

EXHIBIT A

DESCRIPTION OF GOODS AND SERVICES FOR Miscellaneous Educational Supplies

I. Additional Invoicing

- A. Contractor must invoice separately for any and all subsequent directly related, applicable shipping charges for live material(s) hazardous chemical material(s) and/or refrigerated material(s).

II. Trade-Ins

- A. Any trade-ins of old equipment on site at Client Agency must be properly scheduled, in writing, between Contractor and Client Agency.
- B. Proper disposal of equipment shall be in accordance with all local, state and federal laws/regulations/guidelines.

III. Warranty-Extended Warranty

- A. Awarded contractor(s) are to warranty equipment purchased under this contract for minimally, a period of one (1) year against defects in material and workmanship.
- B. If warranty periods are for longer periods of time, Contractor is to provide details directly on purchase order issuance.
- C. All warranties are to include parts, labor and travel (FOB Destination).
- D. Awarded Contractor(s) must offer a general repair and/or preventive maintenance agreement (after initial warrant period).
- E. Awarded Contractor(s) may also provide an hourly rate for repair service on-site at Client Agency facility location and/or off-site at Contractor's facility.
- F. Client Agencies are prohibited for pre-payment of repair and/or preventative maintenance agreements.

IV. Recall Notices

- A. All equipment product recall notices are to be sent immediately, in writing, to Client Agency and DAS/Procurement Services.

V. Material Safety Data Sheets (MSDS)

- A. Awarded Contractor(s) must supply upon request at no cost to the Client Agency, Material Safety Data Sheet(s) (MSDS) for any chemical; especially toxic or hazardous compounds.

VI. Catalogs/Price Lists/Product Changes

- A. The Awarded Contractors will be required to furnish each using Client Agency with a price list(s)/catalog(s) as requested.
- B. All items listed in the price list(s)/catalog(s) will be purchased on a discount from list basis. The discount will remain unchanged for the duration of the Contract.

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- C. Awarded Contractor(s) will be required keep DAS/Procurement Services informed regarding catalog product change(s) of new/discontinued product(s)/

VII. Training

- A. On-site and off-site training must be scheduled in advance between the Client Agency and Contractor(s).
- B. Any additional training costs, not normally included with the purchase of equipment shall be fully detailed by the Contractor(s) and put into formal, written and detailed context on the purchase order.
- C. The Awarded Contractor(s) may be required to provide instructional service to ensure that the Client Agency is qualified to operate, troubleshoot, and maintain equipment purchased under contract.

VIII. Teaching Curriculum/Operational Manuals

- A. Awarded Contractor(s) are to require operational/curriculum teaching manuals with purchased equipment.
- B. The Client Agency typically requires a minimum of two (2) complete teaching or curriculum manuals for each piece of equipment ordered.
- C. The Client Agency reserves the right to order additional teaching or curriculum manuals at no additional charge.