



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
FOR08002

PAGE
1

ADDRESS CORRESPONDENCE TO ATTENTION OF
JOHN ABBOTT
304-558-2544

RFQ COPY
TYPE NAME/ADDRESS HERE

VENDOR

SHIP TO

DIVISION OF FORESTRY
BUILDING 13
4720 BRENDA LANE
CHARLESTON, WV
25312 558-2788

DATE PRINTED	TERMS OF SALE	SHIP VIA	FOB	FREIGHT TERMS
02/05/2008				

BID OPENING DATE: **03/12/2008** BID OPENING TIME **01:30PM**

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
0001	1	LS		984-36-01-003		
<p>UNIFORMS</p> <p>OPEN-END CONTRACT TO PROVIDE UNIFORMS FOR THE WEST VIRGINIA DIVISION OF FORESTRY, PER THE SPECIFICATIONS.</p> <p>MANDATORY PRE-BID: A MANDATORY PRE-BID WILL BE HELD ON 2/27/2008; 11:00 AM, AT THE WEST VIRGINIA DEPARTMENT OF ADMINISTRATION, PURCHASING DIVISION, BUILDING 15, 2019 WASHINGTON STREET, EAST, CHARLESTON, WV 25305.</p> <p>FAILURE TO ATTEND THE PRE-BID WILL AUTOMATICALLY DISQUALIFY THE VENDOR FROM BEING AWARDED A CONTRACT.</p> <p>SAMPLES: SAMPLES OF THE LISTED ITEMS SHOULD BE SUBMITTED THE DAY OF THE PRE-BID; FOR REASONS BEYOND THE VENDOR'S CONTROL, SAMPLES SHALL BE SUBMITTED PRIOR TO THE AWARD OF THE CONTRACT.</p> <p>PURCHASING CARD ACCEPTANCE: THE STATE OF WEST VIRGINIA CURRENTLY UTILIZES A VISA PURCHASING CARD PROGRAM WHICH IS ISSUED THROUGH A BANK. THE SUCCESSFUL VENDOR MUST ACCEPT THE STATE OF WEST VIRGINIA VISA PURCHASING CARD FOR PAYMENT OF ALL ORDERS PLACED BY ANY STATE AGENCY AS A CONDITION OF AWARD.</p> <p>EXHIBIT 3</p>						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE	TELEPHONE	DATE
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**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 may be deemed null and void, and 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.

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
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02/05/2008				

BID OPENING DATE: **03/12/2008** BID OPENING TIME **01:30PM**

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
<p>LIFE OF CONTRACT: 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>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.</p> <p>RENEWAL: 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>CANCELLATION: 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>OPEN MARKET CLAUSE: 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 CAUSES (INCLUDING BUT NOT LIMITED TO DELAYS IN TRANS-</p>						

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<p>PORTATION 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</p> <p>EXHIBIT 6</p> <p>PRICE ADJUSTMENT PROVISION:</p>						

