighting and Waste Disposal Vehicles. (Direct Order through the contractor or 1% surcharge for in-house orders)

#### **JEFFREY M. MEYERS**

☎ (703) 308-4666  
☎ (703) 305-3034  
✉ [jeffrey.meyers@gsa.gov](mailto:jeffrey.meyers@gsa.gov)

#### **EVETH MOHAMED**

☎ (703) 308-4151  
☎ (703) 305-3034  
✉ [eveth.mohamed@gsa.gov](mailto:eveth.mohamed@gsa.gov)

For Aerial Lift Vehicles. (Direct Order through the contractor or 1% surcharge for in-house orders)

#### **SARAH BAILEY**

☎ (703) 305-6251  
☎ (703) 305-3034  
✉ [sarah.bailey@gsa.gov](mailto:sarah.bailey@gsa.gov)

#### **PAMELA TURNER**

☎ (703) 308-4193  
☎ (703) 305-3034  
✉ [pamela.turner@gsa.gov](mailto:pamela.turner@gsa.gov)

#### **MIKE CANAN**

☎ (703) 308-4663  
☎ (703) 305-3034  
✉ [mike.canan@gsa.gov](mailto:mike.canan@gsa.gov)

## NEED MORE SCHEDULES?

### **FOR COPIES OF SCHEDULES**

Customers requesting copies of schedules should contact:

General Services Administration  
Centralized Mailing List Service  
4900 Hemphill St  
PO Box 6477  
Ft Worth, TX 76115

☎ (817) 334-5215  
☎ (817) 334-5227  
✉ [gsa.cmls@gsa.gov](mailto:gsa.cmls@gsa.gov)

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

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

☎ (703)305-6477  
☎ DSN: 327-1022

You can now access Federal Supply Schedules on-line:

✉ [www.fss.gsa.gov](http://www.fss.gsa.gov)

click on the "FSS Schedules" button then click on the "Schedules E-Library" button.

## VISIT OUR WEBSITE!

You can reach us on the web at :

✉ <http://pub.fss.gsa.gov/vehicles/buying>

## POINTS OF CONTACT

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### CUSTOMER SERVICE DIRECTORS

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

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

### **OVERSEAS**

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

- ① DSN 330-6085/7985
- ① International Direct Dial  
011-49-69-699-7985/6085

Pacific, Far East and Honolulu, Hawaii:

- ① (808) 541-1776
- ① DSN 438-4960



# PRODUCT LISTING

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## SUPPLIES AND/OR SERVICES

### COMMODITY LISTING INFORMATION

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

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

\* Indicates small business set-aside.

## FSC GROUP 23

### 023-101

Enclosed Concession Trailers , Mobile Shell Sound Stage Trailers, Dry Cargo Van Trailers\*\*, Refrigerated Cargo Van Trailers\*\*.

### 232-1

Vehicle Mounted Personnel Lifts to include both insulated and non-insulated vehicles with working heights from 35' to 97'. For both general purpose and material handling units.

### 232-2

Vehicle Mounted Digger/Derricks. Includes vehicles with sheave heights from 42' to 60'

### 232-3

Vehicle Mounted Cable Placers. Includes special purpose trucks for cable placing and cable reel handling.

### 618-02

Waste Disposal Vehicles and Accessories and Trailers and Accessories including but not limited to: refuse vehicles and/or trailers; recycling vehicles and/or trailers; hazardous waste vehicles and/or trailers; and liquid waste vehicles and/or trailers.

## FSC GROUP 25

### 025-101

Mirrors and Assemblies for all passenger vehicles and trucks (Anti-glare required. All clear mirrors are excluded)., Bid liners (Rubberized and Spray-on) for pick-up trucks, vans, cargo, dump trucks, etc. , Tarps (for various types of Trucks), Cargo Covers (include tie downs, enclosed covers, truck camper tops). , Truck Mounted Hoist, Tow Hooks, Trailer Towing Packages. , Tool Boxes (for pickup trucks and cargo vans). , Mud Flaps ( for all passenger vehicles and trucks). , Remote Control Deadbolt Locks for cargo vans. Security Systems for all passenger vehicles and trucks. , Law Enforcement emergency signal systems consisting of sirens, light bars, spot & flood lights, Beacon warning devices, PA speakers and system and control consoles. , Law Enforcement Vehicle Barriers and Shield, rollover protection vehicle restraint systems (for the inside of the vehicle only). , Electric Vehicular Lights and Fixtures for all passenger vehicles and trucks. Equipment for Service Vehicles such as bins, cabinets, and/or drawers for the interior part of the van to organize supplies etc., ladder racks for the exterior., Commercial Washers (portable vehicle washers). Mounted Video Equipment for Vehicles. , Vehicle Window or Mirror Treatments. Interior/Exterior Vehicle attachment for Convenience.

### 125-101

## PRODUCT LISTING

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Vehicular Insert Dump Bodies for pickup trucks and trailers.

