



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

# Request for Quotation

RFQ NUMBER  
 DJS010231

PAGE  
 1

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

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

DATE PRINTED 12/22/2006	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
BID OPENING DATE: 01/16/2007		BID OPENING TIME 01:30PM		

LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
ADDENDUM #01						
THIS ADDENDUM IS ISSUED TO MODIFY AND/OR ADD TO THE SPECIFICATIONS; AND EXTEND THE BID OPENING DATE.						
NEW BID OPENING DATE: JANUARY 16, 2007						
QUESTIONS: QUESTIONS WILL BE ACCEPTED REGARDING THE REQUEST FOR QUOTATION (RFQ) TILL JANUARY 11, 2007; 11:00 AM.						
ATTACHMENTS: 1. ADDENDUM #01 2. REVISED BID FORM 3. ADDENDUM ACKNOWLEDGEMENT						
***** END OF ADDENDUM #01 *****						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE	TELEPHONE	DATE
TITLE	FEIN	ADDRESS CHANGES TO BE NOTED ABOVE

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

**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

ADDENDUM No 1.  
DJS010231

1. Changes begin on page 6 beginning with Design and ending on page 7 at item 4.

Changes should read as follows:

**DESIGN**

Shall feature the Perfection EGC System™ Design or equal to, for enhanced comfort and mobility. Short sleeve shirt style with convertible collar and placket front with enhanced comfort & mobility. 1-piece sleeve and side gussets. Two pleated breast pockets with scalloped flaps and Velcro closures. Bartacked hidden pencil opening. Shoulder straps. Interior badge sling. Five CREASET® or equal to, Super Silicone military creases. Graduated tail lengths and zipper front.

**COLLAR**

The shirt has a convertible collar. The collar is to be die cut, measure 3 ¼" 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 ½" wide with 2 rows of stitching 1" apart and 7 buttonholes. It shall be interlined with 250 denier Dacron Polyester. The tip buttonhole is horizontal and 5/8" below the neck seam. The remaining buttonholes are vertical, with 2 ½" spacing between the first and second and 3 ½" 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® 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 die cut and interlined with 250 denier Dacron Polyester, Shoulder strap is topstitched ¼" 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 ½" from the neck seam, with the lower edge ½" 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 ½" 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 finish 5 ½" wide and 6" long. Left pocket to have a sewn through pencil stall 1 ½" wide. Velcro® hook fasteners ¾" wide and ¾" long are stitched on the upper corners to secure the Velcro® loop fasteners on the flaps.

**POCKET FLAPS**

To be die cut, and scalloped, finishing 5 ¾" in width, 2 ½" in length at the center and 2 1/8" each side. Flaps are interlined with 250 denier Dacron Polyester, topstitched ¼" from edges and have one centered uncut buttonhole with button. Flaps to be set with a ¼" space between pocket and

flap. The left flap to have a hidden pencil opening 1 3/8" in width, bartacked 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.

### **SLEEVES**

The sleeves have 1" hems. A size 16 finishes 10" long from the shoulder seam.

### **SIDE GUSSETS**

Incorporate side gussets for enhanced 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 is set with double needle stitching for enhanced performance.

### **BACK**

To be 20-ligne melamine button to match the fabric color

### **STITCHING**

The entire shirt is to be stitched with 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 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 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" crease or equal to, CREASET® System, that is specially formulated for fabrics with high technology treatments, and continuing through the pocket and pocket flap. There are three military creases in the back of the shirt with permanent silicone creases.

### **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 finally topstitched.

### **SIZES**

Shirts are available in men's and women's alpha sizes from small thru 5X.

2. On page 12, relating to Ball Caps. Change, "Five panel fitted low-profile" to "Five panel low profile, adjustable cap". Add:

Color: shall be dark navy, matching uniform fabric.

Finish: Pre-cured, Wrinkle Resistant & H2 Tech treatments to provide superior color retention, internal hydrophilic wick-ability & breath-ability, and external hydrophobic resistance to water based liquids.

Unisex caps feature adjustable back closure.

