State of New Mexico
General Services Department
Purchasing Division

Statewide Price Agreement Amendment

Awarded Vendor
4 Vendors

Telephone No.: 

Ship To:
All State of New Mexico agencies, commissions, institutions, political subdivisions and local public bodies allowed by law.

Invoice:
As Requested

Price Agreement Number: 60-000-15-00038
Price Agreement Amendment No.: Five
Term: February 24, 2016 – February 23, 2020
Procurement Specialist: Yuliastuti Wulandari
Telephone No.: (505) 827-0485
E-mail: Yuliastuti.Wulandari@state.nm.us

Title: Books, Paperbacks

This Price Agreement Amendment is to be attached to the respective Price Agreement and become a part thereof.

In accordance with Price Agreement provisions, and by mutual agreement of all parties, excluding Advanced Educational Products, Inc., this Price Agreement is extended from February 24, 2019 to February 23, 2020 at the same price, terms and conditions.

This amendment is also issued to reflect the following effective immediately:

Update vendor information
From: (AE) 0000114177
Mrs. Nelson’s Toy & Book Shop, Inc.
dba Mrs. Nelson’s Library Services

To: (AG) 0000139886
Mrs. Nelson’s Book Company, LLC

Except as modified by this amendment, the provisions of the Price Agreement shall remain in full force and effect.

Accepted for the State of New Mexico

[Signature]
New Mexico State Purchasing Agent
Purchasing Division, 1100 St. Francis Drive 87505, PO Box 6850, Santa Fe, NM 87502-6850 (505) 827-0472

Date: 02/01/19
State of New Mexico
General Services Department
Purchasing Division

Statewide Price Agreement Amendment

Awarded Vendor
5 Vendors

Price Agreement Number: 60-000-15-00038

Price Agreement Amendment No.: Four

Term: February 24, 2016 – February 23, 2019

Ship To:
All State of New Mexico agencies, commissions, institutions, political subdivisions and local public bodies allowed by law.

Procurement Specialist: Yuliastuti Wulandari

Invoice:
As Requested

Telephone No.: (505) 827-0485

Title: Books, Paperbacks

This Price Agreement Amendment is to be attached to the respective Price Agreement and become a part thereof.

In accordance with Price Agreement provisions, and by mutual agreement of all parties, excluding Davidson Titles Inc, this Price Agreement is extended from February 24, 2018 to February 23, 2019 at the same price, terms and conditions.

Except as modified by this amendment, the provisions of the Price Agreement shall remain in full force and effect.

Accepted for the State of New Mexico

[Signature]

Date: 02/12/18

New Mexico State Purchasing Agent

Purchasing Division, 1100 St. Francis Drive 87505, PO Box 6850, Santa Fe, NM 87502-6850 (505) 827-0472 YW
State of New Mexico  
General Services Department  
Purchasing Division  

Statewide Price Agreement Amendment

Awarded Vendor:  
6 Vendors  
Telephone No.: 

Ship To:  
All State of New Mexico agencies, commissions, institutions, political subdivisions and local public bodies allowed by law.  

Invoice:  
As Requested  

Price Agreement Number:  60-000-15-0038  
Price Agreement Amendment No.:  Three  
Term:  February 24, 2016 through February 24, 2018  
Procurement Specialist:  Kathy Sanchez  
Telephone No.:  (505) 827-0487  

Title:  Books, Paperback  

This Price Agreement Amendment is to be attached to the respective Price Agreement and become a part thereof. 

In accordance with Price Agreement provisions, and by mutual agreement of all parties, this Price Agreement is extended from February 24, 2017 to February 24, 2018 at the same price, terms and conditions. 

The provisions of the Price Agreement shall remain in full force and effect, except as modified by this amendment.  

Accepted for the State of New Mexico  

[Signature]  
New Mexico State Purchasing Agent  

Date:  3/29/2017  

Purchasing Division, 1100 St. Francis Drive 87505, PO Box 6850, Santa Fe, NM  87502-6850 (505) 827-0472  
KS
Awarded Vendor
6 Vendors

Telephone No. __________

Ship To:
All State of New Mexico agencies, commissions, institutions, political subdivisions and local public bodies allowed by law.

Invoice: As Requested

Price Agreement Number: 60-000-15-00038

Price Agreement Amendment No.: Two

Term: February 24, 2016 - February 23, 2017

Procurement Specialist: India Garcia

Telephone No.: (505) 827-0483

Title: Books, Paperback

This Price Agreement Amendment is to be attached to the respective Price Agreement and become a part thereof.

This amendment is issued to reflect the following effective immediately:

Correct term date on right top corner of Amendment One, dated April 5, 2016 from February 24, 2016 - February 23, 2016 to February 24, 2016 - February 23, 2017.

Except as modified by this amendment, the provisions of the Price Agreement shall remain in full force and effect.

Accepted for the State of New Mexico

[Signature]

New Mexico State Purchasing Agent

Date: 05/18/2016

Purchasing Division, 1100 St. Francis Drive 87505, PO Box 6850, Santa Fe, NM 87502-6850 (505) 827-0472
State of New Mexico  
General Services Department  
Purchasing Division  

Statewide Price Agreement Amendment

Awarded Vendor  
0000010752  
Brodart Co.  
500 Arch Street  
Williamsport, PA 17701  

Telephone No. 800-233-8467

Price Agreement Number: 60-000-15-00038  
Price Agreement Amendment No.: One  
Term: February 24, 2016 - February 23, 2016

Ship To:  
All State of New Mexico agencies, commissions, institutions, political subdivisions and local public bodies allowed by law.

Invoice:  
As Requested

Procurement Specialist: India Garcia  
Telephone No.: (505) 827-0483

Title: Books, Paperback

This Price Agreement Amendment is to be attached to the respective Price Agreement and become a part thereof.

This amendment is issued to reflect the following effective immediately:

See attached revised price agreement adding (AF) Brodart Co., Vendor #0000010752 to the award.

Except as modified by this amendment, the provisions of the Price Agreement shall remain in full force and effect.

Accepted for the State of New Mexico

[Signature]  
New Mexico State Purchasing Agent

Date: 04/05/2016

Purchasing Division, 1100 St. Francis Drive 87505, PO Box 6850, Santa Fe, NM 87502-6850 (505) 827-0472
State of New Mexico
General Services Department

Statewide Price Agreement

**REVISED**

Awarded Vendor
6 Vendors

Telephone No. _____

Price Agreement Number: 60-000-15-00038

Payment Terms: See Page 7

F.O.B.: See Page 7

Delivery: See Page 7

Ship To:
All State of New Mexico agencies, commissions, institutions, political subdivisions and local public bodies allowed by law.

Invoice:
As Requested

Procurement Specialist: India Garcia

Telephone No.: (505) 827-0483

Title: Books, Paperback

Term: February 24, 2016 – February 23, 2017

This Price Agreement is made subject to the “terms and conditions” shown on the reverse side of this page, and as indicated in this Price Agreement.

