

COMMONWEALTH OF VIRGINIA
DIVISION OF PURCHASES AND SUPPLY
805 E. BROAD STREET
P. O. BOX 1199
RICHMOND, VIRGINIA 23218-1199

- 1. DATE June 7, 2012
- 2. COMMODITY NAME **FURNITURE, ALL TYPES
(except Hospital Room and Patient Handling)**
- 3. CONTRACT NUMBER: **20551-ES** see individual vendor contract **numbers on Page 10**
- 4. CONTRACT PERIOD through October 28, 2012
- 5. SUPERSEDES N/A
- 6. AUTHORIZED USERS: Public Bodies & State Agencies with a Release from VCE
- 7. CONTRACTOR SEE ATTACHED
- 8. CONTRACTORS' PHONE NUMBER SEE ATTACHED
- 9. TERMS SEE ATTACHED
- 10. DELIVERY SEE ATTACHED
- 11. F.O.B. SEE ATTACHED
- 12. MINIMUM ORDER SEE ATTACHED

16. **NOTICE TO ALL STATE AGENCIES:** This contract is optional use. State Agencies may only use this contract when they have a properly executed release from Virginia Correctional Enterprises.

17. FOR FURTHER CONTRACT INFORMATION CONTACT: Sharita L. Bryant, VCA, VCO
Statewide Contract Officer
Sharita.Bryant@dgs.virginia.gov
Phone: (804) 786-3897
Fax: (804) 786-5712

By: 
Statewide Contract Officer

18. **Note:** This public body does not discriminate against faith-based organizations in accordance with the *Code of Virginia*, § 2.2-4343.1 or against a bidder or offeror because of race, religion, color, sex, national origin, age, disability, or any other basis prohibited by state law relating to discrimination in employment.

I. BACKGROUND

This cooperative contract is the result of a solicitation issued by the State of New York, Office of General Services, Procurement Services Group and is open to any State, and its eligible entities, in the continental United States that wish to participate. The contract in its entirety is available at:

<http://ogs.ny.gov/purchase/spg/pdfdocs/2091520551ra27.pdf>

II. INSTRUCTIONS

1. Purchase orders: Unless otherwise instructed by the Division of Purchases and Supply, all departments, institutions and agencies of the Commonwealth of Virginia will order items/services through eVA. If this contract is authorized for use by localities, Virginia cities, counties, towns, and political subdivisions, orders will be placed through eVA to the maximum extent possible. The orders will be governed by this agreement and the terms and conditions contained in the separate agreement for participation in eVA executed by the contractor.

IMPORTANT! The applicable contract numbers must appear on all purchase orders. The contract has a master contract number (20551-ES) along with individual contract numbers assigned to each vendor listed on the **contract (see page)**. Contract users are asked to use the following format in identifying the contract number on the purchase order: 20551-ES/vendor contract #.

Since the Commonwealth of Virginia has executed a Participating Addendum on behalf of state agencies, public bodies, and political subdivisions in Virginia no additional Participating Addendum are required to be signed by Authorized Contract Users when accessing this contract.

2. Complaints: Any complaint as to quality, faulty or delinquent delivery, or violation of contract provisions by contractor shall be reported to the Division of Purchases and Supply for handling with the contractor. Preprinted forms (DGS-41-024), by which to facilitate the notification of the contractor and this office of complaints, are available from the Division of Purchases and Supply.
3. Inspection and Invoices: Inspection on delivery and approval of vendor's invoice is the responsibility of receiving state agency, Virginia city, county, town or political subdivision.
4. Price Adjustments: During the current term of the contract, price escalation may be allowed based on the terms and conditions of the State of New York's Cooperative Contract.
5. Renewals: This contract has no available renewals.

III. GENERAL TERMS AND CONDITIONS

- A. **VENDORS MANUAL**: This solicitation is subject to the provisions of the Commonwealth of Virginia *Vendors Manual* and any changes or revisions thereto, which are hereby incorporated into this contract in their entirety. The procedure for filing contractual claims is in section 7.19 of the *Vendors Manual*. A copy of the manual is normally available for review at the purchasing office and is accessible on the Internet at www.eva.virginia.gov under "Vendors Manual" on the vendors tab.
- B. **APPLICABLE LAWS AND COURTS**: This contract shall be governed in all respects by the laws of the Commonwealth of Virginia and any litigation with respect thereto shall be brought in the courts of the Commonwealth. The agency and the contractor are encouraged to resolve any issues in controversy arising from the award of the contract or any contractual dispute using Alternative Dispute Resolution (ADR) procedures (*Code of Virginia*, § 2.2-4366). ADR procedures are described in Chapter 9 of the *Vendors Manual*. The contractor shall comply with all applicable federal, state, and local laws, rules and regulations.

