



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

State of West Virginia  
 Request for Quotation  
 08 - Clothing

Proc Folder: 276205

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

Proc Type: Central Master Agreement

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

**BID RECEIVING LOCATION**

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

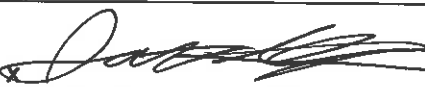
**VENDOR**

Vendor Name, Address and Telephone Number: CINTAS CORPORATION  
 2122 WINFIELD RD.  
 ST. ALBANS, WV 25177  
 304-755-0590 OFFICE  
 937-232-9376 CELL

04/18/17 16:19:22  
 WV Purchasing Division

**FOR INFORMATION CONTACT THE BUYER**

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

Signature  FEIN # 31-1703809 DATE 04/18/2017

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

**ADDITIONAL INFORMATION:**

Addendum # 1 issued for the following reasons:

1. To publish the vendor questions with responses.
2. To provide a copy of the revised Specifications, see Attachment A.
2. To provide a copy of the mandatory Pre Bid Meeting Sign-in Sheet; see Attachment A.

No other changes made.

INVOICE TO		SHIP TO	
DEPARTMENT OF ADMINISTRATION GENERAL SERVICES DIVISION 1900 KANAWHA BLVD E, BLDG 1, RM MB-68 CHARLESTON WV25305 US		STATE OF WEST VIRGINIA VARIOUS LOCATIONS AS INDICATED BY ORDER No City WV 99999 US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
1	Cargo Pant - Waist Size 28" to 42"	50.00000	EA	\$17.99	\$899.50

Comm Code	Manufacturer	Specification	Model #
53102700	CINTAS	SECTION 3.1.1	ST-270

**Extended Description :**

Cargo Pant - Waist Size 28" to 42"

INVOICE TO		SHIP TO	
DEPARTMENT OF ADMINISTRATION GENERAL SERVICES DIVISION 1900 KANAWHA BLVD E, BLDG 1, RM MB-68 CHARLESTON WV25305 US		STATE OF WEST VIRGINIA VARIOUS LOCATIONS AS INDICATED BY ORDER No City WV 99999 US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
2	Cargo Pant - Waist Size 44" to 54"	28.00000	EA	\$17.99	\$503.72

Comm Code	Manufacturer	Specification	Model #
53102700	CINTAS	SECTION 3.1.1	ST-270

**Extended Description :**

Cargo Pant - Waist Size 44" to 54" (or greater)

INVOICE TO		SHIP TO	
DEPARTMENT OF ADMINISTRATION GENERAL SERVICES DIVISION 1900 KANAWHA BLVD E, BLDG 1, RM MB-68 CHARLESTON WV25305 US		STATE OF WEST VIRGINIA VARIOUS LOCATIONS AS INDICATED BY ORDER  No City WV 99999 US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
3	Industrial Regular Fit Work Pant - Waist Size 28" to 42"	100.00000	EA	\$15.79	\$1579.00

Comm Code	Manufacturer	Specification	Model #
53102700	RED KAP	SECTION 3.1.2	VF-PT20

**Extended Description :**

Industrial Regular Fit Work Pant - Waist Size 28" (or lower) to 42"

INVOICE TO		SHIP TO	
DEPARTMENT OF ADMINISTRATION GENERAL SERVICES DIVISION 1900 KANAWHA BLVD E, BLDG 1, RM MB-68 CHARLESTON WV25305 US		STATE OF WEST VIRGINIA VARIOUS LOCATIONS AS INDICATED BY ORDER  No City WV 99999 US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
4	Industrial Regular Fit Work Pant - Waist Size 44" to 50"	100.00000	EA	\$18.79	\$1879.00

Comm Code	Manufacturer	Specification	Model #
53102700	RED KAP	SECTION 3.1.2	VF-PT20

**Extended Description :**

Industrial Regular Fit Work Pant - Waist Size 44" to 50"

INVOICE TO		SHIP TO	
DEPARTMENT OF ADMINISTRATION GENERAL SERVICES DIVISION 1900 KANAWHA BLVD E, BLDG 1, RM MB-68 CHARLESTON WV25305 US		STATE OF WEST VIRGINIA VARIOUS LOCATIONS AS INDICATED BY ORDER  No City WV 99999 US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
5	Industrial Regular Fit Work Pant - Waist Size 52" to 60"	30.00000	EA	\$18.79	\$563.70

Comm Code	Manufacturer	Specification	Model #
53102700	RED KAP	SECTION 3.1.2	VF-PT20

**Extended Description :**

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

INVOICE TO	SHIP TO
DEPARTMENT OF ADMINISTRATION GENERAL SERVICES DIVISION 1900 KANAWHA BLVD E, BLDG 1, RM MB-68 CHARLESTON WV25305 US	STATE OF WEST VIRGINIA VARIOUS LOCATIONS AS INDICATED BY ORDER No City WV 99999 US

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
6	Industrial Regular Fit Work Pant - Waist Size 62" to 66"	14.00000	EA	\$29.79	\$417.06

Comm Code	Manufacturer	Specification	Model #
53102700	RED KAP	SECTION 3.1.2	VF-PT20

**Extended Description :**

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

INVOICE TO	SHIP TO
DEPARTMENT OF ADMINISTRATION GENERAL SERVICES DIVISION 1900 KANAWHA BLVD E, BLDG 1, RM MB-68 CHARLESTON WV25305 US	STATE OF WEST VIRGINIA VARIOUS LOCATIONS AS INDICATED BY ORDER No City WV 99999 US

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
7	Industrial Elastic Waist Work Pant - Waist Size 30" to 42"	100.00000	EA	\$19.49	\$1949.00

Comm Code	Manufacturer	Specification	Model #
53102700	RED KAP	SECTION 3.1.3	VF-PT60

**Extended Description :**

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

INVOICE TO		SHIP TO	
DEPARTMENT OF ADMINISTRATION GENERAL SERVICES DIVISION 1900 KANAWHA BLVD E, BLDG 1, RM MB-68 CHARLESTON WV25305 US		STATE OF WEST VIRGINIA VARIOUS LOCATIONS AS INDICATED BY ORDER  No City WV 99999 US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
8	Industrial Elastic Waist Work Pant - Waist Size 44" to 50"	100.00000	EA	\$22.99	\$2299.00

Comm Code	Manufacturer	Specification	Model #
53102700	RED KAP	SECTION 3.1.3	VF-PT60

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

INVOICE TO		SHIP TO	
DEPARTMENT OF ADMINISTRATION GENERAL SERVICES DIVISION 1900 KANAWHA BLVD E, BLDG 1, RM MB-68 CHARLESTON WV25305 US		STATE OF WEST VIRGINIA VARIOUS LOCATIONS AS INDICATED BY ORDER  No City WV 99999 US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
9	Flame Resistant (FR) Work Pant - Waist Size 30" to 40"	50.00000	EA	\$41.99	\$2099.50

Comm Code	Manufacturer	Specification	Model #
53102700	CINTAS	SECTION 3.1.4	ST-70644

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

INVOICE TO		SHIP TO	
DEPARTMENT OF ADMINISTRATION GENERAL SERVICES DIVISION 1900 KANAWHA BLVD E, BLDG 1, RM MB-68 CHARLESTON WV25305 US		STATE OF WEST VIRGINIA VARIOUS LOCATIONS AS INDICATED BY ORDER  No City WV 99999 US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
10	Flame Resistant (FR) Work Pant - Waist Size 42" to 46"	28.00000	EA	\$41.99	\$1175.72

Comm Code	Manufacturer	Specification	Model #
53102700	CINTAS	SECTION 3.1.4	ST-70644

**Extended Description :**

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

INVOICE TO	SHIP TO
DEPARTMENT OF ADMINISTRATION GENERAL SERVICES DIVISION 1900 KANAWHA BLVD E, BLDG 1, RM MB-68 CHARLESTON WV25305 US	STATE OF WEST VIRGINIA VARIOUS LOCATIONS AS INDICATED BY ORDER No City WV 99999 US

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
11	Women's Twill Work Pant - Size 4 to 16	7.00000	EA	15.49	\$108.43

