



**GENERAL TERMS & CONDITIONS  
REQUEST FOR QUOTATION (RFQ) AND REQUEST FOR PROPOSAL (RFP)**

1. Awards will be made in the best interest of the State of West Virginia.
2. The State may accept or reject in part, or in whole, any bid.
3. All quotations are governed by the *West Virginia Code* and the *Legislative Rules* of the Purchasing Division.
4. Prior to any award, the apparent successful vendor must be properly registered with the Purchasing Division and have paid the required \$125.00 registration fee.
5. All services performed or goods delivered under State Purchase Orders/Contracts are to be continued for the term of the Purchase Order/Contract, contingent upon funds being appropriated by the Legislature or otherwise being made available. In the event funds are not appropriated or otherwise available for these services or goods, this Purchase Order/Contract becomes void and of no effect after June 30.
6. Payment may only be made after the delivery and acceptance of goods or services.
7. Interest may be paid for late payment in accordance with the *West Virginia Code*.
8. Vendor preference will be granted upon written request in accordance with the *West Virginia Code*.
9. The State of West Virginia is exempt from federal and state taxes and will not pay or reimburse such taxes.
10. The Director of Purchasing may cancel any Purchase Order/Contract upon 30 days written notice to the seller.
11. The laws of the State of West Virginia and the *Legislative Rules* of the Purchasing Division shall govern all rights and duties under the Contract, including without limitation the validity of this Purchase Order/Contract.
12. Any reference to automatic renewal is hereby deleted. The Contract may be renewed only upon mutual written agreement of the parties.
13. **BANKRUPTCY:** In the event the vendor/contractor files for bankruptcy protection, this contract is automatically null and void, and is terminated without further order.
14. **HIPAA Business Associate Addendum** - The West Virginia State Government HIPAA Business Associate Addendum (BAA), approved by the Attorney General, and available online at the Purchasing Division's web site (<http://www.state.wv.us/admin/purchase/vrc/hipaa.htm>) is hereby made part of the agreement. Provided that, the Agency meets the definition of a Covered Entity (45 CFR §160.103) and will be disclosing Protected Health Information (45 CFR §160.103) to the vendor.

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**INSTRUCTIONS TO BIDDERS**

1. Use the quotation forms provided by the Purchasing Division.
2. **SPECIFICATIONS:** Items offered must be in compliance with the specifications. Any deviation from the specifications must be clearly indicated by the bidder. Alternates offered by the bidder as **EQUAL** to the specifications must be clearly defined. A bidder offering an alternate should attach complete specifications and literature to the bid. The Purchasing Division may waive minor deviations to specifications.
3. Complete all sections of the quotation form.
4. Unit prices shall prevail in cases of discrepancy.
5. All quotations are considered F.O.B. destination unless alternate shipping terms are clearly identified in the quotation.
6. **BID SUBMISSION:** All quotations must be delivered by the bidder to the office listed below prior to the date and time of the bid opening. Failure of the bidder to deliver the quotations on time will result in bid disqualifications.

**SIGNED BID TO:**

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



State of West Virginia  
 Department of Administration  
 Purchasing Division  
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# Request for Quotation

RFQ NUMBER  
**DJS010231**

PAGE  
**2**

ADDRESS CORRESPONDENCE TO ATTENTION OF:  
**BUYER 32  
 304-558-0492**

RFQ COPY  
 TYPE NAME/ADDRESS HERE

VENDOR

SHIP TO

**DIVISION OF JUVENILE SERVICES  
 SECOND FLOOR  
 1200 QUARRIER STREET  
 CHARLESTON, WV  
 25301 304-558-6029**

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
12/04/2006				

BID OPENING DATE: **12/28/2006** BID OPENING TIME **01:30PM**

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
<p><b>EXHIBIT 3</b></p> <p><b>LIFE OF CONTRACT:</b> THIS CONTRACT BECOMES EFFECTIVE ON ..... AND EXTENDS FOR A PERIOD OF ONE (1) YEAR OR UNTIL SUCH "REASONABLE TIME" THEREAFTER AS IS NECESSARY TO OBTAIN A NEW CONTRACT OR RENEW THE ORIGINAL CONTRACT. THE "REASONABLE TIME" PERIOD SHALL NOT EXCEED TWELVE (12) MONTHS. DURING THIS "REASONABLE TIME" THE VENDOR MAY TERMINATE THIS CONTRACT FOR ANY REASON UPON GIVING THE DIRECTOR OF PURCHASING 30 DAYS WRITTEN NOTICE.</p> <p><b>UNLESS SPECIFIC PROVISIONS ARE STIPULATED ELSEWHERE IN THIS CONTRACT DOCUMENT, THE TERMS, CONDITIONS AND PRICING SET HEREIN ARE FIRM FOR THE LIFE OF THE CONTRACT.</b></p> <p><b>RENEWAL:</b> THIS CONTRACT MAY BE RENEWED UPON THE MUTUAL WRITTEN CONSENT OF THE SPENDING UNIT AND VENDOR, SUBMITTED TO THE DIRECTOR OF PURCHASING THIRTY (30) DAYS PRIOR TO THE EXPIRATION DATE. SUCH RENEWAL SHALL BE IN ACCORDANCE WITH THE TERMS AND CONDITIONS OF THE ORIGINAL CONTRACT AND SHALL BE LIMITED TO TWO (2) ONE (1) YEAR PERIODS.</p> <p><b>CANCELLATION:</b> THE DIRECTOR OF PURCHASING RESERVES THE RIGHT TO CANCEL THIS CONTRACT IMMEDIATELY UPON WRITTEN NOTICE TO THE VENDOR IF THE COMMODITIES AND/OR SERVICES SUPPLIED ARE OF AN INFERIOR QUALITY OR DO NOT CONFORM TO THE SPECIFICATIONS OF THE BID AND CONTRACT HEREIN.</p> <p><b>OPEN MARKET CLAUSE:</b> THE DIRECTOR OF PURCHASING MAY AUTHORIZE A SPENDING UNIT TO PURCHASE ON THE OPEN MARKET, WITHOUT THE FILING OF A REQUISITION OR COST ESTIMATE, ITEMS SPECIFIED ON THIS CONTRACT FOR IMMEDIATE DELIVERY IN EMERGENCIES DUE TO UNFORESEEN</p>						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE	TELEPHONE	DATE
TITLE	FEIN	ADDRESS CHANGES TO BE NOTED ABOVE

