

Office of State Procurement  
State of Louisiana  
Division of Administration

JOHN BEL EDWARDS  
GOVERNOR



JAY DARDENNE  
COMMISSIONER OF ADMINISTRATION

July 6, 2020

**NOTIFICATION OF CONTRACT ESTABLISHMENT**

Attn: Peter Morisco  
Kyocera Document Solutions America, Inc.  
225 Sand Road  
Fairfield, NJ 07004

**RE: NASPO ValuePoint– Copier Services; Kyocera Document Solutions America, Inc.**  
**CONTRACT NUMBER: 4400019306 T-NUMBER: 91729**

Dear Mr. Morisco,

This is official notification that the contract referenced above has been established with your company based on the NASPO Value Point Master Agreement No. 140599 and the Participating Addendum between Kyocera Document Solutions America, Inc. and the Division of Administration, Office of State Procurement. Enclosed is a copy of the contract and the participating addendum. This contract and participating addendum shall be effective beginning **July 1, 2020** and ending **December 31, 2021**, or until such time that this office informs you by **thirty (30)** days written notice that this contract will be cancelled.

Kyocera Document Solutions America, Inc. shall submit detailed contract usage reports quarterly to the Office of State Procurement Contracts Manager for this contract in accordance with the below schedule. Initiation and submission of the quarterly reports to the Office of State Procurement is the responsibility of Kyocera Document Solutions America, Inc. without prompting or notification by the Office of State Procurement Contracts Manager. If these reports are not submitted in a timely manner, the Office of State Procurement shall have the right to terminate the contract.

The specific usage report content, scope, and format requirements is available on the Office of State Procurement website under Purchasing/Vendor Center/Vendor Forms:

<http://www.doa.la.gov/pages/osp/vendorcenter/forms/index.aspx>.

In addition, the person's name who compiled the report and their contact information shall be provided. The Office of State Procurement reserves the right to request copies of any purchase orders issued against the contract.

The usage reports shall be submitted utilizing this format or an equivalent format that has been pre-approved by the Office of State Procurement.

Schedule for submittal of usage reports:

<u>Quarter</u>	<u>Reporting Period</u>	<u>Due Date</u>
First Quarter	July 1 through September 30	October 31
Second Quarter	October 1 through December 31	January 31
Third Quarter	January 1 through March 31	April 30
Fourth Quarter	April 1 through June 30	July 31

Kyocera Document Solutions America, Inc. shall pay a 1% administrative fee or rebate to be payable to the State of Louisiana, Office of State Procurement (OSP). The calculation of the administrative fee or rebate includes any entity receiving contract pricing resulting from the awarded contract. The administrative fee or rebate shall be submitted quarterly and shall be based on the total net (gross sales minus returns, credits and deductions) sales made to entities located in the State of Louisiana under the contract. Initiation and submission of the administrative fee or rebate to OSP is the responsibility of Kyocera Document Solutions America, Inc. without prompting or notification by the State Procurement Analyst (SPA). If these administrative fees or rebates are not submitted in a timely manner, OSP shall have the right to terminate the contract.

The check is to be made payable to: Louisiana DOA - Office of State Procurement. The check is to be mailed to the Louisiana Division of Administration, Office of State Procurement, Attn: OSP Receivables Specialist, either through the U.S. Postal Service to OSP's box at: P. O. Box 94095, Baton Rouge, LA 70804-9095; or through a courier service to OSP's physical location at: 1201 North 3<sup>rd</sup> Street, Suite 2-160, Baton Rouge, LA 70802. Payment shall be made in accordance with the following schedule:

<u>Quarter</u>	<u>Payment Period</u>	<u>Payment Due Date</u>
First Quarter	July 1 through September 30	October 31
Second Quarter	October 1 through December 31	January 31
Third Quarter	January 1 through March 31	April 30
Fourth Quarter	April 1 through June 30	July 31

**NOTE: CONTRACTOR SHALL INDICATE STATE CONTRACT NUMBER 44000019306 ON THE REMITTANCE. WHEN SUBMITTING ONE (1) REMITTANCE FOR MORE THAN ONE (1) CONTRACT, CONTRACTOR SHALL INDICATE ALL STATE CONTRACT NUMBERS AND THE AMOUNT FOR EACH.**

If a list of authorized distributors for the contract were provided, it will be your responsibility as prime contractor to send copies of this contract to each distributor. Prior approval from this office must be obtained before additional distributors may be added.

If you have any questions concerning the above, please contact Nikki Elzy at (225) 342-5524 or via email at [nyoki.elzy@la.gov](mailto:nyoki.elzy@la.gov)

Sincerely,

Paula Tregre  
Director of State Procurement

BY:   
Nikki Elzy  
State Procurement Analyst



# STATE OF LOUISIANA

## Competitive Contract

Vendor: 310008342  
Company  
KYOCERA DOCUMENT SOLUTIONS AMERICA.  
225 SAND RD  
FAIRFIELD NJ 07004-0008  
Phone : 973-808-8444  
Fax : 973-882-4420

T Number: 91729  
Version: 1  
LAPS Contract: Yes  
Fiscal Year: 2020  
Min.Ord.Value: 0.00  
Distributor Contract: No  
PCard:No  
Co-op Agreement:Yes

Contract number: 4400019306  
Description: Copier Services

### Buyer Information

Name: NIYOKI ELZY  
Tel Number: 225-342-5524  
Email: nyoki.elzy@la.gov

SEBD Vendor: No  
SEHI Vendor: No  
VSE Vendor: No  
DVSE Vendor: No  
Contract Valid Dates:  
07/01/2020 - 12/31/2021

**Supplier Text:** This contract is for Copier Services in accordance with the NASPO Value Point Cooperative Purchasing Program Master Agreement No. 140599 by and between the State of Colorado and Kyocera Document Solutions, for the contract period beginning July 1, 2020 through December 31, 2021.

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Exclusions:  
Managed Print Services (MPS), Professional Services, Consulting Services, and Lease Agreements.

Quotes/Orders:  
Contact Kyocera Document Solutions America for quotes.

