



# Department of Property & Procurement

Government of the United States Virgin Islands

3274 ESTATE RICHMOND, CHRISTIANSTED, U. S. VIRGIN ISLANDS 00820

8201 SUB BASE, 3RD FLOOR, ST. THOMAS, U. S. VIRGIN ISLANDS 00802

ST. CROIX MAIN OFFICE: 340.773.1561 | ST. THOMAS MAIN OFFICE: 340.774.0828

ST. CROIX FAX: 340.773.0986 | ST. THOMAS FAX: 340.774.9587

[HTTP://DPP.VI.GOV](http://DPP.VI.GOV)



## Executed letter

December 23, 2020

Michael DelGiacco

Owner

Leather VI-TTZ, LLC dba Business World

5040 La Grande Princesse Suite 6

Christiansted, VI 00820

**RE: S011DPPC21 (BW) Purchase and Delivery of School and Office Supplies to the Department of Property & Procurement in the St. Croix District.**

Dear Mr. DelGiacco:

Transmitted herewith is the attached fully Supply Contract (Supply Contract) to provide Purchase and Delivery of School and Office Supplies to the Department of Property & Procurement in the St. Croix District. during the period of **October 1, 2020 through September 30, 2021. Leather VI-TTZ, LLC dba Business World.** will perform under this Contract in accordance with Addendum I (Scope of Work), Addendum II (General Provisions), and Addendum III (Termination of Contracts). **Leather VI-TTZ, LLC dba Business World.** fails to comply with the terms of the enclosed Contract, the Government of the Virgin Islands will exercise all rights and remedies available to it in law and equity.

Respectfully,

Dynell R. Williams

Deputy Commissioner of Procurement

DRW/ajl

xc: *Government of the Virgin Islands*  
*File*



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GOVERNMENT OF  
THE VIRGIN ISLANDS OF THE UNITED STATES  
--- 0 ---  
DEPARTMENT OF PROPERTY AND PROCUREMENT

## SUPPLY CONTRACT

No. S011DPPC21 (BW)

This AGREEMENT, made this .....22nd..... day of December, 20 20  
for the **Purchase and Delivery of Office and School Supplies in the St. Croix District** by and  
between the Government of the Virgin Islands, hereinafter called the "GOVERNMENT", and  
**Leather VI-TTZ, LLC dba Business World**, whose address is **5040 La Grande Princesse  
Suite 6, Christiansted, VI 00820** hereinafter called the "CONTRACTOR",

### WITNESSETH:

For, and in consideration of the acceptance of the Contractor's proposal, under Invitation for Bids NoIFB004DPPC20 (S) opened on **November 10, 2020** and the award of this contract to the Contractor, notification hereof having been made to the Contractor on **November 17, 2020**, and, in further consideration of the covenants and agreements of the Parties herein contained, to be well and truly observed and faithfully kept by them, and each of them, it is mutually agreed between the Parties as follows:

SECTION 1. That for and in consideration of the price or prices and agreement in this bid hereto attached and made a part of this Contract, the said Contractor agrees to furnish and deliver any or all of the commodities described in the said Invitation for Bids No. IFB004DPPC20 (S) and the Scope of Work (Addendum I) at the price or prices stated therein and in strict accordance with the conditions of said accepted bid. The Advertisement, Invitation for Bids, Scope of Work (Addendum I), General Provisions (Addendum II), Termination of Contracts (Addendum III), Provisions from 2 CFR 200 - Appendix II (Addendum IV), any Supplemental Provisions and Specifications and the Purchase Order, including any change thereof, are all part and parcel of this Contract and are by this reference, incorporated in this Contract as fully and effectively as if set forth in detail herein.

SECTION 2. The Government, for and in consideration of the full and true performance of the work by the Contractor, agrees to pay the price or prices set forth in the attached Invitation for Bids and the line items as indicated in Addendum I (Scope of Work), in lawful money of the United States, and the payment shall be made at the time and in the manner set forth in the Invitation for Bids and the General Provisions.



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SECTION 3. This Contract shall commence on **October 1, 2020** and shall terminate on **September 30, 21**, unless mutually extended or terminated by the parties. The services under this contract shall be for a period of **three hundred & sixty-five (365) days** with a renewal option for a period of **one (1) year**. No alterations or variations of the terms of the proposal shall be valid or binding upon the Government unless made in writing and approved by the Government.

SECTION 4. This Contract will remain in force for the full period specified and until all articles or commodities ordered before the date of termination shall be satisfactorily delivered and accepted and/or until all terms and conditions have been met, unless:

- (a) terminated prior to expiration by satisfactory delivery against orders of entire quantities contracted for; or
- (b) extended upon written authorization of the Government and accepted by the Contractor, to permit ordering of unordered balances or additional quantities at contract price or prices and in accordance with the contract terms.

SECTION 5. Failure of the Contractor to deliver within the time specified, or within a reasonable time as interpreted by the Government, or failure to make replacement of rejected commodities when so requested, immediately or as directed by the Government, will constitute authority for the Government to purchase in the open market to replace the commodities rejected or not delivered. The Government reserves the right to authorize immediate purchases in the open market against rejections on this contract when necessary. On all such purchases, the Contractor agrees promptly to reimburse the Government for excess costs occasioned by such purchases. Such purchases will be deducted from contract quantities. However, should public necessity demand it, the Government reserves the right to use or consume commodities delivered which are substandard in quality, subject to an adjustment in price to be determined by the Government.

SECTION 6. By execution of this contract, the Contractor certifies that it is eligible to receive contracts awarded using federally appropriated funds and that it has not been suspended or debarred from entering into contracts with any federal agency. The Contractor shall include this provision in each of its subcontracts hereunder and shall furnish its subcontractors with the current "LIST OF PARTIES EXCLUDED FROM FEDERAL PROCUREMENT OR NON-PROCUREMENT." In the event the Contractor or any subcontractor misrepresents its eligibility to receive contract awards using federal funds, the Contractor or subcontractor agrees that it shall not be entitled to payment for any work performed under this contract or any subcontract and that the Contractor or subcontractor shall promptly reimburse the Government of the Virgin Islands for any progress payments heretofore made.

SECTION 7. Contractor warrants that it shall not, with respect to this Contract, make or present any claim upon or against the Government of the Virgin Islands, or any officer, department, board, commission, or other agency thereof, knowing such claim to be false,





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fictitious, or fraudulent. Contractor acknowledges that making such a false, fictitious, or fraudulent claim is an offense under Virgin Islands law.

SECTION 8. Contractor acknowledges that this Contract is funded, in whole or in part, by federal funds. Contractor warrants that it shall not, with respect to this Contract, make or present any claim knowing such claim to be false, fictitious, or fraudulent. Contractor acknowledges that making such a false, fictitious, or fraudulent claim is a federal offense.

SECTION 9. All quantities listed in this Contract are estimates only. The Government will purchase items based on its actual needs, which may or may not amount to the total estimated quantities. The Contractor shall only fulfill orders in accordance with approved purchase orders issued by the Government.

SECTION 10. Contractor shall submit invoices on a biweekly (every two (2) weeks) basis and addressed to the Department of Property and Procurement. The Government will pay Contractor upon receipt of properly completed invoices that; references the date of the purchase/s, the Department making the purchase, quantities, the line item number of the good/s referenced in Contractor's contract, and shall include the cost of the awarded line item.

SECTION 11. This Contract is subject to the appropriation and availability of funds and to the approval of the Commissioner of the Department of Property and Procurement.

SECTION 12. The following insurance coverages are required by Contract and Contractor shall maintain these insurance coverages during the term of this Contract.

(a) **COMMERCIAL GENERAL LIABILITY:** Commercial general liability insurance, in a form acceptable to the Government, on a "per occurrence" basis with a minimum limit of not less than one hundred thousand dollars (\$100,000.00) for any one person per occurrence for death or personal injury and one hundred thousand dollars (\$100,000.00) for any one occurrence for property damage. Insurance policy(ies) shall name the Government of the Virgin Islands as the certificate holder and additional insured via an endorsement.

(b) **WORKERS' COMPENSATION:** Contractor shall supply current coverage under the Government Insurance Fund or other form of coverage

SECTION 13. Either Party may terminate this Contract for cause by providing ten (10) days written notice to the other party specifying the date of termination. The Government may also terminate this Contract for convenience on ten (10) days written notice in accordance with the Provisions of Addendum III (Termination of Contracts).

SECTION 14. A facsimile, electronic or digital signature on this Contract shall be deemed an original and binding upon the Parties hereto.





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SECTION 15. This Contract shall become effective immediately upon and as of the day of signature by the Commissioner of the Department of Property and Procurement.

SECTION 16. NOTICE OF FEDERAL FUNDING. Contractor acknowledges that this Contract may be funded, in whole or in part, by federal funds. Contractor warrants that it shall not, with respect to this Contract, make or present any claim knowing such claim to be false, fictitious, or fraudulent. Contractor acknowledges that making such a false, fictitious, or fraudulent claim is a federal offence.

IN WITNESS WHEREOF, the parties to these presents have hereunto set their hands on the day and year first above written.

Witnesses:

**GOVERNMENT OF THE VIRGIN ISLANDS**

Marsha K. Prophile

By: Anthony D. Thomas 12/22/2020  
Anthony D. Thomas Date  
Commissioner  
Department of Property and Procurement

Witnesses:

**CONTRACTOR**

Serrani Lancaster

By: Michael DelGiacco 12-17-20  
Michael DelGiacco Date  
Managing Director  
Leather VI-TTZ, LLC dba Business World


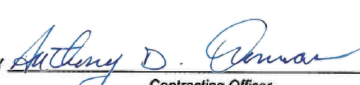
*(Corporate seal, if Contractor is a corporation)*



## Addendum I Scope of Work

The Contractor shall supply the following line items to the Government in the quantities ordered by the Government at the prices quoted in Contractor's bid in response to IFB No. **IFB004DPPC21 (S)**, which is attached hereto and incorporated by this reference:

GOVERNMENT OF THE VIRGIN ISLANDS OF THE UNITED STATES  
DEPARTMENT OF PROPERTY AND PROCUREMENT  
**PROCUREMENT DIVISION**

<b>INVITATION BID &amp; AWARD SUPPLY CONTRACT</b>		CONTRACT NO.		PAGE NO.	NO. OF PAGES
		ORDER NO.		1	
ISSUED BY Department of Property & Procurement		ADDRESS 3274 Esate Richmond Christiansted, VI 00820-4241			
<b>INVITATION FOR BIDS</b>					
DATE ISSUED <b>October 25, 2020</b>		INVITATION NO. <b>IFB004DPPC21 (S)</b>			
<p>Sealed bid, <u>(1 Original)</u>, subject to (1) The Terms and Conditions of the Invitation for Bids, (2) General Provisions which are incorporated herein by reference, and (3) such other contract provisions and specifications as are attached or incorporated by reference will be received at the above office until <b>10:00 o'clock AM</b>, Atlantic Standard Time, not later than <b>Tuesday, November 10, 2020</b> and publicly open thereafter for furnishing the supplies or services for delivery f.o.b. ST. CROIX, VIRGIN ISLANDS.</p> <p><i>General information and instructions to Bidders are contained in the terms and conditions on the reverse hereof.</i></p>					
<b>SCHEDULE</b>					
ITEM NO.	SUPPLIES OR SERVICES	QUANTITY (NO. OF UNITS)	UNIT	UNIT PRICE	AMOUNT
	<b>Purchase and Delivery of School and Office Supplies to the Department of Property and Procurement, St. Croix, USVI</b>	Varies	Varies	Varies	See Bid Sheet
<b>BID</b> →					
		DATE OF BID <b>11/10/20</b>			
<p>IN COMPLIANCE WITH THE ABOVE THE UNDERSIGNED OFFERS AND AGREES, IF THIS BID BE ACCEPTED WITHIN <u>45</u> DAYS (30 calendar days unless a different period is inserted by the Bidder) FROM THE DATE OF OPENING TO FURNISH ANY OR ALL OF THE ITEMS UPON WHICH PRICES ARE QUOTED, AT THE PRICE SET OPPOSITE EACH ITEM, DELIVERED AT THE DESIGNATED POINTS WITHIN THE TIME SPECIFIED IN THE INVITATION. DISCOUNTS WILL BE ALLOWED FOR PROMPT PAYMENT AS FOLLOWS:</p> <p><u>1.5</u> PERCENT, 20 CALENDAR DAYS; <u>1.0</u> PERCENT, 30 CALENDAR DAYS</p> <p>BIDDER REPRESENTS (Check appropriate boxes)</p> <p>(1) THAT HE IS <u>X</u>, IS NOT <u>  </u>, A SMALL BUSINESS CONCERN. IF BIDDER IS A SMALL BUSINESS CONCERN AND IS NOT THE MANUFACTURER OF THE SUPPLIES BID UPON, HE ALSO REPRESENTS THAT ALL SUPPLIES TO BE FURNISHED HEREUNDER WILL <u>  </u>, WILL NOT <u>X</u>, BE MANUFACTURED OR PRODUCED BY A SMALL BUSINESS CONCERN IN THE UNITED STATES, ITS TERRITORIES, ITS POSSESSIONS, OR THE COMMONWEALTH OF PUERTO RICO.</p> <p>(2) THAT HE IS A REGULAR DEALER IN <u>X</u>, MANUFACTURER OF <u>  </u>, THE SUPPLIES BID UPON.</p> <p>(3) (A) THAT HE HAS <u>  </u>, HAS NOT <u>X</u>, EMPLOYED OR RETAINED ANY COMPANY OR PERSON (OTHER THAN A FULL-TIME BONA FIDE EMPLOYEE WORKING SOLELY FOR THE BIDDER) TO SOLICIT OR SECURE THIS CONTRACT, AND (B) THAT HE HAS <u>  </u>, HAS NOT <u>X</u>, PAID OR AGREED TO PAY ANY COMPANY OR PERSON (OTHER THAN A FULL-TIME BONA FIDE EMPLOYEE WORKING SOLELY FOR THE BIDDER) ANY FEE, PERCENTAGE, COMMISSION, OR BROKERAGE FEE, CONTINGENT UPON OR RESULTING FROM THE AWARD OF THE CONTRACT; AND AGREES TO FURNISH INFORMATION RELATING TO (A) AND (B) ABOVE AS REQUESTED BY THE CONTRACTING OFFICER.</p> <p>(4) HE OPERATES AS AN INDIVIDUAL <u>  </u>, PARTNERSHIP <u>  </u>, CORPORATION <u>X</u>, INCORPORATED IN THE TERRITORY OF THE VIRGIN ISLANDS</p> <p>(5) PREFERRED BIDDER: <u>  </u> A BONA FIDE CONTINUOUS RESIDENT OF THE VIRGIN ISLANDS FOR AT LEAST EIGHT (8) YEARS OR <u>  </u> WAS BORN IN THE VIRGIN ISLANDS; <u>  </u> A FIRM, PARTNERSHIP, OR CORPORATION IN WHICH AT LEAST FIFTY-ONE PERCENT (51%) OF THE LEGAL OR EQUITABLE OWNERSHIP IS HELD BY A PERSON OR PERSONS WHO HAVE BEEN BONA FIDE CONTINUOUS RESIDENTS OF THE VIRGIN ISLANDS FOR AT LEAST EIGHT (8) YEARS OR <u>  </u> WHO WERE BORN IN THE VIRGIN ISLANDS; <u>  </u> SAID PERSON, FIRM, PARTNERSHIP, OR CORPORATION IS LICENSED IN AND MAINTAINS HIS OR ITS PRINCIPAL PLACE OF BUSINESS IN THE VIRGIN ISLANDS AND OWNS, OPERATES, OR MAINTAINS A STORE, WAREHOUSE, OR OTHER PLACE OF BUSINESS IN THE VIRGIN ISLANDS OR <u>X</u> THE DULY AUTHORIZED AGENT, DEALER, DISTRIBUTOR OR REPRESENTATIVE IN THE VIRGIN ISLANDS FOR THE MATERIALS, SUPPLIES, ARTICLES, OR EQUIPMENT OF THE GENERAL CHARACTER DESCRIBED BY THE SPECIFICATIONS AND REQUIRED UNDER THIS CONTRACT.</p>					
NAME & ADDRESS OF BIDDER (Street, City, State and Zip Code) (Type or Print) Business World Division of LeatherVI-TTZ,LLC 5040 La Grande Princesse Suite 6 Christiansted, VI 00820			SIGNATURE OF PERSON AUTHORIZED TO SIGN BID → 		
			TYPE OR PRINT SIGNER'S NAME & TITLE  Jed John Hope / Managing Director		
<b>AWARD</b>			DATE OF AWARD		
ACCEPTED AS TO ITEMS NUMBERED	AMOUNT	GOVERNMENT OF THE VIRGIN ISLANDS			
SUBMIT INVOICE FOR PAYMENT TO:  3274 Esate Richmond Christiansted, VI 00820-4241		BY  Contracting Officer			