Comm Code	Manufacturer	Specification	Model #
53102700	CINTAS	SECTION 3.1.5	ST-395 OR ST-390

**Extended Description :**

Women's Twill Work Pant - Size 4 to 16

INVOICE TO	SHIP TO
DEPARTMENT OF ADMINISTRATION GENERAL SERVICES DIVISION 1900 KANAWHA BLVD E, BLDG 1, RM MB-68 CHARLESTON WV25305 US	STATE OF WEST VIRGINIA VARIOUS LOCATIONS AS INDICATED BY ORDER No City WV 99999 US

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
12	Women's Twill Work Pant - Size 18 to 20	7.00000	EA	\$15.49	\$108.43

Comm Code	Manufacturer	Specification	Model #
53102700	CINTAS	SECTION 3.1.5	ST-395 OR ST-390

**Extended Description :**

Women's Twill Work Pant - Size 18 to 20

INVOICE TO		SHIP TO	
DEPARTMENT OF ADMINISTRATION GENERAL SERVICES DIVISION 1900 KANAWHA BLVD E, BLDG 1, RM MB-68 CHARLESTON WV25305 US		STATE OF WEST VIRGINIA VARIOUS LOCATIONS AS INDICATED BY ORDER No City WV 99999 US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
13	Women's Twill Work Pant - Size 22 to 26	7.00000	EA	\$15.49	\$108.43

Comm Code	Manufacturer	Specification	Model #
53102700	CINTAS	SECTION 3.1.5	ST-395 OR ST-390

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

INVOICE TO		SHIP TO	
DEPARTMENT OF ADMINISTRATION GENERAL SERVICES DIVISION 1900 KANAWHA BLVD E, BLDG 1, RM MB-68 CHARLESTON WV25305 US		STATE OF WEST VIRGINIA VARIOUS LOCATIONS AS INDICATED BY ORDER No City WV 99999 US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
14	Short Sleeve Industrial Work Shirt - S to XL	125.00000	EA	\$24.49	\$3061.25

Comm Code	Manufacturer	Specification	Model #
53102700	CINTAS	SECTION 3.1.6	

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

INVOICE TO		SHIP TO	
DEPARTMENT OF ADMINISTRATION GENERAL SERVICES DIVISION 1900 KANAWHA BLVD E, BLDG 1, RM MB-68 CHARLESTON WV25305 US		STATE OF WEST VIRGINIA VARIOUS LOCATIONS AS INDICATED BY ORDER No City WV 99999 US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
15	Short Sleeve Industrial Work Shirt - M to XL, Long	50.00000	EA	\$24.49	\$1224.50

Comm Code	Manufacturer	Specification	Model #
53102700	CINTAS	SECTION 3.1.6	ST-935

**Extended Description :**

Short Sleeve Industrial Work Shirt - M to XL, Long

INVOICE TO	SHIP TO
DEPARTMENT OF ADMINISTRATION GENERAL SERVICES DIVISION 1900 KANAWHA BLVD E, BLDG 1, RM MB-68 CHARLESTON WV25305 US	STATE OF WEST VIRGINIA VARIOUS LOCATIONS AS INDICATED BY ORDER No City WV 99999 US

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
16	Short Sleeve Industrial Work Shirt - 2XL to 4XL	75.00000	EA	\$24.49	\$1836.75

Comm Code	Manufacturer	Specification	Model #
53102700	CINTAS	SECTION 3.1.6	ST-935

**Extended Description :**

Short Sleeve Industrial Work Shirt - 2XL to 4XL

INVOICE TO	SHIP TO
DEPARTMENT OF ADMINISTRATION GENERAL SERVICES DIVISION 1900 KANAWHA BLVD E, BLDG 1, RM MB-68 CHARLESTON WV25305 US	STATE OF WEST VIRGINIA VARIOUS LOCATIONS AS INDICATED BY ORDER No City WV 99999 US

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
17	Short Sleeve Industrial Work Shirt - 2XL to 4XL, Long	10.00000	EA	\$24.49	244.90

Comm Code	Manufacturer	Specification	Model #
53102700	CINTAS	SECTION 3.1.6	ST-935

**Extended Description :**

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



INVOICE TO		SHIP TO	
DEPARTMENT OF ADMINISTRATION GENERAL SERVICES DIVISION 1900 KANAWHA BLVD E, BLDG 1, RM MB-68 CHARLESTON WV25305 US		STATE OF WEST VIRGINIA VARIOUS LOCATIONS AS INDICATED BY ORDER  No City WV 99999 US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
18	Short Sleeve Industrial Work Shirt - 5XL to 7XL	14.00000	EA	\$24.49	\$342.86

Comm Code	Manufacturer	Specification	Model #
53102700	CINTAS	SECTION 3.1.6	ST-935

**Extended Description :**

Short Sleeve Industrial Work Shirt - 5XL to 7XL

INVOICE TO		SHIP TO	
DEPARTMENT OF ADMINISTRATION GENERAL SERVICES DIVISION 1900 KANAWHA BLVD E, BLDG 1, RM MB-68 CHARLESTON WV25305 US		STATE OF WEST VIRGINIA VARIOUS LOCATIONS AS INDICATED BY ORDER  No City WV 99999 US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
19	Short Sleeve Industrial Work Shirt - 5XL to 7XL, Long	14.00000	EA	\$24.49	\$342.86

Comm Code	Manufacturer	Specification	Model #
53102700	CINTAS	SECTION 3.1.6	ST-935

**Extended Description :**

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

INVOICE TO		SHIP TO	
DEPARTMENT OF ADMINISTRATION GENERAL SERVICES DIVISION 1900 KANAWHA BLVD E, BLDG 1, RM MB-68 CHARLESTON WV25305 US		STATE OF WEST VIRGINIA VARIOUS LOCATIONS AS INDICATED BY ORDER  No City WV 99999 US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
20	Long Sleeve Industrial Work Shirt - S to XL	125.00000	EA	\$25.99	\$3248.75

Comm Code	Manufacturer	Specification	Model #
53102700	CINTAS	SECTION 3.1.7	ST-935

**Extended Description :**

Long Sleeve Industrial Work Shirt - S to XL

INVOICE TO	SHIP TO
DEPARTMENT OF ADMINISTRATION GENERAL SERVICES DIVISION 1900 KANAWHA BLVD E, BLDG 1, RM MB-68 CHARLESTON WV25305 US	STATE OF WEST VIRGINIA VARIOUS LOCATIONS AS INDICATED BY ORDER No City WV 99999 US

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
21	Long Sleeve Industrial Work Shirt - M to XL, Long	50.00000	EA	\$25.99	\$1299.50

Comm Code	Manufacturer	Specification	Model #
53102700	CINTAS	SECTION 3.1.7	ST-935

**Extended Description :**

Long Sleeve Industrial Work Shirt - M to XL, Long

INVOICE TO	SHIP TO
DEPARTMENT OF ADMINISTRATION GENERAL SERVICES DIVISION 1900 KANAWHA BLVD E, BLDG 1, RM MB-68 CHARLESTON WV25305 US	STATE OF WEST VIRGINIA VARIOUS LOCATIONS AS INDICATED BY ORDER No City WV 99999 US

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
22	Long Sleeve Industrial Work Shirt - 2XL to 4XL	75.00000	EA	\$25.99	\$1949.25

Comm Code	Manufacturer	Specification	Model #
53102700	CINTAS	SECTION 3.1.7	ST-935

**Extended Description :**

Long Sleeve Industrial Work Shirt - 2XL to 4XL

INVOICE TO		SHIP TO	
DEPARTMENT OF ADMINISTRATION GENERAL SERVICES DIVISION 1900 KANAWHA BLVD E, BLDG 1, RM MB-68 CHARLESTON WV25305 US		STATE OF WEST VIRGINIA VARIOUS LOCATIONS AS INDICATED BY ORDER  No City WV 99999 US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
23	Long Sleeve Industrial Work Shirt - 2XL to 4XL, Long	10.00000	EA	\$25.99	\$259.90

Comm Code	Manufacturer	Specification	Model #
53102700	CINTAS	SECTION 3.1.7	ST-935

