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RFQ COPY

The Glove Box, Inc.

Charlotte, NC 28273

11900 Tanton Lane

TYPE NAME/ADDRESS HERE

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

### Request for Quotation

RFO NUMBER

LGLOVES10

PAGE 1

ADDRESS CORRESPONDENCE TO ATTENTION OF

JO ANN ADKINS 304-558-8802

s H H P V

ALL STATE AGENCIES
AND POLITICAL SUBDIVISIONS
VARIOUS LOCALES AS INDICATED
BY ORDER

DATE PRINTED TERMS OF SALE SHIP VIA FREIGHT TERMS F.O.B 06/23/2010 BID OPENING DATE: 07/08/2010 OPENING TIME • 3 O PM LINE QUANTITY UOP ITEM NUMBER UNIT PRICE AMOUNT \*\*\*\*\*\*\*\*\*\*\*\*\*\*\* ADDENDUM NO. 1 BIDDERS SHALL PROVIDE AT NO EXPENSE OR LIABILITY TO TH STATE OF WEST VIRGINIA, TEN (10) SETS OF GLOVES IN SIZE LARGE OF EACH ITEM BID. ANY VENDOR FAILING TO PROVIDE SAMPLES MAY BE DISQUALIFIED. SAMPLES ARE TO BE SUBMITTED WITH BID. 2. AN ELECTRONIC VERSION OF LGLOVES10 PRICING PAGES CAN BE FOUND AT: WWW.STATE.WV.US/ADMIN/PURCHASE/NEWBUL.HTM BIDDERS MUST SUBMIT A PAPER BID WITH THE LGLOVES10 THE PAPER COPY SHALL PREVAIL IF ANY DISCREPANCIES EXISTS BETWEEN THE ELECTRONIC COPY AND THE PAPER BID SUBMITTED. \*\*\*\*\*\*\*\*\*\*\* END OF ADDENDUM NO. 1 \*\*\*\*\* RECEIVED 2010 JUL -8 A 10: 26 1 PURCHASING DIVISION STATE OF WV SEE REVERSE SIDE FOR TERMS AND CONDITIONS SIGNATURE TELEPHONE 704-756-6950 DATE 06/30/2010 ADDRESS CHANGES TO BE NOTED ABOVE Govt' Sales 27-29114456

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

- 1. 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. Prior to any award, the apparent successful vendor must be properly registered with the Purchasing Division and have paid the required \$125 fee.
- 4. All services performed or goods delivered under State Purchase Order/Contracts are to be continued for the term of the Purchase Order/Contracts, 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.
- 5. Payment may only be made after the delivery and acceptance of goods or services.
- 6. Interest may be paid for late payment in accordance with the West Virginia Code.
- 7. Vendor preference will be granted upon written request in accordance with the West Virginia Code.
- 8. The State of West Virginia is exempt from federal and state taxes and will not pay or reimburse such taxes.
- 9. The Director of Purchasing may cancel any Purchase Order/Contract upon 30 days written notice to the seller.
- 10. The laws of the State of West Virginia and the *Legislative Rules* of the Purchasing Division shall govern the purchasing process.
- 11. Any reference to automatic renewal is hereby deleted. The Contract may be renewed only upon mutual written agreement of the parties.
- 12. BANKRUPTCY: In the event the vendor/contractor files for bankruptcy protection, the State may deem this contract null and void, and terminate such contract without further order.
- 13. HIPAA BUSINESS ASSOCIATE ADDENDUM: The West Virginia State Government HIPAA Business Associate Addendum (BAA), approved by the Attorney General, is available online at www.state.wv.us/admin/purchase/vrc/hipaa.htm and is hereby made part of the agreement. Provided that the Agency meets the definition of a Cover`Entity (45 CFR §160.103) and will be disclosing Protected Health Information (45 CFR §160.103) to the vendor.
- 14. 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. Vendor further agrees to comply with the Confidentiality Policies and Information Security Accountability Requirements, set forth in http://www.state.wv.us/admin/purchase/privacy/noticeConfidentiality.pdf.
- 15. 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, and the West Virginia Insurance Commission. 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.
- 16. ANTITRUST: In submitting a bid to any agency for the State of West Virginia, the bidder offers and agrees that if the bid is accepted the bidder will convey, sell, assign or transfer to the State of West Virginia all rights, title and interest in and to all causes of action it may now or hereafter acquire under the antitrust laws of the United States and the State of West Virginia for price fixing and/or unreasonable restraints of trade relating to the particular commodities or services purchased or acquired by the State of West Virginia. Such assignment shall be made and become effective at the time the purchasing agency tenders the initial payment to the bidder.