Orders should contain the following: NASPO Value Point #140599, State Contract #4400019306, Purchaser's Name, Address & Contact Phone Number.

### Notice to Vendor:

Line	Material No. ----- Supplier Part No.	Description	Prod. Cat.	UOM	Net Price	Discount
1		Groups A, B & D; excluding MPS	44101501		0.00000	

Recommending Approval: Nagef Approved by: Claire Shabeen

Line	Material No. ----- Supplier Part No.	Description	Prod. Cat.	UOM	Net Price	Discount
		Pricing not to exceed NASPO Value Point.  View NASPO pricing at: <a href="https://www.naspo.valuepoint.org/portfolio/copiers-managed-print-services-2019-2024/kyocera-document-solutions-america-inc/">https://www.naspo.valuepoint.org/portfolio/copiers-managed-print-services-2019-2024/kyocera-document-solutions-america-inc/</a>  Contact Contractor/Distributor for quote.				

### Standard Terms and Conditions

1. THIS IS NOT AN ORDER TO SHIP (OR BEGIN SERVICE). A CONTRACT RELEASE OR PURCHASE ORDER MUST BE ISSUED BEFORE YOU ARE AUTHORIZED TO SHIP (OR BEGIN SERVICE).
2. THIS IS NOTICE THAT THE CONTRACT REFERENCED ABOVE HAS BEEN AWARDED TO YOU BASED ON THE BID (OR PROPOSAL) SUBMITTED. ALL TERMS, CONDITIONS, AND SPECIFICATIONS OF THE SOLICITATION WILL APPLY TO ALL ORDERS.
3. ANY AGENCY AUTHORIZED TO PURCHASE FROM THIS CONTRACT MUST ISSUE AN ORDER AND REFERENCE THE CONTRACT NUMBER, LINE NUMBER AND COMMODITY ITEM NUMBER FOR EACH ITEM.
4. CHANGES IN ITEMS TO BE FURNISHED ARE NOT PERMITTED (UNLESS APPROVED BY THE ISSUING AGENCY PRIOR TO DELIVERY). PRIOR APPROVAL MUST ALSO BE OBTAINED BEFORE DISTRIBUTORS CAN BE ADDED OR DELETED.
5. IF A DISTRIBUTOR LIST WAS SUBMITTED, CONTRACTOR MUST SEND COPIES OF THIS AWARD TO EACH DISTRIBUTOR.
6. QUANTITIES LISTED ARE ESTIMATED AND NO QUANTITIES ARE GUARANTEED (UNLESS "COMMITTED VOLUME" IS SPECIFICALLY STATED). CONTRACTOR MUST SUPPLY ACTUAL REQUIREMENTS ORDERED AT THE CONTRACT PRICE AWARDED.
7. COMPLIANCE WITH CIVIL RIGHTS LAWS.

THE CONTRACTOR AGREES TO ABIDE BY THE REQUIREMENTS OF THE FOLLOWING AS APPLICABLE: TITLE IV AND TITLE VII OF THE CIVIL RIGHTS ACT OF 1964, AS AMENDED BY THE EQUAL OPPORTUNITY ACT OF 1972, FEDERAL EXECUTIVE ORDER 11246, THE FEDERAL REHABILITATION ACT OF 1973, AS AMENDED, THE VIETNAM ERA VETERAN'S READJUSTMENT ASSISTANCE ACT OF 1974, TITLE IX OF THE EDUCATION AMENDMENTS OF 1972, THE AGE ACT OF 1975, AND CONTRACTOR AGREES TO ABIDE BY THE REQUIREMENTS OF THE AMERICANS WITH DISABILITIES ACT OF 1990. CONTRACTOR AGREES TO NOT TO DISCRIMINATE IN ITS EMPLOYMENT PRACTICES, AND WILL RENDER SERVICES UNDER THIS AGREEMENT AND ANY CONTRACT ENTERED INTO AS A RESULT OF THIS AGREEMENT, WITHOUT REGARD TO RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, VETERAN STATUS, POLITICAL AFFILIATION, OR DISABILITIES. ANY ACT OF DISCRIMINATION COMMITTED BY CONTRACTOR OR FAILURE TO COMPLY WITH THESE STATUTORY OBLIGATIONS WHEN APPLICABLE SHALL BE GROUNDS FOR TERMINATION OF THIS AGREEMENT AND ANY CONTRACT ENTERED INTO AS A RESULT OF THIS AGREEMENT.

8. IN ACCORDANCE WITH LA R.S. 39:1602.1, FOR ANY CONTRACTS WITH A VALUE OF \$100,000 OR MORE AND FOR ANY VENDOR WITH 5 OR MORE EMPLOYEES, THE VENDOR CERTIFIES THAT IT IS NOT ENGAGING IN A BOYCOTT OF ISRAEL AND IT WILL, FOR THE DURATION OF ITS CONTRACTUAL OBLIGATIONS, REFRAIN FROM A BOYCOTT OF ISRAEL.

#### 9. CONTRACT CANCELLATION

THE STATE OF LOUISIANA HAS THE RIGHT TO TERMINATE THE CONTRACT IMMEDIATELY FOR ANY OF THE FOLLOWING REASONS: (A) MISREPRESENTATION BY THE CONTRACTOR; (B) CONTRACTOR'S FRAUD, COLLUSION, CONSPIRACY OR OTHER UNLAWFUL MEANS OF OBTAINING ANY CONTRACT WITH THE STATE OF LOUISIANA; (C) CONFLICT OF CONTRACT PROVISIONS WITH CONSTITUTIONAL OR STATUTORY PROVISIONS OF STATE OR FEDERAL LAW; (D) ABUSIVE OR BELLIGERENT CONDUCT BY CONTRACTOR TOWARDS AN EMPLOYEE OR AGENT OF THE STATE; (E) CONTRACTOR'S INTENTIONAL VIOLATION OF THE PROCUREMENT CODE (LA. R.S. 39:1551 ET SEQ.) AND ITS CORRESPONDING REGULATIONS; OR, (F) ANY LISTED REASON FOR DEBARMENT UNDER LA. R.S. 39:1672.

