

Schedule 36

Office, Imaging and Document Management Solutions



Rental Plan for Copiers Cost-Per-Copy Plan for Copiers Flat Rate Monthly Fee Copying Plan for Copiers Lease to Ownership Plans (LTOP) for Copiers Operating Lease Plan for Copiers Operating Lease Plan for All Other Products Repair of Government-Owned Equipment Maintenance Service Agreements for Copiers Maintenance Service Agreements for All Other Equipment Consumable Supplies for Copiers, Computers, Printers, and Fax Machines Transparency Film Network Optical Imaging Systems and Solutions Needs Assessment and Analysis Services Education and Training Support Services File/Records Management Services On and Off-site Document Production Services including Faxes Document Conversion Services Destruction Services Litigation Support Services Network Connectivity Support Services Other Direct Costs Mail Processing Machines, Systems, and Related Software Date and Time Stamps Rental Plan for Postage Meters and Related Mailing Equipment Mail Room Services Presort Mail Services Miscellaneous Mail Services List Management Services Mail Room Ergonomic Analysis Mail Screening and Inspection Services Rental Plan for Copiers Cost-Per-Copy Plan for Copiers Flat Rate Monthly Fee Copying Plan for Copiers Lease to Ownership Plans (LTOP) for Copiers Operating Lease Plan for Copiers Operating Lease Plan for All Other Products Repair of Government-Owned Equipment Maintenance Service Agreements for Copiers Maintenance Service Agreements for All Other Equipment Consumable Supplies for Copiers, Computers, Printers, and Fax Machines Transparency Film Network Optical Imaging Systems and Solutions Needs Assessment and Analysis Services Education and Training Support Services File/Records Management Services On and Off-site Document Production Services including Faxes Document Conversion Services Destruction Services Litigation Support Services Network Connectivity Support Services Other Direct Costs Mail Processing Machines, Systems, and Related Software Date and Time Stamps Rental Plan for Postage Meters and Related Mailing Equipment Mail Room Services Presort Mail Services Miscellaneous Mail Services List Management Services Mail Room Ergonomic Analysis Mail Screening and Inspection Services Rental Plan for Copiers Cost-Per-Copy Plan for Copiers Flat Rate Monthly Fee Copying Plan for Copiers Lease to Ownership Plans

To Our Valued Customers:

The GSA Mid-Atlantic Region's National Furniture Center added office equipment and imaging products and services to its traditional lines of furniture, furnishings, and communications offerings. Now you can find the furniture, furnishings, and services required to outfit your buildings, along with the latest technologies for your office imaging, document management services, and mail management requirements.

As you browse through this brochure, you will notice the wide array of products and services available that incorporate the newest technologies from these industries. Choose from the industries' most trusted companies and both small and large businesses to select the options that best meet your needs.

You'll find digital and engineer copiers that are scanning and facsimile capable; you'll discover pre-qualified firms that have the products to address all your mailing needs with the aid of meters, date and time stamps, or completely integrated systems; and you'll see how easy it is to use the GSA Multiple Award Schedules to purchase the products and services you need to accomplish your agency's mission.

We offer you more than just products. If you are unsure about which products will best suit your mailroom or have concerns about getting the best equipment without incurring excessive costs, you can choose a variety of services that will help you tailor the solution that best meets your workplace needs. Mailroom ergonomic analysis, needs assessment services, repair and maintenance agreements, as well as document conversion services can help you convert your papers, microfilm, or drawings into easily retrievable electronic formats.

Designing, outfitting, and managing your workplace has just become easier.

The National Furniture Center

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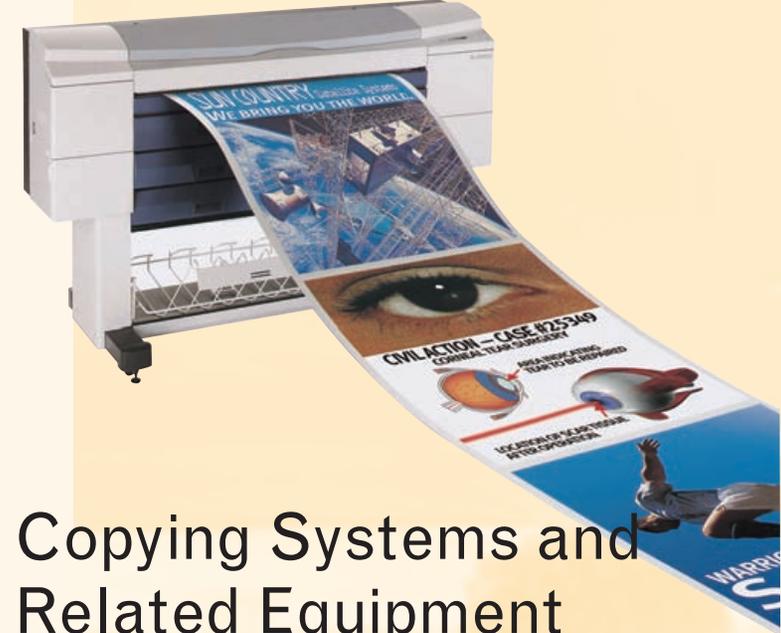
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Office Equipment

Select from a wide range of office equipment such as copying systems and related equipment, multi-media equipment, security, personnel, and document identification systems and solutions as well as other business machines— perfect for your everyday copying and organizational needs.



