

Supplemental Pricing Instructions for SINs 238160 and 238910

Installation and Site Prep and Roofing Services Offerings

**THIS DOCUMENT IS PROVIDED FOR INFORMATION ONLY AND
SHOULD NOT BE RETURNED AS PART OF AN OFFER SUBMISSION.**

This program 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. This award includes all regulatory guidance outlined in accordance with FAR 36, including the Davis Bacon Act and the Miller Act.

The requirements listed in this document apply to the following category SINs:

238160 - 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

238910 - 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

NOTE – Installation and Site Preparation services provided under SIN 238910 MUST be purchased in conjunction with products offered under the Facilities subcategory titled "Structures", the Security and Protection subcategory titled "Security Systems" and the Industrial Products and Services subcategory titled "Industrial Products".

***Stand-alone services offered under the Introduction of New Services and Products "NEW" SINs, including repair and maintenance services (subject to Service Contract Act wage rates) and professional services should utilize solicitation provision SCP-FSS-001 requirements for projects and related supplemental documentation requirements.**

Required supplemental documentation to be submitted with your offer:

In accordance with FAR 8.404(a) supplies offered on schedule are listed at fix prices. Services offered on SIN 238160 or 238910 are priced either at hourly rates, at a fixed price for performance of a specific task or a combination of the two, i.e. installation of a product.

NOTE - If you intend to utilize RS Means to price services, please skip to page 4 for submission requirements.

NOTE – If you intend to utilize computerized pricing software for the products being offered under the potential contract, please review the solicitation and SIN 332311P notes for building sample pricing requirements.

You must submit the following information if you are offering services under SIN 238160 or 238910. These documents should be uploaded as part of your offer submission. Failure to submit the requested supplemental documentation may result in rejection of your offer.

1. A description of services to be performed
2. Labor Category qualifications (If pricing offered is by labor categories)
3. Detailed project summaries
4. Commercial Services Price list – services offered need to be listed on your commercial price list or a separate price list for services.

1. Description of Services:

Pricing submitted should be in accordance with commercial practices (e.g., labor rates or fixed unit prices). If pricing is based on labor rates, the contractor shall supply and clearly define each labor category provided in this section. All services offered should relate to the products being offered, and you must define the scope of services to be offered as they relate to the installation of the product. If pricing is based on fixed unit prices then provide a detailed breakdown of what functions to be provided are within the fixed unit price. Please provide these descriptions of services in a document titled "Description of Services" to be uploaded as a supplemental document with your offer submission or subsequent modification. Sample descriptions are provided below:

Example A

Electrician - Removes existing light fixtures, installs new light fixtures.

Example B

Installation of floor tile - Installation is priced per square foot and does not include cost of tile. Installation includes removal of current floor covering, preparing surface, laying of tile, grouting and cleaning excess grout from tile. All materials and labor required for the installation as stated is included in the price except for the tile.

Installation of above ground storage tank - Installation does not include cost of tank. Installation includes standard 10'x 10' concrete pad and affixing the above ground storage tank to the pad. All labor and industry standard materials meeting local codes are included.

2. Labor Category Qualifications

If offering services pricing by labor category, you will need to provide the following for each category - required experience, minimum training, level of education, and certifications/licenses, if applicable. Please provide these descriptions of services in a document titled "Labor Category Qualifications" to be uploaded as part of your offer submission or subsequent modification. Examples are provided below:

Electrician I - Two year technical degree. Minimum of 2 years experience. Trained in commercial building electrical systems. Licensed and bonded.

Electrician II - Two year technical degree. Trained in commercial building electrical systems. Minimum of 5 years experience. Licensed and bonde

3. Detailed Project Summaries

The offeror must provide a written summary (including detailed cost information) of at least three projects completed within the previous twelve months that are similar in nature to the services being offered under the solicitation. If invoices are not submitted as supporting documentation for cost information, then a cost breakdown of services provided within the project must be included. Please make sure we can clearly see pricing offered for services commercially. Narrative for each project is limited to three pages. Please do not provide Statements of Work (SOWs) in lieu of the written narrative. Please provide these project summaries in a document titled "Project Summary 1", "Project Summary 2", and so forth with all supporting documentation for each project uploaded in one document. Please upload these as part of your offer submission.

NOTE –The requirements of SCP-FSS-001 differ from Services Pricing Proposal documentation requirements. If you are offering services under SINS 238160 or 238910 and do not provide the supplemental documentation as required in this attachment, your offer will be rejected.

4. Services Pricing:

Established commercial pricing in a published and dated catalog or price list is preferred. If services pricing is not included in your commercial price list, please provide a separate commercial services price list that includes an effective date. Established commercial pricing should be based on Format 1 (Fixed Unit Price) or Format 2 (Labor Rates) and should mirror commercial pricing.

Incidental Products: Incidental products necessary to complete a project must be priced on the contract or offered as **open market items**. Offerors are encouraged to identify and price all incidental products in the services pricing proposal. On July 15, 1999, GAO ruled in the matter of the Pyxis Corporation, Decision B-282469 and B282469.2, "an agency may no longer rely on the "incidentals" test to justify the purchase of non-FSS items in connection with an FSS buy; where an agency buys non-FSS items, it must follow acquisition regulations." In other words, when the cumulative value of incidental items on a task or delivery order exceeds the micro purchase threshold (\$3,500), the items must be procured in accordance with applicable acquisition regulations. The **cumulative dollar value** of the incidental items is key to determining the publications and competition requirements for Federal customers. For some industries under SIN 238160 or 238910, incidental items necessary to install a product may easily exceed the micro purchase threshold; therefore, it is in your best interest to include pricing for incidental items in your pricing proposal.

