

CONTRACT AMENDMENT NO.: 1
CONTRACT FOR COURIER SERVICES FOR MONTANA STATE LIBRARY
CONTRACT NO: LIB18-0013S

This CONTRACT AMENDMENT No. is to amend the above-referenced contract between the State of Montana, AGENCY (STATE), whose address and phone number are 1515 E. 6th Avenue, Helena, MT 59620 and 406-444-5350 and Montana Air Cartage, Inc., (CONTRACTOR), whose address and phone number are 5700 Titan Avenue, Billings, MT 59101 and 406-245-8622. This Contract is amended for the following purpose(s):

- 1) In accordance with the section entitled Effective Date, Duration, and Renewal, both parties mutually agree to extend this Contract for the period July 1, 2019, through June 30, 2020 per the terms, conditions, and prices agreed upon. This is the first renewal, second year of the Contract.
- 2) **Revised: Section 3. Services and/or Supplies.** Contractor will provide statewide courier services to serve the following drop sites: Bozeman, Butte, Baker, Glendive, Great Falls, Anaconda, Kalispell, Laurel, Helena, Livingston, Miles City, Missoula, Billings, Polson, Forsyth, Columbus, Whitehall, Whitefish, and Dillion. Additional drop sites may be added to this contract. Libraries will have s designated location in their buildings that will be easily accessible for courier services. Please reference attachment A, Delivery Destinations.

Contractor shall provide the following:

- Contractor will provide physical delivery of materials between libraries across the state of Montana. Materials shipped include but are not limited to books, CD's, DVD's, documents, envelopes, program trunks and other library material.
- Contractor will serve the drop sites as set forth in Attachment A to this contract.
- A stop is defines as arriving at one library on the scheduled day and includes both dropping off all incoming items (providing there are any to drop off) and picking up all outgoing items (provided there are any items to pick up. The contractor will stop on the scheduled day regardless of whether there are crates to be delivered. The contractor may arrange with drop sites on an individual basis to make additional deliveries on unscheduled days as necessary.
- **Continued or habitual missed stops (more than once in one week, excepting circumstances beyond the Contractor's control such as inclement weather) will be credited to the drop site library at the Contractor's expense.**
- Contractor will leave empty crates with drop sites so that they can be redistributed amount the courier network.
- Contractor will establish standard arrival times with each drop site member.
- Contractor will schedule its deliver time during the hours a library is open to the public unless otherwise specified by the drop site member.
- Contractor will not deliver items if the drop site member is closed, unless an alternate arrangement has been confirmed in writing with the drop site member. Re-delivery will be attempted the next scheduled delivery day.
- Contractor will be obligated to arrive within the time frame established with each drop site member.

Holidays and scheduled closings

- Contractor shall make scheduled stops to drop site libraries except on federal holidays. The contractor may change the service schedule with no less than one weeks (seven calendar days') prior written notice.

Sorting

- Contractor will provide an option to drop sites for sorting at its facility as needed on an individual basis.

Personnel

- All Contractor employees engaged in this contract must adhere to all established building policies and procedures regarding security and conduct/
- Contractor shall name a single individual as a project manager for the Contract. The manager will see that the contract requirements are met and will be the point person for problem resolution.
- Under no circumstances shall the Contractor or any subcontractors personnel be deemed employees of the State.
- Contractor or subcontractor personnel shall not represent themselves to be employees of the State.
- All delivery vehicles must be supplied by the Contractor, maintained in clean condition, and have sufficient cargo capacity to accommodate the volume of materials to be picked up.
- Contractor shall protect cargo from exposure to dirt, precipitation and other conditions which may result in damage.

Support: Lost or damaged items

- Contractor will respond to the drop site member regarding all reported problems within 7 business days .

The State Library will:

- Provide support to libraries in troubleshooting chronic issues with the Contractor.
- Provide standards for labeling, turnaround time, reporting closed days and changes to deliver schedules.

- 3) **Revised: Registration with the Secretary of State** To obtain registration materials, call the Office of the Secretary of State at (406)444-3665, or visit their website at <https://sosmt.gov>

Except as modified above, all other terms and conditions of Contract No.LIB18-0013S remain unchanged.

STATE OF MONTANA
Montana State Library
1515 E 6th Avenue
Helena, MT 59620

Montana Air Cartage Inc.
5700 Titan Avenue
Billings, MT 59101
FEDERAL ID # 84-1374487

BY: Jennie Stapp State Librarian
(Name/Title)

BY: wade Kiernan manager
(Name/Title)

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Jennie Stapp
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(Signature)

DocuSigned by:
Wade Kiernan
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(Signature)

DATE: 5/20/2019

DATE: 5/17/2019

Approved as to Legal Content:

DocuSigned by:
Jeffrey Doud 5/17/2019
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Legal Counsel (Date)

Approved as to Form:

DocuSigned by:
Lauren Spatzierath 5/17/2019
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Procurement Officer (Date)
State Procurement Bureau