

## Contract Master Agreement

**Contract number - E194 - 685 - 10**

Title: Custom Stamps, Rubber, Self-inked, Procurement Folder: 43689  
Pre-inked, Notary, Signature  
& accessories

### Optional-Use

Contractor:  
POSTAL PRODUCTS UNLIMITED  
500 W. Oklahoma Ave.  
Milwaukee, WI 53207-2649  
eVA Vendor ID C9384

Contact Name: Joel Herringa  
Contact Phone: 800-229-4500 x1007  
Contact Email: joelh@postalproducts.com

Effective Begin Date: 10/1/2009

Expiration Date: 9/30/2011

Contract Officer:

Chris Nichols Phone: 804-786-3849

Email: Chris.Nichols@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)
1	1	Years	10/1/2011	9/30/2012	90	
	1	Years	10/1/2012	9/30/2013	90	
3	1	Years	10/1/2013	9/30/2014	90	

### Authorized Departments – ALL – Spending Limit – No Limit

**Mandatory Sources and Contracts for State Agencies and Institutions** : Virginia Correctional Enterprises (VCE), Virginia Industries for the Blind (VIB), and Virginia Distribution Center (VDC) are mandatory sources for all State Agencies and Institutions. Before purchasing items from this contract State Agencies and Institutions must either verify that VCE, VIB, or VDC does not manufacture the items needed or must get a release from VCE, VIB, or VDC for items that VCE, VIB, VDC produces or stocks. State Agencies and Institutions are also required to purchase from any other mandatory contracts.

**All terms and conditions of the Solicitation IFB 1188 are incorporated by reference into this contract and take precedence over any terms and conditions stated in the contractor's acknowledgements or literature.**

### **Special Terms and Conditions**

1. **Optional Use** for all state agencies and institutions, localities, Virginia cities, counties, town and political subdivisions.
2. **ORDER PLACEMENT/METHOD**: Agencies and Institutions shall submit orders to the contractor via eVA. The applicable **contract number** must be shown on each purchase order.
3. **PAYMENT TERMS**: **Small Purchase Charge Card or Net 30 Days.**
4. **MINIMUM ORDERS**: Will be \$50 for F.O.B. delivery to ordering entity within the Commonwealth of Virginia. For orders of less than **\$50.00**, 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.
5. **DELIVERY SERVICE**: Delivery shall be made within **10** calendar days after receipt of purchase order.
6. **FREIGHT POLICY**: All shipments shall be F.O.B. destination. Contractor(s) shall file and expedite all freight claims with the carrier. Rush delivery that occurs as a result of the Contractor's error will be free of charge.
7. **SPECIAL SERVICE CHARGES**: Contractors will be permitted to add charges to the invoice for orders requiring special services, such as emergency and rush delivery, only if these charges are identified to the Contract User prior to the placement of the order and only if the charges are agreed to by the using agency prior to acceptance of the order. Invoices shall indicate the name of the Contract User making the request.
8. **RETURNS**: Inspection on delivery and approval of vendor's invoice is the responsibility of receiving state agency, Virginia city, county, town or political subdivision. Any materials delivered in poor condition or in excess of the amount authorized by the purchase order may, at the discretion of the Contract Users, be returned to the Contractor at the Contractor's expense within 30 days. Credit for returned goods shall be made immediately once contractor receives returned goods. Contractor(s) shall not charge Contract Users for returns in the event that an incorrect item and/or quantity was shipped by the Contractor.
9. **WARRANTY**: Minimum one (1) year parts and labor.
10. **CATALOGS**: Upon request, the contractor shall furnish catalogs and price lists for items awarded directly to using agencies and the contract officer.
11. **VENDOR COMPLAINT**: 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. The Vendor Complaint Form (DGS-41-024 revised 06/2008), by which to facilitate the notification of the contractor and this office of complaints, is available on website [www.eva.virginia.gov](http://www.eva.virginia.gov) at the Buyer tab.
12. **PRICE ESCALATION/DE-ESCALATION**: No price increases will be authorized for 360 calendar days after the effective date of the contract.

**Lines****Line: 1**

NIGP Code: 61577

Description: 1 line up to 6" Maximum-Stamp, Rubber, up to 1/4" type, Traditional, wood handle, Stamp pad ordered separately.