Copying Systems and Related Equipment

Copiers (SIN 51 100) ▪ Desktop and console configurations can be used for copying, printing, faxing, scanning to print/file, and/or facsimile submittals. Multiple printing speeds with duplexing, collating, and stapling capabilities are available to be connected to individual or network stations.

Digital Multi-functional Copiers ▪

Multi-functional copiers allow for copying, faxing, printing, and scanning from individual printing stations. Modular expansion capabilities permit functional upgrades that include post finishing solutions such as booklet making, hole-punching, and stapling.

Color Copiers ▪

Create clear, crisp color images using multi-functional copiers with post finishing solutions.

Engineer Copiers ▪ Capable of copying architectural and engineering size drawings from transparent or opaque originals to produce plain paper, vellum, or polyester film copies.

Analog Copiers ▪ Black and white models featuring single to multiple configurations.



Digital Duplication Equipment (SIN 51 229) ■

A high-speed, multi-functional copying system that combines scanning, imaging, and high-resolution copying for up to 7200 copies per hour. Produce full-color or black and white images by creating an intermediate stencil master to copy large volumes. Take advantage of on-line finishing capabilities including folding, hole-punching, stapling, or booklet-making mechanisms.

Accessories and Attachments:

Cabinets

Automatic Document Feeders

Computer Interface Equipment

Paper trays

Tape Markers

Sorters

Optional Capabilities:

Image Enhancement: Image magnification, reduction, and brightness contrast

Paper Handling: Automatic paper selection, multiple paper trays, duplexing, collating

Document Finishing: Stapling, folding, hole-punching

Multiple Printing Speeds

Copy Control Systems: Key counters, and Interface keys

Central Data Collection Units and Related Connection Devices

Post Copying/Finishing Equipment and Supplies (SIN 51 212) ■

Includes paper cutting, folding, inserting, collating, paper punching and binding equipment. Other attachments, accessories, and related supplies are also available.



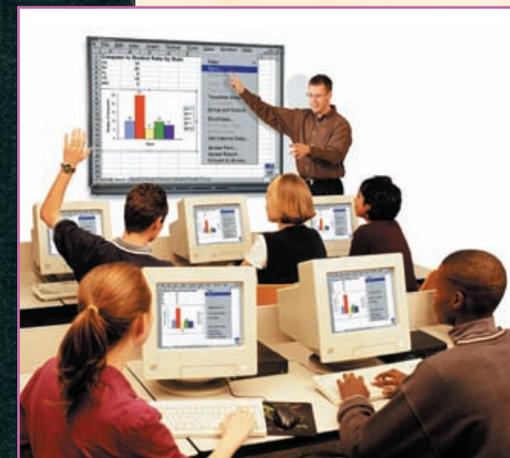
Multi-Media Equipment

Projectors and Electronic Whiteboards (SIN 20 300) ■

Interactive electronic whiteboards can be used in conjunction with projectors for all of your presentation needs – perfect for net meetings, training, workshops, and distance learning education. This SIN also offers related supplies, attachments, and accessories such as digital memory cards, transparency viewers and lenses, and wireless single and dual remote controls.

Projection Screens, Stands, Printer (Enlarger) Systems (SIN 20 220) ■

Use an electronic whiteboard in conjunction with a projector to display digital images and communicate effectively with your audience – ideal for all your presentation needs.





Multi-Media Office Cabinets, Displays, and Filing Systems including Pocket Card Frames and Portfolios (SIN 165 205) ■

Store and organize your microfilm, microfiche, and other hard copy records using display and filing systems that include powered/non-rotary files, racks, and easel stands.



Multi-Media Reader and Reader Printers and Systems (SIN 51 402) ■

Use readers and reader printers and electronic reader scanner systems to retrieve archived information from aperture cards, microfilm, and microfiche. Other related equipment is also available under this SIN.

Accessories include:

Microfilm Reels

Ink Cartridges

Aperture Cards

Micro-photographic Film, Paper, Chemical Preparation and Related Equipment (SIN 51 417) ■

Available products include dry silver film, standard size microfilm, developers, fixers, micro-photographic duplicating and developing equipment, and specialties for reader printer paper.

