

Exhibit "A"



Highway 65 South, Conway, AR 72032 - orders@virco.com
2027 Harpers Way, Torrance, CA 90501 - orders@virco.com

QUOTATION #8272795
r.1

Sold To:

ALBANY UNIFIED SCHOOL DISTRICT
904 TALBOT AVE
ALBANY CA 94706

Ship To:

MARIN ELEMENTARY SCHOOL
1001 SANTA FE AVE
ALBANY CA 94706
REFERENCE: 10/04/2022 W ECKHART, DCA

Quotation Date: 10/5/2022

We appreciate the opportunity to quote the enclosed prices for our products. Unless otherwise indicated, prices are net and do not include sales tax. Please refer to the above referenced Quotation Number when corresponding with Virco regarding this quote. We offer our quotation priced from the US COMMUNITIES 2022 CONTRACT #R-TC-18004 CLASSROOM FURNITURE MODIFICATION 6 Contract. You will need to be registered for US Communities and provide your TIN number prior to acceptance of your purchase order. We offer our quotation subject to the following terms and conditions:

- 1) FOB Point: FOB Destination - Delivered & Installed
- 2) Payment Terms: Net 30 days (subject to credit approval)
- 3) Prices Are Firm: For Orders Received By 12/31/2022
- 4) For Shipment By: Please note that prices are for orders placed prior to 12/31/2022 and shippable no later than 3/30/2023. Orders requiring delivery after this date will not be processed and will require a requote.
- 5) Shipment from Virco: Virco's current lead-times have been extended. All new orders will carry a minimum lead time of 8 weeks; though many orders may ship sooner. Special handling and/or equipment requests may extend the lead time an additional 4 weeks.
- 6) Color: Standard Virco colors only unless specified otherwise
- 7) Purchase Order: We require customer approval by purchase order or signed quote to be emailed to Orders@virco.com or faxed to (800) 258-7367 or (800) 396-8232
- 8) Acknowledgement: Final acceptance and acknowledgement of orders will be as stated on the standard Virco Purchase Order Acknowledgment
- 9) Quantity: Any change in quantities may result in a price change



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Shipping To: MARIN ELEMENTARY SCHOOL

Item #	Supplier/Model #	Description	Unit Price	Qty	Extension
1	Virco Inc #ZU413	Chair, Zuma® Series, 4-Leg, 13" H Seat, Nylon Glides. 174 ea Soft Plastic->Sky Blue (BLU40) Frame->Chrome (CHRM)	\$104.21	174	\$18,132.54
2	Virco Inc #ZU415	Chair, Zuma® Series, 4-Leg, 15" H Seat, Nylon Glides. 29 ea Soft Plastic->Sky Blue (BLU40) Frame->Chrome (CHRM)	\$110.22	29	\$3,196.38
3	Virco Inc #ZU418	Chair, Zuma® Series, 4-Leg, 18" H Seat, Nylon Glides. 263 ea Soft Plastic->Sky Blue (BLU40) Frame->Chrome (CHRM)	\$121.24	263	\$31,886.12
Subtotal					\$53,215.04
Sales Tax Estimate (10.75%)					\$5,720.62
Total					\$58,935.66

**The undersigned certifies understanding and agreement of this Quote Letter
and has authority to sign for purchase.**

ALBANY UNIFIED SCHOOL DISTRICT
904 TALBOT AVE
ALBANY CA 94706

X _____
PO # (if available)

X _____
Name (Print)

X _____
Authorized Signature

If paying by credit card, please call 877-311-9157. The credit specialist will be pleased to assist with your payment.

How To Place Your Order With Virco

3 Ways To Order:

1. Email your PDF quote from Virco to orders@virco.com (please make sure the quote is signed before submitting)
2. Email your standard PO to orders@virco.com
3. Order online at Shop.Virco.com (must register with Inside Sales)

What to Expect Once Order Is Placed *(see below to complete the order process)*

- We will respond to let you know your order was received.
- Once we process your order, an electronic or paper acknowledgment will be sent

In Order to Complete the Order Process, Virco Must Receive The Following Information

Account Info

- ☒ "Sold To" Information
- ☒ "Ship To" Information
- ☒ Pricing source

Delivery Info

- ☒ Delivery contact information (name and phone number for a call before delivery)
- ☒ Special delivery requests such as specific delivery hours
- ☒ Requested delivery date if applicable (orders without requested delivery dates will be entered under ASAP priority and will be shipped as soon as product is ready)

