

PARTICIPATING ADDENDUM
NASPO ValuePoint
DIGITAL PRINT AND QUICK COPY SERVICES
Administered by the State of Utah (hereinafter "Lead State")

MASTER AGREEMENT
Office Depot
Master Agreement No: PD2454
(hereinafter "Contractor")
And
State of Nevada/#8494
(hereinafter "Participating State")

1. **Scope:** This Participating Addendum ("Addendum") covers the **Digital Print and Quick Copy Services** led by the State of Utah for use by state agencies and other entities located in the Participating State authorized by that state's statutes to utilize state/entity contracts with the prior approval of the State's Chief Procurement Official. The Effective Date of this Addendum shall be October 2, 2017. This Addendum will terminate upon the termination or expiration of the PD2454 Master Agreement. Participating State and Contractor may terminate this Addendum upon thirty (30) days' written notice to the other party.
2. **Participation:** Use of specific NASPO ValuePoint cooperative contracts by agencies, political subdivisions and other entities (including cooperatives) authorized by an individual state's statutes to use state/entity contracts are subject to the prior approval of the respective State Chief Procurement Official. Issues of interpretation and eligibility for participation are solely within the authority of the State Chief Procurement Official.
3. **Participating State Modifications or Additions to Master Agreement:**
(These modifications or additions apply only to actions and relationships within the Participating State.)

Participating State to check one box.

No changes to the terms and conditions of the Master Agreement are required

The following changes are modifying or supplementing the Master Agreement terms and conditions.

- a) **LOCAL GOVERNMENTS:** Local governments (as defined in NRS §332.015) are intended third party beneficiaries of this contract and any local government may join or use this or any contract resulting from the underlying RFP subject to all terms and conditions thereof pursuant to NRS §332.195. The Participating State is not liable for the obligations of any local government which joins or uses this or any contract resulting from this Addendum.
- b) **REQUISITIONS:** All Participating State agencies requisitions over Five Thousand Dollars (\$5,000.00) will be processed by and through the Nevada State Purchasing Division and a purchase order issued, as needed, at the contracted price(s). Local governments as defined in NRS 332.015 can purchase directly and be billed by Contractor.

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c) **ADMINISTRATIVE FEE:**

- i. Contractor agrees to provide a quarterly administrative fee to the Participating State in the form of an electronic funds transfer (EFT) payment. The fee will be payable to the "State of Nevada Purchasing Division." The Administrative Fee will be one percent (1%) and will apply to all payments (net of returns, credits, or adjustments) received by the Contractor for all products and services provided under the Addendum during the quarter beginning July 1, 2017, or the date of execution of this Addendum, whichever is later (the "Administrative Fee").
- ii. All Administrative Fee payments shall include the contract number on any transmittal document. However, only one contract number must be entered on a transmittal document. If submitting an administrative fee payment for more than one contract, then a separate electronic payment and associated transmittal document must be submitted by the contractor for each contract.
- iii. The Participating State will not issue an invoice for the Administrative Fee owed to the Participating State. It is the responsibility of the Contractor to pay the Administrative Fee with no prompting from the Participating State. Contractor shall pay the quarterly Administrative Fee within forty-five (45) days of quarter end (refer the schedule below).
- iv. Templates for the required quarterly reports listed below may be downloaded from the Purchasing Division website <http://purchasing.nv.gov/vendors/DBINV/>. Administrative Fee reports must be submitted via email to: nvpurch@admin.nv.gov
- v. **Nevada Good of the State Quarterly Administrative Fee Report:**

The Contractor shall submit a Nevada Good of the State Quarterly Administrative Fee Report to the Purchasing Division. The report shall identify total payments (minus returns and credits) received by the Contractor from Participating State agencies, the university and community college system, the Legislative Counsel Bureau, political subdivisions, and other authorized entities that were made pursuant to the Addendum.