Accepted for the State of New Mexico

New Mexico State Purchasing Agent

Date: 04/05/2016

Purchasing Division: 1100 St. Francis Drive, Santa Fe, NM 87505; PO Box 6850, Santa Fe, NM 87502 (505) 827-0472
State of New Mexico  
General Services Department  
Purchasing Division  
Price Agreement #: 60-000-15-00038

Terms and Conditions
(Unless otherwise specified)

1. General: When the State Purchasing Agent or his/her designee issues a purchase document in response to the Vendor's bid, a binding contract is created.

2. Variation in Quantity: No variation in the quantity of any item called for by this order will be accepted unless such variation has been caused by conditions of loading, shipping, packing or allowances in manufacturing process and then only to the extent, if any, specified in this order.

3. Assignment:
   a. Neither the order, nor any interest therein, nor any claim thereunder, shall be assigned or transferred by the Vendor, except as set forth in Subparagraph 3b or as expressly authorized in writing by the State Purchasing Agent or his/her designee. No such assignment or transfer shall relieve the Vendor from the obligations and liabilities under this order.
   b. Vendor agrees that any and all claims for overcharge resulting from antitrust violations which are borne by the State as to goods, services, and materials purchased in connection with this bid are hereby assigned to the State.

4. State Furnished Property: State furnished property shall be returned to the State upon request in the same condition as received except for ordinary wear, tear and modifications ordered hereunder.

5. Discounts: Prompt payment discounts will not be considered in computing the low bid. Discounts for payment within twenty (20) days will be considered after the award of the contract. Discounted time will be computed from the date of receipt of the merchandise invoice, whichever is later.

6. Inspection: Final inspection and acceptance will be made at the destination. Supplies rejected at the destination for nonconformance with specifications shall be removed at the Vendor's risk and expense, promptly after notice of rejection.

7. Inspection of Plant: The State Purchasing Agent or his/her designee may inspect, at any reasonable time, the part of the Contractor's, or any subcontractor's plant or place of business, which is related to the performance of this contract.

8. Commercial Warranty: The Vendor agrees that the supplies or services furnished under this order shall be covered by the most favorable commercial warranties the Vendor gives for such to any customer for such supplies or services. The rights and remedies provided herein shall extend to the State and are in addition to and do not limit any rights afforded to the State by any other clause of this order. **Vendor agrees not to disclaim warranties of fitness for a particular purpose of merchantability.**

9. Taxes: The unit price shall exclude all state taxes.

10. Packing, Shipping and Invoicing:
   a. The State's purchasing document number and the Vendor's name, user's name and location shall be shown on each packing and delivery ticket, package, bill of lading and other correspondence in connection with the shipments. The user's count will be accepted by the Vendor as final and conclusive on all shipments not accompanied by a packing ticket.
   b. The Vendor's invoice shall be submitted duly certified and shall contain the following information: order number, description of supplies or services, quantities, unit price and extended totals. Separate invoices shall be rendered for each and every complete shipment.
   c. Invoices must be submitted to the using agency and NOT the State Purchasing Agent.

11. Default: The State reserves the right to cancel all or any part of this order without cost to the State, if the Vendor fails to meet the provisions of this order and, except as otherwise provided herein, to hold the Vendor liable for any excess cost occasioned by the State due to the Vendor's default. The Vendor shall not be liable for any excess costs if failure to perform the order arises out of causes beyond the control and without the fault or negligence of the Vendor, such causes include but are not restricted to, acts of God or the public enemy, acts of the State or Federal Government,
fires, floods, epidemics, quarantine restrictions, strikes, freight embargoes, unusually severe weather and defaults of subcontractors due to any of the above, unless the State shall determine that the supplies or services to be furnished by the subcontractor were obtainable from other sources in sufficient time to permit the Vendor to meet the required delivery scheduled. The rights of the State provided in this paragraph shall not be exclusive and are in addition to any other rights now being provided by law or under this order.

12. Non-Collusion: In signing this bid the Vendor certifies he/she has not, either directly or indirectly, entered into action in restraint of free competitive bidding in connection with this offer submitted to the State Purchasing Agent or his/her designee.


15. Items: All bid items are to be NEW and of most current production, unless otherwise specified.

16. Payment for Purchases: Except as otherwise agreed to: late payment charges may be assessed against the user state agency in the amount and under the conditions set forth in Section 13-1-158 NMSA 1978.

17. Workers' Compensation: The Contractor agrees to comply with state laws and rules pertaining to Workers' Compensation benefits for its employees. If the Contractor fails to comply with Workers' Compensation Act and applicable rules when required to do so, this Agreement may be terminated by the contracting agency.

18. Submission of Bid: Bids must be submitted in a sealed envelope with the bid number and opening date clearly indicated on the bottom left hand side of the front of the envelope. Failure to label bid envelope will necessitate the premature opening of the bid in order to identify the bid number.

19. Contractor Personnel: Personnel proposed in the Contractor’s written bid to the Procuring Agency are considered material to any work performed under this Price Agreement. Once a Purchase Order or contract has been executed, no changes of personnel will be made by the Contractor without prior written consent of the Procuring Agency. Replacement of any Contractor personnel, if approved, shall be with personnel of equal ability, experience, and qualifications. The Contractor will be responsible for any expenses incurred in familiarizing the replacement personnel to insure their being productive to the project immediately upon receiving assignments. Approval of replacement personnel shall not be unreasonably withheld. The Procuring Agency shall retain the right to request the removal of any of the Contractor’s personnel at any time.

20. Subcontracting: The Contractor shall not subcontract any portion of the Price Agreement without the prior written approval of the Procuring Agency. No such subcontracting shall relieve the Contractor from its obligations and liabilities under this Price Agreement, nor shall any subcontracting obligate payment from the Agency.

21. Records and Audit: The Contractor shall maintain detailed time and expenditure records that indicate the date, time, nature, and cost of services rendered during this Price Agreement’s term and effect, and retain them for a period of three (3) years from the date of final payment under this Price Agreement. The records shall be subject to inspection by the Agency, State Purchasing Division, Department of Finance and Administration, and for Information Technology contracts, State Chief Information Officer. The Agency shall have the right to audit billings, both before and after payment. Payment for services under this Price Agreement shall not foreclose the right of the Agency to recover excessive or illegal payments.

22. Subcontracts: The foregoing requirements for Contractor Personnel, Subcontracting, and Audit shall be inserted into all subcontracts from the prime contractor to the subcontractor.
New Mexico Employees Health Coverage

A. If Contractor has, or grows to, six (6) or more employees who work, or who are expected to work, an average of at least 20 hours per week over a six (6) month period during the term of the contract, Contractor certifies, by signing this agreement, to have in place, and agrees to maintain for the term of the contract, health insurance for its New Mexico Employees and offer that health insurance to its New Mexico Employees if the expected annual value in the aggregate of any and all contracts between Contractor and the State exceeds $250,000 dollars.

B. Contractor agrees to maintain a record of the number of its New Mexico Employees who have (a) accepted health insurance; (b) declined health insurance due to other health insurance coverage already in place; or (c) declined health insurance for other reasons. These records are subject to review and audit by a representative of the state.

