



CFMH Chatter

CENTER FOR FACILITIES MAINTENANCE & HARDWARE

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Director's Corner - by Debbie Harms

Happy 60th Birthday GSA!



I thought I would expend some print space in this issue of the Chatter discussing one of my favorite topics - BIRTHDAYS. Yes, whether the distinguished date is mine, a close friend's, a family member's, or even a work acquaintance, I have always been an ardent fan of birthday celebrations. Birthdays are a great time to honor someone at their special time of the year!

Speaking of these special anniversaries, I'll bet that many of you did not know that we have been celebrating a very distinctive birthday around the Center this past quarter. You see, on June 30th, 1949, President Harry S. Truman created the U.S. General Services Administration, and if you do the math, you will discover that GSA, the federal agency, near and dear to all of us, recently turned sixty.

And, as holds true for most birthday honorees, GSA seems to evolve and get better with age. The agency has come a long way from its original mission of disposing of war surplus goods, storing government records, handling emergency preparedness, and stockpiling strategic supplies for wartimes. With sixty years under its belt, GSA now provides work space for over 1 million federal workers, manages over \$500 billion in federal assets and provides high quality, low cost supplies and services across the federal government.

I think it is important to temper the hard work we perform each day by celebrating the successes and momentous milestones we achieve. Please join me and the CFMH associates as we wish GSA a big **HAPPY 60th!**

Debbie Harms
Director



Contractor Teaming Arrangements

The basic authority for Contractor Team Arrangements (CTA's) can be found in the Federal Acquisition Regulation, Part 9.6. Under GSA's Multiple Award Schedules program, a CTA is an arrangement in which two or more GSA Schedule contractors work together to meet an agency's requirements. The parties enter into a written agreement which details the roles and responsibilities of each team member. The CTA allows the contractors to meet the needs of the government agency by providing a total solution that combines the supplies and/or services from the team members' separate GSA schedule contracts. The CTA enables contractors to complement each other's capabilities, thus allowing them to compete for requirements they would not be able to perform on their own.

Authorized GSA Schedule Users by David Schaad

We get the question quite often on who is eligible to buy off of GSA Schedules. We receive calls about customers from state, local or even private institutions claiming they can buy off our schedules. GSA Order ADM 4800.2E, Eligibility to Use GSA Sources of Supply and Services, provides detailed information regarding those agencies, activities, and organizations that have been determined to be eligible to use Schedule contracts. The GSA Order also provides definitive guidelines concerning eligibility requirements and limitations for a variety of other GSA sources of supply and services. The shortcut to this page is www.gsa.gov/eligibility-gsasource. Protect yourselves by ensuring that you provide your GSA Schedule pricing only to those authorized users.

Some of the benefits of using CTA's are as follows:

1. Satisfies the customer with a single solution;
2. Increases competitive edge;
3. Increases market share;
4. Increases visibility;
5. Focuses on core capabilities;
6. Obtains complementary capabilities;
7. Integrates different skills;
8. Offers additional opportunities with customers;
9. Builds direct relationships with customers;
10. Maximizes use of one or more GSA Schedule solutions;
11. Shares risks and rewards;
12. Allows more opportunities for small and small disadvantaged businesses; and
13. Reduces the number of items Schedule contractors need to carry on their Schedule contracts, thus reducing inventory and tracking costs.

For more information on CTA's please visit our GSA website at www.gsa.gov

On the GSA Homepage click on "GSA Schedules" and then click "Contractor Team Arrangements."

The Importance of Updating and Maintaining GSA Advantage! by Ellie Upchurch

For over 12 years, GSA Advantage! has been a reliable and proven one-stop online resource for thousands of Federal employees worldwide. GSA Advantage! offers the most comprehensive selection of approved products and services from GSA contracts. GSA Advantage! is known as a reliable, proven one-stop shopping source for Government customers offering a comprehensive selection of products and services. It is the federal government's premier on line catalog, information and ordering system which government customers visit it frequently to quickly search, compare and order those products and services to best meet their needs. More than one million customers use GSA each week. Sales through GSA Advantage! have exceeded \$278.9 during FY 2009 through July. But what does this mean to you? Why is it important to keep your information up to date and accurate?

