This Amendment No. 15 ("Amendment"), effective as of March 1, 2013, to the Library Materials, State Term Contract No. 715-001-07-1 ("Contract") effective as of March 1, 2013, between the State of Florida, Department of Management Services ("Department") and NAME ("Contractor") are collectively referred to herein as the "Parties." All capitalized terms used herein shall have the meaning assigned to them in the Contract, unless otherwise defined herein.

WHEREAS the Department awarded the above referenced Contract to NAME for the provisions of Library Materials; and

WHEREAS the Parties agree to amend the contract as provided in section 4.26 of State Term Contract No. 715-001-07-1; and

THEREFORE, in consideration of the mutual promises contained below, and other good and valuable consideration, receipt and sufficiency of which are hereby acknowledged, the Parties agree to the following:

I. Contract Amendment. Pursuant to 4.26 of the State Term Contract, the State Term Contract No. 715-001-07-1 is renewed for a period of one (1) year at the same terms and conditions, with a new contract expiration date of February 28, 2014.

II. Conflict. To the extent any of the terms of this Amendment conflict with the terms of the Contract, the terms of this Amendment shall control.

III. Warrant of Authority. Each person signing this Amendment warrants that he or she is duly authorized to do so and to bind the respective party.

IV. Effect. Unless otherwise modified by this Amendment, all terms and conditions contained in the Contract shall continue in full force and effect.

State of Florida, Department of Management Services: Contractor: NAME

By: _____________________________ By: _____________________________
Name: Kelly Loll, C.P.M. Name: _____________________________
Chief Procurement Officer & Title: Director of State Purchasing Title: _____________________________
Date: _____________________________ Date: _____________________________
AMENDMENT NO. 2
To State Term Contract 715-001-07-1
Library Materials

This Amendment No. 2 ("Amendment"), effective as of February 29, 2012, to the Library Materials Contract No. 715-001-07-1 ("Contract") effective between the State of Florida, Department of Management Services ("Department" or "Customer") and CONTRACTOR ("Contractor"). Department and Contractor are collectively referred to herein as the "Parties." All capitalized terms used herein shall have the meaning assigned to them in the Agreement, unless otherwise defined herein.

WHEREAS the Contract was originally entered on March 01, 2007 with Contractor for the provision of Library Materials, and is scheduled to expire on February 28, 2012; and

WHEREAS in accordance with Section 4.26 of the State Term Contract No. 715-001-07-1, upon mutual agreement, the Customer and the Contractor may renew the Contract, in whole or in part, for a period that may not exceed 3 years or the term of the contract, whichever period is longer; and

THEREFORE, in consideration of the mutual promises contained below, and other good and valuable consideration, receipt and sufficiency of which are hereby acknowledged, the Parties agree to the following:

1.0 Contract Renewal. The Department hereby executes its renewal option pursuant to the provision of Section 4.26 Renewal of Contract and in accordance with Section 287.068(13), Florida Statues, for one year and is hereby renewed effective February 29, 2012 through February 28, 2013.

2.0 Reporting Requirements. Section 5.11, of Contract No. 715-001-07-1, is superseded and entirely replaced with the following:

5.11 Sales Summary Reports
Each Contractor shall submit a sales report on a Quarterly basis. Reporting periods coincide with the State Fiscal Year:
- Quarter 1 - (July-September)
- Quarter 2 - (October-December)
- Quarter 3 - (January-March)
- Quarter 4 - (April-June)

Each Quarterly Sales Report must be in Excel format and shall include:
- Contractor’s Name and contact information as required on the Department of Management Services “Contract Quarterly Report”
- Detail of time period covered by included data
- Total sales including detail of list price and contract price
- Transaction detail will include:
<table>
<thead>
<tr>
<th><strong>Part Number/SKU</strong></th>
<th>Your product part number if applicable</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Item / Service Name</strong></td>
<td>Given name of Item or Service</td>
</tr>
<tr>
<td><strong>MFG</strong></td>
<td>Manufacturer, Publisher, Service Provider</td>
</tr>
<tr>
<td><strong>Item Category</strong></td>
<td>Description of the product category, according to attached table</td>
</tr>
<tr>
<td><strong>Item Subcategory</strong></td>
<td>Additional grouping for item</td>
</tr>
<tr>
<td><strong>Product Description</strong></td>
<td>Additional detail for item</td>
</tr>
<tr>
<td><strong>Customer Name</strong></td>
<td>State Agencies, Universities, Political Subdivisions, Other Eligible Users</td>
</tr>
<tr>
<td><strong>NIGP Code</strong></td>
<td>National Institute of Government Procurement code</td>
</tr>
<tr>
<td><strong>Florida Commodity Code</strong></td>
<td>Florida Commodity Code</td>
</tr>
<tr>
<td><strong>UOM</strong></td>
<td>Unit of Measure</td>
</tr>
<tr>
<td><strong>UOM Desc</strong></td>
<td>Description of unit of measure (see example)</td>
</tr>
<tr>
<td><strong>Volume Qty</strong></td>
<td>Number of items/services purchased/provided</td>
</tr>
<tr>
<td><strong>Order Date</strong></td>
<td>Order date</td>
</tr>
<tr>
<td><strong>Date Delivered</strong></td>
<td>Delivered date to customer</td>
</tr>
<tr>
<td><strong>Purchase Type</strong></td>
<td>Purchase Order, Payment Card, Other</td>
</tr>
<tr>
<td><strong>List Price</strong></td>
<td>List price (Market + fee contracts use market price)</td>
</tr>
<tr>
<td><strong>Contract Price</strong></td>
<td>Contracted price with state per contract terms</td>
</tr>
<tr>
<td><strong>Additional Fields</strong></td>
<td>Any new information related to your company’s products/services</td>
</tr>
</tbody>
</table>

Failure to provide quarterly and annual sales reports, including no sales, within thirty (30) calendar days following the end of each quarter (January, April, July and October) and/or contract year may result in the contract supplier being found in default and cancellation of the contract by the Department. Upon request, the Contractor shall report to the Department, spend with certified and other minority business enterprises. Reports must include the period covered, the name, minority code and Federal Employer Identification Number of each minority vendor utilized during the period, commodities and services provided by the minority business enterprise, and the amount paid to each minority vendor on behalf of each purchasing agency ordering under the terms of this contract.

Initiation and submission of the Contract Sales Summaries are to be the responsibility of the Contractor without prompting or notification by the Contract Manager. The Contractor will submit the completed Contract Sales Summary forms by email to the Contract Manager.

3.0 Employment Verification. Pursuant to State of Florida Executive Orders Nos.: 11-02 and 11-116, Contractor is required to utilize the U.S. Department of Homeland Security’s E-Verify system to verify the employment of all new employees hired by the Contractor during the contract term. Also, Contractor shall include in related subcontracts a requirement that subcontractors performing work or providing services pursuant to the state contract utilize the E-Verify system to verify employment of all new employees hired by the subcontractor during the contract term.
4.0 Scrutinized Company List. In executing this contract, Contractor certifies that it is not listed on either the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, created pursuant to section 215.473, Florida Statutes. Pursuant to section 287.135(5), F.S., Contractor agrees the Department may immediately terminate this contract for cause if the Contractor is found to have submitted a false certification or if Contractor is placed on the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List during the term of the contract.

5.0 Preferred Pricing. The Contractor agrees to submit to the Department, at least annually, an affidavit from an authorized representative attesting that the Contractor is in compliance with the preferred pricing provision in Section 4(b) of form PUR 1000.

6.0 Warrant of Authority. Each person signing this Amendment warrants that he or she is duly authorized to do so and to bind the respective party.

7.0 Effect: Unless otherwise modified by this Amendment, all terms and conditions contained in the Contract shall continue in full force and effect.

State of Florida,
Department of Management Services:  
CONTRACTOR:

By:__________________________  
By:_____________________________

Name: Kelly Loll, C.P.M.  
Name:__________________________

Chief Procurement Officer &  
Title:__________________________

Director of State Purchasing  
Title:__________________________

Date:_________________________  
Date:___________________________

Approved as to form and legality

By:__________________________  
Office of the General Counsel

Date

Department of Management Services
May 18, 2011

MEMORANDUM NO.: (715-001-07-1)-13

TO: User Agency

FROM: Division of State Purchasing, Department of Management Services

SUBJECT: State Term Contract No. 715-001-07-1; Library Materials

TITLE: Amendment to Memo (715-001-07-1)-11

The Rosen Publishing Group has been found in compliance with State Term Contract 715-001-07-1 Library Materials. As a result, The Rosen Publishing Group has been fully reinstated as a contractor to the Library Materials Contract.

Please direct any questions regarding this Contract to Shameka Smith at (850) 414-6740 or shameka.smith@dms.myflorida.com.
May 12, 2011

MEMORANDUM NO.: (715-001-07-1)-12

TO: User Agency

FROM: Division of State Purchasing, Department of Management Services

SUBJECT: Contract No. 715-001-07-1

Title: Library Materials-Awarded Vendors

The following vendors have been added to the subject contract:

- Advanced Educational Products, Inc.
- Cerebellum Corporation
- Complete Book & Media
- LD Books, Inc
- OCLC
- Oxford University Press

Any questions or problems in delivery or service that may arise regarding this contract should be directed to the Contract Administrator. Please direct any questions regarding this Contract to Shameka Smith at (850) 414-6740 or shameka.smith@dms.myflorida.com.
CONTRACT BETWEEN

FLORIDA DEPARTMENT OF MANAGEMENT SERVICES

AND

Contractor

Contract No.: 715-001-07-1

This Contract is by and between the State of Florida, Department of Management Services (Department), Division of State Purchasing (Division), an agency of the State of Florida with offices at 4050 Esplanade Way, Tallahassee, Florida 32399-0950, and (Contractor).

Whereas, the Contractor replied to the Division’s Invitation to Bid (“ITB”), No.: ITB 20-715-001-L – Library Materials, and the Department awarded to contractor pursuant to the terms and conditions of the ITB;

Accordingly, and in consideration of the mutual promises contained in the Contract documents, the Department and the Contractor do hereby enter into this Contract No.: 715-001-07-1.

1.0 NAME OF PROJECT

Library Materials

2.0 SUMMARY OF THE CONTRACTUAL SERVICES / SCOPE OF WORK

Library Materials, this state term contract includes the purchase of audio books, book processing, charts, maps, globes, atlases, customer Web-based library products, electronic books, in-print books (e.g. encyclopedias, handouts, law, references, scientific, society or association publications, technical, text, university press publications, trade), machine-readable cataloging, microforms, musical scores, other visual media (e.g. slides, CD-ROM, films, DVD), out-of-print books, periodical back files, periodicals and other subscriptions, pre-bound books, pre-processed books, publisher’s library bindings, sheet music, sound recording (e.g. disc, tape, CD-ROM, DVD), subscription-based Internet delivered products, and video tape recordings through February 28, 2012 with the option for a renewal for up to sixty (60) months.

3.0 SUMMARY OF PENALTY FOR FAILURE OF CONTRACTOR TO MEET TERMS & CONDITIONS

The primary penalties for failure to meet the Terms and Conditions include Termination of Convenience, Section 4.22, and Termination of Cause, Section 4.23 of ITB 20-715-001-L.

4.0 EFFECTIVE DATE

This Contract shall begin on April 18, 2011 or on the last date in which it is signed by all parties, whichever is later.

5.0 EXPIRATION DATE
This Contract shall expire February 28, 2012, unless cancelled earlier in accordance with its terms.

6.0 RENEWAL

Upon mutual written agreement, the Department and the Contractor may renew Contract No. 715-001-07-1 for up to Five (5) years pursuant to the provision of PUR 1000 Section 26 and per Section 3.5 Period of Agreement of ITB 20-715-001-L.

7.0 INTELLECTUAL PROPERTY

The parties do not anticipate that any intellectual property will be developed as a result of this contract.

8.0 PREFERRED PRICE

The Contractor agrees to submit to the Department, at least annually, an affidavit from an authorized representative attesting that the Contractor is in compliance with the preferred pricing provision in Section 4(b) of form PUR 1000.

9.0 EMPLOYMENT VERIFICATION

Contractor agrees that it will enroll and participate in the federal E-Verify Program for Employment Verification under the terms provided in the “Memorandum of Understanding” governing the program. Contractor further agrees to provide to the Agency, within thirty days of the effective date of this contract/amendment/extension, documentation of such enrollment in the form of a copy of the E-Verify “Edit Company Profile” screen, which contains proof of enrollment in the E-Verify Program (this page can be accessed from the “Edit Company Profile” link on the left navigation menu of the E-Verify employer’s homepage). Contractor further agrees that it will require each subcontractor that performs work under this contract to enroll and participate in the E-Verify Program within ninety days of the effective date of this contract/amendment/extension or within ninety days of the effective date of the contract between the Contractor and the subcontractor, whichever is later. The Contractor shall obtain from the subcontractor(s) a copy of the “Edit Company Profile” screen indicating enrollment in the E-Verify Program and make such record(s) available to the Agency upon request. Contractor further agrees to maintain records of its participation and compliance with the provisions of the E-Verify program, including participation by its subcontractors as provided above, and to make such records available to the Agency or other authorized state entity consistent with the terms of the Memorandum of Understanding.

10.0 CONTRACT DOCUMENTS

The Contractor responded to the Department’s ITB No. 20-715-001-L, titled LIBRARY MATERIALS. The Department has determined to accept the Contractor’s bid and to enter into this Contract in accordance with the terms and conditions of the solicitation. The specific items awarded to Contractor, and the maximum rates Contractor may charge Customers, are identified on the attached Price Sheet.

Accordingly, and in consideration of the mutual promises contained in the Contract documents, the Department and the Contractor do hereby enter into this Contract, which is a state term contract authorized by section 287.042(2)(a) of the Florida Statutes (2001). The term of the Contract is effective from the last date
signed below until February 28, 2012. The Contract consists of the following documents, which, in case of conflict, shall have priority in the order listed, and which are hereby incorporated as if fully set forth:

- Any written amendments to the Contract
- This Contract document, including Price Sheet
- Original Invitation to Bid solicitation document
- Any written Addendums issued during solicitation period
- Contractor’s Invitation to Negotiation submittal documents
- Any purchase order under the Contract

11.0  CONTRACT MANAGEMENT

A. Contract Administrator

The Department employee who is primarily responsible for maintaining the Contract administration file shall be as follows:

Shameka Smith, CPPO, FCCM
Purchasing Specialist
Department of Management Services
Division of State Purchasing
4050 Esplanade Way, Suite 360
Tallahassee, FL 32399-0950
(850)414-6740 (Voice)
(850)414-6122 (Fax)
shameka.smith@dms.myflorida.com

The Department may appoint a different Contract Administrator, which shall not constitute an amendment to the Contract, by sending written notice to Contractor. Any communication to the Department relating to the Contract shall be addressed to the Contract Administrator.

12.0  WARRANT OF AUTHORITY

Each person signing this Amendment warrants that he or she is duly authorized to do so and to bind the respective party.

State of Florida,
Department of Management Services: Contractor:

By: ________________________________ By: ________________________________
Name:__David Faulkenberry________ Name:______________________________
Title:__Deputy Secretary________ Title:______________________________
Date:________________________ Date:______________________________
Approved as to form and legality

By: ____________________________________________

Office of the General Counsel

Date
April 7, 2011

MEMORANDUM NO.: (715-001-07-1)-11

TO: User Agency

FROM: Division of State Purchasing, Department of Management Services

SUBJECT: State Term Contract No. 715-001-07-1; Library Materials

TITLE: Termination for Convenience

In accordance with contract section 4.22, Termination for Convenience, the Department of Management Services, Division of State Purchasing, has terminated the following Contractors from State Term Contract No. 715-001-07-1, effective April 1, 2011:

- Arrow Distribution Company
- Basch Subscriptions, Inc.
- BMI Educational Services
- Book Bonanza, Inc.
- Book Wholesalers, Inc. (aka BWI)
- Cherry Lake Publishing
- Civil War Microfilm, Inc.
- Compass Pointe Books, Inc.
- Encyclopedia Britannica
- EVA Subscription Service, Inc
- Florida Paperback & Books
- MLSC, INC dba Music Library Service Company
- National Geographic Society
- Northwest Media Inc
- Perfection Learning Corporation
- Pyramid Books
- Rand McNally Educational Publishing
- Regent Book Company (JAZ Holding, LLC.)
- Rose Lee Production Inc.
- SELmedia
- Teacher's Media Company (School Specialty Media)
- The Exploration Company
- The Reading Warehouse
- The Rosen Publishing Group & PowerKids Press
- World Almanac Education

Please direct any questions regarding this Contract to Shameka Smith at (850) 414-6740 or shameka.smith@dms.myflorida.com.
May 25, 2010

MEMORANDUM NO.: (715-001-07-1)-10

TO: User Agency  
FROM: Director, State Purchasing  
SUBJECT: Contract No. 715-001-07-1  
Title: Library Materials-Awarded Vendors

The following vendors have been added to the subject contract:

• Country Reports.org  
• Film Media Group  
• Lyrasis  
• Rourke Publishing, LLC.  
• Salem Express  
• The AVcafe, Inc.

Any questions or problems in delivery or service that may arise regarding this contract should be directed to the Contract Administrator. Please direct any questions regarding this Contract to Shameka Smith at (850) 414-6740 or shameka.smith@dms.myflorida.com.
December 30, 2008

MEMORANDUM NO.: (715-001-07-1) 9

TO: User Agency

FROM: Director, State Purchasing

SUBJECT: Contract No. 715-001-07-1

TITLE: Library Materials

The Contract Administrator for this contract has been changed from Gary McGee to Shameka Smith.

Should any questions or concerns arise regarding this contract, please direct them to Contract Administrator, Shameka Smith, at (850) 414-6740, shameka.smith@dms.myflorida.com.

CWC/ss

12/30/08
October 13, 2008

MEMORANDUM NO.: (715-001-07-1) 8

TO: Department Addressed
FROM: Director, State Purchasing
SUBJECT: Contract No. 715-001-07-1
TITLE: Library Materials

The following vendor has requested to be removed from the State Purchasing Contract:

- SchoolMedia, Inc., dba 100% Educational Videos

Any questions or problems in delivery or service that may arise regarding this contract should be directed to the Contract Administrator.
May 9, 2008

MEMORANDUM NO.: (715-001-07-1) 7

TO: Department Addressed

FROM: Director, State Purchasing

SUBJECT: Contract No. 715-001-07-1

TITLE: Library Materials

The following vendors have been added to the subject contract:

- Barnes & Noble
- Book Bonanza Inc.
- Book Wholesalers Inc.-BWI
- Cherry Lake Publishing
- EVA Subscription Services
- Disney Educational Productions
- Pyramid Books
- Rose Lee Productions Inc.
- School Source
- SELmedia
- The Reading Warehouse Inc.

Any questions or problems in delivery or service that may arise regarding this contract should be directed to the Contract Administrator.
April 3, 2008

MEMORANDUM NO.: (715-001-07-1) 6

TO: Department Addressed

FROM: Director, State Purchasing

SUBJECT: Contract No. 715-001-07-1

TITLE: Library Materials

The following vendor has been removed from the subject contract effective March 27, 2008.

- Clearvue & SVE, Inc.

Any questions or problems in delivery or service that may arise regarding this contract should be directed to the Contract Administrator, Beverly Butler at (850) 414-6740, Suncom 994-6740, Beverly.Butler@dms.myflorida.com

CWC/bb
August 22, 2007

MEMORANDUM NO.: (715-001-07-1) 5

TO: Department Addressed

FROM: Director, State Purchasing

SUBJECT: Contract No. 715-001-07-1

TITLE: Library Materials

The subject contract is revised as follows:

1. Quality Books Inc. has new FEIN # F06-1818765
2. Ordering Instructions have been updated.

Any questions or problems in delivery or service that may arise regarding this contract should be directed to the Contract Administrator.
July 5, 2007

MEMORANDUM NO.: (715-001-07-1) 4

TO: Department Addressed / User Agency

FROM: Director, State Purchasing

SUBJECT: Contract No. 715-001-07-1

TITLE: Library Materials

The following changes have been made to the subject contract:

1. Contract has been revised to add Amendment 1 revising sections:
   - 5.7 Product Additions and Deletions
   - 5.8 Additional Vendors
   - 5.10 Price Adjustments/Discount Adjustments

Any questions or problems in delivery or service that may arise regarding this contract should be directed to the Contract Administrator.

Attachment
STATE TERM CONTRACT NO. 715-001-07-1
Library Materials
Amendment No. 1

THIS AMENDMENT, effective as of the last date signed below, is by and between the State of Florida, Department of Management Services (the “Department”) and the entity identified below as Contractor (the “Contractor”), and amends State Term Contract No. 715-001-07-1.

WHEREAS the Department awarded the above referenced Contract to multiple vendors for the provisions of Library Materials; and

WHEREAS the Contract specifies Product Addition and Deletion to occur (1) time per year (March) in Section 5.7, Additional Vendors may not be added for the life of the Contract in Section 5.8, and Price Adjustments to be in a fixed percentage in Section 5.10, which the revisions herein will supersede, and;

WHEREAS the parties wish to revise the sections addressed.

THEREFORE, in consideration of the mutual promises contained below, and other good and valuable consideration, receipt and sufficiency of which are hereby acknowledged, the Parties agree as follows:

Current contract Sections 5.7, 5.8, and 5.10 are hereby deleted and replaced with the following:

1. Section 5.7 Product Additions and Deletions:
   Any discounts offered under this Contract shall be applied against the publisher’s price list or catalog in effect on the date the order is received. It is understood that changes to the product list may occur daily, weekly or monthly as new titles are released by publishers. Changes in products do not require prior approval by the State. The Contractor is urged to offer additional discounts for larger orders in the space provided on the price sheet (Attachment A, range percentage Price Sheet) and shall detail any other consideration that may affect the discount.

2. Section 5.8 Additional Vendors
   Vendors will be considered for addition to the State Contract resulting from this ITB once per year during the anniversary month (March) of the Contract. Contract award is contingent upon the timely and fully responsive submission of the requirements set forth herein and during the annual addition/deletion month. The instructions and bid requirements for additional vendors on the Contract will be provided by the Department utilizing the Vendor Bid System (VBS) and MyFloridaMarketPlace during the anniversary month of the Contract.
3. **Section 5.10 Price Adjustments/Discount Adjustments**

Each Contractor shall submit percentage discount/discounts, which may include different discounts rate for each product category, to be deducted from its effective catalog and/or descriptive price list. Submissions should reflect the best pricing offered on State Contract. Discounts can be in a fixed or variable range dependent upon the scope of service. The Contractor is urged to offer additional discounts for larger orders in the space provided on the price sheet (Attachment A) and shall detail any other consideration that may affect the discounts. Discounts quoted shall prevail for the term of the Contract.

To the extent any of the terms herein conflict with the terms of the Contract as previously amended, the terms of this Amendment shall control. All other terms of Contract remain in full force and effect.

Warranty of Authority: Each person signing this Amendment warrants that he or she is duly authorized to do so and to bind the respective party.

**AGREED AND ACCEPTED:**

**CONTRACTOR NAME:** ________________________________

**Street Address or P.O. Box:** ________________________________

**City, State, Zip:** ________________________________

**By:** (Signature): __________________________________________

**Date:** ___________________________________________________

**Title:** ___________________________________________________

**STATE OF FLORIDA,**

**DEPARTMENT OF MANAGEMENT SERVICES**

**By:** ___________________________________________________

**Date:** ___________________________________________________
June 15, 2007

MEMORANDUM NO.: (715-001-07-1) 3

TO: Department Addressed

FROM: Director, State Purchasing

SUBJECT: Contract No. 715-001-07-1

TITLE: Library Materials

The following vendors have been added to the subject contract:

- 100% Educational Videos
- Basch Subscriptions Inc.
- Central Programs Inc. d/b/a Gumdrop Books
- Delaney Educational Enterprises, Inc.
- Earley Learning Systems
- EBSCO Information Services
- Rand McNally Educational Publishing
- Florida Paperback & Books
- Gareth Stevens Publishing
- Global Media
- Heinemann-Raintree Library
- Midwest Library Service
- Mumford Library Books, Inc.
- Pegasus Press Inc.
- Quality Book Inc.
- Rainbow Book Company
- Tandem Library Group
- The Book Farm
- The Exploration Company
- Unique Books, Inc.
- Weekly Reader Publishing

Any questions or problems in delivery or service that may arise regarding this contract should be directed to the Contract Administrator.
May 10, 2007

MEMORANDUM NO.: (715-001-07-1) 2

TO: Department Addressed

FROM: Director, State Purchasing

SUBJECT: Contract No. 715-001-07-1

TITLE: Library Materials

The subject contract is revised as follows:

3. ProQuest Information and Learning is under new ownership, Cambridge Information Group (CIG).
4. New FEIN# F39-2053855
5. Ordering Instructions have been updated.

Any questions or problems in delivery or service that may arise regarding this contract should be directed to the Contract Administrator.
April 25, 2007

MEMORANDUM NO.: (715-001-07-1) 1

TO: Department Addressed

FROM: Director, State Purchasing

SUBJECT: Contract No. 715-001-07-1

TITLE: Library Materials

The subject contract is revised as follows:

6. ProQuest Information and Learning is under new ownership, Cambridge Information Group (CIG).
7. New FEIN# F52-1261256
8. Ordering Instructions have been updated.

Any questions or problems in delivery or service that may arise regarding this contract should be directed to the Contract Administrator.
CERTIFICATION OF CONTRACT

TITLE: Library Materials

CONTRACT NO.: 715-001-07-1

ITB NO.: 1-715-001-A

EFFECTIVE: March 01, 2007 through February 28, 2012
1ST RENEWAL: February 29, 2012 through February 28, 2013
2nd RENEWAL: March 1, 2013 through February 28, 2014
(Rev 25 Feb 13)

CONTRACTOR(S): See attached

A. **AUTHORITY** – Upon affirmative action taken by the State of Florida Department of Management Services, a Contract has been executed between the State of Florida and the designated Contractor(s).

B. **EFFECT** – This Contract was entered into to provide economies in the purchase of Library Furniture, by all State of Florida agencies and institutions. Therefore, in compliance with Section 287.042, Florida Statutes, all purchases of these commodities shall be made under the prices, discounts, requirements, specifications, terms, and conditions of this Contract and with the Contractor(s) specified.

C. **ORDERING INSTRUCTIONS** – All purchase orders shall be issued in accordance with the attached ordering instructions, requirements, terms, and conditions. Purchaser shall order at the prices and discounts indicated, exclusive of all Federal, State, and local taxes. All Contract purchase orders shall show the State Purchasing Contract number, Commodity Code number, Line number, description of item, quantity, with unit prices extended and purchase order totaled. (This requirement may be waived when purchase is made by a blanket purchase order.)

D. **CONTRACTOR PERFORMANCE** – Agencies shall report any Contractor failure to perform according to the requirements of this Contract on Complaint to Vendor, form PUR7017. Should the Contractor fail to correct the problem within a prescribed period of time, then form PUR7029, Request for Assistance, is to be filed with this office.

E. **SPECIAL AND GENERAL CONDITIONS** – Special and general conditions are enclosed for your information.
**Contractors Awarded:**
Baker & Taylor, Inc. (A)
Barnes & Noble (A)
Brodart Company (A)
Capstone Press (A)
Children’s Plus Inc. (A)
Cox Subscriptions (A)
Davidson Titles, Inc. (A)
Delaney Educational Enterprises, Inc. (A)
DEMCO, Inc. (A)
Earley Learning Systems (A)
EBSCO/Salem Press
Follett Library Resources, Inc. (A)
Gumdrop Books (A)
Ingram Library Services, Inc. (A)
Junior Library Guild (A)
Library Video Co. (C)
Mackin Library Media (A)
Magazine Subscription Service Agency, Inc. (B)
Midwest Tape, LLC (B)
Mumford Library Books (A)
Perma-Bound Books (A)
ProQuest LLC (A)
Quality Books Inc. (A)
Rainbow Book Company (A)
Scholastic Library Publishing, Inc. (A)
The Booksource (A)
The Gale Group, Inc. (A)
The Rosen Publishing Group (A)
Unique Books, Inc. (A)
W.E. Falk Books, Inc. (M)
W.T. Cox Subscriptions
World Book (A)
PUBLICATIONS

THE COMMODITIES LISTED BELOW ARE THOSE INTENDED FOR PURCHASE UNDER THE TERMS OF THIS CONTRACT. ALL CONTRACT USERS SHOULD USE THE ASSOCIATED CLASS, GROUP, AND ITEM CODE WHEN WRITING PURCHASE ORDERS AGAINST THIS CONTRACT. CONTRACT USERS SHOULD BE AWARE THAT CERTAIN PUBLICATIONS WHICH MAY BE BOUGHT FROM THIS CONTRACT ARE SPECIFICALLY INCLUDED ON OTHER CONTRACTS (i.e., DICTIONARIES AND SECRETARIAL HANDBOOKS).

785-050-030-0000 ATLAS, SCHOOL, REFERENCE
715-100-030-0000 BOOK, ASSOCIATION OR SOCIETY PUBLICATION, IN-PRINT,
715-120-030-0000 BOOK, ASSOCIATION OR SOCIETY PUBLICATION, OUT OF PRINT,
715-100-310-0000 BOOK, REFERENCE, ENCYCLOPEDIA, IN-PRINT,
715-120-310-0000 BOOK, REFERENCE, ENCYCLOPEDIA, OUT OF PRINT,
715-100-720-0000 BOOK, REFERENCE, GENERAL, IN-PRINT,
715-120-720-0000 BOOK, REFERENCE, GENERAL, OUT OF PRINT,
715-100-420-0000 BOOK, REFERENCE, HANDBOOK, IN-PRINT,
715-120-420-0000 BOOK, REFERENCE, HANDBOOK, OUT OF PRINT,
715-100-500-0000 BOOK, REFERENCE, LAW, IN-PRINT,
715-120-500-0000 BOOK, REFERENCE, LAW, OUT OF PRINT,
715-100-590-0000 BOOK, REFERENCE, OFFICE MANUAL, IN-PRINT,
715-120-590-0000 BOOK, REFERENCE, OFFICE MANUAL, OUT OF PRINT,
715-100-884-0000 BOOK, SCHOOL TEXT, IN-PRINT,
715-120-884-0000 BOOK, SCHOOL TEXT, OUT OF PRINT,
715-100-800-0000 BOOK, SCIENTIFIC, IN-PRINT,
715-120-800-0000 BOOK, SCIENTIFIC, OUT OF PRINT,
715-100-880-0000 BOOK, TECHNICAL, IN-PRINT,
715-120-880-0000 BOOK, TECHNICAL, OUT OF PRINT,
715-100-896-0000 BOOK, TRADE, IN-PRINT,
715-120-896-0000 BOOK, TRADE, OUT OF PRINT,
715-100-920-0000 BOOK, UNIVERSITY PRESS PUBLICATION, IN-PRINT,
715-120-920-0000 BOOK, UNIVERSITY PRESS PUBLICATION, OUT OF PRINT,
715-140-000-0000 BROCHURES
785-050-170-0000 CHART; CELESTIAL, NAVIGATIONAL, REPRESENTATIONAL, COMPARATIVE, ETC.,
785-800-170-0000 COMPACTDISC, PRE-RECORDED, EDUCATIONAL/INFORMATIONAL,
715-200-000-0000 DIRECTORIES (BOOKS)
880-180-350-0000 FILM, MOTION PICTURE,
880-180-360-0000 FILM, PROJECTION SLIDE, SET OR INDIVIDUAL,
785-050-390-0000 GLOBE; POLITICAL, TOPOGRAPHIC, RELIEF,
785-800-540-0000 MAGNETIC TAPE, AUDIO, PRE-RECORDED, EDUCATIONAL/INFORMATIONAL
785-050-670-0000 MAP, POLITICAL BOUNDARY,
785-050-880-0000 MAP, TOPOGRAPHIC,
785-050-950-0000 MAP, WEATHER,
575-550-630-0000 MICROFICHE PRINT,
575-550-650-0000 MICROFILM PRINT,
580-420-080-0000 MUSIC BOOK, INCLUDING INSTRUCTION,
580-420-350-0000 MUSIC, FOLIO,
580-420-800-0000 MUSIC, SHEET,
785-050-690-0000 PUZZLE, MAP, EDUCATIONAL,
785-800-720-0000 RECORD ALBUM, EDUCATIONAL/INFORMATIONAL,
715-850-030-0000 SERIAL SUBSCRIPTION, ASSOCIATION OR SOCIETY PUBLICATION,
715-850-032-0000 SERIAL SUBSCRIPTION, ASSOCIATION OR SOCIETY PUBLICATION, BACK FILE,
715-850-390-0000 SERIAL SUBSCRIPTION, GENERAL INFORMATION,
715-850-392-0000 SERIAL SUBSCRIPTION, GENERAL INFORMATION, BACK FILE,
715-850-500-0000 SERIAL SUBSCRIPTION, LAW PUBLICATION,
715-850-502-0000 SERIAL SUBSCRIPTION, LAW PUBLICATION, BACK FILE,
715-850-540-0000 SERIAL SUBSCRIPTION, MEDICAL PUBLICATION,
715-850-542-0000 SERIAL SUBSCRIPTION, MEDICAL PUBLICATION, BACK FILE,
715-850-800-0000 SERIAL SUBSCRIPTION, SCIENTIFIC PUBLICATION,
715-850-802-0000 SERIAL SUBSCRIPTION, SCIENTIFIC PUBLICATION, BACK FILE,
715-850-880-0000 SERIAL SUBSCRIPTION, TECHNICAL PUBLICATION,
715-850-882-0000 SERIAL SUBSCRIPTION, TECHNICAL PUBLICATION, BACK FILE,
715-850-896-0000 SERIAL SUBSCRIPTION, TRADE PUBLICATION,
715-850-898-0000 SERIAL SUBSCRIPTION, TRADE PUBLICATION, BACK FILE,
880-180-000-0000 VISUAL MEDIA
INVITATION TO BID
(ITU)

FOR

LIBRARY MATERIALS
ITB No. 1-715-001-A

ITB Issue Date: December 1, 2006

Responses Due: January 4, 2007 at 2:00 p.m. EST

CONTRACT TERM: MARCH 1, 2007 TO FEBRUARY 28, 2012

REFER ALL INQUIRES TO:

BEVERLY BUTLER, PURCHASING SPECIALIST
STATE OF FLORIDA
DEPARTMENT OF MANAGEMENT SERVICES, DIVISION OF STATE PURCHASING
4050 ESPLANADE WAY, SUITE 360
TALLAHASSEE, FL 32399
EMAIL: BEVERLY.BUTLER@DMS.MYFLORIDA.COM
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SECTION 1.0
INTRODUCTION

1.0 CONTENTS:
1.1 PURPOSE AND SCOPE
1.2 TIMELINE

1.1 Purpose and Scope

The State of Florida ("State"), Department of Management Services ("Department"), invites interested Vendors to submit a firm discount on Library Materials in accordance with these solicitation documents. The purpose of this solicitation is to establish a sixty (60) month State Term Contract for the purchase of Library Materials with the potential option for renewal as allowed by Chapter 287, Florida Statutes.

The intent is to obtain the most cost effective pricing for these goods for the State of Florida while maximizing the quality and level of service. Qualified companies must have the capability to provide products and service in all respects in accordance with the solicitation documents.

This bid is a catalog discount bid for the purchase of all types of library materials, both domestic and foreign, including, but not limited to, the following: custom books in print, out-of-print, and rare; custom web-based library products; subscription-based, internet-delivered databases, electronic books and audio books; periodicals (both current and back files); newspaper; and magazine subscriptions; standing orders for both serial and monographic publications, ephemeral publications; pamphlets (both bound and unbound); pre-bound books; pre-processed books; book processing, and the so-called non book media, such as maps, charts globes, microfilm’s, microfiche; micro cards; microprint; CD ROMs; DVDs; slides; films; phonographic and tape recordings, video tape recordings, musical scores, sheet music, and other materials in this grouping.

Exclusions: the following items shall not be ordered using this contract:

- Audio Visual Equipment
- Computers & Peripherals
- Copiers
- Furniture
- Printers
- Media security systems

1.2 Timeline

Respondents should review and become familiar with the Event Timeline. The dates and times of each activity within the Timeline may be subject to change. It is the responsibility of the Respondent to check for any changes. All changes to the Timeline will be made through an
addendum to this solicitation and posted within the Vendor Bid System and MyFloridaMarketPlace eProcurement sourcing tool.

<table>
<thead>
<tr>
<th>SOLICITATION “PREVIEW PERIOD”</th>
<th>Event</th>
<th>Event Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Release solicitation to public</td>
<td></td>
<td>12/1/06</td>
</tr>
<tr>
<td>Deadline for questions from Bidders</td>
<td></td>
<td>12/14/06 by 5:00 p.m. EST</td>
</tr>
<tr>
<td>Date answers will be posted to MFMP in Response to questions received, in an Addendum format</td>
<td></td>
<td>12/15/06</td>
</tr>
</tbody>
</table>

*Note: Although the system allows bids to be submitted once the “start period” commences, it is strongly recommended that vendors wait until questions have been posted to MFMP to ensure that no significant changes have been made to bid that would affect the vendors Response.*

<table>
<thead>
<tr>
<th>“START PERIOD”</th>
<th>Event</th>
<th>Event Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>“OPEN DATE”</td>
<td>Date solicitation Responses are due</td>
<td>1/4/07 @ 2:00 p.m. EST</td>
</tr>
<tr>
<td>SOLICITATION EVALUATION &amp; AWARD PERIOD</td>
<td>Evaluate ITB Responses</td>
<td>1/15/07 – 1/26/07</td>
</tr>
<tr>
<td></td>
<td>Obtain approval on recommendation for award</td>
<td>1/29/07 – 2/2/07</td>
</tr>
<tr>
<td></td>
<td>Post Notice of Intended Award</td>
<td>2/5/07</td>
</tr>
<tr>
<td></td>
<td>Contract is awarded</td>
<td>2/9/07</td>
</tr>
<tr>
<td></td>
<td>Contract implemented</td>
<td>3/1/07</td>
</tr>
</tbody>
</table>
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2.2 GENERAL INSTRUCTIONS
2.3 ELECTRONIC SUBMISSION OF RESPONSES
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2.19 PUBLIC RECORDS
2.20 PROTESTS
2.21 LIMITATION ON VENDOR CONTACT WITH AGENCY DURING SOLICITATION

2.1 Definitions

The definitions found in s. 60A-1.001, F.A.C. shall apply to this agreement. The following additional terms are also defined:

(a) "Buyer" means the entity that has released the solicitation. The “Buyer” may also be the “Customer” as defined in the PUR 1000 if that entity meets the definition of both terms.
(b) "Procurement Officer" means the Buyer's contracting personnel, as identified in the Introductory Materials.
(c) "Respondent" means the entity that submits materials to the Buyer in accordance with these Instructions.
(d) "Response" means the material submitted by the respondent in answering the solicitation.
(e) "Timeline" means the list of critical dates and actions included in the Introductory Materials.

2.2 General Instructions

Potential respondents to the solicitation are encouraged to carefully review all the materials contained herein and prepare responses accordingly.

2.3 Electronic Submission of Responses
Respondents are required to submit responses electronically. For this purpose, all references herein to signatures, signing requirements, or other required acknowledgments hereby include electronic signature by means of clicking the "Submit Response" button (or other similar symbol or process) attached to or logically associated with the response created by the respondent within MyFloridaMarketPlace. The respondent agrees that the action of electronically submitting its response constitutes:

- an electronic signature on the response, generally,
- an electronic signature on any form or section specifically calling for a signature, and
- an affirmative agreement to any statement contained in the solicitation that requires a definite confirmation or acknowledgement.

2.4 Terms and Conditions

All responses are subject to the terms of the following sections of this solicitation, which, in case of conflict, shall have the order of precedence listed:

- Technical Specifications,
- Special Conditions and Instructions,
- Instructions to Respondents (PUR 1001),
- General Conditions (PUR 1000), and
- Introductory Materials.

The Buyer objects to and shall not consider any additional terms or conditions submitted by a respondent, including any appearing in documents attached as part of a respondent’s response. In submitting its response, a respondent agrees that any additional terms or conditions, whether submitted intentionally or inadvertently, shall have no force or effect. Failure to comply with terms and conditions, including those specifying information that must be submitted with a response, shall be grounds for rejecting a response.

2.5 Questions

Respondents shall address all questions regarding this solicitation to the Procurement Officer. Questions must be submitted via the Q&A Board within MyFloridaMarketPlace and must be RECEIVED NO LATER THAN the time and date reflected on the Timeline. Questions shall be answered in accordance with the Timeline. All questions submitted shall be published and answered in a manner that all respondents will be able to view. Respondents shall not contact any other employee of the Buyer or the State for information with respect to this solicitation. Each respondent is responsible for monitoring the MyFloridaMarketPlace site for new or changing information. The Buyer shall not be bound by any verbal information or by any written information that is not contained within the solicitation documents or formally noticed and issued by the Buyer's contracting personnel. Questions to the Procurement Officer or to any Buyer personnel shall not constitute formal protest of the specifications or of the solicitation, a process addressed in paragraph 19 of these Instructions.
2.6 Conflict of Interest

This solicitation is subject to chapter 112 of the Florida Statutes. Respondents shall disclose with their response the name of any officer, director, employee or other agent who is also an employee of the State. Respondents shall also disclose the name of any State employee who owns, directly or indirectly, an interest of five percent (5%) or more in the respondent or its affiliates.

2.7 Convicted Vendors

A person or affiliate placed on the convicted vendor list following a conviction for a public entity crime is prohibited from doing any of the following for a period of 36 months from the date of being placed on the convicted vendor list:

- submitting a bid on a contract to provide any goods or services to a public entity;
- submitting a bid on a contract with a public entity for the construction or repair of a public building or public work;
- submitting bids on leases of real property to a public entity;
- being awarded or performing work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity; and
- transacting business with any public entity in excess of the Category Two threshold amount ($25,000) provided in section 287.017 of the Florida Statutes.

