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Clackamas County
www.clackamas.us



DAN JOHNSON
DIRECTOR

DEPARTMENT OF TRANSPORTATION AND DEVELOPMENT

DEVELOPMENT SERVICES BUILDING
150 BEAVERCREEK ROAD OREGON CITY, OR 97045

August 6, 2026

BCC Agenda Item: _____

Board of County Commissioners
Clackamas County

Approval of a Contract with Ingram Library Services for book and digital media purchasing and processing Services. Contract Value is \$795,000 for 3 years. Funding is through Oak Lodge and Gladstone Library District distributions. No County General Funds are involved.

Previous Board Action/Review: None

Performance Clackamas: Build Public Trust through Good Government:
Ensure Safe, Healthy and Secure Communities

Counsel Review: Yes

Contact: Mitzi Olson

Procurement Review: Yes

Contact Phone: 503-655-8570

EXECUTIVE SUMMARY: The Department of Transportation and Development's Gladstone and Oak Lodge Libraries seek to enter into a contract with Ingram Library Services, LLC to take advantage of a pricing agreement for the purchase of library materials (print and audio-visual) at specified discounts, as well as specified rates for library material processing services. The purchase of these materials will be made with budgeted library funds.

Ingram Library Services, LLC has systems in place to ensure new materials for the libraries can be handled in a way that continues to maximize efficiencies between the two libraries. Materials come to the libraries prepared to fully incorporate into the Integrated Library System used by both libraries, Library Support Services and all other libraries in Clackamas County.

It would be an inefficient use of existing systems, and unfeasible for staff to make the necessary customizations and configuration changes necessary to accommodate the complex needs of the Oak Lodge and Gladstone libraries utilizing an alternate vendor.

PROCUREMENT PROCESS: LCRB C-047-0288 Class Special Procurements; by Rule (4) Copyrighted Materials. The Contracting Agency may purchase copyrighted materials without obtaining competitive Bids or Proposals, and regardless of dollar value, if there is only one known supplier available for such goods. Examples of copyrighted

materials covered by this exemption may include, but are not limited to, new books, periodicals, curriculum materials, reference materials, audio and visual media, and non-mass-marketed software from a particular publisher or its designated distributor.

For Filing Use Only

RECOMMENDATION: Staff respectfully recommends that the Board approves and signs the contract with Ingram Library Services, LLC for Oak Lodge and Gladstone Library material and processing services.

Respectfully submitted,

Dan Johnson

Dan Johnson, Director
Department of Transportation & Development



**CLACKAMAS COUNTY
GOODS AND SERVICES CONTRACT
Contract # 0000001707**

This Goods and Services Contract (this "Contract") is entered into between Ingram Library Services LLC ("Contractor"), and Clackamas County, a political subdivision of the State of Oregon ("County"), by and through its Department of Transportation and Development for the purposes of providing Library Materials and Associated Services.

ARTICLE I.

- 1. Effective Date and Duration.** This Contract shall become effective upon signature of both parties and shall remain in effect until June 30, 2029 or until completion of all obligations provided herein, whichever is later.
- 2. Scope of Work.** The Contractor shall provide Copyrighted Library Materials and associated services, identified in Exhibit A (the "Work"), attached hereto and incorporated by reference herein. Additional cataloging and processing services may be added by amendment to this Contract. Work shall be performed in accordance with a schedule approved by the County.
- 3. Consideration.** The County agrees to pay Contractor, from available and authorized funds, a sum not to exceed Seven Hundred Ninety-Five Thousand Dollars (\$795,000) for performing the Work required by this Contract. Consideration rates are on a fixed fee basis in accordance with the rates and costs specified in Exhibit A. If any interim payments to Contractor are made, such payments shall be made only in accordance with the schedule and requirements in Exhibit A. Notwithstanding the foregoing, Contractor reserves the right to adjust the rates and costs specified in Exhibit A consistent with its operational pricing changes, provided County shall be notified of such adjustments not later than thirty (30) days before they become effective.
- 4. Invoices and Payments.** Unless otherwise specified, Contractor shall submit monthly invoices for Work performed. Invoices shall describe all Work performed with particularity, by whom it was performed, and shall itemize and explain all expenses for which reimbursement is claimed. The invoices shall include the total amount billed to date by Contractor prior to the current invoice. If Contractor fails to present invoices in proper form within sixty (60) calendar days after the end of the month in which the services were rendered, Contractor waives any rights to present such invoice thereafter and to receive payment therefor. Payments shall be made to Contractor within thirty (30) days following the County's review and approval of invoices submitted by Contractor. Contractor shall not submit invoices for, and the County will not be obligated to pay, any amount in excess of the maximum compensation amount set forth above. If this maximum compensation amount is increased by amendment of this Contract, the amendment must be fully effective before Contractor performs Work subject to the amendment. Payment information will be reported to the Internal Revenue Service ("IRS") under the name and taxpayer ID number submitted. (See I.R.S. 1099 for additional instructions regarding taxpayer ID numbers.) Information not matching IRS records will subject Contractor payments to backup withholding.

