

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 *after a determination and findings (D&F) is accomplished by the local base contracting office*. 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 = G0

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.

VA MEDICAL EQUIPMENT BPAS

<u>EQUIPMENT NOMENCLATURE</u>	<u>MANUFACTURER</u>	<u>MODEL/PRICE</u>	<u>BPA IN AFMLL</u>	<u>CONTRACT NUMBER</u>
Defibrillators	Physio-Control Corporation	Life-Pak 10 w/ accessories & support items/repair kits Varies by configuration	26-96	V797(F1)P-BPA-97-00002
Defibrillators	Zoll Medical Corporation	1400, 2000, 1600 w/ accessories & extended warranties Varies by configuration	1-97	V797(F1)P-BPA-97-00004
Patient Monitors	Protocol Systems, Inc.	All available on FSS (including Propaq and Acuity)	Confidential pricing	V797(F1)P-BPA-97-00003

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