While, participation in GSA Advantage! is mandatory it offers your firm an excellent opportunity to market your business to government customers



and increase your sales to federal agencies and activities worldwide.

As a marketing tool it is a simple way to identify what your firm has under contract; however, it is up to you to maintain the accuracy of the information available on GSA Advantage! for your contract.

All prices advertized on GSA Advantage! must be honored. If you have raised your prices commercially and not updated GSA Advantage!, you must

GSA Advantage! article continues on the next page...

Remember government agencies use GSA Advantage! to:

- Search for items using keywords, part numbers, supplier names, contract numbers, etc.
- Research potential customers through posted web sites
- Compare products, features, delivery etc.
- Configure products and add accessories
- Place orders directly on lien or through eBuy
- Review and choose delivery options
- Select a convenient payment method
- View history, tract status, re-order or cancel orders
- Meet agency environmental ("green") procurement goals.

The Importance of Updating and Maintaining GSA Advantage!

GSA Advantage! article continued from the previous page...

sell the product or service at the prices shown on GSA Advantage! You can not negotiate a higher price at that time. It doesn't make good business sense for you to sell an item below cost, so you must submit formal modification requests to your Contracting Officer, such as an Economic Price Adjustment (EPA) or part number changes, deletions, additions, etc. Each request should be timely and coincide with the changes to your commercial customers. Then, immediately, after receiving your modification you must update your file in GSA Advantage! For example, if an item has been discontinued you must remove it from GSA Advantage! Customers expect to receive what they see is available at the prices or terms and conditions shown and it is your responsibility to keep GSA Advantage! information current, accurate, and complete at all times.

Repair and Alteration SIN

Don't forget to modify your 03FAC contract to include SIN 003 97 for Ancillary Repair and Alterations. Ancillary Repair and Alterations projects are those (1) solely associated with the repair, alteration, delivery or installation of products or services also purchased under this Schedule, and which are (2) routine and non-complex in nature, such as routine painting or carpeting, simple hanging of drywall, basic electrical or plumbing work, landscaping, and similar noncomplex services. The addition of the SIN can be done by submitting a formal modification request via the eMod system, or contact your contracting officer. For more information please call 816-926-6760.

As a Contractor you use GSA Advantage! for:

- Visibility of products and services within the federal market place
- Ability to sell directly to federal customers
- Qualify for MAS eBuy quotes and proposals
- Research potential teaming partners; and
- Identify and promote environmental products.

Maximize this marketing opportunity. Get your information on GSA Advantage!



Define, promote and distribute your approved pricelist and schedule information to all Federal government ordering activities and link your company webpage to GSA Advantage! It's your contract so make the most of it. Keep it up to date and increase your sales. Update and maintain this information and you will become more visible to GSA's customers.

Modifications

A modification? What's that? Why do I need to modify my contract? How do I do it?

These are all very good questions. Are you up to date on the most recent policies? If not you should be. Stay in touch with your Contracting Officer. Work with them to keep your contract a viable vehicle for Federal government agencies and ordering activities to purchase your products and services from.

Despite all the time and effort put into getting that contract and ensuring pricing is correct at the time of award, it is going to require continued maintenance and updating throughout the life of the contract. To stay competitive in the commercial market place, businesses are constantly introducing new and improved products or services which offer the latest design features or incorporate the latest technology and it is often in the best interest of the Government to have these

enhancements available to the Federal customer. But before this can be done a formal request for proposed change(s) and the reason(s) for the change must be sent to the Contracting Officer for evaluation. Clause 52.243-72 Modification details of when a modification is required and provides guidance of what documentation must accompany your request.

The Center for Facilities Maintenance and Hardware (CFMH) has established guidelines to assist you when preparing your request. If you are a current Schedule 51V or 03FAC contract holder, please contact your Contracting Officer for a current copy of the Modification Guidelines and Procedures or information on submitting through the eMod system.

Contact your Contracting Officer with any questions but keep that contract current.

GSA Logo Guidelines by Dave Schaad

There have been a few questions on the use of the GSA LOGO on media and business documents. Clear guidance is provided through the WWW.GSA.GOV website. In the Search box enter "GSA LOGO GUIDELINES" and you will find all the information you need to properly apply the logo. Along with the "General Guidance" below, information is also provided that covers "Restrictions on Advertising", "Use on Web Pages", "Promotional Items", "Business Cards", and "Contractor Catalogs".