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<p>CAUSES (INCLUDING BUT NOT LIMITED TO DELAYS IN TRANSPORTATION OR AN UNANTICIPATED INCREASE IN THE VOLUME OF WORK.)</p> <p>QUANTITIES: QUANTITIES LISTED IN THE REQUISITION ARE APPROXIMATIONS ONLY, BASED ON ESTIMATES SUPPLIED BY THE STATE SPENDING UNIT. 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.</p> <p>ORDERING PROCEDURE: SPENDING UNIT(S) SHALL ISSUE A WRITTEN STATE CONTRACT ORDER (FORM NUMBER WV-39) TO THE VENDOR FOR COMMODITIES COVERED BY THIS CONTRACT. THE ORIGINAL COPY OF THE WV-39 SHALL BE MAILED TO THE VENDOR AS AUTHORIZATION FOR SHIPMENT, A SECOND COPY MAILED TO THE PURCHASING DIVISION, AND A THIRD COPY RETAINED BY THE SPENDING UNIT.</p> <p>BANKRUPTCY: IN THE EVENT THE VENDOR/CONTRACTOR FILES FOR BANKRUPTCY PROTECTION, THIS CONTRACT IS AUTOMATICALLY NULL AND VOID, AND IS TERMINATED WITHOUT FURTHER ORDER.</p> <p>THE TERMS AND CONDITIONS CONTAINED IN THIS CONTRACT SHALL SUPERSEDE ANY AND ALL SUBSEQUENT TERMS AND CONDITIONS WHICH MAY APPEAR ON ANY ATTACHED PRINTED DOCUMENTS SUCH AS PRICE LISTS, ORDER FORMS, SALES AGREEMENTS OR MAINTENANCE AGREEMENTS, INCLUDING ANY ELECTRONIC MEDIUM SUCH AS CD-ROM.</p> <p>REV. 04/11/2001            VENDOR PREFERENCE CERTIFICATE</p> <p>CERTIFICATION AND APPLICATION* IS HEREBY MADE FOR PREFERENCE IN ACCORDANCE WITH WEST VIRGINIA CODE,</p>						

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**4**

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LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
	5A-3-37 (DOES NOT APPLY TO CONSTRUCTION CONTRACTS).					
	A. APPLICATION IS MADE FOR 2.5% PREFERENCE FOR THE REASON CHECKED:					
	<input type="checkbox"/> 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 <input type="checkbox"/> BIDDER IS A PARTNERSHIP, ASSOCIATION OR CORPORATION RESIDENT VENDOR AND HAS MAINTAINED ITS HEAD-QUARTERS 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 <input type="checkbox"/> BIDDER IS A CORPORATION 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.					
	B. APPLICATION IS MADE FOR 2.5% PREFERENCE FOR THE REASON CHECKED:					
	<input type="checkbox"/> 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					

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**5**

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<p>ARE RESIDENTS OF WEST VIRGINIA WHO HAVE RESIDED IN THE STATE CONTINUOUSLY FOR THE TWO YEARS IMMEDIATELY PRECEDING SUBMISSION OF THIS BID;            OR            ( ) 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 BIDDERS' 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.</p> <p>BIDDER UNDERSTANDS IF THE SECRETARY OF TAX &amp; 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) RESCIND THE CONTRACT OR PURCHASE ORDER ISSUED; 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.</p> <p>BY SUBMISSION OF THIS CERTIFICATE, BIDDER AGREES TO DISCLOSE ANY REASONABLY REQUESTED INFORMATION TO THE PURCHASING DIVISION AND AUTHORIZES THE DEPARTMENT OF TAX AND 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.</p>						

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PAGE  
**6**

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<p>UNDER PENALTY OF LAW FOR FALSE SWEARING (WEST VIRGINIA CODE 61-5-3), BIDDER HEREBY CERTIFIES THAT THIS CERTIFICATE IS TRUE AND ACCURATE IN ALL RESPECTS; AND THAT IF A CONTRACT IS ISSUED TO BIDDER AND IF ANYTHING CONTAINED WITHIN THIS CERTIFICATE CHANGES DURING THE TERM OF THE CONTRACT, BIDDER WILL NOTIFY THE PURCHASING DIVISION IN WRITING IMMEDIATELY.</p> <p>BIDDER: -----</p> <p>DATE: -----</p> <p>SIGNED: -----</p> <p>TITLE: -----</p> <p>* CHECK ANY COMBINATION OF PREFERENCE CONSIDERATION(S) IN EITHER "A" OR "B", OR BOTH "A" AND "B" WHICH YOU ARE ENTITLED TO RECEIVE. YOU MAY REQUEST UP TO THE MAXIMU 5% PREFERENCE FOR BOTH "A" AND "B". (REV. 12/00)</p> <p>NOTICE</p> <p>A SIGNED BID MUST BE SUBMITTED TO:</p> <p>DEPARTMENT OF ADMINISTRATION          PURCHASING DIVISION          BUILDING 15          2019 WASHINGTON STREET, EAST          CHARLESTON, WV 25305-0130</p>						

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PAGE  
**7**

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<p>THE BID SHOULD CONTAIN THIS INFORMATION ON THE FACE OF THE ENVELOPE OR THE BID MAY NOT BE CONSIDERED:</p> <p>SEALED BID</p> <p>BUYER:    RON PRICE-----</p> <p>RFQ. NO.:    DJS010231-----</p> <p>BID OPENING DATE:                              12/28/2006-----</p> <p>BID OPENING TIME:                              1:30 PM-----</p> <p>PLEASE PROVIDE A FAX NUMBER IN CASE IT IS NECESSARY TO CONTACT YOU REGARDING YOUR BID:</p> <p>-----</p> <p>CONTACT PERSON (PLEASE PRINT CLEARLY):</p> <p>-----</p>						

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PAGE  
**8**

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VENDOR

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**SECOND FLOOR**  
**1200 QUARRIER STREET**  
**CHARLESTON, WV**  
**25301**                      **304-558-6029**

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LINE	QUANTITY	UOP	CAT. NO	ITEM NUMBER	UNIT PRICE	AMOUNT
***** THIS IS THE END OF RFQ DJS010231 ***** TOTAL: _____						

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## WV Division of Juvenile Services Uniform Specification

\*Specification to be as stated or equal to.

