

**MASTER AGREEMENT****Master Agreement - E194 - 457 - 09**


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Document Id: 457	Title: 2001601EP
Print Date: 3/31/09	
Procurement Folder: 288	Procurement Type: IFB
Effective Begin Date: 5/1/2009	Expiration Date: 4/30/2010
Minimum Order Amount: \$100.00	Maximum Order Amount: \$0.00

Preparer Name: Edwin M. Patterson	Phone: (804) 786-3897
	Email: Edwin.Patterson@dgs.virginia.gov

Description: Stratton Hats

## Contact Information

Edwin M. Patterson	Phone: (804) 786-3897
Email: Edwin.Patterson@dgs.virginia.gov	

**Vendor**

Legal Name: Howard Uniform Company	Contact Name: Paula Prioleau
Location Legal Name:	Contact Email:
Howard Uniform Company	<a href="mailto:gshamdasani@howarduniform.com">gshamdasani@howarduniform.com</a>
1915 Annapolis Road	
Baltimore, MD 21230	Vendor Type: Primary
Contact Phone: (410) 727-3086	Fax Number: (410) 727-314 2
Duns #: 003419058	

**Renewal Periods**


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<b>Line Number: 2</b>	
<b>Renewal Period Length: 1</b>	<b>Renewal Period Unit: Years</b>
<b>Effective Date: 5/1/2009</b>	<b>Expiration Date: 4/30/2010</b>
<b>Notification Days Prior to Expiration: 90</b>	

<b>Line Number: 3</b>	
<b>Renewal Period Length: 1</b>	<b>Renewal Period Unit: Years</b>
<b>Effective Date: 5/1/2010</b>	<b>Expiration Date: 4/30/2011</b>
<b>Notification Days Prior to Expiration: 90</b>	

<b>Line Number: 4</b>	
<b>Renewal Period Length: 1</b>	<b>Renewal Period Unit: Years</b>
<b>Effective Date: 5/1/2011</b>	<b>Expiration Date: 4/30/2012</b>
<b>Notification Days Prior to Expiration: 90</b>	
<b>Authorized Departments</b>	

**Authorized User**

**Department: A701**  
**Department of Corrections**

**Terms and Conditions**

**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 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.

**AUDIT:** The Contractor hereby agrees to retain all books, records, and other documents relative to this contract for five (5) years after final payment, or until audited by the Commonwealth of Virginia, whichever is sooner. The agency, its authorized agents, and/or State auditors shall have full access to and the right to examine any of said materials during said period.

**MINIMUM ORDERS:** Orders will be for F. O. B. delivery to DOC main office and field offices within the Commonwealth of Virginia. For orders 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 orders 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.

**PRICE ESCALATION/DEESCALATION:** Price adjustments may be permitted only for changes in Contractor's cost of materials. The Producer's Price Index, Table 6, 0381 will be used as a guide to determine increase or decrease. 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

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.

QUANTITIES: Quantities set forth in this solicitation are estimates only, and the contractor shall supply at bid prices actual quantities as ordered, regardless of whether such total quantities are more or less than those shown.

RENEWAL OF CONTRACT: This contract may be renewed by the Commonwealth upon written agreement of both parties for four (4) successive one year periods, under the terms of the current contract, and at a reasonable time ( approximately 90 days) prior to the expiration.

DELIVERY SERVICE: Delivery of all requested contract items is expected within 30 calendar days after receipt of order; however, as many items may be "special order" items due to sizing, etc. additional time may be required for delivery. Bidder shall state their firm delivery time on the Pricing Schedule and clearly identify items that are considered special order requiring longer delivery time on the Pricing Schedule. Contractor shall carry an adequate stock to insure delivery service within the established delivery time ( as stated on the Pricing Schedule) for the duration of the contract. The delivery time may be a factor in making the award. NOTE: The contractor(s) may not initially be able to comply with the delivery times stated; however, the contractor(s) shall be in compliance within 60 days after the award.

DELIVERY POINT: Except when otherwise specified herein, all items shall be F.O.B. delivered to DOC's field offices within the commonwealth of Virginia as defined in Section 11-37 of the Virginia Public Procurement Act.

SPECIAL OR PROMOTIONAL DISCOUNTS: The Contractor shall extend any special promotional sale prices or discounts immediately to the Commonwealth during the term of the contract. Such notice shall also advise the duration of the specific sale or discount price.

