APD 2800.12B, CHGE 47 September 13, 2010

GSA ORDER

Subject: GSAR Amendment 2010-04, GSAR Case 2008-G511, Acquisition of Utility Services (Change 47)

- 1. <u>Purpose</u>. This order transmits a revision to the General Services Administration Acquisition Manual (GSAM).
- 2. <u>Background</u>. The General Services Administration (GSA) issued a final rule to amend the General Services Administration Acquisition Regulation (GSAR) as part of the GSAM Rewrite Project. Numerous sections were added to provide agency policy and procedures for the acquisition of utility services. Additionally, two new clauses in GSAR Part 541 were added to this part.

GSA published GSAR Case 2008-G511, Change 47, final rule, in the *Federal Register* at 75 FR 48872 on August 12, 2010.

- 3. Effective date. September 13, 2010.
- 4. <u>Explanation of changes</u>. To amend the GSAM by revising and updating references and titles and deleting redundant supplementary material. In accordance with FAR 1.302, FAR (Governmentwide) forms and clauses were given preference over GSA-unique forms and clauses wherever possible.

This final rule aligns GSAM Part 541 to the structure of FAR Part 41, adds section 541.206 – Interagency Agreements Format, and adds two new unique clauses in Subpart 541.5 – Solicitations Provisions and Contract Clauses. The clause 552.233-71, Disputes (Utility Contracts), was relocated from GSAM Part 533 and added to clause 552.241-71, Disputes (Utility Contracts), to align with utility acquisitions.

5. Cancellations and Rescissions: None.

6. Filing instructions. Insert the following pages to the GSAM:

Remove Pages

General Structure pp. vii and viii

Part 541 TOC pp. 541-i and 541-ii 541-1 and 541-2

Part 552 TOC pp. 552-i and 552-ii 552-45 thru 552-52

Matrix 552-69 and 552-70

Insert Pages

General Structure pp. vii and viii

Part 541 TOC pp. 541-i and 541-ii 541-1 and 541-2

Part 552 TOC pp. 552-i and 552-ii 552-45 thru 552-52

Matrix 552-69 and 552-70

Senior Procurement Executive & Deputy Associate Administrator Office of Acquisition Policy

General Services Administration

GENERAL SERVI	ICES ADMINISTRATION ACQUISITION MANUAL	STRUCTURE
PART 532—	-CONTRACT FINANCING	
532.1 532.4 532.5 532.6 532.7	Non-Commercial Item Purchase Financing Advance Payments for Non-Commercial Items Progress Payments Based on Costs Contract Debts Contract Funding	
532.8 532.9 532.11 532.70 532.71 532.72	Assignment of Claims Prompt Payment Electronic Funds Transfer Authorizing Payment by Government Charge Card [Reserved] Payments Under Contracts Subject to Audit	
PART 533-	-PROTESTS, DISPUTES, AND APPEALS	
533.1 533.2	Protests Disputes and Appeals	
	SUBCHAPTER F—SPECIAL CATEGORIES OF CONTRACTING	
PART 534-	-MAJOR SYSTEM ACQUISITION	
534.2	Earned Value Management Systems.	
PART 535—	-RESEARCH AND DEVELOPMENT CONTRACTING [RESERVED]	
PART 536— 536.1 536.2 536.5 536.6	-CONSTRUCTION AND ARCHITECT-ENGINEER CONTRACTS General Special Aspects of Contracting for Construction Contract Clauses Architect-Engineer Services	
PART 537— 537.1 537.2 537.6	SERVICE CONTRACTING Service Contracts—General Advisory and Assistance Services Performance-based Acquisition	
PART 538-	-FEDERAL SUPPLY SCHEDULE CONTRACTING	
538.2 538.70 538.71	Establishing and Administering Federal Supply Schedules Cooperative Purchasing Recovery Purchasing	
PART 539-	-Acquisition of Information Technology	
PART 540-	-[RESERVED]	
	-ACQUISITION OF UTILITY SERVICES	
541.1 541.2 541.4 541.5	General Acquiring Utility Services Administration Solicitation Provisions and Contract Clauses	

AMENDMENT 2009-06 JUNE 29, 2009

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GENERAL SERVICES ADMINISTRATION ACQUISITION MANUAL

SUBCHAPTER G—CONTRACT MANAGEMENT

DADT 5/12	CONTRACT	ADMINISTRATION AND	AUDIT SEDVICE	EC
PART 542	CONTRACT	ADMINISTRATION AND	AUDIT SERVIC	ES.

542.1	Contract Audit Services
542.2	Contract Administration Services
542.3	Contract Administration Office Functions
542.11	Production Surveillance and Reporting
542.12	Novation and Change-of-Name Agreements
542.15	Contractor Performance Information
542.70	Audit of Contractor's Records

PART 543—CONTRACT MODIFICATIONS

543.1 General543.2 Change Orders

PART 544—SUBCONTRACTING POLICIES AND PROCEDURES [RESERVED]

PART 545—GOVERNMENT PROPERTY [RESERVED]

PART 546—QUALITY ASSURANCE

546.3 Contract Clauses 546.7 Warranties

| PART 547—[RESERVED]

PART 548—VALUE ENGINEERING

548.1 Policies and Procedures

PART 549—TERMINATION OF CONTRACTS

549.1 General Principles 549.4 Termination for Default

549.5 [Reserved]

PART 550—EXTRAORDINARY CONTRACTUAL ACTIONS

PART 551—USE OF GOVERNMENT SOURCES BY CONTRACTORS [RESERVED]

SUBCHAPTER H—CLAUSES AND FORMS

Part 552—Solicitation Provisions and Contract Clauses

Instructions for Using Provisions and ClausesText of Provisions and Clauses

552.3 Provision and Clause Matrixes

PART 553—FORMS

553.1 General

553.3 Illustrations of Forms

PART 541—ACQUISITION OF UTILITY SERVICES

Sec.

ĺ	Subpart 541.1—General		Subpart 541.4—Administration
541.100	Scope of part.	541.401	Monthly and annual review.
541.101	Definitions.	Sub	part 541.5—Solicitation Provisions and
Subp	oart 541.2—Acquiring Utility Services		Contract Clauses
541.201	Policy.	541.501	Solicitation provision and contract clauses.
541.202	Procedures.		
541.202-1	Procedures for acquisition planning for deregulated utility supplies.		
541.204	GSA areawide contracts.		
541.206	Interagency agreements format.		

PART 541—ACQUISITION OF UTILITY SERVICES

Subpart 541.1—General

541.100 Scope of part.

- (a) This part applies to the acquisition of utility services from regulated utilities with the exception of section 541.202-1, which covers acquisition planning for deregulated utilities.
- (b) Acquisitions from deregulated suppliers for natural gas and/or electricity shall use the competitive policies and procedures as prescribed in GSAM Part 512.

541.101 Definitions.

As used in this part—

"Independent regulatory body" means the Federal Energy Regulatory Commission, a state-wide agency, or an agency with less than state-wide jurisdiction when operating pursuant to state authority that has the power to fix, establish, or control the rates and services of utility suppliers.

