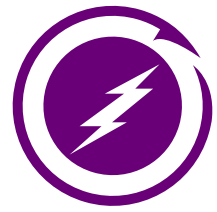


Federal Supply Schedule

General Services Administration



GSA 871 II Energy Management Services

Helping you achieve energy efficiency
And obtain power at competitive rates



2000



Multiple Award
Variable Contract Periods
5 Years from Date of Award

<http://pub.fss.gsa.gov/>
[http://www.northwest.gsa.gov/fss/
services/msc.htm](http://www.northwest.gsa.gov/fss/services/msc.htm)



Table of Contents

GSA has developed a number of strategies to meet the goals of E.O. 13123. This schedule will make it easier to implement some of these strategies

Cut energy costs, meet Federal energy goals, and save energy with the resources found in this schedule. These expert contractors can perform energy audits, recommend upgrades, re-commission your building to operate at maximum efficiency, and reduce the cost for your gas and electric service. Contractors who are placed on this schedule are knowledgeable and experienced in energy management processes and have demonstrated they are capable of providing expert assistance to agencies striving to meet their energy efficiency goals

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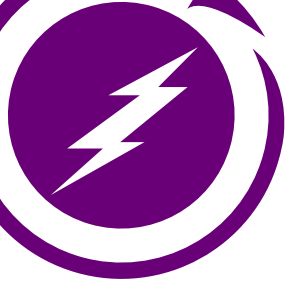
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GSA knows that reducing your energy usage and cost is a big job. GSA provides the answers you need.

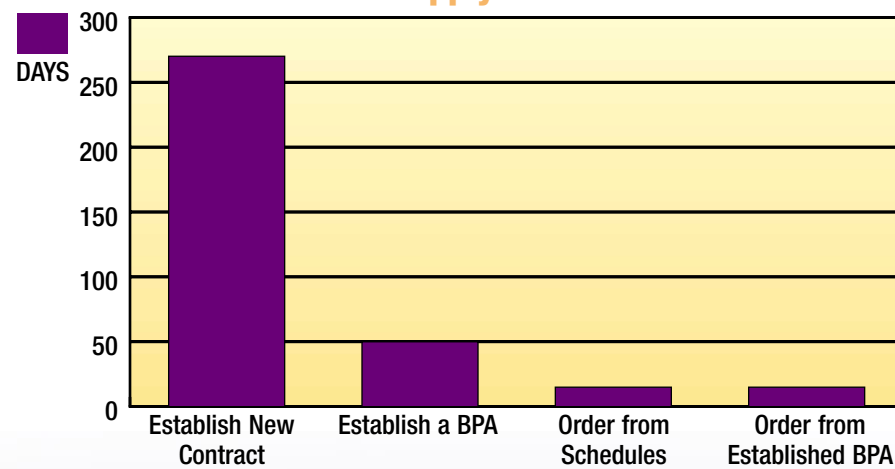
Why drive yourself crazy trying to work through the maze of programs and regulations on energy efficiency? Select a contractor from this schedule and let an expert do the work. Before you know it, your facility will be fine-tuned like never before, and you take the credit!



This Schedule is a real time saver. Let us show you.

A recent study of the Schedules program, conducted by Johnson & Johnson, Inc (JJA), found that it takes a Federal agency an average of 49 days to establish a Blanket Purchase Agreement (BPA) under a General Services Administration (GSA) schedule; and 13 days to issue an order against a Schedule BPA. This compares to an average of 268 days if agencies elect to put their own contract in place. Using Schedules equates to at least an 81% reduction in procurement lead time.

**Average Time Savings
for Federal Supply Schedule Customers**



From the November 13, 1998 Executive Summary of the Johnson & Johnson Associates, Inc. (JJA) study entitled "Impact of FAR 8.4 Comparative Analysis of Customer Elapsed Time Savings".

<http://pub.fss.gsa.gov/sched/far-84impact.html>



Summary of Services under the Energy Management Services Schedule:

Energy Management Program Support (SIN 871-200)

Before you start, develop a master plan

Energy Planning and Strategies (Meeting Policy and Statutory Requirements) - Support agencies in developing, executing, and reporting their agency implementation plan activities pursuant to all federal laws and executive orders.

Energy Choice Analysis - Provide equipment and/or software and training to enable the customer to evaluate various energy choices. This information shall include an analysis of the advantages and disadvantages of choices for reducing energy consumption, including cost, financing, and payback.

