

GENERAL INFORMATION RELATING TO SUBMITTING A REQUEST FOR MODIFICATION

The Facilities Maintenance & Hardware Acquisition Center has implemented mandatory e-mod procedures effective January 16, 2010. Contractors are referred to <http://eoffer.gsa.gov/>. Email and hard copy modification requests received after January 16, 2010 will be rejected, and will not be returned to the contractor.

With the implementation of mandatory e-mods, contractors must request a digital certification, and submit a modification request to their respective Contracting Officer requesting to be added as an authorized negotiator. Please note: The name submitted to be added as authorized negotiator must identically match the name on the digital certification.

Effective **February 1, 2011** all products included in product categories listed below either added by modification to current contracts or awarded under new contracts for Special Item Numbers (SINs) 105 001 Hardware Store, Home Improvement Center, or MRO (maintenance, repair, operations) - Store Front, 105 002 Hardware Store, Home Improvement Center, or MRO (maintenance, repair, operations) – Catalog, 639 001 Domestic Appliances, and 639 002 Export Appliances, **must meet the following Government standards. Executive Order 13514 (<http://www.fedcenter.gov/programs/eo13514/>) requires that 95% of all new contract actions comply with requirements for designated “green” products and/or services.** In order to begin implementation of that order, GSA has designated these four SINs on Schedule 51V, which will meet the requirement of the FAS environmental standards as listed in *GSA Advantage!*. **For all SINs, all items, where applicable, must meet Energy Star requirements and be certified Energy Star compliant or FEMP approved.** Certification for Energy Star products can be obtained through the website at www.energystar.gov. The offeror must make an affirmative statement that the products offered are compliant with the applicable standard or guidelines and the products are listed on the above websites and provide a detailed description of the current processes, procedures, and/or systems in place to identify government accepted “energy-efficient” or Green (Energy Star, or Federal Energy Management Program (FEMP) designated), water-efficient, non-ozone depleting. If not listed, the Contracting Officer reserves the right to ask for verification.

SIN's 105 001, 105 002 639 001, and 639 002, that currently have both Executive Order 13514 compliant and non compliant items; We are identifying compliant items as meeting the requirements listed for the FAS environmental icons in *GSA Advantage!*

Effective immediately, non-compliant items in the categories listed below are no longer being accepted. “Green” products shall meet the requirements of the FAS environmental icon standards as listed in *GSA Advantage!* and are required on all new offers submitted under the solicitation and modification requests to current contracts.

We will focus on the following products as applicable to the proposed SIN's for the initial transformation from **Brown to Green** under the 51V schedule.

Appliances

- Clothes Washers
- Dehumidifiers
- Dishwashers
- Freezers
- Refrigerators
- Room Air Cleaners & Purifiers
- Water Coolers

Heating & Cooling

- Air Conditioning, Central
- Air Conditioning, Room
- Room Air Cleaners & Purifiers

Plumbing

- Water Heater, Gas Condensing
- Water Heater, Heat Pump
- Water Heater, High Efficiency Gas Storage
- Water Heater, Solar
- Water Heater, Whole Home Gas Tankless

Should you have any questions or concerns regarding these Modification Guidelines or its requirements, please contact your Contracting Officer.

FOR ALL MODIFICATIONS, THE FOLLOWING MUST BE SUBMITTED:

- 1. A COMPLETE MODIFICATION GUIDELINES PACKAGE INCLUDING THE CSP-1 AND ENCLOSURE 2;***
- 2. ALL APPLICABLE SPREADSHEET ATTACHMENTS (PRODUCT ADDITIONS, SERVICES ADDITIONS, PRODUCT DELETIONS, ECONOMIC PRICE***

INCREASE/DECREASE, PRODUCT INFORMATION CHANGE) COMPLETED IN THEIR ENTIRETY. THESE DOCUMENTS SHOULD BE UPLOADED SEPARATELY FROM THE GUIDELINES PACKAGE AS EXCEL SPREADSHEETS (NOT PDF);

3. ALL DOCUMENTS REQUIRED BY THE GUIDELINES FOR EACH INDIVIDUAL ACTION REQUESTED.

4. PLEASE ENSURE THAT EACH ATTACHED DOCUMENT IS ACCURATELY NAMED IN EMOD TO ASSIST THE CO IN DETERMINING WHAT INFORMATION IS INCLUDED IN EACH DOCUMENT. Example: If the attachment is the Modification Guidelines, name that file "Modification Guidelines", Commercial Price List, name that file "Commercial Price List, etc.

