

MASTER AGREEMENT

RENEWAL - E194 - 334 - 10 – RENEWAL
(Previous Contract No. E194-334-09)

Document Id: 334

Document Name: 805840170EMP

Print Date: **6/11/2009**

Procurement Folder: 789

Procurement Type: IFB

Effective Begin Date: 7/1/2009

Expiration Date: 6/30/2010

Requester Name: Edwin M. Patterson

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Document Description: Athletic Tapes & Pads

Contact Information

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Thresholds

Minimum Order Amount: \$100.00

Authorized Departments

Department: E194

State Agencies and Other Public Bodies

Vendor - SWAM – Small Business

Legal Name: ARROWHEAD ATHLETICS

Vendor Contact Name: Lisa Martineau

Address: P. O. Box 4264
Andover, MA 01810

Vendor Contact Email:
lmartineau@shawsheenc.com

Vendor Contact Phone: 800-225-1516 x145

Vendor Type: Primary

Vendor Fax: 978-475-8603

Fin #: 041825865

Duns #: 001051275

Commodity Information

Line: 1

Line Item: 12

Commodity: 80584

Description: Trainers' Supplies

1" X 5 YDS, 48 ROLLS/CASE, TAPE,
ELASTIC, PORUS, SELVAGE ENDS, EVEN,
EASY UNWIND, FLESH TONE, STRETCH
ROLLS, HEAVY DUTY, ARROWHEAD
ELASTIC-GUARD #EG101

Unit: case

Unit Price: \$35.45000

Line: 2

Line Item: 13

Commodity: 80584

Description: Trainers' Supplies

2" X 5 YDS.,24 ROLLS/CASE, TAPE,
ELASTIC, PORUS, SELVAGE ENDS, EVEN,
EASY UNWIND, FLESH TONE, STRETCH
ROLLS, HEAVY DUTY, ARROWHEAD
ELASTIC-GUARD # EG201

Unit: case

Unit Price: \$35.45000

Line: 3

Line Item: 14

Commodity: 80584

Description: Trainers' Supplies

3" X 5 YDS., 16 ROLLS/CASE, TAPE,
ELASTIC, PORUS, SELVAGE ENDS, EVEN,
EASY UNWIND, FLESH TONE, STRETCH
ROLLS, HEAVY DUTY, ARROWHEAD
ELASTIC-GUARD #EG301

Unit: case

Unit Price: \$35.45000

Line: 4

Line Item: 21

Commodity: 80584

Description: Trainers' Supplies

1" X 7-1/2 YDS., 48 ROLLS/CASE, TAPE,
ATHLETIC, TEAR TYPE, POLY/COTTON
TAPE, CONFORMING, ANKLE OR WRIST,
ARROWHEAD LITE-GUARD # LG100

Unit: case

Unit Price: \$35.95000

Line: 5

Line Item: 22

Commodity: 80584

Description: Trainers' Supplies

1-1/2" X 7-1/2 YDS., 32 ROLLS/CASE, TAPE, ATHLETIC, TEAR TYPE, POLY/COTTON TAPE, CONFORMING, ANKLE OR WRIST, ARROWHEAD LITE-GUARD # LG150

Unit: case

Unit Price: \$35.95000

Line: 6

Line Item: 23

Commodity: 80584

Description: Trainers' Supplies

2" X 7-1/2 YDS., 24 ROLLS/CASE, TAPE, ATHLETIC, TEAR TYPE, POLY/COTTON TAPE, CONFORMING, ANKLE OR WRIST, ARROWHEAD LITE-GUARD #LG 200

Unit: case

Unit Price: \$35.95000

Line: 7

Line Item: 24

Commodity: 80584

Description: Trainers' Supplies

3" X 7-1/2 YDS., 16 ROLLS/CASE, TAPE, ATHLETIC, TEAR TYPE, POLY/COTTON TAPE, CONFORMING, ANKLE OR WRIST, ARROWHEAD LITE-GUARD #LG300

Quantity: 100

Unit Price: \$35.95000

Unit: case

Line Total Amount: \$3,595.00

Line: 8

Line Item: 25

Commodity: 80584

Description: Trainers' Supplies

2-3/4" X 30 YDS., 48/ROLLS/CASE, TAPE, ATHLETIC, POLYURETHANE UNDERWRAP, LIGHTWEIGHT, ARROWHEAD ATHLETICS PREWRAP AH900PL.