Risk Management - Provide equipment, and/or software, and training on risk management to minimize various levels of price uncertainty for energy purchases.

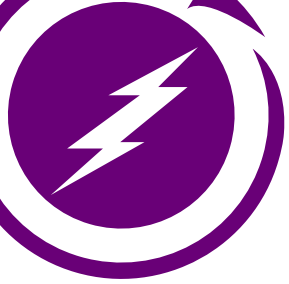
You cannot manage what you do not measure!

Metering Services - Provide a full range of metering solutions that allows the specified locations to understand load profiles; manage demand; allocate costs to tenants, regions, facilities, etc.; reduce consumption; negotiate with suppliers; and monitor improvements from energy conservation measures.

Billing and Management Oversight - Provide billing services that may include verifying and correcting past utility bills, correcting over-billing, analyzing consumption and costs, forecasting energy usage, and reducing administrative costs through payment of a single bill.

Preparing Agency Statements of Work - Assist agencies in preparing statements of work for Energy Management projects. This includes Strategic Source Support, Performance Management, Benchmarking/Performance diagnostics such as Energy Star, Organizational Design of the statement of work, and compliance with legislative and Executive Order requirements such as achieving Energy Star criteria, where applicable.

Goal: Actions taken to utilize energy management strategies are applicable to every goal stated by E.O. 13123



Success Stories: USS Antietam (CG 54) United States Navy 01-1842-151-5706

The USS Antietam's Energy Conservation Program has set the fleet standard of conservation measures throughout the past year. Antietam implemented several no cost/low-cost initiatives, including efficient use and maintenance of energy consumption, production and distribution of equipment, and awareness and compliance with energy management directives. These measures produced savings of almost \$1.2 million in energy related costs throughout the past year. The initiatives also allowed Antietam to meet and exceed the FY 2000 goal of a 20 percent reduction in energy usage with savings of 25 percent and 23 percent for fuel consumption while under way.

Energy Audit Services (SIN 871-201)

First you need to know how much energy you use now, and where it goes.

Energy Audits - Develop, execute, and report on 10-year audit plans, or perform energy audit services. Energy audits may range from cursory to comprehensive. At a minimum, audits shall include data collection, data analysis, benchmarking with tools such as Energy Star, and written recommendations of suggested upgrades of electrical and mechanical infrastructure, including their impact on energy consumption and pollution prevention.

Goal: Facility Energy Audits help reach the following goals: Greenhouse Gases Reduction, Energy Efficiency Improvement, Industrial and Laboratory Facilities, Water Conservation

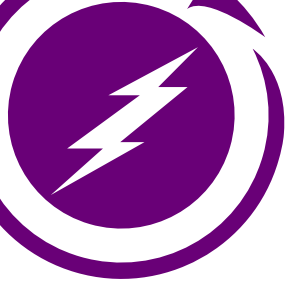
Resource Efficiency Management - Provide the customer agency with information on possible steps that will improve energy efficiency at the site(s). This information shall include estimates of cost savings and environmental benefits. This includes onsite analysis of current operations, equipment, and energy purchasing patterns. This may take the form of a full or part time Contractor employee acting as a resource efficiency advocate for individual or aggregated building(s) in order to maximize resource efficiency.

Use of Alternative Energy Sources - Describe options for use of alternative energy sources, including converting to use of different sources of energy, alternative off-site storage and management, alternative and standby fuel pricing. This information shall include a statement concerning specific environmental benefits and estimates of cost savings.

Building Commissioning Services - Provide comprehensive building commissioning services on new construction, major modernization, and existing energy consuming operations (recommissioning).

Factoid: Applying the Continuous Commissioning process adds an additional 15% to 45% savings on the annual energy bill, over a normally commissioned building.

Continuous CommissioningSM in Energy Conservation Programs, Energy Systems Lab, Texas A&M University
www-esl.tamu.edu/cc/index.html



Case History: M. D. Anderson Cancer Center performed standard commissioning in 1992 and 1993 resulting in savings of \$145,000 and \$62,500 respectively. In 1994, continuous commissioning techniques obtained an additional \$195,000 per year savings from the same systems which had been previously commissioned to design specifications.

Texas Engineering Experiment Station, Texas A & M University

Managing the Procurement and Use of Natural Gas (SIN 871-203)

You might be able to save substantially on your natural gas cost by aggregating (combining) your requirements with another agency.