*****PLEASE READ THE GUIDELINES IN THEIR ENTIRETY. ANY REQUEST SUBMITTED WITHOUT ALL DOCUMENTS REQUIRED BY THE GUIDELINES MAY BE REJECTED AS NON-RESPONSIVE, AND RECEIVE NO FURTHER CONSIDERATION.***

**GUIDELINES FOR REQUESTING A MODIFICATION
UNDER YOUR EXISTING GSA, FSS, MAS CONTRACT WITH THE
FACILITIES MAINTENANCE AND HARDWARE ACQUISITION CENTER (REGION 6)**

**PARTIAL INFORMATION WILL NOT BE ACCEPTED. MODIFICATION REQUESTS SUBMITTED
WITHOUT ALL INFORMATION WILL BE REJECTED AND RECEIVE NO FURTHER
CONSIDERATION.**

FEDERAL SUPPLY SCHEDULE: 51 V, HARDWARE SUPERSTORE

CONTRACTOR NAME: _____ **CONTRACTOR MUST COMPLETE**

CONTRACT NUMBER: **CONTRACTOR MUST COMPLETE**

Mark THE appropriate box for each action you are requesting:

1. When adding new items or new SINs, you must provide the following.

- (a) A new CSP-1 filled out in its entirety (paragraphs (1) thru (5)). **OR**
- (b) If this information is the same as the initial award, submit a statement to that effect, i.e. no change has occurred in the commercial sales practices data since completion of the initial negotiation or a subsequent submission or a certification that no change has occurred in the commercial sales practices data since completion of the initial negotiation or a subsequent submission (see 552.243-72, Modification).

NOTE: IF YOU ARE ADDING AN ENTIRE NEW PRODUCT LINE (BRAND NAME) AND DO NOT HAVE ANY COMMERCIAL SALES, YOU MUST COMPLY WITH THE INSTRUCTIONS ON PAGE 2 OF THE CSP-1, PARAGRAPH (5)(a-f), AND SUBMIT A NEW CSP-1 FOR THE MANUFACTURER, 20-25 MANUFACTURER INVOICES, AND THE MANUFACTURER COMMERCIAL PRICE LIST. THE NEW PRODUCT LINE WILL BE ADDED UTILIZING THE MANUFACTURER INFORMATION, INCLUDING MFC AND BOA, UNTIL SUCH TIME THAT THE CONTRACTOR HAS ESTABLISHED COMMERCIAL SALES.

- (c) A random sampling of **20-25 MFC invoices** must be provided for new products and/or new SINs.
- (d) Information about the new item(s) or the item(s) under the new SIN(s) as described in 552.212-70, Preparation of Offer (Multiple Award Schedule) is required.
- (e) **If applicable, an affirmative statement that the products offered are compliant with the applicable standard or guidelines and the products are listed on (<http://www.fedcenter.gov/programs/eo13514/> and www.energystar.gov.**
- (f) **If applicable, a detailed description of the current processes, procedures, and/or systems in place to identify government accepted “energy-efficient” or Green (Energy Star, or Federal Energy Management Program (FEMP) designated), water-efficient, non-ozone depleting.**
- (g) If adding products under the Hardware Store or Commercial Coatings Department SINs, the **AbilityOne technical factors must be addressed**. Those factors can be found in the Critical Information document in FedBizOpps under Solicitation 6FEC-E6-060173-B. Please read all AbilityOne information prior to addressing the technical factors.
- (h) **Letter of Supply:** If you are a Dealer or Supplier (n/a for Hardware Store SINs 105-001, 105-002, 105-003) a Letter of Supply is required from each new manufacturer being offered. A copy of the **GSA approved template** can be found at <http://www.fedbizopps.gov> under Solicitation 6FEC-E6-060173-B.

