



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

P105818

V  
E  
N  
D  
O  
R

Carolina Biological Supply Company  
PO Box 6010  
Burlington, NC 27216

SHIP TO

Various APS Locations

ATTENTION OF

DATE	VENDOR CODE
5/17/2016	10477

The Procurement Code, Sections 13-1-28 through 13-1-189 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

Math & Language Arts Manipulatives and Related Materials

Contract Term: May 23, 2013 to May 22, 2017

Per terms and conditions of: 13-044LJ-AM

Board Approved: 5/22/2013

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: Extension

See attached updated Carolina Proposal Letter.

Contact: Elizabeth Stanfield

Phone: 800-334-5551

Email: elizabeth.stanfield@carolina.com

PROCUREMENT DIVISION AUTHORIZED SIGNATURE

*Dandra Smith* 5-18-16  
Date

VENDOR AUTHORIZED SIGNATURE

*E Stanfield* 5/19/16  
Date

Elizabeth J. Stanfield  
Contract and B2B Manager

## 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 (NMSA 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.

5/19/2016

Sandra Sanchez  
Procurement Manager  
Albuquerque Public Schools  
PO Box 25704  
Albuquerque, NM 87125

Dear Ms. Sanchez:

We propose to furnish all of your requirements as selected from our catalogs and web site for the period of 5/23/2013 to 5/22/2017, all in accordance with the following terms and conditions.

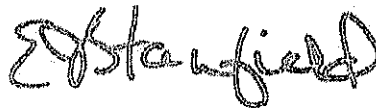
- a) A minimum annual purchase guarantee of \$500 is required to keep this agreement active.
- b) Purchase orders shall be issued to cover requirements from time to time and shall reference to this Proposal No. **P105818**
- c) Prices shall be as listed on our website less a **5% discount**. Furniture items and Distance Learning kits are excluded from our discount offer.
- d) Our web site, [www.carolina.com](http://www.carolina.com), offers the ability to receive your contract pricing, use a Purchase Order, and receive tax-exemption if qualified. To enable these features on your Carolina Online Account, please call Customer Service at 800.334.5551 (8am to 8pm, ET, Monday-Friday) before creating your own Carolina Online Account.
- e) On orders of \$200.00 or more, prices will be freight prepaid except on living, perishable, hazardous chemicals, kits containing hazardous chemicals, drop ship items, and preserved specimens. Freight prepaid shipments are cheapest/best way. Motor freight shipments are dock delivery only. Inside delivery for motor freight shipments and expedited shipping methods are an additional charge. Shipping and handling charges will be added to all orders less than \$200.00.
- f) This proposal cannot be used in conjunction with any other bid responses, phone or written quotations, price agreements or promotions. **GEMS®, Math-Out-of-the-Box™, STC™ and STC/MST™ kits, refurbishment sets, Building Blocks of Science®, and printed materials will be sold at list price with no discount and freight charges will be added to the billing invoice.**
- g) Invoices shall be rendered for each individual shipment with corresponding packing list included with each delivery. Our terms are net 30 days.
- h) Please provide, upon award of contract, a list of all schools and addresses participating in this contract. This information is very important and will insure all schools receive contract pricing.
- i) A form has been included with this proposal letter to help facilitate this request. Please photo copy the form if more sheets are needed. If your school district already has a separate form of

all participating schools please feel free to use it, and discard the form we have included. Please mail or fax the forms to the address or fax number at the top of the form, Attn. Quotation Department.

We are pleased to submit this proposal with our assurance that the basis of the prices offered and the method of billing will afford you the lowest cost, inasmuch as all guess-work and contingencies to cover estimated weight and transportation costs, normally considered in specified quotation, are eliminated.

Your interest is appreciated, and we hope that we may be of assistance to you in the future. Please make sure our Proposal Number **P105818** appears on all purchase orders and correspondence.

Sincerely,

A handwritten signature in black ink, appearing to read "E Stanfield". The signature is written in a cursive, somewhat stylized font.

