

NASPO ValuePoint
PARTICIPATING ADDENDUM



OFFICE SUPPLIES (2023-2028)
Led by the State of Oregon

Master Agreement #: PO-10700-00012991

Contractor: **STAPLES CONTRACT & COMMERCIAL LLC**

Participating Entity: **STATE OF WYOMING**

The following products or services are included in this contract portfolio: All products and accessories listed on the Contractor page of the NASPO ValuePoint website.

Master Agreement Terms and Conditions:

1. Scope: This Participating Addendum covers office supplies led by the State of Oregon for use by state agencies and other entities located in the Participating State of Wyoming authorized by that State's statutes to utilize State contracts with the prior approval of the State's Chief Procurement Official.
2. Participation: This NASPO ValuePoint Master Agreement may be used by all state agencies, institutions of higher institution, political subdivisions and other entities authorized to use statewide contracts in the State of Wyoming. Issues of interpretation and eligibility for participation are solely within the authority of the State Chief Procurement Official.
3. Primary Contacts: The primary contact individuals for this Participating Addendum are as follows (or their named successors):

Contractor

Name:	Jeremy Landis
Address:	500 Staples Drive, Framingham MA 01702
Telephone:	508-253-5000
Email:	Jeremy.Landis@staples.com

Participating Entity

Name:	Debi Walker
Address:	2323 Carey Avenue Cheyenne, WY 82002
Telephone:	307-777-6707
Email:	Debi.walker@wyo.gov

4. Participating Entity Modifications or Additions To The Master Agreement: This Participating Addendum, consisting of three (3) pages, Attachment A, Wyoming General Conditions, consisting of six (6) pages, and Letter of Understanding consisting of one (1) page are added to the NASPO Master Agreement # PO-10700-00012991 (the "Master Agreement"). In the

NASPO ValuePoint

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event of any conflict or inconsistency between this Participating Addendum, Attachment A, Wyoming General Conditions, and the Master Agreement, as amended, the following order of precedence will govern as between the Participating State and the Contractor: (1) Attachment A, Wyoming General Conditions, (2) this Participating Addendum, and (3) the Master Agreement, as amended, and then any other document incorporated by reference. Unless earlier terminated, this Participating Addendum shall be coterminous with the Master Agreement.

5. Subcontractors: All contactors, dealers, and resellers authorized in the State of Wyoming, as shown on the dedicated Contractor (cooperative contract) website, are approved to provide sales and service support to participants in the Master Agreement. The Contractor's dealer participation will be in accordance with the terms and conditions set forth in the aforementioned Master Agreement.
6. Orders: Any order placed by the Participating Entity or any Purchasing Entity for a product or service available from the 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.

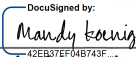
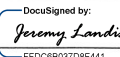
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NASPO ValuePoint
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IN WITNESS, WHEREOF, the parties have executed this Participating Addendum as of the date of execution by both parties below.

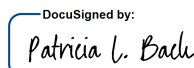
Participating Entity: State of Wyoming	Contractor: Staples Contract & Commercial LLC
Signature: 	Signature: 
Name: Mandy Koenig	Name: Jeremy Landis
Title: Procurement Manager	Title: VP Government & Education
Date: 2/23/2023	Date: 2/23/2023

ATTORNEY GENERAL APPROVAL AS TO FORM ONLY WITH ATTACHMENT A:

 #228827
 Tyler M. Renner, Senior Assistant Attorney General

02-13-2023
 Date

WYOMING DEPARTMENT OF ADMINISTRATION & INFORMATION:


 Patricia L. Bach, Director

3/6/2023
 Date

For questions on executing a participating addendum, please contact:

NASPO ValuePoint

Cooperative Portfolio Manager:	Joel E. Atkinson
Telephone:	850-848-1250
Email:	jatkinson@naspovaluepoint.org

Attachment A Wyoming General Conditions

This Attachment A, Wyoming General Conditions, is incorporated into the Participating Addendum. Together, those documents (the "Wyoming Documents") supplement and replace terms and conditions contained in State of Oregon NASPO ValuePoint Master Agreement PO-10700-00012991, dated January 5, 2023, (the "Master Agreement"), as between Staples Contract & Commercial LLC ("Contractor") and the State of Wyoming (referred to in this Attachment A as "State"). In the event of any conflict or inconsistency between the terms and conditions contained in the Master Agreement and the Wyoming Documents, the terms and conditions in the Wyoming Documents shall control, and shall supersede and replace the terms contained in the Master Agreement as between the Contractor and State.