"Local regulated utility" means a utility controlled by a body that regulates a utility which is owned or operated by the same entity that created the regulatory body, *e.g.*, a municipal utility.

"Tariff regulated utility" means a utility regulated by an independent regulatory body.

Subpart 541.2—Acquiring Utility Services

541.201 Policy.

- (a) GSA purchases utility services in a manner that is consistent with the regulations, rulings and franchise or service territories. Rates are established by independent regulatory bodies. These Tariff rates:
- (1) Are considered "prices set by law or regulation"; and
- (2) Are sufficient to set prices without obtaining cost or pricing data (see FAR 15.403-1(c) (2)).

541.202 Procedures.

- (a) Contracting officers shall perform market research and create acquisition plans in accordance with FAR 41.202 (a), (b), and (e).
- (b) Acquisition plans for utility acquisitions over the simplified acquisition threshold are required for separate contracts and orders against GSA areawide contracts; this does not apply to the basic areawide contract.
- (c) Task/delivery orders may be issued as orders against established contracts for the term of the contract and shall not exceed ten years, in accordance with FAR 41.103 (a) and 40 U.S.C. 501. The orders shall be incrementally funded on an annual basis for consistency with the bona fide needs rule.

Contract data shall be entered into FPDS for each obligation action (including orders issued for obligation purposes only) for the initial contract action and all annual funding modifications

541.202-1 Procedures for acquisition planning for deregulated utility supplies.

Acquisition plans are not required for delivery orders under deregulated (competitive) acquisitions for natural gas and/or electricity when all of the following criteria are met:

- (a) The basic contract was entered into pursuant to a written acquisition plan.
- (b) The delivery address (including the associated account number) of the order is listed in the requirements type contract.
- (c) The order is issued only as a funding mechanism for the location awarded in the basic contract.

541.204 GSA areawide contracts.

The existence of a GSA areawide contract for the required service and location does not necessarily mean that the subject utility provider is the only source capable of meeting the requirement (see FAR 41.202(a) and 41.204(c)(1)). When market research and acquisition planning support ordering the entire requirement under an area-wide contract, the contracting officer may do so, but shall utilize the annual reviews required by FAR 41.401 to determine the feasibility of later entering into a competitive contract for a portion of the requirement.

541.206 Interagency agreements format.

When acquiring utility services for another agency the following format shall be used in accordance with 40 U.S.C. 501 (b) which clearly delineates the roles and responsibilities of the servicing and requesting agencies. (See http://www.gsa.gov/energy library).

Subpart 541.4—Administration

541.401 Monthly and annual review.

(a) Monthly reviews. As an alternative to the requirements outlined in FAR 41.401, which requires monthly reviews of all invoices with annual values exceeding the simplified acquisition threshold, the Comptroller General decision, B-227682.2, August 16, 1989, 68 Comp. Gen. 618 (GAO) authorized GSA to use an alternative methodology to meet this requirement. The GAO decision allows for the use of statistical sampling techniques to pay and audit utility invoices. Specifically, the GAO decision requires analysis and review of any problems discovered through 3% random sampling,

GENERAL SERVICES ADMINISTRATION ACQUISITION MANUAL

15% out-of-tolerance reports and historical data of utility invoices. Contract files shall include documentation of any corrective actions taken.

(b) *Annual reviews*. In addition to the requirements of FAR 41.401, the Public Buildings Service (PBS) will provide further guidance for conducting annual reviews.

Subpart 541.5—Solicitation Provisions and Contract Clauses

541.501 Solicitation provision and contract clauses.

In addition to the solicitation terms, provisions and contract clauses at FAR 41.501(c), the contracting officer shall include the following clauses—

(a) <u>552.241-70</u>, Availability of Funds for the Next Fiscal Year or Quarter. As prescribed in <u>541.501</u>, insert the clause <u>552.241-70</u>, Availability of Funds for the Next Fiscal Year or Quarter, instead of FAR 52.232-19, in all utility acquisitions; and

(b) <u>552.241-71</u>, *Disputes (Utility Contracts)*. As prescribed in <u>541.501</u>, insert clause <u>552.241-71</u>, Disputes (Utility Contracts), in solicitations and contracts for utility services subject to the jurisdiction and regulation of a utility rate commission.

AMENDMENT 2010–03 AUGUST 16, 2010

PART 552—SOLICITATION PROVISIONS AND CONTRACT CLAUSES

Sec.			
552.000	Scope of part.	552.211-92	Radio Frequency Identification (RFID)
	• •		Using Passive Tags.
Sub	part 552.1—Instructions for Using Provisions and Clauses	552.211-93	Unique Item Identification (UID).
552.101-70	Using Part 552.	552.211-94	Time of Delivery.
552.102	Incorporating provisions and clauses.	552.212-4	[Reserved]
552.102	Identification of provisions and clauses.	552.212-70	[Reserved]
552.103	Procedures for modifying and completing	552.212-71	Contract Terms and Conditions Applicable
332.104	provisions and clauses.		to GSA Acquisition of Commercial Items.
552 105	1	552.212-72	Contract Terms and Conditions Required to
552.105	Procedures for using alternates.		Implement Statutes or Executive Orders
552.107-70	Provisions and clauses prescribed in Subpart 552.1.		Applicable to GSA Acquisition of
	•	5.50.010.50	Commercial Items.
	552.2—Text of Provisions and Clauses	552.212-73	[Reserved]
552.200	Scope of subpart.	552.214-70	"All or None" Bids.
552.203-5	[Reserved]	552.214-71	Progressive Awards and Monthly Quantity
552.203-70	[Reserved]	552 214 72	Allocations.
552.203-71	Restriction on Advertising.	552.214-72 552.215-70	Bid Sample Requirements.
552.211-8	[Reserved]	552.215-70	Examination of Records by GSA. Examination of Records by GSA (Multiple
552.211-70	[Reserved]	332.213-71	Award Schedule).
552.211-71 552.211-72	[Reserved] Reference to Specifications in Drawings.	552.215-72	Price Adjustment—Failure to Provide
552.211-72	Marking.	332.213-72	Accurate Information.
552.211-75	[Reserved]	552.216-70	Economic Price Adjustment—FSS Multiple
552.211-74	Preservation, Packaging and Packing.	332.210 70	Award Schedule Contracts.
552.211-76	Charges for Packaging , Packing, and	552.216-71	Economic Price Adjustment—Special Order
302.211 70	Marking.		Program Contracts.
552.211-77	Packing List.	552.216-72	Placement of Orders.
552.211-78	[Reserved]	552.216-73	Ordering Information.
552.211-79	Acceptable Age of Supplies.	552.216-74	Task-Order and Delivery-Order
552.211-80	Age on Delivery.		Ombudsman.
552.211-81	Time of Shipment.	552.217-70	Evaluation of Options.
552.211-82	[Reserved]	552.217-71	Notice Regarding Option(s).
552.211-83	Availability for Inspection, Testing, and	552.219-70	Allocation of Orders—Partially Set-aside
	Shipment/Delivery.		Items.
552.211-84	[Reserved]	552.219-71	Notice to Offerors of Subcontracting Plan
552.211-85	Consistent Pack and Package Requirements.		Requirements.
552.211-86	Maximum Weight per Shipping Container.	552.219-72	Preparation, Submission, and Negotiation of
552.211-87	Export Packing.		Subcontracting Plans.
552.211-88	Vehicle Export Preparation.	552.219-73	Goals for Subcontracting Plan.
552.211-89	Non-Manufactured Wood Packaging	552.219-74	Section 8(a) Direct Award.
7.70 211 00	Material for Export.	552.219-75	GSA Mentor-Protégé Program.
552.211-90	Small Parts.	552.219-76	Mentor Requirements and Evaluation.
552.211-91	Vehicle Decals, Stickers, and Data Plates.	552.223-70	Hazardous Substances.
		552.223-71	Nonconforming Hazardous Materials. Hazardous Material Information.
		552.223-72 552.227-70	Government Rights (Unlimited).
		552.227-70	Drawings and Other Data to Become
		334.441-11	Property of Government.
			reporty of dovernment.

