

ALBUQUERQUE PUBLIC SCHOOLS - PROCUREMENT DIVISION
PO BOX 25704
ALBUQUERQUE, NEW MEXICO 87125
PHONE (505) 881-8415
FAX (505) 830-1161

**V
E
N
D
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R**

Advanced Educational Products, Inc.
 2495 Main St., Ste 230
 Buffalo, NY 14214

SHIP TO

Please see PO
 Please see PO

**ATTENTION
OF**

DATE	VENDOR CODE
8/28/2017	

The Procurement Code, Sections 13-1-28 through 13-1-199 NMSA 1978, imposes civil and criminal penalties for its violation. In addition, the New Mexico Criminal statutes impose felony penalties for illegal bribes, gratuities and kickbacks.

PLEASE SHOW PRICE AGREEMENT NUMBER ON ALL INVOICES, SHIPPING PAPERS, PACKAGES, CORRESPONDENCE, ETC. INVOICE IN DUPLICATE.

ITEMS, TERMS, & CONDITIONS

PRICE AGREEMENT

Books

Contract Term: August 28, 2017 - August 27, 2021

Per terms and conditions of: BID 17-003KN

Board Approved: 8/28/2017

Pricing Attached

SERVICES AND/OR GOODS TO BE PROVIDED: The Contractor shall provide the good(s) and/or service(s), as defined in this agreement, on an "as ordered" basis. This is not an order and no funds are obligated under this Pricing Agreement. Funds are obligated by approved purchase orders on an "as needed" basis. Contractor shall receive separate individual Purchase Orders for each individual requests.

MINIMUM AMOUNT: Albuquerque Public Schools does not guarantee a minimum amount of purchases in conjunction with this pricing agreement.

QUOTES AND PAYMENT: The Contractor shall include the APS Pricing Agreement Number on each quote and reflect the price as awarded. If a quote is based on a percentage discount, the quote should document the list price, discount percent, and final price. The invoice submitted for payment shall match the quote and shall note the purchase order number.

Amendments: This Pricing Agreement shall not be altered, changed, or amended except by written agreement signed by both parties.

Reason for Amendment:

