



**GENERAL SERVICES ADMINISTRATION FEDERAL SUPPLY  
SERVICE AUTHORIZED FEDERAL SUPPLY SCHEDULE PRICE LIST  
FACILITIES MAINTENANCE AND MANAGEMENT  
STANDARD INDUSTRIAL GROUP 8744; FSC PART 03FAC;  
SERVICE CODE J&S**

**Special Item Number 811 006 & 811 006RC Facilities Maintenance and Management Consulting**



**U.S. INSPECT, LLC  
3650 CONCORDE PARKWAY, SUITE 100  
CHANTILLY, VA 20151-1129  
PHONE: (703) 293-1400  
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**INTERNET ADDRESS: [WWW.USINSPECT.COM](http://WWW.USINSPECT.COM)  
CONTRACT NUMBER: GS-21F-0125W  
BUSINESS SIZE: LARGE BUSINESS  
PERIOD COVERED BY CONTRACT: 15 MARCH 2010 TO 14 MARCH 2015  
PRICELIST CURRENT THROUGH REFRESH 19**

On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order are available through GSA Advantage!™, a menu driven database system. The Internet address for GSA Advantage!™ is <http://gsaadvantage.gov>  
For more information on ordering from Federal Supply Schedules click on the FSS Schedules button at [www.fss.gsa.gov](http://www.fss.gsa.gov)

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## U.S. INSPECT CORPORATE INFORMATION

### CORPORATE STRUCTURE

U.S. Inspect, LLC (a Delaware Limited Liability Company) was formed on July 11, 2002, by U.S. Inspect, Inc. as the Founding Member. In accordance with Operating Agreements (as amended), and as permitted by the Delaware Limited Liability Company Act, the Board of Managers and the Officers of U.S. Inspect, LLC essentially mirror the composition of the Board of Directors and the Officers of U.S. Inspect, Inc. U.S. Inspect, Inc. serves as the Managing Member of U.S. Inspect, LLC, with the operations for both entities directed from corporate headquarters in Chantilly, Virginia. Federal EIN: 27-0031064.

### CORPORATE EXPERIENCE

U.S. Inspect is the nation's leading provider of property inspection services. Operating in three principal business segments – Corporate Relocation Services; Residential Services; Commercial Services – the Company provides customers and clients with nationwide coverage for more than 50 inspection types, including general home, termite, radon, structural, private well and septic systems, pool/hot tub, commercial property, and specialty inspection services.

Approximately 55% of the work conducted by U.S. Inspect involves inspections of residential properties for Corporate Relocation clients (business-to-business); approximately 40% involves inspections of residential properties in the general real estate transaction market (business-to-consumer); approximately 5% involves commercial inspection services (e.g., building inspections of service stations, strip malls, restaurants, rental properties, etc.) for commercial property owners, lending institutions, real estate investment groups, etc. (business-to-business).

U.S. Inspect business in the Corporate Relocation Services segment is derived primarily from large third-party relocation management companies and Fortune 500 companies. U.S. Inspect's business in the Residential Services segment is derived primarily through referrals from real estate professionals.

As a property inspection services firm, U.S. Inspect is primarily engaged in the management, consulting, and performance of Inspection Services for business clients and consumers in the defined real estate-related business segments of Corporate Relocation, Residential, and Commercial. Inspection Services include: General, Destination, Relocation and Condominium Home Inspection Services; Relocation Property Assessments; Wood Destroying Insect/Wood Destroying Organism and Pesticide Inspection Services; Radon Inspection and Testing Services; Radon Mitigation Management Services; Exterior Siding System Inspection and Testing Services, including Composition Board types and Exterior Insulation and Finish Systems (EIFS); Environmental Inspection and Testing Services, including water, lead paint, air (gas leak, carbon monoxide, sick building/mold, biological contaminants, etc.), waste system (septic), asbestos, and Underground Storage Tank; Specialty Inspection and Testing Services, e.g., chimney, electrical, geotechnical, HVAC, plumbing, roof, seawall, etc.; Structural Inspection and Testing Services; Home Safety and Maintenance Inspections; Physical Condition Surveys of commercial buildings (e.g., hotels, restaurants, strip malls, warehouse/flex space, etc.); Environmental Site Assessments; Curbside Assessments; Construction Draw/Site Inspections; Construction Monitoring. The Company provides consulting in connection with repair and maintenance services for residential and commercial real estate properties. The Company is also engaged in the development of training and technical resource materials for business clients, consumers, and newcomers and professionals in the inspection services industry, including educational videos, training programs, white papers and advisory reports, and other communication/informational content materials that are distributed via traditional and electronic mediums. The Company is qualified to perform pesticide applications in several states but no pesticide application services are presently offered to business clients or consumers.

The inspection services offered by U.S. Inspect in both the Corporate Relocation Services and Residential Services business segments revolve around residential properties. The role of U.S. Inspect in managing and performing the inspection or assessment process is to assist business clients and customers in

evaluating the overall quality and general condition of a home and its various systems and components. U.S. Inspect provides corporate and residential clients alike with an impartial evaluation of a home. In addition to providing the technical knowledge and expertise required to add insight into the physical workings of a home, U.S. Inspect brings reassurance and the reduction of risk to its business clients and customers. The Company offers inspection reports that identify items that may need repair or replacement; these reports help to communicate what a particular defect is, and why it is considered a defect. As part of the process, U.S. Inspect takes the time to explain to its business clients and customers that they need to consider the importance of each finding against the reality that there is no such thing as a flawless home.

Corporate Relocation Services clients engage U.S. Inspect to guard against major cost outlays prior to making a guaranteed offer to a corporate transferee and taking that transferee's property into inventory for resale. U.S. Inspect business in the Corporate Relocation Services segment is derived primarily from large third-party relocation management companies and Fortune 500 companies. Thus, professional services performed in this arena are business-to-business. U.S. Inspect has multi-year contracts in place with its largest clients. Contracts are also in place with several smaller corporate relocation management companies and companies that handle employee relocation needs on an "in-house" basis. Many of the 30-plus third-party relocation management companies and corporate customers that hire U.S. Inspect to perform assessment and inspection services do not wish to enter into a written contractual relationship with U.S. Inspect. However, U.S. Inspect observes a comprehensive risk management strategy that features appropriate scope, disclaimer, disclosure and notification language on reports released by U.S. Inspect. Furthermore, U.S. Inspect has a Dispute Resolution Policy with respect to handling client issues in the Corporate Services segment.

For customers in the Residential Services segment, U.S. Inspect helps the homebuyer become more knowledgeable about their impending purchase. For the real estate brokers and agents, U.S. Inspect is often times viewed as a risk management mechanism by minimizing the possibility of liability and disclosure issues after a transaction closes. U.S. Inspect presents customers with an Inspection Services Agreement prior to the performance of inspection services in the Residential Services segment. As part of its comprehensive risk management strategy, U.S. Inspect has developed policies and procedures for handling client callbacks in the Residential Services segment. U.S. Inspect expends time on-site with its customers and via telephone consultation to clarify report data and emphasize the fact that the inspection findings must be considered against the reality that there is no such thing as a flawless building or system.

In the Commercial Services segment, U.S. Inspect provides inspection services for properties such as offices, shopping centers, manufacturing buildings, and multi-unit housing. A primary market for the Commercial Services segment is the commercial lending community, which includes commercial banks, life insurance companies with real estate portfolios and conduit lenders. Commercial Services performed are governed by agreements entered into with the particular business client. The reports issued to clients feature appropriate scope, disclaimer, disclosure and notification language, and generally feature narrative commentary with respect to the findings.

## **CORPORATE HISTORY**

The company known today as U.S. Inspect was established in 1986 as an engineering firm that designed and manufactured continuous monitor radon measurement instruments for commercial testing purposes. By 1989, the company – known then as Radonics - was performing radon-testing services throughout the United States and Canada for third-party relocation management companies and corporate relocation programs. In 1991, the company diversified into a full-service inspection company, offering radon, pest, home, and specialty inspection services for relocation management companies and corporate relocation programs. The U.S. Inspect name emerged in 1996 when the company began offering comprehensive inspection services in the residential real estate market.

