COMMONWEALTH OF VIRGINIA

STANDARD CONTRACT

Contract Number: 11-71500-02

This contract entered into the 1st day of July, 2016, by Brodart Co.. hereinafter called the "Contractor" and Commonwealth of Virginia, The Library of Virginia, called the "Purchasing Agency."

WITNESSETH that the Contractor and the Purchasing Agency, in consideration of the mutual covenants, promises and agreements herein contained, agree as follows:

SCOPE OF CONTRACT: The Contractor shall provide the goods/services to the Purchasing Agency as set forth in the Contract Documents.

PERIOD OF PERFORMANCE: From July 1, 2016 through June 2019 with two one-year additional renewal periods.

The contract documents shall consist of:

(1) This signed form;

(2) The following portions of the Request for Proposal #11-71500-02 dated April 26, 2016:

(a) The Statement of Needs,
(b) The General Terms and Conditions,
(c) The Special Terms and Conditions

(3) The Contractor's Proposal dated May 26, 2016, all of which documents are incorporated herein.

IN WITNESS WHEREOF, the parties have caused this Contract to be duly executed intending to be bound thereby.

CONTRACTOR:	PURCHASING AGENCY:
By: Lisa Miosi	By: Sandra G Treadway
Lisa Miosi	
Title: Director, Customer Care	Title: Librarian of Virginia

Note: This public body does not discriminate against faith-based organizations in accordance with the Code of Virginia, § 2.2-4343.1 or against a bidder or offeror because of race, religion, color, sex, national origin, age, disability, or any other basis prohibited by state law relating to discrimination in employment.

This Proposal has been Especially Prepared for:

Mid-Atlantic Library Alliance, Inc. (MALIA)

Request for Proposal #11-71500-02
Library Supplies
Due: May 31, 2016 @ 4:00 p.m.

Submitted By:
Brodart Co.
500 Arch Street
Williamsport, PA 17701
800.233.8467

REQUEST FOR PROPOSAL

Issue Date: April 26, 2016 **RFP # 11-71500-02**

Title: Library Supplies **Commodity Code: 71500**

Issuing Agency: **Library of Virginia, on behalf of**
Mid-Atlantic Library Alliance, Inc. (MALIA)
Carolea Newsome, Contract Administrator
John Cook Wyllie Library
University of Virginia's College at Wise
One College Avenue
Wise, VA 24293

Using Agency: Library of Virginia on behalf of Mid-Atlantic Library Alliance, Inc. (MALIA)

Initial Period of Contract: From July 1, 2016 through June 30, 2019 with two one-year additional renewal periods.

Sealed Proposals Will Be Received Until 4:00 p.m. (Eastern Standard Time) on Tuesday, May 31, 2016, For Furnishing The Services Described Herein.

All Inquiries For Information Should Be Directed To: Carolea Newsome, Contract Administrator, 276/328-0152 (V), 276/328-0105 (F), or maliacontract@ehc.edu

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IF PROPOSALS ARE MAILED, ARE HAND DELIVERED OR EXPRESS MAILED, SEND DIRECTLY TO THE ISSUING AGENCY SHOWN ABOVE.

In compliance with this proposal and to all the conditions imposed herein, the undersigned offers and agrees to furnish the library materials in accordance with the attached signed proposal or as mutually agreed upon by subsequent negotiation.

Name and Address of Firm:

Brodart Co.

Date: May 26, 2016

By: Lisa Miosi
(Signature in Ink)

Name: Lisa Miosi

Williamsport, PA **Zip** 17701
Title Director, Customer Care

FEI/FIN No. 23-2248758
Phone: 888.820.4377

E-mail: supplies.quotes@brodart.com
FAX: 800.578.1064

Note: This public body does not discriminate against faith-based organizations in accordance with the Code of Virginia, § 2.2-4343.1 or against an offeror because of race, religion, color, sex, national origin, age, disability, or any other basis prohibited by state law relating to discrimination in employment.

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REQUEST FOR PROPOSAL

Title: Library Supplies

Mid-Atlantic Library Alliance, Inc.(MALIA)

ATTACHMENT A

Offeror Data Sheet

QUALIFICATIONS OF THE OFFEROR: Offerors shall return a completed copy of this attachment with their proposals. Offerors shall exhibit sound business environment with experience in providing subscription services for serials, capability and capacity in all respects to fully satisfy the contractual requirements, including the number of years the offeror has been actively engaged in the business and favorable references from current accounts. To adequately evaluate proposals, MALIA requires the following information of all offerors.

