



Department of General Services  
Procurement Division  
707 Third Street, 2nd Floor  
West Sacramento, CA 95605-2811

# State of California Western States Contracting Alliance Master Price Agreement Non-Mandatory User Instructions

|                               |  |
|-------------------------------|--|
| CONTRACT NUMBERS:             | <b>VARIOUS</b>   |
| DESCRIPTION:                  | <b>Multifunctional Copier &amp; Related Software</b>   |
| CONTRACTOR(S):                | <b>VARIOUS</b>   |
| CONTRACT TERM:                | <b>Various through 6/30/2014</b>   |
| DISTRIBUTION CODE:            | Posted Electronically on:<br><a href="http://www.pd.dgs.ca.gov/wsca/default.htm">http://www.pd.dgs.ca.gov/wsca/default.htm</a> |
| STATE CONTRACT ADMINISTRATOR: | Diane Leung, 916/375-4635<br><a href="mailto:diane.leung@dgs.ca.gov">diane.leung@dgs.ca.gov</a>                                |

The most current User Instructions and California General Provisions, products and/or services and pricing are included herein. All purchase orders issued under this contract incorporate the following User Guide and California General Provisions.

**STATE AGENCIES ARE RESTRICTED FROM USING THIS WSCA CONTRACT IN ACCORDANCE WITH MANAGEMENT MEMO #05-11, EXCEPT FOR THOSE ITEMS/CATEGORIES NOT OFFERED UNDER CALIFORNIA'S STATEWIDE COMMODITY CONTRACT FOR MULTIFUNCTION COPIER & RELATED SOFTWARE. IF ANY STATE DEPARTMENT WANTS TO USE THE CONTRACT TO PURCHASE ITEMS NOT ON THE CALIFORNIA STATEWIDE COMMODITY CONTRACT FOR MULTIFUNCTION COPIER & RELATED SOFTWARE, THEY MUST COMPLETE A STATEWIDE CONTRACT EXEMPTION REQUEST FORM SIGNED BY THEIR PROCUREMENT AND CONTRACTING OFFICER (PCO) OR PURCHASING AUTHORITY CONTACT (PAC) AND SUBMIT IT TO THE DEPARTMENT OF GENERAL SERVICES (DGS) FOR APPROVAL. PLEASE SEND ALL EXEMPTION REQUEST TO THE ATTENTION OF THE WSCA CONTRACT ADMINISTRATOR. CLICK HERE FOR A COPY OF MANDATORY COPIER CONTRACT**  
<http://www.documents.dgs.ca.gov/pd/contracts/contractindexlisting.htm>

**Original Signature on File**  
Susan Chan, Manager, Multiple Award Program

**12/12/2011**  
Effective Date

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**American Recovery and Reinvestment Act (ARRA) - Supplemental Terms and Conditions**

Ordering departments executing purchases using ARRA funding must attach the ARRA Supplemental Terms and Conditions document to their individual purchase documents. Departments are reminded that these terms and conditions supplement, but do not replace, standard State terms and conditions associated with this leveraged procurement agreement.

Click here to access the [ARRA Supplemental Terms and Conditions](#)

Note: Additional information regarding ARRA is available by clicking here to access the email broadcast dated 08/10/09, titled [Supplemental Terms and Conditions for Contracts Funded by the American Recovery and Reinvestment Act](#)

**1. Scope**

The purpose of this WSCA Master Price Agreement is to provide a purchasing vehicle for **Multifunctional Copier & Related Software** for all State Agencies and local government agencies, which is any city, county, district or other governmental body empowered to spend public funds per California Public Contract Code Section 10299.

While the State of California makes this WSCA Master Price Agreement available to local governmental agencies, each local agency should make its own determination of whether using this WSCA Master Price Agreement is consistent with its procurement policies and regulations.

The contract term is **Various through 6/30/2014** with possible extensions. The terms, conditions, and prices for the contract extension option shall be by mutual agreement between the contractor(s) and the State. If a mutual agreement cannot be met, the contract may be terminated at the end of the current contract term.

