

July 28, 2022

WVDOH
C/O John W Estep
2019 Washington Street East
Charleston, WV 25305-0130

Dear Ms. Estep,

I want to begin by thanking you for including Cintas in the WVDOH Request for Uniform Proposals. Cintas is proud to present this comprehensive response as it specifically relates to your needs for uniform rental services. These services are our core business offerings for our company and we are committed to providing you and your staff with the most professional level of service possible. We are excited at the prospect of partnering with you and look forward to presenting our capabilities to you in this bid process.

We look forward to future discussions regarding our response and the needs of the WVDOH. Please let me know if you have further questions or comments regarding our response and pricing proposal. My contact information is below and I can be contacted at any time.

Thank you again for considering Cintas!!

Best regards,

Amanda Rowe

Amanda Rowe
6800 Cintas Blvd
Mason, OH 45040
843-324-4956

07/28/22 13:24:23
WV Purchasing Division

Executive Summary

Introduction to Cintas

Cintas leads the industry in supplying corporate identity uniform programs, providing entrance and logo mats, restroom supplies, promotional products, first aid and safety products and services, fire protection products and services, and industrial carpet and tile cleaning. We operate more than 400 facilities in North America—including six manufacturing plants and eight distribution centers. Cintas provides highly specialized products and services to over 900,000 customers that range from independent auto repair shops to large hotel chains and many national airlines.

Cintas is committed to four core values; Environment, Diversity, Corporate Citizenship and Safety. These values and our corporate culture are the foundation of our success and providing our customers with exceptional service and value. For additional information we invite you to visit <http://www.cintas-corp.com/company/>

Cintas core business is our uniform rental operations. The particular operation that will service WVDOH's contract is located at 2117 Berry Street, Kingsport, TN 37664. We invite you and your team to visit our facility anytime, so we can demonstrate our capabilities in person, rather than in oral or written form. Cintas is a proud recipient of The Voluntary Protection Program (VPP) status, which is OSHA's highest honor for health and safety. In fact, Cintas has 96 locations across the United States, which have qualified and earned the VPP status.

Cintas mission statement reads as follows; "We will meet and exceed our Customer's expectations to maximize the long term value of Cintas for its working partners and shareholders." We take real pride in creating "Raving Fans" of Cintas. We do this with our people, our technology, our operation systems, and our garments.

Cintas utilizes a meticulous hiring process that insures we bring great people into our organizations. Our service sales representatives (SSR), who are the face of our organizations, average over 10 years of tenure in our Portsmouth Virginia location. WVDOH can rest assured that any and all of the SSR's who will be responsible for servicing your people have gone through a 12 week training program, that includes spending at least a day with every part of our operation, and many weeks riding with and learning from our best and most seasoned SSR's. Here they can pick up best working practices and learn how Cintas "goes to business" with exceeding our customer's expectations as their top priority. At the end of the day, our people are what makes us the best uniform and facility-service company in the industry.

Recently, Cintas committed over two million dollars in order to implement our Tru-Count system. Cintas Tru-count is required to be followed by each and every SSR as they are out on their route, regardless of the size of the individual customer. Tru-Count is our scanning technology that provides every one of our customers with a complete count of every garment that we pick up and every garment that we deliver. In our Portsmouth operation, we are running at a 98% success rate on garments that enter our facility finding their way back to the correct customer. In addition to this advancement, we are in the final stages of putting together a customer portal, where you will be able to make changes, add or subtract employees, pay your bill, and make other changes to your account all while sitting at your desk in front of your computer. Some of these features are available today, but many more will be available in the next six months.

In addition to Tru-Count, Cintas has also implemented a new Customer Service platform for our customers. This platform is an online website called MyCintas. MyCintas allows our customers to make changes to their account, review invoices, make requests, make purchases, and verify Tru-Count at the touch of a button. MyCintas is free for all of our customers, and add another method for our customers to reach out to us, and to verify we are working on their requests in real time. Once you place a service request/order into MyCintas, you will be able to track the request/order.

Operationally, we are vertically integrated. That is, we manufacture our own garments, we distribute our own garments, and we service our own garments. This allows us better control over turnaround time for new orders, proper fit of garments, proper color and consistency of the garments, and our overall costs. These are great benefits to our customers, who simply want a uniform program that works and that they do not have to manage themselves.

Lastly, Cintas is very excited about the relationships we have created in the industry. Cintas partners with Chef Works to provide the best quality chef wear with our world class service model. We also partner with Carhartt to provide the work wear that your employees prefer to wear when they are at work, all while providing a washing service that is the best in the industry!

Implementation & Transition

Cintas will develop a roll out plan that meets the needs of each facility affiliated with this RFP. Cintas is committed to implementing a program that is seamless and free of any errors. We are committed to providing the highest level of service for WVDOH.

Below is an overview that will describe the program that we employ to ensure a smooth transition with the highest of service levels.

- Site Assessments and Fittings

Cintas will conduct an assessment of each of your facilities (as needed) to determine the exact inventory levels needed to maintain sufficient inventory needs. In addition, we will professionally fit each of your employees as necessary to ensure that each staff member has a well-fitting garment. During the fittings, Cintas will verify with each employee the fabric choice, laundering option, department, and the inventory of shirts, pants, jackets, and coveralls. With the current pandemic, Cintas will drop off clean and disinfected uniform samples. We will allow your employees to take the sample clothing home, wash it (if they so choose), try it on, and return to your office. We understand this may take a bit longer than our normal sizing process, but we want to be respectful of social distancing and other concerns about the current pandemic.

- Confirming Requirements

We use a detailed checklist to make sure we understand all of your requirements for the initial implementation and discuss issues that may come up in the future. Cintas ensures that your locations will only receive services that have been authorized. At this time, your account will be routed to a specific day of the week and a specific service sales representative (SSR). Our normal delivery schedule is once per week. We offer repairs and size changes at no charge to our customers. Additionally, we can discuss a winter/summer garment program. For our customers who opt to have a winter/summer garment program, we issue out an extra set of clothes.

- Program Documentation

The program will be communicated to the customer locations via a "Customer Fact Sheet." The details of the program are set up in our central computer. This serves to ensure that the service and the pricing at each of your locations conforms to the Master Service Agreement and is controlled by our Account Team.

- Program Rollout

The program rollout is managed by our local operations team and Service Manager assigned to your program. This individual will coordinate the communication to all of your locations as detailed in the Customer Fact Sheet. During the rollout, Cintas will provide new uniforms that are labeled to identify each individual employee's garments. Additionally, Cintas will provide an invoice that will reflect the rental charge per garment listed out per employee. This will be a weekly invoice. Also, at this time, our sales team will provide a transition meeting with our service team to insure that everyone knows each other, and understands all expectations.

- Follow-Up

After the program is installed at each of your locations, a series of follow-up steps takes place. Each location is contacted to ensure that they are satisfied with the installation and a variety of internal audits take place to confirm your requirements have been met. Quarterly meetings are set with the Major Account Manager to ensure your expectations are completely met on the program.

- Our Loss/Recover Program

Cintas tracks each and every garment that enters or leaves your facility and our processing plant, and we provide you documentation to insure that you know where each one of your employees garments are at all times. Our Tru-count system is a state of the art scanning system, where each of our service sales representatives (SSR's) carries a scanner and a printer each and every day they are out on route. This allows Cintas to scan all of the garments that we pick up for laundry each week and provide our customers with a print out that specifically shows each employee's shirt, pants, and other items that were picked up. Once back at our processing plant, we scan them all again, after they are washed, dried, placed on hangars, run through our 25 foot steam tunnel, and repaired/replaced, as needed. Finally, we print out a copy of that final scan and

provide it to our customers each and every week to show you everything we return. At any time during the program, an employee may turn in a garment for size change or replacement for normal wear or tear at no charge.

Should an employee leave WVDOH, we will scan in all of the garments that you have available to return on our normally scheduled delivery day. Any garments that we scan back in will be removed from your invoice immediately, as we “stop” that employee right in front of you on the SSR’s personal route computer. This starts a four week countdown, where you and/or your employee have four weeks to return any remaining garments that are not available on that first day the employee was stopped. After four weeks, any remaining clothing that is still not returned will be billed out to WVDOH at the agreed upon rates.

Customer Service

Cintas is committed to providing exceptional service in every step of our process and with each Cintas partner that you interact with. In an effort to provide ongoing service, we have developed a Customer Request System (CRF) that is in place at each of our facilities. The purpose of CRF is to document and ensure that each customer request is handled properly. The CRF system consists of four parts.

1. Customer call
 - a. All customer calls are welcomed and documented in our system
2. Plan of action to properly address the customers concern
 - a. On the first call, an immediate plan of action is agreed upon between the customer and a full-time Cintas Customer Service Representative.
3. Response and resolution
 - a. You can be assured of a quick and timely response from our team.
4. Follow up
 - a. Cintas is committed to providing world class service to all your employees

Project Schedule

Here is a general timeline for the proposed services.

1. Site assessment, fittings, and emblem receipt to be done within three weeks of contract signing by both parties
2. Emblem samples, delivery dates and times set and relayed to WVDOH within one week of fitting event.
3. Verification of order and ordering to be done within one week of fitting event, provided emblem approvals completed.
4. Program Rollout / initial delivery of completed order, transition from sales to service, expectations meeting to be done four weeks from ordering of garments.
5. 48 hour follow up from customer service team to be completed within first 48 hours of initial delivery.

Weekly services to be done one week and continuing each week after the program rollout. The SSR will be able to handle changes to products and services right in front of you each and every week.

Supplier Diversity & Sustainability

Cintas is committed to having a representative supply base that is as wide and diverse as the markets in which we serve. Our dynamic Supplier Diversity program actively engages with and recruits Minority and Women owned business enterprises (M/WBE) with which to do business. Cintas holds itself accountable to create opportunities for M/WBE's to add value for our clients. See attached exhibits for additional information.

Listed below is a brief description of Cintas Supplier Diversity Program:

- Our Supplier Diversity Program reports to Cintas' Diversity Committee, which is chaired by our CEO
- We have a corporate-wide initiative to educate our partners on the importance of having a diverse supply chain.
- Look to increase the number of small, minority and woman owned businesses that provide us with products and services, while maintaining our high standards of quality, competitive pricing and customer service.
- Ensure that every small, minority and woman owned business is treated fairly during the supplier qualification process.
- Encourage and guide M/WBEs to become certified through the appropriate national organizations.
- Help M/WBEs to understand Cintas' requirements and vendor related policies and procedures.
- Dedicated partners that not only administrate our Supplier Diversity initiatives, but we also ones that highlight those initiatives and our M/WBE vendors in the sales process.

Sustainability

Cintas is committed to improving the lives of our customers, partners and communities by integrating environmentally sustainable practices, principles and solutions across our business lines. We are focused on what call the 5 R's:

- **Reclaim** from used products/materials from their manufacturing and use them in the manufacturing of new products. Different from Reuse, where products are not destroyed and remanufactured but cleaned and repaired.
- **Reduce** the amount of energy and materials used
- How can we **restore** damaged natural, social, and economic systems in our area?
- Use an item more than once. This includes conventional **reuse** where the item is used again for the same function and new-life reuse where it is used for a new function.
- **Re-think** processes that produce waste

Cintas was the first uniform provider to offer washable suiting created from plastic bottles. The bottles are recycled into polyester thread which is turned into fabric. Each suit uses approximately 25 plastic bottles. In 2017 this effort alone saved over 19.5 million bottles from entering our landfills. Cintas is working to adapt this same fabric technology into other products we provide. As we continue to focus on innovation and sustainability, Cintas is currently exploring manufacturing floor mats using similar technology.

Our uniform rental and facility services operations are equally focused on sustainability. Our locations...

- Use less water and recycle water, unlike home washing systems.
- Earth-friendly wash formulas save up to 15,000 gallons of water every day.
- Our facilities use soap and water and do not involve commercial dry-cleaning materials
- Many of the Cintas chemicals used with our Sanis UltraClean Systems for our restroom, as well as cleaning chemicals offered through the SIGNET™ Cleaning Chemical Service are Green Seal Certified.
- DfE Chemicals-Cleaning agents that are "Designed for the Environment" (DfE) were designed by the EPA. Cintas uses DfE chemicals in their Drain Line Maintainer Service.
- Package-Free Products -Our cleaning chemical dispensing platform delivers concentrated products to customers in a package-free way, which reduces the amount of packaging consumed and disposed of versus buying product at retail.
- Cintas SafeWasher -The Cintas SafeWasher uses environmentally friendly chemicals that are non-toxic and non-hazardous, and never go down the drain. Cintas does not use solvents.

Since Cintas runs several hundred routes delivering products and services to our customers each day. We realize that fuel consumption has a significant impact on our environment and part of our sustainability program is to utilize ways to minimize this impact. Cintas has incorporated the following initiatives:

- More than 75% of Cintas' 5 day routes have been geo-coded and condensed into 4-day routes. [Watch Video](#)
- Cintas recently purchased 100 new Hybrid Electric Vans to begin deploying in California - a significant first step in establishing our commitment to a greener fleet, and being socially responsible. [Learn More](#)
- Cintas has optimized the size of our trucks to minimize fuel usage.
- Cintas performs emissions tests on our vehicles as required and makes any necessary upgrades to keep vehicles compliant.
- Our company lease programs encourage hybrid auto purchase.
- Cintas has installed idle shutoff software on delivery trucks to reduce fuel consumption.

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SPECIFICATIONS

1. **PURPOSE AND SCOPE:** The West Virginia Purchasing Division is soliciting bids on behalf of the West Virginia Division of Highways to establish an open-end Uniform Rental Service Contract to include weekly pickup and drop-off of uniforms, laundering and maintenance services for approximately 2,800 transportation workers.

The Uniform Rental Service Contract shall provide WVDOH employees involved in maintaining our roads and bridges in traffic related areas, and WVDOH employees involved in equipment repair shop facilities, with a more visible and reflective work uniform for their safety and protection creating a safer work environment, decreasing the likelihood of worker fatalities or injuries caused by motor vehicles, construction vehicles, and equipment.

Upon award, this contract shall be in effect for a period of three (3) years with the option of one (1) three-year renewal, upon the written consent of the WVDOH and the awarded Vendor. All uniforms in circulation for 24 months or more at the time of the renewal shall be exchanged for new uniforms, as per Section 4. It is the intention of the WVDOH that the current contract that is already in effect at the time of this solicitation, will remain in effect until it's expiration on April 30, 2023, by which time the awarded vendor will have already outfitted WVDOH personnel and shall then assume all responsibilities of this contract. Additional information on this and the transition process from the existing Uniform Rental Service Contract to this contract can be found in Section 5.4 of these specifications.

2. **DEFINITIONS:** The terms listed below shall have the following meanings assigned to them throughout and for the purpose of this Solicitation. Additional definitions can be found in Section 2 of the General Terms and Conditions.

2.1 **“Alternate Garments”** refers to all garments that are not otherwise identified as “Standard Garments” within this contract. Contract Items 8 thru 14 are “Alternate Garments” and shall be provided to a WVDOH employee ONLY after approval by the WVDOH Human Resources Division.

2.2 **“ANSI”** - The American National Standards Institute. Reference: www.ansi.org.

2.3 **“ANSI Class 2 High Visibility”** used throughout this Solicitation shall meet Industry Standards ANSI/ISEA 170-2004 Class Standards for those workers working near traffic speeds of greater than 25 miles per hour. Fluorescent lime-yellow shall enhance daytime and low-light visibility. Garments shall include, at a minimum: 775 square inches high visibility fabric and 201 square inches of reflective tape. Garments shall uphold during daily wear and tear and industrial wash.

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- 2.4 **“Contract Item” or “Contract Item(s)”** – Contract Items are identified in Section 3 of this Solicitation.
- 2.5 **“Contractor” or “Vendor”** - interchangeably used throughout this Solicitation and in any cited Sections of the West Virginia Department of Transportation, Division of Highways Standard Specifications, Roads and Bridges, adopted latest Standard Specs edition, as amended, including any Supplementals and refers to 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.
- 2.6 **“Enhanced Visibility”** used throughout this Solicitation shall mean “To enhance the visibility of a garment”. There are no governmental regulations/standards mandating the measurement/style of enhancement to a garment. Enhancements to the garments rented on this Contract shall be, at a minimum, no less than 74 linear inches of reflective tape per shirt and no less than 36 linear inches of reflective tape per pant. Garments shall uphold during daily wear and tear and industrial wash.
- 2.7 **“FOB” or “Free on Board”** – indicates that the price for goods includes delivery at the Vendor’s expense to a specified point, and that the Vendor retains liability for loss or damage until the goods are delivered.
- 2.8 **“Liquidated Damages”** - monetary compensation due from the Vendor in the event the Vendor’s performance falls short of contractual stipulation or breaches the contract. Delays in the delivery of goods and/or services or quality failures or corrections by the Vendor may result in the Agency assessing charges for such deficiencies per these contract Specifications, the Standard Specs Section 108.7, as amended.
- 2.9 **“MSDS”** used throughout this Solicitation shall mean Material Safety Data Sheet.
- 2.10 **“Normal Wear and Tear”** used throughout this Solicitation shall mean the nature of daily work for all employees participating in this program, and shall include, but is not limited to, working in and around asphalt, concrete, oil, grease, and chemicals.
- 2.11 **“Standard Garments”** are the standard garments for employees participating in the uniform rental program. Contract Items 1, 2, 3, 4, 5, 6 and 7 are standard garments. All other Contract Items require the written approval of WVDOT Human Resources prior to requesting.

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- 2.12 **“Pricing Pages”** - The schedule of prices attached hereto as Attachment A (ATT A) and used to evaluate Solicitation responses.
- 2.13 **“Reflective Tape”** used throughout this Solicitation shall mean being illuminated by a light source, such as headlights, by returning the light back toward the original source and reaching a vehicle driver’s eye. Reflective Tape used on the garments shall uphold during daily wear and tear and industrial wash.
- 2.14 **“Solicitation”** – means the official notice of an opportunity to supply the State with goods and/or services that is published by the West Virginia Division of Highways.
- 2.15 **“Standard Specs”** – used throughout this solicitation means the West Virginia Department of Transportation, Division of Highways Standard Specifications, Roads and Bridges, most recent edition, as modified or amended by all subsequent Supplemental Specifications.
- 2.16 **“WVDOH”** or **“Agency”** – means the West Virginia Division of Highways.

3. GENERAL REQUIREMENTS:

- 3.1 **Standard Specifications Roads and Bridges:** The following Standard Specs Sections shall apply, as applicable, to the administration of this contract: 101, 102, 103, 104, 105, 106, 107, 108, 109, and 110, as amended.

Materials and performance of this contract shall conform to the requirements of Industry Standards ANSI/ISEA 170-2004 for ANSI Class 2 High Visibility standards where specified, or the Enhanced Visibility WVDOH Standards, where specified, and as defined in Sections 2.3 and 2.6 of these Specifications.

An electronic copy of the Standard Specs and Supplementals may be obtained at <https://transportation.wv.gov/highways/TechnicalSupport/specifications/Pages/default.aspx>. Hard copies of these publications may be purchased from the WVDOH Technical Support Division, by completing the Specification Order Form provided within the website.

- 3.2 **Documentation to be Included with the Bid:** The Vendor should carefully read the entire solicitation invitation. The Vendor should include as part of their bid response:

- Certification and Signature Page
- Addendum Acknowledgement Form
- Contract Manager Page
- Product Samples

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- Pricing Pages
- Valid Certificate of Insurance; and,
- Any other required forms or supporting information as described herein.

Omitting any required forms, attachments, or documentation as described throughout this contract could deem a bid non-responsive and result in the disqualification of the Vendor's bid response.

3.3 Contract Items or Garments and Mandatory Requirements: Vendor shall provide Agency with the Contract Items listed below on an open-end and continuous rental basis. **All garments are rental items and shall remain the property of the awarded Vendor.**

All WVDOH employees participating in this program shall continually be assigned 11 sets of uniforms and two (2) jackets. Additionally, employees requiring flame resistant clothing shall also be assigned two (2) sets of Enhanced Visibility Coveralls. A uniform set shall consist of a t-shirt or work shirt and a work pant. The program shall provide a WVDOH employee six sets of uniforms to be in his or her possession for use during one work week while five sets of uniforms for the same WVDOH employee are being laundered and repaired. This shall continue throughout the length of this contract, including renewals, while the WVDOH employee is participating in the program.

Replacement of any garment included within the 11 sets of uniforms shall be in accordance with the requirements of Section 3.3.8 of this contract so that the WVDOH employee continually maintains 11 sets of uniforms. Contract Items must meet or exceed the mandatory requirements as shown below.

3.3.1 Garments: Contract Items 1 thru 7 are the Standard Garments defined in Section 2.11. Contract Items 8 thru 14 are alternate garments, as defined in Section 2.1. No WVDOH employee may choose an Alternate Garment without the prior written approval of the WVDOT Human Resources.

3.3.1.1 ANSI Class 2 High Visibility and Enhanced Visibility Shirts shall be offered as both T-Shirts and Work Shirts. The Vendor shall provide both long sleeve and short sleeve garments. The WVDOH employees participating in this program will have the choice of style and sleeve length, based on individual preference and seasonal climate, and may select a combination of both styles and/or sleeve lengths.

- **ANSI Class 2 High Visibility Short Sleeve T-Shirts,** Contract Item 1, shall be lime-yellow in color, 100% polyester material, with a left chest pocket. Standard garment.

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- **ANSI Class 2 High Visibility Button Down Work Shirts**, Contract Items 2 & 3, shall be offered as both short sleeve and long sleeve options. Button Down Work Shirts shall be lime-yellow in color, a blended material of 65% polyester and 35% cotton, with left and right chest pockets. Standard garment.
- **Enhanced Visibility Button Down Work Shirts**, Contract Items 9 & 10, shall be offered as both short sleeve and long sleeve options. Button Down Work Shirts shall be dark navy blue in color, 100% cotton material, with left and right chest pockets. Alternate garment.

3.3.1.2 Enhanced Visibility Work Pants. The Vendor shall provide both men's cut and women's cut.

- **Enhanced Visibility Work Pants**, Contract Items 4 & 5, shall be a dark blue denim/jean material sized in men's cut and women's cut. Standard garment.
- **Enhanced Visibility Work Pants**, Contract Items 11 & 12, shall be dark navy blue in color, 100% cotton material and sized in men's cut and women's cut. Alternate garment.

3.3.1.3 Enhanced Visibility Coveralls, Contract Item 6, shall be flame resistant, dark navy blue in color, unlined, 100% cotton material, two-way zipper and have left and right chest pockets. Standard garment.

3.3.1.4 ANSI Class 2 High Visibility Jackets, Contract Item 7, shall be hip-style, three-season jackets and shall be lime-yellow in color, 100% polyester material. Standard garment.

3.3.1.5 Enhanced Visibility Bib-Overalls, Contract Item 8, shall be dark blue denim/jean material, unlined, with one or two front chest pockets, and adjustable buckled suspenders. Alternate garment.

3.3.1.6 Enhanced Visibility Cargo Pants, Contract Items 13_ & 14, shall be a dark navy blue in color, a blended material of 65% polyester and 35% cotton, and sized in men's cut and women's cut. Alternate garment.

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3.3.1.7 WVDOH Identification/Logo Patch, Contract Item 15, should be sized at 2 ½” x 4 ½” and shall be applied to all shirts, coveralls, bib-overalls, and jackets over the left pocket area in a manner to permanently affix the patch to the garment.

The patch shall be white material with a 1/8” dark blue embroidered border and dark blue embroidered “WVDOH” letters. The embroidery thread shall match the same color of dark blue as the work pants. The patch backing shall be plastic coated consisting of polyester/cotton twill. The embroidery thread shall be rayon. Reference Exhibit 1 (EXH 1) for an example of the size and style of the patch.

3.3.1.7.1 The Vendor’s bid price for the patch shall include the price of the patch and the price of the initial attachment to the shirts, coveralls, bib-overalls, and jackets. There shall be no additional compensation to the Vendor for maintaining or replacing the patches.

3.3.1.8 The Vendor shall provide the MSDS information of material used for each style of shirts, pants, coveralls, bib-overalls, and jackets. The Vendor shall provide the MSDS information for the reflective tape used for all garments. The Vendor should provide this information with their bid documents. If the Vendor fails to provide the MSDS information with their bid document, the Vendor shall provide the MSDS information within five (5) calendar days after request has been made by the Purchasing Division.

3.3.2 All Contract Items shall remain the property of the Vendor and are considered rental items. The Vendor shall provide all storage and inventory of garments. At no time shall the WVDOH employee or the State of WV assume storage for any garment that is not currently in the possession of a WVDOH employee such as, but not limited to, Seasonal Sleeve Change-Out, reference Section 3.3.11.

At no time, shall the State of WV pay rental, storage, or laundering costs for garments not in the possession of a WVDOH employee. Garments in storage, such as, but not limited to, Seasonal Sleeve Change-Out garments, shall not incur any costs to the State of West Virginia.

3.3.3 The Vendor shall have in place, at the time of bidding and ready for use, a software system capable of electronically identifying each garment assigned to this contract and able to track the life cycle of each garment. Manual processes will not be acceptable. The Vendor should provide the name of

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the software system along with a brief description of the functionality. If the vendors software offers an online customer portal/dashboard for the tracking or reporting of Uniform Rental Services, Vendor should provide a brief description of the functionality with their bid.

Upon request, the Vendor shall provide an electronic report of each garment as assigned to an employee, per District/Division, per location.

In addition, the software system shall provide all requested reports, to include, but not limited to, those identified in Section 39 of the General Terms and Conditions and Section 10.3 of these contract specifications.

3.3.4 Each garment shall have an identification mark or an identification device for identifying and electronically tracking the garment for the individual WVDOH employee. This identification mark or device is preferred to be in the shirt tail of all shirts and jackets. This identification mark or device should be in the waist band of all pants.

3.3.5 Vendor shall launder garments to the "customary" highest industry standards with hypoallergenic detergents on a weekly basis. Garments not cleaned to the satisfaction of the WVDOH shall be returned to the Vendor for re-laundering until the garment is cleaned to the WVDOH's satisfaction. The Vendor shall not assess an additional charge for the re-laundering of any garment.

Vendor should have a system in place to launder heavily soiled items separate from less soiled items to prevent the transfer of soiled material during laundering as much as possible.

3.3.6 The Vendor shall be responsible for the repair of all damage to the garments. As WVDOH employees must maintain a professional appearance, all garments shall be maintained in a constant state of superior condition, with buttons and snaps securely attached and missing buttons and snaps replaced. Repairs shall be expeditiously remedied, and the garment returned as part of the next delivery, throughout the life of the contract. The Vendor shall not charge for garments that are returned for repair necessitated by normal wear and tear.

Failure of the Vendor to repair garments to a satisfactory condition or provide a replacement shall be reason to withhold the next semi-monthly payment until the repair is accomplished and may be subject to liquidated damages, as per Section 7.4.

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3.3.7 Standard and special alterations shall be done by the Vendor at no additional charge which will include, but is not limited to, sleeve length and pant length alterations.

3.3.8 Replacement Costs, Contract Items 16 thru 29, are identified within the Pricing Pages, Attachment A (ATT A), Part II.

Garments in circulation, considered unsightly by the WVDOH and not meeting superior conditions due to mending, stains, rips, excess wear and/or no longer meeting ANSI visibility standards, as per Section 3.3.8.1 below, shall be replaced with inventoried garments of the appropriate size by the Vendor at no additional cost to the WVDOH. If inventory garments of like style and size are not available, the Vendor shall provide the WVDOH employee a new garment. The WVDOH will pay the Vendor for the purchase of a new garment per Pricing Page, Part II, Replacement Cost on the following sliding scale:

Damaged Garment Sliding Scale Pricing Pages, Part II	
Amount of Time the Damaged Garment was in Circulation:	% Replacement Cost To Be Paid by WVDOH
0 thru 5 months	100%
6 thru 11 months	50%
12 thru 17 months	25%
18 months or more	0%

For damaged garment in circulation over 18 months, Replacement Cost will be paid by the Vendor.

3.3.8.1 The Vendor shall maintain ANSI approved equipment to inspect and verify that each garment meets the ANSI requirements and the requirements of this contract. Each garment **MUST** continually maintain the required high visibility fabric and reflective tape.

At any time that the WVDOH does not feel that a garment meets the requirements, the Vendor shall re-inspect the garment and provide written documentation of that inspection.

Any loose, fraying/sluffing or faded reflective tape on any garment MUST be repaired immediately or that garment replaced immediately. If the Vendor denies replacement, the Vendor must provide written justification as to why the request is

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denied. In the event of a dispute, the final determination as to uniform replacement shall rest with the WVDOH. The decision of the State of WV shall be final and without recourse.

3.3.9 Sizing of Employees for Garments: Measuring shall include physical measurements taken by an experienced professional including “trying on” of a sample garment, pre-laundered to account for any potential shrinkage, of the exact style/type and size that the Vendor will be providing. Whenever measurements are taken, it is the responsibility of the Vendor to provide enough sample garments for this purpose. Verbal measurements will not be acceptable. Proper fit of a garment shall be guaranteed. The Vendor shall provide a document, to be signed by the employee, agreeing to the measured size.

3.3.9.1 For T-Shirts, Work-Shirts, and Jackets, the Vendor’s bid costs for each shirt style shall include short and long sleeve length and short and tall shirt tail length. Each shirt style and jacket sizes shall range from Adult Small through Adult 8XL. There will be no extra costs associated with larger sized shirts and jackets passed onto the WVDOH at any time during the life of the contract.

3.3.9.2 For Pants, Coveralls and Bib-Overalls, the Vendor’s bid costs for each pant style, coveralls and bib-overalls shall include short and long inseams having no minimum or maximum waist size.

3.3.9.3 Measuring for the new garments shall be performed by the Vendor and held at set locations as provided to the Vendor by the WVDOH. The measuring for current WVDOH employees in the program shall be completed no later than 15 working days after award of the contract.

For new WVDOH employees to the program, after the initial implementation of the contract, measuring shall be performed by the Vendor at the WVDOH employee’s pickup/drop off location and delivery of garments shall be completed within 15 working days after the Vendor is advised of the new WVDOH employee entering the program.

3.3.9.4 At any time during the term of this contract, employees currently in the program who have been measured previously under this contract may be re-measured if the WVDOH employee feels the need to change the current size due to weight fluctuations or any other viable factor as determined by the WVDOH. Measuring shall be taken in

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accordance with 3.3.9 of these specifications and only at the request of the WVDOH Coordinator.

3.3.10 Cotton Garments: To accommodate any WVDOH employee that has been approved by the WVDOH upper management to be exempt from the standard garments, the WVDOH employee shall be accommodated with cotton garments. Only after approval by the WVDOH Human Resources office shall the WVDOH Sub-Coordinator request cotton garment(s) to be delivered for a WVDOH employee. The Vendor shall change-out the assigned standard garment(s) with cotton garment(s) within 15 days after the Vendor is advised.

3.3.11 Seasonal Sleeve Change Out: The Vendor shall work with each WVDOH District/Division to establish a “sleeve length change-out” period, twice a year to coincide with seasonal weather changes to accommodate the WVDOH employee requesting long sleeve shirts for the colder season and short sleeve shirts for the warmer season. The “sleeve length change-out” shall be administered by the Vendor at no additional cost to the WVDOH. The Vendor shall be responsible to provide all storage and inventory of garments not currently being worn by a WVDOH employee at no charge, per Section 3.3.2.

EXAMPLE: During the short sleeve shirt season, the Vendor shall provide storage for all long sleeve shirts not in use by a WVDOH employee.

3.1.12 Garments, Patches, and Identification Marks on Garments Removed from the Program:

3.1.12.1 During the lifetime of this contract or after this contract has completed, if the Vendor destroys or removes any garment from circulation or storage, for any reason, the Vendor SHALL remove and destroy the WVDOH patch and remove all WVDOH employee identification information from the garment. Any garment removed from the program that is found with a WVDOH patch affixed and/or the WVDOH employee identification information not removed will be grounds for legal action against the awarded Vendor by the State of WV.

3.1.12.2 During the lifetime of this contract, any garment found being utilized outside of the requirement of this contract will be grounds for legal action against the awarded Vendor by the State of West Virginia.

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4. CONTRACT RENEWAL:

After the initial three-year contract has completed, the WVDOH and the awarded Vendor shall have the option to renew the Contract, and all subsequent change orders, for one additional three-year renewal period. As described in Section 4.1 below. At the beginning of the renewal period, the Vendor shall replace, at a minimum, any garment in circulation over 24 months as part of the renewal option, at no additional cost to the WVDOH. Garments in circulation less than 24 months may be considered by the WVDOH for replacement. It shall be the responsibility of the Vendor to track the life cycle of each garment per Section 3.3.3.

4.1 Uniform Exchange

- 4.1.1 Approximately 60-90 days prior to the completion of the third year of the contract, and after the official notice of the renewal's approval has been finalized, the vendor shall begin the process of exchanging all uniforms that will have been in circulation for 24 months or more at the date of the contract renewal, with new uniforms, including seasonal sleeve change out items. This exchange should be completed no later than 45 days after the effective date of the contract renewal.
- 4.1.2 Any WVDOH employee may be measured and sized again according to Section 3.3.9 of these specifications. Sizing events for the uniform exchange may be requested by WVDOH at no additional charge, if deemed necessary.
- 4.1.3 Uniforms should be exchanged through the weekly laundry service. At no time throughout the Uniform Exchange should the employee be without uniforms.
- 4.1.4 WVDOH personnel shall turn in all articles in their possession through regular laundry service, for replacement, no later than 30 days after the contract's renewal effective date.
- 4.1.5 The WVDOH will not pay damage/replacement costs for returned garments, no matter the visible appearance/presentation of the garment unless a garment is intentionally damaged by the WVDOH and agreed upon by both the Vendor and the WVDOH upper management upon pick-up by the Vendor.
- 4.1.6 Garments lost/misplaced while in the possession of the WVDOH will be paid to the Vendor at the damage/replacement cost. The

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Vendor shall provide one detailed invoice identifying the WVDOH employees, by District/Division, by location, the garments, and the damage/replacement cost of the garment per the sliding scale. Reference Section 3.3.8.