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<p>THE STATE OF WEST VIRGINIA WILL CONSIDER BIDS THAT CONTAIN PROVISIONS FOR PRICE ADJUSTMENTS PRIOR TO THE ORIGINAL EXPIRATION OF THE CONTRACT, PROVIDED THAT SUCH PRICE ADJUSTMENT COVERS BOTH UPWARD AND DOWNWARD MOVEMENT OF THE COMMODITY PRICE, AND THAT ADJUSTMENT IS BASED ON THE "PASS THROUGH" INCREASE OR DECREASE OF RAW MATERIALS AND/OR LABOR, WHICH MAKE UP ALL OR A SUBSTANTIAL PART OF A PRODUCT. ADJUSTMENTS ARE TO BE BASED UPON AN ACTUAL DOLLAR FIGURE, NOT A PERCENTAGE. ALL PRICE ADJUSTMENT REQUESTS MUST BE SUBSTANTIATED IN A MANNER ACCEPTABLE TO THE DIRECTOR PURCHASING, E.G. GOVERNMENTAL BENCH MARKS, GENERAL MARKET INCREASE, PUBLISHED PRICE LISTS. SUCH REQUESTS FOR AND INCREASE SHOULD BE RECEIVED IN WRITING BY THE DIRECTOR OF PURCHASING AT LEAST 30 DAYS IN ADVANCE OF THE EFFECTIVE DATE OF THE INCREASE. ANY TIME THE VENDOR REQUESTS A PRICE ADJUSTMENT, THE PURCHASING DIVISION MAY EITHER ACCEPT THE PRICE ADJUSTMENT AND AMEND THE CONTRACT ACCORDINGLY OR REJECT THE ADJUSTMENT IN ITS ENTIRETY AND CANCEL THE CONTRACT.</p> <p>PREFERRED TERMS: IT IS PREFERRED THAT THE PRICES ON THIS CONTRACT ARE FIRM FOR LIFE OF THE CONTRACT, AS INDICATED IN THE LIFE OF CONTRACT CLAUSE CONTAINED HEREIN, NOT TO EXCEED ONE (1) YEAR.</p> <p>IF THE VENDOR CANNOT GUARANTEE A FIRM PRICE FOR THE LIFE OF CONTRACT, HE MUST INDICATE ONE OF THE PARAGRAPHS LISTED BELOW. FAILURE TO QUALIFY THE PREFERRED TERMS WILL BIND THE VENDOR TO A FIRM PRICE FOR THE LIFE OF THE CONTRACT.</p> <p>ALTERNATE TERMS:</p>						

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<p>() THE PRICES ON THIS CONTRACT WILL REMAIN FIRM FOR DAYS AFTER THE EFFECTIVE DATE OF THE CONTRACT. PRICES WILL REMAIN FIRM AFTER EACH PRICE ADJUSTMENT FOR A MINIMUM OF DAYS.</p> <p>() THE VENDOR DOES NOT AGREE TO MAINTAIN A FIRM PRICE FOR THE LENGTH OF THE CONTRACT BUT OFFERS AN ALTERNATE PROPOSAL AS FOLLOWS: </p> <p>PURCHASING CARD ACCEPTANCE: THE STATE OF WEST VIRGINIA CURRENTLY UTILIZES A VISA PURCHASING CARD PROGRAM WHICH IS ISSUED THROUGH A BANK. THE SUCCESSFUL VENDOR MUST ACCEPT THE STATE OF WEST VIRGINIA VISA PURCHASING CARD FOR PAYMENT OF ALL ORDERS PLACED BY ANY STATE AGENCY AS A CONDITION OF AWARD.</p> <p>EXHIBIT 10</p> <p style="text-align: right;">REQUISITION NO.:</p> <p>ADDENDUM ACKNOWLEDGEMENT</p> <p>I HEREBY ACKNOWLEDGE RECEIPT OF THE FOLLOWING CHECKED ADDENDUM(S) AND HAVE MADE THE NECESSARY REVISIONS TO M PROPOSAL, PLANS AND/OR SPECIFICATION, ETC.</p> <p>ADDENDUM NO.'S: NO. 1</p>						

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6

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	NO. 2					
	NO. 3					
	NO. 4					
	NO. 5					
<p>I UNDERSTAND THAT FAILURE TO CONFIRM THE RECEIPT OF THE ADDENDUM(S) MAY BE CAUSE FOR REJECTION OF BIDS.</p> <p>VENDOR MUST CLEARLY 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.</p> <p>..... SIGNATURE</p> <p>..... COMPANY</p> <p>..... DATE</p> <p>REV. 11/96</p> <p>VENDOR PREFERENCE CERTIFICATE</p> <p>CERTIFICATION AND APPLICATION* IS HEREBY MADE FOR PREFERENCE IN ACCORDANCE WITH WEST VIRGINIA CODE, 5A-3-37 (DOES NOT APPLY TO CONSTRUCTION CONTRACTS).</p>						