1. YEARS IN BUSINESS: Indicate the length of time the contractor has been in business providing these types of goods and services. Years 77 Months _____

2. REFERENCES: Offerors shall provide a list of 3 references where similar goods and/or services have been provided. Each reference shall include the name of the organization, the complete mailing address, the name of the contact person and telephone number.

	ORGANIZATION	ADDRESS	CONTACT	TELEPHONE
2.1.	Los Angeles Unified School District	8525 Rex Road Pico Rivera, CA 90660	Oscar Altea	562-654-9354
2.2.	Lincoln Public Schools	5901 O Street Lincoln, NE 68510	Tim McMahon	402-436-1750
2.3.	Janesville School District	527 S Franklin Street Janesville, WI 53548	Bill Samborski	608-743-5016

3. CONTRACT ADMINISTRATION: List full names and addresses of the contractor and any branch offices that may be responsible for administering the contract.

3.1. Contractor:

Name: Brodart Co.

Address: 500 Arch Street, Williamsport, PA 17701

Address: 500 Arch Street City: Williamsport State: PA Zip: 17701

3.2. Person to contact re proposal:

Name: Emilee Snook

Telephone: 888.820.4377 Fax: 800.578.1064 E-Mail: supplies.quotes@brodart.com

3.3. Person to contact re changes during the life of the contract:

Name: Emilee Snook

Address: 500 Arch Street City: Williamsport State: PA Zip: 17701

Telephone: 888.820.4377 Fax: 800.578.1064 E-Mail: supplies.quotes@brodart.com

4. Customer Service:

Telephone: 888.820.4377 Fax: 800.578.1064 E-Mail: supplies.customerservice@brodart.com

4.1. Contractor must have a sales representative for Virginia.

Name: Rose Geyer

Address: 500 Arch Street City: Williamsport State: PA Zip: 17701

Telephone: 888.820.4377 Fax: 800.578.1064 E-Mail: Rose.Geyer@brodart.com

4.2. Contractor must provide toll-free customer service telephone number and/or E-Mail, and an account representative must be assigned to the library to respond to problems (e.g., with orders, claims, renewals, invoices, credits) and provide management reports and data.

Account Representative: Rose Geyer

Telephone: 888.820.4377 Fax: 800.578.1064 E-Mail: supplies.customerservice@brodart.com

Web address: www.shopbrodart.com

RFP

REQUEST FOR PROPOSAL

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ATTACHMENT B

Service Requirements Deemed Important in Consideration of Contractor Selection

Offerors shall return a completed copy of this attachment with their proposals, indicating how they will meet each requirement in regard to the scope and suitability of the work to be performed, capability and capacity to fully satisfy contract requirements, the manner in which these services are to be provided, approach to providing the service, and ability to meet schedules. The following section is an itemized checklist of the service requirements to be considered. In the **space provided**, describe the services that will be performed by the contractor. Additional documents may be attached **only** if necessary.

I. BUSINESS ENVIRONMENT

1. In the space provided, give a description of the offeror's related work experiences that would demonstrate the offeror's ability to fulfill the contract. Include the extent to which your company is actively engaged in providing library supplies.

Since 1939 libraries have been able to turn to Brodart for everything from shelf-ready books to electronic ordering systems, high quality furniture, and supplies. From humble beginnings, Brodart has grown to become an international company, serving libraries from the Northwest Territories to the Pacific Rim. While one of the world's largest suppliers of books to libraries, we also offer the library marketplace a wide range of products and services. A true library services company, Brodart's primary business focus is libraries, serving schools, public systems, universities, and the federal government.

2. Describe your company's financial stability, available equipment, and other resources that will ensure the delivery of acceptable services to MALIA.

The Supplies & Furnishings Division provides a multitude of products to keep any library, large or small, running smoothly. The Brodart Supply Catalog lists thousands of items, from book-binding tape to globes and computer supplies. From the trademark Brodart Book Jacket to custom printed signage, Brodart's Supplies & Furnishings Division provides simple, cost-effective solutions to libraries and book stores. Over the past seventy-five years, Brodart truly has evolved into a full-service library company as well as a strong, financially stable organization.

3. Describe the available equipment, and other resources you have available that will ensure the delivery of acceptable services to MALIA.

As stated above, the Supplies & Furnishings Division provides a multitude of products to keep any library, large or small, running smoothly. The Brodart Supply Catalog lists thousands of items, from book-binding tape to globes and computer supplies. From the trademark Brodart Book Jacket to custom printed signage, Brodart's Supplies & Furnishings Division provides simple, cost-effective solutions to libraries and book stores.