Invoices shall reference the above Contract Number and be submitted to: molson@clackamas.us

- 5. Travel Expense Reimbursement.** Authorized: ☐ Yes ☒ No
If travel expense reimbursement is authorized in this Contract, such expenses shall only be reimbursed at the rates in the County Contractor Travel Reimbursement Policy, hereby incorporated by reference, in effect at the time of the expense is incurred.

6. **Contract Documents.** This Contract consists of the following documents which are listed in descending order of precedence and are attached and incorporated by reference, this Contract and Exhibit A.

7. **Contractor and County Contacts.**

Contractor Administrator: BJ Compau Phone: (509) 209-3192 Email: bj.compau@ingramcontent.com	County Contract Administrator: Mitzi Olson Phone: 503-655-8570 Email: molson@clackamas.us
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ARTICLE II.

1. **Access to Records.** Contractor shall maintain, during the term of this Agreement and for at least three (3) years thereafter, records sufficient to demonstrate Contractor's compliance with its obligations under this Agreement. Upon reasonable advance notice, County may request, once per calendar year, that Contractor engage Ingram Industries Inc.'s ("Ingram") Internal Audit department to perform specified procedures as determined by County. Such procedures will be performed in accordance with attestation standards established by the American Institute of Certified Public Accountants ("Agreed Upon Procedures") and will be related to Contractor's compliance with its obligations under this Agreement for the twelve (12) months prior to the date of the request and provide a written report to County. In the event that County is not satisfied with such procedures for any reason, County may, at its own election and cost, engage Price Waterhouse Coopers, LLP, Ingram's current independent public accounting firm, (or if such firm is no longer available, an independent public accounting firm reasonably acceptable to both parties) to conduct the Agreed Upon Procedures related to the Contractor's obligations under this Agreement in connection with such inspection. If in the written opinion of such auditors there has been an underpayment by Contractor or an overpayment by County of more than five percent (5%) of the total amounts due during the previous twelve (12) month period, Contractor shall pay the reasonable costs of such audit in addition to promptly paying such amounts. For clarity, any discrepancy between amounts paid to or from either party and amounts shown to be due by such audit shall be promptly payable, whether or not equal to five percent (5%) of total amounts due or during the previous twelve (12) month period.
2. **Availability of Funds.** Any continuation or extension of this Contract after the end of the fiscal period in which it is written is contingent on a new appropriation for each succeeding fiscal period sufficient to continue to make payments under this Contract, as determined by the County in its sole administrative discretion.
3. **Captions.** The captions or headings in this Contract are for convenience only and in no way define, limit, or describe the scope or intent of any provisions of this Contract.
4. **Compliance with Applicable Law.** Contractor shall comply with all applicable federal, state and local laws, regulations, executive orders, and ordinances, as such may be amended from time to time.
5. **Governing Law.** This Contract, and all rights, obligations, and disputes arising out of it, shall be governed and construed in accordance with the laws of the State of Oregon without regard to principles of conflicts of law. Any claim, action, or suit between County and Contractor that arises out of or relates to the performance of this Contract shall be brought and conducted solely and exclusively within the Circuit Court for Clackamas County, for the State of Oregon. Provided, however, that if any such claim, action, or suit may be brought in a federal forum, it shall be brought and conducted solely and exclusively within the United States District Court for the District of Oregon. In no event shall this section be construed as a waiver by the County of any form of defense or immunity, whether sovereign immunity, governmental immunity, immunity based on the Eleventh

Amendment to the Constitution of the United States or otherwise, from any claim or from the jurisdiction of any court. Contractor, by execution of this Contract, hereby consents to the personal jurisdiction of the courts referenced in this section.

