

**CONTRACT MODIFICATION AGREEMENT**

**Date:** April 26, 2019

**Contract No.:** LU214-18-028

**Modification No.:** 1

**Issued By:** COMMONWEALTH OF VIRGINIA  
Longwood University  
Farmville, Virginia 23909

**Contractor:** SES Converting, LLC  
100 Wynd Park Circle  
Lynchburg, VA 24502  
Attention: Michael Arthur, Owner

**Commodity:** Term Contract for Flooring, Wall & Ceiling Tile

This Supplemental Agreement is entered into pursuant to the provision of the basic contract.

**Description of Modification:** To exercise the first optional one-year renewal of the Term Contract for Flooring, Wall & Ceiling Tile for Longwood University under the terms and conditions of IFB#LU214-18-028 dated June 13, 2018. The term of the renewal is July 1, 2019 through June 30, 2020.

Except for the changes provided herein, all other terms and conditions of this contract remain unchanged and in full force and effect.

**SES CONVERTING, LLC**

By:   
Signed

Michael Arthur  
Owner

Name and Title (Type or Print)

4/30/19  
Date Signed

**LONGWOOD UNIVERSITY**

By:   
Signed

M. Louise Waller  
Vice President for Administration and Finance

Name and Title (Type or Print)

5/1/19  
Date Signed

**eVA BUSINESS-TO-GOVERNMENT VENDOR REGISTRATION, CONTRACTS, AND ORDERS:** The eVA Internet electronic procurement solution, website portal [www.eVA.virginia.gov](http://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 eprocurement solution by completing the free eVA Vendor Registration. All bidders or offerors 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, 2011 thru December 31, 2013, the Vendor Transaction Fee is:
  - (i) DMBE-certified Small Businesses: 0.75%, capped at \$500 per order.
  - (ii) Businesses that are not DMBE-certified Small Businesses: 0.75%, capped at \$1,500 per order.
- b. For orders issued January 1, 2014 and after, the Vendor Transaction Fee is:
  - (i) DMBE-certified Small Businesses: 1%, capped at \$500 per order.
  - (ii) Businesses that are not DMBE-certified Small Businesses: 1%, capped at \$1,500 per order.

For orders issued prior to July 1, 2011 the vendor transaction fees can be found at [www.eVA.virginia.gov](http://www.eVA.virginia.gov).

The specified vendor transaction fee will be invoiced, by the Commonwealth of Virginia Department of General Services, approximately 30 days after the corresponding purchase order is issued and payable 30 days after the invoice date. Any adjustments (increases/decreases) will be handled through purchase order changes.