U.S. General Services Administration

Multiple Award Schedule (MAS) Offer Submission Process

Schedule 03FAC Facilities Maintenance & Management

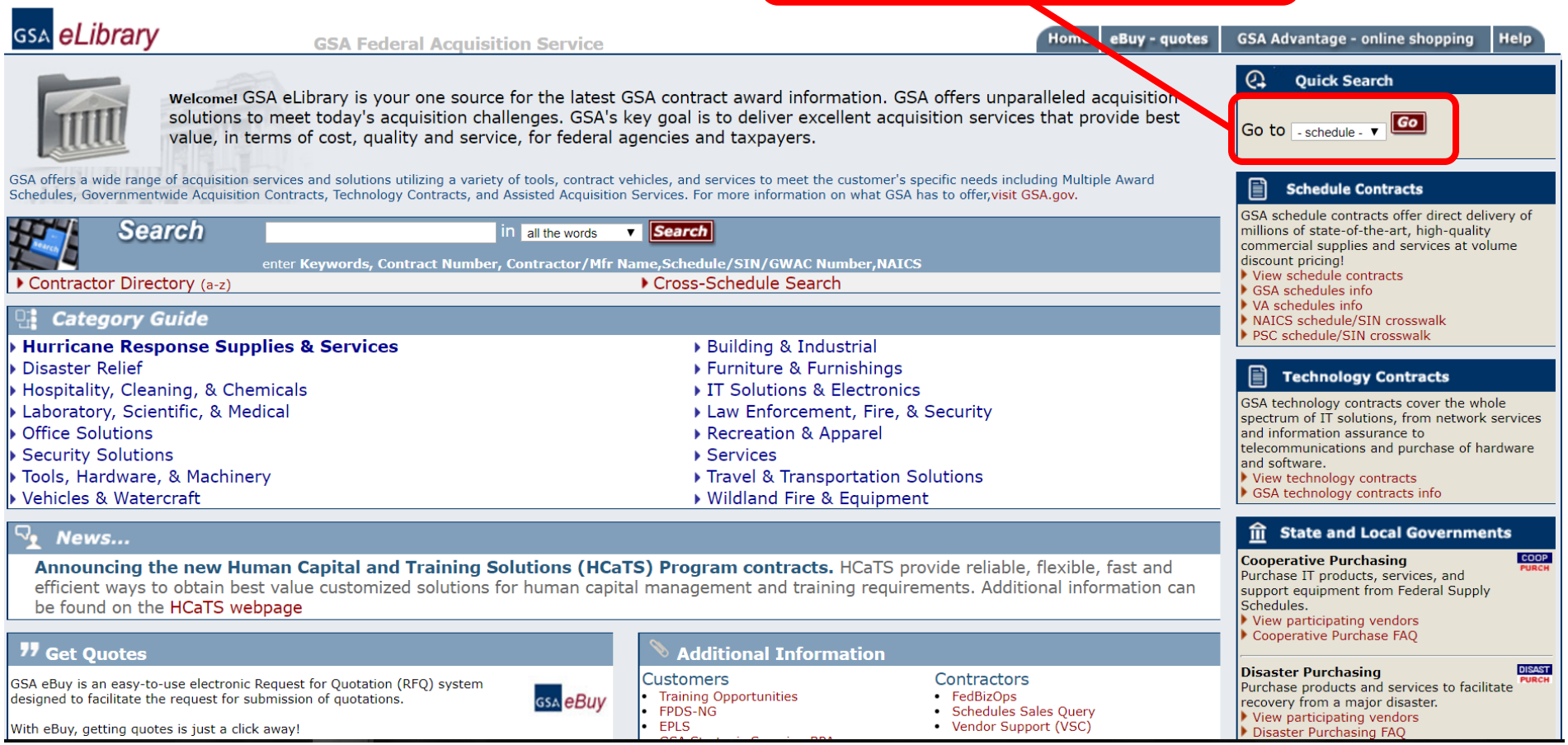
August 2017

Schedule 03FAC - Facilities Maintenance & Management

Navigating to the Appropriate Schedule

GSA eLibrary is the source for the latest GSA contract award information: https://www.gsaelibrary.gsa.gov/ElibMain/home.do

From the main eLibrary page, select 03FAC from the Quick Search



Schedule 03FAC - Facilities Maintenance & Management

Reviewing Schedule 03FAC Offerings

You will be brought to the customer-facing view of Schedule 03FAC. Review this material to understand the general scope of the Schedule as well as more specific information about Special Item Numbers (SINs) that may apply to your company. Please note that a separate Fuel Systems Maintenance SIN will be added to address this requirement in the near future.

GSA eLibrary GSA Federal Acquisition Service

Home | eBuy - quotes | GSA Advantage - online shopping | Help

Search: all the words Go

Schedule Summary

For general questions, contact:
National Customer Service Center
Phone: 1-800-488-3111
E-mail: mashelpdesk@gsa.gov

03FAC **FACILITIES MAINTENANCE AND MANAGEMENT** - GSA offers a vast array of innovative, customer-focused facilities products and services. Facilities Maintenance and Management, Schedule number 03FAC, is a Multiple Award Schedule that provides federal agencies a streamlined procurement device to acquire all of the services necessary to maintain and manage a facility.

