

Ordering Guide for Construction-Related Services under the Multiple Award Schedule

Table of Contents

Purpose

Common considerations regarding all 3 SINS

Ancillary Repair and Alterations (SIN ANCRA)

Installation and Site Preparation Services (SIN 238910)

Roofing Products and Services Solutions (SIN 238160)

Questions or Assistance

Purpose:

There are 3 Special Item Numbers (SIN) that are construction-related that have additional considerations beyond FAR 8.4 buying procedures. This customer guide explains those considerations and when you might use these 3 SINs for construction-related requirements.

They are:

Ancillary Repair and Alterations ([SIN ANCRA](#))

Installation and Site Preparation ([SIN 238910](#))

Roofing Products and Services Solution ([SIN 238160](#))

Common considerations for all 3 SINS:

- Applicable clauses associated with FAR Subpart 22.4 have been incorporated into these SINs; however, non SCA/SCLA specific wage determinations have not. Any Applicable Davis-Bacon wage determinations need to be added at the order-level for all 3 SINs.
- Be cognizant about any agency-specific approvals, thresholds, or funding restrictions associated with real property work, such as, the use of operation and maintenance (O&M) funds for unspecified military construction.
- The RFQ and order shall inform of any bonding requirements and required insurance amounts, and include any applicable bonding provisions and clauses.
- All 3 SINs **exclude**:
 - o (1) major or new construction of buildings, roads, parking lots and other facilities
 - o (2) complex repair/alteration of entire facilities or significant portions of facilities
 - o (3) Architectural Engineering Services (A&E) under the Brooks Architect-Engineers Act as stated in Federal Acquisition Regulation (FAR) [Part 36](#) (see [FAR 36.601-4\(a\)](#))
- The CO **may** require a warrant for construction – this is agency/ordering organization specific

Ancillary Repair and Alterations ([SIN ANCRA](#)):

SIN Description/Scope: Includes ancillary repair and alteration services ordered in conjunction with the delivery, or installation of products or services. These services are non-complex in nature, such as routine painting, carpeting, simple hanging of drywall, basic electrical or plumbing work, landscaping.

Example uses of the SIN:

- 1) Small area to be drywalled to accent a new cabinet installation

- 2) Repair of baseboards and door frame after flooring replaced
- 3) Alteration of a floor or countertop to fit new machinery or laboratory equipment

When to use this SIN:

When you're buying something on a SIN listed in the subcategories below and also need ancillary repair and alteration services in conjunction with the delivery or installation for that product(s) or service. Click the links to see the applicable SINs:

- [Facilities Supplies](#)
- [Facilities Solutions](#)
- [Facilities Services](#)
- [Facilities Maintenance and Repair](#)
- [Flooring](#)
- [Fuel Management](#)
- [Furniture Services](#)
- [Machinery and Components](#)
- [Office Services](#)
- [Industrial Products](#)
- [Industrial Products and Services Maintenance and Repair](#)
- [Structures](#)
- [Laboratory Equipment](#)
- [Logistical Services](#)

Criteria to use SIN:

1) Work is incidental to the requirement

The ANCRA SIN's repair and alteration services are not to be the sole or primary purpose of the requirement. This is not a standalone SIN and its services are in support of the requirement from another SIN. The services shall be on the same order as the primary product or service.

2) Work is Not Complex or Related to a Significant Portion of the Facility

The following shall be considered when determining complexity and significance:

- Primary purpose of the work;
- Dollar value of ancillary repair and alteration in relation to other SIN(s) used
- Duration of project;
- Variety of trades involved;
- Change in structural functionality (e.g., load-bearing walls, floor loading, etc.);
- Change in space quality (e.g., heating, cooling, etc.);
- Project activities (e.g., amount of dust and debris, noise abatement, loading dock availability, material transport and storage, employee swing space, coordination with

- tenants, potential of damage to building, security escorts, etc.); and
- Special situations (e.g., historic buildings, asbestos, lead paint, PCBs, storage tanks, etc.).

It is the responsibility of the ordering activity Contracting Officer (CO) to determine complexity and scope. If the work is determined to be complex, the ANCRA SIN cannot be used.

3) Work is Not in a GSA Public Building Service (PBS) leased space

4) GSA PBS approval has been obtained if desired work is in Federally owned space managed by GSA PBS

Only PBS has the legal authority to delegate ancillary repair and alteration work for PBS managed buildings. Written approval is required before an order can be placed using this SIN. When the value of the work is greater than the Simplified Acquisition Threshold, the ordering organization must provide the MAS contractor written evidence of delegation of authority signed by the PBS Regional Administrator (RA).

4a) Inspection of Ancillary Repair and Alterations Work

Upon completion of any ancillary repair and alteration work performed in federally owned space managed by PBS, the work must be inspected by the PBS's building manager and/or Contracting Officer's Representative (COR) (to verify that the work conforms to the building standards) before payment is submitted to the MAS contractor.

Quick Reference for Use of Ancillary Repair and Alterations (R&A) SIN

Questions	
Is the repair and alteration work incidental to the products or services that are the main effort of the requirement?	✓
Is the work <i>not</i> for major or new construction of buildings, roads, parking lots or other facilities?	✓
Is the work <i>not</i> for complex repair and alteration of an entire facility or significant portions of a facility?	✓
Is the work <i>not</i> for A&E services?	✓
Is the work <i>not</i> in PBS leased space?	✓
If the ancillary repair and alteration work is to be performed in federally owned space managed by PBS, have you obtained PBS approval?	✓
Have you ensured that the CO has the appropriate warrant level?	✓

Installation and Site Preparation Service ([SIN 238910](#)):

SIN Description/Scope: Includes installation and site preparation services, when ordered in conjunction with buildings and structures, building materials, storage tanks/systems, services for alternative energy solutions or power distribution equipment, fuel dispensing and management systems, and security systems.

When to use this SIN:

When you're buying something on a SIN listed in the subcategories below and need installation and/or site preparation services for that product(s). Click the links to see the applicable SINs:

[Facilities, Structures](#)

[Industrial Products and Services, Industrial Products](#)

[Security and Protection, Security Systems](#)

Note: The installation/site prep shall only be in support of the main requirement, the product being procured. This SIN cannot be used as a standalone SIN (using it only for installation/site prep).

Example uses of the SIN:

- 1) Electrician removes existing light fixtures and installs the new light fixtures you purchased
- 2) Installation of a new above ground storage tank
- 3) Installation of new floor tiles

Roofing Products and Services Solutions ([SIN 238160](#)):

SIN Description/Scope: Roofing products, services, and associated materials. The SIN includes sustainable, energy efficient/savings solutions, and installation and site preparation in conjunction with products for the repair or replacement of a roof.

When to use this SIN:

For requirements for the repair or replacement of a roof. Since this SIN includes both products and services in its scope, it could satisfy a requirement for just the materials or the labor, or a more comprehensive need for both. Since this is a "main" SIN in the Facilities Category, it is not required to use it in conjunction with another SIN, unlike the previous two SINs in the guide.

Questions or Assistance:

Contact the National Customer Service Center (1-800-488-3111 or ncscustomer.service@gsa.gov) for further questions regarding these SINs.