

COMMONWEALTH OF VIRGINIA  
Department of General Services  
Division of Purchases & Supply  
P.O. BOX 1199  
RICHMOND, VA 23218-1199

**PURCHASING AGREEMENT**

1. DATE ..... September 22, 2008
2. COMMODITY ..... Personal Care Products (Toiletries)
3. AGREEMENT NUMBER ..... 65242-01-09PA
4. AGREEMENT PERIOD ..... October 15, 2008 through October 14, 2009
5. SUPERSEDES ..... 4756701-08PA
6. AUTHORIZED USERS ..... State Agencies & other Public Bodies
7. CONTRACTOR INFORMATION ..... See Attached
8. TERMS ..... See Attached
9. DELIVERY ..... See Attached
10. F.O.B. .... Delivered
11. MINIMUM ORDER..... See Attached
12. VIEW/PRINT THIS AGREEMENT AND ANY CHANGES AT: [www.eva.state.va.us](http://www.eva.state.va.us)
13. FOR INFORMATION CONTACT:..... Lucinda Garwood  
Telephone: (804) 786-5412  
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Notice to all State Agencies and Public Bodies: This Purchase Agreement is optional use and is limited to a maximum of \$5,000.00 (after discount and including freight) per order. This purchasing agreement was established on non-competitive, voluntary basis with a variety of personal care products (toiletries) vendors.

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.



Lucinda A. Garwood  
Statewide Commodity Contract Officer

**PARTICIPATING SUPPLIERS**

ADVANCED EDUCATIONAL PRODUCTS, INC.

**ADVANCED EDUCATIONAL PRODUCTS  
BUFFALO, NY**

**FREE SHIPPING ON ORDERS OVER \$1000**

**CUSTOM ITEM HYGEINE BAGS ARE OUR SPECIALTY**

**Corrections Personnel - Be sure to note our BOLD items  
for security items in your facility.**

**Rapid turn around on products out of our Buffalo, NY  
office**

**Call Dan Parsnick @ 1-800-311-1522 for more information**

Stock Number	Description	Number of Items per Case	Your Cost per ITEM	Your Cost per CASE
<b>ANTI-BACTERIAL HANDSOAPS</b>				
ABS3534	Antibacterial Lotion Soap, 8 oz. P.E.T. Bottle with Pump	12	2.72	\$29.99
ABS3503	Antibacterial Lotion Soap, 1200 mil. Bag-in-a-box	8	6.31	\$46.46
DISP4203	Wall Dispenser for Bag-In-The-Box Products For use with ABS3503 (above) and the HS3770 (for hand sanitizers - see below)	12	13.01	\$143.63
<b>BABY ITEMS</b>				
<i><b>Baby Wipes</b></i>				
BWS4258	Premium Baby Wipes, Scented, 6.5" x 8.5", Tub, 40/tub, 24tubs/cs	960	0.04	\$38.53
BWU4296	Premium Baby Wipes, Unscented, 6.5" x 8.5", Tub, 40/tub, 24tubs/cs	960	0.04	\$38.53
BWS4265	Premium Baby Wipes, Scented, 6.5" x 8.5", Resealable Pack,40/pack, 24 packs/cs	960	0.04	\$31.77
BWS4333	Baby Wipes, Scented /Embossed, 6.6" x 7.8"Tub/80/tub, 12 tubs/cs	960	0.03	\$30.28
BWU4340	Baby Wipes, Unscented /Embossed, 6.6" x 7.8"Tub/80/tub, 12 tubs/cs	960	0.03	\$30.28
<i><b>Bathing Amenities: Baby Bath and Shampoos</b></i>				
BB451 7	Baby Bath, 2 oz. Bottle	144	0.32	\$42.24

