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**Contract E194 – 1341**  
**BUILDING SUPPLIES FOR VIRGINIA MUSEUM OF FINE**  
**ARTS**

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Date: 10/21/2011

Procurement Folder: 72624

Effective Date: 10/21/2011

Expiration Date: 10/20/2012

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**Contractor**

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Cobb Lumber Co Inc  
2300 B Hermitage Road  
Richmond, VA 23220

Contact: Steven Clifton  
Steven@CobbLumber.net  
(804) 358-3801

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**Authorized Department**

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Virginia Museum of Fine Arts  
Agency: A238

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**Contract Officer**

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Cynthia W. Wilson, MBA, CPPO, CPPB, VCO

Phone: (804) 786-3853

Email: Cindy.Wilson@dgs.virginia.gov

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## Renewals Remaining

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Line Number	Renewal Period Length	Renewal Period Unit	Effective Date	Expiration Date
1	1	Year	10/21/2012	10/20/2013
2	1	Year	10/21/2013	10/20/2014
3	1	Year	20/21/2014	10/20/2015
4	1	Year	10/20/2015	10/20/2016

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## General Terms and Conditions (10/17/11)

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**VENDORS MANUAL:** This solicitation is subject to the provisions of the Commonwealth of Virginia Vendors Manual and any changes or revisions thereto, which are hereby incorporated into this contract in their entirety. The procedure for filing contractual claims is in section 7.19 of the Vendors Manual. A copy of the manual is normally available for review at the purchasing office and is accessible on the Internet at [www.eva.virginia.gov](http://www.eva.virginia.gov) under "Vendors Manual" on the "Vendor" tab.

**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 agency and the contractor are encouraged to resolve any issues in controversy arising from the award of the contract or any contractual dispute using Alternative Dispute Resolution (ADR) procedures (Code of Virginia, § 2.2-4366). ADR procedures are described in Chapter 9 of the Vendors Manual. The contractor shall comply with all applicable federal, state and local laws, rules and regulations.

**ANTI-DISCRIMINATION:** 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).

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:** 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 AND CONTROL ACT OF 1986:** By entering into a written contract with the Commonwealth of Virginia, the Contractor certifies that the Contractor does not, and shall not during the performance of the contract for goods and services in the Commonwealth, knowingly employ an unauthorized alien as defined in the federal Immigration Reform and Control Act of 1986.

**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:** 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 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:** 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.

**PRECEDENCE OF TERMS:** The following General Terms and Conditions VENDORS MANUAL, APPLICABLE LAWS AND COURTS, ANTI-DISCRIMINATION, ETHICS IN PUBLIC CONTRACTING, IMMIGRATION REFORM AND CONTROL ACT OF 1986, DEBARMENT STATUS, ANTITRUST, 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 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:** 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:** A contract shall not be assignable by the contractor in whole or in part without the written consent of the Commonwealth.

**CHANGES TO THE CONTRACT:** Changes can be made to the contract in any of the following ways: (1.) The parties may agree in writing to modify the scope of the contract. An increase or decrease in the price of the contract resulting from such modification shall be agreed to by the parties as a part of their written agreement to modify the scope of the contract. (2.) The Purchasing Agency may order changes within the general scope of the contract at any time by written notice to the contractor. Changes within the scope of the contract include, but are not limited to, things such as services to be performed, the method of packing or shipment, and the place of delivery or installation. The contractor shall comply with the notice upon receipt. The contractor shall be compensated for any additional costs incurred as the result of such order and shall give the Purchasing Agency a credit for any savings. Said compensation shall be determined by one of the following methods: (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 (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:** 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:** 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.

**USE OF BRAND NAMES:** Unless otherwise provided in this solicitation, the name of a certain brand, make or manufacturer does not restrict (bidders/offers) 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 equivalent of that specified, considering quality, workmanship, economy of operation, and suitability for the purpose intended, shall be accepted. The (bidder/offers) 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/offers) clearly indicates in its (bid/proposal) that the product offered is an equivalent product, such (bid/proposal) will be considered to offer the brand name product referenced in the solicitation.

**TRANSPORTATION AND PACKAGING:** By submitting their (bids/proposals), all (bidders/offers) 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.

**INSURANCE:** By signing and submitting a bid or proposal under this solicitation, the bidder or offers certifies that if awarded the contract, it will have the following insurance coverage 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 coverage during the entire term of the contract and that all insurance coverage will be provided by insurance companies authorized to sell insurance in Virginia by the Virginia State Corporation Commission.

**MINIMUM INSURANCE COVERAGES AND LIMITS REQUIRED FOR MOST CONTRACTS:** 1) Workers' Compensation - Statutory requirements and benefits. Coverage is compulsory for employers of three or more employees, to include the employer. Contractors who fail to notify the Commonwealth of increases in the number of employees that change their workers' compensation requirements under the Code of Virginia during the course of the contract shall be in noncompliance with the contract. 2) Employer's Liability - \$100,000. 3) Commercial General Liability - \$1,000,000 per occurrence. Commercial General Liability is to include bodily injury and property damage, personal injury and advertising injury, products and completed operations coverage. The Commonwealth of Virginia must be named as an additional insured and so endorsed on the policy 4) Automobile Liability - \$1,000,000 per occurrence. (Only used if motor vehicle is to be used in the contract.).

NOTE: In addition, various Professional Liability/Errors and Omissions coverage are required when soliciting those services as follows: Profession/Service /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, Physicians, Podiatrists, Chiropractors, Physical Therapists, Physical ,Therapist Assistants, Clinical Psychologists, Clinical Social Workers, Professional Counselors, Hospitals, or Health Maintenance Organizations.) \$1,750,000 per occurrence, \$3,000,000 aggregate, (Limits increase each July 1 through fiscal year 2008, as follows: July 1, 2005 - \$1,800,000, July 1, 2006 - \$1,850,000, July 1, 2007 - \$1,925,000, July 1, 2008 - \$2,000,000. This complies with §8.01-581.15 of the Code of Virginia. Insurance/Risk Management /\$1,000,000 per occurrence, \$3,000,000 aggregate, Landscape/Architecture/\$1,000,000 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/\$1,000,000 per occurrence, \$1,000,000 aggregate

**ANNOUNCEMENT OF AWARD:** Upon the award or the announcement of the decision to award a contract over \$50,000, as a result of this solicitation, the purchasing agency will publicly post such notice on the DGS/DPS eVA website ([www.eva.virginia.gov](http://www.eva.virginia.gov)) for a minimum of 10 days.

**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 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.

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.

This solicitation is set-aside for DMBE-certified small business participation only when designated "SET-ASIDE FOR SMALL BUSINESSES" in the solicitation. DMBE-certified small businesses are those businesses that hold current small business certification from the Virginia Department of Minority Business Enterprise. This shall not exclude DMBE-certified women-owned and minority-owned businesses when they have received the DMBE small business certification. For purposes of award, bidders/offerors shall be deemed small businesses if and only if they are certified as such by DMBE on the due date for receipt of bids/proposals.