Elizabeth Stanfield  
Contract and B2B Manager

**Quotation Department  
Carolina Biological Supply Company  
2700 York Road  
Burlington, NC 27215-3398**

**Phone: 800-334-5551**

**Email: quotations@carolina.com**

**Fax: 336-538-6330**

**School Participation Listing Form  
Contract # P105818  
Attn: Elizabeth Stanfield**

Name \_\_\_\_\_

Institution \_\_\_\_\_

Address \_\_\_\_\_

City/ST/Zip \_\_\_\_\_

Name \_\_\_\_\_

Institution \_\_\_\_\_

Address \_\_\_\_\_

City/ST/Zip \_\_\_\_\_

Name \_\_\_\_\_

Institution \_\_\_\_\_

Address \_\_\_\_\_

City/ST/Zip \_\_\_\_\_

Name \_\_\_\_\_

Institution \_\_\_\_\_

Address \_\_\_\_\_

City/ST/Zip \_\_\_\_\_

Name \_\_\_\_\_

Institution \_\_\_\_\_

Address \_\_\_\_\_

City/ST/Zip \_\_\_\_\_

Name \_\_\_\_\_

Institution \_\_\_\_\_

Address \_\_\_\_\_

City/ST/Zip \_\_\_\_\_

Name \_\_\_\_\_

Institution \_\_\_\_\_

Address \_\_\_\_\_

City/ST/Zip \_\_\_\_\_

Name \_\_\_\_\_

Institution \_\_\_\_\_

Address \_\_\_\_\_

City/ST/Zip \_\_\_\_\_

BID NO. 13-044LJ-AM  
Math and Language Arts Manipulatives

Carolina Biological  
Firm Name Supply Company

Bid No. 13-044LJ-AM

MATH AND LANGUAGE ARTS MANIPULATIVES  
AND RELATED MATERIALS - DISCOUNT FROM LIST

Page 8

Item  
No. Description

In the interest of fairness and sound business practice, please provide the following information regarding your company. No value will be assigned but it will be a factor in determining the responsive and responsible bidder(s). APS reserves the right to request additional information as necessary.

NOTE: Your bid will be rejected if the following information is not provided on these pages.

1. Contract Designee: (Name of person assigned to APS account. Include telephone and fax number. Please notify APS if contract designee changes.)

Elizabeth Stanfield - Tel. # 1-800-334-5551 ext. 6297

Elizabeth J. Stanfield  
Contract and B2B Manager

FAX # 336-538-6330

email: elizabeth.stanfield@  
Carolina.com

2. Special Quotation/Reference/Account Number: (Optional. If applicable, indicate type and number.)

P105818

3. Order Address: (Mailing address for orders)

Carolina Biological Supply Company

P.O. Box 6010

Burlington, NC 27216-6010

4. Remit Address: (Mailing address for payments)

Carolina Biological Supply Company

P.O. Box 60232

Charlotte, NC 28260-0232

5. 

BID NO. 13-044LJ-AM  
Math and Language Arts Manipulatives

Carolina Biological  
Firm Name Supply Company

Bid No. 13-044LJ-AM

MATH AND LANGUAGE ARTS MANIPULATIVES  
AND RELATED MATERIALS – DISCOUNT FROM LIST

Page 9

Item

No. Description

6. Overall Catalog Discount: (Net, 10%, etc.) Cover letter explaining discounts is recommended.

5% from website pricing at www.Carolina.com  
See attached proposal for product  
exclusions.

7. Individual Price List Discount: (Indicate area, i.e. live material, furniture, etc. which may be more or less than No. 6.)

5% from website pricing at www.Carolina.com  
See attached proposal for product  
exclusions.

8. Discount Exceptions: (Indicate, if applicable, i.e. X amount or more pricing, motor freight items, etc.)

See attached proposal for product  
exclusions and freight terms.

9. Minimum Order/Delivery amount per order to qualify for discount: (If applicable.)

See attached proposal

10. Miscellaneous Charges: (i.e. small order charge, hazardous materials surcharge, etc. Please specify name of charge and amount or percentage.)

See attached proposal

BID NO. 13-044LJ-AM  
Math and Language Arts Manipulatives

Carolina Biological  
Firm Name Supply Company

Bid No. 13-044LJ-AM

MATH AND LANGUAGE ARTS MANIPULATIVES  
AND RELATED MATERIALS - DISCOUNT FROM LIST

Page 10

Item

No. Description

11. Delivery Charge Exceptions: (Indicate the amount, percent, etc. to be charged.) Before filling in this section, read General Requirements, F.O.B. Destination, page 6.

See attached proposal

12. APS may on occasion require inside delivery of math and language arts manipulatives, and related materials to a certain location. Can your company deliver these types of manipulatives related material inside a building?

Yes - There will be an additional charge based on the weight and volume of the shipment.

13. Specify any exceptions and conditions that your company may require.

See attached proposal.

14. What is your average lead-time after receipt of order?

10-35 days

15. What is your Return Policy? (Specify your return goods policy, restocking charges, exchanges, etc.)

Contact our Customer Service Dept. for authorization and return instructions at 1-800-334-5551. There are no restocking charges on stock material.



BID NO. 13-044LJ-AM  
Math and Language Arts Manipulatives

Carolina Biological  
Firm Name Supply Company

Bid No. 13-044LJ-AM

MATH AND LANGUAGE ARTS MANIPULATIVES  
AND RELATED MATERIALS – DISCOUNT FROM LIST

Page 11

Item

No. Description

16. Please explain your discount procedures as it applies to your invoice. (i.e. discount based on unit price, total extension of unit price, total order, etc.) APS PREFERS DISCOUNT BY LINE ITEM.

Discount is applied to each line item  
on the invoice. Amount on invoice is the  
discount price.

17. Does your company have a digital catalog or online ordering capabilities? If so please include detailed information on catalogs, ordering procedures, website information etc.

www.carolina.com - With a username and  
password, you will see your discounted  
pricing.

18. Add any other information regarding ordering procedures that has not been discussed that you wish to have considered.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

19. Fax Number(s) for purchase orders:

1-800-222-7112

20. Email address for companies APS contact: (Used to get quotes, request returns, pricing problems)

quotations@carolina.com

Note: Please include any attachments/procedures that display your companies' policies.

Previous Bid No. 09-066GR-SL