

## PARTICIPATING ADDENDUM

for

|                          |                                              |
|--------------------------|----------------------------------------------|
| Master Agreement Number: | CTR058804                                    |
| Lead Agency:             | State of Arizona (NASPO Value Point)         |
| Title:                   | Mailroom Equipment, Supplies and Maintenance |

|                        |                                                                    |
|------------------------|--------------------------------------------------------------------|
| Participating Entity:  | State of Nevada, Department of Administration, Purchasing Division |
| Address:               | 515 E Musser St, Ste 300                                           |
| City, State, Zip Code: | Carson City, NV 89701                                              |
| Contact:               | Joel Smedes                                                        |
| Phone:                 | 775-684-0172                                                       |
| Email:                 | <a href="mailto:j.smedes@admin.nv.gov">j.smedes@admin.nv.gov</a>   |

|                        |                                                                                      |
|------------------------|--------------------------------------------------------------------------------------|
| Contractor:            | Bell and Howell LLC                                                                  |
| Address:               | 3791 South Alston Ave                                                                |
| City, State, Zip Code: | Durham, NC 27713                                                                     |
| Contact:               | Mike Journigan                                                                       |
| Phone:                 | (800) 961-7282 option 6                                                              |
| Email:                 | <a href="mailto:GovernmentContracts@bhemail.com">GovernmentContracts@bhemail.com</a> |

WHEREAS, NRS 333.475 authorizes the Administrator to contract pursuant to solicitation for bid or proposal by other governmental entities for the purchase of supplies materials, equipment and services; and

WHEREAS, it is deemed that the supplies, materials, equipment, and services of the Contractor are both necessary and in the best interest of the State of Nevada.

NOW, THEREFORE, in consideration of the aforesaid premises, the parties mutually agree as follows:

1. **SCOPE.** This Participating Addendum (PA) covers the supplies, materials, equipment and services included in the Master Agreement from the Lead Agency listed above, except for services requiring a contractor's license. This PA is supplemental to the terms of the Master Agreement, as amended. Any conflict between the terms of the Master Agreement and the terms of this PA shall be governed by the terms of this PA. Those terms not otherwise in conflict shall continue in full force and effect.
2. **TERM.** The term of this PA shall begin on the date of last signature below. The term shall continue for a period ending on the Termination Date of the Master Agreement, as amended, or when this PA is terminated in accordance with the Master Agreement, whichever shall occur first.
3. **PARTICIPATION.** The benefits of this PA shall be extended to the governmental entities in Nevada listed below. The State is not liable for the obligations of any non-executive branch government entity which joins or uses this or any contract resulting from this PA.
  - 3.1. **STATE EXECUTIVE BRANCH AGENCIES.** All state "Using Agencies", as defined by NRS 333.020(10), are authorized users of the contract in accordance with NRS 333.150.
  - 3.2. **LEGISLATIVE, AND JUDICIAL DEPARTMENTS AND CIVIL AIR PATROL.** Any agency, bureau, commission or officer of the Legislative Department or the Judicial Department of the Nevada State Government or the Nevada Wing of the Civil Air Patrol or any squadron thereof are authorized users of this contract in accordance with NRS 333.469.

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- 3.3. NEVADA SYSTEM OF HIGHER EDUCATION, LOCAL GOVERNMENTS AND DISTRICTS. The Nevada System of Higher Education, local governments as defined in NRS 354.474, conservation districts and irrigation districts in the State of Nevada are authorized users of this contract in accordance with NRS 333.470.

4. **ADMINISTRATIVE FEE.**

- 4.1. Contractor shall pay a quarterly administrative fee payable to the "State of Nevada Purchasing Division." The administrative fee is one percent (1%) and applies to all payments (net of returns, credits, or adjustments) received by the Contractor for all products and services provided under the contract during the quarter beginning the date of execution of this contract.

- 4.2. Applicable administrative fees shall not be included on the invoice as an individual line item.

- 4.3. All administrative fee payments shall include the contract number on any transmittal document. However, only one contract number must be entered on a transmittal document. If submitting an administrative fee payment for more than one contract, then a separate electronic payment and associated transmittal document must be submitted by the Contractor for each contract.

- 4.4. The State will not issue an invoice for the administrative fee owed to the State. It is the responsibility of the Contractor to pay the administrative fee with no prompting from the State. Contractor shall pay the quarterly administrative fee within forty-five (45) days of quarter end (refer to section below).

4.5. **QUARTERLY REPORTS.**

- 4.5.1 Templates for the required quarterly reports listed below may be downloaded from the Purchasing Division website <http://purchasing.nv.gov/vendors/DBINV/>. Reports must be submitted via email to: [NVQtrlyReport@admin.nv.gov](mailto:NVQtrlyReport@admin.nv.gov) or other electronic method agreed to in writing by both parties.

- 4.5.2 Nevada Purchasing Division Statewide Contract Quarterly Administrative Fee Report. Contractor shall complete the Statewide Contract Quarterly Administrative Fee Report. The report shall identify total payments (minus returns and credits) received by the Contractor from state agencies, the university and community college system, the Legislative Counsel Bureau, political subdivisions, and other authorized entities that were made pursuant to the contract.