GSA Contracts Online
Federal Buyers...
View Contract Clauses

Vendors
Click here to view the current solicitation on FedBizOpps

From the Schedule 03FAC page, click the button to access the current solicitation

811 003 Complete Facilities Management - Services include facilities management and consulting. Services will be management duties including, but not limited to, property and facilities management, planning, scheduling, quality control software support services, and computer and/or facilities management systems. The service will include adequate staff of personnel and alternates as required, with the necessary management expertise to assure performance of the work in accordance with sound and efficient management practices. [For separate SIN requirements not part of integrated facility management systems support such as independent energy management systems, intrusion alarm systems, and guard services, see schedule 84]

811 004 Maintenance of Utility Systems - Services include but are not limited to one of the following: Electrical Utilities, all types of Cabling Services, Telephone Utility Services, Gas Utility Services, Drinking Water Utility Services, Waste Water Services, and/or Water Utility Services necessary to meet the Government's needs. Resulting task orders could be used for the operation, maintenance, repair, future upgrades, future utility system replacements labor, materials, tools, and equipment necessary to own, maintain and operate the utility system(s). Task orders could also be used to manage the maintenance, repairs, replacement, etc., of the system(s) to ensure continuous, adequate, and dependable service for each Government agency or tenant.

NOTE: These services may include the supply or use of environmentally sustainable products such as U.S. Department of Agriculture-designated BioPreferred (biobased) products.

811 005 Refrigeration, Heating, Ventilation, Air Conditioner, Boiler and Chiller HVAC Maintenance - Services related to providing heating and ventilation services. Service could include, but are not limited to, cleaning; air balancing; restoration and de-contamination of HVAC systems or any combination of providing plant equipment; materials; tools; transportation; supervision; labor to perform all repairs; periodic preventative maintenance (PPM); and emergency service work calls to ensure continual operations of refrigeration; heating; ventilation; air conditioner; boiler; Geothermal heat pump systems; renewable energy systems; and boiler and chiller systems.

NOTE: These services may include the supply or use of environmentally sustainable products such as those meeting U.S. Department of Energy/Federal Energy Management Program specifications or Energy Star certified products.

811 006 Facilities Maintenance and Management Consulting - Services that include, but are not limited to: facilities assessment, and facilities asset planning, the development, planning, facilitation, coordination, documentation, program planning, audits, inspections, evaluations, studies, analyses (including cost), scenarios, reports, policy and regulation development assistance for initiatives in areas of facilities maintenance and management solutions. Includes Smart Building Consulting. Also includes cyber security as it relates to building control and automation systems affecting components such as fire annunciation and suppression, heating, ventilation, and air conditioning, power and lighting, elevators, and closed circuit cameras. Services may include, but are not limited to, assessing the cyber risks of a facility, making recommendations for safeguards and countermeasures, and implementing software and procedures to ensure Federal facilities are protected consistent with the Federal Information Security Management Act (FISMA) guidelines and other applicable policy.

Schedule 03FAC - Facilities Maintenance & Management

Locating the Solicitation Requirements

Clicking on the link to the current 03FAC solicitation will bring you to the FedBizOpps website. Here you will be able to review the exact solicitation requirements to receive a Schedule contract. Please note that this is a continuously open solicitation with no end-date for submissions. As the solicitation is refreshed, it will be updated here: https://www.fbo.gov/index?s=opportunity&mode=form&id=2984386331f368d562cdf0009d5d549f&tab=core&_cview=1

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Understanding the Multiple Award Schedules (MAS)

Read the entire "Read Me First" document as an introduction to the Schedules program, how it works, and considerations for potential offerors. Additionally, you will find links to the Vendor Support Center (https://vsc.gsa.gov/) and also the Vendor Education Center (https://vec.gsa.gov/MASTrainingHome).

READ ME FIRST

We appreciate your interest in the Federal Supply Schedule (FSS) Program. Under the FSS Program, the General Services Administration and the Department of Veterans Affairs (GSA/VA) establish long-term Government-wide contracts with commercial firms to provide ordering activities with access to a wide variety of commercial supplies and/or services. This letter provides pertinent background information on the FSS Program. You should consider this information prior to deciding whether to submit an offer for an FSS contract. Please read this letter in its entirety to learn about the benefits and responsibilities associated with being an FSS contractor. You will then be better informed to determine if obtaining an FSS contract is the right business decision for your firm.

The FSS Program is designed to enable ordering activities to p
supplies and/or services quickly, efficiently, at fair and reasona
all the requirements of the Federal Acquisition Regulation (FAR). The commercial supplies and/or services awarded under FSS contracts are divided into approximately 32 distinct schedules. In total, there are approximately 19,000 FSS contracts in place with more added daily, covering over 11 million supplies and/or services.

