

# COOPERATIVE AGREEMENT USER INSTRUCTIONS

## Supplement #1

**Important Note:** Supplement #1 replaces and supersedes User Instructions dated 9/7/2016.

<b>ISSUE AND EFFECTIVE DATE: 10/07/16</b>	
<b>TITLE/DESCRIPTION:</b>	On-Line Auction Services (NASPO ValuePoint Cooperative Agreement)
<b>CONTRACT NUMBER(S):</b>	7-15-70-32-01 GovDeals, Inc. 7-15-70-32-02 PropertyRoom.com, Inc.
<b>CONTRACT TERM:</b>	Various through August 19, 2018
<b>CONTRACT CATEGORY:</b>	IT Services
<b>MAXIMUM ORDER LIMIT:</b>	Not Applicable
<b>FOR USE BY:</b>	State of California, Department of General Services Local Governmental Agencies
<b>DGS-PD CONTRACT INFORMATION WEBSITE:</b>	<a href="http://www.dgs.ca.gov/pd/Programs/Leveraged/NASPO/OnLineAuction.aspx">http://www.dgs.ca.gov/pd/Programs/Leveraged/NASPO/OnLineAuction.aspx</a>
<b>STATE CONTRACT ADMINISTRATOR:</b>	Lori Tomita (916) 375-4580 <a href="mailto:Lori.Tomita@dgs.ca.gov">Lori.Tomita@dgs.ca.gov</a>

Ordering Agencies are instructed to carefully review these User Instructions in its entirety. For questions, please contact the State Contract Administrator and reference the "Title/Description" and/or Contract Number(s). Changes to this document will be issued through a User Instructions Supplement.

***Original Signature on File***

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Lori Tomita, State Contract Administrator

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Date

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<b>Supplement No.</b>	<b>Revision Description</b>	<b>Effective Date</b>
1	<ul style="list-style-type: none"><li>Cover Page - corrected Participating Addendum numbers as follows:  GovDeals, Inc. #7-15-70-32-01 PropertyRoom.com, Inc. #7-15-70-32-02</li></ul>	10/07/2016

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## USER INSTRUCTIONS

### 1. SCOPE AND OVERVIEW

The Department of General Services, Procurement Division (DGS-PD) has established California Participating Addendum contracts with individual Contractors (as noted on page 1) for use of the NASPO ValuePoint On-Line Auction Services Master Agreements executed by the State of New Mexico.

These California Participating Addendums provide the State of California and local governmental agencies On-Line Auction Services in accordance with the instructions provided herein and the terms and conditions outlined in the individual California Participating Addendums. Attachment A identifies specific California Participating Addendum information and awarded services by Contractor.

Note: Throughout this document, "California Participating Addendum" may be used interchangeably with "agreement" or "contract." Unless otherwise specified within this document, the term "Ordering Agencies" will refer to all State departments and/or local governmental agencies eligible to utilize this contract. Ordering and usage instructions exclusive to State departments or local governmental agencies shall be identified within each section.

### 2. CONTRACT AVAILABILITY

#### A. State Departments

Pursuant to SAM 3520 "Disposal of Surplus Personal Property", State agencies and departments must submit to the DGS/Office of Fleet and Asset Management (OFAM) Surplus Property and Reutilization Program a Property Survey Report (STD. 152) requesting direction and approval prior to disposition of any state-owned personal surplus property, including general office furniture, regardless of the original acquisition value or if the property was recorded or capitalized for accounting purposes.

#### B. Local Governmental Agencies

- 1) Use of these agreements is optional for local governmental agencies.
- 2) Local governmental agencies are defined as any city, county, city and county, district, or other local governmental body or corporation, including the California State Universities (CSU) and University of California (UC) systems, K-12 schools and community colleges, empowered to expend public funds.
- 3) Each local governmental agency shall determine whether use of these agreements is consistent with its procurement policies and regulations.

### 3. CONTRACT TERM

The terms for these California Participating Addendums are from the date of the State's approval through August 19, 2018, or upon termination by the State, whichever occurs first.

Note: Orders placed under these contracts shall be executed on or before the expiration date of the California Participating Addendum.