C. Contractor agrees to advise all of its New Mexico Employees of the availability of State publicly financed health care coverage programs by providing each of its New Mexico Employees with, as a minimum, the following web site link to additional information: http://www.insurenewmexico.state.nm.us/.

D. For purposes of this Paragraph, the following terms have the following meanings:

(1) “New Mexico Employee” means any resident of the State of New Mexico employed by Contractor who performs the majority of the employee’s work for Contractor within the State of New Mexico, regardless of the location of Contractor’s office or offices; and

(2) “offer” means to make available, without unreasonable restriction, enrollment in one or more health coverage plans and to actively seek and encourage participation in order to achieve the goals of Executive Order 2007-049. This could include State publicly financed public health coverage programs such as Insure New Mexico!

New Mexico Pay Equity Initiative

Contractor agrees, if it has ten (10) or more New Mexico employees OR eight (8) or more employees in the same job classification, at any time during the term of this contract, to complete and submit the PE10-249 form on the annual anniversary of the initial report submittal for contracts up to one (1) year in duration. If contractor has (250) or more employees, contractor must complete and submit the PE250 form on the annual anniversary of the initial report submittal for contracts that are up to one (1) year in duration. For contracts that extend beyond one (1) calendar year, or are extended beyond one (1) calendar year, contractor also agrees to complete and submit the PE10-249 or PE250 form, whichever is applicable, within thirty (30) days of the annual contract anniversary date of the initial submittal date or, if more than 180 days has elapsed since submittal of the last report, at the completion of the contract, whichever comes first. Should contractor not meet the size requirement for reporting at contract award but subsequently grows such that they meet or exceed the size requirement for reporting, contractor agrees to provide the required report within ninety (90) days of meeting or exceeding the size requirement. That submittal date shall serve as the basis for submittals required thereafter.

Contractor also agrees to levy this requirement on any subcontractor(s) performing more than 10% of the dollar value of this contract if said subcontractor(s) meets, or grows to meet, the stated employee size thresholds during the term of the contract. Contractor further agrees that, should one or more subcontractor not meet the size requirement for reporting at contract award but subsequently grows such that they meet or exceed the size requirement for reporting, contractor will submit the required report, for each such subcontractor, within ninety (90) days of that subcontractor meeting or exceeding the size requirement. Subsequent report submittals, on behalf of each such subcontractor, shall be due on the annual anniversary of the initial report submittal. Contractor shall submit the required form(s) to the State Purchasing Division of the General Services Department, and other departments as may be determined, on behalf of the applicable subcontractor(s) in accordance with the schedule contained in this paragraph. Contractor acknowledges that this subcontractor requirement applies even though contractor itself may not meet the size requirement for reporting and be required to report it self.

Two copies of the Pay Equity Worksheet shall be submitted prior to Award by the prospective Awarded Vendor.

The PE10-249 and PE250 worksheet is available at the following website: http://www.general/services.state.nm.us/statepurchasing/Pay_Equity.aspx
State of New Mexico  
General Services Department  
Purchasing Division  
Price Agreement #: 60-000-15-00038

Statewide Price Agreement

Article I – Statement of Work  
Under the terms and conditions of this Price Agreement all State of New Mexico agencies, commissions, institutions, political subdivisions and local bodies allowed by law may issue orders for items and/or services described herein. The terms and conditions of this Price Agreement shall form a part of each order issued hereunder.

The items and/or services to be ordered shall be as listed under Article IX - Price Schedule. All orders issued hereunder will bear both an order number and this Price Agreement number. It is understood that no guarantee or warranty is made or implied by the New Mexico State Purchasing Agent, his/her designee or the user that any order for any definite quantity will be issued under this Price Agreement. The Contractor is required to accept the order and furnish the items and/or services in accordance with the articles contained hereunder for the quantity of each order.

Article II – Term  
The term of this Price Agreement, for issuance of orders, shall be as indicated in the specifications.

Article III – Specifications  
Items and/or services furnished hereunder shall conform to the requirements of specifications and/or drawings applicable to items listed under Article IX-Price Schedule. Orders issued against this schedule will show the applicable Price Agreement item(s), number(s), and price(s); however they may not describe the item(s) fully.

Article IV – Shipping and Billing Instructions  
Contractor shall ship in accordance with the following instructions: Shipment shall be made only against specific orders which the user may place with the Contractor during the term; The Contractor shall enclose a packing list with each shipment listing the order number, price agreement number and the commercial parts number (if any) for each item; Delivery shall be made as indicated on page 1. If vendor is unable to meet stated delivery the State Purchasing Agent or his/her designee must be notified.

Article V – Termination  
The Agency may terminate this Agreement for convenience or cause. The Contractor may only terminate this Agreement based upon the Agency’s uncured, material breach of this Agreement. Contractor shall give Agency written notice of termination at least thirty (30) days prior to the intended date of termination, which notice shall (i) identify all the Agency’s material breaches of this Agreement upon which the termination is based and (ii) state what the Agency must do to cure such material breaches. Contractor’s notice of termination shall only be effective (i) if the Agency does not cure all material breaches within the thirty (30) day notice period or (ii) in the case of material breaches that cannot be cured within thirty (30) days, the Agency does not, within the thirty (30) day notice period, notify the Contractor of its intent to cure and begin with due diligence to cure the material breach. Termination of this Contract, however, shall not affect any outstanding orders. This provision is not exclusive and shall not waive other rights and remedies afforded either party in the event of breach of contract or default. In such instances the contract may be cancelled effective immediately.

Article VI – Amendment  
This Price Agreement may be amended by mutual agreement of the New Mexico State Purchasing Agent or his/her designee and the Contractor upon written notice by either party to the other. An amendment to this Price Agreement shall not affect any outstanding orders issued prior to the effective date of the amendment as mutually agreed upon, and as published by the New Mexico State Purchasing Agent or his/her designee. Amendments affecting price adjustments and/or the extension of a price agreement expiration date are not allowed unless specifically provided in the bid and price agreement specifications.

Article VII – Indemnity Clause  
Contractor shall indemnify and hold harmless the State, its officers and employees, against liability, claims, damages, losses or expenses arising out of bodily injury to persons or damage to properties caused by, or resulting from Contractor’s, and/or its employees, own negligent act or omission while Contractor, and/or its employees, perform or fails to perform its obligations and duties under the Terms and Conditions of this agreement. This save harmless and indemnification clause is subject to the immunities, provisions, and limitations of the Tort Claims Act (Section 41-4-1, et seq., N.M.S.A. 1978 comp. and Section 57-7-1 N.M.S.A. 1878 comp. and any amendments thereto.

It is specifically agreed between the parties executing this agreement that it is not intended by any of the provisions of any part of the agreement to create in the public or any member thereof a third party beneficiary or to authorize anyone not a party to the agreement to maintain a suit(s) for wrongful death(s), bodily and/or personal injury(s) to person(s), damage(s) to property(ies) and/or any other claim(s) whatsoever pursuant to the provisions of this agreement.
Vendor shall provide all insurance necessary to employees on the work site, including but not limited to Worker's Compensation.