- C. **ANTI-DISCRIMINATION:** Contractor certifies to the Commonwealth that they will conform to the provisions of the Federal Civil Rights Act of 1964, as amended, as well as the Virginia Fair Employment Contracting Act of 1975, as amended, where applicable, the Virginians With Disabilities Act, the Americans With Disabilities Act and § 2.2-4311 of the *Virginia Public Procurement Act (VPPA)*. If the award is made to a faith-based organization, the organization shall not discriminate against any recipient of goods, services, or disbursements made pursuant to the contract on the basis of the recipient's religion, religious belief, refusal to participate in a religious practice, or on the basis of race, age, color, gender or national origin and shall be subject to the same rules as other organizations that contract with public bodies to account for the use of the funds provided; however, if the faith-based organization segregates public funds into separate accounts, only the accounts and programs funded with public funds shall be subject to audit by the public body. (*Code of Virginia*, § 2.2-4343.1E).

In every contract over \$10,000 the provisions in 1. and 2. below apply:

1. During the performance of this contract, the contractor agrees as follows:
 - a. The contractor will not discriminate against any employee or applicant for employment because of race, religion, color, sex, national origin, age, disability, or any other basis prohibited by state law relating to discrimination in employment, except where there is a bona fide occupational qualification reasonably necessary to the normal operation of the contractor. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.
 - b. The contractor, in all solicitations or advertisements for employees placed by or on behalf of the contractor, will state that such contractor is an equal opportunity employer.
 - c. Notices, advertisements and solicitations placed in accordance with federal law, rule, or regulation shall be deemed sufficient for the purpose of meeting these requirements.
2. The contractor will include the provisions of 1. above in every subcontract or purchase order over \$10,000, so that the provisions will be binding upon each subcontractor or vendor.

- D. **ETHICS IN PUBLIC CONTRACTING:** The Contractor certifies that their bid and subsequent contract award was made without collusion or fraud and that they did not offer or receive any kickbacks or inducements from any other supplier, manufacturer or subcontractor in connection with their bid and subsequent contract, and that they have not conferred on any public employee having official responsibility for this procurement transaction any payment, loan, subscription, advance, deposit of money, services or anything of more than nominal value, present or promised, unless consideration of substantially equal or greater value was exchanged.

- E. **IMMIGRATION REFORM AND CONTROL ACT OF 1986:** The Contractor certifies that they do not and will not during the performance of the contract for goods and services in the Commonwealth, knowingly employ an unauthorized alien as defined in the federal Immigration Reform and Control Act of 1986.

- F. **DEBARMENT STATUS:** Contractor certifies that they are not currently debarred by the Commonwealth of Virginia from submitting bids or proposals on contracts for the type of goods and/or services covered by this solicitation, nor are they an agent of any person or entity that is currently so debarred.

- G. **ANTITRUST:** By entering into a contract, the contractor conveys, sells, assigns, and transfers to the Commonwealth of Virginia all rights, title and interest in and to all causes of action it may now have or hereafter acquire under the antitrust laws of the United States and the Commonwealth of Virginia, relating to the particular goods or services purchased or acquired by the Commonwealth of Virginia under said contract.

H. PAYMENT:

1. To Prime Contractor:

- a. Invoices for items ordered, delivered, and accepted shall be submitted by the contractor directly to the payment address shown on the purchase order/contract. All invoices shall show the state contract number and/or purchase order number, social security number (for individual contractors) or the federal employer identification number (for proprietorships, partnerships, and corporations).
- b. Any payment terms requiring payment in less than 30 days will be regarded as requiring payment 30 days after invoice or delivery, whichever occurs last. This shall not affect offers of discounts for payment in less than 30 days, however.
- c. All goods or services provided under this contract or purchase order, that are to be paid for with public funds, shall be billed by the contractor at the contract price, regardless of which public agency is being billed.
- d. The following shall be deemed to be the date of payment: the date of postmark in all cases where payment is made by mail, or the date of offset when offset proceedings have been instituted as authorized under the Virginia Debt Collection Act.
- e. **Unreasonable Charges.** Under certain emergency procurements and for most time and material purchases, final job costs cannot be accurately determined at the time orders are placed. In such cases, contractors should be put on notice that final payment in full is contingent on a determination of reasonableness with respect to all invoiced charges. Charges which appear to be unreasonable will be researched and challenged, and that portion of the invoice held in abeyance until a settlement can be reached. Upon determining that invoiced charges are not reasonable, the Commonwealth shall promptly notify the contractor, in writing, as to those charges which it considers unreasonable and the basis for the determination. A contractor may not institute legal action unless a settlement cannot be reached within thirty (30) days of notification. The provisions of this section do not relieve an agency of its prompt payment obligations with respect to those charges which are not in dispute (*Code of Virginia, § 2.2-4363*).