**U.S. INSPECT FACILITIES MAINTENANCE AND MANAGEMENT  
SPECIAL ITEM NUMBER (SIN) DESCRIPTIONS**

**811 006 & 811 006RC - FACILITIES MAINTENANCE AND MANAGEMENT CONSULTING**

Facilities consulting services that are in areas of facilities maintenance and management solutions include, but are not limited to:

- Development
- Planning
- Facilitation
- Coordination
- Documentation
- Program planning
- Audits
- Inspections
- Evaluations
- Studies
- Analyses (including cost)
- Scenarios
- Reports
- Policy and regulation development assistance for initiatives

## INFORMATION FOR ORDERING OFFICES

**FSS SIN(s): 811 006 & 811 006RC**

**Contract Number: GS-21F-0125W**

**Contract Period: 15 March 2010 to 14 March 2015**

**Contractor's Name: U.S. Inspect, LLC**

**Contractor's Address: 3650 Concorde Parkway, Suite100**

Chantilly, VA 20151-1129

Phone: (703) 293-1400

Fax: (703) 293-1613

**Business Size: Large Business**

**Data Universal Numbering System (DUNS): 193712775**

**Contractor's Taxpayer Identification Number (TIN): 27-003-1064**

**1a. Special Item Number(s) for this contract:**

SIN	DESCRIPTION
811 006 & 811 006RC	Facilities Maintenance and Management Consulting

**1b. Services and rates can be found on pages 21 of this pricelist**

**1c. Labor Rate Chart can be found on pages 18 of this pricelist**

**2. Maximum Order: \$1,000,000**

**3. Minimum Order: \$100.00**

**4. Geographic Scope of Contract:** The Geographic Scope of This Contract is the 48 contiguous states, the District of Columbia, Alaska, Hawaii and Puerto Rico.

**5. Point of Production:** 3650 Concorde Parkway, Suite100  
Chantilly, VA 20151-1129

**6. Basic Discounts:** All prices listed reflect NET prices for those services

**7. Quantity Discounts:** 2% for task orders of \$500,000 or more

**8. Prompt Payment Terms:** NET 30 Days

**9a. Government Purchase Cards:** Are accepted at or below the micropurchase threshold.

**9b. Government Purchase Cards:** Are accepted above the micropurchase threshold.

**10. Foreign Items:** Not Applicable

**11a. Time of Delivery:** As Negotiated with Ordering Agency

**11b. Expedited Delivery:** As Negotiated with Ordering Agency

**11c. Overnight and 2-Day Delivery:** Not Applicable

**11d. Urgent Requirements:** As Negotiated with Ordering Agency

**12. F.O.B. Point(s):** Destination

**13a. Ordering Address:** U.S. Inspect  
3650 Concorde Parkway, Suite100  
Chantilly, VA 20151-1129  
Attention: Matthew Murphy  
Phone: (703) 293-1416  
Fax: (703) 293-1616

**13b. Ordering Procedures:** For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA's), and a sample BPA can be found at the in the Federal Acquisition Regulation (FAR) 8.405-3, additional BPA information is located at [www.gsa.gov/bpa](http://www.gsa.gov/bpa)

<b>14. Payment Address</b>	<b>Mailing Address:</b>	<b>Direct Deposit:</b>
	U.S. Inspect	United Bank
	3650 Concorde Parkway, Suite100	Account # 000105457
	Chantilly, VA 20151-1129	Routing # 056004445

**15. Warranty Provision:** In accordance with Standard Commercial Warranty

**16. Export Packaging Charges:** Not Applicable

17. **Terms and Conditions of Government Purchase Card Acceptance:** Accepted without any additional discounts
18. **Terms and Conditions of rental, maintenance and repair:** Not Applicable
19. **Terms and Conditions of installation:** Not Applicable
20. **Terms and Conditions of repair parts indicating date of parts price lists and any discounts from list prices:** Not Applicable
- 20a. **Terms and Conditions for any other Services:** Not Applicable
21. **List of service and distribution points:** (See listings in the back of this pricelist)
22. **List of participating dealers:** Not Applicable
23. **Preventative maintenance:** Not Applicable
- 24a. **Special attributes such as environmental attributes:** None
- 24b. **SECTION 508 COMPLIANCE:**  
If applicable in this contract Section 508 compliance information is available on Electronic and Information Technology (EIT) supplies and services at the following: The EIT standards can be found at [www.section508.gov/](http://www.section508.gov/) and at [www.usinspect.com](http://www.usinspect.com)
25. **Data Universal Numbering System (DUNS) Number:** 193712775
26. **U.S. Inspect is registered with the Central Contractor Registration (CCR) Database.**

## ORDERING GUIDE FOR OUR CUSTOMERS

### A SUMMARY OF HOW TO USE GSA SCHEDULES

This GSA Facilities Maintenance and Management Services Schedule can be easily utilized to gain access to contractors for required services. Task Orders may be put in place quickly and efficiently by the Ordering Agency Contracting Officer. This summary reflects the ordering procedures provided in the following section.

- ◆ **Step 1: Identify the Requirement:** The Technical or Project Officer identifies a requirement and prepares a Statement of Work (SOW). This is sent to the contracting office that the agency will use. This contracting office can be within its own agency, an outside agency, or a GSA Regional contracting office.
- ◆ **Step 2a: Placing Small Task Orders of \$3000 or Less:** A Task Order may be placed directly with the GSA Schedule holder chosen to perform the effort, by the Ordering Agency.

OR

- ◆ **Step 2b: Large Task Orders Over \$3000:** The Technical or Project Officer prepares a Request for Quotation (RFQ) for the contracting office. This RFQ can use a simplified format for a contractor to respond to items such as experience, project schedule, cost, staffing, technical and/or logistics support requirements. Often the RFQ is tailored to minimize the effort expended by the contractors. The RFQ should be sent to three approved GSA PES schedule holders offering the required services.
- ◆ **Step 3: Contractors Submit Proposals:** Proposals may include cost, schedule, staffing, logistics concerns and technical requirements requested by the Ordering Agency to provide the requirements of the GSA Special Item Numbers (SIN) being requested under the Schedule. Oral presentations are encouraged by GSA. Resumes are usually only provided upon specific request of the Ordering Agency.
- ◆ **Step 4: Evaluate Proposals and Select a Contractor(s):** The Technical or Project Officer and the Contracting Officer evaluate the responses received and make contractor selection(s) based upon the best value. At times, the Ordering Agency may select multiple contractors or possibly a teaming arrangement of contractors. The Ordering Agency may even select several contractors to provide certain portions of the project using different GSA schedules.
- ◆ **Step 5: Placing a Task Order with the Contractor(s):** Once the Ordering Agency has selected its best value contractor(s), a Task Order may be issued to them immediately.

For more details on ordering services, go to <http://gsa.gov/schedules> view “Ordering from Schedules”. The procedures in (FAR) 8.4 should be utilized.



# ORDERING PROCEDURES FOR SERVICES

## FEDERAL ACQUISITION REGULATION SUBPART 8.4 – FEDERAL SUPPLY SCHEDULES

### 8.401 DEFINITIONS

As used in this subpart— “Ordering activity” means an activity that is authorized to place orders, or establish blanket purchase agreements (BPA), against the General Services Administration’s (GSA) Multiple Award Schedule contracts. A list of eligible ordering activities is available at <http://www.gsa.gov/schedules> (click “For Customers Ordering from Schedules” and then “Eligibility to Use GSA Sources”). “Multiple Award Schedule (MAS)” means contracts awarded by GSA or the Department of Veterans Affairs (VA) for similar or comparable supplies, or services, established with more than one supplier, at varying prices. The primary statutory authorities for the MAS program are Title III of the Federal Property and Administrative Services Act of 1949 ([41 U.S.C. 251](#), *et seq.*) and Title [40 U.S.C. 501](#), Services for Executive Agencies. “Requiring agency” means the agency needing the supplies or services. “Schedules e-Library” means the on-line source for GSA and VA Federal Supply Schedule contract award information. Schedules e-Library may be accessed at <http://www.gsa.gov/elibrary>. “Special Item Number (SIN)” means a group of generically similar (but not identical) supplies or services that are intended to serve the same general purpose or function.