		GENERAL SERV	VICES ADMINISTRATION ACQUISITION MANUAL
552.228-5	Government as Additional Insured.	552.238-79	Use of Federal Supply Schedule Contracts
552.229-70	Federal, State, and Local Taxes.		by Certain Entities—Cooperative
552.229-71	Federal Excise Tax—DC Government.		Purchasing.
552.232-1	Payments.	552.238-80	Use of Federal Supply Schedule Contracts
552.232-23	Assignment of Claims.		by Certain Entities–Recovery Purchasing.
552.232-25	Prompt Payment.	552.241-70	Availability of Funds for the Next Fiscal
552.232-70	[Reserved]		Year or Quarter.
552.232-71	[Reserved]	552.241-71	Disputes (Utility Contracts).
552.232-72	Final Payment Under Building Services	552.242-70	Status Report of Orders and Shipments.
002.202 72	Contracts.	552.243-71	Equitable Adjustments.
552.232-73	[Reserved]	552.246-70	Source Inspection by Quality Approved
552.232-74	[Reserved]	202.210 70	Manufacturer.
552.232-75	[Reserved]	552.246-71	Source Inspection by Government.
552.232-76	[Reserved]	552.246-72	Final Inspection and Tests.
552.232-77	Payment By Government Charge Card.	552.246-77	Additional Contract Warranty Provisions for
552.236-70	Definitions.	332.240 77	Supplies of a Noncomplex Nature.
552.236-71	Authorities and Limitations.	552.246-78	Inspection at Destination.
552.236-72	Specialist.	552.252-5	Authorized Deviations in Provisions.
552.236-73	Basis of Award—Construction Contract.	552.252-6	Authorized Deviations in Clauses.
552.236-74	Working hours.	552.270-1	Instructions to Offerors—Acquisition of
552.236-75	Use of Premises.		Leasehold Interests in Real Property.
552.236-76	Measurements.	552.270-2	Historic Preference.
552.236-77	Specifications and Drawings.	552.270-3	Parties to Execute Lease.
552.236-78	Shop Drawings, Coordination Drawings, and	552.270-4	Definitions.
332.230 70	Schedules.	552.270-5	Subletting and Assignment.
552.236-79	Samples.	552.270-6	Maintenance of Building and Premises—
552.236-80	Heat.	332.270-0	Right of Entry.
552.236-81	Use of Equipment by the Government.	552.270-7	Fire and Casualty Damage.
552.236-82	Subcontracts.	552.270-8	Compliance with Applicable Law.
552.236-83	Requirement for a Project Labor Agreement.	552.270-9	Inspection—Right of Entry.
552.237-70	Qualifications of Offerors.	552.270-10	Failure in Performance.
552.237-70	Qualifications of Employees.	552.270-10	Successors Bound.
552.237-71	Prohibition Regarding "Quasi-Military	552.270-11	Alterations.
332.231-12	Armed Forces."	552.270-12	Proposals for Adjustment.
552.237-73	Restriction on Disclosure of Information.	552.270-13	Changes.
552.238-70	Identification of Electronic Office	552.270-14	Liquidated Damages.
332.236-70			•
	Equipment Providing Accessibility for the	552.270-16	Adjustment for Vacant Premises.
552 220 71	Handicapped.	552.270-17	Delivery and Condition.
552.238-71	Submission and Distribution of Authorized	552.270-18	Default in Delivery—Time Extensions.
550 000 70	FSS Schedule Pricelists.	552.270-19	Progressive Occupancy.
552.238-72	Identification of Products that have Environmental Attributes.	552.270-20	Payment.
552 220 72		552.270-21	Effect of Acceptance and Occupancy.
552.238-73	Cancellation.	552.270-22	Default by Lessor During the Term.
552.238-74	Industrial Funding Fee and Sales Reporting.	552.270-23	Subordination, Nondisturbance and
552.238-75	Price Reductions.	550 070 04	Attornment.
552.238-76	Definition (Federal Supply Schedules)—	552.270-24	Statement of Lease.
550 000 ==	Recovery Purchasing.	552.270-25	Substitution of Tenant Agency.
552.238-77	Definition (Federal Supply Schedules).	552.270-26	No Waiver.
552.238-78	Scope of Contract (Eligible Ordering	552.270-27	Integrated Agreement.
	Activities).	552.270-28	Mutuality of Obligation.

into by the Contractor with such an entity and the Federal Government is not a party.

- (2) Where contract clauses refer to action by a Contracting Officer or a Contracting Officer of GSA, that shall mean the individual responsible for placing the order for the ordering activity (*e.g.*, Federal Acquisition Regulation 52.212-4 at paragraph (f) and FSS clause I-FSS-249 B).
- (3) As a condition of using this contract, eligible ordering activities agree to abide by all terms and conditions of the Schedule contract, except for those deleted clauses or portions of clauses mentioned in paragraph (a)(1) of this clause. Ordering activities may include terms and conditions required by statute, ordinance, regulation, order, or as otherwise allowed by State and local government entities as a part of a statement of work (SOW) or statement of objective (SOO) to the extent that these terms and conditions do not conflict with the terms and conditions of the Schedule contract. The ordering activity and the Contractor expressly acknowledge that, in entering into an agreement for the ordering activity to purchase goods or services from the Contractor, neither the ordering activity nor the Contractor will look to, primarily or in any secondary capacity, or file any claim against the United States or any of its agencies with respect to any failure of performance by the other party.
- (4) The ordering activity is responsible for all payments due the Contractor under the contract formed by acceptance of the ordering activity's order, without recourse to the agency of the U.S. Government, which awarded the Schedule contract.
- (5) The Contractor is encouraged, but not obligated, to accept orders from such entities. The Contractor may, within 5 days of receipt of the order, decline to accept any order, for any reason. The Contractor shall fulfill orders placed by such entities, which are not declined within the 5-day period.
- (6) The supplies or services purchased will be used for governmental purposes only and will not be resold for personal use. Disposal of property acquired will be in accordance with the established procedures of the ordering activity for the disposal of personal property.
- (7) The state or local government ordering activity will be responsible for purchasing products or services to be used to facilitate recovery from a major disaster declared by the President under the Robert T. Stafford Disaster Relief and Emergency Assistance Act (42 U.S.C. 5121 *et seq.*) or to facilitate recovery from terrorism or nuclear, biological, chemical, or radiological attack.
- (b) If the Schedule Contractor accepts an order from an entity identified in paragraph (d) of the clause at <u>552.238-78</u>, Scope of Contract (Eligible Ordering Activities)—Alternate I, the Contractor agrees to the following conditions—
- (1) The ordering activity is responsible for all payments due the Contractor for the contract formed by acceptance of