2.8 Discriminatory Vendors

An entity or affiliate placed on the discriminatory vendor list pursuant to section 287.134 of the Florida Statutes may not:

- submit a bid on a contract to provide any goods or services to a public entity;
- submit a bid on a contract with a public entity for the construction or repair of a public building or public work;
- submit bids on leases of real property to a public entity;
- be awarded or perform work as a contractor, supplier, sub-contractor, or consultant under a contract with any public entity; or
- transact business with any public entity.

2.9 Respondent's Representation and Authorization

In submitting a response, each respondent understands, represents, and acknowledges the following (if the respondent cannot so certify to any of following, the respondent shall submit with its response a written explanation of why it cannot do so).

- The respondent is not currently under suspension or debarment by the State or any other governmental authority.
- To the best of the knowledge of the person signing the response, the respondent, its affiliates, subsidiaries, directors, officers, and employees are not currently under investigation by any governmental authority and have not in the last ten (10) years been
convicted or found liable for any act prohibited by law in any jurisdiction, involving conspiracy or collusion with respect to bidding on any public contract.

- Respondent currently has no delinquent obligations to the State, including a claim by the State for liquidated damages under any other contract.
- The submission is made in good faith and not pursuant to any agreement or discussion with, or inducement from, any firm or person to submit a complementary or other noncompetitive response.
- The prices and amounts have been arrived at independently and without consultation, communication, or agreement with any other respondent or potential respondent; neither the prices nor amounts, actual or approximate, have been disclosed to any respondent or potential respondent, and they will not be disclosed before the solicitation opening.
- The respondent has fully informed the Buyer in writing of all convictions of the firm, its affiliates (as defined in section 287.133(1)(a) of the Florida Statutes), and all directors, officers, and employees of the firm and its affiliates for violation of state or federal antitrust laws with respect to a public contract for violation of any state or federal law involving fraud, bribery, collusion, conspiracy or material misrepresentation with respect to a public contract. This includes disclosure of the names of current employees who were convicted of contract crimes while in the employ of another company.
- Neither the respondent nor any person associated with it in the capacity of owner, partner, director, officer, principal, investigator, project director, manager, auditor, or position involving the administration of federal funds:
  - Has within the preceding three years been convicted of or had a civil judgment rendered against them or is presently indicted for or otherwise criminally or civilly charged for: commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a federal, state, or local government transaction or public contract; violation of federal or state antitrust statutes; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property; or
  - Has within a three-year period preceding this certification had one or more federal, state, or local government contracts terminated for cause or default.
- The product offered by the respondent will conform to the specifications without exception.
- The respondent has read and understands the Contract terms and conditions, and the submission is made in conformance with those terms and conditions.
- If an award is made to the respondent, the respondent agrees that it intends to be legally bound to the Contract that is formed with the State.
- The respondent has made a diligent inquiry of its employees and agents responsible for preparing, approving, or submitting the response, and has been advised by each of them that he or she has not participated in any communication, consultation, discussion, agreement, collusion, act or other conduct inconsistent with any of the statements and representations made in the response.
- The respondent shall indemnify, defend, and hold harmless the Buyer and its employees against any cost, damage, or expense which may be incurred or be caused by any error in the respondent’s preparation of its bid.
- All information provided by, and representations made by, the respondent are material and important and will be relied upon by the Buyer in awarding the Contract. Any
misstatement shall be treated as fraudulent concealment from the Buyer of the true facts relating to submission of the bid. A misrepresentation shall be punishable under law, including, but not limited to, Chapter 817 of the Florida Statutes.

2.10 Manufacturer’s Name and Approved Equivalents

Unless otherwise specified, any manufacturers’ names, trade names, brand names, information or catalog numbers listed in a specification are descriptive, not restrictive. With the Buyer’s prior approval, the Contractor may provide any product that meets or exceeds the applicable specifications. The Contractor shall demonstrate comparability, including appropriate catalog materials, literature, specifications, test data, etc. The Buyer shall determine in its sole discretion whether a product is acceptable as an equivalent.

2.11 Performance Qualifications

The Buyer reserves the right to investigate or inspect at any time whether the product, qualifications, or facilities offered by Respondent meet the Contract requirements. Respondent shall at all times during the Contract term remain responsive and responsible. In determining Respondent’s responsibility as a vendor, the agency shall consider all information or evidence which is gathered or comes to the attention of the agency which demonstrates the Respondent’s capability to fully satisfy the requirements of the solicitation and the contract.

Respondent must be prepared, if requested by the Buyer, to present evidence of experience, ability, and financial standing, as well as a statement as to plant, machinery, and capacity of the respondent for the production, distribution, and servicing of the product bid. If the Buyer determines that the conditions of the solicitation documents are not complied with, or that the product proposed to be furnished does not meet the specified requirements, or that the qualifications, financial standing, or facilities are not satisfactory, or that performance is untimely, the Buyer may reject the response or terminate the Contract. Respondent may be disqualified from receiving awards if respondent, or anyone in respondent’s employment, has previously failed to perform satisfactorily in connection with public bidding or contracts. This paragraph shall not mean or imply that it is obligatory upon the Buyer to make an investigation either before or after award of the Contract, but should the Buyer elect to do so, respondent is not relieved from fulfilling all Contract requirements.

2.12 Public Opening

Responses shall be opened on the date and at the location indicated on the Timeline. Respondents may, but are not required to, attend. The Buyer may choose not to announce prices or release other materials pursuant to s. 119.071(1)(b), Florida Statutes. Any person requiring a special accommodation because of a disability should contact the Procurement Officer at least five (5) workdays prior to the solicitation opening. If you are hearing or speech impaired, please contact the Buyer by using the Florida Relay Service at (800) 955-8771 (TDD).
2.13 **Electronic Posting of Notice of Intended Award**

Based on the evaluation, on the date indicated on the Timeline the Buyer shall electronically post a notice of intended award at http://fcn.state.fl.us/owa_vbs/owa/vbs_www.main_menu. If the notice of award is delayed, in lieu of posting the notice of intended award the Buyer shall post a notice of the delay and a revised date for posting the notice of intended award. Any person who is adversely affected by the decision shall file with the Buyer a notice of protest within 72 hours after the electronic posting. The Buyer shall not provide tabulations or notices of award by telephone.

2.14 **Firm Response**

The Buyer may make an award within sixty (60) days after the date of the opening, during which period responses shall remain firm and shall not be withdrawn. If award is not made within sixty (60) days, the response shall remain firm until either the Buyer awards the Contract or the Buyer receives from the respondent written notice that the response is withdrawn. Any response that expresses a shorter duration may, in the Buyer's sole discretion, be accepted or rejected.

2.15 **Clarifications/Revisions**

Before award, the Buyer reserves the right to seek clarifications or request any information deemed necessary for proper evaluation of submissions from all respondents deemed eligible for Contract award. Failure to provide requested information may result in rejection of the response.

2.16 **Minor Irregularities/Right to Reject**

The Buyer reserves the right to accept or reject any and all bids, or separable portions thereof, and to waive any minor irregularity, technicality, or omission if the Buyer determines that doing so will serve the State’s best interests. The Buyer may reject any response not submitted in the manner specified by the solicitation documents.

2.17 **Contract Formation**

The Buyer shall issue a notice of award, if any, to successful respondent(s), however, no contract shall be formed between respondent and the Buyer until the Buyer signs the Contract. The Buyer shall not be liable for any costs incurred by a respondent in preparing or producing its response or for any work performed before the Contract is effective.

2.18 **Contract Overlap**

Respondents shall identify any products covered by this solicitation that they are currently authorized to furnish under any state term contract. By entering into the Contract, a Contractor authorizes the Buyer to eliminate duplication between agreements in the manner the Buyer deems to be in its best interest.
2.19  Public Records

Article 1, section 24, Florida Constitution, guarantees every person access to all public records, and Section 119.011, Florida Statutes, provides a broad definition of public record. As such, all responses to a competitive solicitation are public records unless exempt by law. Any respondent claiming that its response contains information that is exempt from the public records law shall clearly segregate and mark that information and provide the specific statutory citation for such exemption.

2.20  Protests

Any protest concerning this solicitation shall be made in accordance with sections 120.57(3) and 287.042(2) of the Florida Statutes and chapter 28-110 of the Florida Administrative Code. Questions to the Procurement Officer shall not constitute formal notice of a protest. It is the Buyer's intent to ensure that specifications are written to obtain the best value for the State and that specifications are written to ensure competitiveness, fairness, necessity and reasonableness in the solicitation process.

Section 120.57(3)(b), F.S. and Section 28-110.003, Fla. Admin. Code require that a notice of protest of the solicitation documents shall be made within seventy-two hours after the posting of the solicitation.

Section 120.57(3)(a), F.S. requires the following statement to be included in the solicitation: "Failure to file a protest within the time prescribed in section 120.57(3), Florida Statutes, shall constitute a waiver of proceedings under Chapter 120, Florida Statutes."

Section 28-110.005, Fla. Admin. Code requires the following statement to be included in the solicitation: "Failure to file a protest within the time prescribed in Section 120.57(3), Florida Statutes, or failure to post the bond or other security required by law within the time allowed for filing a bond shall constitute a waiver of proceedings under Chapter 120, Florida Statutes."

2.21  Limitation on Vendor Contact with Agency During Solicitation Period

Respondents to this solicitation or persons acting on their behalf may not contact, between the release of the solicitation and the end of the 72-hour period following the agency posting the notice of intended award, excluding Saturdays, Sundays, and state holidays, any employee or officer of the executive or legislative branch concerning any aspect of this solicitation, except in writing to the procurement officer or as provided in the solicitation documents. Violation of this provision may be grounds for rejecting a response.
SECTION 3.0
SPECIAL INSTRUCTIONS TO RESPONDENTS

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3.1 CONTACT PERSON
3.2 DEFINITIONS
3.3 WHO MAY RESPOND
3.4 ESTIMATED QUANTITIES
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3.10 STATE OBJECTIVES
3.11 STATE OF FLORIDA PURCHASING CARD PROGRAM
3.12 PUBLIC ENTITY CRIME
3.13 PURCHASES UNDER $2,500

3.1 Contact Person

Refer all inquiries to:
Beverly Butler, Purchasing Specialist
Department of Management Services, Division of State Purchasing
4050 Esplanade Way, Suite 360
Tallahassee, FL 32399-0950
Phone: 850-414-6740
Fax: 850-414-6122
Email: Beverly.Butler@dms.myflorida.com

3.2 Definitions

The definitions found in s. 60A-1.001, F.A.C. shall apply to this agreement. The following additional terms are also defined:

a. “The Department” means the Florida Department of Management Services.

b. "Procurement Officer" means the Buyer's contracting personnel, as identified in Section 3.1.

c. “MSRP” is an acronym for the Manufacturer’s Suggested Retail Price. It represents the manufacturer’s recommended retail selling price for a specific item, or list of items, and must be publicly listed, available, and verifiable by the Department. In the event a Vendor does not create, maintain, or utilize MSRP for specific Commodities within this solicitation, that Vendor may use its Government Book Price as the MSRP for those specific Commodities. The Vendor must use the MSRP or Government Book Price for all items within a specific Commodity and shall not use both within the same Commodity.
d. “Eligible Users” is defined in 60A-1.005, F.A.C. The following entities are eligible users:

1. All governmental agencies, as defined in Section 163.3164, F.S., which have a physical presence within the State of Florida;
2. Any independent, non-profit college or university that is located within the State of Florida and is accredited by the Southern Association of Colleges and Schools. Specific Authority 287.042 (12) F.S. Law Implemented 287.012 (12) F.S. History – New 8-24-04.

Section 287.056 of the Florida Statutes governs agencies’ use of the Contract. Others may seek Department approval under section 287.042(2) (a) as an eligible user of the Contract.

e. “Contractor” means any person who contracts to sell commodities or contractual services to an agency.

3.3 Who May Respond

Publishers, producers, dealers, jobbers, re-sellers, and/or subscription agents who provide library materials described herein. More than one Contractor may supply the same material. The ordering agency shall be responsible for determining which, if more than one, Contractor offers the best discount if multiple sources offer the same materials.

3.4 Estimated Quantities

It is anticipated that the State of Florida agencies and other eligible users will expend approximately $35,000,000 per year under any contract resulting from this bid. This estimated figure is given only as a guideline for preparing your bid and should not be construed as representing actual sales under the contract.

3.5 Period of Agreement

This agreement shall be in effect from the start date of the Contract for an initial period of sixty (60) months, with option to renew as allowed by Chapter 287, Florida Statutes for purchase by all State agencies and other eligible users.

3.6 Basis for Award

Recognizing that no one dealer, agency, jobber, re-seller, or publisher will be able to supply all of the materials to be covered by this bid, it is anticipated that contracts will be entered into with a number of vendors, some specializing in particular types of material and/or particular services.

Each vendor shall submit a percentage discount to be deducted from its effective catalog and/or descriptive price list. The Department reserves the right to accept or reject any and all Responses, or separable portions, and to waive any minor irregularities, technicality, or omission if the Department determines that doing so will serve the State’s best interest. At the first year contract anniversary, and all subsequent anniversaries, State Purchasing will review all business
conducted under this contract for each vendor. Sales will be reviewed on a quarterly basis. Should no sales be recorded in two consecutive contract quarters contractor may be removed from the contract. Any contract vendor with less than $25,000 (twenty-five thousand dollars) in sales in the preceding (12) twelve months, will have its contract terminated, pursuant to Section 4.22, Termination for Convenience.

The Department reserves the right to award by line item, product group, or overall to a single Respondent on a statewide basis if it is determined that doing so will serve the State’s best interest. The Department reserves the right to reject pricing that is greater than pricing offered on the current awarded State Contract or other potential Customers (e.g., city, county, university, GSA federal) contracts.

3.7 Firm Response

The Department may make an award within one-hundred and eighty (180) days after the date of the opening, during which period Responses shall remain firm and shall not be withdrawn. If an award is not made within one-hundred and eighty (180) days, the Response shall remain firm until either the Department awards the contract or the Department receives from the Respondent written notice that the Response is withdrawn. Any Response that expresses a shorter duration may, in the Department’s sole discretion, be accepted or rejected.

3.8 Submittal Response

Potential Respondents to the solicitation are encouraged to carefully review all the materials contained herein and prepare their Responses accordingly. Respondents will submit their Responses via the MyFloridaMarketPlace (MFMP) eProcurement Sourcing Tool located at https://sourcing.myfloridamarketplace.com. The Response shall include all appropriate forms located within the MyFloridaMarketPlace Sourcing Tool RFX Info Section. All required or requested Responses, documents, files, location information, and pricing shall be entered electronically into the MyFloridaMarketPlace Sourcing Tool for this solicitation as indicated. If no indication for submission is provided for required or requested documents or files, or if instructions to mail a specific document or file are provided, then those specific documents or files only shall be mailed to the attention of the Contact Person in Section 3.1 of the solicitation.

In addition to the submittal in the MyFloridaMarketPlace Sourcing tool, submit two electronic copies of the Response and all attachments (on CD-ROMS) in a sealed enveloped. The outer packaging for all mailed documents shall clearly state: Solicitation Title and Number (Library Materials ITB No. 1-715-001-A), and the ITB Responses Due Date and Time from the Timeline in Section 1.2 of the solicitation. Failure to provide all required information within the solicitation Response may result in rejection of the Response. Each Respondent is responsible for ensuring its Response is delivered at the proper time and to the proper location. The Department will not consider late submissions. **ALL RESPONSES MUST BE RECEIVED AT STATE PURCHASING, 4050 ESPLANADE WAY, TALLAHASSEE, FL 32399 AT OR BEFORE 2 P.M. ON THE DATE AND TIME SPECIFIED ON THE TIMELINE.**

In the event a Respondent submits more than one Response in the MyFloridaMarketPlace Sourcing Tool, only the last Response received by the system shall be considered for award.
Previous Responses will not be visible to the State of Florida. Responses not submitted within the System shall be rejected. The System will require Respondents to review the Bid Checklist Form and confirm that they have completed all required activities before accepting offer. The Bid Checklist Form (Attachment I) does not relieve the Respondent of responsibility for ensuring that all requirements of the solicitation are included with the solicitation Response. The Bid Checklist Form does not have to be provided with the Response.

Each Respondent is responsible for ensuring that the offer is submitted before the submittal deadline noted on the Timeline in Section 1.2 of the solicitation. The Department shall not consider late offers and the System WILL NOT accept offers after the due date and time specified in the Timeline or as amended by the Department. ALL OFFERS MUST BE SUBMITTED IN THE MYFLORIDAMARKETPLACE SOURCING TOOL BY THE DATE AND TIME SPECIFIED ON THE TIMELINE. OFFERS NOT SUBMITTED WITHIN MYFLORIDAMARKETPLACE SHALL BE REJECTED.

Contractors must have a current and complete Vendor Registration Application identified as the “Vendor Registration Application” on file with the Department of Management Services. You may download this form by accessing the Vendor Registration via internet at: http://www.myflorida.com. From there go to Business and Industry, and then Vendor Registration via Web. Completion of this form is mandatory for those vendors who are under contract with the State and for those servicing dealers who will be receiving orders and/or direct payment for State Contract sales. The Ordering Instructions form attached to this Invitation to Bid must match the ordering address, remit address, telephone number(s), and SPURS vendor number of your vendor registration. Contractor shall, at all times, make sure any changes in ownership, addresses, contact persons, etc. is reflected in its vendor registration and State Contract Ordering Instructions. The vendor registration file is the avenue State agencies use in placing orders, therefore, contract Ordering Instructions and vendor registration must match.

3.9 MyFloridaMarketPlace(MFMP) Electronic Sourcing Tool

a. MFMP Sourcing Tool Training for Respondents

This solicitation will be conducted using the MyFloridaMarketPlace Sourcing Tool. Optional training on how to respond to this solicitation electronically is offered at: http://marketplace.myflorida.com/vendor/vendor_solicitation_help.htm. Download and review the document titled “ITB Event User Guide.”
• For all technical questions about the Sourcing Tool, Vendors should contact the MyFloridaMarketPlace Customer Service Desk at 866-FLA-EPRO (866-352-3776) or: vendorhelp@myfloridamarketplace.com.
• For additional information or assistance on using the Sourcing Tool, please visit the MyFloridaMarketPlace website at the following link: http://marketplace.myflorida.com/vendor/vendor_solicitation_help.htm.

This site includes:
• Solicitation User Guides
• On Demand web-based Sourcing training link
• WinZip FAQs
• Vendor FAQs

b. MyFloridaMarketPlace Sourcing Tool Tips

When working in the Sourcing tool, be aware of the twenty (20) minute time-out function in the tool. This means that one should save his or her work (click the SAVE button) at intervals of less than twenty (20) minutes to ensure the entries since the last save are not lost.

Please note that clicking the SAVE button within the Sourcing Tool only saves the solicitation Response. The SAVE button does not transmit the solicitation Response to the State. In order to transmit the solicitation Response to the State, you must click the SUBMIT button on the SUMMARY page of the solicitation Response.

After clicking the SUBMIT button, it is the Respondent’s responsibility to check any submitted Response within the Sourcing Tool to verify that the Response is accurately and completely captured within the Sourcing Tool. Respondents must do this while there is sufficient time remaining in the Solicitation period in the event one discovers an error and needs to resubmit a revised Response.

The outer packaging for any mailed documents shall clearly state: Solicitation Title and Number (Library Materials, ITB No. 1-715-001-A), and the ITB Responses Due Date and Time from the Timeline in Section 1.2 of the solicitation.

The System will require Respondents to review the Bid Checklist Form and confirm that they have completed all required activities before accepting to offer. The Bid Checklist Form does not relieve the Respondent of responsibility for ensuring that all requirements of the solicitation are included with the solicitation Response. The Bid Checklist Form does not have to be provided with the Response.

Each Respondent is responsible for ensuring that the offer is submitted before the submittal deadline noted on the Timeline in Section 1.2 of the solicitation. The Department shall not consider late offers, and the System WILL NOT accept offers after the due date and time specified in the Timeline or as amended by the Department. ALL OFFERS MUST BE SUBMITTED IN THE MYFLORIDAMARKETPLACE SOURCING TOOL BY THE DATE AND TIME SPECIFIED ON THE TIMELINE.

To validate the Response, one should do the following before the Solicitation period ends:
• Go to the “My Bids / My Responses” tab within the Sourcing Tool after submitting the Response.
• Click on the Response ID number of the last submitted Response.
• Review entire Response to make sure all Responses are complete, accurate, and as you intended to submit.
• Minimum areas to check are:
  • Text boxes – Is the entire answer viewable?
  • Yes/No questions – Is the displayed answer correct?
• All uploaded document files – Can the attached document(s) be opened and has a clear view of the entire content? Does the content of the file(s) match the Response within the tool (e.g., not an earlier version or working copy)?
• Pricing and Other Information – Are all prices and other information intended for submission visible and accurately captured within the Sourcing Tool?
• Required Items - Are all items listed on the Bid Preparation Checklist completed as required within the Sourcing Tool?

It is strongly recommended not to wait until the last minute to upload and validate the Response to this or any solicitation.

c. MyFloridaMarketPlace Email Notification

Vendors are reminded that the Sourcing Tool’s Email Notifications are an option provided as a courtesy. The State of Florida is not under any obligation and does not guarantee that Vendors will receive Email Notifications concerning the posting, amendment, or close of solicitations. Vendors are responsible for checking the MyFloridaMarketPlace Sourcing Tool and/or the Vendor Bid System for information and updates concerning solicitations.

This Section supersedes Section 2.4, Terms and Conditions, of this Solicitation.

d. Contract Signature Page

Respondent shall submit a completed and executed Contract Signature Page (Attachment G) with its Response by mail to the contact person listed in Section 3.1 of the solicitation. The submission of the Contract Signature Page does not signify, imply, or guarantee award of the Contract, but may be used if the Respondent is awarded the Contract.

3.10 State Objectives

a. One Florida Initiative

Florida is a State rich in its diversity. Governor Bush's One Florida Initiative is dedicated to fostering the continued development and economic growth of small and minority and women-owned businesses. Central to this initiative is the participation of a diverse group of Vendors doing business with the state.

To this end, it is vital that minority and women-owned business enterprises participate in the State’s procurement process as both prime contractors and subcontractors under prime contracts. Small and minority and women-owned businesses are strongly encouraged to submit replies to this solicitation.

To track the success of the One Florida Initiative, which has achieved substantial gains in extending opportunity to minority- and women-owned businesses, the State of Florida maintains data to establish benchmarks from which to measure Contractor diversity in State
contracting. Vendors who contract with the state are obligated to provide information related to the use of minority- and women-owned businesses and subcontractors.

The Respondent shall submit documentation addressing the Governor’s One Florida Initiative and describing the efforts being made to encourage the participation of small and minority and women-owned businesses. Respondent’s Plan will be submitted via the Sourcing tool in Stage Please refer to the Governor’s “Equity in Contracting Plan” when preparing this documentation:
http://www.oneflorida.org/myflorida/government/governorinitiatives/one_florida/equity_contracting.html

Equity in Contracting documentation should identify any participation by diverse contractors and Contractors as prime contractors, sub-contractors, Vendors, resellers, distributors, or such other participation as the parties may agree. Equity in Contracting documentation shall include the timely reporting of spending with certified and other minority business enterprises. Such reports must be submitted at least quarterly and include the period covered, the name, minority code, and Federal Employer Identification Number of each minority vendor utilized during the period, commodities and services provided by the minority business enterprise, and the amount paid to each minority vendor on behalf of each purchasing Department ordering under the terms of this Contract.

In furtherance of the One Florida Initiative, Respondents are encouraged to seek the participation of certified minority business enterprises (CMBE). Information on the One Florida Initiative and CMBE’s is available from the Office of Supplier Diversity at http://osd.dms.state.fl.us.

b. Certification of Drug-Free Workplace Program

The State supports and encourages initiatives to keep the workplaces of Florida’s businesses and Contractors drug free. Section 287.087 of the Florida Statutes provides that, where identical tie Responses are received, preference shall be given to a Response received from a Respondent that certifies it has implemented a drug-free workforce program. If applicable, Respondent shall certify that it has a drug-free workplace program using the “Certification of Drug-Free Workplace” form included in Section 7.0 of this solicitation.

c. Products Available from the Blind or Other Handicapped (RESPECT)

The State supports and encourages the gainful employment of citizens with disabilities. It is expressly understood and agreed that any articles that are the subject of, or required to carry out, this Contract shall be purchased from a nonprofit agency for the blind or for the severely handicapped that is qualified pursuant to Chapter 413, Florida Statutes, in the same manner and under the same procedures set forth in Section 413.036(1) and (2), Florida Statutes; and for purposes of this Contract the person, firm, or other business entity carrying out the provisions of this contract shall be deemed to be substituted for the State Agency insofar as dealings with such qualified nonprofit Department are concerned. Additional information
about the designated nonprofit Department and the products it offers is available at http://www.respectofflorida.org.

The Respondent shall describe how it will address the use of RESPECT in offering the items in this solicitation.

d. **Prison Rehabilitative Industries and Diversified Enterprises, Inc. (PRIDE)**

The State supports and encourages the use of Florida correctional work programs. It is expressly understood and agreed that any articles which are the subject of, or required to carry out, this Contract shall be purchased from the corporation identified under Chapter 946, F.S., in the same manner and under the same procedures set forth in Section 946.515(2), and (4), F.S.; and for purposes of this Contract the person, firm, or other business entity carrying out the provisions of this Contract shall be deemed to be substituted for the State Agency insofar as dealings with such corporation are concerned. Additional information about PRIDE and the products it offers is available at http://www.pride-enterprises.org/.

The Respondent shall describe how it will address the use of PRIDE in offering the items in this solicitation.

3.11 **State of Florida Purchasing Card Program**

The State of Florida has implemented a purchasing card program through, using the Visa network. Accordingly, bidders must presently have the ability to accept Visa for any purchase or payment or take whatever steps necessary to implement the ability before the start of the contract term. Visa acceptance is mandatory, but is not the exclusive method of payment. The method of payment shall be selected by the customer. The State will not fill out any contractor forms or contracts in association with a contractor accepting a purchasing card payment. On-line billing or payment systems maintained by the contractor will not store the cardholders account number and expiration date for reuse. Cardholders will provide the Contractor with card account information at the point of sell for each occurrence.

3.12 **Public Entity Crime**

A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a Response on a request to provide any goods or services to a public entity, may not submit a Response on a contract with a public entity for the construction or repair of a public building or public work, may not submit Responses on leases of real property to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in f.s. 287.017 for CATEGORY TWO for a period of thirty-six (36) months from the date of being placed on the convicted vendor list.

3.13 **Purchases Under $2,500**

Agencies have the option to purchase from non-contract vendors provided the cost is below $2,500. State agencies are encouraged to use the State Visa Purchasing Card for all purchases under $2,500.
SECTION 4.0
GENERAL CONTRACT CONDITIONS (PUR 1000)

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4.40 PRISON REHABILITATIVE INDUSTRIES AND DIVERSIFIED ENTERPRISES, INC. (PRIDE)
4.1 Definitions

The definitions contained in s. 60A-1.001, F.A.C. shall apply to this agreement. The following additional terms are also defined:

(a) “Contract” means the legally enforceable agreement that results from a successful solicitation. The parties to the Contract will be the Customer and Contractor.

(b) “Customer” means the State agency or other entity identified in a contract as the party to receive commodities or contractual services pursuant to a contract or that orders commodities or contractual services via purchase order or other contractual instrument from the Contractor under the Contract. The “Customer” may also be the “Buyer” as defined in the PUR 1001 if it meets the definition of both terms.

(c) “Product” means any deliverable under the Contract, which may include commodities, services, technology or software.

(d) “Purchase order” means the form or format a Customer uses to make a purchase under the Contract (e.g., a formal written purchase order, electronic purchase order, procurement card, contract or other authorized means).

4.2 Purchase Orders

In contracts where commodities or services are ordered by the Customer via purchase order, Contractor shall not deliver or furnish products until a Customer transmits a purchase order. All purchase orders shall bear the Contract or solicitation number, shall be placed by the Customer directly with the Contractor, and shall be deemed to incorporate by reference the Contract and solicitation terms and conditions. Any discrepancy between the Contract terms and the terms stated on the Contractor’s order form, confirmation, or acknowledgement shall be resolved in favor of terms most favorable to the Customer. A purchase order for services within the ambit of section 287.058(1) of the Florida Statutes shall be deemed to incorporate by reference the requirements of subparagraphs (a) through (f) thereof. Customers shall designate a contract manager and a contract administrator as required by subsections 287.057(15) and (16) of the Florida Statutes.
4.3 Product Version

Purchase orders shall be deemed to reference a manufacturer’s most recently release model or version of the product at the time of the order, unless the Customer specifically requests in writing an earlier model or version and the contractor is willing to provide such model or version.

4.4 Price Changes Applicable only to Term Contracts

If this is a term contract for commodities or services, the following provisions apply.

(a) Quantity Discounts. Contractors are urged to offer additional discounts for one time delivery of large single orders. Customers should seek to negotiate additional price concessions on quantity purchases of any products offered under the Contract. State Customers shall document their files accordingly.

(b) Best Pricing Offer. During the Contract term, if the Customer becomes aware of better pricing offered by the Contractor for substantially the same or a smaller quantity of a product outside the Contract, but upon the same or similar terms of the Contract, then at the discretion of the Customer the price under the Contract shall be immediately reduced to the lower price.

(c) Sales Promotions. In addition to decreasing prices for the balance of the Contract term due to a change in market conditions, a Contractor may conduct sales promotions involving price reductions for a specified lesser period. A Contractor shall submit to the Contract Specialist documentation identifying the proposed (1) starting and ending dates of the promotion, (2) products involved, and (3) promotional prices compared to then-authorized prices. Promotional prices shall be available to all Customers. Upon approval, the Contractor shall provide conspicuous notice of the promotion.

(d) Trade-In. Customers may trade-in equipment when making purchases from the Contract. A trade-in shall be negotiated between the Customer and the Contractor. Customers are obligated to actively seek current fair market value when trading equipment, and to keep accurate records of the process. For State agencies, it may be necessary to provide documentation to the Department of Financial Services and to the agency property custodian pursuant to Chapter 273, F.S.

(e) Equitable Adjustment. The State may, in its sole discretion, make an equitable adjustment in the Contract terms or pricing if pricing or availability of supply is affected by extreme and unforeseen volatility in the marketplace, that is, by circumstances that satisfy all the following criteria: (1) the volatility is due to causes wholly beyond the Contractor’s control, (2) the volatility affects the marketplace or industry, not just the particular Contract source of supply, (3) the effect on pricing or availability of supply is substantial, and (4) the volatility so affects the Contractor that continued performance of the Contract would result in a substantial loss.
4.5 Additional Quantities

For a period not exceeding ninety (90) days from the date of solicitation award, the Customer reserves the right to acquire additional quantities up to the amount shown on the solicitation but not to exceed the threshold for Category Two at the prices submitted in the response to the solicitation.

4.6 Packaging

Tangible products shall be securely and properly packed for shipment, storage, and stocking in appropriate, clearly labeled, shipping containers and according to accepted commercial practice, without extra charge for packing materials, cases, or other types of containers. All containers and packaging shall become and remain Customer’s property.

4.7 Inspection at Contractor’s Site

The Customer reserves the right to inspect, at any reasonable time with prior notice, the equipment or product or plant or other facilities of a Contractor to assess conformity with Contract requirements and to determine whether they are adequate and suitable for proper and effective Contract performance.

4.8 Safety Standards

All manufactured items and fabricated assemblies subject to operation under pressure, operation by connection to an electric source, or operation involving connection to a manufactured, natural, or LP gas source shall be constructed and approved in a manner acceptable to the appropriate State inspector. Acceptability customarily requires, at a minimum, identification marking of the appropriate safety standard organization, where such approvals of listings have been established for the type of device offered and furnished, for example: the American Society of Mechanical Engineers for pressure vessels; the Underwriters Laboratories and/or National Electrical Manufacturers’ Association for electrically operated assemblies; and the American Gas Association for gas-operated assemblies. In addition, all items furnished shall meet all applicable requirements of the Occupational Safety and Health Act and state and federal requirements relating to clean air and water pollution.

4.9 Americans with Disabilities Act

Contractors should identify any products that may be used or adapted for use by visually, hearing, or other physically impaired individuals.

4.10 Literature

Upon request, the Contractor shall furnish literature reasonably related to the product offered, for example, user manuals, price schedules, catalogs, descriptive brochures, etc.
4.11 Transportation and Delivery

Prices shall include all charges for packing, handling, freight, distribution, and inside delivery. Transportation of goods shall be FOB Destination to any point within thirty (30) days after the Customer places an Order. A Contractor, within five (5) days after receiving a purchase order, shall notify the Customer of any potential delivery delays. Evidence of inability or intentional delays shall be cause for Contract cancellation and Contractor suspension.

4.12 Installation

Where installation is required, Contractor shall be responsible for placing and installing the product in the required locations at no additional charge, unless otherwise designated on the Contract or purchase order. Contractor’s authorized product and price list shall clearly and separately identify any additional installation charges. All materials used in the installation shall be of good quality and shall be free of defects that would diminish the appearance of the product or render it structurally or operationally unsound. Installation includes the furnishing of any equipment, rigging, and materials required to install or replace the product in the proper location. Contractor shall protect the site from damage and shall repair damages or injury caused during installation by Contractor or its employees or agents. If any alteration, dismantling, excavation, etc., is required to achieve installation, the Contractor shall promptly restore the structure or site to its original condition. Contractor shall perform installation work so as to cause the least inconvenience and interference with Customers and with proper consideration of others on site. Upon completion of the installation, the location and surrounding area of work shall be left clean and in a neat and unobstructed condition, with everything in satisfactory repair and order.

4.13 Risk of Loss

Matters of inspection and acceptance are addressed in s. 215.422, F.S. Until acceptance, risk of loss or damage shall remain with the Contractor. The Contractor shall be responsible for filing, processing, and collecting all damage claims. To assist the Contractor with damage claims, the Customer shall: record any evidence of visible damage on all copies of the delivering carrier’s Bill of Lading; report damages to the carrier and the Contractor; and provide the Contractor with a copy of the carrier’s Bill of Lading and damage inspection report. When a Customer rejects a product, Contractor shall remove it from the premises within ten days after notification or rejection. Upon rejection notification, the risk of loss of rejected or non-conforming product shall remain with the Contractor. Rejected product not removed by the Contractor within ten days shall be deemed abandoned by the Contractor, and the Customer shall have the right to dispose of it as its own property. Contractor shall reimburse the Customer for costs and expenses incurred in storing or effecting removal or disposition of rejected product.

4.14 Transaction Fee

The State of Florida has instituted MyFloridaMarketPlace, a statewide eProcurement System (“System”). Pursuant to section 287.057(23), Florida Statutes (2002), all payments shall be assessed a Transaction Fee of one percent (1.0%), which the Contractor shall pay to the State, unless exempt pursuant to 60A-1.032, F.A.C.
For payments within the State accounting system (FLAIR or its successor), the Transaction Fee shall, when possible, be automatically deducted from payments to the Contractor. If automatic deduction is not possible, the Contractor shall pay the Transaction Fee pursuant to Rule 60A-1.031(2), F.A.C. By submission of these reports and corresponding payments, Contractor certifies their correctness. All such reports and payments shall be subject to audit by the State or its designee.

Contractor shall receive a credit for any Transaction Fee paid by the Contractor for the purchase of any item(s) if such item(s) are returned to the Contractor through no fault, act, or omission of the Contractor. Notwithstanding the foregoing, a Transaction Fee is non-refundable when an item is rejected or returned, or declined, due to the Contractor’s failure to perform or comply with specifications or requirements of the agreement.

Failure to comply with these requirements shall constitute grounds for declaring the Contractor in default and recovering reprocurement costs from the Contractor in addition to all outstanding fees. **CONTRACTORS DELINQUENT IN PAYING TRANSACTION FEES MAY BE SUBJECT TO BEING REMOVED FROM THE DEPARTMENT OF MANAGEMENT SERVICES’ VENDOR LIST AS PROVIDED IN RULE 60A-1.006, F.A.C.**

### 4.15 Invoicing and Payment

Invoices shall contain the Contract number, purchase order number if applicable, and the appropriate vendor identification number. The State may require any other information from the Contractor that the State deems necessary to verify any purchase order placed under the Contract.

At the State's option, Contractors may be required to invoice electronically pursuant to guidelines of the Department of Management Services. Current guidelines require that Contractor supply electronic invoices in lieu of paper-based invoices for those transactions processed through the system. Electronic invoices shall be submitted to the Customer through the Ariba Supplier Network (ASN) in one of the following mechanisms – EDI 810, cXML, or web-based invoice entry within the ASN.

Payment shall be made in accordance with sections 215.422 and 287.0585 of the Florida Statutes, which govern time limits for payment of invoices. Invoices that must be returned to a Contractor due to preparation errors will result in a delay in payment. Contractors may call (850) 413-7269 Monday through Friday to inquire about the status of payments by State Agencies. The Customer is responsible for all payments under the Contract. A Customer’s failure to pay, or delay in payment, shall not constitute a breach of the Contract and shall not relieve the Contractor of its obligations to the Department or to other Customers.

### 4.16 Taxes

The State does not pay Federal excise or sales taxes on direct purchases of tangible personal property. The State will not pay for any personal property taxes levied on the Contractor or for any taxes levied on employees’ wages. Any exceptions to this paragraph shall be explicitly noted by the Customer in the special contract conditions section of the solicitation or in the Contract or purchase order.
4.17 Governmental Restrictions

If the Contractor believes that any governmental restrictions have been imposed that require alteration of the material, quality, workmanship or performance of the products offered under the Contract, the Contractor shall immediately notify the Customer in writing, indicating the specific restriction. The Customer reserves the right and the complete discretion to accept any such alteration or to cancel the Contract at no further expense to the Customer.

4.18 Lobbying and Integrity

Customers shall ensure compliance with Section 11.062, FS and Section 216.347, FS. The Contractor shall not, in connection with this or any other agreement with the State, directly or indirectly (1) offer, confer, or agree to confer any pecuniary benefit on anyone as consideration for any State officer or employee’s decision, opinion, recommendation, vote, other exercise of discretion, or violation of a known legal duty, or (2) offer, give, or agree to give to anyone any gratuity for the benefit of, or at the direction or request of, any State officer or employee. For purposes of clause (2), “gratuity” means any payment of more than nominal monetary value in the form of cash, travel, entertainment, gifts, meals, lodging, loans, subscriptions, advances, deposits of money, services, employment, or contracts of any kind. Upon request of the Customer’s Inspector General, or other authorized State official, the Contractor shall provide any type of information the Inspector General deems relevant to the Contractor’s integrity or responsibility. Such information may include, but shall not be limited to, the Contractor’s business or financial records, documents, or files of any type or form that refer to or relate to the Contract. The Contractor shall retain such records for the longer of (1) three years after the expiration of the Contract or (2) the period required by the General Records Schedules maintained by the Florida Department of State (available at: http://dlis.dos.state.fl.us/barm/genschedules/gensched.htm). The Contractor agrees to reimburse the State for the reasonable costs of investigation incurred by the Inspector General or other authorized State official for investigations of the Contractor’s compliance with the terms of this or any other agreement between the Contractor and the State which results in the suspension or debarment of the Contractor. Such costs shall include, but shall not be limited to: salaries of investigators, including overtime; travel and lodging expenses; and expert witness and documentary fees. The Contractor shall not be responsible for any costs of investigations that do not result in the Contractor’s suspension or debarment.

4.19 Indemnification

The Contractor shall be fully liable for the actions of its agents, employees, partners, or subcontractors and shall fully indemnify, defend, and hold harmless the State and Customers, and their officers, agents, and employees, from suits, actions, damages, and costs of every name and description, including attorneys’ fees, arising from or relating to personal injury and damage to real or personal tangible property alleged to be caused in whole or in part by Contractor, its agents, employees, partners, or subcontractors, provided, however, that the Contractor shall not indemnify for that portion of any loss or damages proximately caused by the negligent act or omission of the State or a Customer.
Further, the Contractor shall fully indemnify, defend, and hold harmless the State and Customers from any suits, actions, damages, and costs of every name and description, including attorneys’ fees, arising from or relating to violation or infringement of a trademark, copyright, patent, trade secret or intellectual property right, provided, however, that the foregoing obligation shall not apply to a Customer’s misuse or modification of Contractor’s products or a Customer’s operation or use of Contractor’s products in a manner not contemplated by the Contract or the purchase order. If any product is the subject of an infringement suit, or in the Contractor’s opinion is likely to become the subject of such a suit, the Contractor may at its sole expense procure for the Customer the right to continue using the product or to modify it to become non-infringing. If the Contractor is not reasonably able to modify or otherwise secure the Customer the right to continue using the product, the Contractor shall remove the product and refund the Customer the amounts paid in excess of a reasonable rental for past use. The customer shall not be liable for any royalties.

The Contractor’s obligations under the preceding two paragraphs with respect to any legal action are contingent upon the State or Customer giving the Contractor (1) written notice of any action or threatened action, (2) the opportunity to take over and settle or defend any such action at Contractor’s sole expense, and (3) assistance in defending the action at Contractor’s sole expense. The Contractor shall not be liable for any cost, expense, or compromise incurred or made by the State or Customer in any legal action without the Contractor’s prior written consent, which shall not be unreasonably withheld.

