

## Contract Master Agreement

**Contract number - E194 - 687 - 10**

Title: Custom Stamps, Rubber, Self-Inked,  
Pre-inked, Notary, Signature, & accessories.

Procurement Folder: 43689

**Optional-Use**

**Contractor:**

ROANOKE STAMPS & SEAL CO., INC.

**Contact:** Frank Freeman

25 Madison Avenue

E-mail: [frankf@usacustom.com](mailto:frankf@usacustom.com)

Roanoke, VA 24016

Phone: 800-542-7454 x210

eVA Vendor ID: E3964

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](mailto: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	
2	1	Years	9/30/2012	9/29/2013	90	
3	1	Years	9/30/2013	9/29/2014	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

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**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: \$1.65

Unit: each

Manufacturer: Roanoke Stamp  
Manufacturer Part Number: RS-01

Warranty: 5 Year Limited Warranty

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**Line: 2**

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: \$2.75

Unit: each

Manufacturer: Roanoke Stamp  
Manufacturer Part Number: RS-04

Warranty: 5 Year Limited Warranty

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**Line: 3**

NIGP Code: 61577

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

Unit Price: \$2.75

Unit: each

Manufacturer: Roanoke Stamp  
Manufacturer Part Number: IP-SP1

Warranty: 5 Year Limited Warranty

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**Line: 4**

NIGP Code: 61577

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

Unit Price: \$10.95

Unit: each

Manufacturer: Roanoke Stamp  
Manufacturer Part Number: TP-9412

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Warranty: 5 Year Limited Warranty

**Line: 5**

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: \$6.10

Unit: each

Manufacturer: Roanoke Stamp

Warranty: 5 Year Limited Warranty

Manufacturer Part Number: XS-TS2

**Line: 6**

NIGP Code: 61577

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

Unit Price: \$39.40

Unit: each

Manufacturer: Roanoke Stamp

Warranty: 5 Year Limited Warranty

Manufacturer Part Number: XS-N82

**Line: 7**

NIGP Code: 61577

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

Unit Price: \$4.65

Unit: each

Manufacturer: Roanoke Stamp

Warranty: 5 Year Limited Warranty

Manufacturer Part Number: IN-X120

Discount from Catalog –

Product Category	Catalog Discount
Hand stamps; self-inking stamps; Xstamper stamps, daters, and refill ink; name badges, wall signs, desk signs, name plates	47%
Self-inking daters; heavy duty professional stamps and daters; standard pads' embossing seals; automatic numbering machines	37%
Electronic date-time machines	10%