- the order, without recourse to the agency of the U.S. Government, which awarded the Schedule contract.
- (2) The Contractor is encouraged, but not obligated, to accept orders from such entities. The Contractor may, within 5 days of receipt of the order, decline to accept any order, for any reason. The Contractor shall decline the order using the same means as those used to place the order. The Contractor shall fulfill orders placed by such entities, which are not declined within the 5-day period.
- (c) In accordance with clause <u>552.238-74</u>, Industrial Funding Fee and Sales Reporting, the Contractor must report the quarterly dollar value of all sales under this contract. When submitting sales reports, the Contractor must report two dollar values for each Special Item Number—
- (1) The dollar value for sales to entities identified in paragraph (a) of the clause at <u>552.238-78</u>, Scope of Contract (Eligible Ordering Activities)—Alternate I; and
- (2) The dollar value for sales to entities identified in paragraph (d) of clause 552.238-78, Alternate I.
- (d) A listing of the Federal Supply Schedule contracts for the products and services available for disaster recovery purchasing is accessible in GSA's Schedules e-Library at web site http://www.gsaelibrary.gsa.gov. Click on the link, "Disaster Recovery Purchasing, State and Local." The participating Contractors and the products and services available for disaster recovery purchasing will be labeled with the Disaster Recovery Purchasing icon.

(End of clause)

552.239 [Reserved]

552.240 [Reserved]

552.241 [Reserved]

552.241-70 Availability of Funds for the Next Fiscal Year or Quarter.

As prescribed in <u>541.501</u>, insert the clause <u>552.241-70</u>, Availability of Funds for the Next Fiscal Year or Quarter, instead of FAR 52.232-19, in all utility acquisitions.

Availability of Funds for the Next Fiscal Year or Quarter (Sep 2010)

Funds are not presently available for performance under this contract beyond ______. The Government's obligation for performance of this contract beyond that date is contingent upon the availability of appropriated funds from which payment for contract purposes can be made. No legal liability on the part of the Government for any payment may arise for performance under this contract beyond _____, until funds are made available to the Contracting Officer for per-

GENERAL SERVICES ADMINISTRATION ACQUISITION MANUAL

formance and until the Contractor receives notice of availability, to be confirmed in writing by the Contracting Officer.

(End of clause)

552.241-71 Disputes (Utility Contracts).

As prescribed in <u>541.501</u>, insert clause <u>552.241-71</u>, Disputes (Utility Contracts), in solicitations and contracts for utility services subject to the jurisdiction and regulation of a utility rate commission.

DISPUTES (UTILITY CONTRACTS) (SEP 2010)

The requirements of the Disputes clause at FAR 52.233-1 are supplemented to provide that matters involving the interpretation of tariffed retail rates, tariff rate schedules, and tariffed terms provided under this contract are subject to the jurisdiction and regulation of the utility rate commission having jurisdiction.

(End of clause)

552.242-70 Status Report of Orders and Shipments.

As prescribed in 542.1107, insert the following clause:

STATUS REPORT OF ORDERS AND SHIPMENTS (FEB 2009)

- (a) The Contractor shall furnish to the Administrative Contracting Officer (ACO) a report covering orders received and shipments made during each calendar month of contract performance. The information required by the Government shall be reported on GSA Form 1678, Status Report of Orders and Shipments, in accordance with instructions on the form. The information required by the GSA Form 1678 may also be submitted in an automated printout form if authorized by the ACO. Alternatively, the required information may be reported by electronic data interchange using ANSI standards. For further information, contact GSA, Contract Administration Division [Insert appropriate telephone number of QVOC]. Reports shall be forwarded to the ACO no later than the seventh workday of the succeeding month.
- (b) A copy of GSA Form 1678 will be forwarded to the Contractor with the contract. Additional copies of the form, if needed, may be reproduced by the Contractor.

(End of clause)

552.243-71 Equitable Adjustments.

As prescribed in <u>543.205</u>, insert the following clause:

EQUITABLE ADJUSTMENTS (JAN 2009)

(a) This clause governs the determination of equitable adjustments to which the Contractor may be entitled under the "Changes" clause prescribed by FAR 52.243-4, the "Differing Site Conditions" clause prescribed by FAR 52.236-2, and any other provision of this contract allowing entitlement to an

equitable adjustment. This clause does not govern determination of the Contractor's relief allowable under the "Suspension of Work" clause prescribed by FAR 52.242-14.

- (b) At the written request of the Contracting Officer, the Contractor shall submit a proposal, in accordance with the requirements set forth herein, for an equitable adjustment to the contract for changes or other conditions that may entitle a Contractor to an equitable adjustment. If the Contractor deems an oral or written order to be a change to the contract, it shall promptly submit to the Contracting Officer a proposal for equitable adjustment attributable to such deemed change. The proposal shall also conform to the requirements set forth herein
- (c) The proposal shall be submitted within the time specified in the "Changes" clause, or such other time as may reasonably be required by the Contracting Officer. In the case of a proposal submitted based on the "Differing Site Conditions" clause, the notice requirement of that clause shall be met.
- (d) Proposals for equitable adjustments, including no cost requests for adjustment of the contract's required completion date, shall include a detailed breakdown of the following elements, as applicable:
 - (1) Direct Costs.
 - (2) Markups.
- (3) Change to the time for completion specified in the contract.
- (e) *Direct Costs*. The Contractor shall separately identify each item of deleted and added work associated with the change or other condition giving rise to entitlement to an equitable adjustment, including increases or decreases to unchanged work impacted by the change. For each item of work so identified, the Contractor shall propose for itself and, if applicable, its first two tiers of subcontractors, the following direct costs:
- (1) Material cost broken down by trade, supplier, material description, quantity of material units, and unit cost (including all manufacturing burden associated with material fabrication and cost of delivery to site, unless separately itemized);
- (2) Labor cost broken down by trade, employer, occupation, quantity of labor hours, and burdened hourly labor rate, together with itemization of applied labor burdens (exclusive of employer's overhead, profit, and any labor cost burdens carried in employer's overhead rate);
- (3) Cost of equipment required to perform the work, identified with material to be placed or operation to be performed;
- (4) Cost of preparation and/or revision to shop drawings and other submittals with detail set forth in paragraphs (e)(1) and (e)(2) of this clause;