# **CONTINUATION SHEET**

(Supply Contract)

Contract, Order, or Invitation  
No.  
(As Applicable)

Page No.

**IFB004DPPC21 (S)**

ITEM NO	SUPPLIES OR SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
1	Envelopes, #10 white bond, 500 per box, 5 boxes per case. <b>Brand Name:</b> _____	250	Cs.	N/A	N/A
2	Envelopes, #10 white bond, window type, 500 per box, 5 boxes per case. <b>Brand Name:</b> _____	250	Cs.	N/A	N/A
3	Self-Seal Catalog Envelope 6x9 White 100/Box •Self-adhesive closure. •No moisture needed. •Just fold down the flap, press and mail. <b>Brand Name:</b> _____	250	Box	\$21.00	\$5,250
4	Self-Seal Catalog Envelope 6x9 Kraft 100/Box •Self-adhesive closure. •No moisture needed. •Just fold down the flap, press and mail. <b>Brand Name:</b> _____	250	Box	\$21.00	\$5,250
5	Self-Seal Catalog Envelope, 9 x 12, White, 100/Box •Self-adhesive closure. •No moisture needed. •Just fold down the flap, press and mail. <b>Brand Name:</b> _____	250	Box	\$23.00	\$5,750
6	Self-Seal Catalog Envelope, 9 x 12, kraft, 100/Box •Self-adhesive closure. •No moisture needed. •Just fold down the flap, press and mail. <b>Brand Name:</b> _____	250	Box	\$22.00	\$5,500
7	Envelopes, Kraft, 10x15, flat file style, 100/case. <b>Brand Name:</b> _____	250	Box	N/A	N/A
8	Envelopes, Kraft, 12x15, Inter-Departmental, 100 per box. <b>Universal, Quality Park, Globe Weis</b> or approved equal <b>Brand Name:</b> _____	250	Box	N/A	N/A
9	Envelopes, Kraft, 12x15, flat file style, 100/box <b>Brand Name:</b> _____	250	Box	N/A	N/A
10	Envelopes, Kraft, 10x13, Inter-Departmental, 100 per box. Color: Red, Yellow, Blue <b>Universal, Quality Park, Globe Weis</b> or approved equal <b>Brand Name:</b> _____	400	Box	N/A	N/A
11	Envelopes, Kraft, 10x15, Inter-Departmental, 100 per box. Color: Red, Yellow, Blue. <b>Universal, Quality Park</b> or approved equal <b>Brand Name:</b> _____	250	Box	\$55.00	\$13,750
12	Envelopes, Greeting Card/Invitation 5 1/4 x 8 1/4. Ivory, White <b>Universal, Quality Park</b> or approved equal <b>Brand Name:</b> _____	100	Box	\$11.00	\$1,100

Standard Form 86 November 1949 Edition General Services Administration Fed. Proc. Reg. (41 CFR) 1-16.107		<b>CONTINUATION SHEET</b> (Supply Contract)		Contract, Order, or Invitation No. (As Applicable)		Page No.	
				<b>IFB004DPPC21 (S)</b>			
ITEM NO	SUPPLIES OR SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT		
13	Envelope Moistener w/Adhesive, 50 mL, Clear, 4/Pack <b>Brand Name:</b> _____	600	Pk	\$15.00	\$9,000		
14	Smart Money Counterfeit Bill Detector Pen for Use w/U.S. Currency, 3/Pack <b>Brand Name:</b> _____	Pk	Pk	\$17.00	\$17.00		
15	Letter Opener. Clean Cut with sharp blade <b>Brand Name:</b> _____	Pk	Each	\$10.00	\$10.00		
16	Portfolios, 8 1/2x11, 25 per box COLORS: Black, Blue, Yellow, Green, Dark Blue, Red & White <b>Brand Name:</b> _____	300	Box	\$20.00	\$6,000		
17	Clear Front Report Covers, with fasteners, letter size, 25 per box. Colors: red, blue, black, gray, dk. green, burgundy <b>Essette, Oxford</b> or approved equal <b>Brand Name:</b> _____	300	Box	N/A	N/A		
18	Side Clip Report Covers, clip securely, hold sheets, clear front cover. Colors: Dark Blue, Black <b>Brand Name:</b> _____	300	Box	\$37.00	\$11,100		
19	Top Loading Sheet Protectors, holds 11x8.5" inserts, three hole punched. 50 per pack. <b>Universal UNV-21124, C-Line</b> or approved equal <b>Brand Name:</b> _____	500	Box	\$10.00	\$5,000		
20	Receipt Book, 7 5/8 x 11, 2 -Part, 4 per page Carbonless, spiral bound <b>Brand Name:</b> _____	300	Each	\$12.00	\$3,600		
21	Sales Order Book, , 2 -Part, <b>Brand Name:</b> _____	300	Each	\$7.00	\$2,100		
22	File folder, hanging, letter size, 25 per box, 10 boxes per case. Colors: blue, green, orange, yellow, red, purple, pink, burgundy, & teal. <b>Pendaflex, Esselte, Atlas or Universal</b> or approved equal <b>Brand Name:</b> _____	292	Cs.	\$164.00	\$47,888		
23	File folder, hanging, legal size, 25 per box, 5 boxes per case COLOR: Yellow, Red, Green & Blue, Pink, Burgundy. <b>Pendaflex, Atlas, Esselte or Universal</b> or approved equal <b>Brand Name:</b> _____	300	CS	\$255.00	\$76,500		
24	Interior File Folders, 1/3 Cut Top Tab, Letter, Assorted colors 100/BoxSubdivide records within a hanging folder. File folders fit inside hanging folders without obscuring tabs.5 boxes per case. <b>Pendaflex, Atlas, Esselte or Universal</b> or approved equal <b>Brand Name:</b> _____	300	Cs	N/A	N/A		

**CONTINUATION SHEET**  
(Supply Contract)

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No.  
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Page No.

**IFB004DPPC21 (S)**

ITEM NO	SUPPLIES OR SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
25	File folder, 1/3 cut, colored, Legal size, 100 per box COLORS: <b>blue, green, orange, yellow, red, purple, pink, burgundy and teal.</b> <b>Pendaflex, Atlas, Esette, Smead, Universal</b> or approved equal <b>Brand Name:</b> _____	300	Cs	\$42.00	\$12,600
26	Partition Folders, pressboard, two (2) partition, <b>Letter size</b> with double sided fastener, 1" capacity, flush fastener on both inside front and back cover. Kraft 6-1 letter size, 10 per box. Colors: light blue, dark blue, red, green, yellow <b>Brand Name:</b> _____	225	Box	N/A	N/A
27	Partition Folders, pressboard, <b>No</b> partition, <b>Letter size</b> with double sided fastener, 1" capacity, flush fastener on both inside front and back cover. 15 per box. Colors: light blue, dark blue, red, green, yellow <b>Brand Name:</b> _____	100	Box	N/A	N/A
28	File Guide, A-Z, letter size, no bottom eyelet, 6 per case <b>Atlas, Pendaflex</b> or approved equal <b>Brand Name:</b> _____	300	Cs.	N/A	N/A
29	File Pockets, expanding, letter size, 11 3/4"x9 1/2", 5 1/4" expansion. Red, Yellow Green, Blue, Brown <b>Brand Name:</b> _____	1,000	Ea.	\$3.00	\$3,000
30	Poly Expanding Files with flap expansion. Asst Colors <b>Brand Name: PENDAFLEX</b> or approved equal <b>Brand Name:</b> _____	200	Ea.	\$12.00	\$2,400
31	Mesh Desk Organizer, Eight Sections, Steel, 11 1/4 x 10 7/8 x 13 3/4, Black Saves desktop space plus allows easier viewing and access to files. 1" wide sections are ideal for file folders or small binders. Attractive, contemporary steel mesh construction with powder coat finish for durability. <b>Brand Name:</b> _____	180	Ea.	\$49.00	\$8,820
32	Blackout Privacy Filter for 22" Widescreen Helps ensure the privacy of on-screen data on your notebook or LCD monitor. Micro-Louver technology creates a narrow viewing angle. Image is only visible to those directly in front of the screen. Reduces glare and increases contrast. Protects the delicate monitor surface from damage. <b>Brand Name:</b> _____	150	Box	N/A	N/A



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(Supply Contract)

Contract, Order, or Invitation  
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Page No.

**IFB004DPPC21 (S)**

ITEM NO	SUPPLIES OR SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
33	Blackout Privacy Filter for 24" Widescreen Helps ensure the privacy of on-screen data on your notebook or LCD monitor. Micro-Louver technology creates a narrow viewing angle. Image is only visible to those directly in front of the screen. Reduces glare and increases contrast. Protects the delicate monitor surface from damage. <b>Brand Name:</b> _____	150	Ea	N/A	N/A
34	Document/Certificate Frames, Wood, 8 1/2 x 11, Black, <b>Brand Name:</b> _____	250	Pk	\$15.00	\$3,750
37	Clear Adhere Laminating Sheets, self stick 81/2x11 <b>Brand Name:</b> _____	250	Pk.	\$23.00	\$5,750
38	Label, Press-A-Ply File Folder, 3 1/2"x2 1/32". Colors: red, yellow, green, blue, orange, light blue, black. <b>Brand Name:</b> _____	705	Pk.	N/A	N/A
39	Laser/Ink Jet Printer Labels for file folders, 750 packs. <b>Avery or Maco</b> <b>Brand Name:</b> _____	600	Box	\$14.00	\$8,400
40	File Pockets, expanding, legal size, 5 1/4" expansion. <b>Brand Name:</b> _____	500	Ea.	\$3.00	\$1,500
41	File expanding, Kraft, 10x12, 21 pockets, A-Z <b>Brand Name:</b> _____	500	Ea.	\$13.00	\$6,500
42	Pendaflex Poly Expanding File, 13-Pockets, 1/3 Tab, Letter, Assorted <b>Brand Name:</b> _____	400	Ea.	\$12.00	\$4,800
43	Laser/Ink Jet Filing labels, extra large 15/16x3 7/18, 5000 box <b>Avery or Maco or approved equal</b> <b>Brand Name:</b> _____	300	Box	\$25.00	\$7,500
44	Laser Labels 2" x 4", 1000 per box. <b>Avery or Maco or approved equal</b> <b>Brand Name:</b> _____	600	Box	N/A	N/A
45	Laser/Ink Jet Printer Labels, 1" x 2-5/8"; 3000 Labels, 100 per sheet. <b>Avery 5160 or Maco ML-3000 or approved equal</b> <b>Brand Name:</b> _____	800	Box	\$17.00	\$13,600
46	Laser/Ink Jet Printer Labels, 1" x 2-5/8"; 750 Labels, 25 per sheet <b>Avery 5260 or Maco ML-3025 or approved equal</b> <b>Brand Name:</b> _____	800	Box	\$10.00	\$8,000
47	Quick Index Dividers, Set of 5 <b>Brand Name:</b> _____	500	Pk.	\$14.00	\$7,000

# **CONTINUATION SHEET**

(Supply Contract)

Contract, Order, or Invitation  
No.  
(As Applicable)

Page No.

