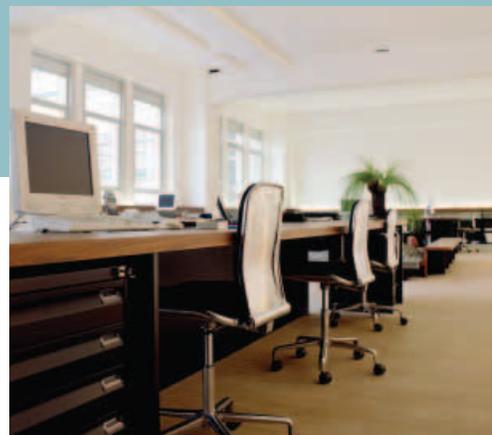


# Ancillary R&A for Select Multiple Award Schedules Ordering Guide



- GSA MAS 56, Buildings and Building Materials
- GSA MAS 03FAC, Facilities Maintenance and Management
- GSA MAS 71 II K, Comprehensive Furniture Management
- GSA MAS 874V, Logistics Worldwide



# Table of Contents

## Ancillary R&A for Select Multiple Award Schedules Ordering Guide

- 1.0 Introduction of Repair and Alterations (R&A) Special Item Numbers (SINs).....1**
  - 1.1. Background.....1
  - 1.2 Schedules Included .....1
  - 1.3 Ordering Procedures .....1
- 2.0 Criteria for Use of R&A SINs .....2**
  - 2.1 Criterion 1: Work is Incidental to Schedule.....2
  - 2.2. Criterion 2: Work is Not Major or New Construction .....2
  - 2.3 Criterion 3: Work is Not Complex or Related to a Significant Portion of the Facility.....2
  - 2.4. Criterion 4: Work is Not A&E Services.....3
  - 2.5 Criterion 5: Work is Not in GSA Public Building Service (PBS) Leased Space .....4
  - 2.6 Criterion 6: If Desired Work is in Federally Owned Space Managed by GSA PBS and Approval Has Been Obtained ....4
  - 2.7 Criterion: Work is Not Under Davis–Bacon and Miller Act.....4
  - 2.8 Criterion 8: The CO has the Appropriate Warrant Level.....4
- 3.0 Inspection of R&A Work .....4**
- 4.0 Quick Reference of Special Criteria for Use of R&A SINs ...5**
- 5.0 Contact Information .....5**
  - 5.1 GSA MAS 56, Buildings and Building Materials .....5
  - 5.2 GSA MAS 03FAC, Facilities Maintenance and Management .....5
  - 5.3 GSA MAS 71 II K, Comprehensive Furniture Management ....5
  - 5.4 GSA MAS 874V, Logistics Worldwide (LOGWORLD).....5
  - 5.5 PBS .....5

### Acronym Key

This key will serve as a handy reference for the acronyms you will find in this publication.

A&E	Architect–Engineering
CO	Contracting Officer
GSA	General Services Administration
MAS	Multiple Award Schedule
PBS	Public Buildings Service
RA	Regional Administrator
R&A	Repair and Alterations
RFQ	Request for Quote
SIN	Special Item Number

# 1.0 Introduction of Repair and Alterations (R&A) Special Item Numbers (SINs)

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## 1.1. Background

The addition of ancillary R&A SINs enables comprehensive and flexible solutions for federal customers utilizing the applicable Multiple Award Schedule (MAS). The introduction of ancillary R&A services is intended to save time previously spent on additional procurements, simplifying the acquisition burden and creating a better solution for your needs. Under an ancillary R&A SIN, products or services ordered under another SIN of the corresponding MAS can be altered, delivered or installed. Each ancillary R&A SIN was specially developed to address projects that require more extensive or additional related repairs.

