

O.C. TANNER INFORMATION

O. C. Tanner is currently developing a website that will take you directly to the Commonwealth awards. This website will be available 1 July 2012 at http://www.eawardcenter.com/u/0000481248/20en_US. There is a separate document loaded to eVA titled "Awards and Pricing" that gives more information about the O.C. Tanner program.

VDOT and Virginia ABC have separate programs that are not listed on eVA. Check with your respective HR Department for service awards available in these programs.

Contact Erik Oliver at O.C. Tanner with any questions. His number is 877-747-8177. Email is erik.oliver@octanner.com.

INSTRUCTIONS

1. Orders. All departments, institutions and agencies of the Commonwealth of Virginia may order items listed by using eVA (preferred) or by issuing agency purchase orders (Form DPS-41-056) or by issuing their own purchase order form or using a credit card.

Verbal/Facsimile Orders. When a written purchase order is not required by the contractor, state agencies have the authority to place verbal and/or facsimile orders for requirements valued at less than \$5,000.

Purchase orders will be submitted to the contractor via the Commonwealth of Virginia's electronic procurement system, also known as eVA. The orders will be governed by this agreement and the terms and conditions contained in the separate agreement for participation in eVA executed by the contractor.

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.
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 Contract Officer 786-5412 or Email Lucinda.Garwood@dgs.virginia.gov.
5. Renewals. Three (3) one year renewals remain. The decision as to whether to exercise the next renewal option will be made by the contract officer approximately four to six months in advance of the expiration date of the current term.
6. Price Adjustments. During the current term of the contract, price escalation may be allowed every 360 days, if justified, after the first year of the contract. While the contract will be renewed on 1 July, pricing will not change until 1 October. The contract officer makes the decision to allow or deny a request for increase based upon the documentation submitted by the contractor. The contractor is required to pass on any price reductions immediately.

SPECIAL CONDITIONS

7. **DELIVERY:** Delivery shall be made within 10-12 days for in stock items. Special Order items will generally be shipped within 30 days after receipt of order. Check with O. C. Tanner for shipping time on special orders.
8. **FREIGHT:** Deliveries not shipped in the customary manner the vendor ships. If possible, freight charges should be quoted at the time the order is placed.
9. **GOLD PRICE ADJUSTMENT:** The price of the emblems adjusts monthly based on the Gold price adjustments (GPA) factor. A base price for gold on all awards has been established computed on gold at \$309.00 per ounce, and is then adjusted to reflect current precious metal prices using the Handy & Harman base price as published in the Wall Street Journal and other financial newspapers, based on the weight and quality of gold used in the award. The GPA factor is added to or subtracted from the \$309.00 base price of the award for each full \$4.00 change in the market price of gold above or below \$309.00 on the last business day of the month before the order is received. For example, order is received on February 12; gold price as of January 31 will be used.
10. **WARRANTY:** If for some reason you're not happy with the award(s) you've received, please call the Awards Center at 888-708-7080 for help with a return or exchange. *If O.C. Tanner made it, they guarantee it for life. **Lifetime warranty for all jewelry. Five year warranty on merchandise.*** Ninety day award exchange policy for any reason—no questions asked.