**IFB004DPPC21 (S)**

ITEM NO	SUPPLIES OR SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
48	Insertable Dividers, Big Tabs 8 Tabs <b>Avery</b> or approved equal <b>Brand Name:</b> _____	300	Pk	\$6.00	\$1,800
49	View binder, vinyl, 3 ring, sheet size 11x8 1/2, 1" capacity COLORS: Black, White, Blue & Red. <b>Oxford, Avery, Wilson Jones, Sparco, Acco</b> or approved equal <b>Brand Name:</b> _____	600	Ea.	\$5.00	\$3,000
50	View binder, vinyl, 3 ring, sheet size 11x8 1/2, 2" capacity COLORS: Black, White, Blue & Red. <b>Oxford, Avery, Wilson Jones, Sparco, Acco</b> or approved equal <b>Brand Name:</b> _____	600	Ea.	\$8.00	\$4,800
51	View binder, vinyl, 3 ring, sheet size 11x8 1/2, 3" capacity COLORS: Black, White, Blue & Red <b>Oxford, Avery, Wilson Jones, Sparco, Acco</b> or approved equal <b>Brand Name:</b> _____	600	Ea.	\$8.00	\$4,800
52	Clip, binder, nickel plated wire arm and tempered blue steel arms, capacity 5/8"x1 1/4" width, 12 per box. <b>Quick, Sparco, Acco, Acme, OIC</b> <b>Brand Name:</b> _____	2,000	Box	N/A	N/A
53	Clip binder, Nickel plated wire arm and tempered, blue steel arm 2" 12 per box. <b>Quick, Sparco, Acco, Universal, Acme, OIC</b> <b>Brand Name:</b> _____	2,000	Box	N/A	N/A
54	Clip binder, Nickel plated wire arm and tempered, blue steel arm 3/8x3/4" 12 per box. <b>Quick, Sparco, Acco, Universal, Acme, OIC</b> <b>Brand Name:</b> _____	2,000	Box	N/A	N/A
55	Calculator, 12 digit, heavy duty, 2 color printing display with Antimicrobial protection. <b>Victor 12403A</b> or approved equal <b>Brand Name:</b> _____	200	Ea.	\$120.00	\$24,000
56	Calculator, 12 digit, heavy duty, 2 color printing with cash register mode. Similar or approved equal to: <b>Sharp EL1801V</b> <b>Brand Name:</b> _____	200	Ea.	\$80.00	\$16,000
57	8 Digit Handheld Calculator, large LCD display, solar/battery powered. <b>Brand Name:</b> _____	200	Ea.	\$10.00	\$2,000
58	Calculator Ink Roller IR40T B/R <b>Brand Name:</b> _____	200	Ea.	\$2.00	\$400
59	Calculator Ink Roller KOR80CBR <b>Brand Name:</b> _____	200	Ea.	N/A	N/A

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ITEM NO	SUPPLIES OR SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
60	Calculator Tape, 2 1/4", 100 per case. <b>Universal, Kennington, Atlas or approved equal</b> <b>Brand Name:</b> _____	3,025	Cs.	\$97.00	\$293,425
61	Tape, point of sale 3x3 ply <b>Brand Name:</b> _____	200	Cs.	\$65.00	\$13,000
62	Flashlight, heavy duty industrial, uses "D" batteries <b>Brand Name:</b> _____	400	Each	\$10.00	\$4,000
63	Battery, AAA; <b>Duracell or Energizer</b> . 4 per pack. <b>Brand Name:</b> _____	800	Pk.	N/A	N/A
64	Battery, AA; <b>Duracell or Energizer</b> , 4 per pack. <b>Brand Name:</b> _____	800	Pk.	N/A	N/A
65	Battery, D; <b>Duracell or Energizer</b> , 2 per pack. <b>Brand Name:</b> _____	800	Pk.	N/A	N/A
66	Battery, C; <b>Duracell or Energizer</b> , 4 per pack. <b>Brand Name:</b> _____	800	Pk.	N/A	N/A
67	Rubberbands, #33 thick, 3 1/2x1", 1/4 quarter pound box. <b>Universal, Tatco, Alliance, Atlas, Eco or approved equal</b> <b>Brand Name:</b> _____	500	Pk.	\$6.00	\$3,000
68	Rubberbands, #18/19, 1/4 lb. box. <b>Universal, Tatco, Alliance, Atlas, Eco or approved equal</b> <b>Brand Name:</b> _____	500	Pk.	\$6.00	\$3,000
69	Rubberbands, #19, 1 pound bag. <b>Universal, Tatco, Alliance, Eco or approved equal</b> <b>Brand Name:</b> _____	500	Pk.	\$15.00	\$7,500
70	Rubberbands, #64; 1/4lb pack <b>Universal, Tatco, Alliance, Atlas, Eco or approved equal</b> <b>Brand Name:</b> _____	500	Pk.	\$7.00	\$3,500
71	Rubberbands, #64; 1 pound bag <b>Universal, Tatco, Alliance, Atlas, Eco or approved equal</b> <b>Brand Name:</b> _____	500	Pk.	\$14.00	\$7,000
72	Rubberbands, #33; 1 pound bag <b>Universal, Tatco, Alliance, Atlas, Eco or approved equal</b> <b>Brand Name:</b> _____	600	Pk.	\$12.00	\$7,200
73	Rubberbands, Supersize; Assorted <b>Universal, Tatco,</b> <b>Alliance, Atlas, Eco or approved equal</b> <b>Brand Name:</b> _____	300	Pkg.	\$10.00	\$3,000



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74	Dry Erase Markers, low odor, color set Expo or Quartet or approved equal <b>Brand Name:</b> _____	455	Pkg.	N/A	N/A
75	Pilot® Refill for BeGreen V Board Master Dry Erase, Chisel, Black, blue, Red, Green Ink <b>Brand Name: Pilot</b> _____	200	Ea	\$12.00	\$2,400
76	Pilot BeGreen V Board Master Dry Erase Marker <b>Brand Name: Pilot</b> _____	500	Ea	\$12.00	\$6,000
77	BIC® Brite Liner Highlighter, Chisel Tip, Assorted Colors, /Set <b>Brand Name: BIC</b> _____	500	Pk.	\$6.00	\$3,000
78	B2P Bottle-2-Pen Recycled Retractable Gel Ink Pen, Blue & Black Ink, .7mm, PIL31601 <b>Brand Name: Pilot</b> _____	500	Pk	\$12.00	\$6,000
79	Profile Ballpoint Retractable Pen, Black Ink, Bold, Dozen PAP89465 Extra-smooth writing system and super-soft comfort grip. Easy-glide feel and smear-resistant, quick-drying ink. Ink matches barrel color <b>Brand Name:</b> _____	500	Pk	\$7.00	\$3,500
80	Markers, Sharpie; Fine Point. 12 per pack Colors: Blue, Black & Red <b>Brand Name: Sharpie</b> _____	500	Pk.	\$9.00	\$4,500
81	Highlighters, fluorescent colors, 6 per pack. <b>Assorted Sanford, Accent, Avery, Bic Hi-Liter</b> <b>Brand Name:</b> _____	500	Pk.	\$6.00	\$3,000
82	Highlighters, fluorescent colors, 12 per pack. <b>Yellow Sanford, Accent, Avery, Bic Hi-Liter</b> <b>Brand Name:</b> _____	500	Pk.	\$10.00	\$5,000
83	Highlighters, Jumbo; Color: <b>Yellow</b> Sanford, Accent, Avery, Bic <b>Brand Name:</b> _____	300	Pk.	\$10.00	\$3,000
84	Glue, all purpose; 8 oz. plastic container, squeeze cap, non-toxic, 12 per case. <b>Elmer's, Homework, or Sargent</b> <b>Brand Name:</b> _____	300	Ea.	\$25.00	\$7,500
85	Glue Sticks, dries clear 1.26 to 1.27 oz only Avery, Quick, Elmers or equal ti <b>Brand Name:</b> _____	3,000	Pk	\$6.00	\$18,000
86	Rulers, 12" shatterproof type <b>Brand Name:</b> _____	1,000	Ea.	\$2.00	\$2,000
87	Yardsticks <b>Brand Name:</b> _____	50	Each	\$4.00	\$200

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88	Pencil Cap Erasers <b>Brand Name:</b> _____	1,000	Pk.	\$11.00	\$11,000
89	Pencils, #2, rounded hexagon shape, aluminum ferrule and yellow finish with pink eraser, 6 dozen per pack. <b>Dixon, Papermate, Universal or Scholar</b> <b>Brand Name:</b> _____	1,200	Doz.	N/A	N/A
90	Pencil, primary writing with eraser. <b>Dixon or approved equal</b> <b>Brand Name:</b> _____	1,000	Doz.	\$9.00	\$9,000
91	Wide Body Pens, 12 per pack <b>BIC Grip Stick or Pilot Z-GRIP, ZEBRA</b> <b>Brand Name:</b> _____	1,200	Doz.	\$11.00	\$13,200
92	Pilot Pen G2 Black, 12 per pack Blue, Red, Black <b>Brand Name: Pilot</b>	500	Doz.	\$18.00	\$9,000
93	Pilot Neo Gel Pen Black, 12 per pack Blue, Red, Black <b>Brand Name: Pilot</b>	1,500	Doz.	\$12.00	\$18,000
94	Papermate Pens, 12 per pack Color: Blue, Black, Red <b>Brand Name: Papermate</b>	1,500	Doz.	N/A	N/A
95	Round Stic Xtra Precision & Xtra Life Ballpoint Pen, Black Ink, 1mm, Medium, DZ Color: Blue, Black, Red <b>Brand Name: BIC</b>	700	Doz.	\$9.00	\$6,300
96	Z-Grip Flight Retractable Pens Black, Red, Blue <b>Brand Name: Zebra</b>	1,500	Doz.	\$18.00	\$27,000
97	Easy Touch Ball Point Stick Pen. Fine & Medium point, 12 per pack. Colors: Blue, Black, Red <b>PILOT</b> <b>Brand Name:</b> _____	1,500	Doz.	\$18.00	\$27,000
98	Papermate Profile Ballpoint Retractable Pen, Black and Blue, Red, Bold, Dozen <b>PAP89465</b> <b>Brand Name:</b> _____	1,500	Doz.	\$13.00	\$19,500
99	Correction Pens, 7ml (24FL. OZ) <b>Quick, Zebra or approved equal</b> <b>Brand Name:</b> _____	1,200	Ea.	N/A	N/A
100	BU3 Retractable Ballpoint Pen, Bold, 1.0mm, Black, Blue, Red Dozen <b>Brand Name:</b> _____	1,500	Ea.	N/A	N/A
101	Correction Fluid, white 2 in 1 Correction Combo with foam wedge applicator <b>Brand Name: BIC or Liquid Paper</b>	1,500	Ea.	N/A	N/A

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ITEM NO	SUPPLIES OR SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT		
102	MONO Permanent Adhesive Applicator <b>Tombow or BIC</b> Brand Name: _____	800	Pk.	\$12.00	\$9,600		
103	Masking Tape, 2" width, 60 yds. long, pressure sensitive moisture proof adhesive on one side, 24 per case <b>Scotch, 3M or approved equal</b> Brand Name: _____	138	Cs.	N/A	N/A		
104	Scotch Tape, 3/4" transparent, 1" core, 144 per roll case <b>Scotch, Highland, 3M or approved equal</b> Brand Name: _____	150	Cs.	\$280.00	\$42,000		
105	Heavy Duty packaging Tape, Clear 2" 6 pack <b>Scotch, 3M or approved equal</b> Brand Name: _____	150	Pkg.	\$20.00	\$3,000		
106	Value Desktop Tape Dispenser, 1" Core, Two-Tone Black Sleek wave design complements any decor. Attached core can't be lost. Weighted for easy, one-handed dispensing Brand Name: _____	300	Ea.	\$9.00	\$2,700		
107	Masking Tape, 1" width, 60 yds. long, pressure sensitive, moisture proof, adhesive on one side. <b>Scotch, 3M or approved equal</b> Brand Name: _____	150	Roll	N/A	N/A		
108	3850 Heavy-Duty Packaging Tape in Sure Start Disp. 1.88" x 800", Clear <b>Scotch</b> or approved equal Brand Name: _____	300	Ea.	\$4.00	\$1,200		
109	Sealing Tape Dispenser. Pistol grip roll on dispenser for use with 2" Tape. Brand Name: _____	150	Ea.	N/A	N/A		
110	Prism Steno Notebooks, Fashion Pastel Tones with color coordinating glossy covers, Gregg ruled in light gray with centerline, 6x9, 4pk. Pink, Orchid Blue. <b>TOPS</b> or approved equal Brand Name: _____	300	Pk	N/A	N/A		
111	Prism Plus Colored Legal Pads, 8 1/2 x 11 3/4, Pastels, 50 Sheets, 6 Pads/Pack <b>TOPS</b> or approved equal Brand Name: _____	500	Pk	\$28.00	\$14,000		
112	Writing Pad, 8.5"x11", ruled, 12 per pack. Color: White, Canary <b>Mead, Sparco, Wilson Jones, Universal, Norcom, Ampad or Tops or equal to</b> Brand Name: _____	1,000	Doz.	\$25.00	\$25,000		



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ITEM NO	SUPPLIES OR SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT	
113	Writing Pad, 8.5"x14", ruled, 12 per pack. Color: White, Canary <b>Mead, Sparco, Wilson Jones, Universal, Norcom, Ampad or Tops</b> or equal to Brand Name: _____	1,000	Doz.	\$24.00	\$24,000	
114	Writing Pad, 5"x8", ruled, 50 sheets/pad. 12 per pack. Color: Yellow, White <b>Mead, Sparco, Wilson Jones, Universal, Norcom, Ampad or Tops</b> or equal to Brand Name: _____	400	Pk.	\$14.00	\$5,600	
115	Clipboards, durable masonite smooth form finish, plated metal clip, letter size. <b>Acrimet, Saunders, Sparco, Rubbermaid, OIC</b> Brand Name: _____	200	Ea.	\$5.00	\$1,000	
116	Clipboards, durable masonite smooth form finish, plated metal clip, legal size. <b>Acrimet Sparco, Rubbermaid, OIC</b> or approved equal Brand Name: _____	400	Ea.	\$5.00	\$2,000	
117	Plastic clipboard- Assorted colors Acrimet, Dolphin or Sparco, OIC or approved equal Brand Name: _____	500	Ea.	\$5.00	\$2,500	
118	Easel pads 27x34 inch (flip charts) Ampad or tops or approved equal Brand Name: _____	300	Ea.	\$28.00	\$8,400	
119	Natural Rubber Mouse Pad, BlackMouse Pads Color: Assorted (No Polyester) Brand Name: _____	300	Ea.	\$5.00	\$1,500	
120	Gel Mouse Pad w/Wrist Rest, Nonskid Base, 8-1/4 x 9-5/8, Assorted Colors Brand Name: _____	300	Ea.	\$9.00	\$2,700	
121	Mouse Pad with Precise Mousing Surface, 9" x 8" x 1/8", <b>Beach Design</b> Brand Name: _____	300	Ea.	N/A	N/A	
122	Gel Nonskid Keyboard Wrist Rest, Assorted Colors Brand Name: _____	200	Ea.	\$18.00	\$3,600	
123	Post It Note pads, 3x3, assorted colors. 12 per pack <b>Post-it, 3M, Highland</b> or approved equal Brand Name: _____	1,200	Pk.	N/A	N/A	
124	Post It Note, pads 3x5, Pastel colors. 5 per pack <b>Post-it, 3M, Highland</b> Brand Name: _____	1,200	Pk.	\$13.00	\$15,000	