**eVA BUSINESS-TO-GOVERNMENT VENDOR REGISTRATION:** The eVA Internet electronic procurement solution, website portal [www.eVA.virginia.gov](http://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 procurement solution either through the eVA Basic Vendor Registration Service or eVA Premium Vendor Registration Service. All bidders or offerors must register in eVA and pay the Vendor Transaction Fees specified below; failure to register will result in the bid/proposal being rejected. Effective July 1, 2011, vendor registration and registration-renewal fees have been discontinued. Registration options are as follows: a. eVA Basic Vendor Registration Service: 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: 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. Vendor transaction fees are determined by the date the original purchase order is issued and are as follows: 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 thru June 30, 2011, 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. c. For orders issued July 1, 2011 thru June 30, 2012, the Vendor Transaction Fee is: (i) DMBE-certified Small Businesses: 0.75%, capped at \$500 per order. (ii) Businesses that are not DMBE-certified Small Businesses: 0.75%, capped at \$1,500 per order. d. For orders issued July 1, 2012 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 specified vendor transaction fee will be invoiced, by the Commonwealth of Virginia Department of General Services, approximately 30 days after the corresponding purchase order is issued and payable 30 days after the invoice date. Any adjustments (increases/decreases) will be handled through purchase order changes.

**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.

**SET ASIDES:** This solicitation is set-aside for DMBE-certified small business participation only when designated "SET-ASIDE FOR SMALL BUSINESSES" in the solicitation. DMBE-certified small businesses are those businesses that hold current small business certification from the Virginia Department of Minority Business Enterprise. This shall not exclude DMBE-certified women-owned and minority-owned businesses when they have received the DMBE small business certification. For purposes of award, bidders/offerors shall be deemed small businesses if and only if they are certified as such by DMBE on the due date for receipt of bids/proposals.

**PAYMENT:** To Prime Contractor: a.) Invoices for items ordered, delivered and accepted shall be submitted by the contractor directly to the payment address shown on the purchase order/contract. All invoices shall show the state contract number and/or purchase order number; social security number (for individual contractors) or the federal employer identification number (for proprietorships, partnerships, and corporations). b.) Any payment terms requiring payment in less than 30 days will be regarded as requiring payment 30 days after invoice or delivery, whichever occurs last. This shall not affect offers of discounts for payment in less than 30 days, however. c.) All goods or services provided under this contract or purchase order, that are to be paid for with public funds, shall be billed by the contractor at the contract price, regardless of which public agency is being billed. d.) The following shall be deemed to be the date of payment: the date of postmark in all cases where payment is made by mail, or the date of offset when offset proceedings have been instituted as authorized under the Virginia Debt Collection Act. e.) Unreasonable Charges. Under certain emergency procurements and for most time and material purchases, final job costs cannot be accurately determined at the time orders are placed.

In such cases, contractors should be put on notice that final payment in full is contingent on a determination of reasonableness with respect to all invoiced charges. Charges which appear to be unreasonable will be researched and challenged, and that

portion of the invoice held in abeyance until a settlement can be reached. Upon determining that invoiced charges are not reasonable, the Commonwealth shall promptly notify the contractor, in writing, as to those charges which it considers unreasonable and the basis for the determination. A contractor may not institute legal action unless a settlement cannot be reached within thirty (30) days of notification. The provisions of this section do not relieve an agency of its prompt payment obligations with respect to those charges which are not in dispute (Code of Virginia, § 2.2-4363). 2. To Subcontractors: a.) A contractor awarded a contract under this solicitation is hereby obligated: (1) To pay the subcontractor(s) within seven (7) days of the contractor's receipt of payment from the Commonwealth for the proportionate share of the payment received for work performed by the subcontractor(s) under the contract; or (2) To notify the agency and the subcontractor(s), in writing, of the contractor's intention to withhold payment and the reason.

b.) The contractor is obligated to pay the subcontractor(s) interest at the rate of one percent per month (unless otherwise provided under the terms of the contract) on all amounts owed by the contractor that remain unpaid seven (7) days following receipt of payment from the Commonwealth, except for amounts withheld as stated in (2) above. The date of mailing of any payment by U. S. Mail is deemed to be payment to the addressee. These provisions apply to each sub-tier contractor performing under the primary contract. A contractor's obligation to pay an interest charge to a subcontractor may not be construed to be an obligation of the Commonwealth. 3.) Each prime contractor who wins an award in which provision of a SWAM procurement plan is a condition to the award, shall deliver to the contracting agency or institution, on or before request for final payment, evidence and certification of compliance (subject only to insubstantial shortfalls and to shortfalls arising from subcontractor default) with the SWAM procurement plan. Final payment under the contract in question may be withheld until such certification is delivered and, if necessary, confirmed by the agency or institution, or other appropriate penalties may be assessed in lieu of withholding such payment.

The Commonwealth of Virginia encourages contractors and subcontractors to accept electronic and credit card payments.

**BID PRICE CURRENCY:** Unless stated otherwise in the solicitation, bidders/offerors shall state bid/offer prices in US dollars.

**AUTHORIZATION TO CONDUCT BUSINESS IN THE COMMONWEALTH:** A contractor organized as a stock or nonstock corporation, limited liability company, business trust, or limited partnership or registered as a registered limited liability partnership shall be authorized to transact business in the Commonwealth as a domestic or foreign business entity if so required by Title 13.1 or Title 50 of the Code of Virginia or as otherwise required by law. Any business entity described above that enters into a contract with a public body pursuant to the Virginia Public Procurement Act shall not allow its existence to lapse or its certificate of authority or registration to transact business in the Commonwealth, if so required under Title 13.1 or Title 50, to be revoked or cancelled at any time during the term of the contract. A public body may void any contract with a business entity if the business entity fails to remain in compliance with the provisions of this section.

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## Pricing Schedule

### Building Supplies

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**Line: 1**

Description: 1/2" x 48" x 96" sheet, Roseburg or Olympic brand, medium density overlay (MDO) structural pine plywood, good surface both sides (G2S), no grain telegraphing, paintable, unprimed

Unit Price: \$47.92000

Unit: sheet

**Ship To**

Virginia Museum of Fine Arts - Loading Dock  
200 North Boulevard  
Richmond, VA 23220-4007  
Dock hours - 7AM-4PM M-F

**Bill To**

Finance Office  
Virginia Museum of Fine Arts  
200 North Boulevard  
Richmond, VA 23220-4007

Shipping Instructions: DELIVERY MUST BE NO LATER THAN TWO (2) BUSINESS DAYS ARO (AFTER RECEIPT OF ORDER)

Free On Board Name: FOB Destination-Freight Prepaid

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**Line: 2**

Description: 3/4" x 48" x 96" sheet, Roseburg or Olympic brand, medium density overlay (MDO) structural pine plywood, good surface both sides (G2S), no grain telegraphing, paintable, unprimed

Unit Price: \$61.19000

Unit: sheet

**Ship To**

Virginia Museum of Fine Arts - Loading Dock  
200 North Boulevard  
Richmond, VA 23220-4007  
Dock hours - 7AM-4PM M-F

**Bill To**

Finance Office  
Virginia Museum of Fine Arts  
200 North Boulevard  
Richmond, VA 23220-4007

Shipping Instructions: DELIVERY MUST BE NO LATER THAN TWO (2) BUSINESS DAYS ARO (AFTER RECEIPT OF ORDER)

Free On Board Name: FOB Destination-Freight Prepaid

**Line: 3**

Description: 1/2" x 48" x 96" sheet, Roseburg or Olympic brand, medium density overlay (MDO) structural pine plywood, good surface both sides (G2S), no grain telegraphing, factory pre-primed both sides, smooth Finish.

