



**TO:** Business Administrators  
Purchasing Managers  
Los Angeles County School Districts

**FROM:** Terri Lyttaker  
Controller

**SUBJECT:** Standard School Supplies & Equipment – Computers, Software, and Computer-Related Equipment Bids #21/22-1670 and #21/22-1670R

On June 13, 2022, the County Superintendent of Schools approved rules and regulations under which any school district in the county may purchase computers, laptops, tablets, interactive boards, projectors and computer-related on a Standard School Supplies and Equipment List per California Education Code 38110. In accordance with the Code, the vendors listed in this bulletin are approved for piggyback use by districts or public agencies within the state. Bids were awarded to the lowest, responsive, responsible bidders using procedures established under the Public Contract Code.

In accordance with California Public Contract Code Section 20118, if the Board of any school district for public agency has determined it to be in the best interest of the district or public agency, it may purchase against the bid (piggyback).

Awards were made by the Los Angeles County Office of Education (LACOE) in seven technology categories. Each award includes pricing for a core list of products or computers and a discount schedule for other related computers, accessories and peripherals in the vendor's catalog.

We have attached information on each new agreement, including the awarded vendors' names, addresses, points of contact, and phone numbers (see Attachment No. 1). All purchase orders may be dated and submitted throughout the agreement period, and the deliveries must be completed no later than December 31, 2022. However, LACOE reserves the right to make two, one-year extensions of each agreement.

Districts may forego bidding for themselves when using any of the LACOE Standard School Supply and Equipment contracts. Under Education Code 38110 and 38112, you are authorized to buy from LACOE contracts. This authorization is separate and apart from any other piggybacking authority found in Public Contract Code 20118.

For districts that desire more details regarding district and supplier obligations, all bid documentation, including terms and conditions, will be posted at [EdBuy.org](https://www.edbuy.org).

Standard School Supplies & Equipment – Computers, Software, and Computer-Related Equipment Bids #21/22-1670 and #21/22-1670R

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The EdBuy purchasing cooperative will offer free online training sessions to any interested school district in the county that wants to access the LACOE contracts. The training will demonstrate to users how to use vendor punchout sites, word search, browsing by category, searching for contracts, and creating lists with extended pricing. See the attached flyer with contact information to request an appointment or to request a district workshop (Attachment No. 2).

Should you have any questions, please call Patty Barrios, Buyer at (562) 803-8491.

Approved:  
Patricia Smith  
Chief Business Officer  
Business Services

TL:jj  
Attachments  
CO-2-2021-22

cc: Orange County Department of Education  
Orange County School

**Attachment No. 1  
Los Angeles County Office of Education**

**Standard School Supplies & Equipment – Computers, Software, and Computer-Related  
Equipment Bid #21/22-1670 and Bid #21/22-1670R**

**Awarded Vendors and Contact Information**

- A. Category: Arista/Fortinet**  
Awarded to: Continuity Focus, Inc  
Representative: Jon Newman  
Address: 2708 Wilshire Boulevard, #464  
Santa Monica, CA 90403  
Phone Number: 408-685-7247  
Email: [jnewman@continuityfocus.com](mailto:jnewman@continuityfocus.com)
- B. Category: Cisco**  
Awarded to: Network Craze Technologies  
Representative: Michael Featherstone  
Address: 7037 Fly Road  
East Syracuse, NY 13057  
Phone Number: 800-505-2078 ext. 7113  
Email: [mfeatherstone@networkcraze.com](mailto:mfeatherstone@networkcraze.com)
- C. Category: Dell**  
Awarded to: Arey Jones  
Representative: Christopher Chukwuocha  
Address: 1055 6<sup>th</sup> Avenue, #101  
San Diego, CA 92101  
Phone Number: (800) 998-9199  
Email: [Chris.Chukwuocha@areyjones.com](mailto:Chris.Chukwuocha@areyjones.com)
- D. Category: Hewlett Packard Enterprise**  
Awarded to: Nth Generation  
Representative: Katherine Hayes  
Address: 18200 Von Karman Avenue, #450  
Irvine, CA 95612  
Phone Number: 858-451-2383 x376  
Email: [bids@nth.com](mailto:bids@nth.com)
- E. Category: Hewlett Packard, Inc.**  
Awarded to: Golden Star Technology Inc.  
Representative: Yen Ma-Chan  
Address: 12881 166<sup>th</sup> Street  
Cerritos, CA 90703  
Phone Number: 562-345-8752  
Email: [yma@gstes.com](mailto:yma@gstes.com)

- F. Category: Lenovo**  
Awarded to: Arey Jones  
Representative: Christopher Chukwuocha  
Address: 1055 6<sup>th</sup> Avenue, #101  
San Diego, CA 92101  
Phone Number: 800- 998-9199  
Email: [Chris.Chukwuocha@areyjones.com](mailto:Chris.Chukwuocha@areyjones.com)
- G. Category: Microsoft**  
Awarded to: JEC Integration Systems  
Representative: Walter J. Murdock  
Address: 5032 Meadow Wood Avenue  
Lakewood, CA 90712  
Phone Number: 949-659-9487  
Email: [ewmurdock@jecintegration.com](mailto:ewmurdock@jecintegration.com)
- H. Category: Palo Alto**  
Awarded to: Insight Public Sector  
Representative: Sam Esparza  
Address: 6820 South Harl Avenue  
Tempe, AZ 85382  
Phone Number: 480-409-6304  
Email: [sam.esparza@insight.com](mailto:sam.esparza@insight.com)
- I. Category: Polycom & Plantronics**  
Awarded to: Golden Star Technology Inc.  
Representative: Yen Ma-Chan  
Address: 12881 166<sup>th</sup> Street  
Cerritos, CA 90703  
Phone Number: 562-345-8752  
Email: [yma@gstes.com](mailto:yma@gstes.com)
- J. Category: SMART**  
Awarded to: IVS Computer Technology, Inc.  
Representative: Suzanne Camarillo  
Address: 1415 McDonald Way  
Bakersfield, CA 93309  
Phone Number: (661) 831-3900  
Email: [suzanne@ivsct.net](mailto:suzanne@ivsct.net)
- K. Category: Viewsonic**  
Awarded to: Arey Jones  
Representative: Christopher Chukwuocha  
Address: 1055 6<sup>th</sup> Avenue, #101  
San Diego, CA 92101  
Phone Number: (800) 998-9199  
Email: [Chris.Chukwuocha@areyjones.com](mailto:Chris.Chukwuocha@areyjones.com)

