

RESOLUTION NO. R23-36

A RESOLUTION OF THE COUNCIL OF THE CITY OF GLENDALE, MARICOPA COUNTY, ARIZONA, AUTHORIZING AND DIRECTING THE CITY'S PARTICIPATION IN THE U.S. GENERAL SERVICES ADMINISTRATION PURCHASING PROGRAM FOR THE PURPOSE OF MAKING COOPERATIVE PURCHASES.

WHEREAS, the U.S. General Services Administration (GSA) is able to support the procurement needs of eligible state, local, territorial, and tribal governments, including instrumentalities as well as other eligible non-Federal entities.

WHEREAS, the City is an eligible entity and believes purchases made through GSA programs for Innovation Technology, Public Safety, and others GSA programs will yield better results and lower costs to the City.

BE IT RESOLVED BY THE COUNCIL OF THE CITY OF GLENDALE as follows:

SECTION 1. That it is deemed in the best interest of the City of Glendale and the citizens thereof to authorize the City's participation in U.S. General Services Administration purchasing programs for the purposes of making cooperative purchases in accordance with OGP 4800.2I Eligibility to Use GSA Sources of Supply and Services as Exhibit A. The City of Glendale shall follow the State of Arizona Standard Procedure No. 041 attached hereto as Exhibit B when purchasing materials and services from GSA.

SECTION 2. That the Materials Manager, as designated by the City Manager and Chapter 2, Article 5, Section 2-149 of the City Code, is authorized and directed to execute and deliver any and all documents necessary to effectuate the City of Glendale's participation in the cooperative purchasing service agreement with the U.S. General Services Administration.

SECTION 3. That the City's purchases under the U.S. General Services Administration programs are accomplished through the issuance of purchase orders rather than contracts or agreements. Council shall retain the authority to approve any purchase orders valued greater than \$50,000 by subsequent legislative actions.

PASSED, ADOPTED AND APPROVED by the Mayor and Council of the City of Glendale, Maricopa County, Arizona, this 23rd day of May, 2023.

(Signatures on the following page)

Mayor Jerry P. Weiers

ATTEST:

Julie K. Bower, City Clerk (SEAL)

APPROVED AS TO FORM:

Michael D. Bailey, City Attorney

REVIEWED BY:

Kevin R. Phelps, City Manager

GENERAL SERVICES ADMINISTRATION
Washington, DC 20405

OGP 4800.2I
July 19, 2016

GSA ORDER

SUBJECT: Eligibility to Use GSA Sources of Supply and Services

1. Purpose. This Order provides definitions and listings of agencies and organizations authorized to use General Services Administration (GSA) sources of supply and services. It also provides definitive guidelines concerning eligibility requirements.
2. Cancellation. ADM 4800.2H is canceled.
3. Background. 40 U.S.C. §§ 501 - 502 authorizes the Administrator of General Services (Administrator) to procure and supply personal property and non-personal services for executive agencies and other Federal agencies, mixed-ownership Government corporations as identified in 31 U.S.C. § 9101, the District of Columbia, qualified nonprofit agencies for the blind or other severely handicapped individuals for use in making or providing an approved commodity or service to the Government, and state and local governments for certain Federal supply schedule purchases. Other organizations are eligible pursuant to other statutes under which GSA operates (such as 40 U.S.C § 602, which governs eligibility to obtain GSA Fleet motor vehicles and related services) or by reason of enabling statutory authority.
4. Nature of revision. To reflect statutory and administrative changes and to update the listings of organizations determined eligible to use GSA sources of supply and services.
5. Definition. GSA sources of supply and services are defined as those support programs administered by GSA and prescribed in the Federal Property Management Regulations (FPMR), 41 CFR Parts 101-26--Procurement Sources and Program, 101-39--Interagency Fleet Management Systems (GSA Fleet), 41 CFR Part 101-42, Disposition of Personal Property with Special Handling Requirements, the Federal Management Regulation (FMR), 41 CFR Parts 102-35 through 102-42 --Utilization and Disposal Programs, 102-117--Transportation Management, and the Federal Travel Regulation (FTR), 41 CFR Part 301-73 -- Travel Programs.
6. Authority to use GSA sources of supply and services. The authority to use GSA sources of supply and services is established by statute or regulation (see paragraph 7).

