CNIC NAVY GATEWAY INNS & SUITES DESK GUIDE

PROCUREMENT/CONTRACTING

#3

18 August 2008

INTRODUCTION

This Desk Guide provides supplemental guidance on the management of Navy Gateway Inns & Suites lodging facilities. The procedures and guidelines are to be used by personnel charged with the administration and operation of Navy Gateway Inns & Suites. Use of this Desk Guide at all levels will promote uniform management practices across the CNIC Enterprise. The intent of this Desk Guide is to provide detailed guidance for activities where Navy is the host command. Except where noted, the procedures herein apply to Navy-owned and managed transient lodging facilities.

This Desk Guide will be updated as required. Widest dissemination is encouraged.

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Procurement/Contracting

References:

(a) BUPERSINST 7043.1B, Procurement Policy for Bureau of Naval Personnel Non-Appropriated Fund Activities, 23 Aug 00, w/ Change 1 of 28 Jun 01

(b) CNIC ltr 7010 Ser CNIC Det/272 of 26 Sep 05, Navy-wide Operating Procedures for Use of the Purchase Card for Commander Navy Installations Non-appropriated Fund Instrumentalities

3.1. Non-Appropriated Funds (NAF) Procurement of Goods and Services

A. The NGIS Lodging Manager or designated representative may be the contracting officer for the Non-Appropriated Billeting Fund (NABF) provided he/she has completed the NAF Contracting Officer Warrant requirements. Only Contracting Officers who have attended training and received a warrant (either APF or NAF) are authorized to sign NAF purchase/delivery orders, contracts and blanket purchase orders. References (a) and (b) contain complete guidance on NAF procurement.

(1) A NAF contracting officer warrant may not be used to contract with APF. However, an APF contracting warrant may be used to contract with NAF.

(2) A NAF contracting officer warrant does not apply to construction contracts in excess of $2000.00.

(3) Purchases shall not be split for the purpose of avoiding a warrant limitation, a dollar threshold or other prescribed expenditure limitations. Requirements that exceed a person's warrant or a modification to an existing order or contract that exceed a person's warrant must be forwarded to a contracting officer with higher purchasing authority.

(4) The provisions of the FAR and DFAR do not apply to NAF procurement except when compliance is specifically required by a DOD component directive. Reference (a) provides instances where compliance with the FAR is required.

(5) The Regional Commander will appoint a Contract Review Board that consists of at least three members. The contract review board will review contract actions in accordance

with reference (a). The members will familiarize themselves with NAF contracting procedures.

(6) NAFI contracts will not exceed five years (including option years, extensions or renewals) without CNIC approval.

B. Services Contracted For With NAF

(1) Cable TV/satellite service classified as the addition of premium channels above the basic service, including premium channels.

(2) Newspaper Delivery other than USA Today. CNIC offers a centralized contract with USA Today.

(3) Carpet and drapery cleaning.

(4) Uniform rental service. *Note: Uniform rental service for contractor-owned uniforms will be discontinued at the end of the contract to ensure compliance with the NGIS standardization program.

(5) Washer/dryer/appliance maintenance

3.2 Appropriated Funds (APF) Procurement of Goods and Services

A. Authority. Naval Supply Systems Command (NAVSUP) is responsible for contracting for supplies and services throughout the Navy for which no other contracting activity, office or command is otherwise delegated contracting authority. Reference (a) contains complete information regarding authority and responsibility for APF procurement. APF will only be used for authorized purchases. Simplified acquisitions will be processed in accordance with reference (b).

B. Preferred Government Sources of Supply. Lodging must purchase everything from the government supply sources listed below unless none of those sources carries the items needed.

(1) <u>The Department of Defense/Federal Supply System.</u> Organizations such as General Services Administration (GSA), Defense Logistics Agency (DLA), Veterans Administration (VA).

(2) <u>Excess Personal Property.</u> Property that a Federal agency determines is no longer needed.

(3) Federal Prison Industries (UNICOR). A waiver from FPI is required before purchasing required supplies from sources that are not on the schedule unless the conditions in the FAR are met.

(4) Javits-Wagner-O'Day Program (JWOD). The Navy supports the JWOD programs and requires that lodging use its products and services when they meet mission needs.

3.3. Procurement of Services. The NGIS Lodging Manager will consult the appropriate contracting officer for assistance in procuring services. Managers should be knowledgeable about contracting procedures, development of contract specifications and contract evaluation procedures. The manager or his/her delegated representative should be designated to act as the contracting officer's representative (COR). Every effort to incorporate regional contracts and partnerships with other agency lodging operations is encouraged. Contracts for lodging services may include:

A. Linen and dry cleaning contracts. *Note: Linen and dry cleaning contracts for contractor-owned linens will discontinue supplied linen services at the end of the contract in order to comply with NGIS standardization of linen products. Until then, the following procedures will be followed: The manager will specify whether the linen will be provided by the government or by the contractor, specify quality, size and type of linen (e.g., sheets, pillowcases, mattress pads, thread count), specify minimum inventory if the contractor provides linen or if the contract is for cleaning government-owned linen, specify approximate number of pieces to be cleaned, specify what work will be accomplished (this will include the definition of clean linen and minimum sanitation specifications to satisfy the requirements cited for blood-borne pathogens), specify how often the contractor will collect dirty linen and deliver clean linen, as well as the locations for pickup/delivery and the hours, specify contractor accountability and liability for missing or damaged items (if government-owned linens) or the government's liability is for missing or damaged items (if contractor-owned linens). If linens are contractor-owned, a list of compensatory charges for missing or damaged items will be included. Liability statements will include method and frequency of compensation by the responsible party.

B. Washer and dryer maintenance contracts. Providing washers and dryers free of charge for guest use does not require NEXCOM approval. Coin operated machines require a written right of first refusal from NEXCOM. The manager will submit

requirements; assist in determining whether to rent or purchase washers and dryers; specify how long the contractor takes to respond to calls for repair of government-owned equipment or repair or replacement of contractor-owned equipment; specify repair/replacement requirements for contractor-owned equipment; and specify that the contractor will provide operating instructions for contractor-owned equipment.

C. Cable TV/Satellite Service Contracts. The manager is not authorized to enter into independent cable TV/satellite contracts for service. The requirement for cable TV/satellite must be submitted to CNIC to ensure standards and featured technologies are met.

3.4. Receiving. The NGIS Lodging Manager will designate, in writing, receiving agents. The manager will ensure the same individual does not perform contracting and receiving functions in order to maintain the integrity of the process. For the receipt of goods and services, the agent will:

A. Identify, receive and sort the items that were purchased and tag the item(s) to establish ownership, if applicable.

B. Ensure the item(s) are issued to the appropriate location and that receipts are properly annotated and distributed for further processing.

C. Maintain files for open orders and completed orders.