

## Cooperative Contract Summary

(written by Granite School District)

Contract Number: 17-04

Item: Surplus Textbook Sales and Disposal Services

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<b>Purpose:</b>	Provide schools with surplus textbook sales and disposal services when a textbook has been determined to be not needed, outdated or otherwise unusable by a school.
<b>Contract Users:</b>	This contract is available for use by all schools in Granite School District, and all participating school districts, including Nebo School District, who have signed a participating addendum to the contract. Specific procedures for the internal determination and handling of surplus textbooks are to be determined by each using entity.
<b>Effective Dates:</b>	Contract Start: <u>04/16/2017</u> Contract Expiration: <u>04/15/2022</u> Renewal Options: <u>None</u>
<b>Full Contract:</b>	A copy of the fully signed contract follows this document.

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<b>Vendor:</b>	Follett School Solutions (FSS) 1433 Internationale Parkway Woodridge IL 60517
<b>Vendor Number:</b>	19613
<b>Sales Contact:</b>	Maxwell Merritt
<b>Phone:</b>	800-621-4272 x 46825 (office) 801-573-1401 (mobile)
<b>Email:</b>	<a href="mailto:mmerritt@follett.com">mmerritt@follett.com</a>

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<b>Determination of Surplus Status:</b>	When a textbook has been determined to be not needed, outdated or otherwise unusable by a school.
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<b>Procedures:</b>	<ol style="list-style-type: none"><li>1. Post the surplus book(s) on FSS Surplus Management System (SMS) for viewing by others schools and districts review for required 14 day posting period.</li><li>2. If books are desired by another school within the district arrange for the transfer of the books with the school principal. If the books are desired by another district please contact the district warehouse manager to arrange for the sale of these books.</li></ol>
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3. If no parties are interested in the book a principal should dispose of the book using this contract in this order:
  - a. Sell the books to FSS through this contract. Checks will be issued to the district or school from Follett as determined by participating district. For Granite School District the check will be issued to the participating school and the funds can either be placed in the school textbook or library budget.
  - b. Work with FSS to recycle the textbook if no market demand exists for the text book.
  - c. Donate them to any individual or group that may have use for them

**Buy Back Process:**

To occur multiple times during the year as determined by the district to capitalize on the most advantageous market conditions. These times will be arranged by the district warehouse manager.

**Contract Pricing:**

1. Revenue Sharing  
Revenue is to split for all books purchased by FSS. For books that are in used condition, FSS will pay the greater price of:
  - a. FSS' Buy Guide
  - b. 51% of the lowest Amazon Marketplace Price
2. Credit Voucher Program

FSS will provide payment in the form of a corporate draft at the close of each collection period. To further increase value, the district may choose payment in the form of a FSS credit voucher, adding an additional 10% value to payment and providing for the redemption at any of the Follett Corporation family of companies (Follett Educational Services, Inc, Follett Library Resources, and Follett Software Company).

3. Customer Rewards Program

FSS offers districts a Customer Rewards Program: districts can earn 1 point for every dollar spent on the purchases of any FSS products or services. Products and services include, but are not limited to, Pre-Owned Textbooks, New Paperback Novels, new Reference Books, and New Supplemental Learning Materials. Please refer to [www.FES.follett.com](http://www.FES.follett.com) for a complete list of products and services. The district can also earn 1 point for every dollar FSS pays the district for the books sold to FSS ("buybacks"). Points accrue from June 1 through May 31 of each year, based on purchases/buy-backs completed within that time period that are on or after the enrollment date of the district.

4. Consignment Program

FSS can create a district consignment lot for textbooks that may have future value beyond FSS' immediate need. Books meeting consignment criteria

will be captured during FSS' sorting process. These books will be held at FSS' facility at no cost or risk to the district. FSS will monitor the consignment lot against FSS' daily needs and should the textbooks be pulled from this inventory a payment will be made to the district.

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Purchasing Agent: Jared Gardner  
Phone: 385-646-4561  
Email: [jbgardner@graniteschools.org](mailto:jbgardner@graniteschools.org)



## **Instructional Material Removal Services**

### **Service Description:**

Follett School Solutions (FSS) provides services which allow school districts to efficiently remove instructional materials from school and district sites and to relocate, donate or recycle those materials according to district needs. From planning to execution, FSS uses its extensive experience in the K-12 instructional materials industry to bring expertise and efficiencies to the removal and relocation process. FSS has partnerships with charitable organizations and recyclers across the country and can make sure old materials are disposed of in a responsible environmentally-safe way. These fee-based removal services can be performed as a one-time project or on a reoccurring basis as part of a district's environmental sustainability plan.

