

**EXHIBIT A**

**DESCRIPTION OF GOODS & SERVICES**

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1. **SCOPE:**

This Contract is for the purchase of 2,500 Hohner Special 20 harmonicas in the key of "C".

2. **WARRANTY:**

Bidder shall provide warranty at time of bid submittal. Failure to do so may result in rejection of bid.

3. **PACKAGING:**

Each harmonica must be packaged properly to prevent damage during shipping. Any harmonica received damaged will be replaced at no additional cost to Client Agency within five (5) business days after Contractor receives damaged harmonica.

4. **DELIVERY:**

Client Agency, at its sole discretion, may issue a purchase order for all 2, 500 harmonicas to be delivered at one time or issue more than one (1) purchase order indicating quantities ordered on each purchase order. Contractor guarantees to have in stock, ready to ship, 2,500 harmonicas to meet Client Agency's purchase order(s) requirements.

Each harmonica will be delivered free from manufacturing defects and properly tuned at the time of purchase.

Each delivery must be accompanied by a packing slip that contains the following information:

- a) Purchase Order number,
  - b) Product(s) description and quantities being delivered and
  - c) Contractor's invoice number.
5. **CONTRACT SEPARATELY/ADDITIONAL SAVINGS OPPORTUNITIES:**  
DAS reserves the right to either seek additional discounts from the Contractor or to contract separately for a single purchase, if in the judgment of DAS, the quantity required is sufficiently large, to enable the State to realize a cost savings, over and above the pries set for in Exhibit B whether or not such a savings actually occurs.

6. **PURCHASING MASTERCARD CREDIT CARD ("P-CARD"):**

Notwithstanding the provisions of Section 4(b)(2) of the Contract, purchases may be made using the State of CT P-Card in accordance with Memorandum No. 2011-11 issued by the Office of the State Comptroller.

Contractor shall be equipped to receive orders issued by the Client Agency using the P-Card. The Contractor shall be responsible for the credit card user-handling fee associated with P-Card purchases. The Contractor shall charge to the P-Card only upon acceptance of Goods delivered to the Client Agency or the rendering of Services.

The Contractor shall capture and provide to its merchant bank, Level 3 reporting at the line item level for all orders place by the P-Card.

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Questions regarding the State of CT P-Card Program may be directed to Ms. Kerry DiMatteo, Procurement Card Program Administrator at 860 713-5072.

7. **SECURITY AND/OR PROPERTY ENTRANCE POLICIES AND PROCEDURES:**

Contractor shall adhere to established security or property entrance policies and procedures or both for the Client Agency. It is the responsibility of each Contractor to understand and adhere to those policies and procedures prior to any attempt to enter the Client Agency premise for the purpose of carrying out the scope of work described in this Contract.