

Prince William County

PUBLIC SCHOOLS

Providing A World-Class Education

CONTRACT NUMBER: R-TC-18004

This Contract entered into this 1st day of November 2017 by, Virco Inc., 2027 Harpers Way, Torrance, CA, 90501, hereinafter referred to as the "Contractor" and Prince William County School Board, P.O. Box 389, Manassas, VA 20108, hereinafter referred to as the "Prince William County Public Schools", "Purchasing Agency" or "PWCS".

WITNESSETH that the Contractor and PWCS, in consideration of the mutual covenants, promises and agreements herein contained, agree as follows:

1. **SCOPE OF CONTRACT:** Contractor shall provide Educational, Classroom, Miscellaneous Support Furniture and Related Products and Services for Prince William County Schools, Virginia on behalf of all states, local governments, school districts, and higher education institutions in the United States of America, and other governmental agencies and nonprofit organizations.
2. **CONTRACT DOCUMENTS:** The contract documents shall consist of the following:
 - 2.1. This signed Contract document;
 - 2.2. Memorandum of Negotiations dated November 1, 2017.
3. **CONTRACT TERM AND RENEWAL:**
 - 3.1. The initial term of this contract shall be from the date of award, November 1, 2017 through December 31, 2022, with the option to renew for two (2) additional two (2) year periods, upon mutual written consent of the parties to the contract. Proposed prices shall remain firm for the initial term of the contract.
4. **CONTRACT ADMINISTRATOR/PROJECT MANAGER:** The following PWCS employees are identified to use all powers under the contract to enforce its faithful performance:
 - 4.1. **CONTRACT ADMINISTRATOR:** As the Contract Administrator, the following individual, or his/her designee, shall serve as the interpreter of the conditions of the contract and shall use all powers under the contract to enforce its faithful performance.

Karen Sobers, CPPB, Buyer, (703) 791-8888, sobersk@pwcs.edu

5. **DELIVERY:**

- a.) **Equipment for Educators Catalog:** Includes thousands of SKU's that will ship *four (4) to six (6) weeks after receipt of order, except for July and August, when lead-times can extend to six (6) to eight (8) weeks;*
- b.) **Classroom Basics:** Over 3,000 SKU's that will ship in two (2) to three (3) weeks, after receipt of order, except July and August when lead-times can extend to four (4) weeks;
- c.) **Quick Ship:** Over 200 SKU's that are guaranteed to ship in 72 hours after receipt of order. To receive QS lead-times, purchase orders must contain QS products.

6. **PRICING:** In accordance with applicable percentage discounts by Zone (see revised discounts, per attached Contractor's response dated October 9, 2017.

7. **PAYMENT TERMS:** Net 30

Prince William County does not discriminate against faith-based organizations in accordance with the *Code of Virginia*, §2.2-4343.1 or against a bidder or offeror because of race, religion, color, sex, national origin, age, disability, or any other basis prohibited by state law relating to discrimination in employment.

This contract shall constitute the whole agreement between the parties. There are no promises, terms and conditions, or obligations other than those contained herein, and this contract shall supersede all previous communications, representations, or agreements, written or verbal, between the parties hereto related to the provision of goods (including leases thereof), services and/or insurances described herein.

IN WITNESS THEREOF, the parties have caused this Contract to be executed by the following duly authorized officials:

CONTRACTOR:



Authorized Signature

Patricia L Quinones

Type Name

Chief Administrative Officer

Title

November 1, 2017

Date

PURCHASING AGENCY:



Authorized Signature

John Wallingford

Type Name

Director of Financial Services

Title

11 | 8 | 17

Date



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MEMORANDUM OF NEGOTIATIONS
R-TC-18004

Dated: November 1, 2017

Prince William County Schools (hereinafter called PWCS) and Virco Manufacturing Corporation (hereinafter called the Contractor) hereby agree to the following in the execution of Contract R-TC-18004 for Educational, Classroom, Miscellaneous Support Furniture, and Related Products and Services. The final Contract contains the following documents:

- a. PWCS's Request for Proposal, R-TC-18004 and Addendum #1;
- b. Contractor's proposal dated August 14, 2017;
- c. Contractor's response to Clarification Questions dated September 18, 2017, attached;
- d. Contractor's response to Clarification Questions dated October 9, 2017, attached;
- e. This Memorandum of Negotiations;
- f. Any subsequent modifications to the Contract.

ACCEPTED BY:



Contractor Authorized Signature

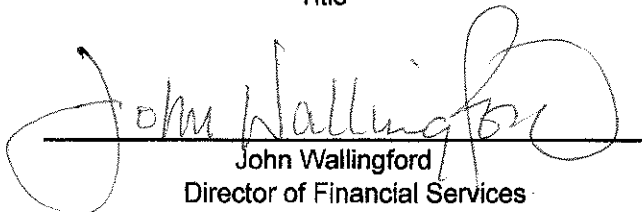
November 1, 2017

Date

Patricia L. Quinones

Chief Administrative Officer

Title


John Wallingford
Director of Financial Services

11/8/17
Date