Examples of managing the procurement and use of natural gas include, but are not limited to:

Supplying Natural Gas (applies only to deregulated markets): Provide natural gas to the specified delivery points, through programs such as shared savings, fixed price, indexed price, firm or interruptible supplies in accordance with state and local requirements. Unified billing shall be provided under a single contract for all charges previously included in a fully regulated gas bill.

Emergency Power Sources: Provide, install, maintain, and operate equipment for default or alternate power sources in the event of emergencies.



Managing the Procurement and Use of Electricity (SIN 871-204)

Buying electricity at deregulated market prices can bring big savings! With deregulation, you can shift your organization from a “payer” to a “buyer”.

Examples of managing the procurement and use of electricity include, but are not limited to:

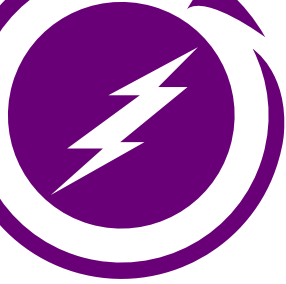
Supplying Electricity (applies only to deregulated markets): Provide electricity to the specified delivery points, through programs such as shared savings, fixed price, indexed price, firm or interruptible supplies in accordance with state and local requirements. Unified billing shall be provided under a single contract for all charges previously included in a fully regulated electricity bill.

Emergency Power Sources: Provide, install, maintain, and operate equipment for default or alternate power sources in the event of emergencies

As New Jersey officials deregulate the state’s energy industry, the federal agency typically known as the government’s landlord and purchasing agent leveraged its vast purchasing power to save American taxpayers \$2.35 million in energy bills over 18 months.

In the State of Pennsylvania, GSA realized a \$5.1 million cost avoidance saving for the federal government by awarding an aggregated power contract over a 12-month period





Managing the Procurement and Use of Energy from Renewable Sources (SIN 871-205)

Federal agencies may purchase electricity generated from renewable sources in states with both regulated and restructured electricity markets. In states that have passed restructuring legislation and are transitioning to a competitive market, federal agencies may purchase renewable power from a choice of suppliers. There are over 20 states that have passed electricity restructuring legislation. Currently both California and Pennsylvania have active green power markets. The green power market in the Northeast is expected to become active in the year 2000. E.O. 13123 Section 404c1 states that "Agencies should include provisions for the purchase of electricity from renewable energy sources as a component of their requests for bids whenever procuring electricity". Although green power products may not be available as soon as state electricity markets open, federal agencies are encouraged to include a provision for green power in their Request for Proposals (RFP). An RFP from federal agencies will likely stimulate the green power market

Examples of managing the procurement and use of energy from renewable sources include, but are not limited to:

Contractors shall provide renewable power as produced by solar, wind, geothermal, and/or biomass power plants (applies only to deregulated markets): Provide renewable power to the specified delivery points, through programs such as shared savings, fixed price, indexed price, firm or interruptible supplies in accordance with state and local requirements. Unified billing shall be provided under a single contract for all charges previously included in a fully regulated energy bill.

Renewable technologies that reduce a building's peak demand become more cost effective under a competitive power marketplace

Emergency Power Sources: Provide, install, maintain, and operate equipment for default or alternate power sources in the event of emergencies.

Success Stories: Joshua Tree National Park, Department of Interior, Twentynine Palms, California

In 1998, the Park replaced two 32-kilowatt diesel generators with a 21-kilowatt photovoltaic power array system and a 30-kilowatt propane backup generator that now totally support the electrical power needs of the Cottonwood area. The diesel system produced 5,770 pounds of nitrous oxide, 120 tons of carbon dioxide, and 218 pounds of suspended particulates. Total annual operating costs were estimated to be \$49,770. Annual operating costs have been lowered by 90 percent and pollution emissions have been all but eliminated.

Introduction of New Services (SIN 871-299)

Such a service may be a task, procedure, or product existing in the commercial market which is being developed, improved, or not yet introduced to the Federal Government or not currently available under any GSA Contract, but is categorically related to this procurement.



What is a Federal Supply or Multiple Award Schedule?

A Multiple Award Schedule (MAS) is essentially a listing of awarded contractors that can be used by all Federal entities to achieve their mission. Since GSA already awarded the contracts, all you have to do is develop a task order request outlining the scope of work to be performed and invite Schedule contractors to respond. The contractors response is usually split into two parts, technical and price. You determine which provide you the "Best Value" and place your order.

