

**CONTRACT RENEWAL: E194-462-10**  
DMV VSA-02 VEHICLE RENEWAL PAPER  
(Master Agreement - E194 - 462)

Document Id: 462

Title: 154:5-051KLB

Procurement Folder: 338

Procurement Type: IFB

**Effective Begin Date: 5/1/2010**

**Expiration Date: 4/30/2011**

Minimum Order Amount: \$0.00

Maximum Order Amount: \$0.00

**Description: PAPER, 90# WHITE INDEX WITH SPECIAL PERFORATION, DMV VSA-02, VEHICLE RENEWAL PAPER**

**CONTACT INFORMATION**

Kirby Battle

Phone: 804-786-5414

Email: Kirby.Battle@dgs.virginia.gov

**RENEWAL PERIODS**

Line Number	Renewal Period Length	Renewal Period Unit	Effective Date	Expiration Date	Notification Days (Prior to Expiration)	Attachments(Name - Desc)
<b>3</b>	<b>12</b>	<b>Months</b>	<b>5/1/2010</b>	<b>4/30/2011</b>	<b>90</b>	
4	12	Months	5/1/2011	4/30/2012	90	

**AUTHORIZED DEPARTMENTS**

Line Number	Department	Spending Limit	No Limit	Active	Exclude this Dept.	Ordered Amount	Attachments(Name - Desc)
1	A154	\$0.00	Yes	Yes	No	\$0.00	

**VENDOR**

**Legal Name: B W WILSON PAPER CO INC**

**Contact Name: Larry Rauppius, Jr.**

**Contact Phone: 804-358-6715**

**Contact Email: lrauppiusjr@bwwilson.com**

**Location Legal Name: B W WILSON PAPER CO INC-BWW**

**eVA Number: C11409**

**DMBE Certified Small Business Number: 6308**

**Master Agreement Number: MA E194 - 462**

**LINES**

---

**Line: 1**

Line Type: Item  
NIGP Code: 64500

**Description:** 8-1/2" X 11", 90# White Index with Special Micro-Perforations for processing on Xerox main frame laser printer Model 4635 and NCR Remittance Processor Model 7770, per attached revised Specification.

Quantity: **4800** (*Quantities subject to change based on agency requirements.*)  
Unit Price: **\$18.33** Unit: thousand  
Estimated Delivery: Per attached Specification Delivery Type: Per Specifications  
Free On Board Name: FOB Destination-Freight Prepaid

**Ship To**

Attention:  
Shipping Location: DEPARTMENT OF MOTOR VEHICLES  
Shipping Street Address 1: 2300 W BROAD ST  
Shipping Address 2:  
Shipping City: RICHMOND  
Shipping State: VA  
Shipping Zip: 23220  
Shipping Country: US

Shipping Instructions: Multiple Delivery Dates: See Specifications for Delivery Schedule. Loading Dock Receiving Hours: 7:30 AM - 3:30 PM, Monday - Fridays.

Free On Board Name: FOB Destination-Freight Prepaid

Shipping Method: Vendor  
MSDS Included: No  
Hazardous Materials:

Packing Instructions: **PACKED 250/PACK, 8 PACKS/CTN. (2000 SHEETS/CTN.), MOISTURE PROOF PAPER WRAP, 13 PALLETS PER SHIPMENT (40 CASES PER PALLET).**

Detailed Instructions: **See "DELIVERY" under Specification below.**

Warranty Type:

Additional Handling Info:

**Bill To**

Attention:  
Billing Location: DMV-HQ-Accounts Payable  
Billing Street Address 1: PO BOX 25700  
Billing Street Address 2:  
Billing City: RICHMOND  
Billing State: VA  
Billing Zip: 23260  
Billing Country: US

Billing Instructions:

Part Number: **INDX PERF**

Product/Category:  
Model:  
Size:

## SPECIFICATION

### DMV, VSA-02 VEHICLE RENEWAL PAPER

**QUANTITY:** Approximately 4,800,000 plain cut sheets. *Quantities subject to change based on agency requirements.*

**TRIMMED SIZE:** 8-1/2" X 11"

**STOCK:** \* Paper Stock shall be Xerox compatible. 90# white index which meets the attached specification. **The bidder shall provide a "Mill Specification Sheet" for the paper being quoted.** This sheet must address each of the items listed below in the *Paper Specification Chart* and must be provided by the paper mill. This sheet **shall** be added as an attachment to the bid response. For electronic responses, the mill specification sheet provided **shall** be scanned and added as an attachment to the bid response.

### PAPER SPECIFICATION CHART

Basic Weight	90# Index
Caliper (mils).	7.2 min
Brightness.	84 min
Perforations	Two horizontal, 50 ties per inch
Paper Grain	Long
Moisture Content	4.5 min.
Cut - Guillotine or Rotary	0.031" tolerance

**PERFORATIONS:** Each sheet shall be *micro* perforated in two locations splitting the 11" dimension into exact thirds. The maximum variance allowable for placement of perforations is 0.025".

