

How to Search GSA Schedule Contracts

Example: How to Purchase Water

1) Go to www.gsa.gov/disasterpurchasing

2) Select the “GSA eLibrary” link

Home | Mobile Site | Newsroom | Regions | Staff Directory | Careers | Forms | e-Tools | QuickLinks

GSA U.S. General Services Administration

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State and Local Disaster Purchasing

GSA's Disaster Purchasing Program allows state and local governments to buy supplies and services directly from all [GSA Schedules](#) to facilitate recovery from major disaster or facilitate disaster preparation and response. Whether it concerns a major weather event, terrorism, or nuclear, biological, chemical, or radiological attack, GSA's strong partnerships can help cities and towns meet their needs quickly while saving taxpayer dollars.

Visit [Frequently Asked Questions \(FAQs\)](#) to learn more about the program, required order language, and the benefits available to local municipalities, as well as Schedule contractors.

Purchases are limited to GSA Schedule contracts only. [GSA eLibrary](#) contains a list of all eligible suppliers. Schedule contractors, products and services are identified in GSA eLibrary and on [GSA Advantage®](#), with a Disaster Purchasing icon. Local officials are responsible for ensuring that the products or services purchased are being used to facilitate disaster preparation, and response or recovery from major disasters.

Are you a contractor who wants to participate in this program? If you are a Schedule contractor who previously declined participation in the program, but would now like to join the program, please contact your [GSA Administrative Contracting Officers \(ACOs\)](#) for further instructions.

The mission of GSA is to deliver the best value in real estate, acquisition, and technology services to government and the American people. Learn more about the other programs GSA offers to [state and local customers](#).

The shortcut to this page is www.gsa.gov/disasterpurchasing

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LEARN SCHEDULES

Register for a live webinar

3) On the right hand side of the page under “Disaster Recovery Purchasing”, click on the “View participating vendors” link.

▶ [View an Alphabetical Listing of available Contractors \(a-z\)](#)

Category Guide

▶ Spring/Summer	▶ Building & Industrial
▶ Disaster Relief	▶ Furniture & Furnishings
▶ Homeland Security	▶ Hospitality, Cleaning, & Chemicals
▶ IT Solutions & Electronics	▶ Laboratory, Scientific, & Medical
▶ Law Enforcement, Fire, & Security	▶ Office Solutions
▶ Recreation & Apparel	▶ Services
▶ Tools, Hardware, & Machinery	▶ Travel & Transportation Solutions
▶ Vehicles & Watercraft	▶ Wildland Fire & Equipment

e-Library News...

DOD encourages Maximum Participation in GSA's VETS GWAC! -- On April 12, 2007, DOD issued a policy statement encouraging the use of GSA's VETS GWAC. This GWAC contains 43 approved SDVOSB contractors. DOD acknowledges their service as warfighters and appreciates them as entrepreneurs and vendors. This goal is being strongly pursued with vigor!
[Learn more about the VETS GWAC.](#) [Read DOD's policy statement.](#)

State and Local Governments

Cooperative Purchasing COOP PURCH
Section 211 of the E-Government Act of 2002 enables states and localities to purchase IT products, services, and support equipment from Federal Supply Schedules.
▶ [View authorized vendors](#)
▶ [Cooperative Purchase FAQ](#)

Disaster Recovery Purchasing DISAST RECOV
Section 833 of the National Defense Authorization Act allows state and local governments to purchase products and services to facilitate recovery from a major disaster.
▶ [View participating vendors](#)
▶ [Disaster Recovery Purchasing FAQ](#)

GSA Federal Supply Schedules | VA Federal Supply Schedules

Search under the “Description” column for the type of item you are looking to purchase and click on the corresponding number (in this case, #73, FOOD SERVICE, HOSPITALITY, CLEANING EQUIPMENT AND SUPPLIES, CHEMICALS AND SERVICES).

Recovery Purchasing - State & Local Governments

Section 833 of the John Warner National Defense Authorization Act (Public Law 109-364) amends 40 U.S.C. 502 to authorize the Administrator of General Services to provide State and local governments use of certain Federal Supply Schedules of the GSA for purchase of products and services to facilitate recovery from a major disaster declared by the President under the Robert T. Stafford Disaster Relief and Emergency Assistance Act (42 U.S.C. 5121 et seq.) or to facilitate recovery from terrorism or nuclear, biological, chemical, or radiological attack. Use of Federal supply schedules by State and local governments is voluntary.

