

NROTC Unit Supply Binder - Tab 3-6

SUBJECT: Furniture Ordering SOP

PURPOSE: To inform NROTC Unit Supply Technicians of the process for ordering furniture in accordance with current Navy policy.

OVERVIEW: All CHs shall purchase office and industrial and institutional furniture in accordance with NAVSUPINST 4200.99C, Chapter 4, PCAN FY21 #15. Purchases for furniture that fall between \$3,500 and \$10,000 will have regulatory requirements via Federal Prison Industries (FPI) – Trade name “UNICOR”. Purchases above the \$10,000 micro purchase threshold will be required to follow general contracting procedures.

As per PCAN FY21 #15 – Policy Update to GPC Proper Use (Released 6 August 2021) DASN (P) has canceled the DoN policy for the mandatory use of Navy Office Supply, Furniture, IT and Wireless Services contracts. These contracts have been removed from the Category Management website and effective immediately, the DoN Directed Procurement Policy is no longer mandatory.

ACTION REQUIRED: NROTC Cardholders should follow the below procedures to comply with the furniture acquisition policy.

The host educational institution shall be the first source for office and classroom furniture in accordance with the Unit Establishment Agreement. As per the UEA, offices will be outfitted with appropriate furniture in the same manner as the offices and furniture provided to other faculty and support personnel at University who are of comparable stature. Classrooms will be outfitted with appropriate furniture.

If necessary, office furniture may be purchased with prior approval utilizing authorized vendors if such monies exist in the unit’s budget. Requests to acquisition office / classroom furniture may be submitted to NSTC N9 NROTC Operations. Contact NSTC N4 for the format. If approved, classroom furniture shall be ordered via the below outlined procedures.

Furniture Ordering can be grouped into three separate categories; under \$3500.00, \$3500.00 to \$10,000.00 and \$10,000.00 and above. Each has a separate set of requirements.

1. Below the Micro-Purchase Threshold, between \$1.00 and \$3500.00.

Purchase from FPI (UNICOR) using the GPC is NOT mandatory and a waiver is NOT required if the total dollar amount of the purchase is below \$3500.00. Purchasing at this dollar amount can

be conducted following the standard GPC requirements and approved sources of supply (GSA / AIB Servemart / Fedmall, Etc).

2. Below the Micro-Purchase Threshold, Between \$3,501 to \$10,000.

Purchase from FPI (UNICOR) using the GPC IS mandatory if the total dollar amount of the purchase is between \$3501.00 and \$10,000.00. All initial requests will be reviewed by FPI (UNICOR) to determine if they will be able to support the request. If UNICOR is unable to support the request they will provide a waiver authorizing the unit to utilize an alternate approved source of supply.

- a. Determine the requirement and timeframe the requirement must meet.
- b. Submit to FPI (UNICOR) an itemized Microsoft excel spreadsheet that contains a basic description of the items, color, size and quantity (see example below).

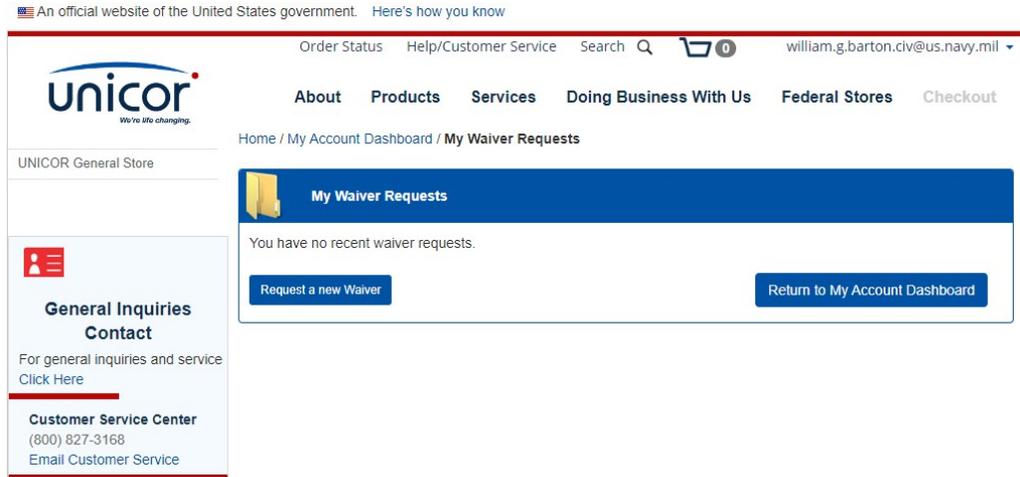
<i>ITEM</i>	<i>QUANTITY</i>	<i>MEASUREMENT</i>	<i>COLOR</i>
<i>EXECUTIVE DIRECTOR OFFICE</i>			
Right Pedestal Bow Front Desk/ Center Drawer, Locking utility/box/file drawers in right pedestal, One pullout writing shelf, Center drawer included.	1	72"x36"	Windsor Cherry
Desk Height Bridge	1	48"	Windsor Cherry
Left Lateral File Credenza, Two side locking lateral file drawers on left, One grommet in top of back panel	1	72"	Windsor Cherry
Traditional End Table	2	22" x 27" x 18"	Windsor Cherry
Guest Chairs, Traditional	4		
Traditional Cocktail Table	1	54" x 24" x 16"	Windsor Cherry
Rectangular Coffee Table	1	72"x36"	Windsor Cherry
Overhead Storage Unit w/ light and lock	1	72"	Windsor Cherry
High Two Door Traditional Bookcase, Two adjustable shelves on top, Fixed middle shelf, Crown molding on front and sides, One adjustable shelf in lower storage behind doors	1	77"	Windsor Cherry
High Back Executive Chair, Madras Leather	1		Black
Modular 3 Seater Sofa, Madras Leather	1		Black
Modular Club Chairs, Madras Leather	2		Black