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

INVOICE TO		SHIP TO	
DEPARTMENT OF ADMINISTRATION GENERAL SERVICES DIVISION 1900 KANAWHA BLVD E, BLDG 1, RM MB-68 CHARLESTON WV25305 US		STATE OF WEST VIRGINIA VARIOUS LOCATIONS AS INDICATED BY ORDER  No City WV 99999 US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
24	Long Sleeve Industrial Work Shirt - 5XL to 7XL	14.00000	EA	\$25.99	\$363.86

Comm Code	Manufacturer	Specification	Model #
53102700	CINTAS	SECTION 3.1.7	

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

INVOICE TO		SHIP TO	
DEPARTMENT OF ADMINISTRATION GENERAL SERVICES DIVISION 1900 KANAWHA BLVD E, BLDG 1, RM MB-68 CHARLESTON WV25305 US		STATE OF WEST VIRGINIA VARIOUS LOCATIONS AS INDICATED BY ORDER  No City WV 99999 US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
25	Long Sleeve Industrial Work Shirt - 5XL to 7XL, Long	14.00000	EA	\$25.99	\$363.86

Comm Code	Manufacturer	Specification	Model #
53102700	CINTAS	SECTION 3.1.7	ST-935

**Extended Description :**

Long Sleeve Industrial Work Shirt - 5XL to 7XL, Long

INVOICE TO	SHIP TO
DEPARTMENT OF ADMINISTRATION GENERAL SERVICES DIVISION 1900 KANAWHA BLVD E, BLDG 1, RM MB-68 CHARLESTON WV25305 US	STATE OF WEST VIRGINIA VARIOUS LOCATIONS AS INDICATED BY ORDER No City WV 99999 US

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
26	Long Sleeve Flame Resistant (FR) Work Shirt - S to XL	20.00000	EA	\$56.99	\$1139.80

Comm Code	Manufacturer	Specification	Model #
53102700	CINTAS	SECTION 3.1.8	ST-60680

**Extended Description :**

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

INVOICE TO	SHIP TO
DEPARTMENT OF ADMINISTRATION GENERAL SERVICES DIVISION 1900 KANAWHA BLVD E, BLDG 1, RM MB-68 CHARLESTON WV25305 US	STATE OF WEST VIRGINIA VARIOUS LOCATIONS AS INDICATED BY ORDER No City WV 99999 US

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
27	Long Sleeve Flame Resistant (FR) Work Shirt - 2XL to 3XL	20.00000	EA	\$56.99	\$1139.80

Comm Code	Manufacturer	Specification	Model #
53102700	CINTAS	SECTION 3.1.8	ST-60680

**Extended Description :**

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

INVOICE TO		SHIP TO	
DEPARTMENT OF ADMINISTRATION GENERAL SERVICES DIVISION 1900 KANAWHA BLVD E, BLDG 1, RM MB-68 CHARLESTON WV25305 US		STATE OF WEST VIRGINIA VARIOUS LOCATIONS AS INDICATED BY ORDER  No City WV 99999 US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
28	Short Sleeve Pique Polo - S - XL	21.00000	EA	\$27.29	\$573.09

Comm Code	Manufacturer	Specification	Model #
53102700	SANMAR	SECTION 3.1.9	SM-K100

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

INVOICE TO		SHIP TO	
DEPARTMENT OF ADMINISTRATION GENERAL SERVICES DIVISION 1900 KANAWHA BLVD E, BLDG 1, RM MB-68 CHARLESTON WV25305 US		STATE OF WEST VIRGINIA VARIOUS LOCATIONS AS INDICATED BY ORDER  No City WV 99999 US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
29	Short Sleeve Pique Polo - 2XL - 4XL	21.00000	EA	\$28.99	\$608.79

Comm Code	Manufacturer	Specification	Model #
53102700	SANMAR	SECTION 3.1.9	SM-K100

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

INVOICE TO		SHIP TO	
DEPARTMENT OF ADMINISTRATION GENERAL SERVICES DIVISION 1900 KANAWHA BLVD E, BLDG 1, RM MB-68 CHARLESTON WV25305 US		STATE OF WEST VIRGINIA VARIOUS LOCATIONS AS INDICATED BY ORDER  No City WV 99999 US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
30	Short Sleeve Pique Polo - M - XL, Long	7.00000	EA	\$28.99	\$202.93

Comm Code	Manufacturer	Specification	Model #
53102700	SANMAR	SECTION 3.1.9	SM-K100

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

INVOICE TO	SHIP TO
DEPARTMENT OF ADMINISTRATION GENERAL SERVICES DIVISION 1900 KANAWHA BLVD E, BLDG 1, RM MB-68 CHARLESTON WV25305 US	STATE OF WEST VIRGINIA VARIOUS LOCATIONS AS INDICATED BY ORDER  No City WV 99999 US

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
31	Short Sleeve Pique Polo - 2XL - 4XL, Long	7.00000	EA	\$34.29	\$240.03

Comm Code	Manufacturer	Specification	Model #
53102700	SANMAR	SECTION 3.1.9	

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

SCHEDULE OF EVENTS		
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Line	Event	Event Date
1	Mandatory Pre-Bid Meeting 10:00 a.m.	2017-04-06
2	Vendor Question Deadline 5:00 p.m.	2017-04-07

<b>GSD1700000022</b>	<b>Document Phase</b> Final	<b>Document Description</b> ADDENDUM # 1 - OPEN END CONTRACT FOR UNIFORMS	<b>Page</b> <b>15 of</b> <b>15</b>
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**ADDITIONAL TERMS AND CONDITIONS**

See attached document(s) for additional Terms and Conditions

**SOLICITATION NUMBER: CRFQ 0211 GSD170000022**

**Addendum Number: 1**

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

**Description of Modification to Solicitation:**

Addendum # 1 issued for the following reasons:

1. To publish the vendor questions with responses.
2. To provide a copy of the revised Specifications, see Attachment A; and,
2. To provide a copy of the mandatory Pre Bid Meeting Sign-in Sheet; see Attachment A.

No other changes made.

**Additional Documentation:** Documentation related to this Addendum (if any) has been included herewith as Attachment A and is specifically incorporated herein by reference.

**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.



# ATTACHMENT A

**CRFQ 0211 GSD1700000022**

**Vendor Questions and Responses**

- Q.1. Have a question regarding the Cargo Pants on the bid you require 100% cotton would you consider changing this to a blended material for example 65% Polyester and 35% cotton like the work pants and work shirts are?**
- A.1. Please revise the specifications for Item 3.1.1, Cargo Pant; a 65%/35% Poly/Cotton blend is acceptable. See Revised Specifications, attached.**
- Q.2. The spec for the cargo pants is 100% cotton but our standard offering is a 65/35 poly/cotton blend. I have access to 100% cotton for a cargo pant but if you chose 65/35 poly/cotton blend then we can offer a better price because it is part of our standard line.**
- A.2. See Answer #1.**
- Q.3. I had a question about the decoration of the shirts. We offer direct embroidery and would not have an issue doing that for you but wanted to see if embroidered patches would be an option for this bid. The reason I am suggesting using patches is that it makes it possible to reuse shirts. For example, if you placed an order for 7 large shirts for a new hire but he quits after the order had been placed. With patches, we could remove the name patch and use them for another employee that wears that size. Plus, embroidered patches are more cost effective than direct embroidery.**
- A.3. Given that the Agency intends to use the Contract to place orders to match existing uniform shirts, direct embroidery remains the requirement.**

## **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:

WV Department of Administration, General Services Division  
1900 Kanawha Boulevard East (Main Capitol Building)  
Building One, Room MB60  
Charleston, WV 25305

Thursday, April 6, 2017 at 10:00am

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

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

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

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

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

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

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

Question Submission Deadline: Friday, April 7, 2017 by 5:00pm EST

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

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

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

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

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

SEALED BID: Open End Uniform Contract for GSD  
BUYER: Linda B. Harper, Buyer Supervisor  
SOLICITATION NO.: CRFQ 0211 GSD1700000022  
BID OPENING DATE: April 19, 2017  
BID OPENING TIME: 1:30pm  
FAX NUMBER:

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

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

BID TYPE: (This only applies to CRFP)

- Technical  
 Cost

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

Bid Opening Date and Time: **Wednesday, April 19, 2017 at 1:30pm EST**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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



## **GENERAL TERMS AND CONDITIONS:**

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

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

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

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

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

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

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

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

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

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

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

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

**Term Contract**

**Initial Contract Term:** This Contract becomes effective on Upon Award and extends for a period of One (1) year(s).

**Renewal Term:** This Contract may be renewed upon the mutual written consent of the Agency, and the Vendor, with approval of the Purchasing Division and the Attorney General's office (Attorney General approval is as to form only). Any request for renewal should be 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. Renewal of this Contract is limited to Three (3) successive one (1) year periods or multiple renewal periods of less than one year, provided that the multiple renewal periods do not exceed Thirty-Six (36) months in total. Automatic renewal of this Contract is prohibited. Notwithstanding the foregoing, Purchasing Division approval is not required on agency delegated or exempt purchases. Attorney General approval may be required for vendor terms and conditions.

