

MASTER AGREEMENT

Renewal

Master Agreement - E194 - 202 - 08

Created On: 7/15/2005

Original Effective Begin Date: 8/1/2005

Current Effective Begin Date 8/1/2007

Expiration Date: **7/31/2008**

Contract Description: TERM CONTRACT, DISPOSABLE GRADUATION CAPS & GOWNS

Issuer Name: Tina M. Mizelle

Phone: (804) 786-1603

Email: Tina.Mizelle@dgs.virginia.gov

Contact Information

Tina M. Mizelle, Contract Officer

Phone: (804) 786-1603

Email: Tina.Mizelle@dgs.virginia.gov

Fax: 804-786-5413

Thresholds

Minimum Order: \$100.00

Authorized Departments

All State Agencies and Public Bodies

Vendor

Legal Name: Oak Hall Cap and Gown

Vendor Contact Names: Ms. Laurel Reese

840 Union St.

Email: laurel@oakhalli.com

Salem, VA 24153

FIN # 25-1797600

Vendor Contact Phone: (540) 387-0000

Fax No: (540) 387-2034

INSTRUCTIONS

NOTICE TO ALL STATE AGENCIES: This contract is the result of a competitive bid program and its use is mandatory for all State Agencies (unless otherwise indicated) 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.

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 agency purchase orders (Form DPS-41-056) 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 (see line item 6, page 1), Virginia cities, counties, towns and political subdivisions may 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.
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. **Two (2), 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.

DISPOSABLE GRADUATION CAPS & GOWNS
08/01/2007 THRU 07/31/2008

VENDOR INFORMATION

| <u>FEIN</u> | <u>VENDOR NAME/ADDRESS/CONTACT PERSON</u> | <u>TELEPHONE</u> |
|-------------|--|------------------|
| 251797600 | OAK HALL CAP & GOWN CO., INC. 840 UNION STREET SALEM, VA 24153 CONTACT: LAUREL REESE FAX NO.: (540) 387-2034 | (540) 387-0000 |

DISPOSABLE GRADUATION CAPS & GOWNS

08/01/2006 THRU 07/31/2007

| <u>Item #</u> | <u>ROBES, CAPS, AND GOWNS</u> | |
|--------------------------------|--|---------------------|
| 1 | DISPOSABLE GOWN SET CONSISTING OF GOWN, CAP AND TASSEL, REGULAR OR HONOR. Mfg.: Oak Hall Style No.: Horizon COLORS: Eleven (11) Stock colors, 3 non-stock colors | \$10.80/set |
| 2 | MASTER'S DISPOSABLE GOWN SET. Mfg.: Oak Hall Style No.: Horizon COLORS: Standard Black | \$11.95/set |
| 3 | DOCTOR'S DISPOSABLE GOWN SET. Mfg.: Oak Hall Style No.: Horizon COLORS: Standard Black | \$14.55/set |
| 4 | 3 COLOR TASSEL CHARGE. ORDER TO SPECIFY COLORS. Mfg.: Oak Hall Style No.: Horizon COLORS: Unlimited | Included N/C |
| 5 | YEAR DATE INSIGNIA CHARGE | Included N/C |
| 6 | CHARGE FOR ADDITIONAL TASSEL ONLY (ORDER TO SPECIFY COLOR) Mfg.: Oak Hall Style No.: Horizon COLORS: Unlimited | \$ 1.45/each |
| <u>DISPOSABLE HOODS</u> | | |
| 7 | ASSOCIATE HOOD Mfg.: Oak Hall Style No.: Horizon COLORS: As Needed | \$ 7.70/each |
| 8 | BACHELOR'S HOOD Mfg.: Oak Hall Style No.: Horizon COLORS: As Needed | \$ 9.35/each |

| <u>Item #</u> | <u>DISPOSABLE HOODS</u> | |
|----------------------|--|----------------------|
| 9 | MASTER'S HOOD Mfg.: Oak Hall Style No.: Horizon COLORS: As Needed | \$ 10.40/each |
| 10 | DOCTOR'S HOOD Mfg.: Oak Hall Style No.: Horizon COLORS: As Needed | \$11.40/each |