2. To Subcontractors:

- a. A contractor awarded a contract under this solicitation is hereby obligated:
 - (1) To pay the subcontractor(s) within seven (7) days of the contractor's receipt of payment from the Commonwealth for the proportionate share of the payment received for work performed by the subcontractor(s) under the contract; or
 - (2) To notify the agency and the subcontractor(s), in writing, of the contractor's intention to withhold payment and the reason.
- b. The contractor is obligated to pay the subcontractor(s) interest at the rate of one percent per month (unless otherwise provided under the terms of the contract) on all amounts owed by the contractor that remain unpaid seven (7) days following receipt of payment from the Commonwealth, except for amounts withheld as stated in (2) above. The date of mailing of any payment by U. S. Mail is deemed to be payment to the addressee. These provisions apply to each sub-tier contractor performing under the primary contract. A contractor's obligation to pay an interest charge to a subcontractor may not be construed to be an obligation of the Commonwealth.

3. Each prime contractor who wins an award in which provision of a SWAM procurement plan is a condition to the award, shall deliver to the contracting agency or institution, on or before request for final payment, evidence and certification of compliance (subject only to insubstantial shortfalls and to shortfalls arising from subcontractor default) with the SWAM procurement plan. Final payment under the contract in question may be withheld until such certification is delivered and, if necessary, confirmed by the agency or institution, or other appropriate penalties may be assessed in lieu of withholding such payment.
 4. The Commonwealth of Virginia encourages contractors and subcontractors to accept electronic and credit card payments.
- I. **PRECEDENCE OF TERMS:** The following General Terms and Conditions *VENDORS MANUAL, APPLICABLE LAWS AND COURTS, ANTI-DISCRIMINATION, ETHICS IN PUBLIC CONTRACTING, IMMIGRATION REFORM AND CONTROL ACT OF 1986, DEBARMENT STATUS, ANTITRUST, PAYMENT* shall apply in all instances. In the event there is a conflict between any of the other General Terms and Conditions and any Special Terms and Conditions in this solicitation, the Special Terms and Conditions shall apply.
 - J. **QUALIFICATIONS OF CONTRACTOR:** The Commonwealth may make such reasonable investigations as deemed proper and necessary to determine the ability of the contractor to perform the services/furnish the goods and the contractor shall furnish to the Commonwealth all such information and data for this purpose as may be requested. The Commonwealth reserves the right to inspect contractor's physical facilities prior to award to satisfy questions regarding the contractor's capabilities. The Commonwealth further reserves the right to reject any contractor if the evidence submitted by, or investigations of, such contractor fails to satisfy the Commonwealth that such contractor is properly qualified to carry out the obligations of the contract and to provide the services and/or furnish the goods contemplated therein.
 - K. **TESTING AND INSPECTION:** The Commonwealth reserves the right to conduct any test/inspection it may deem advisable to assure goods and services conform to the specifications.
 - L. **ASSIGNMENT OF CONTRACT:** A contract shall not be assignable by the contractor in whole or in part without the written consent of the Commonwealth.
 - M. **CHANGES TO THE CONTRACT:** Changes can be made to the contract in any of the following ways:
 1. The parties may agree in writing to modify the scope of the contract. An increase or decrease in the price of the contract resulting from such modification shall be agreed to by the parties as a part of their written agreement to modify the scope of the contract.
 2. The Purchasing Agency may order changes within the general scope of the contract at any time by written notice to the contractor. Changes within the scope of the contract include, but are not limited to, things such as services to be performed, the method of packing or shipment, and the place of delivery or installation. The contractor shall comply with the notice upon receipt. The contractor shall be compensated for any additional costs incurred as the result of such order and shall give the Purchasing Agency a credit for any savings. Said compensation shall be determined by one of the following methods:
 - a. By mutual agreement between the parties in writing; or
 - b. By agreeing upon a unit price or using a unit price set forth in the contract, if the work to be done can be expressed in units, and the contractor accounts for the number of units of work performed, subject to the Purchasing Agency's right to audit the contractor's records and/or to determine the correct number of units independently; or

- c. By ordering the contractor to proceed with the work and keep a record of all costs incurred and savings realized. A markup for overhead and profit may be allowed if provided by the contract. The same markup shall be used for determining a decrease in price as the result of savings realized. The contractor shall present the Purchasing Agency with all vouchers and records of expenses incurred and savings realized. The Purchasing Agency shall have the right to audit the records of the contractor as it deems necessary to determine costs or savings. Any claim for an adjustment in price under this provision must be asserted by written notice to the Purchasing Agency within thirty (30) days from the date of receipt of the written order from the Purchasing Agency. If the parties fail to agree on an amount of adjustment, the question of an increase or decrease in the contract price or time for performance shall be resolved in accordance with the procedures for resolving disputes provided by the Disputes Clause of this contract or, if there is none, in accordance with the disputes provisions of the Commonwealth of Virginia *Vendors Manual*. Neither the existence of a claim nor a dispute resolution process, litigation or any other provision of this contract shall excuse the contractor from promptly complying with the changes ordered by the Purchasing Agency or with the performance of the contract generally.

