

Request for Quotation

CHUCK BOWMAN 304-558-2157

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> Corporate Identity, Inc. 109 Goff Mtn Rd Cross Lanes, WV 25313 304-776-0051(Fax)304-776-0054

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GENERAL TERMS & CONDITIONS REQUEST FOR QUOTATION (RFQ) AND REQUEST FOR PROPOSAL (RFP)

- Awards will be made in the best interest of the State of West Virginia.
- 2. The State may accept or reject in part, or in whole, any bid.
- 3. All quotations are governed by the West Virginia Code and the Legislative Rules of the Purchasing Division.
- 4. Prior to any award, the apparent successful vendor must be properly registered with the Purchasing Division and have paid the required \$125.00 registration fee.
- 5. All services performed or goods delivered under State Purchase Orders/Contracts are to be continued for the term of the Purchase Order/Contract, contingent upon funds being appropriated by the Legislature or otherwise being made available. In the event funds are not appropriated or otherwise available for these services or goods, this Purchase Order/Contract becomes void and of no effect after June 30.
- 6. Payment may only be made after the delivery and acceptance of goods or services.
- 7. Interest may be paid for late payment in accordance with the West Virginia Code.
- 8. Vendor preference will be granted upon written request in accordance with the West Virginia Code.
- 9. The State of West Virginia is exempt from federal and state taxes and will not pay or reimburse such taxes.
- 10. The Director of Purchasing may cancel any Purchase Order/Contract upon 30 days written notice to the seller.
- 11. The laws of the State of West Virginia and the Legislative Rules of the Purchasing Division shall govern all rights and duties under the Contract, including without limitation the validity of this Purchase Order/Contract.
- 12. Any reference to automatic renewal is hereby deleted. The Contract may be renewed only upon mutual written agreement of the parties.
- 13. BANKRUPTCY: In the event the vendor/contractor files for bankruptcy protection, this Contract may be deemed null and void, and terminated without further order.
- 14. HIPAA Business Associate Addendum The West Viginia State Government HIPAA Business Associate Addendum (BAA), approved by the Attorney General, and available online at the Purchasing Division's web site (http://www.state.wv.us/admin/purchase/vrc/hipaa.htm) is hereby made part of the agreement. Provided that, the Agency meets the definition of a Covered Entity (45 CFR §160.103) and will be disclosing Protected Health Information (45 CFR §160.103) to the vendor.

INSTRUCTIONS TO BIDDERS

- Use the quotation forms provided by the Purchasing Division.
- 2. SPECIFICATIONS: Items offered must be in compliance with the specifications. Any deviation from the specifications must be clearly indicated by the bidder. Alternates offered by the bidder as EQUAL to the specifications must be clearly defined. A bidder offering an alternate should attach complete specifications and literature to the bid. The Purchasing Division may waive minor deviations to specifications.
- 3. Complete all sections of the quotation form.
- 4. Unit prices shall prevail in cases of discrepancy.
- 5. All quotations are considered F.O.B. destination unless alternate shipping terms are clearly identified in the quotation.
- 6. BID SUBMISSION: All quotations must be delivered by the bidder to the office listed below prior to the date and time of the bid opening. Failure of the bidder to deliver the quotations on time will result in bid disqualifications.

SIGNED BID TO:

Department of Administration Purchasing Division 2019 Washington Street East Post Office Box 50130 Charleston, WV 25305-0130



Request for DEP1421

DEP14211

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304-558-2157

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State of West Virginia Department of Administration **Purchasing Division** 2019 Washington Street East Post Office Box 50130 Charleston, WV 25305-0130

Request for Quotation

DEP14211

ADDRESS:CORRESPONDENCE TO ATTENTION OF

CHUCK BOWMAN 304-558-2157

ENVIRONMENTAL PROTECTION DEPARTMENT OF **VARIOUS LOCALES AS** INDICATED BY ORDER

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State of West Virginia
Department of Administration
Purchasing Division
2019 Washington Street East Post Office Box 50130 Charleston, WV 25305-0130

Request for Quotation

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CHUCK BOWMAN

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CHUCK BOWMAN 304-558-2157

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State of West Virginia Department of Administration Purchasing Division 2019 Washington Street East Post Office Box 50130 Charleston, WV 25305-0130

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CHUCK BOWMAN 304-558-2157

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CHUCK BOWMAN 304-558-2157

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ENVIRONMENTAL PROTECTION DEPARTMENT OF **VARIOUS LOCALES AS** INDICATED BY ORDER

