



## **REQUEST FOR PROPOSAL**

ISSUE DATE: July 18, 2017

RFP #: R-TC-18004

TITLE: **Education, Classroom, Miscellaneous Support Furniture and Related Products and Services**

**Sealed proposals must be received and time stamped prior to 2:00 PM, August 18, 2017.** Offerors are responsible for ensuring that the Purchasing Office receives their proposal submission by the deadline indicated. The time a proposal is received shall be determined by the time stamped by the time clock in the Purchasing Office. **Proposals received after the stated due date and time shall not be considered.**

**All questions/requests for information must be submitted in writing, addressed to:** Prince William County Schools Purchasing Office, ATTN: RFP #R-TC-18004, 14715 Bristow Road, Manassas, VA 20112 and to be assured consideration, must be received prior to 4:00 PM, August 2, 2017. Questions must be sent via email to Anthony Crosby, Coordinator, at [crosbyae@pwcs.edu](mailto:crosbyae@pwcs.edu). After reviewing any questions/requests submitted, the PWCS Purchasing Office will issue an addendum to respond to items it deems necessary. Changes to this RFP will be made only by written addendum issued by the PWCS Purchasing Office.

**PROPOSALS MAILED SHALL BE SENT  
DIRECTLY TO:**

Prince William County Public Schools  
Attn: Purchasing Office  
Financial Services/Purchasing Room #1500  
RFP #R-TC-18004  
P.O. Box 389  
Manassas, VA 20108

**PROPOSALS HAND DELIVERED AND/OR  
EXPRESS COURIER SERVICES SHALL BE  
DELIVERED TO:**

Prince William County Public Schools  
Attn: Purchasing Office  
RFP #R-TC-18004  
14715 Bristow Road  
Manassas, VA 20112  
Attn: Financial Services/Purchasing Room #1500

Addendum No. 1 Date: 8/18/2017 Addendum No. \_\_\_\_ Date: \_\_\_\_\_ Addendum No. \_\_\_\_ Date: \_\_\_\_\_

**Information the offerors deems proprietary is to be included in the proposal in the separate section of the proposal identified and included in (TAB 8) of the proposal response. See Proposal Submission Requirements, Section 9.16.2.8 in this RFP for additional information.**

Proprietary Information Enclosed: \_\_\_\_ YES ☒ NO

**All proposed exceptions to this RFP, and any proposed changes to the contract documents or terms and conditions, are to be included in (TAB 9) of the proposal response. See Proposal Submission Requirements Section 9.16.2.9 in this RFP for additional information.**

Proposed Exceptions to the RFP: \_\_\_\_ YES ☒ NO

## REQUEST FOR PROPOSALS TITLE PAGE – TWO

In compliance with this RFP and all the conditions imposed therein, the undersigned offers and agrees to furnish the goods/services in accordance with the attached proposal or as mutually agreed upon by subsequent negotiations. By my signature below, I certify that I am authorized to bind the Offeror in any and all negotiations and/or contractual matters relating to this RFP. Sign in blue ink and type or print requested information.

My signature certifies that this firm or individual has no business or personal relationships with any other companies or persons that could be considered as a conflict of interest or potential conflict of interest to PWCS, and that there are no principals, officers, agents, employees, or representatives of this firm that have any business or personal relationships with any other companies or person that could be considered as a conflict of interest or a potential conflict of interest to PWCS, pertaining to any and all work or services to be performed as a result of this request and any resulting contract with PWCS. **My signature confirms that I have read and understand the General Terms and Conditions are a part of any negotiated contract.**

### STATE CORPORATION COMMISSION (SCC) IDENTIFICATION NUMBER

Under paragraph 18 of the General Terms and Conditions, the Offeror agrees, if this proposal is accepted by PWCS, for such services and/or items, that the Offeror has met the requirements of the Virginia Public Procurement Act (VPPA) § 2.2-4311.2. Any falsification or misrepresentation contained in the statement submitted by Offeror pursuant to Title 13.1 or Title 50 may be cause for debarment by PWCS.

Offeror shall complete the following by checking the appropriate line that applies and provide the required information. Offerors failing to provide the required information indicated below will result in having their proposal not considered for evaluation.

1. ☒ Offeror is a Virginia business entity organized and authorized to transact business in the Commonwealth of Virginia by the State Corporation Commission (SCC). The Offeror's current valid identification number issued by the SCC is F1525106. **(The SCC number is NOT your federal tax identification number). -OR-**
2. ☐ Offeror is a sole proprietor and no SCC number is required. **-OR-**
3. ☐ Offeror is an out-of-state business entity that does not regularly and continuously maintain as part of its ordinary and customary business, any employees, agents, offices, facilities, or inventories in Virginia. This does not account for any employees or agents in Virginia who merely solicit orders that require acceptance outside Virginia before they become contracts. It also, does not account for any incidental presence of the Offeror in Virginia that is needed in order to assemble, maintain, and repair goods in accordance with the contracts by which such goods were sold and shipped into Virginia from the Offeror's out-of-state location. **Offeror is required to include with this proposal documentation from their legal counsel which accurately and completely states why the Offeror is not required to be so authorized within the meaning of § 13.1-757 or other similar provisions in Titles 13.1 or 50 of the Code of Virginia. -OR-**
4. ☐ Offeror currently has pending before the SCC **an application that was submitted prior to the due date and time of this solicitation** for authority to transact business in the Commonwealth of Virginia and seeks consideration for a waiver to allow the submission of the SCC identification number after the due date for proposals (***PWCS reserves the right to determine in its sole discretion whether to allow such waiver.***)

### THIS PROPOSAL IS SUBMITTED BY:

Full Legal Name of Offeror: VIRCO MFG. CORPORATION

Mailing Address:

2027 HARPERS WAY

TORRANCE, CA 90501

Remittance Address (If Different):

PO BOX 677610

DALLAS, TX 75267-7610

Phone: ( 800 ) 448-4726

Fax: ( 800 ) 396-8232

Email Address: cms@virco.com

Contact Person: PATRICIA L QUINONES

Tax Identification (FIN/SSN#): 33-0815719

PATRICIA L QUINONES

Typed/Printed Name: CHIEF ADMINISTRATIVE OFFICER

Signature: Patricia L Quinones  
(Person signing must be authorized to bind the Offeror in contractual matters)

Date: 8/14/2017





## EXECUTIVE SUMMARY

Virco's proposal includes Furniture, Fixture & Equipment (FF&E) solutions for all product & service categories listed in section 4.1. Virco has established fifteen pricing zones that include all fifty states. The zones were developed to maximize our national presence and takes into consideration geography and service requirements.

Virco is the only FF&E manufacturer in the K-12 industry with a direct sales force. Our business model allows Virco to market and work directly with school districts, as well as city and county governments, across the country. Virco's direct model allows us to provide Prince William County Public Schools and the US Communities Purchasing Alliance, with the most comprehensive proposal possible. Virco's marketing, sales support and pricing commitment cannot be matched by any other manufacturer - who must rely on an uncommitted and fragmented dealer network - or any national dealer that is unable to make the required pricing commitment or have a consistent and national product offering. Only Virco can guarantee that the most competitive price on Virco product is received only through the Prince William County PS / US Communities purchasing alliance program.

Virco will support the program with forty-six direct territory sales managers, six regional sales managers and six PlanSCAPE® project managers. This team has produced over \$1.1 Billion in sales through the US Communities Purchasing Alliance program since 2003.

Virco has also established a comprehensive vendor partner program that allows Virco to offer our customers a complete turnkey product and project management solution. Unlike our dealer competitors, Virco's vendor program is focused and dedicated to providing a complete solution for FF&E needs. Virco's program offering does not have an unlimited number of manufacturer's, which only serve to benefit the dealer. Instead, Virco has chosen the best manufacturers within the very niche K-12 functional categories of a school building. Virco's vendor partners were carefully selected and are considered to be the best in their industry.

PRINCE WILLIAM COUNTY PUBLIC SCHOOLS

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As a direct selling and marketing organization, Virco will meet or exceed all the requirements of the US Communities commitments. Virco has in place a comprehensive printed price list and promotional pricing campaign through the US Communities program. This includes, but is not limited to, the annual printing and distribution of over 20,000 US Communities price lists and the creation of Virco's Classroom Basics and Quick Ship program. This program includes over 3,000 SKU's with significant additional savings as well as firm delivery commitments.

Lastly, Virco is a strategic partner with ASBO International as well as strategic partners with many state associations, such as California ASBO, Arizona ASBO, Texas ASBO, Colorado ASBO and Southeastern ASBO, to name a few. Our relationship and marketing efforts with these important educational associations provides Virco with marketing opportunities that is unmatched by any other manufacturer or distributor. Moreover, Virco attends over 200 national, regional and state professional conferences annually. This exposure to the US Communities customer base is unequaled in the industry.





PROPOSAL & ORGANIZATION PROFILE

**Virco, Inc.**  
**Corporate Headquarters**  
**2027 Harpers Way**  
**Torrance, CA 90501**  
**800-448-4726**

**Facility**  
Manufacturing  
Warehouse  
Customer Service

**Virco, Inc.**  
**Conway, Arkansas Facility**  
**P.O. Box 5000**  
**Conway, AR 72032**

**Facility**  
Manufacturing  
Warehouse  
Customer Service

Virco Mfg. Corporation is a corporation and publicly traded company

Virco, Inc. is a subsidiary of Virco Mfg. Corporation

Virco Mfg. Corporation is a Delaware Corporation, TIN # 33-0815719

Virco Mfg. Corporation has been in business since 1950 (sixty-seven years)

Employees: 740 employees – Corporate Wide

PRINCE WILLIAM COUNTY PUBLIC SCHOOLS  
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The following vendors and manufacturers are included in our proposal. The Named Partners will be identified in Virco's proposal, by category, and will include discounts and list prices. The Catalog Partners are companies that Virco uses to supplement our product offering in our catalog and retail prices list. These partner products carry a Virco model number and Virco list prices.

**Named Partners**

Bretford  
Brodart Library  
Diversified Woodcrafts  
ERG International  
Ghent Manufacturing  
Greene Manufacturing  
High Point Furniture  
Interior Concepts  
Moore Co / Best-Rite  
Mfg.  
Plymold Furnishings  
Republic Storage Systems  
RFM Preferred Seating  
Right Angle  
Russwood Library  
UltraPlay Systems, Inc.  
Waddell Display Case  
Wenger Corporation  
Wood Designs

**Catalog Partners**

American Art Clay Co.  
Angeles Group  
Annin Flags  
Athletic Connection  
AWT World Trade, Inc.  
Brown Sales  
Bulman Products  
Carpets for Kids  
Children's Factory, Inc.  
Copernicus Education  
Durham Mfg. Company  
Fire King International  
Gressco LTD  
Group LaCasse LLC  
H Wilson Company  
Hann Manufacturing  
Infinity Instruments  
Lagasse, Inc.  
Lyon Workspace  
Products  
Magnuson Group  
Manta Ray, Inc.  
Pelstar LLC  
Skutt Ceramic Products  
Springer Products  
United Stationers Supply  
Walker-McGuire



## PROJECT METHODOLOGY/APPROACH

### **Statement of Need**

Virco has the infrastructure, business model, manufacturing & distribution centers to meet all the needs of Prince William County Public Schools as well as meet the national commitments through the US Communities Purchasing Alliance. Virco's direct nationwide sales group and PlanSCAPE® project management team are actively promoting the US Communities program to the nation's school districts, colleges and universities. Virco has forty-six territory sales managers and six regional managers nationally. The territory sales managers work directly with our customers and manage all procurement, delivery and installation requests, relying on our highly-trained customer service and logistic team to process and coordinate all aspects of any respective project or order.

Moreover, Virco's manufacturing and distribution centers have implemented several inventory and delivery programs that meet the needs of all school districts, including PlanSCAPE, Virco's comprehensive project management program for new construction projects as well as a Quick Ship and Classroom Basics stocking program to meet the daily needs of schools and school districts across the country.

### **Section 4.1: GENERAL DEFINITION OF PRODUCTS AND OR SERVICES.**

Virco's product offering covers all functional categories as outlined in Section 4.1, GENERAL DEFINITION OF PRODUCTS AND OR SERVICES. Virco's product line alone meets all identified categories; however, to provide the best possible FF&E solution Virco is partnering with the manufacturers listed below. These manufacturers are the leaders in the industry in their respective product category.

Virco's partner program has been in place since 2003 and is the foundation of our industry leading PlanSCAPE® project and space planning program. Virco has selected nineteen vendor partners that specialize in certain functional areas of any school building. Of the nineteen partners we have selected, ten have been in the program since 2003, five have been in the program for five years and we are adding three new manufacturers for the first time. The new additions are all leaders in their industry and bring experience and knowledge that will enhance the contract's value to our customers.



**Virco: Category 4.1.1 through 4.1.16**

Virco Mfg. Corporation, founded in 1950 and headquartered in Torrance, California, is the nation's largest producer of educational furniture and equipment. As a recognized leader in the industry, Virco is committed to providing innovative solutions and lasting value to educators across the country and around the world.

**Bretford: Category 4.1.4 – Technology Support & 4.1.3 - Storage**

Technology keeps changing — and then changing the way ideas are shared. This is shifting the ways we work and learn together, and how we interact. At Bretford, we're designing the products that support this evolution.

We're a proud leading global manufacturer of technology-enabled products, and thought leaders on ways to intuitively incorporate technology into work and learning environments. This leadership in turn inspired the formation of strategic partnerships with major international brands, a prestigious group of worldwide innovators who support and push further our thinking and findings.

Bretford continues to rework and reimagine, so we can stay agile, too, and build product that are long-lasting and forward-thinking enough to support today's mobile needs and technology's inevitable next wave.

**Brodart Contract Furniture: Category 4.1.5 – Library Furniture**

Since our humble beginnings in 1939 and our development of furniture manufacturing twenty years later, Brodart Company and its employees have worked hard to become a leader in every aspect of our trade. Hallmarked by an equal mix of durability and aesthetic appeal, Brodart Contract Furniture is designed not just to serve a purpose, but to serve an audience.

At Brodart Contract Furniture we have facilitated progress and innovations with products such as the modular circulation desk, and a leg connection that's so good we warrant it for life. We not only work in quality wood & veneers, but we are also skilled at working with materials such as metal, glass, solid surface, acrylics, and resins. Our 200,000 square foot state-of-the-art facility and equipment allow us to make superior products that withstand decades of use.

**Diversified Woodcrafts, Inc.: Category 4.1.3– Storage; Category 4.1.4 – Technology Support Furniture; Category 4.1.6 – Science Laboratory Furniture & Category 4.1.10 – Art Instructional Furniture**

Vocational furniture with solid maple construction. This line includes work benches, tool cabinets, and lumber storage. Also includes art furniture, drafting tables, and CAD stations. There is also an oak science line that includes lab tables, workbenches, equipment storage, and base and wall cabinets.

**ERG International: Category 4.1.7 – Cafeteria Furniture & Category 4.1.12 – Soft Seating**

Diverse products designed for Higher Education & learning environments. ERG products include a large selection of multi-use Seating, Tables, Lounge, Banquettes and Occasional Tables. With turn-key solutions for the following environments; cafeteria, training rooms, classroom, lounge, public areas, outdoor, student housing, student life and more.

**Ghent Manufacturing: Category 4.1.9 – Audio/Visual Furniture**

Visual Communication product, made in the USA. This line includes whiteboards, tack boards, glass boards, enclosed message centers, easels and signage. American made products since 1976 that are designed to help users communicate, collaborate, and learn.

**Greene Manufacturing: Category 4.1.14 – Career/Technical Educational Furniture**

Since our company began in 1969, GMI has grown to become one of the leading manufacturers of industrial and technical furniture for schools and industry. Our company offers a complete product lineup from work benches and storage cabinets to welding lab equipment. We continue our mission to provide high quality products with unsurpassed customer service.

**High Point: Category 4.1.11 – Educational Office Furniture & Category 4.1.12 – Soft Seating**

High Point Furniture Industries manufactures all their product in North Carolina and consists of case goods, office and conference seating, reception and lounge seating and health care furniture. We offer multiple finishes, thousands of upholsteries, quality craftsmanship and all with a limited lifetime warranty. The majority of our product ships assembled and custom applications are welcome. Privately held, we have been building High Point quality since 1958.

**Interior Concepts: Category 4.1.4 – Technology Support Furniture & Category 4.1.11 – Educational Office Furniture**

Interior Concepts Corporation is an industry leader in designing, manufacturing, and installing school furniture and office furniture for K-12 and higher education environments. Using the latest technology, we design furniture for a wide variety of needs including tables, instructor desks, technology labs, reception areas, and office spaces. Drawing from decades of experience in designing and manufacturing high quality, made in the USA school furniture, Interior Concepts is your #1 choice for furniture to enhance the learning environment.

**Lyon Workspace Products: Category 4.1.3 – Storage**

Provider of quality, yet affordable workspace products for over 116 years. Product line includes: storage cabinets, metal workstations, clip shelving, wedge lock metal shelving, metal lockers, storage bins, industrial shelving and modular metal cabinetry.

**Moore Co Inc. - Balt-Best Rite Mfg: Category 4.1.9 – Audio Visual Furniture; Category 4.1.4 – Technology Support Furniture; Category 4.1.16 – Related Products and Support Services**

Balt and Best-Rite have been manufacturing quality commercial and educational products for several decades and have been operating under a new organizational name, MooreCo Inc., since 2007.

Located in Temple, Texas, MooreCo Inc. is the leader in the educational and commercial markets for visual communication products, technology support equipment and office furniture. With state of the art equipment, highly trained employees, and an excellent shipping history, MooreCo Inc. has established a solid reputation for quality and reliability.

**Plymold Furnishing Solutions: Category 4.1.7– Cafeteria Furniture**

Plymold Seating offers a full complement of commercial furniture that includes upholstered and wood booths, upholstered lounge furniture, wood chairs and stools, metal chairs and stools, solid wood and laminate tops, table bases, fixed frame booth and cluster seating, and outdoor furniture. All furniture is custom finished to each customer's unique specifications.

**Republic Storage Systems: Category 4.1.3 – Storage**

Republic's economical and versatile storage line includes metal lockers, clip type shelving, Wedge-Lock boltless rivet shelving, storage cabinets, pallet rack, Metal Lumber slotted angle and workbench.

**RFM Preferred Seating: Category 4.1.2 – Seating/Chairs**

RFM Seating is a manufacturer of high quality commercial seating designed for all types of office, waiting area and training applications. Product is primarily domestically manufactured and shipped from facilities in OR, CA and KS. Product mix ranges from minimum weight limits of 300 lbs. up to 500 lbs. Company was originally Reimers Furniture Manufacturers and has been in business for 35 years and headquartered in Hillsboro, OR.

**Right Angle: Category 4.1.4 – Technology Support Furniture & Category 4.1.11 – Educational Office Furniture**

Office Furniture, Height Adjustable Tables and Ergonomic accessories. Line includes computer furniture for labs and offices. Office and training room tables, storage pedestals and lateral files, keyboard trays, monitor arms, and ergonomic accessories, Office and training room seating.



**Russwood Library Furniture: Category 4.1.5 – Library Furniture**

A complete offering of wood library furniture. Solid wood, wood veneer, veneer plywood and plastic laminate products are available. Product line covers shelving, newspaper and magazine racks, computer access stations, study carrels, tables, chairs and circulation desks/counters.

**Ultra Play Systems: Category 4.1.16 – Related Products and Services**

Ultra Site / Ultra Play Systems offers a full line of commercial outdoor furniture including thermoplastic coated steel tables, benches and matching trash receptacles for the school and recreation market. In addition, we also offer aluminum, recycled plastic and wood commercial outdoor products for all types of outdoor seating requirements.

**Waddell Display Cases: Category 4.1.3 – Storage**

Trophy and Display Cases, made in the USA. Line includes wood cases, aluminum cases and laminate cases. Free-standing, wall-mounted or recessed cases are available. All cases ship fully assembled and carry a limited lifetime warranty.

**Wenger Corporation: Category 4.1.13 – Music Furniture & Storage**

Music makes the world a better place. Music educators know better than anyone that pursuing excellence requires high quality equipment that is durable, dependable, and designed for the daily demands of practice and performance. That means chairs, stands, and risers designed for success. Staging that can be moved and reconfigured for your needs. Acoustic treatments that enhance every space. Storage cabinets that safeguard your investment. And sound isolation systems that protect hearing and enhance learning. We even have products designed specifically for conductors and teachers. Take a look at all we have to offer and you'll see that we are your total resource for elementary, secondary, or even college level music practice and performance.

**Wood Designs: Category 4.1.8 – Early Childhood Furniture**

A multitude of Pre-K, wooden, early childhood furniture for classrooms and daycares. Includes, shelving, storage, trays, lockers, dramatic play, kitchen play, S & W play, literacy, cots, art easels, and more. All are GREENGUARD GOLD C. & S. certified and backed by a lifetime warranty.

## **Additional information for Section 4.0**

### **Virco – Who We Are**

Virco is the leading manufacturer and distributor of education furniture and equipment in the United States. In addition to being the nation's largest manufacturer of classroom furniture, Virco has also developed a complete turnkey project management program in PlanSCAPE®.

Virco supports the K-12 industry with two manufacturing and distribution facilities; our corporate headquarters in Torrance, CA, which includes a 560,000-square foot manufacturing and warehouse facility, and the largest commercial or educational manufacturing & warehouse facility in Conway, AR. Virco's Conway facility is over 2.1 million square feet.

Virco is the primary supplier of furniture and equipment to the many of the largest districts in the nation, as well as the fastest growing districts in the country, including but not limited to, Los Angeles Unified, San Diego Unified, San Francisco Unified, Atlanta Public Schools, Denver Public Schools, Dade County, Florida Schools, Houston ISD, Fairfax County, VA Schools, Elkhorn Public Schools, Blue Valley Public Schools, New Orleans Recovery School District, Et al.

### **PlanSCAPE® DEDICATED TO MODERN LEARNING ENVIRONMENTS**

Outfitting campuses for modern learning one classroom at a time; PlanSCAPE supports interaction amongst learners – Virco provides solutions for dynamic environments with transformational furniture. Our 21st Century Classroom solutions deliver the tools necessary to facilitate learning in all of its modern forms.

PlanSCAPE is a truly comprehensive solution—as manufacturer, distributor and turnkey project managers—PlanSCAPE furthers Virco's mission to create a positive impact through a commitment to the modern learning experience. Using the strength of Virco's knowledge and experience, Virco PlanSCAPE was launched more than a decade ago as an all-in design, planning and management service for furniture, fixtures and equipment needs, focused on optimal impact and efficiency on today's modern campuses. For educators, PlanSCAPE enables teachers to empower students in a well-planned and designed campus. An added-value service, PlanSCAPE is designed to complement Virco's product line—turning educators' ideal solution into reality. From planning and procurement to management and installation, it's done with the peace of mind decades as an industry leader provides.

## HEALTHY MOVEMENT IN THE CLASSROOM

Research is now confirming what many of us know intuitively: moderate movement can improve focus and concentration. Sometimes the simplest thing can help, like standing up or bracing your legs on a footrest.

Virco, America's leading maker and supplier of furniture for K-12 schools, has partnered with experts in child development, sensory integration and environmental adaptations to enhance classroom furniture designs for the benefit of all children. These collaborations – including a series of school-based product evaluations and assessments – have enabled the development of a dedicated brochure, which we've entitled Move: **Healthy Movement in the Classroom**.

Unique to the K-12 learning environment is ZUMA® rocking chairs. ZUMA rockers have taught us three things we never expected: they bring smiles to every classroom, whimsy can be a good thing, and sitting still isn't necessarily the same as paying attention.

To learn more about the importance of furniture that supports healthy movement for positive behavior and engaged attention at school, visit Virco's Healthy Movement website – [www.healthymovement.com](http://www.healthymovement.com) – and click on the Program Evaluation link

### Delivery Expectations:

Virco has created the most comprehensive inventory, stocking and delivery program in the educational furniture industry. There are four elements to the program:

- a) **Equipment for Educators Catalog:** Includes thousands of SKU's that will ship in four (4) to six weeks (6) after receipt of order, except for the months of July and August, when lead-times can extend to six (6) to eight (8) weeks.
- b) **Classroom Basics:** Over 3,000 SKU's that will ship in two (2) to three (3) weeks after receipt of order, except July and August when lead-times can extend to six (4) weeks.
- c) **Quick Ship:** Over 200 SKU's that are guaranteed to ship in 72-hours after receipt of order. To receive QS lead-times, purchase orders must on contain QS product.

### Backorder Policy

All backordered products will remain on order and shipped as soon as available.



## **Restocking Charges**

When consignees refuse or are unable to accept delivered orders, we will charge 100% of the original freight cost plus demurrage charges to redeliver the order. Returned orders are subject to a minimum 20% restocking fee. Merchandise returns can only be accepted with prior authorization from Virco's Customer Service Department; moreover, all returned items must be unused and still in their original packaging. Authorization to return merchandise must be approved by Virco Customer Service no later than 90 days after initial delivery. We do not accept returns of custom-made products, and we will refuse returns that are submitted without prior authorization from Virco Customer Service.

## **Damaged Goods:**

### **STEPS TO TAKE WHEN CARRIER MAKES INSPECTION OF DAMAGED ITEMS:**

#### **HAVE DAMAGED ITEMS IN THE RECEIVING AREA**

Make certain that the damaged items have not been moved from the receiving area. Allow the inspector to inspect the damaged items, cartons, inner packing materials and freight bill. Be sure to retain your delivery receipt since it will be needed as supporting documentation when the claim is filed.

#### **AFTER THE INSPECTOR FILLS OUT THE REPORT, READ IT CAREFULLY BEFORE SIGNING**

If you do not agree with any statements made by the inspector on the report, do not sign it. Unless repairs will be completely satisfactory, be sure the inspector requests replacement on the inspection report. A new item can be ordered only if the report specifies "replace."

#### **CONTINUE TO RETAIN DAMAGED MERCHANDISE**

Even though the inspection has been completed, damaged items cannot be used or disposed of without written permission from the carrier or Virco. After the claim has been settled, the carrier will either pick-up the damaged items or send a letter asking you to dispose of the merchandise.

## **Regulatory Requirements and Standards**

Virco products that fall into any of the regulatory requirements and standards as outlined in this section will meet or exceed such requirements.

Virco manufactures furniture for every size of student. Moreover, Virco has the most comprehensive ADA program in the FF&E industry. And, in the case of a request that requires a unique or specialized product, Virco's in-house engineering department can develop a product that fits the student's unique needs.



## SUPPLIER INFORMATION

### **Supplier Qualification**

Virco fully understands the requirements of the Supplier Commitments as stated for both Prince William County Public Schools and U.S. Communities Purchasing Alliance. Since 2003, Virco has had a contract through the U.S. Communities Purchasing Alliance. All aspects of the U.S. Communities Master Agreement are in place. Moreover, Virco will sign and execute both Prince William County Public School's contract as well as the U.S. Communities Master Agreement.

### **Supplier Information – General**

All information requested on page 41, section 1 a, b, c and d can be found under TAB 4 - Project Methodology & Approach.

### **Experience – History**

Producing high-quality furniture for our diverse family of customers is a 67-year tradition at Virco Mfg. Corporation. Over the last half-century, we've become a leading supplier of tables, chairs and storage equipment for offices, convention centers, auditoriums, places of worship, hotels and related settings. We're also the largest manufacturer of educational furniture in the United States.

Virco employs approximately 780 people nationwide. Our 560,000 square-foot Torrance, California headquarters features a state-of-the-art manufacturing facility, as does our Conway, Arkansas location, which has over 2,000,000 square feet of operational space. Large distribution centers in Torrance and Conway give Virco excellent shipping access to major ports.

From our earliest days, product development has been a key to Virco's growth. We've also worked with accomplished designers – such as Peter Glass, Richard Holbrook and Bob Mills – to develop additional products for contemporary applications and high impact learning environments. These include the best-selling ZUMA®, SAGE®, Analogy® & Metaphor classroom furniture collection; as well as TEXT®, Plateau® and Tetra® line of tables and desks.

Because customer service is our top priority, Virco maintains a nationwide direct sales team and supports a growing dealer network. We also offer a complete spectrum of support services, including product delivery, installation and repair, computer-assisted layout planning, and the comprehensive PlanSCAPE® service, which helps school administrators efficiently and cost-effectively manage the furniture, fixtures and equipment (FF&E) portion of new construction or renovation project budgets. In addition to these great services, Virco now has a dynamic Take-Back program that enables schools to recycle their out-of-service furniture components, rather than sending these items to a landfill.

Having grown from a small provider of educational furniture to a national leader in a wide range of markets, Virco is a company that values tradition, yet maintains a forward-looking approach to product development.

### **Experience – Cooperative Contract**

Virco, Inc. has held a U.S. Communities Educational Furniture contract since 2003 and in that time, Virco has generated over \$1.1 billion through the U.S. Communities program. Virco is completely aware of, and in compliance with, all aspects of the Supplier Commitment.

Virco has established our contract through the US Communities Purchasing Alliance as the single largest FF&E educational contract in the country. Virco's executive staff has implemented all required policy and procedures to meet the organizations four commitments: Corporate Commitment, Pricing Commitment Economy Commitment and Sales Commitment.

Virco is the leading manufacturer and distributor of educational furniture and equipment in the United States. In addition to being the nation's largest manufacturer of classroom furniture, Virco has developed a complete turnkey project management program in PlanSCAPE®. Supporting interaction amongst learners – PlanSCAPE provides solutions for dynamic environments with transformational furniture. Our 21st Century Classroom solutions deliver the tools necessary to facilitate learning in all of its modern forms.

### **Local Staffing**

The following individuals are responsible for Prince William County Public Schools:

#### **Todd Manning, Regional Sales Manager**

4764 Chippenham Drive

Roanoke, VA 24018

(P) 540-915-2639

(F) 540-656-0335

email: [toddmanning@virco.com](mailto:toddmanning@virco.com)

Todd is the Regional Manager of the Mid-Atlantic Region, which includes Virginia, North Carolina, South Carolina, Tennessee, Arkansas and Oklahoma. Todd is responsible for eight (8) territory sales managers and



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over \$20 million in annual sales. Along with Danny Harding, Prince William County Public School's direct territory sales manager, Todd will be Prince William County PS's main contact.

Todd has been with Virco for over 24-years and has been the regional manager for over fifteen years.

**Danny Harding, Territory Sales Manager**

310 High Street  
Bridgewater, VA 22812  
(P) 540-435-7382  
(F) 800-396-8232  
email: [dannyharding@virco.com](mailto:dannyharding@virco.com)

Danny is the Virco Territory Sales Manager for Prince William County Public Schools as well as thirty other counties in the northern and northwestern counties of Virginia.

Danny has over nine years of experience with Virco and has been the Virco Territory Sales Manager for Prince William County Public Schools for over those nine years.

**Lisa Sharp, Sales Service Manager**

P.O. Box 5000  
Conway, AR 72032  
(P) 800-488-4726 ext. 2030  
(F) 800-396-8232  
email: [lisasharp@virco.com](mailto:lisasharp@virco.com)

Lisa is the manager of customer service for the Conway, AR division. Lisa is located at Virco's Conway, AR facility. Lisa has been with Virco for over fifteen (15) years and has been the customer service manager for the Conway Division since 2013.

**Deborah Jones, Customer Service Representative**

P.O. Box 5000  
Conway, AR  
(P) 800-448-4726 ext. 2312  
(F) 800-396-8232  
email: [deborahjones@virco.com](mailto:deborahjones@virco.com)

Deborah is the customer service representative for Virginia, including Prince William County Public Schools. Deborah had been the customer service representative for Virginia since February 2017.

## **Manager and Staff**

### **Brian True, Vice President of Sales**

Conway, AR & Torrance, CA  
(P) 501-513-1622 Conway, AR  
(P) 310- 626-0769 Torrance, CA  
(F) 800-396-8232  
email: [briantrue@virco.com](mailto:briantrue@virco.com)

Brian is the Vice President of Sales of Virco's National Sales Group and direct sales force. In addition, Brian has been the manager of Virco's US Communities program since 2003. Brian has been with Virco for twenty-nine years and has been responsible for the National Sales Group since 2000.

### **Patricia L. Quinones, Chief Administrative Officer**

Conway, AR and Torrance, CA  
(P) 800-488-4726  
(F) 800-396-8232  
email: [pattyquinones@virco.com](mailto:pattyquinones@virco.com)

Patty is Virco's CAO and her responsibilities include customer service, logistics and pricing. Patty has been with Virco since 1991 and has been responsible for customer service, logistics and pricing since 1999.

### **Melissa K. French, Corporate Director of Marketing Services**

Conway, AR and Torrance, CA  
(P) 800-488-4726  
(F) 800-396-8232  
email: [missyfrench@virco.com](mailto:missyfrench@virco.com)

Missy is the Corporate Director of Marketing Services, which includes all of customer service and pricing responsibilities for Virco. Missy has been with Virco for twenty-three years and has overseen customer service since 2008.

