

## Idaho Division of Purchasing

### Amendment

<b>Purchase Order Name</b>	statewide envelopes ITB
<b>Contract Number</b>	SBPO16200336
<b>Parties</b>	State of Idaho ALLIED ENVELOPE CO
<b>This Amendment's Value</b>	20,000.00 USD
<b>Total Contract Value</b>	620,000.00 USD
<b>Start Date</b>	5/8/2021 12:00 AM
<b>End Date</b>	6/7/2021 11:59 PM

**Contract Manager:** Joseph Nelson

**Purchasing Lead:** Joseph Nelson: [joseph.nelson@adm.idaho.gov](mailto:joseph.nelson@adm.idaho.gov)

### Instructions

SBPO16200336, statewide envelopes ITB (the "Contract") is amended as detailed in the attached executed amendment document. All of the terms and conditions contained in the Contract shall remain in effect, except expressly modified herein.

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

KEN BETTINSON

+1 208-377-3676  
kbettinson@allied-envelope.com

**Bill To Address**

As detailed in sourcing  
event or contract  
instructions

**Ship To Address**

As detailed in sourcing  
event or contract  
instructions

**Payment Details Payment**

**Terms:** Net 30

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**Special Instructions:**

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**Internal Comments:**

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**Signature signed By:**



**BRAD LITTLE**  
Governor  
**D. KEITH REYNOLDS**  
Director  
**VALERIE BOLLINGER**  
Administrator

# State of Idaho

Department of Administration  
Division of Purchasing

650 West State Street, Room 100  
P. O. Box 83720  
Boise, ID 83720-0075  
Telephone (208) 327-7465  
Fax: 208-327-7320  
<http://purchasing.idaho.gov>

May 6, 2021

Allied Envelope Co  
Attn: Ken Bettinson

VIA E-MAIL TRANSMISSION  
[kbettinson@allied-envelope.com](mailto:kbettinson@allied-envelope.com)

RE: Extension of Contract SBPO16200336, a Contract for Plain and Printed Envelopes for the various State of Idaho Agencies, Institutions, and Departments.

Expiring 5/7/2021

The State of Idaho would like to extend the above referenced contract for a period of One (1) Month. The contract extension period is May 8, 2021 to June 7, 2021. The same terms and conditions prevail for the contract extension period, except as expressly modified herein.

If the terms of this extension letter are acceptable to your company, please sign below and mail, fax (208.327.7320) or e-mail ([purchasing@adm.idaho.gov](mailto: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,

**Joseph Nelson**  
Digitally signed  
by Joseph Nelson  
Date: 2021.05.06  
07:49:28 -06'00'

Joey Nelson  
Idaho Division of Purchasing

Contractor agrees to the terms detailed above:

COMPANY: ALLIED ENVELOPE CO.

BY:

(Signature)

KEN BETTINSON

(Printed Name)

DATE:

5/6/2021

UPDATED CONTACT INFORMATION for SBPO16200336

Contact Name	
Title	
Address	
Phone	
Fax	
E-mail	

## Idaho Division of Purchasing

### Amendment

<b>Purchase Order Name</b>	statewide envelopes ITB
<b>Contract Number</b>	SBPO16200336
<b>Parties</b>	State of Idaho ALLIED ENVELOPE CO
<b>This Amendment's Value</b>	20,000.00 USD
<b>Total Contract Value</b>	600,000.00 USD
<b>Start Date</b>	4/8/2021 12:00 AM
<b>End Date</b>	5/7/2021 11:59 PM

**Contract Manager:** Joseph Nelson

**Purchasing Lead:** Joseph Nelson, [joseph.nelson@adm.idaho.gov](mailto:joseph.nelson@adm.idaho.gov)

#### Instructions

SBPO16200336, statewide envelopes ITB (the "Contract") is amended as detailed in the attached executed amendment document. All of the terms and conditions contained in the Contract shall remain in effect, except expressly modified herein.

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

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[kbettinson@allied-envelope.com](mailto:kbettinson@allied-envelope.com)

**Bill To Address**

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**Ship To Address**

As detailed in sourcing  
event or contract  
instructions

**Payment Details Payment**

**Terms:** Net 30

---

**Special Instructions:**

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**Internal Comments:**

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**Signature signed By: Joseph Nelson** Digitally signed  
by Joseph Nelson  
Date: 2021.04.09  
11:41:27 -06'00'



**BRAD LITTLE**  
Governor  
**D. KEITH REYNOLDS**  
Director  
**VALERIE BOLLINGER**  
Administrator

# State of Idaho

## Department of Administration Division of Purchasing

650 West State Street, Room 100  
P. O. Box 83720  
Boise, ID 83720-0075  
Telephone (208) 327-7465  
Fax: 208-327-7320  
<http://purchasing.idaho.gov>

April 6, 2021

Allied Envelope Co  
Attn: Ken Bettinson

VIA E-MAIL TRANSMISSION  
[kbettinson@allied-envelope.com](mailto:kbettinson@allied-envelope.com)

RE: Extension of Contract SBPO16200336, a Contract for Plain and Printed Envelopes for the various State of Idaho Agencies, Institutions, and Departments.

