

## MASTER AGREEMENT

**TO ORDER:** To find and order these items in the eVA eMail, perform a Keyword search for the contract number E194-288-08.

**NOTE:** This is not part of the Office Supplies Contract and should not be ordered through the Supply Room punchout catalog.

### **Master Agreement - E194 - 288 - 10 – Renewal**

Previous Contract No. E194-288-09

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Document Id: 288

Print Date: 2/22/2010

Procurement Folder: 564

Effective Begin Date: 3/1/2010

Document Name: File Storage Boxes

Created On: 2/12/2010

Procurement Type: IFB

Expiration Date: 2/28/2011

Issuer Name: Edwin M. Patterson

Phone: (804) 786-3897

Email: Edwin.Patterson@dgs.virginia.gov

Document Description: Term Contract For File Storage Boxes

### **Contact Information**

Edwin M. Patterson

Phone: (804) 786-3897

Email: Edwin.Patterson@dgs.virginia.gov

### **Thresholds**

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Minimum Order Amount: **\$100.00**

### **Authorized Departments**

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Department: All State Agencies and Other Public Bodies

### **Vendor – DMBE Swam Certification - Small**

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Legal Name: Supply Room

Vendor Contact Name: Kathrine McIntyre

Location Legal Name:

Vendor Contact Email:

Supply Room Companies, Inc.

kmcintyre@thesupplyroom.com

P. O. Box 1810

Ashland, VA 23005

Vendor Contact Phone: 804-412-2732

Duns #: 195583778

Vendor Type: Primary

## Renewal Periods

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### Line Number: 3

Renewal Period Length: 1

Effective Date: 3/1/2009

Notification Days Prior to Expiration: 90

Renewal Period Unit: Years

Expiration Date: 2/28/2010

### Line Number: 4

Renewal Period Length: 1

Effective Date: 2/1/2010

Notification Days Prior to Expiration: 120

Renewal Period Unit: Years

Expiration Date: 1/31/2011

## Header Terms And Conditions

**PURCHASE VOLUME REPORT:** The Contractor shall furnish the Division of Purchases and Supply reports of the total dollar volume of purchases made under this contract and the total number of each contract item ordered under this contract by agency or other public body in accordance with the following schedule: 1. The first report shall include purchases made in the first six months of the contract. 2. For contracts of one year, the Contractor shall furnish a second report listing the purchases made in the first nine months of the contract. In addition, for contracts exceeding one year, the Contractor shall furnish reports at the end of each consecutive twelve month period and 90 calendar days prior to the expiration date of the contract. All reports shall be delivered to the Division of Purchases and Supply no later than 14 calendar days after the request has been made by the Division. Reports shall be sent to the attention of the appropriate contract officer. Failure to submit this information in the required time may result in disqualification from bidding on the next solicitation for this contract.

**RENEWAL OF CONTRACT:** This contract may be renewed by the Commonwealth upon written agreement of both parties for two (2) successive one-year periods, under the terms of the current contract, and at a reasonable time (approximately 90 days) prior to the expiration.

**PRICE ESCALATION/DEESCALATION:** Price adjustments may be permitted only for changes in the Contractor's cost of materials not to exceed the increase in the following index/indices: U.S. Department of Labor, Bureau of Labor Statistics, Producer Price Index PCU2657#1. No price increases will be authorized for 180 calendar days after the effective date of the contract. Price escalation may be permitted only at the end of this period and each 180 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.

**MINIMUM ORDERS:** \$100.00 will be the minimum order requirement for F.O.B. Delivered to ordering agency within the Commonwealth of Virginia. For orders of less than \$100.00, the contractor will be permitted to add actual transportation cost (prepaid) to invoice for payment, or the agency may purchase such order off contract from other sources. Partial shipments of less than the minimum order value which are made at the option of the contractor shall be made F.O.B. Delivered with no transportation charges added. If at the agency's request shipments are below the minimum order value, the contractor may add actual transportation cost to invoice for payment.

## Commodity Information

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### Line: 1

Line Type: **Item**

Commodity: **61517**

Description: **File Storage Boxes**

Extended Description: **BOX, FILE STORAGE, LETTER/LEGAL SIZE, HEAVY DUTY, 200 LB. TEST (MULLEN) CORRUGATED, DOUBLE WALL CONSTRUCTION, GRIPLOCK TAB REMOVABLE TOP, 12"X10"X16". FELLOWS #12775**

Number Quantity per case: **12**

Unit: **case**

Unit Price: **\$41.52**

Delivery Type: **Per Specifications**

Free On Board Name: **FOB Destination-Freight Prepaid**

Delivery Date: **10 Days**

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### Line: 2

Line Type: **Item**

Commodity: **61517**

Description: **File Storage Boxes**

Extended Description: **BOX, FILE STORAGE, LETTER/LEGAL SIZE, HEAVY DUTY, MINIMUM OF 200 LB. TEST CORRUGATED, DOUBLE WALL CONSTRUCTION, REMOVABLE TOP, 12" X 10" X 15". FELLOWS #12770.**

Number Quantity per case: **12**

Unit: **case**

Unit Price: **\$27.00**

Delivery Type: **Per Specifications**

Free On Board Name: **FOB Destination-Freight Prepaid**

Delivery Date: **10 Days**

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### Line: 3

Line Type: **Item**

Commodity: **61517**

Description: **File Storage Boxes**

Extended Description: **BOX, FILE STORAGE, LEGAL SIZE, 200 LB. TEST (MULLEN) CORRUGATED, DOUBLE WALL CONSTRUCTION, SHALL WITHSTAND 600 LBS, OF STACKING PRESSURE, 15" X 10 1/4" X 24". FELLOWS 00705.**

Number Quantity per case: **12**

Unit: **case**

Unit Price: **\$56.99**

Delivery Type: **Per Specifications**

Free On Board Name: **FOB Destination-Freight Prepaid**

Delivery Date: **10 Days**