### **Paul Gall, Vice President, Logistics**

Conway, AR and Torrance, CA  
(P) 800-488-4726  
(F) 800-396-8232  
email: [paulgall@virco.com](mailto:paulgall@virco.com)

Paul is the Vice President of Logistics, which includes all transportation and installation responsibilities for Virco. Paul has been with Virco for thirty years and has overseen Virco's logistic department since 2008.

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### Methodology / Implementation

Virco's national presence and direct selling, pricing, manufacturing and distribution model is unparalleled in the educational furniture industry. No other manufacturer or distributor can market, sell or price consistent products to every state as well as guarantee the important pricing commitment required to participate through the U.S. Communities Purchasing Alliance.

Since Virco has held a contract through the U.S. Communities program since 2003, all necessary elements to meet the required commitments to market, report, sell, and support the contract are already in place.

### Company

1. Virco's National Sales Group is made up of forty-six direct territory sales managers. Below are the states with direct representation. There are several territory sales managers that cover multiple states so the chart below represents the states that have direct representation and is not the actual number of territory sales managers in Virco's sales group.

# REPS	STATE	# REPS	STATE
1	AL	1	MS
1	AR	4	NC
6	CA	1	NE
1	CO	1	NH
1	CT	1	NJ
1	DE	1	NM
0	DC	2	NV
4	FL	3	NY
2	GA	2	OH
1	IA	1	OK
1	ID	2	PA
3	IL	1	RI
1	IN	1	SC
2	KS	2	TN
1	KY	4	TX
1	LA	1	UT
2	MA	2	VA
0	MD	1	VT
1	ME	2	WA
2	MI	1	WI
1	MN	3	WV
2	MO	2	WY

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**2. Locations:**

Virco has two fully integrated manufacturing, warehouse and distribution centers that support our national sales strategy. In addition to the operational organization, both Torrance and Conway include purchasing, engineering and customer service.

**Torrance, California** – Corporate Headquarters, 560,000 square foot warehouse and distribution center. 230 employees



**Conway, Arkansas** – 2.1 million Square feet of manufacturing, warehouse and distribution center. Over 500 employees

Conway, Plant 1





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Conway, Plant 2



**3. Support Centers – N/A**

**4. Annual Sales by Group**

	2014	2015	2016
CITY/COUNTY	\$ 1,450,610.00	\$ 1,306,682.00	\$ 1,304,213.00
K-12	\$100,203,872.00	\$103,275,995.00	\$110,683,173.00
HIGHER EDUC	\$ 3,736,264.00	\$ 3,272,026.00	\$ 3,711,018.00
STATE	\$ 101,501.00	\$ 111,391.00	\$ 395,493.00
OTHER PUBLIC SECTORS	\$ 81,380.00	\$ 841,279.00	\$ 781,486.00
FEDERAL	\$ 204,176.00	\$ 250,281.00	\$ 244,655.00
PRIVATE SECTOR	\$ 41,157,834.00	\$ 46,459,786.00	\$ 36,606,097.00
TOTAL SUPPLIER SALES	\$146,935,637.00	\$155,517,440.00	\$153,726,134.00

**5. Dun & Brad – See enclosed D&B Report (behind Tab 5)**

Duns# 00-828-9530 & 11-802-6819

TIN # 33- 0815719

## **Distribution**

**Torrance, California** – Corporate Headquarters, 560,000 square foot warehouse and distribution center

**Conway, Arkansas** – 2.1 million Square feet of manufacturing and warehouse and distribution center.

- 1.) Virco has a nationwide distribution network including our own fleet of trucks as well as dedicated common carriers that distribute our products. Virco's enormous distribution potential allows us to receive the best possible shipping rates in the nation.
- 2.) Virco will be the only company that plans, coordinates and executes the distribution of our products or the products of our vendor partners.
- 3.) Virco's proposal includes freight charges. .Virco receives the best freight prices in the country and those charges are passed along to the customer.
- 4.) Virco's two fully integrated manufacturing and distribution centers support the entire nation as well as Canada, Mexico and countries outside of north America.
- 5.) As a manufacturer that sells direct to the end-user our ability to sell products through dealers utilizing the US Communities contract is not possible. However, Virco does have in place a SBE program that includes our partnership with small or MWBE companies that support Virco in our manufacturing and distribution network. Moreover, most of the vendor partners we have named to our proposal are small or MWBE businesses.

## **Marketing**

- 1.) Over the last fourteen years, Virco has developed and implemented many marketing efforts that have helped make our contract through US Communities the largest cooperative FF&E contract in the country. Listed below are some of the marketing programs Virco has developed and implemented to promote our contract.
  - a. Virco's national direct sales group leads with the US Communities contract on every sales call.
  - b. Annually, Virco prints and distributes nationally over 20,000 US Communities Price Lists. The 2018 price list includes over 20,000 models. An example of a 2017 Zone 3 Price List has been included in behind Tab 5.
  - c. Virco has developed a special promotional pricing and stocking program only offered to US Communities registered agencies. Virco's Classroom Basic and Quick Ship programs offer significant savings from our standard US Communities pricing as well as offers very specific delivery commitments based on color. An example of our Quick Ship Promo brochure is included behind Tab 5.
  - d. Virco e-blasts these promotional programs through our affiliation with ASBO International, as well as to every Superintendent, Assistant Superintendent, Business Manager and Principal through lists provided from Market Data Retrieval, several times each year.



- e. Virco promotes the US Communities program on our web site.
- f. Virco markets our affiliation with US Communities in all trades that target school districts, colleges, city and county governments.
- 2.) Virco has held a US Communities contract since 2003. All sales reps are trained and actively using the contract and the program.
- 3.) Virco has already implemented the Master Agreement as the primary offering to all Participating Public Agencies.

## **Products, Services and Solutions**

Virco's proposal includes a vast offering of products manufactured in Virco's two domestic factories. In addition, Virco has partnered with over forty-five supplier partners to help Virco and our contract become a single supply source for our customers that purchase through the U.S. Communities Purchasing Alliance program. Of the forty-five partners listed, nineteen are named to our contract to support our PlanSCAPE project management program. The remaining partners are in place to support our Equipment for Educators catalog.

The product assortment found within our Equipment for Educators ranges from basic furniture and equipment for classrooms to early learning, office, administrative, audio visual, presentation, and building services as well as other unique needs. All products in the Equipment for Educators catalog carry lead-times that are no more than six weeks, including products supplied by any of the forty-five supplier partners listed in our proposal. In addition to our standard catalog items, Virco has created the industry leading Classroom Basics Program that includes over 4,000 SKU's that carry lead-times of four to six weeks as well as our Quick Ship program that includes over 200 SKU's that carry a 72-hour shipment commitment, twelve months of the year.

Virco also has a comprehensive program whereby special requests such as color, banding and even custom made or modified products are available. Virco is committed to supporting our customer's needs by providing them with the products they need and performance they require.

As the leader in FF&E solutions in the K-12 market, Virco invests in new product development and is proud of our work and leadership in the Healthy Movement segment of the 21<sup>st</sup> century learning environment. The changing classroom encourages and supports collaborative and flexible learning solutions and Virco has been meeting those needs and keeping our customers in the forefront of the modern classroom.

Virco is also the industry leader in developing products and programs to help support our commitment to the environment. Since the early 90's, Virco has been providing sustainable and well-made products to our customers; moreover, the creation of our Take Back Program helps schools and districts that are interested in recycling and repurposing their old, worn out furniture.

### **Delivery Expectations:**

Virco has created the most comprehensive inventory, stocking and delivery program in the educational furniture industry. Below are some highlighted elements of the program:

- a) **Equipment for Educators Catalog:** Includes thousands of SKU's that will ship four (4) to six weeks (6) after receipt of order, except for July and August, when lead-times can extend to six (6) to eight (8) weeks.
- b) **Classroom Basics:** Over 3,000 SKU's that will ship in two (2) to three (3) weeks, after receipt of order, except July and August when lead-times can extend to six (4) weeks.
- c) **Quick Ship:** Over 200 SKU's that are guaranteed to ship in 72 hours after receipt of order. To receive QS lead-times, purchase orders must on contain QS product.

### **Backorder Policy:**

All backordered products will remain on order and shipped as soon as available.

### **Restocking Charges**

When consignees refuse, or are unable to accept delivered orders, we will charge 100% of the original freight cost plus demurrage charges to redeliver the order. Returned orders are subject to a minimum 20% restocking fee. Merchandise returns can only be accepted with prior authorization from Virco's Customer Service Department; moreover, all returned items must be unused and still in their original packaging. Authorization to return merchandise must be approved by Virco Customer Service no later than 90 days after initial delivery. We do not accept returns of custom-made products, and we will refuse returns that are submitted without prior authorization from Virco Customer Service.

### **Quality**

- 1.) Virco has implemented a quality control program within our manufacturing process that requires each production phase of a product to be reviewed by production supervisors before the product moves to the next phase. In addition, the final manufacturing process, referred to as Assemble to Ship, has quality control inspection procedures on each product prior to final packaging.

Virco also bar codes every product. The bar code information includes all pertinent manufacturing information. Any unlikely manufacturing defect can be traced back to the specific date and material used.

- 2.) All problems are communicated directly through Virco's direct sales group or our dedicated customer service department. Territory sales managers or

customer service reps, handle all aspects of the order process including order updates, expedites, delivery information, product complaints, etc.

- 3.) Since Virco is a direct model, we have all customer service processes in place to provide the highest level of customer satisfaction in the industry. Our direct model ensures that the customer is getting the most accurate information. All issues are charted and logged through our Customer Satisfaction Request process. The CSR process is similar to processing an order. All problems are assigned a CSR number and entered in our SAP operating system. The CSR is tracked and updated as it processes through the issue.

#### 4.) **Virco Warranty**

Virco will repair or replace, at its option, any Virco furniture or equipment product which proves to be defective in original material or workmanship that may become evident within the first 10 years of the date of purchase and 5 years from the date of purchase for casters, glides, pneumatic cylinders and torsion bars. This is your sole and exclusive remedy. This warranty covers products manufactured after January 1, 2017, as long as product is owned by original purchaser, and is subject to the following limitations:

##### **Limitations:**

From the date of purchase, Virco's warranty covers the items below as follows:

##### 10 Years

Laminates, seating controls, all seating, desk, table and storage products unless otherwise indicated in this warranty.

##### 5 Years

Glides, casters, pneumatic cylinders and torsion bars on mobile folding tables

##### 1 Year

Chairs with custom logos applied to their upholstered seats and/or backs

##### **Exclusions:**

This warranty excludes:

- Apparent defects caused by abusive or abnormal use of the product.
- Products not assembled, installed or used in compliance with Virco's product instructions or warnings.
- Failures resulting from inadequate inspection and maintenance.
- The effects of normal usage over time.
- Any damage caused during shipment (see the current Virco price list's "Steps to Take When Receiving Shipments" for more information).

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- Product modifications not approved by Virco.
- Vinyl and fabric upholstery material, except as may be offered by the mill source.
- Rust caused by natural elements or high exposure to moisture
- Products used for rental purposes

**Natural Materials, Color Variations & Customer's Own Materials**

Leather, wood and other natural materials may have intrinsic grains or patterns that are distinguishing features and not regarded as defects. Virco cannot warrant the matching of grains, patterns, textures, colors, or the color-fastness of such materials. In addition, Virco does not warrant Customer's Own Materials (COM) that are chosen and used in a Virco product at a customer's request.

THERE ARE NO IMPLIED WARRANTIES OF FITNESS OR MERCHANTABILITY, AND THERE ARE NO OTHER EXPRESS WARRANTIES BEYOND THE WARRANTIES EXPRESSED HERE. ALL INCIDENTAL OR CONSEQUENTIAL DAMAGES WHICH MAY ARISE, INCLUDING BUT NOT LIMITED TO BUSINESS LOSSES, PERSONAL PROPERTY DAMAGE, AND THIRD PARTY LIABILITIES ARE HEREBY EXPRESSLY EXCLUDED.

**Administration**

- 1.) Virco has the capability to receive purchase orders that are submitted by EDI, telephone, fax, electronic retail and the Internet. All orders are processed through one of Virco's two customer service departments in Torrance, CA and Conway, AR., Virco's customer service department is a staff of fifteen highly trained customer services representatives.

In 2012 Virco implemented the 8x8 phone system. This advanced phone system offers cloud-based voice, video and mobile unified communications solutions for small to medium-sized business and distributed enterprise customers.

- 2.) Virco is launching its new website in the fall of 2018 that will include the ability for customers to purchase products online. This advanced system will allow all US Communities customers to login to our network using a uniquely assigned passcode. Our easy-to-use E-commerce website benefits Participating Public Agencies by giving them a time-saving way to directly enter their own Virco furniture orders whenever it's convenient for them to do so. And by reducing the likelihood of order entry errors, the use of our E-commerce website also enhances order fulfillment.
- 3.) Virco's operational system is a single platform. Virco has been using the SAP operational system since 2000. All phases of customer service, manufacturing and warehouse management are managed through SAP.

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Virco can receive orders many ways including EDI, fax, [orders@virco.com](mailto:orders@virco.com) or by mail.

- 4.) Not Available.
- 5.) Virco currently complies with the US Communities monthly reporting process. Virco operates SAP. All reports have been pre-set in SAP and run at the end of each month in the format required by U.S. Communities.
- 6.) Virco Operates SAP as well as SAP business warehouse. Any and all reports required by Prince William County Public Schools, U.S. Communities or any Virco customer could be pulled from our operating system.
- 7.) We believe that our current business management system is in place to provide our customers with the best business experience in the public procurement industry.

### **National Staffing Plan**

#### **Brian True, Vice President of Sales, National Sales Group**

Brian has been Virco's main point of contact with the current US Communities program through Wichita Public Schools. Brian is dedicated to making sure the contract is Virco's lead contract and that all territory sales managers are properly trained and understands how to execute the program in the field.

**Brian is dedicated to the contract full time on all proposed commitments.**

Sales Staff dedicated to the contract:

Regional Managers:	Full Time – Sales and Economy Commitment
Territory sales managers:	Full Time – Sales and Economy Commitment
PlanSCAPE Managers:	Full Time – Sales and Economy Commitment
Brian Kirkwood, Trainer:	Full Time – Sales and Economy Commitment
Patti Thurman, Analysis:	Full Time – Reporting

#### **James Johnson, Chief Marketing Officer, Virco, Inc.**

James has been Virco's Marketing main point of contact with the current US Communities program. James is dedicated to creating the necessary marketing materials needed to promote and market the contract at the highest level. James is dedicated to the contract full time and is Virco's direct contact with the US Communities marketing department.

Marketing Staff dedicated to the contract:

Debbie Caton-Smith: Dir. of Marketing:	Full Time - Marketing Commitment
Stan Foster, Dir. of Art & Design:	Full Time – Marketing Commitment
Yolanda Allen, Asst. Manager:	Part Time – Marketing Commitment

#### **Patty Quinones, Chief Administrative Officer, Marketing Services**

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Patty is head of Virco's pricing and customer service departments. Patty and Brian developed Virco's current pricing strategy and national structure and will be responsible for the pricing and structure of the new proposal. Patty is dedicated to the contract full time.

Marketing Services Staff dedicated to the Contract:

Missy French, Director, Customer Service: Full Time – Sales and Pricing Commitment.

**Additional Information**

- 1.) Virco's Corporate Stewardship initiative plays a key role in the company's overall mission to deliver a competitive and sustainable return to shareholders by balancing the interests of shareholders, customers, employees, suppliers, the communities where we operate, the environment and competitors through the active application of Virco's five values: Voice, Dignity, Fairness, Leadership and Merit. Virco Stewardship does this by implementing environmentally responsible projects grounded in and flowing from our industry-leading recycling and resource recovery initiatives. Areas of emphasis for projects include product development, education, new recycling and resource recovery efforts, community service, and collaboration with potential Green partners outside Virco.
- 2.) In one sense, the Virco Stewardship initiative can trace its origins to February of 1950 when we begin working with America's schools as a newly established company. Although terms like "sustainability" and "sustainable business practices" weren't commonly used back then, they accurately describe the vision that inspired Virco's founder, Julian Virtue, to develop long-lasting classroom furniture. As a result, Virco has grown from a small southern California business with a single customer into the country's largest manufacturer and supplier of furniture and equipment for the K-12 market.

Another pivotal year in our Stewardship initiative's history was 1989. That's when our manufacturing facility in Conway, Arkansas, started its recycling and resource recovery program. Beginning with hydraulic oil, office paper and scrap metal, Virco's corporate-wide recycling efforts now include more than 40 items, ranging from plastics and wood dust to cell phones and computer hardware. Over the years, we've recycled more than 340,000,000 pounds of materials, and we're still looking for new ways to remove even more items from our waste stream.

The success of our recycling activities led to the development of Virco's "Cash for Cardboard" program in 1993. Through this community service program, we recycle cardboard for 35 schools near our Conway facility; we also build recycling bins for the schools to collect their cardboard. After Virco picks up their cardboard for processing, the proceeds are returned to

the schools; to date, we've helped these schools earn more than \$100,000 through recycling.

In 1994, we took another step forward by becoming a partner in the US Environmental Protection Agency's WasteWise Program, which was founded to help businesses, government agencies and other organizations throughout the country evaluate and attain their recycling goals; for instance, by providing a Climate Profile, which informatively illustrates the recycling accomplishments of WasteWise partners. Nine years later, in 2003, our partnership entered a new phase when Virco was selected as one of three charter members of the WasteWise Hall of Fame. Now, we're helping the WasteWise team develop new strategies to increase their membership and to encourage all partners to continually improve their recycling efforts.

The Virco Stewardship initiative is building on the foundations we've just described by: developing new products featuring recycled-content materials; expanding our community service and educational programs; and introducing a groundbreaking Take-Back program to help our customers recycle their out-of-service furniture. For us, Virco Stewardship is all about giving something back to the customers and communities that have contributed to our success. That way, we can all move forward into a mutually sustainable future.

- 3.) If you're looking for comfortable, high-value furniture that meets stringent indoor air quality emission levels, Virco offers hundreds of GREENGUARD® certified models!

Virco furniture can also help you obtain points if you're working on a project to earn LEED® certification for your facility.

### **GREENGUARD Certified Products**

- 4.) This ground-breaking program involves taking back selected out-of-service furniture components for recycling. Some of this recycled material can then be included in the Fortified Recycled Wood™ that's used to make seats, backrests and work surfaces for our highly sustainable Telos® and ZUMAFrd™ furniture collections; some recycled material may also be distributed to other users. Beginning in 2006, Virco established a regular Take-Back program that's open to qualifying schools and school districts nationwide. Since then, we've partnered with a number of educational institutions - including Pennsylvania's Palmyra Area High School and California's City College of San Francisco - on successful Take-Back projects. For more on Virco's Take-Back program, please see the Virco press release entitled "Virco Launches Trail-Blazing Take-Back Program."

If you're interested in exploring the possibility of a Take-Back project for



your school, you can download the Virco Take-Back Project Request Form [here](#). Your Virco Representative would be happy to help you complete the form and to answer any of your Take-Back questions. A completed Virco Take-Back Project Request Form is an essential part of the process for evaluating every potential Virco Take-Back project.

- 5.) Over 340,038,000 pounds of recyclables have been processed by Virco since 1989.

Virco has a distinguished record of achievement in the field of recycling and resource recovery. In addition to receiving many state and national awards, including those listed below, Virco has provided technical know-how to a number of organizations that wished to start their own recycling programs, including 35 schools.

### **Environmental Awards**

#### **2011**

Waste Reduction Awards Program (WRAP) winner, presented by the California Department of Resources Recycling and Recovery (CalRecycle)

#### **2010**

Waste Reduction Awards Program (WRAP) winner, presented by CalRecycle

Certificate of Recognition, presented by The Sanitation Districts of Los Angeles County for compliance with industrial waste water discharge guidelines

#### **2009**

Waste Reduction Awards Program (WRAP) winner, presented by the California Integrated Waste Management Board (CIWMB)

SoCAL Environmental Excellence and Development (SEED) Award for Waste Reduction and Recycling, presented by the South Bay Business Environmental Coalition

Certificate of Recognition, presented by The Sanitation Districts of Los Angeles County for compliance with industrial waste water discharge guidelines

#### **2008**

Certificate of Recognition, presented by The Sanitation Districts of Los Angeles County for compliance with industrial waste water discharge guidelines

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**2007**

Certificate of Recognition, presented by The Sanitation Districts of Los Angeles County for compliance with industrial waste water discharge guidelines

**2005**

Waste Reduction Awards Program (WRAP) winner, presented by the CIWMB

**2004**

Waste Reduction Awards Program (WRAP) winner, presented by the CIWMB

**2003**

WasteWise Hall of Fame Charter Member, inducted by the United States Environmental Protection Agency (USEPA)

Waste Reduction Awards Program (WRAP) winner, presented by the CIWMB

**2002**

Corporate Community Involvement Award, presented by the Arkansas Recycling Coalition

Green Contractor Award, presented by the Coalition for Government Procurement

Best Paper Recycling Award (Business Category), presented by the American Forest & Paper Association

Keep America Beautiful National Award (Waste Minimization Category), presented by Keep America Beautiful, Inc.

Waste Reduction Awards Program (WRAP) winner, presented by the CIWMB

WasteWise Program Climate Change Partner of the Year, presented by the USEPA

WasteWise Program Partner of the Year for Large Businesses, presented by the USEPA

Evergreen Award, presented by the United States General Services Administration

Award of Excellence, presented by the Keep Arkansas Beautiful Commission

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**2001**

WasteWise Program Champion, presented by the USEPA

Waste Reduction Awards Program (WRAP) winner, presented by the CIWMB

WasteWise Partner of the Year for Large Businesses, awarded by the USEPA

**2000**

Corporate Recycler of the Year, awarded by the Arkansas Recycling Coalition

**1999**

WasteWise Program Champion, awarded by the USEPA

**1998**

WasteWise Program Champion, awarded by the USEPA

**1997**

Environmental Excellence Award, presented by the USEPA

**1996**

Waste Reduction Record Setter, awarded by the Institute for Local Self-Reliance

**1995**

Woody Award, presented by the Sierra Club

**1994**

Fred Schmitt Award for Outstanding Corporate Leadership, presented by the National Recycling Coalition

**Community Involvement**

Virco's "Cash for Cardboard" program benefits local schools near our Conway, Arkansas facility. Through this program, we recycle cardboard for 35 schools; we also build recycling bins for the schools to collect their cardboard. After Virco picks up their cardboard for recycling, the proceeds are returned to the schools (over \$100,000 since 1993).

## SUPPLIER WORKSHEET FOR NATIONAL PROGRAM CONSIDERATION

Suppliers are required to meet specific qualifications. Please respond in the spaces provided after each qualification statement below:

- A. Will pricing for all Products/Services offered be the most competitive pricing offered by your organization to Participating Public Agencies nationally?  
YES ☒ NO ☐
- B. Does your company have the ability to provide service to any Participating Public Agencies in at least 35 states, and the ability to deliver service in Alaska and Hawaii?  
YES ☒ \*NO ☐  
(\*If no, identify the states where you have the ability to provide service to Participating Public Agencies.)
- C. Does your company have a national sales force, dealer network or distributor with the ability to call on Participating Public Agencies in at least 35 U.S. states?  
YES ☒ \*NO ☐  
(\*If no, identify the states where you have the ability to call on Participating Public Agencies.)
- D. Check which applies for your company sales last year in the United States:  
☐ Sales between \$0 and \$25,000,000  
☐ Sales between \$25,000,001 and \$50,000,000  
☒ Sales between \$50,000,001 and \$100,000,000  
☐ Sales greater than \$100,000,001
- E. Does your company have existing capacity to provide electronic and ecommerce ordering and billing?  
YES ☒ NO ☐
- F. Will your company assign a dedicated Senior Management level Account Manager to support the resulting U.S. Communities program contract?  
YES ☒ NO ☐
- G. Does your company maintain records of your overall Participating Public Agencies' sales that you can and will share with U.S. Communities to monitor program implementation progress?  
YES ☒ NO ☐
- H. Will your company commit to the following program implementation schedule?  
YES ☒ NO ☐
- I. Will the U.S. Communities program contract be your featured public offering to Participating Public Agencies?  
YES ☒ NO ☐

VIRCO INC

Submitted by:  
PATRICIA L QUINONES  
(Printed Name)

CHIEF ADMINISTRATIVE OFFICER  
(Title)

Patricia L Quinones  
(Signature)

8/15/2017  
(Date)



Printed By: Missy Johnson  
Date Printed: August 09, 2017

## Live Report : VIRCO MFG. CORPORATION

D-U-N-S® Number: 00-828-9530

Endorsement/Billing Reference: missyjohnson@virco.com

<b>D&amp;B Address</b>				<b>Added to Portfolio:</b> 10/27/2009	
				<b>Last View Date:</b> 05/05/2017	
<b>Address</b>		2027 Harpers Way Torrance, CA, US - 90501		<b>Location Type</b> Headquarters	
<b>Phone</b>		310 533-0474		<b>Web</b> www.virco-mfg.com	
<b>Fax</b>		310-533-6814		<b>Endorsement :</b> missyjohnson@virco.com	

## Company Summary

Currency: Shown in USD unless otherwise indicated

### Score Bar

<b>PAYDEX®</b>		<b>66</b>	Paying 19 days past due
<b>Commercial Credit Score Class</b>		<b>3</b>	Moderate Risk of severe payment delinquency.
<b>Financial Stress Score Class</b>		<b>3</b>	Moderate Risk of severe financial stress.
<b>Credit Limit - D&amp;B Conservative</b>		<b>1,000,000.00</b>	Based on profiles of other similar companies.
<b>D&amp;B Rating</b>		<b>5A3</b>	5A indicates 50 million and over, Credit appraisal of 3 is fair

### Detailed Trade Risk Insight™

Days Beyond Terms Past 3 Months

**9**

Days

Dollar-weighted average of **68** payment experiences reported from **54** Companies

Recent Derogatory Events

May-17 Jun-17 Jul-17

Placed for Collection - 372 on 116 on  
2 acct 1 acct

Bad Debt Written Off - - -

### D&B Company Overview

This is a headquarters location

Branch(es) or Division(s) exist Y

Mailing Address

### Stock Performance

VIRC : **5.50** **0.11** (1.86%)

Previous Close: 5.41

Volume: 5692.00

Daily High: 5.50

Daily Low: 5.31

52-Week High: 5.95

52-Week Low: 3.55

P/E: 3.50

Market Cap: 83,488,152

EPS: 1.58

Div/Yield: 0.00

	PO BOX 44846 LOS ANGELES,CA90044
<b>Chief Executive</b>	ROBERT A VIRTUE, CHB-CEO
<b>Stock Symbol</b>	VIRC
<b>Year Started</b>	1950
<b>Employees</b>	695 (Undetermined Here)
<b>Financing</b>	SECURED
<b>SIC</b>	2531 , 2522
<b>Line of business</b>	Mfg public building furniture & fixtures
<b>NAICS</b>	337127
<b>History Status</b>	CLEAR
<b>Financial Condition</b>	GOOD

#### FirstRain Company News

**VIRCO MFG. CORPORATION (NASDAQ:VIRC)**  
2017-06-22T14:53:12 AKDT 2:53 PM-Market

**A Microcap Stock Meeting Most Of Ben**  
2017-06-22T05:18:35 AKDT 5:18 AM-Seeking Alpha

**VIRCO MFG. CORPORATION (NASDAQ:VIRC)**  
2017-06-12T12:55:35 AKDT 12:55 PM-Market

**Virco Manufacturing reports Q1 results**  
2017-06-12T07:08:16 AKDT 7:08 AM-Seeking Alpha

**Virco Reports Financial Results for First**  
2017-06-12T06:27:49 AKDT 6:27 AM-CNBC

**VIRCO MFG. CORPORATION (NASDAQ:VIRC)**  
2017-04-25T13:55:05 AKDT 1:55 PM-Market

**Virco Manufacturing reports Q4 results**  
2017-04-25T07:08:33 AKDT 7:08 AM-Seeking Alpha

**Virco Manufacturing Corporation (VIRC) Loses**  
2017-04-06T12:57:40 AKDT 12:57 PM-The Financial

**Virco Manufacturing Corporation (VIRC) Loses**  
2017-03-29T12:57:30 AKDT 12:57 PM-The Financial

Powered by FirstRain

#### Commercial Credit Score Class

**Commercial Credit Score Class: 3** 

Lowest Risk:1;Highest Risk :5

#### Financial Overview

<b>Latest Financial Statement</b>	01-31-2017 / Annual Statement
<b>Source</b>	EDGAR

#### Public Filings

The following data includes both open and closed filings found in D&B's database on this company.

Record Type	Number of Records	Most Recent Filing Date
Bankruptcies	0	-
Judgments	0	-
Liens	0	-
Suits	1	05/22/17
UCCs	37	07/18/16

The public record items contained herein may have been paid, terminated, vacated or released prior to today's date.

#### D&B PAYDEX®

**D&B PAYDEX®** 66 

Lowest Risk:100;Highest Risk :1

When weighted by amount, Payments to suppliers average 19 days beyond terms

#### Financial Stress Score Class

**Financial Stress Score Class: 3** 

Lowest Risk:1;Highest Risk :5

#### FirstRain Company News

**VIRCO MFG. CORPORATION (NASDAQ:VIRC)**  
2017-06-22T14:53:12 AKDT 2:53 PM-Market

**A Microcap Stock Meeting Most Of Ben**  
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2017-04-25T13:55:05 AKDT 1:55 PM-Market

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2017-04-25T07:08:33 AKDT 7:08 AM-Seeking Alpha

**Virco Manufacturing Corporation (VIRC) Loses**  
2017-04-06T12:57:40 AKDT 12:57 PM-The Financial

Total Current Assets	48,493,000
Total Current Liabilities	21,585,000
Total Assets	108,187,000
Total Liabilities	48,833,000
Current Ratio	2.25
Net worth	59,354,000
Sales	173,417,000
EBITDA	12,298,000
Free Cash Flow	10,270,000
Interest Coverage	4.88
Total Liabilities to Net Worth Ratio (%)	82.27
Sales to Working Capital Ratio	6.44

**Virco Manufacturing Corporation (VIRC) Loses**  
2017-03-29T12:57:30 AKDT 12:57 PM-The Financial

Powered by FirstRain

#### D&B 3-month PAYDEX®

**3-month D&B PAYDEX®:** 67 

Lowest Risk:100;Highest Risk :1

When weighted by amount, Payments to suppliers average  
18 Days Beyond Terms

#### Stock Performance

VIRC : **5.50**  **0.11** (1.86%)

Previous Close: 5.41

Volume: 5692.00

Daily High: 5.50

Daily Low: 5.31

52-Week High: 5.95

52-Week Low: 3.55

P/E: 3.50

Market Cap: 83,488,152

EPS: 1.58

Div/Yield: 0.00

## Corporate Linkage

#### Subsidiaries (Domestic)

Company	City , State	D-U-N-S® NUMBER
VIRCO INC.	TORRANCE , California	11-802-6819
VIRCO MGMT CORPORATION	TORRANCE , California	11-802-7254

#### Subsidiaries (International)


Company	City , Country	D-U-N-S® NUMBER
Virsan, S.A. de C.V.	SAN LUIS RIO COLORADO , MEXICO	81-160-8090



## Branches (Domestic)

Company	City , State	D-U-N-S® NUMBER
VIRCO MFG. CORPORATION	BETHANY , Oklahoma	00-902-6878
VIRCO MFG. CORPORATION	WESTMONT , Illinois	00-902-6944
VIRCO MFG. CORPORATION	EVERETT , Massachusetts	01-673-1155
VIRCO MFG. CORPORATION	TAYLOR , Michigan	03-745-8598
VIRCO MFG. CORPORATION	KANSAS CITY , Missouri	05-890-6731
VIRCO MFG. CORPORATION	CONWAY , Arkansas	05-963-7710
VIRCO MFG. CORPORATION	CHICAGO , Illinois	06-863-5838
VIRCO MFG. CORPORATION	MONTGOMERYVILLE , Pennsylvania	08-078-3822
VIRCO MFG. CORPORATION	TORRANCE , California	09-171-3115
VIRCO MFG. CORPORATION	CARROLLTON , Texas	09-842-2400
VIRCO MFG. CORPORATION	POMPANO BEACH , Florida	10-587-6515
VIRCO MFG. CORPORATION	EVERGREEN , Colorado	11-108-5655
VIRCO MFG. CORPORATION	RICHMOND , Virginia	12-990-1364
VIRCO MFG. CORPORATION	ARLINGTON , Texas	13-181-7996
VIRCO MFG. CORPORATION	AUBREY , Texas	18-524-6134
VIRCO MFG. CORPORATION	CLOVER , South Carolina	78-139-9118
VIRCO MFG. CORPORATION	CHATHAM , Illinois	94-483-8663

## Predictive Scores

Currency: Shown in USD unless otherwise indicated 

### D&B Viability Rating Summary

The D&B Viability Rating uses D&B's proprietary analytics to compare the most predictive business risk indicators and deliver a highly reliable assessment of the probability that a company will go out of business, become dormant/inactive, or file for bankruptcy/insolvency within the next 12 months. The D&B Viability Rating is made up of 4 components:

<b>1</b>	<b>Viability Score</b>	Lowest Risk:1	Highest Risk:9
<b>Compared to All US Businesses within the D&amp;B Database:</b> <ul style="list-style-type: none"> <li>Level of Risk: <b>Low Risk</b></li> <li>Businesses ranked 1 have a probability of becoming no longer viable: <b>0.2 %</b></li> <li>Percentage of businesses ranked 1: <b>0.3 %</b></li> <li>Across all US businesses, the average probability of becoming no longer viable: <b>14 %</b></li> </ul>			
<b>5</b>	<b>Portfolio Comparison</b>	Lowest Risk:1	Highest Risk:9
<b>Compared to All US Businesses within the same MODEL SEGMENT:</b> <ul style="list-style-type: none"> <li>Model Segment : <b>Available Financial Data</b></li> </ul>			

- Level of Risk: **Moderate Risk**
- Businesses ranked 5 within this model segment have a probability of becoming no longer viable: **0.5 %**
- Percentage of businesses ranked 5 with this model segment: **11 %**
- Within this model segment, the average probability of becoming no longer viable: **0.6 %**

A	Data Depth Indicator	Predictive Data:A    Descriptive Data:G			
		Data Depth Indicator: <ul style="list-style-type: none"><li>✓ Rich Firmographics</li><li>✓ Extensive Commercial Trading Activity</li><li>✓ Comprehensive Financial Attributes</li></ul>			
A	Company Profile	Financial Data	Trade Payments	Company Size	Years in Business
		Available	Available (3+ Trade)	Large	Established
Company Profile Details: <ul style="list-style-type: none"><li>Financial Data: Available</li><li>Trade Payments: Available (3+ Trade)</li><li>Company Size: Large (Employees: 50+ or Sales: \$500K+)</li><li>Years in Business: Established (5+)</li></ul>					

### Credit Capacity Summary

This credit rating was assigned because of D&B's assessment of the company's creditworthiness. For more information, see the

[D&B Rating Key](#)

**D&B Rating : 5A3**

**Financial Strength:** 5A indicates 50 million and over  
**Composite credit appraisal:** 3 is fair

The Rating was changed on May 3, 2017 to reflect a change in the company's worth.

