



# **Ordering Guide for Construction-Related Items under the Multiple Award Schedule**



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### **How to Use This Document:**

This document serves as a customer guide when planning a procurement for Ancillary Repair and Alterations, Installation and Site Preparation, and Roofing Products and Services Solutions.

### **Section A - Ancillary Repair and Alterations (SIN ANCRA) :**

#### **1.0 Introduction to Ancillary Repair and Alterations**

##### **1.1 Background**

The ANCRA SIN provides customers the ability to obtain comprehensive and flexible solutions under the Multiple Award Schedule (MAS). It also saves time by simplifying the acquisition process. The ANCRA SIN is only available to support task/delivery orders issued against a select number of subcategories (see section 1.2 below).

ANCRA is defined as:

*Includes ancillary repair and alteration services ordered in conjunction with the delivery, or installation of products or services. These services are non-complex in nature, such as routine painting, carpeting, simple hanging of drywall, basic electrical or plumbing work, landscaping. For ordering limitations and information, refer to the Special Ordering Procedures/Ordering Guide posted on [www.gsa.gov](http://www.gsa.gov).*



*Services provided under this SIN must be purchased in conjunction with items under the subcategories of Facilities Supplies, Facilities Solutions, Facilities Services, Structures, Facilities Maintenance and Repair, Furniture Services, Flooring, Machinery and Components, Fuel Management, Industrial Products, Industrial Products and Services Maintenance and Repair, Office Services, Logistical Services and Laboratory Equipment. Ancillary Repair and Alteration services provided under this SIN must be ancillary to products or services purchased under one or more of these subcategories and are not permitted to supplement products or services provided under the remaining subcategories.*

*Applicable clauses associated with FAR Subpart 22.4 have been incorporated into this SIN; however, specific wage determinations are not included and ordering activities are directed to review the FAR, agency supplemental regulations and any other relevant guidance to ensure that all applicable clauses and other requirements are incorporated at the order level based on the specific circumstances of their requirement. Agencies executing orders under the contract must observe any agency- specific approvals, thresholds, or funding restrictions associated with real property work, such as/for example, the use of operation and maintenance (O&M) funds for unspecified military construction. This SIN excludes services including (1) major or new construction of buildings, roads, parking lots and other facilities; (2) complex R&A of entire facilities or significant portions of facilities, and (3) Architectural Engineering Services (A&E) under the Brooks Architect-Engineers Act as stated in Federal Acquisition Regulation (FAR) Part 36. Ancillary services, incidentals, and equipment rental may only be ordered in conjunction with or in support of products or services purchased under the Federal Supply Schedule contract.*



## 1.2 Allowable Subcategories for ANCRA

Ancillary R&A services provided under the ANCRA SIN can only be purchased in conjunction with items under the following MAS subcategories:

Category	Subcategory(ies)	Point of Contact
Facilities	Facilities Supplies Facilities Solutions Facilities Services Structures Facilities Maintenance and Repair	Haley Naegle 817-850-8444 haley.naegele@gsa.gov
Furniture and Furnishings	Furniture Services Flooring	Meg Sutliff (215) 446-4838 margaret.sutliff@gsa.gov
Industrial Products and Services	Machinery and Components Fuel Management Industrial Products Industrial Products and Services Maintenance and Repair	Aletha Pelham (816) 823-2456 aletha.pelham@gsa.gov
Office Management	Office Services	Meg Sutliff (215) 446-4838 margaret.sutliff@gsa.gov
Professional Services	Logistical Services	Kristann Montague (253) 931-7180 psscoperreviews@gsa.gov
Scientific Management and Solutions	Laboratory Equipment	Haley Naegle 817-850-8444 haley.naegele@gsa.gov



## **2.0 Guidance for Use of ANCRA**

All of the following criteria must be met before including the ANCRA SIN in your Request for Quote (RFQ), blanket purchase agreement, or delivery/task order.

### **2.1 Work is Incidental to Requirement**

ANCRA SIN services are not to be the sole or primary purpose of the work to be purchased under the delivery order, task order or Blanket Purchase Agreement (BPA). ANCRA services shall only be ordered from the MAS contractor who is providing the underlying product or service and must be awarded on the same order. The ANCRA work must be incidental to the primary products and/or services offered under the applicable subcategories.

