

RECEIVED
JAN 6 9 AM '11
NORMAN

Attention: Tara Lyle
Tel. 304-558-2544 & Email: Tara.L.Lyle@wv.gov

RFO# RJC693
OPEN:01/06/11

AMERICAN AMENITIES, INC.
Woodinville, WA 98078
Tel. 800-738-8536 Fax. 425-487-2939

LINE	ITEM	DESCRIPTION	PCS	LBS	PRICE/PCS	PRICE/CASE	DISCOUNTED 16%
Toothpaste, White & Clear MegurFresh							
LINE 1	TP-PMC	Single use Clear Gel Packet					
	TP-06PM	0.6 OZ TOOTHPASTE LAMINATED TUBE	1000 PCS	22 LBS	0.09996	99.96	86.92
1	TP-085PM	.85 OZ TOOTHPASTE LAMINATED TUBE	720 PCS	36 LBS	0.13386	96.38	83.81
3	TP-15PM	1.5 OZ TOOTHPASTE LAMINATED TUBE	720 PCS	50 LBS	0.16733	120.47	104.76
	TP-275PM	2.75 OZ TOOTHPASTE LAMINATED TUBE	144 PCS	16 LBS	0.24541	35.34	30.73
	TP-700PM	7.0 OZ TPLAMINATED TUBE, INDIVIDUALLY BOXED	144 PCS	32 LBS	0.35203	50.69	44.08
LINE 2	TP-06CM	.6 OZ CLEAR TOOTHPASTE CLEAR TUBE	48 PCS	21 LBS	0.97831	46.58	40.50
LINE 3	TP-085CM	.85 OZ CLEAR TOOTHPASTE CLEAR TUBE	720 PCS	36 LBS	0.14601	104.41	90.79
	TP-15CM	1.5 OZ CLEAR TOOTHPASTE CLEAR TUBE	720 PCS	50 LBS	0.15589	112.24	97.60
	TP-300CM	3.0 OZ CLEAR TOOTHPASTE CLEAR TUBE	144 PCS	16 LBS	0.27888	40.18	34.92
	TP-640CM	6.4 OZ CLEAR TOOTHPASTE CLEAR TUBE	144 PCS	34 LBS	0.50201	72.28	62.86
Toothbrushes, Holder, Cap & Denture Brushes							
29	STB-43	ANTI-SHANK SECURITY TOOTHBRUSH					DISCOUNTED 18%
24	TB-28	TOOTHBRUSH 28-TUFT	720 PCS	9 LBS	0.10542	75.90	66.00
25	TB-32	TOOTHBRUSH 32-TUFT	1440 PCS	23 LBS	0.04233	60.95	53.00
LINE 4	TB-32ST	32-TUFT SHORT HANDLE 3-1/4"	1440 PCS	23 LBS	0.04462	64.25	55.87
LINE 5	NS-TB	NO SHANK TOOTHBRUSH	1440 PCS	18 LBS	0.03706	53.38	46.40
23	TB-50	TOOTHBRUSH 50-TUFT	180 PCS	5.00	0.63260	63.25	55.00
NEW	#116	DELUXE JUNIOR TOOTHBRUSH, 24/BOX, 12BX/CASE	1440 PCS	30 LBS	0.07088	102.00	88.75
NEW	TB-32WA	DELUXE 32-TUFT TOOTHBRUSH MULTI-COLORS	288 PCS	18 LBS	0.05710	82.23	71.50
21	#437	DELUXE TOOTHBRUSH 48-TUFT	1440 PCS	30 LBS	0.22942	330.37	287.28
22	#701	DELUXE TOOTHBRUSH, RUBBER HANDLE	1440 PCS	35 LBS	0.17170	247.25	215.00
20	TT-40K	TRAVEL TOOTHBRUSH, 40-TUFT	1440 PCS	37 LBS	0.21563	310.50	270.00
30	TB-DEN	DENTURE BRUSH	1000 PCS	26 LBS	0.23000	230.00	200.00
LINE 25	LSC-128	LICE CONTROL SHAMPOO	1440 PCS	33 LBS	0.17170	247.25	215.00
51	TB-HLDR-C	TOOTHBRUSH HOLDER, CLEAR, 7-15/16" L.	4 PCS	28 LBS	96.60000	386.40	338.00
LINE 24	TC-01G	TOOTHBRUSH CAP	100 PCS	7 LBS	0.20079	20.08	17.46
Shave Cream and Razors							
LINE 19	RAZ-01S	SINGLE BLADE RAZOR CLEAR CAP					DISCOUNTED 15%
	RAZ-02S	TWIN BLADE RAZOR	1000 PCS	12 LBS	0.04456	44.56	38.75
	RAZ-01C	SINGLE BLADE RAZOR CLEAR	1000 PCS	14 LBS	0.07585	75.85	65.98
	RAZ-02C	TWIN BLADE RAZOR CLEAR	1000 PCS	12 LBS	0.07475	74.75	65.00
	SRAZ-01	SECURITY RAZOR 500/CS.	1000 PCS	14 LBS	0.09344	93.44	81.25
LINE 21	FSC-15	1.5 GRAMS SHAVE CREAM, SINGLE USE	600 PCS	4 LBS	0.13455	67.28	58.50
11	FSC-25	7.5 ML SHAVE CREAM PACKET	2000 PCS	7 LBS	0.02586	51.75	45.00
	BSG-15	1.5 OZ SHAVING GEL	1000 PCS	21 LBS	0.05354	53.54	46.58
	BSG-30	3 OZ SHAVING GEL	96 PCS	12 LBS	0.32943	31.63	27.60
12	BSC-06	.6 OZ TUBE SHAVE CREAM, PLASTIC TUBE	60 PCS	14 LBS	0.48163	29.50	25.65
13	BSC-085	.85 OZ TUBE SHAVE CREAM, PLASTIC TUBE	720 PCS	36 LBS	0.23395	168.44	146.47
9	BSC-30	3 OZ TUBE SHAVECREAM, PLASTIC TUBE	720 PCS	50 LBS	0.27888	200.79	174.60
8	BSC-50	5 OZ TUBE SHAVE CREAM, PLASTIC TUBE	144 PCS	34 LBS	0.61349	88.34	76.82
	PAS4	4 OZ AFTER SHAVE (CLEAR BOTTLE) ALCOHOL FREE	72 PCS	26 LBS	0.97047	69.87	60.76
			60 PCS	18 LBS	1.45763	87.46	76.05
Springfresh Soap							
LINE 12	S-1/2	DEODORANT SOAP #1/2					DISCOUNTED 18%
	S-1/2UN	#1/2 SOAP UNWRAPPED	1000 PCS	22 LBS	0.03450	34.50	30.00
	S-3/4	DEODORANT SOAP #3/4	1000 PCS	21 LBS	0.03670	35.70	31.04
15	S-1	DEODORANT SOAP #1	1000 PCS	34 LBS	0.05354	53.54	46.58
18	S-1.5	DEODORANT SOAP #1.5	560 PCS	23 LBS	0.09200	46.00	40.00
	S-1.5UN	#1.5 UNWRAPPED	500 PCS	40 LBS	0.10040	50.20	43.85
	S-3G	DEODORANT SOAP #3	500 PCS	40 LBS	0.09481	47.40	41.22
LINE 11	HG-128	1 GALLON W/ PUMP	144 PCS	25 LBS	0.26769	38.55	33.52
	S-3UN	#3 SOAP UNWRAPPED	4 PCS	35 LBS	11.21250	44.85	39.00
	S-3UN2	#3 SOAP UNWRAPPED	100 PCS	18 LBS	0.21264	21.26	18.49
	S-3.5	#3.5 SOAP WRAPPED	200 PCS	32 LBS	0.18954	37.91	32.98
	S-3.5UN	#3.5 SOAP UNWRAPPED	100 PCS	23 LBS	0.31234	31.23	27.16
	SMS-1.6	SHAVING MUG SOAP #1.6	100 PCS	23 LBS	0.29900	29.90	26.00
			36 PCS	3 LBS	0.41528	14.95	13.00