3. Rank Stripes will only consist of the large size. (Page 19, Item 16)

4. For Initial Order ***only***, the delivery turnaround time will be 45-60 days. All orders following will be 15 day delivery.
5. Price per unit will have the following breakdown:

**SHIRTS**

Small – 2X  
3X – 4X  
5X and above

**PANTS/TROUSERS**

28 – 42  
44 – 50  
52 – 54  
56 – 60

6. Add:

**Class A Trousers**

**Fabric**

Style: Perfection MatrixSeries™ Engineered Stretch Twill with Perfection X-Factor™ Technologies, featuring SwiftGaley Indestructible 5454/158 with H2 Tech Dual Action (Hydrophilic/Hydrophobic), Flex, and UltraDye Enhancements, or equal to.

Color: Dark navy utilizing H2 UltraDye Technology for Enhanced Color Depth and Color Retention.

Fiber Content: 65% polyester / 35% combed cotton

Weave: 2 x 1 Twill with engineered Stretch, or equal to.

Weight: 7.5 oz square yard or equal to.

Construction: 90 warp x 50 filling, or equal to.

Tensile Strength: 160 x 90lbs, or equal to.

Finishes: Pre-cured, Wrinkle Resistant, & H2 Tech treatments to provide superior color retention, internal hydrophilic wickability and breathability, and external hydrophobic resistance to water based liquids.

UV / Sun Protection: UPF 40+ rating (Highest apparel rating), or equal to.

**POCKETING AND LINING**

Style: QST Starspun III or equal to.

Fiber Content: 70% polyester / 30% cotton.

Weave: Plain

Weight: 3.5 oz / square yard, or equal to

Construction: 82 warp x 50 filling, or equal to.

Tensile Strength: 119 x 98 lbs. or equal to.

Color: Black

## **DESIGN**

Shall feature the Perfection EGC System™ Design, or equal to, for enhanced comfort and mobility. Uniform trouser with a plain front with two quarter top pockets. Topstitched back pockets with triangle bartacks, left pocket has tab to button. Zipper fly front with French fly. 1-piece diamond gusset crotch, for enhanced comfort, mobility & wear life. Two inch wide EGC Perfection Fit, or equal to, expandable waistband, with set in 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 minim of 6 ½" opening and a 6" depth, or equal to, 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 self material finishing no less than 1 ½" wide. The back pockets have 5 ½" openings and are 6" deep. They shall be made with a Reese PW automatic machine and topstitched on the outside with an exposed top and bottom welt inside facing. The left pocket shall have a tab to button. The front pockets shall have straight bartacks at the ends of the openings. The back pockets shall have triangle bartacks at the ends of the openings.

## **WAISTBAND**

The trousers are made with a 2" wide Perfection EGC System™, or equal to, 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 & contract 2 to 4 inches, as necessary. The waistband is 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 bartack behind each eye. The Perfection Breathable EGC Stretch Waistband Curtain, or equal to, finishes 2 5/8" wide. The upper portion is made of 1 1/8" wide bias cut pocket fabric with 1/16" topstitching and ¾" wide stretch Ban-Rol canvas. The lower portion is 1 1/12" wide and is set on with a rocap machine and be closed by stitching below the waistband through the outer fabric and the waistband curtain.

## **BELT LOOPS**

There shall be seven (7) belt loops on sizes 38 and smaller, and eight (8) belt loops on sizes 40 and larger. All loops (except for the center back loop) shall be stitched into the waistband curtain seam and the bottom of 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 to the trousers. They shall all accommodate a 1 ¾" wide belt.

## **FLY**

The trousers shall close with an YKK, or equal to, brass memory lock zipper which has been 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 top of the waistband to the inseam. A matching button is stitched to the left waistband curtain to fasten the French fly. A straight bartack 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 bartack 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 for enhanced comfort, mobility and wear life. All raw edges must be serged prior to setting the gusset. After the gusset is set, it is topstitched, 1/6" from the edges. Safety stitch construction is unacceptable.

#### **CREASING**

The front and rear creases in the trouser legs incorporate a permanent modified "Super 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 regular rise length and in waist sizes 28 through 60. Odd waist sizes are available through size 37.

7. Add:

#### **State Seal Name Plate**

Nameplates are 5/8" H, come with the state seal of West Virginia. One or two-lines of type, in polished or brush finish. Clutch back, 2 prong with clamps.

