

INSTRUCTIONS

1. Orders. Unless otherwise instructed by the Division of Purchases and Supply, all departments, institutions and agencies of the Commonwealth of Virginia may order items listed by issuing agency purchase orders (Form DPS-41-056) or by issuing their own purchase order form.

Written Purchase Orders Required by the Contractor. **When required by the contractor**, state agencies and public bodies will supply written purchase order forms for orders under \$5,000.

Verbal/Facsimile Orders. When a written purchase order is not required by the contractor, state agencies have the authority to place verbal and/or facsimile orders for requirements valued at less than \$5,000.

Purchase orders will be submitted to the Contractor via the Commonwealth of Virginia's electronic procurement system, also known as eVA. The orders will be governed by this agreement and the terms and conditions contained in the separate agreement for participation in eVA executed by the contractor. If this contract is authorized for use by localities, Virginia cities, counties, town and political subdivisions may use this contract only if the orders are placed through eVA.

2. If this contract is authorized for use by localities (see line item 6, page 1), Virginia cities, counties, towns and political subdivisions may use their own form to order items listed in this contract.
3. The applicable contract number, federal employer identification number (FEI), and item number (for itemized contracts) must be shown on each purchase order and copy, each facsimile transmission or given verbally when telephonic orders are placed.
4. Inspection on delivery and approval of vendor's invoice is the responsibility of receiving state agency, Virginia city, county, town or political subdivision.
5. Any complaint as to quality, faulty or delinquent delivery, or violation of contract provisions by contractor shall be reported to the Division of Purchases and Supply for handling with the contractor. Preprinted forms (DGS-41-024), by which to facilitate the notification of the contractor and this office of complaints, are available from the Division of Purchases and Supply (786-8873).
6. Renewals. No, one year renewals remain. The decision as to whether to exercise the next renewal option will be made by the contract officer approximately four to six months in advance of the expiration date of the current term.
7. Price Adjustments. During the current term of the contract, price escalation may be allowed every 365 days, if justified. The contract officer makes the decision to allow or deny a request for increase based upon the documentation submitted by the contractor. The contractor is required to pass on any price reductions immediately. **IMPORTANT!** All price increases must be approved by the contract officer. Contract users will be sent a Notice of Contract Change from this office as official notification of such changes, if approved.

SPECIAL CONDITIONS

8. **Delivery Service:** Delivery of all requested contract items shall be made within 60 calendar days after receipt of purchase order. The delivery of all items shall be to the using agency's receiving dock. The delivering carrier shall unload the furniture and place it on the receiving dock. TAILGATE delivery is unacceptable. State agencies and public bodies have the right to negotiate inside delivery and installation with the contractor(s). Delivery of all requested contract items shall be made within 60 calendar days ARO. Contractor shall carry an adequate stock to insure such delivery service quoted below for the duration of the contract.
9. **Ordering Information:** The desired finish for metal surfaces, upholstery, laminate tops and plastic shells must be included on the purchase order for all items. The finishes all listed with the appropriate specification. If the finish is to be designated by letters of codes rather than the name, the designation will be stated in the specification beside the name for example, walnut (1) or beige (BE).
10. **Mity-Lite:** Standard table top colors are beige, brown, grey and black. Speckled beige, speckled gray, simulated oak and walnut available. Standard leg colors are black, brown and gray. All legs (except K, X, L and D) come standard with gravity ring lock mechanism. MitySnap™ Leg available on all standard folding legs at \$5.00 upcharge. Ultraviolet (UV) protected ABS surface (beige only) is recommended for occasional outdoor use. Post leg extensions (\$7.00 each) brings post leg table to 42". Table imprinting: standard text \$75 setup per table size (Max \$150) and \$3 charge per table from 1-20. No per table charge for 21+ tables. Imprint with graphics \$400 set up fee; same per table charges as standard. Add 2 weeks to lead time. Leg locks to hold folding legs in folded position, \$5.00 per table.
11. **Virco:** Orders for Virco must be mailed to Virco, Inc., P. O. Box 5000, Conway, AR 72032. These orders must include: a choice of shell finish, upholstery finish and metal finish or chairs, laminate finish, metal finish, and plastic finish for table or desks. All Virco finishes are designed by a name, not by number or letter.