4.20 Limitation of Liability

For all claims against the Contractor under any contract or purchase order, and regardless of the basis on which the claim is made, the Contractor’s liability under a contract or purchase order for direct damages shall be limited to the greater of $100,000, the dollar amount of the contract or purchase order, or two times the charges rendered by the Contractor under the purchase order. This limitation shall not apply to claims arising under the Indemnity paragraph contain in this agreement.

Unless otherwise specifically enumerated in the Contract or in the purchase order, no party shall be liable to another for special, indirect, punitive, or consequential damages, including lost data or records (unless the contract or purchase order requires the Contractor to back-up data or records), even if the party has been advised that such damages are possible. No party shall be liable for lost profits, lost revenue, or lost institutional operating savings. The State and Customer may, in addition to other remedies available to them at law or equity and upon notice to the Contractor, retain such monies from amounts due Contractor as may be necessary to satisfy any claim for damages, penalties, costs and the like asserted by or against them. The State may set off any liability or other obligation of the Contractor or its affiliates to the State against any payments due the Contractor under any contract with the State.

4.21 Suspension of Work

The Customer may in its sole discretion suspend any or all activities under the Contract or purchase order, at any time, when in the best interests of the State to do so. The Customer shall
provide the Contractor written notice outlining the particulars of suspension. Examples of the reason for suspension include, but are not limited to, budgetary constraints, declaration of emergency, or other such circumstances. After receiving a suspension notice, the Contractor shall comply with the notice and shall not accept any purchase orders. Within ninety days, or any longer period agreed to by the Contractor, the Customer shall either (1) issue a notice authorizing resumption of work, at which time activity shall resume, or (2) terminate the Contract or purchase order. Suspension of work shall not entitle the Contractor to any additional compensation.

4.22 Termination for Convenience

The Customer, by written notice to the Contractor, may terminate the Contract in whole or in part when the Customer determines in its sole discretion that it is in the State’s interest to do so. The Contractor shall not furnish any product after it receives the notice of termination, except as necessary to complete the continued portion of the Contract, if any. The Contractor shall not be entitled to recover any cancellation charges or lost profits.

4.23 Termination for Cause

The Customer may terminate the Contract if the Contractor fails to (1) deliver the product within the time specified in the Contract or any extension, (2) maintain adequate progress, thus endangering performance of the Contract, (3) honor any term of the Contract, or (4) abide by any statutory, regulatory, or licensing requirement. Rule 60A-1.006(3), F.A.C., governs the procedure and consequences of default. The Contractor shall continue work on any work not terminated. Except for defaults of subcontractors at any tier, the Contractor shall not be liable for any excess costs if the failure to perform the Contract arises from events completely beyond the control, and without the fault or negligence, of the Contractor. If the failure to perform is caused by the default of a subcontractor at any tier, and if the cause of the default is completely beyond the control of both the Contractor and the subcontractor, and without the fault or negligence of either, the Contractor shall not be liable for any excess costs for failure to perform, unless the subcontracted products were obtainable from other sources in sufficient time for the Contractor to meet the required delivery schedule. If, after termination, it is determined that the Contractor was not in default, or that the default was excusable, the rights and obligations of the parties shall be the same as if the termination had been issued for the convenience of the Customer. The rights and remedies of the Customer in this clause are in addition to any other rights and remedies provided by law or under the Contract.

4.24 Force Majeure, Notice of Delay, and No Damages for Delay

The Contractor shall not be responsible for delay resulting from its failure to perform if neither the fault nor the negligence of the Contractor or its employees or agents contributed to the delay and the delay is due directly to acts of God, wars, acts of public enemies, strikes, fires, floods, or other similar cause wholly beyond the Contractor’s control, or for any of the foregoing that affect subcontractors or suppliers if no alternate source of supply is available to the Contractor. In case of any delay the Contractor believes is excusable, the Contractor shall notify the Customer in writing of the delay or potential delay and describe the cause of the delay either (1) within ten
(10) days after the cause that creates or will create the delay first arose, if the Contractor could reasonably foresee that a delay could occur as a result, or (2) if delay is not reasonably foreseeable, within five (5) days after the date the Contractor first had reason to believe that a delay could result. **THE FOREGOING SHALL CONSTITUTE THE CONTRACTOR'S SOLE REMEDY OR EXCUSE WITH RESPECT TO DELAY.** Providing notice in strict accordance with this paragraph is a condition precedent to such remedy. No claim for damages, other than for an extension of time, shall be asserted against the Customer. The Contractor shall not be entitled to an increase in the Contract price or payment of any kind from the Customer for direct, indirect, consequential, impact or other costs, expenses or damages, including but not limited to costs of acceleration or inefficiency, arising because of delay, disruption, interference, or hindrance from any cause whatsoever. If performance is suspended or delayed, in whole or in part, due to any of the causes described in this paragraph, after the causes have ceased to exist the Contractor shall perform at no increased cost, unless the Customer determines, in its sole discretion, that the delay will significantly impair the value of the Contract to the State or to Customers, in which case the Customer may (1) accept allocated performance or deliveries from the Contractor, provided that the Contractor grants preferential treatment to Customers with respect to products subjected to allocation, or (2) purchase from other sources (without recourse to and by the Contractor for the related costs and expenses) to replace all or part of the products that are the subject of the delay, which purchases may be deducted from the Contract quantity, or (3) terminate the Contract in whole or in part.

4.25 Changes

The Customer may unilaterally require, by written order, changes altering, adding to, or deducting from the Contract specifications, provided that such changes are within the general scope of the Contract. The Customer may make an equitable adjustment in the Contract price or delivery date if the change affects the cost or time of performance. Such equitable adjustments require the written consent of the Contractor, which shall not be unreasonably withheld. If unusual quantity requirements arise, the Customer may solicit separate bids to satisfy them.

4.26 Renewal

Upon mutual agreement, the Customer and the Contractor may renew the Contract, in whole or in part, for a period that may not exceed 3 years or the term of the contract, whichever period is longer. Any renewal shall specify the renewal price, as set forth in the solicitation response. The renewal must be in writing and signed by both parties, and is contingent upon satisfactory performance evaluations and subject to availability of funds.

4.27 Purchase Order Duration

Purchase orders issued pursuant to a state term or agency contract must be received by the Contractor no later than close of business on the last day of the contract’s term to be considered timely. The Contractor is obliged to fill those orders in accordance with the contract’s terms and conditions. Purchase orders received by the contractor after close of business on the last day of the state term or agency contract’s term shall be considered void.
Purchase orders for a one-time delivery of commodities or performance of contractual services shall be valid through the performance by the Contractor, and all terms and conditions of the state term or agency contract shall apply to the single delivery/performance, and shall survive the termination of the Contract.

Contractors are required to accept purchase orders specifying delivery schedules exceeding the contracted schedule even when such extended delivery will occur after expiration of the state term or agency contract. For example, if a state term contract calls for delivery 30 days after receipt of order (ARO), and an order specifies delivery will occur both in excess of 30 days ARO and after expiration of the state term contract, the Contractor will accept the order. However, if the Contractor expressly and in writing notifies the ordering office within ten (10) calendar days of receipt of the purchase order that Contractor will not accept the extended delivery terms beyond the expiration of the state term contract, then the purchase order will either be amended in writing by the ordering entity within ten (10) calendar days of receipt of the contractor’s notice to reflect the state term contract delivery schedule, or it shall be considered withdrawn.

The duration of purchase orders for recurring deliveries of commodities or performance of services shall not exceed the expiration of the state term or agency contract by more than twelve months. However, if an extended pricing plan offered in the state term or agency contract is selected by the ordering entity, the contract terms on pricing plans and renewals shall govern the maximum duration of purchase orders reflecting such pricing plans and renewals.

Timely purchase orders shall be valid through their specified term and performance by the Contractor, and all terms and conditions of the state term or agency contract shall apply to the recurring delivery/performance as provided herein, and shall survive the termination of the Contract.

Ordering offices shall not renew a purchase order issued pursuant to a state term or agency contract if the underlying contract expires prior to the effective date of the renewal.

4.28 Advertising

Subject to Chapter 119, Florida Statutes, the Contractor shall not publicly disseminate any information concerning the Contract without prior written approval from the Customer, including, but not limited to mentioning the Contract in a press release or other promotional material, identifying the Customer or the State as a reference, or otherwise linking the Contractor’s name and either a description of the Contract or the name of the State or the Customer in any material published, either in print or electronically, to any entity that is not a party to Contract, except potential or actual authorized distributors, dealers, resellers, or service representative.

4.29 Assignment

The Contractor shall not sell, assign or transfer any of its rights, duties or obligations under the Contract, or under any purchase order issued pursuant to the Contract, without the prior written consent of the Customer. In the event of any assignment, the Contractor remains secondarily
liable for performance of the contract, unless the Customer expressly waives such secondary liability. The Customer may assign the Contract with prior written notice to Contractor of its intent to do so.

4.30 Antitrust Assignment

The Contractor and the State of Florida recognize that in actual economic practice, overcharges resulting from antitrust violations are in fact usually borne by the State of Florida. Therefore, the contractor hereby assigns to the State of Florida any and all claims for such overcharges as to goods, materials or services purchased in connection with the Contract.

4.31 Dispute Resolution

Any dispute concerning performance of the Contract shall be decided by the Customer's designated contract manager, who shall reduce the decision to writing and serve a copy on the Contractor. The decision shall be final and conclusive unless within twenty one (21) days from the date of receipt, the Contractor files with the Customer a petition for administrative hearing. The Customer’s decision on the petition shall be final, subject to the Contractor’s right to review pursuant to Chapter 120 of the Florida Statutes. Exhaustion of administrative remedies is an absolute condition precedent to the Contractor's ability to pursue any other form of dispute resolution; provided, however, that the parties may employ the alternative dispute resolution procedures outlined in Chapter 120.

Without limiting the foregoing, the exclusive venue of any legal or equitable action that arises out of or relates to the Contract shall be the appropriate state court in Leon County, Florida; in any such action, Florida law shall apply and the parties waive any right to jury trial.

4.32 Employees, Subcontractors, and Agents

All Contractor employees, subcontractors, or agents performing work under the Contract shall be properly trained technicians who meet or exceed any specified training qualifications. Upon request, Contractor shall furnish a copy of technical certification or other proof of qualification. All employees, subcontractors, or agents performing work under the Contract must comply with all security and administrative requirements of the Customer and shall comply with all controlling laws and regulations relevant to the services they are providing under the Contract. The State may conduct, and the Contractor shall cooperate in, a security background check or otherwise assess any employee, subcontractor, or agent furnished by the Contractor. The State may refuse access to, or require replacement of, any personnel for cause, including, but not limited to, technical or training qualifications, quality of work, change in security status, or non-compliance with a Customer’s security or other requirements. Such approval shall not relieve the Contractor of its obligation to perform all work in compliance with the Contract. The State may reject and bar from any facility for cause any of the Contractor’s employees, subcontractors, or agents.
4.33 Security and Confidentiality

The Contractor shall comply fully with all security procedures of the United States, State of Florida and Customer in performance of the Contract. The Contractor shall not divulge to third parties any confidential information obtained by the Contractor or its agents, distributors, resellers, subcontractors, officers or employees in the course of performing Contract work, including, but not limited to, security procedures, business operations information, or commercial proprietary information in the possession of the State or Customer. The Contractor shall not be required to keep confidential information or material that is publicly available through no fault of the Contractor, material that the Contractor developed independently without relying on the State’s or Customer’s confidential information, or material that is otherwise obtainable under State law as a public record. To insure confidentiality, the Contractor shall take appropriate steps as to its personnel, agents, and subcontractors. The warranties of this paragraph shall survive the Contract.

4.34 Contractor Employees, Subcontractors, and Other Agents

The Customer and the State shall take all actions necessary to ensure that Contractor's employees, subcontractors and other agents are not employees of the State of Florida. Such actions include, but are not limited to, ensuring that Contractor's employees, subcontractors, and other agents receive benefits and necessary insurance (health, workers' compensations, and unemployment) from an employer other than the State of Florida.

4.35 Insurance Requirements

During the Contract term, the Contractor at its sole expense shall provide commercial insurance of such a type and with such terms and limits as may be reasonably associated with the Contract. Providing and maintaining adequate insurance coverage is a material obligation of the Contractor. Upon request, the Contractor shall provide certificate of insurance. The limits of coverage under each policy maintained by the Contractor shall not be interpreted as limiting the Contractor’s liability and obligations under the Contract. All insurance policies shall be through insurers authorized or eligible to write policies in Florida.

4.36 Warranty of Authority

Each person signing the Contract warrants that he or she is duly authorized to do so and to bind the respective party to the Contract.

4.37 Warranty of Ability to Perform

The Contractor warrants that, to the best of its knowledge, there is no pending or threatened action, proceeding, or investigation, or any other legal or financial condition, that would in any way prohibit, restrain, or diminish the Contractor’s ability to satisfy its Contract obligations. The Contractor warrants that neither it nor any affiliate is currently on the convicted vendor list maintained pursuant to section 287.133 of the Florida Statutes, or on any similar list maintained by any other state or the federal government. The Contractor shall immediately notify the
Customer in writing if its ability to perform is compromised in any manner during the term of the Contract.

4.38 Notices

All notices required under the Contract shall be delivered by certified mail, return receipt requested, by reputable air courier service, or by personal delivery to the agency designee identified in the original solicitation, or as otherwise identified by the Customer. Notices to the Contractor shall be delivered to the person who signs the Contract. Either designated recipient may notify the other, in writing, if someone else is designated to receive notice.

4.39 Leases and Installment Purchases

Prior approval of the Chief Financial Officer (as defined in Section 17.001, F.S.) is required for State agencies to enter into or to extend any lease or installment-purchase agreement in excess of the Category Two amount established by section 287.017 of the Florida Statutes.

4.40 Prison Rehabilitative Industries and Diversified Enterprises, Inc. (PRIDE)

Section 946.515(2), F.S. requires the following statement to be included in the solicitation: "It is expressly understood and agreed that any articles which are the subject of, or required to carry out, the Contract shall be purchased from the corporation identified under Chapter 946 of the Florida Statutes (PRIDE) in the same manner and under the same procedures set forth in section 946.515(2) and (4) of the Florida Statutes; and for purposes of the Contract the person, firm, or other business entity carrying out the provisions of the Contract shall be deemed to be substituted for the agency insofar as dealings with such corporation are concerned." Additional information about PRIDE and the products it offers is available at http://www.pridefl.com.

4.41 Products Available from the Blind or Other Handicapped

Section 413.036(3), F.S. requires the following statement to be included in the solicitation: "It is expressly understood and agreed that any articles that are the subject of, or required to carry out, this contract shall be purchased from a nonprofit agency for the Blind or for the Severely Handicapped that is qualified pursuant to Chapter 413, Florida Statutes, in the same manner and under the same procedures set forth in section 413.036(1) and (2), Florida Statutes; and for purposes of this contract the person, firm, or other business entity carrying out the provisions of this contract shall be deemed to be substituted for the State agency insofar as dealings with such qualified nonprofit agency are concerned." Additional information about the designated nonprofit agency and the products it offers is available at http://www.respectofflorida.org.

4.42 Modification of Terms

The Contract contains all the terms and conditions agreed upon by the parties, which terms and conditions shall govern all transactions between the Customer and the Contractor. The Contract may only be modified or amended upon mutual written agreement of the Customer and the Contractor. No oral agreements or representations shall be valid or binding upon the Customer.
or the Contractor. No alteration or modification of the Contract terms, including substitution of product, shall be valid or binding against the Customer. The Contractor may not unilaterally modify the terms of the Contract by affixing additional terms to product upon delivery (e.g., attachment or inclusion of standard preprinted forms, product literature, “shrink wrap” terms accompanying or affixed to a product, whether written or electronic) or by incorporating such terms onto the Contractor’s order or fiscal forms or other documents forwarded by the Contractor for payment. The Customer's acceptance of product or processing of documentation on forms furnished by the Contractor for approval or payment shall not constitute acceptance of the proposed modification to terms and conditions.

4.43 Cooperative Purchasing

Pursuant to their own governing laws, and subject to the agreement of the Contractor, other entities may be permitted to make purchases at the terms and conditions contained herein. Non-Customer purchases are independent of the agreement between Customer and Contractor, and Customer shall not be a party to any transaction between the Contractor and any other purchaser. State agencies wishing to make purchases from this agreement are required to follow the provisions of s. 287.042(16)(a), F.S. This statute requires the Department of Management Services to determine that the requestor's use of the contract is cost-effective and in the best interest of the State.

4.44 Waiver

The delay or failure by the Customer to exercise or enforce any of its rights under this Contract shall not constitute or be deemed a waiver of the Customer’s right thereafter to enforce those rights, nor shall any single or partial exercise of any such right preclude any other or further exercise thereof or the exercise of any other right.

4.45 Annual Appropriations

The State’s performance and obligation to pay under this contract are contingent upon an annual appropriation by the Legislature.

4.46 Execution in Counterparts

The Contract may be executed in counterparts, each of which shall be an original and all of which shall constitute but one and the same instrument.

4.47 Severability

If a court deems any provision of the Contract void or unenforceable, that provision shall be enforced only to the extent that it is not in violation of law or is not otherwise unenforceable and all other provisions shall remain in full force and effect.
SECTION 5.0
SPECIAL CONDITIONS

5.0 CONTENTS:
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5.1 Definitions

The definitions found in s. 60A-1.001, F.A.C. and other sections of this solicitation shall apply to any contract resulting from this solicitation. The following additional terms are also defined:

a. “Business Day” shall mean a calendar day, excluding Saturdays, Sundays, and all days in which banking institutions in the State of Florida are closed.

b. “Punchout” means the contractor owned and maintained web-based electronic ordering system interfaced with the MFMP web-based electronic ordering system.

5.2 Electronic Catalog Data

The MyFloridaMarketPlace (“MFMP”) third-party Service Provider, Accenture, is responsible for converting the Contract catalog information into an electronic catalog format supported by the eProcurement System. To accomplish this conversion, the awarded Contractor shall provide certain information in electronic format directly to the Service Provider (This format is generally Microsoft Excel), or alternatively, the contractor may follow the “punchout” solution described herein.

Within ten (10) days of written notice from the Service Provider, the awarded Contractor shall provide all information necessary to facilitate electronic purchases from this Contract. Such information may include, but is not limited to, The Contractor name, brand/manufacturer, SKU, product name, brief description (for supplies, include what machine product is for), unit of measure, and price. Contractor shall provide this information in the format required by the Service Provider. No costs or expenses associated with providing this information shall be charged to the Department, Eligible Users, or Service Provider. With the Contractor’s timely
assistance, the Service Provider shall create and maintain web-based placement of the requested Contract information.

Contractor is required to provide their catalog data electronically using the State’s eProcurement system either through the Electronic Catalog or Punchout Alternative option. After contract award, contractor will have up to thirty (30) days to either (a) load data into the ARAVO electronic catalog system or (b) establish a state contract punchout website.

5.3 “Punchout” Alternative

The contractor may offer, as an alternative to the Electronic Catalog, an online “punchout” solution, in which the Agency accesses the Contractor’s website directly from the system, rather than the system maintaining the Contractor’s data. This solution must allow the Agency to reach the contractor’s site, browse for contracted items only, and return to the system with a list of items ready to be inserted into a requisition. If the contractor selects this alternative, it must meet the following requirements:

- The solution must conform to cXML 1.0 or 1.1 standards.
- The solution must conform to the technical specifications and implementation requirements provided by Accenture, and the contractor must work with Accenture to ensure successful integration of the punchout solution into the system.
- The solution must have the capability to provide only those products awarded under the contract and block any non-contract item(s) from being added to the requisition.

5.4 Implementation of Contract

Respondent shall submit with response their publisher’s price list or catalog in a paper or electronic format. In addition, each year on the contract anniversary date, awarded contractors shall submit their most current publisher’s price list or catalog to the contract administrator.

5.5 Contractor’s State Contract Webpage

The contract resulting from this solicitation will become a public document. State Purchasing is using “myflorida.com” on the Internet World Wide Web (www) to distribute State Term Contracts and product information to eligible users and other interested entities.

For the “Punchout” alternative option, the Contractor shall, within thirty (30) days after the date of award listed on the Certification of Contract document, develop and maintain a State Contract web page on the Internet to post approved contract information, which shall include price lists, percentage discounts, terms, catalogs, ordering instructions, descriptive information, and product pictures. The Home Page must be compatible with the most recent version of browser software being used by State Purchasing. As of the writing of this solicitation, Internet Explorer 6.0 is the State Purchasing browser standard. State Purchasing intends to upgrade to new browser versions as they become available and fully tested, at its discretion. The Universal Resource Locator (URL) for the Internet Home Page must be listed in the space provided on the Ordering Instructions page of the solicitation. No costs or expenses associated with providing this information shall be charged to the State.
The State Contract vendor supplied web site must have the following requirements:

- State of Florida approved contract price list
- Detailed item descriptions, model numbers, unit of measure
- Robust search engine capabilities
- Additional links or information to access product literature of awarded items
- Additional links to the vendor’s home page, the history of the company, etc.
- Additional links to access technical product literature of awarded items
- Servicing dealers with current contact information
- Offer as many photos as possible of awarded products
- When possible, provide indicators of recycled product and minority manufactured products
- Universal Resource Locator (URL) for the Internet Page must be supplied to the Department prior to the implementation of the contract

No changes in items and pricing may be posted to the contractor maintained website without prior written approval from State Purchasing. Failure to follow this critical requirement may be grounds for termination and removal from the contract.

In addition, except in the event of unforeseen technological interruptions or forces of nature, continued disruption of service or inadequate access may be grounds for termination and removal from the contract.

5.6 Contract Revisions

Although the Contractor is responsible for maintaining its own contract information through its State Contract Web Page, any revisions to the originally approved contract information must be authorized in writing by State Purchasing prior to implementation. A State Contract Change Form (Attachment J) is included in Section 7.0, Forms, of this document, and should be submitted with any request to revise website i.e. ordering instructions or DMS website changes. Upon review to the Contractor’s State Contract website, should unauthorized information be discovered within the site, the contract link may be immediately suspended until the information is appropriately revised or the contract may be canceled due to non-compliance.

5.7 Product Additions and Deletions

With the best interest of the state in mind. Each vendor shall submit a percentage discount to be deducted from its effective catalog and/or descriptive price list. Submissions should reflect the best pricing offered on state contract. Discount can be in a fixed or variable range dependent upon the scope of service. The contractor is urged to offer additional discounts for larger orders in the space provided on the price sheet and shall detail any other consideration that may affect the discount.
5.8 Additional Vendors

With the consideration of customers that use the State Term contract for Library materials and the volume of spending that is considered “Eligible Users” as defined in 60A-1.005, F.A.C. New Vendors will be considered for addition to the State Contract once per year, anniversary month, March. The Addition of vendors will be considered only at the time of the contract anniversary date, or such time determined by State Purchasing to be in the best interest of the State and contingent upon receipt of the completed responsive bid documents, and vendor’s bid being found responsive.

5.9 Transaction Fee Report

The Contractor is required to submit monthly Transaction Fee Reports in electronic format in association with 1% Transaction Fee outlined in Section 4.14. For information on how to submit Transaction Fee Reports online, please reference the detailed fee reporting instructions and Vendor training presentations available online at the Transaction Fee Reporting and Vendor Training subsections under Vendors on the MyFloridaMarketPlace website (located at http://dms.myflorida.com/mfmp). Assistance is also available with the Transaction Fee Reporting System from the MyFloridaMarketPlace Customer Service Desk at feeprocessing@myfloridamarketplace.com or 866-FLA-EPRO (866-352-3776) between the hours of 8:00 AM to 5:30 PM Eastern Time.

5.10 Price Adjustments/Discount Adjustment

Each vendor shall submit percentage discount/discounts to be deducted from its effective catalog and/or descriptive price list. Submissions should reflect the best pricing offered on state contract. Discounts can be in a fixed or variable range dependent upon the scope of service. The contractor is urged to offer additional discounts for larger orders in the space provided on the price sheet and shall detail any other consideration that may affect the discounts.

Discounts quoted shall prevail for the term of the contract, unless conditions arise beyond the control of the vendor and which affect prices or terms or conditions of sale. The contractor shall advise State Purchasing of the circumstances surrounding any requests for changes and State Purchasing shall approve or disapprove the changes as deemed appropriate with State law and in consideration of the best interest of the State.

State Purchasing reserves the right to reject or cancel items offered whose discounts are less favorable than those offered to other government entities, including the Federal GSA.

5.11 Sales Summary Reports

The following data must be reported to the Department on a quarterly and annual contract basis: Report shall include:
- Contractor’s Name
- Reporting Period
Total dollar value of purchases per quarter separated by State Agency and Eligible User
totals.

Total dollar value of purchases per quarter separated by product group.

Excel report itemizing total purchases for period that includes columns for the following
information: manufacturer’s name, agency name, product number, item description, and
product group number, identify lease or purchase status, unit of measure, quantity,
manufacturer list price, percentage discount taken and final purchase price.

Report will emphasize where the most significant purchase volumes are by product group.

Failure to provide quarterly and annual sales reports, including no sales, within thirty (30) calendar
days following the end of each quarter (January, April, July and October) and/or contract year may
result in the contract supplier being found in default and cancellation of the contract by State
Purchasing.

Upon request, the Contractor shall report to the Department, the spend with certified and other
minority business enterprises. Reports must include the period covered, the name, minority code
and Federal Employer Identification Number of each minority vendor utilized during the period,
commodities and services provided by the minority business enterprise, and the amount paid to
each minority vendor on behalf of each purchasing agency ordering under the terms of this
contract.

Initiation and submission of the Contract Sales Summaries are to be the responsibility of the
Contractor without prompting or notification by the Purchasing Specialist. The Contractor will
submit the completed Contract Sales Summary forms by email to the Purchasing Specialist. The
Department shall distribute, in electronic format, the Contract Sales Summary forms to be used
by the awarded Contractor upon Contract signature.

5.12 Business Review Meetings

In order to maintain the partnership between the Department and the Contractor, each quarter the
Department may request Business Review meetings. The business review meeting may involve,
but not be limited to, the following:

- Review of Contractor performance
- Review of minimum required reports
- Review of continuous improvement plans

The Department encourages Contractors to identify opportunities to generate lower costs. A
continuous improvement effort, consisting of various ideas to enhance business efficiencies, may
be discussed at the Business Review meetings or as identified.

5.13 Customer Service Support

The Awarded Contractor shall have a single point of contact for customer support. This
individual may support multiple Customers and respond to Customer calls and/or emails within
twenty-four (24) hours. Customer Support contact information shall be provided on the Ordering
Instructions form. Contractor shall make all Customers of the Contract aware of its existence at the time of order to ensure that contractual pricing is utilized.

Contractor shall provide toll-free customer service phone support from 8:00 AM (EST) to 5:00 PM (EST) Monday through Friday, except for National and State recognized holidays. TDD (Telecommunication Device for the Deaf) access must be made available during the above customer service operating hours.

The Contractor shall provide an after-hours contact number for use by Customers for emergency orders after standard customer service operating hours.

5.14 Electronic Invoicing

Notwithstanding any provision of the contract, the contractor shall supply electronic invoices in lieu of paper-based invoices for those transactions processed through the State’s eProcurement system. Electronic invoices shall be submitted to the Agency through the Ariba Supplier Network (ASN) in one of the following mechanisms – EDI 810, cXML, or web-based invoice entry within the ASN.

For the purposes of this section, the Contractor warrants and represents that it is authorized and empowered to and hereby grants the State and Accenture, a State contractor, the right and license to use, reproduce, transmit, distribute, and publicly display within the system the information outlined above. In addition, the Contractor warrants and represents that it is authorized and empowered to and hereby grants the State and Accenture the right and license to reproduce and display within the system the contractor’s trademarks, system marks, logos, trade dress or other branding designation that identifies the products made available by the contractor under the contract. If the Contractor is not the manufacturer, it shall be the Contractor’s responsibility to obtain authorization from the manufacturer to comply with the provisions of this section, including securing any intellectual property rights of the manufacturer. If the contractor is the manufacturer, it shall only authorize dealers, outlets, distributors, value-added resellers, etc. within its network that can comply with the provisions of the contract.
SECTION 6.0  
TECHNICAL SPECIFICATIONS  

6.0 CONTENTS:  
6.1 SCOPE OF SERVICES  
6.2 AUTHORIZED DEALERS  
6.3 PRODUCT AND PERFORMANCE STANDARDS  
6.4 PRICING  
6.5 ORDERS  
6.6 DELIVERY  
6.7 CIRCUMSTANCES BEYOND CONTROL  

6.1 Scope of Services  

This bid is a catalog discount bid for the purchase of all types of library materials, both domestic and foreign, including, but not limited to, the following: custom books in print, out-of-print, and rare; custom web-based library products; subscription-based, internet-delivered databases, electronic books and audio books; periodicals (both current and back files); newspaper; and magazine subscriptions; standing orders for both serial and monographic publications, ephemeral publications; pamphlets (both bound and unbound); pre-bound books; pre-processed books; book processing, and the so-called non book media, such as maps, charts, globes, microfilm’s, microfiche; micro cards; microprint; CD ROMs; DVDs; slides; films; phonographic and tape recordings, video tape recordings, musical scores, sheet music, and other materials in this grouping.  

Exclusions: the following items shall not be ordered using this contract:  

• Audio Visual Equipment  
• Computers & Peripherals  
• Copiers  
• Furniture  
• Printers  
• Media security systems  

Prices for in-print books shall not be greater than the prevailing list price established by the publishers at time of the Contract award, minus allowable discount, as shown on the price sheet. In the case of those items which are out-of-print, and for which a "list price" cannot be established, prices charged shall not be greater than what would be charged other similar agencies, including GSA, for the same items at the same time.  

The Bidder is urged to offer additional discounts for large orders in the space provided on the price sheet and shall detail any other consideration that may affect the discount. Using agencies may pool their orders and negotiate with contractors for greater discounts. Such discounts shall not be considered in the evaluation of bid.
Discounts quoted shall prevail for the term of the Contract. The Contractor shall advise State Purchasing of the circumstances surrounding any requests for changes, and State Purchasing shall approve or disapprove the changes as deemed appropriate with State law and in consideration of the best interest of the State.

State Purchasing reserves the right to reject or cancel items offered whose discounts are less favorable than those offered to other government entities.

Respondents shall provide two (2) copies of their current MSRP List as part of the solicitation package on a CD as a Microsoft Excel document. The price list shall identify all books, equipment, accessories, software, supplies, maintenance, and library services offered by Respondent. The MSRP list provided must show, at a minimum, the manufacturer’s item number, product description, manufacturers suggested retail price, price list date, effective period, and must be publicly listed, available, and verifiable by the Department. The List shall be submitted to the person identified in Section 3.1 of the solicitation.

Next, Respondents shall provide two (2) copies of their current Government Book Price as part of the solicitation package on a CD as a Microsoft Excel document. The price list shall identify all equipment, accessories, software, supplies, maintenance, and services offered by Respondent. The Government Book Price List provided must show, at a minimum, the manufacturer’s item number, product description, government book price, and government price list date, effective period, and must be publicly listed, available, and verifiable by the Department. The List shall be mailed to the person identified in Section 3.1 of the solicitation.

Additionally, with bid Response the Contractor shall provide the Department with one (1) a general order information in a Microsoft Word format that explains how customers can order goods and services under this Contract, one (1) copy of an itemized price list in Microsoft Excel format for all items awarded, and one (1) current year catalog or Price List that will list all products by manufacturer, manufacturer part number, description, unit of measure, retail unit cost, specific discount off MSRP list, and actual Contract unit price and/or implementation of a State Contract website that includes all products and Contract prices where customers can obtain product information needed to place orders of this Contract. Pricing and general ordering information will be placed on the State website for customer access.

Respondents shall submit a completed Savings / Price Reductions Form for bid in order to assist the Department in verifying the Prices and Discounts submitted.

6.2 Authorized Dealers

On any contract where orders will be directed to Authorized Dealers/Distributors or listing Service Locations, this information shall be provided by the Respondent as part of the bid package in electronic format through MFMP in a Word document for Windows file. Any subsequent revisions shall be submitted in the same format to the DMS Contract Administrator for review and approval prior to implementation. Failure to submit the information required in this section will be grounds for disqualification of the Bidder’s Response and/or removal from any resulting contract.
6.3 Product and Performance Standards

All CD or catalog bids must meet or exceed all conditions and specifications of the Invitation to Bid (ITB).

a. Subscriptions

In the case of subscriptions for periodicals and other serials, the Contractor shall be paid by the ordering agency upon submission of invoices and providing adequate proof that subscriptions have actually been entered in the name of the ordering agency for the period specified.

b. Price List, Catalogs, Descriptive Brochures

All participating Contractors and users of this Contract must have internet access to view contract information. The Contractor agrees to have the capability to furnish price lists, discounts, catalogs, brochures, and ordering instructions in a hard copy format and electronically. The name and effective dates of the catalog must be stated on the Bid Proposal Form, and a copy of each catalog must be submitted with the bid in order to be considered for award. Discounts will be taken off the most current catalog submitted. The vendor is responsible for submitting each successive catalog to the Contract Administrator throughout the term of this contract at least thirty (30) days prior to the effective date. See 5.7 for further details.

c. Evaluation/Award

The Award shall be made to one or more responsive bidders. All other provisions of Award Paragraph, General Conditions, shall prevail. All vendors who submit a catalog and/or price list, and otherwise comply with the specifications will be in the favorable position to compete for award. Awarded vendors will be placed on the “list of awarded contractors” that is published on the State Contract website for Library Materials.

d. Commodities and Service

The commodities Listed below are those intended for purchase under the terms of this contract. All contract users should use the associated class, group, and item code when writing purchase orders against this contract. Contract users should be aware that certain publications which may be bought from this contract are specifically included on other contracts (i.e., dictionaries and secretarial handbooks).

**PUBLICATIONS**

715-001 LIBRARY MATERIAL TO INCLUDE BOOKS, MAPS AND MUSIC.
715-100 BOOKS, IN-PRINT
715-120 BOOKS, OUT OF PRINT
715-140 BROCHURES (NOT COMMISSIONED)
715-200 DIRECTORIES (NOT COMMISSIONED)
6.4 Pricing

Each vendor shall submit a percentage discount to be deducted from its effective catalog and/or descriptive price list. All prices shall be F.O.B. Destination unless otherwise noted. Even though catalog prices may change yearly, the percentage discount must remain fixed for the entire contract period. Allowable purchases also includes “Special Offers” by any vendor, if offered at more than discounted catalog prices. Prices shall be submitted in the form of a discount off manufacturer’s suggested retail price (MSRP) list in effect at time of solicitation due date, current contract pricing and GSA discount structure or better preferred. A comprehensive price list shall be included as part of the submittal Response that will include the item description, model number, MSRP, percentage discount off retail, contract purchase price, cost of shipping and handling, return policy, and refund policy.

This is a published catalog bid, and the price list shall contain every product available to the State for purchase as identified in its current Manufacturer’s Suggested Retail Price list. For each manufacturer’s brand bid, Bidders shall also submit catalog(s) and price list(s) for library materials and online services. Prices for materials and online services must be bid in order for the Bidder to be deemed responsive; however, this will not be part of the basis of award.

Percentage discount, or other derived factors used for library materials calculations, must be the same for all books and services. For example, if a 15% discount is proposed for one particular book and service, then that same percentage must apply to all books and services. These factors and percentage discounts must be good for the life of the contract. At the discretion of the eligible users and the Contractor, additional discounts or offers may be available. The State must be able to understand how pricing was derived in order to calculate future pricing when a new product or service is added to the Contract. Pricing parameters such as unit price and percentage discount for library materials off of a manufacturer’s retail price list will permit the State to maintain a consistent priced contract. Note: The price list submitted with Response will be used by agencies and eligible users to order goods and services. All prices must be listed. All costs are binding. Vendors are encouraged to offer larger discounts to qualified ordering entities for large, one time, single orders.
6.5 Orders

There shall be no minimum order amount required to place an order under this Contract. Contractor is required to honor all Contract related orders, made using a purchase order or credit card, that are placed prior to the date of expiration of the Contract or if received by mail by the Contractor within fifteen (15) calendar days following the date of expiration.

6.6 Delivery

The product shall be delivered within thirty (30) days after receipt of the order. The Contractor shall notify the agency at least forty-eight (48) hours in advance of delivery so that necessary arrangements can be made. The Contractor shall be responsible for any damages to the building or individuals as a result of delivery. Unit prices shall include delivery to the ordering agency, F.O.B. destination freight prepaid and allowed. Delivery includes on-site, inside product delivery. No other fees or charges will be paid by the Agency.

6.7 Circumstances Beyond Control

Whenever a vendor’s place of business, mode of delivery, or source of supply has been unduly impacted by abrupt changes in world markets or disrupted by acts of government, God, civic commotion, or war, it shall be the responsibility of the vendor to promptly advise the Contract Administrator, in writing, as to the extent of this disruption presented is commensurate with the conditions established herein. The Contract Administrator may elect to modify delivery/service, timelines, renegotiate the contract in whole or in part, or cancel any open orders in accordance with Special Conditions 5.0. The vendor will be given written notification of all decision made.
SECTION 7.0
FORMS AND ATTACHMENTS

FORMS AND ATTACHMENTS ARE LOCATED BELOW AND ARE LOCATED AND DOWNLOADABLE FROM THE MYFLORIDAMARKETPLACE SOURCING TOOL.

<table>
<thead>
<tr>
<th>ATTACHMENT</th>
<th>TITLE</th>
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<tr>
<td>Attachment A</td>
<td>Price Sheet</td>
<td>Required Submittal</td>
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<td>Attachment B</td>
<td>Savings / Price-Reductions Form (PUR 7064)</td>
<td>Required Submittal</td>
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<td>Attachment C</td>
<td>Ordering Instructions Form</td>
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<td>Attachment D</td>
<td>Contractor Work Plan Form</td>
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<td>Attachment E</td>
<td>Emergency Contact Information Form</td>
<td>Required Submittal</td>
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<td>Attachment F</td>
<td>Certification of a Drug Free Workplace Program Form (PUR 7009)</td>
<td>Required Submittal</td>
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<td>Attachment G</td>
<td>Contract</td>
<td>Required Submittal</td>
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<tr>
<td>Attachment H</td>
<td>Reference Form</td>
<td>Required Submittal</td>
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<td>Attachment I</td>
<td>Bid Checklist Form</td>
<td>Courtesy Document</td>
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<tr>
<td>Attachment J</td>
<td>State Contract Change Form</td>
<td>Courtesy Document</td>
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PLEASE NOTE:
PRICE SHEETS AND FORMS ARE LOCATED IN AND DOWNLOADABLE FROM THE MYFLORIDAMARKETPLACE SOURCING TOOL “RFX INFO” TAB OF THE SOLICITATION.
ATTACHMENT A
PRICE SHEET

Price Sheet document is a separate Excel workbook document and is downloadable from the MyFloridaMarketPlace sourcing Tool “RFX Info” tab of the solicitation.
ATTACHMENT B
SAVINGS / PRICE REDUCTION FORM (PUR 7064)

Invitation to Bid No: 1-715-001-A

Bidder/Respondent is required to furnish the percent (%) savings offered compared to retail, list, published or other usual and customary prices that would be paid by the purchaser without benefit of a contract resulting from this solicitation.

Date____________________________

Competitive Prices Offered Average _________% Savings
(off manufacturer’s suggested retail price list).

How can we verify the claimed savings (example: retail or other usual and customary prices published at [url], or other source of benchmark prices)?

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

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________________________________________________________________________

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________________________________________________________________________

Authorized Signature:____________________________________________________

Telephone Number:_______________________________________________________

Bidder / Respondent Name:________________________________________________

If contract is awarded, State Purchasing Analyst and/or Purchasing Specialist took the following steps to verify savings:

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

What were the results?_____________________________________________________

Purchasing Analyst / Specialist:___________________________________________

(Rev 2/04)
ATTACHMENT C
ORDERING INSTRUCTIONS FORM

COMPANY: ________________________________________________________________

Federal Identification Number: _____________________________________________

**Primary contact person responsible for answering questions regarding the solicitation:**

Name: _________________________________________________________________
Title: _________________________________________________________________
Street Address: __________________________________________________________
E-mail Address: __________________________________________________________
Phone Number(s): _______________________________________________________
Cell Number: ___________________________________________________________
Fax Number: ____________________________________________________________

**Primary person responsible for administering the contract after award is made:**

Name: _________________________________________________________________
Title: _________________________________________________________________
Street Address: __________________________________________________________
E-mail Address: __________________________________________________________
Phone Number(s): _______________________________________________________
Cell Number (for State Purchasing use only): _________________________________
Toll Free Number: _______________________________________________________
Fax Number: ____________________________________________________________
After hours Emergency Number: ___________________________________________

**Ordering Information:**
Provide information about where Customers should direct orders. You must provide a regular mailing address, however if equipped to receive purchase orders electronically provide an Internet address.

Name: _________________________________________________________________
Title: _________________________________________________________________
Street Address or P.O. Box: _______________________________________________
City, State, Zip: _________________________________________________________
Phone Number: _________________________________________________________
Toll Free Number: _______________________________________________________
Ordering Fax Number: ___________________________________________________
Internet Address: _______________________________________________________
Federal ID Number: _____________________________________________________
Remit Address: _________________________________________________________
City, State, Zip: _________________________________________________________
NOTE:
Duplicate form as necessary if you have multiple ordering locations. If this is the case, specify what region in Florida that location will service.
ATTACHMENT D
CONTRACTOR WORK PLAN

Vendors who contract with the State of Florida are obligated to provide specific information and accomplish identified tasks related to the solicitation. This includes the use of minority and women-owned businesses and subcontractors, Prison Rehabilitative Services (PRIDE), nonprofit agency for the Blind or for the Severely Handicapped (RESPECT), State environmental considerations and contract web site and electronic catalog implementations. Respondent will document below what efforts will be taken to accomplish these objectives and tasks. Attach additional pages if needed.

