

CHAPTER 6

Ordering from Federal Supply Schedules

This Chapter Presents:

- @ A description of the Federal Supply Schedule Program (Section 6A)
- @ A detailed discussion of policy and procedures for the use of both mandatory and nonmandatory schedules (Section 6B)
- @ Detailed guidance for locating items and placing orders (Section 6C)
- @ Block-by-block instructions for the preparation of the AD-838 as a Delivery Order (Section 6D)

Cross-References:

- @ Section 8B discusses establishment of BPAs with Federal Supply Schedule Contractors.
- @ Section 13E discusses the administration of orders placed against FSS Schedule Contracts.

SECTION 6A

THE FEDERAL SUPPLY SCHEDULE PROGRAM

INTRODUCTION

The Federal Supply Schedule Program, directed and managed by the General Services Administration (GSA), provides ARS with a simplified process for obtaining commonly used supplies and services at prices associated with volume buying. Indefinite delivery contracts (including requirements contracts) are established with commercial firms to provide supplies and services at stated prices for given periods of time. The schedule contracting office issues publications, titled Federal Supply Schedules, containing the information necessary for placing delivery orders with the contractors. Ordering offices issue delivery orders directly to the schedule contractors for the required supplies or services (Similar systems of schedule-type contracting are used for Information Technology (IT) resources. These systems are not included in the discussion of Federal Supply Schedule Program provided here (See Chapter 12). Each contractor agrees to provide products or supplies for a given period at a stated price.

The items available are published by GSA in Federal Supply Schedules. The schedules may show minimum and maximum ordering amounts and set delivery schedules. Every schedule includes contractual terms governing specifications, quality control, delivery, inspection, and acceptance.

Federal Supply Schedules are a means of obtaining a wide variety of commodities and services. There are too many items to list, but a few can be presented here as a representative sample: boats and motors, all-terrain vehicles, chain saws, fire-fighting equipment, laboratory instruments, measuring tools, communications equipment, photographic equipment, chemical products, office furniture, calculators, special-purpose clothing, and office machine repair service. See FAR Subpart 8.4, Federal Supply Schedules."

TYPES OF SCHEDULES

There are two major types of schedules. The simplest is the *single-award* schedule. Only one contractor is listed for each item on this type of schedule. The *multiple-award* schedules, which list several contractors per product, require more care in their use, for the buyer must select the contractor whose item represents the best deal. Another type, the New Item Introductory Schedule (NIIS), allows new products to enter the system on a trial basis. If sufficient demand is shown, the item is transferred to a single-award or multiple-award schedule. Other schedules for maintenance and repair and other services are also available.

SINGLE-AWARD SCHEDULES

Single-award schedules cover contracts made with one supplier per line item at a stated price for delivery to a geographic area as defined in the schedule. Most schedules contain all information necessary for placing orders. Some schedules specify that contractor catalogs must be used for additional ordering information to aid in the selection of fabrics, colors, and similar variables.

MULTIPLE-AWARD SCHEDULES

Multiple-award schedules cover contracts made with more than one supplier for comparable supplies and services. Contracts are awarded to suppliers of the same generic types of items at varying prices for delivery within the same geographic area. Contractor catalogs and price lists must be used with the schedules to prepare delivery orders. The catalogs and price lists contain information such as item descriptions, prices and discounts, order limitations, and delivery.

NEW ITEM INTRODUCTORY SCHEDULE

The NIIS provides the means to introduce new or improved products into the Federal Supply System. The schedule lists brand names of products available from various suppliers. With the exception of GSA, the only mandatory user of this schedule, Federal agencies and agencies authorized by law or agreement may use the NIIS on an optional basis. Ordering offices must use contractor catalogs and price lists with the schedule to prepare delivery orders.

MAINTENANCE AND REPAIR SCHEDULES

These schedules are competitively awarded contracts for maintaining, repairing, or rehabilitating in-use personal property in certain regions. GSA regional offices prepare schedules for each service for which contracts are established. These schedules contain a listing of available contractors, prices, ordering procedures, terms and conditions, specifications, and other pertinent details.

OTHER GOVERNMENTWIDE SERVICE CONTRACTS

GSA makes a number of other contracts available for governmentwide use. Among the services available are Factual Data Reports (Consumer and Commercial Credit Reports) Service, Professional Film Processing and Videotape Services, and Total Quality Management Implementation Services. To obtain information about other services which are available, see GSA's *Customer Assistance Guide*.

SOURCES OF FEDERAL SUPPLY SCHEDULE INFORMATION

GSA Advantage

GSA Advantage is an online shopping service that enables ordering offices to search product information, review delivery options, place orders directly with contractors or either ask GSA to do so on behalf of an agency, and pay contractors for purchases using the commercial purchase card.

The use of GSA Advantage to make purchases from the FSS is encouraged. GSA Advantage can be accessed from the Internet by entering (www.gsa.gov or www.arnet.gov).

Federal Supply Schedule Information Center

The Federal Supply Schedule Information Center maintains a library of Federal Supply Schedules and authorized contractor catalog pricelists. The Center also provides telephone and walk-in assistance. Telephone assistance may be obtained at (703) 305-6477. Walk-in assistance is available at 1941 Jefferson Davis Highway (Crystal Mall Building 4), room 602, Arlington, VA. Written inquiries should be addressed to the Federal Supply Schedule Information Center (FSSIC), General Services Administration, Washington, DC 20406.

COMPOSITION OF SCHEDULES

FSS's normally contain the elements shown below, usually in the same sequence. (See sample Multiple-Award Schedule at Exhibit 6A(i) and excerpts from a Single Award Schedule at Exhibit 6A(ii).

1. Cover Page

This contains the schedule name, the Federal Supply Classification (FCS) or Industrial

Group Classification (IGC), types of items, contract period, issue date, and mailing code.

2. Table of Contents (optional)

The table of contents identifies the major sections of the schedule and their location.

3. General Instructions

These instructions contain information which is helpful to ordering activities, including geographic coverage, mandatory users, and references to forms which are part of the contract provisions.

4. Special Provisions

Contract terms and conditions unique to a schedule are listed under this heading.

5. Ordering Instructions

These instructions identify sources for GSA assistance and contain certain contract provisions as well as other information necessary and helpful to ordering activities.

6. List of Supplies and Services

This section contains the supplies or services available. They are listed by Index Numbers in numeric order and identified by Special Item Numbers (SINs) or National Stock Numbers (NSNs), with corresponding noun names and descriptions. In Multiple-Award Schedules brand names (on left) with corresponding contractors (on right) are listed under the item description.

7. Prices

Multiple-Award Schedules. These schedules do not contain prices. A catalog/pricelist, issued by the contractor, with the approval of the GSA CO, contains the contractor's items with appropriate SINs prices, and descriptive information. Contractor catalog/pricelists must be used with the schedule to prepare orders.

Single-Award Schedules. The section titled "Pricelist" contains the prices, identified by the Index Numbers, of the supplies or services available, and also identifies the contractor(s). The Index Numbers in the "Pricelist" correspond to the Index Numbers of the item descriptions in the "List of Supplies and Services."

8. List of Contractors

This list provides contractor identification data.

9. Other Elements

Other elements are contained in FSS's when appropriate:

Cross-Reference Index identifies other schedules which contain similar items.

Alphabetical and Numerical Indexes provide alphabetical (noun name) and numerical (SIN or NSN) identification of the items appearing in the schedule, with cross-reference to Index Numbers in the "List of Supplies and Services."

Illustrations may accompany, or be included in, schedules to supplement item descriptions in the "List of Supplies and Services."

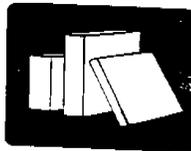
Matrices. The Federal Supply Service has developed product matrices for inclusion in selected schedules. Matrices help ordering activities compare like or similar items in less time and with more efficiency in order to select the lowest cost item that meets their requirements. Decisions and determination of the selling price must be based on contractor pricelists. Each product matrix provides a graphic display of the salient characteristics of each model.

Agencies can quickly screen the matrix for those models which meet their requirements and thus reduce the time spent in reviewing contractor catalogs/pricelists. Because the development and maintenance of matrices requires significant resources, they are presently being developed for large volume schedules covering commodities most readily suited to the technique.

Exhibit 6A(i)
Sample Multiple Award Schedule
Exhibit 6A(i)

Federal Supply Schedule
General Services Administration

Cumulative Edition
December 15, 1993



Publications
Dictionaries, Encyclopedias, Reference
and Instructional Books and Pamphlets
Technical Books, Medical Books,
Almanacs, Geography Books and Maps
and Atlases

FSC Group	76
Part	I
FSC Classes	7610, 7640

Multiple Award

For the period
February 1, 1992,
through
January 31, 1997

This document replaces
the Cumulative Edition
issued May 17, 1993
and the Notices issued
June 8, 1993; July 19, 1993;
and August 27, 1993.

Federal Recycling Program  Printed on Recycled Paper

Sample Multiple Award Schedule (Continued)

**HOW TO USE
THIS SCHEDULE**

The brand names of items that have been awarded under this schedule are listed by Special Item Number (SIN) in the "Supplies and/or Services" section. When the item to be procured is found in this list, locate the contractor for a particular brand name in the "Contractors" section at the back of this schedule. This section contains the contractor's address, to which orders are to be mailed, telephone number, contract number and contract effective date. Consult the contractor's catalog/price list for more detailed ordering information.

This Cumulative Edition has been issued to revise and update the May 17, 1993 Cumulative Edition.

The following resources offer general information and provide practical instructions for using this and other Federal Supply Schedules:

- (a) Federal Supply Schedule Program Guide
- (b) Federal Property Management Regulation 101-26.4 (Purchase of Items from Federal Supply Schedule Contracts)
- (c) Federal Acquisition Regulation 8.4 (Ordering from Federal Supply Schedules)
- (d) GSA Customer Service Directors

**HOW TO GET
ASSISTANCE**

GSA CONTACTS

Contracting Officer

General Services Administration
Contracting Officer (FSC 76 I)
Office Supplies and Packaging
Procurement Div (2FYS)
26 Federal Plaza
New York, NY 10278
COM/FTS: (212) 264-8733

For Copies of Schedules

Ordering activities requesting copies of schedules should contact:

General Services Administration
Centralized Mailing List Service (7CAFL)
4900 Hemphill St
PO Box 6477
Ft Worth, TX 76115
(817) 334-5215

All others, including vendors, requesting copies of schedules must contact the FSS Schedule Information Center listed below.

For General Schedule Information

General Services Administration
FSS Schedule Information Center (FCOS)
Washington, DC 20406
COM/FTS: (703) 305-6477
DSN: 327-1022

Exhibit 6A(i)
Sample Multiple Award Schedule
(Continued)

**SIGNIFICANT
CHANGES**

CONTRACTOR PUBLICATIONS

Refer to the contractor's catalog/price list to determine:

Point of production
Ordering address
Payment address
Models and/or services offered
Foreign items
Prices
Discounts
Prompt payment terms
Maximum order limitations
Minimum order quantity
Credit card acceptance
Delivery area
Delivery time
Delivery point
Warranty
Export packing charges

If catalogs and/or price lists have not been received, or if additional copies are required, ordering offices should communicate directly with the contractor to receive this material. Refer to the "Contractors" section at the back of this schedule for the contractor's telephone number.

TELEPHONE NUMBER CHANGE

Chilton Professional Automotive Inc's telephone number has been changed to (800) 695-1214.

CANCELED CONTRACT

The following contract has been canceled in its entirety effective 11 Jul 1993:

National Standards Association
1200 Quince Orchard Blvd.
Gaithersburg, MD 20878

s/b GS-02F-6108A 22 May 92

The following contract has been canceled in its entirety effective 28 Aug 1993:

o/b GS-02F-6040 7 Feb 92

ADDITIONAL CONTRACTS

Datapro Information Services Group

Exhibit 6A(i)
Sample Multiple Award Schedule (Continued)

**GENERAL
INFORMATION**

INCORPORATION OF FORMS

Federal Supply Schedules incorporate the following form(s) containing provisions and/or contract clauses by reference, with the same force and effect as if they were included in full text. Upon request, the contracting officer will make the forms available. Questions concerning the forms should be directed to the contracting officer.

