



U.S. General Services Administration

# **Ordering Guide For the Janitorial and Sanitation (JanSan) Supplies Purchasing Channel Strategic Sourcing Blanket Purchase Agreements (BPAs)**

**Issued August 13, 2014**

The top of the slide features a close-up, slightly blurred image of the American flag, showing the stars and stripes. Below the flag is a solid dark red horizontal bar.

## Document Overview

- Overview
- Ordering Procedures
- How to Buy JanSan Supplies
- Points of Contact



# JanSan BPAs Overview

- Established July 17, 2014
- BPAs are agreements with vendors that provide discounts
  - Increased discounts triggered at \$6M, \$12M, \$18M, and \$24M and \$30M tiers;
  - Aggregate amount per vendor trigger tiers, discounts vary depending on vendor
- Eighteen vendors established BPAs across the four vendor categories – 15 of which are small business
- Four distinct vendor categories – Cleaning Compounds and Related Dispensers and Non-Motorized Cleaning Equipment and Trash Receptacles; Paper Products and Related Dispensers; and Motorized Floor Cleaning Equipment and Accessories

## JanSan BPA Vendors by Category

| Category                                  | Vendor Name  | BPA #        | SocioEcon Status |
|---|--|--------------|------------------|
| Cleaning Compounds and Related Dispensers | Acuity Specialty Products, Inc. dba Zep Sales and Service<br><i>Under \$100 fee: \$29.50</i> | GS-07F-BA385 | O                |
|   | Ansley Business Materials of Chicago, Inc.<br><i>Under \$100 fee: \$25.00</i>                | GS-07F-BA386 | S                |
|   | CAPP, Inc.<br><i>Under \$100 fee: \$0</i>  | GS-07F-BA388 | S                |
|   | Independent Stationers, Inc.<br><i>Under \$100 fee: \$10</i>                                 | GS-07F-BA389 | S                |
|   | Noble Supply & Logistics<br><i>Under \$100 fee: \$0</i>                                      | GS-07F-BA394 | WSOB             |
|   | Premier & Companies, Inc.<br><i>Under \$100 fee: \$10.00</i>                                 | GS-07F-BA396 | S                |
|   | Shelby Distributions, Inc.<br><i>Under \$100 fee: \$25.00</i>                                | GS-07F-BA400 | SDVOSB           |
|   | Supplies Now, Inc.<br><i>Under \$100 fee: \$5.95</i>   | GS-07F-BA407 | S                |
|   | The Office Group Inc.<br>dba Stephens Office Supply<br><i>Under \$100 fee: \$0</i>           | GS-07F-BA393 | WOSB             |
|   | WECsys LLC<br><i>Under \$100 fee: \$10.00</i>  | GS-07F-BA398 | S                |

## JanSan BPA Vendors by Category

| Category   | Vendor Name  | BPA #        | SocioEcon Status |
|--|--|--------------|------------------|
| Non-Motorized Floor Cleaning Equipment & Trash Receptacles | Capitol Supply, Inc.<br><i>Under \$100 fee: \$15.00</i>                            | GS-07F-BA387 | S                |
|  | CAPP, Inc.<br><i>Under \$100 fee: \$0</i>  | GS-07F-BA388 | S                |
|  | Noble Supply & Logistics<br><i>Under \$100 fee: \$0</i>                            | GS-07F-BA394 | WSOB             |
|  | Premier & Companies, Inc.<br><i>Under \$100 fee: \$10.00</i>                       | GS-07F-BA396 | S                |
|  | Shelby Distributions, Inc.<br><i>Under \$100 fee: \$25.00</i>                      | GS-07F-BA400 | SDVOSB           |
|  | The Office Group Inc.<br>dba Stephens Office Supply<br><i>Under \$100 fee: \$0</i> | GS-07F-BA393 | WSOB             |
|  | W. W. Grainger, Inc.<br><i>Under \$100 fee: \$0</i>                                | GS-07F-BA397 | O                |
|  | WECsys LLC<br><i>Under \$100 fee: \$10.00</i>                                      | GS-07F-BA398 | S                |

