

Purchase Change Request



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

Order #
MU17BOOKSTORE

FY 24	Buyer MD	Date 7/1/23	Account Various	P.O. Date 7/1/2016	Contract MU17BOOKSTORE
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Document <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	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. Follett Corporation Db a - Follett Higher Education Group, LLC 3 Westbrook Corporate Center Suite 200 Westchester, IL 60154 Ph# 800-365-5388 Fax	Vendor Code 36-2369161 FEIN# 36-2369161	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>10</u></p> <p>To renew contract MU17BOOKSTORE according to all terms, conditions, and specifications contained in the original contract and all authorized change orders.</p> <p align="center">Campus-wide Bookstore</p> <p>Contract Effective Date(s): July 1, 2023 to June 30, 2024</p> <p>Renewal #7 of 9 Renewals Remaining: Two(2)</p>		

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

Approved: Michelle Wheeler 7/1/23
 Authorized Signature Date

N/A
 Attorney General if required Date



Student Center Operations

June 13, 2023

Follett Higher Education Group, Inc.
3 Westbrook Corporate Center Suite 200
Westchester, IL 60154

Re: Contract Renewal MUI7BOOKSTORE

To Whom It May Concern:

The above referenced contract will expire on June 30, 2023. 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 MUI7BOOKSTORE contract effective July 1, 2023 through June 30, 2024 under the same terms and conditions. Enclosed is a Purchase 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 # (contract number) 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.

DocuSigned by:

Ryan Petersen
7408F3A6448E4C4
Signature

6/28/2023

Date

Ryan Petersen
Printed Name

President
Title

Comments: _____

WE ARE... MARSHALL.

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: Follett Higher Education Group, LLC

Authorized Signature:  Date: 7/6/2023

State of Illinois

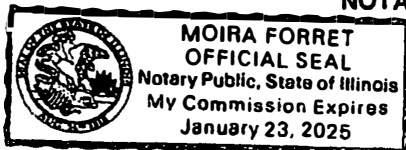
County of Cook, to-wit:

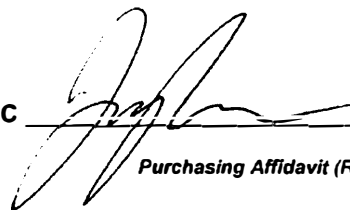
Taken, subscribed, and sworn to before me this 6 day of July, 2023.

My Commission expires January 23, 2025.

AFFIX SEAL HERE

NOTARY PUBLIC





Purchasing Affidavit (Revised 01/19/2018)

Vendor/Customer	Legal Name	Alias/DBA	Vendor Active Status	Customer Active Status	Previous Name
✓ 000000179428	FOLLETT HIGHER EDUCATION GROUP LLC		Active	Active	

From 1 to 1 of 1 First Prev Next Last [Attachments](#)

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▼ **General Info**

<p>Vendor/Customer : 000000179428</p> <p>Legal Name : FOLLETT HIGHER EDUCATI</p> <p>Alias/DBA :</p> <p>Vendor Active Status : Active ▼</p> <p>Vendor Approval Status : Complete</p> <p>Customer Active Status : Active ▼</p> <p>Customer Approval Status : Complete</p> <p>Location Name :</p> <p>First Name :</p> <p>Middle Name :</p> <p>Last Name :</p> <p>Company Name : FOLLETT HIGHER EDUCATI</p> <p>Previous Name :</p> <p>Previous Street :</p> <p>Previous City :</p> <p>Previous State/Province : </p> <p>Previous Country : </p>	<p>Restrict Use by Department :</p> <p>Miscellaneous Account :</p> <p>Internal Account :</p> <p>Third Party Only :</p> <p>Third Party Vendor :</p> <p>Third Party Customer :</p> <p>Inventory Customer :</p> <p>Healthcare Provider :</p> <p>Never Archive :</p> <p>Restrict VSS Access : No ▼</p> <p>Discontinue - No New Business :</p> <p>Prevent MA Reference :</p> <p>PunchOut Enabled :</p> <p>Re-PunchOut Enabled :</p> <p>Electronic Order Enabled :</p> <p>W-9 Received :</p> <p>W-9 Received Date : 12/16/2022 </p> <p>W-8 Received :</p> <p>W-8 Received Date : </p> <p>Accepts Credit Cards :</p> <p>Active From : 08/16/2000 </p> <p>Active To : </p> <p>Last Usage Date : 07/13/2023</p> <p>Department : </p> <p>Unit : </p>
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▶ **Headquarters**

▶ **Organization**

▶ **Disbursement Options**

▶ **Prenote/EFT**

▶ **Remittance Advice**

▶ **Vendor Terms**

▶ **Accounts Receivable**

▶ **eMALL**

▶ **Location Information**

▶ **Fee and Vendor Compliance Holds**

<p>Fee Exempt :</p> <p>Registration Application Date : </p> <p>Registration Effective Date :</p> <p>Registration Expiration Date :</p> <p>Pre-Registration Code :</p>	<p>Tax Clearance :</p> <p>Unemployment Insurance :</p> <p>Worker's Compensation :</p> <p>Secretary of State Registration :</p> <p>Federal Debarred :</p>
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▶ **Executive Compensation**

▶ **Additional Information**

▶ **Travel**

▶ **Change Management**

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