The following General Conditions of this Attachment A are hereby incorporated into the Participating Addendum:

1. **Acceptance.** Contractor shall notify State if State's purchase order is not accepted by Contractor. Any items received by State and not rejected within thirty (30) days of the date of the invoice shall be deemed accepted by State.

2. **General Provisions.**

A. Amendments. Any changes, modifications, revisions, or amendments to this Participating Addendum which are mutually agreed upon by the parties to this Participating Addendum shall be incorporated by written instrument, executed by all parties to this Participating Addendum.

B. Applicable Law, Rules of Construction, and Venue. The construction, interpretation, and enforcement of this Participating Addendum shall be governed by the laws of the State of Wyoming, without regard to conflicts of law principles. The terms "hereof," "hereunder," "herein," and words of similar import, are intended to refer to this Participating Addendum as a whole and not to any particular provision or part. The Courts of the State of Wyoming shall have jurisdiction over this Participating Addendum and the parties. The venue shall be the First Judicial District, Laramie County, Wyoming.

C. Assignment Prohibited and Participating Addendum Shall Not Be Used as Collateral. Neither party shall assign or otherwise transfer any of the rights or delegate any of the duties set out in this Participating Addendum without the prior written consent of the other party. The Contractor shall not use this Participating Addendum, or any portion thereof, for collateral for any financial obligation without the prior written permission of the State.

D. Availability of Funds. Each payment obligation of the State is conditioned upon the availability of government funds which are appropriated or allocated for

the payment of this obligation and which may be limited for any reason including, but not limited to, congressional, legislative, gubernatorial, or administrative action. If funds are not allocated and available for continued performance of the Participating Addendum, the Participating Addendum may be terminated by the State at the end of the period for which the funds are available. The State shall notify the Contractor at the earliest possible time of the services which will or may be affected by a shortage of funds. No penalty shall accrue to the State in the event this provision is exercised, and the State shall not be obligated or liable for any future payments due or for any damages as a result of termination under this section.

E. Award of Related Contracts. The State may award supplemental or successor contracts for work related to this Participating Addendum or may award contracts to other contractors for work related to this Participating Addendum. The Contractor shall cooperate fully with other contractors and the State in all such cases.

F. Certificate of Good Standing. The Contractor shall provide to the State a Certificate of Good Standing from the Wyoming Secretary of State, or other proof that Contractor is authorized to conduct business in the State of Wyoming, if required, before performing work under this Participating Addendum. Contractor shall ensure that all annual filings and corporate taxes due and owing to the Secretary of State's office are up-to-date before signing this Participating Addendum.

G. Compliance with Laws. The Contractor shall keep informed of and comply with all applicable federal, state, and local laws and regulations in the performance of this Participating Addendum.

H. Extensions. Nothing in this Participating Addendum shall be interpreted or deemed to create an expectation that this Participating Addendum will be extended beyond the term described herein. Any extension of this Participating Addendum shall be initiated by the State and shall be accomplished through a written amendment between the parties entered into before the expiration of the original Participating Addendum or any valid amendment thereto, and shall be effective only after it is reduced to writing and executed by all parties to the Participating Addendum.

I. Force Majeure. Neither party shall be liable for failure to perform under this Participating Addendum if such failure to perform arises out of causes beyond the control and without the fault or negligence of the nonperforming party. Such causes may include, but are not limited to, acts of God or the public enemy, fires, floods, epidemics, quarantine restrictions, freight embargoes, and unusually severe weather. This provision shall become effective only if the party failing to perform immediately notifies the other party of the extent and nature of the

problem, limits delay in performance to that required by the event, and takes all reasonable steps to minimize delays.

J. Indemnification. The Contractor shall release, indemnify, and hold harmless the State, each Purchasing Entity, and their officers, agents, and employees from any and all claims, suits, liabilities, court awards, damages, costs, attorneys' fees, and expenses arising out of Contractor's failure to perform any of Contractor's duties and obligations hereunder or in connection with the negligent performance of Contractor's duties or obligations, including, but not limited to, any claims, suits, liabilities, court awards, damages, costs, attorneys' fees, and expenses arising out of Contractor's negligence or other tortious conduct.