### **2.2 Work is Not Major or New Construction**

The ANCRA SIN excludes the following:

- Major or new construction of buildings, roads, parking lots and other facilities;
- Architect–Engineering Services (A&E) subject to Public Law 92-582 (Brooks Act).

### **2.3 Work is Not Complex or Related to a Significant Portion of the Facility**

The following shall be considered when determining complexity and significance:

- Primary purpose of the work;
- Dollar value of ANCRA items in relation to other SINs;
- Duration of project;
- Variety of trades involved;
- Change in structural functionality (e.g., load-bearing walls, floor loading, etc.);
- Change in space quality (e.g., heating, cooling, etc.);
- Project activities (e.g., amount of dust and debris, noise abatement, loading dock availability, material transport and storage, employee swing space, coordination with tenants, potential of damage to building, security escorts, etc.); and
- Special situations (e.g., historic buildings, asbestos, lead paint, PCBs, storage tanks, etc.).



It is the responsibility of the ordering activity Contracting Officer (CO) to determine complexity and scope. The items for consideration will vary and differ from project to project, but if the work is determined to be complex, the ANCR SIN cannot be used. ANCR work is solely related to repair, alterations, delivery or installation of products or services – purchased under the qualifying subcategories – and is routine and non-complex in nature, such as routine painting, carpeting, simple hanging of drywall, basic electrical and plumbing, landscaping, and similar non complex services.

## **2.4 Work is Not Architect-Engineer (A&E) Services**

A&E services are not authorized under the Multiple Award Schedules program. The below is an excerpt from FAR 36.601-4 .

“FAR 36.601-4 Implementation

(a) Contracting officers should consider the following services to be “architect–engineer services” subject to the procedures of this subpart:

1. Professional services of an architectural or engineering nature, as defined by applicable state law, which the state law requires to be performed or approved by a registered architect or engineer.
2. Professional services of an architectural or engineering nature associated with design or construction of real property.
3. Other professional services of an architectural or engineering nature or services incidental thereto (including studies, investigations, surveying and mapping, tests, evaluations, consultations, comprehensive planning, program management, conceptual designs, plans and specifications, value engineering, construction phase services, soils engineering, drawing reviews, preparation of operating and maintenance manuals and other related services) that logically or justifiably require performance by registered architects or engineers or their employees.
4. Professional surveying and mapping services of an architectural or engineering nature. Surveying is considered to be an architectural and engineering service and shall be procured pursuant to section 36.601 from registered surveyors or architects and engineers. Mapping associated with the research, planning, development, design, construction, or



alteration of real property is considered to be an architectural and engineering service and is to be procured pursuant to section 36.601. However, mapping services that are not connected to traditionally understood or accepted architectural and engineering activities are not incidental to such architectural and engineering activities or have not in themselves traditionally been considered architectural and engineering services shall be procured pursuant to provisions in parts 13, 14, and 15.”

### **2.5 Work is Not in a GSA Public Building Service (PBS) leased space**

ANCRA SIN cannot be used when the work to be performed will occur in a GSA PBS leased space.

### **2.6 If Desired Work is in Federally Owned Space Managed by GSA PBS and Approval Has Been Obtained**

Only PBS has the legal authority to delegate ANCRA work to the executive branch of the federal government. Written approval is required before any ancillary R&A service may be ordered. When the value of the ANCRA work is greater than the Simplified Acquisition Threshold, the ordering organization must provide the MAS contractor written evidence of delegation of authority signed by the PBS Regional Administrator (RA).

### **2.7 Any Applicable Davis-Bacon and Miller Act Clauses are Included**

It is the responsibility of the ordering activity to determine applicability of Davis–Bacon and the Miller Act, as well as any supplemental clauses to be included in the RFQ.

### **2.8 The CO has the required warrant for construction**

Be aware that ordering organizations may require a warrant specifically for construction.

### **3.0 Inspection of Ancillary Repair and Alterations Work**

Upon completion of any ANCRA work performed in federally owned space managed by PBS, the work must be inspected by the PBS’s building manager and/or Contracting Officer’s



Representative (COR) (to verify that the work conforms to the building standards) before payment is submitted to the MAS contractor.

