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Local Finance Notice

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Hurricane Sandy-2

Emergency Contract with Lowe's For State/Local Government Supplies and Equipment

The State of New Jersey's Division of Purchase and Property (DPP) announced a contract award to Lowe's (contract number 82951) which will allow for walk-in purchases of various building products during this time of emergency. State departments/agencies and eligible political subdivisions have contractual access to over 40,000 products stocked in their local store through Lowe's Walk-In Building Supply Contract.

Emergency Use Process:

Please Note: This emergency use process will end on 11/30/12

DPP and Lowe's have implemented temporary provisions for New Jersey eligible users to utilize this contract immediately to support rebuilding their communities.

- State agencies and political subdivisions will obtain a **temporary barcode number** by sending an email from your work email account to WSCA@lowes.com between the hours of 6 AM and 10 PM EST, and a return email response with the barcode number will be sent almost immediately. For those unable to send emails, you may call the State's Cooperative Purchasing Hotline at 609-984-7047.
- You can then walk into any Lowe's and provide the cashier with the temporary barcode number to receive the 5% discount.
- This temporary barcode will expire on 11/30/12.
- Political subdivisions will need to provide their tax exempt number.
- Special order products are not eligible under this contract.
- You must still follow the normal registration process (listed below) prior to 11/30/12 in order to receive a regular Contract Key Fob. (Allow 2-3 weeks for processing and delivery of key fobs once order has been placed).

Contact Information:

Joe Donora, Lowe's Government Program Director
703-999-9765

Joe.Donora@lowes.com

What is included in this contract:

- Same day access to product and discounted pricing through a contract. A 5% discount from shelf price is applied at the point of purchase.
- Discounts are reflected on the register receipt.
- Checkout through any register. The contract works with all payment methods.
- Access to the contract requires the use of a Contract Key Fob (except for the emergency provisions above).
- Register for participation, and order key fobs at www.Lowesforpros.com/WSCA.
- Merchandise order placement options include phone, fax or walk-in; fulfillment options include carry-out, will-call or delivery.
- Orders are fulfilled at your local store.
- Declare tax exempt purchases at the cash register. All state department/agency users are eligible to use the Lowe's Tax Exempt Registration Number printed on the face of the Key Fob. All political subdivisions must provide their own tax exempt number.

- The Pro Services desk located near the lumber door provides dedicated staffing to service the needs of professional and government customers. For larger volume orders, you should consult with the Pro Services Desk to determine whether they are eligible for a larger discount.

Purchasing Procedures after 11/30/12**Use of Existing State Contracts:**

Because of the breadth of the product offerings offered by Lowe's, some products may already be offered under another State contract. If a similar item or service is available under another State contract and the similar item or service addresses primary performance and/or functionality requirements, and is lower in cost, then this contract must not to be used.

NOTE: Using agencies should be aware that the Contract Compliance and Audit Unit (CCAU) will monitor the contract, and using agencies which are found to deviate from this procedure will be subject to having their use of this contract revoked.

Note: As of 11/30/12, all users of this contract must have obtained a key fob as that will be the only method to obtain contract pricing.

After 11/30/12 passes, there will be 3 (three) basic ways to purchase products:

1. P-Card (purchase card) + key fob + public employee ID
2. Lowe's Accounts Receivable (LAR) account + key fob + public employee ID
3. Issued purchase order (least desired) + key fob + public employee ID

Obtaining your key fob(s) and registering your agency:

- Registering your agency with the contract takes just minutes and is accomplished at www.lowesforpros.com/WSCA. Refer to our State's procurement website for your State contract number or email your inquiry to wsc@Lowes.com. Follow the prompts at the site to complete your order. You will receive confirmation your order was transmitted. Delivery of your key fobs follows in two to three weeks.

For those agencies desiring to use a purchase order:

All stores will accept a purchase order (PO), along with a key fob; however, each store will require additional time (dependent on how busy that store is) to verify all the details of the PO and to verify that items listed on the PO are actually available under the State's contract.

Contract Notes:

- Please note – the contract is for use by State Agencies, Local Government, School Districts and other Special Jurisdictions. It is not intended for personal use.
- Find a store near you at www.Lowes.com/StoreLocator
- You may contact Lowes through email at wsc@lowes.com, or by phone at 1-888-310-7791.

Cooperative Purchasing Participant-Specific Instructions:

Cooperative Purchasing partners may use the M-8001 contract, but must procure products/services in accordance with their existing contracting procedures, i.e., the Local Public Contracts Law or Public School Contracts Law, and pursuant to the directions provided herein.

Any changes to the contract will be published through a contract amendment published on the Division of Purchase & Property's M-8001 NOA web page.

Approved: Thomas H. Neff, Director.