4.2 Renewal Price Adjustments: A price adjustments will occur one time, with the contract's renewal, and only if all parties agree to renew the contract for an additional three (3) year period under the same terms, conditions, and specifications.

4.2.1 All Contract Items will be adjusted proportionally, upwards, or downwards, based on the percentage change from January 2023 to the most recent index rate available at the time of renewal submission on the Producer Price Index by Commodity: Textile Products and Apparel index at <https://fred.stlouisfed.org/series/WPU03>. If for any reason the index is no longer available at the time of the renewal, an equivalent textile index will be used.

EXAMPLE OF ADJUSTMENT:

- The January 2021 index rate was 151.300
- The January 2022 index rate was 174.218
- Contract Item 1 bid price was \$5.00/week (example only)

A 15.15% change in the Textile Products and Apparel index occurred between January 2021 and January 2022. Contract Item 1 will be adjusted proportionally to match the percentage change in the index – therefore would be increased by 15.15%. The contract price for this Contract Item during the renewal period would be adjusted from \$5.00 to \$5.76 per week for the remainder of the contract. The same calculation would be performed for all Contract Items proportionally.

4.2.2 The Price adjustments and renewal will be granted or denied at the sole and absolute discretion of the State.

4.2.3 Price adjustments shall be memorialized by a written Change Order which much be reviewed and approved by the WVDOT Budget and Procurement Division to be effective. Adjusted pricing will not take effect until the effective date of such Change Order and cannot be retroactive.

5. CONTRACT AWARD:

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- 5.1 Contract Award:** This Contract is intended to provide Agencies with a rental price on all Contract Items. The Contract shall be awarded to the qualifying Vendor that provides all Contract Items meeting the required specifications for the lowest overall total cost. The award of the Contract shall be based on the Grand Total bid amount of the Extended Weekly Rental Cost plus the Extended Logo Patch Cost from Pricing Pages Part I and the Extended Replacement Cost from Pricing Pages, Part II. This Grand Total bid amount shall be noted on the Pricing Pages Grand Total, Part III.
- 5.2 Pricing Pages, Attachment A (ATT A), consists of three (3) pricing sections referred to as Part I, Part II, and Part III.** All three (3) Parts should be completed and submitted with award. Vendor should complete the Pricing Pages in their entirety as failure to do so may result in Vendor's bid being disqualified. All Contract Items in Part I and Part II of the Pricing Pages must be bid in order to be evaluated for award. All bids or pricing submitted shall be held and honored by the Vendor for 90 days after the bid opening date.

The Pricing Pages contain a list of Contract Items and their estimated rental volume, estimated replacement volume, and estimated logo patches volume. These estimates represent the approximate volume of anticipated rentals, replacements, and logos ONLY. No future use of the Contract or any individual item is guaranteed or implied.

Vendor Instructions:

- 5.2.1 Vendor Instructions, Pricing Pages, (ATT A) Part I:** Vendor should complete Pricing Pages, Part I by providing One Weekly Unit Rate for each Contract Item. Every Contract Item must be bid to be considered for award. Vendor should complete Pricing Page, Part I in its entirety as failure to do so may result in Vendor's bid being disqualified.

PART I UNIT DESCRIPTIONS

- One Weekly Unit Rate for Contract Items 1 through 5 shall equal weekly rental of 11 each of the garment plus weekly laundering and delivery by the Vendor for five each of these garments.
- One Weekly Unit Rate for Contract Item 6 shall equal weekly rental of two each of a garment plus weekly laundering and delivery by the Vendor for one each of the garments.
- One Unit Rate for Contract Item 7 shall equal weekly rental of 11 each of the garment plus weekly laundering and delivery by the Vendor for five each of the garments.

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- One Weekly Unit Rate for Contract Item 8 shall equal weekly rental of two each of the garment plus weekly laundering and delivery by the Vendor for one each of the garments.
- One Weekly Unit Rate for Contract Items 9 through 12 shall equal weekly rental of 11 each of the garment plus weekly laundering and delivery by the Vendor for five each of these garments.
- One Weekly Unit Rate for Contract Items 13 through 14 shall equal weekly rental of 11 each of the garment plus weekly laundering and delivery by the Vendor for five each of these garments.
- One Unit Rate for item 15 shall equal one (1) each cost. There is no rental rate considered for this item.

5.2.2 Vendor Instructions, Pricing Pages (ATT A) Part II: Vendor should complete Pricing Pages, Part II by providing a Replacement Cost Rate for each Contract Item. Every Contract Item must be bid to be considered for award. Vendor should complete Pricing Pages, Part II in its entirety as failure to do so may result in the Vendor's bid being disqualified.

Pricing Pages, Part II contains a list of the Contract Items and an estimated number of replacements per Contract Item during the first year. The estimated replacement volume for each item represents the approximate volume of anticipated replacements only. No replacement is guaranteed or implied.

5.2.3 Vendor Instructions, Pricing Pages (ATT A) Part III: Vendor should complete Pricing Pages, ATT A, by providing a Grand Total bid amount. Award of the Contract shall be based on the Grand Total bid amount. Vendor should complete Pricing Pages (ATT A) Part III in its entirety as failure to do so may result in Vendor's bid being disqualified.

5.2.4 Vendor should type or electronically enter the information into the Pricing Pages spreadsheet to prevent errors in the evaluation. In most cases, the Vendor can request an electronic copy of the Pricing Pages spreadsheet for bid purposes by sending an email request to the following address: John.W.Estep@wv.gov.

5.3 Product Samples of Contract Items 1 thru 15: The Vendor must submit samples of the exact materials, quality, workmanship, style and color of the garments and patch proposed in their bid response for each Contract Item on the Pricing Pages,

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Attachment A (ATT A). Vendor must submit a sample of their proposed electronic identification device for each garment. The samples submitted should be an example to the WVDOH that the Vendor can provide garments which meet the requirements contained in this Solicitation. **If the Vendor chooses not to provide samples with their bid response, if requested by the State of WV, the Vendor must provide samples to the State of WV within five working days of the request.** Samples will be returned to the Vendors NOT being awarded this contract.

5.3.1 Changing the Contract Item Descriptions, Units of Measure, or Estimated Quantities on the **Pricing Pages, Attachment A (ATT A)**, shall result in the disqualification of Contract Item bid on the altered line. All Contract Items must be bid for bid evaluation and contract award; therefore, the disqualification of any Contract Item will result in the disqualification of the entire bid.

Submitting Pricing Pages except those provided with this solicitation, as described in Section 4.2, shall result in the disqualification of all Contract Items bid on the erroneous Pricing Pages.

5.4 **Contract Award Transition:** Upon the award of this new Contract, the current/existing Contract will remain in effect until it expires on April 30, 2023. To ensure that all current WVDOH employees participating in the rental program remain in full uniform, this concurrent transition time-period will allow:

- The new awarded Vendor to fulfill the requirements of the initial measuring, manufacturing, sewing and delivery of the new uniforms to the WVDOH employees participating in the program. The awarded Vendor shall have a minimum of 45 days to measure, manufacture, sew and deliver complete uniform sets to all current WVDOH employees participating in the rental program by May 1, 2023. Reference Section 7.1 of these specifications for the WVDOH expected timeline.
- The close-out by the WVDOH and the current Vendor by collecting and picking up all garments associated with the current contract and any additional settling-up details.
- The successful Vendor cannot begin billing during the implementation phase, prior to the current contract's expiration on April 30, 2023, and all new uniforms have been delivered to the WVDOH facilities.

6. ORDERING AND PAYMENT:

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- 6.1 Ordering:** Vendor shall accept orders through regular mail, facsimile, email, or any other written forms of communication. Vendor shall maintain and keep current its phone numbers, fax number, email address, locations and ordering/billing/payment addresses with WVDOH and in wvOASIS. Vendor may, but is not required to, accept online orders through a secure internet ordering portal/website. If Vendor can accept online orders, it shall include in its response a brief description of how Agencies may utilize the online ordering system. Vendor shall ensure that its online ordering system is properly secured and shall provide certification to WVDOH Operations Division prior to processing Agency orders online.
- 6.2 Payment:** Vendor shall accept payment in accordance with the payment procedures of the State of West Virginia. The State of West Virginia currently utilizes a Purchasing Card program, administered under contract by a banking institution, as well as Electronic Funds Transfer as methods to process payment for goods and services. The Vendor shall accept the State of West Virginia's Purchasing Card and Electronic Funds Transfer for payment of orders under this Contract. Electronic Funds Transfer for payment is available through the WV State Auditor's Office. The Vendor may visit the WV State Auditor's website (wvsao.gov) for all necessary forms and instructions. Payment method may be dictated at WVDOH's discretion.

Payment for weekly rental, Pricing Pages (ATT A) Part I shall be made to the Vendor semi-monthly on the 15th and last day of each month. Payment for Replacement Garments shall be made to the Vendor according to Pricing Page, Part II, and Section 3.3.8 of these specifications.

- 6.2.1** The Vendor shall assign a dedicated toll-free telephone number staffed with a team knowledgeable on the requirements of this contract to accept Purchasing Card payments and to discuss and issue any credits/deductions/corrections to any invoice.

The WVDOH will adjust any invoice that is not billed correctly and pay accordingly. Any credit/deduction/correction to an invoice shall be issued and corrected by the Vendor by the next billing period.

- 6.2.2** At no time shall the WVDOH pay for late charges or any other additional charges toward an unpaid or partial paid invoice that is not included in this contract.

7. DELIVERY, RETURN & LIQUIDATED DAMAGES:

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7.1 Delivery Timeframe of Garments

7.1.1 The Vendor shall have a minimum of 60 days from the award of the contract to provide new garments to all WVDOH employees participating in the program. This 60-day implementation should include:

- The first 15 days should be allotted for measuring of each WVDOH employee participating in the program.
- The next 30 days should be allotted for manufacturing and sewing of each WVDOH garment. Additional time may be available to the vendor for this phase but is contingent upon the date of the contract award and cannot be guaranteed at the time of the solicitation.
- The final 15 days should be allotted for delivery of each WVDOH employee's sets of uniforms.
- After the initial measuring, manufacturing, and sewing is complete for all WVDOH employees participating in the program and the new garments are ready for delivery to the WVDOH by the Vendor, the Vendor shall coordinate the initial delivery with the WVDOH District/Division Coordinators.

The WVDOH encourages the Vendor to complete each deadline sooner than the established deadlines, where possible.

7.1.2 After the initial 60-day implementation of the program, any WVDOH employee who joins the program shall be provided garments of equal quality to those of their fellow employees within 15 days after the Vendor is advised.

7.2 Weekly Delivery, Inspection and Pickup of Garments:

7.2.1 A WVDOH District/Division Coordinator will be assigned to each District/Division along with an assigned Sub-Coordinator for each WVDOH Pickup/Delivery location. This information is provided on Exhibit 2 (EXH 2), WVDOH Pickup/Delivery Locations.

7.2.2 The Vendor shall maintain weekly mandatory delivery to the locations identified on Exhibit 2 (EXH 2), WVDOH Pickup/Delivery Locations. A hard copy delivery ticket is required for each week's pickup/delivery from each Pickup/Delivery Location; an electronic copy may not be substituted for the hard copy delivery ticket.

7.2.2.1 A set scheduled time shall be established with the WVDOH and the Vendor for each WVDOH Pickup/Delivery Location. Any deviation from this schedule must be prior approved by the

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WVDOH Sub-Coordinator and District/Division Coordinator for any location. The Vendor must contact the WVDOH Sub-Coordinator two weeks in advance, or if an emergency, as soon as possible, to arrange for a different time. This shall only be on rare occasions, handled on a case-by-case basis and only if acceptable and convenient to the WVDOH Sub-Coordinator.

7.2.2.2 The WVDOH Sub-Coordinator shall inspect all laundered garments delivered prior to the Vendor's representative leaving the WVDOH Pickup/Delivery Location. Any garment that does not pass the WVDOH Sub-Coordinator's initial inspection shall be returned to the Vendor's representative for re-laundering or repair at no additional charge to the WVDOH, at that time. Reference Section 3.3.5.

7.2.3 All garments picked up one week must be returned the following week. In addition, any garment not returned within two weeks shall be considered lost and the Vendor shall replace the garment prior to the next semi-monthly payment, without replacement charged to the WVDOH.

7.2.4 Additions and/or deletions to the WVDOH Pickup/Delivery Locations Pages, Exhibit 2 (EXH 2) may be made upon written notification by the WVDOH via a Change Order to the Contract at no additional charge to the WVDOH.

7.2.5 The number of employees at any WVDOH Pickup/Delivery Location, Exhibit 2 (EXH 2) may vary over the life of this contract.

7.3 **Late Delivery of Garments:** The Agency placing the order under this Contract must be **notified in writing if orders** will be delayed for any reason. Failure to deliver uniforms, replacement uniforms, and/or new uniforms by the regular delivery schedules, observing the delivery requirements detailed throughout these contract specifications, may be determined by the WVDOH, at its sole discretion, as harmful to the Agency and as such may result in WVDOH's cancellation of the delayed order and may result in the application of Liquidated Damages.

7.4 **Liquidated Damages:** If the Vendor's uniform deliveries or corrections of Contract Items exceeds the delivery due date/timeframe, the Vendor shall agree that no extension of contract time may be granted unless Liquidated Damages are applied by the WVDOH in the form of an off-set reduction to the total amount of the Vendor's final invoice. The WVDOH shall calculate Liquidated Damages per project beginning on day one after the WVDOH's specified delivery due date, in accordance with this Section, the contract's Terms and Conditions, and the Standard Specs Section 108.7, as amended.

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WVDOH may assess liquidated damages in the amount of \$300 per day, cumulatively per WVDOH District / Division, as identified in Exhibit 2. Regardless of whether a single Contract Item qualifies for liquidated damages, or numerous Contract Items qualify for liquidated damages within the same delivery location; the maximum liquidated damages per day, per billing District / Division, shall not exceed \$300.

Exceptions shall be made in the event of unforeseen circumstances including, but not limited to, inclement weather, State of Emergency declared affecting for the delivery location, or emergencies identified in Section 7.2.2.1 preventing the uniform delivery to the WVDOH delivery location.

7.4.1 Backordered Contract Items. If new/replacement Contract Items cannot be delivered due to a backorder circumstance, the Vendor shall provide WVDOH with written documentation from their source of the backorder and the estimated delivery date. WVDOH will allow the vendor a 60-day Liquidated Damages grace period for backordered items, from the original order date, to allow the Vendor time to secure the Contract Items from another acceptable source and deliver them to WVDOH. If Vendor does not provide WVDOH with sufficient written documentation from their source of backorder circumstance, no grace period will be warranted.

If the backordered items cannot be obtained and delivered by the first regular delivery following the 60-day grace period, WVDOH may, at their sole discretion, assess liquidated damages as per Section 6.4, or WVDOH may seek to cancel the contract.

- 7.5 Delivery Payment/Risk of Loss:** Standard order delivery shall be F.O.B. destination to the WVDOH 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.
- 7.6 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 according to the requirements set forth in Section 6.2 of these specifications.
- 7.7 Return Due to Agency Error:** Items ordered in error by the Agency will be returned for credit within thirty days of receipt, F.O.B. Vendor's location. Vendor shall not charge a restocking fee. Contract Items shall be placed into the WVDOH inventoried items for future use.

8. COMPLETION OF CONTRACT:

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Upon the expiration/completion of the contract, whether by decision to not renew or that all renewals have been exhausted, to complete the contract all WVDOH employees shall return all garments in their possession to their assigned WVDOH Pickup/Delivery Location, unless advised otherwise.

Jointly, the WVDOH upper management and the Vendor shall schedule a final pickup date once a new contract is awarded, is functional, and a notification of final payment has been determined and advised. The mutually decided final pickup date should be no later than 15 working days after the notification.

The WVDOH will not pay damage/replacement costs for returned garments, no matter the visible appearance/presentation of the garment unless a garment is intentionally damaged by the WVDOH and agreed upon by both the Vendor and the WVDOH upper management upon pick-up by the Vendor.

Garments lost/misplaced while in the possession of the WVDOH will be paid to the Vendor at the damage/replacement cost. The Vendor shall provide one detailed invoice identifying the WVDOH employees, by District/Division, by location, the garments, and the damage/replacement cost of the garment per the sliding scale. Reference Section 3.3.8.

Any lost/misplaced garment older than 18 months, whether lost/misplaced by the Vendor or the WVDOH, shall be at the Vendor's expense and not paid by the WVDOH.

The WVDOH shall audit the invoice and approve or adjust the invoice by providing backup documentation for any non-agreed listed garment.

Garments lost/misplaced while in the possession of the Vendor will NOT be paid at the damage/replacement cost, as well as garments in storage/inventory garments.

9. VENDOR DEFAULT:

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

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

9.1.2 Failure to comply with other specifications and requirements contained herein.

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

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- 9.1.4 Failure to remedy deficient performance upon request.
- 9.2 The following remedies shall be available to Agency upon default.
 - 9.2.1 Immediate cancellation of the Contract.
 - 9.2.2 Immediate cancellation of one or more release orders issued under this Contract.
 - 9.2.3 Any other remedies available in law or equity.

10. MISCELLANEOUS:

- 10.1 **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.
- 10.2 **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.
- 10.3 **Reports:** Vendor shall provide the Agency with quarterly reports, annual summaries, and/or monthly reports as requested by the Agency and/or the West Virginia Purchasing Division showing quantities, total dollar value of the Contract Items purchased, ordered, shipped & invoiced with dates in spreadsheet format as defined by the Agency. Failure to supply such reports may be grounds for cancellation of this Contract.
- 10.4 **Customer Service:** During the life of this Contract, the Vendor must provide customer service availability at a toll-free number Monday through Friday, from 7:30 am to 5:00 pm, Eastern Standard Time. Customer service representatives must be familiar with the specifications of this Contract, Pricing Pages, Part I and Part II, and WVDOH Pickup/Delivery Locations Pages, Exhibit 2 (EXH 2).
- 10.5 **Contract Manager:** During its performance of this Contract, the Vendor must designate and maintain a primary Contract Manager responsible for overseeing the Vendor's responsibilities under this Contract. The Contract Manager must be available during normal business hours to address any customer service issues or other issues related to this Contract. The Vendor should list its Contract Manager and his/her contact information below. The Contract Manager shall be available to attend mandatory semi-annual meetings with the WVDOH or at any other designated time that the WVDOH feels that a meeting is needed. If at any time

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during the life of this Contract there is a change in Contract Managers, the Vendor shall notify the WVDOH Central Office as soon as possible.

Contract Manager: Amanda Rowe
Telephone Number: 843.324.4956
Fax Number: /
Email Address: RoweA@Cintas.com

Vendor shall inform the Agency in writing of any changes to the information provided above within ten (10) calendar days of such changes. Failure to comply may be grounds for cancellation of this contract.

GENERAL TERMS AND CONDITIONS:

1. CONTRACTUAL AGREEMENT: Issuance of an Award Document signed by the Purchasing Division Director, or his designee, and approved as to form by the Attorney General's office constitutes acceptance by the State of this Contract made by and between the State of West Virginia and the Vendor. Vendor's signature on its bid, or on the Contract if the Contract is not the result of a bid solicitation, 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: The Initial Contract Term will be for a period of three (3) years. The Initial Contract Term becomes effective on the effective start date listed on the first page of this Contract, identified as the State of West Virginia contract cover page containing the signatures of the Purchasing Division, Attorney General, and Encumbrance clerk (or another page identified as _____), and the Initial Contract Term ends on the effective end date also shown on the first page of this Contract.

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 _____ 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 One (1) successive Three (3) 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:

the contract will continue for _____ years;

the 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).

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.

Construction/Project Oversight: This Contract becomes effective on the effective start date listed on the first page of this Contract, identified as the State of West Virginia contract cover page containing the signatures of the Purchasing Division, Attorney General, and Encumbrance clerk (or another page identified as _____), and continues until the project for which the vendor is providing oversight is complete.

Other: Contract Term specified in _____

4. AUTHORITY TO PROCEED: Vendor is authorized to begin performance of this contract on the date of encumbrance listed on the front page of the Award Document unless either the box for "Fixed Period Contract" or "Fixed Period Contract with Renewals" has been checked in Section 3 above. If either "Fixed Period Contract" or "Fixed Period Contract with Renewals" has been checked, Vendor must not begin work until it receives a separate notice to proceed from the State. The notice to proceed will then be incorporated into the Contract via change order to memorialize the official date that work commenced.

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/Award Document 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.

Construction: This Contract is for construction activity more fully defined in the specifications.

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 of 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 in this section must be provided to the Purchasing Division by the Vendor as specified:

LICENSE(S) / CERTIFICATIONS / PERMITS: In addition to anything required under the Section of the General Terms and Conditions entitled Licensing, the apparent successful Vendor shall furnish proof of the following licenses, certifications, and/or permits upon request and in a form acceptable to the State. The request may be prior to or after contract award at the State's sole discretion.

The apparent successful Vendor shall also furnish proof of any additional licenses or certifications contained in the specifications 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. The insurance coverages identified below must be maintained throughout the life of this contract. Thirty (30) days prior to the expiration of the insurance policies, 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, including but not limited to, policy cancelation, policy reduction, or change in insurers. The apparent successful Vendor shall also furnish proof of any additional insurance requirements contained in the specifications prior to Contract award regardless of whether 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 per occurrence.

Automobile Liability Insurance in at least an amount of: _____ per occurrence.

Professional/Malpractice/Errors and Omission Insurance in at least an amount of: _____ per occurrence. Notwithstanding the forgoing, Vendor's are not required to list the State as an additional insured for this type of policy.

Commercial Crime and Third Party Fidelity Insurance in an amount of: _____ per occurrence.

Cyber Liability Insurance in an amount of: _____ per occurrence.

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

Contract. **Pollution Insurance** in an amount of: _____ per

occurrence.

Aircraft Liability in an amount of: _____ per occurrence.

9. WORKERS' COMPENSATION INSURANCE: 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. VENUE: All legal actions for damages brought by Vendor against the State shall be brought in the West Virginia Claims Commission. Other causes of action must be brought in the West Virginia court authorized by statute to exercise jurisdiction over it.

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:

_____ for _____.

Liquidated Damages Contained in the Specifications.

Liquidated Damages Are Not Included in this Contract.

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. ~~Notwithstanding the foregoing, Vendor must extend any publicly advertised sale price to the State and invoice at the lower of the contract price or the publicly advertised sale price.~~

Cintas serves thousands of customers and does not have a central database of price offerings. Prices are also influenced by quantities, industry, location, etc.

14. PAYMENT IN ARREARS: Payments for goods/services will be made in arrears only upon receipt of a proper invoice, detailing the goods/services provided or receipt of the goods/services, whichever is later. Notwithstanding the foregoing, payments for software maintenance, licenses, or subscriptions may be paid annually in advance.

15. PAYMENT METHODS: Vendor must accept payment by electronic funds transfer and P-Card. (The State of West Virginia's Purchasing Card program, administered under contract by a banking institution, processes payment for goods and services through state designated credit cards.)

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, included in the Contract, 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. If that occurs, the State may notify the Vendor that an alternative source of funding has been obtained and thereby avoid the automatic termination. Non-appropriation or non-funding shall not be considered an event of default.

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 regarding 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.

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. 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>.

31. 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.

Revised 09/12/2022

32. 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.

33. 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.

34. VENDOR NON-CONFLICT: Neither Vendor nor its representatives are permitted to have any interest, nor shall they 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.

35. 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.

36. 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.~~

At the end of (1), please insert the following: "but only to the extent such claims or losses arise as a result of Vendor's negligence or willful misconduct."

37. NO DEBT CERTIFICATION: In accordance with West Virginia Code §§ 5A-3-10a and 5-22-1(i), the State is prohibited from awarding a contract to any bidder that owes a debt to the State or a political subdivision of the State. By submitting a bid, or entering into a contract with the State, Vendor is affirming 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, neither the Vendor nor any related party owe a debt as defined above, and neither the Vendor nor any related party are in employer default as defined in the statute cited above unless the debt or employer default is permitted under the statute.

38. 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.

39. 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.division@wv.gov.

40. BACKGROUND CHECK: In accordance with W. Va. Code § 15-2D-3, 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.

41. 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:

Not applicable.

- 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.
- c. The Purchasing Division Director may, in writing, authorize the use of foreign steel products if:
 1. 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
 2. 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.

42. 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.

Not applicable.

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.

43. INTERESTED PARTY SUPPLEMENTAL DISCLOSURE: W. Va. Code § 6D-1-2 requires that for contracts with an actual or estimated value of at least \$1 million, the Vendor must submit to the Agency a disclosure of interested parties prior to beginning work under this Contract. Additionally, the Vendor must submit a supplemental disclosure of interested parties reflecting any new or differing interested parties to the contract, which were not included in the original pre-work 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. This requirement does not apply to publicly traded companies listed on a national or international stock exchange. A more detailed definition of interested parties can be obtained from the form referenced above.

44. PROHIBITION AGAINST USED OR REFURBISHED: Unless expressly permitted in the solicitation published by the State, Vendor must provide new, unused commodities, and is prohibited from supplying used or refurbished commodities, in fulfilling its responsibilities under this Contract.

45. VOID CONTRACT CLAUSES: This Contract is subject to the provisions of West Virginia Code § 5A-3-62, which automatically voids certain contract clauses that violate State law.

46. ISRAEL BOYCOTT: Bidder understands and agrees that, pursuant to W. Va. Code § 5A-3-63, it is prohibited from engaging in a boycott of Israel during the term of this contract.

Please note the addition of provisions for Sections 47 and 48, attached separately due to formatting constraints.

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.

(Printed Name and Title) Amanda Rowe

(Address) 6800 Cintas, Mason, 45040

(Phone Number) / (Fax Number) 843.324.4956

(email address) rowea@cintas.com

CERTIFICATION AND SIGNATURE: By signing below, or submitting documentation through wvOASIS, I certify that: I have reviewed this Solicitation/Contract 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/Contract 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 this bid or offer was made without prior understanding, agreement, or connection with any entity submitting a bid or offer for the same material, supplies, equipment or services; that this bid or offer is in all respects fair and without collusion or fraud; 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; 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.

By signing below, I further certify that I understand this Contract is subject to the provisions of West Virginia Code § 5A-3-62, which automatically voids certain contract clauses that violate State law; and that pursuant to W. Va. Code 5A-3-63, the entity entering into this contract is prohibited from engaging in a boycott against Israel.

Cintas Corporation o 2

(Company)

Amanda Rowe

(Signature of Authorized Representative)

aman a Ro e o a ccount Mana er 2.13.2023

(Printed Name and Title of Authorized Representative) (Date)

843.324.4956

(Phone Number) (Fax Number)

ro ea@cintas.com

(Email Address)

WVDOH. Proposed Legal Revisions

1.

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. ~~Notwithstanding the foregoing, Vendor must extend any publicly advertised sale price to the State and invoice at the lower of the contract price or the publicly advertised sale price.~~

Cintas serves thousands of customers and does not have a central database of price offerings. Prices are also influenced by quantities, industry, location, etc.

2.

~~**20. TIME:** Time is of the essence regarding all matters of time and performance in this Contract.~~

3.

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.

4.

~~contractors, sales, Social Security taxes, and employer income tax returns.~~

36. 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.~~

At the end of (1), please insert the following: "but only to the extent such claims or losses arise as a result of Vendor's negligence or willful misconduct."

5.

41. 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:

Not applicable.

- 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 of such operations, from steel made by the open heath, basic oxygen, electric furnace, Bessemer or other steel making process.
- c. The Purchasing Division Director may, in writing, authorize the use of foreign steel products if:
 1. 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
 2. 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.

6.

42. 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.~~

Not applicable.

~~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.~~

47. **Flame Resistant Garments.** The State agrees it bears sole responsibility for selecting the flame resistant clothing and fabrics ("FRC") under this Agreement determining whether such items are appropriate for use by its employees and agents in their applicable work environment(s). THE STATE ACKNOWLEDGES THAT VENDOR HAS MADE NO REPRESENTATION, WARRANTY, OR COVENANT WITH RESPECT TO THE FLAME-RESISTANT QUALITIES OR OTHER CHARACTERISTICS OF THE FRC OR WITH RESPECT TO THEIR FITNESS OR SUITABILITY FOR THIS OR ANY OTHER PURPOSE. VENDOR MAKES NO REPRESENTATION WHETHER THE FRC CONSTITUTES APPROPRIATE PERSONAL PROTECTIVE EQUIPMENT FOR THE ENVIRONMENT(S) TO WHICH THE STATE'S EMPLOYEES OR AGENTS MAY BE EXPOSED OR AS TO THE FRC'S ABILITY TO PROTECT USERS FROM INJURY OR DEATH. The State agrees to notify all employees and other agents of the State who may wear or will be wearing the FRC that it is not designed for substantial heat exposure or for use around open flames. The State acknowledges that compliance with any and all OSHA or other similar regulations or requirements relating to personal protective equipment is the sole responsibility of the State. Further, the State releases Vendor from any and all liability that results or may result from the use of the garments, including but not limited to any alleged failure of the FRC to function as flame-resistant or provide protection against fire and/or heat.

48. **High Visibility Garments.** For high visibility garments, the State bears sole responsibility for: (a) determining the level of visibility needed by wearers of the garments for their specific work conditions or uses; (b) identifying and selecting which garments meet the required level of visibility for any particular work conditions or uses; and (c) determining when garments require repair or replacement to meet the required level of visibility. If garment needs to be replaced outside of normal wear and tear, the State will be charged the then current replacement value. The State acknowledges and understands that the garments alone do not ensure visibility of the wearer. The State further acknowledges that Vendor is relying upon the State to determine whether any garments need repair or replacement to maintain the required level of visibility. Vendor represents only that the garments supplied satisfy certain ANSI/ISEA standards to the extent the garments are so labeled. The State acknowledges that Vendor has made no other representations, covenants or warranties whether express or implied, related to the garments.

Service Guarantee & Cancellation. Company guarantees to deliver the highest quality textile rental service at all times. Any complaints about the quality of service which are not resolved in the normal course of business must be communicated in writing to the General Manager of the Company's local operation (or subcontractor for any Customer location being serviced by a subcontractor) with a copy to Company's contact noted in section 22.

If the Company then fails to resolve any material complaint in a reasonable period of time, the Customer may terminate this Agreement solely as it relates to servicing the specific Customer location to which the complaints relate provided all Merchandise is paid for at the then current Loss/Damage Replacement Values or returned to the Company in good and usable condition.

If this Agreement is terminated prior to the scheduled expiration date or service at any location terminated prior to the scheduled expiration date for such service, including, but not limited to, (i) a sale of the stock, (ii) a sale of substantially all assets of Customer or of a particular Customer location serviced under this Agreement, or (iii) rejection of the Agreement under section 365 of title 11 of the United States Code (11 U.S.C. §101, *et seq.*) (the "Bankruptcy Code"), the parties agree that the damages sustained by Company will be substantial and difficult to ascertain. Therefore, if this Agreement is terminated, in whole or in part, by the Customer prior to the applicable expiration date for any reason, including, but not limited to, the rejection of the Agreement pursuant to section 365 of the Bankruptcy Code, other than documented quality of service reasons which are not cured as set forth above or terminated by Company for cause at any time, Customer will pay to Company, as liquidated damages and not as a penalty, the greater of fifty percent (50%) of the average weekly invoice total for the locations terminating this Agreement multiplied by the number of weeks remaining in the unexpired term, or buyback all of the Merchandise allocated to such Customer locations terminating this Agreement at the then current Loss/Damage Replacement Values.



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

State of West Virginia
 Centralized Request for Quote
 Clothing

Proc Folder: 1163716		Reason for Modification: ADDENDUM NO_1	
Doc Description: ADDENDUM NO_1 Uniform Rental Service Contract		Vendor Questions and responses Revised Specifications Revised Pricing Page & Exhibit 2 Locations	
Proc Type: Central Master Agreement		Version	
Date Issued	Solicitation Closes	Solicitation No	Version
2023-01-19	2023-02-07 13:30	CRFQ 0803 DOT2300000079	2

BID RECEIVING LOCATION

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

VENDOR

Vendor Customer Code:
 Vendor Name : *Cintas Corporation #2*
 Address : *1600 Cintas Blvd.*
 Street : *Mason, OH*
 City : *Mason*
 State : *OH* Country : *US* Zip : *45040*
 Principal Contact : *Amanda Rowe*
 Vendor Contact Phone: *843-324-4956* Extension:

FOR INFORMATION CONTACT THE BUYER
 John W Estep
 304-558-2566
 john.w.estep@wv.gov

Vendor Signature X *[Signature]* FEIN# *31-1703809* DATE *2/14/23*

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.

REQUEST FOR QUOTATION:

The West Virginia Purchasing Division is soliciting bids on behalf of the West Virginia Division of Highways to establish an open-end Uniform Rental Service Contract to include weekly pickup and drop-off of uniforms, laundering and maintenance services for approximately 2,800 transportation workers. Per the Bid Requirements, Specifications, Terms and Conditions attached to this solicitation.

