



COMMONWEALTH OF VIRGINIA
DEPARTMENT OF CONSERVATION AND RECREATION (DCR)
600 East Main Street, Richmond, VA 23219

Quick Quote # QQ123191
SMALL BUSINESS PRIORITY SET ASIDE

Issue Date: June 26, 2026
Title: Virginia State Parks – Tote Bags FY27
Commodity Code: 53050 – Duffle & Tote Bags; 96684-Silk Screen Printing; 96686 Specialty Printing;

Bids Due: 3:30PM (EST) on July 17, 2026

Locations of Service/Shipping: Department of Conservation and Recreation
Pocahontas State Park Logistics Center
10301 State Park Road
Chesterfield , Virginia 23832

All Inquiries for Information Should Be Directed To: Michael Timms, Logistics Coordinator at. Michael.Timms@dcr.virginia.gov (Logistics Coordinator) no later than **1:00 PM EST on July 13, 2026**. Please **include Quick Quote Number Reference in the subject of the email**. If the Agency concludes that questions and answers require a change in scope of work, all questions and answers will be provided by addendum to be **posted on** www.eva.virginia.gov. It is the responsibility of the Bidder to download the addendum to obtain the information.

Electronic Bid Submissions ONLY will be accepted for this solicitation. Complete instructions for bid submission can be found in Section III of this document. **Bids submitted via fax, email or mailed in WILL NOT be accepted.**

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Attachment A-Required Terms and Conditions
Attachment B-Shopping Bag 2026 Artwork

Note: This public body does not discriminate against faith-based organizations in accordance with the Code of Virginia, § 2.2-4343.1 or against a bidder or offeror because of race, religion, color, sex, national origin, age, disability, sexual orientation, gender identity, political affiliation, or veteran status, status as a military family, or any other basis prohibited by state law relating to discrimination in employment. Faith based organizations may request that the issuing agency not include subparagraph 1.f in General Terms and Condition C. Such a request shall be in writing and explain why an exception should be made in that invitation to bid or request for proposal.

I. **PURPOSE AND BACKGROUND:** The purpose and intent of this Quick Quote is to obtain a fixed price bid to provide & deliver 10000 (sample picture and design in attachments) woven bags 13.5” x 8”x15.5” x 8” –minimum 140 gsm, CMYK color profile Darker Green contour lines: C:93, M:41, Y:100, K:54 Lighter Green Background: C:91, M:34, Y:100, K:50 green topography, 100% recycled woven polypropylene OR Agency Approved Equivalent meeting the specifications herein.

II. **SCOPE OF WORK and SPECIFICATIONS:**

A. **General Specifications & Requirements:**

Contractor shall provide product of quality for highest market standard without defect, supplies and labor for imprinting of Department of Conservation and Recreation, State Parks provided logo on products listed below. Items to be shipped FOB Destination to State Parks Logistics Center, 10301 State Park Road, Chesterfield, Virginia 23238. See attached logo, imprint will be only on 1 side, in White, to be delivered within 90 days of award of the bid or agency approved timeframe upon award. A Sample bag shall be submitted to State Parks for evaluation prior to production. Artwork to be provided upon award of bid.

1. 10000 (sample picture and design in attachments) woven bags 13.5” x 8”x15.5” x 8” – minimum 140 gsm, CMYK color profile Darker Green contour lines: C:93, M:41, Y:100, K:54 Lighter Green Background: C:91, M:34, Y:100, K:50 green topography, 100% recycled woven polypropylene (imprinted white with logo one side and with the green topography print on all sides , Handle 1”wide x 20”long, Packaged 200 per case/box or Agency approved equal product.

A. **Delivery and Packaging Requirements:**

1. Contractor/Vendor shall deliver immediately but no later than ninety (90) days of award of the bid or agency approved timeframe upon award.
2. Bid must include FOB delivery to:

Logistics Center Pocahontas State Park
10301 State Park Road
Chesterfield, VA 23832

Contact: Michael Timms
804-796-4256

3. Contractor/Vendor **shall notify 48 hours prior to delivery** to the listed contact.

III. **BID INSTRUCTIONS:**

A. **ELECTRONIC BID Submissions ONLY**

If a bidder needs assistance submitting an electronic response, the Bidder must contact eVA Customer Care at 866-289-7367 or email eVACustomerCare@dgs.virginia.gov well in advance of the bid closing date and time.