Vendors participating in this program are identified with the  icon on Schedules e-Library.

73 FOOD SERVICE, HOSPITALITY, CLEANING EQUIPMENT AND SUPPLIES, CHEMICALS AND SERVICES - Food Service Equipment, Supplies, and Services

4) Under the “Category” column, select the category that includes the item that you are looking for. This will enable you to view the procurement contractors for this product. (In this case, we would select 302 2 Emergency and Non-Emergency Food Service Support because this lists potable water in the description.)

Category	Description
302 1	Kitchen Management Solutions - including Dining Facility Services, Consultation, Design and Installation of Food Preparation Facilities, Catering, Mess Attendants, Chefs and Food Preparation Assistants, excludes construction and A&E services
302 15	Sanitation and Warewashing Equipment - including, Dishwashers, Warewashing and Warewashing Racks; Dishwashers, Front and Side Loading; Food Waste Disposers; Trash Compactors; Kitchen Sinks; Dishpans
302 2	Emergency and Non-Emergency Food Service Support - including Emergency Water Filtration Units, Potable Water, Non-Perishable Subsistence Meals, Juices, Coffee, and Assorted Snack Food, Portable Kitchen Units, Mess Attendants and Cooks

5) If necessary, click on the (Sort by) link above the “City, State” column to organize contractors by state for easy recognition of the Pennsylvania contractors.

Contractor	DISAST RECOV	Contract #	Phone	(Sort by) City, State	Socio-Economic	Contract Terms & Conditions	View Catalog
SUPERIOR JANITORIAL SERVICES, IN		GS-07F-0398T	(559)458-0507	FRESNO ,CA	s/w/h		
CARLIN MANUFACTURING INC		GS-07F-0353J	(559)276-0123	FRESNO ,CA	s		
SAFFETA INC (DBA: SAWYER PRODUCTS)		GS-07F-0240J	727-725-1177 X21	SAFETY HARBOR ,FL	s		
AMERIQUAL GROUP LLC		GS-07F-0053T	(812)421-4876	EVANSVILLE ,IN	o		
LONG LIFE FOOD DEPOT		GS-07F-5948P	(765)939-0110	RICHMOND ,IN	s		
GEORGE W ALLEN CO INC		GS-07F-5771P	(410)823-5704	BELTSVILLE ,MD	o		
SILVER WOLF ENTERPRISES		GS-07F-0686N	(406)268-8080	GREAT FALLS ,MT	s/d/8a/h		
ALL STAR CARTS & VEHICLES INC		GS-07F-9751H	(631)666-5252	BAY SHORE ,NY	s/v		

6) Click on the contractor’s name to get contact (V-Card) information. Save this page for later use.

GSA eLibrary | GSA Federal Acquisition Service | Home | eBuy - quotes | GSA Advantage - online shopping | Help

Search: all the words Go

Contractor Information (Vendors) How to change your company information

Contract #: GS-07F-0365X Contractor: STAR FOODSERVICE, INC. Address: 4832 HWY 162 HOLLYWOOD, SC 29449-5741 Phones: 843-556-8686 E-Mail: johnm@starfoodsusa.com Web Address: http://WWW.STARFOODSUSA.COM DUNS: 808034495 NAICS: 424420	Socio-Economic : EPLS : Govt. Point of Contact: Stephen P. Nieswiadomy Phone: 817-850-8378 E-Mail: stephen.nieswiadomy@gsa.gov	Small business Woman Owned business Veteran Owned Small business Contractor not found on the Excluded Parties List System
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Contract Clauses/Exceptions: View the specifics for this contract.

Source	Title	Contract Number	Contractor TRCs /Priority	Contract End Date	Category	DISAST RECOV	View Catalog
73	FOOD SERVICE, HOSPITALITY, CLEANING EQUIPMENT AND SUPPLIES, CHEMICALS AND SERVICES	GS-07F-0365X		Mar 31, 2016	302 2		
					375 321		
					375 372		
					852 1		

7) When available, review and print the contract terms and conditions.