When determining which contractor offers you the "Best Value," you may consider the following:

- Special Features
- Technical Qualifications
- Delivery Options
- Environmental and Energy Efficiency Considerations
- Warranties Offered
- Geographic Location

Remember, your agency determines what is the "Best Value", so the factors may vary.

Benefits for You

Flexibility

- Wide selection of Contractors with various areas of specialization
- Multiple Awards for varying requirements
- New services are continually made available



Cost Savings

- Drastically reduced procurement lead times and administrative costs
- Reduced internal manpower to obtain the services you need
- Prices have been determined to be fair and reasonable
- The ability to negotiate additional discounts during task order placement
- Volume Discount Pricing (GSA uses its aggregate purchasing power to obtain goods and services at the best value and passes these savings along to our customers)

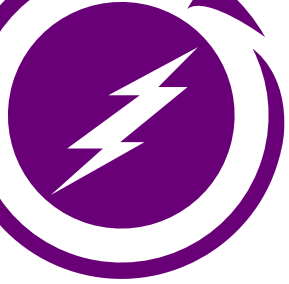
Peace of Mind

- All applicable laws and regulations have been applied (including small business set-aside determination, see FAR 19.502-1)
- Task orders count towards socio-economic goals

Control

- Customer/Contractor direct relationship
- Maximum order limitations have been removed

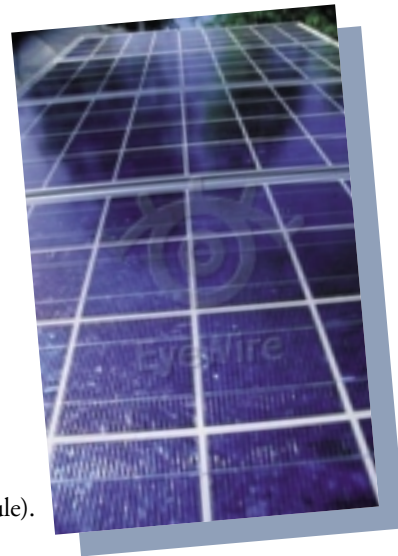




Saving Time and Money

How does the Multiple Award Schedule save you time and money? Because GSA has done all the homework for you. We have:

- Met all competition requirements including CICA and FAR Part 6.
- Awarded technically qualified contractors
- Determined prices to be fair and reasonable
- Streamlined ordering procedures
- Created the Maximum Order (MO) Threshold which notifies our customers that they should ask for even greater discounts when their Schedule order exceeds the MO amount (\$1,000,000 for this schedule).



Cutting The Red Tape

When placing orders under a Federal Supply Schedule, ordering activities do not need to seek further competition, synopses their requirements, make a separate determination of fair and reasonable pricing, or consider small business set-asides. GSA has already determined that prices are fair and reasonable. By utilizing our Schedules, you can avoid the stress and work normally associated with conducting your own procurement.

It Never Hurts To Ask for Extra Savings

The new price reduction clause allows contractors to offer you a price reduction on ANY service at ANY time. The reduction is based on individual circumstances such as ordering a large volume of services. Agencies may negotiate price reductions and Schedule contractors are free to offer spot discount pricing.



Flexible Purchasing Option

If you are dealing with repetitive buys, Blanket Purchase Agreements (BPAs) are for you. By setting up a BPA, you save time and resources. Simplify ordering by processing a BPA once and then use it as your agency's needs present themselves.

Setting up a BPA with a Federal Supply Schedule contractor is a convenient way to fill recurring needs while taking advantage of quantity discounts, saving administrative time, and reducing paperwork.

Agencies can locate the guidelines for establishing a BPA in the section titled How To Place Your Order. For your convenience, we have also included a sample BPA. For further guidance on establishing a BPA, visit your online MAS Virtual Campus at <http://pub.fss.gsa.gov/schedules/>

Getting the Best of Both Worlds

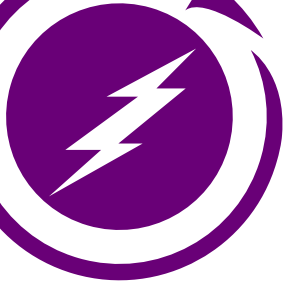
Contractor Teaming Arrangements are desirable from both a Government and industry perspective. Contractors complement each other's unique capabilities while offering Government agencies the best turnkey solution based on a combination of performance, cost, and delivery of acquired services. Teaming can be conducted by contractors on the same Schedule or across multiple Schedules. See Far 9.6 for more information.