THE STATE OF LOUISIANA MAY TERMINATE THE CONTRACT FOR CONVENIENCE AT ANY TIME (1) BY GIVING THIRTY (30) DAYS WRITTEN NOTICE TO THE CONTRACTOR OF SUCH TERMINATION: OR (2) BY NEGOTIATING WITH THE CONTRACTOR AN EFFECTIVE DATE. THE STATE SHALL PAY CONTRACTOR FOR, IF APPLICABLE: (A) DELIVERABLES IN PROGRESS; (B) THE PERCENTAGE THAT HAS BEEN COMPLETED SATISFACTORILY; AND, (C) FOR TRANSACTION-BASED SERVICES UP

TO THE DATE OF TERMINATION, TO THE EXTENT WORK HAS BEEN PERFORMED SATISFACTORILY.

THE STATE OF LOUISIANA HAS THE RIGHT TO TERMINATE THE CONTRACT FOR CAUSE BY GIVING THIRTY (30) DAYS WRITTEN NOTICE TO THE CONTRACTOR OF SUCH TERMINATION FOR ANY OF THE FOLLOWING NON-EXCLUSIVE REASONS: (A) FAILURE TO DELIVER WITHIN THE TIME SPECIFIED IN THE CONTRACT; (B) FAILURE OF THE PRODUCT OR SERVICE TO MEET SPECIFICATIONS, CONFORM TO SAMPLE QUALITY OR TO BE DELIVERED IN GOOD CONDITION; OR, (C) ANY OTHER BREACH OF CONTRACT.

**NASPO ValuePoint COOPERATIVE PURCHASING PROGRAM  
PARTICIPATING ADDENDUM (“Addendum”)**



**Copiers and Managed Print Services  
Administered by the State of Colorado (“Lead State”)**

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**MASTER AGREEMENT  
Master Agreement No. 140599**

**Kyocera Document Solutions America, Inc. (“Contractor”)**

**And**

**The State of Louisiana (“Participating State”)  
Participating State Contract Number: 4400019306**

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

- Group A (A3 MFD’s)
- Group B (A4 MFD’s)
- Group D (Single Function Printers)
- Accessories
- Supplies
- Software

The following products or services are **excluded** from purchase under this Participating Addendum and State Contract Number 4400019306:

- Managed Print Services (MPS)
- Professional Services
- Consulting Services
- Lease Agreements

**1. Scope**

This Participating Addendum covers the Copiers and Managed Print Services contracts led by the State of Colorado along with a multi-state sourcing team for use by all state agencies and local government entities, institutions of higher education, and school districts located in the State of Louisiana who are authorized by the State of Louisiana statutes to utilize state contracts.

**2. Participation**

Use of specific NASPO ValuePoint cooperative contracts by State agencies, political subdivisions and other entities (including cooperatives) authorized by the State of Louisiana’s statutes to use state contracts are subject to the prior approval of the State of Louisiana’s Chief Procurement Officer. Issues of interpretation and eligibility for participation in the State’s program are solely within the authority of the State Chief Procurement Officer.

**3. Term**

The term of this Participating Addendum and State Contract Number 4400019306 shall be effective July 1,

2020 through December 31, 2021, unless otherwise terminated in accordance with the termination provisions of this Participating Addendum or the Master Agreement. This Participating Addendum and State Contract Number 4400019306 may be extended in accordance with the terms and conditions of the Master Agreement.

**4. Non-Exclusive Contract**

This Participating Addendum and State Contract Number 4400019306 are non-exclusive and shall not in any way preclude State Agencies or Political Subdivisions of the State of Louisiana from entering into similar agreements, contracts and/or arrangements with other vendors or from acquiring similar, equal or like goods and/or services from other entities or sources.

**5. Modifications and/or Additions to the Master Agreement**

**A. Administrative Fee or Rebate:**

The Contractor shall pay a 1% administrative fee or rebate to the State of Louisiana, Office of State Procurement (OSP). The administrative fee or rebate shall be submitted quarterly and shall be based on the total net (gross sales minus returns, credits and deductions) sales to entities located in the State of Louisiana through State Contract Number 4400019306. Initiation and submission of the administrative fee or rebate to OSP is the responsibility of the Contractor without prompting or notification by the State Procurement Analyst (SPA). If these administrative fees or rebates are not submitted in a timely manner, OSP shall have the right to terminate this Participating Addendum and State Contract Number 4400019306.

The check is to be made payable to: Louisiana DOA-Office of State Procurement. The check is to be mailed to the Office of State Procurement, Attn: OSP Receivables Specialist, either through the U.S. Postal Service to OSP's box at: P. O. Box 94095, Baton Rouge, LA 70804-9095 or through a courier service to OSP's physical location at: 1201 North 3<sup>rd</sup> Street, Suite 2-160, Baton Rouge, LA 70802. Payment shall be made in accordance with the following schedule:

<u>Quarter</u>	<u>Payment Period</u>	<u>Payment Due Date</u>
First Quarter	July 1 through September 30	October 31
Second Quarter	October 1 through December 31	January 31
Third Quarter	January 1 through March 31	April 30
Fourth Quarter	April 1 through June 30	July 31

**NOTE: CONTRACTOR SHALL INDICATE STATE CONTRACT NUMBER 4400019306 ON THE REMITTANCE. WHEN SUBMITTING ONE (1) REMITTANCE FOR MORE THAN ONE (1) CONTRACT, CONTRACTOR SHALL INDICATE ALL STATE CONTRACT NUMBERS AND THE AMOUNT FOR EACH.**

**B. Usage Reports:**

The Contractor shall submit detailed contract usage reports **quarterly** to the State Procurement Analyst (SPA) for State Contract Number 4400019306 in accordance with the below schedule. Initiation and submission of the quarterly reports to the SPA is the responsibility of the Contractor without prompting or notification by the SPA. If these reports are not submitted in a timely manner, the Office of State Procurement (OSP) shall have the right to terminate State Contract Number 4400019306.

The specific usage report content, scope, and format requirements are available on the OSP website under Purchasing/Vendor Center/Vendor Forms:

<http://www.doa.la.gov/pages/osp/vendorcenter/forms/index.aspx>.



