



ANOKA-HENNEPIN
SCHOOLS
A future without limit

Request for Quote:

#26001Q

Resale and Recycling of Used Books (All Types)

Due by:

Thursday, May 29, 2025

2:00 p.m. Local Time

Anoka-Hennepin Schools
Purchasing Department
2727 N Ferry St. Anoka, MN 55303
763-506-1300
purchquotes@ahschools.us

PART 1: GENERAL INSTRUCTIONS

1.01 INVITATION

Quotations will be received at the Purchasing Department of Anoka-Hennepin School District, 2727 North Ferry Street, Entrance #1 Anoka, Minnesota 55303 until **2:00 p.m. Local Time on Thursday, May 29, 2025**, for the resale and recycling of used books – all types, in accordance with the specifications set forth herein and the other terms, conditions, and instructions to the specifications.

1.02 BACKGROUND AND OBJECTIVE

Anoka-Hennepin School District is one of the largest public-school districts in Minnesota. The District serves approximately 38,000 students. More information regarding Anoka-Hennepin Schools is available at www.anoka.k12.mn.us.

Anoka-Hennepin School District is seeking quotations from qualified vendors to provide used book pick-up and recycling with the highest value of cash paid for used books of all types, that can be resold or at no charge to the District for those used books which must be recycled. The Vendor shall provide resale and recycling services in accordance with the requirements detailed in Part 2.

1.03 DEFINITIONS

The term:

- District refers to Anoka-Hennepin School District and any department or board of the School District.
- Vendor means the firm that submits a quote in response to this RFQ
- Contract Vendor refers to the Vendor that has been awarded a contract as a result of this quote.
- Contract refers to an agreement, which will be prepared according to the terms and conditions contained in this document and any addenda issued, your response, and any negotiated terms. These documents will form the contract and will be a part of the contract as if they were attached.
- LT means local time
- RFQ means Request for Quotation
- Books means textbooks, workbooks, teacher editions, reference, library books, hard cover, and soft covers.

1.04 INSTRUCTIONS

A. Response Preparation

Vendor to submit one (1) original response by email to purchquotes@ahschools subject line to include: “26001Q” Resale and Recycling of Used Books - all types

Attn: Tiffany Audette, CPPB / Purchasing

The quotation must be signed by an officer or other employee authorized to submit the quote. Proof of authority of the person submitting the quotation must be made available upon request from the district.

Additional acceptable delivery methods are listed below:

US Postal Service

FedEx, Courier, UPS

Personally hand delivered*

E-mail

*If delivering in person, please check in with the receptionist at Entrance #1.

B. Quotes Due

Quotes will be due on **Thursday, May 29, 2025, at 2:00 p.m. local time**. From the time the quote is submitted until a contract is in place, each quote is considered a working document and, as such, will be kept confidential.

In the event of an unforeseen closure at the Anoka-Hennepin School District site, that is designated in the solicitation for the receipt and opening of quotes, quotes and/or proposals, at the date and time of the scheduled opening, the Procurement Department postpones the receipt and opening of quotes and/or proposals as scheduled. The due date and time specified for the receipt of quotes, quotes and/or proposals is deemed to be extended, to the same time of day specified in the solicitation and on the first subsequent operational business day, unless otherwise amended prior to the due date and time.

C. Late Quotation Submissions

The Vendor assumes the risk of any delay in the delivery of their quotation. Whether the quote is sent by mail or by means of personal delivery, the Vendor assumes responsibility for having their quote clocked in on time at the location specified above. All quotes received after the quotation opening time identified in Section 1.04 will remain unopened and be rejected. Emails will receive confirmation of delivery.

D. Editing of this Document

Modifications, additions, or changes to the terms and conditions of this document may be caused to reject the quotes. Vendors must submit all quotes on the District's forms. Quotations submitted on company forms may be rejected.

This document must be submitted without any alterations or editing of any of the terms and conditions. Where you are required to submit information, there are blanks provided for you to fill in or you may add additional pages to your quote. If your quote submission is found to have any changes to the originally sent documents, your quote may be considered fraudulent and be rejected.