GSA Form 2891, Federal Supply Schedule Clauses
GSA Form 3507, GSA Supply Contract Clauses

PUBLICIZING CONTRACT ACTIONS

The solicitation and resulting contracts of this Federal Supply Schedule have been synopsisized in the Commerce Business Daily and satisfy the requirements of the Competition in Contracting Act (Pub L 98 369) and FAR Part 5, Publicizing Contract Actions.

ORDERING INFORMATION

Placement of Orders

Ordering activities should place orders directly with the contractor. Delivery orders should include the description and model number contained in the contractor's catalog/price list. Delivery orders should also reference delivery and invoicing instructions and any other special instructions within the terms of the schedule contract.

Small Requirements

To meet small supply requirements, the government may opt not to place orders below \$300 with the schedule contractor. The contractor is obligated, however, to accept any order between the minimum and maximum order limitations. Refer to the contractor's catalog/price list for the minimum and maximum order quantities.

Award Pending

For acquisition of items appearing in this schedule as "Award Pending," ordering activities should contact the GSA contracting officer for instructions.

**SUPPLIES AND/OR
SERVICES**

Commodity Listing Information

- *Special Item Numbers.*
- *Descriptions.*
- *Awarded contractors.*

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

New contractors are listed in *italic*.

CLASS 7610

462-1

Almanacs

Facts on File Inc
Uniformed Services Almanac

462-3

Books and Pamphlets, Instruction

Dahlstrom & Co Inc
Encyclopedia Britannica
Facts on File Inc
Hazelden
McGraw-Hill/Glencoe MacMillan
O'Reilly & Associates Inc
Phoenix Learning Resources Inc
Prentice Hall
Securitec Corp

Exhibit 6A(i)
Sample Multiple Award Schedule
(Continued)

462-4

Books and Pamphlets, Reference

ADAPT Publishing Co Inc
 Ambassador Book Service
 Blackwell North America Inc.
 Brassey's (US) Inc
 Datapro Information Services Group
 EBS Book Service
 Facts on File Inc
 Gale Research
 Grolier Educational Corp
 Hazelden
 Higher Education Publication Inc
 Information Plus
 Jane's Information Group
 Key Communications Group Inc
 Krames Communications
 Macmillan Library Sales of Macmillan Publishing Co
 Management Information Group
 Marshall Cavendish Corp
 McGraw-Hill/Glencoe MacMillan
 Merriam-Webster Inc
 O'Reilly & Associates Inc
 Oryx Press
 Oxford University Press
 Political Research Inc
 Prentice Hall
 Rittenhouse Book Distributors
 Salem Press
 Sirs Inc
 Sweets Group/McGraw
 Useable Portable Publications
 Van Norstrand Reinhold
 World Book Inc

462-5

Books, Technical

Ambassador Book Service
 American Overseas Book Co Inc
 Blackwell North America Inc
 Brassey's (US) Inc
 Chilton Professional Automotive Inc
 EBS Book Service
 Facts on File Inc
 Management Information Group
 McGraw-Hill/Glencoe MacMillan
 O'Reilly & Associates Inc
 Prentice Hall
 Rittenhouse Book Distributors
 Van Norstrand Reinhold
 Ziff Davis Press

462-7

Dictionaries

Facts on File Inc
 McGraw-Hill/Glencoe MacMillan
 Rittenhouse Book Distributors
 Van Norstrand Reinhold
 World Book Inc

462-8

Encyclopedias

Encyclopedia Britannica
 Grolier Educational Corp
 Macmillan Library Sales of Macmillan Publishing Co
 Marshall Cavendish Corp
 McGraw-Hill/Glencoe MacMillan
 Rittenhouse Book Distributors
 Van Norstrand Reinhold
 World Book Inc

462-9

Geography Books

Facts on File Inc
 Merriam-Webster Inc

462-11

Medical Books

Ambassador Book Service
 American Overseas Book Co Inc
 Blackwell North America Inc
 Facts on File Inc
 McGraw-Hill/Glencoe MacMillan
 O'Reilly & Associates
 Prentice Hall
 Renaissance Book Services Corp
 Rittenhouse Book Distributors
 Springer Publications Co

462-17

Atlases

Encyclopedia Britannica
 Facts on File Inc
 Rittenhouse Book Distributors
 World Book Inc

CLASS 7640

462-18

Globes and Maps (No Training Aids)

Awards Pending

Exhibit 6A(i)
Sample Multiple Award Schedule (Continued)

CONTRACTORS

Award Information

- *Contractor's name, address and telephone number.*
- *Business Size and Minority Business Enterprise indicators: "s" for small Business, "o" for other than small business, "a" for minority business enterprises, "b" for other than minority business enterprises, "8(a)" for small businesses or small disadvantaged business concerns subcontracting with the Small Business Administration, "w" for woman owned, "v" for veteran owned and "l" for labor surplus concern.*

Note: "s/a" (small minority business) also denotes small disadvantaged business concerns.

- *Contract number and contract effective date.*

New contractors are listed in *italic*.

ADAPT Publishing Co Inc

8900 Business Park Dr
 Ste 103
 Austin, TX 78759
 (512) 794-8447
 (800) 333-8429

s/a GS-02F-6068A 29 Mar 92

Ambassador Book Service

42 Chasner St
 Hempstead, NY 11550
 (800) 431-8913

s/b GS-02F-6123A 15 Jul 92

American Overseas Book Co Inc

550 Walnut St
 Norwood, NJ 07648
 (301) 649-7200

s/b GS-02F-6117A 29 May 92

Blackwell North America Inc

6024 SW Jean Rd
 Lake Oswego, OR 97035
 (800)547-6426

o/b GS-02F-6113A 29 May 92

Brassey's (US) Inc

8000 Westpark Dr
 McLean, VA 22102
 (703) 442-4535

o/b GS-02F-6042A 4 Jun 92

Chilton Professional Automotive Inc.

201 King of Prussia Rd
 Radnor, PA 19089-0230
 (800) 345-1214

o/b GS-02F-6046A 25 Feb 92

Dahlstrom & Co Inc

155 Wilson Rd
 Holliston, MA 01746-1433
 (800) 222-0009

s/b GS-02F-6129A 4 Sep 92

Datapro Information Services Group

800 Delran Parkway
 Delran, NJ 08075
 (609) 764-0100

o/b GS-02F-6138B 29 Sep 93

EBS Book Service

290 Broadway
 Lynbrook, NY 11563
 (516) 593-1195

s/b GS-02F-6049A 29 May 92

Encyclopedia Britannica

310 S Michigan Ave
 Chicago, IL 60604
 (312) 347-7319

o/b GS-02F-8004A 1 Mar 93

Facts on File Inc

460 Park Ave S
 New York, NY 10016-7382
 (212) 683-2244

s/b GS-02F-6094A 5 May 92

Gale Research

835 Penobscott Bldg
 Detroit, MI 48226
 (313) 961-2242

s/b GS-02F-6092A 14 Mar 92

Grolier Educational Corp

Federal Div
 Sherman Turnpike
 Danbury, CT 06816
 (203) 797-3500

o/b GS-02F-8002A 5 Nov 92

Exhibit 6A(i)
Sample Multiple Award Schedule
(Continued)

Hazelden
 PO Box 176
 Center City, MN 55012
 (800) 328-9000
 o/b GS-02F-6118A 9 May 92

Higher Education Publication Inc
 6400 Arlington Blvd
 Falls Church, VA 22042
 (703) 532-2300
 s/b GS-02F-6045A 5 Feb 92

Information Plus
 2812 Exchange St
 Wylie, TX 75098
 (214) 442-0167
 s/b GS-02F-6043A 23 Oct 92

Jane's Information Group
 1340 Braddock Pl
 Ste 300
 Alexandria, VA 22313
 (703) 683-3700
 o/b GS-02F-8003A 27 Jan 93

Key Communications Group Inc
 PO Box 42578
 Washington, DC 20015-0578
 (301) 656-0450
 s/b GS-02F-6033A 5 Feb 92

Krames Communications
 1100 Grundy Ln
 San Bruno, Ca 94066-3030
 (415) 742-0400
 o/b GS-02F-6126A 27 Jul 92

**Macmillan Library Sales of
 Macmillan Publishing Co**
 A Div of Macmillan Inc
 866 Third Ave
 New York, NY 10022
 (212) 702-5620
 o/b GS-02F-8000A 21 Oct 92

Management Information Group
 401 E Rte 70
 Cherry Hill, NJ 08034
 (609) 428-1020
 s/b GS-02F-6090A 22 Apr 92

Marshall Cavendish Corp
 147 W Merrick Rd
 Freeport, NY 11520
 (516) 826-4200
 o/b GS-02F-6047A 3 Apr 92

McGraw-Hill/Glencoe MacMillan
 11 W 19th St
 New York, NY 10011
 (212) 337-5020
 o/b GS-02F-6103A 18 May 92

Exhibit 6A(i)
Sample Multiple Award Schedule
(Continued)

Merriam-Webster Inc

47 Federal St
Springfield, MA 01101
(413) 734-3134
o/b GS-02F-6056A 11 Mar 92

O'Reilly & Associates Inc

90 Sherman St
Cambridge, MA 02140
(617) 354-5800
s/b GS-02F-6095A 14 May 92

Oryx Press

4041 N Central Ave
Ste 700
Phoenix, AZ 85012
(800) 279-6799
s/b GS-02F-6078A 29 Mar 92

Oxford University Press

200 Madison Ave
New York, NY 10016
(212) 679-7300
s/b GS-02F-6093A 6 May 92

Phoenix Learning Resources Inc

468 Park Ave
New York, NY 10016
(212) 684-5910
s/b GS-02F-6125A 4 Aug 92

Political Research Inc

16850 Dallas Pkwy
Dallas, TX 75248
(214) 248-7159
s/b GS-02F-6089A 22 Apr 92

Prentice Hall

Gov't Sales and Service Div
200 Old Tappan Rd
Old Tappan, NJ 07675-7095
(201) 767-5000
(800) 223-1360
o/b GS-02F-8023A 31 Mar 93

Renaissance Book Services Corp

2460 Block Rock Turnpike
Ste 342
Fairfield, CT 06430
(203) 372-0300
s/b GS-02F-6114A 29 May 92

Rittenhouse Book Distributors

511 Fehely Dr
King of Prussia, PA 19406
(800) 345-6425
s/b GS-02F-8007A 18 Feb 93

Salem Press

580 Sylvan Ave
Englewood Cliffs, NJ 07632
(201) 871-3700
s/b GS-02F-6036A 5 Feb 92

Securitec Corp

1126 S 70th St
Ste S210
Milwaukee, WI 53214
(414) 475-2345
s/b GS-02F-6041A 1 Feb 92

Sirs Inc

PO Box 2348
Boca Raton, FL 33427
(407) 994-0079
s/b GS-02F-6051A 3 Feb 92

Springer Publications Co

536 Broadway
New York, NY 10012-3955
(212) 431-4370
s/b GS-02F-6116A 29 May 92

Sweets Group/McGraw

Hill Information Services

1221 Ave of the Americas
New York, NY 10020
(212) 512-4817
o/b GS-02F-6072A 31 Mar 92

Uniformed Services Almanac

6231 Leesburg Pike L2
Falls Church, VA 22044
(703) 532-1631
s/b GS-02F-6023A 3 Feb 92

Useable Portable Publications

5 Woodside Rd
Winchester, MA 01890
(617) 729-1943
s/b GS-02F-6039A 1 Feb 92

Exhibit 6A(i)
Sample Multiple Award Schedule
(Continued)

Van Norstrand Reinhold

115 Fifth Ave
New York, NY 10003
(212) 254-9499
o/b GS-02F-6115A 29 May 92

World Book Inc

101 N West Point Blvd
Elk Grove Village, IL 60007
(708) 290-6580
o/b GS-02F-6097A 7 May 92

Ziff Davis Press

5903 Christie Ave
Emeryville, Ca 94608
(800) 688-0448
o/b GS-02F-6050A 11 Feb 92

Exhibit 6A(i)
Sample Multiple Award Schedule (Continued)

