

KANSAS STATE UNIVERSITY  
PURCHASING OFFICE  
21 ANDERSON HALL  
MANHATTAN, KS 66506  
PHONE 785-532-6214 FAX 785-532-5577

CONTRACT SIGNATURE SHEET

Date: 3/30/2011  
CONTRACT NO.: 40138R  
Replaces Contract No.: NA

Procurement Officer: Chris Dekat, CPPB  
Phone: 785-532-5469  
E-Mail: cidekat@k-state.edu

Item: Document Storage Services  
Primary Using Department: Kansas State University  
Period of Contract: 8/1/2011 through 7/31/2016

Contractor Information: Document Resources, Inc.  
414 South 5<sup>th</sup> St.  
Manhattan, KS 66502  
CONTACT: David Kreller  
Phone: 785-537-1222; FAX: 785-537-2004; e-mail: kreller@doc-res.com

Prices: as bid on IFB 40138R  
Payment Terms: N30  
Shipping Information: Dest, Ppd & Allowed

The parties agree as follows:

1. Subject to the terms and conditions of this contract and companion bid documents, Kansas State University hereby accepts the offer of Contractor as expressed by Contractor's bid submitted to K-State Purchasing in response to above referenced contract/quote number.
2. It is understood and agreed by the parties that pursuant to the bid, Contractor agrees to furnish products or services for the period noted above on orders of the Department(s) at the price or prices contained in the bid. Department(s) agrees to pay on delivery of the item(s) the amount(s) billed by Contractor in accordance with the bid as shown on delivery invoice(s) of the Contractor to the Department(s). Payment will be made as soon after receipt of the invoice(s) as possible in accordance with state law.
3. Failure of Contractor to furnish the item(s) in accordance with the bid specifications incorporated into this contract by reference, or failure of Contractor to deliver the item(s) in accordance with any time schedules prescribed in this contract or any documents incorporated by reference into this contract shall result in forfeiture of any performance bond of Contractor and/or in termination of this contract at the option of the University.
4. It is understood and agreed that the provisions set out in the K-State Purchasing Office bid document for this contract are incorporated and made a part of this contract by reference as though fully set forth herein. Contractor agrees and understands that these documents are controlling over Contractor's bid, invoice, department order forms or any other documents of the Contractor.
5. The provisions found in Contractual Provisions Attachment, is incorporated and made a part of this contract by reference.
6. In the event of any disputes regarding the terms and conditions of this Contract or payments alleged to be due and owing, Contractor's sole remedy shall be with the Department that placed the order.

Contractor: Document Resources, Inc.

By: 

Printed Name: Brandon Weber

Title: Eastern Operations Manager / Assistant Controller

KANSAS STATE UNIVERSITY

By: 

CARLA BISHOP

DIRECTOR OF PURCHASING

MEMORANDUM OF AGREEMENT

This Agreement is entered into as of 4/5/10, at Manhattan, Kansas between Kansas State University hereinafter referred to as the "University", and Document Resources Inc., 414 S 5<sup>th</sup> St., Manhattan, KS 66502 hereinafter referred to as the "Contractor".

WITNESSETH THAT the purpose of this agreement is to outline and describe the responsibilities to be assumed by the contracting parties in connection with the below referenced Invitation for Bid.

Part 1. Duration:

This agreement is from 8/1/10 through 7/31/11.

Part 2. The Parties Hereto Agree That:

a. The University will provide:

(1) Payment for product/services received.

b. The Contractor will provide:

(1) Product/services as specified under Contract IFB 40138R.

Part 3. Payment for Services:

Payment will be made in regular routine upon receipt by the University of the Contractor's invoice in duplicate.

Part 4. Kansas Contractual Provisions:

The provisions found in Contractual Provisions Attachment (form DA-146a), which is attached hereto, are hereby incorporated in this contract and made a part hereof.

In witness whereof the parties hereto have signed this agreement as of the day and year first above written.

Contractor: Document Resources Inc.  
414 S 5<sup>th</sup> St.  
Manhattan, KS 66502



(Signature)

Brandon Weber for Document Resources, Inc.

(Print Name)

Kansas State University  
Controller/Purchasing  
Manhattan, KS 66506



Carla K. Bishop  
Director of Purchasing



**Controller's Office**

102 Anderson Hall

Manhattan, KS 66506 -0108

Fax: 785-532-6612

RECEIVED KSU

APR 23 2010

PURCHASING

April 5, 2010

Document Resources Inc.