- N. **DEFAULT:** In case of failure to deliver goods or services in accordance with the contract terms and conditions, the Commonwealth, after due oral or written notice, may procure them from other sources and hold the contractor responsible for any resulting additional purchase and administrative costs. This remedy shall be in addition to any other remedies which the Commonwealth may have.

- O. **TAXES:** Sales to the Commonwealth of Virginia are normally exempt from State sales tax. State sales and use tax certificates of exemption, Form ST-12, will be issued upon request. Deliveries against this contract shall usually be free of Federal excise and transportation taxes. The Commonwealth's excise tax exemption registration number is 54-73-0076K.

- P. **TRANSPORTATION AND PACKAGING:** Contractor certifies and warrants that the price offered for FOB destination includes only the actual freight rate costs at the lowest and best rate and is based upon the actual weight of the goods to be shipped and in compliance with the terms of State of New York Contract/NASPO Cooperative Contract # 19745. Except as otherwise specified herein, standard commercial packaging, packing and shipping containers shall be used. All shipping containers shall be legibly marked or labeled on the outside with purchase order number, commodity description, and quantity.

- Q. **INSURANCE:** Contractor certifies that it will have the following insurance coverage at the time the contract is awarded. The contractor further certifies that the contractor and any subcontractors will maintain these insurance coverages during the entire term of the contract and that all insurance coverage will be provided by insurance companies authorized to sell insurance in Virginia by the Virginia State Corporation Commission.

MINIMUM INSURANCE COVERAGES AND LIMITS REQUIRED FOR MOST CONTRACTS:

1. Workers' Compensation - Statutory requirements and benefits. Coverage is compulsory for employers of three or more employees, to include the employer. Contractors who fail to notify the Commonwealth of increases in the number of employees that change their workers' compensation requirements under the Code of Virginia during the course of the contract shall be in noncompliance with the contract.

2. Employer's Liability - \$100,000.

3. Commercial General Liability - \$1,000,000 per occurrence. Commercial General Liability is to include bodily injury and property damage, personal injury and advertising injury, products and completed operations coverage. The Commonwealth of Virginia must be named as an additional insured and so endorsed on the policy.

4. Automobile Liability - \$1,000,000 per occurrence. (Only used if motor vehicle is to be used in the contract.)

- R. **DRUG-FREE WORKPLACE:** During the performance of this contract, the contractor agrees to (i) provide a drug-free workplace for the contractor's employees; (ii) post in conspicuous places, available to employees and applicants for employment, a statement notifying employees that the unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or marijuana is prohibited in the contractor's workplace and specifying the actions that will be taken against employees for violations of such prohibition; (iii) state in all solicitations or advertisements for employees placed by or on behalf of the contractor that the contractor maintains a drug-free workplace; and (iv) include the provisions of the foregoing clauses in every subcontract or purchase order of over \$10,000, so that the provisions will be binding upon each subcontractor or vendor.

For the purposes of this section, "*drug-free workplace*" means a site for the performance of work done in connection with a specific contract awarded to a contractor, the employees of whom are prohibited from engaging in the unlawful manufacture, sale, distribution, dispensation, possession or use of any controlled substance or marijuana during the performance of the contract.

- S. **NONDISCRIMINATION OF CONTRACTORS:** A bidder, offeror, or contractor shall not be discriminated against in the solicitation or award of this contract because of race, religion, color, sex, national origin, age, disability, faith-based organizational status, any other basis prohibited by state law relating to discrimination in employment or because the bidder or offeror employs ex-offenders unless the state agency, department or institution has made a written determination that employing ex-offenders on the specific contract is not in its best interest. If the award of this contract is made to a faith-based organization and an individual, who applies for or receives goods, services, or disbursements provided pursuant to this contract objects to the religious character of the faith-based organization from which the individual receives or would receive the goods, services, or disbursements, the public body shall offer the individual, within a reasonable period of time after the date of his objection, access to equivalent goods, services, or disbursements from an alternative provider.

- T. **eVA BUSINESS-TO-GOVERNMENT VENDOR REGISTRATION:** The eVA Internet electronic procurement solution, website portal www.eVA.virginia.gov, streamlines and automates government purchasing activities in the Commonwealth. The eVA portal is the gateway for vendors to conduct business with state agencies and public bodies. All vendors desiring to provide goods and/or services to the Commonwealth shall participate in the eVA Internet e-procurement solution either through the eVA Basic Vendor Registration Service or eVA Premium Vendor Registration Service. All contractors must register in eVA.