Unit Price: \$64.00000

Unit: sheet

**Ship To**

Virginia Museum of Fine Arts - Loading Dock  
200 North Boulevard  
Richmond, VA 23220-4007  
Dock hours - 7AM-4PM M-F

**Bill To**

Finance Office  
Virginia Museum of Fine Arts  
200 North Boulevard  
Richmond, VA 23220-4007

Shipping Instructions: DELIVERY MUST BE NO LATER THAN TWO (2) BUSINESS DAYS ARO (AFTER RECEIPT OF ORDER)

Free On Board Name: FOB Destination-Freight Prepaid

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**Line: 4**

Description: 3/4" x 48" x 96" sheet, Roseburg or Olympic brand, medium density overlay (MDO) structural pine plywood, good surface both sides (G2S), no grain telegraphing, factory pre-primed both sides, smooth Finish.

Unit Price: \$77.00000

Unit: sheet

**Ship To**

Virginia Museum of Fine Arts - Loading Dock  
200 North Boulevard  
Richmond, VA 23220-4007  
Dock hours - 7AM-4PM M-F

**Bill To**

Finance Office  
Virginia Museum of Fine Arts  
200 North Boulevard  
Richmond, VA 23220-4007

Shipping Instructions: DELIVERY MUST BE NO LATER THAN TWO (2) BUSINESS DAYS ARO (AFTER RECEIPT OF ORDER).

Free On Board Name: FOB Destination-Freight Prepaid

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**Line: 5**

Description: 3/4" x 48" x 96" Birch plywood, cabinet grade, minimum AB, good surface both sides

Unit Price: \$76.23000

Unit: sheet

**Ship To**

Virginia Museum of Fine Arts - Loading Dock

**Bill To**

Finance Office

200 North Boulevard  
Richmond, VA 23220-4007  
Dock hours - 7AM-4PM M-F

Virginia Museum of Fine Arts  
200 North Boulevard  
Richmond, VA 23220-4007

Shipping Instructions: DELIVERY MUST BE NO LATER THAN TWO (2) BUSINESS DAYS ARO (AFTER RECEIPT OF ORDER).

Free On Board Name: FOB Destination-Freight Prepaid

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**Line: 6**

Description: 3/4" x 48" x 96" plywood, paint grade, minimum BC, good surface one side

Unit Price: \$35.80000

Unit: sheet

**Ship To**

Virginia Museum of Fine Arts - Loading Dock  
200 North Boulevard  
Richmond, VA 23220-4007  
Dock hours - 7AM-4PM M-F

**Bill To**

Finance Office  
Virginia Museum of Fine Arts  
200 North Boulevard  
Richmond, VA 23220-4007

Shipping Instructions: DELIVERY MUST BE NO LATER THAN TWO (2) BUSINESS DAYS ARO (AFTER RECEIPT OF ORDER).

Free On Board Name: FOB Destination-Freight Prepaid

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**Line: 7**

Description: 1/2" x 48" x 96" fire resistant plywood sheathing, Pyro-Guard or Fire-X brand

Unit Price: \$27.60000

Unit: sheet

**Ship To**

Virginia Museum of Fine Arts - Loading Dock  
200 North Boulevard  
Richmond, VA 23220-4007  
Dock hours - 7AM-4PM M-F

**Bill To**

Finance Office  
Virginia Museum of Fine Arts  
200 North Boulevard  
Richmond, VA 23220-4007

Shipping Instructions: DELIVERY MUST BE NO LATER THAN TWO (2) BUSINESS DAYS ARO (AFTER RECEIPT OF ORDER)

Free On Board Name: FOB Destination-Freight Prepaid

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**Line: 8**

Description: 1/2" x 49" x 97" sheet, Medex or Medite brand formaldehyde free adhesive MDF, smooth surface both sides, paintable

Unit Price: \$56.20000

Unit: sheet

**Ship To**

Virginia Museum of Fine Arts - Loading Dock  
200 North Boulevard  
Richmond, VA 23220-4007  
Dock hours - 7AM-4PM M-F

**Bill To**

Finance Office  
Virginia Museum of Fine Arts  
200 North Boulevard  
Richmond, VA 23220-4007

Shipping Instructions: DELIVERY MUST BE NO LATER THAN TWO (2) BUSINESS DAYS ARO (AFTER RECEIPT OF ORDER)

Free On Board Name: FOB Destination-Freight Prepaid

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**Line: 9**

Description: 3/4" x 49" x 97" sheet, Medex or Medite brand formaldehyde free adhesive MDF, smooth surface both sides, paintable

Unit Price: \$79.70000

Unit: sheet

**Ship To**

Virginia Museum of Fine Arts - Loading Dock  
200 North Boulevard  
Richmond, VA 23220-4007  
Dock hours - 7AM-4PM M-F

**Bill To**

Finance Office  
Virginia Museum of Fine Arts  
200 North Boulevard  
Richmond, VA 23220-4007

Shipping Instructions: DELIVERY MUST BE NO LATER THAN TWO (2) BUSINESS DAYS ARO (AFTER RECEIPT OF ORDER)

Free On Board Name: FOB Destination-Freight Prepaid

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**Line: 10**

Description: 1/2" x 49" x 97" sheet, Medite FR, formaldehyde free, Class1 fire retardant MDF

Unit Price: \$87.60000

Unit: sheet

**Ship To**

Virginia Museum of Fine Arts - Loading Dock  
200 North Boulevard

**Bill To**

Finance Office  
Virginia Museum of Fine Arts

Richmond, VA 23220-4007  
Dock hours - 7AM-4PM M-F

200 North Boulevard  
Richmond, VA 23220-4007

Shipping Instructions: DELIVERY MUST BE NO LATER  
THAN TWO (2) BUSINESS DAYS ARO (AFTER RECEIPT  
OF ORDER)

Free On Board Name: FOB Destination-Freight Prepaid

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**Line: 11**

Description: 3/4" x 49" x 97" sheet, Medite FR, formaldehyde  
free, Class1 fire retardant MDF

Unit Price: \$113.43000

Unit: sheet

**Ship To**

Virginia Museum of Fine Arts - Loading Dock  
200 North Boulevard  
Richmond, VA 23220-4007  
Dock hours - 7AM-4PM M-F

**Bill To**

Finance Office  
Virginia Museum of Fine Arts  
200 North Boulevard  
Richmond, VA 23220-4007

Shipping Instructions: DELIVERY MUST BE NO LATER  
THAN TWO (2) BUSINESS DAYS ARO (AFTER RECEIPT  
OF ORDER).

Free On Board Name: FOB Destination-Freight Prepaid

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**Line: 12**

Description: 1/4" x 49" x 97" sheet, good quality MDF,  
industrial grade

Unit Price: \$20.80000

Unit: sheet

**Ship To**

Virginia Museum of Fine Arts - Loading Dock  
200 North Boulevard  
Richmond, VA 23220-4007  
Dock hours - 7AM-4PM M-F

**Bill To**

Finance Office  
Virginia Museum of Fine Arts  
200 North Boulevard  
Richmond, VA 23220-4007

Shipping Instructions: DELIVERY MUST BE NO LATER  
THAN TWO (2) BUSINESS DAYS ARO (AFTER RECEIPT  
OF ORDER).

