

**STATEMENT OF WORK
DGS BADGING SUPPLIES
6100062870**

CONTRACT SCOPE/OVERVIEW. The Department of General Services (DGS), on behalf of Property and Asset Management is seeking to procure badging materials to include HID badges, ribbons, lanyards, etc. that are interactive with the Commonwealth's existing security system.

METHOD OF AWARD. This is a single award contract. The Commonwealth will award a contract by low cost to the responsible and responsive bidder who meets the eligibility requirements. No work or materials provided without the issuance of a purchase order.

SUBCONTRACTING. Not applicable for this project.

PRICING. Bidders must submit a price for each line item electronically within the Supplier Relationship Management (SRM) system bid to be held for the first year of the contract. Quoted pricing for subsequent renewal years will be provided to DGS, as requested.

The following materials to be purchased, include but are not limited to:

Blank PVC Cards – White - 10 Mils – 3 3/8” x 2 1/8”
HID, Prox programmed, MIFARE
Round Retractable Badge Reel with Clear Vinyl Strap, Slide Belt Clip (34” cord)
Deluxe Steel Strap Clip – Vinyl – Clear - 2 3/4”
Heavy-Duty Flexible Vertical Badge Holder for Slotted Cards, (Outer 2.25”x3”, Inner 2.6”x3.67”)
Full Color Ribbon for DTC 4000 & DTC 4250E
Clean Kit, DTC 4500

PURCHASE ORDER TERM. The initial term of the purchase order will be for one (1) year w/ four (4) 1-year renewal options. Services to begin once PO is fully executed. The Commonwealth reserves the right, upon notice to the Contractor, to extend any single term of the Contract for up to three (3) months upon the same terms and conditions.

ESTIMATED QUANTITIES. All quantities and material types are estimated. Commonwealth reserves the right to add/remove materials as necessary.

INVOICING. Invoices should be submitted timely following shipment/delivery of product(s). Purchase order should be referenced on invoice(s).