LINE	SKU	DESCRIPTION	QTY	WGT	PRICE	PRICE/CS	DISCOUNTED 15%
LINE 23	SB-01C	HINGED SOAP BOX, CLEAR	100 PCS	9 LBS	0.25300	25.30	22.00
Deodorant, Lotion and Baby Powder							
	HF-35	0.35 OZ/10.2 ML HAND & BODY LOTION PACKET	1000 PCS	27 LBS	0.05364	53.54	46.56
	HDL-20	HAND & BODY LOTION 2 OZ.	96 PCS	21 LBS	0.27888	26.77	23.28
	HDL-40	HAND & BODY LOTION 4 OZ.	80 PCS	16 LBS	0.44620	26.77	23.28
	PSD-20	2 OZ PUMP SPRAY DEODORANT	48 PCS	8 LBS	0.76687	38.80	32.00
	PSD-40	4 OZ PUMP SPRAY DEODORANT	48 PCS	18 LBS	0.87017	41.77	36.32
57	BP-15	1.5 OZ CORN STARCH BABY POWDER	144 PCS	19 LBS	0.30946	44.56	38.75
58	BP-20	2.0 OZ BABY POWDER	86 PCS	15 LBS	0.28451	27.31	23.75
56	BP-40	4.0 OZ BABY POWDER	48 PCS	15 LBS	0.69144	33.19	28.86
	BP-80	8.0 OZ BABY POWDER	24 PCS	15 LBS	0.93438	22.43	19.50
	BP-140	14.0 OZ BABY POWDER	12 PCS	12 LBS	1.55250	18.63	16.20
LINE 13	SD-05C	1/2 OZ STICK DEODORANT CLEAR CAP	576 PCS	32 LBS	0.19566	112.70	98.00
LINE 15	SD-160	1.80 OZ STICK DEODORANT, 12/BOX, 144/CASE	144 PCS	20 LBS	0.44328	63.83	55.50
LINE 14	SD-175	1.75 OZ STICK DEODORANT, 12/BOX, 144/CASE	144 PCS	22 LBS	0.46528	87.00	58.26
	SD-200	2 OZ STICK DEODORANT, 144/CS.	144 PCS	24 LBS	0.47917	89.00	60.00
	SD-225	2.5 OZ STICK DEODORANT, 144/CS.	144 PCS	26 LBS	0.80694	87.40	76.00
	RD-15C	1.5 OZ ROLL-ON DEODORANT CLEAR	96 PCS	15 LBS	0.33333	32.00	27.83
	RD-20C	2.0 OZ ROLL-ON DEODORANT CLEAR	96 PCS	18 LBS	0.37500	36.00	31.30
	RD-25C	2.5 OZ ROLL-ON DEODORANT CLEAR	96 PCS	18 LBS	0.41927	40.25	35.00
Diaper and Patient Bags							
60	BB-01	BEDSIDE BAG 6-1/2" X 12"	2000 PCS	14 LBS	0.02795	55.88	48.60
72	DB-01	DIAPER BAG /TEDDY BEAR	144 PCS	30 LBS	1.35844	195.62	170.10
71	DB-02	DIAPER BAG/ASSTD ANIMALS	144 PCS	30 LBS	1.35844	195.62	170.10
59	PB-01	PATIENT BELONGINGS BAG	250 PCS	19 LBS	0.19872	49.68	43.20
	PB-01C	PATIENT BELONGINGS BAG CLEAR FILM	250 PCS	19 LBS	0.19872	49.68	43.20
	DSPB-01	DRAWSTRING PATIENT BELONGINGS BAG	250 PCS	10 LBS	0.13973	34.93	30.38
	DSPB-01C	DRAWSTRING BELONGINGS BAG, CLEAR	250 PCS	10 LBS	0.13973	34.93	30.38
62	DS-200	DRAWSTRING BAG 9" X 11"	1000 PCS	12 LBS	0.05900	59.00	51.30
	DS-300ND	DRAWSTRING BAG 11 X 17"	1000 PCS	24 LBS	0.08228	82.28	71.58
	DS-400ND	DRAWSTRING BAG 17 X 17"	500 PCS	18 LBS	0.12110	60.55	52.65
	DS-400C	DRAWSTRING BAG 17 X 17" CLEAR FILM	500 PCS	18 LBS	0.12731	63.65	55.35
	DS-500ND	DRAWSTRING BAG 18 X 20"	500 PCS	22 LBS	0.13817	69.09	60.08
	DS-600ND	DRAWSTRING BAG 20 X 22"	500 PCS	28 LBS	0.15836	79.18	68.85
Hair Care Products							
LINE 7	SP-20	2 OZ SHAMPOO	96 PCS	15 LBS	0.15875	15.24	13.25
	SPC-20	2 OZ SHAMPOO/CONDITIONER	96 PCS	15 LBS	0.28161	27.03	23.50
	SPC-40	4 OZ SHAMPOO/CONDITIONER	60 PCS	16 LBS	0.46000	27.60	24.00
	SPC-80	8 OZ SHAMPOO/CONDITIONER	38 PCS	18 LBS	0.70278	25.30	22.00
LINE 6	SP-40	4 OZ SHAMPOO IN CLEAR BOTTLE	60 PCS	18 LBS	0.31150	18.69	16.25
	SP-80	8 OZ SHAMPOO IN CLEAR BOTTLE	36 PCS	18 LBS	0.67083	24.15	21.00
	SP-160	16 OZ SHAMPOO IN CLEAR BOTTLE	12 PCS	15 LBS	1.34187	16.10	14.00
	SP-160NT	16 OZ SHAMPOO, ND TEAR	12 PCS	15 LBS	1.43750	17.25	15.00
	SFB-20	2 OZ COCONUT SHAMPOO&BODY WASH	96 PCS	15 LBS	0.28151	27.03	23.50
	SFB-40	4 OZ COCONUT SHAMPOO&BODY WASH	60 PCS	18 LBS	0.46000	27.60	24.00
	SFB-160	16 OZ COCONUT SHAMPOO&BODY WASH	12 PCS	15 LBS	1.55250	18.63	16.20
	DS-40	4 OZ HAIR & SCALP CONDITIONER	60 PCS	18 LBS	0.50198	30.12	26.19
	CD-40	4 OZ HAIR CONDITIONER	60.00	18 LBS	0.44620	26.77	23.28
	CD-160	16 OZ CONDITIONER	12 PCS	15 LBS	1.43750	17.25	15.00
LINE 9	HDBM-40	BLUE MAGIC HAIR DRESSING	12 PCS	14 LBS	4.79167	57.50	50.00
LINE 8	PCD-25C	CONDITIONER RINSE .25 OZ	1000 PCS	21 LBS	3.83333	46.00	40.00
38	PS-35	10 ML SHAMPOO PACKET (.35 OZ)	1000 PCS	27 LBS	0.05364	53.54	46.56
LINE 10	HB-01G	NYLON BRISTLE HAIRBRUSH	144 PCS	12 LBS	0.38139	54.92	47.78
48	HB-02	NYLON ROUND-TIP STYLING BRUSH	288 PCS	25 LBS	0.35698	102.81	89.40
	CHB-01	CLUB/MILITARY BRUSH, NYLON BRISTLES	288 PCS	60 LBS	0.50197	144.57	125.71
50	PCB-01	PEDIATRIC COMB & BRUSH SET	288 PCS	21 LBS	0.39531	113.85	99.00
47	PC-1	2-SIDED PEDIATRIC COMB	720 PCS	16 LBS	0.05391	38.81	33.75
45	C-5	5" BLACK COMB	2160 PCS	18 LBS	0.01917	41.40	36.00
	DC-5	5" BLACK COMB, 12/BAG, 180 BAGS/CASE	2160 PCS	18 LBS	0.02228	40.13	41.85
44	C-7	7" BLACK COMB	1440 PCS	15 LBS	0.02549	36.70	31.91
	DC-7	7" BLACK COMB DOZEN PACK	1440 PCS	16 LBS	0.03127	45.02	39.15
43	C-567	BLACK MINI PICK 5-1/2"	1440 PCS	15 LBS	0.03127	45.02	39.15
	C-700	BLACK HAIR PICK 7"	576 PCS	17 LBS	0.07986	46.00	40.00
40	C-2655	RAKE COMB 8-1/2"	576 PCS	20 LBS	0.19766	113.85	99.00
42	C-2810	DRESSER COMB 8"	576 PCS	20 LBS	0.08482	54.61	47.49
41	C-2950	AFRO RAKE COMB 1 1/2"	1008 PCS	26 LBS	0.11037	117.30	102.00
			432 PCS	29 LBS	0.20080	86.74	75.43

