# 11121 – Electrical Supplies

Frequently Asked Questions (FAQ)

**Contract FAQs**

## Purchaser Related

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

**Multiple awards:**

This contract has multiple awarded contractors to provide Electrical Supplies. Purchasers can select any of the awarded contractors from this contract to provide Electrical Supplies. All Contractors went through the competitive solicitation process and were selected to be awarded on this contract as the highest scoring bidders. State of Washington Agency purchasers are not required to conduct further competition to choose an awarded contractor. Other purchasers should follow their applicable rules regarding contractor selection.

For additional instructions as to how to use this Contract see the Instructions tab of the [11121 Pricing and Ordering](https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Fapps.des.wa.gov%2Fcontracting%2F11121p.xlsx&wdOrigin=BROWSELINK).

#### How can I determine the best awarded contractor to use?

Enterprise Services recommends reviewing the contract summary page for information about the winning bids, including contractual information, pricing, and any special provisions. In addition, the top winning bids are available, along with the bid tabulation summarizing Enterprise Services’ evaluation and scores for each contractor. Purchasers can also review the “vendor and contract performance feedback” submitted by other purchasers to Enterprise Services. Purchasers should email the Contract Administrator with the request to view the feedback. Please note that this survey information does not represent the opinion of Enterprise Services, simply feedback from purchasers.

Purchasers are encouraged to engage the awarded contractor(s) who best meet their requirements to obtain and review specific quotation(s) for their business need. Note that the pricing stated in these contracts is the **maximum** that contractors may charge purchasers. Purchasers are able to request and possibly negotiate deeper discounts, such as for bulk orders or large projects.

#### What does it mean if the contractor was awarded via direct negotiation vs. main award vs. reserved award?

The contractors designated as main awards are businesses that participated in the competitive solicitation and were determined to be the highest scored, responsive, responsible bidders with no preference.

**Note: Centarr Corporation DBA ElectricalHub.com Customers**

**Direct Negotiation Awards.** Purchasers are advised to be aware that Centarr Corporation dba ElectricalHub.com’s contract was awarded through *direct negotiation* based on a submittal for a competitive solicitation.

Reserved awards are set aside contracts awarded only to the next highest scored, responsive, responsible bidders certified as Washington Small and/or Veteran-owned businesses that participated in the competitive solicitation but did not achieve the highest overall scores to be designated as main awards.

All contract awards are the result of a competitive solicitation with the specified best value evaluation criteria in compliance with RCW 39.26 and state procurement policies. Per the guidance DES received from the Attorney General’s Office, since the competitive solicitation separated main and reserved award structures, purchasers that utilize federal funds can utilize main awards that achieved highest overall scores without preferences but might not be able to utilize contractors that were awarded only as reserved awards, since these awards are based on a preference. For questions related to a specific federal grant or funding source and how it might impact the purchasers’ ability to utilize the awards on this contract, please check with your Legal and/or Attorney General’s Office.

#### 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.

**ORCPP:** This Contract is available to members of the Oregon Cooperative Purchasing Program (ORCPP).

**CUA Parties**. Any of the following types of entities that have executed a [Contract Usage Agreement](https://apps.des.wa.gov/DESContracts/Home/MCUAListing) with Enterprise Services: Political subdivisions (e.g., counties, cities, school districts, public utility districts, ports) in the State of Washington; Federal governmental agencies or entities; Public-benefit nonprofit corporations (i.e., public benefit nonprofit corporations as defined in RCW 24.03A.245 who receive federal, state, or local funding); and Federally-recognized Indian Tribes located in the State of Washington.

Enterprise Services maintains a list of eligible Contract Usage Agreement parties on the [CUA Listing website.](https://apps.des.wa.gov/DESContracts/Home/MCUAListing)

#### What is the pricing model?

Pricing is listed in the Price Sheet for each item.

Catalog, MSRP discount off, or MSRP + Mark Up – prices include delivery or shipping for regular orders.

**Price Ceiling:** Purchasers may, and are encouraged, to negotiate potentially lower rates.

#### What are the key performance commitments from contractors?

Timely, safe delivery of key electrical supplies to purchasers/customers throughout Washington & Oregon. Regular communication with customers concerning orders, invoices, payments, and credits.

