COMMONWEALTH OF VIRGINIA
DIVISION OF PURCHASES AND SUPPLY
Department of General Services
P. O. Box 1199
Richmond, Virginia 23209

# NOTICE OF CONTRACT RENEWAL

**Contract No. MA E194-03170400000000000009 - 4**

Date: April 20, 2007

| | |
|---|---|
| Name: | B & B Printing, Inc. |
| Address: | 521 Research Road<br>Richmond, VA 23236 |
| Your Offer Dated: | April 18, 2007 |
| In Response to: | Our inquiry of April 2, 2007 |
| To Furnish: | Printing of the color version of the Virginia Museum of Fine Arts Calendar |
| During the Period: | May 1, 2007 through April 30, 2008 |

Contract No. **E194-03170400000000000009 - 4** is hereby accepted at prices and terms stated, subject to all conditions and requirements of the Invitation, advertisement, purchase specifications, warranties, performance bond and other stipulations, if any.

Note modified eVA Terms and Conditions (eVA registration).

The Invitation, your proposal and this notice of acceptance constitute the contract.

Kirby Battle, VCO
Contract Officer
Phone (804) 786-5414

# Master Agreement - E194 - 03170400000000000009 - 4
## (Contract Renewal - E194 - 125 – 1)
## Term Contract for the Virginia Museum Calendar

Document Id: 03170400000000000009
Print Date: 5/1/2007
Procurement Folder: 49
Effective Begin Date: 5/1/2007

Document Name: Printing: VA. Museum Calendar
Created On: 4/20/2007
Procurement Type: IFB
Expiration Date: 4/30/2008

## Contract Officer

Kirby Battle
Email: Kirby.battle@dgs.virginia.gov

Phone: (804) 786-5414

## Authorized Department

Department: A238 Virginia Museum of Fine Arts
Agency Contact: Sarah Lavicka, (804) 204-2715

## Contractor

Legal Name: B&B Printing Co, Inc
Address: 521 Research Road
Richmond, VA 23236

Vendor Contact Name: Greg Frazee
Vendor Contact Email: estimate@bbprintnet.com

Vendor Contact Phone: (804) 794-8273

## Renewal Periods

**Line Number: 3**
Renewal Period Length: 1
Renewal Period Unit: Years
Effective Date: 5/1/2007
Expiration Date: 4/30/2008
Notification Days Prior to Expiration: 90

**Line Number: 4**
Renewal Period Length: 1
Renewal Period Unit: Years
Effective Date: 5/1/2008
Expiration Date: 4/30/2009
Notification Days Prior to Expiration: 90

## Terms And Conditions

**SPECIAL TERMS AND CONDITIONS**

**Section 07**

**RENEWAL OF CONTRACT**

RENEWAL OF CONTRACT: At the sole discretion of the Division of Purchases and Supply, and at a reasonable time (approximately 90 days) prior to its expiration date, this contract may be renewed for one additional one-year period, upon agreement of both parties.

**Section 08**

**PURCHASE DOLLAR REPORT**

PURCHASE DOLLAR REPORT: The contractor shall furnish the Division of Purchases and Supply a statement covering the total dollar volume of purchases made under this contract at approximately 90 days prior to the contract expiration.

**Section 09**

**PURCHASE VOLUME REPORT**

PURCHASE VOLUME REPORT: The contractor shall furnish the Division of Purchases and Supply a report of the total number of each contract item delivered under this contract at approximately 90 days prior to the contract expiration.

**Section 10**

**ORDERS**

ORDERS: The Virginia Museum of Fine Arts will place orders through eVA.

**Section 11**

**DELIVERY POINT**

DELIVERY POINT: All items shall be F.O.B. delivered per specification.

**Section 12**

**AVAILABILITY OF FUNDS**

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.

**Section 13**

**AUDIT**

AUDIT: The contractor shall retain all books, records, and other documents relative to this contract for five 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.

**Section 14**

**CANCELLATION OF CONTRACT**

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.

**Section 15**

**REQUIRED PRINT QUALITY**

CLASS 1 - CRITICAL QUALITY PRINTING: This class shall be used for four-color process printing where critical color matches are necessary or where engraved and/or embossed invitations are required. Typical examples: matching artist's original paintings or sculptures, or product colors so that they represent true colors or materials used in creating the original are accurately represented, and reproduction of medical slides where true color may be critical. This is a step above "pleasing colors." Finishing and bindery operations shall be of this same critical quality.