### 8.402 GENERAL

(a) The Federal Supply Schedule program is also known as the GSA Schedules Program or the Multiple Award Schedule Program. The Federal Supply Schedule program is directed and managed by GSA and provides Federal agencies (see [8.002](#)) with a simplified process for obtaining commercial supplies and services at prices associated with volume buying. Indefinite delivery contracts are awarded to provide supplies and services at stated prices for given periods of time. GSA may delegate certain responsibilities to other agencies (*e.g.*, GSA has delegated authority to the VA to procure medical supplies under the VA Federal Supply Schedules program). Orders issued under the VA Federal Supply Schedule program are covered by this subpart. Additionally, the Department of Defense (DoD) manages similar systems of schedule-type contracting for military items; however, DoD systems are not covered by this subpart.

(b) GSA schedule contracts require all schedule contractors to publish an “Authorized Federal Supply Schedule Pricelist” (pricelist). The pricelist contains all supplies and services offered by a schedule contractor. In addition, each pricelist contains the pricing and the terms and conditions pertaining to each Special Item Number that is on schedule. The schedule contractor is required to provide one copy of its pricelist to any ordering activity upon request. Also, a copy of the pricelist may be obtained from the Federal Supply Service by submitting a written e-mail request to [schedules.infocenter@gsa.gov](mailto:schedules.infocenter@gsa.gov) or by telephone at 1-800-488-3111. This subpart, together with the pricelists, contain necessary information for placing delivery or task orders with schedule contractors. In addition, the GSA schedule contracting office issues Federal Supply Schedules publications that contain a general overview of the Federal Supply Schedule (FSS) program and address pertinent topics. Ordering activities may request copies of schedules publications by contacting the Centralized Mailing List Service through the Internet at <http://www.gsa.gov/cmls>, submitting written e-mail requests to [CMLS@gsa.gov](mailto:CMLS@gsa.gov); or by completing GSA Form 457, FSS Publications Mailing List Application, and mailing it to the GSA Centralized Mailing List Service (7SM), P.O. Box 6477, Fort Worth, TX 76115. Copies of GSA Form 457 may also be obtained from the above-referenced points of contact.

(c)(1) GSA offers an on-line shopping service called “GSA Advantage!” through which ordering activities may place orders against Schedules. (Ordering activities may also use GSA Advantage! to place orders through GSA’s Global Supply System, a GSA wholesale supply source, formerly known as “GSA Stock” or the “Customer Supply Center.” FAR [Subpart 8.4](#) is not applicable to orders placed through the GSA Global Supply System.) Ordering activities may access GSA Advantage! through the GSA Federal Supply Service Home Page (<http://www.gsa.gov/fss>) or the GSA Federal Supply Schedule Home Page at <http://www.gsa.gov/schedules>.

(2) GSA Advantage! enables ordering activities to search specific information (*i.e.*, national stock number, part number, common name), review delivery options, place orders directly with Schedule contractors (except see [8.405-6](#)) and pay for orders using the Governmentwide commercial purchase card.

(d) “e-Buy,” GSA’s electronic Request for Quotation (RFQ) system, is a part of a suite of on-line tools which complement GSA Advantage!. E-Buy allows ordering activities to post requirements, obtain quotes, and issue orders electronically. Ordering activities shall post an RFQ to e-Buy when an order contains brand name specifications (see [8.405-6](#)). Ordering activities may access e-Buy at <http://www.ebuy.gsa.gov>. For more information or assistance on either GSA Advantage! or e-Buy, contact GSA at Internet e-mail address [gsa.advantage@gsa.gov](mailto:gsa.advantage@gsa.gov).

- (e) For more information or assistance regarding the Federal Supply Schedule Program, review the following website: <http://www.gsa.gov/schedules>. Additionally, for on-line training courses regarding the Schedules Program, review the following website: <http://fsstraining.gsa.gov>.
- (f) For administrative convenience, an ordering activity contracting officer may add items not on the Federal Supply Schedule (also referred to as open market items) to a Federal Supply Schedule blanket purchase agreement (BPA) or an individual task or delivery order only if—
- (1) All applicable acquisition regulations pertaining to the purchase of the items not on the Federal Supply Schedule have been followed (*e.g.*, publicizing ([Part 5](#)), competition requirements ([Part 6](#)), acquisition of commercial items ([Part 12](#)), contracting methods ([Parts 13, 14, and 15](#)), and small business programs ([Part 19](#)));
  - (2) The ordering activity contracting officer has determined the price for the items not on the Federal Supply Schedule is fair and reasonable;
  - (3) The items are clearly labeled on the order as items not on the Federal Supply Schedule; and
  - (4) All clauses applicable to items not on the Federal Supply Schedule are included in the order.

#### **8.403 APPLICABILITY**

- (a) Procedures in this subpart apply to—
- (1) Individual orders for supplies or services placed against Federal Supply Schedules contracts; and
  - (2) BPAs established against Federal Supply Schedule contracts.
- (b) GSA may establish special ordering procedures for a particular schedule. In this case, that schedule will specify those special ordering procedures. Unless otherwise noted, special ordering procedures established for a Federal Supply Schedule take precedence over the procedures in [8.405](#).
- (c) In accordance with section 1427(b) of Public Law 108-136, for requirements that substantially or to a dominant extent specify performance of architect-engineer services (as defined in [2.101](#)), agencies—
- (1) Shall use the procedures at [Subpart 36.6](#); and
  - (2) Shall not place orders for such requirements under a Federal Supply Schedule.

#### **8.404 USE OF FEDERAL SUPPLY SCHEDULES**

- (a) *General.* [Parts 13](#) (except [13.303-2\(c\)\(3\)](#)), [14](#), [15](#), and [19](#) (except for the requirement at [19.202-1\(e\)\(1\)\(iii\)](#)) do not apply to BPAs or orders placed against Federal Supply Schedules contracts (but see [8.405-5](#)). BPAs and orders placed against a MAS, using the procedures in this subpart, are considered to be issued using full and open competition (see [6.102\(d\)\(3\)](#)). Therefore, when establishing a BPA (as authorized by [13.303-2\(c\)\(3\)](#)), or placing orders under Federal Supply Schedule contracts using the procedures of [8.405](#), ordering activities shall not seek competition outside of the Federal Supply Schedules or synopsise the requirement.
- (b) The contracting officer, when placing an order or establishing a BPA, is responsible for applying the regulatory and statutory requirements applicable to the agency for which the order is placed or the BPA is established. The requiring agency shall provide the information on the applicable regulatory and statutory requirements to the contracting officer responsible for placing the order.
- (c) *Acquisition planning.* Orders placed under a Federal Supply Schedule contract—
- (1) Are not exempt from the development of acquisition plans (see [Subpart 7.1](#)), and an information technology acquisition strategy (see [Part 39](#));
  - (2) Must comply with all FAR requirements for a bundled contract when the order meets the definition of “bundled contract” (see [2.101\(b\)](#)); and
  - (3) Must, whether placed by the requiring agency, or on behalf of the requiring agency, be consistent with the requiring agency’s statutory and regulatory requirements applicable to the acquisition of the supply or service.
- (d) *Pricing.* Supplies offered on the schedule are listed at fixed prices. Services offered on the schedule are priced either at hourly rates, or at a fixed price for performance of a specific task (*e.g.*, installation, maintenance, and repair). GSA has already determined the prices of supplies and fixed-price services, and rates for services offered at hourly rates, under schedule contracts to be fair and reasonable. Therefore, ordering activities are not required to make a separate determination of fair and reasonable pricing, except for a price evaluation as required by [8.405-2\(d\)](#). By placing an order against a schedule contract using the procedures in [8.405](#), the ordering activity has concluded that the order represents the best value (as defined in FAR [2.101](#)) and results in the lowest overall cost alternative (considering price, special features, administrative costs, etc.) to meet the Government’s needs. Although GSA has already negotiated fair and reasonable pricing, ordering activities may seek additional discounts before placing an order (see [8.405-4](#)).

