VENDOR CONTRACT

Between The Library Store, Inc. **and**
(Company Name)

THE INTERLOCAL PURCHASING SYSTEM (TIPS)
For
OFFICE AND SCHOOL SUPPLIES
#03062515

General Information

The vendor contract shall include the contract, the terms and conditions, special terms and conditions, any agreed upon amendments, as well as all of the sections of the solicitation and the awarded vendor's proposal. Once signed, if an awarded vendor's proposal varies or is unclear in any way from the TIPS contract, TIPS, at its sole discretion, will decide which provision will prevail. Other documents to be included are the awarded vendor's proposals, task orders, purchase orders and any adjustments which have been issued.

The following pages will constitute the contract between the successful vendors(s) and TIPS. Bidders shall state, in a separate writing, and include with their proposal response, any required exceptions or deviations from these terms, conditions, and specifications. If agreed to by TIPS, they will be incorporated into the final contract.

The Vendor Contract ("Contract") made and entered into by and between The Interlocal Purchasing System (hereinafter referred to as "TIPS" respectfully) a government cooperative purchasing program authorized by the Region VIII Education Service Center, having its principal place of business at 4845 US Hwy 271 North, Pittsburg, Texas 75686. This contract consists of the provisions set forth below, including provisions of all Attachments referenced herein. In the event of a conflict between the provisions set forth below and those contained in any Attachment, the provisions set forth shall control.

Definitions

PURCHASE ORDER is the TIPS member's approval providing the authority to proceed with the negotiated delivery order under the contract. Special terms and conditions as agreed to between the vendor and TIPS member will be added as addendums to the PO. Items such as certificate of insurance, bonding requirements, small or disadvantaged business goals are some of the addendums possible.

PREMIUM HOURS are defined as those hours not included in regular hours or recognized holidays. Premium hours are to be approved by the TIPS member for each delivery order and noted in the delivery order proposal as a line item during negotiations.
REGULAR HOURS are defined as those hours between the hours of 7 AM and 6 PM Monday thru Friday.

Terms and Conditions

Freight

All deliveries shall be freight prepaid, F.O.B. destination and shall be included in all pricing offered unless otherwise clearly stated in writing.

Warranty Conditions

All supplies equipment and services shall include manufacturer's minimum standard warranty unless otherwise agreed to in writing. Vendor shall be an authorized dealer, distributor or manufacturer for all products. All equipment proposed shall be new unless clearly stated in writing.

Customer Support

The Vendor shall provide timely and accurate customer support to TIPS members. Vendors shall respond to such requests within one (1) working day after receipt of the request. Vendor shall provide training regarding products and services supplied by the Vendor unless otherwise clearly stated in writing at the time of purchase. (Unless training is a line item sold or packaged and must be purchased with product.)

Contracts

All contracts and agreements between Vendors and TIPS Members shall strictly adhere to the statutes that are set forth in the Uniform Commercial Code as most recently revised.
Contracts for purchase will normally be put into effect by means of a purchase order(s) executed by authorized agents of the participating government entities.
Davis Bacon Act requirements will be met when Federal Funds are used for construction and/or repair of buildings.

Tax exempt status

A taxable item sold, leased, rented to, stored, used, or consumed by any of the following governmental entities is exempted from the taxes imposed by this chapter:(1) the United States; (2) an unincorporated instrumentality of the United States; (3) a corporation that is an agency or instrumentality of the United States and is wholly owned by the United States or by another corporation wholly owned by the United States;(4) the State of Texas; (5) a Texas county, city, special district, or other political subdivision; or (6) a state, or a governmental unit of a state that borders Texas, but only to the extent that the other state or governmental unit

exempts or does not impose a tax on similar sales of items to this state or a political subdivision of this state. Texas Tax Code § 151.309.

Assignments of contracts

No assignment of contract may be made without the prior written approval of TIPS. Payment can only be made to the awarded Vendor or vendor assigned dealer.

Disclosures

1. Vendor affirms that he/she has not given, offered to give, nor intends to give at any time hereafter any economic opportunity, future employment, gift, loan, gratuity, special discount, trip, favor or service to a public servant in connection with this contract.
2. Vendor shall attach, in writing, a complete description of any and all relationships that might be considered a conflict of interest in doing business with participants in the TIPS program.
3. The vendor affirms that, to the best of his/her knowledge, the offer has been arrived at independently, and is submitted without collusion with anyone to obtain information or gain any favoritism that would in any way limit competition or give an unfair advantage over other vendors in the award of this contract.

Renewal of Contracts

The OFFICE AND SCHOOL SUPPLIES contract is for one (1) year with an option for renewal for 2 consecutive years. Total term of contract can be up to 3 years if sales are reported through the contract and both parties agree.

Shipments

The Vendor shall ship ordered products within five (5) working days after the receipt of the order. If a product cannot be shipped within that time, the Vendor shall notify TIPS and the requesting entity as to why the product has not shipped and shall provide an estimated shipping date, if applicable. TIPS or the requesting entity may cancel the order if estimated shipping time is not acceptable.

Invoices

The Vendor or vendor assigned dealer shall submit invoices, to the TIPS participant. Each invoice shall include the TIPS participant's purchase order number. The shipment tracking number or pertinent information for verification of TIPS participant receipt shall be made available upon request. The Vendor or vendor assigned dealer shall not invoice for partial shipments unless agreed to in writing in advance by TIPS and the TIPS participant.

Payments

The TIPS participant will make payments directly to the Vendor or vendor assigned dealer at net 30 days after receiving invoice.

Pricing

The Vendor contracts to provide pricing to TIPS and its participating governmental entities that is the lowest pricing available to like cooperative purchasing customers and the pricing shall remain so throughout the duration of the contract.

The Vendor agrees to promptly lower the cost of any product purchased through TIPS following a reduction in the manufacturer or publisher's direct cost to the Vendor. Price increases will be honored. However, the Vendor shall honor previous prices for thirty (30) days after written notification to TIPS of an increase.

All pricing submitted to TIPS shall include the One Percent (1%) participation fee to be remitted to TIPS by the Vendor. Vendor will not show adding the 1% to the invoice presented to customer.

Participation Fees

Vendor or vendor assigned dealer contracts to pay 1% of all sales to TIPS on a monthly scheduled report. TIPS will email a Monthly Submission Report to each vendor. The Vendor or vendor assigned dealer is responsible for keeping record of all sales that go through the TIPS contract. Report may be sent to TIPS electronically while check for 1% is mailed. Failure to pay 1% participation fee will result in termination of contract.

Indemnity

1. **Indemnity for Personality Contracts.** Vendor agrees to indemnify and hold harmless and defend TIPS, TIPS member(s), officers and employees, from and against all claims and suits for damages, injuries to persons (including death), property damages, losses, and expenses including court costs and attorney's fees, arising out of, or resulting from, Vendor's performance of this contract, including all such causes of action based upon common, constitutional, or statutory law, or based in whole or in part, upon allegations of negligent or intentional acts on the part of the Vendor, its officers, employees, agents, subcontractors, licensees, invitees, whether or not such claims are based in whole or in part upon the negligent acts or omissions of the TIPS, TIPS member(s), officers, employees, or agents.

