

**Purchase
Change Request**



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

Order #
MU17TRAVEL co1

FY 19	Buyer TB	Date 10/01/2018	Account 70257	P.O. Date 05/09/17	Contract MU17TRAVEL
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Document <input type="checkbox"/> Requisition (Cancellation only) <input type="checkbox"/> Regular Purchase Order <input checked="" type="checkbox"/> Contract Purchase Order <input type="checkbox"/> Open End Contract Purchase <input type="checkbox"/> Agreement	Document Action <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. Flight Centre Travel Group (USA) Inc d/b/a Campus Travel 5 Paragon Drive, Suite 200 Montvale, NJ 07645 Ph# (847) 612-9718 Fax	Vendor Code FEIN# 13-2635933	BOG Unit Name & Address Marshall University Office of Purchasing One John Marshall Drive Huntington, WV 25755-4100
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Item#	Quantity	Description of Change	Unit Price	Extended Price
		<p align="center">Change Order # <u>1</u></p> <p>To renew the contract according to all terms, conditions, and specifications contained in the original contract including all authorized change orders. Prices contained in the following document.</p> <p align="center">Travel and Travel Related Management Services</p> <p>Effective Date: May 9, 2018 to May 8, 2019 Renewal: 1 Remaining Renewals: 2 of 3</p> <p>Rate of pay shall be \$7,916.66 per month</p>		

Reason for Change: Renewal	Previous Total	\$ OPEN-END
	Increase	\$ _____
	Decrease	\$ _____
	New Total	\$ OPEN-END

Approved: *Tracy Brundage* 10/1/18
 Authorized Signature Date

N/A _____
 Attorney General if required Date

SERVICE FEES

Management Fee: Onsite dedicated service model

Salary Cost	\$95,000 per year (7,916.66 invoiced monthly)
Estimated Commissions Returned	\$10,000 per year
Emergency Travel Center (after hours)	\$20 per call per PNR
Direct Connect Surcharge (if applicable)	\$5.75

The following fees will apply for all service models:

Additional Services		
Paper Ticket Delivery (if required)	At Cost	Courier Fees
Visa Management (excl. consular or third party changes)/Passport Service	\$0.00	Third Party Fees Will Apply
VIP Elite Services	\$100.00	Elite Services
Standard VIP Services	\$0.00	Standard VIP
Miles/Free Air Tickets	\$100.00	e.g. Small Business Account
Third Party Payment Solutions (SmartPAY Powered by Conferma)	\$5.00 - \$15.00	Per Transaction

Meeting Services	
Airport Meet and Greet	Priced on Scope
Meeting/Conference/Catering Services	Priced on Scope
Group Meeting Air	Priced on Scope
Meeting Monitoring	Priced on Scope

Ancillary Services, Reporting and Technology	Fixed Costs	Comments
Credit Card Reconciliation	\$250.00	Per statement per month
Clientbank Reporting Development	\$250.00	Per hour, if required
Custom MIS Programming, Financial Analysis, It Support (Non Reporting)	\$15.00	Per hour
Campus SAFE Start	\$0.00	

STATE OF WEST VIRGINIA
Purchasing Division

PURCHASING AFFIDAVIT

CONSTRUCTION CONTRACTS: Under W. Va. Code § 5-22-1(i), the contracting public entity shall not award a construction contract to any bidder that is known to be in default on any monetary obligation owed to the state or a political subdivision of the state, including, but not limited to, obligations related to payroll taxes, property taxes, sales and use taxes, fire service fees, or other fines or fees.

ALL CONTRACTS: 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: (1) for construction contracts, the vendor is not in default on any monetary obligation owed to the state or a political subdivision of the state, and (2) for all other contracts, 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: FCM TRAVEL SOLUTIONS

Authorized Signature: W. J. McDonough Date: 9/4/18
W. J. McDONOUGH

State of Pennsylvania

County of Philadelphia, to-wit:

Taken, subscribed, and sworn to before me this 4th day of September, 2018.

My Commission expires April 17, 2020.

AFFIX SEAL HERE

Commonwealth of Pennsylvania - Notary Seal
JUDITH P. LAWRENCE, Notary Public
Philadelphia County
My Commission Expires April 17, 2020
Commission Number 1093078

NOTARY PUBLIC

Judith P. Lawrence

STATE OF WEST VIRGINIA
Purchasing Division

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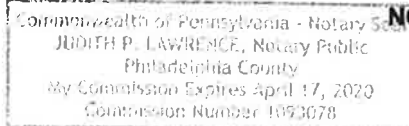
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County of Philadelphia, to-wit:

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NOTARY PUBLIC

Judith P. Lawrence

Purchasing Affidavit (Revised 01/19/2018)