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:

Patricia L Quinones
Authorized Signature

Patricia L Quinones
Type Name

Chief Administrative Officer
Title

November 1, 2017
Date

PURCHASING AGENCY:

John Wallingford
Authorized Signature

John Wallingford
Type Name

Director of Financial Services
Title

11 | 8 | 17
Date

Prince William County
PUBLIC SCHOOLS
Providing A World-Class Education

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:

Patricia L Quinones
Contractor Authorized Signature

November 1, 2017
Date

Patricia L Quinones
Chief Administrative Officer
Title

John Wallingford
John Wallingford
Director of Financial Services

11/8/17
Date

Prince William County
PUBLIC SCHOOLS
Providing A World-Class Education

REQUEST FOR PROPOSAL

ISSUE DATE: July 18, 2017 **RFP #: R-TC-18004**

TITLE: Education, Classroom, Miscellaneous Support Furniture and Related Products and Services

Sealed proposals must be received and time stamped prior to 2:00 PM, August 18, 2017. Offerors are responsible for ensuring that the Purchasing Office receives their proposal submission by the deadline indicated. The time a proposal is received shall be determined by the time stamped by the time clock in the Purchasing Office. **Proposals received after the stated due date and time shall not be considered.**

All questions/requests for information must be submitted in writing, addressed to: Prince William County Schools Purchasing Office, ATTN: RFP **#R-TC-18004**, 14715 Bristow Road, Manassas, VA 20112 and to be assured consideration, must be received prior to **4:00 PM, August 2, 2017.** Questions must be sent via email to Anthony Crosby, Coordinator, at crosbyae@pwcs.edu. After reviewing any questions/requests submitted, the PWCS Purchasing Office will issue an addendum to respond to items it deems necessary. Changes to this RFP will be made only by written addendum issued by the PWCS Purchasing Office.

PROPOSALS MAILED SHALL BE SENT DIRECTLY TO:

Prince William County Public Schools
Attn: Purchasing Office
Financial Services/Purchasing Room #1500
RFP #R-TC-18004
P.O. Box 389
Manassas, VA 20108

PROPOSALS HAND DELIVERED AND/OR EXPRESS COURIER SERVICES SHALL BE DELIVERED TO:

Prince William County Public Schools
Attn: Purchasing Office
RFP #R-TC-18004
14715 Bristow Road
Manassas, VA 20112
Attn: Financial Services/Purchasing Room #1500

Addendum No. 1 Date: 8/18/2017 Addendum No. ____ Date: _____ Addendum No. ___ Date: _____

Information the offerors deems proprietary is to be included in the proposal in the separate section of the proposal identified and included in (TAB 8) of the proposal response. See Proposal Submission Requirements, Section 9.16.2.8 in this RFP for additional information.

Proprietary Information Enclosed: _____ **YES** ✓ **NO**

All proposed exceptions to this RFP, and any proposed changes to the contract documents or terms and conditions, are to be included in (TAB 9) of the proposal response. See Proposal Submission Requirements Section 9.16.2.9. in this RFP for additional information.

Proposed Exceptions to the RFP: _____ **YES** ✓ **NO**

REQUEST FOR PROPOSALS TITLE PAGE – TWO

In compliance with this RFP and all the conditions imposed therein, the undersigned offers and agrees to furnish the goods/services in accordance with the attached proposal or as mutually agreed upon by subsequent negotiations. By my signature below, I certify that I am authorized to bind the Offeror in any and all negotiations and/or contractual matters relating to this RFP. Sign in blue ink and type or print requested information.

My signature certifies that this firm or individual has no business or personal relationships with any other companies or persons that could be considered as a conflict of interest or potential conflict of interest to PWCS, and that there are no principals, officers, agents, employees, or representatives of this firm that have any business or personal relationships with any other companies or person that could be considered as a conflict of interest or a potential conflict of interest to PWCS, pertaining to any and all work or services to be performed as a result of this request and any resulting contract with PWCS. **My signature confirms that I have read and understand the General Terms and Conditions are a part of any negotiated contract.**

STATE CORPORATION COMMISSION (SCC) IDENTIFICATION NUMBER

Under paragraph 18 of the General Terms and Conditions, the Offeror agrees, if this proposal is accepted by PWCS, for such services and/or items, that the Offeror has met the requirements of the Virginia Public Procurement Act (VPPA) § 2.2-4311.2. Any falsification or misrepresentation contained in the statement submitted by Offeror pursuant to Title 13.1 or Title 50 may be cause for debarment by PWCS.

Offeror shall complete the following by checking the appropriate line that applies and provide the required information. Offerors failing to provide the required information indicated below will result in having their proposal not considered for evaluation.

1. ✓ Offeror is a Virginia business entity organized and authorized to transact business in the Commonwealth of Virginia by the State Corporation Commission (SCC). The Offeror's current valid identification number issued by the SCC is F1525106. ***(The SCC number is NOT your federal tax identification number)***. **–OR-**

2. ____ Offeror is a sole proprietor and no SCC number is required. **-OR-**

3. ____ Offeror is an out-of-state business entity that does not regularly and continuously maintain as part of its ordinary and customary business, any employees, agents, offices, facilities, or inventories in Virginia. This does not account for any employees or agents in Virginia who merely solicit orders that require acceptance outside Virginia before they become contracts. It also, does not account for any incidental presence of the Offeror in Virginia that is needed in order to assemble, maintain, and repair goods in accordance with the contracts by which such goods were sold and shipped into Virginia from the Offeror's out-of-state location. **Offeror is required to include with this proposal documentation from their legal counsel which accurately and completely states why the Offeror is not required to be so authorized within the meaning of § 13.1-757 or other similar provisions in Titles 13.1 or 50 of the Code of Virginia. -OR-**

4. ____ Offeror currently has pending before the SCC **an application that was submitted prior to the due date and time of this solicitation** for authority to transact business in the Commonwealth of Virginia and seeks consideration for a waiver to allow the submission of the SCC identification number after the due date for proposals (***PWCS reserves the right to determine in its sole discretion whether to allow such waiver.***)

THIS PROPOSAL IS SUBMITTED BY:

Full Legal Name of Offeror: VIRCO MFG. CORPORATION

Mailing Address:
2027 HARPERS WAY
TORRANCE, CA 90501

Remittance Address (If Different):
PO BOX 677610
DALLAS, TX 75267-7610

Phone: (800) 448-4726

Fax: (800) 396-8232

Email Address: cms@virco.com

Contact Person: PATRICIA L QUINONES

Tax Identification (FIN/SSN#): 33-0815719

Typed/Printed Name: PATRICIA L QUINONES
CHIEF ADMINISTRATIVE OFFICER

Signature: Patricia L Quinones
(Person signing must be authorized to bind the Offeror in contractual matters)

Date: 8/14/2017

EXECUTIVE SUMMARY

Virco's proposal includes Furniture, Fixture & Equipment (FF&E) solutions for all product & service categories listed in section 4.1. Virco has established fifteen pricing zones that include all fifty states. The zones were developed to maximize our national presence and takes into consideration geography and service requirements.

Virco is the only FF&E manufacturer in the K-12 industry with a direct sales force. Our business model allows Virco to market and work directly with school districts, as well as city and county governments, across the country. Virco's direct model allows us to provide Prince William County Public Schools and the US Communities Purchasing Alliance, with the most comprehensive proposal possible. Virco's marketing, sales support and pricing commitment cannot be matched by any other manufacturer - who must rely on an uncommitted and fragmented dealer network - or any national dealer that is unable to make the required pricing commitment or have a consistent and national product offering. Only Virco can guarantee that the most competitive price on Virco product is received only through the Prince William County PS / US Communities purchasing alliance program.

Virco will support the program with forty-six direct territory sales managers, six regional sales managers and six PlanSCAPE® project managers. This team has produced over $1.1 Billion in sales through the US Communities Purchasing Alliance program since 2003.

Virco has also established a comprehensive vendor partner program that allows Virco to offer our customers a complete turnkey product and project management solution. Unlike our dealer competitors, Virco's vendor program is focused and dedicated to providing a complete solution for FF&E needs. Virco's program offering does not have an unlimited number of manufacturer's, which only serve to benefit the dealer. Instead, Virco has chosen the best manufacturers within the very niche K-12 functional categories of a school building. Virco's vendor partners were carefully selected and are considered to be the best in their industry.

As a direct selling and marketing organization, Virco will meet or exceed all the requirements of the US Communities commitments. Virco has in place a comprehensive printed price list and promotional pricing campaign through the US Communities program. This includes, but is not limited to, the annual printing and distribution of over 20,000 US Communities price lists and the creation of Virco's Classroom Basics and Quick Ship program. This program includes over 3,000 SKU's with significant additional savings as well as firm delivery commitments.

Lastly, Virco is a strategic partner with ASBO International as well as strategic partners with many state associations, such as California ASBO, Arizona ASBO, Texas ASBO, Colorado ASBO and Southeastern ASBO, to name a few. Our relationship and marketing efforts with these important educational associations provides Virco with marketing opportunities that is unmatched by any other manufacturer or distributor. Moreover, Virco attends over 200 national, regional and state professional conferences annually. This exposure to the US Communities customer base is unequaled in the industry.

PROPOSAL & ORGANIZATION PROFILE

Virco, Inc.
Corporate Headquarters
2027 Harpers Way
Torrance, CA 90501
800-448-4726

Facility
Manufacturing
Warehouse
Customer Service

Virco, Inc.
Conway, Arkansas Facility
P.O. Box 5000
Conway, AR 72032

Facility
Manufacturing
Warehouse
Customer Service

Virco Mfg. Corporation is a corporation and publicly traded company

Virco, Inc. is a subsidiary of Virco Mfg. Corporation

Virco Mfg. Corporation is a Delaware Corporation, TIN # 33-0815719

Virco Mfg. Corporation has been in business since 1950 (sixty-seven years)

Employees: 740 employees – Corporate Wide

The following vendors and manufacturers are included in our proposal. The Named Partners will be identified in Virco's proposal, by category, and will include discounts and list prices. The Catalog Partners are companies that Virco uses to supplement our product offering in our catalog and retail prices list. These partner products carry a Virco model number and Virco list prices.

Named Partners	**Catalog Partners**
Bretford	American Art Clay Co.
Brodart Library	Angeles Group
Diversified Woodcrafts	Annin Flags
ERG International	Athletic Connection
Ghent Manufacturing	AWT World Trade, Inc.
Greene Manufacturing	Brown Sales
High Point Furniture	Bulman Products
Interior Concepts	Carpets for Kids
Moore Co / Best-Rite Mfg.	Children's Factory, Inc.
Plymold Furnishings	Copernicus Education
Republic Storage Systems	Durham Mfg. Company
RFM Preferred Seating	Fire King International
Right Angle	Gressco LTD
Russwood Library	Group LaCasse LLC
UltraPlay Systems, Inc.	H Wilson Company
Waddell Display Case	Hann Manufacturing
Wenger Corporation	Infinity Instruments
Wood Designs	Lagasse, Inc.
	Lyon Workspace Products
	Magnuson Group
	Manta Ray, Inc.
	Pelstar LLC
	Skutt Ceramic Products
	Springer Products
	United Stationers Supply
	Walker-McGuire

PROJECT METHODOLOGY/APPROACH

Statement of Need

Virco has the infrastructure, business model, manufacturing & distribution centers to meet all the needs of Prince William County Public Schools as well as meet the national commitments through the US Communities Purchasing Alliance. Virco's direct nationwide sales group and PlanSCAPE® project management team are actively promoting the US Communities program to the nation's school districts, colleges and universities. Virco has forty-six territory sales managers and six regional managers nationally. The territory sales managers work directly with our customers and manage all procurement, delivery and installation requests, relying on our highly-trained customer service and logistic team to process and coordinate all aspects of any respective project or order.

Moreover, Virco's manufacturing and distribution centers have implemented several inventory and delivery programs that meet the needs of all school districts, including PlanSCAPE, Virco's comprehensive project management program for new construction projects as well as a Quick Ship and Classroom Basics stocking program to meet the daily needs of schools and school districts across the country.

Section 4.1: <u>GENERAL DEFINITION OF PRODUCTS AND OR SERVICES.</u>

Virco's product offering covers all functional categories as outlined in Section 4.1, GENERAL DEFINITION OF PRODUCTS AND OR SERVICES. Virco's product line alone meets all identified categories; however, to provide the best possible FF&E solution Virco is partnering with the manufacturers listed below. These manufacturers are the leaders in the industry in their respective product category.

Virco's partner program has been in place since 2003 and is the foundation of our industry leading PlanSCAPE® project and space planning program. Virco has selected nineteen vendor partners that specialize in certain functional areas of any school building. Of the nineteen partners we have selected, ten have been in the program since 2003, five have been in the program for five years and we are adding three new manufacturers for the first time. The new additions are all leaders in their industry and bring experience and knowledge that will enhance the contract's value to our customers.

Virco: Category 4.1.1 through 4.1.16
Virco Mfg. Corporation, founded in 1950 and headquartered in Torrance, California, is the nation's largest producer of educational furniture and equipment. As a recognized leader in the industry, Virco is committed to providing innovative solutions and lasting value to educators across the country and around the world.

Bretford: Category 4.1.4 – Technology Support & 4.1.3 - Storage
Technology keeps changing — and then changing the way ideas are shared. This is shifting the ways we work and learn together, and how we interact. At Bretford, we're designing the products that support this evolution.

We're a proud leading global manufacturer of technology-enabled products, and thought leaders on ways to intuitively incorporate technology into work and learning environments. This leadership in turn inspired the formation of strategic partnerships with major international brands, a prestigious group of worldwide innovators who support and push further our thinking and findings.

Bretford continues to rework and reimagine, so we can stay agile, too, and build product that are long-lasting and forward-thinking enough to support today's mobile needs and technology's inevitable next wave.

Brodart Contract Furniture: Category 4.1.5 – Library Furniture
Since our humble beginnings in 1939 and our development of furniture manufacturing twenty years later, Brodart Company and its employees have worked hard to become a leader in every aspect of our trade. Hallmarked by an equal mix of durability and aesthetic appeal, Brodart Contract Furniture is designed not just to serve a purpose, but to serve an audience.

At Brodart Contract Furniture we have facilitated progress and innovations with products such as the modular circulation desk, and a leg connection that's so good we warrant it for life. We not only work in quality wood & veneers, but we are also skilled at working with materials such as metal, glass, solid surface, acrylics, and resins. Our 200,000 square foot state-of-the-art facility and equipment allow us to make superior products that withstand decades of use.

Diversified Woodcrafts, Inc.: Category 4.1.3– Storage; Category 4.1.4 – Technology Support Furniture; Category 4.1.6 – Science Laboratory Furniture & Category 4.1.10 – Art Instructional Furniture
Vocational furniture with solid maple construction. This line includes work benches, tool cabinets, and lumber storage. Also includes art furniture, drafting tables, and CAD stations. There is also an oak science line that includes lab tables, workbenches, equipment storage, and base and wall cabinets.

ERG International: Category 4.1.7 – Cafeteria Furniture & Category 4.1.12 – Soft Seating
Diverse products designed for Higher Education & learning environments. ERG products include a large selection of multi-use Seating, Tables, Lounge, Banquettes and Occasional Tables. With turn-key solutions for the following environments; cafeteria, training rooms, classroom, lounge, public areas, outdoor, student housing, student life and more.

Ghent Manufacturing: Category 4.1.9 – Audio/Visual Furniture
Visual Communication product, made in the USA. This line includes whiteboards, tack boards, glass boards, enclosed message centers, easels and signage. American made products since 1976 that are designed to help users communicate, collaborate, and learn.

Greene Manufacturing: Category 4.1.14 – Career/Technical Educational Furniture
Since our company began in 1969, GMI has grown to become one of the leading manufacturers of industrial and technical furniture for schools and industry. Our company offers a complete product lineup from work benches and storage cabinets to welding lab equipment. We continue our mission to provide high quality products with unsurpassed customer service.

High Point: Category 4.1.11 – Educational Office Furniture & Category 4.1.12 – Soft Seating
High Point Furniture Industries manufactures all their product in North Carolina and consists of case goods, office and conference seating, reception and lounge seating and health care furniture. We offer multiple finishes, thousands of upholsteries, quality craftsmanship and all with a limited lifetime warranty. The majority of our product ships assembled and custom applications are welcome. Privately held, we have been building High Point quality since 1958.

Interior Concepts: Category 4.1.4 – Technology Support Furniture & Category 4.1.11 – Educational Office Furniture
Interior Concepts Corporation is an industry leader in designing, manufacturing, and installing school furniture and office furniture for K-12 and higher education environments. Using the latest technology, we design furniture for a wide variety of needs including tables, instructor desks, technology labs, reception areas, and office spaces. Drawing from decades of experience in designing and manufacturing high quality, made in the USA school furniture, Interior Concepts is your #1 choice for furniture to enhance the learning environment.

Lyon Workspace Products: Category 4.1.3 – Storage
Provider of quality, yet affordable workspace products for over 116 years. Product line includes: storage cabinets, metal workstations, clip shelving, wedge lock metal shelving, metal lockers, storage bins, industrial shelving and modular metal cabinetry.

Moore Co Inc. - Balt-Best Rite Mfg: Category 4.1.9 – Audio Visual Furniture; Category 4.1.4 – Technology Support Furniture; Category 4.1.16 – Related Products and Support Services
Balt and Best-Rite have been manufacturing quality commercial and educational products for several decades and have been operating under a new organizational name, MooreCo Inc., since 2007.

Located in Temple, Texas, MooreCo Inc. is the leader in the educational and commercial markets for visual communication products, technology support equipment and office furniture. With state of the art equipment, highly trained employees, and an excellent shipping history, MooreCo Inc. has established a solid reputation for quality and reliability.

Plymold Furnishing Solutions: Category 4.1.7– Cafeteria Furniture
Plymold Seating offers a full complement of commercial furniture that includes upholstered and wood booths, upholstered lounge furniture, wood chairs and stools, metal chairs and stools, solid wood and laminate tops, table bases, fixed frame booth and cluster seating, and outdoor furniture. All furniture is custom finished to each customer's unique specifications.

Republic Storage Systems: Category 4.1.3 – Storage
Republic's economical and versatile storage line includes metal lockers, clip type shelving, Wedge-Lock boltless rivet shelving, storage cabinets, pallet rack, Metal Lumber slotted angle and workbench.

RFM Preferred Seating: Category 4.1.2 – Seating/Chairs
RFM Seating is a manufacturer of high quality commercial seating designed for all types of office, waiting area and training applications. Product is primarily domestically manufactured and shipped from facilities in OR, CA and KS. Product mix ranges from minimum weight limits of 300 lbs. up to 500 lbs. Company was originally Reimers Furniture Manufacturers and has been in business for 35 years and headquartered in Hillsboro, OR.

Right Angle: Category 4.1.4 – Technology Support Furniture & Category 4.1.11 – Educational Office Furniture
Office Furniture, Height Adjustable Tables and Ergonomic accessories. Line includes computer furniture for labs and offices. Office and training room tables, storage pedestals and lateral files, keyboard trays, monitor arms, and ergonomic accessories, Office and training room seating.

Russwood Library Furniture: Category 4.1.5 – Library Furniture
A complete offering of wood library furniture. Solid wood, wood veneer, veneer plywood and plastic laminate products are available. Product line covers shelving, newspaper and magazine racks, computer access stations, study carrels, tables, chairs and circulation desks/counters.

Ultra Play Systems: Category 4.1.16 – Related Products and Services
Ultra Site / Ultra Play Systems offers a full line of commercial outdoor furniture including thermoplastic coated steel tables, benches and matching trash receptacles for the school and recreation market. In addition, we also offer aluminum, recycled plastic and wood commercial outdoor products for all types of outdoor seating requirements.

Waddell Display Cases: Category 4.1.3 – Storage
Trophy and Display Cases, made in the USA. Line includes wood cases, aluminum cases and laminate cases. Free-standing, wall-mounted or recessed cases are available. All cases ship fully assembled and carry a limited lifetime warranty.

Wenger Corporation: Category 4.1.13 – Music Furniture & Storage
Music makes the world a better place. Music educators know better than anyone that pursuing excellence requires high quality equipment that is durable, dependable, and designed for the daily demands of practice and performance. That means chairs, stands, and risers designed for success. Staging that can be moved and reconfigured for your needs. Acoustic treatments that enhance every space. Storage cabinets that safeguard your investment. And sound isolation systems that protect hearing and enhance learning. We even have products designed specifically for conductors and teachers. Take a look at all we have to offer and you'll see that we are your total resource for elementary, secondary, or even college level music practice and performance.

Wood Designs: Category 4.1.8 – Early Childhood Furniture
A multitude of Pre-K, wooden, early childhood furniture for classrooms and daycares. Includes, shelving, storage, trays, lockers, dramatic play, kitchen play, S & W play, literacy, cots, art easels, and more. All are GREENGUARD GOLD C. & S. certified and backed by a lifetime warranty.

Additional information for Section 4.0

Virco – Who We Are

Virco is the leading manufacturer and distributor of education furniture and equipment in the United States. In addition to being the nation's largest manufacturer of classroom furniture, Virco has also developed a complete turnkey project management program in PlanSCAPE®.

Virco supports the K-12 industry with two manufacturing and distribution facilities; our corporate headquarters in Torrance, CA, which includes a 560,000-square foot manufacturing and warehouse facility, and the largest commercial or educational manufacturing & warehouse facility in Conway, AR. Virco's Conway facility is over 2.1 million square feet.

Virco is the primary supplier of furniture and equipment to the many of the largest districts in the nation, as well as the fastest growing districts in the country, including but not limited to, Los Angeles Unified, San Diego Unified, San Francisco Unified, Atlanta Public Schools, Denver Public Schools, Dade County, Florida Schools, Houston ISD, Fairfax County, VA Schools, Elkhorn Public Schools, Blue Valley Public Schools, New Orleans Recovery School District, Et al.

PlanSCAPE® DEDICATED TO MODERN LEARNING ENVIRONMENTS

Outfitting campuses for modern learning one classroom at a time; PlanSCAPE supports interaction amongst learners – Virco provides solutions for dynamic environments with transformational furniture. Our 21st Century Classroom solutions deliver the tools necessary to facilitate learning in all of its modern forms.

PlanSCAPE is a truly comprehensive solution—as manufacturer, distributor and turnkey project managers—PlanSCAPE furthers Virco's mission to create a positive impact through a commitment to the modern learning experience. Using the strength of Virco's knowledge and experience, Virco PlanSCAPE was launched more than a decade ago as an all-in design, planning and management service for furniture, fixtures and equipment needs, focused on optimal impact and efficiency on today's modern campuses. For educators, PlanSCAPE enables teachers to empower students in a well-planned and designed campus. An added-value service, PlanSCAPE is designed to complement Virco's product line—turning educators' ideal solution into reality. From planning and procurement to management and installation, it's done with the peace of mind decades as an industry leader provides.

HEALTHY MOVEMENT IN THE CLASSROOM

Research is now confirming what many of us know intuitively: moderate movement can improve focus and concentration. Sometimes the simplest thing can help, like standing up or bracing your legs on a footrest.

Virco, America's leading maker and supplier of furniture for K-12 schools, has partnered with experts in child development, sensory integration and environmental adaptations to enhance classroom furniture designs for the benefit of all children. These collaborations – including a series of school-based product evaluations and assessments – have enabled the development of a dedicated brochure, which we've entitled Move: **Healthy Movement in the Classroom**.

Unique to the K-12 learning environment is ZUMA® rocking chairs. ZUMA rockers have taught us three things we never expected: they bring smiles to every classroom, whimsy can be a good thing, and sitting still isn't necessarily the same as paying attention.

To learn more about the importance of furniture that supports healthy movement for positive behavior and engaged attention at school, visit Virco's Healthy Movement website – www.healthymovement.com – and click on the Program Evaluation link

Delivery Expectations:

Virco has created the most comprehensive inventory, stocking and delivery program in the educational furniture industry. There are four elements to the program:

a) **Equipment for Educators Catalog**: Includes thousands of SKU's that will ship in four (4) to six weeks (6) after receipt of order, except for the months of 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 six (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 on contain QS product.

Backorder Policy

All backordered products will remain on order and shipped as soon as available.

Restocking Charges

When consignees refuse or are unable to accept delivered orders, we will charge 100% of the original freight cost plus demurrage charges to redeliver the order. Returned orders are subject to a minimum 20% restocking fee. Merchandise returns can only be accepted with prior authorization from Virco's Customer Service Department; moreover, all returned items must be unused and still in their original packaging. Authorization to return merchandise must be approved by Virco Customer Service no later than 90 days after initial delivery. We do not accept returns of custom-made products, and we will refuse returns that are submitted without prior authorization from Virco Customer Service.

Damaged Goods:
STEPS TO TAKE WHEN CARRIER MAKES INSPECTION OF DAMAGED ITEMS:

HAVE DAMAGED ITEMS IN THE RECEIVING AREA
Make certain that the damaged items have not been moved from the receiving area. Allow the inspector to inspect the damaged items, cartons, inner packing materials and freight bill. Be sure to retain your delivery receipt since it will be needed as supporting documentation when the claim is filed.