## 1.2 Schedules Included

Ancillary R&A options are available under the following Schedules:

- ❖ **Schedule 56, Buildings and Building Materials;**
- ❖ **Schedule 03FAC, Facilities Maintenance and Management;**
- ❖ **Schedule 71 II K, Comprehensive Furniture Management; and**
- ❖ **Schedule 874V, Logistics Worldwide.**

GSA MAS	Ancillary R&A SIN(s)
56 (Buildings and Building Materials)	357-97 (for warehouse equipment and supplies) 253-97 (for maintenance and repair shop equipment) 361-97 (for pre-engineered/pre-fabricated buildings and structures) 361-97A (for above-ground storage tank/system solutions) 563-97 (for building materials solutions) 412-97 (for power-distribution solutions)
03FAC (Facilities Maintenance and Management)	003-97
71 II K (Comprehensive Furniture Management)	712-5
874 V (Logistics Worldwide)	874-597

## 1.3 Ordering Procedures

The Federal Acquisition Regulation (FAR) guides the correct use of the MAS program. Ordering procedures can be found online at [www.gsa.gov/schedulesordering](http://www.gsa.gov/schedulesordering).

## 2.0 Criteria for Use of R&A SINS

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When including ancillary R&A as part of your Request for Quote (RFQ) or order, all of the following criteria need to be met.

### 2.1 Criterion 1: Work is Incidental to Schedule

**Is the ancillary R&A work incidental to the products or services the corresponding MAS?**

*If the answer is yes, you may proceed. (If the answer is no, you cannot proceed.)*

Performance of ancillary R&A services is not to be the sole purpose of the task order. Ancillary R&A services may be ordered only from the MAS contractor tasked with providing the underlying product or service under the same MAS contract. All work must be awarded on the same order. The ancillary R&A work must be incidental to the primary products and/or services offered under the applicable Schedule(s).

### 2.2 Criterion 2: Work is *Not* Major or New Construction

**Is the work for major or new construction of building, roads, parking lots or other facilities?**

*If the answer is no, you may proceed. (If the answer is yes, you cannot proceed.)*

The ancillary R&A SINS exclude the following:

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

### 2.3 Criterion 3: Work is *Not* Complex or Related to a Significant Portion of the Facility

**Is the work for complex ancillary R&A of an entire facility or significant portions of a facility?**

*If the answer is no, you may proceed. (If the answer is yes, you cannot proceed.)*

It is the responsibility of the Contracting Officer (CO), at the task order level, to determine complexity and significance. The items for consideration will vary and differ from project to project, but if the work is determined to be complex, the ancillary R&A SINS cannot be used. Ancillary R&A work is solely related to repair, alterations, delivery or installation of products or services – also purchased under the respective Schedule(s) – and is routine and non-complex in nature, such as routine painting, carpeting, simple hanging of drywall, basic electrical and plumbing, landscaping, and similar noncomplex services.

The following must be considered by the CO when determining complexity and significance:

- ❖ Primary purpose of the work;
- ❖ Dollar value of ancillary R&A 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 building, asbestos, lead paint, PCBs, storage tanks, etc.).

## 2.4 Criterion 4: Work is *Not* A&E Services

### Is the work for A&E services?

*If the answer is no, you may proceed. (If the answer is yes, you cannot proceed.)*

Ancillary R&A 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.

## 2.5 Criterion 5: Work is *Not* in GSA Public Buildings Service (PBS) leased space

### Is the work in PBS leased space?

*If the answer is no, you may proceed. (If the answer is yes, you cannot proceed.)*

Ancillary R&A work cannot be use for PBS leased space.

## 2.6 Criterion 6: If Desired Work is in Federally Owned Space Managed by GSA PBS and Approval Has Been Obtained

### If the ancillary R&A work is to be performed in federally owned space managed by PBS, have you obtained PBS's approval?

*If the answer is yes, you may proceed. (If the answer is no, you cannot proceed before gaining approval of PBS.)*

Only PBS has the legal authority to delegate ancillary R&A 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 ancillary R&A work is greater than \$100,000, the ordering organization must provide the MAS contractor written evidence of delegation of authority signed by the PBS Regional Administrator (RA). PBS is responsible and currently developing specific instructions on how the written approval and delegation of authority is to be obtained.

