# 04216 Parks and Recreation Equipment an Related Services (NASPO)

Frequently Asked Questions (FAQ)

Customer FAQs

**Customer Related**

1. How long will this contract be in effect?

The contract ends June 30, 2023. NASPO is finalizing a new contract and DES is working on participating agreements with the newly awarded vendors. Anticipated start date of the new NASPO and State of Washington DES Statewide Contract is July 1, 2023.

1. What products are available on this contract?

Available items may include: Athletic Equipment, Bleachers, Bundled Playgrounds, Commercial Play Equipment, Dog Parks, Outdoor Fitness Equipment, Independent Play, Recycled Material Equipment, Replacement Parts, Site Furnishings, Shade and Shelter, Surfacing, Swing Sets and Waterpark Equipment, and Barbecue Grills, Barbecue Smoker Grills, Banquet Tables, Benches, Bike Racks, Bleachers, Grandstands, Bus Stop Shelters, Canopy Tents, Cigarette Receptacles, Drinking Fountains, Exercise Equipment, Fire Rings, Floor Matting, Message Centers, Park Benches, Park Grills, Camp Stoves, Parking Lot Equipment, Patio and Café Furniture, Pet Products, Picnic Tables, Playground Equipment, Pool Furniture, Sanitation Equipment, Sports Equipment, Tables, Trash Receptacles, Umbrellas and Universal Access.

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

This contract, a NASPO Cooperative contract, has **multiple awarded contractors** to provide products and services for Parks and Recreation use. Purchasers may select from **any of the awarded contractors**.

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

This contract is an authorized cooperative contract originally conducted by another state, (Oregon) for more information about the overarching contract, please see the following link: [https://www.naspovaluepoint.org/portfolio/park-and-recreationplayground-equipment-2016-2022/">here</a](https://www.naspovaluepoint.org/portfolio/park-and-recreationplayground-equipment-2016-2022/%22%3Ehere%3C/a)>

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.

**MCUA Parties**. Any of the following types of entities that have executed a Master 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 members are NOT eligible to use this contract through Washington’s Participating Agreement, but may be able to participate through the state of Oregon, lead agency for this NASPO contract.

1. What is the pricing model?

Pricing varies between vendors. See [price sheet](https://s3-us-west-2.amazonaws.com/naspovaluepoint/1648043727_Play%20and%20Park%20-%20Price%20Sheet%20%28Updated%20Mar%202022%29%29.xlsx) for additional details.

1. What are key performance commitments from Contractors?

Written quotes, delivery, timely communications and invoicing.

Installation and Removal services are now part of the PA’s with Washington for Allplay Systems, Landscape Structures, MRC Inc., Northwest Playground, and Superior International Industries. Prices for these services are to be negotiated between the vendor and the purchaser.

1. How do I get involved with or participate in developing Washington’s participating agreement for the upcoming NASPO contract that will replace this contract?

NASPO is finalizing a new contract and DES is working on participating agreements with the newly awarded vendors. **Anticipated start date** of the new NASPO and State of Washington DES Statewide Contract is **July 1, 2023**. Other Washington competitive solicitations 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 with each solicitation at the link above.

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 performing, 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 Related**

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. Whom do I contact if I have invoice or vendor management 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.