- (i) Product literature **AND** applicable **commercial dated published pricelists**. Identify items in the price list by SIN, and exclude any items/terms not being offered or not appropriate for the SIN. In accordance with clause 552.212-70 Preparation of Offer, paragraph (c)(1), if special catalogs or price lists are printed for the purpose of this offer, such descriptive catalogs or price lists shall include a statement indicating the special catalog or price list represent a verbatim extract from the Offeror's commercial catalog and/or price list and identify the descriptive catalog and/or price list from which the information has been extracted. **This statement must be at the top of each page of the created price list.**
- (j) **Delivery time(s)** for the new item(s) or the item(s) under the new SIN(s) must be submitted in accordance with 552.211-78, Commercial Delivery Schedule (Multiple Award Schedule).
- (k) **Production point(s)** for the new item(s) or the item(s) under the new SIN(s) must be submitted if required by 52.215-6, Place of Performance (Enclosure 2). N/A for Hardware Store SINs 105-001, 105-002, 105-003.
- (l) **Hazardous Material information** (if applicable) must be available to CO if requested and available at the task order level.
- (m) **Any information requested by 52.212-3(f)**, Offeror Representations and Certifications—Commercial Items, that may be necessary to assure compliance with FAR 52.225-1, Buy American Act—Balance of Payments Programs—Supplies.
- (n) **ENCLOSURE 1 - CSP-1 completed in its entirety OR Statement of No Change**
- (o) **ENCLOSURE 2 – GSA OFFERED TERMS completed in its entirety**
- (p) **ENCLOSURE 3 – DISCOUNT PROPOSAL SPREADSHEET – REQUEST TO ADD ITEMS** completed in its entirety

[] 2. When requesting to add **services**, you must provide the following:

- (a) Discount information for the service(s) to be added
- (b) **Commercial dated published pricelists**. Identify services in the price list by SIN, and exclude any items/terms not being offered or not appropriate for the SIN. In accordance with clause 552.212-70 Preparation of Offer, paragraph (c)(1), if special catalogs or price lists are printed for the purpose of this offer, such descriptive catalogs or price lists shall include a statement indicating the special catalog or price list represent a verbatim extract from the Offeror's commercial catalog and/or price list and identify the descriptive catalog and/or price list from which the information has been extracted. **This statement must be at the top of each page of the created price list. If pricing is based off other than a commercial price list, submit that information.**
- (c) Random Sampling of 20-25 invoices
- (d) Technical Proposal. (See clause SCP-FSS-002 in the solicitation for requirements)
- (e) Wage Determination Information
- (f) **ENCLOSURE 1 – CSP-1** completed in its entirety (paragraphs (1) thru (5))
- (g) **ENCLOSURE 2 – GSA OFFERED TERMS** completed in its entirety
- (h) **ENCLOSURE 4 – DISCOUNT PROPOSAL SPREADSHEET - REQUEST TO ADD SERVICES** completed in its entirety

In addition to providing the above documentation to add services, you must also submit a modification

request to revise the terms and conditions of your contract to accept e-verify, which is applicable to all services.

3. When requesting an **Economic Price Adjustment (EPA)** in accordance with either **clause 552.216-70 (Sept. 1999) (Alternate I – Sept. 1999)** or **Clause 552.216-70 (Sept. 1999) (Deviation 1 – January 2007)** you **must** provide the following:

PRODUCTS:

- (a) A new CSP-1 filled out in its entirety (paragraphs (1) thru (5)). **OR**
- (b) If this information is the same as the initial award, submit a statement to that effect, i.e. no change has occurred in the commercial sales practices data since completion of the initial negotiation or a subsequent submission or a certification that no change has occurred in the commercial sales practices data since completion of the initial negotiation or a subsequent submission (see 552.243-72, Modification).
- (b) **Commercial dated published pricelists showing the price increase or reduction.** Identify products in the price list by SIN, and exclude any items/terms not being offered or not appropriate for the SIN. In accordance with clause 552.212-70 Preparation of Offer, paragraph (c)(1), if special catalogs or price lists are printed for the purpose of this offer, such descriptive catalogs or price lists shall include a statement indicating the special catalog or price list represent a verbatim extract from the Offeror's commercial catalog and/or price list and identify the descriptive catalog and/or price list from which the information has been extracted. **This statement must be at the top of each page of the created price list. If pricing is based off other than a commercial price list, submit that information.**
- (c) 20-25 invoices to reflect price increases to MFC
- (d) **ENCLOSURE 1 - CSP-1** completed in its entirety **OR Statement of No Change**
- (e) **ENCLOSURE 2 – GSA OFFERED TERMS** completed in its entirety
- (f) **ENCLOSURE 5 – REQUEST FOR PRICE ADJUSTMENTS.** Submit separate spreadsheets for increases and reductions.

