



U.S. General Services Administration

Ordering Guide For the Janitorial and Sanitation (JanSan) Supplies Purchasing Channel Strategic Sourcing Blanket Purchase Agreements (BPAs)

Issued August 13, 2014, Updated June 01, 2018

The top of the slide features a close-up, slightly blurred image of the American flag, showing the stars and stripes. Below the flag is a solid dark red horizontal bar.

Document Overview

- Overview
- Ordering Procedures
- How to Buy JanSan Supplies
- Points of Contact



JanSan BPAs Overview

- Established July 17, 2014
- BPAs are agreements with vendors that provide discounts
 - Increased discounts triggered at \$6M, \$12M, \$18M, and \$24M and \$30M tiers;
 - Aggregate amount per vendor trigger tiers, discounts vary depending on vendor
- Eighteen vendors established BPAs across the four vendor categories – 15 of which are small business
- Four distinct vendor categories – Cleaning Compounds and Related Dispensers and Non-Motorized Cleaning Equipment and Trash Receptacles; Paper Products and Related Dispensers; and Motorized Floor Cleaning Equipment and Accessories

JanSan BPA Vendors by Category

Category	Vendor Name	BPA #	SocioEcon Status
Cleaning Compounds and Related Dispensers	Acuity Specialty Products, Inc. dba Zep Sales and Service <i>Under \$100 fee: \$29.50</i>	GS-07F-BA385	O
	American Sanitary Products, Inc. <i>Under \$100 fee: \$5</i>	GS-07F-HA269	SDVOSB
	CAPP, Inc. <i>Under \$100 fee: \$0</i>	GS-07F-BA388 GS-07F-CA199	S
	Global Procurement Solutions, Inc. <i>Under \$100 fee: \$5</i>	GS-07F-HA271	SDVOSB
	Noble Supply & Logistics <i>Under \$100 fee: \$0</i>	GS-07F-BA394	WSOB
	Premier & Companies, Inc. <i>Under \$100 fee: \$10</i>	GS-07F-BA396, GS-07F-CA201, GS-07F-CA202	S
	Shelby Distributions, Inc. <i>Under \$100 fee: \$25</i>	GS-07F-BA400	SDVOSB
	Supplies Now, Inc. <i>Under \$100 fee: \$5.95</i>	GS-07F-BA407	S
	The Office Group Inc. dba Stephens Office Supply <i>Under \$100 fee: \$0</i>	GS-07F-BA393	WOSB
	WECsys LLC <i>Under \$100 fee: \$10</i>	GS-07F-BA398	S

JanSan BPA Vendors by Category

Category	Vendor Name	BPA #	SocioEcon Status
Non-Motorized Floor Cleaning Equipment & Trash Receptacles	CAPP, Inc. <i>Under \$100 fee: \$0</i>	GS-07F-BA388 GS-07F-CA199	S
	Coronado Distribution, Inc. <i>Under \$100 fee: \$10</i>	GS-07F-HA270	SDVOSB
	Global Procurement Solutions, Inc. <i>Under \$100 fee: \$5</i>	GS-07F-HA271	SDVOSB
	Noble Supply & Logistics <i>Under \$100 fee: \$0</i>	GS-07F-BA394	WSOB
	Premier & Companies, Inc. <i>Under \$100 fee: \$10</i>	GS-07F-BA396, GS-07F-CA201, GS-07F-CA202	S
	Shelby Distributions, Inc. <i>Under \$100 fee: \$25</i>	GS-07F-BA400	SDVOSB
	The Office Group Inc. dba Stephens Office Supply <i>Under \$100 fee: \$0</i>	GS-07F-BA393	WSOB
	W. W. Grainger, Inc. <i>Under \$100 fee: \$0</i>	GS-07F-BA397	O
	WECsys LLC <i>Under \$100 fee: \$10</i>	GS-07F-BA398	S

JanSan BPA Vendors by Category

Category	Vendor Name	BPA #	SocioEcon Status
Paper Products and Related Dispensers	Access Products, Inc. <i>Under \$100 fee: \$15</i>	GS-07F-HA267	SDVOSB
	CAPP, Inc. <i>Under \$100 fee: \$0</i>	GS-07F-BA388 GS-07F-CA199	S
	Global Procurement Solutions, Inc. <i>Under \$100 fee: \$5</i>	GS-07F-BA391	SDVOSB
	Noble Supply & Logistics <i>Under \$100 fee: \$0</i>	GS-07F-BA394	WOSB
	Premier & Companies, Inc. <i>Under \$100 fee: \$10</i>	GS-07F-BA396, GS-07F-CA201, GS-07F-CA202	S
	Shelby Distributions, Inc. <i>Under \$100 fee: \$25</i>	GS-07F-HA272	SDVOSB
	Sterling Business Machines, Inc. <i>Under \$100 fee: \$5</i>	GS-07F-BA392	WOSB
	Supplies Now, Inc. <i>Under \$100 fee: \$5.95</i>	GS-07F-BA407	S
	The Office Group Inc. dba Stephens Office Supply <i>Under \$100 fee: \$0</i>	GS-07F-BA393	WOSB
	TSRC, Inc. dba Frank Parsons Co – The Supply Room <i>Under \$100 fee: \$15</i>	GS-07F-BA395	WOSB

