

Federal Supply Schedule

GSA 711 Office Furniture



Basic Edition

August 31, 1999

FSC Class: 7105

7110

7125

7195



Multiple Award

Variable Contract Periods

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

A NOTE TO OUR CUSTOMERS

Schedule 71-I for office furniture represents a consolidation of 12 schedules for office furniture into one. The consolidation will make it simpler, easier, and less expensive for you, the customer, to buy from GSA. This consolidation allows our vendors to have all their items intended for office use under one contract, with one brochure. Thus, contractors who may have had several contracts for office furniture, will now only have one contract. No longer will you have to look at 12 different schedules to find the office furniture you need. The following schedules have been consolidated into the new Schedule 71, Part I for Office Furniture:

71-X	<i>Conference Room and Multi-purpose Tables</i>
71-I-E	<i>Upholstered Furniture</i>
71-II-C	<i>Filing and Storage Systems</i>
71-II-D	<i>Executive Office and Conference Room Furniture</i>
71-II-E	<i>Systems Furniture</i>
71-III-C	<i>Storage Cabinets for Forms and Flammable Liquids and Card Size Filing Cabinets (Steel) (EXCLUDING SIN 487-1, Flammable Liquids Storage Cabinets, and SIN 487-6)</i>
71-III-H	<i>Multipurpose Seating</i>
71-III-J	<i>High Density Movable Filing Systems</i>
71-III-M	<i>Partitions and Vertical Surface Panels</i>
71-III-N	<i>ADP Furniture</i>
71-III-T	<i>Display and Communication Boards, Wall Stations</i>
71-III-Y	<i>Drafting Chairs Only (SIN 628-1 only)</i>
<i>New Item</i>	
<i>Introductory Schedule -</i>	<i>For Office Items</i>

Special Item Numbers (SIN's) have been renumbered and consolidated to only 28 SIN's. The above schedules have been canceled effective July 1, 1999 (except for the items excluded from the consolidation), and all existing contracts have been moved to the new Schedule 71-I.

To see copies of our schedules, or just let us know how we are doing or what we can do for you, we invite you to visit us on the Internet at

 www.nfc.fss.gsa.gov

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GENERAL INFORMATION

ORDERING INFORMATION

SERVICES

Refer to the Ordering Procedures for Services section covering executive, administrative and/or professional services. Ancillary (product-related) services priced at hourly rates or other types of fixed pricing should be purchased using the ordering guidelines of FAR 8.404.

PRODUCTS

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's electronic ordering system, *GSA Advantage!™* at:

 www.fss.gsa.gov

- or -

Review 3 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 Schedule contract award information on line at:

 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)).

GSA ADVANTAGE!™

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!™

- You must be able to connect to the Internet.
- You must have access to a web browser (i.e., Netscape, Internet Explorer).
- Use your web browser to connect to the GSA Home Page at:

 www.fss.gsa.gov

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

If you need more information or assistance contact the GSA Advantage e-mail address or our voice mail hotline:

 GSA.Advantage@gsa.gov
 (703) 305-7359

If you are not able to connect to the Internet, contact your GSA Customer Service Director for assistance refer to the Customer Service Director listing included in the Points of Contact section of this document.

POINTS OF CONTACT

FOR FURTHER ASSISTANCE

GSA CONTACTS

Customer/Vendor Relations
General Services Administration
Federal Supply Service

📞 703-305-7003
📠 703-305-6032
🌐 www.nfc.fss.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
🌐 cmls.gsa@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

Federal Supply Schedules will no longer include the List of Contractors. This information is now available on the Internet or by other means, if you don't have access to the Internet see Contractor Award Information paragraph in this document for other means to obtain this information.

You can now access Federal Supply Schedule contract award information on-line:

🌐 www.fss.gsa.gov

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

CUSTOMER SERVICE DIRECTOR LISTING

🌐 <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 Center	(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:

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

Pacific, Far East and Honolulu, Hawaii:

📞 (808) 541-1776
📞 DSN 438-4960

GENERAL INFORMATION

CONTRACTOR AWARD INFORMATION

 pub.fss.gsa.gov/sched

For a listing of the very latest contract award information you can click on the above website and then click on "Schedules E-Library".

