



COMMONWEALTH of VIRGINIA

Department of General Services

Division of Purchases and Supply

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ADDITIONAL eVA ORDERING PROCEDURES

Date: December 18, 2012
Contract No.: E194-1485
Issued By: Commonwealth of Virginia
Department of General Services
Division of Purchases and Supply
Contractor: The Toro Company
Commodity: Ground Maintenance Equipment

These instructions are in addition to the Instructions listed in Attachment C of the original Contract Award dated November 5, 2012 as follows.

Procedures to order Ground Maintenance Equipment through eVA.

The Toro Company will establish a link on their Website to gain access to the Commonwealth of Virginia awarded Contract E194-1485 for Ground Maintenance Equipment, which will be accessed by clicking the link below:

<https://dps.dgs.virginia.gov/dps/contracts/CovaContractDetail.aspx?ContractNumber=E194-1485>

This link provides the end users of Toro's equipment with the instructions of how to contact the dealers for a quote. Once a quote has been generated, the end user will need to order their equipment through the non-catalog process based on the quotation obtained from Toro's dealer. The buyer must provide the **NIGP Code**, the **Contract Number**, **Model number**, and **description of the basic unit with the Dealers Name and Quote number referenced** in the description. The Buyer must also **attach the Quote** received from the dealer to the eVA order.

Example:

Buyer links to the state contract for Toro Company



Contract Files

[Return to Contracts](#)

Document	Contract Number
CONTRACT AWARD	E194-1485
Attachment A - Specifications	E194-1485
Attachment B - Price Schedule	E194-1485
Attachment C - Dealer List	E194-1485

The end user shall choose from the Attachment C – Dealer List the appropriate dealer from their area. Based on requested specifications from the end user, the dealer must provide an itemized quote based on the specifications required by the agency. The end user shall create a Requisition in eVA with one non-catalog line that shall include the NIGP Code, the Contract Number, the Dealers Name and Quote number and a complete description of the base unit being purchased. Any order received from an agency that does not include the above minimum information, must be rejected by the Contractor. The Contractor must notify the agency and advise them to modify their purchase order in eVA to include the minimum information required. Equipment ordered shall not be delivered by the Contractor until the purchase order has been revised to include the minimum information requested.

Reference the eVA Requisition Page below for the entry of the required information stated above.

PR606256: asdfadf Items:0 Total:

If you cannot locate the item you want in the catalog, request a non-catalog item using the fields below. Non-catalog items may take longer to process because your purchase order is not in the catalog.

Full Description: * Description with Quote Number Referenced

Commodity Code: NIGP Code

Supplier:

Contact: (no value)

Reg. Type:

Supplier Part Number:

Contract List:

Contract #: Contract Number

Supplier Auxiliary Part ID:

Quantity:

Unit of Measure:

Price: * USD

Amount: \$0.00000 USD

Except for the changes provided herein, all other terms and conditions of this Contract remain unchanged and in full force and effect.

Mary L. Hicks-Coston

Mary L. Hicks-Coston, VCO
 Statewide Contract Officer
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