7. Eligible activities. Organizations are eligible to use GSA sources of supply and services pursuant to 40 U.S.C. §§ 501 - 502 or other statutory authority; however, some organizations may be eligible to use only specific GSA sources of supply or services. In addition, although an organization may be eligible to use GSA sources of supply, particular sources may not be accessible due to limits of supply sources or geographical constraints. For example, in the case of GSA Fleet, it may not be practical for GSA to make certain sources of supply available. In addition, the terms of a specific contract may not permit participation by otherwise eligible organizations.

a. Executive agencies. 40 U.S.C. § 501, Services for executive agencies, authorizes the Administrator to procure and supply personal property and non-personal services for executive agencies to use in the proper discharge of their responsibilities, and perform functions related to procurement and supply including contracting, inspection, storage, issue, property identification and classification, transportation and traffic management, management of public utility services, and repairing and converting. Executive agencies include:

(1) Executive departments. Cabinet departments are defined in 5 U.S.C. § 101 and are listed in Appendix A.

(2) Wholly owned Government corporations. Corporations wholly owned by the Government are defined in 31 U.S.C. § 9101(3). To the extent that GSA has determined that wholly owned Government corporations not defined in 31 U.S.C. § 9101(3) are eligible to use GSA sources of supply and services, such determinations are listed in Appendix A.

(3) Independent establishments in the executive branch of the Government. Independent establishments in the Executive branch are generally defined by 5 U.S.C. § 104. However, it is often necessary to consult specific statutes, legislative histories, and other references to determine whether a particular establishment is within the executive branch. To the extent that GSA has made such determinations, the organizations qualifying under this authority are included in Appendix A.

b. Other Federal agencies, mixed-ownership Government corporations, the District of Columbia, qualified nonprofit agencies for the blind or other severely handicapped individuals for use in making or providing an approved commodity or service to the Government, and state and local governments for certain Federal Supply Schedule purchases. 40 U.S.C. § 502, Services for other entities, authorizes the Administrator to provide access to GSA sources of supply (or limited authorizations in some cases) to these organizations upon request. 40 U.S.C § 602 authorizes the Administrator to furnish GSA Fleet motor vehicles and related services to Federal agencies, mixed-ownership Government corporations, or the District of Columbia.

(1) Other Federal agencies. These are Federal agencies as defined in 40 U.S.C. § 102(5) that are not in the executive branch of the Government, i.e., any establishment in the legislative or judicial branch of the Government. However, the Senate, the House

of Representatives, and the Architect of the Capitol and any activities under his direction are not Federal Agencies for purposes of this definition (see ¶ 7.c below). To the extent that GSA has made such determinations, the organizations qualifying under this authority are listed in Appendix B.

(2) Mixed-ownership Government corporations. These are identified in 31 U.S.C. § 9101(2). To the extent that GSA has determined that mixed-ownership Government corporations not defined in 31 U.S.C. § 9101(2) are eligible to use GSA sources of supply and services, such determinations are listed in Appendix B.

(3) District of Columbia. The Government of the District of Columbia is eligible to use GSA sources of supply and services pursuant to 40 U.S.C. § 502(a)(3) and 40 U.S.C. § 602(c), the latter pertaining to GSA Fleet motor vehicles and related services. The Government of the District of Columbia and those parts thereof that have been determined eligible to use GSA sources of supply and services are listed in Appendix B.

c. The Senate, the House of Representatives, and activities under the direction of the Architect of the Capitol. These organizations are eligible to use GSA sources of supply and services under 40 U.S.C. § 113(d) upon request. To the extent that GSA has made such determinations, the organizations qualifying under this authority are listed in Appendix B.

d. Other organizations authorized under the authority of 40 U.S.C. §§ 501 - 502. GSA has determined that certain organizations, other than those described above, are eligible to use its sources of supply and services under the authority provided to the Administrator by 40 U.S.C. §§ 501 - 502.

(1) Cost-reimbursement contractors (and subcontractors) as properly authorized. Under 40 U.S.C. § 501, the Administrator determined that in order to promote greater economy and efficiency in Government procurement programs, contractors performing cost-reimbursement type contracts or other types of negotiated contracts, when the agency determines that a substantial dollar portion is of a cost-reimbursement nature, may be authorized to use GSA sources of supply. This authorization is reflected in Part 51 of the Federal Acquisition Regulation (FAR), which provides that agencies may authorize certain contractors (generally cost-reimbursement contractors) to use GSA sources of supply. In each case, the written authorization must conform to the requirements of FAR Part 51, Use of Government Sources by Contractors. Contractors are **not** eligible to obtain GSA City Pair Program contract airfares.

(2) Cost-reimbursement or fixed price contractors' use of GSA Fleet motor vehicles and related services. Subpart 51.2 of the FAR states that, if it is in the Government's interest, a contracting officer may authorize a cost-reimbursement contractor to obtain, for official purposes only, GSA Fleet motor vehicles and related services. The FAR also states that Government contractors shall not be authorized to use GSA Fleet motor vehicles and related services for use in performance of any contract other than a cost-reimbursement contract, except as otherwise specifically

approved by the Administrator at the request of the agency involved. Accordingly, any request for use of GSA Fleet vehicles and related services by other than a cost-reimbursement contractor must be requested by the agency contracting officer and approved by GSA.

