

COMMONWEALTH OF VIRGINIA  
DIVISION OF PURCHASES AND SUPPLY  
1111 E. BROAD STREET  
P.O. BOX 1199  
RICHMOND, VIRGINIA 23218-1199

NOTICE OF CONTRACT **RENEWAL**  
**Arts & Crafts**

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Contract Number: **E194-794**

This contract number must be shown on all purchase orders placed against this contract.

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**Contract Description - NIGP Code:**

Artist equipment and supplies – 05000  
Crafts-general –23200  
Crafts –specialized – 23300  
Educational Games & Toys –78553

**Contract Begin Date:** 8/4/2012

**Contract Expiration Date:** ~~7/31/2013~~

**-EXTENDED UNTIL 9-30-2013**

**Payment Terms:** Net 30 days. Contractor accepts the Commonwealth's Small Purchase Charge Card.

***DPS Contract Officer:***

Kim Hatala, CPPB, VCO  
Phone: 804-786-3849  
Email: kim.hatala@dgs.virginia.gov

***Authorized Users:*** This contract is the result of a competitive bid program and is optional use for all State Agencies and all other public bodies. All information to place an order is contained here, but please note this is not the complete contract file- contact the CO if further information is required.

**Vendor Information**

**Contractor:** **eVA Vendor ID: C8241**

**School Specialty, Inc.**

P.O. Box 1017  
Appleton, WI 54912-1017

**Contact Names:**

Robert (Woody) Woodhouse

Phone: (804) 740-4114

Fax: (804) 740-1116

Email: [Robert.woodhouse@schoolspecialty.com](mailto:Robert.woodhouse@schoolspecialty.com)

**Minimum Order:** See Item # 2

**Delivery:** See Item # 8

## **INFORMATION FOR BUYER**

1. **CONTRACT EXCLUSIONS**: Furniture (all types), office supplies, filing supplies or any other item(s) which are currently covered by mandatory state contracts or any mandatory sources such as writing instruments from Virginia Industries for the Blind shall be excluded from this contract.
2. **MINIMUM ORDER** will be \$25.00 to ordering agency/government entity within the Commonwealth of Virginia. For orders less than the \$25 minimum the contractor will be permitted to add actual transportation cost (prepaid) to invoice for payment. 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. All orders shall be shipped FOB Destination.
3. **CATALOGS**: Upon request, the contractor shall furnish catalogs and price lists for items awarded directly to the contracting officer and to using agencies.
4. **INSPECTION** on delivery and approval of vendor's invoice is the responsibility of receiving state agency, Virginia city, county, town or political subdivision.
5. **COMPLAINTS**: 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 Procurement Complaint Form can be found on the eVA website at the Buyer Tab. This form is used to facilitate the notification of the contractor and this office of complaints.
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. This office will post official Notice of Contract Change with the contract, if approved.
7. **ORDER PLACEMENT/METHOD**: To the maximum extent possible, purchase orders shall be submitted to the contractor via the Commonwealth of Virginia's electronic procurement system, also known as eVA. The orders will be governed by this agreement and the terms and conditions contained in the separate agreement for participation in eVA executed by the contractor.
8. **DELIVERY SERVICE**: Delivery of all requested contract items shall be made within 30 calendar days after receipt of purchase order. Contractor shall carry an adequate stock to insure such delivery service for the duration of the contract.
9. **WARRANTY (COMMERCIAL)**: The contractor agrees that the goods or services furnished under any award resulting from this solicitation shall be covered by the most favorable commercial warranties the contractor gives any customer for such goods or services and that the rights and remedies provided therein are in addition to and do not limit those available to the Commonwealth by any other clause of this solicitation.
10. **Renewals**. Two (2), one-year renewal options remain. The decision as to whether to exercise the next renewal option will be made by the contract officer approximately four to six months in advance of the expiration date of the current term.

## CONTRACT PRICING

*Effective 8-1-2012 through 7-31-2013*

<u>Commodity/Category</u>	<u>Discount from Catalog</u>
Artist equipment and supplies –	14% Discount off 2012 Catalog
Crafts –general –	14% Discount off 2012 Catalog
Crafts –specialized –	14% Discount off 2012 Catalog
Educational Games & Toys –	14% Discount off 2012 Catalog

No other commodity categories can be purchased off this contract.