ONE FLORIDA INITIATIVE PLAN: Describe the efforts that will be taken to encourage the participation and support of this program.

________________________________________________________________________________________
________________________________________________________________________________________
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PRIDE: Describe the efforts that will be taken to encourage the participation and support of this program.

________________________________________________________________________________________
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RESPECT: Describe the efforts that will be taken to encourage the participation and support of this program.

________________________________________________________________________________________
________________________________________________________________________________________
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________________________________________________________________________________________
ENVIRONMENTAL CONSIDERATIONS: Describe the efforts that will be taken to encourage the participation and support of this program.

VENDOR WEBSITE: Describe the steps your firm will take to comply with this contract requirement.

ELECTRONIC CATALOG: Describe the steps your firm will take to comply with this contract requirement.
ATTACHMENT E
EMERGENCY CONTACT INFORMATION FORM

Emergency situations, resulting from events such as natural disasters, may require immediate supply of commodities and services to various government entities.

If your firm is capable and willing to supply item(s) offered in this solicitation during an emergency situation, please complete the following:

Contract Number & Title: ________________________________

Contract Person (24 hours a day): ________________________________

**Emergency Telephone Number(s):**

Home Number: ________________________________

Office Number: ________________________________

Cell Phone Number: ________________________________

Pager Number: ________________________________

Answering Service/After Hours Telephone Number (if applicable): ________________________________

The above information will not be published. It will only be used by this office and the Emergency Management Center should the State of Florida determine an emergency situation exists.

Company Name: ________________________________
ATTACHMENT F
CERTIFICATION OF DRUG-FREE WORKPLACE PROGRAM (PUR-7009)

Section 287.087 of the Florida Statutes provides that, where identical tie bids are received, preference shall be given to a bid received from a bidder that certifies it has implemented a drug-free workforce program. Please sign below and return this form to certify that your business has a drug-free workplace program.

1) Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.

2) Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation and employee assistance programs and the penalties that may be imposed upon employees for drug abuse violations.

3) Give each employee engaged in providing the commodities or contractual services that are under Bid a copy of the statement specified in subsection (1).

4) In the statement specified in subsection (1), notify the employees, as a condition of working on the commodities or contractual services that are under Bid, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of Chapter 893 or of any controlled substance law of the United States or any State, for a violation occurring in the workplace no later than five (5) days after such conviction.

5) Impose a sanction on, or require the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community by any employee who is so convicted.

6) Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

As the person authorized to sign the statement, I certify that this firm complies fully with the above requirements. False statements are punishable at law.

RESPONDENT’S NAME:__________________________________________

By:_________________________________________________________

Authorized Signature Print Name and Title

(04/02)
ATTACHMENT G
CONTRACT

This Contract, effective the last day signed below, is by and between the State of Florida, Department of Management Services (“Department”), an agency of the State of Florida with offices at 4050 Esplanade Way, Tallahassee, Florida 32399-0950, and the entities identified below as Contractor (individually, “Contractor”) (the Contract is executed in counterparts; see attached sheets to identify all Contractors).

The Contractor responded to the Department’s ITB No. 1-715-001-A, titled LIBRARY MATERIALS. The Department has determined to accept the Contractor’s bid and to enter into this Contract in accordance with the terms and conditions of the solicitation. The specific items awarded to Contractor, and the maximum rates Contractor may charge Customers, are identified on the attached Price Sheet.

Accordingly, and in consideration of the mutual promises contained in the Contract documents, the Department and the Contractor do hereby enter into this Contract, which is a state term contract authorized by section 287.042(2)(a) of the Florida Statutes (2001). The term of the Contract is effective for sixty (60) months from the last date signed below. The Contract consists of the following documents, which, in case of conflict, shall have priority in the order listed, and which are hereby incorporated as if fully set forth:

- Any written amendments to the Contract
- This Contract document, including Price Sheet
- Original Invitation to Bid solicitation document
- Any written Addendums issued during solicitation period
- Contractor’s Invitation to Negotiation submittal documents
- Any purchase order under the Contract

Date:__________________________

State of Florida,
Department of Management Services
By: Tom Lewis, Secretary

Contractor Name: __________________________ (Seal)
Street Address or P.O. Box: __________________________
City, State, Zip: __________________________

By: (Signature):__________________________
Printed Name: __________________________ Date:______________

Its: __________________________________________
(Title)

Approved as to form and legality by the Department General Counsel’s Office:___________ Date:_______
1. Please submit the name, address, phone number and email address of the person responsible (Contract Manager) for References for this Solicitation.

Respondent:________________________________________________________
Name of Principal Contact:___________________________________________
Address:___________________________________________________________
Telephone Number:__________________________________________________
Cell Number:________________________________________________________
Email Address:_______________________________________________________

2. Respondent shall provide a minimum of three (3) references.

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ATTACHMENT I
BID CHECKLIST FORM

This checklist is provided as a tool to assist responders in preparing and submitting a complete proposal package. The checklist includes important requirements and is offered as a guideline only. The inclusion of this form within the solicitation package does not relieve the Respondent of the responsibility for ensuring that all requirements of the solicitation are included with the submittal. Each offer or must read and comply with solicitation documents in their entirety.

Check off ( √) each of the following as you comply:

_____ Read template information in the MyFloridaMarketPlace sourcing tool

_____ Downloaded and become familiar with the solicitation’s Event Timeline

_____ Submitted any applicable questions to the MyFloridaMarketPlace Q&A Board

_____ Viewed answers to submitted questions as posted in addendum to solicitation on the MyFloridaMarketPlace sourcing tool

_____ Responded and submitted Response in MyFloridaMarketPlace sourcing tool by solicitation deadline.

_____ Provided two (2) copies of your MSRP in a CD format (Excel) and submitted it prior to solicitation deadline.

_____ Provided list of authorized manufacturer resellers (if applicable) and submitted it prior to solicitation deadline

_____ Provided hardcopy of technical literature for all products offered and submitted it prior to solicitation deadline.

_____ Provided all Attachments, including Contract, completed and executed, prior to solicitation deadline.

Note: The Bid Checklist Form does not relieve the Respondent of responsibility for ensuring that all requirements of the solicitation are included with the solicitation Response. The Bid Checklist Form does not have to be provided with the Response.
ATTACHMENT J
STATE CONTRACT CHANGE FORM

This form will be used by awarded contractor(s) when requesting a change to the state contract or the vendor maintained website. Changes may include change in ordering instructions and changes or website servicing dealers.

Reminder: No changes may be made to contractor’s State Contract Web Page without prior written approval from State Purchasing. Non-compliance with this condition may be cause for immediate termination of contract. Requests for pricing and product changes should be accompanied by the corresponding price lists and literature and may only be made at the time specified in the solicitation.

CONTRACTOR:

Contact Person:

Title:

Street Address:

City, State, Zip:

Phone: Fax:

Email:

REQUESTING REVISION TO (select):

<table>
<thead>
<tr>
<th>Change Ordering Instructions</th>
<th>Change Website</th>
</tr>
</thead>
</table>

ENCLOSED ATTACHMENTS INCLUDE (select):

<table>
<thead>
<tr>
<th>Price List</th>
<th>Literature</th>
<th>Servicing Dealer Revisions</th>
<th>Ordering Instruction Revisions</th>
</tr>
</thead>
</table>

REMINDER:
(1) Include the FEIN if dealers are accepting orders on behalf of the manufacturer.
(2) Once a website change has been approved, please update your website information as soon as possible.
(3) If you are making any changes to products, prices and dealers, update your eProcurement catalog within Ariba. If you are adding a dealer who will be accepting orders on behalf of the manufacturer, make sure they are registered in MyFloridaMarketPlace AND are listed on
the Ordering Instructions as an approved dealer. If you have difficulties updating your catalog template, contact Omar Ali at Accenture at email address omar.s.ali@accenture.com or telephone at 919/850-2943 ext. 237.

(For use by State Purchasing – do not mark below the line)

<table>
<thead>
<tr>
<th>Request Approved</th>
<th>Request Denied</th>
<th>Date</th>
<th>Contract Analyst</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Comments:_________________________________________________________

Contractor Notified Via: Fax:____ Email:____ Mail:____
COMPANY: ABDO Publishing Company

Federal Identification Number: 41-1699406

ORDERING INFORMATION:
Customers should direct orders for PURCHASE of library materials to:

Name: Pat Dumdei
Title: Quality Control
Street Address: 4940 Viking Dr. Suite 622 Edina, MN 55435
E-mail Address: info@abdopub.com
Phone Number(s): 800-800-1312
Cell Number (for State Purchasing use only): N/A
Toll Free Number: 800-800-1312
Fax Number: 952-831-1632
After hours Emergency Number: N/A

QUESTIONS, PRODUCT INFORMATION & CONTRACT ISSUES:
Primary contact person responsible for answering contract related questions and administering contract issues is:

Name: Pat Dumdei
Title: Quality Control
Street Address or P.O. Box: 4940 Viking Dr. Suite 622
City, State, Zip: Edina, MN 55435
Phone Number: 507-625-3797
Toll Free Number: 800-800-1312
Ordering Fax Number: 952-831-1632
Internet Address: www.abdopublishing.com
Federal ID Number: 41-1699406
Remit Address: 4940 Viking Dr. Suite 622
City, State, Zip: Edina, MN 55435
**PRIMARY BUSINESS:**
Publisher/Producer

**QUANTITY DISCOUNTS:**
List additional discounts applicable to any single delivery to one destination for any combination of awarded contract commodities totaling the following quantities:

- $10,000 - $20,000: N/A
- $21,000 - $50,000: N/A
- $51,000 - $100,000: N/A
- $101,000 - +: N/A

**SERVICE CHARGES:**
No service charges.

**RETURN POLICY:**
Returns and exchanges may be made free of charge.
Please ship the products back to our warehouse using the UPS pre-paid packaging slip provided by ABDO Publishing.

**REFUND POLICY:**
Customers may return products within 30 days and receive a full refund.
ORDERING INSTRUCTIONS

COMPANY: Arrow Distributing Company
Federal Identification Number: F341045148

ORDERING INFORMATION:
Customers should direct orders for PURCHASE of library materials, to:

Name: Elizabeth Kimbler
Title: Library Channel Sales Representative
Street Address: 11012 Aurora Hudson Rd. Streetsboro, Ohio 44241
E-mail Address: emk@arrdis.com
Phone Number(s): 877-542-3837
Cell Number (for State Purchasing use only): 937-572-6103
Toll Free Number: 877-542-3837
Fax Number: 330-528-0423
After hours Emergency Number: 877-542-3837

QUESTIONS, PRODUCT INFORMATION & CONTRACT ISSUES:
Primary contact person responsible for answering contract related questions and administering contract issues is:

Name: Ursula Moore
Title: Director of Customer Service
Street Address or P.O. Box: 11012 Aurora Hudson Rd.
City, State, Zip: Streetsboro, Ohio 44241
Phone Number: 800-331-9699 ext. 141
Toll Free Number: 800-227-2425
Ordering Fax Number: 330-528-0423
Internet Address: www.arrdis.com
Federal ID Number: F341045148
Remit Address: 11012 Aurora Hudson Rd.
City, State, Zip: Streetsboro, Ohio 44241
**PRIMARY BUSINESS:**
Library Materials Vendor/Jobber

**QUANTITY DISCOUNTS:**
List additional discounts applicable to any single delivery to one destination for any combination of awarded contract commodities totaling the following quantities:

- $10,000 - $20,000: 1.00%
- $21,000 - $50,000: 1.50%
- $51,000 - $100,000: 2.00%
- $101,000+: 3.00%

**Detail any other circumstances that can affect discounts:** None

**SERVICE CHARGES:**
Identify all service charges excluding transportation, and applicable fees:
Arrow pays for all shipments via UPS Ground and U.S. Mail-Media. If you choose another freight option, the cost of the freight will be added to the invoice.
Our minimum order is 20 pieces and yes you can order CD, DVD and VHS on one order as long as the order totals 20 units (pieces) or more.

**RETURN POLICY:**
State your policy on returning merchandise.
If you order the wrong item(s) and you have not opened the item, give Arrow a call as soon as you discover the problem. A customer service representative will send you a Return Authorization, shipping label and an envelope or carton to use to return the item(s).
If Arrow ships the wrong item please give us a call as soon as you discover the problem. Please try to contact us about the problem prior to opening the item. A customer service representative will send you a RA, shipping label and an envelope or carton to use to return the item(s). In addition Arrow will pay the cost of the freight to return the item.
If a product arrives damaged please call customer service and we will take care of the damaged product.

**REFUND POLICY:**
State your policy on refunds and/or credit memoranda.
Returns are credited at the original price paid by the library.
ORDERING INSTRUCTIONS

COMPANY:  Baker & Taylor, Inc.

Federal Identification Number:  56-1761729

ORDERING INFORMATION:
Customers should direct orders for PURCHASE of library materials, to:

Name:  Order Department
Title:  N/A
Street Address:  3584 Old Maysville Road
E-mail Address:  orders@btol.com
Phone Number(s):  800-775-1100
Cell Number (for State Purchasing use only):  Not available
Toll Free Number:  (800) 775-1100
Fax Number:  (800)-775-7480
After hours Emergency Number:  Not available

QUESTIONS, PRODUCT INFORMATION & CONTRACT ISSUES:
Primary contact person responsible for answering contract related questions and administering contract issues is:

Name:  Jennifer Rhyne
Title:  Sr. Pricing Analyst
Street Address or P.O. Box:  2550 W. Tyvola Rd. , Suite 300
City, State, Zip:  Charlotte, NC 28217
Phone Number:  800-775-7930, ext.3248
Toll Free Number:  800-775-1800
Ordering Fax Number:  800-775-7480
Internet Address:  www.btol.com or rhynej@btol.com
Federal ID Number:  56-1761729
Remit Address:  PO Box 277930
City, State, Zip:  Atlanta , GA 30384-7930
PRIMARY BUSINESS:
Library Materials Vendor/Jobber

QUANTITY DISCOUNTS:
List additional discounts applicable to any single delivery to one destination for any combination of awarded contract commodities totaling the following quantities:
- $10,000 - $20,000
- $21,000 - $50,000
- $51,000 - $100,000
- $101,000 +

Detail any other circumstances that can affect discounts:
B&T is pleased to offer additional discount for multiple copies per title within the same line item ordered:
- Popular High Demand Trade Hardcover Editions = 1-5 copies/title 42.1%, 6-9 copies/title 42.5%, 10+ copies/title 43.1%
- Popular High Demand Trade Quality Paperback Editions = 1-5 copies/title 35.0%, 6-9 copies/title 38.1%, 10+ copies/title 40.1%
- Popular High Demand Mass Market Paperback Editions = 1-5 copies/title 35.0%, 6-9 copies/title 38.1%, 10+ copies/title 40.1%

Cataloging and Processing Prices (Book Only)
"Complete Cataloging and Processing (includes a mylar jacket, book pocket and card, spine label, and a card set)"
- Mylar Jacket (loose) $0.65/unit
- Mylar Jacket (glued) $0.70/unit
- Mylar Jacket (taped) $0.75/unit
- Vinabind (prebinding for paperbacks) $5.25/unit
- Laminated cover for paperbacks $2.15/unit
- 3M Theft Detection $0.55/unit
- Checkpoint Theft Detection $0.69/unit
- MARC Record $0.39/unit
- B&T Barcode $0.25/each
- Book Pocket $0.45/unit
- Customer Supplied Stamping $0.25/location
- Customer Supplied Label $0.25/each
- Small Accelerated Reader Label $0.08/unit
- Large Accelerated Reader Label $0.08/unit
Accelerated Reader ID Label $0.10/unit

**Cataloging and Processing Prices (DVD and Music CDs)**

- Standard edited record according to the B&T MARC AV standard profile $1.89/unit
- Unedited MARC record only via web download or floppy disc $0.89/unit
- Remove shrink-wrap and security seals $0.79/unit
- Remove shrink-wrap and repackage in standard plastic case $1.29/unit
- Barcode Label $0.30/each
- Date Due Slip $0.30/each
- Label Protector $0.30/each
- Ownership Label $0.30/each
- Book Pocket $0.45/unit
- Customer Supplied Stamping $0.25/location
- Theft Detection: DCD-2 (for DVD, single sided only) $1.79/unit
- Theft Detection: DCD-2 (for Music CDs) $1.79/unit
- Checkpoint Theft Detection (plain label) $0.70/unit
- Checkpoint Theft Detection (date due slip) $0.70/unit
- Checkpoint Theft Detection (simulated barcode label) $0.70/unit
- Customer Supplied RFID (unprogrammed) $0.39/unit

**Book Leasing Services**

Baker & Taylor's Book Leasing Program provides libraries with an efficient and economical method for maintaining an inventory of the most current titles, titles that patrons demand. Our staff of professional book buyers selects titles for this program based upon reviews and anticipated general public demand. Each month, prepublication title lists are created with comprehensive annotations to assist the library with selections.

Baker & Taylor is pleased to offer Adult Book Leasing Services at $16.49/unit, with a $26.00 quota cutoff. Books with a list price over the stated quota limit count as two (2) quota.

**SERVICE CHARGES:**

Identify all service charges excluding transportation, and applicable fees:

- Baker & Taylor is pleased to provide a service that will save time and money when procuring titles from small and hard to find publishers.
- By utilizing B&T's vast publisher and title database, customers can purchase a wide variety of low demand and small print run titles from associations and limited edition, prepayment, and non-returnable publishers.

Baker & Taylor's Enhanced Services Program (ESP) provides access to millions of active book titles representing over 75,000 publishers and imprints. This breadth of coverage is greater than that of any other book industry wholesaler.

The ESP program builds on Baker & Taylor's already outstanding publisher relations by:
* Expanding our vendor relations team responsible for the follow-up of all publishers orders, improving the speed of delivery of all titles; 
* Widening our publisher base to include hundreds of small non-commercial publishers formerly considered apply direct by the book industry; and 
* Increasing our reporting capabilities by providing order status reports for 100% of all titles not yet published, and by supplying anticipated publication release dates for all out-of-stock items.

In order to provide these enhanced title acquisition services, B&T will apply a service charge to qualifying titles. Material where B&T receives no discount from the publisher, or where prepayment is required by the publisher, or publishers whose titles have limited demand, and/or non-commercial publishers will be invoiced at list price plus a $4.95 per unit surcharge. Customers concerned about purchasing these types of titles may contact Customer Service or Information Services via phone, fax, or e-mail (btinfo@btol.com) to determine surcharge titles before placing an order.

As a convenience, B&T can exclude these titles from all orders by adjusting your account profile setup. Please contact your Customer Service Representative for additional information.

**RETURN POLICY:**
State your policy on returning merchandise.
We will be pleased to accept the return of any damaged, defective, or mis-shipped product. Please see below for Return Procedures:

Please use the Return Authorization Form from your shipment's packing list to make all returns. Contact your Customer Service Representative for return authorization. All claims must be made within 45 days from the date of invoice.

Book or Spoken Word Audio Product  
Cretia Williams - (800) 775-1200, ext. 2264

DVD/Music CD Product  
Louise Teyssier - (800) 775-2600, ext. 2046

1. When calling for return authorization, please have the following information available:  
   A. Return Authorization Form  
   B. Your account number and ATS# from the shipment's packing list (located mid-page under the Return Authorization From explanation)  
   C. Reason for the claim/return  
   D. Action being requested -  
      1. Replacement of product  
      2. Credit to your account; no replacement product necessary
2. Your Customer Service Representative will assign your return an authorization number (RTA#). To expedite the process, please clearly mark the RTA# on the Return Authorization Form and on the outside of the carton in the upper right corner from the shipping label.

3. Make your return via an insured and traceable carrier; Baker & Taylor is not liable for returns lost in transit.

4. Products incorrectly shipped by Baker & Taylor may be returned with authorization within 45 days of the product's date of invoice. Product(s) meeting the definition of Publisher defective may be returned with prior authorization within six months of the product's date of invoice. Products purchased with value-added processing services which have been shipped as ordered are considered non-returnable.

**DAMAGED SHIPMENTS:** If you receive a damaged carton(s) which resulted in damaged product(s), please hold the product(s) and save the carton for Carrier inspection. If the damage is visible at the time of delivery, bring it to the Carrier's attention and note it on the Bill of Lading. Then, contact your Baker & Taylor Customer Service Representative via the toll-free number listed on the packing list.

**CLAIMING SHORTAGES:** Please check your packing list or invoice before claiming shortages. All claims must be made within 45 days from the product's invoice date. Please ensure you have received all cartons of a shipment prior to signing for receipt from the Carrier. Cartons you have signed for as received from the Carrier are not claimable as shortages from Baker & Taylor.

All returns should be sent to
Baker & Taylor
Department R
251 Mt. Olive Church Road
Commerce, GA 30599

**REFUND POLICY:**
State your policy on refunds and/or credit memoranda.
Account credit is available for any damaged, defective, or mis-shipped product. Credit memos, issued against the account in question, are mailed to the account holder as identified at the point of account set-up. Please contact your Customer Service Representative for assistance.

Please see "Return" above for return procedures and Customer Service contacts.
ORDERING INSTRUCTIONS

COMPANY:  Barnes & Noble

Federal Identification Number:  74-2225928

ORDERING INFORMATION:
Customers should direct orders for **PURCHASE of library materials**, to:

Name:  Colleen Burke
Title:  Community Relations Manager
Street Address or P.O. Box:  122 Brandon Town Center Drive
City, State, Zip:  Brandon, FL 33511
Phone Number:  813-661-9883
Toll Free Number:  1-800-THE-BOOK (843-2665)
Ordering Fax Number:  813-661-7011
Internet Address:  crm2595@bn.com
Federal ID Number:  74-2225928
Remit Address:  PO Box 951610
City, State, Zip:  Dallas, TX 75395-1610
Region:  Tampa Bay Area

NOTE:
Name:  Leslie Poitier
Title:  District Manager
Street Address or P.O. Box:  333 North Congress Ave.
City, State, Zip:  Boynton Beach, FL 33436
Phone Number:  561-374-5967
Toll Free Number:  1-800-THE-BOOK (843-2665)
Ordering Fax Number:  561-374-5982
Internet Address:  lpoitier@bn.com
Federal ID Number:  74-2225928
Remit Address:  PO Box 951610
City, State, Zip:  Dallas, TX 75395-1610
Region:  West Palm Beach

Name:  Steve Lacy
Title: District Manager
Street Address or P.O. Box: 171 Main St.
City, State, Zip: Hoover, AL 35244
Phone Number: 205-682-9494
Toll Free Number: 1-800-THE-BOOK (843-2665)
Ordering Fax Number: 205-682-9062
Internet Address: slacy@bn.com
Federal ID Number: 74-2225928
Remit Address: PO Box 951610
City, State, Zip: Dallas, TX 75395-1610
Region: Destin

Name: Tracy Vidakovich
Title: District Manager
Street Address or P.O. Box: 2790 University Dr.
City, State, Zip: Coral Springs, FL 33065
Phone Number: 954-344-0149
Toll Free Number: 1-800-THE-BOOK (843-2665)
Ordering Fax Number: 954-344-6716
Internet Address: tvidakovich@bn.com
Federal ID Number: 74-2225928
Remit Address: PO Box 951610
City, State, Zip: Dallas, TX 75395-1610
Region: Miami

Name: Doc Rogers
Title: District Manager
Street Address or P.O. Box: 2418 E. Colonial Dr.
City, State, Zip: Orlando, FL 32803
Phone Number: 407-895-5976
Toll Free Number: 1-800-THE-BOOK (843-2665)
Ordering Fax Number: 407-895-5973
Internet Address: droger@bn.com
Federal ID Number: 74-2225928
Remit Address: PO Box 951610
City, State, Zip: Dallas, TX 75395-1610
Region: Orlando

Name: Bob Maffeo
Title: District Manager
Street Address or P.O. Box: 1217 Caroline Street
City, State, Zip: Atlanta, GA 30307
Phone Number: 404-522-0216
Toll Free Number: 1-800-THE-BOOK (843-2665)
QUESTIONS, PRODUCT INFORMATION & CONTRACT ISSUES:
Primary contact person responsible for answering contract related questions and administering contract issues is:

Name: Susan David
Title: Manager, Contracts and Audits
Street Address: 122 Fifth Ave, 10th Floor, New York, NY 10011
E-mail Address: szdavid@bn.com
Phone Number(s): 212-633-3447
Cell Number (for State Purchasing use only): 212-633-3447
Toll Free Number: 1-800-843-2665
Fax Number: 212-645-6071
After hours Emergency Number: 212-633-3300
**PRIMARY BUSINESS:**
Library Materials Vendor/Jobber

**QUANTITY DISCOUNTS:**
List additional discounts applicable to any single delivery to one destination for any combination of awarded contract commodities totaling the following quantities:

- **$ 10,000 - $ 20,000**: 0-25%
- **$ 21,000 - $ 50,000**: 0-25%
- **$ 51,000 - $100,000**: 0-25%
- **$ 101,000 - +**: 0-25%

**Detail any other circumstances that can affect discounts:**
Discounts apply only to book purchases. Discounts do not apply to magazine, textbooks, gift cards, and purchases of music products. These discounts may not be combined with coupons or other discount offers. On books already discounted, the greater discount always applies.

**SERVICE CHARGES:**
Identify all service charges excluding transportation, and applicable fees:
No service charges. Shipping charges will be assessed if express or international shipping as requested.

**RETURN POLICY:**
State your policy on returning merchandise.
Must have receipt for Refund or Return. Within 30 days with a receipt: Full refund in original form of payment (store credit will be given for checks less than 7 days old) for new unread books and unopened music/DVDs/audio. After 30 days with a receipt: store credit will be given at price on receipt for new unread books and unopened music/DVDs/Audio. Opened music/DVDs/audio may be exchanged for the same title if defective. Textbooks within 14 days: A store credit will be issued at price on receipt. Books must be in saleable condition and must be accompanied by a receipt. After 14 days or without a receipt, textbooks are not returnable.

**REFUND POLICY:**
State your policy on refunds and/or credit memoranda.
Must have receipt for refund or return. Within 30 days with a receipt: Full refund in original form of payment (store credit will be given for checks less than 7 days old) for new unread books and unopened music/DVDs/audio. After 30 days: store credit will be given at price on receipt for new unread books and unopened music/DVDs/Audio. Opened music/DVDs/audio may be exchanged for the same title if defective. Textbooks within 14 days: A store credit will be issued
at price on receipt. Books must be in saleable condition and must be accompanied by a receipt. After 14 days or without a receipt, textbooks are not returnable.
ORDERING INSTRUCTIONS

COMPANY: Basch Subscriptions, Inc. (A)

Federal Identification Number: 02-0485760

ORDERING INFORMATION:
Customers should direct orders for PURCHASE of library materials to:

Name: Meredith Ritchie
Title: General Manager
Street Address: 88 N. Main Street Concord, NH 03301
E-mail Address: mritchie@basch.com
Phone Number(s): 603-229-0662
Cell Number (for State Purchasing use only):
Toll Free Number: 800-226-5310
Fax Number: 603-226-9443
After hours Emergency Number:

QUESTIONS, PRODUCT INFORMATION & CONTRACT ISSUES:
Primary contact person responsible for answering contract related questions and administering contract issues is:

Name: Shelly Rogers
Title: New Account Transition Manager
Street Address or P.O. Box: 88 N. Main Street
City, State, Zip: Concord, NH 03301
Phone Number: 603-229-0662
Toll Free Number: 800-226-5310
Ordering Fax Number: 603-226-9443
Internet Address: www.basch.com
Federal ID Number: 02-0485760
Remit Address: Basch Subscriptions, Inc., 88 N. Main Street
City, State, Zip: Concord, NH 03301
**PRIMARY BUSINESS:**
Subscription Agent

**QUANTITY DISCOUNTS:**
List additional discounts applicable to any single delivery to one destination for any combination of awarded contract commodities totaling the following quantities:

<table>
<thead>
<tr>
<th>Quantity Range</th>
<th>Discount</th>
</tr>
</thead>
<tbody>
<tr>
<td>10,000 - $20,000</td>
<td>None</td>
</tr>
<tr>
<td>$21,000 - $50,000</td>
<td>None</td>
</tr>
<tr>
<td>$51,000 - $100,000</td>
<td>None</td>
</tr>
<tr>
<td>$101,000 - +</td>
<td>None</td>
</tr>
</tbody>
</table>

*Detail any other circumstances that can affect discounts:*

**SERVICE CHARGES:**

N/A

**RETURN POLICY:**

Basch Subscriptions, Inc. will accept cancellations based on publisher policies.

**REFUND POLICY:**

Basch Subscriptions, Inc., will refund amounts received from publishers upon our receipt of the refund. Refunds are in the form of credit memos. Receipt of the refund from the publisher. Refunds are subject to publisher policies and are in the form of credit memos.
COMPANY:  BOOK BONANZA INC

Federal Identification Number:  562492108

ORDERING INFORMATION:
Customers should direct orders for PURCHASE of library materials, to:
Name:  _ERIC HART
Title:  VP
Street Address:  263 COLLEGE DR  ORANGE PARK, FL 32065
E-mail Address:  _dee2535@aol.com
Phone Number(s):  904-298-2720
Cell Number (for State Purchasing use only):  904-982-1209
Toll Free Number:  1-800-628-0080
Fax Number:  904-298-2720
After hours Emergency Number:  904-276-0081 or cell

QUESTIONS, PRODUCT INFORMATION & CONTRACT ISSUES:
Primary contact person responsible for answering contract related questions and administering contract issues is:
Name:  BOOK BONANZA INC , ERIC HART
Title:  VP
Street Address or P.O. Box:  263 COLLEGE DR,
City, State, Zip:  ORANGE PARK, FL 32065
Phone Number:  904-298-2787
Toll Free Number:  1-800-628-0080
Ordering Fax Number:  902-298-2720
Internet Address: 
Federal ID Number: 
Remit Address: 
City, State, Zip: 

NOTE:
Duplicate form as necessary if you have multiple ordering locations. If this is the case, specify what region in Florida that location will service.
**PRIMARY BUSINESS:**
Library Materials Vendor/Jobber

**QUANTITY DISCOUNTS:**
- $10,000 - $20,000: 25% off list
- $21,000 - $50,000: 30% off list
- $51,000 - $100,000: 35% off list
- $101,000 -+: 40% off list

**SERVICE CHARGES:**
None

**RETURN POLICY:**
Returns are accepted if un-processed

**REFUND POLICY:**
Refunds are available if un-processed
COMPANY:  Book Wholesalers, Inc. (aka BWI)

Federal Identification Number: 562492108

ORDERING INFORMATION:
Customers should direct orders for PURCHASE of library materials, to:
Primary person responsible for administering the contract after award is made:

Name: ERIC HART
Title: VP
Street Address: 263 COLLEGE DR ORANGE PARK, FL 32065
E-mail Address: dee2535@aol.com
Phone Number(s): 904-298-2720
Cell Number (for State Purchasing use only): 904-982-1209
Toll Free Number: 1-800-628-0080
Fax Number: 904-298-2720
After hours Emergency Number: 904-276-0081 or cell

QUESTIONS, PRODUCT INFORMATION & CONTRACT ISSUES:
Primary contact person responsible for answering contract related questions and administering contract issues is:

Name: BOOK BONANZA INC, ERIC HART
Title: VP
Street Address or P.O. Box: 263 COLLEGE DR, ORANGE PARK, FL 32065
City, State, Zip: ORANGE PARK, FL 32065
Phone Number: 904-298-2787
Toll Free Number: 1-800-628-0080
Ordering Fax Number: 902-298-2720
Internet Address:
Federal ID Number:
Remit Address:
City, State, Zip:

NOTE:
Duplicate form as necessary if you have multiple ordering locations. If this is the case, specify what region in Florida that location will service.
**PRIMARY BUSINESS:**
Library Materials Vendor/Jobber

**QUANTITY DISCOUNTS:**
- $10,000 - $20,000: 25% off list
- $21,000 - $50,000: 30% off list
- $51,000 - $100,000: 35% off list
- $101,000+: 40% off list

Detail any other circumstances that can affect discounts:
N/A

**SERVICE CHARGES:**
None

**RETURN POLICY:**
Returns are accepted if un-processed

**REFUND POLICY:**
Refunds are available if un-processed
COMPANY:  Cherry Lake Publishing

Federal Identification Number: 20-5654413

ORDERING INFORMATION:
Customers should direct orders for PURCHASE of library materials, to:
Name: Ben Mondloch
Title: Publisher
Street Address or P.O. Box: 1750 Northway Dr, suite 101
City, State, Zip: North Mankato, MN 56003
Phone Number: 866-918-3956
Toll Free Number: 866-489-6490
Internet Address: www.cherrylakepublishing.com
Federal ID Number: 20-5654413
Remit Address: 1750 Northway Drive, Suite 101
City, State, Zip: North Mankato, MN 56003

QUESTIONS, PRODUCT INFORMATION & CONTRACT ISSUES:
Primary contact person responsible for answering contract related questions and administering contract issues is:
Name: Ben Mondloch
Title: Publisher
Street Address: 1750 Northway Drive
E-mail Address: benmondloch@cherrylakepublishing.com
Phone Number(s): 866-918-3956
Cell Number (for State Purchasing use only): 248-705-2045
Toll Free Number: 866-918-3956
Fax Number: 866-489-6490
After hours Emergency Number: 

NOTE:
Duplicate form as necessary if you have multiple ordering locations. If this is the case, specify what region in Florida that location will service.
**PRIMARY BUSINESS:**
Publisher/Producer

**QUANTITY DISCOUNTS:**
- $10,000 - $20,000  N/A
- $21,000 - $50,000  N/A
- $51,000 - $100,000  N/A
- $101,000 -+  N/A

**SERVICE CHARGES:**
N/A

**RETURN POLICY:**
Processed books cannot be returned, other books return authorization required

**REFUND POLICY:**
Refunds will gladly be given
ORDERING INSTRUCTIONS

COMPANY: Chivers North America d/b/a BBC Audiobooks America

Federal Identification Number: 04-2587469

ORDERING INFORMATION:
Customers should direct orders for PURCHASE of library materials, to:

Name: David Van Lokeren
Title: Customer Service Supervisor
Street Address or P.O. Box: 42 Whitecap Drive
City, State, Zip: North Kingstown, Rhode Island 02852
Phone Number: 401-295-3800
Toll Free Number: 800-621-0182
Ordering Fax Number: 877-492-0873
Internet Address: www.bbcaudiobooksamerica.com or email to customerservice@bbcaudiobooksamerica.com
Federal ID Number: 042587469
Remit Address: BBC Audiobooks America
City, State, Zip: P.O. Box 414190, Boston, MA 02241-4190

QUESTIONS, PRODUCT INFORMATION & CONTRACT ISSUES:
Primary contact person responsible for answering contract related questions and administering contract issues is:

Name: Michele Lee Cobb
Title: Director of Sales and Marketing
Street Address: 42 Whitecap Drive, North Kingstown, Rhode Island 02852
E-mail Address: michele.cobb@bbcaudiobooksamerica.com
Phone Number(s): 401-295-3812
Cell Number (for State Purchasing use only): 540-729-8996
Toll Free Number: 800-621-0182 x3812
Fax Number: 877-492-0873
After hours Emergency Number: 540-729-8996
PRIMARY BUSINESS:
Publisher/Producer

QUANTITY DISCOUNTS:
$10,000 - $20,000  25% plus free s/h
$21,000 - $50,000  25% plus free s/h
$51,000 - $100,000 25% plus free s/h
$101,000 - +  25% plus free s/h

Detail any other circumstances that can affect discounts:
Standing Order customers receive 20-25% discounts plus free s/h for as few as 2 items per month. Opening Day Collection customers ordering 100-199 units receive a 30% discount and 200+ units receive a 35% discount, all with free s/h.

SERVICE CHARGES:
Identify all service charges excluding transportation, and applicable fees:
Shipping charges are based on weight.

RETURN POLICY:
Return authorization required.

REFUND POLICY:
Upon receipt of any unacceptable product BBCAA will credit the customer and email a copy of the credit memo to the customer.
ORDERING INSTRUCTIONS

COMPANY: **BMI EDUCATIONAL SERVICES**

Federal Identification Number: **22-1753177**

**ORDERING INFORMATION:**
Customers should direct orders for **PURCHASE of library materials**, to:

Name: **LYNDA BRADLEY**  
Title: **MANAGER**  
Street Address: **P.O. BOX 800, DAYTON, NJ 08810**  
E-mail Address: **LWAGNER@BMIEDSERV.COM**  
Phone Number(s): **1-800-222-8100**  
Cell Number (for State Purchasing use only):  
Toll Free Number: **1-800-222-8100**  
Fax Number: **1-800-986-9393**  
After hours Emergency Number:  

**QUESTIONS, PRODUCT INFORMATION & CONTRACT ISSUES:**
Primary contact person responsible for answering contract related questions and administering contract issues is:

Name: **BMI EDUCATIONAL SERVICES**  
Title: **ORDER DEPARTMENT**  
Street Address or P.O. Box: **P.O. BOX 800**  
City, State, Zip: **DAYTON, NJ 08810**  
Phone Number: **1-800-222-8100**  
Toll Free Number: **1-800-222-8100**  
Ordering Fax Number: **1-800-986-9393**  
Internet Address: **WWW.BMIONLINE.COM**  
Federal ID Number: **22-1753177**  
Remit Address: **P.O. BOX 800**  
City, State, Zip: **DAYTON, NJ 08810**

**NOTE:**
Duplicate form as necessary if you have multiple ordering locations. If this is the case, specify what region in Florida that location will service.
PRIMARY BUSINESS:
Library Materials Vendor/Jobber

QUANTITY DISCOUNTS:
$10,000 - $20,000  N/A
$21,000 - $50,000  N/A
$51,000 - $100,000 N/A
$101,000 - +     N/A

SERVICE CHARGES:
None

RETURN POLICY:
30 Days from date of purchase

REFUND POLICY:
30 Days from date of purchase
ORDERING INSTRUCTIONS

COMPANY:  **Brodart Co.**

Federal Identification Number:  23-2248758

**ORDERING INFORMATION:**
Customers should direct orders for **PURCHASE of library materials**, to:

Name:  Rhonda Rhea  
Title:  Customer Care Associate  
Street Address:  500 Arch Street, Williamsport, PA  17701  
E-mail Address:  **Rhonda.Rhea@brodart.com**  
Phone Number(s):  (570) 326-2461 ext. 6542  
Cell Number (for State Purchasing use only):  N/A  
Toll Free Number:  (800) 233-8467 ext. 6542  
Fax Number:  (570) 326-1479  
After hours Emergency Number:  N/A

**QUESTIONS, PRODUCT INFORMATION & CONTRACT ISSUES:**
Primary contact person responsible for answering contract related questions and administering contract issues is:

Name:  Rhonda Rhea  
Title:  Customer Care Associate  
Street Address or P.O. Box:  500 Arch Street  
City, State, Zip:  Williamsport, PA  17701  
Phone Number:  (570) 326-2461 ext. 6542  
Toll Free Number:  (800) 233-8467 ext. 6542  
Ordering Fax Number:  (570) 326-1479  
Internet Address:  **www.bibz.com** or **www.1stpick.com** via email:  **bookord@brodart.com**  
Federal ID Number:  23-2248758  
Remit Address:  P O Box 3488  
City, State, Zip:  Williamsport, PA  17701
**PRIMARY BUSINESS:**
Library Materials Vendor/Jobber

**QUANTITY DISCOUNTS:**

<table>
<thead>
<tr>
<th>Quantity Range</th>
<th>Discount</th>
</tr>
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<tbody>
<tr>
<td>$10,000 - $20,000</td>
<td>0</td>
</tr>
<tr>
<td>$21,000 - $50,000</td>
<td>0</td>
</tr>
<tr>
<td>$51,000 - $100,000</td>
<td>0</td>
</tr>
<tr>
<td>$101,000 +</td>
<td>0</td>
</tr>
</tbody>
</table>

**Detail any other circumstances that can affect discounts:**
Hardcover and paperback titles on which Brodart receives minimal or no discount
And/or the publisher requires prepayment may be discounted at the non-trade discount (12%) plus a service charge of $3.95.

**SERVICE CHARGES:**
Identify all service charges excluding transportation, and applicable fees:
Hardcover and paperback titles on which Brodart receives minimal or no discount
And/or the publisher requires prepayment may be discounted at the non-trade discount (12%) plus a service charge of $3.95.

**RETURN POLICY:**
State your policy on returning merchandise.
Any book received damaged, defective or not as ordered will be replaced or a credit will be issued. All contractor errors will be handled in this manner. Requests to return books for any other reason will be handled on an individual basis.

