

COMMONWEALTH OF VIRGINIA  
DIVISION OF PURCHASES AND SUPPLY  
1111 E. BROAD STREET  
P. O. BOX 1199  
RICHMOND, VIRGINIA 23218-1199

**NOTICE OF CONTRACT AWARD**

1. DATE .....October 8, 2012
2. COMMODITY NAME ..... Paper Shredders
3. CONTRACT NUMBER .....#E194-1457
4. CONTRACT PERIOD..... December 1, 2012 through November 30, 2013
5. SUPERSEDES .....N/A
6. AUTHORIZED USERS .....State Agencies and Other Public Bodies
7. CONTRACTOR .....THE SUPPLY ROOM COMPANIES  
**(VDMBE Certified WOMAN-OWNED Business)**
8. CONTRACTOR'S eVA VENDOR ID..... C16503
9. CONTRACTORS' PHONE NUMBER ..... 800-849-7239
10. TERMS ..... Net 30
11. F.O.B.....Ordering Entity
12. MINIMUM ORDER.....\$0
13. PRICING SCHEDULE.....PAGES 4 & 5 OF THIS NOTICE
14. FOR FURTHER CONTRACT INFORMATION CONTACT: Nan Rowe, VCO  
Phone: (804) 786-3854  
Fax: (804) 786-0223  
E-mail: [nancy.rowe@dgs.virginia.gov](mailto:nancy.rowe@dgs.virginia.gov)

15. NOTICE TO STATE AGENCIES: This contract is the result of a competitive bid program and its use is mandatory for all State Agencies 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 13.7a of the Agency Procurement and Surplus Property Manual.

PRIOR TO REQUESTING OTHER ITEMS OF A SIMILAR NATURE, PLEASE ENSURE THAT YOU HAVE REVIEWED THE PAPER SHREDDER CONTRACT #E194-1458 WITH VIRGINIA BUSINESS SYSTEMS WHICH INCLUDES OTHER SIZES OF SHREDDERS.

By: *Nancy Rowe*  
Nancy Rowe, Statewide Contract Officer

## INSTRUCTIONS

1. Orders. Unless otherwise instructed by the Division of Purchases and Supply, all departments, institutions and agencies of the Commonwealth of Virginia will order items through eVA.
2. 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.
3. 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.
4. The applicable contract 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.
5. Inspection on delivery and approval of vendor's invoice is the responsibility of receiving state agency, Virginia city, county, town or political subdivision.
6. Complaints. 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 (804-225-4045).
7. Renewals. This contract may be renewed by the Commonwealth upon written agreement of both parties for four successive one-year periods. The decision as to whether to exercise the renewal option will be made by the contract officer approximately 90 days in advance of the expiration date of the current term.
8. Price Adjustments. During the current term of the contract, price escalation may be allowed every 365 days, if justified. 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. **IMPORTANT!** All price increases must be approved by the contract officer. Contract users will be sent a Notice of Contract Change from this office as official notification of such changes, if approved.
9. Delivery Point: Except when otherwise specified herein, all items shall be F.O.B. Delivered to any point within the Commonwealth of Virginia as directed by ordering department, institution or agency of the Commonwealth or Public bodies of the Commonwealth as defined in Section 11-37 of the Virginia Public Procurement Act.
10. Purchase Volume Report: The Contractor shall furnish an annual volume report within 15 days of the end of the expiration date of the contract term. Report shall list item(s) and or services performed during the previous year. These reports shall include: full description of item purchased, date purchased, agency, quantity, each price, extended price, and eVA purchase order number.

## VENDORS NAME/ ADDRESS / CONTACT INFORMATION

### Company

The Supply Room Companies  
1414 N. Washington Hwy  
P. O. Box 1810  
Richmond, VA 23233  
Contact Person: Katherine McIntire  
e-mail: [kmcintire@thesupplyroom.com](mailto:kmcintire@thesupplyroom.com)  
or Becky Via  
e-mail: [bvia@thesupplyroom.com](mailto:bvia@thesupplyroom.com)

### Phone & Fax

800-849-7239  
or 804-412-1200  
Fax 800-849-9772  
or Fax 804-412-1313

## **ADDITIONAL TERMS AND CONDITIONS:**

**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.

**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.

**Price Escalation/De-escalation:** Price adjustments may be permitted only for changes in the Contractor's cost of materials. 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.

**Manufacturer's Warranty:** The manufacturer warrants that any new products sold will be free from defects in material and workmanship when used under specified and normal operating conditions. Office Shredders-parts and labor to repair any failure caused by defect is limited to 3 years from date of invoice. Strip and Cross Cut Cutting Rollers are warranted to be free of manufacturer defects for the life of the shredder from the date of invoice. Cutters and trimmers are warranted to be free from failure caused by defect, limited to 2 years from date of invoice, excluding consumable parts. A Maximum of one replacement unit is authorized during the warranty period. The capabilities of products are in each specification flier. To over-use a model causing a product failure is not covered under warranty. Modifications, alterations and repairs must be performed by an authorized technician. Warranty Service Phone Number: 1-800-613-2110.