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125	Post It Note pads, 4x6, assorted colors. 5 per pack <b>Post-it, 3M, Highland</b> <b>Brand Name:</b> _____	600	Pk.	\$13.00	\$7,800
126	Post It Note, Neon Colors, 1.5x2 12 per pack <b>Post-it, 3M, Highland</b> <b>Brand Name:</b> _____	1,200	Pk.	\$12.00	\$14,400
127	Post It Note, Neon Colors, 3x3 12 per pack <b>Post-it, 3M, Highland</b> or approved equal <b>Brand Name:</b> _____	1,200	Pk.	N/A	N/A
128	Post It Note, Neon Colors, 3x5 5 per pack <b>Post-it, 3M, Highland</b> or approved equal <b>Brand Name:</b> _____	1,200	Pk.	N/A	N/A
129	Post It Note, Neon Colors, 4x6 5 per pack <b>Post-it, Highland</b> or approved equal <b>Brand Name:</b> _____	1,200	Pk.	\$16.00	\$19,200
130	Post It Note Mini Cubes, 2 x 2, Canary Yellow/Green Wave, 400-Sheet, 3/Pack MMM20513PK or approved equal <b>Brand Name:</b> _____	1,200	Pk.	\$14.00	\$16,800
131	Post It Telephone Message pads, 4x6, adhesive strip on back, 50 sheets per pad, 12 per pack <b>3M-MMM-7662, Post-it</b> or approved equal <b>Brand Name:</b> _____	612	Pk.	N/A	N/A
132	Telephone Message Book, 2 3/4 x 5, Two-Part Carbonless, 400 Sets <b>Brand Name:</b> _____	500	Ea	N/A	N/A
133	Paper, 20lb, 8 1/2 x 11, <b>2 part</b> Reverse, Excel, Nekoosa, 10 reams per case <b>Brand Name:</b> _____	80	Cs.	\$220.00	\$17,600
134	Paper, 20lb, 8 1/2 x 11, <b>3 part</b> Reverse, Nekoosa, 10 reams per case <b>Brand Name:</b> _____	150	Cs.	\$220.00	\$33,000
135	Paper, 20lb, 8 1/2 x 11, <b>4 part</b> Reverse, Nekoosa 10 reams per case <b>Brand Name:</b> _____	80	Cs.	\$260.00	\$20,800
136	Paper, 20lb, 8 1/2 x 11, <b>5 part</b> Reverse, , Nekoosa 10 reams per case <b>Brand Name:</b> _____	80	Cs.	\$270.00	\$21,600
137	Powershred 73Ci 100% Jam Proof Medium-Duty Cross-Cut Shredder, 12 Sheet Capacity FEL4601001 <b>Brand Name:</b> _____	300	Each	\$265.00	\$79,500



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ITEM NO	SUPPLIES OR SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
138	The Merriam-Webster Dictionary, 11th Edition, Paperback, 960 Pages <b>Brand Name: Merriam Webster MER2956</b>	150	Each	\$9.00	\$1,350
139	Merriam Webster The Merriam-Webster Thesaurus, Dictionary Companion, Paperback, 800 Pages <b>Brand Name: Merriam Webster MER850</b>	150	Each	\$8.00	\$1,200
140	Secretarial Handbook <b>Brand Name: Merriam Webster</b>	50	Each	\$30.00	\$1,500
141	Record Book, <b>150 pages</b> , handbound black cover, with brown trim and gold stamping, white ledger, 10 5/8"x8 1/4" <b>Wilson Jones, Borum and Pease, Esselte, Boston</b> or approved equal	300	Each	N/A	N/A
142	Record Book, miniature, <b>200 pages</b> , 9.5"x6". <b>Borum &amp; Pease, Wilson Jones, Esselte, Boston</b> or approved equal <b>Brand Name:</b> _____	300	Ea.	N/A	N/A
143	Record Book, <b>300 pages</b> , binding of red fabrihide back and corners, black side line, white 28 sub ledger stock margin lines. <b>Wilson Jones, Borum &amp; Pease, Esselte, Boston</b> or	300	Ea.	N/A	N/A
144	Record Book, <b>500 pages</b> , binding of red fabrihide back and corner, black side line, white 28 sub ledger stock margin lines. <b>Wilson Jones, Borum and Pease, Esselte, Boston</b> or approved equal	400	Ea.	N/A	N/A
145	Journal Account Book, <b>300 pages</b> . <b>Wilson Jones, Borum and Pease, Esselte, Boston</b> or approved equal <b>Brand Name:</b> _____	300	Ea.	N/A	N/A
146	Journal Account Book, <b>500 pages</b> . <b>Borum and Pease, Wilson Jones, Boston</b> or approved equal <b>Brand Name:</b> _____	300	Ea.	N/A	N/A
147	Executive Journal with Durable embossed cover, 150 sheets <b>Brand Name</b> _____	300	Ea.	N/A	N/A
148	Carbonless Money Receipt Book, 2-part 400 sets. Tops Manifold <b>Brand Name:</b> _____	200	Box	N/A	N/A
149	Self Inking Stamps, "Approved" <b>Brand Name:</b> _____	220	Ea.	\$14.00	\$3,080
150	Self Inking Stamps, "Confidential" <b>Brand Name:</b> _____	300	Ea.	\$14.00	\$4,200
151	Self Inking Stamps, "Rush" <b>Brand Name:</b> _____	300	Ea.	\$14.00	\$4,200



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ITEM NO	SUPPLIES OR SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT		
152	Self Inking Stamps, "Urgent" Brand Name: _____	300	Ea.	\$14.00	\$4,200		
153	Self Inking Stamps, "Entered" Brand Name: _____	300	Ea.	\$14.00	\$4,200		
154	Self Inking Stamps, "Posted" Brand Name: _____	300	Ea.	\$14.00	\$4,200		
155	Self Inking Stamps, "Paid" Brand Name: _____	300	Ea.	\$14.00	\$4,200		
156	Self Inking Stamps, "Copy" Brand Name: _____	300	Ea.	\$14.00	\$4,200		
157	Self Inking Stamps, "Received" Brand Name: _____	300	Ea.	\$14.00	\$4,200		
158	Scissors, 8-9 inches, full length, high quality all purpose for schools/offices. Allary, Acme, Spacko, Westcott or approved equal Brand Name: _____	500	Doz.	\$16.00	\$8,000		
159	Bulletin Board, cork, oak frame, 18x24 Quartet #301, Quick or approved equal Brand Name: _____	250	Ea.	\$30.00	\$7,500		
160	Bulletin Board, cork, oak frame, 24x36 Quartet #301, Quick or approved equal Brand Name: _____	250	Ea.	\$35.00	\$8,750		
161	White Board, 24x36 Brand Name: _____	325	Ea	\$30.00	\$9,700		
162	White Board, 18x24 Brand Name: _____	200	Ea	\$30.00	\$6,000		
163	White Board, 6X4 Brand Name: _____	150	Ea.	N/A	N/A		
164	Push Pins, 3/8" ground steel points, 1/2" head, 20 per pack, Assorted colors. Brand Name: _____	1,100	Pk.	N/A	N/A		
165	Thumb Tacks Color: Assorted Brand Name: _____	600	Pk.	N/A	N/A		
166	Paper Clips, jumbo, .50 gauge, rust resistant finish with round ends and smooth edges, 100 per box. Acco, Sparco, Atlas, Acme, OIC or approved equal Brand Name: _____	5,000	Box	\$4.00	\$20,000		

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ITEM NO	SUPPLIES OR SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
167	Paper Clips, #1 Silverette, 35 gauge wire, rust resistant finish with round end and smooth edges, 100 per pack. <b>Acco, Sparco, Atlas, Acme, OIC</b> or approved equal <b>Brand Name:</b> _____	5,000	Box	\$2.00	\$10,000
168	Vinyl-Coated Wire Paper Clips, No. 1, Assorted Colors, 500/Pack/tub <b>Brand Name:</b> _____	5,000	pk	\$10.00	\$50,000
169	Vinyl-Coated Wire Paper Clips, Jumbo, Assorted Colors, 250/Pack/tub <b>Brand Name:</b> _____	5,000	pk	\$12.00	\$60,000
170	Magnetic Paper Clip Dispenser, 4 1/2 " High. COLORS: Smoke/Wood Grain <b>Brand Name:</b> _____	500	Ea.	N/A	N/A
171	Paper fasteners, 2 3/4"x2" capacity, two piece, one piece prong and a binding compressor, all tapered steel, 50 sets per box. <b>Acco, Atlas, Quick</b> or approved equal <b>Brand Name:</b> _____	4,600	Box	N/A	N/A
172	Rubbermaid Regeneration Letter Tray, Six Tier, Plastic, Black Self-stacking design. Simple, clean lines go with any décor. Sturdy plastic.6pk RUB86028 <b>Brand Name:</b> _____	300	Ea.	\$20.00	\$6,000
173	Mesh Desktop Telephone Stand, Black <b>Brand Name:</b> _____	200	Ea.	\$12.00	\$2,400
174	Desk Top Copy Holder <b>Brand Name:</b> _____	350	Ea.	\$16.00	\$5,600
175	Sharpener, pencil, sharpens pencils up to 7/16" in diameter to medium point. Electric <b>Stanley, Bostitch, Xatco, Universal, Hunt</b> or approved equal <b>Brand Name:</b> _____	275	Ea.	\$24.00	\$6,600
176	Long Reach Stapler, works with one finger, Staple gun mechanism with 12 1/2' reach <b>Paperpro, Bostitch, PaperPro, Business Source or Quick</b> <b>Brand Name:</b> _____	500	Pk.	N/A	N/A
177	Heavy Duty Stapler, Staples 210 sheets <b>BOS-B515-BK, Sparco, Bostitch, or Swingline</b> <b>Brand Name:</b> _____	400	Ea.	N/A	N/A
178	Stapler, Standard heavy duty, standard, fastens up to 15-20 sheets. <b>Paperpro, Bostitch, PaperPro, Business Source or Quick</b> <b>Brand Name:</b> _____	1,000	Ea.	\$25.00	\$25,000

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ITEM NO	SUPPLIES OR SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
179	Impulse 25 Electric Stapler, 25-Sheet Capacity, Black BOS02210 <b>Bostitch</b> Brand Name: _____	50	Ea.	\$48.00	\$2,400
180	Standard Staples <b>Atlas, Sparco, Swingline, Universal</b> or approved equal Brand Name: _____	6,000	Ea.	\$6.00	\$36,000
181	High Capacity Staples, 3/8" <b>Atlas, Sparco, Swingline, Universal</b> or approved equal Brand Name: _____	3,000	Ea.	N/A	N/A
182	Standard Staples HD Staples 5/8", HD Staples 1/2" <b>Bostitch, Swingline, Sparco, Atlas, Universal</b> or approved equal Brand Name: _____	250	Box	\$10.00	\$2,500
183	Heavy Duty Staples HD Staples 1/2", HD Staples 1/2" <b>Bostitch, Swingline</b> or approved equal Brand Name: _____	250	Box	N/A	N/A
184	Staple remover Brand Name: _____	700	Ea.	N/A	N/A
185	Punch, 2 hole. Heavy duty <b>Acco #50, Atlas</b> or approved equal Brand Name: _____	600	Ea.	N/A	N/A
186	3-Hole Punch, Heavy Duty, <b>Atlas, Acco</b> or approved equal Brand Name: _____	500	Ea.	N/A	N/A
187	GBC® 24-Sheet 3230 Electric Two-to-Three-Hole Adjustable Punch, 9/32" Holes, Gray or black Brand Name: _____	25	Ea	N/A	N/A
188	Bankers Storage Boxes, two-way, R-Knives files, rugged, holds letter or legal size, tote handle, front and back, walnut <b>Fellows 703</b> or approved equal Brand Name: _____	500	Cs.	N/A	N/A
189	Rolodex Rotary list finder and memo pad. <b>Rolodex #ROL-R501X-BK</b> or approved equal Brand Name: _____	150	Ea.	N/A	N/A
190	Standard Desk Calendar, monthly 22x17 Brand Name: _____	2,000	Each	N/A	N/A
191	Monthly Planner Brand Name: _____	500	Each	\$25.00	\$12,500
192	Wall Stackable Pockets Letter Size Pockets Colors: Clear for Wall Brand Name: _____	100	Ea.	\$30.00	\$3,000