### **Scope of Work:**

Regardless of the size or scope of the project, FSS manages every aspect of the instructional materials removal process. Upon receipt of a signed contract, FSS will collaborate with the district to schedule and plan the project according to district specifications and industry best practices.

At each scheduled time of pickup, the FSS Project Manager and project team will:

- Check in at the school or district site and find out where the books are located.
- Position a truck as close as possible to the appropriate entrance.
- Extract the materials from the school or district site and load them into a truck.
- Notify school contact that pickup has been completed. Securing a signed receipt of completion.
- Materials will then be donated, recycled, or transported to other sites, according to the contract.

### **Safety:**

Follett holds student and staff safety as its highest priority. The FSS Project Managers working the project will take great care to ensure that every laborer has passed an extensive background check and follows the district's safety and security protocols. Managers will also thoroughly check the condition of each pickup site to ensure the area is clean before they leave the site. Any concerns should be reported to the FSS Project Manager so that they can be immediately addressed.

### **School District Responsibilities:**

- Identify one representative to serve as primary contact and liaison between district and FSS.
- Identify and label instructional materials to be removed from each site.
- Select one designated pickup area at each site. Ensure pickup area is on the ground-level and near an easily accessible exterior door.
- Position material at each site's designated pickup area. *(Materials do not need to be boxed)*

### **The Follett Advantage:**

Follett has over 140 years of experience delivering the best content, software and services to support schools, students and staff. The FSS team assigned to service projects draws on that experience to plan and execute a solution that is scalable and sustainable. By partnering, your district and Follett can make sure old instructional materials move out so new instructional materials can move in. This helps to ensure that every student and teacher has the right resource, in the right place, at the right time.



In order for the instructional materials pickup project to run as smoothly as possible, the individual school sites need to execute the following tasks in advance of the project:

Check once each task has been completed

- 1. Select a location in the school to designate as a collection point and pickup spot
  - a. Pickup location must be on the ground floor and near a perimeter exit in the rear of the building
  - b. Follett uses 26-foot trucks to pickup materials. The best pickup locations are near perimeter doors where a truck can safely back in and quickly load the materials
  
- 2. Collect out-of-adoption and surplus instructional materials
  - a. Includes: textbooks, workbooks, TE's and supplemental material
  - b. Excludes: e-waste, flammable or toxic materials, plastic binders, CDs, VHS, etc.
  
- 3. Position materials at designated pickup area
  - a. Textbooks should be stacked, preferably not in boxes
  
- 4. Secure the Follett pickup sign on the material designated for pickup
  
- 5. Notify District Contact that your school is ready
  - a. Send email with the following information
    - i. School name and address (including zip code)
    - ii. School contact name, phone number and email address (please provide information for a contact that will be on site and available the week of the pickup)
    - iii. School hours of operation
    - iv. Specific location of instructional materials
    - v. Total quantity to be removed – number of units – books/boxes/pallets.
    - vi. Site specific comments
  
- 6. Notify school office staff of where the materials are located and when the Follett team is projected to stop by for pickup



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## PICKUP TIMELINE

4 Weeks Prior to  
Surplus Pickup

3 Weeks Prior to  
Surplus Pickup

Week of Surplus  
Pickup

After Surplus Pickup

- Sign up for the pickup a minimum of 3 weeks prior to the pickup start date. Make sure to complete and email all of the information requested on the SITE PREP CHECKLIST to your Follett Representative.

Max Merritt  
[mmerritt@follett.com](mailto:mmerritt@follett.com)

- Collect out-of-adoption and instructional materials.
- Position instructional materials on the ground floor near a perimeter exit at the rear of the building.
- Label the materials to be picked up with the provided FOLLETT PICKUP signs.
- Contact your Account Executive or District Contact with any changes to your material location and/or estimated quantity.

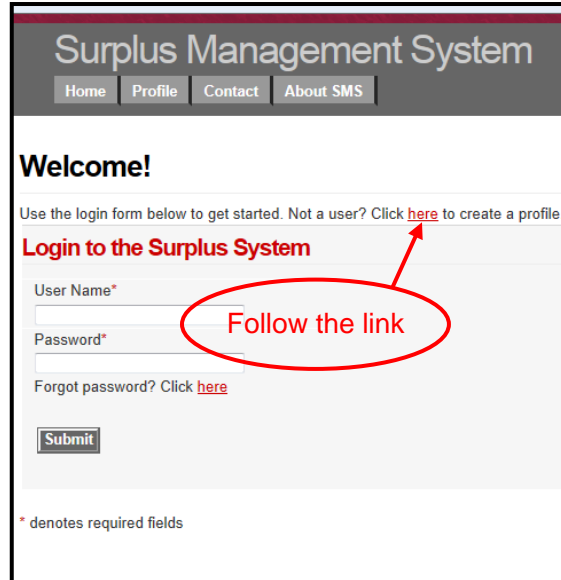
- Alert your Office Staff that Follett will be coming to collect your surplus books this week and where the instructional materials are located.
- Upon arrival Follett will request removal of center bars from the double doors (if applicable).
- Follett will arrive to remove your instructional materials. They will provide you with a Site Completion form to sign confirming that all of your material has been removed.

