

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**