



State of Idaho

CHANGE ORDER - 01

PLEASE DO NOT DUPLICATE THIS ORDER.

Change Order Summary

Purchase Order Number: PADD17200120

Account Number: AC-1

Revision Number: 01

Change Order Date: October 27, 2016

Service Start Date: December 19, 2016

Service End Date: December 19, 2019

Payment Method: Invoice

Payment Terms: NET30

Currency: USD

FOB Instruction: Destination

Attachment(s): [ChangeLog.htm](#) :Purchase Order Change

Supplier

Stephen A. DeJonghe
Metro Office Solutions
22 Century BLVD. Suite 420
Nashville, TN 37214
Phone: 775-356-7908-

Fax: 775-356-1899

Email:
stephen.dejonghe@mymetroofficesolutions.com

Buyer Contact

Jason Skelton
Tel:208-332-1610
Fax: 208-327-7320
Jason.Skelton@adm.idaho.gov

Contract Number:**Bill To Address**

DOP - Various State Agencies
State of Idaho
Various Locations
See Below for Details
on Specific Locations
Various, Idaho 83702

Phone: 208-327-7465

Fax: 208-327-7320

Email: purchasing@adm.idaho.gov

Mail Stop: DOP - Various Locations

Ship To Address

DOP - Various State Agencies
State of Idaho
Various Locations
See Below for Details
on Specific Locations
Various, Idaho 83702

Phone: 208-327-7465

Fax: 208-327-7320

Email: purchasing@adm.idaho.gov

Mail Stop: DOP - Various Locations

Instructions

PADD17200120 Office Supplies is renewed effective 12/19/16 through 12/19/19 as provided above. All of the terms and conditions contained in the Contract shall remain in full force and effect, except as expressly modified herein. Contractor's signed renewal letter is attached and incorporated herein by reference.

This Contract is for Office Supplies, pursuant to NASPO ValuePoint Cooperative Purchasing Program (NASPO ValuePoint) and Oregon Price Agreement No. PA 5737. The contract is for the benefit of State of Idaho Agencies, institutions, and departments and eligible political subdivisions or public agencies as defined by Idaho Code, Section 67-2327. The Division of Purchasing or the requisitioning agency will issue individual releases (delivery or purchase orders) against this Master Contract on an as needed basis.

Contract Title: Office Supplies
Contract Usage Type: Mandatory Use
Public Agency Clause: Yes
Contract Administration: Jason Skelton
Phone Number: 208-332-1610
Fax Number: 208-327-7320
E-Mail: Jason.Skelton@adm.idaho.gov

Contractor's Contract Manager: Stephen DeJonghe

Email: stephen.dejonghe@mymetroofficesolutions.com
 Office: 775-356-7908 Cell: 775-848-5463

Metro Office Solutions Customer Service: 887-696-7266

CONTRACTOR: Ship to the FOB DESTINATION point and BILL DIRECTLY to the ORDERING AGENCY. DO NOT MAIL INVOICES TO THE DIVISION OF PURCHASING. Notating the Contract Award Number on any invoices/statement will facilitate the efficient processing of payment.

Note: The dollar amount listed in the contract pricing is an estimate and cannot be guaranteed. The actual dollar amount of the Contract may be more or less depending on the order placed by the State: or may be dependent upon the specific terms of the Contract.

Supplier Part Number	Quantity	Items		Unit	Unit Price	Total
		Back Order				
	3.00	0		ANN	750,000.00	\$2,250,000.00
Item Description	#1					
	OFFICE SUPPLIES CONTRACT Furniture is excluded from this PADD. Furniture includes (but is not limited to) panel systems as well as standalone office furniture (e.g. desks, chairs, filing systems, etc.). Computers, printers, scanners, monitors, drivers and large volume copy machines are also excluded from this PADD. Other commodities or services which are available on current Statewide Blanket Purchase Orders (SBPOs) or Participating Addendums (PADDs) that were executed by the state of Idaho prior to this PADD may only be procured from this PADD if the commodity or service cannot be obtained from the other SBPO/PADD (e.g. janitorial supplies, envelopes, MRO – maintenance, repair and operating supplies, lab equipment and supplies, computers, large volume multi-function copiers, etc.).					
Delivery Date:	October 28, 2016					
Shipping Method:	Delivery					
Shipping Instructions:						
Ship FOB:	Destination					
Attachment(s)						
Special Instructions:						

Sub-Total (USD)	\$2,250,000.00
Estimated Tax (USD)	\$0.00
TOTAL: (USD)	\$2,250,000.00

Note: If there is a  next to an item's unit price, that indicates that the price has been discounted.