BB4524	Baby Bath, 4 oz. Bottle	96	0.53	\$46.46
BB4531	Baby Bath, 8 oz. Bottle	48	0.88	\$38.72
BB4548	Baby Bath, 16 oz. Bottle	12	1.57	\$17.32
BL4555	Baby Lotion, 2 oz. P.E.T. Bottle w/Flip Top	144	0.32	\$42.24
BL4562	Baby Lotion, 4 oz. P.E.T. Bottle w/Flip Top	96	0.48	\$42.24
TS4470	Tearless Baby Shampoo, 2 oz. Bottle	144	0.27	\$35.88
TS4487	Tearless Baby Shampoo, 4 oz. Bottle	96	0.39	\$34.50
TS4494	Tearless Baby Shampoo, 8 oz. Bottle	48	0.70	\$31.05
TS4500	Tearless Baby Shampoo, 16 oz. Bottle	12	1.50	\$16.56
<b>Skin Care: Baby Oils and Powders</b>				
BA02	Baby Oil, 2 oz. P.E.T. Bottle w/Flip Top	144	0.28	\$36.98
BA3312	Baby Oil, 4 oz. P.E.T. Bottle w/Flip Top	96	0.47	\$41.26
BA08	Baby Oil, 8 oz. P.E.T. Bottle w/Flip Top	48	0.99	\$43.50
BA16	Baby Oil, 16 oz. P.E.T. Bottle w/Flip Top	12	2.08	\$22.94
BP02	Baby Powder, Blended Corn Starch, 2 oz. Bottle	96	0.29	\$25.19
BP35	Baby Powder, Blended Corn Starch, 4 oz. Bottle	48	0.44	\$19.32
BP65	Baby Powder, Blended Corn Starch, 6.5 oz. Bottle	48	0.91	\$40.13
BP14	Baby Powder, Blended Corn Starch, 14 oz. Bottle	24	0.98	\$21.74
BP1412	Baby Powder, Blended Corn Starch, 14 oz. Bottle	12	1.39	\$15.32
BP15	Premium Baby Powder, Corn Starch, 1.5 oz. Bottle	96	0.33	\$29.57
BP35C	Premium Baby Powder, Corn Starch, 3.5 oz. Bottle	48	0.56	\$24.65
BPC08	Premium Baby Powder, Corn Starch, 8 oz. Bottle	24	1.09	\$24.08
BPC 14 12	Premium Baby Powder, Corn Starch, 14 oz. Bottle	12	1.58	\$17.39
BPC14	Premium Baby Powder, Corn Starch, 14 oz. Bottle	24	1.51	\$33.44
LP02	Liquid Corn Starch Powder 2 oz	96	0.78	\$69.04
LP04	Liquid Corn Starch Powder 4 oz	48.00	1.12	\$49.45
<b>Personal Grooming Items: Baby Combs &amp; Brushes</b>				
PCB2	Baby Comb & Brush Set, Individually Boxed	288	0.34	\$89.70
PC01	Baby Comb, 2-Sided, Ivory, 12/bag, 72 bags/cs	864	0.05	\$42.78
<b>BAR SOAP AND SOAP CONTAINERS</b>				
ASP4128	Anti-Bacterial Bar Soap, # 1/2, Individually	1000	0.04	
ASP4159	Anti-Bacterial Bar Soap, # 3/4, Individually	1000	0.06	
ASP4142	Anti-Bacterial Bar Soap, # 1, Individually Wrapped	500	0.09	