Contact: Renee Larcom

Phone: 800/311-1522

Email: rlarcom@aepbooks.com

PROCUREMENT DIVISION AUTHORIZED SIGNATURE

Kristel Nicole Marquez 8/29/17

 Date

VENDOR AUTHORIZED SIGNATURE

 8/31/2017

 Date

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 Date

ALBUQUERQUE PUBLIC SCHOOLS (APS) GENERAL TERMS AND CONDITIONS

- 1. INSPECTION.** The materials, supplies or services furnished shall be exactly as specified in this order, free from defects in Seller's design, workmanship and materials, and, except as otherwise provided in this order, shall be subject to inspection and test by APS at all times and places. If, prior to final acceptance, any materials, supplies or services are found to be defective or not as specified, APS may reject them, require Seller to correct them without charge, or require delivery of such materials, supplies, or services at a reduction in price which is equitable under the circumstances. If Seller is unable or refuses to correct such defects within a time deemed reasonable by APS, APS may terminate the order in whole or in part. Seller shall bear all risks as to rejected materials, supplies and services and, in addition to any other costs for which Seller may become liable to APS under other provisions of this order, shall reimburse APS for all transportation costs, other related costs incurred, or payments to Seller in accordance with the terms of this order for unaccepted materials, supplies and services. Notwithstanding final acceptance and payment, Seller shall be liable for latent defects, fraud or such gross mistakes as amount to fraud. Any test programs and procedures required by the specifications are in addition to, and do not limit, APS's rights provided in this Paragraph.
- 2. WARRANTIES.** Seller warrants the materials, supplies or services furnished to be exactly as specified in this order, free from defects in Seller's design, labor, materials and manufacture, and to be in compliance with any drawings or specifications incorporated herein and with any samples furnished by Seller. All applicable UCC warranties, express or implied are incorporated herein.
- 3. ASSIGNMENT.** Neither the order nor any interest therein, nor claim thereunder shall be assigned or transferred by the Seller except as authorized in writing by APS. No assignment or transfer shall relieve the Seller from its obligations and liabilities.
- 4. CHANGES.** APS may make changes within the general scope of this order by giving notice to Seller and subsequently confirming such changes in writing. If such changes affect the cost of, or the time required for performance of this order, an appropriate equitable adjustment shall be made. No change by Seller shall be recognized without written approval of APS. Any claim of Seller for an adjustment under this Paragraph must be made in writing within thirty (30) days from the date of receipt by Seller of notification of such change unless APS waives this condition. Nothing in this Paragraph shall excuse Seller from proceeding with performance of the order as changed hereunder.
- 5. LABOR DISPUTES.** Seller shall give prompt notice to APS of any actual or potential labor dispute which delays or may delay timely performance of this order.
- 6. TERMINATION AND DELAYS.** APS may by written notice stating the extent and effective date, terminate this order for convenience in whole or in part, at any time. APS shall pay Seller as full compensation for performance until such termination: (1) the unit or pro rata order price for the delivered and accepted portion; and (2) a reasonable amount, not otherwise recoverable from other sources by Seller as approved by APS with respect to the undelivered or unaccepted portion of this order; provided compensation hereunder shall in no event exceed the total order price. Such amount will be limited to the Seller's actual cost and shall not include anticipated profits. APS may by written notice terminate this order for Seller's default, in whole or in part, at any time, if Seller refuses or fails to comply with the provisions of this order, or so fails to make progress as to endanger performance and does not cure such failure within a reasonable period of time, or fails to make deliveries of the items or services or to perform the services within the time specified or any written extension thereof. In such event, APS may purchase or otherwise secure items or services and, except as otherwise provided herein, Seller shall be liable to APS for any excess costs occasioned APS thereby, including incidental and consequential damages. If, after notice of termination for default, APS determines that the Seller was not in default or that the failure to perform this order is due to causes beyond the control and without the fault or negligence of Seller (including, but not restricted to, acts of God or of the public enemy, acts of APS, acts of Government, fires, floods, epidemics, quarantine restrictions, strikes, freight embargoes, unusually severe weather, and delays of a subcontractor or supplier due to such causes and without the fault or negligence of the subcontractor or supplier), termination shall be deemed for the convenience of APS, unless it shall be determined that the items or services covered by this order were obtainable from other sources in sufficient time to meet the required delivery schedule. If APS determines that Seller has been delayed in the work due to causes beyond the control and without the fault and negligence of the Seller, APS may extend the time for completion of the work called for by this order, when promptly applied for in writing by the Seller; and if such delay is due to failure of APS, not caused or contributed by Seller, to perform services or deliver property in accordance with the terms of the order, the time and price of the order shall be subject to change under the Changes Paragraph. Sole remedy of Seller in event of delay by failure of APS to perform shall, however, be limited to any money actually and necessarily expended in the work during the period of delay, solely by reason of delay. No allowance will be made for anticipated profits. The rights and remedies of APS provided in this Paragraph shall not be exclusive and are in addition to any other rights and remedies provided by law or under this order. As used in this Paragraph, the word "Seller" includes Seller and its sub suppliers at any tier.
- 7. AFFIRMATIVE ACTION.** Seller shall not maintain or provide racially segregated facilities for employees at any establishment under his control. Seller agrees to adhere to the principle set forth in Executive Order 11246 and 11375, and to undertake specifically to maintain employment policies and practices that affirmatively promote equality of opportunity for minority group persons and women; to take affirmative steps to hire and promote women and minority group persons at all job levels and in all aspects of employment; to communicate this policy effectively to all persons concerned within Seller's company, with outside recruiting services and the minority community at large; to provide APS on request a breakdown of its labor force by ethnic group, sex, and job category; and to discuss with APS its policies and practices relating to its affirmative action program.
- 8. INDEMNIFICATION AND INSURANCE.** Seller assumes the entire responsibility and liability for losses, expenses, damages, demands and claims in connection with or arising out of any actual or alleged personal injury (including death) and/or damage or destruction to property sustained or alleged to have been sustained in connection with or arising out of the performances of the work by Seller, its agents, employees, subcontractors or consultants, except to the extent of liability arising out of the negligent performance of the work by or willful misconduct of APS. Seller shall indemnify and hold harmless APS, its officers, agents, and employees from any and all liability for such losses, expenses, damages, demands, and claims and shall defend any suit or action brought against any or all of them based on any actual or alleged personal injury or damage and shall pay any damage costs and expenses including attorneys' fees, in connection with or resulting from such suit or action. Seller agrees that it and its subcontractors will maintain public liability and property damage insurance in reasonable amounts covering the above obligation and will maintain workers' compensation coverage covering all employees performing this order on premises occupied by or under the control of APS.
- 9. PATENT AND COPYRIGHT INDEMNITY.** Seller shall pay all royalty and license fees relating to deliverables and other items covered hereby. In the event any third party shall claim that the reproduction, manufacture, use or sale of goods or items covered hereby infringes any copyright, trademark, patent, or other intellectual property rights, Seller shall indemnify and hold APS harmless from any cost, expense, damage, or loss resulting therefrom.
- 10. DISCOUNTS.** APS will take advantage of prompt payment discounts whenever possible; however these will not be used as a means to determine the low responsive and responsible bidder. Any discount period will not begin until the materials, supplies or services have been received and accepted and a correct invoice submitted for payment. If testing is required, discount period will not begin until such tests are satisfactorily completed.
- 11. CONTINGENCY FEES.** Seller warrants that no person or selling agency has been employed or retained to solicit or secure this order upon an agreement or understanding for a commission, percentage, brokerage or contingent fee excepting bona-fide employees or bona-fide established commercial or selling agencies maintained or utilized by Seller for the purpose of securing business. For violation or breach of this warranty, APS shall have the right to annul this order without liability or, at its discretion, to deduct from this order, price or consideration or otherwise recover the full amount of such commission, percentage, brokerage or contingent fee.
- 12. PENALTIES.** The New Mexico Procurement Code (NSMA 1978) imposes civil and criminal penalties for its violation. In addition, New Mexico criminal statutes impose penalties for bribes, gratuities and kickbacks.
- 13. TITLE AND DELIVERY.** Title to the materials and supplies passed hereunder shall pass to APS at the F.O.B. point specified subject to the right of APS to reject upon inspection. For any exception to the delivery date specified, Seller shall give prior notification and obtain approval thereto from APS's Purchasing Department. Order is subject to termination for failure to make timely delivery.
- 14. TAX STATUS.** APS holds a Class 9 Nontaxable Transaction Certificate and is exempt from payment of tax on the purchase of tangible personal property. This certificate will be issued upon request. It is not valid for the purchase of services including construction, or materials that become part of a construction project or for the lease of property. Seller is responsible for payment of all applicable taxes, which will be added to invoice as a separate item at the current rate.
- 15. APPLICABLE LAWS.** If this order is a subcontract under a U.S. Government Prime Contract, applicable clauses of the Federal Acquisition Regulations are incorporated herein by reference. Any provision required to be included in a contract of this type by any applicable and valid Executive Order, federal, state or local law, ordinance, rule or regulation also shall be deemed to be incorporated herein. Any contract or litigation resulting from acceptance of this purchase order will be construed according to the laws of the State of New Mexico unless otherwise stated.

