

SPECIAL NOTICE TO AGENCIES: SMALL BUSINESS PARTICIPATION

SBA strongly supports the participation of small business concerns in the Federal Supply Schedules Program. To enhance Small Business Participation, SBA policy allows agencies to include in their procurement base and goals, the dollar value of orders expected to be placed against the Federal Supply Schedules, and to report accomplishments against these goals.

For orders exceeding the micropurchase threshold, FAR 8.404 requires agencies to consider the catalogs/pricelists of at least three GSA schedule contractors or consider reasonably available information by using the GSA Advantage! on-line shopping service (www.fss.gsa.gov). The catalogs/pricelists, GSA Advantage! and the Federal Supply Service Home Page (www.fss.gsa.gov) contain information on a broad array of products and services offered by small business concerns.

For orders exceeding the micropurchase threshold, customers are to give preference to small business concerns when two or more items of the same delivered price will satisfy the requirement(s).

This information should be used as a tool to assist ordering activities in meeting or exceeding established small business goals. It should also be used as a tool to assist in including small, small disadvantaged, women-owned small, veteran-owned small and service disabled veteran-owned small businesses among those considered when selecting pricelists for a best value determination.

1. COR-O-VAN is a Large business concern.

1a. SIN(s) with appropriate cross-reference to item and/or Service descriptions:

SIN	Description
658-3	Office Relocation

1b. Identification of the pricing methodology:

Labor Hour category net hourly rates that provided GSA with a discount from commercial rates was the pricing methodology employed.

1c COR-O-VAN is proposing hourly rates.

1d. COR-O-VAN is proposing fixed priced contracts.

1e. See COR-O-VAN's pricing on Attachment 1

- 2. Maximum Order is \$1,000,000 per single order.
- 3. Minimum order is \$100:
- 4. Geographic Scope of Coverage (delivery area): Domestic Delivery
- 5. Point(s) of production (city, county, and State or foreign country):

**COR-O-VAN Moving and Storage
901 16th St.
San Francisco, CA 94014**

- 6. Discount from list prices or statement about net price(s):
COR-O-VAN's GSA prices are net prices, including IFF.

- 7. Additional Discounts/Terms:
None

- 7a. Prompt Payment:
30 Net

- 7b. Quantity:
None

- 7c. Dollar Volume:
None

- 7d Government Educational Institutions:
None

8. RESERVED

- 9.a. Notification that Government purchase cards are accepted at or below the micro-purchase threshold.

COR-O-VAN accepts Government purchase cards at or below the micro-purchase threshold.

- 9b. Notification whether Government purchase cards are accepted or not accepted above the micro-purchase threshold.

threshold.

COR-O-VAN accepts Government purchase cards above the micro-purchase threshold.

- 10. Trade Agreements Act of 1979, as amended:

All Services and/or items are U.S. made end products, designated country end products, Caribbean Basin country end products, Canadian end products, or Mexican end products as defined in the Trade Agreements Act of 1979, as amended.

11.a. Time of delivery; (Contractor insert number of days.):

30 Days (ARO)

11b. Expedited Delivery:

Agencies may contact COR-O-VAN to request a faster delivery.

11c. Overnight and 2-day delivery:

Not Applicable

11d. Urgent Requirements:

Agencies may contact COR-O-VAN Group to affect a faster delivery.

12. F.O.B. point(s):

Destination

13. Ordering address(es):

COR-O-VAN Moving and Storage
901 16th St.
San Francisco, CA 94014

13b. Ordering procedures:

For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA's), and a sample BPA can be found at the GSA/FSS Schedule homepage (fss.gsa.gov/schedules).

14. Payment (Remittance) Address(es):

COR-O-VAN Moving and Storage
12375 Kerran St.
Poway, CA 92064

15. Warranty provision:

COR-O-VAN 's Standard Commercial Warranty.

16. Export packing charges (if applicable):

Not Applicable

17. Terms and conditions of Government purchase card acceptance (any thresholds above the micro-purchase level).

Not Applicable

18. Terms and conditions of rental, maintenance, and repair (if applicable).

Not Applicable

19. Terms and conditions of installation (if applicable).

Not Applicable

20. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable).

Not Applicable

20a. Terms and conditions for any other services (if applicable)

Not Applicable

21. List of service and distribution points (if applicable).

Not Applicable

22. List of participating dealers (if applicable)

Not Applicable

23. Preventive maintenance (if applicable).

Not Applicable

24a. Special attributes such as environmental attributes (e.g., recycled content, energy efficiency, and/or reduced pollutants).

