



State of Alabama  
Department of Finance  
Division of Purchasing  
Master Agreement

**Modification**

**CONTRACT INFORMATION**

**MASTER AGREEMENT NUMBER:** MA 999 200000000325

**NOT TO EXCEED AMOUNT:**

Begin Date: 07/21/2020

Procurement Folder: 1136622

Expiration Date: 07/20/2023

Procurement Type: Master Agreement

Solicitation Number:

Replaces Award Document:

Award Date:

Replaced by Award Document:

Modification Date: 06/02/22

Version Number: 3

**CONTACT INFORMATION**

**REQUESTOR:**

Jennifer Loretz

334-242-7370

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**ISSUER:**

Jennifer Loretz

334-242-7370

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**BUYER:**

Jennifer Loretz

334-242-7370

jennifer.loretz@purchasing.alabama.gov

**CONTRACT DESCRIPTION**

Microsoft PCs and Accessories

**Ship To:**

**Bill To:**

**REASON FOR MODIFICATION**

Contract renewed

**VENDOR INFORMATION**

**Name /Address:**

VC000004136: SHI INTERNATIONAL CORP

290 DAVIDSON AVE

SOMERSET NJ 08873

**Contact:**

Southeast Team

800-715-3197

southeastteam@shi.com

## COMMODITY / SERVICE INFORMATION

Line	Quantity	UOM	Unit Price	Service Amount	Service From	Service To	Line Sub Total	Line Total
1	0	EA	\$0.000000	\$0.00			\$0.00	\$0.00
20400 - COMPUTER HARDWARE AND PERIPHERALS FOR MICROCOMPUTERS Microsoft Surface Hardware Microsoft Surface Business-Class Computer Manufacturer's Catalog  Microsoft Surface Computer Hardware (MSRP, OEM retail)  9.25% Discount								
Line	Quantity	UOM	Unit Price	Service Amount	Service From	Service To	Line Sub Total	Line Total
2	0	EA	\$0.000000	\$0.00			\$0.00	\$0.00
20300 - COMPUTER ACCESSORIES AND SUPPLIES, ENVIRONMENTALLY CERTIFIED Microsoft Surface - Compatible Computer Accessories Microsoft Surface Business-Class Computer Manufacturer's Catalog:  Microsoft Surface - Compatible Computer Accessories Catalog:  25.00% Discount								
Line	Quantity	UOM	Unit Price	Service Amount	Service From	Service To	Line Sub Total	Line Total
3	0		\$0.000000	\$0.00			\$0.00	\$0.00
96258 - Professional Services (Not Otherwise Classified) Technical Services Technical Services Manufacturer's Catalog:  Technical Services (e.g., installation, maintenance, warranty, consulting, training, staging, & deployment)  14.00% Discount								

All terms, conditions, and any amendments to solicitation are part of this contract as if fully reproduced herein .

Approved:



Purchasing Director

APPROVALS			
Date	Status Before	Status After	Approver

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**Purpose:**

Establish a contract from the items listed for all state agencies. Contract prices are available to all local governmental agencies and schools.

Catalog items such as cloud-based products and services **ARE NOT** available from this contract.

**Default:**

When a vendor defaults on a contract/purchase order, the State can procure the goods or services from other sources and hold the vendor responsible for any excess in price/handling. The vendor may be barred from bidding for an indeterminate period per the Code of Administrative Procedure.

**Freight:**

Bid is F.O.B. destination. Any freight charges must be included in the bid prices. Do not include freight as separate line item.

If expedited shipping is requested, those charges may be passed on to the end user. Any expedited rate charges must be substantiated with written documentation from the courier or USPS.

**Contract period:**

Establish a 12 month contract with an option to extend for a second, third, fourth, and fifth 12 month period with the same pricing, terms and conditions. The second, third, fourth, or fifth 12 month period, if agreed by both parties, would begin the day after the first, second, third, or fourth 12 month period expires. Any successive extension must have written approval of both the state and vendor no later than 30 days prior to expiration of the previous 12 month period.

**Biddable Situation:**

Bids may be solicited for any product included in this contract where a need exists, including large quantities. The decision of the Purchasing Director as to what constitutes a biddable situation shall be final and shall not be construed as a breach of contract.

The State reserves the right to bid the financing of a project associated with a purchase made from this contract.

**Quote Requirement:**

All quotes to end users shall include the catalog price as well as the discounted price. An awarded vendor may offer volume discounts for large quantity purchases.

**Electronic Payment:**

Vendors awarded in response to this RFB must accept multiple forms of electronic payment at no additional cost to the State. Payment forms include but are not limited to state issued credit cards, P-cards, EFT or other forms of electronic payment.

**Administrative fee:**

Awarded bidder(s) are to pay the State an administrative fee for all sales paid under this contract. This fee will be 1.0% (0.01) of the total dollar amount for all sales paid. The fee is to be remitted the first month of each quarter before the 20th and will represent a single, one-time payment for all sales paid during the prior quarter and as adjusted for errors associated with earlier quarters. This fee is not to be listed as a separate cost on invoices. The awarded bidder(s) will be required to provide a summary report each quarter before the 20th listing sales paid during the prior calendar quarter. This report is to include the quarter being reported, the master agreement number, purchasing entity, sales amount, and fee amount. A report is due even when there is no activity. This report is to be sent electronically to telecom.admin@oit.alabama.gov. A copy of the summary report is to also accompany the payment. The remittance is to be identified with the reporting quarter and master agreement number. Failure to comply with provisions of this paragraph will be grounds for termination of the contract(s).

Reports and Payments will be due according to the following schedule:

October, November, December – Due by January 20<sup>th</sup>  
January, February, March – Due by April 20<sup>th</sup>  
April, May, June – Due by July 20<sup>th</sup>  
July, August, September – Due by October 20<sup>th</sup>

Remittance is to be payable to the "State of Alabama Department of Finance" and be sent to:

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Alabama Department of Finance  
Division of Accounting and Administration  
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