SUBMISSION COVER SHEET

(Submit with your bid.)

BIDDER ACKNOWLEDGEMENT: By responding to this Bid, the undersigned Bidder (1) acknowledges that he or she agrees to the terms and conditions set forth in this Bid; (2) certifies that the Bidder has not, either directly or indirectly, entered into action in restraint of full competition in connection with the bid submitted to the District; and (3) agrees to furnish the materials, supplies or services as required within the time specified under the conditions imposed at the price indicated.



Signature of Authorized Representative: *Renee Larcom* Contractor's License #: _____ (If Applicable)

Type or print name of above: Renee Larcom Address 1: 2495 Main Street, Ste 230

Name of Firm: Advanced Educational Products, Inc. Address 2: Buffalo, New York 14214

Telephone No.: 800-311-1522 E-Mail: bids@aepbooks.com

Resident/Veterans Preference Certification No. (If applicable): _____

Contact information for Sales Department:

Contact information for POs/Invoicing/Etc.:

Name of Contact: Renee Larcom Name of Contact: Renee Larcom

Telephone No.: 800-311-1522 Telephone No.: 800-311-1522

Email Address: rlarcom@aepbooks.com Email Address: rlarcom@aepbooks.com

*** IF ANY OF THIS CONTACT INFORMATION CHANGES, IT IS THE RESPONSIBILITY OF THE CONTRACTOR TO IMMEDIATELY NOTIFY APS PROCUREMENT. ***

BID SUBMITTAL REQUIREMENTS AND CHECKLIST

Please submit your completed bid, including the following items. Note that the requested information is mandatory and **failure to submit these items with your response may deem it non-responsive and may be disqualified**. Submittals must be in the following order and all items must be included in your response to this bid.