AFTER THE INSPECTOR FILLS OUT THE REPORT, READ IT CAREFULLY BEFORE SIGNING
If you do not agree with any statements made by the inspector on the report, do not sign it. Unless repairs will be completely satisfactory, be sure the inspector requests replacement on the inspection report. A new item can be ordered only if the report specifies "replace."

CONTINUE TO RETAIN DAMAGED MERCHANDISE
Even though the inspection has been completed, damaged items cannot be used or disposed of without written permission from the carrier or Virco. After the claim has been settled, the carrier will either pick-up the damaged items or send a letter asking you to dispose of the merchandise.

Regulatory Requirements and Standards

Virco products that fall into any of the regulatory requirements and standards as outlined in this section will meet or exceed such requirements.

Virco manufactures furniture for every size of student. Moreover, Virco has the most comprehensive ADA program in the FF&E industry. And, in the case of a request that requires a unique or specialized product, Virco's in-house engineering department can develop a product that fits the student's unique needs.

SUPPLIER INFORMATION

Supplier Qualification

Virco fully understands the requirements of the Supplier Commitments as stated for both Prince William County Public Schools and U.S. Communities Purchasing Alliance. Since 2003, Virco has had a contract through the U.S. Communities Purchasing Alliance. All aspects of the U.S. Communities Master Agreement are in place. Moreover, Virco will sign and execute both Prince William County Public School's contract as well as the U.S. Communities Master Agreement.

Supplier Information – General

All information requested on page 41, section 1 a, b, c and d can be found under TAB 4 - Project Methodology & Approach.

Experience – History

Producing high-quality furniture for our diverse family of customers is a 67-year tradition at Virco Mfg. Corporation. Over the last half-century, we've become a leading supplier of tables, chairs and storage equipment for offices, convention centers, auditoriums, places of worship, hotels and related settings. We're also the largest manufacturer of educational furniture in the United States.
Virco employs approximately 780 people nationwide. Our 560,000 square-foot Torrance, California headquarters features a state-of-the-art manufacturing facility, as does our Conway, Arkansas location, which has over 2,000,000 square feet of operational space. Large distribution centers in Torrance and Conway give Virco excellent shipping access to major ports.

From our earliest days, product development has been a key to Virco's growth. We've also worked with accomplished designers – such as Peter Glass, Richard Holbrook and Bob Mills – to develop additional products for contemporary applications and high impact learning environments. These include the best-selling ZUMA®, SAGE®, Analogy® & Metaphor classroom furniture collection; as well as TEXT®, Plateau® and Tetra® line of tables and desks.

Because customer service is our top priority, Virco maintains a nationwide direct sales team and supports a growing dealer network. We also offer a complete spectrum of support services, including product delivery, installation and repair, computer-assisted layout planning, and the comprehensive PlanSCAPE® service, which helps school administrators efficiently and cost-effectively manage the furniture, fixtures and equipment (FF&E) portion of new construction or renovation project budgets. In addition to these great services, Virco now has a dynamic Take-Back program that enables schools to recycle their out-of-service furniture components, rather than sending these items to a landfill.
Having grown from a small provider of educational furniture to a national leader in a wide range of markets, Virco is a company that values tradition, yet maintains a forward-looking approach to product development.

Experience – Cooperative Contract

Virco, Inc. has held a U.S. Communities Educational Furniture contract since 2003 and in that time, Virco has generated over $1.1 billion through the U.S. Communities program. Virco is completely aware of, and in compliance with, all aspects of the Suppler Commitment.

Virco has established our contract through the US Communities Purchasing Alliance as the single largest FF&E educational contract in the country. Virco's executive staff has implemented all required policy and procedures to meet the organizations four commitments: Corporate Commitment, Pricing Commitment Economy Commitment and Sales Commitment.

Virco is the leading manufacturer and distributor of educational furniture and equipment in the United States. In addition to being the nation's largest manufacturer of classroom furniture, Virco has developed a complete turnkey project management program in PlanSCAPE®. Supporting interaction amongst learners – PlanSCAPE provides solutions for dynamic environments with transformational furniture. Our 21st Century Classroom solutions deliver the tools necessary to facilitate learning in all of its modern forms.

Local Staffing
The following individuals are responsible for Prince William County Public Schools:

Todd Manning, Regional Sales Manager
4764 Chippenham Drive
Roanoke, VA 24018
(P) 540-915-2639
(F) 540-656-0335
email: toddmanning@virco.com

Todd is the Regional Manager of the Mid-Atlantic Region, which includes Virginia, North Carolina, South Carolina, Tennessee, Arkansas and Oklahoma. Todd is responsible for eight (8) territory sales managers and

over $20 million in annual sales. Along with Danny Harding, Prince William County Public School's direct territory sales manager, Todd will be Prince William County PS's main contact.

Todd has been with Virco for over 24-years and has been the regional manager for over fifteen years.

Danny Harding, Territory Sales Manager
310 High Street
Bridgewater, VA 22812
(P) 540-435-7382
(F) 800-396-8232
email: dannyharding@virco.com

Danny is the Virco Territory Sales Manager for Prince William County Public Schools as well as thirty other counties in the northern and northwestern counties of Virginia.

Danny has over nine years of experience with Virco and has been the Virco Territory Sales Manager for Prince William County Public Schools for over those nine years.

Lisa Sharp, Sales Service Manager
P.O. Box 5000
Conway, AR 72032
(P) 800-488-4726 ext. 2030
(F) 800-396-8232
email: lisasharp@virco.com

Lisa is the manager of customer service for the Conway, AR division. Lisa is located at Virco's Conway, AR facility. Lisa has been with Virco for over fifteen (15) years and has been the customer service manager for the Conway Division since 2013.

Deborah Jones, Customer Service Representative
P.O. Box 5000
Conway, AR
(P) 800-448-4726 ext. 2312
(F) 800-396-8232
email: deborahjones@virco.com

Deborah is the customer service representative for Virginia, including Prince William County Public Schools. Deborah had been the customer service representative for Virginia since February 2017.

Manager and Staff

Brian True, Vice President of Sales
Conway, AR & Torrance, CA
(P) 501-513-1622 Conway, AR
(P) 310- 626-0769 Torrance, CA
(F) 800-396-8232
email: briantrue@virco.com

Brian is the Vice President of Sales of Virco's National Sales Group and direct sales force. In addition, Brian has been the manager of Virco's US Communities program since 2003. Brian has been with Virco for twenty-nine years and has been responsible for the National Sales Group since 2000.

Patricia L. Quinones, Chief Administrative Officer
Conway, AR and Torrance, CA
(P) 800-488-4726
(F) 800-396-8232
email: pattyquinones@virco.com

Patty is Virco's CAO and her responsibilities include customer service, logistics and pricing. Patty has been with Virco since 1991 and has been responsible for customer service, logistics and pricing since 1999.

Melissa K. French, Corporate Director of Marketing Services
Conway, AR and Torrance, CA
(P) 800-488-4726
(F) 800-396-8232
email: missyfrench@virco.com

Missy is the Corporate Director of Marketing Services, which includes all of customer service and pricing responsibilities for Virco. Missy has been with Virco for twenty-three years and has overseen customer service since 2008.

Paul Gall, Vice President, Logistics
Conway, AR and Torrance, CA
(P) 800-488-4726
(F) 800-396-8232
email: paulgall@virco.com

Paul is the Vice President of Logistics, which includes all transportation and installation responsibilities for Virco. Paul has been with Virco for thirty years and has overseen Virco's logistic department since 2008.

Methodology / Implementation

Virco's national presence and direct selling, pricing, manufacturing and distribution model is unparalleled in the educational furniture industry. No other manufacturer or distributor can market, sell or price consistent products to every state as well as guarantee the important pricing commitment required to participate through the U.S. Communities Purchasing Alliance.

Since Virco has held a contract through the U.S. Communities program since 2003, all necessary elements to meet the required commitments to market, report, sell, and support the contract are already in place.

Company

1. Virco's National Sales Group is made up of forty-six direct territory sales managers. Below are the states with direct representation. There are several territory sales managers that cover multiple states so the chart below represents the states that have direct representation and is not the actual number of territory sales managers in Virco's sales group.

# REPS	STATE	# REPS	STATE
1	AL	1	MS
1	AR	4	NC
6	CA	1	NE
1	CO	1	NH
1	CT	1	NJ
1	DE	1	NM
0	DC	2	NV
4	FL	3	NY
2	GA	2	OH
1	IA	1	OK
1	ID	2	PA
3	IL	1	RI
1	IN	1	SC
2	KS	2	TN
1	KY	4	TX
1	LA	1	UT
2	MA	2	VA
0	MD	1	VT
1	ME	2	WA
2	MI	1	WI
1	MN	3	WV
2	MO	2	WY

2. **Locations:**
   Virco has two fully integrated manufacturing, warehouse and distribution centers that support our national sales strategy. In addition to the operational organization, both Torrance and Conway include purchasing, engineering and customer service.

   Torrance, California – Corporate Headquarters, 560,000 square foot warehouse and distribution center. 230 employees

   Conway, Arkansas – 2.1 million Square feet of manufacturing, warehouse and distribution center. Over 500 employees

Conway, Plant 1

Conway, Plant 2

3. **Support Centers – N/A**

4. **Annual Sales by Group**

	2014	2015	2016
CITY/COUNTY	$ 1,450,610.00	$ 1,306,682.00	$ 1,304,213.00
K-12	$100,203,872.00	$103,275,995.00	$110,683,173.00
HIGHER EDUC	$ 3,736,264.00	$ 3,272,026.00	$ 3,711,018.00
STATE	$ 101,501.00	$ 111,391.00	$ 395,493.00
OTHER PUBLIC SECTORS	$ 81,380.00	$ 841,279.00	$ 781,486.00
FEDERAL	$ 204,176.00	$ 250,281.00	$ 244,655.00
PRIVATE SECTOR	$ 41,157,834.00	$ 46,459,786.00	$ 36,606,097.00
TOTAL SUPPLIER SALES	$146,935,637.00	$155,517,440.00	$153,726,134.00

5. **Dun & Brad – See enclosed D&B Report (behind Tab 5)**
   Duns# 00-828-9530 & 11-802-6819
   TIN # 33- 0815719

Distribution

Torrance, California – Corporate Headquarters, 560,000 square foot warehouse and distribution center

Conway, Arkansas – 2.1 million Square feet of manufacturing and warehouse and distribution center.

1.) Virco has a nationwide distribution network including our own fleet of trucks as well as dedicated common carriers that distribute our products. Virco's enormous distribution potential allows us to receive the best possible shipping rates in the nation.
2.) Virco will be the only company that plans, coordinates and executes the distribution of our products or the products of our vendor partners.
3.) Virco's proposal includes freight charges. .Virco receives the best freight prices in the country and those charges are passed along to the customer.
4.) Virco's two fully integrated manufacturing and distribution centers support the entire nation as well as Canada, Mexico and countries outside of north America.
5.) As a manufacturer that sells direct to the end-user our ability to sell products through dealers utilizing the US Communities contract is not possible. However, Virco does have in place a SBE program that includes our partnership with small or MWBE companies that support Virco in our manufacturing and distribution network. Moreover, most of the vendor partners we have named to our proposal are small or MWBE businesses.

Marketing

1.) Over the last fourteen years, Virco has developed and implemented many marketing efforts that have helped make our contract through US Communities the largest cooperative FF&E contact in the country. Listed below are some of the marketing programs Virco has developed and implemented to promote our contract.

a. Virco's national direct sales group leads with the US Communities contract on every sales call.
b. Annually, Virco prints and distributes nationally over 20,000 US Communities Price Lists. The 2018 price list includes over 20,000 models. An example of a 2017 Zone 3 Price List has been included in behind Tab 5.
c. Virco has developed a special promotional pricing and stocking program only offered to US Communities registered agencies. Virco's Classroom Basic and Quick Ship programs offer significant savings from our standard US Communities pricing as well as offers very specific delivery commitments based on color. An example of our Quick Ship Promo brochure is included behind Tab 5.
d. Virco e-blasts these promotional programs through our affiliation with ASBO International, as well as to every Superintendent, Assistant Superintendent, Business Manager and Principal through lists provided from Market Data Retrieval, several times each year.

e. Virco promotes the US Communities program on our web site.
f. Virco markets our affiliation with US Communities in all trades that target school districts, colleges, city and county governments.

2.) Virco has held a US Communities contract since 2003. All sales reps are trained and actively using the contract and the program.

3.) Virco has already implemented the Master Agreement as the primary offering to all Participating Public Agencies.

Products, Services and Solutions

Virco's proposal includes a vast offering of products manufactured in Virco's two domestic factories. In addition, Virco has partnered with over forty-five supplier partners to help Virco and our contract become a single supply source for our customers that purchase through the U.S. Communities Purchasing Alliance program. Of the forty-five partners listed, nineteen are named to our contract to support our PlanSCAPE project management program. The remaining partners are in place to support our Equipment for Educators catalog.

The product assortment found within our Equipment for Educators ranges from basic furniture and equipment for classrooms to early learning, office, administrative, audio visual, presentation, and building services as well as other unique needs. All products in the Equipment for Educators catalog carry lead-times that are no more than six weeks, including products supplied by any of the forty-five supplier partners listed in our proposal. In addition to our standard catalog items, Virco has created the industry leading Classroom Basics Program that includes over 4,000 SKU's that carry lead-times of four to six weeks as well as our Quick Ship program that includes over 200 SKU's that carry a 72-hour shipment commitment, twelve months of the year.

Virco also has a comprehensive program whereby special requests such as color, banding and even custom made or modified products are available. Virco is committed to supporting our customer's needs by providing them with the products they need and performance they require.

As the leader in FF&E solutions in the K-12 market, Virco invests in new product development and is proud of our work and leadership in the Healthy Movement segment of the 21st century learning environment. The changing classroom encourages and supports collaborative and flexible learning solutions and Virco has been meeting those needs and keeping our customers in the forefront of the modern classroom.

Virco is also the industry leader in developing products and programs to help support our commitment to the environment. Since the early 90's, Virco has been providing sustainable and well-made products to our customers; moreover, the creation of our Take Back Program helps schools and districts that are interested in recycling and repurposing their old, worn out furniture.

Delivery Expectations:

Virco has created the most comprehensive inventory, stocking and delivery program in the educational furniture industry. Below are some highlighted elements of the program:

a) **Equipment for Educators Catalog**: Includes thousands of SKU's that will ship four (4) to six weeks (6) 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 six (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 on contain QS product.

Backorder Policy:

All backordered products will remain on order and shipped as soon as available.

Restocking Charges

When consignees refuse, or are unable to accept delivered orders, we will charge 100% of the original freight cost plus demurrage charges to redeliver the order. Returned orders are subject to a minimum 20% restocking fee. Merchandise returns can only be accepted with prior authorization from Virco's Customer Service Department; moreover, all returned items must be unused and still in their original packaging. Authorization to return merchandise must be approved by Virco Customer Service no later than 90 days after initial delivery. We do not accept returns of custom-made products, and we will refuse returns that are submitted without prior authorization from Virco Customer Service.

Quality

1.) Virco has implemented a quality control program within our manufacturing process that requires each production phase of a product to be reviewed by production supervisors before the product moves to the next phase. In addition, the final manufacturing process, referred to as Assemble to Ship, has quality control inspection procedures on each product prior to final packaging.

    Virco also bar codes every product. The bar code information includes all pertinent manufacturing information. Any unlikely manufacturing defect can be traced back to the specific date and material used.
2.) All problems are communicated directly through Virco's direct sales group or our dedicated customer service department. Territory sales managers or

customer service reps, handle all aspects of the order process including order updates, expedites, delivery information, product complaints, etc.

3.) Since Virco is a direct model, we have all customer service processes in place to provide the highest level of customer satisfaction in the industry. Our direct model ensures that the customer is getting the most accurate information. All issues are charted and logged through our Customer Satisfaction Request process. The CSR process is similar to processing an order. All problems are assigned a CSR number and entered in our SAP operating system. The CSR is tracked and updated as it processes through the issue.

4.) **Virco Warranty**

Virco will repair or replace, at its option, any Virco furniture or equipment product which proves to be defective in original material or workmanship that may become evident within the first 10 years of the date of purchase and 5 years from the date of purchase for casters, glides, pneumatic cylinders and torsion bars. This is your sole and exclusive remedy. This warranty covers products manufactured after January 1, 2017, as long as product is owned by original purchaser, and is subject to the following limitations:

Limitations:
From the date of purchase, Virco's warranty covers the items below as follows:

<u>10 Years</u>
Laminates, seating controls, all seating, desk, table and storage products unless otherwise indicated
in this warranty.

<u>5 Years</u>
Glides, casters, pneumatic cylinders and torsion bars on mobile folding tables

<u>1 Year</u>
Chairs with custom logos applied to their upholstered seats and/or backs

Exclusions:
This warranty excludes:

- Apparent defects caused by abusive or abnormal use of the product.
- Products not assembled, installed or used in compliance with Virco's product instructions or warnings.
- Failures resulting from inadequate inspection and maintenance.
- The effects of normal usage over time.
- Any damage caused during shipment (see the current Virco price list's "Steps to Take When Receiving Shipments" for more information).

- Product modifications not approved by Virco.
- Vinyl and fabric upholstery material, except as may be offered by the mill source.
- Rust caused by natural elements or high exposure to moisture
- Products used for rental purposes

Natural Materials, Color Variations & Customer's Own Materials
Leather, wood and other natural materials may have intrinsic grains or patterns that are distinguishing features and not regarded as defects. Virco cannot warrant the matching of grains, patterns, textures, colors, or the color-fastness of such materials. In addition, Virco does not warrant Customer's Own Materials (COM) that are chosen and used in a Virco product at a customer's request.

THERE ARE NO IMPLIED WARRANTIES OF FITNESS OR MERCHANTABILITY, AND THERE ARE NO OTHER EXPRESS WARRANTIES BEYOND THE WARRANTIES EXPRESSED HERE. ALL INCIDENTAL OR CONSEQUENTIAL DAMAGES WHICH MAY ARISE, INCLUDING BUT NOT LIMITED TO BUSINESS LOSSES, PERSONAL PROPERTY DAMAGE, AND THIRD PARTY LIABILITIES ARE HEREBY EXPRESSLY EXCLUDED.

Administration

1.) Virco has the capability to receive purchase orders that are submitted by EDI, telephone, fax, electronic retail and the Internet. All orders are processed through one of Virco's two customer service departments in Torrance, CA and Conway, AR., Virco's customer service department is a staff of fifteen highly trained customer services representatives.

In 2012 Virco implemented the 8x8 phone system. This advanced phone system offers cloud-based voice, video and mobile unified communications solutions for small to medium-sized business and distributed enterprise customers.

2.) Virco is launching its new website in the fall of 2018 that will include the ability for customers to purchase products online. This advanced system will allow all US Communities customers to login to our network using an uniquely assigned passcode. Our easy-to-use E-commerce website benefits Participating Public Agencies by giving them a time-saving way to directly enter their own Virco furniture orders whenever it's convenient for them to do so. And by reducing the likelihood of order entry errors, the use of our E-commerce website also enhances order fulfillment.

3.) Virco's operational system is a single platform. Virco has been using the SAP operational system since 2000. All phases of customer service, manufacturing and warehouse management are managed through SAP.

Virco can receive orders many ways including EDI, fax, orders@virco.com or by mail.

4.) Not Available.
5.) Virco currently complies with the US Communities monthly reporting process. Virco operates SAP. All reports have been pre-set in SAP and run at the end of each month in the format required by U.S. Communities.
6.) Virco Operates SAP as well as SAP business warehouse. Any and all reports required by Prince William County Public Schools, U.S. Communities or any Virco customer could be pulled from our operating system.
7.) We believe that our current business management system is in place to provide our customers with the best business experience in the public procurement industry.

National Staffing Plan

Brian True, Vice President of Sales, National Sales Group

Brian has been Virco's main point of contact with the current US Communities program through Wichita Public Schools. Brian is dedicated to making sure the contract is Virco's lead contract and that all territory sales managers are properly trained and understands how to execute the program in the field. **Brian is dedicated to the contract full time on all proposed commitments.**

Sales Staff dedicated to the contract:

Regional Managers:	Full Time – Sales and Economy Commitment
Territory sales managers:	Full Time – Sales and Economy Commitment
PlanSCAPE Managers:	Full Time – Sales and Economy Commitment
Brian Kirkwood, Trainer:	Full Time – Sales and Economy Commitment
Patti Thurman, Analysis:	Full Time – Reporting

James Johnson, Chief Marketing Officer, Virco, Inc.

James has been Virco's Marketing main point of contact with the current US Communities program. James is dedicated to creating the necessary marketing materials needed to promote and market the contract at the highest level. James is dedicated to the contract full time and is Virco's direct contact with the US Communities marketing department.

Marketing Staff dedicated to the contract:

Debbie Caton-Smith: Dir. of Marketing:	Full Time - Marketing Commitment
Stan Foster, Dir. of Art & Design:	Full Time – Marketing Commitment
Yolanda Allen, Asst. Manager:	Part Time – Marketing Commitment

Patty Quinones, Chief Administrative Officer, Marketing Services

Patty is head of Virco's pricing and customer service departments. Patty and Brian developed Virco's current pricing strategy and national structure and will be responsible for the pricing and structure of the new proposal. Patty is dedicated to the contract full time.

Marketing Services Staff dedicated to the Contract:
Missy French, Director, Customer Service: Full Time – Sales and Pricing Commitment.

Additional Information

1.) Virco's Corporate Stewardship initiative plays a key role in the company's overall mission to deliver a competitive and sustainable return to shareholders by balancing the interests of shareholders, customers, employees, suppliers, the communities where we operate, the environment and competitors through the active application of Virco's five values: Voice, Dignity, Fairness, Leadership and Merit. Virco Stewardship does this by implementing environmentally responsible projects grounded in and flowing from our industry-leading recycling and resource recovery initiatives. Areas of emphasis for projects include product development, education, new recycling and resource recovery efforts, community service, and collaboration with potential Green partners outside Virco.

2.) In one sense, the Virco Stewardship initiative can trace its origins to February of 1950 when we begin working with America's schools as a newly established company. Although terms like "sustainability" and "sustainable business practices" weren't commonly used back then, they accurately describe the vision that inspired Virco's founder, Julian Virtue, to develop long-lasting classroom furniture. As a result, Virco has grown from a small southern California business with a single customer into the country's largest manufacturer and supplier of furniture and equipment for the K-12 market.

Another pivotal year in our Stewardship initiative's history was 1989. That's when our manufacturing facility in Conway, Arkansas, started its recycling and resource recovery program. Beginning with hydraulic oil, office paper and scrap metal, Virco's corporate-wide recycling efforts now include more than 40 items, ranging from plastics and wood dust to cell phones and computer hardware. Over the years, we've recycled more than 340,000,000 pounds of materials, and we're still looking for new ways to remove even more items from our waste stream.

The success of our recycling activities led to the development of Virco's "Cash for Cardboard" program in 1993. Through this community service program, we recycle cardboard for 35 schools near our Conway facility; we also build recycling bins for the schools to collect their cardboard. After Virco picks up their cardboard for processing, the proceeds are returned to

the schools; to date, we've helped these schools earn more than $100,000 through recycling.

In 1994, we took another step forward by becoming a partner in the US Environmental Protection Agency's WasteWise Program, which was founded to help businesses, government agencies and other organizations throughout the country evaluate and attain their recycling goals; for instance, by providing a Climate Profile, which informatively illustrates the recycling accomplishments of WasteWise partners. Nine years later, in 2003, our partnership entered a new phase when Virco was selected as one of three charter members of the WasteWise Hall of Fame. Now, we're helping the WasteWise team develop new strategies to increase their membership and to encourage all partners to continually improve their recycling efforts.

The Virco Stewardship initiative is building on the foundations we've just described by: developing new products featuring recycled-content materials; expanding our community service and educational programs; and introducing a groundbreaking Take-Back program to help our customers recycle their out-of-service furniture. For us, Virco Stewardship is all about giving something back to the customers and communities that have contributed to our success. That way, we can all move forward into a mutually sustainable future.

3.) If you're looking for comfortable, high-value furniture that meets stringent indoor air quality emission levels, Virco offers hundreds of GREENGUARD® certified models!

    Virco furniture can also help you obtain points if you're working on a project to earn LEED® certification for your facility.

GREENGUARD Certified Products

4.) This ground-breaking program involves taking back selected out-of-service furniture components for recycling. Some of this recycled material can then be included in the Fortified Recycled Wood™ that's used to make seats, backrests and work surfaces for our highly sustainable Telos® and ZUMAfrd™ furniture collections; some recycled material may also be distributed to other users. Beginning in 2006, Virco established a regular Take-Back program that's open to qualifying schools and school districts nationwide. Since then, we've partnered with a number of educational institutions - including Pennsylvania's Palmyra Area High School and California's City College of San Francisco - on successful Take-Back projects. For more on Virco's Take-Back program, please see the Virco press release entitled "Virco Launches Trail-Blazing Take-Back Program."