Not Applicable

24b. If applicable, indicate that Section 508 compliance

Information is available on Electronic and Information Technology (EIT) supplies and services and show where full details can be found www.corovan.com The EIT standards can be found at: www.Section508.gov/.

25. Data Universal Number System (DUNS) number: 057366270

TIN: 95-1572854

26. Notification regarding registration in Central Contractor Registration (CCR) database.

It is mandatory that the contractor complete CCR registration. COR-O-VAN is registered in CCR, which is valid until **11/02/2006**

27. CONTRACTOR TASKS/SPECIAL REQUIREMENTS (C-FSS-370) (NOV 2003)

(a) Security Clearances: The Contractor may be required to obtain/possess varying levels of security clearances in the performance of orders issued under this contract. All costs associated with obtaining/possessing such security clearances should be factored into the price offered under the Multiple Award Schedule.

(b) Travel: The Contractor may be required to travel in performance of orders issued under this contract. Allowable travel and per diem charges are governed by Pub L. 99-234 and FAR 31, and are reimbursable by the ordering agency or can be priced as a fixed price item on orders placed under the Multiple Award Schedule. The Industrial Funding Fee does NOT apply to travel and per diem charges.

(c) Certifications, Licenses and Accreditations: As a commercial practice, the Contractor may be required to obtain/possess any variety of certifications, licenses and accreditations for specific FSC/Service Code classifications offered. All costs associated with obtaining/possessing such certifications, licenses and accreditations should be factored into the price offered under the Multiple Award Schedule Program.

(d) Insurance: As a commercial practice, the Contractor may be required to obtain/possess insurance coverage for specific FSC/Service Code classifications offered. All costs associated with obtaining /possessing such insurance should be factored into the price offered under the Multiple Award Schedule Program.

(e) Personnel: The Contractor may be required to provide key personnel, resumes, or skill category descriptions in the performance of orders issued under this contract. Ordering activities may require agency approval of additions or replacements to key personnel.

(f) Organizational Conflicts of Interest: Where there may be an organizational conflict of interest as determined by the ordering agency, the Contractor's participation in such order may be restricted in accordance with FAR Part 9.5.

(g) Documentation/Standards: The Contractor may be requested to provide products or services in accordance with rules, regulations, OMB orders, standards and documentation as specified by the agency's order.

(h) Data/Deliverable Requirements: Any required data/deliverables at the ordering level will be as specified or negotiated in the agency's order.

(i) Government-Furnished Property: As specified by the agency's order, the Government may provide property, equipment, materials or resources as necessary.

(j) Availability of Funds: Many Government agencies' operating funds are appropriated for a specific fiscal year. Funds may not be presently available for any orders placed under the contract or any option year. The Government's obligation on orders placed under this contract is contingent upon the availability of appropriated funds from which payment for ordering purposes can be made. No legal liability on the part of the Government for any payment may arise until funds are available to the ordering activity's Contracting Officer.

28. CONTRACT ADMINISTRATION FOR ORDERING ACTIVITIES

Any ordering activity, with respect to any one or more delivery orders placed by it under this contract, may exercise the same rights of termination as might the GSA Contracting Officer under provisions of FAR 52.212-4 [Contract Terms and Conditions- Commercial Items, paras (l) Termination for the Ordering Activity's Convenience, and (m) Termination for Cause.

29. CONTRACTOR TEAM ARRANGEMENTS

Contractors participating in contractor team arrangements must abide by all terms and conditions of their respective contracts. This includes compliance with Clauses 552.238-74 Industrial Funding Fee and Sales Reporting. That is, each contractor (team member) must report sales and remit the IFF for all products and services provided under its individual contract or task work order.

30. BLANKET PURCHASE AGREEMENTS (BPAs)

Federal Acquisition Regulation (FAR) 13.303-1(a) defines Blanket Purchase Agreements (BPAs) as "...a simplified method of filling anticipated repetitive needs for supplies or services by establishing 'charge accounts' with qualified sources of supply." The use of Blanket Purchase Agreements under the Federal Supply Schedule Program is authorized in accordance with FAR 13.303-2(c) (3), which reads, in part, as follows:

"BPAs may be established with Federal Supply Schedule Contractors, if not inconsistent with the terms of the applicable schedule contract."