- a. eVA Basic Vendor Registration Service: \$25 Annual Registration Fee plus the appropriate order Transaction Fee specified below. eVA Basic Vendor Registration Service includes electronic order receipt, vendor catalog posting, on-line registration, electronic bidding, and the ability to research historical procurement data available in the eVA purchase transaction data warehouse.
- b. eVA Premium Vendor Registration Service: \$25 Annual Registration Fee plus the appropriate order Transaction Fee specified below. eVA Premium Vendor Registration Service includes all benefits of the eVA Basic Vendor Registration Service plus automatic email or fax notification of solicitations and amendments.
- c. For orders issued prior to August 16, 2006, the Vendor Transaction Fee is 1%, capped at a maximum of \$500 per order.
- d. For orders issued August 16, 2006 and after, the Vendor Transaction Fee is:
 - (i) DMBE-certified Small Businesses: 1%, capped at \$500 per order.
 - (ii) Businesses that are not DMBE-certified Small Businesses: 1%, capped at \$1,500 per order.

The eVA transaction fee will be invoiced approximately 30 days after the corresponding purchase order is issued and payable 30 days after the invoice date. Any adjustments (increases/decreases) will be handled through purchase order changes.

- U. **AVAILABILITY OF FUNDS:** It is understood and agreed between the parties herein that the agency shall be bound hereunder only to the extent of the funds available or which may hereafter become available for the purpose of this agreement.
- V. **CURRENCY:** The contractor shall state bid prices in US dollars.
- W. **AUTHORIZATION TO CONDUCT BUSINESS IN THE COMMONWEALTH:** A contractor organized as a stock or nonstock corporation, limited liability company, business trust, or limited partnership or registered as a registered limited liability partnership shall be authorized to transact business in the Commonwealth as a domestic or foreign business entity if so required by Title 13.1 or Title 50 of the *Code of Virginia* or as otherwise required by law. Any business entity described above that enters into a contract with a public body pursuant to the *Virginia Public Procurement Act* shall not allow its existence to lapse or its certificate of authority or registration to transact business in the Commonwealth, if so required under Title 13.1 or Title 50, to be revoked or cancelled at any time during the term of the contract. A public body may void any contract with a business entity if the business entity fails to remain in compliance with the provisions of this section.

IV. SPECIAL TERMS AND CONDITIONS

- A. **ADVERTISING:** No indication of sales or services to the Commonwealth of Virginia will be used in product literature or advertising. The contractor shall not state in any of its advertising or product literature that the Commonwealth of Virginia or any agency or institution of the Commonwealth has purchased or uses its products or services, and the contractor shall not include the Commonwealth of Virginia in any client list in advertising and promotional materials.
- B. **AUDIT:** The contractor shall retain all books, records, and other documents relative to this contract for five (5) years after final payment, or until audited by the Commonwealth of Virginia, whichever is sooner. The agency, its authorized agents, and/or state auditors shall have full access to and the right to examine any of said materials during said period.
- C. **AUTHORIZED CONTRACT USERS:** This optional use contract is on behalf of the Commonwealth of Virginia, it's agencies, boards, commissions, institutions, political subdivision, and other public bodies authorized by the § 2.2-4304 of the *Virginia Public Procurement Act of the Code of Virginia* to purchase from state contracts or cooperative contracts.

Participation under this contract by a political subdivision or public body (i.e. school districts, counties, cities, etc.) will be voluntarily determined by the political subdivision. The contractor agrees to supply the political subdivision or public body based upon the same terms, conditions, and prices.

Each state agency, board, commission, institution, political subdivision, and other public bodies, as a state entity, that uses this contract will be treated as if they were individual customers. Each agency, board, commission, institution, political subdivision, and other public bodies will be responsible for their own charges, fees, and liabilities. The contractor shall bill all charges, fees, shipping if applicable, and liabilities to the ordering entity.

- D. **CANCELLATION OF CONTRACT:** The purchasing agency reserves the right to cancel and terminate any resulting contract, in part or in whole, without penalty, upon 60 days written notice to the contractor. In the event the initial contract period is for more than 12 months, the resulting contract may be terminated by either party, without penalty, after the initial 12 months of the contract period upon 60 days written notice to the other party. Any contract cancellation notice shall not relieve the contractor of the obligation to deliver and/or perform on all outstanding orders issued prior to the effective date of cancellation.

