



Purchasing Department

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www.pbcgov.com/purchasing



**Palm Beach County
Board of County
Commissioners**

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County Administrator

Verdenia C. Baker

*"An Equal Opportunity
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Form L

March 17, 2020

**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 #300589

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:

[X] WSCA-NASPO CONTRACT #2015-2020/MNWNC-116

The term of this contract is 04/01/2020 through 07/31/2021, and has an estimated dollar value of \$11,433,805, 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 or (561) 616-6823.

Sincerely,


Kathleen M. Scarlett
Director

c: Countywide
File