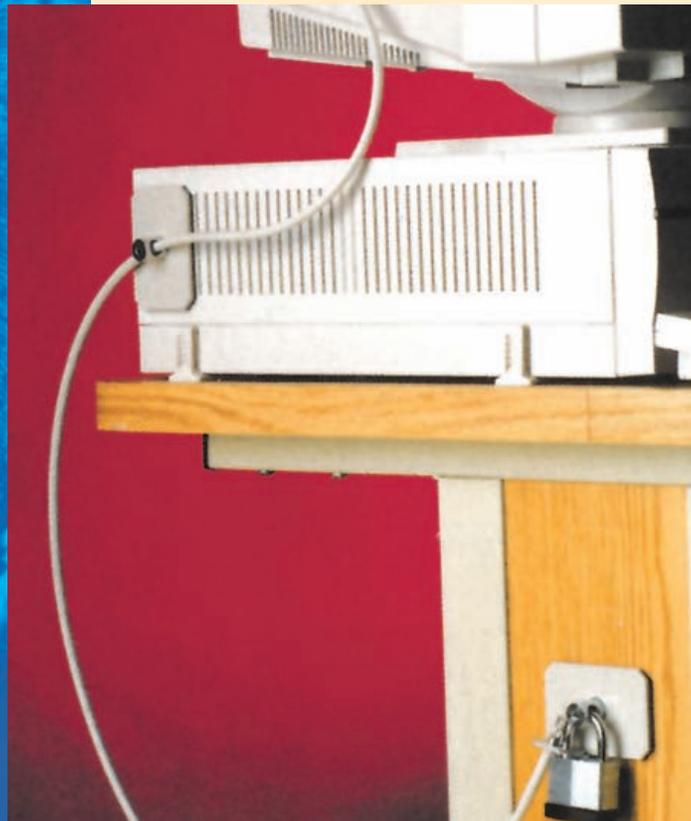
Security, Personnel, and Document Identification Systems and Solutions

Security Applications for Business Machines (SIN 47 147) ▪ Detect the unlawful removal of equipment within any environment using a variety of security solutions such as anti-theft software tracking systems, motion sensors, switches for computer cases, strong adhesives, metal plates and cables, and many other related options.



Personal and Document Identification Systems (Sin 50 156) ▪ Improve security with eye, face, palm, fingerprint, and voice recognition systems. Photo identification camera systems and embossed card systems are also available. Systems may be computer accessible and may feature Smart Card Technologies such as encoded magnetic strips, barcodes, and signatures. Related software, attachments, accessories, and supplies are also available under this SIN.

Time and Attendance Program Systems (SIN 50 180) ▪ Conveniently track employees' and contractors' time and attendance from your computer using network compatible, digital software attendance program systems or choose traditional time clock attendance program systems. Payroll accounting systems are also available. Directly related accessories, attachments, and supplies are also offered.





Typewriters (SIN 47 145) ▪ Choose from electric typewriters (available with or without disk drives, multi-lingual capabilities, spell check, and/or dictionary type) or non-electric typewriters. Related attachments, accessories, and supplies are also available.

Dictating and Transcribing Machines (SIN 47 355) ▪ Record the full text of important documents without typing using state-of-the-art technology and digitized recording full-voice system interfaces. Professional PC dictation systems allow hands-free instant access to deletions, re-recording, and restoration of missing information.

Other Business Machines

Calculators (SIN 50 281) ▪ Scientific, basic, business, electronic, fraction, metric conversion, programmable, statistical, printing, graphic, and financial calculators are all available under this SIN. Directly related accessories, attachments, supplies, and software are also available.

Money Handling and Processing Machines (SIN 50 287) ▪ A variety of products are offered including cash registers, coin sorting and paper counting machines, check and money handling equipment, check perforating machines, and check endorsing, signing and writing equipment.

Office Products for the Impaired (SIN 51 001) ▪ Offers turnkey products for the vision, hearing, mobility, and cognitively impaired. Capture subtitles from analog and digital file formats and quickly format text into captions that can be displayed on computer and video screens. Multiple language capabilities are available and products include closed and open captioning systems, encoders, and decoders. Related accessories, attachments, software, and supplies are available.



Stencil Cutting Machines (SIN 50 7002) ▪ Use stencil cutting machines for all types of business applications including industrial, military, municipal, and transportation related needs.

Global Innovations



Using GSA's pre-qualified firms broadens your choice and selection of products and services to meet your agency's mission around the globe – when and where you need them. Choose the items and services that work best for your organization and meet the ever-changing needs for any Federal environment. Innovative products and services in the commercial market are continually added to GSA Multiple Award Schedule contracts to help you improve your business processes and meet your requirements.

International

International – All Equipment under this Schedule (SIN 51 B 36 2A):

Includes all overseas purchases of copiers, accessories, supplies, rental or lease agreements, maintenance and repair services, and any other related equipment, accessories, attachments, and supplies.

New Products and Services

Introduction of New Products/Services (51 1001): New products and services often provide economical or efficient means for Federal agencies to accomplish their missions. They may exist in the commercial marketplace, or not yet be introduced to the Federal market. They also perform a new task, service, or procedure within the scope of the Federal Supply Schedule, not currently available under any GSA contract.

Leasing, Cost per Copy & Rental Agreements

Choose the option that works best for you – rent, lease, or buy equipment offered under this schedule. GSA offers a variety of leasing plans where lease payments are applied toward the purchase of the equipment. Rental plans are for a pre-determined amount of time – perfect for the immediate replacement of copiers or short-term needs. The cost-per-copy and flat-rate monthly plans can be tailored to meet specific requirements for those who have identified their individual copy needs.



Consumable Supplies and Maintenance Agreements are included in the plans below:

Rental Plans

Rental Plans (SIN 51 55) ▪

Pay one price for the use of the copier, accessories, and copy control devices up to the maximum number of copies stated in your monthly agreement. Rental rates include normal service maintenance by authorized technicians. Short-term rental agreements are available upon request.

