



Architect of the Capitol PROCUREMENT PROGRAM

ABOUT THE ARCHITECT OF THE CAPITOL

The Capitol Complex includes the U.S. Capitol Building; the Rayburn, Longworth, Cannon, and Ford House Office Buildings; the Dirksen, Russell, and Hart Senate Office Buildings; the Jefferson, Adams, and Madison Buildings, Congressional Campus at Fort Meade, and Packard Campus at Culpeper of the Library of Congress; the Capitol Power Plant; the U.S. Botanic Garden; the Thurgood Marshall Federal Judiciary Building; the Robert A. Taft Memorial; the Congressional Cemetery; and the areas near or around these sites. The Architect also serves the U.S. Supreme Court of the United States by providing maintenance and other work at the Supreme Court building and grounds.

The cornerstone of the U.S. Capitol was laid in 1793 by President George Washington. Today, the U.S. Capitol is among the most architecturally significant buildings in the United States. The historic buildings in the Capitol complex are living and working museums. The preservation of these buildings and their works of art, artifacts, furnishings, and archives presents unique challenges and opportunities for the AOC and its vendor community. The operation and maintenance of Capitol structures and grounds provide a safe and dignified environment for conducting business at the highest level of the Legislative and Judicial Branches of the United States Government, and also provide an enjoyable experience to visitors to our nation's Capitol.

SUPPLIES AND SERVICES PROCURED BY THE ARCHITECT OF THE CAPITOL

The AOC is responsible for maintaining the grounds, buildings, and other real property components (elevators, lighting fixtures, walls, etc.) across the Capitol complex. The majority of the buildings within the complex were designed and built under a standard known as "for the ages," as they represent the United States of America. This standard requires the use of high-quality, durable building materials and construction.

The AOC has a professional architectural and engineering staff as well as a construction staff that provides services on selected projects. However, many construction projects are contracted out as entire projects for both the architectural/engineering design and for the construction. When the construction is performed by AOC staff, the AOC buys all the materials from suppliers in the appropriate industries. When the construction is contracted out as an entire project, the prime contractor is responsible for providing all materials and labor.

Typical building materials used in the Capitol complex include marble, oak, mahogany, walnut, various kinds of granite, mosaic tiles, high grade office building finishes, and other finishes and materials found in historic buildings, museums, and comparable office buildings. Because of the wide variety of building structures on the Capitol complex, the assortment of materials procured is quite surprising, even if the volume of each type of material is not large.

This selection of materials can provide opportunities for businesses that are highly specialized.

The AOC also procures supplies and services necessary for the preservation of historical items and artwork; landscaping; office functions; carpentry, metal, and other skilled trade shops; food service operations; information technology support; janitorial operations; professional services; and educational materials and training.

VENDOR LITERATURE

Vendor literature may be mailed to:

Architect of the Capitol
Procurement Division
Ford House Office Building
2nd and D Streets SW
Washington, DC 20515



Vendor literature 10 pages or less may be e-mailed to:
AOCprocurement@aoc.gov

Please visit the Procurement Division at www.aoc.gov for more information on procurements at the AOC and to review current solicitations.

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APPLICABILITY OF LAWS AND STATUTES TO THE AOC PROCUREMENT PROCESS

AOC contract actions are not subject to the FAR. We are, however, subject to some laws implemented by the FAR. Some of these laws are:

- Davis Bacon Act
- Service Contract Act of 1965, as amended
- Walsh-Healey Public Contracts Act
- Buy American Act (without the FAR micropurchase exception)
- Fair Labor Standards Act
- Anti-Deficiency Act
- Budget Authorizations and Special Appropriations Acts
- Equal Employment Opportunity
- Javits-Wagner-O'Day (JWOD) Act
- Contract Disputes Act (certification required at \$50,000)

Examples of laws not applicable to the AOC are:

- Socioeconomic programs in FAR Part 19
- Brooks Act (FAR Part 36)
- Federal Acquisition Streamlining Act
- Prompt Payment Act (unless using an Executive Branch contract covered by the Prompt Payment Act)

PROCUREMENT METHODS

The Architect of the Capitol (AOC) is a Legislative Branch agency responsible to the United States Congress for the maintenance, operation, development, and preservation of the United States Capitol complex. The procurement authority for the Architect of the Capitol is established in 41 U.S.C. Section 5. Although not subject to the Federal Acquisition Regulation (FAR), the AOC does use selected FAR clauses and provisions in its solicitations, contracts, and orders.

41 U.S.C. 5 requires the use of sealed bidding for procurements exceeding \$100,000 unless an exemption permits the use of negotiated procurements. For procurements of \$100,000 or less, the AOC uses small purchase procedures implemented through an AOC Policy Order signed by the Architect. Procurements exceeding \$5,000 must be competed or, if not competed, documented through the use of a sole source justification.

On October 1, 2009 the AOC implemented a small business set-aside program for small purchases (\$100,000 or less) using the discretion permitted in its procurement authority. This small business program uses the U.S. Small Business Administration's regulations and an AOC policy that may be found at www.aoc.gov/odsbu.cfm.

The AOC also participates in the Federal government purchase card program and has issued purchase cards to several program offices.

FedBizOpps.gov is used to solicit offers for procurements expected to exceed \$100,000. Generally, the AOC observes the advertising time frames stated in FAR Part 5 as a courtesy to the business community.

The Procurement Division is generally responsible for the solicitation and award of contracts, purchase orders, and task or delivery orders for supplies, services, construction, and architect-engineer services necessary to maintain and

preserve the buildings and grounds of the Capitol Complex, as well as those supplies and services necessary for the AOC to function as an agency. However, the AOC may utilize other government agencies, such as the Corps of Engineers or the General Services Administration, to solicit and award large contracts for construction and specialized services.

Photography

Cover:
West Front of the U.S. Capitol

This page (left to right):
North Corridor of the U.S. Capitol; U.S. Supreme Court;
Great Hall of the Library of Congress; detail from the
Frieze of American History in the U.S. Capitol Rotunda

Opposite page (left to right):
Statuary Hall in the U.S. Capitol; Bartholdi Fountain at
the U.S. Botanic Garden, Russell Senate Office Building

