

## MASTER AGREEMENT

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### Master Agreement - E194 - 128 - 08

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Document Id: 128

Document Name: 2000250EP

Print Date: 3/19/2008

Created On: 4/1/2005

Procurement Folder: 337

Procurement Type: IFB

Effective Begin Date: 5/1/2008

Expiration Date: 4/30/2009

Issuer Name: Edwin M. Patterson

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Document Description: Work Gloves

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### Contact Information

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### Authorized Departments

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### **State Agencies and Other Public Bodies**

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### Vendor – DMBE Swam Certification: Women-Owned

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Legal Name: Hutchins & Hutchins, Inc.

Vendor Contact Name: Becky Wiseman

Vendor Address: 39 Hutchwood Lane  
Waynesboro, VA 22980

Vendor Contact Email:  
becky@yourcleanroomsupplier.com

Vendor Contact Phone #: 540-949-6663

Vendor Type: Primary

Vendor Fax #: (540) 943-9803

FIN Number: 541412171

Duns Number: 154481980

MA Number: E194 - 128



DELIVERY SERVICE: Delivery of all requested contract items shall be made within 10 calendar days after receipt of purchase order. Contractor shall carry an adequate stock to insure such delivery service for the duration of the contract.

PURCHASE VOLUME REPORT: The Contractor shall furnish the Division of Purchases and Supply reports of the total dollar volume of purchases made under this contract and the total number of each contract item ordered under this contract 90 calendar days prior to the expiration date of the contract.

MINIMUM ORDERS will be \$100.00 for F.O.B. delivery to ordering agency within the Commonwealth of Virginia. For orders of less than \$100.00, the contractor will be permitted to add actual transportation cost (prepaid) to invoice for payment, or the agency may purchase such order off contract from other sources. Partial shipments of less than the minimum order value which are made at the option of the contractor shall be made F.O.B. Destination with no transportation charges added. If at the agency's request shipments are below the minimum order value, the contractor may add actual transportation cost to invoice for payment.

RENEWAL OF CONTRACT: This contract may be renewed by the Commonwealth upon written agreement of both parties for three (3) successive one year periods), under the terms of the current contract, and at a reasonable time (approximately 90 days) prior to the expiration.

PRICE ESCALATION/DEESCALATION: Price adjustments may be permitted only for changes in the Contractor's cost of materials. The Producer's Price Index, Table 6, Code 0381-0419 – Fabric Work Gloves: 0442-0104 – Leather Gloves: 0713-0613 – Rubber Gloves will be used as a guide to determine increase or decrease. No price increases will be authorized for 365 calendar days after the effective date of the contract. Price escalation may be permitted only at the end of this period and each 365 days thereafter and only where verified to the satisfaction of the purchasing office. However, "across the board" price decreases are subject to implementation at any time and shall be immediately conveyed to the Commonwealth.

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 or 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 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.

## INSTRUCTIONS

1. ORDERS:
  - A. Unless otherwise instructed by the Division of Purchases and Supply, all departments, institutions and agencies of the Commonwealth of Virginia will order items/services through eVA.
  - B. If this contract is authorized for use by localities, Virginia cities, counties, towns and political subdivisions, orders will be placed through eVA to the maximum extent possible.
2. The applicable contract number, federal employer identification number (FEI), 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.
3. Inspection on delivery and approval of vendor's invoice is the responsibility of receiving state agency, Virginia city, county, town or political subdivision.
4. 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 (786-8873).

**Commodity Information**

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Line: 1

Line Type: Item

Commodity: 20140

Description: Gloves, Cowhide/Leather (All Types)

Extended Description: Gloves, Work, Men's Select Shoulder Split Leather, Lined Palm, Gunn Cut, Wing Thumb, Full Leather Index, Leather Pull, PE Safety Cuff. All Accessories.PIP **85-7500P** Size: Large.

Unit: dozen

Delivery Type: Per Specifications

Unit Price: **\$8.99**

Free On Board Name: FOB Destination-Freight Prepaid

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Line: 2

Line Type: Item

Commodity: 20139

Description: Gloves, Cloth Type (All Types)

Extended Description: Gloves, Men's, Brown Jersey, Clute Cut, Knit Wrist Cuff, Wells Lamont Y7205 1, Size: Large and Medium

Unit: dozen

Delivery Type: Per Specifications

Unit Price: **\$3.98**

Free On Board Name: FOB Destination-Freight Prepaid