## **8.405 ORDERING PROCEDURES FOR FEDERAL SUPPLY SCHEDULES**

Ordering activities shall use the ordering procedures of this section when placing an order or establishing a BPA for supplies or services. The procedures in this section apply to all schedules.

### **8.405-1 ORDERING PROCEDURES FOR SUPPLIES, AND SERVICES NOT REQUIRING A STATEMENT OF WORK**

(a) Ordering activities shall use the procedures of this subsection when ordering supplies and services that are listed in the schedule contracts at a fixed price for the performance of a specific task, where a statement of work is not required (e.g., installation, maintenance, and repair).

(b) *Orders at or below the micro-purchase threshold.* Ordering activities may place orders at, or below, the micro-purchase threshold with any Federal Supply Schedule contractor that can meet the agency's needs. Although not required to solicit from a specific number of schedule contractors, ordering activities should attempt to distribute orders among contractors.

(c) *Orders exceeding the micro-purchase threshold but not exceeding the maximum order threshold.*

(1) Ordering activities shall place orders with the schedule contractor that can provide the supply or service that represents the best value. Before placing an order, an ordering activity shall consider reasonably available information about the supply or service offered under MAS contracts by surveying at least three schedule contractors through the GSA Advantage! on-line shopping service, or by reviewing the catalogs or pricelists of at least three schedule contractors (see [8.405-5](#)).

(2) When an order contains brand name specifications, the contracting officer shall post the Request for Quote (RFQ) along with the justification or documentation as required by [8.405-6](#).

(3) In addition to price, when determining best value, the ordering activity may consider, among other factors, the following:

(i) Past performance.

(ii) Special features of the supply or service required for effective program performance.

(iii) Trade-in considerations.

(iv) Probable life of the item selected as compared with that of a comparable item.

(v) Warranty considerations.

(vi) Maintenance availability.

(vii) Environmental and energy efficiency considerations.

(viii) Delivery terms.

(d) *Orders exceeding the maximum order threshold.* Each schedule contract has a maximum order threshold established on a SIN-by-SIN basis. Although a price reduction may be sought at any time, this threshold represents the point where, given the dollar value of the potential order, the ordering activity shall seek a price reduction. In addition to following the procedures in paragraph (c) of this section and before placing an order that exceeds the maximum order threshold or establishing a BPA (see [8.405-3](#)), ordering activities shall—

(1) Review (except see (c)(2) of this subsection) the pricelists of additional schedule contractors (the GSA Advantage! on-line shopping service can be used to facilitate this review);

(2) Based upon the initial evaluation, seek price reductions from the schedule contractor(s) considered to offer the best value (see [8.404\(d\)](#)); and

(3) After seeking price reductions (see [8.405-4](#)), place the order with the schedule contractor that provides the best value. If further price reductions are not offered, an order may still be placed.

(e) *Minimum documentation.* The ordering activity shall document—

(1) The schedule contracts considered, noting the contractor from which the supply or service was purchased;

(2) A description of the supply or service purchased; and

(3) The amount paid.

### **8.405-2 ORDERING PROCEDURES FOR SERVICES REQUIRING A STATEMENT OF WORK**

(a) *General.* Ordering activities shall use the procedures in this subsection when ordering services priced at hourly rates as established by the schedule contracts. The applicable services will be identified in the Federal Supply Schedule publications and the contractor's pricelists.

(b) *Statements of Work (SOWs).* All Statements of Work shall include the work to be performed; location of work; period of performance; deliverable schedule; applicable performance standards; and any special requirements (e.g., security clearances, travel, special knowledge). To the maximum extent practicable, agency requirements shall be performance-based statements (see [Subpart 37.6](#)).

(c) *Request for Quotation procedures.* The ordering activity must provide the Request for Quotation (RFQ), which includes the statement of work and evaluation criteria (e.g., experience and past performance), to schedule contractors that offer services that will meet the agency's needs. The RFQ may be posted to GSA's electronic RFQ system, e-Buy (see [8.402\(d\)](#)).

- (1) *Orders at, or below, the micro-purchase threshold.* Ordering activities may place orders at, or below, the micro-purchase threshold with any Federal Supply Schedule contractor that can meet the agency's needs. The ordering activity should attempt to distribute orders among contractors.
- (2) *For orders exceeding the micro-purchase threshold, but not exceeding the maximum order threshold.*
- (i) The ordering activity shall develop a statement of work, in accordance with [8.405-2\(b\)](#).
- (ii) The ordering activity shall provide the RFQ (including the statement of work and evaluation criteria) to at least three schedule contractors that offer services that will meet the agency's needs.
- (iii) The ordering activity should request that contractors submit firm-fixed prices to perform the services identified in the statement of work.
- (3) *For proposed orders exceeding the maximum order threshold or when establishing a BPA.* In addition to meeting the requirements of [8.405-2\(c\)\(2\)](#), the ordering activity shall—
- (i) Provide the RFQ (including the statement of work and evaluation criteria) to additional schedule contractors that offer services that will meet the needs of the ordering activity. When determining the appropriate number of additional schedule contractors, the ordering activity may consider, among other factors, the following:
- (A) The complexity, scope and estimated value of the requirement.
- (B) The market search results.
- (ii) Seek price reductions.
- (4) The ordering activity shall provide the RFQ (including the statement of work and the evaluation criteria) to any schedule contractor who requests a copy of it.
- (d) *Evaluation.* The ordering activity shall evaluate all responses received using the evaluation criteria provided to the schedule contractors. The ordering activity is responsible for considering the level of effort and the mix of labor proposed to perform a specific task being ordered, and for determining that the total price is reasonable. Place the order, or establish the BPA, with the schedule contractor that represents the best value (see [8.404\(d\)](#)). After award, ordering activities should provide timely notification to unsuccessful offerors. If an unsuccessful offeror requests information on an award that was based on factors other than price alone, a brief explanation of the basis for the award decision shall be provided.
- (e) *Minimum documentation.* The ordering activity shall document—
- (1) The schedule contracts considered, noting the contractor from which the service was purchased;
- (2) A description of the service purchased;
- (3) The amount paid;
- (4) The evaluation methodology used in selecting the contractor to receive the order;
- (5) The rationale for any tradeoffs in making the selection;
- (6) The price reasonableness determination required by paragraph (d) of this subsection; and
- (7) The rationale for using other than—
- (i) A firm-fixed price order; or
- (ii) A performance-based order.