Flat Rate Monthly Fee Plans for Copiers

Flat-Rate Monthly Fee Plans for Copiers (SIN 51 100F) ▪

Pay one basic monthly fee for unlimited copies. This comprehensive plan includes:

- Routine delivery of consumable supplies by the contractor
- Preventative maintenance calls once per year
- Quick response to service calls
- Replacement and back-up copiers available to support each volume band

Consumable Supplies and Maintenance Agreements are available for purchase separately for the leasing plans below:

Operating Lease Plans

Operating Lease Plan (SIN 51 58 A) ▪

Lease copier equipment for a pre-determined monthly rate and a specified period of time without intent to own. The contractor retains title to the leased equipment at the end of the lease.

Operating Lease Plan (All Other Products) (SIN 51 58 B) ▪

Operating Lease plans under this SIN apply to all products (e.g., imaging systems, mail-room equipment, typewriters, darkroom equipment and supplies, network optical systems) under this schedule with the exception of copiers.

Lease equipment for a pre-determined monthly and a specified period of time without intent to own. The contractor retains title to the leased equipment at the end of the lease.

Maintenance & Repair Agreements

Maintenance and Repair agreements for copiers and all other equipment offered under this schedule can be purchased at any time. Choose the maintenance and repair agreements that best meet your needs.

Maintenance Service Agreements for Copiers (SIN 51 57) ▪ Available for customers who currently own their equipment. Services include cleaning, lubricating, adjusting, and replacing parts when needed. Cost of labor, transportation, and spare parts are included in one lump sum for your convenience. Pre-negotiated maintenance service agreements for a specified time frame allow your repair needs for copiers to be met immediately.

Repair of Government-Owned Equipment (SIN 51 56) ▪ Repair services for any equipment not covered under other maintenance service agreements including break-downs and quick, simple repairs.

Maintenance Service Agreements for All Other Equipment (SIN 51 208) ▪ Ensure that your office equipment (excluding copiers) are maintained properly and operate efficiently – ideal for maintaining items such as micro-photographic equipment, multi-media readers, printers, and other office equipment.

Cost Per Copy Plans

Cost Per Copy Plans (SIN 51 100C) ▪ Pay a fixed monthly fee based on a guaranteed minimum number of copies per month. Copies above the minimum are charged at a pre-negotiated cost-per-copy rate. A minimum of one yearly service call is required with each cost per copy lease plan.

Consumable Supplies

Supplies can be incorporated into individual operating or rental agreements or purchased separately to support GSA's leased or government-owned equipment.

Consumable Supplies for Copiers, Computers, Printers, and Fax Machines (SIN 51 101 2) ▪ A variety of supplies directly related to copier equipment include:

- Toner
- Developer
- Dry Ink
- Cleaning Blades
- Fuser Oils and Fusing Rollers

Transparency Film (SIN 51 101 7) ▪ Transparency film, directly related accessories and attachments (e.g., mounts, and supplies) are available under this SIN.

Xerographic Type ▪ Designed for single and color copiers.

Thermal Type ▪ Designed for different image and background colors (e.g., infrared transparency film).

Special Types ▪ Use with laser, inkjet, and dot matrix character printers, opaque films, write-on films, and thermal transfer films for use with computer generated graphics for color transparencies.

Document Support & Management Services

Consult with professionals to identify, manage, and provide solutions for your document management requirements including copying, scanning, and faxing services. Use available document conversion services to convert your firm's hard copy paper files to a more convenient electronic format. You can also share documents and data through servers at virtually any location using network, optical imaging systems.



Welcome to Studio Workhorse

WORKHORSE

(Barcode search field) FTP Logout Help ?

Shots All Shoots All Locations All Clients All States

Name	Status	Shoot Date	Equipment Due	Media Due	Location
Client 1 Senator Samson Speech	Active	08/31/2003	08/31/2003	09/10/2003	Adams Building
Client 2 White House Gardens	On Hold	08/19/2003	08/19/2003	09/26/2003	White House
House of Representatives Optimized Solution	Active	01/16/2004	01/16/2004	01/16/2004	[Default]
OFFICE OF CHIEF ARCHITECT DYNAMIC ARCHIVE PROJECT	Active	02/02/2004	02/02/2004	02/02/2005	White House
Science and Energy Subcommittee this would be much more simple	Active	08/20/2003	08/20/2003	08/20/2003	[Default]
VP SPIRO AGNEW Justice for All	Active	08/22/2003	08/21/2003	08/24/2003	Dirksen Building
WPA NATIONAL RETROSPECTIVE ARCHIVE	Active	12/01/2003	12/01/2003	12/01/2003	[Default]

Needs Assessment and Analysis Services (SIN 51 501)

Obtain professional support in analyzing and developing your requirements based on your objectives. The contractor conducts a comprehensive needs assessment and analysis, and develops and provides detailed recommendations to meet your goals. Needs assessment and analysis services are employed for complex systems/equipment to clearly understand project requirements which may include project scheduling and projecting costs and risks.

Examples:

Required platforms, operating systems, user interfaces, network support, application software, maintenance of the required equipment, consumable supplies and replacement items, purchases, rentals, and document production outsourcing, mail management services.