**2. CONTRACT USAGE/RULES**

- a. Ordering state agencies must follow all applicable state mandated guidelines, e.g., State Administrative Manual, Management Memos, Agency Directives, California Acquisition Manual and California Codes.
- b. State and local government agency use of WSCA contracts is optional. A local government is any city, county, city and county, district or other local governmental body or corporation, including UC, CSU, K-12 schools and community colleges, that is empowered to expend public funds. While the state makes this contract available, each local government agency should make its own determination whether the WSCA program is consistent with its procurement policies and regulations.
- c. Local government agencies must have a DGS agency billing code prior to placing orders against this contract. DGS agency billing codes may be obtained by emailing [Marilyn.ebert@dgs.ca.gov](mailto:Marilyn.ebert@dgs.ca.gov) or [Wilson.Lee@dgs.ca.gov](mailto:Wilson.Lee@dgs.ca.gov) with the following information:

Local government agency  
Contact name  
Telephone number  
Mailing address  
Facsimile number and email address

- d. Unless otherwise specified within this document, the term "ordering agencies" will refer to all State departments and/or local government agencies eligible to utilize this contract. Ordering and/or usage instructions exclusive to State departments or local government agencies shall be identified within each article.

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**3. AGREEMENT SUMMARY (STD 215)**

State agencies are required to complete the STD 215 for all contracts, regardless of dollar amount. The justification for contracting based on Government Code Section 19130 (see #17) is an important component of the contract documentation. The STD 215 should be maintained in the contract file with other purchase documents. Click on the following link to download the 215 document.

<http://www.documents.dgs.ca.gov/ols/CONTRACTING%20INFO/STD215%20Rev%204-2002.doc>

**4. DGS ADMINISTRATIVE FEE**

The agency will not be charged the DGS Administrative fee and agencies will not be invoiced by the contractor for the use of this contract.

**5. STATE CONTRACT ADMINISTRATOR**

Department of General Services, Procurement Division  
Multiple Award Program - WSCA  
707 Third Street, 2nd Floor, MS #202  
West Sacramento, CA 95605-2811

Contact: Diane Leung  
Phone: 916/375-4635  
Fax: 916/375-4663  
E-Mail: [diane.leung@dgs.ca.gov](mailto:diane.leung@dgs.ca.gov)

**6. PROBLEM RESOLUTION/CONTRACTOR PERFORMANCE**

Ordering agencies and/or contractors shall inform the State Contract Administrator in a timely manner of any technical or contractual difficulties encountered during contract performance in a timely manner. This includes and is not limited to informal disputes, contractor performance, outstanding deliveries, etc.

To report contractor performance issues, ordering agencies must submit a completed Contract/Contractor Evaluation. If the performance by the contractor was unsatisfactory, a copy of the Contract/Contractor Evaluation form must also be sent to Office of Legal Services. The following link has instructions for this process <http://www.documents.dgs.ca.gov/osp/pdf/std004.pdf>

**7. WSCA CONTRACT INFORMATION**

See Attachment A for [list](#) of awarded contracts and contract Terms and Conditions.

**8. DOLLAR THRESHOLDS (Local Governments are Exempt)**

- WSCA Program Limitation: **Unlimited**

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

- For all orders under this contract, the ordering agency is not required to obtain three quotes.
- Exempt entities are not subject to these order limits.

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**9. EXECUTING THE PURCHASE ORDER**

**THE WSCA/STATE OF CALIFORNIA CONTRACT NUMBER MUST BE SHOWN ON THE PURCHASE ORDER.**

State agencies shall use a Contract/Delegation Purchase Order (Std. 65) for purchases and services.

Local governments shall, in lieu of the State's Purchase Order (Std. 65), use their own purchase order document.

Electronic copies of the State Standard Forms can be found at the Office of State Publishing web site: <http://www.dgs.ca.gov/osp> (select Standard Forms). The site provides information on the various forms and use with the Adobe Acrobat Reader. Beyond the Reader capabilities, Adobe Acrobat advanced features may be utilized if you have Adobe Business Tools or Adobe Acrobat 4.0 installed on your computer. Direct link to the Standard Form 65: <http://www.documents.dgs.ca.gov/osp/pdf/std065.pdf>

The ordering agency defines the project scope to determine which goods and related services are needed, and checks the electronic catalog for pricing. Then the ordering state agency completes a Form 65 (Contract/Delegation Purchase Order), including all pertinent information for each individual order issued against the Agreement and sends the Form 65 to the selected Contractor. NOTE: CAL-Card (procurement card; i.e. visa) orders are also accepted.

As a hard copy catalog is not available, you must print a copy of the contract terms and conditions, the Participating Addendum, and a copy of the e-quote from your order and retain this in your files. It is not necessary to provide a copy of each page to DGS. Additionally, it is not the contractor's responsibility to provide this information to you.

**10. WSCA BASE CONTRACT**

This WSCA contract is based on some or all of the products and/or services and prices from WSCA **Multifunctional Copier and Related Software** Contract, **State of Nevada # 1715**.

A copy of the actual WSCA Master Agreement is available on the Internet at:

<http://purchasing.state.nv.us/copiers/wsca.htm>

**11. CONTRACT TERM**

The contract term for the California Participating Addendum is **Various** through **6/30/2014**.