I certify that this bid is made without prior understanding, agreement, or connection with any corporation, firm, limited liability company, partnership, or person or entity submitting a bid for the same material, supplies, equipment or services and is in all respects fair and without collusion or Fraud. I further certify that I am authorized to sign the certification on behalf of the bidder or this bid.

#### **INSTRUCTIONS TO BIDDERS**

- 1. Use the quotation forms provided by the Purchasing Division. Complete all sections of the quotation form.
- 2. 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. Unit prices shall prevail in case of discrepancy. All quotations are considered F.O.B. destination unless alternate shipping terms are clearly identified in the quotation.
- 4. 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: Department of Administration, Purchasing Division, 2019 Washington Street East, P.O. Box 50130, Charleston, WV 25305-0130
- 5. Communication during the solicitation, bid, evaluation or award periods, except through the Purchasing Division, is strictly prohibited (W.Va. C.S.R. §148-1-6.6).



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DATE PRINTED

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

TERMS OF SALE

# Request for Quotation

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SHIP VIA

REQ NUMBER
LGLOVES10

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FREIGHT TERMS

ADDRESS CORRESPONDENCE TO ATTENTION OF:

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JO ANN ADKINS 304-558-8802

RFQ COPY TYPE NAME/ADDRESS HERE

ALL STATE AGENCIES
AND POLITICAL SUBDIVISIONS
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

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JO ANN ADKINS 304-558-8802

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BY ORDER

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The Glove Box, Inc. 11900 Tanton Lane Charlotte, NC 28273

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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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ALL STATE AGENCIES
AND POLITICAL SUBDIVISIONS
VARIOUS LOCALES AS INDICATED
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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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State of West Virginia
Department of Administration
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Post Office Box 50130
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PAGE 4

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JO ANN ADKINS 304-558-8802

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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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PAGE 5

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ALL STATE AGENCIES
AND POLITICAL SUBDIVISIONS
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

RFQ NUMBER LGLOVES10

ADDRESS:CORRESPONDENCE TO ATTENTION OF:

JO ANN ADKINS 304-558-8802

RFQ COPY TYPE NAME/ADDRESS HERE ALL STATE AGENCIES AND POLITICAL SUBDIVISIONS VARIOUS LOCALES AS INDICATED BY ORDER

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JO ANN ADKINS 304-558-8802

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#### LGLOVES10 SPECIFICATIONS

#### **STANDARDS**

Gloves shipped under this contract (other than polyethylene gloves) must conform to the following:

- Most recent ASTM D3577 and D3578 standards.
- Most recent ASTM F1671 (test requirements for viral resistance) standard.
- BS EN 455-2000 (Parts 1 and 2 and clause 4.5 of Part 3).
- Polyethylene gloves shall be in conformance with FDA Rule 177.1520 for food contact.

No products covered by this specification shall be shipped to the user more than twelve (12) months from the date of manufacture.

#### MATERIALS:

LATEX gloves shall be compounded from virgin natural latex or any polymer compound that permits the glove to meet the specifications and is approved by the Food and Drug Administration.

VINYL gloves shall be compounded primarily from polyvinylchloride (PVC) paste.

NITRILE gloves shall be compounded primarily from a rubber cement or a synthetic polymer (e.g. "Nitrile").

POLYETHYLENE gloves shall be compounded from virgin polyethylene.

#### **DESIGN:**

Gloves (other than polyethylene gloves) shall be thin, soft, flexible, non-toxic, moisture resistant, and shall be of seamless construction and designed as ambidextrous.

The cuff shall be beaded, where indicated.

#### **GENERAL INFORMATION:**

All quantities are approximations only.

The award of this purchase order will be made to one bidder based on the low cost and best interest of the state. The award will not be split by item.

Gloves must be equal to the minimum specifications or better.

#### LGLOVES10 SPECIFICATIONS

#### SPECIAL CONDITIONS:

<u>Samples:</u> Samples of items bid shall be received in individually marked packages along with bid for examination and testing. The State of West Virginia reserves the right to perform inspections and test that are deemed necessary to assure that commodities conform to the prescribed requirements. Random samples may be selected from delivered commodities in order to assure compliance with these specifications. Failure to supply samples can result in bid disqualification.

Orders shall be delivered within ten (10) working days after orders are placed. Emergency orders shall be delivered within five (5) working days after orders are placed. Spending units must be advised in writing if orders will be delayed for any reason. Contractor shall carry an adequate stock to insure such delivery service for the duration of the contract.

