

## What is a GSA Schedule Contract?

GSA contracts offer a fast, easy, and effective contracting vehicle for government agencies to obtain essential services from Inglett & Stubbs International (ISI). GSA has established a long-term contract with ISI to provide you with access to our unique set of products and services at volume discount pricing.

You can contract with ISI as a Pre-Approved Vendor, and benefit from “most-favored customer” pricing with the GSA schedule. When you place a GSA order with ISI, it is considered to be fair and reasonable with full and open competition.

Each GSA schedule is composed of Special Item Numbers (SINs). This categorization method groups similar products, services, and solutions together to aid in the acquisition process. Schedules are Indefinite Delivery, Indefinite Quantity (IDIQ) contracts that provide for an indefinite quantity of supplies and services during a fixed period of time. They streamline the contract process and help speed service delivery.

### What Services (SINs) are available through ISI's Schedule 03FAC Facilities Maintenance and Management GSA Contract?

- SIN 811-002 Complete Facilities Maintenance**  
Services related to complete operations, maintenance, and repair of military and government facilities.
- SIN 811-004 Maintenance of Utility Systems**  
Services related to operation, maintenance, repair, future upgrades, future utility system replacements, labor, material, tools, and equipment necessary to own, maintain, and operate utility systems, including all electrical utilities, communication utilities, cabling services, gas utilities, and water utilities.
- SIN 811-005 Refrigeration, Heating, Ventilation, Air Conditioner, Boiler and Chiller HVAC Maintenance**  
Services related to providing heating and ventilation services.
- SIN 003-100 Ancillary Supplies and/or Services**  
Supplies and Services necessary to support the maintenance activities above.

### Benefits:

ISI has partnered with GSA to provide solutions for your contracting issues.

- ✓ Dramatic time savings
- ✓ Lower administrative costs
- ✓ No order maximums
- ✓ Control of the procurement
- ✓ Flexibility and choice
- ✓ Direct relationship with ISI

### Did You Know...

GSA allows for Blanket Purchase Agreements (BPAs)? This allows for multiple task awards to be issued to ISI for repetitive work.

For details on how ISI can provide a complete O&M package or upgrades to existing facility utility systems, visit [www.ISIprime.com/gsa-contract](http://www.ISIprime.com/gsa-contract)

Ready to talk?

Email [GSA@ISIprime.com](mailto:GSA@ISIprime.com) or call +1 404 591 2100



ordering info



# How to Order Services under the GSA Contract

Cost of Service	Procedure
<b>Micro-Purchase Threshold - Orders under \$3,000*</b>	Select the contractor best suited for your needs and place the order. * <i>The micro-purchase threshold increases to \$30,000 if services support a contingency operation outside the United States, in accordance with FAR 13.201 (g)(1)(ii).</i>
<b>Between the Micro Purchase &amp; Simplified Thresholds - Orders from \$3,000* - \$150,000</b>	<ol style="list-style-type: none"> <li>1. Prepare a SOW or Performance Work Statement (PWS) in accordance with FAR 8.405-2(b). This should include: <ul style="list-style-type: none"> <li>• Work to be performed</li> <li>• Location of work</li> <li>• Period of performance</li> <li>• Deliverable schedule</li> <li>• Any other special standards or requirements</li> </ul> </li> <li>2. Prepare the contract evaluation criteria to include a “Best Value” award based on a Fixed Price bid. Evaluation criteria may also include: <ul style="list-style-type: none"> <li>• Past performance requirements</li> <li>• Labor source requirements</li> <li>• Any other selection information as required for the project</li> </ul> </li> <li>3. Send the complete RFQ (including SOW and Criteria) to at least three GSA Schedule contractors.</li> <li>4. Evaluate the bid responses and make the “Best Value” determination in accordance with FAR 8.404(d)</li> </ol>
<b>Above the Simplified Acquisition Threshold - Orders over \$150,000</b>	<ol style="list-style-type: none"> <li>1. Create an RFQ as detailed above.</li> <li>2. Provide the RFQ to as many GSA Schedule contractors as possible to ensure that at least three qualified quotes are received. The RFQ may also be posted on GSA’s electronic RFQ system, e-Buy, for open solicitation among GSA schedule contractors.</li> <li>3. Seek Price Reductions.</li> <li>4. Evaluate responses and then make the “Best Value” determination.</li> </ol>

## Documentation & Exceptions

At a minimum, the ordering activity must document:

- The Schedule contracts considered, noting the contractor selected
- A description of the service purchased
- The amount paid
- The evaluation methodology used in selecting the contractor to receive the order
- The rationale for any trade-offs in making the selection
- The fair and reasonable price determination required by FAR 8.405-2(d)

When applicable, the following must be included for Justification in addition to the above:

- (i) If an order is in excess of \$500,000, Documentation must show the “best procurement approach” made during the planning process in accordance with FAR 17.502-1(a). This outlines the assurance that the GSA contract is the best approach for the project. Justification may include suitability of the GSA vehicle, value of using GSA, and the expertise of using the GSA vehicle.
- (ii) When an order exceeds \$150,000 and a minimum of 3 offers were not received and considered, provide evidence of steps taken to meet the competitiveness requirements of FAR 8.405-2(c). Documentation must demonstrate that the attempts to obtain offers from at least three firms that could meet the requirements were adequate.
- (iii) If less than 3 sources are sought, provide documentation as required by FAR 8.405-6 of the circumstances and rationale for limiting consideration of Schedule contractors, including an approved Limited Source Justification when required. This rationale could include:
  - There exists an urgent and compelling need; and/or
  - The contractor is the only capable source; and/or
  - In the interest of economy and efficiency, the new work is a logical follow-on to an original GSA Task Order.

### GSA Details:

For further information, contact your Contracting Officer or please visit:

[www.gsa.gov/schedules-ordering](http://www.gsa.gov/schedules-ordering)