**SAMPLES:** **At no additional cost, the contractor shall provide at least 10,000 sample sheets with perforations for testing on the department's laser printers. The sample paper shall be an exact representation of the product quoted for delivery. This quantity shall be in addition to the base quantity. Paper samples shall be shipped separate from the bid response and shall ship or be delivered directly to the attention of Ms. Vanessa Winston-Walker (804-367-0482), Department of Motor Vehicles, at the address listed below.**

**Vanessa Walker (Purchasing)  
Department of Motor Vehicles  
Loading Dock  
2300 W. Broad Street  
Richmond, VA 23220**

Each carton shall be clearly marked on each end with the SOLICITATION # **E-194-866**, and the wording “**VSA02-SAMPLES FOR TESTING & EVALUATING**”. In addition, each carton shall also be marked with the contractor’s identifying information, i.e., Name, telephone number, location, etc.

**\*All Samples shall be required within 7 days after notification of an award.**

**Failure to submit samples shall cause the bid response to be non-responsive.**

**EQUIPMENT:**

Paper will be processed on two Xerox 4635 main frame laser printers. No slippage is allowed. Zero tolerance. Form will be scanned with an NCR Remittance Processor, Model 7770.

**PACKAGING:**

Paper shall be packaged as follows:

\* 250 sheets per wrapped package. Each package shall have a 022" chip board top and bottom. 2,000 sheets shall be packed per carton. **Cartons shall be reusable corrugated paper cartons, 200# test, with lids. Carton dimensions shall be 11-1/4"W x 17-3/8"L x 7" D.**

\* Packages shall be wrapped in paper designed to protect the cut sheets during shipment and storage. **Wax-coated or kraft wrap are not acceptable.**

**Note:** Paper shall be wrapped tight enough to prevent moisture but not so tight that the wrapping causes the paper to curl. There should be no curl in the paper.

\* Packages shall be marked to show curve of paper and kind/type of paper enclosed.

\* Packages shall contain no paper dust or hole punch chaff.

\* Cartons shall be shrink wrapped (or covered and strapped) in such a way as to protect cartons from dirt and moisture during shipment and storage.

\* Pallets shall be constructed to allow for four-way entry. Surface/platform boards shall be spaced approximately 1" apart to minimize carton damage in multi-tier stacking.

**DELIVERY:**

Dockside delivery is required. Delivery hours are 7:30am - 3:30pm, Monday - Friday. Delivery is required in the following quantities on the specified dates (unless otherwise instructed):

**960,000 sheets (480 cases) – May 5, 2010**

**960,000 sheets (480 cases) – June 28, 2010**

**960,000 sheets (480 cases) – August 23, 2010**

**960,000 sheets (480 cases) – October 18, 2010**

**960,000 sheets (480 cases) – December 13, 2010**

**Detailed Instructions: 480 CASES PER SHIPMENT (12 PALLETS/40 CASES PER PALLET).** Contact DMV (**Brian Whitt, 804/367-2900**) at least 24 hours prior to delivery.

*\*Dates subject to change. Additional quantities and deliveries may be added as needed!*

**BILLING:** Bill as shipped.

---

## **TERMS AND CONDITIONS**

---

### **Section 01**

#### **SCOPE**

SCOPE The purpose of this Invitation For Bid (IFB) is to solicit bids from qualified responsive and responsible bidders to establish a one-year term contract to furnish the Virginia Department of Motor Vehicles with a special 8-1/2" x 11" micro-perforated 90 lb. white index paper as described in the attached specification. The paper will be processed on Xerox Model 4635 main frame laser printers and scanned on NCR Remittance Processor, Model 7770. If you are not submitting an electronic response see section 2 below for PAPER SUBMISSION.

### **Section 02**

#### **PAPER BID SUBMISSION**

PAPER SUBMISSION: When submitting a paper submission of the solicitation response the bidder shall return the response by mail (or hand deliver). Bids shall be addressed as indicated below and should be identified in the following manner on the face of the envelope: \_ Name of Bidder, \_ Street or Box Number, \_ City, State, Zip Code AND: \_ Close Date and Time, \_ Solicitation No., \_ Solicitation Description, \_ Purchase Officer. All Bids shall be delivered prior to bid closing (date and time) to the Division of Purchases and Supply, Attention: Bid Tabulation, 1111 East Broad Street - 6Th Floor, Richmond, VA 23219. No other un-requested correspondence or other bids should be placed in the envelope. It is the responsibility of the bidder to make sure that the bid response is delivered on time. NO EXCEPTIONS! All persons delivering bid responses by hand must have proper identification with them. NO FAXED RESPONSES TO THIS SOLICITATION WILL BE ACCEPTED!