All orders from this contract totaling \$100.00 or more shall be delivered FOB: Destination (vendor shall pay all shipping charges). This contract is mandatory for all orders of these products in excess of \$100.00. For all orders less than \$100.00 may be purchased through this contract (and agency paying shipping charges), or may be purchased from local source to save the shipping charges. All shipping cost will be invoiced as a separate charge with the original freight bill attached to the invoice.

NOTE: Stringing (issuing a series of requisitions to circumvent this limit) is a violation of Purchasing Policy.

The vendor shall not substitute any other brand of exam gloves from those awarded, nor sell any additional items under this contract not specifically covered herein, without prior written permission of the purchasing division.

Vendors must be manufacturers or regular, stocking dealers for the products they propose to offer and must carry a reasonable inventory of these products to meet the needs of state agencies. Vendors must agree to allow their stockrooms and warehousing facilities to be inspected by state purchasing at any time during the contract period.

Vendor is to provide a nine (9) month summary report of procurement volumes by item number and dollar amounts. This is a single report which is to be furnished at the beginning of the tenth month of the contract.

#### LGLOVES10 PRICING PAGE

I. VINYL EXAMINATION GLOVES (POWDERED): Medical Grade, non-sterile, .08 mm minimum thickness, seamless, beaded cuff, ambidextrous, 100/box.

ITEM NO. & SIZE		
Small Small	CATALOG NO.	PRICING / 100
vi∍dium	VN106	\$ 3.10
arge	VN107	\$ 3.10
large	VN108	\$ 3.10
	VN109	\$ 3.10

II. VINYL EXAMINATION GLOVES (POWDER FREE): Medical Grade, non-sterile, .08 mm minimum thickness, seamless, beaded cuff, ambidextrous. 100/box.

BRAND:	Sensi-Flex PF		
CD	ITEM NO. & SIZE	CATALOG NO.	PRICING
Small Medium		PFV106	PRICING / 100 \$ 3.21
arge		PFV107	\$ 3.21
(large		PFV108	\$ 3.21
		PFV109	\$ 3.21

III. LATEX EXAMINATION GLOVES (POWDER FREE, SMOOTH FINISH): Medical Grade, non-sterile, .15 mm minimum thickness, seamless, beaded cuff, ambidextrous. 100/box.

BRAND:		
ITEM NO. & SIZE	CATALOG NO.	PRICING / 100
Small Medium	PF106	\$ 4.85
arge	PF107	\$ 4.85
(large	PF108	\$ 4.85
	PF109	\$ 4.85

IV. LATEX EXAMINATION GLOVES (POWDER FREE, TEXTURE GRIP): Medical Grade, non-sterile, .15mm minimum thichness, seamless, beaded cuff, ambidextrous. 100/box.

BRAND: Emerald PF		
ITEM NO. & S	IZE CATALOG NO.	PRICING / 100
Small Medium	TPF106	\$ 5.30
.arge	TPF107	\$ 5.30
Klarge	TPF108	\$ 5.30
Neige	TPF109	\$ 5.30

V. NITRILE EXAMINATION GLOVES (POWDER FREE): Non-sterile, .13 mm minimum thickness, seamless, beaded cuff, ambidextrous. 100/box.

BRAND: Emerald Nitrile		
ITEM NO. & SIZE	CATALOG NO.	PRICING / 100
Small	PFN106	\$-5.10
Medium	PFN107	\$ 5.10
Large	PFN108	\$ 5.10
Xlarge	PFN109	\$ 5.10

VI. NITRILE 12" EXAMINATION GLOVE (POWDER FREE): Non-sterile, .13mm minimum thickness, seamless, beaded cuff, ambidextrous. 100/box.

BRAND:	Ultraguard		
_	ITEM NO. & SIZE	CATALOG NO.	PRICING / 100
Small		PFN1260	\$6.24
Medium		PFN1270	\$ 6.24
Large Klarge		PFN1280	\$6.24
- Cargo		PFN1290	\$ 6.24

VII. POLYETHULENE DISPOSABLE GLOVES: 1.25 mils minimum, powderless/sulpher free, ambidextrous, for food service and precision parts handling. 100/box

BRAND:	Emerald Poly Food		
	ITEM NO. & SIZE	CATALOG NO.	PRICING / 100
Medium Large		FH1070	\$ 0.74
Large		FH1080	\$ 0.74

