

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.
11. Warranty: Lifetime limited warranty on strip and cross-cut cutting shafts and wheels, 1 year limited warranty on super micro-cut cutting shafts nad swheels, 1 year warranty on other parts, excluding wearables.

VENDORS NAME/ ADDRESS / CONTACT INFORMATION

Company

Virginia Business Systems
9899 Mayland Drive
Richmond, VA 23233
Contact Person: Debora Gregg
www.vabusinesssystems.com

Phone & Fax

(804) 270-7003 ext. 1106
Fax: 804-270-7677
e-mail: dgregg@vabs.net

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.

PRICING SCHEDULE:

1. **STRIP CUT-3/16"-MEM, 2503SC, Mfg. Part #DSH0300, Destroyit Business Shredder-Strip cut, 3/16" (4 mm), sheet capacity 19-21, security level 2, feed opening 10-1/4", max. horsepower 3/4, Safety Protection System electronically controlled, transparent safety shield in the feed opening. "Easy Switch" control element uses color codes and back-lit symbols to indicate operational status; automatic reverse and power cut-off in case of paper jam; automatic power cut-off when shred bag is full or when cabinet door is opened; double protection against overheating; Energy Saving Mode after 1 hour of inactivity; automatic start and stop controlled by photo cell; high quality hardened steel cutting shafts take staples, paper clips and credit cards. Lifetime limited warranty on strip-cutting shafts and wheels, 1 year limited warranty on super micro-cut cutting shafts and wheels, 1 year warranty on all other parts, excluding wearables. Quiet and powerful single phase motor, durable gears enclosed in dust-proof housing; high quality wooden cabinet mounted on casters, pull-out bag frame for disposable shred bags, 26 gallon shred volume; Dimensions (D x W x H) 14-3/4 x 19-3/4 x 34-1/4 inches. Shipping weight 78 lbs.**

Price: \$542.00 each

2. **CROSS CUT-3/32"X 5/8"-MEM 2604CC, Mfg. Part #DSH0362, Destroyit Business Shredder-Cross-Cut, 3/32" x 5/8", sheet capacity 12-14", security level 4, feed opening 10-1/4", max. horsepower 1, Safety Protection System electronically controlled, transparent safety shield in the feed opening. "Easy Switch" control element uses color codes and back-lit symbols to indicate operational status; automatic reverse and power cut-off in case of paper jam; automatic power cut-off when shred bag is full or when cabinet door is opened; double protection against overheating; Energy Saving Mode after 1 hour of inactivity; automatic start and stop controlled by photo cell; Electronic Capacity Control indicator helps prevent paper jams by indicating sheet capacity levels during the shredding process; automatic oil injection insures optimal performance at all times, high quality hardened steel cutting shafts take staples, paper clips, credit cards and CD's. Lifetime limited warranty on strip-cutting shafts and wheels, 1 year limited warranty on super micro-cut cutting shafts and wheels, 1 year warranty on all other parts, excluding wearables. Quiet and powerful single phase motor, durable gears enclosed in dust-proof housing; high quality wooden cabinet mounted on casters, convenient shred bin, 26 gallon shred volume (approximate); Dimensions (D x W x H) 18-1/2 x 22-1/2 x 36-1/2 inches. Shipping weight 123 lbs.**

Price: \$898.00 each

3. **CROSS CUT-3/16" X 1-1/2"-MEM2604CC, Mfg. Part #DSH0362, Destroyit Business Shredder-Cross cut, 3/16" x 1-1/2", sheet capacity 20-22", security level 3, feed opening 10-1/4", max horsepower 1, Safety Protection System electronically controlled, transparent safety shield in the feed opening. "Easy Switch" control element uses color codes and back-lit symbols to indicate operational status; automatic reverse and power cut-off in case of paper jam; automatic power cut-off when shred bag is full or when cabinet door is opened; double protection against overheating; Energy Saving Mode after 1 hour of inactivity; automatic start and stop controlled by photo cell; Electronic Capacity Control indicator helps prevent paper jams by indicating sheet capacity levels during the shredding process; automatic oil injection insures optimal performance at all times, high quality hardened steel cutting shafts take staples, paper clips, credit cards and CD's. Lifetime limited warranty on strip-cutting shafts and wheels, 1 year limited warranty on super micro-cut cutting shafts and wheels, 1 year warranty on all other parts, excluding wearables. Quiet and powerful single phase motor, durable gears enclosed in dust-proof housing; high quality wooden cabinet mounted on casters, convenient shred bin, 26 gallon shred volume (approximate); Dimensions (D x W x H) 18-1/2 x 22-1/2 x 36-1/2 inches. Shipping weight 123 lbs.**

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