**PRICING SCHEDULE:**

1. **STRIP CUT-1/4"**-HSM1566-Mfg. Model #HSM 411.2 Classic Document Shredder, 1/4" cutting size, sheet capacity 65-67, **security level 2**, feed opening 16", max. horsepower 2.82, keypad for constant operation and reverse, hardened steel cutters can handle occasional paper clips or staples, auto stop when container is full or door is open, convenient pull-out system for removing the integrated, sturdy, reusable shred-bin bag, powerful, specially adjusted motor for longer periods of use with thermal protection for high performance, closed-tooth wheel drive prevents penetration of dirt and slows wear, increasing service life, enclosed housing protects against the spread of paper dust and provides for quiet shredding, heavy-duty castors for effortless mobility, JamStop Anti-Jam technology designed to easily and quickly reverse out paper in the event the machine is overloaded. Shred bin volume 38.5 gallons. Dimensions (H x W x D) 27-4/5" x 23-2/5" x 18-1/2". Shipping weight 163 lbs.  
Price: \$2,110.90 each

2. **STRIP CUT-1/8"**-HSM1206-Mfg. Model #HSM 70.2 Classic Document Shredder, 1/8" cutting size, sheet capacity 5, **security level 2**, feed opening 9", max. horsepower 0.11, automatic start/stop control, standby operation without power consumption, working width 9", rocker switch for on/off and reverse, hardened solid-steel cutting rollers can handle occasional standard paperclips or staples, powerful drive for high performance, motor with protected thermal fuse, runs quietly, closed-tooth wheel drive prevents penetration of dirt and slows wear, increasing service life. Shred bin volume, 3.7 gallons. Dimensions (H x W x D) 15-1/8" x 11-5/8" x 7-1/4". Shipping weight 4 lbs.

Price: \$54.42 each

3. **STRIP CUT-1/4"**-HSM1013, Mfg. Model #HSM S10 Classic Document Shredder, 1/4" cutting size, sheet capacity 10-13, **security level 2**, feed opening 8.6", max. horsepower .17, .37 particles per page, manual reversing function, overload protection, 2 year warranty on parts, lifetime warranty on cutting heads. Shred bin volume, 4.2 gallons. Dimensions (W x D x H) 16" x 13" x 8". Shipping weight 8 lbs.

Price: \$39.22 each

4. **STRIP CUT-1/8"**-HSM1271, Mfg. Model #HSM 125.2 Classic Document Shredder, 1/8" cutting size, sheet capacity 22-24, **security level 2**, feed opening 10", max. horsepower .90, auto start/stop via electronic eye, reverse button for overfed paper, auto stop and container full indicators, hardened steel cutters can handle the occasional standard paper clips or staples, credit cards and cd/dvd's, powerful, specially adjusted motor for longer periods of use with thermal protection for high performance, closed-tooth wheel drive prevents penetration of dirt and slows wear, increasing service life, enclosed housing protects against the spread of paper dust. Oil regularly to maintain top working condition. Shred bin volume, 20 gallons. Dimensions (H x W x D) 32-3/5" x 17-3/5" x 13-3/5". Shipping weight 57 lbs.

Price: \$560.03

5. **STRIP CUT-1/8"-HSM1365-Mfg. Model #HSM 390.3 Classic Document Shredder, 1/8" cutting size, sheet capacity 33-35, security level 2, feed opening 16", max. horsepower 1.88, auto start/stop with LED as well as auto reverse are standard, storage space for paper stacks, convenient pull-out system for removing the integrated, sturdy, reusable shred-bin bag, specially adjusted motor for longer periods of use with thermal protection for high performance, closed-tooth wheel drive prevents penetration of dirt and slows wear increasing service life, enclosed housing protects against paper dust and provides for quiet shredding, JamStop Anti-Jam Technology designed to easily and quickly reverse out paper in the vent a machine is overloaded, mobile for shared use. Shred bin volume, 39 gallons. Dimensions (H x W x D) 35-7/10" x 23-2/5" x 18-1/2". Shipping weight 112 lbs.**

**Price \$889.27**

6. **CROSS CUT-1/8" x 2"-HSM1568-Mfg. Model #HSM 411.2cc Classic Document Shredder, 1/8" x 2" cutting size, sheet capacity 38-40, security level 3, feed opening 16", max. horsepower 2.82, keypad for constant operation and reverse, hardened steel cutters can handle occasional paper clips or staples, auto stop when container is full or door is open, convenient pull-out system for removing the integrated, sturdy, reusable shred-bin bag, powerful, specially adjusted motor for longer periods of use with thermal protection for high performance, closed-tooth wheel drive prevents penetration of dirt and slows wear, increasing service life, enclosed housing protects against the spread of paper dust and provides for quiet shredding, heavy-duty castors for effortless mobility, JamStop Anti-Jam technology designed to easily and quickly reverse out paper in the event the machine is overloaded. Shred bin volume, 38.5 gallons. Dimensions (H x W x D) 37-4/5" x 23-2/5" x 18-1/2". Shipping Weight, 181 lbs. Lubrication for cross-cut shredders is required every fifteen to thirty minutes of operation, to maintain top working condition and the warranty.**

**Price: \$2,337.53**

7. **CROSS-CUT-1/32 X 7/16"-HSM1344-Mfg. Model #HSM225-2L5 Classic Document Shredder, 1/32" x 7/16" cutting size, sheet capacity 10-11, security level 5, feed opening 12", max. horsepower 1.93, auto stop/start via electronic eye, auto stop when container is full or door is open, new auto stop with LED plus auto reverse in case of paper jam, additional safety shield for easy feed of CDs/DVDs, powerful, specially adjusted motor for longer periods of use with thermal protection for high performance, closed-tooth wheel drive prevents penetration of dirt and slows wear, increasing the service life, enclosed housing protects against the spread of paper dust ad provides for "whisper quiet" shredding, mobile for shared use. Shred bin volume, 31.7 gallons. Dimensions (H x W x D) 35-1/5" x 19-7/10" x 18-1/2". Shipping Weight, 108 lbs. Lubrication for cross-cut shredders is required every fifteen to thirty minutes of operation, to maintain top working condition and the warranty.**

**Price: \$1,250.00**