Unit Price: \$1.50

Unit: each

Manufacturer: Postal Products

Warranty: 1 Year Full Warranty

Manufacturer Part Number: N1029109

**Line: 2**

NIGP Code: 61577

Description: 2 lines up to 6" Maximum-Stamp, Rubber, up to 1/4" type, Traditional, wood handle, Stamp pad ordered separately.

Unit Price: \$2.00

Unit: each

Manufacturer: Postal Products

Warranty: 1 Year Full Warranty

Manufacturer Part Number: N1029110

**Line: 3**

NIGP Code: 61577

Description: 3 lines up to 6" Maximum-Stamp, Rubber, up to 1/4" type, Traditional, wood handle, Stamp pad ordered separately.

Unit Price: \$2.15

Unit: each

Manufacturer: Postal Products

Warranty: 1 Year Full Warranty

Manufacturer Part Number: N1029111

**Line: 4**

NIGP Code: 61577

Description: 4 lines up to 6" Maximum-Stamp, Rubber, up to 1/4" type Traditional, wood handle, Stamp pad ordered separately.

Unit Price: \$2.45

Unit: each

Warranty: 1 Year Full Warranty

Manufacturer: Postal Products  
Manufacturer Part Number: N1029112

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**Line: 5**

NIGP Code: 61577

Description: 5 lines up to 6" Maximum-Stamp, Rubber, up to 1/4" type, Traditional, wood handle, Stamp pad ordered separately.

Unit Price: \$2.60

Unit: each

Manufacturer: Postal Products  
Manufacturer Part Number: N1029113

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Warranty: 1 Year Full Warranty

**Line: 6**

NIGP Code: 61577

Description: 6 lines up to 6" Maximum-Stamp, Rubber, up to 1/4" type, Traditional, wood handle, Stamp pad ordered separately.

Unit Price: \$2.80

Unit: each

Manufacturer: Postal Products  
Manufacturer Part Number: N1029114

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Warranty: 1 Year Full Warranty

**Line: 7**

NIGP Code: 61577

Description: 7 lines up to 6" Maximum-Stamp, Rubber, up to 1/4" type, Traditional, wood handle, Stamp pad ordered separately.

Unit Price: \$3.00

Unit: each

Manufacturer: Postal Products  
Manufacturer Part Number: N1029115

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Warranty: 1 Year Full Warranty

**Line: 8**

NIGP Code: 61577

Description: 8 lines up to 6" Maximum-Stamp, Rubber, up to 1/4" type, Traditional, wood handle, Stamp pad ordered separately.

Unit Price: \$3.20

Unit: each

Manufacturer: Postal Products  
 Manufacturer Part Number: N1029116

Warranty: 1 Year Full Warranty

**Line: 9**

NIGP Code: 61577

Description: 10 lines up to 6" Maximum-Stamp, Rubber, up to 1/4" type, Traditional, wood handle, Stamp pad ordered separately.

Unit Price: \$3.45

Unit: each

Manufacturer: Postal Products  
 Manufacturer Part Number: N1029117

Warranty: 1 Year Full Warranty

**Line: 10**

NIGP Code: 61577

Description: Signature Traditional, Rubber Stamp pad ordered separately.

Unit Price: \$3.55

Unit: each

Manufacturer: Postal Products  
 Manufacturer Part Number: N1029118

Warranty: 1 Year Full Warranty

**Line: 11**

NIGP Code: 61577

Description: #1 Stamp Pad, 2-3/4" x 4-1/4" high quality felt pad various colors.

Unit Price: \$3.70

Unit: each

Manufacturer: Postal Products  
 Manufacturer Part Number: N1029119

Warranty: 1 Year Full Warranty

**Line: 12**

NIGP Code: 61577

Description: 1" x 2-3/4" approximate - Custom self-inking- re-ink or replace pad- up to 5,000 impressions.

Unit Price: \$4.80

Unit: each

Manufacturer: Postal Products  
 Manufacturer Part Number: N1025166

Warranty: 1 Year Full Warranty

**Line: 13**

NIGP Code: 61577

Description: 9/16" x 1-1/2" approximate - Custom self-inking- re-ink or replace pad- up to 5,000 impressions.

