COMMONWEALTH OF VIRGINIA
DIVISION OF PURCHASES AND SUPPLY
1111 E. BROAD STREET, 6th Floor
P. O. BOX 1199
RICHMOND, VIRGINIA 23218-1199

# CONTRACT RENEWAL

1. DATE ..... October 21, 2008

2. CONTRACT NUMBER ..... 62001-00-09

3. COMMODITY NAME AND NUMBER ..... Writing Instruments 62001

4. SUPERSEDES ..... 62001-00-08

5. CONTRACT PERIOD ..... November 1, 2008 through October 31, 2009

6. AUTHORIZED USERS ..... State Agencies and Other Public Bodies

7. CONTRACTORS' DUNS NUMBER ..... 096694591

8. CONTRACTOR ..... Virginia Industries for the Blind
1102 Monticello Road
Charlottesville, VA 22902
FISCAL INQUIRIES SHOULD BE DIRECTED TO CHARLOTTESVILLE: Ph:(434) 295-5168 x30132
FAX: (434) 977-0122

9. CONTRACTORS' (Richmond) PHONE NUMBER FOR ORDER INQUIRIES ..... (804) 371-6175

10. TERMS ..... Net 30 days or MASTERCARD

11. DELIVERY ..... Ten (10) Calendar Days ARO

12. F.O.B. ..... Agency

13. MINIMUM ORDER ..... See Special Instructions

14. FOR FURTHER CONTRACT INFORMATION CONTACT: Chris A. Nichols, CPPB, VCO
Phone (804) 786-3849 Fax (804) 786-0223

15. ADDITIONAL COPIES OF CONTRACTS AND ANY ASSOCIATED CONTRACT CHANGES MAY BE VIEWED AND PRINTED AT THE DPS WEBSITE: www.eva.virginia.gov

16. **NOTICE TO ALL STATE AGENCIES**: All such services, articles, and commodities as are required for purchase by DGS/DPS or by any person authorized to make purchases on behalf of the Commonwealth and their departments, agencies and institutions; are performed or produced by persons, or in schools or workshops under the supervision of the DBVI; are available for sale by the DBVI; and, conform to the standards established by DGS/DPS shall be purchased from the DBVI at the fair market price without competitive procurement. If the commodity or services available under this contract cannot be used by an agency, a request to purchase other goods or services of a similar nature shall be submitted to the appropriate DGS/DPS contract/purchase officer for approval. A complete and factual written justification is necessary to support the request. Refer to Section 13.7a of the Agency Procurement and Surplus Property Manual.

17. 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.

By: Chris A. Nichols
Chris A. Nichols
Statewide Contract Officer

## INSTRUCTIONS

1. Purchase orders: To the maximum extent possible, purchase orders shall be submitted to the contractor via the Commonwealth of Virginia's electronic procurement system, also known as eVA. 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.

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2. If this contract is authorized for use by localities (see line item 6, page 1), Virginia cities, counties, towns and political subdivisions they should use eVA to the maximum extent possible or may use their own form to order items listed in this contract.

3. The applicable contract number, DUNS number, and item number (for itemized contracts) must be shown on each purchase order and copy, each facsimile transmission or given verbally when telephonic orders are placed.

4. Inspection on delivery and approval of vendor's invoice is the responsibility of receiving state agency, Virginia city, county, town or political subdivision.

5. 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 at website (www.eva.virginia.gov ).