    If you're interested in exploring the possibility of a Take-Back project for

your school, you can download the Virco Take-Back Project Request Form here. Your Virco Representative would be happy to help you complete the form and to answer any of your Take-Back questions. A completed Virco Take-Back Project Request Form is an essential part of the process for evaluating every potential Virco Take-Back project.

5.) Over 340,038,000 pounds of recyclables have been processed by Virco since 1989.

Virco has a distinguished record of achievement in the field of recycling and resource recovery. In addition to receiving many state and national awards, including those listed below, Virco has provided technical know-how to a number of organizations that wished to start their own recycling programs, including 35 schools.

Environmental Awards

2011
Waste Reduction Awards Program (WRAP) winner, presented by the California Department of Resources Recycling and Recovery (CalRecycle)

2010
Waste Reduction Awards Program (WRAP) winner, presented by CalRecycle

Certificate of Recognition, presented by The Sanitation Districts of Los Angeles County for compliance with industrial waste water discharge guidelines

2009
Waste Reduction Awards Program (WRAP) winner, presented by the California Integrated Waste Management Board (CIWMB)

SoCAL Environmental Excellence and Development (SEED) Award for Waste Reduction and Recycling, presented by the South Bay Business Environmental Caolition

Certificate of Recognition, presented by The Sanitation Districts of Los Angeles County for compliance with industrial waste water discharge guidelines

2008
Certificate of Recognition, presented by The Sanitation Districts of Los Angeles County for compliance with industrial waste water discharge guidelines

2007
Certificate of Recognition, presented by The Sanitation Districts of Los Angeles County for compliance with industrial waste water discharge guidelines

2005
Waste Reduction Awards Program (WRAP) winner, presented by the CIWMB

2004
Waste Reduction Awards Program (WRAP) winner, presented by the CIWMB

2003
WasteWise Hall of Fame Charter Member, inducted by the United States Environmental Protection Agency (USEPA)

Waste Reduction Awards Program (WRAP) winner, presented by the CIWMB

2002
Corporate Community Involvement Award, presented by the Arkansas Recycling Coalition

Green Contractor Award, presented by the Coalition for Government Procurement

Best Paper Recycling Award (Business Category), presented by the American Forest & Paper Association

Keep America Beautiful National Award (Waste Minimization Category), presented by Keep America Beautiful, Inc.

Waste Reduction Awards Program (WRAP) winner, presented by the CIWMB

WasteWise Program Climate Change Partner of the Year, presented by the USEPA

WasteWise Program Partner of the Year for Large Businesses, presented by the USEPA

Evergreen Award, presented by the United States General Services Administration

Award of Excellence, presented by the Keep Arkansas Beautiful Commission

2001
WasteWise Program Champion, presented by the USEPA

Waste Reduction Awards Program (WRAP) winner, presented by the CIWMB

WasteWise Partner of the Year for Large Businesses, awarded by the USEPA

2000
Corporate Recycler of the Year, awarded by the Arkansas Recycling Coalition

1999
WasteWise Program Champion, awarded by the USEPA

1998
WasteWise Program Champion, awarded by the USEPA

1997
Environmental Excellence Award, presented by the USEPA

1996
Waste Reduction Record Setter, awarded by the Institute for Local Self-Reliance

1995
Woody Award, presented by the Sierra Club

1994
Fred Schmitt Award for Outstanding Corporate Leadership, presented by the National Recycling Coalition

Community Involvement
Virco's "Cash for Cardboard" program benefits local schools near our Conway, Arkansas facility. Through this program, we recycle cardboard for 35 schools; we also build recycling bins for the schools to collect their cardboard. After Virco picks up their cardboard for recycling, the proceeds are returned to the schools (over $100,000 since 1993).

SUPPLIER WORKSHEET FOR NATIONAL PROGRAM CONSIDERATION

Suppliers are required to meet specific qualifications. Please respond in the spaces provided after each qualification statement below:

A. Will pricing for all Products/Services offered be the most competitive pricing offered by your organization to Participating Public Agencies nationally?
   YES✓ NO____

B. Does your company have the ability to provide service to any Participating Public Agencies in at least 35 states, and the ability to deliver service in Alaska and Hawaii?
   YES✓ *NO____
   (*If no, identify the states where you have the ability to provide service to Participating Public Agencies.)

C. Does your company have a national sales force, dealer network or distributor with the ability to call on Participating Public Agencies in at least 35 U.S. states?
   YES✓ *NO____
   (*If no, identify the states where you have the ability to call on Participating Public Agencies.)

D. Check which applies for your company sales last year in the United States:
   _____ Sales between $0 and $25,000,000
   _____ Sales between $25,000,001 and $50,000,000
   _____ Sales between $50,000,001 and $100,000,000
   ✓ Sales greater than $100,000,001

E. Does your company have existing capacity to provide electronic and ecommerce ordering and billing?
   YES✓ NO____

F. Will your company assign a dedicated Senior Management level Account Manager to support the resulting U.S. Communities program contract?
   YES✓ NO____

G. Does your company maintain records of your overall Participating Public Agencies' sales that you can and will share with U.S. Communities to monitor program implementation progress?
   YES✓ NO____

H. Will your company commit to the following program implementation schedule?
   YES✓ NO____

I. Will the U.S. Communities program contract be your featured public offering to Participating Public Agencies?
   YES✓ NO_____

VIRCO INC

Submitted by:
PATRICIA L QUINONES
(Printed Name)

Patricia L Quinones
(Signature)

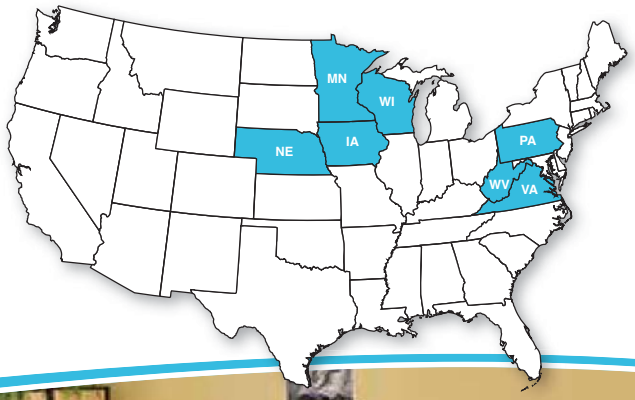
CHIEF ADMINISTRATIVE OFFICER
(Title)

8/15/2017
(Date)

Virco Inc.

U.S. Communities Contract

ZONE 3



Effective January 1, 2017

Master Agreement No. RFP SV-15-0028-13

ORDERS FROM THIS PRICE LIST CAN ONLY BE ACCEPTED FOR U.S. COMMUNITIES MEMBERS.

How to Join U.S. Communities:
Visit Virco's web site at www.virco.com, and click on the U.S. Communities logo;
When the next screen appears, click on the Online Registration link;
Follow the indicated steps that appear on your computer screen.

CONTRACT CATEGORIES

- Freestanding Classroom & School Furniture
- Seating/Chairs
- Storage
- Technology Support Furniture
- Library Furniture
- Science Laboratory Furniture
- Cafeteria Furniture
- Early Childhood Furniture
- Audio/Visual Furniture
- Art Instructional Furniture
- Educational Office Furniture
- Soft Seating
- Music Furniture & Storage
- Special Education Furniture

WHO IS U.S. COMMUNITIES?

If you're looking for the deepest possible discounts on Virco's industry-leading classroom furniture and equipment, this U.S. Communities price list gives you exactly that – while also eliminating the hassle and frustration involved with a bidding process.

Thanks to a competitive solicitation by San Diego Unified School District, membership in the U.S. Communities program is open to public entities nationwide – including school districts, colleges and universities, as well as city, county and state agencies – allowing participants to purchase directly from Virco's U.S. Communities price list without any time-consuming bidding. For more information about U.S. Communities, or to learn about other U.S. Communities product categories, visit uscommunities.org.

By purchasing products through this U.S. Communities price list, you get:

- The most comprehensive – and the only national – contract for schools;
- The best 2017 contract pricing for Virco products;
- Quick, easy, no-bid purchasing.

In addition to the wide selection of furniture and equipment found in Virco's 2017 catalog, our U.S. Communities contract, through San Diego Unified School District, also includes 16 vendor partners specializing in products which Virco does not manufacture, such as science equipment, art equipment and library furniture. Each of these 16 vendor partners has been approved by San Diego Unified School District for participation in our U.S. Communities contract under the categories listed above. Moreover, each has authorized Virco to sell their products under the terms of our U.S. Communities contract.

Please contact your Virco representative for information and pricing on these vendor partners and their products through our U.S. Communities contract.

Virco Vendor Partners

PART	CLASSIFICATION	VENDOR
1	Freestanding Classroom & School Furniture	Virco
2	Seating/Chairs	Virco, RFM Preferred Seating, Grand Rapids Chair
3	Storage	Virco, Waddell Display Case, Sandusky Lee, Republic, Diversified, Lyon
4	Technology Support Furniture	Virco, Best Rite, Diversified, Interior Concepts, Right Angle
5	Library Furniture	Virco, Russwood
6	Science Laboratory Furniture	Virco, Diversified
7	Cafeteria Furniture	Virco, Plymold, ERG, Grand Rapids Chair
8	Early Childhood Furniture	Virco, Wood Designs
9	Audio/Visual Furniture	Virco, Ghent Mfg, Best Rite
10	Art Instructional Furniture	Virco, Diversified
11	Educational Office Furniture	Virco, HPFI, Interior Concepts, Right Angle
12	Soft Seating	Virco, ERG, Grand Rapids Chair, HPFI
13	Music Furniture & Storage	Virco, Wenger
14	Special Education Furniture	Virco

ORDER INFORMATION

Factories, Showrooms and Distribution Centers

Virco's Torrance, CA facility is the F.O.B. FACTORY AND DELIVERY LOCATION, for these states: AK, AZ, CA, CO, HI, ID, IL, IN, KY, MI, MT, NM, NV, OR, UT, WA, and WY.
NOTE: Alaska and Hawaii residents contact Virco for delivered prices.

Virco Inc.
2027 Harpers Way
Torrance, CA 90501
Phone: 800-448-4726
Fax: 800-258-7367
Customer Service Hours: 6:30 a.m. to 4:30 p.m. (PST)

Virco's Conway, AR facility is the F.O.B. FACTORY AND DELIVERY LOCATION, for these states: AL, AR, CT, DC, DE, FL, GA, IA, KS, LA, ME, MD, MA, MN, MO, MS, NE, ND, NH, NJ, NY, NC, OH, OK, PA, RI, SC, SD, TN, TX, VT, VA, WI, and WV.

Virco Inc.
Highway 65, South
Conway, AR 72032
Phone: 800-448-4726
Fax: 800-396-8232
Customer Service Hours: 7:30 a.m. to 4:30 p.m. (CST)

VIRCO 2017 PRODUCT ASSORTMENT

This price list describes Virco's large selection of educational and institutional furniture, all of which are stocked, assembled, or made year-round at our factories in Conway, Arkansas, and Torrance, California. Furniture selected from this price list falls into one of three categories for order fulfilment: Quick Ship Models are generally ready to ship in 2-3 days from order acknowledgement; Classroom Basics Models are generally ready to ship in 2-3 weeks from order acknowledgement; while Made-to-Order Models are generally ready to ship in 4-6 weeks from order acknowledgement. Custom orders and orders that require a minimum purchase quantity may require additional manufacturing time. In addition, during the heavy summer months unusually high demand for a specific item may result in longer lead times.

PURCHASE ORDERS

You can send purchase orders via email to orders@virco.com, by fax, or by phone. All purchase orders must include:

- Your complete billing information, including the billing address, the contact person and their phone number (If you know your Virco account number, please provide that as well)
- Complete shipping information (where the furniture should be sent) including physical address, the contact person and their phone number, and any special delivery requirements (may incur additional shipping charges)
- Requested delivery date range (extremely important - see below)

The requested delivery date is a required element of the order. Failure to indicate a delivery date will result in the order shipping as soon as it is ready. Indication of a delivery date that is earlier than the stated lead times for the items on the order will result in the order shipping as soon as it is ready. If a specific delivery date is needed, please indicate a range of dates that are acceptable as it may not be possible to deliver on a specific date. If an order cannot be received until a certain date, please indicate a "not before" date, with the understanding that the order can arrive anytime after that date and will not necessarily arrive the next day. During our peak season of July and August, delivery dates may be extended due to heavy demand for both product and transportation. Accepting orders as soon as they are ready is the best way to ensure your order is fulfilled.

If you are seeking the fastest delivery times, order products from different groups (Quick Ship Models, Classroom Basics Models, Made-to-Order Models) on different purchase orders. Orders with product from mixed groups will be shipped when complete, which will be at the longest model lead time. Any orders for Quick Ship Models only will be shipped as soon as possible, unless otherwise requested. Due to the quick turnaround of these orders, no shipping notification will be provided. Sorry, but we cannot accept C.O.D. orders. We do accept Visa, Master Card, American Express, and Discover as forms of payment.

All orders are confirmed with a printed acknowledgement, which is mailed (or e-mailed on request) to the sold-to address within two days of receipt. Please check the acknowledgement carefully to ensure that your order has been entered correctly. We will make every effort to accommodate requested delivery dates. Some orders may ship sooner than our stated lead-times, especially during winter, spring and fall. Summer lead-times may extend one or two weeks longer than normal. Please note critical delivery dates, such as openings or special events, on your purchase order. This is essential to help us manage your end user's expectations.

INVOICE TERMS

Virco's invoice terms for credit accounts are 1%, 10 days, or Net 30 days. Customers without a Virco credit line must submit payment at the time of order entry. We also accept major credit cards.

CHANGES OR CANCELLATIONS OF ORDERS

Purchase orders acknowledged by Virco Inc. cannot be changed or cancelled without Virco Inc.'s consent, which consent may be conditioned upon Customer's agreement to pay increased or additional expenses resulting from the requested change or cancellation, including but not limited to a twenty-five percent (25%) cancellation charge if order is cancelled or changed within a minimum of twenty (20) days prior to expected delivery date as acknowledged. Products with custom options cannot be cancelled or returned.

REDELIVERY AND RESTOCKING CHARGES

When consignees refuse or are unable to accept delivered orders, we will charge 100% of the original freight cost plus demurrage charges to redeliver the order. Returned orders are subject to a minimum 20% restocking fee. Merchandise returns can only be accepted with prior authorization from Virco's Customer Service Department; moreover, all returned items must be unused and still in their original packaging. Authorization to return merchandise must be approved by Virco Customer Service no later than 90 days after initial delivery. We do not accept returns of custom-made products, and we will refuse returns that are submitted without prior authorization from Virco Customer Service.

ORDER INFORMATION

HOW TO CALCULATE YOUR PRICING:

Start with your first column net price ($0 - $2,500) to identify all the model numbers you wish to purchase, and multiply the price of each model by the number of units you wish to purchase. This will give you the total value of your order. Then, use this total to identify the proper discount column you will use to obtain the correct net delivered price for each model you will purchase.

Please note: This is also the proper method to identify the correct price for orders that may require inside delivery or full service.

Example:
A customer wishes to purchase 300 - model 2018 chairs, tailgate (see page 2).
The 1st column ($0-$2,500) is **$38.88** per unit.
300 chairs x **$38.88** = $11,664.00
This order would qualify for column 3 ($7,501-$15,000) discount pricing, which is **$34.02** per chair.

In the event the customer would like to have inside delivery or full service, they would qualify because the order exceeds $2,501.
For inside delivery or full service, you must first calculate your order using the **net** prices for Tailgate Delivery to make sure you qualify for these services.

To calculate for inside delivery or full service, please use the proper discount from the List Price column.
Example: For inside delivery: $108.00 (List Price) - 65.5% (Column 3, $7,501-$15,000) = **$37.26**
Example: For full service: $108.00 (List Price) - 62.0% (Column 3, $7,501-$15,000) = **$41.04**

Net prices shown reflect tailgate delivered prices based on the following discounts from the 2017 F.O.B. Factory Virco Equipment for Educators™ List Price price list:

Customers using US Communities are entitled to discounts based on net volume. The proper way to determine the correct pricing column for a given order is as follows:

Manufacturer's Name		Percentage Discount for Manufacturer's Price List by Dollar Volume			
VIRCO INC.		NET ORDER SIZE	STANDARD DELIVERY (Delivered Tailgate)	INSIDE DELIVERY (No Installation)	FULL SERVICE (Delivered & Installed)
ZONE 3	Column 1	$0 to $2,500	64.0%	N/A	N/A
MN, NE, IA, WI, PA, WV, VA	Column 2	$2,501 to $7,500	65.0%	61.5%	56.0%
	Column 3	$7,501 to $15,000	68.5%	65.5%	62.0%
	Column 4	$15,001 to $30,000	70.5%	67.5%	65.0%
	Column 5	$30,001 to $100,000	71.5%	68.5%	66.0%
	Column 6	$100,001 to $250,000	71.5%	68.5%	67.0%
		$250,001 and up negotiated			

ORDER INFORMATION

At Virco, we're committed to providing you with the highest-quality and most cost-effective delivery services. That's because your complete satisfaction - as well as the safety of our employees and of any other personnel at your facility - is of paramount importance. With that in mind, please be aware of the following IMPORTANT CONDITIONS that apply to Virco delivery services:

- STANDARD DELIVERY is included for every item in this price list. Certain Virco products such as mobile cabinets, mobile tables, teachers desks and storage equipment are too heavy for one person to unload. Standard "tailgate delivery" does not include unloading these or any other products. Please be prepared to have your own personnel meet the truck to unload and move the product to its final location.

- Virco's delivery and installation crews must have complete and unobstructed access to buildings in which they will be working. In the event of new construction, Virco will not install while construction employees or projects are underway; any buildings in which Virco crews will be working must be turned over to the school district or governmental agency. If Virco agrees to perform the installation while construction is underway, additional charges may apply. Installation while contractors are on site can cause delays; and the charge, in these cases, will be $50.00 per man hour and will be billed to the school district or governmental agency.

- Installation charges include the delivery, set-up and placement of furniture one time only. Virco will not set furniture in place multiple times so that contractors can have sequential access to particular areas of a school. If a contractor moves Virco furniture, for any reason, the contractor will be responsible for returning it to its proper location and will assume full responsibility for any damages as a result of their actions.

- Requests for multiple deliveries due to construction delays will result in additional freight charges. Freight charges will be added to the invoice.

- In rare cases Virco may agree to work under "hard-hat" conditions. In these cases the additional labor charges indicated above will apply. Moreover, hard-hat conditions may delay Virco's attempt to quickly and efficiently perform jobs, and may also incur other charges. These charges will be determined at the job site and will vary from project to project.

- Installation projects have a project scope that includes time required (both in the number of days and hours per day) and the manpower needed. All projects use the calculation of ten-hour work days, five days a week. When construction delays cause Virco crews to work more than ten hours a day, five days a week - or when Virco crews are forced to install a project in fewer days than planned, resulting in more hours worked per day - all overtime charges will be charged back to the school district or governmental agency.

  Note: Should Prevailing Wages be required, installation will have to be quoted for specific project.

STEPS TO TAKE WHEN RECEIVING SHIPMENTS

VERIFY COUNT

Make sure you receive as many cartons as are listed on the delivery receipt. If any shortage is discovered, note exactly how many cartons are short on the carrier's delivery receipt and have the driver note the shortage on your copy.

CAREFULLY EXAMINE EACH CARTON FOR DAMAGE

If damage is visible, note this fact on the delivery receipt and have the driver clearly note the damage on your copy. If you suspect that the carton contents may be damaged, insist that the driver remain present while you open the carton and jointly inspect the contents. Any concealed damage discovered should also be noted on the delivery receipt and on your copy. Be sure to retain your copy.

IMMEDIATELY AFTER DELIVERY, OPEN ALL CARTONS AND INSPECT FOR CONCEALED DAMAGE

All cartons should be opened and contents inspected for possible concealed damage.

REPORT ANY PROBLEMS TO VIRCO CUSTOMER SERVICE IMMEDIATELY (800-448-4726)

If damage is found, details should be reported to Virco immediately. According to ICC regulations, failure to report concealed damage within 15 calendar days of the delivery date could result in the carrier denying the claim and any replacement costs may be your responsibility.

STEPS TO TAKE WHEN CARRIER MAKES INSPECTION OF DAMAGED ITEMS

HAVE DAMAGED ITEMS IN THE RECEIVING AREA

Make certain that the damaged items have not been moved from the receiving area. Allow the inspector to inspect the damaged items, cartons, inner packing materials and freight bill. Be sure to retain your delivery receipt since it will be needed as supporting documentation when the claim is filed.

AFTER THE INSPECTOR FILLS OUT THE REPORT, READ IT CAREFULLY BEFORE SIGNING

If you do not agree with any statements made by the inspector on the report, do not sign it. Unless repairs will be completely satisfactory, be sure the inspector requests replacement on the inspection report. A new item can be ordered only if the report specifies "replace."

CONTINUE TO RETAIN DAMAGED MERCHANDISE

Even though the inspection has been completed, damaged items cannot be used or disposed of without written permission from the carrier or Virco. After the claim has been settled, the carrier will either pick-up the damaged items or send a letter asking you to dispose of the merchandise.

ORDER INFORMATION

TERRITORY SALES MANAGER CONTACT AND TERRITORY INFORMATION:

IOWA
LEE SHEEDER
leesheeder@virco.com • 1-800-448-4726, ext. 1257

MINNESOTA
BRADY HENDRICKS
bradyhendricks@virco.com • 1-800-448-4726, ext. 1735

NEBRASKA
DAVE CAMPBELL
davecampbell@virco.com • 1-800-448-4726, ext. 1555

PENNSYLVANIA
KEVIN SUTTON
kevinsutton@virco.com • 1-800-448-4726, ext. 1313
Territory: Counties of Adams, Berks, Bradford, Bucks, Carbon, Chester, Columbia, Cumberland, Dauphin, Delaware, Franklin, Juniata, Lackawanna, Lancaster, Lebanon, Lehigh, Luzerne, Lycoming, Mifflin, Monroe, Montgomery, Montour, Northampton, Northumberland, Perry, Philadelphia, Pike, Schuylkill, Snyder, Sullivan, Susquehanna, Tioga, Union, Wayne, Wyoming, and York.

JAYSON MARTIN
jaysonmartin@virco.com • 1-800-448-4726, ext. 1516
Territory: Counties of Alleghany, Armstrong, Beaver, Bedford, Blair, Butler, Cambria, Cameron, Centre, Clarion, Clearfield, Clinton, Crawford, Elk, Erie, Fayette, Forest, Fulton, Greene, Huntingdon, Indiana, Jefferson, Lawrence, McKean, Mercer, Potter, Somerset, Venango, Warren, Washington, and Westmoreland.

VIRGINIA
TIFFANY HANNA
tiffanyhanna@virco.com • 1-800-448-4726, ext. 1573
Territory: Eastern Counties of Accomack, Arlington, Alexandria, Caroline, Charles City, Chesapeake, Chesterfield, Colonial Beach, Colonial Heights, Essex Fairfax, Franklin City, Gloucester, Greensville, Hampton, Hopewell, Isle of Wight, King George, King and Queen, King William, Lancaster, Mathews, Middlesex, New Kent, Newport News, Norfolk, Northampton, Northumberland, Powhatan, Poquoson, Portsmouth, Prince George, Richmond, Southampton, Stafford, Suffolk, Surry, Sussex, Virginia Beach, West Point, Westmoreland, Williamsburg/JCC and York Counties.

VIRGINIA continued
DAVID THOMAS
davidthomas@virco.com • 1-800-448-4726, ext. 1505
Territory: Counties of Abemarle, Allegany, Amelia, Amherst, Appomattox, Augusta, Bath, Bedford, Bland, Botetourt, Brunswick, Buchanan, Buckingham, Campbell, Carroll, Charlotte, Craig, Cumberland, Dickenson, Dinwiddie, Floyd, Franklin, Giles, Grayson, Halifax, Hanover, Henrico, Henry, Lee, Lunenburg, Nelson, Nottoway, Mecklenburg, Montgomery, Nottoway, Patrick, Pittsylvania, Powhatan, Prince Edward, Pulaski, Roanoke, Rockbridge, Russell, Scott, Smyth, Spotsylvania, Tazewell, Washington, Wise and Wythe.

Cities: Fredericksburg and Richmond.

DANNY HARDING
dannyharding@virco.com • 1-800-448-4726, ext. 1271
Territory: Counties of Caroline, Clark, Clarke, Culpeper, Fauquier, Fluvanna, Frederick, Goochland, Greene, Hanover, Highland, King George, Loudon, Louisa, Madison, Orange, Page, Prince William, Rappahannock, Rockingham, Shenandoah, and Warren.

Cities: Charlottesville, Staunton, Covington, Harrisonburg, Winchester, Lexington, and Front Royal.

WEST VIRGINIA
JAYSON MARTIN
jaysonmartin@virco.com • 1-800-448-4726, ext. 1516
Territory: Counties of Barbour, Brooke, Doddridge, Hancock, Harrison, Lewis, Marion, Marshall, Monongalia, Ohio, Pleasants, Preston, Ritchie, Taylor, Tucker, Tyler, Upshur, Wetzel and Wood.

