

Arizona State Set-Aside

Contract Amendment Form

By submitting this form, you acknowledge that it is your intent to request a change to your entity's contract with the State as detailed below. This form should be submitted to the Committee Chair 45 days prior to the next quarterly meeting, or as soon as reasonably practicable.

Request Date	12/13/2019
Certified Nonprofit Agency	The Centers for Habilitation
Point of Contact and Contact Info	Scott Hutchings 480-730-4153 scotthutchings@tch-az.com
State Contract Label	Record Shredding and Destruction Services
State Contract Number	CTR047044
Current State Contract Expiration Date	11/2020
Maximum State Contract Extension Expiration Date	2024
Proposed State Contract Expiration Date (if applicable)	2024
Description of Amendment Request	To add ON-SITE shredding services to our contract
Cost Impact (if applicable)	\$ <u>N/A</u> to State and other Government Agencies
Is your contract Mandatory?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Is this a price increase request?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> - If yes supporting documentation detailing nature of price adjustment is required. Applicable manufacturer/supplier notices, benchmarks, and revised contract pricing sheets should be submitted for review.
Have You Contacted the Customer Agency(ies)?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Supporting Documentation:	Attached <input checked="" type="checkbox"/> Not Attached <input type="checkbox"/>

ARIZONA

DEPARTMENT OF ADMINISTRATION

ADOA Review:	
Is there a need for the Product or Service:	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Impact on current state contracts:	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Explain: Offer additional shredding options
Mandatory:	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Explain: To match current contract
Recommend for Committee Action:	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Explain: Need approval to add On-Site
Submit completed form to:	Please visit the Arizona Set Aside Website to determine where your completed / signed document should be sent. https://spo.az.gov/procurement-services/set-aside