Expiring 4/7/2021

The State of Idaho would like to extend the above referenced contract for a period of One (1) Month. The contract extension period is April 8, 2021 to May 7, 2021. The same terms and conditions prevail for the contract extension period, except as expressly modified herein.

If the terms of this extension letter are acceptable to your company, please sign below and mail, fax (208.327.7320) or e-mail ([purchasing@adm.idaho.gov](mailto: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,

**Justin  
Gross**

Digitally signed by  
Justin Gross  
Date: 2021.04.06  
14:25:30 -06'00'

Justin Gross  
Idaho Division of Purchasing

Contractor agrees to the terms detailed above:

COMPANY: ALLIED ENVELOPE Co.

BY:

Ken Bettinson

(Signature)

KEN BETTINSON

(Printed Name)

DATE:

4/7/2021

### UPDATED CONTACT INFORMATION for SBPO16200336

Contact Name	
Title	
Address	
Phone	
Fax	
E-mail	

## Idaho Division of Purchasing

### Amendment

<b>Purchase Order Name</b>	statewide envelopes ITB
<b>Contract Number</b>	SBPO16200336
<b>Parties</b>	State of Idaho ALLIED ENVELOPE CO
<b>This Amendment's Value</b>	20,000.00 USD
<b>Total Contract Value</b>	580,000.00 USD
<b>Start Date</b>	3/8/2021 12:00 AM
<b>End Date</b>	4/7/2021 11:59 PM

**Contract Manager:** Joseph Nelson  
**Purchasing Lead:** Joseph Nelson

### Instructions

SBPO16200336, statewide envelopes ITB (the "Contract") is amended as detailed in the attached executed amendment document. All of the terms and conditions contained in the Contract shall remain in effect, except expressly modified herein.

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

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kbettinson@allied-envelope.com

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**Ship To Address**

As detailed in sourcing  
event or contract  
instructions

**Payment Details Payment**

**Terms:** Net 30

---

**Special Instructions:**

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**Internal Comments:**

---

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**Signature signed By:**





**BRAD LITTLE**  
Governor  
**D. KEITH REYNOLDS**  
Director  
**VALERIE BOLLINGER**  
Administrator

# State of Idaho

Department of Administration  
Division of Purchasing

650 West State Street, Room 100  
P. O. Box 83720  
Boise, ID 83720-0075  
Telephone (208) 327-7465  
Fax: 208-327-7320  
<http://purchasing.idaho.gov>

March 4, 2021

Allied Envelope Co  
Attn: Ken Bettinson

VIA E-MAIL TRANSMISSION  
[kbettinson@allied-envelope.com](mailto:kbettinson@allied-envelope.com)

RE: Extension of Contract SBPO16200336, a Contract for Plain and Printed Envelopes for the various State of Idaho Agencies, Institutions, and Departments.

Expiring 3/7/2021

The State of Idaho would like to extend the above referenced contract for a period of One (1) Month. The contract extension period is March 8, 2021 to April 7, 2021. The same terms and conditions prevail for the contract extension period, except as expressly modified herein.

If the terms of this extension letter are acceptable to your company, please sign below and mail, fax (208.327.7320) or e-mail ([purchasing@adm.idaho.gov](mailto: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,

**Justin  
Gross**

Justin Gross  
Idaho Division of Purchasing

Digitally signed by  
Justin Gross  
Date: 2021.03.04  
08:45:22 -07'00'

Contractor agrees to the terms detailed above:

COMPANY:

ALLIED ENVELOPE Co.

BY:

(Signature)

KEN BETTINSON

(Printed Name)

DATE:

3/4/2021

UPDATED CONTACT INFORMATION for SBPO16200336

Contact Name	
Title	
Address	
Phone	
Fax	
E-mail	

## Idaho Division of Purchasing

### Amendment

<b>Purchase Order Name</b>	statewide envelopes ITB
<b>Contract Number</b>	SBPO16200336
<b>Parties</b>	State of Idaho ALLIED ENVELOPE CO
<b>This Amendment's Value</b>	20,000.00 USD
<b>Total Contract Value</b>	560,000.00 USD
<b>Start Date</b>	2/8/2021 12:00 AM
<b>End Date</b>	3/7/2021 11:59 PM

**Contract Manager:** State of Idaho; Joseph Nelson

**Purchasing Lead:** Joseph Nelson: Phone: 208-332-1602, Email: [joseph.nelson@adm.idaho.gov](mailto:joseph.nelson@adm.idaho.gov)

### Instructions

SBPO16200336, statewide envelopes ITB (the "Contract") is amended as detailed in the attached executed amendment document. All of the terms and conditions contained in the Contract shall remain in effect, except expressly modified herein.

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**Bill To Address**

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**Ship To Address**

As detailed in sourcing  
event or contract  
instructions

**Payment Details Payment**

**Terms:** Net 30

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**Special Instructions:**

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**Internal Comments:**

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**Signature signed By:** Joseph  
Nelson

Digitally signed by  
Joseph Nelson  
Date: 2021.02.04  
17:20:31 -07'00'



**BRAD LITTLE**  
Governor  
**D. KEITH REYNOLDS**  
Director  
**VALERIE BOLLINGER**  
Administrator

# State of Idaho

## Department of Administration Division of Purchasing

650 West State Street, Room 100  
P. O. Box 83720  
Boise, ID 83720-0075  
Telephone (208) 327-7465  
Fax: 208-327-7320  
<http://purchasing.idaho.gov>

February 3, 2021

Allied Envelope Co  
Attn: Ken Bettinson

VIA E-MAIL TRANSMISSION  
[kbettinson@allied-envelope.com](mailto:kbettinson@allied-envelope.com)

RE: Extension of Contract SBPO16200336, a Contract for Plain and Printed Envelopes for the various State of Idaho Agencies, Institutions, and Departments.