E. Withdrawal of Quote

A quotation, once delivered to the formal custody of the District, may not be withdrawn until after the quotes are opened and acknowledged; and no quote may be withdrawn for a period of sixty days from the opening. Once the District has received a quote, the document becomes property of the District.

F. Vendor Responsibility

It is the obligation of each Vendor to examine instructions, requirements and specifications before submitting a quote. Submission of a quote shall be proof that such an examination has been made, and that each Vendor has become thoroughly familiar with the requirements.

The District will not be responsible for, nor honor any claims resulting from, or alleged to be the result of misunderstanding by the Vendor.

G. Incurring Costs

Neither the District nor its representatives shall be liable for any expenses incurred in connection with the preparation of a quote, whether or not it is the successful Vendor. These costs include but are not limited to:

- bonding
- legal costs for any reason
- visitation costs
- reproduction
- postage and mailing

H. Disclosure of Data

According to state law, the content of all quotes and related correspondence, which discloses any aspect of the quote process, will be considered public information when the award decision is announced. This includes all documents received in response to this RFQ, both the selected response(s) and the quotes(s) not selected. Therefore, the District makes no representation that it can or will maintain the confidentiality of such information.

I. Timeline

Listed below are the required dates and times by which actions must be completed and, where applicable, locations. If the District determines that it is necessary to change a date, time, or location it will issue an addendum to this quotation.

Description	Date
Quote #26001Q Released	Thursday, May 15, 2025
Questions due from Vendors	Tuesday, May 20, 2025, by 4:00 p.m. LT
Addendum due to Vendors	Thursday, May 22, 2025, by 4:00 p.m. LT
Quote #26001Q Due	Thursday, May 29, 2025, at 2:00 p.m. LT

J. Quotation Security – Not Applicable

K. Affidavit of Non-Collusion

Collusion of Vendors is cause for rejection of Vendors involved. A completed Affidavit of Non-Collusion must be submitted with each quote. Please refer to Attachment A.

L. Pre-Quotation Meeting – Not Applicable

M. Inquiries Regarding Quote

All inquiries concerning this RFQ must be submitted via email to PurchQuotes@ahschools.us by 4:00 p.m. local time on Tuesday, May 20, 2025. The District will not be responsible for, nor honor any claims resulting from, or alleged to be the result of misunderstanding by the Vendor. No phone or in person inquiries will be accepted. It is the Vendor's responsibility to bring all discrepancies, ambiguities, omissions, or matters

that need clarification to the District's attention. Responses to inquiries will be emailed to Vendors **by 4:00 p.m. local time on Thursday, May 22, 2025.**

N. References

In Part 3, Vendors are required to list three customers with approximately the same service requirements and volume as described in this document. In addition, the vendor must provide information for a company who has discontinued a contract within the last three years. The District will make all reasonable attempts to reach the specified references.

O. Uniformity

To provide uniformity and to facilitate comparison of quotes, all quotations must be printed in ink, signed, and submitted on the forms provided. When additional sheets are necessary, they must be submitted clearly referring to the page number, section, or other identifying reference in this document. All information submitted must be noted in the same sequence as it appears in this document.

P. Interpretations and/or Clarifications

Interpretations and/or clarifications shall not be binding on Vendors unless repeated in writing and distributed as an addendum. Any changes, clarifications, or other interpretations regarding this document will be sent by the District to each Vendor. These addenda will become part of the quote and will be included by reference in the final contract(s) between the Vendor(s) and the District.

1.05 EVALUATION AND AWARD

A. Vendor Qualifications

The District may make reasonable investigations to determine the ability of the Vendor to perform the services as detailed in this RFQ. The Vendor will furnish all information and data for this purpose, as may be requested. The District further reserves the right to reject any quote if the evidence submitted by, or investigations of, such Vendor fails to satisfy the District that the Vendor is properly qualified to carry out the obligations of the contract. Past performance with the District will be taken into consideration.