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7

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<p>A. APPLICATION IS MADE FOR 2.5% PREFERENCE FOR THE REASON CHECKED:</p> <p>() 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</p> <p>() 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</p> <p>() 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.</p> <p>B. APPLICATION IS MADE FOR 2.5% PREFERENCE FOR THE REASON CHECKED:</p> <p>() 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</p>						

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8

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<p>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 & 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> <p>UNDER PENALTY OF LAW FOR FALSE SWEARING (WEST VIRGINIA</p>						

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<p>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 MAXIMUM 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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<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: JOHN ABBOTT-----</p> <p>RFQ. NO.: FOR08002-----</p> <p>BID OPENING DATE: 3/12/2008-----</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> <p>***** THIS IS THE END OF RFQ FOR08002 ***** TOTAL: _____</p>						

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

ITEM #	DESCRIPTION	SIZE:	S-XL	ESTIMATE D ORDER	UNIT PRICE	EXTENDED PRICE
1	HOODED WATERPROOF JACKET HOODED WATERPROOF JACKET: WATERPROOF WITH SEAM-TAPED, FULL- ZIP FRONT, ADJUSTABLE CUFFS, A DRAWCORD HEM, POCKETS AND DETACHABLE HOOD. COLOR: DARK MOSS	SIZE:	S-XL	30		
			2XL-4LX	40		
2	WATERPROOF PANT WATERPROOF PANT: WATERPROOF WITH SEAM-TAPED, SIDE LEG ZIPPERS AND DRAWCORD-ADJUSTABLE WAIST. COLOR: DARK MOSS	SIZE:	S-XL	100		
			2XL-4XL	20		
3	WATERPROOF JACKET W/ZIP OUT LINER WATERPROOF JACKET W/ZIP OUT LINER: WATERPROOF WITH SEAM- TAPED, FULL-ZIP FRONT, ZIP OUT HEAVY- WEIGHT FLEECE LINER, DETACHABLE HOOD, CARGO POCKETS AND DRAWCORD WAIST. COLOR: FOREST GREEN	SIZE:	S-XL	30		
			2XL-4XL	30		
4	JACKET JACKET: 12 OZ. COTTON DUCK WITH A BLANKET LINING, BI-SWING BACK, FULL- ZIP FRONT, 3 POCKETS, ONE WITH ZIPPER. COLOR: GREEN	SIZE:	S-XL	10		
			2XL-4XL	20		
5	HOODED PULLOVER SWEATSHIRT HOODED PULLOVER SWEATSHIRT: 12- OZ., 50% COTTON/50% POYESTER FLEECE WITH 100% POLYESTER THERMAL LINING, HOOD WITH DRAWCORD, FRONT POCKETS, RIB-KINT CUFFS AND BOTTOM BAND. COLOR: GREEN	SIZE:	S-XL	10		
			2XL-4XL	20		