PRINTED SUBMITTALS:

- Submission Cover Sheet **SIGNED**
- Bid Pricing List – **DO NOT SUBMIT ANY PRINTED CATALOGS.**
- Specification Exception Form **SIGNED**
- Completed Conflict of Interest and Debarment/Suspension Form (see Compliance section) **SIGNED**
- Campaign Contributions Disclosure Form (see Compliance section) **SIGNED**
- Resident Contractor (or Veteran Resident Contractor) Preference Certificate **SIGNED** *N/A*
- Addendums (if applicable) – **before** submitting your bid, please check for addendums here:
<http://www.aps.edu/procurement/current-bids-and-rfps>

ELECTRONIC SUBMITTALS:

- Electronic Price List/Catalog (either include a web-link where your pricing lists/catalogs can be found (in the space provided on the Bid Pricing List) **or** include a CD with your pricing list/catalogs)
- Electronic Version of Bid Pricing List – please find an excel spreadsheet on the APS Procurement website here: <https://www.aps.edu/procurement/current-bids-and-rfps> Fill in all highlighted fields in the spreadsheet.

Bid Pricing List

(Submit with your bid.)

Description	% off of publishers' price
Paperback Books – English	0-48
Paperback Books – Spanish	0-48
Paperback Books – Other Languages	0-48
Hardcover Books – English	0-48
Hardcover Books – English – Trade Books	0-48
Hardcover Books – English – Publishers Reinforced Library Binding	0-42
Hardcover Books – English – Pre-Bound	0-46
Hardcover Books – Spanish	0-48
Hardcover Books – Spanish – Publishers Reinforced Library Binding	0-42
Hardcover Books – Other Languages*	0-46
Hardcover Books – Other Languages* – Publishers Reinforced Library Binding	0-42
Other: Binding Service	0 % discount

*Other Languages: Vietnamese, Navajo, Zuni, Chinese (Mandarin or Cantonese), Farsi, Arabic, Swahili, and others as needs are identified.

Please see details on Pricing in attached AEP Bid Response

A. Exclusions (if any): None

B. Turn-around time after receipt of order: within 7-14 days

C. Please specify library processing capabilities (if any) to include labeling, barcodes, electronic files (MARC records, etc.), tattle-tape strips, genre stickers, etc. Please also list the cost for these items if available:

AEP provides a comprehensive suite of Library Processing and Cataloging Services.
Please see attached AEP Bid Response for complete details.

D. Please specify replacement policies: Please see replacements and returns policies in attached

AEP Bid Response

E. Please specify shipping costs & policies: Shipping is FOB destination prepaid

Overnight and express shipping needs available at additional market rates



Advanced Educational Products, Inc

Response to IFB # 18-003KN-AM

Books & Media –Instructional & Reference

Albuquerque Public School District

Procurement Department

7/17/2017

Advanced Educational Products, Inc. is a Veteran-Owned, HUBZone Certified Small Business based in New York State offering book and multimedia acquisition services to public and private institutions worldwide since 1992. Our corporation and warehouse is located in Western New York, with close access to the publication and media centers of the U.S. and Canada. Our company offers a comprehensive suite of fulfillment services tailored to meet the needs of Pre-K, K-12, Vocational and Colleges and Universities throughout the State. AEP has demonstrated our ability to meet demanding New York State requirements through our participation in the NYS Contract Group 20060, Books and Nonprint Library Materials & Related Ancillary Services (Statewide), for over 10 years. The fact that option years on this NYS contract has been consistently granted as well as the many major School District contracts that have been awarded attests to AEP's ability to provide these services successfully and consistently over time. It also demonstrates to our capability and experience which is required to meet the needs of all Educational Institutions nationwide.

AEP strives to provide superior customer service predicated on the assumption that procurement officials from institutions of all sizes want personalized relationships with their service providers. To that end, all AEP customers receive *one-on-one* assistance from a dedicated AEP Account Representative who is responsible for quoting, answering questions, processing claims, and expediting orders. Our extensive procurement capabilities allow us to acquire just about any book-in-print through over 3,000 U.S. and foreign publishers, plus acquire countless out-of-print, rare and special order titles through a worldwide network of specialty dealers. AEP also offers a range of value-added products and customized services. These include technical processing, professional cataloging, online access, EDI, and customized management reports.