**Section 16**

**OWNERSHIP OF PRINTING MATERIAL**

OWNERSHIP OF PRINTING MATERIALS: All artwork, electronic copy, negatives, dies, photos, and similar materials used to produce a printing job shall become the property of the Commonwealth. Any furnished materials shall remain the property of the Commonwealth. All such items and materials shall be delivered to the Virginia Museum of Fine Arts in usable condition after completion of the work, and prior to submission of the invoice for payment.

**Section 17**

**PRINTING PICKUPS/DELIVERIES:**

PRINTING PICKUPS/DELIVERIES: Contractor shall be responsible for all pickups and deliveries of all materials.

**Section 18**

**CHANGES TO THE CONTRACT**

CHANGES TO THE CONTRACT: Any change(s) to the specifications, whether they are at the suggestion of the agency or the contractor must be approved by the Agency AND the Division of Purchases and Supply prior to execution of the change(s).

**Section 22**

**eVA BUSINESS CONTRACTS**

eVA BUSINESS-TO-GOVERNMENT CONTRACTS: The eVA 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) 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. Note: Failure to comply with the above requirements will be just cause for the Commonwealth to reject your bid or terminate this contract for default.

**Section 23**

**PRICE ESCALATION #1**

PRICE ESCALATION/DE-ESCALATION: Price adjustments may be permitted only for changes in the contractor's cost of paper. No price increases will be authorized for 180 calendar days after the effective date of the contract. Price escalation may be permitted only at the end of this period and each 90 days thereafter and only when verified to the satisfaction of the purchasing office. The contract officer makes the decision to allow or deny a request for increase based upon the documentation submitted by the contractor. However, "across the board" price decreases are subject to implementation at any time and

shall be immediately conveyed to the Commonwealth. (See Price Escalation #2)

**Section 24**

**PRICE ESCALATION #2**

PRICE ESCALATION/DE-ESCALATION #2: Contractor shall give not less than 30 days advance notice of any price increase to the purchasing office. Any approved price changes will be effective only at the beginning of the calendar month following the end of the full 30 day notification period. The contractor shall document the amount and proposed effective date of any general change in the price of materials. Documentation shall be supplied with the contractor's request for increase which will: (1) verify that the requested price increase is general in scope and not applicable just to the Commonwealth of Virginia; and (2) verify the amount of percentage of increase which is being passed on to the contractor by the contractor's suppliers. The purchasing office will notify the using agencies and the contractor in writing of the effective date of any increase which it approves. However, the contractor shall fill all purchase orders received prior to the effective date of the price adjustment at the old contract prices. The contractor is further advised that decreases which affect the cost of materials are required to be communicated immediately to the purchasing office.

## GENERAL TERMS AND CONDITIONS

**Section GEN**

**VENDORS MANUAL**

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.dgs.state.va.us/dps under “Manuals.”

**APP. LAWS AND COURTS**

APPLICABLE LAWS AND COURTS: This solicitation and any resulting 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 contractor shall comply with all applicable federal, state and local laws, rules and regulations.

**ANTI-DISCRIMINATION (1 of 2)**

ANTI-DISCRIMINATION (part 1 of 2): By submitting their (bids/proposals), (bidders/offerors) certify 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). (continued on part 2)

**ANTI-DISCRIMINATION (2 of 2)**

ANTI-DISCRIMINATION (part 2 of 2): 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.

**ETHICS IN PUBLIC CONTRACTING**

ETHICS IN PUBLIC CONTRACTING: By submitting their (bids/proposals), (bidders/offerors) certify that their (bids/proposals) are made without collusion or fraud and that they have not offered or received any kickbacks or inducements from any other (bidder/offeror), supplier, manufacturer or subcontractor in connection with their (bid/proposal), 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.

**IMMIGRATION REFORM**

IMMIGRATION REFORM AND CONTROL ACT OF 1986: By submitting their (bids/proposals), (bidders/offerors) certify that they do not and will not during the performance of this contract employ illegal alien workers or otherwise violate the provisions of the federal Immigration Reform and Control Act of 1986.

**DEBARMENT STATUS**

DEBARMENT STATUS: By submitting their (bids/proposals), (bidders/offerors) certify 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.

