

15BNAS18ARCA00105
BLANKET PURCHASE AGREEMENT (BPA)
FEDERAL PRISON INDUSTRIES, INC.
AND FEDERAL BUREAU OF PRISONS

MANDATORY

1. **BACKGROUND:** Federal Prison Industries, Inc. (FPI or trade name UNICOR), within the Industries, Education, & Vocational Training Division (IE&VT), is the work program component of the Federal Bureau of Prisons (Bureau). It is the mission of FPI to protect society and reduce crime by preparing inmates for successful reentry through job training. FPI contributes to the safety and security of our prisons by providing meaningful and productive work opportunities for inmates, which reduces idleness and has been proven to reduce recidivism among inmates participating in the program. It does so without the benefit of taxpayer appropriations for its operations. For all of these reasons, it is imperative that the Bureau support FPI to the fullest extent possible in its purchases.

DESCRIPTION OF AGREEMENT: Pursuant to Federal Acquisition Regulation (FAR) Subpart 8.002, Priorities for use of mandatory Government sources, this Blanket Purchase Agreement (BPA) is being awarded to the following mandatory source: Federal Prison Industries, Inc. (FPI or trade name UNICOR) in accordance with FAR 8.002(a)(1)(iii) and FAR 8.603(a)(1). In accordance with FAR 8.601 (e), "Agencies are encouraged to purchase FPI supplies and services to the maximum extent practicable." p. As stated in the Bureau of Prisons Acquisition Policy (BPAP), 8.601- 70), "The Bureau will purchase from UNICOR to the maximum extent practicable consistent with FAR." It has been determined through market research that the UNICOR supplies/services contemplated for procurement in accordance with this BPA are comparable to supplies/services available from the private sector and will best meet the Bureau's needs in terms of price, quality, and time of delivery. This BPA will further reduce administrative costs, paperwork, and time, which will continue to provide an efficient and effective procurement mechanism for the Bureau staff.

The following categories of products and services are considered mandatory and covered under this BPA:

- Furniture (e.g., chairs and seating, desks, tables, filing, credenzas, workstations, storage and shelving, systems furniture, carts, lecterns, counters, office accessories, lockers, and custom designed furniture not specifically listed on UNICOR's website)
- Mattresses/Bedding/Textile Items (e.g., cotton-felt/foam/inner spring/box spring mattresses, cotton-felt/foam mattresses, mattress covers, pillowcases, sheets, blankets, towels, shower curtains, inmate release bags, laundry bags, law enforcement bags, table skirts, drop cloths, and custom draperies).
- Apparel (e.g., inmate clothing, staff utility jackets, protective armor/vests, and duty belts).
- Interior and Exterior Signs (e.g., name plates, name tags, pins, plaques, agency seals, decals, labels, and directory/regulatory/safety/warning/ADA/traffic signs).
- Awards (e.g., staff appreciation, recognition, commemorative milestones, and screen printed/ embroidered items).
- Metals, Racking, and Warehouse Storage (e.g., storage containers, stainless wire shelving, cantilever/pallet rack systems, and mezzanines/catwalk systems)
- Food Service Items (e.g., tables, food service carts, café tables, and accessories).
- Electronics (i.e. extension cords, electronic supplies, cable assemblies, generators, and wire harnesses).
- Vehicular components (i.e., prototypes, customization, upfits, heavy equipment remanufacturing, vehicle asset life cycle management, and license plates).
- Eyewear/Optics (e.g., prescription and nonprescription eyewear, tinted/coated lenses, and safety eyewear/goggles)

To view the entire list of UNICOR's Schedule of supplies/services in more detail, go to www.unicor.gov, or visit the BOP On-line store at:

<http://www.unicor.gov/shopping/viewCat m.asp?iStore=BOP>. See also UNICOR's "Outfitting Your Institution" catalog (pdf copy is attached to this BPA).

UNICOR offers a wide range of specific products and services in each of the product and service categories listed on its Schedule, all of which are not listed above or listed on the BOP

on-line store website; therefore, please contact UNICOR's Customer Service Center (CSC) prior to making any purchase of specific items related to the categories on the Schedule. In addition, UNICOR's website provides a "legend" which distinguishes whether or not the schedule of products and services are mandatory or non-mandatory.

UNICOR shall provide these supplies/services in accordance with the terms and conditions of this BPA and the FPI Schedule. The supplies/services ordered shall be furnished by UNICOR when procured by a Bureau Contracting Officer or authorized purchase card holder.

2. **TERM:** In accordance with FAR 8.405-3(d)(2) for single award BPAs, the term shall be a one-year base with three one-year options. All options may only be exercised in accordance with FAR 8.405-3(e). The period of performance of this BPA shall be from October 20, 2017 through October 19, 2018.

3. **EXTENT OF OBLIGATION:** The Bureau is obligated only to the extent of authorized delivery/task orders, also known as BPA Calls, actually placed against this BPA and shall not be liable in any manner in the event no purchases are made.

4. **INDIVIDUALS AUTHORIZED TO PURCHASE UNDER THE BPA:** Only warranted Bureau Contracting Officers and authorized purchase card holders of the Bureau are authorized to place orders against this BPA. This includes all institutions, Regional Offices, all operations at Grand Prairie, Training academies, Trust Fund, Central Office, and all other Bureau components.

5. **METHOD OF ORDERING:** Orders can be accepted via phone, purchase card, purchase order, or through UNICOR's website by visiting www.unicor.gov, BOP on-line store directly at: <http://www.unicor.gov/shopping/viewCat m.asp?iStore=BOP> , or email: UNICOR.Customer.Service@usdoj.gov.

Other than orders placed by purchase card holders, Contracting Officers shall issue delivery/task orders against this BPA via BPA Calls. Note that while most ordering can be handled centrally through UNICOR's CSC, for some products, such as Fleet and vehicular work, orders should be transmitted to the Program Manager, who will load the order directly to the factory. The CSC at Lexington can help facilitate directing customers' orders to the appropriate point of contact in these instances.

6. **LOCATIONS:** Bureau facilities nationwide. UNICOR shall deliver in accordance with the delivery instructions provided by the ordering official.

7. **DELIVERY TICKETS:** All shipments or deliveries under this agreement shall be accompanied by the delivery ticket or sales slip which shall contain the following minimum information:

- a. Name of Vendor
- b. Blanket Purchase Agreement (BPA Call) number and Purchase Order (PO) number
- c. Date of purchase
- d. Itemized list of supplies furnished
- e. Quantity, unit price, and extension of each item less applicable discounts.
- f. Date of delivery or shipment
- g. Place of delivery
- h. Space/Block for the following: Name, Date, and signature of individual receiving the order.

Upon delivery, the receiving facility will sign and date the receipt and return one copy of the delivery ticket to UNICOR. The Bureau requests that all delivery tickets be signed by both the shipper and the Bureau employee accepting the delivery as receipt. Invoicing shall be submitted to the address specified on the delivery/task order issued against the BPA.

8. **INVOICES:** An itemized invoice shall be submitted on a per delivery/task order (BPA Call) basis for all deliveries made during a billing period and for which payment has not been received. UNICOR will IPAC the Bureau against all delivery/task orders (BPA Calls). A proper invoice shall consist of the following:

- Name and Address of Vendor
- Invoice Date
- BPA (BPA Call) Number
- Purchase Order Number
- Description, Price, and Quantity of the Items actually delivered
- Payment and Shipping Terms