**DJS010231 - UNIFORMS W/ACCESSORIES BID FORM - BID OPENING 1/16/07  
REVISED 12/21/2006**

Item #	Description	Estimated Initial Order	Unit Price	* Extended Price	** Future Unit Price for 1 Ea.
1	TROUSERS - Cargo - (Sizes 28-42)	1410	\$	\$	\$
1.1	TROUSERS - Cargo - (Sizes 44 - 50)	176	\$	\$	\$
1.2	TROUSERS - Cargo - (Sizes 52 - 54)	90	\$	\$	\$
1.3	TROUSERS - Cargo - (Sizes 56 - 60)	80	\$	\$	\$
1.4	TROUSERS - Cargo - (Size 62+)	8	\$	\$	\$
1.5	TROUSERS - Class A - (Sizes 28-42)	350	\$	\$	\$
1.6	TROUSERS - Class A - (Sizes 44 - 50)	45	\$	\$	\$
1.7	TROUSERS - Class A - (Sizes 52 - 54)	20	\$	\$	\$
1.8	TROUSERS - Class A - (Sizes 56 - 60)	5	\$	\$	\$
1.9	TROUSERS - Class A - (Size 62+)	2	\$	\$	\$
2	LONG SLEEVE SHIRT - (Sz. S-2XL)	1,585	\$	\$	\$
2.1	LONG SLEEVE SHIRT (Sz. 3XL-4XL)	165	\$	\$	\$
2.2	LONG SLEEVE SHIRT (Sz. 5XL)	8	\$	\$	\$
3	SHORT SLEEVE SHIRT - (Sz. S-2XL)	1585	\$	\$	\$
3.1	SHORT SLEEVE SHIRT - (Sz. 3XL - 4XL)	165	\$	\$	\$
3.2	SHORT SLEEVE SHIRT - (Sz. 5XL)	8	\$	\$	\$
4	POLO STYLE SHIRT - (Sz. S-2XL)	900	\$	\$	\$
4.1	POLO STYLE SHIRT - (Sz. 3XL-4XL)	100	\$	\$	\$
4.2	POLO STYLE SHIRT - (Sz. 5XL)	8	\$	\$	\$
5	JACKET - (Sz. S-2XL)	1,585	\$	\$	\$
5.1	JACKET - (Sz. 3XL-4XL)	165	\$	\$	\$
5.2	JACKET - (Sz. 5XL)	8	\$	\$	\$
6	SWEATER - (Sz. S-2XL)	300	\$	\$	\$
6.1	SWEATER - (Sz. 3XL-4XL)	45	\$	\$	\$
6.2	SWEATER - (Sz. 5XL)	5	\$	\$	\$
7	SEW-ON FLAG - COPY OF SAMPLE ATTCHED	2700	\$	\$	\$
8	WV DIV. OF JUVENILE SERVICES SEW-ON PATCH - COPY OF SAMPLE ATTACHED	5300	\$	\$	\$
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 - Large only	3640	\$	\$	\$
17	NAME PLATE	1760	\$	\$	\$
			<b>SUBTOTAL</b>	\$	\$
				<b>GRAND TOTAL</b>	***\$

**Bidder / Vendor Information:**

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

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

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

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

- \* Multiply your bid price by the estimated initial order quantity
- \*\* Provide a delivered price assuming one (1) of that item is delivered to a location
- \*\*\* Add the "extended price subtotal" column and the "future unit price for 1 Ea. Subtotal" column



**STATE OF WEST VIRGINIA  
PURCHASING CONTINUATION SHEET**

Buyer:

Page

Req. or P. O. No.:

Vendor:

Spending Unit:

Requisition No.: \_\_\_\_\_

**ADDENDUM ACKNOWLEDGEMENT**

I hereby acknowledge receipt of the following checked addendum(s) and have made the necessary revisions to my proposal, plans and/or specifications, etc.

**Addendum No.'s:**

No. 1 \_\_\_\_\_

No. 2 \_\_\_\_\_

No. 3 \_\_\_\_\_

No. 4 \_\_\_\_\_

No. 5 \_\_\_\_\_

I understand that failure to confirm the receipt of the addendum(s) is cause for rejection of bids.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Company

\_\_\_\_\_  
Date