



**Participating Addendum N-2024-LAB-0003**  
**for**  
**Laboratory Equipment and Supplies**  
**between**  
**the State of Alaska**  
**and**  
**Nikon Instruments, Inc.**

This Participating Addendum is entered into by **the State of Alaska** (“Participating Entity”) and the following Contractor (each a “Party” and collectively the “Parties”) for the purpose of participating in NASPO ValuePoint Master Agreement Number **MA2024002** executed by Contractor and the State of **Idaho** (“Lead State”) for **Laboratory Equipment and Supplies**, (“Master Agreement”):

Nikon Instruments, Inc. (“Contractor”)  
1300 Walt Whitman Rd.  
Melville, New York 11747

**I. PARTICIPATING ADDENDUM CONTACTS.**

Contractor’s contact for this Participating Addendum is:

Jacquelyn Perry  
Manager, Contract Administration  
[Jacquelyn.perry@nikon.com](mailto:Jacquelyn.perry@nikon.com)  
631-547-8526

Participating Entity’s contact for this Participating Addendum is:

Joshua Hartman  
Center Manager / Contracting Officer 3  
[Joshua.Hartman@Alaska.gov](mailto:Joshua.Hartman@Alaska.gov) w/ copy to  
[DOA.OPPM.COE@alaska.gov](mailto:DOA.OPPM.COE@alaska.gov)  
907-465-5758

**II. TERM.** This Participating Addendum is effective as of the date of the last signature below or **March 1, 2024**, whichever is later, and will terminate upon termination of the Master Agreement, as amended, unless the Participating Addendum is terminated sooner in accordance with the terms set forth herein.

**III. PARTICIPATION AND USAGE.**

This Participating Addendum may be used by all state agencies, political subdivisions, federally recognized tribes, 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. If Contractor becomes aware that an entity’s use of this Participating Addendum is not authorized, Contractor will notify NASPO ValuePoint to initiate outreach to the appropriate parties.

**IV. GOVERNING LAW.** The construction and effect of this Participating Addendum and any Orders placed hereunder will be governed by, and construed in accordance with, Participating Entity’s laws.

**V. SCOPE.** Except as otherwise stated herein, this Participating Addendum incorporates the scope, pricing, terms, and conditions of the Master Agreement and the rights and obligations set forth therein as applied to Contractor and Participating Entity and Purchasing Entities.

- a. Products.** All “**Band 2 Microscopes**” products available through the Master Agreement may be offered and sold by Contractor to Purchasing Entities.
- b. Services.** All “**Band 2 Microscopes**” services available through the Master Agreement may be offered and sold by Contractor to Purchasing Entities.
- c. Contractor Partners.** All subcontractors, dealers, distributors, resellers, and other partners identified on Contractor’s NASPO ValuePoint webpage as authorized to provide Products and Services to Participating Entity may provide Products and Services to users of this Participating



Between **the State of Alaska** and **Nikon Instruments, Inc.**

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Addendum. Contractor will ensure that the participation of Contractor's subcontractors, dealers, distributors, resellers, and other partners is in accordance with the terms and conditions set forth in the Master Agreement and in this Participating Addendum.

Any amendment to the Master Agreement shall be deemed incorporated into this Participating Addendum unless the amendment is rejected by Participating Entity in writing to Contractor within ninety (90) calendar days of the amendment's effective date and is documented thereafter via written amendment hereto.

**Any conflict between this Participating Addendum and the Master Agreement will be resolved in favor of the Participating Addendum.** The terms of this Participating Addendum, including those modifying or adding to the terms of the Master Agreement, apply only to the Parties and shall have no effect on Contractor's participating addenda with other participating entities or Contractor's Master Agreement with the Lead State.

**VI. ORDERS.** Purchasing Entities may place orders under this Participating Addendum by referencing the Participating Addendum Number on an Order, along with the contact name and information for the purchasing entity. Each Order placed under this Participating Addendum is subject to the pricing and terms set forth herein and in the Master Agreement, including applicable discounts, reporting requirements, and payment of administrative fees to NASPO ValuePoint and Participating Entity, if applicable.