You can search the E-Library by SIN, Contractor, Contract Number, Schedule Number or by a key word.

When you get to the Schedule you want, you'll see the list of SIN's and the Contractors listed below each SIN.

When the Contractor's Internet address is available, it will be shown and you can use it to link to their website.

The E-mail address, if available, will enable you to E-mail the Contractor for price lists or any other contract information. The Internet address and E-mail address will only be available if those contractors are on **GSA Advantage!™**.

If you don't have access to the Internet, you can get a list of the current contractors by completing the form at the back of this publication and faxing it to:

 (703) 308-4168

or by contacting the FSS Information Center at:

 (703) 305-6477

In the future, a faxback service will be available for obtaining this information.

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

PUBLICIZING CONTRACT ACTIONS

The Federal Supply Schedules have been synopsised 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.

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 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. See the following address for guidance on goal setting and goal submittal via the Internet:

 www.sba.gov/gc/goaling/

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

The catalogs/price lists, **GSA Advantage!™** and the Federal Supply Service Home Page listed above 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 or e-mail 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.

 (703) 603-7743 (ext. 112) or
 (703) 603-7750 (ext. 118)
 info@jwod.gov

GENERAL INFORMATION

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 the following number:

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 INFORMATION PROVIDED IN THIS DOCUMENT, FOR MORE DETAILS.

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:

- 1) offer a new lower price for this requirement
- 2) offer the lowest price available under the contract
- 3) 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 AGREEMENTS (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 for customers is included in this document 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 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 (installation is considered acceptance). The contractor may offer an extended warranty.

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.



GENERAL INFORMATION

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)

Customers should review contractor literature and contact the contractor directly to obtain complete information regarding environmental claims. Please visit our Environmental Website at the address listed below.



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

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 5 years (exclusive of any options) from the DOA.

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. OMB Circular A-94, par. 13 describes the economic analysis that is to be used in determining the economic impact of leasing vs. purchasing. You can access this information on the internet at the below address.



<http://www.whitehouse.gov/WH/EOP/OMB/html/circular-top.html>

- 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.

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:

- 1) **Domestic:** covers delivery to the 48 contiguous states; Washington, DC; Alaska; Hawaii and Puerto Rico.
- 2) **Worldwide:** covers delivery domestically AND overseas
- 3) **Overseas Only:** covers delivery to overseas destinations other than Alaska, Hawaii and Puerto Rico

GENERAL INFORMATION

PURCHASE CARD

Agencies may make payments for oral or written delivery orders by using the Government purchase card.

Payments made using the Government SmartPay purchase card ARE NOT eligible for any negotiated prompt payment discount.

"Government purchase card" means a uniquely numbered GSA SmartPay 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 GSA SmartPay purchase card as a method of 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.

Information about the GSA Fleet, Travel and Purchase Payment System is available within your agency's written internal operating procedures and on the internet at the address listed below.

 <http://pub.fss.gsa.gov/services/gsa-smartpay/>

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 that your purchase represents the "best value" and results in the lowest overall cost alternative (considering price, special features, administrative costs, etc.) (see FAR 8.404). 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.

TECHNICAL REQUIREMENTS

Customers interested in the technical requirements and testing required for items on this schedule may use the following resources:

GSA Standards and Descriptions are available from GSA/FSS National Furniture Center Web Site at

 www.nfc.fss.gsa.gov/specs

Or write to:
GSA/FSS/3FNE
National Furniture Center
1941 Jefferson Davis Highway, Room 403
Arlington, VA 22202

 (703) 305-6774
 (703) 308-3658

PRODUCT LISTING

SUPPLIES AND/OR SERVICES

COMMODITY LISTING INFORMATION

- *Special Item Numbers.*
- *Descriptions.*

* Indicates small business set-aside.

711-1

FURNITURE SYSTEMS AND WORKSTATION CLUSTERS.