Free On Board Name: FOB Destination-Freight Prepaid

---

**Line: 13**

Description: 1/2" x 49" x 97" sheet, good quality MDF, industrial grade

Unit Price: \$27.60000

Unit: sheet

**Ship To**

Virginia Museum of Fine Arts - Loading Dock  
200 North Boulevard  
Richmond, VA 23220-4007  
Dock hours - 7AM-4PM M-F

**Bill To**

Finance Office  
Virginia Museum of Fine Arts  
200 North Boulevard  
Richmond, VA 23220-4007

Shipping Instructions: DELIVERY MUST BE NO LATER THAN TWO (2) BUSINESS DAYS ARO (AFTER RECEIPT OF ORDER)

Free On Board Name: FOB Destination-Freight Prepaid

**Line: 14**

Description: 3/4" x 49" x 97" sheet, good quality MDF, industrial grade

Unit Price: \$35.90000

Unit: sheet

**Ship To**

Virginia Museum of Fine Arts - Loading Dock  
200 North Boulevard  
Richmond, VA 23220-4007  
Dock hours - 7AM-4PM M-F

**Bill To**

Finance Office  
Virginia Museum of Fine Arts  
200 North Boulevard  
Richmond, VA 23220-4007

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Free On Board Name: FOB Destination-Freight Prepaid

**Line: 15**

Description: 1/2" x 49" x 97" sheet, good quality lightweight MDF, industrial grade

Unit Price: \$48.88000

Unit: sheet

**Ship To**

Virginia Museum of Fine Arts - Loading Dock  
200 North Boulevard  
Richmond, VA 23220-4007  
Dock hours - 7AM-4PM M-F

**Bill To**

Finance Office  
Virginia Museum of Fine Arts  
200 North Boulevard  
Richmond, VA 23220-4007

Shipping Instructions: DELIVERY MUST BE NO LATER THAN TWO (2) BUSINESS DAYS ARO (AFTER RECEIPT

OF ORDER)

Free On Board Name: FOB Destination-Freight Prepaid

---

**Line: 16**

Description: 3/4" x 49" x 97" sheet, good quality lightweight MDF, industrial grade

Unit Price: \$59.92000

Unit: sheet

**Ship To**

Virginia Museum of Fine Arts - Loading Dock  
200 North Boulevard  
Richmond, VA 23220-4007  
Dock hours - 7AM-4PM M-F

**Bill To**

Finance Office  
Virginia Museum of Fine Arts  
200 North Boulevard  
Richmond, VA 23220-4007

Shipping Instructions: DELIVERY MUST BE NO LATER THAN TWO (2) BUSINESS DAYS ARO (AFTER RECEIPT OF ORDER)

Free On Board Name: FOB Destination-Freight Prepaid

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**Line: 17**

Description: 1 x 4 Dressed Poplar board, surfaced four sides (S4S), preferred lengths at 8' to 12'; random lengths are acceptable

Unit Price: \$1.10000

Unit: linear foot

**Ship To**

Virginia Museum of Fine Arts - Loading Dock  
200 North Boulevard  
Richmond, VA 23220-4007  
Dock hours - 7AM-4PM M-F

**Bill To**

Finance Office  
Virginia Museum of Fine Arts  
200 North Boulevard  
Richmond, VA 23220-4007

Shipping Instructions: DELIVERY MUST BE NO LATER THAN TWO (2) BUSINESS DAYS ARO (AFTER RECEIPT OF ORDER)

Free On Board Name: FOB Destination-Freight Prepaid

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**Line: 18**

Description: 1 x 6 Dressed Poplar board, surfaced four sides (S4S), preferred lengths at 8' to 12', random lengths are acceptable

Unit Price: \$1.79000

Unit: linear foot

**Ship To**

Virginia Museum of Fine Arts - Loading Dock  
200 North Boulevard  
Richmond, VA 23220-4007  
Dock hours - 7AM-4PM M-F

**Bill To**

Finance Office  
Virginia Museum of Fine Arts  
200 North Boulevard  
Richmond, VA 23220-4007

Shipping Instructions: DELIVERY MUST BE NO LATER  
THAN TWO (2) BUSINESS DAYS ARO (AFTER RECEIPT  
OF ORDER)

Free On Board Name: FOB Destination-Freight Prepaid

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**Line: 19**

Description: 14' x 3-5/8" metal C-studs, 18 gauge thickness

Unit Price: \$19.94000

Unit: each

**Ship To**

Virginia Museum of Fine Arts - Loading Dock  
200 North Boulevard  
Richmond, VA 23220-4007  
Dock hours - 7AM-4PM M-F

**Bill To**

Finance Office  
Virginia Museum of Fine Arts  
200 North Boulevard  
Richmond, VA 23220-4007

Shipping Instructions: DELIVERY MUST BE NO LATER  
THAN TWO (2) BUSINESS DAYS ARO (AFTER RECEIPT  
OF ORDER)

Free On Board Name: FOB Destination-Freight Prepaid

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**Line: 20**

Description: 10' x 3-5/8" metal framing track, 18 gauge  
thickness

Unit Price: \$13.68000

Unit: each

**Ship To**

Virginia Museum of Fine Arts - Loading Dock  
200 North Boulevard  
Richmond, VA 23220-4007  
Dock hours - 7AM-4PM M-F

**Bill To**

Finance Office  
Virginia Museum of Fine Arts  
200 North Boulevard  
Richmond, VA 23220-4007

Shipping Instructions: DELIVERY MUST BE NO LATER  
THAN TWO (2) BUSINESS DAYS ARO (AFTER RECEIPT  
OF ORDER)

Free On Board Name: FOB Destination-Freight Prepaid

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**Line: 21**

Description: 10' x 3-5/8" metal framing track , 20 gauge thickness

Unit Price: \$6.90000

Unit: each

**Ship To**Virginia Museum of Fine Arts - Loading Dock  
200 North Boulevard  
Richmond, VA 23220-4007  
Dock hours - 7AM-4PM M-F**Bill To**Finance Office  
Virginia Museum of Fine Arts  
200 North Boulevard  
Richmond, VA 23220-4007

Shipping Instructions: DELIVERY MUST BE NO LATER THAN TWO (2) BUSINESS DAYS ARO (AFTER RECEIPT OF ORDER).

Free On Board Name: FOB Destination-Freight Prepaid

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**Line: 22**

Description: 14' x 3-5/8" metal C-studs track, 20 gauge thickness

Unit Price: \$6.90000

Unit: each

**Ship To**Virginia Museum of Fine Arts - Loading Dock  
200 North Boulevard  
Richmond, VA 23220-4007  
Dock hours - 7AM-4PM M-F**Bill To**Finance Office  
Virginia Museum of Fine Arts  
200 North Boulevard  
Richmond, VA 23220-4007

Shipping Instructions: DELIVERY MUST BE NO LATER THAN TWO (2) BUSINESS DAYS ARO (AFTER RECEIPT OF ORDER).

Free On Board Name: FOB Destination-Freight Prepaid

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**Line: 23**

Description: Pro-Twist Drywall Screws, #6 x 1 1/4" SDZ114, Zinc coated, bugle head, #2 Phillips recess. INDICATE NUMBER OF ITEMS PER BOX.