### **8.405-3 BLANKET PURCHASE AGREEMENTS (BPAS)**

- (a)(1) *Establishment.* Ordering activities may establish BPAs under any schedule contract to fill repetitive needs for supplies or services. BPAs may be established with one or more schedule contractors. The number of BPAs to be established is within the discretion of the ordering activity establishing the BPAs and should be based on a strategy that is expected to maximize the effectiveness of the BPA(s). In determining how many BPAs to establish, consider—
- (i) The scope and complexity of the requirement(s);
- (ii) The need to periodically compare multiple technical approaches or prices;
- (iii) The administrative costs of BPAs; and
- (iv) The technical qualifications of the schedule contractor(s).
- (2) Establishment of a single BPA, or multiple BPAs, shall be made using the same procedures outlined in [8.405-1](#) or [8.405-2](#). BPAs shall address the frequency of ordering, invoicing, discounts, requirements (*e.g.* estimated quantities, work to be performed), delivery locations, and time.
- (3) When establishing multiple BPAs, the ordering activity shall specify the procedures for placing orders under the BPAs.
- (4) Establishment of a multi-agency BPA against a Federal Supply Schedule contract is permitted if the multi-agency BPA identifies the participating agencies and their estimated requirements at the time the BPA is established.
- (b) Ordering from BPAs—
- (1) *Single BPA.* If the ordering activity establishes one BPA, authorized users may place the order directly under the established BPA when the need for the supply or service arises.
- (2) *Multiple BPAs.* If the ordering activity establishes multiple BPAs, before placing an order exceeding the micro-purchase threshold, the ordering activity shall—

- (i) Forward the requirement, or statement of work and the evaluation criteria, to an appropriate number of BPA holders, as established in the BPA ordering procedures; and
  - (ii) Evaluate the responses received, make a best value determination (see [8.404\(d\)](#)), and place the order with the BPA holder that represents the best value.
- (3) *BPAs for hourly rate services.* If the BPA is for hourly rate services, the ordering activity shall develop a statement of work for requirements covered by the BPA. All orders under the BPA shall specify a price for the performance of the tasks identified in the statement of work.
- (c) *Duration of BPAs.* BPAs generally should not exceed five years in length, but may do so to meet program requirements. Contractors may be awarded BPAs that extend beyond the current term of their GSA Schedule contract, so long as there are option periods in their GSA Schedule contract that, if exercised, will cover the BPA's period of performance.
- (d) *Review of BPAs.*
- (1) The ordering activity that established the BPA shall review it at least once a year to determine whether—
    - (i) The schedule contract, upon which the BPA was established, is still in effect;
    - (ii) The BPA still represents the best value (see [8.404\(d\)](#)); and
    - (iii) Estimated quantities/amounts have been exceeded and additional price reductions can be obtained.
  - (2) The ordering activity shall document the results of its review.

#### **8.405-4 PRICE REDUCTIONS**

In addition to seeking price reductions before placing an order exceeding the maximum order threshold (see [8.405-1\(d\)](#)), or in conjunction with the annual BPA review, there may be other reasons to request a price reduction. For example, ordering activities should seek a price reduction when the supply or service is available elsewhere at a lower price, or when establishing a BPA to fill recurring requirements. The potential volume of orders under BPAs, regardless of the size of individual orders, offers the opportunity to secure greater discounts. Schedule contractors are not required to pass on to all schedule users a price reduction extended only to an individual ordering activity for a specific order.

#### **8.405-5 SMALL BUSINESS**

- (a) Although the mandatory preference programs of [Part 19](#) do not apply, orders placed against schedule contracts may be credited toward the ordering activity's small business goals. For purposes of reporting an order placed with a small business schedule contractor, an ordering agency may only take credit if the awardee meets a size standard that corresponds to the work performed. Ordering activities should rely on the small business representations made by schedule contractors at the contract level.
- (b) Ordering activities may consider socio-economic status when identifying contractor(s) for consideration or competition for award of an order or BPA. At a minimum, ordering activities should consider, if available, at least one small business, veteran-owned small business, service disabled veteran-owned small business, HUBZone small business, women-owned small business, or small disadvantaged business schedule contractor(s). GSA Advantage! and Schedules e-Library at <http://www.gsa.gov/fss> contain information on the small business representations of Schedule contractors.
- (c) For orders exceeding the micro-purchase threshold, ordering activities should give preference to the items of small business concerns when two or more items at the same delivered price will satisfy the requirement.

#### **8.405-6 LIMITED SOURCES JUSTIFICATION AND APPROVAL**

- (a) Orders placed under Federal Supply Schedules are exempt from the requirements in [Part 6](#). However, an ordering activity must justify its action when restricting consideration—
  - (1) Of schedule contractors to fewer than required in [8.405-1](#) or [8.405-2](#); or
  - (2) To an item peculiar to one manufacturer (*e.g.*, a particular brand name, product, or a feature of a product, peculiar to one manufacturer). A brand name item, whether available on one or more schedule contracts, is an item peculiar to one manufacturer. Brand name specifications shall not be used unless the particular brand name, product, or feature is essential to the Government's requirements, and market research indicates other companies' similar products, or products lacking the particular feature, do not meet, or cannot be modified to meet, the agency's needs.
- (b) Circumstances that may justify restriction cited in paragraph (a)(1) of this subsection include—
  - (1) Only one source is capable of responding due to the unique or specialized nature of the work;
  - (2) The new work is a logical follow-on to an original Federal Supply Schedule order provided that the original order was placed in accordance with the applicable Federal Supply Schedule ordering procedures. The original order must not have been previously issued under sole source or limited source procedures;
  - (3) An urgent and compelling need exists, and following the ordering procedures would result in unacceptable delays.

(c) Ordering activities shall procure such requirements only if the need to do so is justified in writing and approved at the levels specified in paragraphs (f) and (h) of this subsection.

(d) Except as provided in paragraph (e) of this subsection, when an order contains brand name specifications, the ordering activity shall post the following information along with the Request for Quotation (RFQ) to e-Buy (<http://www.ebuy.gsa.gov>):

(1) For proposed orders exceeding \$25,000, but not exceeding the simplified acquisition threshold, the documentation required by paragraph (f) of this subsection.

(2) For proposed orders exceeding the simplified acquisition threshold, the justification required by paragraph (g) of this subsection.

(e) The posting requirement of paragraph (d) of this subsection does not apply when—

(1) Disclosure would compromise the national security (*e.g.*, would result in disclosure of classified information) or create other security risks. The fact that access to classified matter may be necessary to submit a proposal or perform the contract does not, in itself, justify use of this exception;

(2) The nature of the file (*e.g.*, size, format) does not make it cost-effective or practicable for contracting officers to provide access through e-Buy; or

(3) The agency's senior procurement executive makes a written determination that access through e-Buy is not in the Government's interest.

(f) *Orders exceeding the micro-purchase threshold, but not exceeding the simplified acquisition threshold as defined in 2.101.* For proposed orders exceeding the micro-purchase threshold, but not exceeding the simplified acquisition threshold, the ordering activity contracting officer shall document the circumstances when restricting consideration.

(g) *Orders exceeding the simplified acquisition threshold.*

(1) For proposed orders exceeding the simplified acquisition threshold, the requiring activity shall assist the ordering activity contracting officer in the preparation of the justification. The justification shall cite that the acquisition is conducted under the authority of the Multiple Award Schedule Program (see [8.401](#)).

(2) As a minimum, each justification shall include the following information:

(i) Identification of the agency and the contracting activity, and specific identification of the document as a "Limited Source Justification."

(ii) Nature and/or description of the action being approved.

(iii) A description of the supplies or services required to meet the agency's needs (including the estimated value).

(iv) Identification of the justification rationale (see [8.405-6\(a\)](#) and (b)) and, if applicable, a demonstration of the proposed contractor's unique qualifications to provide the required supply or service.

(v) A determination by the ordering activity contracting officer that the order represents the best value consistent with [8.404\(d\)](#).

(vi) A description of the market research conducted among schedule holders and the results or a statement of the reason market research was not conducted.

(vii) Any other facts supporting the justification.

(viii) A statement of the actions, if any, the agency may take to remove or overcome any barriers that led to the restricted consideration before any subsequent acquisition for the supplies or services is made.

(ix) The ordering activity contracting officer's certification that the justification is accurate and complete to the best of the contracting officer's knowledge and belief.

(x) Evidence that any supporting data that is the responsibility of technical or requirements personnel (*e.g.*, verifying the Government's minimum needs or requirements or other rationale for limited sources) and which form a basis for the justification have been certified as complete and accurate by the technical or requirements personnel.