6	MEN'S LONG SLEEVE SHIRT POLY COTTON COTTON SHIRTS: 65% POLYESTER / 35% COTTON, 7 BUTTON FRONT, PERMANENT COLLAR STAYS, TWO POCKETS WITH FLAPS, DOUBLE-STITCHED SHOULDER STRAPS AND POCKET FLAPS. COLOR: TAN	SIZE: S-XL	10		
		2XL-4XL	20		
7	WOMEN'S LONG SLEEVE SHIRT POLY COTTON WOMEN'S LONG SLEEVE SHIRT POLY COTTON SHIRTS: 65% POLYESTER / 35% COTTON, 7 BUTTON FRONT, PERMANENT COLLAR STAYS, TWO POCKETS WITH FLAPS, DOUBLE-STITCHED SHOULDER STRAPS AND POCKET FLAPS. COLOR: TAN	SIZE: S-LX	10		
		2XL-4XL	20		
8	MEN'S SHORT SLEEVE SHIRT POLY COTTON MEN'S SHORT SLEEVE SHIRT POLY COTTON SHIRTS: 65% POLYESTER / 35% COTTON, 7 BUTTON FRONT, PERMANENT COLLAR STAYS, TWO POCKETS WITH FLAPS, DOUBLE-STITCHED SHOULDER STRAPS AND POCKET FLAPS. COLOR: TAN	SIZE: S-LX	10		
		2XL-4XL	20		
9	WOMEN'S SHORT SLEEVE SHIRT POLY COTTON COTTON SHIRTS: 65% POLYESTER / 35% COTTON, 7 BUTTON FRONT, PERMANENT COLLAR STAYS, TWO POCKETS WITH FLAPS, DOUBLE-STITCHED SHOULDER STRAPS AND POCKET FLAPS. COLOR: TAN	SIZE: S-LX	10		
		2XL-4XL	20		
10	SWEATER-70/30 POLY/WOOL SWEATER: 70% POLYESTER/ 30% WOOL, V-NECK STYLE. COLOR: GREEN	SIZE: S-LX	10		
		2XL-4XL	20		

11	<p>MEN'S / WOMEN'S LONG SLEEVE SHIRT (100% COTTON)</p> <p>MEN'S AND WOMEN'S LONG SLEEVE SHIRT: 100% COTTON, WASHED AND PRESHRUNK, BUTTON DOWN COLLAR, 7 BUTTON FRONT, PATCH POCKET AND ADJUSTABLE CUFFS.</p> <p>COLOR: KHAKI</p>	SIZE	S-LX	10		
			2XL-4XL	20		
12	<p>SHORT SLEEVE GOLF SHIRT W/EMBROIDERY</p> <p>SHORT SLEEVE GOLF SHIRT WITH EMBROIDERY: 7.7 OZ., 60% COTTON/ 40% POLYESTER, KNIT COLLAR AND CUFFS, DOUBLE STITCHED SEAMS, 3 BUTTONS</p> <p>COLOR: VARIOUS</p>	SIZE:	S-XL	10		
			2XL-4XL	20		
13	<p>LONG SHEEVE TWILL SHIRT W/EMBROIDERY</p> <p>LONG SLEEVE TWILL SHIRT WITH EMBROIDERY: 5 OZ., 100% COTTON, SANDED TWILL, GARMENT WASHED, BUTTON DOWN COLLAR, LONG SLEEVE WITH 2 BUTTON CUFF.</p> <p>COLOR: VARIOUS</p>	SIZE:	S-XL	10		
			2XL-4XL	20		
14	<p>SHORT SLEEVE TWILL SHIRT W/EMBROIDERY</p> <p>SHORT SLEEVE TWILL SHIRT WITH EMBROIDERY: 5 OZ., 100% COTTON, SANDED TWILL, GARMENT WASHED, BUTTON DOWN COLLAR.</p> <p>COLOR: VARIOUS</p>	SIZE:	S-XL	10		
			2XL-4XL	20		
15	<p>LONG SHEEVE T-SHIRT W/FORESTRY EMBLEM</p> <p>LONG SLEEVE T-SHIRT WITH EMBLEM: 5.5 OZ., JERSEY KNIT, 100% COTTON, WASHED AND PRESHRUNK, FOR MEN OR WOMEN AND WITH POCKETS.</p> <p>COLOR: KHAKI</p>	SIZE:	S-XL	10		
			2XL-4XL	20		