(3) Fixed-price contractors (and subcontractors) purchasing security equipment. Under 40 U.S.C. § 501, the Administrator has determined that fixed-price contractors and lower-tier subcontractors who are required to maintain custody of security classified records and information may purchase security equipment from GSA. Procedures for such acquisitions are set forth in 41 CFR 101-26.507.

(4) Non-Federal firefighting organizations cooperating with the U.S. Department of Agriculture, Forest Service. Pursuant to 40 U.S.C. § 501 and 16 U.S.C. § 580a, it has been determined that certain non-Federal firefighting organizations may purchase wildfire suppression equipment and supplies from the Federal Acquisition Service (FAS). The current interagency agreement between GSA and the United States Department of Agriculture, Forest Service that enables purchasing based on these statutory authorities is identified as FAS No. FM-IA-06-002, December 27, 2006. Note: GSA transferred product management and sourcing responsibility to the Defense Logistics Agency in 2014 (i.e., "Fire Program supplies") for approximately 300 National Stock Number products; however, eligible non-Federal firefighting organizations covered by the above-referenced statutes may continue to purchase through GSA for wildfire suppression equipment or supplies still under the Agency's purview.

(5) Tribes and tribal organizations.

(a) The Indian Self-Determination and Education Assistance Act (ISDEAA). As provided in section 102(13) of Pub. L. 103-413 (the Indian Self Determination Act Amendments of 1994), a tribal organization, when carrying out a contract, grant or cooperative agreement under the Indian Self-Determination and Education Assistance Act, is deemed an executive agency for purposes of 40 U.S.C. § 501 (See 25 U.S.C. § 450j(k). Additionally, each Indian tribe or tribally designated housing entity and each employee of the Indian tribe or tribally designated housing entity shall have access to sources of supply on the same basis as employees of an executive agency. If the self-determination contract contains a provision authorizing interagency motor pool vehicles and related services, as provided in Section 103 of the Indian Self-Determination Act Amendments of 1994, the tribe or tribal organization is eligible to use GSA Fleet motor vehicles and related services, if available (See 25 U.S.C. § 450I). Authorization to use GSA sources of supply under the authority cited in this paragraph does not include purchases for resale unless the contract, grant, cooperative agreement, or funding agreement authorizes such activity. Information on the authority for resale must be provided to GSA, and based on that information, GSA must concur.

(b) The Native American Housing Assistance and Self-Determination Act (NAHASDA). As provided in section 101 of Pub. L. 110-411 (the Native American Housing Assistance and Self-Determination Reauthorization Act of 2008), for purposes

of 40 U.S.C. § 501, each Indian tribe or tribally designated housing entity shall be considered to be an executive agency in carrying out a program, service, or other activity under a block grant pursuant to NAHASDA; and each tribe or tribally designated housing entity shall have access to sources of supply on the same basis as employees of an executive agency (see 25 U.S.C. § 4111 (j)). Authorization to use GSA sources of supply under the authority cited in this paragraph does not include purchases for resale unless the block grant authorizes such activity. Information on the authority for resale must be provided to GSA, and based on that information, GSA must concur.

(6) Use of Certain Federal supply schedules by state and local Governments. State and local governments have access to GSA sources of supply, as detailed below. State or local government, defined at 40 U.S.C. § 502(c)(3), includes any state, local, regional, or tribal government, or any instrumentality thereof (including any local educational agency or institution of higher education). In any case of the use by a state or local government of a Federal Supply Schedule, participation by a firm that sells to the Federal Government through its Federal supply schedule contract shall be voluntary with respect to a sale to the state or local government under that contract.

(a) Cooperative Purchasing. Pursuant to 40 U.S.C. § 502(c), the Administrator may provide for the use by state or local governments of Schedule 70 and Schedule 84 for supplies and services available under those Federal supply schedules.

(b) Disaster Purchasing Program. As provided in 40 U.S.C. § 502(d), the Administrator may provide for the use of Federal Supply Schedules by state or local governments for the purchase of products and services to be used to facilitate recovery from major disasters declared by the President under the Robert T. Stafford Disaster Relief and Emergency Assistance Act, to facilitate disaster preparedness or response, or to facilitate recovery from terrorism, or nuclear, biological, chemical, or radiological attack.