ASP4135	Anti-Bacterial Bar Soap, # 1 1/2, Individually Wrapped	500	0.11	
ASP4166	Anti-Bacterial Bar Soap, # 3, Individually Wrapped	100	0.27	
ASP8126	Anti-Bacterial Bar Soap # 5 Individually Wrapped	100	0.52	
SP05	Bar Soap, # 1/2, Individually Wrapped	1000	0.05	
SP75	Bar Soap, # 3/4, Individually Wrapped	1000	0.07	
SP10	Bar Soap, # 1, Individually Wrapped	500	0.10	
SP15	Bar Soap, # 1 1/2, Individually Wrapped	500	0.13	
SP30	Bar Soap, # 3 Individually Wrapped	100	0.30	
SPU30	Bar Soap,# 3 Unwrapped	100	0.25	
SB01	Soap box, Ivory w/ hinged lid	100	0.20	
SB01C	Soap box, Clear w/hinged lid	100	0.20	
<b>COLORING BOOKS</b>				
CR01	Crayons, 4/bx, 12 bxs/package, 768 packages/cs	768	0.14	\$102.12
CB01	Coloring Book, 24/package, 25 packages/cs	600	0.21	\$113.16
<b>DEODORANTS</b>				
PSD20	Anti-perspirant, 2 oz. Pump Spray	48	0.95	\$42.09
PSD40	Anti-perspirant, 4 oz. Pump Spray	48	1.19	\$52.44
PD25G	Deodorant Gel, 2.5gm 200/bx, 5 bxs/cs	1000	0.04	\$37.95
RD15	Anti-perspirant, 1.5 oz. Roll-On Bottle	96	0.35	\$31.05
RD20	Antiperspirant, 2 oz. Roll-On, Unscented	96	0.41	\$35.88
RD7990	Anti-perspirant, 1.5 oz. Clear Bottle Clear Roll-	96	0.38	\$33.64
SD016	Deodorant, 0.16 oz. Stick, 144/bx, 4 bxs/cs	576	0.33	\$176.02
SD05	<b>Deodorant, 0.5 oz. Clear Stick, 144/bx, 4</b>	576	0.32	\$171.12
SD175	<b>Deodorant, 1.6 oz. Clear Stick</b>	144	0.56	\$73.83
<b>DISPOSABLE ADULT WASHCLOTHS</b>				
AW4739	Washcloths, Adult Premium, 9" x 13", Tub, 64/tub, 12 tubs/cs	768	0.06	\$39.85
AW4746	Washcloths, Adult Premium, 9" x 13", Resealable Pack, 64/pack, 12 packs/cs	768	0.05	\$33.33
AW3688	Washcloth, Adult Soft Moistened Spunlace Washcloth, 8"x 12",50/Tub, 12 tubs/cs	600	0.05	\$28.50
AW8 140	Washcloth, Adult Soft Moistened Spunlace Washcloth, 8"x 12",50/Pack, 12 packs/cs	600	0.04	\$21.74
AW4750	Washcloth, Adult Spunlace, 9" x 13", Hard Top Soft Tub, 64 pertub, 8 tubs per case	512	0.05	\$22.43
AW8150	Washcloth, Adult Spunlace, 8" x 12", Hard Top Soft Tub, 50 pertub, 12 tubs per case	600	0.04	\$24.50
AW3P	Washcloth, Adult 3-pack, 200 pouches per case	600	0.10	\$54.03

<b>COTTON WASHCLOTHS</b>				
w23t11x1		12	0.21	\$2.35
<b>FEMININE HYGEINE PRODUCTS</b>				
M8CTT	Better quality Tampons	500	0.21	\$96.59
M8CMT4	Better quality Maxi Pads	250	0.26	\$59.33
<b>HAND AND BODY MOISTURIZERS</b>				
PH10	Hand Lotion, 0.35 oz. Packet, 100/bx, 10 bxs/cs	1000	0.05	\$48.30
HL02	Hand Lotion, 2 oz. Bottle w/dispensing cap	144	0.20	\$26.22
HL3343	Hand Lotion, 4 oz. P.E.T. Bottle w/ Flip Top	96	0.31	\$27.03
HL08	Hand Lotion, 8 oz. P.E.T. Bottle w/ Flip Top	48	0.59	\$26.22
HL128	Hand Lotion, 128 oz. Easy Pour Gallon	4	8.91	\$32.78
HLF02	Hand and Body Lotion, 2 oz. Fragrance Free	144	0.29	\$38.99
HLF04	Hand and Body Lotion, 4 oz. Fragrance Free	96	0.47	\$41.66
PJ4326	Petroleum Jelly, 2 oz. Tube w/ twist cap	144	0.64	\$85.19
<b>HAND-WASH PRODUCTS AND SANITIZERS</b>				
BG02	Mild Lotion Soap, 2 oz. P.E.T. Bottle w/ Flip Top	144	0.23	\$30.48
BG3329	Mild Lotion Soap, 4 oz. P.E.T. Bottle w/Flip Top	96	0.37	\$32.36
BG08	Mild Lotion Soap, 8 oz. P.E.T. Bottle w/ Flip Top	48	0.74	\$32.82
BG16	Mild Lotion Soap, 16 oz. Bottle with Dispensing Cap	12	1.40	\$15.46
BG128	Mild Lotion Soap, 128 oz. (Gallon)	4	10.18	\$37.45
BG1200	Mild Lotion Soap, 1200 ml Bag-in-a-box	8	5.50	\$40.45
HS3763	Hand Sanitizer, 1.5ml Clear Plastic Packet	1000	0.07	\$66.61
HS381 7B	Hand Sanitizer 8oz P.E.T. Bottle w/Pump	48	1.67	\$73.93
HS8027	Hand Sanitizer, 2 oz P.E.T. Bottle w/ Flip Top	144	0.61	\$80.96
HS3770	Hand Sanitizer, 1200 ml Bag-in-a-bx	8	8.32	\$61.26
HS3787	Hand Sanitizer, 4 oz. P.E.T. Bottle w/ Flip Top	96	0.66	\$57.96
HS3794	Hand Sanitizer, 8 oz. P.E.T. Bottle w/ Flip Top	48	1.11	\$49.13

