



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

Header 2

List View

General Information

Contact

Default Values

Discount

Document Information

Procurement Folder: 748438

Procurement Type: Central Master Agreement

Vendor ID: 000000182977

Legal Name: 4IMPRINT INC

Alias/DBA:

Total Bid: \$0.00

Response Date: 07/17/2020

Response Time: 9:17

SO Doc Code: CRFQ

SO Dept: 0603

SO Doc ID: ADJ210000005

Published Date: 7/16/20

Close Date: 7/22/20

Close Time: 13:30

Status: Closed

Solicitation Description: ADDENDUM NO.1 Polo Shirts for Adjutant General Programs

Total of Header Attachments: 2

Total of All Attachments: 2



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

**State of West Virginia
 Solicitation Response**

Proc Folder : 748438

Solicitation Description : ADDENDUM NO.1 Polo Shirts for Adjutant General Programs

Proc Type : Central Master Agreement

Date issued	Solicitation Closes	Solicitation Response	Version
	2020-07-22 13:30:00	SR 0603 ESR07172000000000229	1

VENDOR
000000182977 4IMPRINT INC

Solicitation Number: CRFQ 0603 ADJ2100000005

Total Bid : \$0.00 **Response Date:** 2020-07-17 **Response Time:** 09:17:33

Comments: PAPERWORK IS IN ADDITION TO FIRST RESPONSE / ADDENDUM 1 INCLUDED

FOR INFORMATION CONTACT THE BUYER
 John W Estep
 (304) 558-7839
 john.w.estep@wv.gov

Signature on File	FEIN #	DATE
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All offers subject to all terms and conditions contained in this solicitation

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
1	Polo Shirts for Adjutant General Programs	0.00000	EA	\$13.750000	\$0.00

Comm Code	Manufacturer	Specification	Model #
53102900			

Extended Description : PLEASE SEE EXHIBIT A PRICING PAGE - Polo Shirts for Adjutant General Programs

Comments: Delivery days = business days ARO, PO and art approval

REQUEST FOR QUOTATION
Polo Shirts for Adjutant General Programs

SPECIFICATIONS

1. **PURPOSE AND SCOPE:** The West Virginia Purchasing Division is soliciting bids on behalf of Adjutant General's Office to establish an open-end contract for Polo Shirts for Adjutant General Programs.
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 items identified in Section 3.1 below and on the Pricing Pages.
 - 2.2 **"Pricing Pages"** means the schedule of prices, estimated order quantity, and totals contained in wvOASIS or attached hereto as Exhibit A, and used to evaluate the Solicitation responses.
 - 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 as shown below.

3.1.1 Contract Item #1 – Polo Shirts (or equal)

- 3.1.1.1 Must be 8.0 oz., 65 polyester 35% cotton pill-resistant Short Sleeve Performance Polo.
- 3.1.1.2 Must be constructed with seamless body with set in sleeves.
- 3.1.1.3 Shall have 1 x 1 ribbed collar, cuffs, and waistband with spandex for stretch and recovery.
- 3.1.1.4 Color must be specified on each order as either a) burgundy, b) dark gray, or c), black.
- 3.1.1.5 Must have colored silkscreen logo 3.5" W x 1.5" H on front left side of polo.
- 3.1.1.6 Vendor must be able to provide size ranges from Small thru 3XL.

REQUEST FOR QUOTATION
Polo Shirts for Adjutant General Programs

4. CONTRACT AWARD:

- 4.1 Contract Award:** The Contract is intended to provide Agencies with a purchase price on all 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.

“Exhibit B” is attached with the different type of Logo’s that can be ordered for the polo shirts (but not required).

- 4.2 Pricing Pages:** Vendor should complete the Pricing Pages by listing the unit price and extending the total price on the “Exhibit A” – Pricing Page. Vendor should complete the Pricing Page in its entirety as failure to do so may result in Vendor’s bids 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.

5. ORDERING AND PAYMENT:

- 5.1 Ordering:** Vendor shall accept orders through wvOASIS, regular mail, 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. Vendor shall ensure that its on-line ordering system is properly secured prior to processing Agency orders on-line.