## SPECIAL INSTRUCTIONS

1. **NOTICE TO ALL STATE AGENCIES:** No purchases from other sources by State agencies of items listed on this agreement will be permitted without prior approval of the Commissioner of the Virginia Department for the Blind and Visually Impaired. As stated in the Code of Virginia, Section 2.1-450, "When convenience or emergency requires it, the Commissioner of the Department may, upon request of the purchasing officer, release the purchasing officer from the obligations of this section. Any purchasing officer who violates its provisions shall be guilty of a misdemeanor and upon conviction shall be punished accordingly." (Request for Waiver Release form attached)

2. **ORDERS:** Agencies must purchase from the Virginia Industries for the Blind regardless of order size. Any exemptions must be granted through the Virginia Industries for the Blind (Request for Waiver Release form attached). Orders of $25.00 or more will be F.O.B. delivery to the ordering agency. Orders of less than $25.00, the Virginia Industries for the Blind will be permitted to add actual transportation cost (prepaid) to invoice for payment. Partial shipments of less than the minimum order value which are made at the option of the Virginia Industries for the Blind shall be made F.O.B. Destination with no transportation charges added. Orders are shipped UPS. If, at any agency's request, shipments are below the minimum order value, the Virginia Industries for the Blind may add actual transportation cost to invoice for payment. Agencies may also pick up orders under $25.00 at the Virginia Industries for the Blind at 1535 High Street.

3. **The Virginia Industries for the Blind ACCEPTS the State's MasterCard Small Purchase Credit Card.**

Items may be viewed on the writing instrument page in the manufacturing section. The site is http://www.vdbvi.org/vib/writinginstruments.htm

*IMPRINTING INFORMATION:*

Charge - $2.40/dz. + Cost of Pens

25 dz. minimum order amount (per item)
43 dz. minimum order for Cushion Grip VISTA & Standard Retractable Pens

Art work will be retained on file for 24 months. Repeat orders submitted after that time may require new art work.

Allow a four (4) week delivery period

Logos are acceptable and can be used to enhance printing.

Pens recommended for Imprinting include:

CALL (804) 371-6173 for Details

| | |
|---|---|
| Stickpen Ballpoint- | 1204 through 1212 |
| Soft Touch Stickpen- | 1331 through 1337 |
| Twist Cap- | 1219, 1220, 1221 |
| Standard Retractable- | 1222 through 1228 |
| Deluxe Retractable- | 1251, 1252 |
| Cushion Grip Retractable- | 1370 through 1374 |
| VISTA- | 1292 through 1294 |

***WAIVER:*** This contract and the mandatory clause covers all writing instruments used by state agencies with the exception of the following items:

- Pen with Holders
- Calligraphy pens
- Fountain pens
- Drafting Pencils and refills
- Water based Markers for Easel Pads
- Colored lead for mechanical pencils
- Rapidograph technical pens
- Audio Visual markers
- Golf Pencils
- Washable Markers
- Metallic Markers
- Vis-a'-Vis overhead marker
- Pencil to be imprinted
- Colored pencil sets
- Fine Point Dry Board Markers

The above items can be ordered using normal state procurement procedures during the term of this contract.

See attached Waiver Form for waiver request.

Items may be viewed at VIB web site: http://www.vdbvi.org/vib/

The order form does not supersede procurement procedures internal to your agency or eVA requirements.

# *Request for Waiver Release Form*

Writing Instrument Contract

DATE: _____

MAIL TO: Virginia Industries f/t Blind
1535 High St., Richmond 23220
ATTEN: Waiver Reviewer

Requestor's phone number ( )

Requestor's fax number ( )

**FAX TO**: **(804) 786-4582**

Agency requesting release: _____

Address: _____

Person requesting release: _____ Title: _____

User's Department: _____

User's name (if different from requestor):_____Title: _____

**Indicate the items requested to be purchased off state contract**

| ITEM NO. | PRODUCT | BRAND | TYPE-MODEL-DESCRIPTION | QUANTITY |
|---|---|---|---|---|
| 1. | | | | |
| 2. | | | | |
| 3. | | | | |

***FOR EACH ITEM ABOVE, LIST SPECIFIC FUNCTIONAL REQUIREMENTS NOT BEING MET BY VIRGINIA INDUSTRIES FOR THE BLIND PRODUCT WITH AN EXPLANATION.***
***(PERSONAL PREFERENCE IS NOT CONSIDERED JUSTIFICATION FOR WAIVER)***

*Above corresponding:*

ITEM NO. 1.