6. **Hazard Communication.** Contractor shall notify County prior to using products containing hazardous chemicals to which County employees may be exposed, which includes any hazardous, toxic, or dangerous substance, waste, or material that is the subject of environmental protection legal requirements or that becomes regulated under any applicable local, state or federal law, including but not limited to the items listed in the United States Department of Transportation Hazardous Materials Table (49 CFR §172.101) or designated as hazardous substances by Oregon Administrative Rules, Chapter 837, or the United States Environmental Protection Agency (40 CFR Part 302), and any amendments thereto. Upon County's request, Contractor shall immediately provide Safety Data Sheets for the products subject to this provision.
7. **Responsibility for Damages; Indemnity.** Contractor shall be responsible for all damage to property, injury to persons, and loss, and expense which may be caused by, or result from, any willful act or omission, or negligence of Contractor, its subcontractors, agents, or employees. The Contractor agrees to indemnify and defend the County, and its officers, elected officials, agents, and employees, from and against all claims, actions, losses, liabilities, including reasonable attorney and accounting fees, and all expenses incidental to the investigation and defense thereof, arising out of or based upon Contractor's negligent acts or omissions in performing under this Contract.

However, neither Contractor nor any attorney engaged by Contractor shall defend the claim in the name of County, purport to act as legal representative of County, or settle any claim on behalf of County, without the approval of the Clackamas County Counsel's Office. County may assume its own defense and settlement at its election and expense.

8. **Independent Contractor Status.** The service(s) to be rendered under this Contract are those of an independent contractor. Although the County reserves the right to determine (and modify) the delivery schedule for the Work to be performed and to evaluate the quality of the completed performance, County cannot and will not control the means or manner of Contractor's performance. Contractor is responsible for determining the appropriate means and manner of performing the Work. Contractor is not to be considered an agent or employee of County for any purpose, including, but not limited to: (A) The Contractor will be solely responsible for payment of any Federal or State taxes required as a result of this Contract; and (B) This Contract is not intended to entitle the Contractor to any benefits generally granted to County employees, including, but not limited to, vacation, holiday and sick leave, other leaves with pay, tenure, medical and dental coverage, life and disability insurance, overtime, Social Security, Workers' Compensation, unemployment compensation, or retirement benefits.
9. **Insurance.** Contractor shall secure at its own expense and keep in effect during the term of the performance under this Contract the insurance required and minimum coverage indicated below. The insurance requirement outlined below do not in any way limit the amount of scope of liability of Contractor under this Contract. Contractor shall provide proof of said insurance and include the County as an additional insured on the commercial general liability and automobile liability policies. Proof of insurance and notice of any material change should be submitted to the following address: Clackamas County Procurement Division, 2051 Kaen Road, Oregon City, OR 97045 or procurement@clackamas.us.

Required - Workers Compensation: Contractor shall comply with the statutory workers' compensation requirements in ORS 656.017, unless exempt under ORS 656.027 or 656.126.
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☒ Required – Commercial General Liability: Combined single limit, or the equivalent, of not less than \$1,000,000 per occurrence, with an annual aggregate limit of \$2,000,000 for Bodily Injury and Property Damage.
☒ Required – Professional Liability: Combined single limit, or the equivalent, of not less than \$1,000,000 per claim, with an annual aggregate limit of \$2,000,000 for damages caused by error, omission or negligent acts.
☒ Required – Automobile Liability: Combined single limit, or the equivalent, of not less than \$1,000,000 per accident for Bodily Injury and Property Damage.

The policies shall be primary insurance as respects to the County. Any insurance or self-insurance maintained by the County shall be excess and shall not contribute to it. Any obligation that County agree to a waiver of subrogation is hereby stricken.

10. Limitation of Liabilities. This Contract is expressly subject to the debt limitation of Oregon counties set forth in Article XI, Section 10, of the Oregon Constitution, and is contingent upon funds being appropriated therefore. Any provisions herein which would conflict with law are deemed inoperative to that extent. Except for liability arising under or related to Article II, Section 14 or Section 21, neither party shall be liable for (i) any indirect, incidental, consequential or special damages under this Contract or (ii) any damages of any sort arising solely from the termination of this Contract in accordance with its terms.

11. Notices. Except as otherwise provided in this Contract, any required notices between the parties shall be given in writing by personal delivery, email, or mailing the same, to the Contract Administrators identified in Article 1, Section 6. If notice is sent to County, a copy shall also be sent to: Clackamas County Procurement, 2051 Kaen Road, Oregon City, OR 97045, or procurement@clackamas.us. Any communication or notice so addressed and mailed shall be deemed to be given five (5) days after mailing, and immediately upon personal delivery, or within 2 hours after the email is sent during County's normal business hours (Monday – Thursday, 7:00 a.m. to 6:00 p.m.) (as recorded on the device from which the sender sent the email), unless the sender receives an automated message or other indication that the email has not been delivered.

