# 02620 Restroom and Shower Facility Solutions (Sourcewell)

Frequently Asked Questions (FAQ)

Customer FAQs

1. Can I choose any awarded contractor to purchase from this contract?

This contract has two awarded contractors to provide Restroom and Shower Facility Solutions, statewide. Purchasers can select either of the awarded contractors from this contract to provide Restroom, Shower Facilities along with other utility buildings and shelters.

All Contractors went through the competitive solicitation process and were selected to be awarded on this contract as the highest scoring bidders.

1. Who can (or cannot) use this contract?

Eligible purchasers include:

**Washington State Agencies**. All Washington state agencies, departments, offices, divisions, boards, and commissions.

**Washington State Institutions of Higher Education (Colleges).** Any the following institutions of higher education in Washington: State universities – i.e., University of Washington & Washington State University; Regional universities – i.e., Central Washington University, Eastern Washington University, & Western Washington University; Evergreen State College; Community colleges; and Technical colleges.

**CUA Parties**. Any of the following types of entities that have executed a Contract Usage Agreement with Enterprise Services: Political subdivisions (e.g., counties, cities, school districts, public utility districts) in the State of Washington; Federal governmental agencies or entities; Public-benefit nonprofit corporations (i.e., § 501(c)(3) nonprofit corporations that receive federal, state, or local funding); and Federally-recognized Indian Tribes located in the State of Washington.

Eligible purchasers **do not** include:

Oregon Cooperative Purchasing Program - ORCPP

1. What is the pricing model?

**CXT** has fixed prices (although they are also subject to change per the terms of the contract) for base products, plus additions or options, with a price sheet for review. For each project, Purchasers will want written quotations for prices. Price quotes must include all costs to requested delivery location.

See <https://www.sourcewell-mn.gov/cooperative-purchasing/081721-cxt>

**Romtec** has a discount per cent off MSRP pricing and asks that you contact the Sale Representative for more information on prices. Price quotes must include all costs to requested delivery location.

See <https://www.sourcewell-mn.gov/cooperative-purchasing/081721-rmt>

1. Are there any restrictions?

Yes. DES Statewide Contracts are established in accordance with [RCW 39.26](https://app.leg.wa.gov/rcw/default.aspx?cite=39.26) which governs Competitive Purchasing.

However, Statewide Contracts **exclude** [RCW 39.04](https://app.leg.wa.gov/rcw/default.aspx?cite=39.04) for Public Works, [RCW 39.80](https://app.leg.wa.gov/rcw/default.aspx?cite=39.80) for Architecture and Engineering Services, and [RCW 18.43](https://app.leg.wa.gov/rcw/default.aspx?cite=18.43) for Engineers and Land Surveyors.  It It is **critical** that each organization follow these and other Public Works requirements accordingly. For assistance, and other important information, see Restrictions and Resources below.

**Resources for Projects with Public Works Elements**

Local governments, special purpose districts, and other political subdivisions of the state may also find assistance via the [Municipal Services Research Center (MRSC)](https://mrsc.org/Home.aspx) webpage. This website provides links to resources and services provided by MRSC in relation to purchasing, bidding, and contracting in Washington State.

**Facility Planning Services**- **FPS** may also assist state agencies, local governments, special purpose districts, and other political subdivisions of state government to address environmental consulting needs. For details about DES Facility Planning Services Team and it services, visit [DES Facility Professional Services](http://des.wa.gov/services/facilities-leasing/public-works-design-construction/state-agencies-and-educational-facilities) or contact the **DES FPS Team** by phone at: (360) 902-7272 or email: EASMail@des.wa.gov

1. What are key performance commitments from Contractors?

Delivery included to requested delivery location in written price quotes. Damaged or defective products may be rejected or returned within a reasonable time at the Vendor’s expense. Suppliers warrantee all equipment, products and services when used for the ordinary use for which they are intended.