INVOICE TO**SHIP TO**

VARIOUS AGENCY
LOCATIONS
AS INDICATED BY ORDER

VARIOUS AGENCY
LOCATIONS
AS INDICATED BY ORDER

No City WV
US

No City WV
US

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
1	ANSI Class 2 High Vis Short Sleeve T-Shirt STD	0.00000	WK		

Comm Code	Manufacturer	Specification	Model #
91111501			

Extended Description:

SEE ATTACHED PRICING PAGE - ATTACHMENT A, FOR ACTUAL COST

INVOICE TO**SHIP TO**

VARIOUS AGENCY
LOCATIONS
AS INDICATED BY ORDER

VARIOUS AGENCY
LOCATIONS
AS INDICATED BY ORDER

No City WV
US

No City WV
US

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
2	ANSI Class 2 High Vis Short Sleeve Button Down Shirt STD	0.00000	WK		

Comm Code	Manufacturer	Specification	Model #
91111501			

Extended Description:

SEE ATTACHED PRICING PAGE - ATTACHMENT A, FOR ACTUAL COST

INVOICE TO		SHIP TO	
VARIOUS AGENCY LOCATIONS AS INDICATED BY ORDER		VARIOUS AGENCY LOCATIONS AS INDICATED BY ORDER	
No City US	WV	No City US	WV

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
3	ANSI Class 2 High Vis Long Sleeve Button Down Shirt STD	0.00000	WK		

Comm Code	Manufacturer	Specification	Model #
91111501			

Extended Description:
SEE ATTACHED PRICING PAGE - ATTACHMENT A, FOR ACTUAL COST

INVOICE TO		SHIP TO	
VARIOUS AGENCY LOCATIONS AS INDICATED BY ORDER		VARIOUS AGENCY LOCATIONS AS INDICATED BY ORDER	
No City US	WV	No City US	WV

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
4	Enhanced Visibility Work Pant - Men's Cut STD	0.00000	WK		

Comm Code	Manufacturer	Specification	Model #
91111501			

Extended Description:
SEE ATTACHED PRICING PAGE - ATTACHMENT A, FOR ACTUAL COST

INVOICE TO		SHIP TO	
VARIOUS AGENCY LOCATIONS AS INDICATED BY ORDER		VARIOUS AGENCY LOCATIONS AS INDICATED BY ORDER	
No City US	WV	No City US	WV

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
5	Enhanced Visibility Work Pant - Women's Cut STD	0.00000	WK		

Comm Code	Manufacturer	Specification	Model #
91111501			

Extended Description:
SEE ATTACHED PRICING PAGE - ATTACHMENT A, FOR ACTUAL COST

INVOICE TO		SHIP TO	
VARIOUS AGENCY LOCATIONS AS INDICATED BY ORDER		VARIOUS AGENCY LOCATIONS AS INDICATED BY ORDER	
No City US	WV	No City US	WV

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
6	Enhanced Visibility Unlined Flame-Resistant Coveralls ATD	0.00000	WK		

Comm Code	Manufacturer	Specification	Model #
91111501			

Extended Description:
SEE ATTACHED PRICING PAGE - ATTACHMENT A, FOR ACTUAL COST

INVOICE TO		SHIP TO	
VARIOUS AGENCY LOCATIONS AS INDICATED BY ORDER		VARIOUS AGENCY LOCATIONS AS INDICATED BY ORDER	
No City US	WV	No City US	WV

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
7	ANSI Class 2 High Vis 3-Season Hip Jacket STD	0.00000	WK		

Comm Code	Manufacturer	Specification	Model #
91111501			

Extended Description:
SEE ATTACHED PRICING PAGE - ATTACHMENT A, FOR ACTUAL COST

INVOICE TO		SHIP TO	
VARIOUS AGENCY LOCATIONS AS INDICATED BY ORDER		VARIOUS AGENCY LOCATIONS AS INDICATED BY ORDER	
No City US	WV	No City US	WV

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
8	Enhanced Visibility Unlined Bib-Overalls ALT	0.00000	WK		

Comm Code	Manufacturer	Specification	Model #
91111501			

Extended Description:
SEE ATTACHED PRICING PAGE - ATTACHMENT A, FOR ACTUAL COST

INVOICE TO		SHIP TO	
VARIOUS AGENCY LOCATIONS AS INDICATED BY ORDER		VARIOUS AGENCY LOCATIONS AS INDICATED BY ORDER	
No City US	WV	No City US	WV

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
9	Enhanced Visibility Short Sleeve Button Down Work Shirt ALT	0.00000	WK		

Comm Code	Manufacturer	Specification	Model #
91111501			

Extended Description:
SEE ATTACHED PRICING PAGE - ATTACHMENT A, FOR ACTUAL COST

INVOICE TO		SHIP TO	
VARIOUS AGENCY LOCATIONS AS INDICATED BY ORDER		VARIOUS AGENCY LOCATIONS AS INDICATED BY ORDER	
No City US	WV	No City US	WV

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
10	Enhanced Visibility Long Sleeve Button Down Work Shirt ALT	0.00000	WK		

Comm Code	Manufacturer	Specification	Model #
91111501			

Extended Description:
SEE ATTACHED PRICING PAGE - ATTACHMENT A, FOR ACTUAL COST

INVOICE TO		SHIP TO	
VARIOUS AGENCY LOCATIONS AS INDICATED BY ORDER		VARIOUS AGENCY LOCATIONS AS INDICATED BY ORDER	
No City US	WV	No City US	WV

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
11	Enhanced Vis Work Pant - Men's Cut ALT	0.00000	WK		

Comm Code	Manufacturer	Specification	Model #
91111501			

Extended Description:
SEE ATTACHED PRICING PAGE - ATTACHMENT A, FOR ACTUAL COST

INVOICE TO		SHIP TO	
VARIOUS AGENCY LOCATIONS AS INDICATED BY ORDER		VARIOUS AGENCY LOCATIONS AS INDICATED BY ORDER	
No City US	WV	No City US	WV

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
12	Enhanced Vis Work Pant - Women's Cut ALT	0.00000	WK		

Comm Code	Manufacturer	Specification	Model #
91111501			

Extended Description:
SEE ATTACHED PRICING PAGE - ATTACHMENT A, FOR ACTUAL COST

INVOICE TO		SHIP TO	
VARIOUS AGENCY LOCATIONS AS INDICATED BY ORDER		VARIOUS AGENCY LOCATIONS AS INDICATED BY ORDER	
No City US	WV	No City US	WV

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
13	Enhanced Vis Cargo Pant - Men's Cut ALT	0.00000	WK		

Comm Code	Manufacturer	Specification	Model #
91111501			

Extended Description:
SEE ATTACHED PRICING PAGE - ATTACHMENT A, FOR ACTUAL COST

INVOICE TO		SHIP TO	
VARIOUS AGENCY LOCATIONS AS INDICATED BY ORDER		VARIOUS AGENCY LOCATIONS AS INDICATED BY ORDER	
No City US	WV	No City US	WV

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
14	Enhanced Vis Cargo Pant - Women's Cut ALT	0.00000	WK		

Comm Code	Manufacturer	Specification	Model #
91111501			

Extended Description:
SEE ATTACHED PRICING PAGE - ATTACHMENT A, FOR ACTUAL COST

INVOICE TO		SHIP TO	
VARIOUS AGENCY LOCATIONS AS INDICATED BY ORDER		VARIOUS AGENCY LOCATIONS AS INDICATED BY ORDER	
No City US	WV	No City US	WV

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
15	WVDOH Identification/Logo Patch 2.5" x 4.5"	0.00000	EA		

Comm Code	Manufacturer	Specification	Model #
11162135			

Extended Description:

SEE ATTACHED PRICING PAGE - ATTACHMENT A, FOR ACTUAL COST

INVOICE TO		SHIP TO	
VARIOUS AGENCY LOCATIONS AS INDICATED BY ORDER		VARIOUS AGENCY LOCATIONS AS INDICATED BY ORDER	
No City US	WV	No City US	WV

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
16	ANSI Class 2 High Vis Short Sleeve T-Shirt REPL STD	0.00000	EA		

Comm Code	Manufacturer	Specification	Model #
53102700			

Extended Description:

SEE ATTACHED PRICING PAGE - ATTACHMENT A, FOR ACTUAL COST

INVOICE TO		SHIP TO	
VARIOUS AGENCY LOCATIONS AS INDICATED BY ORDER		VARIOUS AGENCY LOCATIONS AS INDICATED BY ORDER	
No City US	WV	No City US	WV

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
17	ANSI Class 2 High Vis Short Sleeve Button Down Wk Shirt REPL	0.00000	EA		

Comm Code	Manufacturer	Specification	Model #
53102700			

Extended Description:
SEE ATTACHED PRICING PAGE - ATTACHMENT A, FOR ACTUAL COST

INVOICE TO		SHIP TO	
VARIOUS AGENCY LOCATIONS AS INDICATED BY ORDER		VARIOUS AGENCY LOCATIONS AS INDICATED BY ORDER	
No City US	WV	No City US	WV

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
18	ANSI CL2 High Vis Long Sleeve Button Down Shirt REPL STD	0.00000	EA		

Comm Code	Manufacturer	Specification	Model #
53102700			

Extended Description:
SEE ATTACHED PRICING PAGE - ATTACHMENT A, FOR ACTUAL COST

INVOICE TO		SHIP TO	
VARIOUS AGENCY LOCATIONS AS INDICATED BY ORDER		VARIOUS AGENCY LOCATIONS AS INDICATED BY ORDER	
No City US	WV	No City US	WV

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
19	Enhanced Vis Work Pant - Men's Cut REPL STD	0.00000	EA		

Comm Code	Manufacturer	Specification	Model #
53102700			

Extended Description:
SEE ATTACHED PRICING PAGE - ATTACHMENT A, FOR ACTUAL COST

INVOICE TO		SHIP TO	
VARIOUS AGENCY LOCATIONS AS INDICATED BY ORDER		VARIOUS AGENCY LOCATIONS AS INDICATED BY ORDER	
No City US	WV	No City US	WV

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
20	Enhanced Vis Work Pant - Women's Cut REPL STD	0.00000	EA		

Comm Code	Manufacturer	Specification	Model #
53102700			

Extended Description:
SEE ATTACHED PRICING PAGE - ATTACHMENT A, FOR ACTUAL COST

INVOICE TO		SHIP TO	
VARIOUS AGENCY LOCATIONS AS INDICATED BY ORDER		VARIOUS AGENCY LOCATIONS AS INDICATED BY ORDER	
No City US	WV	No City US	WV

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
21	Enhanced Vis Unlined Flame-Resistant Coveralls REPL STD	0.00000	EA		

Comm Code	Manufacturer	Specification	Model #
53102700			

Extended Description:
SEE ATTACHED PRICING PAGE - ATTACHMENT A, FOR ACTUAL COST

INVOICE TO		SHIP TO	
VARIOUS AGENCY LOCATIONS AS INDICATED BY ORDER		VARIOUS AGENCY LOCATIONS AS INDICATED BY ORDER	
No City US	WV	No City US	WV

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
22	Uniform ANSI Class 2 High Vis 3-Season Hip Jacket REPLrental	0.00000	EA		

Comm Code	Manufacturer	Specification	Model #
53102700			

Extended Description:
SEE ATTACHED PRICING PAGE - ATTACHMENT A, FOR ACTUAL COST

INVOICE TO		SHIP TO	
VARIOUS AGENCY LOCATIONS AS INDICATED BY ORDER		VARIOUS AGENCY LOCATIONS AS INDICATED BY ORDER	
No City US	WV	No City US	WV

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
23	Enhanced Vis Unlined Bib-Overalls REPL ALT	0.00000	EA		

Comm Code	Manufacturer	Specification	Model #
53102700			

Extended Description:
SEE ATTACHED PRICING PAGE - ATTACHMENT A, FOR ACTUAL COST

INVOICE TO		SHIP TO	
VARIOUS AGENCY LOCATIONS AS INDICATED BY ORDER		VARIOUS AGENCY LOCATIONS AS INDICATED BY ORDER	
No City US	WV	No City US	WV

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
24	Enhanced Vis Short Sleeve Button Down Work Shirt REPL ALT	0.00000	EA		

Comm Code	Manufacturer	Specification	Model #
53102700			

Extended Description:
SEE ATTACHED PRICING PAGE - ATTACHMENT A, FOR ACTUAL COST

INVOICE TO		SHIP TO	
VARIOUS AGENCY LOCATIONS AS INDICATED BY ORDER		VARIOUS AGENCY LOCATIONS AS INDICATED BY ORDER	
No City US	WV	No City US	WV

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
25	Enhanced Vis Long Sleeve Button Down Work Shirt REPL ALT	0.00000	EA		

Comm Code	Manufacturer	Specification	Model #
53102700			

Extended Description:
SEE ATTACHED PRICING PAGE - ATTACHMENT A, FOR ACTUAL COST

INVOICE TO		SHIP TO	
VARIOUS AGENCY LOCATIONS AS INDICATED BY ORDER		VARIOUS AGENCY LOCATIONS AS INDICATED BY ORDER	
No City US	WV	No City US	WV

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
26	Enhanced Vis Work Pant - Men's Cut REPL ALT	0.00000	EA		

Comm Code	Manufacturer	Specification	Model #
53102700			

Extended Description:
SEE ATTACHED PRICING PAGE - ATTACHMENT A, FOR ACTUAL COST

INVOICE TO		SHIP TO	
VARIOUS AGENCY LOCATIONS AS INDICATED BY ORDER		VARIOUS AGENCY LOCATIONS AS INDICATED BY ORDER	
No City US	WV	No City US	WV

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
27	Enhanced Vis Work Pant - Women's Cut REPL ALT	0.00000	EA		

Comm Code	Manufacturer	Specification	Model #
53102700			

Extended Description:
SEE ATTACHED PRICING PAGE - ATTACHMENT A, FOR ACTUAL COST

INVOICE TO		SHIP TO	
VARIOUS AGENCY LOCATIONS AS INDICATED BY ORDER		VARIOUS AGENCY LOCATIONS AS INDICATED BY ORDER	
No City US	WV	No City US	WV

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
28	Enhanced Vis Cargo Pant - Men's Cut REPL ALT	0.00000	EA		

Comm Code	Manufacturer	Specification	Model #
53102700			

Extended Description:
SEE ATTACHED PRICING PAGE - ATTACHMENT A, FOR ACTUAL COST

INVOICE TO		SHIP TO	
VARIOUS AGENCY LOCATIONS AS INDICATED BY ORDER		VARIOUS AGENCY LOCATIONS AS INDICATED BY ORDER	
No City US	WV	No City US	WV

Line	Comm-Ln-Desc	Qty	Unit Issue	Unit Price	Total Price
29	Enhanced Vis Cargo Pant - Women's Cut REPL ALT	0.00000	EA		

Comm Code	Manufacturer	Specification	Model #
53102700			

Extended Description:
SEE ATTACHED PRICING PAGE - ATTACHMENT A, FOR ACTUAL COST

SCHEDULE OF EVENTS		
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<u>Line</u>	<u>Event</u>	<u>Event Date</u>
1	Tech Questions due by 10:00am	2023-01-27

SOLICITATION NUMBER: CRFQ DOT2300000079

Addendum Number: 1

The purpose of this addendum is to modify the solicitation identified as CRFQ DOT2300000079 ("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:

Vendor Questions and Responses
Update Specifications
Update Exhibit A Pricing page and Exhibit 2 Locations

Bid Opening remains 02/07/2023 at 1:30pm

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.

SOLICITATION NUMBER – CRFQ DOT2300000079

Addendum Number: 1

Description of Modifications to Solicitation:

1. Pricing Pages, ATT A, Correction to Part I Note: Reference changed from 4.2.1 to 5.2.1.
2. Contract Specifications Corrections to Section 5.2.1 (third and fourth bulleted subsections):
 - One Unit Rate for Contract Item 7 shall equal weekly rental of 2 each of the garment plus weekly laundering and delivery by the Vendor for one each of the garments.
(Originally listed 11 garments instead of 2, in error)
 - One Weekly Unit Rate for Contract Item 8 shall equal weekly rental of 11 each of the garment plus weekly laundering and delivery by the Vendor for five each of the garments.
(Originally listed 2 garments instead of 11, in error)
3. Contract Specifications Corrections to Section 7.1: References to the 60 days implementation timeframe and corresponding timeframe increments were changed to accommodate 45 days.
4. References throughout Contract Specifications for ANSI/ISEA 170-2004 were corrected to ANSI/ISEA 107-2004.
5. EXH 2 was revised to include personnel estimates per location as requested in Vendor Questions #5. Updates have been made to locations and coordinators/sub coordinator listings.

Solicitation Number # DOT2300000079

Responses to Questions from Vendors

Question 1

Are the replacement quantities and charges weekly quantities or annual?

Answer 1

The replacement charge is not a weekly charge - it is for the one-time replacement cost of an item that has been lost/damaged by the Agency, that qualifies for paid replacement as described in Section 3.3.8: of the Contract Specifications. All rental fees associated with the item, once replaced, will resume as part of the rental portion of the program. The estimated quantities are estimates for the term of the contract.

Question 2

Please confirm if the award is based on the weekly rental charges plus the replacement charges?

Answer 2

Yes, that is correct. Using the Pricing Pages (ATT A), the low bid is determined based on the Extended Costs bid in Part I (Weekly Rental Cost/Contract Items 1-14) plus the logo patches cost (Contract Item 15) plus the Extended Costs bid in Part II (Replacement Cost/Contract Items 16-29).

The Totals from Part I and Part II are combined in Part III - Grand Total on the Pricing Pages. This amount will be evaluated to determine the low bid vendor.

Question 3

Would we need to be present at the bid opening?

Answer 3

No, it is optional for vendors to attend the bid opening.

Question 4

Will WVDOH negotiate or work with the apparent awarded vendor on exceptions and clarifications?

Answer 4

If there are concerns with the specifications, they need to be brought to our attention immediately. But any exceptions and clarifications will need to be addressed with WV Purchasing prior to the contract's award. Vendors may submit their own Terms and Conditions with their bid proposal. The acceptance of

proposed Terms and Conditions received with the bid shall be the determination of the WV Purchasing Division.

Question 5

Will WVDOH please provide a rough estimate of the number of employees who work out of each WVDOH locations as referenced in Exhibit 2? Will they please provide this information broken out by location?

Answer 5

Yes. The approximate number of employees served at each district location are available on the revised Exhibit 2 (EXH 2 REV).

Question 6

How will scoring be done for this CRFQ?

Answer 6

As per Section 5 of the Contract Specifications, "The Contract shall be awarded to the qualifying Vendor that provides all Contract Items meeting the required specifications for the lowest overall total cost." The contract will be awarded to the lowest bidding responsible vendor who meets the requirements of the contract specifications.

Question 7

How will WVDOH weigh the requirements listed on the bid, such as garment samples, barcode ID's, vendor software systems/customer portals, wash processes, electronic identification devices for each garment, and price of program?

Answer 7

No weighing or scoring system is applied. For mandatory requirements, it shall be determined during bid evaluation whether each bidding vendor met the mandatory requirements, as per the Contract Specification, to determine if they have provided a responsible bid. Vendors who have met all mandatory requirements, as per the Contract Specifications, will then be evaluated to determine who had the lowest overall total cost bid.

Question 8

How will WVDOH weigh the pricing requested on the pricing page? Will pricing be weighted for weekly unit pricing, emblems, and loss/replacement garments? Or will the grand total dollar amount bid be the determining factor?

Answer 8

The grand total dollar amount will be the deciding factor in determining the lowest bid.

Question 9

Will WVDOH accept multiple responses for pricing spreadsheet from same vendor?

Answer 9

One bid will be evaluated per vendor. If a vendor submits more than one bid, the latest bid submission received prior to the bid closing will be evaluated for award.

Question 10

Will WVDOH allow awarded vendor an opportunity to negotiate the timeframe of the initial delivery of the garments?

Answer 10

It is the intention of WVDOH that the awarded vendor have the WVDOH outfitted in uniforms by May 1, 2023, as the current uniform contract is scheduled to expire on April 30, 2023. If a delay occurs due to backordered Contract items, which prevent the delivery of some or all uniforms under the new contract which are beyond the vendors control, Section 7.4.1 of the Contract Specifications would apply. Aside from backorder circumstances, bidding vendor should be able to accommodate outfitting and delivering ordered uniforms to DOH personnel in the Uniform Program on or by May 1, 2023.

Question 11

Will WVDOH consider alternative sized emblems to the example provided, as long as it meets the color and logo specification requirements and is approved by WVDOH?

Answer 11

Section 3.3.1.7 states "WVDOH Identification/Logo Patch, Contract Item 15, should be sized at 2 ½" x 4 ½" and shall be applied to all shirts, coveralls, bib-overalls, and jackets over the left pocket area in a manner to permanently affix the patch to the garment." Within this section, the use of "should" indicates that the specified size is non-mandatory language. If all mandatory requirements, as identified in the Contract Specifications, are met, some variation in logo size will be allowable.

Question 12

Will WVDOH require that awarded vendor send a service representative in person each and every week to exchange clean and dirty uniforms at each and every location listed on exhibit 2?

Answer 12

Yes. Clothing must be picked up to be laundered every week by the vendor, which will require the vendor or somebody acting on the vendors behalf to visit each location listed on Exhibit 2 (EXH 2) on a weekly basis for the reliable servicing of laundry.

Question 13

In 5.4 it states that awarded vendor will have 45 days to measure and deliver new garments, but in 7.11 it states 60 days. Will you please clarify this?

Answer 13

The Contract Specifications, Section 7.1 has been revised to the minimum 45-day contract implementation timeframe. All stages of the timeframe listed have been revised to reflect a minimum of 15 days per phase.

Question 14

In section 3.3 it states that each employee shall be assigned 2 jackets. In 3.3.1.4, it states that item 7 on spreadsheet is jackets. However, in 5.2.1, it states that item 7 (which looks to be jackets) shall be equal weekly rental of 11 each. How many jackets will each employee receive, 2 or 11?

Answer 14

Each employee will receive two (2) jackets. Section 5.2.1 of the Contract Specification has been revised to correct this error.

Question 15

WVDOH references ANSI/ISEA 170-2004 standards in the solicitation. Should these standards be ANSI/ISEA 107-2004? Also, ANSI/ISEA updated these standards in 2020.

Answer 15

This should read ANSI ISEA 107-2004. The ANSI/ISEA 107-2004 standard is a minimum mandatory requirement as set by the WVDOH. Contract Items must meet or exceed the mandatory requirements of the Contract Specifications. Offering Contract Items meeting the 2020 standard will be acceptable as this exceeds the minimum mandatory requirements.

Question 16

In lieu of warranty language on page 8, paragraph 28, will WVDOH accept manufacturer's warranties?

Answer 16

No, the bidding vendor must take responsibility for the goods and services they bid. WVDOH will not work with the manufacturer to resolve issues of goods and services; the WVDOH will only work with the awarded vendor to resolve issues regarding goods and services under this contract.

Question 17

Do paragraphs 41 and 42 in the general terms and conditions apply to this project? If so, how do they apply? If not, will WVDOH consider removing these paragraphs?

Answer 17

Paragraphs 41 and 42 of the Terms and Conditions do not apply to the textiles and related services solicited in the contract specifications.

Question 18

Is there any flexibility surrounding your request for seasonal sleeve change and the storage of garments?

Answer 18

No, this is a mandatory requirement.

Question 19

With a seasonal sleeve change required for all shirts, the shirts ordered for each employee will only be worn for six months each year. Will WVDOH consider allowing winning vendor to not replace shirts at end of first contract term since they have only been worn half the term of the contract?

Answer 19

If the vendor can provide accurate data that documents that the articles of clothing in question has not been in circulation for 24 months at the time of closeout, and assuming the article of clothing is not damaged, these items may be exempted from the Uniform Exchange. These articles will still however, qualify under Section 3.3.8 for replacement if requested by the Coordinator; based on the original date of issue.

Question 20

What percentage of existing employees are utilizing the seasonal sleeve change?

Answer 20

It is estimated that 50% of DOH personnel in the Uniform Program participate in the seasonal sleeve changeout.

Question 21

Will WVDOH consider different blends of fabric for garments?

Answer 21

Contract Items bid must meet or exceed the mandatory requirements identified in the Contract Specifications. These fabrics have been specifically chosen because of their safety, durability for the wear-and-tear experienced in Highways work, and employees' comfort. They have been selected after different trial-and-errors of fabrics used in the past, and with the input of DOH personnel participating in the Uniform Program.

Section 3.3 states "Contract Items must meet or exceed the mandatory requirements as shown below." Any vendor bidding a fabric blend they believe to exceed our contract specifications must provide ample documentation of how the fabric exceeds mandatory requirements. **The final determination of whether the fabric blend will be accepted or not will be at the sole discretion of WVDOH. Vendor proposing a fabric blend other than that requested must be prepared to either provide the blend requested at the price they had bid during the solicitation or have their entire bid disqualified from consideration.**

Question 22

What FR protection is WVDOH looking to accomplish?

Answer 22

Employees requiring flame resistant clothing shall also be assigned two (2) sets of Enhanced Visibility Coveralls. These are typically assigned to personnel who weld.

Question 23

Will WVDOH accept equivalent alternatives for the coveralls, provided they meet WVDOH's safety requirements/standards?

Answer 23

No alternative to coveralls will be accepted.

Question 24

Will WVDOH require a liner for the ANSI Class 2 Jackets?

Answer 24

No, however the requirement is a three-season jacket to service our employees working in the elements in the Fall, Winter and Spring. Upon examining the samples provided, jackets found to be thin or lightweight without a liner may not meet our expectation of a three-season jacket.

Question 25

Is WVDOH be open to consider a price offering that would include a garment insurance program to cover all damages in lieu of replacement fees?

Answer 25

Yes, but only if such an insurance program was bid into the existing Pricing Pages and bid evaluation structure, as already solicited.

The only way that we can suggest bidding such an insurance program would be to incorporate the expense of the insurance program into the Weekly Rental Costs in Part I of the Pricing Pages, and then bid 0.00 (if truly no charge on replacements) instead of a replacement cost in Part II of the Pricing Pages. The low bid vendor will still be determined by the GRAND TOTAL DOLLAR AMOUNT BID in Part III of the Pricing Pages.

If a replacement insurance program is bid, it shall be understood that that program will cover **any and all** DOH replacement needs, regardless of loss, damage, date of issue, etc. without exception, and without additional fees or charges being assessed to WVDOH outside of this contract.

REQUEST FOR QUOTATION
Uniform Rental Service Contract

SPECIFICATIONS

1. **PURPOSE AND SCOPE:** The West Virginia Purchasing Division is soliciting bids on behalf of the West Virginia Division of Highways to establish an open-end Uniform Rental Service Contract to include weekly pickup and drop-off of uniforms, laundering and maintenance services for approximately 2,800 transportation workers.

The Uniform Rental Service Contract shall provide WVDOH employees involved in maintaining our roads and bridges in traffic related areas, and WVDOH employees involved in equipment repair shop facilities, with a more visible and reflective work uniform for their safety and protection creating a safer work environment, decreasing the likelihood of worker fatalities or injuries caused by motor vehicles, construction vehicles, and equipment.

Upon award, this contract shall be in effect for a period of three (3) years with the option of one (1) three-year renewal, upon the written consent of the WVDOH and the awarded Vendor. All uniforms in circulation for 24 months or more at the time of the renewal shall be exchanged for new uniforms, as per Section 4. It is the intention of the WVDOH that the current contract that is already in effect at the time of this solicitation, will remain in effect until it's expiration on April 30, 2023, by which time the awarded vendor will have already outfitted WVDOH personnel and shall then assume all responsibilities of this contract. Additional information on this and the transition process from the existing Uniform Rental Service Contract to this contract can be found in Section 5.4 of these specifications.

2. **DEFINITIONS:** The terms listed below shall have the following meanings assigned to them throughout and for the purpose of this Solicitation. Additional definitions can be found in Section 2 of the General Terms and Conditions.
- 2.1 **“Alternate Garments”** refers to all garments that are not otherwise identified as “Standard Garments” within this contract. Contract Items 8 thru 14 are “Alternate Garments” and shall be provided to a WVDOH employee ONLY after approval by the WVDOH Human Resources Division.
- 2.2 **“ANSI”** - The American National Standards Institute. Reference: www.ansi.org.
- 2.3 **“ANSI Class 2 High Visibility”** used throughout this Solicitation shall meet Industry Standards ANSI/ISEA 107-2004 Class Standards for those workers working near traffic speeds of greater than 25 miles per hour. Fluorescent limeyellow shall enhance daytime and low-light visibility. Garments shall include, at a minimum: 775 square inches high visibility fabric and 201 square inches of reflective tape. Garments shall uphold during daily wear and tear and industrial wash.

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- 2.4 **“Contract Item” or “Contract Item(s)”** – Contract Items are identified in Section 3 of this Solicitation.
- 2.5 **“Contractor” or “Vendor”** - interchangeably used throughout this Solicitation and in any cited Sections of the West Virginia Department of Transportation, Division of Highways Standard Specifications, Roads and Bridges, adopted latest Standard Specs edition, as amended, including any Supplementals and refers to 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.
- 2.6 **“Enhanced Visibility”** used throughout this Solicitation shall mean “To enhance the visibility of a garment”. There are no governmental regulations/standards mandating the measurement/style of enhancement to a garment. Enhancements to the garments rented on this Contract shall be, at a minimum, no less than 74 linear inches of reflective tape per shirt and no less than 36 linear inches of reflective tape per pant. Garments shall uphold during daily wear and tear and industrial wash.
- 2.7 **“FOB” or “Free on Board”** – indicates that the price for goods includes delivery at the Vendor’s expense to a specified point, and that the Vendor retains liability for loss or damage until the goods are delivered.
- 2.8 **“Liquidated Damages”** - monetary compensation due from the Vendor in the event the Vendor’s performance falls short of contractual stipulation or breaches the contract. Delays in the delivery of goods and/or services or quality failures or corrections by the Vendor may result in the Agency assessing charges for such deficiencies per these contract Specifications, the Standard Specs Section 108.7, as amended.
- 2.9 **“MSDS”** used throughout this Solicitation shall mean Material Safety Data Sheet.
- 2.10 **“Normal Wear and Tear”** used throughout this Solicitation shall mean the nature of daily work for all employees participating in this program, and shall include, but is not limited to, working in and around asphalt, concrete, oil, grease, and chemicals.
- 2.11 **“Standard Garments”** are the standard garments for employees participating in the uniform rental program. Contract Items 1, 2, 3, 4, 5, 6 and 7 are standard garments. All other Contract Items require the written approval of WVDOT Human Resources prior to requesting.

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- 2.12 **“Pricing Pages”** - The schedule of prices attached hereto as Attachment A (ATT A) and used to evaluate Solicitation responses.
- 2.13 **“Reflective Tape”** used throughout this Solicitation shall mean being illuminated by a light source, such as headlights, by returning the light back toward the original source and reaching a vehicle driver’s eye. Reflective Tape used on the garments shall uphold during daily wear and tear and industrial wash.
- 2.14 **“Solicitation”** – means the official notice of an opportunity to supply the State with goods and/or services that is published by the West Virginia Division of Highways.
- 2.15 **“Standard Specs”** – used throughout this solicitation means the West Virginia Department of Transportation, Division of Highways Standard Specifications, Roads and Bridges, most recent edition, as modified or amended by all subsequent Supplemental Specifications.
- 2.16 **“WVDOH”** or **“Agency”**–means the West Virginia Division of Highways.

3. GENERAL REQUIREMENTS:

- 3.1 **Standard Specifications Roads and Bridges:** The following Standard Specs Sections shall apply, as applicable, to the administration of this contract: 101, 102, 103, 104, 105, 106, 107, 108, 109, and 110, as amended.

Materials and performance of this contract shall conform to the requirements of Industry Standards ANSI/ISEA 107-2004 for ANSI Class 2 High Visibility standards where specified, or the Enhanced Visibility WVDOH Standards, where specified, and as defined in Sections 2.3 and 2.6 of these Specifications.

An electronic copy of the Standard Specs and Supplementals may be obtained at <https://transportation.wv.gov/highways/TechnicalSupport/specifications/Pages/default.aspx>. Hard copies of these publications may be purchased from the WVDOH Technical Support Division, by completing the Specification Order Form provided within the website.

- 3.2 **Documentation to be Included with the Bid:** The Vendor should carefully read the entire solicitation invitation. The Vendor should include as part of their bid response:

Certification and Signature Page
Addendum Acknowledgement Form

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- Contract Manager Page
- Product Samples
- Pricing Pages
- Valid Certificate of Insurance; and,
- Any other required forms or supporting information as described herein.

Omitting any required forms, attachments, or documentation as described throughout this contract could deem a bid non-responsive and result in the disqualification of the Vendor's bid response.

3.3 Contract Items or Garments and Mandatory Requirements: Vendor shall provide Agency with the Contract Items listed below on an openend and continuous rental basis. **All garments are rental items and shall remain the property of the awarded Vendor.**

All WVDOH employees participating in this program shall continually be assigned 11 sets of uniforms and two (2) jackets. Additionally, employees requiring flame resistant clothing shall also be assigned two (2) sets of Enhanced Visibility Coveralls. A uniform set shall consist of a t-shirt or work shirt and a work pant. The program shall provide a WVDOH employee six sets of uniforms to be in his or her possession for use during one work week while five sets of uniforms for the same WVDOH employee are being laundered and repaired. This shall continue throughout the length of this contract, including renewals, while the WVDOH employee is participating in the program.