#### 4. CONTRACT ADMINISTRATORS

The State and the Contractor(s) have assigned contract administrators as single points of contact for problem resolution and related contract issues.

A. The State Contract Administrator for these agreements is:

Contact: Lori Tomita  
Phone: (916) 375-4580  
Fax: (916) 375-4663  
E-Mail: [lori.tomita@dgs.ca.gov](mailto:lori.tomita@dgs.ca.gov)

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

B. The Contractor contact information is outlined in Attachment A.

#### 5. CONTRACT INFORMATION

##### A. Lead State Agreement (NASPO ValuePoint Base Contract)

The California Participating Addendums are based on the services from the NASPO ValuePoint On-Line Auction Services issued by the State of New Mexico. Copies of the New Mexico NASPO ValuePoint Master Agreements are available at:

<http://www.naspovaluepoint.org/#/current-contracts/search?term=Online%20Auction>

##### B. California Participating Addendum (Contract Documents)

California Participating Addendum contract documents are posted on the State's Cal eProcure website. To obtain copies:

- Go to *Cal eProcure - State Contract Search* (<https://www.caleprocure.ca.gov/pages/LPASearch/lpa-search.aspx>)
- Enter the Participating Addendum number in the *Contract ID* field; *or* Enter "On-Line Auction Services" in the *Description* field and click Search button (  ).
- Click View button (  ) to access Cooperative Agreement details page.
- Under Attachments, click View button (  ) to download documents.

##### C. Available On-Line Auction Services

- 1) GovDeals, Inc.
  - A. Tier One – Use of website only
  - B. Tier Two – Use of website and accounting
- 2) PropertyRoom.com, Inc.
  - A. Tier Three – Complete Turnkey Operation (Including Tiers 1 and 2)

## 6. CONTRACT USAGE/RULES

### A. Adherence to Applicable Laws (State Departments Only)

State 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 (SCM) Volume 2.

### B. California Seller's Permit (State Departments Only)

California Seller's Permit information for each Contractor is identified in Attachment A. Prior to placing orders under these agreements, State departments should verify that permits are currently valid at [www.boe.ca.gov](http://www.boe.ca.gov). State departments must adhere to the file documentation required identified in the State Contracting Manual Volume 2 and Volume 3, as applicable.

### C. Order Limits/Dollar Thresholds (State Departments Only)

Order Limits/Dollar Thresholds are unlimited.

### D. DGS Administrative Fee

Ordering agencies will not be charged the DGS Administrative fee nor will they be invoiced by the Contractor(s) for use of these agreements.

## 7. ORDERING PROCEDURES

### A. Contractor Selection Process

Ordering agencies are not required to solicit multiple offers when executing purchase orders under these agreements but conducting price comparisons among the suppliers is encouraged.

### B. Purchase Order Form and Execution

All Ordering Agency purchase order documents executed under these agreements must contain the applicable California Participating Addendum Number as shown in Attachment A. See Section B for additional requirements when executing orders through Authorized Resellers.

#### 1) State Departments

- a) State departments must use the Purchasing Authority Purchase Order (Std. 65) for purchase execution. An electronic version of the Std. 65 is available on the DGS-PD website at <http://www.dgs.ca.gov/pd/Forms.aspx> (select Standard STD Forms).
- b) The ordering agency defines the project scope to determine which goods 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.
- c) 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 offer 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.

2) Local Governmental Agencies

Local governmental agencies may use their own purchase order document in lieu of the State's purchase order form.

## **8. INVOICING AND PAYMENT**

### **A. Payment Terms**

Payment terms for these agreements 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.

### **B. Payee Data Record**

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

### **C. CAL-Card**

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) as referenced in Section 7.C (Purchase Order Form) and must include all required documentation applicable to the purchase.

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 Volumes 1, 2 and 3. This includes but is not limited to the application of all sales and use tax laws, rules and policies as applicable to the purchase.