NOTICE TO ORDERING OFFICES

ADDITIONAL CONTRACTS

The following contractor has been awarded SINS 462-1, 462-3, 462-4, 462-5, 462-6, 462-7, 462-8, 462-11, 462-17 and 462-18:

The Foundation for Advanced Education In the Sciences Inc

One Cloister Ct
Bethesda, MD 20814-1460
(301) 496-7976
o/b GS-02F-8880B 23 Sep 94

The following contractor has been awarded SINS 462-1, 462-3, 462-7, 462-8, 462-9 and 462-11:

Moonbeam Publications

836 Hastings St
Traverse City, MI 49684-3441
(616) 922-0533
s/w GS-02F-8886C 9 Jan 95

The following contractor has been awarded SIN 462-3:

Online Press Inc

14320 NE 21st St
Ste 18
Bellvue, WA 98007
(206) 641-3434
s/b GS-02F-8831B 18 Feb 94

The following contractor has been awarded SINS 462-3 and 462-4:

The Book Vine for Children

3980 Albany St
McHenry, IL 60060-8301
(815) 363-8880
w/b GS-02F-8863B 25 Jul 94

The following contractor has been awarded SINS 462-3, 462-4 and 462-5:

Sybex Inc

2021 Challenger Dr
Alameda, CA 94501
(510) 523-8233
s/b GS-02F-8873B 22 Jul 94

The following contractor has been awarded SINS 462-3 and 462-11:

The Center for Corporate Health

0467 White Granite Dr
Dakton, VA 22124
(703) 218-8400
s/b GS-02F-8867B 21 Jul 94

The following contractor has been awarded SINS 462-3, 462-4, 462-5, 462-7 and 462-11:

Delmar Publishers

PO Box 15015
Albany, NY 12212-5015
(518) 464-3548
s/b GS-02F-8872B 2 Aug 94

The following contractors have been awarded SIN 462-4:

Biddle Publishing Co

PO Box 1350 #103
Brunswick, ME 04011
(207) 833-5016
s/b GS-02F-8869B 14 Jul 94

MRCA Information Services

2215 Sanders Rd
Norfolk, IL 60062
(708) 480-9600
s/b GS-02F-8868B 19 Jul 94

Exhibit 6A(i)
Sample Multiple Award Schedule
(Continued)

The following contractor has been awarded SIN 462-11:

Majors Scientific Books Inc

PO Box 819074
Dallas, TX 75381-9074
(214) 247-2929
Contact: Patsy Pennington
s/b GS-02F-8878C 7 Oct 94

The following contractor has been awarded SINS 462-17 and
462-18:

The Map Store

5821 Karric Square Dr
Dublin, OH 43107
(614) 792-6277
Contact: Mike McGuire
s/b GS-02F-8877B 4 Aug 94

The following contractor has been awarded SIN 462-18:

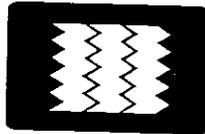
Identity Map Co

55 Bethune St #1207
New York, NY 10014
(212) 627-1994
s/b GS-02F-8837B 7 Mar 94

Exhibit 6A(ii)
Sample Single Award Schedule (Excerpts)

Federal Supply Schedule
General Services Administration

Cumulative Edition
March 15, 1995



Pneumatic Tires
Light Truck, Truck-Bus

<i>FSC Group</i>	26
<i>Part</i>	II
<i>Section</i>	A

Single Award

For the period
January 1, 1994,
through
December 31, 1995

This document replaces the Basic Edition issued March 22, 1994, the Cumulative Edition issued June 30, 1994, the Notice issued August 9, 1994, and the Notice issued January 15, 1995.

Federal Recycling Program  Printed on Recycled Paper

Exhibit 6A(ii)
Sample Single Award Schedule (Excerpts) (Continued)

**HOW TO USE
THIS SCHEDULE**

Items that have been awarded under this schedule, and their descriptions, are numerically indexed in the "Supplies, services and Price List" section. When the item to be procured is found in this list, use the Index Number to locate the price and the contractor to whom the award was made in the "Price List" section. The "Contractors" section at the back of this schedule contains the contractor's address to which orders are to be mailed, telephone number, contract number, contract effective date, prompt payment discounts and minimum and maximum order limitations to the items awarded.

This Cumulative Edition replaces the Basic Edition issued March 22, 1994, the Cumulative Edition issued June 30, 1994, the Notice issued August 9, 1994, and the Notice issued January 15, 1995.

The following resources offer general information and provide practical instructions for using this and other Federal Supply Schedules:

- (a) Federal Supply Schedule Program Guide
- (b) Federal Property Management Regulation 101-26.4 (Purchase of Items from Federal Supply Schedule Contracts)
- (c) Federal Acquisition regulation 8.4 (Ordering form Federal Supply Schedules)
- (d) GSA Customer Service Directors

**HOW TO GET
ASSISTANCE**

Contracting Officer

GSA - FCAS (26 II A)
Washington, DC 20406
(703) 308-4665
Hours of operation: 7 am to 3:30 pm Eastern time

For Guidelines in Federal Procurement of Retread Tires

(703) 941-4452

For Copies of Schedules

Ordering activities requesting copies of schedules should contact:

General Services Administration
Centralized Mailing List Service (7CAFL)
4900 Hemphill St
PO Box 6477
Ft Worth, TX 76115
(817) 334-5215
DSN: 739-7369

All others, including vendors, requesting copies of schedules must contact the FSS Schedule Information Center listed below.

For General Schedule Information

General services Administration
FSS schedule Information Center (FCOS)
Washington, DC 20406
(703)305-6477
DSN: 327-1022

For Problems with Tire Performance

GSA Quality Hotline
(703) 305-7368
DSN: 327-1996
Hours of operation: 24 hours a day, 7 days a week

**Exhibit 6A(ii)
Sample Single Award Schedule
(Excerpts) (Continued)**

**CHANGES STILL
IN EFFECT**

(a) Inclusion of Alaska, Hawaii and Puerto Rico for delivery of some manufacturers' tires. See the "Supplies, Services and Price List" section for specific information.

(b) Minimum order and/or small requirements is \$300.

Light Truck Tires

Truck-Bus Tires

(a) NO CONTRACT COVERAGE FOR PASSENGER AND EMERGENCY/HIGH PURSUIT TIRES FOR 1995

(b) NO CONTRACT COVERAGE FOR TIRE MOUNTING FOR 1995

**SIGNIFICANT
CHANGES**

ADDRESS CHANGE

Bandag Inc

**ADDRESS AND BUSINESS SIZE INDICATOR
CHANGE**

Please note the following address and business size indicator changes:

B&S Transport Inc

PO Box 2678

North Canton, OH 44720-0678

s/b GS-30F-1008B

Exhibit 6A(ii)
Sample Single Award Schedule
(Excerpts) (Continued)

**GENERAL
INFORMATION**

FEDERAL EXCISE TAX (FET)

New Tires

Federal Excise Tax (FET) will be invoiced and paid for as a separate line item based upon published Rubber Manufacturer's Association average weights effective at time of delivery. Ordering offices must provide the contractor with proof if claiming an exemption from payment of FET.

Retread Tires

No FET is applicable to retread tires under this contract.

GEOGRAPHIC COVERAGE

This schedule covers the 48 contiguous states and Washington, DC, with optional use in Alaska, Hawaii or Puerto Rico.

MANDATORY USERS

GSA ONLY.

INCORPORATION OF FORMS

Federal Supply Schedules incorporate the following form(s) containing provisions and/or contract clauses by reference, with the same force and effect as if they were included in full text. Upon request, the contracting officer will make the forms available. Questions concerning the forms should be directed to the contracting officer.

GSA Form 2891, federal Supply Schedule Clauses
GSA Form 3507, GSA supply Contract Clauses

PUBLICIZING CONTRACT ACTIONS

The solicitation and resulting contracts of this Federal Supply Schedule have been synopsisized in the Commerce Business Daily and satisfy the requirements of the Competition in Contracting Act (Pub L 98 369) and FAR Part 5, Publicizing Contract Actions.

ORDERING INFORMATION

EPA Guidelines for Federal Procurement of Retread Tires

The EPA guidelines were applied by GSA when establishing contracts for this schedule. When you order from this schedule, the only application of the guidelines that you must use is when a retread tire is awarded (highlighted in the "Supplies, services and Price List" section with a bullet). You order the tire unless:

- (a) A "new tire only" justification is placed in the purchase file.
- (b) The retread contractor cannot furnish the retread tire when you order a new tire from this schedule (if awarded) and document the purchase file accordingly.

If you do not use the schedule to satisfy your requirement, you must apply EPA guidelines when buying tires.

Determining Local Contractor Servicing Point

To determine your local servicing point, refer to the "Supplies, Services and Price List" section for the tire size, tread designation and load range, if appropriate, to determine the contractor. Then look in the "Contractors" section under ordering address to determine the local address. If you need further assistance, call the contractor or contract administration for help.

Problems Encountered at Local Servicing Point

If the local servicing point refuses to honor your order call the contractor (contract administrator) immediately for assistance.

Ordering Tires from this Schedule

You may order, using the GSA contract number, only those tires listed in the schedule from the identified contractor. Local purchase of tires not covered by the GSA contract shall not cite the GSA contract number but must include your own contract number. (Most tire manufacturers have established open market selling prices for tires that are not part of the GSA schedule contract; however, the prices are usually less than commercial price.)

Small Requirements

\$300.

Maximum Order Limitation

None.

Mandatory Users

(a) Mandatory users must use the schedule for all tire requirements in the sizes, load ranges and tread designations awarded or request a waiver for GSA. If a waiver is granted, you must follow EPA guidelines for federal procurement of retread tires, as well as existing federal specifications and QPL when purchasing locally. (A waiver is not required for tire sizes that are not found in the schedule and you may purchase your requirements locally using EPA guidelines and Federal Specifications.)

(b) Mandatory users must order retread tires, if awarded (highlighted with a bullet), in lieu of new tires or include in the purchase file a justification for "new tire only purchase." (If no retread tire is awarded, you must order a new tire if shown in the schedule and a justification for "new tire only purchase" is not required.)

(c) Questions concerning federal procurement of retread tires must be directed to (703) 941-4452.

**Exhibit 6A(ii)
Sample Single Award Schedule
(Excerpts) (Continued)**

Nonmandatory Users

- (a) Nonmandatory users may order retread tires, if awarded (indicated with a bullet), without restriction.
- (b) Nonmandatory users may order new tires with the following restriction: a justification for “new tire only purchase” must be included in the purchase file and stated on the purchase order. (Without such a justification, nonmandatory users cannot use the schedule to order any new tires and must purchase tire requirements locally using EPA guidelines, Federal Specifications and QPL.)

- (c) Questions concerning EPA guidelines for federal procurement of retread tires must be directed to (703) 941-4452.

DELIVERY INFORMATION

Purchase of Tires Only

- (a) Time of Delivery. Delivery of tires to destination will be as follows:
 - (1) Quantities of 1 to 50 within 30 days of receipt of order.
 - (2) Quantities of 51 to 200 within 60 days of receipt of order.
 - (3) Quantities of 201 to 1000 within 60 days of receipt of order.
 - (4) Quantities above 1000 within 120 days, with the provision that one half of the order be delivered within 90 days of receipt of order and the remainder delivered on or before the expiration of the 120 days.
- (b) Delivery Zones. at destination in the 48 contiguous states and Washington, DC. In Alaska, Hawaii and Puerto Rico, if awarded.

Purchase

No mounting covered by 1994 contracts.

- (a) Time of Delivery. Same as purchase.
- (b) Delivery Zones. At the local contractor commercial outlet in the 48 contiguous states and Washington, DC.