**REFUND POLICY:**
State your policy on refunds and/or credit memoranda.
The library will receive a credit in the form of a credit memo. The credit memo will include the titles affected, the action taken and the amount of the credit.
ORDERING INSTRUCTIONS

COMPANY: **Capstone Press**

Federal Identification Number: 41-1683850

ORDERING INFORMATION:
Customers should direct orders for **PURCHASE of library materials**, to:
Name: **Michelle Nixt**
Title: Customer Service Supervisor
Street Address or P.O. Box: 151 Good Counsel Drive, PO Box 669
City, State, Zip: Mankato, MN 56002-0669
Phone Number: (800) 747-4992
Toll Free Number: (800) 747-4992
Ordering Fax Number: (888) 262-0705
Internet Address: [www.capstonepress.com](http://www.capstonepress.com)
Federal ID Number: 41-1683850
Remit Address: NW7559, PO Box 1450
City, State, Zip: Minneapolis, MN 55485-7559

QUESTIONS, PRODUCT INFORMATION & CONTRACT ISSUES:
Primary contact person responsible for answering contract related questions and administering contract issues is:

Name: **Erin M. Scandrett**
Title: Bids & Contracts Administrator
Street Address: 151 Good Counsel Drive, Mankato, MN 56001
E-mail Address: e.scandrett@capstonepress.com
Phone Number(s): (507) 385-8486 or (800) 747-4992
Cell Number (for State Purchasing use only): N/A
Toll Free Number: (800) 747-4992
Fax Number: (888) 262-0705
After hours Emergency Number: N/A
**PRIMARY BUSINESS:**
Publisher/Producer

**QUANTITY DISCOUNTS:**

<table>
<thead>
<tr>
<th>Quantity Range</th>
<th>Discount</th>
</tr>
</thead>
<tbody>
<tr>
<td>$ 10,000 - $ 20,000</td>
<td>N/A</td>
</tr>
<tr>
<td>$ 21,000 - $ 50,000</td>
<td>N/A</td>
</tr>
<tr>
<td>$ 51,000 - $100,000</td>
<td>N/A</td>
</tr>
<tr>
<td>$ 101,000 - +</td>
<td>N/A</td>
</tr>
</tbody>
</table>

Detail any other circumstances that can affect discounts:
Larger discounts are available on qualifying opening day collection orders.

**SERVICE CHARGES:**
Identify all service charges excluding transportation, and applicable fees:
Attached or unattached library processing is $12.00 per order or FREE on orders over $350.

**RETURN POLICY:**
State your policy on returning merchandise.
Your satisfaction is our most important priority. If for any reason you are not completely satisfied with your order, simply call our customer service department toll-free. We will be happy to replace items, credit your account, or issue a full refund. No questions asked.

**REFUND POLICY:**
State your policy on refunds and/or credit memoranda.
Your satisfaction is our most important priority. If for any reason you are not completely satisfied with your order, simply call our customer service department toll-free. We will be happy to replace items, credit your account, or issue a full refund. No questions asked.
ORDERING INSTRUCTIONS

COMPANY: Central Programs Inc. d/b/a Gumdrop Books (A)

Federal Identification Number: 43-1057878

ORDERING INFORMATION:
Customers should direct orders for PURCHASE of library materials to:

Name: Amber Hoyle
Title: Accounting Manager
Street Address: 802 N. 41st St.
E-mail Address: wecare@gumdropbooks.com
Phone Number(s): 660-425-7777
Cell Number (for State Purchasing use only): N/A
Toll Free Number: 800-821-7199
Fax Number: 866-321-7199
After hours Emergency Number: 800-821-7199

QUESTIONS, PRODUCT INFORMATION & CONTRACT ISSUES:
Primary contact person responsible for answering contract related questions and administering contract issues is:

Name: Lois Woodward
Title: Customer Service Manager
Street Address or P.O. Box: P.O. Box 505
City, State, Zip: Bethany, MO 64424
Phone Number: 800-921-7199
Toll Free Number: 800-821-7199
Ordering Fax Number: 866-321-7199
Internet Address: www.wecare@gumdropbooks.com
Federal ID Number: 43-1057878
Remit Address: P.O. Box 872531
City, State, Zip: Kansas City, MO 64187
**PRIMARY BUSINESS:**
Library Materials

**QUANTITY DISCOUNTS:**
List additional discounts applicable to any single delivery to one destination for any combination of awarded contract commodities totaling the following quantities:

- $10,000 - $20,000: N/A
- $21,000 - $50,000: N/A
- $51,000 - $100,000: N/A
- $101,000 +: N/A

**Detail any other circumstances that can affect discounts:**
Prices are net and reflect discount from publishers’ list price, 0-70% average 28%. Processing charges vary according to specific requirements, see catalog price list.

**SERVICE CHARGES:**
None—Shipping and handling are FREE.

**RETURN POLICY:**
Our policy is to replace, refund and/or correct any problems or any concerns—Period

**REFUND POLICY:**
Our policy is to replace, refund and/or correct any problems or any concern—Period.
ORDERING INSTRUCTIONS

COMPANY: Children's Plus, Inc.

Federal Identification Number: 36-4078966

ORDERING INFORMATION:
Customers should direct orders for PURCHASE of library materials, to:

Name: Daniel G. Walsh
Title: Chief Operating Officer
Street Address: 1387 Dutch American Way, Beecher, IL 60401
E-mail Address: danw@childrensplusinc.com
Phone Number(s): 800-230-1279
Cell Number (for State Purchasing use only):
Toll Free Number: 800-230-1279
Fax Number: 800-896-7213
After hours Emergency Number:

QUESTIONS, PRODUCT INFORMATION & CONTRACT ISSUES:
Primary contact person responsible for answering contract related questions and administering contract issues is:

Name: Sandy Barrick
Title: Customer Service Manager
Street Address or P.O. Box: P.O. Box 847
City, State, Zip: Beecher, IL 60401
Phone Number: 800-230-1279
Toll Free Number: 800-230-1279
Ordering Fax Number: 800-896-7213
Internet Address: www.childrensplusinc.com
Federal ID Number: 36-4078966
Remit Address: P.O. Box 847
City, State, Zip: Beecher, IL 60401

NOTE:

<table>
<thead>
<tr>
<th>Sales Rep</th>
<th>Phone</th>
<th>City</th>
</tr>
</thead>
<tbody>
<tr>
<td>Heather Barrett</td>
<td>863-661-1877</td>
<td>Lakeland</td>
</tr>
<tr>
<td>Tami Chappell</td>
<td>352-804-2235</td>
<td>Chuluota</td>
</tr>
<tr>
<td>Dolly DePagter</td>
<td>813-294-2135</td>
<td>Odessa</td>
</tr>
<tr>
<td>Jeff Vowell</td>
<td>850-932-8870</td>
<td>Gulf Breeze</td>
</tr>
</tbody>
</table>
PRIMARY BUSINESS:
Library Materials Vendor/Jobber

QUANTITY DISCOUNTS:
$ 10,000 - $ 20,000  None
$ 21,000 - $ 50,000  None
$ 51,000 - $100,000  None
$ 101,000 - +        None

SERVICE CHARGES:
There will be no additional services charges on any order. Free ground shipping and handling is guaranteed on all orders.

RETURN POLICY:
Children’s Plus, Inc. offers a 100% satisfaction guarantee on all products. If the customer is dissatisfied with a product, the product may be returned for full credit at no cost to the customer for shipping, handling, or restocking.

REFUND POLICY:
When a product is returned, a Credit Memo or refund will be issued.
ORDERING INSTRUCTIONS

COMPANY: Civil War Microfilm Inc. (A)

Federal Identification Number: 20-4709821

ORDERING INFORMATION:
Customers should direct orders for PURCHASE of library materials, to:

Name: Jim Studnicki
Title: President
Street Address: 1023 Timber Trail Road, Towson, MD, 21286
E-mail Address: info@civilwarmicrofilm.com
Phone Number(s): 410-296-2605
Cell Number (for State Purchasing use only): 443-421-0287
Toll Free Number: 866-382-3943
Fax Number: 410-823-0385
After hours Emergency Number:

QUESTIONS, PRODUCT INFORMATION & CONTRACT ISSUES:
Primary contact person responsible for answering contract related questions and administering contract issues is:

Name: Jim Studnicki
Title: President
Street Address or P.O. Box: 1023 Timber Trail Road
City, State, Zip: Towson, MD, 21286
Phone Number: 410-296-2605
Toll Free Number: 866-382-3943
Ordering Fax Number: 443-921-9429
Internet Address: http://www.civilwarmicrofilm.com
Federal ID Number: 20-4709821
Remit Address: 1023 Timber Trail Road
City, State, Zip: Towson, MD, 21286
**PRIMARY BUSINESS:**
Custom Web-based Library Provider

**QUANTITY DISCOUNTS:**
- $10,000 - $20,000: 2%
- $21,000 - $50,000: 5%
- $51,000 - $100,000: 10%
- $101,000 - +: 20%

**SERVICE CHARGES:**
No additional service charges / fees.

**RETURN POLICY:**
N / A -- all products are subscription-based and delivered via the Internet

**REFUND POLICY:**
Refunds are not offered for prepaid subscriptions.
ORDERING INSTRUCTIONS

COMPANY:  Compass Point Books

Federal Identification Number:  41-1988613

ORDERING INFORMATION:
Customers should direct orders for PURCHASE of library materials, to:

Name:  Cheryl Basol
Title:  Customer Service Representative
Street Address or P.O. Box:  151 Good Counsel Drive, PO Box 669
City, State, Zip:  Mankato, MN 56002-0669
Phone Number:  (877) 371-1536
Toll Free Number:  (877) 371-1536
Ordering Fax Number:  (877) 371-1539
Internet Address:  www.compasspointbooks.com
Federal ID Number:  41-1988613
Remit Address:  NW7559, PO Box 1450
City, State, Zip:  Minneapolis, MN 55485-7559

QUESTIONS, PRODUCT INFORMATION & CONTRACT ISSUES:
Primary contact person responsible for answering contract related questions and administering contract issues is:
Name:  Erin M. Scandrett
Title:  Bids & Contracts Administrator
Street Address:  151 Good Counsel Drive, Mankato, MN 56001
E-mail Address:  e.scandrett@compasspointbooks.com
Phone Number(s):  (507) 385-8486  or  (877) 371-1536
Cell Number (for State Purchasing use only):  N/A
Toll Free Number:  (877) 371-1536
Fax Number:  (877) 371-1539
After hours Emergency Number:  N/A
**PRIMARY BUSINESS:**
Publisher/Producer

**QUANTITY DISCOUNTS:**

<table>
<thead>
<tr>
<th>Range</th>
<th>Discount</th>
</tr>
</thead>
<tbody>
<tr>
<td>$10,000-$20,000</td>
<td>N/A</td>
</tr>
<tr>
<td>$21,000-$50,000</td>
<td>N/A</td>
</tr>
<tr>
<td>$51,000-$100,000</td>
<td>N/A</td>
</tr>
<tr>
<td>$101,000+</td>
<td>N/A</td>
</tr>
</tbody>
</table>

Detail any other circumstances that can affect discounts:
Larger discounts are available on qualifying opening day collection orders.

**SERVICE CHARGES:**
Attached or unattached library processing is $12.00 per order or FREE on orders over $350.

**RETURN POLICY:**
Your satisfaction is our most important priority. If for any reason you are not completely satisfied with your order, simply call our customer service department toll-free. We will be happy to replace items, credit your account, or issue a full refund. No questions asked.

**REFUND POLICY:**
Your satisfaction is our most important priority. If for any reason you are not completely satisfied with your order, simply call our customer service department toll-free. We will be happy to replace items, credit your account, or issue a full refund. No questions asked.
ORDERING INSTRUCTIONS

COMPANY: Davidson Titles, Inc.

Federal Identification Number: 62-1076296

ORDERING INFORMATION:
Customers should direct orders for PURCHASE of library materials, to:

Name: Brenda T. Davidson
Title: Vice President
Street Address: 2345 Dr. F.E. Wright Drive, P.O. Box 3538, Jackson, TN 38303-3538
E-mail Address: brenda@davidsontitles.com
Phone Number(s): 731-988-5333
Cell Number (for State Purchasing use only): 731-234-1085
Toll Free Number: 800-433-3903
Fax Number: 800-787-7935
After hours Emergency Number: 731-668-7129

QUESTIONS, PRODUCT INFORMATION & CONTRACT ISSUES:
Primary contact person responsible for answering contract related questions and administering contract issues is:

Name: Brenda T. Davidson
Title: Vice President
Street Address or P.O. Box: P.O. Box 3538
City, State, Zip: Jackson, TN 38303-3538
Phone Number: 731-988-533
Toll Free Number: 800-433-3903
Ordering Fax Number: 800-787-7935
Internet Address: www.davidsontitles.com
Federal ID Number: 62-1076296
Remit Address: P.O. Box 3538
City, State, Zip: Jackson, TN 38303-3538
**PRIMARY BUSINESS:**
Library Materials Vendor/Jobber

**QUANTITY DISCOUNTS:**
- $10,000 - $20,000: 0%
- $21,000 - $50,000: 0%
- $51,000 - $100,000: 0%
- $101,000 -+: 3%

**SERVICE CHARGES:**
None

**RETURN POLICY:**
The return must be accompanied by a copy of the original invoice or packing slip. No processed books are accepted for return unless the error is DTI's. No returns are accepted on materials purchased more than a year ago. Books damaged in shipment must be returned in 60 days.

**REFUND POLICY:**
Refunds may be requested with proper proof of purchase and provided the books are not damaged due to customer error. Credit memoranda may be requested and used against invoices or future purchases.
ORDERING INSTRUCTIONS

COMPANY: Delaney Educational Enterprises, Inc. (A)  
Federal Identification Number: 73-1652998

ORDERING INFORMATION:  
Customers should direct orders for PURCHASE of library materials to:

Name: Sean Delaney  
Title: Operations Manager  
Street Address: 1455 West Morena Boulevard, San Diego CA 92110  
E-mail Address: sean@deebooks.com  
Phone Number(s): 619-275-0063 ext.20  
Cell Number (for State Purchasing use only):  
Toll Free Number: 800-788-5557 ext. 20  
Fax Number: 800-660-2199  
After hours Emergency Number: N/A

QUESTIONS, PRODUCT INFORMATION & CONTRACT ISSUES:  
Primary contact person responsible for answering contract related questions and administering contract issues is:

Name: Sean Delaney  
Title: Operations Manager  
Street Address or P.O. Box: 1455 West Morena Blvd  
City, State, Zip: San Diego CA 92110  
Phone Number: 619-275-0063 ext. 20  
Toll Free Number: 800-788-5557 ext.20  
Ordering Fax Number: 800-660-2199  
Internet Address: www.books.com  
Federal ID Number: 73-1652998  
Remit Address: 1455 West Morena Blvd  
City, State, Zip: San Diego CA 92110
**PRIMARY BUSINESS:**
Library Materials Vendor/Jobber

**QUANTITY DISCOUNTS:**

List additional discounts applicable to any single delivery to one destination for any combination of awarded contract commodities totaling the following quantities:

- $10,000 - $20,000
- $21,000 - $50,000  \(5\%\)
- $51,000 - $100,000  \(6\%\)
- $101,000 - +  \(7.50\%\)

**Detail any other circumstances that can affect discounts:**
Free Shipping on all orders.

**SERVICE CHARGES:**
Delaney does not have any service charges.

**RETURN POLICY:**
All books guaranteed against defects for two years. Inappropriate books may be returned.

**REFUND POLICY:**
Full refunds or credit memos upon request, buyer's choice.
ORDERING INSTRUCTIONS

COMPANY: DEMCO, Inc.

Federal Identification Number: 39-1311089

ORDERING INFORMATION:
Customers should direct orders for PURCHASE of library materials, to:

Name: Margie Meinzer
Title: Sales Associate
Street Address: PO Box 7488 Madison WI 53707-7488
E-mail Address: quote@demco.com margiem@demco.com
Phone Number(s): 800-356-1200
Cell Number (for State Purchasing use only): 866-558-9068
Toll Free Number: 800-356-1200
Fax Number: 888-245-1329
After hours Emergency Number: 800-356-1200

QUESTIONS, PRODUCT INFORMATION & CONTRACT ISSUES:
Primary contact person responsible for answering contract related questions and administering contract issues is:

Name: Margie Meinzer
Title: Sales Associate
Street Address or P.O. Box: PO Box 7488
City, State, Zip: Madison WI 53707-7488
Phone Number: 800-462-8709
Toll Free Number: 800-356-1200
Ordering Fax Number: 800-245-1329
Internet Address: www.demco.com
Federal ID Number: 39-1311089
Remit Address: PO Box 8048
City, State, Zip: Madison WI 53708-8048
PRIMARY BUSINESS:
Library Materials Vendor/Jobber

QUANTITY DISCOUNTS:

<table>
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<tr>
<th>Quantity Range</th>
<th>Discount</th>
</tr>
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<tbody>
<tr>
<td>$10,000 - $20,000</td>
<td>5%</td>
</tr>
<tr>
<td>$21,000 - $50,000</td>
<td>5%</td>
</tr>
<tr>
<td>$51,000 - $100,000</td>
<td>Call</td>
</tr>
<tr>
<td>$101,000 - +</td>
<td>Call</td>
</tr>
</tbody>
</table>

Detail any other circumstances that can affect discounts:
DEMCO, Inc. Full Line Catalog has over 20,000 items you will receive 15% off Supplies (consumables) Books and other types Media received 7%. Please call for a quote on large orders 800-462-8709.

SERVICE CHARGES:
Identify all service charges excluding transportation, and applicable fees:
Custom set up fees, not included in offer.

RETURN POLICY:
State your policy on returning merchandise.
Call Customer Service 800-962-4463 100% Satisfaction Guaranteed

REFUND POLICY:
State your policy on refunds and/or credit memoranda.
Call Customer Service 800-962-4463 100 % Satisfaction Guaranteed.
COMPANY: Disney Educational Productions

Federal Identification Number: 95-2592971

ORDERING INFORMATION:
Customers should direct orders for **PURCHASE of library materials**, to:
Name: Cortlee Gerhart
Title: Disney Educational Representative
Street Address or P.O. Box: 105 Terry Drive, Suite 120
City, State, Zip: Newtown, PA 18940
Phone Number: 1-800-295-5010
Toll Free Number: 1-800-295-5010
Ordering Fax Number: 215-579-8590
Internet Address: www.DisneyEducational.com or cgerhart@edumedia.com

QUESTIONS, PRODUCT INFORMATION & CONTRACT ISSUES:
Primary contact person responsible for answering contract related questions and administering contract issues is:
Name: Cortlee Gerhart
Title: Disney Educational Representative
Street Address: 105 Terry Drive, Suite 120, Newtown, PA 18940
E-mail Address: cgerhart@edumedia.com
Phone Number(s): 1-800-295-5010
Cell Number: N/A
Fax Number: 215-579-8590

NOTE:
Duplicate form as necessary if you have multiple ordering locations. If this is the case, specify what region in Florida that location will service.
PRIMARY BUSINESS:
Library Materials Vendor/Jobber

QUANTITY DISCOUNTS:
$ 10,000 - $ 20,000 0%
$ 21,000 - $ 50,000 0%
$ 51,000 - $100,000 0%
$ 101,000 - + 0%

Detail any circumstances that can affect discounts in the space provided:
6-10 items receives a 5% discount 11-25 items receives a 10% discount 26-50 items receives a 15% discount 51-100 items receives a 20% discount 101 -200 items receives a 25% discount 201 - 500 items receives a 30% discount 501 - 800 items receives a 35% discount 801 - 1000 items receives a 40% discount Over 1001 items receives a 45% discount Note: Please contact Cortlee, Disney Educational Representative, (1-800-295-5010) if you have any questions or would like to confirm discounts.

SERVICE CHARGES:
MARC 4 Media is our MARC Record provider. The cost for 1-9 records is $2.00 per record and $.50 for each barcode and spine label set. If 10 or more are ordered then the price drops to $1.50 per record and $.35 for each barcode and spine label set. Shipping charges for products are 5% of the order total with a minimum of $7.50 and a maximum of $25. Excluding Bill Nye the Science Guy programs, they have FREE Shipping. Processing fee for MARC Records will be $4.00. Normal shipping is within 2 weeks. If you request an item to be sent overnight the additional shipping charge will be $15.

RETURN POLICY:
100% satisfaction on every product or your money back if the return is made within 60 days of invoice date. Call 800-295-5010 for specific return instructions. The cost of the return is the responsibility of the customer. If you receive an incorrect product or damaged product we will replace it – please have your packing slip available.

REFUND POLICY:
100% satisfaction on every product or your money back if the return is made within 60 days of invoice date. Call 800-295-5010 for specific return instructions. The cost of the return is the responsibility of the customer. If you receive an incorrect product or damaged product we will replace it – please have your packing slip available.
ORDERING INSTRUCTIONS

COMPANY:  Earley Learning Systems, Inc.

Federal Identification Number:  59-2313618

ORDERING INFORMATION:
Customers should direct orders for PURCHASE of library materials to:

Name:  Martha Genao
Title:  Office Manger
Street Address:  1743 Banks Road, Margate, FL 33063 Main Street
E-mail Address:  Martha@earleylearningsystems.com
Phone Number(s):  954-979-3131
Cell Number (for State Purchasing use only):  954-931-7873
Toll Free Number:  800-780-0240
Fax Number:  800-601-9768
After hours Emergency Number:  954-931-7873

QUESTIONS, PRODUCT INFORMATION & CONTRACT ISSUES:
Primary contact person responsible for answering contract related questions and administering contract issues is:

Name:  Earley Learning Systems, Inc
Title:
Street Address or P.O. Box:  1743 Banks Road
City, State, Zip:  Margate, FL 33063
Phone Number:  800-255-0965
Toll Free Number:  800-255-0965
Ordering Fax Number:  847-726-9935
Internet Address:  www.earleylearningsystems.com
Federal ID Number:  59-2313618
Remit Address:  1743 Banks Road,
City, State, Zip:  Margate, FL 33063
PRIMARY BUSINESS:
Library Materials Vendor/Jobber

QUANTITY DISCOUNTS:

<table>
<thead>
<tr>
<th>Quantity Range</th>
<th>Discount</th>
</tr>
</thead>
<tbody>
<tr>
<td>$ 10,000 - $ 20,000</td>
<td>1%</td>
</tr>
<tr>
<td>$ 21,000 - $ 50,000</td>
<td>2%</td>
</tr>
<tr>
<td>$ 51,000 - $100,000</td>
<td>3%</td>
</tr>
<tr>
<td>$ 101,000 - +</td>
<td>5%</td>
</tr>
</tbody>
</table>

Detail any other circumstances that can affect discounts:
N/A

SERVICE CHARGES:
N/A

RETURN POLICY:
Processed Books cannot be returned.
Unprocessed Books can be returned within 30 days of receipt.
Maps, Globes, and Atlases can be returned within 30 days of receipt.

REFUND POLICY:
Credit Memoranda issued within 30 days of materials being returned.
ORDERING INSTRUCTIONS

COMPANY: **EBSCO Information Services (A)**

Federal Identification Number: 63-6014186

**ORDERING INFORMATION:**
Customers should direct orders for **PURCHASE of library materials** to:

Name: Ree Sherer  
Title: Vice President/General Manager  
Street Address: P.O. Box 2543 Birmingham, AL 35202  
E-mail Address: sherer@ebsco.com  
Phone Number(s): 800-633-4604  
Cell Number (for State Purchasing use only): 205-991-1218  
Toll Free Number: 800-633-4604  
Fax Number: 205-995-1613  
After hours Emergency Number: 800-633-4604

**QUESTIONS, PRODUCT INFORMATION & CONTRACT ISSUES:**  
Primary contact person responsible for answering contract related questions and administering contract issues is:

Name: Ree Sherer  
Title: Vice President/General Manager  
Street Address or P.O. Box: PO Box 2543  
City, State, Zip: Birmingham, AL 35202  
Phone Number: 205-991-1218  
Toll Free Number: 800-633-4604  
Ordering Fax Number: 205-995-1613  
Internet Address: www.ebsco.com  
Federal ID Number: 63-6014186  
Remit Address: PO Box 2543  
City, State, Zip: Birmingham, AL 35202
**PRIMARY BUSINESS:**
Subscription Agent

**QUANTITY DISCOUNTS:**
List additional discounts applicable to any single delivery to one destination for any combination of awarded contract commodities totaling the following quantities:

- $10,000 - $20,000  VARIES DEPENDING ON
- $21,000 - $50,000  PUBLISHER DISCOUNTS AND
- $51,000 - $100,000  PAYMENT BY CUSTOMER
- $101,000 - +

**Detail any other circumstances that can affect discounts:**
DISCOUNTS ARE BASED ON A INDIVIDUAL TITLE LIST THAT IS SUBMITTED TO EBSCO BY THE CUSTOMER. EARLY PAYMENT AND/OR PREPAID ORDERS WILL RECEIVE A LARGER DISCOUNT WHERE APPLICABLE. AS EBSCO IS PRESENTED WITH SAVINGS FROM THE PUBLISHER, WE WILL PASS THOSE ON TO YOU THE CUSTOMER.

**SERVICE CHARGES:**
SERVICE CHARGES ARE BASED ON INDIVIDUAL TITLE LIST SUBMITTED TO EBSCO BY THE CUSTOMER. EARLY PAYMENT AND/OR PREPAID ORDERS WILL DECREASE OR DIMINISH THE SERVICE CHARGE.

**RETURN POLICY:**
EBSCO DOES NOT HAVE A RETURN POLICY.

**REFUND POLICY:**
PUBLISHER POLICY ON CANCELLATIONS AND REFUNDS PRORATA, HOWEVER, SOME DO NOT ACCEPT CANCELLATIONS AND WILL NOT ISSUE REFUNDS. EBSCO REFUNDS TO YOU WHATEVER WE ARE ABLE TO COLLECT FROM THE PUBLISHER. IF YOU WISH WE CAN ISSUE A CHECK FOR THE AMOUNT OF YOUR CREDIT MEMO AT ANY TIME.
ORDERING INSTRUCTIONS

COMPANY: Encyclopedia Britannica

Federal Identification Number: 362-063-569

ORDERING INFORMATION:
Customers should direct orders for PURCHASE of library materials, to:

Name: Joann Lee
Title: Business Development
Street Address: 331 N LaSalle St. Chicago, IL 60610
E-mail Address: jlee@eb.com
Phone Number(s): 312-347-7189
Cell Number (for State Purchasing use only):
Toll Free Number: 800-621-3900 x7189
Fax Number: 800-344-9624
After hours Emergency Number:

QUESTIONS, PRODUCT INFORMATION & CONTRACT ISSUES:
Primary contact person responsible for answering contract related questions and administering contract issues is:

Name: Megan Williams
Title: Account Executive
Street Address or P.O. Box: 331 N LaSalle St. Chicago
City, State, Zip: Chicago, IL 60610
Phone Number: 312-347-7234
Toll Free Number: 800-621-3900 x7234
Ordering Fax Number: 800-344-9624
Internet Address:
Federal ID Number: 362-063-569
Remit Address:
City, State, Zip:
PRIMARY BUSINESS:
Publisher/Producer

QUANTITY DISCOUNTS:
$ 10,000 - $ 20,000 None
$ 21,000 - $ 50,000 None
$ 51,000 - $100,000 None
$ 101,000 - + None

Detail any other circumstances that can affect discounts:
5-10 units of any title receives an additional 5% off
10+ units of any title receives an additional 10% off

SERVICE CHARGES:
Shipping and handling charges will apply.

RETURN POLICY:
Damaged products and incorrect orders can be returned to EB at no charge. Customers who wish to return a product for any other reason must do so within 30 days.

REFUND POLICY:
State your policy on refunds and/or credit memoranda.
ORDERING INSTRUCTIONS

COMPANY: Enslow Publishers, Inc.

Federal Identification Number: 22-2123955

ORDERING INFORMATION:
Customers should direct orders for PURCHASE of library materials, to:

Name: David J. Gorsky
Title: Customer Service Representative
Street Address: 40 Industrial Road, Berkeley Heights, NJ 07922-0398
E-mail Address: davidg@enslow.com
Phone Number(s): 908-771-9400
Cell Number (for State Purchasing use only):
Toll Free Number: 1-800-398-2504 ext. 330
Fax Number: 908-771-0925
After hours Emergency Number:

QUESTIONS, PRODUCT INFORMATION & CONTRACT ISSUES:
Primary contact person responsible for answering contract related questions and administering contract issues is:

Name: David J. Gorsky
Title: Customer Service Representative
Street Address or P.O. Box: Box 398, 40 Industrial Road
City, State, Zip: Berkeley Heights, NJ 07922-0398
Phone Number: 908-771-9400
Toll Free Number: 1-800-398-2504
Ordering Fax Number: 908-771-0925
Internet Address: www.enslow.com
Federal ID Number: 22-2123955
Remit Address: Box 398, 40 Industrial Road
City, State, Zip: Berkeley Heights, NJ 07922-0398

NOTE:
Duplicate form as necessary if you have multiple ordering locations. If this is the case, specify what region in Florida that location will service.

Name: James Finamore, James Finamore & Associates
Title: Sales Representative, Southern Florida
Street Address or P.O. Box: 1708 Bridgewater Dr.
City, State, Zip: Heathrow, FL 32746
Phone Number: (407) 805-9505
Toll Free Number:
Ordering Fax Number: (407) 805-9525
Internet Address:
Federal ID Number: 278-40-2451
Remit Address: 1708 Bridgewater Dr.
City, State, Zip: Heathrow, FL 32746

Name: Dan Maskiell, James Finamore & Associates
Title: Sales Representative, Central Florida
Street Address or P.O. Box: 6401 Westshore Blvd., Apt. 1109
City, State, Zip: Tampa, FL 33616
Phone Number: (813) 340-9841
Toll Free Number:
Ordering Fax Number: (813) 832-9529
Internet Address:
Federal ID Number: 278-40-2451
Remit Address: 6401 Westshore Blvd., Apt. 1109
City, State, Zip: Tampa, FL 33616

Name: Jim McElwain, James Finamore & Associates
Title: Sales Representative, Northern Florida
Street Address or P.O. Box: 13245 Atlantic Blvd., Suite 4363
City, State, Zip: Jacksonville, FL 32225-7118
Phone Number: (904) 504-7069
Toll Free Number:
Ordering Fax Number: (904) 212-1397
Internet Address:
Federal ID Number: 278-40-2451
Remit Address: 13245 Atlantic Blvd., Suite 4363
City, State, Zip: Jacksonville, FL 32225-7118
PRIMARY BUSINESS:
Publisher/Producer

QUANTITY DISCOUNTS:
List additional discounts applicable to any single delivery to one destination for any combination of awarded contract commodities totaling the following quantities:

- $ 10,000 - $ 20,000  None
- $ 21,000 - $ 50,000  None
- $ 51,000 - $100,000 None
- $ 101,000 - +  None

Detail any other circumstances that can affect discounts:
Some special discounts may be offered through our Florida sales representatives:
1. Mr. James Finamore, 1708 Bridgewater Dr., Heathrow, FL 32746 - PHONE: (407) 805-9505
2. Mr. Dan Maskiell, 6401 Westshore Blvd., Apt. 1109, Tampa, FL 33616 - PHONE: (813) 340-9841
3. Mr. Jim McElwain, 13245 Atlantic Blvd., Suite 4363, Jacksonville, FL 32225-7118 - PHONE: (904) 504-7069

SERVICE CHARGES:
Identify all service charges excluding transportation, and applicable fees:
"AR single label attached $0.50; AR single label loose $0.25; AR 2 label set attached $1.00; AR 2 label set loose $0.50
Barcode attached $0.60; Barcode loose $0.30; Borrower's card $0.20; Card kits attached $1.30; Card kits loose $0.85
Security attached $0.60; Security loose $0.45; Date Due Slip attached $0.35; Date Due Slip loose $0.15
Main Entry Cards $0.30; MARC Records $20.00(covers entire order); Mylar Jacket Glued $0.80; Mylar Jacket Taped $0.70
Property label attached $0.60; Property label loose $0.30; Property stamping $0.05; Shelf List Cards $0.30
Spine labels attached $0.55; Spine labels loose $0.25; Spine labels & Book Pocket attached $0.80
Spine labels & Book Pocket loose $0.50; Union Catalog Adds to SUNLINK FREE; Accelerated Reader quizzes $2.69
RETURN POLICY:
Enslow Publishers, Inc. unconditionally guarantees the bindings and other materials used in its books. Books returned by schools and libraries will be accepted 30 days from date of invoice. *NOTE: Book with attached processing done by Enslow according to customer specifications are non-returnable. Books processed or stamped by school are non-returnable unless book is defective.

REFUND POLICY:
Applicable refunds due to credits or overpayments may be issued upon request.
COMPANY:  **EVA Subscription Service, Inc**

Federal Identification Number: 04-3391404

**ORDERING INFORMATION:**
Name: Mary Cohen  
Title: President  
Street Address or P.O. Box: P. O. Box 338  
City, State, Zip: Shrewsbury, MA 01545  
Phone Number: 508-842-8122  
Toll Free Number: 800-842-2077  
Ordering Fax Number: 508-845-9826  
Internet Address: [www.evasub.com](http://www.evasub.com)  
Federal ID Number: 043391404  
Remit Address: P.O. Box 338  
City, State, Zip: Shrewsbury, MA 01545

**QUESTIONS, PRODUCT INFORMATION & CONTRACT ISSUES:**
Primary contact person responsible for answering contract related questions and administering contract issues is:

Name: Mary Cohen  
Title: President  
Street Address: 56 Maple Ave  Shrewsbury, MA 01545  
E-mail Address: evasub@aol.com  
Phone Number(s): 800-842-2077 ext: 202 or 508-842-8122 ext 202  
Cell Number (for State Purchasing use only): 508-523-2953  
Toll Free Number: 800-842-2077 ext 202  
Fax Number: 508-845-9826  
After hours Emergency Number: 508-523-2953

**NOTE:**
Duplicate form as necessary if you have multiple ordering locations. If this is the case, specify what region in Florida that location will service.
PRIMARY BUSINESS:
Subscription Agent

QUANTITY DISCOUNTS:
$ 10,000 - $ 20,000 5%
$ 21,000 - $ 50,000 8%
$ 51,000 - $100,000 10%
$ 101,000 - + 12%

Detail any circumstances that can affect discounts in the space provided:
Newspaper subscriptions are not discounted

SERVICE CHARGES:
None

RETURN POLICY:
Refund or credit for any ceased or incorrectly ordered publication

REFUND POLICY:
Refund or credit for any ceased or incorrectly ordered publication
ORDERING INSTRUCTIONS

COMPANY:  **Florida Paperback & Books**

Federal Identification Number:  2XXXXXXX  (Please Contact Vendor)

**ORDERING INFORMATION:**
Customers should direct orders for **PURCHASE of library materials** to:

Name:  Robert Miner  
Title:  President  
Street Address:  4950 NW 104 Ave Coral Springs, FL 33076  
E-mail Address:  miner4books@aol.com  
Phone Number(s):  1-800-305-3869  
Cell Number (for State Purchasing use only):  
Toll Free Number:  1-800-305-3869  
Fax Number:  1-800-305-3869  
After hours Emergency Number:  1-800-305-3869

**QUESTIONS, PRODUCT INFORMATION & CONTRACT ISSUES:**
Primary contact person responsible for answering contract related questions and administering contract issues is:

Name:  Robert Miner  
Title:  President  
Street Address or P.O. Box:  4950 NW 104 Ave Coral Springs FL 33076  
City, State, Zip:  Coral Springs, FL 33076  
Phone Number:  1-800-305-3869  
Toll Free Number:  1-800-305-3869  
Ordering Fax Number:  1-800-305-3869  
Internet Address:  miner4books@aol.com  
Federal ID Number:  2XXXXX  (Please Contact Vendor)  
Remit Address:  4950 NW 104 Ave  
City, State, Zip:  Coral Springs, FL 33076
**PRIMARY BUSINESS:**
Library Materials Vendor/Jobber

**QUANTITY DISCOUNTS:**
List additional discounts applicable to any single delivery to one destination for any combination of awarded contract commodities totaling the following quantities:

<table>
<thead>
<tr>
<th>Quantity Range</th>
<th>Discount (%)</th>
</tr>
</thead>
<tbody>
<tr>
<td>$ 10,000 - $ 20,000</td>
<td>0%</td>
</tr>
<tr>
<td>$ 21,000 - $ 50,000</td>
<td>0%</td>
</tr>
<tr>
<td>$ 51,000 - $100,000</td>
<td>0%</td>
</tr>
<tr>
<td>$ 101,000 - +</td>
<td>0%</td>
</tr>
</tbody>
</table>

Detail any other circumstances that can affect discounts:
Multiple copies of a single title from the same publisher may allow for additional discounts. This discount varies by publisher and will be passed on to customer when quantities are met.

**SERVICE CHARGES:**
N/A

**RETURN POLICY:**
All products may be returned for credit as long as product has not been damaged or altered, stamped. All special orders are final with no return or credit.

**REFUND POLICY:**
No refunds. All sales are final with credit only on defective products.
ORDERING INSTRUCTIONS

COMPANY: Follett Library Resources, Inc.

Federal Identification Number: 20-1607197

ORDERING INFORMATION:
Customers should direct orders for PURCHASE of library materials, to:

Name: Jennifer Choiniere
Title: Area Director
Street Address: 1340 Ridgeview Drive, McHenry, Illinois 60050
E-mail Address: sales@flr.follett.com
Phone Number(s): 815-759-1700
Cell Number (for State Purchasing use only): N/A
Toll Free Number: 888-511-5114
Fax Number: 800-852-5458
After hours Emergency Number: N/A

QUESTIONS, PRODUCT INFORMATION & CONTRACT ISSUES:
Primary contact person responsible for answering contract related questions and administering contract issues is:

Name: Order Entry Department
Title: N/A
Street Address or P.O. Box: 1340 Ridgeview Drive
City, State, Zip: McHenry, Illinois 60050
Phone Number: 815-759-1700
Toll Free Number: 888-511-5114
Ordering Fax Number: 800-852-5458
Internet Address: www.titlewave.com
Federal ID Number: 20-1607197
Remit Address: P.O. Box 99002
City, State, Zip: Chicago, Illinois 60693-9002

NOTE: Follett Library Resources, Inc. is a licensed reseller for Renaissance Learning Software products. Minimal shipping charges may apply. Electronic shipping is no charge. Minimum of 20 quizzes required per order.
PRIMARY BUSINESS:
Library Materials Vendor/Jobber

QUANTITY DISCOUNTS:
List additional discounts applicable to any single delivery to one destination for any combination of awarded contract commodities totaling the following quantities:
$ 10,000 - $ 20,000
$ 21,000 - $ 50,000
$ 51,000 - $100,000
$ 101,000 - +

NOTE: Contact your local Follett Account Manager regarding quantity purchases discounts.
888-511-5114

Detail any other circumstances that can affect discounts:
**Additional quantity discounts are available for 25+ copies of the same Follett Bound title and a select group of dictionaries and thesauri. See enclosed for further information.

SERVICE CHARGES:
Identify all service charges excluding transportation, and applicable fees:
Follett Library Resources, Inc. does not have any service charges.

RETURN POLICY:
State your policy on returning merchandise.
Follett Library Resources, Inc. will replace defective books or books that are not processed to your specifications. Processing errors should be brought to our attention within 60 days of our invoice date, and publisher defects should be returned within 1 year of purchase. Follett Library Resources, Inc. will replace the defective books - same titles and bindings - or issue credit.

REFUND POLICY:
State your policy on refunds and/or credit memoranda.
Follett Library Resources, Inc. will replace defective books or books that are not processed to your specifications. Processing errors should be brought to our attention within 60 days of our invoice date, and publisher defects should be returned within 1 year of purchase. Follett Library Resources, Inc. will replace the defective books - same titles and bindings - or issue credit.
“Please See Next Page”

*Discount Structure

*Follett Library Resources’ current school year catalogs and Titlewave Internet prices reflect up to 45% discount on trade and paperback binding, up to 30% discount on publisher’s library binding, up to 40% discount on general reference, up to 15% on school library, single editions and short discount books and 30% discount off published list price for prebound books. Our catalogs and Titlewave Internet are net priced.

**PUBLISHER LIBRARY BINDING**
*Discount up to 30%
(Discounted price is reflected in catalog)

**TRADE BINDING**
*Discount up to 45%
(Discounted price is reflected in catalog)

**PAPERBACK BINDING**
*Discount up to 45%
(Discounted price is reflected in catalog)

**SCHOOL/LIBRARY BINDING**
*Discount up to 15%
(Discounted price is reflected in catalog)

**SINGLE EDITIONS/SHORT DISCOUNT**
*Discount up to 15%
(Discounted price is reflected in catalog)

**PREBOUND HARDCOVER BINDING**
*Discount 30% off Published List Price
(Discounted price is reflected in catalog)

**PREBOUND PAPERBACK BINDING**
*Discount 30% off Published List Price
(Discounted price is reflected in catalog)

**GENERAL REFERENCE BOOKS**
*Discount up to 40%
(Discounted price is reflected in catalog)
**Quantity Discounts**

Additional discounts are available on quantity purchases of the same FollettBound title. These additional quantity discounts are:

- 30% off the published list price for 1-24 copies of the same FollettBound title
- 31% off the published list price for 25-49 copies of the same FollettBound title
- 32% off the published list price for 50-99 copies of the same FollettBound title
- 33% off the published list price for 100-249 copies of the same FollettBound title
- 34% off the published list price for 250-499 copies of the same FollettBound title
- 35% off the published list price for 500+ copies of the same FollettBound title

Special quantity pricing is available on select dictionaries and thesauri.

