

SOUTHAMPTON UFSD  
70 LELAND LANE  
SOUTHAMPTON, NY 11968  
PURCHASING DEPARTMENT  
631-591-4518/631-287-2870

## NOTICE OF AWARD

Bid #: SPS17-015 2nd EXT

Bid Name: Library Supplies, Furnishings & Equipment

Contract Period: January 1, 2020 - December 31, 2020

BOE Approval Date: December 3, 2019

Enclosed are the discounts for the Library Supplies, Furnishings & Equipment bid.

**PLEASE REFERENCE BID #SPS17-015 2nd EXT ON 1ST LINE OF ALL YOUR PURCHASE ORDERS AS WELL AS THE VENDOR'S REFERENCE NUMBERS WHERE SPECIFIED.**

<u>Vendor</u>	<u>Discount</u>	<u>Delivery Charge</u>
Adwar Video 125 Gazza BLVD Farmingdale, NY 11735 631-770-7070 631-777-7011 <a href="mailto:sales@adwarvideo.com">sales@adwarvideo.com</a>	20% discount <a href="http://adwarvideo.com/pricebook">adwarvideo.com/pricebook</a>	Free shipping over \$500.00 Shipping under \$500.00: based on weight
B&H Photo-Video 420 Ninth AVE New York, NY 10001 800-947-8003 x2639 800-743-0895 (fax) <a href="mailto:ny@bandh.com">ny@bandh.com</a>	.2-25% discount Dynamic Pricing  Reference 698194190 on all Purchase Orders	Free shipping over \$50.00 Shipping under \$50.00, items over 70 lbs or truck delivery: based on weight
Brodart Co. 500 Arch ST Williamsport, PA 17701 888-820-4377 800-578-1064 (fax) <a href="mailto:supplies.quotes@brodart.com">supplies.quotes@brodart.com</a> *SEE ATTACHMENT	15% discount Books & Automation Division, Electronics, Game Systems, Flat Panel Mounts, Microform Readers/Printers/Scanners, Security Systems and Accessories, Software, Brodart Solutions Line & Opening the Book Programs not eligible. Reference 88819 on all purchase orders	Free shipping over \$50.00 on stocked consumable supplies Shipping under \$50.00, or non supply items: based on weight
Demco, INC 4810 Forest Run RD Madison, WI 53704 888-211-3072 888-320-0288 (fax) <a href="mailto:contracts@demco.com">contracts@demco.com</a>	12% discount on consumable supplies 5% discount on promotional products and furniture & equipment (non-consumable) Security products, periodicals & subscription products & licensed products are not eligible for this discount. Reference C40401 on all Purchase Orders	Free Shipping over \$75.00 for in stock items. These will be indicated with a stock symbol. All others items: based on weight Shipping under \$75.00: \$9.95 for in stock items.
WB Mason CO INC 90 Nicon Court Hauppauge, NY 11788 888-926-2766 866-857-7997 (fax) <a href="mailto:matthew.conway@wbmason.co">matthew.conway@wbmason.co</a>	20% discount Pages 241-249, 250-253 & 585-664, are not eligible for this discount. Reference C2018210 on all Purchase Orders	Free Shipping over \$0 Items w/star symbol are subject to freight


**Library Supplies  
& Furnishings**

500 Arch Street, Williamsport, PA 17701

Sales &amp; 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](mailto:supplies.quotes@brodart.com)

 Visit us online at [www.shopbrodart.com](http://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**

<b>LIBRARY, AUDIOVISUAL &amp; ARCHIVAL SUPPLIES</b>	
Product Discount:	* 15
Shipping Discount:	Free shipping on stocked consumable supply orders over \$ 50
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
<b>FURNITURE &amp; EQUIPMENT</b>	
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:	December 31, 2020

Please reference quote# 88819 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.



# Discount Pricing Agreement

## Southampton Public Schools

Bid# SPS17-015  
Library Supplies, Furnishings & Equipment

Catalog Discount Code #C40401



## YOUR CONTRACT TERMS

Demco is pleased to offer you discounts for 2020! Please use discount code C40401 on all your orders.

