

**WESTERN STATES CONTRACTING ALLIANCE (WSCA)  
MASTER SERVICES AGREEMENT  
SMALL PACKAGE DELIVERY SERVICES  
Non-Mandatory**

**USER INSTRUCTIONS  
SUPPLEMENT #1 (Incorporates Original)**

<b>CARRIER and CONTRACT NUMBERS:</b>	7-11-99-10 - FedEx Corporate Services, Inc. 7-11-99-11 - Golden State Overnight Delivery Services, Inc. 7-11-99-12 - OnTrac * 7-11-99-13 - United Parcel Service, Inc.
<b>SERVICES:</b>	Small Package Delivery Services
<b>CONTRACT TERM:</b>	August 28, 2011 through August 27, 2012 *September 13, 2011 through August 27, 2012
<b>DISTRIBUTION CODE:</b>	Posted Electronically on: <a href="http://www.bidsync.com">www.bidsync.com</a>
<b>STATE CONTRACT ADMINISTRATOR:</b>	Cynthia Okoroike Procurement Division 707 3 <sup>rd</sup> Street, 2 <sup>nd</sup> Floor West Sacramento, CA 95758 (916) 375-4389 Cynthia.okoroike@dgs.ca.gov

**The purpose of this Supplement is to changed State Contract Administrator.**

**Original Copy on File**

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**1. SCOPE**

The State of California (hereafter referred to as the "State") has established a Participating Agreement with the State of Utah, Division of Purchasing on behalf of the Western States Contracting Alliance (WSCA). Contracts were awarded on a competitive basis to qualified Carriers who provide small package delivery services. Participating Addenda are in place with three carriers; FedEx Corporate Services, Inc. and United Parcel Service, Inc. have agreed to provide Intrastate and Interstate delivery services to the contiguous 48 States, Alaska, Hawaii, Puerto Rico and international locations. Golden State Overnight has agreed to provide California's intrastate ground and/or pouch delivery services. Carrier's Service Guides are in effect at award date of the contract and remain in effect for the first year of the contract with no changes allowed that affect pricing or service without prior written approval of the WSCA State Contract Administrator

The Participating Addenda shall be effective **08/28/2011 through 08/27/2012** with four (4) additional one-year renewal options, or upon approval by the Department of General Services and will continue until End Date of the WSCA Master Price Agreement, unless terminated early in accordance with the terms and conditions of the WSCA Master Price Agreement or California's Participating Agreement.

This MSA offers the following benefits to State and Local Agencies:

- Carriers have agreed to hold firm pricing for first year of contract;
- Carriers have agreed to waive weekly service charges and on demand pickup fees;
- No advertising, bidding, and contracting procedures by using the less formal standardized MSA ordering process;
- Ability to choose the Carrier best suited for specific department requirements/needs;
- Streamlined ordering process via a Standard 65 ordering document;
- No dollar limit on order size.

**2. CONTRACT USAGE/RULES**

A. State Departments

- The use of the WSCA is non-mandatory for State departments.

Each ordering department is responsible for the following:

Ordering departments must adhere to all applicable State laws, regulations, policies, best practices, and purchase authority requirements (e.g. California Codes, Code of Regulations, State Administrative Manual, Management Memos, and State Contracting Manual Volume 2).

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**B. Order Limits/Dollar Thresholds**

WSCA Program Limitation: \$500,000.00.

All orders are subject to the most current Management Memo (Currently MM 08-05 including supplements, or whichever Management Memo is in effect at the time a purchase order is issued.) Go to DGS/PD web site [www.dgs.ca.gov/pd](http://www.dgs.ca.gov/pd) to obtain a copy of the most current Management Memo.

Departments executing WSCA/NASPO orders over \$500,000.00 for non-IT goods must obtain DGS/PD approval prior to executing the purchase document. The following information must be documented by the department and submitted to DGS/PD:

- Identify the need for the goods and/or services and the dollar value of the impending purchase document.
- Explain how the department has determined that issuance of a purchase document to this particular contractor makes good business sense and how best value for the department has been achieved.
- Upon review and approval of the documentation submitted, DGS/PD will issue an approval letter concurring with the department's request. Upon receiving approval from DGS/PD, the department may proceed to execute the order SCM Vol. 2 chapter 6 F3.6.
- Departments executing orders using the WSCA/NASPO program are not required to obtain three offers or document best value, but conducting price comparisons among the WSCA suppliers, if available, is encouraged. Refer to the user instructions of each contract SCM Vol. 2, chapter 6 F3.1.
- Local agencies are not subject to these order limits.