- E. **CONTRACTOR RESPONSIBILITY:** The Contractor is solely responsible for fulfillment of the responsibilities under the terms and conditions of this contract and price agreement. The Authorized Contract Users will issue purchase orders and make payments to on the Contractor.
- F. **DELIVERY AND MINIMUM ORDER:** Delivery times and minimum order amounts shall be as stated in State of New York Contract 20551-ES.
- G. **PAYMENT OPTIONS:** Authorized Contract Users pay by check, electronic funds transfer, or with the Commonwealth's and Public Bodies' authorized procurement (charge) card. Contractor(s) should be able to accept the Commonwealth's and Public Bodies' card for single purchases under \$5,000 per transaction. Some Commonwealth Agencies and Public Bodies have charge cards that exceed the \$5,000 transaction limit so the contract shall have the ability to accept those with higher limits. The Commonwealth's current charge card is Bank of America.
- H. **PRICE ESCALATION/DE-ESCALATION:** Price adjustments shall be as permitted under the New York contract.
- I. **PUBLIC RECORDS:** Ordering agencies will be responsible for maintenance of their own records and will upon request under § 2.2-4342 *Virginia Freedom of Information Act* provide those records to the requestor.
- J. **RENEWAL OF CONTRACT:** Renewals under this contract shall be based on renewal by the State of New York.
- K. **REPORTS:** On a quarterly basis, the contractor shall submit to the Commonwealth of Virginia, Department of General Services, Division of Purchases and Supply statements or reports covering the total dollar volume of purchases made under this contract for all eligible entities within the Commonwealth. The quarterly report is due by the 20th of the month following the end of the quarter. In addition, the total number of each item ordered, the item cost, by ordering agency under this contract for all eligible entities within the Commonwealth.
- L. **SERVICING SUBCONTRACTS:** Contractor may use subcontractors for the performance of local marketing, warranty, delivery, installation, or technical support in accordance with the terms and conditions of this contract and price agreement.

Servicing subcontractors may not directly accept purchase orders, or payments for products or services from the Authorized Contract Users under the terms and conditions of the contract and price agreement unless authorized by the contractor.

- M. **TAXES:** Sales to the Commonwealth of Virginia are normally exempt from Sales tax. State sales and use tax certificates of exemption, Form ST-12, will be issued upon request. Delivers against this contract shall usually be free of Federal excise and transportation taxes. The Commonwealth's excise tax exemption registration number is 54-73-0076K.
- N. **eVA BUSINESS-TO-GOVERNMENT CONTRACTS AND ORDERS:** The contract will result in multiple unknown eVA purchase order(s) with the 1% transaction fee capped at \$500 per order.

The eVA transaction fee will be assessed approximately 30 days after each purchase order is issued. Any adjustments (increases/decreases) will be handled through eVA change orders.

Internet electronic procurement solution, web site portal www.eva.state.va.us , streamlines and automates government purchasing activities in the Commonwealth. The portal is the gateway for vendors to conduct business with state agencies and public bodies.

Vendors desiring to provide goods and/or services to the Commonwealth shall participate in the eVA Internet e-procurement solution and agree to comply with the following:

- a. Submit a fully executed American Management Systems, Inc., (AMS) Trading Partner Agreement, a copy of which can be accessed and downloaded from www.eva.state.va.us. AMS is the Commonwealth's service provider to implement and host the eVA e-procurement solution.
- b. Provide an electronic catalog (price list) or index page catalog for items awarded under a term contract. The format of this electronic catalog shall conform to the eVA Catalog Interchange Format (CIF) Specification that can be accessed and downloaded from www.eva.state.va.us. Contractors should e-mail Catalog or Index Page information to eva-catalog-manager@dgs.state.va.us.

V. PARTICIPATING VENDOR

NOTE: See individual contract items to determine actual award information.

<u>CONTRACT #</u>	<u>CONTRACTOR/ADDRESS</u>	<u>TELEPHONE #</u>
PC633178	ARTCO-BELL CORPORATION 1302 Industrial Blvd.. Temple, TX 76504	(877) 778-1811 x3610 (254) 899-3610 Cindy Hawkes Fax No. (254) 899-3616 Email: chawkins@artcobell.com Website: www.artcobell.com
PC63322	BLOCKHOUSE CO., INC. 3285 Farmtrail Road York, PA 17406-5602	(800) 346-1126 x3008 (717) 764-5555 Denise Mason Fax No. (717) 767-8939 Email: danson@blockhouse.com Website: www.blockhouse.com
PC63325	BRETFORD 11000 Seymour Ave. Franklin Park, IL 60131	(800) 521-9614 x1515 Nathaniel Hawkins Fax No. (800) 343-1779 Email: nhawkins@bretford.com Website: www.bretford.com
PC63326	BRODART COMPANY Clinton County Industrial Park 280 North Road McElhattan, PA 17748	(888) 521-1884 x366 (570) 769-7412 Kira Banfill Fax No. (570) 769-7641 Email: kira.banfill@brodart.com Website: www.brodartfurniture.com
PC63328	BUTLER WOODCRAFTERS, INC. 413-A Branchway Road Richmond, VA 23236	(877) 852-0784 x207 (804) 897-3400 x207 John L. Shannon Fax No. (804) 897-0053 Email: sales@butlerwoodcrafters.com Website: www.butlerwoodcrafters.com

