

STATEMENT OF WORK

1. INTRODUCTION

This Statement of Work ("Agreement") reflects the goods and services to be provided by the Contractor hereinafter referred to as the "Contractor," for the State of California hereinafter referred to as the "State" for the Light Duty Auto Parts Contract. Section 6, Technical Requirements shall be incorporated as a part of this Statement of Work along with all attachments and exhibits.

2. SCOPE

The Contractor will provide the entire portfolio of quality light duty auto parts to State departments and local governmental agencies in a timely and efficient manner. The Contractor will be the primary point for warehousing, data collection, reporting, and distribution of light duty auto parts to the State.

3. PERIOD OF PERFORMANCE

The term of this Agreement is effective for three (3) years from the date of approved contract document with the option to extend two (2) additional years in various increments upon approval by the Department of General Services, Procurement Division and no work shall begin until such time.

During this period of performance, the Contractor(s) will receive purchase orders from both State and local governmental agencies for purchases made via the Light Duty Auto Parts Contract.

4. CONTRACTOR RESPONSIBILITIES

- The Contractor will provide a Contract Manager (CM) that will work with the State's Contract Administrator (CA) to fully implement and manage the contract in accordance with Section 6.
- The Contractor will work closely with subcontractors (if applicable) to fully implement and manage the Light Duty Auto Parts Contract.
- The Contractor shall make available to the State, technically competent personnel to accomplish the tasks and deliverables for the implementation and management of the contract. In addition, the Contractor will have a customer service unit, that is dedicated to this contract, to respond to user inquiries.

5. STATE RESPONSIBILITIES

- The State will provide a CA that will work with the Contractor's CM to fully implement and manage the contract.
- The State CA will be responsible for reviewing and approving each deliverable.

6. USER RESPONSIBILITIES

- The ordering agencies will provide a Program Manager or Point of Contact (POC) for each purchase to insure that the goods and/or services are delivered in accordance with the terms and conditions of the contract. This person will be the POC for arranging the delivery, installation, and maintenance.
- The ordering agencies will ensure the Contractor has proper access to the appropriate areas for deliveries for the Light Duty Auto Parts Contract.

6. TASKS

The Contractor agrees to perform the required tasks in accordance with the Light Duty Auto Parts Contract and the ordering agencies purchase order/contract.

7. DELIVERABLES

Contractor shall provide all deliverables identified in Section 6, Technical Requirements. Deliverables must be prepared in accordance with the RFP requirements and submitted to the CA by the dates as specified in Section 6.

8. BILLING INFORMATION

The Contractor shall submit invoices in accordance with RFP Section 6, Invoicing.