Replacement of any garment included within the 11 sets of uniforms shall be in accordance with the requirements of Section 3.3.8 of this contract so that the WVDOH employee continually maintains 11 sets of uniforms. Contract Items must meet or exceed the mandatory requirements as shown below.

3.3.1 Garments: Contract Items 1 thru 7 are the Standard Garments defined in Section 2.11. Contract Items 8 thru 14 are alternate garments, as defined in Section 2.1. No WVDOH employee may choose an Alternate Garment without the prior written approval of the WVDOT Human Resources.

3.3.1.1 ANSI Class 2 High Visibility and Enhanced Visibility Shirts shall be offered as both T-Shirts and Work Shirts. The Vendor shall provide both long sleeve and short sleeve garments. The WVDOH employees participating in this program will have the choice of style and sleeve length, based on individual preference and seasonal climate, and may select a combination of both styles and/or sleeve lengths.

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- **ANSI Class 2 High Visibility Short Sleeve T-Shirts**, Contract Item 1, shall be lime-yellow in color, 100% polyester material, with a left chest pocket. Standard garment.
- **ANSI Class 2 High Visibility Button Down Work Shirts**, Contract Items 2 & 3, shall be offered as both short sleeve and long sleeve options. Button Down Work Shirts shall be lime-yellow in color, a blended material of 65% polyester and 35% cotton, with left and right chest pockets. Standard garment.
- **Enhanced Visibility Button Down Work Shirts**, Contract Items 9 & 10, shall be offered as both short sleeve and long sleeve options. Button Down Work Shirts shall be dark navy blue in color, 100% cotton material, with left and right chest pockets. Alternate garment.

3.3.1.2 Enhanced Visibility Work Pants. The Vendor shall provide both men's cut and women's cut.

- **Enhanced Visibility Work Pants**, Contract Items 4 & 5, shall be a dark blue denim/jean material sized in men's cut and women's cut. Standard garment.
- **Enhanced Visibility Work Pants**, Contract Items 11 & 12, shall be dark navy blue in color, 100% cotton material and sized in men's cut and women's cut. Alternate garment.

3.3.1.3 Enhanced Visibility Coveralls, Contract Item 6, shall be flame resistant, dark navy blue in color, unlined, 100% cotton material, two-way zipper and have left and right chest pockets. Standard garment.

3.3.1.4 ANSI Class 2 High Visibility Jackets, Contract Item 7, shall be hip-style, three-season jackets and shall be lime-yellow in color, 100% polyester material. Standard garment.

3.3.1.5 Enhanced Visibility Bib-Overalls, Contract Item 8, shall be dark blue denim/jean material, unlined, with one or two front chest pockets, and adjustable buckled suspenders. Alternate garment.

3.3.1.6 Enhanced Visibility Cargo Pants, Contract Items 13_ & 14, shall be a dark navy blue in color, a blended material of 65% polyester

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and 35% cotton, and sized in men's cut and women's cut.
Alternate garment.

3.3.1.7 WVDOH Identification/Logo Patch. Contract Item 15, should be sized at 2 ½" x 4 ½" and shall be applied to all shirts, coveralls, bib-overalls, and jackets over the left pocket area in a manner to permanently affix the patch to the garment.

The patch shall be white material with a 1/8" dark blue embroidered border and dark blue embroidered "WVDOH" letters. The embroidery thread shall match the same color of dark blue as the work pants. The patch backing shall be plastic coated consisting of polyester/cotton twill. The embroidery thread shall be rayon. Reference Exhibit 1 (EXH 1) for an example of the size and style of the patch.

3.3.1.7.1 The Vendor's bid price for the patch shall include the price of the patch and the price of the initial attachment to the shirts, coveralls, bib-overalls, and jackets. There shall be no additional compensation to the Vendor for maintaining or replacing the patches.

3.3.1.8 The Vendor shall provide the MSDS information of material used for each style of shirts, pants, coveralls, bib-overalls, and jackets. The Vendor shall provide the MSDS information for the reflective tape used for all garments. The Vendor should provide this information with their bid documents. If the Vendor fails to provide the MSDS information with their bid document, the Vendor shall provide the MSDS information within five (5) calendar days after request has been made by the Purchasing Division.

3.3.2 All Contract Items shall remain the property of the Vendor and are considered rental items. The Vendor shall provide all storage and inventory of garments. At no time shall the WVDOH employee or the State of WV assume storage for any garment that is not currently in the possession of a WVDOH employee such as, but not limited to, Seasonal Sleeve Change-Out, reference Section 3.3.11.

At no time, shall the State of WV pay rental, storage, or laundering costs for garments not in the possession of a WVDOH employee. Garments in storage, such as, but not limited to, Seasonal Sleeve Change-Out garments, shall not incur any costs to the State of West Virginia.

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3.3.3 The Vendor shall have in place, at the time of bidding and ready for use, a software system capable of electronically identifying each garment assigned to this contract and able to track the life cycle of each garment. Manual processes will not be acceptable. The Vendor should provide the name of the software system along with a brief description of the functionality. If the vendors software offers an online customer portal/dashboard for the tracking or reporting of Uniform Rental Services, Vendor should provide a brief description of the functionality with their bid.

Upon request, the Vendor shall provide an electronic report of each garment as assigned to an employee, per District/Division, per location.

In addition, the software system shall provide all requested reports, to include, but not limited to, those identified in Section 39 of the General Terms and Conditions and Section 10.3 of these contract specifications.

3.3.4 Each garment shall have an identification mark or an identification device for identifying and electronically tracking the garment for the individual WVDOH employee. This identification mark or device is preferred to be in the shirt tail of all shirts and jackets. This identification mark or device should be in the waist band of all pants.

3.3.5 Vendor shall launder garments to the highest industry standards with hypoallergenic detergents on a weekly basis. Garments not cleaned to the satisfaction of the WVDOH shall be returned to the Vendor for relaundering until the garment is cleaned to the WVDOH's satisfaction. The Vendor shall not assess an additional charge for the relaundering of any garment.

Vendor should have a system in place to launder heavily soiled items separate from less soiled items to prevent the transfer of soiled material during laundering as much as possible.

3.3.6 The Vendor shall be responsible for the repair of all damage to the garments. As WVDOH employees must maintain a professional appearance, all garments shall be maintained in a constant state of superior condition, with buttons and snaps securely attached and missing buttons and snaps replaced. Repairs shall be expeditiously remedied, and the garment returned as part of the next delivery, throughout the life of the contract. The Vendor shall not charge for garments that are returned for repair necessitated by normal wear and tear.

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Failure of the Vendor to repair garments to a satisfactory condition or provide a replacement shall be reason to withhold the next semi-monthly payment until the repair is accomplished and may be subject to liquidated damages, as per Section 7.4.

- 3.3.7 Standard and special alterations shall be done by the Vendor at no additional charge which will include, but is not limited to, sleeve length and pant length alterations.
- 3.3.8 **Replacement Costs**, Contract Items 16 thru 29, are identified within the Pricing Pages, Attachment A (ATT A), Part II.

Garments in circulation, considered unsightly by the WVDOH and not meeting superior conditions due to mending, stains, rips, excess wear and/or no longer meeting ANSI visibility standards, as per Section 3.3.8.1 below, shall be replaced with inventoried garments of the appropriate size by the Vendor at no additional cost to the WVDOH. If inventory garments of like style and size are not available, the Vendor shall provide the WVDOH employee a new garment. The WVDOH will pay the Vendor for the purchase of a new garment per Pricing Page, Part II, Replacement Cost on the following sliding scale:

Damaged Garment Sliding Scale Pricing Pages, Part II	
Amount of Time the Damaged Garment was in Circulation:	% Replacement Cost To Be Paid by WVDOH
0 thru 5 months	100%
6 thru 11 months	50%
12 thru 17 months	25%
18 months or more	0%

For damaged garment in circulation over 18 months, Replacement Cost will be paid by the Vendor.

- 3.3.8.1 The Vendor shall maintain ANSI approved equipment to inspect and verify that each garment meets the ANSI requirements and the requirements of this contract. Each garment **MUST** continually maintain the required high visibility fabric and reflective tape.

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At any time that the WVDOH does not feel that a garment meets the requirements, the Vendor shall reinspect the garment and provide written documentation of that inspection.

Any loose, fraying/sluffing or faded reflective tape on any garment MUST be repaired immediately or that garment replaced immediately. If the Vendor denies replacement, the Vendor must provide written justification as to why the request is denied. In the event of a dispute, the final determination as to uniform replacement shall rest with the WVDOH. The decision of the State of WV shall be final and without recourse.

3.3.9 Sizing of Employees for Garments: Measuring shall include physical measurements taken by an experienced professional including “trying on” of a sample garment, pre-laundered to account for any potential shrinkage, of the exact style/type and size that the Vendor will be providing. Whenever measurements are taken, it is the responsibility of the Vendor to provide enough sample garments for this purpose. Verbal measurements will not be acceptable. Proper fit of a garment shall be guaranteed. The Vendor shall provide a document, to be signed by the employee, agreeing to the measured size.

3.3.9.1 For T-Shirts, Work-Shirts, and Jackets, the Vendor’s bid costs for each shirt style shall include short and long sleeve length and short and tall shirt tail length. Each shirt style and jacket sizes shall range from Adult Small through Adult 8XL. There will be no extra costs associated with larger sized shirts and jackets passed onto the WVDOH at any time during the life of the contract.

3.3.9.2 For Pants, Coveralls and Bib-Overalls, the Vendor’s bid costs for each pant style, coveralls and bib-overalls shall include short and long inseams having no minimum or maximum waist size.

3.3.9.3 Measuring for the new garments shall be performed by the Vendor and held at set locations as provided to the Vendor by the WVDOH. The measuring for current WVDOH employees in the program shall be completed no later than 15 working days after award of the contract.

For new WVDOH employees to the program, after the initial implementation of the contract, measuring shall be performed by the Vendor at the WVDOH employee’s pickup/drop off location and delivery of garments shall be completed within 15 working

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days after the Vendor is advised of the new WVDOH employee entering the program.

3.3.9.4 At any time during the term of this contract, employees currently in the program who have been measured previously under this contract may be remeasured if the WVDOH employee feels the need to change the current size due to weight fluctuations or any other viable factor as determined by the WVDOH. Measuring shall be taken in accordance with 3.3.9 of these specifications and only at the request of the WVDOH Coordinator.

3.3.10 Cotton Garments: To accommodate any WVDOH employee that has been approved by the WVDOH upper management to be exempt from the standard garments, the WVDOH employee shall be accommodated with cotton garments. Only after approval by the WVDOH Human Resources office shall the WVDOH SubCoordinator request cotton garment(s) to be delivered for a WVDOH employee. The Vendor shall change-out the assigned standard garment(s) with cotton garment(s) within 15 days after the Vendor is advised.

3.3.11 Seasonal Sleeve Change Out: The Vendor shall work with each WVDOH District/Division to establish a "sleeve length change-out" period, twice a year to coincide with seasonal weather changes to accommodate the WVDOH employee requesting long sleeve shirts for the colder season and short sleeve shirts for the warmer season. The "sleeve length change-out" shall be administered by the Vendor at no additional cost to the WVDOH. The Vendor shall be responsible to provide all storage and inventory of garments not currently being worn by a WVDOH employee at no charge, per Section 3.3.2.

EXAMPLE: During the short sleeve shirt season, the Vendor shall provide storage for all long sleeve shirts not in use by a WVDOH employee.

3.1.12 Garments, Patches, and Identification Marks on Garments Removed from the Program:

3.1.12.1 During the lifetime of this contract or after this contract has completed, if the Vendor destroys or removes any garment from circulation or storage, for any reason, the Vendor SHALL remove and destroy the WVDOH patch and remove all WVDOH employee identification information from the garment. Any garment removed from the program that is found with a WVDOH patch affixed and/or the WVDOH employee

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identification information not removed will be grounds for legal action against the awarded Vendor by the State of WV.

3.1.12.2 During the lifetime of this contract, any garment found being utilized outside of the requirement of this contract will be grounds for legal action against the awarded Vendor by the State of West Virginia.

4. CONTRACT RENEWAL:

After the initial three-year contract has completed, the WVDOH and the awarded Vendor shall have the option to renew the Contract, and all subsequent change orders, for one additional three-year renewal period. As described in Section 4.1 below. At the beginning of the renewal period, the Vendor shall replace, at a minimum, any garment in circulation over 24 months as part of the renewal option, at no additional cost to the WVDOH. Garments in circulation less than 24 months may be considered by the WVDOH for replacement. It shall be the responsibility of the Vendor to track the life cycle of each garment per Section 3.3.3.

4.1 Uniform Exchange

4.1.1 Approximately 60-90 days prior to the completion of the third year of the contract, and after the official notice of the renewal's approval has been finalized, the vendor shall begin the process of exchanging all uniforms that will have been in circulation for 24 months or more at the date of the contract renewal, with new uniforms, including seasonal sleeve change out items. This exchange should be completed no later than 45 days after the effective date of the contract renewal.

4.1.2 Any WVDOH employee may be measured and sized again according to Section 3.3.9 of these specifications. Sizing events for the uniform exchange may be requested by WVDOH at no additional charge, if deemed necessary.

4.1.3 Uniforms should be exchanged through the weekly laundry service. At no time throughout the Uniform Exchange should the employee be without uniforms.

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- 4.1.4** WVDOH personnel shall turn in all articles in their possession through regular laundry service, for replacement, no later than 30 days after the contract's renewal effective date.
- 4.1.5** The WVDOH will not pay damage/replacement costs for returned garments, no matter the visible appearance/presentation of the garment unless a garment is intentionally damaged by the WVDOH and agreed upon by both the Vendor and the WVDOH upper management upon pick-up by the Vendor.
- 4.1.6** Garments lost/misplaced while in the possession of the WVDOH will be paid to the Vendor at the damage/replacement cost. The Vendor shall provide one detailed invoice identifying the WVDOH employees, by District/Division, by location, the garments, and the damage/replacement cost of the garment per the sliding scale. Reference Section 3.3.8.

4.2 Renewal Price Adjustments: A price adjustments will occur one time, with the contract's renewal, and only if all parties agree to renew the contract for an additional three (3) year period under the same terms, conditions, and specifications.

- 4.2.1** All Contract Items will be adjusted proportionally, upwards, or downwards, based on the percentage change from January 2023 to the most recent index rate available at the time of renewal submission on the Producer Price Index by Commodity: Textile Products and Apparel index at <https://fred.stlouisfed.org/series/WPU03>. If for any reason the index is no longer available at the time of the renewal, an equivalent textile index will be used.

EXAMPLE OF ADJUSTMENT:

- The January 2021 index rate was 151.300
- The January 2022 index rate was 174.218
- Contract Item 1 bid price was \$5.00/week (example only)

A 15.15% change in the Textile Products and Apparel index occurred between January 2021 and January 2022. Contract Item 1 will be adjusted proportionally to match the percentage change in the index – therefore would be increased by 15.15%. The contract price for this Contract Item during the renewal period would be adjusted from \$5.00 to \$5.76 per week for the remainder of the contract. The same calculation would be performed for all Contract Items proportionally.

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- 4.2.2 The Price adjustments and renewal will be granted or denied at the sole and absolute discretion of the State.
- 4.2.3 Price adjustments shall be memorialized by a written Change Order which must be reviewed and approved by the WVDOT Budget and Procurement Division to be effective. Adjusted pricing will not take effect until the effective date of such Change Order and cannot be retroactive.

5. CONTRACT AWARD:

- 5.1 **Contract Award:** This Contract is intended to provide Agencies with a rental price on all Contract Items. The Contract shall be awarded to the qualifying Vendor that provides all Contract Items meeting the required specifications for the lowest overall total cost. The award of the Contract shall be based on the Grand Total bid amount of the Extended Weekly Rental Cost plus the Extended Logo Patch Cost from Pricing Pages Part I and the Extended Replacement Cost from Pricing Pages, Part II. This Grand Total bid amount shall be noted on the Pricing Pages Grand Total, Part III.
- 5.2 **Pricing Pages, Attachment A (ATT A), consists of three (3) pricing sections referred to as Part I, Part II, and Part III.** All three (3) Parts should be completed and submitted with award. Vendor should complete the Pricing Pages in their entirety as failure to do so may result in Vendor's bid being disqualified. All Contract Items in Part I and Part II of the Pricing Pages must be bid in order to be evaluated for award. All bids or pricing submitted shall be held and honored by the Vendor for 90 days after the bid opening date.

The Pricing Pages contain a list of Contract Items and their estimated rental volume, estimated replacement volume, and estimated logo patches volume. These estimates represent the approximate volume of anticipated rentals, replacements, and logos ONLY. No future use of the Contract or any individual item is guaranteed or implied.

Vendor Instructions:

- 5.2.1 **Vendor Instructions, Pricing Pages, (ATT A) Part I:** Vendor should complete Pricing Pages, Part I by providing One Weekly Unit Rate for each Contract Item. Every Contract Item must be bid to be considered for award. Vendor should complete Pricing Page, Part I in its entirety as failure to do so may result in Vendor's bid being disqualified.

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PART I UNIT DESCRIPTIONS

- One Weekly Unit Rate for Contract Items 1 through 5 shall equal weekly rental of 11 each of the garment plus weekly laundering and delivery by the Vendor for five each of these garments.
- One Weekly Unit Rate for Contract Item 6 shall equal weekly rental of two each of a garment plus weekly laundering and delivery by the Vendor for one each of the garments.
- One Unit Rate for Contract Item 7 shall equal weekly rental of 2 each of the garment plus weekly laundering and delivery by the Vendor for one each of the garments.
- One Weekly Unit Rate for Contract Item 8 shall equal weekly rental of 11 each of the garment plus weekly laundering and delivery by the Vendor for five each of the garments.
- One Weekly Unit Rate for Contract Items 9 through 12 shall equal weekly rental of 11 each of the garment plus weekly laundering and delivery by the Vendor for five each of these garments.
- One Weekly Unit Rate for Contract Items 13 through 14 shall equal weekly rental of 11 each of the garment plus weekly laundering and delivery by the Vendor for five each of these garments.
- One Unit Rate for item 15 shall equal one (1) each cost. There is no rental rate considered for this item.

5.2.2 Vendor Instructions, Pricing Pages (ATT A) Part II: Vendor should complete Pricing Pages, Part II by providing a Replacement Cost Rate for each Contract Item. Every Contract Item must be bid to be considered for award. Vendor should complete Pricing Pages, Part II in its entirety as failure to do so may result in the Vendor's bid being disqualified.

Pricing Pages, Part II contains a list of the Contract Items and an estimated number of replacements per Contract Item during the first year. The estimated replacement volume for each item represents the approximate volume of anticipated replacements only. No replacement is guaranteed or implied.

5.2.3 Vendor Instructions, Pricing Pages (ATT A) Part III: Vendor should complete Pricing Pages, ATT A, by providing a Grand Total bid amount.

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Award of the Contract shall be based on the Grand Total bid amount. Vendor should complete Pricing Pages (ATT A) Part III in its entirety as failure to do so may result in Vendor's bid being disqualified.

5.2.4 Vendor should type or electronically enter the information into the Pricing Pages spreadsheet to prevent errors in the evaluation. In most cases, the Vendor can request an electronic copy of the Pricing Pages spreadsheet for bid purposes by sending an email request to the following address: John.W.Estep@wv.gov.

5.3 Product Samples of Contract Items 1 thru 15: The Vendor must submit samples of the exact materials, quality, workmanship, style and color of the garments and patch proposed in their bid response for each Contract Item on the Pricing Pages, Attachment A (ATT A). Vendor must submit a sample of their proposed electronic identification device for each garment. The samples submitted should be an example to the WVDOH that the Vendor can provide garments which meet the requirements contained in this Solicitation. **If the Vendor chooses not to provide samples with their bid response, if requested by the State of WV, the Vendor must provide samples to the State of WV within five working days of the request.** Samples will be returned to the Vendors NOT being awarded this contract.

5.3.1 Changing the Contract Item Descriptions, Units of Measure, or Estimated Quantities on the **Pricing Pages, Attachment A (ATT A)**, shall result in the disqualification of Contract Item bid on the altered line. All Contract Items must be bid for bid evaluation and contract award; therefore, the disqualification of any Contract Item will result in the disqualification of the entire bid.

Submitting Pricing Pages except those provided with this solicitation, as described in Section 4.2, shall result in the disqualification of all Contract Items bid on the erroneous Pricing Pages.

5.4 Contract Award Transition: Upon the award of this new Contract, the current/existing Contract will remain in effect until it expires on April 30, 2023. To ensure that all current WVDOH employees participating in the rental program remain in full uniform, this concurrent transition time-period will allow:

- The new awarded Vendor to fulfill the requirements of the initial measuring, manufacturing, sewing and delivery of the new uniforms to the WVDOH employees participating in the program. The awarded Vendor shall have a minimum of 45 days to measure, manufacture, sew and deliver complete uniform sets to all current WVDOH employees participating in the rental

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program by May 1, 2023. Reference Section 7.1 of these specifications for the WVDOH expected timeline.

- The close-out by the WVDOH and the current Vendor by collecting and picking up all garments associated with the current contract and any additional settling-up details.
- The successful Vendor cannot begin billing during the implementation phase, prior to the current contract's expiration on April 30, 2023, and all new uniforms have been delivered to the WVDOH facilities.

6. ORDERING AND PAYMENT:

6.1 Ordering: Vendor shall accept orders through regular mail, facsimile, email, or any other written forms of communication. Vendor shall maintain and keep current its phone numbers, fax number, email address, locations and ordering/billing/ payment addresses with WVDOH and in wvOASIS. Vendor may, but is not required to, accept online orders through a secure internet ordering portal/website. If Vendor can accept online orders, it shall include in its response a brief description of how Agencies may utilize the online ordering system. Vendor shall ensure that its online ordering system is properly secured and shall provide certification to WVDOH Operations Division prior to processing Agency orders online.

6.2 Payment: Vendor shall accept payment in accordance with the payment procedures of the State of West Virginia. The State of West Virginia currently utilizes a Purchasing Card program, administered under contract by a banking institution, as well as Electronic Funds Transfer as methods to process payment for goods and services. The Vendor shall accept the State of West Virginia's Purchasing Card and Electronic Funds Transfer for payment of orders under this Contract. Electronic Funds Transfer for payment is available through the WV State Auditor's Office. The Vendor may visit the WV State Auditor's website (wvsao.gov) for all necessary forms and instructions. Payment method may be dictated at WVDOH's discretion.

Payment for weekly rental, Pricing Pages (ATT A) Part I shall be made to the Vendor semi-monthly on the 15th and last day of each month. Payment for Replacement Garments shall be made to the Vendor according to Pricing Page, Part II, and Section 3.3.8 of these specifications.

6.2.1 The Vendor shall assign a dedicated toll-free telephone number staffed with a team knowledgeable on the requirements of this contract to accept

REQUEST FOR QUOTATION
Uniform Rental Service Contract

Purchasing Card payments and to discuss and issue any credits/deductions/corrections to any invoice.

The WVDOH will adjust any invoice that is not billed correctly and pay accordingly. Any credit/deduction/correction to an invoice shall be issued and corrected by the Vendor by the next billing period.

- 6.2.2** At no time shall the WVDOH pay for late charges or any other additional charges toward an unpaid or partial paid invoice that is not included in this contract.

7. DELIVERY, RETURN & LIQUIDATED DAMAGES:

7.1 Delivery Timeframe of Garments

- 7.1.1** The Vendor shall have a minimum of 45 days from the award of the contract to provide new garments to all WVDOH employees participating in the program. This 45-day implementation should include:

- The first 15 days should be allotted for measuring of each WVDOH employee participating in the program.
- The next 15 days should be allotted for manufacturing and sewing of each WVDOH garment. Additional time may be available to the vendor for this phase but is contingent upon the date of the contract award and cannot be guaranteed at the time of the solicitation.
- The final 15 days should be allotted for delivery of each WVDOH employee's sets of uniforms.
- After the initial measuring, manufacturing, and sewing is complete for all WVDOH employees participating in the program and the new garments are ready for delivery to the WVDOH by the Vendor, the Vendor shall coordinate the initial delivery with the WVDOH District/Division Coordinators.

The WVDOH encourages the Vendor to complete each deadline sooner than the established deadlines, where possible.

- 7.1.2** After the initial 45-day implementation of the program, any WVDOH employee who joins the program shall be provided garments of equal quality to those of their fellow employees within 15 days after the Vendor is advised.

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Uniform Rental Service Contract

7.2 Weekly Delivery, Inspection and Pickup of Garments:

7.2.1 A WVDOH District/Division Coordinator will be assigned to each District/Division along with an assigned Sub-Coordinator for each WVDOH Pickup/Delivery location. This information is provided on Exhibit 2 (EXH 2), WVDOH Pickup/Delivery Locations.

7.2.2 The Vendor shall maintain weekly mandatory delivery to the locations identified on Exhibit 2 (EXH 2), WVDOH Pickup/Delivery Locations. A hard copy delivery ticket is required for each week's pickup/delivery from each Pickup/Delivery Location; an electronic copy may not be substituted for the hard copy delivery ticket.

7.2.2.1 A set scheduled time shall be established with the WVDOH and the Vendor for each WVDOH Pickup/Delivery Location. Any deviation from this schedule must be prior approved by the WVDOH SubCoordinator and District/Division Coordinator for any location. The Vendor must contact the WVDOH SubCoordinator two weeks in advance, or if an emergency, as soon as possible, to arrange for a different time. This shall only be on rare occasions, handled on a casebycase basis and only if acceptable and convenient to the WVDOH SubCoordinator.

7.2.2.2 The WVDOH Sub-Coordinator shall inspect all laundered garments delivered prior to the Vendor's representative leaving the WVDOH Pickup/Delivery Location. Any garment that does not pass the WVDOH SubCoordinator's initial inspection shall be returned to the Vendor's representative for re-laundering or repair at no additional charge to the WVDOH, at that time. Reference Section 3.3.5.

7.2.3 **All garments picked up one week must be returned the following week.** In addition, any garment not returned within two weeks shall be considered lost and the Vendor shall replace the garment prior to the next semimonthly payment, without replacement charged to the WVDOH.

7.2.4 Additions and/or deletions to the WVDOH Pickup/Delivery Locations Pages, Exhibit 2 (EXH 2) may be made upon written notification by the WVDOH via a Change Order to the Contract at no additional charge to the WVDOH.

7.2.5 The number of employees at any WVDOH Pickup/Delivery Location, Exhibit 2 (EXH 2) may vary over the life of this contract.

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Uniform Rental Service Contract

7.3 Late Delivery of Garments: The Agency placing the order under this Contract must be **notified in writing if orders** will be delayed for any reason. Failure to deliver uniforms, replacement uniforms, and/or new uniforms by the regular delivery schedules, observing the delivery requirements detailed throughout these contract specifications, may be determined by the WVDOH, at its sole discretion, as harmful to the Agency and as such may result in WVDOH's cancellation of the delayed order and may result in the application of Liquidated Damages.

7.4 Liquidated Damages: If the Vendor's uniform deliveries or corrections of Contract Items exceeds the delivery due date/timeframe, the Vendor shall agree that no extension of contract time may be granted unless Liquidated Damages are applied by the WVDOH in the form of an off-set reduction to the total amount of the Vendor's final invoice. The WVDOH shall calculate Liquidated Damages per project beginning on day one after the WVDOH's specified delivery due date, in accordance with this Section, the contract's Terms and Conditions, and the Standard Specs Section 108.7, as amended.

WVDOH may assess liquidated damages in the amount of \$300 per day, cumulatively per WVDOH District / Division, as identified in Exhibit 2. Regardless of whether a single Contract Item qualifies for liquidated damages, or numerous Contract Items qualify for liquidated damages within the same delivery location; the maximum liquidated damages per day, per billing District / Division, shall not exceed \$300.

Exceptions shall be made in the event of unforeseen circumstances including, but not limited to, inclement weather, State of Emergency declared affecting for the delivery location, or emergencies identified in Section 7.2.2.1 preventing the uniform delivery to the WVDOH delivery location.

7.4.1 Backordered Contract Items. If new/replacement Contract Items cannot be delivered due to a backorder circumstance, the Vendor shall provide WVDOH with written documentation from their source of the backorder and the estimated delivery date. WVDOH will allow the vendor a 60-day Liquidated Damages grace period for backordered items, from the original order date, to allow the Vendor time to secure the Contract Items from another acceptable source and deliver them to WVDOH. If Vendor does not provide WVDOH with sufficient written documentation from their source of backorder circumstance, no grace period will be warranted.

If the backordered items cannot be obtained and delivered by the first regular delivery following the 60-day grace period, WVDOH may, at their sole discretion, assess liquidated damages as per Section 6.4, or WVDOH may seek to cancel the contract.

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Uniform Rental Service Contract

- 7.5 Delivery Payment/Risk of Loss:** Standard order delivery shall be F.O.B. destination to the WVDOH 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.
- 7.6 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 according to the requirements set forth in Section 6.2 of these specifications.
- 7.7 Return Due to Agency Error:** Items ordered in error by the Agency will be returned for credit within thirty days of receipt, F.O.B. Vendor's location. Vendor shall not charge a restocking fee. Contract Items shall be placed into the WVDOH inventoried items for future use.

8. COMPLETION OF CONTRACT:

Upon the expiration/completion of the contract, whether by decision to not renew or that all renewals have been exhausted, to complete the contract all WVDOH employees shall return all garments in their possession to their assigned WVDOH Pickup/Delivery Location, unless advised otherwise.

Jointly, the WVDOH upper management and the Vendor shall schedule a final pickup date once a new contract is awarded, is functional, and a notification of final payment has been determined and advised. The mutually decided final pickup date should be no later than 15 working days after the notification.

The WVDOH will not pay damage/replacement costs for returned garments, no matter the visible appearance/presentation of the garment unless a garment is intentionally damaged by the WVDOH and agreed upon by both the Vendor and the WVDOH upper management upon pick-up by the Vendor.

Garments lost/misplaced while in the possession of the WVDOH will be paid to the Vendor at the damage/replacement cost. The Vendor shall provide one detailed invoice identifying the WVDOH employees, by District/Division, by location, the garments, and the damage/replacement cost of the garment per the sliding scale. Reference Section 3.3.8.

Any lost/misplaced garment older than 18 months, whether lost/misplaced by the Vendor or the WVDOH, shall be at the Vendor's expense and not paid by the WVDOH.

The WVDOH shall audit the invoice and approve or adjust the invoice by providing backup documentation for any non-agreed listed garment.

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Garments lost/misplaced while in the possession of the Vendor will NOT be paid at the damage/replacement cost, as well as garments in storage/inventory garments.

9. VENDOR DEFAULT:

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

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

9.1.2 Failure to comply with other specifications and requirements contained herein.

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

9.1.4 Failure to remedy deficient performance upon request.

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

9.2.1 Immediate cancellation of the Contract.

9.2.2 Immediate cancellation of one or more release orders issued under this Contract.

9.2.3 Any other remedies available in law or equity.

10. MISCELLANEOUS:

10.1 **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.

10.2 **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.

10.3 **Reports:** Vendor shall provide the Agency with quarterly reports, annual summaries, and/or monthly reports as requested by the Agency and/or the West

REQUEST FOR QUOTATION
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- Virginia Purchasing Division showing quantities, total dollar value of the Contract Items purchased, ordered, shipped & invoiced with dates in spreadsheet format as defined by the Agency. Failure to supply such reports may be grounds for cancellation of this Contract.
- 10.4 Customer Service:** During the life of this Contract, the Vendor must provide customer service availability at a toll-free number Monday through Friday, from 7:30 am to 5:00 pm, Eastern Standard Time. Customer service representatives must be familiar with the specifications of this Contract, Pricing Pages, Part I and Part II, and WVDOH Pickup/Delivery Locations Pages, Exhibit 2 (EXH 2).
- 10.5 Contract Manager:** During its performance of this Contract, the Vendor must designate and maintain a primary Contract Manager responsible for overseeing the Vendor's responsibilities under this Contract. The Contract Manager must be available during normal business hours to address any customer service issues or other issues related to this Contract. The Vendor should list its Contract Manager and his/her contact information below. The Contract Manager shall be available to attend mandatory semi-annual meetings with the WVDOH or at any other designated time that the WVDOH feels that a meeting is needed. If at any time during the life of this Contract there is a change in Contract Managers, the Vendor shall notify the WVDOH Central Office as soon as possible.

Contract Manager: Amanda Rowe
Telephone Number: 843-324-4956
Fax Number: _____
Email Address: RoweA@Cintas.com

Vendor shall inform the Agency in writing of any changes to the information provided above within ten (10) calendar days of such changes. Failure to comply may be grounds for cancellation of this contract.

**WVDOH Uniform Rental Service Contract
Pricing Page, Attachment A (ATT A)**

Part I. Weekly Rental Cost Instructions: Vendor shall provide One Weekly Unit Rate for each Contract Item listed below. Failure to provide a bid price for for every Contract Item below will result in the Vendor's bid being disqualified.

NOTE: Please refer to Section 5.2.1 of the Contract Specifications for description of a "Unit".

