

Contract Details

| | | |
|-----------------------|---|--|
| Contract Title | Furniture | |
| Contract Number | C07 | |
| Term of Contract | June 1, 2010 through May 31, 2013 | |
| Products Included | All Products | |
| Who can purchase | Consortium Members | |
| Terms to State Agency | Furniture | Delivered Discount 44% Installation is negotiated between end user and dealer |
| | Library | Tailgate Discount 45% Delivered & Installed 39% |
| Freight Terms | FOB Destination | |
| Price List | Basics 2010, Liquid 2010, Meeting + Training 2010, Legacy 2010 | |
| Price Update Rule | With Justification. See special addressing requirements. | |
| Minimum Order | \$500 | |
| Volume Discounting | Volume discounting can be negotiated for orders greater than \$50,000 (net) | |

Instructions to Dealers

| | |
|-------------------------|--|
| Authorized Dealers | <ul style="list-style-type: none"> Orders are processed through authorized dealers. See listing provided. Dealers wishing to be added as an authorized dealer should contact their Bretford representative. Provide Bretford representative with any changes to authorized dealer list. |
| Terms to Dealer | Dealer uses their standard Bretford discount/pricing Freight is FOB Destination |
| Instructions to Dealers | Reference MHEC Contract on applicable orders |

Instructions to Order Entry

| | |
|---------------------|---|
| Purchase Order | Process order from Dealer using dealer's current Bretford pricing or quotation. Ensure that the institution name appears as the first line of the ship to address. |
| Code for State Sale | Enter code MHEC in the Bid/Quote window of the order header |

Instructions to Sales Administration

| | |
|---------------------------|--|
| Reporting Requirements | Report sales volume by August 1 for each member school using format provided |
| Authorized Dealer Listing | Bretford representatives should notify Sales Administration <u>in writing</u> of any additions, deletions or changes. |
| Requests for Change | All requests for changes must be submitted in writing to the state Purchasing Officer <ul style="list-style-type: none"> Additions, deletions or changes to Authorized Dealer List Requests for List Price changes |

Contacts

| | |
|--------------------------|--|
| Web site | www.mhec.net |
| Purchasing Officer | Judy Thornton MHEC 505 East Pleasant St. Amherst, MA 01003 Phone 413-577-0702; Fax 413-577-0692 |
| Bretford Representatives | Ray Muse (Regional Manager) 800-521-9614 ext. 1713 Nathaniel Hawkins (Contract Administrator), 800-521-9614 x1515 |