2. **Indemnity for Performance Contracts.** The Vendor agrees to indemnify and hold harmless and defend TIPS, TIPS member(s), officers and employees from and against all claims and suits for damages, injuries to persons (including death), property damages, losses, and expenses including court costs and attorney's fees, arising out of, or resulting from, Vendor's work under this contract, including all such causes of action based upon common, constitutional, or statutory law, or based in whole or in part, upon allegations

of negligent or intentional acts on the part of the Vendor, its officers, employees, agents, subcontractors, licensees, or invitees. Vendor further agrees to indemnify and hold harmless and defend TIPS, TIPS member(s), officers and employees, from and against all claims and suits for injuries (including death) to an officer, employee, agent, subcontractor, supplier or equipment lessee of the Vendor, arising out of, or resulting from, Vendor's work under this contract whether or not such claims are based in whole or in part upon the negligent acts or omissions of the TIPS, TIPS member(s), officers, employees, or agents.

Attorney's Fees--Texas Local Government Code § 271.159 is expressly referenced.
Pursuant to §271.159, TEXAS LOC. GOV'T CODE, in the event that any one of the Parties is required to obtain the services of an attorney to enforce this Agreement, the prevailing party, in addition to other remedies available, shall be entitled to recover reasonable attorney's fees and costs of court.

Multiple Vendor Awards

TIPS reserves the right to award multiple vendor contracts for categories when deemed in the best interest of the TIPS membership. Bidders scoring 80% or above will be considered for an award. Categories are established at the discretion of TIPS.

State of Texas Franchise Tax

By signature hereon, the bidder hereby certifies that he/she is not currently delinquent in the payment of any franchise taxes owed the State of Texas under Chapter 171, Tax Code.

Miscellaneous

The Vendor acknowledges and agrees that continued participation in TIPS is subject to TIPS sole discretion and that any Vendor may be removed from the participation in the Program at any time with or without cause. Nothing in the contract or in any other communication between TIPS and the Vendor may be construed as a guarantee that TIPS participants will submit any orders at any time. TIPS reserves the right to request additional proposals for items already on contract at any time.

Purchase Order Pricing/Product Deviation

If a deviation of pricing/product on a purchase order occurs, TIPS is to be notified within 24 hours of receipt of order.

Cancellation for non-performance or contract deficiency

TIPS may terminate any contract if TIPS Members have not used the contract, or if purchase volume is determined to be "low volume" in any 12-month period. TIPS reserves the right to cancel the whole or any part of this contract due to failure by awarded vendor to carry out any

obligation, term or condition of the contract. TIPS may issue a written deficiency notice to awarded vendor for acting or failing to act in any of the following:

- Providing material that does not meet the specifications of the contract;
- Providing work and/or material that was not awarded under the contract;
- Failing to adequately perform the services set forth in the scope of work and specifications;
- Failing to complete required work or furnish required materials within a reasonable amount of time;
- Failing to make progress in performance of the contract and/or giving TIPS reason to believe that awarded vendor will not or cannot perform the requirements of the contract; and/or
- Performing work or providing services under the contract prior to receiving a TIPS reviewed purchase order for such work.

Upon receipt of the written deficiency, awarded vendor shall have ten (10) days to provide a satisfactory response to TIPS. Failure to adequately address all issues of concern may result in contract cancellation. Upon cancellation under this paragraph, all goods, materials, work, documents, data and reports prepared by awarded vendor under this contract shall become the property of the TIPS Member on demand.

TIPS Member Purchasing Procedures

Purchase orders are issued by participating TIPS member to the awarded vendor indicating on the PO "Contract Number 03062515". Purchase Order is emailed to TIPS at tipspo@tips-usa.com.

- Awarded vendor delivers goods/services directly to the participating member.
- Awarded vendor invoices the participating TIPS member directly.
- Awarded vendor receives payment directly from the participating member.
- Awarded vendor reports sales monthly to TIPS (unless prior arrangements have been made with TIPS to report monthly).

Form of Contract

The form of contract for this solicitation shall be the Request for Proposal, the awarded proposal(s) and best and final offer(s), and properly issued and reviewed purchase orders referencing the requirements of the Request for Proposals. If a vendor submitting an offer requires TIPS and/or TIPS Member to sign an additional agreement, a copy of the proposed agreement must be included with the proposal.

Vendor contract documents: TIPS will review proposed vendor contract documents. Vendor's contract document shall not become part of TIPS's contract with vendor unless and until an authorized representative of TIPS reviews and approves it.

Licenses

Awarded vendor shall maintain in current status all federal, state and local licenses, bonds and permits required for the operation of the business conducted by awarded vendor. Awarded vendor shall remain fully informed of and in compliance with all ordinances and regulations pertaining to the lawful provision of services under the contract. TIPS reserves the right to stop work and/or cancel contract of any awarded vendor whose license(s) expire, lapse, are suspended or terminated.

Novation

If awarded vendor sells or transfers all assets or the entire portion of the assets used to perform this contract, a successor in interest must guarantee to perform all obligations under this contract. TIPS reserves the right to accept or reject any new party. A simple change of name agreement will not change the contractual obligations of awarded vendor.

Site Requirements (when applicable to service or job)

Cleanup: Awarded vendor shall clean up and remove all debris and rubbish resulting from their work as required or directed by TIPS Member. Upon completion of work, the premises shall be left in good repair and an orderly, neat, clean and unobstructed condition.
Preparation: Awarded vendor shall not begin a project for which TIPS Member has not prepared the site, unless awarded vendor does the preparation work at no cost, or until TIPS Member includes the cost of site preparation in a purchase order.
Site preparation includes, but is not limited to: moving furniture, installing wiring for networks or power, and similar pre-installation requirements.
Registered sex offender restrictions: For work to be performed at schools, awarded vendor agrees that no employee of a sub-contractor who has been adjudicated to be a registered sex offender will perform work at any time when students are or reasonably expected to be present. Awarded vendor agrees that a violation of this condition shall be considered a material breach and may result in the cancellation of the purchase order at the TIPS Member's discretion.
Awarded vendor must identify any additional costs associated with compliance of this term. If no costs are specified, compliance with this term will be provided at no additional charge.
Safety measures: Awarded vendor shall take all reasonable precautions for the safety of employees on the worksite, and shall erect and properly maintain all necessary safeguards for protection of workers and the public. Awarded vendor shall post warning signs against all hazards created by the operation and work in progress. Proper precautions shall be taken pursuant to state law and standard practices to protect workers, general public and existing structures from injury or damage.

Smoking

Persons working under contract shall adhere to local smoking policies. Smoking will only be permitted in posted areas or off premises.

Invoices

The awarded vendor shall submit invoices to the participating entity clearly stating "Per TIPS Contract". The shipment tracking number or pertinent information for verification shall be made available upon request.

Marketing

Awarded vendor agrees to allow TIPS to use their name and logo within website, marketing materials and advertisement. Any use of TIPS name and logo or any form of publicity, inclusive of press release, regarding this contract by awarded vendor must have prior approval from TIPS.

Supplemental agreements

The entity participating in the TIPS contract and awarded vendor may enter into a separate supplemental agreement to further define the level of service requirements over and above the minimum defined in this contract i.e. invoice requirements, ordering requirements, specialized delivery, etc. Any supplemental agreement developed as a result of this contract is exclusively between the participating entity and awarded vendor. TIPS, its agents, TIPS members and employees shall not be made party to any claim for breach of such agreement.

