

July 1, 2009

TO: Institutions of Higher Education, Public and Secondary Schools, and Vo Tech Schools in the State of Oklahoma

FROM: Craig Sisco – Manager, University of Oklahoma Purchasing Department

SUBJ: Annual Contract for Institutional Furniture – OU Contract # 100818

I am pleased to announce the renewal of the Annual Contract for Institutional Furniture for the fiscal year 2009-2010. The contract is issued to multiple vendors per the terms and conditions contained in the University of Oklahoma Invitation to Bid # 100818. The contracts are awarded on the basis of the largest percentage of discount from list (retail) prices. This is the fifth (5) year of the current five (5) year contract. Discounts shall remain firm for the fiscal year 2009-2010.

TERMS AND CONDITIONS

- Contract Period: July 1, 2009 – June 30, 2010
- Authorized: Higher Education Institutions, Public and Private Secondary Schools, Vo Tech Schools located in the State of Oklahoma
- FOB: Destination (Requesting Agency) for the Oklahoma City Metropolitan Area. Vendors are authorized to apply shipping adjustments via the prepay and add method when shipping to institutions outside the Oklahoma City Metropolitan Area.
- Delivery: Within 90 days after receipt of order by vendor.
- Cancellation: The University of Oklahoma reserves the right to cancel specific brands and vendors from this contract with a 30 day written notice, should service prove unsatisfactory.
- Renewal: This is the fifth (5) year of the current five (5) year contract.
- Obligation: This contract will not obligate the University of Oklahoma, or other educational institutions in any way to order or the vendor to furnish institutional furniture in any quantity, except to the extent that may be agreed upon in connection with individual transactions by issuance of a purchase order or credit card authorization. The requesting agency will issue their purchase order or credit card authorization to the contract vendor for each transaction.
- **FOR THE UNIVERSITY OF OKLAHOMA (Norman, Health Sciences Center and Tulsa campuses): No orders shall be placed by the vendor if not accompanied by a purchase order, from the University Purchasing Department, if the order is \$5,000 or over.**

You may access the furniture contract online at the University of Oklahoma Purchasing website at www.ou.edu/purchasing/home under the heading "Contract" on the left side purchasing links menu. The contract will be re-bid in the spring of 2010 for a new five (5) year period.