



Purchasing Department

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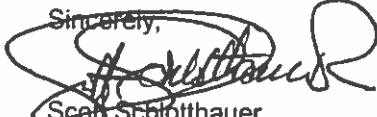
April 6, 2015

Vendors:

All vendors who have maintenance and/or lease agreements which they want considered for renewal for the period of July 1, 2015 thru June 30, 2016 have the responsibility for contacting University departments to ascertain if they want to renew the agreement(s). If renewal of the agreement(s) is approved by the University Department Head, vendors are to proceed as follows:

1. Vendors are requested to use the attached "Contract Extension Agreement" form to renew any or all maintenance and/or lease agreements. One "Contract Extension Agreement" can be used to renew the contracts with all University departments.
2. The original copy of the "Contract Extension Agreement" form signed by the vendor and properly notarized, in accordance with state statutes, must be returned to the Purchasing Department prior to June 1, 2015.
3. A separate "Equipment List", copy attached, must be used for each agreement with a University department. The "Equipment List(s)" must list the type, model, and serial number of each piece of equipment, the periodic payment amount, the annual cost, and the University department name. "Equipment List(s)" must be sent to University departments by June 1, 2015. **DO NOT** send "Equipment List(s)" directly to the Purchasing Department.
4. Only "Equipment List(s)" recommended by a University department will be executed by the Purchasing Department. It shall be the vendor's responsibility to provide the appropriate "Equipment List(s)" to the University departments who wish to extend contracts.
5. All contracts and/or lease agreements or extensions of same, must be signed by the Director of Purchasing to be considered valid and binding. An official University Purchase Order and approved "Equipment List(s)" will be sent to the vendor for each approved maintenance contract, lease agreement, or extensions.
 - a.) University Departments may pay for equipment maintenance and/or leases/rentals that do not exceed \$5,000 per year with an OSU purchasing credit card. The Department Head must sign the OSU Equipment List form to authorize the purchase. Multi-year leases are not authorized and all Equipment Lists terminate at the end of the fiscal year period (June 30). Payments must be made in arrears.
6. The vendor will be required to maintain such insurance as will protect him as well as the owner from its contingent liability from claims under Worker's Compensation acts and from any other claims for damage as public liability from operations under this contract. Certificates of such insurance shall be filed with the owner and shall be subject to the owner's approval.
7. If services include the use or disclosure of Patient Health Information (PHI) then a HIPAA Business Associates Agreement will be required prior to the beginning of services.

Your assistance in following these instructions will be appreciated. Please contact this office if additional information is needed.

Sincerely,

Scott Schlotthauer
Director of Purchasing

**CONTRACT EXTENSION AGREEMENT BETWEEN OKLAHOMA STATE UNIVERSITY
AND**

Vendor Name
FOR MAINTENANCE, LEASE AND/OR RENTAL FOR EQUIPMENT

The maintenance, lease and/or rental contracts presently in effect between Oklahoma State University and the Vendor listed hereon, are hereby extended for the equipment shown on the attached and subsequent "Equipment List(s)" and at the prices stated thereon for a term commencing July 1, 2015 and ending June 30, 2016 in accordance with the terms hereof.

All terms and conditions of the original maintenance, lease and/or rental documents are considered to be a part of this extension for the period indicated. At the option of the Oklahoma State University Purchasing Department, this agreement may extend any or all contracts currently in effect or any portion of the equipment included therein; however, the extension of any contract included as a part of this agreement must be recommended by the appropriate University department and approved by the Director of Purchasing, prior to the contract being so executed. Equipment may be added or deleted during the extension period at the option of the University. All extensions, additions or deletions must be evidenced by a properly executed "Equipment List(s)" as referenced above.

If extension of the maintenance, lease and/or rental contracts for the period specified and the terms and conditions stated herein are acceptable to you, please so indicate by executing the affidavit which follows.

State of _____)
County of _____)ss.

_____, of lawful age, being first duly sworn, on oath says, that (s)he is the agent authorized by the bidder to submit the attached bid. Affiant further states that the bidder has not been a party to any collusion among bidders in restraint of freedom of competition by agreement to bid at a fixed price or to refrain from bidding; or with any state official or employee as to quantity, quality or price in the prospective contract, or any other terms of said prospective contract; or in any discussions between bidders and any state official concerning exchange of money or other thing of value for special consideration in the letting of a contract; that the bidder/contract has not paid, given, or donated or agreed to pay, give or donate to any officer or employee of the State of Oklahoma (or other entity) any money or other thing of value, either directly or indirectly in the procuring of the award of a contract pursuant to this bid.

Firm: _____

Signed By: _____

Title: _____

Address: _____

Subscribed and sworn before me this ____ day of _____, 20 ____.

Notary Public

My Commission Expires: _____

APPROVED: OKLAHOMA STATE UNIVERSITY

BY: _____
Scott Schlothauer
Director of Purchasing

BOARD OF REGENTS FOR OSU AND
THE OKLAHOMA A&M COLLEGES

EQUIPMENT LIST FOR MAINTENANCE,
LEASE, AND/OR RENTAL OF EQUIPMENT

***Not to exceed 1 fiscal year**
Contract Extension for 07/01/15 - 06/30/16
Period

ITEM	QTY	DETAILED DESCRIPTION, DOUBLE SPACE BETWEEN ITEMS	UNIT PRICE	AMOUNT
<p style="text-align: center;">*Fiscal year begins on 7/1 and ends 6/30.</p>				

TO BE BILLED IN ARREARS - ANNUALLY, SEMI-ANNUALLY, QUARTERLY OR MONTHLY

DEPARTMENT: _____

FIRM: _____

RECOMMENDED: _____

SIGNED BY: _____

REQUISITION NO.: _____

TITLE: _____

Approved: Oklahoma State University

CONTACT
PERSON: _____

BY: _____
Director of Purchasing

Please Type

(For amounts exceeding \$5,000.00) For amounts \$5,000.00 or less only Department Head signature is required.

VENDORS NOTE: This equipment list must show the following information: type, model and serial number of each piece of equipment, periodic and annual cost for each piece of equipment, and department name. This "Equipment List" must be signed by the Director of Purchasing and must be in conjunction with a properly executed "Contract Extension Agreement" in order to be valid.