# LGLOVES10 BID SCHEDULE

BID SCHEDULE	EDULE	SIZE	EST. QUANTITY PER BOXES/100	UNIT	EXTENDED PRICE
	Vinyl Examination Clause				
_	(Demoter 1)				
-	(rowdered)	MEDICIN	100		
	Vinyl Examination Gloves (Dowder		387	397 \$3.10	\$ 1,230.70
=					
=	rree)	MEDIUM	1771	•	1
			4214	45.4 <b>33.21</b>	\$14.489.94
	Latex Examination Gloves (Powder				
	Free, Smooth Finish)	MEDILIN			
		MICIOIN	4055	\$4.85	\$10 KKK 75
	Latex Examination Gloves (Powder				C/*000677 #
<u>`</u>	Free, Texture Grip	MEDILA	C	;	
	Nitrile Examination Gloves (Powder		69	\$5.30	\$ 365.70
>	Free)	MEIOEM		; ;	
	Nitrile 12" Examination Gloves	MODELLA	1948	1948 \$5.10	\$ 9,934.80
ΛÍ.	(Powder Free)	MEDHIM			
:			77	77 20.77	\$ 137.28
	Polyethylene Disposable Gloves	MEDIUM	טטכ	200 <b>\$0.7</b> %	00 071
			227	t	- 00.04T

All usages are approximate, for evaluation purposes only and have been anualized.

\$36,073.17

GRAND TOTAL

1.

#### State of West Virginia

#### **VENDOR PREFERENCE CERTIFICATE**

Certification and application\* is hereby made for Preference in accordance with **West Virginia Code**, §5A-3-37. (Does not apply to construction contracts). **West Virginia Code**, §5A-3-37, provides an opportunity for qualifying vendors to request (at the time of bid) preference for their residency status. Such preference is an evaluation method only and will be applied only to the cost bid in accordance with the **West Virginia Code**. This certificate for application is to be used to request such preference. The Purchasing Division will make the determination of the Resident Vendor Preference, if applicable.

Application is made for 2.5% resident vendor preference for the reason checked:

	ing the date of this certification; or,	sided continuously in West Virginia for four (4) years immediately preced- resident vendor and has maintained its headquarters or principal place of
	ownership interest of Bidder is held by another incomaintained its headquarters or principal place of preceding the date of this certification; or,	) years immediately preceding the date of this certification; or 80% of the dividual, partnership, association or corporation resident vendor who has f business continuously in West Virginia for four (4) years immediately
		te or subsidiary which employs a minimum of one hundred state residents noipal place of business within West Virginia continuously for the four (4) ification; or,
2.		ring the life of the contract, on average at least 75% of the employees Vest Virginia who have resided in the state continuously for the two years
3.	affiliate or subsidiary which maintains its headque minimum of one hundred state residents who cer	mum of one hundred state residents or is a nonresident vendor with an uarters or principal place of business within West Virginia employing a tifies that, during the life of the contract, on average at least 75% of the employees are residents of West Virginia who have resided in the state
4.	Application is made for 5% resident vendor p Bidder meets either the requirement of both subdi	reference for the reason checked: visions (1) and (2) or subdivision (1) and (3) as stated above; or,
5.	Bidder is an individual resident vendor who is a vete	preference who is a veteran for the reason checked: eran of the United States armed forces, the reserves or the National Guard or the four years immediately preceding the date on which the bid is
6.	Bidder is a resident vendor who is a veteran of the purposes of producing or distributing the commodi continuously over the entire term of the project, o	preference who is a veteran for the reason checked:  United States armed forces, the reserves or the National Guard, if, for ties or completing the project which is the subject of the vendor's bid and n average at least seventy-five percent of the vendor's employees are state continuously for the two immediately preceding years.
requirer against	nents for such preference, the Secretary may orde	es that a Bidder receiving preference has failed to continue to meet the r the Director of Purchasing to: (a) reject the bid; or (b) assess a penalty bid amount and that such penalty will be paid to the contracting agency rchase order.
authoriz the requ	es the Department of Revenue to disclose to the Dire	e any reasonably requested information to the Purchasing Division and actor of Purchasing appropriate information verifying that Bidder has paid in does not contain the amounts of taxes paid nor any other information
and acc	curate in all respects; and that if a contract is i	Code, §61-5-3), Bidder hereby certifies that this certificate is true issued to Bidder and if anything contained within this certificate of the Purchasing Division in writing immediately.
Bidder:	N/A	Signed:
Date:		Title:

<sup>\*</sup>Check any combination of preference consideration(s) indicated above, which you are entitled to receive.

RFQ No. **LGLOVES10** 

#### 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:**

WITNESS THE FOLLOWING SIGNATURE

"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.

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

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