



# West Virginia Purchasing Division

2019 Washington Street, East  
Charleston, WV 25305  
Telephone: 304-558-2306  
General Fax: 304-558-6026  
Bid Fax: 304-558-3970

The following documentation is an electronically-submitted vendor response to an advertised solicitation from the *West Virginia Purchasing Bulletin* within the Vendor Self-Service portal at ***wvOASIS.gov***. As part of the State of West Virginia's procurement process, and to maintain the transparency of the bid-opening process, this documentation submitted online is publicly posted by the West Virginia Purchasing Division at ***WVPurchasing.gov*** with any other vendor responses to this solicitation submitted to the Purchasing Division in hard copy format.

## Header @ 1

List View

**General Information** | [Contact](#) | [Default Values](#) | [Discount](#) | [Document Information](#)

Procurement Folder: 276205

SO Doc Code: CRFQ

Procurement Type: Central Master Agreement

SO Dept: 0211

Vendor ID:

SO Doc ID: GSD1700000022

Legal Name: GALLS LLC

Published Date: 4/10/17

Alias/DBA:

Close Date: 4/19/17

Total Bid: \$27,909.00

Close Time: 13:30

Response Date:

Status: Closed

Response Time:

Solicitation Description:

Total of Header Attachments: 1

Total of All Attachments: 1



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

State of West Virginia  
 Solicitation Response

Proc Folder : 276205

Solicitation Description : ADDENDUM # 1 - OPEN END CONTRACT FOR UNIFORMS

Proc Type : Central Master Agreement

Date issued	Solicitation Closes	Solicitation Response	Version
	2017-04-19 13:30:00	SR 0211 ESR04191700000005047	1

VENDOR
000000111991 GALLS LLC

Solicitation Number: CRFQ 0211 GSD1700000022

Total Bid : \$27,909.00      Response Date: 2017-04-19      Response Time: 09:45:19

Comments:

**FOR INFORMATION CONTACT THE BUYER**  
 Linda B Harper  
 (304) 558-0468  
 linda.b.harper@wv.gov

Signature on File      FEIN #      DATE

All offers subject to all terms and conditions contained in this solicitation

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
1	Cargo Pant - Waist Size 28" to 42"	50.00000	EA	\$24.000000	\$1,200.00

Comm Code	Manufacturer	Specification	Model #
53102700		SECTION 3.1.1	

<b>Extended Description :</b>	Cargo Pant - Waist Size 28" to 42"
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**Comments:** Bid to spec on all items. 1 year warranty on all items. Delivery 5-30 days on all items. Cost for Embroidery \$4.00 (1-2 Lines)

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
2	Cargo Pant - Waist Size 44" to 54"	28.00000	EA	\$26.000000	\$728.00

Comm Code	Manufacturer	Specification	Model #
53102700		SECTION 3.1.1	

<b>Extended Description :</b>	Cargo Pant - Waist Size 44" to 54" (or greater)
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Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
3	Industrial Regular Fit Work Pant - Waist Size 28" to 42"	100.00000	EA	\$16.500000	\$1,650.00

Comm Code	Manufacturer	Specification	Model #
53102700		SECTION 3.1.2	

<b>Extended Description :</b>	Industrial Regular Fit Work Pant - Waist Size 28" (or lower) to 42"
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Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
4	Industrial Regular Fit Work Pant - Waist Size 44" to 50"	100.00000	EA	\$17.500000	\$1,750.00

Comm Code	Manufacturer	Specification	Model #
53102700		SECTION 3.1.2	

<b>Extended Description :</b>	Industrial Regular Fit Work Pant - Waist Size 44" to 50"
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Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
5	Industrial Regular Fit Work Pant - Waist Size 52" to 60"	30.00000	EA	\$17.500000	\$525.00

Comm Code	Manufacturer	Specification	Model #
53102700		SECTION 3.1.2	

Extended Description : Industrial Regular Fit Work Pant - Waist Size 52" to 60"

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
6	Industrial Regular Fit Work Pant - Waist Size 62" to 66"	14.00000	EA	\$17.500000	\$245.00

Comm Code	Manufacturer	Specification	Model #
53102700		SECTION 3.1.2	

Extended Description : Industrial Regular Fit Work Pant - Waist Size 62" to 66"(or greater)

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
7	Industrial Elastic Waist Work Pant - Waist Size 30" to 42"	100.00000	EA	\$22.000000	\$2,200.00

Comm Code	Manufacturer	Specification	Model #
53102700		SECTION 3.1.3	

Extended Description : Industrial Elastic Waist Work Pant - Waist Size 30" (or lower) to 42"