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ITEM NO	SUPPLIES OR SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
193	Hanging Wall File, 3 Pack, Pewer <b>Brand Name:</b> _____	150	Ea.	\$25.00	\$3,750
194	Office Kit Contains Letter Trays, Clipboard, Clip Holder, Pencil holder, Memo Holder, Magazine File. Assorted colors. <b>Acrimet</b> or approved equal <b>Brand Name:</b> _____	300	Set	\$28.00	\$8,400
195	Rotary Mesh Organizer <b>Brand Name:</b> _____	200	Set	\$16.00	\$3,200
196	Letter Tray Triple stack, Colors Smoke and Clear <b>Acrimet</b> or approved equal <b>Brand Name:</b> _____	200	Each	\$25.00	\$5,000
197	3 Tier Mesh Organizer Desk shelf Color: Black <b>Brand Name:</b> _____	200	Each	\$19.00	\$3,800
198	Book Ends, 8-9" metal <b>Brand Name:</b> _____	125	Each	N/A	N/A
199	Shopping Bags, 13x7x17, Kraft, 250 case <b>Brand Name:</b> _____	20	Cs.	\$115.00	\$2,300
200	Shopping Bags, 13x7x17, White, 250 case <b>Brand Name:</b> _____	20	Cs.	\$120.00	\$2,400
201	Pad Holder with Calculator, letter size <b>Brand Name:</b> _____	450	Each	\$25.00	\$11,250
202	Index cards, ruled, 3x5, 100 pack <b>Brand Name:</b> _____	300	Each	\$5.00	\$1,500
203	Index cards, ruled, assorted colors, 3x5, 100/pack <b>Brand Name:</b> _____	300	Each	\$12.00	\$3,600
204	Bank bags, Tamper Evident Deposit bags, Water resistant, tear resistant. Adhere seal. Alphanumeric number barcode and receipt for internal tracking. 9x12 100/pack <b>Brand Name:</b> _____	200	Pk.	\$28.00	\$5,600
205	Envelope Moistener bottle type <b>Brand Name:</b> _____	350	Each	\$5.00	\$1,750
206	Sign Here, page flags, assorted 248 per pack <b>Brand Name:</b> _____	500	Pk.	\$20.00	\$10,000
207	First Aid Kit to contain 90 first aid items <b>Brand Name:</b> _____	300	Each	\$24.00	\$7,200

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ITEM NO	SUPPLIES OR SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT	
208	Office Surge Protectors, 6 outlets Brand Name: _____	200	Ea.	\$14.00	\$2,800	
209	Office Surge Protectors, 8 outlets Brand Name: _____	200	Ea.	\$28.00	\$5,600	
210	Clock, wooden wall clock, 7" Brand Name: _____	400	Ea.	\$20.00	\$8,000	
211	Waste Basket; medium, rectangular, 14 3/8x10.5x15. Rubbermaid, Acrimet or approved equal Brand Name: _____	600	Ea.	\$16.00	\$9,600	
212	Cots; Stacking, Standard Size, Colors: Navy Blue or Red Brand Name: _____	250	Pk.	\$160.00	\$40,000	
213	HP Black Ink Cartridge, HP51604A Brand Name: <u>Genuine HP Only</u>	100	Ea.	\$25.00	\$2,500	
214	HP Laserjet Q6460A Black Toner Cartridge. Brand Name: <u>Genuine HP Only</u>	100	Ea.	\$260.00	\$26,000	
215	HP Laserjet Q6461A Cyan Toner Cartridge. Brand Name: <u>Genuine HP Only</u>	100	Ea.	N/A	N/A	
216	HP Laserjet Q6462A Yellow Toner Cartridge. Brand Name: <u>Genuine HP Only</u>	100	Ea.	N/A	N/A	
217	HP Laserjet Q6463A Magenta Toner Cartridge. Brand Name: <u>Genuine HP Only</u>	100	Ea.	N/A	N/A	
218	HP Laserjet CC530A Black Toner Cartridge. Brand Name: <u>Genuine HP Only</u>	150	Ea.	\$200.00	\$30,000	
219	HP Laserjet CC531A Cyan Toner Cartridge. Brand Name: <u>Genuine HP Only</u>	150	Ea.	\$190.00	\$28,500	
220	HP Laserjet CC532A Yellow Toner Cartridge. Brand Name: <u>Genuine HP Only</u>	150	Ea.	\$190.00	\$28,500	
221	HP Laserjet CC533A Magenta Toner Cartridge. Brand Name: <u>Genuine HP Only</u>	150	Ea.	\$190.00	\$28,500	
222	HP Laserjet CB540 Black Toner Cartridge. Brand Name: <u>Genuine HP Only</u>	150	Ea.	\$125.00	\$18,750	
223	HP Laserjet CB541 Cyan Toner Cartridge. Brand Name: <u>Genuine HP Only</u>	150	Ea.	\$115.00	\$17,250	
224	HP Laserjet CB542 Yellow Toner Cartridge. Brand Name: <u>Genuine HP Only</u>	150	Ea.	\$115.00	\$17,250	



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225	HP Laserjet CB543 Magenta Toner Cartridge. <b>Brand Name: <u>Genuine HP Only</u></b>	150	Ea.	\$115.00	\$17,250
226	HP Q6000A Black Toner Cartridge for LaserJet 1600 2600 CM1015 CM1017 <b>Brand Name: <u>Genuine HP Only</u></b>	150	Ea	\$145.00	\$21,750
227	HP Q6001A Cyan Toner Cartridge LaserJet 1600 2600 2605 CM1015 CM1017 <b>Brand Name: <u>Genuine HP Only</u></b>	150	Ea	\$160.00	\$24,000
228	HP Q6002A Yellow Toner Cartridge LaserJet 1600 2600 2605 CM1015 CM1017 <b>Brand Name: <u>HP Genuine HP Only</u></b>	150	Ea	\$160.00	\$24,000
229	HP Q6001A Cyan Toner Cartridge LaserJet 1600 2600 2605 CM1015 CM1017 <b>Brand Name: <u>Genuine HP Only</u></b>	150	Ea	\$160.00	\$24,000
230	HP Q6003A Magenta Toner Cartridge for Color LaserJet 1600 2600 2605 <b>Brand Name: <u>Genuine HP Only</u></b>	150	Ea	\$160.00	\$24,000
231	HP CF031A 646A Cyan [OEM] Genuine Toner Cartridge for LaserJet CM4540 <b>Brand Name: <u>Genuine HP Only</u></b>	150	Ea	N/A	N/A
232	HP CF032A 646A Yellow [OEM] Genuine Toner Cartridge LaserJet CM4540 <b>Brand Name: <u>Genuine HP Only</u></b>	150	Ea	N/A	N/A
233	HP CF033A 646A Magenta [OEM] Genuine Toner Cartridge LaserJet CM4540 <b>Brand Name: <u>Genuine HP Only</u></b>	150	Ea	\$175.00	\$26,250
234	HP CE264X 646X Black [OEM] Genuine Toner Cartridge for LaserJet CM4540 <b>Brand Name: <u>Genuine HP Only</u></b>	150	Ea	\$280.00	\$42,000
235	HP 130A Black Toner Cartridge HP Color LaserJet Pro MFP M176n,HP Color LaserJet Pro MFP M177fw <b>Brand Name: <u>Genuine HP Only</u></b>	150	Ea	\$85.00	\$12,750
236	HP 130A Cyan Toner Cartridge HP Color LaserJet Pro MFP M176n,HP Color LaserJet Pro MFP M177fw <b>Brand Name: <u>Genuine HP Only</u></b>	150	Ea	\$90.00	\$13,500
237	HP 130A (CF353A) Magenta Original LaserJet Toner Cartridge HP Color LaserJet Pro MFP M176n,HP Color LaserJet Pro MFP M177fw <b>Brand Name: <u>Genuine HP Only</u></b>	150	Ea	\$90.00	\$13,500
238	HP 130A (CF352A) Yellow Original LaserJet Toner Cartridge HP Color LaserJet Pro MFP M176n,HP Color LaserJet Pro MFP M177fw OEM quality. <b>Brand Name: <u>Genuine HP Only</u></b>	150	Ea	\$90.00	\$13,500



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239	Q5997A ADF Maintenance Kit HEWQ5997A Maximize print quality. Use HP products in HP printers. Simple installation. OEM quality. <b>Brand Name: <u>Genuine HP Only</u></b>	25	Ea	\$80.00	\$2,000
240	QSP-AKP3022 ROLLER KIT OEM quality. <b>Brand Name: <u>Genuine HP Only</u></b>	25	Ea	\$35.00	\$875
241	Q7502A 110V Fuser Kit HEWQ7502A OEM quality. <b>Brand Name: <u>Genuine HP Only</u></b>	25	Ea	\$260.00	\$6,500
242	Q7504A Transfer Kit HEWQ7504A OEM quality. <b>Brand Name: <u>Genuine HP Only</u></b>	25	Ea	N/A	N/A
243	106R01486 High-Yield Toner, 4100 Page-Yield, Black <b>Brand Name: <u>XEROX</u></b>	50	Ea	\$200.00	\$10,000
244	HP 651A BLACK TONER <b>Brand Name: <u>HP Genuine HP Only</u></b>	75	Ea.	\$280.00	\$21,000
245	HP 651A CYAN TONER <b>Brand Name: <u>HP Genuine HP Only</u></b>	75	Ea.	N/A	N/A
246	HP 651A MAGENTA TONER <b>Brand Name: <u>HP Genuine HP Only</u></b>	75	Ea.	N/A	N/A
247	HP 651A YELLOW TONER <b>Brand Name: <u>HP Genuine HP Only</u></b>	75	Ea.	N/A	N/A
248	TONER COLLECTION UNIT CE980A <b>Brand Name: <u>HP Genuine HP Only</u></b>	50	Ea.	\$50.00	\$2,500
249	HP TONER 974A Black <b>Brand Name: <u>HP</u></b>	50	Ea.	\$130.00	\$6,500
250	HP TONER 974A Cyan <b>Brand Name: <u>HP</u></b>	50	Ea.	\$130.00	\$6,500
251	HP TONER 974A Magenta <b>Brand Name: <u>HP</u></b>	50	Ea.	\$130.00	\$6,500

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TEM NO	SUPPLIES OR SERVICES	UANTIT	UNIT	UNIT PRICE	AMOUNT	
252	HP TONER 974A Yellow Brand Name: <u>HPGenuine HP Only</u>	50	Ea.	N/A	N/A	
253	USB Flash Drive 2.0. Storage Capacity: <b>16 GB</b> <b>Imation, Kingston</b> or approved equal individually packaged Brand Name: _____	1500	Ea.	\$10.00	\$15,000	
254	USB Flash Drive 2.0. Storage Capacity: <b>32 GB</b> <b>Imation, Kingston</b> or approved equal individually packaged Brand Name: _____	500	Ea.	\$13.00	\$6,500	
255	USB 2.0 Flash Drive, <b>64 GB</b> , Kingston or approved equal individually packaged Brand Name: _____		Ea	\$16.00	\$16	
256	USB 2.0 Flash Drive, <b>128 GB</b> , Imation, Kingston or approved equal individually packaged Brand Name: _____		Ea	\$25.00	\$25	
257	Flags, <b>US Virgin Islands</b> , Outside, <b>3x5</b> , Nylon, Durable Brand Name: _____	200	Ea.	\$30.00	\$6,000	
258	Flags, <b>US Virgin Islands</b> , Inside with pole hem and fringe, <b>3x5</b> , Nylon, Durable Brand Name: _____	200	Ea.	\$60.00	\$12,000	
259	Flags, <b>US</b> , Outside, <b>3x5</b> , Nylon, Durable Brand Name: _____	200	Ea.	\$25.00	\$5,000	
260	Flags, <b>US</b> Inside with pole hem and fringe, <b>3x5</b> , Nylon, Durable Brand Name: _____	200	Ea.	\$120.00	\$24,000	
261	Flags, <b>US Virgin Islands</b> Inside with pole hem and fringe, <b>4 x 6</b> Nylon, Durable Brand Name: _____	200	Ea.	N/A	N/A	
262	Flags, <b>US Virgin Islands</b> Inside with pole hem and fringe <b>4 x 6</b> Nylon, Durable Brand Name: _____	200	Ea.	N/A	N/A	
263	Flags, <b>US</b> Inside with pole hem and fringe, <b>4 x 6</b> Nylon, Durable Brand Name: _____	200	Ea.	\$80.00	\$16,000	
264	Flags, <b>US</b> Inside with pole hem and fringe, <b>4 x 6</b> Nylon, Durable Brand Name: _____	200	Ea.	\$80.00	\$16,000	
265	Flags, <b>US</b> Inside with pole hem and fringe, <b>5x8</b> , Nylon, Durable Brand Name: _____	200	Ea.	N/A	N/A	

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ITEM NO	SUPPLIES OR SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
266	Flags, <b>US Outside 5x8</b> Nylon Durable <b>Brand Name:</b> _____	200	Ea.	\$45.00	\$9,000
267	Flags, <b>US Virgin Islands</b> Inside with pole hem and fringe, <b>5x8</b> , Nylon, Durable <b>Brand Name:</b> _____	200	Ea.	N/A	N/A
268	Flags, <b>US Virgin Islands</b> , Outside, <b>5x8</b> , Nylon, Durable <b>Brand Name:</b> _____	200	Ea.	\$85.00	\$17,000
269	Flags, <b>US Virgin Islands</b> , <b>4"x6"</b> miniature w/stick Nylon, Durable <b>Brand Name:</b> _____	1200	Ea.	\$3.00	\$3,600
270	Flags, <b>US 4"x6"</b> miniature w/stick, Nylon, Durable <b>Brand Name:</b> _____	1200	Ea.	\$3.00	\$3,600
271	<b>Presentation Flag Set Fringed Densely Embroidered Stars</b> Lock Stitched Hand Sewn Stripes Flannel Lined Pole Heading Golden Yellow Rayon Fringe Includes the <b>Gold Liberty Base</b> 2 Piece Polished Oak Pole 7', Gold Plated Eagles Golden Yellow Cord & Tasselsm 7' Oak Pole with 3'x5' Fringed Flagm 8lb Gold 6.5" Eagle with <b>US Flag Fringed or VI</b> <b>Fringe 3x5</b> <b>Brand Name:</b> _____	50	Set	\$220.00	\$11,000
272	APC Smart-UPS X-Series 48V External Tower Battery Pack Rack/Tower form factor .Mfg. Part: SMX48RMBP2U Easy to use LCD <b>Brand Name:</b> <b>APC ONLY</b>	50	Ea	N/A	N/A
273	Heavy Duty Rain Coats w/hood Durable, sizes, S, L, XL, XXL, XXXL <b>Brand Name:</b> _____	200	Ea.	\$25.00	\$5,000
274	Heavy Duty Rain Boots, Sizes 8, 9,10, 11, 12, 13 <b>Brand Name:</b> _____	120	Ea.	\$30.00	\$3,600
275	Safety Vests mesh yellow 100% Ansi Polyester Mesh, Lg, XL, one size fits all <b>Brand Name:</b> _____	300	Ea.	\$25.00	\$7,500
276	Deluxe Retractable ID Reel with Badge Holder, 24" Extension, Black, 12/Box <b>Brand Name:</b> _____	300	box	\$50.00	\$15,000