Unit Price: \$0.09816

Unit: each

**Ship To**Virginia Museum of Fine Arts - Loading Dock  
200 North Boulevard  
Richmond, VA 23220-4007**Bill To**Finance Office  
Virginia Museum of Fine Arts  
200 North Boulevard

Dock hours - 7AM-4PM M-F

Richmond, VA 23220-4007

Shipping Instructions: DELIVERY MUST BE NO LATER THAN TWO (2) BUSINESS DAYS ARO (AFTER RECEIPT OF ORDER).

Free On Board Name: FOB Destination-Freight Prepaid

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**Line: 24**

Description: Lathing screws, Hilti #8 x 1/2", PTH SD Lathing Zinc coated, truss head, #2 Phillips recess, #00086228  
INDICATE NUMBER OF ITEMS PER BOX

Unit Price: \$0.08246

Unit: each

**Ship To**

Virginia Museum of Fine Arts - Loading Dock  
200 North Boulevard  
Richmond, VA 23220-4007  
Dock hours - 7AM-4PM M-F

**Bill To**

Finance Office  
Virginia Museum of Fine Arts  
200 North Boulevard  
Richmond, VA 23220-4007

Shipping Instructions: DELIVERY MUST BE NO LATER THAN TWO (2) BUSINESS DAYS ARO (AFTER RECEIPT OF ORDER)

Free On Board Name: FOB Destination-Freight Prepaid

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**Line: 25**

Description: Mc Feely's Brand #8 screws: FAL series dry lube saw tooth flat head screws, #2 combo recess: 3/4" length FAL  
INDICATE NUMBER OF ITEMS PER BOX

Unit Price: \$0.04780

Unit: each

**Ship To**

Virginia Museum of Fine Arts - Loading Dock  
200 North Boulevard  
Richmond, VA 23220-4007  
Dock hours - 7AM-4PM M-F

**Bill To**

Finance Office  
Virginia Museum of Fine Arts  
200 North Boulevard  
Richmond, VA 23220-4007

Shipping Instructions: DELIVERY MUST BE NO LATER THAN TWO (2) BUSINESS DAYS ARO (AFTER RECEIPT OF ORDER)

Free On Board Name: FOB Destination-Freight Prepaid

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**Line: 26**

Description: Mc Feely's Brand #8 screws: FAL series dry lube saw tooth flat head screws, #2 combo recess: 1" length FAL INDICATE NUMBER OF ITEMS PER BOX

Unit Price: \$0.05500

Unit: each

**Ship To**

Virginia Museum of Fine Arts - Loading Dock  
200 North Boulevard  
Richmond, VA 23220-4007  
Dock hours - 7AM-4PM M-F

**Bill To**

Finance Office  
Virginia Museum of Fine Arts  
200 North Boulevard  
Richmond, VA 23220-4007

Shipping Instructions: DELIVERY MUST BE NO LATER THAN TWO (2) BUSINESS DAYS ARO (AFTER RECEIPT OF ORDER)

Free On Board Name: FOB Destination-Freight Prepaid

**Line: 27**

Description: Mc Feely's Brand #8 screws: FAL series dry lube saw tooth flat head screws, #2 combo recess: 1-1/8" length FAL INDICATE NUMBER OF ITEMS PER BOX

Unit Price: \$0.05120

Unit: each

**Ship To**

Virginia Museum of Fine Arts - Loading Dock  
200 North Boulevard  
Richmond, VA 23220-4007  
Dock hours - 7AM-4PM M-F

**Bill To**

Finance Office  
Virginia Museum of Fine Arts  
200 North Boulevard  
Richmond, VA 23220-4007

Shipping Instructions: DELIVERY MUST BE NO LATER THAN TWO (2) BUSINESS DAYS ARO (AFTER RECEIPT OF ORDER)

Free On Board Name: FOB Destination-Freight Prepaid

**Line: 28**

Description: Mc Feely's Brand #8 screws: FAL series dry lube saw tooth flat head screws, #2 combo recess: 1 1/4" length FAL INDICATE NUMBER OF ITEMS PER BOX

Unit Price: \$0.05940

Unit: each

**Ship To**

Virginia Museum of Fine Arts - Loading Dock  
200 North Boulevard  
Richmond, VA 23220-4007  
Dock hours - 7AM-4PM M-F

**Bill To**

Finance Office  
Virginia Museum of Fine Arts  
200 North Boulevard  
Richmond, VA 23220-4007

Shipping Instructions: DELIVERY MUST BE NO LATER THAN TWO (2) BUSINESS DAYS ARO (AFTER RECEIPT OF ORDER)

Free On Board Name: FOB Destination-Freight Prepaid

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**Line: 29**

Description: Mc Feely's Brand #8 screws: FAL series dry lube saw tooth flat head screws, #2 combo recess: 1-3/8" length FAL INDICATE NUMBER OF ITEMS PER BOX

Unit Price: \$0.05980

Unit: each

**Ship To**

Virginia Museum of Fine Arts - Loading Dock  
200 North Boulevard  
Richmond, VA 23220-4007  
Dock hours - 7AM-4PM M-F

**Bill To**

Finance Office  
Virginia Museum of Fine Arts  
200 North Boulevard  
Richmond, VA 23220-4007

Shipping Instructions: DELIVERY MUST BE NO LATER THAN TWO (2) BUSINESS DAYS ARO (AFTER RECEIPT OF ORDER).

Free On Board Name: FOB Destination-Freight Prepaid

---

**Line: 30**

Description: Mc Feely's Brand #8 screws: FAL series dry lube saw tooth flat head screws, #2 combo recess: 1 1/2" length FAL INDICATE NUMBER OF ITEMS PER BOX

Unit Price: \$0.07240

Unit: each

**Ship To**

Virginia Museum of Fine Arts - Loading Dock  
200 North Boulevard  
Richmond, VA 23220-4007  
Dock hours - 7AM-4PM M-F

**Bill To**

Finance Office  
Virginia Museum of Fine Arts  
200 North Boulevard  
Richmond, VA 23220-4007

Shipping Instructions: DELIVERY MUST BE NO LATER THAN TWO (2) BUSINESS DAYS ARO (AFTER RECEIPT OF ORDER)

Free On Board Name: FOB Destination-Freight Prepaid

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**Line: 31**

Description: Mc Feely's Brand #8 screws: FAL series dry lube

saw tooth flat head screws, #2 combo recess: 1 3/4" length FAL  
INDICATE NUMBER OF ITEMS PER BOX

Unit Price: \$0.07780

Unit: each

**Ship To**

Virginia Museum of Fine Arts - Loading Dock  
200 North Boulevard  
Richmond, VA 23220-4007  
Dock hours - 7AM-4PM M-F

**Bill To**

Finance Office  
Virginia Museum of Fine Arts  
200 North Boulevard  
Richmond, VA 23220-4007

Shipping Instructions: DELIVERY MUST BE NO LATER  
THAN TWO (2) BUSINESS DAYS ARO (AFTER RECEIPT  
OF ORDER)

Free On Board Name: FOB Destination-Freight Prepaid

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**Line: 32**

Description: Mc Feely's Brand #8 screws: FAL series dry lube  
saw tooth flat head screws, #2 combo recess: 2" length FAL  
INDICATE NUMBER OF ITEMS PER BOX

Unit Price: \$0.08320

Unit: each

**Ship To**

Virginia Museum of Fine Arts - Loading Dock  
200 North Boulevard  
Richmond, VA 23220-4007  
Dock hours - 7AM-4PM M-F

