**Building Particulars Document**

Building Restrictions: [provide information on building restrictions here]

*Example: All items entering the building must be X-rayed and examined by building security prior to entry into the building. Any contractor employees that will be working in the building more than one day must have a background check prior to being admitted to the Federal Building. The contractor should submit a listing of names of any associates that will be involved in the delivery or installation of furniture.*

Floors Affected: [list floors where furniture will be delivered to/installed]

*Example: 15th Floor*

Loading Dock: [provide information on loading dock clearance/size, availability, reservation process, location, access, off-street parking]

*Example: Clearance – 13’6”H. Availability – The loading dock and freight elevator cannot be reserved in advanced during normal business hours (6am to 5 pm Monday – Friday). Access to the dock and freight elevator is on a first come-first serve basis during normal working hours. The loading dock has 2 bays and are deep enough for a standard tractor trailer*  

Freight Elevator: [provide information on, required size/dimensions, weight restrictions, location, availability, and reservation process for freight elevators or regular elevators in the building]

*Example: Door dimensions 5’W x 7’H: Inside dimensions – 8’ x 8’ x 10’*

*Advance notice required for use – First-Come – First Serve*

Storage and Staging Area Availability: [provide information regarding any storage and staging area that may be available to the contractor including floor protection, location, size, reservation process, and noise or other restrictions]  

Building POC: [list building POC and contact information here; also list alternate POC; consider listing normal business/available hours for building POC]

Project Manager: [list project manager name and contact information]

Hour/Days Install and Deliveries Can Be Performed: [provide information on hours/days during which contractor can deliver product and perform the installation]  

*Installation Schedule: [if applicable break out installation task into phased installation schedule]*
Past Performance Evaluation Sheet
The following is a past performance evaluation sheet that can be used to evaluate and rate contract past performance.

PAST PERFORMANCE CHECK FORM

Contractor Name:

Ratings

Summarize contractor performance and check the number which corresponds to the rating for each rating category (See attached Rating Guidelines).

Quality of Product or Service

| _0=Unsatisfactory | _1=Poor | _2=Fair | _3=Good | _4=Excellent | _5=Outstanding |

Comments for Quality of Product or Service:

Timeliness of Performance

Government Comments for Timeliness of Performance:

Responsiveness

| _0=Unsatisfactory | _1=Poor | _2=Fair | _3=Good | _4=Excellent | _5=Outstanding |

Government Comments for Business Relations:

Cost Control

| _0=Unsatisfactory | _1=Poor | _2=Fair | _3=Good | _4=Excellent | _5=Outstanding |

Government Comments for Cost Control:
Rating Guidelines

**Quality of Product or Service**

0 = Unsatisfactory  1 = Poor  2 = Fair  3 = Good  4 = Excellent  5 = Outstanding

Unsatisfactory
Non-conformances are jeopardizing the achievement of contract requirements, despite use of Agency resources. Recovery is not likely. If performance cannot be substantially corrected, it constitutes a significant impediment in consideration for future awards containing similar requirements.

Poor
Overall compliance requires significant Agency resources to ensure achievement of contract requirements.

Fair
Overall compliance requires minor Agency resources to ensure achievement of contract requirements.

Good
There are no, or very minimal, quality problems, and the Contractor has met the contract requirements.

Excellent
There are no quality issues, and the Contractor has substantially exceeded the contract performance requirements without commensurate additional costs to the Government.

Outstanding
The contractor has demonstrated an outstanding performance level that was significantly in excess of anticipated achievements and is commendable as an example for others, so that it justifies adding a point to the score. It is expected that this rating will be used in those rare circumstances where contractor performance clearly exceeds the performance levels described as “Excellent”.

**Timeliness of Performance**

0 = Unsatisfactory  1 = Poor  2 = Fair  3 = Good  4 = Excellent  5 = Outstanding

Unsatisfactory
Delays are jeopardizing the achievement of contract requirements, despite use of Agency resources. Recovery is not likely. If performance cannot be substantially corrected, it constitutes a significant impediment in consideration for future awards.

Poor
Delays require significant Agency resources to ensure achievement of contract requirements.

Fair
Delays require minor Agency resources to ensure achievement of contract requirements.

Good
There are no, or minimal, delays that impact achievement of contract requirements.

Excellent
There are no delays and the contractor has exceeded the agreed upon time schedule.

Outstanding
The contractor has demonstrated an outstanding performance level that justifies adding a point to the score. It is expected that this rating will be used in those rare circumstances where contractor performance clearly exceeds the performance levels described as “Excellent”.
**Responsiveness**

0 = Unsatisfactory  1 = Poor  2 = Fair  3 = Good  4 = Excellent  5 = Outstanding

Unsatisfactory  Response to inquiries and/or technical, service, administrative issues is not effective. If not substantially mitigated or corrected it should constitute a significant impediment in considerations for future awards.