Article VIII – Issuance or Orders
Only written signed orders are valid under this Price Agreement.

Article IX – Packing (if applicable)
Packing shall be in conformance with standard commercial practices.

Article X – Price Schedule
Prices as listed in the price schedule hereto attached are firm.
Awarded Vendors:

(AA) 0000061450
Advanced Educational Products, Inc.
2495 Main St. Ste 230
Buffalo, NY 14214
800-311-1522

Payment Terms: 0 Net 30 days
FOB: Destination
Delivery: Unprocessed within 5-14 days ARO;
Process within 30 days ARO

(AB) 0000125497
Baker & Taylor, LLC
2550 W. Tryvola Road, Suite 300
Charlotte, NC 28217
800-775-1800

Payment Terms: Net 30 days from invoice date
FOB: Destination
Delivery: 3 days after receipt of purchase order
(for in Stock, non-processed materials)

(AC) 0000042139
Davidson Titles, Inc.
2345 Doctor F.E. Wright Drive
Jackson, TN 38305
800-433-3903

Payment Terms: 30 days net
FOB: Destination
Delivery: 45-60 days free shipping on all orders

(AD) 0000015440
Midwest Library Service, Inc.
11443 St. Charles Rock Road
Bridgeton, MO 63044
800-325-8833

Payment Terms: Net 30
FOB: Destination
Delivery: Destination

(AE) 0000114177
Mrs. Nelson's Toy & Book Shop, Inc.
dba Mrs. Nelson's Library Services
1650 W. Orange Grove Ave
Pomona, CA 91768
800-875-9911

Payment Terms: Net 30
FOB: Destination
Delivery: FOB, 2-3 weeks ARO

(AF) 0000010752
Brodart Co.
500 Arch Street
Williamsport, PA 17701
800-233-8467

Payment Terms: Net 30 days
FOB: Destination
Delivery: As specified by the customer
(Brodart ships in stock items without
processing within 1 business day and items
with automated processing 2 business days
from receipt of order)
Establish a Statewide Price Agreement for books, paperback.

Term:
The term of this agreement shall be for one (1) year from date of award with the option to extend for a period(s) of three (3) additional years, on a year-to-year basis, by mutual agreement of all parties and approval of the New Mexico State Purchasing Agent at the same price, terms and conditions. This agreement shall not exceed four (4) years.

Awarded vendors must furnish publishers lists and/or catalogs to using agencies on request. Awarded vendors must be paperback book suppliers with the ability to supply current paperback titles of at least twenty (20) mass market and trade paperback publishers. A list of the publishers represented must accompany the bid and must be provided to using agencies upon request. Vendor should be able to provide as many as seven copies of a single title in a single delivery.

Delivery shall be completed within sixty (60) days after receipt of order.

Award:
In order to provide using agencies with the broadest range of titles available and the broadest range of publishers' works from which to choose, multiple awards may be made.

*******************************************************************************
Important Notice to Ordering Agencies
*******************************************************************************

Multiple sources are provided for both standard paperback editions and prebinding of paperback editions. This Price Agreement is intended to cover these paperback editions only. Where specific titles and editions are available from more than one vendor, it is the responsibility of the ordering agency to place the order with the lowest price vendor.

Please price special services, item 006, as a percentage discount from price list. If the discount is 0% (net list price), please state so. Vendor must submit current price list for special services. Vendor must furnish price list to using agencies upon request.

Prebinding:
Vendors should bid the prebinding style under items 002 or 003 which most closely matches their product. Please submit descriptive literature with bid. For comparison purposes, vendors must bid prebound books exactly as requested. The base price for the paperback book will be established under item 001 and the "up" charge for prebinding will be established under item 002 or 003.

Discounts from prebinders own special price catalogs cannot be considered.

Catalogs may be submitted by any of the three following methods:

1. Vendors who have their catalog available on diskette or CD must submit CD/diskette with their bid.
2. Vendors who have their catalog available on their own particular website must indicate website address on item number 012.
3. Vendors who have only hard copy catalogs available must submit copy with bid.

Any vendor who does not comply with any of the three - listed methods will be disqualified.
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<thead>
<tr>
<th>Item</th>
<th>Approx. Qty.</th>
<th>Unit</th>
<th>Article and Description</th>
<th>Unit Price</th>
</tr>
</thead>
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<tr>
<td>001</td>
<td>Disc.</td>
<td></td>
<td>Price Basis: Discount from publishers’ suggested retail price</td>
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<td>(AF) $4.50</td>
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<td>003</td>
<td>Ea.</td>
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<td>Prebinding Charge, cover constructed of random colored material and binder’s board, original paperback front and back covers mounted, title and author printed on spine. Cost per book.</td>
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<td>(AD) $6.00</td>
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<td>004</td>
<td>Ea.</td>
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<td>Warranty-Vendor to state warranty period on prebound books. <em>See details in AEP bid response attached</em></td>
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<td>(AC) Included; Lifetime guarantee provided the binding is defective by the bindery. Damage caused by abuse to binding or abuse to physical aspects, voids guarantee</td>
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<td>(AD) 3 Years</td>
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<td>Item</td>
<td>Approx. Qty.</td>
<td>Unit</td>
<td>Article and Description</td>
<td>Unit Price</td>
</tr>
<tr>
<td>------</td>
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<td>-------------------------</td>
<td>------------</td>
</tr>
<tr>
<td>005</td>
<td></td>
<td>Ea.</td>
<td>Replacement policy: replacement of prebounds requires return of defective books: Yes _____ No _____</td>
<td>(AA) Yes</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>(AB) Yes</td>
</tr>
<tr>
<td></td>
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<td></td>
<td></td>
<td>(AC) Yes</td>
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<td>(AD) Yes</td>
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<td></td>
<td></td>
<td>(AE) Yes</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Will send a call tag</td>
<td>(AF) Yes</td>
</tr>
<tr>
<td>006</td>
<td></td>
<td>Disc.</td>
<td>Special Services – including, but not limited to, cataloging, book pockets, security magnetic tapes, bar codes - as requested on order. Discount from vendor’s current list prices (see specifications)</td>
<td>(AA) 0%</td>
</tr>
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<td></td>
<td></td>
<td></td>
<td></td>
<td>(AB) 0%</td>
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<td>(AC) 0%</td>
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<td></td>
<td>(AD) 0%</td>
</tr>
<tr>
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<td></td>
<td></td>
<td>(AF) See Attached</td>
</tr>
<tr>
<td>007</td>
<td></td>
<td>Disc.</td>
<td>Price Basis: Discount from publishers’ suggested retail price for &quot;hard-to-find&quot; and &quot;unique&quot; categories.</td>
<td>(AA) +10-30%</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>(AB) 0%</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>(AC) 0%</td>
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<td></td>
<td></td>
<td></td>
<td>No Discount or 13% service charge (depending on publisher)</td>
<td>(AD)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>(AE) 0-30%</td>
</tr>
<tr>
<td>008</td>
<td></td>
<td>Ea.</td>
<td>Prebinding charge, wrap around, entire original cover mounted on minimum four (4) ply binders board and laminated. Also to include small prices. Price per book</td>
<td>(AA) $7.50</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>(AC) $5.50</td>
</tr>
<tr>
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<td></td>
<td></td>
<td></td>
<td>(AD) $5.85</td>
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<td></td>
<td></td>
<td></td>
<td>(AE) $5.95</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>(AF) $4.50</td>
</tr>
<tr>
<td>Item</td>
<td>Approx. Qty.</td>
<td>Unit</td>
<td>Article and Description</td>
<td>Unit Price</td>
</tr>
<tr>
<td>------</td>
<td>--------------</td>
<td>------</td>
<td>-------------------------</td>
<td>------------</td>
</tr>
</tbody>
</table>
| 009  | Ea.          |      | Prebinding charge, cover constructed of random colors material and binder’s board, original paperback front and back covers mounted, title and author printed on spine. Cost per book. | (AA) $7.50  
(AC) $5.50  
(AD) $6.00 |
| 010  | Ea.          |      | Warranty – vendor to state warranty period on prebound books  
(AA) See details in AEP bid response attached  
(AB) See attachment D for warranty information on paperback books  
(AC) Included; Lifetime guarantee provided the binding is defective by the bindery. Damage caused by abuse to binding or abuse to physical aspects, voids guarantee  
(AD) 3 Years  
(AE) Lifetime  
(AF) Lifetime |
| 011  | Ea.          |      | Replacement policy: replacement of prebinds requires return of defective books: Yes _____ No _____ | (AA) Yes  
(AB) Yes  
(AC) Yes  
(AD) Yes  
(AE) Yes  
(AF) Yes |
| 012  |              |      | Website Address:  
(AA) www.aepbooks.com  
(AB) www.baker-taylor.com (Scroll to bottom of home page & click Title Source 3) Trial ID: Login = JRHYNE Password = JJJJ  
(AC) www.davidsontitles.com |
State of New Mexico
General Services Department
Purchasing Division
Price Agreement #: 60-000-15-00038