Contract Item #	Estimated ** Weekly Unit Quantity	Item Description	One Weekly Unit Rate	Extended Weekly Cost
Standard	1	ANSI Class 2 High Visibility Short Sleeve T-Shirt (Section 3.1.1.1) Lime Yellow, 100% Polyester, Left Chest Pocket		
	2	ANSI Class 2 High Visibility Short Sleeve Button Down Work Shirt (Section 3.1.1.1) Lime Yellow, blended Material 65% Polyester and 35% Cotton, Left and Right Chest Pocket		
	3	ANSI Class 2 High Visibility Long Sleeve Button Down Work Shirt (Section 3.1.1.1) Lime Yellow, blended Material 65% Polyester and 35% Cotton, Left and Right Chest Pocket		
	4	Enhanced Visibility Work Pant - Men's Cut (Section 3.1.1.2) Dark Blue Denim/Jean material		
	5	Enhanced Visibility Work Pant - Women's Cut (Section 3.1.1.2) Dark Blue Denim/Jean material		
	6	Enhanced Visibility Unlined Flame-Resistant Coveralls (Section 3.1.1.3) Navy Blue, 100% Cotton 2-way Zipper, Left and Right Chest Pocket		
	7	ANSI Class 2 High Visibility 3-Season Hip Jacket (Section 3.1.1.4) Lime Yellow, 100% Polyester		
Alternate	8	Enhanced Visibility Unlined Bib-Overalls (Section 3.1.1.5) Dark Blue Denim/Jean Material Adjustable buckled suspenders, Left and/or Right Chest Pocket		
	9	Enhanced Visibility Short Sleeve Button Down Work Shirt (Section 3.1.1.1) Navy Blue, 100% Cotton, Left and Right Chest Pocket		
	10	Enhanced Visibility Long Sleeve Button Down Work Shirt (Section 3.1.1.1) Navy Blue, 100% Cotton, Left and Right Chest Pocket		
	11	Enhanced Visibility Work Pant - Men's Cut (Section 3.1.1.2) Navy Blue, 100% Cotton		
	12	Enhanced Visibility Work Pant - Women's Cut (Section 3.1.1.2) Navy Blue, 100% Cotton		
	13	Enhanced Visibility Cargo Pant - Men's Cut (Section 3.3.1.6) Navy Blue, blended Material 65% Polyester and 35% Cotton		
	14	Enhanced Visibility Cargo Pant - Women's Cut (Section 3.3.1.6) Navy Blue, blended Material 65% Polyester and 35% Cotton		
TOTAL EXTENDED WEEKLY RENTAL COST				

Contract Item #	Estimated ** Quantity	Item Description	Cost Each	Extended Logo Patch
15	42,000/each	WVDOH Logo Patch (2.5" x 4.5") shall be placed above the left pocket on all shirts, coveralls, bib overalls and jackets (Section 3.1.1.7)		

*	TOTAL PART I. COST equals the total of Extended Weekly Rental Cost plus Extended Logo Patch Cost			
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**Provide this Rate in Part III as well*

(Continue to Page 2)

**WVDOH Uniform Rental Service Contract
Pricing Page, Attachment A (ATT A)**

Part II. Replacement Cost - Instructions: Vendor shall provide a Replacement Cost Rate for each Contract Item listed below. Failure to provide a replacement cost for every contract item will result in the Vendor's bid being disqualified.

NOTE: Replacement Cost, for new garments, shall be paid per the rates listed below based on the sliding scale described in Section 3.3.8 of the Contract Specifications.

	Contract Item #	Estimated ** Replacement Quantity	Item Description	Replacement EACH Rate	Extended Replacement Cost
Standard	16	50	ANSI Class 2 High Visibility Short Sleeve T-Shirt (Section 3.1.1.1) Lime Yellow, 100% Polyester, Left Chest Pocket		
	17	37	ANSI Class 2 High Visibility Short Sleeve Button Down Work Shirt (Section 3.1.1.1) Lime Yellow, blended Material 65% Polyester and 35% Cotton, Left and Right Chest Pocket		
	18	37	ANSI Class 2 High Visibility Long Sleeve Button Down Work Shirt (Section 3.1.1.1) Lime Yellow, blended Material 65% Polyester and 35% Cotton, Left and Right Chest Pocket		
	19	100	Enhanced Visibility Work Pant - Men's Cut (Section 3.1.1.2) Dark Blue Denim/Jean material		
	20	25	Enhanced Visibility Work Pant - Women's Cut (Section 3.1.1.2) Dark Blue Denim/Jean material		
	21	25	Enhanced Visibility Unlined Flame-Resistant Coveralls (Section 3.1.1.3) Navy Blue, 100% Cotton 2-way Zipper, Left and Right Chest Pocket		
	22	125	ANSI Class 2 High Visibility 3-Season Hip Jacket (Section 3.1.1.4) Lime Yellow, 100% Polyester		
Alternate	23	5	Enhanced Visibility Unlined Bib-Overalls (Section 3.1.1.5) Dark Blue Denim/Jean Material Adjustable buckled suspenders, Left and/or Right Chest Pocket		
	24	5	Enhanced Visibility Short Sleeve Button Down Work Shirt (Section 3.1.1.1) Navy Blue, 100% Cotton, Left and Right Chest Pocket		
	25	5	Enhanced Visibility Long Sleeve Button Down Work Shirt (Section 3.1.1.1) Navy Blue, 100% Cotton, Left and Right Chest Pocket		
	26	5	Enhanced Visibility Work Pant - Men's Cut (Section 3.1.1.2) Navy Blue, 100% Cotton		
	27	1	Enhanced Visibility Work Pant - Women's Cut (Section 3.1.1.2) Navy Blue, 100% Cotton		
	28	5	Enhanced Visibility Cargo Pant - Men's Cut (Section 3.3.1.6) Navy Blue, blended Material 65% Polyester and 35% Cotton		
	29	1	Enhanced Visibility Cargo Pant - Women's Cut (Section 3.3.1.6) Navy Blue, blended Material 65% Polyester and 35% Cotton		
	*	TOTAL PART II. COST equals the sum of all Extended Replacement Cost Contract Items.			

**Provide this Rate in Part III as well*

Part III. Grand Total Instructions: Vendor should list the Total Pricing sum of Contract Items 1 thru 15, and then the Total Pricing sum of Contract Items 16 thru 27, in the designated spaces below for the calculation of the Grand Total Dollar Amount Bid.

* TOTAL PRICE from Part I Weekly Rental Cost above, equals the total of Extended Weekly Rental Cost plus the Extended Logo Patch Cost:	\$	-
* TOTAL PRICE from Part II Replacement Cost above, equals the total of Extended Replacement Cost:	\$	-
GRAND TOTAL DOLLAR AMOUNT BID	\$	-

**These estimates represent the approximate volume of anticipated rentals and replacements ONLY. No future use of the Contract or any individual item is guaranteed or implied.

Exhibit 2
(EXH 2)

Uniform Rental Service Contract 6623C018
WVDOH Pickup/Delivery Locations

District 1 Taylor Freeman 304-205-6937
Coordinator: Taylor.P.Freeland@wv.gov

District One Locations	Location Address	Location Sub-Coordinator Information Name, Phone Number and Email	Approximate # of Employees Served:
1	1338 Smith Street Charleston, WV 25301	Everett Walker, 304-356-3779 everett.i.walker@wv.gov	22
2	2800 West Washington Street Charleston, WV 25312	Russell Bishop, 304-744-3050 russell.e.bishop@wv.gov	24
3	Poverty Lane Nitro, WV 25143	Mike Priddy, 304-759-0708 michael.i.priddy@wv.gov	6
4	704 Winfield Road St. Albans, WV 25177	Ken Nelson, 304-759-0713 kenneth.nelson@wv.gov	12
5	3134 Amma Road Amma, WV 25005	Charles Deems, 304-565-9801 charles.deems@wv.gov	6
6	75 Pickens Road Nitro, WV 25143	Thomas Gillispie, 304-759-0710 thomas.w.gillispie@wv.gov	18
7	4476 Tripplett Ridge Road Clay, WV 25043	Angie King, 304-587-4241 cecilia.a.king@wv.gov	27
8	2266 Pennsylvania Avenue Charleston, WV 25302	Robert Blaylock, 304-342-2520 robert.d.blaylock@wv.gov	9
9	2334 MacCorkle Avenue St. Albans, WV 25177	Stephen Harmon, 304-722-0600 stephen.c.harmon@wv.gov	21
10	14987 MacCorkle Avenue Chelyan, WV 25035	John Robinson, 304-595-1313 john.w.robinson@wv.gov	22
11	Allen's Fork Sissonville, WV 25320	Michael Danley, 304-988-3241 michael.j.danley@wv.gov	7
12	115 Frame Road Elkview, WV 25071	Brian Greer, 304-965-2860 brian.r.greer@wv.gov	21
13	Rock Creek Danville, WV 25053	Tim Baker, 304-369-7808 timothy.a.baker@wv.gov	30
14	2702 Jackson Avenue Pt. Pleasant, WV 25550	Neatta Mullins, 304-675-0853 neatta.h.mullins@wv.gov	34
15	401 Champion Drive US Route, 119 Corridor G South Charleston, WV 25309	Jackie Blankenship, 304-756-3634 jackie.p.blankenship@wv.gov	7
16	WV Route 62, Box 2 Red House, WV 25168	Joshua McCloud, 304-586-2381 joshua.r.mccloud@wv.gov	16
17	3304 Teays Valley Road Hurricane, WV 25526	Tiffney Adkins, 304-562-6641 tiffney.l.adkins@wv.gov	18
18	2702 Jackson Avenue Point Pleasant, WV 25550	Raine Beller, 304-675-6173 raine.o.beller@wv.gov	10
19	1334 Smith Street Charleston, WV 25302	William Harold, 304-205-6995 william.j.harold@wv.gov	37

Exhibit 2
(EXH 2)

Uniform Rental Service Contract 6623C018
WVDOH Pickup/Delivery Locations

District 2 Shelly Marcum 304-528-5857 or Peggy Kimball 304-528-5917
Coordinator: Shelly.J.Marcum@wv.gov or Peggy.M.Kimball@wv.gov

District Two Locations	Location Address	Location Sub-Coordinator Information Name, Phone Number and Email	Approximate # of Employees Served:
1	6200 US Route 60, East Barboursville, WV 25504	Jesse Ferrell, 304-736-3111 jesse.c.ferrell@wv.gov	36
2	809 Old Logan Road Chapmanville, WV 25508	Enoch Workman, 304-792-7035 enoch.f.workman@wv.gov	37
3	1 Highway Garage Road Williamson, WV 25661	John Marcum, 304-235-6003 john.h.marcum@wv.gov	37
4	326 Central Avenue Wayne, WV 25570	Shelly Marcum, 304-272-5127 shelly.j.marcum@wv.gov	40
5	801 Madison Avenue Huntington, WV 25701	Peggy Perkins, 304-528-5917 peggy.m.perkins@wv.gov	12
6	5820 McClellan Highway, North West Hamlin, WV 25571	Cynthia Lucas, 304-824-3434 Cynthia.d.lucas@wv.gov	38
7	3100 16th Street Road Huntington, WV 25701	Kevin Manns, 304-528-5669 kevin.r.manns@wv.gov	11

Exhibit 2
(EXH 2)

Uniform Rental Service Contract 6623C018
WVDOH Pickup/Delivery Locations

District 3 Christina Carter 304-865-0070
Coordinator: Chris.L.Carter@wv.gov

District Three Locations	Location Address	Location Sub-Coordinator Information Name, Phone Number and Email	Approximate # of Employees Served:
1	7619 S. Calhoun Highway Millstone, WV 25261	David Weese, 304-420-4710 david.s.weese@wv.gov	21
2	946 Clay Lick Road Ripley, WV 25271	Scott Whited, 304-372-7857 scott.r.whited@wv.gov	36
3	401 Second Street Belmont, WV 26134	Johanna Ekas, 304-420-4705 johanna.m.ekas@wv.gov	19
4	731 Ellenboro Road Harrisville, WV 26362	Diane Haught, 304-869-3331 paula.d.haught@wv.gov	29
5	269 Charleston Road Spencer, WV 25276	Maridith Parker, 304-927-0962 maridith.r.parker@wv.gov	34
6	56 Schoolview Street Elizabeth, WV 26143	Brandi Arnold, 304-420-4707 brandi.r.arnold@wv.gov	20
7	905 Lubeck Avenue, Route 95 Parkersburg, WV 26101	Shelly Beha, 304-420-4700 shelly.r.beha@wv.gov	44
8	720 Depot Street, Sign Shop Parkersburg, WV 26101	Ed McComas, 304-420-4739 edward.l.mccomas@wv.gov	4
9	41 Ritchie Industrial Park Road Pennsboro, WV 26415	Josh Cline, 304-659-3028 joshua.c.cline@wv.gov	10
10	1758 Mill Run Road Parkersburg, WV 26104	Joann Hardin 304-420-4703 joann.hardin@wv.gov	21
11	2600 Medina Road Ravenswood, WV 26164	Sherry Beaver, 304-420-4610 sherry.r.beaver@wv.gov	12
12	1681 Mill Run Road (District Heavy Maint.) Parkersburg, WV 26104	April Hyde, 304-420-4708 april.d.hyde@wv.gov	23
13	1423 Mill Run Road (Bridge Dept Quonset) Parkersburg, WV 26104	Dave Vankirk, 304-420-4791 ronda.e.stutler@wv.gov	10
14	636 Depot Street (Equipment Shop) Parkersburg, WV 26101	Bill Myers, 304-865-0126 bill.g.myers@wv.gov	11

Exhibit 2
(EXH 2)

Uniform Rental Service Contract 6623C018
WVDOH Pickup/Delivery Locations

District 4 Jennifer Greenawalt, 304-326-0131
Coordinator: Jennifer.L.Greenawalt@wv.gov

District Four Locations	Location Address	Location Sub-Coordinator Information Name, Phone Number and Email	Approximate # of Employees Served:
1	Old Route 50 Smithburg, WV 26436	Rebecca McCombs, 304-627-2412 rebecca.m.mccombs@wv.gov	29
2	Route 20, 119 Railcross Road Gore, WV 26301	Darren Hutson, 304-627-2140 darren.w.hutson@wv.gov	38
3	916 Country Club Road Fairmont, WV 26554	Jonette Byrd, 304-367-2730 jonette.d.byrd@wv.gov	32
4	US Route 250, 1396 East Main Street Mannington, WV 26582	Jimmy Villers, 304-986-2600 james.e.villers@wv.gov	10
5	1510 Grafton Road Morgantown, WV 26508	Michelle Carroll, 304-285-3207 michelle.g.carroll@wv.gov	20
6	WV Route 7, 5861 Mason Dixon Highway Pentress, WV 26544	Michelle Carroll, 304-285-3207 michelle.g.carroll@wv.gov	6
7	216 St. Joe Road Albright, WV 26519	Lori Funk, 304-329-0192 lori.b.funk@wv.gov	16
8	US Route 50, 23236 George Washington Highway Aurora, WV 26705	Lori Funk, 304-329-0192 lori.b.funk@wv.gov	6
9	WV Route 26, South 14115 North Preston Highway Bruceeton Mills, WV 26525	Lori Funk, 304-329-0192 lori.b.funk@wv.gov	6
10	US Route 50, East Fellowsville, WV 26410	Lori Funk, 304-329-0192 lori.b.funk@wv.gov	11
11	WV Route 7, East 32353 Veteran's Memorial Highway Terra Alta, WV 26764	Lori Funk, 304-329-0192 lori.b.funk@wv.gov	7
12	US Route 250, East Pruntytown, WV 26354	Robert Petrel, 304-265-6109 robert.d.petrel@wv.gov	26
13	Meadowbrook Road Bridgeport, WV 26330	Jennifer Greenawalt, 304-326-0131 jennifer.l.greenawalt@wv.gov	42
14	I-79, Exit 146, 95 Goshen Road Morgantown, WV 26508	Donald Bragg, 304-285-3208 donald.l.bragg@wv.gov	12
15	I-79, Exit 110, 851 North Streetcar Way Lost Creek, WV 26385	Kenny Welch, 304-627-2411 kenny.j.welch@wv.gov	10
16	I-68, Exit 15, 174 Casteel Road Bruceeton Mills, WV 26525	Tina Bragg/Richard Coddington, 304-285-3206 tina.m.bragg@wv.gov	6
17	US 50, West, Flinderation Road Salem, WV 26426	Jesse Sigley, 304-782-3668 jesse.a.sigley@wv.gov	8

Exhibit 2
(EXH 2)

Uniform Rental Service Contract 6623C018
WVDOH Pickup/Delivery Locations

District 5 Susan Platt 681-320-2062 or Laranda Baldwin, 681-320-2008
Coordinator: Susan.T.Platt@wv.gov or Laranda.L.Baldwin@wv.gov

District Five Locations	Location Address	Location Sub-Coordinator Information Name, Phone Number and Email	Approximate # of Employees Served:
1	1867 Rock Cliff Drive Martinsburg, WV 25401	Corky Coates, 304-289-3521 joseph.h.coates@wv.gov	21
2	HC 59, Box 245, Route 28 Petersburg, WV 26847	Glenna Lott, 304-257-4455 glenna.d.lott@wv.gov	21
3	Corner of Route 42 and Route 50 Mt. Storm, WV 26739	Glenna Lott, 304-257-4455 glenna.d.lott@wv.gov	12
4	HC 65, Box 232 (Jersey Mountain Road) Romney, WV 26757	Lynette Kesner, 304-822-4167 lynette.l.kesner@wv.gov	24
5	Route 29, North Slanesville, WV 25444	Lynette Kesner, 304-822-4167 lynette.l.kesner@wv.gov	8
6	US route 50, East Capon Bridge, WV 26711	Lynette Kesner, 304-822-4167 lynette.l.kesner@wv.gov	7
7	2104 State Route 55 Moorefield, WV 26836	Donna Eye, 304-434-2525 donna.k.eye@wv.gov	14
8	County Route 29, 386 Sperry's Run Road Baker, WV 26801	Donna Eye, 304-434-2525 donna.k.eye@wv.gov	14
9	1301 Old Leetown Pike Kearneysville, WV 25430	Matthew Pickett, 304-725-5821 matthew.c.pickett@wv.gov	27
10	HC 72, Box 72AA New Creek, WV 26743	Jessica Paugh, 304-788-1221 jessica.l.paugh@wv.gov	29
11	Route 42 Elk Garden, WV 26717	Kevin McRobie, 304-446-5242 kevin.m.mcrobie@wv.gov	8
12	Route 28 Short Gap, WV 26753	Timothy Wigfield, 304-726-4707 timothy.j.wigfield@wv.gov	12
13	166 DOH Lane Berkeley Springs, WV 25411	Mike Waltman, 304-258-2578 michael.v.waltman@wv.gov	16
14	16964 Cacapon Road, Route 9 Great Cacapon, WV 25422	Allen Kidwell, 304-947-7198 allen.l.kidwell@wv.gov	5
15A	Route 50 West, 2120 Northwest Turnpike Burlington, WV 26710	Roger Kitzmiller, 304-500-5186 roger.l.kitzmiller@wv.gov	44
15B	Route 50 West, 2120 Northwest Turnpike Burlington, WV 26710	Anita Funkhouser, 304-289-2221 anita.e.funkhouser@wv.gov	37
16	1893 Rock Cliff Drive Martinsburg, WV 25401	Esther Lowe, 304-267-0060 esther.e.lowe@wv.gov	9
17	Corridor H, 2104 State Route 55 Moorefield, WV 26836	Donnie Coby, 304-434-2525 donald.w.coby@wv.gov	10
18	Corridor H, 157 Knobley Access Road Maysville, WV 26833	Zyndall Thorne, 304-749-7791 zyndall.r.thorne@wv.gov	16
19	Dry Run Road Burlington, WV 26710	Mike Helmick, 304-289-3999 michael.e.helmick@wv.gov	9

Exhibit 2
(EXH 2)

Uniform Rental Service Contract 6623C018
WVDOH Pickup/Delivery Locations

District 6 Kari Maury, 304-221-2009
Coordinator: Kari.A.Maury@wv.gov

District Six Locations	Location Address	Location Sub-Coordinator Information Name, Phone Number and Email	Approximate # of Employees Served:
1	WV Route 2, RD 2, Box 615 Wellsburg, WV 26070	Beth Green, 304-238-1199 beth.a.green@wv.gov	21
2	WV Route 8, 1936 Veteran's Boulevard New Cumberland, WV 26047	Jamison Haspel, 304-238-1200 jamison.a.haspel@wv.gov	21
3	WV Route 2, 100 Wheeling Avenue Glen Dale, WV 26038	Doris McCardle, 304-843-4055 Doris.V.McCardle@wv.gov	20
4	3870 National Road Triadelphia, WV 26059	Valerie White, 304-238-1201 Valerie.m.white@wv.gov	45
5	2566 Tyler Highway Sistersville, WV 26175	Thelma Deaton, 304-843-4057 thelma.f.deaton@wv.gov	18
6	North State Route 2, Box 641 New Martinsville, WV 26155	Donna Palmer, 304-843-4058 donna.l.palmer@wv.gov	17
7	1 DOT Drive Moundsville, WV 26041	Rick Calendine, 304-843-4070 rick.c.calendine@wv.gov	11
8	566 Woodland Acres Road Wheeling, WV 26003	Valerie White, 304-238-1201 Valerie.m.white@wv.gov	10
9	33 Courtright Lane Cameron, WV 26033	Doris McCardle, 304-843-4055 Doris.V.McCardle@wv.gov	4
10	419 Dry Ridge Road Cameron, WV 26033	Doris McCardle, 304-843-4055 Doris.V.McCardle@wv.gov	7
11	US Route 250 Hundred, WV 26575	Charlie Miller, 304-775-5240 charles.l.miller@wv.gov	8
12	US Route 20 Pine Grove, WV 26419	Donna Palmer, 304-843-4058 donna.l.palmer@wv.gov	7
13	4901 Middle Island Road Alma, WV 26320	Thelma Deaton, 304-843-4057 thelma.f.deaton@wv.gov	18
14	District Maintenance Shop, 1 DOT Drive Moundsville, WV 26041	Cathi Danna, 304-221-2007 Cathi.S.Danna@wv.gov	15

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Uniform Rental Service Contract 6623C018
WVDOH Pickup/Delivery Locations

District 7 Charlotte Lough, 304-517-1979
Coordinator: Charlotte.D.Lough@wv.gov

District Seven Locations	Location Address	Location Sub-Coordinator Information Name, Phone Number and Email	Approximate # of Employees Served:
1	3531 US Route 33, East Glenville, WV 26351	Bryan Jones, 304-462-7325 bryan.l.jones@wv.gov	26
2	937 US Route 19, South Weston, WV 26452	Sean Corathers, 304-269-0470 sean.w.corathers@wv.gov	28
3	56 Bakers Island, Suite 101 Webster Springs, WV 26288	Brandon Giles, 304-847-2114 brandon.l.giles@wv.gov	29
4	80 Coon Knob, DOH Road Sutton, WV 26601	Eric Belknap 304-476-3901 eric.d.belknap@wv.gov	15
5	888 Burnsville Road Burnsville, WV 26335	Scottie Stout, Carlous Bailey 304-853-2454 Scottie.J.Stout@wv.gov	11
6	1001 State Street Gassaway, WV 26624	Denise Mowrey 304-364-5238 denise.m.mowery@wv.gov	27
7	131 Highland Drive Weston, WV 26452	Melissa Woody, 304-269-8952 melissa.l.woody@wv.gov	6
8	309 Mudlick Road Weston, WV 26452	Jackie Stout, 304-269-0465 jackie.w.stout@wv.gov	19
9	416 US Route 33, East Weston, WV 26452	Tyrone Campbell, 304-269-0460 tyrone.d.campbell@wv.gov	6
10	1439 Mansfield Drive Philippi, WV 26416	Donna Marshall, 304-457-1597 donna.j.marshall@wv.gov	33
11	493 Mud Lick Road Buckhannon, WV 26201	Aleece Williams, 304-473-4225 c.aleece.williams@wv.gov	38
12	5206 Gauley Turnpike Heaters, WV 26627	Denise Mowrey 304-364-5238 denise.m.mowery@wv.gov	10
13	Dist. Equip. Shop 131 Highland Dr. Building D Weston, WV 26452	Vicki Conrad, 304-517-1939 victoria.m.conrad@wv.gov	13
14	Bridge Maintenance, 160 Skin Creek Road Weston, WV 26452	Gary workman, 304-269-0476 gary.f.workman@wv.gov	14

Exhibit 2
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Uniform Rental Service Contract 6623C018
WVDOH Pickup/Delivery Locations

District 8 Megan Workman, 304-637-0226
Coordinator: Megan.J.Workman@wv.gov

District Eight Locations	Location Address	Location Sub-Coordinator Information Name, Phone Number and Email	Approximate # of Employees Served:
1	Pendleton Co Headquarters 251 Maple Ave Franklin, WV 26807	Joe Mullins, 304-304-358-2702 no email	16
2	Judy Gap Substation 13285 Mountaineer Drive Riverton, WV 26814	Justin Johnson, 304-567-2808 no email	9
3	Sugar Grove Substation 9315 Sugar Grove Road Sugar Grove, WV 26815	Teddy Hinkle, 304-249-5461 304-249-5461	7
4	Pocahontas Co Headquarters 25 Brush Country Road Marlinton, WV 24954	Josh Dilley, 304-799-4867 evelyn.l.hollandsworth@wv.gov	6
5	Hillsboro Substation 222 Payne Ave Hillsboro, WV 24946	Freddie Tawney, 304-653-4332 no email	12
6	Green Bank Substation 4757 Potomac Highlands Trail Green Bank, WV 24944	Marvin Beverage, 304-456-4692 no email	12
7	District 8 Headquarters 1101 North Randolph Ave Elkins, WV 26241	Maureen Martin, 304-637-0220 Maureen.j.martin@wv.gov	49
8	Coalton Substation 2453 Coalton-Pumpkintown Rd Coalton, WV 26257	RJ Bodkins 304-636-2595 no email	7
9	Harman Substation 22445 Allegheny Highway Harman, WV 26270	Scott Hebb, 304-227-4111 no email	8
10	Mill Creek Substation 9407 Seneca Trail Mill Creek, WV 26280	Jared Morgan, 304-335-2365 no email	9
11	Pickens Substation 1019 Pickens Road Pickens, WV 26230	Robert Kelley, 304-924-5544 no email	5
12	Valley Head Substation 245 Point Mountain Road Valley Head, WV 26294	Chanc Swecker, 304-339-4918 no email	8
13	Tucker Co Headquarter 9209 Seneca Trail Parsons, WV 26287	Jon Davis, 304-478-2304 no email	20
14	Thomas Substation 15933 Appalachian Highway Thomas, WV 26292	Chris Pase, 304-463-4220 no email	12
15	Randolph Co Headquarters 76 Country Club Road Elkins, WV 26241	Matt Bonner, 304-637-0265 no email	17

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Uniform Rental Service Contract 6623C018
WVDOH Pickup/Delivery Locations

District 9 April Hiser, 304-647-7557 or Robin Helmick, 304-645-8175 (back up)
Coordinator: April.D.Hiser@wv.gov or Robin.M.Helmick@wv.gov (back up)

District Nine Locations	Location Address	Location Sub-Coordinator Information Name, Phone Number and Email	Approximate # of Employees Served:
1	146 Stonehouse Road Lewisburg, WV 24901	Robin Helmick, 304-647-7846 robin.m.helmick@wv.gov	8
2	3121 East Main Street Oak Hill, WV 25901	Elizabeth Dunlap, 304-465-1832 elizabeth.f.dunlap@wv.gov	32
3	County Route 11 and US Route 60 4064 Clifftop Road Lookout, WV 25868	Michael Knight, 304-574-0373 no email	23
4	2820 North Jefferson Street Lewisburg, WV 24901	Tammy Dowdy, 304-647-7465 tammy.j.dowdy@wv.gov	32
5	I-64, Exit 156 14971 Midland Trail West Crawley, WV 24931	Creta Meadows, 304-392-6712 no email	27
6	875 Sweet Springs Valley Union, WV 24983	Patricia Allen, 304-772-3037 patricia.a.allen@wv.gov	24
7	Intersection of US Route 219 and WV Route 12 511 Ballard - Red Sulphur Parkway Peterstown, WV 24963	Elwin Dillon, 304-753-9778 no email	11
8	777 Turnpike Road Summersville, WV 26651	Melissa Johnson, 304-872-0811 melissa.a.johnson@wv.gov	29
9	8238 Richwood Road Craigsville, WV 26205	Eddie Bartlett, 304-846-9501 no email	15
10	20414 State Route 12 Hinton, WV 25951	Stewart McGraw, 304-466-2802 stewart.a.mcgraw@wv.gov	31
11	331 Brush Road Lewisburg, WV 24901	April Hiser, 304-647-7459 april.d.hiser@wv.gov	16
12	5727 Midland Trail, US Route 60, Falls View Charlton Heights, WV 25040	Steve Harrell, 304-779-2860 steven.l.harrell@wv.gov	13
13	I-64, Exit 175 to US Route 60, East 297 John H. Bowling Jr. Lane Harts Run, WV 24925	Matt Curry, 304-536-1472 matthew.r.curry@wv.gov	12
14	US Route 19/WV Route 55 Interchange 50 State Garage Road - Muddlety Summersville, WV 26651	Elizabeth Frame, 304-872-0823 elizabeth.j.frame@wv.gov	12
15	2876 Jefferson Street, North Lewisburg, WV 24901	Amber Jackson, 304-647-7553 amber.d.jackson@wv.gov	13
16	50 State Garage Road - Muddlety Summersville, WV 26651	Michael Bennett, 304-872-0817 michael.l.bennett@wv.gov	6

Exhibit 2
(EXH 2)

Uniform Rental Service Contract 6623C018
WVDOH Pickup/Delivery Locations

District 10 Tina Hester, 304-716-3072
Coordinator: Tina.L.Hester@wv.gov

District Ten Locations	Location Address	Location Sub-Coordinator Information Name, Phone Number and Email	Approximate # of Employees Served:
1	379 Market Road Beckley, WV 25801	Tonya Schrader, 304-256-6831 tonya.l.schrader@wv.gov	99
2	454 New Hope Road Princeton, WV 24740	Melissa Proffitt, 304-425-2782 melissa.a.proffitt@wv.gov	62
3	270 Hardwood Lane Princeton, WV 24740	Tina Hester, 304-487-5277 tina.l.hester@wv.gov	30
4	100 Headquarters Lane Havaco, WV 24801	Patty Wagers, 304-436-6896 patricia.a.wagers@wv.gov	45
5	WV Route 97, Bearhole Road Pineville, WV 24874	Kayla Walker, 304-732-9372 kayla.j.walker@wv.gov	43
6	301 Ambrose Lane Princeton, WV 24740	Tina Hester, 304-487-5277 tina.l.hester@wv.gov	11

Exhibit 2
(EXH 2)

Uniform Rental Service Contract 6623C018
WVDOH Pickup/Delivery Locations

Division: Equipment Division
Coordinator: Michele Wright, 304-473-5346
Michele.R.Wright@wv.gov

Equipment Division	Location Address	Location Sub-Coordinator Information Name, Phone Number and Email	Approximate # of Employees Served:
1	83 Brushy Fork Crossing Buckhannon, WV 26201	Elizabeth "Gidget" Oldaker, 304-473-5355 Elizabeth.J.Oldaker@wv.gov	30

Exhibit 2
(EXH 2)

Uniform Rental Service Contract 6623C018
WVDOH Pickup/Delivery Locations

Division Traffic Engineering Division
Coordinator: Dianne Bartley, 304-414-7322
Dianne.M.Bartley@wv.gov

Traffic Eng. Division	Location Address	Location Sub-Coordinator Information Name, Phone Number and Email	Approximate # of Employees Served:
1	180 Dry Branch Drive Charleston, WV 25305	Dianne Bartley, 304-414-7322 Dianne.M.Bartley@wv.gov	14

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(EXH 2)

Uniform Rental Service Contract 6623C018
WVDOH Pickup/Delivery Locations

Division: Materials Control, Soils and Testing Division
Coordinator: Nora Adams, 304-414-6658
nora.adams@wv.gov

MCS&T Division	Location Address	Location Sub-Coordinator Information Name, Phone Number and Email	Approximate # of Employees Served:
1	190 Dry Branch Road Charleston, WV 25306	Amanda Allison 414-6603 amanda.l.allison@wv.gov	3

ADDENDUM ACKNOWLEDGEMENT FORM
SOLICITATION NO.: CRFQ DOT230000079

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.

Cintas Corporation o 2

Company

Amanda Rowe

Authorized Signature

2.13.2023

Date

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



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

State of West Virginia
 Centralized Request for Quote
 Clothing

Proc Folder: 1163716		Reason for Modification:	
Doc Description: ADDENDUM NO_2 Uniform Rental Service Contract		ADDENDUM NO_2 Vendor Questions and responses BID OPENING MOVES TO 02/14/23 @ 1:30pm	
Proc Type: Central Master Agreement			
Date Issued	Solicitation Closes	Solicitation No	Version
2023-02-02	2023-02-14 13:30	CRFQ 0803 DOT2300000079	3


BID RECEIVING LOCATION

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

VENDOR

Vendor Customer Code:
 Vendor Name: *Cintas Corporation #2*
 Address: *6800 Cintas Blvd.*
 Street:
 City: *Mason*
 State: *OH* Country: Zip: *45040*
 Principal Contact: *Amanda Rowe*
 Vendor Contact Phone: *843-324-4956* Extension:

FOR INFORMATION CONTACT THE BUYER
 John W Estep
 304-558-2566
 john.w.estep@wv.gov

Vendor Signature X  FEIN# *31-1703809* DATE *2/14/23*

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

ADDITIONAL INFORMATION

ADDENDUM NO_2

Addendum No_2 issued to publish and distribute the attached information to the Vendor Community.

REQUEST FOR QUOTATION:

The West Virginia Purchasing Division is soliciting bids on behalf of the West Virginia Division of Highways to establish an open-end Uniform Rental Service Contract to include weekly pickup and drop-off of uniforms, laundering and maintenance services for approximately 2,800 transportation workers. Per the Bid Requirements, Specifications, Terms and Conditions attached to this solicitation.