**Centarr Corporation DBA ElectricalHub.com Purchasers see Provisions #’s:**

**3.3 PRICE CEILING.** The prices set forth in ***Exhibit B – Prices*** are based on a percentage above MSRP from the most current version of the Manufacturers’ prices lists, which Contractor uses for similar Purchasers. Although Contractor may offer lower prices to Purchasers, during the term of this Contract, Contractor guarantees to provide the Goods/Services at no greater than the prices set forth in ***Exhibit B – Prices***; provided, however, that Contractor makes no warranty or guarantee that the MSRP for Goods will not change during the term of the Contract, and Contractor reserves the right to charge the prices relative to MSRP regardless of the MSRP. If any Good(s) do not have an MSRP, then Contractor will use the catalog price, which is defined as a price included in a catalog, price list, schedule, or other format that is maintained by the manufacturer, vendor, or Contractor, and is published or available for inspection by Purchasers. If no catalog price exists, then Contractor will quote the Purchaser the fair market price that Contractor believes, in its reasonable discretion, applies to such Goods, incorporating a percentage equivalent to the percentage above MSRP set forth in ***Exhibit B - Prices***, and Purchaser’s acceptance of such quote is deemed acceptance of such price. Contractor will provide price quotes that are valid for no fewer than 30 calendar days, unless Contractor’s suppliers’ quotes to Supplier are not valid for such 30 calendar days, in which case Contractor’s price quotes will expire on the date communicated on Contractor’s quote. The date on the quote will be no sooner than one day prior to Contractor’s supplier’s applicable quote expiration. If a quote is offered with a validity period less than 30 days, Contractor will provide evidence of the validity of any price quote timing restrictions resulting from Contractor’s suppliers upon request.

**CED and/or Platt Purchasers see Provisions #’s:**

See provision #s:

* ***8.1. Ordering Requirements & Contractor Quote & Acknowledgement*** (a) through (h)
  + - * 1. **Price Quote Guarantees**. Contractor shall guarantee quoted prices with no price escalation for 30 days. The date on the quote will be no sooner than one (1) day prior to Contractor’s supplier’s applicable quote expiration. If a quote is offered with a validity period less than 30 days, Contractor will provide evidence of the validity of any price quote timing restrictions resulting from Contractor’s suppliers upon request.

Contractor’s Quotes shall be itemized, including however not limited to the following:

Quantity

Unit of Measure

Contractor’s Catalog #/Part #/ #

Description

Unit Price and Applicable Discount

Tax, if appliable

Extended Total

* + - * 1. **Minimum Order Requirements.** Contractor may not require minimum orders or charge a fee for orders that do not meet a minimum requirement.
        2. **Order Volume discount.** The Contractor may offer a volume discount on a single order based on the material and quantity requested. The discount shall be better than the Contracted unit price when applicable.
        3. **Contractor Order Acknowledgement.** Contractor shall acknowledge orders within three (3) business days.
        4. **Contractor Order Confirmation.** Contractor shall confirm upon order: Purchase Order Number; Purchaser’s preferred delivery method, back up delivery method, delivery address, and any special instructions.
        5. **Contractor Backorder Acknowledgement**. Contractor shall notify Purchaser within two (2) business day of the Contractor’s notification from the manufacturer or supplier that item(s) are backordered.
        6. **Contractor Order Confirmation For Expedited or Rush Order Acknowledgement.** Subject to Force Majeure, Contractor shall acknowledge all rush or expedited orders within one (1) business day of receiving the order by method agreed upon by Purchaser and Contractor. Rush orders are defined as orders where Purchaser clearly notes in the subject line or functional equivalent that such order is intended to be a rush or expedited order.
        7. **Product Substitution.** If available, the contractor shall recommend green products, alternatives for any item not in stock, discontinued, or on a manufacturer's back order.
* Acceptance of recommended alternatives will be at the discretion of the Purchaser.
* Any alternative product accepted will be approved in writing by the Purchaser prior to the Contractor processing such order.