16	COTTON T-SHIRT W/FORESTRY EMBLEM SHORT SLEEVE T-SHIRT WITH EMBLEM: 5.5 OZ., JERSEY KNIT, 100% COTTON, WASHED AND PRESHRUNK, FOR MEN OR WOMEN AND WITH POCKETS. COLOR: KHAKI	SIZE:	S-XL	10		
			2XL-4XL	20		
17	LONG SLEEVE DENIM SHIRT W/EMBROIDERY LONG SLEEVE DENIM SHIRT WITH EMBROIDERY: 10 OZ. DENUM, GARMENT WASHED, BUTTON DOWN COLLAR, LONG SLEEVE WITH 2 BUTTON CUFF. COLOR: BLUE	SIZE:	S-XL	10		
			2XL-4XL	20		
18	SHORT SLEEVE DENIM SHIRT W/EMBROIDERY SHORT SLEEVE DENIM SHIRT WITH EMBROIDERY: 10 OZ. DENUM, GARMENT WASHED, BUTTON DOWN COLLAR. COLOR: BLUE	SIZE:	S-LX	10		
			2XL-4XL	20		
19	MEN'S TWILL TROUSERS MEN'S TWILL TROUSERS: 100% COTTON BROKEN TWILL CONSTRUCTION, 5 POCKETS, RIVETS AT ALL STRESS POINTS, YOKED BACK, BUTTON FRONT AND HEAVY DUTY ZIPPER, AND 7 BELT LOOPS COLOR: FOREST GREEN	SIZE:	28-42	50		
			44-46	20		
20	WOMEN'S TWILL TROUSERS WOMEN'S TWILL TROUSERS: 100% COTTON BROKEN TWILL CONSTRUCTION, 5 POCKETS, RIVETS AT ALL STRESS POINTS, YOKED BACK, BUTTON FRONT AND HEAVY DUTY ZIPPER, AND 7 BELT LOOPS COLOR: FORESTRY GREEN	SIZE:	28-42	5		
			44-46	5		

21	<p>BDU TROUSERS 1. BDU TROUSERS, 65% POLYESTER / 35% COTTON, 9 POCKETS, SNAP CLOSURE WITH HEAVY DUTY ZIPPER, TEFLON TREATMENT AND 7 BELT LOOPS. COLOR: FORESTRY GREEN</p>	SIZE:	28-42	100		
			44-46	20		
22	<p>INSULATED COVERALLS W/FORESTRY EMBLEM POLY INSULATED COVERALLS WITH EMBLEMS: POLYESTER/COTTON TWILL SHELL, NYLON LINING, 6 OZ POLY FIBERFILL, KNIT CUFFS, SELF COLLAR, 2 WAY FRONT ZIPPER, LEG ZIPPERS AND 4 POCKETS. COLOR: BROWN</p>	SIZE	36-60	50		
23	<p>INSULATED COVERALLS W/FORESTRY EMBLEM</p>	SIZE	36-60	50		
24	<p>MEN'S BLAZER 55/45 WOOL MEN'S BLAZER: 55% WOOL/45% POLYESTER SHELL, FULLY LINED, 2 BUTTON STYLE, 2 FLAP POCKETS, 1 WELT BREAST POCKET, AND 3 BUTTON CUFFS. COLOR: HUNTER GREEN</p>	SIZE:	36-52	10		
			54-56	5		
25	<p>WOMEN'S BLAZER 55/45 WOOL WOMEN'S BLAZER: 55% WOOL/45% POLYESTER SHELL, FULLY LINED, 2 STYLE, 2 FLAP POCKETS, AND 1 WELT BREAST POCKET</p>	SIZE:	36-52	5		

	COLOR: HUNTER GREEN		54-56	5		
26	BRIMMED HAT COLOR: GREEN			100		
	BRIMMED HAT WITH EMBLEMS: FIVE PANEL LOW PROFILE, ADJUSTABLE CAP.					