Through our teaming arrangement with a major book wholesaler, AEP provides access to a world-class online database providing real-time price, availability, and bibliographic information on over 11 million titles (of which approx. 1.2 million titles are available for next-day shipment). We also offer a full line of cataloging and physical processing services to libraries of all types. Our commitment to quality and customer services is reflected in the large number of repeat customers and blanket-order agreements that AEP has established over the past 25 years. The management of AEP feels that our company is particularly well-suited for offering the types of materials and services requested by The Albuquerque Public School District.

7/17/2017

***NOTE ON CUSTOMER SERVICE:** In order to provide the best service possible, AEP Books and Media provides a dedicated personal account manager who oversees all aspects of their account, answers questions, makes special arrangements, and professionally expedites orders. Hamilton Participating schools/teachers are entitled to a free, no-obligation Quote before an order is confirmed. Included in this Quote will be current availability and updated information regarding the titles inquired about, in order to assist the customer in planning their purchase decision.

AEP Books and Media offer individual attention, allowing for same-day researching, ordering and follow-up. Orders can be placed via our toll-free telephone number, internet, fax, or email. Order confirmations are sent upon placement and order status updated are sent to each customer including any backorder reporting. This ensures urgently needed titles are received on time. Status reports are issued upon request or according to the contract.

AEP Books and Media is dedicated to offering Simply Better Service. That is why when you call us, during business hours, you will not be sent through an automated system. Each time you call, you will be able to speak to one of our friendly team members to handle any need efficiently and professionally.

****NOTE ON RETURN POLICY:** We appreciate your business and hope that the products you order meet your expectations. Any damaged titles received will be replaced at no charge. If for any reason you are not completely satisfied with a purchase, you may return the items in salable condition within 30 days for a full refund of the purchase price.

** *Because of limitations placed on AEP by some publishers, certain special order titles may not be returnable and/or may be subject to a restocking fee. We will notify you of these conditions before fulfilling the order.*

7/17/2017

*****NOTE ON CATALOGS:** Because AEP offers over 11 million in print titles to its customers; we do not provide traditional printed catalogs. AEP customers can access our comprehensive online database of available titles 24 hours per day by visiting our website at www.k12.aepbooks.com. This database contains information about our entire book, audio, CD and DVD catalog along with pricing, availability, and bibliographic information. This database is updated on a daily basis and also includes information regarding forthcoming titles, bestsellers, and literary awards. Searching by topic, subject, author and publisher is also available to any customer with internet access. AEP can also develop a secure individualized book web portal for your members. AEP can obtain thousands of other print materials including Accelerated Reader, AR tests, out-of-print, rare and special order titles that may not listed in the database. Arrangements for quotes on these special order items can be arranged through an AEP Service Representative via our toll-free telephone number, internet, fax, or email.

******NOTE ON PRICING:** Advanced Educational Products offers deep discount pricing off publisher's list prices. Our discounts generally average about 25 – 35% off list price but may go as high as 45% for certain trade books and for certain quantities. For the purposes of this RFCSP, all prices will be the best discounts that AEP offers to any customer, and will meet or exceed our commercial price in all cases. The average discount is expected to be 33% FOB destination. Considering that this includes average shipping charges of 7%, this equates to an average 40% discount off list. **Actual per item discounts are determined by the discount AEP in turn receives from the publisher or vendor of choice.** In addition to receiving the best discount, all Albuquerque PSD Participating schools'/teachers' pricing will be FOB destination for standard ground deliveries. Express or other special delivery requirements may incur shipping charges which are charged at the actual rate, determined by the shipping method agreed upon between AEP and the Albuquerque PSD. If requested, Albuquerque PSD participating schools/teachers are entitled to a free, no-obligation Quote before an order is confirmed. Included in this Quote will be availability and update information regarding the titles inquired about, in order to assist the customer in planning their purchase decision. Please note that an AEP Account Representative is assigned responsibility for pricing accuracy in all Quotes presented to their customers. This AR is also available to answer any questions or give prompt, effective customer service as needed.