**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, the vendor agrees that maintenance, monitoring, or warranty services will be provided for one year thereafter with an additional \_\_\_\_\_ successive one year renewal periods or multiple renewal periods of less than one year provided that the multiple renewal periods do not exceed \_\_\_\_\_ months in total. Automatic renewal of this Contract is prohibited.

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

**Other:** See attached.

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

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

**Open End Contract:** Quantities listed in this Solicitation are approximations only, based on estimates supplied by the Agency. It is understood and agreed that the Contract shall cover the quantities actually ordered for delivery during the term of the Contract, whether more or less than the quantities shown.

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

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

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

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

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

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

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

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

In lieu of the Bid Bond, Performance Bond, and Labor/Material Payment Bond, the Vendor may provide certified checks, cashier's checks, or irrevocable letters of credit. Any certified check, cashier's check, or irrevocable letter of credit provided in lieu of a bond must be of the same amount and delivered on the same schedule as the bond it replaces. A letter of credit submitted in lieu of a performance and labor/material payment bond will only be allowed for projects under \$100,000. Personal or business checks are not acceptable.

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

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

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

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

Vendor must maintain:

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

**Automobile Liability Insurance** in at least an amount of: \_\_\_\_\_

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

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

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

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

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

**10. LITIGATION BOND:** The Director reserves the right to require any Vendor that files a protest of an award to submit a litigation bond in the amount equal to one percent of the lowest bid submitted or \$5,000, whichever is greater. The entire amount of the bond shall be forfeited if the hearing officer determines that the protest was filed for frivolous or improper purpose, including but not limited to, the purpose of harassing, causing unnecessary delay, or needless expense for the Agency. All litigation bonds shall be made payable to the Purchasing Division. In lieu of a bond, the protester may submit a cashier's check or certified check payable to the Purchasing Division. Cashier's or certified checks will be deposited with and held by the State Treasurer's office. If it is determined that the protest has not been filed for frivolous or improper purpose, the bond or deposit shall be returned in its entirety.

**11. LIQUIDATED DAMAGES:** Vendor shall pay liquidated damages in the amount of

n/a

for n/a.

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.

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

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

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

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

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

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

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

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

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

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

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

**22. COMPLIANCE:** 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.

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

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

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

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

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

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

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

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

**31. PRIVACY, SECURITY, AND CONFIDENTIALITY:** The Vendor agrees that it will not disclose to anyone, directly or indirectly, any such personally identifiable information or other confidential information gained from the Agency, unless the individual who is the subject of the information consents to the disclosure in writing or the disclosure is made pursuant to the Agency's policies, procedures, and rules. Vendor further agrees to comply with the Confidentiality Policies and Information Security Accountability Requirements, set forth in <http://www.state.wv.us/admin/purchase/privacy/default.html>.



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

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

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

**33. LICENSING:** In accordance with West Virginia Code of State Rules § 148-1-6.1.e, Vendor must be licensed and in good standing in accordance with any and all state and local laws and requirements by any state or local agency of West Virginia, including, but not limited to, the West Virginia Secretary of State's Office, the West Virginia Tax Department, West Virginia Insurance Commission, or any other state agency or political subdivision. 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.

**34. ANTITRUST:** In submitting a bid to, signing a contract with, or accepting a Award Document from any agency of the State of West Virginia, the Vendor agrees to convey, sell, assign, or transfer to the State of West Virginia all rights, title, and interest in and to all causes of action it may now or hereafter acquire under the antitrust laws of the United States and the State of West Virginia for price fixing and/or unreasonable restraints of trade relating to the particular commodities or services purchased or acquired by the State of West Virginia. Such assignment shall be made and become effective at the time the purchasing agency tenders the initial payment to Vendor.

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

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

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

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

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

**38. PURCHASING AFFIDAVIT:** In accordance with West Virginia Code § 5A-3-10a, all Vendors are required to sign, notarize, and submit the Purchasing Affidavit stating that neither the Vendor nor a related party owe a debt to the State in excess of \$1,000. The affidavit must be submitted prior to award, but should be submitted with the Vendor's bid. A copy of the Purchasing Affidavit is included herewith.

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

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

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

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

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

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

After the contract for such services has been approved, but before any such employees are permitted to be on the grounds or in the buildings of the Capitol complex or have access to sensitive or critical information, the service provider shall submit a list of all persons who will be physically present and working at the Capitol complex to the Director of the Division of Protective Services for purposes of verifying compliance with this provision. The State reserves the right to prohibit a service provider's employees from accessing sensitive or critical information or to be present at the Capitol complex based upon results addressed from a criminal background check.

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

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

a. "State Contract Project" means any erection or construction of, or any addition to, alteration of or other improvement to any building or structure, including, but not limited to, roads or highways, or the installation of any heating or cooling or ventilating plants or other equipment, or the supply of and materials for such projects, pursuant to a contract with the State of West Virginia for which bids were solicited on or after June 6, 2001.

b. "Steel Products" means products rolled, formed, shaped, drawn, extruded, forged, cast, fabricated or otherwise similarly processed, or processed by a combination of two or more or such operations, from steel made by the open heath, basic oxygen, electric furnace, Bessemer or other steel making process. The Purchasing Division Director may, in writing, authorize the use of foreign steel products if:

c. The cost for each contract item used does not exceed one tenth of one percent (.1%) of the total contract cost or two thousand five hundred dollars (\$2,500.00), whichever is greater. For the purposes of this section, the cost is the value of the steel product as delivered to the project; or

d. The Director of the Purchasing Division determines that specified steel materials are not produced in the United States in sufficient quantity or otherwise are not reasonably available to meet contract requirements.

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


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

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

**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.

Jonathan Whitt Catalog Manager  
(Name, Title) Jonathan Whitt Catalog Manager  
(Printed Name and Title) 2122 Winfield Rd St Albans Wv. 25177  
(Address) 304-755-0590 / 304-931-4608  
(Phone Number) / (Fax Number) whittj@cintas.com  
(email address)

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

Cintas Corporation  
(Company)  
 Jonathan Whitt Catalog Manager  
(Authorized Signature) (Representative Name, Title)  
Jonathan Whitt Catalog Manager  
(Printed Name and Title of Authorized Representative)  
4-18-2017  
(Date)  
304-755-0590 / 304-931-4608  
(Phone Number) (Fax Number)

**ADDENDUM ACKNOWLEDGEMENT FORM**  
**SOLICITATION NO.: GSD1700000022**

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

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

**Addendum Numbers Received:**


(Check the box next to each addendum received)

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

I understand that failure to confirm the receipt of addenda may be cause for rejection of this bid. I further understand that any verbal representation made or assumed to be made during any oral discussion held between Vendor's representatives and any state personnel is not binding. Only the information issued in writing and added to the specifications by an official addendum is binding.