### **Section 03**

#### **PRE\_BID CONFERENCE**

PRE\_BID CONFERENCE: A pre-bid conference will be held on April 16, 2007, 3:00pm at the Department of Motor Vehicles office(Conference Room 301) at 2300 West Broad Street, in Richmond, VA. The purpose of this conference is to allow potential bidders an opportunity to present questions and obtain clarification relative to any facet of this invitation for bids. While attendance at this conference will not be a prerequisite to bidding, vendors who intend to bid are encouraged to attend. Any changes that may be made as a result of this conference will be noted in an addendum to the invitation for bids.

### **Section 04**

#### **AWARD**

AWARD TO OTHER THAN THE LOWEST PRICED BIDDER(S): An award(s) will be made to the lowest responsive and responsible bidder(s) however; the award may be made to a reasonably priced minority or woman-owned bidder(s) that is other than the lowest priced bidder(s). Evaluation will be based on net prices. Unit prices, extensions and grand total must be shown. In case of arithmetic errors, the unit price will govern. If cash discount for prompt payment is offered, it must be clearly shown in

the space provided. Discounts for prompt payment will not be considered in making awards. The right is reserved to make a separate award of each item, a group of items or all items, and to make an award either in whole or in part, whichever is deemed in the best interest of the Commonwealth. The State reserves the right to reject any and all bids in whole or in part, to waive any informality, and to delete items prior to making an award.

#### **Section 05**

##### **DELAYS IN AWARD**

**DELAYS IN AWARD:** The Commonwealth intends to award a contract with an initial term of one year. Delays in award, beyond the anticipated start date, may result in a change in the contract period indicated in the solicitation. If this solicitation occurs, a contract may be awarded for less than the initial term.

#### **Section 06**

##### **BID ACCEPTANCE PERIOD**

**BID ACCEPTANCE PERIOD:** Any bid in response to this solicitation shall be valid for 30 days. At the end of the 30 days the bid may be withdrawn at the written request of the bidder. If the bid is not withdrawn at that time it remains in effect until an award is made or the solicitation is canceled.

#### **Section 07**

##### **QUANTITIES**

**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.

#### **Section 08**

##### **DELIVERY POINT**

**DELIVERY POINT** Except when otherwise specified herein, all items shall be F.O.B delivered any point within the Commonwealth of Virginia as directed by the ordering department, institution or agency of the Commonwealth or Public bodies of the Commonwealth as defined in section 11-37 of Virginia Public Procurement Act.

#### **Section 09**

##### **INSIDE DELIVERY**

**INSIDE DELIVERY:** Prices quoted shall allow for "INSIDE DELIVERY". IT IS THE CONTRACTOR'S RESPONSIBILITY TO ASCERTAIN THE DELIVERY AND RECEIVING REQUIREMENT AT EACH LOCATIO AND TO PROVIDE SUFFICIENT PERSONNEL TO UNLOAD SHIPMENTS AND PLACE ORDER IN PROPER LOCATION.

#### **Section 10**

##### **DELIVERY SERVICE**

**DELIVERY SERVICE** DELIVERY SERVICE Contractor shall carry an adequate stock to assure such delivery service for the duration of the contract. THE DIVISION RESERVES THE RIGHT TO PURCHASE ON THE OPEN MARKET AND TO CHARGE ANY ACCESS IN CONTRACT PRICE

TO THE CONTRACTOR IN THE EVENT THE ABOVE DELIVERY REQUIREMENT IS NOT MET.

**Section 11**  
**CHANGES**

**CHANGES TO THE CONTRACT** Any change (s) to the specifications, whether they are the suggestion of the agency or the contractor must be approved by the Agency and the Division of Purchases and Supply prior to execution of the change (s).

**Section 12A**

**PRICE ESCALATION/DE-ESCALATION**

**PRICE ESCALATION/DE-ESCALATION:** No adjustment to price shall be allowed during the first 12 months of the contract. After the initial 12 months, price adjustments may be permitted for changes in the contractor's cost of materials not to exceed the increase in the following index/indices: CPI and PPI. Price adjustments may also be allowed if the Commonwealth institutes an eVA transaction fee to be paid by Vendors effective July 1, 2003. No price increases will be authorized for 12 months after the effective date of the contract, except for the eVA transaction fee. 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.

**Section 12B**

**PRICE ESCALATION/DE-ESCALATION**

**PRICE ESCALATION/DE-ESCALATION (continued)** 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.

**Section 12C**

**PRICE ESCALATION/DE-ESCALATION**

**PRICE ESCALATION/DE-ESCALATION (continued)** 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.

**Section 13**

**PURCHASE REPORTS**

**PURCHASE DOLLAR REPORT** The contractor shall furnish the Division of Purchases and Supply a statement covering the total dollar volume of purchases made under this contract at approximately 90 days prior to the contract expiration. **PURCHASE VOLUME REPORT** The contractor shall furnish the

Division of Purchases and Supply a report of the total number of each contract item delivered under this contract at approximately 90 days prior to the contract expiration. 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.

#### **Section 14**

##### **RENEWALS**

**RENEWAL OF CONTRACT:** At the sole discretion of the Commonwealth of Virginia Department of Purchases and Supplies, and within a reasonable time (approximately 90 days) prior to the expiration date, this contract may be renewed for one (1) successive OPTIONAL one-year period upon the agreement of both parties.