CHILDCRAFT EDUCATION CORP.
P. O. BOX 3239
LANCASTER, PA 17603
800-631-5652

DISCOUNT

12% DISCOUNT OFF CHILDCRAFT EDUCATION BRANDED FURNITURE LOWEST INDICATED PRICE IN THE GROWING YEARS CATALOG, DATED 2008.

MINIMUM ORDER

\$500.00 F.O.B. AGENCY

ADDITIONAL ITEMS IN THE GROWING YEARS CATALOG RECEIVE A 12% DISCOUNT FROM THE LOWEST INDICATED PRICE. FACTORY DIRECT ITEMS INDICATED WITH AN "*" ARE NOT INCLUDED.

MINIMUM ORDER FOR ADDITIONAL ITEMS

\$100.00, F.O.B. AGENCY

TERMS

NET 30

DELIVERY

PRE SCHOOL FURNITURE 15 DAYS ARO

CONTACT

PATSY LITTLE

CONTRACT SALES COORDINATOR

PHONE: 804-364-2012

FAX: 804-364-2017

SEB SITE

WWW.CHILDCRAFTEDUCATION.COM

MITY-LITE, INC.
1301 WEST 400 NORTH
OREM, UT 84057

DISCOUNTS

PRICE LIST DATED April 1, 2006.

ABS PLASTIC 55% DISCOUNT

QUANTITY DISCOUNTS

1 TO 25 TABLES 57% DISCOUNT

26 TO 50 TABLES 59% DISCOUNT

51 TO 99 TABLES 61% DISCOUNT

100 PLUS TABLES 63% DISCOUNT

CARTS AND TRUCKS

53% DISCOUNT OFF LIST PRICE DATED APRIL 1, 2006.

FOR CONTRACT ASSISTANCE CONTACT:

MR. JEFF SCOTT

800-795-0678

801-224-6191

FAX: 801-224-6191

E-MAIL: JEFFS@MITYLITE.COM

DELIVERY

30 DAYS ARO

TERMS

1%, 20 DAYS, NET 30

Standard table top colors are beige, brown, grey and black. Speckled beige, speckled gray, simulated oak and walnut available. Standard leg colors are black, brown and gray. All legs (except K, X, L and D) come standard with gravity ring lock mechanism. MitySnap™ Leg available on all standard folding legs at \$5.00 upcharge. Ultraviolet (UV) protected ABS surface (beige only) is recommended for occasional outdoor use. Post leg extensions (\$7.00 each) brings post leg table to 42". Table imprinting: standard text \$75 setup per table size (Max \$150) and \$3 charge per table from 1-20. No per table charge for 21+ tables. Imprint with graphics \$400 set up fee; same per table charges as standard. Add 2 weeks to lead time. Leg locks to hold folding legs in folded position, \$5.00 per table.

**VIRCO INC.
P. O. BOX 5000
CONWAY, AR 72032**

Dated June 1, 2008

The following discounts to be taken from the 2008 Virco Equipment for Educators List Price List June 1, 2008.

For orders \$0 - \$2,499.99, a 59.75% discount can be taken from each unit price.

For orders \$2,500.00 to \$7,499.99, a 61.50% discount can be taken from each unit price.

For orders \$7,500.00 to \$14,999.99, a 63.5% discount can be taken from each unit price.

For orders \$15,000.00 to \$29,999.99, a 65.50% discount can be taken from each unit price.

For orders \$30,000.00+, a 66.75% discount can be taken from each unit price.

For inside delivery and installation, minimum order is \$2,500.00, per purchase order, per location.

Effective June 1, 2009, Virco has been granted a 2.5% Increase. You must add 2.5% to your next order.

MINIMUM ORDER

\$500.00 F.O.B. AGENCY. ORDERS LESS THAN MINIMUM PLUS SHIPPING.

FOR CONTRACT ASSISTANCE CONTACT:

EASTERN VIRGINIA

BOB PARKER

800-448-4726, ext. 1573

FAX 1-800-448-4726

NORTHERN VIRGINIA

MATT HYLTON

800-448-4726, EXT1515

FAX 301-620-1606

CENTRAL VIRGINIA

RICHMOND ZEHMER

800-448-4726, ext 1505

FAX 804-379-9482

WESTERN VIRGINIA

RICHARD ELLIS

800-448-4726, ext 1574

FAX 540-345-2238

VIRCO WILL ACCEPT THE AMERICAN EXPRESS CORPORATE CARD FROM STATE AGENCIES ONLY.