

CONTRACT AMENDMENT NO. 1
CONTRACT FOR Travel Management Services
CONTRACT # SPB15-2804H

This CONTRACT AMENDMENT # 1 is to amend the above-referenced contract between the State of Montana, Department of Administration, State Procurement Bureau (STATE), whose address and phone number are 125 N. Roberts St., Helena, MT 59620, 406-444-2575 and Travel Café, Inc. (CONTRACTOR), whose address and phone number are 402 N. Broadway, Suite 302, Billings, MT 59101, 406-259-0999. This Contract is amended for the following purpose(s):

- 1) In accordance with the section entitled Effective Date, Duration, and Renewal, both parties mutually agree to extend this Contract for the period October 1, 2017, through September 30, 2019, per the terms, conditions, and prices agreed upon. This is the first renewal, fourth and fifth years of the Contract.
- 2) Per Section 2.1 Cost Increase by Mutual Agreement, fee will increase per the attached Fee Schedule.

Except as modified above, all other terms and conditions of ContractSPB15-2804H remain unchanged.

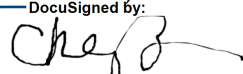
STATE OF MONTANA
Dept. of Administration, State Procurement
Bureau
125 N. Roberts Street
Helena, MT 59620

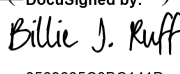
Travel Café, Inc.
402 N. Broadway, Suite 302

Billings, MT 59101
FEDERAL ID # 81-0525597

BY: Cheryl Grey/ SFSD Administrator

BY: Billie J. Ruff/ CEO

(Name/Title)
DocuSigned by:

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(Signature)

(Name/Title)
DocuSigned by:

8569685C0BC141D...
(Signature)

DATE: 9/26/2017

DATE: 9/26/2017

Approved as to Form:

DocuSigned by:

9/26/2017
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Procurement Officer (Date)
State Procurement Bureau



Travel Café – Montana’s Travel Agency
 State of Montana Service Fees
 Effective Date October 1,2017

<u>Service Provided</u>	<u>Fee Charged</u>
Airline Booking Fee (per booking)	\$24.00
Lodging Booking Fee with Air Booking	-0-
Ground Transportation Reservation Fee with Air Booking	-0-
Travel Modification Request Fee (per request)	\$24.00 air only
Miscellaneous Fee	
Client information call/no booking	-0-
Air + Car/Hotel/Ground	\$24.00
Car or Hotel only	\$10.00
Caller adds components to existing reservation	-0-
Caller deletes components to existing reservation	-0-
Exchange or Refunds	\$24.00
Voids	-0-
International Reservations (includes trans-border)	\$24.00
After Hours Service Calls, plus transaction cost	\$35.00
Award Ticket Processing	\$35.00
Unused Ticket Usage Fee	\$24.00

10/2017