(h) *Justification approvals.*

(1) For proposed orders exceeding the simplified acquisition threshold, but not exceeding \$550,000, the ordering activity contracting officer's certification that the justification is accurate and complete to the best of the ordering activity contracting officer's knowledge and belief will serve as approval, unless a higher approval level is established in accordance with agency procedures.

(2) For a proposed order exceeding \$550,000, but not exceeding \$11.5 million, the justification must be approved by the competition advocate of the activity placing the order, or by an official named in paragraph (h)(3) or (h)(4) of this subsection. This authority is not delegable.

(3) For a proposed order exceeding \$11.5 million, but not exceeding \$57 million (or, for DoD, NASA, and the Coast Guard, not exceeding \$78.5 million), the justification must be approved by—

(i) The head of the procuring activity placing the order;

(ii) A designee who—

(A) If a member of the armed forces, is a general or flag officer;

(B) If a civilian, is serving in a position in a grade above GS-15 under the General Schedule (or in a comparable or higher position under another schedule); or

(iii) An official named in paragraph (h)(4) of this subsection.

(4) For a proposed order exceeding \$57 million (or, for DoD, NASA, and the Coast Guard, over \$78.5 million), the justification must be approved by the senior procurement executive of the agency placing the order. This authority is not delegable, except in the case of the Under Secretary of Defense for Acquisition, Technology, and Logistics, acting as the senior procurement executive for the Department of Defense.

#### **8.405-7 PAYMENT**

Agencies may make payments for oral or written orders by any authorized means, including the Governmentwide commercial purchase card.

#### **8.406 ORDERING ACTIVITY RESPONSIBILITIES**

##### **8.406-1 ORDER PLACEMENT**

Ordering activities may place orders orally (except for services requiring a statement of work (SOW) or orders containing brand name specifications that exceed \$25,000) or use [Optional Form 347](#), an agency-prescribed form, or an established electronic communications format to order supplies or services from schedule contracts. The ordering activity shall place an order directly with the contractor in accordance with the terms and conditions of the pricelists (see [8.402\(b\)](#)). Prior to placement of the order, the ordering activity shall ensure that the regulatory and statutory requirements of the requiring agency have been applied. Orders shall include the following information in addition to any information required by the schedule contract:

- (a) Complete shipping and billing addresses.
- (b) Contract number and date.
- (c) Agency order number.
- (d) F.o.b. delivery point; *i.e.*, origin or destination.
- (e) Discount terms.
- (f) Delivery time or period of performance.
- (g) Special item number or national stock number.
- (h) A statement of work for services, when required, or a brief, complete description of each item (when ordering by model number, features and options such as color, finish, and electrical characteristics, if available, must be specified).
- (i) Quantity and any variation in quantity.
- (j) Number of units.
- (k) Unit price.
- (l) Total price of order.
- (m) Points of inspection and acceptance.
- (n) Other pertinent data; *e.g.*, delivery instructions or receiving hours and size-of-truck limitation.
- (o) Marking requirements.
- (p) Level of preservation, packaging, and packing.

##### **8.406-2 INSPECTION AND ACCEPTANCE**

- (a) Supplies.
  - (1) Consignees shall inspect supplies at destination except when—
    - (i) The schedule contract indicates that mandatory source inspection is required by the schedule contracting agency; or
    - (ii) A schedule item is covered by a product description, and the ordering activity determines that the schedule contracting agency's inspection assistance is needed (based on the ordering volume, the complexity of the supplies, or the past performance of the supplier).
  - (2) When the schedule contracting agency performs the inspection, the ordering activity will provide two copies of the order specifying source inspection to the schedule contracting agency. The schedule contracting agency will notify the ordering activity of acceptance or rejection of the supplies.
  - (3) Material inspected at source by the schedule contracting agency, and determined to conform with the product description of the schedule, shall not be reinspected for the same purpose. The consignee shall limit inspection to kind, count, and condition on receipt.
  - (4) Unless otherwise provided in the schedule contract, acceptance is conclusive, except as regards latent defects, fraud, or such gross mistakes as amount to fraud.
- (b) *Services*. The ordering activity has the right to inspect all services in accordance with the contract requirements and as called for by the order. The ordering activity shall perform inspections and tests as specified in the order's quality assurance surveillance plan in a manner that will not unduly delay the work.

### **8.406-3 REMEDIES FOR NONCONFORMANCE**

(a) If a contractor delivers a supply or service, but it does not conform to the order requirements, the ordering activity shall take appropriate action in accordance with the inspection and acceptance clause of the contract, as supplemented by the order.

(b) If the contractor fails to perform an order, or take appropriate corrective action, the ordering activity may terminate the order for cause or modify the order to establish a new delivery date (after obtaining consideration, as appropriate). Ordering activities shall follow the procedures at [8.406-4](#) when terminating an order for cause.

### **8.406-4 TERMINATION FOR CAUSE**

(a)(1) An ordering activity contracting officer may terminate individual orders for cause. Termination for cause shall comply with FAR [12.403](#), and may include charging the contractor with excess costs resulting from repurchase.

(2) The schedule contracting office shall be notified of all instances where an ordering activity contracting officer has terminated for cause an individual order to a Federal Supply Schedule contractor, or if fraud is suspected.

(b) If the contractor asserts that the failure was excusable, the ordering activity contracting officer shall follow the procedures at [8.406-6](#), as appropriate.

(c) If the contractor is charged excess costs, the following apply:

(1) Any repurchase shall be made at as low a price as reasonable, considering the quality required by the Government, delivery requirement, and administrative expenses. Copies of all repurchase orders, except the copy furnished to the contractor or any other commercial concern, shall include the notation:

Repurchase against the account of \_\_\_\_\_ [*insert contractor's name*] under Order \_\_\_\_\_ [*insert number*] under Contract \_\_\_\_\_ [*insert number*].

(2) When excess costs are anticipated, the ordering activity may withhold funds due the contractor as offset security. Ordering activities shall minimize excess costs to be charged against the contractor and collect or set-off any excess costs owed.

(3) If an ordering activity is unable to collect excess repurchase costs, it shall notify the schedule contracting office after final payment to the contractor.

(i) The notice shall include the following information about the terminated order:

(A) Name and address of the contractor.

(B) Schedule, contract, and order number.

(C) National stock or special item number(s), and a brief description of the item(s).

(D) Cost of schedule items involved.

(E) Excess costs to be collected.

(F) Other pertinent data.

(ii) The notice shall also include the following information about the purchase contract:

(A) Name and address of the contractor.

(B) Item repurchase cost.

(C) Repurchase order number and date of payment.

(D) Contract number, if any.

(E) Other pertinent data.

(d) Only the schedule contracting officer may modify the contract to terminate for cause any, or all, supplies or services covered by the schedule contract. If the schedule contracting officer has terminated any supplies or services covered by the schedule contract, no further orders may be placed for those items. Orders placed prior to termination for cause shall be fulfilled by the contractor, unless terminated for the convenience of the Government by the ordering activity contracting officer.

### **8.406-5 TERMINATION FOR THE GOVERNMENT'S CONVENIENCE**

(a) An ordering activity contracting officer may terminate individual orders for the Government's convenience. Terminations for the Government's convenience shall comply with FAR [12.403](#).

(b) Before terminating orders for the Government's convenience, the ordering activity contracting officer shall endeavor to enter into a "no cost" settlement agreement with the contractor.

(c) Only the schedule contracting officer may modify the schedule contract to terminate any, or all, supplies or services covered by the schedule contract for the Government's convenience.



## **8.406-6 DISPUTES**

(a) Disputes pertaining to the performance of orders under a schedule contract.

(1) Under the Disputes clause of the schedule contract, the ordering activity contracting officer may—

(i) Issue final decisions on disputes arising from performance of the order (but see paragraph (b) of this section); or

(ii) Refer the dispute to the schedule contracting officer.

(2) The ordering activity contracting officer shall notify the schedule contracting officer promptly of any final decision.

