



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

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1

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
01/07/2007				

BID OPENING DATE: 01/16/2007 BID OPENING TIME 01:30PM

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
<p>ADDENDUM #02</p> <p>THIS ADDENDUM IS ISSUED TO REVISE THE QUANTITIES ON THE BID FORM FOR THE FOLLOWING ITEM NUMBERS:            2, 2.1, 2.2, 5, 5.1, 5.2, &amp; 9</p> <p>ATTACHMENT: REVISED BID FORM            ADDENDUM ACKNOWLEDGEMENT</p>						

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

**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 One (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)	350	\$	\$	\$
2.1	LONG SLEEVE SHIRT (Sz. 3XL-4XL)	45	\$	\$	\$
2.2	LONG SLEEVE SHIRT (Sz. 5XL)	5	\$	\$	\$
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)	350	\$	\$	\$
5.1	JACKET - (Sz. 3XL-4XL)	45	\$	\$	\$
5.2	JACKET - (Sz. 5XL)	5	\$	\$	\$
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 ATTACHED	2700	\$	\$	\$
8	WV DIV. OF JUVENILE SERVICES SEW-ON PATCH - COPY OF SAMPLE ATTACHED	5300	\$	\$	\$
9	BADGES	880	\$	\$	\$
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>Bidder / Vendor Information:</b>	<b>GRAND TOTAL</b>	***\$
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