Network, Optical Imaging Systems and Solutions (SIN 51 409)

Share your documents, records, and data across multiple servers and locations. Systems are designed to let you access data at anytime from anywhere while ensuring data security and disaster recovery. Contractors can provide hardware and software that captures typed print, handprint, and mark sense data and converts it into electronic data and documents for barcoding and easy retrieval. Reduce the cost and time it takes to store and retrieve documents. Document Storage Solutions are designed to deliver and maintain on or off-line storage for users who need to present, share, archive, and distribute information on CD, DVD, DVRAM, and other related mediums. All related software, accessories, attachments, and supplies are available.

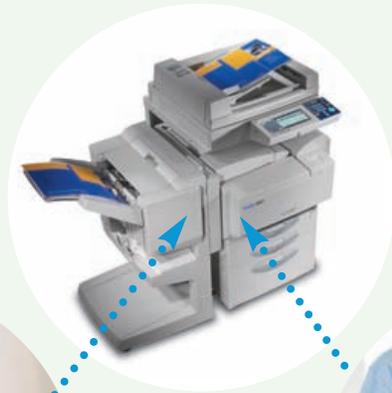


Education and Training Support Services (SIN 51 503)

▪ Help support your day-to-day standard operating procedures with on and off-site training that provides a comprehensive knowledge of the products, procedures, processes and applications related to the equipment offered under contract. Learn how to best use color copiers, computer-enhanced copiers, special-application copiers, multi-functional digital copiers, duplicators, high-speed printers, scanners, digital cameras, software applications, shredding machines, media storage, network and optical systems, document destruction, document conversion, and records management services.

Records and File Management Services (SIN 51 504)

▪ Track, access, and retrieve information in a timely manner while ensuring compliance with all of the National Archive and Records Administration's regulations and certifications. Software systems can be tailored to meet your needs for indexing, formatting, and classifying documents. This service provides the comprehensive capability to solve complex challenges posed by the movement, manipulation, archiving, security, and management of records, and professional management and administrative support for both classified and unclassified records. File and Organization and Maintenance Services allow for easy location, retrieval, and storage of files and may include tracking of files, information and document indexing, scanning, labeling, bar-coding, and filing. Storage Services include preparing files for pick-up, storage, and retrieval of records.



On or Off-Site Document Production Services (SIN 51 505) ■ Use skilled labor to manage all of your copy and/or mail room services. Hire people to print, scan, fax, and document your files. Typical document production services include the proper equipment and contractor-provided operational and management personnel required. Document production services are available using contractor-provided and installed equipment, existing Government-owned equipment, or equipment installed in Government locations under Lease-To-Ownership Plans. Single or multi-shift production operations, consumable supplies, on-going equipment maintenance, and customized agency reports are also available. Negotiated operational performance standards may be jointly developed and included in the agreement.



Document Conversion Services (SIN 51 506) ■

Transfer any type of paper, microfiche, microfilm, or engineering drawings to an electronic format. The process of document conversion involves state-of-the-art scanning of the original document's text and graphic images into digital data, which is then transferred to a new media and formatted for use in a document imaging and storing system. Transfer text and graphic images from current document formats such as:

- Paper
- Microfiche
- Aperture cards
- Microfilm
- Roll Film

To new delivery/storage media including:

- CD-ROM disks
- Microfiche
- Aperture cards
- Roll film
- 4 mm/ 8mm magnetic tape
- Magnetic storage disks
- Microfilm

These files can be stored in any format required for use in a document imaging and storage system. For example:

- Raster images
- ASCII text
- SGML tagged for electronic distribution or publishing
- PDF image files

* Customized coding and indexing options are also available as part of the document conversion process, and will be used for both unclassified and classified documents using government or contractor facilities or a combination of both.



Litigation Support Services (SIN 51 508) ▪

Save time and increase productivity with expert consultation in document preparation, imaging and coding, and database development and management within any environmental setting. This SIN provides support for professional and nonprofessional services supporting the management of legal documents.

Network Connectivity Support Services (SIN 51 509) ▪

Network designs and installations that support state-of-the-art technologies allowing you to search, view, access, print, and communicate conveniently from your desktop with 24 hour technical support service. Contractors provide qualified personnel, materials, spare parts, tools, hardware/software, and network components necessary to perform the service.

Other Direct Costs (ODCs)

(SIN 51 1000) ▪ ODCs, classes or categories of supplies and services which are not included in the unit price of the Support Products or Services SINs, but are required to complete a given purchase, delivery task order, or where the specific requirements can only be defined in the Purchase, Delivery or Task order itself. Note: New SIN being added to support Service SINs: 51 501, 51 503, 51 504, 51 505, 51 506, 51 507, 51 508, 51 509, 733 1, 733 2, 733 3, 733 4, 733 4, 733, 5, & 733 6.

Destruction Services (SIN 51 507) ▪

Services include both on and off-site destruction of classified and unclassified paper documents, materials and magnetic media. Destruction options include shredding (e.g., paper documents, folders, newspapers, catalog, magazines); disintegration (e.g., microfilm, microfiche, ID cards, VHS tapes, audio cassettes, CD ROM, floppy disks, computer tapes and computer hard drives); and incineration (e.g., paper documents, maps, files, envelopes, manuals, newspapers, catalogs, magazines, blue prints).