In addition, the person's name who compiled the report and their contact information shall be provided. OSP reserves the right to request copies of any purchase orders issued against State Contract Number 4400019306.

The usage reports shall be submitted utilizing this format or an equivalent format that has been pre-approved by OSP. Schedule for submittal of usage reports:

<u>Quarter</u>	<u>Reporting Period</u>	<u>Due Date</u>
First Quarter	July 1 through September 30	October 31
Second Quarter	October 1 through December 31	January 31
Third Quarter	January 1 through March 31	April 30
Fourth Quarter	April 1 through June 30	July 31

**C. Modifications:**

No amendment or modification of the terms of this Participating Addendum shall be valid unless made in writing, signed by the parties and approved as required by law. No oral understanding or agreement not incorporated in this Participating Addendum is binding on any of the parties.

**D. Amendments:**

Any further Amendments to the Master Agreement after the Effective Date of this Participating Addendum, that have been approved by the Lead State, will not be applicable to this Participating Addendum and will not be valid unless made in writing as an amendment to this Participating Addendum, signed by the parties and approved as required by the laws of the State of Louisiana. No oral understanding or agreement not incorporated in this Participating Addendum is binding on any of the parties.

**E. Assignment:**

The Contractor shall not assign any interest in this Participating Addendum or State Contract Number 4400019306 by assignment, transfer or novation without prior written consent of the State. This provision shall not be construed to prohibit the Contractor from assigning his bank, trust company, or other financial institution any money due or to become due from approved contracts without such prior written consent. Notice of any such assignment or transfer shall be furnished promptly to the State.

**F. Termination:**

The State of Louisiana has the right to terminate this Participating Addendum, State Contract Number 4400019306, or any order issued pursuant to State Contract Number 4400019306 immediately for any of the following reasons: (a) misrepresentation by the Contractor; (b) Contractor's fraud, collusion, conspiracy or other unlawful means of obtaining any contract with the State of Louisiana; (c) conflict of contract provisions with constitutional or statutory provisions of State or Federal Law; (d) abusive or belligerent conduct by the Contractor towards an employee or agent of the State of Louisiana; (e) Contractor's intentional violation of the Louisiana Procurement Code (La. R.S. 39:1551 et seq.) and its corresponding regulations; or, (f) any listed reason for debarment under La. R.S. 39:1672.

**Termination for Cause:**

The State of Louisiana may terminate this Participating Addendum, State Contract Number 4400019306, or any order issued pursuant to State Contract Number 4400019306 for cause based upon the failure of Contractor to comply with the terms and/or conditions of this Participating Addendum, State Contract Number 4400019306, or any order issued pursuant to State Contract Number 4400019306 provided that the State shall give the Contractor written notice specifying the Contractor's failure. If within thirty (30) days after receipt of such notice, the Contractor shall not have corrected such failure or, in the case of failure which cannot be

corrected in thirty (30) days, begun in good faith to correct such failure and thereafter proceeded diligently to complete such correction, then the State may, at its option, place the Contractor in default and this Participating Addendum, State Contract Number 4400019306, or any order issued pursuant to State Contract Number 4400019306 shall terminate on the date specified in such notice.

The Contractor may exercise any rights available to it under Louisiana law to terminate for cause upon the failure of the State to comply with the terms and conditions of this Participating Addendum, State Contract Number 4400019306, or any order issued pursuant to State Contract Number 4400019306, provided that the Contractor shall give the State written notice specifying the State's failure and a reasonable opportunity for the State to cure the defect.

**Termination for Convenience:**

The State of Louisiana may terminate this Participating Addendum, State Contract Number 4400019306, or any order issued pursuant to State Contract Number 4400019306 for convenience at any time (1) by giving thirty (30) days written notice to the contractor of such termination; or (2) by negotiating with the Contractor an effective date. The State shall pay the Contractor for, if applicable: (a) deliverables in progress; (b) the percentage that has been completed satisfactorily; and, (c) for transaction-based services up to the date of termination, to the extent work has been performed satisfactorily.

**Termination for Non-Appropriation of Funds:**

The continuation of this Participating Addendum, State Contract Number 4400019306, or any order issued pursuant to State Contract Number 4400019306 is contingent upon the continuation of an appropriation of funds by the legislature to fulfill the requirements of this Participating Addendum, State Contract Number 4400019306, or any order issued pursuant to State Contract Number 4400019306. If the legislature fails to appropriate sufficient monies to provide for the continuation of this Participating Addendum, State Contract Number 4400019306, or any order issued pursuant to State Contract Number 4400019306, or if such appropriation is reduced by the veto of the Governor or by any means provided in the appropriations act or Title 39 of the Louisiana Revised Statutes of 1950 to prevent the total appropriations for the year from exceeding revenues for that year, or for any other lawful purpose, and the effect of such reduction is to provide insufficient monies for the continuation of this Participating Addendum, State Contract Number 4400019306, or any order issued pursuant to State Contract Number 4400019306; this Participating Addendum, State Contract Number 4400019306, or any order issued pursuant to State Contract Number 4400019306 shall terminate on the date of the beginning of the first fiscal year for which funds are not appropriated.

The Contractor should be aware that our legislative process is such that it is often impossible to give prior notice of the non-appropriation of funds.

**G. Default of Contractor:**

Failure to provide goods and/or services within the time frame(s) specified and according to the other terms and conditions specified in this Participating Addendum and State Contract Number 4400019306 constitutes a default by the Contractor and may cause cancellation of this Participating Addendum, State Contract Number 4400019306, or any order issued pursuant to State Contract Number 4400019306. Where the State has determined the Contractor to be in default the State reserves the right to purchase any or all products or services covered by this Participating Addendum, State Contract Number 4400019306, or any order issued pursuant to State Contract Number 4400019306 on the open market and to charge the Contractor with cost in excess of the contract price. Until such assessed charges have been paid, no subsequent bid from the defaulting Contractor will be considered.