### 1. TROUSERS

**Fabric:** Style: Perfection Matrix Series TM or equal to with engineered stretch twill with Perfection X-Factor Technologies or equal to, featuring SwiftGaley Indestructible 5454158 with H2 Tech Dual Action (Hydrophilic/Hydrophobic), Flex, and UltraDye Enhancements.

**Color:** Dark Navy utilizing H2 UltraDye Technology or equal to for enhanced color depth and color retention.

**Fiber Content:** 65 % polyester 35% combed cotton

**Weave:** 2x1 Twill with engineered Stretch

**Weight:** 7.5 oz. /square yard

**Construction:** 90 warp x 50 filling

**Tensile Strength:** 160 x 90 Lbs.

**Finishes:** Pre-cured, wrinkle resistant and H2 Tech treatments to provide superior color retention, internal hydrophilic wick-ability and breath-ability, and external hydrophobic resistance to water based liquids.

UV/Sun Protection - UPF 40 + rating

#### **Pocketing and Lining:**

**Fiber Content:** 70% polyester 30% cotton

**Weave:** Plain

**Weight:** 3.5 oz. /square yard

**Construction:** 82 warp x 50 filling

**Tensile Strength:** 119x98 lbs.

**Color:** Black

**Design:** Uniform trouser with a plain front with two quarter top pockets. Two, side cargo pockets. Top-stitched back pockets with triangle bar-tacks, left pocket has tab to button. Zipper fly front with French flies. One-piece diamond-gusset crotch. Two inch wide expandable waistband, with dropped belt loops. Straight-leg bottoms. CREASET® super silicone creases or equal to. The trousers shall be made from a men's relaxed fit uniform trouser pattern.

**Pockets:** The front pockets are quarter top style, with a minimum 6 1/2" opening and 6" depth, measured from the bottom of the opening. The front pocket bags are double tipped and shall be stitched, turned and re-stitched. The inside front pocket facing shall be a separate piece of shelf material finishing no less than 1 1/4" wide. Each front pocket shall have a straight bar-tack at the top and a triangle bar-tack at the bottom of the opening. There is a double-compartment cargo pocket with a flap centered on the out-seam, approximately 9 1/2" below the waist seam. Each cargo pocket measures 7" wide x 7 3/4" long and has mitered corners. The front compartment has a 1-1/2" stitched box pleat. The top of the flap is stitched to the pocket and has horizontal bar-tacks in the upper corners. The flap closes with three pieces of Velcro loop: a 1"x1" piece in each lower corner and a 1"x1-1/2" strip at the point to match the Velcro hook placement on the pockets. The back compartment is accessed by a hidden 6" nylon zipper with molded plastic teeth (1-1/8" behind and below the upper edge of the flap.) Zippers open in a front-toward-back direction. Velcro must be durable and washable. The back pockets have 5-1/2" openings and are 6" deep. Top-stitched on the outside with an exposed top and bottom welt inside facing. The left pocket shall have a tab to button. The back pockets shall have triangle bar-tacks at the end of the openings.

**Waistband:** The trousers should be made with a 2" wide expandable waistband for exact fit with enhanced comfort and mobility. The waistband on the front panel has an extension that joins to the inside of the back waistband with heavy-duty hidden elastic. This construction enables the waistband to automatically expand and contract 2 to 4 inches. It should be stabilized with fusible non-woven interlining. The waistband shall close with two crush proof hooks and eyes, which are reinforced with canvas stays. There shall be a bar-tack behind each eye. The stretch waistband curtain finishes 2 5/8" wide. The upper portion is made of 1 1/8" wide bias cut pocketing fabric with 1/16" topstitching and 3/4" wide stretch Ban-Rol or equal to canvas. The lower portion is 1 1/2" wide and is made of woven elastic with 3-strand Mini Snugtex or equal to, to insure shirt tail "tuck". The waistband curtain shall be set on with a rocap machine and be closed by stitching below the waistband through the outer fabric and the waistband curtain.

**Belt Loops:** Seven belt loops on all sizes. Each loop is to be 1" wide, of double thickness, have canvas interlining and be stitched with a 1/4" gauge twin needle. All loops (except for the center back loop) shall be stitched into the waistband curtain seam and be tacked 1/4" below the waistband. The top of the center back loop shall be tacked to the outside of the waistband, folded over the tacking, with the bottom of the loop tacked 1/4" below the waistband. They shall accommodate a 2" wide belt.

**Fly:** The trousers shall close with a brass memory lock zipper which has a brass bottom stop at the base of the zipper chain and a brass ratcheting cam lock slider. Both flies have fusible non-woven interlining. The right fly has a French-fly extension and is lined with pocketing fabric, which extends from the waistband to the inseam. A matching button is stitched to the left waistband curtain to fasten the French-fly. A straight bar-tack shall be stitched at the bottom of the fly from the outside of the garment, through the zipper tape, the right and left fly and the right fly lining. The right and left fly shall be joined by an additional bar-tack

located below the bottom zipper stop on the inside of the trousers. The zipper and fly topstitching extend to the top of the waistband.

**Inside Trim:** The right fly lining extension is stitched to the front seat seam allowances and extends to the inseam.

**Diamond Gusset:** A one-piece diamond gusseted crotch construction. All edges must be serged prior to setting the gusset. After the gusset is set, it is topstitched, 1/16" from the edges.

