

State of California
COOPERATIVE AGREEMENT
USER INSTRUCTIONS
 Supplement #4

Important Note: Supplement #4 replaces and supersedes the previous User Instructions version (Supplement #3 dated 03/21/14).

ISSUE AND EFFECTIVE DATE: 04/28/14	
TITLE/DESCRIPTION:	WSCA-NASPO Multifunctional Copier & Related Software
CONTRACT NUMBER(S):	7-09-36-07 Ricoh Americas Corporation 7-09-36-06 Xerox Corporation 7-09-36-01 Konica Minolta Business Solution U.S.A., Inc. 7-09-36-04 Sharp Electronics Corporation 7-09-36-02 Kip America, Inc. 7-12-36-08 Canon U.S.A., Inc.
CONTRACT TERM:	VARIOUS through 06/30/2014
CONTRACT CATEGORY:	IT Goods and Services
MAXIMUM ORDER LIMIT:	Unlimited
FOR OPTIONAL USE BY:	State Departments and Local Governmental Agencies
DGS-PD CONTRACT INFORMATION WEBSITE:	http://www.dgs.ca.gov/pd/Programs/Leveraged/wscasoftware.aspx
STATE CONTRACT ADMINISTRATOR:	Inga Olson (916) 375-4380 inga.olson@dgs.ca.gov

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 copier contracts. The link for the mandatory copier contract follows:

<http://www.documents.dgs.ca.gov/pd/contracts/contractindexlisting.htm>

To use this contract to purchase items not on the mandatory California statewide commodity contract for multifunction copiers & related software, a state department must comply with the IT Hardware Contract Exemption Process:

<http://www.dgs.ca.gov/pd/Programs/Leveraged/contracts/exemptionprocess.aspx>

Ordering Agencies are required to comply with the instructions provided herein and the terms outlined within the individual California Participating Addenda (Contracts) listed above. Changes to this document will be issued through a User Instruction Supplement.

ORIGINAL SIGNATURE ON FILE

Inga Olson, State Contract Administrator
 Multiple Awards Program Section

SUMMARY OF CHANGES		
Supplement No.	Description/Articles	Effective Date
1	<p>User Instructions Supplement #1 replaces and supersedes the previous User Instructions version (dated 12/28/09).</p> <ul style="list-style-type: none"> • Distribution Code link on first page has been updated. • State Contract Administrator has changed. • Name of Statewide Contract has been corrected in the note at the bottom of the first page. • All WSCA references have changed to WSCA-NASPO. • Approval signatory has changed on first page. • Reference in Section #8 to Management Memo #08-05 is deleted. • Attachment A-- Sharp Electronics Corporation contact name and information updated. • Canon U.S.A., Inc. ordering instructions have been added to Attachment A. 	07/10/2013
2	<p>Supplement #2 incorporates the following changes:</p> <ul style="list-style-type: none"> • The user instruction cover page has been reformatted and includes some additional information • Section 2.c. has been deleted because local governments are not required to have a billing code. 	01/10/14
3	<p>An Authorized Reseller has been added to the Konica Minolta Business Solutions U.S.A., Inc. contract.</p> <p>Section #9 Servicing Subcontractors (Authorized Resellers) has been added to the user instructions.</p>	03/21/14
4	<p>Section #1. Scope in Participating Addendum 7-12-36-08 with Canon U.S.A., Inc. has been amended to include the rental or lease of copiers and related software for political subdivisions/local governments.</p> <p>The State Controller's Office address has been updated in Section #13. Purchase Order Distribution.</p>	04/28/14

For copies of previous User Instructions versions, please contact the State Contract Administrator listed in Section 4.

1. SCOPE

The purpose of this WSCA/NASPO Master Price Agreement is to provide a purchasing vehicle for Multifunctional Copier & Related Software for all State Agencies and local government agencies, which are 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 fund per California Public Contract Code Section 10299.

While the State of California makes this WSCA/NASPO Master Price Agreement available to local governmental agencies, each local agency is to make its own determination of whether using this WSCA/NASPO 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, State Contracting Manuals and California Codes.
- b. State and local government agency use of WSCA/NASPO contracts is optional. While the state makes this contract available, each local government agency should make its own determination whether the WSCA/NASPO program is consistent with its procurement policies and regulations.
- c. 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.