- (5) Delivery costs, if not included in material unit costs;
- (6) Time-related costs not separately identified as direct costs, and not included in the Contractor's or subcontractors' overhead rates, as specified in paragraph (g) of this clause; and
 - (7) Other direct costs.
- (f) Marked-up costs of subcontractors below the second tier may be treated as other direct costs of a second tier subcontractor, unless the Contracting Officer requires a detailed breakdown under paragraph (i) of this clause.
- (g) Extensions of Time and Time-related Costs. The Contractor shall propose a daily rate for each firm's time-related costs during the affected period, and, for each firm, the increase or decrease in the number of work days of performance attributable to the change or other condition giving rise to entitlement to an equitable adjustment, with supporting analysis. Entitlement to time and time-related costs shall be determined as follows:
- (1) Increases or decreases to a firm's time-related costs shall be allowed only if such increase or decrease necessarily and exclusively results from the change or other condition giving rise to entitlement to an equitable adjustment.
- (2) The Contractor shall not be entitled to an extension of time or recovery of its own time-related costs except to the extent that such change or other condition necessarily and exclusively causes its duration of performance to extend beyond the completion date specified in the contract.
- (3) Costs may be characterized as time-related costs only if they are incurred solely to support performance of this contract and the increase or decrease in such costs is solely dependent upon the duration of a firm's performance of work.
- (4) Costs may not be characterized as time-related costs if they are included in the calculation of a firm's overhead rate.
- (5) Equitable adjustment of time and time-related costs shall not be allowed unless the analysis supporting the proposal complies with provisions specified elsewhere in this contract regarding the Contractor's project schedule.
- (h) *Markups*. For each firm whose direct costs are separately identified in the proposal, the Contractor shall propose an overhead rate, profit rate, and where applicable, a bond rate and insurance rate. Markups shall be determined and applied as follows:
- (1) Overhead rates shall be negotiated, and may be subject to audit and adjustment.
- (2) Profit rates shall be negotiated, but shall not exceed ten percent, unless entitlement to a higher rate of profit may be demonstrated.
- (3) The Contractor and its subcontractor[s] shall not be allowed overhead or profit on the overhead or profit received

- by a subcontractor, except to the extent that the subcontractor's costs are properly included in other direct costs as specified in paragraph (f) of this clause.
- (4) Overhead rates shall be applied to the direct costs of work performed by a firm, and shall not be allowed on the direct costs of work performed by a subcontractor to that firm at any tier except as set forth below in paragraphs (h)(6) and (h)(7) of this clause.
- (5) Profit rates shall be applied to the sum of a firm's direct costs and the overhead allowed on the direct costs of work performed by that firm.
- (6) Overhead and profit shall be allowed on the direct costs of work performed by a subcontractor within two tiers of a firm at rates equal to only fifty percent of the overhead and profit rates negotiated pursuant to paragraphs (h)(1) and (h)(2) of this clause for that firm, but not in excess of ten percent when combined.
- (7) Overhead and profit shall not be allowed on the direct costs of a subcontractor more than two tiers below the firm claiming overhead and profit for subcontractor direct costs.
- (8) If changes to a Contractor's or subcontractor's bond or insurance premiums are computed as a percentage of the gross change in contract value, markups for bond and insurance shall be applied after all overhead and profit is applied. Bond and insurance rates shall not be applied if the associated costs are included in the calculation of a firm's overhead rate.
- (9) No markup shall be applied to a firm's costs other than those specified herein.
- (i) At the request of the Contracting Officer, the Contractor shall provide such other information as may be reasonably necessary to allow evaluation of the proposal. If the proposal includes significant costs incurred by a subcontractor below the second tier, the Contracting Officer may require the same detail for those costs as required for the first two tiers of subcontractors, and markups shall be applied to these subcontractor costs in accordance with paragraph (h).
- (j) *Proposal Preparation Costs*. If performed by the firm claiming them, proposal preparations costs shall be included in the labor hours proposed as direct costs. If performed by an outside consultant or law firm, proposal preparation costs shall be treated as other direct costs to the firm incurring them. Requests for proposal preparation costs shall include the following:
- (1) A copy of the contract or other documentation identifying the consultant or firm, the scope of the services performed, the manner in which the consultant or firm was to be compensated, and if compensation was paid on an hourly basis, the fully burdened and marked-up hourly rates for the services provided.
- (2) If compensation was paid on an hourly basis, documentation of the quantity of hours worked, including descrip-

tions of the activities for which the hours were billed, and applicable rates.

- (3) Written proof of payment of the costs requested. The sufficiency of the proof shall be determined by the Contracting Officer.
 - (k) Proposal preparation costs shall be allowed only if—
- (1) The nature and complexity of the change or other condition giving rise to entitlement to an equitable adjustment warrants estimating, scheduling, or other effort not reasonably foreseeable at the time of contract award;
- (2) Proposed costs are not included in a firm's time-related costs or overhead rate; and
- (3) Proposed costs were incurred prior to a Contracting Officer's unilateral determination of an equitable adjustment under the conditions set forth in paragraph (o), or were incurred prior to the time the request for equitable adjustment otherwise became a matter in dispute.
- (l) Proposed direct costs, markups, and proposal preparation costs shall be allowable in the determination of an equitable adjustment only if they are reasonable and otherwise consistent with the contract cost principles and procedures set forth in Part 31 of the Federal Acquisition Regulation (48 CFR part 31) in effect on the date of this contract. Characterization of costs as direct costs, time-related costs, or overhead costs must be consistent with the requesting firm's accounting practices on other work under this contract and other contracts.
- (m) If the Contracting Officer determines that it is in the Government's interest that the Contractor proceed with a change before negotiation of an equitable adjustment is completed, the Contracting Officer may order the Contractor to proceed on the basis of a unilateral modification to the contract increasing or decreasing the contract price by an amount to be determined later. Such increase or decrease shall not exceed the increase or decrease proposed by the Contractor.
- (n) If the parties cannot agree to an equitable adjustment, the Contracting Officer may determine the equitable adjustment unilaterally.
- (o) The Contractor shall not be entitled to any proposal preparation costs incurred subsequent to the date of a unilateral determination or denial of the request if the Contracting Officer issues a unilateral determination or denial under any of the following circumstances:
- (1) The Contractor fails to submit a proposal within the time required by this contract or such time as may reasonably be required by the Contracting Officer.
- (2) The Contractor fails to submit additional information requested by the Contracting Officer within the time reasonably required.
- (3) Agreement to an equitable adjustment cannot be reached within 60 days of submission of the Contractor's proposal or receipt of additional requested information, despite

the Contracting Officer's diligent efforts to negotiate the equitable adjustment.

(End of clause)

552.246-70 Source Inspection by Quality Approved Manufacturer.