- All instructional material should be removed. If you have any issues or questions please contact your assigned Project Manager, Account Executive or your District Contact.
- The Project Manager will contact you to debrief you on the project.

## Surplus Management System

To create a new account for the Surplus Management System:

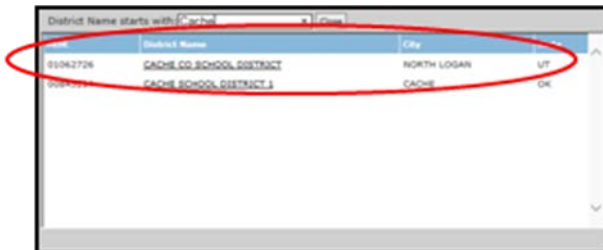
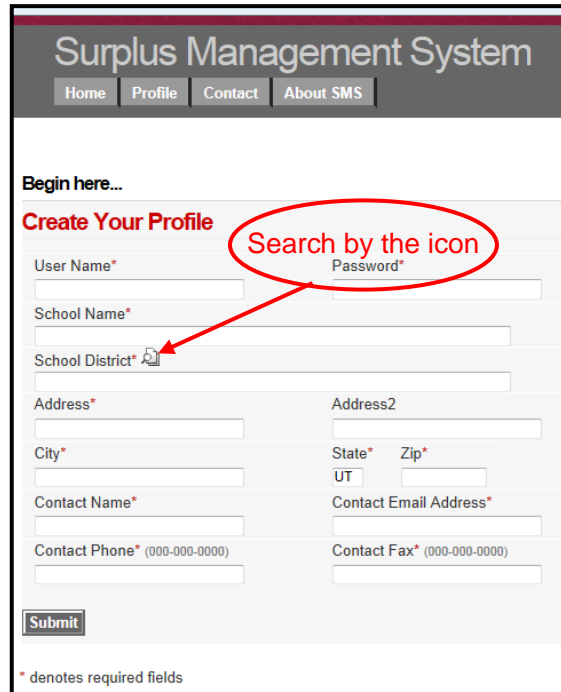
- 1) Open a browser and go to <http://surplusmanagement.fes.follett.com>
- 2) Follow the link to create a new account.
- 3) The next page will prompt you to accept terms and conditions of use (this system is proprietary and confidential to Follett Educational Services. Please do not share your password or any information about the system with others)



## Creating a New Account

To complete the account creation process:

- 1) Fill out the user profile information.
- 2) When entering the district name, click on the search icon to the right of "School District".
- 3) Type "Cache", pause a moment and the district options will auto-complete. Select your district to correctly link your school with all of the other schools in your district.