#### 4.0 Quick Reference for Use of Ancillary Repair and Alterations (ANCRA) SIN

Questions	
Is the R&A work incidental to the products or services the corresponding MAS?	✓
Is the work <i>not</i> for major or new construction of buildings, roads, parking lots or other facilities?	✓
Is the work <i>not</i> for complex ancillary R&A of an entire facility or significant portions of a facility?	✓
Is the work <i>not</i> for A&E services?	✓
Is the work <i>not</i> in PBS leased space?	✓
If the ancillary R&A work is to be performed in federally owned space managed by PBS, have you obtained PBS's approval?	✓
Have you reviewed FAR Part 36 to determine if Davis–Bacon and Miller Act clauses should be included in your RFQ?	✓
Have you ensure that the CO has the appropriate warrant level authorization?	✓



**Section B - Installation and Site Preparation Services (SIN 238910):**

**1.0 Introduction to Installation and Site Preparation Services SIN 238910**

**1.1 Background**

The Installation and Site Preparation Services SIN provides federal customers the ability to obtain comprehensive and flexible solutions for federal customers. Under this SIN, products ordered under another SIN of the corresponding MAS category can include installation and site preparation services, when ordered in conjunction with buildings and structures, building materials, storage tanks/systems, services for alternative energy solutions or power distribution equipment, and fuel dispensing and management systems.

**1.2 Allowable Categories for Installation and Site Preparation Services**

Services provided under the Installation and Site Preparation SIN must be purchased in conjunction with items under the following categories:

<b>Category</b>	<b>Subcategory(ies)</b>
Facilities	Facilities Solutions Structures
Industrial Products and Services	Industrial Products
Security and Protection	Security Systems

Installation and Site Preparation Services SIN 238910 are defined as:

Include installation and site preparation services ordered in conjunction with buildings and structures, building materials, storage tanks/systems, services for alternative energy solutions or power distribution equipment, and fuel dispensing and management systems purchased



under this schedule contract. For ordering limitations and information, refer to the Special Ordering Procedures/Ordering Guide posted on [www.gsa.gov](http://www.gsa.gov)

*Installation and Site Preparation services provided under this SIN must be purchased in conjunction with products offered under the Facilities subcategory titled "Structures" and the Industrial Products and Services subcategory titled "Industrial Products". In addition, the services provided under this SIN must be ancillary to products or services purchased under these 2 subcategories.*

*Applicable clauses associated with FAR Subpart 22.4 have been incorporated into this SIN; however, specific wage determinations are not included and ordering activities are directed to review the FAR, agency supplemental regulations and any other relevant guidance to ensure that all applicable clauses and other requirements are incorporated at the order level based on the specific circumstances of their requirement. Agencies executing orders under the contract must observe any agency- specific approvals, thresholds, or funding restrictions associated with real property work, such as/for example, the use of operation and maintenance (O&M) funds for unspecified military construction.*

*This SIN excludes services including (1) major or new construction of buildings, roads, parking lots and other facilities; (2) complex R&A of entire facilities or significant portions of facilities, and (3) Architectural Engineering Services (A&E) under the Brooks Architect-Engineers Act as stated in Federal Acquisition Regulation (FAR) Part 36. Ancillary services, incidentals, and equipment rental may only be ordered in conjunction with or in support of products or services purchased under the Federal Supply Schedule contract.*

## **2.0 Guidance for Use of Installation and Site Preparation Services SIN 238910**

When including installation and site prep services as part of your Request for Quote (RFQ), blanket purchase agreement, or delivery or task order, refer to the following guidance.

### **2.1 Defining the scope of work to be performed**

Defining and issuing the statement of work for installation and site preparation services - it is essential for the ordering agency's statement of work to include an accurate description of the work required and definition of scope to facilitate realistic quotations. The statement of work



shall clearly inform the contractor of all bonding requirements and any required insurance amounts.

## **2.2 Quotes should include the following**

Defining and requesting specific quote response requirements will facilitate useful quotations. The ordering agency shall consider only fixed priced quotes. Federal agencies should request separate quote for services to be performed under this SIN based on the ordering agency's statement of work. Should the contractor not be able to meet all requirements in the statement of work, the contractor's quote must specifically identify the items which have not been included in the quoted price (To be identified as open market). Federal agencies should ask contractors to clearly define the specific scope of services to be performed relative to the product being purchased.