- H. Governing Law:**  
This Participating Addendum, State Contract Number 4400019306, or any order issued pursuant to State Contract Number 4400019306 shall be governed by and interpreted in accordance with the laws of the State of Louisiana. Venue of any action brought with regard to this Participating Addendum, State Contract Number 4400019306, or any order issued pursuant to State Contract Number 4400019306 shall be in the Nineteenth Judicial District Court, parish of East Baton Rouge, State of Louisiana.
- I. Taxes:**  
Any taxes, other than State and local sales and use taxes from which the State of Louisiana is exempt, shall be assumed to be included within the total cost.
- J. Electronic Vendor Payment Solutions:**  
The State desires to make payments electronically. The methods of payment may be via the State's LaCarte card (procurement card) or EFT payments sent directly from the State's bank directly to the payee's bank. See **Attachment A-Electronic Vendor Payment Solutions** of this Participating Addendum for additional information regarding electronic payment methods.
- K. Late Payments:**  
Interest due by a State agency for late payments shall be in accordance with La. R.S. 39:1695 at the rates established in La. R.S. 13:4202.
- L. Public Information:**  
For the purposes of this Participating Addendum, the provisions of the Louisiana Public Records Act (La. R.S. 44.1 et. seq.) will be in effect.
- M. Contract Controversies:**  
Any claim or controversy arising out of this Participating Addendum, State Contract Number 4400019306, or any order issued pursuant to State Contract Number 4400019306, shall be resolved by the provisions of Louisiana Revised Statute 39:1673.
- N. Code of Ethics:**  
The Contractor acknowledges that Chapter 15 of Title 42 of the Louisiana Revised Statutes (La. R.S. 42:1101 et. seq., Code of Governmental Ethics) applies to the Contracting Party in the performance of services called for in this Participating Addendum, State Contract Number 4400019306, or any order issued pursuant to State Contract Number 4400019306. The Contractor agrees to immediately notify the State of Louisiana if potential violations of the Code of Governmental Ethics arise at any time during the term of this Participating Addendum, State Contract Number 4400019306, or any order issued pursuant to State Contract Number 4400019306.
- O. Right to Audit:**  
The State of Louisiana Legislative Auditor, Federal Auditors and Internal Auditors of the Louisiana Division of Administration (DOA), or others so designated by the DOA, shall have the option to audit all Contractor accounts directly pertaining to this Participating Addendum, State Contract Number 4400019306, or any order issued pursuant to State Contract Number 4400019306 for a period of five (5) years from the date of final payment made under this Participating Addendum, State Contract Number 4400019306, or any order issued pursuant to State Contract Number 4400019306 or as required by applicable State and Federal Law. Records shall be made available by the Contractor during normal working hours for this purpose.
- P. Record Retention:**

The Contractor shall maintain all records in relation to this Participating Addendum, State Contract Number 4400019306, or any order issued pursuant to State Contract Number 4400019306 for a period of at least five (5) years after final payment.

**Q. Contractors Cooperation/Close-Out:**

The Contractor has the duty to fully cooperate with the State and provide any and all requested information, documentation, etc. to the State when requested. This applies even if this Participating Addendum, State Contract Number 4400019306, or any order issued pursuant to State Contract Number 4400019306 is terminated and/or a lawsuit is filed. Specifically, the Contractor shall not limit or impede the State's right to audit or to withhold State owned documents.

**R. Contractor's Certification of No Federal Suspension or Debarment:**

By signing this Participating Addendum, the Contractor certifies that their company, any subcontractors, or principals are not suspended or debarred by the General Services Administration (GSA) in accordance with the requirements in "Audit Requirements in Subpart F of the Office of Management and Budget's Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards" (formerly OMB Circular A-133).

A list of parties who have been suspended or debarred can be viewed via the internet at <https://www.sam.gov>.

Contractor has a continuing obligation to disclose any suspensions or debarment by any government entity, including but not limited to General Services Administration (GSA). Failure to disclose may constitute grounds for suspension and/or termination of the Contract and debarment from future contracts.

**S. Secretary of State Registration Requirement:**

In accordance with Louisiana law, all corporations (see La. R.S. 12:262.1) and limited liability companies (see La. R.S. 12:1308.2) must be registered and in good standing with the Louisiana Secretary of State in order to hold a purchase order and/or a contract with the State.

**T. Prohibition of Discriminatory Boycotts of Israel:**

In accordance with La. R.S. 39:1602.1, for any contract with a value of \$100,000 or more and for any Contractor with five (5) or more employees, the Contractor, or Subcontractor, shall certify that it is not engaging in a boycott of Israel and shall, for the duration of its contractual obligations, refrain from a boycott of Israel.

The State of Louisiana reserves the right to terminate this Participating Addendum, State Contract Number 4400019306, or any order issued pursuant to State Contract Number 4400019306, if the Contractor, or any Subcontractor, engages in a boycott of Israel during the term of this Participating Addendum, State Contract Number 4400019306, or any order issued pursuant to State Contract Number 4400019306.

**6. Louisiana Pricing Schedule ("LAPS") Contract**

State Contract Number 4400019306 has been designated as a Louisiana Pricing Schedule ("LAPS") contract and LAC 34.V.1709 must be followed by Louisiana purchasing entities utilizing State Contract Number 4400019306.

## 7. Primary Contacts

The primary contact individuals for this Participating Addendum are as follows (or their named successors):  
Contractor Primary Contract

Name	Joseph Dolce
Address	225 Sand Rd. Fairfield, NJ 07004
Telephone	973-882-6085
E-mail	joseph.dolce@da.kyocera.com

### Contractor Secondary Contract

Name	Renato Monteleone
Address	225 Sand Rd. Fairfield, NJ 07004
Telephone	973-461-4031
E-mail	Renato.montelone@da.kyocera.com

### Contractor Primary Sales

Name	Dan Woolly
Address	225 Sand Rd. Fairfield, NJ 07004
Telephone	214-557-5207
E-mail	Dan.Woolly@da.kyocera.com

### Contractor Secondary Sales

Name	Dennis Lees
Address	225 Sand Rd. Fairfield, NJ 07004
Telephone	214-557-5207
E-mail	Dennis.lees@da.kyocera.com

### Participating State

Name	Felicia Sonnier
Title	Assistant Director-Purchasing
Address	Office of State Procurement P. O. Box 94095 Baton Rouge, LA 70804-9095
Telephone	225-342-8029
Fax	225-342-9756
E-mail	<a href="mailto:felicia.sonnier@la.gov">felicia.sonnier@la.gov</a>

The Parties will keep and maintain current at all times a primary point of contact for administration of this Participating Addendum.