#### What are the key delivery terms?

**Centarr Corporation DBA ElectricalHub.com Purchasers see Provisions #’s:**

**See provision *8.2 Delivery Requirements* for the complete contract requirement**:

***8.2 Delivery Requirements.*** Contractor must ensure that the Goods and/or Services are delivered or provided as required by this Cooperative Purchasing Agreement, the Purchase Order used by Purchaser, and as otherwise mutually agreed in writing between Purchaser and Contractor. The following apply to all deliveries:

* + - * 1. Contractor shall make all deliveries to the applicable delivery location specified in the Purchase Order. Such deliveries shall occur during Purchaser’s normal work hours and within the time period mutually agreed in writing between Purchaser and Contractor.
        2. Contractor shall ship all Goods and/or Services purchased pursuant to this Contract, delivery or shipping charges prepaid by Contractor, FOB Purchaser’s specified destination with all delivery or shipping and handling charges included, except for next day shipping, other expedited orders, or for freight charges, for which the Purchaser will cover the next day shipping, other expedited shipping costs or freight costs. “Standard” shipping is defined as five days and under 400 pounds or 8 boxes. “Freight” is defined as over 400 pounds and 9 or more boxes. “Other expedited shipping” is defined as other expedited shipping that is not considered standard or next day shipping. Contractor shall bear all risk of loss, damage, or destruction of the Goods and/or Services ordered hereunder that occurs prior to delivery, except loss or damage attributable to Purchaser’s fault or negligence.
        3. Contractor shall acknowledge all rush orders within one (1) business day of receiving the order by phone, email, or text. Contractor shall process all rush orders within four (4) business days of Contractor’s acknowledgement of such rush orders.

**CED and/or Platt Purchasers see Provisions #’s:**

**See provision *8.2 Delivery Requirements* for the complete contract requirement**:

***8.2 Delivery Requirements.*** Contractor must ensure that the Goods and/or Services are delivered or provided as required by this Cooperative Purchasing Agreement, the Purchase Order used by Purchaser, and as otherwise mutually agreed in writing between Purchaser and Contractor. The following apply to all deliveries:

* + - * 1. Contractor shall make all deliveries to the applicable delivery location specified in the Purchase Order. Such deliveries shall occur during Purchaser’s normal work hours and within the time period mutually agreed in writing between Purchaser and Contractor.
        2. Contractor shall ship all Goods and/or Services purchased pursuant to this Cooperative Purchasing Agreement via standard shipping, delivery**,** and freight charges prepaid by Contractor, FOB Purchaser’s specified destination with all standard transportation and handling charges included for Purchase Orders of $150.00 or greater in product costs (i.e. before sales tax). For Purchaser’s Purchase Orders of less than $150.00 (before sales tax), delivery and freight charges may be added to the invoice as a separate line item. Contractor shall bear all risk of loss, damage, or destruction of the Goods and/or Services ordered hereunder that occurs prior to Purchaser’s receipt, except loss or damage attributable to Purchaser’s fault or negligence. Category **1**, **2 & 3** pricing is all inclusive pricing. If Purchaser requests additional services that may be available from Contractor or from the Contractor’s vendor, such as factory direct shipment, special handling, expedited or rush delivery, or other services, the fees associated with requested services may be added to the invoice as a separate line item. For next day shipping, other expedited or rush delivery/shipping charges, for which the Purchaser will reimburse contractor the next day shipping/delivery, other rush or expedited shipping /delivery costs or freight charges, Contractor may add as a separate line item.

All prices shall include freight, FOB to the designated delivery point. The Purchaser will reject requests for additional compensation for freight and/or packaging charges, fuel surcharges, and any additional fees of any type that are not specified within the Cooperative Purchasing Agreement.

Purchaser must authorize and revise the Purchaser’s Purchase Order prior to incurring any separate, allowable, additional shipping or delivery charges.

* “**Standard Shipping”** is defined as standard shipping or freight charges that is shipped within five (5) business days for on the shelf, in-stock products.

