



Purchasing Department

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West Palm Beach, FL 33415-3199

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www.pbcgov.com/purchasing

**Palm Beach County
Board of County
Commissioners**

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County Administrator

Verdenia C. Baker

Form L

November 1, 2016

**Baker & Taylor, LLC
Ms. Lee Ann Queen
2550 W. Tyvola Road, Ste. 300
Charlotte, NC 28217**

TERM CONTRACT #15025B

Dear Vendor:

This is to inform you that Palm Beach County Board of County Commissioners ("County") is entering into a Term Contract with your company for BOOKS, NEW AND POPULAR, LEASED based on:

RENEWAL OF CONTRACT based on SOLICITATION #15-025/JJ in accordance with all original terms, conditions, specifications and prices with no deviation.

The term of this contract is 2/01/2017 through 1/31/2018, and has an estimated dollar value of \$1,441,668.

If applicable, Vendor shall maintain all insurance coverage(s) throughout the entire term of the contract, including any renewals or extensions thereof.

County User Departments will issue individual "Delivery Orders" against this contract as your authorization to deliver. The original invoice must be sent to the address on the Delivery Order ("DO") and must reference the DO number (e.g., DO 680 XY03030500000001111). A copy of the invoice may be sent to the County User Department. Invoices submitted on carbon paper shall not be accepted. In order for the County to make payment, the Vendor's Legal Name; Vendor's Address; and Vendor's TIN/FEIN Number on the Vendor's bid/quote/response must be exactly the same as it appears on the invoice and in the County's VSS system that can be accessed at <https://pbcvssp.co.palm-beach.fl.us/webapp/vssp/AltSelfService>. Failure to comply with the foregoing may result in a delay in processing payment.

If you have any questions, please contact Jan Maney at jmaney@pbcgov.org or (561) 616-6831.

Sincerely,

**Kathleen M. Scarlett
Purchasing Director**

"An Equal Opportunity
Affirmative Action Employer"

c: **Kenny Rampersad, PBC Library System
File**



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