Legal obligations

It is the responding vendor's responsibility to be aware of and comply with all local, state and federal laws governing the sale of products/services identified in this RFP and any awarded contract thereof. Applicable laws and regulations must be followed even if not specifically identified herein.

Audit rights

Awarded Vendor shall, at their sole expense, maintain appropriate due diligence of all purchases made by TIPS Member that utilizes this Contract. TIPS and Region 8 ESC each reserve the right to audit the accounting for a period of three (3) years from the time such purchases are made. This audit right shall survive termination of this Agreement for a period of one (1) year from the effective date of termination. TIPS shall have authority to conduct random audits of Awarded Vendor's pricing that is offered to TIPS Members. Notwithstanding the foregoing, in the event that TIPS is made aware of any pricing being offered to eligible entities that is materially inconsistent with the pricing under this agreement, TIPS shall have the ability to conduct the audit internally or may engage a third-party auditing firm. In the event of an audit, the requested materials shall be provided in the format and at the location designated by Region 8 ESC or TIPS.

Force Majeure

If by reason of Force Majeure, either party hereto shall be rendered unable wholly or in part to carry out its obligations under this Agreement then such party shall give notice and fully particulars of Force Majeure in writing to the other party within a reasonable time after

occurrence of the event or cause relied upon, and the obligation of the party giving such notice, so far as it is affected by such Force Majeure, shall be suspended during the continuance of the inability then claimed, except as hereinafter provided, but for no longer period, and such party shall endeavor to remove or overcome such inability with all reasonable dispatch.

Services

When applicable, performance bonds will be required on construction or labor required jobs over $100,000 and payment bonds on jobs over $25,000 or awarded vendor will meet the TIPS member's local and state purchasing requirements. Awarded vendors may need to provide additional capacity as jobs increase. Bonds will not require that a fee be paid to TIPS. The actual cost of the bond will be a pass through to the TIPS member and added to the purchase order.

Scope of Services

The specific scope of work for each job shall be determined in advance and in writing between TIPS Member and Awarded vendor. It is okay if the TIPS member provides a general scope, but the awarded vendor should provide a written scope of work to the TIPS member as part of the proposal. Once the scope of the job is agreed to, the TIPS member will issue a PO with the estimate referenced as an attachment along with bond and any other special provisions agreed to for the TIPS member. If special terms and conditions other than those covered within this solicitation and awarded contracts are required, they will be attached to the PO and shall take precedence over those in the base contract.

Project Delivery Order Procedures

The TIPS member having approved and signed an interlocal agreement, or other TIPS membership document, may make a request of the awarded vendor under this contract when the TIPS member has services that need to be undertaken. Notification may occur via phone, the web, email, fax, or in person.

Upon notification of a pending request, the awarded vendor shall make contact with the TIPS member as soon as possible, but must make contact with the TIPS member within two working days.

Scheduling of Projects

Scheduling of projects (if applicable) will be accomplished when the TIPS member issues a purchase order that will serve as "the notice to proceed". The period for the delivery order will include the mobilization, materials purchase, installation and delivery, design, weather, and site cleanup and inspection. No additional claims may be made for delays as a result of these items. When the tasks have been completed the awarded vendor shall notify the client and have the TIPS member inspect the work for acceptance under the scope and terms in the PO. The TIPS member will issue in writing any corrective actions that are required. Upon completion of these items, the TIPS member will issue a completion notice and final payment will be issued.

Support Requirements

If there is a dispute between the awarded vendor and TIPS member, TIPS or its representatives will assist in conflict resolution or third party (mandatory mediation), if requested by either party. TIPS, or its representatives, reserves the right to inspect any project and audit the awarded vendors TIPS project files, documentation and correspondence.

Special Terms and Conditions

It is the intent of TIPS to contract with a reliable, high performance vendor to supply products and services to government and educational agencies. It is the experience of TIPS that the following procedures provide TIPS, the Vendor, and the participating agency the necessary support to facilitate a mutually beneficial relationship. The specific procedures will be negotiated with the successful vendor.

- **Contracts:** All vendor purchase orders must be emailed to TIPS at tipspo@tips-usa.com. Should an agency send an order direct to vendor, it is the vendor's responsibility to forward the order to TIPS at the email above within 24 business hours and confirm its receipt with TIPS.
- **Promotion of Contract**: It is agreed that Vendor will encourage all eligible entities to purchase from the TIPS Program. Encouraging entities to purchase directly from the Vendor and not through TIPS contract is not acceptable to the terms and conditions of this contract and will result in removal of Vendor from Program. Vendor is expected to use marketing funds for the marketing and promotion of this contract.
- **Daily Order Confirmation**: All contract purchase orders will be approved daily by TIPS and sent to vendor. The vendor must confirm receipt of orders to the TIPS member (customer) within 24 business hours.
- **Vendor custom website for TIPS**: If Vendor is hosting a custom TIPS website, then updated pricing must be posted by 1st of each month.
- **Back Ordered Products**: If product is not expected to ship within 3 business days, customer is to be notified within 24 hours and appropriate action taken based on customer request.

Check one of the following responses to the General Terms and Special Terms and Conditions:

( ) We take no exceptions/deviations to the **general** and/or **special terms and conditions**.

(Note: If none are listed below, it is understood that no exceptions/deviations are taken.)

(X) We take the following exceptions/deviations to the **general** and/or **special terms and conditions**. All exceptions/deviations must be clearly explained. Reference the corresponding general or special terms and conditions that you are taking exceptions/deviations to. The proposer must clearly state if you are adding additional terms and conditions to the general or special terms and conditions. Provide details on your exceptions/deviations below:

Exceptions:

Free shipping on items shipping direct from our warehouse after a $50 order minimum. Items shipping via truck and or direct from the manufacturer will have shipping charges prepaid and added to the invoice. Security items, laminators and book trucks are not eligible for discount. Installation and debris removal are not included in this offer. Discount not to be combined with any other offer or reward points. Discount taken from current main catalog at time of order or from thelibrarystore.com. Reference TIPSTAPS to receive discount. Main Catalogs run from Jan 1st thru Dec 31st. Please refer to discount letter and web letter for more information. Also reference on ALL correspondence to email ALL purchase orders to tipspo@tips-usa.com

The Interlocal Purchasing System (TIPS Cooperative)
Supplier Response

Bid Information

Bid Creator	Mr. David Mabe National Coordinator
Email	david.mabe@tips-usa.com
Phone	+1 (903) 243-4759
Fax	+1 (866) 749-6674
Bid Number	03062515 Addendum 1
Title	Office and School Supplies
Bid Type	RFP
Issue Date	04/02/2015
Close Date	5/15/2015 3:00:00 PM CT
Need by Date	

Contact Information

Address	Region VIII Education Service Center 4845 US Highway 271 North Pittsburg, TX 75686
Contact	Mrs. Kim Thompson Coordinator of Office Operations
Department	
Building	
Floor/Room	
Telephone	+1 (866) 839-8477
Fax	+1 (866) 929-4402
Email	bids@tips-usa.com

Ship to Information

Address	
Contact	
Department	
Building	
Floor/Room	
Telephone	
Fax	
Email	

Supplier Information

Company	The Library Store,Inc.
Address	301 East South Street PO Box 0964 Tremont, IL 61568
Contact	
Department	
Building	
Floor/Room	
Telephone	1 (800) 5487204
Fax	1 (800) 3207706
Email	
Submitted	5/15/2015 12:10:22 PM CT
Total	$0.00

Signature Audrey Aimone

Email supplybids@thelibrarystore.com

Supplier Notes

Please see additional response attachments. Enter TIPSTAPS online to reflect your discount. Shipping removed from orders of $50 or more after discount on qualifying orders. Cannot be combined with any other offer or reward points.

