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  

Contractor Information: Document Resources, Inc.  
414 South 5th 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  
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 th 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 4013R.

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 5th 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
April 5, 2010

Document Resources Inc.
Attn: David Kreller
414 S. 5th 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
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: President

Title: President

Date: 2/12/10
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.
KANSAS STATE UNIVERSITY
PURCHASING OFFICE
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)  
Rick E Brown
(Print Name)  
William H. Seagler  
Director of Purchasing
## BID FORM

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<tr>
<th>Description</th>
<th>Estimated Monthly Usage/Unit</th>
<th>Unit Cost</th>
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<tr>
<td>Plates 19 1/4&quot; x 22 5/8&quot; ST .006 (50/pk)</td>
<td>100 each</td>
<td>198.79</td>
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<td>#FUJ55704108 FNC-B</td>
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<td>Plates 15&quot; x 18&quot; PB .006 (100/pk)</td>
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<td>#FUJ55815145 DN-6</td>
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** Only Fuji Brand is acceptable for compatibility reasons.**