**Creasing:** The front and rear creases in the trouser legs incorporate a permanent modified silicone crease produced by the CREASET® system or equal to, that is specially formulated for fabrics with high technology treatments.

**Stitching:** The entire trouser is to be stitched with matching polyester core or 100% polyester spun thread. The thread shall be colorfast and match the fabric. All visible stitching must be 10-11 stitches per inch. All exposed inside seams are to be serged. The seat seam must be stitched with a tandem needle machine. There is a minimum 2 3/4" seat outlet for alterations.

**Sizes:** The trousers shall be hemmed and be available in a regular rise length in waist sizes 28 through 60. Odd waist sizes are available through 37. Ladies trousers should be available in sizes 2 - 24 with regular rise length.

## 2. LONG SLEEVE SHIRT

**Fabric:** Perfection Matrix Series or equal to Twill with Perfection X-Factor Fabric Technologies or equal to, featuring SwiftGaley Dauntless 1724/158 with H2 Tech Dual Action (Hydrophilic/Hydrophobic), Flex and UltraDye enhancements.

**Color:** Dark Navy utilizing H2 UltraDye Technology or equal to for enhanced color depth and color retention.

**Fiber Content:** 65 % polyester/35% combed cotton

**Weave:** 2x1 Twill with engineered Stretch

**Weight:** 6.25 - 6.50 oz/square yard

**Construction:** 86 warp x 52 filling

**Tensile Strength:** 195 x 80 lbs.

**Finishes:** Pre-cured, wrinkle resistant and H2 Tech treatments to provide superior color retention, internal hydrophilic wick-ability and breath-ability, and external hydrophobic resistance to water based liquids (Other surface treatments are unacceptable.)

UV/Sun Protection - UPF 40 + rating

**Design:** Plain front, coat style with convertible collar and placket front. Long-sleeves with rounded barrel cuffs. One-piece sleeve and side gussets. Two

pleated breast pockets with scalloped flaps and Velcro closures. Bar-tacked hidden pencil opening. Shoulder straps. Interior badge sling. Five CREASET® silicone military creases. Graduated tail length zipper front. Velcro is durable and washable.

**Collar:** The shirt has a convertible collar. The collar is to be die cut, measure 3 1/4" long at the points and be topstitched 3/16" from the edge. It shall be interlined with 250 denier Dacron Polyester. Permanent mylar collar stays are set forward, and inside the collar with no stitches showing through either ply.

**Front:** The left front is to have a self fabric center pleat 1 1/2" wide with 2 rows of stitching 1" apart and 7 buttonholes. It shall be interlined with 250 denier Dacron Polyester. The top buttonhole is horizontal and 5/8" below the neck seam. The remaining buttonholes are vertical, with 2 1/2" spacing between the first and second 3 1/2" spacing between the remainder. Melamine buttons (to include a spare) are stitched to the right front. Each front is to have an approximate 3" turn back. One military crease in each front incorporates a permanent CREASET® silicone crease or equal to that continues through the pocket and pocket flap. Zipper placket front with seven buttons. Third through six buttons sewn on top of the buttonholes.

**Shoulder Straps:** Shoulder straps are to be die-cut and interlined with 250 denier Dacron Polyester. Shoulder strap is topstitched 1/4" from the edge and has a buttonhole. To be sewn into sleeve head seam and measure 2 1/8" wide, tapering to 1 5/8" at the pointed end. Shoulder strap to be set approximately 1/2" from the neck seam, with the lower edge 1/2" below the shoulder joining seam. It shall be X-stitched to shoulder, 2" from sleeve seam, and shall fasten to the shoulder with a melamine button.

**Badge Reinforcement:** 2 ply inside sling approximately 1" wide, extending from shoulder joining seam into pocket of left front. To have two small uncut horizontal buttonholes 1 1/2" above the pocket flap, spaced 1 5/16" apart and centered on the sling.

**Pockets:** Two patch pockets with 1 3/8" stitched box pleats and mitered corners. The pockets are to be die cut and finished 5 1/2" wide and 6" long. Left pocket to have a sewn through pencil stall 1 1/2" wide. Velcro hook fasteners 3/4" wide and 3/4" long are stitched on the upper corners to secure the Velcro loop fasteners on the flaps. Velcro must be washable and durable.

**Pocket Flaps:** To be die cut, and scalloped, finishing 5 3/4" in width, 2 1/2" in length at the center and 2 1/8" at each side. Flaps are interlined with 250 denier Dacron Polyester, topstitched 1/4" from edges and have one centered uncut buttonhole with button. Flaps to be set with a 1/4" space between pocket and flap. The left flap to have a hidden pencil opening 1 3/8" in width, bar-tacked at each end. Velcro loop fasteners 3/4" wide and 3/4" long are stitched on the underside of the flaps to secure the Velcro hook fasteners on the pockets. Velcro must be washable and durable.

**Sleeves:** The sleeves have 2 wrist pleats and 4 1/2" vent openings, 1" wide top and bottom plackets, with one centered button and buttonhole. Top of vent has 1 1/2" long outline reinforcement stitch.

**Cuffs:** Cuffs have rounded corners and are interlined with 250 denier Dacron Polyester. Cuffs to close with 2 buttons and buttonholes, be 3" wide and have 3/16" topstitching on the edges.

**Side Gussets:** side gussets for enhanced comfort and mobility. The gusset is a 1-piece self fabric piece that extends from the cuff to the shirt hem. The graduated gusset measures 4" at each end and widens in the armhole area. Gusset is set with double needle stitching for enhanced performance.

**Back:** Two piece yoke shall measure approximately 3" at center back and 3 1/4" at the ends. 1/16" topstitch on lower edge. The three military creases in the back of the shirt must incorporate permanent Super Silicone or equal to creases, utilizing the CREASET® system or equal to.