7/17/2017

******NOTE ON EDUCATION CONSULTING & COLLECTIONS SERVICES:**

Advanced Educational Products has expanded our services for the K-12 markets to include Educational Consultants on staff to assist with your District's collections development needs. With the creation of innovative, up-to-date, and expert designed classroom libraries, classroom kits, and dozens of "EZ Pack" collections to fit the needs of your entire organization. Our team of experts has designed collections of classroom resources to support and supplement your teachers' instruction and your school leadership pursuits AEP is proud to offer the following collections, to date for 2016:

- Common Core State Standards (CCSS) Collections.
- Subject Area Collections, including STEAM and Next Generation Science Collections.
- Themes and Specialty Collections for something special and unique.
- Readers' & Writers' Workshop Mentor Texts (with literary element descriptions).
- Guided Reading & Leveled Text Collections (fiction and non-fiction) (over 15,000 titles!)
- Book Room Collections to "replenish" and "resuscitate" your tattered titles
- Professional Development Solutions (over 50 collections) for your entire organization
- Parent-Teacher Association and Board of Education resource collections.
- Graphic Novels and high-interest titles for rejuvenating classroom or school libraries....

Each day, our experts create new collections so you have more choices for your students at K12.aepbooks.com. AEP can also customize the development of your classroom libraries and kits to fit your specific needs.

******NOTE ON PROCESSING & MARC RECORDS:**

If you have any questions regarding these services, please contact Stephanie Molnar, Library Services Manager, at 800-311-1522, ext. 29.

Library Processing Services Pricelist

AEP provides many shelf-ready services, including cataloging and physical processing of books and media to your requirements. These options allow you to save valuable time and expense getting materials ready for circulation. Upon request, we can provide details about services in the following areas:

Please check which of the following options you would like:

Book Processing

___ Spine Label.....	\$0.10	___ Reading Level Labels (Lexile, AR, Guided only).....	\$0.10
___ Spine Label Attachment.....	\$0.15	___ Reading Level Label Attachment.....	\$0.15
___ Barcode Label.....	\$0.10	___ Customized Classroom Label.....	\$0.18
___ Barcode Label Attachment.....	\$0.15	___ Classroom Label Attachment.....	\$0.22
___ Book Pocket.....	\$0.10	___ Book Pocket Label.....	\$0.25
___ Book Pocket Attachment.....	\$0.15	___ Book Pocket Label Attachment.....	\$0.15
___ Book Card.....	\$0.05	___ Due Date Slip.....	\$0.10
<i>3" x 5" white card</i>		___ Due Date Slip Attachment.....	\$0.20
___ CD/DVD Book Pocket Attachment.....	\$1.75	___ Security Strips (3M tattle tape).....	\$0.35
<i>Self adhesive pocket for accompanying media</i>		___ Security Strip Attachment.....	\$0.15

Media Processing

___ Spine Label.....	\$0.10	___ Hub Label.....	\$0.10
___ Spine Label Attachment.....	\$0.15	___ Hub Label Attachment.....	\$0.15
___ Barcode Label.....	\$0.10	___ Media Case (per disc).....	\$1.00
___ Barcode Label Attachment.....	\$0.15	<i>2 ring binder with double sided sleeves</i>	
___ Case Artwork (price per case).....	\$1.60	___ DVD Case (per disc).....	\$1.00
<i>B&W or Color Photocopies of Original Media Artwork</i>		<i>Standard, slim, or double cases</i>	
___ Security Strips (per disc) (Overlay for disc).....	\$0.85		
___ Security Strip Attachment.....	\$0.15		

Cataloging

Please note that we typically compile *Library of Congress Subject Headings (LCSH)* for our MARC records (6xx fields).

___ MARC Record (per record).....	\$0.35	___ New Record Creation (Book).....	\$9.00
<i>Via electronic transfer</i>		<i>Will notify customer in advance if needed</i>	
___ Catalog Card.....	\$0.10	___ New Record Creation (Media).....	\$12.00
<i>For corresponding MARC record</i>		<i>Will notify customer in advance if needed</i>	

Binding

Please note that books cannot be bound if over 12 inches in length. Some books may not be suitable for binding. An AEP Service Representative will contact you regarding unsuitable titles received at the bindery, or they will be processed according to a pre-arranged profile agreement.