A furniture system is a system of furniture components designed to provide a comprehensive office furniture environment through the ability to create a variety of workstation configurations and generally includes interconnecting, structural panels as central integrating elements or may employ rails, beams, frames, uprights, cores, or freestanding based elements. Panels/privacy screens, worksurfaces, overhead storage and shelving, pedestals, filing, task management systems, lighting, electrical, wire management and similar items comprise furniture systems and workstation clusters. Workstation clusters are workstations generally arranged around a central point with a fixed footprint.

Floor to ceiling demountable walls, partial height walls, and spine type walls which accommodate system furniture components are acceptable as part of or in conjunction with a furniture systems line. "Systems" consisting of traditional conventional furniture such as desks, returns, carrels, credenzas, etc., are not acceptable. Furniture systems meet the requirements of purchase description FCNE 87-441C. Workstation clusters meet the requirements of purchase description FCNE 87-442C. Furniture systems demountable walls meet the requirements of purchase description FCNE 87-445C.

This SIN covers the procurement of entire workstations, and is not to be utilized for purchase of individual component items (e.g. panels only or tables only). Individual components may be purchased separately, but only as supplements to or replacement pieces for existing furniture systems installation.

711-2

WORKSURFACES, WORKSTATIONS, COMPUTER FURNITURE, AND ACCESSORIES.

Includes items such as worksurfaces, workstations, workstation modules, moveable workstations, data or task stations, PC workcenters, desks, credenzas, computer tables, printer stands, pedestals, enclosure systems for computer equipment, computer consoles and computer stackers. Includes related accessories such as: L-returns, bridge units, worksurface and table extensions, overhead storage modules and shelves, desk carrels, modesty panels, above the worksurface privacy screens, terminal tilt platforms, turntables, tackboards, vertical CPU holders or stands, keyboard or pencil/center drawers, casters, locks, monitor support units, wrist rests, grommets, wire management, data and electrical components.

Products meet applicable requirements of ANSI/BIFMA X5.5-1998, ANSI/BIFMA X5.2-1997, and ANSI/BIFMA X5.6-1993. Electrical components meet applicable UL standards.

711-3

FILING AND STORAGE CABINETS, SHELVES, MOBILE CARTS, DOLLIES, RACKS, AND ACCESSORIES.

Includes items such as vertical and lateral filing cabinets, multimedia storage cabinets, storage and shelving systems, wardrobes, overfiles, combination storage and wardrobe units, hybrid type storage units, open cabinet shells, open shelves, shelf files, bookcases, map and plan files, racks for hanging files or tape seals, mobile carts and dollies for the transportation of printouts/tapes/cassettes. Desktop filing items are not included. Products meet the applicable requirements of ANSI/BIFMA X5.2-1997 and ANSI/BIFMA X5.3-1997.

PRODUCT LISTING

711-4* BLUEPRINT FILING CABINETS.

Cabinets designed for the filing and storage of blueprints.

711-5*

CARD FILES

Wood or metal file cabinets designed for the filing and storage of cards excluding library cards.

711-6*

FORM FILES

Cabinets designed for the filing, storage, and selection of forms.

711-7

HIGH DENSITY, MOVABLE FILING SYSTEMS AND ACCESSORIES.

Electrical, mechanical, or manual movable shelf or rack filing systems consisting of shelves, racks, end panels, carriages, and tracks to accommodate items such as letter and legal files, books, binders, catalogs, X-rays, EDP tapes, disk packs, printouts, tabulating cards, or cartridges. This also includes filing system accessories. High-density movable filing systems are required to meet the requirements of Purchase Description 3FNE-90-504B.

711-8

EXECUTIVE OFFICE FURNITURE.

All furniture offered under this SIN shall be Grade 1, 2, 3, 4, or NA, Design A, B, or C, as defined in 3FNE 98-572. All pieces (except "generic" items listed below) are to be part of a "line" of executive office furniture that consists of at least a desk, table desk, or workstation and a filing cabinet or credenza. The filing cabinet/credenza offered may be part of the workstation. To be considered as a line the furniture shall be designed and finished to specifically match and provide a unified look. Matching means features such as the top edge shape shall match between pieces. More than one line "design" may be offered.