Signature : 
 Signed By : Jason Sikelton



State of Idaho
Department of Administration
Division of Purchasing

C.L. "Butch" OTTER
Governor
ROBERT L. GEDDES
Director
SARAH HILDERBRAND
Administrator

650 West State Street B-15 (83702)
P. O. Box 83720
Boise, ID 83720-0075
Telephone (208) 327-7465
Fax: 208-327-7320
<http://purchasing.idaho.gov>

October 24, 2016

Metro Office Solutions
Attn: Thomas Enns

VIA E-MAIL TRANSMISSION
tom.enns@mymetroofficesolutions.com

RE: Renewal of Contract PADD17200120, a Contract for Office Supplies, for various State of Idaho Agencies, Institutions, and Departments
Expiring December 18, 2016

The State of Idaho would like to renew the above referenced contract for a period of Three (3) Years.

The contract renewal period is December 19, 2016 to December 19, 2019. The same terms and conditions prevail for the contract renewal period, except as expressly modified herein.

If the terms of this renewal letter are acceptable to your company, please sign in the appropriate space below and mail, fax (208.327.7320) or e-mail (purchasing@adm.idaho.gov) to the Division of Purchasing. If you need to update the contact information for this contract, please do so below. Please update your IPRO profile as well, if necessary, in order to continue to receive e-mail notifications through the IPRO System.

Thank you for your consideration in this matter.

Sincerely,

Bonnie Sletten
Idaho Division of Purchasing

APPROVED: X YES NO

COMPANY: METRO OFFICE SOLUTIONS

BY:
(Signature)

THOMAS D. ENNS
(Printed Name)

Date: 10/25/16

UPDATED CONTACT INFORMATION for PADD17200120:

Contact Name	TOM ENNS
Title	VP SALES
Address	22 CENTURY BLVD #40 NASHVILLE TN 37214
Phone	615 696-7266 X5690
Fax	615 727-6806
E-mail	tom.enns@mymetroofficesolutions.com

PARTICIPATING ADDENDUM
PADD 17209120

STATE OF OREGON on behalf of the
Member states of the
NASPO ValuePoint COOPERATIVE PURCHASING PROGRAM

**OFFICE SUPPLIES AND SERVICES Toner, Paper, Recycled-
Content/Green Products and other Miscellaneous Products**

Master Agreement No: PA 5738

MetroOfficeSolutions
("Contractor")

And

The State of Idaho
("Participating State")

1. **Scope:** This Participating Addendum covers the purchase of *Office Supplies and Services*, pursuant to Oregon Master Agreement PA5737 (as amended by this PADD), for all Idaho state agencies and public agencies, as specified below. Issues of interpretation and eligibility for participation are solely within the authority of Idaho's Chief Procurement Official.

2. **Participation:** Use of specific NASPO ValuePoint (formerly WSCA-NASPO) cooperative contracts by agencies, political subdivisions and other entities (including cooperatives) authorized by an individual state's statutes to use **state/entity** contracts are subject to the prior approval of the respective State Chief Procurement Official. Issues of interpretation and eligibility for participation are solely within the authority of the State Chief Procurement Official.

3. **Participating State Modifications to Master Agreement:**
(The following apply only to actions and relationships within the Participating State.)

3.1 Idaho Participation

All state governmental entities within the state of Idaho and public agencies (as defined by Idaho Code, Section 67-2327) are hereby authorized to purchase products and services under the terms and conditions of Master Agreement PA 5738 ("Master Agreement"), as amended by this Participating Addendum (PADD). Public Agency is defined to include any city or political subdivision of the state of Idaho, including, but not limited to counties, school districts, highway districts, port authorities, instrumentalities of counties, cities or any political subdivision created under the laws of the state of Idaho.

3.2 Governing Law:

Notwithstanding any terms to the contrary, the State of Idaho's PADD and all orders issued thereunder shall be construed in accordance with, and governed by the laws of the state of Idaho. Any action to enforce the provisions of this PADD shall be brought in State district court in Ada County, Boise, Idaho. In the event any term of this PADD is held to be invalid or unenforceable by a court of competent jurisdiction, the remaining terms of this PADD will remain in force. Except to the extent the provisions of the PADD are clearly inconsistent therewith, the PADD shall also be governed by the applicable provisions of the Idaho Uniform Commercial Code (UCC).