Cintas Corporation

Company



Authorized Signature

4-18-2017

Date

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

**REQUEST FOR QUOTATION**  
**Uniforms Contract**

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**SPECIFICATIONS**

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

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

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

- 2. DEFINITIONS:** The terms listed below shall have the meanings assigned to them below. Additional definitions can be found in section 2 of the General Terms and Conditions.
- 2.1 "Contract Item" or "Contract Items"** means the list of uniform items identified in Section 3.1 below and on the Pricing Pages.
- 2.2 "Pricing Pages"** means the schedule of prices, estimated order quantity, and totals contained in wvOASIS or attached hereto as Exhibit A, and used to evaluate the Solicitation responses.
- 2.3 "Solicitation"** means the official notice of an opportunity to supply the State with goods or services that is published by the Purchasing Division.
- 3. GENERAL REQUIREMENTS:**
- 3.1 Contract Items and Mandatory Requirements:** Vendor shall provide Agency with the Contract Items listed below on an open-end and continuing basis. Contract Items must meet or exceed the mandatory requirements as shown below.



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**Uniforms Contract**

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**3.1.1 Cargo Pant**

- 3.1.1.1 Color shall be navy or dark blue.
- 3.1.1.2 Fabric shall be a minimum of 7.5 oz. and 100% Cotton twill.
- 3.1.1.3 Shall be bar tacked at all stress points.
- 3.1.1.4 Zipper shall be heavy duty brass.
- 3.1.1.5 Plain front, relaxed fit is desired.
- 3.1.1.6 Shall have 2 rear pockets, flap closure desired.
- 3.1.1.7 Shall have 2 expandable cargo pockets, flap closures desired.
- 3.1.1.8 Shall have banded waistband.
- 3.1.1.9 Shall be available with waist size up to 54" (or greater).

**3.1.2 Industrial Regular Fit Work Pant**

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

**3.1.3 Industrial Elastic Waist Work Pant**

- 3.1.3.1 Color shall be navy or dark blue and shall be vat dyed.
- 3.1.3.2 Fabric shall be a minimum of 7.5 oz. Twill, made of 65% Polyester and 35% Cotton.
- 3.1.3.3 Shall have plain front and 2 rear pockets.
- 3.1.3.4 Shall be bar tacked at all stress points.
- 3.1.3.5 Zipper shall be heavy duty brass.
- 3.1.3.6 7 wide belt loops desired.
- 3.1.3.7 Shall be sewn with high resistance thread.
- 3.1.3.8 Available waist size shall range from 30" (or lower) to 50" (or greater).
- 3.1.3.9 Shall have side elastic inserts in waistband.

**3.1.4 Flame-Resistant Work Pant**

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- 3.1.4.1** Color shall be navy or dark blue.
- 3.1.4.2** Flame-resistant Fabric shall have minimum Arc Rating of 12.2 ATPV protection and must meet NFPA 70E Hazard Risk Category 2.
- 3.1.4.3** Must be NFPA 2112 Certified.
- 3.1.4.4** Shall have two front pockets.
- 3.1.4.5** Shall have two large back pockets.
- 3.1.4.6** Shall have heavy duty brass zipper.
- 3.1.4.7** Shall be available in waist sizes ranging from 30" (or lower) to 46" (or greater).

**3.1.5 Women's Twill Work Pant**

- 3.1.5.1** Color shall be navy or dark blue and shall be vat dyed.
- 3.1.5.2** Fabric shall be a minimum of 7.5 oz. Twill, made of 65% Polyester and 35% Cotton.
- 3.1.5.3** Shall have plain front and 2 rear pockets.
- 3.1.5.4** Shall be bar tacked at all stress points.
- 3.1.5.5** Zipper shall be heavy duty brass.
- 3.1.5.6** 5 belt loops desired.
- 3.1.5.7** Shall be sewn with high resistance thread.
- 3.1.5.8** Size shall range from 4 (or lower) to 26 (or greater).

**3.1.6 Short Sleeve Industrial Work Shirt**

- 3.1.6.1** Color shall be check pattern in medium blue and navy.
- 3.1.6.2** Fabric shall be a minimum of 4.25 oz. Poplin, made of 65% Polyester and 35% Cotton.
- 3.1.6.3** Shall have two chest pockets, one with pencil slot.
- 3.1.6.4** Shall be bar tacked at all stress points.
- 3.1.6.5** Shall be stain and wrinkle resistant.
- 3.1.6.6** Shall have soil release finish.
- 3.1.6.7** Shall have reinforced surged seams.
- 3.1.6.8** Shall have reinforced stitching on buttons.
- 3.1.6.9** Shall be sewn with high resistance thread.
- 3.1.6.10** Standard size shall range from Small to 4XL (or greater), but also include sizes 5XL – 7XL – see Section 3.5.
- 3.1.6.11** All sizes must be available in long lengths as well.

**3.1.7 Long Sleeve Industrial Work Shirt**

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

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- 3.1.7.2 Fabric shall be a minimum of 4.25 oz. Poplin, made of 65% Polyester and 35% Cotton.
- 3.1.7.3 Shall have two chest pockets, one with pencil slot.
- 3.1.7.4 Shall be bar tacked at all stress points.
- 3.1.7.5 Shall be stain and wrinkle resistant.
- 3.1.7.6 Shall have soil release finish.
- 3.1.7.7 Shall have reinforced surged seams.
- 3.1.7.8 Shall have reinforced stitching on buttons.
- 3.1.7.9 Shall be sewn with high resistance thread.
- 3.1.7.10 Standard size shall range from Small to 4XL (or greater), but also include sizes 5XL – 7XL – see Section 3.5.
- 3.1.7.11 All sizes must be available in long lengths as well.

**3.1.8 Long Sleeve Flame Resistant Work Shirt**

- 3.1.8.1 Color shall be navy blue.
- 3.1.8.2 Fabric shall be a minimum of 7 oz. 100% Cotton Twill.
- 3.1.8.3 Shall have two piece lined collar.
- 3.1.8.4 Shall have 7 button front.
- 3.1.8.5 Shall have two button through flapped breast pockets.
- 3.1.8.6 Shall have minimum Arc Rating 7.7 ATPV protection and must meet NFPA 70E Hazard Risk Category 1.
- 3.1.8.7 Size shall range from Small to 3 XL.

**3.1.9 Short Sleeve Pique Polo**

- 3.1.9.1 Color shall be medium blue.
- 3.1.9.2 Fabric shall be a minimum of 6.5 oz. 60% Cotton/40% Polyester pique.
- 3.1.9.3 Shall have soft rib-knit collar and cuffs.
- 3.1.9.4 Classic 3 button placket desired.
- 3.1.9.5 Shall have side vents for comfort.
- 3.1.9.6 Must be machine wash and dry.
- 3.1.9.7 Size shall range from Small to 4 XL, and Medium to 4XL Long.

**3.2 Embroidery:**

- 3.2.1 All Uniform Work Shirts shall be embroidered, as follows:

- 3.2.1.1 Division Name: GENERAL SERVICES (above left-breast pocket).
- 3.2.1.2 Section Name: Maintenance, Grounds, Custodial or Supervisor (below Division name)

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- 3.2.1.3 Employee First Name:** JOHN (above right-breast pocket on work shirts).
- 3.2.1.4 Embroidery** shall be in white colored thread and of a font no larger than one inch (1") in height.
- 3.2.2** After award of the contract, but prior to issuance of the first release order, the Vendor will meet with the Agency to determine the exact desired location, size, spelling, color and font of the required embroidery. The Vendor should expect to provide the Agency with various options; their industry professional expertise on determining font sizes, colors and styles; and assorted samples for review. The entire cost of this embroidery (including set-up, etc) shall be incorporated by the Vendor into their Unit Price for each item, and will not be paid by the Agency as an additional charge.
- 3.3 Alterations:** When providing uniform items for employees with odd-numbered waist measurements or sizes, Vendor will supply the next highest even-numbered size and be responsible for altering the uniform items to match the employee's size. Standard alterations shall be done by the vendor at no additional charge to the Agency, including all hemming to insure appropriate inseam and/or sleeve lengths.
- 3.4 Large Sized Shirts:** The Agency is requesting pricing for short and long-sleeved industrial work shirts in sizes 5XL to 7XL (in both regular length and long length) with the understanding that these shirts are not normally in a standard vendor's size offering. Vendor is required to provide these shirts, even if that means outsourcing to a different manufacturer than their standard line of uniform shirts, if necessary. Large Sized Shirts (5XL to 7XL, regular length and long length) may differ slightly in color than the industrial work shirts provided in the normal vendor's size offering, but must color must be approved in advance of any order by the Agency (Vendor may be required to provide sample or sufficient documentation to evaluate color).
- 3.5 Start-up Procedure:** Within ten (10) calendar days of the award of the contract, the Vendor will meet with the Agency to provide the Agency an ordering system for both male and female to include order forms, illustrated catalogs, instructions to employees on the ordering process, measuring procedures and special uniform orders. This system shall include procedures for returns and exchanges. The Vendor must provide at least one sizing kit, to include sample uniforms in enough quantity to be able to size all employees (exceptions may be made for the larger sized shirts and pants, if necessary). The Vendor must also provide a draft "Customer Sizing Form" in an editable format (the Agency may need to alter the form to include any necessary sign-offs needed to approve orders by supervisors,

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etc.). During the life of the Contract, under special circumstances, the Vendor must allow for Agency to bring employees to their facility for sizing, discussion of complaints about the uniform items, etc.