1. General Guidance

Current Multiple Award Schedules Program and/or GSA contract holders are permitted to use the GSA Schedule and/or Contract Holder logo(s). These logos include the GSA Star Mark along with an identifier, namely the word "Schedule," "Contract Holder," or "Advantage!" Only GSA schedule holders registered on GSA Advantage! may display the GSA Advantage! logo. Contractors can use only the logos as set forth below on their commercial materials. The GSA logo(s) should never take prominence over the contractor's name or logo on contractor-produced materials. Except for the limited exception to link a webpage directly to the GSA portal, contractors are not permitted to use the GSA Star Mark without an identifier. **Contractors must only use the logos that include the GSA Star Mark along with an identifier.**

Team Up with Other GSA Schedule Holders



Presented by Marvin Steinlauf
Vice President Sales & Marketing

Discussing GSA teaming arrangements in general and why GSA likes teaming is important. This newsletter presents the next step, forming a team deal.

So, when should you form a team? Form a team when procurements call for solutions that you can't meet all by yourself. A warehousing contract, for example, might require bar code equipment, software programming, logistics consulting, and a labor force hired to operate forklifts and pack boxes. Few, if any companies acting alone could meet all the requirements under such a contract.

With the right teaming arrangement, you can go after complex projects that would otherwise be beyond your capabilities. Take, for example, a large IT project requiring multiple types of products and expertise. A contractor with a GSA Schedule for integration services might form a joint venture with other Schedule holders who supply computer hardware, software, network operations, and maintenance services.

A teaming agreement should be drafted carefully, with due consideration given to such issues as proprietary information, the roles and responsibilities of each party, and contract duration. The firm designated as prime contractor would supervise the project, submit invoices, receive payment, manage the payroll, and assume overall responsibility for contract administration. In deciding which firm is the prime, team members should consider, among other things, which one is in the best position to generate government business for future projects.

GSA regulations state that an ordering agency's Request For Quotation requires vendors to specifically identify their teaming arrangements, designating "all team members, their corresponding GSA Schedule contract numbers, and describe the tasks to be performed by each team member, along with the associated proposed prices (e.g., unit prices, labor categories, and rates). If applicable, the team leader should also be identified."

"No matter what business you are in, you can't run in place or someone will pass you by"

Author: Jim Valvano, American College Basketball Coach

The following group of new members were added either during the April, 2009 Industry Event or shortly thereafter:

Albert Kahn & AssociatesLinda Bartos
 Albert Kahn & AssociatesCliff Montague
 Applied Industrial Technologies . .Michelle Tesmer
 Best Assets Co.Denise Johnson
 Best Assets Co.Brenda Jackson
 Cathedral Stone Products Co.Dennis Rude
 Cathedral Stone Products Co.Ted Kinnari
 Cathedral Stone Products Co.Kathleen Lawlor
 CitySide Management Co.Lionel Hotard
 Cole TechnologyStephen Soffer

Davey Tree Co.Paul Mcdonough
 Davey Tree Co.Kim Ball
 Geomet, A Versar Corp. . .Mark Stunder
 Heath InternationalWillie Heath
 Hook Van Holm, Inc.Natasha Rice
 Kaufman Co.Dan Clark
 Kaufman Co.Louis Kaufman
 SAICJoseph A. Pastel
 Sunbelt RentalsTravis Easton
 Surface Gel Tek Co.Tamryn Doolan

Exercising your Option by Ellie Upchurch

In accordance with Clause I-FSS-163 OPTION TO EXTEND THE TERM OF THE CONTRACT (EVERGREEN) (APR 2000), the Government may elect to exercise the option on your contract and maintain continued performance of this contract for an additional 5 year period if it is determined exercising the option is advantageous to the Government considering price and other factors there are certain requirements that must be met. At a minimum these will include the following points to the right:

- The Contractor's electronic catalog/pricelist has been received, approved, posted, and kept current on GSA Advantage!™ in accordance with clause I-FSS-600, Contract Price Lists.
- Performance must have been acceptable under the contract.
- Subcontracting goals must have been reviewed, approved and reports submitted timely and accurately.