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
8	Industrial Elastic Waist Work Pant - Waist Size 44" to 50"	100.00000	EA	\$24.000000	\$2,400.00

Comm Code	Manufacturer	Specification	Model #
53102700		SECTION 3.1.3	

Extended Description : Cargo Pant - Waist Size 44" to 50" (or greater)

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
9	Flame Resistant (FR) Work Pant - Waist Size 30" to 40"	50.00000	EA	\$55.000000	\$2,750.00

Comm Code	Manufacturer	Specification	Model #
53102700		SECTION 3.1.4	

**Extended Description :** Flame Resistant (FR) Work Pant - Waist Size 30" (or lower) to 40"

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
10	Flame Resistant (FR) Work Pant - Waist Size 42" to 46"	28.00000	EA	\$65.000000	\$1,820.00

Comm Code	Manufacturer	Specification	Model #
53102700		SECTION 3.1.4	

**Extended Description :** Flame Resistant (FR) Work Pant - Waist Size 42" to 46" (or greater)

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
11	Women's Twill Work Pant - Size 4 to 16	7.00000	EA	\$18.000000	\$126.00

Comm Code	Manufacturer	Specification	Model #
53102700		SECTION 3.1.5	

**Extended Description :** Women's Twill Work Pant - Size 4 to 16

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
12	Women's Twill Work Pant - Size 18 to 20	7.00000	EA	\$18.000000	\$126.00

Comm Code	Manufacturer	Specification	Model #
53102700		SECTION 3.1.5	

**Extended Description :** Women's Twill Work Pant - Size 18 to 20

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
13	Women's Twill Work Pant - Size 22 to 26	7.00000	EA	\$18.000000	\$126.00

Comm Code	Manufacturer	Specification	Model #
53102700		SECTION 3.1.5	

**Extended Description :** Women's Twill Work Pant - Size 22 to 26

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
14	Short Sleeve Industrial Work Shirt - S to XL	125.00000	EA	\$14.000000	\$1,750.00

Comm Code	Manufacturer	Specification	Model #
53102700		SECTION 3.1.6	

**Extended Description :** Short Sleeve Industrial Work Sheet - S to XL

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
15	Short Sleeve Industrial Work Shirt - M to XL, Long	50.00000	EA	\$15.500000	\$775.00

Comm Code	Manufacturer	Specification	Model #
53102700		SECTION 3.1.6	

**Extended Description :** Short Sleeve Industrial Work Shirt - M to XL, Long

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
16	Short Sleeve Industrial Work Shirt - 2XL to 4XL	75.00000	EA	\$17.000000	\$1,275.00

Comm Code	Manufacturer	Specification	Model #
53102700		SECTION 3.1.6	

**Extended Description :** Short Sleeve Industrial Work Shirt - 2XL to 4XL

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
17	Short Sleeve Industrial Work Shirt - 2XL to 4XL, Long	10.00000	EA	\$17.000000	\$170.00

Comm Code	Manufacturer	Specification	Model #
53102700		SECTION 3.1.6	

Extended Description : Short Sleeve Industrial Work Shirt - 2XL to 4XL, Long

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
18	Short Sleeve Industrial Work Shirt - 5XL to 7XL	14.00000	EA	\$17.000000	\$238.00

Comm Code	Manufacturer	Specification	Model #
53102700		SECTION 3.1.6	

Extended Description : Short Sleeve Industrial Work Shirt - 5XL to 7XL

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
19	Short Sleeve Industrial Work Shirt - 5XL to 7XL, Long	14.00000	EA	\$17.000000	\$238.00

Comm Code	Manufacturer	Specification	Model #
53102700		SECTION 3.1.6	

Extended Description : Short Sleeve Industrial Work Shirt - 5XL to 7XL, Long

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
20	Long Sleeve Industrial Work Shirt - S to XL	125.00000	EA	\$15.500000	\$1,937.50

Comm Code	Manufacturer	Specification	Model #
53102700		SECTION 3.1.7	

Extended Description : Long Sleeve Industrial Work Shirt - S to XL



Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
21	Long Sleeve Industrial Work Shirt - M to XL, Long	50.00000	EA	\$15.500000	\$775.00

Comm Code	Manufacturer	Specification	Model #
53102700		SECTION 3.1.7	

<b>Extended Description :</b>	Long Sleeve Industrial Work Shirt - M to XL, Long
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Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
22	Long Sleeve Industrial Work Shirt - 2XL to 4XL	75.00000	EA	\$16.500000	\$1,237.50