## 8. Signature Authority

Evidence of signature authority to contract with the state of Louisiana must be provided. One of the following must apply to the Contractor:

- a) The signer of this Participating Addendum is either a corporate officer who is listed on the most current annual report on file with the Secretary of State or a member of a partnership or partnership in commendam as reflected in the most current partnership records on file with the Secretary of State. **A copy of the annual report or partnership record must be submitted to the Louisiana Office of State Procurement before finalization of this Participating Addendum.**
- b) The signer of this Participating Addendum is a representative of the Contractor authorized to sign this Participating Addendum as evidenced by documents such as, corporate resolution, certification as to corporate principal, etc. **If this applies a copy of the resolution, certification or other supportive documents must be submitted to the Louisiana Office of State Procurement before finalization of this Participating Addendum.**
- c) The Contractor has filed with the Secretary of State an affidavit or resolution or other acknowledged/authentic document indicating that the signer is authorized to sign this Participating Addendum. **A copy of the applicable document must be submitted to the Office of State Procurement before finalization of this Participating Addendum.**
- d) The signer of this Participating Addendum has been designated by the Contractor as authorized to sign this Participating Addendum on the Contractor's vendor registration on file with the Louisiana Office of State Procurement.

## 9. Authorized Distributors/Resellers

All authorized distributors and/or resellers authorized in the State of Louisiana, as shown on Attachment B, are approved to provide sales and service support to participants in the NASPO ValuePoint Master Agreement. The contractor's authorized distributor and/or reseller participation will be in accordance with the terms and conditions set forth in the aforementioned Master Agreement.

In order to be added to State Contract Number 4400019306 as an Authorized Distributor and/or reseller, the distributor and/or reseller must meet the following requirements:

- a) Be approved and added to the Contractor's Approved Distributor Listing;
- b) Be enrolled in the State of Louisiana LaGov Vendor System;
- c) Be registered and in good standing with the Louisiana Secretary of State's office;
- d) Have no suspensions or debarments listed on the General Services Administration's website ([www.sam.gov](http://www.sam.gov))

**10. Orders**

Any Order placed by a Participating Entity or Purchasing Entity for a Product and/or Service available from this Participating Addendum and/or State Contract Number 4400019306 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.

This Participating Addendum and the NASPO ValuePoint Master Agreement together with its exhibits, set forth the entire agreement between the parties with respect to the subject matter and supersedes all previous communications, representations or agreements, whether oral or written. Terms and conditions inconsistent with, contrary or in addition to the terms and conditions of this Participating Addendum and the NASPO ValuePoint Master Agreement, together with its exhibits, shall not be added to or incorporated into this Participating Addendum or the NASPO ValuePoint Master Agreement and its exhibits, by any subsequent Purchase Order or otherwise, and any such attempts to add or incorporate such terms and conditions are hereby rejected. The terms and conditions of this Participating Addendum and the NASPO ValuePoint Master Agreement and its exhibits shall prevail and govern in the case of any such inconsistent or additional terms.

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

Participating State: State of Louisiana	Contractor: Kyocera Document Solutions America, Inc.
Signature:  Assistant Director	Signature: 
Name: Paula Tregre for	Name: Peter Morisco
Title: Director of State Procurement	Title: Vice President Channel Sales
Date: July 6, 2020	Date: 5/26/2020

## ATTACHMENT A – Electronic Vendor Payment Solutions

In an effort to increase efficiencies and effectiveness as well as be strategic in utilizing technology and resources for the State and Contractor, the State intends to make all payments to Contractors electronically. The LaCarte Procurement Card will be used for purchases of \$5,000 and under, and where feasible, over \$5,000. Contractors will have a choice of receiving electronic payment for all other payments by selecting the Electronic Funds Transfer (EFT). If you receive an award and do not currently accept the LaCarte card or have not already enrolled in EFT, you will be asked to comply with this request by choosing either the LaCarte Procurement Card and/or EFT. You may indicate your acceptance below.

The **LaCarte** Procurement Card uses a Visa card platform. Contractors receive payment from state agencies using the card in the same manner as other Visa card purchases. Contractors cannot process payment transactions through the credit card clearinghouse until the purchased products have been shipped or received or the services performed.

For all statewide and agency term contracts:

- Under the LaCarte program, purchase orders are not necessary. Orders must be placed against the net discounted products of the contract. All contract terms and conditions apply to purchases made with LaCarte.
- If a purchase order is not used, the Contractor must keep on file a record of all LaCarte purchases issued against this contract during the contract period. The file must contain the particular item number, quantity, line total and order total. Records of these purchases must be provided to the Office of State Procurement on request.

**EFT** payments are sent from the State’s bank directly to the payee’s bank each weekday. The only requirement is that you have an active checking or savings account at a financial institution that can accept Automated Clearing House (ACH) credit files and remittance information electronically. Additional information and an enrollment form is available at: [DOA-OSRAP-EFT@la.gov](mailto:DOA-OSRAP-EFT@la.gov)

To facilitate this payment process, you will need to complete and return the EFT enrollment form.

If an award is made to your company, please check which option you will accept or indicate if you are already enrolled.