**4. CONTRACT AWARD:**

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

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

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

Vendor should electronically enter the information into the Pricing Pages through wvOASIS, if available, or as an electronic document.

**5. ORDERING AND PAYMENT:**

**5.1 Ordering:** Vendor shall accept orders through wvOASIS, regular mail, facsimile, e-mail, or any other written form of communication. Vendor may, but is not required to, accept on-line orders through a secure internet ordering portal/website. If Vendor has the ability to accept on-line orders, it should include in its response a brief description of how Agencies may utilize the on-line ordering system. Any on-line ordering system must have the capability to restrict prices and available items to conform to the pricing originally submitted with this RFQ. Vendor shall ensure that its on-line ordering system is properly secured prior to processing Agency orders on-line.

**5.2 Release Orders:** Agency will generate uniquely numbered Agency Delivery Orders to initiate uniform purchases. Each Delivery Order will include the uniform

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item, the quantity being ordered, and the name of the employee for whom the items are being order, and may include special instruction to the Vendor.

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

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

**5.3.1.1** Invoice must include invoice date, FEIN number, complete address of vendor, release order number and Master Agreement (CMA) number.

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

**5.3.1.3** Invoices shall be emailed to the following address:

[GSDInvoices@wv.gov](mailto:GSDInvoices@wv.gov)

**6. DELIVERY AND RETURN:**

**6.1 Delivery Time:** Vendor shall deliver standard orders within 14 (fourteen) days after orders are received. Vendor shall deliver emergency orders within 7 (seven) days after orders are received. Vendor shall ship all orders in accordance with the above schedule and shall not hold orders until a minimum delivery quantity is met.

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

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

**6.3 Delivery Payment/Risk of Loss:** Standard order delivery shall be F.O.B. destination to the Agency's location. Vendor shall include the cost of standard order delivery charges in its bid pricing/discount and is not permitted to charge the Agency separately for such delivery. The Agency may pay delivery charges on all emergency orders provided that Vendor invoices those delivery costs (without markup) as a separate charge with the original freight bill attached to the invoice.

**6.4 Return of Unacceptable Items:** If the Agency deems the Contract Items to be unacceptable, the Contract Items shall be returned to Vendor at Vendor's expense

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**Uniforms Contract**

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and with no restocking charge. Vendor shall either make arrangements for the return within five (5) days of being notified that items are unacceptable, or permit the Agency to arrange for the return and reimburse Agency for delivery expenses. If the original packaging cannot be utilized for the return, Vendor will supply the Agency with appropriate return packaging upon request. All returns of unacceptable items shall be F.O.B. the Agency's location. The returned product shall either be replaced, or the Agency shall receive a full credit or refund for the purchase price, at the Agency's discretion.

- 6.5 Return Due to Agency Error:** Items ordered in error by the Agency will be returned for credit within 30 days of receipt, F.O.B. Vendor's location. Vendor shall not charge a restocking fee if returned products are in a resalable condition. Items shall be deemed to be in a resalable condition if they are unused and in the original packaging. Any restocking fee for items not in a resalable condition shall be the lower of the Vendor's customary restocking fee or 5% of the total invoiced value of the returned items.

**7. VENDOR DEFAULT:**

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

- 7.1.1** Failure to provide Contract Items in accordance with the requirements contained herein.
- 7.1.2** Failure to comply with other specifications and requirements contained herein.
- 7.1.3** Failure to comply with any laws, rules, and ordinances applicable to the Contract Services provided under this Contract.
- 7.1.4** Failure to remedy deficient performance upon request.

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

- 7.2.1** Immediate cancellation of the Contract.
- 7.2.2** Immediate cancellation of one or more release orders issued under this Contract.
- 7.2.3** Any other remedies available in law or equity.

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**8. MISCELLANEOUS:**

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

Contract Manager: Jonathan Whitt  
Telephone Number: 304-755-0590  
Fax Number: 304-931-4608  
Email Address: whittj@cint95.com



**Exhibit A  
Pricing Page**

<b>Item No.</b>	<b>Description of Item</b>	<b>Unit Price</b>	<b>Estimated Quantity</b>	<b>Extended Price</b>
<b>A.</b>	<b>Cargo pant (Spec. Section 3.1.1)</b>			
A1.	Waist Size 28"-42"	\$ 17.99	50	\$ 899.50
A2.	Waist Size 44"-54" (or greater)	\$ 17.99	28	\$ 503.72
<b>B.</b>	<b>Industrial Regular Fit Work Pant (Spec. Section 3.1.2)</b>			
B1.	Waist Size 28" (or lower)-42"	\$ 15.79	100	\$ 1,579.00
B2.	Waist Size 44"-50"	\$ 18.79	100	\$ 1,879.00
B3.	Waist Size 52"-60"	\$ 18.79	30	\$ 563.70
B4.	Waist Size 62"-66" (or greater)	\$ 29.79	14	\$ 417.06
<b>C.</b>	<b>Industrial Elastic Waist Work Pant (Spec. Section 3.1.3)</b>			
C1.	Waist Size 30" (or lower)-42"	\$ 19.49	100	\$ 1,949.00
C2.	Waist Size 44"-50" (or greater)	\$ 22.99	100	\$ 2,299.00
<b>D.</b>	<b>Flame Resistant Work Pant (Spec. Section 3.1.4)</b>			
D1.	Waist Size 30" (or lower)- 40"	\$ 41.99	50	\$ 2,099.50
D2.	Waist Size 42"-46" (or greater)	\$ 41.99	28	\$ 1,175.72
<b>E.</b>	<b>Women's Twill Work Pant (Spec. Section 3.1.5)</b>			
E1.	Size 4-16	\$ 15.49	7	\$ 108.43
E2.	Size 18 - 20	\$ 15.49	7	\$ 108.43
E3.	Size 22 - 26	\$ 15.49	7	\$ 108.43
<b>F.</b>	<b>Short Sleeve Industrial Work Shirt (Spec. Section 3.1.6)</b>			
F1.	Small- X Large	\$ 24.49	125	\$ 3,061.25
F2.	Medium Long-X Large Long	\$ 24.49	50	\$ 1,224.50
F3.	2XL-4XL	\$ 24.49	75	\$ 1,836.75
F4.	2XL Long-4XL Long	\$ 24.49	10	\$ 244.90
F5.	5XL - 7XL (see Spec. Section 3.5, et seq)	\$ 24.49	14	\$ 342.86
F6.	5XL - 7XL, Long (see Spec. Section 3.5, et seq)	\$ 24.49	14	\$ 342.86