SERVICES:

- (a) **Information requested in paragraphs (3) thru (5) of CSP-1, Commercial Sales Practices Format (Enclosure 1).** If this information is the same as the initial award, submit a statement to that effect, i.e. no change has occurred in the commercial sales practices data since completion of the initial negotiation or a subsequent submission or a certification that no change has occurred in the commercial sales practices data since completion of the initial negotiation or a subsequent submission.
- (b) **Commercial dated published pricelists showing the price increase or reduction.** Identify products in the price list by SIN, and exclude any items/terms not being offered or not appropriate for the SIN. In accordance with clause 552.212-70 Preparation of Offer, paragraph (c)(1), if special catalogs or price lists are printed for the purpose of this offer, such descriptive catalogs or price lists shall include a statement indicating the special catalog or price list represent a verbatim extract from the Offeror's commercial catalog and/or price list and identify the descriptive catalog and/or price list from which the information has been extracted. **This statement must be at the top of each page of the created price list. If pricing is based off other than a commercial price list, submit that information.**

If the company does not have a published and dated catalog or price list, Documentation supporting the reasonableness of the price increases which includes, but is not limited to Producer Price Index (PPI) analysis, market trend analysis, substantiation and backup documentation from the

manufacturer (on manufacturer's letterhead). Please note that established commercial pricing based on one of these methods must be submitted in a spreadsheet format such as a Microsoft Excel spreadsheet. This format must be annotated in accordance with Clause 552.212-70, Preparation of Offer with a statement that this price list is a verbatim extract from (source and date) and signed by a company representative.

- (c) Documentation supporting the reasonableness of the price increases. (i.e. Invoices and SCA wage rates)
- (d) For **services** NOT based on commercial catalogs or price lists, Economic Price Adjustments are in accordance with Clause I-FSS-969 (Economic Price Adjustment). Please review the contract to determine if it was awarded based on Clause I-FSS-969 or Clause 552.216-70. If you need assistance with this determination, please contact your Contracting Officer.
- (e) If a fixed annual escalation rate was negotiated at the time the services were added, this amount is stated in the contract or modification documents. On the anniversary date of the contract or modification date, you may increase your GSA prices by the amount stated in the contract (for example, 3%).
- (f) If a fixed annual escalation rate was not negotiated, or a market indicator was not agreed upon at the time of contract award or modification and is stated in the documents the Price adjustments must be requested based on adjustments in this indicator, such as the Consumer or Producer Price Indices or specific collective bargaining agreements. The following information must be provided:
 1. The Contractor must submit a copy of the price index which clearly shows the change from the time of contract award or modification (or previous price adjustment) to the current percentage or rates.
 2. The Contractor must complete and submit Enclosure 5 – Request for Economic Price Adjustments.
- (g) Price Adjustments for the base contract period and all options exercised shall be in accordance with clause 52.222-43, Fair Labor Standards Act and Service Contract Act – Price Adjustment (Multiple Year and Option Contracts). When a modification is issued to all contract holders incorporating a revised index of wage determinations, contractors shall notify the Contracting Officer of any increase/decrease claimed under clause 52.222-43 within 30 calendar days after receipt of the modification.
- (h) **ENCLOSURE 1 - CSP-1** completed in its entirety **OR Statement of No Change**
- (i) **ENCLOSURE 2 – GSA OFFERED TERMS** completed in its entirety
- (j) **ENCLOSURE 5 – REQUEST FOR PRICE ADJUSTMENTS. Submit separate spreadsheets for price increases and price reductions.**



4. When requesting **Product Deletions**, you **must** provide the following:

- (a) **ENCLOSURE 6 – REQUEST FOR DELETIONS** (All blanks must be filled in, including the reason for deletion and the country of origin for each product.)



5. When requesting **Part Number Changes, Product Name Changes, or Product Description Changes** where there have been no significant changes in the product or its function, you **must** provide the following:

- (a) **ENCLOSURE 7, REQUEST FOR CHANGE IN PRODUCT INFORMATION** (Part Number Change, Product Name Change, or TAA-Compliant Country of Origin Change)



6. **Administrative or Other Changes:** When requesting **any type of change not included above, such as** authorized negotiator, point of contact for contract administration, phone number, fax number, etc., you must **submit a cover letter** explaining in detail the changes that you are requesting . **Modification requests received without an acceptable explanation of the action requested will be rejected.**

ENCLOSURE 1 (3 pages)

CSP-1 -- COMMERCIAL SALES PRACTICES FORMAT

Name of Offeror _____

SIN(s) _____

Note: Please refer to clause 552.212-70, PREPARATION OF OFFER (MULTIPLE AWARD SCHEDULE), for additional information concerning your offer. Provide the following information **for each SIN** (or group of SINs for which information is the same).