3.3 Effective Date: This Contract/Participating Addendum shall be effective August 29th, 2016.

3.4 Idaho Exclusions:

- A. Furniture is **excluded** from this PADD. Furniture includes (but is not limited to) panel systems as well as stand-alone office furniture (e.g. desks, chairs, filing systems, etc.).
- B. Computers, printers, scanners, monitors, drivers and large volume copy machines are also **excluded** from this PADD.
- C. Other commodities or services which are available on current Statewide Blanket Purchase Orders (SBPOs) or Participating Addendums (PADDs) that were executed by the state of Idaho prior to this PADD may only be procured from this PADD if the commodity or service cannot be obtained from the other SBPO/PADD (e.g. janitorial supplies, envelopes, MRO – maintenance, repair and operating supplies, lab equipment and supplies, computers, large volume multi-function copiers, etc.).
- D. Orders:
All orders issued by state agencies and other public agencies within Idaho should include a reference to the Price Agreement (PA 5738) as well as the Participating Addendum (PADD #) for order tracking purposes. All purchasers issuing valid orders will be bound by the terms and conditions of this Participating Addendum and the Price Agreement.

3.5 Administrative Fee:

A 1.25% Administrative Fee will apply to all purchases made under the resulting contract by any state or public agency in Idaho. On a quarterly basis, the Contractor shall remit to the State of Idaho an amount equal to one and one-quarter percent (1.25%) of the Contractor's net (sales minus credits) quarterly Contract sales. Administrative Fee payments and reports to the state of Idaho are due no later than 30 days after the end of each quarter.

State of Idaho Reporting Time Line:

- 1st - Quarter July 1 - Sept 30
- 2nd - Quarter Oct 1 - Dec 31
- 3rd - Quarter Jan 1 - Mar 31
- 4th - Quarter Apr 1 - Jun 30

Quarterly reports must accompany each Administrative Fee payment; and be furnished electronically in Microsoft Excel format. These reports will include the names of the accounts corresponding to the account numbers. For each account number you must provide a listing of all items purchased during the prior quarter indicating the Item # and description, the unit list prices, unit net prices after discount, and the total dollar amount (as well as any other elements required by the State). Accounts will be grouped, with state agencies grouped separately from political subdivisions/non-state entities (e.g. cities, counties, school districts, water districts, etc.). A **PADD Summary Usage Report Form** is available for download at https://purchasing.idaho.gov/vendor_forms.html

Report of Contract Purchases: The reports shall be in the following format:

- Contractor Name; Contract Number (PADD#); Sales Period Date; Delivery Destination; Product Description; Quantity Delivered; Total \$ Shipped
- The report must be submitted electronically via email to: purchasing@adm.idaho.gov
- Administrative Fee Payment checks to be made out and mailed to:

Division of Purchasing, State of Idaho
PO Box 83720
Boise, ID 83720-0075

3.5.1 Additional reporting requirements:

The Contractor shall maintain all records necessary to properly account for all payments made to Contractor pursuant to the resulting contract. These records shall be retained by the Contractor for at least three (3) years after the Contract terminates, or until all audits initiated within the three (3) year period have been completed, whichever is later.

The Division of Purchasing may request custom reports from Contractor. Custom reports may include reporting on most common items procured; ordering entity comparisons; reports to aid an Ordering Entity in inventory control; reports tracking ordering/delivery times; etc. Contractor will provide custom reports as requested by the State, on an occasional basis (no more than 3 per contract year), at no additional charge.

4. Lease Agreements: Leasing IS NOT authorized under this Participating Addendum Agreement.

5. Primary Contacts: The primary contact individuals for this Participating Addendum are as follows (or their named successors):

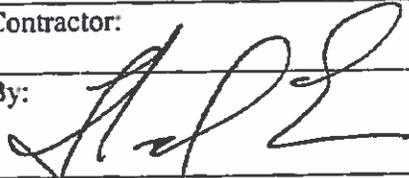
<u>Contractor</u>	
Name	Thomas Enns
Address	22 Century Blvd # 420, Nashville, TN 37214
Telephone	877-638-7641 ext. 5690
Fax	615-727-6866
E-mail	tom.enns@mymetroofficesolutions.com

<u>Participating Entity</u>	
Name	Bonnie Sletten State of Idaho
Address	650 W State St Rm B-15 Boise Id 83702
Telephone	208-332-1606
Fax	208-327-7320
E-mail	Bonnie.Sletten@adm.idaho.gov

6. Subcontractors: All MetroOfficeSolutions dealers and resellers authorized in the State of Idaho, as shown on the dedicated MetroOfficeSolutions cooperative contract) website, are approved to provide sales and service support to participants in the NASPO ValuePoint (formerly WSCA-NASPO) Master Price Agreement. The MetroOfficeSolutions dealer's participation will be in accordance with the terms and conditions set forth in the aforementioned Master Agreement.