You should be aware that any prices already agreed to on the contract would be subject to evaluation and analysis to determine that these prices remain fair and reasonable. The Contracting Officer (CO) will issue a letter of intent that will detail documentation that must be submitted for evaluation. Some of the areas the CO will review are to the right:

- Business Size Re-certification
- Contract Performance
- Timeliness of Report of Sales
- Timeliness of Industrial Fund Fee payments
- Compliance with other contract requirements

In an effort to streamline this process, some of the documents you will be required to submit include the following. Note, this list is not inclusive of all required documents so your CO may have some additions or deletions.

- If you are certifying as a large business, you must provide a subcontracting plan. If you currently have an approved subcontracting plan that extends beyond the contract expiration date, you will be required to provide a copy of the plan.
- Commercial Sales Practices (CSP) must be completed. If the basis of award customer/MFC customer has remained the same and that pricing information provided to negotiate this contract, as updated through any modifications, has not changed you must submit a statement of verification.
- A written statement that confirms that the customer or customer class mutually agreed upon for award still exists and continues to be the most favored customer must be provided.
- A written statement indicating no change in the pricing data submitted to negotiate the basic contract has occurred since award or since any subsequent modifications, and the data submitted remain an accurate, current, and complete depiction of your firm's actual sales policies and practices.
- FOR 51V contractors, a listing of the top ten models sold under the contract, quantity sold, sales and pricing for same must be provided. Be sure to include the manufacturer's part number and a complete product description of each model so an adequate price comparison can be made. In addition a listing of the top ten government customers and points of contact (include phone number or email) must be furnished.
- Lastly, your attention is directed to Clause 52.225-5, Trade Agreements (TAA). Compliance with this clause is mandatory for any resultant contract. The monitoring of compliance falls on both the contractor as well as the Government customer. With the recent focus on Trade Agreement compliance all contractors under Schedule 51V must provide a complete listing of the country of origin on all items offered under this contract at the time of the option renewal. This can be provided on a disc however, one printed copy must be furnished to this office. All items from non-designated countries MUST be excluded. Describe what procedures or processes are in place within your firm to monitor compliance with TAA.

Please contact your Contracting Officer with any questions.

Global Supply vs Multiple Award Schedules

By Shanna Smith

Heartland Supply Operations Center

The Heartland Supply Operations Center is often asked “what’s the difference between you and the multiple award schedules program?”

The Heartland Supply Operations Center provides fast, easy access to thousands of established-source products in the areas of tools, paints, sealants, adhesives and appliances. These products are available to federal government agencies and some state and local governments through special purchasing programs. We provide worldwide coverage of these items by having the item either delivered directly to the customer or storing it in GSA distribution facilities. Both commercial (part-numbered) items and specialized National Stock Number (NSN) items are procured using a variety of acquisition methods, which includes the multiple award schedules and open market procurements. As a matter of fact, we are a heavy user of the 51V Schedule. Once we establish our own contract, customers then place orders via a requisition.

Requisitioning

A requisition is a purchasing method that provides a convenient way for customers (primarily the Department of Defense) to order a broad range of products, supplies, and equipment directly through GSA. In addition to providing fulfillment, status, and billing support, we also offer comprehensive customer service assistance when placing orders through the requisition method.

Federal and Military Standard Requisitioning and Issue Procedures (FEDSTRIP/MILSTRIP) allow for automated processing of supply requisitions by

the three principal supply sources for civilian and military agencies - GSA, the Department of Defense, and the Department of Veterans Affairs. The key to using FEDSTRIP/MILSTRIP is an agency’s Activity Address Code (AAC) or Department of Defense Activity Address Codes (DoDAAC). FEDSTRIP and MILSTRIP can be used to: submit a requisition for supplies; check on the status of a pending requisition; change a requisition; or return to GSA items that were overstocked.

Heartland Supply Operations has a robust Special Order Program (SOP). Customer agencies can place requisitions for NSN or part numbered items, and be assured that GSA will take all the necessary steps to ensure compliance with all Federal Acquisition Regulations and Executive Orders. SOP items can be ordered from Heartland Supply Operations and GSA Global Supply by calling our call center at 1-800-525-8027 or via FEDSTRIP/MILSTRIP. GSA Global Supply Stores or Base Stores supported by GSA Global Supply can also assist with placement of SOP orders.