(1) Provide the dollar value of sales to the general public at or based on an established catalog or market price during the previous 12-month period or the offerors last fiscal year: \$_____. State beginning and ending of the 12 month period. Beginning_____ Ending_____. In the event that a dollar value is not an appropriate measure of the sales, provide and describe your own measure of the sales of the item(s). **For evaluation purposes only, provide a copy of your commercial price list that was applicable during the time period shown in this paragraph.**

(2) Show your total projected annual sales to the Government under this contract for the contract term, excluding options, for each SIN offered. If you currently hold a Federal Supply Schedule contract for the SIN the total projected annual sales should be based on your most recent 12 months of sales under that contract.

SIN_____	\$_____;
SIN_____	\$_____;
SIN_____	\$_____;

(3) Based on your written discounting policies (standard commercial sales practices in the event you do not have written discounting policies), are the discounts and any concessions which you offer the Government equal to or better than your best price (discount and concessions in any combination) offered to any customer acquiring the same items regardless of quantity or terms and conditions? YES___ NO___. (See definition of "concession" and "discount" in 552.212-70.)

(4) (a) Based on your written discounting policies (standard commercial sales practices in the event you do not have written discounting policies), provide information as requested for each SIN (or group of SINs for which the information is the same) in accordance with the instructions at Figure 515.4-2, which is provided in this solicitation for your convenience. The information should be provided in the chart below or in an equivalent format developed by the offeror. Rows should be added to accommodate as many customers as required.

Column 1— Most Favored Customer (MFC)	Column 2— Basic Discount Granted MFC	Column 3— Quantity/Volume Discounts	Column 4— FOB Terms	Column 5— Concessions (see 552.212-70 for examples)

(b) Do any deviations from your written policies or standard commercial sales practices disclosed in the above chart ever result in better discounts (lower prices) or concessions than indicated? YES___ NO___. If YES, explain deviations in accordance with the instructions at Figure 515.4-2, which is provided in this solicitation for your convenience.

SOURCE SELECTION INFORMATION – SEE FAR 3.104

(5) If you are a dealer/reseller without significant sales to the general public, you should provide manufacturers' information required by paragraphs (1) through (4) above for each item/SIN offered, if the manufacturer's sales under any resulting contract are expected to exceed \$500,000. You must also obtain written authorization from the manufacturer(s) for Government access, at any time before award or before agreeing to a modification, to the manufacturer's sales records for the purpose of verifying the information submitted by the manufacturer. The information is required in order to enable the Government to make a determination that the offered price is fair and reasonable. To expedite the review and processing of offers, you should advise the manufacturer(s) of this requirement. The contracting officer may require the information be submitted on electronic media with commercially available spreadsheet(s). The information may be provided by the manufacturer directly to the Government. If the manufacturer's item(s) is being offered by multiple dealers/resellers, only one copy of the requested information should be submitted to the Government. In addition, you must submit the following information along with a listing of contact information regarding each of the manufacturers whose products and/or services are included in the offer (include the manufacturer's name, address, the manufacturer's contact point, telephone number, and FAX number) for each model offered by SIN:

- (a) Manufacturer's Name
- (b) Manufacturer's Part Number
- (c) Dealer's/Reseller's Part Number
- (d) Product Description
- (e) Manufacturer's List Price
- (f) Dealer's/Reseller's percentage discount from List Price or net prices