Poor  Response to inquiries and/or technical, service, administrative issues is marginally effective.

Fair  Response to inquiries and/or technical, service, administrative issues is somewhat effective.

Good  Response to inquiries and/or technical, service, administrative issues is consistently effective.

Excellent  Response to inquiries and/or technical, service, administrative issues exceeds Government expectation.

Outstanding  The contractor has demonstrated an outstanding performance level that justifies adding a point to the score. It is expected that this rating will be used in those rare circumstances where contractor performance clearly exceeds the performance levels described as "Excellent".

**Cost Control**

0 = Unsatisfactory  1 = Poor  2 = Fair  3 = Good  4 = Excellent  5 = Outstanding

Unsatisfactory  Ability to manage cost issues is jeopardizing performance of contract requirements, despite use of Agency resources. Recovery is not likely. If performance cannot be substantially corrected, this level of ability to manage cost issues constitutes a significant impediment in consideration for future awards.

Poor  Ability to manage cost issues requires significant Agency resources to ensure achievement of contract requirements.

Fair  Ability to control cost issues requires minor Agency resources to ensure achievement of contract requirements.

Good  There are no, or very minimal, cost management issues and the Contractor has met the contract requirements.

Excellent  There are no cost management issues and the Contractor has exceeded the contract requirements, achieving cost savings to the Government.

Outstanding  The contractor has demonstrated an outstanding performance level that justifies adding a point to the score. It is expected that this rating will be used in those rare circumstances where the contractor achieved cost savings and performance clearly exceeds the performance levels described as "Excellent".
Pricing Template

The following is a pricing template that can be used to standardize vendor price quote submissions, thus allowing for a streamlined evaluation approach.

ATTACHMENT B

PRICING FORM

Quoter shall quote the maximum height and width of all ancillary/storage items, that meets the requirements of the Statement of Work contained within each typical.

<table>
<thead>
<tr>
<th>ITEM CODE</th>
<th>DESCRIPTION</th>
<th>QUANTITY</th>
<th>MANUFACTURER</th>
<th>PRODUCT LINE SPECIFIED</th>
<th>UNIT LIST PRICE</th>
<th>GSA CONTRACT DISCOUNT</th>
<th>ADDITIONAL PROJECT DISCOUNT</th>
<th>EXTENDED PRICE W/ DELIVERY</th>
</tr>
</thead>
</table>

**Contractors whose GSA Schedule contracts are FOB Origin shall include shipping charges to Washington, DC for each typical.**

The Quoter shall quote the maximum height and width for each ancillary/storage item as well as all tables that meet the requirements of the Statement of Work.

<table>
<thead>
<tr>
<th>ITEM CODE</th>
<th>DESCRIPTION</th>
<th>QUANTITY</th>
<th>MANUFACTURER</th>
<th>PRODUCT LINE SPECIFIED</th>
<th>UNIT LIST PRICE</th>
<th>GSA CONTRACT DISCOUNT</th>
<th>ADDITIONAL PROJECT DISCOUNT</th>
<th>EXTENDED PRICE W/ DELIVERY</th>
</tr>
</thead>
</table>

**If contract terms are FOB Origin, vendors must provide a quote for shipping.**

STORAGE: *If Required

<table>
<thead>
<tr>
<th>DESCRIPTION/STORAGE TERMS</th>
<th>MANUFACTURER</th>
<th>STORAGE PRICE</th>
</tr>
</thead>
</table>

**Design:**

<table>
<thead>
<tr>
<th>TIME</th>
<th>LABOR CATEGORIES</th>
<th>GSA CONTRACT RATE(S) PER HOUR</th>
<th>PROJECT DISCOUNT % (IF APPLICABLE)</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
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</table>

**Project Management:**

<table>
<thead>
<tr>
<th>TIME</th>
<th>LABOR CATEGORIES</th>
<th>GSA CONTRACT RATE(S) PER HOUR</th>
<th>PROJECT DISCOUNT % (IF APPLICABLE)</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
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</table>

**Installation:**

<table>
<thead>
<tr>
<th>TIME</th>
<th>LABOR CATEGORIES</th>
<th>GSA CONTRACT RATE(S) PER HOUR</th>
<th>PROJECT DISCOUNT % (IF APPLICABLE)</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
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</table>

Quoter shall use installation hourly rates for Washington, DC for the development of the price quote.

NOTE: CONTRACTOR SHALL SHOW FORMULAS FOR ALL CALCULATIONS