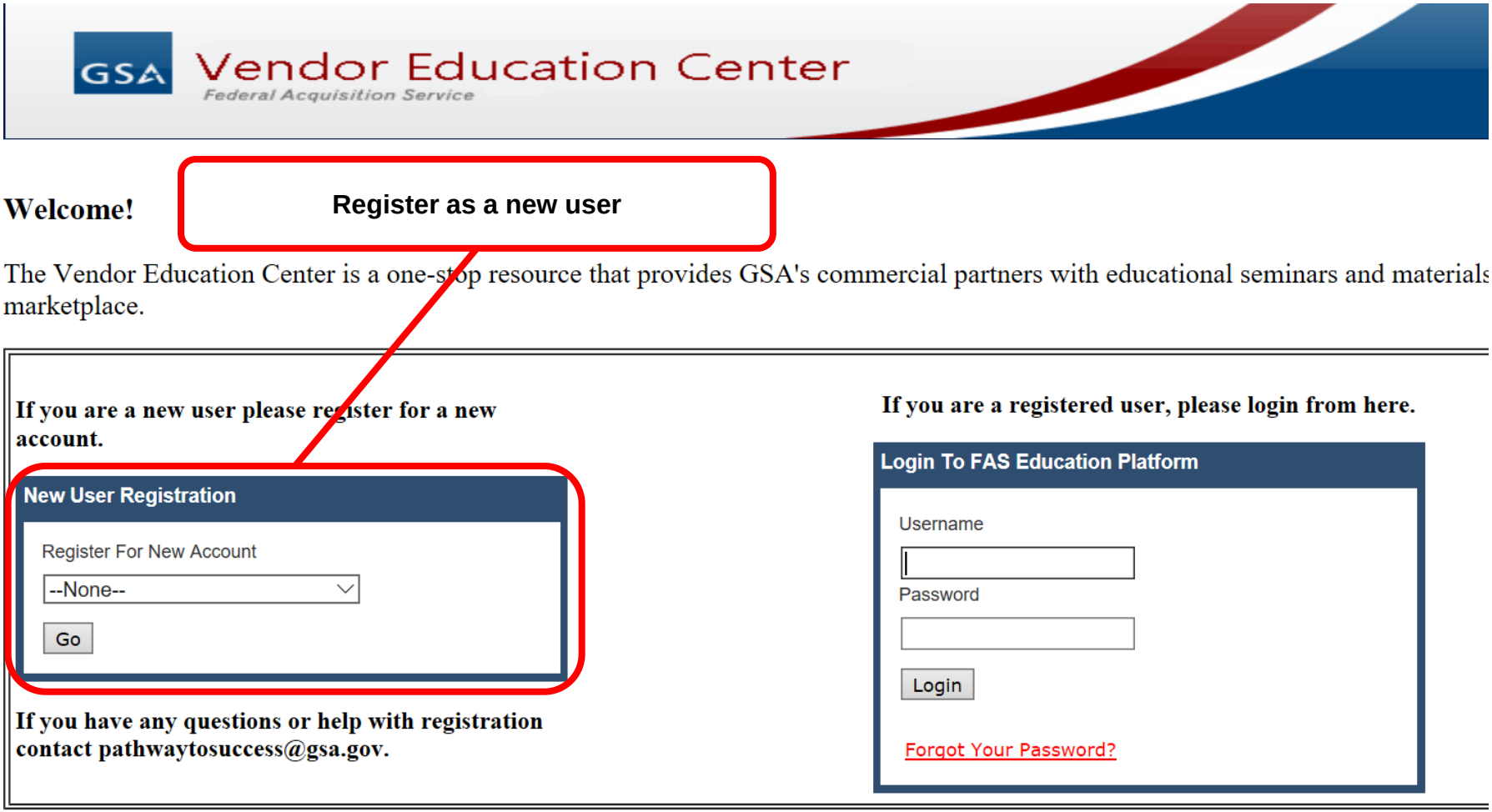
To assist suppliers, GSA designed the Vendor Toolbox, which can be found in the Vendor Education Center https://gsafas.secure.force.com/MASTrainingHome). The Vendor Toolbox walks the supplier through researching, analyzing, and deciding whether it is the best business decision to pursue a GSA Schedule contract. If the supplier decides to become an offeror, it provides an understanding of the steps needed to be successful in the Federal marketplace. In addition to the direct link to the Vendor Education Center, prospective suppliers can reach the two main components of the Vendor Toolbox, Pathway to Success and the Readiness Assessment, under the "Education" tab on the Vendor Support Center (https://vsc.gsa.gov). Please note the Vendor Toolbox training can only be completed using a Windows based computer with an Internet Explorer

After reading the document, click the link to go to the Vendor Education Center.

Schedule 03FAC - Facilities Maintenance & Management

Accessing the Vendor Education Center (VEC)

At the Vendor Education Center, if you are a first time user, you will need to register a new account.



