

**COOPERATIVE AGREEMENT
USER INSTRUCTIONS
NON-MANDATORY**

****Supplement 3****
****(Incorporates Supplement 1-2)****

Effective Date: ****09/30/2024****

TITLE/DESCRIPTION:	Vehicle Lifts and Garage Associated Equipment	
CONTRACT NUMBERS:	7-23-99-48-01	Mohawk Lifts, LLC
	7-23-99-48-02	Vehicle Service Group, LLC
	7-23-99-48-03	ARI Phoenix, Inc. DBA HETRA-ARI
	7-23-99-48-05	Liftnow Automotive Equipment Corp.
CONTRACT TERM:	Various through 03/31/2028	
FOR USE BY:	State and Local Governmental Agencies (Refer to Section 2)	
STATE CONTRACT ADMINISTRATOR:	Maureen Seiferling (279) 946-8226 maureen.seiferling@dgs.ca.gov	

Ordering Agencies are instructed to carefully review these User Instructions in their entirety. For questions, please contact the State Contract Administrator and reference the "Title/Description" and/or Contract Number listed above. Changes to this document will be issued through a User Instructions Supplement.

ORIGINAL ON FILE
Maureen Seiferling, State Contract Administrator

SUMMARY OF CHANGES

All changes to most recent Supplement are in ***bold red italic***. Additions are enclosed in asterisks; deletions are enclosed in brackets.

Supplement Number	Description/Sections	Date
3	<i>*Supplement 3 incorporates the following changes:</i> <ul style="list-style-type: none"><i>• Sections 6.H – Added Generative Artificial Intelligence (GenAI) Reporting requirement</i><i>• Attachment A – Updated Contract Administrator information for 7-23-99-48-02 (Vehicle Service Group, LLC)*</i>	<i>*09/30/24*</i>
2	Supplement 2 incorporates the following change: <ul style="list-style-type: none">Attachment A – Updated Ordering Address (ARI Phoenix, Inc. DBA HETRA-ARI)	12/08/23
1	Supplement 1 incorporates the following changes: <ul style="list-style-type: none">Cover Page, Section 5.C, and Attachment A – Added new Cooperative Agreement:<ul style="list-style-type: none">7-23-99-48-05 (Liftnow Automotive Equipment Corp.)Section 5.D.1 – Updated restrictions.Section 5.E – Updated pricing language to reflect potential delivery charges.Section 7.A.1.c – Updated language to clarify best value criteria.	09/22/23
N/A	Original User Instructions posted.	07/11/23

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USER INSTRUCTIONS

1. SCOPE AND OVERVIEW

- A. The Department of General Services, Procurement Division (DGS-PD) has established a California Participating Addendum (hereafter referred to as “California Cooperative Agreement” or “Cooperative Agreement”) with individual Contractors (as noted on page 1) for use of the NASPO ValuePoint Vehicle Lifts and Garage Associated Equipment Master Agreements executed by the State of Louisiana.
- B. These Cooperative Agreements provide state and local governmental agencies the opportunity to acquire products and services in accordance with the instructions provided herein and the terms and conditions outlined in the individual Cooperative Agreements. Attachment A identifies specific Cooperative Agreement information by Contractor.
- C. Note: Unless otherwise specified within this document, the term “Ordering Agencies” will refer to all state agencies and local governmental agencies eligible to utilize these agreements. Ordering and usage instructions exclusive to state or local governmental agencies shall be identified within each section.

2. CONTRACT AVAILABILITY

A. State Agencies

- 1) Use of these agreements is non-mandatory for California state agencies.
- 2) Refer to Section 5.D (Restricted/Disallowed Products and Services) for more information.

B. Local Governmental Agencies

- 1) Use of these agreements is optional for local governmental agencies.
- 2) Local governmental is defined as any city, county, city and county, district, or other local governmental body, school district or corporation empowered to expend public funds.
- 3) While the DGS-PD makes agreements available to local governmental agencies, each local governmental agency shall determine whether use of these agreements is consistent with its procurement policies and regulations.

3. CONTRACT TERM

- A. The term for these California Cooperative Agreements is from the date of the State’s approval through March 31, 2028, or upon termination by the State,

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Vehicle Lifts and Garage Associated Equipment

whichever occurs first. Refer to Attachment A for current individual agreement term dates.