Contractor	Contract #	Phone	City, State	Socio Economic	Contractor T&Cs /Pricelist	View Catalog
INTERNATIONAL COMMERCE & MARKETING CORP.	GS-07F-006CA	800-229-4500	MILWAUKEE, WI	s		
GMS INDUSTRIAL SUPPLY, INC.	GS-07F-0369V	7574355097	VIRGINIA BEACH, VA	s/w		
CENTRAL CAROLINA BOTTLING COMPANY, INC	GS-07F-220BA	(434) 753-2515	ALTON, VA	s		
STAR FOODSERVICE, INC	GS-07F-0365X	843-556-8686	HOLLYWOOD, SC	s/w/v		
PRO BUY SOLUTIONS, LLC	GS-07F-0485W	(215) 740-3399	HUNTINGDON VALLEY, PA	s/w/d		
INSTANTLY GREEN, INC	GS-07F-0514V	760-872-9720	TULSA, OK	s		

After obtaining the contact and contract information, click on the **GSA Advantage!** icon on the same row as the contractor's name to view items available by that contractor. To ensure that the items purchased can be used for Disaster Recovery, make sure there is a **DISAST RECOV** icon following the name of the contractor. (In this example, the only PA supplier is Pro Buy Solutions, LLC)

IF YOU WOULD LIKE TO VIEW OTHER TYPES OF GOODS SUPPLIED BY A CONTRACTOR: click on the name of the desired contractor. If searching for Disaster Recovery items, make sure that the **DISAST RECOV** icon is listed after the name of the desired contractor.

8) Once you decide which product best suits your needs, enter the quantity desired in the right column (in this example, quantity of cases each case containing 24/ 25 oz bottles).

After entering the quantity click on the **ADD to Cart** icon. (2000 cases of the 25oz Woolrich Spring Water)

The screenshot shows the GSA Advantage! search results page. At the top, there are navigation links like 'Tutorial', 'Customer Assistance', 'What's New', 'Register', and 'LOGIN'. Below that, there are tabs for 'GSA e-Buy', 'Schedules e-Library', 'Order History/Status', 'Profile', 'Parked Carts', and 'Reports'. A search bar contains 'contract number GS-07F-5540P and SIN 302 2'. The search results show four products, all from Woolrich, Inc. The first product, '4818 WOOLRICH SPRING WATER', is highlighted with a red circle. It has a price of \$8.28 PF, a delivery time of 10 days, and a quantity of 2000 entered in the 'Quantity' field. An 'ADD to Cart' button is visible next to the quantity field. The other two products are '4806 WOOLRICH SPRING WATER' and '4811 WOOLRICH SPRING WATER', both with prices of \$6.83 PF and \$3.24 PF respectively.

Your current shopping cart will list the description of the items you have selected, the quantity of each item, the unit price, and the total price of your order.

GSA Advantage! Tutorial | Customer Assistance | What's New | Register | LOGIN **Shopping C**
1 items: \$16,560

New search: in All Categories **Find it!** [Advanced Search](#)

Your Current Shopping Cart [Help on this page](#)

[Continue Shopping](#) [Update Cart](#) [Park Cart](#) [Checkout](#)

Notes	NSN/Mfr. Part No.	Details	Qty	Unit Price	Total Price	Get a Quote (e-Buy)
	4818 WOOLRICH SPRING WATER Vendor: WOOLRICH, INC.	Direct Delivery 10 days delivered ARO	2000	\$8.28 PF [reduce price]	\$16,560.00	<input type="checkbox"/>
Cart Total:					\$16,560.00	

You may receive a warning box stating: Item is **FOB ORIGIN** "FOB Origin" means that the price shown does not include cost of shipment from the vendor to your location. Additional charges for transportation will be added by the vendor. Click on the red words in the warning for more information concerning FOB.

- *To continue shopping select the [Continue Shopping](#) icon in the upper left of the page. Select the additional goods you would like to buy then proceed to checkout.*
- *If you are finished shopping, print and save the page displaying the items in the shopping cart that you would like to purchase (you will need this information for the PURCHASE ORDER FORM).*

9) Complete PURCHASE ORDER FORM on the Disaster Emergency Procurement website.

10) Once you find the items you need and complete the PURCHASE ORDER FORM, proceed to the next step in the Disaster Emergency Events Procurement Flow Chart which is to contact the supplier.