(AD) www.midwestls.com

(AE) http://bookcompany.mrsnelsons.com/index.html

(AF) www.brodartbooks.com

***12 Items Total***
*NOTE ON CUSTOMER SERVICE:* In order to provide the best service possible, AEP Books and Media provides a dedicated personal account manager who oversees all aspects of their account, answers questions, makes special arrangements, and professionally expedites orders. State of New Mexico agencies are entitled to a free, no-obligation Quote before an order is confirmed. Included in this Quote will be current availability and updated information regarding the titles inquired about, in order to assist the customer in planning their purchase decision.

AEP Books and Media offer individual attention, allowing for same-day researching, ordering and follow-up. Orders can be placed via our toll-free telephone number, internet, fax, or email. Order confirmations are sent upon placement and order status updated are sent to each customer including any backorder reporting. This ensures urgently needed titles are received on time. Status reports are issued upon request or according to the contract.

AEP Books and Media is dedicated to offering Simply Better Service. That is why when you call us, during business hours, you will not be sent through an automated system. Each time you call, you will be able to speak to one of our friendly team members to handle any need efficiently and professionally.

**NOTE ON RETURN POLICY:** We appreciate your business and hope that the products you order meet your expectations. Any items received damaged will be replaced at no charge. If for any reason you are not completely satisfied with a purchase, you may return the items in salable condition within 30 days for a full refund of the purchase price.

*Because of limitations placed on AEP by some publishers, certain special order titles may not be returnable and/or may be subject to a restocking fee. We will notify you of these conditions before fulfilling the order.*
***NOTE ON CATALOGS:*** Because AEP offers over 11 million in print titles to its customers; we do not provide traditional printed catalogs. AEP customers can access our comprehensive online database of available titles 24 hours per day by visiting our website at [www.aepbooks.com](http://www.aepbooks.com). This database contains information about our entire book, audio, CD and DVD catalog along with pricing, availability, and bibliographic information. This database is updated on a daily basis and also includes information regarding forthcoming titles, bestsellers, and literary awards. Searching by topic, subject, author and publisher is also available to any customer with internet access. AEP can also develop a secure individualized book web portal for your members. AEP can obtain thousands of other print materials including Accelerated Reader, AR tests, out-of-print, rare and special order titles that may not listed in the database. Arrangements for quotes on these special order items can be arranged through an AEP Service Representative via our toll-free telephone number, internet, fax, or email.

****NOTE ON PRICING:*** Advanced Educational Products offers deep discount pricing off publisher’s list prices. Our discounts generally average about 25 – 35% off list price but may go as high as 45% for certain trade books and for certain quantities. For the purposes of this solicitation, all prices will be the best discounts that AEP offers to any customer, and will meet or exceed our commercial price in all cases. The average discount is expected to be 33% FOB destination. Considering that this includes average shipping charges of 7%, this equates to an average 40% discount off list. **Actual per item discounts are determined by the discount AEP in turn receives from the publisher or vendor of choice.** In addition to receiving the best discount, all State of New Mexico agencies’ pricing will be FOB destination for standard ground deliveries. Express or other special delivery requirements may incur shipping charges which are charged at the actual rate, determined by the shipping method agreed upon between AEP and State of New Mexico If requested, State of New Mexico agencies are entitled to a free, no-obligation Quote before an order is confirmed. Included in this Quote will be availability and update information regarding the titles inquired about, in order to assist the customer in planning their purchase decision. Please note that an AEP Account Representative is assigned responsibility for pricing accuracy in all Quotes presented to their customers. This AR is also available to answer any questions or give prompt, effective customer service as needed.
*****NOTE ON PROCESSING & MARC RECORDS:

Please note that AEP assesses additional charges for Library Processing services. These charges are assessed per book, and appear on the Cataloging and Processing Services Pricelist included with the required documents of this RFP. If you have any questions regarding these services, please contact Jane Uminski, Library Services Manager, at 800-311-1522, ext 29.
### Baker & Taylor
### Discount Terms and Conditions of Sale
### State of New Mexico
### ITB # 60-000-15-00038, Books, Paperback

Baker & Taylor is pleased to offer the discount terms and conditions contained in this Attachment A. The pricing grid below provides discounts for each product category offered by Baker & Taylor.