ITEM NO. 2.

ITEM NO. 3.

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Above corresponding: **Section to be completed by VIB**

ITEM NO. 1. [ ] GRANTED [ ] DENIED DATE: / /

ITEM NO. 2. [ ] GRANTED [ ] DENIED DATE: / /

ITEM NO. 3. [ ] GRANTED [ ] DENIED DATE: / /

COMMENTS:

_____

VIB AUTHORIZED SIGNATURE DATE

Items may be viewed on the writing instrument page in the manufacturing section. The site is http://www.vdbvi.org/vib/writinginstruments.htm

| DESCRIPTION | PRODUCT NUMBER | INK COLOR | POINT SIZE | UNIT PRICE |
|---|---|---|---|---|
| Stickpen Ballpoint:<br><br>A round barrel for writing comfort with cap and clip. Cap color denotes ink color. Non-refillable. | 1204<br>1205<br>1206<br>1207<br>1208<br>1209 | Blue<br>Black<br>Red<br>Blue<br>Black<br>Red | Fine<br>Fine<br>Fine<br>Medium<br>Medium<br>Medium | $2.15 dz.<br>2.15 dz.<br>2.15 dz.<br>2.15 dz.<br>2.15 dz.<br>2.15 dz. |
| Stickpen Accountant:<br><br>Ballpoint with auditor's extra fine point. Non-refillable. | 1210<br>1211<br>1212 | Blue<br>Black<br>Red | Ex.Fine<br>Ex.Fine<br>Ex.Fine | $2.15 dz.<br>2.15 dz.<br>2.15 dz. |
| G'Soft Pen:<br>Uses revolutionary oil based gel ink that writes like a gel, lasts like a ballpoint. Bright intense ink is waterproof, permanent, fade-resistant, archival safe. Shelf life 5 years, 3 years cap off and pen will still write. Non-refillable | 1472<br>1473 | Blue<br>Black | 0.7 mm<br>0.7 mm | $5.50 dz.<br>$5.50 dz. |
| Chain Pen: (Refillable with 1229 – 1235)<br>(No Holder) | 1203 | Blue | Medium | $9.60 dz. |
| Soft Touch Stickpen:<br><br>A flexible non-refillable stick pen with ribbed finger grip in three ink colors and two point sizes. | 1336<br>1337 | Red<br>Blue | Fine<br>Fine | $8.25dz.<br>8.25dz. |
| Flex Security Pen:<br><br>Flexible 4'' long soft stick pen designed with safety in mind. Non-refillable. | 1372 | Black | Medium | $4.80 dz. |
| Vista Retractable:<br><br>Retractable Ball Point Pen with cushion grip features transparent barrel displays ink color and allows user to monitor ink levels. Includes handy pocket clip. Medium point. Cushion Grip refills fit Vista, #1391-92 & 1383-84 | 1292<br>1293<br>1294 | Black<br>Blue<br>Red | Medium<br>Medium<br>Medium | $11.15 dz.<br>11.15 dz.<br>11.15 dz. |

