

USER'S GUIDE

Prescription Safety Glasses Contract # 505ENT-M17-SFTGLASSES-01 Also known as RFB #28239-MH

Updated February 15, 2019

1. CONTRACT SUMMARY AND SCOPE

This mandatory statewide contract for purchasing prescription safety glasses covers all State agencies and University of Wisconsin (UW) System campuses. The policy for supplying prescription safety glasses to employees is determined by each ordering agency based on the respective agency's interpretation of the State of Wisconsin Employee Compensation Plan (4.03 under Section G). Each agency may set limits on what they will provide and pay for in regards to prescription eyewear. (i.e. employee copay amounts for costs above what the agency will cover)

Contract Term: This Contract has an initial term of two (2) years with the option to renew upon mutual agreement for three (3) additional 1-year periods.

First Term:	February 1, 2017 – January 31, 2019
Second Term:	February 1, 2019 – January 31, 2020
Third Term:	February 1, 2020 – January 31, 2021
Fourth & Final Term:	February 1, 2021 – January 31, 2022

Contract: A copy of the contract is available as an attachment in VendorNet under the [Prescription Safety Glasses contract # 505ENT-M17-SFTGLASSES-01](#). It is recommended that you become familiar with the contents of the contract. The contract goes into detail regarding technical, performance, and support requirements that both the customer and Contractor should be familiar with.

Contractor: Hi-Tech Optical Inc.

Cooperative Purchasing: This contract may also be used for cooperative purchasing by county, city, and local municipality's law enforcement agencies.

Customers: Any State agency, board, commission, UW campus or cooperative purchasing entity.

Mandatory: Yes.

Purchasing Card (P-Card): The State of Wisconsin P-Card may be used on this contract.

Purchase Orders (PO): Purchase Orders or releases from Blanket Purchase Orders shall be placed directly with Contractor by the customer.

Questions: If you have any questions concerning this contract, feel free to contact the **DOA Contract Manager** listed below:

John Burnett
WI Department of Administration
State Bureau of Procurement
101 East Wilson Street, 6th Floor
Madison, WI 53707-7867
Phone: (608) 261-6359
Fax: (608) 267-0600
Email: john.burnettl@Wisconsin.gov

Customers are also encouraged to contact their agency/campus purchasing office with general questions.

2. GETTING STARTED

Step 1: Contact Hi-Tech Optical (contact information listed below) to set up an account. General information you should have available when setting up an account include:

Name

Agency

Contract# 505ENT-M17-SFTGLASSES-01

Email

Phone

Billing and Shipping Address

Information on what you will provide and pay for when it comes to employee safety glasses*

If you will self-dispense or utilize an off-site dispenser provided by the Contractor*

*this information can be found on your previous vendor order forms and account set up forms

Step 2: Once an account is set up the ordering procedures generally follow one of the two models listed below:

Ordering Procedure: Model 1 Agency Dispensing:

When an individual requires eye protection, the individual will bring a prescription to the ordering agency, the agency will fill out a customized Prescription Eyewear order form supplied by the contractor. The agency will submit the order form to the contractor and the contractor will in turn fill the order then ship and invoice the glasses to the ordering agency. (Similar procedure for inmate and patient frames)

- a. To get your order form visit <https://www.hi-techoptical.com/partners/wida>
- b. Click on Departments
- c. Click on your agency to download your form
- d. Print and complete the form
- e. Fax order to Customer Service at 800-806-1663

Ordering Procedure: Model 2 External Dispensing:

When an individual requires eye protection, the individual will receive a customized order form from the ordering agency. The individual will take the order form and his/her prescription to a qualified dispenser supplied by the contractor. (Contractor shall have dispensers throughout the State of Wisconsin, see link under 5 below) The dispenser will help the individual select the proper safety glasses and fill out the order form. The dispenser will have the option to 1) Submit the order form to the contractor or 2) At the request of the agency have the individual take the order form back to his/her agency and the agency will submit the order form to the contractor. The contractor will complete the order then ship the glasses to the dispenser, and pay the dispensing fee to the dispenser. The contractor will then invoice the ordering agency, including the dispensing fee. The individual will return to the dispenser for final fitting of his/her safety glasses.

- a. To get your order form visit <http://www.hi-techoptical.com/partners/wida>
- b. Click on Departments
- c. Click on your agency to download your form
- d. Print Document
- e. Take order from to one of the contractor's dispensers
- f. Select your safety glasses with the assistance of the dispenser
- g. Have dispenser complete the form and send to contractor (or return form to agency)
- h. When glasses come in return to dispenser for pick up and final fitting

3. CONTRACTOR CONTACT INFORMATION:

Hi Tech Optical Inc.

3139 Christy Way South

Saginaw, MI 48603-2226

(800) 638-1171

General Contract Questions Contact:

Joshua Brown 800-638-1171 option #4 Joshua@hi-techoptical.com

Account Set Up Contact:

Joshua Brown 800-638-1171 option #4 Joshua@hi-techoptical.com

Order form information / Changes / Questions Contact:

Joshua Brown 800-638-1171 option #4 Joshua@hi-techoptical.com

Billing and Accounting Issues:

Joshua Brown 800-638-1171 option #4 Joshua@hi-techoptical.com

Dispensing Location Questions Contact:

Marshall Brown Jr. 800-638-1171 option #6 Mbrown@hi-techoptical.com

Customer Service:

Denise Cieslinski 800-638-1171 option #2 Denise@hi-techoptical.com
Fax: 800-806-1663

4. TECHNICAL, PERFORMANCE AND SUPPORT REQUIREMENTS

As noted in section 1 above, understanding and adhering to the specific requirements of the contract is the responsibility of both the User and the Contractor. Understanding the details of the contract also helps to ensure compliance. Although you should become familiar with the entire prescription safety glasses contract, pages 9 – 14 of the contract detail the specific technical, performance and support requirements of the contract. These details include such things as: safety glasses standards, ordering, shipping, delivery, packaging, invoicing, samples/literature and customer service requirements. Again, the complete contract is available as an attachment in VendorNet under the [Prescription Safety Glasses contract # 505ENT-M17-SFTGLASSES-01](#).

Issues should be addressed directly with the Contractor. Email or written communication is always recommended to document attempts of resolution. If issues cannot be resolved or if you have any other questions or concerns., contact the DOA Contract Manager, John Burnett at john.burnett@wisconsin.gov or 608-261-6359.

5. QUICK LINKS TO HI-TECH OPTICALS FRAME CATALOG AND DISPENSERS

Frame Catalog: <http://hitechoptical.wpengine.com/partners/wida/frame-selection/>

Dispensers: <http://hitechoptical.wpengine.com/partners/wida/provider-locations/>