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ITEM NO	SUPPLIES OR SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
277	Vertical ID Card Holders, 2 1/8 x 3 3/8, Black, 25 per Pack Die-cut hole in back and cut lip give you quick and easy access. Design also includes a thumb cutout on back for easy removal. Card dispensers can attach to lanyards, badge clips and card reels. Card holder accommodates cards up to .30 mil thick and 2 1/8" x 3 3/8". <b>Brand Name:</b> _____	300	Pk	\$25.00	\$7,500
278	Resealable ID Badge Holder, Vertical, 2 5/8 x 3 3/4, Clear, 50/Pack <b>Brand Name:</b> _____	300	Pk	\$40.00	\$12,000
279	Universal® Handwrap Stretch Film, 20mic (80-Gauge), 18" x 1500ft, 4/Carton All-purpose hand film protects shipments from water, dirt and damage. Self adhering. Provides exceptional toughness and superior cling. Standard unstretched film for all loads. 3" core. Use with Universal® Adjustable Hand Dispenser (sold separately) <b>Brand Name:</b> _____	150	Ea	\$160.00	\$24,000
280	Studded Chair Mat for Low Pile Carpet, 45 x 53, Clear UNV56807 Clear, vinyl chair mat provides maximum durability to protect flooring from caster wear, spills or heavy traffic. Easy-glide rolling surface provides effortless mobility. Studded bottom surface offers superior gripping power on carpeted floors. Delivers protection for low pile carpets up to 3/8" thick. Non-phthalate, non-cadmium formula produces an exceptionally clear mat. <b>Brand Name:</b> _____	200	EA	\$50.00	\$10,000
281	Stow Away Heavy Duty Platform Truck. Lightweight versatile and collapsible. Fold down tubular steel handle. Capacity 1000lbs <b>Brand Name:</b> _____	200	EA	N/A	N/A
282	Money Bag with Key Lock. Seven-Pin Security/Night Deposit Bag with 2 Keys, 11 X 8-1/2 Inches, <b>Brand Name:</b> _____	100	EA	N/A	N/A

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ITEM NO	SUPPLIES OR SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
277	<p>Studded Chair Mat for Low Pile Carpet, 45 x 53, Clear UNV56807 Clear, vinyl chair mat provides maximum durability to protect flooring from caster wear, spills or heavy traffic. Easy-glide rolling surface provides effortless mobility. Studded bottom surface offers superior gripping power on carpeted floors. Delivers protection for low pile carpets up to 3/8" thick. Non-phthalate, non-cadmium formula produces an exceptionally clear mat. <b>Brand Name:</b> _____</p>	200	EA	\$	\$



# ADDENDUM II

## GENERAL PROVISIONS

(SUPPLY CONTRACT)

### 1. DEFINITIONS

As Used throughout this contract, the following terms shall have the meaning set forth below:

The term "Contracting Officer" means the Commissioner of the Department of Property & Procurement; and the term includes, except as otherwise provided in the contract, the authorized representative of the Contracting Officer acting within the limits of his authority.

### 2. CHANGES

The Contracting Officer may at any time, by a written order, and without notice to the sureties, make changes, within the general scope of this contract, in anyone or more of the following: (i) Drawings, designs, or specifications where the supplies to be furnished are to be specially manufactured for the Government in accordance therewith; (ii) method of shipment or packing; and (iii) place of delivery. If any such change causes an increase or decrease in the cost of, or the time required for, the performance of any part of the work under this contract, whether changed or not changed by any such order, an equitable adjustment shall be made in the contract price or delivery schedule, or both, and the contract shall be modified in writing accordingly. Any claim by the contractor for adjustment under this clause must be asserted within 30 days from the date of receipt by the Contractor of the notification of change: Provided, however, That the Contracting Officer, if he decides that the facts justify such action, may receive and act upon any such claim asserted at any time prior to final payment under this contract. Where the cost of property made obsolete or excess as a result of a change is included in the Contractor's claim for adjustment, the Contracting Officer shall have the right to prescribe the manner of disposition of such property. Failure to agree to any adjustment shall be a dispute concerning a question of fact within the meaning of the clause of this contract entitled "Disputes." However, nothing in this clause shall excuse the Contractor from proceeding with the contract as changed.

### 3. EXTRAS

Except as otherwise provided in this contract, no payment for extras shall be made unless such extras and the price thereof have been authorized in writing by the Contracting Officer.

### 4. VARIATION IN QUALITY

No variation in the quantity of any item called for by this contract will be accepted unless such variation has been caused by conditions of loading, shipping, packing or allowances in manufacturing processes, and then only to the extent, if any, specify elsewhere in this contract.

### 5. INSPECTION

(a) All supplies (which term throughout this clause includes without limitation raw materials, components, intermediate assemblies, and end products) shall be subject to inspection and test by the Government, to the extent practicable at all times and places including the period of manufacture and in any event prior to acceptance.

(b) In case any supplies or lots of supplies are defective in material or workmanship or otherwise not in conformity with the requirements of this contract, the Government shall have the right either to reject them (with or without instructions as to their disposition) or to require their correction. Supplies or lots of supplies which have been rejected or required to be corrected shall be removed or, if permitted or required by the Contracting Officer, corrected in place by and at the expense of the Contractor promptly after notice, shall not thereafter be tendered for acceptance unless the former rejection or requirement of correction is disclosed. If the Contractor fails promptly to remove such supplies or lots of supplies which are required to be removed, or promptly to replace or correct such supplies or lots of supplies, the Government either (i) may by contract or otherwise replace or correct such supplies and charge to the Contractor the cost occasioned the Government thereby, or (ii) may terminate this contract for default as provided in the clause of this contract entitled "Default." Unless the Contractor corrects or replaces such supplies within the delivery schedule, the Contracting Officer may require the delivery of such supplies at a reduction in price which is equitable under the circumstances. Failure to agree to such reduction of price shall be a dispute concerning a question of fact within the meaning of the clause of this contract entitled "Disputes."

(c) If any change inspection or test is made by the Government on the premises of the Contractor or a subcontractor, the Contractor without additional charge shall provide reasonable facilities and assistance for the safety and convenience of the Government inspectors in the performance of their duties. If Government inspection or test is made at a point other than the premises of the Contractor or a subcontractor, it shall be at the expense of the Government except as otherwise provided in this contract: Provided, That in case of rejection the Government shall not be liable for any reduction in value of samples used in connection with such inspection or test. All inspections and tests by the Government shall be performed in such a manner as not to unduly delay the work. The Government reserves the right to charge to the Contractor any additional cost of Government inspection and test when supplies are not ready at the time such inspection and test is requested by the Contractor or when reinspection or retest



is necessitated by prior rejection. Acceptance or rejection of the supplies shall be made as promptly as practicable after delivery, except as otherwise provided in this contract; but failure to inspect and accept or reject supplies shall neither relieve the Contractor from responsibility for such supplies as are not in accordance with the contract requirements nor impose liability on the Government therefor.

(d) The inspection and test by the Government of any supplies or lots thereof does not relieve the Contractor from any responsibility regarding defects or other failures to meet the contract requirements which may be discovered prior to acceptance. Except as otherwise provided in this contract, acceptance shall be conclusive except as regards latent defects, fraud, or such gross mistakes as amount to fraud.

(e) The Contractor shall provide and maintain an inspection system acceptable to the Government covering the supplies hereunder. Records of all inspection work by the Contractor shall be kept complete and available to the Government during the performance of this contract and for such longer period as may be specified elsewhere in this contract.

#### **6. RESPONSIBILITY FOR SUPPLIES**

Except as otherwise provided in the contract, (i) the Contractor shall be responsible for the supplies covered by this contract until they are delivered at the designated delivery point, regardless of the point of inspection; (ii) after delivery to the Government at the designated point and prior to acceptance by the Government or rejection and giving notice thereof by the Government, the Government shall be responsible for the loss or destruction of or damage to the supplies only if such loss, destruction or damage results from the negligence of officers, agents, or employees of the Government acting within the scope of their employment; and (iii) the Contractor shall bear all risks as to rejected supplies after notice of rejection, except that the Government shall be responsible for the loss, or destruction of, or damage to the supplies only if such loss, destruction or damage results from the gross negligence of officers, agents, or employees of the Government acting within the scope of their employment.

#### **7. PAYMENTS**

The Contractor shall be paid, upon the submission of proper invoices or vouchers, the prices stipulated herein for supplies delivered and accepted or services rendered and accepted, less deductions, if any, as herein provided. Unless otherwise specified, payment will be made on partial deliveries accepted by the Government when the amount due on such deliveries so warrants; or when requested by the Contractor, payment for accepted partial deliveries shall be made whenever such payment would equal or exceed either \$1,000 or 50 percent of the total amount of this contract.

#### **8. ASSIGNMENT OF CLAIMS**

(a) Pursuant to the provisions of the Assignment of Claims Act (5 VIC 1201 et. seq.) if this contract provides for payments aggregating \$1,000 or more, claims for moneys due or to become due to the Contractor from the Government under this

contract may be assigned to a bank, trust company, or other financial institution, including any Federal lending agency, and may thereafter be further assigned and reassigned to any such institution. Any such assignment or reassignment shall cover all amounts payable under this contract and not already paid, and shall not be made to more than one party, except that any such assignment or reassignment may be made to one party as agent or trustee for two or more parties participating in such financing. Unless otherwise provided in this contract, payments to an assignee of any moneys due or to become due under this contract shall not, to the extent provided in said Act, as amended, be subject to reduction or set off.

#### **9. ADDITIONAL BOND SECURITY**

If any surety upon any bond furnished in connection with this contract becomes unacceptable to the Government or if any such surety fails to furnish reports as to his financial condition from time to time as requested by the Government, the Contractor shall promptly furnish such additional security as may be required from time to time to protect the interests of the Government and of persons supplying labor or materials in the prosecution of the work contemplated by this contract.

#### **10. EXAMINATION OF RECORDS**

(The following clause is applicable if the amount of this contract exceeds \$1,000.00 and was entered into by means of negotiation, but is not applicable if this contract was entered into by means of formal advertising.)

(a) The Contractor agrees that the Government Comptroller of the U. S. Virgin Islands or any of his duly authorized representatives shall, until the expiration of three years after final payment under this contract, have access to and the right to examine any directly pertinent books, documents, papers, and records of the Contractor involving transactions related to this contract.

(b) The Contractor further agrees to include in all his subcontracts hereunder a provision to the effect that the subcontractor agrees that the Government Comptroller of the Virgin Islands or any of his duly authorized representatives shall, until the expiration of three years after final payment under the subcontract, have access to and the right to examine any directly pertinent books, documents, papers, and records of such subcontractor, involving transactions related to the subcontract. The term "subcontract" as used in this clause excludes (i) purchase orders not exceeding \$1,000 and (ii) subcontractors or purchase orders for public utility services at rates established for uniform applicability to the general public.

#### **11. DEFAULT**

(a) The Government may, subject to the provisions of paragraph (c) below, by written notice of default to the Contractor, terminate the whole or any part of this contract in any one of the following circumstances:



(i) if the Contractor fails to make delivery of the supplies or to perform the services within the time specified herein or any extension thereof; or

(ii) if the Contractor fails to perform any of the other provisions of this contract, or so fails to make progress as to endanger performance of this contract in accordance with its terms, and in either of these two circumstances does not cure such failure within a period of 10 days (or such longer period as the Contracting Officer may authorize in writing) after receipt of notice from the Contracting Officer specifying such failure.

(b) In the event the Government terminates this contract in whole or in part as provided in paragraph (a) of this clause, the Government may procure, upon such terms and in such manner as the Contracting Officer may deem appropriate, supplies or services similar to those so terminated, and the Contractor shall be liable to the Government for any excess costs for such similar supplies or services: Provided, That the Contractor shall continue the performance of this contract to the extent not terminated under the provisions of this clause.

(c) Except with respect to defaults of subcontractors, the Contractor shall not be liable for any excess costs if the failure to perform the contract arises out of causes beyond the control and without the fault or negligence of the Contractor. Such causes may include, but are not restricted to, acts of God or of the public enemy, acts of the Government in either its sovereign or contractual capacity, fires, floods, epidemics, quarantine restrictions, strikes, freight embargoes, and unusually severe weather; but in every case the failure to perform must be beyond the control and without fault or negligence of the Contractor. If the failure to perform is caused by the default of a subcontractor, and if such default arises out of causes beyond the control of both the Contractor and subcontractor, and without the fault or negligence of either of them, the Contractor shall not be liable for any excess costs for failure to perform, unless the supplies or service fees to be furnished by the subcontractor was obtainable from other sources in sufficient time to permit the Contractor to meet the required delivery schedule.

(d) If this contract is terminated as provided in paragraph

(a) of this clause, the Government, in addition to any other rights provided in this clause, may require the Contractor to transfer title and deliver to the Government, in the manner and to the extent directed by the Contracting Officer, (i) any completed supplies, and (ii) such partially completed supplies and materials, parts, tools, dies, jigs, fixtures, plans, drawings, information, and contract rights (hereinafter called "manufacturing materials") as the Contractor has specifically produced or specifically acquired for the performance of such part of this contract as has been terminated; and the Contractor shall, upon direction of the Contracting Officer, protect and preserve property in possession of the Contractor in which the Government has an interest. Payment for completed supplies delivered to and accepted by the Government shall be at the contract price. Payment for manufacturing materials delivered to and accepted by the Government and for the protection and preservation of property shall be in an amount agreed upon by the Contractor and Contracting Officer; failure to agree to such

amount shall be a dispute concerning a question of fact within the meaning of the clause of this contract entitled "Disputes." The Government may withhold from amounts otherwise due the Contractor for such completed supplies or manufacturing materials such sum as the Contracting Officer determines to be necessary to protect the Government against loss because of outstanding liens or claims of former lien holders.