Attn: David Kreller

414 S. 5<sup>th</sup> St

Manhattan, KS 66502

Subject: Contract #40138R - Document & Media Storage

Dear David:

Contract #40138R will expire 7/31/10. Per conditions of this contract, renewal options remain for another year under the same terms and conditions, upon mutual agreement of both parties. If you would like to renew this contract please sign where indicated and return as soon as possible. The signed memorandum plus the original contract, any addendums, and the Contractual Provisions Attachment will form the contract. The renewed contract will be from 8/1/10 through 7/31/11.

Thank you for your help in the matter. Kansas State University looks forward to continuing business with Document Resources Inc. If you have any questions or need further information, please call me at 785-532-5469, e-mail address is cidekat@ksu.edu and my fax number is 785-532-5577.

Sincerely,

Chris Dekat

Procurement Officer

**Cashiers**

211 Anderson Hall

785-532-6317

Fax: 785-532-6454

**Student Loans**

211 Anderson Hall

785-532-6204

Fax: 785-532-6454

**Accounts Payable**

220 Anderson Hall

785-532-6202

Fax: 785-532-1305

**Purchasing**

21 Anderson Hall

785-532-6214

Fax: 785-532-5577

**Funds Management**

206 Anderson Hall

785-532-1838

Fax: 785-532-1305

**Sponsored Projects**

**Accounting**

10 Anderson Hall

785-532-6207

Fax: 785-532-5577

**Systems**

218 Anderson Hall

785-532-2048

Fax: 785-532-1305

**Financial Reporting/  
Inventory**

21C Anderson Hall

785-532-6525

Fax: 785-532-5577

**Administration**

102 Anderson Hall

785-532-6210

Fax: 785-532-6612



**Controller's Office**

102 Anderson Hall  
Manhattan, KS 66506 -0108  
Fax: 785-532-6612

RECEIVED KSU

FEB 17 2010

PURCHASING

February 8, 2010

IFB # 40138R

ADDENDUM No. 2

Item: Document Storage Services

Department: Kansas State University – Various Departments

Closing Date: NA

Conditions of Addendum:

- 1) Add Micromedia Storage in a controlled environment for such media at the rates:

Micromedia Storage - \$3.00/cf/mo.

Deliver Fee for micromedia - \$10.00 / trip

- 2) The attached Confidentiality / Security Statement is hereby included in this contract.

There are no other changes at this time.

Please return a signed copy of this addendum with your bid.

Kansas State University  
Controllers / Purchasing Office  
Anderson Hall Rm. 21  
Manhattan, KS 66506

Chris Dekat  
Procurement Officer

I (we) have read and understand this Addendum and agree it is a part of my (our) bid on the above Invitation for Bid.

Name of Company/Firm: Document Resources, Inc.

Signed by:

Title: President Date: 2/12/10

**Cashiers**

211 Anderson Hall  
785-532-6317  
Fax: 785-532-6454

**Student Loans**

211 Anderson Hall  
785-532-6204  
Fax: 785-532-6454

**Accounts Payable**

220 Anderson Hall  
785-532-6202  
Fax: 785-532-1305

**Purchasing**

21 Anderson Hall  
785-532-6214  
Fax: 785-532-5577

**Funds Management**

206 Anderson Hall  
785-532-1838  
Fax: 785-532-1305

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Accounting  
10 Anderson Hall  
785-532-6207  
Fax: 785-532-5577

**Systems**

218 Anderson Hall  
785-532-2048  
Fax: 785-532-1305

**Financial Reporting/  
Inventory**

21C Anderson Hall  
785-532-6525  
Fax: 785-532-5577

**Administration**

102 Anderson Hall  
785-532-6210  
Fax: 785-532-6612

The work product of this bid / contract will contain Confidential Information, including student education records protected under family educational rights & privacy act (FERPA). (20 U.S.C. 1232g; 34 CFR part 99). The successful vendor shall agree that the Confidential Information is to be considered confidential and proprietary to Owner and successful vendor shall secure and protect the confidential information to the same extent as the Owner is required to do and shall not handle the confidential information other than for the purposes of the agreement with Owner. The successful vendor shall not disclose, publish or otherwise reveal any of the Confidential Information received from Owner to any other party whatsoever except with the specific prior written authorization of Owner. The successful vendor must implement appropriate measures designed to ensure the confidentiality and security of the Confidential Information. Should an actual or suspected security breach or incident involving said Confidential Information occur, the successful vendor must immediately notify the Owner.