## 2.7 Criterion 7: Work is *Not* Under Davis–Bacon and Miller Act

### Have you reviewed FAR Part 36 to determine if Davis–Bacon and Miller Act clauses should be included in your RFQ?

*If the answer is yes, you may proceed. (If the answer is no, you cannot proceed before reviewing FAR Part 36 to make a determination.)*

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

## 2.8 Criterion 8: The CO has the Appropriate Warrant Level

### Have you ensured that the CO has the appropriate warrant level authorization?

*If the answer is yes, you may proceed. (If the answer is no, you cannot proceed before verifying that CO has the appropriate warrant level authorization.)*

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

# 3.0 Inspection of R&A Work

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Upon completion of any ancillary R&A work performed in federally owned space managed by PBS, the work must be inspected by the PBS's building manager (to verify that the work conforms to the building standards) before payment is submitted to the MAS contractor.

## 4.0 Quick Reference of Special Criteria for Use of R&A SINs

Question	Yes
Is the R&A work incidental to the products or services the corresponding MAS? (See 2.1 on page 2.)	<input type="checkbox"/>
Is the work <i>not</i> for major or new construction of building, roads, parking lots or other facilities? (See 2.2 on page 2.)	<input type="checkbox"/>
Is the work <i>not</i> for complex ancillary R&A of an entire facility or significant portions of a facility? (See 2.3 on page 2.)	<input type="checkbox"/>
Is the work <i>not</i> for A&E services? (See 2.4 on page 3.)	<input type="checkbox"/>
Is the work <i>not</i> in PBS leased space? (See 2.5 on page 4.)	<input type="checkbox"/>
If the ancillary R&A work is to be performed in federally owned space managed by PBS, have you obtained PBS's approval? (See 2.6 on page 4.)	<input type="checkbox"/>
Have you reviewed FAR Part 36 to determine if Davis–Bacon and Miller Act clauses should be included in your RFQ? (See 2.7 on page 4.)	<input type="checkbox"/>
(See 2.8 on page 4.)	<input type="checkbox"/>

If you answered “yes” to all the questions above, you can place an order under the appropriate ancillary R&A SIN.

## 5.0 Valuable Contact Information

Below is important contact information for customers with questions about ancillary R&A options. Please note that each Schedule has a different contact, so be sure to use the appropriate contact for the MAS that interests you.

Also below is PBS contact information; please contact PBS if you are a PBS tenant needing additional information about restrictions or have questions about the approval process.

### **GSA MAS 56, Buildings and Building Materials**

Cheryl Goff (7QSADB-S5) via phone at (817) 574-2429 or e-mail at [cheryl.goff@gsa.gov](mailto:cheryl.goff@gsa.gov).  
Or e-mail [schedule56@gsa.gov](mailto:schedule56@gsa.gov).

### **GSA MAS 03FAC, Facilities Maintenance and Management**

Center for Facilities Maintenance and Hardware by phone at (816) 926-6760 or e-mail at [hssmarketing@gsa.gov](mailto:hssmarketing@gsa.gov).

### **GSA MAS 71 II K, Comprehensive Furniture Management**

Dawn Brown via phone at (703) 605-9182 or e-mail at [dawn.brown@gsa.gov](mailto:dawn.brown@gsa.gov).

### **GSA MAS 874V, Logistics Worldwide (LOGWORLD)**

Maureen Duckworth via phone at (253) 931-7514 or e-mail at [maureen.duckworth@gsa.gov](mailto:maureen.duckworth@gsa.gov).

### **PBS**

Matthew Urnezis (Senior Acquisition Advisor, PBS) via phone at (202) 501-0822 or e-mail at [matthew.urnezis@gsa.gov](mailto:matthew.urnezis@gsa.gov).



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