

**VIRGINIA MILITARY INSTITUTE**  
Lexington, Virginia 24450

PURCHASING OFFICE  
Phone 540-464-7323  
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**COMMONWEALTH OF VIRGINIA**  
**STANDARD CONTRACT**

Contract Number: V211-19-006

This contract entered into this 24th day of September 2018 between Balfour Yearbooks; FIN: 75-1251430, hereinafter known as the "Contractor" and the Commonwealth of Virginia, Virginia Military Institute, hereinafter known as the "Purchasing Agency".

**WITNESSETH** that the Contractor and the Purchasing Agency, in consideration of the mutual covenants, promises and agreements herein contained, agree as follows:

**SCOPE OF CONTRACT:** The contractor shall provide yearbook printing services in accordance with their response by proposal to RFP #V211-19-006. In addition, the Contractor shall provide VMI with a \$2,000 (Two thousand and 00/100 dollars) technology credit. The Contractor also agrees to sponsor one (1) annual Cadet Life activity which raises funds for non-profit organizations (i.e. Special Olympics, American Red Cross, etc.) during the term of this contract.

**PERIOD OF PERFORMANCE:** 24 September 2018 – 30 June 2023 (with 5 successive 1 year renewals).

**COMPENSATION AND METHOD OF PAYMENT:** The Contractor shall be paid the base price \$35,136 (Thirty-five thousand, One hundred thirty-six and 00/100 dollars) as submitted and agreed on pages 6-9 of the Contractor's proposal referencing Section VI, Paragraph B, Item 5a of the RFP. In accordance with the Commonwealth of Virginia's *Prompt Payment Act* terms are Net 30 days from receipt of invoice.

**CONTRACT DOCUMENTS:** The contract documents shall consist of:

- (1) This signed form
- (2) The Contractor's Proposal/Bid and any modifications, if applicable
- (3) Commonwealth of Virginia Terms & Conditions
- (4) Special Terms and Conditions as Required

**IN WITNESS WHEREOF**, the parties have caused this Contract to be duly executed intending to be bound thereby.

**CONTRACTOR:**

**PURCHASING AGENCY:**

By: Tami R Stalcup

By: Lynn Carmack

For: Taylor Publishing d/b/a Balfour

For: Virginia Military Institute

Title: Senior Yearbook Representative

Title: Assistant Director of Procurement Services



COMMONWEALTH OF VIRGINIA

**NOTICE OF AWARD**

DATE: **24 September 2018**

PROJECT: **Yearbook Printing (*The Bomb*)**

IN RESPONSE TO RFP # **V211-19-006** issued on **8 July 2018**

OFFEROR: **Balfour**

Contracting Officer: MAJ Lynn W. Carmack, CUPO, CPSM, CPPO