## **9. PROBLEM RESOLUTION/CONTRACTOR PERFORMANCE**

Ordering agencies should first attempt to resolve complaints, issues or disputes informally with the Contractor. If the issue or dispute cannot be resolved by the Ordering Agency, the issue may be elevated to the DGS-PD State Contract Administrator.

## **10. ATTACHMENTS**

### **Attachment A – Contract Information**

## Attachment A – Contract Information

<b>California Participating Addendum (Contract) No.</b>	<b>7-15-70-32-01</b>
<b>Contractor Name</b>	<b>GovDeals, Inc.</b>
<b>Term Dates</b>	08/24/2016 through 08/19/2018
<b>Lead State Agreement</b>	New Mexico NASPO ValuePoint Master Agreement No. 40-000-14-00059AA <a href="http://www.naspovaluepoint.com/#/current-contracts/contractors/results/115">http://www.naspovaluepoint.com/#/current-contracts/contractors/results/115</a>
<b>California Participating Addendum website</b>	<a href="#">Cal eProcure</a> (See Section 5.B for Cal eProcure contract search instructions)
<b>Service Categories</b>	Tier One – Use of website only Tier Two – Use of website and accounting
<b>Payment Terms</b>	Net 45 days
<b>CAL-Card Accepted</b>	Yes
<b>SB/DVBE Certification(s)</b>	None
<b>Seller’s Permit No.</b>	Not Applicable
<b>CONTRACTOR CONTRACT MANAGER</b>	
<b>Contract Manager</b>	Rebecca Murphy
<b>Phone</b>	(980) 254-8908
<b>Fax</b>	(334) 881-5697
<b>Email</b>	<a href="mailto:rmurphy@govdeals.com">rmurphy@govdeals.com</a>
<b>ORDERING/REQUEST FOR OFFER (RFO) INFORMATION</b>	
<b>Contractor (Direct) Ordering Information</b>	GovDeals, Inc. 100 Capitol Commerce Blvd., Suite 110 Montgomery, AL 36117 Attention: Sales Support  Ordering Fax: (334) 387-0519 Ordering Email: <a href="mailto:salesupport@govdeals.com">salesupport@govdeals.com</a>  To set up an account call or email Rebecca Murphy at (980) 254-8909 or <a href="mailto:rmurphy@govdeals.com">rmurphy@govdeals.com</a>

## Attachment A – Contract Information, continued

<b>California Participating Addendum (Contract) No.</b>	<b>7-15-70-32-02</b>
<b>Contractor Name</b>	<b>PropertyRoom.com, Inc.</b>
<b>Term Dates</b>	09/06/2016 through 08/19/2018
<b>Lead State Agreement</b>	New Mexico NASPO ValuePoint Master Agreement No. 40-000-14-00059AB <a href="http://www.naspovaluepoint.com/#/current-contracts/contractors/results/116">http://www.naspovaluepoint.com/#/current-contracts/contractors/results/116</a>
<b>California Participating Addendum Website</b>	<a href="#">Cal eProcure</a> (See Section 5.B for Cal eProcure contract search instructions)
<b>Service Categories</b>	Tier Three – Complete Turnkey Operation (Includes Tiers 1 and 2)
<b>Payment Terms</b>	Net 45 days
<b>CAL-Card Accepted</b>	No
<b>SB/DVBE Certification(s)</b>	None
<b>Seller's Permit No.</b>	97754835
<b>CONTRACTOR CONTRACT MANAGER</b>	
<b>Contract Manager</b>	Donald Nemer
<b>Phone</b>	(240) 233-9720 (Office) (443) 632-5483 (Cell)
<b>Fax</b>	(240) 230-0229
<b>Email</b>	<a href="mailto:contractadmin@propertyroom.com">contractadmin@propertyroom.com</a>
<b>ORDERING/REQUEST FOR OFFER (RFO) INFORMATION</b>	
<b>Contractor (Direct) Ordering Information</b>	PropertyRoom.com, Inc. 5257 Buckeystown Pike, Suite 475 Frederick, MD 21704 Attention: Kathryn Coles  (240) 230-0229 (Ordering Fax)  <a href="mailto:contractadmin@propertyroom.com">contractadmin@propertyroom.com</a> (Ordering Email)