Awarded incidental products must be directly related to performance of the services provided. A contractor may quote reduced pricing for incidental products based on the specific task identified at the task order lever. **However, a contractor may never exceed the awarded price for any product or service without a modification to the contract.**

Please be aware that ordering agencies placing task orders under a Multiple Award Schedule contract may **NOT be charged for any items and/or services that have not been approved and awarded under a vendor's contract.** Contracts can be modified to add or delete items as appropriate.

IFF: Offerors are required to identify the prevailing Industrial Funding Fee (IFF) as a separate calculation in the prices submitted with the offer. The fee is not included in the net contract price, but is reflected in the total amount charged to ordering activities. The IFF must be calculated as a separate collection mechanism, i.e., $\text{Base Rate} - \text{GSA Discount} = \text{Net Rate} + \text{IFF} = \text{Total Proposed Hourly Rate}$. There will be no exceptions; IFF is a separate collection mechanism and must be shown clearly as an adder to the net hourly rate.

Maintenance and Repair Certifications

Please list the brands that you are authorized to perform repairs/maintenance on. We ask that you provide proof in the form of letter(s) from manufacturers, service agreements, certificates of authorization to perform repair work, etc..) that clearly states that you the contract holder/offeror are certified/authorized to perform service on the brands listed. Please ensure the certificates show effective dates. It is your responsibility to ensure these certifications are kept current. If certification lapses or is not renewed, you will be required to submit a modification request to remove these services for your contract

If you are offering services utilizing RS Means

Services should be offered under SIN 238910. Services can only support products offered under SIN 332311P.

If you are proposing to offer services under SIN 238910 utilizing RS Means, you will need to provide the following documentation with your eOffer submission/modification request:

1. TAA Compliance Assurance Letter – Located on page 5, this requirement must be completed by the contract holder (Or potential new contractor), provided on company letterhead with the eOffer submission, and uploaded as an 'Optional' document in the eOffer system. This should be signed and dated by an authorized negotiator listed on the contract or a company officer. If submitting a new offer, upload into your eOffer under the 'Optional' document tab or include as an additional document with your mod submission. Please label the document "TAA Compliance Assurance Letter".
2. Please define the scope of services to be performed under the contract. In a separate document, please provide a narrative of the anticipated services to be performed utilizing RS Means relative to the scope of the product being offered. If submitting a new offer, upload into your eOffer under the 'Optional' document tab or include as an additional document with your mod submission. Please label the document "RS Means scope of services".

Note – The Contract Specialist assigned to your offer will request current RS Means version information in the clarification stage of your submission. If submitting a modification, please notate the current version you are submitting under in your cover letter.

Contractors will utilize RS Means to price ancillary services under SIN 238910 to include labor services, product incidentals, and equipment rental related to the specific approved price list of products on contract. Utilization of RS Means is limited to the ancillary installation and servicing of the specific products purchased under the MAS contract and approved installation SINS. Contractors approved for services under RS Means will utilize only material and labor unit prices within RS Means. The current RS Means version will be approved and quarterly automatic updates issued by RS Means will be utilized by the contractor when released. The most current version of RS Means is to be utilized by contractor as long as RS Means is approved to price ancillary installation under contract. A contractor may never exceed the RS Means unit price for any product or service without a modification to the contract.

TAA compliance assurance letter

***Only to be submitted by contractors proposing RS Means for services under SIN 238910 that support products offered under SIN 332311P.**

Please provide below italicized verbiage on company letterhead. The letter must be signed and dated by an authorized negotiator listed on the eOffer or by a company officer. Please include the title of the person signing the letter.

[Insert contractor name] understands that all products and services (to include incidentals products) offered on this MAS contract must be compliant with the Trade Agreements Act (TAA)(19U.S.C. 2501, et seq.). Further, [Insert contractor name] understands that responsibility for TAA compliance resides with the contract holder and as such, we will monitor all work subcontracted and incidentals utilized relative to the scope of approved products being installed utilizing RS Means unit pricing. (Insert contractor name) may subcontract any ancillary services ordered under these SINs, unless specifically prohibited by the ordering contracting officer. (Insert contractor name) will be responsible, accountable and liable for all work performed by any subcontractor and shall honor all warranties. Compliance with all agency, local, state, and Federal laws, regulations, and ordinances is the responsibility of the GSA contract holder.

Utilization of RS Means is limited to the ancillary installation and servicing of the specific products purchased under the MAS contract and SINs 238910. (Insert contractor name) will utilize only material and labor unit prices within RS Means. RS Means version (Insert current version) is approved and quarterly automatic updates issued by RS Means will be utilized by the contractor when released. The most current version of RS Means is to be utilized by (Insert contractor name) as long as RS Means is approved to price ancillary installation under the contract. A contractor may never exceed the RS Means unit price for any product or service without a modification to the contract.