Desks, table desks, reception stations, and workstations in "L", "U" and other configurations which include units such as desks, desk attachments, bridge units, corner units, kneehole credenzas, and peninsulas. Modular designs and mobile pedestals are acceptable.

Freestanding credenzas, credenzas with attached overhead storage unit/hutch, and file cabinets (lateral or vertical design). Modular designs, corner units and mobile pedestals are acceptable.

Bookcases, overhead storage/hutch units and wardrobes. "Modular" designs which permit longer units to be made up are acceptable. Stacking overhead storage/hutch units shall have a suitable method of attaching to the base cabinet to prevent injury to the user. Method of attachment shall be described and included with the offer.

Computer support furniture such as printer stands and VDT tables. Work tables and console tables. Occasional tables. Occasional tables include pieces such as end, coffee, and lamp tables.

"Generic" design furniture. Bookcases, occasional tables, computer support furniture, and lateral files of a "generic" design may be offered provided they match the finish of the main pieces (desks, credenzas, etc.) being offered under this SIN.

Accessories designed to be used with the above furniture such as wire management grommets, channels and tracks, stationary organizers, stationary inserts, additional drawer partitions, felt center drawer liners, wastebaskets, tackboards, task lights, and shelf dividers are acceptable.

Items offered comply with the requirements defined in purchase description 3FNE 98-572. Testing has been performed and test certifications have been provided as specified therein.

PRODUCT LISTING

711-9

EXECUTIVE CONFERENCE ROOM FURNITURE, COORDINATED TABLES, CASE PIECES, AND ACCESSORIES.

All furniture offered under this SIN is Grade 1, 2, 3, 4, or NA, Design A, B, or C, as defined in 3FNE 98-572. Pieces are not required to match furniture under SIN 711-8 but matches each other by having the same finish and overall design to provide a unified look. They must be commercially marketed in brochures as part of a line of conference room tables and furniture. Conference room furniture includes pieces such as audio visual cabinets, storage credenzas with doors, buffet servers, visual boards, presentation rails, phone stands, side boards, computer cabinets, utility carts, and lecterns. Accessories designed to be used with the above furniture such as wire management grommets, channels and track organizers, additional drawer partitions, felt drawer liners, wastebaskets, tackboards, task lights, and shelf dividers are acceptable.

Items offered comply with the requirements defined in purchase description 3FNE 98-572. Testing has been performed and test certifications have been provided as specified therein.

711-10

EXECUTIVE FURNITURE SINGLE ITEM ACCENT AND SPECIALTY PIECES.

All furniture offered under this SIN is Grade 1, 2, 3, 4, or NA, Design A, B, or C, as defined in 3FNE 98-572. Pieces are not required to match furniture under SIN's 711-8 and 711-9. Pieces in this SIN can be accepted individually. All pieces shall be commercially marketed for office or conference room use. Standup desks, drum tables, rent tables, breakfronts, curio cabinets, etageres, faithful 18th and 19th century reproduction occasional tables, console tables, sofa tables, chests, and low boys are acceptable. Conference tables with carved, molded, or pressed (embossed) accents are acceptable. Other pieces may be accepted at the Contracting Officer's discretion. Accessories designed to be used with the above pieces such as wire management grommets, channels and tracks, organizers, felt drawer liners, wastebaskets, and shelf dividers are acceptable.

711-11

TABLES AND ACCESSORIES.

This SIN includes tables with wood, wood veneer, plastic laminate, or tops of other decorative or functional materials such as stone, glass, and leather. These tops may be on non-folding, folding, or flip-top tables, non-adjustable height and adjustable height tables, and other types of tables designed for executive and general office use, such as conference, training, multi-purpose, and occasional type tables. Technology oriented tables such as those with electrical and data access are included. Tables of any size or shape are acceptable. Table desks are not acceptable. Also included are accessories designed specifically for the tables, such as wheel chair adapters, wire management capabilities, modesty panels, and dollies and trucks for storing and transporting tables. Testing of the tables is required and items comply with all applicable requirements in purchase description 3FNE 98-574. Electrical components meet applicable UL standards.

