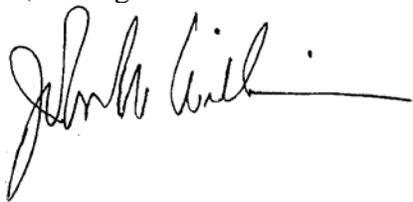


For: State and County Offices

**Contracting For Services**

Approved by: Deputy Administrator, Management



**1 Contracting for Services**

**A Background**

In the past, CED's were responsible for entering into agreements for janitorial, trash removal, snow removal, and other similar services without regard to dollar thresholds. The implementation of the COE project:

- eliminates County Office check writing authority for administrative type purchases
- requires using government purchase cards or contracts.

Therefore, the Federal Acquisition Regulations (FAR's) are applicable to purchases and contracts for these services.

**Note:** Only contracting officers and government purchase card holders are authorized to make purchases or enter into contracts for services up to their warrant level.

**B Purpose**

This notice informs contracting officers that **all** service contracting at the County Office level must adhere to FAR's. This includes, but is not limited to, the following services:

- lawn care maintenance
- trash collection
- janitorial services
- snow removal.

<p><b>Disposal Date</b></p> <p>November 1, 2006</p>	<p><b>Distribution</b></p> <p>All FSA Offices; State Offices relay to County Offices</p>
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## Notice AS-2108

### 1 Contracting for Services (Continued)

#### C Services \$2,500 or Less

Services performed at County Offices as described in subparagraph B do **not** have to be in writing if they meet **all** of the following conditions:

- total obligated acquisition cost does not exceed \$2,500
- the vendor accepts the purchase card or convenience check as payment
- the purchase is not otherwise prohibited by law
- the **card holder** places the order.

### 2 County Offices Services

#### A Services Over \$2,500

Services over \$2,500 must comply with FAR Part 22.10, Service Contract Act of 1965 (SCA), as amended that requires the contracting officer to obtain a wage determination from the Department of Labor (DOL) to determine the minimum wage to pay employees working under federal acquisitions in certain occupations.

Wage determinations can be obtained online at the Wage Determinations OnLine Web site at <http://www.wdol.gov/> according to the following:

- click “Selecting SCA WDs” under Service Contract Act
- select the State and county where the service will be performed from the drop down menus, and click “Continue”
- click “NO” to answer the question, “Were these services previously performed at this locality under an SCA-Covered contract?”
- click “NO” to answer the question, “Are the contract services to be performed listed below as Non-Standard Services?”
- a list of all the occupations and wage rates for the State and County selected will be displayed
- scroll down the list to find the wage rate for the occupation needed

**Note:** The 2 wage rates most State Offices need are:

- Number 11150, “Janitor”
  - Number 11210, “Laborer, Grounds Maintenance”.
- click "Exit"; Wage Determinations OnLine Homepage will be redisplayed.

## Notice AS-2108

### 2 County Offices Services (Continued)

#### A Services Over \$2,500 (Continued)

The occupation and rate information must be contained in all Request for Quotes (RFQ) that are submitted to the vendor.

Services over \$2500 must be negotiated and awards must be made by a warranted contracting officer with the appropriate warrant level.

MSD is working on developing a sample Statement of Work and RFQ for janitorial services for State Office use. These will be sent out as soon as the work has been completed.

#### B Existing County Office Service Contracts

County Offices with existing service contracts shall continue to honor those contracts, as written, until September 30, 2006. Contracts extending beyond September 30 shall be terminated for convenience of the Government according to the terms of the contract.

Payment for the existing services contracts shall be made with the purchase card or convenience check as of May 1, 2006. County Offices are prohibited from issuing any CCC-184's for payment of these contracts.

As of October 1, 2006, all services contracts shall be issued according to SCA and may be set up for payment with the purchase card or convenience checks.

### 3 Contacts

#### A Contact for Services \$2,500 and Less

For services \$2,500 and less, contact Diane Cudd, MSD, by either of the following:

- e-mail to [diane.cudd@wdc.usda.gov](mailto:diane.cudd@wdc.usda.gov)
- telephone at 202-690-1061

#### B Contact for Services Over \$2,500

For services greater than \$2,500, contact Scott Cook, MSD, by either of the following:

- e-mail to [scott.cook@wdc.usda.gov](mailto:scott.cook@wdc.usda.gov)
- telephone at 202-720-7349.