As prescribed in <u>546.302-70</u>, insert the following clause:

Source Inspection by Quality Approved Manufacturer (July 2009)

- (a) Inspection system and inspection facilities. (1) The inspection system maintained by the Contractor under the Inspection of Supplies—Fixed Price clause (FAR 52.246-2) of this contract shall be maintained throughout the contract period. Unless otherwise authorized in writing by the Contracting Officer, the Contractor shall comply with all requirements of editions in effect on the date of the solicitation of either Federal Standard 368 or the International Organization for Standardization (ISO) Standard 9001:2000 (Quality Management Systems—Requirements). A documented description of the inspection system shall be made available to the Government before contract award. At the sole discretion of the Contracting Officer, he/she may authorize in writing exceptions to the quality assurance standards identified above. The Contractor shall immediately notify the Administrative Contracting Officer (ACO) of any changes made in the inspection system during the contract period. As used herein, the term "inspection system" means the Contractor's own facility or any other facility acceptable to the Government that will be used to perform inspections or tests of materials and components before incorporation into end articles and for inspection of such end articles before shipment. When the manufacturing plant is located outside of the United States, the Contractor shall arrange delivery of the items from a plant or warehouse located in the United States (including Puerto Rico and the U.S. Virgin Islands) equipped to perform all inspections and tests required by the contract or specifications to evidence conformance therewith, or shall arrange with a testing laboratory or other facility in the United States, acceptable to the Government, to perform the required inspections and tests.
- (2) In addition to the requirements in Federal Standard 368, ISO 9001:2000 or as otherwise approved by the Government, records shall include the date inspection and testing were performed. These records shall be available for (i) 3 years after final payment; or (ii) 4 years from the end of the Contractor's fiscal year in which the record was created, whichever period expires first.
- (3) Offerors are required to specify, in the space provided elsewhere in this solicitation, the name and address of each manufacturing plant or other facility where supplies will

be available for inspection, indicating the item number(s) to which each applies.

- (4) The Contractor shall provide the Administrative Contracting Officer ACO with the name(s) of the individual and an alternate responsible for the inspection system. In the event that the designated individual(s) becomes unavailable to oversee the inspection system, the Contractor, within 10 calendar days of such event, shall provide the ACO with the names of the replacement individual(s).
- (b) Inspection by the Contractor. The Contractor is required to demonstrate that the supplies in the shipment have been subject to and have passed all inspections and tests required by the contract and meet the requirements of the contract.
- (c) Inspection by Government personnel. (1) Although the Government will normally rely upon the Contractor's representation as to the quality of supplies shipped, it reserves the right under the Inspection of Supplies—Fixed Price clause to inspect and test all supplies called for by this contract, before acceptance, at all times and places, including the point of manufacture. When the Government notifies the Contractor of its intent to inspect supplies before shipment, the Contractor shall notify or arrange for subcontractors to notify the designated GSA quality assurance office 7 workdays before the date when supplies will be ready for inspection. Shipment shall not be made until inspection by the Government is completed and shipment is authorized by the Government.
- (2) The offeror shall indicate, in the spaces provided below, the location(s) at which the supplies will be inspected or made available for inspection.

INSPECTION POINT NAME, ADDRESS (Including County), and NUMBER

NOTE: If additional space is needed, the offeror may furnish the requested information by an attachment to the offer.

(3) During the contract period, a Government representative may periodically select samples of supplies produced under this contract for Government verification, inspection, and testing. Samples selected for testing will be disposed of as follows: Samples from an accepted lot, not damaged in the testing process, will be returned promptly to the Contractor after completion of tests. Samples damaged in the testing process will be disposed of as requested by the Contractor. Samples from a rejected lot will be returned to the Contractor or disposed of in a time and manner agreeable to both the Contractor and the Government.

- (d) Quality deficiencies. (1) Notwithstanding any other clause of this contract concerning the conclusiveness of acceptance by the Government, any supplies or production lots shipped under this contract found to be defective in material or workmanship, or otherwise not in conformity with the requirements of this contract within a period of months after acceptance shall, at the Government's option, be replaced, repaired, or otherwise corrected by the Contractor at no cost to the Government within 30 calendar days (or such longer period as the Contracting Officer may authorize in writing) after receipt of notice to replace or correct. The Contractor shall remove, at its own expense, supplies rejected or required to be replaced, repaired, or corrected. When the nature of the defect affects an entire batch or lot of supplies, and the Contracting Officer determines that correction can best be accomplished by retaining the nonconforming supplies, and reducing the contract price by an equitable amount under the circumstances, then the equitable price adjustment shall apply to the entire batch or lot of supplies from which the nonconforming item was taken.
- (2) The Contractor may be issued a Quality Deficiency Notice (QDN) if:
- (i) Supplies in process, shipped, or awaiting shipment to fill Government orders are found not to comply with contract requirements, or
- (ii) deficiencies in either plant quality or process controls are found. Upon receipt of a QDN, the Contractor shall take immediate corrective action and shall suspend shipment of the supplies covered by the QDN until such time as corrective action has been completed. The Contractor shall notify the Government representative, within 5 workdays, of the action plan or the corrective action taken. The Government may elect to verify the corrective action at the Contractor location(s). Shipments of nonconforming supplies will be returned at the Contractor's expense and may constitute cause for termination of the contract. Delays due to the insurance of a QDN do not constitute excusable delay under the default clause of this contract. Failure to complete corrective action in a timely manner may result in termination of the contract.
- (3) This contract may be terminated for default if subsequent Government inspection discloses that plant quality or process controls are not being maintained, supplies that do not meet the requirements of the contract are being shipped, or if the contractor fails to comply with any other requirement of this clause.
- (e) Additional cost for inspection and testing. The Contractor shall be charged for any additional cost of inspection/ testing or reinspecting/retesting supplies for the reasons stated in paragraph (e) of FAR 52.246-2, Inspection of Supplies-Fixed Price. When inspection or testing is performed by or under the direction of GSA, charges will be at the rate of \$__**__ per man-hour or fraction thereof if the inspection is at a GSA distribution center; \$__**__ per man-hour or frac-

tion thereof, plus travel costs incurred, if the inspection is at any other location; and \$__*__ per man-hour or fraction thereof for laboratory testing, except that when a testing facility other than a GSA laboratory performs all or part of the required tests, the Contractor shall be assessed the actual cost incurred by the Government as a result of testing at such facility. When inspection is performed by or under the direction of any agency other than GSA, the charges indicated above may be used, or the agency may assess the actual cost of performing the inspection and testing.

- (f) Responsibility for rejected supplies. When the Contractor fails to remove or provide instructions for the removal of rejected supplies under paragraph (d) of this clause, pursuant to the Contracting Officer's instructions, the Contractor shall be liable for all costs incurred by the Government in taking such measures as are expedient to avoid unnecessary loss to the Contractor. In addition to the remedies provided in FAR 52.246-2, supplies may be—
- (1) Stored and charged against the Contractor's account;
- (2) Reshipped to the Contractor at its expense (any additional expense incurred by the Government or the freight carrier caused by the refusal of the Contractor to accept their return shall also be charged against the Contractor's account);
- (3) Sold to the highest bidder on the open market and the proceeds applied against the accumulated storage and other costs, including the cost of the sale; or
 - (4) Otherwise disposed of by the Government.
- (g) Subcontracting requirements. The Contractor shall insert in any subcontracts the inspection or testing provisions set forth in paragraphs (a) through (d) of this clause and the Inspection of Supplies—Fixed Price clause of this contract. The Contractor shall be responsible for compliance by any subcontractor with the provisions set forth in paragraphs (a) through (d) of this clause and the Inspection of Supplies—Fixed Price clause.