1. How do I get involved with or participate in developing the solicitation that will replace this contract?

Enterprise Services generally makes a determination on developing a new contract that replaces expiring contracts one year before the current contract expires. The solicitations that are currently in development appear on the [planned procurement](https://apps.des.wa.gov/DESContracts/Home/PlannedProcurement) page. If you are interested in participating please contact the contract administrator listed on that page.

1. What should a customer do if a vendor is not performing?  Who should a customer contact at DES or how to escalate a performance issue with the vendor?

If there is a Contractor that is not preforming please contact the DES contract administrator listed on the contract page. The DES staff relies on purchasers that are working with the Contractors to notify us of any issues. DES staff can aggregate any contractor performance issues across purchasers to ensure good performance for all. Please send relevant information on the performance issue so that DES staff can assist.

1. Customer Related: How can I purchase greener products? How do I know a product is toxics free? Where did the environmental certifications/factors come from?

Please refer to the DES [environmentally preferred purchasing page](https://des.wa.gov/services/contracting-purchasing/policies-training/resources/environmentally-preferred-purchasing) for more information.

Contractor FAQ

1. When can I get added to the contract?

Contracts can only be awarded to contractors that submit a bid on the opportunity when it is posted to WEBS.

Contracts for the state are awarded through a competitive solicitation process via our [online solicitation system WEBS.](https://pr-webs-vendor.des.wa.gov/) Our website has a [registration page](https://des.wa.gov/services/contracting-purchasing/doing-business-state/webs-registration-search-tips) that explains the registration process along with a [frequently asked questions page](https://des.wa.gov/services/contracting-purchasing/doing-business-state/webs-vendor-faq). If you have questions on the registration process please contract WEBS customer service, (360) 902-7400.

Our website also has information on [doing business with the state](https://des.wa.gov/services/contracting-purchasing/doing-business-state/webs-vendor-faq) for you to review. There is also a page on [bid opportunities](https://des.wa.gov/services/contracting-purchasing/doing-business-state/bid-opportunities) with DES, though all official opportunities are posted through WEBS.

1. Who do I contact if I have invoice or VM fee questions?

Please contact the Contract Administrator listed on the contract summary page.

1. When are quarterly sales reporting due?

Quarterly sales reports are due and past due based on the following timeframes:

|  |  |  |
| --- | --- | --- |
| **Sales Made**  | **Report Due By**  | **Report Past Due**  |
| 1 January – 31 March  | April 30  | May 1  |
| 1 April – June 30  | July 31  | August 1  |
| 1 July – September 30  | October 31  | November 1  |
| 1 October – December 30  | January 31  | February 1  |

Please check the [sales reporting website](https://apps.des.wa.gov/CSR/login.aspx) which has the following general [reporting instructions](https://apps.des.wa.gov/CSR/Vendor_Qtrly_Sales_Rpt.pdf) with an [video](http://des.wa.gov/SiteCollectionDocuments/About/Procurement_reform/training/508/QtrlySalesRpting/story.html) of the reporting process.

1. When are management fee invoices due?

After sales have been reported, Contractors will receive an invoice to remit to DES the management fee payment. Please wait to receive an invoice from DES before sending payment. This is to ensure your payment can be identified, accepted, and applied correctly. Contractor must pay the management fee invoice within thirty (30) calendar days.

1. Who do I call for contact updates?

Please contact the Contract Administrator listed on the contract summary page.

1. How do I check for authorized purchasers?

Please check the [Master Contracts Usage Agreement (MCUA) signed agreement list](https://www.des.wa.gov/services/contracting-purchasing/purchasing/master-contracts-usage-agreement) to see the list of authorized purchasers for DES contracts. [Access Washington](http://access.wa.gov/) can help navigate to government entities on the list.

1. How do I report EPP purchases? How do I submit products with green certifications?

Please refer to the DES [environmentally preferred purchasing page](https://des.wa.gov/services/contracting-purchasing/policies-training/resources/environmentally-preferred-purchasing) for more information.