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

<b>G.</b>	<b>Long Sleeve Industrial Work Shirt (Spec. Section 3.1.7)</b>			
G1.	Small- X Large	\$ 25.99	125	\$ 3,248.75
G2.	Medium Long-X Large Long	\$ 25.99	50	\$ 1,299.50
G3.	2XL-4XL	\$ 25.99	75	\$ 1,949.25
G4.	2XL Long-4XL Long	\$ 25.99	10	\$ 259.90
G5.	5XL - 7XL (see Spec. Section 3.5, et seq)	\$ 25.99	14	\$ 363.86
G6.	5XL - 7XL, Long (see Spec. Section 3.5, et seq)	\$ 25.99	14	\$ 363.86
<b>H.</b>	<b>Long Sleeve Flame Resistant Work Shirt (Section 3.1.8)</b>			
H1.	Small- X Large	\$ 56.99	20	\$ 1,139.80
H2.	2XL-3XL	\$ 56.99	20	\$ 1,139.80
<b>I.</b>	<b>Short Sleeve Pique Polo (Spec. Section 3.1.9)</b>			
I1.	Small- X Large	\$ 27.29	21	\$ 573.09
I2.	2XL-4XL	\$ 28.99	21	\$ 608.79
I3.	Medium - XL Long	\$ 28.99	7	\$ 202.93
I4.	2XL - 4XL Long	\$ 34.29	7	\$ 240.03
<b>Total Bid (For Evaluation only):</b>				<b>\$ 32,133.17</b>

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

STATE OF WEST VIRGINIA  
Purchasing Division

# PURCHASING AFFIDAVIT

**MANDATE:** Under W. Va. Code §5A-3-10a, no contract or renewal of any contract may be awarded by the state or any of its political subdivisions to any vendor or prospective vendor when the vendor or prospective vendor or a related party to the vendor or prospective vendor is a debtor and: (1) the debt owed is an amount greater than one thousand dollars in the aggregate; or (2) the debtor is in employer default.

**EXCEPTION:** The prohibition listed above does not apply where a vendor has contested any tax administered pursuant to chapter eleven of the W. Va. Code, workers' compensation premium, permit fee or environmental fee or assessment and the matter has not become final or where the vendor has entered into a payment plan or agreement and the vendor is not in default of any of the provisions of such plan or agreement.

**DEFINITIONS:**

"Debt" means any assessment, premium, penalty, fine, tax or other amount of money owed to the state or any of its political subdivisions because of a judgment, fine, permit violation, license assessment, defaulted workers' compensation premium, penalty or other assessment presently delinquent or due and required to be paid to the state or any of its political subdivisions, including any interest or additional penalties accrued thereon.

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

"Related party" means a party, whether an individual, corporation, partnership, association, limited liability company or any other form or business association or other entity whatsoever, related to any vendor by blood, marriage, ownership or contract through which the party has a relationship of ownership or other interest with the vendor so that the party will actually or by effect receive or control a portion of the benefit, profit or other consideration from performance of a vendor contract with the party receiving an amount that meets or exceeds five percent of the total contract amount.

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

**WITNESS THE FOLLOWING SIGNATURE:**

Vendor's Name: Cintas Corporation

Authorized Signature: [Signature] Date: 4-18-2017

State of West Virginia

County of Kanawha, to-wit:

Taken, subscribed, and sworn to before me this 18 day of April, 2017

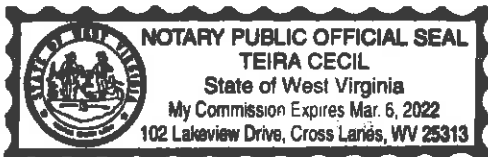
My Commission expires March 6, 2022, 2022

**AFFIX SEAL HERE**

**NOTARY PUBLIC**

Teira Cecil

*Purchasing Affidavit (Revised 08/01/2015)*



## State of West Virginia

# VENDOR PREFERENCE CERTIFICATE

Certification and application is hereby made for Preference in accordance with *West Virginia Code, §5A-3-37*. (Does not apply to construction contracts). *West Virginia Code, §5A-3-37*, provides an opportunity for qualifying vendors to request (at the time of bid) preference for their residency status. Such preference is an evaluation method only and will be applied only to the cost bid in accordance with the *West Virginia Code*. This certificate for application is to be used to request such preference. The Purchasing Division will make the determination of the Vendor Preference, if applicable.

1.  Application is made for 2.5% vendor preference for the reason checked:  
 Bidder is an individual resident vendor and has resided continuously in West Virginia for four (4) years immediately preceding the date of this certification; or,  
 Bidder is a partnership, association or corporation resident vendor and has maintained its headquarters or principal place of business continuously in West Virginia for four (4) years immediately preceding the date of this certification; or 80% of the ownership interest of Bidder is held by another individual, partnership, association or corporation resident vendor who has maintained its headquarters or principal place of business continuously in West Virginia for four (4) years immediately preceding the date of this certification; or,  
 Bidder is a nonresident vendor which has an affiliate or subsidiary which employs a minimum of one hundred state residents and which has maintained its headquarters or principal place of business within West Virginia continuously for the four (4) years immediately preceding the date of this certification; or,
2.  Application is made for 2.5% vendor preference for the reason checked:  
 Bidder is a resident vendor who certifies that, during the life of the contract, on average at least 75% of the employees working on the project being bid are residents of West Virginia who have resided in the state continuously for the two years immediately preceding submission of this bid; or,
3.  Application is made for 2.5% vendor preference for the reason checked:  
 Bidder is a nonresident vendor employing a minimum of one hundred state residents or is a nonresident vendor with an affiliate or subsidiary which maintains its headquarters or principal place of business within West Virginia employing a minimum of one hundred state residents who certifies that, during the life of the contract, on average at least 75% of the employees or Bidder's affiliate's or subsidiary's employees are residents of West Virginia who have resided in the state continuously for the two years immediately preceding submission of this bid; or,
4.  Application is made for 5% vendor preference for the reason checked:  
 Bidder meets either the requirement of both subdivisions (1) and (2) or subdivision (1) and (3) as stated above; or,
5.  Application is made for 3.5% vendor preference who is a veteran for the reason checked:  
 Bidder is an individual resident vendor who is a veteran of the United States armed forces, the reserves or the National Guard and has resided in West Virginia continuously for the four years immediately preceding the date on which the bid is submitted; or,
6.  Application is made for 3.5% vendor preference who is a veteran for the reason checked:  
 Bidder is a resident vendor who is a veteran of the United States armed forces, the reserves or the National Guard, if, for purposes of producing or distributing the commodities or completing the project which is the subject of the vendor's bid and continuously over the entire term of the project, on average at least seventy-five percent of the vendor's employees are residents of West Virginia who have resided in the state continuously for the two immediately preceding years.
7.  Application is made for preference as a non-resident small, women- and minority-owned business, in accordance with *West Virginia Code §5A-3-59* and *West Virginia Code of State Rules*.  
 Bidder has been or expects to be approved prior to contract award by the Purchasing Division as a certified small, women- and minority-owned business.

Bidder understands if the Secretary of Revenue determines that a Bidder receiving preference has failed to continue to meet the requirements for such preference, the Secretary may order the Director of Purchasing to: (a) reject the bid; or (b) assess a penalty against such Bidder in an amount not to exceed 5% of the bid amount and that such penalty will be paid to the contracting agency or deducted from any unpaid balance on the contract or purchase order.

By submission of this certificate, Bidder agrees to disclose any reasonably requested information to the Purchasing Division and authorizes the Department of Revenue to disclose to the Director of Purchasing appropriate information verifying that Bidder has paid the required business taxes, provided that such information does not contain the amounts of taxes paid nor any other information deemed by the Tax Commissioner to be confidential.

Under penalty of law for false swearing (*West Virginia Code, §61-6-3*), Bidder hereby certifies that this certificate is true and accurate in all respects; and that if a contract is issued to Bidder and if anything contained within this certificate changes during the term of the contract, Bidder will notify the Purchasing Division in writing immediately.

