



State of West Virginia
 Department of Administration
 Purchasing Division
 2019 Washington Street East
 Post Office Box 80130
 Charleston, WV 25303-0130

NUMBER
 ADJ1309

PAGE
 1

ADDRESS CHANGE REFERENCE TO AGENCY OR
 TARA LYLE
 304-558-2544

RFQ COPY
 TYPE NAME/ADDRESS HERE

ATTN: TARA LYLE
 FAX = 304 588 4115
 # PAGES: 7.

ADJUTANT GENERAL'S DEPARTMENT
 MOUNTAINEER CHALLENGE PROGRAM
 CAMP DAWSON
 240 ARMY ROAD
 KINGWOOD, WV
 26537

304-341-6406

05/29/13 01:03:11 PM

West Virginia Purchasing Division

DATE PRINTED
 05/07/2013

BID OPENING DATE: 05/29/2013

BID OPENING TIME 01:30PM

LINE	QUANTITY	UNIT	DESCRIPTION	UNIT PRICE	TOTAL PRICE
THE WEST VIRGINIA PURCHASING DIVISION FOR THE AGENCY, WV ADJUTANT GENERAL'S OFFICE, IS SOLICITING BIDS FOR AN OPEN-END CONTRACT TO PROVIDE MILITARY STYLE BOU PANTS AND LIGHTWEIGHT SHORT SLEEVE TACTICAL SHIRTS, FOR THE WV MOUNTAINEER CHALLENGE ACADEMY LOCATED AT 1001 ARMY ROAD, CAMP DAWSON KINGWOOD, WV 26537, PER THE ATTACHED SPECIFICATIONS. ATTACHMENTS INCLUDE: 1. INSTRUCTIONS TO VENDORS SUBMITTING BIDS 2. GENERAL TERMS AND CONDITIONS 3. ADJ1309 SPECIFICATIONS 4. CERTIFICATION AND SIGNATURE PAGE 5. PURCHASING AFFIDAVIT 6. RESIDENT VENDOR PREFERENCE FORM					
0001	1	LS	MILITARY STYLE CADET BOU PANTS	200-84	\$28.00 - \$30.00 \$ 25560.00
0002	1	LS	MILITARY STYLE SHORT SLEEVE TACTICAL DRESS SHIRTS	200-57	\$26.00 - \$28.00 \$ 7860.00

SIGNATURE *[Signature]*

TELEPHONE 575 7071744

DATE 5/28/13

TITLE OWNER

FBN 46-1486889

ADDRESS CHANGES TO BE NOTED ABOVE

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

INSTRUCTIONS TO VENDORS SUBMITTING BIDS

- 1. **REVIEW DOCUMENTS THOROUGHLY:** The attached documents contain a solicitation for bids. Please read these instructions and all documents attached in their entirety. These instructions provide critical information about requirements that if overlooked could lead to disqualification of a Vendor's bid. All bids must be submitted in accordance with the provisions contained in these instructions and the Solicitation. Failure to do so may result in disqualification of Vendor's bid.
- 2. **MANDATORY TERMS:** The Solicitation may contain mandatory provisions identified by the use of the words "must," "will," and "shall." Failure to comply with a mandatory term in the Solicitation will result in bid disqualification.
- 3. **PREBID MEETING:** The item identified below shall apply to this Solicitation.

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

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

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

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

An attendance sheet provided at the pre-bid meeting shall serve as the official document verifying attendance. The State will not accept any other form of proof or documentation to verify attendance. Any person attending the pre-bid meeting on behalf of a Vendor must list on the attendance sheet his or her name and the name of the Vendor he or she is representing. Additionally, the person attending the pre-bid meeting should include the Vendor's E-Mail address, phone number, and Fax number on the attendance sheet. It is the Vendor's responsibility to locate the attendance sheet and provide the required

information. Failure to complete the attendance sheet as required may result in disqualification of Vendor's bid.