37 SC-01 SHOWER CAP, BAGGED		2000 PCS	25 LBS	0.08626	172.50	150.00
Miscellaneous Items						
	TNC-1	2" FINGER NAIL CLIPPER, 2 DZ/BOX				DISCOUNTED 15%
	TNC-1	3-1/4" TOE NAIL CLIPPER, 1 DZ/BOX	1200 PCS	50 LBS	0.37654	454.25
LINE 16	SP01-0550	SANITARY PAD WING, 250 MM, 50/BAG, 5BAG/CASE	600 PCS	48 LBS	0.62100	372.60
	SP02-0550	SANITARY PAD WING, OVERNIGHT, 90/BAG, 5BAG/CASE	250 PCS	5 LBS	0.05520	13.80
	SP01BX-250	SANITARY PAD WING, SMALL BOX BULK	250 PCS	5 LBS	0.11712	29.28
	SP01-1224	SANITARY PAD WING, 12/BAG, 24BAG/CS.	250 PCS	7 LBS	0.13011	34.03
	SP01-2424	SANITARY PAD WING, 24/BAG, 24BAG/CS.	280 PCS	7 LBS	0.08385	24.09
	SP01-1250	SANITARY PAD NO WING, 12/BAG, 50BAG/CS.	575 PCS	14 LBS	0.08368	48.20
	SP01-1250W	SANITARY PAD WING, 12/BAG, 50BAG/CS.	600 PCS	15 LBS	0.08368	50.21
LINE 17	T-500	TAMPONS - INDIVIDUALLY WRAPPED	600 PCS	15 LBS	0.08787	52.72
	FP-01	FLEX PEN, BLACK INK	500 PCS	0 LBS	0.00878	63.25
	DF-012	12 YARD DENTAL FLOSS	2000 PCS	20 LBS	0.21195	423.89
66	GF-01	GOLF(MENU) PENCIL	1728 PCS	40 LBS	0.39864	685.40
LINE 18	SP-01BAG	SANITARY DISPOSABLE BAG	3500 PCS	18 LBS	0.03347	120.47
69	MS-01	MANICURE STICK 4 1/2"	1000 PCS	10 LBS	0.04485	44.85
			7200 PCS	10 LBS	0.01402	100.91
						87.75

We can pack admission kit to accommodate your needs from our complete line of any components and amenity items. Please call toll free at (800) 738-5536.

If any combination of above items ordered exceeds 1,000 lbs or \$400.00 per shipment in the Continental U.S., freight will be paid by us only if you order items that are not on the contract items \$500 will be prepaid by us. If you order items from the contract along with other items on this catalog free freight is \$200 per shipment.



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

Request for Quotation

RFQ NUMBER
RJC693

PAGE
I

ADDRESS CORRESPONDENCE TO ATTENTION OF
**TARA LYLE
304-558-2544**

RFQ COPY
TYPE NAME/ADDRESS HERE

American Amenities, Inc.
17280 Woodinville-Redmond Rd NE
Suite 804
Woodinville, WA 98072

REG'L JAIL & CORR'L AUTH'Y
VARIOUS LOCALES AS INDICATED
BY ORDER

DATE PRINTED 11/30/2010	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
BID OPENING DATE: 01/31/2011		BID OPENING TIME 01:30PM		

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
0001	1	LS		095-00-99-000	<i>15% DISCT.</i>	<i>\$165,133.53</i>
PERSONAL HYGIENE PRODUCTS						
OPEN-END CONTRACT						
OPEN-END CONTRACT TO PROVIDE PERSONAL CARE/HYGIENE PRODUCTS TO THE WEST VIRGINIA REGIONAL JAILS AND CORRECTIONAL FACILITY AUTHORITY AND OTHER AUTHORIZED STATE AGENCIES PER THE ATTACHED SPECIFICATIONS.						
INQUIRIES: WRITTEN QUESTIONS WILL BE ACCEPTED UNTIL CLOSE OF BUSINESS ON 12/15/2010. QUESTIONS MAY BE SENT VIA USPS, FAX, COURIER OR E-MAIL. IN ORDER TO ASSURE NO VENDOR RECEIVES AN UNFAIR ADVANTAGE, NO SUBSTANTIVE QUESTIONS WILL BE ANSWERED ORALLY. IF POSSIBLE, E-MAIL QUESTIONS ARE PREFERRED. ADDRESS INQUIRIES TO:						
TARA LYLE DEPARTMENT OF ADMINISTRATION PURCHASING DIVISION 2019 WASHINGTON STREET, EAST CHARLESTON, WV 25305						
FAX: 304-558-4115 E-MAIL: TARA.L.LYLE@WV.GOV						
EXHIBIT 3						

SIGNATURE: *[Signature]* SEE REVERSE SIDE FOR TERMS AND CONDITIONS

TITLE: *[Signature]* FEIN: *91-1667115* TELEPHONE: *425-489-1899* DATE: *1-5-11*

WHEN RESPONDING TO RFQ, INSERT NAME AND ADDRESS IN SPACE ABOVE LABELED 'VENDOR' ADDRESS CHANGES TO BE NOTED ABOVE

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).



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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ADDRESS CORRESPONDENCE TO: ATTENTION OF
**TARA LYLE
304-558-2544**

RFQ COPY
TYPE NAME/ADDRESS HERE.