Please include with your bid the following items to be considered a complete bid package:

- * Specifications Sheet of Item Bid (Including if exact item bid) CUT SHEET
- * Signed Addendums (if any)

Questions related to how to complete the required attachments should be directed to the Contracting Officer via email Michael.Timms@dcv.virginia.gov , no later than five (5) days prior to the close of bidding to ensure that answers can be returned.

It is the responsibility of the bidder to ensure that his/her bid is submitted electronically prior to the time set for receipt of bids. Bids received after the time designated for receipt of bids will not be considered.

IV. **GENERAL TERMS AND CONDITIONS:** See additional attachment entitled “Required Terms and Conditions.

V. **SPECIAL TERMS AND CONDITIONS:**

- A. **AUDIT:** The contractor shall retain all books, records, and other documents relative to this contract for five (5) years after final payment, or until audited by the Commonwealth of Virginia, whichever is sooner. The agency, its authorized agents, and/or state auditors shall have full access to and the right to examine any of said materials during said period.
- B. **AVAILABILITY OF FUNDS:** It is understood and agreed between the parties herein that the agency shall be bound here under only to the extent that the legislature has appropriated funds that are legally available or may hereafter become legally available for the purpose of this agreement.
- C. **AWARD and EVALUATION:** The Commonwealth will make the award(s) on a grand total basis to the lowest responsive and responsible bidder that is a DSBSD-certified micro business if such a bid is received, provided that the bid is less than \$10,000 and the agency in its sole discretion determines that the bid price is fair and reasonable. Otherwise, award of the contract shall be made to the lowest responsive and responsible bidder that is a DSBSD-certified small business if such a bid is received, provided that the bid is not more than \$100,000 and the agency in its sole discretion determines that the bid price is fair and reasonable. If, in the agency’s opinion, the criteria in the previous two sentences are not present, then award shall be made to the lowest responsive and responsible bidder of any size, provided the agency in its sole discretion determines that the price is fair and reasonable. If applicable, unit prices, extensions and grand total must be shown. In case of arithmetic errors, the unit price will govern. If cash discount for prompt payment is offered, it must be clearly shown in the space provided.

Discounts for early prompt payment will not be considered in making awards. The State reserves the right to reject any and all bids in whole or in part, to waive any informality, and to delete items prior to making an award

- D. BID ACCEPTANCE PERIOD:** Any bid in response to this solicitation shall be valid for (60) days. At the end of the (60) days the bid may be withdrawn at the written request of the bidder. If the bid is not withdrawn at that time it remains in effect until an award is made or the solicitation is canceled.
- E. BID PRICES:** Bid shall be in the form of a firm all-inclusive price for complete services.
- F. eVA ORDERS AND CONTRACTS:** The solicitation/contract will result in (1) One purchase order(s) with the applicable eVA transaction fee assessed for each order.
- G. eVA BUSINESS-TO-GOVERNMENT VENDOR REGISTRATION, CONTRACTS, AND ORDERS:** The eVA Internet electronic procurement solution, web site portal www.eVA.virginia.gov, streamlines and automates government purchasing activities in the Commonwealth. The eVA portal is the gateway for vendors to conduct business with state agencies and public bodies. All vendors desiring to provide goods and/or services to the Commonwealth shall participate in the eVA Internet e-procurement solution by completing the free eVA Vendor Registration. All bidders must register in eVA and pay the Vendor Transaction Fees specified below; failure to register will result in the bid/proposal being rejected. Vendor transaction fees are determined by the date the original purchase order is issued and the current fees are as follows:
- a. For orders issued July 1, 2014, and after, the Vendor Transaction Fee is:
 - (i) DSBSD-certified Small Businesses: 1%, capped at \$500 per order.
 - (ii) Businesses that are not DSBSD-certified Small Businesses: 1%, capped at \$1,500 per order.
 - b. Refer to Special Term and Condition “eVA Orders and Contracts” to identify the number of purchase orders that will be issued as a result of this solicitation/contract with the eVA transaction fee specified above assessed for each order.
- For orders issued prior to July 1, 2014, the vendor transaction fees can be found at www.eVA.virginia.gov.
- The specified vendor transaction fee will be invoiced, by the Commonwealth of Virginia Department of General Services, typically within 60 days of the order issue date. Any adjustments (increases/decreases) will be handled through purchase order changes.
- H. EXTRA CHARGES NOT ALLOWED:** The bid price shall be for complete and shall include all applicable fees to perform the services herein; extra charges will not be allowed.
- I. FEDERALLY IMPOSED TARIFFS:** In the event that the President of the United States, the United States Congress, Customs and Border Protection, or any other federal entity authorized by law, imposes an import duty or tariff (a “tariff”), on an imported good that results in an increase in contractor’s costs to a level that renders performance under the Agreement impracticable, the Commonwealth may agree to an increase to the purchase price for the affected good. No increase in purchase price may exceed 25% of the additional tariff imposed on the goods imported or purchased by the contractor that are provided to the Commonwealth under this Agreement.