## JanSan BPA Vendors by Category

| Category                              | Vendor Name  | BPA #        | SocioEcon Status |
|---------------------------------------|--|--------------|------------------|
| Paper Products and Related Dispensers | CAPP, Inc.<br><i>Under \$100 fee: \$0</i>  | GS-07F-BA388 | S                |
|                                       | Global Procurement Solutions, Inc.<br><i>Under \$100 fee: \$5.00</i>                 | GS-07F-BA391 | SDVOSB           |
|                                       | Independent Stationers, Inc.<br><i>Under \$100 fee: \$10</i>                         | GS-07F-BA389 | S                |
|                                       | Noble Supply & Logistics<br><i>Under \$100 fee: \$0</i>                              | GS-07F-BA394 | WOSB             |
|                                       | Premier & Companies, Inc.<br><i>Under \$100 fee: \$10.00</i>                         | GS-07F-BA396 | S                |
|                                       | Sterling Business Machines, Inc.<br><i>Under \$100 fee: \$5.00</i>                   | GS-07F-BA392 | WOSB             |
|                                       | Supplies Now, Inc.<br><i>Under \$100 fee: \$5.95</i>                                 | GS-07F-BA407 | S                |
|                                       | The Office Group Inc.<br>dba Stephens Office Supply<br><i>Under \$100 fee: \$0</i>   | GS-07F-BA393 | WOSB             |
|                                       | TSRC, Inc. dba Frank Parsons Co – The Supply Room<br><i>Under \$100 fee: \$15.00</i> | GS-07F-BA395 | WOSB             |

## JanSan BPA Vendors by Category

| Category   | Vendor Name  | BPA #        | SocioEcon Status |
|--|--|--------------|------------------|
| Motorized Floor Cleaning Equipment & Accessories | Document Imaging Dimensions, Inc.<br><i>Under \$100 fee: \$0</i>                   | GS-07F-BA390 | WOSB             |
|  | Noble Supply & Logistics<br><i>Under \$100 fee: \$0</i>                            | GS-07F-BA394 | WOSB             |
|  | Premier & Companies, Inc.<br><i>Under \$100 fee: \$10.00</i>                       | GS-07F-BA396 | S                |
|  | Staples Advantage dba Staples<br><i>Under \$100 fee: \$25.00</i>                   | GS-07F-BA401 | O                |
|  | The Office Group Inc.<br>dba Stephens Office Supply<br><i>Under \$100 fee: \$0</i> | GS-07F-BA393 | WOSB             |
|  | W. W. Grainger, Inc.<br><i>Under \$100 fee: \$0</i>                                | GS-07F-BA397 | O                |
|  | WECsys LLC<br><i>Under \$100 fee: \$10.00</i>                                      | GS-07F-BA398 | S                |
|  | Wrigglesworth Enterprises, Inc.<br><i>Under \$100 fee: \$0</i>                     | GS-07F-BA399 | WOSB             |



# Value to the Customer

- Government savings
  - Projected savings average 7 to 15.%
  - Tiered pricing provides more discounts over life of BPA
- Data collection
  - Identified top “market basket” JanSan items purchased by government; leveraged buying power for those items
- Enable Agency socio-economic goals
  - Fifteen out of eighteen JanSan BPAs awarded to small business vendors



# JanSan Goals

- Achieve savings
- Capture data
- Enable achievement of socio-economic goals
- Drive compliance with mandates, acts, orders
- Conform with Agency business practices
- Be easy to use



# Sustainability

- **BioPreferred:** The U.S. Department of Agriculture (USDA) manages the BioPreferred program, which includes a Federal procurement preference program. Under this program, USDA designates categories of biobased products (e.g., glass cleaners). As a part of the designation process, USDA establishes the minimum biobased content for the category. Visit <http://www.biopREFERRED.gov> to learn more.
- **Comprehensive Procurement Guidelines (CPG):** Under the CPG program, the U.S. Environmental Protection Agency (EPA) designates products that are or can be made with recovered materials, and recommends practices for buying these products (minimum content levels). Once a product is designated, procuring federal agencies are required to purchase it with the highest recovered material content level practicable. Visit [www.epa.gov/cpg](http://www.epa.gov/cpg) to learn more.