Expiring 2/7/2021

The State of Idaho would like to extend the above referenced contract for a period of One (1) Month. The contract extension period is February 8, 2021 to March 7, 2021. The same terms and conditions prevail for the contract extension period, except as expressly modified herein.

If the terms of this extension letter are acceptable to your company, please sign below and mail, fax (208.327.7320) or e-mail ([purchasing@adm.idaho.gov](mailto: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,

**Joseph Nelson**  
Digitally signed  
by Joseph Nelson  
Date: 2021.02.03  
15:08:30 -07'00'

Joey Nelson  
Idaho Division of Purchasing

Contractor agrees to the terms detailed above:

COMPANY:

ALLIED ENVELOPE CO.

BY:

Ken Bettinson

(Signature)

KEN BETTINSON

(Printed Name)

DATE:

2/3/21

### UPDATED CONTACT INFORMATION for SBPO16200336

Contact Name	
Title	
Address	
Phone	
Fax	
E-mail	

## Idaho Division of Purchasing

### Extension

<b>Purchase Order Name</b>	statewide envelopes ITB
<b>Contract Number</b>	SBPO16200336
<b>Parties</b>	State of Idaho ALLIED ENVELOPE CO
<b>This Amendment's Value</b>	20,000.00 USD
<b>Total Contract Value</b>	540,000.00 USD
<b>Start Date</b>	1/8/2021 12:00 AM
<b>End Date</b>	2/7/2021 11:59 PM

**Contract Manager:** Joseph Nelson

**Purchasing Lead:** Joseph Nelson 208-332-1602 ([joseph.nelson@adm.idaho.gov](mailto:joseph.nelson@adm.idaho.gov))

### Instructions

SBPO16200336, statewide envelopes ITB (the "Contract") is amended as detailed in the attached executed amendment document. All of the terms and conditions contained in the Contract shall remain in effect, except expressly modified herein.

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KEN BETTINSON

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kbettinson@allied-envelope.com

**Bill To Address**

As detailed in sourcing  
event or contract  
instructions

**Ship To Address**

As detailed in sourcing  
event or contract  
instructions

**Payment Details Payment**

**Terms:** Net 30

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**Special Instructions:**

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**Internal Comments:**

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**Signature signed By:** Joseph Nelson

Digitally signed  
by Joseph Nelson  
Date: 2021.01.13  
12:58:28 -07'00'



**BRAD LITTLE**  
Governor  
**D. KEITH REYNOLDS**  
Director  
**VALERIE BOLLINGER**  
Administrator

# State of Idaho

## Department of Administration Division of Purchasing

650 West State Street, Room 100  
P. O. Box 83720  
Boise, ID 83720-0075  
Telephone (208) 327-7465  
Fax: 208-327-7320  
<http://purchasing.idaho.gov>

January 6, 2021

Allied Envelope Co  
Attn: Ken Bettinson

VIA E-MAIL TRANSMISSION  
[kbettinson@allied-envelope.com](mailto:kbettinson@allied-envelope.com)

RE: Extension of Contract SBPO16200336, a Contract for Plain and Printed Envelopes for the various State of Idaho Agencies, Institutions, and Departments.

Expiring 1/7/2021

The State of Idaho would like to extend the above referenced contract for a period of One (1) Month. The contract extension period is January 8, 2021 to February 7, 2021. The same terms and conditions prevail for the contract extension period, except as expressly modified herein.

If the terms of this extension letter are acceptable to your company, please sign below and mail, fax (208.327.7320) or e-mail ([purchasing@adm.idaho.gov](mailto: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,

**Joseph Nelson**  
Digitally signed  
by Joseph Nelson  
Date: 2021.01.06  
13:36:31 -07'00'

Joey Nelson  
Idaho Division of Purchasing

Contractor agrees to the terms detailed above:

COMPANY:

ALLIED ENVELOPE Co.

BY:

Ken Bettinson

(Signature)

KEN BETTINSON

(Printed Name)

DATE:

1/6/21

### UPDATED CONTACT INFORMATION for SBPO16200336

Contact Name	
Title	
Address	
Phone	
Fax	
E-mail	

## Idaho Division of Purchasing

### Amendment

<b>Purchase Order Name</b>	statewide envelopes ITB
<b>Contract Number</b>	SBPO16200336
<b>Parties</b>	State of Idaho ALLIED ENVELOPE CO
<b>This Amendment's Value</b>	0.00 USD
<b>Total Contract Value</b>	520,000.00 USD
<b>Start Date</b>	12/8/2020 12:00 AM
<b>End Date</b>	1/7/2021 11:59 PM

**Contract Manager:** Joseph Nelson (208-332-1602, [joseph.nelson@adm.idaho.gov](mailto:joseph.nelson@adm.idaho.gov) )

**Purchasing Lead: Joseph Nelson**

### Instructions

SBPO16200336, statewide envelopes ITB (the "Contract") is amended as detailed in the attached executed amendment document. All of the terms and conditions contained in the Contract shall remain in effect, except expressly modified herein.

