

DFS05 Specifications and Conditions

1) Orders shall be delivered within seven (7) working days after orders are received. Emergency orders shall be delivered within three (3) working days after orders are received. Spending units must be advised in writing if orders will be delayed for any reason. Contractor shall carry an adequate stock to insure such delivery service for the duration of the contract.

All deliveries shall be made during normal working hours, on a schedule that meets the requirements of each Agency.

2) All orders from this contract, with the exception of those totaling \$100.00 or less must be F.O.B: Destination. (All prices entered on the pricing pages shall include all delivery and freight charges.)

Agencies may make purchases of less than \$100.00 from any local source to eliminate shipping/freight charges. (Agencies are not permitted to string orders to circumvent the use of this contract.)

If an Agency chooses to order less than the \$100.00 minimum, any transportation costs will be invoiced as a separate charge on the invoice.

3) All products shall be highly efficient and effective in the performance of the tasks for which the product is designed.

4) Contractor shall remove any product on this contract that an Agency has received and determined the product is unsatisfactory in performance and/or is not suitable for their facility. This shall be done at no cost to the Agency.

5) Verification of product quality is the responsibility of the vendor. The State of West Virginia may require certified mail test data, certifications or samples for testing of material bid.

All costs of test samples shall be borne by the vendor as well as freight costs to and from the Agency.

6) The successful bidder shall not substitute any other brand from those awarded, nor sell any additional items under their contract not specifically covered herein, without prior written permission of the Purchasing Division.

7) Vendors must be either a manufacturer or regular, stocking dealer for the products they propose to offer and must carry a reasonable inventory of these products to meet the needs of state agencies. Vendors must agree to allow their

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stockrooms and warehousing facilities to be inspected by Division of Purchasing at any time during the contract period.

8) Successful vendor is to provide a nine month summary report of procurement volumes by item and dollar amounts. This report must also include any purchases made by any political subdivisions as well as State Agencies in the State of West Virginia. This is a single report which is to be furnished at the beginning of the tenth month of the contract. The report is to be sent to:

Betty Francisco
Department of Administration
Purchasing Division
2019 Washington Street, East
P. O. Box 50130
Charleston, WV 25305-0130