- c. Lists can be submitted to the below FPI (UNICOR) Point of Contact of by using the UNICOR Website. To use the website an account must be created.

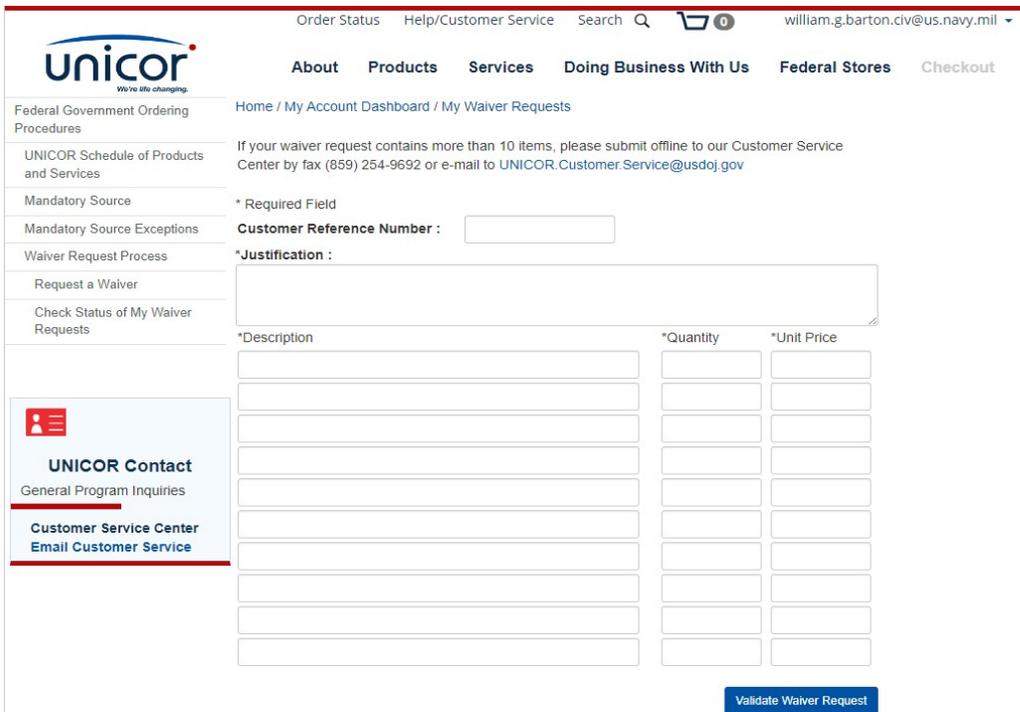
Natalie Beck
 UNICOR Sales Central
 314.941.3167
natalie.beck@oei-inc.com

UNICOR Website: [UNICOR Home Page](#)

To submit a waiver, log into the UNICOR website and under your name use the dropdown to select “My Waivers”. Select “Request a new Waiver”



Fill out the online waiver form with all required information and submit.



d. FPI (UNICOR) will make a determination as to whether they are able to support the purchase, and provide the response via the website in the “My Waivers” section. If FPI (UNICOR) is unable to support, a waiver will be provided allowing the unit to reach out to other 889 compliant sources of supply to purchase the items in accordance with GPC procedures. Retain the waiver in the hardcopy and electronic files for future audit.