**Buttons:** To be a 20-ligne melamine button to match the fabric color.

**Stitching:** The entire shirt is to be stitched with 100% polyester core/100% polyester wrap thread. All visible stitching must be 10-12 stitches per inch. Sleeve setting shall be done with an over edge and safety stitch. The gusset is set with double needle stitching. The outer edges of the collar and cuffs are topstitched 3/16". The center front pleat has 2 rows of stitching 1" apart. The shoulder straps and pocket flaps are topstitched 1/4" from the edges. There is a second row of topstitching 1/4" from the flap setting and cuff closing stitches. The lower edge of the yoke is topstitched 1/16".

**Military Creases:** One military crease in each front must incorporate a permanent modified "Super Silicone" or equal to crease produced by the CREASET® system or equal to that is specially formulated for fabrics with high technology treatments, and continuing the pocket and pocket flap. There are three military creases in the back of the shirt with CREASET® or equal to permanent silicone creases.

**Construction:** The collar, pocket flaps, shoulder straps and cuffs and are made by the conventional construction. Top ply, bottom ply and interlining are first stitched together, then turned right side out and finally topstitched.

**Sizes:** Vendor to specify sizes and sleeve length specifications. Please provide sizes and prices for women's shirts and indicate any modifications to the above specifications.

One United States Flag and two WV Division of Juvenile Services patches to be sewn on each shirt.

### 3. SHORT SLEEVE SHIRT

**Fabric:** Perfection Matrix Series or equal to Twill with Perfection X-Factor Fabric Technologies or equal to, featuring SwiftGaley Dauntless 1724/158 with H2 Tech Dual Action (Hydrophilic/Hydrophobic), Flex and UltraDye enhancements or equal to.

**Color:** Dark Navy utilizing H2 UltraDye Technology or equal to for enhanced color depth and color retention.

**Fiber Content:** 65 % polyester 35% combed cotton

**Weave:** 2x1 Twill with engineered Stretch

**Weight:** 6.25 - 6.50 oz/square yard

**Construction:** 86 warp x 52 filling

**Tensile Strength:** 195 x 80 lbs.

**Finishes:** Pre-cured, wrinkle resistant and H2 Tech treatments to provide superior color retention, internal hydrophilic wick-ability and breath-ability, and external hydrophobic resistance to water based liquids.

UV/Sun Protection - UPF 40 + rating

**Design:** Plain front, coat style with convertible collar and square bottom. Covered placket with zip closure. Short sleeves. One-piece sleeve and side gussets. Two ergonomically positioned breast pockets with flaps and secure Velcro closures. Bar-tacked hidden pencil opening. Stabilized wing epaulets (microphone holder in left epaulet.) Graduated tail length zipper front. Velcro must be washable and durable.

**Collar:** The shirt has a convertible collar. The collar is to be die cut, measure 3 1/4" long at the points and be topstitched 3/8" from the edge. It shall be interlined with 250 denier Dacron Polyester. Permanent mylar collar stays are set forward, and inside the collar with no stitches showing through either ply.

**Front:** The left front is to have 3 buttonholes and covered placket with a 14" zipper. The top buttonhole is horizontal and 5/8" below the neck seam. A second vertical buttonhole is 2 1/2" below the first. The remaining buttonhole is below the zipper and is vertical. Melamine buttons (to include spare) are stitched to the right front. Each front is to have approximate 3 1/4" turn back.

**Epaulets:** The epaulet is 5/8" wide at the neck seam and widens to 7 1/4" at the sleeve head seam. It is 1/4" double needle topstitched on all edges, with the exception of the neck and seam. There is a 1 1/2" long buttonhole centered in the narrow end of the left epaulet. The epaulet is sewn into the sleeve head seam and the neck seam, and stitched to the front and back of the shirt at the point where it begins to widen. There are 4 bar-tacks across the double needle topstitching beyond each end of the centered buttonhole.

**Pockets:** Two patch pockets with 1" inverted pleats and mitered corners. The pleats have horizontal bar-tacks at each end of the 3 1/4" openings. The pockets finish 5 1/2" wide and 6" long. Left pocket to have a sewn through pencil stall 1 1/2" wide. Velcro hook fasteners 1" wide and 1" long are stitched in the upper corners to secure the velcro loop fasteners on the flaps. The Velcro hook fasteners are box stitched and X-stitched. The pockets are set at 45 degree angles for easy access. Velcro must be durable and washable.

**Pockets Flaps:** The pocket flaps are rectangular, finishing 5 3/4" wide and 2 1/4" long. Flaps are interlined with 250 denier Dacron Polyester, topstitched 1/4" from edges. Flaps to be set with a 14" space between pocket and flap. The left flap to have a hidden pencil opening 1 3/8" wide, bar-tacked at each end. Velcro loop fasteners 1" wide and 1" long are stitched on the underside of the flaps to secure the Velcro hook fasteners on the pockets. Velcro must be durable and washable.

**Sleeves:** The sleeves have 1" hem. A size large finishes 10 long from the shoulder seam.

**Side Gussets:** Incorporates side gussets for enhanced comfort and mobility. The gusset is a 1-piece self fabric piece that extends from the sleeve hem to the shirt hem. The graduated gusset measures 4" at each end and widens in the armhole area. Gusset is set with double needle stitching for enhanced performance.

**Back:** The back is of 1-piece construction

**Buttons:** To be a 20-ligne melamine button to match the fabric color.

**Stitching:** The entire shirt is to be stitched with 100% polyester core/100% polyester wrap thread. All visible stitching must be 10-12 stitches per inch. Sleeve setting shall be done with an over edge and safety stitch. The gusset is set with double needle stitching. The outer edges of the collar and pocket flaps are topstitched 1/4". The shoulder straps are double needle topstitched. There is a second row of topstitching 1/4" from the flap setting stitches. The bottom is finished with a 1" hem.

**Construction:** The collar, pocket flaps and shoulder straps are made by the conventional construction. Top ply, bottom ply and interlining are first stitched together, then turned right side out and topstitched.

**Sizes:** Shirts are available in alpha sizes ranging from small thru 5X.

One United States Flag and two WV Division of Juvenile Service patches to be sewn on each shirt.