Waiver Requirements

- (a) No waiver is required to purchase a tire size (light truck or truck-bus) and tread (regular, all-season, snow, on/off highway, all-terrain, drive axle or trailer only) that is not contained in this schedule and the tire to be purchased locally is contained in the Qualified Products List (QPL).
- (b) A waiver must be obtained prior to purchasing locally a tire size and tread contained in this schedule from other than the schedule contractor, unless an emergency replacement is needed and time does not permit purchase

from the schedule contractor (the purchase file should contain a statement of why the schedule was not used). The need for a more aggressive traction tread pattern than furnished by the schedule contractor is an example of when you should make a waiver request.

- (c) A waiver must be obtained before purchasing a tire (light truck or truck-bus) not listed in the QPL summary and should contain your technical requirements not found in any QPL tire.

**SUPPLIES, SERVICES
AND PRICE LIST**

Commodity Listing Information

- Tire sizes/treads.
- Tire categories.
- Prices.
- Brand names/product numbers.
- Awarded contractors.

See the “Contractors” section for complete contractor information, including contractor names, addresses and telephone numbers, contract numbers and contract effective dates.

- Special Item Numbers.

New contractors are listed in *italic*.

Pneumatic Tires

In accordance with Federal Specification ZZ-T-381Q.

Ordering Instructions. Unique ordering instructions appear in the heading of light truck and truck-bus tires that apply to that section only.

Prices and Contractors. Identify the tire type you require, the price(s) and the contract number. Look in the “Contractors” section for matching contract number and ordering information.

Alaska, Hawaii and Puerto Rico. The contractors identified below are awarded to the areas indicated. The percentages shown are applicable to tire purchase only. Increase the purchase price by the percentage shown for the total delivered price.

Company	Alaska	Hawaii	Puerto Rico
New Tires			
Bridgestone/Firestone	--	--	--
Goodyear	+10%	+10%	--
Michelin Tire Corp	--	--	--
Retread Tires			
Bandag		+25%	+10%
Goodyear	+20%	+20%	--

Ordering from Federal Supply Schedules

GROUP II - LIGHT TRUCK (Radial)

Ordering Instructions

These instructions apply only to light truck tires.

Used Tires

Disposal of used tires is not included in the contract.

Retread Tires

If items are listed under the same SIN number twice, the second listing with a (black circle), is for RETREAD TIRES, under Bandag Inc or Goodyear Tire & Rubber Co Inc (NEW TIRES are covered under a different contract number for Goodyear.) All Government Agencies are required to purchase RETREAD TIRES in lieu of new tires, unless new tire purchase is justified in their files.

Size and Tread	Casing Construction	Load Range	Sidewall	Siped/ Nonsiped	Price(\$)	Brand Name	Product No.	Contractor	SIN 4-94-
----------------	---------------------	------------	----------	-----------------	-----------	------------	-------------	------------	--------------

30X9.50R15LT (Tubeless)

All-Season Tread

Fabric/Steel		C			64.08	Firehawk ATX	282-898	Bridgestone/Firestone Inc	1001
--------------	--	---	--	--	-------	--------------	---------	---------------------------	------

30x9.50R15LT (Tubeless)

Regular Tread

Fabric/Steel		C			66.58	Firehawk R4S	282-103	Bridgestone/Firestone Inc	1002
--------------	--	---	--	--	-------	--------------	---------	---------------------------	------

31X9.50R165LT (Tubeless)

All-Season Tread

Fabric/Steel		C			64.02	Wrangler AT	740-219-471	Goodyear Tire & Rubber	1004
--------------	--	---	--	--	-------	-------------	-------------	------------------------	------

On/Off Road Tread

Fabric/Steel		C	N		67.39	Wrangler MT	743-219-008	Goodyear Tire & Rubber	1006
--------------	--	---	---	--	-------	-------------	-------------	------------------------	------

ARS Field Acquisition Manual

Snow Tread

Size and Tread	Casing Construction	Load Range	Sidewall	Siped/ Nonsiped	Price(\$)	Brand Name	Product No.	Contractor	SIN	4-94-
Fabric/Steel		C			64.02	Wrangler AT	740-219-471	Goodyear Tire & Rubber	1008	

Size and Tread	Casing Construction	Load Range	Sidewall	Siped/ Nonsiped	Price(\$)	Brand Name	Product No.	Contractor	SIN	4-94-
----------------	---------------------	------------	----------	-----------------	-----------	------------	-------------	------------	-----	-------

31X10.50R15LT (Tubeless)

All-Terrain Tread

Fabric/Steel		C			72.80	Radial ATX	254-983	Bridgestone/Firestone Inc	1005	
--------------	--	---	--	--	-------	------------	---------	---------------------------	------	--

Regular Tread

Fabric/Steel		C			72.80	Firehawk R4S	282-200	Bridgestone/Firestone Inc	1007	
--------------	--	---	--	--	-------	--------------	---------	---------------------------	------	--

31X10.50R16.5LT (Tubeless)

All-Season Tread

Fabric/Steel		D			74.10	Wrangler AT	740-227-408	Goodyear Tire & Rubber	1009	
--------------	--	---	--	--	-------	-------------	-------------	------------------------	------	--

32X11.50R15LT (Tubeless)

All-Season Tread

Fabric/Steel		C			70.52	Firehawk ATX	282-928	Bridgestone/Firestone Inc	1010	
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Size and Tread	Casing Construction	Load Range	Sidewall	Siped/ Nonsiped	Price(\$)	Brand Name	Product No.	Contractor	SIN	4-94-
On/Off Road Tread										
	Fabric/Steel	C			92.34	Dueler MT	286-842	Bridgestone/Firestone Inc	1011	
7.00R15LT (Tubeless)										
All-Season Tread										
	Fabric/Steel	D			61.88	Steeltex Radial A1	286-435	Bridgestone/Firestone Inc	1012	
On/Off Tread										
	Fabric/Steel	D		N	58.28	Steeltex Radial 23	253-324	Bridgestone/Firestone Inc	1013	
Snow Tread										
	Fabric/Steel	D			58.28	Steeltex Radial 23	253-324	Bridgestone/Firestone Inc	1015	
7.50R16LT (Tubeless)										
All-Season Tread										
	Fabric/Steel	D			65.04	Wrangler HT	744-238-847	Goodyear Tire & Rubber	1016	
On/Off Road Tread										
@	Fabric/Steel	D		N	73.86	Brawny Lug		Bandag Inc	1018	
Regular Tread										
@	Fabric/Steel	D			73.57	Brawny Lug		Bandag Inc	1019	

ARS Field Acquisition Manual

Snow Tread

Fabric/Steel	D		76.20	Wrangler AT	740-356-399	Goodyear Tire & Rubber	1020
@ Fabric/Steel	D	72.60		Commercial Traction		Bandag Inc	1020
@Steel/Steel	D	72.60		Commercial Traction		Bandag Inc	1085

Size and Tread	Casing Construction	Load Range	Siped/ Nonsiped	Price(\$)	Brand Name	Product No.	Contractor	SIN	4-94-
----------------	---------------------	------------	--------------------	-----------	------------	-------------	------------	-----	-------

8.00R16.5LT (Tubeless)

All-Season Tread

Fabric/Steel	D		60.16	Steeltex Radial A/T	286-451	Bridgestone/Firestone Inc	1021
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8.75R16.5LT (Tubeless)

All-Season Tread

Fabric/Steel	D		59.33	Workhorse Radial	796-346-550	Goodyear Tire & Rubber	1023
Steel/Steel	E		111.03	D661	268-097	Bridgestone/Firestone Inc	1086

Snow Tread

Fabric/Steel	D		61.33	Wrangler AT	740-346-399	Goodyear Tire & Rubber	1027
@Steel/Steel	E		100.86	Brawny RV		Bandag Inc	1089

All-Terrain Tread

@Steel/Steel	E		103.99	Brawny RV		Bandag Inc	1087
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Regular Tread

Steel/Steel	E		93.96	Unisteel G 159	139-357-359	Goodyear Tire & Rubber	1088
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8.75R16.5LT (Tubeless)

Regular Tread

Fabric/Steel	E	62.31	Steeltex Radial R4S	281-840	Bridgestone/Firestone Inc 1026
--------------	---	-------	---------------------	---------	-----------------------------------

CONTRACTORS

Award Information

- Contractor's name, address and telephone number.
- Business Size and Minority Business Enterprise indicators: "s" for small business, "o" for other than small business, "a" for minority business enterprises, "b" for other than minority business enterprises, "w" for woman owned, "v" for veteran owned and "lsa" for labor surplus concern.
- Contract number and contract effective date.
- Contract administrator and ordering and payment addresses.

New contractors are listed in *italic*.

Bandag Inc

Po Box 1039
Buchanan, VA 24066-1039
o/b GS-30F-1004B 2 Dec 93

Contract Administrator:
Frank Marano
(703) 473-2820
FAX: (703) 473-2822

Ordering Address:
Bandag Inc
Government Sales
Scatine, IA 52761-5886
262-1400

Payment Address:
Bandag Inc
PO Box 92090
Chicago, IL 60675

Bridgestone/Firestone Inc

One Bridgestone Pk
Nashville, TN 37214
o/b GS-30F-1003B 2 Dec 93

Contract Administrators:
Firestone:
Roger Abrams
(615) 231-3464

Bridgestone:
Anita Murray
(615) 231-3686

Ordering Address:

Bridgestone/Firestone Inc
C/O Nearest Firestone store, dealer location
(see local phone directory) or contractor address

Payment Address:
Bridgestone/Firestone Inc
PO Box 73418

Chicago, IL 60673-7418
B&S Transport Inc
PO Box 2678
North Canton, OH 44720-0678
s/b GS-30F-1008B 1 Apr 94

Contract Administrator:
Ronnie Harris
(216) 767-3623

Payment Address:
Bridgestone/Firestone Inc
PO Box 73418

Chicago, IL 60673-7418
B&S Transport Inc
PO Box 2678
North Canton, OH 44720-0678
s/b GS-30F-1008B 1 Apr 94

Contract Administrator:
Ronnie Harris
(216) 767-3623

Ordering Address:
Same as contractor address

Payment Address:
Same as contractor address

The Goodyear Tire & Rubber Co
1144 E Market St
Akron, OH 44316-0001
o/b GS-30F-1009B 2 Dec 93

Contract Administrator:
Don Luebben
(216) 796-4352

ARS Field Acquisition Manual

Ordering Address The Goodyear Tire & Rubber Co
c/c Local dealer, Goodyear Auto Service Center,
Goodyear Commercial Tire and Service Center or
contractor address
Attn: Government Sales D/709

Payment Address:
The Goodyear Tire & Rubber co
PO Box 92489
Chicago, IL 60675

The Goodyear Tire & Rubber Co (Retreads)

1144 E Market St
Akron, OH 44316-0001
o/b GS-30F-1007B 2 Dec 93

Contract Administrator:
Larry Tucker
(216) 796-8209

Ordering Address:
Any Goodyear Authorized Retreader (nearest destination)

Payment Address:
Same as contractor address

Ordering Address:
Same as contractor address

Payment Address:
Same as contractor address

The Goodyear Tire & Rubber Co

1144 E Market St
Akron, OH 44316-0001
o/b GS-30F-1009B 2 Dec 93

Contract Administrator:
Don Luebben
(216) 796-4352

Ordering Address The Goodyear Tire & Rubber Co
c/c Local dealer, Goodyear Auto Service Center,
Goodyear Commercial Tire and Service Center or
contractor address
Attn: Government Sales D/709

Payment Address:
The Goodyear Tire & Rubber co
PO Box 92489
Chicago, IL 60675

The Goodyear Tire & Rubber Co (Retreads)

1144 E Market St
Akron, OH 44316-0001
o/b GS-30F-1007B 2 Dec 93

Contract Administrator:
Larry Tucker
(216) 796-8209

Ordering Address:

Any Goodyear Authorized Retreader (nearest destination)

Payment Address:

Same as contractor address

Michelin Tire Corp

Attn: Government Contracts

PO Box 19001

Greenville, SC 29602-9001

o/b GS-30F-1005B 18 Feb 94

Tire Size Substitution

SIN 4-94-(Michelin) 80 Series (T & RA) 75 series

1166 235/80R22.5 equivalent to 245/75R22.5

1168 255/80R22.5 equivalent to 265/75R22.5

1170A 275/80R22.5 equivalent to 295/75R22.5

Contract Administrator:

Elizabeth Britton

(803) 458-5277

Ordering Addresses:

Quantities 1 to 50

Any authorized Michelin dealer listed in
the local phone directory

Quantities over 50

Michelin Tire Corp

Attn: Government Sales

PO Box 19001

Greenville, SC 29602-9001

(803) 458-5277

Fax: (803) 458-5425

Payment Address:

Michelin Tire Corp

PO Box 100860

Atlanta, GA 30384

SECTION 6B

REQUIREMENTS FOR USE MANDATORY VS. NONMANDATORY USE

As discussed in Section 6A, each schedule has a General Instructions section (See sample schedules in Exhibits 6A(i) and 6A(ii)). This section indicates, among other things, the Federal entities for which use of the schedule is mandatory and those for which the schedule is nonmandatory. Unless USDA is listed as a "nonmandatory user," use of the schedule is obligatory for all elements including the ARS. When USDA is listed as a nonmandatory user, use of the schedule is optional. (Note: When the words "all executive agencies" are used, USDA is included as a mandatory user).