## **2.2 Any Applicable Davis-Bacon and Miller Act Clauses are Included**

It is the agency's responsibility to comply with Construction Contract Clauses and Davis-Bacon regulations. Performance clauses will be modified for each job by the requiring agency. Agencies will negotiate the labor mix, based on the requirements of the SOW, for installation and site preparation requiring construction or ancillary repair and alteration on a project-by-project basis; installation and site preparation shall be priced as a separate line item. The ordering agency is responsible for including the most current version of these clauses and any other applicable clauses into the order. Clauses which require "fill-ins" must be completed by the ordering agency. Any agency specific clauses which may apply based on agency regulations or requirements must be added and must be cited in the statement of work. All payments and orders must be placed with the prime contractor. All construction work must be guaranteed for any defect in workmanship and materials.

## **2.3 Work is Not A&E Services**

Installation and site prep services performed under a MAS contract shall not include A&E services. The ordering organization needs to determine that the work is not an A&E service, as described in FAR 36.601-4 (found below).

FAR 36.601-4 Implementation



(a) Contracting officers should consider the following services to be “architect–engineer services” subject to the procedures of this subpart:

1. Professional services of an architectural or engineering nature, as defined by applicable state law, which the state law requires to be performed or approved by a registered architect or engineer.
2. Professional services of an architectural or engineering nature associated with design or construction of real property.
3. Other professional services of an architectural or engineering nature or services incidental thereto (including studies, investigations, surveying and mapping, tests, evaluations, consultations, comprehensive planning, program management, conceptual designs, plans and specifications, value engineering, construction phase services, soils engineering, drawing reviews, preparation of operating and maintenance manuals and other related services) that logically or justifiably require performance by registered architects or engineers or their employees.
4. Professional surveying and mapping services of an architectural or engineering nature. Surveying is considered to be an architectural and engineering service and shall be procured pursuant to section 36.601 from registered surveyors or architects and engineers. Mapping associated with the research, planning, development, design, construction, or alteration of real property is considered to be an architectural and engineering service and is to be procured pursuant to section 36.601. However, mapping services that are not connected to traditionally understood or accepted architectural and engineering activities are not incidental to such architectural and engineering activities or have not in themselves traditionally been considered architectural and engineering services shall be procured pursuant to provisions in Parts 13, 14, and 15.

#### **2.4 The CO has the Appropriate Warrant Level**

Be aware that ordering organizations may require a warrant specifically for construction.



### **3.0 Contact Information**

#### **Scope and Suitability:**

Haley Naegele

817-850-8444

[haley.naegele@gsa.gov](mailto:haley.naegele@gsa.gov)

Lead Contracting Officer

Greater Southwest Acquisition Center

#### **Business Development:**

Kris Ann Nieswiadomy

817-850-8165

[kris.nieswiadomy@gsa.gov](mailto:kris.nieswiadomy@gsa.gov)

Program Analyst, Business Development

Office of Customer & Stakeholder Engagement, Greater Southwest Region

OR

Stephen Bartley

817-850-8245

[stephen.bartley@gsa.gov](mailto:stephen.bartley@gsa.gov)

CASE: Business Development Specialist



## **Section C - Roofing Products and Services Solutions (SIN 238160):**

### **1.0 Introduction to Roofing Products and Services Solutions**

#### **1.1 Background**

The Roofing Products and Services Solutions SIN 238160 provides federal customers the ability to obtain comprehensive and flexible solutions for federal customers. Under this SIN, customers may purchase roofing products, services and associated application materials. In addition, this SIN includes sustainable, energy efficient/savings solutions, and installation and site preparation, related to and ordered in conjunction with products for repair or replacement of an existing roof.

Roofing Products and Services Solutions SIN 238160 are defined as:

*Includes roofing products, services and associated application materials. Includes sustainable, energy efficient/savings solutions, and installation and site preparation, related to and ordered in conjunction with products for repair or replacement of an existing roof. For ordering limitations and information, refer to the Special Ordering Procedures/Ordering Guide posted on [www.gsa.gov](http://www.gsa.gov)*

*Applicable clauses associated with FAR Subpart 22.4 have been incorporated into this SIN; however, specific wage determinations are not included and ordering activities are directed to review the FAR, agency supplemental regulations and any other relevant guidance to ensure that all applicable clauses and other requirements are incorporated at the order level based on the specific circumstances of their requirement.*

*Agencies executing orders under the contract must observe any agency- specific approvals, thresholds, or funding restrictions associated with real property work, such as/for example, the use of operation and maintenance (O&M) funds for unspecified military construction.*