Federal Supply Schedule contracts contain BPA provisions to enable schedule users to maximize their administrative and purchasing savings. This feature permits schedule users to set up "accounts with Schedule Contractors to fill recurring requirements. These accounts establish a period of the BPA and generally address issues such as the frequency of ordering and invoicing, authorized callers, discounts, delivery locations and times. Agencies may qualify for the best quantity/volume discounts available under the contract, based on the potential volume of business that may be generated through such an agreement, regardless of the size of the individual orders. In addition, agencies may be able to secure a discount higher than that available in the contract based on the aggregate volume of business possible under a BPA. Finally, Contractors may be open to a progressive type of discounting where the discount would increase once the sales accumulated under the BPA reach certain prescribed levels. Use of a BPA may be particularly useful when vying for specific dollar level(s) under the Maximum Order feature.

31. PURCHASE OF OPEN MARKET ITEMS

NOTE: Open Market Items are also known as incidental items, noncontract items, non-Schedule items, and items not on a Federal Supply Schedule contract.

For administrative convenience, an ordering activity contracting officer may add items not on the Federal Supply Multiple Award Schedule (MAS) – referred to as open market items – to a Federal Supply Schedule blanket purchase agreement (BPA) or an individual task or delivery order, only if-

- (1) All applicable acquisition regulations pertaining to the purchase of the items not on the Federal Supply Schedule have been followed (e.g., publicizing (Part 5), competition requirements (Part 6), acquisition of commercial items (Part 12), contracting methods (Parts 13, 14, and 15), and small business programs (Part 19));
- (2) The ordering activity contracting officer has determined the price for the items not on the Federal Supply Schedule is fair and reasonable;
- (3) The items are clearly labeled on the order as items not on the Federal Supply Schedule (or OPEN MARKET ITEMS); and
- (4) All clauses applicable to items not on the Federal Supply Schedule are included in the order.

32. INSTALLATION, DEINSTALLATION, REINSTALLATION

The Davis-Bacon Act (40 U.S.C. 276a - 276a-7) provides that contracts in excess of \$2,000 to which the United States or the District of Columbia is a party for construction, alteration, or repair (including painting and decorating) of public buildings or public works with the United States, shall contain a clause that no laborer or mechanic employed directly upon the site of the work shall receive less than the prevailing wage rates as determined by the Secretary of Labor. The requirements of the Davis-Bacon Act do not apply if the construction work is incidental to the furnishing of supplies, equipment, or services. For example, the requirements do not apply to simple installation or alteration of a public building or public work that is incidental to furnishing supplies or equipment under a supply contract. However, if the construction, alteration or repair is segregable and exceeds \$2,000, then the requirements of the Davis-Bacon Act applies.

The ordering activity issuing the task order against this contract will be responsible for proper administration and enforcement of the Federal labor standards covered by the Davis-bacon Act. The proper Davis-Bacon wage determination will be issued by the ordering activity at the time a request for quotations is made for applicable construction classified installation, de-installation, and reinstallation services under SIN 712-3.

33. PRIME CONTRACTOR ORDERING FROM FEDERAL SUPPLY SCHEDULES

Prime Contractors (on cost reimbursement contracts) placing orders under Federal Supply Schedules, on behalf of an ordering activity, shall follow the terms of the applicable schedule and authorization and include with each order-

A copy of the authorization from the ordering activity with whom the contractor has the prime contract (unless a copy was previously furnished to the Federal Supply Schedule contractor); and

The following statement::

This order is placed under written authorization from _____ dated _____.
In the event of any inconsistency
Between the terms and conditions of this order and those of your Federal Supply
Schedule contract, the latter will govern.

34. INSURANCE – WORK ON A GOVERNMENT INSTALLATION (JAN 1997) (FAR 52.228-5)

- (a) The Contractor shall, at its own expense, provide and maintain during the entire performance of this contract, at least the kinds and minimum amounts of insurance required in the Schedule or elsewhere in the contract.
- (b) Before commencing work under this contract, the Contractor shall notify the Contracting Officer in writing that the required insurance has been obtained. The policies evidencing required insurance shall contain an endorsement to the effect that any cancellation or any material change adversely affecting the Government's interest shall not be effective—
 - (1) For such period as the laws of the State in which this contract is to be performed prescribe; or
 - (2) Until 30 days after the insurer or the Contractor gives written notice to the Contracting Officer, whichever period is longer.
- (c) The Contractor shall insert the substance of this clause, including this paragraph (c), in subcontracts under this contract that require work on a Government installation and shall require subcontractors to provide and maintain the insurance required in the Schedule or elsewhere in the contract. The Contractor shall maintain a copy of all subcontractors' proofs of required insurance, and shall make copies available to the Contracting Officer upon request.