<b>INCONTINENT CARE PRODUCTS</b>				
PW5187	No Rinse Perineal Wash, 4 oz. Spray Bottle	48	1.16	\$51.05
PW5194	No Rinse Perineal Wash, 8 oz. P.E.T. Bottle Spray	36	1.21	\$40.02
PW5200	No Rinse Perineal Wash, 128 oz. Easy Pour Gallon	4	9.19	\$33.81
PWB5071	Perineal Wash Spray Bottle, 8 oz. (Empty)	36	0.98	\$32.43
EMB3725	Enema, Mineral Oil, Bulk	48	0.97	\$43.03
EM3558	Enema, Mineral Oil, Individually boxed	48	1.08	\$47.80
EPB3732	Enema, Phosphate, Bulk	48	0.64	\$28.14
EP3565	Enema, Phosphate, Individually bxed	48	0.78	\$34.50
<b>ORAL CARE PRODUCTS</b>				
TP06	Toothpaste, 0.6 oz. Aluminum Tube, 144/bx, 5 bxs/cs	720	0.11	\$71.76
TP085	Toothpaste, 0.85 oz. Laminated Tube, 144/bx, 5 bxs/cs	720	0.16	\$104.88
TP1295	Toothpaste, 0.6 oz. Plastic Tube, 144/bx, 5 bxs/cs	720	0.16	\$102.80
TP15	Toothpaste, 1.5 oz. Laminated Tube	144	0.22	\$28.98
TP15B	Toothpaste, 1.5 oz. Laminated Tube, Boxed	144	0.26	\$34.50
TP27	Toothpaste, 2.75 oz. Laminated Tube	144	0.39	\$51.06
TP27B	Toothpaste, 2.75 oz. Laminated Tube, Boxed	144	0.40	\$53.13
TP47B	Toothpaste, 4.75 oz. Laminated Tube, Boxed	60	0.58	\$31.74
TP64B	Toothpaste, 6.4 oz. Laminated Tube, Boxed	48	0.81	\$35.88
GTP4654	<b>Toothpaste, 0.6 oz. Clear Gel, Plastic Tube, 144/bx, 5 bxs/cs</b>	720	0.15	\$96.60
GTP4661	<b>Toothpaste, 0.85 oz. Clear Gel, Plastic Tube, 144 bx, 5 bxs/cs</b>	720	0.17	\$114.54
GTP4678	<b>Toothpaste, 1.5 oz. Clear Gel, Plastic Tube</b>	144	0.25	\$33.12
GTP4685	Toothpaste, 2.75 oz. Clear Gel, Plastic Tube	144	0.43	\$57.27
TBJR	Toothbrush, Child's, 27 Tuft, Semi Trans. Blue, 144/bx, 10 bxs/cs	1440	0.05	\$63.48
TB20	Toothbrush, 30 Tuft, 4" Handle, High Vis. Orange, 144/bx, 10bx/cs	1440	0.05	\$60.72
TB20I	Toothbrush, 30 Tuft, 4" Handle, Ivory, 144/bx, 10 bxs/cs	1440	0.05	\$71.13
TB29	Toothbrush, 30 Tuft, White Nylon Bristles, Semi Trans Yellow, 144/bx, 10 bxs/cs	1440	0.05	\$64.86
TB30	Toothbrush, 30 Tuft, Clear Polypropylene Bristles, Ivory, 144/bx, 10 bxs/cs	1440	0.05	\$65.21
TB1349	Toothbrush, 30 Tuft, White Nylon Bristles, Ivory, 12/bag, 12bags/bx, 10 bxs/cs	1440	0.06	\$85.27
TB40	Toothbrush, 39 Tuft, White Nylon Bristles, Trans Purple, 144/bx, 10 bxs/cs	1440	0.07	\$93.33