Small Business Means Big Business

The General Services Administration and the Small Business Administration (SBA) strongly support the participation of small business concerns in the Federal Supply Schedules Program. To enhance small business participation, SBA policy (see <http://www.sba.gov/GC/goaling>) 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.

The Schedules E-Library contains information on business size and socio-economic status: (<http://pub.fss.gsa.gov/sched/> select the Schedules E-Library option).

This information should be used as a tool to assist ordering activities in meeting or exceeding established small business goals. It should also encourage consideration of small, small disadvantaged, and women-owned small business when making a best value determination.



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.
- Mixed ownership government corporations (as defined in Government Corporation Control Act) such as the U.S. Postal Service.
- The government of the District of Columbia.
- Other activities and organizations authorized by statute or regulation to use GSA as a source of supply.



Geographic Coverage

The Energy Management Services schedule can be used worldwide by all federal agencies and authorized users noted above.

Need More Info?

...visit our website for frequently updated information and publications:

www.northwest.gsa.gov/fss/services/msc.htm

Call us at (253) 931-7900, Or 1-800-241-RAIN (7246)

E-mail to mgmt.services@gsa.gov



Finding Available Contractors

For more information about the FSS MAS program and awarded contractors, you can access our Schedules E-Library on line at:

<http://pub.fss.gsa.gov/sched/> (Select E-Library option)

In addition to the E-Library website, the GSA maintains a website at www.northwest.gsa.gov/fss/services/energy.htm. Schedule contractors can be viewed in alphabetical order or by downloading a spreadsheet. The downloadable spreadsheet includes information on points of contact, descriptions of services provided and links to contractor websites. The following information is supplied as well:

Business size and minority business enterprise indicators: "s" for small business, "o" for other than small business, "a" for minority business enterprises, "b" for other than minority business enterprises, "sd" for small disadvantaged business, "8(a) certified" for small businesses or small disadvantaged business concerns subcontracting with the Small Business Administration, "w" for woman owned, "v" for veteran owned, "d" for disabled owned, "l" for labor surplus concern and "CCR" for Central Contractor Registration.

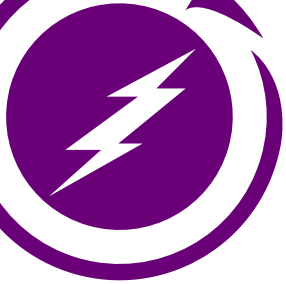
Labor hour task orders indicator: "LH" for contractors approved to accept labor hour task orders and firm-fixed price task orders: "FFP" for contractors approved to accept firm-fixed price task orders only.

Security clearance indicator: "SC" for contractors who have at least one employee with a background security clearance of any level.

Contract number, contract effective date, and Special Item Numbers (SINs) awarded.

E-mail addresses, telephone and facsimile numbers.





Helpful Information

Related Products and Services

The following products and services are some which agencies have commonly needed at the same time the Energy Management Services schedule is used. These are provided for your convenience when requirements are such that contractor teaming or multiple contract purchases would benefit your activity. The schedules can be reviewed through the on-line GSA E-Library located at:

<http://pub.fss.gsa.gov/schedules>

Schedule #	Title
62 II	Energy efficient products, such as lightbulbs, ballasts and solar panels and systems
63 I	Alarm and Signal Systems, such as facility management systems performing energy management functions
61 V	Power distribution equipment, generators, batteries
41 I	Household and Office Appliances, such as ceiling fans, washers, dryers, refrigerators
70	Office equipment, such as computers, copiers, fax machines
56 IV A	Construction and Building Materials. Such as solar window film, water heaters, roof products

The GSA Public Building Service Energy Center of Expertise provides resources in the form of contracts, products and people to help federal agencies procure utilities that are both cost effective and environmentally responsible, and to assist them in managing their energy usage. They maintain a website at:

<http://www.gsa.gov/pbs/centers/energy/>

Typical Federal Supply Classification (FSC) Codes

There are several Federal Supply Classification (FSC) codes that are applicable for agencies purchasing services from this schedule. For energy studies, use B543, Special Studies, Energy. For audits and consulting, use R499, Professional, Administrative and Management Support Services, Other Professional Services. When purchasing power, use S111, Gas Services, or S112, Electricity Services.