EXCEPTIONS TO MANDATORY USE

Even when USDA is listed as a mandatory user of a schedule, a given requirement may be exempt. If so, the next lower source of supply may be used. An order may still be placed despite the exemption if the contractor will agree; in that case, all of the schedule terms and conditions will apply. Note the contractor's agreement on your delivery order.

In some schedules, exceptions for certain types of requirements are listed in the "Mandatory Users" instructions. In addition, in accordance with FAR 8.404(c), use of the schedules is not required under the circumstances discussed below.

Urgent Requirements

When the schedule's delivery time (as specified in the Ordering Instructions) is longer than the activity's bona fide delivery requirements, the activity may, if time permits, request that the contractor state the best delivery time which can be met. If the contractor will accept an order with an earlier delivery time which is acceptable, any order subsequently placed must be delivered within the shorter delivery time and in accordance with all other terms and conditions of the schedule contract. If a different mode of transportation will be used to speed delivery, a price differential may apply. The actual need for the delivery in the shorter time period must be documented.

Small Requirements

A floor is set on orders from most schedules. If the requirement is below the minimum, an order need not be placed; similarly, the contractor need not accept an order below the minimum. (A below-minimum order can be placed, however, subject to contractor acceptance).

Acquisition on the open market is authorized for requirements below the minimum. Requisitioners and Purchasing Agents alike must remember, however, that *government regulations prohibit splitting an order to get under the minimum dollar limitation.*

Large Requirements

The schedules stipulate Maximum Order Limitations (MOLs). Contractors are not required to accept orders in excess of these MOLs. If, however, the requirement is greater than the MOL for the appropriate schedule, the Purchasing Agent may request a price reduction (FAR 8.404(b)(3)) and may place an order if agreement is reached. It is not permissible to split an order to get under the MOL.

Geographic Location

If the activity is not located within the geographic boundary delineated by the appropriate schedule, an order need not be placed. An order may be placed, but the activity will have to pay excess delivery charges. In ascertaining whether the activity is within the ordering area, it is the location receiving point, not the ordering office, that is the determining factor.

Lower Price for an Identical Item

FAR 8.404(c)(3) authorizes purchase from another source if the identical product (make and model number) or service is available at a lower price than that on a mandatory schedule.

(Note that the Purchasing Agent may *not* solicit prices from open market sources in order to determine if the required item is available and whether it can be bought at a better price). Also, note that the open market product must be *identical*--not just similar, or even functionally better. Furthermore, the requirement to obtain competition (see Section 7C) must be adhered to for open market purchases over \$2,500. The mere fact that the product is available at a lower price than the schedule price is not justification for a noncompetitive acquisition.

WAIVERS

When no item on a mandatory schedule will serve the required functional end use and no exemption applies, a waiver allowing use of another source must be obtained from GSA (See FAR 8.404-3). Requests for waivers must be submitted to:

Commissioner
Federal Supply Service (F)
General Services Administration
Washington, D.C. 20406

A request must contain:

1. A complete description of the item required, including descriptive literature if possible;
2. A comparison of the requested item and the GSA item(s), including the inadequacies of the GSA item and the advantages of the requested item;
3. The quantity required; and
4. The estimated annual usage or a statement that the requirement is non-recurrent or unpredictable (if the need is recurring, GSA may initiate the process of including the

supplier of the requested item on the schedule).

A sample request for a waiver is shown as Exhibit 6B(i).

The Purchasing Agent may not start an acquisition until the waiver has been granted. If the waiver is granted, all of the requirements for the use of simplified acquisition procedures (as discussed in Chapter 7) will apply. (If the dollar value is greater than \$100,000, the formal contracting procedures in FAR Parts 14 and 15 will apply). The Purchasing Agent must obtain competition if the purchase is over \$2,500. The purchase file must contain a written justification for any sole-source acquisition over \$2,500.

OPTIONAL USE

If USDA is not indicated as a mandatory user under a FSS, orders should still be placed with the contractor in most cases. Contractors are not required to accept orders from agencies which are not mandatory users of the schedule, but they are usually willing to accept them. The ordering activity must consult the schedules for details before ordering, however, since contract terms differ. For example, under most but not all schedules, contractors are required to honor orders from optional users unless they return the orders within three days of their receipt. If a supplier refuses an order, the ordering activity may go to a lower-priority source without special justification.

Note: GSA is converting all FSS schedules from mandatory to nonmandatory use as they expire. This conversion is expected to be completed by early 1999. See GSA's quarterly publication, *Markettips*, for current information.

Exhibit 6B(i)
Sample Request For A Waiver
From Mandatory Use of A Federal Supply Schedule

December 7, 200X

Assistant Administrator
Office of Federal Supply Service
General Services Administration
Washington, D.C. 20406

Gentlemen:

In accordance with the provisions of FAR 8.404-3, we request a waiver for the open market procurement of one homogenizer and generator, similar and/or equal to Polytron Numbers 27-11-200-5 and 27-11-330-3. Estimated cost for this procurement is \$1,070, and descriptive literature is enclosed.

Our Nutrition Institute has compared the Polytron to the Virtis homogenizer offered under Federal Supply Schedule Contract 66 II 0, Index 122, and the equipment differences are as follows:

1. Polytron homogenizer is a combination unit of homogenizer and sonicator required in their laboratory research.
2. Polytron is a self-contained unit, easier to set-up, work with, and store. Virtis consists of more than one part.
3. Polytron has a superior homogenizing ability when compared to Virtis.
4. Interface accessories for Polytron homogenizer are presently available in the lab; additional purchases would be required for the Virtis homogenizer.
5. Maintenance service is local and proven through Brinkmann Instrument Company for Polytron.

Due to the technical advantages, a waiver is requested for the open market acquisition of the Polytron homogenizer.

If further information is required, please contact _____ on _____.

Sincerely,

ACQUISITION OFFICIAL'S NAME AND TITLE

Enclosure

cc:

Requisitioner

SECTION 6C

ORDERING PROCEDURES FOR LOCATING ITEMS/SERVICES

Finding the Item in the Schedule

The List of Supplies and Services in each schedule contains the items or services available from that schedule. They are identified by Special Item Numbers (SINS) or National Stock Numbers (NSNs) and by noun names and descriptions. Specific items may be found in a schedule by:

- @ *Using the noun name.* The noun names of items in a schedule are contained in the List of Supplies and Services.
- @ *Using the SIN or NSN.* The SINS or NSNs in a schedule are contained in the List of Supplies and Services.
- @ *Using illustrations.* Certain schedules provide illustrations of items described in the List of Supplies and Services, either as part of the schedule or as a separate document.

Finding Incidental Items

The term *incidental items* refers to accessories, repair parts, attachments, special features, and supplies for basic equipment items. There is no simple or foolproof way of locating these types of items, but the following guidelines should provide assistance. Most often, it will be necessary to identify and locate the basic *equipment item* with which the incidental item is to be used, and then review the appropriate schedule. Examples follow.

<u>Accessory</u>	<u>Alphabetical Index Listing</u>	<u>Schedule</u>
Microscopic Accessories Camera Stand	Video Recording Equipment	58 III B
Industrial Photo- graphic Filters	Photographic Equipment	67 III B
Electronic Typing Station Print Wheels	Office Machines	74 IA

After the schedule source has been located, the appropriate SIN must be determined. Incidental item SINS seldom identify a specific item. The following are examples taken from Schedule 58 III B.

136-201	Accessories for television cameras, such as tubes, lenses, connectors, cables, etc.
136-209	Miscellaneous, except those covered above
136-22	Accessories, attachments and features for Class 5835, audio equipment

136-23 Repair parts for audio equipment

At times, there are no SINS for incidental items and they are mentioned only in the class description heading, as shown in this example from Schedule 67 III B.

Class 6710

CAMERA, MOTION PICTURE, PROFESSIONAL AND SEMIPROFESSIONAL. For newsreel, documentary, studio, aerial photography, instrumental, research, etc. Including accessories.

At other times, the SIN description includes both the basic items of equipment and a statement about accessories:

Class 6720

CAMERA, STILL PICTURE
20-216 Identification, Self-Processing
Including Accessories, including accessories.

In each instance above, the brand name of the basic equipment item and corresponding contractor are shown under the SIN heading. You need to review the appropriate contractor price list(s) to find your incidental item requirements.

Often, brand names are not included in the List of Supplies and Services, although the incidental items can be obtained from the schedule contractor(s). There is in fact a broad support/service industry for incidental items. In some cases, a contractor has stopped supplying certain basic equipment items because of model changes or other reasons but is still able to supply incidental items for them.

The New Item Introductory Schedule may also be a source for incidental item requirements. In addition, the Federal Supply Schedule Information Center may be contacted for assistance.

CONTRACTOR PUBLICATIONS

Contractor catalog/price lists for Multiple-Award Schedules are not maintained or distributed by GSA. To obtain contractor catalogs/pricelists ordering activities must send GSA Form 457, FSS Publications Mailing List Application, to GSA's Centralized Mailing List Service (CMLS) (see Appendix I) to initiate automatic receipt of contractor publications, using mailing list codes in the "Listing of Schedule Program Contract Publications." These requests are used by CMLS to generate mailing lists, which are provided to contractors to distribute their catalog/pricelists when awards are made.

NOTE: If the GSA Form 457 request is not received by CMLS 90 days prior to award of contract, contractor publications will not be automatically received for that contract period. They will be received for the following contract period. Consequently, immediate requirements for contractor catalog/price lists should be obtained directly from the contractor. Telephone

numbers and mailing addresses for the contractors are shown in each FSS.

Since Multiple-Award Schedules contain no prices, contractor catalog/pricelists are an integral part of ordering and should be reviewed to determine the following:

- @ Contract number and period of contract
- @ Contractor's supplies/services
- @ List price/prompt payment terms
- @ Quantity discounts
- @ Time of delivery
- @ Business size
- @ Ordering and payment address(es)
- @ Maximum order limitation
- @ Minimum order limitation
- @ Foreign items
- @ Delivery provisions
- @ Warranty provisions
- @ Points of production
- @ Electrical characteristics, if applicable
- @ Repair/ Rental/ Maintenance/ Installation provisions, if applicable
- @ Export packing charges, if applicable
- @ Service and distribution points, if applicable

ORDERING PROCEDURES FOR SINGLE-AWARD SCHEDULES

Single-award schedules contain complete ordering information. The following guidelines are presented for Purchasing Agents who are responsible for placing orders with single-award FSS contractors. (In using the guidelines, refer to the sample General Instructions and Ordering

Instructions shown in Exhibit 6A(ii)).