(c) 1122 Program. 10 U.S.C. § 381 allows for the purchase of equipment suitable for counter-drug, homeland security, and emergency response activities through the Department of Defense. GSA maintains the catalog of available products under this program.

(d) Public Health Emergencies. State, local, territorial, and tribal governments may access Federal Supply Schedules as authorized users for goods and services when expending Federal grant funds in response to Public Health Emergencies declared by the Secretary of Health and Human Services under section 319 of the Public Health Services Act, codified at 42 U.S.C. § 247d.

(7) The American National Red Cross. As provided for in section 2 of Pub. L. 111-263, the Federal Supply Schedules Usage Act of 2010, codified at 40 U.S.C. § 502(e), the American National Red Cross in furtherance of its purposes set forth in 36 U.S.C. § 300102 is authorized to access Federal Supply Schedules. Authorization to

use Federal Supply Schedules under the authority cited in this paragraph does not include purchases for resale.

(8) Other Qualified Organizations. Under the Federal Supply Schedules Usage Act of 2010, 40 U.S.C. § 502(e), the Administrator may provide for the use by other qualified organizations, to include the National Voluntary Organizations Active in Disaster (NVOAD), of Federal Supply Schedules. Purchases under this authority by other qualified organizations shall be used in furtherance of purposes determined to be appropriate to facilitate emergency preparedness and disaster relief and set forth in guidance by the Administrator of General Services, in consultation with the Administrator of the Federal Emergency Management Agency. This authority may not be used to purchase supplies for resale. The term “qualified organization” means a relief or disaster assistance organization as described in section 309 of the Robert T. Stafford Disaster Relief and Emergency Assistance Act (42 U.S.C. § 5152).

e. Other statutes. Other statutes authorize specific organizations to use GSA sources of supply and services. The organizations that have had eligibility reviews conducted and that have been determined eligible to use GSA sources of supply are listed in Appendix B or Appendix C, as appropriate. The major categories of such organizations include:

(1) Certain institutions. The following activities are eligible to use GSA sources of supply and services and are listed in Appendix B:

- (a) Howard University (20 U.S.C. § 130)
- (b) Gallaudet College [University] (20 U.S.C. § 4362)
- (c) National Institute for the Deaf (20 U.S.C. § 4362) and
- (d) American Printing House for the Blind (20 U.S.C. § 106).

(2) Governments authorized under 48 U.S.C. § 1469e. As provided in 48 U.S.C. §1469e, the governments of the Commonwealth of Puerto Rico, Guam, American Samoa, the Commonwealth of the Northern Mariana Islands, and the United States Virgin Islands are eligible to use GSA sources of supply and services. These governments are listed in Appendix B.

(3) Entities authorized under the Foreign Assistance Act (FAA). Section 607 of the Foreign Assistance Act of 1961, as amended, 22 U.S.C. § 2357, provides that the President may authorize friendly countries, international organizations, the American Red Cross, and voluntary nonprofit relief agencies to use GSA sources of supply and services when determined consistent with and in furtherance of the international development goals of the FAA. The President delegated his authority to make relevant Section 607 determinations under the FAA to the U.S. Agency for International Development (USAID). Entities determined eligible under this authority are listed in Appendix C. Purchases are limited to those for civilian use only.

(4) Non-appropriated fund activities. FPMR 101-26.000 provides that certain civilian and military commissaries and non-appropriated fund activities may use GSA sources of supply and services for their own use, not for resale, unless otherwise authorized by the individual Federal agency and GSA has concurred.

8. Ineligible activities. Except for the acquisition of excess personal property through sponsoring agencies, which is governed by FMR 102-36.185 - 102-36.205 and not this GSA Order, or in accordance with paragraph 7.d(6)(d) above regarding state and local governments expending Federal grant funds in response to Public Health Emergencies, Federal grantees are ineligible to use GSA sources of supply and services. In addition, a cost-reimbursement contractor cannot transfer procurement authorization to a third party.

9. Travel and transportation.

a. Persons. Organizations seeking to use GSA sources of supply and services for travel-related services and transportation of persons must obtain a separate determination for the requested service(s). This is necessary to determine whether the requesting entity is eligible under the language of the specific contract(s); e.g., travel management services, travel charge card services, and air passenger transportation.

b. Goods. An organization seeking to use GSA sources of supply for transportation of goods pursuant to a contract entered into under the FAR may do so if the requesting entity is eligible under the language of the specific contract(s); e.g., express small package delivery, express heavyweight delivery services. As a general matter, transportation under GSA's tenders of service entered into under 49 U.S.C. § 13712 or similar statutes governing common carriage are limited to transportation for the Federal Government. Thus, an entity that is not part of the Federal Government may not use these tenders of service.