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 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. STATE CONTRACT ADMINISTRATOR

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

Contact: Inga Olson
Phone: 916/375-4380
Fax: 916/375-4663
E-Mail: inga.olson@dgs.ca.gov

5. 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>

6. WSCA/NASPO CONTRACT INFORMATION

See Attachment A for list of awarded contracts and contract Terms and Conditions.

7. DOLLAR THRESHHOLDS (LOCAL GOVERNMENTS ARE EXEMPT)

- WSCA/NASPO Program Limitation: Unlimited
- 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.

8. EXECUTING THE PURCHASE ORDER

THE WSCA-NASPO/ 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 Forms in left column). A Direct link to the Standard 65 form follows: <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 STD 65 form (Contract/Delegation Purchase Order), including all pertinent information for each individual order issued against the Agreement and sends the STD 65 to the selected Contractor.

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.

9. SERVICING SUBCONTRACTORS (AUTHORIZED RESELLERS)

- 1) State-approved Servicing Subcontractors (Authorized Resellers) may provide offers, accept purchase orders, fulfill purchase orders, perform maintenance/ warranty services and accept payment from Ordering Agencies for products and associated services offered under the specific Contractor's California Participating Addendum.
- 2) Ordering Agencies may only use State-approved Servicing Subcontractors (Authorized Resellers) for soliciting offers and order execution when:
 - a. The firm is identified on the Approved Authorized Reseller listing posted on the State's eProcurement website.
- 3) If soliciting offers from Authorized Resellers, State departments must retain a copy of the State's Approved Authorized Reseller listing, for the individual California Participating Addendum, in the procurement file.

10. 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](#)

11. WSCA/NASPO BASE CONTRACT

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

A copy of the actual WSCA/NASPO Master Agreement is available on the Internet at:
<http://purchasing.state.nv.us/copiers/WSCA/NASPO.htm>

12. CONTRACT TERM

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

13. 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.

14. PURCHASE ORDER DISTRIBUTION (LOCAL GOVERNMENTS ARE EXEMPT)

For state agencies, copies of the STD. 65 with original signatures must be sent to the Contractor, State Controller and Department of General Services, Procurement Division. For Local agencies, copies of purchase orders are not required.

Department of General Services
Procurement Division
Data Entry Unit-Second Floor North
P.O. Box 989052
West Sacramento, CA95798-9052
IMS: Z-1

State Controller's Office
3301 C Street, Suite 705
Sacramento, CA 95814
Attention: Claim Audits

15. INVOICING AND PAYMENT

Terms – Refer to Attachment A. 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.

CAL-Card Use – State departments may use the CAL-Card for the payment of invoices. Use of the CAL-Card requires the execution of Purchasing Authority Purchase Order (Std. 65) and must include all required documentation applicable to the purchase.

The CAL-Card is a payment mechanism, not a procurement approach and, therefore, does not relieve departments from adhering to all procurement laws, regulations, policies, procedures, and best practices, including those discussed in the State Contracting Manual (SCM) Volume 1 and Volume 2. This includes but is not limited to the application of all sales and use tax laws, rules and policies as applicable to the purchase.

Payee Data Record - Each State accounting office must have a copy of the 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 contractor for copies of the Payee Data Record.

16. CALIFORNIA SELLER'S PERMIT

Refer to Attachment A.

State departments can verify that permits are currently valid at the following website:
www.boe.ca.gov. State departments must adhere to the file documentation required in the State Contracting Manual Volume 2 and Volume 3, as applicable.

17. 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/NASPO Master Price Agreement concerning failure to perform or upon mutual consent.

18. 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.