7. 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 State:	Contractor:
By: 	By: 
Name: Bonnie Sletten	Name: THOMAS D. ENNS
Title: Purchasing Officer	Title: VP SALES
Date: 8/29/16	Date: 8/19/16



State of Idaho

Participating Addendum

Purchase Order Summary

Purchase Order Number: PADD17200120
Account Number: AC-1
Purchase Order Date: August 31, 2016
Service Start Date: August 31, 2016
Service End Date: December 18, 2016
Payment Method: Invoice
Payment Terms: NET30
Currency: USD
FOB Instruction: Destination
Attachment(s):

Supplier

Stephen A. DeJonghe
 Metro Office Solutions
 22 Century BLVD. Suite 420
 Nashville, TN 37214
Phone: 775-356-7908-
Fax: 775-356-1899
Email: stephen.dejonghe@mymetroofficesolutions.com

Buyer Contact

Bonnie Sletten
 Tel: 208-332-1606
 Fax: 208-327-7320
 bonnie.sletten@adm.idaho.gov

Contract Number:

Bill To Address

DOP - Various State Agencies
 State of Idaho
 Various Locations
 See Below for Details
 on Specific Locations
 Various, Idaho 83702
Phone: 208-327-7465
Fax: 208-327-7320
Email: purchasing@adm.idaho.gov
Mail Stop: DOP - Various Locations

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Phone: 208-327-7465
Fax: 208-327-7320
Email: purchasing@adm.idaho.gov
Mail Stop: DOP - Various Locations

Instructions

NOTICE OF STATEWIDE CONTRACT (PADD) AWARD

This Contract is for Office Supplies, pursuant to NASPO ValuePoint Cooperative Purchasing Program (NASPO ValuePoint) and Oregon Price Agreement No. PA 5737. The contract is for the benefit of State of Idaho Agencies, institutions, and departments and eligible political subdivisions or public agencies as defined by Idaho Code, Section 67-2327. The Division of Purchasing or the requisitioning agency will issue individual releases (delivery or purchase orders) against this Master Contract on an as needed basis commencing August 29, 2016 and ending December 18, 2016, with options to extend per the master agreement No PA 5737. The Participating Addendum is on file at the Division of Purchasing.

Contract Title: Office Supplies
 Contract Usage Type: Mandatory Use
 Public Agency Clause: Yes
 Contract Administration: Bonnie Sletten
 Phone Number: 208-332-1606
 Fax Number: 208-327-7320
 E-Mail: Bonnie.Sletten@adm.idaho.gov

Contractor's Contract Manager: Stephen DeJonghe

Email: stephen.dejonghe@mymetroofficesolutions.com
 Office: 775-356-7908 Cell: 775-848-5463

Metro Office Solutions Customer Service: 887-696-7266

CONTRACTOR: Ship to the FOB DESTINATION point and BILL DIRECTLY to the ORDERING AGENCY. DO NOT MAIL INVOICES TO THE DIVISION OF PURCHASING. Notating the Contract Award Number on any invoices/statement will facilitate the efficient processing of payment.

Note: The dollar amount listed in the contract pricing is an estimate and cannot be guaranteed. The actual dollar amount of the Contract may be more or less depending on the order placed by the State: or may be dependent upon the specific terms of the Contract.

Supplier Part Number	Quantity	Items		Unit	Unit Price	Total
		Back Order				
	4.00	0		MON	100,000.00	\$400,000.00
Item Description	#1					
		OFFICE SUPPLIES CONTRACT				
		Furniture is excluded from this PADD. Furniture includes (but is not limited to) panel systems as well as standalone office furniture (e.g. desks, chairs, filing systems, etc.).				

Computers, printers, scanners, monitors, drivers and large volume copy machines are also **excluded** from this PADD.