B. Right to Negotiate

The District reserves the right to negotiate on any or all components of each quote submitted. From the time the quotes are submitted until the formal award of a contract, each quote is considered a working document and, as such, will be kept confidential. The negotiation discussions will also be held as confidential until such time as the award is completed.

In evaluating quotes received, Anoka Hennepin Schools reserves the right to consider past service to the District and ask for and lend credence to testimonies received from other school districts presently being serviced by the Vendors, when considering the award of this contract, and will be based on the best interest of the District. The District will be the sole and final authority in determining the successful Vendor.

Anoka Hennepin Schools reserves the right to accept or reject any or all quotes, based on the best interest of the School District, to waive formalities, and to reject nonconforming, nonresponsive, or conditional quotes.

C. Award

Award shall be made to the qualified and responsible Vendor whose quote is responsive to this request. The District reserves the right to:

- Accept or reject any and all quotes or portions thereof, or to waive any irregularities or informalities in quotes
- Select a quote in the best interest of the District
- Select the next best responsive quote
- Award to one Sole Vendor
- Release a new RFQ
- Take other action, as the District deems appropriate

1.06 CONTRACT TERMS AND CONDITIONS

A. Contract Period

The contract period will commence upon signed contract and end on August 31, 2026.

B. Contract Pricing

The pricing must include a Minimum Payment quoted to the District per the specifications detailed in Parts 2 and Part 3.

C. Escalation Clause – Not Applicable

D. Contract Review

The District and/or Contract Vendor may request to meet annually, or as needed, to review the contract resulting from this quote.

E. Contract Renewal

The District reserves the right to renew the contract for three (3) additional contract term (12-month increments) at the same terms and conditions upon mutual agreement of the contracting parties.

F. Contract Assignment

The Contract Vendor shall not assign this contract, in whole or in part, or any monies due or that would become due hereunder, without written consent of the District. If the District consents to the Contract Vendor assigning this contract, in whole or in part, or any monies due or that would become due, the instrument of assignment shall contain a clause that states what the right of assignee is and that any monies due to the Contract Vendor shall be subject to prior liens of all persons, firms and corporations for the services rendered or materials supplied for the performance of this contract.

G. Vendor Performance

The Contract Vendor shall make every reasonable effort to maintain staff to deliver the service purchased by the District. The Contract Vendor shall immediately notify the District in writing whenever it is unable to, or reasonably believes it is going to be unable to, provide the agreed-upon quality and quantity of services. Upon such notification, the District shall determine whether such inability requires modification or cancelation of the contract.

The District shall not be liable for any Contract Vendor inventory in the event that this award is terminated by either party or in the event that renewal options are not exercised.

1.07 ADDITIONAL CONTRACT TERMS

A. Bonds and Insurance

Performance Bond: All Vendors entering into a contract with the District for \$10,000.00 or more may be required to provide a Performance Bond for 100% of the contract. Performance Bond must be furnished within 10 days of award notice of the contract.

Commercial General Liability Insurance: Vendor will maintain insurance with limits of at least \$1,500,000 each occurrence for commercial general liability including bodily injury, property damage, personal injury, product liability and contractual liability through the effective period of the contract. Policies will name the District as an additional insured on a primary basis with respect to the operations of the Vendor using form CG2026 or its equivalent.

The Vendor shall provide the District with a certificate of insurance in a form acceptable to the District prior to commencement of the contract. The certificates and insurance policies required in the above paragraphs shall contain a provision that coverage afforded under the policies cannot be canceled, materially altered, or allowed to expire until at least 30 days prior written notice has been given to the District.

Errors and Omissions (E & O) Insurance: The Vendor may be required to maintain insurance protecting it from claims the Vendor may become legally obligated to pay resulting from any actual or alleged negligent act, error or omission related to the Vendor's professional services required under this contract.

The minimum insurance amounts will be:

\$2,000,000.00 per occurrence
\$2,000,000.00 annual aggregate

The Vendor may be required to submit a certified financial statement providing evidence the Vendor has adequate assets to cover any applicable E & O policy deductible.