This information is not intended to cover all the possibilities, but represents the major codes used to assist your activity in its acquisition process.



Procedures for services priced on GSA schedules at hourly rates.

FAR 8.402 contemplates that GSA may occasionally find it necessary to establish special ordering procedures for individual Federal Supply Schedules or for some Special Item Numbers (SINs) within a Schedule. GSA has established special ordering procedures for services that are priced on Schedules at hourly rates. These special ordering procedures **take precedence over the procedures in FAR 8.404.**

The GSA has determined that the rates for services contained in the contractor's price list applicable to this schedule are fair and reasonable. However, the ordering office using this contract is responsible for considering the level of effort and mix of labor proposed to perform specific task being ordered and for making a determination that the total firm-fixed price or ceiling price is fair and reasonable.

When ordering services, ordering offices shall:

1. Prepare a Request for Quotes:
 - A. A performance-based statement of work that outlines, at a minimum, the work to be performed, location of work, period performance, deliverable schedule, applicable standards, acceptable criteria and any special requirements (i.e., security clearances, travel, special knowledge, etc.) should be prepared.
 - B. A request for quotes should be prepared which includes the performance-based statement of work and requests the contractors to submit either a firm-fixed price or a ceiling price to provide the services outlined in the statement of work. A firm-fixed price order shall be requested, unless the ordering office makes a determination that it is not possible at the time

of placing the order to estimate accurately the extent or duration of work or to anticipate cost with any reasonable degree of confidence. When such a determination is made, a labor hour quote may be requested.

The firm-fixed price shall be based on the hourly rates in the schedule contract and shall consider the mix of labor categories and level of effort required to perform the services described in the statement of work. The firm-fixed price of the order should also include any other incidental costs related to performance of the services ordered. The order may provide for reimbursements of travel costs at the rates provided in the Federal Joint Travel Regulations, or as a fixed-price incidental item. A ceiling price must be established for labor hour orders.

- C. The request for quotes may request that the contractors, if necessary or appropriate, submit a project plan for performing the task and information on the contractor's experience and/or past performance performing similar tasks.
- D. The request for quotes shall notify the contractors what basis will be used for selecting the contractor to receive the order. The notice shall include the best value selection criteria including the intended use of past performance factors.

2. Transmit the Request for Quotes to Contractors
 - A. Based upon an initial evaluation of catalogs and price lists, the ordering office should identify the contractors that appear to offer the best value (considering the scope of services offered, hourly rates and other factors such as contractors' locations, as appropriate).
 - B. The request for quotes should be provided to a minimum of three (3) contractors if the proposed order is estimated to exceed the micro-purchase threshold, but not exceed the maximum order threshold. For proposed orders exceeding the maximum order threshold, the request for quotes should be provided to additional contractors that offer services that will meet the agency's needs. Ordering offices should strive to minimize the contractors' costs associated with responding to requests for quotes for specific orders. Requests should be tailored to the minimum level necessary for adequate evaluation and selection for order placement. Oral presentations should be considered, whenever practical.

3. Evaluate quotes and select the contractor to receive an order.

After responses have been evaluated against the factors identified in the request for quotes, the order should be placed with the schedule contractor that represents the best value and results in the lowest overall cost alternative (considering price, special qualifications, administrative costs, etc.) to meet the Government's needs.

The establishment of Federal Supply Schedule Blanket Purchase Agreements (BPAs) for recurring

services is permitted when the procedures outlined herein are followed. All BPAs for services must define the services that may be ordered under the BPA, along with delivery or performance periods, billing procedures, etc. The potential volume of orders under BPAs, regardless of the size of individual orders, may offer the ordering office the opportunity to secure volume discounts. When establishing BPAs, ordering offices shall: Inform contractors in the request for quotes (based on the agency's requirement) if a single BPA or multiple BPAs will be established and indicate the basis that will be used for selecting the contractors to be awarded the BPAs.

A. Single BPA: Generally, a single BPA should be established when the ordering office can define the tasks to be ordered under the BPA and establish a firm-fixed price or ceiling price for individual tasks or services to be ordered. When this occurs, authorized users may place the order directly under the established BPA when the need for services arises. The schedule contractor that represents the best value and results in the lowest overall cost alternative to meet the agency's needs should be awarded the BPA.