TB46	Toothbrush, 46 Tuft, White Nylon Bristles, Semi Trans Green, 144/bx, 10 bxs/cs	1440	0.08	\$100.28
TB52	Toothbrush, 52 Tuft, 2-Color Nylon Bristles, Dark Blue, Angled, 144/bx, 10 bxs/cs	1440	0.16	\$206.24
TBDEN	Denture Brush, 2-Sided, Clear Polypropylene Bristles, SemiTrans Clear, 144/bx, 10 bxs/cs	1440	0.17	\$227.70
TB5118	<b>Security Toothbrush, White Nylon Bristles, High VisOrange, Thumbprint Handle, 144/bx, 10 bxs/cs</b>	1440	0.13	\$96.60
TBH01	Toothbrush Holder, 2-Piece, Ivory	100	0.19	\$17.43
TBH01C	Toothbrush Holder, 2-Piece, Clear	100	0.17	\$15.18
TBCAP	Toothbrush Cap, Ivory, 144/bag, 10 bags/cs	1440	0.06	\$81.42
MR02	Mouth Rinse, 2 oz. Bottle, Alcohol Free	144	0.25	\$33.66
MR3350	Mouth Rinse, 4 oz. Bottle, Alcohol Free	96	0.33	\$30.43
DA2	Denture Adhesive 2 oz, 36/bx, 4 bx/cs	144	2.67	\$353.28
DCPC	Denture Cup Clear 25/Bag 10Bags/CS	250	0.12	\$28.15
DCPY	Denture Cup Yellow 25/Bag 10 Bags/CS	250	0.12	\$28.15
DEN6283	Denture Cleanser Tablets, 40/bx, 24 bxs/cs	960	0.04	\$38.02
DEN6290	Denture Cleanser Tablets, 90/bx, 24 bxs/cs	2160	0.04	\$74.99
<b>PENS AND PENCILS</b>				
FPNB01	Flex Pen Blue	1400	0.17	\$220.80
FPNK02	Flex Pen Black	1400	0.17	\$220.80
FPL03	Flex Pencil	1400	0.10	\$131.10
GP01	Golf Pencils, 144/bx, 30 bxs/cs	4320	0.03	\$95.91
<b>PERSONAL CARE AND GROOMING PRODUCTS</b>				
C5	<b>Comb, 5", Black</b>	2160	0.02	\$32.09
C7	Comb, 7", Black	1440	0.02	\$32.43
C8	Comb, 8", Black Heavy Duty Dresser	1008	0.09	\$80.04
C7I	Comb, 7", Ivory	1440	0.03	\$35.88
DC5	Comb, 5", Black, 12/bag, 180 bags/cs	2160	0.02	\$41.40
DC7	Comb, 7", Black, 12/bag, 120 bags/cs	1440	0.03	\$40.02
DC7I	Comb, 7", Ivory, 12/bag, 120 bags/cs	1440	0.04	\$50.40
GC5	Comb, 5", Black, 144/bag, 15 bags/cs	2160	0.02	\$40.83
GC7	Comb, 7", Black, 144/bag, 10 bags/cs	1440	0.03	\$38.64
2655	Comb, 6.5", Black Handle	720	0.06	\$38.64
2950	Comb, 8- 5/8", Black Handle	432	0.12	\$48.30
567	Wide Mini Pic, 2.25"	576	0.06	\$33.95
HB01	Hairbrush, Standard Bristles, Ivory, 12 bags/bx,	288	0.36	\$95.22
HB02	Hairbrush, Vented w/ Plastic Bristles, Gray, 12	288	0.36	\$95.22
HB03	Hairbrush, Block Style, Black, 12/bx, 24 bxs/cs	288	0.57	\$151.80
SC01	Shower Cap, Latex Free, Clear, Individually	2000	0.05	\$82.80
CS45B	Manicure Sticks, 4.25", boxed, 144/bx, 50	7200	0.01	\$89.70
EB01B	Emery Board, 2-Sided, 144/bx, 24 bxs/cs	3456	0.02	\$69.00
Travel Kit	Travel Kit	24	5.63	\$124.20
FNC3268	Fingernail Clipper with File, 6/bx, 48 bxs/cs	288	0.33	\$86.94
FNC3275	Fingernail Clipper without File, 6/bx, 48 bxs/cs	28	3.05	\$78.66
TNC3282	Toenail Clipper with File, 6/bx, 24 bxs/cs	144	0.68	\$89.70