Mail Products and Services

Streamline your most difficult mailing tasks with GSA's Mail Products and Services. Whether selecting cutting-edge machines such as postage meters and total processing machines or executing tasks such as mail delivery or screening services, GSA offers you the options to tailor your own solution.



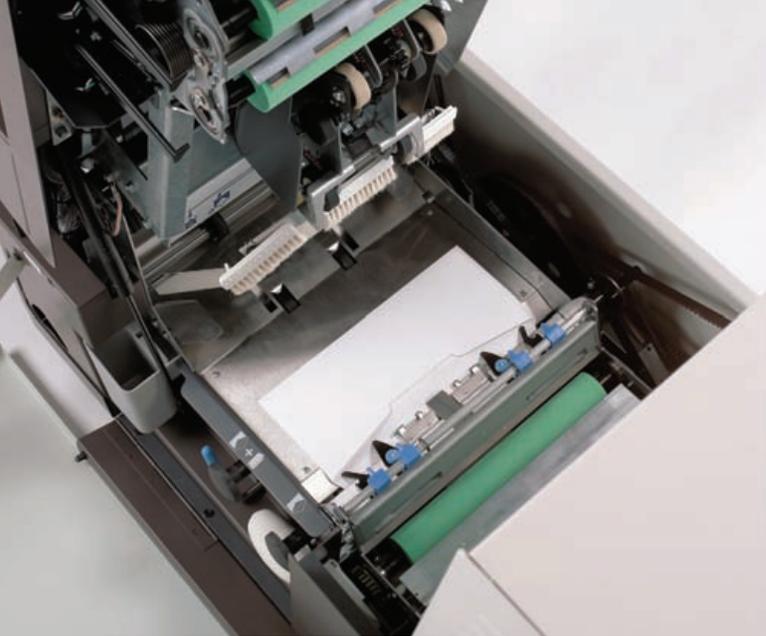
Equipment

Mail Processing Machines, Systems, and Related Software (SIN 50 147) ■ Find the total solution to all your mailing needs with a wide array of products and services including complete mail processing systems, software and support services, mail/parcel scales, envelope openers, and inserting addressing machines.

Date and Time Stamps (SIN 50 177) ■ Electronic or non-electronic date and time stamps automatically print the month, date, and time. All related accessories, attachments, and supplies are also available.

Rental Plans

Rental Plan for Postage Meters and Related Mailing Equipment (SIN 50 205) ■ Rent not only postage meters, but also a variety of other mailing equipment. This SIN also includes, but is not limited to, the applicable software and accessories associated with the equipment.



Services

Mailroom Management Services (SIN 733 1)

Handle your daily mailroom administrative services, accepting mail from carriers, signing off on certified pieces, and processing outgoing mail such as metered flats and packages.

Presort Mail Services (SIN 733 2)

Obtain management, supervision, labor, materials, supplies and equipment for metering, labeling, and other services. Ensure that all services are being properly executed using the USPS Coding Accuracy Support system certification (which is maintained by all active contractors). Contractors are required to provide a minimum of presort mail and barcode services applicable to the postage discount level offered for domestic First Class Federal Government Mail for Federal agencies in accordance with standard commercial practices and USPS regulations.

Miscellaneous Mail Services (SIN 733 3)

Address a variety of your mailing needs including USPS-approved services such as preparing, addressing, folding, collating, wrapping, software servicing, labeling, inserting, mail match, metering and stamping, and preparing and packing mail. Contractor provides all management supervision, labor, equipment and shall plan, schedule, coordinate all services.

List Management Services (SIN 733 4)

Contractors ensure the proper handling of all management, supervision, labor, and equipment associated with data entry, address & label printing, and list clean up and coding.

Mailroom Ergonomic Analysis Services (SIN 733 5)

Optimize your mail room's efficiency and productivity using industry experts in such areas as workflow & time analysis, studying and improving mailroom processes, productivity studies, time & space studies, and site-specific ergonomic training.

Mail Screening and Inspection Services (SIN 733 6)

Ensure mailing safety with on and off-site examination of incoming mail and packages to detect contamination from chemicals or other hazardous materials. This service includes personnel, materials, equipment, and facilities to properly screen and inspect all incoming mail.

Ordering Information



Ordering Information

Call the GSA National Furniture Center's Customer Service Line at **(703) 605-9200**. Representatives are available to answer your questions about placing orders through GSA.

For technical assistance with the products and services found on Schedule 36, please call Yosie Scott at (703) 605-9262.

For general information about GSA's Multiple Awards Schedules program, contact GSA's National Customer Service Center at (800) 488-3111 or email ncscustomer.service@gsa.gov.