INVOICE TO**SHIP TO**
 VARIOUS AGENCY
 LOCATIONS
 AS INDICATED BY ORDER

 VARIOUS AGENCY
 LOCATIONS
 AS INDICATED BY ORDER

 No City WV
 US

 No City WV
 US

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
1	ANSI Class 2 High Vis Short Sleeve T-Shirt STD	0.00000	WK		

Comm Code	Manufacturer	Specification	Model #
91111501			

Extended Description:
 SEE ATTACHED PRICING PAGE - ATTACHMENT A, FOR ACTUAL COST

INVOICE TO**SHIP TO**
 VARIOUS AGENCY
 LOCATIONS
 AS INDICATED BY ORDER

 VARIOUS AGENCY
 LOCATIONS
 AS INDICATED BY ORDER

 No City WV
 US

 No City WV
 US

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
2	ANSI Class 2 High Vis Short Sleeve Button Down Shirt STD	0.00000	WK		

Comm Code	Manufacturer	Specification	Model #
91111501			

Extended Description:
 SEE ATTACHED PRICING PAGE - ATTACHMENT A, FOR ACTUAL COST

INVOICE TO		SHIP TO	
VARIOUS AGENCY LOCATIONS AS INDICATED BY ORDER		VARIOUS AGENCY LOCATIONS AS INDICATED BY ORDER	
No City US	WV	No City US	WV

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
3	ANSI Class 2 High Vis Long Sleeve Button Down Shirt STD	0.00000	WK		

Comm Code	Manufacturer	Specification	Model #
91111501			

Extended Description:
SEE ATTACHED PRICING PAGE - ATTACHMENT A, FOR ACTUAL COST

INVOICE TO		SHIP TO	
VARIOUS AGENCY LOCATIONS AS INDICATED BY ORDER		VARIOUS AGENCY LOCATIONS AS INDICATED BY ORDER	
No City US	WV	No City US	WV

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
4	Enhanced Visibility Work Pant - Men's Cut STD	0.00000	WK		

Comm Code	Manufacturer	Specification	Model #
91111501			

Extended Description:
SEE ATTACHED PRICING PAGE - ATTACHMENT A, FOR ACTUAL COST

INVOICE TO		SHIP TO	
VARIOUS AGENCY LOCATIONS AS INDICATED BY ORDER		VARIOUS AGENCY LOCATIONS AS INDICATED BY ORDER	
No City US	WV	No City US	WV

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
5	Enhanced Visibility Work Pant - Women's Cut STD	0.00000	WK		

Comm Code	Manufacturer	Specification	Model #
91111501			

Extended Description:
SEE ATTACHED PRICING PAGE - ATTACHMENT A, FOR ACTUAL COST

INVOICE TO		SHIP TO	
VARIOUS AGENCY LOCATIONS AS INDICATED BY ORDER		VARIOUS AGENCY LOCATIONS AS INDICATED BY ORDER	
No City US	WV	No City US	WV

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
6	Enhanced Visibility Unlined Flame-Resistant Coveralls ATD	0.00000	WK		

Comm Code	Manufacturer	Specification	Model #
91111501			

Extended Description:
SEE ATTACHED PRICING PAGE - ATTACHMENT A, FOR ACTUAL COST

INVOICE TO		SHIP TO	
VARIOUS AGENCY LOCATIONS AS INDICATED BY ORDER		VARIOUS AGENCY LOCATIONS AS INDICATED BY ORDER	
No City US	WV	No City US	WV

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
7	ANSI Class 2 High Vis 3-Season Hip Jacket STD	0.00000	WK		

Comm Code	Manufacturer	Specification	Model #
91111501			

Extended Description:
SEE ATTACHED PRICING PAGE - ATTACHMENT A, FOR ACTUAL COST

INVOICE TO		SHIP TO	
VARIOUS AGENCY LOCATIONS AS INDICATED BY ORDER		VARIOUS AGENCY LOCATIONS AS INDICATED BY ORDER	
No City US	WV	No City US	WV

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
8	Enhanced Visibility Unlined Bib-Overalls ALT	0.00000	WK		

Comm Code	Manufacturer	Specification	Model #
91111501			

Extended Description:
SEE ATTACHED PRICING PAGE - ATTACHMENT A, FOR ACTUAL COST

INVOICE TO		SHIP TO	
VARIOUS AGENCY LOCATIONS AS INDICATED BY ORDER		VARIOUS AGENCY LOCATIONS AS INDICATED BY ORDER	
No City US	WV	No City US	WV

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
9	Enhanced Visibility Short Sleeve Button Down Work Shirt ALT	0.00000	WK		

Comm Code	Manufacturer	Specification	Model #
91111501			

Extended Description:
SEE ATTACHED PRICING PAGE - ATTACHMENT A, FOR ACTUAL COST

INVOICE TO		SHIP TO	
VARIOUS AGENCY LOCATIONS AS INDICATED BY ORDER		VARIOUS AGENCY LOCATIONS AS INDICATED BY ORDER	
No City US	WV	No City US	WV

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
10	Enhanced Visibility Long Sleeve Button Down Work Shirt ALT	0.00000	WK		

Comm Code	Manufacturer	Specification	Model #
91111501			

Extended Description:
SEE ATTACHED PRICING PAGE - ATTACHMENT A, FOR ACTUAL COST

INVOICE TO		SHIP TO	
VARIOUS AGENCY LOCATIONS AS INDICATED BY ORDER		VARIOUS AGENCY LOCATIONS AS INDICATED BY ORDER	
No City US	WV	No City US	WV

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
11	Enhanced Vis Work Pant - Men's Cut ALT	0.00000	WK		

Comm Code	Manufacturer	Specification	Model #
91111501			

Extended Description:
SEE ATTACHED PRICING PAGE - ATTACHMENT A, FOR ACTUAL COST

INVOICE TO		SHIP TO	
VARIOUS AGENCY LOCATIONS AS INDICATED BY ORDER		VARIOUS AGENCY LOCATIONS AS INDICATED BY ORDER	
No City US	WV	No City US	WV

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
12	Enhanced Vis Work Pant - Women's Cut ALT	0.00000	WK		

Comm Code	Manufacturer	Specification	Model #
91111501			

Extended Description:
SEE ATTACHED PRICING PAGE - ATTACHMENT A, FOR ACTUAL COST

INVOICE TO		SHIP TO	
VARIOUS AGENCY LOCATIONS AS INDICATED BY ORDER		VARIOUS AGENCY LOCATIONS AS INDICATED BY ORDER	
No City	WV	No City	WV
US		US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
13	Enhanced Vis Cargo Pant - Men's Cut ALT	0.00000	WK		

Comm Code	Manufacturer	Specification	Model #
91111501			

Extended Description:
SEE ATTACHED PRICING PAGE - ATTACHMENT A, FOR ACTUAL COST

INVOICE TO		SHIP TO	
VARIOUS AGENCY LOCATIONS AS INDICATED BY ORDER		VARIOUS AGENCY LOCATIONS AS INDICATED BY ORDER	
No City	WV	No City	WV
US		US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
14	Enhanced Vis Cargo Pant - Women's Cut ALT	0.00000	WK		

Comm Code	Manufacturer	Specification	Model #
91111501			

Extended Description:
SEE ATTACHED PRICING PAGE - ATTACHMENT A, FOR ACTUAL COST

INVOICE TO		SHIP TO	
VARIOUS AGENCY LOCATIONS AS INDICATED BY ORDER		VARIOUS AGENCY LOCATIONS AS INDICATED BY ORDER	
No City US	WV	No City US	WV

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
15	WVDOH Identification/Logo Patch 2.5" x 4.5"	0.00000	EA		

Comm Code	Manufacturer	Specification	Model #
11162135			

Extended Description:
SEE ATTACHED PRICING PAGE - ATTACHMENT A, FOR ACTUAL COST

INVOICE TO		SHIP TO	
VARIOUS AGENCY LOCATIONS AS INDICATED BY ORDER		VARIOUS AGENCY LOCATIONS AS INDICATED BY ORDER	
No City US	WV	No City US	WV

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
16	ANSI Class 2 High Vis Short Sleeve T-Shirt REPL STD	0.00000	EA		

Comm Code	Manufacturer	Specification	Model #
53102700			

Extended Description:
SEE ATTACHED PRICING PAGE - ATTACHMENT A, FOR ACTUAL COST

INVOICE TO		SHIP TO	
VARIOUS AGENCY LOCATIONS AS INDICATED BY ORDER		VARIOUS AGENCY LOCATIONS AS INDICATED BY ORDER	
No City	WV	No City	WV
US		US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
17	ANSI Class 2 High Vis Short Sleeve Button Down Wk Shirt REPL	0.00000	EA		

Comm Code	Manufacturer	Specification	Model #
53102700			

Extended Description:
SEE ATTACHED PRICING PAGE - ATTACHMENT A, FOR ACTUAL COST

INVOICE TO		SHIP TO	
VARIOUS AGENCY LOCATIONS AS INDICATED BY ORDER		VARIOUS AGENCY LOCATIONS AS INDICATED BY ORDER	
No City	WV	No City	WV
US		US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
18	ANSI CL2 High Vis Long Sleeve Button Down Shirt REPL STD	0.00000	EA		

Comm Code	Manufacturer	Specification	Model #
53102700			

Extended Description:
SEE ATTACHED PRICING PAGE - ATTACHMENT A, FOR ACTUAL COST

INVOICE TO		SHIP TO	
VARIOUS AGENCY LOCATIONS AS INDICATED BY ORDER		VARIOUS AGENCY LOCATIONS AS INDICATED BY ORDER	
No City US	WV	No City US	WV

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
19	Enhanced Vis Work Pant - Men's Cut REPL STD	0.00000	EA		

Comm Code	Manufacturer	Specification	Model #
53102700			

Extended Description:
SEE ATTACHED PRICING PAGE - ATTACHMENT A, FOR ACTUAL COST

INVOICE TO		SHIP TO	
VARIOUS AGENCY LOCATIONS AS INDICATED BY ORDER		VARIOUS AGENCY LOCATIONS AS INDICATED BY ORDER	
No City US	WV	No City US	WV

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
20	Enhanced Vis Work Pant - Women's Cut REPL STD	0.00000	EA		

Comm Code	Manufacturer	Specification	Model #
53102700			

Extended Description:
SEE ATTACHED PRICING PAGE - ATTACHMENT A, FOR ACTUAL COST

INVOICE TO		SHIP TO	
VARIOUS AGENCY LOCATIONS AS INDICATED BY ORDER		VARIOUS AGENCY LOCATIONS AS INDICATED BY ORDER	
No City US	WV	No City US	WV

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
21	Enhanced Vis Unlined Flame-Resistant Coveralls REPL STD	0.00000	EA		

Comm Code	Manufacturer	Specification	Model #
53102700			

Extended Description:
SEE ATTACHED PRICING PAGE - ATTACHMENT A, FOR ACTUAL COST

INVOICE TO		SHIP TO	
VARIOUS AGENCY LOCATIONS AS INDICATED BY ORDER		VARIOUS AGENCY LOCATIONS AS INDICATED BY ORDER	
No City US	WV	No City US	WV

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
22	Uniform ANSI Class 2 High Vis 3-Season Hip Jacket REPLrental	0.00000	EA		

Comm Code	Manufacturer	Specification	Model #
53102700			

Extended Description:
SEE ATTACHED PRICING PAGE - ATTACHMENT A, FOR ACTUAL COST

INVOICE TO		SHIP TO	
VARIOUS AGENCY LOCATIONS AS INDICATED BY ORDER		VARIOUS AGENCY LOCATIONS AS INDICATED BY ORDER	
No City US	WV	No City US	WV

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
23	Enhanced Vis Unlined Bib-Overalls REPL ALT	0.00000	EA		

Comm Code	Manufacturer	Specification	Model #
53102700			

Extended Description:
SEE ATTACHED PRICING PAGE - ATTACHMENT A, FOR ACTUAL COST

INVOICE TO		SHIP TO	
VARIOUS AGENCY LOCATIONS AS INDICATED BY ORDER		VARIOUS AGENCY LOCATIONS AS INDICATED BY ORDER	
No City US	WV	No City US	WV

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
24	Enhanced Vis Short Sleeve Button Down Work Shirt REPL ALT	0.00000	EA		

Comm Code	Manufacturer	Specification	Model #
53102700			

Extended Description:
SEE ATTACHED PRICING PAGE - ATTACHMENT A, FOR ACTUAL COST

INVOICE TO		SHIP TO	
VARIOUS AGENCY LOCATIONS AS INDICATED BY ORDER		VARIOUS AGENCY LOCATIONS AS INDICATED BY ORDER	
No City US	WV	No City US	WV

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
25	Enhanced Vis Long Sleeve Button Down Work Shirt REPL ALT	0.00000	EA		

Comm Code	Manufacturer	Specification	Model #
53102700			

Extended Description:
SEE ATTACHED PRICING PAGE - ATTACHMENT A, FOR ACTUAL COST

INVOICE TO		SHIP TO	
VARIOUS AGENCY LOCATIONS AS INDICATED BY ORDER		VARIOUS AGENCY LOCATIONS AS INDICATED BY ORDER	
No City US	WV	No City US	WV

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
26	Enhanced Vis Work Pant - Men's Cut REPL ALT	0.00000	EA		

Comm Code	Manufacturer	Specification	Model #
53102700			

Extended Description:
SEE ATTACHED PRICING PAGE - ATTACHMENT A, FOR ACTUAL COST

INVOICE TO		SHIP TO	
VARIOUS AGENCY LOCATIONS AS INDICATED BY ORDER		VARIOUS AGENCY LOCATIONS AS INDICATED BY ORDER	
No City US	WV	No City US	WV

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
27	Enhanced Vis Work Pant - Women's Cut REPL ALT	0.00000	EA		

Comm Code	Manufacturer	Specification	Model #
53102700			

Extended Description:
SEE ATTACHED PRICING PAGE - ATTACHMENT A, FOR ACTUAL COST

INVOICE TO		SHIP TO	
VARIOUS AGENCY LOCATIONS AS INDICATED BY ORDER		VARIOUS AGENCY LOCATIONS AS INDICATED BY ORDER	
No City US	WV	No City US	WV

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
28	Enhanced Vis Cargo Pant - Men's Cut REPL ALT	0.00000	EA		

Comm Code	Manufacturer	Specification	Model #
53102700			

Extended Description:
SEE ATTACHED PRICING PAGE - ATTACHMENT A, FOR ACTUAL COST

INVOICE TO		SHIP TO	
VARIOUS AGENCY LOCATIONS AS INDICATED BY ORDER		VARIOUS AGENCY LOCATIONS AS INDICATED BY ORDER	
No City US	WV	No City US	WV

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
29	Enhanced Vis Cargo Pant - Women's Cut REPL ALT	0.00000	EA		

Comm Code	Manufacturer	Specification	Model #
53102700			

Extended Description:
SEE ATTACHED PRICING PAGE - ATTACHMENT A, FOR ACTUAL COST

SCHEDULE OF EVENTS		
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Line	Event	Event Date
1	Tech Questions due by 10:00am	2023-01-27

SOLICITATION NUMBER: CRFQ DOT2300000079

Addendum Number: 2

The purpose of this addendum is to modify the solicitation identified as CRFQ DOT2300000079 ("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:

Vendor Question and Response

Bid Opening moves to 02/14/2023 at 1:30pm

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.

Solicitation Number # CRFQ DOT2300000079

Responses to Questions from Vendors

Question 1

Given the responses to many of the questions/answers provided in the addendum issued today, which provided us a greater understanding of the full scope of work. Would WVDOH consider a 2-week due date extension so we may seek the necessary approvals required and have the time to prepare a proper response?

Answer 1

WVDOH will allow for a one-week extension. Due to the timeline required of this contract, no further extensions will be granted.

ADDENDUM ACKNOWLEDGEMENT FORM
SOLICITATION NO.: CRFQ DOT230000079

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 type="checkbox"/> Addendum No. 1 | <input type="checkbox"/> Addendum No. 6 |
| <input checked="" 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.

Cintas Corporation o 2

Company

Amanda Rowe

Authorized Signature

2.13.2023

Date

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



SAFETY DATA SHEET

DURABLE FLAME RESISTANT COTTON/NYLON FABRICS

SECTION 1 – IDENTIFICATION

These fabrics are cotton/nylon blended fabrics that are treated with a flame retardant. They are intended for an end use as wearing apparel.

Manufacturers Name:	Mount Vernon Mills, Inc.	91 Fourth Street, P.O. Box 7, Trion GA 30753
Information or Emergency Contact:	Ron Beegle	706-734-4714

SECTION 2 – HAZARD(S) IDENTIFICATION

Hazard Classification: No Hazard - Not Classified.

HMIS Hazard Codes

Hazard Rating Scale: Minimal = 0, Slight = 1, Moderate = 2, Serious = 3, Severe = 4

Health	0
Flammability	0
Reactivity	0

SECTION 3 – COMPOSITION / INFORMATION ON INGREDIENTS

These fabrics are treated with a flame retardant that contains a very small amount of formaldehyde. The formaldehyde level in the fabrics prior to

laundering will be less than 75 parts per million (ppm) (0.0075%) when tested utilizing the Japanese Law 112 Test Method. While a few individuals may show skin sensitivity to formaldehyde at this level, the vast majority is unaffected. Formaldehyde has been assigned to Group 1 (known to be carcinogenic to humans) by the International Agency for Research on Cancer (IARC) and is on the list of chemicals known to the state of California to cause cancer for purposes of the California Safe Drinking Water and Toxic Enforcement Act of 1986 (Health and Safety Code section 25249.5, commonly known as Proposition 65).

The Occupational Safety and Health Administration (OSHA) has established 1000 ppm (0.1%) as the reporting threshold for formaldehyde. While the levels in these fabrics are well below this, Mount Vernon reports the values as a courtesy to our customers. We believe that the low level of formaldehyde present in our durable flame resistant fabrics poses no significant health hazard to wearers.

Chemical Name	CAS Number	Percent	Health Hazard	OSHA TWA	OSHA STEL
Formaldehyde	50-00-0	Trace (less than 0.0075%)	Not classified at this concentration	0.75 ppm	2 ppm

SECTION 4 – FIRST-AID MEASURES

No applicable information is available.

SECTION 5 – FIRE-FIGHTING MEASURES

These fabrics are designed to pass the ASTM D6413 Vertical Flame Test, and will self-extinguish upon removal of the ignition source. Products of combustion include carbon dioxide and carbon monoxide.

SECTION 6 – ACCIDENTAL RELEASE MEASURES

No applicable information is available.

SECTION 7 – HANDLING AND STORAGE

No applicable information is available.

SECTION 8 – EXPOSURE CONTROLS / PERSONAL PROTECTION

The formaldehyde present in these fabrics is bound up in the fabric and is not likely to become airborne. During fabric processing such as cutting and sewing, working conditions should be optimized through adequate ventilation and climate control. As a general rule, good personal hygiene practices should be observed.

SECTION 9 – PHYSICAL AND CHEMICAL PROPERTIES

These fabrics come in various colors, with little or no odor.

SECTION 10 – STABILITY AND REACTIVITY

These fabrics are stable. There are no known incompatible materials to avoid.

SECTION 11 – TOXICOLOGICAL INFORMATION

Acute (Immediate) Effects

Route of Entry:

Inhalation: None Expected - Not Classified.

Ingestion: None Expected - Not Classified.

Skin Contact: None Expected - Not Classified.

Eye Contact: None Expected - Not Classified.

Chronic (Delayed) Effects

None Expected – Not Classified

No additional applicable information is available.

IARC / NTP / OSHA: Components present at 0.1% or more – None unless listed below.

SECTION 12 – ECOLOGICAL INFORMATION

No applicable information is available.

SECTION 13 – DISPOSAL CONSIDERATIONS

Disposal of waste fabric should be done in accordance with applicable local, state and federal regulations.

SECTION 14 – TRANSPORT INFORMATION

No applicable information is available.

SECTION 15 – REGULATORY INFORMATION

No applicable information is available.

SECTION 16 – OTHER INFORMATION

These fabrics comply with the limitations in the most recent version of the AAFA Restricted Substance List (RSL) and Appendix 4 of Oeko-Tex Standard 100 for Product Class II, including the 75 ppm limitation for formaldehyde utilizing the Japanese Law 112 Test Method.

PREPARED BY: Ronald J. Beegle, REM, CEA, Corporate Director of Environmental Affairs

LAST UPDATED: January 25, 2013, Office of Environmental Affairs

THESE DATA ARE OFFERED IN GOOD FAITH AS TYPICAL VALUES AND NOT AS PRODUCT SPECIFICATIONS. ALL WARRANTIES OF EVERY KIND AND NATURE, WHETHER EXPRESSED OR IMPLIED, ARE HEREBY EXPRESSLY DISCLAIMED. THE RECOMMENDATIONS CONTAINED IN THIS SAFETY DATA SHEET ARE BELIEVED TO BE GENERALLY APPLICABLE. EACH USER, HOWEVER, SHOULD REVIEW THESE RECOMMENDATIONS IN THE SPECIFIC CONTEXT OF THE INTENDED USE AND DETERMINE WHETHER THEY ARE APPROPRIATE. THE USER IS RESPONSIBLE FOR COMPLIANCE WITH LOCAL, STATE AND FEDERAL REGULATIONS CONCERNING USE OF THIS PRODUCT.



Quality Assurance & Compliance Testing
Utilizing Textile & Related Technologies

19 West 36 Street, Tenth Floor
New York, NY 10018
tel: 212 947 8381 fax: 212 947 8719
www.vartest.com

**Third Party Certificate of Test
(ANSI/ISEA 107-2020)
HIGH VISIBILITY COMPLIANCE CERTIFICATE**

Submitted by: Innopac Korea Inc.
Product #: 502HI
Color Silver

Date: May 12, 2021

Report #: INNOPA.A011921C

The submitted retroreflective trim **MEETS** all performance requirements of retroreflective material **PRIOR** to test exposure per ANSI/ISEA 107-2020.

The submitted retroreflective trim **MEETS** all performance requirements of retroreflective material **AFTER** test exposure per ANSI/ISEA 107-2020.

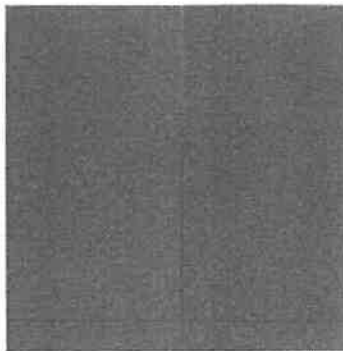
All of the above tests and evaluations were performed in accordance with ISO/IEC 17025 Quality Systems.

Certifications of background and other garment material characteristics are not implied by this certificate or by the original report.

Certificate authorized by:

Joseph Lin

Joseph Lin
Laboratory Manager



*This certification applies to the particular sample tested and to the specific tests carried out as dated and detailed in the report referenced above. It does not signify any measure of approval, control, supervision, or surveillance by Vartest Laboratories Inc. to this or any related product.

Material Safety Data Sheet

1. IDENTIFICATION OF SUBSTANCE (물질의 정의)

PRODUCT NAME: 502HI

COMPANY: Innopac Korea

ADDRESS: 49, Dongho-ro-12gil, Jung-gu, Seoul, 04607, Korea

TELEPHONE: 82-2-2231-1813

FAX: 82-2-2231-1816

2. INGREDIENTS (성분)

Ingredient(성분)	C.A.S. NO	PERCENT (%)
Aluminum Coating Glass Beads	None(없음)	40~60
Fabric	None(없음)	25~35
Resin	Trade secret(대외비)	15~25
Others	None(없음)	1~5

3. HAZARDS IDENTIFICATION (위험의 정의)

EYE CONTACT: (안구 접촉)

Eye contact is not expected to occur during normal use of the product.

정상적으로 사용시 안구 접촉이 예상되지 않음.

SKIN CONTACT:

No adverse health effects are expected from skin contact.

정상적으로 사용시 피부 접촉이 예상되지 않고 신체적 부작용이 일어나지 않음.

INHALATION: (흡입시)

Health effects from inhalation are not expected unless the product is over heated and decomposition occurs. Dust from cutting, grinding, sanding or machining may cause irritation the respiratory system.

과열 혹은 분해되지 않는 이상 이 제품은 신체적 부작용이 일어나지 않음.

제품 커팅, 기계 가공 시 발생하는 먼지로 인하여 호흡계의 염증이 일어날 수도 있음.

IF SWALLOWED: (삼킬 시)

Ingestion is not a likely route of exposure to this product.

이 제품은 삼키는 제품이 아님을 알려 드립니다.

OTHER HEALTH HAZARD INFORMATION: (기타 건강상의 위험)



This product, when used under reasonable conditions or in accordance with the directions for use, should not present a health and not in accordance with the product's directions for use may affect the performance of the product and may present potential health and safety hazards.

이 제품은 정상적인 환경과 제시된 가이드라인을 준수 할 시에 신체적인 위험요소는 없지만 가이드라인을 준수 하지 않을 시에는 잠재적인 안전적 위험이 발생할 수 있습니다.

4. FIRST AID MEASURES (응급처치)

EYE CONTACT: No need for first aid is anticipated 안구접촉: 해당사항 없음

SKIN CONTACT: No need for first aid is anticipated 피부접촉: 해당사항 없음

INHALATION: No need for first aid is anticipated 흡입: 해당사항 없음

IF SWALLOWED: No need for first aid is anticipated 삼킬 시: 해당사항 없음

5. FIRE FIGHTING MEASURES (소방 응급처치)

FLASH POINT: Not Applicable 발화점: 해당사항 없음

FLAMMABLE LIMITS: Not Applicable 최소발화점: 해당사항 없음

AUTOIGNITION TEMPERATURE: Not determined 자연 발화점: 측정되지 않음

EXTINGUISHING MEDIA: Water spray, Carbon dioxide 소화 방법: 워터스프레이, 카본디옥사이드

SPECIAL FIRE FIGHTING PROCEDURES: (특별 소방 절차)

Wear full protective clothing, including helmet, self-contained, positive pressure or pressure demand breathing apparatus, bunker coat and pants, bands around arms, waist and legs, face mask, and protective covering for exposed areas of the head.

보호장비를 완전히 착용하세요. 헬멧, 호흡기, 소방코트와 바지, 마스크, 밴드(팔, 허리, 다리), 머리부분을 커버할 수 있는 장비 등

UNUSUAL FIRE AND EXPLOSION HAZARDS: None known.

예상치 못한 불이나 폭발에 대한 위험: 밝혀지지 않음.

6. ACCIDENTAL RELEASE MEASURES (사고발생 방법)

ACCIDENTAL RELEASE MEASURES: Not Applicable 사고발생 방법: 해당사항 없음

7. HANDLING AND STORAGE (처리 및 보관방법)

HANDLING:

This product is considered to be an article which does not release or otherwise result in exposure to a hazardous chemical under normal use conditions.

이 제품은 정상적으로 사용시 화학적인 위험요소가 노출되지 않는 제품이라고 여겨진다.



STORAGE: (보관방법)

Store in normal condition. Must avoid direct sunlight and high humidity condition.

상온에서 보관하십시오. 직사광선이나 고습도를 피해 주십시오.

8. EXPOSURE CONTROLS AND PERSONAL PROTECTION 노출 시 신체적 위험

EYE PROTECTION: Not applicable 안구 접촉: 해당사항 없음

SKIN PROTECTION: Not applicable 피부 접촉: 해당사항 없음

RECOMMENDED VENTILATION: Not applicable 통풍방법: 해당사항 없음

RESPIRATORY PROTECTION: 호흡계 보호

Avoid breathing of thermal decomposition products. Avoid breathing of dust created by cutting, sanding or grinding.

열분해 시 호흡을 피하십시오. 커팅 및 뿜을 시에 발생하는 먼지 속에서 호흡을 피하십시오.

PREVENTION OF ACCIDENTAL INGESTION:

우발적인 섭취의 방지

Wash hands after handling and before eating.

제품 취급 후, 식사 전에 손을 씻으시기 바랍니다.

9. PHYSICAL AND CHEMICAL PROPERTIES

물리 화학적 특성

BOILING POINT: Not Applicable

끓는점 : 적용 불가

VAPOR PRESSURE: Not Applicable

증기압 : 적용 불가

VAPOR DENSITY: Not Applicable

증기 밀도 : 적용 불가

EVAPORATION RATE : Not Applicable

증발율 : 적용 불가

SPECIFIC GRAVITY: Not Determined

비중 : 확인 되지 않음.

SOLUBILITY IN WATER: Not Applicable

물에서의 용해: 적용 불가

PERCENT VOLATILE: Not Applicable



휘발성 : 적용 불가

pH: Not Applicable

수소 이온 농도 지수 : 적용 불가

VISCOSITY: Not Applicable

점착성 : 적용불가

MELTING POINT: Not Determined

녹는점 : 확인 되지 않음

APPEARANCE AND ODOR: Silver colored Film with no smell

외관 및 냄새: 실버 색상의 필름 type 이며 냄새가 없음

10. STABILITY AND REACTIVITY 안정성 및 반응성

STABILITY: Stable

안정성: 안정됨

INCOMPATIBILITY - MATERIALS/CONDITIONS TO AVOID: None known.

불일치성- 물질/조건: 알려지지 않음

HAZARDOUS POLYMERIZATION: Hazardous polymerization will not occur.

위험중합반응: 일어나지 않음.

HAZARDOUS DECOMPOSITION PRODUCTS:

위험한 분해 제품: Carbon Monoxide and carbon Dioxide.

11. TOXICOLOGICAL INFORMATION 독소 정보

Not available

12. ECOLOGICAL INFORMATION 생태학 정보

ECOLOGICAL INFORMATION: Not applicable

생태학 정보 : 적용 불가

13. DISPOSAL CONSIDERATIONS 처리시 고려사항

SPILL RESPONSE: Not applicable

엮지렸을시: 적용 불가

RECOMMENDED DISPOSAL: Dispose of waste product in a sanitary landfill.

권장되어지는 처리방법: 쓰레기 매립장에 폐기물 처리

ENVIRONMENTAL DATA: Not determined

환경데이터 : 알려지지 않음.

REGULATORY INFORMATION:



규정하는 정보:

Volatile Organic Compounds: 0 %

휘발성 유기 화합물 :0%

VOC Less H2O & Exempt Solvents: 0%

Since regulations vary, consult applicable regulations or authorities before disposal.

규정이 다양하므로 처리 전에 당국에 의견 수렴하시기 바랍니다.

14. TRANSPORT INFORMATION 수송 정보

TRANSPORT/ ADDITIONAL INFORMATION :

수송/추가 정보:

Not dangerous according to the above specifications.

상기 명세에 따르면 위험 하지 않음.

15. REGULATORY INFORMATION 규정 정보

No data available

이용 가능한 데이터가 없음

16. OTHER INFORMATION 기타 정보

These data are based on our present knowledge. However, they shall not constitute a guarantee for an specific product features and establish a legally valid contractual relationship.

이 자료는 현재의 알려진 정보에 기초함. 특정한 제품특성을 보증 하지 않으며, 법률적으로 유효한 효력이 성립 되지 않음.



SAFETY DATA SHEET

DURABLE FLAME RESISTANT COTTON DENIM FABRICS

SECTION 1 – IDENTIFICATION

These fabrics are 100% cotton fabrics that are treated with a flame retardant. They are intended for an end use as wearing apparel.

Manufacturers Name:	Mount Vernon Mills, Inc.	91 Fourth Street, P.O. Box 7, Trion GA 30753
Information or Emergency Contact:	Ron Beegle	706-734-4714

SECTION 2 – HAZARD(S) IDENTIFICATION

Hazard Classification: No Hazard - Not Classified.

HMIS Hazard Codes

Hazard Rating Scale: Minimal = 0, Slight = 1, Moderate = 2, Serious = 3, Severe = 4

Health	0
Flammability	0
Reactivity	0

SECTION 3 – COMPOSITION / INFORMATION ON INGREDIENTS

These fabrics are treated with a flame retardant that contains a very small amount of formaldehyde. The formaldehyde level in the fabrics prior to laundering will be less than 75 parts per million (ppm) (0.0075%) when tested

utilizing the Japanese Law 112 Test Method. While a few individuals may show skin sensitivity to formaldehyde at this level, the vast majority is unaffected. Formaldehyde has been assigned to Group 1 (known to be carcinogenic to humans) by the International Agency for Research on Cancer (IARC) and is on the list of chemicals known to the state of California to cause cancer for purposes of the California Safe Drinking Water and Toxic Enforcement Act of 1986 (Health and Safety Code section 25249.5, commonly known as Proposition 65).

The Occupational Safety and Health Administration (OSHA) has established 1000 ppm (0.1%) as the reporting threshold for formaldehyde. While the levels in these fabrics are well below this, Mount Vernon reports the values as a courtesy to our customers. We believe that the low level of formaldehyde present in our durable flame resistant fabrics poses no significant health hazard to wearers.

Chemical Name	CAS Number	Percent	Health Hazard	OSHA TWA	OSHA STEL
Formaldehyde	50-00-0	Trace (less than 0.0075%)	Not classified at this concentration	0.75 ppm	2 ppm

SECTION 4 – FIRST-AID MEASURES

No applicable information is available.

SECTION 5 – FIRE-FIGHTING MEASURES

These fabrics are designed to pass the ASTM D6413 Vertical Flame Test, and will self-extinguish upon removal of the ignition source. Products of combustion include carbon dioxide and carbon monoxide.

SECTION 6 – ACCIDENTAL RELEASE MEASURES

No applicable information is available.