Bid Notes

Bid Activities

Bid Messages

Please review the following and respond where necessary

#	Name	Note	Response
1	Yes - No	Disadvantaged/Minority/Women Business Enterprise - D/M/WBE (Required by some participating governmental entities) Vendor certifies that their firm is a D/M/WBE? Vendor must upload proof of certification to the "Response Attachments" D/M/WBE CERTIFICATES section.	No
2	Yes - No	Highly Underutilized Business - HUB (Required by some participating governmental entities) Vendor certifies that their firm is a HUB? Vendor must upload proof of certification to the "Response Attachments" HUB CERTIFICATES section.	No
3	Yes - No	Certification of Residency (Required by the State of Texas) Company submitting bid is a Texas resident bidder?	No
4	Company Residence (City)	Vendor's principal place of business is in the city of?	Tremont
5	Company Residence (State)	Vendor's principal place of business is in the state of?	Illinois
6	Felony Conviction Notice:	(Required by the State of Texas) My firm is, as outlined on PAGE 5 in the Instructions to Bidders document: (Questions 7 - 9)	(No Response Required)
7	Yes - No	A publicly held corporation; therefore, this reporting requirement is not applicable?	No
8	Yes - No	Is not owned or operated by anyone who has been convicted of a felony?	No
9	Yes - No	Is owned or operated by individual(s) who has/have been convicted of a felony? If answer is YES, a detailed explanation of the name(s) and conviction(s) must be uploaded to the "Response Attachments" FELONY CONVICTION section.	No
10	Pricing Information:	Pricing information section. (Questions 11 - 14)	(No Response Required)
11	Yes - No	In addition to the typical unit pricing furnished herein, the Vendor agrees to furnish all current and future products at prices that are proportionate to Dealer Pricing. If answer is NO, include a statement detailing how pricing for TIPS participants would be calculated in the PRICING document that is uploaded to the "Response Attachments" PRICING section.	No
12	Yes - No	Pricing submitted includes the 1% TIPS participation fee?	Yes
13	Yes - No	Vendor agrees to remit to TIPS the required 1% participation fee?	Yes
14	Yes - No	Additional discounts to TIPS members for bulk quantities?	Yes
15	Start Time	Average start time after receipt of customer order is ____ working days?	3
16	Years Experience	Company years experience in this category?	32
17	Yes - No	The Vendor can provide services and/or products to all 50 US States?	Yes

18	States Served:	If answer is NO to question #17, please list which states can be served. (Example: AR, OK, TX)	
19	Company and/or Product Description:	This information will appear on the TIPS website in the company profile section, if awarded a TIPS contract. (Limit 750 characters.)	The Library Store, Inc. is a family owned company that is dedicated to providing schools and libraries nationwide with top quality products and outstanding service at the lowest price possible. Our products are library and school supplies, and classroom, office and library furniture – including shelving. We also carry computer and audio/visual equipment, supplies and furniture. Please visit our website, www.thelibrarystore.com, for details. All in-stock products will ship from our warehouse within 24-48 hours. Our phone lines are open from 7am until 5:30pm, US Central time.
20	Resellers:	Does the vendor have resellers that it will name under this contract? (If applicable, vendor should download the Reseller/Dealers spreadsheet from the Attachments section, fill out the form and submit the document in the "Response Attachments" RESELLERS section.	No
21	Primary Contact Name	Primary Contact Name	Audrey Aimone
22	Primary Contact Title	Primary Contact Title	Bid Specialist
23	Primary Contact Email	Primary Contact Email	supplybids@thelibrarystore.com
24	Primary Contact Phone	Primary Contact Phone - Format (xxx) xxx-xxxx	8005487204
25	Primary Contact Fax	Primary Contact Fax - Format (xxx) xxx-xxxx	8003207706
26	Primary Contact Mobile	Primary Contact Mobile- Format (xxx) xxx-xxxx	
27	Secondary Contact Name	Secondary Contact Name	Tosha Landesz
28	Secondary Contact Title	Secondary Contact Title	Bid Manager
29	Secondary Contact Email	Secondary Contact Email	bids@thelibrarystore.com
30	Secondary Contact Phone	Secondary Contact Phone - Format (xxx) xxx-xxxx	8005487204
31	Secondary Contact Fax	Secondary Contact Fax - Format (xxx) xxx-xxxx	8003207706
32	Secondary Contact Mobile	Secondary Contact Mobile - Format (xxx) xxx-xxxx	
33	2% Contact Name	2% Contact Name	Audrey Aimone
34	2% Contact Email	2% Contact Email	supplybids@thelibrarystore.com
35	2% Contact Phone	2% Contact Phone - Format (xxx) xxx-xxxx	8005487204
36	Purchase Order Contact:	This person is responsible for receiving Purchase Orders from TIPS. (Questions 37 - 39)	(No Response Required)
37	Purchase Order Contact Name	Purchase Order Contact Name	Customer Service
38	Purchase Order Contact Email	Purchase Order Contact Email	customerservice@thelibrarystore.com
39	Purchase Order Contact Phone	Purchase Order Contact Phone - Format (xxx) xxx-xxxx	8005487204

40	Company Website	Company Website	thelibrarystore.com
41	Federal ID Number:	Federal ID Number also known as the Employer Identification Number.	363251268
42	Primary Address	Primary Address	301 East South Street
43	Primary Address City	Primary Address City	Tremont
44	Primary Address State	Primary Address State	IL
45	Primary Address Zip	Primary Address Zip	61568
46	Search Words:	Please list search words to be posted in the TIPS database about your company that TIPS website users might search. Words may be product names, manufacturers, or other words associated with the category of award. YOU MAY NOT LIST NON-CATEGORY ITEMS. (Limit 500 words) (Format: product, paper, construction, manufacturer name, etc.)	label protectors,repair,easels,pages,bags,corners,fi erase,bulletin,banners,posters,trimmers,toppe sticks,spines,correction tape,post it notes,staples,staplers,rubber bands,sheet protectors, pencil sharpners, pens, sharpies, tape cartridges, label inserts,sign holders,boards,frames,ttrimmers,signs,compu cleaners,office and school supplies
47	Yes - No	Do you wish to be eligible to participate in a TIPS contract in which a TIPS member utilizes federal funds on contracts exceeding $100,000? (Non-Construction) (If YES, vendor should download the Federal Funds Over $100,000 Certification document from the Attachments section, fill out the form and submit the document in the ”Response Attachments” FEDERAL FUNDS section.) (Vendor must also download the Suspension or Debarment Certificate document from the Attachments section, fill out the form and submit the document in the ”Response Attachments” SUSPENSION OR DEBARMENT section.)	No

Line Items

Response Total:	$0.00

Provisions for purchase with federal funds for contracts exceeding $100,000
These forms are for non-construction contracts

Many TIPS members (grantees and sub-grantees) purchase goods and services with federal funds. When a member engages a contract exceeding $100,000 and paid with federal funds, provisions are triggered by various Code of Federal Regulations requirements. Primarily 34 CFR 80.36 from the Department of Education and 7 CFR 3015 & 3016 from the Department of Agriculture for School Lunch Program. There may be other Federal programs from time to time that are not enumerated above that may fund certain projects using outside vendors. These are not optional for the contracting entity and in order to spend the federal funds certain provision and certifications must be in place to ensure legal compliance.