#### **Section 15**

##### **AUDITS**

**AUDIT** The contractor shall 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.

#### **Section 16**

##### **ADDITIONAL INFORMATION**

**ADDITIONAL INFORMATION:** The Commonwealth reserves the right to ask any bidder to submit information missing from its bid, to clarify its bid, and to submit additional information which the Commonwealth deems desirable.

#### **Section 17**

##### **AVAILABILITY OF FUNDS**

**AVAILABILITY OF FUNDS** It is understood and agreed between the parties herein that the agency shall be bound hereunder only to the extent of the funds available or which may hereafter become available for the purpose of this agreement.

#### **Section 18**

##### **CANCELLATION OF CONTRACT**

**CANCELLATION OF CONTRACT** The purchasing agency reserves the right to cancel and terminate any resulting contract, in part or in whole, without penalty, upon 60 days written notice to the contractor. In the event the initial contract period is for more than 12 months, the resulting contract may be terminated by either party, without penalty, after the initial 12 months of the contract period upon 60 days written notice to the other party. Any contract cancellation notice shall not relieve the contractor of the obligation to deliver and/or perform on all outstanding orders issued prior to the effective date of cancellation.

#### **Section GEN**

##### **GENERAL TERMS AND CONDITIONS**

**VENDORS MANUAL:** This solicitation is subject to the provisions of the Commonwealth of Virginia Vendors Manual and any changes or revisions thereto, which are hereby incorporated into this contract in their entirety. The procedure for filing contractual claims is in section 7.19 of the Vendors Manual. A copy of the manual is normally available for review at the purchasing office and is accessible on the Internet at [www.dgs.state.va.us/dps](http://www.dgs.state.va.us/dps) under "Manuals."

### **APP. LAWS AND COURTS**

**APPLICABLE LAWS AND COURTS:** This solicitation and any resulting contract shall be governed in all respects by the laws of the Commonwealth of Virginia and any litigation with respect thereto shall be brought in the courts of the Commonwealth. The agency and the contractor are encouraged to resolve any issues in controversy arising from the award of the contract or any contractual dispute using Alternative Dispute Resolution (ADR) procedures (Code of Virginia, § 2.2-4366). ADR procedures are described in Chapter 9 of the Vendors Manual. The contractor shall comply with all applicable federal, state and local laws, rules and regulations.

### **ANTI-DISCRIMINATION (1 of 2)**

**ANTI-DISCRIMINATION (part 1 of 2):** By submitting their (bids/proposals), (bidders/offerors) certify to the Commonwealth that they will conform to the provisions of the Federal Civil Rights Act of 1964, as amended, as well as the Virginia Fair Employment Contracting Act of 1975, as amended, where applicable, the Virginians With Disabilities Act, the Americans With Disabilities Act and § 2.2-4311 of the Virginia Public Procurement Act (VPPA). If the award is made to a faith-based organization, the organization shall not discriminate against any recipient of goods, services, or disbursements made pursuant to the contract on the basis of the recipient's religion, religious belief, refusal to participate in a religious practice, or on the basis of race, age, color, gender or national origin and shall be subject to the same rules as other organizations that contract with public bodies to account for the use of the funds provided; however, if the faith-based organization segregates public funds into separate accounts, only the accounts and programs funded with public funds shall be subject to audit by the public body. (Code of Virginia, § 2.2-4343.1E). (continued on part 2)

### **ANTI-DISCRIMINATION (2 of 2)**

**ANTI-DISCRIMINATION (part 2 of 2):** In every contract over \$10,000 the provisions in 1. and 2. below apply: 1.) During the performance of this contract, the contractor agrees as follows: (a.) The contractor will not discriminate against any employee or applicant for employment because of race, religion, color, sex, national origin, age, disability, or any other basis prohibited by state law relating to discrimination in employment, except where there is a bona fide occupational qualification reasonably necessary to the normal operation of the contractor. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause. (b.) The contractor, in all solicitations or advertisements for employees placed by or on behalf of the contractor, will state that such contractor is an equal opportunity employer. (c.) Notices, advertisements and solicitations placed in accordance with federal law, rule or regulation shall be deemed sufficient for the purpose of meeting these requirements. 2.) The contractor will include the provisions of 1. above in every subcontract or purchase order over \$10,000, so that the provisions will be binding upon each subcontractor or vendor.

### **ETHICS IN PUBLIC CONTRACTING**

**ETHICS IN PUBLIC CONTRACTING:** By submitting their (bids/proposals), (bidders/offerors) certify

that their (bids/proposals) are made without collusion or fraud and that they have not offered or received any kickbacks or inducements from any other (bidder/offeror), supplier, manufacturer or subcontractor in connection with their (bid/proposal), and that they have not conferred on any public employee having official responsibility for this procurement transaction any payment, loan, subscription, advance, deposit of money, services or anything of more than nominal value, present or promised, unless consideration of substantially equal or greater value was exchanged.

