



**ALBUQUERQUE
PUBLIC SCHOOLS**

PRICE AGREEMENT NO. 14603

AMENDMENT NO.

**ALBUQUERQUE PUBLIC SCHOOLS - PROCUREMENT DIVISION
PO BOX 26704
ALBUQUERQUE, NEW MEXICO 87125
PHONE (505) 861-8415
FAX (505) 830-1161**

**V
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R**

School Outfitters
3736 Regent Ave
Cincinnati, OH 45212

SHIP TO

Please See Purchase Order for
Ship To/Contact Person

**ATTENTION
OF**

DATE	VENDOR CODE
11/17/2016	24507

The Procurement Code, Sections 13-1-28 through 13-1-109 NMSA 1978, impose 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

Science Supplies & Equipment

Contract Term: November 17, 2016 - November 16, 2022

Per terms and conditions of: 17-024KN-DW

Board Approved: 11/16/2016

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: Angela Webb

Phone: 800-260-2776

Email: contracts@schooloutfitters.com

PROCUREMENT DIVISION AUTHORIZED SIGNATURE

Kristal M. ...
Date: 11/17/16

VENDOR AUTHORIZED SIGNATURE

J. M. ...
Date: 12/15/16

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 performance 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 without 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 employee 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 Non-taxable 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.

PRICING LIST

The undersigned certifies that he or she has not either directly or indirectly entered into any action in restraint of free competitive bidding in connection with this solicitation and agrees to furnish the materials, supplies or services as required within the time specified under the conditions imposed and at the price indicated.

Signature of Authorized Representative: Angela Webb Contractor's License #: _____
(If Applicable)

Type or print name of above: Angela Webb

Name of Firm: School Outfitters Address: 3736 Regent Ave.

Telephone No.: 800-260-2776 Cincinnati, OH 45212

Veterans Preference Certification No. (if applicable): _____

Contact information for Sales Department:

Contact information for POs/Invoicing/Etc.:

Name of Contact: Mike Moody

Name of Contact: Contracts Team

Telephone No.: 848-619-6928

Telephone No.: 800-260-2776

Email Address: mike.moody@schooloutfitters.com

Email Address: contracts@schooloutfitters.com

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

COST PROPOSAL

- 1) General Supplies 2 % off of catalog price
- 2) Chemicals _____ % off of catalog price
- 3) Specimens _____ % off of catalog price
- 4) Science Instructional Material 2 % off of catalog price
- 5) Equipment & Lab Furniture 2 % off of catalog price
- 6) Exclusions (if any) _____

OTHER PRICING INFORMATION

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

NONE

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

freight will be added as a separate line item.
Assembly/Installation/set-up is available & will be added as a separate line item on the quote.

3. **Delivery Charge Exceptions:** (Indicate the amount, percentage, etc. to be charged.) Before filling in this section, read Technical Specifications, section 5, Delivery on page 13.

Shipping will be added as a separate line to each order & will vary by item & MFG.

4. **APS may on occasion require inside delivery of science supplies, specimens, equipment, and related materials to a certain location. Can your company deliver science supplies, specimens, equipment, and related materials inside a building?**

Yes, we can price additional delivery services at the time of quoting.

5. **Specify any exceptions and conditions that your company may require.**

Additional volume discounts may be available. It will vary based on item, manufacturer, & quantity. Please call or email for quote.

6. **What is your Return Policy?** (Specify your return good policy, restocking charges, exchanges, etc.)

Please see our attached return policy.

7. **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.**

Discounts are based on the unit price.

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

please see attached deviations page.

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

Previous Bid No. 13-024 SC-SL

Firm Name: School Outfitters
Bid No. 17-024KN-DW

**SPECIFICATIONS EXCEPTION FORM
SCIENCE SUPPLIES & EQUIPMENT**

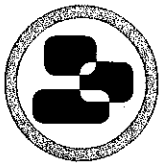
Note: Your bid may be rejected if you do not sign and submit this page.

