

**CONTRACT NO. 13-022005-0250AM
INSTRUCTIONAL SUPPLIES
HANOVER COUNTY SCHOOL BOARD**

CONTRACT

THIS CONTRACT is entered into June 4, 2013, by HANOVER COUNTY SCHOOL BOARD, a political subdivision of the Commonwealth of Virginia, (The School Board), and QUILL CORPORATION, (The Contractor) located at 100 Schelter Road, Lincolnshire, IL 60069, phone: 800-634-4809.

The parties agree that in consideration of the Fee Schedule for the Contract (Attachment A), the Contractor will perform all services and deliver all goods in accordance with the requirements described in solicitation number 13-022005-0250AM dated April 30, 2013.

Contract documents, in addition to this CONTRACT and Hanover County School Board solicitation number 13-022005-02450AM are Attachment A – Fee Schedule for the Contract, and the solicitation response of the Contractor, dated May 9, 2013.

Goods, services, labor, and materials shall be provided in accordance with the contract documents. This CONTRACT is the complete agreement between the parties and may not be altered except by written memorandum signed by the parties.

The initial term of the contract shall be July 1, 2013, through December 31, 2018.

The Contractor agrees to maintain and keep in force insurance coverage and limits acceptable and approved by the School Board.

The School Board agrees to make payment to the Contractor for goods and services provided within 45 days after receipt of an approved invoice.

The signatures of the parties or their authorized representatives are set out below in acknowledgement of this agreement.

HANOVER COUNTY SCHOOL BOARD

By: Steven Rusch
Steven Rusch, Purchasing Division Director

6-11-13
Date

CONTRACTOR:

Firm: **QUILL CORPORATION**
By: Kenneth M Wnek
Signature

6.10.2013
Date

Kenneth M Wnek, Vice President of Sales
Typed or Printed Name

**HANOVER COUNTY SCHOOL BOARD
FEE SCHEDULE FOR THE CONTRACT- ATTACHMENT A**

**Instructional Supplies
Contract No. 13-022005-0250AM**

Effective July 1, 2013 through December 31, 2018

Name: Quill Corporation
Address: 100 Schelter Road
Lincolnshire, IL 60069

Contact: Conni Ciffone
Telephone: 800-634-4809
Fax: 800-789-2016
E-mail: info@quill.com

Discount/Catalog	15% Discount Quill Annual Reference Guide Discount shall apply to 2013, 2014, 2015, 2016, 2017, and 2018 catalogs Reference 13-6341 on orders
Exclusions	Dell ink & toner, computer peripherals, printers, multifunction machines, office communications equipment, food, beverages, breakroom, cleaning and janitorial supplies, safety and maintenance items, vending and gumball machines, refurbished and closeout merchandise, taxes or freight charges, furniture. Sale prices, free offer deals, Top Seller/Best Price items, special order items, and items beginning with prefix "SPW" or "UNI" are excluded.
Shipping & Handling	Free Shipping on most items, see delivery policy
Packaging	Can be done by individual teachers or grade levels at no additional charge.
Delivery	Orders shipped same day

Hanover County School Board
 IFB #13-022005-0250AM
 Instructional Supplies
 April 30, 2013

ATTACHMENT C – BID FORM

A. BID PRICING – The Bidder agrees to provide a firm fixed percentage discount for instructional supplies in accordance with the specifications and terms and conditions identified herein.

Catalog Information and Discount Offered – List each catalog separately. Attach additional pages, if needed.

Vendor Name: Quill Corporation
 Vendor Address: 100 Schelker Road, Lincolnshire, IL 60069
 Contact Person: Conni Ciffone
 Telephone Number: 800-634-4809 E-mail Address: bid@quill.com
 Customer Service Telephone Number if different than contact: 800-634-4809
 Customer Service E-mail if different than contact: info@quill.com
 Vendor Website: www.quill.com

Does Bidder offer a login to an Internet site to receive contracted pricing? YES NO

If yes, how do users set up the login? REGISTER ONLINE AND REFERENCE ACCT# 5302626

Can orders can be packaged by teacher or grade level at no additional charge. YES NO

Is there a minimum order amount? Yes NO If yes, how much? \$ _____

If a conflict exists between the terms and conditions of the Contractor's catalog and the terms and conditions of this IFB, the terms and conditions of this IFB will prevail over those contained in the catalog.