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

KEN BETTINSON

+1 208-377-3676  
[kbettinson@allied-envelope.com](mailto:kbettinson@allied-envelope.com)



**Bill To Address**

As detailed in sourcing  
event or contract  
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**Ship To Address**

As detailed in sourcing  
event or contract  
instructions

**Payment Details Payment**

**Terms:** Net 30

---

**Special Instructions:**

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**Internal Comments:**

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---

**Signature signed By:**

Joseph  
Nelson

Digitally signed  
by Joseph Nelson  
Date: 2020.12.04  
08:35:18 -07'00'



**BRAD LITTLE**  
Governor  
**D. KEITH REYNOLDS**  
Director  
**VALERIE BOLLINGER**  
Administrator

# State of Idaho

Department of Administration  
Division of Purchasing

650 West State Street, Room 100  
P. O. Box 83720  
Boise, ID 83720-0075  
Telephone (208) 327-7465  
Fax: 208-327-7320  
<http://purchasing.idaho.gov>

December 3, 2020

Allied Envelope Co  
Attn: Ken Bettinson

VIA E-MAIL TRANSMISSION  
[kbettinson@allied-envelope.com](mailto:kbettinson@allied-envelope.com)

RE: Extension of Contract SBPO16200336, a Contract for Plain and Printed Envelopes for the various State of Idaho Agencies, Institutions, and Departments.

Expiring 12/7/2020

The State of Idaho would like to extend the above referenced contract for a period of One (1) Month. The contract extension period is December 8, 2020 to January 7, 2021. The same terms and conditions prevail for the contract extension period, except as expressly modified herein.

If the terms of this extension letter are acceptable to your company, please sign below and mail, fax (208.327.7320) or e-mail ([purchasing@adm.idaho.gov](mailto: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,

Digitally signed  
by Joseph  
Nelson  
Date:  
2020.12.03  
14:40:28 -07'00'

**Joseph  
Nelson**

Joey Nelson  
Idaho Division of Purchasing

Contractor agrees to the terms detailed above:

COMPANY: ALLIED ENVELOPE CO.

BY:

(Signature)

KEN BETTINSON  
(Printed Name)

DATE:

12/4/2020

UPDATED CONTACT INFORMATION for SBPO16200336

Contact Name	
Title	
Address	
Phone	
Fax	
E-mail	

## Idaho Division of Purchasing

### Amendment 2

<b>Purchase Order Name</b>	statewide envelopes ITB
<b>Contract Number</b>	SBPO16200336
<b>Parties</b>	State of Idaho ALLIED ENVELOPE CO
<b>This Amendment's Value</b>	20,000.00 USD
<b>Total Contract Value</b>	520,000.00 USD
<b>Start Date</b>	11/8/2020 12:00 AM
<b>End Date</b>	12/7/2020 11:59 PM

**Contract Manager:** State of Idaho; Joseph Nelson  
**Purchasing Officer: Joseph Nelson**

#### Instructions

SBPO16200336, statewide envelopes ITB (the "Contract") is amended as detailed in the attached executed amendment document. All of the terms and conditions contained in the Contract shall remain in effect, except expressly modified herein.

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KEN BETTINSON

+1 208-377-3676  
kbettinson@allied-envelope.com

**Bill To Address**

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**Ship To Address**

As detailed in sourcing  
event or contract  
instructions

**Payment Details Payment**

**Terms:** Net 30

---

**Special Instructions:**

---

**Internal Comments:**

---

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**Signature signed By:**



**BRAD LITTLE**  
Governor  
**D. KEITH REYNOLDS**  
Director  
**VALERIE BOLLINGER**  
Administrator

# State of Idaho

Department of Administration  
Division of Purchasing

650 West State Street, Room 100  
P. O. Box 83720  
Boise, ID 83720-0075  
Telephone (208) 327-7465  
Fax: 208-327-7320  
<http://purchasing.idaho.gov>

November 3, 2020

Allied Envelope Co  
Attn: Ken Bettinson

VIA E-MAIL TRANSMISSION  
[kbettinson@allied-envelope.com](mailto:kbettinson@allied-envelope.com)

RE: Extension of Contract SBPO16200336, a Contract for Plain and Printed Envelopes for the various State of Idaho Agencies, Institutions, and Departments.

Expiring 11/7/2020

The State of Idaho would like to extend the above referenced contract for a period of One (1) Month. The contract extension period is November 8, 2020 to December 7, 2020. The same terms and conditions prevail for the contract extension period, except as expressly modified herein.

