



**Purchasing Department**

50 South Military Trail, Suite 110  
West Palm Beach, FL 33415-3199  
(561) 616-6800  
FAX: (561) 616-6811  
www.pbcgov.com/purchasing



**Palm Beach County  
Board of County  
Commissioners**

Melissa McKinlay, Mayor  
Mack Bernard, Vice Mayor  
  
Hal R. Valeche  
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Dave Kerner  
Steven L. Abrams  
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**County Administrator**

Verdenia C. Baker

"An Equal Opportunity  
Affirmative Action Employer"



Form L

April 23, 2018

International Business Machines Corporation  
DBA IBM  
Karen A Schneider  
NASPO ValuePoint Pgm Mgr, DRISC Pgm Mgr.  
PO Box 390  
Santa Clara, CA 95052

TERM CONTRACT #950601A

Dear Vendor:

This is to inform you that Palm Beach County Board of County Commissioners ("County") is entering into a Term Contract with your company for COMPUTER EQUIPMENT, PERIPHERALS & RELATED SERVICES based on:

WSCA-NASPO CONTRACT #2015-2020/MNWNC-116

The term of this contract is through 03/31/19, and has an estimated dollar value of \$6,500,000, inclusive of all vendors awarded.

If applicable, Vendor shall maintain all insurance coverage(s) throughout the entire term of the contract, including any renewals or extensions thereof.

County User Departments will issue individual "Delivery Orders" against this contract as your authorization to deliver. The original invoice must be sent to the address on the Delivery Order ("DO") and must reference the DO number (e.g., DO 680 XY03030500000001111). A copy of the invoice may be sent to the County User Department. Invoices submitted on carbon paper shall not be accepted. In order for the County to make payment, the Vendor's Legal Name; Vendor's Address; and Vendor's TIN/FEIN Number on the Vendor's bid/quote/response must be exactly the same as it appears on the invoice and in the County's VSS system that can be accessed at <https://pbcvssp.co.palm-beach.fl.us/webapp/vssp/AltSelfService>. Failure to comply with the foregoing may result in a delay in processing payment.

If you have any questions, please contact Albert Wong, Senior Buyer at [awong@pbcgov.org](mailto:awong@pbcgov.org) or (561) 616-6823.

Sincerely,

  
Kathleen M. Scarlett  
Director

c: Countywide  
File