

INSTRUCTIONS

1. Orders. Unless otherwise instructed by the Division of Purchases and Supply, all departments, institutions and agencies of the Commonwealth of Virginia may order items listed by issuing eVA purchase orders or by issuing their own purchase order form.

Written Purchase Orders Required by the Contractor. **When required by the contractor**, state agencies and public bodies will supply written purchase order forms for orders under \$5,000.

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. If this contract is authorized for use by localities Virginia cities, counties, towns and political subdivisions may use their own form to order items listed in this contract.
3. The applicable contract number, eVA vendor identification number 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.
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 (786-8873).
6. Renewals. Three (3) one (1) year renewals available.
7. Price Adjustments. May only occur on specified items listed once per year on the contract anniversary date. Items offered in the manufacturer's catalog, but not specified, at a discount off manufacturer's catalog price may 'float' however, the discount must remain the same.

PRELIMINARY BREATH TEST DEVICES

Lifeloc Technologies

Eva #	VENDOR ADDRESS	TELEPHONE NO.
C25688	12441 W. 49 th Avenue Unit 4 Wheat Ridge, Colorado 80033	800-722-4872
	Contact:	
	Order Placement Questions or Assistance:	
	Sarah Struble Phone: 800-722-4872 Email: sales@lifeloc.com	

Additional charges will be allowed for shipping that is not the ordinary method customarily used by the vendor and would include 'Rush', "Overnight" and the like.

Lifeloc Technologies, Inc. website address is www.lifeloc.com.

