

Department of General Services

Procurement Division

707 Third Street, 2nd Floor

West Sacramento, CA 95605-2811

Contract Information Guide for K-12 Schools

# INTRODUCTION

The State’s contract provides Laptop Computers at contracted pricing to the State of California and local governmental agencies, including K-12 public schools.

# PROCUREMENT PROCESS

1. Get a Quote

The Contractor shall provide a quote to ordering agencies in MS Excel spreadsheet format. Ordering agencies may request the anticipated delivery date with their quote request.

1. Purchase Execution

Local governmental agencies may use their own purchase document for purchase execution. Order Placement may be made by U.S. Mail, fax, or email.

1. Order Reciept Confirmation

The Contractor will provide ordering agencies with an order receipt confirmation, via e-mail or facsimile, within one (1) business day of receipt of purchase document. The Order Receipt Confirmation shall include the anticipated delivery date.

1. Contractor Contact Information

| **Dell Laptops** | **HP Laptops** |
| --- | --- |
| Contract # 1-17-70-02A | Contract # 1-17-70-02B |
| Contractor: Technology Integration Group | Contractor: NWN Corporation |
| Contact: Carlos Velasquez | Contact: Tim Meade |
| Phone: (888) 328-2844 | Phone: (916) 637-2200 |
| Fax: (858) 790-7880 | Fax: (916) 596-4800 |
| Email: Calpc@tig.com  | Email: SCA\_Sales\_Team@nwnit.com |
| Address:770 L Street, Suite 950Sacramento, CA 95814 | Address:2969 Prospect Park Drive, Suite 225Rancho Cordova, CA 95670 |

# DELIVERY SCHEDULE

Delivery of ordered product is expected to be completed within four (4) to six (6) weeks after receipt of an order (ARO). Contractor will confirm delivery schedule at time of order.

# ADMINISTRATIVE FEES

 For all local government agency transactions issued against the contract, the Contractor is required to remit the DGS/PD an Incentive Fee of an amount equal to 1% of the total purchase order amount excluding taxes and freight.  This Incentive Fee shall not be included in the agency’s purchase price, nor invoiced or charged to the purchasing entity.

# DGS CONTRACT ADMINISTRATOR

Ordering agencies may contact the DGS contract administrator for problem resolution and related contract issues.

DGS Contract Administrator:

Robb Parkison

Phone: (916) 375-5918

Robb.parkison@dgs.ca.gov

# ATTACHMENTS

Attachment A – K-12 Pricing Sheet