**Below is an overview of the company's rating history since 04-22-2005**

D&B Rating	Date Applied
5A3	05-03-2017
4A3	04-29-2015
4A4	06-23-2014
4A3	05-01-2014
4A4	04-30-2012
4A3	07-20-2011
5A3	04-20-2011
5A2	09-11-2008
4A3	04-18-2007
4A4	04-22-2005

**Sales:** 173,417,000.00  
**Number of Employees Total:** 695 (Undetermined here)

**Worth:** 59,354,000 (As of 30-Apr-17)  
**Working Capital:** \$24,288,000 (As of 30-Apr-17)

**Payment Activity:** (based on 164 experiences)  
**Average High Credit:** 33,789  
**Highest Credit:** 600,000  
**Total Highest Credit:** 4,442,950

**Note:** The Worth amount in this section may have been adjusted by D&B to reflect typical deductions, such as certain intangible assets.

## D&B Credit Limit Recommendation

Conservative credit Limit	1,000,000
Aggressive credit Limit:	1,000,000

**Risk category for this business :** **LOW**

The Credit Limit Recommendation (CLR) is intended to serve as a directional benchmark for all businesses within the same line of business or industry, and is not calculated based on any individual business. Thus, the CLR is intended to help guide the credit limit decision, and must be balanced in combination with other elements which reflect the individual company's size, financial strength, payment history, and credit worthiness, all of which can be derived from D&B reports.

Risk is assessed using D&Bs scoring methodology and is one factor used to create the recommended limits. See Help for details.

## Financial Stress Class Summary

The Financial Stress Score predicts the likelihood of a firm ceasing business without paying all creditors in full, or reorganization or obtaining relief from creditors under state/federal law over the next 12 months. Scores were calculated using a statistically valid model derived from D&Bs extensive data files. The Financial Stress Class of 3 for this company shows that firms with this class had a failure rate of 0.24% (24 per 10,000), which is lower than the average of businesses in D & B's database

**Financial Stress Class : 3** 

(Lowest Risk:1; Highest Risk:5)

Moderately lower than average risk of severe financial stress, such as a bankruptcy or going out of business with unpaid debt, over the next 12 months.

### Probability of Failure:

Risk of Severe Financial Stress for Businesses with this Class: **0.24 %** (24 per 10,000)  
 Financial Stress National Percentile : **38** (Highest Risk: 1; Lowest Risk: 100)  
 Financial Stress Score : **1459** (Highest Risk: 1,001; Lowest Risk: 1,875)  
 Average Risk of Severe Financial Stress for Businesses in D&B database: **0.48 %** ( 48 per 10,000)

### The Financial Stress Class of this business is based on the following factors:

Low proportion of satisfactory payment experiences to total payment experiences.  
 Negative change in net worth.  
 UCC Filings reported.  
 High proportion of slow payment experiences to total number of payment experiences.  
 High number of inquiries to D & B over last 12 months.  
 High proportion of past due balances to total amount owing.

### Notes:

The Financial Stress Class indicates that this firm shares some of the same business and financial characteristics of other companies with this classification. It does not mean the firm will necessarily experience financial stress.  
 The Probability of Failure shows the percentage of firms in a given Class that discontinued operations over the past year with loss to creditors. The Probability of Failure - National Average represents the national failure rate and is provided for comparative purposes.  
 The Financial Stress National Percentile reflects the relative ranking of a company among all scorable companies in D&Bs file.  
 The Financial Stress Score offers a more precise measure of the level of risk than the Class and Percentile. It is especially helpful to customers using a scorecard approach to determining overall business performance.

Norms	National %
This Business	38
Region: PACIFIC	52
Industry: MANUFACTURING	52
Employee range: 500+	61
Years in Business: 26+	77

This Business has a Financial Stress Percentile that shows:

- Higher risk than other companies in the same region.

- Higher risk than other companies in the same industry.
- Higher risk than other companies in the same employee size range.
- Higher risk than other companies with a comparable number of years in business.

### Credit Score Summary

The Commercial Credit Score (CCS) predicts the likelihood of a business paying its bills in a severely delinquent manner (91 days or more past terms). The Credit Score class of 3 for this company shows that 5.8% of firms with this class paid one or more bills severely delinquent, which is lower than the average of businesses in D & B's database.

**Credit Score Class : 3** 

Lowest Risk:1;Highest Risk :5

### Incidence of Delinquent Payment

Among Companies with this Classification: **5.80 %**  
 Average compared to businesses in D&Bs database: **10.20 %**  
 Credit Score Percentile : **59** (Highest Risk: 1; Lowest Risk: 100)  
 Credit Score : **511** (Highest Risk: 101; Lowest Risk:670)

The Credit Score Class of this business is based on the following factors:

Proportion of slow payments in recent months  
 Proportion of past due balances to total amount owing  
 Higher risk industry based on delinquency rates for this industry  
 Total Liabilities to Net Worth influencing the score  
 Evidence of open suits

### Notes:


The Commercial Credit Score Risk Class indicates that this firm shares some of the same business and financial characteristics of other companies with this classification. It does not mean the firm will necessarily experience severe delinquency.  
 The Incidence of Delinquent Payment is the percentage of companies with this classification that were reported 91 days past due or more by creditors. The calculation of this value is based on D&B's trade payment database.  
 The Commercial Credit Score percentile reflects the relative ranking of a firm among all scorable companies in D&B's file.  
 The Commercial Credit Score offers a more precise measure of the level of risk than the Risk Class and Percentile. It is especially helpful to customers using a scorecard approach to determining overall business performance.

Norms	National %
This Business	59
Region: PACIFIC	50
Industry: MANUFACTURING	62
Employee range: 500-38527	84
Years in Business: 26+	85

This business has a Credit Score Percentile that shows:

- Lower risk than other companies in the same region.
- Higher risk than other companies in the same industry.
- Higher risk than other companies in the same employee size range.
- Higher risk than other companies with a comparable number of years in business.

### Trade Payments


Currency: Shown in USD unless otherwise indicated 

### D&B PAYDEX®

The D&B PAYDEX is a unique, weighted indicator of payment performance based on payment experiences as reported to D&B by trade references. Learn more about the D&B PAYDEX

Timeliness of historical payments for this company.

**Current PAYDEX is 66** Equal to 19 days beyond terms ( Pays more slowly than the average for its industry of 6 days beyond terms )

**Industry Median is** 76 Equal to 6 days beyond terms  
**Payment Trend currently is**  Unchanged, compared to payments three months ago

Indications of slowness can be the result of dispute over merchandise, skipped invoices etc. Accounts are sometimes placed for collection even though the existence or amount of the debt is disputed.

<b>Total payment Experiences in D&amp;Bs File (HQ)</b>	164
<b>Payments Within Terms (not weighted)</b>	65 %
<b>Trade Experiences with Slow or Negative Payments(%)</b>	47.56%
<b>Total Placed For Collection</b>	2
<b>High Credit Average</b>	33,789
<b>Largest High Credit</b>	600,000
<b>Highest Now Owing</b>	500,000
<b>Highest Past Due</b>	100,000

**D&B PAYDEX® : 66** 

(Lowest Risk:100; Highest Risk:1)

When weighted by amount, payments to suppliers average 19 days beyond terms

**3-Month D&B PAYDEX® : 67** 

(Lowest Risk:100; Highest Risk:1)

Based on payments collected over last 3 months.

When weighted by amount, payments to suppliers average 18 days beyond terms

## D&B PAYDEX® Comparison

### Current Year

PAYDEX® of this Business compared to the Primary Industry from each of the last four quarters. The Primary Industry is Mfg public building furniture & fixtures , based on SIC code 2531 .

Shows the trend in D&B PAYDEX scoring over the past 12 months.

	9/16	10/16	11/16	12/16	1/17	2/17	3/17	4/17	5/17	6/17	7/17	8/17
<b>This Business</b>	66	66	68	67	68	68	67	66	65	65	66	66
<b>Industry Quartiles</b>												
Upper	79	.	.	79	.	.	79	.	.	79	.	.
Median	76	.	.	76	.	.	77	.	.	76	.	.
Lower	70	.	.	70	.	.	70	.	.	71	.	.

Current PAYDEX for this Business is 66 , or equal to 19 days beyond terms

The 12-month high is 68 , or equal to 17 DAYS BEYOND terms

The 12-month low is 65 , or equal to 19 DAYS BEYOND terms

### Previous Year

Shows PAYDEX of this Business compared to the Primary Industry from each of the last four quarters. The Primary Industry is Mfg public building furniture & fixtures , based on SIC code 2531 .

Previous Year	09/15 Q3'15	12/15 Q4'15	03/16 Q1'16	06/16 Q2'16
<b>This Business</b>	67	68	70	66
<b>Industry Quartiles</b>				
Upper	79	79	79	79
Median	75	76	75	76

Previous Year	09/15 Q3'15	12/15 Q4'15	03/16 Q1'16	06/16 Q2'16
Lower	68	69	68	70

Based on payments collected over the last 4 quarters.

Current PAYDEX for this Business is 66 , or equal to 19 days beyond terms

The present industry median Score is 76 , or equal to 6 days beyond terms

Industry upper quartile represents the performance of the payers in the 75th percentile

Industry lower quartile represents the performance of the payers in the 25th percentile

## Payment Habits

For all payment experiences within a given amount of credit extended, shows the percent that this Business paid within terms. Provides number of experiences to calculate the percentage, and the total credit value of the credit extended.

\$ Credit Extended	# Payment Experiences	Total Amount	% of Payments Within Terms
Over 100,000	11	2,950,000	62%
50,000-100,000	10	700,000	37%
15,000-49,999	18	495,000	49%
5,000-14,999	30	207,500	63%
1,000-4,999	33	66,000	55%
Under 1,000	29	7,950	55%

Based on payments collected over last 24 months.

All Payment experiences reflect how bills are paid in relation to the terms granted. In some instances, payment beyond terms can be the result of disputes over merchandise, skipped invoices etc.

## Payment Summary

- There are 164 payment experience(s) in D&Bs file for the most recent 24 months, with 104 experience(s) reported during the last three month period.
- The highest Now Owes on file is 500,000 . The highest Past Due on file is 100,000

Below is an overview of the companys currency-weighted payments, segmented by its suppliers primary industries:

	Total Rev'd (#)	Total Amts	Largest High Credit	Within Terms (%)	Days Slow <31 31-60 61-90 90> (%) (%) (%) (%)
<b>Top Industries</b>					
Trucking non-local	18	903,750	200,000	42	27 0 6 25
Nonclassified	9	241,300	200,000	13	85 1 0 1
Telephone communictns	8	35,800	20,000	100	0 0 0 0
Whol metal	5	111,000	60,000	57	43 0 0 0
Whol industrial suppl	5	61,000	20,000	75	25 0 0 0
Public finance	5	27,500	7,500	82	18 0 0 0
Whol electronic parts	4	22,500	7,500	17	72 11 0 0
Local truck w/storage	3	607,500	600,000	100	0 0 0 0
Help supply service	3	580,100	500,000	50	50 0 0 0
Mfg computers	3	185,250	100,000	50	50 0 0 0
Whol office supplies	3	28,500	25,000	50	50 0 0 0
Whol electrical equip	3	10,050	7,500	88	12 0 0 0
Whol industrial equip	3	7,600	5,000	67	33 0 0 0
Misc business credit	3	7,500	5,000	100	0 0 0 0
Whol service paper	3	4,000	2,500	41	59 0 0 0
Short-trm busn credit	3	3,500	2,500	86	14 0 0 0
Custom compounding	2	210,000	200,000	98	2 0 0 0

Paperboard mill	2	102,500	100,000	0	100	0	0	0
Mfg industrial valves	2	40,100	40,000	0	100	0	0	0
Radiotelephone commun	2	37,500	35,000	93	7	0	0	0
Mfg air/gas compress	2	27,500	20,000	14	86	0	0	0
Truck rental/leasing	2	8,000	7,500	53	47	0	0	0
Coating/engrave svcs	2	7,600	7,500	100	0	0	0	0
Mfg elect. components	2	3,500	2,500	100	0	0	0	0
Arrange cargo transpt	2	2,600	2,500	0	0	96	0	4
Mfg general machinery	2	1,100	1,000	55	45	0	0	0
Electric services	2	100	50	100	0	0	0	0
Whol chemicals	1	400,000	400,000	50	50	0	0	0
Mfg wood fixtures	1	250,000	250,000	50	50	0	0	0
Mfg valve/pipe fitting	1	200,000	200,000	50	50	0	0	0
Mfg plastics/resins	1	85,000	85,000	50	50	0	0	0
Whol auto parts	1	55,000	55,000	50	50	0	0	0
Ret misc merchandise	1	50,000	50,000	100	0	0	0	0
Mfg die/tool/jig/fixt	1	25,000	25,000	50	50	0	0	0
Gravure printing	1	20,000	20,000	100	0	0	0	0
Mfg treated minerals	1	20,000	20,000	100	0	0	0	0
Data processing svcs	1	10,000	10,000	100	0	0	0	0
Whol hardware	1	7,500	7,500	50	50	0	0	0
Mfg process controls	1	5,000	5,000	100	0	0	0	0
Mfg adhesives/sealant	1	2,500	2,500	100	0	0	0	0
Federal savings bank	1	2,500	2,500	100	0	0	0	0
Domestic sea transprt	1	2,500	2,500	0	50	0	50	0
Mfg paint/allied prdt	1	2,500	2,500	50	50	0	0	0
Whol piece goods	1	2,500	2,500	0	100	0	0	0
Whol plastic material	1	2,500	2,500	50	50	0	0	0
Mortgage banker	1	1,000	1,000	50	50	0	0	0
Mfg misc plastic prdt	1	1,000	1,000	100	0	0	0	0
Petroleum terminal	1	1,000	1,000	50	50	0	0	0
Mfg photograph equip	1	1,000	1,000	50	50	0	0	0
Whol computers/softwr	1	750	750	100	0	0	0	0
Whol office equipment	1	500	500	100	0	0	0	0
Whol plumb/hydraulics	1	500	500	0	100	0	0	0
Mfg conveyors	1	250	250	100	0	0	0	0
Whol furniture	1	250	250	0	0	100	0	0
Reg misc coml sector	1	100	100	100	0	0	0	0
Mfg cutting tool/part	1	100	100	100	0	0	0	0
Mfg power handtools	1	100	100	100	0	0	0	0
Mfg nonwd office furn	1	50	50	0	100	0	0	0
<b>Other payment categories</b>								
Cash experiences	23	5,000	750					
Payment record unknown	4	11,000	5,000					
Unfavorable comments	1	500	500					
Placed for collections	2	N/A	0					
<b>Total in D&amp;B's file</b>	<b>164</b>	<b>4,442,950</b>	<b>600,000</b>					

Accounts are sometimes placed for collection even though the existence or amount of the debt is disputed.

Indications of slowness can be result of dispute over merchandise, skipped invoices etc.

#### Detailed payment history for this company




Date Reported (mm/yy)	Paying Record	High Credit	Now Owes	Past Due	Selling Terms	Last Sale Within (month)
07/17	Ppt	600,000	400,000	5,000		1 mo
	Ppt	200,000	200,000	7,500	N45	
	Ppt	25,000	10,000	2,500		1 mo
	Ppt	20,000	20,000	0		1 mo
	Ppt	20,000	0	0		6-12 mos
	Ppt	10,000	10,000	0		1 mo
	Ppt	7,500	7,500	0		1 mo
	Ppt	7,500	2,500	0	N30	1 mo
	Ppt	7,500	0	0		4-5 mos
	Ppt	2,500	2,500	0		1 mo
	Ppt	2,500	2,500	0		1 mo
	Ppt	500	500	0		1 mo
	Ppt	100	0	0		6-12 mos
	Ppt	100	100	0		1 mo
	Ppt	50	50	0	N30	1 mo
	Ppt-Slow 15	2,500	100	0		1 mo
	Ppt-Slow 15	750	0	0		2-3 mos
	Ppt-Slow 30	500,000	500,000	95,000	N30	1 mo
	Ppt-Slow 30	250,000	250,000	95,000	N30	1 mo
	Ppt-Slow 30	200,000	35,000	10,000		1 mo
	Ppt-Slow 30	80,000	80,000	15,000	N30	1 mo
	Ppt-Slow 30	55,000	55,000	40,000		1 mo
	Ppt-Slow 30	50,000	7,500	1,000		1 mo
	Ppt-Slow 30	30,000	30,000	1,000		1 mo
	Ppt-Slow 30	25,000	25,000	7,500		1 mo
	Ppt-Slow 30	10,000	1,000	500		1 mo
	Ppt-Slow 30	7,500	2,500	750		1 mo
	Ppt-Slow 30	7,500	2,500	750		1 mo
	Ppt-Slow 30	7,500	2,500	0		1 mo
	Ppt-Slow 30	2,500	750	750		1 mo
	Ppt-Slow 30	1,000	250	0		2-3 mos
	Ppt-Slow 30	1,000	1,000	0		1 mo
	Ppt-Slow 30	1,000	0	0		2-3 mos
	Ppt-Slow 30	1,000	1,000	1,000		1 mo
	Ppt-Slow 60	1,000	0	0		6-12 mos
	Slow 10	5,000	1,000	500		1 mo
	Slow 15	2,500	2,500	2,500		
	Slow 20	40,000	15,000	7,500	N30	1 mo
	Slow 20	100	0	0	N30	4-5 mos
	Slow 30	7,500	100	100		6-12 mos
	Slow 30	5,000	1,000	100		1 mo
	Slow 15-80	95,000	40,000	25,000		1 mo
	Slow 30-90+	45,000	15,000	15,000		6-12 mos
06/17	Ppt	50,000	40,000	0		1 mo
	Ppt	5,000	0	0	N30	4-5 mos
	Ppt	5,000	5,000	0	PROX	1 mo
	Ppt	2,500	0	0		6-12 mos
	Ppt	2,500	0	0		1 mo
	Ppt	2,500	750	0		6-12 mos
	Ppt	500	0	0		6-12 mos
	Ppt	250	0	0		4-5 mos
	Ppt	250	250	0		1 mo
	Ppt	100	0	0		6-12 mos
	Ppt	100	0	0		2-3 mos
	Ppt	50	0	0		6-12 mos
	Ppt	50	50	0		1 mo

	Ppt	0	0	0	1 mo
	Ppt-Slow 30	10,000	2,500	0	1 mo
	Ppt-Slow 90+	2,500	2,500	750	1 mo
	Slow 10	750	0	0	2-3 mos
	Slow 15	2,500	0	0	6-12 mos
	Slow 60	250	250	250	
	Slow 90	7,500	2,500	250	1 mo
	Slow 30-90	2,500	0	0 N30	6-12 mos
	(065) Placed for collection .		250	250	
05/17	Slow 5-30	100,000	75,000	25,000	1 mo
	Slow 5-30	500	0	0	6-12 mos
03/17	Ppt	5,000	2,500	0	1 mo
	Ppt	1,000	0	0	6-12 mos
	Slow 90	250	0	0	6-12 mos
02/17	(071) Cash own option .	50			1 mo
12/16	Ppt	250	0	0 N30	6-12 mos
	Ppt	100	0	0	6-12 mos
	Ppt	0	0	0	1 mo
11/16	Ppt	750	0	0 N30	6-12 mos
10/16	Ppt	2,500	0	0	2-3 mos
	Ppt	1,000	750	0	1 mo
09/16	Ppt	50	0	0	6-12 mos
	Ppt	50	0	0	6-12 mos
	(080) Cash own option .	100		Cash account	1 mo

Payments Detail Key: 30 or more days beyond terms

Payment experiences reflect how bills are paid in relation to the terms granted. In some instances payment beyond terms can be the result of disputes over merchandise, skipped invoices, etc. Each experience shown is from a separate supplier. Updated trade experiences replace those previously reported.

## Public Filings

Currency: Shown in USD unless otherwise indicated 

### Summary

The following data includes both open and closed filings found in D&B's database on this company.

Record Type	# of Records	Most Recent Filing Date
Bankruptcy Proceedings	0	-
Judgments	0	-
Liens	0	-
Suits	1	05/22/17
UCCs	37	07/18/16

The following Public Filing data is for information purposes only and is not the official record. Certified copies can only be obtained from the official source.

### Suits

Status	Pending
DOCKET NO.	201700503181
Plaintiff	TWIGG, GALEN, HALIFAX, PA,TWIGG, DEANA, HALIFAX, PA
Defendant	VIRCO MANUFACTURING CORP. AND OTHERS
Cause	Negligence
Where filed	PHILADELPHIA COUNTY COMMON PLEAS COURT, PHILADELPHIA, PA

**Date status attained** 05/22/17  
**Date filed** 05/22/17  
**Latest Info Received** 05/26/17

If it is indicated that there are defendants other than the report subject, the lawsuit may be an action to clear title to property and does not necessarily imply a claim for money against the subject.

## UCC Filings

**Collateral** Inventory including proceeds and products - Account(s) including proceeds and products - Assets including proceeds and products - Fixtures including proceeds and products - and OTHERS  
**Type** Original  
**Sec. Party** PNC BANK NATIONAL ASSOCIATION, AS AGENT, PITTSBURGH, PA  
**Debtor** VIRGO MFG. CORPORATION  
**Filing No.** 2011 4517408  
**Filed With** SECRETARY OF STATE/UCC DIVISION, DOVER, DE

**Date Filed** 2011-11-23  
**Latest Info Received** 12/28/11

**Type** Continuation  
**Sec. Party** PNC BANK, NATIONAL ASSOCIATION, AS AGENT, PITTSBURGH, PA  
**Debtor** VIRGO MFG. CORPORATION  
**Filing No.** 20164312987  
**Filed With** SECRETARY OF STATE/UCC DIVISION, DOVER, DE

**Date Filed** 2016-07-18  
**Latest Info Received** 08/31/16  
**Original UCC Filed Date** 2011-11-23  
**Original Filing No.** 2011 4517408

**Collateral** Inventory including proceeds and products - Account(s) including proceeds and products - Assets including proceeds and products - Fixtures including proceeds and products - and OTHERS  
**Type** Original  
**Sec. Party** PNC BANK, NATIONAL ASSOCIATION, AS AGENT, PITTSBURGH, PA  
**Debtor** VIRCO INC.  
**Filing No.** 2011 4517341  
**Filed With** SECRETARY OF STATE/UCC DIVISION, DOVER, DE

**Date Filed** 2011-11-23  
**Latest Info Received** 12/28/11

**Collateral** Equipment and proceeds  
**Type** Original  
**Sec. Party** RICOH AMERICAS CORPORATION, WAYNE, PA  
**Debtor** VIRCO MFG. CORPORATION  
**Filing No.** 097211811777  
**Filed With** SECRETARY OF STATE/UCC DIVISION, SACRAMENTO, CA

**Date Filed** 2009-10-21  
**Latest Info Received** 10/29/09

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**Collateral** Leased Equipment  
**Type** Original  
**Sec. Party** TOYOTA MOTOR CREDIT CORPORATION, TORRANCE, CA  
**Debtor** VIRCO MFG. CORPORATION  
**Filing No.** 2011 0424690  
**Filed With** SECRETARY OF STATE/UCC DIVISION, DOVER, DE

**Date Filed** 2011-02-04  
**Latest Info Received** 02/24/11

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**Collateral** Equipment  
**Type** Amendment  
**Sec. Party** TOYOTA MOTOR CREDIT CORPORATION, TORRANCE, CA  
**Debtor** VIRCO MFG. CORPORATION  
**Filing No.** 2011 0439342  
**Filed With** SECRETARY OF STATE/UCC DIVISION, DOVER, DE

**Date Filed** 2011-02-07  
**Latest Info Received** 03/02/11  
**Original UCC Filed Date** 2011-02-04  
**Original Filing No.** 2011 0424690

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**Collateral** Equipment  
**Type** Original  
**Sec. Party** TOYOTA MOTOR CREDIT CORPORATION, TORRANCE, CA  
**Debtor** VIRCO INC., CONWAY, AR  
**Filing No.** 2010 1504012  
**Filed With** SECRETARY OF STATE/UCC DIVISION, DOVER, DE

**Date Filed** 2010-04-29  
**Latest Info Received** 05/27/10

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**Collateral** Equipment  
**Type** Original  
**Sec. Party** TOYOTA MOTOR CREDIT CORPORATION, TORRANCE, CA  
**Debtor** VIRCO INC., CONWAY, AR  
**Filing No.** 2010 1503964  
**Filed With** SECRETARY OF STATE/UCC DIVISION, DOVER, DE

**Date Filed** 2010-04-29  
**Latest Info Received** 05/27/10

<b>Collateral</b>	Equipment
<b>Type</b>	Original
<b>Sec. Party</b>	TOYOTA MOTOR CREDIT CORPORATION, TORRANCE, CA
<b>Debtor</b>	VIRCO INC., CONWAY, AR
<b>Filing No.</b>	2010 1503873
<b>Filed With</b>	SECRETARY OF STATE/UCC DIVISION, DOVER, DE
<b>Date Filed</b>	2010-04-29
<b>Latest Info Received</b>	05/27/10

<b>Collateral</b>	Equipment
<b>Type</b>	Original
<b>Sec. Party</b>	TOYOTA MOTOR CREDIT CORPORATION, TORRANCE, CA
<b>Debtor</b>	VIRCO INC., CONWAY, AR
<b>Filing No.</b>	2010 1503774
<b>Filed With</b>	SECRETARY OF STATE/UCC DIVISION, DOVER, DE
<b>Date Filed</b>	2010-04-29
<b>Latest Info Received</b>	05/27/10

<b>Collateral</b>	Equipment
<b>Type</b>	Original
<b>Sec. Party</b>	TOYOTA MOTOR CREDIT CORPORATION, TORRANCE, CA
<b>Debtor</b>	VIRCO INC., CONWAY, AR
<b>Filing No.</b>	2010 1503691
<b>Filed With</b>	SECRETARY OF STATE/UCC DIVISION, DOVER, DE
<b>Date Filed</b>	2010-04-29
<b>Latest Info Received</b>	05/27/10

<b>Collateral</b>	Equipment
<b>Type</b>	Original
<b>Sec. Party</b>	TOYOTA MOTOR CREDIT CORPORATION, TORRANCE, CA
<b>Debtor</b>	VIRCO INC., CONWAY, AR
<b>Filing No.</b>	2010 1503592
<b>Filed With</b>	SECRETARY OF STATE/UCC DIVISION, DOVER, DE
<b>Date Filed</b>	2010-04-29
<b>Latest Info Received</b>	05/27/10

There are additional UCCs in D&Bs file on this company available by contacting 1-800-234-3867.

#### Government Activity

##### Activity summary

Borrower (Dir/Guar)

NO


Administrative Debt	YES
Contractor	NO
Grantee	NO
Party excluded from federal program(s)	NO

#### Possible candidate for socio-economic program consideration

Labour Surplus Area	N/A
Small Business	N/A
8(A) firm	N/A

The details provided in the Government Activity section are as reported to Dun & Bradstreet by the federal government and other sources.

## History & Operations

Currency: Shown in USD unless otherwise indicated 

### Company Overview

<b>Company Name:</b>	VIRCO MFG. CORPORATION
<b>Street Address:</b>	2027 Harpers Way Torrance , CA 90501
<b>Mailing Address:</b>	PO Box 44846 Los Angeles CA 90044
<b>Phone:</b>	310 533-0474
<b>Fax:</b>	310-533-6814
<b>URL:</b>	http://www.virco-mfg.com
<b>Stock Symbol:</b>	VIRC
<b>History</b>	Is clear
<b>Present management control</b>	67 years
<b>Annual Sales</b>	173,417,000

### History

The following information was reported: **06/15/2017**

<b>Officer(s):</b>	ROBERT A VIRTUE, CHB-CEO+ DOUGLAS A VIRTUE, PRES-COO+ ROBERT E DOSE, SR V PRES-CFO-SEC-TREAS PATRICIA QUINONES, SR V PRES-CHIEF ADM OFFICER BASSEY YAU, V PRES-CORP CONTROLLER-ASST SEC-ASST TREAS
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**DIRECTOR(S) :** The officers identified by (+) and Alexander L Cappello, Robert Lind and Donald R Rudkin.

The Delaware Secretary of State's business registrations file showed that Virco Mfg. Corporation was registered as a Corporation on April 23, 1984 under the file registration number 2033553.

Business started 1950.

The company (Virco) was originally incorporated in California in February 1950 and was reincorporated in Delaware in April 1984.

**The company's common stock is traded on the NASDAQ Global Market under the symbol "VIRC ". As of April 8, 2016, there were approximately 194 registered stockholders and approximately 1,241 beneficial stockholders. As of April 22, 2016, those shareholders identified by the company as beneficially owning 5% or more of the outstanding shares were :** Wedbush Inc (11.35%); and Minerva Advisors (6.97%). As of the same date, all officers and directors as a group beneficially owns 9.60% of the company's outstanding shares.

ROBERT A VIRTUE. Director of the company since 1956 and serves as the Chairman of the Board and CEO of the company since 1990. He served as the President of the company from August 1982 to November 2014.

DOUGLAS A VIRTUE. Director of the company since 1992 and serves as the President and COO of the company since November 2014. He served as the Executive Vice President of the company from December 1997 to November 2014. Previously, he served as a General Manager of the Torrance Division of the company.

ROBERT E DOSE. He serves as the Senior Vice President, CFO, Secretary and Treasurer of the company. He was appointed as an officer of the company in 1995. He has been employed by the company for 25 years and has served as the Corporate Controller.

PATRICIA QUINONES. She serves as the Senior Vice President and Chief Administrative Officer of the company. She was appointed as an officer of the company in 2004. She has been employed by the company for 24 years in a variety customer and marketing service positions, Vice President of Logistics, Marketing Services and Information Technology.

BASSEY YAU. He serves as the Vice President, Corporate Controller, Assistant Secretary and Assistant Treasurer of the company. He was appointed as an officer of the company in 2004. He has been employed by the company for 19 years and has served as Corporate Controller.

ALEXANDER L CAPPELLO. Director of the company since 2016. He is a former Chairman of Intelligent Energy, PLC, Inter-Tel, Geothermal Resources Intl, California Republic Bank, Cytrx, Genius Products Inc, Koo Koo Roo, Inc and Patriot Defense Group.

ROBERT LIND. Director of the company since 2014. He is a Managing Partner of Berkshire Bridge Capital, LLC, since October 2005.

DONALD R RUDKIN. Director of the company since 2014. He is a full time faculty member in the Masters of Business Administration and Masters in Applied Finance programs at Pepperdine University and a quality control consultant to Meloni Hribal Tratner LLP, since 2005.