## How to Find Awarded Items and Pricing

Participating school districts have multiple options on how to shop, order, and make use of LACOE's Standard School Supply contracts.

**A. Direct Relationships** – A school district may deal with an awarded vendor directly by calling upon the awarded vendor for pricing, establishing an account with a vendor's website, and sending purchase orders directly to the contracted vendor. Awarded vendors are required to provide or show their contracted or lower pricing to agencies using the LACOE contract. Districts must inform vendors that they are using the LACOE contracts to obtain discounted bid pricing or lower. Each month vendors are required to report to LACOE any sales made through the contract, and then these reports are reviewed to ensure the vendors are selling at the bid price or lower.

**B. Use of EdBuy Tools** – LACOE is cooperating with other county superintendents and offices of education to post prices for use in Los Angeles County and all other counties and districts in California. The California County Superintendents Educational Services Association (CCSESA) provides the website [EdBuy.org](http://EdBuy.org) for this purpose. Therefore, there are now several ways to view items under contract and corresponding pricing:

**1. Online Search** – As awarded vendors update their descriptions after their notice of award, Core Items on the LACOE contract are loaded into the EdBuy database. If a vendor supplies pictures, the photographs are attached to line-item descriptions. To begin, click on the "Shop Contracts" link on the website at [EdBuy.org](http://EdBuy.org). Buyers can then use the full functionality of the EdBuy website to shop and manage items from the LACOE contract. On-line functionality includes:

- Keyword or SKU number search
- Contract type or category search
- Awarded vendor listings, contract descriptions, and line-item awards
- Clicking or browsing through the index of product categories
- Creating and saving lists with extended pricing for up to 30 days
- Online bid and contract documentation

Typically, contracted vendors provide EdBuy with pricing and descriptions for contracted Core Items and their most popular products, not everything in their catalog. To see all items in the contracted catalog, agencies have the option to:

- Deal directly with the awarded vendor's methods to obtain contract pricing
- Use EdBuy's punchout to see a vendor's complete catalog with EdBuy pricing (not all vendors have this capability)

2. **Punchout** – If a vendor has the capability, LACOE contract pricing may be displayed through a punchout from EdBuy.org to a vendor’s own proprietary website. To find LACOE’s contract pricing, click on “Shop Contract,” then “Shop These Sites.”
3. **Epylon** – Any district having an Epylon Corporation eCommerce account will automatically have access to all appropriate LACOE contracts, punchout, plus the capability to quote against the contract for further volume discounts. For information contact Suzanne Barchi at (209) 992-6181.
4. **Hard Copy Lists** – For convenience of some districts, Excel and PDF copies of Core List pricing for all LACOE contracts are posted on EdBuy. The Excel lists also document the bid discounts provided for Rest-of-Catalog pricing, enabling agencies to calculate and verify they are obtaining the lowest contract price.

## **How to Order**

- A. A buying agency may establish a relationship with an awarded vendor and send purchase orders directly to the contractor.
- B. If using EdBuy, a user can create a shopping list with desired quantities. The shopping list can be saved for up to 30 days by giving the list a name and saving it with an e-mail address. When printed out, the shopping list includes extended prices and a total value of all items. This list can be attached to and referenced in a paper purchase order. (When shopping on a vendor’s proprietary punchout site, a buyer will find that items in the shopping cart also come back as a list that can be saved on the EdBuy website.)
- C. According to contract terms and conditions, shipping is free for any order of \$100 or more. If the order is \$100 or more, do not include shipping on your purchase order, but add required sales tax.
- D. Make purchase order out to the awarded vendor as listed in this memo or on a corresponding EdBuy Procurement Bulletin.
- E. The purchase orders and attached list can be sent to the vendor directly or can be sent to EdBuy for review of correct pricing and archiving for audit. If sending to EdBuy, fax the purchase order to (800) 606-6148.

# Two Training Webinars

Join one of our 60-minute sessions. There's No Sales Pitch.

## Learn How to Get the Most Value from LACOE Standard School Supply & Equipment Contracts

- How to find pricing
- How to get bid documentation
- How to ask for voluntary discounts
- How to shop for items on the EdBuy site
- How to create and save shopping lists
- How to use vendors' own sites and still get LACOE prices



A) 10 a.m. Wednesday, July 13 2022 B) 2 pm. Wednesday, July 13, 2022



### How to Sign Up for Free Training

To request a spot for one of our free 60-minute training webinars, simply send an email with your phone, contact information, and notation of which session you want to attend to [Service@Epylon.com](mailto:Service@Epylon.com). Use the subject line "EdBuy Training." You will get a return email with log-in instructions.