#### 4. POLO SHIRTS

**Fabric:** Style: Perfection Eclipse Series or equal to Performances Synthetic Pique from Russell Mills or equal to.

**Colors:** Dark Navy (DN), Black (BK), Blue (BL), Silver Tan (ST), White (WH)

**Fiber Content:** 100% Russell Performance Polyester

**Body Knit:** Pique

**Welt/Collar Knit:** Rib Knit with raised parallel corded rib trim design.



**Weight:** 8 oz. /square yard

**Finish:** Permanent hydrophilic/wickable finish with Microban antimicrobial treatment for continuous odor control for the lifetime of this garment by inhibiting the growth of bacteria, mold and mildew that cause stains and odors.

**Design:** Design is for enhanced comfort and mobility. Short sleeve shirt style with full fashioned knit collar and 3-button placket front. One-piece design gussets for enhanced fit, comfort, and mobility. Banded sleeve to match color.

**Collar:** The shirt shall feature a 3" full fashioned knit collar with parallel corded rib trim design for enhanced collar smoothness, matching sleeve. The rib-knit collar shall be dyed to match the shirt fabric. The neck seam shall be covered with matching fabric.

**Front:** There shall be a 1 1/4" wide placket that measures 6 1/4" long. The left placket shall be backed with matching self fabric. The right placket shall be made of a double layer of self fabric. The placket shall be box stitched at the lower end and closes with 3 matching melamine buttons.

**Sleeves:** The sleeve setting seam is finished with double topstitching for enhanced performance. The sleeves have a 1" band finish with parallel corded rib trim design, matching collar and pocket detail. A size L finishes 9 3/4" long from the shoulder seam.

**Side Gussets:** Gussets are incorporated for enhanced fit, comfort and mobility. The gusset is a 1-piece self fabric piece that extends from the sleeve opening to the shirt hem. The graduated gusset measures 4" at each end and widens in the armhole area. The gusset seams are finished with double needle stitching for enhanced performance.

**Back:** The back of the shirt has a 3 1/2" deep circular facing.

**Buttons:** To be a 20-ligne melamine button to a match the fabric color.

**Stitching:** The entire shirt is to be stitched with 100% polyester core/100% polyester wrap thread. All visible stitching must be 10-12 stitches per inch. Sleeve setting and gusset setting shall be done with an over edge and safety stitch and finished with double-needle topstitching. The epaulets are topstitched 1/4" from the edges.

**Embroidery:** Will include the State logo as well as the WV Division of Juvenile Services logo and wording. (Samples included)

**Sizes:** Shirts should be available in alpha sizes from Small to 5 XL. Please provide prices and sizes for Women's.

## 5. JACKET

Dark Navy Gore-Tex jacket or equal to has nylon taslan shell with gore-tex liner fabric that is light weight, waterproof, windproof and breathable. Factory taped seams and 2 way front zipper w/storm flap and stand up collar with removable

fleece or thinsulate liner. Bi swing back. Side zippers; pockets; badge tab and epaulets.

Two large outside double entry pockets and five interior pockets. Pit zips for ventilation and easy customization to sleeves, stowaway hood. Velcro adjustable cuffs. Machine wash and dry. The Velcro needs to be durable and washable. Sizing needs to be alpha sizing and to include Small through 5 XL; hip length.

Please provide sizes and prices for women's jackets and indicate any modifications to the above specifications.

One United States Flag and two WV Division of Juvenile Services patches to be sewn on each jacket.

## **6. Commando Sweater Acrylic/Wool Sweater**

Ribbed military style.

70% Acrylic/30% wool.

Color matched fabric shoulder and elbow patches.

Badge tab and shoulder epaulets.

Turn back cuffs.

Machine and dry.

**Color:** Dark Navy.

Sizes to be alpha sizes including sizes Small through 5 XL.

## **7. Flag**

American Flag to be the same size and design presently worn by the Division. \*Sample (B) attached. One flag to be sewn on each shirt and jacket centered 3/4" above right pocket flap seam in the upright position.

## **8. Patches**

WV Division of Juvenile Services patches to be the same size and design as presently worn by the Division. \*Sample (A) attached. Two patches to be sewn on each shirt and jacket sleeve centered with shoulder straps 1" below shoulder seam.

**Color:** Dark Navy with gold trim and gold letters

## **9. Badge Sets**

Blackinton Style B-523 or equal to

Full color WV Seal with rhodium finish. Fifth line will be 3 digit badge number to run consecutively as required. Two badges with the same number per set. Up to 6 digit rank abbreviation on the banner.

Term Juvenile Services above the State Seal and correctional officer below state seal

**Color:**

Gold

Silver

**10. 2" Tie Bar**

Blackington or equal to

One raised color seal (West Virginia) and Division of Juvenile Services engraved to the left or right of the seal.

**Color:** Gold; Silver

**11. Ties**

Samuel Broome Style 60001 or equal to.

Clip on polyester with button hole attachment.

**Color:** Dark Navy color must match uniform

**12. Belts**

1 3/4" wide leather

**Color:** Black

**13. Baseball Caps**

Caps shell fabric to matched uniforms. All caps will have the Division of Juvenile Services Emblem Embroidered upon the front. Five panel fitted low-profile.

**Color:** Dark Navy

**14. Nylon Glove Case**

Holds two pair gloves.

**Color:** Black

**15. Metal Insignia**

Clutch back metal rank insignia suitable for use on collar or shoulder of uniform shirt. Insignia to be priced as sets.

Insignias to include:

**Gold:** Lt. and Capt.  
**Silver:** Sgt. and Cpl.

## 16. Stripes

Gold Stripes with Dark Navy background to match uniform.

Cpl. Stripes (2 small)  
 Sgt. Stripes (3 small)  
 COII Stripes (1 small)

Cpl. Stripes (2 large)  
 Sgt. Stripes (3 large)  
 COII Stripes (1 large)

To be sewn on shirts/sweaters/polos and/or jackets when specified.  
 Sample (C & D) included.