| DESCRIPTION | PRODUCT NUMBER | INK COLOR | POINT SIZE | UNIT PRICE |
|---|---|---|---|---|
| Aristocrat:<br><br>Handsomely boxed and elegantly designed retractable combines a comfortable wide diameter design featuring a rubberized grip with top line performance for everyday use. Black, accented with gold trim. Refillable. | 1375 | Black | Medium | $4.95 ea. |
| Aristocrat Refill:<br><br>Six jumbo refill cartridges per pack. | 1367 | Black | Medium | $2.85 pk. |
| Mini-Stick Pen:<br><br>Courtesy miniature stick pen, 7/32" dia. X 4 ¼" long white barrel. Give away pen for medical or high loss situations. One hundred in a pack. | 1270 | Black | Medium | $12.95 pk. |
| Twist Cap Ball Point:<br><br>New Muted Granite Barrel Colors<br>Fixed cap with pocket clip twists to retract. Non-refillable. | 1219<br>1220<br>1221 | Blue<br>Black<br>Red | Medium<br>Medium<br>Medium | $3.95 dz.<br>3.95 dz.<br>3.95 dz. |
| Standard Retractable Ball Point Pen:<br><br>Reliable classic retractable. Solid color indicates ink color. Chrome pocket clip and distinctive band. Refillable. Deluxe ink. | 1222<br>1223<br>1224<br>1225<br>1226<br>1227<br>1228 | Blue<br>Black<br>Red<br>Green<br>Blue<br>Black<br>Red | Fine<br>Fine<br>Fine<br>Fine<br>Medium<br>Medium<br>Medium | $5.95 dz.<br>5.95 dz.<br>5.95 dz.<br>5.95 dz.<br>5.95 dz.<br>5.95 dz.<br>5.95 dz. |
| Standard Retractable Refills:<br><br>Brass cartridge with tungsten carbide ball, 24 month shelf life and 5,000 feet write out. Fits Chain Admiral and Standard Retractable. | 1229<br>1230<br>1231<br>1232<br>1233<br>1234<br>1235 | Blue<br>Black<br>Red<br>Green<br>Blue<br>Black<br>Red | Fine<br>Fine<br>Fine<br>Fine<br>Medium<br>Medium<br>Medium | $3.45 dz.<br>3.45 dz.<br>3.45 dz.<br>3.45 dz.<br>3.45 dz.<br>3.45 dz.<br>3.45 dz. |
| Deluxe Retractable Ballpoint:<br><br>Retractable, refillable ballpoint pen. Styled in classic European fashion found in more expensive pens. Barrel and cap made from high impact plastic with gold trim. Burgundy barrel blue ink, Black barrel black ink. | 1251<br>1252 | Black<br>Blue | Medium<br>Medium | $11.75 dz.<br>$11.75 dz. |
| Refills for Deluxe Retractable Ballpoint: | 1309<br>1330 | Black<br>Blue | Medium<br>Medium | $3.70 dz.<br>$3.70 dz. |

| DESCRIPTION | PRODUCT NUMBER | INK COLOR | POINT SIZE | UNIT PRICE |
|---|---|---|---|---|
| Aristocrat GEL:<br><br>The Aristocrat Gel Ink Penn has a strikingly handsome, contemporary design. Cushioned Grip and refillable. | 1432 | Black | .7 mm (Medium) | $5.95 ea. |
| Aristocrat GEL Refill:<br><br>Six large refills in each pack<br>Black or blue. | 1433<br>1434 | Blue<br>Black | .7mm<br>.7mm | $3.95 pk.<br>3.95 pk. |
| GEL Retractable:<br><br>Smooth writing .7mm GEL ink. | 1407<br>1408<br>1409 | Blue<br>Red<br>Black | Medium<br>Medium<br>Medium | $13.25 dz.<br>13.25 dz.<br>13.25 dz. |
| GEL Retractable Refills: | 1411<br>1412<br>1410 | Blue<br>Red<br>Black | Medium<br>Medium<br>Medium | $ 5.10 dz.<br>5.10 dz.<br>5.10 dz. |
| Sarasa GEL Retractable Assortment:<br><br>Ten Colors in the case include: Fuchsia, Lime, Mustard, Forest, Mahogany, Navy, Cobalt, Red, Blue, Black<br>Rubber Grip. | 1424 | 10 Colors | .7mm | $13.15 pk. |
| Cushion Grip Retractable Ballpoint:<br><br>Ergonomically engineered for comfort and writing ease. Unique cushion grip provides maximum non-slip, sure-grip. | 1370<br>1371<br>1373<br>1374 | Black<br>Black<br>Blue<br>Blue | Medium<br>Fine<br>Medium<br>Fine | $9.85 dz.<br>9.85 dz.<br>9.85 dz.<br>9.85 dz. |
| Cushion Grip, Vista, Chubby Refills:<br><br>Ballpoint refills are interchangeable among the Cushion Grip, Vista and Chubby pens. | 1392<br>1391<br>1383<br>1384 | Black<br>Black<br>Blue<br>Blue | Medium<br>Fine<br>Medium<br>Fine | $ 3.40 dz.<br>3.40 dz.<br>3.40 dz.<br>3.40 dz. |
| Ultra Retractable Pen:<br><br>Ultra Soft RUBBER grip with stainless steel and black styling. Refillable with blue or black ink. Refill items 1242, 1243 | 1419 | Black | Medium | $30.35 dz. |