<table>
<thead>
<tr>
<th>Product Category</th>
<th>Category Definition (a)</th>
<th>Price Indicator</th>
<th>Discount</th>
</tr>
</thead>
<tbody>
<tr>
<td>I.</td>
<td>Adult Trade Hardcover Editions (Popular Fiction &amp; Non-Fiction, and may include some spoken word audio)</td>
<td>0 - (zero) (Hardcover Trade Editions) C - (Hardcover Computer Books)</td>
<td>N/A</td>
</tr>
<tr>
<td>II.</td>
<td>Juvenile Trade Hardcover Editions (Popular Fiction &amp; Non-Fiction)</td>
<td>J</td>
<td>N/A</td>
</tr>
<tr>
<td>III.</td>
<td>Adult Quality Paperback Editions (Popular Fiction &amp; Non-Fiction)</td>
<td>B - (Paperback Trade Editions) C - (Paperback Computer Books)</td>
<td>40.0%</td>
</tr>
<tr>
<td>IV.</td>
<td>Juvenile Quality Paperback Editions (Popular Fiction &amp; Non-Fiction)</td>
<td>G</td>
<td>40.0%</td>
</tr>
<tr>
<td>V.</td>
<td>Mass Market Paperback Editions</td>
<td>P</td>
<td>40.0%</td>
</tr>
<tr>
<td>VI.</td>
<td>Single Edition Reinforced (Juvenile)</td>
<td>R</td>
<td>N/A</td>
</tr>
<tr>
<td>VII.</td>
<td>Publisher's Library Edition (Juvenile)</td>
<td>Z</td>
<td>N/A</td>
</tr>
<tr>
<td>VIII.</td>
<td>University Press Trade Editions (may be of any binding and include some spoken word audio)</td>
<td>A</td>
<td>20.0%</td>
</tr>
<tr>
<td>IX.</td>
<td>Text, Technical, Reference, Professional Medical, Small Press, some University Press titles (excluding University Press Trade Editions) and/or Titles of Limited Demand (may be of any binding and include some spoken word audio)</td>
<td>S/X/N - (Text, Technical, or Reference Editions) L - (Hardcover Editions from Small Press and Hardcover Titles of Limited Demand—primarily Adult) 7 - (Hardcover Titles of Limited Demand—primarily Juvenile) M - (Paperback Editions from Small Press and Paperback Titles of Limited Demand—primarily Adult) 1 - (Paperback Titles of Limited Demand—primarily Juvenile) T/U/V/W/N/4/Letter O - (Specialty Textbooks) S/6/8 - (Professional Medical Titles)</td>
<td>S = 20.0 % X = 20.0 % N = 0.0 %(b) L = N/A (c) O = Letter O = 20.0 % 7 = N/A (d) T = 0.0 % U = 0.0 % V = 0.0 % W = 0.0 %</td>
</tr>
<tr>
<td>X.</td>
<td>Imported English and Non-English Language Editions</td>
<td>F/K/3</td>
<td>F = 0.0 % K = 20.0 % 3 = 0.0 %</td>
</tr>
<tr>
<td>XI.</td>
<td>Enhanced Service Program</td>
<td>Y/Q</td>
<td>0.0% (e)</td>
</tr>
<tr>
<td>XII.</td>
<td>Spoken Word Audio</td>
<td>H</td>
<td>N/A %</td>
</tr>
<tr>
<td>XIII.</td>
<td>Board Books</td>
<td>I</td>
<td>N/A %</td>
</tr>
<tr>
<td>XIV.</td>
<td>Novelty Items/Activity Books</td>
<td>I</td>
<td>N/A %</td>
</tr>
<tr>
<td>XV.</td>
<td>Special Programs, such as:</td>
<td>D</td>
<td>D = N/A %</td>
</tr>
<tr>
<td></td>
<td>- PawPrints Editions</td>
<td>E</td>
<td>E = N/A %</td>
</tr>
<tr>
<td></td>
<td>- Turtletack Editions</td>
<td>Playaway Audio editions</td>
<td>N/A %</td>
</tr>
<tr>
<td></td>
<td>- Playaway Audio Editions</td>
<td>Playaway BookPack</td>
<td>N/A %</td>
</tr>
</tbody>
</table>

(a) Please see Attachment B for full category definitions, which are attached hereto and incorporated herein by reference. Materials produced for TextStream print-on-demand services may fall into any category.

(b) Titles which receive minimal publisher discount will be invoiced at publisher's list price.

(c) Represents publishers with limited sales volume, based upon a semi-annual review. These titles may be of any binding type or publisher of origin.

(d) Represents individual titles which do not qualify for preferred stock status (based upon a quarterly review) and individual titles which qualify for preferred stock status, but have limited demand (calculated over a rolling 12 month period). These titles may be of any binding type or publisher of origin.

(e) Titles where Baker & Taylor receives no discount from the publisher or prepayment is required by the publisher or publishers whose titles have limited demand and/or non-commercial publishers will be invoiced at list price.
Also, please note that:

- Publisher’s list price is subject to change without notice.

- Except where otherwise noted, book discounts are applied to current publisher’s list price at the time of shipment.

- Baker & Taylor reserves the sole right to be the final determinant of product categories, category definitions and price indicators. Discounts for products vary based on the category determination. Product Category discounts as shown in column four of Attachment A, p. 1, are firm for the duration of the agreement. Your discounted price for each title/product is displayed in Baker & Taylor’s ordering database, Title Source.

- Titles are categorized by Baker & Taylor for pricing purposes by considering the binding, general marketing categories, demand for certain titles, preferred stock status, cost of acquisition, cost of distribution, and the size or type of publisher, as well as factors related to relationships with publishers such as shipping terms, payment terms, publisher’s discount, returnability to publishers and other factors.

- Product categories, category definitions and price indicators are subject to change at Baker & Taylor’s sole discretion, without notice, based upon the above-described factors for categorizing titles. Product Category discounts as shown in column four of Attachment A, p. 1, are firm for the duration of the agreement. Your discounted price for each title/product is displayed in Baker & Taylor’s ordering database, Title Source.

- For domestic titles where no publisher list price is assigned by the publisher, Baker & Taylor will assign such titles a price in its electronic catalog which is based upon Baker & Taylor’s estimate of market conditions.

- For imported titles where no publisher list price is assigned by the publisher for the U.S. market, Baker & Taylor will assign such titles a U.S. dollar price in its electronic catalog which is based upon Baker & Taylor’s estimate of market conditions.

- For PawPrints editions, Baker & Taylor will assign such titles a price in its electronic catalog which is based upon Baker & Taylor’s estimate of market conditions.

- Titles of limited demand or from small or specialty publishers generally are included in Product Category IX or Product Category XI.

- The discount terms and conditions in this Attachment A do not apply to Baker & Taylor’s Continuation Services or Approval Programs.

- Baker & Taylor provides an invoice that identifies the publisher’s current list price, the discount offered, and the exact price charged for each title ordered.

**Title Source Access for Evaluation**

Title Source is our online bibliographic database and title selection tool. We have created a trial ID to assist in the evaluation of our proposal.

Please see below for an ID and password for the web site.

Login: JRHYNE
Password: JJJJ
URL: [http://publiclibrary.btol.com](http://publiclibrary.btol.com)
Baker & Taylor

Category Definitions

I. Adult Trade Hardcover Editions (Q, C) (may include some spoken word audio materials)
High demand materials from widely distributed publishers designed for the general consumer, usually dealing with a subject matter having broad mass appeal. These titles are typically released in hardback and can be either fiction or current non-fiction. Publisher promotional/media expenditures and print runs are customarily higher for these titles than for most others. Inventory is maintained with preferred stock status (regularly stocked in three to four major warehouses). An example of a trade edition would be: The Deadliest Sin by James Patterson, ISBN: 9780316404023.