TNC3299	Toenail Clipper without File, 6/bx, 24 bxs/cs	144	0.58	\$77.28
NB3381	Nail Brush, Purple, White Nylon Bristles	20	0.75	\$13.80
NP3497	Nail Plier, 25/bx, 8 bxs/cs, Individually Bagged	8	16.74	\$123.22
<b>RECLOSABLE BAGS</b>				
<b>RESIDENT BATHING ITEMS</b>				
PS10	Shampoo & Body Bath, 0.35 oz. Packet, 100/bx, 10 bxs/cs	1000	0.05	\$49.28
MS02	Shampoo & Body Bath, 2 oz. P.E.T. Bottle w/ Flip Top	144	0.19	\$25.53
MS3367	Shampoo & Body Bath, 4 oz. Bottle w/ Twist Cap	96	0.32	\$28.29
MS08	Shampoo & Body Bath, 8 oz. P.E.T. Bottle w/ Flip Top	48	0.59	\$26.22
MS1 6	Shampoo & Body Bath, 16 oz. Bottle with Dispensing Cap	12	1.31	\$14.49
MS128	Shampoo & Body Bath, 128 oz. Easy Pour Gallon Bottle	4	8.44	\$31.05
MS1200	Shampoo, Body Bath 1200ml	8	5.16	\$38.01
PSC70	Shampoo with Conditioner, 0.25 oz. Packet, 100/bx, 5 bxs/cs	500	0.07	\$30.42
NRB4463	Rinse Free Shampoo & Body Bath, 2 oz. Bottle	144	0.50	\$66.18
NRB4586	Rinse Free Shampoo & Body Bath, 4 oz. Bottle with Twist Cap	96	0.49	\$43.58
NR08	Rinse Free Shampoo & Body Bath, 8 oz. P.E.T. Bottle w/ Flip Top, 12/bx, 4 bxs/cs	48	0.69	\$30.36
NRB4593	Rinse Free Shampoo & Body Bath, 16 oz. Bottle with Dispensing Cap	12	1.72	\$19.02
SSB02	Shampoo, Shave Gel, Body Wash 2oz	144	0.41	\$54.86
SSB04	Shampoo, Shave Gel, Body Wash - 4oz	96	0.70	\$62.10
HC02	Hair Conditioner, 2 oz. P.E.T. Bottle w/ Flip Top	144	0.20	\$26.77
HC3336	Hair Conditioner, 4 oz. P.E.T. Bottle w/ Flip Top	96	0.31	\$27.31
HC08	Hair Conditioner, 8 oz. P.E.T. Bottle w/ Flip Top	48	0.71	\$31.35
<b>SHAVING NEEDS</b>				
SC15	Shave Cream, 1.5 oz. Aerosol Can	144	0.68	\$90.46
SC110	Shave Cream, 11 oz. Aerosol Can, 12/bx, 4 bxs/cs	48	1.16	\$51.06
SGW4807	<b>Clear Shave Gel, 0.85 oz. Clear Tube, 144/bx, 4 bxs/cs</b>	576	0.33	\$174.61
SGW4814	<b>Clear Shave Gel, 3 oz. Clear Tube</b>	144	0.98	\$129.55
AS01	After Shave Lotion, 1 oz. Bottle	144	0.33	\$43.47
PBS35	Brushless Shave Cream, 0.125 oz. Packet, 200/bx, 10 bxs/cs	2000	0.06	\$105.28

PBS70	Brushless Shave Cream, 0.25 oz. Packet, 100/bx, 10 bxs/cs	1000	0.08	\$69.00
BS06	Brushless Shave Cream, 0.6 oz. Tube, 144/bx, 5 bxs/cs	720	0.25	\$168.36
BS85	Brushless Shave Cream, 0.85 oz. Tube, 144/bx, 4 bxs/cs	576	0.29	\$154.56
BS30	Brushless Shave Cream, 3 oz. Tube	144	0.89	\$117.30
DR03	Disposable Razor, Single-Edge, Orange Handle with ClearPlastic Guard, 100/bx, 20 bxs/cs	2000	0.07	\$122.82
DR04	Disposable Razor, Single-Edge, Clear Handle with Clear PlasticGuard, 100/bx, 20 bxs/cs	2000	0.08	\$142.14
DR05	Disposable Razor, Twin-Blade, Blue Handle with Clear PlasticGuard, 100/bx, 20 bxs/cs	2000	0.09	\$162.84
DR06	Premium Disposable Razor, Twin-Blade, Dark Blue Handle withClear Plastic Guard, 100/bx, 20 bxs/cs	2000	0.14	\$260.52
DR3879	Disposable Razor, Grip N Glide, Long Handle Twin Blade 100/bx,20 bxs/cs	2000	0.23	\$422.45
DR3886	Disposable Triple Play 3-blade razor w/lubrication strip,10/bx, 50 bxs/cs	500	0.38	\$176.99
DR5125	<b>Security Razor, Security Shield™, Single-Edge, OrangeThumbprint Handle, 500/bx, 4 bxs/cs</b>	2000	0.24	\$448.50
ER600	Premium Twin Blade, Dark Blue with Clear Plastic Guard,100/box, 20 boxes/case NEW	2000	0.13	\$246.95
<b>SHOWER SHOES</b>				
SS100	Shower Shoe 72 per case Med and Lg Only	72	0.72	\$47.69

