

Statewide Information Sheet

Statewide Contract Number	SWC90807		
Name of Contract	Law Enforcement Equipment – (GSA Schedule 84)		
Effective Date	June 25, 2009		
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GSA Schedule 84 - Information Sheet

Following are guidelines to be followed when purchasing through GSA

Only vendors with a COOP/PURCH logo next to their names on the GSA Schedule 84 have agreed to extend their pricing to state and local governments. All listed vendors have this option, and you may encourage them to work with GSA to add this logo. Keep in mind that you can negotiate with the vendor to quote a lower price than what is stated on the schedule. Furthermore, the vendor can decide whether to accept an order from state or local government. When using the GSA Schedule 84, be sure you have obtained approval from the appropriate sources in state or local governments.

- **For purchases of less than \$2,500**, review the offerings from at least three COOP/PURCH vendors. Submit your purchase order to the vendor that best meets your requirements. Agencies may also send a request for quote to vendors, but it is not required.
- **For purchases of \$2,500 to \$100,000**, agencies must send a request for quote or a statement of work to at least three COOP/PURCH vendors. Review the responses and submit a purchase order to the vendor that best meets your requirements.
- **For purchases totaling more than \$100,000**, you must send a request for quote or statement of work to all eligible COOP/PURCH vendors that offer products that meet your requirements. You must get responses from at least three vendors. If less than three vendors on the **GSA Schedule 84** meet your requirements, you must issue a written solicitation of bids. If three or more vendors meet your requirements, then carefully review vendor responses and submit a purchase order to the vendor that best meets those requirements.

Be sure to document your solicitation and keep all paperwork related to your purchase attached to the purchase order for the official file.

Click on the URL below to go directly to the GSA Schedule 84.

<http://www.gsaelibrary.gsa.gov/ElibMain/scheduleSummary.do?scheduleNumber=84>

Keep in mind that when setting up your account to use GSA Advantage and eBay, you must enter the registration process through the State and Local link on GSA Advantage. This will give you the option to choose whether you are State or Federal and by choosing State, you will be taken to the appropriate registration screens.

Changes/Extensions/Renewals

1. Contract Effective Date Information:

The GSA Schedule 84 is available for usage on Thursday, June 25, 2009. GSA Schedule 84 is evergreen. Therefore, it does not have an expiration date. Thus, no extensions or renewals will be involved with this SWC.