DAVID THOMAS
davidthomas@virco.com • 1-800-448-4726, ext. 1505
Territory: Counties of Boone, Braxton, Cabell, Calhoun, Clay, Fayette, Gilmer, Greenbrier, Jackson, Kanawha, Lincoln, Logan, Mingo, Mason, McDowell, Mercer, Monroe, Nicholas, Pocahontas, Putnam, Randolph, Raleigh, Roane, Summers, Wayne, Webster, Wirt and Wyoming.

DANNY HARDING
dannyharding@virco.com • 1-800-448-4726, ext. 1271
Territory: Counties of Berkeley, Grant, Hampshire, Hardy, Jefferson, Mineral, Morgan, and Pendleton.

WISCONSIN
TODD MC DANIEL
toddmcdaniel@virco.com • 1-800-448-4726, ext. 1599

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2017 QUICK SHIP MODELS PRODUCT LISTINGS

Pages 2-13

In this section you will find a selection of models and colors that Virco can ship quickly, usually within 3 business days or less as part of our Stocked program. See below for program details.

- These product and color combinations are the best choice for last-minute orders or those requiring expedited delivery.
- The colors in this program are broadly applicable for many venues and settings.
- Quick Ship models ship within 3 business days or less, under most circumstances.
- To receive this expedited service, Quick Ship model orders must consist exclusively of Quick Ship models and color combinations or the lead time will be extended.
- Orders with a mixture of Quick Ship and non-Quick Ship items will ship within 2 - 6 weeks or less of order entry, depending on the models ordered. Custom models may take longer.

QUICK SHIP MODELS

SOLD IN FULL CARTONS ONLY

120 SERIES - Stools

Tubular steel frame, one-piece molded polypropylene seat, steel-base swivel glides.

Model No.	Description	List Price F.O.B. Warehouse	$0-$2,500	$2,501- $7,500	$7,501- $15,000	$15,001- $30,000	$30,001- $100,000	$100,001- $250,000	Units Per Ctn.
1201927SG-BLU51-CHRM	19"-27" adjustable seat height. **Colors:** Navy seat/Chrome frame	186.00	66.96	65.10	58.59	54.87	53.01	50.41	2

121 SERIES - Stools (Martest 21® Hard Plastic)

Tubular steel frame, molded Martest 21® hard plastic seat, nylon-base swivel glides.

12118-BRN96-CHRM	17¾" seat height. **Colors:** Sandstone seat/Chrome frame	230.00	82.80	80.50	72.45	67.85	65.55	62.33	2
12124-BRN96-CHRM	23⅞" seat height. **Colors:** Sandstone seat/Chrome frame	240.00	86.40	84.00	75.60	70.80	68.40	65.04	2
12130-BRN96-CHRM	29¾" seat height. **Colors:** Sandstone seat/Chrome frame	250.00	90.00	87.50	78.75	73.75	71.25	67.75	2
1211927SG-BRN96-CHRM	19"-27" adjustable seat height, steel-base swivel glides only. **Colors:** Sandstone seat/Chrome frame	250.00	90.00	87.50	78.75	73.75	71.25	67.75	2

122 SERIES - Stools

Tubular steel frame, formed steel seat with a Masonite® inset, steel-base swivel glides.

1221927SG - GRY02	19"-27" adjustable seat height, steel-base swivel glides only. **Colors:** Silver Mist frame	187.00	67.32	65.45	58.91	55.17	53.30	50.68	2

2000 SERIES - 4-Leg Stack Chairs

Tubular steel frame, one-piece molded polypropylene shell, nylon-base swivel glides.

2012-BLK01-CHRM	12" seat height. **Colors**: Black seat/Chrome frame	90.00	32.40	31.50	28.35	26.55	25.65	24.39	4
2012-BLU51-CHRM	12" seat height. **Colors**: Navy seat/Chrome frame								
2014-BLK01-CHRM	14" seat height. **Colors**: Black seat/Chrome frame	90.00	32.40	31.50	28.35	26.55	25.65	24.39	4
2014-BLU51-CHRM	14" seat height. **Colors**: Navy seat/Chrome frame								
2016-BLK01-CHRM	16" seat height. **Colors**: Black seat/Chrome frame	103.00	37.08	36.05	32.45	30.39	29.36	27.91	4
2016-BLU51-CHRM	16" seat height. **Colors**: Navy seat/Chrome frame								
2018-BLK01-CHRM	18" seat height. **Colors**: Black seat/Chrome frame	108.00	38.88	37.80	34.02	31.86	30.78	29.27	4
2018-BLU51-CHRM	18" seat height. **Colors**: Navy seat/Chrome frame								

3000 SERIES - 4-Leg Stack Chairs

Tubular steel frame, molded Martest 21® hard plastic seat and back, nylon-base swivel glides.

3012-BLU51-CHRM	12" seat height. **Colors**: Navy seat/Chrome frame	192.00	69.12	67.20	60.48	56.64	54.72	52.03	4
3014-BLU51-CHRM	14" seat height. **Colors**: Navy seat/Chrome frame	192.00	69.12	67.20	60.48	56.64	54.72	52.03	4
3016-BLU51-CHRM	16" seat height. **Colors**: Navy seat/Chrome frame	206.00	74.16	72.10	64.89	60.77	58.71	55.83	4
3018-BLU51-CHRM	18" seat height. **Colors**: Navy seat/Chrome frame	211.00	75.96	73.85	66.47	62.25	60.14	57.18	4

3000 SERIES - Chair Desks

Tubular steel frame, molded Martest 21® hard plastic seat and back, nylon-base swivel glides. Models are available with an FRW™ hard plastic work surface.

3400BRM-BLU51-BRN96-CHRM	18" x 24" hard plastic top, bookrack. **Colors:** Navy seat/Sandstone top/Chrome frame	470.00	169.20	164.50	148.05	138.65	133.95	127.37	2
3700BRM-BLU51-BRN96-CHRM	14½" x 20" x 28" hard plastic top, bookrack. **Colors:** Navy seat/Sandstone top/Chrome frame	462.00	166.32	161.70	145.53	136.29	131.67	125.20	2

Products on this page are Greenguard® certified.

QUICK SHIP MODELS

SOLD IN FULL CARTONS ONLY

9000 SERIES - 4-Leg Stack Chairs

Tubular steel frame, one-piece molded polypropylene shell, nylon-base swivel glides.

Model No.	Description	List Price F.O.B. Warehouse	$0-$2,500	$2,501- $7,500	$7,501- $15,000	$15,001- $30,000	$30,001- $100,000	$100,001- $250,000	Units Per Ctn.
9010-BLK01-CHRM	10" seat height. **Colors**: Black seat/Chrome frame	90.00	32.40	31.50	28.35	26.55	25.65	24.39	4
9010-BLU51-CHRM	10" seat height. **Colors**: Navy seat/Chrome frame								
9012-BLK01-CHRM	12" seat height. **Colors**: Black seat/Chrome frame	90.00	32.40	31.50	28.35	26.55	25.65	24.39	4
9012-BLU51-CHRM	12" seat height. **Colors**: Navy seat/Chrome frame								
9014-BLK01-CHRM	14" seat height. **Colors**: Black seat/Chrome frame	90.00	32.40	31.50	28.35	26.55	25.65	24.39	4
9014-BLU51-CHRM	14" seat height. **Colors**: Navy seat/Chrome frame								
9016-BLK01-CHRM	16" seat height. **Colors**: Black seat/Chrome frame	103.00	37.08	36.05	32.45	30.39	29.36	27.91	4
9016-BLU51-CHRM	16" seat height. **Colors**: Navy seat/Chrome frame								
9018-BLK01-CHRM	18" seat height. **Colors**: Black seat/Chrome frame	108.00	38.88	37.80	34.02	31.86	30.78	29.27	4
9018-BLU51-CHRM	18" seat height. **Colors**: Navy seat/Chrome frame								

9000 SERIES - Mobile Task Chairs

Tubular steel legs, one-piece, molded polypropylene shell, four 2" dual-wheel swivel casters. Chairs with seat and back pads consist of polyurethane foam covered with fabric. Metal surfaces are available chromed or with a powder coat finish. For use on both carpeted and non-carpeted floors.

9050P-BLK01-BLK259-CHRM	18" seat height, upholstered seat and back pads. **Colors**: Black seat/Express Black fabric/Chrome frame	213.00	76.68	74.55	67.10	62.84	60.71	57.72	2
9050P-BLU51-BLU204-CHRM	18" seat height, upholstered seat and back pads. **Colors**: Navy seat/Sedona Sailor fabric/Chrome frame								

9000 SERIES - Chair Desks

Tubular steel frame, one-piece molded polypropylene shell. Models are available with a particleboard-core high-pressure laminate work surface with beveled and lacquer-sealed edges. Nylon-base swivel glides.

9400BR-BLU51-OAK084CLR-CHRM	18" x 24" laminate top, bookrack. **Colors**: Navy seat/Medium Oak top/Clear lacquer edge/Chrome frame	349.00	125.64	122.15	109.94	102.96	99.47	94.58	2
9700BR-BLU51-OAK084CLR-CHRM	20" x 25½" x 12" laminate top, bookrack. **Colors**: Navy seat/Medium Oak top/Clear lacquer edge/Chrome frame	332.00	119.52	116.20	104.58	97.94	94.62	89.97	2

ANALOGY™ SERIES - 4-Leg Stack Chairs

Tubular steel frame, one-piece molded polypropylene shell, nylon-base swivel glides.

AN14-BLK01-CHRM	14" seat height. **Colors**: Black seat/Chrome frame	130.00	46.80	45.50	40.95	38.35	37.05	35.23	5
AN14-BLU51-CHRM	14" seat height. **Colors**: Navy seat/Chrome frame								
AN16-BLK01-CHRM	16" seat height. **Colors**: Black seat/Chrome frame	150.00	54.00	52.50	47.25	44.25	42.75	40.65	5
AN16-BLU51-CHRM	16" seat height. **Colors**: Navy seat/Chrome frame								
AN18-BLK01-CHRM	18" seat height. **Colors**: Black seat/Chrome frame	170.00	61.20	59.50	53.55	50.15	48.45	46.07	4
AN18-BLU51-CHRM	18" seat height. **Colors**: Navy seat/Chrome frame								
AN18EL-BLK01-CHRM	18½" seat height, extra-large seat. **Colors**: Black seat/Chrome frame	195.00	70.20	68.25	61.43	57.53	55.58	52.85	4
AN18EL-BLU51-CHRM	18½" seat height, extra-large seat. **Colors**: Navy seat/Chrome frame								

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2017 Virco Promotional Pricing for U.S. Communities

Quick Ship

PRICES INCLUDE FREIGHT
TAILGATE DELIVERY

Offer good on orders taken on or before December 31, 2017 for delivery on or before January 31, 2018

$129.01
Sage Padded Task Chair
see Sage™ Series

$79.07
ZUMA 18" Rocking Chair
see ZUMA® Series

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Equipment for Educators™

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When you buy from Virco, you're doing your part to support American jobs. Since 1950, when we opened our doors in Southern California, Virco has been proud to design, manufacture and assemble our products in the U.S., keeping quality jobs with U.S. workers and U.S. dollars at home.

One of America's iconic brands, Virco is the country's largest manufacturer and supplier of furniture and equipment for K-12 schools. All manufacturing processes – from metal fabrication and woodworking, to plastic injection molding, powder coating and chrome plating – are done in-house at our two state-of-the-art facilities in Torrance, California, and Conway, Arkansas.

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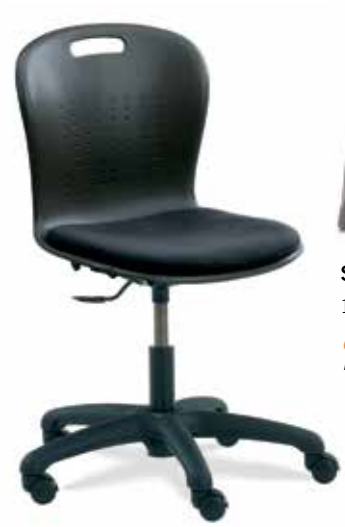
Sage™ Series



SG418 **$65.01**
18" seat height

SG415 **$58.23**
15" seat height

SG413 **$56.98**
13" seat height

Quick Ship Colors: *Navy or Black soft plastic seat with Chrome frame. Nylon-base glides.*

SGTASK18P **$129.01**

Sage™ Series 16"- 20½" adjustable-height seat with upholstered seat pad

Quick Ship Colors: *Black soft plastic with Onyx fabric, or Navy soft plastic with Midnight fabric seat. Black 5-star base.*

ZUMA® Series

ZU418 **$56.48**
18" seat height

ZU415 **$51.46**
15" seat height

ZU413 **$48.69**
13" seat height

Quick Ship Colors: *Chrome frame with Navy, Black or Cobalt soft plastic seat. Nylon-base glides.*

ZTASK18 **$105.17**

16"- 20½" adjustable-height seat

Quick Ship Colors: *Navy, Black or Cobalt soft plastic seat with Black 5-star base.*

ZLAB **$123.99**

19½"- 27" adjustable-height seat

Quick Ship Colors: *Navy, Black or Cobalt soft plastic seat with Black 5-star base.*

ZROCK18 **$79.07**

ZUMA® Series 18" seat height rocking chair

Quick Ship Colors: *Chrome frame with Navy, Black or Cobalt soft plastic seat. Recommended for carpeted surfaces.*

Metaphor® Series

N9TASK18 **$110.69**

15"- 19⅜" adjustable-height seat

Quick Ship Colors: *Navy or Black soft plastic seat with Black 5-star base.*

N912 **$32.63**
12½" seat height

N914 **$32.63**
14½" seat height

N916 **$37.65**
16½" seat height

N918 **$42.67**
18" seat height

Quick Ship Colors: *Chrome frame with Navy or Black soft plastic seat. Nylon-base glides.*

Analogy™ Series

AN14 **$32.63**
14" seat height

AN16 **$37.65**
16" seat height

AN18 **$42.67**
18" seat height

AN18EL **$48.95**
18½" seat height with extra-large seat.

Quick Ship Colors: *Chrome frame with Navy or Black soft plastic seat. Nylon-base glides.*

2000 Series

2012 **$22.59**
12" seat height

2014 **$22.59**
14" seat height

2016 **$25.85**
16" seat height

2018 **$27.11**
18" seat height

2050ELP **$59.74**
Wide, 18" seat height with seat pads

Quick Ship Colors: ***2012, 2014, 2016 and 2018*** *- Chrome frame with Navy or Black soft plastic seat. Nylon-base glides.*
2050ELP *- Chrome frame with Navy soft plastic seat and Sedona Sailor seat pads. Black casters.*

9000 Series

9018 **$27.11**

18" seat height

9050P **$53.46**

18" seat height with upholstered seat and back pads with casters.

Quick Ship Colors: *Chrome frame with Navy soft plastic seat and seat pads or Black soft plastic seat and seat pads.*

9010 **$22.59**

10" seat height

9012 **$22.59**

12" seat height

9014 **$22.59**

14" seat height

9016 **$25.85**

16" seat height

Quick Ship Colors: *Chrome frame with Navy or Black soft plastic seat. Nylon-base glides.*

9700BR **$83.33**

18" seat height with 20" x 25½" x 12" tablet arm work surface and wire bookrack.

9400BR **$87.60**

18" seat height with 18" x 24" work surface and wire bookrack.

Quick Ship Colors: *Chrome frame with Navy soft plastic seat and a Medium Oak high-pressure laminate work surface. Nylon-base glides.*

N2 Series

N212 **$22.59**

12" seat height

N214 **$22.59**

14½" seat height

N216 **$25.85**

16½" seat height

N218 **$27.11**

18" seat height

N218EL **$33.38**

Wide, 18" seat height

Quick Ship Colors: *Chrome frame with Navy or Black soft plastic seat. Nylon-base glides.*

3000 Series

3012 **$48.19**
12" seat height

3014 **$48.19**
14" seat height

3016 **$51.71**
16" seat height

3018 **$52.96**
18" seat height

Quick Ship Colors: *Chrome frame with Navy Martest 21 hard plastic seat and back. Nylon-base glides.*

3400BRM **$117.97**
18" seat height with 18" x 24" FRW hard plastic work surface and wire bookrack.

3700BRM **$115.96**
18" seat height with 14½" x 20" x 28" FRW hard plastic work surface and wire bookrack.

Quick Ship Colors: *Chrome frame with Navy Martest 21 hard plastic seat and back and Sandstone FRW hard plastic work surface. Nylon-base glides.*

Lab Stools

12118 **$57.73**
17¾" high stool

12124 **$60.24**
23⅞" high stool

12130 **$62.75**
29¾" high stool

1211927SG **$62.75**
19"-27" adjustable seat height.

Quick Ship Color: *Chrome frame with Sandstone Martest 21 hard plastic seat.*
Models 12118, 12124 and 12130 - *nylon-base glides.* ***Model 1211927SG*** *- steel-base glides.*

1221927SG **$46.94**
19"-27" adjustable seat height.

Quick Ship Colors: *Silver Mist upper frame, Chrome lower legs with Masonite® inset seat. Steel-base glides.*

1201927SG **$46.69**
19"-27" adjustable seat height.

Quick Ship Colors: *Chrome frame with Navy soft plastic seat. Steel-base glides.*

ZUMA® Desk Series

ZBOOMBBM **$114.21**

Adjustable-height desk with plastic open-front book box. 28" x 28" FRW hard plastic work surface. Used to create groups of four.

Quick Ship Colors: *Fusion Maple FRW hard plastic work surface. Silver Mist upper frame with Navy or Cobalt soft plastic open-front book box or Char Black upper frame with Black book box. Adjustable-height Chrome lower legs with nylon-base glides.*

ZHEXBOXM **$88.10**

Adjustable-height desk with plastic open-front book box. 33" x 21 1/8" FRW hard plastic work surface Used to create groups of three, four or six.

Quick Ship Colors: *Fusion Maple FRW hard plastic work surface. Silver Mist upper frame with Navy or Cobalt soft plastic open-front book box or Char Black upper frame with Black book box. Adjustable-height Chrome lower legs with nylon-base glides.*

ZADJ2026BOXM **$96.38**

Adjustable-height desk with plastic open-front book box. 20" x 26 1/8" FRW hard plastic work surface.

Quick Ship Colors: *Fusion Maple FRW hard plastic work surface. Silver Mist upper frame with Navy or Cobalt soft plastic open-front book box or Char Black upper frame with Black book box. Adjustable-height Chrome lower legs with nylon-base glides.*

ZADJ2026M **$88.85**

22"-34"H adjustable-height desk. 20" x 26 1/8" FRW hard plastic work surface.

Quick Ship Colors: *Silver Mist upper frame with adjustable-height Chrome lower legs. Fusion Maple FRW hard plastic work surface. Nylon-base glides.*

TEXT® Desk

TD2128YADJM **$140.06**

Adjustable-height desk. 21 3/8" x 28" FRW hard plastic work surface.

Quick Ship Colors: *Silver Mist upper frame with adjustable-height Chrome lower legs. Fusion Maple FRW hard plastic work surface. Nylon-base glides.*

785 Series Desks

785 **$44.18**

Adjustable-height desk with plastic open-front book box. 18" x 24" work surface.

Quick Ship Colors: *Char Black upper frame with adjustable-height Chrome lower legs, Medium Oak, Fusion Maple or Grey Nebula high-pressure laminate work surface and Black soft plastic open-front book box. Nylon-base glides.*

785M **$56.73**

Adjustable-height desk with plastic open-front book box. 18" x 24" FRW hard plastic work surface.

Quick Ship Colors: *Char Black upper frame with adjustable-height Chrome lower legs. Sandstone FRW hard-plastic work surface with Black soft plastic open-front book box. Nylon-base glides.*

785MBB **$46.69**

Adjustable-height desk with metal open-front book box. 18" x 24" work surface.

Quick Ship Colors: *Char Black upper frame with adjustable-height Chrome lower legs. Medium Oak, Fusion Maple or Grey Nebula high-pressure laminate work surface with Black metal open-front book box. Nylon-base glides.*

785MBBM **$59.24**

Adjustable-height desk with metal open-front book box. 18" x 24" FRW hard plastic work surface.

Quick Ship Colors: *Char Black upper frame with adjustable-height Chrome lower legs. Sandstone FRW hard-plastic work surface with Black metal open-front book box. Nylon-base glides.*

Jr. Executive Desk

765MBB **$80.57**

20" x 34" work surface with metal side-storage compartments and molded modesty panel.

Quick Ship Colors: *Char Black frame with adjustable-height Chrome lower legs. Medium Oak high-pressure laminate work surface with Black metal storage and Black molded modesty panel. Nylon-base glides.*

Lift-Lid Desk

751MBB **$86.85**

Lift-lid desk with metal book box. 18" x 24" work surface.

Quick Ship Colors: *Char Black upper frame with adjustable-height Chrome lower legs. Medium Oak lift-lid high-pressure laminate work surface with Black metal book box. Nylon-base glides.*

5000 Series Activity Tables

Model	Top Size	
503060ADJ	30" x 60"	**$116.21**
503072ADJ	30" x 72"	**$126.25**
50SL3054ADJ	30" x 54"	**$121.23**
50NEST54ADJ	54" x 30"	**$113.20**

24"-32" adjustable-height tables with high-pressure laminate work surface, thick legs, nylon glides.

Quick Ship Colors: *Silver Mist upper frame with adjustable-height Chrome lower legs. Fusion Maple high-pressure laminate work surface with Fusion Maple banding.*

4000 Series Activity Tables & Book Box Accessory

Standard models adjust from 22" to 30" height.

"LO" models have a shorter leg height and adjust from 17" to 25".

Model	Top Size	
482448	24" x 48"	**$67.27**
482448LO	24" x 48"	**$69.78**
482460	24" x 60"	**$82.33**
482460LO	24" x 60"	**$84.84**
483060	30" x 60"	**$84.84**
483060LO	30" x 60"	**$87.35**
483072	30" x 72"	**$94.88**
483072LO	30" x 72"	**$97.39**
483672	36" x 72"	**$97.39**
483672LO	36" x 72"	**$99.90**
4848R	48" Round	**$102.41**
4848RLO	48" Round	**$104.92**
48KID72	72" Kidney	**$168.42**
48KID72LO	72" Kidney	**$170.93**
48TRAP60	60" Trap	**$97.64**
48TRAP60LO	60" Trap	**$100.15**

Dotted lines on table tops indicate optional book box compatibility.

Quick Ship Colors: *Char Black upper frame with adjustable-height Chrome lower legs. Medium Oak or Grey Nebula high-pressure laminate work surface with Char Black banding. Nylon-base glides.*

UBOOK **$7.53**
Plastic book box

Quick Ship Color: *Char Black.*

Flip-Top Series Tables

Model	Top Size	
FTT2460	24" x 60"	**$213.35**
FTT3060	30" x 60"	**$234.43**

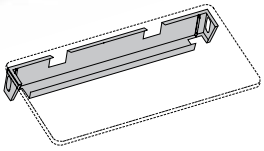
24"-34" adjustable-height tables with high-pressure laminate work surface.

Quick Ship Colors: *Char Black upper frame with adjustable-height Chrome lower legs. Medium Oak or Grey Nebula high-pressure laminate work surface with Char Black banding.*

8700 Series Tables & Accessories

Model	Top Size	
872448	24" x 48"	**$111.19**
872460	24" x 60"	**$125.00**
873060	30" x 60"	**$145.08**
873072	30" x 72"	**$175.95**

Quick Ship Colors: *Char Black upper frame with 22"-30" adjustable-height Chrome lower legs. Medium Oak or Grey Nebula high-pressure laminate work surface with Char Black banding. Adjustable nylon-base glides.*



TWMP60 **$80.57**

With our wire management panels, you can neatly and efficiently route power and communications cables beneath work surfaces.

Quick Ship Color: *Char Black.*

Science Tables

Model	Dimensions	
SCI245430EP	24"W x 54"L x 30"H	**$563.75**
SCI246030EP	24"W x 60"L x 30"H	**$602.40**

Quick Ship Colors: *Natural Oak wood frame and apron with Black epoxy resin work surface.*

Model	Dimensions	
S245430CSAE	24"W x 54"L x 30"H	**$291.66**
S246030CSAE	24"W x 60"L x 30"H	**$292.42**

Quick Ship Colors: *Char Black frame and apron with Black Chemsurf high-pressure laminate work surface with Char Black Sure Edge® finish. Nylon-base glides.*

Epoxy Resin Top

Non-toxic epoxy liquid is poured into a mold to become a solid epoxy top, which is extremely heavy and provides superior resistance to abrasion, chemicals, acid, heat and moisture. This is the most durable science table top that Virco offers.

Chemsurf® Top with Sure Edge

As the mid-line grade of science table tops in the Virco catalog, Chemsurf high-pressure laminate work surfaces provide very good heat and chemical resistance; they're also acid-resistant and water-resistant.

6000 Series Folding Tables

Model	Top Size	
601860	18" x 60"	**$77.06**
601872	18" x 72"	**$80.07**
601896	18" x 96"	**$87.85**
603060	30" x 60"	**$86.60**
603072	30" x 72"	**$90.11**
6060R	60" Round	**$154.37**

Quick Ship Colors: *Char Black frame with Grey Nebula thermofused laminate surface with Char Black banding.*

Folding Chairs

188 $30.37

Steel folding chair with fabric upholstered seat and back.