**ANTITRUST**

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.

**MANDATORY USE OF STATE FORM**

MANDATORY USE OF STATE FORM AND TERMS AND CONDITIONS FOR IFB's Failure to submit a bid on the official state form provided for that purpose shall be a cause for rejection of the bid. Modification of or additions to any portion of the Invitation for Bids may be cause for rejection of the bid; however, the Commonwealth reserves the right to decide, on a case by case basis, in its sole discretion, whether to reject such a bid as nonresponsive. As a precondition to its acceptance, the Commonwealth may, in its sole discretion, request that the bidder withdraw or modify nonresponsive portions of a bid which do not affect quality, quantity, price, or delivery. No modification of or addition to the provisions of the contract shall be effective unless reduced to writing and signed by the parties.

**CLARIFICATION OF TERMS**

CLARIFICATION OF TERMS: If any prospective (bidder/offeror) has questions about the specifications or other solicitation documents, the prospective (bidder/offeror) should contact the buyer whose name appears on the face of the solicitation no later than five working days before the due date. Any revisions to the solicitation will be made only by addendum issued by the buyer.

**PAYMENT (1 of 3)**

PAYMENT (part 1 of 3):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. (Continued on part 2)

**PAYMENT (2 of 3)**

PAYMENT (part 2 of 3): (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). (continued on part 3)

**PAYMENT (3 of 3)**

PAYMENT (part 3 of 3): 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.

**PRECEDENCE OF TERMS**

PRECEDENCE OF TERMS: The following 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, MANDATORY USE OF STATE FORM AND TERMS AND CONDITIONS, CLARIFICATION OF TERMS, 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.

**QUALIFICATIONS**

QUALIFICATIONS OF (BIDDERS/OFFERORS): The Commonwealth may make such reasonable investigations as deemed proper and necessary to determine the ability of the (bidder/offeror) to perform the services/furnish the goods and the (bidder/offeror) shall furnish to the Commonwealth all such information and data for this purpose as may be requested. The Commonwealth reserves the right to inspect (bidder's/offeror's) physical facilities prior to award to satisfy questions regarding the (bidder's/offeror's) capabilities. The Commonwealth further reserves the right to reject any (bid/proposal) if the evidence submitted by, or investigations of, such (bidder/offeror) fails to satisfy the Commonwealth that such (bidder/offeror) is properly qualified to carry out the obligations of the contract and to provide the services and/or furnish the goods contemplated therein.

**TESTING AND INSPECTION**

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.

**ASSIGNMENT OF CONTRACT**

ASSIGNMENT OF CONTRACT: A contract shall not be assignable by the contractor in whole or in part without the written consent of the Commonwealth.

**CHANGES TO CONTRACT (1 of 2)**

CHANGES TO THE CONTRACT (part 1 of 2): 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: (2a.) By mutual agreement between the parties in writing; or (2b.) 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 (continued on part 2)

**CHANGES TO CONTRACT (2 of 2)**

CHANGES TO THE CONTRACT (part 2 of 2): (2c.) 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.

**DEFAULT**

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.

**TAXES**

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. (NOT NORMALLY REQUIRED FOR SERVICE CONTRACTS)

**USE OF BRAND NAMES**

USE OF BRAND NAMES: Unless otherwise provided in this solicitation, the name of a certain brand, make or manufacturer does not restrict (bidders/offerors) to the specific brand, make or manufacturer named, but conveys the general style, type, character, and quality of the article desired. Any article which the public body, in its sole discretion, determines to be the equal of that specified, considering quality, workmanship, economy of operation, and suitability for the purpose intended, shall be accepted. The (bidder/offeror) is responsible to clearly and specifically identify the product being offered and to provide sufficient descriptive literature, catalog cuts and

technical detail to enable the Commonwealth to determine if the product offered meets the requirements of the solicitation. This is required even if offering the exact brand, make or manufacturer specified. Normally in competitive sealed bidding only the information furnished with the bid will be considered in the evaluation. Failure to furnish adequate data for evaluation purposes may result in declaring a bid nonresponsive. Unless the (bidder/offeror) clearly indicates in its (bid/proposal) that the product offered is an equal product, such (bid/proposal) will be considered to offer the brand name product referenced in the solicitation. (NOT NORMALLY REQUIRED FOR SERVICE CONTRACTS)