Bidder: \_\_\_\_\_ Signed: \_\_\_\_\_  
Date: \_\_\_\_\_ Title: \_\_\_\_\_

**CINTAS<sup>®</sup>**

# State of West Virginia

Lizzy Frabell

Ph: 800-707-9120 x22194

Fx: (513) 701-2525

[Frabelle@Cintas.com](mailto:Frabelle@Cintas.com)

**CINTAS**  
READY FOR THE WORKDAY™

# Work Pants

**CINTAS**<sup>®</sup>

**CINTAS**<sup>®</sup>  
READY FOR THE WORKDAY™

# The Comfort Pant Cargo



Black

Navy

Khaki

Charcoal

## ST-270

- Roomy, relaxed cut for comfortable fit
- Two large snap-closure cargo pockets with belled sides for extra room for the bulkier items
- 65/35 poly/cotton Cintas ComfortFLEX fabric
- Sizes 28-42 in 1" increments (most sizes); 44-58 in 2" increments

**PRICING:**    **Sizes 28"-42": \$17.99**  
                      **Sizes 44"-54": \$17.99**

**\*Item A**

**CINTAS**  
READY FOR THE WORKDAY



# Men's DuraKap Industrial Pant



## VF-PT20

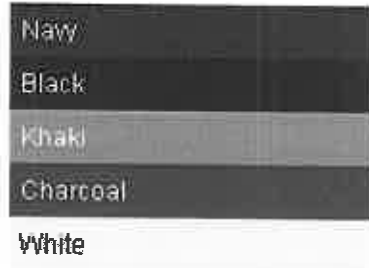
- 7.5 oz. Twill.
- 65% Polyester / 35% Combed cotton.
- Post-cure durable press
- Ease fit
- Industrial wash
- Heavy duty brass ratcheting zipper, button closures
- Two slack style front pockets, two set-in hip pockets, left has button closure, darts over hip pockets for better fit
- Innerlined for body and shape, folder set band w/ outlet
- Other: Synthetic blend pocketing and waistband trim. Soft hand twill. Exterior brand label on right hip.

**PRICING:**    **Sizes 28"-42": \$15.79**  
                  **Sizes 44"-60": \$18.79**  
                  **Sizes 60"-66": \$29.79**

**\*Item B**



# Elastic Insert Pant



## VF-PT60

- 7.5 oz. Twill
- 65% Polyester / 35% Combed cotton
- Post-cure durable press
- Men's Style - Ease fit
- Industrial wash
- Heavy duty brass ratcheting zipper, button closure
- Two slack style front pockets, two set-in hip pockets, left has button closure
- Self-fabric waistband, side elastic waist inserts
- Other: Men's Style - Synthetic blend pocketing  
Soft hand twill. Women's Style - 34" unfinished lengths only
- Exterior brand label on right hip

**PRICING:** Sizes 28"-42": \$19.49  
Sizes 44"-60": \$22.99

\*Item C

# FR ULTRASOFT PANT



ST-70644

- ULTRASOFT PANT
- ATPV 12.4; ARC 2
- 9.5oz
- Two front deep-inset pockets
- Two large rear welt pockets
- 88% FR Cotton/12% Nylon

**PRICING:**    **Sizes 28"-40": \$41.99**  
                      **Sizes 42"-50": \$41.99**

\*Item D

# Women's Work Pants



Navy  
Black  
Khaki  
Charcoal  
White



Navy  
Black  
Khaki  
Charcoal  
White

## Cathy Fit ST-395

- Waist-to-hip construction is ideal for curvier figures
- Constructed waistband prevents gaps in the back
- 65/35 poly/cotton Cintas ComfortFLEX fabric
- Sizes: 2-36. Inseam lengths: 29" (short), 31" (regular), 34" (tall)

## Susan Fit ST-390

- Lean yet roomy through the hips and thighs
- Contoured self-fabric waist for a flattering look
- 65/35 poly/cotton Cintas ComfortFLEX fabric
- Sizes: 2-36. Inseam lengths: 29" (short), 31" (regular), 34" (tall)

**PRICING:** Sizes 2-26: \$15.49

\*Item E

**CINTAS<sup>®</sup>**

# Work Shirts

**CINTAS**  
READY FOR THE WORKDAY™

# The Comfort Shirt Work Shirt



Navy

Light Gray

White

Charcoal

Burgundy

Tan

Green

Light Blue

Dark Blue

## ST-935

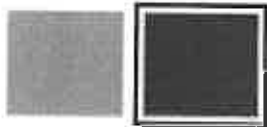
- Lightweight work shirt allow for flexibility and has 11% stretch
- 65/35 poly/cotton Cintas ComfortFLEX fabric

**PRICING: Short Sleeve: \$24.49 | Long Sleeve: \$25.99**  
**Pricing reflects all sizes**  
**(S-7XL) AND (M Long – 7XL Long)**  
(Pricing includes Company Logo/Department & Name Embroidery)

**\*Item F and G**

**CINTAS**  
READY FOR THE WORKDAY™

# FR Long Sleeve Work Shirt



ST-60680

- 7 OZ. INDURA SHIRT
- ATPV 7.7 ARC 1
- 100% FR cotton

**PRICING: Long Sleeve: \$56.99**

**Pricing reflects all sizes (S-3XL)**

(Pricing includes Company Logo/Department & Name Embroidery)

**Item H**

# Core Classic Pique Polo



## SM-K100

- 4.4-ounce, 60/40 cotton/poly pique
- Flat knit collar and cuffs
- 3-button placket with dyed-to-match buttons
- Side vents

**PRICING:** S-XL: \$27.29  
2XL-4XL: \$28.99  
M-XL Long: \$28.99  
2XL-4XL Long \$34.29

(Pricing includes Company Logo/Department & Name Embroidery)

## Item I

Bright Kelly Green	Burgundy	Carolina Blue	Coastal Blue	Deep Black
Deep Forest Green	Graphite	Gusty Gray	Lemon Drop Yellow	Lime
Pink Azalea	Rich Red	River Blue Navy	True Royal	Wheat

White

**CINTAS**<sup>®</sup>

**THANK YOU!**

Lizzy Frabell  
Ph: 800-707-9120 x22194  
Fx: (513) 701-2525  
[Frabelle@Cintas.com](mailto:Frabelle@Cintas.com)

**CINTAS**  
READY FOR THE WORKDAY™



**PRE-BID CONFERENCE  
SIGN IN SHEET**

Request for Quotation Number:

GSD1700000022

Date:

4/6/2017

**PLEASE PRINT LEGIBLY. THIS INFORMATION IS ESSENTIAL TO CONTACT THE ATTENDEES IN A TIMELY MANNER. FAILURE TO DO SO MAY RESULT IN DELAYS IN YOUR COMPANY GETTING IMPORTANT BID INFORMATION.**

Firm Name:	DOA / GSD
Firm Address:	1000 Kanawha Blvd E
	Room MB-12
	Charleston, WV 25305
Representative Attending:	Tina Withrow
Phone Number:	304-657-7187
Fax Number:	304-558-1475
Email Address:	Tina.R.Withrow@WV.gov

Firm Name:	
Firm Address:	
Representative Attending:	
Phone Number:	
Fax Number:	
Email Address:	



**Jon White**  
Catalog Sales Manager  
Cintas Corporation  
4125 Winchester Avenue  
Ashland, KY 41101  
www.cintas.com  
Cell: 937.232.9376  
Office: 806.325.3777  
Fax: 606.374.3574  
WhiteJ@cintas.com

Firm Name:	Jonathan White
Firm Address:	2122 Winfield Rd.
	St. Albans WV 25177
Representative Attending:	Cintas Corporation
Phone Number:	304-755-0590
Fax Number:	304-931-4608
Email Address:	whittj@cintas.com Resaler_2@cintas.com

Firm Name:	
Firm Address:	
Representative Attending:	
Phone Number:	
Fax Number:	
Email Address:	



**Tony "TC" Conley**  
Uniform Sales  
Cintas Corporation  
656 Winfield Blvd  
St. Albans, WV 25177  
www.cintas.com  
Office: 304.755.0590  
Fax: 306.933.0930  
Cell: 304.600.2536  
Conley2@cintas.com

Firm Name:	Galls
Firm Address:	1340 Russell Cove Rd
	Lexington Ky 40505
Representative Attending:	Jeff Bush
Phone Number:	859-351-2524
Fax Number:	877-414-2557
Email Address:	Bush-Jeff@galls.com

Firm Name:	
Firm Address:	
Representative Attending:	
Phone Number:	
Fax Number:	
Email Address:	



**Jeffrey Bush**  
District Manager  
1340 Russell Cove Road  
Lexington, KY 40505  
P. 800.876.4742 ext. 2208 | C. 859.351.2524  
bush.jeffrey@galls.com