Confidential Information furnished in tangible form shall not be duplicated by the successful vendor except for purposes of this Agreement. Upon the request of Owner, the successful vendor shall return all Confidential Information received in written or tangible form, including copies, or reproductions or other media containing such Confidential Information, within ten (10) business days of such request. At the Owner's option, any documents or other media developed by the successful vendor containing Confidential Information shall be destroyed by successful vendor in a manner that prevents recovery of the Confidential Information. This includes any temporary or residual copies created by the successful vendor on any media, such as backup tapes. The successful vendor shall provide a written certificate to Owner regarding destruction within ten (10) business days thereafter.

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21 ANDERSON HALL  
MANHATTAN, KS 66506  
PHONE 785-532-6214 FAX 785-532-5577

CONTRACT R.F.Q. NO. 40038R  
P.R. NO. 21600  
REPLACES CONTRACT NO. NA  
DATE MAILED 12/21/00

CLOSING DATE, 2:00 PM 1/16/01

PROCUREMENT OFFICER:  
Chris Dekat

TELEPHONE: 785-532-5469  
E-MAIL: cidekat@ksu.edu

NOTICE TO VENDORS

Invitations are extended for bids on the attached Request for Quotation.

ITEM: Printing - Plates & Fluids

USING DEPARTMENT: Dept of Communications

PERIOD OF CONTRACT: One (1) year with one (1) year renewal option

GUARANTEE: NONE REQUIRED

Scope of Request:

\* This is a re-bid of RFQ 40038 which originally  
closed on 12/20/00.

To provide plates and fluids as specified.

READ THIS REQUEST CAREFULLY

Failure to abide by all of the conditions of this Request may result in the rejection of a bid. Inquiries about this Request should indicate the contract number and be directed to the procurement officer. Return in a sealed envelope or other container only the signature and bids forms not later than the closing date indicated above. Retain the remaining documents for reference.

MEMORANDUM OF AGREEMENT

This Agreement is entered into as of 1/22/01, at Manhattan, Kansas between Kansas State University, Manhattan, Kansas hereinafter referred to as the "University", and Prime Source, 1146 Booth, Kansas City, KS 66103, hereinafter referred to as the "Contractor".

WITNESSETH THAT the purpose of this agreement is to outline and describe the responsibilities to be assumed by the contracting parties in connection with providing the product/service as required.

Part 1. Duration:

This agreement is for the period of two years from 2/1/01 through 1/31/02.

Part 2. The Parties Hereto Agree That:

- a. The University will provide:
  - (1) payment for product/service received.
- b. The Contractor will provide:
  - (1) Product as specified under Contract # 40038R.

Part 3. Payment for Services:

Payment will be made in regular routine upon receipt by the University of the Contractor's invoice in duplicate.

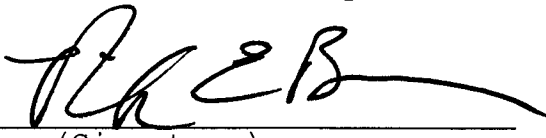
Part 4. Kansas Contractual Provisions:

The provisions found in Contractual Provisions Attachment (form DA-146a), which is attached hereto, are hereby incorporated in this contract and made a part hereof.

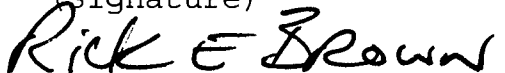
In witness whereof the parties hereto have signed this agreement as of the day and year first above written.

Contractor: Prime Source  
1146 Booth  
Kansas City, KS 66103

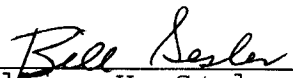
Kansas State University  
Controller's  
Office/Purchasing



(Signature)



(Print Name)

  
William H. Sesler  
Director of Purchasing

BID FORM

Description	Estimated Monthly Usage/Unit	Unit Cost
Plates 19 1/4" x 22 5/8" ST .006 (50/pk) #FUJ55704108 FNC-B	100 each	<u>198.79</u>
Plates 15" x 18" PB .006 (100/pk) #FUJ55700705 FNC-B	100 each	<u>246.70</u>
Negative Machine Developer, 5 gal (2.5gal x 2) #FUJ55815100 DN-5M	10 gallon	<u>59.76</u>
Negative Machine Finisher, gal #FUJ55815145 DN-6	2 gallon	<u>40.45</u>

\*\* Only Fuji Brand is acceptable for compatibility reasons.