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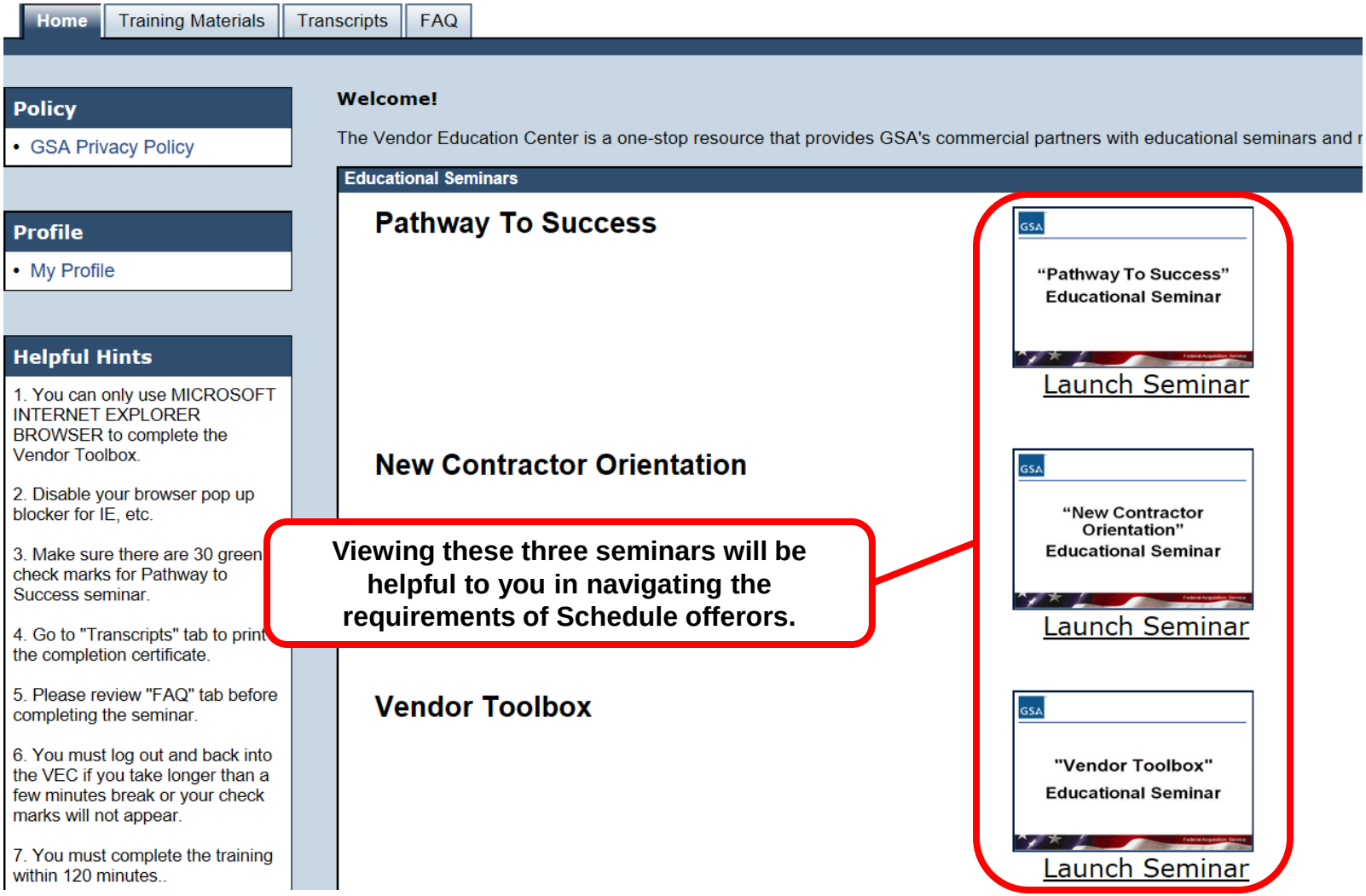
Useful Educational Resources

Once inside the Vendor Education Center, there are numerous seminars that will be helpful in preparing and submitting an offer to Schedule 03FAC.