**\*\*Vendor must ensure that billing procedures are such that all orders are delivered to the specified institution.**

**\*\*\*\*Deliveries must be made no more than 15 working days after order has been placed. Vendors must be willing to accept the State Purchasing Card and willing to invoice separately to individual facilities.**

Approximate numbers for Initial Order only are as follows:

Facility	Officers	Cpt.	Lt.	Sgt.	Crpl.	CO
WVIHY	146	1	6	8	13	118
Davis	27		2	2	4	19
VDJC	28			1	4	23
LYJC	30			1	4	25
SPJC	30			1	4	25
TMJC	30			1	4	25
DRK	61			2	8	51
CBJC	32			1	4	27
GSJC	31				4	27
RSJC	28				4	24

\*Uniform pieces (set) will include:

4 Trousers; 4 Short Sleeve Shirts; 1 Long Sleeve Shirt; 1 Jacket; and 1 crew neck sweater (as requested). Sizes will range from small thru 5X and in trousers and belts, from 28 through 60.

**\*\*All order after initial purchase(s) will be on an as-needed basis.**

<b>WEST VIRGINIA DEPARTMENT OF MILITARY AFFAIRS &amp; PUBLIC SAFETY DIVISION OF JUVENILE SERVICES</b>		
Central Office and Facility Directory		
	WV Division of Juvenile Services 1200 Quarrier Street 2nd Floor Charleston, WV 25301	304-558-6029 304-558-6032 FAX
	WV Industrial Home for Youth 7 Industrial Boulevard Industrial, WV 26375	304-782-2371 304-627-2150 FAX
	Davis Center Blackwater Falls Road Davis, WV 262620	304-259-5241 304-259-4851 FAX
	Donald R. Kuhn Diagnostic and Detention Center One Lory Place Julian, WV 25529	304-369-2976 304-369-2991 FAX
	Lorrie Yeager Jr. Juvenile Center 907 Mission Drive Parkersburg, WV 26101	304-420-4860 304-420-4861 FAX
	Sam Perdue Juvenile Center 843 Shelter Road Princeton, WV 24740	304-425-9721 304-487-5543 FAX
	Tiger Morton Juvenile Center 60 Manfred Holland Way Dunbar, WV 25064	304-766-2616 304-766-2687 FAX
	Northern Regional Juvenile Detention Center 1000 Chapline Street Wheeling, WV 26003	304-232-3441 304-233-3371 FAX
	Vicki V. Douglas Juvenile Center 900 Emmett Rousch Drive Martinsburg, WV 25401	304-267-0075 304-267-0074 FAX
	J. M. "Chick" Buckbee Juvenile Facility One Jerry Lane Augusta, WV 26704	304-496-1341 304-496-1475 FAX
	Gene Spadaro Juvenile Center 106 Martin Drive Mt. Hope, WV 25880	304-877-6890 304-877-6929 FAX
	Robert L. Shell Juvenile Center 2 O'Hanlon Place Barboursville, WV 25504	304-733-0871 304-733-6827 FAX

**DJS010231 - UNIFORMS W/ACCESSORIES BID FORM - BID OPENING  
12/28/06**

Item #	Description	Estimated Initial Order	* Unit Price	Extended Price
1	* TROUSERS	440	\$	\$
2	* LONG SLEEVE SHIRT	440	\$	\$
3	* SHORT SLEEVE SHIRT	440	\$	\$
4	* POLO STYLE SHIRT	440	\$	\$
5	*JACKET	440	\$	\$
6	* SWEATER	440	\$	\$
7	* SEW-ON FLAG - COPY OF SAMPLE ATTCHED	440	\$	\$
8	* WV DIV. OF JUVENILE SERVICES SEW-ON PATCH - COPY OF SAMPLE ATTACHED	440	\$	\$
9	* BADGE SET	440	\$	\$
10	* 2" TIE BAR	440	\$	\$
11	* TIE	440	\$	\$
12	* BELT	440	\$	\$
13	* BASEBALL STYLE HAT	440	\$	\$
14	* NYLON GLOVE CASE	440	\$	\$
15	* METAL INSIGNIA	440	\$	\$
16	* STRIPES	440	\$	\$
17	<b>**Price Per Uniform After Initial Order</b>	1	\$	\$
			<b>TOTAL</b>	\$

**Bidder / Vendor Information:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Phone# : \_\_\_\_\_

Email Address: \_\_\_\_\_

\* See Specifications for Additional Details

\*\* Price a complete uniform which consists of item numbers 1-15 - to be ordered &amp; delivered at future date



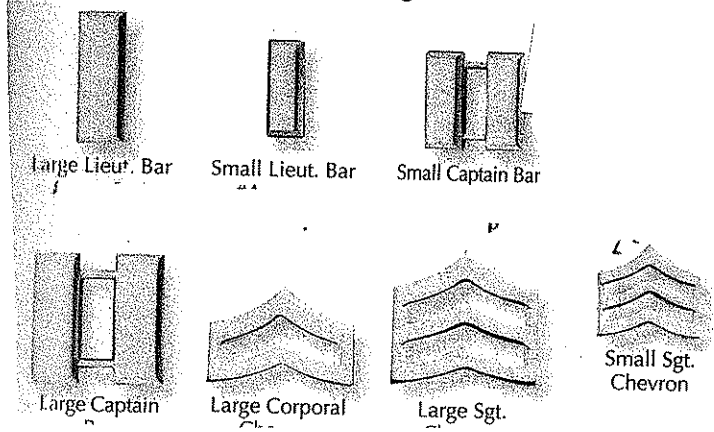
# Belt

## Leather Trouser Belt

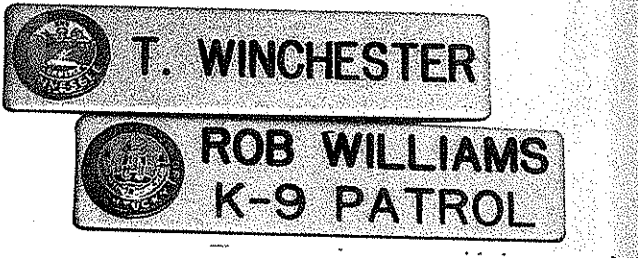


1 1/4" W black leather belt. Hand-creased. Rubbed edges. Removeable nickel or brass buckle.