___ Vinabind (per book).....	\$7.50
<i>This process converts paperback to hardback. The original cover is removed, bound to acid-free binder board, laminated and reattached. Tightly woven back lining cloth is used to reinforce the spine. Some titles require sewn binding reinforcement (no extra charge). Vinabinding typically extends the life of paperbacks by 8-9 times. A minimum number of 15 books applies. Please note that this process may take up to 2-3 weeks, since it is done outside of our facilities.</i>	
___ Kapco Easy Covers for Paperback Books (per book).....	\$3.95
<i>Protects paperbacks using self-adhesive, 1.5 mil, clear polyester book covers. Additionally secured with reinforcement tape applied to the front and back hinges. Wipes clean and will not crack, yellow or dry-out. Typically extends the life of paperbacks by 5-6 times.</i>	
___ Mylar Covers for Hardcover Books with Dust-Covers (per book).....	*
<i>Protects hardcover books with dust jackets using a 1.5 mil, clear polyester book cover. Mylar covers attached with acid free, non-yellowing adhesive tape. *Price varies by order.</i>	



ADVANCED EDUCATIONAL PRODUCTS

Simply Better Service.

Advanced Educational Products, Inc. (AEP) is a diversified supplier of publications, amenity items and environmental products. Our legacy division, AEP Books & Media, is a comprehensive book and media supplier offering over million books, CDs and DVDs of all types to the government, academic, and institutional markets. With over \$11 million in sales annually, AEP has been recognized as one of the fastest growing companies in the country, both by Inc. 5000 and the Initiative for a Competitive Inner City. As a Veteran-owned, HUBZone Certified company, AEP is dedicated to supporting various Veteran's causes including *Operation Homefront*.



AWARDS AEP has been awarded numerous awards recently including:

2010

Inc. 5000 Ranked #2329 (*Growth rate 108%*)
Inner City 100—31st fastest growing city
31st fastest growing inner city business in the US

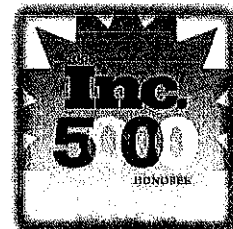


ICIC

Initiative for a Competitive Inner City

2009

Inc. 5000 Ranked #922 (*Growth rate 328%*)
Inner City 100
9th fastest growing inner city business in the US



2008

Inc. 5000 Ranked #1386 (*Growth rate 273%*)
Top Small Business of the Year honored by Key Bank

CONTRACTS- FEDERAL AND STATE



- GSA Contract # GSAGS-02F-0043M, expiration 6-14-2017
- FEDLINK BOA#: LC06G7523
- DOD Email
- New York State OGS



LARGE CONTRACT SERVICES

WHO

AEP provides large contract customers such as the Armed Forces Library Program with a dedicated Contract Customer Support Team (CCST) comprised of a management-level prime contact plus the most experienced representatives from our major functional areas. This CCST assists the customer with all aspects of the account, including selection, ordering, shipping, accounting and customer service.

WHAT

AEP can offer you access to over 5,000 US publishers plus thousands of foreign, special order, rare and out-of-print sources worldwide. Our 5 million plus database that includes books, CDs, DVDs, Audio books, AV and video and eBook titles, pricing, availability and release dates is updated daily.

Additionally, AEP can offer you personalized programs, namely:

- **Customized Ordering** including Edifact, ANSI X-12, major Library Automation systems
- **Customized Reporting** such as shipping manifests, tracking and output to spreadsheets.

WHY

AEP has a custom built data reporting program that provides a real-time information system. This allows the Armed Forces Book Library the ability to verify inventory, status of orders and various other inquiries.

WHERE

Located in Buffalo, NY, AEP's administration, accounting, sales, shipping and IT departments are all based in the same facility. This allows for quick changes to be easily executed, including last minute changes to orders.

WHEN

AEP is dedicated to offering its customers *Simply Better Service*. Our current large contract customers attest to this. We are available to assist you with all aspects of your Book and Publications procurement by providing one of the fastest response times in the industry.

ADDITIONAL SERVICES

CUSTOMIZED BESTSELLER LISTS, RELEASE DATE LISTS, POPULARITY LISTS

SHELF READY PROCESSING SERVICES

AEP can catalog your books and publications to your specifications. We offer comprehensive physical and technical processing for all your titles.

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