

## DVA Tampa Office Ordering Guidelines

a. Activities can use the DVA Tampa office as an alternative contracting source to procure non-medical equipment and supplies. The Tampa office will process requests for furniture when a UNICOR waiver is included with the request. Although this program is focused on buying items available on Federal Supply Schedules (FSSs), such as VA and GSA contracts, Open Market contracts can also be negotiated. Requests should be limited to \$2500 or more due to the micropurchase limit and the IMPAC program. Exceptions to the \$2500 rule are handled on a case by case basis. Surcharges are as follows:

<u>FSS Items</u>		<u>Open Market Items</u>	
<\$15,000	\$150	<\$5,000	\$175
≥\$15,000	1%	≥\$5,000	3.5%

b. All requisitions must be submitted using AF Forms 9. Ensure that the following information is provided on, or submitted with, all requests:

- (1) “Ship to” address
- (2) Accounting and Finance Office address for direct billing
- (3) Complete description of requested item
  - Document number (use 3750 document block)
  - Item description
  - Quantity and price
  - Training and/or accessories required (listed and priced as separate line items, but does not require a separate requisition number)
  - VA or GSA schedule number, if applicable
- (4) Current product literature and/or price quote
- (5) Brand name or sole source justification, if applicable
- (6) Emergency request justification and required delivery date, if applicable
- (7) Known shipping costs listed as a separate line item (does not require a separate requisition number)
- (8) Certified fund citation (ensure that the surcharge and any shipping costs are included in the total cost)
- (9) Name, phone number, and e-mail address (if available) of MEMO point of contact

c. Use the following codes when establishing the master record or due-in to ensure proper processing:

RID = OGR                      PS&M = GO

d. All requests may be faxed to (813) 903-4838 or mailed to the Tampa office at the following address:

James A Haley Veterans’ Hospital  
Attention: Eric Guidash  
13000 Bruce B Downs Boulevard  
Tampa, Florida 33612

e. After award, a copy of the purchase order will be forwarded to you. This purchase order will serve as the receiving report. Upon receipt of the ordered item(s), *activities must sign & submit a receiving report to the Tampa office*. The receiving report is necessary to finalize the open requisition and to prevent the Government from being assessed interest charges due to late payments.

f. For requisition services, contact Mr Eric Guidash at (813) 972-7588. Questions regarding policy and procedures can be directed to Capt Dave Zemkosky at DSN 343-4028.

TO: UNICOR  
ATTN: Customer Service Center

FROM:

SUBJECT: Request for Waiver/Approval to Purchase from Alternate Sources of Supply

The purpose of this letter is to request a waiver in order to procure furniture and panels through a non-mandatory GSA source. The specifications available through UNICOR's furniture line do not meet our specifications.

1. Workstation specifications on our requested furniture is as follows:

Worksurfaces

60" x 24"  
54" x 30"  
72" x 24"  
66" x 24"  
42" x 24"  
36" x 24"  
30" x 24"  
30" x 24" x 26"

Cabinets

60" overhead cabinet  
72" overhead cabinet  
66" overhead cabinet  
42" overhead cabinet  
36" overhead cabinet  
54" overhead cabinet

Shelves

60" overhead shelf  
72" overhead shelf  
30" overhead shelf

2. Worksurfaces and overhead cabinets that UNICOR have to offer on the "Quickship" Workplace XXI line (delivery: 30 days ARO) come in standard sizes as follows:

Worksurfaces & Overhead Cabinets

30' x 48"  
30" x 60"  
30" x 72"

Overhead Shelves

Not Available

3. Worksurfaces offered in the Centurion II line (delivery: 90 days ARO) also come in standard sizes as follows:

Worksurfaces & Overhead Cabinets

63" x 30"

72" x 30"

48" x 30"

Overhead Shelves

Not Available

4. The panels offered in the UNICOR line (delivery: 90 days ARO) do not match the existing panels in our agency.

5. Other consideration factors include:

a. Overhead shelves, along with overhead cabinets are required to maximize storage requirements of agency personnel

b. Smaller worksurfaces (<48") are necessary to meet agency space requirements

c. System XXI panels and Centurion II furniture lines cannot accommodate our required delivery date of NLT \_\_\_\_\_.

Our agency is consistently faced with Department of Defense "right sizing" issues. This requires our offices to be extremely flexible with current and future floor plans. It is essential to our needs to have the capability to move and re-configure furniture floor plans when necessary. Remaining consistent with the furniture line we now utilize is essential to the growth and development of our agency. Therefore, we feel it is not in the best interest of our agency to begin procuring furniture that is not compatible with our present furniture.

Our specifications were established by engineers at our agency to fully utilize the area that we are occupying. The workstations from UNICOR do not fully utilize the allowed space. A floor plan of our agency is attached for your review.

We feel that we have provided UNICOR with solid justification for waiver approval. If the discrepancies described in this document are not sufficient, we would like to request UNICOR provide, in writing, within ten days after receipt of this request, the specific reasons for the waiver denial. In the event of a waiver denial, we request a marketing representative perform an on-site visit ASAP to provide all the specifications we require; complete with considerations of employee needs, building space requirements, equipment needs, electrical, fire, data, and telephone requirements in compliance with our installation completion date of \_\_\_\_.

*signed*

Attachments:

1. Price estimate from GSA source
2. Floor plan