## Business Registration

CORPORATE AND BUSINESS REGISTRATIONS REPORTED BY THE SECRETARY OF STATE OR OTHER OFFICIAL SOURCE AS OF  
Mar 17 2012

<b>Registered Name:</b>	VIRCO MFG. CORPORATION
<b>Business type:</b>	CORPORATION
<b>Corporation type:</b>	NOT AVAILABLE
<b>Date incorporated:</b>	Apr 23 1984
<b>State of incorporation:</b>	DELAWARE
<b>Filing date:</b>	Apr 23 1984
<b>Registration ID:</b>	2033553
<b>Status:</b>	STATUS NOT AVAILABLE
<b>Where filed:</b>	SECRETARY OF STATE/CORPORATIONS DIVISION , DOVER , DE
<b>Registered agent:</b>	THE CORPORATION TRUST COMPANY , CORPORATION TRUST CENTER 1209 ORANGE STREET , WILMINGTON , DE , 198010000

## Operations

06/15/2017

<b>Description:</b>	<p>The company is engaged in the design, production and distribution of furniture. It offers seating products, including cantilever and tablet arm chairs, rockers, hard plastic seats, backrests, work surfaces, 4-leg chairs, stools, task and classroom chairs, stack and folding chairs, upholstered stack and ergonomic chairs and plastic stack chairs.</p> <p>The company also provides folding, activity, office, computer and mobile tables; and computer furniture, such as keyboard mouse trays, CPU holders, support columns, desks and workstations, specialty tables, instructor media stations and towers and other products. In addition, it offers chair desks, combo units and tablet arm units, as well as a collection of returns and credenzas.</p> <p>Further, the company provides administrative office furniture, including desks, returns, bookcases, storage cabinets and other items, as well as wardrobe tower cabinets, file credenzas, parameter mobile pedestals and plateau bookcases; laboratory furniture comprising steel-based science tables, table bases, lab stools and wood-frame science tables; mobile furniture, including mobile tables for cafeterias, mobile cabinets and mobile chairs for school settings and offices; and handling and storage equipment, as well as manufactures stackable storage trucks.</p> <p>TRADEMARK (S): Virco, ZUMA, ZUMAFrd, Ph.D., I.Q., Virtuoso, Classic Series, Martest 21, Lunada, Plateau, Core-a-Gator, Future Access, Sigma, Metaphor, Telos, TEXT, Parameter, Sage, Analogy and Civitas.</p> <p>Terms are Net 30 days and 1% 10 Net 30 days. Sells to commercial concerns. Territory : International.</p> <p>Approximately 50% of the company's total sales in 2016 were delivered in June, July and August with an even higher portion of educational sales delivered in that period. Shipments during peak weeks in July and August can be as great as six times the level of shipments in the winter months.</p>
<b>Employees:</b>	695 which includes officer(s). Undetermined employed here. The company also utilizes temporary workers as necessary to meet seasonal production, warehousing or distribution requirements that cannot be filled by its full time workforce.



**Facilities:** Leases 560,000 sq. ft. in a building.

**Branches:** The business has branch(es) division(s); detailed branch information is available in Dun & Bradstreet's linkage or family tree products.

**Subsidiaries:** The business has subsidiary(ies); detailed subsidiary information is available in Dun & Bradstreet's linkage or family tree products.

## SIC & NAICS

### SIC:

Based on information in our file, D&B has assigned this company an extended 8-digit SIC. D&B's use of 8-digit SICs enables us to be more specific about a company's operations than if we use the standard 4-digit code.

The 4-digit SIC numbers link to the description on the Occupational Safety & Health Administration (OSHA) Web site. Links open in a new browser window.

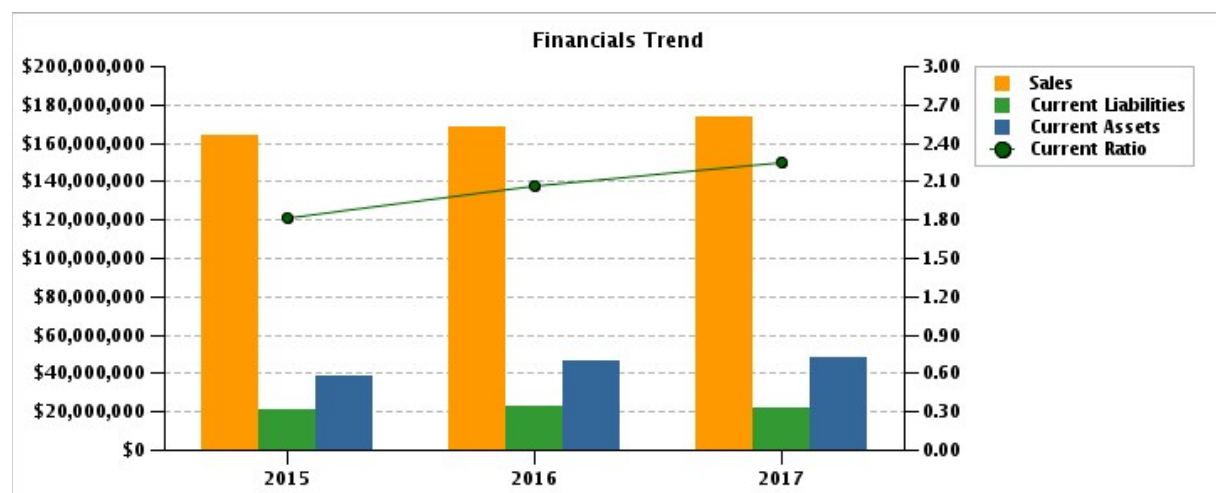
2531 0100 School furniture  
 2531 9903 Chairs, portable folding  
 2531 9904 Chairs, table and arm  
 2522 0000 Office furniture, except wood  
 2522 0102 Chairs, office: padded or plain: except wood  
 2522 0402 Tables, office: except wood  
 2511 0000 Wood household furniture

### NAICS:

337127 Institutional Furniture Manufacturing  
 337127 Institutional Furniture Manufacturing  
 337127 Institutional Furniture Manufacturing  
 337214 Office Furniture (except Wood) Manufacturing  
 337214 Office Furniture (except Wood) Manufacturing  
 337214 Office Furniture (except Wood) Manufacturing  
 337122 Nonupholstered Wood Household Furniture Manufacturing

## Financials

### Company Financials: D&B



06/15/2017

### Three-year Statement Comparative:

	Fiscal Consolidated Jan 31 2017	Fiscal Consolidated Jan 31 2016	Fiscal Consolidated Jan 31 2015
Current Assets	48,493,000	46,688,000	38,815,000
Current Liabilities	21,585,000	22,694,000	21,405,000
<b>Current Ratio</b>	2.25	2.06	1.81
Working Capital	26,908,000	23,994,000	17,410,000

	Fiscal Consolidated Jan 31 2017	Fiscal Consolidated Jan 31 2016	Fiscal Consolidated Jan 31 2015
Other Assets	59,694,000	42,594,000	42,996,000
Net Worth	59,354,000	33,313,000	22,573,000
Sales	173,417,000	168,595,000	164,052,000
Long Term Liab	27,248,000	33,275,000	37,833,000
Net Profit (Loss)	22,760,000	4,549,000	849,000

**Company Financial:** EDGAR (Annual Statements)

**Balance Sheet**

Period Ending	Fiscal Consolidated Jan 31 2017	Fiscal Consolidated Jan 31 2016	Fiscal Consolidated Jan 31 2015
<b>ASSETS</b>			
<b>Current Assets</b>			
Cash and Cash Equivalents	788,000.00	815,000.00	470,000.00
Short Term Investments	UN	UN	UN
Net Trade Receivables	10,406,000.00	10,280,000.00	10,924,000.00
Inventory	35,689,000.00	34,603,000.00	26,678,000.00
Other Current Assets	1,610,000.00	1,074,000.00	743,000.00
<b>Total Current Assets</b>	<b>48,493,000.00</b>	<b>46,772,000.00</b>	<b>38,815,000.00</b>
Property, Plant and Equipment	34,325,000.00	34,820,000.00	35,221,000.00
Fixed Assets	34,325,000.00	34,820,000.00	35,221,000.00
Long Term Investments	UN	UN	UN
Deferred Long Term Asset Charges	17,008,000.00	703,000.00	780,000.00
Other Assets	8,361,000.00	7,140,000.00	6,995,000.00
Goodwill	UN	UN	UN
<b>Total Assets</b>	<b>108,187,000.00</b>	<b>89,435,000.00</b>	<b>81,811,000.00</b>
Accumulated Amortization	UN	UN	UN
Intangible Assets	UN	UN	UN
<b>LIABILITIES</b>			
<b>Current Liabilities</b>			
Accounts Payable	21,517,000.00	22,115,000.00	18,039,000.00
Short Term And Current Long Term Debt	68,000.00	663,000.00	3,366,000.00
Other Current Liabilities	UN	UN	UN
<b>Total Current Liabilities</b>	<b>21,585,000.00</b>	<b>22,778,000.00</b>	<b>21,405,000.00</b>
Long Term Debt	4,943,000.00	6,097,000.00	6,153,000.00
Deferred Long Term Liability Charges	UN	UN	UN
Negative Goodwill	UN	UN	UN
Minority Interest Expense	UN	UN	UN
Other Liabilities	22,305,000.00	27,247,000.00	31,680,000.00
Misc Stocks Options Warrant	UN	UN	UN
<b>Total Liabilities</b>	<b>48,833,000.00</b>	<b>56,122,000.00</b>	<b>59,238,000.00</b>
<b>SHAREHOLDER'S EQUITY</b>			
Preferred Stock Amount	0.00	0.00	0.00
Common Stock	152,000.00	150,000.00	149,000.00
Retained Earnings	-46,380,000.00	-69,140,000.00	-73,690,000.00
Treasury Stock	UN	UN	UN
Capital Surplus	116,976,000.00	116,633,000.00	116,348,000.00

Other Equity	-11,394,000.00	-14,330,000.00	-20,234,000.00
<b>Total Equity</b>	<b>59,354,000.00</b>	<b>33,313,000.00</b>	<b>22,573,000.00</b>

**Income Statement**

<b>Period Ending</b>	<b>Fiscal Consolidated Jan 31 2017</b>	<b>Fiscal Consolidated Jan 31 2016</b>	<b>Fiscal Consolidated Jan 31 2015</b>
Sales (Revenue)	173,417,000.00	168,595,000.00	164,052,000.00
Cost of Goods Sold	110,874,000.00	108,985,000.00	108,654,000.00
<b>Gross Profit</b>	<b>62,543,000.00</b>	<b>59,610,000.00</b>	<b>55,398,000.00</b>
Sales And General Admin	56,601,000.00	53,653,000.00	52,741,000.00
Research and Development Expense	UN	UN	UN
Non-Recurring Charges	0.00	0.00	287,000.00
Other Operating Items	UN	UN	UN
Operating Income	5,942,000.00	5,957,000.00	2,370,000.00
Net Total Other Income and Expenses	2,000.00	-9,000.00	2,000.00
Earnings Before Interest and Taxes	5,944,000.00	5,948,000.00	2,372,000.00
Interest Expense	1,217,000.00	1,281,000.00	1,454,000.00
Earning Before Tax	4,727,000.00	4,667,000.00	918,000.00
Income Tax Expense	-18,033,000.00	118,000.00	69,000.00
Equity Earnings or Loss	UN	UN	UN
Minority Interest Expense	UN	UN	UN
Net Income From Continuing Operations	22,760,000.00	4,549,000.00	849,000.00
Discontinued Operations	UN	UN	UN
Effect of Accounting Changes	UN	UN	UN
Extraordinary Items	UN	UN	UN
Other Non-Operating Expenses	0.00	0.00	0.00
<b>Net Income</b>	<b>22,760,000.00</b>	<b>4,549,000.00</b>	<b>849,000.00</b>
Preferred Stocks and Other Adjustments	UN	UN	UN
Net Income Applicable to Common Shares	22,760,000.00	4,549,000.00	849,000.00

**Statement of Cash Flow**

<b>Period Ending</b>	<b>Fiscal Consolidated Jan 31 2017</b>	<b>Fiscal Consolidated Jan 31 2016</b>	<b>Fiscal Consolidated Jan 31 2015</b>
Depreciation	6,354,000.00	6,770,000.00	5,691,000.00
Net Income Adjustments	-16,729,000.00	1,657,000.00	374,000.00
Changes in Liabilities	-4,107,000.00	2,784,000.00	-5,294,000.00
Changes in Accounts Receivables	-168,000.00	554,000.00	-2,252,000.00
Changes in Inventories	-1,712,000.00	-8,275,000.00	1,376,000.00
Changes in Other Operating Activities	-536,000.00	-532,000.00	915,000.00
Net Cash Flows - Operating Activities	5,862,000.00	7,507,000.00	1,659,000.00
Capital Expenditures	-4,408,000.00	-4,261,000.00	-3,314,000.00
Investments	UN	UN	UN
Other Cash Flows from Investing Activities	-63,000.00	64,000.00	-68,000.00
Net Cash Flows - Investing Activities	-4,471,000.00	-4,197,000.00	-3,382,000.00
Dividends Paid	UN	UN	UN
Sale and Purchase of Stock	-264,000.00	-206,000.00	-129,000.00
Net Borrowings	-1,154,000.00	-2,759,000.00	1,271,000.00
Other Cash Flows from Financing Activities	UN	UN	UN
Net Cash Flows - Financing Activities	-1,418,000.00	-2,965,000.00	1,142,000.00
Effect of Exchange Rate	UN	UN	UN

Change in Cash and Cash Equivalents	-27,000.00	345,000.00	-581,000.00
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**Financial Ratios**

Period Ending	Fiscal Consolidated Jan 31 2017	Fiscal Consolidated Jan 31 2016	Fiscal Consolidated Jan 31 2015
<b>Solvency Ratios</b>			
Current Ratio	2.25	2.05	1.81
Quick Ratio	0.52	0.49	0.53
Current Liabilities to Net Worth (%)	36.37	68.38	94.83
Total Liabilities to Net worth (%)	82.27	168.47	262.43
Current Liabilities to Inventory (%)	60.48	65.83	80.23
Fixed Assets to Net Worth (%)	57.83	104.52	156.03
Cash Ratio	0.04	0.04	0.02
<b>Efficiency Ratios</b>			
Accounts Payable to Sales Ratio	0.12	0.13	0.11
Sales to Working Capital Ratio	6.44	7.03	9.42
Sales to Inventory (%)	485.91	487.23	614.93
Assets to Sales (%)	62.39	53.05	49.87
ROCE (%)	6.86	8.92	3.93
<b>Profitability Ratios</b>			
Return on Net Worth (%)	38.35	13.66	3.76
Return on Assets (%)	21.04	5.09	1.04
Return on Sales (%)	3.43	3.53	1.45
Gross Profit Margin (%)	36.07	35.36	33.77
Operating Margin (%)	3.43	3.53	1.44
Pre-Tax Profit Margin (%)	2.73	2.77	0.56
Profit Margin (%)	13.12	2.70	0.52
Pre-Tax Return on Equity (%)	7.96	14.01	4.07
After Tax Return on Equity (%)	38.35	13.66	3.76
Operating Income to Interest Ratio	4.88	4.65	1.63
<b>Financial Leverage Ratios</b>			
EBITDA to EBIT Ratio	2.07	2.14	3.40
Debt to Income Ratio	2.15	12.34	69.77
Debt to Equity Ratio	0.82	1.68	2.62
Equity Ratio (%)	54.86	37.25	27.59
Interest Coverage Ratio	4.88	4.64	1.63
Interest Coverage by EBITDA Ratio	-0.34	-0.64	-2.28

Note: UN=Unavailable

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**Company Financial:** EDGAR (Quarterly Statements)**Balance Sheet**

Quarter	Q1	Q4	Q3	Q2
Quarter Ending	Apr 30 2017	Jan 31 2017	Oct 31 2016	Jul 31 2016
<b>ASSETS</b>				
<b>Current Assets</b>				
Cash and Cash Equivalents	685,000.00	788,000.00	2,309,000.00	2,428,000.00

Short Term Investments	UN	UN	UN	UN
Net Trade Receivables	10,204,000.00	10,406,000.00	19,660,000.00	34,146,000.00
Inventory	54,788,000.00	35,689,000.00	31,655,000.00	51,871,000.00
Other Current Assets	2,327,000.00	1,610,000.00	1,279,000.00	1,461,000.00
<b>Total Current Assets</b>	<b>68,004,000.00</b>	<b>48,493,000.00</b>	<b>54,903,000.00</b>	<b>89,906,000.00</b>
Property, Plant and Equipment	34,925,000.00	34,325,000.00	34,225,000.00	34,402,000.00
Fixed Assets	34,925,000.00	34,325,000.00	34,225,000.00	34,402,000.00
Long Term Investments	UN	UN	UN	UN
Deferred Long Term Asset Charges	18,491,000.00	17,008,000.00	18,382,000.00	573,000.00
Other Assets	8,334,000.00	8,361,000.00	7,071,000.00	7,071,000.00
Goodwill	UN	UN	UN	UN
<b>Total Assets</b>	<b>129,754,000.00</b>	<b>108,187,000.00</b>	<b>114,581,000.00</b>	<b>131,952,000.00</b>
Accumulated Amortization	UN	UN	UN	UN
Intangible Assets	UN	UN	UN	UN
<b>LIABILITIES</b>				
<b>Current Liabilities</b>				
Accounts Payable	25,380,000.00	21,517,000.00	21,998,000.00	30,926,000.00
Short Term And Current Long Term Debt	18,336,000.00	68,000.00	89,000.00	31,068,000.00
Other Current Liabilities	UN	UN	UN	UN
<b>Total Current Liabilities</b>	<b>43,716,000.00</b>	<b>21,585,000.00</b>	<b>22,087,000.00</b>	<b>61,994,000.00</b>
Long Term Debt	6,011,000.00	4,943,000.00	4,547,000.00	5,936,000.00
Deferred Long Term Liability Charges	UN	UN	UN	UN
Negative Goodwill	UN	UN	UN	UN
Minority Interest Expense	UN	UN	UN	UN
Other Liabilities	22,398,000.00	22,305,000.00	25,722,000.00	26,291,000.00
Misc Stocks Options Warrant	UN	UN	UN	UN
<b>Total Liabilities</b>	<b>72,125,000.00</b>	<b>48,833,000.00</b>	<b>52,356,000.00</b>	<b>94,221,000.00</b>
<b>SHAREHOLDER'S EQUITY</b>				
Preferred Stock Amount	0.00	0.00	0.00	0.00
Common Stock	152,000.00	152,000.00	152,000.00	152,000.00
Retained Earnings	-48,420,000.00	-46,380,000.00	-41,396,000.00	-65,394,000.00
Treasury Stock	UN	UN	UN	UN
Capital Surplus	117,143,000.00	116,976,000.00	116,809,000.00	116,643,000.00
Other Equity	-11,246,000.00	-11,394,000.00	-13,340,000.00	-13,670,000.00
<b>Total Equity</b>	<b>57,629,000.00</b>	<b>59,354,000.00</b>	<b>62,225,000.00</b>	<b>37,731,000.00</b>

**Income Statement**

<b>Quarter</b>	<b>Q1</b>	<b>Q4</b>	<b>Q3</b>	<b>Q2</b>
<b>Quarter Ending</b>	<b>Apr 30 2017</b>	<b>Jan 31 2017</b>	<b>Oct 31 2016</b>	<b>Jul 31 2016</b>
Sales (Revenue)	23,235,000.00	23,441,000.00	67,795,000.00	61,354,000.00
Cost of Goods Sold	14,808,000.00	17,010,000.00	43,484,000.00	37,616,000.00
<b>Gross Profit</b>	<b>8,427,000.00</b>	<b>6,431,000.00</b>	<b>24,311,000.00</b>	<b>23,738,000.00</b>
Sales And General Admin	11,692,000.00	11,686,000.00	17,780,000.00	16,226,000.00
Research and Development Expense	UN	UN	UN	UN
Non-Recurring Charges	UN	0.00	UN	UN
Other Operating Items	UN	UN	UN	UN
Operating Income	-3,265,000.00	-5,255,000.00	6,531,000.00	7,512,000.00
Net Total Other Income and Expenses	0.00	0.00	1,000.00	0.00
Earnings Before Interest and Taxes	-3,265,000.00	-5,255,000.00	6,532,000.00	7,512,000.00
Interest Expense	295,000.00	141,000.00	326,000.00	486,000.00
Earning Before Tax	-3,560,000.00	-5,396,000.00	6,206,000.00	7,026,000.00

Income Tax Expense	-1,349,000.00	-411,000.00	-17,792,000.00	141,000.00
Equity Earnings or Loss	UN	UN	UN	UN
Minority Interest Expense	UN	UN	UN	UN
Net Income From Continuing Operations	-2,211,000.00	-4,985,000.00	23,998,000.00	6,885,000.00
Discontinued Operations	UN	UN	UN	UN
Effect of Accounting Changes	UN	UN	UN	UN
Extraordinary Items	UN	UN	UN	UN
Other Non-Operating Expenses	0.00	0.00	0.00	0.00
<b>Net Income</b>	<b>-2,211,000.00</b>	<b>-4,985,000.00</b>	<b>23,998,000.00</b>	<b>6,885,000.00</b>
Preferred Stocks and Other Adjustments	UN	UN	UN	UN
Net Income Applicable to Common Shares	-2,211,000.00	-4,985,000.00	23,998,000.00	6,885,000.00

### Statement of Cash Flow

Quarter	Q1	Q4	Q3	Q2
Quarter Ending	Apr 30 2017	Jan 31 2017	Oct 31 2016	Jul 31 2016
Depreciation	1,415,000.00	1,570,000.00	1,569,000.00	1,580,000.00
Net Income Adjustments	-1,299,000.00	442,000.00	-17,628,000.00	403,000.00
Changes in Liabilities	4,060,000.00	-2,541,000.00	-9,248,000.00	3,633,000.00
Changes in Accounts Receivables	112,000.00	9,316,000.00	14,464,000.00	-24,945,000.00
Changes in Inventories	-18,929,000.00	-4,660,000.00	20,216,000.00	1,962,000.00
Changes in Other Operating Activities	-691,000.00	-247,000.00	182,000.00	422,000.00
Net Cash Flows - Operating Activities	-17,543,000.00	-1,105,000.00	33,553,000.00	-10,060,000.00
Capital Expenditures	-1,896,000.00	-1,169,000.00	-1,304,000.00	-838,000.00
Investments	UN	UN	UN	UN
Other Cash Flows from Investing Activities	-0.00	-65,000.00	1,000.00	-0.00
Net Cash Flows - Investing Activities	-1,896,000.00	-1,234,000.00	-1,303,000.00	-838,000.00
Dividends Paid	UN	UN	UN	UN
Sale and Purchase of Stock	0.00	0.00	0.00	-264,000.00
Net Borrowings	19,336,000.00	818,000.00	-32,369,000.00	12,557,000.00
Other Cash Flows from Financing Activities	UN	UN	UN	UN
Net Cash Flows - Financing Activities	19,336,000.00	818,000.00	-32,369,000.00	12,293,000.00
Effect of Exchange Rate	UN	UN	UN	UN
Change in Cash and Cash Equivalents	-103,000.00	-1,521,000.00	-119,000.00	1,395,000.00

### Financial Ratios

Quarter	Q1	Q4	Q3	Q2
Quarter Ending	Apr 30 2017	Jan 31 2017	Oct 31 2016	Jul 31 2016
<b>Solvency Ratios</b>				
Current Ratio	1.56	2.25	2.49	1.45
Quick Ratio	0.25	0.52	0.99	0.59
Current Liabilities to Net Worth (%)	75.86	36.37	35.50	164.31
Total Liabilities to Net worth (%)	125.15	82.27	84.14	249.72
Current Liabilities to Inventory (%)	79.79	60.48	69.77	119.52
Fixed Assets to Net Worth (%)	60.60	57.83	55.00	91.18
Cash Ratio	0.02	0.04	0.10	0.04
<b>Efficiency Ratios</b>				
Accounts Payable to Sales Ratio	1.09	0.92	0.32	0.50
Sales to Working Capital Ratio	0.96	0.87	2.07	2.20
Sales to Inventory (%)	42.41	65.68	214.17	118.28

Assets to Sales (%)	558.44	461.53	169.01	215.07
ROCE (%)	-3.79	-6.07	7.06	10.74
<b>Profitability Ratios</b>				
Return on Net Worth (%)	-3.84	-8.40	38.57	18.25
Return on Assets (%)	-1.70	-4.61	20.94	5.22
Return on Sales (%)	-14.05	-22.42	9.63	12.24
Gross Profit Margin (%)	36.27	27.43	35.86	38.69
Operating Margin (%)	-14.05	-22.42	9.63	12.24
Pre-Tax Profit Margin (%)	-15.32	-23.02	9.15	11.45
Profit Margin (%)	-9.52	-21.27	35.40	11.22
Pre-Tax Return on Equity (%)	-6.18	-9.09	9.97	18.62
After Tax Return on Equity (%)	-3.84	-8.40	38.57	18.25
Operating Income to Interest Ratio	-11.07	-37.27	20.03	15.46
<b>Financial Leverage Ratios</b>				
EBITDA to EBIT Ratio	0.57	0.70	1.24	1.21
Debt to Income Ratio	-32.62	-9.80	2.18	13.68
Debt to Equity Ratio	1.25	0.82	0.84	2.50
Equity Ratio (%)	44.41	54.86	54.31	28.59
Interest Coverage Ratio	-11.07	-37.27	20.04	15.46
Interest Coverage by EBITDA Ratio	-15.86	-48.40	15.22	12.21

Note: UN=Unavailable

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## Stock Performance

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## Additional Financial Data

Interim Consolidated statement dated APR 30 2017



<b>Assets</b>		<b>Liabilities</b>	
Cash	685,000	Accts Pay	16,169,000
Accts Rec	9,964,000	Accruals	9,211,000
Inventory	54,788,000	L.T. Liab-(1yr)	18,336,000
Other Receivables	39,000		
Income Tax Receivable	201,000		
Prepaid Exps & Other Current Assets	2,327,000		
<b>Curr Assets</b>	<b>68,004,000</b>	<b>Curr Liabs</b>	<b>43,716,000</b>
Fixt & Equip	34,925,000	Total Accruals	22,351,000
Deferred Tax Assets-Net	18,491,000	Long-Term Debt-Net	6,011,000
Other Assets	8,334,000	L.T. Liab-Other	47,000
		COMMON STOCK	152,000
		ADDIT. PD.-IN CAP	117,143,000
		ACCUM OTHER COMPREHENSIVE LOSS	(11,246,000)
		RETAINED EARNINGS	(48,420,000)
<b>Total Assets</b>	<b>129,754,000</b>	<b>Total Liabilities + Equity</b>	<b>129,754,000</b>

From FEB 01 2017 to APR 30 2017 sales \$23,235,000; cost of goods sold \$14,808,000. Gross profit \$8,427,000; operating expenses \$11,692,000. Operating income \$(3,265,000); other expenses \$295,000; net income before taxes \$(3,560,000); Federal income tax \$(1,349,000). (net loss) \$2,211,000.

Statement obtained from Securities And Exchange Commission. Prepared from statement(s) by Accountant: Ernst & Young LLP, Los Angeles, California.

#### ACCOUNTANTS OPINION

A review of the accountant's opinion indicated that the financial statement meets generally accepted accounting principles and the audit contains no qualifications.

Fixed assets shown net less \$114,883,000 depreciation.

On June 15, 2017, the financial information was updated.

## Spread Financials

### Balance Sheet

Financials By:		Compare Statements:			Show Variance By:	
EDGAR	EDGAR Quarter 1 2018	EDGAR Annual 2017	EDGAR Quarter 4 2017	Percent		
				Q1 2018 - 2017	2017 - Q4 2017	
ASSETS						
Current Assets						
Cash and Cash Equivalents	685,000.00	788,000.00	788,000.00	-13.08	0.00	
Short Term Investments	UN	UN	UN	UN	UN	
Net Trade Receivables	10,204,000.00	10,406,000.00	10,406,000.00	-1.95	0.00	
Inventory	54,788,000.00	35,689,000.00	35,689,000.00	53.52	0.00	
Other Current Assets	2,327,000.00	1,610,000.00	1,610,000.00	44.54	0.00	
Total Current Assets	68,004,000.00	48,493,000.00	48,493,000.00	40.24	0.00	
Property, Plant and Equipment	34,925,000.00	34,325,000.00	34,325,000.00	1.75	0.00	
Fixed Assets	34,925,000.00	34,325,000.00	34,325,000.00	1.75	0.00	
Long Term Investments	UN	UN	UN	UN	UN	
Deferred Long Term Asset Charges	18,491,000.00	17,008,000.00	17,008,000.00	8.72	0.00	
Other Assets	8,334,000.00	8,361,000.00	8,361,000.00	-0.33	0.00	
Goodwill	UN	UN	UN	UN	UN	
Total Assets	129,754,000.00	108,187,000.00	108,187,000.00	19.94	0.00	
Accumulated Amortization	UN	UN	UN	UN	UN	
Intangible Assets	UN	UN	UN	UN	UN	
LIABILITIES						
Current Liabilities						
Accounts Payable	25,380,000.00	21,517,000.00	21,517,000.00	17.96	0.00	
Short Term And Current Long Term Debt	18,336,000.00	68,000.00	68,000.00	26864.71	0.00	
Other Current Liabilities	UN	UN	UN	UN	UN	
Total Current Liabilities	43,716,000.00	21,585,000.00	21,585,000.00	102.53	0.00	
Long Term Debt	6,011,000.00	4,943,000.00	4,943,000.00	21.61	0.00	
Deferred Long Term Liability Charges	UN	UN	UN	UN	UN	
Negative Goodwill	UN	UN	UN	UN	UN	
Minority Interest Expense	UN	UN	UN	UN	UN	
Other Liabilities	22,398,000.00	22,305,000.00	22,305,000.00	0.42	0.00	
Misc Stocks Options Warrant	UN	UN	UN	UN	UN	
Total Liabilities	72,125,000.00	48,833,000.00	48,833,000.00	47.70	0.00	
SHAREHOLDER'S EQUITY						
Preferred Stock Amount	0.00	0.00	0.00	-	-	
Common Stock	152,000.00	152,000.00	152,000.00	0.00	0.00	
Retained Earnings	-48,420,000.00	-46,380,000.00	-46,380,000.00	-4.40	0.00	
Treasury Stock	UN	UN	UN	UN	UN	
Capital Surplus	117,143,000.00	116,976,000.00	116,976,000.00	0.15	0.00	
Other Equity	-11,246,000.00	-11,394,000.00	-11,394,000.00	1.30	0.00	
Total Equity	57,629,000.00	59,354,000.00	59,354,000.00	-2.91	0.00	

## Income Statement

Financials By:	Compare Statements:			Show Variance By:	
EDGAR	EDGAR Quarter 1 2018	EDGAR Annual 2017	EDGAR Quarter 4 2017	Percent	
				Q1 2018 - 2017	2017 - Q4 2017
Sales (Revenue)	23,235,000.00	173,417,000.00	23,441,000.00	-86.61	639.81
Cost of Goods Sold	14,808,000.00	110,874,000.00	17,010,000.00	-86.65	551.82
Gross Profit	8,427,000.00	62,543,000.00	6,431,000.00	-86.53	872.53
Sales And General Admin	11,692,000.00	56,601,000.00	11,686,000.00	-79.35	384.35
Research and Development Expense	UN	UN	UN	UN	UN
Non-Recurring Charges	UN	0.00	0.00	UN	-
Other Operating Items	UN	UN	UN	UN	UN
Operating Income	-3,265,000.00	5,942,000.00	-5,255,000.00	-154.95	213.08
Net Total Other Income and Expenses	0.00	2,000.00	0.00	-	-
Earnings Before Interest and Taxes	-3,265,000.00	5,944,000.00	-5,255,000.00	-154.93	213.12
Interest Expense	295,000.00	1,217,000.00	141,000.00	-75.77	763.13
Earning Before Tax	-3,560,000.00	4,727,000.00	-5,396,000.00	-175.32	187.61
Income Tax Expense	-1,349,000.00	-18,033,000.00	-411,000.00	92.52	-4287.60
Equity Earnings or Loss	UN	UN	UN	UN	UN
Minority Interest Expense	UN	UN	UN	UN	UN
Net Income From Continuing Operations	-2,211,000.00	22,760,000.00	-4,985,000.00	-109.72	556.57
Discontinued Operations	UN	UN	UN	UN	UN
Effect of Accounting Changes	UN	UN	UN	UN	UN
Extraordinary Items	UN	UN	UN	UN	UN
Other Non-Operating Expenses	0.00	0.00	0.00	-	-
<b>Net Income</b>	-2,211,000.00	22,760,000.00	-4,985,000.00	-109.72	556.57
Preferred Stocks and Other Adjustments	UN	UN	UN	UN	UN
Net Income Applicable to Common Shares	-2,211,000.00	22,760,000.00	-4,985,000.00	-109.72	556.57