Your discounts are based on prices listed on our website at [demco.com](http://demco.com) and will remain the same throughout the terms of this agreement.

### DISCOUNT



- \$75 minimum order (after discount) required for contract terms to apply
- 12% on library, office and technology supplies (consumables)
- 5% on learning materials
- 5% on furniture and equipment under \$2,000\* (non-consumable)

### SHIPPING



- Demco will pay regular FedEx Ground Service shipping costs on all stock orders over \$75.
- Transportation will be prepaid and added to all drop ship orders, such as furniture and equipment. Demco provides good-faith shipping estimates on all orders.
- Express parcel shipping is not included.

### EXCLUSIONS



- Security products
- Demco Software products
- littleBits™ products
- Demco exclusive products including but not limited to: Dr. Seuss™, Pete the Cat®, Eric Carle™ and Mo Willems

### EXPIRES

December 31<sup>st</sup>, 2020 (with option to renew)

\*For large quantity orders, or purchases over \$2,000, please contact the Demco Inside Sales Team toll free 800.462.8709 or email [quote@demco.com](mailto:quote@demco.com). You may be eligible for special bid pricing.

Discounts under this agreement cannot be used with bids, sale catalogs or other promotions. In the event a sale price is lower than your discounted price, you will be given the best price.

Thank you for your consideration. On behalf of Demco, we look forward to exceeding your expectations!

Kristopher L. Snow  
Contracts Facilitator

Phone: 888.211.3072  
Fax: 888.320.0288  
Email: [kriss@demco.com](mailto:kriss@demco.com)

## HOW TO PLACE AN ORDER

Web: [demco.com](http://demco.com)  
Phone: 800.356.1200  
Email: [order@demco.com](mailto:order@demco.com)  
Fax: 800.245.1329



### DELIVERY

In stock items are delivered within 7-10 working days after receipt of order. Furniture and equipment may take 4-6 weeks to arrive, depending on vendor lead times.

### PAYMENT TERMS

Net 30 days

### REMITTANCE ADDRESS

[billing@demco.com](mailto:billing@demco.com)  
Demco  
P.O. Box 8048  
Madison, WI 53708-8048

### MAILING ADDRESS

Demco  
4810 Forest Run Rd  
P.O. Box 7488  
Madison, WI 53707-7488

### RETURNS & EXCHANGES

You may return or exchange a qualifying item\* within 6 months of your invoice date. Furniture, special orders, custom products and international orders cannot be returned or exchanged unless you receive them damaged or defective. Anything that has been engraved or imprinted is not returnable.

Not sure if an Item qualifies for a return or exchange? A Demco Customer Service representative can help you. Call 800.962.4463 or email [custserv@demco.com](mailto:custserv@demco.com).

Note: Terms and conditions may change at any time.



**Agenda Item Details**

Meeting Dec 03, 2019 - Regular Meeting

Category 11. Consent Agenda Items

Subject 11.01 Recommend the Board award a one-year extension for Bid SPS17-015 Library Supplies to Adwar Video, B & H Photo, Brodart Co., Demco INC, and W.B. Mason as presented.

Access Public

Type Action (Consent)

**Public Content**

Bid Extension SPS17-015 - Library Supplies.pdf (146 KB)

APPROVED

12/3/19  
 Amy KR

**Administrative Content**

**Executive Content**

*Our adopted rules of Parliamentary Procedure, Robert's Rules, provide for a consent agenda listing several items for approval of the Board by a single motion. Most of the items listed under the consent agenda have gone through Board subcommittee review and recommendation. Documentation concerning these items has been provided to all Board members and the public in advance to assure an extensive and thorough review. Items may be removed from the consent agenda at the request of any board member.*

