



**CITY OF
TUCSON**

DEPARTMENT OF
PROCUREMENT

November 14, 2017

Sent via electronic mail, this day

Masaharu Nakayama, President
Panasonic System Communications Company of North America
Two Riverfront Plaza – 6th Floor
Newark, NJ 07102
contracts@us.panasonic.com

Re: Contract No.: **171725-01**
Contract Title: **Mobile Computing Solutions**

Dear Mr. Nakayama:

The City of Tucson has awarded your firm the contract for furnishing the City's requirements for **Mobile Computing Solutions** during the time period of October 11, 2017 through October 10, 2018.

Please find attached your pdf copy of the contract, purchase order and the Designation of Contract Representative Memorandum outlining the duties and responsibilities of the representative as they relate to this contract. If you have any questions concerning this award, please contact me at (520) 837-4123.

The City wishes to thank you for your interest and proposal.

Sincerely,

Lloyd B. Windle II, C.P.M., CPPB
Principal Contract Officer

LBW/lr

Attachments

Cc: File 171725

Purchase Order

PO Printed Date:
10/31/2017

City of Tucson
Procurement Department
255 W Alameda
P.O. Box 27210
Tucson, 85726
USA

V E N D O R	Vendor Number: 0025191
	Mobile Concepts Technology, LLC

PO Date: 10/19/2017
Buyer: Lloyd Windle
Phone #: (520)837-4105
FOB:
Terms:

Purchase Order Number
40565 : 0
ALL PACKING SLIPS, INVOICES AND
CORRESPONDENCE
MUST REFERENCE THIS NUMBER.

S H I P T O	INFOT - Information Technology
	ITOPS - IT Operations

I N V O I C E	INFOT - Information Technology

Department	Bid Number	Requisition Number	Delivery Date
INFOT - Information Technology			0 Days ARO

Item	Class Item	Bid Item #	Req Line Item #	Quantity	Unit	Unit Price	Total
1	TO PROVIDE FOR THE ANNUAL REQUIREMENTS FOR PANASONIC TOUGHBOOKS, TABLETS, ACCESSORIES AND RELATED SERVICES FOR THE TIME PERIOD OF OCTOBER 11, 2017 THROUGH OCTOBER 10, 2019 IN ACCORDANCE WITH CONTRACT # 171725-01.			0.0	EA - Each	\$0.00	\$0.00
2	PCARD IS ACCEPTED FOR PAYMENT.						
3	TO PLACE AN ORDER, CONTACT THE IT SERVICE DESK AT 520-791-4370 OR at ITServiceDesk@tucsonaz.gov.						
Subtotal							\$0.00
Tax							\$0.00
Freight							\$0.00
Discount							\$0.00
Total							\$0.00

DIRECTOR OF PURCHASER/BUYER

FINANCE APPROVED

DATE

ENCUMBERED



MEMORANDUM

DATE: April 28, 2017

TO: Nina Criss
City of Tucson
Information Technology Department
Nina.criss@tucsonaz.gov

FROM: Lloyd Windle,
Contract Officer

SUBJECT: DESIGNATION OF CONTRACT REPRESENTATIVE

You have been designated the City's Contract Representative for City of Tucson **CONTRACT NO. 171725, Mobile Computing Solutions**. As Contract Representative, you will interact directly with the Contractor to ensure compliance with the contract terms and provisions.

In order to fulfill your duties and responsibilities on behalf of the City, you must:

1. Be thoroughly familiar with the terms and provisions of the contract;
2. If applicable, after award of the contract issue a written notice to proceed ("NTP") to the Contractor with a copy of the NTP to Procurement for inclusion in the official contract file;
3. Advise the contractor in writing, with copy to Procurement, of any violation of the contract terms and provisions, and in the event significant violations occur, contact the City Department of Procurement for direction;
4. Review any proposed or suggested changes (i.e. amendments) to the contract, and furnish your recommendations for Procurement's authorization prior to proceeding;
5. Promptly accept delivered goods or services, which are satisfactory, and reject those, which are not;
6. Review Contractor invoices thoroughly. Where inaccuracies are found, ensure correction by the Contractor before approval is provided for payment. Invoices must be submitted in accordance with the contract terms;
7. Ensure that a copy of any final reports generated by the Contractor, if required under the contract, are forwarded to Procurement for inclusion in the contract file.

You are **not** authorized to take the following actions:

1. Amend the contract or enter into supplemental verbal or written agreements;
2. Grant time extensions or otherwise modify the terms and provisions of the contract;
3. Commit the City of Tucson in any manner except as allowed under the contract.

Compliance with these policies will, among other things, provide a clear audit trail of City contracts and, most importantly, help prevent potential legal entanglements. Additionally, in accordance with Chapter XV of the Tucson City Charter, any officer or employee of the city, who intentionally or knowingly contracts for or purchases any material services or construction in a manner contrary to the requirements of the Charter or the Tucson Procurement Code shall be deemed guilty of a misdemeanor and shall be removed from office or terminated from employment.

Please indicate your understanding of and concurrence with the provisions of this document, applicable language in the Charter and the Tucson Procurement Code by signing below and returning the original to Procurement. Completion of this form is required prior to authorizing any work under the contract. Your responsibilities cannot be delegated without proper written notification to the City's Department of Procurement.

This department looks forward to providing any needed assistance throughout the term of the contract. Please do not hesitate to contact us should you have any questions.

Nina Criss
Printed Name


Signature

4.28.17
Date