**Cash Flow Statement**

Financials By:	Compare Statements:			Show Variance By:	
EDGAR	EDGAR Quarter 1 2018	EDGAR Annual 2017	EDGAR Quarter 4 2017	Percent	
				Q1 2018 - 2017	2017 - Q4 2017
Depreciation	1,415,000.00	6,354,000.00	1,570,000.00	-77.74	304.72
Net Income Adjustments	-1,299,000.00	-16,729,000.00	442,000.00	92.24	-3884.85
Changes in Liabilities	4,060,000.00	-4,107,000.00	-2,541,000.00	198.86	-61.63
Changes in Accounts Receivables	112,000.00	-168,000.00	9,316,000.00	166.67	-101.81
Changes in Inventories	-18,929,000.00	-1,712,000.00	-4,660,000.00	-1005.67	63.27
Changes in Other Operating Activities	-691,000.00	-536,000.00	-247,000.00	-28.92	-117.01
Net Cash Flows - Operating Activities	-17,543,000.00	5,862,000.00	-1,105,000.00	-399.27	630.50
Capital Expenditures	-1,896,000.00	-4,408,000.00	-1,169,000.00	56.99	-277.08
Investments	UN	UN	UN	UN	UN
Other Cash Flows from Investing Activities	0.00	-63,000.00	-65,000.00	-	3.08
Net Cash Flows - Investing Activities	-1,896,000.00	-4,471,000.00	-1,234,000.00	57.60	-262.32
Dividends Paid	UN	UN	UN	UN	UN
Sale and Purchase of Stock	0.00	-264,000.00	0.00	-	-
Net Borrowings	19,336,000.00	-1,154,000.00	818,000.00	1775.57	-241.08
Other Cash Flows from Financing Activities	UN	UN	UN	UN	UN
Net Cash Flows - Financing Activities	19,336,000.00	-1,418,000.00	818,000.00	1463.62	-273.35
Effect of Exchange Rate	UN	UN	UN	UN	UN
Change in Cash and Cash Equivalents	-103,000.00	-27,000.00	-1,521,000.00	-281.49	98.23

**Financial Ratios**

Financials By:	Compare Statements:			Show Variance By:	
EDGAR	EDGAR Quarter 1 2018	EDGAR Annual 2017	EDGAR Quarter 4 2017	Percent	
				Q1 2018 - 2017	2017 - Q4 2017
<b>Solvency Ratios</b>					
Current Ratio	1.56	2.25	2.25	-30.67	0.00
Quick Ratio	0.25	0.52	0.52	-51.93	0.00
Current Liabilities to Net Worth (%)	75.86	36.37	36.37	108.58	0.00
Total Liabilities to Net worth (%)	125.15	82.27	82.27	52.13	0.00
Current Liabilities to Inventory (%)	79.79	60.48	60.48	31.93	0.00
Fixed Assets to Net Worth (%)	60.6	57.83	57.83	4.79	0.00
Cash Ratio	0.02	0.04	0.04	-50.00	0.00
<b>Efficiency Ratios</b>					
Accounts Payable to Sales Ratio	1.09	0.12	0.92	808.34	-86.96
Sales to Working Capital Ratio	0.96	6.44	0.87	-85.10	640.23
Sales to Inventory (%)	42.41	485.91	65.68	-91.28	639.82
Assets to Sales (%)	558.44	62.39	461.53	795.08	-86.49
ROCE (%)	-3.79	6.86	-6.07	-155.25	213.02
<b>Profitability Ratios</b>					
Return on Net Worth (%)	-3.84	38.35	-8.4	-110.02	556.55
Return on Assets (%)	-1.7	21.04	-4.61	-108.08	556.40
Return on Sales (%)	-14.05	3.43	-22.42	-509.63	115.30
Gross Profit Margin (%)	36.27	36.07	27.43	0.56	31.50
Operating Margin (%)	-14.05	3.43	-22.42	-509.63	115.30
Pre-Tax Profit Margin (%)	-15.32	2.73	-23.02	-661.18	111.86
Profit Margin (%)	-9.52	13.12	-21.27	-172.57	161.69
Pre-Tax Return on Equity (%)	-6.18	7.96	-9.09	-177.64	187.57
After Tax Return on Equity (%)	-3.84	38.35	-8.4	-110.02	556.55
Operating Income to Interest Ratio	-11.07	4.88	-37.27	-326.85	113.10
<b>Financial Leverage Ratios</b>					
EBITDA to EBIT Ratio	0.57	2.07	0.7	-72.47	195.72
Debt to Income Ratio	-32.62	2.15	-9.8	-1617.21	121.94
Debt to Equity Ratio	1.25	0.82	0.82	52.44	0.00
Equity Ratio (%)	44.41	54.86	54.86	-19.05	0.00
Interest Coverage Ratio	-11.07	4.88	-37.27	-326.85	113.10
Interest Coverage by EBITDA Ratio	-15.86	-0.34	-48.4	-4564.71	99.30



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**Key Business Ratios**

Statement Date Jan 31 2017

Based on this Number of Establishments 19

## Industry Norms Based On 19 Establishments

	This Business	Industry Median	Industry Quartile
<b>Profitability</b>			
Return on Sales %	UN	5.3	UN
Return on Net Worth %	UN	15.8	UN
<b>Short-Term Solvency</b>			
Current Ratio	2.2	1.7	1
Quick Ratio	UN	0.8	UN
<b>Efficiency</b>			
Assets to Sales %	UN	59.1	UN
Sales / Net Working Capital	6.4	6.5	3
<b>Utilization</b>			
Total Liabilities / Net Worth (%)	UN	140.4	UN

UN = Unavailable

## Associations

## All Credit Files with Same D-U-N-S® Number as this D&amp;B Live Report

Company Name	Type	Status	Date Created
DOUG VIRTUE EMPLOYEE	Account - #0000102080	No Action Recommended	10/19/2010 09:54 AM AKDT

## Detailed Trade Risk Insight™

Detailed Trade Risk Insight provides detailed updates on over 1.5 billion commercial trade experiences collected from more than 260 million unique supplier/purchaser relationships.

## Days Beyond Terms - Past 3 &amp; 12 Months

3 months from Jun 17 to Aug 17

**9**  
Days

Dollar-weighted average of **68** payment experiences reported from **54** companies

## Derogatory Events Last 12 Months from Aug 16 to Jul 17

12 months from Sep 16 to Aug 17

**10**  
Days

Dollar-weighted average of **109** payment experiences reported from **78** companies

Status	Aug-16	Sep-16	Oct-16	Nov-16	Dec-16	Jan-17	Feb-17	Mar-17	Apr-17	May-17	Jun-17	Jul-17
Placed for collection	-	828 on 1 acct	5 on 1 acct	3,000 on 2 acct	1,627 on 2 acct	1,627 on 2 acct	1,597 on 2 acct	1,494 on 3 acct	616 on 3 acct	116 on 1 acct	372 on 2 acct	-
	-	-	-	-	-	-	-	-	-	-	-	-

Bad debt written off												
----------------------	--	--	--	--	--	--	--	--	--	--	--	--

**Total Amount Current and Past Due - 12 month trend from Aug 16 to Jul 17**

Status	Aug-16	Sep-16	Oct-16	Nov-16	Dec-16	Jan-17	Feb-17	Mar-17	Apr-17	May-17	Jun-17	Jul-17
<b>Total</b>	1,754,470	1,050,041	883,863	842,859	874,504	850,626	1,153,962	1,361,154	1,371,384	1,312,552	1,657,453	1,657,399
<b>Current</b>	1,074,862	519,034	563,199	542,357	693,754	609,543	944,968	965,447	1,113,380	901,518	1,155,455	1,154,971
<b>1-30 Days Past Due</b>	592,016	396,675	198,834	203,746	90,428	112,639	89,040	295,834	189,068	344,874	430,880	431,310
<b>31-60 Days Past Due</b>	21,890	95,237	33,127	45,152	25,473	13,030	5,101	3,897	6,191	6,935	12,895	12,895
<b>61-90 Days Past Due</b>	51,881	17,923	66,737	15,426	25,240	23,544	18,571	2,210	3,153	2,311	2,137	2,137
<b>90+ Days Past Due</b>	13,821	21,172	21,966	36,178	39,609	91,870	96,282	93,766	59,592	56,914	56,086	56,086

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Printed By: Missy Johnson  
Date Printed: August 09, 2017

## Live Report : VIRCO INC.

D-U-N-S® Number: 11-802-6819

Trade Names: (SUBSIDIARY OF VIRCO MFG. CORPORATION, TORRANCE, CA)

Endorsement/Billing Reference: missyjohnson@virco.com

<b>D&amp;B Address</b>				<b>Added to Portfolio:</b> 07/10/2014	
<b>Address</b>	2027 Harpers Way Torrance, CA, US - 90501	<b>Location Type</b>	Headquarters (Subsidiary)	<b>Last View Date:</b>	05/05/2017
<b>Phone</b>	310 533-0474	<b>Web</b>	www.virco-mfg.com	<b>Endorsement :</b>	missyjohnson@virco.com
<b>Fax</b>	310-533-1906				

## Company Summary

Currency: Shown in USD unless otherwise indicated

### Score Bar

<b>PAYDEX®</b>		<b>73</b>	Paying 11 days past due
<b>Commercial Credit Score Class</b>		<b>3</b>	Moderate Risk of severe payment delinquency.
<b>Financial Stress Score Class</b>		<b>4</b>	Moderate to High Risk of severe financial stress.
<b>Credit Limit - D&amp;B Conservative</b>		<b>1,000,000.00</b>	Based on profiles of other similar companies.
<b>D&amp;B Rating</b>		<b>1R3</b>	1R indicates 10 or more Employees, Credit appraisal of 3 is fair

### Detailed Trade Risk Insight™

Days Beyond Terms Past 3 Months

**1**

Days

Dollar-weighted average of **10** payment experiences reported from **8** Companies

Recent Derogatory Events

May-17 Jun-17 Jul-17

Placed for Collection - - -

Bad Debt Written Off - - -

### Public Filings

The following data includes both open and closed filings found in D&B's database on this company.

Record Type	Number of Records	Most Recent Filing Date
Bankruptcies	0	-
Judgments	0	-
Liens	0	-
Suits	1	05/22/17
UCCs	3	07/18/16

The public record items contained herein may have been paid, terminated, vacated or released prior to today's date.

### D&B Company Overview

This is a headquarters (subsidiary) location  
Branch(es) or Division(s) exist Y

Chief Executive

### D&B PAYDEX®

**D&B PAYDEX®** 73   
Lowest Risk:100;Highest Risk :1

	ROBERT VIRTUE, CEO
<b>Year Started</b>	1998
<b>Employees</b>	250 (UNDETERMINED Here)
<b>Financing</b>	SECURED
<b>SIC</b>	5021
<b>Line of business</b>	Whol furniture
<b>NAICS</b>	423210
<b>History Status</b>	CLEAR

When weighted by amount, Payments to suppliers average  
11 days beyond terms

#### Financial Stress Score Class

**Financial Stress Score Class: 4** 

Lowest Risk:1;Highest Risk :5

#### FirstRain Company News

<b>VIRCO MFG. CORPORATION (NASDAQ:VIRC)</b> 2017-06-22T14:53:12 AKDT 2:53 PM-Market
<b>VIRCO MFG. CORPORATION (NASDAQ:VIRC)</b> 2017-06-12T12:55:35 AKDT 12:55 PM-Market
<b>Virco Manufacturing reports Q1 results</b> 2017-06-12T07:08:16 AKDT 7:08 AM-Seeking Alpha
<b>Virco Reports Financial Results for First</b> 2017-06-12T06:27:49 AKDT 6:27 AM-CNBC
<b>VIRCO MFG. CORPORATION (NASDAQ:VIRC)</b> 2017-04-25T13:55:05 AKDT 1:55 PM-Market
<b>Virco Manufacturing reports Q4 results</b> 2017-04-25T07:08:33 AKDT 7:08 AM-Seeking Alpha
<b>Virco Manufacturing Corporation (VIRC) Loses</b> 2017-04-06T12:57:40 AKDT 12:57 PM-The Financial
<b>Virco Manufacturing Corporation (VIRC) Loses</b> 2017-03-29T12:57:30 AKDT 12:57 PM-The Financial
<b>Top five vendors in the global preschool</b> 2017-03-20T11:14:36 AKDT 11:14 AM-Business

Powered by FirstRain

#### Commercial Credit Score Class

**Commercial Credit Score Class: 3** 

Lowest Risk:1;Highest Risk :5

#### FirstRain Company News

<b>VIRCO MFG. CORPORATION (NASDAQ:VIRC)</b> 2017-06-22T14:53:12 AKDT 2:53 PM-Market
<b>VIRCO MFG. CORPORATION (NASDAQ:VIRC)</b> 2017-06-12T12:55:35 AKDT 12:55 PM-Market
<b>Virco Manufacturing reports Q1 results</b> 2017-06-12T07:08:16 AKDT 7:08 AM-Seeking Alpha
<b>Virco Reports Financial Results for First</b> 2017-06-12T06:27:49 AKDT 6:27 AM-CNBC
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<b>Virco Manufacturing Corporation (VIRC) Loses</b> 2017-04-06T12:57:40 AKDT 12:57 PM-The Financial
<b>Virco Manufacturing Corporation (VIRC) Loses</b> 2017-03-29T12:57:30 AKDT 12:57 PM-The Financial
<b>Top five vendors in the global preschool</b> 2017-03-20T11:14:36 AKDT 11:14 AM-Business

Powered by FirstRain

#### D&B 3-month PAYDEX®

**3-month D&B PAYDEX®: 73** 

Lowest Risk:100;Highest Risk :1

When weighted by amount, Payments to suppliers average  
11 Days Beyond Terms

#### Corporate Linkage

This is a **Headquarters (Subsidiary)** location

VIRCO INC.  
Torrance , CA  
D-U-N-S® Number 11-802-6819

**The Parent Company is**  
VIRCO MFG. CORPORATION  
California  
D-U-N-S® Number 00-828-9530

## Financial Overview

Based on your financial statement preference setting and the availability of financial data from the sources, no financial statements are available.

## Corporate Linkage

### Parent

Company	City , State	D-U-N-S® NUMBER
VIRCO MFG. CORPORATION	TORRANCE , California	00-828-9530

### Branches (Domestic)

Company	City , State	D-U-N-S® NUMBER
VIRCO INC.	CONWAY , Arkansas	02-055-3694


### Affiliates (Domestic)

Company	City , State	D-U-N-S® NUMBER
VIRCO MGMT CORPORATION	TORRANCE , California	11-802-7254

### Affiliates (International)

Company	City , Country	D-U-N-S® NUMBER
Virsan, S.A. de C.V.	SAN LUIS RIO COLORADO , MEXICO	81-160-8090

## Predictive Scores

Currency: Shown in USD unless otherwise indicated 

### D&B Viability Rating Summary

The D&B Viability Rating uses D&B's proprietary analytics to compare the most predictive business risk indicators and deliver a highly reliable assessment of the probability that a company will go out of business, become dormant/inactive, or file for bankruptcy/insolvency within the next 12 months. The D&B Viability Rating is made up of 4 components:

	<b>Viability Score</b>	Lowest Risk:1	Highest Risk:9
---	------------------------	---------------	----------------

<p><b>Compared to All US Businesses within the D&amp;B Database:</b></p> <ul style="list-style-type: none"> <li>• Level of Risk: <b>Low Risk</b></li> <li>• Businesses ranked 4 have a probability of becoming no longer viable: <b>5 %</b></li> <li>• Percentage of businesses ranked 4: <b>14 %</b></li> <li>• Across all US businesses, the average probability of becoming no longer viable: <b>14 %</b></li> </ul>	
<b>6</b>	<p><b>Portfolio Comparison</b></p> <p>Lowest Risk:1      Highest Risk:9</p>
<p><b>Compared to All US Businesses within the same MODEL SEGMENT:</b></p> <ul style="list-style-type: none"> <li>• Model Segment : <b>Established Trade Payments</b></li> <li>• Level of Risk: <b>Moderate Risk</b></li> <li>• Businesses ranked 6 within this model segment have a probability of becoming no longer viable: <b>5 %</b></li> <li>• Percentage of businesses ranked 6 with this model segment: <b>9 %</b></li> <li>• Within this model segment, the average probability of becoming no longer viable: <b>5 %</b></li> </ul>	
<b>B</b>	<p><b>Data Depth Indicator</b></p> <p>Predictive Data:A      Descriptive Data:G</p>
<p><b>Data Depth Indicator:</b></p> <ul style="list-style-type: none"> <li>✓ Rich Firmographics</li> <li>✓ Extensive Commercial Trading Activity</li> <li>✓ Basic Financial Attributes</li> </ul> <p>Greater data depth can increase the precision of the D&amp;B Viability Rating assessment.</p>	
<b>Z</b>	<p><b>Company Profile</b></p> <p><b>Subsidiary</b></p>

### Credit Capacity Summary

This credit rating was assigned because of D&B's assessment of the company's creditworthiness. For more information, see the

[D&B Rating Key](#)

**D&B Rating :** 1R3

**Number of employees:** 1R indicates 10 or more employees  
**Composite credit appraisal:** 3 is fair

The 1R and 2R ratings categories reflect company size based on the total number of employees for the business. They are assigned to business files that do not contain a current financial statement. In 1R and 2R Ratings, the 2, 3, or 4 creditworthiness indicator is based on analysis by D&B of public filings, trade payments, business age and other important factors. 2 is the highest Composite Credit Appraisal a company not supplying D&B with current financial information can receive.

**Below is an overview of the company's rating history since 11-05-2002**

**Number of Employees Total:**

250 (UNDETERMINED here)

D&B Rating	Date Applied
1R3	09-11-2015
1R4	05-17-2012
1R3	05-01-2007

D&B Rating	Date Applied	Payment Activity:	(based on 24 experiences)
1R4	03-09-2007	<b>Average High Credit:</b>	36,267
--	11-05-2002	<b>Highest Credit:</b>	200,000
		<b>Total Highest Credit:</b>	508,300

### D&B Credit Limit Recommendation

<b>Conservative credit Limit</b>	1,000,000
<b>Aggressive credit Limit:</b>	1,000,000

**Risk category for this business :** **LOW**

The Credit Limit Recommendation (CLR) is intended to serve as a directional benchmark for all businesses within the same line of business or industry, and is not calculated based on any individual business. Thus, the CLR is intended to help guide the credit limit decision, and must be balanced in combination with other elements which reflect the individual company's size, financial strength, payment history, and credit worthiness, all of which can be derived from D&B reports.

Risk is assessed using D&Bs scoring methodology and is one factor used to create the recommended limits. See Help for details.

### Financial Stress Class Summary

The Financial Stress Score predicts the likelihood of a firm ceasing business without paying all creditors in full, or reorganization or obtaining relief from creditors under state/federal law over the next 12 months. Scores were calculated using a statistically valid model derived from D&Bs extensive data files. The Financial Stress Class of 4 for this company shows that firms with this class had a failure rate of 0.84% (84 per 10,000), which is 1.75 times higher than the average of businesses in D & B's database.

### Financial Stress Class : 4

(Lowest Risk:1; Highest Risk:5)

Moderately higher than average risk of severe financial stress, such as a bankruptcy or going out of business with unpaid debt, over the next 12 months.

#### Probability of Failure:

Risk of Severe Financial Stress for Businesses with this Class: **0.84 %** (84 per 10,000)  
 Financial Stress National Percentile : **30** (Highest Risk: 1; Lowest Risk: 100)  
 Financial Stress Score : **1438** (Highest Risk: 1,001; Lowest Risk: 1,875)  
 Average Risk of Severe Financial Stress for Businesses in D&B database: **0.48 %** ( 48 per 10,000)

#### The Financial Stress Class of this business is based on the following factors:

Composite credit appraisal is rated fair.  
 Low proportion of satisfactory payment experiences to total payment experiences.  
 UCC Filings reported.  
 High proportion of past due balances to total amount owing.

#### Notes:

The Financial Stress Class indicates that this firm shares some of the same business and financial characteristics of other companies with this classification. It does not mean the firm will necessarily experience financial stress.  
 The Probability of Failure shows the percentage of firms in a given Class that discontinued operations over the past year with loss to creditors. The Probability of Failure - National Average represents the national failure rate and is provided for comparative purposes.  
 The Financial Stress National Percentile reflects the relative ranking of a company among all scorable companies in D&Bs file.  
 The Financial Stress Score offers a more precise measure of the level of risk than the Class and Percentile. It is especially helpful to customers using a scorecard approach to determining overall business performance.

Norms	National %
This Business	30
Region: PACIFIC	52
Industry: WHOLESALE	54
Employee range: 100-499	75

Norms	National %
Years in Business: 11-25	68

This Business has a Financial Stress Percentile that shows:

- Higher risk than other companies in the same region.
- Higher risk than other companies in the same industry.
- Higher risk than other companies in the same employee size range.
- Higher risk than other companies with a comparable number of years in business.

### Credit Score Summary

The Commercial Credit Score (CCS) predicts the likelihood of a business paying its bills in a severely delinquent manner (91 days or more past terms). The Credit Score class of 3 for this company shows that 5.8% of firms with this class paid one or more bills severely delinquent, which is lower than the average of businesses in D & B's database.

**Credit Score Class : 3** 

Lowest Risk:1;Highest Risk :5

### Incidence of Delinquent Payment

Among Companies with this Classification: **5.80 %**  
Average compared to businesses in D&B's database: **10.20 %**  
Credit Score Percentile : **70** (Highest Risk: 1; Lowest Risk: 100)  
Credit Score : **528** (Highest Risk: 101; Lowest Risk:670)

The Credit Score Class of this business is based on the following factors:

Proportion of slow payments in recent months  
Higher risk industry based on delinquency rates for this industry  
Proportion of past due balances to total amount owing  
Evidence of open suits

### Notes:


The Commercial Credit Score Risk Class indicates that this firm shares some of the same business and financial characteristics of other companies with this classification. It does not mean the firm will necessarily experience severe delinquency.  
The Incidence of Delinquent Payment is the percentage of companies with this classification that were reported 91 days past due or more by creditors. The calculation of this value is based on D&B's trade payment database.  
The Commercial Credit Score percentile reflects the relative ranking of a firm among all scorable companies in D&B's file.  
The Commercial Credit Score offers a more precise measure of the level of risk than the Risk Class and Percentile. It is especially helpful to customers using a scorecard approach to determining overall business performance.

Norms	National %
This Business	70
Region: PACIFIC	50
Industry: WHOLESALE	54
Employee range: 100-499	89
Years in Business: 11-25	66

This business has a Credit Score Percentile that shows:

- Lower risk than other companies in the same region.
- Lower risk than other companies in the same industry.
- Higher risk than other companies in the same employee size range.
- Lower risk than other companies with a comparable number of years in business.


### Trade Payments

Currency: Shown in USD unless otherwise indicated 

**D&B PAYDEX®**

The D&B PAYDEX is a unique, weighted indicator of payment performance based on payment experiences as reported to D&B by trade references. Learn more about the D&B PAYDEX

Timeliness of historical payments for this company.

**Current PAYDEX is**                **73**    Equal to 11 days beyond terms ( Pays more slowly than the average for its industry of 8 days beyond terms )  
**Industry Median is**            **75**    Equal to 8 days beyond terms  
**Payment Trend currently is**       Unchanged, compared to payments three months ago

Indications of slowness can be the result of dispute over merchandise, skipped invoices etc. Accounts are sometimes placed for collection even though the existence or amount of the debt is disputed.

<b>Total payment Experiences in D&amp;Bs File (HQ)</b>	24
<b>Payments Within Terms (not weighted)</b>	71 %
<b>Trade Experiences with Slow or Negative Payments(%)</b>	29.17%
<b>Total Placed For Collection</b>	0
<b>High Credit Average</b>	36,267
<b>Largest High Credit</b>	200,000
<b>Highest Now Owing</b>	200,000
<b>Highest Past Due</b>	2,500

**D&B PAYDEX® : 73** 

(Lowest Risk:100; Highest Risk:1)

When weighted by amount, payments to suppliers average 11 days beyond terms

**3-Month D&B PAYDEX® : 73** 

(Lowest Risk:100; Highest Risk:1)

Based on payments collected over last 3 months.

When weighted by amount, payments to suppliers average 11 days beyond terms

## D&B PAYDEX® Comparison

### Current Year

PAYDEX® of this Business compared to the Primary Industry from each of the last four quarters. The Primary Industry is Whol furniture , based on SIC code 5021 .

Shows the trend in D&B PAYDEX scoring over the past 12 months.

	9/16	10/16	11/16	12/16	1/17	2/17	3/17	4/17	5/17	6/17	7/17	8/17
<b>This Business</b>	75	75	75	75	75	75	75	75	75	72	73	73
<b>Industry Quartiles</b>												
Upper	78	.	.	78	.	.	78	.	.	78	.	.
Median	75	.	.	75	.	.	75	.	.	75	.	.
Lower	70	.	.	70	.	.	68	.	.	69	.	.

Current PAYDEX for this Business is 73 , or equal to 11 days beyond terms  
The 12-month high is 75 , or equal to 8 DAYS BEYOND terms  
The 12-month low is 72 , or equal to 12 DAYS BEYOND terms

### Previous Year

Shows PAYDEX of this Business compared to the Primary Industry from each of the last four quarters. The Primary Industry is Whol furniture , based on SIC code 5021 .

Previous Year	09/15 Q3'15	12/15 Q4'15	03/16 Q1'16	06/16 Q2'16
<b>This Business</b>	75	75	77	77
<b>Industry Quartiles</b>				
Upper	78	78	78	78
Median	76	74	75	75
Lower	70	70	71	71

Based on payments collected over the last 4 quarters.

Current PAYDEX for this Business is 73 , or equal to 11 days beyond terms

The present industry median Score is 75 , or equal to 8 days beyond terms

Industry upper quartile represents the performance of the payers in the 75th percentile

Industry lower quartile represents the performance of the payers in the 25th percentile

## Payment Habits

For all payment experiences within a given amount of credit extended, shows the percent that this Business paid within terms. Provides number of experiences to calculate the percentage, and the total credit value of the credit extended.

\$ Credit Extended	# Payment Experiences	Total Amount	% of Payments Within Terms
Over 100,000	2	300,000	100%
50,000-100,000	0	0	0%
15,000-49,999	6	175,000	57%
5,000-14,999	4	30,000	50%
1,000-4,999	1	2,500	100%
Under 1,000	1	250	100%

Based on payments collected over last 24 months.

All Payment experiences reflect how bills are paid in relation to the terms granted. In some instances, payment beyond terms can be the result of disputes over merchandise, skipped invoices etc.

## Payment Summary

- There are 24 payment experience(s) in D&Bs file for the most recent 24 months, with 11 experience(s) reported during the last three month period.
- The highest Now Owes on file is 200,000 . The highest Past Due on file is 2,500

Below is an overview of the companys currency-weighted payments, segmented by its suppliers primary industries:

	Total Revd (#)	Total Amts	Largest High Credit	Within Terms (%)	Days Slow <31 31-60 61-90 90> (%) (%) (%) (%)			
Top Industries								
Local truck w/storage	3	245,000	200,000	98	2	0	0	0
Truck rental/leasing	2	50,000	30,000	40	0	0	60	0
Public finance	2	7,500	5,000	100	0	0	0	0
Mfg plastics/resins	1	100,000	100,000	100	0	0	0	0
Short-trm busn credit	1	45,000	45,000	50	50	0	0	0
Nonclassified	1	30,000	30,000	50	0	50	0	0
Whol computers/softwr	1	15,000	15,000	50	0	50	0	0
Gravure printing	1	10,000	10,000	50	50	0	0	0
Whol metal	1	5,000	5,000	0	100	0	0	0
Telephone communictns	1	250	250	100	0	0	0	0
Other payment categories								
Cash experiences	10	550	100					
Payment record unknown	0	0	0					



Unfavorable comments	0	0	0
Placed for collections	0	N/A	0
<b>Total in D&amp;B's file</b>	<b>24</b>	<b>508,300</b>	<b>200,000</b>

Accounts are sometimes placed for collection even though the existence or amount of the debt is disputed.

Indications of slowness can be result of dispute over merchandise, skipped invoices etc.


#### Detailed payment history for this company

Date Reported (mm/yy)	Paying Record	High Credit	Now Owes	Past Due	Selling Terms	Last Sale Within (month)
07/17	Ppt	200,000	200,000	0		1 mo
	Ppt-Slow 15	10,000	7,500	2,500		1 mo
	Ppt-Slow 30	45,000	0	0		6-12 mos
	Ppt-Slow 60	30,000	7,500	1,000		1 mo
	Ppt-Slow 60	15,000	5,000	0	N30	1 mo
	Slow 30	5,000	0	0		4-5 mos
06/17	Ppt	100,000	15,000	0		1 mo
	Ppt	35,000	35,000	0	N30	1 mo
	Ppt	20,000	250	0		1 mo
	Ppt-Slow 30	10,000	0	0		2-3 mos
	Slow 90	30,000	0	0		1 mo
01/17	(012)	50			Cash account	2-3 mos
12/16	Ppt	250	0	0		6-12 mos
10/16	(014)	50			Cash account	1 mo
09/16	(015)	100			Cash account	1 mo
	(016)	50			Cash account	6-12 mos
08/16	(017)	50			Cash account	1 mo
06/16	(018)	50			Cash account	1 mo
05/16	(019)	50			Cash account	4-5 mos
	(020)	50			Cash account	6-12 mos
01/16	(021)	50	0	0	Cash in advance	6-12 mos
	(022)	50			Cash account	1 mo
12/15	Ppt	5,000				1 mo
	Ppt	2,500				1 mo

Payments Detail Key: 30 or more days beyond terms

Payment experiences reflect how bills are paid in relation to the terms granted. In some instances payment beyond terms can be the result of disputes over merchandise, skipped invoices, etc. Each experience shown is from a separate supplier. Updated trade experiences replace those previously reported.

#### Public Filings

Currency: Shown in USD unless otherwise indicated 

## Summary

The following data includes both open and closed filings found in D&B's database on this company.

Record Type	# of Records	Most Recent Filing Date
Bankruptcy Proceedings	0	-
Judgments	0	-
Liens	0	-
Suits	1	05/22/17
UCCs	3	07/18/16

The following Public Filing data is for information purposes only and is not the official record. Certified copies can only be obtained from the official source.

## Suits

<b>Status</b>	<b>Pending</b>
<b>DOCKET NO.</b>	201700503181
<b>Plaintiff</b>	TWIGG, GALEN, HALIFAX, PA, TWIGG, DEANA, HALIFAX, PA
<b>Defendant</b>	VIRCO, INC. AND OTHERS
<b>Cause</b>	Negligence
<b>Where filed</b>	PHILADELPHIA COUNTY COMMON PLEAS COURT, PHILADELPHIA, PA
<b>Date status attained</b>	05/22/17
<b>Date filed</b>	05/22/17
<b>Latest Info Received</b>	05/26/17

If it is indicated that there are defendants other than the report subject, the lawsuit may be an action to clear title to property and does not necessarily imply a claim for money against the subject.


## UCC Filings

<b>Collateral</b>	Leased Equipment
<b>Type</b>	Original
<b>Sec. Party</b>	REBAS, INC., SANTA FE SPRINGS, CA TOYOTA MOTOR CREDIT CORPORATION, TORRANCE, CA TOYOTA-LIFT OF LOS ANGELES, SANTA FE SPRINGS, CA
<b>Debtor</b>	VIRCO INC.
<b>Filing No.</b>	2012 4152189
<b>Filed With</b>	SECRETARY OF STATE/UCC DIVISION, DOVER, DE
<b>Date Filed</b>	2012-10-23
<b>Latest Info Received</b>	11/27/12

<b>Type</b>	Continuation
<b>Sec. Party</b>	PNC BANK, NATIONAL ASSOCIATION, AS AGENT, PITTSBURGH, PA
<b>Debtor</b>	VIRCO INC.
<b>Filing No.</b>	20164313001
<b>Filed With</b>	SECRETARY OF STATE/UCC DIVISION, DOVER, DE
<b>Date Filed</b>	2016-07-18
<b>Latest Info Received</b>	08/31/16
<b>Original UCC Filed Date</b>	2011-11-23
<b>Original Filing No.</b>	2011 4517341

<b>Type</b>	Continuation
<b>Sec. Party</b>	DELL FINANCIAL SERVICES L.L.C., AUSTIN, TX
<b>Debtor</b>	VIRCO INC
<b>Filing No.</b>	2015 0974526
<b>Filed With</b>	SECRETARY OF STATE/UCC DIVISION, DOVER, DE
<b>Date Filed</b>	2015-03-09
<b>Latest Info Received</b>	05/08/15
<b>Original UCC Filed Date</b>	2005-05-09
<b>Original Filing No.</b>	5142095 0

## History & Operations

Currency: Shown in USD unless otherwise indicated 

### Company Overview

<b>Company Name:</b>	VIRCO INC.
<b>Doing Business As :</b>	(SUBSIDIARY OF VIRCO MFG. CORPORATION, TORRANCE, CA)
<b>Street Address:</b>	2027 Harpers Way Torrance , CA 90501
<b>Phone:</b>	310 533-0474
<b>Fax:</b>	310-533-1906
<b>URL:</b>	http://www.virco-mfg.com
<b>History</b>	Is clear
<b>Present management control</b>	19 years

### History

The following information was reported: **02/01/2017**

<b>Officer(s):</b>	ROBERT VIRTUE, CEO ROBERT DOSE , V PRES
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<b>DIRECTOR(S) :</b>	THE OFFICER(S)
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The Delaware Secretary of State's business registrations file showed that Virco Inc. was registered as a Corporation on August 01, 1998.

Business started 1998. 100% of capital stock is owned by parent company.

ROBERT VIRTUE born 1932. 1972-present active here.

ROBERT DOSE. 1999-present active here.