Catalog Name and/or Number	% Discount off Current Price	Delivery After Receipt of Order (days)	Description of Items (Science, Math, P.E. Arts/Crafts, etc)	Reference # (to be included on orders to receive discount)
<u>Quill ANNUAL REFERENCE GUIDE</u>	<u>15%*</u>	<u>SEE DELIVERY POLICY</u>	<u>INSTRUCTIONAL, OFFICE SUPPLIES, ARTS + CRAFTS</u>	<u>#13-6341</u>
			<u>TEACHER + CLASSROOM TOOLS, BULLETIN BOARD</u>	
			<u>MANIPULATIVE, PUZZLES</u>	
			<u>MATH, LANGUAGE ART LITERACY, READINESS EARLY SKILL</u>	

Additional Information:

* CATALOG DISCOUNT EXCEPTIONS:

_____*Discount does not apply to Dell™ ink & toner, computer peripherals (digital cameras, scanners, PDAs and software), e-readers, desktop, laptop, netbook, and tablet computers, electronic office machines (copiers, fax machines and LCD projectors), printers, multifunction machines, office communications equipment (phones, radios, DVD players, TVs, VCRs, and camcorders), food, beverages, breakroom, cleaning and janitorial supplies, safety and maintenance items, vending and gumball machines, refurbished and closeout merchandise, taxes or freight charges. Discount does not apply to furniture unless you are a contract bid account. Sale prices, free offer deals, Top Seller/Best Price items, special order items and items beginning with the prefix "SPW" or "FIN" are also excluded from this discount offer. We reserve the right to change our programs and their benefits, including shipping charges.

Hanover County School Board
IFB #13-022005-0250AM
Instructional Supplies
April 30, 2013

- B. Qualification: The vendor must have the capability and capacity in all respects to satisfy fully all of the contractual requirements. Indicate the length of time you have been in business providing this type of good or service:

57 Years _____ Months

- C. References: Indicate below at least three (3) current or recent accounts, either commercial or governmental, that your company has provided similar goods/services within the last three (3) years. Include the length of service and the name, address, and telephone number of the point of contact. Do not use Hanover County Public Schools as a reference.

a. Firm/Municipality: see attached list of References

Address: _____

Contact Name and Title: _____

Phone: (____) _____ Fax: (____) _____

Dates of Service: _____ \$ Value: _____

b. Firm/Municipality: _____

Address: _____

Contact Name and Title: _____

Phone: (____) _____ Fax: (____) _____

Dates of Service: _____ \$ Value: _____

c. Firm/Municipality: _____

Address: _____

Contact Name and Title: _____

Phone: (____) _____ Fax: (____) _____

Dates of Service: _____ \$ Value: _____

- D. Payment Option: Hanover County School Board utilizes Purchasing Cards as an option to make payments. The use of Purchasing Cards allows Contractor to receive payment sooner than by receiving payment by mailing of checks. The option of accepting Purchasing Cards does not affect the award of this contract.

Do you accept payment by Visa charge cards without additional charges? YES NO

- E. Virginia SCC Information: A contractor organized as a stock or nonstock corporation, limited liability company, business trust, or limited partnership or registered as a registered limited liability partnership shall be authorized to transact business in the Commonwealth as a domestic or foreign business entity if so required by Title 13.1 or Title 50 or as otherwise required by law. Any business entity described in this subsection that enters into a contract with a public body pursuant to Virginia Code § 2.2-4311.2 shall not allow its existence to lapse or its certificate of authority or registration to transact business in the Commonwealth, if so required under Title 13.1 or Title 50, to be revoked or cancelled at any time during the term of the contract

Bidders possessing an identification number issued to it by the State Corporation Commission shall provide the identification number below.

Hanover County School Board
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Virginia State Corporation Commission Number: F153113

OR

Bidder is not a corporation, limited liability company, limited partnership, registered limited liability partnership, or business trust

OR

Bidder 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/offor 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/offor'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/offor'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.

OR

bidder has not checked any of the foregoing options, but currently has pending before the SCC an application for authority to transact business in the Commonwealth of Virginia, and wishes to be considered for a waiver to allow submittal of the SCC identification number after the due date for bids. 5

In compliance with this Invitation For Bids and subject to all the conditions thereof, the undersigned offers and agrees, if this bid is accepted within ninety (90) calendar days from the date of opening, to furnish the goods/services at the price(s) indicated on Bid Form. The undersigned certifies he has read, understands, and agrees to all terms, conditions, and requirements of this Invitation for Bids, and is authorized to contract on behalf of the firm named below.

THIS BID RESPONSE IS SUBMITTED BY:

[Signature]
Signature of Authorized Bidder

Colin Doherty
Print or Type Name

MAY 9, 2013
Date

Director of Sales
Title

Quill Corporation
Full Legal Name of Bidder (Company)

100 Schetter Road, Lincolnshire, IL 60069
Address

800-634-4809
Telephone No.

800-789-2016
Fax No.

bid@quill.com
Email Address

Type of Business: Corporation
 Partnership
 Individual Trading in Own Name
 Individual Trading Under Trade Name

CONTACT INFORMATION (if different than above):

KURT HUGHES
Print or Type Name

888-407-7511 x 1896
Telephone No.

407-475-4997
Fax No.