Vendor will notify the District of any changes in insurance coverage or carrier by Vendor or any subcontractor.

B. Access to Records and Audit

Vendor's books, records, documents, and accounting procedures and practices relevant to the contract are subject to examination by the District and either the Legislative or State Auditor, as authorized by Minnesota Statute 16A.055. Such data are also subject to review by the Comptroller General of the United States, or a duly authorized representative, if federal funds are used for any work under the contract. The vendor agrees to maintain such data for a period of 3 years from the date services or payment was last provided or made, or longer if any audit in progress requires a longer retention period.

C. District Support

The Vendor must provide a dedicated Sales Representative to work closely with the District Purchasing Office, Accounting Office, and all Schools and Departments within the District to assure continuity and success of the contract. The Vendor will also provide one (1)

Customer Service Representatives, and one (1) Accounts Receivable Representative. Vendors must list the representative's information in Part 3.

D. Independent Contractors

The Vendor or its employees will not be considered employees of the District while engaged in the performance of any services required herein and shall be independent contractors. Any and all claims that may arise under the Workers Compensation Act of Minnesota on behalf of said employees, and any and all claims made by any third party as a consequence of any act of omission on the part of the work or service provided to be rendered herein, shall in no way be the obligation or responsibility of the District.

E. OSHA

All Vendors must comply with OSHA regulations where applicable to this quote in that the seller warrants that the product sold or service rendered to the buyer shall conform to the standards and/or regulations promulgated by the U.S. Department of Labor under the Occupational Safety and Health Act of 1970 (29V.X.C. 651, PL 91-596).

F. Safety

The Vendor will comply with all state and federal laws as they relate to employee safety.

G. District Policies and Procedures

The Vendor will follow the District's policies and procedures while providing services in the school setting. District policies may be found on the District's website.

H. Security Compliance on District Property

All work performed on District property shall be in compliance with District security policies, e.g., each person who needs to enter a District building shall sign in on the designated visitor log in the building office. The log shall include a date of entry, employee name, contractor name, time entering the building and time leaving the building.

The vendor will keep personnel screening records on file for any personnel under the resulting quote. This will include records of Criminal Background Screening.

I. Hold Harmless

The Vendor shall indemnify, hold harmless, and defend the District and its employees against any and all liability, loss, costs, damages, expenses, claims, or actions, including attorney fees that the District and its employees may hereafter sustain, incur, or be required to pay, arising out of or by reason of any act or omission of the Vendor or its agents, servants, or employees, in execution, performance, or failure to adequately perform the Vendor's obligations pursuant to this contract. The District shall also be indemnified for any attorney's fees it incurs to enforce this indemnification provision or any other indemnification provision in the contract.

J. Force Majeure

Neither party shall be held responsible for delay, nor could failure to perform when such delay or failure is due to any of the following unless the act or occurrence could have been foreseen and reasonable action have been taken to prevent the delay or failure:

- Fire, Flood, or Epidemic
- Strikes
- Wars
- Acts of God
- Unusually severe weather
- Acts of public authorities
- Delays of defaults caused by public carriers

Provided the defaulting party to give notice as soon as possible to the other party regarding their inability to perform.

K. Duties to Mitigate

The contract between the District and the successful Vendor shall be governed by the laws of the State of Minnesota. Both parties shall use their best efforts to mitigate any damages that might be suffered by reason of any event giving rise to remedy hereunder. Attorney's fees If suit is brought by either party to this quote to enforce any of its terms (including all component parts of the Quote documents), and the District prevails in such a suit, the Vendor shall pay all litigation expenses incurred by the District, including attorney's fees, court costs, expert witness fees, and investigation expenses.