PROPERTY

SHIPPED

American Amenities, Inc.
17280 Woodinville-Redmond Rd NE
Suite 804
Woodinville, WA 98072

REG'L JAIL & CORR'L AUTH'Y
VARIOUS LOCALES AS INDICATED
BY ORDER

DATE PRINTED 11/30/2010	TERMS OF SALE	SHIP VIA	FOB	FREIGHT TERMS
BID OPENING DATE: 01/31/2011				
BID OPENING TIME 01:30PM				

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
<p>LIFE OF CONTRACT: THIS CONTRACT BECOMES EFFECTIVE ON AWARD AND EXTENDS FOR A PERIOD OF ONE (1) YEAR OR UNTIL SUCH "REASONABLE TIME" THEREAFTER AS IS NECESSARY TO OBTAIN A NEW CONTRACT OR RENEW THE ORIGINAL CONTRACT. THE "REASONABLE TIME" PERIOD SHALL NOT EXCEED TWELVE (12) MONTHS. DURING THIS "REASONABLE TIME" THE VENDOR MAY TERMINATE THIS CONTRACT FOR ANY REASON UPON GIVING THE DIRECTOR OF PURCHASING 30 DAYS WRITTEN NOTICE.</p> <p>UNLESS SPECIFIC PROVISIONS ARE STIPULATED ELSEWHERE IN THIS CONTRACT DOCUMENT, THE TERMS, CONDITIONS AND PRICING SET HEREIN ARE FIRM FOR THE LIFE OF THE CONTRACT.</p> <p>RENEWAL: THIS CONTRACT MAY BE RENEWED UPON THE MUTUAL WRITTEN CONSENT OF THE SPENDING UNIT AND VENDOR, SUBMITTED TO THE DIRECTOR OF PURCHASING THIRTY (30) DAYS PRIOR TO THE EXPIRATION DATE. SUCH RENEWAL SHALL BE IN ACCORDANCE WITH THE TERMS AND CONDITIONS OF THE ORIGINAL CONTRACT AND SHALL BE LIMITED TO TWO (2) ONE (1) YEAR PERIODS.</p> <p>CANCELLATION: THE DIRECTOR OF PURCHASING RESERVES THE RIGHT TO CANCEL THIS CONTRACT IMMEDIATELY UPON WRITTEN NOTICE TO THE VENDOR IF THE COMMODITIES AND/OR SERVICES SUPPLIED ARE OF AN INFERIOR QUALITY OR DO NOT CONFORM TO THE SPECIFICATIONS OF THE BID AND CONTRACT HEREIN.</p> <p>OPEN MARKET CLAUSE: THE DIRECTOR OF PURCHASING MAY AUTHORIZE A SPENDING UNIT TO PURCHASE ON THE OPEN MARKET, WITHOUT THE FILING OF A REQUISITION OR COST ESTIMATE, ITEMS SPECIFIED ON THIS CONTRACT FOR IMMEDIATE DELIVERY IN EMERGENCIES DUE TO UNFORESEEN CAUSES (INCLUDING BUT NOT LIMITED TO DELAYS IN TRANS-</p>						

SIGNATURE: *[Signature]* TITLE: *Sales* FEIN: *91-1667115* TELEPHONE: *425-489-1899* DATE: *1-5-11*

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

ADDRESS CHANGES TO BE NOTED ABOVE

WHEN RESPONDING TO RFQ, INSERT NAME AND ADDRESS IN SPACE ABOVE LABELED 'VENDOR'



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

Request for Quotation

RFQ NUMBER
RJC693

PAGE
3

ADDRESS CORRESPONDENCE TO ATTENTION OF
**TARA LYLE
304-558-2544**

RFQ COPY
TYPE NAME/ADDRESS HERE

VENDOR

SHIP TO

American Amenities, Inc.
17280 Woodinville-Redmond Rd NE
Suite 804
Woodinville, WA 98072

REG'L JAIL & CORR'L AUTH'Y
VARIOUS LOCALES AS INDICATED
BY ORDER

DATE PRINTED 11/30/2010	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
BID OPENING DATE: 01/31/2011		BID OPENING TIME 01:30PM		

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
<p>PORTATION OR AN UNANTICIPATED INCREASE IN THE VOLUME OF WORK.)</p> <p>QUANTITIES: QUANTITIES LISTED IN THE REQUISITION ARE APPROXIMATIONS ONLY, BASED ON ESTIMATES SUPPLIED BY THE STATE SPENDING UNIT. IT IS UNDERSTOOD AND AGREED THAT THE CONTRACT SHALL COVER THE QUANTITIES ACTUALLY ORDERED FOR DELIVERY DURING THE TERM OF THE CONTRACT, WHETHER MORE OR LESS THAN THE QUANTITIES SHOWN.</p> <p>ORDERING PROCEDURE: SPENDING UNIT(S) SHALL ISSUE A WRITTEN STATE CONTRACT ORDER (FORM NUMBER WV-39) TO THE VENDOR FOR COMMODITIES COVERED BY THIS CONTRACT. THE ORIGINAL COPY OF THE WV-39 SHALL BE MAILED TO THE VENDOR AS AUTHORIZATION FOR SHIPMENT, A SECOND COPY MAILED TO THE PURCHASING DIVISION, AND A THIRD COPY RETAINED BY THE SPENDING UNIT.</p> <p>BANKRUPTCY: IN THE EVENT THE VENDOR/CONTRACTOR FILES FOR BANKRUPTCY PROTECTION, THE STATE MAY DEEM THE CONTRACT NULL AND VOID, AND TERMINATE SUCH CONTRACT WITHOUT FURTHER ORDER.</p> <p>THE TERMS AND CONDITIONS CONTAINED IN THIS CONTRACT SHALL SUPERSEDE ANY AND ALL SUBSEQUENT TERMS AND CONDITIONS WHICH MAY APPEAR ON ANY ATTACHED PRINTED DOCUMENTS SUCH AS PRICE LISTS, ORDER FORMS, SALES AGREEMENTS OR MAINTENANCE AGREEMENTS, INCLUDING ANY ELECTRONIC MEDIUM SUCH AS CD-ROM.</p> <p>REV. 05/26/2009</p> <p>PURCHASING CARD ACCEPTANCE: THE STATE OF WEST VIRGINIA CURRENTLY UTILIZES A VISA PURCHASING CARD PROGRAM WHICH IS ISSUED THROUGH A BANK. THE SUCCESSFUL VENDOR MUST ACCEPT THE STATE OF WEST VIRGINIA VISA PURCHASING</p>						

SIGNATURE: *[Signature]* TITLE: *[Signature]* FEIN: **94-1667115** TELEPHONE: **415-489-1899** DATE: **1-5-11**

SEC REVERSE SIDE FOR TERMS AND CONDITIONS

ADDRESS CHANGES TO BE NOTED ABOVE

WHEN RESPONDING TO RFQ, INSERT NAME AND ADDRESS IN SPACE ABOVE LABELED 'VENDOR'



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

Request for Quotation

RFQ NUMBER
RJC693

PAGE
4

ADDRESS CORRESPONDENCE TO ATTENTION OF
**TARA LYLE
 304-558-2544**

VENDOR

RFQ COPY
 TYPE NAME/ADDRESS HERE

American Amenities, Inc.
 17280 Woodinville-Redmond Rd NE
 Suite 804
 Woodinville, WA 98072

SUPPLIER

REG'L JAIL & CORR'L AUTH'Y
 VARIOUS LOCALES AS INDICATED
 BY ORDER

DATE PRINTED 11/30/2010	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
BID OPENING DATE: 01/31/2011				
BID OPENING TIME 01:30PM				

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
<p>CARD FOR PAYMENT OF ALL ORDERS PLACED BY ANY STATE AGENCY AS A CONDITION OF AWARD.</p> <p>EXHIBIT 4</p> <p>LOCAL GOVERNMENT BODIES: UNLESS THE VENDOR INDICATES IN THE BID HIS REFUSAL TO EXTEND THE PRICES, TERMS, AND CONDITIONS OF THE BID TO COUNTY, SCHOOL, MUNICIPAL AND OTHER LOCAL GOVERNMENT BODIES, THE BID SHALL EXTEND TO POLITICAL SUBDIVISIONS OF THE STATE OF WEST VIRGINIA. IF THE VENDOR DOES NOT WISH TO EXTEND THE PRICES, TERMS, AND CONDITIONS OF THE BID TO ALL POLITICAL SUBDIVISIONS OF THE STATE, THE VENDOR MUST CLEARLY INDICATE SUCH REFUSAL IN HIS BID. SUCH REFUSAL SHALL NOT PREJUDICE THE AWARD OF THIS CONTRACT IN ANY MANNER.</p> <p>REV. 3/88</p> <p style="text-align: center;">NOTICE</p> <p>A SIGNED BID MUST BE SUBMITTED TO:</p> <p style="text-align: center;">DEPARTMENT OF ADMINISTRATION PURCHASING DIVISION BUILDING 15 2019 WASHINGTON STREET, EAST. CHARLESTON, WV 25305-0130</p> <p>THE BID SHOULD CONTAIN THIS INFORMATION ON THE FACE OF THE ENVELOPE OR THE BID MAY NOT BE CONSIDERED:</p>						