Regional Acct Manager
Title

kurt.hughes@quill.com
Email address



100 Schelter Road
Lincolnshire, Illinois 60069

May 9, 2013

Angela Melton, CPPB, Purchasing Officer
County of Hanover
Purchasing Division
7496 County Complex Road
Hanover, VA 23069

Quill Bid Number: 13-6341
Customer Bid Info: 13-022005-0250AM Instructional Supplies
Account Number: 5302626

Dear Angela Melton,

Thank you for your recent bid request. We appreciate your interest in Quill and are pleased to offer your organization a **15% column discount*** to our already discounted prices in our catalog which are up to 80% off list and **free shipping on virtually all items good through December 31, 2018.**

Below are a few guidelines that we ask for you to follow to ensure the proper pricing and handling of your purchase orders:

- Verbal or written acceptance** is requested to guarantee your discounts. Please see attached Bid Response Form.
- Please be sure to reference the above Quill account for easy and accurate processing.
- Quill offers easy online ordering with visibility to your **15%* discount.**
- Orders will ship and invoice the same day, if orders must invoice and/or ship on or after a certain date this must be indicated clearly on your purchase order.
- Please fax or email your tax exempt form to taxexempt@Quill.com or fax 800-499-8805.

Quill's delivery policy is standard UPS or local carrier drop off, or truck tailgate delivery. Inside delivery is available at an additional charge. Installation or set up is not included.

This contract must be renewed before expiration date and will not automatically renew.

Thank you once again for choosing Quill. We look forward to working with you in the future

Sincerely,
Quill's Bid Department

*Discount does not apply to Dell™ ink & toner; computer peripherals (digital cameras, scanners, PDAs and software); e-readers; desktop, laptop, netbook, and tablet computers; electronic office machines (copiers, fax machines and LCD projectors); printers; multifunction machines; office communications equipment (phones, radios, DVD players, TVs, VCRs, and camcorders); food; beverages; breakroom, cleaning and janitorial supplies; safety and maintenance items; vending and gumball machines; refurbished and closeout merchandise; taxes or freight charges. Discount does not apply to furniture unless you are a contract bid account. Sale prices, free offer deals, Top Seller/Best Price items, special order items and items beginning with the prefix "SPW" or "UNI" are also excluded from this discount offer. We reserve the right to change our programs and their benefits, including shipping charges.



100 Schelter Road
Lincolnshire, Illinois 60069

BID RESPONSE FORM CATALOG BID

Verbal or written acceptance in order to ensure the proper bid pricing discount quoted, **please fill out and return** this form as soon as possible.

Quill Bid #: 13-6341 * Please reference this bid # on ALL purchase orders

Account #: 5302626 State: VA

Account Name: County of Hanover

Do you accept our **15% discount** on our catalog? Yes No

If Quill is awarded, please provide us a list of contacts and/or locations that need to be included as a part of this bid.

If no, who was awarded your bid _____

In order to remain on your bid solicitation list, we welcome your feedback as to the reason(s) we were not considered _____

Are you tax exempt? Yes No If yes, please send your certificate to taxexempt@Quill.com or fax to 800-499-8805.

This BID RESPONSE FORM can be returned by:

Fax: (888) 888-8250

Email: bid@quill.com

Or Mail:

Quill Corporation

Bid Department

100 Schelter Road

Lincolnshire, IL 60069-3621

Thank you for the opportunity to do business with you!

Your Quill Bid Team

(800) 634 – 4809

Delivery

- 99% in stock rate, 98% on time delivery
- **Standard Shipping** is via UPS or Local Carrier within 1-2 business days (Mon-Fri) ARO.
 - UPS automatically provides inside delivery (the driver will bring the merchandise inside to a main location-no desk top delivery).
 - Standard shipping for items w/prefix of JV are normally 1-2 business days ARO, however, large quantities of an item may require longer delivery times.
 - No shipping or processing fees.
- **Large Volume Orders** may ship via Truck - Tailgate Delivery within 2-7 business days ARO.
 - Tailgate Delivery means the driver is only responsible to get cartons to the end of the truck and customer is responsible for unloading and bringing inside the building. No shipping or processing fees
 - A call 24 hours before a truck delivery can be arranged at no charge.
 - Lift gates (cargo lift) can be requested for truck orders at no charge- you must note the PO.
 - For an additional fee of \$25.00 the driver will assist in unloading cartons from truck and bringing inside the building.
 - Installation and or set/up is not included. Additional charges will apply based on weight and site conditions. Please call for quote.
 - Pallet size is 48" X 42"
 - We cannot guarantee full carton shipments due to our automated order system.
 - In order to provide prompt delivery of your order, we may have to utilize stock from multiple warehouse locations.
 - We cannot guarantee palletized shipments for large orders due to our automated order system.
 - For us to ship larger quantities and provide prompt delivery service, we may have to utilize stock from multiple warehouse locations.
- Quill's Future Delivery option enables a school to plan for future needs while securing today's low sale prices
 - Schedule delivery and billing up to 4 months from the time of submitting your order Just write "Future Delivery" on your purchase order and the date you want the order to ship. If ordering online, simply click "Delayed Shipment" on the checkout screen.