L. Discrimination

During the performance of this contract, the Vendor shall not unlawfully discriminate against any employee or applicant for employment because of race, color, creed, religion, gender, national origin, disability, age, marital status, sexual orientation, or public assistance status. The Vendor will take affirmative action to ensure that applicants are employed and that employees are treated equally during employment, without unlawful discrimination because of their race, color creed, religion, gender, national origin, disability, age, marital status, sexual orientation, or public assistance status. The Vendor shall also comply with any applicable federal or state laws regarding nondiscrimination. The following list includes, but is not meant to limit, laws that may be applicable:

- Minnesota Statute 363A.37
- The Equal Employment Opportunity Act of 1972
- Executive Order 11246
- The Rehabilitation Act of 1973
- The Age Discrimination in Employment Act of 1967
- The Equal Pay Act of 1963
- Minnesota Statute 181.59
- The Job Training Partnership Act of 1982
- OSHA Requirements

M. Publicity and Advertising

Vendor shall not use in its external advertising, marketing programs, or other promotional efforts, any data, pictures or other representation of the District except on the specific, written authorization, in advance, of the District's Department of Public Relations.

N. Prohibition against conflicts of interest, gratuities, and kickbacks

Any employee or any official of the District, elected or appointed, who shall take, receive, or offer to take or receive, either directly or indirectly, any rebate percentage of contract, money, or other things of value, as an inducement or intended inducement, in the procurement of

business, or the giving of business, for, or to or from any person, partnership, firm, or corporation offering, submitting pricing for, or in open market seeking to make sales to the District shall be deemed guilty of a felony and upon conviction such person or persons shall be subject to punishment of a fine in accordance with state and/or federal laws.

O. Damage to District Property

Any damage done to District property by the Contract Vendor's staff or equipment will be repaired at the expense of the Contract Vendor.

P. Material and Quality of Work

All work shall be executed in a thorough, professional manner by people skilled in the work of this type with the materials specified. All used books shall be removed from the point of collecting in such a manner that none is spilled, dropped, strewn or allowed to remain on, about, or around the premises from which it is collected. No books shall be dropped, strewn, thrown or in any manner deposited from containers, trucks or equipment upon any street or sidewalk within the District. If the book materials are removed from a covered container, the container shall be returned to an upright position, and its cover shall be replaced. Care shall be taken by the Vendor not to damage the containers, and the Vendor shall replace or repair any damaged containers.

Q. Third Party Acquisition of Company

The Contractor shall notify the District in writing should the Contractor's business or all its assets be acquired by a third party. The Contractor further agrees that the contract's terms and conditions, including any and all license rights and related services, shall not be affected by the acquisition. Prior to completion of the acquisition, the Contractor shall obtain for the District's benefit and deliver thereto the assignee's agreement to fully honor the terms of the contract.

1.08 RESALE AND RECYCLE OF USE BOOKS PROCESS

A. Book Buyback Checks

All checks must be sent to Anoka Hennepin School District, Purchasing Department, Attention Tiffany Audette, CPPB, 2727 N Ferry Street, Anoka, Minnesota 55303. Checks must include details of date of pickup or delivery, quantity, and dollar amount of each pick up.

B. Quantities

The estimate of quantities of each item shown in the quote is approximate and is given only as a basis for calculation upon which the award is to be made. The District reserves the right to increase or decrease the number of books to be resold or recycled.

C. Compliance with Laws

All items and services provided must comply in quality, type of materials, and methods of manufacture with all applicable Local, State, and Federal laws pertaining thereof.

D. Contract Vendor Personnel

All Contract Vendor personnel performing work on District property must wear a clearly visible company name badge that is easily recognizable by school/site staff and have a criminal background screening that clearly shows no crimes have been committed against

children. The Contract Vendor will keep Employee Screening records on file for any personnel delivering merchandise or performing service under this contract. The District reserves the right to audit these records at any time.

E. Taxes

Minnesota Taxes: Instrumentalities of the State of Minnesota are not subject to the State of Minnesota Sales Tax pursuant to Minnesota Laws of 1967, Extra Session, Chapter 32, Article XIII, Section 25, Subd. 1, Para. (J).

Telecommunication Excise Tax: The district falls under the category of State and Local Governments thus under regulations prescribed by the IRS, no tax shall be imposed under section 4251 upon any payment received for services or facilities furnished to the government of any State, or any political subdivision thereof, or the District of Columbia.