(e) If, after notice of termination of this contract under the provisions of this clause, it is determined for any reason that the Contractor was not in default under the provisions of this clause, or that the default was excusable under the provisions of this clause, the rights and obligations of the parties shall, if the contract contains a clause providing for termination for convenience of the Government, be the same as if the notice of termination had been issued pursuant to such clause. If, after notice of termination of this contract under the provisions of this clause, it is determined for any reason that the Contractor was not in default under the provisions of this clause, and if this contract does not contain a clause providing for termination for convenience of the Government, the contract shall be equitably adjusted to compensate for such termination and the contract modified accordingly; failure to agree to any such adjustment shall be a dispute concerning a question of fact within the meaning of the clause of this contract entitled "Disputes."

(f) The rights and remedies of the Government provided in this clause shall not be exclusive and are in addition to any other rights and remedies provided by law or under this contract.

## 12. DISPUTES

(a) Except as otherwise provided in this contract, any dispute concerning a question of fact arising under this contract which is not disposed of by agreement shall be decided by the Contracting Officer, who shall reduce his decision to writing and mail or otherwise furnish a copy thereof to the Contractor. The decision of the Contracting Officer shall be final and conclusive unless, within 30 days from the date of receipt of such copy, the Contractor mails or otherwise furnishes to the Contracting Officer a written appeal addressed to the Attorney General. The decision of the Attorney General or his duly authorized representative shall be final and conclusive unless determined by a court of competent jurisdiction to have been fraudulent, or capricious, or arbitrary, or so grossly erroneous as necessarily to imply bad faith, or not supported by substantial evidence. In connection with any appeal proceeding under this clause, the Contractor shall be afforded an opportunity to be heard and to offer evidence in support of his appeal. Pending final decision of a dispute hereunder, the Contractor shall proceed diligently with the performance of the contract and in accordance with the Contracting Officer's decision.

(b) This "Disputes" clause does not preclude consideration of law questions in connection with decisions provided for in paragraph (a) above:- Provided, That nothing in this contract shall be construed as making final the decision of any administrative official, representative, or board on a question of law.



### 13. NOTICE AND ASSISTANCE REGARDING PATENT AND COPYRIGHT INFRINGEMENT

The provisions of this clause shall be applicable only if the amount of this contract exceeds \$10,000.

(a) The Contractor shall report to the Contracting Officer, promptly and in reasonable written detail, each notice or claim of patent or copyright infringement based on the performance of this contract of which the Contractor has knowledge.

(b) In the event of any claim or suit against the Government on account of any alleged patent or copyright infringement arising out of the performance of this contract or out of the use of any supplies furnished or work or services performed hereunder, the Contractor shall furnish to the Government when requested by the Contracting Officer, all evidence and information in possession of the Contractor pertaining to such suit or claim. Such evidence and information shall be furnished at the expense of the Government except where the Contractor has agreed to indemnify the Government.

### 14. BUY AMERICAN ACT

(a) In acquiring end products, the Buy American Act (41 U.S. Code 10a d) provides that the Government give preference to domestic source end products. For the purpose of this clause:

(i) "components" means those articles, materials, and supplies, which are directly incorporated in the end products;

(ii) "end products" means those articles, materials, and supplies, which are to be acquired under this contract for public use; and

(iii) "a domestic source end product" means (A) an unmanufactured end product which has been mined or produced in the United States and (B) an end product manufactured in the United States if the cost of the components thereof which are mined, produced, or manufactured in the United States exceeds 50 percent of the cost of all its components. For the purposes of this (a) (iii) (B), components of foreign origin of the same type or kind as the products referred to in (b) (ii) or (iii) of this clause shall be treated as components mined, produced, or manufactured in the United States.

(b) The Contractor agrees that there will be delivered under this contract only domestic source end products, except end products;

(i) which are for use outside the United States;

(ii) which the Government determines are not mined, produced, or manufactured in the United States in sufficient and reasonably available commercial quantities and of a satisfactory quality;

(iii) as to which the Secretary determines the domestic preference to be inconsistent with the public interest; or

(iv) as to which the Secretary determines the cost to the Government to be unreasonable.

(The foregoing requirements are administered in accordance with Executive Order No. 10582, dated December 17, 1954.)

### 15. CONVICT LABOR

In connection with the performance of work under this contract, the Contractor agrees not to employ any person undergoing sentence of imprisonment at hard labor.

### 16. OFFICIALS NOT TO BENEFIT

No member of the Legislature, or Delegate to the United States Congress, or official or employee of the Executive Branch of the Government of the Virgin Islands, shall be admitted to any share or part of this contract, or to any benefit that may arise therefrom, but this provision shall not be construed to extend to this contract if made with a corporation for its general benefit.

### 17. COVENANT AGAINST CONTINGENT FEES

The Contractor warrants that no person or selling agency has been employed or retained to solicit or secure this contract upon an agreement or understanding for a commission, percentage, brokerage, or contingent fee, excepting bona fide employees or bona fide established commercial or selling agencies maintained by the Contractor for the purpose of securing business. For breach or violation of this warranty the Government shall have the right to annul this contract without liability or in its discretion to deduct from the contract price or consideration, or otherwise recover, the full amount of such commission, percentage, brokerage, or contingent fee.



# ADDENDUM III

## TERMINATION OF CONTRACTS

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### CONVENIENCE OF THE GOVERNMENT

- (a) The performance of work under this contract may be terminated by the Government in accordance with this clause in whole, or from time to time in part, whenever the Contracting Officer shall determine that such termination is in the best interest of the Government. Any such termination shall be effected by delivery to the Contractor of a Notice of Termination specifying the extent to which performance by delivery to the Contractor of a Notice of Termination specifying the extent to which performance of work under the contract is terminated, and the date upon which such termination becomes effective.
- (b) After receipt of a Notice of Termination, and except as otherwise directed by the Contracting Officer, the Contractor shall:
  - (i) stop work under the contract on the date and to the extent specified in the Notice of Termination;
  - (ii) place no further orders or subcontracts for materials, services or facilities, except as may be necessary for completion of such portion of the work under the contract as is not terminated;
  - (iii) terminate all orders and subcontracts to the extent that they relate to the performance of work terminated by the Notice of Termination;
  - (iv) assign to the Government, in the manner, at the times, and to the extent directed by the Contracting Officer, all of the right, title, and interest of the Contractor under the orders and subcontracts so terminated, in which case the Government shall have the right, in its discretion, to settle or pay any or all claims arising out of the termination of such orders and subcontracts;
  - (v) settle all outstanding liabilities and all claims arising out of such termination of orders and subcontracts, with the approval or ratification of the Contracting Officer, to the extent, he may require, which approval or ratification shall be final for all the purposes of this clause;
  - (vi) transfer title and deliver to the Government in the manner, at the times, and to the extent, if any, directed by the Contracting Officer (A) the fabricated or unfabricated parts, work in progress, completed work, supplies, and other material produced as a part of, or acquired in connection with the

performance of, the work terminated by the Notice of Termination, and (B) the completed or partially completed plans, drawings, information, and other property which, if the contract had been completed, would have been required to be furnished to the Government.

- (vii) use his best efforts to sell, in the manner, at the times, to the extent, and at the price or prices directed or authorized by the Commissioner of Property and Procurement, any property of the types referred to in (vi) above; provided, however, that the Contractor (A) shall not be required to extend credit to any purchaser, and (B) may acquire any such property under the conditions prescribed by and at the price or prices approved by the Commissioner of Property and Procurement and provided further that the proceeds of any such transfer or disposition shall be applied in reduction of any payments to be made by the Government to the Contractor under this contract or shall otherwise be credited to the price or cost of the work covered by this contract or paid in such other manner as the Commissioner of Property and Procurement may direct;
  - (viii) complete performance of such part of the work as shall not have been terminated by the Notice of Termination; and
  - (ix) take such action as may be necessary, or as the Commissioner of Property and Procurement may direct, for the protection and preservation of the property related to this contract which is in the possession of the Contractor and in which the Government has or may acquire an interest.
- (c) After receipt of the Notice of Termination, the Contractor shall submit to the Commissioner of Property and Procurement his termination claim, in the form and with certification prescribed by the Commissioner of Property and Procurement. Such claim shall be submitted promptly but in no event later than one year from the effective date of termination, unless one or more extensions in writing are granted by the Commissioner of Property and Procurement, upon request of the Contractor made in writing within such one year period or authorized extension thereof. However, if the Commissioner of Property and Procurement determines that the facts justify such action, he may receive and act upon failure of the Contractor to submit his termination claim within the time allowed, the Commissioner of Property and Procurement may determine, on the basis of information available to him, the amount, if any, due to the Contractor by any reason of the termination and shall thereupon pay to the Contractor the amount so determined.
- (d) Subject to the provisions of paragraph (c), the Contractor and the Commissioner of Property and Procurement may agree upon the whole or any part of the amount or amounts to be paid to the Contractor by reason of the total or partial termination of work pursuant to this clause, which amount or amounts may include a reasonable allowance for profit on work done; provided, that such agreed amount or amounts, exclusive of settlement costs, shall not exceed the total contract price as reduced by the amount of payments otherwise made and as further reduced by the contract price of work not



terminated. The contract shall be amended accordingly, and the Contractor shall be paid the agreed amount. Nothing in paragraph (e) of this clause, prescribing the amount to be paid to the Contractor in the event of failure of the Contractor and the Commissioner of Property and Procurement to agree upon the whole amount to be paid to the Contractor by reason of the termination of work pursuant to this clause, shall be deemed to limit, restrict or otherwise determine or affect the amount or amounts which may be agreed to be paid to the Contractor pursuant to this paragraph (d):

- (i) for completed supplies, materials and equipment or services accepted by the Government (or sold or acquired as provided in paragraph (b) (vii) above) and not theretofore paid for, a sum equivalent to the aggregate price for such supplies or services computed in accordance with the price or prices specified in the contract, appropriately adjusted for any saving for freight or other charges;
- (ii) the total of —
  - (A) the costs incurred in the performance of the work terminated, including initial costs and preparatory expense allocable thereto, but exclusive of any costs attributable to supplies or services paid or to be paid for under paragraph (e) (i) hereof;
  - (B) the cost settling and paying claims arising out of the termination of work under subcontracts or orders, as provided in paragraph (b) (v) above, which are properly chargeable to the terminated portion of the contract (exclusive of amounts paid or payable on account of supplies or materials delivered or services furnished by subcontractors or vendors prior to the effective date of the Notice of Termination, which amounts shall be included in the costs payable under (A) above; and
  - (C) a sum, as profit on (A) above, determined by the Contracting Officer to be fair and reasonable; provided, however, that if it appears that the Contractor would have sustained a loss on the entire contract had it been completed, no profit shall be included or allowed under this subdivision (C) and an appropriate adjustment shall be made reducing the amount of the settlement to reflect the indicated rate of loss; and
- (iii) the reasonable costs of settlement, including accounting, legal, clerical and other expenses reasonably necessary for the preparation of settlement claims and supporting data with respect to the terminated portion of the contract and for the termination and settlement of subcontract thereunder, together with reasonable storage, transportation and other costs incurred in connection with the protection or disposition of property allocable to this contract.



# ADDENDUM IV

## *Provisions from 2 CFR 200 - Appendix II*

### 1. EQUAL EMPLOYMENT OPPORTUNITY

During the performance of this contract, the Contractor agrees as follows:

(1) The Contractor will not discriminate against any employee or applicant for employment because of race, color, religion, sex, or national origin. The Contractor will take affirmative action to ensure that applicants are employed, and that during employment, employees are treated without regard to their race, color, religion, sex, or national origin. Such action shall include, but not be limited to the following: Employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided setting forth the provisions of this nondiscrimination clause.

(2) The Contractor will, in all solicitations or advertisements for employees placed by or on behalf of the Contractor, state that all qualified applicants will receive considerations for employment without regard to race, color, religion, sex, or national origin.

(3) The Contractor will send to each labor union or representative of workers with which he has a collective bargaining agreement or other contract or understanding, a notice to be provided advising the said labor union or workers' representatives of the contractor's commitments under this section, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

(4) The Contractor will comply with all provisions of Executive Order 11246 of September 24, 1965, and of the rules, regulations, and relevant orders of the Secretary of Labor.

(5) The Contractor will furnish all information and reports required by Executive Order 11246 of September 24, 1965, and by rules, regulations, and orders of the Secretary of Labor, or pursuant thereto, and will permit access to his books, records, and accounts by the administering agency and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations, and orders.

(6) In the event of the Contractor's noncompliance with the nondiscrimination clauses of this contract or with any of the said rules, regulations, or orders, this contract may be canceled, terminated, or suspended in whole or in part and the contractor may be declared ineligible for further Government contracts or federally assisted construction contracts in accordance with procedures authorized in Executive Order 11246 of September 24, 1965, and such other sanctions as may be imposed and remedies invoked as provided in Executive Order 11246 of September 24, 1965, or by rule, regulation, or order of the Secretary of Labor, or as otherwise provided by law.

(7) The Contractor will include the portion of the sentence immediately preceding paragraph (1) and the provisions of paragraphs (1) through (7) in every subcontract or purchase order unless exempted by rules, regulations, or orders of the Secretary of Labor issued pursuant to section 204

of Executive Order 11246 of September 24, 1965, so that such provisions will be binding upon each subcontractor or vendor. The Contractor will take such action with respect to any subcontract or purchase order as the administering agency may direct as a means of enforcing such provisions, including sanctions for noncompliance: Provided, however, that in the event a contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by the administering agency the contractor may request the United States to enter into such litigation to protect the interests of the United States.

## **2. COMPLIANCE WITH THE CONTRACT WORK HOURS AND SAFETY STANDARDS ACT**

(1) Overtime requirements. No contractor or subcontractor contracting for any part of the contract work which may require or involve the employment of laborers or mechanics shall require or permit any such laborer or mechanic in any workweek in which he or she is employed on such work to work in excess of forty hours in such workweek unless such laborer or mechanic receives compensation at a rate not less than one and one-half times the basic rate of pay for all hours worked in excess of forty hours in such workweek.

(2) Violation; liability for unpaid wages; liquidated damages. In the event of any violation of the clause set forth in paragraph (1) of this section the contractor and any subcontractor responsible therefor shall be liable for the unpaid wages. In addition, such contractor and subcontractor shall be liable to the United States (in the case of work done under contract for the District of Columbia or a territory, to such District or to such territory), for liquidated damages. Such liquidated damages shall be computed with respect to each individual laborer or mechanic, including watchmen and guards, employed in violation of the clause set forth in paragraph (1) of this section, in the sum of \$10 for each calendar day on which such individual was required or permitted to work in excess of the standard workweek of forty hours without payment of the overtime wages required by the clause set forth in paragraph (1) of this section.

