



City of Palo Alto

Purchasing and Contract Administration
P.O.Box 10250
Palo Alto CA 94303
Tel:(650)329-2271 Fax:(650)329-2468

Service Order

Vendor Address

CARAHSOFT TECHNOLOGY CORP.
11493 SUNSET HILLS ROADS SUITE 100
RESTON VA 20190
Tel: 1-888-662-2724 Fax: 703-871-8505

Ship To:

Information Technology Services
City of Palo Alto
250 Hamilton Ave., 2nd Floor
Palo Alto CA 94301

Bill To:

City of Palo Alto
Account Payable
P.O.Box 10250
Palo Alto, CA 94303

P.O. NUMBER MUST APPEAR ON ALL INVOICES, PACKAGES, SHIPPING PAPERS AND CORRESPONDENCE PERTAINING TO THIS ORDER

PO Number	C25192371
Date	08/15/2024
Vendor No.	106008
Payment Terms	Payment Due 30 days
FOB Point	Services Only
Ship via	Services as requested by CTY
Term	08/23/2024 - 08/22/2025
Buyer/Phone	Alice Harrison / 650-329-2173
Email	Alice.Harrison@CityofPaloAlto.org

DELIVERIES ACCEPTED ONLY BETWEEN 7:00 AM & 3:00 PM UNLESS OTHER ARRANGEMENTS ARE INDICATED HEREIN

Page 1 of 2

Item	Material/Description	Quantity	UM	Net Price	Net Amount
0010	<p>*** PURCHASE ORDER AGREEMENT ***</p> <p>This City of Palo Alto (City) Purchase Order agreement (PO) with CARAHSOFT is made pursuant and subject to OMNIA Master Agreement#: 23-6692-01 for the procurement of TECHNOLOGY PRODUCT SOLUTIONS AND RELATED SERVICES.</p> <p>Notwithstanding the Master Contract, this PO is governed by California law without regard to conflict of law principles. The venue for any dispute under this PO is Santa Clara County, California.</p> <p>This PO hereby attaches and incorporates the following contract documents into this PO by reference as though fully set forth herein, and should any conflict arise, shall be interpreted in the following priority:</p> <ol style="list-style-type: none">1. OMNIA Master Agreement#: 23-6692-012. CARAHSOFT Quote with Terms and Conditions <p>FY25 DocuSign Enterprise Pro for Gov</p> <p>PM: Madina.Klicheva@CityofPaloAlto.org APT-0393-611 DocuSign Enterprise Pro for Gov - Env Enterprise Pro for State and Local Government - Envelope DocuSign, Inc. - APT-0393 Qty 25,000 Start Date: 08/23/2024 End Date: 08/22/2025</p>	103,250	USD	1.00	103,250.00

Cecilia Magana

Chief Procurement Officer

THIS P.O. IS SUBJECT TO THE TERMS AND CONDITIONS STATED BELOW AND ON THE LAST PAGE
SPECIFICATIONS - Any specification and /or drawings referred to and/or attached hereto are expressly made a part of this Purchase Order.
DELIVERY - Please notify the City promptly if delivery cannot be made on or before the date specified. If partial shipment is authorized, so indicate on all documents. Complete packing lists must accompany each shipment.
INVOICE - A separate invoice is required for each order. Send to address indicated above.



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Email Alice.Harrison@CityofPaloAlto.org

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Page 2 of 2

Item	Material/Description	Quantity	UM	Net Price	Net Amount
0020	<p><i>All Products Purchased under this agreement are available via Electronic Distribution only. No tangible media or documentation will be available or shipped under this agreement. Access to the products purchased under this agreement is in no way dependent upon any tangible media that may have been received prior to, or separately from, this agreement. To support the California sales and use tax exempt status of electronically downloaded software allowed under California regulation 1502 (F) (1) (D), vendor invoices for all purchases made under this agreement must accurately state that software distribution is solely via electronic download and that no tangible media or documentation will be shipped to or received by our agency.</i></p> <p>FY25 Enterprise Premier Support</p> <p>APT-0148-611 Enterprise Premier Support 22% of Recurring Fees (22% of List Price per \$100 of List License Fees) DocuSign, Inc. - APT-0148 Qty 25,000 Start Date: 08/23/2024 End Date: 08/22/2025</p>	22,715	USD	1.00	22,715.00
				Sub-Total	125,965.00

Cecilia Magana

Total 125,965.00

Chief Procurement Officer

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