Excise Taxes: Instrumentalities of the State of Minnesota are not subject to Federal Excise Taxes. Individual exemption certificates will be furnished upon request if needed by the successful Vendor to reclaim such charges.

F. Non-Appropriation

The District reasonably believes that budgeted funds will be obtained sufficient to make all payments. Continuation of any agreements beyond June 30th of any year is contingent upon appropriation of budgeted funds for payment of that contract. In the event that adequate funds are not so appropriated, the District shall notify the vendor as soon as possible prior to the necessary cancellation and no penalty in any form shall be levied against the District because cancellation of any part or all of the equipment required by failure of appropriation.

G. Data Privacy

Vendor agrees that any information it creates, collects, receives, stores, uses, or disseminates during the course of its performance, which concerns the personal, financial, or other affairs of the District, its Board, officers, employees or students shall be kept confidential and in conformance with all state and federal laws relating to data privacy, including, without limitation, the Minnesota Government Data Practices Act, Minnesota Statute, Chapter 13. Vendor must comply with any applicable requirements as if it were a governmental entity. The remedies in Minn. Stat. § 13.08 apply to the Contractor. The Vendor will report immediately to the District any requests from third parties for information related to this Contract. The District will respond to such data requests. All subcontracts, if allowed, shall contain the same or similar data practices compliance requirements.

H. Return of Data

Within fifteen (15) days of the completion or earlier termination of this Contract, or upon earlier request of the District, Vendor shall return all documents, data and other information provided by the District to Vendor, or Vendor's employees or agents in connection with this Contract. Additionally, Vendor, upon the request of the District, shall destroy all copies of such District provided data, documents, or information in Vendor's possession or control, and provide District with proof of such destruction.

PART 2: DETAILED SPECIFICATIONS

2.01 OVERVIEW

Anoka-Hennepin School District is seeking quotations from qualified vendors to provide used book pick-up, resale, and recycling services with the highest value of cash paid for used books that can be resold or at no charge to the District for those used books which must be recycled. The Vendor shall provide resale and recycling services in accordance with the requirements detailed below. Exclusive agreement for all materials provided to the awarded vendor. Award consideration is based on the highest guaranteed minimum dollar amount to be provided to the District, per pallet of materials.

2.02 PROGRAM REQUIREMENTS

District Requirements:

- A. The district will require all sites/schools to box all books to be sent to the warehouse for Contract Vendor. No Bins will be allowed.
- B. The district will notify the Contract Vendor when books are ready for pick-up by either email or phone call.

Vendor Requirements:

- A. Vendor is required to provide Pick-Ups and Recycling Services, which includes the physical removal, transportation, and delivery to the vendor facility, or charitable organizer, or a recycler at no cost to the District.
- B. Vendor is required to provide any equipment needed to collect used books from the District warehouse within 30 calendar days of notification from the district of available books. The Vendor may propose means and frequency of collection that may vary slightly due to container usage and pickup style so long as the District determines, in its sole discretion, that such variations are minor and will provide the equivalent service to the District.
- C. Vendors must provide detailed information as to how the program would be initiated and maintained. Specifically, the quotation is to address exactly how the books would be collected and identify the responsibilities of the District in assisting in this process.
- D. Vendor must explain how resale is achieved. Details must be provided as to how the District would receive cash for resold books.
- E. Vendor must explain how all books of no value would be donated to charity and that proof of that donation is provided.
- F. Vendor must explain how all textbooks of no value and not wanted by a charity would be environmentally recycled.
- G. Vendor will comply with all insurance requirements to complete the contract.
- H. Vendor is solely responsible for all operating costs, to include labor, equipment, and supplies to execute the contract scope in its entirety.
- I. Vendor will remove all surplus books regardless of value, while working diligently to leave the District Warehouse in a neat and orderly condition.
- J. Vendor will sort the textbooks as needed to determine books that are deemed to have a market value, or donate non-value books to a charitable organization, or a recycler at no cost to the District. If requested, Vendor must provide a certificate of destruction or charity donation receipt.
- K. Vendor will supply the District with a complete and detailed listing of all book pickups, sales, donations and destruction annually.