If the terms of this extension letter are acceptable to your company, please sign below and mail, fax (208.327.7320) or e-mail ([purchasing@adm.idaho.gov](mailto: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,

**Joseph Nelson**  
Digitally signed  
by Joseph Nelson  
Date: 2020.11.03  
10:55:21 -07'00'

Joey Nelson  
Idaho Division of Purchasing

Contractor agrees to the terms detailed above:

COMPANY: ALLIED ENVELOPE

BY: *Ken Bettinson*

(Signature)

KEN BETTINSON  
(Printed Name)

DATE: 11/3/2020

UPDATED CONTACT INFORMATION for SBPO16200336

Contact Name	
Title	
Address	
Phone	
Fax	
E-mail	

## Idaho Division of Purchasing

### Amendment-Contract

### Extension

<b>Purchase Order Name</b>	statewide envelopes ITB
<b>Contract Number</b>	SBPO16200336
<b>Parties</b>	State of Idaho ALLIED ENVELOPE CO
<b>This Amendment's Value</b>	20,000.00 USD
<b>Total Contract Value</b>	500,000.00 USD
<b>Start Date</b>	10/8/2020 12:00 AM
<b>End Date</b>	11/7/2020 11:59 PM

**Contract Manager:** State of Idaho; Joseph Nelson [Joseph.nelson@adm.idaho.gov](mailto:Joseph.nelson@adm.idaho.gov)

**Purchasing Lead:** Joseph Nelson

### Instructions

SBPO16200336, statewide envelopes ITB (the "Contract") is amended as detailed in the attached executed amendment document. All of the terms and conditions contained in the Contract shall remain in effect, except expressly modified herein.

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event or contract  
instructions

**Payment Details Payment**

**Terms:** Net 30

---

**Special Instructions:**

---

**Internal Comments:**

---

---

**Signature signed By:** Joseph Nelson  
Digitally signed  
by Joseph  
Nelson  
Date: 2020.09.30  
15:01:49 -06'00'



**BRAD LITTLE**

Governor

**D. KEITH REYNOLDS**

Director

**VALERIE BOLLINGER**

Administrator

# State of Idaho

Department of Administration

Division of Purchasing

650 West State Street, Room 100

P. O. Box 83720

Boise, ID 83720-0075

Telephone (208) 327-7465

Fax: 208-327-7320

<http://purchasing.idaho.gov>

September 30, 2020

Allied Envelope Co  
Attn: Ken Bettinson

VIA E-MAIL TRANSMISSION

[kbettinson@allied-envelope.com](mailto:kbettinson@allied-envelope.com)

RE: Extension of Contract SBPO16200336, a Contract for Plain and Printed Envelopes for the various State of Idaho Agencies, Institutions, and Departments.

Expiring 10/7/2020

The State of Idaho would like to extend the above referenced contract for a period of One (1) Month. The contract extension period is October 8, 2020 to November 7, 2020. The same terms and conditions prevail for the contract extension period, except as expressly modified herein.

If the terms of this extension letter are acceptable to your company, please sign below and mail, fax (208.327.7320) or e-mail ([purchasing@adm.idaho.gov](mailto: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,

**Joseph Nelson**  
Digitally signed  
by Joseph Nelson  
Date: 2020.09.30  
13:21:39 -06'00'

Joseph Nelson  
Idaho Division of Purchasing

Contractor agrees to the terms detailed above:

COMPANY:

ALLIED ENVELOPE CO

BY:

Ken Bettinson

(Signature)

KEN BETTINSON

(Printed Name)

DATE:

9/30/2020

UPDATED CONTACT INFORMATION for SBPO16200336

Contact Name	
Title	
Address	
Phone	
Fax	
E-mail	



IDAHO DEPARTMENT OF ADMINISTRATION  
DIVISION OF PURCHASING  
RENEWAL

**Purchase Order Name:** Statewide Envelope  
**Contract Number:** SBPO16200336  
**Contract Value:** \$240,000 USD  
**Purchase Order Date:** 10/10/2019  
**Service Start Date:** 10/8/2019 12:00 AM  
**Service End Date:** 10/7/2020 11:59 PM  
  
**Submitted By:** Joseph Nelson, Buyer

**Instructions**

Amendment 4 – This Change Order is to extend the contract by one (1) year and add funds to cover continued services. This Contract is Statewide Envelopes, awarded on behalf of Idaho Department of Administration-Division of Purchasing pursuant to ITB16000144. This Contract shall be for the period noted above, and may be amended, renewed, or extended upon mutual, written agreement of the parties, as detailed in the RFQ.

Contractor Contact: Ken Bettinson

Phone: 208-377-3676

E-mail: [kbettinson@allied-envelope.com](mailto:kbettinson@allied-envelope.com)

This CPO, including any attached files, constitutes the State of Idaho's acceptance of your signed Proposal (including any electronic submission), which is incorporated herein by reference. In the event of any inconsistency, precedence shall be given in the following order:

1. This CPO
2. The State of Idaho's sourcing event, legacy contract
3. The Contractor's signed Proposal

Supplier	Shipping Details
Allied Envelope Co 634 N Five Mile Rd Boise, ID 83713	Ship FOB: Destination, Prepaid
<b>Phone:</b> 208-377-3676	
<b>Fax:</b> 208-377-3685	
<b>Email:</b> <a href="mailto:kbettinson@allied-envelope.com">kbettinson@allied-envelope.com</a>	