Other commodities or services which are available on current Statewide Blanket Purchase Orders (SBPOs) or Participating Addendums (PADDs) that were executed by the state of Idaho prior to this PADD may only be procured from this PADD if the commodity or service cannot be obtained from the other SBPO/PADD (e.g. janitorial supplies, envelopes, MRO – maintenance, repair and operating supplies, lab equipment and supplies, computers, large volume multi-function copiers, etc.).



Delivery Date: September 1, 2016
Shipping Method: Delivery
Shipping Instructions:
Ship FOB: Destination
Attachment(s)
Special Instructions:

Sub-Total (USD)	\$400,000.00
Estimated Tax (USD)	\$0.00
TOTAL: (USD)	\$400,000.00

Note: If there is a next to an item's unit price, that indicates that the price has been discounted.

Signature : _____
Signed By :

**PARTICIPATING ADDENDUM
PADD 17209120**

**STATE OF OREGON on behalf of the
Member states of the
NASPO ValuePoint COOPERATIVE PURCHASING PROGRAM**

**OFFICE SUPPLIES AND SERVICES Toner, Paper, Recycled-
Content/Green Products and other Miscellaneous Products**

Master Agreement No: PA 5738

MetroOfficeSolutions
("Contractor")

And

The State of Idaho
("Participating State")

1. Scope: This Participating Addendum covers the purchase of *Office Supplies and Services*, pursuant to Oregon Master Agreement PA5737 (as amended by this PADD), for all Idaho state agencies and public agencies, as specified below. Issues of interpretation and eligibility for participation are solely within the authority of Idaho's Chief Procurement Official.

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3. Participating State Modifications to Master Agreement:
(*The following apply only to actions and relationships within the Participating State.*)

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3.2 Governing Law:

Notwithstanding any terms to the contrary, the State of Idaho's PADD and all orders issued thereunder shall be construed in accordance with, and governed by the laws of the state of Idaho. Any action to enforce the provisions of this PADD shall be brought in State district court in Ada County, Boise, Idaho. In the event any term of this PADD is held to be invalid or unenforceable by a court of competent jurisdiction, the remaining terms of this PADD will remain in force. Except to the extent the provisions of the PADD are clearly inconsistent therewith, the PADD shall also be governed by the applicable provisions of the Idaho Uniform Commercial Code (UCC).

3.3 Effective Date: This Contract/Participating Addendum shall be effective August 29th, 2016.

3.4 Idaho Exclusions:

- A. Furniture is **excluded** from this PADD. Furniture includes (but is not limited to) panel systems as well as stand-alone office furniture (e.g. desks, chairs, filing systems, etc.).
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- 3rd - Quarter Jan 1 - Mar 31
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- Administrative Fee Payment checks to be made out and mailed to:

Division of Purchasing, State of Idaho
PO Box 83720
Boise, ID 83720-0075

3.5.1 Additional reporting requirements:

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4. Lease Agreements: Leasing IS NOT authorized under this Participating Addendum Agreement.

5. Primary Contacts: The primary contact individuals for this Participating Addendum are as follows (or their named successors):

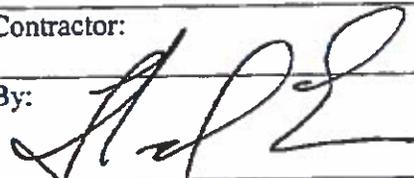
<u>Contractor</u>	
Name	Thomas Enns
Address	22 Century Blvd # 420, Nashville, TN 37214
Telephone	877-638-7641 ext. 5690
Fax	615-727-6866
E-mail	tom.enns@mymetroofficesolutions.com

<u>Participating Entity</u>	
Name	Bonnie Sletten State of Idaho
Address	650 W State St Rm B-15 Boise Id 83702
Telephone	208-332-1606
Fax	208-327-7320
E-mail	Bonnie.Sletten@adm.idaho.gov

6. Subcontractors: All MetroOfficeSolutions dealers and resellers authorized in the State of Idaho, as shown on the dedicated MetroOfficeSolutions cooperative contract) website, are approved to provide sales and service support to participants in the NASPO ValuePoint (formerly WSCA-NASPO) Master Price Agreement. The MetroOfficeSolutions dealer's participation will be in accordance with the terms and conditions set forth in the aforementioned Master Agreement.

7. 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 State:	Contractor:
By: 	By: 
Name: <i>Bonnie Sletten</i>	Name: <i>THOMAS D. ENNS</i>
Title: <i>Purchasing Officer</i>	Title: <i>VP SALES</i>
Date: <i>8/29/16</i>	Date: <i>8/19/16</i>