**Bill To**

Finance Office  
Virginia Museum of Fine Arts  
200 North Boulevard  
Richmond, VA 23220-4007

Shipping Instructions: DELIVERY MUST BE NO LATER  
THAN TWO (2) BUSINESS DAYS ARO (AFTER RECEIPT  
OF ORDER)

Free On Board Name: FOB Destination-Freight Prepaid

---

**Line: 33**

Description: Mc Feely's Brand #8 screws: FAL series dry lube  
saw tooth flat head screws, #2 combo recess: 2 1/4" length FAL

Unit Price: \$0.09020

Unit: each

**Ship To**

Virginia Museum of Fine Arts - Loading Dock  
200 North Boulevard  
Richmond, VA 23220-4007  
Dock hours - 7AM-4PM M-F

**Bill To**

Finance Office  
Virginia Museum of Fine Arts  
200 North Boulevard  
Richmond, VA 23220-4007

Shipping Instructions: DELIVERY MUST BE NO LATER

THAN TWO (2) BUSINESS DAYS ARO (AFTER RECEIPT OF ORDER)

Free On Board Name: FOB Destination-Freight Prepaid

---

**Line: 34**

Description: Mc Feely's Brand #8 screws: FAL series dry lube saw tooth flat head screws, #2 combo recess: 2 1/2" length FAL

Unit Price: \$0.09620

Unit: each

**Ship To**

Virginia Museum of Fine Arts - Loading Dock  
200 North Boulevard  
Richmond, VA 23220-4007  
Dock hours - 7AM-4PM M-F

**Bill To**

Finance Office  
Virginia Museum of Fine Arts  
200 North Boulevard  
Richmond, VA 23220-4007

Shipping Instructions: DELIVERY MUST BE NO LATER THAN TWO (2) BUSINESS DAYS ARO (AFTER RECEIPT OF ORDER)

Free On Board Name: FOB Destination-Freight Prepaid

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**Line: 35**

Description: Mc Feely's Brand #8 screws: FAL series dry lube saw tooth flat head screws, #2 combo recess: 2 3/4" length FAL

Unit Price: \$0.01188

Unit: each

**Ship To**

Virginia Museum of Fine Arts - Loading Dock  
200 North Boulevard  
Richmond, VA 23220-4007  
Dock hours - 7AM-4PM M-F

**Bill To**

Finance Office  
Virginia Museum of Fine Arts  
200 North Boulevard  
Richmond, VA 23220-4007

Shipping Instructions: DELIVERY MUST BE NO LATER THAN TWO (2) BUSINESS DAYS ARO (AFTER RECEIPT OF ORDER)

Free On Board Name: FOB Destination-Freight Prepaid

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**Line: 36**

Description: Mc Feely's Brand #8 screws: FAL series dry lube saw tooth flat head screws, #2 combo recess: 3" length FAL

Unit Price: \$0.01292

Unit: each

**Ship To**

Virginia Museum of Fine Arts - Loading Dock  
200 North Boulevard  
Richmond, VA 23220-4007  
Dock hours - 7AM-4PM M-F

**Bill To**

Finance Office  
Virginia Museum of Fine Arts  
200 North Boulevard  
Richmond, VA 23220-4007

Shipping Instructions: DELIVERY MUST BE NO LATER  
THAN TWO (2) BUSINESS DAYS ARO (AFTER RECEIPT  
OF ORDER)

Free On Board Name: FOB Destination-Freight Prepaid

**Line: 37**

Description: FSK series black oxide flat head screws, #2  
square drive / #2 combo recess: 3/4" length FSK

Unit Price: \$0.04780

Unit: each

**Ship To**

Virginia Museum of Fine Arts - Loading Dock  
200 North Boulevard  
Richmond, VA 23220-4007  
Dock hours - 7AM-4PM M-F

**Bill To**

Finance Office  
Virginia Museum of Fine Arts  
200 North Boulevard  
Richmond, VA 23220-4007

Shipping Instructions: DELIVERY MUST BE NO LATER  
THAN TWO (2) BUSINESS DAYS ARO (AFTER RECEIPT  
OF ORDER)

Free On Board Name: FOB Destination-Freight Prepaid

**Line: 38**

Description: FSK series black oxide flat head screws, #2  
square drive / #2 combo recess: 1" length FSK

Unit Price: \$0.05500

Unit: each

**Ship To**

Virginia Museum of Fine Arts - Loading Dock  
200 North Boulevard  
Richmond, VA 23220-4007  
Dock hours - 7AM-4PM M-F

**Bill To**

Finance Office  
Virginia Museum of Fine Arts  
200 North Boulevard  
Richmond, VA 23220-4007

Shipping Instructions: DELIVERY MUST BE NO LATER  
THAN TWO (2) BUSINESS DAYS ARO (AFTER RECEIPT  
OF ORDER)

Free On Board Name: FOB Destination-Freight Prepaid

---

**Line: 39**

Description: FSK series black oxide flat head screws, #2 square drive / #2 combo recess: 1 1/4" length FSK

Unit Price: \$0.05940

Unit: each

**Ship To**Virginia Museum of Fine Arts - Loading Dock  
200 North Boulevard  
Richmond, VA 23220-4007  
Dock hours - 7AM-4PM M-F**Bill To**Finance Office  
Virginia Museum of Fine Arts  
200 North Boulevard  
Richmond, VA 23220-4007

Shipping Instructions: DELIVERY MUST BE NO LATER THAN TWO (2) BUSINESS DAYS ARO (AFTER RECEIPT OF ORDER)

Free On Board Name: FOB Destination-Freight Prepaid

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**Line: 40**

Description: FSK series black oxide flat head screws, #2 square drive / #2 combo recess: 1 1/2" length FSK

Unit Price: \$0.07240

Unit: each

**Ship To**Virginia Museum of Fine Arts - Loading Dock  
200 North Boulevard  
Richmond, VA 23220-4007  
Dock hours - 7AM-4PM M-F**Bill To**Finance Office  
Virginia Museum of Fine Arts  
200 North Boulevard  
Richmond, VA 23220-4007

Shipping Instructions: DELIVERY MUST BE NO LATER THAN TWO (2) BUSINESS DAYS ARO (AFTER RECEIPT OF ORDER)

Free On Board Name: FOB Destination-Freight Prepaid

---

**Line: 41**

Description: FSK series black oxide flat head screws, #2 square drive / #2 combo recess: 1 3/4" length FSK

Unit Price: \$0.07780

Unit: each

**Ship To**Virginia Museum of Fine Arts - Loading Dock  
200 North Boulevard  
Richmond, VA 23220-4007  
Dock hours - 7AM-4PM M-F**Bill To**Finance Office  
Virginia Museum of Fine Arts  
200 North Boulevard  
Richmond, VA 23220-4007

Shipping Instructions: DELIVERY MUST BE NO LATER  
THAN TWO (2) BUSINESS DAYS ARO (AFTER RECEIPT  
OF ORDER)

Free On Board Name: FOB Destination-Freight Prepaid

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**Line: 42**

Description: FSK series black oxide flat head screws, #2  
square drive / #2 combo recess: 2" length FSK

Unit Price: \$0.08320

Unit: each

**Ship To**

Virginia Museum of Fine Arts - Loading Dock  
200 North Boulevard  
Richmond, VA 23220-4007  
Dock hours - 7AM-4PM M-F

**Bill To**

Finance Office  
Virginia Museum of Fine Arts  
200 North Boulevard  
Richmond, VA 23220-4007

Shipping Instructions: DELIVERY MUST BE NO LATER  
THAN TWO (2) BUSINESS DAYS ARO (AFTER RECEIPT  
OF ORDER)

Free On Board Name: FOB Destination-Freight Prepaid

## SPECIAL INSTRUCTIONS

1. **NOTICE TO ALL STATE AGENCIES:** This contract is the result of a competitive bid program and its use is mandatory for all state agencies (unless otherwise indicated above) in the purchase of any commodity listed herein. 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 13.7 of the Agency Procurement and Surplus Property Manual.
2. Unless otherwise instructed by the Division of Purchases and Supply, all departments, institutions and agencies of the Commonwealth of Virginia shall order items listed by issuing orders through eVA.  
  