**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**

As detailed in sourcing  
event or contract  
instructions

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

**Payment Details**

**Payment Terms:** Net 30

---

**Special Instructions:**

---

**Internal Comments:**

---

**Total USD \$240,000**

---

**Signature:**

  
**Signed By:** Joseph Nelson



**BRAD LITTLE**

Governor

**BRYAN MOONEY**

Director

**STEVE BAILEY**

Administrator

# State of Idaho

## Department of Administration Division of Purchasing

304 N 8<sup>th</sup> Street, Rm 403 (83702)

P. O. Box 83720

Boise, ID 83720-0075

Telephone (208) 327-7465

Fax: 208-327-7320

<http://purchasing.idaho.gov>

October 1, 2019

Allied Envelope Co  
Attn: Ken Bettinson

VIA ELECTRONIC TRANSMISSION  
kbettinson@allied-envelope.com

RE: Renewal of Contract SBPO16200336, a Contract for Plain and Printed Envelopes, for the various State of Idaho Agencies, Institutions, and Departments

Expiring 10/7/2019

The State of Idaho would like to renew the above referenced contract for a period of One (1) Year.

The contract renewal period is October 8, 2019 to October 7, 2020. The same terms, conditions and prices 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 below and mail, fax (208.327.7320) or e-mail ([purchasing@adm.idaho.gov](mailto: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.

### CONTRACTOR-COMplete THIS SECTION:

Sincerely,

Joseph Nelson  
Idaho Division of Purchasing

Contractor agrees to the terms detailed above:

COMPANY: ALLIED ENVELOPE CO.

BY: Ken Bettinson  
(Signature)

KEN BETTINSON  
(Printed Name)

DATE: 10-1-19

### UPDATED CONTRACTOR CONTACT INFORMATION for SBPO16200336

Contact Name	
Title	
Address	
Phone	
Fax	
E-mail	



State of Idaho

CHANGE ORDER - 04

PLEASE DO NOT DUPLICATE THIS ORDER.

Change Order Summary		Supplier
Purchase Order Number:	SBPO16200336	KEN BETTINSON ALLIED ENVELOPE CO 634 N Five Mile Rd Boise, ID 83713 Phone: 208-377-3676  Fax: 208-377-3685  Email: kbettinson@allied-envelope.com
Account Number:	AC-1	
Revision Number:	04	
Change Order Date:	August 28, 2018	
Service Start Date:	October 8, 2018	Buyer Contact Stephanie Wildman Tel:208-332-1611 Fax:208-327-7320 Stephanie.Wildman@adm.idaho.gov
Service End Date:	October 7, 2019	
Payment Method:	Invoice	
Payment Terms:	NET30	
Currency	USD	
FOB Instruction:	Destination	
Attachment(s):	<a href="#">SBPO16200336 Renewal 2018.pdf</a> : <a href="#">ChangeLog.htm</a> :Purchase Order Change	

Contract Number:

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

Instructions


CHANGE ORDER 4 - SBPO16200336, Plain and Printed Envelopes for the State of Idaho (the "Contract") is renewed for an additional period of time, 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.

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

#### INVOICES MUST BE SENT TO THE ORDERING ENTITY

Original Contract: \$240,000.00  
 Change Order 1 (Renewal): \$240,000.00  
 Change Order 2 (Renewal): \$240,000.00  
 Change Order 3 (Amendment 1): \$0.00  
 Change Order 4 (Renewal): \$240,000.00

Total Contract Value: \$960,000.00

Supplier Part Number	Items		Unit	Unit Price	Total
	Quantity	Back Order			
	1.00	0	ANN	240,000.00	\$240,000.00
<b>Item Description</b>	#1				
	Plain and Printed Envelopes				
					
<b>Delivery Date:</b>	October 08, 2018				
<b>Shipping Method:</b>	Delivery				
<b>Shipping Instructions:</b>					
<b>Ship FOB:</b>	Destination				
<b>Attachment(s)</b>					
<b>Special Instructions:</b>					
<b>Sub-Total (USD)</b>					\$240,000.00
<b>Estimated Tax (USD)</b>					\$0.00
<b>TOTAL: (USD)</b>					\$240,000.00

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

Signature : 

Signed By : Stephanie Wildman



**C.L. "Butch" OTTER**

Governor

**ROBERT L. GEDDES**

Director

**SARAH HILDERBRAND**

Administrator

# State of Idaho

## Department of Administration Division of Purchasing

304 N 8<sup>th</sup> Street, Rm 403 (83702)

P. O. Box 83720

Boise, ID 83720-0075

Telephone (208) 327-7465

Fax: 208-327-7320

<http://purchasing.idaho.gov>

June 25, 2018

Allied Envelope Company  
Attn: Ken Bettinson

VIA E-MAIL TRANSMISSION  
kbettinson@allied-envelope.com

RE: Renewal of Contract SBPO16200336, a Contract for Plain and Printed Envelopes for the various State of Idaho Agencies, Institutions, and Departments  
Expiring 10/7/18

The State of Idaho would like to renew the above referenced contract for a period of One (1) Year.

The contract renewal period is October 8, 2018 to October 7, 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 below and mail, fax (208.327.7320) or e-mail ([purchasing@adm.idaho.gov](mailto: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,

Stephanie Wildman  
Idaho Division of Purchasing

Contractor agrees to the terms detailed above:

COMPANY: ALLIED ENVELOPE Co.