(b) *Disputes pertaining to the terms and conditions of schedule contracts.* The ordering activity contracting officer shall refer all disputes that relate to the contract terms and conditions to the schedule contracting officer for resolution under the Disputes clause of the contract and notify the schedule contractor of the referral.

(c) *Appeals.* Contractors may appeal final decisions to either the Board of Contract Appeals servicing the agency that issued the final decision or the U.S. Court of Federal Claims.

(d) *Alternative dispute resolution.* The contracting officer should use the alternative dispute resolution (ADR) procedures, to the maximum extent practicable (see [33.204](#) and [33.214](#)).

## U.S. INSPECT LABOR CATEGORY RATES

Overview of U.S. Inspect Special Item Number 811 006 & 811 006RC Facilities Maintenance and Management Services Offering.

SINs	Order #	Labor Category Title	U.S. Inspect Rates 3/15/2012	U.S. Inspect Rates 3/15/2013	U.S. Inspect Rates 3/15/2014
811 006	USIL001	Commercial Building Inspector I	\$125.32	\$130.34	\$135.55
811 006	USIL002	Commercial Building Inspector II	\$150.39	\$156.40	\$162.66

For additional information please contact Matthew Murphy at the U.S. Inspect GSA Technical Assistance Department at [mmurphy@usinspect.com](mailto:mmurphy@usinspect.com) or Phone (703) 293-1416, Fax (703) 293-1616.

See Labor Category Descriptions that Follow.

## U.S. INSPECT LABOR CATEGORY DESCRIPTIONS

Order #	Labor Category Title	Minimum Experience	Minimum Education	Functional Responsibilities
USIL001	<b>Commercial Building Inspector I</b>	7 Years Project Related Experience	B.S. Degree AND 2 or more years experience in commercial construction, engineering, or inspection industries or 7 years or more of relevant experience in commercial construction, engineering, or inspection industries.	<p>Project organization; responsible for engineering, inspection, and construction monitoring site visits, report writing, cost estimating, development of cost and plan reviews, quality assurance, and project close-out</p> <p>Field supervision during project; oversight of and participation in the process and report development; on-Site supervision of subcontractors – coordination, performance and final reports</p> <p>Establish and maintain satisfactory relations with client contacts and contractors</p> <p>Inspect the components of client construction projects to ensure conformance to project drawings, specifications, and quality expectations</p> <p>Review of reports sent in from other field personnel</p> <p>Assistance in training field personnel on these services</p>
USIL002	<b>Commercial Building Inspector II</b>	10 Years Project Related Experience	B.S. Degree in Engineering and/or Construction Management AND 5 or more years experience in commercial construction, engineering, or inspection industries OR 10 years or more of relevant experience in commercial construction, engineering, or inspection industries.	<p>Project organization; responsible for engineering, inspection, and construction monitoring site visits, report writing, cost estimating, development of cost and plan reviews, quality assurance, and project close-out</p> <p>Field supervision during project; oversight of and participation in the process and report development; on-Site supervision of subcontractors – coordination, performance and final reports</p> <p>Establish and maintain satisfactory relations with client contacts and contractors</p> <p>Inspect the components of client construction projects to ensure conformance to project drawings, specifications, and quality expectations</p> <p>Review of reports sent in from other field personnel</p> <p>Assistance in training field personnel on these services</p>

## U.S. INSPECT LABOR CATEGORY SUBSTITUTIONS INFORMATION

U.S. Inspect will provide only people who meet or exceed the minimum qualifications within the labor category descriptions stated herein. U.S. Inspect labor categories provide for substituting experience for minimum education requirements and substituting educational degrees for years of experience. These substitutions are allowed for all U.S. Inspect labor categories unless specified in the description.

### ALLOWABLE SUBSTITUTIONS

The table below presents the allowable substitutions based on the education and experience of the labor categories in the Pricelist. Experience should be professional and job related, however it does not have to be specific to the project to be accomplished. However, if a degree is used in place of experience, the degree should be related to the project or task.

DEGREE	DEGREE AND EXPERIENCE & EDUCATION SUBSTITUTIONS	RELATED CERTIFICATION SUBSTITUTIONS
	In general, where it is not stated, the following experience table may be substituted for not having the required degree, unless otherwise specified in the job description.	
Associate's	2 years relevant experience	Trade/Vocational School or Technical Training or Military Training in relevant field
Bachelor's	Associate's + 4 years relevant experience 6 years relevant experience	Professional or Industry Standard Technical Certification in a relevant field. (e.g. MCSE, CCNP, CNA, CNE)
Master's	Bachelor's + 4 years relevant experience Associate's + 8 years relevant experience 10 years relevant experience	Professional License [e.g. Professional Engineer, Registered Communications Distribution Designer (RCDD), Certified Professional Logistician (CPL)]
Doctorate	Master's + 4 years relevant experience Bachelor's + 8 years relevant experience 14 years relevant experience	

## U.S. INSPECT PRODUCTS AND SERVICES



### U.S. INSPECT COMMERCIAL SERVICES OFFERED UNDER SIN 811 006

Part #	Qty	Unit of Issue	Service	GSA IFF Price	Beg Qty	End Qty	GSA IFF Price	Beg Qty	End Qty	GSA IFF Price	Beg Qty	End Qty	GSA IFF Price	Beg Qty	End Qty	GSA IFF Price	Beg Qty	End Qty	GSA IFF Price
USI001	1	SF	Building Inspection - Office Building (per SQFT)	\$0.21	25,000	49,999	\$0.077	50,000	99,999	\$0.062	100,000	249,999	\$0.053	250,000	399,999	\$0.048	400,000	999,999	\$0.043
USI002	1	SF	Building Inspection - Flex Office Building (per SQFT)	\$0.18	25,000	49,999	\$0.067	50,000	99,999	\$0.053	100,000	249,999	\$0.048	250,000	399,999	\$0.043	400,000	999,999	\$0.038
USI003	1	SF	Building Inspection - Warehouse (per SQFT)	\$0.11	25,000	49,999	\$0.048	50,000	99,999	\$0.038	100,000	249,999	\$0.019	250,000	399,999	\$0.019	400,000	999,999	\$0.019
USI004	1	SF	Building Inspection - Industrial Building (per SQFT)	\$0.14	25,000	49,999	\$0.067	50,000	99,999	\$0.053	100,000	249,999	\$0.048	250,000	399,999	\$0.043	400,000	999,999	\$0.038
USI005	1	SF	Building Inspection - Retail Strip Mall (per SQFT)	\$0.17	25,000	49,999	\$0.067	50,000	99,999	\$0.053	100,000	249,999	\$0.048	250,000	399,999	\$0.043	400,000	999,999	\$0.038
USI006	1	SF	Building Inspection - Garden Style Apartments (per SQFT)	\$0.18	25,000	49,999	\$0.062	50,000	99,999	\$0.048	100,000	249,999	\$0.038	250,000	399,999	\$0.029	400,000	999,999	\$0.029
USI007	1	SF	Building Inspection - High Rise Apartments - (per SQFT)	\$0.20	25,000	49,999	\$0.094	50,000	99,999	\$0.086	100,000	249,999	\$0.081	250,000	399,999	\$0.072	400,000	999,999	\$0.053
USI008	1	SF	Environmental Site Assessment - Phase 1	\$1,531.49															
USI009	1	HR	Structural Inspection	\$143.58															

