

Department of General Services

Procurement Division

707 Third Street, 2nd Floor

West Sacramento, CA 95605-2811

Contract Information Guide

# INTRODUCTION

The State’s contract provides Masks (Respirator and Surgical) at contracted pricing to the State of California, local governmental agencies, and governmental agencies (ordering agencies) throughout the United States.

# LOCATING A CONTRACT

1. Search and Select
2. To locate specific products available by contract, use the [Contract Product Guide](https://www.dgs.ca.gov/PD/Services/Page-Content/Procurement-Division-Services-List-Folder/Find-Masks-Respirator-and-Surgical-on-Statewide-Contracts) (https://www.dgs.ca.gov/PD/Services/Page-Content/Procurement-Division-Services-List-Folder/Find-Masks-Respirator-and-Surgical-on-Statewide-Contracts).
3. The State Contract Index located at the bottom of [www.dgs.ca.gov/pd](http://www.dgs.ca.gov/pd) lists State Contracts available for use. Locate the desired contract and click the link in the contract number to be automatically directed to that contract’s page in Cal eProcure.

# PROCUREMENT PROCESS

Search [www.caleprocure.ca.gov](http://www.caleprocure.ca.gov/) for “Mask” or by the contract number.

Download the selected contract’s User Instructions and Contract Pricing for specific contractor contact information, ordering instructions and pricing.

Ordering agencies are advised to contact the contractor for questions regarding product information, quantities, availability, and pricing.

Purchase Execution

California state departments transacting in FI$CAL will follow the FI$CAL procurement and contracting procedures. California state departments not transacting in FI$CAL must use the Purchasing Authority Purchase Order (Std. 65) for purchase execution.

All other governmental agencies may use their own purchase document for purchase execution.

Order Placement may be made by U.S. Mail, fax, or email.

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.

# DELIVERY SCHEDULE

Delivery of ordered product is expected to be completed within thirty (30) calendar days after receipt of an order (ARO).

# ADMINISTRATIVE FEES

1. California State Departments

The DGS will bill each State department an administrative fee for use of this statewide contract. The administrative fee should NOT be included in the order total, nor remitted before an invoice is received from DGS.

Current fees are available online in the [Price Book & Directory of Services](https://www.dgs.ca.gov/OFS/Price-Book) (https://www.dgs.ca.gov/OFS/Price-Book) (go to Price Book Download and click on Purchasing under Procurement Division).

1. Local/US Governmental Agencies

For all local/US government agency transactions issued against the contract, the Contractor is required to remit the DGS-PD an Incentive Fee of an amount equal to 1.25 percent of the total purchase order amount excluding taxes and freight.  This Incentive Fee shall not be included in the ordering agency’s purchase price, nor invoiced or charged to the ordering agency.

# DGS CONTRACT ADMINISTRATOR

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

DGS Contract Administrator:

Eileen Tardiff

Phone: (916) 375-4463

[Eileen.tardiff@dgs.ca.gov](mailto:Eileen.tardiff@dgs.ca.gov)

# ATTACHMENTS

Contract Product Information