Special Order products (made-to-order items): This is common both with lighting and switchgear products due to customization, special order products define “Standard Shipping” as the manufacturer’s shipping from manufacture for products that are made to order, manufacturers shall ship within five (5) business days of manufacture, unless otherwise agreed upon by Purchaser. Contractor shall inform Purchaser of any such manufactured products within three (3) business days of receipt of Purchaser’s Purchase Order.

* “**Expedited Shipping”** is defined as rush or expedited shipping that is not considered standard shipping. Contractor may charge for Shipping, however Purchaser must authorize and revise the Purchaser’s Purchase Order prior to incurring any separate Expedited Shipping Charges.
* “**Standard Delivery”** is defined as standard delivery within five (5) business days.
* “**Expedited Delivery”** is defined as rush or expedited delivery that is not considered standard delivery or next day delivery. Contractor may charge for Expedited Delivery, however Purchaser must authorize and revise the Purchaser’s Purchase Order prior to incurring any separate Expedited Delivery charges. Any Rush or Expedited Delivery or Shipping that occurs as a result of the Contractor’s error will be shipped or delivered free of charge to Purchaser.
* **Will Call (if available)** pick up by Purchaser shall be available within two (2) business days after Contractor’s receipt of the order.
  + Contractor shall coordinate with the Purchaser and have all will call items available at the branch closest to the ship to address stated on the order and/or as directed by the Purchaser.
  + Contractor must notify Purchaser when order is ready for pickup.

#### What if a Purchaser places a special large order and the Purchaser requests a delay in the delivery?

***Applies to all awarded Vendors:***

**See provisions: 10*.4 Advance Payment Prohibited and 10.5 No Additional Charges:***

* 1. ***Advance Payment Prohibited***. Except as authorized by law, Contractor shall not request or receive advance payment for any Goods and/or Services furnished by Contractor pursuant to this Master Contract.
  2. ***No Additional Charges.*** Unless otherwise specified herein, Contractor shall not include or impose any additional charges including, but not limited to, charges for shipping, handling, insurance, or payment processing.

#### Return Policy and/or Order Cancellation, and/or Recalls:

**Centarr Corporation DBA ElectricalHub.com Purchasers see Provisions #’s:**

***8.4 Receipt & Inspection of Goods/Services***. At Purchaser’s option, and without limiting any other rights, Purchaser may require Contractor to replace, at Contractor’s expense, any or all of the damaged Goods and/or Services or, at Purchaser’s option, Purchaser M note any such damage on the receiving report, decline acceptance, return such Goods to Contractor (Contractor to pay for reasonable shipping costs), and, upon such return of the Goods, deduct the cost of rejected Goods and/or Services from final payment. Payment for any Goods and/or Services under such Purchase Order shall not be deemed acceptance. Purchaser will notify Contractor of any damage or defect or otherwise reject such Goods within thirty (30) days of delivery, otherwise, Purchaser will be deemed to have accepted such Goods.

**CED and/or Platt Purchasers see Provisions #’s:**

**See Contract provisions:**

* 1. ***Return Policy***. Purchasers can return products in the original packaging up to thirty (30) days from the date the product(s) was delivered, however Goods and/or Services that were special order, made-to-order, or otherwise designated as non-returnable or non-cancellable, provided the Quote to the Purchaser states such exclusion, are excluded from the Return Policy and cancellation rights set forth in ***Provisions 8.4 and 8.5***. Contractor shall not charge any fees and shall provide a full refund within thirty (30) days of the receipt of the return. If shipping/delivery was billed separately as per section ***8.3 Delivery Requirements***, the Purchaser is not be entitled to the return of any shipping or delivery fees, unless the product is being returned due to a defect, see section ***5.2,*** ***Goods Remedy.*** To initiate a return, Purchasers must notify Contractor in writing. Purchaser is expected to pay return shipping/delivery or freight.
  2. ***Order Cancellation.*** Purchaser may cancel an order if original product is unavailable and a substitution acceptable to Purchaser is not available. Purchaser may cancel an order if expected delivery extends beyond the original scheduled delivery date by thirty (30) days or more, unless Goods and/or Services are special order, made-to-order, or otherwise designated as non-returnable or non-cancellable, provided the Quote to the Purchaser states such Goods/Services are excluded, are excluded from the Return Policy and cancellation rights set forth in ***Provisions 8.4 and 8.5***. Contractor shall not charge any fees and shall provide a full refund within thirty (30) days of the cancellation request.
  3. ***Recalls.*** All recall notices shall be sent electronically to the Contract Specialist and to the Purchaser. The Contractor shall purchase order number(s) if applicable, contact information for the recall, the recall issue date, the description of the recalled item, the product number, the reason for the recall, and the actions that need to be taken. Other information (if applicable) may include but will not be limited to; recall number, supplier batch number, and lot number.