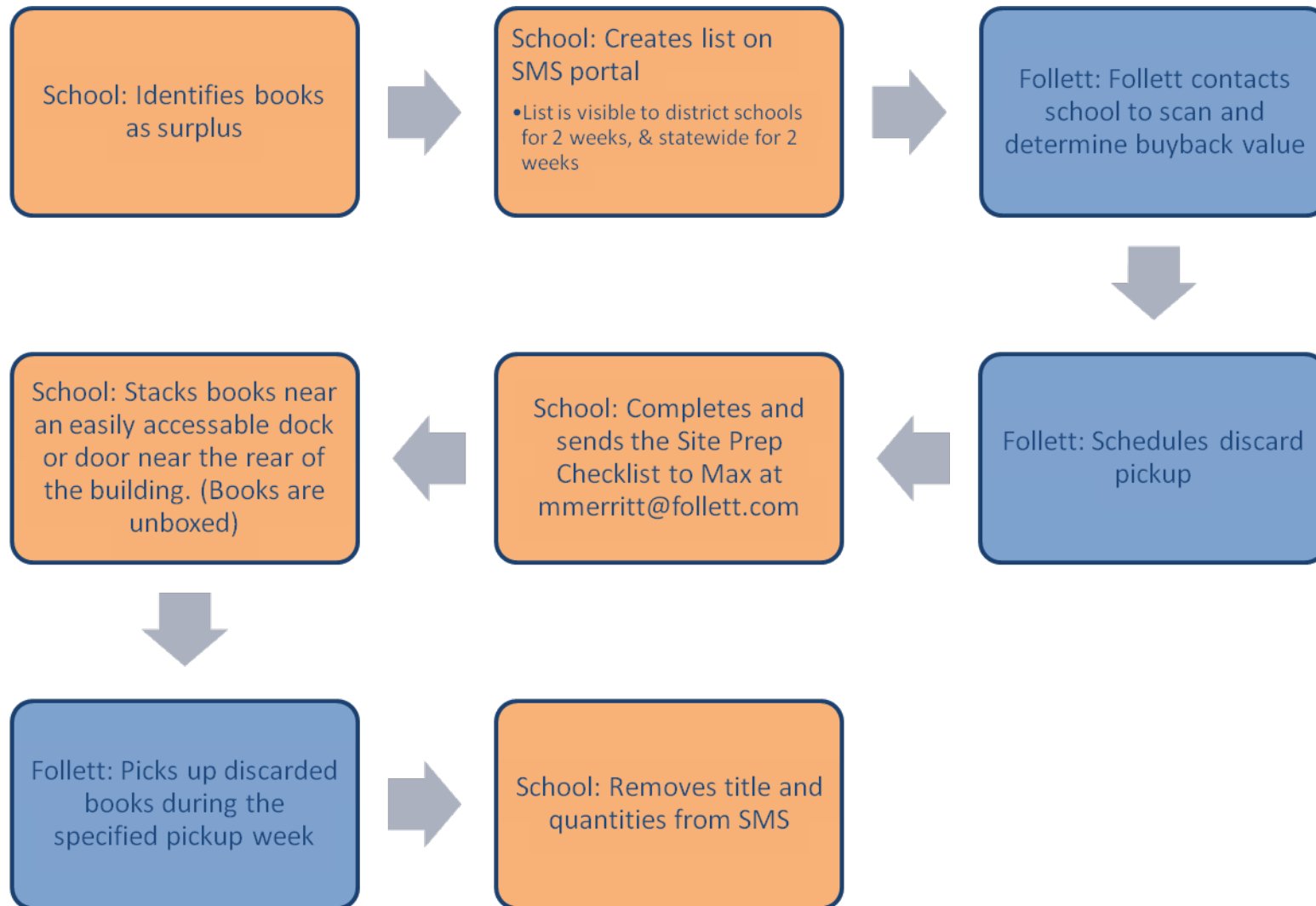



- 4) For any questions or suggestions please contact Max Merritt at 801-205-0259 or by email at [mmerritt@follett.com](mailto:mmerritt@follett.com)



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## SURPLUS PROCESS







THIS MATERIAL IS FOR

**Follett**

INSTRUCTIONAL MATERIALS REMOVAL

**ATTACHMENT E**

**CONTRACT NO. – 17-04 Follett School Solutions**

**PARTICIPATING ADDENDUM**

**SURPLUS TEXTBOOK DISPOSAL SERVICES**

**I. GENERAL**

The undersigned acknowledges, on behalf of Nebo School District that she or he has read and agrees to the terms and conditions set forth in the enclosed agreement between Granite School District and Follett School Solutions, inc., district contract number 17-04 the "Granite School District Agreement", regarding the purchase of surplus textbook disposal services made available through said contract to the participating school districts who elect to execute this Participating Addendum, and thereby become participating entities "Participating Entities" who are authorized to purchase such goods and services under the aforementioned contract.

The undersigned further acknowledges that the purchase of goods and services under the provisions of the Granite School District Agreement is at the absolute discretion of the Participating Entity and that neither Granite School District nor the Education Procurement Advisory Committee shall be held liable for any costs or damages incurred by or as a result of the actions of Contractor or any other Participating Entity. Upon award of contract, Contractor shall deal directly with the Participating Entity concerning the placement of orders, disputes, invoicing and payment.

The undersigned affirms that she or he is an agent of Nebo School District and is duly authorized to sign this Participating Addendum.

Date: 8/25/17

CR Pitcher  
\_\_\_\_\_  
Signature

C Ryan Pitcher  
\_\_\_\_\_  
Print name

CPO  
\_\_\_\_\_  
Title

**Participating Entity Contact Information:**

Contact Person: Ryan Pitcher

Address: 350 S. Main  
Spanish Fork, UT 84660

Phone: 801-354-7433

Email: ryan.pitcher@nebo.edu