### Merriam-Webster

<table>
<thead>
<tr>
<th>Dictionary</th>
<th>Follett #</th>
<th>1-24</th>
<th>25-49</th>
<th>50+</th>
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</thead>
<tbody>
<tr>
<td>MW Elementary Dictionary</td>
<td>02010G</td>
<td>$10.85</td>
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<tr>
<td>MW Elementary Dictionary (Paperback)</td>
<td>26488N</td>
<td>$8.13</td>
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<td>MW School Dictionary</td>
<td>26465P</td>
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<td>09337N</td>
<td>$16.29</td>
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<tr>
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<td>05718R</td>
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### American Heritage

<table>
<thead>
<tr>
<th>Dictionary</th>
<th>Follett #</th>
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<th>25-49</th>
<th>50+</th>
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<tbody>
<tr>
<td>AH Picture Dictionary</td>
<td>18755S</td>
<td>$9.87</td>
<td>$9.57</td>
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<tr>
<td>AH First Dictionary</td>
<td>29040S</td>
<td>$11.19</td>
<td>$10.85</td>
<td>$10.51</td>
</tr>
<tr>
<td>AH Children’s Dictionary</td>
<td>17727S</td>
<td>$11.85</td>
<td>$11.49</td>
<td>$11.13</td>
</tr>
<tr>
<td>AH Children’s Thesaurus</td>
<td>11654S</td>
<td>$11.85</td>
<td>$11.49</td>
<td>$11.13</td>
</tr>
<tr>
<td>AH Student Dictionary</td>
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<td>$13.17</td>
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<td>$11.49</td>
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<tr>
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<td>$16.12</td>
<td>$15.60</td>
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<tr>
<td>AH College Dictionary(With CD Rom)</td>
<td>24406Q</td>
<td>$17.25</td>
<td>$16.71</td>
<td>$16.17</td>
</tr>
<tr>
<td>AH College Thesaurus</td>
<td>05387Q</td>
<td>$14.85</td>
<td>$14.49</td>
<td>$14.04</td>
</tr>
</tbody>
</table>

Prices and availability are subject to change.
ORDERING INSTRUCTIONS

COMPANY: FRANCBETH INC.
Federal Identification Number: 59-3658944

ORDERING INFORMATION:
Customers should direct orders for PURCHASE of library materials, to:

Name: DR. CLARENCE N. OBIOZOR
Title: DIRECTOR
Street Address: 6035 FT. CAROLINE ROAD, SUITE 19, JACKSONVILLE, FL 32277
E-mail Address: SALES@FRANCBETH.COM
Phone Number(s): 904 744-7788
Cell Number (for State Purchasing use only): 904 813-8716
Toll Free Number: 888 289-7105
Fax Number: 904 744-7247
After hours Emergency Number: 904 813-8716

QUESTIONS, PRODUCT INFORMATION & CONTRACT ISSUES:
Primary contact person responsible for answering contract related questions and administering contract issues is:

Name: MAY OBIOZOR
Title: DIRECTOR
Street Address or P.O. Box: 6035 FT. CAROLINE ROAD, SUITE 19
City, State, Zip: JACKSONVILLE, FL 32277
Phone Number: 904 744-7788
Toll Free Number: 888 289-7105
Ordering Fax Number: 904 744-7247
Internet Address: WWW.FRANCBETH.COM
Federal ID Number: 59-3568944
Remit Address: 6035 FT. CAROLINE ROAD, SUITE 19
City, State, Zip: JACKSONVILLE, FL 32277
PRIMARY BUSINESS:
Library Materials Vendor/Jobber

QUANTITY DISCOUNTS:
List additional discounts applicable to any single delivery to one destination for any combination of awarded contract commodities totaling the following quantities:

<table>
<thead>
<tr>
<th>Quantity Range</th>
<th>Discount</th>
</tr>
</thead>
<tbody>
<tr>
<td>$ 10,000 - $ 20,000</td>
<td>0.50%</td>
</tr>
<tr>
<td>$ 21,000 - $ 50,000</td>
<td>0.50%</td>
</tr>
<tr>
<td>$ 51,000 - $100,000</td>
<td>0.80%</td>
</tr>
<tr>
<td>$ 101,000 - +</td>
<td>1.00%</td>
</tr>
</tbody>
</table>

Detail any other circumstances that can affect discounts:

SERVICE CHARGES:
Identify all service charges excluding transportation, and applicable fees:
20% Re-stocking fee for returns.

RETURN POLICY:
State your policy on returning merchandise.
Return authorization plus 20%, restocking fee and shipping cost within 30 days of receipt of shipment.

REFUND POLICY:
State your policy on refunds and/or credit memoranda
Purchaser's account credited, Credit Memo issued.
ORDERING INSTRUCTIONS

COMPANY: __Gareth Stevens Publishing__ (A)

Federal Identification Number: _39-1462742_

**ORDERING INFORMATION:**
Customers should direct orders for **PURCHASE of library materials** to:

Name: Melissa McConnell
Title: Bid Coordinator
Street Address: P.O. Box 360140, Strongsville, OH 44136
E-mail Address: _bids@gspub.com_
Phone Number(s): 800-542-2595 ext.120
Cell Number (for State Purchasing use only):
Toll Free Number: 800-542-2595
Fax Number: 877-542-2596
After hours Emergency Number:

**QUESTIONS, PRODUCT INFORMATION & CONTRACT ISSUES:**
Primary contact person responsible for answering contract related questions and administering contract issues is:

Name: _Gareth Stevens Publishing_
Title: Customer Service Department
Street Address or P.O. Box: P.O. Box 360140
City, State, Zip: Strongsville, OH 44136
Phone Number: 800-542-2595
Toll Free Number: 800-542-2595
Ordering Fax Number: 877-542-2596
Internet Address: _www.garethstevens.com_
Federal ID Number: _39-1462742_
Remit Address: P.O. Box 91052
City, State, Zip: Chicago, IL 60693
**PRIMARY BUSINESS:**
Publisher/Producer

**QUANTITY DISCOUNTS:**

<table>
<thead>
<tr>
<th>Quantity Range</th>
<th>Discount</th>
</tr>
</thead>
<tbody>
<tr>
<td>$ 10,000 - $ 20,000</td>
<td>N/A</td>
</tr>
<tr>
<td>$ 21,000 - $ 50,000</td>
<td>N/A</td>
</tr>
<tr>
<td>$ 51,000 - $ 100,000</td>
<td>N/A</td>
</tr>
<tr>
<td>$ 101,000 - +</td>
<td>N/A</td>
</tr>
</tbody>
</table>

**Detail any other circumstances that can affect discounts:**
Free cataloging and processing for orders over $350.00. AR quizzes available at $1.00 each with a minimum of 20.

**SERVICE CHARGES:**
No services charges, shipping and handling, or other fees for orders and contracts.

**RETURN POLICY:**
Contact customer service when needing to return a product supplied in error, damaged or incorrect. All items must be returned within 30 days. Books accessioned to a library's collection are not eligible for return.

**REFUND POLICY:**
State your policy on refunds and/or credit memoranda:
All bindings and materials used are unconditionally guaranteed. Defective copies or Books shipped in error must be returned for credit or replacement within 30 days of Receipt.
ORDERING INSTRUCTIONS

COMPANY: Garrett Educational Corporation

Federal Identification Number: 73-0750129

ORDERING INFORMATION:
Customers should direct orders for PURCHASE of library materials, to:

Name: John H. Garrett
Title: Vice President
Street Address: 130 East 13th St., Ada, OK 74820
E-mail Address: john@garrettbooks.com
Phone Number(s): 800-654-9366
Cell Number (for State Purchasing use only): 580-421-7233
Toll Free Number: 800-654-9366
Fax Number: 888-525-1560
After hours Emergency Number: 580-421-7233

QUESTIONS, PRODUCT INFORMATION & CONTRACT ISSUES:
Primary contact person responsible for answering contract related questions and administering contract issues is:

Name: Cheryl York
Title: Administrative Assistant
Street Address or P.O. Box: PO Box 1588
City, State, Zip: Ada, OK 74821
Phone Number: 580-332-6884
Toll Free Number: 800-654-9366
Ordering Fax Number: 888-525-1560
Internet Address: mail@garrettbooks.com
Federal ID Number: 73-0750129
Remit Address: PO Box 1588
City, State, Zip: Ada, OK 74821
PRIMARY BUSINESS:
Publisher/Producer

QUANTITY DISCOUNTS:
List additional discounts applicable to any single delivery to one destination for any combination of awarded contract commodities totaling the following quantities:

<table>
<thead>
<tr>
<th>Quantity Range</th>
<th>Discount Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>$10,000 - $20,000</td>
<td>0</td>
</tr>
<tr>
<td>$21,000 - $50,000</td>
<td>0</td>
</tr>
<tr>
<td>$51,000 - $100,000</td>
<td>0</td>
</tr>
<tr>
<td>$101,000 +</td>
<td>0</td>
</tr>
</tbody>
</table>

SERVICE CHARGES:
Identify all service charges excluding transportation, and applicable fees:
There are no service charges.

RETURN POLICY:
State your policy on returning merchandise.
Defective books may be returned at our expense for full credit or replacement.

REFUND POLICY:
State your policy on refunds and/or credit memoranda.
Refund checks will be sent for account credits.
ORDERING INSTRUCTIONS

COMPANY: Global Media  (A)

Federal Identification Number:  2XXXXX____ (Please Contact Vendor)

ORDERING INFORMATION:
Customers should direct orders for PURCHASE of library materials to:

Name:  Patrick Miner
Title:  Owner
Street Address:  6096 Red Stag Dr. Port Orange, Fl 32128
E-mail Address:  mnrgol@aol.com
Phone Number(s):  1-800-488-4604
Cell Number (for State Purchasing use only):  1-386-212-2265
Toll Free Number:  1-800-488-4604
Fax Number:  1-386-788-4604
After hours Emergency Number:  

QUESTIONS, PRODUCT INFORMATION & CONTRACT ISSUES:
Primary contact person responsible for answering contract related questions and administering contract issues is:

Name:  Patrick Miner
Title:  Owner
Street Address or P.O. Box:  6096 Red Stag Dr
City, State, Zip:  Port Orange, FL 32128
Phone Number:  1-800-488-4604
Toll Free Number:  1-800-488-4604
Ordering Fax Number:  1-386-788-4604
Internet Address:  mnrgol@aol.com
Federal ID Number:  2XXXXX____ (Please Contact Vendor)
Remit Address:  6096 Red Stag Dr.
City, State, Zip:  Port Orange, FL 32128
**PRIMARY BUSINESS:**
Library Materials Vendor/Jobber

**QUANTITY DISCOUNTS:**
List additional discounts applicable to any single delivery to one destination for any combination of awarded contract commodities totaling the following quantities:

<table>
<thead>
<tr>
<th>Quantity Range</th>
<th>Discount</th>
</tr>
</thead>
<tbody>
<tr>
<td>$ 10,000 - $ 20,000</td>
<td>0%</td>
</tr>
<tr>
<td>$ 21,000 - $ 50,000</td>
<td>0%</td>
</tr>
<tr>
<td>$ 51,000 - $100,000</td>
<td>0%</td>
</tr>
<tr>
<td>$ 101,000 - +</td>
<td>0%</td>
</tr>
</tbody>
</table>

**Detail any other circumstances that can affect discounts:**
Depending on available discounts from publishers schools may eligible for additional discounts.

**SERVICE CHARGES:**
No additional service charges will be applied.

**RETURN POLICY:**
Customers may return any unprocessed titles for full refund price within two months of invoice date.

**REFUND POLICY:**
Refunds are issued in the form of credit and are automatically applied to original invoice is still open.
ORDERING INSTRUCTIONS

COMPANY: Heinemann – Raintree Library (A)

Federal Identification Number: 52-1471842

ORDERING INFORMATION:
Customers should direct orders for PURCHASE of library materials to:

Name: Cheri A. Sandlin
Title: Manager, Adoption /Bids/Contracts
Street Address: 100 North LaSalle Street – Suite 1200, Chicago, IL 60602
E-mail Address: cheri.sandlin@hil.com
Phone Number(s): 866-720-7683 or 815-479-9722
Cell Number (for State Purchasing use only):
Toll Free Number: 866-720-7683
Fax Number: 815-477-0709
After hours Emergency Number: 866-720-7683

QUESTIONS, PRODUCT INFORMATION & CONTRACT ISSUES:
Primary contact person responsible for answering contract related questions and administering contract issues is:

Name: Customer Service
Title:
Street Address or P.O. Box: 6277 Sea Harbor Drive
City, State, Zip: Orlando, Fl 32887
Phone Number: 888-454-2279
Toll Free Number: 888-454-2279
Ordering Fax Number: 888-844-5329
Internet Address: www.heinemannraintree.com
Federal ID Number: 52-1471842
Remit Address: P.O. Box 0841
City, State, Zip: Carol Stream, IL 60132-0841
**PRIMARY BUSINESS:**
Publisher/Producer

**QUANTITY DISCOUNTS:**
List additional discounts applicable to any single delivery to one destination for any combination of awarded contract commodities totaling the following quantities:

- $10,000 - $20,000
- $21,000 - $50,000
- $51,000 - $100,000
- $101,000 - +

*Detail any other circumstances that can affect discounts:*
Quantity discounts are not standard. Discussions for possible quantity discounts should be held with the local sales representative and/or regional sales manager.

**SERVICE CHARGES:**
Shipping charges of 8% will be waived on all purchase orders containing 25+ books.

**RETURN POLICY:**
State your policy on returning merchandise. Please check each shipment before stamping or marking materials. All materials to be returned must be unused, unstamped, and in salable condition. Please call for return authorization. When requesting return authorization, please indicate the invoice number. Returns must be accompanied by a copy of the original invoice or a packing list on which the quantity of each title returned and invoice number(s) and date(s) are indicated.

**REFUND POLICY:**
All merchandise can be returned for credit within thirty (30) days as long as it has not been stamped or marked and is in unused, unstamped, and salable condition.
ORDERING INSTRUCTIONS

COMPANY: Illiana Educational Products, Inc.
Federal Identification Number: 35-1968802

ORDERING INFORMATION:
Customers should direct orders for PURCHASE of library materials, to:

Name: Julie Garcia
Title: Sales Representative
Street Address: 1929 Lake Forest Lane, Orange Park, FL 32003
E-mail Address: garcia3741@bellsouth.net
Phone Number(s): 904-269-2758
Cell Number (for State Purchasing use only): 904-813-1011
Toll Free Number: 800-578-1113
Fax Number: 888-578-1118
After hours Emergency Number: 904-269-2758 or 317-845-4217

QUESTIONS, PRODUCT INFORMATION & CONTRACT ISSUES:
Primary contact person responsible for answering contract related questions and administering contract issues is:

Name: Illiana Educational Products, Inc.
Title: Meredith M. Mason, President
Street Address or P.O. Box: 10404 Swiftsail Lane
City, State, Zip: Indianapolis, IN 46256
Phone Number: 317-578-1113
Toll Free Number: 800-578-1113
Ordering Fax Number: 888-578-1118
Internet Address: illianaproducts.com
Federal ID Number: 35-1968802
Remit Address: 10404 Swiftsail Lane
City, State, Zip: Indianapolis, IN 46256
PRIMARY BUSINESS:
Library Materials Vendor/Jobber

QUANTITY DISCOUNTS:
List additional discounts applicable to any single delivery to one destination for any combination of awarded contract commodities totaling the following quantities:

<table>
<thead>
<tr>
<th>Quantity Range</th>
<th>Discount</th>
</tr>
</thead>
<tbody>
<tr>
<td>$ 10,000 - $ 20,000</td>
<td>12%</td>
</tr>
<tr>
<td>$ 21,000 - $ 50,000</td>
<td>15%</td>
</tr>
<tr>
<td>$ 51,000 - $100,000</td>
<td>18%</td>
</tr>
<tr>
<td>$ 101,000 - +</td>
<td>20%</td>
</tr>
</tbody>
</table>

Detail any other circumstances that can affect discounts:
If we have any special offers, we will give that additional discount to the customer.

SERVICE CHARGES:
Identify all service charges excluding transportation, and applicable fees:
Library Processing: Marc records, spine labels, barcode labels, protectors, security strips, catalog cards, book pockets, AR & RC labels, attached or unattached.

RETURN POLICY:
Customer may return any book for which they are dissatisfied as long as it is unprocessed and not stamped.

REFUND POLICY:
We will refund or give credit, depending on the customer's request.
ORDERING INSTRUCTIONS

COMPANY: Ingram Library Services Inc.

Federal Identification Number: 62-1746696

ORDERING INFORMATION:
Customers should direct orders for PURCHASE of library materials, to:

Name: Customer Care Department or Janet Hill
Title: Attn: Ordering Department
Street Address: One Ingram Blvd., La Vergne, TN 37086-1986
E-mail Address: janet.hill@ingrambook.com or ILS CustomerService@ingrambook.com
Phone Number(s): (800) 937-5300, option 1 then 1 (615) 213-6516
Cell Number (for State Purchasing use only): Not Applicable
Fax Number: (615) 213-6004

QUESTIONS, PRODUCT INFORMATION & CONTRACT ISSUES:
Primary contact person responsible for answering contract related questions and administering contract issues is:

Name: Florence Cline florence.cline@ingrambook.com
Title: Contract Management Specialist
Street Address or P.O. Box: One Ingram Blvd., P.O. Box 3006
City, State, Zip: La Vergne, TN 37086-1986
Phone Number: (615) 213-5766
Toll Free Number: (800) 937-5300 (extension 35766)
Ordering Fax Number: (800) 677-5116
Internet Address: www.ingramlibrary.com
Federal ID Number: 62-1746696
Remit Address: P.O. Box 845361
City, State, Zip: Dallas, TX 75284-5361
PRIMARY BUSINESS:
Library Materials Vendor/Jobber

QUANTITY DISCOUNTS:
List additional discounts applicable to any single delivery to one destination for any combination of awarded contract commodities totaling the following quantities:

- $10,000 - $20,000 3%
- $21,000 - $50,000 3%
- $51,000 - $100,000 3%
- $101,000 and above 3%

Detail any other circumstances that can affect discounts:
- Item 1: Trade discount applies to hardcover only.
- Item 2: If remaining stock
- Item 12: Plus pre-binding fee. See page 24 of response.
- Item 14, 15, 16: per unit or per record charge. See attachment D for details.

SERVICE CHARGES:
No service charges.

RETURN POLICY:
See response for complete return policy details on pages 5 and 6.

REFUND POLICY:
State your policy on refunds and/or credit memoranda.
See response for refund policy details on page 6.
ORDERING INSTRUCTIONS

COMPANY: Junior Library Guild

Federal Identification Number: 59-3263895

ORDERING INFORMATION:
Customers should direct orders for PURCHASE of library materials, to:

Name: Donald Luzado
Title: Sales Manager
Street Address: 7858 Industrial Pkwy., Plain City, OH 43064
E-mail Address: sales@juniorlibraryguild.com
Phone Number(s): (800)-743-4070
Cell Number (for State Purchasing use only): (800)-325-9558
Toll Free Number: (800) 743-4070
Fax Number: (800) 827-3080

QUESTIONS, PRODUCT INFORMATION & CONTRACT ISSUES:
Primary contact person responsible for answering contract related questions and administering contract issues is:

Name: Tiffany Nulph
Title: Customer Service Manger
Street Address or P.O. Box: 7858 Industrial Pkwy
City, State, Zip: Plain City, OH 43064
Phone Number: 800-325-9558 ext.7942
Toll Free Number: 800-743-4070
Ordering Fax Number: 800-827-3080
Internet Address: www.juniorlibraryguild.com
Federal ID Number: 59-3263895
Remit Address: 7858 Industrial Pkwy
City, State, Zip: Plain City, OH 43064
**PRIMARY BUSINESS:**
Library Materials Vendor/Jobber

**QUANTITY DISCOUNTS:**
- $ 10,000 - $ 20,000
- $ 21,000 - $ 50,000
- $ 51,000 - $ 100,000
- $ 101,000 +

**Detail any other circumstances that can affect discounts:**
N/A

**SERVICE CHARGES:**
N/A

**RETURN POLICY:**
State your policy on returning merchandise.
Full satisfaction Guarantee- Exchange any book for any reason if not completely satisfied.

**REFUND POLICY:**
State your policy on refunds and/or credit memoranda.
Refunds given if customer returns books unprocessed at their expense. Will give credit memorandum and provide PPL's for all exchanges.
ORDERING INSTRUCTIONS

COMPANY: Lakeshore Learning Materials

Federal Identification Number: 94-1525814

ORDERING INFORMATION:
Customers should direct orders for PURCHASE of library materials, to:

Name: Rich Carlson
Title: Area Manager
Street Address: 2695 E. Dominguez Street, Carson, CA 90895
E-mail Address: rcarlson@lakeshorelearning.com
Phone Number(s): 310-537-8600
Cell Number (for State Purchasing use only): 
Toll Free Number: 800-421-5354
Fax Number: 310-537-7990
After hours Emergency Number: 

QUESTIONS, PRODUCT INFORMATION & CONTRACT ISSUES:
Primary contact person responsible for answering contract related questions and administering contract issues is:

Name: Kim Thomas
Title: Inside Sales Partner
Street Address or P.O. Box: 2695 E. Dominguez Street
City, State, Zip: Carson, CA 90895
Phone Number: 310-537-8600
Toll Free Number: 800-421-5354
Ordering Fax Number: 310-632-8614
Internet Address: www.lakeshorelearning.com
Federal ID Number: 94-1525814
Remit Address: Same as above.
City, State, Zip: 

NOTE:
Duplicate form as necessary if you have multiple ordering locations. If this is the case, specify what region in Florida that location will service.
We also have two store locations in Florida that orders can be placed.

Fern Park (Orlando/Casselberry Area)
335 E. State Road 436
Fern Park, FL 32730
407-260-5531

Tampa
4501 W. Kennedy Blvd.
Tampa, FL 33609
813-207-0468
**PRIMARY BUSINESS:**
Library Materials Vendor/Jobber

**QUANTITY DISCOUNTS:**
List additional discounts applicable to any single delivery to one destination for any combination of awarded contract commodities totaling the following quantities:

- $ 10,000 - $ 20,000  \( \text{N/A} \)
- $ 21,000 - $ 50,000  \( \text{N/A} \)
- $ 51,000 - $100,000  \( \text{N/A} \)
- $ 101,000 - +  \( \text{N/A} \)

**Detail any other circumstances that can affect discounts:**
Discounts do not apply to items already discounted. All items in our Lakeshore Learning Materials and Lakeshore Elementary Catalog will receive a 4% discount.

**SERVICE CHARGES:**
All orders will receive free shipping.

**RETURN POLICY:**
We unconditionally guarantee every item. We stake our reputation on the quality of our products. If you are unhappy with any item for any reason, return it to us for a full refund or exchange. Your satisfaction is our number one priority. If you ever have questions or concerns, just call Customer Service at 800-428-4414.

**REFUND POLICY:**
See above
ORDERING INSTRUCTIONS

COMPANY: Lerner Publishing Group

Federal Identification Number: 41-0833899

ORDERING INFORMATION:
Customers should direct orders for PURCHASE of library materials, to:

Name: Brad Richason
Title: School/Library Sales Manager
Street Address: 241 First Avenue North / Minneapolis, MN 55401
E-mail Address: brichason@lernerbooks.com
Phone Number(s): 800-328-4929, ext. 364
Cell Number (for State Purchasing use only): N/A
Toll Free Number: 800-328-4929, ext. 364
Fax Number: 800-332-1132
After hours Emergency Number: N/A

QUESTIONS, PRODUCT INFORMATION & CONTRACT ISSUES:
Primary contact person responsible for answering contract related questions and administering contract issues is:

Name: Brad Richason
Title: School/Library Sales Manager
Street Address or P.O. Box: 1251 Washington Avenue North
City, State, Zip: Minneapolis, MN 55401
Phone Number: 800-328-4929
Toll Free Number: 800-328-4929
Ordering Fax Number: 800-332-1132
Internet Address: http://www.lernerbooks.com
Federal ID Number: 41-0833899
Remit Address: 1251 Washington Avenue North
City, State, Zip: Minneapolis, MN 55401
**PRIMARY BUSINESS:**
Publisher/Producer

**QUANTITY DISCOUNTS:**
List additional discounts applicable to any single delivery to one destination for any combination of awarded contract commodities totaling the following quantities:

- $10,000 - $20,000 25%
- $21,000 - $50,000 30%
- $51,000 - $100,000 35%
- $101,000 - +

**SERVICE CHARGES:**
Identify all service charges excluding transportation, and applicable fees:
Processing is available, as detailed in our catalog.

**RETURN POLICY:**
State your policy on returning merchandise.
We will accept returns on any unprocessed books found to be unacceptable if notified within 90 days of delivery.

**REFUND POLICY:**
State your policy on refunds and/or credit memoranda.
We will offer refunds or credit on any merchandise returned to us as unsatisfactory.
ORDERING INSTRUCTIONS

COMPANY: Library Video Company

Federal Identification Number: 23-2353078

ORDERING INFORMATION:
Customers should direct orders for PURCHASE of library materials, to:

Name: Jacqueline Bridges-McIver
Title: Sales Coordinator
Street Address: 7 East Wynnewood Road, Wynnewood, PA 19096
E-mail Address: Jacqueline@libraryvideo.com
Phone Number(s): (800) 843-3620
Cell Number (for State Purchasing use only): not available
Toll Free Number: (800) 843-3620
Fax Number: (610) 645-4040
After hours Emergency Number: 

QUESTIONS, PRODUCT INFORMATION & CONTRACT ISSUES:
Primary contact person responsible for answering contract related questions and administering contract issues is:

Name: Jacqueline Bridges-McIver
Title: Sales Coordinator
Street Address or P.O. Box: PO Box 580
City, State, Zip: Wynnewood, PA 19096
Phone Number: 
Toll Free Number: 800-843-3620
Ordering Fax Number: 610-645-4040
Internet Address: www.libraryvideo.com AND www.safarimontage.com
Federal ID Number: 23-2353078
Remit Address: PO Box 580
City, State, Zip: Wynnewood, PA 19096
**PRIMARY BUSINESS:**
Library Materials Vendor/Jobber

**QUANTITY DISCOUNTS:**
List additional discounts applicable to any single delivery to one destination for any combination of awarded contract commodities totaling the following quantities:

<table>
<thead>
<tr>
<th>Quantity Range</th>
<th>Discount</th>
</tr>
</thead>
<tbody>
<tr>
<td>$10,000 - $20,000</td>
<td>Contact us</td>
</tr>
<tr>
<td>$21,000 - $50,000</td>
<td>Contact us</td>
</tr>
<tr>
<td>$51,000 - $100,000</td>
<td>Contact us</td>
</tr>
<tr>
<td>$101,000+</td>
<td>Contact us</td>
</tr>
</tbody>
</table>

**Detail any other circumstances that can affect discounts:**
Exclusions: Freight charges are pre-paid and added to invoice. No electronic invoices or payments. No automatic deductions from payments to Contractor for "Transaction Fee". No Trade-in options available.

Delivery- Most orders can be filled within thirty (30) days, however, some orders may require additional time. The time necessary for order fulfillment will depend upon the nature of the products and quantities ordered and other customer requests. In addition, there may be installation costs, which will vary depending upon the order.

"Pricing:
0% Discount-Hardcopy Products (VHS, DVD, Audio Books & CD-Roms).
5% Discount-Safari Montage Hardware & Software Products.
0% Discount-Safari Montage Content Packages"

**SERVICE CHARGES:**
Identify all service charges excluding transportation, and applicable fees:

**RETURN POLICY:**
State your policy on returning merchandise.
We will replace damaged or defective product within 60 days of purchase if it’s rewound and in mint condition. We will accept returns on processed merchandise only if the damaged, defective or sent to you in error. You must contact Customer Service to obtain a Return Authorization Number @ 1-800-843-3620. For SAFARI Montage related items, SAFARI Montage Hardware includes a limited one year warranty for complete product license and warranty terms and conditions, please visit www.safarimontage.com or contact Library Video Company at 1-800-843-4549.

**REFUND POLICY:**
State your policy on refunds and/or credit memoranda.
See above.
ORDERING INSTRUCTIONS FORM

COMPANY:  MACKIN BOOK COMPANY dba MACKIN LIBRARY MEDIA

Federal Identification Number:  41-1658426

ORDERING INFORMATION:
Customers should direct orders for PURCHASE of library materials, to:

Name:  CYNDY BLASIER
Title:  CUSTOMER SERVICE MANGER
Street Address:  14300 WEST BURNSVILLE PKWY, BURNSVILLE, MN 55306-3804
E-mail Address:  CYNDYB@MACKIN.COM
Phone Number(s):  952-895-9540
Cell Number (for State Purchasing use only):  N/A
Toll Free Number:  800-245-9540
Fax Number:  800-369-5490
After hours Emergency Number:  800-245-9540

QUESTIONS, PRODUCT INFORMATION & CONTRACT ISSUES:
Primary contact person responsible for answering contract related questions and administering contract issues is:

Name:  LYNN M. BENDT
Title:  CONTRACT ADMINISTRATOR
Street Address or P.O. Box:  14300 WEST BURNSVILLE PARKWAY
City, State, Zip:  BURNSVILLE, MINNESOTA 55306-3804
Phone Number:  800-245-9540
Toll Free Number:  800-245-9540
Ordering Fax Number:  800-369-5490
Internet Address:  WWW.MACKIN.COM
Federal ID Number:  41-1658426
Remit Address:  SAME AS ABOVE
City, State, Zip:  SAME AS ABOVE
PRIMARY BUSINESS:
Library Materials Vendor/Jobber

QUANTITY DISCOUNTS:
List additional discounts applicable to any single delivery to one destination for any combination of awarded contract commodities totaling the following quantities:

<table>
<thead>
<tr>
<th>Quantity Range</th>
<th>Discount</th>
</tr>
</thead>
<tbody>
<tr>
<td>$10,000 - $20,000</td>
<td>0.00%</td>
</tr>
<tr>
<td>$21,000 - $50,000</td>
<td>0.00%</td>
</tr>
<tr>
<td>$51,000 - $100,000</td>
<td>1.00%</td>
</tr>
<tr>
<td>$101,000 - +</td>
<td>1.50%</td>
</tr>
</tbody>
</table>

Detail any other circumstances that can affect discounts:
Purchasing multiple quantities of a single title can also receive additional discounts:
- 26-50 copies = additional 1/2% discount
- 51-75 copies = additional 1% discount
- 76+ copies = additional 1.5% discount

SERVICE CHARGES:
Identify all service charges excluding transportation, and applicable fees:
Orders of less than $50.00 will be subject to a small order handling fee of $5.00.

RETURN POLICY:
State your policy on returning merchandise.
Any item that is ordered in error may be returned as long as it is not processed.
Any item damaged during transportation will be replaced at no charge.

REFUND POLICY:
State your policy on refunds and/or credit memoranda.
Refunds or credits are applied either as a "credit on account" for the next order, or a "credit memo" is issued to the billing address. If a refund is required, a check is issued to the account that originally paid the invoice.
ORDERING INSTRUCTIONS

COMPANY: MAGAZINE SUBSCRIPTION SERVICE AGENCY

Federal Identification Number: #59-372-0494

ORDERING INFORMATION:
Customers should direct orders for PURCHASE of library materials, to:

Name: Richard O. Emmons
Title: Owner
Street Address: 5248 State Road 54, New Port Richey, FL 34652
E-mail Address: magazine@gte.net
Phone Number(s): 1-727-847-7462
Cell Number (for State Purchasing use only): 
Toll Free Number: 1-800-368-7922
Fax Number: 1-800-889-2004
After hours Emergency Number: 727-514-8267

QUESTIONS, PRODUCT INFORMATION & CONTRACT ISSUES:
Primary contact person responsible for answering contract related questions and administering contract issues is:

Name: Richard O. Emmons
Title: Owner
Street Address or P.O. Box: 5248 State Road 54
City, State, Zip: New Port Richey, FL 34652
Phone Number: 1-727-847-7462
Toll Free Number: 1-800-368-7922
Ordering Fax Number: 1-800-889-2004
Internet Address: magazine@gte.net
Federal ID Number: 59-372-0494
Remit Address: 5248 State Road 54
City, State, Zip: New Port Richey, FL 34652
PRIMARY BUSINESS:
Subscription Agent

QUANTITY DISCOUNTS:
List additional discounts applicable to any single delivery to one destination for any combination of awarded contract commodities totaling the following quantities:
$ 10,000 - $ 20,000
$ 21,000 - $ 50,000
$ 51,000 - $100,000
$ 101,000 - + 1%

Detail any other circumstances that can affect discounts:
NONE

SERVICE CHARGES:
NONE

RETURN POLICY:
FULL CREDIT

REFUND POLICY:
WE WILL PROVIDE A FULL REFUND OR FULL CREDIT ON ALL CEASED PUBLICATIONS. ON CANCELLED SUBSCRIPTIONS, A PARTIAL REFUND OR FULL CREDIT WILL BE ISSUED.
CEASED PUBLICATIONS. ON CANCELLED SUBSCRIPTIONS, A PARTIAL REFUND OR FULL CREDIT WILL BE ISSUED.
ORDERING INSTRUCTIONS

COMPANY: Midwest Library Service

Federal Identification Number: 43-0834505

ORDERING INFORMATION:
Customers should direct orders for PURCHASE of library materials to:

Name: Trisha Banta
Title: Library Service Representative, Southeast Region
Street Address: 11443 St. Charles Rock Rd. Bridgeton, MO 63044-2789
E-mail Address: banta@midwestls.com
Phone Number(s): 314-739-3100
Cell Number (for State Purchasing use only): N/A
Toll Free Number: 800-325-8833
Fax Number: 800-962-1009
After hours Emergency Number: N/A

QUESTIONS, PRODUCT INFORMATION & CONTRACT ISSUES:
Primary contact person responsible for answering contract related questions and administering contract issues is:

Name: Trish Banta, c/o Midwest Library Services
Title: Library Service Representatives, Southeast Region
Street Address or P.O. Box: 11443 St. Charles Rock Road
City, State, Zip: Bridgeton, MO 63044-2789
Phone Number: 314-739-3100
Toll Free Number: 800-325-8833
Ordering Fax Number: 800-962-1009
Internet Address: http://www.midwestls.com
Federal ID Number: 43-0834505
Remit Address: P.O. Box 4418
City, State, Zip: Bridgeton, MO 63044-0418
**PRIMARY BUSINESS:**
Library Materials

**QUANTITY DISCOUNTS:**
List additional discounts applicable to any single delivery to one destination for any combination of awarded contract commodities totaling the following quantities:

<table>
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<tr>
<th>Quantity Range</th>
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</thead>
<tbody>
<tr>
<td>$10,000 - $20,000</td>
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</tr>
<tr>
<td>$51,000 - $100,000</td>
<td>N/A</td>
</tr>
<tr>
<td>$101,000 - +</td>
<td>N/A</td>
</tr>
</tbody>
</table>

**Detail any other circumstances that can affect discounts:**
An annual pre-payment or deposit may increase the discount. Detail is available upon request.

**SERVICE CHARGES:**
A nominal service charge of 13% is added to items from publishers who provide little or no discount, or from publishers with excessive shipping and handling fees.

**RETURN POLICY:**
Most books are shipped on a fully returnable basis in line with Midwest’s philosophy of maximum service. Most returns that are in saleable condition are permitted without prior approval. Exceptions include books indicated as non-returnable on the invoice, expensive volumes or sets, ands books that have been processed or pre-bound. Books that are defective in manufacture or damaged in transit, and books that have been supplied in error are always returnable.

**REFUND POLICY:**
Returns for credit should be made within 90 days and be in new condition. If requested, Midwest will supply Credit Memo forms to be submitted with returns. The information required is simple and straightforward. Some publishers will not accept returns other than for defective books or those shipped in error, and in such cases the Library should check with its Library Services representative before attempting to make a return.
ORDERING INSTRUCTIONS

COMPANY: Midwest Tape, LLC

Federal Identification Number: 37-1499686

ORDERING INFORMATION:
Customers should direct orders for PURCHASE of library materials, to:

Name: Judy Summer
Title: Customer Service Manager
Street Address: 6950 Hall Street; P.O. Box 820, Holland, Ohio 43528
E-mail Address: judys@midwesttapes.com
Phone Number(s): 800-875-2785
Cell Number (for State Purchasing use only): 419-250-0222

Toll Free Number: 800-875-2785
Fax Number: 800-444-6645


QUESTIONS, PRODUCT INFORMATION & CONTRACT ISSUES:
Primary contact person responsible for answering contract related questions and administering contract issues is:

Name: Eric Timm
Title: Sales Representative
Street Address or P.O. Box: P.O. Box 820; 6950 Hall Street
City, State, Zip: Holland, Ohio 43528
Phone Number: 419-868-9370
Toll Free Number: 800-875-2785
Ordering Fax Number: 800-444-6645
Internet Address: www.midwesttapes.com
Federal ID Number: 37-1499686
Remit Address: P.O. Box 820
City, State, Zip: Holland, Ohio 43528
**PRIMARY BUSINESS:**
Library Materials Vendor/Jobber

**QUANTITY DISCOUNTS:**
List additional discounts applicable to any single delivery to one destination for any combination of awarded contract commodities totaling the following quantities:

<table>
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</tr>
</thead>
<tbody>
<tr>
<td>$10,000-$20,000</td>
<td>0%</td>
</tr>
<tr>
<td>$21,000-$50,000</td>
<td>0%</td>
</tr>
<tr>
<td>$51,000-$100,000</td>
<td>0%</td>
</tr>
<tr>
<td>$101,000+</td>
<td>25%</td>
</tr>
</tbody>
</table>

**Detail any other circumstances that can affect discounts:**
Libraries that spend over $100,000 in a calendar year are eligible for a discount of 25% off of MSRP.

**SERVICE CHARGES:**
Identify all service charges excluding transportation, and applicable fees:
None

**RETURN POLICY:**
State your policy on returning merchandise.
Based on date of delivery, within 60 days, we will issue call tag to have merchandise returned.
We guarantee our Videos, DVD's & Music CD's for one year against manufacturer's defects and damage in the shipping process. After 60 days from delivery, items are returned via Post Office Box.

**REFUND POLICY:**
State your policy on refunds and/or credit memoranda.
Refunds are credited via Credit Memorandums
ORDERING INSTRUCTIONS

COMPANY: MLSC, INC.

Federal Identification Number: 56-2092648

ORDERING INFORMATION:
Customers should direct orders for **PURCHASE of library materials**, to:

Name: Dana L. Jaunzemis
Title: President
Street Address: 44 Darlington Ave, Wilmington, NC 28403
E-mail Address: dana@MLSCMUSIC.COM
Phone Number(s): 800-849-2323
Toll Free Number: 800-849-2323
Fax Number: 910-762-8701
After hours Emergency Number: 910-231-8676

QUESTIONS, PRODUCT INFORMATION & CONTRACT ISSUES:
Primary contact person responsible for answering contract related questions and administering contract issues is:

Name: Dana L. Jaunzemis / MLSC, Inc.
Title: President
Street Address or P.O. Box: 44 Darlington Ave
City, State, Zip: Wilmington, NC 28403
Phone Number: 910-762-8676
Toll Free Number: 800-849-2323
Ordering Fax Number: 910-762-8701
Internet Address: WWW.MLSCMUSIC.COM
Federal ID Number: 56-2092648
Remit Address: 44 Darlington Ave.
City, State, Zip: Wilmington, NC 28403
**PRIMARY BUSINESS:**
Library Materials Vendor/Jobber

**QUANTITY DISCOUNTS:**
List additional discounts applicable to any single delivery to one destination for any combination of awarded contract commodities totaling the following quantities:
- $10,000 - $20,000
- $21,000 - $50,000
- $51,000 - $100,000
- $101,000 - +

Detail any other circumstances that can affect discounts:

**SERVICE CHARGES:**
Identify all service charges excluding transportation, and applicable fees:
Additional physical processing services are available, but not required.
Also OCLC MARC records are available, but not required.
These additional services are quoted when requested by a library.

**RETURN POLICY:**
State your policy on returning merchandise.
Any item may be returned for full credit, refund or replacement within one year of purchase. MLSC does not require authorization to return materials.

**REFUND POLICY:**
State your policy on refunds and/or credit memoranda.
A Credit Memo is issued for returns. This credit may be applied against other invoices or a request can be made for a refund.
ORDERING INSTRUCTIONS

COMPANY: Mumford Library Books

Federal Identification Number: 59-2416688

ORDERING INFORMATION:
Customers should direct orders for PURCHASE of library materials to:

Name: Thomas D. McNamara
Title: Owner
Street Address: 7847 Bayberry Road
E-mail Address: info@books.library.com
Phone Number(s): 800-367-3927 or 904-737-2649
Cell Number (for State Purchasing use only): N/A
Toll Free Number: 800-367-3927
Fax Number: 904-730-8913
After hours Emergency Number: N/A

QUESTIONS, PRODUCT INFORMATION & CONTRACT ISSUES:
Primary contact person responsible for answering contract related questions and administering contract issues is:

Name: Customer Service at Mumford Library Books
Title:
Street Address or P.O. Box: 7847 Bayberry Road
City, State, Zip: Jacksonville, FL 32256
Phone Number: 800-367-3927
Toll Free Number: 800-367-3927
Ordering Fax Number: 904-730-8913
Internet Address: info@books.library.com
Federal ID Number: 59-2416688
Remit Address: 7847 Bayberry Road
City, State, Zip: Jacksonville, FL 32256
**PRIMARY BUSINESS:**
Library Materials Vendor/Jobber

**QUANTITY DISCOUNTS:**
List additional discounts applicable to any single delivery to one destination for any combination of awarded contract commodities totaling the following quantities:

- $10,000 - $20,000: 0
- $21,000 - $50,000: 0
- $51,000 - $100,000: 0
- $101,000 - +: 0

Detail any other circumstances that can affect discounts:

**SERVICE CHARGES:**
Shipping is 4.25% prepaid and added to the order invoice. MARC records are available, but not required.