### **IMMIGRATION REFORM**

**IMMIGRATION REFORM AND CONTROL ACT OF 1986:** By submitting their (bids/proposals), (bidders/offerors) certify that they do not and will not during the performance of this contract employ illegal alien workers or otherwise violate the provisions of the federal Immigration Reform and Control Act of 1986.

### **DEBARMENT STATUS**

**DEBARMENT STATUS:** By submitting their (bids/proposals), (bidders/offerors) certify that they are not currently debarred by the Commonwealth of Virginia from submitting bids or proposals on contracts for the type of goods and/or services covered by this solicitation, nor are they an agent of any person or entity that is currently so debarred.

### **ANTITRUST**

**ANTITRUST:** By entering into a contract, the contractor conveys, sells, assigns, and transfers to the Commonwealth of Virginia all rights, title and interest in and to all causes of action it may now have or hereafter acquire under the antitrust laws of the United States and the Commonwealth of Virginia, relating to the particular goods or services purchased or acquired by the Commonwealth of Virginia under said contract.

### **MANDATORY USE OF STATE FORM**

**MANDATORY USE OF STATE FORM AND TERMS AND CONDITIONS FOR IFB's:** Failure to submit a bid on the official state form provided for that purpose shall be a cause for rejection of the bid. Modification of or additions to any portion of the Invitation for Bids may be cause for rejection of the bid; however, the Commonwealth reserves the right to decide, on a case by case basis, in its sole discretion, whether to reject such a bid as nonresponsive. As a precondition to its acceptance, the Commonwealth may, in its sole discretion, request that the bidder withdraw or modify nonresponsive portions of a bid which do not affect quality, quantity, price, or delivery. No modification of or addition to the provisions of the contract shall be effective unless reduced to writing and signed by the parties.

### **CLARIFICATION OF TERMS**

**CLARIFICATION OF TERMS:** If any prospective (bidder/offeror) has questions about the specifications or other solicitation documents, the prospective (bidder/offeror) should contact the buyer whose name appears on the face of the solicitation no later than five working days before the due date. Any revisions to the solicitation will be made only by addendum issued by the buyer.

### **PAYMENT (1 of 3)**

**PAYMENT (part 1 of 3):** To Prime Contractor: a.) Invoices for items ordered, delivered and accepted shall be submitted by the contractor directly to the payment address shown on the purchase

order/contract. All invoices shall show the state contract number and/or purchase order number; social security number (for individual contractors) or the federal employer identification number (for proprietorships, partnerships, and corporations). b.) Any payment terms requiring payment in less than 30 days will be regarded as requiring payment 30 days after invoice or delivery, whichever occurs last. This shall not affect offers of discounts for payment in less than 30 days, however. c.) All goods or services provided under this contract or purchase order, that are to be paid for with public funds, shall be billed by the contractor at the contract price, regardless of which public agency is being billed. d.) The following shall be deemed to be the date of payment: the date of postmark in all cases where payment is made by mail, or the date of offset when offset proceedings have been instituted as authorized under the Virginia Debt Collection Act. e.) Unreasonable Charges. Under certain emergency procurements and for most time and material purchases, final job costs cannot be accurately determined at the time orders are placed.(Continued on part 2)

### **PAYMENT (2 of 3)**

PAYMENT (part 2 of 3): In such cases, contractors should be put on notice that final payment in full is contingent on a determination of reasonableness with respect to all invoiced charges. Charges which appear to be unreasonable will be researched and challenged, and that portion of the invoice held in abeyance until a settlement can be reached. Upon determining that invoiced charges are not reasonable, the Commonwealth shall promptly notify the contractor, in writing, as to those charges which it considers unreasonable and the basis for the determination. A contractor may not institute legal action unless a settlement cannot be reached within thirty (30) days of notification. The provisions of this section do not relieve an agency of its prompt payment obligations with respect to those charges which are not in dispute (Code of Virginia, § 2.2-4363). 2. To Subcontractors: a.) A contractor awarded a contract under this solicitation is hereby obligated: (1) To pay the subcontractor(s) within seven (7) days of the contractor's receipt of payment from the Commonwealth for the proportionate share of the payment received for work performed by the subcontractor(s) under the contract; or (2) To notify the agency and the subcontractor(s), in writing, of the contractor's intention to withhold payment and the reason. (continued on part 3)

### **PAYMENT (3 of 3)**

PAYMENT (part 3 of 3): b.) The contractor is obligated to pay the subcontractor(s) interest at the rate of one percent per month (unless otherwise provided under the terms of the contract) on all amounts owed by the contractor that remain unpaid seven (7) days following receipt of payment from the Commonwealth, except for amounts withheld as stated in (2) above. The date of mailing of any payment by U. S. Mail is deemed to be payment to the addressee. These provisions apply to each sub-tier contractor performing under the primary contract. A contractor's obligation to pay an interest charge to a subcontractor may not be construed to be an obligation of the Commonwealth. 3.) Each prime contractor who wins an award in which provision of a SWAM procurement plan is a condition to the award, shall deliver to the contracting agency or institution, on or before request for final payment, evidence and certification of compliance (subject only to insubstantial shortfalls and to shortfalls arising from subcontractor default) with the SWAM procurement plan. Final payment under the contract in question may be withheld until such certification is delivered and, if necessary, confirmed by the agency or institution, or other appropriate penalties may be assessed in lieu of withholding such payment.