10. Excess, surplus, and forfeited property. The eligibility of organizations to obtain supplies and services through GSA's personal property utilization and disposal programs is not governed by this GSA Order.

11. Determination of eligibility. Organizations other than those covered in the appendices to this GSA Order may be eligible to use GSA sources of supply and services. Organizations requesting an eligibility determination should submit a request by mail to the U.S. General Services Administration, Office of Government-wide Policy, Office of Acquisition Policy (MV), 1800 F St. NW, Suite 2200, Washington, DC 20405, or by email to spe.request@gsa.gov. Include in the request the name and contact number of the entity or organization with applicable supporting documentation and any separate statutory authority that may exist, for GSA's analysis and determination.

Additional organizations, upon an affirmative determination of eligibility, may be posted to the appropriate appendix of the GSA Order.

12. Signature.

/S/
TROY CRIBB
Associate Administrator
Office of Government-wide Policy



STANDARD PROCEDURE No. 041

TITLE: **Purchasing from General Services Administration Schedules**

REVISION: **Number 2**

DATE(s): **Current Version: November 1, 2022 Previous Version: November 1, 2013**

I. Description and References

Standard Procedure for Purchasing Materials and Services from a General Services Administration (GSA) Schedule or Contract.

Federal Reference: [40 USCS §§ 501-502](#)
[Section 211 of the E-Government Act of 2002](#)
[GSA.gov](#)

GSA-Specific State Requirements:

[A.R.S. § 41-2558](#)
[A.A.C. R2-7-G304](#)

General Services Administration Contracts
General Services Administration Contracts

See also:

[A.R.S. § 35-151](#)
[A.R.S. § 35-154](#)
[A.R.S. § 41-2535](#)

Encumbrance documents; Issuance and disposition
Unauthorized obligations; effect; liability
Procurements not exceeding a prescribed amount, small businesses; simplified construction procurement program
Procurement from, certified nonprofit agencies that serve individuals with disabilities and Arizona correctional industries; definitions

[A.R.S. § 41-2636](#)

[A.A.C. R2-7-201](#)
[A.A.C. R2-7-202](#)

State Procurement Administrator: Duties and Qualifications
Delegation of Procurement Authority to State Governmental Units

[A.A.C. R2-7-203](#)
<https://app.az.gov/>

Agency Chief Procurement Officer
Arizona Procurement Portal or the State's current eProcurement System

II. Standard Procedure

1. REVIEW AND DETERMINATION

- 1.1 **Receive and Review Purchase Request:** Receive and review the Purchase Request, including the total aggregate cost per year. For those agencies that do not have authority to purchase from GSA schedules in their delegations, please reach out to your EPS liaison for assistance.
- 1.2 **Verify Non-Availability:** Verify that material or service is not available from an existing State contract or an existing State agency contract. Determine that the material or service is not available or it is not practicable to purchase from the State's Set-Aside Procurement Program providers. For purchases of less than \$100,000, determine that the required material or service is not available or it is not practicable to purchase from a small business.
- 1.3 **Conduct Market Analysis:** Analyze the market to determine if GSA pricing is fair and reasonable. The analysis and a justification for the use of GSA shall be signed, dated, and maintained in the procurement file.

1.4 **Seek Competition Among GSA Contractors:** If more than one contract is available under GSA schedules, a competitive method for improving pricing and contractual terms may be utilized; seek as much competition among GSA contractors as practicable. Required state terms and conditions must be accepted by the GSA contractor.

1.5 **Prepare Written Determination:** Verify and document all required elements of the written determination.

2. REVIEW AND DETERMINATION

2.1 **Submit Determination and Documentation:** Submit written determination with all supporting documentation attached to either: the State Procurement Administrator via SPOCompliance@azdoa.gov, or the agency's Chief Procurement Officer if aggregate amount is within agency's delegation for approval.


2.2 **Verify Vendor Registration:** Verify GSA Contractor is registered in the State's eProcurement system.

3. ISSUE PURCHASE ORDER

3.1 **Create and Send Purchase Order:** Upon approval of the written determination to purchase material or services from the GSA Contractor, create and send the Purchase Order to the selected GSA Contractor utilizing the State's eProcurement System. Attach approved determination and supporting documents to the requisition. Select the "GSA" indicator under "Special Purchase Type" when creating the requisition.

III. Effective

This Standard Procedure is hereby authorized and effective this 1st day of November 2022, unless otherwise revised or repealed.



ED Jimenez (Nov 1, 2022 09:56 PDT)

Ed Jimenez, State Procurement Administrator

Nov 1, 2022

Date