

EXHIBIT A

DESCRIPTION OF GOODS & SERVICES AND ADDITIONAL TERMS & CONDITIONS

1. DESCRIPTION OF GOODS AND SERVICES:

(a) Goods:

The State is seeking coverage across manufacturers' product lines. Contractor shall be a manufacturer or an authorized dealer for the product lines it offers throughout the term of the Contract. Contractor shall provide proof of authorization from the manufacturer upon Client Agency request.

(b) Services:

No Services may be procured under this Contract.

(c) Miscellaneous

- (1) Upon request, Contractor shall supply (at no charge to) Client Agencies with a list of parts (i.e. catalog, CD, website, disc, etc.) and current list pricing if applicable.
- (2) Contractor's whose pricing is shown on a cost plus basis from dealer costs shall submit a letter from the manufacturer stating the Contractor's cost, along with material that clearly documents the lack of a list price to the Client Agency at Client Agency request.
- (3) OEM and Non OEM parts, supplies, and accessories supplied by the Contractor must be warrantied against defects in material and workmanship by the parts, supplies or accessories manufacturer. Contractor shall provide copies of all relevant manufacturer and Contractor warranties to Client Agency upon purchase and upon request at Contractor cost.

2. ADDITIONAL TERMS AND CONDITIONS:

(a) Contract Separately/Additional Savings Opportunities

DAS reserves the right to either seek additional discounts from the Contractor or to contract separately for a single purchase, if in the judgment of DAS, the quantity required is sufficiently large, to enable the State to realize a cost savings, over and above the prices set forth in Exhibit B, whether or not such a savings actually occurs.

(b) Mandatory Extension to State Entities

Contractor shall offer and extend the Contract (including pricing, terms and conditions) to political subdivisions of the State (towns and municipalities), schools, and not-for-profit organizations.

(c) P-Card (Purchasing MasterCard Credit Card)

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Purchases made by the Client Agency from the Contractor that are less than \$1,000 may be made using the State of Connecticut Purchasing Card (MasterCard) in accordance with Memorandum No. 2011-11 issued by the Office of the State Comptroller.

Contractor shall be equipped to receive orders issued by the Client Agency using the MasterCard. The Contractor shall be responsible for the credit card user-handling fee associated with MasterCard purchases. The Contractor shall charge to the MasterCard only upon acceptance of Goods delivered to the Client Agency or the rendering of Services.

The Contractor shall capture and provide to its merchant bank, Level 3 reporting at the line item level for all orders placed by MasterCard.

Questions regarding the state of Connecticut MasterCard Program may be directed to Ms. Kerry DiMatteo, Procurement Card Program Administrator at 860-713-5072.

(d) Subcontractors

Subcontracting is not allowed under this Contract.

(e) Security and/or Property Entrance Policies and Procedures

Contractor shall adhere to established security and/or property entrance policies and procedures for each requesting Client Agency. It is the responsibility of each Contractor to understand and adhere to those policies and procedures prior to any attempt to enter any Client Agency premises for the purpose of carrying out the scope of work described in this Contract.