



Red Wing Brands of America GSA Contract Sales

Dear Red Wing Shoe Store, Dealer, or Authorized Account,

This document contains information to assist you with your participation under our GSA contract. Please keep and reference it as questions arise.

Key GSA requirements:

- Sell to eligible federal, state, and local agencies that are using the GSA schedule contract at or less than the contracted prices as found on the GSA price list.
- GSA account owners must configure GSA programs to ensure contractual pricing of eligible products, and automated reporting through Xstore.
- Dealers and authorized accounts not using the Red Wing Xstore point of sale must manually report all GSA sales.

We will continue to distribute our footwear directly from our warehouse and through company owned and independently owned retail and mobile shoe distributions to eligible federal, state, and local agencies under the GSA Schedule contract. The majority of the sales will be done through participating retail stores. The price we sell to eligible federal, state, and local agencies under the GSA schedule contract will be from the same GSA price list published to the stores. Those ordering footwear directly from us will not have the option to use the retail network for fitting or customer care after the sale.

Only sales made under the GSA contract require reporting in the above manner. You will not be required to comply with reporting requirements for sales of Red Wing products to any customer not made under the GSA contract.

We are excited about the potential that GSA holds for Red Wing Brands of America, Inc. If you have any questions, feel free to contact us at GSA.information@redwingshoes.com or contact your Red Wing sales representative, or Industrial Sales Manager.

Sincerely,

Red Wing Brands of America, Inc.
GSA Department
GSA.information@redwingshoes.com

RED WING BRANDS OF AMERICA, INC.

314 Main Street Red Wing, MN 55066 Phone: 651.388.8211 Fax: 651.385.0897

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Frequently Asked Questions

All Participants

What is the Red Wing GSA contract information?

GSA Schedule 84, GSA Contract # GF-0027N, effective through 09/30/2022.

Are all Red Wing styles on the GSA Schedule?

No, only those that meet certain manufacturing requirements.

Which styles are approved to sell on the GSA program?

ONLY those styles that are listed on the current GSA price list are approved. Styles and prices do change periodically.

Can I sell footwear on the GSA price list for an amount below the GSA price?

Yes, if you have an advertised, closeout or your everyday price is lower you may sell items for a lower price. You CANNOT sell at a higher amount than the approved GSA price to a customer purchasing under our GSA contract.

How will GSA sales be paid for?

Most GSA sales are paid at the point of sale by agency personnel using the GSA SmartPay Purchase account. These purchase cards may be either a Visa card beginning with "4616" or "4716," or a MasterCard beginning with "5568" or "5565." (See <https://smartpay.gsa.gov/content/businesses-and-vendors#sa445> for more information on the SmartPay program.)

Another option is to enroll the agency as an invoiced RWBAA with a PO or alternative billing arrangement. In this case the agency will be billed directly but retail locations must validate purchaser IDs and conduct sales to authorized accounts with active GSA programs.

How do I determine if a customer is eligible to receive the GSA discount? The customer must provide an approved **government** entity ID, credit card, or purchase order in order to qualify for the GSA discount. However, personal purchases by a government employee do not qualify. You must verify that the purchase is on behalf of a government entity.

Will my store be listed as a GSA participant at www.redwingshoes.com?

Yes, It will be uploaded after your participation agreement is processed.

Will Red Wing Brands of America, Inc. promote, advertise and market the brand to GSA users?

Yes, we will continue to advertise in targeted magazines, attend trade shows, send out direct mail and other strategies.

Who is authorized to buy off GSA?

There is a long list of federal, state and local agencies that are allowed to purchase under this program. Please visit this link <https://www.gsa.gov/buying-selling/purchasing-programs/overview/eligibility-to-use-gsa-sources> for a summary, or review GSA Order OGP 4800.2I, appended to the end of this FAQ document.

Can I sell non-approved items to GSA buyers?

Yes, you can. Non-approved items are not covered by the GSA contract though, and are therefor not reported.

Do I have to sell to every eligible user?

Yes, as long as they pay on time.

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How do I handle exchanges and returns?

You should handle GSA exchanges and returns just like you handle other industrial customers' exchanges and returns. You may not exchange footwear purchased for ASTM protection for non-ASTM footwear. You may not return shoes for cash that were purchased on GSA.

Do we need to report the exchanges to Red Wing?

You do not need to report exchanges.

Do all of the warranties and guarantees apply to GSA sales?

Yes, the warranty against defects of material and workmanship and any others apply to the GSA sales.

I have a mobile truck. Can I sell to eligible agencies from the truck? What price do I use to sell off of the truck?

Yes. Use the current approved GSA price list.

How long is the price list valid for?

