



**OFFICE FURNITURE (2018-2023)**  
Led by the State of Utah

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Master Agreement #: MA144

Contractor: **ALLSTEEL**

Participating Entity: **STATE OF ALASKA**

Participating Addendum #: 2018-FURN-0001

The following products or services are included in this contract portfolio:

- *All products and accessories listed on the Contractor page of the NASPO ValuePoint website.*

**Master Agreement Terms and Conditions:**

1. Scope: This addendum covers the **Office Furniture (2018-2023)** led by the State of Utah for use by state agencies and other entities located in the Participating State *[or State Entity]* authorized by that State's statutes to utilize State contracts with the prior approval of the State's Chief Procurement Official.
2. Participation: This NASPO ValuePoint Master Agreement may be used by all state agencies, institutions of higher institution, political subdivisions and other entities authorized to use statewide contracts in the State of *Alaska*. Issues of interpretation and eligibility for participation are solely within the authority of the State Chief Procurement Official.
3. Primary Contacts: The primary contact individuals for this Participating Addendum are as follows (or their named successors):

Contractor

Name:	Jeni Freeman
Address:	2210 Second Ave
Telephone:	563-272-4800
Fax:	563-272-4887
Email:	freemanj@allsteeloffice.com



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Participating Entity

Name:	Matthew L Pegues
Address:	PO Box 110210 Juneau, AK 99811-0210
Telephone:	907-465-5681
Email:	matthew.pegues@alaska.gov

**4. PARTICIPATING ENTITY MODIFICATIONS OR ADDITIONS TO THE MASTER AGREEMENT**

These modifications or additions apply only to actions and relationships within the Participating Entity.

Participating Entity must check one of the boxes below.

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. Administrative Fee:**

- I. The Contractor shall submit a check, payable to the State of Alaska, remitted to the Department of Administration, Division of General Services for the calculated amount equal to **1.5%** of the net sales for the quarterly period.
- II. Contractor must include the PA Number on the check. Those checks submitted to the State without the PA Number will be returned to Contractor for additional identifying information.

**III. Administrative fee checks shall be submitted to:**

ATTN: Purchasing Section  
State of Alaska  
Department of Administration  
Division of General Services  
PO Box 110210  
Juneau, AK 99811-0210

- IV. The administrative fee may be included as an adjustment to Contractor's Master Agreement pricing.



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V. Payment of the administrative fee is due irrespective of payment status on any orders from a Purchasing Entity.

VI. Administrative fee checks are due for each quarter as follows:

<u>Reporting Period</u>	<u>Due Date</u>
State Fiscal Quarter 1 (Jul 1 - Sept 30):	Oct 31
State Fiscal Quarter 2 (Oct 1 - Dec 31):	Jan 31
State Fiscal Quarter 3 (Jan 1 - Mar 31):	Apr 30
State Fiscal Quarter 4 (Apr 1 - Jun 30):	Jul 31

VII. Any quarter with zero sales must be reported as zero sales. This may be done electronically via email to the State of Alaska contact listed in this PA.

**B. Freight Terms:** All freight costs for shipments to the closest appropriate coast shipping port for Alaska must be included in the product price offered to the participating entity. The purchaser pays actual shipping/freight cost only and may require an invoice from the carrier for this cost to be submitted. This cost must be listed on the contractor's invoice as a separate line item.

5. Dealer: All dealers authorized in the State of *Alaska*, as shown on the dedicated Contractor (cooperative contract) website, are approved to provide sales and service support to participants in the NASPO ValuePoint Master Agreement. The 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 Entity or Purchasing Entity 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 unless the parties to the order agree in writing that another contract or agreement applies to such order.





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

Participating Entity: State of Alaska	Contractor: Allsteel Inc.
Signature: 	Signature: 
Name: Matthew L. Pegues	Name: Eric A. Schroeder
Title: Contracting Officer	Title: VP Finance Allsteel
Date: 4/24/18	Date: 4/25/18

*[Additional signatures may be added if required by the Participating Entity]*

For questions on executing a participating addendum, please contact:

NASPO ValuePoint

Cooperative Development Coordinator:	Shannon Berry
Telephone:	775-720-3404
Email:	<a href="mailto:sberry@naspovaluepoint.org">sberry@naspovaluepoint.org</a>

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