| DESCRIPTION | PRODUCT NUMBER | INK COLOR | POINT SIZE | UNIT PRICE |
|---|---|---|---|---|
| Ultra Ink Refill:<br><br>Blue or black refill fit the new Ultra Retractable Ballpoint Pen. | 1242<br>1243 | Blue<br>Black | Fine<br>Fine | $13.45 dz.<br>13.45 dz. |
| Ultra Mechanical Pencil:<br><br>Ultra soft RUBBER Grip with stainless steel and black styling.<br>0.5mm<br>Refill item # 1430. | 1420 | Lead | .5mm | $30.35 dz. |
| Ultra .5mm Mechanical Lead Refill:<br><br>Refills for the Ultra .5mm Mechanical pencil include ten erasers and eighty leads. Eraser fits only the Ultra<br>.5mm Mechanical Pencil. | 1430 | Lead/<br>Eraser | .5mm | $5.75 box |
| Side Action .7mm Mechanical Pencil:<br><br>Touch of a button advances 0.7mm lead featured with twist- action eraser mechanism, 4 each in a box | 1474 | Lead | 0.7mm | $6.25 box |
| Side Action Mechanical Lead Refill:<br><br>Two Tubes of 12 count lead and 8 erasers in a pack | 1475 | Lead/<br>Eraser | 0.75mm | $2.00 pk |
| Cusheeze:<br><br>Five foam rubber grips in assorted colors promote ergonomics and relieve calluses. Fits all standard pencils and stick pens. | 1390 | Rose, Blue, Lavender, Yellow, Green | Soft | $1.95 box |

| DESCRIPTION | PRODUCT NUMBER | INK COLOR | POINT SIZE | UNIT PRICE |
|---|---|---|---|---|
| Wood Lead Pencils:<br><br>Wood case pencil with yellow finish and rounded hexagonal shape. Packed 6 dozen in a box, sold in any increment of dozen. | 1340<br>1341<br>1342<br>1343<br>1344 | Lead<br>Lead<br>Lead<br>Lead<br>Lead | Lead # 1<br>Lead # 2<br>Lead # 2.5<br>Lead # 3<br>Lead # 4 | $1.10 dz.<br>1.10 dz.<br>1.10 dz.<br>1.10 dz.<br>1.10 dz. |
| Erasable Red Pencil:<br>Special lead erases clean. Stays sharper longer for bookkeeping entries, engineering notations, blueprints. | 1346 | Red | Lead | $4.25 dz. |
| Liquid Magnus Roller Ball:<br><br>Roller ball pen with metal clip provides smooth writing in .5mm or .7mm point with black or blue ink. Barrel has a window to observe ink supply and end plug indicates ink color. | 1269<br>1266<br>1267<br>1268<br>1436 | Blue<br>Black<br>Blue<br>Black<br>Red | .5mm<br>.5mm<br>.7mm<br>.7mm<br>.7mm | $15.95 dz.<br>15.95 dz.<br>15.95 dz.<br>15.95 dz.<br>15.95 dz. |
| Roller Ball Pen:<br><br>Precision .5 mm ball for clean, crisp lines. Barrel and cap match ink color. Non-refillable. | 1313<br>1312<br>1314 | Blue<br>Black<br>Red | Fine<br>Fine<br>Fine | $7.75 dz.<br>7.75 dz.<br>7.75 dz. |
| Uniball Onyx Roller Ball Pen:<br><br>Slim matte easy to hold barrel with micro .2 MM point. | 1376 | Black | Micro | $5.60 dz. |
| Laundry Marker:<br><br>Clipped black pocket-size; permanent on cloth. Indelible ink. | 1258 | Black | Fine | $9.65 dz. |
| Permanent Impression Fine Point:<br><br>Same features as Sharpie Fine Point with the addition of a comfortable rubber grip. One of each color in the assortment. | 1463<br>1464<br>1465<br>1466<br>1471 | Blue<br>Black<br>Red<br>Green<br>Assorted | Fine<br>Fine<br>Fine<br>Fine<br>Fine | $8.90 dz.<br>$8.90 dz.<br>$8.90 dz.<br>$8.90 dz.<br>$3.30 pk. |

