

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

**NOTICE OF CONTRACT RENEWAL**

1. DATE ..... June 12, 2008
2. COMMODITY NAME ..... Art Supplies, Crafts and Games
3. CONTRACT NUMBER..... E194-165-09
4. CONTRACT PERIOD ..... July 1, 2008 through June 30, 2009
5. SUPERSEDES..... E194-165-07
6. AUTHORIZED USERS ..... State Agencies and Other Public Bodies
7. CONTRACTORS' eVA ID NUMBER.....C865
8. CONTRACTOR..... S & S Worldwide  
..... 75 Mill Street  
..... Colchester, CT 06415  
..... Contact Person: Paula Ward
9. CONTRACTORS' PHONE NUMBER ..... (800) 642-7354 x 2503  
..... FAX (800) 432-2842
10. TERMS.....Net 30 Days
11. DELIVERY ..... 30 Days
12. F.O.B..... Destination
13. MINIMUM ORDER ..... No minimum
14. FOR FURTHER CONTRACT INFORMATION CONTACT: Chris A. Nichols, CPPB, VCO  
Ph. (804) 786-3849 Fax 786-0223
15. Website: [www.eva.virginia.gov](http://www.eva.virginia.gov)
16. NOTICE TO ALL STATE AGENCIES: This contract is the result of a competitive bid program and its use is **Optional** for all State Agencies and public bodies (unless otherwise indicated in item 6 above) in the purchase of any commodity listed herein.

By:   
Chris A. Nichols  
Statewide Commodity 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 may order items listed by issuing purchase orders in eVA 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.

2. If this contract is authorized for use by localities (see line item 6, page 1), Virginia cities, counties, towns and political subdivisions may order through eVA or use their own form to order items listed in this contract.
3. 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.

Purchase orders must show the contract number to ensure getting the discount from the current catalog price.

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 DGS home page ([www.dgs.virginia.gov](http://www.dgs.virginia.gov)) under **DPS Forms**.
6. Renewals. One (1), 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.
7. 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.

- X. **eVA Business-To-Government Vendor Registration:** The eVA Internet electronic procurement solution, web site portal [www.eVA.virginia.gov](http://www.eVA.virginia.gov), streamlines and automates government purchasing activities in the Commonwealth. The eVA portal is the gateway for vendors to conduct business with state agencies and public bodies. All vendors desiring to provide goods and/or services to the Commonwealth shall participate in the eVA Internet e-procurement solution either through the eVA Basic Vendor Registration Service or eVA Premium Vendor Registration Service. All bidders or offerors must register in eVA; failure to register will result in the bid/proposal being rejected.

- a. eVA Basic Vendor Registration Service: \$25 Annual Registration Fee plus the appropriate order Transaction Fee specified below. eVA Basic Vendor Registration Service includes electronic order receipt, vendor catalog posting, on-line registration, electronic bidding, and the ability to research historical procurement data available in the eVA purchase transaction data warehouse.

- b. eVA Premium Vendor Registration Service: \$25 Annual Registration Fee plus the appropriate order Transaction Fee specified below. eVA Premium Vendor Registration Service includes all benefits of the eVA Basic Vendor Registration Service plus automatic email or fax notification of solicitations and amendments.
- c. For orders issued prior to August 16, 2006, the Vendor Transaction Fee is 1%, capped at a maximum of \$500 per order.
- d. For orders issued August 16, 2006 and after, the Vendor Transaction Fee is:
  - (i) DMBE-certified Small Businesses: 1%, capped at \$500 per order.
  - (ii) Businesses that are not DMBE-certified Small Businesses: 1%, capped at \$1,500 per order.

**59. eVA Business-To-Government Contracts and Orders:** It is anticipated that the contract will result in multiple purchase orders (i.e., one for each delivery requirement) with the eVA transaction fee specified below assessed for each order.

- a. For orders issued prior to August 16, 2006, the Vendor Transaction Fee is 1%, capped at a maximum of \$500 per order.
- b. For orders issued August 16, 2006 and after, the Vendor Transaction Fee is:
  - (i) DMBE-certified Small Businesses: 1%, Capped at \$500 per order.
  - (ii) Businesses that are not DMBE-certified Small Businesses: 1%, Capped at \$1,500 per order.

The eVA transaction fee will be assessed approximately 30 days after each purchase order is issued. Any adjustments (increases/decreases) will be handled through eVA change orders.

Internet electronic procurement solution, web site portal [www.eva.state.va.us](http://www.eva.state.va.us), streamlines and automates government purchasing activities in the Commonwealth. The portal is the gateway for vendors to conduct business with state agencies and public bodies.

Vendors desiring to provide goods and/or services to the Commonwealth shall participate in the eVA Internet e-procurement solution and agree to comply with the following:

If this solicitation is for a term contract, failure to provide an electronic catalog (price list) or index page catalog for items awarded will be just cause for the Commonwealth to reject your bid/offer or terminate this contract for default. The format of this electronic catalog shall conform to the eVA Catalog Interchange Format (CIF) Specification that can be accessed and downloaded from [www.eVA.virginia.gov](http://www.eVA.virginia.gov). Contractors should email Catalog or Index Page information to [eVA-catalog-manager@dgs.virginia.gov](mailto:eVA-catalog-manager@dgs.virginia.gov).

## **SPECIAL INSTRUCTIONS**

1. **MINIMUM ORDERS.** There will not be a minimum order amount on this contract. Freight will not be charged by the contractor. All orders will be shipped F.O.B. delivery to ordering agency within the Commonwealth of Virginia.
2. **DELIVERY SERVICE:** Delivery of all requested contract items shall be made within 30 calendar days after receipt of purchase order. Contractor shall carry an adequate stock to insure such delivery service for the duration of the contract.
3. **EXCLUSIONS:** Furniture (all types), office supplies, filing supplies or any other item(s) which are currently covered by other state contracts shall be excluded from this contract.
4. **MAXIMUM ITEM LIMITATIONS:** An individual item which has a cost price of \$5,000.00 or more shall be excluded from this contract and will be competitively procured.
5. **CATALOGS:** Upon request, the contractor shall furnish current catalogs and price lists, for items awarded, directly to using agencies.
6. **MATERIAL SAFETY DATA SHEETS** are on file with the vendor for products in their catalog. Information on compliance with ASTM specifications D4236 is also available.

VENDOR ORDER ADDRESS LIST

<u>FIN</u>	<u>VENDOR NAME/ADDRESS/CONTACT PERSON</u>	<u>TELEPHONE</u>
060520020	S & S Worldwide 75 Mill Street Colchester, CT 06415 Contact Person: Paula M. Ward e-mail pward@ssww.com Customer service: 800-937-3482	(800) 642-7354 x-2503 Fax (800) 566-6678

Agency Note: Call the vendor for a current catalog.

**LOT 1**

**ARTIST EQUIPMENT AND SUPPLIES**

S & S Recreation – 2005  
(or current Catalog)  
with a discount of 10%

**LOT 2**

**CRAFTS, GENERAL SUPPLIES AND TOOLS**

S & S Recreation – 2005  
(or current catalog)  
with a discount of 10%

**LOT 3**

**CRAFTS, SPECIALIZED CRAFTS AND PROJECTS**

S & S Recreation - 2005  
(or current catalog)  
with a discount of 10%

**LOT 4**

**GAMES**

S & S Recreation – 2005  
(or current catalog)  
with a discount of 10%