If you company wishes to be eligible to participate in a TIPS contract in which a member utilizes federal funds on contracts exceeding $100,000, you must complete the following forms can provide the certifications as required on the subsequent pages.

Do you wish to be eligible to participate in a TIPS contract in which a member utilizes federal funds on contracts exceeding $100,000?

Check your response?

YES [X] NO [ ]

Audrey Aimone 5/7/15

Signature of Authorized Company Official Date

Audrey Aimone

Printed Name of Authorized Company Official

The Library Store, Inc.

Company Name

Attach to this page a current W-9 form

Please complete the forms below

Legal Compliance

It is the proposing company's duty and responsibility to have knowledge of and be responsible for the compliance with all applicable laws, rules and regulations as they apply to this procurement process and any subsequent award. The vendor agrees to comply, in all relevant respects, with all Federal, State, and Local laws, rules and regulations related to the performance of services or supply of goods to TIPS or TIPS members?

Does vendor agree? YES X HH Initial of Authorized Company Official

Non-Collusive Bidding Certificate

By submitting a proposal in response to a Request for Proposals or other procurement device containing this clause, you certify that you are authorized to certify to the following:

1) This bid or proposal has been independently arrived at without collusion with any other Bidder or with any Competitor;
2) This bid or proposal has not been knowingly disclosed and will not be knowingly disclosed, prior to the opening of bids, or proposals for this project, to any other Bidder, Competitor or potential competitor:
3) No attempt has been or will be made to induce any other person, partnership or corporation to submit or not to submit a bid or proposal;
4) The person signing this bid or proposal certifies that he has fully informed himself regarding the accuracy of the statements contained in this certification, and under the penalties being applicable to the Bidder as well as to the person signing in its behalf.

The vendor complied with #1 through 4 above? YES X HH Initial of Authorized Company Official

SUSPENSION OR DEBARMENT CERTIFICATE

Non-Federal entities are prohibited from contracting with or making sub-awards under covered transactions to parties that are suspended or debarred or whose principals are suspended or debarred. Covered transactions include procurement for goods or services equal to or in excess of $100,000.00. Contractors receiving individual awards for $25,000.00 or more and all sub-recipients must certify that the organization and its principals are not suspended or debarred.

You certify that no suspension or disbarment is in place, which would preclude receiving a federally funded contract under the Federal OMB, A-102, common rules

The vendor has not been debarred? YES ____ Initial of Authorized Company Official

Certification Regarding Lobbying

Applicable to Grants, Subgrants, Cooperative Agreements, and Contracts Exceeding $100,000 in Federal Funds

Submission of this certification is a prerequisite for making or entering into this transaction and is imposed by section 1352, Title 31, U.S. Code. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Any person who fails to file the required certification shall be subject to a civil penalty of not less than
$10,000 and not more than $100,000 for each such failure.
The undersigned certifies, to the best of his or her knowledge and belief, that:
(1) No Federal appropriated funds have been paid or will be paid by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of congress, or an employee of a Member of Congress in connection with the awarding of a Federal contract, the making of a Federal grant, the making of a Federal loan, the entering into a cooperative agreement, and the extension, continuation, renewal, amendment, or modification of a Federal contract, grant, loan, or cooperative agreement.
(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of congress, or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "disclosure Form to Report Lobbing," in accordance with its instructions.
(3) The undersigned shall require that the language of this certification be included in the award documents for all covered subawards exceeding $100,000 in Federal funds at all appropriate tiers and that all subrecipients shall certify and disclose accordingly.

The Library Store, Inc.
Name of Organization

301 E. South St. PO Box 0964 Tremont IL 61568
Address of Organization

Audrey Aimone, Bid Specialist
Name / Title of Submitting Official

Audrey Aimone
Signature of Submitting Official

5/7/15
Signature Date

Provisions for purchase with federal funds for contracts exceeding $100,000

Federal Rule (1) Administrative, contractual, or legal remedies in instances where contractors violate or breach contract terms, and provide for such sanctions and penalties as may be appropriate. (Contracts more than the simplified acquisition threshold)

Notice: Pursuant to Federal Rule (1) above, when federal funds are expended by TIPS Member, TIPS Member reserves all rights and privileges under the applicable laws and regulations with respect to this procurement in the event of breach of contract by either party.

Does vendor agree? YES X MP Initial of Authorized Company Official

Federal Rule (2) Termination for cause and for convenience by the grantee or subgrantee including the manner by which it will be effected and the basis for settlement. (All contracts in excess of $10,000)

Pursuant to Federal Rule (2) above, when federal funds are expended by TIPS Member, TIPS Member reserves the right to terminate any agreement in excess of $10,000 resulting from this procurement process for cause after giving the vendor an appropriate opportunity and up to 30 days, to cure the causal breach of terms and conditions. TIPS Member reserves the right to terminate any agreement in excess of $10,000 resulting from this procurement process for convenience with 30 days notice in writing to the awarded vendor. Any award under this procurement process is not exclusive and the District reserves the right to purchase goods and services from other vendors when it is in the best interest of the District.

Does vendor agree? YES X MA Initial of Authorized Company Official

Federal Rule (7) Notice of awarding agency requirements and regulations pertaining to reporting.

Pursuant to Federal Rule (7) above, when federal funds are expended by TIPS Member, TIPS Member requires that the proposer certify that during the term of an award by the TIPS Member resulting from this procurement process the vendor will provide reports and documentation required by all applicable law and state and federal regulations upon request by the TIPS Member or any relevant state of federal agency.

Does vendor agree? YES X MA Initial of Authorized Company Official

Federal Rule (8) Notice of awarding agency requirements and regulations pertaining to patent rights with respect to any discovery or invention which arises or is developed in the course of or under such contract.

Provisions for purchase with federal funds for contracts exceeding $100,000

Pursuant to Federal Rule (8) above, when federal funds are expended by TIPS Member, TIPS Member shall address any requirements and regulations pertaining to patent rights with respect to any discovery or invention which arises or is developed in the course of or under such contract in the contract document and absent language to the contrary or if the contract silent on the subject, the District retains all rights thereto.

Does vendor agree? YES X AP Initial of Authorized Company Official

Federal Rule (9) Awarding agency requirements and regulations pertaining to copyrights and rights in data.

Pursuant to Federal Rule (9) above, when federal funds are expended by TIPS Member, TIPS Member requires the proposer certify that during the term of an award by the TIPS Member resulting for this procurement process the vendor will surrender upon request any copyrighted materials owned by the TIPS Member but used in the awarded contract performance unless otherwise agreed in a written document by the parties. TIPS Member reserves the rights to all data created or provided to the vendor for the purpose of contract performance resulting for this procurement process and the vendor will surrender such data upon request unless otherwise agreed in a written document by the parties. If the contract is silent or not dispositive on the subject matter data or copyrights TIPS Member retains all rights in the data developed or gathered during the contract term.