The price list will be updated as Red Wing Shoe Company makes changes to the product line or their Manufacturer's Suggested Retail Price (MSRP) and GSA approves the modification. You will receive an email notification with the updated price list when approved. At that point you must review the price list and ensure that items you sell as GSA approved are on the updated price list. If you have your own GSA programs, you must update the program pricelist with the allowed styles and price.

Manual Reporting Participants (Non-Red Wing POS)

Will I receive notice when it is time to report my monthly GSA sales online?

Yes. The email address you provide with your GSA Participation Agreement will receive monthly notifications including a link to the online reporting site.

What if I don't find the style number I sold on the drop down list on the reporting site?

If you cannot find the style number this means the style is NOT a GSA approved style and you should not be selling that style as a GSA approved item.

What if I do not have a computer to complete the on-line reporting?

You will need to arrange access to a computer and report electronically. If you are unable to do this, you cannot participate in the GSA program. There are no exceptions to this policy.

What if I do not report a sale from GSA?

You will jeopardize the program for your store and for the company. You will also lose the privilege to participate in the program.

What if I no longer wish to participate in the program?

You can simply ask to have your store removed from the list at GSA.information@redwingshoes.com

Local Bonus Selling Opportunity

Can City, County, and States Piggy-Back on Red Wing's schedule 84 GSA contract?

YES! This is a huge opportunity for you.

Your local governments can take advantage of the GSA pricing. You will be required to report all sales made under the GSA contract to your local, county and State agencies.

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What is Cooperative Purchasing? (Piggy-Backing sales through GSA contract)

Cooperative Purchasing allows for the Administrator of General Services to provide states and localities access to certain items offered through the General Services Administration's GSA's Federal Supply Schedule 84. The products and services available to state and local governments include firefighting and rescue equipment, law enforcement and security equipment, and special purpose clothing.

Can state and local governments purchase from all GSA Schedules?

No. The Cooperative Purchasing Program only allows for state and local government entities to purchase from contracts awarded under GSA Schedule 84 and then only items listed above.

What are the differences between the Cooperative Purchasing Program and the Disaster Recovery Purchasing Program?

The primary distinctions between the Cooperative Purchasing Program and the Disaster Recovery Purchasing Program involve the particular GSA Schedules authorized for use and the conditions under which products and services may be purchased.

The Cooperative Purchasing Program authorizes state and local government entities to purchase products and services from contracts awarded under Schedule 84. The Cooperative Purchasing Program places **no restrictions** on how or when the products and services may be used.

The Disaster Recovery Purchasing Program authorizes state and local government entities to purchase products and services from contracts awarded under **all** GSA Schedules. The products and services purchased under the Disaster Recovery Purchasing Program may be used to facilitate recovery from a major disaster, terrorism, or nuclear, biological, chemical, or radiological attack. State and local government entities may use GSA Schedule contracts to purchase products and services in advance of a disaster declared by the president, as well as in the aftermath of an emergency event.

When did the Cooperative Purchasing Program go into effect?

Cooperative Purchasing for GSA Schedule 84 was effective upon publication of the interim rule in the Federal Register (September 19, 2008).

Since the issuance of the interim rule, GSA Schedule 84 contracts have been and will continue to be modified, as mutually agreed between the Schedule contractor and GSA, to allow Schedule contractors to participate in the Cooperative Purchasing Program.

Vendors submitting new offers for GSA Schedule 84 contracts are also required to indicate whether they will offer Cooperative Purchasing.

How are state and local governments defined?

The General Services Administration Acquisition Manual (GSAM), Part 538.7001, Definitions, offers the following definition of state and local governments:

"The States of the United States, counties, municipalities, cities, towns, townships, tribal governments, public authorities (including public or Indian housing agencies under the United States Housing Act of 1937), school districts, colleges, and other institutions of higher education, council of governments (incorporated or not), regional or interstate government entities, or any agency or instrumentality of the preceding entities (including any local educational agency or institution of higher education), and including legislative and judicial departments."

The term **does not include contractors** or grantees of state or local governments.

Are state and local government entities required to use the GSA Schedules Program?

No. Cooperative Purchasing is voluntary for both state and local government entities and for Schedule contractors. State and local entities have full discretion to decide if they wish to make a GSA Schedule purchase, subject to any limitations that may be established under state and local laws and procedures.

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Are Schedule contractors required to accept orders from state and local government entities?

Schedule contractors have the option of deciding whether they will accept orders placed by state and local government buyers. Schedule contractors will make this decision on two levels. First, at the contract level, Schedule contractors will decide whether they want to offer Cooperative Purchasing and, if so, the applicable SINs to be offered. Schedule contractors will then either enter into a mutual agreement with GSA to modify the existing Schedule contract or indicate, prior to contract award, their intent to offer their Schedule products and services under Cooperative Purchasing. Second, even after an existing contract is modified or a new contract awarded, a Schedule contractor will retain the right to decline orders received from state and local government entities on a case-by-case basis. Schedule contractors may decline an order, for any reason, within a five-day period after receipt of the order; however, credit card orders must be declined within 24 hours (GSAM 552.232-79).