Quick Ship Colors: *Silver Mist frame with Sedona Sailor fabric.*

168 $29.12

Steel folding chair with vinyl upholstered seat and back.

Quick Ship Colors: *Select Brown vinyl with Mocha frame or Select Silver Mist vinyl with Silver Mist frame.*

167 $21.34

Steel folding chair with double rear leg brace.

Quick Ship Color: *Golden Bronze.*

162 $19.83

Steel folding chair.

Quick Ship Colors: *Char Black, Mocha or Silver Mist.*

Mobile Storage Carts

HCT6072 $394.07

Holds up to 84 of the Virco folding chair models shown above.

HTT6 $277.86

Holds up to 15 standard 6' Virco folding tables.

HTT8 $311.24

Holds up to 15 standard 8' Virco folding tables.

HCT789 $147.09

Mobile cart for Virco stack chairs.

HCT8 $233.68

Holds up to 42 of the Virco folding chair models shown above.

HRTT1 $544.67

Holds 10 6060R folding tables.

Quick Ship Color: *All carts are Char Black.*

Mobile Bench & Stool Tables

MTB172912 **$1,049.93**

Mobile bench table with 30" x 144" top.

Quick Ship Colors: *Chrome frame with Medium Oak or Grey Nebula high-pressure laminate surface with Char Black banding.*

MTS17291212 **$1,049.93**

12 stools with 30" x 144" top.

Quick Ship Colors: *Chrome frame and Navy stools with Medium Oak or Grey Nebula high-pressure laminate surface with Char Black banding.*

Mobile Convertible Bench Table

MTC8 **$534.63**

15" x 96" laminate top with T-mold edge banding.

Quick Ship Colors: *Char Black upper frame, Chrome lower frame with Grey Nebula high-pressure laminate surface with Char Black banding.*

Upholstered Stack Chairs

8926 **$40.66**

2" dome seat

Quick Ship Colors: *Char Black frame with Linen Black or Linen Burgundy vinyl, or Chrome frame with Ultratexhyde Carib vinyl.*

8915 **$41.92**

2" crown seat

Quick Ship Colors: *Char Black frame with Sedona Ruby, Sedona Sailor or Express Black fabric.*

Mobile Cabinets

2513 **$1,477.39**

Cabinet is 48"W x 28"D x 66"H. Two adjustable steel shelves, two 13¾"W x 19¾"D x 11½"H file drawers, one 12" coat rod, two 44"W x 24½"D x 3½"H, paper drawers, one 8"W x 11"H vanity mirror, two hinged doors.

2501 **$1,070.77**

Cabinet is 48"W x 28"D x 66"H. Four adjustable steel shelves. Two hinged doors.

Quick Ship Colors: *Char Black frame, banding and drawer pulls. Chrome side handle bars. Medium Oak high-pressure laminate exterior surface. Antique White interior. Black casters.*

Instructor Seating

4445A **$309.73**

Mesh mid-back, tilt tension control, 4 paddle task mechanism, molded foam fabric seat slider, height and width adjustable arms.

Quick Ship Colors: *Black mesh back with Black fabric upholstered seat and Black 5-star base.*

Steel Filing Cabinet & Bookcase

54VF154D **$356.67**

4 drawers, letter size
52"H x 15"W x 26½"D

Model 54VF154D meets applicable ANSI/BIFMA standards.

Quick Ship Color: *Char Black*

BCM3652 **$188.25**

4 shelves (3 adjustable)
52"H x 36"W x 12"D

Quick Ship Color: *Char Black*

Instructor Stations

546 **$530.61**

Steel-frame desk with 2-drawer pedestals on each side and center pencil drawer.

Quick Ship Colors: *Char Black upper frame and drawers with Chrome legs. Medium Oak high-pressure laminate work surface with Char Black banding. Nylon-base glides.*

543 **$381.52**

Steel-frame desk with right-side, 2-drawer pedestal and center pencil drawer.

Quick Ship Colors: *Char Black upper frame and drawers with Chrome legs. Medium Oak high-pressure laminate work surface with Char Black banding. Nylon-base glides.*

Color Swatches

Virco offers a range of colors for the Quick Ship products featured in this brochure. Not all colors are available for every model. Please refer to each model description to see available stocked colors.

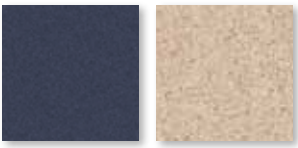
Frame

Chrome CHRM | *Char Black* BLK01 | *Silver Mist* GRY02 | *Golden Bronze* GLD91 | *Mocha* BRN16

Soft Plastic

Navy BLU51 | *Cobalt* BLU65 | *Black* BLK01

Hard Plastic Seat & Stool

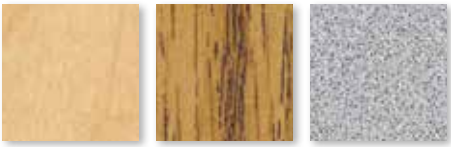


Navy BLU51 | *Sandstone* BRN96

Hard Plastic Desk Top

Fusion Maple BRN38 | *Sandstone* BRN96

High-Pressure Laminate



Fusion Maple MPL385 | *Medium Oak* OAK084 | *Grey Nebula* GRY091

Fabric

Sedona Sailor BLU204 | *Sedona Ruby* RED201 | *Express Black* BLK259 | *Midnight* BLU266 | *Onyx* BLK261

Vinyl

Select Silver Mist GRY132 | *Select Brown* BRN136 | *Linen Black* BLK149 | *Linen Burgundy* RED140 | *Ultratexhyde Carib* BLU151

CAUTION: Due to color reproduction variability in printed materials and digital media, Virco recommends that you review product colors on sample coupons or swatches before purchasing to confirm that your product color choices coordinate with the interior spaces for which these products are intended. Virco will provide complimentary sample coupons or swatches for plastic, laminate, powder coat paint and upholstery colors; however, it is the customer's responsibility to request these sample materials. Once you've submitted your request, your Virco Territory Sales Manager will be happy to assist you with this process.

Easy Ordering

For the fastest service, you can send purchase orders via email to orders@virco.com, or by fax or by phone. All purchase orders must include:

- Your Complete Billing Information including the billing address, the contact person and their phone number (If you know your Virco account number, please provide that as well).
- Complete Shipping Information (where the furniture should be sent) including physical address, the contact person and their phone number, and any special delivery requirements (may incur additional shipping charges)
- Requested Delivery Date Range (see Terms and Conditions below)

Virco Warranty

Virco will repair or replace, at its option, any Virco furniture or equipment product which proves to be defective in original material or workmanship that may become evident within the first 10 years of the date of purchase and 5 years from the date of purchase for casters, glides, pneumatic cylinders and torsion bars. This is your sole and exclusive remedy. This warranty covers products manufactured after January 1, 2017, as long as product is owned by original purchaser, and is subject to limitations.

Terms and Conditions:

- Pricing includes Tailgate Delivery only. Prices DO NOT include tax. No minimums apply. Inside Delivery or Full Service is available for an additional fee. Contact your local Virco Territory Sales Manager for more information.
- These prices valid for shipment to addresses in NE, KS, OK, MN, IA, MO, WI, IL, MI, IN, OH, KY, TN, PA, WV, VA, and NC only.
- This promotion is for registered U.S. Communities customers only. You can register today at no cost by going to uscommunities.org! It is fast and easy!
- Orders must be received on or before December 31, 2017 for delivery on or before January 31, 2018.
- Requested Delivery Date Range

  The requested delivery date is a required element of the order. Failure to indicate a delivery date will result in the order shipping as soon as it is ready. Indication of a delivery date that is earlier than the stated lead times for the items on the order will result in the order shipping as soon as it is ready. If a specific delivery date is needed, please indicate a range of dates that are acceptable as it may not be possible to deliver on a specific date. If an order cannot be received until a certain date, please indicate a “not before” date, with the understanding that the order can arrive anytime after that date and will not necessarily arrive the next day. During our peak season of July and August, delivery dates may be extended due to heavy demand for both product and transportation. Accepting orders as soon as they are ready is the best way to ensure your order is fulfilled.

  If you are seeking the fastest delivery times, order products from different groups (Quick Ship Models or Classroom Basics Models) on different purchase orders. Orders with product from mixed groups will be shipped when complete, which will be at the longest model lead time. Any orders for Quick Ship models only will be shipped as soon as possible, unless otherwise requested. Due to the quick turnaround of these orders, no shipping notification will be provided. Sorry, but we cannot accept C.O.D. orders. We do accept Visa, Master Card, American Express, and Discover as forms of payment.

Changes or Cancellations of Orders

Purchase orders acknowledged by Virco Inc. cannot be changed or cancelled without Virco Inc.’s consent, which consent may be conditioned upon Customer’s agreement to pay increased or additional expenses resulting from the requested change or cancellation, including but not limited to a twenty-five percent (25%) cancellation charge if order is cancelled or changed within a minimum of twenty (20) days prior to expected delivery date as acknowledged. Products with custom options cannot be cancelled or returned.

2017 Virco Promotional Pricing for U.S. Communities

Quick Ship

NOW SHIPS IN **72** HOURS

Offer good on orders taken on or before December 31, 2017 for delivery on or before January 31, 2018

800-448-4726

Visit virco.com to see the full offering of Virco products

REF#17056

VIRCO®

U.S. COMMUNITIES® GOVERNMENT PURCHASING ALLIANCE

GREENGUARD GOLD

All furniture in this flier has earned GREENGUARD® Gold certification except chair model 4445A.

2027 Harpers Way
Torrance, CA 90501

©2017 Virco Inc.

17-1 QS USC-C

Solicitation #R-TC-18004

CONTRACTOR DATA SHEET

1. QUALIFICATION OF OFFEROR: The Offeror shall have the capability and the capacity in all respects to fully satisfy all the contractual requirements.

2. YEARS IN BUSINESS: Indicate the length of time the Offeror has been in business providing the goods/services in this solicitation: 67 Years _____ Months.

3. REFERENCES: Offerors shall provide a listing of at least three (3) references for which the company has provided specified goods/services of the same or greater scope within the past three (3) years. **PWCS cannot be a reference**.

1.	Customer Name: SAN DIEGO UNIFIED SCHOOL DISTRICT	Contact Name: JOHN GROLL	Contact Title: STRATEGIC SOURCING & CONTRACTS
Address: 2351 CARDINAL LANE, BLDG M SAN DIEGO, CA 92123 E-mail: jgroll@sandi.net			Phone No. 858-522-5810 Fax No.

2.	Customer Name: RECOVERY SCHOOL DISTRICT	Contact Name: LEE LONG	Contact Title: OPERATIONS MANAGER JACOBS/CSRS
Address: 909 POYDRAS STREET SUITE 1200 NEW ORLEANS, LA 70112 E-mail: lee.long@jacobscsrs.com			Phone No. 504-592-0162 Fax No.

3.	Customer Name: DENVER PUBLIC SCHOOLS	Contact Name: RYAN HARTER & MARIE PALOMO	Contact Title: SENIOR MANAGER, PROJECT MGMT SUPERVISOR
Address: 780 GRANT STREET DENVER, CO 80203 E-mail: ryan_harter@dpsk12.org marie_palomo@dpsk12.org			Phone No. 720-423-1309/720-423-1837 Fax No.

PROPRIETARY INFORMATION

Virco has not provided any proprietary information in this proposal.

EXCEPTIONS

Virco has not taken any exceptions to this request for proposal.

ADDITIONAL INFORMATION

Virco has no additional information for consideration. In addition, there are no materials or expectations required by PWCS.

Prince William County
PUBLIC SCHOOLS
Providing A World-Class Education

REQUEST FOR PROPOSAL ADDENDUM

ADDENDUM #1 **DATE: August 3, 2017**

REFERENCE: Request for Proposal Number: RFP #R-TC-18004
Title: Education, Classroom, Miscellaneous Support Furniture and Related Products and Services
Issue Date: July 18, 2017
Sealed Proposal Due Date: August 18, 2017 @ 2:00 P.M.

All Offerors shall be advised of the following changes/additions in the referenced solicitation:

1. The Seal Proposal Due Date of August 18, 2017 @ 2:00 P.M. shall remain unchanged.

2. The following questions/inquiries were received from potential offerors with the following answers:

Question 1.: I was recently sent my first WEBS opportunity, System ID # 36570...it was asking for school cafeteria furniture, which my company can provide. I am having a heck of a time trying to find a "specification" for the furniture that was needed. I saw in the table of contents, a section (4.1.7) that called the types of furniture needed but then cannot find any spec's or qty. etc.

Answer: Please reference the following posting located on Prince William County Schools website:

R-TC-18004 Attachment A Attachment A-1 Attachment A-2 Attachment A-3	Education, Classroom, Miscellaneous Support Furniture and Related Products and Services	08/18/17 @ 2:00 p.m.	Tony Crosby

Click on Attachment A1 and A2, and then you will see tabs below entitled "Student Lunch Court".

Question 2. Can you kindly send me or point to your website url where the bid documents can be found. The area we are interested in is services?

Answer: See Answer to Question 1. above.

Question 3. Is it preferred that the responses to this RFP come directly from a manufacturer, or through a dealer?

Answer: We do not have a preferred method, responses can be submitted by both manufacturers and dealers.

Question 4. Can a manufacture respond to the RFP or is it only for dealers?

Answer: See Answer to Question 3. above.

Question 5. If a manufacture can respond to the RFP directly please note that we are a manufacture that does not sell direct but only through authorized dealers who would service the contract. Can they receive all purchase orders and invoice the end user directly?

Answer: Yes.

Question 6. To respond to the RFP, is it required to submit a bid on all categories?

Answer: The intent of this solicitation is to provide Participating Public Agencies with products and services to meet their various needs. PWCS reserves the right to award the contract in the aggregate, by section, multiple award; whichever is in the best interest of PWCS and Participating Public Agencies as a result of this solicitation (Reference Paragraph 11, Method of Award).

Question 7. Should freight for the line item pricing be based off destination in Manassas, VA 20112?

Answer: Yes.

Question 8. Reference "Proposal Submission Requirements" on page 12. Do you require 8 USB flash drives with complete copy of the bid and 8 additional USB flash drives for the redacted copies of the bid, for a total of 16 flash drives? Or do you require a total of 8 flash drives that each contain a copy of the full bid documents and the redacted copy?

Answer: We will leave this at the Offeror's discretion but advise that the complete copies and redacted must be clearly labeled and separate documents.

Question 9. Reference section 9.16.1 (on page 14), where it notes "Any material on CD's should be in Microsoft Office format." Since documents are provided in PDF and require signature, is it acceptable to submit the forms/qualifications in PDF format (not a Microsoft Office application) and the pricing in excel (a Microsoft Office application)?

Answer: Yes.

Question 10. Page 1, 14 and 15 allow for exceptions to be listed, but page 45 says exceptions will result in disqualification. Will exceptions be considered? Please clarify. Please reference the following parts of the solicitation:

a. Last section of page 1: "All proposed exceptions to this RFP, and any proposed changes to the contract documents or terms and conditions, are to be included in (TAB 9) of the proposal response. See Proposal Submission Requirements Section 9.16.2.9. in this RFP for additional information."
b. Section 9.15 (page 14): "If the Offeror wishes PWCS to consider any changes to these documents, such changes must be submitted as part of the Offeror's proposal."

c. "9.16.2.9. Exceptions (TAB 9)" (page 15): Any exceptions being taken to the RFP must be listed under this tab. See Section 6.15 for additional information.

d. "U.S. Communities Administration Agreement Information" (page 46): "The Supplier is required to execute the U.S. Communities Administration Agreement unaltered (attached hereto as Attachment A) and submit with the supplier's proposal without exception or alteration. Failure to do so will result in disqualification."

Answer: Exceptions will be considered as outlined above with the exception of the US Communities Administration Agreement.

Question 11. Are we required to sign both the Prince William Contract and the US Communities Administration Agreement with our bid proposal or are these just samples for review?

Answer: The Prince William contract is a sample is not required to be signed. The US Communities Administration Agreement **must** be signed and returned with your submission.

Question 12. As a dealer of over 150 manufacturers, we have no control over the manufacturer price lists and therefore have no control of their price increases. The excerpt below from the Sample Contract requires list price increases to fall in line with the Consumer Price Index. Since there was no other reference to this in the bid documents, is this a requirement of the bid or was it a clause that was inadvertently included on the sample contract? Again, we have no control in this matter. Is it acceptable to provide pricing based on current manufacturer price lists (without the CPI limitation)?

a. Reference Sample Contract (page 31): "For future contract renewal periods, price increases shall not exceed the percentage increase/decrease in the Consumer Price Index, Table 1 (http://stats.bls.gov/news.release/cpi.t0.htm), Urban Consumers (CPI-U), U. S. City Average, All Items, Unadjusted, for the most recently published twelve months as published by the U. S. Department of Labor, Bureau of Labor Statistics. The base price to which any adjustments will be made shall be the prices in effect during the contract period prior to the proposed contract period."

Answer: The following Special Provisions are hereby being added:

12.2. The subsequent Contract will be a firm-fixed price agreement. The fee(s) will remain firm and will include all charges that may be incurred in fulfilling the requirements of the Contract during the first 365 days. Changes in cost for any subsequent Contract years may be based on the Consumer Price Index (CPI-U), U.S. City Averages, or other relevant indices.

12.3. The request for a change in the unit price shall include as a minimum, (1) the cause of the adjustment, (2) proposed effective date; and, (3) the amount of the change requested with documentation to support the requested adjustment (i.e. appropriate Bureau of Labor Statistics, Consumer Price Index (CPI-U), change in manufacturer's price, etc.).

12.4 After reviewing the documentation provided, the Supervisor of Purchasing, may accept the increased costs or refuse them if they are considered to be excessive.

12.4.1. If the Supervisor of Purchasing does not accept the increased costs and PWCS originally awarded multiple contracts for these items/services, PWCS reserves the right to obtain prices for the affected items/services from the other vendors who were awarded a contract and, if the prices are considered to be fair and reasonable, award the items/services to the contractor(s) with the lowest price that meets the contract requirements.

12.4.2. Alternatively, at its own discretion, PWCS may revise the contract requirements and issue a new solicitation.

12.5. All pricing shall be FOB Destination.

12.6. Unless otherwise clearly specified in the Offerors proposal, it shall be considered that there is no minimum order amount.

12.7. It is the Proposer's responsibility to provide PWCS and Participating Public Agencies with an up-to-date price list and any necessary brochures, finish material samples or related materials at no charge for the duration of the Contract.

Question 13. Are the renewal terms for this contract two 2-year periods (as stated section 12.1 on page 17) or four 1-year periods (form Sample Contract, section 3.1 on page 31)?

Answer: The renewal terms shall be two (2) – two (2) year periods, as referenced in Paragraph 12.1 of the solicitation.

Question 14. "Experience" (on page 41) references "California K-12 school districts." Please confirm this is correct...Or should it be revised to "Virginia"? Also, note that "California" is referenced on page 56 too.

Answer: Page 41 – remove "California" and the sentence shall read: The portion of the Proposal should include all other similar services performed by your firm, especially those performed for large, K-12 school districts and other school districts nationwide.

Page 56 – remains unchanged.

Question 15. As it relates to the Administration Agreement, how flexible is US Communities in negotiating any specific terms? For Example: 3.3 (a) Corporate Commitment (viii), 3.3 (b) Pricing Commitment (i) & (ii), 3.3 (d) Sales Commitment (i).

Answer: The Supplier is required to execute the U.S. Communities Administration Agreement unaltered and submit with the supplier's proposal without exception or alteration. Failure to do so will result in disqualification.

Question 16. Does this solicitation require a manufacturer response or would an authorized distributor/dealer be considered?

Answer: See response to question 3. Above.

Question 17. We are a manufacturer that specializes in a niche product category. How should we respond to Attachments A (A-1, A-2, and A-3) if we do not manufacturer all of the products listed in the examples? Should we submit project examples with room layouts and final installation images of educational environments to showcase the high level of our products instead?

Answer: The attachments are for evaluation purposes and the product offering must meet the requirements as solicited.

ALL OTHER SPECIFICATIONS, TERMS AND CONDITIONS REMAIN UNCHANGED.

A signed acknowledgment of this addendum must be received by the Purchasing Office either prior to the Proposal due date and hour specified, or attached to the RFP. Signature on this addendum does not constitute the Offeror's signature on the original proposal document. The original proposal document shall also be signed.

Anthony E. Crosby, CPPO
Coordinator

ACKNOWLEDGMENT:

VIRCO MFG. CORPORATION
Name of Firm

Patricia L Quinones
Signature

8/14/2017
Date

PATRICIA L QUINONES - CHIEF ADMINISTRATIVE OFFICER
Print Name and Title

800-448-4726
Telephone Number

800-396-8232
Fax Number

Solicitation #R-TC-18004

CONTRACTOR DATA SHEET

1. QUALIFICATION OF OFFEROR: The Offeror shall have the capability and the capacity in all respects to fully satisfy all the contractual requirements.

2. YEARS IN BUSINESS: Indicate the length of time the Offeror has been in business providing the goods/services in this solicitation: 67 Years _____ Months.

3. REFERENCES: Offerors shall provide a listing of at least three (3) references for which the company has provided specified goods/services of the same or greater scope within the past three (3) years. **PWCS cannot be a reference**.

1.	Customer Name: SAN DIEGO UNIFIED SCHOOL DISTRICT	Contact Name: JOHN GROLL	Contact Title: STRATEGIC SOURCING & CONTRACTS
Address: 2351 CARDINAL LANE, BLDG M SAN DIEGO, CA 92123 E-mail: jgroll@sandi.net			Phone No. 858-522-5810 Fax No.

2.	Customer Name: RECOVERY SCHOOL DISTRICT	Contact Name: LEE LONG	Contact Title: OPERATIONS MANAGER JACOBS/CSRS
Address: 909 POYDRAS STREET SUITE 1200 NEW ORLEANS, LA 70112 E-mail: lee.long@jacobscsrs.com			Phone No. 504-592-0162 Fax No.

3.	Customer Name: DENVER PUBLIC SCHOOLS	Contact Name: RYAN HARTER & MARIE PALOMO	Contact Title: SENIOR MANAGER, PROJECT MGMT SUPERVISOR
Address: 780 GRANT STREET DENVER, CO 80203 E-mail: ryan_harter@dpsk12.org marie_palomo@dpsk12.org			Phone No. 720-423-1309/720-423-1837 Fax No.

PRINCE WILLIAM COUNTY PUBLIC SCHOOLS
Purchasing Office

VENDOR INFORMATION FORM

The following vendor information is required with all RFP responses along with a completed and signed W-9 form:

Ordering/Purchase Order Submission:

Legal Business Name: VIRCO MFG CORPORATION

D/B/A: VIRCO INC

Address: 2027 HARPERS WAY

City, State, Zip: TORRANCE, CA 90501

Phone: 800-448-4726 Fax: 800-396-8232

Email: CMS@VIRCO.COM

Tax ID#: 33-0815719

Remittance: Check box if same as above ☐

Legal Business Name: VIRCO INC

Address: PO BOX 677610

City, State, Zip: DALLAS, TX 75267-7610

Contact Information:

Name: PATRICIA L QUINONES

Title: CHIEF ADMINISTRATIVE OFFICER

Phone: 800-448-4726 Fax: 800-396-8232

E-mail Address: pattyquinones@virco.com

***Attention Vendors*: Visit the PWCS Purchasing Office website at http://purchasing.departments.pwcs.edu to:**

Register on-line (Click on "Vendor Registration")
Obtain a W-9 form and instructions

Prince William County
PUBLIC SCHOOLS
Providing A World-Class Education®

CERTIFICATE OF COMPLIANCE

Code of Virginia §22.1-296.1

As a condition of contract award, Contractor/Vendor providing contracted services requiring direct contact with students on school property during regular school hours or school-sponsored activities/programs shall execute this document certifying that neither the Contractor nor any employee of the Contractor has been convicted of a felony or any offense involving the sexual molestation, physical or sexual abuse or rape of a child. This certification shall be binding upon the Contractor and their employees providing services throughout the term of the contract or purchase order, including any extensions or renewals.

Contractor/Vendor acknowledges that, pursuant to the *Code of Virginia* §22.1-296.1 (A), any person making a materially false statement on this certification, shall be guilty of a Class 1 misdemeanor, and upon conviction, the fact of such conviction shall be grounds for revocation of the contract or purchase order.

VIRCO MFG. CORPORATION	RFP #R-TC-18004
Company Name	Solicitation #
2027 HARPERS WAY, TORRANCE, CA 90501	800-448-4726
Company Address	Company Phone Number
PATRICIA L QUINONES	CHIEF ADMINISTRATIVE OFFICER
Print Name of Authorized Representative	Authorized Representative Title
Patricia L Quinones	8/15/2017
Authorized Representative Signature	Date

ATTACHMENT E

CONTRACT

CONTRACT NUMBER:
R-TC-18004

This Contract entered into this 15th *day of* AUGUST *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 all necessary parts, labor, tools, materials, equipment and resources as may be required for _____in accordance with the Statement of Needs, General Terms and Conditions and Special Terms and Conditions stated herein.

