# 21422 – Office Furniture and Related Services

Frequently Asked Questions (FAQ)

Customer FAQs

**Customer Related**

1. **Can I use this contract without consulting with Correctional Industries?**

No. All Washington State Agencies must receive a fully executed exemption from Correctional Industries before using this contract. All other eligible purchasers do not have to seek an exemption.

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

This contract has multiple awarded contractors to provide office furniture and related services, but each is awarded for particular categories. Purchasers can select any of the awarded contractors for the relevant category. Purchasers may not use a Contractor to obtain office furniture and related services from a category that was not awarded to that Contractor.

1. **Who can (or cannot) use this contract?  Oregon, Tribes, Higher Ed, etc.?**

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.

1. **Can a contractor charge prevailing wages?**

Prevailing wage determinations are issued by Labor & Industries (L&I) Industrial Statistician.

Some services on this contract may be subject to prevailing wages depending on the scope of work.

Any questions relating to prevailing rates should be directed to pw1@lni.wa.gov.

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. Purchases may also use “Contract Comments” located under the Resources dropdown menu to leave comments and concerns for any Contractors.

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. So green purchasing considerations have been added to the Participating Addendum as well. Please see the Participating Addendum for more information

**Contractor Related**

1. **When can I get added to the contract?**

Contracts can only be awarded to contractors that submitted a bid on the opportunity when the Courtesy Posting was 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 frequently asked questions. 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/sell/how-work-state) for you to review. There is also a page on [bid opportunities](https://des.wa.gov/sell/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).

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://apps.des.wa.gov/DESContracts/Home/MCUAListing) 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.