SIGNATURE: *[Signature]* SEE REVERSE SIDE FOR TERMS AND CONDITIONS

TITLE: **SUPERS** TELEPHONE: **425-489-1899** DATE: **1-5-11**

FEIN: **91-1667115**

WHEN RESPONDING TO RFQ, INSERT NAME AND ADDRESS IN SPACE ABOVE LABELED 'VENDOR' ADDRESS CHANGES TO BE NOTED ABOVE



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

Request for Quotation

RFQ NUMBER
RJC693

PAGE
5

ADDRESS CORRESPONDENCE TO ATTENTION OF
TARA LYLE
304-558-2544

PROPERTY

RFQ COPY
 TYPE NAME/ADDRESS HERE

American Amenities, Inc.
 17280 Woodinville-Redmond Rd NE
 Suite 804
 Woodinville, WA 98072

SHIP TO

REG'L JAIL & CORR'L AUTH'Y
 VARIOUS LOCALES AS INDICATED
 BY ORDER

DATE PRINTED 11/30/2010	TERMS OF SALE	SHIP VIA	FOR	FREIGHT TERMS
BID OPENING DATE: 01/31/2011		BID OPENING TIME 01:30PM		

LINE	QUANTITY	UOP	GAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
SEALED BID						
BUYER:-----TL/FILE 32-----						
RFQ. NO.:-----RJC693-----						
BID OPENING DATE:-----01/06/2011-----						
BID OPENING TIME:-----1:30 PM-----						
PLEASE PROVIDE A FAX NUMBER IN CASE IT IS NECESSARY TO CONTACT YOU REGARDING YOUR BID: ----- 425-487-2939 -----						
CONTACT PERSON (PLEASE PRINT CLEARLY): ----- LARRY KONG -----						
***** THIS IS THE END OF RFQ						RJC693 ***** TOTAL: \$165,33.53

SIGNATURE: *[Signature]* SEE REVERSE SIDE FOR TERMS AND CONDITIONS

TITLE: **SOLICITS** FEIN: **911667115** TELEPHONE: **425-489-1829** DATE: **1-5-11**

WHEN RESPONDING TO RFQ, INSERT NAME AND ADDRESS IN SPACE ABOVE LABELED 'VENDOR' ADDRESS CHANGES TO BE NOTED ABOVE

6

**BID SPECIFICATIONS
SECURITY HYGIENE
RJC693**

SCOPE

This request for quotation is to establish an Agency contract for the West Virginia Regional Jail and Correctional Facility Authority to supply various personal care/hygiene products for use in Correctional Institutions. This contract may be utilized by other state agencies requiring similar safety and security requirements. These products must be specifically tailored in size, quantity and/or packaging for use in a correctional institution environment. It is the intention of this agency to award one contract. This award will not be split and will be made to the most complete bid and based on the lowest total of all items listed on the attached pricing pages.

**** This contract SHALL not include identical products currently available on other State wide contracts.

All terms and conditions in the written specifications are absolute and the compliance with cannot be waived. Mandatory terms are included by the use of the terms *shall, will, must, maximum or minimum.*

General Information

- 1) Vendor shall quote a percentage discount from the lowest price listed in the catalog submitted. The Agency is requesting a percentage discount for each of the listed categories. All items in the discounted category must have the exact same discount. (For example, if a personal care product in the category has a discount of 40%, EVERY personal care product sold in that category must have the same 40% discount). Vendors MAY submit alternate bids by using a separate or additional catalogs. Bids must plainly and clearly indicate the percentage discount for each of the specified categories. Bids that are not clearly identifiable will be disqualified. For bidding purposes, a list of the items most frequently purchased and a yearly estimate of quantity is reflected in the Pricing Page. **NOTE:** The category discount must apply to all items in that category. Bidders shall not offer greater discounts for items on the pricing pages than the category discount offered. The categories are listed below:

Tooth & Lip Care
Hair Care
Soap
Antiperspirant/Deodorant
Feminine Care
Razors/Shave

- 2) Catalogs must contain certain items specifically designed and packaged for use in Correctional Institutions. Those items are more clearly defined below and identified with an asterisk (*) on the Pricing Page;
- Toothpaste (paste or gel) must be available in clear or see-through packages or tubes;
 - Gel Toothpaste must be available in red;
 - Toothbrushes must be sealed in clear or see-through packages;
 - No-Shank toothbrushes must be made of a translucent material;
 - Shampoos must be available in clear or see through packets or bottles;
 - Soaps must be available in clear or see through packaging;
 - Deodorants must be available in see through packaging;
 - Sanitary Napkins must have adhesive strip; be powder free; individually wrapped and available in bulk packaging;
 - Tampons must be fragrance free; individually wrapped and available in bulk packaging;
 - Razors must be Disposable, Stainless Steel Single Blade with a clear safety cap, and available in bulk packaging;
 - Shave Gel must be available in single use clear or see through packets;
 - Soap Boxes must be hinged and constructed of clear material;
 - Lice shampoo must be available in 1 Gallon size with pump; formula must be non-foaming and fast acting.
- 3) A vendors' catalog should be submitted with the bid and must contain product lines broad enough to meet the needs of the Agency(s) who might utilize this contract. The vendor's most current catalog is preferred. **NOTE:** Internet catalogs must be submitted in paper format.
- 4) Bidders shall provide all information requested on "RCJ693 Pricing Pages". Bidders should complete all columns. Where an item is unavailable, "No Bid" must appear on the pricing page in the column labeled "Reference or Product #". The pricing page contains a list of the most frequently purchased items however, the discount rate must be extended to all items found and ordered from that specified category. The quantities provided for each item listed on the pricing pages represents the approximate volume of anticipated purchases. The "net unit price" is to be all inclusive and must be the final price that will be charged to the State of West Virginia.
- 5) The "net unit price" shown on the pricing pages will be verified using the percentage discount shown on the pricing pages against the lowest price in the catalog bid. If any discrepancies are found, it may be cause for rejection of bid.
- 6) The lowest cost, most complete bidder shall be awarded a contract. The discount shall remain the same during the entire contract period including any renewals.
- 7) The catalog may be updated at renewal. If the Agency and Purchasing Division extends the offer to renew and the new catalogs have significant price increases, the Agency or the Purchasing Division may decline and re-bid the commodity.

- 8) The successful vendor shall provide catalogs, at no charge, upon request to the various correctional institutions utilizing this contract. Additional catalogs may be required from the vendor at any time. These shall be provided at no cost to the State. Correctional Institutions may obtain the catalogs contacting the contract coordinator listed on the pricing page.
- 9) Orders shall be delivered within five (5) working days after orders are received.
- 10) All bids are to be quoted as F.O.B. destination to any facility location. The minimum order for prepaid shipping to one, facility destination shall be \$200.00. For orders less than \$200.00, transportation charges (if any) may be invoiced as a separate charge with the original freight bill attached to the invoice. Facilities may make purchases that fall under the \$200.00 limit from a local source to avoid the delivery charges only in the event of an authorized emergency.
- 11) Verification of product quality is the responsibility of the vendor. The Agency may require certified mail test data, certifications or samples for testing of the commodity(s) bid. All costs of test samples shall be borne by the vendor as well as freight costs to and from the agency.
- 12) The successful bidder shall not substitute any other brand products from those awarded. Substitution of products will be grounds for cancellation of the contract.
- 13) Bidders must be a manufacturer or a regular stocking licensed dealer for the products offered at the time of bid.
- 14) Successful vendor shall provide quarterly reports and annual summaries showing quantities, dollar value and facilities which have used this contract at the Agency's request. Should these reports be requested, the vendor should submit them to the Procurement Officer of the requesting agency.
- 15) Non conforming materials shall be returned to the vendor at no expense to the State of West Virginia at any time during the life of this contract.
- 16) Internet Access – Vendor should be able to provide internet access. If the vendor has such capabilities, this should be so noted in their quotation and shall describe the process for setting up such ordering for state agencies. However, Internet access is not a mandatory requirement.