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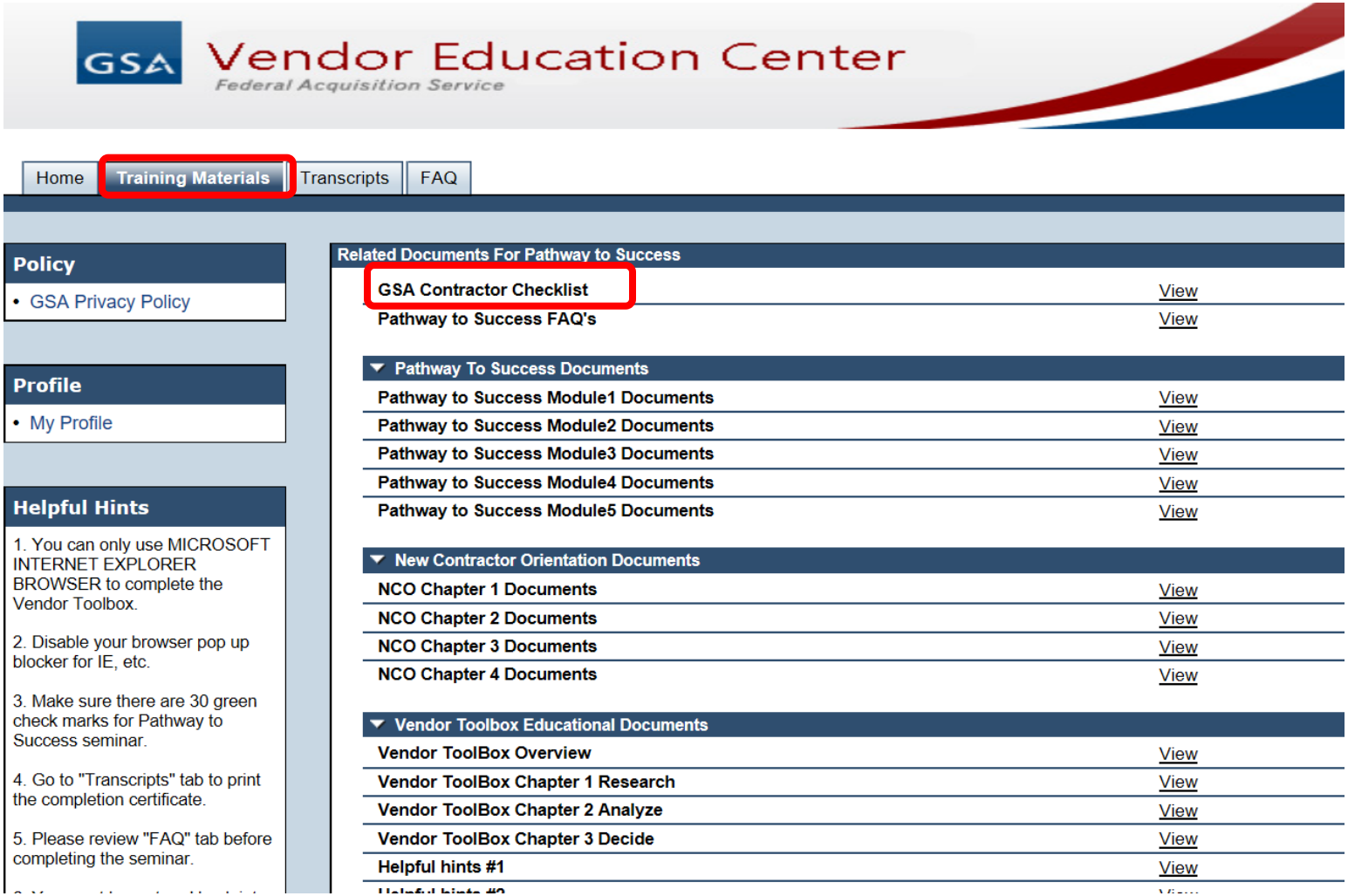
Useful Educational Resources Continued

Under the “Training Materials” tab, you will find a number of additional useful resources. Particularly, the GSA Contractor Checklist provides a comprehensive reference sheet for prospective contractors who are ready to get on a GSA Schedule.



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Prospective Contractor Checklist

The GSA Prospective Contractor Checklist provides a step-by-step approach to the MAS contract award process with the directions, links, and resources necessary to meet all requirements. It is a useful guiding document.

The GSA Prospective Contractor Checklist

Making an offer to the Multiple Award Schedule Program – High Level

The purpose of this checklist is to make it easier for prospective contractor who are ready to get on a GSA Schedule under the Multiple Award Schedule (MAS) Program. In this document you get information and helpful links to important processes you must take to submit your organization's offer. Please print and save this document for future reference.

Chapter 1: Multiple Award Schedule (MAS) Overview

What to Do?	Where to Go?	Actions to Take
Visit the GSA's Vendor Support Center	http://vsc.gsa.gov Vendor Support Center **(VSC)**	Get familiar with the web site
Go to Vendor Education Center Locate MAS training	https://gsafas.secure.force.com/MASTrainingHome "Pathway to Success Educational Seminar **(VEC)**	Register and complete seminars
Visit the Vendor "Toolbox" tab on the top o VSC	https://vsc.gsa.gov/RA/ **(VSC)** Toolkit Research , analyze and decide	Review Readiness Assessment for Prospective Offerors

Chapter 2: Is MAS a Good Fit for You?

What to Do?	Where to Go?	Actions to Take
Identify your target market	https://fbo.gov Federal Business Opportunities **(FBO)**	Search for business opportunities
Identify your target market	https://fpds.gov Federal Procurement Data Systems **(FPDS-NG)**	Research - Federal sales who sold what to whom
Market Research	www.gsaelibrary.gsa.gov GSA Schedule (eLibrary)	Research Federal sales for contractors