Figure 515.4-2—Instructions for Commercial Sales Practices Format

If you responded "YES" to question (3), on the COMMERCIAL SALES PRACTICES FORMAT, complete the chart in question (4)(a) for the customer(s) who receive your best discount. If you responded "NO" complete the chart in question (4)(a) showing your written policies or standard sales practices for all customers or customer categories to whom you sell at a price (discounts and concessions in combination) that is equal to or better than the price(s) offered to the Government under this solicitation or with which the Offeror has a current agreement to sell at a discount which equals or exceeds the discount(s) offered under this solicitation. Such agreement shall be in effect on the date the offer is submitted or contain an effective date during the proposed multiple award schedule contract period. If your offer is lower than your price to other customers or customer categories, you will be aligned with the customer or category of customer that receives your best price for purposes of the Price Reduction clause at 552.238-75. The Government expects you to provide information required by the format in accordance with these instructions that is, to the best of your knowledge and belief, current, accurate, and complete as of 14 calendar days prior to its submission. You must also disclose any changes in your price list(s), discounts and/or discounting policies which occur after the offer is submitted, but before the close of negotiations. If your discount practices vary by model or product line, the discount information should be by model or product line as appropriate. You may limit the number of models or product lines reported to those which exceed 75% of actual historical Government sales (commercial sales may be substituted if Government sales are unavailable) value of the special item number (SIN).

Column 1—Identify the applicable customer or category of customer. A "customer" is any entity, except the Federal Government, which acquires supplies or services from the Offeror. The term customer includes, but is not limited to original equipment manufacturers, value added resellers, state and local governments, distributors, educational institutions (an elementary, junior high, or degree granting school which maintains a regular faculty and established curriculum and an organized body of students), dealers, national accounts, and end users. In any instance where the Offeror is asked to disclose information for a customer, the Offeror may disclose information by category of customer if the offeror's discount policies or practices are the same for all customers in the category. (Use a separate line for each customer or category of customer.)

Column 2—Identify the discount. The term “discount” is as defined in solicitation clause 552.212-70, Preparation of Offer (Multiple Award Schedule). Indicate the best discount (based on your written discounting policies or standard commercial discounting practices if you do not have written discounting policies) at which you sell to the customer or category of customer identified in column 1, without regard to quantity; terms and conditions of the agreements under which the discounts are given; and whether the agreements are written or oral. Net prices or discounts off of other price lists should be expressed as percentage discounts from the price list which is the basis of your offer. If the discount disclosed is a combination of various discounts (prompt payment, quantity, etc.), the percentage should be broken out for each type of discount. If the price lists which are the basis of the discounts given to the customers identified in the chart are different than the price list submitted upon which your offer is based, identify the type or title and date of each price list. The contracting officer may require submission of these price lists. To expedite evaluation, offerors may provide these price lists at the time of submission.

Column 3—Identify the quantity or volume of sales. Insert the minimum quantity or sales volume which the identified customer or category of customer must either purchase/order, per order or within a specified period, to earn the discount. When purchases/orders must be placed within a specified period to earn a discount indicate the time period.

Column 4—Indicate the FOB delivery term for each identified customer. See FAR 47.3 for an explanation of FOB delivery terms.

Column 5—Indicate concessions regardless of quantity granted to the identified customer or category of customer. Concessions are defined in solicitation clause 552.212-70, Preparation of Offers (Multiple Award Schedule). If the space provided is inadequate, the disclosure should be made on a separate sheet by reference.

If you respond “YES” to question 4 (b) in the Commercial Sales Practices Format, provide an explanation of the circumstances under which you deviate from your written policies or standard commercial sales practices disclosed in the chart on the Commercial Sales Practices Format and explain how often they occur. Your explanation should include a discussion of situations that lead to deviations from standard practice, an explanation of how often they occur, and the controls you employ to assure the integrity of your pricing. Examples of typical deviations may include, but are not limited to, one time goodwill discounts to charity organizations or to compensate an otherwise disgruntled customer; a limited sale of obsolete or damaged goods; the sale of sample goods to a new customer; or the sales of prototype goods for testing purposes.

If deviations from your written policies or standard commercial sales practices disclosed in the chart on the Commercial Sales Practices Format are so significant and/or frequent that the Contracting Officer cannot establish whether the price(s) offered is fair and reasonable, then you may be asked to provide additional information. The Contracting Officer may ask for information to demonstrate that you have made substantial sales of the item(s) in the commercial market consistent with the information reflected on the chart on the Commercial Sales Practice Format, a description of the conditions surrounding those sales deviations, or other information that may be necessary in order for the Contracting Officer to determine whether your offered price(s) is fair and reasonable. In cases where additional information is requested, the Contracting Officer will target the request in order to limit the submission of data needed to establish the reasonableness of the offered price.