II. Juvenile Trade Hardcover Editions (T)
High demand, juvenile materials from widely distributed publishers designed for the general consumer, usually dealing with a subject matter having broad mass appeal. These titles are typically released in hardback and can be either fiction or current non-fiction. Publisher promotional/media expenditures and print runs are customarily higher for these titles than for most others. Inventory is maintained with preferred stock status (regularly stocked in three to four major warehouses). An example of a trade edition would be: Are You Ready to Play Outside by Mo Willems, ISBN: 9781423113476.

III. Adult Quality Paperback Editions (R, C)
High demand paperback materials from widely distributed publishers, other than the standard rack size paperback, typically found in bookstores and other retail outlets. Inventory is maintained with preferred stock status (regularly stocked in three to four major warehouses). An example of a quality paperback would be: The Boys In the Boat by Daniel Brown, ISBN: 9780375227474.

IV. Juvenile Quality Paperback Editions (G)
High demand, juvenile materials from widely distributed publishers, other than the standard rack size paperback, typically found in bookstores and other retail outlets. Inventory is maintained with preferred stock status (regularly stocked in three to four major warehouses). An example of a quality paperback would be: Third Surfering by Natalie Babbitt, ISBN: 9780123069111.

V. Mass Market Paperback Editions (P)
A standard rack size paperback typically found in bookstores or other retail outlets. An example of a mass market paperback would be: The City of Ember by Joanne Dwyer, ISBN: 9780553552742.

VI. Single Edition Reinforcement (R)
A high quality binding designed to provide a long shelf life in a heavy use environment. Although the binding is a hardback and will not be sewn, which is typically found in the publisher library edition, Subject content can include both fiction and non-fiction works appealing to juveniles as well as adults. These bindings are identified by the publisher to Baker & Taylor. An example of a single edition reinforcement binding would be: Because of Winn Dixie by Kate DiCamillo, ISBN: 9780763650070.

VII. Publisher Library Editions (Z)
Fiction as well as non-fiction materials appealing to both juveniles and adults, designed with the rugged durability required of the environment typically found in a library setting. Publisher Library Editions are of traditional quality, usually sewn and glued to provide the greatest possible shelf life of any binding. These bindings are identified by the publisher to Baker & Taylor. An example of a publisher library edition would be: Outliers: The Story of Success by Malcolm Gladwell, ISBN: 9780155961899.

VIII. University Press Trade Editions (A) (may include some spoken word audio materials)
This category would include any University Press Trade Editions, both adult and juvenile, and are subject to publisher reclassification. An example of a university press trade edition would be: Alexander McQueen Savage Beauty by Andrew Bolton, ISBN: 9780300169762.

IX. Text, Technical, Reference, Small Press, and/or Titles of Limited Demand (S, X, N, L, M, V, T, U, W, Letter O, I, 4, 6, 7, 8)
Category of materials includes, but is not limited to: text, technical, reference, professional medical, small press, and some university press titles (excluding University Press Trade Editions). It includes titles purchased from publishers on a non-returnable basis, those publishers that extend little discount to Baker & Taylor, and publishers whose titles have limited sales volume based upon a semi-annual review.

It includes individual titles which do not qualify for preferred stock status (based upon a quarterly review) and individual titles which qualify for preferred stock status, but have limited demand (calculated over a rolling 12 month period). Additionally, any publisher which is not in compliance with some of Baker & Taylor’s purchasing requirements could be in this category. Materials in this category may be both adult and juvenile, may be of any binding and may include some spoken word audio materials.


X. Imported English and Non-English Language Editions (F.K.3)
Titles produced and distributed outside of the domestic US. These titles may be of any binding type and represent various publishers. An example would be El Angel Caido by Natalin Singh, ISBN: 978490625524.

XI. Enhanced Service Program Titles (Y/G)
This category includes materials where Baker & Taylor receives no discount from the publisher, or prepayment is required by the publisher, or publishers which have restrictions on returns, or books of small or non-commercial publishers with limited sales volume based upon a semi-annual review. Any publisher which is not in compliance with Baker & Taylor’s purchasing requirements would be in this category. Materials in this category may be of any binding. These titles will receive no discount and are subject to a service charge. An example within this category would be: Business Income Coverage Guide, ISBN: 9781941652732.

XII. Spoken Word Audio (H)
Materials designed for the general consumer, usually dealing with a subject matter having broad mass appeal. These titles can be either fiction or current non-fiction. An example of a spoken word audio edition would be: The Complete Sherlock Holmes by Sir Arthur Conan Doyle, ISBN: 9781401542286.

XIII. Board Books (T)
Durable materials from widely distributed domestic publishers designed for young children; pages are manufactured of heavy gauge cardboard to prevent tearing. These editions typically feature few pages, simple themes and colorful illustrations or photographs. An example of a board book would be: Runaway Bunny by Margaret Wise Brown, ISBN: 978056074295.

XIV. Novelty Items/Activity Books (O)
Specially packaged gift set or novelty item related to a book product or attached as an accessory to a book product. These items would include a book with toy, rag books, washable cloth books, books with accessories or kits, electronic sound books, sticker books, tracing books or coloring books. This category also includes any non-book merchandise such as model kits, hobby kits, flash cards or jigsaw puzzles. An example of an item in this category would be: Very Hungry Caterpillar Cookbook & Cookie Cutter Kit by Laura Starr, ISBN: 9781435215367.

XV. Special Programs (D and E as indicated in Attachment A)
Programs, formats, or editions offered only by Baker & Taylor or not included in any other category. These programs include but may not be limited to PawPrints and Tinkertwist editions. Examples of items in this category would be: Clifford's Valentine Day by Norman Bridwell, ISBN: 978135201736 (PawPrints prebound edition) and Junie B. Jones & Captain Field Day by Barbara Park, ISBN: 978061335670 (Tinkertwist prebound edition).
Baker & Taylor

Enhanced Services Program

Baker & Taylor is pleased to provide a service that will save your library time and money when procuring titles from small and hard to find publishers. By utilizing B&T's vast publisher and title database, the library can purchase a wide variety of low demand and small print run titles from associations and limited edition, prepayment, and non-returnable publishers.

Baker & Taylor's Enhanced Services Program (ESP) provides the library with access millions of active book titles representing over 75,000 imprints. This breadth of coverage is greater than that of any other book industry wholesaler.

The ESP program builds on Baker & Taylor's already outstanding publisher relations by:

- Expanding our vendor relations team responsible for the follow-up of all publisher orders, improving the speed of delivery of all titles to the library;
- Widening our publisher base to include hundreds of small non-commercial publishers formerly considered apply direct by the book industry; and
- Increasing our reporting capabilities by providing order status reports for 100% of all titles not yet published, and by supplying anticipated publication release dates for all out-of-stock items.