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State of West Virginia Department of Administration **Purchasing Division** 2019 Washington Street East Post Office Box 50130 Charleston, WV 25305-0130

Request for PRONUMBER Quotation

DEP14211

INDICATED BY ORDER

CHUCK BOWMAN 304-558-2157

ENVIRONMENTAL PROTECTION DEPARTMENT OF **VARIOUS LOCALES AS**

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SEE REVERSE SIDE FOR TERMS AND CONDITIONS

TELEPHONE

SIGNATURE

DATE

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GENERAL REQUIREMENTS

The vendor shall be responsible for the warehousing and distribution of all uniform items identified in the specifications section. In maintaining and administering this contract, the vendor shall accomplish the following:

- 1. The vendor shall be responsible for maintaining sufficient inventory levels for all uniforms, based on seasonal fluctuations.
- 2. The vendor must ship all orders and/or requests for exchanges within 30 days of receipt or notify the agency of back-order within the 15-day period.
- 3. All vendors submitting bids per this requisition must provide a sample of <u>each item</u> to the Department of Environmental Protection. All samples must be the color specified.
- 4. The vendor shall accept the state P-Card for payments of invoices. The name of the vendor awarded the contract must also appear as the vendor on the receipt and the payee on the bank statement.
- 5. The quantities listed are for bidding purposes only. The actual quantities may vary.
- 6. All orders will be placed utilizing a DEP order form. The items are to be shipped to the designated office address listed on the form.
- 7. All shipping charges are to be included in the price of the item.
- 8. Orders being shipped to the same DEP office section may be combined as long as the individual order is separated and marked.

**Item samples to be shipped to the attention of Mr. Skip Amole at West Virginia Department of Environmental Protection 601 57th Street SE Charleston, WV 25304

Samples will be retained by agency for quality comparison purposes throughout the life of the awarded contract.

Item #1 CAP - SUMMER

Styling

Headshots KC style 8050T or equal

<u>Fabric</u>

Constructed distressed heavy weight washed brushed cotton 6 panel with a redicurv bill.

<u>Adjuster</u>

Self-fabric shoe buckle closure with snap button underneath

<u>Color</u>

Khaki/Green

Logo

The DEP logo is to be embroidered in green and gold thread on front of cap

DEP14211

Item #2 CAP - WINTER

Style

Otto 27-210 6 panel Pro style constructed firm front panel or equal.

<u>Fabric</u>

The fabric is to wool blend 15% Wool 85% Acrylic.

<u>Adjuster</u>

The adjustment is to be with a plastic snap.

Color

Khaki

Logo

The DEP logo is to be embroidered in green and gold thread on front of cap

Item #3 GOLF SHIRT SHORT SLEEVED (Male or Female)

<u>Style</u>
Inner Harbor IH7001 Mainsail Pique or equal
<u>Fabric</u>
6.8 oz. 100% ring spun combed cotton pique.
<u>Color</u>
Khaki
<u>Front</u>
The front shall have a two woodtone button cleaned finish placket, fashion collar & welt cuffs, taped neck, side seams, single needle top stitched shoulders & armholes with an extended hemmed tail with clean finished 2" side vents.
<u>Sizes</u>
XS – 6XL
Logo

The DEP logo is to be embroidered in green and gold thread on front left breast.

Item #4 GOLF SHIRT LONG SLEEVED (Male or Female)

<u>Style</u>
Inner Harbor IH7015 Meridian Pique or equal
<u>Fabric</u>
6.8oz 100% ring spun combed cotton pique
Color
Khaki
Front The shirt is to have a three woodtone button clean finished placket, fashion collar & ribbed cuffs, taped neck, side seams, single needle top stitched shoulders and a hemmed bottom with clean finished 2" side vents.
<u>Size</u>
S – 4XL

The DEP logo is to be embroidered in green and gold thread on front left breast.

<u>Logo</u>

Item #5 T-SHIRT SHORT SLEEVED (Male & Female)

Style

Gildan G2000 Ultra Cotton Tee or equal

<u>Fabric</u>

6.1oz 100% preshrunk cotton

Color

Sand

Front

Seamless double-needle collar, taped neck & shoulders, double-needle sleeve & bottom hems, ultra tight knit surface, quarter-turned to eliminate center crease.