Bid on materials, supplies, or equipment with varying specifications may be considered by Albuquerque Public Schools. However, in the interest of fairness and sound business practice it should not be the responsibility of APS to probe for information concerning items which you intend to furnish. Therefore, if your bid differs from the specifications or if you take exemption to any of the requirements, such information must be clearly stated in the space following. Failure to do so may result in forfeiture of bid bond, if applicable, or seller may be found in default.

please see attached deviations page.

I do meet specifications: _____

Exceptions are as stated: Angela Signature
Signature



**SCHOOL
OUTFITTERS**

*Furnishing great
places to learn:*

Deviations

- **Freight will be added to each order as a separate line item and will vary by item and manufacturer.**
- **Inside delivery, lift gate, installation, assembly, and removal of debris services are available for an additional charge.**
- **Delivery times may vary by item and manufacturer and all items will drop ship from the manufacturer. Some items are made to order and their delivery time will be clearly communicated at the time of order.**
- **Discounts are being offered off of our already discounted prices on our website:
www.schooloutfitters.com**
 - **Volume discounts are available – call for a quote!**
- **You must call, email or chat to receive your contracted prices.**

E. sales@schooloutfitters.com

I. www.schooloutfitters.com

P. 800.260.2776

F. 800.494.1036

PO Box 141231

Cincinnati, Ohio 45250-1231



**SCHOOL
OUTFITTERS®**

*Furnishing great
places to learn.®*

Have questions?
1-800-260-2776
sales@schooloutfitters.com
www.schooloutfitters.com

School Outfitters Returns Policy

You are responsible for inspecting your merchandise when it is delivered. If there is excessive damage or the shipment is incorrect, you should refuse the shipment and call customer service at **1-866-619-1776**.

Occasionally, delivery drivers do not allow enough time for you to inspect the shipment, or the order is delivered while you are not there. If the driver does not allow you time to inspect your shipment, sign for it, noting "damaged" on the bill of lading.

It is your responsibility to fully inspect your merchandise within two weeks of receipt. If you find you have a problem with damage or an incorrect shipment, you must contact us during this period. We cannot be held responsible for damages or incorrect shipments if you wait beyond this period to inform us.

As long as you contact us during this period, any item that is damaged when it arrives or that does not arrive as ordered (size, color, or features were not as you specified) will be promptly replaced by us at no additional cost to you.

If you order something and it arrives as ordered but you subsequently decide you want or need to return it, you will be responsible for all shipping charges, including return charges. You must contact us within two weeks (10 business days) to return these items. In some cases, you will need to pay a restocking fee of 15-50% as well. (We will try our best to get the restocking fee waived by the manufacturer but we are not always successful.) If you're not sure about a color or a size, please ask.

Important Note: Please keep the original cartons in which your order shipped until you are satisfied that your merchandise is correct and undamaged. Most manufacturers will not accept returns of merchandise not in the original packaging, and freight companies often ask to inspect the packaging if a shipment is reported as damaged.

Special Cases

Clearance: All sales and clearance items are final. While individual warranties may still be honored by their respective manufacturers, School Outfitters will not accept returns on any clearance items.

Food Service Items: If a food service item has been uncrated but is still unused, it may be re-crated and returned to the manufacturer provided it is still in its original condition. However, the restocking fee on these items is typically 25-35%, and you will be responsible for the return shipping charge. Written authorization from the manufacturer is required prior to returning food service items. Once a food service item has been used, it may not be returned. If there is a mechanical problem with a food service item under warranty, the manufacturer will repair or replace it at no charge to you.

Outdoor Play Equipment: You may return outdoor play equipment as long as it has never been installed or been in storage for more than six months. You will be responsible for the cost of return shipping and any restocking fees, and a prior written return authorization from the manufacturer is required.

Custom Items: A number of items we sell — including food service and outdoor play items — are made to order and are considered "custom." These items are non-returnable and will be labeled as such on our website. Other custom products are available only when you speak with one of our sales consultants. They will always remind you if an item you are ordering is non-returnable and will include that information on any quote they provide you.

Customer-Assembled Items: Some of our manufacturers consider user-assembled products "used" once they have been put together, even if they are disassembled for return. As such, they may not be returnable.