



December 7, 2010 **Includes Change 01 and 02**

Commonwealth of Virginia  
Department of General Services  
Division of Purchases and Supply

**Statewide Term Contract**

**E194-524: Household Moving Services** **Change 02 Contract #**

**Contract Period:** January 1, 2011 through December 31, 2011

**Authorized Users:** Commonwealth of Virginia agencies and other public bodies.

**NIGP Commodity Codes:** 96256

**Contractor:**

**Kloke Group**

1855 Boulevard West

Richmond, VA 23230

DUNS #: 130532005

eVA Vendor Number: C15054

*Kloke is an agent for Mayflower Transit* **FAX: 540-735-0179**

**Donna Erickson** **Change 01**

**National Accounts Relocation Manager**

**866-666-7679 Direct (Office)**

**Cell: 540-287-8109**

**[derickson@kloke.com](mailto:derickson@kloke.com)**

VIEW AND PRINT THIS CONTRACT AND ANY CHANGES AT: [www.eva.virginia.gov](http://www.eva.virginia.gov)

**Note:** This public body does not discriminate against faith-based organizations in accordance with the *Code of Virginia*, § § 2.2-4343.1 or against a bidder or offeror because of race, religion, color, sex, national origin, age, disability, or any other basis prohibited by state law relating to discrimination in employment.

A handwritten signature in black ink that reads "Matt Manion".

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Matt Manion, CPPO, C.P.M., VCO  
Statewide Services Contract Officer  
Department of General Services  
Division of Purchases and Supply  
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## **INTRODUCTION**

This optional-use statewide term contract is established as a result of Request for Proposal (RFP) 86, Household Moving Services, issue date May 21, 2007, and all IFB terms, conditions and amendments are incorporated into this contract. Reference eVA e-procurement folder # 15843. The purpose of this contract is to make available household moving services as may be required by Commonwealth of Virginia agencies and other public bodies.

## **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 place orders through eVA.
  - B. For other public bodies including Virginia localities, cities, counties, towns and political subdivisions, orders will be placed through eVA to the maximum extent possible.
2. The applicable contract number and contractor name and DUNS number must be shown on each purchase order.
3. Inspection of the services provided and approval of contractor's invoice is the responsibility of the ordering state agency or other public body.
4. Any complaint as to quality, faulty or delinquent delivery, or violation of contract provisions by contractor shall be reported to the contractor using the "Procurement Complaint Form" available from the Division of Purchases and Supply web site at [www.eva.state.va.us](http://www.eva.state.va.us) under the "Buyers" tab (see Vendor Complaint Form link). A copy of the "Procurement Complaint Form" must be forwarded to the DPS contract officer identified on the first page of this contract.
5. **RENEWAL OF CONTRACT:** This contract may be renewed by the Commonwealth for one (1) successive one year period under the terms and conditions of the original contract except as stated in 1 and 2 below. Price increases may be negotiated only at the time of renewal. Written notice of the Commonwealth's intention to renew shall be given approximately 90 days prior to the expiration date of each contract period.
  1. If the Commonwealth elects to exercise the option to renew the contract for an additional one-year period, the contract price(s) for the additional one year should not exceed the contract price(s) of the original contract increased/decreased by more than the percentage increase/decrease of the Consumer Price Index, Commodity and Service Group, Transportation Services category of the CPI-W section of the Consumer Price Index of the United States Bureau of Labor Statistics for the latest twelve months for which statistics are available.

2. If during any subsequent renewal periods, the Commonwealth elects to exercise the option to renew the contract, the contract price(s) for the subsequent renewal period should not exceed the contract price(s) of the previous renewal period increased/decreased by more than the percentage increase/decrease of the Consumer Price Index, Commodity and Service Group, Transportation Services category of the CPI-W section of the Consumer Price Index of the United States Bureau of Labor Statistics for the latest twelve months for which statistics are available.