4. Explain how your company is a vendor of library supplies.

The seeds of Brodart took root in 1939, when a young Columbia University student named Arthur Brody invented the plastic book jacket cover. Involved with architectural photography as a student, one day Mr. Brody washed the emulsion off some film and folded it around his books for added protection. When the cover's popularity grew among his fellow students, the plastic book jacket cover was officially born, as was Brodart. Today, the covers are used to protect the original paper jackets of library books, giving them a longer shelf life and increasing their circulation.

The company flourished, and in 1959 began manufacturing a complete line of furniture. Expert workmanship has allowed Brodart to expand and diversify this product line, and today Brodart's library furniture is sold to schools, universities, and libraries worldwide. In the 1950s Brodart expanded into book distribution, and now offers books from more than 45,000 publishers to libraries and schools, and stocks its warehouse with more than 2,000,000 books. Many of these books are shipped to libraries completely shelf-ready, fully cataloged and processed to meet library specifications. These additional services, pioneered exclusively by Brodart, greatly reduce a librarian's workload. As professionals, these employees continue their rich heritage by never accepting a mediocre solution to a customer's needs and continually strive to provide their patrons with the best possible service and products.

5. Describe how data about your products are made available to customers (i.e. through website, catalog, etc.).

Data on our products is made available to customers through our website, www.shopbrodart.com, and through our catalog, Brodart Library Supplies and Furnishings.

II. Scope and Suitability

1. Please describe the type of supplies offered to libraries:

Our company offers the following types of supplies and equipment to libraries. Book jacket covers, book care and repair supplies, archival supplies, labels and label protectors, collections management supplies, AV media supplies, school and office supplies, school and office equipment, early learning products, our exclusion Opening the Book line of products, audiovisual equipment, signage and visual communication equipment, security systems and supplies, book truck and book returns, shelf organization products, shelving, cabinets, files, storage equipment, tabletop display, display equipment, computer furniture, desks and tables, seating, and lounge, decor, and cafe equipment.

2. Approximate number of manufacturers you currently supply:

We currently supply approximately 220 manufacturers.

3. Describe types of supplies you can supply:

Our company supplies the following types of supplies and equipment to libraries. Book jacket covers, book care and repair supplies, archival supplies, labels and label protectors, collections management supplies, AV media supplies, school and office supplies, school and office equipment, early learning products, our exclusion Opening the Book line of products, audiovisual equipment, signage and visual communication equipment, security systems and supplies, book truck and book returns, shelf organization products, shelving, cabinets, files, storage equipment, tabletop display, display equipment, computer furniture, desks and tables, seating, and lounge, decor, and cafe equipment.

4. Please describe the process through which a member library can obtain quotes for your products.

Quotes can be obtained by contacting our Bid Department by emailing supplies.quotes@brodart.com, or by calling 888.820.4377. Quotes can also be obtained by using Brodart's online quote request tool. To access the online tool, please visit www.shopbrodart.com, click "Contacts or #888-820-4377" in the upper right hand corner of the screen and select "Request a Quote".

5. Do you offer an electronic system for placing orders and performing related services?

Yes_X_ No__

If yes, describe costs and what equipment, etc., is needed by MALIA libraries to participate.

Our online ordering system is available to all Brodart customers free of charge. You can order online by visiting www.shopbrodart.com and creating a username and password by selecting "Welcome, Sign In" at the top of the screen.

6. Are rush orders accepted?

Yes_X_ No____

7. Do you require a minimum order requirement, including rush orders? Yes____
No_X_

If yes, describe:

8. Each package will indicate the library's purchase order number, and only one purchase order may be represented in each package.

Yes X No____

9. Packing Slips: A packing slip will accompany each shipment.

Yes X No____

10. The library reserves the right to return defective material at the contractor's expense. **There should be no exceptions to this.**

Yes X No____

Please see Attachment II for Brodart's Return Policy.

11. All returns will be scheduled by the contractor for pick-up via UPS.

Yes_X_ No____

III. Performance/ Discount

1. The contractor must deliver invoices to the address as supplied by member libraries.

Yes_X_ No ____

2. The contractor must accept credit card payment (American Express, VISA, MasterCard) without imposing an extra charge.

Yes_X_ No ____

3. Credits: Contractor will provide a credit system for library to facilitate returns.

Yes_X_ No____

4. Multiple Accounts: Contractor will provide separate accounts for a given library. Materials in these accounts will be ordered separately and must be shipped and invoiced separately.