GSA Advantage!®

Browse or purchase products online with your government purchase card or AAC/DoDAAC. Search by product name, manufacturer, contractor, NSN/Mfr. part number, or contract number. The One-Stop Shopping convenience of GSA Advantage!® is available 24-hours a day online.

e-Buy

e-Buy has simplified the acquisition process, making it easier for you to obtain "best value" solutions for your operations! e-Buy is an electronic Request for Quote (RFQ) system that allows federal buyers to prepare, send, and evaluate RFQs online and make best value awards electronically. Visit e-Buy to see the variety of high-quality services and products offered through GSA's Federal Acquisition Service program. Visit www.gsa.gov/ebuy.

Schedules e-Library

Visit www.gsa.gov/elibrary to find contractors currently under Schedule 36. Search by schedule number, SIN, contractor company name, or contract number to locate a vendor and then link directly to GSA Advantage! to place an order. This is the best way to find the most up-to-date information on contractors participating on GSA and VA schedules.

To learn more about the other products and services available through the GSA National Furniture Center, please visit our website at www.gsa.gov/furniture.

36	The Office, Imaging, and Document Management Solutions
58 I	Professional Audio/Visual Telecommunications and Security Solutions
71 I	Office Furniture
71 II	Household and Quarters Furniture
71 II H	Packaged Furniture
71 II K	Comprehensive Furniture Management Services
71 III	Special Use Furniture
71 III E	Miscellaneous Furniture
72 I A	Floor Coverings
72 II	Furnishings
78	Sports, Promotional, Outdoor, Recreation, Trophies and Signs (SPORTS)

Express Desk

Now You Can Fax Your Orders Toll Free!



Advantages of the Express Desk

- 24/7 ordering (by fax)
- Acknowledgment of order receipt
- Experienced staff familiar with the FAR
- Personalized service using Government professionals
- Priority project and urgent requirement specialists
- Customer follow-up services
- Order accountability and tracking
- One-stop shopping
- Hassle-free ordering, unlimited format on order form

GSA's National Furniture Center

Remember to include:

- Item Description
- Manufacturer/Supplier
- Quantity/Unit of Issue
- GSA Contract Number(s)
- Picture of the Item (if available)
- MIPR (DOD Only)
- Part Number, Model, NSN
- Price
- FEDSTRIP/MILSTRIP Requisition Number
- Color, Fabric, Finish
- Contact Name, Phone, Fax and E-Mail Address
- Best Value Determination Sheet

Multiple line items can be consolidated under a single requisition. Simply attach a bill of materials with your requisition.

For more information, call 703-605-9200

DSN 602-1032

8:00 a.m. - 5:00 p.m. EST, Monday - Friday

Toll Free Fax: 877-240-6453

E-Mail: express.desk@gsa.gov

National Furniture Center (NFC)

MULTIPLE AWARD SCHEDULE BEST VALUE DETERMINATION GUIDELINES FOR SUPPLIES/PRODUCTS AND SERVICES NOT REQUIRING A STATEMENT OF WORK

(Schedule Purchases are subject to FAR 8.4)

In accordance with FAR 8.405-1, you must make a best value determination (BVD) before placing Multiple Award Schedule orders above the micro-purchase threshold (currently \$3,000).

- For orders over \$3,000, but under the Maximum Order Threshold (MO), review GSA *Advantage!*® or at least 3 contract price lists (FAR 8.405-1(c)).
- For orders over the MO, review additional price lists/GSA *Advantage!*®, and seek additional price reductions from the schedule contractor(s) considered to offer the best value (FAR 8.405-1(d)).
- Orders over \$100,000 will require preparation of a written acquisition plan which will require additional information and time before issuance of the order (FAR 8.404(c)(1)).

REQUISITION NUMBER(S) and/or MIPR number: _____

NSN(s) or brief description: _____

NAME and CONTRACT NUMBER of contractor who offers the BEST VALUE: _____

List the 3 or more contractors' names, contract numbers and business size for the contracts you reviewed. Provide copies of all price quotations, GSA *Advantage!*® printouts or contract price lists reviewed.

1. _____
2. _____
3. _____

Yes No

- Is the requirement in excess of the Maximum Order Threshold? If "Yes", list the contractors' names, contract numbers and business size below for the additional contracts you reviewed:

When you sought additional price reductions, were they received? Yes No

- Is installation, site preparation, design or ancillary services included in this project? If "Yes", be sure that the installation, site preparation, design or ancillary services are included as separate line items in each quote.

- Are you selecting the lowest priced item? If "No", indicate in addition to price, the other factors considered in your BVD:

- | | |
|--|---|
| <input type="checkbox"/> Special Features | <input type="checkbox"/> Trade-in Considerations |
| <input type="checkbox"/> Past performance/experience | <input type="checkbox"/> Maintenance availability |
| <input type="checkbox"/> Comfort/suitability of item | <input type="checkbox"/> Delivery time |
| <input type="checkbox"/> Technical qualifications | <input type="checkbox"/> Warranty considerations |

Probable life of item selected compared with that of a comparable item

Environmental considerations – e.g. recycled content, naturally renewable ingredients, bio-based content, energy efficiency, etc. (See Executive Order 13101)

Other (specify): _____

When ordering through the NFC, please include this checklist with your order. Please ensure that all information is complete. Fax orders to (877) 240-6453 or call 703-605-9200 for more information. Please include all information requested below, in case additional information is required. Orders over \$100,000 require a written Acquisition Plan, which will require extra information and time for NFC to complete before order issuance.