### **PRECEDENCE OF TERMS**

PRECEDENCE OF TERMS: The following General Terms and Conditions VENDORS MANUAL, APPLICABLE LAWS AND COURTS, ANTI-DISCRIMINATION, ETHICS IN PUBLIC

CONTRACTING, IMMIGRATION REFORM AND CONTROL ACT OF 1986, DEBARMENT STATUS, ANTITRUST, MANDATORY USE OF STATE FORM AND TERMS AND CONDITIONS, CLARIFICATION OF TERMS, PAYMENT shall apply in all instances. In the event there is a conflict between any of the other General Terms and Conditions and any Special Terms and Conditions in this solicitation, the Special Terms and Conditions shall apply.

### **QUALIFICATIONS**

**QUALIFICATIONS OF (BIDDERS/OFFERORS):** The Commonwealth may make such reasonable investigations as deemed proper and necessary to determine the ability of the (bidder/offeror) to perform the services/furnish the goods and the (bidder/offeror) shall furnish to the Commonwealth all such information and data for this purpose as may be requested. The Commonwealth reserves the right to inspect (bidder's/offeror's) physical facilities prior to award to satisfy questions regarding the (bidder's/offeror's) capabilities. The Commonwealth further reserves the right to reject any (bid/proposal) if the evidence submitted by, or investigations of, such (bidder/offeror) fails to satisfy the Commonwealth that such (bidder/offeror) is properly qualified to carry out the obligations of the contract and to provide the services and/or furnish the goods contemplated therein.

### **TESTING AND INSPECTION**

**TESTING AND INSPECTION:** The Commonwealth reserves the right to conduct any test/inspection it may deem advisable to assure goods and services conform to the specifications.

### **ASSIGNMENT OF CONTRACT**

**ASSIGNMENT OF CONTRACT:** A contract shall not be assignable by the contractor in whole or in part without the written consent of the Commonwealth.

### **CHANGES TO CONTRACT (1 of 2)**

**CHANGES TO THE CONTRACT (part 1 of 2):** Changes can be made to the contract in any of the following ways: (1.) The parties may agree in writing to modify the scope of the contract. An increase or decrease in the price of the contract resulting from such modification shall be agreed to by the parties as a part of their written agreement to modify the scope of the contract. (2.) The Purchasing Agency may order changes within the general scope of the contract at any time by written notice to the contractor. Changes within the scope of the contract include, but are not limited to, things such as services to be performed, the method of packing or shipment, and the place of delivery or installation. The contractor shall comply with the notice upon receipt. The contractor shall be compensated for any additional costs incurred as the result of such order and shall give the Purchasing Agency a credit for any savings. Said compensation shall be determined by one of the following methods: (2a.) By mutual agreement between the parties in writing; or (2b.) By agreeing upon a unit price or using a unit price set forth in the contract, if the work to be done can be expressed in units, and the contractor accounts for the number of units of work performed, subject to the Purchasing Agency's right to audit the contractor's records and/or to determine the correct number of units independently; or (continued on part 2)

### **CHANGES TO CONTRACT (2 of 2)**

**CHANGES TO THE CONTRACT (part 2 of 2):** (2c.) By ordering the contractor to proceed with the work and keep a record of all costs incurred and savings realized. A markup for overhead and profit may be allowed if provided by the contract. The same markup shall be used for determining a decrease in price as the result of savings realized. The contractor shall present the Purchasing Agency with all

vouchers and records of expenses incurred and savings realized. The Purchasing Agency shall have the right to audit the records of the contractor as it deems necessary to determine costs or savings. Any claim for an adjustment in price under this provision must be asserted by written notice to the Purchasing Agency within thirty (30) days from the date of receipt of the written order from the Purchasing Agency. If the parties fail to agree on an amount of adjustment, the question of an increase or decrease in the contract price or time for performance shall be resolved in accordance with the procedures for resolving disputes provided by the Disputes Clause of this contract or, if there is none, in accordance with the disputes provisions of the Commonwealth of Virginia Vendors Manual. Neither the existence of a claim nor a dispute resolution process, litigation or any other provision of this contract shall excuse the contractor from promptly complying with the changes ordered by the Purchasing Agency or with the performance of the contract generally.

### **DEFAULT**

**DEFAULT:** In case of failure to deliver goods or services in accordance with the contract terms and conditions, the Commonwealth, after due oral or written notice, may procure them from other sources and hold the contractor responsible for any resulting additional purchase and administrative costs. This remedy shall be in addition to any other remedies which the Commonwealth may have.