(3) Withholding for unpaid wages and liquidated damages. The Department of Labor shall upon its own action or upon written request of an authorized representative of the Department of Labor withhold or cause to be withheld, from any moneys payable on account of work performed by the contractor or subcontractor under any such contract or any other Federal contract with the same prime contractor, or any other federally-assisted contract subject to the Contract Work Hours and Safety Standards Act, which is held by the same prime contractor, such sums as may be determined to be necessary to satisfy any liabilities of such contractor or subcontractor for unpaid wages and liquidated damages as provided in the clause set forth in paragraph (2) of this section.

(4) Subcontracts. The contractor or subcontractor shall insert in any subcontracts the clauses set forth in paragraph (1) through (4) of this section and also a clause requiring the subcontractors to include these clauses in any lower tier subcontracts. The prime contractor shall be responsible for compliance by any subcontractor or lower tier subcontractor with the clauses set forth in paragraphs (1) through (4) of this section.



### 3. CLEAN AIR ACT AND THE FEDERAL WATER POLLUTION CONTROL ACT

#### Clean Air Act.

(1) The contractor agrees to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act, as amended, 42 U.S.C. § 7401 *et seq.*

(2) The contractor agrees to report each violation to the Department of Planning and Natural Resources (DPNR) understands and agrees that the DPNR will, in turn, report each violation as required to assure notification to the Government, Federal Emergency Management Agency, and the appropriate Environmental Protection Agency Regional Office.

(3) The contractor agrees to include these requirements in each subcontract exceeding \$150,000 financed in whole or in part with Federal assistance provided by FEMA.

#### Federal Water Pollution Control Act.

(1) The contractor agrees to comply with all applicable standards, orders or regulations issued pursuant to the Federal Water Pollution Control Act, as amended, 33 U.S.C. 1251 *et seq.*

(2) The contractor agrees to report each violation to the DPNR and understands and agrees that the DPNR will, in turn, report each violation as required to assure notification to the Government, Federal Emergency Management Agency, and the appropriate Environmental Protection Agency Regional Office.

(3) The contractor agrees to include these requirements in each subcontract exceeding \$150,000 financed in whole or in part with Federal assistance provided by the Federal Emergency Management Agency.

### 4. SUSPENSION AND DEBARMENT

(1) This Contract is a covered transaction for purposes of 2 C.F.R. pt. 180 and 2 C.F.R. pt. 3000. As such the Contractor is required to verify that none of the contractor, its principals (defined at 2 C.F.R. § 180.995), or its affiliates (defined at 2 C.F.R. § 180.905) are excluded (defined at 2 C.F.R. § 180.940) or disqualified (defined at 2 C.F.R. § 180.935).

(2) The Contractor must comply with 2 C.F.R. pt. 180, subpart C and 2 C.F.R. pt. 3000, subpart C and must include a requirement to comply with these regulations in any lower tier covered transaction it enters into.

(3) This certification is a material representation of fact relied upon by the Government. If it is later determined that the contractor did not comply with 2 C.F.R. pt. 180, subpart C and 2 C.F.R. pt. 3000, subpart C, in addition to remedies available to the Government, the Federal Government may pursue available remedies, including but not limited to suspension and/or debarment.

(4) The bidder or proposer agrees to comply with the requirements of 2 C.F.R. pt. 180, subpart C and 2 C.F.R. pt. 3000, subpart C while this offer is valid and throughout the period of any contract that may arise from this offer. The bidder or proposer further agrees to include a provision requiring such compliance in its lower tier covered transactions.



## 5. BYRD ANTI-LOBBYING

Contractors who apply or bid for an award of \$100,000 or more shall file the required certification. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant, or any other award covered by 31 U.S.C. § 1352. Each tier shall also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the Government.

## 6. PROCUREMENT OF RECOVERED MATERIALS

(1) In the performance of this contract, the Contractor shall make maximum use of products containing recovered materials that are EPA- designated items unless the product cannot be acquired—

(i) Competitively within a timeframe providing for compliance with the contract performance schedule;

(ii) Meeting contract performance requirements; or

(iii) At a reasonable price.

(2) Information about this requirement, along with the list of EPA-designate items, is available at EPA's Comprehensive Procurement Guidelines web site, <https://www.epa.gov/smm/comprehensive-procurement-guideline-cpg-program>.

## 7. ACCESS TO RECORDS

The following access to records requirements apply to this contract:

(1) The Contractor agrees to provide the Government, the Federal Emergency Management Agency Administrator, the Comptroller General of the United States, or any of their authorized representatives access to any books, documents, papers, and records of the Contractor which are directly pertinent to this contract for the purposes of making audits, examinations, excerpts, and transcriptions.

(2) The Contractor agrees to permit any of the foregoing parties to reproduce by any means whatsoever or to copy excerpts and transcriptions as reasonably needed.

(3) The contractor agrees to provide the Federal Emergency Management Agency Administrator or his/her authorized representatives access to construction or other work sites pertaining to the work being completed under the contract

## **8. INDEMNIFICATION**

Contractor agrees to indemnify, defend and hold harmless Government from and against any and all loss, damage, liability, claims, demands, detriments, costs, charges and expenses (including attorney's fees) and causes of action of whatsoever character which Government may incur, sustain or be subjected to, arising out of or in any way connected to the services to be performed by Contractor under this Contract and arising from any cause, except the sole negligence of Government.

## **9. RIGHT TO WITHHOLD**

If work under this contract is not performed in accordance with the terms hereof, Government will have the right to withhold out of any payment due to contractor, such sums as Government may deem ample to protect it against loss or to assure payment of claims arising therefrom, and, at its option, Government may apply such sums in such manner as Government may deem proper to secure itself or to satisfy such claims. Government will immediately notify the contractor in writing in the event that it elects to exercise its right to withhold.

No such withholding or application shall be made by Government if and while contractor gives satisfactory assurance to Government that such claims will be paid by contractor or its insurance carrier, if applicable in the event that such contest is not successful.

**Certification for Contracts, Grants, Loans, and Cooperative Agreements**

**(To be submitted with each bid or offer exceeding \$100,000)**

The undersigned Michael DeGracco certifies, to the best of his or her knowledge, that:


1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form- LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

3. The undersigned shall require that the language of this certification be included in the award documents for all sub awards at all tiers (including subcontracts, sub grants, and contracts under grants, loans, and cooperative agreements) and that all sub recipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered. Submission of this certification is a prerequisite for making or entering this transaction imposed by 31, U.S.C. § 1352 (as amended by the Lobbying Disclosure Act of 1995). Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

The Contractor, Leather M-TTZ, LLC, certifies or affirms the truthfulness and accuracy of each statement of its certification and disclosure, if any. In addition, the Contractor understands and agrees that the provisions of 31 U.S.C. § 3801 *et seq.*, apply to this certification and disclosure, if any.

  
\_\_\_\_\_  
Signature of Contractor's Authorized Official

MICHAEL DEGRACCO MEMBER  
\_\_\_\_\_  
Name and Title of Contractor's Authorized Official

12/17/20  
\_\_\_\_\_  
Date



# ADDENDUM V

## TERMS AND CONDITIONS OF THE INVITATION FOR BIDS (SUPPLY CONTRACTS)

**1. PREPARATION OF BIDS:** (a) Bidders are expected to examine the drawings, specifications, invitations, and all instructions. Failure to do so **will** be at the bidder's risk. (b) Bids must be in ink or printed on the bid forms furnished herewith. Bids submitted in pencil will be rejected. Bids containing alterations or erasures **will** be rejected, unless the alteration or erasure is crossed out and correction thereof printed in ink or typewritten adjacent thereto and initialed by the person signing the bid. In addition, a statement must be furnished with the bid, signed by the bidder explaining the correction of the alteration or erasure. (c) If the bidder is a partnership, a letter of authorization shall be furnished and signed by all of the general partners. If the bidder is a proprietor, and the person signing the bid is other than the owner, a letter of authorization signed by the owner shall be furnished. The Contracting Officer will retain all such proof on file for acceptance of future bids, if requested to do so. (d) The bidder must sign his proposal correctly and in ink. If the proposal is offered by an individual or partnership, his name, office and post office addresses must be shown. If offered by a corporation, the person signing the proposal must give his name, title, and business address. Anyone signing a proposal as agent must file legal evidence of his authority to do so, and that the signature is binding upon the firm or corporation. (e) Alternate bids will not be considered unless authorized by the invitation. Alternate bids are those offered which do not meet the specification and are not considered approved equal to the item specified. (f) When not otherwise specified, the bidder must state a definite time of proposed delivery. (g) Time, if stated as a number of days will include Sundays and holidays. **2. SUBMISSION OF BIDS:** (a) Bids and modifications thereof shall be enclosed in sealed envelopes addressed to the issuing office, with the name and address of the bidder, the date and hour of opening, and the invitation number on the face of the envelope. Bids shall be submitted so as to be received in the Office of the Contracting Officer not later than the exact time set for opening of bids. To be considered for award, a bid must comply in all material respects with the invitation for bids so that, both as to the method and timeliness of submission, and as to the substance of any resulting contract, all bidders may stand on an equal footing and the integrity of the formal advertising system may be maintained.

(b) Sample of items, when required, must be submitted within the time specified, and unless otherwise specified by the Government. If not destroyed by testing, samples will be returned at bidders' request and expense unless otherwise specified by the Invitation. (c) In the event no bid is to be submitted, Bidders are advised not to return the Invitation unless otherwise specified. However, a letter or post card shall be sent to the Issuing Office advising whether future Invitations for the type of supplies or services covered by the Invitation is desired. Failure to so advise the Issuing Office may be interpreted against the bidder. **3. WITHDRAWAL OF BIDS:** Bids may be withdrawn only by written notice provided that such notice is received prior to the time set for opening of the bid. **4. LATE BIDS:** (a) Bids received at the Office of the Contracting Officer after the precise time set in the Invitation for Bids are late bids. (b) A late bid shall be considered for award only if it is received before award; and either; (i) It was sent by mail including registered or certified for which an official dated post office stamp (*Postmark*) on the envelope has been obtained, and it is determined that the lateness was due solely to a delay in the mails for which the bidder was not responsible; or (ii) If submitted by mail it was received at the Office of the Contracting Officer in sufficient time to be opened as required in the Invitation but except for delay due to mishandling on the part of the Government. The only evidence acceptable to establish timely receipt at the Office of the Contracting Officer is that which can be established upon examination of an appropriate time stamp or a written statement from an official of the U. S. Postal Service. (c) **Hand-Carried Bids:** A late hand-carried bid, or any other late bid not submitted by mail. (d) **Registered Mail:** The time of mailing of a late bid, mailed by registered mail, may be determined by the date of the postmark on the registered mail receipt or registered mail wrapper. The time of mailing shall be deemed to be the last minute of the date shown in such postmark unless the bidder furnishes evidence from the post office station of mailing which establishes an earlier time. If the postmark does not show a date, the bid shall be deemed to have been mailed too late unless the bidder furnishes evidence from the post office of mailing which establishes timely mailing. (e) **Certified Mail:** The time of mailing a late bid; mailed by Certified Mail for which a postmarked Receipt for Certified Mail was obtained, shall be deemed to be the last minute of the date shown on the postmark on such receipt where: (i) the Receipt for Certified Mail identifies the post office station of mailing and the bidder furnishes evidence from such station that the business day of that station ended at an earlier time, in which case the time of mailing shall be deemed to be last minute of the business day of that station; or (ii) an entry in ink on

the Receipt of Certified Mail, showing the time of mailing and the initials of the postal employee receiving the item and making the entry, is appropriately verified in writing by the post office station of mailing in which case the time of mailing shall be the time shown in the entry. If the postmark does not show a date, the bid shall be deemed to have been mailed too late. (f) **Metered Mail:** Bids or modifications thereof transmitted in a metered envelope received after the time set for opening will be deemed to have been mailed on the last minute of the day indicated by the metered stamp unless in such event a bidder is able to submit clear and convincing proof as to the actual or approximate time of mailing. **5. IDENTIFICATION OF OFFER:** Bidders shall show brand name, catalog number, model and so forth as applicable on bid form covering the product they are bidding on and propose to furnish. If not shown, it will be considered and understood to be that the make and model, shown in the Schedule, as a reference, will be supplied. **6. CASH DISCOUNT PROVISIONS:** (a) Discounts offered for a period of less than 20 days will not be considered in making award. Bid offering discounts for payment within periods in excess of twenty (20) days will be evaluated for the purpose of award. (b) In connection with discounts offered, time will be completed from date of acceptance of the supplies by the Government. Provided, however, that the Government is not unreasonably nor unduly negligent in accepting shipment. **7. AWARD OF CONTRACT:** (a) Unless all bids are rejected, award will be made by written notice, within the time specified for acceptance, to that responsible bidder whose bid, conforming to the Invitation for Bids, offers the most advantageous service to the Government, quality offered, delivery terms and service reputation taken into consideration. (b) The Government may award items separately or by grouping items in total lots. (c) Bidder acknowledges that all quantities listed on the bid sheet or any awarded contract are estimates and the Government will only purchase items based on its actual needs which may or may not amount to the total estimated quantities. **8. REJECTION OF BIDS:** The Government may, after opening but prior to award and within the time specified for acceptance, reject any or all bids, or the bid for any one or more commodities or contracted services included in the proposed contract, when the public interest will be served thereby. **9. PRICES:** (a) All prices bid shall be firm and not subject to increase if accepted during the acceptance period. Bids containing an "escalation clause" will not be considered unless specifically authorized by the Government in the Invitation for Bids. (b) For each item bid, a unit price and a total for the quantity must be stated. The unit price shall always control. (c) All prices shall be F.O.B. (Free On Board) destination. The seller hereunder must at his own expense and risk, transport the goods to the named place and there, tender delivery.

# ADDENDUM IV

## COMPENSATION

The Government, in consideration of the satisfactory performance of the services described in the bid's Scope of Work, agrees to make progress payments based on the invoices submitted by the Contractor, **Leather VI-TTZ, LLC dba Business World**. The parties further agree that payments will be made in accordance to actual work performed.