

**Purchase  
Change Request**



Marshall University  
Office of Purchasing  
One John Marshall Drive  
Huntington, WV 25755-4100

**Order #**  
MU17BOOKSTORE

FY 20	Buyer JH	Date 8/1/2019	Account Various	P.O. Date 7/1/2016	Contract MU17BOOKSTORE
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<b>Document</b> <input type="checkbox"/> Requisition (Cancellation only) <input type="checkbox"/> Regular Purchase Order <input type="checkbox"/> Contract Purchase Order <input checked="" type="checkbox"/> Open End Contract Purchase <input type="checkbox"/> Agreement	<b>Document Action</b> <input type="checkbox"/> Cancellation <input type="checkbox"/> Increase/Decrease <input type="checkbox"/> Unused Balance <input type="checkbox"/> Freight <input checked="" type="checkbox"/> Renewal <input type="checkbox"/> Extension Error	<input type="checkbox"/> Error in Total Amount <input type="checkbox"/> Change of Account <input type="checkbox"/> Change of Vendor Name/Address <input type="checkbox"/> Other
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Vendor Name, Address, Phone #, etc. Follett Higher Education Group 3 Westbrook Corporation Westchester, IL 60154 Ph# 800-365-5388	Vendor Code	BOG Unit Name & Address Marshall University Office of Purchasing One John Marshall Drive Huntington, WV 25755-4100
Fax	FEIN# 36-2593135	

Item#	Quantity	Description of Change	Unit Price	Extended Price
		<p align="center"><b>Change Order # <u>3</u></b></p> <p>To renew contract MU17BOOKSTORE all in accordance with the terms, conditions, and specifications contained in the original contract and all authorized change orders.</p> <p align="center">Campus-wide Bookstore</p> <p>Effective Date(s): July 1, 2019 to June 30, 2020 Renewal #3 of 9 Renewals remaining: (6) six</p>		

Reason for Change: Contract Renewal	Previous Total	\$	Open-End
	Increase	\$	
	Decrease	\$	
	New Total	\$	Open-End

Approved:  8-1-19  
Authorized Signature Date

N/A  
Attorney General if required Date



Student Center Operations

June 13, 2019

Mike Campbell  
Bookstore Manager, Marshall University Bookstore  
Follett Higher Education Group, Inc.

**Re: Contract Renewal for MU17BOOKSTORE**

Dear Mr. Campbell:

The above referenced contract will expire on June 30, 2019. There is a provision for another renewal upon written mutual agreement of the parties.

Please annotate on the bottom of this letter, with your signature and date, if you agree to renew contract **MU17BOOKSTORE** effective July 1, 2019 through June 30, 2020 under the same terms and conditions. Enclosed is a Purchasing Affidavit which requires signature and notarization as well.

Please return the letter and the enclosed purchasing affidavit signed in the original to the noted below.

Marshall University – Student Center Operating  
Suite 2W5 – Memorial Student Center  
One John Marshall Drive  
Huntington, WV 25755-4100

If you have any questions, please feel free to call me at 304-696-2528.

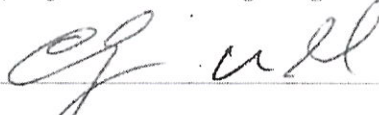
Sincerely,

William "Tootie" Carter, Business Manager, Student Center Operating

I agree to renew the current contract #**MU17BOOKSTORE** for an additional one (1) year period under the same terms and conditions.

Yes  No

Yes, subject to the following changes indicated below or in the attached letter.

Signature  Date 6-27-19

Printed Name Clay Wahl

Title President

Comments: \_\_\_\_\_

**WE ARE... MARSHALL.**

STATE OF WEST VIRGINIA  
Purchasing Division

**PURCHASING AFFIDAVIT**

**MANDATE:** Under W. Va. Code §5A-3-10a, no contract or renewal of any contract may be awarded by the state or any of its political subdivisions to any vendor or prospective vendor when the vendor or prospective vendor or a related party to the vendor or prospective vendor is a debtor and: (1) the debt owed is an amount greater than one thousand dollars in the aggregate; or (2) the debtor is in employer default.

**EXCEPTION:** The prohibition listed above does not apply where a vendor has contested any tax administered pursuant to chapter eleven of the W. Va. Code, workers' compensation premium, permit fee or environmental fee or assessment and the matter has not become final or where the vendor has entered into a payment plan or agreement and the vendor is not in default of any of the provisions of such plan or agreement.

**DEFINITIONS:**

"Debt" means any assessment, premium, penalty, fine, tax or other amount of money owed to the state or any of its political subdivisions because of a judgment, fine, permit violation, license assessment, defaulted workers' compensation premium, penalty or other assessment presently delinquent or due and required to be paid to the state or any of its political subdivisions, including any interest or additional penalties accrued thereon.

"Employer default" means having an outstanding balance or liability to the old fund or to the uninsured employers' fund or being in policy default, as defined in W. Va. Code § 23-2c-2, failure to maintain mandatory workers' compensation coverage, or failure to fully meet its obligations as a workers' compensation self-insured employer. An employer is not in employer default if it has entered into a repayment agreement with the Insurance Commissioner and remains in compliance with the obligations under the repayment agreement.

"Related party" means a party, whether an individual, corporation, partnership, association, limited liability company or any other form or business association or other entity whatsoever, related to any vendor by blood, marriage, ownership or contract through which the party has a relationship of ownership or other interest with the vendor so that the party will actually or by effect receive or control a portion of the benefit, profit or other consideration from performance of a vendor contract with the party receiving an amount that meets or exceeds five percent of the total contract amount.

**AFFIRMATION:** By signing this form, the vendor's authorized signer affirms and acknowledges under penalty of law for false swearing (W. Va. Code §61-5-3) that neither vendor nor any related party owe a debt as defined above and that neither vendor nor any related party are in employer default as defined above, unless the debt or employer default is permitted under the exception above.

**WITNESS THE FOLLOWING SIGNATURE:**

Vendor's Name: Follett Higher Education Group, Inc.

Authorized Signature: [Signature] Date: 7/25/2019

State of Illinois

County of Cook, to-wit:

Taken, subscribed, and sworn to before me this 22 day of July, 2019.

My Commission expires January 23, 2021.

**AFFIX SEAL HERE**

**NOTARY PUBLIC** [Signature]

*Purchasing Affidavit (Revised 05/01/2015)*