BY:

(Signature)

KEN BETTINSON

(Printed Name)

DATE:

8/22/18

UPDATED CONTACT INFORMATION for SBPO16200336:

Contact Name	
Title	
Address	
Phone	
Fax	
E-mail	



State of Idaho

**CHANGE ORDER - 02**  
**PLEASE DO NOT DUPLICATE THIS ORDER.****Change Order Summary**

**Purchase Order Number:** SBPO16200336

**Account Number:** AC-1

**Revision Number:** 02

**Change Order Date:** October 10, 2017

**Service Start Date:** October 8, 2017

**Service End Date:** October 7, 2018

**Payment Method:** Invoice

**Payment Terms:** NET30

**Currency:** USD

**FOB Instruction:** Destination

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

**Supplier**

KEN BETTINSON  
ALLIED ENVELOPE CO  
634 N Five Mile Rd  
Boise, ID 83713  
**Phone:** 208-377-3676  
**Fax:** 208-377-3685  
**Email:** kbettinson@allied-envelope.com

**Buyer Contact**

Stephanie Wildman  
Tel:208-332-1611  
Fax:208-327-7320  
Stephanie.Wildman@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**

CHANGE ORDER 2 - SBPO16200336, Plain and Printed Envelopes for the State of Idaho (the "Contract") is renewed for an additional period of time, 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.

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


**INVOICES MUST BE SENT TO THE ORDERING ENTITY**

Original Contract: \$240,000.00

Change Order 1 (Renewal): \$240,000.00

Change Order 2 (this renewal): \$240,000.00

Total Contract Value: \$720,000.00

		Items			
Supplier Part Number	Quantity	Back Order	Unit	Unit Price	Total
	1.00	0	ANN	240,000.00	\$240,000.00
Item Description	#1				
	Plain and Printed Envelopes				
					
Delivery Date:	October 11, 2017				
Shipping Method:	Delivery				
Shipping Instructions:					
Ship FOB:	Destination				
Attachment(s)					
Special Instructions:					

Sub-Total (USD)	\$240,000.00
Estimated Tax (USD)	\$0.00
<b>TOTAL: (USD)</b>	<b>\$240,000.00</b>

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

Signature : 

Signed By : Stephanie Wildman





**C.L. "Butch" OTTER**

Governor

**ROBERT L. GEDDES**

Director

**SARAH HILDERBRAND**

Administrator

# State of Idaho

Department of Administration

Division of Purchasing

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>

June 26, 2017

Allied Envelope Co  
Attn: Ken Bettinson

VIA E-MAIL TRANSMISSION  
kbettinson@allied-envelopes.com

RE: Renewal of Contract SBPO16200336, a Contract for Plain and Printed Envelopes for the various State of Idaho Agencies, Institutions, and Departments  
Expiring 10/07/2017

The State of Idaho would like to renew the above referenced contract for a period of One (1) Year.

The contract renewal period is October 8, 2017 to October 7, 2018. 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](mailto: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,

  
Stephanie Wildman  
Idaho Division of Purchasing

APPROVED: X YES      NO

COMPANY: ALLIED ENVELOPE Co

BY:   
(Signature)

KEN BETTINSON  
(Printed Name)

Date: SEPT 6, 2017

**UPDATED CONTACT INFORMATION for SBPO16200336:**

Contact Name	
Title	
Address	
Phone	
Fax	
E-mail	



## State of Idaho

**CHANGE ORDER - 01****PLEASE DO NOT DUPLICATE THIS ORDER.****Change Order Summary**

**Purchase Order Number:** SBPO16200336

**Account Number:** AC-1

**Revision Number:** 01

**Change Order Date:** August 4, 2016

**Service Start Date:** October 8, 2016

**Service End Date:** October 7, 2017

**Payment Method:** Invoice

**Payment Terms:** NET30

**Currency:** USD

**FOB Instruction:** Destination

**Attachment(s):** [SBPO16200336 renewal letter.pdf](#) :  
[ChangeLog.htm](#) :Purchase Order Change

**Supplier**

KEN BETTINSON  
ALLIED ENVELOPE CO  
634 N Five Mile Rd  
Boise, ID 83713  
**Phone:** 208-377-3676  
**Fax:** 208-377-3685  
**Email:** kbettinson@allied-envelope.com

**Buyer Contact**

Stephanie Wildman  
Tel:208-332-1611  
Fax:208-327-7320  
Stephanie.Wildman@adm.idaho.gov

**Contract Number:****Bill To Address**

DOP - Prog Mgr  
Dept of Administration  
Division of Purchasing  
650 West State St Rm B-15  
PO Box 83720  
Boise, Idaho 83720  
**Phone:** 208-332-1600  
**Fax:** 208-327-7320  
**Email:** purchasing@adm.idaho.gov  
**Mail Stop:** DOP Program Manager

**Ship To Address**


DOP - Prog Mgr  
Dept of Administration  
Division of Purchasing  
650 West State St Rm B-15  
PO Box 83720  
Boise, Idaho 83720  
**Phone:** 208-332-1600  
**Fax:** 208-327-7320  
**Email:** purchasing@adm.idaho.gov  
**Mail Stop:** DOP Program Manager

**Instructions**

CHANGE ORDER 1 - SBPO16200336, Plain and Printed Envelopes for the State of Idaho (the "Contract") is renewed for an additional period of time, 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.