**125-102**

Service and Line Bodies. Including Utility, Goose, Snow and Crane bodies.

**125-103**

Boring Machines Truck Mounting Bodies

**125-104**

Stake Bodies for light Duty, Medium and Heavy Trucks

**125-105**

Electric ARC Welding Equipment, truck mounted

**125-106**

Wrecker Bodies for Light, Medium, and Heavy Trucks

**125-107**

Installation

**271-103**

Winches and cranes vehicle mounting

**325-101**

Steel Storage Shelves for Automotive Parts: exhaust, glass, cable, bulk items. Multiple use steel storage shelves.

### FSC GROUPS 24 & 38

**271-101**

Construction Equipment Limited to wheeled and tracked tractors 20hp and greater (FSC 2410 and 2420); loaders (front end with or without backhoe) (FSC 3805); skid steer loaders, excavators, crawlerdozers, tool carriers, track-type loaders, motor graders, scrapers, loadalls, rider operated dump vehicle, rider operated ditchers/trenchers (tracked or wheeled) (FSC 3810); wheeled and tracked cranes (rough terrain; all terrain and highway).

**271-102\***

Snow Maintenance Equipment (FSC 3830) Vehicle Mounting, limited to snowplows, salt/sand spreaders and snowblowers.

**271-104**

Clearing and Cleaning Equipment, (FSC 3825 and 3830) Limited to rider-operated sweepers/scrubbers and self-contained snowplows and snowblowers, runway de-icing trucks, trailers, and slide-in units.

**271-105\***

Woodchipping/Shredders, Stump Removal and Tub Grinding Equipment (FSC 3895)

**271-106**

Street Repair and Miscellaneous Construction Equipment (FSC 3895) Includes descaling equipment; traffic line removers; direct and indirect mixers; road kettles; walk-behind rollers; compactor equipment; concrete vibrators and asphalt heaters and kettles.

**271-107**

Leased equipment (leasing only applicable to the SIN descriptions under 271-101, 104, 105, and 106). FSC 3830, 3825, 3895, and 3895.

**271-108**

Spare Parts (they are for SIN(s) 271-101 through 271-106 only)

## PRODUCT LISTING

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### **272-101**

Construction Equipment Attachments are for skid steer loaders, trucks, tractors, motor graders, compactors, front-end loaders/backhoes, excavators, and crawlerdozers.

### **272-102**

Snow Maintenance Attachments. Replacement Blades and Cutting Edges for Snowplows.

### **272-103**

Coupler Systems

### **272-104**

Truck and Tractor Mounted Attachments for Conveyor Systems, Highway and Street Maintenance

## **FSC GROUP 42**

### **618-01**

Fire Fighting Vehicles and Accessories. To include, but not limited to: aerial/ladder and/or platform; ARFF and crash trucks; brush/wildlands; command centers; pumpers, tankers and/or pumper/tankers; rescues/hazmats; and fire fighting trailers.

### **618-03**

Custom Fire Fighting Chassis & Glider Kits

## **NEW TECHNOLOGY**

### **272-105**

*NEW TECHNOLOGIES*

# SAMPLE FORMS

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## CONTRACTOR TEAM ARRANGEMENTS AND FEDERAL SUPPLY SCHEDULES

In the spirit of the acquisition reform, all Federal agencies have been encouraged to facilitate innovative contracting/acquisition approaches. FAR Part 1.102 provides Guiding Principles on the Federal Acquisition System, outlining what the System will achieve as follows:

- Satisfy the customer (cost, quality and timeliness of delivery)
- Maximize use of commercial products and services
- Consider contractor's past performance
- Promoting competition
- Minimize administrative costs
- Conduct business with integrity, fairness and openness
- Fulfill public policy objectives

The Federal Supply Schedule program is a source customers may use to achieve what the System has outlined for acquisition teams to follow.

Each member of the "acquisition team" is to exercise personal initiative and sound business judgment and is responsible for making acquisition decisions that deliver the best value product or service to meet the customers needs. FAR 1.102-4 further empowers Government team members to make acquisition decisions within their areas of responsibility including selection, negotiation and administration. The contracting officer has the authority to the maximum extent practical, to determine the application of rules, regulations, and policies.

In light of these changes, Federal Supply Schedule customers may refer to FAR 9.6 - Contractors Team Arrangements. The policy and procedures outlined in this part will provide more flexibility and allow innovative acquisition methods when using the Federal Supply Schedules. Customers are encouraged to review this section and should note this is permissible after contract award.

**TEAM ARRANGEMENTS COMBINED WITH THE FEDERAL SUPPLY SCHEDULE PROGRAM  
PROVIDE FEDERAL CUSTOMERS A POWERFUL COMMERCIAL ACQUISITION STRATEGY**

# SAMPLE FORMS

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## BASIC GUIDELINES

### FOR USING

#### CONTRACTOR TEAM ARRANGEMENTS

Federal Supply Schedule contractors may use “Contractor Team Arrangements” (see FAR 9.6) to provide solutions when responding to a customer agency requirements.