3. Above the Micro-Purchase Threshold, (\$10,000 and above).

Any furniture orders that exceed the GPC micro purchase threshold will be processed as a contracting action and submitted to FLC in accordance with those procedures. A contracting action requires a number of specific documents. All initial requests will be reviewed by FPI (UNICOR) to determine if they will be able to support the request. If UNICOR is unable to support the request they will provide a waiver authorizing the unit to utilize an alternate approved source of supply for the contracting action.

- a. Statement of Work (SOW) that clearly outlines the requirement and covers at a minimum background, scope, tasks and a period of performance. A SOW must be written in such a way that it clearly outlines the requirement and leave no room for ambiguity. (see example below).
- b. Vendor Quotes. At a minimum three quotes from authorized 889 compliant vendors must be included with the contracting action.
- c. Funding Document. A funding document must be created in the financial system to fund the cost of the Contracting Action.
- d. Market Research Memorandum.
- e. Independent Government Estimate Spreadsheet.
- f. Certification – Inherently Governmental Functions Indicator.
- g. Certification of Non-Personal Services Contract.
- h. NAVSUP WAWF Routing Table.
- i. Other requirements / actions that will be determined by the Contracting Specialist.

N4 Supply Management Specialists and Contracting Specialists can be contacted to further clarify any items needed for the Contracting Action and the process for creating and submitting documents.

Once all required documents are assembled, they will be submitted in the NAVSUP Funding Document Manager and the NAVSUP Procurement Tracker Tool. Links for both are below.

FDM

[https://my.navsop.navy.mil/apps/ops\\$fdm.home](https://my.navsop.navy.mil/apps/ops$fdm.home)

ProTrack

[https://my.navsop.navy.mil/apps/ops\\$protrack.home](https://my.navsop.navy.mil/apps/ops$protrack.home)

SOW Example.

**STATEMENT OF WORK
FOR
Executive Director Suite and N8 Office Furniture**

1.0 BACKGROUND

Naval Service Training Command (NSTC) is currently replacing aged furniture in both the Executive Director Suite and N8 Office, both located in Building 1 at Naval Station Great Lakes. Building 1 is a pre-1930 constructed building consisting of three floors including two mezzanine with wide hallways and stairwells. Building 1 does not have a passenger or freight elevator, and the contractor will need to factor approximately 65 steps into the labor quotation.

2.0 SCOPE: The Contractor shall supply all labor, tools and supervision for the removal and disposal of old office furniture and cubicle systems in both office spaces as well as delivery and installation of new office furniture and cubicle systems. The Contractor shall provide additional ancillary hardware (screws, bolts, washers, etc.) in order to facilitate said items.

3.0 TASKS:

- 3.1. The Contractor shall disassemble, remove and dispose of the old office furniture in the Executive Director Suite with the exception of the six (6) Conference Chairs.
- 3.2. The Contractor shall provide delivery, assembly and installation of new furniture. New items should match as closely to the current style and color of original items being replaced in order to support uniformity. Items in the Executive Director Suite to be purchased are included below.
 - a. Traditional Cocktail Table, Color Windsor Cherry, 54"x24"x16" (1)
 - b. Right Ped Bow Front Desk/Center Drawer, Color Winsor Cherry, 72"x36" (1)
 - c. Traditional End Table, Color Windsor Cherry, 22"x27"x18" (2)
 - d. Rectangular Conference Table, Color Windsor Cherry, 72"x36" (1)
 - e. 77" High Two Door Traditional Bookcase, Color Winsor Cherry, 36"x16" (1)
 - f. Overhead Storage Unit; Color Winsor Cherry, 72" (1)
 - g. Arm Chair, Color Black Leather, (2)
 - h. Executive Swivel, Upholstered Arm Caps, Color Black Leather, (1)
 - i. Sofa, Color Black Leather, (1)
 - j. Desk Height Bridge 48" (1)
 - k. Left Lateral File Credenza, Color Winsor Cherry, 72" (1)
- 3.3. The Contractor shall disassemble, remove and dispose of four (4) old cubicle systems in the N8 Office.
- 3.4. The Contractor shall provide delivery, assembly and installation of the new cubicle systems in the N8 Office included below. The new cubicle system should be of similar style and color (grayscale with minimal color variation) of other systems in nearby spaces to best support uniformity.
 - a. 23"d, B/B/F, Mobile Pedestal, No cushion (4)
 - b. 23"d, F/F, Mobile Pedestal, No Cushion (4)
 - c. Lock for 13" Flipper Door (4)
 - d. 66"h x 36"w, Monolithic Fabric Panel, Non-Powered, Raceway Cover No, Punch (4)
 - e. 66"h x 42"w, Monolithic Fabric Panel, Non-Powered, Raceway Cover No, Punch (12)
 - f. 60"w x 42"d1 x 24"d2, Right, Extended Curved Corner Worksurface with 3mmPVC Edge Trim 1" Thick, Std with 2 scoops (2)
 - g. 84"w x 42"d1 x 24"d2, Right, Extended Curved Corner Worksurface with 3mm PVC Edge Trim 1" Thick, Std with 2 scoops (2).