- @ Be certain that the schedule you have is current. Check the expiration date for the contract (shown on the front cover). Also be sure to check the *geographic coverage* of the schedule to see if your area is included. If not, you can still obtain the item by paying an additional shipping charge.
- @ As discussed earlier, you must use the schedule if USDA is a *mandatory user* and your requirement is not otherwise exempt.
- @ If *delivery time* (see "Time of Delivery" in the Ordering Instructions) is important, call the contractor and ask if he or she has been delivering within the specified time or if earlier delivery is possible.
- @ Check to see what *delivery service* ("Point of Delivery," under Ordering Instructions) and *transportation* are provided for the price stated in the schedule. These provisions differ among schedules. In general terms, the contract price includes delivery to the destination requested by the buyer in the purchase order--delivery to just inside the door at street level of the destination building. If this is not satisfactory, the buyer must make special arrangements. For example, you may need to arrange with the supplier to actually install a piece of equipment in a lab, using a separate purchase order for the extra service.
- @ In some schedules, the contract price includes delivery within the 50 states; in some, the country is subdivided into geographic zones, with a different price for each; in others, the price does not include delivery, so the buyer must arrange for it. The *price list* in each schedule must therefore be carefully reviewed by the buyer. Refer to the *Zone Price List* on each schedule to determine geographic coverage of the zone.
- @ If a schedule shows *No Award* for your geographic area, check with the GSA CO identified in the schedule. Sometimes the amendments to the schedules are late being printed or issued even if an award has been made. A new arrangement may have been made since the schedule was published. Even if you find *No Award* or N/A for your geographic area, you can still order the item(s). (However, in many cases it may be advisable to proceed with an open market acquisition, keeping in mind the \$2,500 threshold for competition). You can provide a Government Bill of Lading (you arrange for transportation) or you can instruct the contractor to arrange for transportation by including on your purchase order the words "Ship Prepaid and Add Charges to Billing, Supported by a Copy of Prepaid Freight Bill."

How to Place A Delivery Order (The use of GSA Advantage is encouraged for FSS orders whenever possible)

The AD-838, Purchase Order, is prepared as a delivery order in ordering from both single-award and multiple-award schedules. See Section 6D, PREPARING THE AD-838 AS A DELIVERY ORDER/POLICY.

Since FSS contracts all provide for the establishment of BPAs, GSA encourages their use. Therefore, BPAs may also be established by ARS activities where the existence of a BPA could be advantageous.

See Section 8C for a more detailed discussion of BPAs.

ORDERING PROCEDURES FOR MULTIPLE-AWARD SCHEDULES

The guidance provided above generally applies to locating and ordering particular products and services in multiple-award schedules. In contrast, however, contractor catalog pricelists must be used in conjunction with the multiple-award schedules. Each schedule provides information on how to obtain contractors' catalogs and lists. (See discussion under "CONTRACTOR PUBLICATIONS" above.) (If there is insufficient time to acquire contractors' publications, the Purchasing Agent should call them or use GSA Advantage to obtain prices and necessary specifications.)

The step-by-step guidelines presented on the following pages are addressed to Purchasing Agents who are responsible for ordering from multiple-award schedule contractors. In using the guidelines, Purchasing Agents should refer to Exhibit 6A(i), which contains a sample of the kinds of general and ordering instructions contained in Federal Supply Schedules.

Schedule Provisions to Check

- @ Determine *geographic coverage* (See General Instructions) by referring to contractor catalogs. The delivery area, and charges associated with delivery outside of that area, may vary by contractor.
- @ Check with contractors concerning *delivery* times, which may vary substantially and may require selection of another schedule item or a waiver.
- @ Note the *inspection* process described in the Ordering Instructions of the schedule. Once an item or service has been delivered, the ordering activity--not GSA--is responsible for inspection. Either the activity or the consignee should inspect the shipment immediately. Remember that failure to take action when defects could easily have been noted upon normal inspection may constitute a waiver of the government's rights. Also, see FAR 8.405-3, Inspection and Acceptance.
- @ Note that some of the services or products listed may not be mandatory, even for mandatory users. Check the General Instructions in the schedule.

Steps in Determining Which Contractor to Use

On most multiple-award schedules there are several brands of each product offered. Each brand or model may have characteristics that can affect its use in a particular application. Before you order one model, you and the requisitioner must be certain that all the salient characteristics necessary for proper use are present.

Determine Minimum Requirements

To analyze the potential suppliers' products, you should first work with the requisitioner to

determine the *minimum* requirements and features necessary for use. This step is especially important when complex equipment or supplies are required; special care must be taken to determine the suitability of the item to the particular purpose it is to serve. The salient features should be expressed in a functional way--what is needed to get the job done--when possible. It is sometimes necessary, however, to specify certain design requirements, such as size or electrical requirements for equipment or molecular composition for particular chemicals.

Be sure that the requirements stated reflect the minimum necessary to do the job correctly.

Obtain Information

Once the requester is satisfied that the product description is sufficient, if you do not have all the necessary information, call, or write, *requesting information* from the suppliers listed in the appropriate schedule (Caution: See FAR 8.404(c)(v) and the discussion regarding "Lower Price for an Identical Item" in Section 6B. Also, see guidelines in Section 7D). Contact the suppliers listed whose product(s) appear to meet your need, describing your requirements and asking for specifications, drawings, or other data necessary to show whether the product complies with your specifications.

Many times, the requester will ask you to order a particular brand of a product or supply. Where possible, ask the requester to specify what necessary characteristics are unique to the particular brand. You should explain the policy against undue restriction of competition (see FAR 11.104) and the need to protect the government's interests by acquiring satisfactory goods at the most advantageous price and on the best terms. However, care must be taken to *insure that the item acquired is suitable for its intended purpose*.

Time and lack of information may necessitate that a brand name be used as a standard. In such cases, the identification of the brand name used as a standard must be accompanied by a description of functions to be performed, performance required, and/or essential physical characteristics. You should request that suppliers provide information on offered products that are similar or equal to the brand name.

Prepare a Salient Characteristics Matrix

After you have received the suppliers' information or catalogs, prepare a salient characteristics matrix. (A sample format is shown in Exhibit 6C(i)). GSA prepares matrices for many products, listing most or all of the characteristics. When a matrix is included in the schedule you are using, you should prepare your matrix using the appropriate columns from the GSA matrix.

(See Exhibit 6C(ii) for an example). List each of the required characteristics, the vendors, and the make or model that each vendor offers. Where trade-offs are possible, (see discussion of "best value" below). The comparative weight to be given to each should be listed. Check off each characteristic for every vendor and then insert price information for each model.

Select the Contractor for Award

As a result of the Federal Acquisition Streamlining Act of 1994, the Federal Acquisition Regulation has been amended to streamline and simplify the use of multiple award FSS's. It is

important to distinguish between procedures of use of optional and mandatory schedules.

Optional Use Schedules (FAR 8.404(b))

If USDA (ARS) is identified as an optional user of a schedule, *orders of \$2,500 or less* may be placed with any FSS contractor. There is no need to determine that the price is fair and reasonable since GSA has already made that determination in awarding the contracts.

When placing *orders of more than \$2,500*, the ordering activity should consider products and prices in any GSA Multiple Award Schedule.

Schedule automated information system (See discussion of GEAR in Section 6A) or review at least three (3) vendor price lists).

Orders are *not* required to be placed for the lowest priced item that will meet the need. Rather, the FAR also provides guidelines for selecting the best *value* item at the *lowest overall cost* (price of the item plus administrative costs). Appropriate considerations include such factors as:

- Special features of one item not provided by comparable items;
- Trade-in considerations (See Section 3C);
- Probable life of the item selected versus that of a comparable item;
- Warranties,
- Maintenance availability,
- Past Performance; and
- Environmental and energy efficiency considerations.

Purchasing Agents, therefore, are expected to exercise good business judgment in making the selection decision.

FSS schedule contractors are not required to pass on to all schedule users price reductions extended to an individual agency for a specific order. Therefore, Purchasing Agents may *seek price reductions* where it is advantageous to do so.

FAR encourages agencies to *keep documentation to a minimum*, i.e., contractors and products considered, contractor selected, item purchased, and price paid or basis for best value judgment.

Mandatory Use Schedules (8.404(b)(3))

Where USDA (ARS) is identified as a mandatory user, the procedures for optional use schedules discussed above are applicable. However, since the schedules are mandatory, ordering offices are not permitted to solicit bids, proposals, quotations, or otherwise test the market solely for the purpose of seeking alternative sources to FSS's.

Where requirements exceed the maximum order threshold and before placing an order that exceeds the maximum order threshold; (1) seek a price reduction, (2) review additional FSS contractor's catalogs or price lists, (3) use GSA Advantage on line shopping service; and (4) place an order if an agreement can be reached on price, delivery, and other terms or conditions.

Preference for Small Business Concerns

When two items are equally satisfactory and are the same in cost, selection should be made on the basis of preference for small business concerns (FAR 8.404-(b)(6)). The List of Contractors which is included in the schedule will contain information concerning the size status of the contractors.

Application of Buy American Price Differential for Foreign Items

The Buy American Act applies to FSS contracts. The Act provides for preference for the use of American-made articles, materials, and supplies over foreign-made items. It requires that a price differential be applied when evaluating prices quoted on foreign items in relation to those for domestic items. A "(BA)" in the SIN column in the Schedule List of Supplies and Services indicates required application of the differential.

See FAR Part 25 as well as AGAR Subpart 425.1 and the discussion in Section 7E.

DELIVERY OPTIONS

Before placing an order, the Purchasing Agent must consider the delivery options available and decide on that option which is best suited to the circumstances.

Federal Supply Schedule contracts authorize an ordering office to:

1. Request shipments in quantities that will require a differential in rates from those on which the contract prices are based; and
2. Request the contractor to ship by a mode of transportation other than that stipulated in the contract.

The first of these rights affects shipments of less than the minimum order or more than the maximum order. The second affects shipments needed in less than the delivery period allowed (or other cases in which the mode of transportation is important to the activity). In both cases, adjustments to the contract price may be necessary when placing the delivery order.

If a schedule contractor is not willing to ship a quantity below the minimum above the maximum, or is unwilling or unable to meet a desired delivery date because of transportation time, these provisions can be of great value. In either case, the method of adjusting the price is the same. The procedure involved is best explained by an example.

Assume that the office in Beltsville needs an item available from a single-award contractor located in Atlanta. If the contractor has 10 days from receipt of the order to make a delivery but the office needs (not just wants) the item within 3 days, the ordering office can contact the supplier and request the expedited shipment at no increase in cost. If delivery by truck is contemplated in the contract, the vendor will almost certainly refuse the request (it simply takes too long to process paperwork and then drive from Atlanta to Beltsville). But the delivery might be feasible if air freight were used. The contractor might agree (but would not be required to agree) to deliver in 3 days by that method. The order can then specify delivery by air. In that case, the contractor will:

@ Deduct the lowest applicable freight charge of the originally intended method (truck); and

@ Add the lowest applicable freight charge of the new method (air freight).

The calculations of freight differentials must be shown on the contractor's invoice, backed up by freight bills, express receipts, or, if those are not available, an explanation of how the calculation was made.

Note that, in this example, the contractor agrees to a shorter delivery period. Nothing in the contract can be used to require delivery in less than the maximum period allowed; however, the mechanism of changing the method of delivery does improve the likelihood that a contractor will agree to faster delivery.

The same logic applies to small deliveries. Freight charges are based on size and weight ranges. Small deliveries may entail a larger per unit shipping cost. The freight rate adjustment makes it feasible for a contractor to deliver less than the minimum order without "eating" the increase in per unit freight.

How to Place a Delivery Order

See Section 6D, PREPARING THE AD-838 AS A DELIVERY ORDER.

**ADMINISTRATION OF FEDERAL SUPPLY SCHEDULE
CONTRACT ORDERS**

Each FSS contract contains terms and conditions which establish the rights and obligations of the ordering activity and the contractor once an order has been placed and accepted. Each party has a right and an obligation to adhere to these provisions. The Purchasing Agent has overall responsibility and authority in representing the ordering activity.

Section 13E outlines key issues and common problems that arise in the administration of FSS orders.