Unit Price: \$3.05  
 Manufacturer: Postal Products  
 Manufacturer Part Number: N1025161

Unit: each  
 Warranty: 1 Year Full Warranty

**Line: 14**

NIGP Code: 61577

Description: 7/8" x 2-1/4" approximate -  
 Custom self-inking- re-ink or replace pad-  
 up to 5,000 impressions.

Unit Price: \$3.80  
 Manufacturer: Postal Products  
 Manufacturer Part Number: N1025165

Unit: each  
 Warranty: 1 Year Full Warranty

**Line: 15**

NIGP Code: 61577

Description: 3/4" x 1-3/4" approximate -  
 Custom self-inking- re-ink or replace pad-  
 up to 5,000 impressions.

Unit Price: \$3.50  
 Manufacturer: Postal Products  
 Manufacturer Part Number: N1025163

Unit: each  
 Warranty: 1 Year Full Warranty

**Line: 16**

NIGP Code: 61577

Description: 3/8" x 2-3/4" approximate -  
 Custom self-inking- re-ink or replace pad-  
 up to 5,000 impressions.

Unit Price: \$4.35  
 Manufacturer: Postal Products  
 Manufacturer Part Number: N1025164

Unit: each  
 Warranty: 1 Year Full Warranty

**Line: 17**

NIGP Code: 61577

Description: 5/8" x 3" approximate -  
 Custom self-inking- re-ink or replace pad-  
 up to 5,000 impressions.

Unit Price: \$4.35  
 Manufacturer: Postal Products  
 Manufacturer Part Number: N1025164

Unit: each  
 Warranty: 1 Year Full Warranty

**Line: 18**

NIGP Code: 61577

Description: 3/4" x 1-15/16" approximate -  
Custom self-inking- re-ink or replace pad-  
up to 5,000 impressions.

Unit Price: \$3.50

Unit: each

Manufacturer: Postal Products

Warranty: 1 Year Full Warranty

Manufacturer Part Number: N1025163

**Line: 19**

NIGP Code: 61577

Description: 1-1/8" x 2-3/4" approximate -  
Custom self-inking- re-ink or replace pad-  
up to 5,000 impressions.

Unit Price: \$4.90

Unit: each

Manufacturer: Postal Products

Warranty: 1 Year Full Warranty

Manufacturer Part Number: N1025167

**Line: 20**

NIGP Code: 61577

Description: 1-1/2" x 3" approximate -  
Custom self-inking- re-ink or replace pad-  
up to 5,000 impressions.

Unit Price: \$4.90

Unit: each

Manufacturer: Postal Products

Warranty: 1 Year Full Warranty

Manufacturer Part Number: N1025167

**Line: 21**

NIGP Code: 61577

Description: 1 line up to 3-1/2" approx. -  
Stamps, Custom Pre-inked,  
up to 20,000 impressions.

Unit Price: \$7.90

Unit: each

Manufacturer: Postal Products

Warranty: 1 Year Full Warranty

Manufacturer Part Number: N1001539

**Line: 22**

NIGP Code: 61577

Description: 2 lines up to 3-1/2" approx. -  
Stamps, Custom Pre-inked, up to 20,000  
impressions.

Unit Price: \$7.90

Unit: each

Manufacturer: Postal Products

Warranty: 1 Year Full Warranty

Manufacturer Part Number: N1001539

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**Line: 23**

NIGP Code: 61577

Description: 3 lines up to 3-1/2" approx. -  
Stamps, Custom Pre-inked, up to 20,000  
impressions.

Unit Price: \$7.90

Unit: each

Manufacturer: Postal Products

Warranty: 1 Year Full Warranty

Manufacturer Part Number: N1001539

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**Line: 24**

NIGP Code: 61577

Description: 4 lines up to 3-1/2" approx. -  
Stamps, Custom Pre-inked, up to 20,000  
impressions.

Unit Price: \$7.90

Unit: each

Manufacturer: Postal Products

Warranty: 1 Year Full Warranty

Manufacturer Part Number: N1001539

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**Line: 25**

NIGP Code: 61577

Description: 5 lines up to 3-1/2" approx. -  
Stamps, Custom Pre-inked, up to 20,000  
impressions.