K Independent Contractor. The Contractor shall function as an independent contractor for the purposes of this Participating Addendum, and shall not be considered an employee of the State of Wyoming for any purpose. Consistent with the express terms of this Participating Addendum, the Contractor shall be free from control or direction over the details of the performance of services under this Participating Addendum. The Contractor shall assume sole responsibility for any debts or liabilities that may be incurred by the Contractor in fulfilling the terms of this Participating Addendum, and shall be solely responsible for the payment of all federal, state, and local taxes which may accrue because of this Participating Addendum. Nothing in this Participating Addendum shall be interpreted as authorizing the Contractor or its agents or employees to act as an agent or representative for or on behalf of the State of Wyoming or any Purchasing Entity, or to incur any obligation of any kind on behalf of the State of Wyoming or any Purchasing Entity. The Contractor agrees that no health or hospitalization benefits, workers' compensation, unemployment insurance or similar benefits available to State of Wyoming employees will inure to the benefit of the Contractor or the Contractor's agents or employees as a result of this Participating Addendum.

L. Kickbacks. The Contractor certifies and warrants that no gratuities, kickbacks or contingency fees were paid in connection with this Participating Addendum, nor were any fees, commissions, gifts, or other considerations made contingent upon the award of this Participating Addendum. If the Contractor breaches or violates this warranty, the State may, at its discretion, terminate this Participating Addendum without liability to the State, or deduct from the contract price or consideration, or otherwise recover, the full amount of any commission, percentage, brokerage, or contingency fee.

M. Nondiscrimination. The Contractor shall comply with the Civil Rights Act of 1964, the Wyoming Fair Employment Practices Act (Wyo. Stat. § 27-9-105, *et seq.*), the Americans with Disabilities Act (ADA), 42 U.S.C. § 12101, *et seq.*, and the Age Discrimination Act of 1975 and any properly promulgated rules and regulations thereto and shall not discriminate against any individual on the grounds of age, sex, color, race, religion, national origin, or disability in connection with the performance under this Participating Addendum.

N. Notices. All notices arising out of, or from, the provisions of this Participating Addendum shall be in writing and given to the parties at the addresses provided under this Participating Addendum, either by regular mail, email (debi.walker@wyo.gov and chris.newhouse@staples.com) or delivery in person.

O. Notice of Sale or Transfer. The Contractor shall provide the State with notice of any sale, transfer, merger, or consolidation of the assets of the Contractor. Such notice shall be provided in accordance with the notices provision of this Participating Addendum and, when possible and lawful, in advance of the transaction. If the State determines that the sale, transfer, merger, or consolidation is not consistent with the continued satisfactory performance of the Contractor's obligations under this Participating Addendum, then the State may, at its discretion, terminate or renegotiate the Participating Addendum.

P. Patent or Copyright Protection. The Contractor recognizes that certain proprietary matters or techniques may be subject to patent, trademark, copyright, license, or other similar restrictions, and warrants that no work performed by the Contractor or its subcontractors will violate any such restriction. The Contractor shall defend and indemnify the State for any infringement or alleged infringement of such patent, trademark, copyright, license, or other restrictions.

Q. Prior Approval. This Participating Addendum shall not be binding upon either party, no services shall be performed, and the Wyoming State Auditor shall not draw warrants for payment, until this Participating Addendum has been fully executed, approved as to form by the Office of the Attorney General, filed with and approved by the Department of Administration and Information Procurement Division, and approved by the Governor of the State of Wyoming, or his designee, if required by Wyo. Stat. § 9-2-3204(b)(iv).

R. Publicity. Any publicity given to the projects, programs, or services provided herein, including, but not limited to, notices, information, pamphlets, press releases, research, reports, signs, and similar public notices in whatever form, prepared by or for the Contractor, shall identify the State as the sponsoring entity and shall not be released without prior written approval from the State.

S. Severability. Should any portion of this Participating Addendum be judicially determined to be illegal or unenforceable, the remainder of the Participating Addendum shall continue in full force and effect, and the parties may renegotiate the terms affected by the severance.

T. Sovereign Immunity and Limitations. Pursuant to Wyo. Stat. § 1-39-104(a), the State of Wyoming and each Purchasing Entity that is an instrumentality of the State of Wyoming expressly reserve sovereign immunity by entering into this Participating Addendum and any purchase order, and each