### Business Registration

CORPORATE AND BUSINESS REGISTRATIONS REPORTED BY THE SECRETARY OF STATE OR OTHER OFFICIAL SOURCE AS OF  
Apr 05 2013

<b>Registered Name:</b>	VIRCO INC.
<b>Business type:</b>	CORPORATION

**Corporation type:** NOT AVAILABLE  
**Date incorporated:** Aug 01 1998  
**State of incorporation:** DELAWARE  
**Filing date:** Aug 01 1998  
**Registration ID:** 2921021  
**Status:** STATUS NOT AVAILABLE  
**Where filed:** SECRETARY OF STATE/CORPORATIONS DIVISION , DOVER , DE  
**Registered agent:** NATIONAL REGISTERED AGENTS, INC. , 160 GREENTREE DR STE 101 , DOVER , DE , 199040000

## Operations

02/01/2017

Subsidiary of VIRCO MFG. CORPORATION, TORRANCE, CA.

Wholesales furniture (100%).

**Description:** ADDITIONAL TELEPHONE NUMBER(S): Toll-Free 800 448-4726.

Terms are cash and Net 30 days. Sells to schools. Territory : Local.

Nonseasonal.

**Employees:** 250 which includes officer(s). UNDETERMINED employed here.

**Facilities:** Rents 560,000 sq. ft. in a one story building.

**Location:** Industrial section on main street.

**Branches:** Maintains a branch location in Mansfield, OH.

## SIC & NAICS

### SIC:

Based on information in our file, D&B has assigned this company an extended 8-digit SIC. D&B's use of 8-digit SICs enables us to be more specific about a company's operations than if we use the standard 4-digit code.

The 4-digit SIC numbers link to the description on the Occupational Safety & Health Administration (OSHA) Web site. Links open in a new browser window.

5021 0000 Furniture

### NAICS:

423210 Furniture Merchant Wholesalers

## Financials

### Company Financials: D&B

### Additional Financial Data

The name and address of this business have been confirmed by D & B using available sources.

### Key Business Ratios

D & B has been unable to obtain sufficient financial information from this company to calculate business ratios. Our check of additional outside sources also found no information available on its financial performance.

To help you in this instance, ratios for other firms in the same industry are provided below to support your analysis of this business.

**Based on this Number of Establishments**

42

#### Industry Norms Based On 42 Establishments

	This Business	Industry Median	Industry Quartile
<b>Profitability</b>			
Return on Sales %	UN	2.2	UN
Return on Net Worth %	UN	18.5	UN
<b>Short-Term Solvency</b>			
Current Ratio	UN	1.5	UN
Quick Ratio	UN	0.9	UN
<b>Efficiency</b>			
Assets to Sales %	UN	26.2	UN
Sales / Net Working Capital	UN	14.0	UN
<b>Utilization</b>			
Total Liabilities / Net Worth (%)	UN	156.4	UN

UN = Unavailable

## Detailed Trade Risk Insight™

Detailed Trade Risk Insight provides detailed updates on over 1.5 billion commercial trade experiences collected from more than 260 million unique supplier/purchaser relationships.

### Days Beyond Terms - Past 3 & 12 Months

**3 months** from Jun 17 to Aug 17

**1**  
Days

Dollar-weighted average of **10** payment experiences reported from **8** companies

**Derogatory Events Last 12 Months from Aug 16 to Jul 17**

**12 months** from Sep 16 to Aug 17

**4**  
Days

Dollar-weighted average of **14** payment experiences reported from **11** companies

No Derogatory trade Event has been reported on this company for the past 13 Months

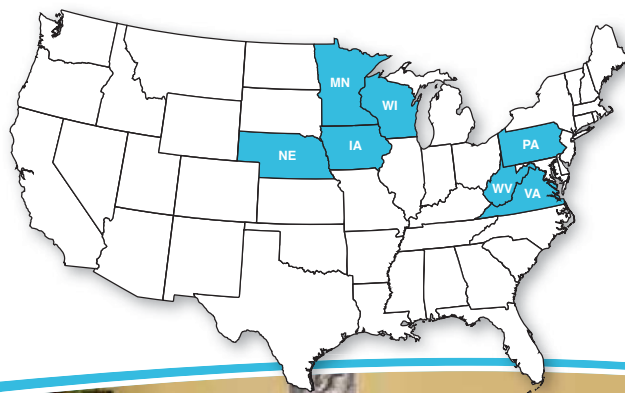
### Total Amount Current and Past Due - 12 month trend from Aug 16 to Jul 17

Status	Aug-16	Sep-16	Oct-16	Nov-16	Dec-16	Jan-17	Feb-17	Mar-17	Apr-17	May-17	Jun-17	Jul-17
<b>Total</b>	303,676	137,510	121,738	104,386	130,220	115,265	137,744	180,971	188,964	269,119	342,870	342,870
<b>Current</b>	277,490	112,963	120,891	103,991	129,825	75,525	119,491	180,638	188,611	256,555	336,344	336,344
<b>1-30 Days Past Due</b>	23,862	10,585	847	395	395	39,740	-	333	20	12,526	5,392	5,392

<b>31-60 Days Past Due</b>	-	13,962	-	-	-	-	-	18,253	-	333	-	1,134	1,134
<b>61-90 Days Past Due</b>	2,324	-	-	-	-	-	-	-	-	-	-	-	-
<b>90+ Days Past Due</b>	-	-	-	-	-	-	-	-	-	-	38	-	-

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# Virco Inc. U.S. Communities Contract ZONE 3



Effective January 1, 2017



Master Agreement No. RFP SV-15-0028-13

**ORDERS FROM THIS PRICE LIST CAN ONLY BE ACCEPTED FOR  
U.S. COMMUNITIES MEMBERS.**

#### How to Join U.S. Communities:

Visit Virco's web site at [www.virco.com](http://www.virco.com), and click on the U.S. Communities logo;

When the next screen appears, click on the Online Registration link;

Follow the indicated steps that appear on your computer screen.



**U.S. COMMUNITIES®**  
GOVERNMENT PURCHASING ALLIANCE



#### CONTRACT CATEGORIES

- Freestanding Classroom & School Furniture
- Seating/Chairs
- Storage
- Technology Support Furniture
- Library Furniture
- Science Laboratory Furniture
- Cafeteria Furniture
- Early Childhood Furniture
- Audio/Visual Furniture
- Art Instructional Furniture
- Educational Office Furniture
- Soft Seating
- Music Furniture & Storage
- Special Education Furniture



## WHO IS U.S. COMMUNITIES?

If you're looking for the deepest possible discounts on Virco's industry-leading classroom furniture and equipment, this U.S. Communities price list gives you exactly that – while also eliminating the hassle and frustration involved with a bidding process.

**Thanks to a competitive solicitation by San Diego Unified School District, membership in the U.S. Communities program is open to public entities nationwide – including school districts, colleges and universities, as well as city, county and state agencies – allowing participants to purchase directly from Virco's U.S. Communities price list without any time-consuming bidding. For more information about U.S. Communities, or to learn about other U.S. Communities product categories, visit [uscommunities.org](http://uscommunities.org).**

By purchasing products through this U.S. Communities price list, you get:

- The most comprehensive – and the only national – contract for schools;
- The best 2017 contract pricing for Virco products;
- Quick, easy, no-bid purchasing.

In addition to the wide selection of furniture and equipment found in Virco's 2017 catalog, our U.S. Communities contract, through San Diego Unified School District, also includes 16 vendor partners specializing in products which Virco does not manufacture, such as science equipment, art equipment and library furniture. Each of these 16 vendor partners has been approved by San Diego Unified School District for participation in our U.S. Communities contract under the categories listed above. Moreover, each has authorized Virco to sell their products under the terms of our U.S. Communities contract.

Please contact your Virco representative for information and pricing on these vendor partners and their products through our U.S. Communities contract.

### Virco Vendor Partners

PART	CLASSIFICATION	VENDOR
1	Freestanding Classroom & School Furniture	Virco
2	Seating/Chairs	Virco, RFM Preferred Seating, Grand Rapids Chair
3	Storage	Virco, Waddell Display Case, Sandusky Lee, Republic, Diversified, Lyon
4	Technology Support Furniture	Virco, Best Rite, Diversified, Interior Concepts, Right Angle
5	Library Furniture	Virco, Russwood
6	Science Laboratory Furniture	Virco, Diversified
7	Cafeteria Furniture	Virco, Plymold, ERG, Grand Rapids Chair
8	Early Childhood Furniture	Virco, Wood Designs
9	Audio/Visual Furniture	Virco, Ghent Mfg, Best Rite
10	Art Instructional Furniture	Virco, Diversified
11	Educational Office Furniture	Virco, HPFI, Interior Concepts, Right Angle
12	Soft Seating	Virco, ERG, Grand Rapids Chair, HPFI
13	Music Furniture & Storage	Virco, Wenger
14	Special Education Furniture	Virco



## ORDER INFORMATION

### Factories, Showrooms and Distribution Centers

Virco's Torrance, CA facility is the F.O.B. FACTORY AND DELIVERY LOCATION, for these states: AK, AZ, CA, CO, HI, ID, IL, IN, KY, MI, MT, NM, NV, OR, UT, WA, and WY.

NOTE: Alaska and Hawaii residents contact Virco for delivered prices.

Virco Inc.

2027 Harpers Way

Torrance, CA 90501

Phone: 800-448-4726

Fax: 800-258-7367

Customer Service Hours: 6:30 a.m. to 4:30 p.m. (PST)

Virco's Conway, AR facility is the F.O.B. FACTORY AND DELIVERY LOCATION, for these states: AL, AR, CT, DC, DE, FL, GA, IA, KS, LA, ME, MD, MA, MN, MO, MS, NE, ND, NH, NJ, NY, NC, OH, OK, PA, RI, SC, SD, TN, TX, VT, VA, WI, and WV.

Virco Inc.

Highway 65, South

Conway, AR 72032

Phone: 800-448-4726

Fax: 800-396-8232

Customer Service Hours: 7:30 a.m. to 4:30 p.m. (CST)

### VIRCO 2017 PRODUCT ASSORTMENT

This price list describes Virco's large selection of educational and institutional furniture, all of which are stocked, assembled, or made year-round at our factories in Conway, Arkansas, and Torrance, California. Furniture selected from this price list falls into one of three categories for order fulfillment: Quick Ship Models are generally ready to ship in 2-3 days from order acknowledgement; Classroom Basics Models are generally ready to ship in 2-3 weeks from order acknowledgement; while Made-to-Order Models are generally ready to ship in 4-6 weeks from order acknowledgement. Custom orders and orders that require a minimum purchase quantity may require additional manufacturing time. In addition, during the heavy summer months unusually high demand for a specific item may result in longer lead times.

### PURCHASE ORDERS

You can send purchase orders via email to [orders@virco.com](mailto:orders@virco.com), by fax, or by phone. All purchase orders must include:

- Your complete billing information, including the billing address, the contact person and their phone number (If you know your Virco account number, please provide that as well)
- Complete shipping information (where the furniture should be sent) including physical address, the contact person and their phone number, and any special delivery requirements (may incur additional shipping charges)
- Requested delivery date range (extremely important – see below)

The requested delivery date is a required element of the order. Failure to indicate a delivery date will result in the order shipping as soon as it is ready. Indication of a delivery date that is earlier than the stated lead times for the items on the order will result in the order shipping as soon as it is ready. If a specific delivery date is needed, please indicate a range of dates that are acceptable as it may not be possible to deliver on a specific date. If an order cannot be received until a certain date, please indicate a "not before" date, with the understanding that the order can arrive anytime after that date and will not necessarily arrive the next day. During our peak season of July and August, delivery dates may be extended due to heavy demand for both product and transportation. Accepting orders as soon as they are ready is the best way to ensure your order is fulfilled.

If you are seeking the fastest delivery times, order products from different groups (Quick Ship Models, Classroom Basics Models, Made-to-Order Models) on different purchase orders. Orders with product from mixed groups will be shipped when complete, which will be at the longest model lead time. Any orders for Quick Ship Models only will be shipped as soon as possible, unless otherwise requested. Due to the quick turnaround of these orders, no shipping notification will be provided. Sorry, but we cannot accept C.O.D. orders. We do accept Visa, Master Card, American Express, and Discover as forms of payment.

All orders are confirmed with a printed acknowledgement, which is mailed (or e-mailed on request) to the sold-to address within two days of receipt. Please check the acknowledgement carefully to ensure that your order has been entered correctly. We will make every effort to accommodate requested delivery dates. Some orders may ship sooner than our stated lead-times, especially during winter, spring and fall. Summer lead-times may extend one or two weeks longer than normal. Please note critical delivery dates, such as openings or special events, on your purchase order. This is essential to help us manage your end user's expectations.

### INVOICE TERMS

Virco's invoice terms for credit accounts are 1%, 10 days, or Net 30 days. Customers without a Virco credit line must submit payment at the time of order entry. We also accept major credit cards.

### CHANGES OR CANCELLATIONS OF ORDERS

Purchase orders acknowledged by Virco Inc. cannot be changed or cancelled without Virco Inc.'s consent, which consent may be conditioned upon Customer's agreement to pay increased or additional expenses resulting from the requested change or cancellation, including but not limited to a twenty-five percent (25%) cancellation charge if order is cancelled or changed within a minimum of twenty (20) days prior to expected delivery date as acknowledged. Products with custom options cannot be cancelled or returned.

### REDELIVERY AND RESTOCKING CHARGES

When consignees refuse or are unable to accept delivered orders, we will charge 100% of the original freight cost plus demurrage charges to redeliver the order. Returned orders are subject to a minimum 20% restocking fee. Merchandise returns can only be accepted with prior authorization from Virco's Customer Service Department; moreover, all returned items must be unused and still in their original packaging. Authorization to return merchandise must be approved by Virco Customer Service no later than 90 days after initial delivery. We do not accept returns of custom-made products, and we will refuse returns that are submitted without prior authorization from Virco Customer Service.

## ORDER INFORMATION

### HOW TO CALCULATE YOUR PRICING:

Start with your first column net price (\$0 - \$2,500) to identify all the model numbers you wish to purchase, and multiply the price of each model by the number of units you wish to purchase. This will give you the total value of your order. Then, use this total to identify the proper discount column you will use to obtain the correct net delivered price for each model you will purchase.

**Please note: This is also the proper method to identify the correct price for orders that may require inside delivery or full service.**

Example:

A customer wishes to purchase 300 - model 2018 chairs, tailgate (see page 2).

The 1st column (\$0-\$2,500) is **\$38.88** per unit.

300 chairs x **\$38.88** = \$11,664.00

This order would qualify for column 3 (\$7,501-\$15,000) discount pricing, which is **\$34.02** per chair.

In the event the customer would like to have inside delivery or full service, they would qualify because the order exceeds \$2,501.

For inside delivery or full service, you must first calculate your order using the **net** prices for Tailgate Delivery to make sure you qualify for these services.

To calculate for inside delivery or full service, please use the proper discount from the List Price column.

Example: For inside delivery: \$108.00 (List Price) - 65.5% (Column 3, \$7,501-\$15,000) = **\$37.26**

Example: For full service: \$108.00 (List Price) - 62.0% (Column 3, \$7,501-\$15,000) = **\$41.04**

Net prices shown reflect tailgate delivered prices based on the following discounts from the 2017 F.O.B. Factory Virco Equipment for Educators™ List Price price list:

**Customers using US Communities are entitled to discounts based on net volume. The proper way to determine the correct pricing column for a given order is as follows:**

Manufacturer's Name		Percentage Discount for Manufacturer's Price List by Dollar Volume			
VIRCO INC.		NET ORDER SIZE	STANDARD DELIVERY (Delivered Tailgate)	INSIDE DELIVERY (No Installation)	FULL SERVICE (Delivered & Installed)
ZONE 3  MN, NE, IA, WI, PA, WV, VA	Column 1	\$0 to \$2,500	64.0%	N/A	N/A
	Column 2	\$2,501 to \$7,500	65.0%	61.5%	56.0%
	Column 3	\$7,501 to \$15,000	68.5%	65.5%	62.0%
	Column 4	\$15,001 to \$30,000	70.5%	67.5%	65.0%
	Column 5	\$30,001 to \$100,000	71.5%	68.5%	66.0%
	Column 6	\$100,001 to \$250,000	71.5%	68.5%	67.0%
		\$250,001 and up negotiated			

## ORDER INFORMATION

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

- STANDARD DELIVERY is included for every item in this price list. Certain Virco products such as mobile cabinets, mobile tables, teachers desks and storage equipment are too heavy for one person to unload. Standard "tailgate delivery" does not include unloading these or any other products. Please be prepared to have your own personnel meet the truck to unload and move the product to its final location.
- Virco's delivery and installation crews must have complete and unobstructed access to buildings in which they will be working. In the event of new construction, Virco will not install while construction employees or projects are underway; any buildings in which Virco crews will be working must be turned over to the school district or governmental agency. If Virco agrees to perform the installation while construction is underway, additional charges may apply. Installation while contractors are on site can cause delays; and the charge, in these cases, will be \$50.00 per man hour and will be billed to the school district or governmental agency.
- 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. If a contractor moves Virco furniture, for any reason, the contractor will be responsible for returning it to its proper location and will assume full responsibility for any damages as a result of their actions.
- Requests for multiple deliveries due to construction delays will result in additional freight charges. Freight charges will be added to the invoice.
- In rare cases Virco may agree to work under "hard-hat" conditions. In these cases the additional labor charges indicated above will apply. Moreover, hard-hat conditions may delay Virco's attempt to quickly and efficiently perform jobs, and may also incur other charges. These charges will be determined at the job site and will vary from project to project.
- Installation projects have a project scope that includes time required (both in the number of days and hours per day) and the manpower needed. All projects use the calculation of ten-hour work days, five days a week. When construction delays cause Virco crews to work more than ten hours a day, five days a week – or when Virco crews are forced to install a project in fewer days than planned, resulting in more hours worked per day – all overtime charges will be charged back to the school district or governmental agency.

Note: Should Prevailing Wages be required, installation will have to be quoted for specific project.

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## STEPS TO TAKE WHEN RECEIVING SHIPMENTS

### VERIFY COUNT

Make sure you receive as many cartons as are listed on the delivery receipt. If any shortage is discovered, note exactly how many cartons are short on the carrier's delivery receipt and have the driver note the shortage on your copy.

### CAREFULLY EXAMINE EACH CARTON FOR DAMAGE

If damage is visible, note this fact on the delivery receipt and have the driver clearly note the damage on your copy. If you suspect that the carton contents may be damaged, insist that the driver remain present while you open the carton and jointly inspect the contents. Any concealed damage discovered should also be noted on the delivery receipt and on your copy. Be sure to retain your copy.

### IMMEDIATELY AFTER DELIVERY, OPEN ALL CARTONS AND INSPECT FOR CONCEALED DAMAGE

All cartons should be opened and contents inspected for possible concealed damage.

### REPORT ANY PROBLEMS TO VIRCO CUSTOMER SERVICE IMMEDIATELY (800-448-4726)

If damage is found, details should be reported to Virco immediately. According to ICC regulations, failure to report concealed damage within 15 calendar days of the delivery date could result in the carrier denying the claim and any replacement costs may be your responsibility.

## STEPS TO TAKE WHEN CARRIER MAKES INSPECTION OF DAMAGED ITEMS

### HAVE DAMAGED ITEMS IN THE RECEIVING AREA

Make certain that the damaged items have not been moved from the receiving area. Allow the inspector to inspect the damaged items, cartons, inner packing materials and freight bill. Be sure to retain your delivery receipt since it will be needed as supporting documentation when the claim is filed.

### AFTER THE INSPECTOR FILLS OUT THE REPORT, READ IT CAREFULLY BEFORE SIGNING

If you do not agree with any statements made by the inspector on the report, do not sign it. Unless repairs will be completely satisfactory, be sure the inspector requests replacement on the inspection report. A new item can be ordered only if the report specifies "replace."

### CONTINUE TO RETAIN DAMAGED MERCHANDISE

Even though the inspection has been completed, damaged items cannot be used or disposed of without written permission from the carrier or Virco. After the claim has been settled, the carrier will either pick-up the damaged items or send a letter asking you to dispose of the merchandise.

## ORDER INFORMATION

### TERRITORY SALES MANAGER CONTACT AND TERRITORY INFORMATION:

#### **IOWA**

##### **LEE SHEEDER**

leesheeder@virco.com • 1-800-448-4726, ext. 1257

#### **MINNESOTA**

##### **BRADY HENDRICKS**

bradyhendricks@virco.com • 1-800-448-4726, ext. 1735

#### **NEBRASKA**

##### **DAVE CAMPBELL**

davecampbell@virco.com • 1-800-448-4726, ext. 1555

#### **PENNSYLVANIA**

##### **KEVIN SUTTON**

kevinsutton@virco.com • 1-800-448-4726, ext. 1313

Territory: Counties of Adams, Berks, Bradford, Bucks, Carbon, Chester, Columbia, Cumberland, Dauphin, Delaware, Franklin, Juniata, Lackawanna, Lancaster, Lebanon, Lehigh, Luzerne, Lycoming, Mifflin, Monroe, Montgomery, Montour, Northampton, Northumberland, Perry, Philadelphia, Pike, Schuylkill, Snyder, Sullivan, Susquehanna, Tioga, Union, Wayne, Wyoming, and York.

#### **JAYSON MARTIN**

jaysonmartin@virco.com • 1-800-448-4726, ext. 1516

Territory: Counties of Alleghany, Armstrong, Beaver, Bedford, Blair, Butler, Cambria, Cameron, Centre, Clarion, Clearfield, Clinton, Crawford, Elk, Erie, Fayette, Forest, Fulton, Greene, Huntingdon, Indiana, Jefferson, Lawrence, McKean, Mercer, Potter, Somerset, Venango, Warren, Washington, and Westmoreland.

#### **VIRGINIA**

##### **TIFFANY HANNA**

tiffanyhanna@virco.com • 1-800-448-4726, ext. 1573

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# 2017 QUICK SHIP MODELS PRODUCT LISTINGS

Pages 2-13



In this section you will find a selection of models and colors that Virco can ship quickly, usually within 3 business days or less as part of our Stocked program. See below for program details.

- These product and color combinations are the best choice for last-minute orders or those requiring expedited delivery.
- The colors in this program are broadly applicable for many venues and settings.
- Quick Ship models ship within 3 business days or less, under most circumstances.
- To receive this expedited service, Quick Ship model orders must consist exclusively of Quick Ship models and color combinations or the lead time will be extended.
- Orders with a mixture of Quick Ship and non-Quick Ship items will ship within 2 - 6 weeks or less of order entry, depending on the models ordered. Custom models may take longer.

# QUICK SHIP MODELS

SOLD IN FULL CARTONS ONLY

Model No.	Description	List Price F.O.B. Warehouse	\$0-\$2,500	\$2,501-\$7,500	\$7,501-\$15,000	\$15,001-\$30,000	\$30,001-\$100,000	\$100,001-\$250,000	Units Per Ctn.
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## 120 SERIES - Stools

Tubular steel frame, one-piece molded polypropylene seat, steel-base swivel glides.



<b>1201927SG</b> -BLU51-CHRM	19"-27" adjustable seat height. <b>Colors:</b> Navy seat/Chrome frame	186.00	66.96	65.10	58.59	54.87	53.01	50.41	2
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## 121 SERIES - Stools (Martest 21" Hard Plastic)

Tubular steel frame, molded Martest 21" hard plastic seat, nylon-base swivel glides.



<b>12118</b> -BRN96-CHRM	17 <sup>1</sup> / <sub>4</sub> " seat height. <b>Colors:</b> Sandstone seat/Chrome frame	230.00	82.80	80.50	72.45	67.85	65.55	62.33	2
<b>12124</b> -BRN96-CHRM	23 <sup>1</sup> / <sub>8</sub> " seat height. <b>Colors:</b> Sandstone seat/Chrome frame	240.00	86.40	84.00	75.60	70.80	68.40	65.04	2
<b>12130</b> -BRN96-CHRM	29 <sup>1</sup> / <sub>4</sub> " seat height. <b>Colors:</b> Sandstone seat/Chrome frame	250.00	90.00	87.50	78.75	73.75	71.25	67.75	2
<b>1211927SG</b> -BRN96-CHRM	19"-27" adjustable seat height, steel-base swivel glides only. <b>Colors:</b> Sandstone seat/Chrome frame	250.00	90.00	87.50	78.75	73.75	71.25	67.75	2



## 122 SERIES - Stools

Tubular steel frame, formed steel seat with a Masonite® inset, steel-base swivel glides.



<b>1221927SG</b> - GRY02	19"-27" adjustable seat height, steel-base swivel glides only. <b>Colors:</b> Silver Mist frame	187.00	67.32	65.45	58.91	55.17	53.30	50.68	2
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## 2000 SERIES - 4-Leg Stack Chairs

Tubular steel frame, one-piece molded polypropylene shell, nylon-base swivel glides.



<b>2012</b> -BLK01-CHRM	12" seat height. <b>Colors:</b> Black seat/Chrome frame	90.00	32.40	31.50	28.35	26.55	25.65	24.39	4
<b>2012</b> -BLU51-CHRM	12" seat height. <b>Colors:</b> Navy seat/Chrome frame								
<b>2014</b> -BLK01-CHRM	14" seat height. <b>Colors:</b> Black seat/Chrome frame	90.00	32.40	31.50	28.35	26.55	25.65	24.39	4
<b>2014</b> -BLU51-CHRM	14" seat height. <b>Colors:</b> Navy seat/Chrome frame								
<b>2016</b> -BLK01-CHRM	16" seat height. <b>Colors:</b> Black seat/Chrome frame	103.00	37.08	36.05	32.45	30.39	29.36	27.91	4
<b>2016</b> -BLU51-CHRM	16" seat height. <b>Colors:</b> Navy seat/Chrome frame								
<b>2018</b> -BLK01-CHRM	18" seat height. <b>Colors:</b> Black seat/Chrome frame	108.00	38.88	37.80	34.02	31.86	30.78	29.27	4
<b>2018</b> -BLU51-CHRM	18" seat height. <b>Colors:</b> Navy seat/Chrome frame								



## 3000 SERIES - 4-Leg Stack Chairs

Tubular steel frame, molded Martest 21" hard plastic seat and back, nylon-base swivel glides.



<b>3012</b> -BLU51-CHRM	12" seat height. <b>Colors:</b> Navy seat/Chrome frame	192.00	69.12	67.20	60.48	56.64	54.72	52.03	4
<b>3014</b> -BLU51-CHRM	14" seat height. <b>Colors:</b> Navy seat/Chrome frame	192.00	69.12	67.20	60.48	56.64	54.72	52.03	4
<b>3016</b> -BLU51-CHRM	16" seat height. <b>Colors:</b> Navy seat/Chrome frame	206.00	74.16	72.10	64.89	60.77	58.71	55.83	4
<b>3018</b> -BLU51-CHRM	18" seat height. <b>Colors:</b> Navy seat/Chrome frame	211.00	75.96	73.85	66.47	62.25	60.14	57.18	4



## 3000 SERIES - Chair Desks

Tubular steel frame, molded Martest 21" hard plastic seat and back, nylon-base swivel glides. Models are available with an FRW™ hard plastic work surface.



<b>3400BRM</b> -BLU51-BRN96-CHRM	18" x 24" hard plastic top, bookrack. <b>Colors:</b> Navy seat/Sandstone top/Chrome frame	470.00	169.20	164.50	148.05	138.65	133.95	127.37	2
<b>3700BRM</b> -BLU51-BRN96-CHRM	14 <sup>1</sup> / <sub>2</sub> " x 20" x 28" hard plastic top, bookrack. <b>Colors:</b> Navy seat/Sandstone top/Chrome frame	462.00	166.32	161.70	145.53	136.29	131.67	125.20	2



Products on this page are Greenguard® certified.

Virco®



# QUICK SHIP MODELS

SOLD IN FULL CARTONS ONLY

Model No.	Description	List Price F.O.B. Warehouse	\$0-\$2,500	\$2,501-\$7,500	\$7,501-\$15,000	\$15,001-\$30,000	\$30,001-\$100,000	\$100,001-\$250,000	Units Per Ctn.
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## 9000 SERIES - 4-Leg Stack Chairs

Tubular steel frame, one-piece molded polypropylene shell, nylon-base swivel glides.



<b>9010</b> -BLK01-CHRM	10" seat height. <b>Colors:</b> Black seat/Chrome frame	90.00	32.40	31.50	28.35	26.55	25.65	24.39	4
<b>9010</b> -BLU51-CHRM	10" seat height. <b>Colors:</b> Navy seat/Chrome frame								
<b>9012</b> -BLK01-CHRM	12" seat height. <b>Colors:</b> Black seat/Chrome frame	90.00	32.40	31.50	28.35	26.55	25.65	24.39	4
<b>9012</b> -BLU51-CHRM	12" seat height. <b>Colors:</b> Navy seat/Chrome frame								
<b>9014</b> -BLK01-CHRM	14" seat height. <b>Colors:</b> Black seat/Chrome frame	90.00	32.40	31.50	28.35	26.55	25.65	24.39	4
<b>9014</b> -BLU51-CHRM	14" seat height. <b>Colors:</b> Navy seat/Chrome frame								
<b>9016</b> -BLK01-CHRM	16" seat height. <b>Colors:</b> Black seat/Chrome frame	103.00	37.08	36.05	32.45	30.39	29.36	27.91	4
<b>9016</b> -BLU51-CHRM	16" seat height. <b>Colors:</b> Navy seat/Chrome frame								
<b>9018</b> -BLK01-CHRM	18" seat height. <b>Colors:</b> Black seat/Chrome frame	108.00	38.88	37.80	34.02	31.86	30.78	29.27	4
<b>9018</b> -BLU51-CHRM	18" seat height. <b>Colors:</b> Navy seat/Chrome frame								



## 9000 SERIES - Mobile Task Chairs

Tubular steel legs, one-piece, molded polypropylene shell, four 2" dual-wheel swivel casters. Chairs with seat and back pads consist of polyurethane foam covered with fabric. Metal surfaces are available chromed or with a powder coat finish. For use on both carpeted and non-carpeted floors.



<b>9050P</b> -BLK01-BLK259-CHRM	18" seat height, upholstered seat and back pads. <b>Colors:</b> Black seat/Express Black fabric/Chrome frame	213.00	76.68	74.55	67.10	62.84	60.71	57.72	2
<b>9050P</b> -BLU51-BLU204-CHRM	18" seat height, upholstered seat and back pads. <b>Colors:</b> Navy seat/Sedona Sailor fabric/Chrome frame								

## 9000 SERIES - Chair Desks

Tubular steel frame, one-piece molded polypropylene shell. Models are available with a particleboard-core high-pressure laminate work surface with beveled and lacquer-sealed edges. Nylon-base swivel glides.



<b>9400BR</b> -BLU51-OAK084CLR-CHRM	18" x 24" laminate top, bookrack. <b>Colors:</b> Navy seat/Medium Oak top/Clear lacquer edge/Chrome frame	349.00	125.64	122.15	109.94	102.96	99.47	94.58	2
<b>9700BR</b> -BLU51-OAK084CLR-CHRM	20" x 25 1/2" x 12" laminate top, bookrack. <b>Colors:</b> Navy seat/Medium Oak top/Clear lacquer edge/Chrome frame	332.00	119.52	116.20	104.58	97.94	94.62	89.97	2

## ANALOGY™ SERIES - 4-Leg Stack Chairs

Tubular steel frame, one-piece molded polypropylene shell, nylon-base swivel glides.



<b>AN14</b> -BLK01-CHRM	14" seat height. <b>Colors:</b> Black seat/Chrome frame	130.00	46.80	45.50	40.95	38.35	37.05	35.23	5
<b>AN14</b> -BLU51-CHRM	14" seat height. <b>Colors:</b> Navy seat/Chrome frame								
<b>AN16</b> -BLK01-CHRM	16" seat height. <b>Colors:</b> Black seat/Chrome frame	150.00	54.00	52.50	47.25	44.25	42.75	40.65	5
<b>AN16</b> -BLU51-CHRM	16" seat height. <b>Colors:</b> Navy seat/Chrome frame								
<b>AN18</b> -BLK01-CHRM	18" seat height. <b>Colors:</b> Black seat/Chrome frame	170.00	61.20	59.50	53.55	50.15	48.45	46.07	4
<b>AN18</b> -BLU51-CHRM	18" seat height. <b>Colors:</b> Navy seat/Chrome frame								
<b>AN18EL</b> -BLK01-CHRM	18 1/2" seat height, extra-large seat. <b>Colors:</b> Black seat/Chrome frame	195.00	70.20	68.25	61.43	57.53	55.58	52.85	4
<b>AN18EL</b> -BLU51-CHRM	18 1/2" seat height, extra-large seat. <b>Colors:</b> Navy seat/Chrome frame								



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# Sage™ Series



**SG418 \$65.01**  
18" seat height



**SG415 \$58.23**  
15" seat height



**SG413 \$56.98**  
13" seat height



*Quick Ship Colors:* Navy or Black soft plastic seat with Chrome frame. Nylon-base glides.

## SGTASK18P \$129.01

Sage™ Series 16" - 20½" adjustable-height seat with upholstered seat pad

*Quick Ship Colors:* Black soft plastic with Onyx fabric, or Navy soft plastic with Midnight fabric seat. Black 5-star base.