ATTACHMENT A

WSCA/NASPO CONTRACT ORDERING INFORMATION

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

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

Contractor Name	Konica Minolta Business Solution U.S.A, Inc.
Contract Number	7-09-36-01
Contract Term Dates	1/21/2010 through 6/30/2014
WSCA/NASPO Master Agreement	http://purchasing.state.nv.us/copiers/WSCA/NASPO.htm
CA General Provisions	http://www.pd.dgs.ca.gov/WSCA/NASPO/MultifuntionalCopier.htm
CA Participating Addendum	http://www.pd.dgs.ca.gov/WSCA/NASPO/MultifuntionalCopier.htm
Ordering Address	2120 Washington Boulevard, Suite 450 Arlington, VA 22204
Contact	Robin Craft
Phone	916/395-5834 or Cell 916/201-2004
Fax	916/703-271-1188
Email	rcraft@kmb.konicaminolta.us
Pricing (Website) Category Warranty Delivery Shipping Freight	http://kmb.konicaminolta.us/content/microsites/PublicSites/WSCA/NASPO/home?CustFoldName=WSCA/NASPO&MicrositeFoldName=PublicSites
Contractor Ownership Information	Konica Minolta Business Solution U.S.A., Inc. is a large business enterprise.
Ordering through State- Approved Servicing Subcontractors (Authorized Resellers)	Authorized Resellers for Participating Addendum 7-09-36-01 are listed at: http://www.bidsync.com/DPX?ac=agencycontview&contid=21841 Note: All purchase orders to Authorized Resellers must contain the California Participating Addendum Number and must be addressed as follows: Prime Contractor c/o < Authorized Reseller Name > <Authorized Reseller Address >
California Seller's Permit	Konica Minolta Business Solution U.S.A., Inc. California Seller's Permit No. is 11609084 Agencies can verify that this permit is still valid at the following website: www.boe.ca.gov .
Payment Terms	Net 45 days
FEIN	131921089
CAL-Card Accepted	Konica Minolta Business Solution U.S.A., Inc. accepts the State of California credit card (CAL-Card). A Purchasing Authority Purchase Order (Std. 65) is required even when the ordering department chooses to pay the contractor via the CAL-Card.

Contractor Name	Sharp Electronics Corporation
Contract Number	7-09-36-04
Contract Term Dates	5/27/2010 through 6/30/2014
WSCA/NASPO Master Agreement	http://purchasing.state.nv.us/copiers/WSCA/NASPO.htm
CA General Provisions	http://www.pd.dgs.ca.gov/WSCA/NASPO/MultifunctionalCopier.htm
CA Participating Addendum	http://www.pd.dgs.ca.gov/WSCA/NASPO/MultifunctionalCopier.htm
Ordering Address	Sharp Plaza, Box Q, Mahwah, NJ, 07495-1163
Contact	Craig Pulver, Government Account Manager
Phone	480/890-8163
Fax	
Email	craig.pulver@sharpusa.com
Pricing (Website) Category Warranty Delivery Shipping Freight	http://WSCA/NASPO.sharpgov.com/tabid/98/Default.aspx
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 Agencies can verify that this permit is still valid at the following website: www.boe.ca.gov .
Payment Terms	Net 45 days
FEIN	13-1968872
CAL-Card Accepted	Sharp Electronics Corporation accepts the State of California credit card (CAL-Card). A Purchasing Authority Purchase Order (Std. 65) is required even when the ordering department chooses to pay the contractor via the CAL-Card.

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

Contractor Name	Canon U.S.A., Inc.
Contract Number	7-12-36-08
Contract Term Dates	5/31/2013 through 6/30/2014
WSCA/NASPO Master Agreement	http://purchasing.state.nv.us/copiers/WSCA/NASPO.htm
CA General Provisions	http://www.pd.dgs.ca.gov/WSCA/NASPO/MultifunctionalCopier.htm
CA Participating Addendum	http://www.pd.dgs.ca.gov/WSCA/NASPO/MultifunctionalCopier.htm
Ordering Address	1 Canon Park, Melville, NY 11747
Contact	Maria Loisides
Phone	949/753-4000 (cell)310/266-3511
Fax	949/753-4451
Email	mloisides@cusa.canon.com
Pricing (Website) Category Warranty Delivery Shipping Freight	http://purchasing.state.nv.us/copiers/WSCA/NASPO.htm
Contractor Ownership Information	Canon U.S.A., Inc. is a large business enterprise.
California Seller's Permit	Canon U.S.A., Inc. California Seller's Permit No. is 30625725. Agencies can verify that this permit is still valid at the following website: www.boe.ca.gov .
Payment Terms	Net 45 days
FEIN	13-2561772
CAL-Card Accepted	Canon U.S.A., Inc. accepts the State of California credit card (CAL-Card). A Purchasing Authority Purchase Order (Std. 65) is required even when the ordering department chooses to pay the contractor via the CAL-Card.