12. Reserved.

13. Representations of Warranties. Contractor represents and warrants the following:

- A. Contractor has the power and authority to enter into and perform this Contract;
- B. This Contract, when executed and delivered, shall be a valid and binding obligation of Contractor enforceable in accordance with its terms;
- C. Contractor shall, at all times during the term of this Contract, be qualified, professionally competent, and duly licensed to perform the Work;
- D. Contractor is an independent contractor as defined in ORS 670.600.

If providing goods, all goods provided by Contractor under this Contract shall meet all standards and specifications set forth in Exhibit A, that the goods shall be merchantable, and shall be fit for County's intended use, described in Exhibit A. As necessary, the County agrees to provide Contractor reasonable access to the goods for purposes of repair or replacement under this warranty. Failure of Contractor to promptly correct problems pursuant to this warranty shall be deemed a material breach of this Contract.

- E. If providing services, the services provided by Contractor under this Contract will be performed in a workmanlike manner and in accordance with professional standards prevalent in the industry which Contractor is part of.

The warranties set forth in this section are made expressly in lieu of and exclude all other warranties, express or implied, including without limitation: any warranty about the content of the product; or against noninfringement of copyright or other intellectual property rights of a third party; and all other express or implied representations and warranties provided by statute or common law, whether arising by usage of trade, course of dealing, course of performance or otherwise.

14. Delivery and Inspections.

- A.** All deliveries shall be F.O.B. destination with all transportation and handling charges paid by the Contractor, unless specified otherwise in this Contract. Responsibility and liability for loss or damage shall remain with the Contractor until final inspection and acceptance, when responsibility shall pass to the County except as to latent defects, fraud and Contractor's warranty obligations.
- B.** Goods furnished under this Contract will be subject to inspection and test by the County at times and places determined by the County in its sole discretion. If the County finds the goods furnished to be incomplete or not in compliance with the Contract, the County, in its sole discretion, may either reject the goods or require Contractor to correct any defects without charge. If Contractor is unable or refuses to cure any defects within thirty (30) days of receiving notice of such defects, the County may reject the goods, terminate the Contract, and pursue any and all rights and remedies available to County at law, in equity, or under this Contract. Nothing in this paragraph shall in any way affect or limit the County's rights as a buyer, including the rights and remedies relating to rejection under ORS 72.6020 and revocation of acceptance under ORS 72.6080.

15. Survival All rights and obligations shall cease upon termination or expiration of this Contract, except for the rights and obligations set forth in Article II, Sections 1, 5, 6, 7, 10, 12, 13, 15, 16, 17, 18, 21, 22, 23, 27, and 31, and all other terms and conditions which by their context are intended to survive termination of this Contract.

16. Severability. If any term or provision of this Contract is declared by a court of competent jurisdiction to be illegal or in conflict with any law, the validity of the remaining terms and provisions shall not be affected, and the rights and obligations of the parties shall be construed and enforced as if the Contract did not contain the particular term or provision held to be invalid.

17. Subcontractors and Assignments. Contractor shall not enter into any subcontracts for any of the work required by this Contract, or assign or transfer any of its interest in this Contract by operation of law or otherwise, without obtaining prior written approval from the County. In addition to any provisions the County may require, Contractor shall include in any permitted subcontract under this Contract a requirement that the subcontractor be bound by this section and Article II, Sections 1, 7, 8, 13, 22, and 31, as if the subcontractor were the Contractor. County's consent to any subcontract shall not relieve Contractor of any of its duties or obligations under this Contract.

18. Successors in Interest. The provisions of this Contract shall be binding upon and shall inure to the benefit of the parties hereto, and their respective authorized successors and assigns.

19. Tax Compliance and Certifications. The Contractor shall comply with all federal, state and local laws, regulation, executive orders and ordinances applicable to this Contract. Contractor represents and warrants that it has complied, and will continue to comply throughout the duration of this Contract and any extensions, with all tax laws of this state or any political subdivision of this state, including but not limited to ORS 305.620 and ORS chapters 316, 317, and 318. Any violation of this section shall constitute a material breach of this Contract and shall entitle County to terminate this Contract, to pursue and recover any and all damages that arise from the breach and the termination of this Contract, and to pursue any or all of the remedies available under this Contract or applicable law.

