

State of Washington
Contracts & Procurement Division
Department of Enterprise Services
P.O. Box 41411
Olympia, WA 98504-1411

Corporate Travel Management, Inc.
2925 First Ave S,
Seattle, WA 98134

**FIRST AMENDMENT
TO
CONTRACT No. 02219
TRAVEL SERVICES, AGENT ASSISTED & INTERNET**

This First Amendment (“Amendment”) to Contract No. 02219 is made and entered into by and between the State of Washington acting by and through the Department of Enterprise Services, a Washington State governmental agency (“State”) and Corporate Travel Management, Inc., a corporation (“Contractor”) and is dated as of July 1st, 2023.

RECITALS

- A. State and Contractor (collectively the “Parties”) entered into that certain Contract No. 02219 for Air Charter Services dated effective as of December 1, 2019 (“Contract”).
- B. The amendment set forth herein is within the scope of the Contract.
- C. The Parties now desire to amend the Contract as set forth herein.

AGREEMENT

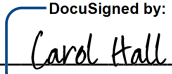
NOW THEREFORE, in consideration of the mutual covenants and agreements set forth herein, the Parties hereby agree to amend the Contract, as previously amended, as follows:

1. **ECONOMIC PRICE ADJUSTMENT.** Per Master Contract section 3.3 Economic Adjustment, the prices set forth in Exhibit B of the master contract are increased by 7.7%. Price worksheet is hereby amended by deleting the existing Appendix B in its entirety and inserting the Attached Appendix B – Price Worksheet, which authorized price increase by the percentages listed above.
2. **PRODUCT ADDITION.** The following services are added to Exhibit B Prices for Services.
3. **NO CHANGE OTHER THAN AMENDMENT.** Except as amended herein, the Contract is unaffected and remains in full force and effect.
4. **INTEGRATED AGREEMENT; MODIFICATION.** This Amendment constitutes the entire agreement and understanding of the Parties with respect to the subject matter and supersedes all prior negotiations and representations. In the event of any conflict between this Amendment and the Contract or any earlier amendment, this Amendment shall control and govern. This Amendment may not be modified except in writing signed by the Parties.
5. **AUTHORITY.** Each party to this Amendment, and each individual signing on behalf of each party, hereby represents and warrants to the other that it has full power and authority to enter into this Amendment and that its execution, delivery, and performance of this Amendment has been fully authorized and approved, and that no further approvals or consents are required to bind such party.

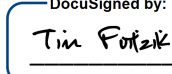
- 6. ELECTRONIC SIGNATURES. A signed copy of this Amendment or any other ancillary agreement transmitted by facsimile, email, or other means of electronic transmission shall be deemed to have the same legal effect as delivery of an original executed copy of this Amendment or such other ancillary agreement for all purposes.
- 7. COUNTERPARTS. This Amendment may be executed in one or more counterparts, each of which shall be deemed an original, and all of which counterparts together shall constitute the same instrument which may be sufficiently evidenced by one counterpart. Execution of this Amendment at different times and places by the parties shall not affect the validity thereof so long as all the parties hereto execute a counterpart of this Amendment.

EXECUTED AND EFFECTIVE as of the day and date first above written.

**CORPORATE TRAVEL MANAGEMENT,
A CORPORATION**

By: 
Name: Carol Hall
Title: SVP & General Manager
Date: 8/3/2023

**STATE OF WASHINGTON
DEPARTMENT OF ENTERPRISE SERVICES**

By: 
Name: Tim Foitzik
Title: Procurement Supervisor
Date: June 27, 2023

Assisted

Service	Price	Special Features
E-Ticket Booking Fee (Domestic)(Provide only one E-Ticket Booking Fee regardless of number of segments)	\$26.93	Agent booking
E-Ticket Booking Fee (International)(Provide only one E-Ticket Booking Fee regardless of number of segments).	\$37.70	Agent booking
Group Rate Booking Fee (Describe Bidder's Group Rate Booking Fee structure in Comments Column)	\$21.54	Per booking if less than 205. If large groups of our Event Travel Management (EMT) team required, price on application.
Rental Vehicle Only Booking Fee	\$10.77	Agent booking
Lodging Only Booking Fee	\$10.77	Agent booking
Vehicle & Hotel only Booking fee	\$10.77	Agent booking
Rail/Train Booking Fee	\$26.93	
Telephone Consultation Fee	\$0.00	
Refund Fee	\$0.00	
Baggage Fee	\$0.00	
After Hours Fee	\$26.93	
Exchange Fee	\$0.00	
Void Fee	\$0.00	
Request for Quote Fee	\$0.00	
Visa/Passport Fee	\$80.78	Via CTM with CIBY
Other - Split Ticketing	\$10.77	

Unassisted

Service	Price	Special Features
Booking Fee – Air, Domestic	\$6.46	Lightning
Booking Fee – Air, Domestic	\$8.62	Concur or Get There
Booking Fee – Air, International	\$6.46	Lightning
Booking Fee – Air, International	\$8.62	Concur or Get There
Booking fee – Vehicle only	\$0.00	
Booking fee – Hotel only	\$0.00	
Booking fee – Vehicle & Hotel	\$0.00	
Other Fee Agent Assist	\$16.16	When booking starts online
Other Fee Direct Connect	\$5.39	Lightning
Other Fee Direct Connect	\$6.46	Concur or Get There
Other Fee Third Party fees for HR, Single Sign or similar	On Application	Some Third party online booking tools may charge for these services. CTM will on-charge any values quoted and agreed during the implementation or scoping of services process.