ENCLOSURE 2 (2 pages)

GSA OFFERED TERMS

The following information **must be completed** in its entirety for all modification requests.

FEDERAL SUPPLY SCHEDULE: [] 51 V, HARDWARE SUPERSTORE

1. **Name/Title of Commercial Price List and Effective Date:** _____

a. If available electronically only, provide website and effective date of pricing. _____

b. In accordance with clause 552.212-70 Preparation of Offer, paragraph (c)(1), if special catalogs or price lists are printed for the purpose of this offer, such descriptive catalogs or price lists shall include a statement indicating the special catalog or price list represent a verbatim extract from the Offeror's commercial catalog and/or price list and identify the descriptive catalog and/or price list from which the information has been extracted.

2. **Effective date that the above commercial price list was implemented to commercial customers:** _____

3. a. **Most Favored Customer (MFC) is:** _____

b. **Most Favored Customer (MFC) discount range is:** _____

4. a. **Basis of Award (BOA) Customer is:** _____

b. **Basis of Award (BOA) Customer discount range is:** _____

5. **Basic Discount (or discount range) offered to GSA:** _____

(Provide an electronic copy of the updated Price Discount Relationship spreadsheet)

6. **Prompt Payment Discount:** _____ Net 30 _____ Other (enter terms)

If your contract was awarded with a prompt payment discount, that discount is applicable to all modifications.

7. **Quantity or Volume Discount:** _____

(Show the percentage offered, and the quantity or dollar level)

8. **Other Discounts** offered, if applicable: _____

9. **Additional concessions offered** to the Government, but not the Most Favored Customer or Basis of Award Customer: _____

10. **FOB Terms currently awarded:** _____ F.O.B. Destination _____ F.O.B. Origin

11. **Delivery (see clause 552.211-78, Commercial Delivery Schedule):**

Standard Delivery: _____ Days ARO

Expedited Delivery: _____ Days ARO

12. **Trade Agreement Act (TAA):** Recently there have been several settlements with large office product companies concerning the compliance with Trade Agreements Act (TAA). The law requires vendors to propose and subsequently sell only products made in an eligible or designated country as outlined in Federal Acquisition Regulation (FAR 52.225-5). When you signed your contract, you certified all end products offered under on your contract complied with the TAA. Compliance with this clause is mandatory. **In accordance with the terms of Schedule 51 V, items produced in non-designated countries are excluded from consideration for award. A list of designated countries can be found in clause 52.225-5, Trade Agreements Act.**

a. Provide a complete listing of the country of origin on all products contained within this modification request, including product additions and deletions, price increases and reductions, and product information changes. A suggested / preferred format is attached.

b. Description of the current processes, procedures, and or systems you have in place to identify country of origin and monitor compliance with TAA. _____

13. **Place of Performance (See clause 52.215-6):** The contractor intends, does not intend [check applicable box] to use one or more plants or facilities located at a different address from the contractor address. If you marked "intends", provide the following information: Name of owner and operator of the facility, street address, city, state, county, zip code.

14. **Economic Price Adjustment:** Provide entire range of increases: _____

Date that the price increases were passed on to commercial customers: _____

15. **Price Reductions:** Provide entire range of decreases: _____

Date that the price reductions were passed on to commercial customers: _____

16. **Product Additions:** Provide entire range of discounts offered: _____

17. **Green Compliance Statement:** Provide an affirmative statement that the products offered are compliant with the applicable standard or guidelines and the products are listed on (<http://www.fedcenter.gov/programs/eo13514/> and www.energystar.gov, if applicable.

18. **Detailed description of the current processes, procedures, and/or systems in place to identify government accepted "energy-efficient" or Green (Energy Star, or Federal Energy Management Program (FEMP) designated), water-efficient, non-ozone depleting.**

19. **AbilityOne:** If adding products under the **Hardware Store SINS or Commercial Coating SINS**, provide an affirmative statement that you have both of the AbilityOne websites located at www.abilityone.com and www.abilityone.gov, and certify that any products determined to be essentially the same (ETS) as have been excluded from this offer.

FULL TEXT OF CLAUSES APPLICABLE TO MODIFICATIONS ARE AVAILABLE IN THE SCHEDULE 51V SOLICITATION 6FEC-E6-060173-B LOCATED AT [HTTP://WWW.FBO.GOV](http://www.fbo.gov)

END OF ENCLOSURE 2