Reminder to Bidders:

Prior to submitting bids, bidders are cautioned to comply with ALL mandatory bid requirements.

Bidders shall quote a single discount for all items within a single category.

Include dated and numbered catalog(s) – Two Sets
Please supply an electronic copy of catalog(s).

Complete the Pricing Pages – including the name and other requested information of the contract coordinator who will respond to agency inquiries on using the contract.

If the price list makes reference to prices being subject to change, those terms are null and void. All price changes shall be in accordance with Paragraph 7 of this request.

Samples MAY be requested during the bid evaluation. Samples shall be received within seven (7) days after request is made and at no cost to the State of West Virginia. Certain items within some categories must be specifically designed and packaged for use in Correctional Institutions. Those items are more clearly defined in Paragraph 2 and identified with an asterisk (*) on the Pricing Page.

The West Virginia Regional Jail Authority facilities utilizing this contract are as follows:

- Central Regional Jail
300 Days Drive
Sutton, WV 26601
- Eastern Regional Jail
94 Grapevine Road
Martinsburg, WV 25405
- Potomac Highlands Regional Jail
#13 Dolan Drive
Augusta, WV 26704
- Tygart Valley Regional Jail
400 Abby Road
Belington, WV 26250
- South Central Regional Jail
1001 Centre Way
Charleston, WV 25309
- North Central Regional Jail
#1 Lois Lane
Greenwood, WV 26415
- Southwestern Regional Jail
Earl Ray Tomblin Industrial Park
13 Gaston Caperton Drive
Holden, WV 25625
- Western Regional Jail
One O'Hanlon Place
Barboursville, WV 25504
- Southern Regional Jail
1200 Airport Road
Beaver, WV 25813
- Northern Regional Jail
Rd. 2, Box 1
Moundsville, WV 26041

Division of Juvenile Services facilities that will also utilize this contract include;

- WV Industrial Home for Youth
7 Industrial Blvd.,
Industrial, WV 26375
- Donald R. Kuhn Center
One Lory Place
Julian, WV 25529
- Rubenstein Center
141 Forestry Camp Road
Davis, WV 26260
- Lorrie Yeager Juvenile Center
907 Mission Drive
Parkersburg, WV 26101

- Sam Perdue Juvenile Center
843 Shelter Road,
Princeton, WV 24740
- Tiger Morton Juvenile Center
60 Manfred Holland Way
Dunbar, WV 25064
- Vicki Douglas Juvenile Center
900 Emmett Roush Drive
Martinsburg, WV 25401
- J.M. Chick Buckbee Juvenile Center
One Jerry Lane
Augusta, WV 26704
- Gene Spadaro Juvenile Center
106 Martin Drive
Mt. Hope, WV 25880
- Robert Shell Juvenile Center
2 O'Hanlon Place
Barboursville, WV 25504

PRICING PAGE FOR RJC693

Item	Description	Size	Reference or Product #	Est. Annual Usage	Number of Items Per Case or Lot	Price per Case / Lot	Unit List Price	Percent % Discount by Category	Net Unit Price	Extended Price	Total by Category
							Col C / Col B		(F-Col E) / Col D	Col A * Col F	H
	Toiletries - Soap										
*1	Toothpaste w/ Fluoride - Clear, Clear or See Thru Packet	.15 oz	TR-216	32,000	1000	99.96	0.0999	15%	0.0869	2780.80	
*2	Toothpaste w/ Fluoride, - Tube; Clear or See Thru Package, Nature Mint or Equal	.5 oz	TR-216	12,000	720	104.41	0.1450		0.1261	1513.04	
*3	Red Gel Toothpaste w/ Fluoride Tube, Clear or See Thru Packaging	.85 oz	TR-216	147,000	720	112.24	0.1559	D-15% = F	0.1356	19933.20	
*4	Toothbrush - Sealed in Clear or See Thru Packaging	3 1/4"	TR-216	134,000	1440	53.36	0.0371		0.0323	4328.20	
5	No Shank Toothbrush - Translucent material		TR-216	4,900	170	63.25	0.6325		0.55	2695.00	
	Toiletries - Hair Care										
	Shampoo										
*6	Shampoo - Clear or See Thru Bottles	4 oz	SP-40	71,000	60	18.69	0.315		0.2709	4605.30	
*7	Shampoo - Clear or See Thru Bottles	2 oz	SP-20	52,000	96	15.24	0.1588		0.1381	7181.20	
*8	Shampoo w/Conditioner - Clear or See Thru Packets	.34 oz	SP-25C	32,000	1000	46.00	0.046		0.04	1280.00	
9	Blue Magic Hair Dressing or Equal	4 oz	HA-016	60	12	57.50	4.79		4.17	250.20	
10	Hair Brush - Soft Bristles	8"	HA-016	600	144	59.90	0.3814		0.3317	199.02	
	Hand Soap										
	Anti Bacterial Liquid Hand Soap										
11	Anti Bacterial Liquid Hand Soap	GAL.	HA-148	2,100	4	44.05	11.21		9.75	20475.00	
*12	Anti Bacterial Bar Soap - Individually wrapped in clear or see thru plastic	.5 oz	S-12	489,000	1000	34.50	0.0345		0.03	13170.00	
	Soap - Other										
	Antiperspirant/Deodorant										
*13	Deodorant - Stick; Unscented; Alcohol free; Clear packaging	.5 oz	SP-05C	61,000	576	12.70	0.1957		0.1702	10382.20	
14	Deodorant - Stick; Unscented; Alcohol free	2 oz	SP-200	600	144	69.00	0.4792		0.4167	250.02	
15	Deodorant Stick Female Fresh Scent or Equal	1.6 oz	SP-160	1,500	144	63.83	0.4433		0.3855	578.25	
	Antiperspirant/Deodorant - Total										
											11210.47

American Amenities, Inc.
 17280 Woodinville-Redmond Rd NE
 Suite 804
 Woodinville, WA 98072

PRICING PAGE FOR RJC693

Item	Description	Size	Reference or Product #	A Est. Annual Usage	B Number of Items Per Case or Lot	C Price per Case / Lot	D Unit List Price	E Percent % Discount by Category	F Net Unit Price (1-Col E) * Col D	G Extended Price Col A * Col F	H Total by Category
Sanitary Napkins											
16	Sanitary Napkins - Individually wrapped, powder free, adhesive strip	Bulk	SP-01500	418,000	250	13.80	0.0552		0.048	20,064.00	
17	Tamppons - Individually wrapped, fragrance free	Bulk	T-500	18,000	500	63.25	0.1265		0.11	1,977.00	
18	Disposable Bags for Sanitary Napkins or Tamppons	4"x2'x8"	SP-01004	5,000	1,000	44.85	0.0449		0.0390	195.00	
Tampon Caps											
Razors/Shave											
19	Disposable Razor - Stainless Steel - Single blade, Clear safety cap	Loose Packed	RAZ-D150	331,000	1,000	44.56	0.0446		0.0388	15,170.80	
* 21	Shave Gel/Quick Shave or Equiv. Single Use packet. Clear or Sea thru Packaging	.25 oz	BG-15	354,000	2,000	51.75	0.0259		0.0225	1,965.00	
Soap Box - Clear plastic Container with hinge											
23	Soap Box - Clear plastic Container with hinge	1 bar capacity	SB-010	1,200	100	25.30	0.253		0.22	264.00	
24	Toothbrush Caps - 144 count	pack	TC-010	700	144	9.78	0.0679		0.0590	41.30	
25	Les Control Shampoo-Non Foaming, fast acting, with Pump	1 GAL	LSC-100	348	4	38.40	96.00		84.00	2722.00	
Misc. TOTAL											
										Total of Column G lines 16 - 18	22,239.00
										Total of Column G lines 19 - 22	23,135.80
										Total of Column G lines 23 - 25	29,537.30
GRAND TOTAL										Total of Column H	75,912.10

Bidder / Vendor Information

AMERICAN AMENITIES, INC.