Comm Code	Manufacturer	Specification	Model #
53102700		SECTION 3.1.7	

<b>Extended Description :</b>	Long Sleeve Industrial Work Shirt - 2XL to 4XL
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Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
23	Long Sleeve Industrial Work Shirt - 2XL to 4XL, Long	10.00000	EA	\$16.500000	\$165.00

Comm Code	Manufacturer	Specification	Model #
53102700		SECTION 3.1.7	

<b>Extended Description :</b>	Long Sleeve Industrial Work Shirt - 2XL to 4XL, Long
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Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
24	Long Sleeve Industrial Work Shirt - 5XL to 7XL	14.00000	EA	\$16.500000	\$231.00

Comm Code	Manufacturer	Specification	Model #
53102700		SECTION 3.1.7	

<b>Extended Description :</b>	Long Sleeve Industrial Work Shirt - 5XL to 7XL
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Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
25	Long Sleeve Industrial Work Shirt - 5XL to 7XL, Long	14.00000	EA	\$16.500000	\$231.00

Comm Code	Manufacturer	Specification	Model #
53102700		SECTION 3.1.7	

Extended Description : Long Sleeve Industrial Work Shirt - 5XL to 7XL, Long

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
26	Long Sleeve Flame Resistant (FR) Work Shirt - S to XL	20.00000	EA	\$45.000000	\$900.00

Comm Code	Manufacturer	Specification	Model #
53102700		SECTION 3.1.8	

Extended Description : Long Sleeve Flame Resistant (FR) Work Shirt - S to XL

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
27	Long Sleeve Flame Resistant (FR) Work Shirt - 2XL to 3XL	20.00000	EA	\$54.000000	\$1,080.00

Comm Code	Manufacturer	Specification	Model #
53102700		SECTION 3.1.8	

Extended Description : Long Sleeve Flame Resistant (FR) Work Shirt - 2XL to 3XL

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
28	Short Sleeve Pique Polo - S - XL	21.00000	EA	\$20.000000	\$420.00

Comm Code	Manufacturer	Specification	Model #
53102700		SECTION 3.1.9	

Extended Description : Short Sleeve Pique Polo - S - XL, Long

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
29	Short Sleeve Pique Polo - 2XL - 4XL	21.00000	EA	\$24.000000	\$504.00

Comm Code	Manufacturer	Specification	Model #
53102700		SECTION 3.1.9	

Extended Description : Short Sleeve Pique Polo - 2XL - 4XL

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
30	Short Sleeve Pique Polo - M - XL, Long	7.00000	EA	\$24.000000	\$168.00

Comm Code	Manufacturer	Specification	Model #
53102700		SECTION 3.1.9	

Extended Description : Short Sleeve Pique Polo - M - XL, Long

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
31	Short Sleeve Pique Polo - 2XL - 4XL, Long	7.00000	EA	\$24.000000	\$168.00

Comm Code	Manufacturer	Specification	Model #
53102700		SECTION 3.1.9	

Extended Description : Short Sleeve Pique Polo - 2XL - 4XL, Long



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

State of West Virginia  
 Request for Quotation  
 08 - Clothing

Proc Folder: 276205

Doc Description: OPEN END CONTRACT FOR UNIFORMS

Proc Type: Central Master Agreement

Date Issued	Solicitation Closes	Solicitation No	Version
2017-03-20	2017-04-19 13:30:00	CRFQ 0211 GSD1700000022	1

**BID RECEIVING LOCATION**

BID CLERK  
 DEPARTMENT OF ADMINISTRATION  
 PURCHASING DIVISION  
 2019 WASHINGTON ST E  
 CHARLESTON WV 25305  
 US

**VENDOR**

Vendor Name, Address and Telephone Number:

Galls, LLC  
 1340 Russell Cave Rd.  
 Lexington, Ky 40505 (ph) 1-800-876-4242

**FOR INFORMATION CONTACT THE BUYER**

Linda B Harper  
 (304) 558-0468  
 linda.b.harper@wv.gov

Signature X

FEIN #

20-3545989

DATE

3-30-17

All offers subject to all terms and conditions contained in this solicitation



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

State of West Virginia  
 Request for Quotation  
 08 - Clothing

Proc Folder: 276205

Doc Description: ADDENDUM # 1 - OPEN END CONTRACT FOR UNIFORMS

Proc Type: Central Master Agreement

Date Issued	Solicitation Closes	Solicitation No	Version
2017-04-10	2017-04-19 13:30:00	CRFQ 0211 GSD1700000022	2

