|  |  |  |
| --- | --- | --- |
| State of Wisconsin  Department of CORRECTIONS  DOC-2719 (Rev. 3/2022) |  | Bureau of CORRECTIONAL ENTERPRISES  3099 EAST WASHINGTON aVE PO Box 8990  Madison, WI 53704-8990  (608)240-5200  Fax (608)240-3321 |

MANDATORY WAIVER REQUEST

FOR OFFICE FURNITURE CONTRACT #505ENT-M15-BSIOFFURN-01

**Purpose:** Wisconsin State Statute 16.75(3t)(c) defines state agency requirements to purchase from prison industries when the Bureau of Correctional Enterprises (BCE) is able to meet product specifications and price on products which they offer. When using mandatory contract #**505ENT-M15-BSIOFFURN-01** for the purchase of office furniture, each Agency/Campus ***must first contact BCE*** to meet their needs. If BCE determines that they cannot meet the Agency/Campus furniture needs, then BCE will issue the requesting Agency/Campus a waiver to purchase some or all of the project from another vendor.

**NOTE:** **Failure to provide adequate lead-time to BCE does NOT justify a waiver request. *All Agencies and Campuses must first submit the project scope, drawings, space plans, and specifications on the furniture requirements to BCE prior to seeking bids from another vendor.* Any waiver request sent to BCE without first giving BCE the opportunity to formally bid or quote will not be granted, thus increasing the potential to cause a time delay for the customer.**

**BCE Waiver** Agency/Campus ***shall not*** purchase the product(s) until a waiver release number is provided by the BCE Waiver Manager. Complete this form and send it to the following: [BCEFurnitureWaiver@wisconsin.gov](mailto:BCEFurnitureWaiver@wisconsin.gov)

|  |  |  |  |
| --- | --- | --- | --- |
| Agency/Campus and Work Unit: | Agency/Campus/Work Unit Address: | | Date: |
| Contact Name: | Telephone Number: | Email address: | |
| BCE Quote # (Must Include): | | | |

Date of Response:       Issued by:

|  |  |  |
| --- | --- | --- |
| **Part I – DESCRIPTION OF FURNITURE NEEDS** | | |
| Use this section to describe furniture needs. Attach supporting documents, CADD drawings, etc. to this document or e-mail submission. *To ensure timely processing, under “Other Waiver Justification”, include detailed information regarding the products you are seeking to purchase, quantities of each item, as well as a description of the project layout (i.e. single room, multiple rooms, single office, etc.).* Contact BCE at [BCEFurnitureWaiver@wisconsin.gov](mailto:BCEFurnitureWaiver@wisconsin.gov) to have a regional sales representative assist you in identifying your needs and options, when documentation does not exist. | | |
| 1. What is the estimated cost of the product(s) or project? |  | |
| 2. If there is an existing product line being matched, what is the product line? |  | |
| 3. Other waiver justification. | | |
| **Part II – BCE Response (**within 5 business days**)** | | |
| BCE is capable of meeting some or all of your needs. | |  |
| BCE would like additional information to help you with your purchasing needs. Please contact       at       to discuss your request. | |  |
| BCE has issued you a Mandatory Waiver. Release # | | |

This document may be made available in alternate formats to persons with disabilities, upon request.