**RETURN POLICY:**
State your policy on returning merchandise.
Return authorization is required.

**REFUND POLICY:**
State your policy on refunds and/or credit memoranda.
Account credit is available for any damaged, defective or misshaped product.
ORDERING INSTRUCTIONS

COMPANY: National Geographic Society

Federal Identification Number: 53-0193519

ORDERING INFORMATION:
Customers should direct orders for PURCHASE of library materials, to:

Name: National Geographic Society Children’s Books
Title:
Street Address: P.O. Box 4002864
E-mail Address:
Phone Number(s): 202-857-7128
Cell Number (for State Purchasing use only):
Toll Free Number: 1-877-873-6846
Fax Number: 1-515-699-3738
After hours Emergency Number: 1-877-873-6846

QUESTIONS, PRODUCT INFORMATION & CONTRACT ISSUES:
Primary contact person responsible for answering contract related questions and administering contract issues is:

Name: Robert Yavor
Title: Market Manager
Street Address or P.O. Box: 1145 17th St. NW
City, State, Zip: Washington, DC 20036-4688
Phone Number: 202-857-7128
Toll Free Number: 1-800-638-6400 ext.7128
Ordering Fax Number: 1-515-699-3738
Internet Address:
Federal ID Number: 53-0193519
Remit Address: P.O. Box 4002864
City, State, Zip: Des Moines, IA 50340-2864
PRIMARY BUSINESS:
Publisher/Producer

QUANTITY DISCOUNTS:
List additional discounts applicable to any single delivery to one destination for any combination of awarded contract commodities totaling the following quantities:
$10,000 - $20,000
$21,000 - $50,000
$51,000 - $100,000
$101,000 - +

Detail any other circumstances that can affect discounts:
Order total $200.00 or more (before taxes) = free shipping and handling and free library processing. Order total $199.99 or less (before taxes) = add $1.00 per book for library processing and 8% of the order for shipping and handling.

SERVICE CHARGES:
Identify all service charges excluding transportation, and applicable fees: None

RETURN POLICY:
Every product in this catalog is backed by more than a century of commitment to quality educational material. We invite you to review any product that does not have library processing on a 30-day approval basis. If you are not completely satisfied, simply return the product to National Geographic Society, Attn: Returns Department, 687 Marshall Ave. Ste. 150 Williston, VT 05495. Please include a copy of the packing slip and use the return-address label provided.

REFUND POLICY:
State your policy on refunds and/or credit memoranda. None
ORDERING INSTRUCTIONS

COMPANY:  Northwest Media Inc

Federal Identification Number: 93-0907119

ORDERING INFORMATION:
Customers should direct orders for PURCHASE of library materials, to:

Name: Betty Hemmingsen
Title: Business Manager
Street Address: 326 W. 12th, Eugene OR 97401
E-mail Address: betty@northwestmedia.com
Phone Number(s): 541-343-6636
Cell Number (for State Purchasing use only): (not applicable)
Toll Free Number: 800-777-6636
Fax Number: 541-343-0177
After hours Emergency Number: (not applicable)

QUESTIONS, PRODUCT INFORMATION & CONTRACT ISSUES:
Primary contact person responsible for answering contract related questions and administering contract issues is:

Name: Betty Hemmingsen
Title: Business Manager
Street Address or P.O. Box: 326 W. 12th Ave
City, State, Zip: Eugene, OR 97401
Phone Number: 541-343-6636
Toll Free Number: 800-777-6636
Ordering Fax Number: 541-343-0177
Internet Address: www.SocialLearning.com
Federal ID Number: 93-0907119
Remit Address: 326 W. 12th Ave
City, State, Zip: Eugene OR 97401
PRIMARY BUSINESS:
Publisher/Producer

QUANTITY DISCOUNTS:
List additional discounts applicable to any single delivery to one destination for any combination of awarded contract commodities totaling the following quantities:
$ 10,000 - $ 20,000
$ 21,000 - $ 50,000
$ 51,000 - $100,000
$ 101,000 - +

Detail any other circumstances that can affect discounts: None

SERVICE CHARGES:
Identify all service charges excluding transportation, and applicable fees: None

RETURN POLICY:
Products in their original condition may be exchanged, credited or refunded if returned within 30 days of receipt. Customer is responsible for return shipping costs. After 30 days returns are subject to a 20% restocking fee and require a return authorization from Northwest Media. NOTE EXCEPTION: Opened games are not returnable.

REFUND POLICY:
Upon receipt of the return, a credit memo will be sent to you via mail, fax or email. The credit may be used for future purchases or, if requested, a refund will be issued.
ORDERING INSTRUCTIONS

COMPANY: Palmiche Press, Inc.

Federal Identification Number: 72-1557304

ORDERING INFORMATION:
Customers should direct orders for PURCHASE of library materials, to:

Name: Adam W. Sugerman
Title: President and Publisher
Street Address: 5110 Madison Street Hollywood, FL 33021
E-mail Address: awsugerman@bellsouth.net
Phone Number(s): (954) 989-4801
Cell Number (for State Purchasing use only): (954)-805-0621
Toll Free Number: NONE
Fax Number: (954) 989-5309
After hours Emergency Number: (954) 805-0621

QUESTIONS, PRODUCT INFORMATION & CONTRACT ISSUES:
Primary contact person responsible for answering contract related questions and administering contract issues is:

Name: Adam W. Sugerman
Title: President and Publisher
Street Address or P.O. Box: 5110 Madison Street
City, State, Zip: Hollywood, Florida 33021
Phone Number: (954)-805-0621
Toll Free Number: NONE
Ordering Fax Number: 954-989-5309
Internet Address: www.palmichepress.com
Federal ID Number: 72-1557304
Remit Address: 5110 Madison Street
City, State, Zip: Hollywood, Florida 33021
**PRIMARY BUSINESS:**
Publisher/Producer

**QUANTITY DISCOUNTS:**
List additional discounts applicable to any single delivery to one destination for any combination of awarded contract commodities totaling the following quantities:

- $ 10,000 - $ 20,000
- $ 21,000 - $ 50,000
- $ 51,000 - $100,000
- $ 101,000 - +

Detail any other circumstances that can affect discounts:
FREE SHIPPING ON ORDERS OVER $10,000

**SERVICE CHARGES:**
None

**RETURN POLICY:**
Return unopened CDs in their original case. Return within 30 days of the shipment date listed on the packing slip.

**REFUND POLICY:**
State your policy on refunds and/or credit memoranda.
Refund on unopened merchandise within 30 days of order. Alternatively, credit to be applied to new and revised editions.
ORDERING INSTRUCTIONS

COMPANY: Pegasus Press Inc. (A)

Federal Identification Number: 36-3398535

ORDERING INFORMATION:
Customers should direct orders for PURCHASE of library materials to:

Name: John Hortatsos
Title: Customer Service Manager
Street Address: 151 N. Brandon Drive-Glendale Heights, IL 60139
E-mail Address: johnh@pegasuspress.net
Phone Number(s): 866-440-7342
Cell Number (for State Purchasing use only):
Toll Free Number: 866-440-7342
Fax Number: 866-440-7301
After hours Emergency Number:

QUESTIONS, PRODUCT INFORMATION & CONTRACT ISSUES:
Primary contact person responsible for answering contract related questions and administering contract issues is:

Name: John Hortatsos
Title: Customer Service Manager
Street Address or P.O. Box: PO Box 5398
City, State, Zip: Glendale Heights, IL 60139
Phone Number: 630-622-0250
Toll Free Number: 866-440-7342
Ordering Fax Number: 866-440-7301
Internet Address: N/A
Federal ID Number: 36-339-8535
Remit Address: PO Box 5398
City, State, Zip: Glendale Heights, IL 60139
**PRIMARY BUSINESS:**
Vendor/Jobber

**QUANTITY DISCOUNTS:**
List additional discounts applicable to any single delivery to one destination for any combination of awarded contract commodities totaling the following quantities:

- 10,000 - $ 20,000: 0
- $ 21,000 - $ 50,000: 0
- $ 51,000 - $100,000: 0
- $ 101,000 - +: 0

Detail any other circumstances that can affect discounts:
N/A

**SERVICE CHARGES:**
Shipping is $6 of subtotal ($5.00 minimum). Free Shipping with all orders over $1,000.00

**RETURN POLICY:**
We will gladly accept any returns (except books that have had attached processing). Return authorization is required by calling us toll-free at 1-866-440-7342.

**REFUND POLICY:**
Books that are returned in a re-sellable condition can be refunded via check from Pegasus Press, Inc. (if books have already been paid for) or a credit may be left on account to be used later. A corrected invoice may be sent out reflecting any changes to the order.
ORDERING INSTRUCTIONS

COMPANY: Perfection Learning Corporation

Federal Identification Number: 42-0895541

ORDERING INFORMATION:
Customers should direct orders for PURCHASE of library materials, to:

Name: Jane Hansen
Title: Customer/Web Support Representative
Street Address: 1000 N 2nd Ave., Logan, IA 51546
E-mail Address: orders@perfectionlearning.com
Phone Number(s): 800-831-4190
Cell Number (for State Purchasing use only):
Toll Free Number: 800-831-4190
Fax Number: 800-543-2745
After hours Emergency Number:

QUESTIONS, PRODUCT INFORMATION & CONTRACT ISSUES:
Primary contact person responsible for answering contract related questions and administering contract issues is:

Name: Judy Pixley
Title: Bid/Contract Coordinator
Street Address or P.O. Box: 1000 N 2nd Ave, PO Box 500
City, State, Zip: Logan, IA 51546
Phone Number:
Toll Free Number: 800-831-4190 ext.3403
Ordering Fax Number: 800-543-2745
Internet Address: bids@logan.plconline.com
Federal ID Number: 42-0895541
Remit Address: 1000 N 2nd Ave., PO Box 500
City, State, Zip: Logan, IA 51546
**PRIMARY BUSINESS:**
Publisher/Producer
Library Materials Vendor/Jobber

**QUANTITY DISCOUNTS:**
List additional discounts applicable to any single delivery to one destination for any combination of awarded contract commodities totaling the following quantities:

- $10,000 - $20,000: 3%
- $21,000 - $50,000: 4%
- $51,000 - $100,000: 5%
- $101,000 - +: 6%

Detail any other circumstances that can affect discounts:
Proprietary products do not discount.
Purchase orders must include state bid #1-715-001-A to receive discount.

**SERVICE CHARGES:**
Identify all service charges excluding transportation, and applicable fees:
Free shipping with bid award.

**RETURN POLICY:**
State your policy on returning merchandise.
Perfection Learning products are guaranteed to live up to your expectations.
Call for return authorization within 90 days of receipt.

**REFUND POLICY:**
State your policy on refunds and/or credit memoranda.
Perfection Learning materials are guaranteed to live up to your expectations. If they do not, we will exchange it, credit your account, or refund your money.
If they do not, we will exchange it, credit your account, or refund your money.
ORDERING INSTRUCTIONS

COMPANY:  Perma-Bound Books

Federal Identification Number:  37-1001726

ORDERING INFORMATION:
Customers should direct orders for PURCHASE of library materials, to:

Name:  Betty Hillig
Title:  Sales Coordinator
Street Address:  617 E. Vandalia Road, Jacksonville, IL 62650
E-mail Address:  bids@perma-bound.com
Phone Number(s):  217-243-5451
Cell Number (for State Purchasing use only):  
Toll Free Number:  800-637-6581
Fax Number:  800-861-8143
After hours Emergency Number:  800-637-6581 (voice mail)

Ordering Information:
Provide information about where Customers should direct orders. You must provide a regular mailing address, however if equipped to receive purchase orders electronically provide an Internet address.

Name:  Order Department
Title:  
Street Address or P.O. Box:  617 E. Vandalia Road
City, State, Zip:  Jacksonville, IL 62650
Phone Number:  217-243-5451
Toll Free Number:  800-637-6581
Ordering Fax Number:  800-551-1169
Internet Address:  www.perma-bound.com
Federal ID Number:  37-1001726
Remit Address:  617 E. Vandalia Road
City, State, Zip:  Jacksonville, IL 62650
**PRIMARY BUSINESS:**
Library Materials Vendor/Jobber
Custom Web-based Library Provider

**QUANTITY DISCOUNTS:**
List additional discounts applicable to any single delivery to one destination for any combination of awarded contract commodities totaling the following quantities:
- $10,000 - $20,000
- $21,000 - $50,000
- $51,000 - $100,000
- $101,000+

Detail any other circumstances that can affect discounts:
Please contact your local Perma-Bound Sales Representative for additional quantity discounts.

**SERVICE CHARGES:**
No other service charges

**RETURN POLICY:**
Items can be returned by contacting our Customer Service Department toll free: 800-637-6581
There is no charge for returning damaged or incorrect items.

**REFUND POLICY:**
A credit or replacement will be issued for returned items.
ORDERING INSTRUCTIONS

COMPANY: Picture Window Books

Federal Identification Number: 16-1622720

ORDERING INFORMATION:
Customers should direct orders for PURCHASE of library materials, to:

Name: Nancy Herold
Title: Customer Service Representative
Street Address or P.O. Box: 151 Good Counsel Drive, PO Box 669
City, State, Zip: Mankato, MN 56002-0669
Phone Number: (877) 845-8392
Toll Free Number: (877) 845-8392
Ordering Fax Number: (877) 787-2746
Internet Address: www.picturewindowbooks.com
Federal ID Number: 16-1622720
Remit Address: NW7559, PO Box 1450
City, State, Zip: Minneapolis, MN 55485-7559

QUESTIONS, PRODUCT INFORMATION & CONTRACT ISSUES:
Primary contact person responsible for answering contract related questions and administering contract issues is:

Name: Erin M. Scandrett
Title: Bids & Contracts Administrator
Street Address: 151 Good Counsel Drive, Mankato, MN 56001
E-mail Address: e.scandrett@picturewindowbooks.com
Phone Number(s): (507) 385-8486 or (877) 845-8392
Cell Number (for State Purchasing use only): N/A
Toll Free Number: (877) 845-8392
Fax Number: (877) 787-2746
After hours Emergency Number: N/A
PRIMARY BUSINESS:
Publisher/Producer

QUANTITY DISCOUNTS:
List additional discounts applicable to any single delivery to one destination for any combination of awarded contract commodities totaling the following quantities:

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</thead>
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<td>N/A</td>
</tr>
<tr>
<td>$ 21,000 - $ 50,000</td>
<td>N/A</td>
</tr>
<tr>
<td>$ 51,000 - $100,000</td>
<td>N/A</td>
</tr>
<tr>
<td>$ 101,000 - +</td>
<td>N/A</td>
</tr>
</tbody>
</table>

Detail any other circumstances that can affect discounts:
Larger discounts are available on qualifying opening day collection orders.

SERVICE CHARGES:
Attached or unattached library processing is $12.00 per order or FREE on orders over $350.

RETURN POLICY:
State your policy on returning merchandise.
Your satisfaction is our most important priority. If for any reason you are not completely satisfied with your order, simply call our customer service department toll-free. We will be happy to replace items, credit your account, or issue a full refund. No questions asked.

REFUND POLICY:
State your policy on refunds and/or credit memoranda.
Your satisfaction is our most important priority. If for any reason you are not completely satisfied with your order, simply call our customer service department toll-free. We will be happy to replace items, credit your account, or issue a full refund. No questions asked.
ORDERING INSTRUCTIONS

COMPANY: Pineapple Press Inc

Federal Identification Number: 59-2221080

ORDERING INFORMATION:
Customers should direct orders for PURCHASE of library materials, to:

Name: Alisha Herrington
Title: Customer Service
Street Address: 7127 24th Court East, Sarasota, FL 34243
E-mail Address: info@pineapplepress.com
Phone Number(s): 941-739-2219
Cell Number (for State Purchasing use only): 
Toll Free Number: 800-746-3275
Fax Number: 941-739-2296
After hours Emergency Number: 

QUESTIONS, PRODUCT INFORMATION & CONTRACT ISSUES:
Primary contact person responsible for answering contract related questions and administering contract issues is:

Name: Alisha Herrington
Title: Customer Service
Street Address or P.O. Box: PO Box 3889
City, State, Zip: Sarasota, FL 34243
Phone Number: 941-739-2219
Toll Free Number: 800-746-3275
Ordering Fax Number: 941-739-2296
Internet Address: www.pineapplepress.com
Federal ID Number: 59-222-1080
Remit Address: PO Box 3889
City, State, Zip: Sarasota, FL 34243
PRIMARY BUSINESS:
Publisher/Producer

QUANTITY DISCOUNTS:
List additional discounts applicable to any single delivery to one destination for any combination of awarded contract commodities totaling the following quantities:

<table>
<thead>
<tr>
<th>Range</th>
<th>Discount</th>
</tr>
</thead>
<tbody>
<tr>
<td>$ 10,000 - $ 20,000</td>
<td>20%</td>
</tr>
<tr>
<td>$ 21,000 - $ 50,000</td>
<td>20%</td>
</tr>
<tr>
<td>$ 51,000 - $ 100,000</td>
<td>20%</td>
</tr>
<tr>
<td>$ 101,000 - +</td>
<td>20%</td>
</tr>
</tbody>
</table>

Detail any other circumstances that can affect discounts:
Volume

SERVICE CHARGES:
None

RETURN POLICY:
100% on restockable books within 12 months of purchase

REFUND POLICY:
Credit memos issued upon receipt of restockable returns.
ORDERING INSTRUCTIONS

COMPANY: ProQuest-CSA LLC (Formerly: ProQuest Information and Learning).

Federal Identification Number: 36-3580102

ORDERING INFORMATION:
Customers should direct orders for PURCHASE of library materials, to:

Name: Nancy Gerrard
Title: Contract Specialist
Street Address: 789 E. Eisenhower Parkway, P.O. Box 1346, Ann Arbor MI 48106-1346
E-mail Address: nancy.gerrard@il.proquest.com
Phone Number(s): (800) 521-0600 ext.2716
Cell Number (for State Purchasing use only): Not available
Toll Free Number: (800) 521-0600 ext.2716
Fax Number: (888) 241-5612
After hours Emergency Number: Not available

QUESTIONS, PRODUCT INFORMATION & CONTRACT ISSUES:
Primary contact person responsible for answering contract related questions and administering contract issues is:

Name: Nancy Gerrard (Contract Issues) Antasia Savka-Klovski (Product Info)
Title: N/A
Street Address or P.O. Box: 789 E. Eisenhower Parkway, P.O. Box 1346
City, State, Zip: Ann Arbor MI 48106-1346
Phone Number: 800-521-0600 ext. 7021
Toll Free Number: 800-521-0600 ext.7021
Ordering Fax Number: 888-241-5612
Internet Address: govt_cs@il.proquest.com
Federal ID Number: 36-3580102
Remit Address: 6216 Paysphere Circle
City, State, Zip: Chicago, IL 60674
**PRIMARY BUSINESS:**
Publisher/Producer

**QUANTITY DISCOUNTS:**
List additional discounts applicable to any single delivery to one destination for any combination of awarded contract commodities totaling the following quantities:

- $10,000 - $20,000 various
- $21,000 - $50,000 various
- $51,000 - $100,000 various
- $101,000 + various

Detail any other circumstances that can affect discounts:
Please call your UMI sales rep for current promotion details.

**SERVICE CHARGES:**
Identify all service charges excluding transportation, and applicable fees: shipping, handling, and appropriate taxes

**RETURN POLICY:**
State your policy on returning merchandise.
20% restocking fee

**REFUND POLICY:**
"The microform products you order are custom-produced and can be returned only if:

We make an error: Please inform Serials Customer Service as quickly as possible. We will be glad to provide a replacement at no charge. We request that you make a claim for full credit within six months. Call us at 800.521.0600 ext 2873 for assistance.

Your make an error or fail to specify a desired format, polarity, or film type: We will usually authorize product exchange of unused and undamaged goods. Because your order is custom produced, you will be assessed a service charge on the returned product which may not exceed 20% of the original order. We strongly recommend that you report your error within three months of receipt of your order.

In either case, inform your Serials Customer Service representative of the error and request permission to return the product. Please do not return any materials until you speak with a representative and receive return instructions. "
ORDERING INSTRUCTIONS

COMPANY:  Pyramid Books

Federal Identification Number: 65-0754462

ORDERING INFORMATION:
Customers should direct orders for **PURCHASE of library materials**, to:

Name: James Watson
Title: Director
Street Address or P.O. Box: ____________________________
City, State, Zip: Boynton Beach, Fl. 33435
Phone Number: 561-731-4422
Toll Free Number:
Ordering Fax Number: 561-731-0202
Internet Address: www.pyramidbooks.net
Federal ID Number: 65-0754462
Remit Address: 544-2 Gateway Blvd.

QUESTIONS, PRODUCT INFORMATION & CONTRACT ISSUES:
Primary contact person responsible for answering contract related questions and administering contract issues is:

Name: James Watson
Title: Director
Street Address or P.O. Box: ____________________________
City, State, Zip: Boynton Beach, Fl. 33435
Phone Number: 561-731-4422
Toll Free Number:
Ordering Fax Number: 561-731-0202
Internet Address: www.pyramidbooks.net
Federal ID Number: 65-0754462
Remit Address: 544-2 Gateway Blvd.
City, State, Zip: Boynton Beach, Fl. 33435

NOTE:
Duplicate form as necessary if you have multiple ordering locations. If this is the case, specify what region in Florida that location will service.

**PRIMARY BUSINESS:**
Library Materials Vendor/Jobber

**QUANTITY DISCOUNTS:**
- $10,000 - $20,000 20%
- $21,000 - $50,000 20%
- $51,000 - $100,000 25%
- $101,000 + 25%

**Detail any circumstances that can affect discounts in the space provided:**
Multiple Single copies

**SERVICE CHARGES:**
N/A

**RETURN POLICY:**
15% restocking fee

**REFUND POLICY:**
Complete refund or credit under thirty days with invoice.
**ORDERING INSTRUCTIONS**

**COMPANY:** Quality Books Inc. (A)

Federal Identification Number: 3XXXXX (Please Contact Vendor)

**ORDERING INFORMATION:**
Customers should direct orders for **PURCHASE of library materials** to:

Name: William Hennis  
Title: Operations Manager  
Street Address: 1003 W. Pines Road Oregon, IL 61061  
E-mail Address: bill.hennis@quality-books.com  
Phone Number(s): 800-323-4241  
Cell Number (for State Purchasing use only): 815-979-5152  
Toll Free Number: 800-323-4241  
Fax Number: 815-732-4499  
After hours Emergency Number: 815-979-5152

**QUESTIONS, PRODUCT INFORMATION & CONTRACT ISSUES:**
Primary contact person responsible for answering contract related questions and administering contract issues is:

Name: Pat Snapp or Lisa Wakenight  
Title: Customer Service Representatives, Quality Books Inc.  
Street Address or P.O. Box: 1003 W. Pines Road Blvd  
City, State, Zip: Oregon, IL 61061  
Phone Number: 815-732-4450  
Toll Free Number: 800-323-4241  
Ordering Fax Number: 815-732-4499  
Internet Address: www.orders@quality-books.com  
Federal ID Number: 3XXXXXXX (Please Contact Vendor)  
Remit Address: 6993 Eagle Way  
City, State, Zip: Chicago, IL 60678-1069
**PRIMARY BUSINESS:**
Library Materials Vendor/Jobber

**QUANTITY DISCOUNTS:**
List additional discounts applicable to any single delivery to one destination for any combination of awarded contract commodities totaling the following quantities:

<table>
<thead>
<tr>
<th>Quantity Range</th>
<th>Discount</th>
</tr>
</thead>
<tbody>
<tr>
<td>$ 10,000 - $ 20,000</td>
<td>12%</td>
</tr>
<tr>
<td>$ 21,000 - $ 50,000</td>
<td>12%</td>
</tr>
<tr>
<td>$ 51,000 - $100,000</td>
<td>12%</td>
</tr>
<tr>
<td>$ 101,000 - +</td>
<td>12%</td>
</tr>
</tbody>
</table>

Detail any other circumstances that can affect discounts:
No instances of discounts being waived.

**SERVICE CHARGES:**
Quality Books Inc. does not change service fees, and the freight will be free.

**RETURN POLICY:**
Damaged items can be returned within 2 years, damaged items within 6 months for either a no charge replacement of credit depending upon customer’s wishes.

**REFUND POLICY:**
Customers may request a refund for unwanted material or duplicated material for 6 months, the policy for refunds and/or credits is the same as stated in the above return policy.
ORDERING INSTRUCTIONS

COMPANY: Rainbow Book Company (A)

Federal Identification Number: 36-4091907

ORDERING INFORMATION:
Customers should direct orders for PURCHASE of library materials to:

Name: Michael Sherman
Title: Secretary
Street Address: 500 East Main Street
E-mail Address: sales@rainbowbookcompany.com
Phone Number(s): 800-255-0965
Cell Number (for State Purchasing use only): 847-867-0492
Toll Free Number: 800-255-0965
Fax Number: 847-726-9935
After hours Emergency Number: 847-867-0492

QUESTIONS, PRODUCT INFORMATION & CONTRACT ISSUES:
Primary contact person responsible for answering contract related questions and administering contract issues is:

Name: Michael Sherman
Title: Secretary
Street Address or P.O. Box: 500 East Main Street
City, State, Zip: Lake Zurich, IL 60047
Phone Number: 800-255-0965
Toll Free Number: 800-255-0965
Ordering Fax Number: 847-726-9935
Internet Address: sales@rainbowbookcompany.com
Federal ID Number: 36-4091907
Remit Address: 500 East Main Street
City, State, Zip: Lake Zurich, IL 60047
**PRIMARY BUSINESS:**
Library Materials Vendor/Jobber

**QUANTITY DISCOUNTS:**
List additional discounts applicable to any single delivery to one destination for any combination of awarded contract commodities totaling the following quantities:

- $10,000 - $20,000: 0
- $21,000 - $50,000: 0
- $51,000 - $100,000: 0
- $101,000 -+: 0

**Detail any other circumstances that can affect discounts:**
Rainbow Books’ pricing reflects a 25% discount off of publisher’s MSRP. In addition, Rainbow offers free shipping, free processing and free shelf ready on all orders. Further, Rainbow offers an additional 10% discount on the purchase of any complete set or series.

**SERVICE CHARGES:**
No service charges.

**RETURN POLICY:**
Any and all returns of any merchandise which is unacceptable in any way may be returned for a full refund or exchange, upon reasonable notice.

**REFUND POLICY:**
Any and all returns of any merchandise which is unacceptable in any way may be returned for a full refund or exchange, upon reasonable notice.
ORDERING INSTRUCTIONS

COMPANY: Rand McNally Educational Publishing (A)

Federal Identification Number: 36-1663680

ORDERING INFORMATION:
Customers should direct orders for PURCHASE of library materials to:

Name: Michael Ganbarg
Title: Bid Analyst
Street Address: 8255 N. Central Park, Skokie, IL 60076
E-mail Address: mganbarg@tandmcnally.com
Phone Number(s): 847-329-6508 or 800-678-7263 ext. 6508
Cell Number (for State Purchasing use only):
Toll Free Number: 800-678-7263 ext. 6508
Fax Number: 847-329-6139
After hours Emergency Number:

QUESTIONS, PRODUCT INFORMATION & CONTRACT ISSUES:
Primary contact person responsible for answering contract related questions and administering contract issues is:

Name: Rand McNally Educational Publishing
Title: EdPub Customer Service
Street Address or P.O. Box: PO Box 1906
City, State, Zip: Skokie, IL 60076
Phone Number: 800-678-7263
Toll Free Number: 800-678-7263
Ordering Fax Number: 800-934-3479
Internet Address: edpub@randmcnally.com
Federal ID Number: 36-1663680
Remit Address: PO Box 98904
City, State, Zip: Chicago, IL 60693
**PRIMARY BUSINESS:**
Publisher/Producer

**QUANTITY DISCOUNTS:**
List additional discounts applicable to any single delivery to one destination for any combination of awarded contract commodities totaling the following quantities:

- $10,000 - $20,000 0
- $21,000 - $50,000 0
- $51,000 - $100,000 0
- $101,000 - + 0

**Detail any other circumstances that can affect discounts:**
Rand McNally offers numerous quarterly, seasonal, online and new school discounts opportunities which may save individual schools, or entire districts, on the purchase of our educational materials. Please contact your local sales representative for details on these savings opportunities.

**SERVICE CHARGES:**
Identify all service charges excluding transportation, and applicable fees:
Rand McNally will prepay and add all shipping charges to your orders. Shipping is calculated as 8% of the total product ordered. If an order is for less than $50.00 in product, we will add a $5.00 Handling charge to the order.

**RETURN POLICY:**
State your policy on returning merchandise.
If for any reason you are unhappy with the materials purchased, you may contact our Customer Service Department to arrange a return for repair or replacement of any item.

**REFUND POLICY:**
State your policy on refunds and/or credit memoranda.
Rand McNally will repair, replace at no charge or refund the amount paid for any defective materials. All refunds are arranged through Customer Service.
**ORDERING INSTRUCTIONS**

**COMPANY:**  
Regent Book Co

Federal Identification Number: 20-3063326

**ORDERING INFORMATION:**

Customers should direct orders for **PURCHASE of library materials**, to:

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Street Address</th>
<th>E-mail Address</th>
<th>Phone Number(s)</th>
<th>Home Number (for State Purchasing use only)</th>
<th>Toll Free Number</th>
<th>Fax Number</th>
<th>After hours Emergency Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Joshua Zucker</td>
<td>Vice-President</td>
<td>25 Saddle River Avenue, S. Hackensack, NJ 07606</td>
<td><a href="mailto:josh@regentbook.com">josh@regentbook.com</a></td>
<td>800-999-9554</td>
<td>908-719-3352</td>
<td>800-999-9554</td>
<td>888-597-3661</td>
<td>908-719-3352</td>
</tr>
</tbody>
</table>

**QUESTIONS, PRODUCT INFORMATION & CONTRACT ISSUES:**

Primary contact person responsible for answering contract related questions and administering contract issues is:

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Street Address or P.O. Box</th>
<th>City, State, Zip</th>
<th>Phone Number</th>
<th>Toll Free Number</th>
<th>Ordering Fax Number</th>
<th>Internet Address</th>
<th>Federal ID Number</th>
<th>Remit Address</th>
<th>City, State, Zip</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bob Bellumo</td>
<td>Customer Service Rep</td>
<td>PO Box 750</td>
<td>Lodi, NJ 07644</td>
<td>973-574-7600</td>
<td>800-999-9554</td>
<td>888-597-3661</td>
<td><a href="http://www.regentbook.com">www.regentbook.com</a></td>
<td>20-3063326</td>
<td>PO Box 750, Lodi, NJ</td>
<td>07606</td>
</tr>
</tbody>
</table>
PRIMARY BUSINESS:
Book Distributor

QUANTITY DISCOUNTS:
List additional discounts applicable to any single delivery to one destination for any combination of awarded contract commodities totaling the following quantities:
$ 10,000 - $ 20,000
$ 21,000 - $ 50,000  add'l 5% for n/f & fiction
$ 51,000 - $100,000  add'l 10% for n/f & fiction + free shipping
$ 101,000 - +  add'l 15% for n/f & 20% for fiction + free shipping

Detail any other circumstances that can affect discounts:
We will offer FREE MARC Records with FREE Shelf-ready processing

SERVICE CHARGES:
Shipping charges for orders under $300.00 - $5.40 + 5.4% of order. For orders over $300.00 - 7.2% of total order. FREE Freight is available for orders over $300.00 in lieu of free gifts.

RETURN POLICY:
State your policy on returning merchandise.
All orders are fully returnable. We want you to be happy with Regent Book Co.

REFUND POLICY:
State your policy on refunds and/or credit memoranda.
We will issue a credit for any returned books or for any other issues that might arise.
ORDERING INSTRUCTIONS

COMPANY:  Rose Lee Production Inc.

Federal Identification Number: 30-0206264

ORDERING INFORMATION:
Customers should direct orders for **PURCHASE of library materials**, to:
Name:  Rose Lee Archer
M.S.____________________________________________________
Title:  President_________________________________________________________________
Street Address or P.O. Box: 398 Mohawk Lane
City, State, Zip:  Boca Raton, Fl.  33487
Phone Number: 561-241-7987
Toll Free Number:___________________________________________
Ordering Fax Number: 561-241-0153 ____________________________
Internet Address:  www.roseleearchershow.com  contact us____________
Federal ID Number: 30-0206264
Remit Address: 398 Mohawk Lane
City, State, Zip: Boca Raton, Fl.  33487

QUESTIONS, PRODUCT INFORMATION & CONTRACT ISSUES:
Primary contact person responsible for answering contract related questions and administering contract issues is:

Name:  Rose Lee Archer M.S.
Title:  President__________________________________________
Street Address: 398 Mohawk Lane, Boca Raton, Fl.  33487________
E-mail Address: roseleea@aol.com____________________________
Phone Number(s): 561-241-7987____________________________
Cell Number (for State Purchasing use only): 561-213-1860________
Toll Free Number:__________________________________________
Fax Number: 561-241-0153____________________________________
After hours Emergency Number: 561-241-3532

NOTE:
Duplicate form as necessary if you have multiple ordering locations. If this is the case, specify what region in Florida that location will service.
**PRIMARY BUSINESS:**
Publisher/Producer

**QUANTITY DISCOUNTS:**
- $10,000 - $20,000: 15% per book unit
- $21,000 - $50,000: 15% per book unit
- $51,000 - $100,000: 15% per book unit
- $101,000 +: 15% per book unit

**Detail any circumstances that can affect discounts in the space provided:**
I am in the process of producing a CD of How to be a Media Magnet

**SERVICE CHARGES:**
N/A

**RETURN POLICY:**
No return policy if discounted

**REFUND POLICY:**
N/A
ORDERING INSTRUCTIONS

COMPANY: Scholastic Library Publishing, Inc.

Federal Identification Number: 06-1226353

ORDERING INFORMATION:
Customers should direct orders for PURCHASE of library materials, to:

Name: Kathy Brown
Title: Bids & Contracts Coordinator
Street Address: 90 Old Sherman Turnpike Danbury, CT 06816
E-mail Address: kbrown@scholasticlibrary.com
Phone Number(s): 800-621-1115 ext 6951
Cell Number (for State Purchasing use only):
Toll Free Number: 800-621-1115 ext 6951
Fax Number: 866-783-4361
After hours Emergency Number: N/A

QUESTIONS, PRODUCT INFORMATION & CONTRACT ISSUES:
Primary contact person responsible for answering contract related questions and administering contract issues is:

Name: Scholastic Library Publishing, Inc.
Title:
Street Address or P.O. Box: 90 Old Sherman Turnpike
City, State, Zip: Danbury, CT 06816
Phone Number: 800-621-1115 ext 2660
Toll Free Number: 800-621-1115 ext 2660
Ordering Fax Number: 866-783-4361
Internet Address: www.scholastic.com/librarypublishing
Federal ID Number: 06-1226353
Remit Address: PO Box 34573
City, State, Zip: Newark, NJ 07189
**PRIMARY BUSINESS:**
Publisher/Producer

**QUANTITY DISCOUNTS:**
List additional discounts applicable to any single delivery to one destination for any combination of awarded contract commodities totaling the following quantities:

- $10,000 - $20,000: N/A
- $21,000 - $50,000: N/A
- $51,000 - $100,000: N/A
- $101,000 -+: N/A

Detail any other circumstances that can affect discounts: N/A

**SERVICE CHARGES:**
Under this contract, the State of Florida, will receive free "standard" Library processing. Online Databases are available, please contact your local sales representative for pricing.

**RETURN POLICY:**
Flexible. Call customer service at 800-621-1115. Library processed books are non-returnable, unless the error was made by our company.

**REFUND POLICY:**
State your policy on refunds and/or credit memoranda. Once a return has been processed through our warehouse a credit will be generated and applied to that customers account.
COMPANY:  School Source Inc.

Federal Identification Number: 65-1170320

ORDERING INFORMATION:
Customers should direct orders for PURCHASE of library materials, to:
Name: School Source Inc.
Title: 
Street Address or P.O. Box: 2920 Forest Hammock Dr
City, State, Zip: Plant City, FL 33566
Phone Number: 813-719-8589
Toll Free Number: 866-235-4480
Ordering Fax Number: 813-764-8882
Internet Address: www.flrep.com
Federal ID Number: 65-1170320
Remit Address: 2920 Forest Hammock Dr
City, State, Zip: Plant City, FL 33566

QUESTIONS, PRODUCT INFORMATION & CONTRACT ISSUES:
Primary contact person responsible for answering contract related questions and administering contract issues is:

Name: David Cole
Title: Officer
Street Address: 2920 Forest Hammock Dr., Plant City, FL 33566
E-mail Address: thecoles@flrep.com
Phone Number(s): 813-719-8589, 866-235-4480
Cell Number (for State Purchasing use only): 813-361-4832
Toll Free Number: 866-235-4480
Fax Number: 813-764-8882
After hours Emergency Number: 813-361-4832

NOTE:
Duplicate form as necessary if you have multiple ordering locations. If this is the case, specify what region in Florida that location will service.
**PRIMARY BUSINESS:**
Library Materials Vendor/Jobber

**QUANTITY DISCOUNTS:**
- $10,000 - $20,000 1%
- $21,000 - $50,000 2%
- $51,000 - $100,000 3%
- $101,000 - + 5%

**Detail any circumstances that can affect discounts in the space provided:**
Multiple Single copies

**SERVICE CHARGES:**
N/A

**RETURN POLICY:**
Processed books and items can not be returned. Unprocessed books, maps, globes and atlases can be returned within 30 days of receipt.

**REFUND POLICY:**
Credit Memoranda issued within 30 days of receiving returned materials.
ORDERING INSTRUCTIONS

COMPANY: School Speciality Media

Federal Identification Number: 36-4377094

ORDERING INFORMATION:
Customers should direct orders for PURCHASE of library materials, to:

Name: Mike Kroening
Title: Vice President
Street Address: 2 Skyline Dr. Suite 101, Hawthorne, New York 10532
E-mail Address: mkroening@schoolspecialty.com
Phone Number(s): 888-367-6368 ext.6001
Cell Number (for State Purchasing use only): 847-460-8785
Toll Free Number: 888-367-6368 ext.6001
Fax Number: 800-548-7123
After hours Emergency Number: 847-460-8785

QUESTIONS, PRODUCT INFORMATION & CONTRACT ISSUES:
Primary contact person responsible for answering contract related questions and administering contract issues is:

Name: Karen Hulett
Title: Florida Sales Manager
Street Address or P.O. Box: 4207 NW 75th Avenue
City, State, Zip: Coral Springs, FL 33065
Phone Number: 954-755-5012 - email address: kshulett@bellsouth.net
Toll Free Number: 877-215-8726
Ordering Fax Number: 954-341-9853
Federal ID Number: 36-4377094
Remit Address: 2 Skyline Dr. Suite 101
City, State, Zip: Hawthorne, New York 10532
PRIMARY BUSINESS:
Library Materials Vendor/Jobber

QUANTITY DISCOUNTS:
List additional discounts applicable to any single delivery to one destination for any combination of awarded contract commodities totaling the following quantities:

<table>
<thead>
<tr>
<th>Quantity Range</th>
<th>Discount</th>
</tr>
</thead>
<tbody>
<tr>
<td>$ 10,000 - $ 20,000</td>
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<td>0%</td>
</tr>
<tr>
<td>$ 51,000 - $100,000</td>
<td>0%</td>
</tr>
<tr>
<td>$ 101,000 - +</td>
<td>0%</td>
</tr>
</tbody>
</table>

Detail any other circumstances that can affect discounts:
None

SERVICE CHARGES:
None

RETURN POLICY:
100% satisfaction on every product or your money back. If you are not satisfied with your purchase, simply call us at 800.262.8837 to arrange for a return. We will accept its return if you contact us for an R/A number and it is shipped back within 60 days of delivery. A proof of purchase is required for any refund or exchange. If you receive a damaged product, call us within 60 days after it has been delivered to you and we will issue an R/A number, ship you a replacement for which you will be billed for and credit that order once the damaged product has been returned. If you call us after 60 days of our delivering the product, we will still send you a replacement. In either case, you will need to have your order number when you call in order for us to process your request. If you receive an incomplete or incorrect order, call our customer service department at 800.262.8837 and one of our representatives will be sure to address the issue right away.

REFUND POLICY:
State your policy on refunds and/or credit memoranda.
See above under return policy, refunds will be granted within the first 60 days.
ORDERING INSTRUCTIONS

COMPANY: SELmedia, Inc.

Federal Identification Number: 20-8134761

ORDERING INFORMATION:
Customers should direct orders for **PURCHASE of library materials**, to:
Name: Emi Ferry
Title: Operations Manager
Street Address or P.O. Box: 1903 N. Harrison Ave., Suite 101,
City, State, Zip: Cary, NC 27513
Phone Number: (888) 473-5633
Toll Free Number: (888) 473-5633
Ordering Fax Number: 888-582-8838
Internet Address: eferry@selmediainc.com
Federal ID Number: 20-8134761
Remit Address: 1903 N. Harrison Ave., Suite 101,
City, State, Zip: Cary, NC 27513

QUESTIONS, PRODUCT INFORMATION & CONTRACT ISSUES:
Primary contact person responsible for answering contract related questions and administering contract issues is:

Name: Emi Ferry
Title: Operations Manager
Street Address: 1903 N. Harrison Ave., Suite 101, Cary, NC 27513
E-mail Address: eferry@selmediainc.com
Phone Number(s): (888) 473-5633
Cell Number (for State Purchasing use only): (888) 473-5633
Toll Free Number: 888-473-5633
Fax Number: 888-582-8838
After hours Emergency Number: 919-259-3050

NOTE:
Duplicate form as necessary if you have multiple ordering locations. If this is the case, specify what region in Florida that location will service.
**PRIMARY BUSINESS:**
Publisher/Producer

**QUANTITY DISCOUNTS:**
- $10,000 - $20,000: 10%
- $21,000 - $50,000: 15%
- $51,000 - $100,000: 15%
- $101,000+: 20%

Detail any circumstances that can affect discounts in the space provided:
N/A

**SERVICE CHARGES:**
No service charges beyond transportation.

**RETURN POLICY:**
We will refund your purchase if: 1) the materials are in their original condition and show no signs of use and 2) the materials are returned to us within 30 days of delivery. We will also pay for shipping of the returns if there was an error on our part in the original shipment (e.g., we shipped the wrong item or the item was defective). Otherwise, return shipping charges are not refundable. Returns will be refunded in the form of the original payment method. Refunds will be processed within 3-4 weeks of our receipt of the properly returned items. Ship all returns to: SELmedia Returns Department 1903 N. Harrison Ave. Suite 101 Cary, NC 27513 Please include your order number with your return package. Contact us at 919-677-0101 x25 if you have any questions.