**BID RECEIVING LOCATION**

BID CLERK  
 DEPARTMENT OF ADMINISTRATION  
 PURCHASING DIVISION  
 2019 WASHINGTON ST E  
 CHARLESTON WV 25305  
 US

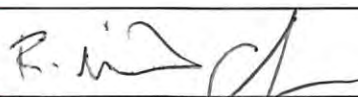
**VENDOR**

Vendor Name, Address and Telephone Number:

Galls, LLC  
 1340 Russell cave Road  
 Lexington, Ky 40505 (ph) 1-800-876-4242

**FOR INFORMATION CONTACT THE BUYER**

Linda B Harper  
 (304) 558-0468  
 linda.b.harper@wv.gov

Signature X  FEIN # 20-3545989 DATE 4/17/17

All offers subject to all terms and conditions contained in this solicitation



STATE OF WEST VIRGINIA  
Purchasing Division

# PURCHASING AFFIDAVIT

**MANDATE:** Under W. Va. Code §5A-3-10a, 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: (1) the debt owed is an amount greater than one thousand dollars in the aggregate; or (2) the debtor is in employer default.

**EXCEPTION:** The prohibition listed above does not apply where a vendor has contested any tax administered pursuant to chapter eleven of the W. Va. 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.

**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.

"Employer default" means having an outstanding balance or liability to the old fund or to the uninsured employers' fund or being in policy default, as defined in W. Va. Code § 23-2c-2, failure to maintain mandatory workers' compensation coverage, or failure to fully meet its obligations as a workers' compensation self-insured employer. An employer is not in employer default if it has entered into a repayment agreement with the Insurance Commissioner and remains in compliance with the obligations under the repayment agreement.

"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.

**AFFIRMATION:** By signing this form, the vendor's authorized signer affirms and acknowledges under penalty of law for false swearing (W. Va. Code §61-5-3) that neither vendor nor any related party owe a debt as defined above and that neither vendor nor any related party are in employer default as defined above, unless the debt or employer default is permitted under the exception above.

**WITNESS THE FOLLOWING SIGNATURE:**

Vendor's Name: Galls, LLC

Authorized Signature: [Signature] Date: 3-30-17

State of Kentucky

County of Jenette, to-wit:

Taken, subscribed, and sworn to before me this 30<sup>th</sup> day of March, 2017

My Commission expires 5/3, 2018.

AFFIX SEAL HERE

NOTARY PUBLIC [Signature]



**DESIGNATED CONTACT:** Vendor appoints the individual identified in this Section as the Contract Administrator and the initial point of contact for matters relating to this Contract.

Whitney Williams, Contract Mgmt  
(Name, Title)  
Whitney Williams, Contract Mgmt  
(Printed Name and Title)  
1340 RUSSELL Cave Rd. Lexington  
(Address)  
1-800-876-4242 x 2191  
(Phone Number) / (Fax Number)  
Williams-Whitney@galls.com  
(email address)

**CERTIFICATION AND SIGNATURE:** By signing below, or submitting documentation through wvOASIS, I certify that I have reviewed this Solicitation in its entirety; that I understand the requirements, terms and conditions, and other information contained herein; that this bid, offer or proposal constitutes an offer to the State that cannot be unilaterally withdrawn; that the product or service proposed meets the mandatory requirements contained in the Solicitation for that product or service, unless otherwise stated herein; that the Vendor accepts the terms and conditions contained in the Solicitation, unless otherwise stated herein; that I am submitting this bid, offer or proposal for review and consideration; that I am authorized by the vendor to execute and submit this bid, offer, or proposal, or any documents related thereto on vendor's behalf; that I am authorized to bind the vendor in a contractual relationship; and that to the best of my knowledge, the vendor has properly registered with any State agency that may require registration.

GALLS, LLC  
(Company)  
R. Michael Andrews, Jr.  
(Authorized Signature) (Representative Name, Title)  
R. Michael Andrews, Jr. - CFO  
(Printed Name and Title of Authorized Representative)  
3-30-17  
(Date)  
1-800-876-4242  
(Phone Number) (Fax Number)



ADDENDUM ACKNOWLEDGEMENT FORM  
SOLICITATION NO.:

Instructions: Please acknowledge receipt of all addenda issued with this solicitation by completing this addendum acknowledgment form. Check the box next to each addendum received and sign below. Failure to acknowledge addenda may result in bid disqualification.

Acknowledgment: I hereby acknowledge receipt of the following addenda and have made the necessary revisions to my proposal, plans and/or specification, etc.