- h. 84" w x 42" d1 x 24" d2, Left, Extended Curved Corner Worksurface with 3mm PVC Edge Trim 1" Thick, Std with 2 scoops (2).
- i. 14.5" h x 42" w, Overhead Flipper Door Storage (4)
- j. 60" w x 42" d1 x 24" d2, Left, Extended Curved Corner Worksurface with 3mm PVC Edge Trim 1" Thick, Std with 2 scoops (2)
- k. Flat Bracket (4).
- l. 48" h, 2-Way, Universal Corner Post (With All Clips), Post Trims, Post Base cap (2).
- m. Corner Bracket left and right (8).
- n. 15" Left Cantilever, Mounting Bracket (10).
- o. 15" Right Cantilever, Mounting Bracket (10).
- p. 48" h, End of Run Trim Insert for Panel (6).
- q. 48" h x 24" w, Monolithic Fabric Panel, Non-Powered, Raceway Cover No punch (12).
- r. 18" h, Trim Insert for Step Down (6).
- s. 66" h, 2-Way, Universal Corner Post (With All Clips), Post Trims, Post Base cap (6).
- t. 66" h, 3-Way, Universal Corner Post (With All Clips), Post Trims, Post Base cap (2).

4.0 INSTALLATION ACCESS: The Contractor is required to submit a list of all personnel who will be accessing Naval Station Great Lakes immediately upon awarding of the contract. The Contractor employee is required to pass the Navy's vetting process prior to being able to get a visitor's pass to access the installations. The vetting process takes approximately 10 working days to complete. All vehicles are required to be properly licensed and insured.

5.0 PERIOD OF PERFORMANCE: The Government anticipates that the required dates are listed below. The exact scheduled service date(s) will be coordinated by the Government Representative after contract award.

- a. Start: Week of 01 August 2022 / Alternate week of 08 August 2022
- b. Complete by: NLT 30 days after the accepted start date.

6.0 WORK HOURS: Work hour at the installation will be between 0630 and 1500. Work hours may vary upon mutual agreement between the Government Representative and the Contractor and at no additional cost to the Government.

7.0 PLACES OF PERFORMANCE: Naval Station Great Lakes, 2601A Paul Jones Street, Bldg 1, Great Lakes, IL 60088.

8.0 CONTRACTOR REQUIREMENTS:

- a. Certifications and Licensures: The Contractor shall possess and provide upon demand a copy of all federal and state required certifications and licenses.
- b. Certificate of Liability Insurance: The Contractor shall possess the minimum insurance requirements established by both federal and state laws.
- c. The Contractor shall only employ personnel on this contract that meet vetting requirements needed to access a federal installation.

9.0 COVID-19 SAFEGUARD. The Contractor shall comply with the Center of Disease Control recommended COVID-19 safety guidelines to include wearing a face covering over the nose and mouth along with social distancing.

10.0 GOVERNMENT REPRESENTATIVE: The Government Representative is the only designated Government Official to act on behalf of the Government in the execution of this contract. The Contractor shall not take or seek guidance from any other Government employee or other an employee under a different contract. The Contractor's site supervisor shall immediately address any issue in the execution of this contract with the Government Representative. If the Contractor determines they are not able to meet

one of the items outlined in the SOW, they are to contact the Government Representative immediately to discuss alternative plans of action.

11.0 PAYMENT: Payment will be made via WAWF (see attached table)

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