(End of clause)

- * Normally insert 12 months as the period during which defective or otherwise nonconforming supplies must be replaced. However, when the supplies being bought have a shelf life of less than 1 year, you should use the shelf-life period, or in the instance where you reasonably expect a longer period to be available, you should use the longer period.
- ** The rates to be inserted are established by the Commissioner of the Federal Acquisition Service or a designee.

552.246-71 Source Inspection by Government.

As prescribed in <u>546.302-71</u>, insert the following clause: SOURCE INSPECTION BY GOVERNMENT (JUNE 2009)

- (a) Inspection by Government personnel.
- (1) Supplies to be furnished under this contract will be inspected at source by the Government before shipment from the manufacturing plant or other facility designated by the

Contractor, unless the Contractor is otherwise notified in writing by the Contracting Officer or a designated representative. Notwithstanding the foregoing, the Government may perform any or all tests contained in the contract specifications at a Government facility without prior written notice by the Contracting Officer before release of the supplies for shipment. Samples sent to a Government testing facility will be disposed of as follows: Samples from an accepted lot, not damaged in the testing process, will be returned promptly to the Contractor after completion of tests. Samples damaged in the testing process will be disposed of as requested by the Contractor. Samples from a rejected lot will be returned to the Contractor or disposed of in a time and manner agreeable to both the Contractor and the Government.

- (2) Government inspection responsibility will be assigned to the GSA quality assurance office which has jurisdiction over the State in which the Contractor's or subcontractor's plant or other designated point for inspection is located. The Contractor shall notify or arrange for subcontractors to notify the designated GSA quality assurance office 7 workdays before the date when supplies will be ready for inspection. Shipment shall not be made until after inspection by the Government is completed and shipment is authorized by the Government.
- (b) Inspection and receiving reports. For each shipment, the Contractor shall be responsible for preparation and distribution of inspection documents as follows: (1) DD Form 250, Material Inspection and Receiving Report, or computer formatted equivalent for deliveries to military agencies; or (2) GSA Form 308, Notice of Inspection for deliveries to GSA or other civilian agencies. When required, the Contractor will be furnished a supply of GSA Form 308 and/or DD Form 250, and complete instructions for their preparation and distribution.
- (c) Inspection facilities. (1) The inspection system required to be maintained by the Contractor in accordance with FAR 52.246-2, Inspection of Supplies—Fixed Price, may be the Contractor's own facilities or any other facilities acceptable to the Government. These facilities shall be utilized to perform all inspections and tests of materials and components before incorporation into end articles, and for the inspection of such end articles before shipment. The Government reserves the right to evaluate the acceptability and effectiveness of the Contractor's inspection system before award and periodically during the contract period.
- (2) Offerors are required to specify, in the spaces provided elsewhere in the solicitation, the name and address of each manufacturing plant or other facility where supplies will be available for inspection, indicating the item number(s) to which each applies.
- (3) The Contractor shall deliver the items specified in this contract from a plant or warehouse located within the United States (including Puerto Rico and the U.S. Virgin

Islands) that is equipped to perform all inspections and tests required by this contract or specifications to evidence conformance therewith, or shall arrange with a testing laboratory or other facility in the United States, acceptable to the Government, to perform the required inspections and tests.

- (d) Availability of records. (1) In addition to any other requirement of this contract, the Contractor shall maintain records showing the following information for each order received under the contract:
 - (i) Order number;
 - (ii) Date order received by the Contractor;
 - (iii) Quantity ordered;
 - (iv) Date scheduled into production;
 - (v) Batch or lot number, if applicable;
 - (vi) Date inspected and/or tested;
 - (vii) Date available for shipment;
 - (viii) Date shipped or date service completed; and
- (ix) National Stock Number (NSN), or if none is provided in the contract, the applicable item number or other contractual identification.
- (2) These records should be maintained at the point of source inspection and shall be available to the Contracting Officer, or an authorized representative, for (i) 3 years after final payment; or (ii) 4 years from the end of the Contractor's fiscal year in which the record was created, whichever period expires first.
- (e) Additional cost for inspection and testing. The Contractor will be charged for any additional cost for inspecting/ testing or reinspection/ retesting supplies for the reasons stated in paragraph (e) of FAR 52.246-2, Inspection of Supplies—Fixed Price. When inspection or testing is performed by or under the direction of GSA, charges will be at the rate of \$ * per man-hour or fraction thereof if the inspection is at a GSA distribution center; \$ * per man-hour or fraction thereof, plus travel costs incurred, if the inspection is at any other location; and \$ * per man-hour or fraction thereof for laboratory testing, except that when a testing facility other than a GSA laboratory performs all or part of the required tests, the Contractor shall be assessed the actual cost incurred by the Government as a result of testing at such facility. When inspection is performed by or under the direction of any agency other than GSA, the charges indicated above may be used, or the agency may assess the actual cost of performing the inspection and testing.
- (f) Responsibility for rejected supplies. When the Contractor fails to remove or provide instructions for the removal of rejected supplies under FAR 52.246-2(h) pursuant to the Contracting Officer's instructions, the Contractor shall be liable for all costs incurred by the Government in taking such measures as are expedient to avoid unnecessary loss to the Con-

tractor. In addition to the remedies provided in FAR 52.246-2, supplies may be—

- (1) Stored for the Contractor's account;
- (2) Reshipped to the Contractor at its expense (any additional expense incurred by the Government or the freight carrier caused by the refusal of the Contractor to accept their return also shall be for the Contractor's account); or
- (3) Sold to the highest bidder on the open market and the proceeds applied against the accumulated storage and other costs, including the cost of the sale.

(End of clause)

*The rates to be inserted are established by the Commissioner of the Federal Acquisition Service or a designee.

552.246-72 Final Inspection and Tests.

As prescribed in 546.312, insert the following clause:

FINAL INSPECTION AND TESTS (SEP 1999)

The Contractor shall give written notice to the Contracting Officer at least 10 calendar days before the date the work will be completed and ready for final inspection and tests. Final inspection and tests will begin within 10 calendar days after the date specified in the Contractor's notice unless the Contracting Officer determines that the work is not ready for final inspection and so informs the Contractor.

(End of clause)

552.246-77 Additional Contract Warranty Provisions for Supplies of a Noncomplex Nature.

As prescribed in <u>546.710</u>, insert the following clause in solicitations and contracts that include FAR 52.246-17, Warranty of Supplies of a Noncomplex Nature.

ADDITIONAL CONTRACT WARRANTY PROVISIONS FOR SUPPLIES OF A NONCOMPLEX NATURE (JUNE 2009)

- (a) *Definitions. Correction*, as used in this clause, means the elimination of a defect.
- (b) Contractor's obligations. When return, correction, or replacement is required, the Contractor shall be responsible for all costs attendant to the return, correction, or replacement of the nonconforming supplies. Any removal in connection with the above shall be done by the Contractor at its expense.
- (c) Remedies available to the Government. When the nature of the defect in the nonconforming item is such that the defect affects an entire batch or lot of material, then the equitable price adjustment shall apply to the entire batch or lot of material from which the nonconforming item was taken.

(End of clause)

552.246-78 Inspection at Destination.

