



**SMALL PACKAGE DELIVERY
SERVICES 2016-2021**

Lead by the State of Utah

Contractor: **UNITED PARCEL SERVICE, INC.** ("UPS" or "Contractor")

Participating Entity: **STATE OF IOWA** ("Participating State")

Master Agreement Number: 065

Participating State Contract Number (if any):

Term of the Participating Addendum: November 28, 2016 through November 27, 2021

This Participating Addendum between Contractor and Participating State, effective as of November 28, 2016 ("Participating Addendum"), is issued pursuant to that certain Master Agreement #MA065, executed between the Contractor and the State of Utah, effective November 28, 2016 ("NASPO Master Agreement"), the terms and conditions of which are incorporated herein by reference.

Participating Addendum Terms and Conditions:

1. Scope: This Participating Addendum covers the **Small Package Delivery Services** led by the State of Utah for use by state agencies and other entities located in the Participating State that is authorized by that Participating State's statutes to utilize the Participating State's contracts, and which receives prior written approval of the Participating State's Chief Procurement Official.

The following products or services are included in this Participating Addendum:

Ground, Next Day Air, Next Day Air Saver, Second Day Air AM, Second Day Air PM, Three Day Select, Hundredweight, Worldwide Export Express, Export Saver, Export Expedited, Export Standard, Worldwide Import Express, Import Express Saver, Import Expedited and Import Standard

Type of rates selected: Multi Carriers

2. Participation: Use of the Participating Addendum by agencies, political subdivisions and other entities (including cooperatives) authorized by the State of Iowa statutes to use the Participating State's contracts are subject to the prior approval of the respective Participating State's Chief Procurement Official. Issues of interpretation and eligibility for participation are solely within the authority of the Participating State Chief Procurement Official.

Within the State of Iowa, all State agencies, State facilities, cities, counties or education entities or any entity funded in part with state tax dollars, are eligible purchasers and authorized to purchase products and services under the terms of this Participating Addendum in lieu of a separate competitive selection process ("Purchasing Entity(ies)").

Each Purchasing Entity will be responsible for their own charges, fees, and liabilities, and for following their entity's procurement policies.

The Participating State shall not be obligated to make any minimum annual purchases.

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PARTICIPATING ADDENDUM



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This Participating Addendum is not an exclusive agreement for procuring small package delivery services.

3. Primary Contacts: The primary contact individuals for this Participating Addendum are as follows (or their named successors):

Contractor

Name:	Erik Rowley
Address:	3312 Broadway St. NE, Minneapolis, MN 55413
Telephone:	612-655-6228
Fax:	612-379-6530
Email:	erowley@ups.com

Participating State

Name:	Randall Stapp
Address:	Hoover Bldg., 3 rd Floor, 1305 E. Walnut, Des Moines, IA
Telephone:	(515) 242-5005
Fax:	—
Email:	randall.stapp@iowa.gov

4. PARTICIPATING STATE MODIFICATIONS OR ADDITIONS TO THE NASPO MASTER AGREEMENT

- A. Reports: The Contractor shall submit quarterly reports to the Participating State Contract Administrator showing all sales made quarterly against this Participating Addendum within the State of Iowa. Such reports will show the quantities and dollar volume of purchases by each Purchasing Entity.

Schedule.

<u>Quarter Ending</u>	<u>Report Due</u>
March 31	April 30
June 30	July 31
September 30	October 31
December 31	January 31



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- B. Administrative Fee:** The Participating State shall be entitled to receive a one percent (1.00%) administrative fee on all net sales made within the State of Iowa against this Participating Addendum. The administration fee due to the Participating State shall be paid quarterly by Contractor directly to the Participating State, made payable to the "Iowa Department of Administrative Services".

Send to:

State of Iowa — DAS/Central Procurement Bureau
Attention: DAS — CPFSE CFO

1305 E. Walnut St.

Des Moines, IA 50319

The Contractor's NASPO pricing to the Participating State may be adjusted to offset for the equivalent administrative fee amount.

- C. Payment:** Per Iowa Code 8A 514 (3), the departments, the general assembly, and the courts of the Participating State shall pay their claims in a timely manner. If a claim for services, supplies, materials, or a contract which is payable from the state treasury remains unpaid after sixty days following the receipt of the claim or the satisfactory delivery, furnishing, or performance of the services, supplies, materials, or contract, whichever date is later, the Participating State shall pay interest at the rate of one percent per month on the unpaid amount of the claim.
- 5. Subcontractors:** All contractors, dealers, and resellers authorized in the State of Iowa, as shown on the dedicated Contractor (cooperative contract) website, are approved to provide sales and service support to participants in the NASPO Master Agreement and this Participating Addendum. The contractor's dealer participation will be in accordance with the terms and conditions set forth in the aforementioned Master Agreement and this Participating Addendum.
- 6. Orders:** Any order placed by a Participating State or Purchasing Entity for a product and/or service available from this Participating Addendum shall be deemed to be a sale under (and governed by the prices and other terms and conditions) the NASPO Master Agreement and this Participating Addendum unless the parties to the order agree in writing that another contract or agreement applies to such order.

IN WITNESS WHEREOF, the parties have executed this Participating Addendum as of the date of execution by both parties below.

Participating State: State of Iowa	Contractor: United Parcel Service, Inc.
Signature: <i>Randall Stapp</i>	Signature: <i>Erik Rowley</i>
Name: Randall Stapp	Name: Erik Rowley

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Title: P.A. 3	Title: Director, Enterprise Accounts
Date: 11/16/16 <i>R.S.</i>	Date: 11/16/16