SECTION 7 – HANDLING AND STORAGE

No applicable information is available.

SECTION 8 – EXPOSURE CONTROLS / PERSONAL PROTECTION

The formaldehyde present in these fabrics is bound up in the fabric and is not likely to become airborne. During fabric processing such as cutting and sewing, working conditions should be optimized through adequate ventilation and climate control. As a general rule, good personal hygiene practices should be observed.

SECTION 9 – PHYSICAL AND CHEMICAL PROPERTIES

These fabrics come in various colors, with little or no odor.

SECTION 10 – STABILITY AND REACTIVITY

These fabrics are stable. There are no known incompatible materials to avoid.

SECTION 11 – TOXICOLOGICAL INFORMATION

Acute (Immediate) Effects

Route of Entry:

Inhalation: None Expected - Not Classified.
Ingestion: None Expected - Not Classified.
Skin Contact: None Expected - Not Classified.
Eye Contact: None Expected - Not Classified.

Chronic (Delayed) Effects

None Expected – Not Classified

No additional applicable information is available.

IARC / NTP / OSHA: Components present at 0.1% or more – None unless listed below.

SECTION 12 – ECOLOGICAL INFORMATION

No applicable information is available.

SECTION 13 – DISPOSAL CONSIDERATIONS

Disposal of waste fabric should be done in accordance with applicable local, state and federal regulations.

SECTION 14 – TRANSPORT INFORMATION

No applicable information is available.

SECTION 15 – REGULATORY INFORMATION

No applicable information is available.

SECTION 16 – OTHER INFORMATION

These fabrics comply with the limitations in the most recent version of the AAFA Restricted Substance List (RSL) and Appendix 4 of Oeko-Tex Standard 100 for Product Class II, including the 75 ppm limitation for formaldehyde utilizing the Japanese Law 112 Test Method.

PREPARED BY: Ronald J. Beegle, REM, CEA, Corporate Director of Environmental Affairs

LAST UPDATED: January 25, 2013, Office of Environmental Affairs

THESE DATA ARE OFFERED IN GOOD FAITH AS TYPICAL VALUES AND NOT AS PRODUCT SPECIFICATIONS. ALL WARRANTIES OF EVERY KIND AND NATURE, WHETHER EXPRESSED OR IMPLIED, ARE HEREBY EXPRESSLY DISCLAIMED. THE RECOMMENDATIONS CONTAINED IN THIS SAFETY DATA SHEET ARE BELIEVED TO BE GENERALLY APPLICABLE. EACH USER, HOWEVER, SHOULD REVIEW THESE RECOMMENDATIONS IN THE SPECIFIC CONTEXT OF THE INTENDED USE AND DETERMINE WHETHER THEY ARE APPROPRIATE. THE USER IS RESPONSIBLE FOR COMPLIANCE WITH LOCAL, STATE AND FEDERAL REGULATIONS CONCERNING USE OF THIS PRODUCT.



SAFETY DATA SHEET

DURABLE FLAME RESISTANT COTTON/NYLON FABRICS

SECTION 1 – IDENTIFICATION

These fabrics are cotton/nylon blended fabrics that are treated with a flame retardant. They are intended for an end use as wearing apparel.

Manufacturers Name:	Mount Vernon Mills, Inc.	91 Fourth Street, P.O. Box 7, Trion GA 30753
Information or Emergency Contact:	Ron Beegle	706-734-4714

SECTION 2 – HAZARD(S) IDENTIFICATION

HCS 2012-GHS Hazard Classification: No Hazard - Not Classified.

HCS 2012-GHS Label Elements: No signal word, hazard statement, hazard pictogram or precautionary statement applicable in accordance with OSHA Hazard Communication Standard 2012, 29 CFR 1910.1200.

HMS Hazard Codes

Hazard Rating Scale: Minimal = 0, Slight = 1, Moderate = 2, Serious = 3, Severe = 4

Health	0
Flammability	0
Reactivity	0

SECTION 3 – COMPOSITION / INFORMATION ON INGREDIENTS

These fabrics are treated with a flame retardant that contains a very small amount of formaldehyde. The formaldehyde level in the fabrics prior to laundering will be less than 75 parts per million (ppm) (0.0075%) when tested utilizing the Japanese Law 112 Test Method. While a few individuals may show skin sensitivity to formaldehyde at this level, the vast majority is unaffected. Formaldehyde has been assigned to Group 1 (known to be carcinogenic to humans) by the International Agency for Research on Cancer (IARC) and is on the list of chemicals known to the state of California to cause cancer for purposes of the California Safe Drinking Water and Toxic Enforcement Act of 1986 (Health and Safety Code section 25249.5, commonly known as Proposition 65).

The Occupational Safety and Health Administration (OSHA) has established 1000 ppm (0.1%) as the reporting threshold for formaldehyde. While the levels in these fabrics are well below this, Mount Vernon reports the values as a courtesy to our customers. We believe that the low level of formaldehyde present in our durable flame resistant fabrics poses no significant health hazard to wearers.

Chemical Name	CAS Number	Percent	Health Hazard	OSHA TWA	OSHA STEL
Formaldehyde	50-00-0	Trace (less than 0.0075%)	Not classified at this concentration	0.75 ppm	2 ppm

SECTION 4 – FIRST-AID MEASURES

No applicable information is available.

SECTION 5 – FIRE-FIGHTING MEASURES

These fabrics are designed to pass the ASTM D6413 Vertical Flame Test, and will self-extinguish upon removal of the ignition source. Products of combustion include carbon dioxide and carbon monoxide.

SECTION 6 – ACCIDENTAL RELEASE MEASURES

No applicable information is available.

SECTION 7 – HANDLING AND STORAGE

No applicable information is available.

SECTION 8 – EXPOSURE CONTROLS / PERSONAL PROTECTION

The formaldehyde present in these fabrics is bound up in the fabric and is not likely to become airborne. During fabric processing such as cutting and sewing, working conditions should be optimized through adequate ventilation and climate control. As a general rule, good personal hygiene practices should be observed.

SECTION 9 – PHYSICAL AND CHEMICAL PROPERTIES

These fabrics come in various colors, with little or no odor.

SECTION 10 – STABILITY AND REACTIVITY

These fabrics are stable. There are no known incompatible materials to avoid.

SECTION 11 – TOXICOLOGICAL INFORMATION

Acute (Immediate) Effects

Route of Entry:

Inhalation: None Expected - Not Classified.
Ingestion: None Expected - Not Classified.
Skin Contact: None Expected - Not Classified.
Eye Contact: None Expected - Not Classified.

Chronic (Delayed) Effects

None Expected – Not Classified

No additional applicable information is available.

IARC / NTP / OSHA: Components present at 0.1% or more – None unless listed below.

SECTION 12 – ECOLOGICAL INFORMATION

No applicable information is available.

SECTION 13 – DISPOSAL CONSIDERATIONS

Disposal of waste fabric should be done in accordance with applicable local, state and federal regulations.

SECTION 14 – TRANSPORT INFORMATION

No applicable information is available.

SECTION 15 – REGULATORY INFORMATION

No applicable information is available.

SECTION 16 – OTHER INFORMATION

These fabrics comply with the limitations in the most recent version of the AAFA Restricted Substance List (RSL) and Appendix 4 of Oeko-Tex Standard 100 for Product Class II, including the 75 ppm limitation for formaldehyde utilizing the Japanese Law 112 Test Method. They have not been independently certified by the Oeko-Tex Association.

PREPARED BY: Ronald J. Beegle, REM, CEA, Corporate Director of Environmental Affairs

LAST UPDATED: October 9, 2015 Office of Environmental Affairs

THESE DATA ARE OFFERED IN GOOD FAITH AS TYPICAL VALUES AND NOT AS PRODUCT SPECIFICATIONS. ALL WARRANTIES OF EVERY KIND AND NATURE, WHETHER EXPRESSED OR IMPLIED, ARE HEREBY EXPRESSLY DISCLAIMED. THE RECOMMENDATIONS CONTAINED IN THIS SAFETY DATA SHEET ARE BELIEVED TO BE GENERALLY APPLICABLE. EACH USER, HOWEVER, SHOULD REVIEW THESE RECOMMENDATIONS IN THE SPECIFIC CONTEXT OF THE INTENDED USE AND DETERMINE WHETHER THEY ARE APPROPRIATE. THE USER IS RESPONSIBLE FOR COMPLIANCE WITH LOCAL, STATE AND FEDERAL REGULATIONS CONCERNING USE OF THIS PRODUCT.



October 25, 2021

Jay Skie
Director of Protective Apparel
Cintas Corporation
6800 Cintas Blvd
Mason OH 45040

Dear Mr. Skie,

Westex by Milliken guarantees the flame resistance of Westex ShieldCXP™ fabrics for the life of the garment when proper care and maintenance procedures are followed. The Westex ShieldCXP™ Care and Maintenance Guide is included for your review.

Sincerely,

A handwritten signature in black ink that reads "Chris Romansky". The signature is written in a cursive style with a large, looping flourish at the end.

Chris Romansky
Product Portfolio Manager
Westex by Milliken
864.556.2921



December 9, 2021

Jay Skie
Director of Protective Apparel
Cintas Corporation
6800 Cintas Blvd
Mason, OH 45040

Westex guarantees the flame resistance of UltraSoft®, Indura®, UltraSoft AC® and Westex® DH fabrics for the life of the garment when proper care and maintenance procedures are followed. Westex' Care, Use and Maintenance Guides are included for your review. Furthermore, any guarantee made to Cintas can be passed through to their customers.

Best regards,

A handwritten signature in black ink, appearing to read 'Josh Moody', is written over a light gray signature line.

Josh Moody
Director, Product Management

920 Milliken Road
Spartanburg, SC 29306
800.334.4842

WESTEX.COM



February 4, 2021

Mr. Jay Skie, Director of Protective Apparel
CINTAS CORPOARATION
6800 Cintas Blvd.
Mason, OH 45040

Dear Jay:

Glen Raven Technical Fabrics, LLC (GRTF) guarantees the flame resistance of our GlenGuard® FR fabrics for the life of the garment so long as the "Care and Cleaning" recommendations provided by GRTF are followed properly. In addition, this guarantee made to Cintas can be passed along to your customers, again providing that the GlenGuard garment(s) have been cared for and cleaned properly. I have included our updated GlenGuard "Care and Cleaning" recommendations for your use.

Regards,

A handwritten signature in black ink, appearing to read "Richard E. Lippert", written in a cursive style.

Richard E. Lippert
VP, Technical Sales

Cc: Harold Hill, Patti Bates
Encl: GG Care & Cleaning Recommendations

October 26, 2021

Jay Skie
 Director of Protective Apparel
 Cintas Corporation
 6800 Cintas Blvd, Mason, OH 45040

Dear Mr. Skie,

TenCate Protective Fabrics, the world's leading provider of inherently flame-retardant products, guarantees that our TecaSafe® One, TecaSafe® Plus Stretch, TechT5™, and Omniweave™ Nomex® IIIA fabrics are inherently flame resistant as sold. Our products are third-party certified by UL, LLC to be compliant with NFPA 2112:2018, which requires testing according to ASTM D6413:2015 before and after 100 industrial launderings. Please see additional certifications below:

Style	NFPA 2112	CGSB 155.20	NFPA 70E
Omniweave™ 450	Yes	Yes	HRC 1
Omniweave™ 600	Yes	Yes	HRC 1
Omniweave™ 750	Yes	Yes	HRC 1
TecaSafe® One	Yes	Yes	HRC 2
TecaSafe® Plus Stretch	Yes	Yes	HRC 2
TechT4™	No	No	HRC 1
TechT5™	Yes	Yes	HRC 1

Best regards,

Chris Morrison

Chris Morrison

Senior Manager of Technical Services and Quality Assurance



200 Powder Mill Road
Wilmington, DE 19803

October 26, 2021

Jay Skie
Director of Protective Apparel
Cintas Corporation
6800 Cintas Blvd | Mason, Ohio 45040

Re: Shelf Life of NOMEX® Fiber

Dear Customer:

DuPont does not specify a shelf life for NOMEX® meta-aramid fiber. NOMEX® fiber, when properly stored, maintains its inherent flame resistance and other chemical and mechanical properties. Proper storage includes protecting the fiber from exposure to ultraviolet light (sunlight) and storing the fiber in a clean, dry environment in the original shipping package. The finishing agents may face the effects of soak-in and/or evaporation after long periods of storage. This influence will be minimized if the fibers are kept within their original compressed packages and stored according to the proper conditions.

DuPont can only make statements directed towards the stability of the chemical and mechanical properties of NOMEX® brand fiber supplied by DuPont and not toward the service life of components and finished products that DuPont does not manufacture. The service life of any finished product, including the component NOMEX® brand fiber, may depend on many factors such as the service life of the other component materials, product design, product manufacturing process, and care and maintenance of the finished product.

Sincerely,

Deborah J. Saunders
DuPont™ Nomex® Global Product Steward
Phone: 302-287-0463
Email: deborah.j.saunders@dupont.com

This statement is based on our current level of knowledge and covers commercial products as supplied by DuPont at the date of issue. Since conditions of use are outside the Company's control, DuPont makes no warranties, express or implied, and assumes no liability in connection with any use of this information.

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200 Powder Mill Road
Wilmington, DE 19803

October 26, 2021

Jay Skie
Director of Protective Apparel
Cintas Corporation
6800 Cintas Blvd | Mason, Ohio 45040

Re: Shelf Life of NOMEX® Fiber

Dear Customer:

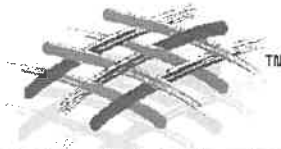
DuPont does not specify a shelf life for NOMEX® meta-aramid fiber. NOMEX® fiber, when properly stored, maintains its inherent flame resistance and other chemical and mechanical properties. Proper storage includes protecting the fiber from exposure to ultraviolet light (sunlight) and storing the fiber in a clean, dry environment in the original shipping package. The finishing agents may face the effects of soak-in and/or evaporation after long periods of storage. This influence will be minimized if the fibers are kept within their original compressed packages and stored according to the proper conditions.

DuPont can only make statements directed towards the stability of the chemical and mechanical properties of NOMEX® brand fiber supplied by DuPont and not toward the service life of components and finished products that DuPont does not manufacture. The service life of any finished product, including the component NOMEX® brand fiber, may depend on many factors such as the service life of the other component materials, product design, product manufacturing process, and care and maintenance of the finished product.

Sincerely,

Deborah J. Saunders
DuPont™ Nomex® Global Product Steward
Phone: 302-287-0463
Email: deborah.j.saunders@dupont.com

This statement is based on our current level of knowledge and covers commercial products as supplied by DuPont at the date of issue. Since conditions of use are outside the Company's control, DuPont makes no warranties, express or implied, and assumes no liability in connection with any use of this information. DuPont™ the DuPont Oval logo and all products denoted with ® or ™ are trademarks or registered trademarks of DuPont de Nemours or its affiliates



MOUNT VERNON

PASSION FOR PERFECTION

1 Plaza Circle – Trion, GA 30753 – Phone (706) 734-4920 - Email- Michaelw@Mvmills.com

October 22, 2021

Mr. Jay Skie
Director of Protective Apparel
Cintas Corp.
6800 Cintas Blvd.
Mason, OH 45040

Dear Jay:

Mount Vernon Mills produces a line of Flame Resistant Fabrics that meet the requirements of industry standards such as, ASTM 1506, NFPA 70E, NFPA 2112, EN ISO 11611, and EN ISO 11612. We guarantee the flame resistance of Mount Vernon FR™ flame resistant fabrics for the useful life of the garment provided that the following care instructions are followed.

- Machine washing 160° F max.
- Use of normal commercial detergents, as determined by industry standard.
- **No** chlorine or peroxide bleach.
- Use of soft water.
- **No** use of fabric softeners or starch.

We represent and warrant that our guarantee is not subject to any restrictions, limitations, disclaimers, or any other constraints.

Furthermore, any guarantee made to Cintas can be passed through to its customers.

Regards,

Mike Woods
Vice President
FR Fabric Sales
Mount Vernon Mills, Inc.



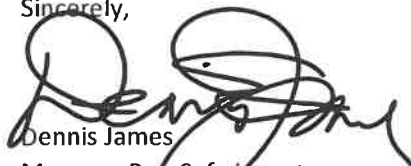
November 17, 2021

Jay Skie
Director of Protective Apparel
Cintas Corporation
6800 Cintas Blvd
Mason, Ohio 45040

Dear Jay Skie

PyroSafe by antex guarantees the flame resistance of all PyroSafe by antex fabrics for the life of the garment when proper care and maintenance procedures are followed. Furthermore, any guarantee made to Cintas can be passed through to their customers.

Sincerely,


Dennis James
Manager PyroSafe by antex
908 421 0524



April 9, 2020

Mr. Jay Skie
Director of Protective Apparel
Cintas Corp.
6800 Cintas Blvd.
Mason, OH 45040

Dear Jay:

Innolite produces a line of Reflective Tape that meet the requirements of industry standards such as, ASTM 1506, NFPA 70E, NFPA 2112, EN ISO 11611, and EN ISO 11612. We guarantee the reflective quality of Innolite 502HI Reflective Tapes for the useful life of the garment provided that the following care instructions are followed.

- Machine washing 160° F max.
- Use of normal commercial detergents, as determined by industry standard.
- No chlorine or peroxide bleach.
- Use of soft water.
- No use of fabric softeners or starch.

We represent and warrant that our guarantee is not subject to any restrictions, limitations, disclaimers, or any other constraints.

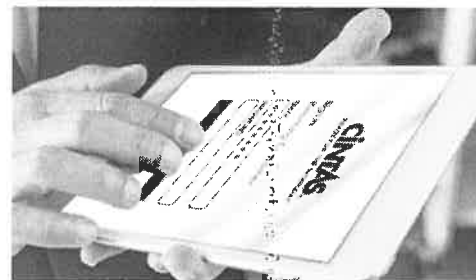
Furthermore, any guarantee made to Cintas can be passed through to its customers.

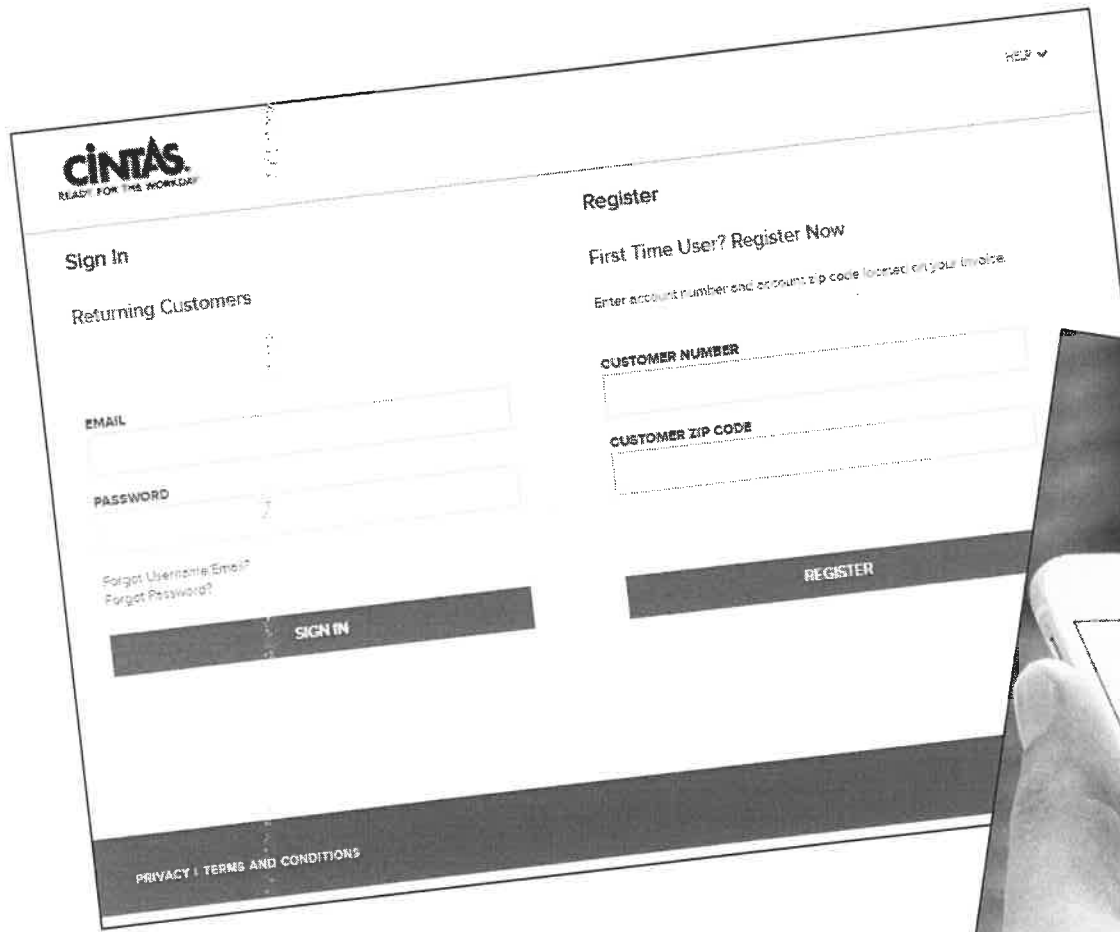
Regards,

CONNECT RENTAL

eBilling

eService





**Available with
any device!**

What is *myCintas*?

myCintas is a digital platform for our customers. We will bring the customer experience online, allowing customers to access and manage their Cintas account(s), communicate with us, view/pay their invoices.

Get a hold of your service team when it is convenient for you

24/7 Access

Visibility

Real Time Data

Communication Channel

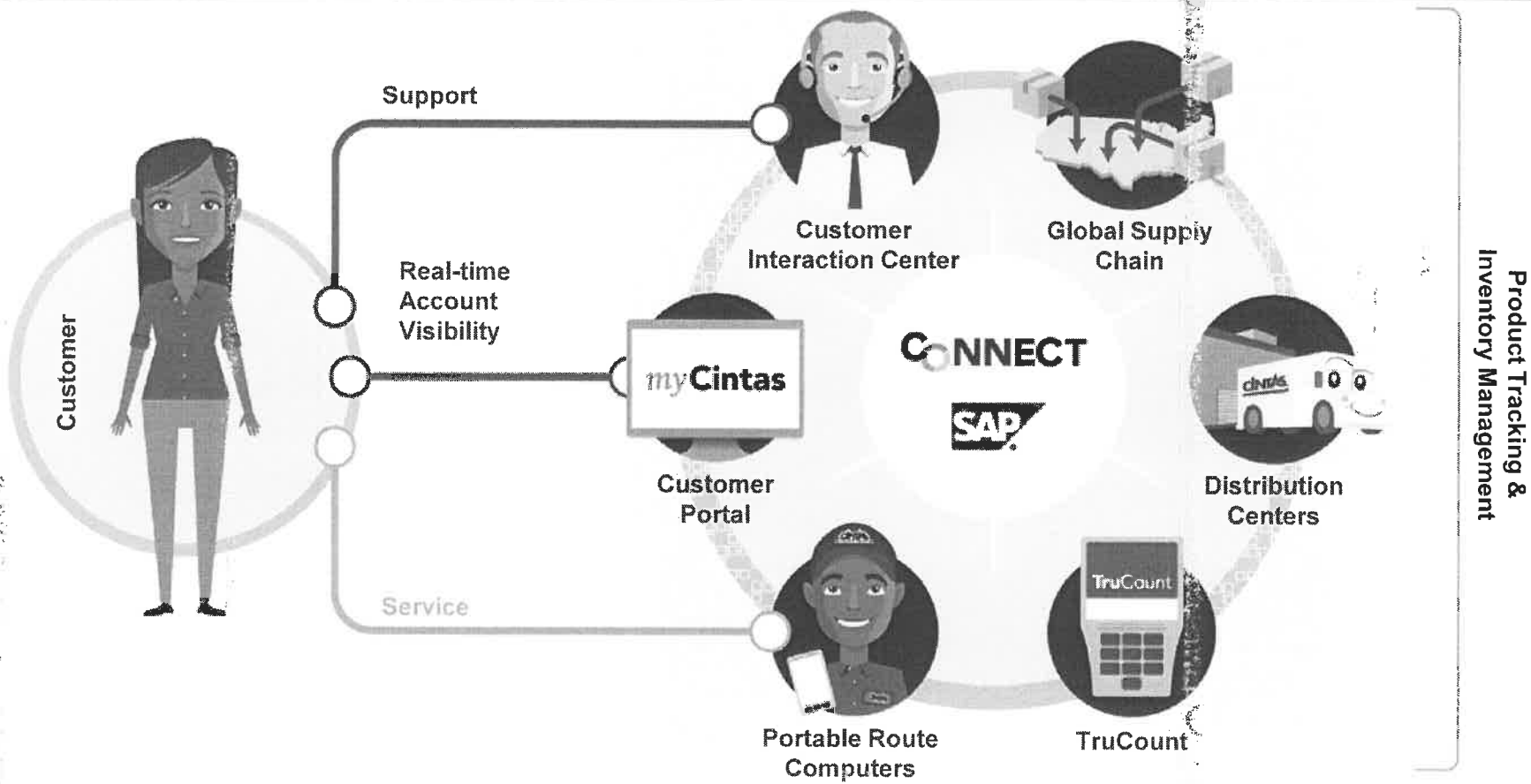
Account Maintenance



B2B & B2C worlds come together

- Customers are busy and are on the go
- Provides a 24/7 communication channel to Cintas
- Online account visibility
- View & Pay Invoices
- Make Service Requests
- Log on & learn more about what Cintas can do to get your business Ready for the Workday
- www.Cintas.com/myaccount to register

Fully Integrated with your Cintas Service Team





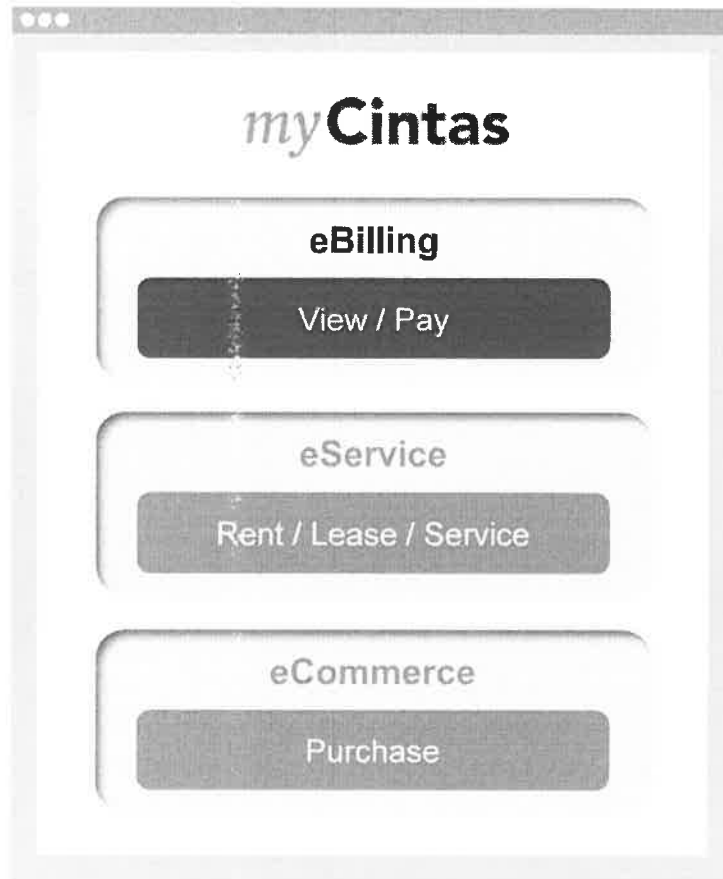
*my***Cintas**

eBilling
View / Pay

eService
Rent / Lease / Service

eCommerce
Purchase

What is myCintas Billing?



eBilling

Primary functionalities include:

- Payment Processing via ACH (Bank Account)
- Invoice and Statement Viewing
- Unapplied Credit Viewing and Application
- Automated Cash Application

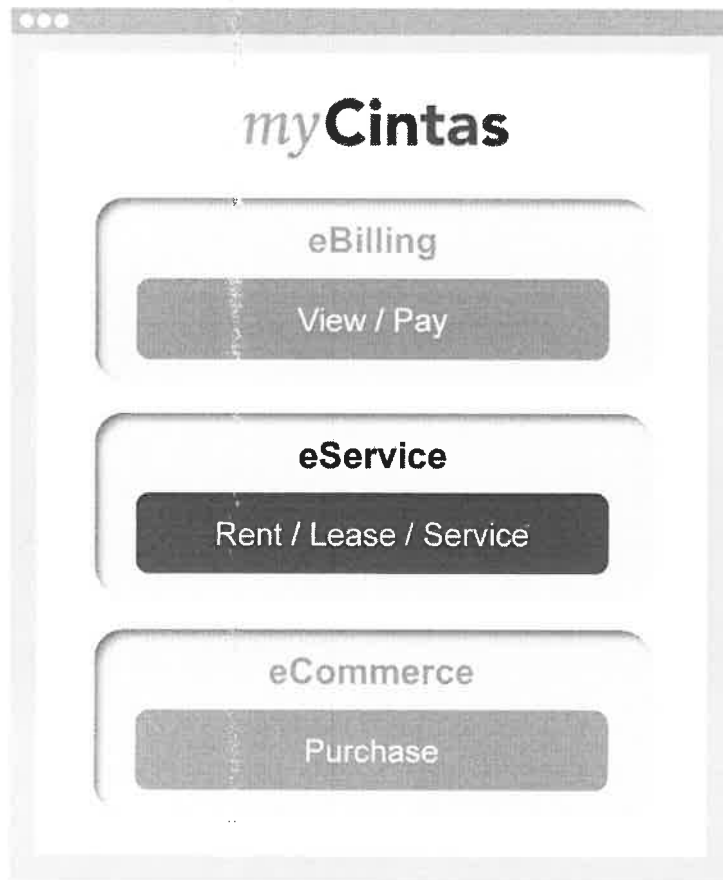
To register visit:

www.Cintas.com/myaccount



CONNECT
RENTAL

What is myCintas Services?



eService

Primary functionalities include:

- View Rental Products and Services
- Product Add Shopping Experience
- Create Service Requests
- Get a hold of your service team when it is convenient for you.
- Activity Center
- TruCount Service Summary Report

To register visit:

www.Cintas.com/myaccount



CONNECT
RENTAL

www.Cintas.com/myaccount



Sign In

EMAIL

PASSWORD

Please enter your password.

[Forgot Username Email?](#)

[Forgot Password?](#)

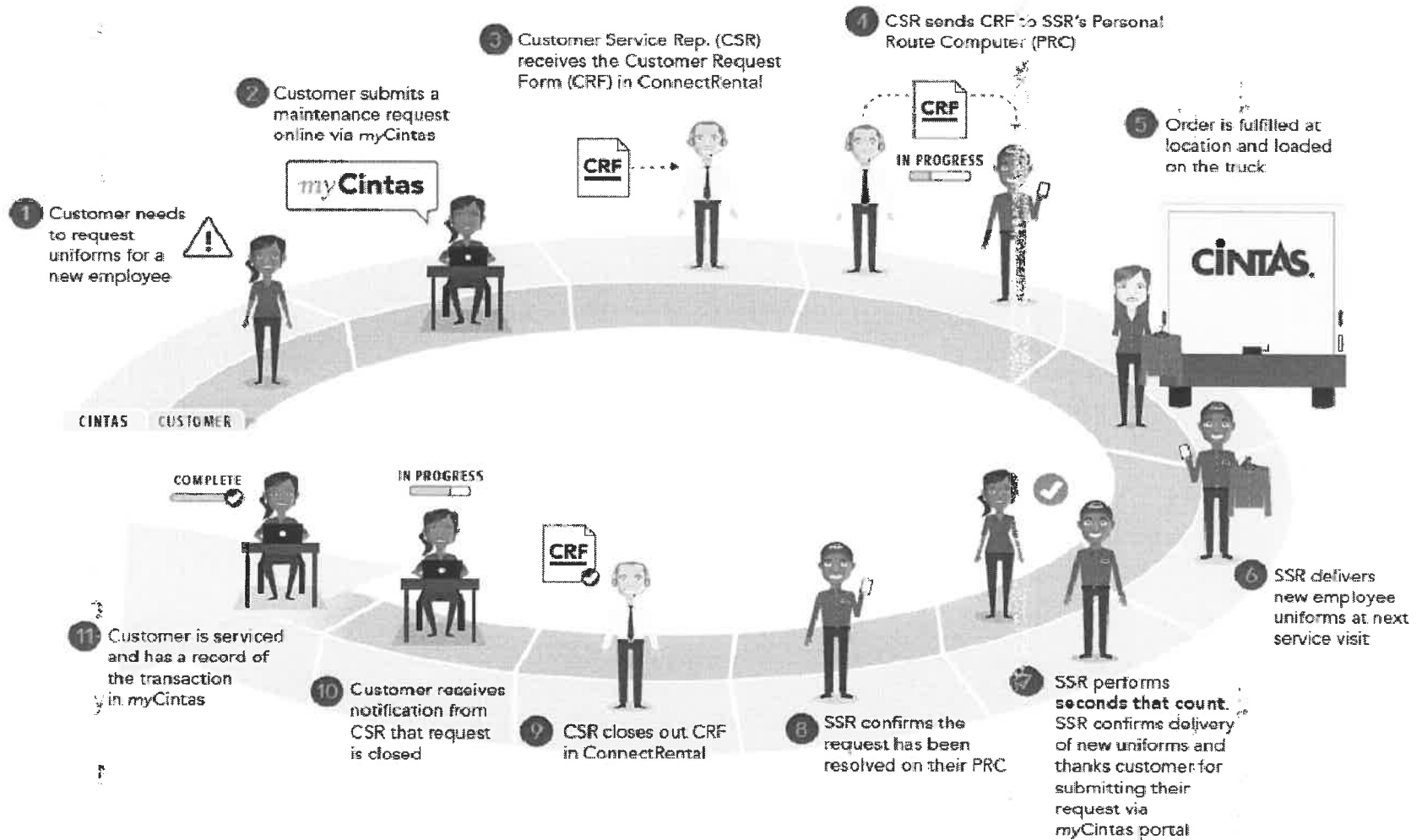
SIGN IN

New to myCintas? [Click here to Register.](#)

**Click here
to register
your
account**

Contact your service rep when it is convenient for you and track your request online

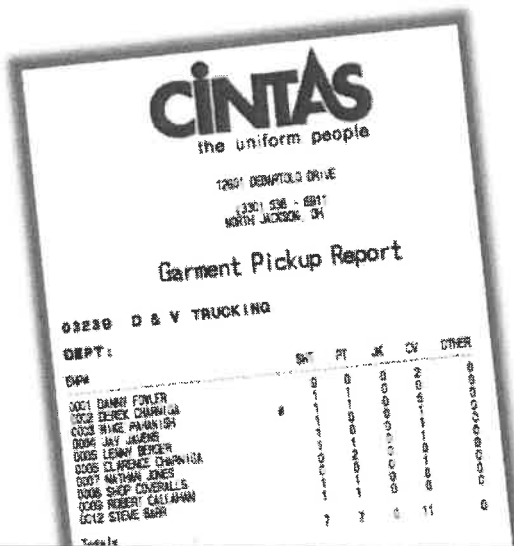
myCintas CUSTOMER EXPERIENCE MAP



Garments are clean,
sharp and accounted
for with the
TruCount™ inventory
control system



With our TruCount™ Inventory Control System, we know, and you know, exactly where your garments are at all times. It's communication, accountability and reliability, delivered to you **every week** by your Cintas Service Sales Representatives and powered by TruCount™.