**eVA BUSINESS-TO-GOVERNMENT CONTRACTS & ORDERS:** The contract will result in eVA purchase order(s) with the following transaction fees. For orders issued prior to August 16, 2006 the Vendor Transaction Fee is 1% capped at a maximum of \$500 per order. 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 approx. 30 days after each purchase order is issued. Any adjustments (increases/decreases) will be handled through eVA change orders. eVA the Internet electronic procurement solution, web site portal streamlines & automates government purchasing activities in the Commonwealth. The portal is the gateway for vendors to conduct business with state agencies & public bodies. The eVA transaction fee will be assessed approx. 30 days after each purchase order is issued. Any adjustments (increases/decreases) will be handled through eVA change orders. eVA the Internet electronic procurement solution, web site portal streamlines & automates government purchasing activities in the Commonwealth. The portal is the gateway for vendors to conduct business with state agencies & public bodies.

### **Commodity Information**

#### **Line: 1**

Line Type: Item

NIGP Code: 20087

Description: Hats, Summer, Sheriff Style 5" 5-1/2 mm Bedford hemp braid for brim and crown; foam sweat band; approximate 3" wide brim; ribbon shall be 12 ligne, yarn dyed grosgrain; crown shall be center creased; preshaped, approximate 4-1/4" high; NO badge eyelet. Color: Navy Blue. Mfg. & No.: Stratton S-42

Unit: each

Unit Price: **\$44.89**

Free On Board Name: FOB Destination-Freight Prepaid

#### **Line: 2**

Line Type: Item

NIGP Code: 20087

Description: Hats, Winter, Sheriff Style 100% virgin fur; leather sweat band approximate 1-3/4" wide; approximate 3" wide brim; ribbon shall be 12 ligne, yarn dyed grosgrain; crown shall be center creased; preshaped, approximate 4-1/4" high; NO badge eyelet; NO crown vents, felt shall show a Minimum of discoloration after 100 hours fade-o-meter Test. Color: Navy Blue. Mfg. & No.: Stratton F-42A

Unit: each

Unit Price: **\$56.18**

Free On Board Name: FOB Destination-Freight Prepaid

**Line: 3**

Line Type: Item

NIGP Code: 2  
0087

Description: Hats, Strap (for Sheriff & Campaign Style Hats) One piece top grain cowhide leather; 3/8" wide and 29" long. Color: Black. Mfg. & No.: Stratton 1 PC

Unit: each

Unit Price: **\$2.89**

Free On Board Name: FOB Destination-Freight Prepaid

**Line: 4**

Line Type: Item

NIGP Code: 20087

Description: Hats, Protector Cover (for Sheriff Style Hat) Color: Clear to fit Sheriff Style Hat F 42. Mfg. & No.: Stratton Protector Cover Mfg. & Order No: Stratton RC42 State Stock Sizes: SM-MD-LG-XLG

Unit: each

Unit Price: **\$4.04**

Free On Board Name: FOB Destination-Freight Prepaid

**Line: 5**

Line Type: Item

NIGP Code: 20087

Description: Hats, Summer Straw 5 to 5-1/2 MM wide Bedford Hemp Braid with tight weave; Montana peak traditional four dent style crown; approximate 5-1/2" high; approximately 3" wide straight flat set double brim sewn together and heavily stiffened and shower proofed; crown shall be double dipped and brim shall be triple dipped; 3/8" oval brim eyelets, one centered on each side, to accommodate chin strap; crown eyelets, one on each side and in rear of hat, all approximate 2-3/4" above brim; one badge eyelet in front, approximately 2-1/8" above brim. Color: Navy Blue. Mfg. & No.: Stratton S-40DB Sizes: 6-1/2" 8; in 1/8 increments

Unit: each

Unit Price: **\$51.45**

Free On Board Name: FOB Destination-Freight Prepaid

**Line: 6**

Line Type: Item

NIGP Code: 20087

Description: Hats, Chin Strap (for Campaign Style Hat) Three piece leather strap; center strap 1/2 " wide; ends 3/8" wide with rivet-type swivel and closure. Color: Black. Mfg. & No.: Stratton 3 Piece BK

Unit: each

Unit Price: \$3.94

Free On Board Name: FOB Destination-Freight Prepaid

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