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

INVOICES MUST BE SENT TO THE ORDERING ENTITY

Supplier Part Number	Items		Unit	Unit Price	Total
	Quantity	Back Order			
	1	0	ANN	\$240,000.00	\$240,000.00
<b>Item Description</b>					
	#1				
	Plain and Printed Envelopes				
					
<b>Delivery Date:</b>	August 5, 2016				
<b>Shipping Method:</b>	Delivery				
<b>Shipping Instructions:</b>					
<b>Ship FOB:</b>	Destination				
<b>Attachment(s)</b>					
<b>Special Instructions:</b>					

<b>Sub-Total (USD)</b>	\$240,000.00
<b>Estimated Tax (USD)</b>	\$0.00
<b>TOTAL: (USD)</b>	\$240,000.00

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

Signature : 

Signed By : Stephanie Wildman



State of Idaho

**State Wide Blanket Purchase Order****Purchase Order Summary****Purchase Order Number:** SBPO16200336**Account Number:** AC-1**Purchase Order Date:** October 8, 2015**Service Start Date:** October 8, 2015**Service End Date:** October 7, 2016**Payment Method:** Invoice**Payment Terms:** NET30**Currency:** USD**FOB Instruction:** Destination**Attachment(s):**

[ITB16000144 Allied Envelope Response.pdf](#) :  
[solicitation\\_instructions.pdf](#) :  
[standard terms and conditions.pdf](#) :  
[ITB16000144 questions-responses.docx](#) :  
[ITB16000144 Envelopes 2015 final.doc](#) :  
[ITB16000144 Attachment 2 - Bid Schedule.xls](#) :  
[ITB16000144 Attachment 3 - Addtl specs-requirements.doc](#) :  
[ITB16000144 Attachment 4 - Map.doc](#) :

**Supplier**

KEN BETTINSON  
ALLIED ENVELOPE CO  
525 E 42ND ST  
BOISE, ID 83714  
**Phone:** 208-377-3676

**Fax:** 208-377-3685**Email:** kbettinson@allied-envelope.com**Buyer Contact**

Stephanie Wildman  
Tel:208-332-1611  
Fax:208-327-7320  
Stephanie.Wildman@adm.idaho.gov

**Contract Number:****Bill To Address**

DOP - Prog Mgr  
Dept of Administration  
Division of Purchasing  
650 West State St Rm B-15  
PO Box 83720  
Boise, Idaho 83720  
**Phone:** 208-332-1600  
**Fax:** 208-327-7320  
**Email:** purchasing@adm.idaho.gov  
**Mail Stop:** DOP Program Manager

**Ship To Address**

DOP - Prog Mgr  
Dept of Administration  
Division of Purchasing  
650 West State St Rm B-15  
PO Box 83720  
Boise, Idaho 83720  
**Phone:** 208-332-1600  
**Fax:** 208-327-7320  
**Email:** purchasing@adm.idaho.gov  
**Mail Stop:** DOP Program Manager

**Instructions**

Statewide Blanket Purchase Order (SBPO)

This Contract is for plain and printed envelopes 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, and other authorized entities. The ordering agency will issue individual releases (purchase orders) against this Contract on an as needed basis. This Contract is for the period indicated above.

Supplier Contact: Ken Bettinson  
Address: 634 N. Five Mile Road  
Boise, Idaho 83713  
Email: kbettinson@allied-envelope.com

Contract Administration: Stephanie Wildman  
Phone: (208) 332-1611  
Email: stephanie.wildman@adm.idaho.gov


Quantities: The State of Idaho, Division of Purchasing can only give approximations of quantities and will not be held responsible for figures given in this document.

THIS CONTRACT, (including any files attached), CONSTITUTES THE STATE OF IDAHO'S ACCEPTANCE OF YOUR SIGNED BID, QUOTATION, OR OFFER (including any electronic bid submission), WHICH SUBMISSION IS INCORPORATED HEREIN BY REFERENCE AS THOUGH SET FORTH IN FULL.

In the event of any inconsistency, unless otherwise provided herein, such inconsistency shall be resolved by giving precedence in the following order:

1. This Statewide Blanket Purchase Order document.
2. The state of Idaho's original solicitation document.
3. The Contractor's signed bid, quotation, or offer.

INVOICES MUST BE SENT TO THE IDAHO ORDERING AGENCY.

Supplier Part Number	Items		Unit	Unit Price	Total
	Quantity	Back Order			
	1	0	ANN	\$240,000.00	\$240,000.00
<b>Item Description</b>	<b>#1</b> The purpose of this bid is to establish a contract for the purchase of a variety of envelopes, e.g. Kraft, Tyvek, White Wove, etc.; by all State of Idaho Agencies and other eligible users in accordance with the Public Agency Clause, as further det.. 				
<b>Delivery Date:</b>	October 8, 2015				
<b>Shipping Method:</b>	Delivery				
<b>Shipping Instructions:</b>					
<b>Ship FOB:</b>	Destination				
<b>Attachment(s)</b>					
<b>Special Instructions:</b>					

<b>Sub-Total (USD)</b>	\$240,000.00
<b>Estimated Tax (USD)</b>	\$0.00
<b>TOTAL: (USD)</b>	\$240,000.00

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

Signature :

Signed By : Stephanie Wildman