****Please note - our system only allows 8 lines of 30 characters each so please make sure to prioritize any delivery info****

Product Info

- ☒ Model (Ex: 9018, ZBOOMMFG)

Color/Finish for the Following:

CHAIRS

- ☒ Bucket Color ☒ Frame Color ☒ Glide
(Ex: Navy/Chrome/Nylon Glides)

TABLES/DESKS

- ☒ Top/Edge Banding ☒ Frame Color ☒ Glide
(Ex: Dry Creek Plum/Adobe/Silver Mist/Felt Glides)

FILING CABINETS

- ☒ Frame Color
(Ex: Moonstone)





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VIRCO FULL SERVICE GUIDELINES

At Virco, we're committed to providing you with the highest quality and most cost effective delivery and installation 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 and installation services:

- * Virco Full Service deliveries include inside delivery of product to a staging area in the building closest to the unloading area or 100 feet from the trailer(s); whichever is closer. Unless otherwise noted on the quote, truck access to the building must be no further than fifty yards from the building entrance. Building access outside this distance may result in a change order to offset the additional expense to move furniture into the building.
- * The customers designated representative must count all cartons of furniture unloaded from the trailer(s). The number of cartons received should match the Bill of Lading exactly. Any shortages, overages and/or apparent freight damage must be noted on the Bill of Lading before it is signed and the carrier leaves the premises.
- * Paperwork for all shortages and damages will be immediately processed and replacements will be shipped as soon as possible.
- * Virco quotes that include installation services, are based on a project site that is 90% complete with little or no obstruction from the general contractor, their sub-contractors or other trades. This includes the use of an elevator for multi-story buildings. If conditions are not at the anticipated level of completion and delivery and installation are still required, a change order may be submitted for the additional work required to complete the project on schedule.
- * In rare cases, Virco may agree to work under hard-hat conditions. Working in hard-hat conditions may result in unforeseen additional costs. Change orders may be submitted to offset the additional work required to complete the project on schedule.
- * Virco's installation services are based on working Monday through Friday from 7 AM to 5 PM, unless noted otherwise on the quote and customer purchase order. Unforeseen project conditions that require working days and hours different than those noted above, may result in change orders to offset the additional costs associated with working outside the intended project scope.
- * If a customer reschedules a delivery or installation date from that which was initially requested and printed on a Purchase Order, this may cause a rescheduling delay. Because Virco's Field Service Department schedules many deliveries and installations to committed time frames, it often happens that equipment and resources have already been fully allocated on any given date. While Virco will do its best to accommodate specific rescheduling requests, we reserve the right to reschedule on the next available date.



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* Virco's quotes, unless otherwise noted, are based on delivering your order as a complete project to maximize shipping efficiencies. Requests for multiple deliveries due to construction delays, may result in additional freight charges. Freight charges will be added to the invoice.

* 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.

* Every room will have a posted inventory list and will include product model numbers, descriptions, quantity and color. Upon placement of the furniture the room sheet will be noted, dated and initialed. Thereafter if a contractor or school personnel moves Virco furniture for any reason, it will be the responsibility of others to return furniture to its proper location.

* Upon the substantial completion of the project, a walk through will be scheduled and each room list will be reviewed and confirmed. All uncompleted work or additional needs will be noted and signed by a district representative. At the end of the initial walk through, 90% of the invoice value should be processed for payment. The remaining 10% will be used as a retainer until completion of the project.

* After the initial walk through, all subsequent work and walk throughs will only be related to the open issues for that room.

*For an installation, the site's end user must provide the following:



- Safe access to and from staging areas and rooms.
- Hours the site is available for installation, including weekends.
- A site contact, who must be available to provide room access and answer pertinent questions during the installation.
- A list of model numbers, colors and quantities of all items for each room to which furniture will be delivered.
- This list will also include height preferences for each desk and table.
- Tables and or desks will be assembled to the following height unless noted otherwise. Table or desk height requests must be noted on the room list and agreed to by the customer.
 - Pre-K & K --> 23 inches
 - 1st & 2nd Grade --> 26 inches
 - 3rd & 4th Grade --> 28 inches
 - 5th Grade to Adult --> 29 inches

* Each item will be moved from the staging area to its destination, as identified by the on-site contact only one time. In this context, Virco suggests that a large venue such as a cafeteria or multi-purpose room be designated as a staging area.

* Furniture will be unboxed and assembled in or near its destination. Customer requests that product remain in cartons and be installed at a later date may result in a change order to off-set the costs associated with additional trip charges by the contracted installer.

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