Yes_X__ No____

5. The contractor must respond to inquiries from member libraries within three (3) working hours.

Yes_X_ No ____

When calling our customer service department directly (888.820.4377).

Our customer service department is available by phone from 8:00 a.m. until 5:00 p.m. When calling a specific person at their extension, please allow 24 hours for a response to any voice messages, in case staff members are out of the office that day.

6. The contractor shall describe the type of service fees levied for handling a MALIA account.

There are no services fees included with Brodart's accounts.

7. Contractor shall specify how shipping charges, if any, will be determined and shall indicate estimate cost of shipping for dollar amount of purchase order.

Yes_X_ No _____

(Please specify how shipping charges will be determined.)

For any order of consumable supply products over $100, shipping will be free. For any order for furniture or equipment, freight will be prepaid and added to the final invoice.

8. Other Services: Specify other services provided.

Installation quotes can be obtained by our Bid Department. Please contact our Bid Department with details if installation is needed.

9. Service Requirements Not Met: If not covered under the sections above, list any specifications in this document that your company will be unable to meet. If you propose to meet service needs in an alternative fashion, give the alternative.

Brodart will be able to meet the specifications required.

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REQUEST FOR PROPOSAL

Title: Library Supplies

Mid-Atlantic Library Alliance, Inc.(MALIA)

ATTACHMENT C

PRICING FOR OFFER CONSIDERATION

Discounts per Material Category

Offerors shall return a completed copy of this attachment with their proposals. Specify pricing by type of materials as applicable.

I. MALIA desires an attractive, predictable pricing structure and, at the same time, a high level of service. The offeror agrees to provide library supplies in compliance with the specifications and the terms and conditions of the Request for Proposals at the discount quoted below:

1. Consumables up to $5000.00 per item

20%* Consumables

Conditions:

*Please see Attachment I for Brodart's Bid Terms and Conditions.

2. Furniture, up to $5000.00 per item

15%* Furniture

Conditions:

***Please see Attachment I for Brodart's Bid Terms and Conditions.**

3. Equipment, up to $5000.00 per item

15%* Equipment

Conditions:

***Please see Attachment I for Brodart's Bid Terms and Conditions.**

N/A - Brodart will not be using subcontractors to fulfill any parts of this contract.

ATTACHMENT E

Small Business Subcontracting Plan

Definitions

Small Business: "Small business" means a business that has been certified in accordance with Regulations governing Certification by the Virginia Department of Small Business and Supplier Diversity (DSBSD). Certification requirements can be found at www.sbsd.virginia.gov.

Women-Owned Business: "Women-owned business" means a business that has been certified in accordance with Regulations governing Certification by the Virginia Department of Small Business and Supplier Diversity (DSBSD). Certification requirements can be found at www.sbsd.virginia.gov.

Minority-Owned Business: "Minority-owned business" means a business that has been certified in accordance with Regulations governing Certification by the Virginia Department of Small Business and Supplier Diversity (DSBSD). Certification requirements can be found at www.sbsd.virginia.gov.

Small Business: "Small business (including micro)" means a business which holds a certification as such by the Virginia Department of Small Business and Supplier Diversity (DSBSD) on the due date for bids. This shall also include DSBSD-certified women- and minority-owned businesses when they also hold a DSBSD certification as a small business on the bid due date. Currently, DSBSD offers small business certification and micro business designation to firms that qualify.

Certification applications are available through DSBSD online at www.DSBSD.virginia.gov (Customer Service).

Bidder Name: _____

Preparer Name: _____ Date: _____

Instructions

A. If you are certified by the DSBSD as a micro/small business, complete only Section A of this form. This includes DSBSD-certified women-owned and minority-owned businesses when they have also received DSBSD small business certification.

B. If you are not a DSBSD-certified small business, complete Section B of this form. For the bid to be considered and the bidder to be declared responsive, the bidder shall identify the portions of the contract that will be subcontracted to DSBSD-certified small business for the initial contract period in relation to the bidder's total price for the initial contract period. in Section B.

Section A

If your firm is certified by the DSBSD provide your certification number and the date of certification.