PC63332	CLARIN, A DIV. OF GREENWICH IND., L.P. 927 North Shore Drive Lake Bluff, IL 60131	(800) 3223-9062 (303) 972-1226 Mike Slater Fax No. (303) 904-7546 Email: m Slater@clarinseating.com Website: www.clarinseating.com
PC63334	CONCORD PRODUCTS CO, INC. 251 Benigno Blvd. Bellmawr, NJ 08031	(800) 220-5043 (856) 933-3000 Erik Anthonsen Fax No. (856) 933-9336 Email: eanthonsen@concordproducts.com Website: www.concordproducts.com
PC64016	DATUM FILING SYSTEMS, INC. 89 Church Rd. PO Box 355 Emigsville, PA 17318	(800) 828-8018 x3621 (717) 764-6350 x3621 Michele Strickhouser Fax No. (888) 345-4641 (717) 764-6656 Email: Michele.strickhouser@datumfiling.com Website: www.datumfiling.com
PC63339	DAUPHIN 300 Myrtle Ave. Boonton, NJ 07005	(800) 631-1186 (973) 263-1100 Chris Vanes Fax No. (800) 220-3844 Fax No. (973) 263-263-3551 Email: cvanes@dauphin.com Website: www.dauphin.com
PC63340	DAVID EDWARD CO. 1407 Parker Road Baltimore, MD 21227	(800) 394-2552 (410) 242-2222 x 112 Kevin Pitts Fax No. (410) 242-0111 Email: kpitts@davidedward.com Website: www.davidedward.com
PC64017	DCI, INC. 265 S. Main St. Lisbon, NH 03585	(800) 552-8286 x603 (603) 838-6544 x603 Lise Birch-Wooldridge Fax No. (603) 838-6826 Email: sales@dcifurn.com Website: www.dcifurn.com
PC63341	DIVERSIFIED WOODCRAFTS, INC. 300 S. Krueger St. Suring, WI 54178	(877) 347-9663 x183 (920) 842-2136 x127 Edward Surowiec Fax No. (920) 842-5420 Email: esurowiec@diversifiedwoodcrafts.com Website: www.diversifiedwoodcrafts.com
PC63346	GAYLORD BROS., INC. Box 4901 Syracuse, NY 13221	(800) 488-6169 Keith George Fax No. (800) 891-5280 Email: bids@gaylord.com Website: www.gaylord.com

PC63347	GLOBAL INDUSTRIES, INC. / EVOLVE FURN. GROUP 17 W Stow Road Marlton, NJ 08053	(800) 220-1900 x2551 (856) 596-3390 x2551 Joseph Freund Fax No. (856) 596-5684 Email: jfreund@globalindustries.com Website: www.globaltotaloffice.com
PC63351	GUNLOCKE COMPANY, LLC, THE One Gunlocke Drive Wayland, NY 14572	(800) 828-6300 (585) 728-8108 Phil Jones Fax No. (585) 728-8351 Email: jonesp@gunlocke.com Website: www.gunlocke.com
PC63353	HANCOCK & MOORE, INC. D/B/A/ CABOT WRENN P.O. Box 1767 Hickory, NC 28603	(877) 717-3603 (828) 495-1927 Judy Caywood Fax No. (828) 495-1294 Email: judy@cabotwrenn.com Website: www.cabotwrenn.com
PC63356	HAWORTH, INC. One Haworth Ctr. Holland, MI 49423	(800) 344-2600 x8125 (315) 243-6957 Scott MacCaull Fax No. (800) 468-3986 (315) 468-3986 Email: scott.maccaull@haworth.com Website: www.haworth.com
PC63361	HON COMPANY, THE 200 Oak Street Muscatine, IA 52761	(800) 466-8964 (563) 272-7351 Customer Service Fax No. (800) 833-3902 (563) 272-7384 Email: hongsateam@honcompany.com Website: www.hon.com
PC63362	HUMANSCALE CORPORATION 220 Circle Drive North Picataway, NJ 08854	(800) 400-0625 (737) 537-2944 Customer Service Fax No. (303) 858-1426 Email: orders@humanscale.com Website: www.humanscale.com
PC63364	INSCAPE/OFFICE SUPPLY 221 Lister Ave. Falconer, NY 14733	(800) 990-9255 x212 (905) 953-5186 Dianne Wright Fax No. (877) 870-0034 Email: Dwight@inscapesolutions.com Website: www.inscapesolutions.com

