

PARTICIPATING ADDENDUM (PA)**MAILROOM EQUIPMENT, SUPPLIES,
AND MAINTENANCE**

Led by the State of Arizona

Master Agreement #: ADSP016-00006328

Contractor: **FLUENCE AUTOMATION, LLC**Participating Entity: **STATE OF ALASKA**

Participating Addendum #: N-2020-MAIL-0002

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

- All products and services included under the above Master Agreement.

Master Agreement Terms and Conditions:

1. Scope: This addendum covers the Mailroom Equipment, Supplies, and Maintenance led by the State of Arizona 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 and other entities authorized to use statewide contracts in the State of Alaska. This includes the Alaska Legislative Branch, the Alaska Court System, the University of Alaska, Boards and Commissions, and all political subdivisions; cities, boroughs, and school districts.
3. Primary Contacts: The primary contact individuals for this Participating Addendum are as follows (or their named successors):

Contractor

Name:	Jacob Halbur
Telephone:	(847) 212-6890
Email:	jhalbur@fluence.com

Participating Entity

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

Participating Entity Modifications or Additions to the Master Agreement:

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

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

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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
P.O. Box 110210
Juneau, AK 99811-0210
ATTN: Purchasing Section

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).

2. Volume/Usage Reports:

The contractor must provide a quarterly volume report to the Participating Entity contact or their successors. The report must include information which allows the State of Alaska to determine the amount of savings realized under the contract and to verify the administrative fee payments align with the reported contract spend.

Subcontractors: All contactors, 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



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

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.

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: Fluence Automation, LLC
Signature: 	Signature: 
Name: Jason Grove	Name: Jacob H Halbur
Title: Contracting Officer	Title: Government Contracts
Date: 8/20/2019	Date: 8/20/19