**SOUTHAMPTON PUBLIC SCHOOLS- PURCHASING OFFICE**

70 LELAND LANE SOUTHAMPTON, NY 11968

PHONE: 631-591-4518 FAX: 631-287-2870

BID NAME: LIBRARY SUPPLIES, FURNISHINGS & EQUIPMENT

BID NO. SPS17-015

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**GENERAL SPECIFICATIONS**

1. The purpose of this document is to establish a discount rate for purchases of Library Supplies, Furnishings & Equipment for the Southampton School District.
2. Bid will be opened at the DISTRICT OFFICE LOCATED AT 70 LELAND LANE SOUTHAMPTON, NEW YORK 11968

<u>BID NUMBER</u>	<u>DATE OF OPENING</u>	<u>TIME</u>
SPS17-015	NOVEMBER 14, 2017	2:00 PM

**Vendors are urged to hand deliver or mail bids in early. Late bids will not be accepted and will be returned unopened to the vendor. Please do not rely on overnight delivery services since they are very often unreliable.**

3. Method of Award - This contract is a catalog and discount contract in which vendors have either quoted a fixed discount or a variable range of discounts to be applied against the catalog in effect the day the order is submitted to the contractor. The contract will be awarded to multiple vendors offering the highest percentage discount from the catalog list price for each category listed on the Proposal Form, in part or in whole, who meet(s) all the terms of the bid specifications. The Southampton School District guarantees no minimum or maximum purchases or contracts as a result of award of this bid.

The Southampton School District reserves the right to allow all municipal, not-for-profit and political subdivisions authorized under the General Municipal Laws of the State of New York, to purchase any goods and/or services awarded as a result of this bid in accordance with the latest amendments to NYS GML 100 through 104. However, it is understood that the extension of such contracts are at the discretion of the vendor and the vendor is only bound to any contract between the Southampton School District and the vendor. Additionally, the School District reserves the right to purchase any goods or services included as part of this bid from any means legally available to it at any time.

4. Prices shall remain firm from January 1, 2018 through December 31, 2018, with an option for renewal, under the same terms and conditions, with concurrence of the School District and the contractor for three additional one-year periods.
5. The Board of Education reserves the right to reject any and all bid proposals and to waive informalities in a quotation.
6. Illegible or vague bids may be rejected.
7. These specifications, the General Conditions, Bid Proposal Form, Bid Proposal Certification (non-collusive), Iranian Energy Divestment Certification and all related documents pertaining to the bid will become part of and deemed incorporated in the contract between the School District and the successful bidder(s).

State of New York  
County of Suffolk

Shannon Steimel

being duly sworn, says s/he is the

NOTICE TO BIDDERS

Notice is hereby given that sealed bids for the following purchase will be received by the Purchasing Agent of the Southampton UFSD, at the District Office, located behind the Southampton Intermediate School at 70 Leland Lane, Southampton, New York, no later than 2:00 p.m. prevailing time on Tuesday, November 14, 2017 at which time they will be opened and publicly read aloud:

**Library Supplies,  
Furnishings & Equipment  
Bid No. SPS17-015**

Specifications may be examined and obtained at the District Office between the hours of 8:00 a.m. and 4:00 p.m., Monday through Friday, excluding holidays.

Southampton UFSD reserves the right to reject and declare invalid any or all bids and to waive any informalities or irregularities in the proposals received, all in the best interests of the School District.

Each proposal must be submitted on the forms provided in the bid package, in a sealed envelope with the name of the bidder, and the bid name marked clearly on the outside of the envelope. A Certificate of Non-Collusion must accompany all bid submissions.

Danielle Leef  
Purchasing Agent  
Southampton UFSD  
October 5, 2017  
E-9137621005

ADMINISTRATIVE ASSISTANT  
of the SOUTHAMPTON PRESS,  
EASTERN EDITION, a newspaper  
published weekly in the Village of  
Southampton, Town of Southampton,  
county and state aforesaid, and that a  
notice, of which the annexed printed slip is  
a copy, was published in said newspaper  
once a week

for 1 consecutive week(s),

commencing on the 5th day of

October 2017

*Shannon Steimel*

Sworn to before me this 5th day of

October 2017

*Neil M. Salvaggio*  
Notary Public

NEIL M. SALVAGGIO  
Notary Public, State of New York  
No. 01SA6082874, Suffolk County  
Commission Expires November 4, 2018