PC63370	JOHN SAVOY & SON, INC. P.O. Box 248 300 Howard St. Montoursville, PA 17754	(800) 233-8953 (570) 368-2424 David A. Kratzer Fax No. (570) 368-3280 Email: sales@savoyfurniture.com Website: www.johnsavoyfurniture.com
PC63375	KIMBALL OFFICE, INC. 1600 Royal Street Jasper, IN 47549	(800) 647-2010 (812) 482-8673 Mickie Emmons, Contracts Manager Fax No. (812) 481-6273 Email: kogov@kimball.com Website: www.kimballoffice.com
PC63378	KNOLL, INC. 1235 Water Street East Greenville, PA 18041	(800) 345-5665 (315) 729-7382-1788 Scott Kennedy Fax No: (215) 999-9497 Email: SKennedy@knoll.com Website: www.knoll.co ,
PC64029	MIDWEST FOLDING PRODUCTS CORP 1414 S. Western Ave. Chicago, IL 60608	(800) 621-4716 (312) 666-3366 Donna Seem Fax No. (312) 666-2606 Email: orders@midwestfolding.com Website: www.midwestfolding.com
PC63387	MITY-LITE, INC. 1301 W 400 N Orem, UT 84057	(800) 795-0678 Jeff Scott Fax No. (801) 224-6191 Email: jeffs@mitylite.com Website: www.mitylite.com
PC65685	NATIONAL OFFICE FURNITURE, INC. 1600 Royal Street Jasper, IN 47549	(800) 482-1213 x8466 Fax No. (812) 481-6166 Angela Troutt Email: Angela.Troutt@NationalOfficeFurniture.com Website: www.NationalOfficeFurniture.com
PC64032	NEUTRAL POSTURE, INC. 3904 N. Texas Ave. Bryan, TX 77803	(800) 446-3746 (979) 778-0502 x145 Denise Wedel Fax No. (979) 778-0408 Email: Dwedel@NeutralPosture.com Website: www.NeutralPosture.com
PC63394	NIGHTINGALE CORP. 2301 Dixie Road Mississauga, Ontario Canada L4Y1Z9	(800) 363-8954 (905) 896-3434 x238 Robert Breen Fax No. (800) 637-6784 (905) 896-7011 Email: rjbreen@nightingalechairs.com Website: www.nightingalechairs.com

PC63395	NORIX GROUP, INC. 1000 Atlantic Dr. West Chicago, IL 60185	(800) 234-4900 (630) 231-1331 Diane Huml Fax No. (630) 231-4343 Email: furniture@norix.com Website: www.norix.com
PC64034	NUCRAFT FURNITURE 5151 West River Comstock Park, MI 49321	(877) 682-7238 Ext. 266 (616) 784-6016 Ext. 266 Diana Wilson Fax No. (616) 784-4402 Email: dwilson@nucraft.com Website: www.nucraft.com
PC64035	PALMIERI FURNITURE 1230 Reid Street Richmond Hill, Ontario Canada L4B-1C4	(800) 413-4440 (905) 731-9300 x23 Frank Palmieri Fax No. (905) 731-9878 Email: fpalmieri@palmierifurniture.com Website: www.Pamierifurniture.com
PC63398	PAOLI, INC. 201 E. Martin St. Orleans, IN 47452	(800) 472-8669 x7002 (812) 865-7124 Jane Beatty Fax No. (812) 865-7080 Email: beattyj@paoli.com Website: www.paoli.com
PC64037	SAFCO PATRICIAN CO. D/B/A Patrician Furniture Company 1107 W. Market Center Drive High Point, NC 27260	(800) 334-9309 x233 (336) 889-6186 x228 Deann Hall Fax No. (336) 889-8688 Email: dean@patrician.com Website: www.patrician.com
PC63403	SAUDER MANUFACTURING CO. 930 W Barre Rd. Archbold, OH 43502	(800) 777-5066 x1203 (260) 469-1203 Lisa Meyer Fax No. (260) 627-6496 Email: lmeyer@wielandhealthcare.com Website: www.wielandhealthcare.com www.saudereducation.com
PC64040	SMITH SYSTEM MFG. 1714 E. 14 th Street Plano, TX 75074	(800) 328-1061 x4069 (972) 398-4050 X4069 Rebecca Jimenez Fax No. (972) 398-4051 Email: Rebecca@smithsystem.com Web: www.smithsystem.com
PC63413	SOURCE INTERNATIONAL 545 Hartford Turnpike Shrewsbury, MA 01545	(800) 722-0474 Ext. 234 (508) 842-5555 Betsy Baxter Fax No. (508) 842-1838 Email: bbaxter@sourceseating.com Website: www.sourceseating.com

PC63414	SPECTRUM INDUSTRIES, INC. 925 First Avenue PO Box 400 Chippewa Falls, WI 54729-0400	(800) 235-1262 x2131 (715) 723-6750 x2131 Theresa Thompson Fax No. (800) 355-0473 (715) 738-2309 Email: quotes@spectrumfurniture.com Website: www.spectrumfurniture.com
PC63415	STEELCASE, INC. 901 44 th Street Grand Rapid, MI 49508	(888) 783-3522 (518) 461-9000 Joseph F. Wagner Fax No. (518) 439-6074 Email: jwagner@steelcase.com Website: www.steelcase.com
PC63418	TEKNION, LLC 350 Fellowship Road Mt. Laurel, NJ 08054	(877) 835-6466 (856) 552-5518 Angie Hoffman Fax No. (856) 596-1734 Email: ahoffman@tekus.com Website: www.teknion.com
PC64044	WRIGHT LINE LLC 160 Gold Star Blvd. Worcester, MA 01606	(800) 225-7348 (585) 381-4193 Mark Lewis Fax No. (508) 365-6158 Email: mark.lewis@wrightline.com Website: www.wrightline.com