Addendum Numbers Received:

*(Check the box next to each addendum received)*

- |  |  |
|--|--|
| <input checked="" type="checkbox"/> Addendum No. 1 | <input type="checkbox"/> Addendum No. 6  |
| <input type="checkbox"/> Addendum No. 2            | <input type="checkbox"/> Addendum No. 7  |
| <input type="checkbox"/> Addendum No. 3            | <input type="checkbox"/> Addendum No. 8  |
| <input type="checkbox"/> Addendum No. 4            | <input type="checkbox"/> Addendum No. 9  |
| <input type="checkbox"/> Addendum No. 5            | <input type="checkbox"/> Addendum No. 10 |

I understand that failure to confirm the receipt of addenda may be cause for rejection of this bid. I further 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.

Galls, LLC  
Company

  
Authorized Signature

3-30-17  
Date

NOTE: This addendum acknowledgment should be submitted with the bid to expedite document processing.



State of West Virginia  
**VENDOR PREFERENCE CERTIFICATE**

N/A

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 Vendor Preference, if applicable.

**1. Application is made for 2.5% 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% 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% 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 5% 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% 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% 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.

**7. Application is made for preference as a non-resident small, women- and minority-owned business, in accordance with *West Virginia Code* §5A-3-59 and *West Virginia Code of State Rules*.**

- Bidder has been or expects to be approved prior to contract award by the Purchasing Division as a certified small, women- and minority-owned business.

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*, §61-5-3), 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: GALLS, LLC

Signed: [Signature]

Date: 3-30-17

Title: Tom Lender - sales



REQUEST FOR QUOTATION  
Uniforms Contract

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**8. MISCELLANEOUS:**

- 8.1 No Substitutions:** Vendor shall supply only Contract Items submitted in response to the Solicitation unless a contract modification is approved in accordance with the provisions contained in this Contract.
- 8.2 Vendor Supply:** Vendor must carry sufficient inventory of the Contract Items being offered to fulfill its obligations under this Contract. By signing its bid, Vendor certifies that it can supply the Contract Items contained in its bid response.
- 8.3 Reports:** Vendor shall provide quarterly reports and annual summaries to the Agency showing the Agency's items purchased, quantities of items purchased, and total dollar value of the items purchased. Vendor shall also provide reports, upon request, showing the items purchased during the term of this Contract, the quantity purchased for each of those items, and the total value of purchases for each of those items. Failure to supply such reports may be grounds for cancellation of this Contract.
- 8.4 Contract Manager:** During its performance of this Contract, Vendor must designate and maintain a primary contract manager responsible for overseeing Vendor's responsibilities under this Contract. The Contract manager must be available during normal business hours to address any customer service or other issues related to this Contract. Vendor should list its Contract manager and his or her contact information below.

Contract Manager: Keith Wallace  
Telephone Number: 1-800-876-4242 x 2198  
Fax Number: 1-877-914-2557  
Email Address: wallace-keith@galls.com

**ADDENDUM ACKNOWLEDGEMENT FORM**  
**SOLICITATION NO.: GSD170000022**

**Instructions:** Please acknowledge receipt of all addenda issued with this solicitation by completing this addendum acknowledgment form. Check the box next to each addendum received and sign below. Failure to acknowledge addenda may result in bid disqualification.

**Acknowledgment:** I hereby acknowledge receipt of the following addenda and have made the necessary revisions to my proposal, plans and/or specification, etc.

**Addendum Numbers Received:**

(Check the box next to each addendum received)

- |  |  |
|--|--|
| <input checked="" type="checkbox"/> Addendum No. 1 | <input type="checkbox"/> Addendum No. 6  |
| <input type="checkbox"/> Addendum No. 2            | <input type="checkbox"/> Addendum No. 7  |
| <input type="checkbox"/> Addendum No. 3            | <input type="checkbox"/> Addendum No. 8  |
| <input type="checkbox"/> Addendum No. 4            | <input type="checkbox"/> Addendum No. 9  |
| <input type="checkbox"/> Addendum No. 5            | <input type="checkbox"/> Addendum No. 10 |

I understand that failure to confirm the receipt of addenda may be cause for rejection of this bid. I further 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.