Purchasing Entity constituting a governmental entity expressly reserves governmental immunity. All of them specifically retain all immunities and defenses available to them as sovereigns or governmental entities pursuant to Wyo. Stat. § 1-39-101, *et seq.*, and all other applicable law. The parties acknowledge that the State of Wyoming has sovereign immunity and only the Wyoming Legislature has the power to waive sovereign immunity. The parties further acknowledge that there are constitutional and statutory limitations on the authority of the State of Wyoming and its agencies or instrumentalities to agree to certain terms and conditions supplied by the Contractor, including, but not limited to, the following: the State's liability for damages; choice of law in a state other than Wyoming; conflicts of law provisions; venue and forum-selection clauses in a state other than Wyoming; Contractor-provided defense or control of litigation or settlement; the State's liability for acts or omissions of third parties; any requirement that the State pay attorneys' fees or costs; additional insured provisions; dispute resolution, including, but not limited to, arbitration; the State's indemnification of another party; and confidentiality. Any such provisions in the Master Agreement, the Participating Addendum, or in any purchase order, attachment, or document incorporated by reference, will not be binding on the State of Wyoming or any Purchasing Entity. Designations of venue, choice of law, enforcement actions, and similar provisions shall not be construed as a waiver of sovereign immunity. The parties agree that any ambiguity in this Participating Addendum shall not be strictly construed, either against or for either party, except that any ambiguity as to immunity shall be construed in favor of immunity.

U. Taxes. The Contractor shall pay all taxes and other such amounts required by federal, state, and local law, including, but not limited to, federal and social security taxes, workers' compensation, unemployment insurance, and sales taxes.

V. Termination of Participating Addendum. This Participating Addendum may be terminated, without cause, by the State upon thirty (30) days written notice. This Participating Addendum may be terminated immediately for cause if the Contractor fails to perform in accordance with the terms of this Participating Addendum.

W. Third-Party Beneficiary Rights. The parties do not intend to create in any other individual or entity the status of third-party beneficiary, and this Participating Addendum shall not be construed so as to create such status. The rights, duties, and obligations contained in this Participating Addendum shall operate only between the parties to this Participating Addendum and shall inure solely to the benefit of the parties to this Participating Addendum. The provisions of this Participating Addendum are intended only to assist the parties in determining and performing their obligations under this Participating Addendum.

X. Time is of the Essence. Time is of the essence in all provisions of this Participating Addendum.

Y. Titles Not Controlling. Titles of sections and subsections are for reference only and shall not be used to construe the language in this Participating Addendum.

Z. Waiver. The waiver of any breach of any term or condition in this Participating Addendum shall not be deemed a waiver of any prior or subsequent breach. Failure to object to a breach shall not constitute a waiver

AA. Counterparts. This Participating Addendum may be executed in counterparts. Each counterpart, when executed and delivered, shall be deemed an original and all counterparts together shall constitute one and the same Participating Addendum. Delivery by the Contractor of an originally signed counterpart of this Participating Addendum by facsimile or PDF shall be followed up immediately by delivery of the originally signed counterpart to the State.

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Letter of Understanding between Staples Contract & Commercial LLC and the State of State of Wyoming

This letter of understanding ("LOU"), is made as of January 17 2023 by and between Staples Contract & Commercial LLC ("Staples") and the State of State of Wyoming ("Customer"). Staples and the Customer are collectively referred to herein as the "Parties" and may be referred to herein individually as a "Party".

The purpose of this LOU is to set forth the mutual understanding of the Parties with respect to the Participating Addendum by and between Staples and Customer to the NASPO ValuePoint Master Agreement #PO-10700-12991 ("Office Products Contract") hereafter "Contract."

Customer has requested that certain products and services currently offered by Staples only as "open market" purchases (i.e. items not listed in the then-current contract file under the Office Product Contract) be made available to its end users for convenience purposes alongside products and services available under the Contract, on the same ordering platform and user accounts, invoicing such products and services on the same invoices and including such products and services in the same shipments. Customer acknowledges that prices for products purchased "open market" may differ from pricing set forth under the Contract and that Customer's purchasers are solely responsible for compliance with applicable laws and regulations relating to the use of open market purchases.

The Parties agree that end-user agencies and organizations may agree to not to receive the benefits of this LOU and maintain the programs set forth in the Contract.

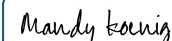
In the event of any conflict between the terms of this LOU and any other agreement between the Parties, the terms of this LOU shall prevail.

Each of the undersigned represents and warrants that he/she has the authority to enter into this LOU and to carry forth its terms and conditions.

Agreed and accepted this 17 day of January, 2023

State of Wyoming

DocuSigned by:



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Signature

Mandy Koenig

Print Name

Procurement Manager

Title

2/23/2023

Date

STAPLES CONTRACT & COMMERCIAL LLC

DocuSigned by:



FFDC6B037DBF441...

Signature

Jeremy Landis

Print Name

VP Government & Education

Title

2/23/2023

Date

Notice Address:**Notice Address:**

Staples Contract & Commercial LLC

500 Staples Drive

Framingham, MA 02176

Attn: Mike Guon

with a copy to:

General Counsel

Staples, Inc.

500 Staples Drive

Framingham, MA 02176

(Ref. State of Wyoming)