- B. Order placement and execution shall be on or before the expiration of the California Cooperative Agreement. However, delivery of products or completion of services may be up to 120 days after the California Cooperative Agreement expiration date.
- C. Lead State NASPO ValuePoint Master Agreements may be extended beyond the original contract period upon mutual agreement between the lead state and the Contractor. Lead State amendments to extend the NASPO ValuePoint Master Agreement term date are not automatically incorporated into these California Cooperative Agreements. Extension(s) to the term of the California Cooperative Agreements will be through a written amendment upon mutual agreement between DGS-PD and the Contractor.

4. CONTRACT ADMINISTRATOR

- A. DGS-PD and the Contractor(s) have assigned contract administrators as single points of contact for problem resolution and related contract issues.
- B. The State Contract Administrator for these agreements is:

Administrator Information	State Contract Administrator
Name:	Maureen Seiferling
Telephone:	(279) 946-8226
Email:	maureen.seiferling@dgs.ca.gov
Address:	DGS, Procurement Division Attn: Maureen Seiferling 707 Third Street, 2nd Floor, MS 2-202 West Sacramento, CA 95605

- C. Contractor Contract Administrator contact information is outlined in Attachment A.

5. CONTRACT INFORMATION

A. Lead State Agreement (NASPO ValuePoint Base Contract)

California Cooperative Agreements are based on some or all of the products, services, and prices from the NASPO ValuePoint Vehicle Lifts and Garage Associated Equipment Master Agreements issued by the State of Louisiana. Copies of the State of Louisiana agreements are available on the [NASPO ValuePoint Portfolio website](https://www.naspovaluepoint.org/portfolio/vehicle-lifts-and-garage-associated-equipment-2023-2028/) (https://www.naspovaluepoint.org/portfolio/vehicle-lifts-and-garage-associated-equipment-2023-2028/).

B. California Cooperative Agreements (Participating Addendum Documents)

California Cooperative Agreements and related documents are posted in [Cal eProcure](https://calprocure.ca.gov) (<https://calprocure.ca.gov/pages/LPASearch/lpa-search.aspx>). Direct links to each agreement in Cal eProcure are found in Attachment A.

C. Available Products and Services

Goods and services available under these California Cooperative Agreement include:

Contractor	Vehicle Lifts	Garage Associated Equipment
Mohawk Lifts, LLC	Yes	Yes
Vehicle Service Group, LLC	Yes	Yes
ARI Phoenix, Inc. DBA HETRA-ARI	Yes	Yes
Liftnow Automotive Equipment Corp.	Yes	Yes

D. Restricted/Disallowed Products and Services (State Agencies Only)

- 1) The following restrictions apply to state agency purchases under these Cooperative Agreements. Restrictions are not applicable to local governments.
 - a. Equipment Leasing and Rental
- 2) Product and service categories available on mandatory California statewide contracts cannot be purchased by state agencies from these Cooperative Agreements without an exemption. State agencies are responsible for obtaining an exemption from DGS prior to issuing a purchase order. This restriction is not applicable to local governments.
- 3) Services, including installation, that fall within the definition of “public works” as defined in Public Contract Code section 1101 and Labor Code section 1720 are disallowed under these Cooperative Agreements and must be procured by alternate means. This restriction is not applicable to local governments.

E. Contractor Pricing

Pricing is based on a discount off manufacturer’s retail price (MSRP). Price lists for each contractor are posted on NASPO ValuePoint. Contractors may offer greater discounts and/or lower prices than those published in their price list. Links to the NASPO ValuePoint websites for each Cooperative Agreement are identified in Attachment A.

Note: Ordering Agencies should carefully review the individual NASPO ValuePoint Master Agreements and price lists to determine if additional delivery fees may apply.

F. Small Business/Disabled Veteran Business Enterprise Participation

There is no California-certified Small Business (SB) or Disabled Veteran Business Enterprise (DVBE) participation for these Cooperative Agreements.

G. Recycled Content

- 1) State agencies are required to report purchases made within the eleven product categories in the California Department of Resources Recycling and Recovery (CalRecycle) State Agency Buy Recycled Campaign (SABRC) per Public Contract Code sections 12200-12217.
- 2) Contractor will provide a [Postconsumer Recycled-Content Certification form](https://calrecycle.ca.gov/buyrecycled/stateagency/vendored/form74guide/) (<https://calrecycle.ca.gov/buyrecycled/stateagency/vendored/form74guide/>) upon request by the state agency.

H. DGS Administrative Fee

Ordering Agencies will not be charged the DGS Administrative fee nor will they be invoiced by the Contractor(s) for use of these Cooperative Agreements.