#### What itemized details should Contractor provide on an Invoice?

***Applies to all awarded Vendors:***

**See Contract Provision: 10*:***

1. ***Invoicing & Payment****.* 
   1. ***Contractor Invoice***. Contractor shall submit properly itemized invoices to Purchaser’s designated invoicing contact for Goods and/or Services delivered under this Cooperative Purchasing Agreement. Such invoices shall itemize the following:
      * + 1. Cooperative Purchasing Agreement No. 11121;
          2. Contractor name, address, telephone number, and email address for billing issues (i.e., Contractor Customer Service Representative);
          3. Contractor’s Federal Tax Identification Number;
          4. Purchaser’s Contact Information;
          5. Purchaser’s Purchaser Order #;
          6. Date(s) of Order;
          7. Date(s) of Delivery and if available, Tracking Number(s);
          8. Invoice # and Invoice Date;
          9. Item Description(s);
          10. Item #(s) or Catalog #(s);
          11. Unit Price(s) to include Actual cost (MSRP List Price) and Percentage % Discount unless MSRP list price and % Discount was provided on the initial Quote/Estimate or provided to Purchaser with backup documentation;
          12. Final Cost per Item
          13. Unit(s) of Measure and Quantities
          14. Expedited Rush Shipping /Delivery Costs authorized by Purchaser (passed on with no additional markup), if applicable.
          15. Shipping/Delivery Fees for orders under the $150.00 order minimum (before sales tax), if applicable
          16. Invoice Amount including applicable taxes (if applicable); and
          17. Payment terms, including any available prompt payment discounts.

Contractor’s invoices for payment shall reflect accurate Cooperative Purchasing Agreement prices. Invoices will not be processed for payment until receipt of a complete invoice as specified herein.

#### What are the Customer Service Requirements?

**See Contract Provisions: 9*:***

1. **Customer Service requirements.**
   1. **Contractor Customer Service Availability.** Contractor shall be available to answer Customer Service calls and emails during typical business hours: 8 a. m. - 5 p. m., Monday through Friday, with after-hours contact information also provided for emergencies whenever possible.
   2. **Contractor Customer Service Response Time for Purchaser Inquiries.** Contractor shall return Purchasers’ calls and emails within two (2) business days.
   3. **Contractor Product Catalog Information.** Contractor will provide link to online catalog or a PDF file of products to Enterprise Services for posting on Contract summary page, updating to confirm accuracy with Enterprise Services’ Contract Administrator, at minimum, quarterly. The Catalog shall contain at minimum the following:

* Product Description
* Contractor’s Stock Keeping Unit (SKU) Number or Product Number
* Unit of Measure
* Unit Price
  1. **CONTRACTOR BACKORDER ACKNOWLEDGEMENT.** Contractor will alert Purchasers within seven (7) days of any order acknowledgement that items ordered are backordered.
  2. **CONTRACTOR ORDER PLACEMENT CONFIRMATION.** Contractor shall confirm upon order placement: Purchase Order Number; Purchaser’s preferred delivery method, back up delivery method, delivery address, and any special instructions.

In the event of an escalated issue, Contractor shall provide Purchaser with updates on escalated issues every five (5) business days until such issues are resolved.

#### What if an Agency wants to make a payment using a credit card (P-card)?

Contractors/Vendors total price for the goods and/or services shall be the same regardless of whether the Purchaser makes a payment by cash, credit card, or electronic payment. Some Contractors/Vendors prefer payments electronic payment; not all Contractors/Vendors accept credit card payments.