| DESCRIPTION | PRODUCT NUMBER | INK COLOR | POINT SIZE | UNIT PRICE |
|---|---|---|---|---|
| Sharpie Fine Point Permanent Markers:<br><br>Permanent quick drying for precise marking on glass, metal, Plastic, and many other materials. | 1323<br>1306<br>1316<br>1317 | Blue<br>Black<br>Red<br>Green | Fine<br>Fine<br>Fine<br>Fine | $9.60 dz.<br>$9.60 dz.<br>$9.60 dz.<br>$9.60 dz. |
| Sharpie Fine : Assortment:<br>Fine Point Permanent Markers in four colors:<br>(Eight Markers) 2 each - Blue, black, red, green. | 1305 | Assorted | Fine | $6.40 pk. |
| Liquid Impressions Medium:<br><br>Visible ink supply with a smooth writing style. Favorably compares to Sanford Liquid Expresso. Similar line to the Sharpie Extra Fine. Assorted pack has 2 blacks, 1 blue and 1 red. | 1459<br>1460<br>1461<br>1462 | Black<br>Blue<br>Red<br>Assorted | Ultra Fine<br>Ultra Fine<br>Ultra Fine<br>Ultra Fine | $12.25 pk.<br>12.25 pk.<br>12.25 pk.<br>4.35 pk. |
| Sharpie Extra Fine Point Permanent Markers:<br><br>Extra Fine Point Permanent marks on virtually all materials, no smears, no smudges. Water resistant. | 1318<br>1319<br>1320<br>1321 | Blue<br>Black<br>Red<br>Green | Ex. Fine<br>Ex. Fine<br>Ex. Fine<br>Ex. Fine | $9.60 dz.<br>9.60 dz.<br>9.60 dz.<br>9.60 dz.<br>. |
| Sharpie Extra Fine Assortment:<br><br>Extra Fine Point Permanent Markers in four colors: (Eight Markers) 2 each - Blue, black, red, green. | 1322 | Assorted | Ex. Fine | $6.40 pk. |
| Fine Point Marking Pen:<br><br>Porous fiber tip produces medium line with permanent ink. Barrel and cap color match ink color. Non-refillable. | 1259<br>1260<br>1261<br>1262 | Blue<br>Black<br>Red<br>Green | Fine<br>Fine<br>Fine<br>Fine | $2.95 dz.<br>2.95 dz.<br>2.95 dz.<br>2.95 dz. |
| Liquid Impressions Ultra Fine:<br>Visible ink supply with a smooth writing style. Compares to Sanford Liquid Expresso. Assorted pack has 2 blacks, 1 blue and 1 red. | 1467<br>1468<br>1469<br>1470 | Black<br>Blue<br>Red<br>Assorted | Ultra Fine<br>Ultra Fine<br>Ultra Fine<br>Ultra Fine | $12.05 pk.<br>12.05 pk.<br>12.05 pk.<br>4.35 pk. |
| Ultra Fine Markers:<br>Firm, Ultra fine tip produces thin accurate lines.<br>Non-refillable. | 1356<br>1355<br>1357 | Blue<br>Black<br>Red | U/Fine<br>U/Fine<br>U/Fine | $5.65 dz.<br>5.65 dz.<br>5.65 dz. |
| China Marker:<br>Non-toxic; marks on metal, glass, or any polished surface. Paper wrapped stick, pull string to expose point. | 1351<br>1352<br>1353<br>1354 | Blue<br>Black<br>Red<br>Yellow | Bold<br>Bold<br>Bold<br>Bold | $8.25 dz.<br>8.25 dz.<br>8.25 dz.<br>8.25 dz. |