### **TAXES**

**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.

### **USE OF BRAND NAMES**

**USE OF BRAND NAMES:** Unless otherwise provided in this solicitation, the name of a certain brand, make or manufacturer does not restrict (bidders/offerors) to the specific brand, make or manufacturer named, but conveys the general style, type, character, and quality of the article desired. Any article which the public body, in its sole discretion, determines to be the equal of that specified, considering quality, workmanship, economy of operation, and suitability for the purpose intended, shall be accepted. The (bidder/offeror) is responsible to clearly and specifically identify the product being offered and to provide sufficient descriptive literature, catalog cuts and technical detail to enable the Commonwealth to determine if the product offered meets the requirements of the solicitation. This is required even if offering the exact brand, make or manufacturer specified. Normally in competitive sealed bidding only the information furnished with the bid will be considered in the evaluation. Failure to furnish adequate data for evaluation purposes may result in declaring a bid nonresponsive. Unless the (bidder/offeror) clearly indicates in its (bid/proposal) that the product offered is an equal product, such (bid/proposal) will be considered to offer the brand name product referenced in the solicitation.

### **TRANSPORTATION AND PACKAGING**

**TRANSPORTATION AND PACKAGING:** By submitting their (bids/proposals), all (bidders/offerors) certify and warrant that the price offered for FOB destination includes only the actual freight rate costs at the lowest and best rate and is based upon the actual weight of the goods to be shipped. Except as otherwise specified herein, standard commercial packaging, packing and shipping containers shall be used. All shipping containers shall be legibly marked or labeled on the outside with purchase order number, commodity description, and quantity.

### **INSURANCE (1 of 3)**

INSURANCE (part 1 of 3): By signing and submitting a bid or proposal under this solicitation, the bidder or offeror certifies that if awarded the contract, it will have the following insurance coverage at the time the contract is awarded. For construction contracts, if any subcontractors are involved, the subcontractor will have workers' compensation insurance in accordance with §§ 2.2-4332 and 65.2-800 et seq. of the Code of Virginia. The bidder or offeror further certifies that the contractor and any subcontractors will maintain these insurance coverage during the entire term of the contract and that all insurance coverage will be provided by insurance companies authorized to sell insurance in Virginia by the Virginia State Corporation Commission. (continued in part 2)

### **INSURANCE (2 of 3)**

INSURANCE (part 2 of 3) MINIMUM INSURANCE COVERAGES AND LIMITS REQUIRED FOR MOST CONTRACTS: 1) Workers' Compensation - Statutory requirements and benefits. Coverage is compulsory for employers of three or more employees, to include the employer. Contractors who fail to notify the Commonwealth of increases in the number of employees that change their workers' compensation requirements under the Code of Virginia during the course of the contract shall be in noncompliance with the contract. 2). Employer's Liability - \$100,000. 3) Commercial General Liability - \$1,000,000 per occurrence. Commercial General Liability is to include bodily injury and property damage, personal injury and advertising injury, products and completed operations coverage. The Commonwealth of Virginia must be named as an additional insured and so endorsed on the policy 4). Automobile Liability - \$1,000,000 per occurrence. (Only used if motor vehicle is to be used in the contract.). (continued in part 3)

### **INSURANCE (3 of 3)**

INSURANCE (part 3 of 3): NOTE: In addition, various Professional Liability/Errors and Omissions coverage are required when soliciting those services as follows: Profession/Service /Limits, Accounting /\$1,000,000 per occurrence, \$3,000,000 aggregate Architecture/\$2,000,000 per occurrence, \$6,000,000 aggregate, Asbestos Design, Inspection or Abatement Contractors/ \$1,000,000 per occurrence, \$3,000,000 aggregate, Health Care Practitioner (to include Dentists, Licensed Dental, Hygienists, Optometrists, Registered or Licensed, Practical Nurses, Pharmacists, Physicians, Podiatrists, Chiropractors, Physical Therapists, Physical ,Therapist Assistants, Clinical Psychologists, Clinical Social Workers, Professional Counselors, Hospitals, or Health Maintenance Organizations.) \$1,750,000 per occurrence, \$3,000,000 aggregate, (Limits increase each July 1 through fiscal year 2008, as follows: July 1, 2005 - \$1,800,000, July 1, 2006 - \$1,850,000, July 1, 2007 - \$1,925,000, July 1, 2008 - \$2,000,000. This complies with §8.01-581.15 of the Code of Virginia. Insurance/Risk Management /\$1,000,000 per occurrence, \$3,000,000 aggregate, Landscape/Architecture/\$1,000,000 per occurrence, \$1,000,000 aggregate, Legal/\$1,000,000 per occurrence, \$5,000,000 aggregate. Professional Engineer/\$2,000,000 per occurrence, \$6,000,000 aggregate, Surveying/\$1,000,000 per occurrence, \$1,000,000 aggregate

### **ANNOUNCEMENT OF AWARD**

ANNOUNCEMENT OF AWARD: Upon the award or the announcement of the decision to award a contract over \$50,000, as a result of this solicitation, the purchasing agency will publicly post such notice on the DGS/DPS eVA website ([www.eva.virginia.gov](http://www.eva.virginia.gov)) for a minimum of 10 days.