# ZUMA® Series



**ZU418 \$56.48**  
18" seat height



**ZU415 \$51.46**  
15" seat height



**ZU413 \$48.69**  
13" seat height



*Quick Ship Colors:* Chrome frame with Navy, Black or Cobalt soft plastic seat. Nylon-base glides.

## ZTAS18 \$105.17

16" - 20½" adjustable-height seat

*Quick Ship Colors:* Navy, Black or Cobalt soft plastic seat with Black 5-star base.

## ZLAB \$123.99

19½" - 27" adjustable-height seat

*Quick Ship Colors:* Navy, Black or Cobalt soft plastic seat with Black 5-star base.



## ZROCK18 \$79.07

ZUMA® Series 18" seat height rocking chair

*Quick Ship Colors:* Chrome frame with Navy, Black or Cobalt soft plastic seat. Recommended for carpeted surfaces.

## Metaphor® Series



### N9TASK18 \$110.69

15"- 19<sup>3</sup>/<sub>8</sub>" adjustable-height seat

*Quick Ship Colors:* Navy or Black soft plastic seat with Black 5-star base.



### N912 \$32.63

12<sup>1</sup>/<sub>2</sub>" seat height



### N914 \$32.63

14<sup>1</sup>/<sub>2</sub>" seat height



### N916 \$37.65

16<sup>1</sup>/<sub>2</sub>" seat height



### N918 \$42.67

18" seat height

*Quick Ship Colors:* Chrome frame with Navy or Black soft plastic seat. Nylon-base glides.

## Analogy™ Series



### AN14 \$32.63

14" seat height



### AN16 \$37.65

16" seat height



### AN18 \$42.67

18" seat height



### AN18EL \$48.95

18<sup>1</sup>/<sub>2</sub>" seat height with extra-large seat.

*Quick Ship Colors:* Chrome frame with Navy or Black soft plastic seat. Nylon-base glides.

## 2000 Series



### 2012 \$22.59

12" seat height



### 2014 \$22.59

14" seat height



### 2016 \$25.85

16" seat height



### 2018 \$27.11

18" seat height



### 2050ELP \$59.74

Wide, 18" seat height with seat pads

*Quick Ship Colors:* 2012, 2014, 2016 and 2018 - Chrome frame with Navy or Black soft plastic seat. Nylon-base glides.  
2050ELP - Chrome frame with Navy soft plastic seat and Sedona Sailor seat pads. Black casters.

## 9000 Series



**9050P \$53.46**

18" seat height with upholstered seat and back pads with casters.

*Quick Ship Colors:*  
Chrome frame with Navy soft plastic seat and seat pads or Black soft plastic seat and seat pads.



**9018 \$27.11**

18" seat height



**9010 \$22.59**

10" seat height

**9012 \$22.59**

12" seat height

**9014 \$22.59**

14" seat height

**9016 \$25.85**

16" seat height

*Quick Ship Colors:* Chrome frame with Navy or Black soft plastic seat. Nylon-base glides.



**9700BR \$83.33**

18" seat height with 20" x 25 1/2" x 12" tablet arm work surface and wire bookrack.



**9400BR \$87.60**

18" seat height with 18" x 24" work surface and wire bookrack.

*Quick Ship Colors:* Chrome frame with Navy soft plastic seat and a Medium Oak high-pressure laminate work surface. Nylon-base glides.

## N2 Series



**N212 \$22.59**

12" seat height

**N214 \$22.59**

14 1/2" seat height

**N216 \$25.85**

16 1/2" seat height

**N218 \$27.11**

18" seat height

**N218EL \$33.38**

Wide, 18" seat height

*Quick Ship Colors:* Chrome frame with Navy or Black soft plastic seat. Nylon-base glides.



# 3000 Series



**3012 \$48.19**

12" seat height

**3014 \$48.19**

14" seat height

**3016 \$51.71**

16" seat height

**3018 \$52.96**

18" seat height

**Quick Ship Colors:** Chrome frame with Navy Martest 21 hard plastic seat and back. Nylon-base glides.



**3400BRM \$117.97**

18" seat height with 18" x 24" FRW hard plastic work surface and wire bookrack.



**3700BRM \$115.96**

18" seat height with 14½" x 20" x 28" FRW hard plastic work surface and wire bookrack.

**Quick Ship Colors:** Chrome frame with Navy Martest 21 hard plastic seat and back and Sandstone FRW hard plastic work surface. Nylon-base glides.

## Lab Stools



**12118 \$57.73**

17¾" high stool

**12124 \$60.24**

23⅞" high stool

**12130 \$62.75**

29¾" high stool

**1211927SG \$62.75**

19"-27" adjustable seat height.

**Quick Ship Color:** Chrome frame with Sandstone Martest 21 hard plastic seat.  
**Models 12118, 12124 and 12130** - nylon-base glides. **Model 1211927SG** - steel-base glides.



**1221927SG \$46.94**

19"-27" adjustable seat height.

**Quick Ship Colors:** Silver Mist upper frame, Chrome lower legs with Masonite® inset seat. Steel-base glides.



**1201927SG \$46.69**

19"-27" adjustable seat height.

**Quick Ship Colors:** Chrome frame with Navy soft plastic seat. Steel-base glides.

## ZUMA® Desk Series

### ZBOOMBBM \$114.21

Adjustable-height desk with plastic open-front book box. 28" x 28" FRW hard plastic work surface. Used to create groups of four.

**Quick Ship Colors:** Fusion Maple FRW hard plastic work surface. Silver Mist upper frame with Navy or Cobalt soft plastic open-front book box or Char Black upper frame with Black book box. Adjustable-height Chrome lower legs with nylon-base glides.



### ZHEXBOXM \$88.10

Adjustable-height desk with plastic open-front book box. 33" x 21<sup>1</sup>/<sub>8</sub>" FRW hard plastic work surface. Used to create groups of three, four or six.

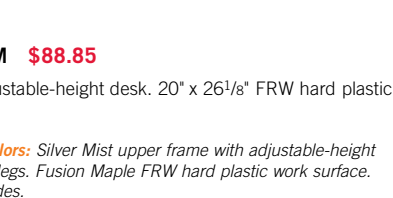
**Quick Ship Colors:** Fusion Maple FRW hard plastic work surface. Silver Mist upper frame with Navy or Cobalt soft plastic open-front book box or Char Black upper frame with Black book box. Adjustable-height Chrome lower legs with nylon-base glides.



### ZADJ2026BOXM \$96.38

Adjustable-height desk with plastic open-front book box. 20" x 26<sup>1</sup>/<sub>8</sub>" FRW hard plastic work surface.

**Quick Ship Colors:** Fusion Maple FRW hard plastic work surface. Silver Mist upper frame with Navy or Cobalt soft plastic open-front book box or Char Black upper frame with Black book box. Adjustable-height Chrome lower legs with nylon-base glides.



### ZADJ2026M \$88.85

22"-34"H adjustable-height desk. 20" x 26<sup>1</sup>/<sub>8</sub>" FRW hard plastic work surface.

**Quick Ship Colors:** Silver Mist upper frame with adjustable-height Chrome lower legs. Fusion Maple FRW hard plastic work surface. Nylon-base glides.



## TEXT® Desk

### TD2128YADJM \$140.06

Adjustable-height desk. 21<sup>3</sup>/<sub>8</sub>" x 28" FRW hard plastic work surface.

**Quick Ship Colors:** Silver Mist upper frame with adjustable-height Chrome lower legs. Fusion Maple FRW hard plastic work surface. Nylon-base glides.



## 785 Series Desks



### 785 \$44.18

Adjustable-height desk with plastic open-front book box. 18" x 24" work surface.

**Quick Ship Colors:** Char Black upper frame with adjustable-height Chrome lower legs, Medium Oak, Fusion Maple or Grey Nebula high-pressure laminate work surface and Black soft plastic open-front book box. Nylon-base glides.



### 785M \$56.73

Adjustable-height desk with plastic open-front book box. 18" x 24" FRW hard plastic work surface.

**Quick Ship Colors:** Char Black upper frame with adjustable-height Chrome lower legs, Sandstone FRW hard-plastic work surface with Black soft plastic open-front book box. Nylon-base glides.



### 785MBB \$46.69

Adjustable-height desk with metal open-front book box. 18" x 24" work surface.

**Quick Ship Colors:** Char Black upper frame with adjustable-height Chrome lower legs, Medium Oak, Fusion Maple or Grey Nebula high-pressure laminate work surface with Black metal open-front book box. Nylon-base glides.



### 785MBBM \$59.24

Adjustable-height desk with metal open-front book box. 18" x 24" FRW hard plastic work surface.

**Quick Ship Colors:** Char Black upper frame with adjustable-height Chrome lower legs, Sandstone FRW hard-plastic work surface with Black metal open-front book box. Nylon-base glides.

## Jr. Executive Desk



### 765MBB \$80.57

20" x 34" work surface with metal side-storage compartments and molded modesty panel.

**Quick Ship Colors:** Char Black frame with adjustable-height Chrome lower legs, Medium Oak high-pressure laminate work surface with Black metal storage and Black molded modesty panel. Nylon-base glides.

## Lift-Lid Desk



### 751MBB \$86.85

Lift-lid desk with metal book box. 18" x 24" work surface.

**Quick Ship Colors:** Char Black upper frame with adjustable-height Chrome lower legs, Medium Oak lift-lid high-pressure laminate work surface with Black metal book box. Nylon-base glides.



# 5000 Series Activity Tables



Model	Top Size		
503060ADJ	30" x 60"		\$116.21
503072ADJ	30" x 72"		\$126.25
50SL3054ADJ	30" x 54"		\$121.23
50NEST54ADJ	54" x 30"		\$113.20

24"-32" adjustable-height tables with high-pressure laminate work surface, thick legs, nylon glides.

**Quick Ship Colors:** Silver Mist upper frame with adjustable-height Chrome lower legs. Fusion Maple high-pressure laminate work surface with Fusion Maple banding.

# 4000 Series Activity Tables & Book Box Accessory



Standard models adjust from 22" to 30" height.



"LO" models have a shorter leg height and adjust from 17" to 25".

Model	Top Size		
482448	24" x 48"		\$67.27
482448LO	24" x 48"		\$69.78
482460	24" x 60"		\$82.33
482460LO	24" x 60"		\$84.84
483060	30" x 60"		\$84.84
483060LO	30" x 60"		\$87.35
483072	30" x 72"		\$94.88
483072LO	30" x 72"		\$97.39
483672	36" x 72"		\$97.39
483672LO	36" x 72"		\$99.90
4848R	48" Round		\$102.41
4848RLO	48" Round		\$104.92
48KID72	72" Kidney		\$168.42
48KID72LO	72" Kidney		\$170.93
48TRAP60	60" Trap		\$97.64
48TRAP60LO	60" Trap		\$100.15

Dotted lines on table tops indicate optional book box compatibility.

**Quick Ship Colors:** Char Black upper frame with adjustable-height Chrome lower legs. Medium Oak or Grey Nebula high-pressure laminate work surface with Char Black banding. Nylon-base glides.



**UBOOK \$7.53**

Plastic book box

**Quick Ship Color:** Char Black.

## Flip-Top Series Tables



Model	Top Size	
FTT2460	24" x 60"	<b>\$213.35</b>
FTT3060	30" x 60"	<b>\$234.43</b>

24"-34" adjustable-height tables with high-pressure laminate work surface.

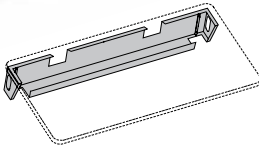
**Quick Ship Colors:** Char Black upper frame with adjustable-height Chrome lower legs. Medium Oak or Grey Nebula high-pressure laminate work surface with Char Black banding.

## 8700 Series Tables & Accessories



Model	Top Size	
872448	24" x 48"	<b>\$111.19</b>
872460	24" x 60"	<b>\$125.00</b>
873060	30" x 60"	<b>\$145.08</b>
873072	30" x 72"	<b>\$175.95</b>

**Quick Ship Colors:** Char Black upper frame with 22"-30" adjustable-height Chrome lower legs. Medium Oak or Grey Nebula high-pressure laminate work surface with Char Black banding. Adjustable nylon-base glides.



### TWMP60 \$80.57

With our wire management panels, you can neatly and efficiently route power and communications cables beneath work surfaces.

**Quick Ship Color:** Char Black.

## Science Tables



Model	Dimensions	
SCI245430EP	24"W x 54"L x 30"H	<b>\$563.75</b>
SCI246030EP	24"W x 60"L x 30"H	<b>\$602.40</b>

**Quick Ship Colors:** Natural Oak wood frame and apron with Black epoxy resin work surface.



Model	Dimensions	
S245430CSAE	24"W x 54"L x 30"H	<b>\$291.66</b>
S246030CSAE	24"W x 60"L x 30"H	<b>\$292.42</b>

**Quick Ship Colors:** Char Black frame and apron with Black Chemsurf high-pressure laminate work surface with Char Black Sure Edge® finish. Nylon-base glides.

### Epoxy Resin Top

Non-toxic epoxy liquid is poured into a mold to become a solid epoxy top, which is extremely heavy and provides superior resistance to abrasion, chemicals, acid, heat and moisture. This is the most durable science table top that Virco offers.



### Chemsurf® Top with Sure Edge

As the mid-line grade of science table tops in the Virco catalog, Chemsurf high-pressure laminate work surfaces provide very good heat and chemical resistance; they're also acid-resistant and water-resistant.



# 6000 Series Folding Tables



Model	Top Size	
601860	18" x 60"	<b>\$77.06</b>
601872	18" x 72"	<b>\$80.07</b>
601896	18" x 96"	<b>\$87.85</b>
603060	30" x 60"	<b>\$86.60</b>
603072	30" x 72"	<b>\$90.11</b>
6060R	60" Round	<b>\$154.37</b>

*Quick Ship Colors:* Char Black frame with Grey Nebula thermofused laminate surface with Char Black banding.

## Folding Chairs



**188 \$30.37**

Steel folding chair with fabric upholstered seat and back.

*Quick Ship Colors:* Silver Mist frame with Sedona Sailor fabric.



**168 \$29.12**

Steel folding chair with vinyl upholstered seat and back.

*Quick Ship Colors:* Select Brown vinyl with Mocha frame or Select Silver Mist vinyl with Silver Mist frame.



**167 \$21.34**

Steel folding chair with double rear leg brace.

*Quick Ship Color:* Golden Bronze.



**162 \$19.83**

Steel folding chair.

*Quick Ship Colors:* Char Black, Mocha or Silver Mist.

## Mobile Storage Carts

**HCT6072 \$394.07**

Holds up to 84 of the Virco folding chair models shown above.



**HTT6 \$277.86**

Holds up to 15 standard 6' Virco folding tables.

**HTT8 \$311.24**

Holds up to 15 standard 8' Virco folding tables.



**HCT789 \$147.09**

Mobile cart for Virco stack chairs.



**HCT8 \$233.68**

Holds up to 42 of the Virco folding chair models shown above.

**HRTT1 \$544.67**

Holds 10 6060R folding tables.



*Quick Ship Color:* All carts are Char Black.

# Mobile Bench & Stool Tables

**MTB172912    \$1,049.93**

Mobile bench table with 30" x 144" top.

*Quick Ship Colors:* Chrome frame with Medium Oak or Grey Nebula high-pressure laminate surface with Char Black banding.



**MTS17291212    \$1,049.93**

12 stools with 30" x 144" top.

*Quick Ship Colors:* Chrome frame and Navy stools with Medium Oak or Grey Nebula high-pressure laminate surface with Char Black banding.



## Mobile Convertible Bench Table

**MTC8    \$534.63**

15" x 96" laminate top with T-mold edge banding.

*Quick Ship Colors:* Char Black upper frame, Chrome lower frame with Grey Nebula high-pressure laminate surface with Char Black banding.

# Upholstered Stack Chairs

**8926    \$40.66**

2" dome seat

*Quick Ship Colors:* Char Black frame with Linen Black or Linen Burgundy vinyl, or Chrome frame with Ultratexhyde Carib vinyl.



**8915    \$41.92**

2" crown seat

*Quick Ship Colors:* Char Black frame with Sedona Ruby, Sedona Sailor or Express Black fabric.



# Mobile Cabinets



**2501 \$1,070.77**

Cabinet is 48"W x 28"D x 66"H. Four adjustable steel shelves. Two hinged doors.



**2513 \$1,477.39**

Cabinet is 48"W x 28"D x 66"H. Two adjustable steel shelves, two 13 3/4"W x 19 3/4"D x 11 1/2"H file drawers, one 12" coat rod, two 44"W x 24 1/2"D x 3 1/2"H, paper drawers, one 8"W x 11"H vanity mirror, two hinged doors.

*Quick Ship Colors:* Char Black frame, banding and drawer pulls. Chrome side handle bars. Medium Oak high-pressure laminate exterior surface. Antique White interior. Black casters.

## Instructor Seating



**4445A \$309.73**

Mesh mid-back, tilt tension control, 4 paddle task mechanism, molded foam fabric seat slider, height and width adjustable arms.

*Quick Ship Colors:* Black mesh back with Black fabric upholstered seat and Black 5-star base.

## Steel Filing Cabinet & Bookcase



**54VF154D \$356.67**

4 drawers, letter size 52"H x 15"W x 26 1/2"D  
*Model 54VF154D meets applicable ANSI/BIFMA standards.*

*Quick Ship Color:* Char Black



**BCM3652 \$188.25**

4 shelves (3 adjustable) 52"H x 36"W x 12"D

*Quick Ship Color:* Char Black

## Instructor Stations



**546 \$530.61**

Steel-frame desk with 2-drawer pedestals on each side and center pencil drawer.

*Quick Ship Colors:* Char Black upper frame and drawers with Chrome legs. Medium Oak high-pressure laminate work surface with Char Black banding. Nylon-base glides.



**543 \$381.52**

Steel-frame desk with right-side, 2-drawer pedestal and center pencil drawer.

*Quick Ship Colors:* Char Black upper frame and drawers with Chrome legs. Medium Oak high-pressure laminate work surface with Char Black banding. Nylon-base glides.



# Color Swatches

Virco offers a range of colors for the Quick Ship products featured in this brochure. Not all colors are available for every model. Please refer to each model description to see available stocked colors.

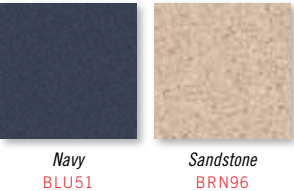
## Frame



## Soft Plastic



## Hard Plastic Seat & Stool



## Hard Plastic Desk Top



## High-Pressure Laminate



## Fabric



## Vinyl



**CAUTION:** Due to color reproduction variability in printed materials and digital media, Virco recommends that you review product colors on sample coupons or swatches before purchasing to confirm that your product color choices coordinate with the interior spaces for which these products are intended. Virco will provide complimentary sample coupons or swatches for plastic, laminate, powder coat paint and upholstery colors; however, it is the customer's responsibility to request these sample materials. Once you've submitted your request, your Virco Territory Sales Manager will be happy to assist you with this process.

## Easy Ordering

For the fastest service, you can send purchase orders via email to [orders@virco.com](mailto:orders@virco.com), or by fax or by phone. All purchase orders must include:

- Your Complete Billing Information including the billing address, the contact person and their phone number (If you know your Virco account number, please provide that as well).
- Complete Shipping Information (where the furniture should be sent) including physical address, the contact person and their phone number, and any special delivery requirements (may incur additional shipping charges)
- Requested Delivery Date Range (see Terms and Conditions below)

## Virco Warranty

Virco will repair or replace, at its option, any Virco furniture or equipment product which proves to be defective in original material or workmanship that may become evident within the first 10 years of the date of purchase and 5 years from the date of purchase for casters, glides, pneumatic cylinders and torsion bars. This is your sole and exclusive remedy. This warranty covers products manufactured after January 1, 2017, as long as product is owned by original purchaser, and is subject to limitations.

## Terms and Conditions:

- Pricing includes Tailgate Delivery only. Prices DO NOT include tax. No minimums apply. Inside Delivery or Full Service is available for an additional fee. Contact your local Virco Territory Sales Manager for more information.
- These prices valid for shipment to addresses in NE, KS, OK, MN, IA, MO, WI, IL, MI, IN, OH, KY, TN, PA, WV, VA, and NC only.
- This promotion is for registered U.S. Communities customers only. You can register today at no cost by going to [uscommunities.org](http://uscommunities.org)! It is fast and easy!
- Orders must be received on or before December 31, 2017 for delivery on or before January 31, 2018.
- Requested Delivery Date Range

The requested delivery date is a required element of the order. Failure to indicate a delivery date will result in the order shipping as soon as it is ready. Indication of a delivery date that is earlier than the stated lead times for the items on the order will result in the order shipping as soon as it is ready. If a specific delivery date is needed, please indicate a range of dates that are acceptable as it may not be possible to deliver on a specific date. If an order cannot be received until a certain date, please indicate a “not before” date, with the understanding that the order can arrive anytime after that date and will not necessarily arrive the next day. During our peak season of July and August, delivery dates may be extended due to heavy demand for both product and transportation. Accepting orders as soon as they are ready is the best way to ensure your order is fulfilled.

If you are seeking the fastest delivery times, order products from different groups (Quick Ship Models or Classroom Basics Models) on different purchase orders. Orders with product from mixed groups will be shipped when complete, which will be at the longest model lead time. Any orders for Quick Ship models only will be shipped as soon as possible, unless otherwise requested. Due to the quick turnaround of these orders, no shipping notification will be provided. Sorry, but we cannot accept C.O.D. orders. We do accept Visa, Master Card, American Express, and Discover as forms of payment.

## Changes or Cancellations of Orders

Purchase orders acknowledged by Virco Inc. cannot be changed or cancelled without Virco Inc.'s consent, which consent may be conditioned upon Customer's agreement to pay increased or additional expenses resulting from the requested change or cancellation, including but not limited to a twenty-five percent (25%) cancellation charge if order is cancelled or changed within a minimum of twenty (20) days prior to expected delivery date as acknowledged. Products with custom options cannot be cancelled or returned.

# 2017 Virco Promotional Pricing for U.S. Communities

# Quick Ship



Offer good on orders taken on or before December 31, 2017  
for delivery on or before January 31, 2018

## 800-448-4726

Visit [virco.com](http://virco.com) to see the full offering of Virco products

REF#17056



All furniture in this  
flier has earned  
GREENGUARD®  
Gold certification  
except chair model  
4445A.

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17-1 QS USC-C

2027 Harpers Way  
Torrance, CA 90501



Solicitation #R-TC-18004

**CONTRACTOR DATA SHEET**

1. **QUALIFICATION OF OFFEROR:** The Offeror shall have the capability and the capacity in all respects to fully satisfy all the contractual requirements.
2. **YEARS IN BUSINESS:** Indicate the length of time the Offeror has been in business providing the goods/services in this solicitation: 67 Years                      Months.
3. **REFERENCES:** Offerors shall provide a listing of at least three (3) references for which the company has provided specified goods/services of the same or greater scope within the past three (3) years. **PWCS cannot be a reference.**

1.	Customer Name: SAN DIEGO UNIFIED SCHOOL DISTRICT	Contact Name: JOHN GROLL	Contact Title: STRATEGIC SOURCING & CONTRACTS
Address: <u>2351 CARDINAL LANE, BLDG M</u> <u>SAN DIEGO, CA 92123</u>			Phone No. 858-522-5810
E-mail: <u>jgroll@sandi.net</u>			Fax No.
2.	Customer Name: RECOVERY SCHOOL DISTRICT	Contact Name: LEE LONG	Contact Title: OPERATIONS MANAGER JACOBS/CSRS
Address: <u>909 POYDRAS STREET</u> <u>SUITE 1200</u> <u>NEW ORLEANS, LA 70112</u>			Phone No. 504-592-0162
E-mail: <u>lee.long@jacobsccsrs.com</u>			Fax No.
3.	Customer Name: DENVER PUBLIC SCHOOLS	Contact Name: RYAN HARTER & MARIE PALOMO	Contact Title: SENIOR MANAGER, PROJECT MGMT SUPERVISOR
Address: <u>780 GRANT STREET</u> <u>DENVER, CO 80203</u>			Phone No. 720-423-1309/720-423-1837
E-mail: <u>ryan_harter@dpsk12.org</u> <u>marie_palomo@dpsk12.org</u>			Fax No.



PROPRIETARY INFORMATION

Virco has not provided any proprietary information in this proposal.



## EXCEPTIONS

Virco has not taken any exceptions to this request for proposal.



ADDITIONAL INFORMATION

Virco has no additional information for consideration. In addition, there are no materials or expectations required by PWCS.

## ADMINISTRATION AGREEMENT

This ADMINISTRATION AGREEMENT (“Agreement”) is made as of 8/15/2017, by and between U.S. COMMUNITIES GOVERNMENT PURCHASING ALLIANCE (“U.S. Communities”) and VIRCO MFG. CORPORATION (“Supplier”).

### RECITALS

WHEREAS, PRINCE WILLIAM COUNTY SCHOOLS (“Lead Public Agency”) has entered into a certain Master Agreement dated as of 7/18/2017, referenced as Agreement No. R-TC-18004, by and between Lead Public Agency and Supplier (as amended from time to time in accordance with the terms thereof, the “Master Agreement”) for the purchase of FURNITURE & RELATED PRODUCTS AND SERVICES (the “Products and Services”);

WHEREAS, the Master Agreement provides that any state, county, city, special district, local government, school district, private K-12 school, technical or vocational school, higher education institution (including community colleges, colleges and universities, both public and private), other government agency or nonprofit organization (each a “Public Agency” and collectively, “Public Agencies”) may purchase Products and Services at the prices indicated in the Master Agreement upon prior registration with U.S. Communities, in which case the Public Agency becomes a “Participating Public Agency”;

WHEREAS, U.S. Communities has the administrative and legal capacity to administer purchases under the Master Agreement to Participating Public Agencies;

WHEREAS, U.S. Communities serves as the administrative agent for Lead Public Agency and other lead public agencies in connection with other master agreements offered by U.S. Communities;

WHEREAS, Lead Public Agency desires U.S. Communities to proceed with administration of the Master Agreement on the same basis as other master agreements;

WHEREAS, “U.S. Communities Government Purchasing Alliance” is a trade name licensed by U.S. Communities Purchasing & Finance Agency; and

WHEREAS, U.S. Communities and Supplier desire to enter into this Agreement to make available the Master Agreement to Participating Public Agencies.

NOW, THEREFORE, in consideration of the payments to be made hereunder and the mutual covenants contained in this Agreement, U.S. Communities and Supplier hereby agree as follows:

# **ADMINISTRATION AGREEMENT**

## **ARTICLE I**

### **GENERAL TERMS AND CONDITIONS**

1.1 The Master Agreement, attached hereto as Exhibit A and incorporated herein by reference as though fully set forth herein, and the terms and conditions contained therein shall apply to this Agreement except as expressly changed or modified by this Agreement.

1.2 U.S. Communities shall be afforded all of the rights, privileges and indemnifications afforded to Lead Public Agency under the Master Agreement, and such rights, privileges and indemnifications shall accrue and apply with equal effect to U.S. Communities under this Agreement including, without limitation, Supplier's obligation to provide insurance and certain indemnifications to Lead Public Agency.

1.3 Supplier shall perform all duties, responsibilities and obligations required under the Master Agreement in the time and manner specified by the Master Agreement.

1.4 U.S. Communities shall perform all of its duties, responsibilities and obligations as administrator of purchases under the Master Agreement as set forth herein, and Supplier acknowledges that U.S. Communities shall act in the capacity of administrator of purchases under the Master Agreement.

1.5 With respect to any purchases made by Lead Public Agency or any Participating Public Agency pursuant to the Master Agreement, U.S. Communities (a) shall not be construed as a dealer, re-marketer, representative, partner, or agent of any type of Supplier, Lead Public Agency or such Participating Public Agency, (b) shall not be obligated, liable or responsible (i) for any orders made by Lead Public Agency, any Participating Public Agency or any employee of Lead Public Agency or a Participating Public Agency under the Master Agreement, or (ii) for any payments required to be made with respect to such order, and (c) shall not be obligated, liable or responsible for any failure by a Participating Public Agency to (i) comply with procedures or requirements of applicable law, or (ii) obtain the due authorization and approval necessary to purchase under the Master Agreement. U.S. Communities makes no representations or guaranties with respect to any minimum purchases required to be made by Lead Public Agency, any Participating Public Agency, or any employee of Lead Public Agency or a Participating Public Agency under this Agreement or the Master Agreement.

## **ARTICLE II**

### **TERM OF AGREEMENT**

2.1 This Agreement is effective as of 8/15/2017 and shall terminate upon termination of the Master Agreement or any earlier termination in accordance with the terms of this Agreement, provided, however, that the obligation to pay all amounts owed by Supplier to U.S. Communities through the termination of this Agreement and all indemnifications afforded by Supplier to U.S. Communities shall survive the term of this Agreement.



# ADMINISTRATION AGREEMENT

## ARTICLE III

### REPRESENTATIONS AND COVENANTS

3.1 U.S. Communities views the relationship with Supplier as an opportunity to provide benefits to both Public Agencies and Supplier. The successful foundation of the relationship requires certain representations and covenants from both U.S. Communities and Supplier.

3.2 U.S. Communities' Representations and Covenants.

(a) Marketing. U.S. Communities shall proactively market the Master Agreement to Public Agencies using resources such as a network of major sponsors including the National League of Cities (NLC), National Association of Counties (NACo), United States Conference of Mayors (USCM), Association of School Business Officials (ASBO) and National Institute of Governmental Purchasing (NIGP) (collectively, the "Founding Co-Sponsors") and individual state-level sponsors. In addition, the U.S. Communities staff shall enhance Supplier's marketing efforts through meetings with Public Agencies, participation in key events and tradeshow and by providing online tools to Supplier's sales force.

(b) Training and Knowledge Management Support. U.S. Communities shall provide support for the education, training and engagement of Supplier's sales force as provided herein. Through its staff (each, a "Program Manager" and collectively, the "Program Managers"), U.S. Communities shall conduct training sessions with Supplier and shall conduct calls jointly with Supplier to Public Agencies. U.S. Communities shall also provide Supplier with access to U.S. Communities' private intranet website which provides presentations, documents and information to assist Supplier's sales force in effectively promoting the Master Agreement.

3.3 Supplier's Representations and Covenants. Supplier hereby represents and covenants as follows in order to ensure that Supplier is providing the highest level of public benefit to Participating Public Agencies (such representations and covenants are sometimes referred to as "Supplier's Commitments") and are comprised of the Corporate Commitment, Pricing Commitment, Economy Commitment and Sales Commitment):

(a) Corporate Commitment.

(i) The pricing, terms and conditions of the Master Agreement shall, at all times, be Supplier's primary contractual offering of Products and Services to Public Agencies. All of Supplier's direct and indirect marketing and sales efforts to Public Agencies shall demonstrate that the Master Agreement is Supplier's primary offering and not just one of Supplier's contract options.

(ii) Supplier's sales force (including inside, direct and/or authorized dealers, distributors and representatives) shall always present the Master Agreement when marketing Products or Services to Public Agencies.

(iii) Supplier shall advise all Public Agencies that are existing customers of Supplier as to the pricing and other value offered through the Master Agreement.

(iv) Upon authorization by a Public Agency, Supplier shall transition such Public Agency to the pricing, terms and conditions of the Master Agreement.

## ADMINISTRATION AGREEMENT

(v) Supplier shall ensure that the U.S. Communities program and the Master Agreement are actively supported by Supplier's senior executive management.

(vi) Supplier shall provide a national/senior management level representative with the authority and responsibility to ensure that the Supplier's Commitments are maintained at all times. Supplier shall also designate a lead referral contact person who shall be responsible for receiving communications from U.S. Communities concerning new Participating Public Agency registrations and for ensuring timely follow-up by Supplier's staff to requests for contact from Participating Public Agencies. Supplier shall also provide the personnel necessary to implement and support a supplier-based internet web page dedicated to Supplier's U.S. Communities program and linked to U.S. Communities' website and shall implement and support such web page.

(vii) Supplier shall demonstrate in its procurement solicitation response and throughout the term of the Master Agreement that national/senior management fully supports the U.S. Communities program and its commitments and requirements. National/Senior management is defined as the executive(s) with companywide authority.

(viii) Where Supplier has an existing contract for Products and Services with a state, Supplier shall notify the state of the Master Agreement and transition the state to the pricing, terms and conditions of the Master Agreement upon the state's request. Regardless of whether the state decides to transition to the Master Agreement, Supplier shall primarily offer the Master Agreement to all Public Agencies located within the state.

(b) **Pricing Commitment.**

(i) Supplier represents to U.S. Communities that the pricing offered under the Master Agreement is the lowest overall available pricing (net to purchaser) on Products and Services that it offers to Public Agencies. Supplier's pricing shall be evaluated on either an overall project basis or the Public Agency's actual usage for more frequently purchased Products and Services.