27	EMBLEMS 1. EMBLEMS: ALL EMBLEMS ARE TO BE SEWN ON LEFT SLEEVE CENTERED 1 INCH DOWN FROM THE SHOULDER SEAM.			500		
28	MEN'S POLYESTER NECKTIE INCHES LONG MEN'S NECKTIE: 100% POLYESTER 58 TO 64 INCHES LONG AND 3.5 INCHES WIDE. COLOR: GREEN	SIZE	58 - 64	10		
29	MEN'S POLYESTER NECKTIE VELCRO 18 - 20 INCHES MEN'S NECKTIE VELCRO: 100% POLYESTER 18 INCHES OR 20 INCHES AND 3.5 INCHES WIDE WITH WRAP AROUND VELCRO BACKED STYLE FOR NATUAL LOOKING TIE AND FOR SAFETY THE VELCRO BACKED TIE WILL BREAK AWAY WHEN GRABBED OR PULLED. COLOR: GREEN			5		
30	WOMEN'S POLYESTER NECKTIE VELCRO 14 INCHES WOMEN'S NECKTIE VELCRO: 100% POLYESTER 14INCHES AND 3.5 INCHES WIDE WITH WRAP AROUND VELCRO BACKED STYLE FOR NATUAL LOOKING TIE AND FOR SAFETY THE VELCRO BACKED TIE WILL BREAK AWAY WHEN GRABBED OR PULLED. COLOR: GREEN			5		
31	BELTS	SIZE	28 - 60	40		

32	BELT: HEAVEY DUTY TOP GRAIN LEATHER, BUCKLE BRASS WITH SILVER TONE. COLOR: BLACK NAME PLATES NAMEPLATES:.5 X 2.5 INCHES WITH BLACK LETTERING AND CLUTCH BACK BLACK LETTERING					
				40		

33	BADGES WITH STATE SEAL AND NUMBER			40		
	BADGES: BLACKINGTON B-691-RHODIUM OR EQUAL ENGRAVED WITH "WEST VIRGINIA" AT TOP "DIVISION OF FORESTRY" IN THE LOWER HALF, AND THE "NUMBER" AT THE BOTTOM. BADGE IS TO INCLUDE FULL COLOR STATE SEAL WITH BLACK RIM AND BLUE SKY.					
GRAND TOTAL						

WATERPROOF ITEMS: ALL WATERPROOF ITEMS MUST BE LIGHTWEIGHT, BREATHABLE GORE-TEX MEMBRANE OR GORE-TEX PACLITE MEMBRANE.

EMBROIDERY: ALL EMBROIDERED ITEMS ARE TO HAVE WEST VIRGINIA DIVISION OF FORESTRY AND LOGO ON THE LEFT SIDE OF THE ITEM.

EMBLEMS: ALL EMBLEMS ARE TO BE SEWN ON LEFT SLEEVE CENTERED 1 INCH DOWN FROM THE SHOULDER SEAM.

STANDARD ALTERATIONS SHALL BE DONE BY THE VENDOR AT NO ADDITIONAL CHARGE. STANDARD ALTERATIONS SHALL INCLUDE SLEEVE LENGTH AND PANT LENGTH.

EMBLEMS SHALL BE BILLED TO THE DIVISION OF FORESTRY AS NEEDED FOR ORDER FULFILLMENT. ALL ITEM LISTED WITH EMBLEM SHALL HAVE AN EMBLEM SEWN ON LEFT SLEEVE, CENTERED 1 INCH DOWN FROM THE SHOULDER SEAM.

THE VENDOR SHALL MAINTAIN SUFFICIENT INVENTORY LEVELS FOR ALL UNIFORMS BASED ON SEASONAL FLUCTUATIONS. THE VENDOR SHALL SHIP ALL ORDERS AND EXCHANGES WITHIN 10 DAYS OF RECEIPT OR NOTIFY THE AGENCY AND EMPLOYEE OF BACK-ORDER STATUS.

VENDOR SHALL WORK JOINTLY WITH THE DIVISION OF FORESTRY IN DEVELOPING AN ORDER FORM AND CATALOGUE. THE CATALOGUE SHALL HAVE A GRAPHICAL AND TEXT DESCRIPTION OF ALL ITEMS ON THE CONTRACT.

STATE OF WEST VIRGINIA
Purchasing Division

PURCHASING AFFIDAVIT

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 owed 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 exceed 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 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: _____