JanSan BPA Vendors by Category

Category	Vendor Name	BPA #	SocioEcon Status
Motorized Floor Cleaning Equipment & Accessories	Document Imaging Dimensions, Inc. <i>Under \$100 fee: \$0</i>	GS-07F-BA390	WOSB
	Noble Supply & Logistics <i>Under \$100 fee: \$0</i>	GS-07F-BA394	WOSB
	Premier & Companies, Inc. <i>Under \$100 fee: \$10</i>	GS-07F-BA396, GS-07F-CA201, GS-07F-CA202	S
	Staples Advantage dba Staples <i>Under \$100 fee: \$25</i>	GS-07F-BA401	O
	The Office Group Inc. dba Stephens Office Supply <i>Under \$100 fee: \$0</i>	GS-07F-BA393	WOSB
	W. W. Grainger, Inc. <i>Under \$100 fee: \$0</i>	GS-07F-BA397	O
	WECsys LLC <i>Under \$100 fee: \$10</i>	GS-07F-BA398	S
	Wrigglesworth Enterprises, Inc. <i>Under \$100 fee: \$0</i>	GS-07F-BA399	WOSB



Value to the Customer

- Government savings
 - Average savings of 26.7% in FY17
 - Tiered pricing provides more discounts over life of BPA
- Data collection
 - Identified top “market basket” JanSan items purchased by government; leveraged buying power for those items
- Enable Agency socio-economic goals
 - Fifteen out of eighteen JanSan BPAs awarded to small business vendors – including SDVOSBs in Categories 1 - 3



JanSan Goals

- Achieve savings
- Capture data
- Enable achievement of socio-economic goals
- Drive compliance with mandates, acts, orders
- Conform with Agency business practices
- Be easy to use

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Sustainability

- **BioPreferred:** The U.S. Department of Agriculture (USDA) manages the BioPreferred program, which includes a Federal procurement preference program. Under this program, USDA designates categories of biobased products (e.g., glass cleaners). As a part of the designation process, USDA establishes the minimum biobased content for the category. Visit <http://www.biopreferred.gov> to learn more.
- **Comprehensive Procurement Guidelines (CPG):** Under the CPG program, the U.S. Environmental Protection Agency (EPA) designates products that are or can be made with recovered materials, and recommends practices for buying these products (minimum content levels). Once a product is designated, procuring federal agencies are required to purchase it with the highest recovered material content level practicable. Visit www.epa.gov/cpg to learn more.



What If the Product I Want to Buy Is Not On the JanSan BPA?

- By purchasing JanSan supplies through the BPAs, customers are able to ensure that they are meeting all relevant mandates and procurement regulations (TAA, EO 13693)
- Recommend purchasing an item that meets the form, fit and function to the supply you are intending to purchase
- Items can be added to the BPA through the modification process and the supplier will have to initiate this process



Delivery Order Status

- Vendors to provide real-time order status
- Standard delivery CONUS up to 5-7 business days, where applicable
- Provide overnight, second day, expedited CONUS delivery for fee
- Damaged goods are contractors' responsibility and liability
 - Replace within three business days of notification of damage and will adhere to the delivery timeframes of original order



Ordering Procedure For Orders At Or Below the Micro Purchase Threshold

- Attempt to distribute orders among all BPA holders
 - Vendors have an order minimum of \$100
 - Smaller orders may be placed with some vendors, but a small fee may be incurred
- As part of the government's sustainable ("green") mandates, place larger orders to reduce the number of deliveries and transactions



Orders Exceeding Micro-Purchase Threshold

- Employee with appropriate purchasing authority must execute the order
- Must evaluate all of the BPA vendors – survey *GSA Advantage!*[®], vendor catalogs, or vendor pricelists
 - Don't need to survey vendors outside the JanSan BPAs



Unusual, Unique, and High-Dollar-Value Orders

- Although a price reduction may be sought at any time, this threshold represents the point at which, given the dollar value of the potential order, the ordering activity shall seek a price reduction
- Encouraged to use GSA's E-Buy system or a reverse auction



ReverseAuctionsSM through GSA eBuy

- With ReverseAuctionsSM, JanSan contractors compete one-on-one for agency business. Through www.reverseauctions.gsa.gov, authorized ordering activity personnel submit a solicitation, then contractors under the JanSan purchase channel BPAs can submit bids that compete off of each other's submitted pricing.
- An award can then be made to the lowest bidder if it meets the solicitation's terms and conditions and is technically acceptable. Ordering activity personnel will need a valid GSA eBuy user name and password to use this site.
- Training is available



What If My Order Doesn't Meet the Minimum Purchasing Requirement?

- Minimum purchasing amount: \$100
 - May be charged a convenience fee if below minimum
- We recommend that you pool together other purchases in your office using the "Park Cart" feature on *GSA Advantage!*[®]
- Develop a strategy to purchase more items less frequently, planning ahead, so that you are making larger purchases



Tax Exemption

- Purchases on behalf of the Federal Government are exempt from most taxes
- In accordance with FAR 52.212-4, Taxes, the BPA price includes all applicable Federal, State and local taxes



GSA Advantage![®]

All of our BPA holders are now available on GSA Advantage![®]



Steps to Ordering From GSA Advantage![®]

1. Go to <https://www.gsaadvantage.gov>
2. Log in using your username and password
3. From the home page in the Search box, click on the down arrow for products.
4. Locate the 'Janitorial and Sanitation Supplies' option
5. Begin search!
6. Add items to your cart and check out with your appropriate method of payment



Other Purchasing Channels Available

- Agency virtual stores
- Vendors websites
- DoD EMALL
- Phone, fax, or directly with the vendor
- BPA pricing for walk-in customers



Information Sources

- <https://hallways.cap.gsa.gov/login-information>
 - A workspace for acquisition professionals and federal buyers to connect with resources, tools and each other to improve acquisition government-wide.
- <http://www.gsa.gov/fssijansan>
 - List of all BPAs with vendor information
 - GSA contact information
 - Ordering guide and links to purchasing websites
- <http://www.gsa.gov/csd>
 - Find your local GSA Customer Service Director



Thank You From the GSA JanSan Program Team

Feel free to contact us!

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