Does vendor agree? YES X AP Initial of Authorized Company Official

Federal Rule (10) Access by the grantee, the subgrantee, the Federal grantor agency, the Comptroller General of the United States, or any of their duly authorized representatives to any books, documents, papers, and records of the contractor which are directly pertinent to that specific contract for the purpose of making audit, examination, excerpts, and transcriptions.

Pursuant to Federal Rule (9) above, when federal funds are expended by TIPS Member, TIPS Member requires the proposer certify that during the term and after the awarded term of an award by the TIPS Member resulting for this procurement process the vendor will grant access by the grantee, the subgrantee, the Federal grantor agency, the Comptroller General of the United States, or any of their duly authorized representatives to any books, documents, papers, and records of the contractor which are directly pertinent to that specific contract for the purpose of making audit, examination, excerpts, and transcriptions.

Does vendor agree? YES X AP Initial of Authorized Company Official

Provisions for purchase with federal funds for contracts exceeding $100,000

Federal Rule (11) Retention of all required records for three years after grantees or subgrantees make final payments and all other pending matters are closed.

Pursuant to Federal Rule (11) above, when federal funds are expended by TIPS Member, TIPS Member requires the proposer certify that the awarded vendor retain of all required records for three years after grantees or subgrantees make final payments and all other pending matters are closed.

Does vendor agree? YES X^AA Initial of Authorized Company Official

Federal Rule (12) Compliance with all applicable standards, orders, or requirements issued under section 306 of the Clean Air Act (42 U.S.C. 1857(h)), section 508 of the Clean Water Act (33 U.S.C. 1368), Executive Order 11738, and Environmental Protection Agency regulations (40 CFR part 15). (Contracts, subcontracts, and subgrants of amounts in excess of $100,000)

Pursuant to Federal Rule (12) above, when federal funds are expended by TIPS Member, TIPS Member requires the proposer certify that in performance of the contracts, subcontracts, and subgrants of amounts in excess of $100,000, the vendor will be in compliance with all applicable standards, orders, or requirements issued under section 306 of the Clean Air Act (42 U.S.C. 1857(h)), section 508 of the Clean Water Act (33 U.S.C. 1368), Executive Order 11738, and Environmental Protection Agency regulations (40 CFR part 15).

Does vendor agree? YES X^AA Initial of Authorized Company Official

Federal Rule (13) Mandatory standards and policies relating to energy efficiency which are contained in the state energy conservation plan issued in compliance with the Energy Policy and Conservation Act (Pub. L. 94-163, 89 Stat. 871).

Pursuant to Federal Rule (13) above, when federal funds are expended by TIPS Member, TIPS Member requires proposer certify that during the term of an award by the TIPS Member resulting for this procurement process the vendor will be in compliance with mandatory standards and policies relating to energy efficiency which are contained in the state energy conservation plan issued in compliance with the Energy Policy and Conservation Act (Pub. L. 94-163, 89 Stat. 871).

Does vendor agree? YES X^AA Initial of Authorized Company Official

SUSPENSION OR DEBARMENT CERTIFICATE

Non-Federal entities are prohibited from contracting with or making sub-awards under covered transactions to parties that are suspended or debarred or whose principals are suspended or debarred. Covered transactions include procurement for goods or services equal to or in excess of $100,000.00. Contractors receiving individual awards for $25,000.00 or more and all sub-recipients must certify that the organization and its principals are not suspended or debarred.

You certify that no suspension or disbarment is in place, which would preclude receiving a federally funded contract under the Federal OMB, A-102, common rules

Information may be found at https://www.sam.gov/index.html

Has the vendor been debarred form participation in Federal funds contracts?

NO AA Initial of Authorized Company Official

YES ____ Initial of Authorized Company Official

Company Official: Audrey Ainone

Company: The Library Store, Inc.

CONTRACT Signature Form

The undersigned hereby proposes and agrees to furnish goods and/or services in compliance with the terms, specifications and conditions at the prices quoted unless noted in writing. The undersigned further certifies that he or she is an authorized agent of the company and has authority to negotiate and contract for the company named below.

Company Name:	The Library Store,Inc
Mailing Address:	301 E, South Street PO Box 0964
City:	Tremont
State:	IL
Zip:	61568
Telephone Number:	(800) 548-7204
Fax Number:	(800) 320-7706
Email Address:	supplybids@thelibrarystore.com
Authorized Signature:	Audrey Aimone 4/30/15
Printed Name:	Audrey Aimone
Position:	Bid Specialist

This contract is for a total TERM of one year with the option of two additional years. Vendors shall honor the participation fee for any sales made based on the TIPS contract. Failure to pay the fee will be grounds for termination of contract and will affect the award of future contracts.

Blenda McNatt — 6-25-15

TIPS Authorized Signature — Date

David Wayne Fitts — 6-25-15

Approved by Region VIII ESC — Date

References

**** Must have at least 3 References. References must be School, City, County, University, State Agency or Other Government.**

Organization
Amigos Library Services
MHEC (Massachusetts Higher Education Consortium)
Buyboard

City	State	Contact Name	Contact Phone
Dallas	TX	Susie Thompson	thompson@amigos.org
Amherst	MA	Jon Howard	jhoward@mhec.net
Austin	TX	Connie Burkett	connie.burkett@tasb.org

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WE WILL NOT BE UNDERSOLD! If you see a published price from any other current catalog, for the exact same product, we will match pricing, as possible. *Just provide a copy of the current ad to our Customer Service Department.*

PRICES & TERMS We make every effort to hold our prices for the life of the catalog. The prices in this catalog are effective beginning January 1, 2015 through December 31, 2015. *(We will honor current prices unless drastic economic conditions force us to pass along price increases. Prices are shown in US dollars and apply only to shipments to a US address. Also, we reserve the right to correct any pricing errors.)*

SPECIAL ORDER ITEMS **Your 100% satisfaction is our main concern!** We work with many manufacturers from all over the world and look forward to helping you to locate the right product for your needs. If you need guidance on products options not shown in our catalog, such as custom colors, finishes, sizes or accessories, *please contact our Customer Service Department.*

BID, CONTRACTS & WRITTEN QUOTATIONS When you have a large order or need a written quotation, please contact our Bid Department. Our knowledgeable bid/contract specialists are ready to answer questions on product specifications and to assist you with selecting the right product.

FURNITURE SELECTION & SERVICE We are pleased to offer design, layout and installation services for most furniture brands. Our experienced staff is available to help you choose the right products for your room. *Please contact our Bid Specialists for assistance on your next furniture project.*

LEAD TIME INFORMATION

Please review your order to make sure that we are not missing important information such as color choices on furniture products. Missing information could delay an order...

IN-STOCK Indicates that a product is in our warehouse and **will ship the same day that you place your order.** (Orders must be received by noon, CST.) *To estimate a delivery date, please add 2–7 business days for transportation time to your location.*

QUICK SHIP Indicates that a product **will ship within 10–14 working days from receipt of your acknowledgement.** These products will ship either from our facility or from the manufacturer. *To estimate your delivery date, please add 2–7 business days to allow time for transporting to your location.*

DROPSHIPPED ITEMS Most furniture and equipment products ship directly from our manufacturers' facilities. Lead times for furniture and equipment products vary by manufacturer and season. If you require delivery by a critical date, please call our customer service department or bid department prior to placing your order. We also recommend noting critical delivery dates on your order.