2. **CONTRACT DOCUMENTS**: The contract documents shall consist of the following:

   2.1. This signed Contract document.

   2.2. PWCS Request for Proposals (list all addendums)

   2.3. Contractor's proposal response dated 8/15/2017.

3. **CONTRACT TERM AND RENEWAL:**

   3.1. The initial term of this contract shall be from the date of award to _, 20XX, with the option to renew for four additional one-year periods, one year at a time, upon mutual written consent of the parties to the contract. Proposed prices shall remain firm for the initial term of the contract.

   3.2. For future contract renewal periods, price increases shall not exceed the percentage increase/decrease in the Consumer Price Index, Table 1 (http://stats.bls.gov/news.release/cpi.t0.htm), Urban Consumers (CPI-U), U. S. City Average, All Items, Unadjusted, for the most recently published twelve months as published by the U. S. Department of Labor, Bureau of Labor Statistics. The base price to which any adjustments will be made shall be the prices in effect during the contract period prior to the proposed contract period.

      3.2.1 At the time of the contract renewal, if costs to Prince William County Schools (PWCS) are restricted by the current percentage increase/decrease of the CPI-U for the latest twelve months, any unusual circumstances that could not have been foreseen by Contractor occur, and those circumstances significantly affect the Contractor's cost in providing the required items or

services, the Contractor may request adjustments to the costs to PWCS beyond the current CPI-U cap to reflect the circumstances. *The circumstances must be beyond the control of the Contractor and fully documented.*

3.2.1.1 Documentation for pricing increases above the CPI-U cap must be provided as follows:

3.2.1.1.1 For items, documentation supporting the increased costs must be provided by the manufacturer on their letterhead.

3.2.1.1.2. For services, the Contractor must provide documentation of the circumstances causing the increased costs, including substantial proof supporting the claims made, to warrant any price increases.

3.2.1.2 After reviewing the documentation provided, the Supervisor of Purchasing, may accept the increased costs or refuse them if they are considered to be excessive.

3.2.1.2.1. If the Supervisor of Purchasing does not accept the increased costs and PWCS originally awarded multiple contracts for these items/services, PWCS reserves the right to obtain prices for the affected items/services from the other vendors who were awarded a contract and, if the prices are considered to be fair and reasonable, award the items/services to the contractor(s) with the lowest price that meets the contract requirements.

3.2.1.2.2. Alternatively, at its own discretion, PWCS may revise the contract requirements and issue a new solicitation.

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.

4.2. PROJECT MANAGER: The following individuals shall work directly with the Contractor in scheduling and coordinating work, answering questions in connection with the scope of work, and providing general direction under the resulting contract:

5. **TIME OF PERFORMANCE**: 10/6/2017 THROUGH CONTRACT END

6. **PRICING:** AS LISTED IN TAB 6

7. **PAYMENT TERMS**: NET 30 DAYS

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:

Patricia L Quinones

Authorized Signature

VIRCO INC

PATRICIA L QUINONES

Type Name

CHIEF ADMINISTRATIVE OFFICER

Title

8/15/2017

Date

PURCHASING AGENCY:

Authorized Signature

Jim Totty, CPPO, C.P.M.

Type Name

Supervisor of Purchasing

Title

Date

VIRCO®

2027 HARPERS WAY, TORRANCE, CA 90501
HIGHWAY 65, SOUTH, CONWAY, AR 72032

September 18, 2017

Mr. Anthony Crosby
Administrative Coordinator
Prince William County Public Schools
14715 Bristow Road
Manassas, VA 20112

RE: RFP#R-TC-18004, Education, Classroom, Miscellaneous Support Furniture and Related Products and Services

Dear Mr. Crosby,

This letter is our written response to the questions posed by the RFP review committee on Wednesday, September 13, 2017. If there are any further clarifications needed, please do not hesitate in contacting Brian True or myself.

I have listed each question as presented in your email and have noted either an attachment or provided our answer.

1. Please provide a list of your top ten public agency customers for the committee. Please rank them in order of 2016 sales volume.
   Answer: Attachment A – We have listed the top public agency customers for fiscal year 2016. Virco's fiscal year covers the time of February 1, 2016 through January 31, 2017.

2. Please specify a policy about backorders. Is it possible to implement a not to exceed time for backorders?
   Answer: Virco does not have a specific policy for backorders. It is Virco's objective to ship all orders complete. Virco's lead-times range from 3 days to 45 days ARO for product we manufacture. We provide an acknowledgment which includes the delivery date for all orders received. Virco has 180 skus that are stocked all year in our Quick Ship program and are ready to ship 3 days after order receipt. Our Classroom Basics program has over 3000 skus which are forecasted each year and these items have a 10 – 15-day lead-time. The balance of our line which contains over 6000 different combinations of models and colors carry a 45-day lead-time. If an item is not ready by the stated acknowledged due date, Virco will provide the customer with an anticipated production date and work with the customer to schedule partial delivery on available product if so desired as well as provide the customer with alternatives for specific needs which may include loaner product. We cannot foresee the many reasons why a product might be back ordered and therefore cannot commit to a not to exceed time. Vendor partner lead-times may be longer dependent upon the type of product ordered. For example, Library Furniture typically carries a 60-day lead-time due to the custom nature of the product.

3. Please provide more details about your projected 2018 rollout of your EDI/punch-out offering. Are there any pilot programs to test the product before you roll this out? If not, would you consider a pilot program?
   Answer: This question has two different technologies and we have answered the first part EDI under item 3. The punch-out offering is being answered as a part of question 11.
   EDI (Electronic Data Interchange) is a current technology that Virco is providing to existing customers for transmitting purchase orders and invoices. We currently do not have any public agencies utilizing this technology. The following retail customers are currently sending documents via EDI to Virco: National Business Furniture, Wayfair, School Outfitters, Walmart, Global, Independent Stationers, Trimega (NPA), Staples (Quill), SP Richards, Essendant, Amazon, Belnick, and Excelligence.
4. Please provide more information about your Take Back Program. Who qualifies for this program? Please provide an example of where this was implemented.
   Answer: Virco's Take Back Program was designed to help schools dispose of their old furniture in an environmentally friendlier way then taking the product to a landfill. The customer must commit to providing the labor to disassemble furniture per Virco's instruction as well as paying the actual shipping charges for the components from the school site to Virco's Conway facility that will be recycled by Virco. Virco will arrange all transportation as well as instruction on disassembling and preparing product for return. The program was designed in conjunction with Palmyra School District, the largest take back Virco has done.
5. Do you provide any assistance with inventorying existing furniture? Can you help a public agency decide what products are reusable and which need to be replaced?
   Answer: Virco does have an inventory/refresh program. Utilizing our proprietary software PlanSCAPE® we have the capability of inventorying and grading existing furnishings as well as providing immediate budgeting for proposed replacement furniture. The program includes setting the grading expectations with the customer prior to taking inventory and has four grades:

   Grade A – This is classified as new or near new product with close to full term utility life cycle.
   Grade B – Recommended for reuse, product is classified as above average condition with some signs of age and wear, however life cycle of product is still over 50%. An example might be computer tables from a lab that are in above average condition and could be moved to another site or utilized in the existing facility.
   Grade C – Product is classified as average condition. This could include outdated or worn product though it should not be over 25 years old. The product is functional and generally has 25-50% of its life cycle remaining. The product may not align with the school's vision for a refreshed environment and might be donated or recycled.
   Grade D –The product would be classified as heavily dated. Even through the furniture may be in use throughout the day, there is chipped, cracked or broken laminate. There may be missing screws or bolts, broken welds or other defects that could cause stability or safety issues. Less than 25% of the lifecycle remains for the product. This could include homemade wood items, heavily damaged or modified items and items that don't function as intended. (File with drawers that don't open)

   Our software catalogs all products by room and provides photos with a report detailing the outcome and our recommendations. There is no future purchase commitment for this service. Currently Virco does not charge for this service.

6. Is it possible to propose a maximum restocking fee?
   Answer: Virco's standard restocking fee for customer error is 20% of the total sales dollar of the return as well as 100% of the actual return freight. Virco does not accept returns on custom made product. Vendor partner product restocking fees vary and Virco will pass on the fee it is charged. All returns must be approved prior to sending the product back at which time Virco may minimize or waive charges based on the individual circumstances
7. Your answer to Tab 5, Supplier Information, Administration, #4 is "not available". Does this indicate that Virco has no other coop contracts available or is this information simply not provided here?
   Answer: Virco does not hold any other national cooperative contract.
8. Please provide more verifiable ranges for the additional services listed in Attachment A, Part 16. PPAs will need to be able to relate these costs back to the Master Agreement.
   Answer:
   Design Services - Currently Virco does not charge for this service. For states that require a AIA Design service – Virco will pass on the actual per hour rate of the designer. A quote for this fee will be generated prior to any charges being passed on.
   Prevailing Wage Requirements - Virco's current installation rates do not include Union or Prevailing Wage. If this requirement which includes certified payroll documents are required Virco will provide the actual upcharge which will be dependent upon the individual job requirements and trade requirements. The current rate for installation is 15% for projects over $100,000 K. The proposed rate would not exceed 30%.
   Weekend Installation Rates – Weekend Installation Rates will be based $75.00 per hour.
   Holiday Rates - $150.00 per hour.
   CAD Drawings – Currently Virco provides at no charge 1 set of 2D drawings, 3D drawings, or 3D renderings within 48 hours. If expedited services are needed or multiple copies Virco will pass on the extra fee which may range from $45.00 - $100.00 per hour.
   Expedited Services will be passed on to the customer at a 10% cost plus fee.
   General Contractor Delays – These fees will be passed on to the customer at Virco's cost.
   Storage Fees- Storage Fees will be passed on to the customer at 10% cost plus fee for the handling of freight that customer cannot accept as agreed upon.
   Project Management- Virco currently provides project management at no charge.
   Asset Management – Virco currently provides asset management at no charge.
9. How does the pricing you've proposed compare to the pricing through your existing U.S. Communities contract?
   Answer: Virco's current discounts have been restructured to better match our actual costs for shipping volume. We have restructured the volume discounts based on today's sales dollar value. When the contract was first developed the sales dollar value for a truckload was less than the same amount of product today. We have also removed the minimum for services for all regions and provided a discount which allows customers to have a single unit installed.

10. Are there any states that currently don't have a direct sales rep?
    Answer: The following states do not have direct representation:
    Hawaii, Alaska, Montana, North Dakota, Michigan, Delaware, and Maryland
    Virco currently has a Franchised Exclusive Distributor for each of these states. We have worked to develop a participation program which will be included in their contracts for 2018 if awarded the US Communities contract.
    We have also developed a dealer participation program for our standard dealers that meet minimum requirements.

11. Do you have any plans to implement an online order tracking system (something that would allow agencies to view shipping status and product production)?
    Answer: Virco is currently working on our Ecommerce solution. The anticipate go live date is February 1, 2018. The program will be rolled out to a limited number of test customers. It is through a secured web portal and will allow customers to get their contract pricing as well as place orders and track the orders once placed. It will address site based as well a central purchasing requirements on a customer by customer basis. Example, the purchasing director will be able to place orders for the entire district while individual teachers may only order for their assigned room. We will provide quotations based on the contract assigned to the customer as well as order capabilities. First phase will only allow visibility of orders placed through the e-commerce portal. Later phases will allow complete history visibility.
    Virco is also currently working on the ability to track shipments via a web based site to get eta's once product has left our facility. This will be rolled out within the next 3 months.

12. How flexible are you in developing new solutions and furniture for public agencies' specific needs?
    Answer: Virco will look at any request for product that a customer may need. We evaluate the feasibility of each request to see if we can provide the customer with a solution that fits within our manufacturing capabilities and provides them with a solution that meets all applicable standards of testing. If the product fits multiple needs, we will release it as a standard offering. Many of Virco's standard products started out as a custom need.
13. Do you have any training around how to use flexible configurations for teachers and administrators?
    Answer: Virco has several pieces of literature that focus on 21st Century Learning Environments and include furniture that is flexible, movable and collaborative. We are the leader in creating ergonomic and healthy movement furniture for the K-12 market. The below links shows some of these capabilities:
    http://virco.com/sites/default/files/pdf-versions/CollaborativeLearning.pdf.
    http://virco.com/sites/default/files/pdf-versions/AgileCombos.pdf.
    http://virco.com/sites/default/files/pdf-versions/ActivityTables.pdf.
    http://virco.com/sites/default/files/pdf-versions/HealthyMovement.pdf.
    http://www.healthymovement.com
    Our direct territory managers as well as our regional sales managers and planscape managers are available to meet with individual customers on Virco's flexible solutions.

14. Can you ensure that third party sellers (such as Amazon or School Outfitters) are not selling Virco products for less than the pricing you've proposed?
    Answer: Virco cannot guarantee that a third-party seller will not sell our product at a loss. We can guarantee that they are not buying it at a lower price. Virco currently is evaluating the use of MAP which is a minimum advertised price. We have not utilized this in the past though we are prepared to implement if needed to protect our direct contracts.

As previously stated please do not hesitate in contacting us if you need any further clarification on our proposal.

Sincerely,

VIRCO INC.

Patricia L Quinones

Patricia L. Quinones
Chief Administrative Officer

Cc: Brian True, VP of Sales

VIRCO®

2027 HARPERS WAY, TORRANCE, CA 90501
HIGHWAY 65, SOUTH, CONWAY, AR 72032

October 9, 2017

Mr. Anthony E. Crosby, CPPO Administrative Coordinator Prince William County Public Schools
P.O. Box 389 Manassas, VA 20108

RE: RFP #R-TC-18004, Education, Classroom, Miscellaneous Support Furniture and Related Products and Services, Letter Dated October 2, 2017

Dear Mr. Crosby,

I have reviewed the above referenced letter with Virco's Management Team and prepared the following responses to the Evaluation Committee's request.
Questions from above referenced letter:

1. In your project pricing for Appendix A-1 and A-2 you indicated a 5% rebate, but this is not noted anywhere else in your proposal. Please clarify what volume rebates you have included in your proposal that will be included in an overall contract?
2. The proposed ecommerce Solution, for an order and tracking system, as outlined in the clarification question #11 will be of great value to PWCS and Participating Agencies. We propose you provide the details of each phase to ensure this is provided as a component in the overall offering. In addition, PWCS and other key stakeholders need to be identified in the initial pilot if they choose to accept.

3. We request a Best and Final Offering (BAFO) primarily regarding price discounts and in other proposed offerings that will enhance your initial proposal.

Virco's Response to questions 1 & 3:

Virco's project pricing for Appendix A-1 and A-2 were calculated by using the applicable discounts submitted on the Attachment A Price Sheet. For projects that reached the overall dollar volume of $250,001 plus, (Negotiated Buy), we applied an additional discount of 5% based on the product mix and service requirements describe in the RFP. The negotiated column additional discount will vary based on the individual requirements of any given project. Examples of these variations include:

Request for pricing to be firm for phased projects that have delivery dates that are not in the same calendar year

Delivery Date in the non-peak summer season which typically allows us to obtain better rates for transportation and installation. Product Mix - Standard product selection is more efficient than custom product.

Due to these unknown project variations, the discount percentage is not something that we can guarantee and therefore was not included in our Price Sheet.

We have reviewed all the discounts that were submitted on our Price Sheet and offer an additional discount on orders that reach the $100,001 plus dollar volume that require Inside Delivery of 2% and additional 5% discount on Virco Full Service. This additional discount applies only to the Virco product. I have enclosed the revised sheets for all Zones.

Virco's Response to question 2:

As stated in our initial clarification of the above referenced RFP, Virco is currently working on an ecommerce solution that we intend to release to select customers in the first quarter of 2018. We have purchased SAP's Hybris software and believe that this software gives us the flexibility to meet the current requirements of our core customers as well as the future flexibility to customize solutions based on individual needs.
I have attached the full description of all the features and benefits that come with this software and we intend to implement all features in a phased approach which will be prioritized by our Sales Management Team.

Our initial release will enable customers to browse, configure product, create/save carts, and get real time contract pricing once validated we will allow checkout of carts and payment integration. Enhancements that our included in the initial release are company management functions, such as budgetary restriction, order approvals, restricted catalogs, order history/tracking, and B2B punch-out. We currently have a few test customers that include a current agency member.

The current scope of the initial release is:

- Product catalogue modelling (brand, model, category tree, brand, model…)
- Import of a subset of products and categories, contracts
- Search and navigation configuration (SOLR: full text, quick search, filter by attributes, facet, popular)
- Private access to the website (account locking, security constraints)
- Homepage
- Category pages, product pages, reference pages
- Cart and checkout flow (validation, shipping cost, address management, emailing), re-orders

Virco would be open to working with PWCS and key stakeholders in developing a solution and prioritizing the enhancements if awarded this contract and would ask that the expectations of these stakeholders be clearly outlined as well as the commitment this project would require from those involved.

If there is something that we have not addressed, please feel free to contact me at pattyquinones@virco.com.

Sincerely,

VIRCO INC.

Patricia L Quinones

Patricia L. Quinones
Chief Administrative Officer

Cc: Brian True, V.P. of National Sales

Enclosures 2

B2B Accelerator

SAP Hybris Commerce B2B Accelerator is a ready-to-use Web framework that enables you to jump-start your B2B implementation and easily build and maintain a feature-rich, omni-channel commerce solution

Integrate Your B2B Processes

Note Hybris Commerce Accelerators are released as source and are implementation templates. Due to the template character of Accelerators and their need for intense customization, you cannot apply patches to customized Accelerator storefront templates. Therefore, we do not offer backports of bug fixes for Accelerator storefront templates for prior releases of Accelerator. You must maintain your Accelerator storefront template implementations on your own once you customize the template.

SAP Hybris Commerce B2B Accelerator allows B2B organizations to rapidly deploy a best-practice B2B omni-channel commerce solution. Tailored to the unique needs of B2B organizations, the solution delivers all the capabilities you need to manage complex B2B relationships. It automates order processing and provides B2B organizations with the ability to manage numerous B2B accounts on a single platform. It also includes advanced self-service capabilities for the B2B customers where they can manage their users, user groups, permissions, cost centers, budgets, and approval workflows. B2B account managers also benefit from the B2B Admin Perspective in the Administration Cockpit where they can use one wizard to create an organization and another to manage the quote approval process.

The following screenshot is an example of the B2B home page.

For B2B customers, it is also a rich customer experience. The most important marketing message for customers is how your product or service saves their time, money, and resources. Within Hybris Commerce Accelerator, they can easily track or make changes to various aspects of their B2B orders in the self-service area. If needed, they can manage their quotes (check pending quote statuses, approve or reject quotes, and request new quotes), track their order history, and manage their order replenishment and schedules.

Customer administrators can completely control their organization based on a structure they set up that reflects the company size and complexity. Whenever B2B customers send their approval request, the company approvers are able to easily find and manage orders that need to be approved. It is also possible to select the fully integrated merchandizing tools such as promotions, cross-sells, up-sells, and advanced personalization.

Key Features

- Back-office integration.
- Self-service account management. B2B administrators assign rights to employees, set up individual purchasing limits, configure approval rules and workflows, and manage cost centers and budgets. [More information]
- Online ordering. Users can place orders online and schedule orders that are automatically replenished. Orders are subject to internal and merchant order approval. Orders can be tracked online. [More information]
- Custom catalogs. Merchants can customize product lists and search product pages for specific organizations, departments, and customers. [More information]
- Custom pricing. Complex B2B pricing models are supported, which are managed either in hybris or in an ERP system. [More information]
- Price quote requests. Purchasers can negotiate the price of an order. Quotes requests can be restricted to a minimum order value. [More information]
- Credit management. Merchants can assign multiple credit limits with a variety of currency and date range options. [More information]
- Multi-dimensional products. Products can be defined as having multiple attributes, such as color, size and fit. [More information]
- Advanced product search. Searches can be performed using bar code or product code, and by text or delimited list. [More information]
- PunchOut support. The B2B site can be integrated with customer procurement systems. Orders are automatically translated into purchase requisitions that are saved to the customer's procurement system. [More information]
- Early Login. Users can be required to log in before being able to view the storefront. [More information]

B2B Checkout and Order Process

This document describes the B2B Checkout and Order process as implemented in SAP Hybris Commerce B2B Accelerator.

The B2B Checkout and Order process allows a registered customer to make a one-time purchase, schedule a replenishment order, or request a quote. Screenshot examples are provided using the vanilla theme.

Introduction to the Checkout and Order Process

On the Final Review page of the B2B checkout flow, you indicate how the items in your cart should be processed. You can do one of the following:

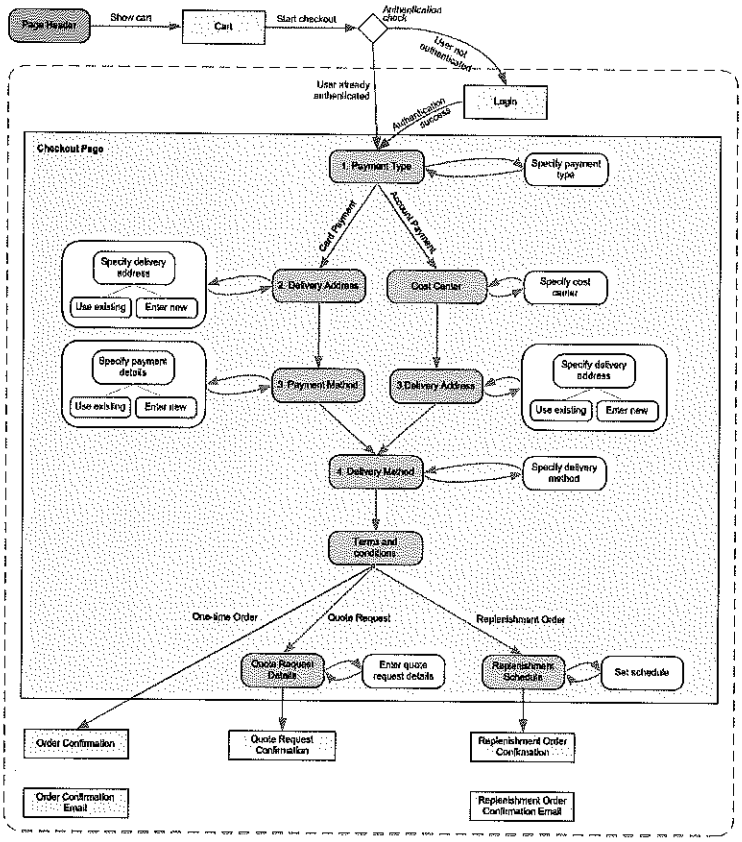
- Place an order now (one-time purchase)
- Schedule automatic replenishment of what is in the cart
- Request a quote for what is in the cart (subject to a minimum cart value)

Process Overview

To make a one-time purchase, schedule a replenishment order, or request a quote, you do the following:

1. Display the cart and click Checkout, logging in if required.
2. Provide payment type information on the Payment Type page.
3. Provide shipping information on the Shipping Address page.
4. Provide shipping method information on the Shipping Method page.
5. Select the Terms and Conditions check box.
6. Perform one of the following actions, depending on the type of order:
   - One-time order: Click Place Order.
   - Replenishment order: Click Schedule Replenishment, provide scheduling information, and click Place Replenishment Order.
   - Quote request: Click Request Quote, provide a reason for the request, and click Proceed.

The following diagram illustrates the page flow for this process.



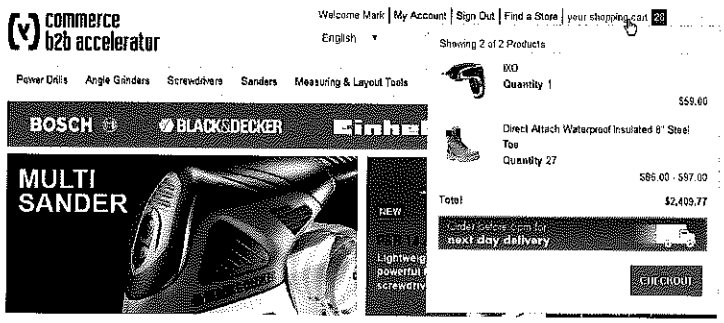
Starting the Checkout and Order Process

The B2B Checkout and Order Process is started when you click the Checkout button from the Cart page, or if you are directed to initiate the checkout process after re-ordering from your order history.

- If you are already logged in, the Payment Type page is displayed.
- If you must log in, the Return Customer page is displayed, which allows you to log in. You must be registered with the site in order to make a purchase.