*This SIN excludes services including (1) major or new construction of buildings, roads, parking lots and other facilities; (2) complex R&A of entire facilities or significant portions of facilities, and (3) Architectural Engineering Services (A&E) under the Brooks Architect-Engineers Act as stated in Federal Acquisition Regulation (FAR) Part 36. Ancillary services, incidentals, and equipment rental may only be ordered in conjunction with or in support of products or services purchased under the Federal Supply Schedule contract.*



## **2.0 Guidance for Use of Roofing Products and Services Solutions**

### **2.1 Defining the scope of work to be performed**

Defining and issuing the statement of work for Roofing Products and Services Solutions - it is essential for the ordering agency's statement of work to include an accurate description of the work required and definition of scope to facilitate realistic quotations. The statement of work shall clearly inform the contractor of all bonding requirements and any required insurance amounts.

### **2.2 Quotes should include the following**

Defining and requesting specific quote response requirements will facilitate useful quotations. The ordering agency shall consider only fixed priced quotes. Federal agencies should request separate line items within the quote for services to be performed under this SIN based on the ordering agency's statement of work. Should the contractor not be able to meet all requirements in the statement of work, the contractor's quote must specifically identify the items which have not been included in the quoted price, to be identified as open market or order level materials (OLM). Federal agencies should ask contractors to clearly define the specific scope of services to be performed relative to the product being purchased.

### **2.2 Any Applicable Davis-Bacon and Miller Act Clauses are Included**

It is the agency's responsibility to comply with Construction Contract Clauses and Davis-Bacon regulations. Performance clauses will be modified for each job by the requiring agency. Agencies will negotiate the labor mix, based on the requirements of the SOW, for Roofing Products and Services Solutions on a project-by-project basis; roofing services shall be priced as a separate line item. The ordering agency is responsible for including the most current version of these clauses and any other applicable clauses into the order. Clauses which require "fill-ins" must be completed by the ordering agency. Any agency specific clauses which may apply based on agency regulations or requirements must be added and must be cited in the statement of work. All payments and orders must be placed with the prime contractor. All construction work must be guaranteed for any defect in workmanship and materials.



### **2.3 Work is Not A&E Services**

Roofing Products and Services Solutions performed under a MAS contract shall not include A&E services. The ordering organization needs to determine that the work is not an A&E service, as described in FAR 36.601-4 (found below).

#### **FAR 36.601-4 Implementation**

(a) Contracting officers should consider the following services to be “architect–engineer services” subject to the procedures of this subpart:

1. Professional services of an architectural or engineering nature, as defined by applicable state law, which the state law requires to be performed or approved by a registered architect or engineer.
2. Professional services of an architectural or engineering nature associated with design or construction of real property.
3. Other professional services of an architectural or engineering nature or services incidental thereto (including studies, investigations, surveying and mapping, tests, evaluations, consultations, comprehensive planning, program management, conceptual designs, plans and specifications, value engineering, construction phase services, soils engineering, drawing reviews, preparation of operating and maintenance manuals and other related services) that logically or justifiably require performance by registered architects or engineers or their employees.
4. Professional surveying and mapping services of an architectural or engineering nature. Surveying is considered to be an architectural and engineering service and shall be procured pursuant to section 36.601 from registered surveyors or architects and engineers. Mapping associated with the research, planning, development, design, construction, or alteration of real property is considered to be an architectural and engineering service and is to be procured pursuant to section 36.601. However, mapping services that are not connected to traditionally understood or accepted architectural and engineering activities are not incidental to such architectural and engineering activities or have not in themselves traditionally been considered architectural and engineering services shall be procured pursuant to provisions in Parts 13, 14, and 15.”



## **2.4 The CO has the Appropriate Warrant Level**

Be aware that ordering organizations may require a warrant specifically for construction.

## **3.0 Contact Information**

### **Scope and Suitability:**

Haley Naegele

817-850-8444

[haley.naegele@gsa.gov](mailto:haley.naegele@gsa.gov)

Lead Contracting Officer

Greater Southwest Acquisition Center

### **Business Development:**

Kris Ann Nieswiadomy

817-850-8165

[kris.nieswiadomy@gsa.gov](mailto:kris.nieswiadomy@gsa.gov)

Program Analyst, Business Development

Office of Customer & Stakeholder Engagement, Greater Southwest Region

OR

Stephen Bartley

817-850-8245

[stephen.bartley@gsa.gov](mailto:stephen.bartley@gsa.gov)

CASE: Business Development Specialist