Sample FSS Schedule Matrix

10 Federal Supply Schedule--MATRIX

CONTRACTOR	ABC Systems Corp	ABC Systems Corp	XYZ Electronics Corp	XYZ Electronics Corp	XYZ Electronics Corp	XYZ Electronics Corp
MODEL 3010Z	BANTAM	ER 1564I	ER 2381	ER2391	ER 2540	
CASH REGISTERS						
Domestic or Foreign	D	D	F	F	F	F
Electronic	X	X	X	X	X	X
Electric	X	X				
Keyboard Configuration						
Ten Key	X	X	X	X	X	X
Full Key	Y	X				
Number of Control Keys	12	2	2	8	8	12
Application						
Grocery	X	X	X	X	X	X
Fast Food	X	X	X	X	X	X
Bar	X	X	X	X	X	X
Dollar Capacity (000)	11	11	8	8	8	8
Display						
Clear	X	X	X	X	X	X
Rear	A	A	X	X	X	X
Side	A	A	X	X	X	X
Printer						
Printed Receipt Journal	Y	X	X	X	X	X
Printed Audit Tape	X	X	X	X	X	X
Slip Validation	A	A	X	X	X	X
Computer Change	X	X	X	X	X	X
Change Dispenser	X	A	X	X	X	X
Automatic Tax Calculation	X	X	1	1	1	2
Void Transaction Key	X	X	X	X	X	X
Split Pricing	X	X	X	X	X	X
Counter Top Scanning	X	X	X	X	X	X
Wand Scanning	A	A	X	X	X	X
Scale Interface	A	A	X	X	X	X
Number of Drawers	4	4	1	1	1	1
Remote Drawers	ALL	ALL	X	X	X	X
Subtotal Recall	X	X	X	X	X	X
Totalizer Capacity	X	X	12	12	12	12
Government Net Price (\$)	2652.40	2276.20	296.65	398.65	466.65	551.65

* 40% Discount Item = 17% Government Discount

-- 25% or 30% Discount Item = 11% Government Discount

A = Available

T = Turret

Y = Yes

SECTION 6D

PREPARING THE AD-838 AS A DELIVERY ORDER

POLICY (The use of GSA Advantage is encouraged whenever possible)

AGAR 413.505(a) prescribes the use of the AD-838, Purchase Order, in lieu of the Optional Form 347 prescribed in FAR 13.307. The AD-838 may be used either as a Delivery Order as discussed in this Chapter, or as a Purchase Order as discussed in Section 8B.

PROCEDURES

Specific procedures for the completion and processing of the AD-838 are found in Title II, Chapter 5, Section 1, of the NFC Procedures Manual. The guidance provided in this Manual is limited to initial preparation of the AD-838 and should be verified by referring to the current version of the NFC Manual. Other actions involving the AD-838 are covered in the NFC Procedures Manual.

FORM DESCRIPTION

The AD-838 is used to acquire goods and services from the seller. It is a 10-part snap-out set. The parts are used as described below:

@ NFC (Original) - is sent to NFC to establish Purchase Order data in computer master files and to record the obligation of funds. The NFC Copy should be sent to:

USDA, National Finance Center
P.O. Box 60000
New Orleans, LA 70160

@ Seller's Original (1st Copy) - provides the seller with shipping and billing instructions. This copy does not provide accounting data.

@ Receipt Copy (2nd, 3rd, and 4th Copies) - is sent to NFC to record partial and complete receipt information.

@ Issuing Office Copy (5th Copy) - duplicates the NFC Copy.

@ Property Copy (6th Copy) - duplicates the Receipt Copy.

@ Agency Use Copies (7th, 8th, and 9th Copies) - duplicates the NFC Copy.

TRANSACTION TYPES

NFC has established several "transaction types" to be used under different acquisition circumstances.

The transaction type of a purchase order is identified by the first two positions of the purchase order number. The code is selected by the Purchasing Agent according to the Transaction Type Criteria Table shown as Appendix B of NFC Manual (See Exhibit 6D(i)). Additionally, certain payment conditions must exist before any payment can be made against the purchase order. The following information includes a description of major criteria for the type purchase code, uses, and basic payment conditions for each.

Transaction Type Code 40

@ Used to purchase goods or services; fixed cost and quantity or estimated cost and quantity with anticipated one-time vendor payment. An example is shown as Exhibit 1D on page 35 of the NFC Manual.

@ Payment for orders is made when the purchase order number entered from the obligation document, receipt document, and seller's invoice match, providing the accumulated net invoiced amount is within the \$15 tolerance level allowed by the system on the obligated order value of the line items, excluding freight. When the accumulated freight charges invoiced for the order exceeds the obligated estimated freight, a \$15 tolerance is also allowed by the system.

Transaction Type Code 41

@ Used to acquire subscription services.

@ Payment is made for orders when the purchase order number entered from the obligation document and seller's invoice match, providing the accumulated net invoiced amount is within the \$15 tolerance level allowed by the system on the obligated order value of the line items, excluding freight. When the accumulated freight charges invoiced for the order exceeds the obligated estimated freight, a \$15 tolerance is also allowed by the system.

Transaction Type Code 42

@ Used for purchases that contain fixed price and quantity with anticipated recurring payment and authorized automatic cyclic payment; e.g., facility rental/lease or janitorial service. (See Exhibit 1R and 1S on pages 85 and 88 of the NFC Manual.)

@ Cyclic payments are made in arrears without receiving report or invoice for amounts established from the initial purchase order obligation data entered in the system. There is no dollar tolerance allowed by the system for Type 42 purchase orders).

Transaction Type Code 43

@ Used for purchase of services that contain fixed or estimated price and fixed or estimated quantity with anticipated one-time or recurring vendor payment. (See Exhibit 1U through 1Y on pages 91 through 107 of the NFC Manual.) Examples of some purchases made with the Type 43 purchase order are:

- Equipment rental.
- Copier rental with monthly charges based upon number of copies produced.
- Clearing of land when the hourly rate is known but the number of hours to clear the land is estimated.

@ The invoice is attached to a properly completed AD-838B, Invoice - Receipt Certification (See Section 13C). The amount billed must equal the amount certified on the AD-838B. Payment is made when the purchase order number entered from the obligation document, and the AD-838B, Invoice - Receipt Certification, match, providing the dollar amount indicated on the AD-838B does not exceed the obligated order value of the line items (excluding freight) by more than 25 percent or \$625 tolerance level allowed by the system.

NOTE: The NFC will reject an invoice when the amount exceeds the tolerance. The procurement office is requested to issue an amendment to obligate additional funds, if appropriate.

@ The AD-838 should be prepared as a Type 43 using code 8 in Block 5 (SF-281) of the form. This code relieves the agency of submitting a Form AD-838B with an invoice to the NFC. GSA provides billing to NFC.

Transaction Type Code 45

@ Used for Blanket Purchase Agreements

PLACEMENT AND PREPARATION OF THE DELIVERY ORDER

Placement

Ordering activities place orders directly with contractors within the limitations specified in each schedule, and must include information prescribed by the NFC as well. However, all orders should include certain basic information, such as:

@ Contract number;

@ F.O.B. delivery point; i.e., origin or destination;

@ Net terms;

@ Discount terms;

@ Delivery time expressed by month, day, and year (If a shorter period is agreed to by the contractor under the "Urgent Requirements" procedure, a statement to this effect should be on the order);

@ If applicable, number of days for inspection and acceptance after delivery (F.O.B. destination);

@ SIN or NSN;

@ Brief, complete description of the item (When ordering by model number, features and options such as color, finish, electrical characteristics, etc., may be available and must be specified);

@ Quantity;

@ Variation in quantity (See schedule);

@ Number of units;

@ Unit price;

@ Total cost of order;

@ Point of inspection; and

@ Other pertinent data; e.g., delivery instruction on receiving hours, size of truck limitation, etc.

Preparation

See Exhibit 6D(ii) for block-by-block preparation instructions.

Exhibit 6D(i)

Transaction Type Criteria

TRAN TYPE	Fixed Price	Fixed Qty.	Est. Price	Est. Qty.	Supplies	Services	Anticipated One-Time Vendor Payment	Anticipated Recurring Payment	Authorized Advance Vendor Payment	Automatic Payment Authorized
40	X	X			X		X			
40	X	X				X	X			
40			X		X		X			
40				X	X		X			
41	X								1/ X	
42	X	X						X		X
43			X			X	X			
43				X		X	X			
43								X		
45	X	X			X	X	X			

1. In the case of subscriptions

Exhibit 6D(ii)

Preparing The AD-838 As A Delivery Order

FOR AGENCY USE ONLY		UNITED STATES DEPARTMENT OF AGRICULTURE PURCHASE ORDER							
1 PAGE NO. 1 OF 1	2 RECEIVING OFFICE NO. 7245	3 CONTRACT NUMBER GS-14F-0033F	4 ORDER DATE 10/08/1989	5 SF-281 DL	6 UNIT CODE	7 FUND CODE NC	8 ORDER NUMBER 45-7245-0-1	9 SUB.	
9a TYPE PURCHASE (Check One) <input type="checkbox"/> PURCHASE ORDER <input checked="" type="checkbox"/> DELIVERY ORDER		9b SELLER'S IDENT. NO. 12-3456789	9c FORM 1099 <input checked="" type="checkbox"/> NO <input type="checkbox"/> YES		9d TAXPAYER'S IDENT. NO. 422-22-6874				
10 TO: (Seller's Name, Address, City, State, Zip Code, and Phone No.) XYC CORP. 123 South Street New Orleans, LA 70129 (504) 588-9874			11 SHIP TO	Consignee, Address, Zip Code, and Place of Inspection and Acceptance USDA, OFM, NFC 13800 Old Gentilly Rd. New Orleans, LA 70129					
			PHONE (A/C & No.) (504) 212-1234	Check One <input type="checkbox"/> FTS <input type="checkbox"/>		COMM			
12 LINE ITEM	13 ACT CODE	14 DESCRIPTION	15 BUDGET OBJECT	16 ACC LINE	17 QUANTITY	18 UNIT ISSUE	19 UNIT PRICE	20 AMOUNT	
01		Tapes for XYZ System	2633	X			5,000.00	5000.00	
02		Periodic Maintenance on XYZ System. Serial No. 1234	2535	03			15,000.00	15000.00	
03		Miscellaneous Hardware	2670	X			10,000.00	10000.00	
20a THIS PURCHASE ORDER NEGOTIATED PURSUANT TO AUTHORITY OF 41 U.S.C. 252(c)()									
21 F.O.B. POINT Destination		22 DISCOUNT AND/OR NET PAYMENT TERMS Net 30		22a TYPE COMMODITY/PAYMENT CODE 0		25 Sub-Total		30,000.00	
23 DELIVER TO F.O.B. POINT ON OR BEFORE (Date)		24 SHIP VIA		26 ESTIMATED FREIGHT		27 TOTAL		30,000.00	
28 ACC LINE	29 ACCOUNTING CLASSIFICATION						30 DISTRIBUTION	31 AMOUNT	
01	A 5	B 10	C 5	D 3	E 1	F 1	G 2	%5U 5,000.00	
02	A 5	B 10	C 5	D 3	E 1	F 1	G 2	%50 15,000.00	
31a ISSUING OFFICE NAME AND ADDRESS USDA, OFM, NFC P.O. Box 60,000 New Orleans, LA 12345				31b ORDERED BY (Name and Title) Mary Jones, Procurement Officer				31c COMMERCIAL PHONE (Area Code and Number) (301) 504-1111	
				31d FTS PHONE NO. 611-1234				31e AUTHORIZED SIGNATURE <i>Mary Jones</i>	

This form was electronically produced by Elite Federal Forms, Inc.

FORM AD-838-7 (Rev. 7/90)

Exhibit 6D(ii) (Continued)

Instructions - Form AD-838, Delivery Order Completion

The bracketed numbers below correspond to Block numbers on the sample AD-838 shown on the opposite page. The position number where shown is the maximum allowed for each block of the purchase order. All information should be typewritten on the form.

BLOCK # ENTRY

[1] Enter the page number and total pages in order.

[2] Enter LAST FOUR POSITIONS of GSA FEDSTRIP Requisitioner Number of the office responsible for answering inquiries concerning receipt of the order. From Block 2 of the AD-700.