PAYMENT OPTIONS

CREDIT CARD & DEBIT CARD PAYMENTS

For your convenience, TLS accepts Master Card, Visa, American Express or Discover credit cards/debit cards. Please provide the card number, expiration date and an authorized signature. The user's name and address must match the billing address for the card. Any shipping charges and applicable sales taxes will be billed to your credit card.

CHECK OR PREPAID ORDERS

Please make sure that you are including applicable taxes and shipping charges with your payment. See our order form and shipping information below for guidelines. Remit your payment via mail to:
The Library Store, P.O. Box 0964, Tremont, IL 61568.

EXISTING ACCOUNTS

We will gladly bill your current account. Terms are "Net 30 days" from your invoice date. Shipping charges and applicable taxes will be added to your invoice.

NEW ACCOUNTS

If you do not currently have an open account with us, and would like to place your first order, you can prepay for your order with a credit card, check or money order. To open an account, please provide three business references and allow extra time for credit approval. Established schools, libraries, colleges or universities can place a first order by providing an official purchase order. If you have any questions, please contact us at 800.548.7204.

SHIPPING INFORMATION

Shipping charges are billed FOB origin, prepaid and added to your invoice. Orders will ship via FedEx, UPS, USPS or common carrier depending upon the size, weight and quantity of items on your order. If you require an accurate freight estimate prior to placing your order, our Customer Service team is available to help. *For a fast quote, please enter your information on our website. You'll see a quick, accurate freight estimate prior to the checkout process.*

SHIPS BY GROUND

Our catalog product descriptions include shipping information. If "In-Stock" is indicated, the product will ship via FedEx, UPS or USPS ground delivery from our IL warehouse. If "Ships Ground" is indicated, the item will ship directly from the manufacturer. FedEx or UPS shipping charges are determined by the combined "dimensional weight" of all the items on an order. Express Shipping is available for rush orders.

SHIPS BY TRUCK

Products with this noted will ship either from our warehouse or directly from the manufacturer via LTL (less than truckload) common carrier. Products that ship LTL are too heavy or large to ship by small parcel carriers. Shipping costs are calculated based on weight, quantity and overall dimensions of the order. Several levels of LTL service are available for your convenience:

STANDARD TRUCK SERVICE - your order will be delivered to the end of the truck or onto your receiving dock only. If you do not have a receiving dock or adequate resources to unload heavy items, we also offer a Deluxe Trucking Service.

DELUXE TRUCK SERVICE - your order will be delivered inside the first set of doors. Liftgate service is included. Additional fees will apply.

You may request special delivery instructions or additional services from the shipper. Additional fees may apply for these services. If you have questions on shipping costs, delivery services or need an accurate freight quote, please contact our customer service department.

To ensure the accuracy of your freight quote, please provide a complete list of products including our item numbers, the quantity for each item, the "ship to" address and any special shipping services required. Please include your email address or a fax number with your request.

WHEN YOUR ORDER ARRIVES FROM THE LIBRARY STORE®, PLEASE...

CHECK THE PACKING SLIP AGAINST YOUR ORDER...

- Note that items missing from the packing slip may be discontinued, back-ordered for later shipment, or shipped directly from one our manufacturers.
- If an item shown on the packing slip is missing, please contact us at 800.548.7204 for an immediate replacement.

BEFORE YOU SIGN THE DELIVERY RECEIPT FROM THE FREIGHT CARRIER...

- Confirm that you received the correct number of cartons as indicated on the bill of lading.
- Carefully inspect each carton for damage. Please note on the delivery receipt any visible damage or imperfections on the outside of the cartons or compensation cannot be guaranteed.

IF YOUR SHIPMENT ARRIVES DAMAGED...

- Check the contents of your cartons against your packing slip.
- Note the damage directly on the delivery receipt (before the driver leaves) as the trucking company is responsible only if you note this immediately.
- Please keep all cartons and packing materials together with your damaged merchandise.
- Call our Customer Service Department within 48 hours at 800.548.7204 between 7:00am–5:30pm (CST) Monday through Friday.

EXCHANGES OR RETURNS

If a return or exchange is necessary *within 6 months of the invoice date,* please contact us at 800.548.7204 between 7:00am–5:30pm (CST) Monday through Friday. All returns processed through our warehouse must be accompanied by a copy of your invoice or a packing list.

RETURNS

To return items shipped directly from one of our many manufacturers, please call our customer service team for an **RMA#** (return merchandise authorization number) and for return shipping instructions for that manufacturer. *This information must be included in any return shipments for proper crediting of your account. Please note that a restocking fee may apply for some returned products.* Products that are custom engraved, manufactured or imprinted cannot be returned. Some furniture or special ordered items are non-returnable per our manufacturer's terms.

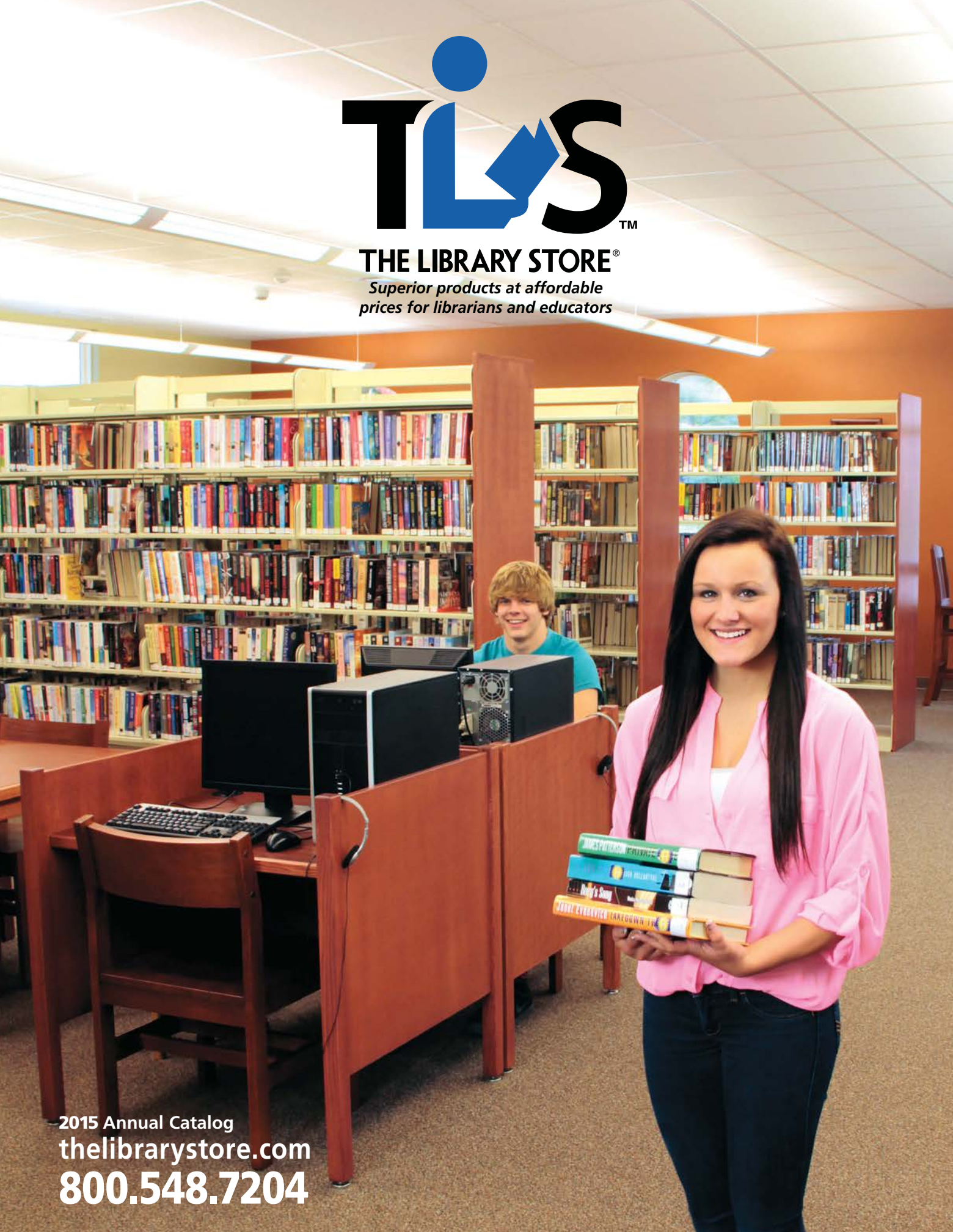
To ensure that you receive credit for a returned item, please package items carefully in their original cartons. Products must be received in the resalable condition. Only complete, unused packages will be accepted for credit. Credits must be used within one year.