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

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

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

Question Submission Deadline: May 20, 2013 at 5:00 pm

Submit Questions to:

Tara Lyle, File 32
2019 Washington Street, East
P.O. Box 50130
Charleston, WV 25305
Fax: 304-658-4116
Email: Tara.L.Lyle@wv.gov

5. **VERBAL COMMUNICATION:** Any verbal communication between the Vendor and any State personnel is not binding, including that made at the mandatory pre-bid conference. Only information issued in writing and added to the Solicitation by an official written addendum by the Purchasing Division is binding.
6. **BID SUBMISSION:** All bids must be signed and delivered by the Vendor to the Purchasing Division at the address listed below on or before the date and time of the bid opening. Any bid received by the Purchasing Division staff is considered to be in the possession of the Purchasing Division and will not be returned for any reason. The bid delivery address is:

Department of Administration, Purchasing Division
2019 Washington Street East
P.O. Box 50130,
Charleston, WV 25305-0130

The bid should contain the information listed below on the face of the envelope or the bid may not be considered:

SEALED BID
 BUYER: TARA LYLE
 SOLICITATION NO.: ADJ1509
 BID OPENING DATE: 5/29/13
 BID OPENING TIME: 1:30 PM
 FAX NUMBER: 304 558 4115

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

BID TYPE: [] Technical
 [] Cost

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

Bid Opening Date and Time:

May 29, 2013 at 1:30 pm

Bid Opening Location:

Department of Administration, Purchasing Division
 2019 Washington Street East
 P.O. Box 50130,
 Charleston, WV 25305-0130


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

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

EXHIBIT A

ADJ1309 - WV ADJUTANT GENERAL / MCA CADET MILITARY UNIFORM

PRICING PAGE

CONTRACT ITEM NO.	DESCRIPTION	EST QTY	UNIT PRICE	TOTAL
Item No. 3.1.1	BDU Pants			
	Size: Small/Regular Waist 27-30"	270 ea	\$ 28.00	\$ 7560.00
	Size: Small/Long Waist 27-30"	45 ea	\$ 28.00	\$ 1260.00
	Size: Med./Regular Waist 31-34"	270 ea	\$ 28.00	\$ 7560.00
	Size: Med./Long Waist 31-34"	45 ea	\$ 28.00	\$ 1260.00
	Size: Large/Regular Waist 35-38"	72 ea	\$ 29.00	\$ 2088.00
	Size: Large/Long Waist 35-38"	18 ea	\$ 29.00	\$ 522.00
	Size: XL/Reg. Waist 39-42"	72 ea	\$ 29.00	\$ 2088.00
	Size: XL/Long Waist 39-42"	18 ea	\$ 29.00	\$ 522.00
	Size: 2XL/Reg Waist 43-46"	36 ea	\$ 30.00	\$ 1080.00
	Size: 2XL/Long Waist 43-46"	9 ea	\$ 30.00	\$ 270.00
	Size: 3XL/Reg Waist 47-50"	36 ea	\$ 30.00	\$ 1080.00
	Size: 3XL/Long Waist 47-50"	9 ea	\$ 30.00	\$ 270.00
Item No. 3.1.2	Short Sleeve Tactical Dress Shirt			
	Size: Extra Small thru Extra Large	270 ea	\$ 26.00	\$ 7020.00
	Size: 2XL thru 3XL	30 ea	\$ 28.00	\$ 840.00
Failure to use this form may result in disqualification			Overall Total Cost:	\$ 33,420.00
Bidder/Vendor Information: <u>JUST IN TREND</u>				
Name: <u>CAL KALWANI</u>				
Address: <u>6900 CAPITAL VIEW CT, JOHNSTON, IA 50131</u>				
Phone: <u>515 707 1244</u>				
Fax: <u>515 331 9072</u>				
E-mail Address: <u>CKALWANI@JUSTINTREND.COM</u>				
Authorized Signature: 				

Quantities are estimated annual usage for bidding purposes, more or less may be purchased by the agency.

SUBJECT TO SAMPLE APPROVAL

MADE IN INDIA.

BRAND: JUST IN TREND

DELIVERY: 15-20 WORKING DAYS (180 SHIPMENTS; 30-40 BUSINESS DAYS)

CERTIFICATION AND SIGNATURE PAGE

By signing below, I certify that I have reviewed this Solicitation in its entirety; understand the requirements, terms and conditions, and other information contained herein; that I am submitting this bid or proposal for review and consideration; that I am authorized by the bidder to execute this bid or any documents related thereto on bidder's behalf; that I am authorized to bind the bidder in a contractual relationship; and that to the best of my knowledge, the bidder has properly registered with any State agency that may require registration.

JUST IN TREND

(Company)



(Authorized Signature)

CAL KALWANI, OWNER

(Representative Name, Title)

515 707 1744

(Phone Number)

515 331 9072

(Fax Number)

5/28/13

(Date)