1. Prior to the Commonwealth agreeing to a price increase pursuant to this Section, the contractor must provide to the Commonwealth, the following documentation, all of which must be satisfactory to the Commonwealth:
 - a. Evidence demonstrating: (i) the unit price paid by contractor as of the date of award for the good or raw material used to furnish the goods to the Commonwealth under this Agreement, (ii) the applicability of the tariff to the specific good or raw material, and (iii) contractor's payment of the increased import duty or tariff (either directly or through an increase to the cost paid for the good or raw material). The evidence submitted shall be sufficient in detail and content to allow the Commonwealth to verify that the tariff is the cause of the price change.
 - b. A certification signed by contractor that it has made all reasonable efforts to obtain the good or the raw materials comprising the good procured by the Commonwealth at a lower cost from a different source located outside of the country against which the tariff has been imposed.
 - c. A certification signed by contractor that the documentation, statements, and any other evidence it submits in support of its request for a price increase under this Section are true and correct, and that the contractor would otherwise be unable to perform under this Agreement without such price increase.
 - d. As requested by the Commonwealth, written instructions authorizing the Commonwealth to request additional documentation from individuals or entities that provide the good or the raw materials to verify the information submitted by contractor.
2. If the Commonwealth agrees to a price increase pursuant to this Section, the parties further agree to add the following terms to this Agreement:
 - a. During the Term and for five (5) years after the termination of this Agreement, contractor shall retain, and the Commonwealth and its authorized representatives shall have the right to audit, examine, and make copies of, all of contractor's books, accounts, and other records related to this Agreement and contractor's costs for providing goods to the Commonwealth, including, but not limited to those kept by the contractor's agents, assigns, successors, and subcontractors.
 - b. Notwithstanding anything to the contrary in this Agreement, the Commonwealth shall have the right to terminate this Agreement for the Commonwealth's convenience upon 15 days' written notice to contractor.
 - c. In the event the import duty or tariff is repealed or reduced prior to termination of this Agreement, the increase in the Commonwealth's contract price shall be reduced by the same amount and adjusted accordingly.
 - d. Any material misrepresentation of fact by contractor relating in any way to the Commonwealth's payment of additional sums due to tariffs shall be fraud against

the taxpayers of the Commonwealth and subject contractor to treble damages pursuant to the Virginia Fraud Against Taxpayers Act.

J. NEGOTIATION WITH THE LOWEST BIDDER: Unless all bids are cancelled or rejected, the Commonwealth reserves the right granted by § 2.2-4318 of the Code of Virginia to negotiate with the lowest responsive, responsible bidder to obtain a contract price within the funds available to the agency whenever such low bid exceeds the agency's available funds. For the purpose of determining when such negotiations may take place, the term "available funds" shall mean those funds which were budgeted by the agency for this contract prior to the issuance of the written Invitation for Bids. Negotiations with the low bidder may include both modifications of the bid price and the Scope of Work/Specifications to be performed. The agency shall initiate such negotiations by written notice to the lowest responsive, responsible bidder that its bid exceeds the available funds, and that the agency wishes to negotiate a lower contract price. The times, places, and manner of negotiating shall be agreed to by the agency and the lowest responsive, responsible bidder.

K. ORDERING OPTION: The Department of Conservation and Recreation may during the first sixty (60) days after this contract is awarded, with the concurrence of the contractor, place additional orders under the contract at the original unit price through the issuance of separate purchase orders. The aggregate of such additional orders shall not exceed 100% of the quantity originally stated in the contract.

L. WARRANTY (COMMERCIAL): The contractor agrees that the goods or services furnished under any award resulting from this solicitation shall be covered by the most favorable commercial warranties the contractor gives any customer for such goods or services and that the rights and remedies provided therein are in addition to and do not limit those available to the Commonwealth by any other clause of this solicitation. A copy of this warranty should be furnished with the bid.

M. WORK SITE DAMAGES: Any damage to existing utilities, equipment or finished surfaces resulting from the performance of this contract shall be repaired to the Commonwealth's satisfaction at the contractor's expense.

VI. METHOD OF PAYMENT: The Contractor shall invoice after completion of services. Payment will be made under the Commonwealth of Virginia payment terms and conditions. Payment Net 30 from the date of receipt of a valid invoice or completion of delivery of goods whichever is the latest.