711-12*

SYSTEM TYPE TABLES AND ACCESSORIES.

System tables are comprised of interchangeable connecting tables of different shapes and sizes to form tables of various shapes generally used in conference room/training room environments. All required attachment hardware must be included with the tables or offered as separately available items. Any top surface and base type is acceptable. Tables with drawers and table desks are not acceptable. Also included are accessories designed specifically for the tables, such as wheel chair adapters, wire management capabilities, modesty panels, and dollies and trucks for storing and transporting tables.

Testing of the tables is required and items comply with all applicable requirements in purchase description 3FNE 98-574. Electrical components meet applicable UL standards.

711-13*

ACOUSTICAL PARTITIONS, DEMOUNTABLE WALLS, AND ACCESSORIES.

Acoustical partitions and demountable walls offered under this SIN comply with 3FNE 98-578. Demountable walls are acoustical panels which extend from the floor to the ceiling and which include a horizontal wiring raceway. Accessories include items such as connectors, raceway covers, doors, door frames, ceiling and base rails, clerestories, and electrical components.

PRODUCT LISTING

711-14*

VERTICAL SURFACE ATTACHMENT PANELS AND ACCESSORIES.

Panels designed for attachment to hard vertical surfaces such as walls and file cabinets to provide acoustical benefits. Vertical surface attachment panels have a maximum flame spread rating of 25 and a maximum smoke development of 450 when tested as specified in ASTM E-84.

711-15

ACOUSTICAL WALL TREATMENTS.

Wall treatments consisting of acoustical material designed for attachment to walls to provide acoustical properties. Acoustical wall treatments have a maximum flame spread rating of 25 and a maximum smoke development of 450 when tested as specified in ASTM E-84. Acoustical wall treatments have a minimum noise reduction coefficient (NRC) of 0.60 when tested as specified in ASTM C-423.

711-16

UPHOLSTERED SEATING.

Includes sofas, loveseats, lounge chairs, sleep sofas, and recliners. Benches and ottomans complementing the matching sofa, loveseat, or chair will be considered. Accessories include replacement cushions and covers. Items have been tested for both flammability and performance in accordance with all applicable requirements in purchase description 3FNE 98-573.

711-17

MULTIPLE SEATING.

Includes individual seating units with or without attached tables combining mutually structural support members, such as a leg, side frame or side panel, or units supported on a common beam/platform or mechanically attached. Beam and platform, common or loaner leg, modular, tandem, continuous, ganged, linked, public, etc., are terms used to designate multiple seating.

Flammability test results in accordance with California Technical Information Bulletin 117 have been submitted for all seating being offered. Test reports for the California Technical Bulletin 117 must be submitted on the standard forms shown in GSA standard 3FNE 98-575. Offerors who desire to be listed as complying with the flammability requirements of the California Technical Information Bulletin 133 must submit test reports certifying compliance with both sections A & B. The General Services Administration will specifically list products that meet that standard under a separate category.

711-18

MULTIPURPOSE SEATING.

Includes seating of the following types: Rotary chairs that utilize a pedestal base with casters. Stationary chairs that utilize a sled base, cantilever, "O" frame, or straight leg style. Ergonomically designed chairs that are rotary, have seat and/or back tilt, a pneumatic seat height adjustment of not less than 75 mm (3 in.), and a five star or more pedestal base equipped with casters. Rotary drafting-type chairs that have a foot ring or attached footrest and a seat height adjustment of not less than 100 mm (4 in.), with or without armrests, with glides or casters. Period style chairs that are reproduction or adaptation chairs utilizing authentic designs from a diversity of cultures (such as English, European, American, and Oriental).