| DESCRIPTION | PRODUCT NUMBER | INK COLOR | POINT SIZE | UNIT PRICE |
|---|---|---|---|---|
| | | | | |
| Pocket Highlighters:<br><br>Packaged in five colors of two each: pink, blue, fluorescent: Yellow, green and orange. | 1276 | 5 colors | Narrow (Chisel Tip) | $5.50 pk. |
| Pocket Highlighters:<br><br>Ten fluorescent yellow pocket highlighters in pack. | 1288 | Yellow | Narrow (Chisel Tip) | $5.50 pk. |
| Desk Highlighter:<br><br>Broad Chisel Tip Highlighters available in three colors: fluorescent yellow, light blue, and pink. | 1278<br>1281<br>1282 | Yellow<br>Lt. Blue<br>Pink | Broad<br>Broad<br>Broad | $6.55 dz.<br>6.55 dz.<br>6.55 dz. |
| Desk Marker:<br><br>Desk size permanent marker with chisel tip marks broad, medium, or standard lines. (Not for Dry-Board) | 1284<br>1285<br>1286<br>1287 | Blue<br>Black<br>Red<br>Green | Broad<br>Broad<br>Broad<br>Broad | $3.75 dz.<br>3.75 dz.<br>3.75 dz.<br>3.75 dz. |
| Dry-Board Markers:<br><br>Colors that go on wet, dry instantly, and wipe off completely with dry tissue. For use on erasable marker boards. (Four colors in the pack). | 1350 | Red, Blue, Black, Green | Broad | $4.60 pk. |
| Dry-Board Markers:<br><br>Color goes on wet, dry instantly, and wipe off completely with dry tissue. For use on erasable marker boards. All BLACK. | 1358 | Black | Broad | $13.45 dz. |
| Whistle Clean Whiteboard Cleaner:<br><br>Dry Erase Surfaces come whistle clean, eliminates ghosting, spray on/wipe off. Non-toxic and non-flammable fluid. | 1427 | Clear | 8 fluid oz. | $2.55 ea. |
| Whistle Clean Eraser:<br>Removes markings quickly and cleanly From dry-erase surfaces. | 1428 | Black | Soft | $2.60 ea. |
| Clam-Clip DESK Dispenser:<br><br>Paper fastening system uses stainless steel clips to hold up to 40 pages together neatly and securely. Won't damage documents. Loaded with 10 removable and reusable clips. | 1253 | Blue | | $13.75 ea. |