6. CONTRACT USAGE/RULES

A. Adherence to Applicable Laws (State Agencies Only)

State agencies must adhere to all applicable state laws, regulations, policies, best practices, and purchase authority requirements (e.g., California Codes, Code of Regulations, State Administrative Manual, Management Memos, and State Contracting Manual).

B. Purchasing Authority (State Agencies Only)

The leveraged procurement agreement acquisition method and type for these Cooperative Agreements is:

Acquisition Method	Acquisition Type
Cooperative Agreements (requiring further competition within the category)	Non-IT Goods

Prior to executing orders, state agencies must have been granted purchasing authority by DGS-PD for the use of the acquisition method and type listed above. For more information, contact the DGS-PD Purchasing Authority Management Section at pams@dgs.ca.gov.

C. Order Limits/Dollar Thresholds (State Agencies Only)

Order limits for the purchase of goods and/or services is determined by the individual agency purchasing authority threshold. No order may be executed by a state agency that exceeds that agency's purchasing authority threshold. State agencies with approved purchasing authority, along with their dollar thresholds can be obtained at the [List of State Departments with Approved Purchasing Authority website](http://www.dgs.ca.gov/PD/Resources/Page-Content/Procurement-Division-Resources-List-Folder/List-of-State-Departments-with-Approved-Purchasing-Authority) (www.dgs.ca.gov/PD/Resources/Page-Content/Procurement-Division-Resources-List-Folder/List-of-State-Departments-with-Approved-Purchasing-Authority).

D. California Seller's Permit (State Agencies Only)

California Seller's Permit information for each Contractor is identified in Attachment A. Prior to placing orders under these Cooperative Agreements, state agencies should verify that permits are currently valid on [California Department of Tax and Fee Administration \(CDTFA\) website](http://www.cdtfa.ca.gov/) (www.cdtfa.ca.gov/). State agencies must adhere to the file documentation required in the State Contracting Manual Volume, as applicable.

E. Darfur Contracting Act Certification (State Agencies Only)

Contractors have a signed Darfur Contracting Act Certification on file with DGS-PD.

F. Civil Rights Certification (orders ≥ \$100,000) (State Agencies Only)

Contractors have a signed California Civil Rights Laws Attachment on file with DGS-PD.

G. Iran Contracting Act Certification (orders over \$1 million) (State Agencies Only)

Contractors have a signed Iran Contracting Act Certification on file with the DGS-PD. Prior to award, the state agency must check the "Entities Prohibited from Contracting with Public Entities in California per the Iranian Contracting Act, 2010 List" posted by DGS to confirm firm is not listed as an ineligible business.

H. **Generative Artificial Intelligence (GenAI) Reporting (State Agencies Only)*

State agencies are required to include required solicitation language addressing GenAI in the Request for Offer (RFO) document and obtain a [GenAI Reporting and Factsheet \(STD 1000\)](#) from the Contractor prior to contract/purchase document issuance.

Note: A STD 1000 is not required if the purchase is only for commodity types that do not include a technology or service component. Commodity purchases that would NOT be exempt include items with a technology

component, including but not limited to Bluetooth, network, cloud computing, and software use.

If GenAI is disclosed by the Contractor, state agencies must follow the required GenAI purchase procedures outlined in State Contracting Manual (SCM) Volume 2, Chapter 23, Generative Artificial Intelligence (GenAI). State agencies must retain the STD 1000 and confirmation the purchase may proceed in their procurement file.*

7. ORDERING PROCEDURES

A. Contractor Selection Process

1) State Agencies

State agencies electing to use these Cooperative Agreements must select a Contractor using the Best Value Request for Offer (RFO) process outlined below:

- a) *Develop RFO* – Ordering Agency will develop a RFO which includes the following information, at a minimum:
 - All relevant Ordering Agency contact information necessary for the Contractor to respond to the RFO
 - A detailed scope of work or list of product/services requested
 - Bidder Declaration (GSPD 05-105)
- b) *Solicit Offers* – Ordering Agency shall solicit offers from a minimum of three (3) Contractors.
 - If multiple Contractors are solicited and less than three (3) offers are received, the Ordering Agency must document their file with the reasons why the other Contractors solicited did not respond with an offer.
 - Orders valued less than \$10,000 may be executed without obtaining multiple offers if fair and reasonable pricing has been established and documented within the procurement file.
- c) *Determine Best Value* – Ordering Agency will review all responsive offers and select a Contractor based on best value, with cost, including delivery cost and exceptions as applicable, as one of the criteria.
- d) *Document Results* – Ordering Agency must document the results of the best value RFO process within the procurement file including, but not limited to, Contractors that were contacted, recap of their offers, how the selection was made and criteria for determining “best value”. Ordering Agencies have the option to use the Best Value Determination Worksheet

(available in the State Contracting Manual) or the agency's own form to document the results.

