BUREAU OF ADMINISTRATION

Global Acquisition

DEPARTMENT OF STATE SIMPLIFIED ACQUISITION PLAN TEMPLATE For acquisitions > Micro-Purchase Threshold and ≤ Simplified Acquisition Threshold *(Base Plus All Options)*	**Date Submitted: 3/12/2026**
	Requiring Office: **Requiring Official Name and Contact Information:** Irina V Shupilova, Facility Manager shupilovaiv@state.gov +92-3527-5416
	Title of Requirement: Preventive Maintenance Services for Kone Elevator at U.S. Consulate General Karachi. 2 Elevators in the NOB Building. 3 Elevators in the SDA Buildings.
	Government Estimate *(include all options)*: Total USD 13953 for the 2 elevators in NOB building and 18141 for the 3 elevators in the SDA buildings. **Purchase Request Number *(if known)*:**
	Type of Requirement: *Select based on the preponderance (>50%) of estimated contract value.* ☐ Supplies ☑ Services
	Desired Award date:

1. Description of Requirement:

The requirement is for the sole source procurement for preventive maintenance of Kone Elevators at the U.S. Consulate General Karachi. This procurement involves elevators maintained in a safe, reliable, and efficient operating condition in accordance with the manufacturer's specifications. Below are the general requirements.

a. The services of a trained elevator mechanic monthly to check and repair equipment operation and perform scheduled and preventive maintenance.
b. Provide annual no-load testing.
c. 24 hours/day, 7 day/week emergency response service.
d. Appropriate, same day, service in response to an elevator malfunction trouble call

For IT/AI/Sustainability:

- Not an IT or AI acquisition.
- For sustainability, no specific green procurement requirements apply to these elevator components.

6. Contract Type:

☑ **Firm-Fixed-Price**

Rationale: The scope of work is clearly defined with specific, recurring preventive maintenance services, and historical pricing data from previous contracts with Duncan Stratton at other U.S. missions supports accurate cost estimation and fair pricing determination

7. Service Contracts:

Describe or reference contract file location of Inherently Governmental Function Determination (FAR 7.503(e)):

- **Inherently Governmental Function Determination:**
  Not applicable; the work is not inherently governmental.
- **Performance-based acquisition methods:**
  ☑ NO
  Includes any performance within a country listed on the Critical Environments List:
  ☑ NO

8. Government-Furnished Property

☐ **YES**
☑ **NO**
No government property will be furnished.

9. Contracts Performed Overseas:

- **Defense Base Act (DBA) applicability:**
- **Any use of non-OBO funded construction:** No
- **Any special requirements for contract performed in a designated operational area or supporting a diplomatic or consular mission:** No

Irina V Shupilova, Facility Manager shupilovaiv@state.gov +92-3527-5416	DATE: 5/14/2026
APPROVED BY (CONTRACTING OFFICER): *(Digital Signature)*	**DATE:** 21 JUL 2026