**12. PRICING**

Agencies should contact the contractor to see if there is a large quantity discount available. Additionally, educational discounts may be available for educational entities. Please contact the contractor for additional information. See Attachment A for pricing.

**13. ON-LINE ORDERING**

Contact the supplier representative to discuss setting up an online ordering website for your agency. State agencies must still provide a copy of the ordering document to the Department of General Services, Procurement Division. If using a CAL-Card, a copy of the on-line order acknowledgement must be sent in place of the ordering document. **THE AGENCY BILLING CODE MUST BE INCLUDED ON EITHER DOCUMENT (Local Governments are Exempt)**.

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**14. PURCHASE ORDER DISTRIBUTION (Local Governments are exempt)**

For state agencies, copies of the STD. 65 with original signatures, or if using the CAL-Card, copies of the order acknowledgement, must be sent to the Contractor, State Controller and Department of General Services, Procurement Division. .

Department of General Services  
Procurement Division  
Data Entry Unit-Second Floor North  
P.O. Box 989052  
West Sacramento, CA 95798-9052  
IMS: Z-1

State Controller's Office  
3301 C Street  
Sacramento, CA 95814  
Attn: Audit Unit

**15. PAYMENTS AND INVOICES**

**a. Payment Terms**

See **WSCA Supplier Contract Information** (Attachment A) for Payment Terms.

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 agencies to pay properly submitted, undisputed invoices not more than 45 days after (i) the date of acceptance of goods or performance of services; or (ii) receipt of an undisputed invoice, whichever is later.

Local government agencies may make payments according to their statutory requirements.

**b. Payee Data Record (Std. 204)**

Each state accounting office must have a copy of the attached Payee Data Record (Std. 204) in order to process payment of invoices. Agencies should forward a copy of the Std. 204 to their accounting office(s). Without the Std. 204, payment may be unnecessarily delayed.

**16. TERMINATION**

Any State or Local agency may terminate any order against this agreement upon 30 days notice provided the products or services have not already been accepted. This does not affect the termination clause of the WSCA Master Price Agreement concerning failure to perform or upon mutual consent.

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**ATTACHMENT A**

**WSCA CONTRACT ORDERING INFORMATION**

|  |  |
|--|--|
| Contractor Name  | <b>Ricoh Americas Corporation</b>  |
| Contract Number  | <b>7-09-36-07</b>  |
| Contract Term Dates  | <b>12/23/2009 through 6/30/2014</b>  |
| WSCA Master Agreement  | <a href="http://purchasing.state.nv.us/copiers/wsca.htm">http://purchasing.state.nv.us/copiers/wsca.htm</a>  |
| CA General Provisions  | <a href="http://www.pd.dgs.ca.gov/wsca/MultifunctionalCopier.htm">http://www.pd.dgs.ca.gov/wsca/MultifunctionalCopier.htm</a>  |
| CA Participating Addendum  | <a href="http://www.pd.dgs.ca.gov/wsca/MultifunctionalCopier.htm">http://www.pd.dgs.ca.gov/wsca/MultifunctionalCopier.htm</a>  |
| Ordering Address   | <b>5 Dedrick Place<br/>West Caldwell, New Jersey 07006</b>   |
| Contact  | <b>Bart Lemmon</b>   |
| Phone  | <b>425/255-0730</b>  |
| Fax  | <b>425/228-2115</b>  |
| Email  | <a href="mailto:Bart.lemmon@ricoh-usa.com">Bart.lemmon@ricoh-usa.com</a>   |
| Pricing (Website)<br>Category<br>Warranty<br>Delivery<br>Shipping<br>Freight | <a href="http://www.ricoh-usa.com/rmap/wsca/">http://www.ricoh-usa.com/rmap/wsca/</a>  |
| Contractor Ownership Information   | <b>Ricoh Americas Corporation</b> is a large business enterprise.  |
| California Seller's Permit   | <b>Ricoh Americas Corporation's</b> California Seller's Permit No. is 30676661.<br><br>Agencies can verify that this permit is still valid at the following website: <a href="http://www.boe.ca.gov">www.boe.ca.gov</a> .                      |
| Payment Terms  | <b>Net 45 days</b>   |
| FEIN   | <b>22-2783521</b>  |
| CAL-Card Accepted  | <b>Ricoh Americas Corporation</b> accepts the State of California credit card (CAL-Card).<br><br>A Purchasing Authority Purchase Order (Std. 65) is required even when the ordering department chooses to pay the contractor via the CAL-Card. |