- e) *Issue Purchase Order* – Ordering Agency will issue purchase order document to the selected Contractor in accordance with Section 7.C (Purchase Order Form and Execution).

2) Local Governmental Agencies

Local governmental agencies may use the contractor selection process described in Section 7.A.1 above or other process in accordance with their procurement policies and regulations.

B. Authorized Resellers

There are no resellers available under this portfolio.

C. Purchase Order Form and Execution

All Ordering Agency purchase order documents executed under these Cooperative Agreements must contain the applicable California Cooperative Agreement number as shown in Attachment A.

1) State Agencies

- a) *STD 65 Purchase Documents* – State Agencies not transacting in FI\$Cal must use the Purchasing Authority Purchase Order (STD 65) for purchase execution. An electronic version of the STD 65 is available at the [DGS-PD website](https://www.dgs.ca.gov/PD/Forms) (<https://www.dgs.ca.gov/PD/Forms>).
- b) *FI\$Cal Purchase Documents* – State agencies transacting in FI\$Cal will follow FI\$Cal procurement and contracting procedures.

2) Local Governmental Agencies

Local governmental agencies may use their own purchase order document in lieu of the State's purchase order form.

8. INVOICING AND PAYMENT

A. Payment Terms

Payment terms for these Cooperative Agreements are net forty-five (45) days. Payment will be made in accordance with the provisions of the California Prompt Payment Act, Government Code Section 927, et seq. Unless expressly exempted by statute, the Act requires State agencies to pay properly submitted, undisputed invoices not more than forty-five (45) days after the date of acceptance of goods, performance of services, or receipt of an undisputed invoice, whichever is later.

B. Payee Data Record

State agencies not transacting in FISCAL, must obtain a copy of the Payee Data Record (STD 204) to process payments. State agencies should forward a copy of the STD 204 to their accounting office(s). Without the STD 204, payment may be unnecessarily delayed.

C. CAL-Card

Ordering Agencies may use the CAL-Card for the payment of invoices if accepted by the Contractor. Use of the CAL-Card requires the execution of a purchase order document as referenced in Section 7.C (Purchase Order Form) and must include all required documentation applicable to the purchase.

CAL-Card is a payment mechanism, not a procurement approach and, therefore, does not relieve state agencies from adhering to all procurement laws, regulations, policies, procedures, and best practices, including those discussed in the State Contracting Manual. This includes but is not limited to the application of all sales and use tax laws, rules, and policies as applicable to the purchase.

D. Golden State Financial Marketplace (GS \$Mart)

Ordering Agencies may utilize financing available through DGS-PD GS \$Mart program. Program information is available on the [DGS-PD State Financial Marketplace website](https://www.dgs.ca.gov/PD/About/Page-Content/PD-Branch-Intro-Accordion-List/Acquisitions/State-Financial-Marketplace) (<https://www.dgs.ca.gov/PD/About/Page-Content/PD-Branch-Intro-Accordion-List/Acquisitions/State-Financial-Marketplace>).

9. CERTIFICATION OF PAYMENT OPTIONS – MILITARY & VETERANS CODE §999.5 and §999.7(a) (SB588)

Not Applicable.

10. PROBLEM RESOLUTION/CONTRACTOR PERFORMANCE

Ordering Agencies should first attempt to resolve complaints, issues, or disputes informally with the Contractor. If the issue or dispute cannot be resolved by the Ordering Agency, the issue may be elevated to the DGS-PD State Contract Administrator.