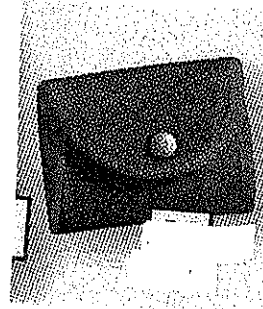
# Metal Insignia



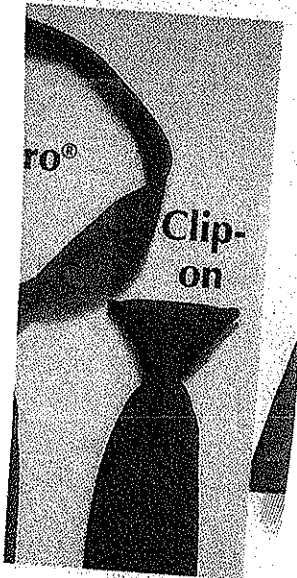
# Tie Bar - similar to ✓



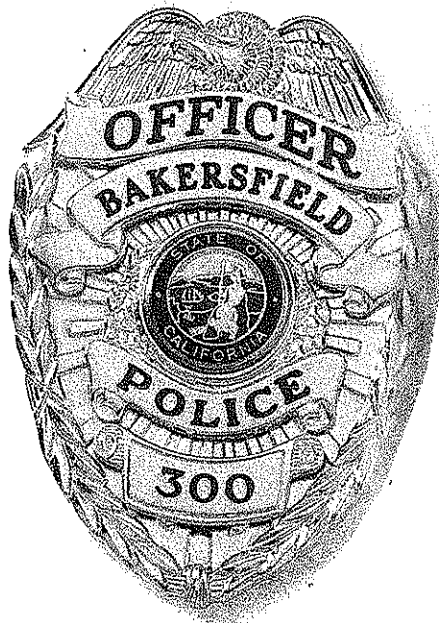
# Glove Pouch



# Tie



# Badge

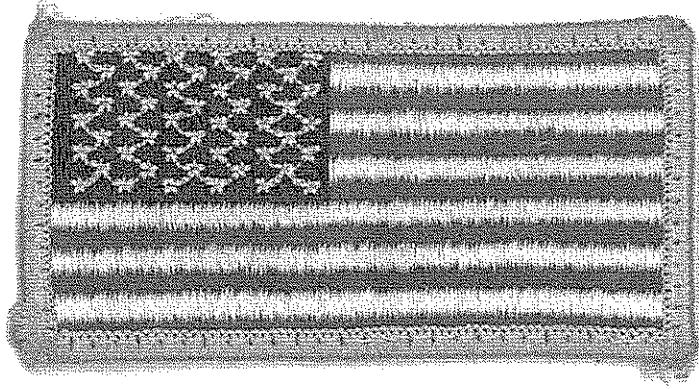


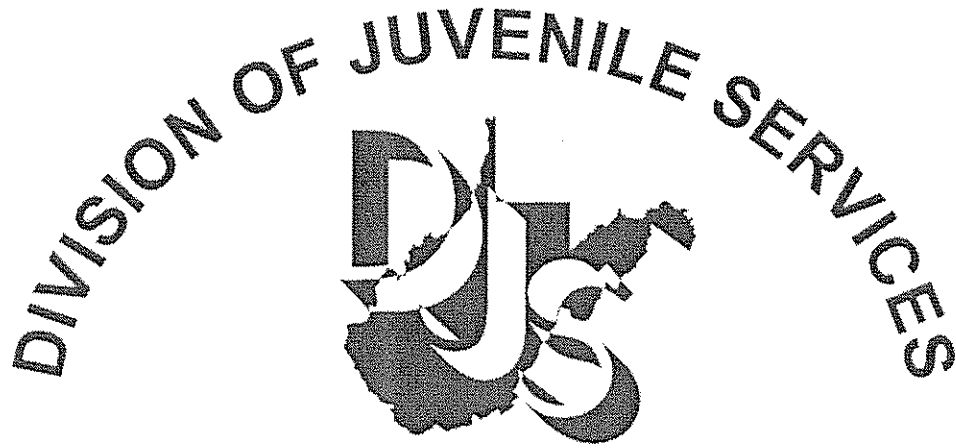
# Baseball Cap



\* These are for example only.







\* ALL Gold

RFQ No. \_\_\_\_\_

# A F F I D A V I T

**West Virginia Code §5A-3-10a states:**

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 the debt owned is an amount greater than one thousand dollars in the aggregate

**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.

"Debtor" means any individual, corporation, partnership, association, limited liability company or any other form or business association owing a debt to the state or any of its political subdivisions. "Political subdivision" means any county commission; municipality; county board of education; any instrumentality established by a county or municipality; any separate corporation or instrumentality established by one or more counties or municipalities, as permitted by law; or any public body charged by law with the performance of a government function or whose jurisdiction is coextensive with one or more counties or municipalities. "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.

**EXCEPTION:**

The prohibition of this section does not apply where a vendor has contested any tax administered pursuant to chapter eleven of this 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.

**LICENSING:**

Vendors 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 agencies or political subdivision. Furthermore, the vendor must provide all necessary releases to obtain information to enable the Director or spending unit to verify that the vendor is licensed and in good standing with the above entities.

**CONFIDENTIALITY:**

The vendor agrees that he or she 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. Vendors should visit [www.state.wv.us/admin/purchase/privacy](http://www.state.wv.us/admin/purchase/privacy) for the Notice of Agency Confidentiality Policies.

Under penalty of law for false swearing (West Virginia Code, §61-5-3), it is hereby certified that the vendor acknowledges the information in this said affidavit and are in compliance with the requirements as stated.

Vendor's Name: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_