(ii) **Contracts Offering Lower Prices.** If a pre-existing contract and/or a Public Agency's unique buying pattern provide one or more Public Agencies a lower price than that offered under the Master Agreement, Supplier shall match that lower pricing under the Master Agreement and inform the eligible Public Agencies that the lower pricing is available under the Master Agreement. If an eligible Public Agency requests to be transitioned to the Master Agreement, Supplier shall do so and report the Public Agency's purchases made under the Master Agreement going forward. The price match only applies to the eligible Public Agencies. Below are three examples of Supplier's obligation to match the pricing under Supplier's contracts offering lower prices.

(A) Supplier holds a state contract with lower pricing that is available to all Public Agencies within the state. Supplier would be required to match the lower state pricing under the Master Agreement and make it available to all Public Agencies within the state.

(B) Supplier holds a regional cooperative contract with lower pricing that is available only to the ten cooperative members. Supplier would be required to match the lower cooperative pricing under the Master Agreement and make it available to the ten cooperative members.



## ADMINISTRATION AGREEMENT

(C) Supplier holds a contract with an individual Public Agency. The Public Agency contract does not contain any cooperative language and therefore other Public Agencies are not eligible to utilize the contract. Supplier would be required to match the lower pricing under the Master Agreement and make it available only to the individual Public Agency.

(iii) Deviating Buying Patterns. Occasionally U.S. Communities and Supplier may interact with a Public Agency that has a buying pattern or terms and conditions that considerably deviate from the normal Public Agency buying pattern and terms and conditions, and causes Supplier's pricing under the Master Agreement to be higher than an alternative contract held by Supplier. This could be created by a unique end-user preference or requirements. In the event that this situation occurs, Supplier may address the issue by lowering the price under the Master Agreement on the item(s) causing the large deviation for that Public Agency. Supplier would not be required to lower the price for other Public Agencies.

(iv) Supplier's Options in Responding to a Third Party Procurement Solicitation. While it is the objective of U.S. Communities to encourage Public Agencies to piggyback on to the Master Agreement rather than issue their own procurement solicitations, U.S. Communities recognizes that for various reasons some Public Agencies will issue their own solicitations. The following options are available to Supplier when responding to a Public Agency solicitation:

(A) Supplier may opt not to respond to the procurement solicitation. Supplier may make the Master Agreement available to the Public Agency as a comparison to its solicitation responses.

(B) Supplier may respond with the pricing, terms and conditions of the Master Agreement. If Supplier is awarded the contract, the sales would be reported as sales under the Master Agreement.

(C) If competitive conditions require pricing lower than the standard Master Agreement pricing, Supplier may submit lower pricing through the Master Agreement. If Supplier is awarded the contract, the sales would be reported as sales under the Master Agreement. Supplier would not be required to extend the lower price to other Public Agencies.

(D) Supplier may respond to the procurement solicitation with pricing that is higher (net to buyer) than the pricing offered under the Master Agreement. If awarded a contract, Supplier shall still be bound by all obligations set forth in this Section 3.3, including, without limitation, the requirement to continue to advise the awarding Public Agency of the pricing, terms and conditions of the Master Agreement.

(E) Supplier may respond to the procurement solicitation with pricing that is higher (net to buyer) than the pricing offered under the Master Agreement and if an alternative response is permitted, Supplier may offer the pricing under the Master Agreement as an alternative for consideration.

(c) Economy Commitment. Supplier shall demonstrate the benefits, including the pricing advantage, of the Master Agreement over alternative options, including competitive solicitation pricing and shall proactively offer the terms and pricing under the Master Agreement to Public Agencies as a more effective alternative to the cost and time associated with such alternate bids and solicitations.

## ADMINISTRATION AGREEMENT

(d) **Sales Commitment.** Supplier shall market the Master Agreement through Supplier's sales force or dealer network that is properly trained, engaged and committed to offering the Master Agreement as Supplier's primary offering to Public Agencies. Supplier's sales force compensation and incentives shall be greater than or equal to the compensation and incentives earned under other contracts to Public Agencies.

(i) **Supplier Sales.** Supplier shall be responsible for proactive direct sales of Supplier's Products and Services to Public Agencies and the timely follow-up to sales leads identified by U.S. Communities. Use of product catalogs, targeted advertising, direct mail and other sales initiatives are encouraged. All of Supplier's sales materials targeted towards Public Agencies shall include the U.S. Communities logo. U.S. Communities hereby grants to Supplier, during the term of this Agreement, a non-exclusive, revocable, non-transferable, license to use the U.S. Communities name, trademark, and logo solely to perform its obligations under this Agreement, and for no other purpose. Any goodwill, rights, or benefits derived from Supplier's use of the U.S. Communities name, trademark, or logo shall inure to the benefit of U.S. Communities. U.S. Communities shall provide Supplier with its logo and the standards to be employed in the use of the logo. During the term of the Agreement, Supplier grants to U.S. Communities an express license to reproduce and use Supplier's name and logo in connection with the advertising, marketing and promotion of the Master Agreement to Public Agencies. Supplier shall assist U.S. Communities by providing camera-ready logos and by participating in related trade shows and conferences. At a minimum, Supplier's sales initiatives shall communicate that (i) the Master Agreement was competitively solicited by the Lead Public Agency, (ii) the Master Agreement provides the best government pricing, (iii) there is no cost to Participating Public Agencies, and (iv) the Master Agreement is a non-exclusive contract.

(ii) **Branding and Logo Compliance.** Supplier shall be responsible for complying with the U.S. Communities branding and logo standards and guidelines. Prior to use by Supplier, all U.S. Communities related marketing material must be submitted to U.S. Communities for review and approval.

(iii) **Sales Force Training.** Supplier shall train its national sales force on the Master Agreement and U.S. Communities program. U.S. Communities shall be available to train regional or district managers and generally assist with the education of sales personnel.

(iv) **Participating Public Agency Access.** Supplier shall establish the following communication links to facilitate customer access and communication:

(A) A dedicated U.S. Communities internet web-based homepage containing:

- (1) U.S. Communities standard logo with Founding Co-Sponsors logos;
- (2) Copy of original procurement solicitation;
- (3) Copy of Master Agreement including any amendments;
- (4) Summary of Products and Services pricing;
- (5) Electronic link to U.S. Communities' online registration page; and
- (6) Other promotional material as requested by U.S. Communities.



## ADMINISTRATION AGREEMENT

(B) A dedicated toll-free national hotline for inquiries regarding U.S. Communities.

(C) A dedicated email address for general inquiries in the following format: uscommunities@(name of supplier).com.

(v) Electronic Registration. Supplier shall be responsible for ensuring that each Public Agency has completed U.S. Communities' online registration process prior to processing the Public Agency's first sales order.

(vi) Supplier's Performance Review. Upon request by U.S. Communities, Supplier shall participate in a performance review meeting with U.S. Communities to evaluate Supplier's performance of the covenants set forth in this Agreement.

(vii) Supplier Content. Supplier may, from time to time, provide certain graphics, media, and other content to U.S. Communities (collectively "Supplier Content") for use on U.S. Communities websites and for general marketing and publicity purposes. Supplier hereby grants to U.S. Communities and its affiliates a non-exclusive, worldwide, perpetual, free, transferrable, license to reproduce, modify, distribute, publically perform, publically display, and use Supplier Content in connection with U.S. Communities websites and for general marketing and publicity purposes, with the right to sublicense each and every such right. Supplier warrants that: (a) Supplier is the owner of or otherwise has the unrestricted right to grant the rights in and to Supplier Content as contemplated hereunder; and (b) the use of Supplier Content and any other materials or services provided to U.S. Communities as contemplated hereunder will not violate, infringe, or misappropriate the intellectual property rights or other rights of any third party

3.4 Breach of Supplier's Representations and Covenants. The representations and covenants set forth in this Agreement are the foundation of the relationship between U.S. Communities and Supplier. If Supplier is found to be in violation of, or non-compliance with, one or more of the representations and covenants set forth in this Agreement, Supplier shall have ninety (90) days from the notice of default to cure such violation or non-compliance and, if Supplier fails to cure such violation or non-compliance within such notice period, it shall be deemed a cause for immediate termination of the Master Agreement at Lead Public Agency's sole discretion or this Agreement at U.S. Communities' sole discretion.

3.5 Indemnity. Supplier hereby agrees to indemnify and defend U.S. Communities, and its parent companies, subsidiaries, affiliates, shareholders, member, manager, officers, directors, employees, agents, and representatives from and against any and all claims, costs, proceedings, demands, losses, damages, and expenses (including, without limitation, reasonable attorney's fees and legal costs) of any kind or nature, arising from or relating to, any actual or alleged breach of any of Supplier's representations, warranties, or covenants in this Agreement.

## ARTICLE IV

### PRICING AUDITS

4.1 Supplier shall, at Supplier's sole expense, maintain an accounting of all purchases made by Lead Public Agency and Participating Public Agencies under the Master Agreement. U.S.

## ADMINISTRATION AGREEMENT

Communities and Lead Public Agency each reserve the right to audit the accounting for a period of three (3) years from the time such purchases are made. This audit right shall survive termination of this Agreement for a period of one (1) year from the effective date of termination. U.S. Communities shall have the authority to conduct random audits of Supplier's pricing that is offered to Participating Public Agencies at U.S. Communities' sole cost and expense. Notwithstanding the foregoing, in the event that U.S. Communities is made aware of any pricing being offered to Participating Public Agencies that is materially inconsistent with the pricing under the Master Agreement, U.S. Communities shall have the ability to conduct an extensive audit of Supplier's pricing at Supplier's sole cost and expense. U.S. Communities may conduct the audit internally or may engage a third-party auditing firm. In the event of an audit, the requested materials shall be provided in the format and at the location designated by Lead Public Agency or U.S. Communities.

### ARTICLE V

#### FEES & REPORTING

5.1 Administrative Fees. Supplier shall pay to U.S. Communities a monthly administrative fee based upon the total sales price of all purchases shipped and billed pursuant to the Master Agreement, excluding taxes, in the amount of two percent (2%) of aggregate purchases made during each calendar month (individually and collectively, "Administrative Fees"). Supplier's annual sales shall be measured on a calendar year basis. All Administrative Fees shall be payable in U.S. Dollars and shall be made by wire to U.S. Communities, or its designee or trustee as may be directed in writing by U.S. Communities. Administrative Fees shall be due and payable within thirty (30) days of the end of each calendar month for purchases shipped and billed during such calendar month. U.S. Communities agrees to pay to Lead Public Agency five percent (5%) of all Administrative Fees received from Supplier to help offset Lead Public Agency's costs incurred in connection with managing the Master Agreement nationally.

5.2 Sales Reports. Within thirty (30) days of the end of each calendar month, Supplier shall deliver to U.S. Communities an electronic accounting report, in the format prescribed by Exhibit B, attached hereto, summarizing all purchases made under the Master Agreement during such calendar month ("Sales Report"). All purchases indicated in the Sales Report shall be denominated in U.S. Dollars. All purchases shipped and billed pursuant to the Master Agreement for the applicable calendar month shall be included in the Sales Report. U.S. Communities reserves the right upon reasonable advance notice to Supplier to change the prescribed report format to accommodate the distribution of the Administrative Fees to its program sponsors and state associations.

(a) Monthly Sales Reports shall include all sales reporting under the Master Agreement, and a breakout of Environmental Preferable (Green) sales reporting. Supplier must make reasonable attempts at filling in all required information and contact U.S. Communities with a plan to correct any deficiencies of data field population.

(b) Submitted reports shall be verified by U.S. Communities against its registration database. Any data that is inconsistent with the registration database shall be changed prior to processing.

5.3 Exception Reporting/Sales Reports Audits. U.S. Communities or its designee may, at its sole discretion, compare Supplier's Sales Reports with Participating Public Agency records or other sales analysis performed by Participating Public Agencies, sponsors, advisory board members or U.S. Communities staff. If there is a material discrepancy between the Sales Report and such records or sales analysis as determined by U.S. Communities, U.S. Communities shall notify Supplier in writing and



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Supplier shall have thirty (30) days from the date of such notice to resolve the discrepancy to U.S. Communities' reasonable satisfaction. Upon resolution of the discrepancy, Supplier shall remit payment to U.S. Communities' trustee within fifteen (15) calendar days. Any questions regarding an exception report should be directed to U.S. Communities in writing to [reporting@uscommunities.org](mailto:reporting@uscommunities.org). If Supplier does not resolve the discrepancy to U.S. Communities' reasonable satisfaction within thirty (30) days, U.S. Communities shall have the right to engage outside services to conduct an independent audit of Supplier's reports and Supplier shall be obligated to reimburse U.S. Communities for any and all costs and expenses incurred in connection with such audit.

5.4 Online Reporting. Within sixty (60) days of the end of each calendar quarter, U.S. Communities shall provide online reporting to Supplier containing Supplier's sales reporting for such calendar quarter. Supplier shall contact U.S. Communities within fifteen (15) days of receiving notification of the online reporting and report to U.S. Communities any concerns or disputes regarding the reports, including but not limited to concerns regarding the following:

Report Name	Follow up with U.S. Communities
5 Qtr Drop Sales Analysis	Financial & Reporting Manager
Zero States Sales Report	Program Manager
Registered Agency Without Sales Report	Program Manager

Supplier shall have access to the above reports through the U.S. Communities intranet website. The following additional reports are also available to Supplier and are useful in resolving reporting issues and enabling Supplier to better manage its Master Agreement:

- (i) Agency Sales by Population/Enrollment Report
- (ii) Hot Prospect Sales Report
- (iii) New Lead Sales Report
- (iv) State Comparison Sales Report
- (v) Advisory Board Usage Report
- (vi) Various Agency Type Comparison Reports
- (vii) Sales Report Builder

5.5 Supplier's Failure to Provide Reports or Pay Administrative Fees. Failure to provide a Sales Report or pay Administrative Fees within the time and in the manner specified herein shall be regarded as a material breach under this Agreement and if not cured within thirty (30) days of written notice to Supplier, shall be deemed a cause for termination of the Master Agreement at Lead Public Agency's sole discretion or this Agreement at U.S. Communities' sole discretion. All Administrative Fees not paid within thirty (30) days of the end of the previous calendar month shall bear interest at the rate of one and one-half percent (1.5%) per month until paid in full.

## ARTICLE VI

### MISCELLANEOUS

6.1 Entire Agreement. This Agreement supersedes any and all other agreements, either oral or in writing, between the parties hereto with respect to the subject matter hereof, and no other agreement, statement, or promise relating to the subject matter of this Agreement which is not contained herein shall be valid or binding.

## ADMINISTRATION AGREEMENT

6.2 Attorney's Fees. If any action at law or in equity is brought to enforce or interpret the provisions of this Agreement, the prevailing party shall be entitled to reasonable attorney's fees and costs in addition to any other relief to which such party may be entitled.

6.3 Assignment.

(a) Supplier. Neither this Agreement nor any rights or obligations hereunder shall be assignable by Supplier without prior written consent of U.S. Communities, and any assignment without such consent shall be void.

(b) U.S. Communities. This Agreement and any rights or obligations hereunder may be assigned by U.S. Communities in U.S. Communities' sole discretion, to an existing or newly established legal entity that has the authority and capacity to perform U.S. Communities' obligations hereunder.

6.4 Notices. All reports, notices or other communications given hereunder shall be delivered by first-class mail, postage prepaid, or overnight delivery requiring signature on receipt to the addresses as set forth below. U.S. Communities may, by written notice delivered to Supplier, designate any different address to which subsequent reports, notices or other communications shall be sent.

U.S. Communities:                      U.S. Communities  
9711 Washingtonian Blvd  
Gaithersburg, Maryland 20878  
Attn: Program Manager Administration

Supplier:                                      Virco Mfg. Corporation  
2027 Harpers Way  
Torrance, California 90501  
Attn: U.S. Communities Program Manager

6.5 Severability. If any provision of this Agreement shall be deemed to be, or shall in fact be, illegal, inoperative or unenforceable, the same shall not affect any other provision or provisions herein contained or render the same invalid, inoperative or unenforceable to any extent whatever.

6.6 Waiver. Any failure of a party to enforce, for any period of time, any of the provisions under this Agreement shall not be construed as a waiver of such provisions or of the right of said party thereafter to enforce each and every provision under this Agreement.

6.7 Counterparts. This Agreement may be executed in several counterparts, each of which shall be an original and all of which shall constitute but one and the same instrument.

6.8 Modifications. This Agreement may not be effectively amended, changed, modified, altered or terminated without the prior written consent of the parties hereto.

6.9 Governing Law; Arbitration. This Agreement will be governed by and interpreted in accordance with the laws of the State of California without regard to any conflict of laws principles. Any dispute, claim, or controversy arising out of or relating to this Agreement or the breach, termination, enforcement, interpretation or validity thereof, including the determination of the scope or applicability of this dispute resolution clause, shall be determined by arbitration in Walnut Creek, California, before



## ADMINISTRATION AGREEMENT

one (1) arbitrator. The arbitration shall be administered by JAMS pursuant to its Comprehensive Arbitration Rules and Procedures. Judgment on the award may be entered in any court having jurisdiction. This clause shall not preclude parties from seeking provisional remedies in aid of arbitration from a court of appropriate jurisdiction. The prevailing party will be entitled to recover its reasonable attorneys' fees and arbitration costs from the other party. The arbitration award shall be final and binding. Each party commits that prior to commencement of arbitration proceedings, the parties shall submit the dispute to JAMS for mediation. The parties will cooperate with JAMS and with one another in selecting a mediator from JAMS panel of neutrals, and in promptly scheduling the mediation proceedings. The parties covenant that they will participate in the mediation in good faith, and that they will share equally in its costs. The mediation will be conducted by each party designating a duly authorized officer or other representative to represent the party with the authority to bind the party, and that the parties agree to exchange informally such information as is reasonably necessary and relevant to the issues being mediated. All offers, promises, conduct, and statements, whether oral or written, made in the course of the mediation by any of the parties, their agents, employees, experts, and attorneys, and by the mediator or any JAMS employees, are confidential, privileged, and inadmissible for any purpose, including impeachment, in any arbitration or other proceeding involving the parties, provided that evidence that is otherwise admissible or discoverable shall not be rendered inadmissible or non-discoverable as a result of its use in the mediation. If the dispute is not resolved within thirty (30) days from the date of the submission of the dispute to mediation (or such later date as the parties may mutually agree in writing), the administration of the arbitration shall proceed. The mediation may continue, if the parties so agree, after the appointment of the arbitrator. Unless otherwise agreed by the parties, the mediator shall be disqualified from serving as arbitrator in the case. The pendency of a mediation shall not preclude a party from seeking provisional remedies in aid of the arbitration from a court of appropriate jurisdiction, and the parties agree not to defend against any application for provisional relief on the ground that a mediation is pending.

6.10 Successors and Assigns. This Agreement shall inure to the benefit of and shall be binding upon U.S. Communities, Supplier and any successor and assign thereto; subject, however, to the limitations contained herein.

*[Remainder of Page Intentionally Left Blank – Signatures Follow]*

## ADMINISTRATION AGREEMENT

IN WITNESS WHEREOF, U.S. Communities has caused this Agreement to be executed in its name and Supplier has caused this Agreement to be executed in its name, all as of the date first written above.

U.S. Communities:

U.S. COMMUNITIES GOVERNMENT PURCHASING ALLIANCE

By \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Supplier:

VIRCO MFG. CORPORATION

By Patricia L. Quinones

Name: PATRICIA L QUINONES

Title: CHIEF ADMINISTRATIVE OFFICER





### REQUEST FOR PROPOSAL ADDENDUM

#### ADDENDUM #1

DATE: August 3, 2017

**REFERENCE:** Request for Proposal Number: RFP #R-TC-18004  
Title: Education, Classroom, Miscellaneous Support Furniture and Related Products and Services  
Issue Date: July 18, 2017  
Sealed Proposal Due Date: August 18, 2017 @ 2:00 P.M.

*All Offerors shall be advised of the following changes/additions in the referenced solicitation:*

1. The Seal Proposal Due Date of August 18, 2017 @ 2:00 P.M. shall remain unchanged.
2. The following questions/inquiries were received from potential offerors with the following answers:  
  
Question 1.: I was recently sent my first WEBS opportunity, System ID # 36570...it was asking for school cafeteria furniture, which my company can provide. I am having a heck of a time trying to find a "specification" for the furniture that was needed. I saw in the table of contents, a section (4.1.7) that called the types of furniture needed but then cannot find any spec's or qty. etc.

Answer: Please reference the following posting located on Prince William County Schools website:

<a href="#"><u>R-TC-18004</u></a> <a href="#"><u>Attachment A</u></a> <a href="#"><u>Attachment A-1</u></a> <a href="#"><u>Attachment A-2</u></a> <a href="#"><u>Attachment A-3</u></a>	Education, Classroom, Miscellaneous Support Furniture and Related Products and Services	08/18/17 @ 2:00 p.m.	<a href="#"><u>Tony Crosby</u></a>
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Click on Attachment A1 and A2, and then you will see tabs below entitled "Student Lunch Court".

- Question 2. Can you kindly send me or point to your website url where the bid documents can be found. The area we are interested in is services?
- Answer: See Answer to Question 1. above.
- Question 3. Is it preferred that the responses to this RFP come directly from a manufacturer, or through a dealer?

PURCHASING OFFICE

Answer: We do not have a preferred method, responses can be submitted by both manufacturers and dealers.

Question 4. Can a manufacture respond to the RFP or is it only for dealers?

Answer: See Answer to Question 3. above.

Question 5. If a manufacture can respond to the RFP directly please note that we are a manufacture that does not sell direct but only through authorized dealers who would service the contract. Can they receive all purchase orders and invoice the end user directly?

Answer: Yes.

Question 6. To respond to the RFP, is it required to submit a bid on all categories?

Answer: The intent of this solicitation is to provide Participating Public Agencies with products and services to meet their various needs. PWCS reserves the right to award the contract in the aggregate, by section, multiple award; whichever is in the best interest of PWCS and Participating Public Agencies as a result of this solicitation (Reference Paragraph 11, Method of Award).

Question 7. Should freight for the line item pricing be based off destination in Manassas, VA 20112?

Answer: Yes.

Question 8. Reference "Proposal Submission Requirements" on page 12. Do you require 8 USB flash drives with complete copy of the bid and 8 additional USB flash drives for the redacted copies of the bid, for a total of 16 flash drives? Or do you require a total of 8 flash drives that each contain a copy of the full bid documents and the redacted copy?

Answer: We will leave this at the Offeror's discretion but advise that the complete copies and redacted must be clearly labeled and separate documents.

Question 9. Reference section 9.16.1 (on page 14), where it notes "Any material on CD's should be in Microsoft Office format." Since documents are provided in PDF and require signature, is it acceptable to submit the forms/qualifications in PDF format (not a Microsoft Office application) and the pricing in excel (a Microsoft Office application)?

Answer: Yes.

**PURCHASING OFFICE**



Question 10. Page 1, 14 and 15 allow for exceptions to be listed, but page 45 says exceptions will result in disqualification. Will exceptions be considered? Please clarify. Please reference the following parts of the solicitation:

- a. Last section of page 1: "All proposed exceptions to this RFP, and any proposed changes to the contract documents or terms and conditions, are to be included in (TAB 9) of the proposal response. See Proposal Submission Requirements Section 9.16.2.9. in this RFP for additional information."
- b. Section 9.15 (page 14): "If the Offeror wishes PWCS to consider any changes to these documents, such changes must be submitted as part of the Offeror's proposal."
- c. "9.16.2.9. Exceptions (TAB 9)" (page 15): Any exceptions being taken to the RFP must be listed under this tab. See Section 6.15 for additional information.
- d. "U.S. Communities Administration Agreement Information" (page 46): "The Supplier is required to execute the U.S. Communities Administration Agreement unaltered (attached hereto as Attachment A) and submit with the supplier's proposal without exception or alteration. Failure to do so will result in disqualification."

Answer: Exceptions will be considered as outlined above with the exception of the US Communities Administration Agreement.

Question 11. Are we required to sign both the Prince William Contract and the US Communities Administration Agreement with our bid proposal or are these just samples for review?

Answer: The Prince William contract is a sample is not required to be signed. The US Communities Administration Agreement **must** be signed and returned with your submission.

Question 12. As a dealer of over 150 manufacturers, we have no control over the manufacturer price lists and therefore have no control of their price increases. The excerpt below from the Sample Contract requires list price increases to fall in line with the Consumer Price Index. Since there was no other reference to this in the bid documents, is this a requirement of the bid or was it a clause that was inadvertently included on the sample contract? Again, we have no control in this matter. Is it acceptable to provide pricing based on current manufacturer price lists (without the CPI limitation)?

- a. Reference Sample Contract (page 31): "For future contract renewal periods, price increases shall not exceed the percentage increase/decrease in the Consumer Price Index, Table 1 (<http://stats.bls.gov/news.release/cpi.t0.htm>), Urban Consumers (CPI-U), U. S. City Average, All Items, Unadjusted, for the most recently published twelve months as published by the U. S. Department of Labor, Bureau of Labor Statistics. The base price to which any adjustments will be made shall be the prices in effect during the contract period prior to the proposed contract period."

**PURCHASING OFFICE**

Answer: The following Special Provisions are hereby being added:

- 12.2. The subsequent Contract will be a firm-fixed price agreement. The fee(s) will remain firm and will include all charges that may be incurred in fulfilling the requirements of the Contract during the first 365 days. Changes in cost for any subsequent Contract years may be based on the Consumer Price Index (CPI-U), U.S. City Averages, or other relevant indices.
- 12.3. The request for a change in the unit price shall include as a minimum, (1) the cause of the adjustment, (2) proposed effective date; and, (3) the amount of the change requested with documentation to support the requested adjustment (i.e. appropriate Bureau of Labor Statistics, Consumer Price Index (CPI-U), change in manufacturer's price, etc.).
- 12.4. After reviewing the documentation provided, the Supervisor of Purchasing, may accept the increased costs or refuse them if they are considered to be excessive.
  - 12.4.1. If the Supervisor of Purchasing does not accept the increased costs and PWCS originally awarded multiple contracts for these items/services, PWCS reserves the right to obtain prices for the affected items/services from the other vendors who were awarded a contract and, if the prices are considered to be fair and reasonable, award the items/services to the contractor(s) with the lowest price that meets the contract requirements.
  - 12.4.2. Alternatively, at its own discretion, PWCS may revise the contract requirements and issue a new solicitation.
- 12.5. All pricing shall be FOB Destination.
- 12.6. Unless otherwise clearly specified in the Offerors proposal, it shall be considered that there is no minimum order amount.
- 12.7. It is the Proposer's responsibility to provide PWCS and Participating Public Agencies with an up-to-date price list and any necessary brochures, finish material samples or related materials at no charge for the duration of the Contract.

Question 13. Are the renewal terms for this contract two 2-year periods (as stated section 12.1 on page 17) or four 1-year periods (form Sample Contract, section 3.1 on page 31)?

Answer: The renewal terms shall be two (2) – two (2) year periods, as referenced in Paragraph 12.1 of the solicitation.

**PURCHASING OFFICE**



Question 14. “Experience” (on page 41) references “California K-12 school districts.” Please confirm this is correct...Or should it be revised to “Virginia”? Also, note that “California” is referenced on page 56 too.

Answer: Page 41 – remove “California” and the sentence shall read: The portion of the Proposal should include all other similar services performed by your firm, especially those performed for large, K-12 school districts and other school districts nationwide.

Page 56 – remains unchanged.

Question 15. As it relates to the Administration Agreement, how flexible is US Communities in negotiating any specific terms? For Example: 3.3 (a) Corporate Commitment (viii), 3.3 (b) Pricing Commitment (i) & (ii), 3.3 (d) Sales Commitment (i).

Answer: The Supplier is required to execute the U.S. Communities Administration Agreement unaltered and submit with the supplier’s proposal without exception or alteration. Failure to do so will result in disqualification.

Question 16. Does this solicitation require a manufacturer response or would an authorized distributor/dealer be considered?

Answer: See response to question 3. Above.

Question 17. We are a manufacturer that specializes in a niche product category. How should we respond to Attachments A (A-1, A-2, and A-3) if we do not manufacture all of the products listed in the examples? Should we submit project examples with room layouts and final installation images of educational environments to showcase the high level of our products instead?

Answer: The attachments are for evaluation purposes and the product offering must meet the requirements as solicited.

ALL OTHER SPECIFICATIONS, TERMS AND CONDITIONS REMAIN UNCHANGED.

A signed acknowledgment of this addendum must be received by the Purchasing Office either prior to the Proposal due date and hour specified, or attached to the RFP. Signature on this addendum does not constitute the Offeror's signature on the original proposal document. The original proposal document shall also be signed.

Anthony E. Crosby, CPPO  
Coordinator

.....  
ACKNOWLEDGMENT:

VIRCO MFG. CORPORATION

Name of Firm

8/14/2017

Date

800-448-4726

Telephone Number

Patricia L. Quinones

Signature

PATRICIA L QUINONES - CHIEF ADMINISTRATIVE OFFICER

Print Name and Title

800-396-8232

Fax Number

PURCHASING OFFICE

Solicitation #R-TC-18004

**CONTRACTOR DATA SHEET**

1. **QUALIFICATION OF OFFEROR:** The Offeror shall have the capability and the capacity in all respects to fully satisfy all the contractual requirements.
2. **YEARS IN BUSINESS:** Indicate the length of time the Offeror has been in business providing the goods/services in this solicitation: 67 Years                      Months.
3. **REFERENCES:** Offerors shall provide a listing of at least three (3) references for which the company has provided specified goods/services of the same or greater scope within the past three (3) years. **PWCS cannot be a reference.**

1.	Customer Name: SAN DIEGO UNIFIED SCHOOL DISTRICT	Contact Name: JOHN GROLL	Contact Title: STRATEGIC SOURCING & CONTRACTS
Address: <u>2351 CARDINAL LANE, BLDG M</u> <u>SAN DIEGO, CA 92123</u>			Phone No. 858-522-5810
E-mail: <u>jgroll@sandi.net</u>			Fax No.
2.	Customer Name: RECOVERY SCHOOL DISTRICT	Contact Name: LEE LONG	Contact Title: OPERATIONS MANAGER JACOBS/CSRS
Address: <u>909 POYDRAS STREET</u> <u>SUITE 1200</u> <u>NEW ORLEANS, LA 70112</u>			Phone No. 504-592-0162
E-mail: <u>lee.long@jacobsccsrs.com</u>			Fax No.
3.	Customer Name: DENVER PUBLIC SCHOOLS	Contact Name: RYAN HARTER & MARIE PALOMO	Contact Title: SENIOR MANAGER, PROJECT MGMT SUPERVISOR
Address: <u>780 GRANT STREET</u> <u>DENVER, CO 80203</u>			Phone No. 720-423-1309/720-423-1837
E-mail: <u>ryan_harter@dpsk12.org</u> <u>marie_palomo@dpsk12.org</u>			Fax No.

**PRINCE WILLIAM COUNTY PUBLIC SCHOOLS**  
**Purchasing Office**

**VENDOR INFORMATION FORM**

The following vendor information is required with all RFP responses along with a completed and signed W-9 form:

Ordering/Purchase Order Submission:

Legal Business Name: VIRCO MFG CORPORATION

D/B/A: VIRCO INC

Address: 2027 HARPERS WAY

City, State, Zip: TORRANCE, CA 90501

Phone: 800-448-4726 Fax: 800-396-8232

Email: CMS@VIRCO.COM

Tax ID#: 33-0815719

Remittance: Check box if same as above ☐

Legal Business Name: VIRCO INC

Address: PO BOX 677610

City, State, Zip: DALLAS, TX 75267-7610

Contact Information:

Name: PATRICIA L QUINONES

Title: CHIEF ADMINISTRATIVE OFFICER

Phone: 800-448-4726 Fax: 800-396-8232

E-mail Address: pattyquinones@virco.com

**Attention Vendors: Visit the PWCS Purchasing Office website at**  
**<http://purchasing.departments.pwcs.edu> to:**  
**Register on-line (Click on "Vendor Registration")**  
**Obtain a W-9 form and instructions**





# Prince William County

## PUBLIC SCHOOLS

*Providing A World-Class Education* ®

### CERTIFICATE OF COMPLIANCE

*Code of Virginia §22.1-296.1*

As a condition of contract award, Contractor/Vendor providing contracted services requiring direct contact with students on school property during regular school hours or school-sponsored activities/programs shall execute this document certifying that neither the Contractor nor any employee of the Contractor has been convicted of a felony or any offense involving the sexual molestation, physical or sexual abuse or rape of a child. This certification shall be binding upon the Contractor and their employees providing services throughout the term of the contract or purchase order, including any extensions or renewals.

Contractor/Vendor acknowledges that, pursuant to the *Code of Virginia* §22.1-296.1 (A), any person making a materially false statement on this certification, shall be guilty of a Class 1 misdemeanor, and upon conviction, the fact of such conviction shall be grounds for revocation of the contract or purchase order.

VIRCO MFG. CORPORATION

Company Name

2027 HARPERS WAY, TORRANCE, CA 90501

Company Address

PATRICIA L QUINONES

Print Name of Authorized Representative

Patricia L Quinones

Authorized Representative Signature

RFP #R-TC-18004

Solicitation #

800-448-4726

Company Phone Number

CHIEF ADMINISTRATIVE OFFICER

Authorized Representative Title

8/15/2017

Date