20. Termination. This Contract may be terminated for the following reasons: (A) by mutual agreement of the parties or by the County (i) for convenience upon thirty (30) days written notice to Contractor, or (ii) at any time the County fails to receive funding, appropriations, or other expenditure authority as solely determined by the County; or (B) if Contractor breaches any Contract provision or is declared insolvent, County may terminate after thirty (30) days written notice with an opportunity to cure.

Upon receipt of written notice of termination from the County, Contractor shall immediately stop performance of the Work. Upon termination of this Contract, Contractor shall deliver to County all documents, Work Product, information, works-in-progress and other property that are or would be deliverables had the Contract Work been completed. Upon County's request, Contractor shall surrender to anyone County designates, all documents, research, objects or other tangible things needed to complete the Work.

21. Remedies. If terminated by the County due to a breach by the Contractor, then the County shall have any remedy available to it at law, in equity, or under this Contract including, but not limited to, any remedy available under ORS Chapter 72. If this Contract is terminated for any other reason, Contractor's sole remedy is payment for the goods and services delivered and accepted by the County, less any setoff to which the County is entitled.

22. No Attorney Fees. In the event any arbitration, action or proceeding, including any bankruptcy proceeding, is instituted to enforce any term of this Contract, each party shall be responsible for its own attorneys' fees and expenses.

23. No Third Party Beneficiaries. County and Contractor are the only parties to this Contract and are the only parties entitled to enforce its terms. Nothing in this Contract gives, is intended to give, or shall be construed to give or provide any benefit or right, whether directly, indirectly or otherwise, to third persons unless such third persons are individually identified by name herein and expressly described as intended beneficiaries of the terms of this Contract.

24. Time of Performance. Contractor agrees to use commercially reasonable efforts to perform its obligations under this Contract in the time specified by County.

25. Foreign Contractor. If the Contractor is not domiciled in or registered to do business in the State of Oregon, Contractor shall promptly provide to the Oregon Department of Revenue and the Secretary of State, Corporate Division, all information required by those agencies relative to this Contract. The Contractor shall demonstrate its legal capacity to perform these services in the State of Oregon prior to entering into this Contract.

26. Force Majeure. Neither County nor Contractor shall be held responsible for delay or default caused by fire, terrorism, riot, acts of God, or war where such cause was beyond, respectively, County's or Contractor's reasonable control. Contractor shall, however, make all reasonable efforts to remove or eliminate such a cause of delay or default and shall upon the cessation of the cause, diligently pursue performance of its obligations under this Contract.

27. Waiver. The failure of County to enforce any provision of this Contract shall not constitute a waiver by County of that or any other provision.

28. Public Contracting Requirements. Pursuant to the public contracting requirements contained in Oregon Revised Statutes ("ORS") Chapter 279B.220 through 279B.235, Contractor shall:

- a. Make payments promptly, as due, to all persons supplying to Contractor labor or materials for the prosecution of the work provided for in the Contract.

- b. Pay all contributions or amounts due the Industrial Accident Fund from such Contractor or subcontractor incurred in the performance of the Contract.
- c. Not permit any lien or claim to be filed or prosecuted against County on account of any labor or material furnished.
- d. Pay the Department of Revenue all sums withheld from employees pursuant to ORS 316.167.
- e. As applicable, the Contractor shall pay employees for work in accordance with ORS 279B.235, which is incorporated herein by this reference. The Contractor shall comply with the prohibitions set forth in ORS 652.220, compliance of which is a material element of this Contract, and failure to comply is a breach entitling County to terminate this Contract for cause.
- f. If the Work involves lawn and landscape maintenance, Contractor shall salvage, recycle, compost, or mulch yard waste material at an approved site, if feasible and cost effective.

29. Reserved.

30. Reserved.

31. Merger. This Contract constitutes the entire agreement between the parties with respect to the subject matter referenced herein. There are no understanding, agreements, or representations, oral or written, not specified herein regarding this Contract. Contractor, by the signature hereto of its authorized representative, acknowledges having read and understood this contract and Contractor agrees to be bound by its terms and conditions.

32. Execution and Counterparts. This Contract may be executed in several counterparts (electronic or otherwise), each of which shall be an original, all of which shall constitute the same instrument.

33. Amendment. This Contract may only be modified in writing signed by the parties.

By their signatures below, the parties to this Contract agree to the terms, conditions, and content expressed herein.