Galls, LLC

Company



Authorized Signature

4/17/17

Date

NOTE: This addendum acknowledgment should be submitted with the bid to expedite document processing.  
Revised 6/8/2012

**Exhibit A**  
**Pricing Page**

Item No.	Description of item	Unit Price	Estimated Quantity	Extended Price
A.	<b><u>Cargo pant (Spec. Section 3.1.1)</u></b>			
A1.	Waist Size 28"-42"	\$ 24.00	50	\$ 1,200.00
A2.	Waist Size 44"-54" (or greater)	\$ 26.00	28	\$ 728.00
B.	<b><u>Industrial Regular Fit Work Pant (Spec. Section 3.1.2)</u></b>			
B1.	Waist Size 28" (or lower)-42"	\$ 16.50	100	\$ 1,650.00
B2.	Waist Size 44"-50"	\$ 17.50	100	\$ 1,750.00
B3.	Waist Size 52"-60"	\$ 17.50	30	\$ 525.00
B4.	Waist Size 62"-66" (or greater)	\$ 17.50	14	\$ 245.00
C.	<b><u>Industrial Elastic Waist Work Pant (Spec. Section 3.1.3)</u></b>			
C1.	Waist Size 30" (or lower)-42"	\$ 22.00	100	\$ 2,200.00
C2.	Waist Size 44"-50" (or greater)	\$ 24.00	100	\$ 2,400.00
D.	<b><u>Flame Resistant Work Pant (Spec. Section 3.1.4)</u></b>			
D1.	Waist Size 30" (or lower)- 40"	\$ 55.00	50	\$ 2,750.00
D2.	Waist Size 42"-46" (or greater)	\$ 65.00	28	\$ 1,820.00
E.	<b><u>Women's Twill Work Pant (Spec. Section 3.1.5)</u></b>			
E1.	Size 4-16	\$ 18.00	7	\$ 126.00
E2.	Size 18 - 20	\$ 18.00	7	\$ 126.00
E3.	Size 22 - 26	\$ 18.00	7	\$ 126.00
F.	<b><u>Short Sleeve Industrial Work Shirt (Spec. Section 3.1.6)</u></b>			
F1.	Small- X Large	\$ 14.00	125	\$ 1,750.00
F2.	Medium Long-X Large Long	\$ 15.50	50	\$ 775.00
F3.	2XL-4XL	\$ 17.00	75	\$ 1,275.00
F4.	2XL Long-4XL Long	\$ 17.00	10	\$ 170.00
F5.	5XL - 7XL (see Spec. Section 3.5, et seq)	\$ 17.00	14	\$ 238.00
F6.	5XL - 7XL, Long (see Spec. Section 3.5, et seq)	\$ 17.00	14	\$ 238.00

**GSD276205 Exhibit A  
Pricing Page (continued)**

<b>G.</b>	<b>Long Sleeve Industrial Work Shirt (Spec. Section 3.1.7)</b>			
G1.	Small- X Large	\$ 15.50	125	\$ 1,937.50
G2.	Medium Long-X Large Long	\$ 15.50	50	\$ 775.00
G3.	2XL-4XL	\$ 16.50	75	\$ 1,237.50
G4.	2XL Long-4XL Long	\$ 16.50	10	\$ 165.00
G5.	5XL - 7XL (see Spec. Section 3.5, et seq)	\$ 16.50	14	\$ 231.00
G6.	5XL - 7XL, Long (see Spec. Section 3.5, et seq)	\$ 16.50	14	\$ 231.00
<b>H.</b>	<b>Long Sleeve Flame Resistant Work Shirt (Section 3.1.8)</b>			
H1.	Small- X Large	\$ 45.00	20	\$ 900.00
H2.	2XL-3XL	\$ 54.00	20	\$ 1,080.00
<b>I.</b>	<b>Short Sleeve Pique Polo (Spec. Section 3.1.9)</b>			
I1.	Small- X Large	\$ 20.00	21	\$ 420.00
I2.	2XL-4XL	\$ 24.00	21	\$ 504.00
I3.	Medium - XL Long	\$ 24.00	7	\$ 168.00
I4.	2XL - 4XL Long	\$ 24.00	7	\$ 168.00
<b>Total Bid (For Evaluation only):</b>				<b>\$ 27,909.00</b>

\*\*The estimated purchase volume for each item represents the approximate volume of anticipated purchases only. No future use of the contract or any individual items is guaranteed or implied.