**TRANSPORTATION AND PACKAGING**

TRANSPORTATION AND PACKAGING: By submitting their (bids/proposals), all (bidders/offerors) certify and warrant 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. 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. (NOT NORMALLY REQUIRED FOR SERVICE CONTRACTS)

**INSURANCE (1 of 3)**

INSURANCE (part 1 of 3): By signing and submitting a bid or proposal under this solicitation, the bidder or offeror certifies that if awarded the contract, it will have the following insurance coverages at the time the contract is awarded. For construction contracts, if any subcontractors are involved, the subcontractor will have workers' compensation insurance in accordance with §§ 2.2-4332 and 65.2-800 et seq. of the Code of Virginia. The bidder or offeror further certifies that the contractor and any subcontractors will maintain these insurance coverages during the entire term of the contract and that all insurance coverages will be provided by insurance companies authorized to sell insurance in Virginia by the Virginia State Corporation Commission. (continued in part 2)

**INSURANCE (2 of 3)**

INSURANCE (part 2 of 3): INSURANCE COVERAGES AND LIMITS REQUIRED: (1.) Workers' Compensation - Statutory requirements and benefits. (2.) Employer's Liability - $100,000. (3.) Commercial General Liability - $500,000 combined single limit. Commercial General Liability is to include Premises/Operations Liability, Products and Completed Operations Coverage, and Independent Contractor's Liability or Owner's and Contractor's Protective Liability. The Commonwealth of Virginia must be named as an additional insured when requiring a Contractor to obtain Commercial General Liability coverage. (4.) Automobile Liability - $500,000 - Combined single limit. (Only used if motor vehicle is to be used in the contract.). (continued in part 3)

**INSURANCE (3 of 3)**

INSURANCE (part 3 of 3): NOTE: In addition, various Professional Liability/Errors and Omissions coverages are required when soliciting those services as follows: Profession/Service(s) and Limits, Accounting $1,000,000 per occurrence, $3,000,000 aggregate, Architecture $2,000,000 per occurrence, $6,000,000 aggregate, Asbestos Design, Inspection or Abatement Contractors $1,000,000 per occurrence, $3,000,000 aggregate, Health Care Practitioner (to include Dentists, Licensed Dental, Hygienists, Optometrists, Registered or Licensed, Practical Nurses, Pharmacists, Doctors, Podiatrists, Chiropractors, Physical Therapists, Physical, Therapist Assistants, Clinical Psychologists,Clinical Social Workers, Professional Counselors, Hospitals, or Health Maintenance Organizations.)$1,700,000 per occurrence, $3,000,000 aggregate, (Increased limit effective July 1, 2002) Insurance/Risk Management$1,000,000 per occurrence, $3,000,000 aggregate, Landscape/Architecture $500,000 per occurrence, $1,000,000 aggregate, Legal $1,000,000 per occurrence, $5,000,000 aggregate, Professional Engineer $2,000,000 per occurrence, $6,000,000 aggregate, Surveying $100,000 per occurrence, $ 300,000 aggregate

**ANNOUNCEMENT OF AWARD**

ANNOUNCEMENT OF AWARD: Upon the award or the announcement of the decision to award a contract over $30,000, as a result of this solicitation, the purchasing agency will publicly post such notice on the DGS/DPS eVA web site (www.eva.state.va.us) for a minimum of 10 days.

**DRUG-FREE WORKPLACE**

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.

**NONDISCRIMINATION**

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.

**eVA REGISTRATION**

**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 bidders or offerors must register in eVA; failure to register will result in the bid/proposal being rejected.

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.

**59. eVA Business-To-Government Contracts and Orders:** The solicitation/contract will result in multiple purchase order(s) with the eVA transaction fee specified below assessed for each order.

a. For orders issued prior to August 16, 2006, the Vendor Transaction Fee is 1%, capped at a maximum of $500 per order.

b. 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 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:

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. Contractors should email Catalog or Index Page information to eVA-catalog-manager@dgs.virginia.gov.