- 5.2 Payment:** Vendor shall accept payment in accordance with the payment procedures of the State of West Virginia.

6. DELIVERY AND RETURN:

- 6.1 Delivery Time:** Vendor shall deliver standard orders within 30 working days after orders are received. Vendor shall deliver emergency orders within 5 working day(s) after orders are received. Vendor shall ship all orders in accordance with the above schedule and shall not hold orders until a minimum delivery quantity is met.

- 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

REQUEST FOR QUOTATION
Polo Shirts for Adjutant General Programs

cause harm to an Agency will be grounds for cancellation of the delayed order, and/or obtaining the items ordered from a third party.

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 standard order delivery charges in its bid pricing/discount and is not permitted to charge the Agency separately for such delivery. The Agency will pay delivery charges on all emergency orders provided that Vendor invoices those delivery costs as a separate charge with the original freight bill attached to the invoice.
- 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 charge. Vendor shall either make arrangements for the return within five (5) days of being notified that items are unacceptable, or permit the Agency to arrange for the return and reimburse Agency for delivery expenses. 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 either be replaced, or the Agency shall receive a full credit or refund for the purchase price, at the Agency's discretion.
- 6.5 Return Due to Agency Error:** Items ordered in error by the Agency will be returned for credit within 30 days of receipt, F.O.B. Vendor's location. Vendor shall not charge a restocking fee if returned products are in a resalable condition. Items shall be deemed to be in a resalable condition if they are unused and in the original packaging. Any restocking fee for items not in a resalable condition shall be the lower of the Vendor's customary restocking fee or 5% of the total invoiced value of the returned items.

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.

REQUEST FOR QUOTATION
Polo Shirts for Adjutant General Programs

- 7.1.3 Failure to comply with any laws, rules, and ordinances applicable to the Contract Services provided under this Contract.
- 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 release 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: Shay Freund
Telephone Number: 877-446-7746 ext. 8466
Fax Number: 846-963-9311
Email Address: Bids@fingerprint.com

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.

Shay Freund, Sr. Bid Representative
(Name, Title)
Shay Freund, Sr. Bid Representative
(Printed Name and Title)
101 Commerce St. Oshkosh, WI 54901
(Address)
877-446-7746 / 866-963-9311
(Phone Number) / (Fax Number)
Bids@4imprint.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.

4imprint, Lnc.
(Company)
Shay Freund, Sr. Bid Representative
(Authorized Signature) (Representative Name, Title)
Shay Freund, Sr Bid Representative
(Printed Name and Title of Authorized Representative)
7/13/2020
(Date)
877-446-7746 / 866-963-9311
(Phone Number) (Fax Number)



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

State of West Virginia
 Request for Quotation
 08 - Clothing

Proc Folder: 748438

Doc Description: ADDENDUM NO.1 Polo Shirts for Adjutant General Programs

Proc Type: Central Master Agreement

Date Issued	Solicitation Closes	Solicitation No	Version
2020-07-16	2020-07-22 13:30:00	CRFQ 0603 ADJ2100000005	2

BID RECEIVING LOCATION

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

VENDOR

Vendor Name, Address and Telephone Number:

*4imprint, Inc.
 101 Commerce St.
 Oshkosh, WI 54901
 877-446-7746*

FOR INFORMATION CONTACT THE BUYER

John W Estep
 (304) 558-7839
 john.w.estep@wv.gov

Signature X

FEIN # *39-1837105*

DATE *7/17-2020*

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

ADDITIONAL INFORMATION:

ADDENDUM NO.1

ADDENDUM NO.1 Issued to publish and distribute the attached information to the Vendor Community.

INVOICE TO		SHIP TO	
STATE FINANCE ADJUTANT GENERALS OFFICE 1703 COONSKIN DR		MOUNTAINEER CHALLENGE PROGRAM ADJUTANT GENERALS OFFICE 1001 ARMY RD	
CHARLESTON	WV25311-1085	KINGWOOD	WV 26537
US		US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
1	Polo Shirts for Adjutant General Programs	0.00000	EA	13.75	6187.50

Comm Code	Manufacturer	Specification	Model #
53102900		4i Ref # 19966234	

Extended Description :
PLEASE SEE EXHIBIT A PRICING PAGE - Polo Shirts for Adjutant General Programs
Please Note! Pricing does not include any applicable sales tax. sj

SCHEDULE OF EVENTS

Line	Event	Event Date
1	Tech Questions due by 10:00am	2020-07-16

ADJ2100000005	Document Phase Draft	Document Description ADDENDUM NO.1 Polo Shirts for Adjutant General Programs	Page 3 of 3
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ADDITIONAL TERMS AND CONDITIONS

See attached document(s) for additional Terms and Conditions

SOLICITATION NUMBER: CRFQ ADJ2100000005

Addendum Number: 1

The purpose of this addendum is to modify the solicitation identified as CRFQ ADJ2100000005 ("Solicitation") to reflect the change(s) identified and described below.

Applicable Addendum Category:

- Modify bid opening date and time
- Modify specifications of product or service being sought
- Attachment of vendor questions and responses
- Attachment of pre-bid sign-in sheet
- Correction of error
- Other-

Additional Documentation:

1. Vendor questions and responses
2. Modified Specifications
3. Bid Opening remains July 22,2020 at 1:30 pm

Terms and Conditions:

1. All provisions of the Solicitation and other addenda not modified herein shall remain in full force and effect.
2. Vendor should acknowledge receipt of all addenda issued for this Solicitation by completing an Addendum Acknowledgment, 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.

CRFQ – ADJ2100000005 POLO SHIRTS

ADDENDUM NO.1

Q1. Can you please advise if the polo's need screening or embroidery?

A1. The Polo's need to be embroidery for all logo's attached in Exhibit B.

Q2. We have searched far & wide for an 8 ounce, 65/35 Poly/Cotton Performance polo and cannot find one anywhere. We can hit all the other specs except for the 8 ounce. Looking at the polo which the art is displayed, that is a Port and Company and they do not have anything that matches that description. Has this product been sourced before? Do you happen to know the brand? Is a substitute acceptable?

A2. Please disregard the 8 ounce and just bid on a 65/35 Poly/Cotton Performance Polo shirt with all the other specifications listed.

Q3. We were researching the polo's on the Mountain Challenge Academy and we can find 7 ounce heavy 100% cotton and 6.7 ounce stain release 60/40 poly/cotton. It is our experience that when asking for a Performance Polo, that means 100 polyester. We looked for a Performance Polo in 8 ounce and found all sorts of other weights all 100% polyester but no 8 oz.

A3. Please disregard the 8 ounce and just bid on a 65/35 Poly/Cotton Performance Polo shirt with all the other specifications listed.

Q4. The shirt pictured is a K500 which is a 5 ounce 65/35. An 8 ounce shirt would be very heavy. Some sweatshirts are only 7.75 ounce. Are the spec's more important or what you had before more important?

A4. Please disregard the 8 ounce and just bid on a 65/35 Poly/Cotton Performance Polo shirt with all the other specifications listed.

REVISED SPEC's:

3.1.1.1 Must be (~~delete 8.0 ounce~~), 65 polyester 35% cotton pill- resistant Short Sleeve Performance Polo.

3.1.1.5 Must have colored embroidery (~~delete silkscreen~~) logo 3.5" W x 1.5" H on front left side of polo.

Other Information:

The bid opening remains on 07/22/2020 at 1:30 pm.

REQUEST FOR QUOTATION
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REQUEST FOR QUOTATION
Polo Shirts for Adjutant General Programs

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REQUEST FOR QUOTATION
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REQUEST FOR QUOTATION
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Contract Manager: Shay Freund
Telephone Number: 877-446-7746
Fax Number: 966-963-931
Email Address: bids@4imprint.com

ADDENDUM ACKNOWLEDGEMENT FORM
SOLICITATION NO.: CRFO ADJ2100000005

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 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.

4imprint, LLC
Company

[Signature]
Authorized Signature

7/17/2020
Date

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