Mini Cart

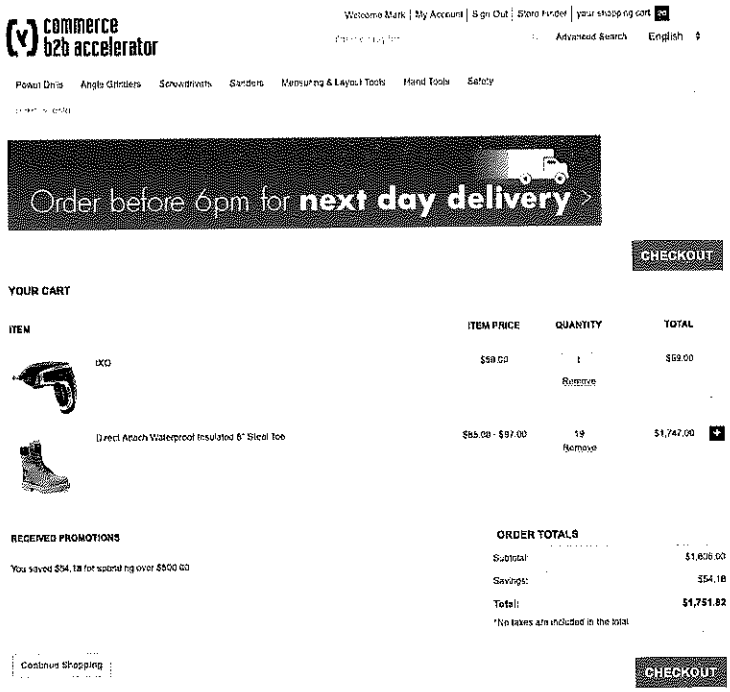
You can display the mini cart by hovering your mouse over the your shopping cart link.



Cart Pages

To display the cart, click your shopping cart or Checkout.

In the following example, the boot is a multi-dimensional product. Multi-dimensional products are grouped into one line in the cart. For example, three pairs of size 9 boots, five pairs of size 10.5 boots, and 11 pairs of size 12 boots, all variants of the same base product, would appear as 19 boots in one line, as shown in the example below.



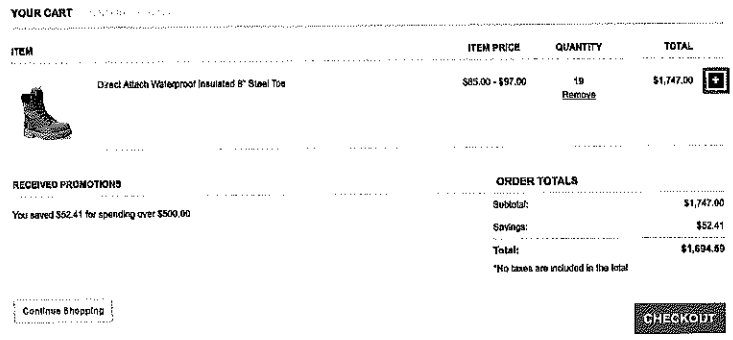
Changing Quantities

The Cart page can be used to update quantities or remove items from the cart.

To update standard products, you can change the value directly in the Quantity field. This value is updated automatically when the field loses focus (you click somewhere else or tab out of the field, for example).

For multi-dimensional products, you can modify the quantities of each variant by clicking ■.

The following image show how multi-dimensional products are grouped in the cart.

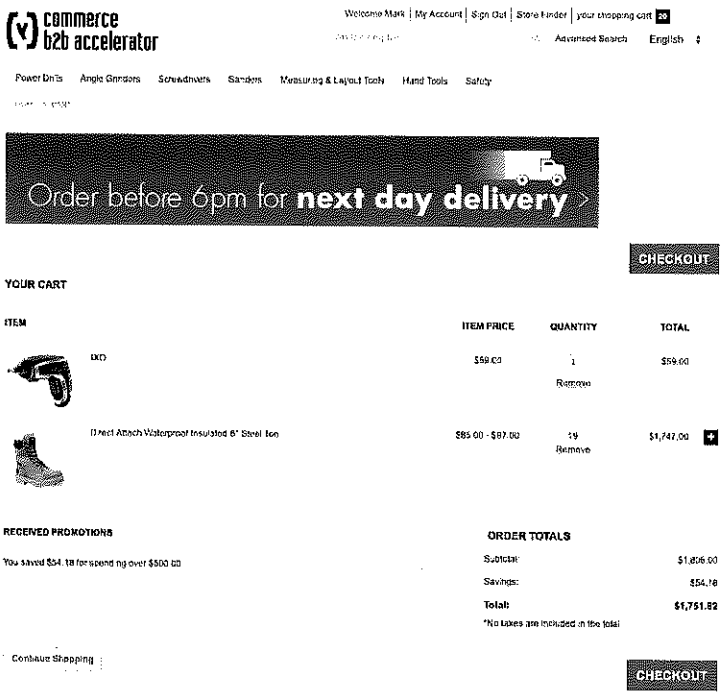


Clicking ■ displays the variant grid below the item, as shown in the following example.

Cart Pages

To display the cart, click your shopping cart or Checkout.

In the following example, the boot is a multi-dimensional product. Multi-dimensional products are grouped into one line in the cart. For example, three pairs of size 9 boots, five pairs of size 10.5 boots, and 11 pairs of size 12 boots, all variants of the same base product, would appear as 19 boots in one line, as shown in the example below.



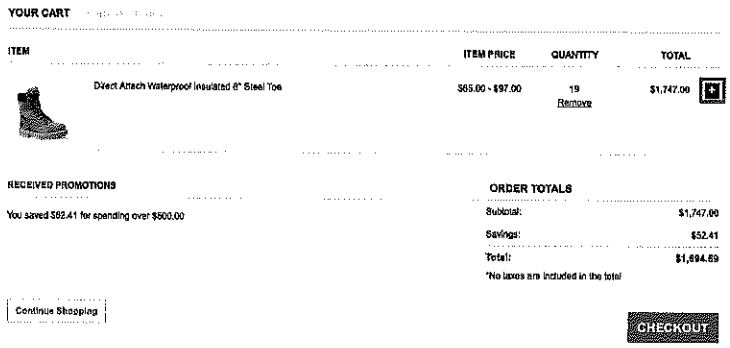
Changing Quantities

The Cart page can be used to update quantities or remove items from the cart.

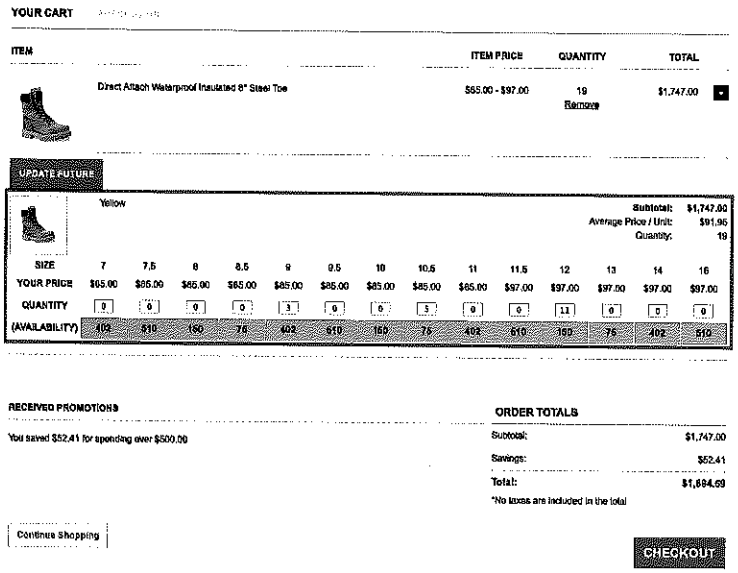
To update standard products, you can change the value directly in the Quantity field. This value is updated automatically when the field loses focus (you click somewhere else or tab out of the field, for example).

For multi-dimensional products, you can modify the quantities of each variant by clicking ➕.

The following image show how multi-dimensional products are grouped in the cart.



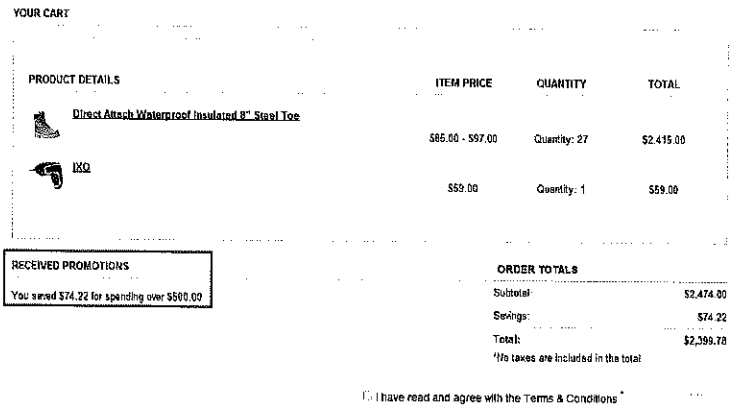
Clicking ➕ displays the variant grid below the item, as shown in the following example.



The grid displays the quantities ordered for each variant. You can update the quantities of each variant in the grid, and all cart data is dynamically updated and refreshed when the number in the Quantity field is changed. For example, if the quantity of the size 9 boot is changed from 3 to 0, the quantity, subtotal, average price per unit, and order totals are all automatically updated in the cart.

Received Promotions

If promotions are being applied to the purchase, they appear below the list of products, as shown in the following example.



Providing Payment and Shipping Information

This section describes the process of supplying payment and shipping information during checkout and includes screenshot examples using the Vanilla theme.

Process Overview

In order to make a one-time purchase, schedule a replenishment order, or request a quote, you must first supply payment and shipping information.

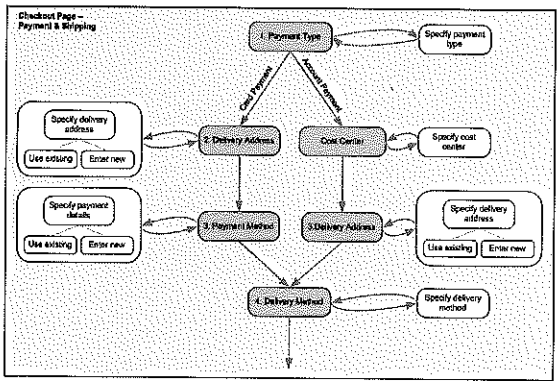
If the payment type is Account Payment, you specify the following information, in the order presented:

1. Payment type, cost center, and P.O. number on the Payment Type page. In this case, you select Account Payment from the Payment Type drop-down list.
2. Shipping address on the Shipping Address page.
3. Shipping method (standard, express, etc.) on the Shipping Method page.

If the payment type is Card Payment, you specify the following information, in the order presented:

1. Payment type and P.O. number on the Payment Type page. In this case, you select Card Payment from the Payment Type drop-down list.
2. Shipping address on the Shipping Address page.
3. Shipping method (standard, express, etc.) on the Shipping Method page.
4. Credit card and billing address information on the Payment and Billing Address page.

The following diagram illustrates this process for both payment types.



Multi-Dimensional Products

Multi-dimensional products are grouped into one line. For example, four size 5 shoes and three size 6 shoes, all variants of the same base product, would appear as seven shoes in one line. On the Final Review page, you can display the order form details but cannot modify the quantities.

Placing a One-Time Order

A one-time order is an order that you submit manually, as opposed to a scheduled replenishment, in which orders are submitted automatically.

Process Overview

To place a one-time order, you do the following:

1. Click Checkout from the mini-cart or the regular Cart page.
2. Provide payment and shipping information (as described in the Providing Payment and Shipping Information section).
3. Select the Terms and Conditions check box on the Final Review page.
4. Click Place Order.

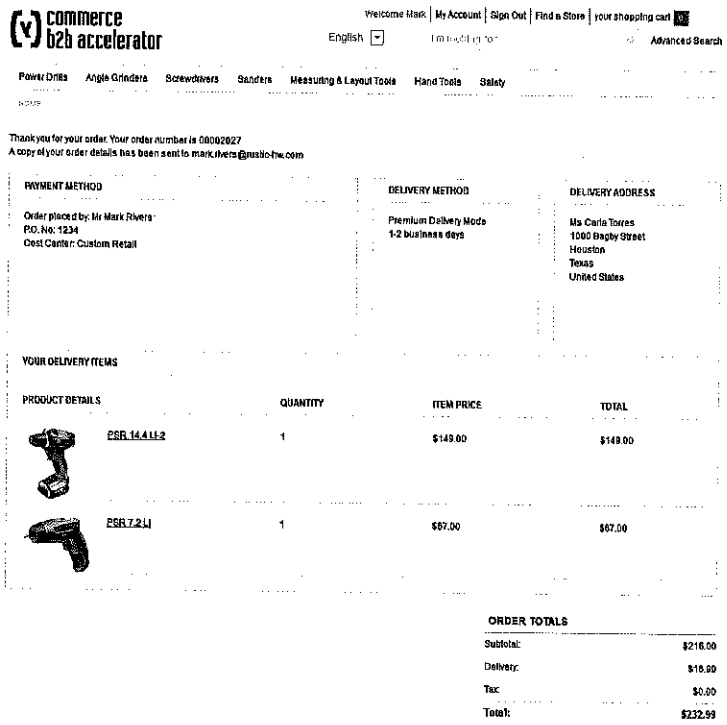
After placing the order, an order confirmation page is displayed containing the details of the order. The system also sends you an email containing the order information.

Depending on the total order value, the order may require approval by the customer's own approvers, or by the merchant.

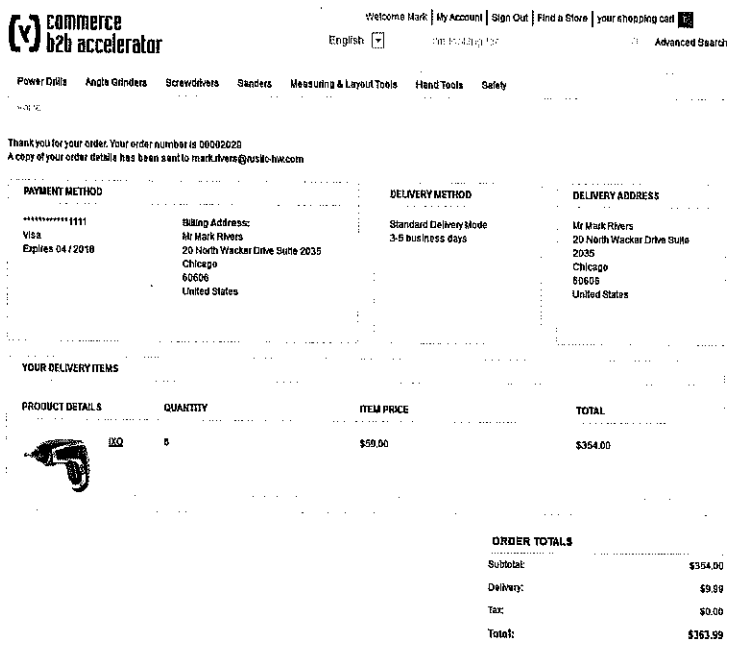
Order Confirmation Page

The Order Confirmation page is slightly different, depending on whether the payment type was account or credit card.

The following is an example of the order confirmation page where the payment type is Account Payment.



The following is an example of the order confirmation page where the payment type is Card Payment.

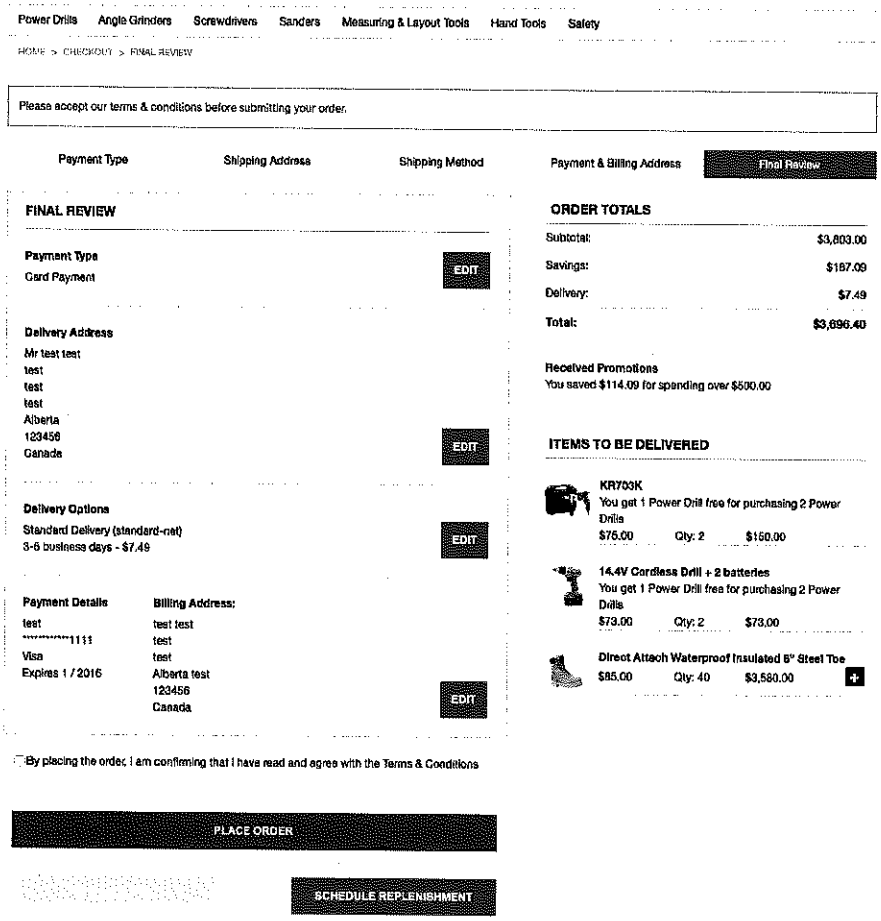


Order Confirmation Email

The order confirmation email contains similar information to the order confirmation page.

Error Messages

If the customer clicks Place Order and errors are detected (the Terms and Conditions check box is not checked, for example, or the credit card security code was not entered), an error message is displayed at the top of the Final Review page.



Viewing the Order History

Customers can view the order history through the My Account page.

To view order history:

1. Click the My Account link in the header of any storefront page.
2. Click Order History on the My Account page.
3. Click View under the Actions heading for the order you want to view.

Reordering

Customers can reorder from an existing order.

To reorder:

1. Display the completed order from the Order History page.
2. Click Reorder. If the order was made using Account Payment as the payment type, the Final Review page appears with all of the order details filled in. If the order was made using Card Payment as the payment type, the Payment & Billing Address page appears. Once you have re-entered the credit card payment information, you are directed to the Final Review page, with all of the order details filled in.

Order Approval

Depending on the configuration of the B2B store, orders may require approval from the customer's organization, from the merchant, or both.

Customer Organization Approval

B2B customers are assigned one of the following ordering permissions:

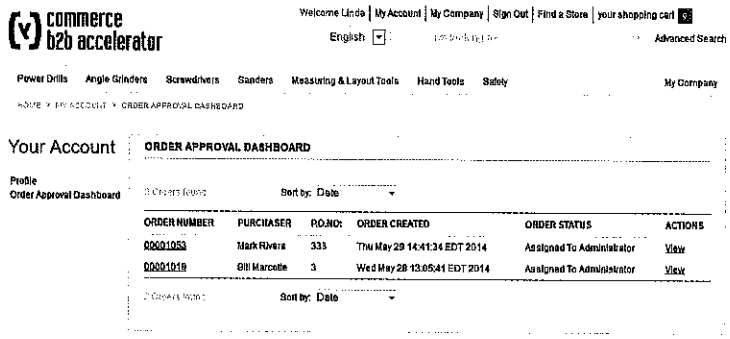
- The Threshold per order permission limits how much can be spent per order.
- The Threshold per timespan permission limits how much can be spent per day, week, month, quarter, or year.
- The Budget exceeded permission allows customers to exceed an assigned budget.

When an order is placed:

- If the order is within the defined threshold for that customer, the order is automatically approved.
- If the order exceeds the defined threshold, the order is set to pending. One of the order approvers for that user must approve or reject the order.

The necessary permissions, thresholds, and approver assignments on the customer side are managed by the client's administrators in the My Company page of the storefront. To view, approve, or reject a pending order, the approver uses the Order Approval Dashboard in the storefront's My Account page.

The following is an example of the Order Approval Dashboard from the perspective of the customer organization:



The Order Approval Dashboard displays orders awaiting approval. This page is only visible to users who are assigned the role of B2B Approver.

To display the order with all of the order details already filled out, the B2B approver clicks My Account, then clicks Order Approval Dashboard.

The approver can add comments and click either Approve or Reject.

Merchant Approval

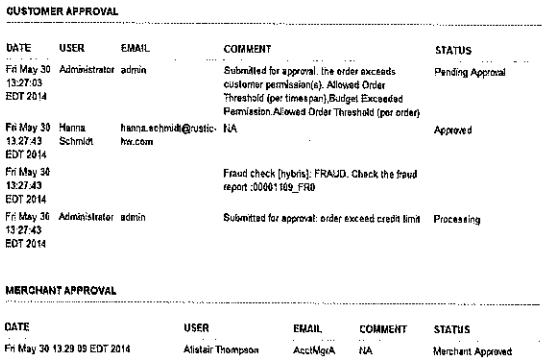
Merchant credit limits are intended to limit the merchant's credit exposure to the customer organization. Credit Limits can be assigned to any unit, for any timespan. Merchants can also create alerts when credit reaches a certain amount, but which do not require merchant approval.

Credit limits are managed by the merchant using the Admin Cockpit, and not by the customer organization's B2B Administrator.

If an order exceeds the B2B unit's credit limit on the merchant's side, the assigned account manager is notified. The account manager must then approve or reject the order using the Admin Cockpit.

Approval Status and History

Approvers can view customer and merchant approval history. Approval/rejection history appears at the bottom of an order and includes other entries like fraud check results.



CUSTOMER APPROVAL

DATE	USER	EMAIL	COMMENT	STATUS
Fri May 30 13:27:03 EDT 2014	Administrator	admin	Submitted for approval. the order exceeds customer permission(s). Allowed Order Threshold (per timespan),Budget Exceeded Permission.Allowed Order Threshold (per order)	Pending Approval
Fri May 30 13:27:43 EDT 2014	Hanna Schmidt	hanna.schmidt@rustic-hw.com	NA	Approved
Fri May 30 13:27:43 EDT 2014			Fraud check [hybris]: FRAUD. Check the fraud report :00001169_FR0	
Fri May 30 13:27:43 EDT 2014	Administrator	admin	Submitted for approval: order exceed credit limit	Processing

MERCHANT APPROVAL

DATE	USER	EMAIL	COMMENT	STATUS
Fri May 30 13:29:05 EDT 2014	Alistair Thompson	AcctMgrA	NA	Merchant Approved

Scheduling a Replenishment Order

A replenishment order is an order that is automatically placed daily, weekly, or monthly. Replenishment schedules can be set to the following:

- Every x number of days.
- Every x number of weeks. You can also specify the day of the week the order is processed.
- Every month. You can also specify which day of the month the order is processed.

This section describes the process of creating a B2B replenishment order and includes screenshot examples using the Vanilla theme.

Process Overview

To schedule a replenishment order, you do the following:

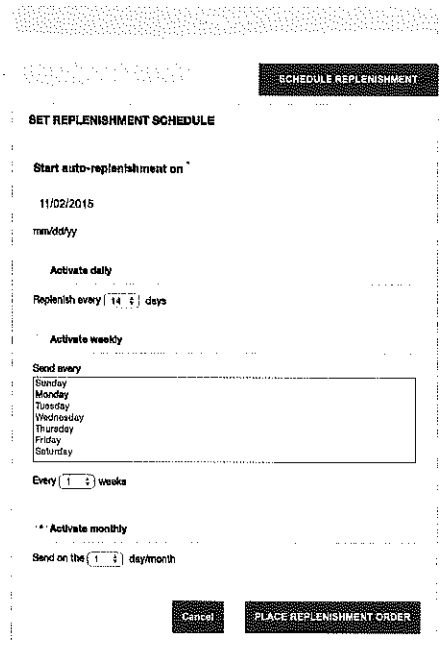
1. Click Checkout from the mini-cart or the regular Cart page.
2. Provide payment and shipping information (as described in the Providing Payment and Shipping Information section).
3. Click Schedule Replenishment on the Final Review page.
4. Specify the following replenishment details:
    - The date the auto-replenishment should start

- When and how frequently the auto-replenishment should occur

5. Select the Terms and Conditions check box.
6. Click Place Replenishment Order.

After the replenishment order is submitted, the Replenishment Order Confirmation page is displayed. The system also sends the customer an email containing the replenishment order information.

The following screenshot shows the Replenishment Schedule area that appears on the Final Review page when you click the Schedule Replenishment button.



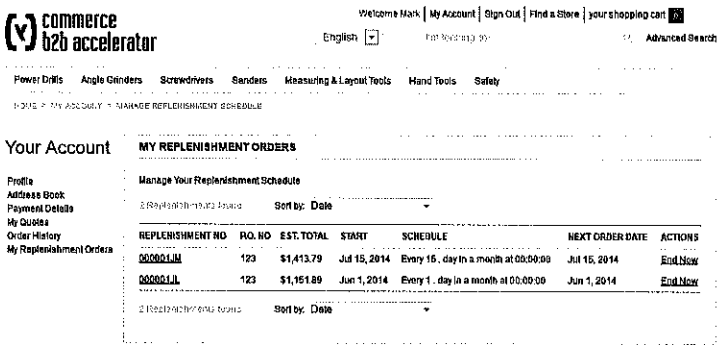
Viewing Replenishment Orders

You can view replenishment orders through the My Account page.