## PRICING SCHEDULE – VIRGINIA MUSEUM CALENDARS (14,000 COPIES PER ISSUE)

Line Number: 1
Line Type: Item
Quantity: 6
Unit of Measure: lot /14,000 copies per issue
Unit Price: $3,975.00000
Service Contract Amount: $0.00
Not Renewed: No
Catalog:
NIGP Description:
Discount Percentage: 0.0000
Description: Virginia Museum Calendars -- Quote Price Per Issue.
Changed By:
Change Date:

Line Number: 2
Line Type: Item
Quantity: 2
Unit of Measure: lot
Unit Price: $97.46000
Service Contract Amount: $0.00
Not Renewed: No
Catalog:
NIGP Description:
Discount Percentage: 0.0000
Description: Virginia Museum Calendars -- Quote per lot of 500's RAST.
Changed By:
Change Date:

Line Number: 3
Line Type: Item
Quantity: 1
Unit of Measure: lot
Unit Price: $0.00000
Service Contract Amount: $0.00
Not Renewed: No
Catalog:
NIGP Description:
Discount Percentage: 0.0000
Description: Upcharge to print four-color process on page 19.
Changed By:
Change Date:

---

Line Number: 4
Line Type: Item
Quantity: 2
Unit of Measure: lot
Unit Price: $0.00000
Service Contract Amount: $0.00
Not Renewed: No
Catalog:
NIGP Description:
Discount Percentage: 0.0000
Description: Add'l 500's RAST (upcharge to print four-color process on page 19).
Changed By:
Change Date:

---

Line Number: 5
Line Type: Item
Quantity: 4
Unit of Measure: each
Unit Price: $732.72000
Service Contract Amount: $0.00
Not Renewed: No
Catalog:
NIGP Description:
Discount Percentage: 0.0000
Description: Additional 4-page Signature.
Changed By:
Change Date:

---

Line Number: 6
Line Type: Item
Quantity: 2
Unit of Measure: lot
Unit Price: $20.54000
Service Contract Amount: $0.00
Not Renewed: No
Catalog:
NIGP Description:
Discount Percentage: 0.0000
Description: Additional 500's RAST of the Additional 4-page Signatures.
Changed By:
Change Date:

---

Line Number: 7
Line Type: Item

Quantity: 1
Unit Price: $0.00000
Not Renewed: No
NIGP Description:
Description: Upcharge to print four-color process on page 23.
Changed By:

Unit of Measure: lot
Service Contract Amount: $0.00
Catalog:
Discount Percentage: 0.0000
Change Date:

---

Line Number: 8
Quantity: 2
Unit Price: $0.00000
Not Renewed: No
NIGP Description:
Description: Add'l 500's RAST (upcharge to print four-color process on page 23).
Changed By:

Line Type: Item
Unit of Measure: lot
Service Contract Amount: $0.00
Catalog:
Discount Percentage: 0.0000
Change Date:

---

Line Number: 9
Quantity: 1
Unit Price: $1,525.31000
Not Renewed: No
NIGP Description:
Description: Additional 8-page Signature.
Changed By:

Line Type: Item
Unit of Measure: each
Service Contract Amount: $0.00
Catalog:
Discount Percentage: 0.0000
Change Date:

---

Line Number: 10
Quantity: 2
Unit Price: $35.23000
Not Renewed: No
NIGP Description:
Description: Additional 500's RAST of the Additional 8-page Signatures.
Changed By:

Line Type: Item
Unit of Measure: lot
Service Contract Amount: $0.00
Catalog:
Discount Percentage: 0.0000
Change Date:

---

Line Number: 11
Quantity: 1

Line Type: Item
Unit of Measure: lot

Unit Price: $0.00000
Service Contract Amount: $0.00
Not Renewed: No
Catalog:
NIGP Description:
Discount Percentage: 0.0000
Description: Upcharge to print four-color process on page 27.
Changed By:
Change Date:

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## PRICING SCHEDULE – VIRGINIA MUSEUM CALENDARS (19,000 COPIES PER ISSUE)

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Line Number: 12
Line Type: Item
Quantity: 2
Unit of Measure: lot
Unit Price: $0.00000
Service Contract Amount: $0.00
Not Renewed: No
Catalog:
NIGP Description:
Discount Percentage: 0.0000
Description: Add'l 500's RAST (upcharge to print four-color process on page 27).
Changed By:
Change Date:

---

Line Number: 13
Line Type: Item
Quantity: 1
Unit of Measure: lot /19,000 copies per issue
Unit Price: $4,910.60000
Service Contract Amount: $0.00
Not Renewed: No
Catalog:
NIGP Description:
Discount Percentage: 0.0000
Description: Virginia Museum Calendars -- Quote Price Per Issue.
Changed By:
Change Date:

---

Line Number: 14
Line Type: Item
Quantity: 1
Unit of Measure: lot
Unit Price: $97.46000
Service Contract Amount: $0.00
Not Renewed: No
Catalog:
NIGP Description:
Discount Percentage: 0.0000
Description: Virginia Museum Calendars -- Quote per lot of 500's RAST.
Changed By:
Change Date:

---

Line Number: 15
Line Type: Item

Quantity: 1
Unit Price: $0.00000
Not Renewed: No
NIGP Description:
Description: Upcharge to print four-color process on page 19.
Changed By:

Unit of Measure: lot
Service Contract Amount: $0.00
Catalog:
Discount Percentage: 0.0000
Change Date:

---

Line Number: 16
Quantity: 1
Unit Price: $0.00000
Not Renewed: No
NIGP Description:
Description: Add'l 500's RAST (upcharge to print four-color process on page 19).
Changed By:

Line Type: Item
Unit of Measure: lot
Service Contract Amount: $0.00
Catalog:
Discount Percentage: 0.0000
Change Date:

---

Line Number: 17
Quantity: 1
Unit Price: $814.91000
Not Renewed: No
NIGP Description:
Description: Additional 4-page Signature.
Changed By:

Line Type: Item
Unit of Measure: each
Service Contract Amount: $0.00
Catalog:
Discount Percentage: 0.0000
Change Date:

---

Line Number: 18
Quantity: 1
Unit Price: $20.54000
Not Renewed: No
NIGP Description:
Description: Additional 500's RAST of the Additional 4-page Signatures.
Changed By:

Line Type: Item
Unit of Measure: lot
Service Contract Amount: $0.00
Catalog:
Discount Percentage: 0.0000
Change Date:

---

Line Number: 19
Quantity: 1

Line Type: Item
Unit of Measure: lot

Unit Price: $0.00000
Service Contract Amount: $0.00
Not Renewed: No
Catalog:
NIGP Description:
Discount Percentage: 0.0000
Description: Upcharge to print four-color process on page 23.
Changed By:
Change Date:

---

Line Number: 20
Line Type: Item
Quantity: 1
Unit of Measure: lot
Unit Price: $0.00000
Service Contract Amount: $0.00
Not Renewed: No
Catalog:
NIGP Description:
Discount Percentage: 0.0000
Description: Add'l 500's RAST (upcharge to print four-color process on page 23).
Changed By:
Change Date:

---

Line Number: 21
Line Type: Item
Quantity: 1
Unit of Measure: each
Unit Price: $1,667.39000
Service Contract Amount: $0.00
Not Renewed: No
Catalog:
NIGP Description:
Discount Percentage: 0.0000
Description: Additional 8-page Signature.
Changed By:
Change Date:

---

Line Number: 22
Line Type: Item
Quantity: 1
Unit of Measure: lot
Unit Price: $35.23000
Service Contract Amount: $0.00
Not Renewed: No
Catalog:
NIGP Description:
Discount Percentage: 0.0000
Description: Additional 500's RAST of the Additional 8-page Signatures.
Changed By:
Change Date:

---

Line Number: 23
Line Type: Item
Quantity: 1
Unit of Measure: lot
Unit Price: $0.00000
Service Contract Amount: $0.00

Not Renewed: No
Catalog:
NIGP Description:
Discount Percentage: 0.0000
Description: Upcharge to print four-color process on page 27.
Changed By:
Change Date:

---

Line Number: 24
Line Type: Item
Quantity: 1
Unit of Measure: lot
Unit Price: $0.00000
Service Contract Amount: $0.00
Not Renewed: No
Catalog:
NIGP Description:
Discount Percentage: 0.0000
Description: Add'l 500's RAST (upcharge to print four-color process on page 27).
Changed By:
Change Date:

---

Line Number: 25
Line Type: Item
Quantity: 30
Unit of Measure: each
Unit Price: $7.95000
Service Contract Amount: $0.00
Not Renewed: No
Catalog:
NIGP Description:
Discount Percentage: 0.0000
Description: Halftones, 5" X 7" (from glossies)
Changed By:
Change Date:

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Line Number: 26
Line Type: Item
Quantity: 14
Unit of Measure: each
Unit Price: $11.13000
Service Contract Amount: $0.00
Not Renewed: No
Catalog:
NIGP Description:
Discount Percentage: 0.0000
Description: Halftones, 6-1/2" X 10-1/2" (from glossies)
Changed By:
Change Date:

---

Line Number: 27
Line Type: Item
Quantity: 20
Unit of Measure: each
Unit Price: $7.95000
Service Contract Amount: $0.00
Not Renewed: No
Catalog:

NIGP Description:
Discount Percentage: 0.0000
Description: Halftones, 5" X 7" (from transparencies)
Changed By:
Change Date:

---

Line Number: 28
Line Type: Item
Quantity: 1
Unit of Measure: each
Unit Price: $11.13000
Service Contract Amount: $0.00
Not Renewed: No
Catalog:
NIGP Description:
Discount Percentage: 0.0000
Description: Halftones, 6-1/2" X 10-1/2" (from transparencies)
Changed By:
Change Date:

---

Line Number: 29
Line Type: Item
Quantity: 5
Unit of Measure: each
Unit Price: $66.78000
Service Contract Amount: $0.00
Not Renewed: No
Catalog:
NIGP Description:
Discount Percentage: 0.0000
Description: Four-color Scans, 4" X 5"
Changed By:
Change Date:

---

Line Number: 30
Line Type: Item
Quantity: 1
Unit of Measure: each
Unit Price: $72.08000
Service Contract Amount: $0.00
Not Renewed: No
Catalog:
NIGP Description:
Discount Percentage: 0.0000
Description: Four-color Scans, 5" X 7"
Changed By:
Change Date:

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Line Number: 31
Line Type: Item
Quantity: 5
Unit of Measure: each
Unit Price: $79.50000
Service Contract Amount: $0.00
Not Renewed: No
Catalog:
NIGP Description:
Discount Percentage: 0.0000
Description: Four-color Scans, 6-1/2" X 10-1/2"

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Changed By: Change Date:

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Line Number: 32 Line Type: Item
Quantity: 12 Unit of Measure: hour
Unit Price: $58.30000 Service Contract Amount: $0.00
Not Renewed: No Catalog:
NIGP Description: Discount Percentage: 0.0000
Description: Alterations, per hour
Changed By: Change Date:

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Line Number: 33 Line Type: Item
Quantity: 30 Unit of Measure: hour
Unit Price: $82.68000 Service Contract Amount: $0.00
Not Renewed: No Catalog:
NIGP Description: Discount Percentage: 0.0000
Description: Electronic Silhouette Masks for Halftones in Photoshop, per Hour
Changed By: Change Date:

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Line Number: 34 Line Type: Item
Quantity: 1 Unit of Measure: hour
Unit Price: $82.68000 Service Contract Amount: $0.00
Not Renewed: No Catalog:
NIGP Description: Discount Percentage: 0.0000
Description: Electronic Silhouette Masks for Four-color Subjects, per Hour
Changed By: Change Date:

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Line Number: 35 Line Type: Item
Quantity: 12 Unit of Measure: hour
Unit Price: $82.68000 Service Contract Amount: $0.00
Not Renewed: No Catalog:
NIGP Description: Discount Percentage: 0.0000
Description: Electronic Retouch of Halftones in Photoshop, per Hour

Changed By: Change Date:

---

Line Number: 36 Line Type: Item
Quantity: 10 Unit of Measure: hour
Unit Price: $82.68000 Service Contract Amount: $0.00
Not Renewed: No Catalog:
NIGP Description: Discount Percentage: 0.0000
Description: Electronic Retouch of Four-color Subjects in Photoshop, per Hour
Changed By: Change Date:

---

Line Number: 37 Line Type: Item
Quantity: 20 Unit of Measure: each
Unit Price: $56.18000 Service Contract Amount: $0.00
Not Renewed: No Catalog:
NIGP Description: Discount Percentage: 0.0000
Description: Re-output and Re-proof Composited Single-color Pages (With or Without Halftones and Screens).
Changed By: Change Date:

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Line Number: 38 Line Type: Item
Quantity: 20 Unit of Measure: each
Unit Price: $83.74000 Service Contract Amount: $0.00
Not Renewed: No Catalog:
NIGP Description: Discount Percentage: 0.0000
Description: Re-output and Re-proof Composited Four-color Pages (With or Without Halftones and Screens).
Changed By: