



Purchasing Division  
 2019 Washington Street East  
 Post Office Box 58130  
 Charleston, WV 25305-0130

State of West Virginia  
 Request for Quotation  
 08 - Clothing

Proc Folder: 450325

Doc Description: Open End Contract for Uniforms

Proc Type: Central Master Agreement

Date Issued	Solicitation Closes	Solicitation No	Version
2018-06-06	2018-06-19 13:30:00	CRFQ 0211 GSD1800000022	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:

**Uniforms Manufacturing, Inc.**  
 P.O. Box 12716  
 Scottsdale, AZ 85267-2716  
 (480) 368-9316 Fax: (480) 368-8556

RECEIVED

2018 JUN 19 AM 8:12

WV PURCHASING  
 DIVISION

**FOR INFORMATION CONTACT THE BUYER**

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

Signature X *Kimly Tran* FEIN # 38-2198994 DATE 6/18/18  
 All offers subject to all terms and conditions contained in this solicitation

**ADDITIONAL INFORMATION:**

The West Virginia Purchasing Division for the Agency, The West Virginia Department of Administration, General Services Division is soliciting bids from qualified vendors to establish an "Open-End" contract for the purchase of Uniforms per the Specifications, Terms & Conditions and bid requirements as attached.

INVOICE TO	SHIP TO
DEPARTMENT OF ADMINISTRATION GENERAL SERVICES DIVISION 112 CALIFORNIA AVENUE, 5TH FLOOR CHARLESTON WV25305 US	STATE OF WEST VIRGINIA VARIOUS LOCATIONS AS INDICATED BY ORDER No City WV 99999 US

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
1	Cargo Pant - Waist Size 28-42"	50.00000	EA	14.49	724.50

Comm Code	Manufacturer	Specification	Model #
53102700	WMI		60-01

Extended Description :  
Cargo Pant - Waist Size 28-42"

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Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
2	Cargo Pant - Waist Size 48-54" or greater	28.00000	EA	44-50 = \$15.87 52-56 = \$17.25	444.36 483.00

Comm Code	Manufacturer	Specification	Model #
53102700	WMI		60-01

Extended Description :  
Cargo Pant - Waist Size 48-54" or greater

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Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
3	Industrial Regular Fit Work Pant - Waist Size 28-42"	100.00000	EA	11.93	1,193.00

Comm Code	Manufacturer	Specification	Model #
53102700	WMI		60-0

Extended Description :  
Industrial Regular Fit Work Pant - Waist Size 28-42"

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Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
4	Industrial Regular Fit Work Pant - Waist Size 44-50"	100.00000	EA	13.11	1,311.00

Comm Code	Manufacturer	Specification	Model #
53102700	WMI		60-0

Extended Description :  
Industrial Regular Fit Work Pant - Waist Size 44-50"

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Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
5	Industrial Regular Fit Work Pant - Waist Size 52 - 60"	30.00000	EA	13.11	39.33

Comm Code	Manufacturer	Specification	Model #
53102700	WMI		60-0

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

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Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
6	Industrial Regular Fit Work Pant - Waist Size 62-66"	14.00000	EA	20.31	368.34

Comm Code	Manufacturer	Specification	Model #
53102700	WMI		100-0

Extended Description : non stock item (6-8 weeks to manufacture/non-returnable)  
Industrial Regular Fit Work Pant - Waist Size 62-66"

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Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
7	Industrial Elastic Waist Work Pant - Waist Size 30 - 42"	100.00000	EA	15.31	1,531.00

Comm Code	Manufacturer	Specification	Model #
53102700	WMI		100-10

Extended Description :  
Industrial Elastic Waist Work Pant - Waist Size 30 - 42"

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Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
8	Ind. Elastic Waist Work Pant - Waist Size 44 -50" or greater	100.00000	EA	18.38	1,838.00

Comm Code	Manufacturer	Specification	Model #
53102700	WMI		60-10

**Extended Description :**

Ind. Elastic Waist Work Pant - Waist Size 44 -50" or greater

INVOICE TO	SHIP TO
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Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
9	Flame Resistant Work Pant - Waist Size 30 - 40"	50.00000	EA	39.33	1,966.50

Comm Code	Manufacturer	Specification	Model #
53102700	WMI		60-401

**Extended Description :**

Flame Resistant Work Pant - Waist Size 30 - 40"

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Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
10	Flame Resistant Work Pant - Waist Size 42 - 46" or greater	28.00000	EA	42.78	1,197.84

Comm Code	Manufacturer	Specification	Model #
53102700	WMI		60-401

**Extended Description :**

Flame Resistant Work Pant - Waist Size 42 - 46" or greater

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Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
11	Women's Twill Work Pant Waist Size 4-16	7.00000	EA	14.93	104.57

Comm Code	Manufacturer	Specification	Model #
53102700	WMI		01-3

Extended Description :

Women's Twill Work Pant Waist Size 4-16

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Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
12	Women's Twill Work Pant Waist Size 18-20	7.00000	EA	17.92	125.44

Comm Code	Manufacturer	Specification	Model #
53102700	WMI		01-3

Extended Description :

Women's Twill Work Pant Waist Size 18-20

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Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
13	Women's Twill Work Pant Waist Size 22-26	7.00000	EA	22-24 = \$17.92 26 = \$29.87	125.44 209.09

Comm Code	Manufacturer	Specification	Model #
53102700	WMT		601-3

Extended Description : *Size 26 is non-stock (6-8 weeks delivery) non-returnable*  
 Women's Twill Work Pant Waist Size 22-26

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Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
14	Short Sleeve Industrial Work Shirt Size S - XL	125.00000	EA	7.91	988.75

Comm Code	Manufacturer	Specification	Model #
53102700	WMT		50-0

Extended Description :  
 Short Sleeve Industrial Work Shirt Size S - XL

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Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
15	Short Sleeve Industrial Work Shirt Size M - XL Long	50.00000	EA	7.91	395.50

Comm Code	Manufacturer	Specification	Model #
53102700	WMT		50-0

Extended Description :  
 Short Sleeve Industrial Work Shirt Size M - XL Long

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Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
16	Short Sleeve Industrial Work Shirt Size 2XL * 4XL	75.00000	EA	7.91	593.25

Comm Code	Manufacturer	Specification	Model #
53102700	WMI		50-0

Extended Description :  
Short Sleeve Industrial Work Shirt Size 2XL \* 4XL

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Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
17	Short Sleeve Industrial Work Shirt Size 2XL - 4XL Long	10.00000	EA	8.68	86.80

Comm Code	Manufacturer	Specification	Model #
53102700	WMI		50-0

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

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Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
18	Short Sleeve Industrial Work Shirt Size 5XL - 7XL	14.00000	EA	8.68	121.52



Comm Code	Manufacturer	Specification	Model #
53102700	WMI		50-0

Extended Description :

Short Sleeve Industrial Work Shirt Size 5XL - 7XL

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Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
19	Short Sleeve Industrial Work Shirt Size 5XL - 7XL Long	14.00000	EA	9.59	134.26

Comm Code	Manufacturer	Specification	Model #
53102700	WMI		50-0

Extended Description :

Short Sleeve Industrial Work Shirt Size 5XL - 7XL Long

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Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
20	Long Sleeve Industrial Work Shirt Size S - XL	125.00000	EA	9.38	1,172.50

Comm Code	Manufacturer	Specification	Model #
53102700	WMI		50-1

Extended Description :

Long Sleeve Industrial Work Shirt Size S - XL

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Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
21	Long Sleeve Industrial Work Shirt Size M - XL, Long	50.00000	EA	10.01	500.50

Comm Code	Manufacturer	Specification	Model #
53102700	WMI		50-1

Extended Description :  
Long Sleeve Industrial Work Shirt Size M - XL, Long

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Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
22	Long Sleeve Industrial Work Shirt Size 2XL - 4XL	75.00000	EA	9.38	703.50

Comm Code	Manufacturer	Specification	Model #
53102700	WMI		50-1

Extended Description :  
Long Sleeve Industrial Work Shirt Size 2XL - 4XL

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Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
23	Long Sleeve Industrial Work Shirt Size 2XL - 4XL, Long	10.00000	EA	10.36	103.60

Comm Code	Manufacturer	Specification	Model #
53102700	WMI		50-1

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

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Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
24	Long Sleeve Industrial Work Shirt Size 5XL - 7XL	14.00000	EA	10.36	145.04

Comm Code	Manufacturer	Specification	Model #
53102700	WMI		50-1

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

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Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
25	Long Sleeve Industrial Work Shirt Size 5XL - 7XL, Long	14.00000	EA	11.41	159.74

Comm Code	Manufacturer	Specification	Model #
53102700	WMI		50-1

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

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Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
26	Long Sleeve Flame Resistant Work Shirt Size S - XL	20.00000	EA	37.10	742.00

Comm Code	Manufacturer	Specification	Model #
53102700	UMI		MSFI4

Extended Description :  
Long Sleeve Flame Resistant Work Shirt Size S - XL

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Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
27	Long Sleeve Flame Resistant Work Shirt Size 2XL - 3XL	20.00000	EA	40.60	812.00

Comm Code	Manufacturer	Specification	Model #
53102700	UMI		MSFI4

Extended Description :  
Long Sleeve Flame Resistant Work Shirt Size 2XL - 3XL

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Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
28	Long Sleeve Flame Resistant Work Shirt Size M - 3XL Long	20.00000	EA	54.90	1,098.00

Comm Code	Manufacturer	Specification	Model #
53102700	WMI		MSF14

Extended Description :

Long Sleeve Flame Resistant Work Shirt Size M - 3XL Long

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Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
29	Short Sleeve Pique Polo Shirt Size S - XL	21.00000	EA	10.48	220.08

Comm Code	Manufacturer	Specification	Model #
53102700	WMI		K500

Extended Description :

Short Sleeve Pique Polo Shirt Size S - XL

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Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
30	2XL-4XL	21.00000	EA	2X = 11.88 3X = 14.68 4X = 16.08	249.48 308.28 337.68

Comm Code	Manufacturer	Specification	Model #
53102700	WMI		K500

Extended Description :

2XL-4XL

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Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
31	Short Sleeve Pique Polo Shirt Size M-XL Long	7.00000	EA	11.88	83.16

Comm Code	Manufacturer	Specification	Model #
53102700	WMI		TLK500

Extended Description :  
Short Sleeve Pique Polo Shirt Size M-XL Long

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Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
32	Short Sleeve Pique Polo Shirt Size 2XL - 4 XL, Long	7.00000	EA	2X = 18.28 3X = 16.08 4X = 17.48	128.96 112.56 122.36

Comm Code	Manufacturer	Specification	Model #
53102700	WMI		TLK500

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

**SCHEDULE OF EVENTS**

Line	Event	Event Date
1	Question Deadline 4:00 PM	2018-06-12

**Exhibit A - Pricing Page  
CRFQ GSD180000022**

Item No.	Description of Item	Unit Price	Estimated Quantity	Extended Price
<b>A.</b>	<b>Cargo pant (Spec. Section 3.1.1)</b>			
A1.	Waist Size 28"-42"		50	\$ 724.50
A2.	Waist Size 44"-54" (or greater)		28	\$ 483.00
<b>B.</b>	<b>Industrial Regular Fit Work Pant (Spec. Section 3.1.2)</b>			
B1.	Waist Size 28" (or lower)-42"		100	\$ 1,193.00
B2.	Waist Size 44"-50"		100	\$ 1,311.00
B3.	Waist Size 52"-60"		30	\$ 39.33
B4.	Waist Size 62"-66" (or greater)		14	\$ 368.34
<b>C.</b>	<b>Industrial Elastic Waist Work Pant (Spec. Section 3.1.3)</b>			
C1.	Waist Size 30" (or lower)-42"		100	\$ 1,531.00
C2.	Waist Size 44"-50" (or greater)		100	\$ 1,838.00
<b>D.</b>	<b>Flame Resistant Work Pant (Spec. Section 3.1.4)</b>			
D1.	Waist Size 30" (or lower)- 40"		50	\$ 1,960.50
D2.	Waist Size 42"-46" (or greater)		28	\$ 1,197.84
<b>E.</b>	<b>Women's Twill Work Pant (Spec. Section 3.1.5)</b>			
E1.	Size 4-16		7	\$ 104.51
E2.	Size 18 - 20		7	\$ 125.44
E3.	Size 22 - 26		7	\$ 209.09
<b>F.</b>	<b>Short Sleeve Industrial Work Shirt (Spec. Section 3.1.6)</b>			
F1.	Small- X Large		125	\$ 988.75
F2.	Medium Long-X Large Long		50	\$ 395.50
F3.	2XL-4XL		75	\$ 593.25
F4.	2XL Long-4XL Long		10	\$ 86.80
F5.	5XL - 7XL (see Spec. Section 3.5, et seq)		14	\$ 121.52
F6.	5XL - 7XL, Long (see Spec. Section 3.5, et seq)		14	\$ 134.26

**Exhibit A - Pricing Page  
GSD180000022 (continued)**

<b>G.</b>	<b>Long Sleeve Industrial Work Shirt (Spec. Section 3.1.7)</b>			
G1.	Small- X Large		125	\$ 1,172.50
G2.	Medium Long-X Large Long		50	\$ 500.50
G3.	2XL-4XL		75	\$ 703.50
G4.	2XL Long-4XL Long		10	\$ 103.60
G5.	5XL - 7XL (see Spec. Section 3.5, et seq)		14	\$ 145.04
G6.	5XL - 7XL, Long (see Spec. Section 3.5, et seq)		14	\$ 159.74
<b>H.</b>	<b>Long Sleeve Flame Resistant Work Shirt (Section 3.1.8)</b>			
H1.	Small- X Large		20	\$ 742.00
H2.	2XL-3XL		20	\$ 812.00
H3.	Medium to 3XL, Long		20	\$ 1,098.00
<b>I.</b>	<b>Short Sleeve Pique Polo (Spec. Section 3.1.9)</b>			
I1.	Small- X Large		21	\$ 220.08
I2.	2XL-4XL		21	\$ 337.08
I3.	Medium - XL Long		7	\$ 83.16
I4.	2XL - 4XL Long		7	\$ 122.36
<b>Total Bid Amount (including shipping charges):</b>				<b>\$ 19,101.79</b>

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



## **INSTRUCTIONS TO VENDORS SUBMITTING BIDS**

**1. REVIEW DOCUMENTS THOROUGHLY:** The attached documents contain a solicitation for bids. Please read these instructions and all documents attached in their entirety. These instructions provide critical information about requirements that if overlooked could lead to disqualification of a Vendor's bid. All bids must be submitted in accordance with the provisions contained in these instructions and the Solicitation. Failure to do so may result in disqualification of Vendor's bid.

**2. MANDATORY TERMS:** The Solicitation may contain mandatory provisions identified by the use of the words "must," "will," and "shall." Failure to comply with a mandatory term in the Solicitation will result in bid disqualification.

**3. PREBID MEETING:** The item identified below shall apply to this Solicitation.

A pre-bid meeting will not be held prior to bid opening

A NON-MANDATORY PRE-BID meeting will be held at the following place and time:

A MANDATORY PRE-BID meeting will be held at the following place and time:

All Vendors submitting a bid must attend the mandatory pre-bid meeting. Failure to attend the mandatory pre-bid meeting shall result in disqualification of the Vendor's bid. No one person attending the pre-bid meeting may represent more than one Vendor.

An attendance sheet provided at the pre-bid meeting shall serve as the official document verifying attendance. The State will not accept any other form of proof or documentation to verify attendance. Any person attending the pre-bid meeting on behalf of a Vendor must list on the attendance sheet his or her name and the name of the Vendor he or she is representing.

Additionally, the person attending the pre-bid meeting should include the Vendor's E-Mail address, phone number, and Fax number on the attendance sheet. It is the Vendor's responsibility to locate the attendance sheet and provide the required information. Failure to complete the attendance sheet as required may result in disqualification of Vendor's bid.

All Vendors should arrive prior to the starting time for the pre-bid. Vendors who arrive after the starting time but prior to the end of the pre-bid will be permitted to sign in, but are charged with knowing all matters discussed at the pre-bid.

Questions submitted at least five business days prior to a scheduled pre-bid will be discussed at the pre-bid meeting if possible. Any discussions or answers to questions at the pre-bid meeting are preliminary in nature and are non-binding. Official and binding answers to questions will be published in a written addendum to the Solicitation prior to bid opening.

**4. VENDOR QUESTION DEADLINE:** Vendors may submit questions relating to this Solicitation to the Purchasing Division. Questions must be submitted in writing. All questions must be submitted on or before the date listed below and to the address listed below in order to be considered. A written response will be published in a Solicitation addendum if a response is possible and appropriate. Non-written discussions, conversations, or questions and answers regarding this Solicitation are preliminary in nature and are nonbinding.

Submitted e-mails should have solicitation number in the subject line.

Question Submission Deadline: Tuesday, June 12, 2018 by 4:00pm

Submit Questions to: Linda B Harper, Buyer Supervisor  
2019 Washington Street, East  
Charleston, WV 25305  
Fax: (304) 558-4115 (Vendors should not use this fax number for bid submission)  
Email: Linda.B.Harper@wv.gov

**5. VERBAL COMMUNICATION:** Any verbal communication between the Vendor and any State personnel is not binding, including verbal communication at the mandatory pre-bid conference. Only information issued in writing and added to the Solicitation by an official written addendum by the Purchasing Division is binding.

**6. BID SUBMISSION:** All bids must be submitted electronically through wvOASIS or signed and delivered by the Vendor to the Purchasing Division at the address listed below on or before the date and time of the bid opening. Any bid received by the Purchasing Division staff is considered to be in the possession of the Purchasing Division and will not be returned for any reason. The Purchasing Division will not accept bids, modification of bids, or addendum acknowledgment forms via e-mail. Acceptable delivery methods include electronic submission via wvOASIS, hand delivery, delivery by courier, or facsimile.

The bid delivery address is:  
Department of Administration, Purchasing Division  
2019 Washington Street East  
Charleston, WV 25305-0130

A bid that is not submitted electronically through wvOASIS should contain the information listed below on the face of the envelope or the bid may be rejected by the Purchasing Division.:

**SEALED BID:**  
**BUYER:** Linda B Harper  
**SOLICITATION NO.:**  
**BID OPENING DATE:**  
**BID OPENING TIME:** 1:30pm  
**FAX NUMBER:** 304-558-3970

The Purchasing Division may prohibit the submission of bids electronically through wvOASIS at its sole discretion. Such a prohibition will be contained and communicated in the wvOASIS system resulting in the Vendor's inability to submit bids through wvOASIS. Submission of a response to an Expression of Interest or Request for Proposal is not permitted in wvOASIS.

**For Request For Proposal ("RFP") Responses Only:** In the event that Vendor is responding to a request for proposal, the Vendor shall submit one original technical and one original cost proposal plus           N/A           convenience copies of each to the Purchasing Division at the address shown above. Additionally, the Vendor should identify the bid type as either a technical or cost proposal on the face of each bid envelope submitted in response to a request for proposal as follows:

**BID TYPE:** (This only applies to CRFP)

- Technical  
 Cost

**7. BID OPENING:** Bids submitted in response to this Solicitation will be opened at the location identified below on the date and time listed below. Delivery of a bid after the bid opening date and time will result in bid disqualification. For purposes of this Solicitation, a bid is considered delivered when confirmation of delivery is provided by wvOASIS (in the case of electronic submission) or when the bid is time stamped by the official Purchasing Division time clock (in the case of hand delivery).

**Bid Opening Date and Time:** Tuesday, June 19, 2018 at 1:30pm

**Bid Opening Location:** Department of Administration, Purchasing Division  
2019 Washington Street East  
Charleston, WV 25305-0130

**8. ADDENDUM ACKNOWLEDGEMENT:** Changes or revisions to this Solicitation will be made by an official written addendum issued by the Purchasing Division. Vendor should acknowledge receipt of all addenda issued with this Solicitation by completing an Addendum Acknowledgment Form, a copy of which is included herewith. Failure to acknowledge addenda may result in bid disqualification. The addendum acknowledgement should be submitted with the bid to expedite document processing.

**9. BID FORMATTING:** Vendor should type or electronically enter the information onto its bid to prevent errors in the evaluation. Failure to type or electronically enter the information may result in bid disqualification.

**10. ALTERNATES:** Any model, brand, or specification listed in this Solicitation establishes the acceptable level of quality only and is not intended to reflect a preference for, or in any way favor, a particular brand or vendor. Vendors may bid alternates to a listed model or brand provided that the alternate is at least equal to the model or brand and complies with the required specifications. The equality of any alternate being bid shall be determined by the State at its sole discretion. Any Vendor bidding an alternate model or brand should clearly identify the alternate items in its bid and should include manufacturer's specifications, industry literature, and/or any other relevant documentation demonstrating the equality of the alternate items. Failure to provide information for alternate items may be grounds for rejection of a Vendor's bid.

**11. EXCEPTIONS AND CLARIFICATIONS:** The Solicitation contains the specifications that shall form the basis of a contractual agreement. Vendor shall clearly mark any exceptions, clarifications, or other proposed modifications in its bid. Exceptions to, clarifications of, or modifications of a requirement or term and condition of the Solicitation may result in bid disqualification.

**12. COMMUNICATION LIMITATIONS:** In accordance with West Virginia Code of State Rules §148-1-6.6, communication with the State of West Virginia or any of its employees regarding this Solicitation during the solicitation, bid, evaluation or award periods, except through the Purchasing Division, is strictly prohibited without prior Purchasing Division approval. Purchasing Division approval for such communication is implied for all agency delegated and exempt purchases.

**13. REGISTRATION:** Prior to Contract award, the apparent successful Vendor must be properly registered with the West Virginia Purchasing Division and must have paid the \$125 fee, if applicable.

**14. UNIT PRICE:** Unit prices shall prevail in cases of a discrepancy in the Vendor's bid.

**15. PREFERENCE:** Vendor Preference may only be granted upon written request and only in accordance with the West Virginia Code § 5A-3-37 and the West Virginia Code of State Rules. A Vendor Preference Certificate form has been attached hereto to allow Vendor to apply for the preference. Vendor's failure to submit the Vendor Preference Certificate form with its bid will result in denial of Vendor Preference. Vendor Preference does not apply to construction projects.

**16. SMALL, WOMEN-OWNED, OR MINORITY-OWNED BUSINESSES:** For any solicitations publicly advertised for bid, in accordance with West Virginia Code §5A-3-37(a)(7) and W. Va. CSR § 148-22-9, any non-resident vendor certified as a small, women-owned, or minority-owned business under W. Va. CSR § 148-22-9 shall be provided the same preference made available to any resident vendor. Any non-resident small, women-owned, or minority-owned business must identify itself as such in writing, must submit that writing to the Purchasing Division with its bid, and must be properly certified under W. Va. CSR § 148-22-9 prior to contract award to receive the preferences made available to resident vendors. Preference for a non-resident small, women-owned, or minority owned business shall be applied in accordance with W. Va. CSR § 148-22-9.

**17. WAIVER OF MINOR IRREGULARITIES:** The Director reserves the right to waive minor irregularities in bids or specifications in accordance with West Virginia Code of State Rules § 148-1-4.6.

**18. ELECTRONIC FILE ACCESS RESTRICTIONS:** Vendor must ensure that its submission in wvOASIS can be accessed and viewed by the Purchasing Division staff immediately upon bid opening. The Purchasing Division will consider any file that cannot be immediately accessed and viewed at the time of the bid opening (such as, encrypted files, password protected files, or incompatible files) to be blank or incomplete as context requires, and are therefore unacceptable. A vendor will not be permitted to unencrypt files, remove password protections, or resubmit documents after bid opening to make a file viewable if those documents are required with the bid. A Vendor may be required to provide document passwords or remove access restrictions to allow the Purchasing Division to print or electronically save documents provided that those documents are viewable by the Purchasing Division prior to obtaining the password or removing the access restriction.

**19. NON-RESPONSIBLE:** The Purchasing Division Director reserves the right to reject the bid of any vendor as Non-Responsible in accordance with W. Va. Code of State Rules § 148-1-5.3, when the Director determines that the vendor submitting the bid does not have the capability to fully perform, or lacks the integrity and reliability to assure good-faith performance.”

**20. ACCEPTANCE/REJECTION:** The State may accept or reject any bid in whole, or in part in accordance with W. Va. Code of State Rules § 148-1-4.5. and § 148-1-6.4.b.”

**21. YOUR SUBMISSION IS A PUBLIC DOCUMENT:** Vendor’s entire response to the Solicitation and the resulting Contract are public documents. As public documents, they will be disclosed to the public following the bid/proposal opening or award of the contract, as required by the competitive bidding laws of West Virginia Code §§ 5A-3-1 et seq., 5-22-1 et seq., and 5G-1-1 et seq. and the Freedom of Information Act West Virginia Code §§ 29B-1-1 et seq.

**DO NOT SUBMIT MATERIAL YOU CONSIDER TO BE CONFIDENTIAL, A TRADE SECRET, OR OTHERWISE NOT SUBJECT TO PUBLIC DISCLOSURE.**

Submission of any bid, proposal, or other document to the Purchasing Division constitutes your explicit consent to the subsequent public disclosure of the bid, proposal, or document. The Purchasing Division will disclose any document labeled "confidential," "proprietary," "trade secret," "private," or labeled with any other claim against public disclosure of the documents, to include any "trade secrets" as defined by West Virginia Code § 47-22-1 et seq. All submissions are subject to public disclosure without notice.

**22. INTERESTED PARTY DISCLOSURE:** W. Va. Code § 6D-1-2 requires that for contracts with an actual or estimated value of at least \$100,000, the vendor must submit to the Purchasing Division a disclosure of interested parties to the contract, prior to contract award. That disclosure must occur on the form prescribed and approved by the WV Ethics Commission. A copy of that form is included with this solicitation or can be obtained from the WV Ethics Commission.

"Interested parties" means: (1) A business entity performing work or service pursuant to, or in furtherance of, the applicable contract, including specifically sub-contractors; (2) the person(s) who have an ownership interest equal to or greater than 25% in the business entity performing work or service pursuant to, or in furtherance of, the applicable contract; and (3) the person or business entity, if any, that served as a compensated broker or intermediary to actively facilitate the applicable contract or negotiated the terms of the applicable contract with the state agency: Provided, That subdivision (2) shall be inapplicable if a business entity is a publicly traded company: Provided, however, That subdivision (3) shall not include persons or business entities performing legal services related to the negotiation or drafting of the applicable contract.

**23. WITH THE BID REQUIREMENTS:** In instances where these specifications require documentation or other information with the bid, and a vendor fails to provide it with the bid, the Director of the Purchasing Division reserves the right to request those items after bid opening and prior to contract award pursuant to the authority to waive minor irregularities in bids or specifications under W. Va. CSR § 148-1-4.6. This authority does not apply to instances where state law mandates receipt with the bid.

**REQUEST FOR QUOTATION  
Uniform Contract**

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**SPECIFICATIONS**

- 1. PURPOSE AND SCOPE:** The West Virginia Purchasing Division is soliciting bids on behalf of General Services to establish an open-end contract for uniforms.

**BACKGROUND:** Agency personnel are predominately located in Charleston, WV. However, the successful vendor shall deliver uniform purchases for Agency personnel throughout the State of West Virginia. The Agency currently has employees working in facilities in the West Virginia cities of Beckley, Clarksburg, Fairmont, Huntington, Logan, Parkersburg, Weirton and Williamson, and may add employees in other West Virginia cities during the life of the contract. The Agency has approximately seventy-five (75) employees who would wear uniform items supplied by this contract; however, that number could change during the life of the contract to accommodate new hiring and employee turnover.

The majority of current employees are wearing Agency purchased uniform items, so the primary intent of this contract is to provide similar uniform items as they need replaced, or as new employees begin work for the Agency. Each line employee is usually assigned seven (7) pairs of pants and seven (7) shirts, in mixed combinations from the list of Contract items. Only Supervisors and Managers (approximately 10 employees) are permitted to be assigned the Short Sleeve Polo Shirts. This information is given only to give an approximate idea of the usage during the life of the contract.

- 2. DEFINITIONS:** The terms listed below shall have the meanings assigned to them below. Additional definitions can be found in section 2 of the General Terms and Conditions.

**2.1 "Contract Item" or "Contract Items"** means the list of uniform items identified in Section 3.1 below and on the pricing pages, as more fully described in these specifications.

**2.2 "Pricing Pages"** means the pages, contained wvOASIS or attached hereto as Exhibit A, upon which Vendor should list its proposed price for the Contract Items.

**2.3 "Solicitation"** means the official notice of an opportunity to supply the State with goods or services that is published by the Purchasing Division.

- 3. GENERAL REQUIREMENTS:**

**3.1 Contract Items and Mandatory Requirements:** Vendor shall provide Agency with the Contract Items listed below on an open-end and continuing basis. Contract Items must meet or exceed the mandatory requirements listed below.

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**3.1.1 Cargo Pants**

- 3.1.1.1** Color shall be navy or dark blue and shall be vat dyed.
- 3.1.1.2** Fabric shall be a minimum of 7.5 oz twill, made up of 65% Polyester and 35% Cotton.
- 3.1.1.3** Shall be bar tacked at all stress points
- 3.1.1.4** Zipper shall be heavy duty brass
- 3.1.1.5** Plain front, relaxed fit is desired
- 3.1.1.6** Shall have 2 rear pockets, flap closure desired
- 3.1.1.7** Shall have 2 cargo pockets, flap closures desired
- 3.1.1.8** Shall have banded waistband
- 3.1.1.9** Shall be available with waist sizes up to 54" (or greater)
- 3.1.1.10** Shall be sewn with high resistance thread

**3.1.2 Industrial Regular Fit Work Pants**

- 3.1.2.1** Color shall be navy or dark blue and shall be vat dyed.
- 3.1.2.2** Fabric shall be a minimum of 7.5 oz. twill, made up of 65% Polyester and 35% Cotton
- 3.1.2.3** Shall have plain front and 2 rear pockets
- 3.1.2.4** Shall be bar tacked at all stress points
- 3.1.2.5** Zipper shall be heavy duty brass
- 3.1.2.6** 7 wide belt loops are desired
- 3.1.2.7** Available waist size shall range from 28" (or lower) to 66" (or greater)
- 3.1.2.8** Shall be sewn with high resistance thread

**3.1.3 Industrial Elastic Waist Work Pant**

- 3.1.3.1** Color shall be navy or dark blue and shall be vat dyed



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**3.1.3.2** Fabric shall be a minimum of 7.5 oz. twill, made up of 65% Polyester and 35% Cotton.

**3.1.3.3** Shall have plain front and 2 rear pockets

**3.1.3.4** Shall be bar tacked at all stress points

**3.1.3.5** Zipper shall be heavy duty brass

**3.1.3.6** 7 wide belt loops desired

**3.1.3.7** Shall be sewn with high resistance thread

**3.1.3.8** Available waist size shall range from 30" (or lower) to 50" (or greater)

**3.1.3.9** Shall have side elastic inserts in waist

**3.1.3.10** Shall be sewn with high resistance thread

**3.1.4 Flame Resistant Work Pants**

**3.1.4.1** Color shall be navy or dark blue and shall be vat dyed

**3.1.4.2** Flame Resistant Fabric shall have a minimum ARC Rating of 12.2 ATPV protection and must meet NFPA 70E Hazard Risk Category 2.

**3.1.4.3** Must be NFPA 2112 Certified

**3.1.4.4** Shall have two front pockets

**3.1.4.5** Shall have two large back pockets

**3.1.4.6** Shall have heavy duty brass zipper

**3.1.4.7** Shall be sewn with high resistance thread

**3.1.4.8** Shall be available in waist sizes ranging from 30" (or lower) to 46" (or greater)

**3.1.5 Women's Twill Work Pant**

**3.1.5.1** Color shall be navy or dark blue and shall be vat dyed

**3.1.5.2** Fabric shall be a minimum of 7.5 oz. twill, made up of 65% Polyester and 35% Cotton

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**3.1.5.3 Shall have plain front and 2 rear pockets**

**3.1.5.4 Shall be bar tacked at all stress points**

**3.1.5.5 Zipper shall be heavy duty brass**

**3.1.5.6 5 belt loops desired**

**3.1.5.7 Shall be sewn with high resistance thread**

**3.1.5.8 Size shall range from 4 (or lower) to 26 (or greater)**

**3.1.6 Short Sleeve Industrial Work Shirt**

**3.1.6.1 Color shall be check pattern in medium blue and navy**

**3.1.6.2 Fabric shall be a minimum 4.25 oz. Poplin, made of 65% Polyester and 35% Cotton**

**3.1.6.3 Shall have two chest pockets, one with pencil slot**

**3.1.6.4 Shall be bar tacked at all stress points**

**3.1.6.5 Shall be stain and wrinkle resistant**

**3.1.6.6 Shall have soil release finish**

**3.1.6.7 Shall have reinforced surged seams**

**3.1.6.8 Shall have reinforced stitching on buttons**

**3.1.6.9 Shall be sewn with high resistance thread**

**3.1.6.10 Standard size shall range from Small to 4XL (or greater) and also include sizes 5XL to 7XL (see Section 3.5)**

**3.1.6.11 All sizes must be available in long lengths, as well as regular.**

**3.1.7 Long Sleeve Industrial Shirt**

**3.1.7.1 Color shall be check pattern in medium blue and navy**

**3.1.7.2 Fabric shall be a minimum of 4.25 oz. Poplin, made of 65% Polyester and 35% Cotton**

**3.1.7.3 Shall have two chest pockets, one with pencil slot**

**3.1.7.4 Shall be bar tacked at all stress points**

**3.1.7.5 Shall be stain and wrinkle resistant**

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**3.1.7.6** Shall have soil release finish

**3.1.7.7** Shall have reinforced surged seams

**3.1.7.8** Shall have reinforced stitching on the buttons

**3.1.7.9** Shall be sewn with high resistance thread

**3.1.7.10** Standard size shall range from Small to 4XL (or greater) but also include 5XL to 7 XL (See Section 3.5)

**3.1.7.11** All sizes must be available in long lengths, as well as regular

**3.1.8. Long Sleeve Flame Resistant Work Shirt**

**3.1.8.1** Color shall be navy blue

**3.1.8.2** Fabric shall be a minimum of 7 oz. 100% Cotton Twill

**3.1.8.3** Shall have a two piece lined collar

**3.1.8.4** Shall have 7 button front

**3.1.8.5** Shall have two button through flapped breast pockets

**3.1.8.6** Shall have minimum Arc Rating 7.7 ATPV protection and must meet NFPA 70E Hazard Risk Category 1

**3.1.8.7** Size shall range from Small to 4XL, and Medium to 4XL Long

**3.1.9 Short Sleeve Pique Polo**

**3.1.9.1** Color shall be medium blue

**3.1.9.2** Fabric shall be a minimum 6.5 oz pique made of 60% Cotton and 40% Polyester

**3.1.9.3** Shall have a soft rib-knit collar and cuffs

**3.1.9.4** Classic 3 button placket desired

**3.1.9.5** Shall have side vents for comfort

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**3.1.9.6 Must be machine wash and dry**

**3.1.9.7 Size shall range from Small to 4XL and Medium to 4XL Long**

**3.2 Embroidery**

**3.2.1 All uniform Work Shirts shall be embroidered as follows:**

**3.2.1.1 Division Name: GENERAL SERVICES (above left-breast pocket)**  
on patch that is sewn on shirt.

**3.2.1.4 Embroidery shall be in white colored thread and of a font no larger than one (1) inch in height on navy patch.**

**3.2.2 After award of the contract but prior to the issuance of the first delivery order, the Vendor shall meet with the Agency to determine the exact location, size, spelling, color and font of the required embroidery. The Vendor should expect to provide the Agency with various options; their industry professional expertise on determining font sizes, colors, and styles; and assorted samples for reviews.**

**3.3 Alterations:** When providing uniform items for employees with odd numbered waist measurements or sizes, Vendor will supply the next highest even numbered size and be responsible for altering the uniform items to match the employee's size. Standard alterations shall be done by the vendor at no additional charge to the Agency, including all hemming to insure appropriate inseam and/or sleeve lengths.

**3.4 Large Sized Shirts:** The Agency is requesting pricing for short and long sleeved industrial work shirts in sizes 5XL to 7XL (in both regular length and long length) with the understanding that these shirts are not normally in a standard vendor's size offering. Vendor is required to provide these shirts, even if that means outsourcing to a different manufacturer than their standard line of uniform shirts, if necessary. Large sized shirts (5XL to 7XL, regular length and long length) may differ slightly in color than the industrial work shirts provided in the normal vendor's size offering, but color must be approved in advance of any order by the Agency (Vendor may be required to provide sample or sufficient documentation to evaluate color).

**3.5 Start-up Procedure:** Within ten (10) working days of the award of the contract, the Vendor will meet with the Agency to provide the Agency an ordering system for both male and female employees to include order forms, illustrated catalogs, instructions to employees on the ordering process, measuring procedures and special uniform orders. This system shall include procedures for returns and exchanges. The Vendor must provide at least one sizing kit, to include sample uniforms in enough quantity to be able

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to size all employees (exceptions may be made for the larger sized shirts and pants, if necessary). The Vendor must also provide a draft "Customer Sizing Form" in an editable format (the Agency may need to alter the form to include any necessary sign-offs needed to approve orders by supervisors, etc.). During the life of the Contract, under special circumstances, the Vendor must allow for the Agency to bring employees to their facilities for sizing, discussion of complaints about the uniform items, etc.

**4. CONTRACT AWARD:**

**4.1 Contract Award:** The Contract is intended to provide Agency with a purchase price for the Contract Items. The Contract shall be awarded to the Vendor that provides the Contract Items meeting the required specifications for the lowest overall total cost as shown on the Pricing Pages.

**4.2 Pricing Page:** Vendor should complete the Pricing Page by providing a Unit Price for each item, then multiplying the bid Unit Price by the Estimated Quantity to calculate the Extended Price. All Extended Prices should then be added together to calculate the Total Bid. If submitting a bid electronically through wvOasis, the calculation of Unit Price times Quantity (Qty) is done automatically. Vendor should complete the Pricing Pages in their entirety as failure to complete the Pricing Page in its entirety may result in Vendor's bid being disqualified.

The Pricing Pages contain a list of the Contract Items and estimated purchase volume. The estimated purchase volume for each item represents the approximate volume of anticipated purchases only. No future use of the Contract or any individual item is guaranteed or implied.

Vendor should type or electronically enter the information into the Pricing Pages through wvOASIS, if available, or in the excel Pricing Page attached to the solicitation. The excel Pricing Page will sum the Extended Price and Total Bid amount automatically.

**5. ORDERING AND PAYMENT:**

**5.1 Ordering:** Vendor shall accept orders through online (preferred method), facsimile, e-mail, or any other written form of communication. Vendor may, but is not required to, accept on-line orders through a secure internet ordering portal/website. If Vendor has the ability to accept on-line orders, it should include in its response a brief description of how Agencies may utilize the on-line ordering system. Any on-line ordering system must have the capability to restrict prices and available items to

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conform to the pricing originally submitted with this RFQ. Vendor shall ensure that its on-line ordering system is properly secured prior to processing Agency orders on-line. If the vendor provides an online ordering portal it must provide an online system where the agency can include internal tracking numbers, and an available system for online for tracking orders and order history. Agency will generate uniquely numbered Agency Delivery Orders to initiate uniform purchases. Each delivery order will include the uniform item, the quantity being ordered and the name of the employee for whom the items are being ordered, and may include special instructions to the vendor. Delivery Orders may be for more than one employee.

**5.2 Payment:** Vendor shall accept payment in accordance with the payment procedures of the State of West Virginia. Methods of acceptable payment must include the West Virginia Purchasing Card. Payment in advance is not permitted under this Contract.

**5.2.1** Invoices shall be submitted for payment (in arrears) and must include the following information:

**5.2.2** Invoice must include invoice date, complete address of the vendor, Agency Delivery Order number and Centralized Master Agreement (CMA).

**5.2.3** Itemized list of all items purchased including name of employee for whom they were purchased.

**5.2.4** Invoices shall be emailed to the following address: [GSDInvoices@wv.gov](mailto:GSDInvoices@wv.gov).

**6. DELIVERY AND RETURN:**

**6.1 Delivery Time:** Vendors shall deliver standard orders within fourteen (14) days after orders are issued. Vendor shall deliver emergency orders within seven (7) days after orders are issued. Vendor shall ship all orders in accordance with the above schedule and shall not hold orders until a minimum quantity is met. All shipments must include an itemized packing slip which includes delivery order number, items purchased, and name of employee.

**6.2 Late Delivery:** The Agency placing the order under this Contract must be notified in writing if orders will be delayed for any reason. Any delay in delivery that could cause harm to an Agency will be grounds for cancellation of the delayed order and/or obtaining the items ordered from a third party.

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Any Agency seeking to obtain items from a third party under this provision must first obtain approval of the Purchasing Division.

**6.3 Delivery Payment/Risk of Loss:** Standard order delivery shall be F.O.B. destination to the Agency's location. Vendor shall include the cost of delivery charges in its bid pricing/discount and is not permitted to charge the Agency separately for such delivery.

**6.4 Return of Unacceptable Items:** If the Agency deems the Contract Items to be unacceptable, the Contract Items shall be returned to Vendor at Vendor's expense and with no restocking fee. Vendor shall either make arrangements for the return within five (5) days of being notified that items are unacceptable. If the original packaging cannot be utilized for the return, Vendor will supply the Agency with appropriate return packaging upon request. All returns of unacceptable items shall be F.O.B. the Agency's location. The returned product shall be replaced, within 7 working days from the time the Agency notifies the Vendor. Agency will not pay for any items deemed not to be acceptable.

**7. VENDOR DEFAULT:**

**7.1.** The following shall be considered a vendor default under this Contract.

**7.1.1.** Failure to provide Contract Items in accordance with the requirements contained herein.

**7.1.2.** Failure to comply with other specifications and requirements contained herein.

**7.1.3.** Failure to comply with any laws, rules, and ordinances applicable to the Contract Services provided under this Contract.

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7.1.4. Failure to remedy deficient performance upon request.

7.2. The following remedies shall be available to Agency upon default.

7.2.1. Immediate cancellation of the Contract.

7.2.2. Immediate cancellation of one or more delivery orders issued under this Contract.

7.2.3. Any other remedies available in law or equity.

**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: Susan Palo  
Telephone Number: 480-3108-9310X107  
Fax Number: 480-3108-8556  
Email Address: Susan@umidirect.com



## **GENERAL TERMS AND CONDITIONS:**

**1. CONTRACTUAL AGREEMENT:** Issuance of a Award Document signed by the Purchasing Division Director, or his designee, and approved as to form by the Attorney General's office constitutes acceptance of this Contract made by and between the State of West Virginia and the Vendor. Vendor's signature on its bid signifies Vendor's agreement to be bound by and accept the terms and conditions contained in this Contract.

**2. DEFINITIONS:** As used in this Solicitation/Contract, the following terms shall have the meanings attributed to them below. Additional definitions may be found in the specifications included with this Solicitation/Contract.

**2.1. "Agency" or "Agencies"** means the agency, board, commission, or other entity of the State of West Virginia that is identified on the first page of the Solicitation or any other public entity seeking to procure goods or services under this Contract.

**2.2. "Bid" or "Proposal"** means the vendors submitted response to this solicitation.

**2.3. "Contract"** means the binding agreement that is entered into between the State and the Vendor to provide the goods or services requested in the Solicitation.

**2.4. "Director"** means the Director of the West Virginia Department of Administration, Purchasing Division.

**2.5. "Purchasing Division"** means the West Virginia Department of Administration, Purchasing Division.

**2.6. "Award Document"** means the document signed by the Agency and the Purchasing Division, and approved as to form by the Attorney General, that identifies the Vendor as the contract holder.

**2.7. "Solicitation"** means the official notice of an opportunity to supply the State with goods or services that is published by the Purchasing Division.

**2.8. "State"** means the State of West Virginia and/or any of its agencies, commissions, boards, etc. as context requires.

**2.9. "Vendor" or "Vendors"** means any entity submitting a bid in response to the Solicitation, the entity that has been selected as the lowest responsible bidder, or the entity that has been awarded the Contract as context requires.

**3. CONTRACT TERM; RENEWAL; EXTENSION:** The term of this Contract shall be determined in accordance with the category that has been identified as applicable to this Contract below:

**Term Contract**

**Initial Contract Term:** Initial Contract Term: This Contract becomes effective on \_\_\_\_\_ upon award \_\_\_\_\_ and extends for a period of one (1) year(s).

**Renewal Term:** This Contract may be renewed upon the mutual written consent of the Agency, and the Vendor, with approval of the Purchasing Division and the Attorney General's office (Attorney General approval is as to form only). Any request for renewal should be delivered to the Agency and then submitted to the Purchasing Division thirty (30) days prior to the expiration date of the initial contract term or appropriate renewal term. A Contract renewal shall be in accordance with the terms and conditions of the original contract. Unless otherwise specified below, renewal of this Contract is limited to three (3) successive one (1) year periods or multiple renewal periods of less than one year, provided that the multiple renewal periods do not exceed the total number of months available in all renewal years combined. Automatic renewal of this Contract is prohibited. Renewals must be approved by the Vendor, Agency, Purchasing Division and Attorney General's office (Attorney General approval is as to form only)

**Alternate Renewal Term** – This contract may be renewed for \_\_\_\_\_ successive \_\_\_\_\_ year periods or shorter periods provided that they do not exceed the total number of months contained in all available renewals. Automatic renewal of this Contract is prohibited. Renewals must be approved by the Vendor, Agency, Purchasing Division and Attorney General's office (Attorney General approval is as to form only)

**Delivery Order Limitations:** In the event that this contract permits delivery orders, a delivery order may only be issued during the time this Contract is in effect. Any delivery order issued within one year of the expiration of this Contract shall be effective for one year from the date the delivery order is issued. No delivery order may be extended beyond one year after this Contract has expired.

**Fixed Period Contract:** This Contract becomes effective upon Vendor's receipt of the notice to proceed and must be completed within \_\_\_\_\_ days.

**Fixed Period Contract with Renewals:** This Contract becomes effective upon Vendor's receipt of the notice to proceed and part of the Contract more fully described in the attached specifications must be completed within \_\_\_\_\_ days. Upon completion of the work covered by the preceding sentence, the vendor agrees that maintenance, monitoring, or warranty services will be provided for \_\_\_\_\_ year(s) thereafter.

**One Time Purchase:** The term of this Contract shall run from the issuance of the Award Document until all of the goods contracted for have been delivered, but in no event will this Contract extend for more than one fiscal year.

**Other:** See attached.

**4. NOTICE TO PROCEED:** Vendor shall begin performance of this Contract immediately upon receiving notice to proceed unless otherwise instructed by the Agency. Unless otherwise specified, the fully executed Award Document will be considered notice to proceed.

**5. QUANTITIES:** The quantities required under this Contract shall be determined in accordance with the category that has been identified as applicable to this Contract below.

**Open End Contract:** Quantities listed in this Solicitation are approximations only, based on estimates supplied by the Agency. 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.

**Service:** The scope of the service to be provided will be more clearly defined in the specifications included herewith.

**Combined Service and Goods:** The scope of the service and deliverable goods to be provided will be more clearly defined in the specifications included herewith.

**One Time Purchase:** This Contract is for the purchase of a set quantity of goods that are identified in the specifications included herewith. Once those items have been delivered, no additional goods may be procured under this Contract without an appropriate change order approved by the Vendor, Agency, Purchasing Division, and Attorney General's office.

**6. EMERGENCY PURCHASES:** The Purchasing Division Director may authorize the Agency to purchase goods or services in the open market that Vendor would otherwise provide under this Contract if those goods or services are for immediate or expedited delivery in an emergency. Emergencies shall include, but are not limited to, delays in transportation or an unanticipated increase in the volume of work. An emergency purchase in the open market, approved by the Purchasing Division Director, shall not constitute a breach of this Contract and shall not entitle the Vendor to any form of compensation or damages. This provision does not excuse the State from fulfilling its obligations under a One Time Purchase contract.

**7. REQUIRED DOCUMENTS:** All of the items checked below must be provided to the Purchasing Division by the Vendor as specified below.

**BID BOND (Construction Only):** Pursuant to the requirements contained in W. Va. Code § 5-22-1(c), All Vendors submitting a bid on a construction project shall furnish a valid bid bond in the amount of five percent (5%) of the total amount of the bid protecting the State of West Virginia. The bid bond must be submitted with the bid.

**PERFORMANCE BOND:** The apparent successful Vendor shall provide a performance bond in the amount of \_\_\_\_\_. The performance bond must be received by the Purchasing Division prior to Contract award. On construction contracts, the performance bond must be 100% of the Contract value.

**LABOR/MATERIAL PAYMENT BOND:** The apparent successful Vendor shall provide a labor/material payment bond in the amount of 100% of the Contract value. The labor/material payment bond must be delivered to the Purchasing Division prior to Contract award.

In lieu of the Bid Bond, Performance Bond, and Labor/Material Payment Bond, the Vendor may provide certified checks, cashier's checks, or irrevocable letters of credit. Any certified check, cashier's check, or irrevocable letter of credit provided in lieu of a bond must be of the same amount and delivered on the same schedule as the bond it replaces. A letter of credit submitted in lieu of a performance and labor/material payment bond will only be allowed for projects under \$100,000. Personal or business checks are not acceptable. Notwithstanding the foregoing, West Virginia Code § 5-22-1 (d) mandates that a vendor provide a performance and labor/material payment bond for construction projects. Accordingly, substitutions for the performance and labor/material payment bonds for construction projects is not permitted.

**MAINTENANCE BOND:** The apparent successful Vendor shall provide a two (2) year maintenance bond covering the roofing system. The maintenance bond must be issued and delivered to the Purchasing Division prior to Contract award.

**LICENSE(S) / CERTIFICATIONS / PERMITS:** In addition to anything required under the Section entitled Licensing, of the General Terms and Conditions, the apparent successful Vendor shall furnish proof of the following licenses, certifications, and/or permits prior to Contract award, in a form acceptable to the Purchasing Division.

The apparent successful Vendor shall also furnish proof of any additional licenses or certifications contained in the specifications prior to Contract award regardless of whether or not that requirement is listed above.

**8. INSURANCE:** The apparent successful Vendor shall furnish proof of the insurance identified by a checkmark below prior to Contract award. Subsequent to contract award, and prior to the insurance expiration date, Vendor shall provide the Agency with proof that the insurance mandated herein has been continued. Vendor must also provide Agency with immediate notice of any changes in its insurance policies mandated herein, including but not limited to, policy cancelation, policy reduction, or change in insurers. The insurance coverages identified below must be maintained throughout the life of this contract. The apparent successful Vendor shall also furnish proof of any additional insurance requirements contained in the specifications prior to Contract award regardless of whether or not that insurance requirement is listed in this section.

Vendor must maintain:

**Commercial General Liability Insurance** in at least an amount of:

\$1,000,000.00 each occurrence

**Automobile Liability Insurance** in at least an amount of: \$1,000,000.00

**Professional/Malpractice/Errors and Omission Insurance** in at least an amount of:

**Commercial Crime and Third Party Fidelity Insurance** in an amount of:

**Cyber Liability Insurance** in an amount of: \_\_\_\_\_

**Builders Risk Insurance** in an amount equal to 100% of the amount of the Contract.

**9. WORKERS' COMPENSATION INSURANCE:** The apparent successful Vendor shall comply with laws relating to workers compensation, shall maintain workers' compensation insurance when required, and shall furnish proof of workers' compensation insurance upon request.

**10. [Reserved]**

**11. LIQUIDATED DAMAGES:** This clause shall in no way be considered exclusive and shall not limit the State or Agency's right to pursue any other available remedy. Vendor shall pay liquidated damages in the amount specified below or as described in the specifications:

N/A \_\_\_\_\_ for N/A \_\_\_\_\_

Liquidated Damages Contained in the Specifications

**12. ACCEPTANCE:** Vendor's signature on its bid, or on the certification and signature page, constitutes an offer to the State that cannot be unilaterally withdrawn, signifies that the product or service proposed by vendor meets the mandatory requirements contained in the Solicitation for that product or service, unless otherwise indicated, and signifies acceptance of the terms and conditions contained in the Solicitation unless otherwise indicated.

**13. PRICING:** The pricing set forth herein is firm for the life of the Contract, unless specified elsewhere within this Solicitation/Contract by the State. A Vendor's inclusion of price adjustment provisions in its bid, without an express authorization from the State in the Solicitation to do so, may result in bid disqualification.

**14. PAYMENT:** Payment in advance is prohibited under this Contract. Payment may only be made after the delivery and acceptance of goods or services. The Vendor shall submit invoices, in arrears.

**15. PURCHASING CARD ACCEPTANCE:** The State of West Virginia currently utilizes a Purchasing Card program, administered under contract by a banking institution, to process payment for goods and services. The Vendor must accept the State of West Virginia's Purchasing Card for payment of all orders under this Contract unless the box below is checked.

Vendor is not required to accept the State of West Virginia's Purchasing Card as payment for all goods and services.

**16. TAXES:** The Vendor shall pay any applicable sales, use, personal property or any other taxes arising out of this Contract and the transactions contemplated thereby. The State of West Virginia is exempt from federal and state taxes and will not pay or reimburse such taxes.

**17. ADDITIONAL FEES:** Vendor is not permitted to charge additional fees or assess additional charges that were not either expressly provided for in the solicitation published by the State of West Virginia or included in the unit price or lump sum bid amount that Vendor is required by the solicitation to provide. Including such fees or charges as notes to the solicitation may result in rejection of vendor's bid. Requesting such fees or charges be paid after the contract has been awarded may result in cancellation of the contract.

**18. FUNDING:** This Contract shall continue for the term stated herein, contingent upon funds being appropriated by the Legislature or otherwise being made available. In the event funds are not appropriated or otherwise made available, this Contract becomes void and of no effect beginning on July 1 of the fiscal year for which funding has not been appropriated or otherwise made available.

**19. CANCELLATION:** The Purchasing Division Director reserves the right to cancel this Contract immediately upon written notice to the vendor if the materials or workmanship supplied do not conform to the specifications contained in the Contract. The Purchasing Division Director may also cancel any purchase or Contract upon 30 days written notice to the Vendor in accordance with West Virginia Code of State Rules § 148-1-5.2.b.

**20. TIME:** Time is of the essence with regard to all matters of time and performance in this Contract.

**21. APPLICABLE LAW:** This Contract is governed by and interpreted under West Virginia law without giving effect to its choice of law principles. Any information provided in specification manuals, or any other source, verbal or written, which contradicts or violates the West Virginia Constitution, West Virginia Code or West Virginia Code of State Rules is void and of no effect.

**22. COMPLIANCE WITH LAWS:** Vendor shall comply with all applicable federal, state, and local laws, regulations and ordinances. By submitting a bid, Vendor acknowledges that it has reviewed, understands, and will comply with all applicable laws, regulations, and ordinances.

**SUBCONTRACTOR COMPLIANCE:** Vendor shall notify all subcontractors providing commodities or services related to this Contract that as subcontractors, they too are required to comply with all applicable laws, regulations, and ordinances. Notification under this provision must occur prior to the performance of any work under the contract by the subcontractor.

**23. ARBITRATION:** Any references made to arbitration contained in this Contract, Vendor's bid, or in any American Institute of Architects documents pertaining to this Contract are hereby deleted, void, and of no effect.

**24. MODIFICATIONS:** This writing is the parties' final expression of intent. Notwithstanding anything contained in this Contract to the contrary no modification of this Contract shall be binding without mutual written consent of the Agency, and the Vendor, with approval of the Purchasing Division and the Attorney General's office (Attorney General approval is as to form only). Any change to existing contracts that adds work or changes contract cost, and were not included in the original contract, must be approved by the Purchasing Division and the Attorney General's Office (as to form) prior to the implementation of the change or commencement of work affected by the change.

**25. WAIVER:** The failure of either party to insist upon a strict performance of any of the terms or provision of this Contract, or to exercise any option, right, or remedy herein contained, shall not be construed as a waiver or a relinquishment for the future of such term, provision, option, right, or remedy, but the same shall continue in full force and effect. Any waiver must be expressly stated in writing and signed by the waiving party.

**26. SUBSEQUENT FORMS:** The terms and conditions contained in this Contract shall supersede any and all subsequent terms and conditions which may appear on any form documents submitted by Vendor to the Agency or Purchasing Division such as price lists, order forms, invoices, sales agreements, or maintenance agreements, and includes internet websites or other electronic documents. Acceptance or use of Vendor's forms does not constitute acceptance of the terms and conditions contained thereon.

**27. ASSIGNMENT:** Neither this Contract nor any monies due, or to become due hereunder, may be assigned by the Vendor without the express written consent of the Agency, the Purchasing Division, the Attorney General's office (as to form only), and any other government agency or office that may be required to approve such assignments. Notwithstanding the foregoing, Purchasing Division approval may or may not be required on certain agency delegated or exempt purchases.

**28. WARRANTY:** The Vendor expressly warrants that the goods and/or services covered by this Contract will: (a) conform to the specifications, drawings, samples, or other description furnished or specified by the Agency; (b) be merchantable and fit for the purpose intended; and (c) be free from defect in material and workmanship.

**29. STATE EMPLOYEES:** State employees are not permitted to utilize this Contract for personal use and the Vendor is prohibited from permitting or facilitating the same.

**30. BANKRUPTCY:** In the event the Vendor files for bankruptcy protection, the State of West Virginia may deem this Contract null and void, and terminate this Contract without notice.

**31. PRIVACY, SECURITY, AND CONFIDENTIALITY:** The Vendor agrees that it 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/default.html>.



**32. YOUR SUBMISSION IS A PUBLIC DOCUMENT:** Vendor's entire response to the Solicitation and the resulting Contract are public documents. As public documents, they will be disclosed to the public following the bid/proposal opening or award of the contract, as required by the competitive bidding laws of West Virginia Code §§ 5A-3-1 et seq., 5-22-1 et seq., and 5G-1-1 et seq. and the Freedom of Information Act West Virginia Code §§ 29B-1-1 et seq.

**DO NOT SUBMIT MATERIAL YOU CONSIDER TO BE CONFIDENTIAL, A TRADE SECRET, OR OTHERWISE NOT SUBJECT TO PUBLIC DISCLOSURE.**

Submission of any bid, proposal, or other document to the Purchasing Division constitutes your explicit consent to the subsequent public disclosure of the bid, proposal, or document. The Purchasing Division will disclose any document labeled "confidential," "proprietary," "trade secret," "private," or labeled with any other claim against public disclosure of the documents, to include any "trade secrets" as defined by West Virginia Code § 47-22-1 et seq. All submissions are subject to public disclosure without notice.

**33. LICENSING:** In accordance with West Virginia Code of State Rules § 148-1-6.1.e, Vendor must be licensed and in good standing in accordance with any and all state and local laws and requirements by any state or local agency of West Virginia, including, but not limited to, the West Virginia Secretary of State's Office, the West Virginia Tax Department, West Virginia Insurance Commission, or any other state agency or political subdivision. Obligations related to political subdivisions may include, but are not limited to, business licensing, business and occupation taxes, inspection compliance, permitting, etc. Upon request, the Vendor must provide all necessary releases to obtain information to enable the Purchasing Division Director or the Agency to verify that the Vendor is licensed and in good standing with the above entities.

**SUBCONTRACTOR COMPLIANCE:** Vendor shall notify all subcontractors providing commodities or services related to this Contract that as subcontractors, they too are required to be licensed, in good standing, and up-to-date on all state and local obligations as described in this section. Obligations related to political subdivisions may include, but are not limited to, business licensing, business and occupation taxes, inspection compliance, permitting, etc. Notification under this provision must occur prior to the performance of any work under the contract by the subcontractor.

**34. ANTITRUST:** In submitting a bid to, signing a contract with, or accepting a Award Document from any agency of the State of West Virginia, the Vendor agrees to 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 Vendor.

**35. VENDOR CERTIFICATIONS:** By signing its bid or entering into this Contract, Vendor certifies (1) that its bid or offer was made without prior understanding, agreement, or connection with any corporation, firm, limited liability company, partnership, person or entity submitting a bid or offer for the same material, supplies, equipment or services; (2) that its bid or offer is in all respects fair and without collusion or fraud; (3) that this Contract is accepted or entered into without any prior understanding, agreement, or connection to any other entity that could be considered a violation of law; and (4) that it has reviewed this Solicitation in its entirety; understands the requirements, terms and conditions, and other information contained herein.

Vendor's signature on its bid or offer also affirms that neither it nor its representatives have any interest, nor shall acquire any interest, direct or indirect, which would compromise the performance of its services hereunder. Any such interests shall be promptly presented in detail to the Agency. The individual signing this bid or offer on behalf of Vendor certifies that he or she is authorized by the Vendor to execute this bid or offer or any documents related thereto on Vendor's behalf; that he or she is authorized to bind the Vendor in a contractual relationship; and that, to the best of his or her knowledge, the Vendor has properly registered with any State agency that may require registration.

**36. VENDOR RELATIONSHIP:** The relationship of the Vendor to the State shall be that of an independent contractor and no principal-agent relationship or employer-employee relationship is contemplated or created by this Contract. The Vendor as an independent contractor is solely liable for the acts and omissions of its employees and agents. Vendor shall be responsible for selecting, supervising, and compensating any and all individuals employed pursuant to the terms of this Solicitation and resulting contract. Neither the Vendor, nor any employees or subcontractors of the Vendor, shall be deemed to be employees of the State for any purpose whatsoever. Vendor shall be exclusively responsible for payment of employees and contractors for all wages and salaries, taxes, withholding payments, penalties, fees, fringe benefits, professional liability insurance premiums, contributions to insurance and pension, or other deferred compensation plans, including but not limited to, Workers' Compensation and Social Security obligations, licensing fees, etc. and the filing of all necessary documents, forms, and returns pertinent to all of the foregoing.

Vendor shall hold harmless the State, and shall provide the State and Agency with a defense against any and all claims including, but not limited to, the foregoing payments, withholdings, contributions, taxes, Social Security taxes, and employer income tax returns.

**37. INDEMNIFICATION:** The Vendor agrees to indemnify, defend, and hold harmless the State and the Agency, their officers, and employees from and against: (1) Any claims or losses for services rendered by any subcontractor, person, or firm performing or supplying services, materials, or supplies in connection with the performance of the Contract; (2) Any claims or losses resulting to any person or entity injured or damaged by the Vendor, its officers, employees, or subcontractors by the publication, translation, reproduction, delivery, performance, use, or disposition of any data used under the Contract in a manner not authorized by the Contract, or by Federal or State statutes or regulations; and (3) Any failure of the Vendor, its officers, employees, or subcontractors to observe State and Federal laws including, but not limited to, labor and wage and hour laws.

**38. PURCHASING AFFIDAVIT:** In accordance with West Virginia Code § 5-22-1(i), the contracting public entity shall not award a contract for a construction project to any bidder that is known to be in default on any monetary obligation owed to the state or a political subdivision of the state, including, but not limited to, obligations related to payroll taxes, property taxes, sales and use taxes, fire service fees, or other fines or fees. Accordingly, prior to contract award, Vendors are required to sign, notarize, and submit the Purchasing Affidavit to the Purchasing Division affirming under oath that it is not in default on any monetary obligation owed to the state or a political subdivision of the state.

**39. ADDITIONAL AGENCY AND LOCAL GOVERNMENT USE:** This Contract may be utilized by other agencies, spending units, and political subdivisions of the State of West Virginia; county, municipal, and other local government bodies; and school districts ("Other Government Entities"). Any extension of this Contract to the aforementioned Other Government Entities must be on the same prices, terms, and conditions as those offered and agreed to in this Contract, provided that such extension is in compliance with the applicable laws, rules, and ordinances of the Other Government Entity. If the Vendor does not wish to extend the prices, terms, and conditions of its bid and subsequent contract to the Other Government Entities, the Vendor must clearly indicate such refusal in its bid. A refusal to extend this Contract to the Other Government Entities shall not impact or influence the award of this Contract in any manner.

**40. CONFLICT OF INTEREST:** Vendor, its officers or members or employees, shall not presently have or acquire an interest, direct or indirect, which would conflict with or compromise the performance of its obligations hereunder. Vendor shall periodically inquire of its officers, members and employees to ensure that a conflict of interest does not arise. Any conflict of interest discovered shall be promptly presented in detail to the Agency.

**41. REPORTS:** Vendor shall provide the Agency and/or the Purchasing Division with the following reports identified by a checked box below:

Such reports as the Agency and/or the Purchasing Division may request. Requested reports may include, but are not limited to, quantities purchased, agencies utilizing the contract, total contract expenditures by agency, etc.

Quarterly reports detailing the total quantity of purchases in units and dollars, along with a listing of purchases by agency. Quarterly reports should be delivered to the Purchasing Division via email at [purchasing.requisitions@wv.gov](mailto:purchasing.requisitions@wv.gov).

**42. BACKGROUND CHECK:** In accordance with W. Va. Code § 15-2D-3, the Director of the Division of Protective Services shall require any service provider whose employees are regularly employed on the grounds or in the buildings of the Capitol complex or who have access to sensitive or critical information to submit to a fingerprint-based state and federal background inquiry through the state repository. The service provider is responsible for any costs associated with the fingerprint-based state and federal background inquiry.

After the contract for such services has been approved, but before any such employees are permitted to be on the grounds or in the buildings of the Capitol complex or have access to sensitive or critical information, the service provider shall submit a list of all persons who will be physically present and working at the Capitol complex to the Director of the Division of

Protective Services for purposes of verifying compliance with this provision. The State reserves the right to prohibit a service provider's employees from accessing sensitive or critical information or to be present at the Capitol complex based upon results addressed from a criminal background check.

Service providers should contact the West Virginia Division of Protective Services by phone at (304) 558-9911 for more information.

**43. PREFERENCE FOR USE OF DOMESTIC STEEL PRODUCTS:** Except when authorized by the Director of the Purchasing Division pursuant to W. Va. Code § 5A-3-56, no contractor may use or supply steel products for a State Contract Project other than those steel products made in the United States. A contractor who uses steel products in violation of this section may be subject to civil penalties pursuant to W. Va. Code § 5A-3-56. As used in this section:

- a. "State Contract Project" means any erection or construction of, or any addition to, alteration of or other improvement to any building or structure, including, but not limited to, roads or highways, or the installation of any heating or cooling or ventilating plants or other equipment, or the supply of and materials for such projects, pursuant to a contract with the State of West Virginia for which bids were solicited on or after June 6, 2001.
- b. "Steel Products" means products rolled, formed, shaped, drawn, extruded, forged, cast, fabricated or otherwise similarly processed, or processed by a combination of two or more or such operations, from steel made by the open heath, basic oxygen, electric furnace, Bessemer or other steel making process. The Purchasing Division Director may, in writing, authorize the use of foreign steel products if:
- c. The cost for each contract item used does not exceed one tenth of one percent (.1%) of the total contract cost or two thousand five hundred dollars (\$2,500.00), whichever is greater. For the purposes of this section, the cost is the value of the steel product as delivered to the project; or
- d. The Director of the Purchasing Division determines that specified steel materials are not produced in the United States in sufficient quantity or otherwise are not reasonably available to meet contract requirements.

**44. PREFERENCE FOR USE OF DOMESTIC ALUMINUM, GLASS, AND STEEL:** In Accordance with W. Va. Code § 5-19-1 et seq., and W. Va. CSR § 148-10-1 et seq., for every contract or subcontract, subject to the limitations contained herein, for the construction, reconstruction, alteration, repair, improvement or maintenance of public works or for the purchase of any item of machinery or equipment to be used at sites of public works, only domestic aluminum, glass or steel products shall be supplied unless the spending officer determines, in writing, after the receipt of offers or bids, (1) that the cost of domestic aluminum, glass or steel products is unreasonable or inconsistent with the public interest of the State of West Virginia, (2) that domestic aluminum, glass or steel products are not produced in sufficient quantities to meet the contract requirements, or (3) the available domestic aluminum, glass, or steel do not meet the contract specifications. This provision only applies to public works contracts awarded in an amount more than fifty thousand dollars (\$50,000) or public works contracts that require more than ten thousand pounds of steel products.

The cost of domestic aluminum, glass, or steel products may be unreasonable if the cost is more than twenty percent (20%) of the bid or offered price for foreign made aluminum, glass, or steel products. If the domestic aluminum, glass or steel products to be supplied or produced in a "substantial labor surplus area", as defined by the United States Department of Labor, the cost of domestic aluminum, glass, or steel products may be unreasonable if the cost is more than thirty percent (30%) of the bid or offered price for foreign made aluminum, glass, or steel products. This preference shall be applied to an item of machinery or equipment, as indicated above, when the item is a single unit of equipment or machinery manufactured primarily of aluminum, glass or steel, is part of a public works contract and has the sole purpose or of being a permanent part of a single public works project. This provision does not apply to equipment or machinery purchased by a spending unit for use by that spending unit and not as part of a single public works project.

All bids and offers including domestic aluminum, glass or steel products that exceed bid or offer prices including foreign aluminum, glass or steel products after application of the preferences provided in this provision may be reduced to a price equal to or lower than the lowest bid or offer price for foreign aluminum, glass or steel products plus the applicable preference. If the reduced bid or offer prices are made in writing and supersede the prior bid or offer prices, all bids or offers, including the reduced bid or offer prices, will be reevaluated in accordance with this rule.

**45. INTERESTED PARTY SUPPLEMENTAL DISCLOSURE:** W. Va. Code § 6D-1-2 requires that for contracts with an actual or estimated value of at least \$100,000, the vendor must submit to the Agency a supplemental disclosure of interested parties reflecting any new or differing interested parties to the contract, which were not included in the original pre-award interested party disclosure, within 30 days following the completion or termination of the contract. A copy of that form is included with this solicitation or can be obtained from the WV Ethics Commission. "Interested parties" means: (1) A business entity performing work or service pursuant to, or in furtherance of, the applicable contract, including specifically sub-contractors; (2) the person(s) who have an ownership interest equal to or greater than 25% in the business entity performing work or service pursuant to, or in furtherance of, the applicable contract; and (3) the person or business entity, if any, that served as a compensated broker or intermediary to actively facilitate the applicable contract or negotiated the terms of the applicable contract with the state agency: Provided, That subdivision (2) shall be inapplicable if a business entity is a publicly traded company: Provided, however, That subdivision (3) shall not include persons or business entities performing legal services related to the negotiation or drafting of the applicable contract. The Agency shall submit a copy of the disclosure to the Ethics Commission within 15 days after receiving the supplemental disclosure of interested parties.

**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.

Kimly Tran, Bids + Contracts

(Name, Title)

Same

(Printed Name and Title)

P.O. Box 12716 Scottsdale, AZ, 85267-2716

(Address)

480-368-9316 X105 / 480-368-8556

(Phone Number) / (Fax Number)

Kimly@wmidirect.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.

Uniforms Manufacturing, Inc.

(Company)

Kimly Tran / Kimly Tran / Bids + Contracts

(Authorized Signature) (Representative Name, Title)

Kimly Tran / Bids + Contracts

(Printed Name and Title of Authorized Representative)

June 18, 2018

(Date)

480-368-9316 X 105 / 480-368-8556

(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.

Uniforms Manufacturing, Inc.  
Company

Kimly Trem  
Authorized Signature

6/18/18  
Date

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

## 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 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: Uniforms Manufacturing, Inc.      Signed: Kimly Tru  
Date: 6-18-2018      Title: Bids + Contracts



STATE OF WEST VIRGINIA  
Purchasing Division

# PURCHASING AFFIDAVIT

**CONSTRUCTION CONTRACTS:** Under W. Va. Code § 5-22-1(i), the contracting public entity shall not award a construction contract to any bidder that is known to be in default on any monetary obligation owed to the state or a political subdivision of the state, including, but not limited to, obligations related to payroll taxes, property taxes, sales and use taxes, fire service fees, or other fines or fees.

**ALL OTHER CONTRACTS:** 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: (1) for construction contracts, the vendor is not in default on any monetary obligation owed to the state or a political subdivision of the state, and (2) for all other contracts, 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: Uniforms Manufacturing, Inc.

Authorized Signature: [Signature] Date: 6/18/2018

State of Arizona

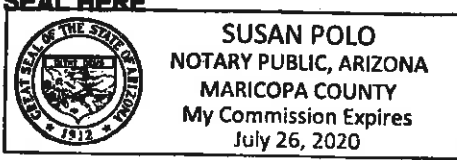
County of Maricopa, to-wit:

Taken, subscribed, and sworn to before me this 18<sup>th</sup> day of June, 2018.

My Commission expires July 26, 2020, 20  .

**AFFIX SEAL HERE**

NOTARY PUBLIC [Signature]  
*Purchasing Affidavit (Revised 07/07/2017)*



## West Virginia Ethics Commission



### Disclosure of Interested Parties to Contracts

Pursuant to *W. Va. Code* § 6D-1-2, a state agency may not enter into a contract, or a series of related contracts, that has/have an actual or estimated value of \$100,000 or more until the business entity submits to the contracting state agency a Disclosure of Interested Parties to the applicable contract. In addition, the business entity awarded a contract is obligated to submit a supplemental Disclosure of Interested Parties reflecting any new or differing interested parties to the contract within 30 days following the completion or termination of the applicable contract.

For purposes of complying with these requirements, the following definitions apply:

*"Business entity"* means any entity recognized by law through which business is conducted, including a sole proprietorship, partnership or corporation.

*"Interested party"* or *"Interested parties"* means:

- (1) A business entity performing work or service pursuant to, or in furtherance of, the applicable contract, including specifically sub-contractors;
- (2) the person(s) who have an ownership interest equal to or greater than 25% in the business entity performing work or service pursuant to, or in furtherance of, the applicable contract. (This subdivision does not apply to a publicly traded company); and
- (3) the person or business entity, if any, that served as a compensated broker or intermediary to actively facilitate the applicable contract or negotiated the terms of the applicable contract with the state agency. (This subdivision does not apply to persons or business entities performing legal services related to the negotiation or drafting of the applicable contract.)

*"State agency"* means a board, commission, office, department or other agency in the executive, judicial or legislative branch of state government, including publicly funded institutions of higher education: Provided, that for purposes of *W. Va. Code* § 6D-1-2, the West Virginia Investment Management Board shall not be deemed a state agency nor subject to the requirements of that provision.

The contracting business entity must complete this form and submit it to the contracting state agency prior to contract award and to complete another form within 30 days of contract completion or termination.

*This form was created by the State of West Virginia Ethics Commission, 210 Brooks Street, Suite 300, Charleston, WV 25301-1804. Telephone: (304)558-0664; fax: (304)558-2169; e-mail: [ethics@wv.gov](mailto:ethics@wv.gov); website: [www.ethics.wv.gov](http://www.ethics.wv.gov).*

West Virginia Ethics Commission  
**Disclosure of Interested Parties to Contracts**

(Required by W. Va. Code § 6D-1-2)

Contracting Business Entity: N/A Address: N/A

Authorized Agent: N/A Address: N/A

Contract Number: N/A Contract Description: N/A

Governmental agency awarding contract: N/A

Check here if this is a Supplemental Disclosure

List the Names of Interested Parties to the contract which are known or reasonably anticipated by the contracting business entity for each category below (attach additional pages if necessary):

1. Subcontractors or other entities performing work or service under the Contract

Check here if none, otherwise list entity/individual names below.

N/A

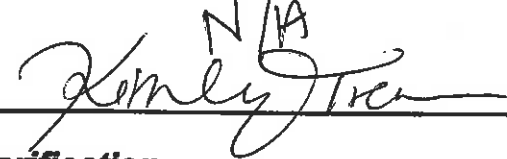
2. Any person or entity who owns 25% or more of contracting entity (not applicable to publicly traded entities)

Check here if none, otherwise list entity/individual names below.

N/A

3. Any person or entity that facilitated, or negotiated the terms of, the applicable contract (excluding legal services related to the negotiation or drafting of the applicable contract)

Check here if none, otherwise list entity/individual names below.

Signature: 

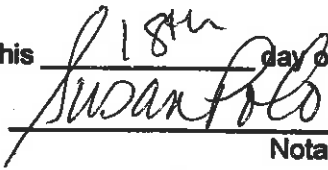
Date Signed: 10-18-2018

**Notary Verification**

State of Arizona, County of Maricopa:


I, Kimly Tran, the authorized agent of the contracting business entity listed above, being duly sworn, acknowledge that the Disclosure herein is being made under oath and under the penalty of perjury.

Taken, sworn to and subscribed before me this 18<sup>th</sup> day of June, 2018.

  
Notary Public's Signature

**To be completed by State Agency:**

Date Received by State Agency: \_\_\_\_\_  
Date submitted to Ethics Commission: \_\_\_\_\_  
Governmental agency submitting Disclosure: \_\_\_\_\_

 SUSAN POLO  
NOTARY PUBLIC, ARIZONA  
MARICOPA COUNTY  
My Commission Expires  
July 1, 2017 Revised October 7, 2017