## **AGREEMENT USE INSTRUCTIONS**

1. This Purchase Agreement, hereinafter referred to as "Agreement" was established on a voluntary basis with the vendors identified herein. Reference the *Commonwealth of Virginia Personal Care Products (Toiletries) Purchasing Agreement No. 65242-01-08PA* signed by the vendor and the Commonwealth.

This **optional use** Agreement is **limited to a maximum of \$5,000.00 (after discount and including any freight charges) per order.**

2. Unless otherwise instructed by the Division of Purchases and Supply, all Departments, Institutions, Agencies and other Public Bodies of the Commonwealth of Virginia may order equipment and supplies that do not exceed \$5,000.00 per order.
3. Requirements up to \$5,000.00: Purchaser may choose to order from any vendor identified in the attached agreement. Each vendor agreement should be **carefully reviewed** and Purchaser should contact the vendor for additional information prior to placing order. Products, discounts, installation, warranties, etc., may differ for each vendor. Prices are F.O.B. Delivered; however vendors will be permitted to add transportation costs if any minimum order requirements are shown and not met. Payment terms are Net 30, unless otherwise shown. It will be the decision of the Purchaser to determine which vendor is the most advantageous overall.
4. Requirements between \$5,000.00 and \$50,000.00: Quotes must be solicited and documented by State Agencies and Institutions in accordance with the Agency Procurement and Surplus Property Manual, Chapter 5, Small Purchases. Other Public Bodies should follow their policies for purchases under \$50,000.00.
5. Requirements over \$50,000.00: State Agencies and Institutions are required to submit requisitions to DGS/DPS when over \$50,000.00 or their delegated authority, whichever is greater.
6. Standing orders between \$5,000.00 and \$50,000.00 in aggregate value must be competitively established using the instruction identified in item #4.
7. Order splitting is prohibited as stipulated in the Agency Procurement and Surplus Property Manual, section 4.11. The placement of multiple orders within other than a reasonable time period to one or more vendors for the same, like, or related goods or services is prohibited. This is a standard review area when procurement reviews are conducted by DGS/DPS.
8. Purchasers should view on-line catalogs of listed vendors on the eVA web site, and/or contact listed vendors and request catalogs and/or price books.
9. Any complaint as to quality, faulty or delinquent delivery, etc., shall be reported to the Division of Purchases and Supply for handling with the Vendor. Preprinted forms (DGS-41-024), by which to facilitate the notification of the Vendor and this office of complaints, are available from the Division of Purchases and Supply web site at [www.eva.state.va.us](http://www.eva.state.va.us).