LARRY KOLA

American Amenities, Inc.

17280 Woodinville-Redmond Rd NE

Suite 804

Woodinville, WA 98072

626-489-1889

425-487-2939

AMERICAN@AMENITIES.COM

Vendor Name :

Contact Person :

Address :

Phone #

FAX #

E-Mail Address :

RFQ No. RJC 693

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 exceeds 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.

WITNESS THE FOLLOWING SIGNATURE

Vendor's Name: AMERICAN AMENITIES, INC.

Authorized Signature: [Signature] Date: 1-5-11

State of WA

County of KING, to-wit:

Taken, subscribed, and sworn to before me this 5 day of January, 2011

My Commission expires 5, 25, 2014.

AFFIX SEAL HERE

NOTARY PUBLIC



Rev. 09/05

State of West Virginia
VENDOR PREFERENCE CERTIFICATE

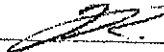
Certification and application* is hereby made for Preference in accordance with *West Virginia Code*, §5A-3-37. (Does not apply to construction contracts). *West Virginia Code*, §5A-3-37, provides an opportunity for qualifying vendors to request (at the time of bid) preference for their residency status. 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.

1. **Application is made for 2.5% resident vendor preference for the reason checked:**
 Bidder is an individual resident vendor and has resided continuously in West Virginia for four (4) years immediately preceding the date of this certification; or,
 Bidder is a partnership, association or corporation resident vendor and has maintained its headquarters or principal place of business continuously in West Virginia for four (4) years immediately preceding the date of this certification; or 80% of the ownership interest of Bidder is held by another individual, partnership, association or corporation resident vendor who has maintained its headquarters or principal place of business continuously in West Virginia for four (4) years immediately preceding the date of this certification; or,
 Bidder is a nonresident vendor which has an affiliate or subsidiary which employs a minimum of one hundred state residents and which has maintained its headquarters or principal place of business within West Virginia continuously for the four (4) years immediately preceding the date of this certification; or,
2. **Application is made for 2.5% resident vendor preference for the reason checked:**
 Bidder is a resident vendor who certifies that, during the life of the contract, on average at least 75% of the employees working on the project being bid are residents of West Virginia who have resided in the state continuously for the two years immediately preceding submission of this bid; or,
3. **Application is made for 2.5% resident vendor preference for the reason checked:**
 Bidder is a nonresident vendor employing a minimum of one hundred state residents or is a nonresident vendor with an affiliate or subsidiary which maintains its headquarters or principal place of business within West Virginia employing a minimum of one hundred state residents who certifies that, during the life of the contract, on average at least 75% of the employees or Bidder's affiliate's or subsidiary's employees are residents of West Virginia who have resided in the state continuously for the two years immediately preceding submission of this bid; or,
4. **Application is made for 6% resident vendor preference for the reason checked:**
 Bidder meets either the requirement of both subdivisions (1) and (2) or subdivision (1) and (3) as stated above; or,
5. **Application is made for 3.5% resident vendor preference who is a veteran for the reason checked:**
 Bidder is an individual resident vendor who is a veteran of the United States armed forces, the reserves or the National Guard and has resided in West Virginia continuously for the four years immediately preceding the date on which the bid is submitted; or,
6. **Application is made for 3.5% resident vendor preference who is a veteran for the reason checked:**
 Bidder is a resident vendor who is a veteran of the United States armed forces, the reserves or the National Guard, if, for purposes of producing or distributing the commodities or completing the project which is the subject of the vendor's bid and continuously over the entire term of the project, on average at least seventy-five percent of the vendor's employees are residents of West Virginia who have resided in the state continuously for the two immediately preceding years.

Bidder understands if the Secretary of Revenue determines that a Bidder receiving preference has failed to continue to meet the requirements for such preference, the Secretary may order the Director of Purchasing to: (a) reject the bid; or (b) assess a penalty against such Bidder in an amount not to exceed 5% of the bid amount and that such penalty will be paid to the contracting agency or deducted from any unpaid balance on the contract or purchase order.

By submission of this certificate, Bidder agrees to disclose any reasonably requested information to the Purchasing Division and authorizes the Department of Revenue to disclose to the Director of Purchasing appropriate information verifying that Bidder has paid the required business taxes, provided that such information does not contain the amounts of taxes paid nor any other information deemed by the Tax Commissioner to be confidential.

Under penalty of law for false swearing (*West Virginia Code*, §61-6-3), Bidder hereby certifies that this certificate is true and accurate in all respects; and that if a contract is issued to Bidder and if anything contained within this certificate changes during the term of the contract, Bidder will notify the Purchasing Division in writing immediately.

Bidder: AMERICAN AMENITIES, INC. Signed: 
 Date: 1-5-11 Title: VP

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



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

Request for Quotation

RFC NUMBER	PAGE
RJC693	1
ADDRESS CORRESPONDENCE TO ATTENTION OF	
TARA LYLE 804-558-2544	

RFQ COPY
 TYPE NAME/ADDRESS HERE

American Amenities, Inc.
 17280 Woodinville-Redmond Rd NE
 Suite 804
 Woodinville, WA 98072

REG'L JAIL & CORR'L AUTH'Y
 VARIOUS LOCALES AS INDICATED
 BY ORDER

DATE PRINTED	TERMS OF SALE	SHIP VIA	FOB	FREIGHT TERMS
12/03/2010				

BID OPENING DATE: 01/06/2011 BID OPENING TIME 01:30PM

LINE	QUANTITY	UQP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
ADDENDUM NO. 1						
1. TO MOVE THE BID OPENING DATE FROM 01/31/2011 TO 01/06/2011. 2. ADDENDUM ACKNOWLEDGEMENT IS ATTACHED. THIS DOCUMENT SHOULD BE SIGNED AND RETURNED WITH YOUR BID. FAILURE TO SIGN AND RETURN MAY RESULT IN DISQUALIFICATION OF YOUR BID.						
EXHIBIT 10						
REQUISITION NO.: RJC693						
ADDENDUM ACKNOWLEDGEMENT						
I HEREBY ACKNOWLEDGE RECEIPT OF THE FOLLOWING CHECKED ADDENDUM(S) AND HAVE MADE THE NECESSARY REVISIONS TO MY PROPOSAL, PLANS AND/OR SPECIFICATION, ETC.						
ADDENDUM NO. S:						
NO. 1 <input checked="" type="checkbox"/>						
NO. 2 <input checked="" type="checkbox"/>						
NO. 3 <input type="checkbox"/>						
NO. 4 <input type="checkbox"/>						
NO. 5 <input type="checkbox"/>						
I UNDERSTAND THAT FAILURE TO CONFIRM THE RECEIPT OF THE ADDENDUM(S) MAY BE CAUSE FOR REJECTION OF BIDS.						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE	TELEPHONE	DATE
<i>[Signature]</i>	425-489-1899	1-5-11
TITLE	FAX	ADDRESS CHANGES TO BE NOTED ABOVE
<i>[Signature]</i>	91-1667115	

WHEN RESPONDING TO RFQ, INSERT NAME AND ADDRESS IN SPACE ABOVE LABELED 'VENDOR'

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).