#### 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.

#### What should a purchaser do if a contractor is not performing?  Who should a purchaser contact at Enterprise Services or how to escalate a performance issue with the contractor?

If there is a contractor that is not performing, the purchaser should first seek to resolve the issue directly with the contractor. If the performance issue is unresolved, reoccurring, or in need of escalation, please contact the Enterprise Services Contract Administrator listed on the contract page. Enterprise Services relies on purchasers that are working with the contractors to notify us of any issues. Enterprise Services 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 Enterprise Services staff can assist.

#### How can I purchase greener products? How do I know a product is toxic-free? Where did the environmental certifications/factors come from?

Response

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

## Contractor Related

#### 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/) Enterprise Services has a [registration page](https://des.wa.gov/sell/how-work-state/register-bid-opportunities) that explains the registration process. If you have questions on the registration process, please contract [WEBS customer service](mailto:WEBSCustomerService@des.wa.gov), (360) 902-7400.

Enterprise Services also has information on [doing business with the state](https://des.wa.gov/sell/how-work-state) for you to review. There is also a page on [bid opportunities](https://des.wa.gov/sell/bid-opportunities) with Enterprise Services, though all official opportunities are posted through WEBS.

#### Who do I contact if I have invoice or vendor management fee (VMF) questions?

Please contact the contract administrator listed on the contract summary page.

#### When are quarterly sales reporting due?

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

| Quarter | For Sales Made In Calendar Quarter | Contract Sales Report | |
| --- | --- | --- | --- |
| Due By | Past Due |
| 1 | January 1 – March 31 | April 30 | May 1 |
| 2 | April 1 – June 30 | July 31 | August 1 |
| 3 | July 1 – September 30 | October 31 | November 1 |
| 4 | October 1 – December 31 | January 31 | February 1 |

Contractor shall pay to Enterprise Services a Vendor Management Fee (“VMF”) of 1.5% percent on the purchase price for all Contract sales (the purchase price is the total invoice price less applicable sales tax).

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).

#### When are Vendor Management Fee (VMF) invoices due?

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

#### When is the Annual Contract Sales Report due to the DES Contract Specialist?

**Centarr Provision #12.3 and Platt/Rexel & CED: Provision *10.3 Annual Master Contract Sales Report*** the minimum list of information that must be included in the report. This report is due within 30 calendar days of the annual anniversary date for each year.

This Report must be provided in an electronic format that can be read by Microsoft (MS) Excel. Such Report is due within thirty (30) calendar days of the annual anniversary of the effective date of this Contract.

* DES Contract #11121
* The product purchased (including, as applicable, item number or other identifier)
* Per Unit quantities sold
* Items and Volumes purchased by Purchaser
* Shipment/Delivery location by Purchaser
* Contract price
* Annual total volume sales

#### When and how is the Economic Price Adjustment (EPA) effective?

**Centarr Corporation DBA ElectricalHub.com & CED: N/A**

**Platt Purchasers see Provisions #’s:**

**See Contract provisions:**

***Section 3.3 Economic Adjustments***.

**(a)** **CATALOG PRODUCT AND PRICE CHANGES.** Prior to changing products or pricing, Contractor must send the Contract Administrator a complete list of changes fourteen (14) calendar days prior to any changes being made. Changes will not be made without the written approval of the Contract Administrator. Prices must be based on the current printed catalog. Although Contractor may offer lower prices to Purchasers, during the term of this Cooperative Purchasing Agreement, Contractor guarantees to provide the Goods and/or Services at no greater than the prices set forth in ***Exhibit A – Included WA/OR Goods/Services*** ***and Prices*** (subject to economic adjustment as set forth herein.

#### Who do I contact for contact updates?

Please contact the contract administrator listed on the contract summary page.

#### How do I check for authorized purchasers?

Please check the [Contracts Usage Agreement (CUA) signed agreement list](https://apps.des.wa.gov/DESContracts/Home/MCUAListing) to see the list of authorized purchasers for Enterprise Services contracts. The [[Washington State website](https://wa.gov/)](https://wa.gov/) can help navigate to the governmental entities on the list.

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

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