

INSTRUCTIONS

1. AGENCY PURCHASE ORDERS will be submitted to the Contractor via the Commonwealth of Virginia's electronic procurement system, also known as eVA. The orders will be governed by the agreement and the terms and conditions contained in the separate agreement for participation in eVA executed by the contractor.

Unless otherwise instructed by the Division of Purchases and Supply, all departments, institutions of the Commonwealth of Virginia will order items/services through eVA to the maximum extent possible or by issuing their own purchase order form.

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, institution 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. Complaint form (DGS-41-024), by which to facilitate the notification of the contractor and this office of complaints, can be downloaded from the APSPM - Annex 10-H.
5. Renewals: There is one (1) One-Year renewal options remaining on this contract. The decision as to whether to exercise the renewal option will be made by the contract officer approximately 90 days in advance of the expiration date to 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. A Notice of Contract Change will be posted on the eVA website.
7. WARRANTY: The Contractor shall provide a warranty for the entire system against defective materials, workmanship and performance for a period of **One (1) year** from the date of acceptance of the installation, excluding vandalism. Contractor hereby agrees to furnish, without cost to the Commonwealth of Virginia, all labor, materials and transportation both ways for replacement of all parts and materials which are found to be defective during the warranty period. Warranty response shall be made within **32** hours on Agency working days. Warranty repairs shall be made within **7** calendar days after notification by owner. Repair and replacement parts shall be readily available for at least **five (5)** years following acceptance of the equipment.

**Calculator, Desktop – 12 Digit
One Memory, 2 ¼” Tape**

Item 0020 Monroe 6120 \$43.00 each

**Calculator, Desktop – 14 Digit
Two Memory, 12 Digit Print, 2 ¼” Tape**

Item 0060 Sharp CS-4194H \$95 each

**Calculator, Desktop – 14 Digit
Two Memory, 14 Digit Print, uses 2 ¼ or 2 ¾” Tape**

Item 0080 **Monroe 8145** \$87 each

Warranty: 1 full year Warranty – Parts and Labor