Unit: case

Unit Price: \$27.99000

Line: 9

Line Item: 26

Commodity: 80584

Description: Trainers' Supplies

1-1/2" X 15 YDS., 32 ROLLS/CASE, TAPE, ATHLETIC, NON-POROUS, COLOR-HOSPITAL WHITE, HIGH TENSILE STRENGTH EASY TEAR, ONE PIECE, SHALL BE OF CURRENT CONTRACT YEAR OF MANUFACTURE, ANDOVER # 150 1.5x15YD (HIS) # 101-0401

Unit: case

Unit Price: \$32.95000

Line: 10

Line Item: 27

Commodity: 80584

Description: Trainers' Supplies

2" X 15 YDS., 24 ROLLS/CASE, TAPE, ATHLETIC, NON-POROUS, COLOR HOSPITAL WHITE, HIGH TENSILE STRENGTH EASY TEAR, ONE PIECE, CURRENT CONTRACT YEAR OF MANUFACTURE, AROWHEAD PROTECTIVE # AH 102

Unit: case

Unit Price: \$32.99000

Line: 11

Line Item: 28

Commodity: 80584

Description: Trainers' Supplies

1" X 15 YDS., 48 ROLLS/CASE, TAPE, ATHLETIC, NON-POROUS, COLOR-HOSPITAL WHITE, HIGH TENSILE STRENGTH EASY TEAR, ONE PIECE, SHALL BE OF CURRENT CONTRACT YEAR OF MANUFACTURE, ARROWHEAD PROTECTIVE #AH101

Unit: case

Unit Price: \$32.99000

Line: 12

Line Item: 31

Commodity: 80584

Description: Trainers' Supplies

1-1/2" X 15 YDS., 32 ROLLS/CASE, TAPE,
ATHLETIC, REGULAR, PORUS, NON-
HYPOALLERGENIC 100% COTTON,
MEDIUM TO HIGH TENSILE STRENGTH,
ARROWHEAD ATHLETICS EGB15.

Unit: case

Unit Price: \$31.99000

Line: 13

Line Item: 33

Commodity: 80584

Description: Trainers' Supplies

2" X 15 YDS., 24 ROLLS/CASE, TAPE,
ATHLETIC, POROUS, NON-
HYPOALLERGENIC, 100% COTTON,
MEDIUM TO HIGH TENSILE STRENGTH,
COLOR WHITE, ONE PIECE, CURRENT
CONTRACT YEAR OF MANUFACTURE,
AROWHEAD TRAINERS TAPE #EGB2

Unit: case

Unit Price: \$31.00000

INSTRUCTIONS

1. ORDERS:
 - A. Unless otherwise instructed by the Division of Purchases and Supply, all departments, institutions and agencies of the Commonwealth of Virginia will order items/services through eVA.
 - B. 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.
2. 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.
3. Inspection on delivery and approval of vendor's invoice is the responsibility of receiving state agency, Virginia city, county, town or political subdivision.
4. 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).
5. **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.**
6. 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.

Special Terms and Conditions

eVA BUSINESS-TO-GOVERNMENT VENDOR REGISTRATION: The eVA Internet electronic procurement solution, web site portal 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 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 Fee plus the appropriate 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. (iii) Other Business not specified in (i) or (ii) above: 1%, capped at \$1,500 per order.

RENEWAL OF CONTRACT: This contract may be renewed by the Commonwealth upon written agreement of both parties for three (3) successive one year periods, under the terms of the current contract, and at a reasonable time (approximately 90 days) prior to the expiration.

MINIMUM ORDERS will be **\$100.00** for F.O.B. delivery 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. Destination 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.

Standard eVA Order Term and Condition: This order is governed in all respects by the laws of the Commonwealth of Virginia, including the Virginia Public Procurement Act, the Commonwealth of Virginia Agency Procurement and Surplus Property Manual, and the Commonwealth of Virginia Vendors Manual copies of which are available at www.eVA.virginia.gov. The stated price(s) include shipping FOB destination unless otherwise stated in the body of the order. In addition, this order is subject to an eVA transaction fee in accordance with the eVA Fee Schedule a copy of which is available at www.eVA.virginia.gov. This fee will be invoiced to your company, approximately 30 days after the order issue date specified above, by the Commonwealth of Virginia, Department of General Services. Any modification to these terms must be agreed to in writing by both parties prior to performance of this order.

PRICE ESCALATION/DE-ESCALATION: Price adjustments may be permitted for changes in the contractor's cost of materials not to exceed the increase in the following index/indices: The Producer's Price Index, Table 5, Surgical Dressing #3842-3842A. 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.

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.

DELIVERY: Delivery of all requested contract items shall be made within 21 calendar days after receipt of purchase order. Contractor shall carry an adequate stock to insure such delivery service for the duration of the contract.

TAXES: Sales to the Commonwealth of Virginia are normally exempt from State sales tax. State sales and use tax certificates of exemption, Form ST-12, will be issued upon request. Deliveries against this contract shall usually be free of Federal excise and transportation taxes. The Commonwealth's excise tax exemption registration number is 54-73-0076K.