Unit Price: \$7.90

Unit: each

Manufacturer: Postal Products

Warranty: 1 Year Full Warranty

Manufacturer Part Number: N1001539

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**Line: 26**

NIGP Code: 61577

Description: 6 lines up to 3-1/2" approx. -  
Stamps, Custom Pre-inked, up to 20,000  
impressions.

Unit Price: \$7.90

Unit: each

Manufacturer: Postal Products

Warranty: 1 Year Full Warranty

Manufacturer Part Number: N1001538

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**Line: 27**

NIGP Code: 61577

Description: Signature, Pre-inked,  
re-inkable, up to 20,000 impressions.

Unit Price: \$7.90  
Manufacturer: Postal Products  
Manufacturer Part Number: N1001538

Unit: each  
Warranty: 1 Year Full Warranty

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**Line: 28**

NIGP Code: 61577

Description: Cooke #42 Insert Dates, Set.

Unit Price: \$4.55  
Manufacturer: Postal Products  
Manufacturer Part Number: N1029124

Unit: each  
Warranty: 1 Year Full Warranty

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**Line: 29**

NIGP Code: 61577

Description: 1-5/16" x 2-1/4", 10-12 year bands, red rubber dies (no poly), built-in ink pad (2 colors, re-inkable or replaceable), rugged steel frame.

Unit Price: \$13.00  
Manufacturer: Postal Products  
Manufacturer Part Number: N1029125

Unit: each  
Warranty: 1 Year Full Warranty

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**Line: 30**

NIGP Code: 61577

Description: 1-1/8" x 2", 10-12 year bands, red rubber dies (no poly), built-in ink pad (2 colors, re-inkable or replaceable), rugged steel frame.

Unit Price: \$13.00  
Manufacturer: Postal Products  
Manufacturer Part Number: N1029126

Unit: each  
Warranty: 1 Year Full Warranty

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**Line: 31**

NIGP Code: 61577

Description: 1" x 1-5/8", 10-12 year bands, red rubber dies (no poly), built-in ink pad (2 colors, re-inkable or replaceable), rugged steel frame.

Unit Price: \$16.55  
Manufacturer: Postal Products  
Manufacturer Part Number: N1029127

Unit: each  
Warranty: 1 Year Full Warranty

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**Line: 32**

NIGP Code: 61577

Description: 1-1/4" x 2", 10-12 year bands, die plate dater, built-in ink pad (1 color, re-inkable or replaceable), rugged steel frame.

Unit Price: \$22.90

Unit: each

Manufacturer: Postal Products

Warranty: 1 Year Full Warranty

Manufacturer Part Number: N1029128

**Line: 33**

NIGP Code: 61577

Description: Notary Record Book.

Unit Price: \$5.70

Unit: each

Manufacturer: Postal Products

Warranty: 1 Year Full Warranty

Manufacturer Part Number: N1029129

**Line: 34**

NIGP Code: 61577

Description: Traditional Rubber 1-5/8" dia. Notary seal stamp, standard desk type Stamp pad ordered separately.

Unit Price: \$2.00

Unit: each

Manufacturer: Postal Products

Warranty: 1 Year Full Warranty

Manufacturer Part Number: N1029130

**Line: 35**

NIGP Code: 61577

Description: Pocket Notary seal, Self-inking TP-9412-N.

Unit Price: \$12.00

Unit: each

Manufacturer: Postal Products

Warranty: 1 Year Full Warranty

Manufacturer Part Number: N1029131

**Line: 36**

NIGP Code: 61577

Description: Impression seal ink for Notary Embossers.

Unit Price: \$9.70

Unit: each

Manufacturer: Postal Products

Warranty: 1 Year Full Warranty

Manufacturer Part Number: N1029132

**Line: 37**

NIGP Code: 61577

Description: Self Inking 1-5/8" dia. Notary

seal stamp, standard desk type.

Unit Price: \$6.25

Unit: each

Manufacturer: Postal Products

Warranty: 1 Year Full Warranty

Manufacturer Part Number: N1029133

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**Line: 38**

NIGP Code: 61577

Description: One Color Title Stamp, 1/2" x 1-5/8", Pre-inked stock title stamps (COPY, FILED, RECEIVED, FAXED, etc.).

