

December 30, 2025

Burlingame Public Library
 Ray DeLara, Technical Services Manager
 480 Primrose Rd
 Burlingame, CA 94010-4010

RE: New Ingram Special Offer

Dear Mr. DeLara,

We are pleased to extend to the Burlingame Public Library the terms and conditions of sale as awarded to Ingram Library Services in our current contract with the City of Mountain View, CA (RFP no. R251048). The agreement between Burlingame Public Library and Mountain View is considered a "piggyback" of these contracted terms, applicable for the same products/services described in RFP R251048. There are no guaranteed expenditures; purchases are at the determination of Burlingame Public Library.

Term of services will begin immediately upon receipt of the signed Notice of Acceptance and will conclude June 30, 2026. Provided that the City of Mountain View opts to extend RFP R251048, this agreement is renewable for four additional one-year periods with the mutual consent of Burlingame Public Library and Ingram Library Services.

An Outline of discount terms for products associated with RFP R251048 can be found on the pages following this letter.

Discounts and Terms:

*Trade Hardcover	44.0%
*Trade Quality Paperbacks	40.0%
*Mass Market Paperbacks	40.0%
Library Bindings	15.0%
** Short Discounted Titles	10.0% - 30.0%
*** Spoken Word Audio	0-45.0%
Games	0.0 - 5.0%
Music	25.0%
DVD/Blu-ray.....	28.0%
Net Titles	0.0%

** Trade Hardcover, Quality Paperbacks and Mass Market Paperback titles ordered with a cover price of \$14.99 or less will receive a 25% discount.*

***Short Discount/Non-Trade: Lower demand, small print-run books in various bindings, and includes legal, technical, reference, scientific, and medical, prebound, and graphic novel titles as defined by Ingram subject categories. Titles are generally published by small or university presses. Also included are print and audiobook titles purchased at lower than full trade discount; titles with limited sales volume; and/or titles from publishers not in compliance with Ingram's purchasing requirements.*

**** Ninety to ninety-five percent of all Spoken Word Audio CD is at the 45% discount; however, some Spoken Word Audio is short discounted by the publisher.*

Cataloging and Processing:

To simplify budgeting and to speed items through our facilities, Ingram offers bundled cataloging and processing services. With our tiered service levels, your library can easily estimate its yearly cataloging and processing costs and identify ways to save. Rather than charging for each item applied to a unit, all units on a designated account will be charged the same cataloging and processing fee. This speeds up the work in our processing units and lets the library reconcile charges with little effort. It also distributes cataloging costs across all Ingram's cataloging customers more fairly and enables us to maintain lower fees.

We can review your current accounts to confirm what cataloging and processing bundles will be provided.

Freight:

We are pleased to offer **Ingram-paid freight from your designated primary and secondary distribution centers** on shipments of 15 units or more. Orders will be held until a minimum quantity of 15 units is met. The qualifying unit quantity is subject to change with notice. Items picked, packed, and shipped together count as an individual shipment.

UPS ground service is used to transport the majority of Ingram's goods. Ingram will choose the most cost-effective shipping method. To provide the best service for your Library, your Ingram Distribution center designation is subject to change to better balance order volume or when a requested service is only provided from a specific distribution center. Orders will ship FOB Destination. Ingram defines FOB Destination as Ingram being responsible for the products until they are delivered to the library. Once the items have been delivered, liability lies with the receiving agency. When freight charges on an individual account surpass 2.5% of the account's expenditures, Ingram reserves the right to change the shipping settings under this offer. Changes to account settings such as one warehouse for shipments or shipment timetables and order consolidation levels are examples of such alterations. We will work closely with the Library to ensure if changes are made, they are in the best interests of both parties.

Due to the impact of rising oil prices, Ingram has instituted a \$3.00 fuel surcharge per shipment. This charge is subject to change with notice. These charges will appear as a Shipping and Handling charge on your invoice.

Payment Terms:

Payment terms under this offer shall be Net 30 Days. Payment is required for invoices within these terms even when a purchase order has not been completed. Ingram does not invoice for items until they have been shipped.

While other vendors demand payment from invoice date, Ingram's terms are calculated on statement date at the end of each month. With payment due 30 days from statement date, the customer's payment is due an average of 45 days from invoice (30-59 days). Ingram reserves the right to assess a late charge on all past due invoices.

Effective Dates: Date: January 2026
 End Date: June 30, 2026

Ingram Contact List:

Toll-free telephone access to any Ingram point of contact is available to Burlingame Public Library at (800) 937-8200. Your Sales Representatives can be reached at the following numbers:

- Amy Sackett, Sales Manager- Western Region..... (724) 953-9807
Email: amy.sackett@ingramcontent.com
- **Hannah Jones**, Senior Sales Representative(801) 999-8404
Email: hannah.jones@ingramcontent.com
- Will Harrison, Sales Specialist (615)-213-5768
Email: will.harrison@ingramcontent.com

Ingram Library Services LLC is looking forward to forming a successful collaboration with Burlingame Public Library. If you have any questions, please reach out to Hannah Jones, your Ingram Senior Sales Representative. Hannah will gladly assist you.

Best regards,



Carolyn Morris
Vice President

CM/ab

NOTICE OF PROPOSAL ACCEPTANCE

Burlingame Public Library
Ray DeLara, Technical Services Manager
480 Primrose Rd
Burlingame, CA 94010-4010

Each signing party warrants that he/she/they has (have) the authority to enter into this binding agreement on behalf of their respective represented contracting entity.

Accepted on behalf of the Burlingame Public Library:

Representative Signature
Burlingame Public Library

Date

Please forward to my attention at the address or email indicated below:

Ingram Library Services
One Ingram Blvd P.O. Box 3006
LaVergne, TN 37086
Email: ilsbids@ingramcontent.com