If this contract is authorized for use by localities, Virginia cities, counties, towns and political subdivisions may use this contract if the orders are placed through eVA.
3. When placing an eVA non-catalog order, each line of the requisition must be identified with the Master Agreement item number, the Master Agreement item description and the Master Agreement number. The Master Agreement number should be inserted in the contract number field.
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 (804-786-4634). The electronic version may be downloaded from the internet at the following link:  
[http://159.169.222.241/eo51\\_files/ComplaintA-10H.doc](http://159.169.222.241/eo51_files/ComplaintA-10H.doc).
5. **RENEWAL OF CONTRACT:** This contract may be renewed by the Commonwealth upon written agreement of both parties for FOUR(4) successive one year periods, under the terms of the current contract, and at a reasonable time (approximately 90 days) prior to the expiration.
6. **PRICE ESCALATION:** Price adjustments may be permitted for changes in the contractor's costs. Price adjustment authorization shall be determined by any applicable index or indices and/or other market indicators that are reflective of the current marketplace, as approved by the Division of Purchases and Supply. 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 180 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.
  - a. The contractor shall document the amount and proposed effective date of any general change in the contractor's costs. 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) define the source of increase and verify the amount or percentage of increase, which is being passed on to the contractor. 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 contractor's costs, are required to be communicated immediately to the purchasing office.
7. **AUDIT:** The contractor shall retain all books, records, and other documents relative to this contract for five (5) years after final payment, or until audited by the Commonwealth of Virginia, whichever is sooner. The agency, its

authorized agents, and/or state auditors shall have full access to and the right to examine any of said materials during said period.

8. **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.
9. **PRODUCT AVAILABILITY/SUBSTITUTION:** Substitution of a product, brand or manufacturer after the award of contract is expressly prohibited unless approved in writing by the Contract Officer. The Agency may, at its discretion, require the contractor to provide a substitute item of equivalent or better quality subject to the approval of the Contract Officer, for a price no greater than the contract price, if the product for which the contract was awarded becomes unavailable to the contractor.

Cynthia W. Wilson, MBA, CPPO, CPPB, VCO  
Contract Officer  
(804) 786-3853

**SPECIAL TERMS AND CONDITIONS**  
**Building Materials-Exhibitions-VA Museum of Fine Arts**

1. **BID SUBMISSION:** Bids may be submitted either electronically or via paper response. **If there are any questions regarding the electronic or paper bid submission process, contact eVA Customer Care at (804) 371-2525 or 1-(866) 289-7367.**
  - a. **ELECTRONIC BID SUBMISSION:** If there are any questions regarding the electronic bid submission process, contact eVA Customer Care at the number above.
  - b. **SEALED PAPER BID SUBMISSION:** Note: The paper document used for the sealed bid response is found in "Business Opportunities (VBO)" in eVA. Search for the IFB number, locate the solicitation and under "Response Options", click on, "Respond by Mail". Print this document. This document, along with the attachments, is your complete Invitation for Bids solicitation. (Do not print out the document presented when you click on, "Respond Online", this is not the correct document to use to respond by paper bid document.)
    - i. The Bidder shall return the signed response in a sealed envelope - identified and addressed as specified in this Special Term and Condition section iii, "IDENTIFICATION OF BID ENVELOPE" below. If a solicitation response is not contained in an envelope as specified in this Special Term and Condition, the Bidder takes the risk that the envelope may be inadvertently opened and the information compromised which may cause the bid to be disqualified. Bids may be hand delivered to the designated location below. No other unrequested correspondence or other bids should be placed in the envelope.
    - ii. **NOTE:** Paper bids shall be delivered to the Division of Purchases and Supply, ATTENTION: RECEPTIONIST, 6th Floor, 1111 East Broad Street, Richmond, VA 23219. (NOTE: Allow time to go through security checkpoint. The building is currently called the 'Patrick Henry Building', formerly the 'Old State Library')
    - iii. **IDENTIFICATION OF BID ENVELOPE:** If a special envelope is not furnished, or if return in the special envelope is not possible, the signed bid should be returned in a separate envelope or package, sealed and identified as follows:

From: _____ Name of Bidder	_____ Due Date	_____ Time
_____ Street or Box Number	_____ IFB No.	
_____ City, State, Zip Code	_____ IFB Title	
_____ Name of Contract Officer		

2. **SEALED BIDS SUBMITTED VIA EMAIL OR FAX ARE NOT ACCEPTABLE AND WILL BE JUDGED NON-RESPONSIVE.**
3. **PURPOSE:** The purpose of this Invitation for Bids is to secure a term contract for a continuous supply of Building Supplies at the Virginia Museum of Fine Arts (VMFA), see the detailed specifications included in each line item "DESCRIPTION" for brand, type, material, etc.
4. Bidders are strongly encouraged to register in eVA early. In addition, the Commonwealth will not be responsible for sealed bids not received by the due date and time regardless of the cause.

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5. **QUESTIONS:** See General Term and Condition titled, "Clarification of Terms". Questions should be submitted via e-mail to [Cindy.Wilson@dgs.virginia.gov](mailto:Cindy.Wilson@dgs.virginia.gov)
6. **SPECIFICATIONS:** The specifications for each line item is listed in the "description" section of each line of the Invitation for Bids form. Pricing information must be indicated for each item, in the "Price" section of each line item on the Invitation for Bids form. Pricing may be provided for any of the individual lots in the Invitation for Bids or all the lots in the Invitation for Bids. Bidders should price to supply all the items within a lot, leaving no item pricing blank inside the lot. Partial pricing within a lot may cause the bid to be considered non-responsive and may be cause for bid rejection.
7. **BRAND NAMES:** If a brand name is specified in the specification (description) for each line item, ONLY that brand will be accepted. Bidding a different brand item than listed in the specification, may cause the bid to be considered non-responsive.
8. **PAST USAGE OF EXHIBIT MATERIAL:** Although we are unable to provide an estimated size and number of exhibits for future, we are able to provide some past usage below.

MDO Plywood and Medite II Orders November 2010 through June 2011:

Note that most orders are for between 15 and 30 pcs. of each item, due to storage and material handling constraints. Frequency of orders is sometimes twice per week, during times of increased production. It is, however, unpredictable, being dependent on the exhibition designs and scheduling.