ATTACHMENT A – Contractor Information

Item	Agreement Detail
Cooperative Agreement	7-23-99-48-01
Contractor Name	Mohawk Lifts, LLC
Term	07/11/2023 through 03/31/2028
Link to Cal eProcure	Cal eProcure 7-23-99-48-01 webpage
Lead State Agreement / Pricing	NASPO ValuePoint Master Agreement CW7258 and Pricing
Product/Service Categories	Awarded category 1 (Vehicle Lifts) Awarded category 2 (Garage Associated Equipment)
Seller's Permit Number	232963136 (Refer to Section 6.D)
CAL-Card Accepted	Yes (Refer to Section 8.C)
SB/DVBE Certification	None
Contract Administrator Contact Information	Steve Perlstein Phone: (518) 842-1431 x2400 Email: sperlstein@mohawklifts.com
Ordering Address	Mohawk Lifts, LLC Attn: Terri Reagan P. O. Box 110 Amsterdam, NY 12010
Ordering Email	orders@mohawklifts.com
Ordering Contact	Terri Reagan (518) 842-1289
Authorized Resellers (Refer to Section 7.B)	N/A

COOPERATIVE AGREEMENT USER INSTRUCTIONS
Vehicle Lifts and Garage Associated Equipment

Attachment A, continued

Item	Agreement Detail
Cooperative Agreement	7-23-99-48-02
Contractor Name	Vehicle Service Group, LLC
Term	07/11/2023 through 03/31/2028
Link to Cal eProcure	Cal eProcure 7-23-99-48-02 webpage
Lead State Agreement / Pricing	NASPO ValuePoint Master Agreement CW7254 and Pricing
Product/Service Categories	Awarded category 1 (Vehicle Lifts) Awarded category 2 (Garage Associated Equipment)
Seller's Permit Number	102137374 (Refer to Section 6.D)
CAL-Card Accepted	Yes (Refer to Section 8.C)
SB/DVBE Certification	None
Contract Administrator Contact Information	<i>*Tammy Boldery* [Kathy Brown]</i> Phone: (812) 269-7316 Email: <i>*tboldery@rotarylif.com* kbrown@rotarylif.com</i>
Ordering Address	Vehicle Service Group, LLC Attn: <i>*Tammy Boldery* [Kathy Brown]</i> 2700 Lanier Drive Madison, IN 47250
Ordering Email	kbrown@rotarylif.com
Ordering Contact	Kathy Brown (812) 269-7316
Authorized Resellers (Refer to Section 7.B)	N/A

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Vehicle Lifts and Garage Associated Equipment

Attachment A, continued

Item	Agreement Detail
Cooperative Agreement	7-23-99-48-03
Contractor Name	ARI Phoenix, Inc. DBA HETRA-ARI
Term	07/11/2023 through 03/31/2028
Link to Cal eProcure	Cal eProcure 7-23-99-48-03 webpage
Lead State Agreement / Pricing	NASPO ValuePoint Master Agreement CW7252 and Pricing
Product/Service Categories	Awarded category 1 (Vehicle Lifts) Awarded category 2 (Garage Associated Equipment)
Seller's Permit Number	102924923 (Refer to Section 6.D)
CAL-Card Accepted	Yes (Refer to Section 8.C)
SB/DVBE Certification	None
Contract Administrator Contact Information	Tekla Goodwin Phone: (513) 229-3750 x103 Email: teklagoodwin@ari-hetra.com
Ordering Address	ARI Phoenix, Inc. DBA HETRA-ARI Attn: Christina Martin 11163 Woodward Lane Sharonville, OH 45241
Ordering Email	orders@ari-hetra.com
Ordering Contact	Christina Martin (703) 359-6405
Authorized Resellers (Refer to Section 7.B)	N/A

COOPERATIVE AGREEMENT USER INSTRUCTIONS
Vehicle Lifts and Garage Associated Equipment

Attachment A, continued

Item	Agreement Detail
Cooperative Agreement	7-23-99-48-05
Contractor Name	Liftnow Automotive Equipment Corp.
Term	09/22/2023 through 03/31/2028
Link to Cal eProcure	Cal eProcure 7-23-99-48-05 webpage
Lead State Agreement / Pricing	NASPO ValuePoint Master Agreement CW7256 and Pricing
Product/Service Categories	Awarded category 1 (Vehicle Lifts) Awarded category 2 (Garage Associated Equipment)
Seller's Permit Number	244691328 (Refer to Section 6.D)
CAL-Card Accepted	Yes (Refer to Section 8.C)
SB/DVBE Certification	None
Contract Administrator Contact Information	Paul Stern Phone: (914) 734-3479 Email: pjstern@liftnow.com
Ordering Address	Liftnow Automotive Equipment Corp. Attn: Paul Stern P. O. Box 972 Yorktown Heights, NY 10598-0972
Ordering Email	pjstern@liftnow.com
Ordering Contact	Paul Stern (914) 734-3479
Authorized Resellers (Refer to Section 7.B)	N/A