

<b>University of Kentucky Purchasing Division</b>	<b><u>Document Number:</u></b>  <b>11-10</b>	<b><u>Title:</u></b>  <b>Mirror Contracts</b>	<b>Page 1 of 3</b>
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In general, the University may utilize contracts established by other public bodies provided all of the following are true:

1. Explicitly contain or tie to the goods or services that the University needs to purchase;
2. The original solicitation was conducted within an atmosphere of free and open competition;
3. The Terms and Conditions do not contain content contrary to that of the University's, or if so, minor variances must be of a nature that could be negotiated to match those of the University.

Important: The University may not utilize agreements established by other bodies for purchases of \$100,000 or greater if they are Negotiated Agreements. "Negotiated Agreements" are those established directly between an entity and supplier without free and open competition from the marketplace by other suppliers. In addition, the University may not "mirror" or use contracts established by for-profit entities.

The most common type of outside contracts utilized by the University are those by General Services Administration (GSA). GSA contracts, being utilized by the federal government, typically represent the best possible pricing available.

Other sources of outside contracts are purchasing cooperatives, such as E & I, NASPO-ValuePoint (formerly known as WSCA), TCPN, US Communities, etc.

In order for the University to legally use an outside contract for purchases, a "mirror" price contract must be established internally. The new contract is between the University and supplier and simply "mirrors" the terms, conditions, and pricing of the outside party's contract.

#### How To Establish a Mirror Contract:

1. Obtain a copy of the contract. Typically, this would be available from the entity that originally established it or from the supplier. In some cases, information on GSA contracts can be found at: <http://www.gsaelibrary.gsa.gov/ElibMain/home.do>.
  2. Review and ensure the contract contains or points to the goods or services needed by the University.
  3. Review the contract for any terms and conditions that may be contrary to those of the University. If possible, and with guidance/approval from an Associate/Assistant Director or Procurement Manager as needed, attempt to negotiate any minor variances directly with the supplier.
  4. Notify Bid Clerk of need to establish a mirror contract and request a UK-9XXXX number.
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5. Free-form the Price Contract using the PCT Notice of Award template and complete the entries. The RFP/IFB number should reference the mirror contract number as provided by the outside party. The end date for the contract period can be no farther out than the end date of the contract being mirrored. The scope statement should reflect the commodity purchased, the source of the outside contract, and any other pertinent details.
6. If there are any minor variances involved with terms and conditions, elaborate the variance(s) and changes, as applicable, in writing.
7. Both parties execute the contract as normal. If the contract involves services, the contractor must provide an insurance certificate.
8. Return finalized copy of contract to the Bid Clerk as usual for addition to the office-wide Price Contract listing.

<b>NOTICE OF AWARD OF PRICE CONTRACT</b>			
<b>Nevins LLC</b> <b>14006 NEWBERG RD</b> <b>CAT SPRING, TX 78933-5111</b>			
<b>REPRESENTATIVE:</b> <b>FED. EMPLOYER ID NO.:</b> <b>EMAIL:</b>	Keith Daniel/Jennifer King (KDA Associates) <b>PHONE:</b> 800-231-2744 74-2984499 <b>FAX:</b> 713-230-2150 <a href="mailto:Jennifer@kdaofficefurniture.com">Jennifer@kdaofficefurniture.com</a>		
<b>PRICE CONTRACT NO.:</b> <b>CONTRACT TERM FROM:</b> <b>TO:</b> <b>RENEWAL OPTION THRU:</b> <b>COMMODITY/SERVICES:</b>	<b>UK-9177</b> October 26, 2015 August 19, 2019 2019 <b>Nevins Furniture</b>	<b>TERMS:</b> <b>DELIVERY:</b> <b>RFP/IFB NO.:</b> <b>DEPARTMENT(S):</b> <b>DATE:</b>	Net 30 or p-card As per GS-28F-0039P GS-28F-0039P Campus-wide October 26, 2015
<small>The Contractor is hereby awarded this Price Contract to furnish the products or services listed as required by the University of Kentucky during the contract term indicated above. SHIPMENTS ARE TO BE MADE ONLY UPON RECEIPT OF OFFICIAL NOTIFICATION. The Price Contract incorporates the University of Kentucky's General Terms and Conditions, and all Special Conditions identified in the bid/proposal referenced above.</small>			
<b><u>DESCRIPTION</u></b>			
<b><u>SCOPE</u></b>  This is to establish a mirror Price Contract for the purchase of <b>Nevins Furniture</b> for the University of Kentucky based on GSA contract GS-28F-0039P. This price contract will mirror standard GSA Terms and Conditions. Keith Daniel and Associates shall be the servicing dealer for the contract.			
<b><u>CONTRACT PERIOD</u></b>  The contract period will be from October 26, 2015 through August 19, 2019			

UK-9 mirror Price Contracts may be renewed in parallel with renewals by the mirrored entity.

Note: Contracts established via UHC/Novation or Kentucky State Master Agreements do not require mirror contracts. The contract and its related number may be used for purchases identical to those established within the University.

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Note: A purchasing cooperative holding a contract that is mirrored must be non-profit. The University may not mirror contracts held by a purchasing cooperative that is for-profit.