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|---|---|---|---|---|
| Clam-Clip Hand Held Dispenser:<br><br>Clips interchangeable with desk model. Fully loaded with 8 clips. Easy to use and reload. Great for documents to be faxed or copied later. | 1254 | Blue | | $4.75 ea. |
| Refills for Desk and Hand Held Clam-Clip | 1255 | Chrome | 50 / box | $3.55 box |
| Revise Correction Pen:<br><br>Advanced metal tip applicator allows for precise Corrections. 8 ML. | 1426 | White | .7mm | $1.75 ea. |
| White Board Wipes<br><br>Pre-moistened, static free and non-streaking to remove marks left behind by Dry Erasers, 50 per tub | 1453 | Clear | Wipes | $4.35 ea. |
| Screen Cleaner Wipes<br><br>Pre-moistened, static free and non-streaking to quickly clean many display screens, CRT's, Laptops, keyboard and mouse, 50 per tub. | 1454 | Clear | Wipes | $4.35 |
| Soft Grip Stickpen:<br>Soft rubber grip, refillable with<br>Carbide ball Red, Blue or Black cartridge. | 1476<br>1477<br>1478<br>1479<br>1480<br>1481 | Black<br>Blue<br>Red<br>Black<br>Blue<br>Red | Medium<br>Medium<br>Medium<br>Fine<br>Fine<br>Fine | $8.45<br>8.45<br>8.45<br>8.45<br>8.45<br>8.45 |
| Soft Grip Refill for Stickpen:<br>Soft rubber grip, ink refills<br>Carbide ball Red, Blue or Black cartridge | 1482<br>1483<br>1484<br>1485<br>1486<br>1487 | Black<br>Blue<br>Red<br>Black<br>Blue<br>Red | Medium<br>Medium<br>Medium<br>Fine<br>Fine<br>Fine | $2.15<br>2.15<br>2.15<br>2.15<br>2.15<br>2.15 |
| Ergo Wide Body Retractable<br><br>Ergonomic, retractable ball point pen has a wide body design for added writing comfort. The **thick cushion grip** helps to reduce writing fatigue. The smooth writing low viscosity ink produces bold, vivid lines. (4 pack) Pen is refillable using Cushion Grip and VISTA cartridges. | 1490<br>1491 | Black<br>Blue | Medium<br>Medium | $4.95 dz.<br>4.95 dz. |
| Essential LVX Retractable<br><br>Retractable ball point pen features a translucent barrel for monitoring ink supply levels and uses **easy low viscosity** ink for easy writing. Includes non-corroding metal tip and push action retractor. Pocket clip indicates ink color. Pen is refillable. | 1492<br>1493<br>1494 | Black<br>Black<br>Blue | Medium<br>Fine<br>Medium | $8.15 dz.<br>8.15 dz.<br>8.15 dz. |

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| Essential LVX Refills<br><br>Ball point refills for the above LVX retractable in two point sizes. | 1495<br>1496<br>1497 | Black<br>Black<br>Blue | Medium<br>Fine<br>Medium | $3.40 dz.<br>3.40 dz.<br>3.40 dz. |
| Rubberized Anti-Microbial Retractable<br><br>Retractable ball point pen features **Antimicrobial** protection in a lightweight barrel design for easy gripping. Non-refillable ballpoint pen has a rubberized barrel that matches the color of the ink. | 1498<br>1499 | Black<br>Blue | Medium<br>Medium | $5.99 dz.<br>5.99 dz. |
| Standard .5MM Mechanical Pencil<br><br>Three full-length leads provide smooth, continuous operation. Strong pocket clip keeps your pencil with you at all times. The advance feature delivers more lead almost seamlessly. HB Refillable. | 1413 | Black | .5MM | $4.45 dz. |

To assist us in expediting your order, please give the purchase order number the Commodity Code Number, Description of the Item, and Price Per Unit. This will allow us to serve your writing instrument needs in a more efficient manner.

**FOR MAXIMUM QUALITY AND LONGEVITY OF INK SUPPLY, RECAP MARKERS WHEN NOT IN USE, OR IF USAGE IS INTERRUPTED FOR A PERIOD OF TIME.**

Code of Virginia

s 2.1-450. **Purchases from Department for Visually Handicapped; violation.** --Unless exempted by the Division, all such services, articles and commodities as (1) are required for purchase by the Division or by any person authorized to make purchases in behalf of the Commonwealth and their departments, agencies and institutions, (2) are performed or produced by persons, or in schools or workshops, under the supervision of the Virginia Department for the Visually Handicapped, (3) are available for sale by the Department, and (4) conform to the standards established by the Division shall be purchased from the Department at the fair market price without competitive procurement. When convenience or emergency requires it the Commissioner of the Department may, upon request of the purchasing officer, release the purchasing officer from the obligations of this section. Any purchasing officer who violates its provisions shall be guilty of a misdemeanor and upon conviction shall be punished accordingly. (Code 1950, s 2.1-285; 1966, c.677; 1977, c.672; 1982, c.647; 1984, c.498)