99.98% garment
return rate



ON-SITE SCANNING

Our standard operating procedure includes our SSR performing on-site scanning at your premise for all the dirty uniforms turned in for laundering.



EVERY TIME

Every garment. Every visit. With TruCount™, we don't just make bold claims, we stand behind them. We scan every garment, every visit, period.



DOCUMENTED

Every visit, your SSR will provide a pick up report showing the exact number of dirty garments scanned in, by wearer, to be laundered and returned the following visit. For even greater detail, we can provide a comprehensive garment summary report.

Being **Ready for the Workday®** begins here. To learn more talk to your Sales Representative.



TruCount™

Missing Uniforms Leaves You Frustrated and Your Team Unprepared

Other providers make big claims on their garment inventory systems but only Cintas deploys the system across every single customer, no matter how big or how small.



At Cintas, it is a requirement that 100% of our locations follow the TruCount™ procedures.

	Cintas	Other Providers
1. Scan every customer, every visit	Yes	No
2. Scan onsite	Yes	No
3. Provide a Garment Pickup Report every week	Yes	No
4. Provide a Service Summary every week for previous and current pick ups	Yes	No

With TruCount™, you'll have all the information about your employees' uniforms right at your fingertips.

Being **Ready for the Workday®** begins here. To learn more speak to your Sales Representative

**WVDOH Uniform Rental Service Contract
Pricing Page, Attachment A (ATT A)**

Part I. Weekly Rental Cost Instructions: Vendor shall provide One Weekly Unit Rate for each Contract Item listed below. Failure to provide a bid price for every Contract Item below will result in the Vendor's bid being disqualified.

NOTE: Please refer to Section 5.2.1 of the Contract Specifications for description of a "Unit".

Contract Item #	Estimated ** Weekly Unit Quantity	Item Description	One Weekly Unit Rate	Extended Weekly Cost
Standard	1	ANSI Class 2 High Visibility Short Sleeve T-Shirt (Section 3.1.1.1) Lime Yellow, 100% Polyester, Left Chest Pocket	\$5.50	\$1,760.00
	2	ANSI Class 2 High Visibility Short Sleeve Button Down Work Shirt (Section 3.1.1.1) Lime Yellow, blended Material 65% Polyester and 35% Cotton, Left and Right Chest Pocket	\$6.38	\$12,760.00
	3	ANSI Class 2 High Visibility Long Sleeve Button Down Work Shirt (Section 3.1.1.1) Lime Yellow, blended Material 65% Polyester and 35% Cotton, Left and Right Chest Pocket	\$6.38	\$2,552.00
	4	Enhanced Visibility Work Pant - Men's Cut (Section 3.1.1.2) Dark Blue Denim/Jean Material	\$6.38	\$15,312.00
	5	Enhanced Visibility Work Pant - Women's Cut (Section 3.1.1.2) Dark Blue Denim/Jean material	\$6.38	\$2,233.00
	6	Enhanced Visibility Unlined Flame-Resistant Coveralls (Section 3.1.1.3) Navy Blue, 100% Cotton 2-way Zipper, Left and Right Chest Pocket	\$1.76	\$1,760.00
	7	ANSI Class 2 High Visibility 3-Season Hip Jacket (Section 3.1.1.4) Lime Yellow, 100% Polyester	\$1.96	\$5,488.00
Alternate	8	Enhanced Visibility Unlined Bib-Overalls (Section 3.1.1.5) Dark Blue Denim/Jean Material Adjustable buckled suspenders, Left and/or Right Chest Pocket	\$9.13	\$45.65
	9	Enhanced Visibility Short Sleeve Button Down Work Shirt (Section 3.1.1.1) Navy Blue, 100% Cotton, Left and Right Chest Pocket	\$5.83	\$233.20
	10	Enhanced Visibility Long Sleeve Button Down Work Shirt (Section 3.1.1.1) Navy Blue, 100% Cotton, Left and Right Chest Pocket	\$5.83	\$233.20
	11	Enhanced Visibility Work Pant - Men's Cut (Section 3.1.1.2) Navy Blue, 100% Cotton	\$5.50	\$385.00
	12	Enhanced Visibility Work Pant - Women's Cut (Section 3.1.1.2) Navy Blue, 100% Cotton	\$5.50	\$55.00
	13	Enhanced Visibility Cargo Pant - Men's Cut (Section 3.3.1.6) Navy Blue, blended Material 65% Polyester and 35% Cotton	\$5.72	\$286.00
	14	Enhanced Visibility Cargo Pant - Women's Cut (Section 3.3.1.6) Navy Blue, blended Material 65% Polyester and 35% Cotton	\$5.72	\$57.20
TOTAL EXTENDED WEEKLY RENTAL COST				\$43,160.25

Contract Item #	Estimated ** Quantity	Item Description	Cost Each	Extended Logo Patch
15	42,000/each	WVDOH Logo Patch (2.5" x 4.5") shall be placed above the left pocket on all shirts, coveralls, bib overalls and jackets (Section 3.1.1.7)	\$0.00	\$0.00

*	TOTAL PART I. COST equals the total of Extended Weekly Rental Cost plus Extended Logo Patch Cost			\$43,160.25
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*Provide this Rate in Part III as well

(Continue to Page 2)

**WVDOH Uniform Rental Service Contract
Pricing Page, Attachment A (ATT A)**

Part II. Replacement Cost - Instructions: Vendor shall provide a Replacement Cost Rate for each Contract Item listed below. Failure to provide a replacement cost for every contract item will result in the Vendor's bid being disqualified.

NOTE: Replacement Cost, for new garments, shall be paid per the rates listed below based on the sliding scale described in Section 3.3.8 of the Contract Specifications.

Contract Item #	Estimated ** Replacement Quantity	Item Description	Replacement EACH Rate	Extended Replacement Cost
Standard	16	ANSI Class 2 High Visibility Short Sleeve T-Shirt (Section 3.1.1.1) Lime Yellow, 100% Polyester, Left Chest Pocket	\$0.00	\$0.00
	17	ANSI Class 2 High Visibility Short Sleeve Button Down Work Shirt (Section 3.1.1.1) Lime Yellow, blended Material 65% Polyester and 35% Cotton, Left and Right Chest Pocket	\$0.00	\$0.00
	18	ANSI Class 2 High Visibility Long Sleeve Button Down Work Shirt (Section 3.1.1.1) Lime Yellow, blended Material 65% Polyester and 35% Cotton, Left and Right Chest Pocket	\$0.00	\$0.00
	19	Enhanced Visibility Work Pant - Men's Cut (Section 3.1.1.2) Dark Blue Denim/Jean material	\$0.00	\$0.00
	20	Enhanced Visibility Work Pant - Women's Cut (Section 3.1.1.2) Dark Blue Denim/Jean material	\$0.00	\$0.00
	21	Enhanced Visibility Unlined Flame-Resistant Coveralls (Section 3.1.1.3) Navy Blue, 100% Cotton 2-way Zipper, Left and Right Chest Pocket	\$0.00	\$0.00
	22	ANSI Class 2 High Visibility 3-Season Hip Jacket (Section 3.1.1.4) Lime Yellow, 100% Polyester	\$0.00	\$0.00
Alternate	23	Enhanced Visibility Unlined Bib-Overalls (Section 3.1.1.5) Dark Blue Denim/Jean Material Adjustable buckled suspenders, Left and/or Right Chest Pocket	\$0.00	\$0.00
	24	Enhanced Visibility Short Sleeve Button Down Work Shirt (Section 3.1.1.1) Navy Blue, 100% Cotton, Left and Right Chest Pocket	\$0.00	\$0.00
	25	Enhanced Visibility Long Sleeve Button Down Work Shirt (Section 3.1.1.1) Navy Blue, 100% Cotton, Left and Right Chest Pocket	\$0.00	\$0.00
	26	Enhanced Visibility Work Pant - Men's Cut (Section 3.1.1.2) Navy Blue, 100% Cotton	\$0.00	\$0.00
	27	Enhanced Visibility Work Pant - Women's Cut (Section 3.1.1.2) Navy Blue, 100% Cotton	\$0.00	\$0.00
	28	Enhanced Visibility Cargo Pant - Men's Cut (Section 3.3.1.6) Navy Blue, blended Material 65% Polyester and 35% Cotton	\$0.00	\$0.00
	29	Enhanced Visibility Cargo Pant - Women's Cut (Section 3.3.1.6) Navy Blue, blended Material 65% Polyester and 35% Cotton	\$0.00	\$0.00
*	TOTAL PART II. COST equals the sum of all Extended Replacement Cost Contract Items.			\$0.00

*Provide this Rate in Part III as well

Part III. Grand Total Instructions: Vendor should list the Total Pricing sum of Contract Items 1 thru 15, and then the Total Pricing sum of Contract Items 16 thru 27, in the designated spaces below for the calculation of the Grand Total Dollar Amount Bid.

* TOTAL PRICE from Part I Weekly Rental Cost above, equals the total of Extended Weekly Rental Cost plus the Extended Logo Patch Cost:	\$ 43,160.25 -
* TOTAL PRICE from Part II Replacement Cost above, equals the total of Extended Replacement Cost:	\$ 0.00 -
GRAND TOTAL DOLLAR AMOUNT BID	\$ 43,160.25 -

**These estimates represent the approximate volume of anticipated rentals and replacements ONLY. No future use of the Contract or any individual item is guaranteed or implied.

Executive Summary for WVDOH Uniform Program

Cintas Corporation

Below is an overview of important project contact information and project assignment by each of the respective Cintas locations to provide full service coverage to EVERY DOH location listed on Exhibit 2 as provided as part of the SOW for the Uniform Solicitation

In reference to page 10.5 Project Contact Information

Government Major Account Manager

Michael Rupprecht

RupprechtM@Cintas.com

410-218-3454

GOV Global Account Manager

Amanda Rowe

RoweA@cintas.com

843-324-4956

As it relates to turn around time of the project – due to Covid related backorder issues, large sized garments and special cuts related to Line Items numbers 1 – 14 on the Pricing Exhibit we are asking for flexibility around the May 1st 2023 implementation deadline. We have several sources that we use to produce the required Hi-vis and FR garments and all sources are indicating longer turn around times of these items that we felt necessary to make DOH aware of. We have the ability to produce certified letters from these vendors to support our claim if needed.

Below is an outline of every Cintas location that would be responsible for the in-person delivery and uniform exchange of every DOH depot as outlined on Exhibit 2.

Location Address	Name, Phone Number and Email	Zip	UR Location	Approximate # of employees
1338 Smith Street Charleston, WV 25301	Everett Walker, 304-356-3779 everett.i.walker@wv.gov	25301	Charleston, WV	22
2800 West Washington Street Charleston, WV 25312	Russell Bishop, 304-744-3050 russell.e.bishop@wv.gov	25312	Charleston, WV	24
Poverty Lane Nitro, WV 25143	Mike Priddy, 304-759-0708 michael.i.priddy@wv.gov	25143	Charleston, WV	6
704 Winfield Road St. Albans, WV 25177	Ken Nelson, 304-759-0713 kenneth.nelson@wv.gov	25177	Charleston, WV	12
3134 Amma Road Amma, WV 25005	Charles Deems, 304-565-9801 charles.deems@wv.gov	25005	Charleston, WV	6
75 Pickens Road Nitro, WV 25143	Thomas Gillispie, 304-759-0710 thomas.w.gillispie@wv.gov	25143	Charleston, WV	18
4476 Triplett Ridge Road Clay, WV 25043	Angie King, 304-587-4241 cecilia.a.king@wv.gov	25043	Charleston, WV	27
2266 Pennsylvania Avenue Charleston, WV 25302	Robert Blaylock, 304-342-2520 robert.d.blaylock@wv.gov	25302	Charleston, WV	9
2334 MacCorkle Avenue St. Albans, WV 25177	Stephen Harmon, 304-722-0600 stephen.c.harmon@wv.gov	25177	Charleston, WV	21
14987 MacCorkle Avenue Chelyan, WV 25035	John Robinson, 34-595-1313 john.w.robinson@wv.gov	25035	Charleston, WV	22
Allen's Fork Sissonville, WV 25320	Michael Danley, 304-988-3241 michael.j.danley@wv.gov	25320	Charleston, WV	7
115 Frame Road Elkview, WV 25071	Brian Greer, 304-965-2860 brian.r.greer@wv.gov	25071	Charleston, WV	21
Rock Creek Danville, WV 25053	Tim Baker, 304-369-7808 timothy.a.baker@wv.gov	25053	Charleston, WV	30
2702 Jackson Avenue Pt. Pleasant, WV 25550	Neatta Mullins, 304-675-0853 neatta.h.mullins@wv.gov	25550	Parkersburg, WV	34
401 Champion Drive US Route, 119 Corridor G South Charleston, WV 25309	Joe Cook, 304-756-3634 joseph.s.cook@wv.gov	25309	Charleston, WV	7
WV Route 62, Box 2 Red House, WV 25168	Joshua McCloud, 304-586-2381 joshua.r.mcloud@wv.gov	25168	Charleston, WV	16
3304 Teays Valley Road Hurricane, WV 25526	Tiffney Adkins, 304-562-6641 tiffney.l.adkins@wv.gov	25526	Charleston, WV	18
Point Pleasant, WV 25550		25550	Parkersburg, WV	10
Charleston, WV 25302		25302	Charleston, WV	37
6200 US Route 60, East Barboursville, WV 25504	Jesse Ferrell, 304-736-3111 jesse.c.ferrell@wv.gov	25504	Ashland, KY	36
809 Old Logan Road Chapmanville, WV 25508	Enoch Workman, 304-792-7035 enoch.f.workman@wv.gov	25508	Charleston, WV	37
1 Highway Garage Road Williamson, WV 25661	John Marcum, 304-235-6003 john.h.marcum@wv.gov	25661	Ashland, KY	37
326 Central Avenue Wayne, WV 25570	Shelly Marcum, 304-272-5127 shelly.j.marcum@wv.gov	25570	Ashland, KY	40
801 Madison Avenue Huntington, WV 25701	Peggy Perkins, 304-528-5917 peggy.m.perkins@wv.gov	25701	Ashland, KY	12
5820 McClellan Highway, North West Hamlin, WV 25571	Cynthia Lucas, 304-824-3434 cynthia.d.lucas@wv.gov	25571	Ashland, KY	38
3100 16th Street Road Huntington, WV 25701	Kevin Manns, 304-528-5669 kevin.r.manns@wv.gov	25701	Ashland, KY	11
7619 S. Calhoun Highway Millstone, WV 25261	David Weese, 304-420-4710 david.s.weese@wv.gov	25261	Charleston, WV	21
946 Clay Lick Road Ripley, WV 25271	Scott Whited, 304-372-7857 scott.r.whited@wv.gov	25271	Parkersburg, WV	36
401 Second Street Belmont, WV 26134	Johanna Ekas, 304-420-4705 johanna.m.ekas@wv.gov	26134	Parkersburg, WV	19
731 Ellenboro Road Harrisville, WV 26362	Diane Haight, 304-420-4706 paula.d.haight@wv.gov	26362	Parkersburg, WV	29
269 Charleston Road Spencer, WV 25276	Yancy Miller, 304-927-0962 yancy.t.miller@wv.gov	25276	Charleston, WV	34
56 Schoolview Street	Brandi Arnold, 304-420-4707			

Elizabeth, WV 26143 905 Lubeck Avenue, Route 95 Parkersburg, WV 26101	brandi.r.arnold@wv.gov Shelly Beha, 304-420-4700 shelly.r.beha@wv.gov	26143 Parkersburg, WV 26101 Parkersburg, WV	20 44
720 Depot Street, Sign Shop Parkersburg, WV 26101	Ed McComas, 304-420-4739 edward.l.mccomas@wv.gov	26101 Parkersburg, WV	4
41 Ritchie Industrial Park Road Pennsboro, WV 26415	Josh Cline, 304-420-4814 joshua.c.cline@wv.gov	26415 Parkersburg, WV	10
1758 Mill Run Road Parkersburg, WV 26104	Joann Hardin 304-420-4703 joann.hardin@wv.gov	26104 Parkersburg, WV	21
2600 Medina Road Ravenswood, WV 26164	Sherry Beaver, 304-420-4610 sherry.r.beaver@wv.gov	26164 Parkersburg, WV	12
1681 Mill Run Road (District Heavy Maint.) Parkersburg, WV 26104	April Hyde, 304-420-4708 april.d.hyde@wv.gov	26104 Parkersburg, WV	23
1423 Mill Run Road (Bridge Dept Quonset) Parkersburg, WV 26104	Dave Vankirk, 304-494-2221 ronda.e.stutler@wv.gov	26104 Parkersburg, WV	10
Old Route 50 Smithsburg, WV 26436	Rebecca McCombs, 304-627-2412 rebecca.mccombs@wv.gov	26436 Morgantown, WV	20
Route 20, 119 Railcross Road Gore, WV 26301	Darren Hutson, 304-627-2140 darren.w.hutson@wv.gov	26301 Morgantown, WV	38
916 Country Club Road Fairmont, WV 26554	Jonette Byrd, 304-367-2730 jonette.d.byrd@wv.gov	26554 Morgantown, WV	32
US Route 250, 1396 East Main Street Mannington, WV 26582	Jimmy Villers, 304-986-2600 james.e.villers@wv.gov	26582 Morgantown, WV	10
1510 Grafton Road Morgantown, WV 26508	Michelle Carroll, 304-285-3207 michelle.g.carroll@wv.gov	26508 Morgantown, WV	20
WV Route 7, 5861 Mason Dixon Highway Pentress, WV 26544	Michelle Carroll, 304-285-3207 michelle.g.carroll@wv.gov	26544 Morgantown, WV	6
216 St. Joe Road Albright, WV 26519	Lori Funk, 304-329-0192 lori.b.funk@wv.gov	26519 Morgantown, WV	16
US Route 50, 23236 George Washington Highway Aurora, WV 26705	Lori Funk, 304-329-0192 lori.b.funk@wv.gov	26705 Morgantown, WV	6
WV Route 26, South 14115 North Preston Highway Bruceton Mills, WV 26525	Lori Funk, 304-329-0192 lori.b.funk@wv.gov	26525 Morgantown, WV	6
US Route 50, East Fellowsville, WV 26410	Lori Funk, 304-329-0192 lori.b.funk@wv.gov	26410 Morgantown, WV	11
WV Route 7, East 32353 Veteran's Memorial Highway Terra Alta, WV 26764	Lori Funk, 304-329-0192 lori.b.funk@wv.gov	26764 Morgantown, WV	7
US Route 250, East Pruntytown, WV 26354	Susan Swecker, 304-265-6109 susan.b.swecker@wv.gov	26354 Morgantown, WV	26
Meadowbrook Road Bridgeport, WV 26330	Jennifer Greenawalt, 304-326-0131 jennifer.l.greenawalt@wv.gov	26330 Morgantown, WV	42
I-79, Exit 146, 95 Goshen Road Morgantown, WV 26508	Donald Bragg, 304-285-3208 donald.l.bragg@wv.gov	26508 Morgantown, WV	12
I-79, Exit 110, 851 North Streetcar Way Lost Creek, WV 26385	Kenny Welch, 304-627-2411 kenny.j.welch@wv.gov	26385 Morgantown, WV	10
I-68, Exit 15, 174 Casteel Road Bruceton Mills, WV 26525	Tina Bragg/Richard Coddington, 304-285-3206 tina.m.bragg@wv.gov	26525 Morgantown, WV	6
US 50, West, Flinderation Road Salem, WV 26426	Jesse Sigley, 304-782-3668 jesse.a.sigley@wv.gov	26426 Morgantown, WV	8
1867 Rock Cliff Drive Martinsburg, WV 25401	Corky Coates, 304-289-3521 joseph.h.coates@wv.gov	25401 Cumberland, MD	21
HC 59, Box 245, Route 28 Petersburg, WV 26847	Glenna Lott, 304-257-4455 glenna.d.lott@wv.gov	26847 Cumberland, MD	21
Corner of Route 42 and Route 50 Mt. Storm, WV 26739	Glenna Lott, 304-257-4455 glenna.d.lott@wv.gov	26739 Cumberland, MD	12
HC 65, Box 232 (Jersey Mountain Road) Romney, WV 26757	Lynette Kesner, 304-822-4167 lynette.l.kesner@wv.gov	26757 Cumberland, MD	24
Route 29, North Slanesville, WV 25444	Lynette Kesner, 304-822-4167 lynette.l.kesner@wv.gov	25444 Cumberland, MD	8
US route 50, East	Lynette Kesner, 304-822-4167		

Capon Bridge, WV 26711 2104 State Route 55	lynette.l.kesner@wv.gov Donna Eye, 304-434-2525	26711 Cumberland, MD	7
Moorefield, WV 26836 County Route 29, 386 Sperry's Run Road	donna.k.eye@wv.gov Donna Eye, 304-434-2525	26836 Cumberland, MD	14
Baker, WV 26801 1301 Old Leetown Pike	donna.k.eye@wv.gov Matthew Pickett, 304-725-5821	26801 Cumberland, MD	14
Kearneysville, WV 25430 HC 72, Box 72AA	matthew.c.pickett@wv.gov Jessica Paugh, 304-788-1221	25430 Cumberland, MD	27
New Creek, WV 26743 Route 42	jessica.l.paugh@wv.gov Kevin McRobie, 304-446-5242	26743 Cumberland, MD	29
Elk Garden, WV 26717 Route 28	kevin.m.mcrobie@wv.gov Timothy Wigfield, 304-726-4707	26717 Cumberland, MD	8
Short Gap, WV 26753 166 DOH Lane	timothy.j.wigfield@wv.gov Mike Waltman, 304-258-2578	26753 Cumberland, MD	12
Berkeley Springs, WV 25411 16964 Cacapon Road, Route 9	michael.v.waltman@wv.gov Allen Kidwell, 304-947-7198	25411 Cumberland, MD	16
Great Cacapon, WV 25422 Route 50 West, 2120 Northwest Turnpike	allen.l.kidwell@wv.gov Roger Kitzmiller, 304-500-5186	25422 Cumberland, MD	44
Burlington, WV 26710 Route 50 West, 2120 Northwest Turnpike	roger.l.kitzmiller@wv.gov Anita Funkhouser, 304-289-2221	26710 Cumberland, MD	37
Burlington, WV 26710 1893 Rock Cliff Drive	anita.e.funkhouser@wv.gov Esther Lowe, 304-267-0060	26710 Cumberland, MD	9
Martinsburg, WV 25401 Corridor H, 2104 State Route 55	esther.e.lowe@wv.gov Donnie Coby, 304-434-2525	25401 Cumberland, MD	10
Moorefield, WV 26836 Corridor H, 157 Knobley Access Road	donald.w.coby@wv.gov Zyndall Thorne, 304-749-7791	26836 Cumberland, MD	16
Maysville, WV 26833 Dry Run Road	zyndall.r.thorne@wv.gov Mike Helmick, 304-289-3999	26833 Cumberland, MD	9
Burlington, WV 26710 3531 US Route 33, East	michael.e.helmick@wv.gov Bryan Jones, 304-462-7325	26710 Cumberland, MD	26
Glenville, WV 26351 937 US Route 19, South	bryan.l.jones@wv.gov Sean Corathers, 304-269-0470	26351 Morgantown, WV	28
Weston, WV 26452 56 Bakers Island, Suite 101	sean.w.corathers@wv.gov Brandon Giles, 304-847-2114	26452 Morgantown, WV	29
Webster Springs, WV 26288 80 Coon Knob, DOH Road	brandon.l.giles@wv.gov Eric Belknap 304-476-3901	26288 Charleston, WV	15
Sutton, WV 26601 888 Burnsville Road	eric.d.belknap@wv.gov Scottie Stout, Carlous Bailey	26601 Charleston, WV	11
Burnsville, WV 26335 1001 State Street	304-853-2454 Scottie.J.Stout@wv.gov	26335 Morgantown, WV	27
Gassaway, WV 26624 131 Highland Drive	Denise Mowrey 304-364-5238 denise.m.mowery@wv.gov	26624 Morgantown, WV	6
Weston, WV 26452 309 Mudlick Road	Melissa Woody, 304-269-8952 melissa.l.woody@wv.gov	26452 Morgantown, WV	19
Weston, WV 26452 416 US Route 33, East	Jackie Stout, 304-269-0465 jackie.w.stout@wv.gov	26452 Morgantown, WV	6
Weston, WV 26452 1439 Mansfield Drive	Tyrone Campbell, 304-269-0460 tyrone.d.campbell@wv.gov	26452 Morgantown, WV	33
Philippi, WV 26416 493 Mud Lick Road	Donna Marshall, 304-457-1597 donna.j.marshall@wv.gov	26416 Morgantown, WV	38
Buckhannon, WV 26201 5206 Gauley Turnpike	Aleece Williams, 304-473-4225 c.aleece.williams@wv.gov	26201 Morgantown, WV	10
Heaters, WV 26627 Dist. Equip. Shop 131 Highland Dr. Building D	Denise Mowrey 304-364-5238 denise.m.mowery@wv.gov	26627 Morgantown, WV	13
Weston, WV 26452 Bridge Maintenance, 160 Skin Creek Road	Vicki Conrad, 304-517-1939 victoria.m.conrad@wv.gov	26452 Morgantown, WV	14
Weston, WV 26452 Pendleton Co Headquarters	Gary workman, 304-269-0476 gary.f.workman@wv.gov	26452 Morgantown, WV	
251 Maple Ave Franklin, WV 26807	Joe Mullins, 304-304-358-2702 no email	26807 Cumberland, MD	16
Judy Gap Substation 13285 Mountaineer Drive	Justin Johnson, 304-567-2808		
Riverton, WV 26814	no email	26814 Cumberland, MD	

Sugar Grove Substation 9315 Sugar Grove Road Sugar Grove, WV 26815	Teddy Hinkle, 304-249-5461 304-249-5461	26815 Waynesboro, VA	7
Pocahontas Co Headquarters 25 Brush Country Road Marlinton, WV 24954	Josh Dilley, 304-799-4867 evelyn.l.hollandsworth@wv.gov	24954 Morgantown, WV	6
Hillsboro Substation 222 Payne Ave Hillsboro, WV 24946	Freddie Tawney, 304-653-4332 no email	24946 Morgantown, WV	12
Green Bank Substation 4757 Potomac Highlands Trail Green Bank, WV 24944	Marvin Beverage, 304-456-4692 no email	24944 Morgantown, WV	12
District 8 Headquarters 1101 North Randolph Ave Elkins, WV 26241	Maureen Martin, 304-637-0220 Maureen.j.martin@wv.gov	26241 Morgantown, WV	49
Coalton Substation 2453 Coalton-Pumpkintown Rd Coalton, WV 26257	RJ Bodkins 304-636-2595 no email	26257 Morgantown, WV	7
Harman Substation 22445 Allegheny Highway Harman, WV 26270	Scott Hebb, 304-227-4111 no email	26270 Morgantown, WV	8
Mill Creek Substation 9407 Seneca Trail Mill Creek, WV 26280	Jared Morgan, 304-335-2365 no email	26280 Morgantown, WV	9
Pickens Substation 1019 Pickens Road Pickens, WV 26230	Robert Kelley, 304-924-5544 no email	26230 Morgantown, WV	5
Valley Head Substation 245 Point Mountain Road Valley Head, WV 26294	Chanc Swecker, 304-339-4918 no email	26294 Morgantown, WV	8
Tucker Co Headquarter 9209 Seneca Trail Parsons, WV 26287	Jon Davis, 304-478-2304 no email	26287 Morgantown, WV	20
Thomas Substation 15933 Appalachian Highway Thomas, WV 26292	Chris Pase, 304-463-4220 no email	26292 Morgantown, WV	12
Randolph Co Headquarters 76 Country Club Road Elkins, WV 26241	Matt Bonner, 304-637-0265 no email	26241 Morgantown, WV	17
146 Stonehouse Road Lewisburg, WV 24901	Robin Helmick, 304-647-7846 robin.m.helmick@wv.gov	24901 Bedford, VA	8
3121 East Main Street Oak Hill, WV 25901	Elizabeth Dunlap, 304-465-1832 elizabeth.f.dunlap@wv.gov	25901 Charleston, WV	32
County Route 11 and US Route 60 4064 Clifftop Road Lookout, WV 25868	Michael Knight, 304-574-0373 no email	25868 Charleston, WV	23
2820 North Jefferson Street Lewisburg, WV 24901	Tammy Dowdy, 304-647-7465 tammy.j.dowdy@wv.gov	24901 Bedford, VA	32
I-64, Exit 156 14971 Midland Trail West Crawley, WV 24931	Creta Meadows, 304-392-6712 no email	24931 Charleston, WV	27
875 Sweet Springs Valley Union, WV 24983	Patricia Allen, 304-772-3037 patricia.a.allen@wv.gov	24983 Pulaski, VA	24
Intersection of US Route 219 and WV Route 12 511 Ballard - Red Sulphur Parkway Peterstown, WV 24963	Elwin Dillon, 304-753-9778 no email	24963 Pulaski, VA	11
777 Turnpike Road Summersville, WV 26651	Melissa Johnson, 304-872-0811 melissa.a.johnson@wv.gov	26651 Charleston, WV	29
8238 Richwood Road Craigs ville, WV 26205	Eddie Bartlett, 304-846-9501 no email	26205 Charleston, WV	15
20414 State Route 12 Hinton, WV 25951	Stewart McGraw, 304-466-2802 stewart.a.mcgraw@wv.gov	25951 Chaleston, WV	31
331 Brush Road Lewisburg, WV 24901	April Hiser, 304-647-7459 april.d.hiser@wv.gov	24901 Bedford, VA	15

5727 Midland Trail, US Route 60, Falls View Charlton Heights, WV 25040	Steve Harrell, 304-779-2860 steven.l.harrell@wv.gov	25040 Charleston, WV	13
I-64, Exit 175 to US Route 60, East 297 John H. Bowling Jr. Lane Harts Run, WV 24925	Matt Curry, 304-536-1472 matthew.r.curry@wv.gov	24925 Bedford, VA	12
US Route 19/WV Route 55 Interchange 50 State Garage Road - Muddlety Summersville, WV 26651	Elizabeth Frame, 304-872-0823 elizabeth.j.frame@wv.gov	26651 Charleston, WV	12
2876 Jefferson Street, North Lewisburg, WV 24901	Amber Jackson, 304-647-7553 amber.d.jackson@wv.gov	24901 Bedford, VA	13
50 State Garage Road - Muddlety Summersville, WV 26651	Michael Bennett, 304-872-0817 michael.l.bennett@wv.gov	26651 Charleston, WV	6
379 Market Road Beckley, WV 25801	Tonya Schrader, 304-256-6831 tonya.l.schrader@wv.gov	25801 Charleston, WV	99
454 New Hope Road Princeton, WV 24740	Melissa Proffitt, 304-425-2782 melissa.a.proffitt@wv.gov	24740 Pulaski, VA	62
270 Hardwood Lane Princeton, WV 24740	Tina Hester, 304-487-5277 tina.l.hester@wv.gov	24740 Pulaski, VA	80
100 Headquarters Lane Havaco, WV 24801	Patty Wagers, 304-436-6896 patricia.a.wagers@wv.gov	24801 Pulaski, VA	45
WV Route 97, Bearhole Road Pineville, WV 24874	Kayla Walker, 304-732-9372 kayla.j.walker@wv.gov	24874 Charleston, WV	43
301 Ambrose Lane Princeton, WV 24740	Tina Hester, 304-487-5277 tina.l.hester@wv.gov	24740 Pulaski, VA	11
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