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|--|---|
| Contractor Name  | <b>Xerox Corporation</b>  |
| Contract Number  | <b>7-09-36-06</b>   |
| Contract Term Dates  | <b>9/15/2009 through 6/30/2014</b>  |
| WSCA Master Agreement  | <a href="http://purchasing.state.nv.us/copiers/wsca.htm">http://purchasing.state.nv.us/copiers/wsca.htm</a>   |
| CA General Provisions  | <a href="http://www.pd.dgs.ca.gov/wsca/MultifunctionalCopier.htm">http://www.pd.dgs.ca.gov/wsca/MultifunctionalCopier.htm</a>   |
| CA Participating Addendum  | <a href="http://www.pd.dgs.ca.gov/wsca/MultifunctionalCopier.htm">http://www.pd.dgs.ca.gov/wsca/MultifunctionalCopier.htm</a>   |
| Ordering Address   | <b>2485 Natomas Park, Suite 250<br/>Sacramento, CA 95833</b>  |
| Contact  | <b>Annie Van Gilder</b>   |
| Phone  | <b>480/588-8313</b>   |
| Fax  | <b>N/A</b>  |
| Email  | <a href="mailto:Annie.vangilder@xerox.com">Annie.vangilder@xerox.com</a>  |
| Pricing (Website)<br>Category<br>Warranty<br>Delivery<br>Shipping<br>Freight | <a href="http://www.portal.xerox.com/California">http://www.portal.xerox.com/California</a>   |
| Contractor Ownership Information   | <b>Xerox Corporation</b> is a large business enterprise.  |
| California Seller's Permit   | <b>Xerox Corporation's</b> California Seller's Permit No. is <b>98040852</b> .<br><br>Agencies can verify that this permit is still valid at the following website: <a href="http://www.boe.ca.gov">www.boe.ca.gov</a> .              |
| Payment Terms  | <b>Net 45 days</b>  |
| FEIN   | <b>16-0468020</b>   |
| CAL-Card Accepted  | <b>Xerox Corporation</b> accepts the State of California credit card (CAL-Card).<br><br>A Purchasing Authority Purchase Order (Std. 65) is required even when the ordering department chooses to pay the contractor via the CAL-Card. |

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|  |   |
|--|---|
| Contractor Name  | <b>Konica Minolta Business Solution U.S.A, Inc.</b>   |
| Contract Number  | <b>7-09-36-01</b>   |
| Contract Term Dates  | <b>1/21/2010 through 6/30/2014</b>  |
| WSCA Master Agreement  | <a href="http://purchasing.state.nv.us/copiers/wsca.htm">http://purchasing.state.nv.us/copiers/wsca.htm</a>   |
| CA General Provisions  | <a href="http://www.pd.dgs.ca.gov/wsca/MultifunctionalCopier.htm">http://www.pd.dgs.ca.gov/wsca/MultifunctionalCopier.htm</a>   |
| CA Participating Addendum  | <a href="http://www.pd.dgs.ca.gov/wsca/MultifunctionalCopier.htm">http://www.pd.dgs.ca.gov/wsca/MultifunctionalCopier.htm</a>   |
| Ordering Address   | <b>2120 Washington Boulevard, Suite 450<br/>Arlington, VA 22204</b>   |
| Contact  | <b>Robin Craft</b>  |
| Phone  | <b>916/395-5834 or Cell 916/201-2004</b>  |
| Fax  | <b>916/703-271-1188</b>   |
| Email  | <a href="mailto:rcraft@kmb.konicaminolta.us">rcraft@kmb.konicaminolta.us</a>  |
| Pricing (Website)<br>Category<br>Warranty<br>Delivery<br>Shipping<br>Freight | <a href="http://kmb.konicaminolta.us/content/microsites/PublicSites/wsca/home?CustFoldName=wsca&amp;MicrositeFoldName=PublicSites">http://kmb.konicaminolta.us/content/microsites/PublicSites/wsca/home?CustFoldName=wsca&amp;MicrositeFoldName=PublicSites</a>   |
| Contractor Ownership Information   | <b>Konica Minolta Business Solution U.S.A., Inc.</b> is a large business enterprise.  |
| California Seller's Permit   | <b>Konica Minolta Business Solution U.S.A., Inc.</b> California Seller's Permit No. is <b>11609084</b><br><br>Agencies can verify that this permit is still valid at the following website: <a href="http://www.boe.ca.gov">www.boe.ca.gov</a> .                  |
| Payment Terms  | <b>Net 45 days</b>  |
| FEIN   | <b>131921089</b>  |
| CAL-Card Accepted  | <b>Konica Minolta Business Solution U.S.A., Inc.</b> accepts the State of California credit card (CAL-Card).<br><br>A Purchasing Authority Purchase Order (Std. 65) is required even when the ordering department chooses to pay the contractor via the CAL-Card. |