## System Capabilities

- *Secure Online Ordering System*
  - Galls eEquip is only accessible by users defined and approved by customer through unique user names and password assignment
- *Mobile Device Compatibility*
  - Galls eEquip has a custom mobile experience for ease of on-the-go ordering
  - Compatible with all smart phones
  - Can be accessed from any location
- *Configurable based on Customer Uniform Program Requirements*
  - Designed to support a broad range of customer uniform program requirements
  - A uniform program profile is established with each customer to be serviced through the Galls eEquip system
  - This profile defines the operating parameters in which the system will govern the program, to include: employee management, allotment management, product offering, delivery requirements, and invoicing
- *Employee Management*
  - Galls eEquip provides an employee based management and tracking segment.
  - Employee information, required to properly process order and provide management reports, is warehoused in our systems data storage. This information includes: employee code, name, address (if appropriate to the program requirement), anniversary date, department, rank, assigned location, designation, and employee group.
  - Historical & distribution data is also maintained for each employee. This data is the basis for management reports, and is collected as orders are placed and distributed. Historical data includes items distributed (to the size level), along with quantities and order/shipment dates.
- *Product Offering Management*
  - Product offerings for the uniform program are defined, and are assigned to the respective employee groups when a uniform program is established on the system.
  - Employee Groups, or shop-by locations, typically represents a job function or physical location. Such as if a uniform program was for a police department, there may be Shop-By Location for "Patrol", "Swat", "K-9", etc. with each group having a specific uniform products assigned to them. During order placement, only products associated with the

Shop-By Location the employee is assigned to are available for order. This ensures that the employee can only order those products required for his/her job function.

- Galls eEquip supports alterations, such as trouser hemming, application of badges, etc. These elements are defined based on the requirements of the uniform program, and may be limited to specific styles and employee groups.
- *Optional “Shop Full Catalog” Feature for Galls eEquip*
  - Feature allows the customer to add the entire Galls.com product offering to their website at a negotiated percent discount off retail.
  - Reduces the need to call for quotes on items that are needed right away
  - Keep in mind that customized VAS options are not available on these items
- *Optional “Package Ordering” Feature*
  - Feature allows the user to create “Packages” of items that are frequently ordered at the same time (ex. “New Hire Package,” “New Vehicle Package”)
  - “Package” orders are bundled and shipped together by user
  - This feature reduces the number of clicks per order and reduces errors during order entry by ensuring that all needed items are ordered before processing
- *Optional Allotment Management*
  - The system provides employee allotment management based on dollars OR units.
  - If permitted by the uniform program profile, employees may purchase uniforms in excess of their allotment amount via credit card.
  - Allotments may be renewed on the employee’s anniversary date, the calendar year (each January 1), or a specific date.
  - Unused allotments may be rolled over to the new allotment year in its entirety, or a portion of the unused allotment may be rolled over, or no rollover based on the Uniform Program Profile.
  - If Allotment Management is required for the uniform program, the employee’s available allotment is verified during the checkout process.
    - If the amount ordered exceeds the employee’s available allotment and the program allows employee payments for amounts over the allotment via credit card, the checkout process remains active, and the employee will be prompted for credit card information during the checkout process.
    - If there is not sufficient allotment to cover the order amount and the program does not permit payment of the overage by the employee (via credit card), the checkout process will be disallowed until the order is altered to be within the employee’s available allotment amount.
    - If the program has an allotment limit by product category, the payment for the amount over allotment will be forced to a credit card if credit card purchases are allowed (i.e. agency will only pay \$100 toward a footwear purchase).
    - If the program has allotment needs but also wants to allow orders paid for by the agency off of allotment, this can be accommodated along with a reason code for the purchase and purchase comments. Approval can be required for

this scenario and users will chose from a drop list of approvers (up to 3 levels of approval).

- *Optional Payroll Deduction Management*
  - Much like allotment management, the system can deposit, track, and renew payroll deduction funds to users
  - Renewal periods are identical to allotment renewals (anniversary date or calendar date)
  - Detailed month-end reporting available as well as on-demand reporting to track balances
  - Payroll deduction funds may be used in conjunction with other pay methods if allotment is exceeded or the employee does not have available funds on his/her credit card but need to make a purchase
- *Controlled Uniform Order Placement*
  - Galls eEquip controls uniform order placement by tying together the Employee, Product Offering, Shop-By Location and Allotment Management segments of the system, as governed by the uniform program profile.
  - Galls eEquip provides a web-based method for customer uniform administrators or employees to place uniform orders. The product offering and associated optional alteration options are displayed are based on the ordering employee's employee group assignment. Any mandatory alterations, such as standard department patch are garment, are hard code in the back system to ensure no mandatory alteration is missed during order placement on the website.
  - Galls eEquip allows for orders to be placed using a "shop-by individual" feature which provides an administrator the ability to place a large bulk uniform order and segment the order down to the individual employee level, eliminating the necessity to place a separate order for each employee.
- *Optional On-Line Order approval*
  - A customer may require all order or certain orders be approved by an Administrator prior to being processed. Galls eEquip allows for approval gates to be established from shipping to order dollar amount which are defined in the Uniform Program Profile. These orders remain in a "Hold for Approval" status until released by an Administrator. Galls eEquip provides information on these orders to the Administrators through system generated approval emails sent to the Administrator which allows the order to be approved through the links provided in the email, or on the Administrator's user dashboard on the website.
  - Upon order approval, the order is released to the back-office system for fulfillment. Denied orders assume a "denied" status, and are not released to the back-office system.
- *Administrator Site Maintenance and Task Management*
  - Allows customer's website administrator to add/remove product as needed
  - Customers can make changes effective immediately or request a quote from a sales associate