**C. Local Agencies**

- Local agency use of this contract is optional.
- Local agencies may use their own contract forms, but must complete and provide all pertinent information as required by State ordering agencies on the Purchase Order 65.
- A Local Agency is any city, county, city & county, district, or other local governmental body or corporation empowered to expend public funds (California Public Contract Code Sections 10298 & 10299).
- While the State of California makes these contracts available to local government agencies, each local agency should make its own determination as to whether using these competitively bid contracts are consistent with its procurement policies and regulations.
- Local government agencies shall have the same rights and privileges as the State under the terms of this contract. Any agencies desiring to participate shall be required to adhere to the same responsibilities as do State agencies and have no authority to amend, modify, or change any condition of this contract.

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**3. CONTRACT EXECUTION**

All ordering agencies must submit a copy of the executed purchase documents to:

DGS – Procurement Division  
Attn: Data Entry Unit  
707 Third Street, 2<sup>nd</sup> Floor, MS: 201  
West Sacramento, CA 95605-2811

**4. CONTRACT ITEMS**

All available carrier information and associated pricing may be viewed at the following site:  
[www.bidsync.com](http://www.bidsync.com).

**5. PAYMENT**

Payment terms for this contract are net forty-five (45) days. Payment will be made in accordance with the provisions of the California Prompt Payment Act, Government Code Section 927, et seq. Unless expressly exempted by statute, the Act requires State departments to pay properly submitted, undisputed invoices not more than forty-five (45) days after the date of acceptance of goods, performance of services, or receipt of an undisputed invoice, whichever is later.

**6. CAL-CARD USAGE**

Customer agencies may use the Cal-Card to make payments of monthly carrier invoices if authorized on the Std. 65. When using the Cal-Card refer to your agency's procedures and purchasing authority. For Cal-Card questions e-mail [calcard@dgs.ca.gov](mailto:calcard@dgs.ca.gov)

**7. PAYEE DATA RECORD**

Each State accounting office must have a copy of the Carrier's Payee Data Record (Std. 204) in order to process payments. State departments should forward a copy of the Std. 204 to their accounting office(s). Without the Std. 204, payment may be unnecessarily delayed. State departments should contact the Carrier for copies of the Payee Data Record.

**8. DGS ADMINISTRATIVE FEES**

The Carrier shall submit the administrative fee for an amount equal to one percent (.01) of the sales for each order.

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**ATTACHMENT A  
CARRIER INFORMATION**

**FedEx Corporate Services, Inc. 07-11-99-10**

Attn: Elaine Heath  
10585 Heater Court  
San Diego, CA 92121  
New Accounts: 800-645-9424  
Pick-ups: 800-463-3339  
Sales: 800-448-9961 x 3320  
Fax: 858-430-2551  
Email: [elaine.heath@fedex.com](mailto:elaine.heath@fedex.com)

**Golden State Overnight 07-11-99-11**

Attn: Ernesto Diamonon  
3330 Data Drive, Suite 200  
Rancho Cordova, CA 95670  
Phone: 916-636-5130  
Fax: 916-636-5105  
Email: [ediamonon@gso.com](mailto:ediamonon@gso.com)

**OnTrac 07-11-99-12**

Attn: Ron Kuhnau  
1635 Main Ave., Suite 3  
Sacramento, CA 95838  
Phone: 916-921-6016 Ext. #6114  
Fax: 916-921-2729  
Email: [rkuhnau@ontrac.com](mailto:rkuhnau@ontrac.com)

**United Parcel Service, Inc. 07-11-99-13**

Attn: Flo Matteo  
Director of Enterprise Accounts  
3108 W. Thomas Road, Suite 1205  
Phoenix, AZ 85017  
UPS Government Sales  
Phone: 602-758-8654  
Email: [fmatteo@ups.com](mailto:fmatteo@ups.com)  
New Accounts: [wsc@ups.com](mailto:wsc@ups.com)

Multiple Accounts, supplies, tracking info, billing and customer services: Enterprise  
Government Support: 800-877-1497, say; 164A87 when prompted