10. The purchase agreement number and vendor federal employer identification number (FIN) must be shown on all orders. The purchase order number shall be shown by the Vendor on all related invoices, delivery memoranda, bills of lading, packages and/or correspondence.
11. Excise tax exemption registration No. 54-73-0076K may be used when required.
12. **WARRANTY (COMMERCIAL)/WARRANTY MINIMUM:** The contractor agrees that the goods or services furnished under this agreement shall be covered by the most favorable commercial warranties the contractor gives any customer for such goods or services and that the rights and remedies provided therein are in addition to and do not limit those available to the Commonwealth by any other clause of this agreement. At a minimum, all equipment shall be warranted against defective parts, excluding vandalism, for one year from date of delivery. All parts proving defective within the first year shall be replaced without charge by the Contractor. Transportation and labor for installation of replacement parts for the first 90 days shall be the responsibility of the Contractor.
13. Renewals. three (3), one year renewals remain. The decision as to whether to exercise the next renewal option will be made by the contract officer approximately four to six months in advance of the expiration date of the current term.
14. SPECIAL EDUCATIONAL OR PROMOTIONAL DISCOUNTS: Contractors are encouraged to extend any special educational or promotional sale prices or discounts to the Commonwealth during the term of the agreement.
15. **eVA Business-To-Government Contracts and Orders:** The solicitation/contract will result in numerous purchase order(s) with the eVA transaction fee specified below assessed for each order. a. For orders issued prior to July 1, 2006, the Vendor Transaction Fee is 1%, capped at a maximum of \$500 per order. b. For orders issued July 1, 2006 and after, the Vendor Transaction Fee is: (i) DMBE-certified Woman-owned Businesses: 1%, Capped at \$500 per order. (ii) DMBE-certified Minority-owned Businesses: 1%, Capped at \$500 per order. (iii) Other Businesses not specified in (i) or (ii) above: 1%, Capped at \$1,500 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](http://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: If this solicitation is for a term contract, failure to provide an electronic catalog (price list) or index page catalog for items awarded will be just cause for the Commonwealth to reject your bid/offer or terminate this contract for default. 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.virginia.gov](http://www.eVA.virginia.gov). Contractors should email Catalog or Index Page information to [eVA-catalog-manager@dgs.virginia.gov](mailto:eVA-catalog-manager@dgs.virginia.gov).
16. **Mandatory Acceptance of Small Purchase Charge Card:** Purchasing charge cards offer State agencies and Institutions the opportunity to streamline their procedures for procuring and paying for small dollar goods and services. Vendors responding to this solicitation should note that acceptance of payment by purchase card is **mandatory (unless waived by DPS) within 90 days of contract award.** For current contracts where acceptance of the purchasing card is not in effect, **Contractors must (unless waived by DPS) accept purchase card payments within 90 days of contract renewal.**

Payment for orders issued against the contract(s) resulting from this solicitation must allow for the Purchase Order Number to be passed at the time of charge so that the Purchase Order Number is received by the card platform and passed to the Card provider.

This can be accomplished by vendors establishing their card account at **Level 2, which is mandatory or Level 3 which is optional**. Information on the various levels for the GE MasterCard is indicated below.

### **Charge Card Levels:**

The amount of data passed for each charge card payment depends on the level at which the charge card is established. The levels are delineated below and the preferred level by the Commonwealth is level 2.

**Level 1** vendors provide basic credit card purchase information, including but not limited to the data listed below. By passing "Basic Data", the vendor has a standard interchange cost.

- Supplier Name
- Merchant Category Code
- Date
- Total Purchase Amount

**Level 2** vendors provide additional information to the Level 1 elements, including, but not limited to the data listed below. By passing level 2 detail, the vendor will receive lower interchange costs. Level 2 is **mandatory** for any vendors who do business with the Commonwealth of Virginia and accept GE MasterCard.

- Customer Code (PCO Number from eVA)
- Vendor Tax ID

**Level 3** vendors provide line item detail, in addition to the Level 1 and Level 2 elements, including, but not limited to the data listed below. By passing Level 3 (**which is optional**) data which is considered Superior data, the vendor will receive the lowest interchange costs.

- Item Description
- Item Quantity
- Item Unit of Measure
- Product Code
- Freight Amount
- Extended line Item Amount

**ADVANCED EDUCATIONAL PRODUCTS  
2495 MAIN STREET  
SUITE 230  
BUFFALO, NEW YORK 14214**

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eVA IDENTIFICATION NUMBER

C3312

DISCOUNT

Orders over \$2,000.00 get a 5% Discount. No Prompt Payment Discount .

NO FREIGHT CHARGE FOR ORDERS OF \$800.00 OR MORE

MASTER CARD ORDERS ACCEPTED

DELIVERY

4-15 Days ARO

F.O.B. Delivered.

For Orders less than the \$800.00 minimum,  
F.O.B Delivered Prepaid and Added.

PAYMENT TERMS

Net 30 Days

ORDER PLACEMENT

Dan Parsnick

Phone: 1-800-311-1522 or 716-446-0739

Fax: 1-716-446-5642

PURCHASING AGREEMENT CONTACT

Dan Parsnick

Phone: 1-800-311-1522

E-Mail: [dparsnick@aepbooks.com](mailto:dparsnick@aepbooks.com)

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