As prescribed in <u>546.302-72</u> insert the following clause:

INSPECTION AT DESTINATION (JUNE 2009)

Inspection of all purchases under this contract will be made at destination by an authorized Government representative.

(End of clause)

PART 552—SOLICITATION PROVISIONS AND CONTRACT CLAUSES

552.300

P/C	Number	Reference.	Title	Sup	Serv	Const	А-Е	SAT	Util	Leas
С	552.237-71	537.110(a)	Qualifications of Employees		WR					
С	552.237-72	537.110(b)	Prohibition Regarding "Quasi-Military Armed Forces"		WR			WR		
С	552.237-73	537.270	Restriction on Disclosure of Information		WR			WR		
С	552.238-70	538.273(a)(1)	Identification of Electronic Office Equipment Providing	WR						
			Accessibility for the Handicapped							
С	<u>552.238-71</u>	538.273(a)(2)	Submission and Distribution of Authorized FSS Schedule	WR	WR					
	552 220 72	520.072()(2)	Pricelists Identification of Products That Have Environmental	TVD.	TT/D					
С		538.273(a)(3)	Attributes	WR	WR					
С	552.238-73	538.273(a)(4)	Cancellation	WR	WR					
С	552.238-74	538.273(b)(1)	Industrial Funding Fee and Sales Reporting	WR	WR					
C	<u>552.238-75</u>	538.273(b)(2)	Price Reductions	WR	WR					
С	552.238-76	538.7104(a)	Definition (Federal Supply Schedules)—Recovery Purchasing	WR	WR					
С	552.238-77	538.7004(a)	Definition (Federal Supply Schedules)	WR	WR					
С	552.238-78		Scope of Contract (Eligible Ordering Activities)	WR	WR					
С	552.238-79	538.7004(c)	Use of Federal Supply Schedule Contracts by Certain Entities—Cooperative Purchasing	WR	WR					
С	552.238-80	538.7104(c)	Use of Federal Supply Schedule Contracts by Certain	WR	WR					
			Entities—Recovery Purchasing							
C	552.241-70		Availability of Funds for the Next Fiscal Year or Quarter						R	
С	552.241-71		Disputes (Utility Contracts)						R	
С	552.242-70		Status Report of Orders and Shipments	WR				WR		
C	552.243-71		Equitable Adjustments	****		WR		****		
С	552.246-70		Source Inspection by Quality Approved Manufacturer	WR				WR		
С	552.246-71		Source Inspection by Government	WR				WR		
С	552.246-72		Final Inspection and Tests			WR		О		
С	552.246-77	<u>546.710</u>	Additional Contract Warranty Provisions for Supplies of a Noncomplex Nature	WR						
С	552.246-78	546.302-72	Inspection at Destination	WR						
P	552.252-5	552.107-70(a)	Authorized Deviations in Provisions	WR	WR	WR	WR	WR	WR	
С	<u>552.252-6</u>	552.107-70(b)	Authorized Deviations in Clauses	WR	WR	WR	WR	WR	WR	
P	<u>552.270-1</u>	570.602	Instructions to Offerors—Acquisition of Leasehold Interests in Real Property							R
P	552.270-2	570.602	Historic Preference							R
P	552.270-3	570.602	Parties to Execute Lease							R
С		570.603	Definitions							R*
С		570.603	Subletting and Assignment							R
С	552.270-6	570.603	Maintenance of Building and Premises— Right of Entry							R
С	552.270-7	570.603	Fire and Casualty Damage							R
С		570.603	Compliance with Applicable Law							R
С		570.603	Inspection—Right of Entry							R
С	552.270-10	570.603	Failure in Performance							R
С	552.270-11	570.603	Successors Bound							R
С	552.270-12	570.603	Alterations							R
С	552.270-13	570.603	Proposals for Adjustment							R

P/C	Number	Reference.	Title	Sup	Serv	Const	A-E	SAT	Util	Leas
С	552.270-14	570.603	Changes							R
С	552.270-15	570.603	Liquidated Damages							R
С	552.270-16	570.603	Adjustment for Vacant Premises							R
С	552.270-17	570.603	Delivery and Condition							R
С	552.270-18	570.603	Default in Delivery—Time Extensions							R
С	552.270-19	570.603	Progressive Occupancy							R
С	552.270-20	570.603	Payment							R
С	552.270-21	570.603	Effect of Acceptance and Occupancy							R
С	552.270-22	570.603	Default by Lessor During the Term							R
С	552.270-23	570.603	Subordination, Nondisturbance and Attornment							R
С	552.270-24	570.603	Statement of Lease							R
С	552.270-25	570.603	Substitution of Tenant Agency							R
С	552.270-26	570.603	No Waiver							R
С	552.270-27	570.603	Integrated Agreement							R
С	552.270-28		Mutuality of Obligation							R
С	552.270-29	570.603	Acceptance of Space							R
P	52.203-2	570.601(e)	Certificate of Independent Price Determination							WR
С	52.203-7	570.601(e)	Anti-Kickback Procedures							WR
P	52.203-11	570.601(d)	Certification and Disclosure Regarding Payments to Influence Certain Federal Transactions							WR
P	52.204-3	570.601(a)	Taxpayer Identification							WR
P	52.209-5	570.601(e)	Certification Regarding Debarment, Suspension, Proposed Debarment, and Other Responsibility Matters							WR
С	52.209-6	570.601(c)	Protecting the Government's Interest when Subcontracting with Contractors Debarred, Suspended, or Proposed for Debarment							WR
С	52.215-2	570.601(e)	Audit and Records—Negotiation							WR
P	52.215-5	570.601(j)	Facsimile Proposals							WR
С	52.215-10	570.601(i)	Price Reduction for Defective Cost or Pricing Data							WR
С	52.215-12	570.601(i)	Subcontractor Cost or Pricing Data							WR
P	52.219-1	570.601(a)	Small Business Program Representations							WR
С	52.219-8	570.601(e)	Utilization of Small Business Concerns							WR
С	52.219-9	570.601(f)	Small Business Subcontracting Plan,							WR
С	52.219-16	570.601(f)	Liquidated Damages—Subcontracting Plan							WR
P	52.219-24	570.601(g)	Small Disadvantaged Business Participation Program— Targets							WR
С	52.219-25	570.601(g)	Small Disadvantaged Business Participation Program— Disadvantaged Status and Reporting							WR
С	52.219-26	570.601(k)	Small Disadvantaged Business Participation Program— Incentive Subcontracting							WR
P	52.222-21	570.601(b)	Prohibition of Segregated Facilities							WR
	52.222-22	570.601(b)	Previous Contracts and Compliance Reports							WR
	52.222-24	570.601(h)	Preaward On-site Equal Opportunity Compliance Review							WR
	52.222-25	570.601(b)	Affirmative Action Compliance							WR
	52.222-26	570.601(b)	Equal Opportunity							WR
С	52.222-35	570.601(b)	Affirmative Action for Disabled Veterans and Veterans of the Vietnam Era							WR
С	52.222-36	570.601(a)	Affirmative Action for Workers with Disabilities							WR