	Nov	Dec	Jan	Feb	Mar	April	May	Jun
3/4" MDO	55	45	30	75	10	15	10	60
1/2" MDO	40	45	45					55
1/2" Medite		75	50	75	65	25	15	
3/4" Medite	10				20			15

- 9A. **DELIVERIES:** This IFB is for MULTIPLE DELIVERIES over a one year period. This IFB is for a term contract of one year with four one-year renewable options.
- 9B. **DELIVERIES:** Bidders shall provide delivery NO LATER THAN TWO (2) BUSINESS DAYS AFTER RECEIPT OF ORDER (ARO) FOR LOTS ONE (1) AND TWO (2) ONLY.
- 9C. **DELIVERIES:** STATE YOUR EARLIEST FIRM DELIVERY OR PERFORMANCE DATE FOR EACH LINE ITEM IN EACH LOT BID. THIS DATE SHALL BE A FACTOR IN MAKING THE AWARD IN LOTS ONE (1) AND TWO (2).
- 9D. **DELIVERIES:** The intent of this IFB is to award to a Bidder or Bidders for a term contract for 1 (one) year, with 4 (four) additional one year renewal options. The estimated quantities listed for each line item, are estimated total annual quantities, and the Virginia Museum of Fine Arts does not intend to receive the entire estimated year's purchase quantity in one shipment.
- 9E. **DELIVERIES:** Provide delivery time after receipt of order (ARO) for the building materials for each line item.
10. **BIDDER'S ADDRESS:** MUST BE LOCATED WITHIN TEN (10) MILES OF THE VIRGINIA MUSEUM OF FINE ARTS (VMFA), 200 North Boulevard, Richmond, VA 23220. Mileage shall be determined based on **maps.Yahoo.com, (driving directions)** and mileage shall be calculated from bidders address to the delivery address: Virginia Museum of Fine Arts, 200 North Boulevard, Richmond, VA 23220.
11. **ADVERTISING:** In the event a contract is awarded for supplies, equipment, or services resulting from this bid/proposal, no indication of such sales or services to the Commonwealth of Virginia, Department of General Services, Division of Purchases & Supply or the Virginia Museum of Fine Arts, will be used in product literature or advertising. The contractor shall not state in any of its advertising or product literature that (see above agencies) has purchased or uses any of its products or services, and the contractor shall not include (see above agencies) in any client list in advertising and promotional materials.

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12. **AWARD:** The Commonwealth will make the award(s) on a lot basis to the lowest responsive and responsible bidder(s). The purchasing office reserves the right to conduct any test it may deem advisable and to make all evaluations. The Commonwealth also reserves the right to reject any or all bids, in whole or in part, to waive informalities and to delete items prior to making the award, whenever it is deemed in the sole opinion of the procuring public body to be in its best interest.
13. **PURCHASE REPORT:** The Contractor shall furnish the Division of Purchases and Supply reports of the total dollar volume of purchases by ordering Agency and the total number of each contract item ordered under this contract with dollar amounts on an annual basis.
14. **RENEWAL OF CONTRACT:** This contract may be renewed by the Commonwealth upon written agreement of both parties for FOUR(4) successive one year periods, under the terms of the current contract, and at a reasonable time (approximately 90 days) prior to the expiration.
15. **PRICE ESCALATION:** Price adjustments may be permitted for changes in the contractor's costs. Price adjustment authorization shall be determined by any applicable index or indices and/or other market indicators that are reflective of the current marketplace, as approved by the Division of Purchases and Supply. 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 180 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 contractor's costs. 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) define the source of increase and verify the amount or percentage of increase, which is being passed on to the contractor. 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 contractor's costs, are required to be communicated immediately to the purchasing office.

16. **SMALL PURCHASE CHARGE CARD SPCC Part 1** - 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 not 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 Bank of America VISA Purchasing Card 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 following data: Supplier Name; Merchant Category Code; Date; and Total Purchase Amount. By passing Basic Date, the vendor has a standard interchange cost. Level 2 - vendors provide additional information to the Level 1 elements, including, but not limited to the following data: Customer Code (PCO Number from eVA); and Vendor Tax ID. 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 Bank of America VISA Purchasing Card.

Level 3 - vendors provide line item detail, in addition to the Level 1 and Level 2 elements, including, but not limited to the following data: Item Description; Item Quantity; Item Unit of Measure; Product Code; Freight Amount; and Extended Line Item Amount. By passing Level 3 (which is optional) data which is considered Superior data, the vendor will receive the lowest interchange costs.

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17. **AUDIT:** The contractor shall retain all books, records, and other documents relative to this contract for five (5) years after final payment, or until audited by the Commonwealth of Virginia, whichever is sooner. The agency, its authorized agents, and/or state auditors shall have full access to and the right to examine any of said materials during said period.
18. **BID ACCEPTANCE PERIOD:** Any bid in response to this solicitation shall be valid for 90 days. At the end of the 90 days, the bid may be withdrawn at the written request of the bidder. If the bid is not withdrawn at that time, it remains in effect until an award is made or the solicitation is canceled.
19. **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.
20. **QUANTITIES:** Quantities set forth in this solicitation are estimates only, and the contractor shall supply at bid prices actual quantities as ordered, regardless of whether such total quantities are more or less than those shown.
21. **PRODUCT AVAILABILITY/SUBSTITUTION:** Substitution of a product, brand or manufacturer after the award of contract is expressly prohibited unless approved in writing by the Contract Officer. The Agency may, at its discretion, require the contractor to provide a substitute item of equivalent or better quality subject to the approval of the Contract Officer, for a price no greater than the contract price, if the product for which the contract was awarded becomes unavailable to the contractor.
22. **STATE CORPORATION COMMISSION IDENTIFICATION NUMBER:** Pursuant to Code of Virginia, §2.2-4311.2 subsection B, a bidder or offeror organized or authorized to transact business in the Commonwealth pursuant to Title 13.1 or Title 50 is required to include in its bid or proposal the identification number issued to it by the State Corporation Commission (SCC). Any bidder or offeror that is not required to be authorized to transact business in the Commonwealth as a foreign business entity under Title 13.1 or Title 50 or as otherwise required by law is required to include in its bid or proposal a statement describing why the bidder or offeror is not required to be so authorized. Indicate the above information on the SCC Form provided. Contractor agrees that the process by which compliance with Titles 13.1 and 50 is checked during the solicitation stage (including without limitation the SCC Form provided) is streamlined and not definitive, and the Commonwealth's use and acceptance of such form, or its acceptance of Contractor's statement describing why the bidder or offeror was not legally required to be authorized to transact business in the Commonwealth, shall not be conclusive of the issue and shall not be relied upon by the Contractor as demonstrating compliance.
23. **eVA BUSINESS-TO-GOVERNMENT CONTRACTS AND ORDERS:** The solicitation will result in multiple purchase orders 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 thru June 30, 2011, 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.
  - c. For orders issued July 1, 2011 thru June 30, 2012, the Vendor Transaction Fee is:
    - (i) DMBE-certified Small Businesses: 0.75%, Capped at \$500 per order.
    - (ii) Businesses that are not DMBE-certified Small Businesses: 0.75%, Capped at \$1,500 per order.
  - d. For orders issued July 1, 2012, 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

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order.

The specified vendor transaction fee will be invoiced, by the Commonwealth of Virginia Department of General Services, approximately 30 days after the corresponding purchase order is issued and payable 30 days after the invoice date. Any adjustments (increases/decreases) will be handled through purchase order changes.

The eVA Internet electronic procurement solution, website portal [www.eva.virginia.gov](http://www.eva.virginia.gov), 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).