- Customer administrators may also submit work requests through eEquip Task Management software so that requests are visible through a workflow and accompanied by automatic email updates
- *Integrated with Galls ERP system*
  - The system is integrated with Gall's order fulfillment system, to include functionality in the areas of distribution, inventory control, production planning and stock replenishment, as well as accounting support.
  - When an order is placed in the system, it is passed directly to the distribution system for fulfillment of the order. As the order makes its way through the fulfillment process, the system is updated: 1) to confirm that the order was successfully received into the distribution system, 2) when the order is in process, and 3) when shipment is made. Shipment quantities and shipment dates are included in the data passed to the system from the distribution system.
  - As a result of the system order being passed to our back-office systems, our perpetual inventory is allocated/depleted. Our production-planning module recognizes the inventory depletion, and if warranted, triggers the stock replenishment process.
- *Flexible, On-Demand Management Reporting*
  - Galls eEquip provides flexible, on-demand reporting with output into Excel .xls or Excel .xlsx, which allows for easy review and manipulation of the data output by the Administrators. The reporting can be sent directly to the requestors email or reviewed from the reports dashboard.
  - Available reports include:
    - Allotment Report
    - Order History Sales report
    - Itemized Sales report
    - Allotment Activity Report
    - Unit Allotment Activity Report
    - Backorder Report
    - Dropship Report
  - Within the various report offerings, the user may specify parameters such as date ranges, open or closed orders, or limit report data to a specific location or department, as applicable to the report.
- *Customer management of employees*
  - Galls eEquip system allows for department Administrators to have the ability to assign new users to the website, update user profiles, Shop-By Location, etc. should the customer chose the manager their own employee access to the website.
- *Customer management of inventory*

- Galls eEquip provides a tool to track the customer's on-site inventory purchased by Galls as well as outside vendors.
- The inventory management tool also allows Administrators to issue items to individuals, track those issues, and track return status of items. This gives administrators a convenient place to create a history for all users and what items they may have in their possession.
- 4 Major Components:
  - Inventory Management—
    - Build custom inventory assortment, tree structure with branch/leaf design like UP assortment
    - Load SKUs from Uniform Program or load items received in via Non-Galls Receiving
    - Manually load inventory or push inventory in via Galls/Non-Galls Receiving
  - Serial Number/Expiration Tracking
    - Allows administrators to input the number of serial numbers to capture on an item and expiration in months
    - Users and administrators receive automatic notifications in advance of expiration dates
    - System is adaptable with standard UPC scanners and signature pads for quicker serial number entry and item issuing
  - Galls Receiving
    - Receive orders in to inventory that have been closed in GQ and designate assortment to load in to—inventory auto-loads
    - Receive orders in and “set-aside” for individuals so that they are not shown in “active” inventory under the Inv. Mgmt. tool
  - Non-Galls Receiving
    - Manually receive in non-Galls order, can designate a receive date, vendor, vendor code, item number, description, qty, and assortment—inventory auto-loads to designated assortment to Inv. Mgmt tool
  - Agency Issues
    - Issue items to individuals, capture signature upon receipt by individual
    - Can return items from individuals and designate if “damaged” or “reusable” with “reusable” returns auto-loading back in to the Inv. Mgmt. tool
    - Reporting available on this feature

## **System Availability, Security and Technical Information**

- System is available 24x7
- Compatible with mobile devices via custom mobile experience
- Minimal service outages for maintenance/upgrades – scheduled to 4x per year, with emergency outages being communicated as soon as possible.
- All secure web traffic is done using Verisign(Symantec) 2048 bit public key and SSL certificate 256 bit.
- System is based on IBM iSeries POWER 7 Technology
  - <http://www-03.ibm.com/systems/i/index.html>
- System utilized IBM DB2 for i data base
  - <http://www-03.ibm.com/systems/i/software/db2/index.html>
- The system is designed to allow for a minimum doubling in size/volume of the business without requiring any upgrades