EXCHANGES

For exchanges, we will process your replacement order as soon as possible upon receipt of the original item. Freight charges will be added to the invoice for an exchanged shipment. *Exchanges can be made within 6 months from the invoice date.*

SHIPPING OR RETURN QUESTIONS?

For prompt service, please contact Customer Service, Mon.–Fri., 7:00am–5:30pm, CST. Call: 800.548.7204, Fax: 800.320.7706, Email: customerservice@thelibrarystore.com



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GREG GUNTER
Vice President

STEVE GUNTER
President

Greg and I are excited to let all our customers in on some of the unbelievable changes happening at The Library Store! We appreciate you and have been hard at work developing some new programs to show you just how much.

NEW! QUICK SHIP FURNITURE PROGRAM

You asked for it and we listened! We have placed a very large order for our Atlantis Library Furniture which we will stock in our warehouse for immediate shipment to you! Typical manufacturer lead times for custom furniture orders can be up to 12 weeks and longer! Sometimes you just can't wait that long, so we've decided to stock the most popular sizes of Atlantis Shelving, Tables, Desks, and Chairs so you can get your order delivered in 2 weeks or less! All of the Atlantis furniture in our Quick Ship Program will be listed on our web site and available for immediate shipping from our warehouse. Visit our web site **thelibrarystore.com** to see details.

BOOKER T. BEAR

NEW! CUSTOMER REWARDS PROGRAM

By popular demand ***Booker T. Bear*** *is back!!!* We are putting him in charge of our brand new CUSTOMER REWARDS PROGRAM! Starting soon you can sign up to be part of the Customer Rewards Program on our web site **thelibrarystore.com**. For every $200.00 you order from any of our catalogs or web site, you will receive a Booker Paw Print (stamp) towards a $200.00 gift certificate! Not only will you be enrolled in our Customer Rewards Program, but you will be the first to know about our Web Sales, e-mail only sales, New Products, Trade Show Events and much more!

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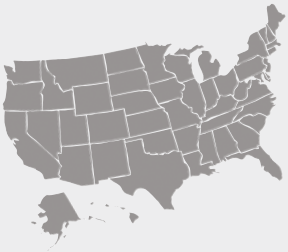
WE LISTEN AND RESPOND TO THE NEEDS OF OUR CUSTOMERS

We'll go the extra mile to ensure that you receive courteous, personal service before, during and after the sale. If you're not 100% satisfied with your product, you'll promptly receive a replacement, credit or refund... **ANYTIME without a hassle.**



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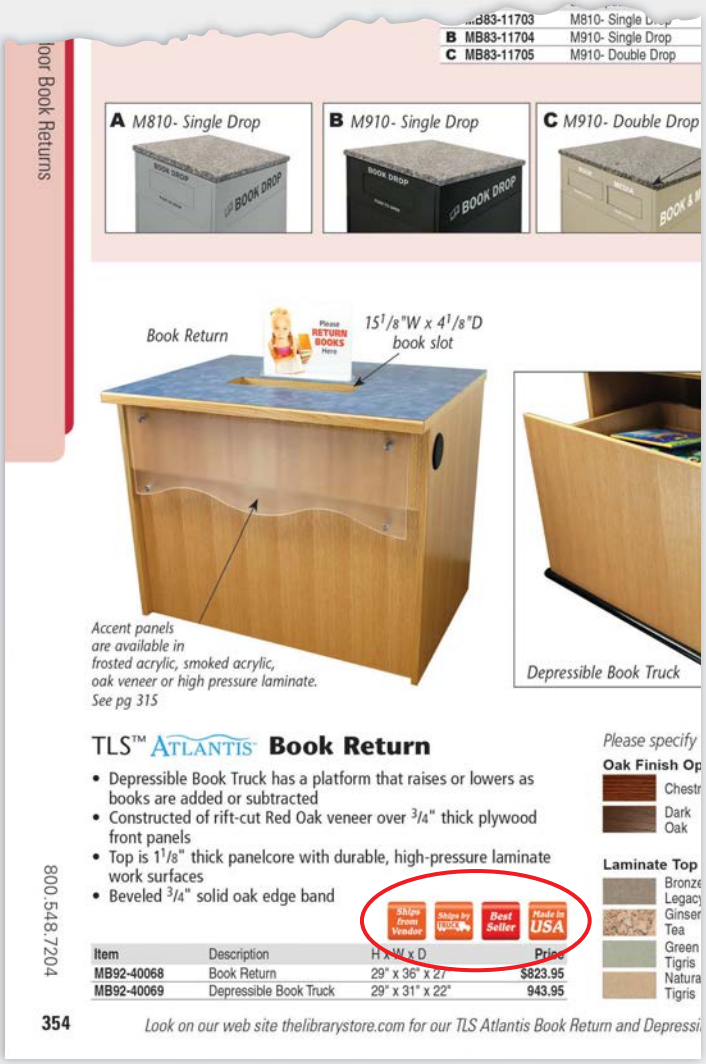
We want you to know all possible information associated with this product in our catalog & website. Example to the right shows the book return is Ships from Vendor, Ships by Truck, Best Seller and Made in USA.

- This product is one of our best sellers.
- This product is in our warehouse and will ship within 24 hours after receipt of your order.
- This product ships directly from the vendor.
- This product ships via truck; loading dock preferred.
- This product ships within 10-14 business days, upon receipt of your order confirmation.
- This product has been manufactured in the United States.
- This product requires assembly. If available, the assembly instructions for this product may be viewed and printed from the Specs area on our website.
- MAS Certified Green for indoor air quality.
- This product has been rigorously tested and certified by independent labs for low chemical emissions and safer indoor air quality.
- This product has been manufactured with recycled materials, – either pre-consumer or post-consumer.



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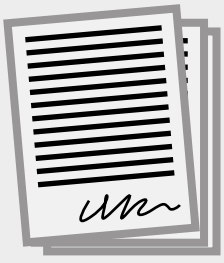

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