## **DRUG-FREE WORKPLACE**

**DRUG-FREE WORKPLACE:** During the performance of this contract, the contractor agrees to (i) provide a drug-free workplace for the contractor's employees; (ii) post in conspicuous places, available to employees and applicants for employment, a statement notifying employees that the unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or marijuana is prohibited in the contractor's workplace and specifying the actions that will be taken against employees for violations of such prohibition; (iii) state in all solicitations or advertisements for employees placed by or on behalf of the contractor that the contractor maintains a drug-free workplace; and (iv) include the provisions of the foregoing clauses in every subcontract or purchase order of over \$10,000, so that the provisions will be binding upon each subcontractor or vendor. For the purposes of this section, "drug-free workplace" means a site for the performance of work done in connection with a specific contract awarded to a contractor, the employees of whom are prohibited from engaging in the unlawful manufacture, sale, distribution, dispensation, possession or use of any controlled substance or marijuana during the performance of the contract.

## **NONDISCRIMINATION**

**NONDISCRIMINATION OF CONTRACTORS:** A bidder, offeror, or contractor shall not be discriminated against in the solicitation or award of this contract because of race, religion, color, sex, national origin, age, disability, faith-based organizational status, any other basis prohibited by state law relating to discrimination in employment or because the bidder or offeror employs ex-offenders unless the state agency, department or institution has made a written determination that employing ex-offenders on the specific contract is not in its best interest. If the award of this contract is made to a faith-based organization and an individual, who applies for or receives goods, services, or disbursements provided pursuant to this contract objects to the religious character of the faith-based organization from which the individual receives or would receive the goods, services, or disbursements, the public body shall offer the individual, within a reasonable period of time after the date of his objection, access to equivalent goods, services, or disbursements from an alternative provider.

## **eVA REGISTRATION (1 of 2)**

**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.

## **eVA REGISTRATION (2 of 2)**

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.

### **AVAILABILITY OF FUNDS**

It is understood and agreed between the parties herein that the agency shall be bound hereunder only to the extent of the funds available or which may hereafter become available for the purpose of this agreement.

### **SET ASIDES**

This solicitation is set-aside for DMBE-certified small business participation only when designated "SET-ASIDE FOR SMALL BUSINESSES" in the solicitation. Small businesses must be certified by the Virginia Department of Minority Business Enterprise not later than the solicitation due date and time. DMBE-certified women- and minority-owned businesses are also considered small businesses when they have received DMBE small business certification.

### **SMALL PURCHASE CHARGE CARD**

DOA at, Main: (804) 225-3038, Fax: (804) 371-8587

**Mandatory Acceptance of Small Purchase Charge Card:** Purchasing charge cards offer State agencies and Institutions the opportunity to streamline their procedures for procuring and paying for small dollar goods and services. Vendors responding to this solicitation should note that acceptance of payment by purchase card is **mandatory (unless waived by DPS) within 90 days of contract award.** For current contracts where acceptance of the purchasing card is not in effect, **Contractors must (unless waived by DPS) accept purchase card payments within 90 days of contract renewal.**

Payment for orders issued against the contract(s) resulting from this solicitation must allow for the Purchase Order Number to be passed at the time of charge so that the Purchase Order Number is received by the card platform and passed to the Card provider. This can be accomplished by vendors establishing their card account at **Level 2, which is mandatory or Level 3 which is optional.** Information on the various levels for the Small Purchase Charge Card is indicated below.

**Effective March 1, 2010 the SPCC card changes over from GE to Bank of America - Visa.**

#### **Charge Card Levels:**

The amount of data passed for each charge card payment depends on the level at which the charge card is established. The levels are delineated below and the preferred level by the Commonwealth is level 2.

**Level 1** vendors provide basic credit card purchase information, including but not limited to the data listed below. By passing "Basic Data", the vendor has a standard interchange cost.

- Supplier Name
- Merchant Category Code
- Date
- Total Purchase Amount

**Level 2** vendors provide additional information to the Level 1 elements, including, but not limited to the data listed below. By passing level 2 detail, the vendor will receive lower interchange costs. Level 2 is **mandatory** for any vendors who do business with the Commonwealth of Virginia and accept GE MasterCard.

- Customer Code (PCO Number from eVA)
- Vendor eVA ID Number

**Level 3** vendors provide line item detail, in addition to the Level 1 and Level 2 elements, including, but not limited to the data listed below. By passing Level 3 (**which is optional**) data which is considered Superior data, the vendor will receive the lowest interchange costs.

- Item Description
- Item Quantity
- Item Unit of Measure
- Product Code
- Freight Amount
- Extended line Item Amount