A narrative justification for each box checked above for other than low price selection must be attached. Describe the evaluation factor, how the awardee's offer met or exceeded the standard for each factor, and why the higher priced quote represents the best value to the Government.

Yes No

- Is this requirement anticipated to be a sole source procurement? If so, attach a fully supported sole source justification in accordance with FAR 8.405-6.

If this purchase is for a specific project, cite project code and project begin and end dates: _____

This purchase is made in accordance with 40 U.S.C. 501.

SUBMITTING OFFICIAL

In accordance with FAR 8.404(b), all agency specific regulations and statutes applicable to this purchase are attached. I have reviewed the findings and documentation attached and I have affirmatively determined them to be complete and accurate.

Signature: _____ Title: _____ Date: _____

Phone: _____ Email: _____

FSS CONTRACTING OFFICER

I have reviewed the agency findings and documentation supplied and I have affirmatively determined them to be in the best interest and of the best value to the Government.

Signature: _____ Title: _____ Date: _____

8.001 Priorities for use of Government supply sources.

(a) Except as required by 8.002, or as otherwise provided by law, agencies shall satisfy requirements for supplies and services from or through the sources and publications listed below in descending order of priority—

(1) Supplies.

(i) Agency inventories;

(ii) Excess from other agencies (see Subpart 8.1);

(iii) Federal Prison Industries, Inc. (see Subpart 8.6);

(iv) Products available from the Committee for Purchase From People Who Are Blind or Severely Disabled (see Subpart 8.7);

(v) Wholesale supply sources, such as stock programs of the General Services Administration

(GSA) (see 41 CFR 101-26.3), the Defense Logistics Agency (see 41 CFR 101-26.6), the Department of Veterans Affairs (see 41 CFR 101-26.704), and military inventory control points;

(vi) Mandatory Federal Supply Schedules (see Subpart 8.4);

(vii) Optional use Federal Supply Schedules (see Subpart 8.4); and

(viii) Commercial sources (including educational and nonprofit institutions).

(2) Services.

(i) Services available from the Committee for Purchase From People Who Are Blind or Severely Disabled (see Subpart 8.7);

(ii) Mandatory Federal Supply Schedules (see Subpart 8.4);

(iii) Optional use Federal Supply Schedules (see Subpart 8.4); and

(iv) Federal Prison Industries, Inc. (see Subpart 8.6), or commercial sources (including educational and nonprofit institutions).

(b) Sources other than those listed in paragraph (a) of this section may be used as prescribed in 41CFR 101-26.301 and in an unusual and compelling urgency as prescribed in 6.302-2 and in 41 CFR 101-25.101-5.

(c) The statutory obligation for Government agencies to satisfy their requirements for supplies available from the Committee for Purchase From People Who Are Blind or Severely Disabled also applies when contractors purchase the supplies or services for Government use.

NOTE: Department of Defense procedural requirements when purchasing Federal Prison Industry products changed with passage of FY 2002 and 2003 DoD Appropriations Acts. Section 811 of the 2002 Act, as amended by Section 819 of the 2003 Act, follows in part: (For the full language of Sections 811 and 819, go to <http://www.wifcon.com/dod811.htm> and <http://www.wifcon.com/hasc819.htm>)

SEC. 811. APPLICABILITY OF COMPETITION REQUIREMENTS TO PURCHASES FROM A REQUIRED SOURCE.

Conditions for Competition. -- (1) Chapter 141 of title 10, United States Code, is amended by adding at the end the following: ``Sec. 2410n. Products of Federal Prison Industries: procedural requirements

(a) MARKET RESEARCH.--Before purchasing a product listed in the latest edition of the Federal Prison Industries catalog under section 4124(d) of title 18, the Secretary of Defense shall conduct market research to determine whether the Federal Prison Industries product is comparable to products available from the private sector that best meet the Department's needs in terms of price, quality, and time of delivery''

(b) COMPETITION REQUIREMENT- If the Secretary determines that a Federal Prison Industries product is not comparable in price, quality, or time of delivery to products available from the private sector that best meet the Department's needs in terms of price, quality, and time of delivery, the Secretary shall use competitive procedures for the procurement of the product or shall make an individual purchase under a multiple award contract. In conducting such a competition or making such a purchase, the Secretary shall consider a timely offer from Federal Prison Industries.'; and

(c) IMPLEMENTATION BY SECRETARY OF DEFENSE-The Secretary of Defense shall ensure that--

(1) the Department of Defense does not purchase a Federal Prison Industries product or service unless a contracting officer of the Department determines that the product or service is comparable to products or services available from the private sector that best meet the Department's needs in terms of price, quality, and time of delivery; and (2) Federal Prison Industries performs its contractual obligations to the same extent as any other contractor for the Department of Defense.

(d) MARKET RESEARCH DETERMINATION NOT SUBJECT TO REVIEW- A determination by a contracting officer regarding whether a product or service offered by Federal Prison Industries is comparable to products or services available from the private sector that best meet the Department's needs in terms of price, quality, and time of delivery shall not be subject to review pursuant to section 4124(b) of title 18.



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