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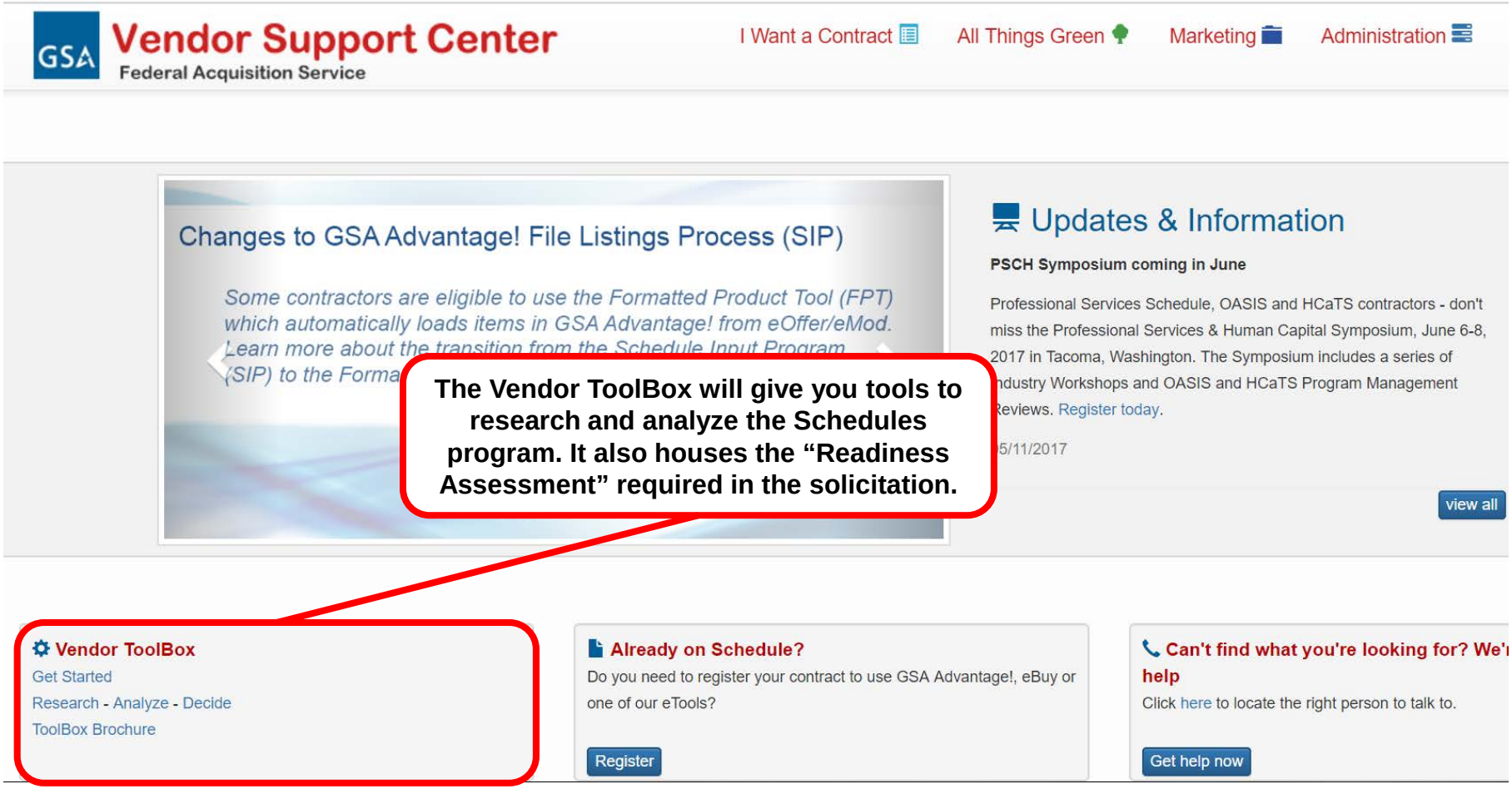
Vendor Support Center (VSC)

Before proceeding, familiarize yourself with the Vendor Support Center: https://vsc.gsa.gov/



The Vendor ToolBox will give you tools to research and analyze the Schedules program. It also houses the "Readiness Assessment" required in the solicitation.

Schedule 03FAC - Facilities Maintenance & Management

Accessing the Schedule 03FAC Solicitation

After reviewing all of the introductory information, return to the FedBizOpps posting of the 03FAC solicitation to review the solicitation and its complementary and supporting documents.
https://www.fbo.gov/index?s=opportunity&mode=form&id=2984386331f368d562cdf0009d5d549f&tab=core&_cview=1

Item 02 is the full solicitation. All other items are the supporting documents.

Schedule 03FAC - Facilities Maintenance & Management

Reviewing Schedule 03FAC Solicitation

A selection of solicitation documents:

Solicitation Document

Title : **Facilities Maintenance and Management**

Solicitation Number : **6FEC-E6-030292-B**

Refresh Number : **29**

Facilities Maintenance and Management

SOLICITATION/CONTRACT/ORDER FOR COMMERCIAL ITEMS
OFFEROR TO COMPLETE BLOCKS 12, 17, 23, 24, & 30

1. REQUISITION NUMBER | PAGE 1 OF
2. CONTRACT NO. | 3. AWARD/EFFECTIVE DATE | 4. ORDER NUMBER | 5. SOLICITATION NUMBER: 6FEC-E6-030292-B -- REFRESH #29 | 6. SOLICITATION ISSUE DATE: 2003-01-10 00:00:00. Orig: Ref:2017-04-27 09:00:00.0
7. FOR SOLICITATION INFORMATION CALL: | a. NAME: Kim Kittrell | b. TELEPHONE NUMBER (No collect calls): 816-823-1288 | 8. OFFER DUE DATE/ LOCAL TIME: NONE
9. ISSUED BY — CODE
CTR FAC MAINT AND HWD
2300 Main Street, 6th floor
KANSAS CITY, MO - 641082416.
10. THIS ACQUISITION IS: [X] UNRESTRICTED OR [ ] SET ASIDE: % FOR: [ ] SMALL BUSINESS [ ] EMERGING SMALL BUSINESS [ ] HUBZONE SMALL BUSINESS [ ] SERVICE-DISABLED VETERAN-OWNED SMALL BUSINESS [ ] 8(A)
NAICS:
SIZE STANDARD:
See Solicitation Part-I
11. DELIVERY FOR FOB DESTINATION UNLESS BLOCK IS MARKED [ ] SEE SCHEDULE
12. DISCOUNT TERMS
[ ] 13a. THIS CONTRACT IS A RATED ORDER UNDER DPAS (15 CFR 700)
13b. RATING
14. METHOD OF SOLICITATION: [ ] RFQ [ ] IFB [X] RFP
15. DELIVER TO — CODE
Ordering Agency
16. ADMINISTERED BY — CODE
See block 9.
17a. CONTRACTOR/ OFFEROR — CODE — FACILITY CODE
TELEPHONE NO.
18a. PAYMENT WILL BE MADE BY — CODE
Ordering Agency
[ ] 17b. CHECK IF REMITTANCE IS DIFFERENT AND PUT SUCH ADDRESS IN OFFER
18b. SUBMIT INVOICES TO ADDRESS SHOWN IN BLOCK 18a UNLESS BLOCK BELOW IS CHECKED [ ] SEE ADDENDUM

19. ITEM NO.	20. SCHEDULE OF SUPPLIES/SERVICES	21. QUANTITY	22. UNIT	23. UNIT PRICE	24. AMOUNT
	See Part I. of the Solicitation.				

6FEC-E6-030292-B (Refresh #29)

GSA SUBCONTRACTING GOALS (How to do the math tips)

Subcontracting goals are subject to change, based on recent achievement levels and as negotiated with the Small Business Administration (SBA). SBA is responsible for the Federal Government Goaling Program and their website at www.sba.gov includes details and background on the goaling process.

- Total estimated subcontracting dollars (or spend) planned to all types of business concerns must be provided, then separately state the dollars that will be subcontracted to each category. All percents for each category will be expressed as a percentage of the **total** subcontracting dollars to all concerns (both large and small)*.
- The **Small** business dollar amount must include all sub-group category amounts; i.e., HUBZone, SDB, WOSB, VOSB, SDVOSB (plus any "other small" businesses that do not fall within one of these specified subgroups). Again note that Alaskan Native Corporations (ANCs) and Indian tribes will be included in the SDB and total small amounts.

*Only the large plus all small should equal the total in both dollars and percents. Do **not** add together subgroups to reach the total Small figure, as the same dollars can be double and triple counted for each group as applicable to the company receiving the order.

	Sample Dollars	GSA Goal (FY 2016)
Total dollars to be subcontracted (to both Large and Small Businesses)	$1,000,000	**100%**
*To **Large** Businesses	$ 710,000*	*71%
*To **all Small** Businesses (includes HUBZone Small, Small Disadvantaged, Women-Owned Small, Veteran-Owned Small, Service-Disabled Veteran-Owned Small, and **Other Small** Business Concerns)	$ 290,000*	*29%
To HUBZone Small Businesses	$ 30,000	3%
To Small Disadvantaged Businesses	$ 50,000	5%
To Women-Owned Small Businesses	$ 50,000	5%
To Veteran-Owned Small Businesses	$ 30,000	3%

SIN(s) Proposed	Service Proposed (e.g. Labor Category or Job Title/Task)	Minimum Education / Certification Level	Minimum Years of Experience (cannot be a range)	Contractor or Customer Facility or Both	Domestic or Overseas	Commercial Price List (CPL) OR Market Prices	Unit of Issue (e.g. Hour, Task, Sq Ft)	Discount Offered to GSA (off CPL or Market Prices) (%)	Price Offered to GSA (Excluding IFF)	Price Offered to GSA (including IFF)	Supporting Invoice or Document Number(Initial submittal)	Page Location
									$ -	$ -		
									$ -	$ -		
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Offer Requirements: Section I – Administrative/Contract Data*

i. Designated Authorized Negotiator
ii. Readiness Assessment for Prospective Offerors
iii. Registered in the System for Award Management (SAM)
iv. Must Provide:
    A. Schedule cancellation letters
    B. Schedule rejection notices
    C. Details regarding a cancelled or expired contract on this Schedule
    D. Other pending Schedule offers
    E. Currently awarded Schedule contracts
v. Two years of financials
vi. Small Business Subcontracting Plan
vii. Do not submit marketing materials
viii. Agent Authorization Letter, if applicable

* This is an abbreviated summary of each requirement. Please see the solicitation for the full requirements.

