

## 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 in to 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: 15<sup>th</sup> 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:

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

### 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.

SYSTEMS FURNITURE:								
ITEM CODE	DESCRIPTION	QUANTITY	MANUFACTURER	PRODUCT LINE SPECIFIED	UNIT LIST PRICE	GSA CONTRACT DISCOUNT %	ADDITIONAL PROJECT DISCOUNT %	EXTENDED PRICE W/ DELIVERY

\*\*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.

SYSTEMS FURNITURE:								
ITEM CODE	DESCRIPTION	QUANTITY	MANUFACTURER	PRODUCT LINE SPECIFIED	UNIT LIST PRICE	GSA CONTRACT DISCOUNT %	ADDITIONAL PROJECT DISCOUNT %	EXTENDED PRICE W/ DELIVERY

#### ANCILLARY ITEMS

ACCESSORIES:								
ITEM CODE	DESCRIPTION	QUANTITY	MANUFACTURER	PRODUCT LINE SPECIFIED	UNIT LIST PRICE	GSA CONTRACT DISCOUNT %	ADDITIONAL PROJECT DISCOUNT %	EXTENDED PRICE W/ DELIVERY

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

STORAGE: *If Required			
	DESCRIPTION/STORAGE TERMS	MANUFACTURER	STORAGE PRICE

DESIGN:				
TIME	LABOR CATEGORIES	GSA CONTRACT RATE(S) PER HOUR	PROJECT DISCOUNT % (IF APPLICABLE)	TOTAL
Normal Business Hours				

PROJECT MANAGEMENT:				
TIME	LABOR CATEGORIES	GSA CONTRACT RATE(S) PER HOUR	PROJECT DISCOUNT % (IF APPLICABLE)	TOTAL
Normal Business Hours				

INSTALLATION:				
TIME	LABOR CATEGORIES	GSA CONTRACT RATE(S) PER HOUR	PROJECT DISCOUNT % (IF APPLICABLE)	TOTAL
Normal Business Hours				

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

**NOTE: CONTRACTOR SHALL SHOW FORMULAS FOR ALL CALCULATIONS**