**REFUND POLICY:**
We will refund your purchase if: 1) the materials are in their original condition and show no signs of use and 2) the materials are returned to us within 30 days of delivery. We will also pay for shipping of the returns if there was an error on our part in the original shipment (e.g., we shipped the wrong item or the item was defective). Otherwise, return shipping charges are not refundable. Returns will be refunded in the form of the original payment method. Refunds will be processed within 3-4 weeks of our receipt of the properly returned items. Ship all returns to: SELmedia Returns Department 1903 N. Harrison Ave. Suite 101 Cary, NC 27513 Please include your order number with your return package. Contact us at 919-677-0101 x25 if you have any questions.
**ORDERING INSTRUCTIONS**

**COMPANY:** Stone Arch Books

Federal Identification Number: 20-3616138

**ORDERING INFORMATION:**
Customers should direct orders for **PURCHASE of library materials**, to:

<table>
<thead>
<tr>
<th>Name</th>
<th>Pam Fogal</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title</td>
<td>Customer Service Representative</td>
</tr>
<tr>
<td>Street Address or P.O. Box</td>
<td>151 Good Counsel Drive, PO Box 1450</td>
</tr>
<tr>
<td>City, State, Zip</td>
<td>Mankato, MN 56002-0669</td>
</tr>
<tr>
<td>Phone Number:</td>
<td>(800) 421-7731</td>
</tr>
<tr>
<td>Toll Free Number:</td>
<td>(800) 421-7731</td>
</tr>
<tr>
<td>Ordering Fax Number:</td>
<td>(877) 245-4902</td>
</tr>
<tr>
<td>Internet Address:</td>
<td><a href="http://www.stonearchbooks.com">www.stonearchbooks.com</a></td>
</tr>
<tr>
<td>Federal ID Number:</td>
<td>20-3616138</td>
</tr>
<tr>
<td>Remit Address:</td>
<td>NW7559, PO Box 1450</td>
</tr>
<tr>
<td>City, State, Zip</td>
<td>Minneapolis, MN 55485-7559</td>
</tr>
</tbody>
</table>

**QUESTIONS, PRODUCT INFORMATION & CONTRACT ISSUES:**
Primary contact person responsible for answering contract related questions and administering contract issues is:

<table>
<thead>
<tr>
<th>Name</th>
<th>Erin M. Scandrett</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title</td>
<td>Bids &amp; Contracts Administrator</td>
</tr>
<tr>
<td>Street Address</td>
<td>151 Good Counsel Drive, Mankato, MN 56001</td>
</tr>
<tr>
<td>E-mail Address</td>
<td><a href="mailto:e.scandrett@coughlanpublishing.com">e.scandrett@coughlanpublishing.com</a></td>
</tr>
<tr>
<td>Phone Number(s):</td>
<td>(507) 385-8486 or (800) 421-7731</td>
</tr>
<tr>
<td>Cell Number (for State Purchasing use only):</td>
<td>N/A</td>
</tr>
<tr>
<td>Toll Free Number:</td>
<td>(800) 421-7731</td>
</tr>
<tr>
<td>Fax Number:</td>
<td>(877) 245-4902</td>
</tr>
<tr>
<td>After hours Emergency Number:</td>
<td>N/A</td>
</tr>
</tbody>
</table>
PRIMARY BUSINESS:
Publisher/Producer

QUANTITY DISCOUNTS:
List additional discounts applicable to any single delivery to one destination for any combination of awarded contract commodities totaling the following quantities:

<table>
<thead>
<tr>
<th>Quantity Range</th>
<th>Discount</th>
</tr>
</thead>
<tbody>
<tr>
<td>$10,000 - $20,000</td>
<td>N/A</td>
</tr>
<tr>
<td>$21,000 - $50,000</td>
<td>N/A</td>
</tr>
<tr>
<td>$51,000 - $100,000</td>
<td>N/A</td>
</tr>
<tr>
<td>$101,000 +</td>
<td>N/A</td>
</tr>
</tbody>
</table>

Detail any other circumstances that can affect discounts:
Larger discounts are available on qualifying opening day collection orders.

SERVICE CHARGES:
Attached or unattached library processing is $12.00 per order or FREE on orders over $350.

RETURN POLICY:
Your satisfaction is our most important priority. If for any reason you are not completely satisfied with your order, simply call our customer service department toll-free. We will be happy to replace items, credit your account, or issue a full refund. No questions asked.

REFUND POLICY:
Your satisfaction is our most important priority. If for any reason you are not completely satisfied with your order, simply call our customer service department toll-free. We will be happy to replace items, credit your account, or issue a full refund. No questions asked.
ORDERING INSTRUCTIONS

COMPANY:  **Tandem Library Group**  (A)

Federal Identification Number:  20-4917076

**ORDERING INFORMATION:**
Customers should direct orders for **PURCHASE of library materials** to:

Name:  Amy Cox  
Title:  Senior Manager, Sales Operations  
Street Address:  7900 Xerxes Ave S Suite 600 Minneapolis, MN 55431  
E-mail Address:  bookbids@tandemlibrarygroup.com  
Phone Number(s):  952-656-2951/ 800-328-2923  
Cell Number (for State Purchasing use only):  612-220-4478  
Toll Free Number:  800-328-2923  
Fax Number:  952-656-2993  
After hours Emergency Number:  612-220-4478

**QUESTIONS, PRODUCT INFORMATION & CONTRACT ISSUES:**
Primary contact person responsible for answering contract related questions and administering contract issues is:

Name:  Kay Twite  
Title:  Order Entry Manger  
Street Address or P.O. Box:  139 South Kingston  
City, State, Zip:  Caledonia, MN 55921  
Phone Number:  800-255-3502 ext. 1524  
Toll Free Number:  800-255-3502 ext. 1524  
Ordering Fax Number:  800-628-2410  
Internet Address:  [www.tandemlibrarybooks.com](http://www.tandemlibrarybooks.com)  
email:  orders@tandemlibrarygroup.com  
Federal ID Number:  20-4917076 (Savia LLC dba Tandem Library Group)  
Remit Address:  MI 06 Box 9201  
City, State, Zip:  Minneapolis, MN 55480
PRIMARY BUSINESS:
Vendor/Jobber

QUANTITY DISCOUNTS:
List additional discounts applicable to any single delivery to one destination for any combination of awarded contract commodities totaling the following quantities:

<table>
<thead>
<tr>
<th>Quantity Range</th>
<th>Discount</th>
</tr>
</thead>
<tbody>
<tr>
<td>$10,000 - $20,000</td>
<td>N/A</td>
</tr>
<tr>
<td>$21,000 - $50,000</td>
<td>N/A</td>
</tr>
<tr>
<td>$51,000 - $100,000</td>
<td>N/A</td>
</tr>
<tr>
<td>$101,000 - +</td>
<td>N/A</td>
</tr>
</tbody>
</table>

Detail any other circumstances that can affect discounts:
Customers are encouraged to contact their local Tandem Library Books representative or the corporate office for details on ordering specials that may be periodically offered. All discounts are taken from Tandem Library Group List prices. As of the date of submission, Tandem Library Group list prices may be found online (www.tandemlibrarybooks.com) on the Book Detail page of each title. It is the prices with the strike through. All other online prices and all print prices reflect price after discount has been applied.

SERVICE CHARGES:
Tandem Library Group does charge for cataloging and processing products and their attachment. Such products are produced to the specific requests of the customer. Charges for our most popular items are as follows:

Attached Automation Kit: Barcode, spine label, MARC record. Also includes optional mylar jacket and reading program label upon request.
$0.59 per book

Attached Premium Automation Kit: Automation Kit plus checkout pocket and card
$0.87 per book

Premium Automation Kit with Shelf list Card: Premium Automation kit plus shelf list card
$0.99 per book

Premium Non-Automation Kit Catalog card set, checkout pocket and card, and spine label. Also included optional mylar jacket and reading program label upon request
$1.01 per book

Additional products and charges are available on request by calling 800-255-3502.

Tandem has no additional service charges. This includes a no charge activation of our exclusive binding guarantee. Only Tandem Library Group guarantees all hardcover bindings purchased
from Tandem against defective workmanship for an unlimited period of time. For details, see our guarantee policy on www.tandemlibrarybooks.com.

RETURN POLICY:
Tandem Library Group will issue full credit or replacements on items damaged in shipment or items incorrectly shipped or processed due to Tandem Library Group error. Customers may return unprocessed books for a full refund within 30 days of invoice date.

REFUND POLICY:
Tandem Library Group will issue full credit or replacements on items damaged in shipment or items incorrectly shipped or processed due to memos in such instances as: incorrect book or improperly processed book shipped due to Tandem Library error, short in shipment, and incorrect discount/price applied. Refunds will be issued upon request and with management approval if payment is made above final invoice due amount.
ORDERING INSTRUCTIONS

COMPANY: The Book Farm (A)

Federal Identification Number: 31-1711678

ORDERING INFORMATION:
Customers should direct orders for PURCHASE of library materials to:

Name: Suzanna Blake
Title: National Sales Manager
Street Address: 210 Lazenby Street
E-mail Address: osuzanna@thebookfarm.biz
Phone Number(s): 937-783-8093
Cell Number (for State Purchasing use only): 937-302-7234
Toll Free Number: 866-302-8093
Fax Number: 937-783-8254
After hours Emergency Number: 937-556-5423

QUESTIONS, PRODUCT INFORMATION & CONTRACT ISSUES:
Primary contact person responsible for answering contract related questions and administering contract issues is:

Name: Suzanna H. Blake
Title: National Sales Manager
Street Address or P.O. Box: 210 Lazenby Street
City, State, Zip: Blanchester, OH 45107
Phone Number: 937-783-8093
Toll Free Number: 866-744-8093
Ordering Fax Number: 937-783-8254
Internet Address: osuzzanna@thebookfarm.biz
Federal ID Number: 31-1711678
Remit Address: 210 Lazenby Street
City, State, Zip: Blanchester, OH 45107
**PRIMARY BUSINESS:**
Library Materials Vendor/Jobber

**QUANTITY DISCOUNTS:**
List additional discounts applicable to any single delivery to one destination for any combination of awarded contract commodities totaling the following quantities:

<table>
<thead>
<tr>
<th>Quantity Range</th>
<th>Discount</th>
</tr>
</thead>
<tbody>
<tr>
<td>$10,000-$20,000</td>
<td>N/A</td>
</tr>
<tr>
<td>$21,000-$50,000</td>
<td>N/A</td>
</tr>
<tr>
<td>$51,000-$100,000</td>
<td>N/A</td>
</tr>
<tr>
<td>$101,000 - +</td>
<td>N/A</td>
</tr>
</tbody>
</table>

**Detail any other circumstances that can affect discounts:**
N/A

**SERVICE CHARGES:**
The Book Farm does not apply any extra charges or fees.

**RETURN POLICY:**
If for any reason the school or library returns a book, they can do so for replacement or refund.

**REFUND POLICY:**
State your policy on refunds and/or credit memoranda.
The Book Farm will give 100% refund or replacement where applicable.
ORDERING INSTRUCTIONS

COMPANY:  The Booksource

Federal Identification Number:  43-1018725

ORDERING INFORMATION:
Customers should direct orders for PURCHASE of library materials, to:

Name:  Nick Ranciglio  
Title:  Customer Service Manager  
Street Address:  1230 Macklind Avenue St. Louis, MO 63110  
E-mail Address:  nranciglio@booksource.com  
Phone Number(s):  800 444 0435  314 647 0600  
Cell Number (for State Purchasing use only):  
Toll Free Number:  800 444 0435  
Fax Number:  800 647 1923  
After hours Emergency Number:  800444 0435  

QUESTIONS, PRODUCT INFORMATION & CONTRACT ISSUES:
Primary contact person responsible for answering contract related questions and administering contract issues is:

Name:  Nick Ranciglio  
Title:  Customer Service Manager  
Street Address or P.O. Box:  1230 Macklind Avenue  
City, State, Zip:  St. Louis, MO 63110  
Phone Number:  314 647 0600  
Toll Free Number:  800 444 0435  
Ordering Fax Number:  800 647 1923  
Internet Address:  www.booksource.comnranciglio@booksource.com  
Federal ID Number:  43-1018725  
Remit Address:  PO Box 952394  
City, State, Zip:  St. Louis, MO 63195
**PRIMARY BUSINESS:**
Trade Book Wholesaler

**QUANTITY DISCOUNTS:**
List additional discounts applicable to any single delivery to one destination for any combination of awarded contract commodities totaling the following quantities:

<table>
<thead>
<tr>
<th>Quantity Range</th>
<th>Discount</th>
</tr>
</thead>
<tbody>
<tr>
<td>$ 10,000 - $ 20,000</td>
<td>0%</td>
</tr>
<tr>
<td>$ 21,000 - $ 50,000</td>
<td>0%</td>
</tr>
<tr>
<td>$ 51,000 - $100,000</td>
<td>0%</td>
</tr>
<tr>
<td>$ 101,000 - +</td>
<td>0%</td>
</tr>
</tbody>
</table>

Detail any other circumstances that can affect discounts:
Special contract pricing can be negotiated on specific large orders.

**SERVICE CHARGES:**
Identify all service charges excluding transportation, and applicable fees:
None

**RETURN POLICY:**
State your policy on returning merchandise.
Unprocessed in print books may be returned for credit if not circulated or damaged.

**REFUND POLICY:**
State your policy on refunds and/or credit memoranda.
Credits are given for returned books which may be used for current or future purchases.
ORDERING INSTRUCTIONS


Federal Identification Number: 41-1932662

ORDERING INFORMATION:
Customers should direct orders for PURCHASE of library materials, to:

Name: Amy C. Dols
Title: Office Manager
Street Address: 1980 Lookout Drive, N. Mankato, MN 56003
E-mail Address: amy.dols@childsworld.com
Phone Number(s): 507-385-1044
Cell Number (for State Purchasing use only): Not available
Toll Free Number: 800-599-7323
Fax Number: 507-385-1026
After hours Emergency Number: Not available

QUESTIONS, PRODUCT INFORMATION & CONTRACT ISSUES:
Primary contact person responsible for answering contract related questions and administering contract issues is:

Name: Amy Dols
Title: Office Manager
Street Address or P.O. Box: 1980 Lookout Drive
City, State, Zip: N. Mankato, MN 56003
Phone Number: 507-385-1044
Toll Free Number: 800-599-7323
Ordering Fax Number: 507-385-1026
Internet Address: www.childsworld.com
Federal ID Number: 41-1932662
Remit Address: 1980 Lookout Drive
City, State, Zip: N. Mankato, MN 56003
QUANTITY DISCOUNTS:
List additional discounts applicable to any single delivery to one destination for any combination of awarded contract commodities totaling the following quantities:

- $10,000 - $20,000: N/A
- $21,000 - $50,000: N/A
- $51,000 - $100,000: N/A
- $101,000 -+: N/A

Detail any other circumstances that can affect discounts:

SERVICE CHARGES:
N/A

RETURN POLICY:
N/A

REFUND POLICY:
N/A
ORDERING INSTRUCTIONS

COMPANY:  The Exploration Company  (A)

Federal Identification Number:  38-2152616

ORDERING INFORMATION:
Customers should direct orders for PURCHASE of library materials to:

Name:  Twakisha Munson
Title:  Coordinator
Street Address:  951 Brown Road Orion, Michigan 48359
E-mail Address:  sales@theexplorationcompany.com
Phone Number(s):  248-391-8377 / 888-394-6531
Cell Number (for State Purchasing use only):  
Toll Free Number:  888-394-6531
Fax Number:  248-393-4093
After hours Emergency Number:  877-932-MAPS

QUESTIONS, PRODUCT INFORMATION & CONTRACT ISSUES:
Primary contact person responsible for answering contract related questions and administering contract issues is:

Name:  Twakisha Munson
Title:  Coordinator
Street Address or P.O. Box:  951 Brown Road
City, State, Zip:  Orion Michigan 48359
Phone Number:  248-391-8377
Toll Free Number:  888-394-6531
Ordering Fax Number:  248-393-4093
Internet Address:  www.theexplorationcompany.com
Federal ID Number:  38-2152616
Remit Address:  951 Brown Road
City, State, Zip:  Orion Michigan 48359
PRIMARY BUSINESS:
Publisher/Producer

QUANTITY DISCOUNTS:
List additional discounts applicable to any single delivery to one destination for any combination of awarded contract commodities totaling the following quantities:

<table>
<thead>
<tr>
<th>$</th>
<th>Discount (%)</th>
</tr>
</thead>
<tbody>
<tr>
<td>10,000 - $20,000</td>
<td>0%</td>
</tr>
<tr>
<td>21,000 - $50,000</td>
<td>5%</td>
</tr>
<tr>
<td>51,000 - $100,000</td>
<td>10%</td>
</tr>
<tr>
<td>101,000 - +</td>
<td>15%</td>
</tr>
</tbody>
</table>

Detail any other circumstances that can affect discounts:
The Exploration Company employs several company representatives throughout the region in Florida whom are authorized and willing to negotiate pricing for each and every order purchased through State of Florida.

SERVICE CHARGES:
There are no additional charges outside of the standard fees for shipping and handling.

RETURN POLICY:
100% satisfaction guarantee; returns are accepted without explanation.

REFUND POLICY:
The Exploration Company will refund 100% of the merchandise total in the event of a return that warrants a refund. Credit
ORDERING INSTRUCTIONS FOR

COMPANY: **The Penworthy Company**

Federal Identification Number: 391405550

ORDERING INFORMATION:
Customers should direct orders for **PURCHASE of library materials**, to:

<table>
<thead>
<tr>
<th>Name</th>
<th>Kari Bellmann</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title</td>
<td>Sales &amp; Marketing Assistant</td>
</tr>
<tr>
<td>Street Address</td>
<td>219 N Milwaukee St., Milwaukee, WI 53202</td>
</tr>
<tr>
<td>E-mail Address</td>
<td><a href="mailto:bid.administrator@penworthy.com">bid.administrator@penworthy.com</a></td>
</tr>
<tr>
<td>Phone Number(s):</td>
<td>800/262/2665</td>
</tr>
<tr>
<td>Cell Number (for State Purchasing use only):</td>
<td>N/A</td>
</tr>
<tr>
<td>Toll Free Number:</td>
<td>800/262/2665</td>
</tr>
<tr>
<td>Fax Number:</td>
<td>414/287/4602</td>
</tr>
<tr>
<td>After hours Emergency Number:</td>
<td>N/A</td>
</tr>
</tbody>
</table>

QUESTIONS, PRODUCT INFORMATION & CONTRACT ISSUES:
Primary contact person responsible for answering contract related questions and administering contract issues is:

<table>
<thead>
<tr>
<th>Name</th>
<th>Sales Rep: Please call 800/262/2665 for more information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title</td>
<td>N/A</td>
</tr>
<tr>
<td>Street Address or P.O. Box:</td>
<td>219 N Milwaukee St.</td>
</tr>
<tr>
<td>City, State, Zip</td>
<td>Milwaukee, WI 53202</td>
</tr>
<tr>
<td>Phone Number:</td>
<td>800/262/2665</td>
</tr>
<tr>
<td>Toll Free Number:</td>
<td>800/262/2665</td>
</tr>
<tr>
<td>Ordering Fax Number:</td>
<td>414/287/4602</td>
</tr>
<tr>
<td>Internet Address:</td>
<td><a href="http://www.penworthy.com">www.penworthy.com</a></td>
</tr>
<tr>
<td>Federal ID Number:</td>
<td>391405550</td>
</tr>
<tr>
<td>Remit Address:</td>
<td>219 N Milwaukee St.</td>
</tr>
<tr>
<td>City, State, Zip</td>
<td>Milwaukee, WI 53202</td>
</tr>
</tbody>
</table>
**PRIMARY BUSINESS:**
Library Materials Vendor/Jobber

**QUANTITY DISCOUNTS:**
List additional discounts applicable to any single delivery to one destination for any combination of awarded contract commodities totaling the following quantities:

- $10,000 - $20,000: 0%
- $21,000 - $50,000: 0%
- $51,000 - $100,000: 0%
- $101,000 - +: 0%

**Detail any other circumstances that can affect discounts:**
Shipping is 6.4% prepaid and added to the order invoice.

**SERVICE CHARGES:**
Shipping is 6.4% prepaid and added to the order invoice.

**RETURN POLICY:**
If an order is filled incorrectly or a customer receives a book that is in any way inferior to Penworthy's normal intense standards, Penworthy will replace the book or credit the customer's account for the price of the book. Merchandise that was received as ordered may be returned for a refund in the same condition it was received, at the customer's expense shipped fourth class book mail, unless it was ordered with shelf-ready processing (meaning with customer-specific cataloging and/or card kits attached).

**REFUND POLICY:**
Same as Return Policy.
The Penworthy Company
Ordering and Selection Methods

We offer the following four methods for customers to select and order Penworthy books. We believe these four options allow us to flexibly meet your needs, and want to do business with you in the purchasing environment that you are most comfortable with.

Meeting with a Penworthy Sales Representative

A Penworthy Sales Representative meets with you face-to-face to discuss your needs and show you our newest titles. The order is filled out in person, and the books are shipped to you within seven days. Orders that require processing require an additional seven to fourteen days.

Preview Method

We send you a shipment of our newest titles to review at your convenience. You select which titles you would like to keep, and we pick up (via UPS) any remaining titles at our expense. Multiple quantities can be ordered through your Penworthy representative.

Online Ordering at www.penworthy.com

Our Internet ordering system is a user-friendly, convenient method for purchasing Penworthy books on-line. You create an on-line shopping cart that you may then send to us as a direct order or print for you review and/or alteration and attach to a purchase order.

Direct Order

You can mail or email your orders directly to Penworthy, fax us at (414) 287-4602, or order by phone toll-free at (800) 262-2665.
COMPANY: The Reading Warehouse Inc.

Federal Identification Number: 20-4435182

ORDERING INFORMATION:
Customers should direct orders for PURCHASE of library materials, to:
Name: Frank Bowdoin & Karla Ewell
Title: Sales Team
Street Address or P.O. Box: PO Box 41328 N
City, State, Zip: Charleston SC 29423
Phone Number: 1-866-391-7323
Toll Free Number: 1-866-391-7323
Ordering Fax Number: 1-866-546-2544
Internet Address: thereadingwarehouse.com

questiONS, prodUct information & contrACT issUES:
Primary contact person responsible for answering contract related questions and administering contract issues is:
Name: Jeff Baker
Title: Director of Sales
Street Address: PO Box 41328 N Charleston SC 29423
E-mail Address: jeffb@thereadingwarehouse.com
Phone Number(s): 1-866-391-7323
Cell Number (for State Purchasing use only): 1-843-437-2866
Toll Free Number: 1-866-391-7323
Fax Number: 1-866-546-2544
After hours Emergency Number: none

NOTE:
Duplicate form as necessary if you have multiple ordering locations. If this is the case, specify what region in Florida that location will service.
**PRIMARY BUSINESS:**
Library Materials Vendor/Jobber

**QUANTITY DISCOUNTS:**
- $10,000 - $20,000: none
- $21,000 - $50,000: none
- $51,000 - $100,000: none
- $101,000 -+: none

*Detail any circumstances that can affect discounts in the space provided:*
N/A

**SERVICE CHARGES:**
N/A

**RETURN POLICY:**
N/A

**REFUND POLICY:**
N/A
ORDERING INSTRUCTIONS

COMPANY: The Rosen Publishing Group and PowerKids Press

Federal Identification Number: 13-3129750

ORDERING INFORMATION:
Customers should direct orders for PURCHASE of library materials, to:

Name: Andrew Moore
Title: Asst. to VP, Sales
Street Address: c/o Rosen Publishing, 29 East 21st Street, New York, NY 10010
E-mail Address: bids@rosenpub.com
Phone Number(s): 800-237-9932, x411
Cell Number: 
Toll Free Number: n/a
Fax Number: 888-436-4643
After hours Emergency Number: Not available

QUESTIONS, PRODUCT INFORMATION & CONTRACT ISSUES:
Primary contact person responsible for answering contract related questions and administering contract issues is:

Name: Rosen Publishing and PowerKids Press
Title: 
Street Address or P.O. Box: 29 East 21st Street
City, State, Zip: New York, NY 10010
Phone Number: 800-237-9932
Toll Free Number: same
Ordering Fax Number: 888-436-4643
Internet Address: www.rosenpublishing.com and www.powerkidspress.com
Federal ID Number: 13-3129750
Remit Address: 29 East 21st Street
City, State, Zip: New York, NY 10010
**PRIMARY BUSINESS:**
Publisher/Producer

**QUANTITY DISCOUNTS:**
List additional discounts applicable to any single delivery to one destination for any combination of awarded contract commodities totaling the following quantities:

- $10,000 - $20,000: N/A
- $21,000 - $50,000: N/A
- $51,000 - $100,000: N/A
- $101,000 -+: N/A

Detail any other circumstances that can affect discounts:
None

**SERVICE CHARGES:**
None

**RETURN POLICY:**
The workmanship of our books in library binding is unconditionally guaranteed. Additionally, you may return any unprocessed book in saleable condition for a full refund within one year of purchase.

**REFUND POLICY:**
We can either issue a credit memo for returned books or a refund. Our customer service department is happy to assist.
ORDERING INSTRUCTIONS

COMPANY: **The Gale Group (Thompson Gale)**

Federal Identification Number: 06-1411737

**ORDERING INFORMATION:**
Customers should direct orders for **PURCHASE of library materials**, to:

Name: Tim Turner
Title: Florida Account Executive
Street Address: 27500 Drake Road, Farmington Hills, MI 48331
E-mail Address: tim.turner@thomson.com
Phone Number(s): 770-514-7545
Cell Number (for State Purchasing use only): Not available
Toll Free Number: 800-877-4253
Fax Number: 248-699-8062
After hours Emergency Number: Not available

**QUESTIONS, PRODUCT INFORMATION & CONTRACT ISSUES:**
Primary contact person responsible for answering contract related questions and administering contract issues is:

Name: The Gale Group
Title: Karen Bailey, Mgr., Contract Administrator and/or George E. McBride, Senior Vice President, Sales and Customer Resource Center
Street Address or P.O. Box: 27500 Drake Road
City, State, Zip: Farmington Hills, MI 48333-9187
Phone Number: 248-699-4253
Toll Free Number: 800-877-GALE(4253) (press 2)
Ordering Fax Number: 800-414-5043
Internet Address: printorders@thomson.com
Federal ID Number: 06-1411737
Remit Address: P.O Box 95501
City, State, Zip: Chicago, IL 60694-5501
QUANTITY DISCOUNTS:
List additional discounts applicable to any single delivery to one destination for any combination of awarded contract commodities totaling the following quantities:

- $10,000 - $20,000: * See catalogs or www.gale.com
- $21,000 - $50,000: * See catalogs or www.gale.com
- $51,000 - $100,000: * See catalogs or www.gale.com
- $101,000 - +: * See catalogs or www.gale.com

* Please refer to individual catalogs for discounts as discounts vary by catalog; additional information on discounting and special offers may be found on our company website: www.gale.com.

Detail any other circumstances that can affect discounts:
Thomson Gale periodically offers special discount promotions. These discounts range from 20% - 70% and will be made available to you as these promotions are launched. Thomson Gale also provides special disaster discounts in the event of major losses due to fire, flood, tornado, or other natural disaster; discount of 50% on titles previously purchased will assist in rebuilding collections. Thomson Gale also provides for discounting for new library or major additions to existing libraries: 20% on orders $2,500 - $4,999; 25% on orders $5,000 - $9,999; 30% on orders more than $10,000.

SERVICE CHARGES:
There are fees associated with library processing. Unattached library processing is FREE when orders exceed $1,500 or have 100 or more titles from Green Haven, Lucent, Blackbirch and Kid Haven. Library processing details can be found on our company website: www.gale.com.

RETURN POLICY:
Customers have 30 days from the date of invoice to decide if the titles they have purchased meet their needs. Returns should be sent to our Toebben Drive location in Independence Kentucky; Thomson Gale does not pay return shipping. For items received damaged, Thomson Gale will provide immediate replacements through our Customer Service Department; the damaged products are not required to be returned.

REFUND POLICY:
Customers are allowed 30 days from invoice date for full credit. Gale does not pay for return postage. Products must be returned undamaged and shipped via traceable means. No credit is issued for damaged or out-of-print products (books processed by a library are considered
intentionally damaged). Full return credit is issued for any item sent by Gale or received in a
damaged condition (includes return shipping). Custom editions are non-returnable; opened CD
ROMs and CD Mods are non-returnable; for returns of 10 or more items, we advise contacting
your customer representative to ensure prompt and accurate credit.
ORDERING INSTRUCTIONS

COMPANY: Unique Books, Inc. (A)

Federal Identification Number: 43-1772184

ORDERING INFORMATION:
Customers should direct orders for PURCHASE of library materials to:

Name: Mary Jo Hunter
Title: Owner
Street Address: 5010 Kemper Ave., St. Louis, MO 63139
E-mail Address: uniquebks@aol.com
Phone Number(s): 800-533-5446
Cell Number (for State Purchasing use only): N/A
Toll Free Number:
Fax Number: 800-916-2455
After hours Emergency Number: N/A

QUESTIONS, PRODUCT INFORMATION & CONTRACT ISSUES:
Primary contact person responsible for answering contract related questions and administering contract issues is:

Name: Shaune Parker
Title: Customer Service Manager
Street Address or P.O. Box: 5010 KemperAve
City, State, Zip: St. Louis, MO 63139
Phone Number: 800-533-5446
Toll Free Number: 800-533-5446
Ordering Fax Number: 800-916-2455
Internet Address: www.uniquebooksinc.com
Federal ID Number: 43-1772184
Remit Address: 5010 Kemper ave
City, State, Zip: St. Louis MO 63139
**PRIMARY BUSINESS:**
Library Materials Vendor/Jobber

**QUANTITY DISCOUNTS:**
List additional discounts applicable to any single delivery to one destination for any combination of awarded contract commodities totaling the following quantities:

- $10,000 - $20,000: N/A
- $21,000 - $50,000
- $51,000 - $100,000
- $101,000 - +

**Detail any other circumstances that can affect discounts:**
N/A

**SERVICE CHARGES:**
None

**RETURN POLICY:**
Damaged or defective books will be picked up at our expense and replacement or credit will be issued. Returns for any other reason can be made within 30 days.

**REFUND POLICY:**
State your policy on refunds and/or credit memoranda.
Credit for returns is generally given in the form of a credit memo. In special cases, however, requests for refunds will be considered.
ORDERING INSTRUCTIONS

COMPANY: **W.E. FALK BOOKS, INC.**

Federal Identification Number: 59-1364247

**ORDERING INFORMATION:**
Customers should direct orders for **PURCHASE of library materials**, to:

Name: Linda Mikulas  
Title: President/General Manager  
Street Address: 6851 N.E. 7th AVE. BOCA RATON, FL. 33487  
E-mail Address: we Falkbooks@aol.com  
Phone Number(s): 561-912-9317  
Cell Number (for State Purchasing use only):  
Toll Free Number:  
Fax Number: 561-988-0044  
After hours Emergency Number: 561-912-9317

**QUESTIONS, PRODUCT INFORMATION & CONTRACT ISSUES:**
Primary contact person responsible for answering contract related questions and administering contract issues is:

Name: Linda Mikulas  
Title: President/General Manager  
Street Address or P.O. Box: PMB#267 7491 N. FEDERAL HWY C-5  
City, State, Zip: BOCA RATON, FL. 33487  
Phone Number: 561-912-9317  
Toll Free Number:  
Ordering Fax Number: 561-988-0044  
Internet Address: WWW.WEFALKBOOKS.COM  
Federal ID Number: 59-1364247  
Remit Address: PMB#267 7491 N. FEDERAL HWY C-5  
City, State, Zip: BOCA RATON, FL. 33487
PRIMARY BUSINESS:
Library Materials Vendor/Jobber

QUANTITY DISCOUNTS:
List additional discounts applicable to any single delivery to one destination for any combination of awarded contract commodities totaling the following quantities:

- $10,000 - $20,000: 0.50%
- $21,000 - $50,000: 1%
- $51,000 - $100,000: 1.25%
- $101,000 -+: 1.50%

Detail any other circumstances that can affect discounts:
When a publisher does not grant a book dealer discount to us, we charge 20% above net price hold fee. If the non-discounted book is over $200 the hold fee is 10%.

SERVICE CHARGES:
Identify all service charges excluding transportation, and applicable fees:
The only service charges would be if there were no book dealer discount the above hold fee would apply.

RETURN POLICY:
State your policy on returning merchandise.
In the event of our error or a defective book, customer may return for full credit.
Books in resalable condition for any other reason may be returned up to 3 months from date of sale less the return shipping charges.

REFUND POLICY:
State your policy on refunds and/or credit memoranda.
We credit returns as indicated above. We can issue a credit memo or refund.
ORDERING INSTRUCTIONS

COMPANY: Weekly Reader Publishing

Federal Identification Number: 13-3603780

ORDERING INFORMATION:
Customers should direct orders for PURCHASE of library materials to:

Name: Kathy Gibson
Title: Bidding Clerk
Street Address: 3001 Cindel Drive, Delran NJ 08075
E-mail Address: kgibson@weeklyreader.com
Phone Number(s): 800-446-3355
Cell Number (for State Purchasing use only): 
Toll Free Number: 800-446-3355
Fax Number: 856-786-3360
After hours Emergency Number: N/A

QUESTIONS, PRODUCT INFORMATION & CONTRACT ISSUES:
Primary contact person responsible for answering contract related questions and administering contract issues is:

Name: Kathy Gibson
Title: Bidding Clerk
Street Address or P.O. Box: 3001 Cindel Drive
City, State, Zip: Delran NJ 08075
Phone Number: 800-446-3355
Toll Free Number: 800-446-3355
Ordering Fax Number: 856-786-3360
Internet Address: www.weeklyreader.com
Federal ID Number: 13-3603780
Remit Address: 3001 Cindel Drive
City, State, Zip: Delran NJ 08075
PRIMARY BUSINESS: Publisher/Producer

QUANTITY DISCOUNTS:

<table>
<thead>
<tr>
<th>Quantity Range</th>
<th>Discount</th>
</tr>
</thead>
<tbody>
<tr>
<td>$ 10,000 - $ 20,000</td>
<td>N/A</td>
</tr>
<tr>
<td>$ 21,000 - $ 50,000</td>
<td>N/A</td>
</tr>
<tr>
<td>$ 51,000 - $100,000</td>
<td>N/A</td>
</tr>
<tr>
<td>$ 101,000 - +</td>
<td>N/A</td>
</tr>
</tbody>
</table>

Detail any other circumstances that can affect discounts:

SERVICE CHARGES: N/A

RETURN POLICY: 30 days

REFUND POLICY: Refunds and credits are issued upon request and 30 day return of items.
ORDERING INSTRUCTIONS

COMPANY: World Almanac Education

Federal Identification Number: 13-3603781

ORDERING INFORMATION:
Customers should direct orders for PURCHASE of library materials, to:

Name: Melissa McConnell
Title: Bid Coordinator
Street Address: 23221 Morgan Ct., Strongsville, OH 44149
E-mail Address: bids@waebooks.com
Phone Number(s): 800-321-1147
Cell Number (for State Purchasing use only): N/A
Toll Free Number: 800-321-1147
Fax Number: 800-321-1149
After hours Emergency Number: N/A

QUESTIONS, PRODUCT INFORMATION & CONTRACT ISSUES:
Primary contact person responsible for answering contract related questions and administering contract issues is:

Name: Customer Service Department
Title: 
Street Address or P.O. Box: 23221 Morgan Ct.
City, State, Zip: Strongsville, OH 44149
Phone Number: 216-663-8867
Toll Free Number: 800-321-1147
Ordering Fax Number: 800-321-1149
Internet Address: www.waebooks.com
Federal ID Number: 13-3603781
Remit Address: P.O. Box 98790
City, State, Zip: Chicago, IL 60693
PRIMARY BUSINESS:
Library Materials Vendor/Jobber

QUANTITY DISCOUNTS:
List additional discounts applicable to any single delivery to one destination for any combination of awarded contract commodities totaling the following quantities:

<table>
<thead>
<tr>
<th>Quantity Range</th>
<th>Discount</th>
</tr>
</thead>
<tbody>
<tr>
<td>$10,000 - $20,000</td>
<td>N/A</td>
</tr>
<tr>
<td>$21,000 - $50,000</td>
<td>We offer quantity discounts on 30+ of Dictionaries and Thesauruses see pages 46-54 for details.</td>
</tr>
<tr>
<td>$51,000 - $100,000</td>
<td></td>
</tr>
<tr>
<td>$101,000 - +</td>
<td></td>
</tr>
</tbody>
</table>

Detail any other circumstances that can affect discounts:
N/A

SERVICE CHARGES:
Identify all service charges excluding transportation, and applicable fees:
World Almanac Education does not charge service charges or other fees for orders and contracts.

RETURN POLICY:
State your policy on returning merchandise.
If you have an item that needs to be returned contact customer service and they will assist you in returning the item free of charge. We will replace any items damaged, supplied in error, or incorrect per to purchase order specifications.

REFUND POLICY:
State your policy on refunds and/or credit memoranda.
World Almanac Education unconditionally guarantees all items. Items can be returned for a full credit or refund at any time as long as the items have not been library stamped or processed.
ORDERING INSTRUCTIONS

COMPANY:  World Book, Inc.

Federal Identification Number:  36-236-4281

ORDERING INFORMATION:
Customers should direct orders for PURCHASE of library materials, to:

Name:  Ms. Carol Graczyk
Title:  Customer Operations Manager
Street Address:  233 N. Michigan Avenue, Suite 2000, Chicago, IL 60601
E-mail Address:  SLHelp@worldbook.com and Carol.Graczyk@worldbook.com
Phone Number(s):  312-729-5880
Cell Number (for State Purchasing use only):  312-316-1759
Toll Free Number:  800-975-3250, Option 1
Fax Number:  888-922-3766
After hours Emergency Number:  561-951-6485

QUESTIONS, PRODUCT INFORMATION & CONTRACT ISSUES:
Primary contact person responsible for answering contract related questions and administering contract issues is:

Name:  Jacque Farley
Title:  Representative
Street Address or P.O. Box:  PO Box 7667
City, State, Zip:  Jupiter, FL 33468
Phone Number:  561-694-0558
Toll Free Number:  888-575-2900
Ordering Fax Number:  888-922-3766
Internet Address:  http://www.worldbook.com/florida
Federal ID Number:  36-236-4281
Remit Address:  233 N. Michigan Avenue, Suite 2000
City, State, Zip:  Chicago, IL 60601
QUANTITY DISCOUNTS:
List additional discounts applicable to any single delivery to one destination for any combination of awarded contract commodities totaling the following quantities:

- $10,000 - $20,000
- $21,000 - $50,000
- $51,000 - $100,000
- $101,000 -

Detail any other circumstances that can affect discounts:
Additional discounts may be given, depending on the packages or multiples of individual product ordered.

SERVICE CHARGES:
Identify all service charges excluding transportation, and applicable fees:
None.

RETURN POLICY:
State your policy on returning merchandise.
Contact World Book Inc. Customer Service at 800-338-8382 within 15 days.

REFUND POLICY:
State your policy on refunds and/or credit memoranda.
Contact World Book Inc. Customer Service at 800-338-8382. World Book offers a 15 day satisfaction guarantee. Refunds are issued as warranted.
COMPANY: **W.T. Cox Subscriptions**

Federal Identification Number: 56-1352557

**ORDERING INFORMATION:**
Customers should direct orders for **PURCHASE of library materials**, to:

Name: Dawn Babich  
Title: Customer Service Representative  
Street Address: 201 Village Road, Shallotte, NC 28470  
E-mail Address: dbabich@wtcox.com  
Phone Number(s): 910-754-3145, extension 216  
Cell Number (for State Purchasing use only): N/A  
Toll Free Number: 800-571-9554, extension 216  
Fax Number: 877-755-6274  
After hours Emergency Number: Debra Knox, 910-367-9914, extension 215

**QUESTIONS, PRODUCT INFORMATION & CONTRACT ISSUES:**
Primary contact person responsible for answering contract related questions and administering contract issues is:

Name: Tina Evans  
Title: Order Department Manager  
Street Address or P.O. Box: 201 Village Road  
City, State, Zip: Shallotte, NC 28470  
Phone Number: 910-754-3145, extension 216  
Toll Free Number: 800-571-9554, extension 216  
Ordering Fax Number: 877-755-6274  
Internet Address: http://www.wtcox.com  
Federal ID Number: 56-1352557  
Remit Address: 201 Village Road  
City, State, Zip: Shallotte, NC 28470  

**NOTE:**  
W.T. Cox Subscriptions Response: All regions will use same ordering location.
QUANTITY DISCOUNTS:
List additional discounts applicable to any single delivery to one destination for any combination of awarded contract commodities totaling the following quantities:

$ 10,000 - $ 20,000    N/A
$ 21,000 - $ 50,000    N/A
$ 51,000 - $100,000    N/A
$ 101,000 - +          N/A

- No quantity deep discounts offered.

Detail any other circumstances that can affect discounts:
Please see the attached STATE OF FLORIDA Pricing Options.

SERVICE CHARGES:
Identify all service charges excluding transportation, and applicable fees:
Please see the attached STATE OF FLORIDA Pricing Options.

RETURN POLICY:
State your policy on returning merchandise.
Returns on incorrectly ordered items will be accepted. Refunds will be based on publishers restrictions.

REFUND POLICY:
State your policy on refunds and/or credit memoranda.
W.T. Cox Subscriptions will exhaust all resources to obtain refunds. All monies refunded by the publisher will be refunded to the State of Florida in cases where no replacement options are offered.