COMMONWEALTH OF VIRGINIA
DIVISION OF PURCHASES AND SUPPLY
1111 E. BROAD STREET,6th Floor
Patrick Henry Building
P. O. BOX 1199
RICHMOND, VIRGINIA 23218-1199

CONTRACT RENEWAL

1. DATE .....31 August July 2013

2. COMMODITY NAME..... Caps and Gowns, Graduation, Disposable

3. CONTRACT NUMBER E194-916

4. CONTRACT PERIOD..... 1 September 2013 – 31 August 2014

5. SUPERSEDES.....N/A

6. AUTHORIZED USERS.....State Agencies, Localities, Schools

7. CONTRACTORS' eVA NUMBER C5962

8. CONTRACTOR.....Oak Hall Industries, LP

9. CONTRACTORS' PHONE NUMBER 540-387-0000

10. TERMS ..... Net 30

11. DELIVERY ..... 30 Days ARO

12. F.O.B..... Destination

13. MINIMUM ORDER .....N/A

14. FOR FURTHER CONTRACT INFORMATION CONTACT:

Lucinda A. Garwood
Phone: (804) 786-5412
Fax: (804) 786-0223
Email: Lucinda.Garwood@dgs.virginia.gov

15. FOR COMPLETE COPIES OF THIS AND OTHER CONTRACTS AND ANY ASSOCIATED CONTRACT CHANGES CONTACT THE CONTRACT OFFICER LISTED ABOVE:

NOTICE TO ALL STATE AGENCIES: This contract is the result of a competitive bid program and its use is optional. If the commodity or services available under this contract cannot be used by an agency or locality, a request to may be submitted to the appropriate DGS/DPS contract/purchase officer for addition of like items for inclusion on a future contract.

Lucinda A. Garwood, VCO
Statewide Commodity Contract Officer

INSTRUCTIONS

1. Orders. Unless otherwise instructed by the Division of Purchases and Supply, all departments, institutions and agencies of the Commonwealth of Virginia may order items listed by issuing eVA purchase orders or by issuing their own purchase order form.

   Written Purchase Orders Required by the Contractor. **When required by the contractor**, state agencies and public bodies will supply written purchase order forms for orders under $5,000.

   Verbal/Facsimile Orders. When a written purchase order is not required by the contractor, state agencies have the authority to place verbal and/or facsimile orders for requirements valued at less than $5,000.

   Purchase orders issued by State Agencies 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 this agreement and the terms and conditions contained in the separate agreement for participation in eVA executed by the contractor.

2. If this contract is authorized for use by localities Virginia cities, counties, towns and political subdivisions may use their own form to order items listed in this contract.

3. The applicable contract number, eVA vendor identification number 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.

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. 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. Preprinted forms (DGS-41-024), by which to facilitate the notification of the contractor and this office of complaints, are available from the Division of Purchases and Supply (804-786-8873).

6. Renewals. There are no renewals remaining.

7. Price Adjustments. May only occur on specified items listed once per year on the contract anniversary date. Items offered in the manufacturer's catalog, but not specified, at a discount off manufacturer's catalog price may 'float' however, the discount must remain the same.

CAPS AND GOWNS, GRADUATION, DISPOSABLE

OAK HALL INDUSTRIES, LP Contract # E194-916

Eva # C5962	VENDOR ADDRESS	TELEPHONE NO.
	840 Union Street Salem, VA 24153	540-387-0000

Contact:

Order Placement Questions or Assistance:

Dawn Hall
Phone: 540-387-0000

Fax: 945-414-8126
Email: customerservice@oakhalli.com

Additional charges will be allowed for Special shipping (that is, not the ordinary method customarily used by the vendor) and would include ‘Rush”, “Overnight” and the like.

PRICE SCHEDULE

Item no.	**Description**	**Unit**	***Price***
1	Disposable gown set – includes gown, cap and tassel, Regular or honor stock colors and non stock colors	Each	$11.10
2	Charge for local sales personnel to assist with on-site distribution or pick up of cap and gown sets	Each	$.50
3	Master's gown set (disposable)	Each	$12.30
4	Doctor's gown set (disposable)	Each	$15.00
5	3 color tassel charge (order to specify colors)	Each	$0.00
6	Year / Date insignia charge	Each	$0.00
7	Charge for additional tassel only (order to specify color)	Each	$1.55
8	Associate Hood (disposable)	Each	$8.05
9	Bachelor's Hood (disposable)	Each	$9.75
10	Master's Hood (disposable)	Each	$10.85
11	Doctor's Hood (disposable)	Each	$11.90