<u>Payment Type</u>	<u>Will Accept</u>	<u>Already Enrolled</u>
LaCarte	_____	_____
EFT	_____	___X___

\_\_Joann DAlessandro\_\_\_\_\_  
Printed Name of Individual Authorized

\_\_ *JoAnn DAlessandro* \_\_\_\_\_ 5/26/20  
Authorized Signature for payment type chosen Date

\_\_joann.dalessandro@da.kyocera.com\_\_\_\_\_  
Email address and phone number of authorized individual



## ATTACHMENT B – Authorized Distributor (orders, etc.):

Enter applicable service area: 2  
(i.e., 1,2,3,4,5,6,7,8, Statewide)

Federal ID#: 72-0479676

LaGov ID: \_\_\_\_\_

Company Name: BRDP-Baton Rouge Duplicating Products

Street Address: 11842 Cloverland Court

City: Baton Rouge

State: LA

Zip Code: 70809

Phone Number: 225-2915190

Fax Number: 225-291-3231

Email Address: patricia@brdp.com

Circle all that apply: *Purchase Rental Maintenance*

Enter applicable service area: 4  
(i.e., 1,2,3,4,5,6,7,8, Statewide)

Federal ID#: 72-0727543

LaGov ID: \_\_\_\_\_

Company Name: Louisiana Office Systems of Lafayette

Street Address: 204 Galbert Rd

City: Lafayette

State: LA

Zip Code: 70506

Phone Number: 337-233-1216

Fax Number: 337-233-1540

Email Address: laoffice@laoffsys.com

Circle all that apply: *Purchase Rental Maintenance*

Enter applicable service area: 1,3  
(i.e., 1,2,3,4,5,6,7,8, Statewide)

Federal ID#: 72-0933835

LaGov ID: \_\_\_\_\_

Company Name: Econ O Copy, Inc

Street Address: 4437 Trenton St, Suite A

City: Metairie

State: LA

Zip Code: 70006

Phone Number: 504-457-0032

Fax Number: 504-457-0114

Email Address: guytoni@econ-o-copy.com

Circle all that apply: *Purchase Rental Maintenance*

Enter applicable service area: 4  
(i.e., 1,2,3,4,5,6,7,8, Statewide)

Federal ID#: 200327362

LaGov ID: \_\_\_\_\_

Company Name: CopyNet, LLC.

Street Address: 911 Weeks Island Rd

City: New Iberia

State: LA

Zip Code: 70560

Phone Number: 337-365-1467

Fax Number: 337-365-7255

Email Address: joshua@copynetllc.com

Circle all that apply: *Purchase Rental Maintenance*

Enter applicable service area: 7  
(i.e., 1,2,3,4,5,6,7,8, Statewide)

Federal ID#: 01-0689856

LaGov ID: \_\_\_\_\_

Company Name: City Business Solutions, LLC

Street Address: 1326 Hawn Ave.

City: Shreveport

State: LA

Zip Code: 71107

Phone Number: 318-227-1613

Fax Number: 318-227-1615

Email Address: mnaron@citybusinesssolutions.com

Circle all that apply: *Purchase Rental Maintenance*

Enter applicable service area: 1,2,3  
(i.e., 1,2,3,4,5,6,7,8, Statewide)

Federal ID#: 72-1517120

LaGov ID: \_\_\_\_\_

Company Name: JR Pool Companies LLC dba Bell Office Machines

Street Address: 4717 Sanford St.

City: Metairie

State: LA

Zip Code: 70006

Phone Number: 504-833-1865

Fax Number: 504-454-7219

Email Address: joemetzler@bellofficemachines.com

Circle all that apply: *Purchase Rental Maintenance*

Enter applicable service area: 7  
(i.e., 1,2,3,4,5,6,7,8, Statewide)

Federal ID#: \_\_\_\_\_

LaGov ID: \_\_\_\_\_

Company Name: City Business Solutions, LLC

Street Address: 1326 Hawn Ave.

City: Shreveport

State: LA

Zip Code: 71107

Phone Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Circle all that apply: *Purchase Rental Maintenance*

Enter applicable service area: 1,2,3  
(i.e., 1,2,3,4,5,6,7,8, Statewide)

Federal ID#: 721028620

LaGov ID: \_\_\_\_\_

Company Name: Uni-Copy Technologies

Street Address: 3321 Division St.

City: Metairie

State: LA

Zip Code: 70002

Phone Number: 504-734-7272

Fax Number: 504-734-7985

Email Address: emikulenka@unicopy.com

Circle all that apply: *Purchase Rental Maintenance*

Enter applicable service area: 7,6,2,3  
(i.e., 1,2,3,4,5,6,7,8, Statewide)

Federal ID#: 72-1499209

LaGov ID: \_\_\_\_\_

Company Name: Innovative Office Systems, LLC

Street Address: 816 Benton Rd.

City: Bossier City

State: LA

Zip Code: 71111

Phone Number: 318-752-1959

Fax Number: 318-752-1940

Email Address: tim@iosconnect.com

Circle all that apply: *Purchase Rental Maintenance*

Enter applicable service area: 7  
(i.e., 1,2,3,4,5,6,7,8, Statewide)

Federal ID#: 72-0788160

LaGov ID: \_\_\_\_\_

Company Name: Stuart's Inc. of Shreveport

Street Address: 5210 Hollywood Ave

City: Shreveport

State: LA

Zip Code: 71119

Phone Number: 318-869-3595

Fax Number: 318-86506127

Email Address: jon@stuartsync.com

Circle all that apply: *Purchase Rental Maintenance*

Enter applicable service area: 1,2,3  
(i.e., 1,2,3,4,5,6,7,8, Statewide)

Federal ID#: 01-0673446

LaGov ID: \_\_\_\_\_

Company Name: Northshore Office Equipment, LLC.

Street Address: 23101 Hwv 1088

City: Mandeville

State: LA

Zip Code: 70478

Phone Number: 985-626-5104

Fax Number: 985-626-5034

Email Address: info@northshoreofficeequipment.com

Circle all that apply: *Purchase Rental Maintenance*

Enter applicable service area: 4,5,6  
(i.e., 1,2,3,4,5,6,7,8, Statewide)

Federal ID#: 72-1406418

LaGov ID: \_\_\_\_\_

Company Name: Advanced Business Systems, Inc

Street Address: 620 Romero St.