Part #	Qty	Unit of Issue	Service	GSA IFF Price	Beg Qty	End Qty	GSA IFF Price	Beg Qty	End Qty	GSA IFF Price	Beg Qty	End Qty	GSA IFF Price	Beg Qty	End Qty	GSA IFF Price	Beg Qty	End Qty	GSA IFF Price
USI013	1	EA	Construction Monitoring (per visit)	\$574.31	25,000	49,999	\$622.17	50,000	99,999	\$717.88	100,000	249,999	\$765.74	250,000	399,999	\$813.60	400,000	999,999	\$861.46
USI014	1	EA	Draw Inspection (per visit)	\$335.01	25,000	49,999	\$382.87	50,000	99,999	\$430.73	100,000	249,999	\$478.59	250,000	399,999	\$478.59	400,000	999,999	\$478.59
USI015	1	SF	Construction Plan Review	\$1,722.92	25,000	49,999	\$1,914.36	50,000	99,999	\$2,105.79	100,000	249,999	\$2,392.95	250,000	399,999	\$2,680.10	400,000	999,999	\$3,062.97
USI016	1	SF	Radon Inspection / Analysis (per SQFT)	\$0.28	25,000	49,999	\$0.249	50,000	99,999	\$0.134	100,000	249,999	\$0.019	250,000	399,999	\$0.019	400,000	999,999	\$0.019
USI017	1	EA	Termite Inspection (per building)	\$119.65															

**U.S. INSPECT RESIDENTIAL SERVICES OFFERED UNDER SIN 811 006**

SIN #	Part #	Qty	Unit of Issue	Service	GSA IFF Price
811 006	USI018	1	EA	Home Inspection / Property Assessment	\$307.25
811 006	USI019	1	EA	Partial Home Inspection / Property Assessment	\$227.81
811 006	USI020	1	EA	Home Reinspection	\$227.81
811 006	USI021	1	EA	Major Component Inspection	\$307.25
811 006	USI022	1	EA	Termite Inspection	\$157.93
811 006	USI023	1	EA	Roof Inspection	\$446.14
811 006	USI024	1	EA	Chimney Inspection	\$396.88
811 006	USI025	1	EA	EIFS/Stucco Moisture Testing	\$1,168.24
811 006	USI026	1	EA	Electrical Inspection	\$387.08
811 006	USI027	1	EA	Hot Tub Inspection	\$299.02
811 006	USI028	1	EA	HVAC Inspection	\$364.38
811 006	USI029	1	EA	Plumbing Inspection	\$352.45
811 006	USI030	1	EA	Pool Inspection	\$341.17
811 006	USI031	1	EA	Well Inspection	\$450.31
811 006	USI032	1	EA	Pre-Concealment Inspection	\$282.37
811 006	USI033	1	EA	Composition Board Siding Evaluation	\$463.98
811 006	USI034	1	EA	Siding Identification Inspection	\$232.39
811 006	USI035	1	EA	Structural Inspection (Professional Engineer)	\$689.86
811 006	USI036	1	EA	Partial Structural Inspection	\$607.24
<b>Supplementals</b>					
<b>(Done in Conjunction with a Home Inspection, Property Assessment or Major Component Inspection)</b>					
811 006	USI037	1	EA	Well Flow/Well Potability Inspection (Done in Conjunction with a Home Inspection, Property Assessment or Major Component Inspection)	\$175.16

SIN #	Part #	Qty	Unit of Issue	Service	GSA IFF Price
811 006	USI038	1	EA	<b>Pool Inspection</b> (Done in Conjunction with a Home Inspection, Property Assessment or Major Component Inspection)	\$104.33
811 006	USI039	1	EA	<b>Hot Tub Inspection</b> (Done in Conjunction with a Home Inspection, Property Assessment or Major Component Inspection)	\$104.33
811 006	USI040	1	EA	<b>Septic Dye Inspection</b> (Done in Conjunction with a Home Inspection, Property Assessment or Major Component Inspection)	\$104.33
811 006	USI041	1	EA	<b>Sprinkler Inspection</b> (Done in Conjunction with a Home Inspection, Property Assessment or Major Component Inspection)	\$104.33
<b>Environmental</b>					
811 006	USI042	1	EA	<b>Asbestos (Bulk Sampling) Inspection</b>	\$873.55
811 006	USI043	1	EA	<b>Asbestos TEM Air Testing</b>	\$677.68
811 006	USI044	1	EA	<b>Underground Storage Tank Inspection (Soil Testing)</b>	\$1,206.31
811 006	USI045	1	EA	<b>Underground Storage Tank Inspection(Tank Tightness)</b>	\$945.35
811 006	USI046	1	EA	<b>New Jersey Water Scan Inspection</b>	\$966.80
811 006	USI047	1	EA	<b>Radon Inspection: Continuous Monitor Test</b>	\$263.22
811 006	USI048	1	EA	<b>Radon RTP Plan (Radon Warranty)</b>	\$263.22
811 006	USI049	1	EA	<b>Radon in water test</b>	\$263.22
811 006	USI050	1	EA	<b>Energy Audit Inspection</b>	\$263.22
811 006	USI051	1	EA	<b>Septicheck Inspection(Septic Evaluation)</b>	\$641.25
811 006	USI052	1	EA	<b>Septic Title 5 Inspection(Massachusetts)</b>	\$788.60
811 006	USI053	1	EA	<b>Septic Inspection (Alaska)</b>	\$1,717.37
811 006	USI054	1	EA	<b>Other Regulated Septic Inspection (State, county, or locally regulated)</b>	\$808.72
811 006	USI055	1	EA	<b>JCP Environmental Report</b>	\$264.18
811 006	USI056	1	EA	<b>Lead Paint Inspection</b>	\$786.80
811 006	USI057	1	EA	<b>Mold Screening</b>	\$1,566.42
811 006	USI058	1	EA	<b>Mold Clearance Test</b>	\$1,470.58
811 006	USI059	1	EA	<b>Geotechnical Inspection</b>	\$1,359.19

FOR A COMPLETE LISTING OF OUR PRODUCTS AND SERVICES CONTACT US AT PHONE: (703) 496-4514; FAX: (202) 496-4514 OR VISIT OUR WEBSITE:

[WWW.USINSPECT.COM](http://WWW.USINSPECT.COM)



**USA COMMITMENT TO PROMOTE SMALL BUSINESS  
PARTICIPATION PROCUREMENT PROGRAMS PREAMBLE**

U.S. Inspect provides commercial products and services to the Federal Government. We are committed to promoting participation of small, small disadvantaged and women-owned small businesses in our contracts. We pledge to provide opportunities to the small business community through reselling opportunities, mentor-protégé programs, joint ventures, teaming arrangements, and subcontracting.

**COMMITMENT**

To actively seek and partner with small businesses.

To identify, qualify, mentor and develop small, small disadvantaged and women-owned small businesses by purchasing from these businesses whenever practical.

To develop and promote company policy initiatives that demonstrate our support for awarding contracts and subcontracts to small business concerns.

To undertake significant efforts to determine the potential of small, small disadvantaged and women-owned small business to supply products and services to our company.

To insure procurement opportunities are designed to permit the maximum possible participation of small, small disadvantaged, and women-owned small businesses.

To attend business opportunity workshops, minority business enterprise seminars, trade fairs, procurement conferences, etc., to identify and increase small businesses with whom to partner.

To publicize in our marketing publications our interest in meeting small businesses that may be interested in subcontracting opportunities.

We signify our commitment to work in partnership with small, small disadvantaged and women-owned small businesses to promote and increase their participation in ordering activity contracts. To accelerate potential opportunities please contact Edward How at the U.S. Inspect GSA Contracts department at Phone: (703) 293-1400; Fax: (703) 293-1613; Email: [ehow@usinspect.com](mailto:ehow@usinspect.com)



**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 from the General Services Administration (GSA) Federal Supply Schedule Contract(s) \_\_\_\_\_.

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

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

## **BASIC GUIDELINES FOR USING “CONTRACTOR TEAM ARRANGEMENT”**

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 individually submit a Schedules “Team Solution” to meet the customer’s requirement.
- Customers make a best value selection.

## SALES AND SERVICE POINTS

### U.S. INSPECT

**Corporate Headquarters:**  
**3650 Concorde Parkway, Suite 100**  
**Chantilly, VA 20151-1129**

**Voice** (703) 293-1400  
**Fax** (703) 293-1613