**VII. PARTICIPATING ENTITY REPORTING REQUIREMENTS AND ADMINISTRATIVE FEE.**

a. **Required Reports:** Contractor must submit quarterly reports to [doa.oppm.vendorreport@alaska.gov](mailto:doa.oppm.vendorreport@alaska.gov) and "Cc" the Contracting Officer assigned by the State to manage this contract. The contractor shall provide the State of Alaska with an electronic usage report (Excel format) which will list the following information at the minimum: Purchasing Entity, description of items purchased, date of purchase, contract price, retail price, and the extended price for each transaction. These reports are due 30 days after the end of the quarter (the State of Alaska operates on a fiscal calendar of July 1- June 30).

**First Quarter: July 1 through September 30**  
**Second Quarter: October 1 through December 31**  
**Third Quarter: January 1 through March 31**  
**Fourth Quarter: April 1 through June 30**

b. **Administrative Fee:** Effective upon final signature, the Contractor shall submit payment via check (or ACH), payable to the State of Alaska, remitted to the Department of Administration, Office of Procurement and Property Management, for the calculated amount equal to **1.5%** of the net sales for the quarterly period.

i. 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.

ii. Administrative fee checks shall be submitted to:



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**State of Alaska**  
**Department of Administration**  
**ATTN: Office of Procurement and Property Management**  
**PO Box 110214**  
**Juneau, AK 99811-0214**

- iii. The administrative fee shall not be included as an adjustment to Contractor's Master Agreement pricing and shall not be invoiced or charged to the Participating Entity.
- iv. Payment of the administrative fee is due irrespective of payment status on any orders from a Purchasing Entity.
- v. 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):	Nov 15
State Fiscal Quarter 2 (Oct 1 - Dec 31):	Feb 15
State Fiscal Quarter 3 (Jan 1 - Mar 31):	May 15
State Fiscal Quarter 4 (Apr 1 - Jun 30):	Aug 15

- vi. If the contractor decides to make payment via ACH, this information can be obtained via email upon request from the Participating Entity contact.
- c. 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.

**VIII. FEDERAL FUNDING REQUIREMENTS.** Orders funded with federal funds may have additional contractual requirements or certifications that must be satisfied at the time the Order is placed or upon delivery. When applicable, a Purchasing Entity will identify in the Order any alternative or additional requirements related to the use of federal funds. By accepting the Order, Contractor agrees to comply with the requirements set forth therein.

**IX. INFORMATION TECHNOLOGY STANDARDS. *Reserved***

**X. ATTACHMENTS.** This Participating Addendum includes the following attachments: ***No attachments***

**XI. NOTICE.** Any notice required herein shall be sent to the following:

**For Contractor:**

Jacquelyn Perry  
Manager, Contract Administration  
[Jacquelyn.perry@nikon.com](mailto:Jacquelyn.perry@nikon.com)  
631-547-8526

**For Participating Entity:**

Joshua Hartman  
Center Manager / Contracting Officer 3  
[Joshua.Hartman@Alaska.gov](mailto:Joshua.Hartman@Alaska.gov) w/ copy to  
[DOA.OPPM.COE@alaska.gov](mailto:DOA.OPPM.COE@alaska.gov)  
907-465-5758

**XII. SUBMISSION OF PARTICIPATING ADDENDUM TO NASPO VALUEPOINT.** Upon execution, Contractor shall promptly email a copy of this Participating Addendum and any amendments hereto to NASPO ValuePoint at [pa@naspovaluepoint.org](mailto:pa@naspovaluepoint.org). The Parties acknowledge and agree that the Participating Addendum, as amended, may be published on the NASPO ValuePoint website.

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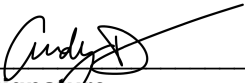
Between **the State of Alaska** and **Nikon Instruments, Inc.**

**SIGNATURE**

The undersigned for each Party represents and warrants that this Participating Addendum is a valid and legal agreement binding on the Party and enforceable in accordance with the Participating Addendum's terms and that the undersigned is duly authorized and has legal capacity to execute and deliver this Participating Addendum and bind the Party hereto.

IN WITNESS WHEREOF, the Parties have executed this Participating Addendum.

**CONTRACTOR:**

  
\_\_\_\_\_  
**Signature**  
Andy Davis

\_\_\_\_\_  
**Printed Name**  
Director, Sales

\_\_\_\_\_  
**Title**

2-12-2024  
\_\_\_\_\_  
**Date**

**PARTICIPATING ENTITY:**

  
\_\_\_\_\_  
**Signature**

Joshua Hartman  
\_\_\_\_\_  
**Printed Name**

Contracting Officer 3  
\_\_\_\_\_  
**Title**

2/15/2024  
\_\_\_\_\_  
**Date**