City: Lake Charles

State: LA

Zip Code: 70607

Phone Number: 337-477-3700

Fax Number: 337-477-9819

Email Address: info@aopinc.com

Circle all that apply: *Purchase Rental Maintenance*

Enter applicable service area: 8,7,6  
(i.e., 1,2,3,4,5,6,7,8, Statewide)

Federal ID#: 45-4070820

LaGov ID: \_\_\_\_\_

Company Name: Executive Officelinx

Street Address: 106 Melvyn Dr.

City: Monroe

State: LA

Zip Code: 71203

Phone Number: 318-322-1951

Fax Number: 318-343-6171

Email Address: kblack@shipofficelinx.com

Circle all that apply: *Purchase Rental Maintenance*

Enter applicable service area: 6  
(i.e., 1,2,3,4,5,6,7,8, Statewide)

Federal ID#: 72-1420170

LaGov ID: \_\_\_\_\_

Company Name: ABM Office Solutions

Street Address: 5527 Coliseum Blvd.

City: Alexandria

State: LA

Zip Code: 71303

Phone Number: 318-443-0435

Fax Number: 318-448-3268

Email Address: customerservice@abmoffice.com

Circle all that apply: *Purchase Rental Maintenance*

Enter applicable service area: 6  
(i.e., 1,2,3,4,5,6,7,8, Statewide)

Federal ID#: 06-1781833

LaGov ID: \_\_\_\_\_

Company Name: Cunningham Business Systems, LLC.

Street Address: 120 Windermere Blvd

City: Alexandria

State: LA

Zip Code: 71303

Phone Number: 318-442-2679

Fax Number: 318-442-7679

Email Address: kevin@cbssales.com

Circle all that apply: *Purchase Rental Maintenance*

Enter applicable service area: 1,3  
(i.e., 1,2,3,4,5,6,7,8, Statewide)

Federal ID#: 06-1781833

LaGov ID: \_\_\_\_\_

Company Name: Southern Imaging Systems

Street Address: 701 Poydras St.

City: New Orleans

State: LA

Zip Code: 70139

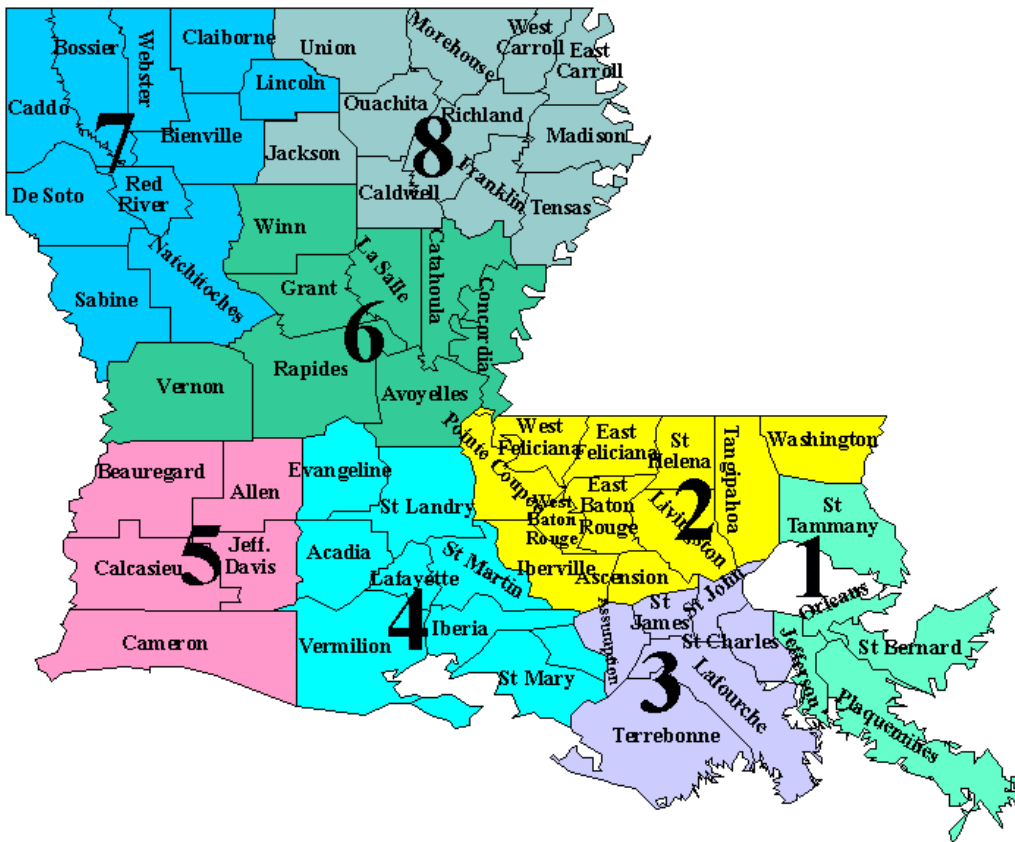
Phone Number: 504-200-2679

Fax Number: \_\_\_\_\_

Email Address: sal@200copy.com

Circle all that apply: *Purchase Rental Maintenance*

# STATE PLANNING REGIONS



**Region 1**

St. Tammany  
Jefferson  
Plaquemine  
St. Bernard  
Orleans

**Region 5**

Beauregard  
Allen  
Calcasieu  
Jefferson Davis  
Cameron

**Region 2**

Washington  
Tangipahoa  
Ascension  
Iberville  
St. Helena  
East Feliciana  
West Feliciana  
East Baton Rouge  
West Baton Rouge  
Livingston  
Pointe Coupee

**Region 6**

Winn  
LaSalle  
Grant  
Catahoula  
Concordia  
Rapides  
Avoyelles  
Vernon

**Region 3**

St. John  
St. James  
Assumption  
Lafourche  
Terrebonne  
St. Charles

**Region 7**

Caddo  
Bossier  
Webster  
Claiborne  
Lincoln  
Natchitoches  
Sabine  
Red River  
Bienville  
De Soto

**Region 4**

Evangeline  
St. Landry  
Acadia  
St. Martin  
Lafayette  
Iberia  
St. Mary  
Vermilion

**Region 8**

Union  
Morehouse  
West Carroll  
East Carroll  
Ouachita  
Madison  
Caldwell  
Franklin  
Tensas  
Richland  
Jackson