How do state and local government entities place orders against Schedule contracts? Do such orders against Schedule contracts meet competition requirements?

State and local government entities are encouraged to use GSA's Schedule Ordering Procedures to ensure the benefit of receiving the best value from GSA Schedule contractors. **When state and local governments follow the GSA Schedule Ordering Procedures**—i.e., the Ordering Procedures for Supplies, and Services Not Requiring a Statement of Work (Federal Acquisition Regulation (FAR) 8.405-1) or the Ordering Procedures for Services Requiring a Statement of Work (FAR 8.405-2)—use of the GSA Schedules Program is considered to be a "competitive procedure" under the Competition in Contracting Act of 1984 (CICA). State and local entities may include terms and conditions required by statute, ordinance, regulation, or order to the extent that these terms and conditions do not conflict with the terms and conditions of the GSA Schedule contract.

If the contractor does not perform acceptably under a Cooperative Purchasing order issued by a state or local entity, should the ordering activity request the GSA contracting officer take corrective measures?

No. Acceptance of an order by the Schedule contractor under Cooperative Purchasing constitutes the formation of a new contract between the non-federal ordering activity and the Schedule contractor. The ordering activity's contracting officer is responsible for all contract administration under the new contract.

While the majority of the terms and conditions of the Schedule contract are incorporated by reference into the Cooperative Purchasing order (see below for exceptions), the federal government is not liable for the contractor's performance, or non-performance. Disputes that cannot be resolved by the parties may be litigated in any state or federal court with jurisdiction, using the principles of federal procurement law and the uniform commercial code, as applicable and appropriate.

However, state and local government entities may submit information concerning a contractor's performance to the GSA contracting officer for consideration when evaluating the contractor's overall performance under the GSA Schedule contract.

Under Cooperative Purchasing, can ordering activities include terms and conditions required by state or local statutes, ordinances, regulations, or orders?

Yes. However, the additional terms and conditions must be included as a part of the Statement of Work (SOW) or the Statement of Objectives (SOO) and must not conflict with the terms and conditions of the GSA Schedule contract.

Are Prompt Payment provisions incorporated into Cooperative Purchasing orders?

Yes. GSAM 552.232-81, Payments by Non-Federal Ordering Activities, allows for the terms and conditions of a state's prompt payment law to apply to orders placed by eligible non-federal ordering activities. However, if the ordering activity is not otherwise subject to a state prompt payment law, the activity is covered by the federal prompt payment act in the same manner as federal ordering activities.

Are state and local government preference programs affected by Cooperative Purchasing?

No. Cooperative Purchasing does not affect state and local government preference programs.

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May state and local government entities use credit cards to purchase products and services under this program?

Yes. Schedule contractors may accept any state and local government-issued credit cards for orders placed under Cooperative Purchasing. Contractors are required to accept credit cards for orders up to the micro-purchase threshold and contractors may voluntarily accept credit cards for orders exceeding the micro-purchase threshold.

Can state and local governments issue Blanket Purchase Agreements (BPAs) under the Schedule contracts?

Yes. State and local government entities may issue BPAs under the Schedule contracts. In order to qualify as a GSA Schedule BPA, the competition underlying the award of the BPA must be conducted in accordance with the GSA Schedule ordering procedures.

Can state and local government entities be granted additional price reductions under the Schedule contracts?

Yes. State and local government entities may be granted additional price reductions under Cooperative Purchasing.

Will a spot discount to state and local government entities under the GSA Schedule contract trigger the Price Reductions clause?

No. Granting state and local government entities additional price discounts under the GSA Schedule contract will not trigger the Price Reductions clause.

Does the Trade Agreements Act apply to contracts between the Schedule contractor and state and local government entities?

Yes. All Schedule contract terms and conditions, except those stated in previous responses apply to contracts between the GSA Schedule contractor and state and local government entities.

Can state or local government grantees purchase products and services from Schedule 84 under the Cooperative Purchasing Program? If state or local governments themselves receive grant money, can they purchase products and services from Schedule 84?

Under the Cooperative Purchasing Program, only state and local government entities, as defined in General Services Administration Acquisition Manual (GSAM) 538.7001, are eligible to purchase products and services from Schedule 84. As noted in the definition, the term, state and local government entities, "...does not include contractors of, or grantees of, state or local governments." Thus, state or local government grantees cannot purchase Schedule products and services under the Cooperative Purchasing Program.

With regard to state or local governments themselves receiving grant money, these entities are eligible users under the Cooperative Purchasing Program by virtue of meeting the definition of *state and local government entities*; the source of funding for these entities is irrelevant.

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