In order to provide these enhanced title acquisition services, Baker & Taylor will apply a service charge to qualifying titles. Material where Baker & Taylor receives no discount from the publisher, or where prepayment is required by the publisher, or books of small, limited in-demand and/or non-commercial publishers will be invoiced at list price. For libraries concerned about purchasing these types of titles, B&T's Title Source can assist the librarian in researching a particular item's category and format. Titles will appear with a Y or Q in the discount code field. Additionally, you may contact your Customer Service representative or Information Services via phone, fax, or e-mail (btinfo@baker-taylor.com) to determine these titles before placing an order.

As a convenience to the library, B&T can exclude these titles from all orders by adjusting the library's account profile setup. Please contact your Customer Service Representative for additional information.
Institutional Returns Policy
(Revised July 2015)

The following guidelines are required to ensure prompt handling of your return. All product returns (excluding Book Leasing programs) require prior authorization from a Customer Service Representative. You may contact your appropriate representative via the toll-free number listed on your packing list.

How to Obtain Return Authorization

Please use the Return Authorization Form from your shipment's packing list to make all returns. Contact your Customer Service Representative for return authorization. All claims must be made within 45 days from the date of invoice.

1. When calling for return authorization, please have the following information available:
   A. Return Authorization Form
   B. Your account number and ATS# from the shipment's packing list (located mid-page under the Return Authorization Form explanation)
   C. Reason for the claim/return
   D. Action being requested -
      1. Replacement of product
      2. Credit to your account; no replacement product necessary

2. Your Customer Service Representative will assign your return an authorization number (RTA#). To expedite the process, please clearly mark the RTA# on the Return Authorization Form and on the outside of the carton in the upper right corner from the shipping label.

3. Make your return via an insured and traceable carrier; Baker & Taylor is not liable for returns lost in transit.

4. Products incorrectly shipped by Baker & Taylor may be returned with authorization within 45 days of the product's date of invoice. Products meeting the definition of Publisher defective may be returned with prior authorization within six months of the product's date of invoice. Products purchased with value-added processing services which have been shipped as ordered are considered non-returnable.

DAMAGED SHIPMENTS: If you receive a damaged carton(s) which resulted in damaged product(s), please hold the product(s) and save the carton for Carrier inspection. If the damage is visible at the time of delivery, bring it to the Carrier's attention and note it on the Bill of Lading. Then, contact your Baker & Taylor Customer Service Representative via the toll-free number listed on the packing list.

CLAIMING SHORTAGES: Please check your packing list or invoice before claiming shortages. All claims must be made within 45 days from the product's invoice date. Please ensure you have received all cartons of a shipment prior to signing for receipt from the Carrier. Cartons you have signed for as received from the Carrier are not claimable as shortages from Baker & Taylor.

INTERNATIONAL CUSTOMERS ONLY: For information on making returns of damaged, defective, or incorrect products, please contact your local International Sales Office or our International Customer Service Department (internationallibrarycustomerservice@baker-taylor.com). You may also refer to the website http://www.btol.com/international_libraries_details.cfm?sideMenu=Contact%20Us&home=home_help_details.cfm&ctx=1

All returns should be sent to:

Baker & Taylor Returns Center
Department R
251 Mt. Olive Church Road
Commerce, GA 30599
Returns Policy

The following is the policy for RETURNS:

1. No RETURNS are allowed on books, CDs, or DVDs invoiced more than a year ago. The exception is for defective titles, not damaged books, CDs, or DVDs.

2. The invoice or packing slip copy must accompany the RETURN.

3. No processed, damaged or marked books, CDs, or DVDs may be returned unless it is the error of Davidson Titles, Inc.

4. Books, CDs, or DVDs damaged in shipment must be returned within 60 days.

5. A credit memo or replacement may be requested for the defective or incorrect title.
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A. Library, Trade, and School/Library Bindings

Library and School/Library bindings are guaranteed for replacement at no charge for up to 6 years should the damage to the book be caused by defective binding from the publisher. Books will not be replaced free of charge for abuse to the binding or abuse to the physical aspects of the book, pages, etc. nor will they be replaced after damage caused by a natural disaster.

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B. Pre-bound Library Books (with buckram cover)
   Pre-bound Paperbacks

The above binding type will have a life-time guarantee replacement at no charge provided the binding is defective by the bindery. Damage caused by abuse to the binding or abuse to the physical aspects of the book, pages, etc. will deem the book guarantee void.

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Paperback books have a 120-day warranty for normal circulation, but no warranty for abuse or natural disasters.

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Davidson Titles, Inc. agrees with and will hold its products to the material and binding specifications that are set forth in this document.

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Books over 1/2” in thickness shall be over sewn with library sewing. Books less than 1/2” in thickness shall be sewed through on a sewing machine or by hand. The stitches shall be approximately 1/2” apart. The sewing shall not extend more than 5/32” in from the back edge of the volume, provided that if sewed by machine no holes shall be made between the sewing, and these thread extensions shall be securely glued between the reinforcing fabrics. The machine used for this sewing shall be of a type that makes a round smooth hole and not a large, three-cornered hole that damages the paper. The thread for this sewing shall be of the highest quality, natural color, polished 5-strand thread size 14. All other operations specified by the Library Binding Institute specifications for pre-bound book bindings, including the rounding and backing of the book spine and round library corners of the volumes shall be followed on books with this bindings type.

**Pre-bound Trade Books and Pre-bound Paperback Books**

These specifications apply to pre-binding of trade books and paperback books in a hardcover binding. All bindings shall conform to the Library Binding Institute Standards for Library Bindings specifications for these binding types and shall include all items below.

In initial processing, original publishers adhesive or hot melt glue is to be completely removed from spine by grinding or trimming. No more than .0625” of back gutter margin is to be removed. Removal will be clean and uniform without fraying, tearing, or mutilation to parts, pages, or content volume.

Volumes in excess of 1/4” shall be adhesive bound, and volumes less than 1/4” shall be Singer sewn. Text shall be fanned and glued with a polyvinyl adhesive. Adhesive can be either hot melt or gold glue. Run-in of adhesive should be no more or less than .0625”. Adhesive bound volumes should provide durable easy opening without stress or tightness of any kind.

Flat or sewed volumes 1/4” or under should be Singer sewn with 10 gauge 5-strand thread and stitches at least 1/2” or more apart. Singer end sheets are to be applied on all sewed volumes.

Trimming book block, top-bottom, and force edge should not be in excess of 0.123” and in no case should print be trimmed into.

A back liner should be attached to the full length of the spine of the book. A woven or non-woven material of not less than .009” will be used and imbedded into glue.

Covers should be Type II non-woven materials with original paperback covers mounted, with title and author stamped on the spine or the original cover of the paperback cover and should be laminated with a clear polyester film not less than 1.5 mil thickness or acceptable equal and be free of blemishes or distortions of any kind. All end papers shall be fabricated into a unit with the grain of the paper running parallel to the spine of the book. Volumes should be bound with sufficient pressure to insure good adhesion of the end papers and proper adhesion in the joints.

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