- vi. **Nevada Good of the State Quarterly Usage Report:**

The Contractor shall submit a Nevada Good of the State Quarterly Usage Report to the Purchasing Division which shall provide the data element information listed below:

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Data Element	Description
Contractor Name	Contractor name as it appears on the contract
Contract Name	
Contract Number	Master Contract Number on Page 1 of this document
Report Contact	Name of person completing the report on behalf of the Contractor
Contact Phone	Phone number for the person completing the report
Contact Email	Email address of the person completing the report
Date Submitted	Date the Nevada Good of the State Quarterly Usage Report is submitted to the Purchasing Division
Reporting Quarter	Quarter for which the Contractor is reporting purchases on this Addendum
Customer Name	Name of entity making the purchase—if customer has multiple locations, please use the main entity name
Purchase Description	Description of the product or service purchased
Contractor Order Number	Contractor Order Number
Quantity	Quantities (excluding returns) of products delivered—enter a quantity of one (1) for a service/project.
Unit Price	Unit price charged (excluding credits) for the product or service purchased
Extended Price	Total price—quantity delivered x unit price charged

vii. **Fee Payment and Report Schedule:**

Contractor agrees to provide Administrative Fee, Nevada Good of the State Administrative Fee Report, and Nevada Good of the State Quarterly Usage Report to the purchasing division even if no payments are made in a quarter in accordance with the following schedule:

Period End	Report Due
March 31	May 15
June 30	August 14
September 30	November 14
December 31	February 14

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viii. **Report Modifications:**

The Contractor shall agree that the Purchasing Division reserves the right to modify the requested format and contents of the Nevada good of the State Administrative Fee Report and/or the Nevada Good of the State Quarterly Usage Report by providing thirty (30) calendar days' written notice to the Contractor. The Contractor shall also agree the Purchasing Division may unilaterally amend the Addendum, with (30) calendar days' written notice to the Contractor to change the timing for submission of the Nevada Good of the State Administrative Fee Report and/or the Nevada Good of the State Quarterly Usage Report. The Contractor shall understand and agree that if such an amendment is issued by the Purchasing Division, the Contractor shall comply with all contractual terms, as amended.

ix. **Timely Reports and Fees:**

If the quarterly Administrative Fee is not paid and quarterly reports are not received by forty-five (45) days of quarter end, then the Contractor will be in material breach of this Addendum.

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

Contractor: Office Depot, Inc.

Name	Janet McTaggart
Address	4720 Northgate Blvd, Sacramento, CA 95834
Telephone	(707) 260-4826
E-mail	Janet.McTaggart@officedepot.com

Participating Entity:

Name	Heather Moon
Address	515 E. Musser St, Rm 300
Telephone	775-684-0179
Fax	775-684-0188
E-mail	hmoon@admin.nv.gov

5. **Subcontractors:** All contractors, dealers and resellers authorized in the State of Nevada, as shown on the dedicated Snap-on Industrial NASPO ValuePoint website, are approved to provide sales and service support to participants in the NASPO ValuePoint Master Agreement. The

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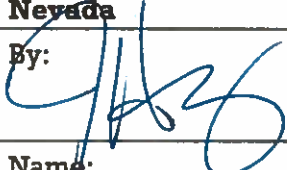

Office Depot

Master Agreement No: **PD2454**

Contractor's dealer participation will be in accordance with the terms and conditions set forth in the aforementioned, Master Agreement.

6. **Orders:** Any Order placed by a Participating State or purchasing entity of a Participating State for a Product and/or Service available from this Master Agreement shall be deemed to be a sale under (and governed by the prices and other terms and conditions) of the Master Agreement.

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

Participating State: Nevada	Contractor: Office Depot, Inc.
By: 	By: 
Name: Jeffrey Haag	Name: Sue Cummings
Title: Administrator	Title: Vice President Public Sector
Date: 10.6.2017	Date: 10/19/17

For questions on executing a participating addendum, please contact:



NASPO ValuePoint	
Cooperative Development Coordinator	Shannon Berry
Telephone	775-720-3404
E-mail	sberry@naspovaluepoint.org

[Please email fully executed PDF copy of this document to PA@naspovaluepoint.org to support documentation of participation and posting in appropriate data bases]