



September 27, 2023

State of Oklahoma
by and through the
OFFICE OF MANAGEMENT AND ENTERPRISE SERVICES
Attention Cini Zacharia

RE: State of Oklahoma Statewide Contract (SW0012)

Description of Change: Freight terms update to include Fuel Surcharge.

Dear Cini Zacharia,

Please accept this as notification that Ingram Library Services LLC request to an Amendment to our contract with the State of Oklahoma.

Please review the following changes requested to be implemented November 1, 2023.

Freight:

We are pleased to offer **Ingram-paid freight from your designated primary distribution center** on shipments of 15 units or more. Orders from your primary distribution center will be held until a minimum quantity of 15 units is met. Shipments of 15 or more units from your secondary distribution center qualify for free freight, shipments less than 15 units will be charged a flat \$6.00 shipping fee. The flat fee amount and/or qualifying unit quantity is subject to change with notice.

UPS ground service is used to transport the majority of Ingram's goods. Ingram will choose the most cost-effective shipping method. To provide the best service for your Library, your Ingram Distribution center designation is subject to change to better balance order volume or when a requested service is only provided from a specific distribution center. Orders will ship FOB Destination. Ingram defines FOB Destination as Ingram being responsible for the products until they are delivered to the library. Once the items have been delivered, liability lies with the receiving agency. When freight charges on an individual account surpass 2.5% of the account's expenditures, Ingram reserves the right to change the shipping settings under this offer. Changes to account settings such as one warehouse for shipments or shipment timetables and order consolidation levels are examples of such alterations. We will work closely with the Library to ensure if changes are made, they are in the best interests of both parties.

Due to the impact of rising oil prices, Ingram would like to institute a \$2.50 fuel surcharge per shipment. This charge is subject to change with notice. These charges will appear as a Shipping and Handling charge on your invoice.

Please review this offer and confirm that the State of Oklahoma will accept these changes and amend the contract for the balance of the contract period through September 30, 2026. Should any additional extension documentation be required, please forward it to our Bids and Contracts Department at the following address:

Ingram Library Services LLC
Attn.: Bids & Contracts, MS 623
One Ingram Blvd.
P.O. Box 3006
La Vergne, TN 37086-1986
OR Email to: ilsbids@ingramcontent.com

Ingram values your business and we look forward to continued service to the State of Oklahoma. If you have any questions, please contact our Bids and Contracts Department at ilsbids@ingramcontent.com. They will be happy to assist you.

Best Regards,



Carolyn Morris
Vice President

CM/ab