

PARTICIPATING ADDENDUM

VEHICLE LIFTS AND GARAGE ASSOCIATED EQUIPMENT

Led by the State of Washington

Master Agreement #: **05316**

Contractor: **VEHICLE SERVICE GROUP, LLC**

Participating Entity: **STATE OF ALASKA**

Participating Entity Agreement #: **N-2019-VEH-0004**

Master Agreement Terms and Conditions:

1. Scope: This addendum covers the Vehicle Lifts and Garage Associated Equipment led by the State of Washington for use by state agencies and other entities located in the Participating State 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, cities, boroughs, school districts, universities, 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:	Christine Blintz
Telephone:	(800) 445-5438 x5655
Email:	bliz@rotarylif.com

Participating Entity

Name:	Jason Grove
Telephone:	(907) 465-5679
Email:	jason.grove@alaska.gov

4. Participating Entity Modifications or Additions to Master Agreement:

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

a) Administrative Fee

The contractor shall provide a quarterly administrative fee of 1.5% to the State of Alaska.
The contractor shall submit a check, payable to the State of Alaska, Department of

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Administration, Division of Shared Services for the calculated amount equal to 1.5% of all contract sales for the quarterly period.

The contractor must include the PA Number on the check. Checks submitted to the state without the PA Number will be returned to the contractor for the required information.

Administrative fee checks shall be submitted to:

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

If the contractor wishes to submit the administrative fee due via Electronic Funds Transfer (EFT), contact the Participating Entity primary contact for instructions.

The administrative fee may be included as a 1.5% adjustment to the contractor's Master Agreement pricing. For example, if the Master Agreement price is \$10,000, then the contractor shall adjust the contract price by 1.5% to \$10,150 and the administrative fee due to the state shall be \$150.

This is the method that must be used to calculate the Master Agreement pricing for the all ordering agencies within the Participating State and the administrative fees due. Under no circumstances may the contractor invoice or charge the administrative fee to an ordering agency or identify the fee on an ordering agency's invoice.

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

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 or their successor(s).

b) Usage Reports

The contractor must provide a quarterly volume report to the Participating Entity contact (or their successors). The report must provide information which allows the state to determine the amount of savings being realized under the contract by both state agencies

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and political subdivisions and to verify the administrative fee payments align with the reported contract spend.

c) Freight Policy

Master Agreement pricing includes all shipping and delivery costs for deliveries to the Port of Seattle, WA. All shipping and delivery costs from this location to the final destination must be a pass-through charge. The contractor must pre-pay these costs and charge back those actual costs to the ordering agency.

All emergency or rush deliveries that require special shipping and delivery will also be at the ordering agency's expense as a pass-through charge. These types of deliveries must be approved by an ordering agency prior to shipment.

All shipping and delivery costs shall be added to an invoice as a separate line item. If requested by the ordering agency, the contractor shall provide documentation that the shipping and delivery costs were a pass-through charge.

a) Prompt Payment Discount

For deliveries within the Anchorage, Fairbanks, and Juneau areas, all ordering agencies are eligible to receive a 0.5% discount for all invoices paid within 10 business days from the date of receipt of the commodities, services, and/or a correct invoice, whichever is later. The Anchorage, Fairbanks, and Juneau areas are defined as within respective city/borough limits and all surrounding communities that are accessible by roadway and within a 50-mile radius of city/borough limits. For deliveries outside these areas, the discount shall apply for invoices paid within 10 days of date of shipment from Seattle, WA.

The discount shall be taken on the full invoice amount. Ordering agencies shall consider payment being made as either the date a printed warrant is issued or the date an electronic funds transfer (EFT) is initiated. Note that prompt payment discounts do not apply to credit card purchases.


5. Subcontractors: All contractors, dealers, and resellers 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 an authorized user in the 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 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: Vehicle Service Group, LLC
Signature:	Signature: 
Name: Jason Grove	Name: Christine Bilz
Title: Contracting Officer III	Title: Government Sales Leader
Date:	Date: 01/16/19