Certification number:_____ Certification Date:_____

B. Plans for Utilization of DSBSD-Certified Small Businesses for this Procurement

Micro/Small Business Name & Address DSBSD Certificate #	Status if Micro/Small Business is also: Women (W), Minority (M)	Contact Person, Telephone & Email	Type of Goods and/or Services	Planned Involvement During Initial Period of the Contract	Planned Contract Dollars During Initial Period of the Contract ($ or %)
Totals $					

REQUEST FOR PROPOSAL

Title: Library Supplies

Mid-Atlantic Library Alliance, Inc. (MALiA)

ATTACHMENT F

State Corporation Commission Form

Virginia State Corporation Commission (SCC) registration information. The bidder:

☒ is a corporation or other business entity with the following SCC identification number:
F0433393 **-OR-**
(Brodart is registered under the name Nubro)
☐ is not a corporation, limited liability company, limited partnership, registered limited liability partnership, or business trust **-OR-**

☐ is an out-of-state business entity that does not regularly and continuously maintain as part of its ordinary and customary business any employees, agents, offices, facilities, or inventories in Virginia (not counting any employees or agents in Virginia who merely solicit orders that require acceptance outside Virginia before they become contracts, and not counting any incidental presence of the bidder in Virginia that is needed in order to assemble, maintain, and repair goods in accordance with the contracts by which such goods were sold and shipped into Virginia from bidder's out-of-state location) **-OR-**

☐ is an out-of-state business entity that is including with this bid an opinion of legal counsel which accurately and completely discloses the undersigned bidder's current contacts with Virginia and describes why those contacts do not constitute the transaction of business in Virginia within the meaning of § 13.1-757 or other similar provisions in Titles 13.1 or 50 of the Code of Virginia.

****NOTE**** >> Check the following box if you have not completed any of the foregoing options but currently have pending before the SCC an application for authority to transact business in the Commonwealth of Virginia and wish to be considered for a waiver to allow you to submit the SCC identification number after the due date for bids (the Commonwealth reserves the right to determine in its sole discretion whether to allow such waiver): ☐

Attachment I

BRODART Library Supplies & Furnishings

500 Arch Street, Williamsport, PA 17701
Sales & Service: 888.820.4377 · Order. Fax: 800.283.6087 or 570.326.2461
Bids & Quotes: 888.820.4377 · Order. Fax: 800.578.1064 or Email: supplies.quotes@brodart.com
Visit us online at www.shopbrodart.com

BRODART SUPPLIES & FURNISHINGS

Since 1939 Brodart has been perfecting the product and service mix to provide solutions for the ever changing needs of libraries and educational institutions. From the inception our legacy book jacket cover grew a robust and multifaceted business with product and service offerings in the areas of Library Books, Supplies and Furniture. The Brodart Supplies and Furnishing Division product assortment is jam-packed with more than 50,000 items for libraries, schools, universities and more to support the evolving needs of libraries and educational spaces. Shop the annual catalog or shop online 24 hours a day!

BID TERMS AND CONDITIONS

LIBRARY, AUDIOVISUAL & ARCHIVAL SUPPLIES	
Product Discount:	20%*
Shipping Discount:	Free shipping on stocked consumable supply orders over $100.00
Delivery Terms:	7 to 10 days after receipt of order of in-stock items
Shipping Details:	Orders placed by 2:00 pm EST for in-stock items ship same day Orders ship via best means
FURNITURE & EQUIPMENT	
Product Discount:	15%*
Shipping Discount:	N/A
Delivery Terms:	4 to 6 weeks after receipt of order
Shipping Details:	Freight charges will be added to final invoice
Payment Terms:	Net 30 Days
Expiration of Bid:	June 30, 2019

Please reference quote# 85686 **when placing your order.**

*Discounts are applied to current retail prices at the time of order. Catalog prices are subject to change without notice. Discount applies only to products, not to shipping charges, and may not be combined with any other preferred pricing. Not applicable to closed orders and orders already in process. Excludes Brodart Books & Library Services Division. Some product category exclusions apply. Call for details. Products can be discontinued at any time. Substitutions meeting specifications may not be available. If an alternative is available, pricing quoted may need to be adjusted accordingly.

Attachment II

Brodart Co.
500 Arch Street, Williamsport, PA 17701
P: 800•233•8467 F: 570•651•1639
www.brodart.com

Brodart Return Policy

At Brodart, your complete satisfaction is important to us. Within the first 30 days of receiving your product you become dissatisfied, please contact us to receive prompt friendly service.

An authorization must be received prior to returning any merchandise. Items listed as stocked, ships same day are returnable. Items shipping directly from the manufacturer require special approvals for return. You may wish to contact Brodart Customer Service prior to your purchase if you wish to validate the specific terms related to your ability to return these items. Custom products and furniture products manufactured to your specific instructions for stain, wood species plastics color and upholstery are considered custom. Brodart manufactured Furniture is considered custom and is therefore non-returnable unless received defective or damaged.

All returns must be in their **original** packaging and in **resalable** condition unless defective or damaged. Returns may be subject to restocking fees.