- 4.5.3 Nevada Purchasing Division Statewide Contract Quarterly Usage Report. Contractor shall complete the Statewide Contract Quarterly Usage Report to include at a minimum the data element information listed below:

| Data Element                     | Description                                                                                                                                           |
|----------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------|
| Customer Name                    | Name of entity making the purchase—if customer has multiple locations, please use the main entity name.                                               |
| Customer Type                    | Indicate the type of entity making the purchase:<br>S=State Agency<br>E=University and Community College<br>P=Political Subdivision<br>O=Other Entity |
| PO # or Other Authorization Type | Number provided by the customer to authorize the purchase. If purchase was made with a credit card enter P-Card.                                      |
| Purchase Description             | Description of the product or service purchased                                                                                                       |
| Quantity                         | Quantities (excluding returns) of products delivered—enter a quantity of one (1) for a service.                                                       |
| Unit Price                       | Unit price charged (excluding credits) for the product or service purchased.                                                                          |
| Total Cost                       | Total cost of the purchase—quantity delivered x unit price charged.                                                                                   |

- 4.5.4 Fee Payment and Report Schedule. Contractor shall pay the administrative fee quarterly, if owed, and provide the Quarterly Administrative Fee & Usage Report to the Purchasing Division even if no payments are made in a quarter in accordance with the following schedule:

**Period End**  
March 31

**Report Due**  
May 15

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June 30  
September 30  
December 31

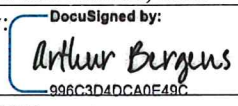
August 14  
November 14  
February 14

- 4.5.5 Report Modifications. The Purchasing Division reserves the right to modify the requested format and contents of the Quarterly Administrative Fee & Usage Report by providing thirty (30) calendar days written notice to the Contractor. The Purchasing Division may unilaterally amend the contract, with (30) calendar days written notice to the Contractor to change the timing for submission of the Quarterly Administrative Fee & Usage Report. Contractor understands and agree that if such an amendment is issued by the Purchasing Division, Contractor shall comply with all contractual terms, as amended.
- 4.5.6 Timely Reports and Fees. If the quarterly administrative fee is not paid and quarterly report is not received by forty-five (45) calendar days of quarter end, then the Contractor will be in material breach of this contract.
5. **ORDERS.** Any Order placed by a Participating Entity or Purchasing Entity for a Product and/or Service available from this PA 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. The Master Agreement number and the State Contract Number must appear on every Quote/Purchase Order placed under this Participating Addendum.
6. **REQUISITIONS.** Orders for Nevada State executive branch agencies as defined in Section 3.1 will be processed by and through the Nevada Purchasing Division and a purchase order issued. Invoices and all correspondence related to an individual order will reflect the shipping address, billing address, and number on the purchase order issued by the State. Other entities as defined in Section 3.2 and 3.3 can purchase directly and be billed by vendor.
7. **SERVICES.** All professional services and all onsite services such as installation, de-installation, training or ongoing maintenance, excluding warranty and break/fix support, requested by Nevada State executive branch agencies as defined in Section 3.1 will require the execution of a Service Agreement per NRS 333, NAC 333 and SAM 0300. Other entities as defined in Section 3.2 and 3.3 can purchase onsite services directly and be billed by vendor. Pursuant to NRS 333.480(2), Services requiring a contractor's license issued pursuant to chapter 624 of NRS are not authorized under this agreement.
8. **SUBCONTRACTORS.** All contractors, dealers, resellers, distributors, and partners as shown on the dedicated Contractor cooperative contract website are approved to provide sales and service support to participants of this agreement. Contractor's dealer participation will be in accordance with the terms and conditions set forth in the Master Agreement and this Participating Addendum.
9. **BUSINESS LICENSE.** Pursuant to NRS 353.007 any contractor, dealer, reseller, distributor, partner, or person performing work under this agreement must hold a State business license pursuant to chapter 76 of NRS unless exempted pursuant to NRS 76.100(7)(b).
10. **GOVERNING LAW.** This PA will be governed by the state laws of Nevada, without regard to conflicts of laws rules. Any litigation will be brought exclusively in a federal or state court located in Carson City, Nevada, and the Parties consent to the jurisdiction of the federal and state courts located therein, submit to the jurisdiction thereof and waive the right to change venue. The Parties further consent to the exercise of personal jurisdiction by any such court with respect to any such proceeding.

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11. **ENTIRE AGREEMENT.** This Participating Addendum and the Master Agreement (including all amendments and attachments thereto) constitute the entire agreement between the parties concerning the subject matter of this Participating Addendum and replaces any prior oral or written communications between the parties, all of which are excluded. There are no conditions, understandings, agreements, representations or warranties, expressed or implied, that are not specified herein. This Participating Addendum may be modified only by a written document executed by the parties hereto.

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

|                                                                                          |                                                                                                           |
|------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------|
| Participating Entity:<br><b>State of Nevada</b>                                          | Contractor:<br><b>Bell and Howell, LLC</b>                                                                |
| By:<br> | By: <br>996C3D4DCA0E49C |
| Name:<br><b>Kevin D. Doty</b>                                                            | Name: Arthur Bergens                                                                                      |
| Title:<br><b>Administrator</b>                                                           | Title: President                                                                                          |
| Date:<br><b>6/1/22</b>                                                                   | Date: 5/25/2022                                                                                           |