Ingram Library Services LLC
One Ingram BLVD
Lavergne, TN 37086

Clackamas County



7/17/26

Authorized Signature

Date

Signature

Date

Carolyn Morris, Vice President
Name / Title (Printed)

Name: _____

Title: _____

N/A
Oregon Business Registry #

Approved for Legal Sufficiency:

LLC/TN
Entity Type / State of Formation

County Counsel

Date

EXHIBIT A
SCOPE OF WORK

December 24, 2025

Library Information Network of Clackamas County
Attn: Rick Peterson, LINCC Library Services Manager
16201 SE McLoughlin Blvd. Suite 208
Oak Grove, OR 97267

RE: Ingram Special Offer Renewal

Dear Mr. Peterson:

Please accept this offer renewal as notification that Ingram Library Services LLC would like to continue providing library materials to the Library Information Network of Clackamas County at the following terms. The special terms offered herein are based on estimated annual expenditure of \$500,000.00 and will be effective January 26, 2026 and will extend through September 30, 2026.

Discounts:	Trade Hardcover	43.5%
	Trade Quality Paperbacks	38.0%
	Mass Market Paperbacks	38.0%
	Library Bindings.....	15.0%
	* Short Discounted Titles.....	8.0 – 35.0%
	University Press.....	15.0%
	** Spoken Word Audio	0-45.0%
	Games	0.0 - 5.0%
	DVD/Blu-ray.....	0.0 - 15.0%
	Net Titles.....	0.0%

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

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

Continuations and New Title Notifications/Standing Orders:

With Ingram, these special discounts also apply to our Continuations and New Title Notifications/Standing Order Programs. Please visit our website at www.ingramcontent.com/libraries or contact your Ingram Sales Representative for details.

Cataloging and Processing:

To simplify budgeting and to speed up items through our facilities, Ingram offers bundled cataloging and processing services. With our tiered service levels, your library can easily estimate its yearly cataloging and processing costs and identify ways to save. Rather than charging each item applied to a unit, all units on a designated account will be charged the same cataloging and processing fee. This speeds up the work

in our processing units and lets the library reconcile charges with little effort. It also distributes cataloging costs across all Ingram's cataloging customers more fairly and enables us to maintain lower fees.

Freight Terms:

We are pleased to offer Ingram-paid freight from your designated primary distribution center on shipments of 15 units or more. Orders from your primary distribution center will be held until a minimum quantity of 15 units is met. Shipments of 15 or more units from your secondary distribution center qualify for free freight, shipments less than 15 units will be charged a flat \$6.00 shipping fee. The flat fee amount and/or qualifying unit quantity is subject to change with notice.

When freight charges on an individual account surpass 2.5% of the account's expenditures, Ingram reserves the right to change the shipping settings under this offer. Changes to account settings such as one warehouse for shipments or shipment timetables and order consolidation levels are examples of such alterations. We will work closely with the Library to ensure if changes are made, they are in the best interests of both parties

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

Payment Terms:

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

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

Effective Dates: Start Date: January 26, 2026
 End Date: September 30, 2026

Account Information:

This offer is extended to the Library Information Network of Clackamas County only. The terms and conditions of this offer do not apply to staff accounts.

It is the responsibility of each individual ordering agency to verify with Account Services that any new accounts are eligible and have been set up to order under this offer. Ingram cannot issue credit for accounts not following the proper procedures. Any item that is ordered prior to the start date of this offer is not eligible to receive the terms of this special offer. This applies to all backorders, standing orders, and firm orders placed prior to the enactment of this offer. Libraries wishing to establish a new account will be asked to complete an Ingram New Account Application and Terms of Sale Form. When setting up an account under the terms of the contract, the Library will be asked to provide a copy of their tax exemption certificate.

Ingram Contact List:

The Library Information Network of Clackamas County has toll-free telephone access to Ingram Customer Care at (800) 937-8200, or you may reach your Senior Sales Representative directly at:

- BJ Compau, Senior Sales Representative (509) 209-3192
Email: bj.compau@ingramcontent.com
- Matt Stewart, Inside Sales Representative (615) 213-5769
Email: matt.stewart@ingramcontent.com

FOR INGRAM LIBRARY SERVICES PRESS 2
Menu options are available for your prompt service

Email: ILSCustomer.service@ingramcontent.com
To Discuss Concerns or Issues Regarding Your Account
Email: requirements@ingramcontent.com
To Set Up / Update an Account

- Credit Department (800) 937-8100

Ingram Library Services Inc. looks forward to continuing our successful partnership with the Library Information Network of Clackamas County. If you have any questions, please feel free to contact BJ Compau, your Ingram Senior Sales Representative, who will be happy to assist you.

Best Regards,



Carolyn Morris
Vice President

CM/rb