When customers order from Heartland Supply Operations, they are submitting a simple requisition for product fulfillment, not conducting procurement. This means that they do not have to send their requirement to multiple sources for comparison. Heartland Supply Operations can facilitate requisition-based orders (with no need for comparison shopping) through GSA Global Supply program, which provides worldwide delivery, 24/7 support, AbilityOne guaranteed products, payment using GSA SmartPay® or AAC/DoDAAC, government-to-government transactions, and unrestricted spending limits.

www.gsa.gov/globalsupply



Who's New with CFMH?

Name: Patrick Mazzei

Birthplace: Albuquerque, NM

University Attended: University of Kansas

Degree: B.S. in Finance with a minor in Chemistry

Why did you pick GSA in your job search? After I graduated from KU, my dad suggested I research careers with the Federal Government. Both my dad and older brother worked as civilians after retiring from the Air Force. I'm glad I looked into it, because the GSA turned out to be a great fit for me with where I am in my life. It is an environment where I can grow and learn both professionally and personally. I am very excited to be here.

What does being a Federal Government employee mean to you? Working for the Federal Government is significant because I am not just working to support myself, but for the country as a whole. As a single unit, my contributions may seem insignificant, but when placed with a group of people such as those at GSA, I/we form an organization which has the possibility to impact the nation and its economy. This is especially important during current times.

What has your first month of work been like? I have actually only been here a week and a half, but so far, it has been great. My favorite thing about the office is how friendly everybody

is. Many stop by my cube throughout the day just to say hi. This makes for a great work environment.

What has surprised you most about your job so far? Ha, this is a funny one. The GSA complex is what surprised me the most. I knew the building was older so I wasn't expecting it to be as well-kept and up-to-date as it is. The structures are modern/interesting and the building offers some convenient facilities such as a workout center, barber, snack shop etc.

Hobbies: I play in a Lawrence Soccer League and Topeka Soccer League. I enjoy watching movies (theater or rental) and spending time with my dog "Penny" a cocker spaniel.

What would someone be surprised to know about you? This isn't that surprising, but I am color blind. I can see all colors, "I think," but sometimes, depending on the shade of the color, I might get it confused with another. So if I ever ask you what color something is, or you see me staring intensely at an object, that is why.

If you were an American Idol contestant what would you sing? Truth is, I would never be able to get anywhere close to American Idol because I have the worst voice in the world. My family always makes fun of me for it. It's funny because I have actually said before "If I could have any talent it would be to sing well." If I absolutely had to choose a song, I would want to sing "I'm Yours" by Jason Mraz. He's got a fun and relaxing sound. The kind that just puts you in a good mood.

CFMH Vendor Forum a Success!

The CFMH Vendor Forum held April 14-16 in Kansas City, MO was a great success. This year our Center designed the agenda with increased training sessions and fewer speakers as indicated in the 2008 Forum survey. The positive response to this format indicates that we will continue to provide extensive training opportunities at the next

Forum. Here are the results of this years survey:

The survey asked for evaluation, on a 1-5 scale with a "1" being Unsatisfactory and "5" being Excellent. 35% of respondents rated the Forum a "4" (Above Average) and 40% rated it a "5". That's 75% of attendees rating this Forum Above Average or

Excellent. Several comments were also given and the Center will review and make changes to further improve this training/meeting/networking/socializing opportunity.

Thanks to all who attended for making this a very successful event and we look forward to seeing you all next year!

Center for Facilities Maintenance & Hardware Financial Outlook

FY09 Q2 Compared to FY08 Q2 - QUARTER 2 ONLY

| | FY08 Q2 | FY09 Q2 | % Change |
|--------------|---------|---------|----------|
| 51V | 137,119 | 173,568 | +26.58% |
| 03FAC | 49,661 | 54,131 | +9.00% |
| Total | 186,780 | 227,699 | +21.91% |

FY09 Q2 Compared to FY08 Q2 - CUMULATIVE

| | FY08 Q2 | FY09 Q2 | % Change |
|--------------|---------|---------|----------|
| 51V | 327,391 | 375,565 | +14.71% |
| 03FAC | 94,493 | 109,566 | +15.95% |
| Total | 421,884 | 485,131 | +14.99% |