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Offer Requirements: Section II – Technical Proposal*

i. Factor One – Corporate Experience
   A. Years Experience
   B. Employees and Other Resources Necessary
   C. Development of Expertise
   D. Organizational and Accounting Controls
   E. In-house Resources or Ability to Obtain Them
   F. Marketing to Federal clients
   G. Use of Subcontractors

ii. Factor Two – Past Performance
   A. Past Performance Evaluations valid for one year
   B. Order form with minimum of six customer references
   C. Must submit both the evaluation and the order form
   D. Address any negative feedback

iii. Factor Three – Quality Control
   i. Internal review to facilitate high-quality standards
   ii. Individuals responsible for quality control
   iii. Quality control for subcontractors
   iv. Problem identification process
   v. Quality performance when meeting urgent requirements
   vi. Ability to manage multiple projects simultaneously

vii. Factor Four – Project Experience

* This is an abbreviated summary of each requirement. Please see the solicitation for the full requirements.

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Offer Requirements: Section III – Price Proposal*

i. Price Proposal Template completed consistent with commercial practices

   A. Proposed Prices to include 0.75% Industrial Funding Fee (IFF)

ii. Supporting documentation for each service/product offered

iii. Pricing narrative sufficient to determine fair and reasonable pricing

iv. Travel handled in accordance with clause C-FSS-370

* This is an abbreviated summary of each requirement. Please see the solicitation for the full requirements.

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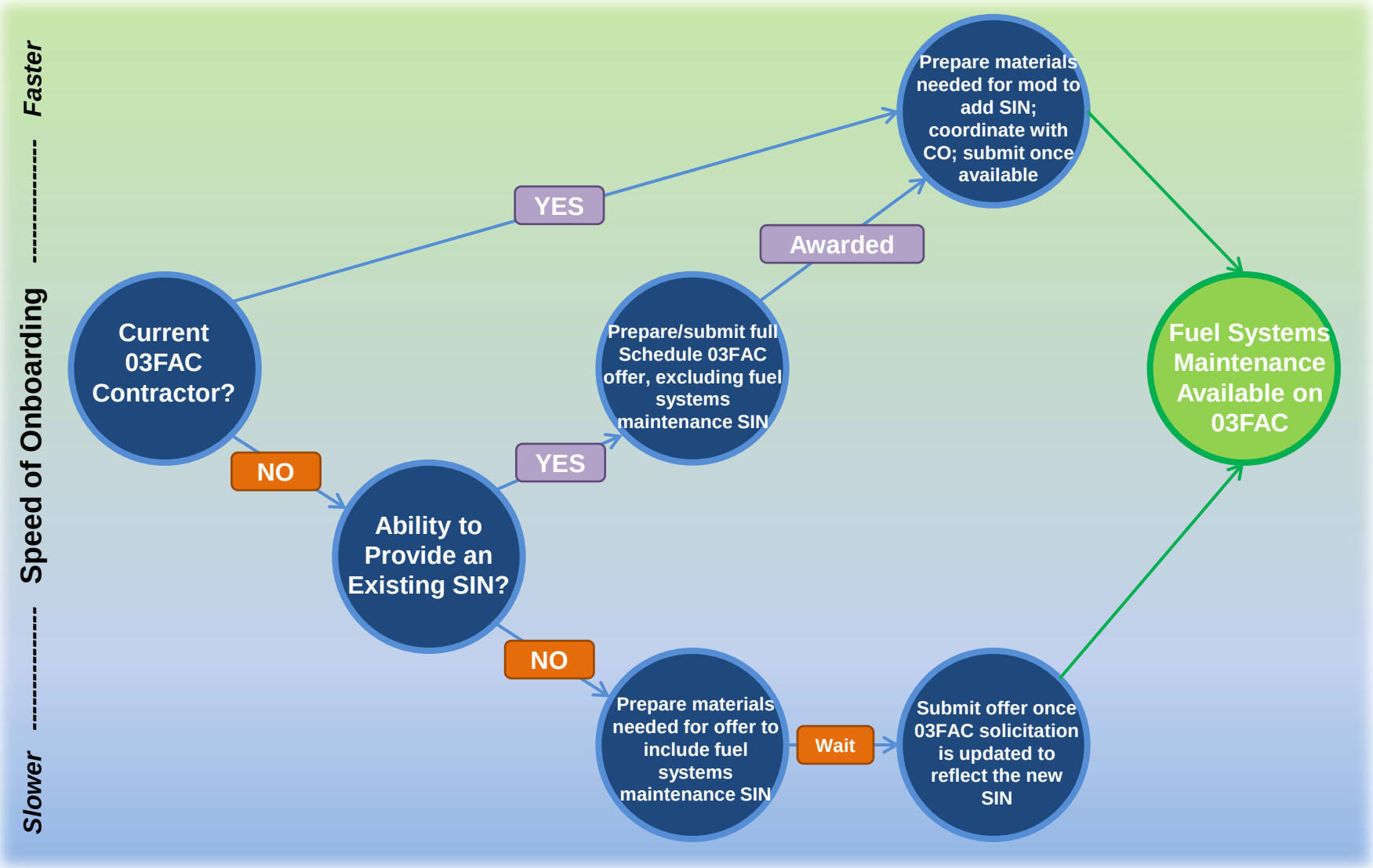
On-boarding Options for the Fuel Systems Maintenance SIN