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|  |  |
|--|--|
| Contractor Name  | <b>Sharp Electronics Corporation</b>   |
| Contract Number  | 7-09-36-04   |
| Contract Term Dates  | 5/27/2010 through 6/30/2014  |
| WSCA Master Agreement  | <a href="http://purchasing.state.nv.us/copiers/wsca.htm">http://purchasing.state.nv.us/copiers/wsca.htm</a>  |
| CA General Provisions  | <a href="http://www.pd.dgs.ca.gov/wsca/MultifuntionalCopier.htm">http://www.pd.dgs.ca.gov/wsca/MultifuntionalCopier.htm</a>  |
| CA Participating Addendum  | <a href="http://www.pd.dgs.ca.gov/wsca/MultifuntionalCopier.htm">http://www.pd.dgs.ca.gov/wsca/MultifuntionalCopier.htm</a>  |
| Ordering Address   | Sharp Plaza, Box Q, Mahwah, NJ, 07495-1163   |
| Contact  | Terry L Orr, Government Account Manager  |
| Phone  | 916/258-3273 or Cell 916/316-5391  |
| Fax  | 916/254-0669   |
| Email  | <a href="mailto:orrt@sharpsSec.com">orrt@sharpsSec.com</a>   |
| Pricing (Website)<br>Category<br>Warranty<br>Delivery<br>Shipping<br>Freight | <a href="http://wsca.sharpgov.com/tabid/98/Default.aspx">http://wsca.sharpgov.com/tabid/98/Default.aspx</a>  |
| Contractor Ownership Information   | Sharp Electronics Corporation is a large business enterprise.  |
| California Seller's Permit   | Sharp Electronics Corporation California Seller's Permit No. is 11607572<br><br>Agencies can verify that this permit is still valid at the following website: <a href="http://www.boe.ca.gov">www.boe.ca.gov</a> .                         |
| Payment Terms  | Net 45 days  |
| FEIN   | 13-1968872   |
| CAL-Card Accepted  | Sharp Electronics Corporation accepts the State of California credit card (CAL-Card).<br><br>A Purchasing Authority Purchase Order (Std. 65) is required even when the ordering department chooses to pay the contractor via the CAL-Card. |

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|  |   |
|--|---|
| Contractor Name  | <b>KIP America, Inc.</b>  |
| Contract Number  | <b>7-09-36-02</b>   |
| Contract Term Dates  | <b>5/27/2010 through 6/30/2014</b>  |
| WSCA Master Agreement  | <a href="http://purchasing.state.nv.us/copiers/wsca.htm">http://purchasing.state.nv.us/copiers/wsca.htm</a>   |
| CA General Provisions  | <a href="http://www.pd.dgs.ca.gov/wsca/MultifunctionalCopier.htm">http://www.pd.dgs.ca.gov/wsca/MultifunctionalCopier.htm</a>   |
| CA Participating Addendum  | <a href="http://www.pd.dgs.ca.gov/wsca/MultifunctionalCopier.htm">http://www.pd.dgs.ca.gov/wsca/MultifunctionalCopier.htm</a>   |
| Ordering Address   | <b>39575 W. 13 Mile Road, Novi, MI 48377</b>  |
| Contact  | <b>Amber Ross</b>   |
| Phone  | <b>800/252-6792 ext 6013</b>  |
| Fax  | <b>800/672-1400</b>   |
| Email  | <b>ARoss@kipamerica.com</b>   |
| Pricing (Website)<br>Category<br>Warranty<br>Delivery<br>Shipping<br>Freight | <a href="http://purchasing.state.nv.us/copiers/wsca.htm">http://purchasing.state.nv.us/copiers/wsca.htm</a>   |
| Contractor Ownership Information   | <b>KIP America, Inc.</b> is a large business enterprise.  |
| California Seller's Permit   | <b>KIP America, Inc.</b> California Seller's Permit No. is <b>30679317</b><br><br>Agencies can verify that this permit is still valid at the following website: <a href="http://www.boe.ca.gov">www.boe.ca.gov</a> .                  |
| Payment Terms  | <b>Net 45 days</b>  |
| FEIN   | <b>38-2368725</b>   |
| CAL-Card Accepted  | <b>KIP America, Inc.</b> accepts the State of California credit card (CAL-Card).<br><br>A Purchasing Authority Purchase Order (Std. 65) is required even when the ordering department chooses to pay the contractor via the CAL-Card. |