Welcome New Industry Partners!

| Company Name | Schedule | Company Name | Schedule |
|------------------------------------|----------|-------------------------------------|----------|
| AAROW EQUIPMENT & SERVICES, INC. | 03FAC | KERN ELECTRONICS & LASERS, INC. | 51V |
| AMERICAN PRODUCT DISTRIBUTORS | 51V | MAINTENANCE CONNECTION, INC. | 51V |
| ARIENS COMPANY | 51V | MARINE ENGINE MAINTENANCE, INC. | 03FAC |
| ARMOR OIL PRODUCTS, LLC | 51V | MC CLURE CO, INC. | 03FAC |
| ASSET MANAGEMENT SPECIALISTS, INC | 03FAC | MEI MCCRORY, INC. | 03FAC |
| AT YOUR SERVICE HEATING & COOLING | 03FAC | NM INDUSTRIAL SERVICES, LLC. | 03FAC |
| BUILDING TECHNOLOGY ASSOCIATES | 03FAC | NORTHWEST CONTROLS SYSTEMS, INC. | 03FAC |
| CARIBBEAN PROPERTY MANAGEMENT | 03FAC | NVS CORPORATE SERVICES, INC. | 03FAC |
| CATHEDRAL STONE PRODUCTS, INC. | 51V | PALADIN, INC. | 03FAC |
| CECO SALES CORPORATION | 51V | PEMCO, LTD. | 03FAC |
| CHESAPEAKE FIRESTOP PRODUCTS, INC. | 03FAC | PK MANAGEMENT GROUP, INC. | 03FAC |
| CHILLCO, INC. | 03FAC | PORTLAND AIR CONDITIONING, INC. | 03FAC |
| CONSTRUCTION MACHINE SERVICES | 51V | POWER VAC AMERICA, INC. | 03FAC |
| COOK IRON STORE COMPANY | 51V | PROSOURCE CONSULTING, L.L.C. | 03FAC |
| DAVIS BOAT WORKS, INC. | 03FAC | PYRAMID REAL ESTATE SERVICES, LLC | 03FAC |
| DJS CONSTRUCTION SERVICES, INC. | 03FAC | QUALITY CONTROL INTERNATIONAL | 03FAC |
| DXP ENTERPRISES, INC. | 51V | QUALITY SERVICES INTERNATIONAL | 03FAC |
| EDGE CRYOJETICS, INC. | 03FAC | REC SOLAR, INC. | 03FAC |
| ELASTOMER SPECIALTIES, INC. | 51V | REMI GROUP LLC, THE | 03FAC |
| ELLISON SYSTEMS, INC. | 51V | RTW ENTERPRISES, INC. | 03FAC |
| EMERGENCY PEST CONTROL, INC. | 03FAC | RUBEN ELECTRIC TECHNOLOGY, INC. | 03FAC |
| FACILITY ENGINEERING ASSOCIATES | 03FAC | SCHOONMAKER ELECTRO MECHANICAL | 03FAC |
| FALCON GENERAL ENGINEERING, INC. | 03FAC | SHAW ENVIRONMENTAL & INFRASTRUCT | 03FAC |
| FRYE MECHANICAL, INC. | 03FAC | SMART BUILDINGS, LLC | 03FAC |
| GADSDEN INDUSTRIAL DISTRIBUTORS | 51V | SNOW ENTERPRISES | 03FAC |
| GEORGIA HYDRAULIC CYLINDER, INC. | 51V | SPS INDUSTRIAL, INC. | 51V |
| GREEN IDEAS, INC. | 03FAC | STEWART'S PROFESSIONAL TREE SERVICE | 03FAC |
| HGS ENGINEERING, INC. | 03FAC | TIDEWATER, INC. | 03FAC |
| HOMESOURCE REAL ESTATE ASSET SER | 03FAC | TRULY NOLEN OF AMERICA, INC. | 03FAC |
| JACOBS ENGINEERING GROUP INC. | 03FAC | WAIBEL ENERGY SYSTEMS, INC. | 03FAC |
| KARGES-FAULCONBRIDGE, INC. | 03FAC | WILLDAN ENERGY SOLUTIONS | 03FAC |