These team arrangements can be included under a Blanket Purchase Agreement (BPA). BPAs are permitted under all Federal Supply Schedule contracts.

Orders under a team arrangement are subject to terms and conditions of the Federal Supply Schedule contract.

Participation in a team arrangement is limited to Federal Supply Schedule contractors.


Customers should refer to FAR 9.6 for specific details on Team Arrangements.


#### ***HERE IS A GENERAL OUTLINE ON HOW IT WORKS:***

- ❑ The customer identifies their requirements.
- ❑ Federal Supply Schedule contractors may individually meet the customers needs, or
- ❑ Federal Supply Schedule contractors may submit a Schedules “Team Solution” to meet the customer’s requirement.
- ❑ Customers make a best value selection.

#### ***FOR MORE INFORMATION CONTACT:***

 [schedules.fcoc@gsa.gov](mailto:schedules.fcoc@gsa.gov)

 (703) 305-6594

 (703) 305-6566

# SAMPLE FORMS

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## SUGGESTED FORMAT

### BEST VALUE BLANKET PURCHASE AGREEMENT FEDERAL SUPPLY SCHEDULE

(Insert Customer Name)

In the spirit of the acquisition reform \_\_ (Agency) \_\_ and \_\_ (Contractor) \_\_ enter into a cooperative agreement to further reduce the administrative costs of acquiring commercial items from the General Service Administration (GSA) Federal Supply Schedule Contract(s) \_\_\_\_\_.

Federal Supply Schedule contract BPAs eliminate contracting and open market costs such as: search for sources; the development of technical documents, solicitations and the evaluation of bids and offers. Teaming Arrangements are permitted with Federal Supply Schedule contractors in accordance with Federal Acquisition Regulation (FAR) Part 9.6.

This BPA will further decrease costs, reduce paperwork and save time by eliminating the need for repetitive, individual purchases from the schedule contract. The end result is to create a purchasing mechanism for a **Government that works better and costs less.**

Signatures:

\_\_\_\_\_

AGENCY

DATE

CONTRACTOR

DATE



# SAMPLE FORMS

BPA NUMBER

(CUSTOMER NAME)

## BLANKET PURCHASE AGREEMENT

Pursuant to GSA Federal Supply contract number(s) \_\_\_\_\_, Blanket Purchase Agreements, the contractor agrees to the following terms of a Blanket Purchase Agreement (BPA) EXCLUSIVELY WITH (Ordering Agency):

- (1) The following contract items can be ordered under this BPA. All orders placed against this BPA are subject to the terms and conditions of the contract, except as noted below:

**MODEL NUMBER/PART NUMBER**

**SPECIAL BPA  
DISCOUNT/PRICE**

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

- (2) Delivery:

**DESTINATION**

**DELIVERY SCHEDULE/DATES**

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

- (3) The Government estimates, but does not guarantee, that the volume of purchases through this agreement will be \_\_\_\_\_.
- (4) This BPA does not obligate any funds.
- (5) This BPA expires on \_\_\_\_\_ or at the end of the contract period, whichever is earlier.
- (6) The following office(s) is hereby authorized to place orders under this BPA:

**OFFICE**

**POINT OF CONTACT**

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

- (7) Orders will be placed against this BPA via Electronic Data Interchange (EDI), FAX or paper.
- (8) Unless otherwise agreed to, all deliveries under this BPA must be accompanied by delivery tickets or sales slips that must contain the following information as a minimum:
- (a) Name of contractor;
  - (b) Contract number;
  - (c) BPA number;
  - (d) Model number or National Stock Number (NSN);
  - (e) Purchase order number;
  - (f) Date of purchase;
  - (g) Quantity, unit price, and extension of each item (unit prices and extensions need not be shown when incompatible with the use of automated systems; provided, that the invoice is itemized to show the information); and
  - (h) Date of shipment.
- (9) The requirements of a proper invoice are as specified in the Federal Supply Schedule contract. Invoices will be submitted to the address specified within the purchase order transmission issued against this BPA.
- (10) The terms and conditions included in this BPA apply to all purchases made pursuant to it. In the event of an inconsistency between the provisions of this BPA and the contractor's invoice, the provisions of this BPA will take precedence.

**\*IMPORTANT**

A new feature to the Federal Supply Schedules Program permits contractors to offer price reductions in accordance with commercial practice. Teaming Arrangements are permitted with Federal Supply contractors in accordance with FAR Part 9.6.

Revised 9/96

# CONTRACT AWARD REQUEST

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## REQUEST FOR CONTRACT AWARD INFORMATION

Customers requesting contract award information (i.e., List of Contractors) should fill in the following information.

Fax the request to:

☒ (703) 308-4168

Customer Name \_\_\_\_\_

Fax Number/Mailing Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### Contract Award Information Requested For

Schedule Number: \_\_\_\_\_

**or**

Special Item Number: \_\_\_\_\_