<u>Sizes</u>

S-5XL

Gildan is not producing 4XL and 5XL at this time in the color of sand,

Item #6 T-SHIRT LONG SLEEVED (Male or Female)

<u>Style</u>
Gildan G2400 Ultra Cotton Tee
<u>Fabric</u>
6.1oz. 100% preshrunk cotton
Color
Sand
<u>Front</u>
Seamless double-needle collar, taped neck & shoulders, double-needle sleeve & bottom hems, ribbed cuffs quarter-turned to eliminate center crease.
<u>Sizes</u>
S – 3XL

RFQ# DEP14211

BID SCHEDULE

1117

Item#	QUANTITY	ITEM DESCRIPTION	ITEM NUMBER	UNIT PRICE	TOTAL
1	<u>500</u>	Cap- Summer Cap- Winter	<u>8050T</u> 2 <u>7-210</u>	7.00 7.00	# 3,500.00 3,500.00
3	2000	Golf Shirt Short sleeved	<u> [H700 </u>	15.00	<u>30,000.00</u>
4	<u>2500</u>	Golf Shirt Long sleeved	<u>IH7015</u>	18.00	<u>45,000.00</u>
5	<u>1500</u>	T-Shirt Short sleeved	G2000	2.95	4,425.00
6	<u>1500</u>	T-Shirt Long sleeved	<u>62400</u>	4.95	<u>7,425,00</u>

Quantities listed on the bid schedule are yearly purchase estimates and are no guarantee of actual quantities to be ordered. Actual quantities ordered may be more or less than the amounts noted above. These quantities are for bid evaluation purposes only.

Grand TOTAL \$ 93, 850.00

STATE OF WEST VIRGINIA Purchasing Division

PURCHASING AFFIDAVIT

West Virginia Code §5A-3-10a states: No contract or renewal of any contract may be awarded by the state or any of its political subdivisions to any vendor or prospective vendor when the vendor or prospective vendor or a related party to the vendor or prospective vendor is a debtor and the debt owed is an amount greater than one thousand dollars in the aggregate

DEFINITIONS:

"Debt" means any assessment, premium, penalty, fine, tax or other amount of money owed to the state or any of its political subdivisions because of a judgment, fine, permit violation, license assessment, defaulted workers' compensation premium, penalty or other assessment presently delinquent or due and required to be paid to the state or any of its political subdivisions, including any interest or additional penalties accrued thereon.

"Debtor" means any individual, corporation, partnership, association, limited liability company or any other form or business association owing a debt to the state or any of its political subdivisions. "Political subdivision" means any county commission; municipality; county board of education; any instrumentality established by a county or municipality; any separate corporation or instrumentality established by one or more counties or municipalities, as permitted by law; or any public body charged by law with the performance of a government function or whose jurisdiction is coextensive with one or more counties or municipalities. "Related party" means a party, whether an individual, corporation, partnership, association, limited liability company or any other form or business association or other entity whatsoever, related to any vendor by blood, marriage, ownership or contract through which the party has a relationship of ownership or other interest with the vendor so that the party will actually or by effect receive or control a portion of the benefit, profit or other consideration from performance of a vendor contract with the party receiving an amount that meets or exceed five percent of the total contract amount.

EXCEPTION: The prohibition of this section does not apply where a vendor has contested any tax administered pursuant to chapter eleven of this code, workers' compensation premium, permit fee or environmental fee or assessment and the matter has not become final or where the vendor has entered into a payment plan or agreement and the vendor is not in default of any of the provisions of such plan or agreement.

LICENSING: Vendors must be licensed and in good standing in accordance with any and all state and local laws and requirements by any state or local agency of West Virginia, including, but not limited to, the West Virginia Secretary of State's Office, the West Virginia Tax Department, West Virginia Insurance Commission, or any other state agencies or political subdivision. Furthermore, the vendor must provide all necessary releases to obtain information to enable the Director or spending unit to verify that the vendor is licensed and in good standing with the above entities.

CONFIDENTIALITY: The vendor agrees that he or she will not disclose to anyone, directly or indirectly, any such personally identifiable information or other confidential information gained from the agency, unless the individual who is the subject of the information consents to the disclosure in writing or the disclosure is made pursuant to the agency's policies, procedures and rules. Vendors should visit **www.state.wv.us/admin/purchase/privacy** for the Notice of Agency Confidentiality Policies.

Under penalty of law for false swearing (West Virginia Code, §61-5-3), it is hereby certified that the vendor acknowledges the information in this said affidavit and are in compliance with the requirements as stated.

Vendor's Name: Corporate Identity	
Authorized Signature: Leavers	Date: 3-17-08
Purchasing Affidavit (Revised 06/15/07)	