NOTE: Mixed alphanumeric fields must contain the symbols of slashed zeros (N) and unslashed alpha O's to indicate a difference between the zero and the alpha O. Single position or multiple position all numeric fields should *not* contain slashed zeros.

[3] Enter the GSA schedule contract number.

[4] Enter the 6 position actual date the goods or services are ordered; e.g., MMDDYY (Month-Day-Year).

[5] Enter a code to indicate type of procurement source (See Exhibit 6D(iii)).

[6] Unit code, leave blank.

[7] Enter the 2-position assigned NFC fund from Block 7 of the AD-700.

[8] Enter the delivery order number according to the USDA-wide numbering system described in Exhibit 6D(iv).

[9] Enter the code applicable to certain "special" conditions such as amendment or cancellation (2 positions). See Appendix E in the NFC Manual for an example.

[9a] Check "Delivery Order" for orders against FSS Schedules.

[9b] Enter the 9-position Tax Identification Number (TIN) obtained from the seller. The TIN is formatted as follows: XX-XXXXXXX. Never leave this block blank, except for foreign vendors.

[9c] Check appropriate block (services only).

[9d] Enter vendor's Social Security Number, or TIN.

-
- [10] Enter seller's name and address (including zip code). On the second line, enter the Vend Code (VID) from the FFIS Vend Table. If the vendor is not in FFIS, contact the respective Vendor Coordinator to add the vendor before continuing. Enter the phone number of seller for NFC use.
- [11] Enter Consignee's name and address to CLEARLY IDENTIFY THE DELIVERY POINT for the order. From Block 11 of the AD-700. Include the Consignee's FTS telephone number or if no FTS, the commercial telephone number for NFC use. The telephone number is not required when consignee and issuing office in Block 31(a) are the same.
- [12] Enter a consecutive number for each type of supply or service being procured on the order. From Block 12 of the AD-700. (2 positions) The total of these lines together with Block 13, below, must not exceed 99 lines for each purchase order.
- [13] Enter the appropriate 1-position action code as described in Appendix C. Form AD-838 using various action codes are shown Exhibits 1E through 1N on pages 37 through 73 of the NFC Manual. (See Exhibit 6D(v)).
- [14] Enter complete description of articles or services including stock or catalog number, and subscription numbers (See Block 14 of the AD-700). Include special information, for which space is not otherwise provided on the form; e.g., for Transaction Type 43, indicate the number of payments, the payment cycle (monthly, quarterly, etc.), the dollar amount to be paid each cycle, and the start date for the first payment. Also included in this section is a note to the seller regarding seller's acknowledgment of acceptance of the order, if applicable. An example is shown as Exhibit 10 on page 76 of the NFC Manual.
- [15] Enter the applicable 4-position Budget Object Classification (BOC) code shown in Block 15 of the AD-700 (See Exhibit 6D-(vi) and the current NFC BOC Code listing for more details).
- [16] Enter the number of the accounting line, Block 28 of the AD-700, that the line item Block 12 of the AD-700, is to be charged against--usually this will be only one digit.
- [17] Enter the quantity ordered (8 positions, up to five whole numbers plus 3 decimal places).
- [18] Enter the unit of issue; e.g., DZ, JOB, EA PK, LOT, etc. (3 positions).
- [19] Enter the unit price for each item (10 positions, up to 6 whole numbers and round off to 4 decimal places).
- [20] Enter the extended value (quantity X unit price) for each item rounded to two decimal places (8 positions). See Exhibit 1D on page 35 of the NFC Manual.

- [20a] Enter "FAR Part 38" for FSS delivery orders.
- [21] Enter shipping terms (origin, destination, etc.) in accordance with the terms of the order or contract.
- [22] Enter exact terms of the purchase including cash discount terms and net payment terms. Example "3% 10 days net 10" or, if no discount is offered, "Net 30." Use decimals instead of fractions.
- [22a] See Exhibit 6D(vii).
- [23] Enter date delivery is expected or date of completion for services (month, day, year) (For FSS delivery orders this will be an estimated date based on the terms of the Schedule contract, e.g., "30 days ARO").
- [24] Enter shipping instructions. If Block 21 shows "Destination" leave blank (Seller pays transportation costs). If "origin", show agreed upon or desired method of shipping; e.g., parcel post, air mail, motor freight or railway express (USDA pays transportation costs).
- [25] Enter on the last page of the order, the cumulative total of all Block 20 amounts for the entire order (9 positions).
- [26] Enter "0" or estimated freight charges on last page of order. DO NOT LEAVE BLANK. Postage and handling charges should be considered freight. If "0" is entered, NFC will pay freight charges up to \$15. No freight is paid on FOB destination orders. Always include a note as follows: PLEASE SHIP PREPAID AND INVOICE SHIPPING CHARGES AS SEPARATE ITEMS ON THE INVOICE. Enter Estimated Freight Charges as shown on sample form for FOB Origin shipments only. NOTE: A freight charge in excess of \$100 must be supported by a vendor's freight or waybill before payment can be made. There is a \$15 freight tolerance in addition to any freight amount shown. DO NOT CHARGE FREIGHT TO A LINE ITEM THROUGH THE USE OF ACTION CODE "F" AND SHOW AN AMOUNT IN "ESTIMATED FREIGHT" (Block 26) ON THE SAME ORDER.
- [27] Enter the total obligation for all items (subtotal plus estimated freight) on the last page of the order (9 positions).
- [28] Enter the numbers that correspond to the account line indicated in Block 16 (usually there will be only one line).
- [29] Enter the accounting classification codes from Block 29 of the AD-700. These codes are entered for each line number shown in Block 28.

- [30] Enter the percentage of distribution for each line of accounting--they must total 100% (Check Block 30 of the AD-700).

- [31] Enter amount applicable to each accounting line.

- [31a] Enter issuing office name and address.

- [31b] Enter name and title of Purchasing Agent who will sign order. This is the person who will be contacted by NFC for any information about the order.

- [31c] Enter the FTS and commercial telephone number of the official named in Block 31b for use by the seller and NFC.

- [31d] Enter the FTS telephone number of the official named in Block 31b. This information will be used by the NFC.

- [31e] Signature of the official named in Block 31b.

Exhibit 6D(iii)

Procurement Source Codes

(Block 5, AD-838)

The SF-281 codes, together with a description of each code, for use in Block 5 of the Form AD-838, Purchase Order, are as follows:

METHOD OF PROCUREMENT (First position of the SF-281 Code)

CODE	DESCRIPTION
A	Tariff or Regulated Acquisition
B	Contract for Foreign Government or International Organizations
C	Simplified Acquisition Procedures
D	Simplified Acquisition Procedures - Not Competitive
E	Simplified Acquisition Procedures
F	Orders - General Services Administration Federal Schedules
G	Orders - Other Federal Schedules
H	All Other Orders - Competed
I	All Other Orders - Not Competed
J	All Other Orders - Not Available for Competition
K	Other Procurement Methods - Competed
L	Other Procurement Methods - Not competed
M	Other Procurement Methods - Not Available for Competition
N	8(a) Program Contract Awards
O	Javits-Wagner-O'Day (JWOD) Nonprofit Agency
P	Online Payment and Collection (OPAC) System
Q	Purchases from Other Federal Agencies (e.g., Government Printing Office)
U	Purchases from Federal Prison Industries (UNICOR) which are non-OPAC orders
ZZ	Modifications
22	Entered in Federal Procurement Data System (FPDS) (SF-279)

Exhibit 6D(iii) (Continued)**Type Of Business**

<u>CODE</u>	<u>DESCRIPTION</u>		
A	Small Business Concern	P	Large Business Concern
B	Small Business Concern, Service Disabled Veteran (SDV)	R	Domestic Outside U.S.
C	Small Business Concern, Small Business Set-Aside	T	Domestic Outside U.S. Small Business Set-Aside
D	Small Business Concern, Veteran- Owned Small Business (VOSB)	U	Foreign
E	Small Business Concern, Disadvantaged	V	Other Entities
H	Small Business Concern, Disadvantaged, Small Business Set-Aside	Y	Historically Black Colleges and Universities/Minority Institutions (HBCU/MI)
K	Small Business Concern, Woman-Owned	1	Small Business Concern, Disadvantaged, Woman-Owned
M	Small Business Concern, Woman-Owned, Small Business Set-Aside	2	Small Business Concern, Disadvantaged, Woman-Owned, 8(a) Program
		3	HUBZone Small Business Set-Aside
		4	HUBZone Small Business, 8(a) Program
		5	HUBZone Small Business, Disadvantaged
		6	HUBZone Small Business Concern, Woman-Owned
		7	HUBZone Small Business, Woman-Owned, Small Business Set-Aside

<u>CODE</u>	<u>DESCRIPTION</u>
N	Small Business Concern, 8(a) Program

Exhibit 6D(iv)

**Delivery/Purchase Order Number
(Block 8, AD-838)**

Enter the purchase order number according to the REE PM 04-01, dated July 31, 2001. Purchase Order numbers will contain 11 positions.

<u>Transaction</u> <u>Type Code</u>	<u>Ordering</u> <u>Office</u>	<u>Fiscal</u> <u>Year</u>	<u>Purchase</u> <u>Number</u>
40			

Transaction Type

Code: Enter the 2-position Type Code 40, 41, 42, or 43 as described in paragraph 4A, page 8, and Appendix A and B of the NFC Manual and discussed in Section 6D of this Manual.

NOTE: 1. On Transaction Type 43 order, always ensure that the billing address is changed on the seller's original Form AD-838 from the NFC to the appropriate agency office so that the invoice can be received by the agency. An example is shown as Exhibit 1T on page 89.

2. On Transaction Type 41, orders with a "P" in the "Sub" block, always ensure that the seller's original Form AD-838 before the document is forwarded to the vendor because an invoice is not required. An example is shown as Exhibit 1Q on page 81.

Ordering Office: Enter the LAST FOUR POSITIONS of the GSA FEDSTRIP Requisitioner Number of the office responsible for placing the order. Mixed alphanumeric fields must contain the symbols of slashed zeros (N) and unslashed alpha Os to indicate a difference between the zero and alpha O.

Fiscal Year: Enter the last digit of the fiscal year appropriation. (1 position)

Purchase Number: Enter a unique number (not exceeding 4 positions) for the respective ordering office, usually beginning with number one for the first purchase order of the fiscal year and proceeding consecutively. It is not necessary to enter leading (left) zeros.

Exhibit 6D(v)

Purchase Order Action Codes
(Block 13, AD-838)

- C = Credit
- D = Line Item Discount
- E = Federal Excise Tax
- F = Nonmerchandise Cost
- T = Trade-in
- V = Volume Discount
- X = Line Item Cancellation

Exhibit 6D(vi)

Budget Object Classification Codes

(Block 15, AD-838)

OBJECT CLASS	DESCRIPTION
2400	Printing and Reproduction
2500	Other Services
2600	Supplies and Materials
2642	Meat or Meat Food Products
2643	Perishable Agricultural Commodities
3100	Equipment
3110	Capitalized Equipment - Other
3112	Furniture and Fixtures
3120	Machinery and Equipment
3121	Agricultural Machinery and Equipment
3122	Laboratory Machinery and Equipment
3123	Radio and Communications Machinery and Equipment
3124	ADP Machinery and Equipment
3125	Office Machines
3126	Reproduction Machinery and Equipment
3141	Noncapitalized Equipment of a "High Risk Sensitive Nature"

NOTE: See current listing of Budget Object Classification Codes published by NFC for a further breakout.

Exhibit 6D(vii)**Commodity/Payment Code
(Block 22a, AD-838)**

"C" =	Used for progress payments under construction contracts.
"D" =	Payment for carload quantities of dairy products, edible fats or oils, and food products prepared from edible fats or oils.
"M" =	Meat or food products as defined under Budget Object Classification Code 2642.
"P" =	Perishable agricultural commodities as defined under Budget Object Classification Code 2643.
"O" =	All other goods or services; payment according to requirements of Prompt Payment Act; interest penalty for late payment.
"T" =	All other goods or services; payment according to requirements of Prompt Payment Act; no interest penalty for late payment.
"X" =	All other goods or services; pay immediately; no interest penalty for late payment.