VII. ATTACHMENTS

Attachment A-Required Terms and Conditions
Attachment B-Shopping Bag 2026 Artwork

**ATTACHMENT B
PRICING SCHEDULE**

As stated in Section II SCOPE OF WORK AND Section V SPECIAL TERMS AND CONDITIONS, C. BID EVALUATION AND AWARD PROCEDURE, Virginia Department of Conservation and Recreation will be accepting firm fixed price bid to include all costs. **Bids will be evaluated on a Grand Total Basis and awarded by Line Lot based on available funding.**

Bid Line Number/Lot #	Description	Quantity	Unit of Measure	Unit Price Each	Total
1	(10000) (sample picture and design in attachments) woven bags 13.5" x 8"x15.5" x 8" –minimum 140 gsm, green topography, 100% recycled woven polypropylene (imprinted white with logo one side and with the all over green topography. Handle 1"wide x 20"long, Packaged 200 per case/box or Agency approved equal product Mandatory Bid Line Item (Used in evaluation of award)	10000	Each	\$	\$
	Grand Total must match the grand total of all line items bid in eVA				\$

Signature of Authorized Individual to commit firm to pricing and activity included in the specifications of this solicitation:

Name: _____ Signature: _____ Title: _____

Attachment D

Proprietary/Confidential Information Identification

(Must be returned as all awards for this solicitation are publicly posted and documents presented may be attached to that award)

PROPRIETARY/CONFIDENTIAL INFORMATION IDENTIFICATION

Trade secrets or proprietary information submitted by a Bidder shall not be subject to public disclosure under the Virginia Freedom of Information Act; however, the Bidder must invoke the protections of § 2.2-4342F of the Code of Virginia, in writing, either before or at the time the data or other material is submitted. The written notice must specifically identify the data or materials to be protected including the section of the bid in which it is contained, as well as the page numbers, and must state the reasons why protection is necessary. The proprietary or trade secret material submitted must be identified by some distinct method such as highlighting or underlining and must indicate only the specific words, figures, or paragraphs that constitute trade secret or proprietary information. In addition, a summary of proprietary information submitted shall be submitted on this form. The classification of an entire bid document, line-item prices, and/or total bid prices as proprietary or trade secrets is not acceptable. If, after being given reasonable time, the Bidder refuses to withdraw such a classification designation, the bid will be rejected.

Name of Firm/Bidder: _____, invokes the protections of § 2.2-4342F of the Code of Virginia for the following portions of my bid submitted on _____ (Date).

- ☐ Check here if no proprietary/confidential information is contained in your submission. Things to consider, include but not limited to personal identifying information (such as full name, address, driver's license, email address), bank account information, financial records, etc.)

Signature: _____

Title: _____

Section/Title	Page Number(s)	Reason(s) for Withholding from Disclosure

ATTACHMENT G

Electronic Submission Instructions

BID SUBMISSION REQUIREMENTS: Electronic bid submission only will be accepted. Bids submitted via fax or mailed in WILL NOT be accepted. Bids will be received until the closing date and time provided in the solicitation. Any bid received after the closing date and time specified in the solicitation will not be considered.

Prior to the due date, Bidders should:

- Check the status of the solicitation in eVA at www.eva.virginia.gov by clicking on the Business Opportunities and then Virginia Business Opportunities (VBO) for any updates, changes, amendments, cancellations, etc.
- Check the “Reminders” section in VBO for all attachments and documents to be completed and submitted; and
- Complete all attachments, amendments, exhibits, product information, etc. and attach electronically to the Bidder’s electronic submission.

Bidders are solely responsible for reviewing, complying, and returning a complete and responsive bid. Failure to submit any of the required information may result in the bid being declared non-responsive. Changes to the solicitations forms or formats are prohibited except where clearly instructed and permitted.

Bid Submission: Electronic bid submission shall include all required documents attached. Bidder must be registered in eVA in order to submit an electronic bid. Bidders must submit one (1) complete copy of the bid and attachments.

The following are instructions for submitting an electronic bid:

- a. Go to eva.virginia.gov
- b. Click on “I sell to Virginia”
- c. Click on “eVA Supplier Training”; and
- d. Click on “Viewing and Responding to Solicitations Video”
- e. **Be sure to complete both the Response Information tab and the Item tab including price.**

If a bidder needs assistance submitting an electronic response, the Bidder must contact eVA Customer Care at 866-289-7367 or email eVACustomerCare@dgs.virginia.gov