2.03 **SOLE VENDOR**

The successful Vendor will provide the District with an payment per pallet, guaranteeing them the rights to sole management of the resale and recycling of used textbooks. Include the amount of your proposed pallet payment in your quote.

PART 3 – QUOTE FORM

This section of the quote must not contain any erasures, corrections, or white-out. Failure to comply may result in the response being rejected.

3.01 **QUOTE PRICING**

The Vendor must quote a Guaranteed Minimum Dollar Amount to be paid to the District for each pallet:

\$ _____ **Minimum Dollars per pallet picked up**

3.02 **PROGRAM REQUIREMENTS**

Provide detailed responses to the Program Requirements as listed in Part 2 - 2.02. Vendor Requirements (Attach additional pages as needed)

3.03 **VALUE ADDED**

Please explain any additional services your company proposes to provide under this RFQ. (Attach additional pages as needed) or additi

3.04 **Delivery and pickup**

Please clarify if delivery of books is available and provide location. Clarify the additional funds available to the district if delivery if made rather than pickup.

3.05 VENDOR SUPPORT STAFF

The Vendor must provide a dedicated sales representative, customer service representative, and accounts receivable representative to assure continuity of service and success of the contract. The Contract Vendor must notify the District immediately of any changes in support staff.

	Name	Email	Phone
SALES REPRESENTATIVE:	_____	_____	_____
CUSTOMER SERVICE REP:	_____	_____	_____
ACCTS. RECEIVABLE REP:	_____	_____	_____

3.06 REFERENCES (If this portion is not completed the District may request this information before any award.)

List three (3) customers with approximately the same level of service as this contract including the customer's name, address, phone number and contact person. List one (1) customer with approximately the same level of service who has discontinued a contract with you in the last three (3) years. Include the same information as above and, in addition, list the rationale for canceling the contract. Attach additional sheets, if necessary.

Customer Name and Address	Contact Person and Phone Number
1)	
2)	
3)	

Customer Name and Address (for a customer who has discontinued a contract)	Rationale for Canceling

PART 4 – ACCEPTANCE

I, the undersigned, hereby certify that I am a duly authorized agent of _____
_____ to submit this quote for consideration and
acknowledge that all 15 pages of the **Request for Quote# 25001Q for Resale and Recycling of
Used Books – all kinds** have been received and agree to the terms contained therein.

SIGNED: _____

NAME: _____
(type or print)

TITLE: _____

VENDOR
NAME: _____

ADDRESS: _____

E-MAIL: _____

PHONE: _____ FAX: _____

ADDENDA

Receipt of the following Addenda to the quote documents and their costs being incorporated in the quote is acknowledged:

Addendum No.	_____	Date	_____
Addendum No.	_____	Date	_____
Addendum No.	_____	Date	_____

**A COMPLETE QUOTE SUBMISSION
MUST INCLUDE THE FOLLOWING**

- ____ Quote Form (Part 3)
- ____ Signed Acceptance (Part 4)
- ____ Affidavit of Non-Collusion (Attachment A)
- ____ Debarment (Attachment B)

ATTACHMENT A

AFFIDAVIT OF NON-COLLUSION

I hereby swear (or affirm) under the penalty of perjury:

That I am the Vendor (if the Vendor is an individual), a partner in the company (if the Vendor is a partnership), or an officer or employee of the responding corporation having authority to sign on its behalf (if the Vendor is a corporation).

That the attached response has been arrived at by the Vendor independently and has been submitted without collusion with and without any agreement, understanding or planned common course of action with any other Vendor designed to limit fair or open competition.

That the contents of the Request for Quote response have not been communicated by the Vendor or its employees or agents to any person, not an employee or agent of the Vendor and will not be communicated to any such person prior to the official opening of the Quote; and

I certify that the statements in this affidavit are true and accurate.

Authorized Signature: _____

Date: _____

Firm Name: _____