Chairs offered comply with applicable requirements of ANSI/BIFMA X5.1-1993. Chairs that are described as intensive use ergonomic chairs have a pneumatic seat height adjustment range of not less than 100 mm (4 in.) and meet GSA performance test method FNEW 83-269E. Chairs that are described as providing protection against electrostatic discharge meet the requirements of STM-12.1. Test reports have been provided and, if approved, items will be listed as meeting these requirements.

Flammability test results in accordance with California Technical Information Bulletin 117 have been submitted for all seating being offered. Test reports for the California Technical Bulletin 117 must be submitted on the standard forms shown in GSA standard 3FNE 98-575. Offerors who desire to be listed as complying with the flammability requirements of the California Technical Information Bulletin 133 must submit test reports certifying compliance with both sections A & B. The General Services Administration will specifically list products that meet that standard under a separate category.

PRODUCT LISTING

711-19

STACKING CHAIRS AND DOLLIES OR TRUCKS DESIGNED TO SUPPORT STACKING CHAIRS.

When applicable, flammability test results in accordance with California Technical Information Bulletin 117 have been submitted for all seating being offered. Test reports for the California Technical Bulletin 117 must be submitted on the standard forms shown in GSA standard 3FNE 98-575. Offerors who desire to be listed as complying with the flammability requirements of the California Technical Information Bulletin 133 must submit test reports certifying compliance with both sections A & B. The General Services Administration will specifically list products that meet that standard under a separate category.

711-20*

DISPLAY AND COMMUNICATION BOARDS, WALL STATIONS AND ACCESSORIES.

Includes all types of bulletin boards, changeable letter boards, marker boards, control boards, combination boards, presentation systems, sliding multi-boards, communication centers, wall stations, portable boards, and kits. Certain types of boards may be designed for indoor or outdoor use and may be internally illuminated. Wall-mounted boards are complete and ready for mounting with hardware supplied. Items offered must meet applicable UL requirements. Boards are constructed of rigid materials.

711-92*

REMANUFACTURED FURNITURE.

Furniture which has been remanufactured to a "like new" condition. Does not include rehabilitated, restored, or refinished furniture. Remanufactured furniture meets the same standards specified for new furniture.

711-93

RECONFIGURATION AND RELOCATION SERVICES FOR SYSTEMS FURNITURE.

Award of this SIN is limited to only those contractors having a contract for SIN 711-1. For furniture systems, includes the range of services that are necessary to allow users to reconfigure up to a maximum of 200 workstations within the existing on-site project area. Reconfiguration involves the disassembling and reassembling of components and may involve minor or major changes in the existing workstation/furniture layout plan. Agencies must define the scope of services required. This SIN may only be used with the purchase of new products under SIN 711-1.

711-94

DESIGN/LAYOUT SERVICES. (FOR SYSTEMS AND ADP FURNITURE ONLY)

Award of this SIN is limited to only those contractors having a contract for SIN 711-1 and/or 711-2. \$____ per hour. Interior design services include a wide range of services, and are intended to assist users in project or office planning and/or execution. Service may include basic conversion of generic workstation and floor plans to brand-specific stations or comprehensive design services, including development of adjacencies, workstation designs and floor plans. Design/layout services may include use of CAD/CAP systems for development of workstations, component lists for order placement, development of electrical, telephone, and cable management plans, and generation of color and installation plans. Agencies are required to define the scope of services they require, regardless of the dollar value of the project. Based on the scope defined by the agency, vendors will quote a number of design hours at the hourly contract rate. This SIN may not be used to develop generic workstation designs for procurement purposes (generic). Offerors may submit under this SIN only in conjunction with an offer under a SIN for products that require design/layout services.

711-95

INSTALLATION SERVICES.

Award of this SIN is limited to only those contractors having a contract for products under other SIN's in this schedule for which installation is appropriate.

Installation services include product delivery coordination, unpacking, inspection of product for shipping damage, placement, set-up, assembly and leveling of product in accordance with any recommended manufacturer instructions/guidelines to conform to Agency requirements/final design drawings, removal of packing materials, and cleaning of product. Agencies must fully define the scope of required services under installation in order to facilitate realistic price quotations.

PRODUCT LISTING

711-96

LEASED FURNITURE.