Unit Price: \$4.45

Unit: each

Manufacturer: Postal Products

Warranty: 1 Year Full Warranty

Manufacturer Part Number: Varies by Impression

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**Line: 39**

NIGP Code: 61577

Description: Two Color Title Stamp, 1/2" x 1-5/8", Pre-inked stock title stamps (COPY, FILED, RECEIVED, FAXED, etc.).

Unit Price: \$6.00

Unit: each

Manufacturer: Postal Products

Warranty: 1 Year Full Warranty

Manufacturer Part Number: Varies by Impression

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**Line: 40**

NIGP Code: 61577

Description: Xstamper N05, 1/8" x 2-3/8".

Unit Price: \$4.10

Unit: each

Manufacturer: Postal Products

Warranty: 1 Year Full Warranty

Manufacturer Part Number: N1027589

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**Line: 41**

NIGP Code: 61577

Description: Xstamper N10, 1/2" x 1-5/8".

Unit Price: \$4.45

Unit: each

Manufacturer: Postal Products

Warranty: 1 Year Full Warranty

Manufacturer Part Number: N1027582

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**Line: 42**

NIGP Code: 61577

Description: Xstamper N11, 11/16" x 1-

15/16".

Unit Price: \$6.15

Unit: each

Manufacturer: Postal Products

Warranty: 1 Year Full Warranty

Manufacturer Part Number: N1029103

**Line: 43**

NIGP Code: 61577

Description: Xstamper N13, 9/16" x 2".

Unit Price: \$8.10

Unit: each

Manufacturer: Postal Products

Warranty: 1 Year Full Warranty

Manufacturer Part Number: N1029104

**Line: 44**

NIGP Code: 61577

Description: Xstamper N14, 5/8" x 2-7/16".

Unit Price: \$9.55

Unit: each

Manufacturer: Postal Products

Warranty: 1 Year Full Warranty

Manufacturer Part Number: N1027583

**Line: 45**

NIGP Code: 61577

Description: Xstamper N18, 7/8" x 2-3/4".

Unit Price: \$10.55

Unit: each

Manufacturer: Postal Products

Warranty: 1 Year Full Warranty

Manufacturer Part Number: N1027584

**Line: 46**

NIGP Code: 61577

Description: Xstamper N26, 11/16" x 3-5/16".

Unit Price: \$11.55

Unit: each

Manufacturer: Postal Products

Warranty: 1 Year Full Warranty

Manufacturer Part Number: N1027587

**Line: 47**

NIGP Code: 61577

Description: Xstamper N 42 Pocket Case 5/8" x 2-7/16".

Unit Price: \$8.55

Unit: each

Manufacturer: Postal Products

Warranty: 1 Year Full Warranty

Manufacturer Part Number: N1029105

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**Line: 48**

NIGP Code: 61577

Description: VersaDater N82, 8-Yr Band w/  
Impression Frame, 1-5/16" x 2-1/8".

Unit Price: \$35.20

Unit: each

Manufacturer: Postal Products

Warranty: 1 Year Full Warranty

Manufacturer Part Number: N1002706

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**Line: 49**

NIGP Code: 61577

Description: Xstamper Ink, 2/3 oz. Bottle.

Unit Price: \$4.25

Unit: each

Manufacturer: Postal Products

Warranty: 1 Year Full Warranty

Manufacturer Part Number: Varies by  
Color

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**Line: 50**

NIGP Code: 61577

Description: Ideal Ink, 2 oz. Bottle.

Unit Price: \$1.90

Unit: each

Manufacturer: Postal Products

Warranty: 1 Year Full Warranty

Manufacturer Part Number: N1007072

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**Line: 51**

NIGP Code: 61577

Description: Xstamper Ink, 1/3 oz Bottle.

Unit Price: \$2.45

Unit: each

Manufacturer: Postal Products

Warranty: 1 Year Full Warranty

Manufacturer Part Number: Varies by  
Color

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**Line: 52**

NIGP Code: 61577

Description: 1/2 oz. ink for pre-inked  
stamps.

Unit Price: \$1.95

Unit: each

Manufacturer: Postal Products

Warranty: 1 Year Full Warranty

Manufacturer Part Number: Varies by  
Color

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Catalog	Dated	Catalog Discount
Stamps & Marking Products Catalog	Fall 2008	20%