To view replenishment orders:

1. Click the My Account link in the header of any storefront page.
2. Click My Replenishment Orders on the My Account page.
3. Under the Replenishment No heading, click the number of the replenishment order you want to view.

The following is an example of the My Replenishment Orders page:



The following is an example of the Replenishment Order Details page:

Ending Automatic Replenishment of Orders

Customers can end the automatic creation of replenishment orders through the My Account page.

To cancel a replenishment order:

1. Click My Replenishment Orders on the My Account page.
2. Click End Now for the replenishment order you want to cancel. The Confirm Removal of Replenishment Schedule page appears.
3. Click Yes.

You can also click Cancel Replenishment while viewing a replenishment order.

Triggering of Replenishment Orders

When a replenishment order is triggered, two emails are sent to the customer.

- The first email states that the replenishment order was placed on the customer's behalf automatically.
- The second email is the standard order confirmation email stating that the order was processed.

Requesting a Price Quote

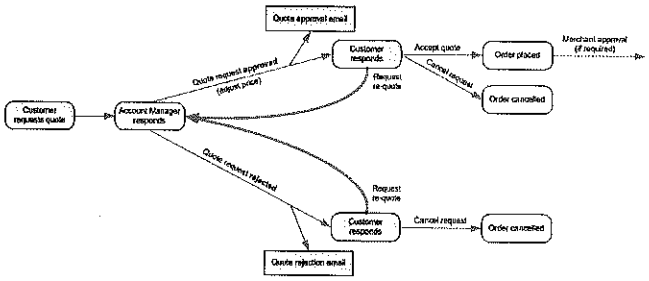
At checkout, a B2B customer can initiate quote negotiations with his or her account manager, if the order meets a minimum requirement. For example, the customer may need to have $10,000 of products in the cart in order to be able to request a quote.

This section describes how price quotes work within the B2B checkout process and includes screenshot examples using the Vanilla theme.

Note By default, B2B Accelerator is configured to allow quote requests if the cart contains at least $10,000 USD of products, for all units of a site. Quote limits are defined in bin\ext-accelerator\b2bacceleratorservices\resources\b2bacceleratorservices-spring.xml, with the defaultB2BQuoteEvaluationStrategy bean. For more information, see B2B Sales Quote - Technical Guide.

Process Overview

As shown in the following diagram, the quote negotiation process in B2B Accelerator allows the customer and account manager to go back and forth when discussing a price. The cycle ends when the customer accepts the account manager's response or cancels the quote.



Page Flow

Customers can only request a quote if the current cart meets the minimum quote requirements. On the Final Review checkout page, the Request Quote button is disabled if the customer's order does not meet the minimum requirements.

If the current cart meets the minimum requirements, you can request a quote as follows:

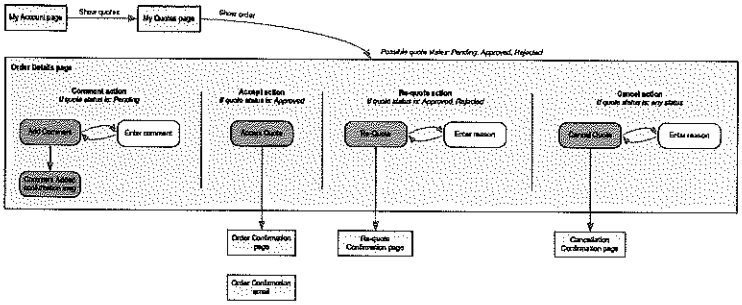
1. Click Checkout from the mini-cart or the regular Cart page.
2. Provide payment and shipping information (as described in the Providing Payment and Shipping Information section).
3. Click Request Quote.
4. Type a reason for the quote request.

5. Select the Terms and Conditions check box.
6. Click Request Quote.

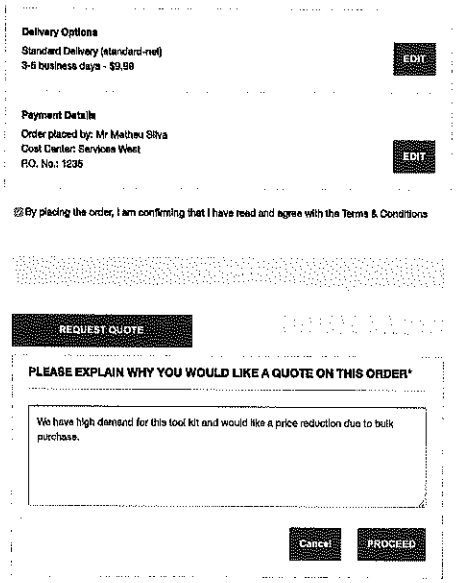
After submitting the quote, the Quote Request Confirmation page is displayed. The Account Manager is alerted through the Admin Cockpit as a workflow task.

After the Account Manager has acted on the quote (accept with price adjustment, or reject), the customer is notified by email that the response is ready for review. Depending on the answer, the customer can accept the account manager's response (thus placing the order), request a re-quote, or cancel the quote. If the customer submits a re-quote request, the new request goes back to the account manager, and so on.

The following diagram illustrates the page flow for this process, after the quote request has been made.



The following screenshot shows the Request Quote area that appears on the Final Review page when you click the Request Quote:



The Quote Request Confirmation page appears after submitting the quote request.

No email is sent at this time. An email is sent to the customer when the account manager either accepts or rejects the request.

Viewing Quote Status and History

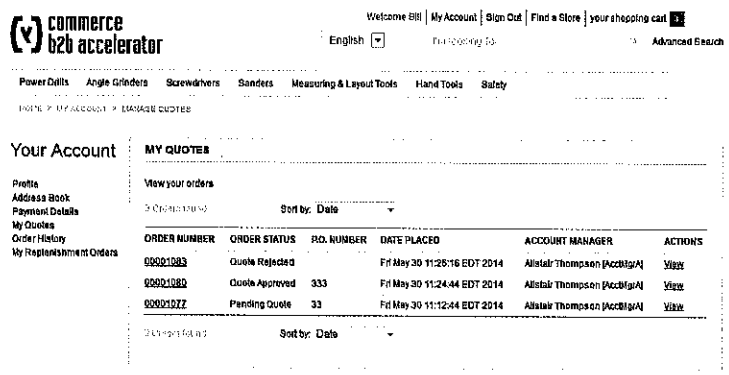
You can view quote requests through the My Account page.

To view quotation requests:

1. Click the My Account link in the header of any storefront page.
2. Click My Quotes on the My Account page.
3. Click the order number of the quote you want to view, or click View under the Actions heading for the order you want to view.

The My Quotes page displays the customer's quote requests, the date the request was placed, and the account manager responsible for replying to the request.

The following is an example of the My Quotes page:



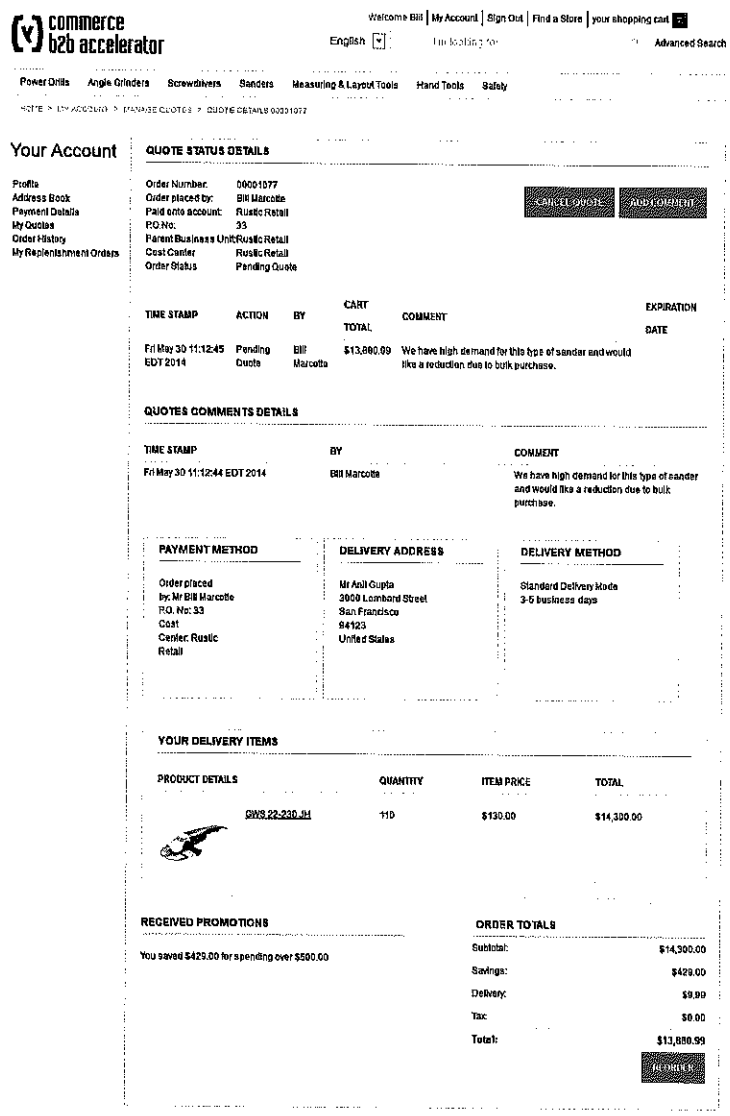
The order status column displays the state of the quote, which is one of the following:

Status	Description
Pending Quote	The quote was submitted to the account manager. The next step is for the account manager to submit a response. Users can cancel the order or add a comment to the quote at this time.

Quote Approved	The quote was approved. Users can accept the response (converting the quote into an order), request a re-quote, or cancel the order.
Quote Rejected	The quote was not approved. Users can request a re-quote or cancel the order.

For more information on this process, see the Working with Quote Requests section.

The following is an example of the Quote Status Details page:



Working with Quote Requests

After you request a quote, the Account Manager responds by either accepting or rejecting the request.

The actions you can take depend on the state of the quote.

- If a quote is pending, you can add a comment to the quote or cancel the quote.
- If a quote has been approved, you can accept the quote, request a new quote, or cancel the quote.
- If a quote has been rejected, you can request a new quote, or cancel the quote.

To perform any of these actions:

1. Click the My Account link in the header of any storefront page.
2. Click My Quotes on the My Account page.
3. Click the order number of the quote you want to view, or click View under the Actions heading for the order you want to view.
4. Click the appropriate button according to the status of your quote, such as Request Re-quote, Accept Quote, Cancel Quote, or Add Comment.

Adding a Comment to a Pending Quote

You can add a comment to a quote that is pending, that is, to a quote that has not yet been approved or rejected by the account manager.

After clicking Add Comment, you are asked to provide a comment. A confirmation message is then displayed at the top of the page.

QUOTE STATUS DETAILS

Order Number: 00001077
Order placed by: Bill Marcotte
Paid onto account: Rustic Retail
P.O.No: 33
Parent Business Unit: Rustic Retail
Cost Center: Rustic Retail
Order Status: Pending Quote

ADD COMMENT

PLEASE EXPLAIN WHY YOU WOULD LIKE A QUOTE ON THIS ORDER*

CANCEL PROCEED

TIME STAMP	ACTION	BY	CART TOTAL	COMMENT	EXPIRATION DATE
Fri May 30 11:12:45 EDT 2014	Pending Quote	Bill Marcotte	$13,880.99	We have high demand for this type of sander and would like a reduction due to bulk purchase.	

Accepting a Quote

You can accept a quote response if the quote request has been approved by the account manager.

To accept the quote, click Accept Quote. The order is placed immediately. A confirmation page is then displayed, and a standard order confirmation email is sent.

Requesting a New Quote

You can request a requote for quote requests that have been approved or rejected by the account manager.

After clicking Request Re-Quote, you are asked to provide a comment. A confirmation page is then displayed.

QUOTE STATUS DETAILS

Order Number: 00001080
Order placed by: Bill Marcotte
Paid onto account: Rustic Retail
P.O.No: 333
Parent Business Unit: Rustic Retail
Cost Center: Rustic Retail
Order Status: Quote Approved

REQUEST RE-QUOTE

PLEASE EXPLAIN WHY YOU WOULD LIKE A QUOTE ON THIS ORDER*

CANCEL PROCEED

TIME STAMP	ACTION	BY	CART TOTAL	COMMENT	EXPIRATION DATE
Fri May 30 11:24:44 EDT 2014	Pending Quote	Bill Marcotte	$25,382.28	Since I'm buying a large amount of stock, would like an appropriate bulk percentage reduction.	
Fri May 30 11:47:21 EDT 2014	Quote Approved	Alistair Thompson	$25,382.28		

Canceling a Quote

You can cancel a quote request at any time.

After clicking Cancel Quote, you are asked to provide a reason for canceling the request. A confirmation page is then displayed.

QUOTE STATUS DETAILS

Order Number: 00001077
Order placed by: Bill Marcotte
Paid onto account: Rustic Retail
P.O.No: 33
Parent Business Unit: Rustic Retail
Cost Center: Rustic Retail
Order Status: Pending Quote

CANCEL QUOTE

PLEASE EXPLAIN WHY YOU WOULD LIKE A QUOTE ON THIS ORDER*

PLEASE EXPLAIN WHY YOU WANT TO CANCEL THIS QUOTE REQUEST*

CANCEL PROCEED

TIME STAMP	ACTION	BY	CART TOTAL	COMMENT	EXPIRATION DATE
Fri May 30 11:12:45 EDT 2014	Pending Quote	Bill Marcotte	$13,880.99	We have high demand for this type of sander and would like a reduction due to bulk purchase.	

Quote Negotiation History Available to Approvers

If an order requires approval by the customer's organization, the quotation history appears in the order.

QUOTE NEGOTIATION

DATE	USER	EMAIL	COMMENT	STATUS	VALUE
Fri May 30 13:62:69 EDT 2014	Bill Marcotte	billmarcotte@gmail.com	The status has changed for the quote	Pending Quote	$103,347.97
Fri May 30 13:58:05 EDT 2014	Alistair Thompson	AcctMgrA	The status has changed for the quote	Quote Approved	$103,347.97
Fri May 30 13:68:07 EDT 2014	Bill Marcotte	billmarcotte@gmail.com	The status has changed for the quote	Pending Quote	$103,347.97
Fri May 30 13:68:19 EDT 2014	Alistair Thompson	AcctMgrA	The status has changed for the quote	Quote Rejected	$103,347.97
Fri May 30 13:68:35 EDT 2014	Bill Marcotte	billmarcotte@gmail.com	The status has changed for the quote	Pending Quote	$103,347.97
Fri May 30 13:68:44 EDT 2014	Alistair Thompson	AcctMgrA	The status has changed for the quote	Quote Approved	$103,347.97

Summary of Emails Sent to Customers

The following is a list of emails that are sent to customers, depending on the type of order that has been submitted, or the type of action that has been performed:

- One-time orders
  - Confirmation of placement of order
- Quotes
  - Quote approved by merchant
  - Quote rejected by merchant
- Replenishment orders
  - Confirmation of creation of a replenishment order
  - Confirmation of placement of an order triggered by an existing replenishment order
- Internal approval (purchaser's own company)
  - Approval pending
  - Approval rejected

No email stating "approved" (regular one-time order approval sent out).

- Overage of credit limit
  - Credit limit overage rejected by merchant

The following events also trigger an email stating confirmation of the placement of an order.

- An order has been placed due to an automatic replenishment order.
- The merchant has approved an order that had surpassed purchase limits (in this case, no special "merchant approval" email is sent).

Other emails can also be generated depending on the approval flow. For example, an order scheduled to be placed today, due to an automatic replenishment, may require internal approval, which would trigger an "order pending approval" email.

B2B Features

Business to Business (B2B) companies three to other companies rather than directly to consumers. While these features are geared to B2B, Business to Consumer (B2C) companies may benefit from the features as well.

B2B features of the Hybris Commerce Suite allow merchants to integrate multiple channels, business models, and markets into a single platform, resulting in a retail-like shopping experience for business customers. Integrated order process handling and role-based permission settings enable an efficient and secure sales process. Merchants can combine various products, multiple supplier catalogs, inventory, contracts, customer information, content, and orders into a single solution. All sales administration tasks can be automated, reducing operational costs and eliminating manual, low-value processes. Here some of the main features of the Hybris B2B commerce are discussed.

Accounts

The largest difference between B2C and B2B business models is the presence of accounts, meaning the businesses that are being sold to. A typical B2C relationship is one of a company to an individual, whereas the B2B relationship is between companies. For Hybris Commerce, this means that all customers belong to a customer company, these are called b2bcustomers and b2bunits respectively.

Early Login

Many B2B Commerce sites are not meant for a public audience and need proper authentication information from a customer to show catalog and pricing specific to his or her organization. The secured portal add-on feature allows a customer only to browse a B2B site after he or she has properly authenticated. The login page that is displayed is a simple login page - there is no header or footer, or any links that could expose the rest of the site.

Self-Service Account Management

Each customer manages their own organization through the B2B site. A customer's B2B site administrator can:

- Define employees who can make purchases
- Define cost centers against which purchases are to be made
- Limit how much an employee can spend, per order or per time span (day, week, month, quarter, or year)
- Limit how much can be spent on a cost center, by assigning budgets to cost centers and the timespan during which budgets are active
- Define who can approve orders that surpass order limits
- Define standard shipping addresses

B2B Commerce User Roles

B2B Administrator: To be able to administer the organization structure a user must have the B2B Administrator role. To get this role the user needs to be assigned to the b2badmingroup user group.

B2B Manager: To view the reports of the organization's expenditure, a user must have the B2B Manager role. To get this role the user needs to be assigned to the b2bmanagergroup user group.

B2B Approver: To provide customer approval for an order, a user must have the B2B Approver role. Also, the user must also have rights that define the monetary limits of which the user can approve. To get this role the user needs to be assigned to the b2bapprovergroup user group.

B2B Customer: Only users with the B2B Customer role are permitted to place orders. B2B Customers can create orders of any value. If the order value is within the user's order threshold, the order is placed immediately. If the order value exceeds the user's order threshold, the order is assigned to an approver for review and approval. To get this role the user needs to be assigned to the b2bcustomergroup user group.

Credit Management

The credit limit is the maximum amount of credit that an organization or unit can have. There can be multiple credit limits for each unit. A credit limit alert defines when an account manager should be informed that the customer is approaching the credit limit. A credit limit alert is triggered when the amount of used credit exceeds the value specified for an alarm.

Punch-Out Support

The punch-out feature in SAP Hybris Commerce B2B allows a buyer to shop a supplier's online catalog and save the items selected for purchase as a requisition in the buyer's procurement system. The term "Punch-out" refers to how the buyer "punches out" from his or her procurement system into the supplier site. The shopping cart is used as a basis for creating a purchase requisition, which is sent for approval within the buyer's company. After the purchase is approved, the actual order is sent back to the supplier site for processing.

The process is handled seamlessly through behind-the-scenes communication between the procurement system and the Punch-out-ready B2B site.

Products and Pricing

In B2B, the prices of products can depend on negotiations between the selling and buying company. This leads to account specific pricing and other contract specific behavior.

Custom Catalog and Pricing

Merchants can customize product lists and search product pages for specific organizations, departments, and customers. Merchants can restrict the visibility of certain product groups to a user group. This is useful if you want to create customer or organization specific product catalogs for each B2B customer.

B2B Customers may have individually negotiated price lists that can be managed either in hybris or in an ERP system. Customer-specific prices can be negotiated on a different level, either to the B2B organization, B2B company or B2B department. Base price list will be available for all those customers who do not have an individual price list. B2B pricing frequently uses the price list concept of volume based tier pricing.

B2B Advanced Product Search

Hybris B2B Commerce provides an Advanced Product Search feature (aka Order Form) where users can search on one or more product IDs (separated by comma) in addition to a standard keyword search. In the resultant order form, you can quickly specify quantities for all products and variants, both single- and multi-dimensional.

Future Stock Availability

The Future Stock Availability feature indicates when inventory is going to be replenished with new stock. The Future Stock Availability feature, which is

Pages /... /Business Requirements

Freight Calculation

Since B2B orders are frequently large in quantity or deal with large products, the cost of freight can be a significant factor in the purchase decision. Native features in Hybris allow setting up different Delivery Methods with a fixed priced, but customer specific requirements may require customization to calculate freight based on weight, volume, quantity, distance, time or other factors. Sometimes this can be accomplished by a third party integration when shipping is outsourced, but otherwise may require custom logic to give customer a more accurate price for shipping.

Tolerance for Price Adjustments

Many B2B businesses operate with a trusted relationship with their customers - the purchases are made on credit, invoices are sent after shipment, and payment is often received after the goods have been received. This means that there is a potential tolerance for some adjustment in pricing between what is displayed and what is eventually invoiced. So B2B companies can sometimes implement an approximation of product, tax, or shipping price on the storefront while invoicing a more accurate price in the invoice - with appropriate messaging, of course.

B2B Orders

Typical B2B sites have much fewer orders than B2C sites, but the size of the orders in cost and quantity of products are usually much larger.

Normal B2B Order

Orders can be created and submitted manually by the B2B Customer.

- Click Checkout from the mini-cart or the regular Cart page.
- Provide payment and shipping information (as described in the Providing Payment and Shipping Information section).
- Select the Terms and Conditions checkbox on the Final Review page.
- Click Place Order.

Reordering

Customers can reorder from an existing order.

- Display the completed order from the Order History page
- Click Reorder. If the order was made using Account Payment as the payment type, the Final Review page appears with order details filled in. If the order was made using Card Payment as the payment type, the Payment & Billing Address page appears. Once you have re-entered the credit card payment information, you are directed to the Final Review page, with all the order details filled in.

Replenishment orders

A replenishment order is an order that is automatically placed daily, weekly, or monthly.

- Click Checkout from the mini-cart or the regular Cart page.
- Provide payment and shipping information (as described in the Providing Payment and Shipping Information section).
- Click Schedule Replenishment on the Final Review page.
  - Specify the following replenishment details.
  - The date the auto-replenishment should start.
  - When and how frequently the auto-replenishment should occur.
  - Select the Terms and Conditions checkbox.
  - Click Place Replenishment Order.

Order Quote

A customer can submit the cart for quote negotiation and attach a message requesting a reduced total. The account manager on the merchant side can choose to grant special pricing or not and submit it back to the customer for review. The customer can accept the offer and place the order, or continue the negotiation process, or simply reject and void the order. For the minimum threshold, any custom criteria may be implemented and introduced. By default, Hybris is configured to allow quote requests if the cart contains at least $10,000 U.S. of products.

Buyer-Initiated **Quotes**

Buyers can initiate quotes, adding notes both to the order and items levels, in the Hybris Commerce B2B storefront. Using these notes, buyers can request lower prices or other accommodations.

These quotes can be saved as drafts, and their approval flows can then depend on the value of the quote and/or the products present in it.

Sellers can respond with discounts and additional notes until all users agree on a price, and which time the quote can become an order and move to checkout.

Seller negotiation and approval take place via the Assisted Service Module (ASM). Sellers can log in, and then select the account of the customers whose quote(s) they would like to negotiate.

Seller-Initiated Quotes

Using the Assisted Service Module (ASM), sellers can initiate quotes on buyers' behalfs. Sellers will have access to the same quote creation, draft saving, notes, and approval flow functionality available in buyer-initiated quotes.

Because ASM can allow sellers to view products, prices, and features unavailable to customers, this feature is useful in B2B and B2B2C scenarios wherein products are hidden from search, highly regulated, sold partially through in-person interaction, or otherwise well-suited to a seller-initiated order creation flow.

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Contact

If you have a question or would like more information about content in this article, please feel free to send an email to hybrisalf-feedback@sap.com

Business Requirements

Prerequisites

Business Analyst

B2B PunchOut

PunchOut-ready B2B sites allow buyers to shop a supplier's online catalog and save the cart as a requisition in the buyer's procurement system for approval.

PunchOut functionality is provided through the b2bpunchout extension and b2bpunchoutaddon AddOn.

Note The PunchOut feature requires B2B Accelerator, as the Accelerator AddOn is what makes the SAP Hybris Commerce for B2B PunchOut-ready.

For information on the extension and AddOn, see:

- b2bpunchout Extension
- b2bpunchoutaddon AddOn

For other documentation on PunchOut, see:

- Introduction to PunchOut for B2B Accelerator
- PunchOut Deployment Guide
- Assigning PunchOut Credentials to B2B Accelerator Users
- Testing PunchOut with Ariba If Server Cannot Be Reached or No SSL Certificate
- b2bpunchoutaddon AddOn
- b2bpunchout Extension
- B2B PunchOut Pages

Messages between B2B Accelerator and the procurement system are sent using the cXML electronic business protocol, defined at cxml.org .

Note PunchOut functionality in B2B Accelerator has been tested with Ariba Procure-to-Pay but should work with any procurement provider that supports the cXML protocol. If your procurement partner is Ariba, we recommend using Ariba Procure-to-Pay or a later release.

Related Information

b2bpunchoutaddon AddOn

b2bpunchout Extension