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

Request for Quotation

RFQ NUMBER	PAGE
RJC693	2
ADDRESS CORRESPONDENCE TO ATTENTION OF	
TARA LYLE 804-558-2544	

RFQ COPY
 TYPE NAME/ADDRESS HERE

American Amenities, Inc.
 17280 Woodinville-Redmond Rd NE
 Suite 804
 Woodinville, WA 98072

REG'L JAIL & CORR'L AUTH'Y
 VARIOUS LOCALES AS INDICATED
 BY ORDER

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
12/03/2010				
BID OPENING DATE: 01/05/2011		BID OPENING TIME: 01:30PM		

LINE	QUANTITY	UoP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
VENDOR MUST CLEARLY UNDERSTAND THAT ANY VERBAL REPRESENTATION MADE OR ASSUMED TO BE MADE DURING ANY ORAL DISCUSSION HELD BETWEEN VENDOR'S REPRESENTATIVES AND ANY STATE PERSONNEL IS NOT BINDING. ONLY THE INFORMATION ISSUED IN WRITING AND ADDED TO THE SPECIFICATIONS BY AN OFFICIAL ADDENDUM IS BINDING.						
..... SIGNATURE AMERICAN AMENITIES, INC. COMPANY 1-5-11 DATE						
NOTE: THIS ADDENDUM ACKNOWLEDGEMENT SHOULD BE SUBMITTED WITH THE BID. REV. 09/21/2009 END OF ADDENDUM NO. 1						
0001	1	LS		095-00-99-000		
PERSONAL HYGIENE PRODUCTS						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE	TELEPHONE	DATE
<i>[Signature]</i>	425-489-1899	1-5-11
TITLE	FEIN	ADDRESS CHANGES TO BE NOTED ABOVE
<i>[Signature]</i>	9-1667115	

WHEN RESPONDING TO RFQ, INSERT NAME AND ADDRESS IN SPACE ABOVE LABELED 'VENDOR'



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

Request for Quotation

RFQ NUMBER
RJC693

PAGE
3

ADDRESS CORRESPONDENCE TO ATTENTION OF
TARA LYLE
304-558-2544

RFQ COPY
 TYPE NAME/ADDRESS HERE

American Amenities, Inc.
 17280 Woodinville-Redmond Rd NE
 Suite 804
 Woodinville, WA 98072

REG'L JAIL & CORR'L AUTH'Y
 VARIOUS LOCALES AS INDICATED
 BY ORDER

DATE PRINTED	TERMS OF SALE	SHIP VIA	FOB	FREIGHT TERMS
12/03/2010				

BID OPENING DATE: **01/06/2011** BID OPENING TIME: **01:30PM**

LINE	QUANTITY	UOY	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
***** THIS IS THE END OF RFQ RJC693 ***** TOTAL:						<u>\$165,133.53</u>

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE: *[Signature]* TELEPHONE: **425-489-1899** DATE: **1-5-11**
 TITLE: **SALES** FEIN: **91-667115** ADDRESS CHANGES TO BE NOTED ABOVE

WHEN RESPONDING TO RFQ, INSERT NAME AND ADDRESS IN SPACE ABOVE LABELED 'VENDOR'



State of West Virginia
 Department of Administration
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Request for Quotation

RFQ NUMBER	PAGE
RJC693	1

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RFQ COPY
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VENDOR

American Amenities, Inc.
 17280 Woodinville-Redmond Rd NE
 Suite 804
 Woodinville, WA 98072

SHIP TO

REG'L JAIL & CORR'L AUTH'Y
 VARIOUS LOCALES AS INDICATED
 BY ORDER

DATE PRINTED	TERMS OF SALE	SHIP VIA	FOB	FREIGHT TERMS
12/23/2010				

BID OPENING DATE: 01/06/2011 BID OPENING TIME 01:30PM

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
ADDENDUM NO. 2						
1. QUESTIONS AND ANSWERS ARE ATTACHED 2. ADDENDUM ACKNOWLEDGEMENT IS ATTACHED. THIS DOCUMENT SHOULD BE SIGNED AND RETURNED WITH YOUR BID. FAILURE TO SIGN AND RETURN MAY RESULT IN DISQUALIFICATION OF YOUR BID.						
EXHIBIT 10						
REQUISITION NO.: RJC693						
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ADDENDUM NO. S:						
NO. 1 ✓						
NO. 2 ✓						
NO. 3						
NO. 4						
NO. 5						
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SEE REVERSE SIDE FOR TERMS AND CONDITIONS			
SIGNATURE	TELEPHONE	DATE	
<i>[Signature]</i>	425-489-1899	1-5-11	
TITLE	FRN	ADDRESS CHANGES TO BE NOTED ABOVE	
<i>[Signature]</i>	944667115		

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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

RFQ NUMBER
RJC693

PAGE
2

ADDRESS CORRESPONDENCE TO ATTENTION OF
TARA LYLE 304-558-2544

RFQ COPY
 TYPE NAME/ADDRESS HERE

American Amenities, Inc.
 17280 Woodinville-Redmond Rd NE
 Suite 804
 Woodinville, WA 98072

REG'L JAIL & CORR'L AUTH'Y
 VARIOUS LOCALES AS INDICATED
 BY ORDER

DATE PRINTED	TERMS OF SALE	SHIP VIA	FOB	FREIGHT TERMS
12/23/2010				
BID OPENING DATE: 01/06/2011		BID OPENING TIME 01:30PM		

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
<p>VENDOR MUST CLEARLY UNDERSTAND THAT ANY VERBAL REPRESENTATION MADE OR ASSUMED TO BE MADE DURING ANY ORAL DISCUSSION HELD BETWEEN VENDOR'S REPRESENTATIVES AND ANY STATE PERSONNEL IS NOT BINDING. ONLY THE INFORMATION ISSUED IN WRITING AND ADDED TO THE SPECIFICATIONS BY AN OFFICIAL ADDENDUM IS BINDING.</p> <p>..... SIGNATURE AMERICAN AMENITIES, INC.</p> <p>..... COMPANY</p> <p>..... DATE 1-5-11</p> <p>NOTE: THIS ADDENDUM ACKNOWLEDGEMENT SHOULD BE SUBMITTED WITH THE BID</p> <p>REV. 09/21/2009</p> <p>END OF ADDENDUM NO. 2</p>						
0001	1	LS		095-00-99-000		
PERSONAL HYGIENE PRODUCTS						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS			
SIGNATURE	TELEPHONE	DATE	
<i>[Signature]</i>	425-489-1899	1-5-11	
TITLE	FAX	ADDRESS CHANGES TO BE NOTED ABOVE	
<i>[Signature]</i>	91-1667115		

WHEN RESPONDING TO RFQ, INSERT NAME AND ADDRESS IN SPACE ABOVE LABELED 'VENDOR'

RJC693
Addendum No. 2

Q1. Can you please send me the previous pricing you all had for the Personal Hygiene Products Contract (#RJC693).

A1. **There has not been a Personal Hygiene Contract for many, many years for the items specific to this bid. That information is not available.**

Q2. I was interested in a bid I found on bidnet.com. Regional Jail and Correctional Authority. The toothbrush and the hair care products; on that, is there a specific brand, and specific ingredients we need to make sure it has and also what about the packaging specs on the bottles?

A2. **There is no specific brand name or ingredient list associated with these products. If there is a particular type of packaging required, it is listed under General Information; item 2) in the bid specifications and again on the pricing page.**