B. Multiple BPAs: When the ordering office determines multiple BPAs are needed to meet its requirements, the ordering office should determine which contractors can meet the technical qualifications before establishing the BPAs. When multiple BPAs are established, the authorized users must follow the procedures in 2.B. above and then place the order with the Schedule contractor that represents the best value and results in the lowest overall cost alternative to meet the agency's needs.

C. Review BPAs periodically. Such reviews shall be conducted at least annually. The purpose of the review is to determine whether the BPA still represents the best value (considering price, special qualifications, etc.) and results in the lowest overall cost alternative to meet the agency's needs.

4. The ordering office should give preference to small business concerns when two or more contractors can provide the service at the same firm-fixed price or ceiling price.

5. When the ordering office's requirement involves both products as well as professional services, the ordering office should total the prices for the products and the firm-fixed price for the services and select the contractor that represents the greatest value in terms of meeting the agency's total needs.

6. The ordering office, at a minimum, should document orders by identifying the contractor the services were purchased from, the services purchased and the amount paid. If other than a firm-fixed price order is placed, such documentation should include the basis for the determination to use a labor hour order. For agency requirements in excess of the micro-purchase threshold, the order file should document the evaluation of the schedule contractor quotes that formed the basis for the selection of the contractor that received the order and the rationale for any trade-offs made in making the selection.

General Guidelines To Keep In Mind

Remember, ordering offices should give preference to small business concerns when two or more contractors can provide the services at the same firm-fixed price or ceiling price. When the ordering office's requirement includes both products and professional services, the ordering office should total the prices for the products and services and select the contractor that represents the best value in terms of meeting the agency's total needs.

Documentation

Customers are to make best value selections. They are not required to develop formal evaluation plans or scoring schemes for task orders. The ordering office, at a minimum, should document orders by identifying the contractor from whom the services were purchased, and the amount paid. If other than a firm-fixed price order is placed, the documentation should include the basis for the determination to use a labor-hour or time-and-materials order. For requirements in excess of the micro-purchase threshold, the order file should document the evaluation of Schedule contractors' proposals that formed the basis for the selection of the contractor that received the order and the rationale for the best value selection. For further guidance, or to attend an on-line class at our MAS Virtual Campus, please visit our Schedules website:

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

Remember, Blanket Purchase Agreements (BPAs) offer an easy to use, flexible purchasing option. Setting up a BPA with a Federal Supply Schedule contractor is a way to fill recurring needs while taking advantage of quantity discounts, saving administrative time and reducing paperwork.

Sample Forms

Best Value Blanket Purchase Agreement Federal Supply Schedule

(Insert Customer Name)

In the spirit of the Federal Acquisition Streamlining Act _____ (Agency) _____ and _____ (Contractor) _____ enter into a cooperative agreement to further reduce the administrative costs of acquiring commercial items and services from the General Service Administration (GSA) Federal Supply Schedule Contract(s) _____.

Federal Supply Schedule contract BPAs eliminate contracting and open market costs such as: searching for sources, the development of technical documents, solicitations and the evaluation of bids and offers. Contractor Team Arrangements are permitted with Federal Supply Schedule contractors in accordance with Federal Acquisition Regulation (FAR) Subpart 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 result is to create a purchasing mechanism for the Government that works better and costs less.

Signatures

Agency Date Contractor Date

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:

Special Item 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 (are) 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, delivery tickets or sales slips containing the following information as a minimum must accompany all deliveries under this BPA:

a Name of contractor

b Contract number

c BPA number

d Special Item Number

e Task/Delivery 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 task/delivery 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. Contractor Team Arrangements are permitted with Federal Supply Schedule contractors in accordance with FAR Subpart 9.6.

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: (253) 931-7544

Customer Name _____

Fax Number/Mailing Address

Contract Award Information Requested For:

Federal Supply Schedule Number: _____

Or

Special Item Number: _____

Or

Item Description: _____



U.S. General Services Administration
Centralized Mailing List Services
WHS 2 South End
501 West Felix Street
Fort Worth, TX 76115

Official Business
Penalty for Private Use \$300

00SC-8712
5-0-00103



Federal Recycling Program Printed on Recycled Paper

FIRST-CLASS MAIL
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GSA
Permit No. G-30



U.S. General
Services
Administration