711-97

RENTAL FURNITURE.

711-98

INTERNATIONAL PRODUCTS.

This SIN covers items for use only in foreign destinations. (Items that will be sold within the United States are offered under one of the other SIN's, as appropriate.) Items offered under this SIN comply with one of the other SIN descriptions in this schedule, excluding any performance test requirements. Offerors have certified that items offered have been tested and found to comply with minimum safety standards for the countries in which the products are sold.

711-99

INTRODUCTION OF NEW PRODUCTS (INP).

A new or improved product is a product not currently available under any GSA contract that has the potential to provide more economical or efficient means for Federal agencies to accomplish their mission. It may be a product existing in the commercial market not yet introduced to the Federal Government or a product that has been improved. It also may perform a new task or procedure not currently available from products under any GSA contract.

The vendor must be capable of demonstrating that the product has the potential to provide more economical or efficient means for Federal agencies to accomplish their mission; performs a new task or procedure not currently available under any GSA contract.

Items offered under this SIN shall comply with applicable industry safety and performance standards. Offerors have identified standards and certified that products have been tested and found to comply with the standards. GSA may require compliance with standards not identified with the offer if GSA decides it is necessary to ensure the safety of the product.



ORDERING SERVICES

ORDERING PROCEDURES FOR SERVICES (EXECUTIVE, ADMINISTRATIVE AND/OR PROFESSIONAL)

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 Schedule at hourly rates. These special ordering procedures take precedence over the procedures in FAR 8.404.

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 a specific task being ordered and for making a determination that the total firm-fixed price or ceiling price is fair and reasonable.

(a) When ordering services, ordering offices shall—

(1) Prepare a Request for Quotes:

(i) A performance-based statement of work that outlines, at a minimum, the work to be performed, location of work, period of performance, deliverable schedule, applicable standards, acceptance criteria, and any special requirements (i.e., security clearances, travel, special knowledge, etc.) should be prepared.

(ii) 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 the work or to anticipate cost with any reasonable degree of confidence. When such a determination is made, a labor hour or time-and-materials proposal 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 travel costs or other incidental costs related to performance of the services ordered, unless the order provides for reimbursement of travel costs at the rates provided in the Federal Travel or Joint Travel Regulations. A ceiling price must be established for labor-hour and time-and-materials orders.

(iii) The request for quotes may request the contractors, if necessary or appropriate, to submit a project plan for performing the task and information on the contractor's experience and/or past performance performing similar tasks.

(iv) The request for quotes shall notify the contractors what basis will be used for selecting the contractor to receive the order. The notice shall include the basis for determining whether the contractors are technically qualified and provide an explanation regarding the intended use of any experience and/or past performance information in determining technical acceptability of responses.

(2) Transmit the Request for Quotes to Contractors:

(i) 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).

(ii) The request for quotes should be provided to 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 proposal 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, when possible.

ORDERING SERVICES

(3) Evaluate Quotes and Select the Contractor to Receive the 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.

(b) The establishment of Federal Supply Schedule Blanket Purchase Agreements (BPAs) for recurring services is permitted when the procedures outlined herein are followed. All BPAs for services must define the services that may be ordered under the BPA, along with delivery or performance time frames, billing procedures, etc. The potential volume of orders under BPAs, regardless of the size of individual orders, may offer the ordering office the opportunity to secure volume discounts. When establishing BPAs ordering offices shall—

(1) Inform contractors in the request 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.

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

(ii) MULTIPLE BPAs: When the ordering office determines multiple BPAs are needed to meet its requirements, the ordering office should determine which contractors can meet any technical qualifications before establishing the BPAs. When multiple BPAs are established, the authorized users must follow the procedures in (a)(2)(ii) 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.

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

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

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

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

SAMPLE FORMS

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

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**

 (703) 305-6594

 (703) 305-6566

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

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: _____

GENERAL SERVICES ADMINISTRATION
Centralized Mailing List Service (7CPNL)
501 Felix St
PO Box 6477
Ft. Worth, TX 76115

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