## What If the Product I Want to Buy Is Not On the JanSan BPA?

- By purchasing JanSan supplies through the BPAs, customers are able to ensure that they are meeting all relevant mandates and procurement regulations (TAA, EO 13514)
- Recommend purchasing an item that meets the form, fit and function to the supply you are intending to purchase
- Items can be added to the BPA through the modification process and the supplier will have to initiate this process



# Delivery Order Status

- Vendors to provide real-time order status
- Standard delivery CONUS up to 5-7 business days, where applicable
- Provide overnight, second day, expedited CONUS delivery for fee
- Damaged goods are contractors' responsibility and liability
  - Replace within three business days of notification of damage and will adhere to the delivery timeframes of original order



## Ordering Procedure For Orders At Or Below the Micro Purchase Threshold (\$3,000)

- Attempt to distribute orders among all BPA holders
  - Vendors have an order minimum of \$100
  - Smaller orders may be placed with some vendors, but a small fee may be incurred
- As part of the government's sustainable ("green") mandates, place larger orders to reduce the number of deliveries and transactions



## Orders Exceeding Micro-Purchase Threshold (\$3,000)

- Employee with appropriate purchasing authority must execute the order
- Must evaluate all of the BPA vendors – survey *GSA Advantage!*<sup>®</sup>, vendor catalogs, or vendor pricelists
  - Don't need to survey vendors outside the JanSan BPAs



## Unusual, Unique, and High-Dollar-Value Orders (Over \$150,000)

- Although a price reduction may be sought at any time, this threshold represents the point at which, given the dollar value of the potential order, the ordering activity shall seek a price reduction
- Encouraged to use GSA's E-Buy system or a reverse auction



# ReverseAuctions<sup>SM</sup> through GSA eBuy

- With ReverseAuctions<sup>SM</sup>, JanSan contractors compete one-on-one for agency business. Through [www.reverseauctions.gsa.gov](http://www.reverseauctions.gsa.gov), authorized ordering activity personnel submit a solicitation, then contractors under the JanSan purchase channel BPAs can submit bids that compete off of each other's submitted pricing.
- An award can then be made to the lowest bidder if it meets the solicitation's terms and conditions and is technically acceptable. Ordering activity personnel will need a valid GSA eBuy user name and password to use this site.
- Training is available



## What If My Order Doesn't Meet the Minimum Purchasing Requirement?

- Minimum purchasing amount: \$100
  - May be charged a convenience fee if below minimum
- We recommend that you pool together other purchases in your office using the "Park Cart" feature on *GSA Advantage!*<sup>®</sup>
- Develop a strategy to purchase more items less frequently, planning ahead, so that you are making larger purchases



# Tax Exemption

- Purchases on behalf of the Federal Government are exempt from most taxes
- In accordance with FAR 52.212-4, Taxes, the BPA price includes all applicable Federal, State and local taxes



# **GSA Advantage!**<sup>®</sup>

*The new, discounted JanSan pricing should be available  
by December 2014*



# Steps to Ordering From GSA Advantage!<sup>®</sup>

1. Go to <https://www.gsaadvantage.gov>
2. Log in using your username and password
3. Back at the home page find “Shop by Category” in the upper left hand side
4. Locate the ‘Janitorial and Sanitation FSSI’ option
5. Begin search!
6. Add items to your cart and check out with your appropriate method of payment



# Other Purchasing Channels Available

- Agency virtual stores
- Vendors websites
- DoD EMALL
- Phone, fax, or directly with the vendor
- BPA pricing for walk-in customers



# Information Sources

- <http://www.strategicsourcing.gov>
  - Agency guidance documents
  - How-to videos (coming soon)
  - JanSan and agency performance reports (ETA Q2 2015)
- <http://www.gsa.gov/fssijansan>
  - List of all BPAs with vendor information
  - GSA contact information
  - Ordering guide and links to purchasing websites
- <http://www.gsa.gov/csd>
  - Find your local GSA Customer Service Director



# Thank You From the GSA JanSan Program Team

Feel free to contact us!

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