



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
GSD096403

PAGE
1

ADDRESS CORRESPONDENCE TO ATTENTION OF
**KRISTA FERRELL
 304-558-2596**

RFQ COPY
 TYPE NAME/ADDRESS HERE

VENDOR

SHIP TO

DEPARTMENT OF ADMINISTRATION
 VARIOUS LOCALES AS INDICATED
 BY ORDER

| DATE PRINTED | TERMS OF SALE | SHIP VIA | FOB | FREIGHT TERMS |
|--------------|---------------|----------|-----|---------------|
| 07/24/2008 | | | | |

BID OPENING DATE: **07/31/2008** BID OPENING TIME **01:30PM**

| LINE | QUANTITY | UOP | CAT NO | ITEM NUMBER | UNIT PRICE | AMOUNT |
|---|----------|-----|--------|-------------|------------|--------|
| ADDENDUM NO. 1 | | | | | | |
| THIS ADDENDUM IS ISSUED TO: | | | | | | |
| 1.) ANSWER THE TECHNICAL QUESTIONS SUBMITTED DURING THE MANDATORY PRE-BID MEETING AND THOSE QUESTIONS RECEIVED PRIOR TO THE DEADLINE FOR TECHNICAL QUESTIONS. | | | | | | |
| 2.) MODIFY COSTING SHEET AS ATTACHED | | | | | | |
| 3.) PROVIDE A COPY OF THE MANDATORY PRE-BID MEETING. | | | | | | |
| BID OPENING DATE REMAINS: 07/31/2008 | | | | | | |
| BID OPENING TIME REMAINS: 1:30 PM | | | | | | |
| *****END ADDENDUM NO. 1***** | | | | | | |
| 0001 | 1 | EA | | 983-86 | | |
| RENTAL OF 11 SETS OF UNIFORMS PER EMPLOYEE | | | | | | |

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 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.
15. **West Virginia Alcohol & Drug-Free Workplace Act:** If this Contract constitutes a public improvement construction contract as set forth in Article 1D, Chapter 21 of the West Virginia Code ("The West Virginia Alcohol and Drug-Free Workplace Act"), then the following language shall hereby become part of this Contract: "The contractor and its subcontractors shall implement and maintain a written drug-free workplace policy in compliance with the West Virginia Alcohol and Drug-Free Workplace Act, as set forth in Article 1D, Chapter 21 of the West Virginia Code. The contractor and its subcontractors shall provide a sworn statement in writing, under the penalties of perjury, that they maintain a valid drug-free workplace policy in compliance with the West Virginia Alcohol and Drug-Free Workplace Act. It is understood and agreed that this Contract shall be cancelled by the awarding authority if the Contractor: 1) Fails to implement its drug-free workplace policy; 2) Fails to provide information regarding implementation of the contractor's drug-free workplace policy at the request of the public authority; or 3) Provides to the public authority false information regarding the contractor's drug-free workplace policy."

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:
Department of Administration, Purchasing Division, 2019 Washington Street East, P.O. Box 50130,
Charleston, WV 25305-0130

RFQ#GSD096403
Uniform Service Contract
Technical Questions & Answers

The following questions were submitted during the 7/21/08 mandatory pre-bid meeting for this Request for Quotations:

Question#1: Would the Agency benefit from renting uniform storage lockers and soil bins for the distribution and pickup of uniform items?

Answer#1: Yes. For storage lockers, the vendor should provide weekly rental pricing for a George O'Days Inc "Big 8 Compartment," or equal, with 8 large compartments with keyed locksets (including one key for each locker, and one master key for access to all compartments by Agency supervisors). For the soil bins, the vendor should provide weekly rental pricing for a George O'Days Inc. "Maxi Soil Drop," an Aramark "Laundry Lock-up," or their equal, with keyed locksets (including provisioning of a single key copy to be held by the Agency supervisor.) The cost sheet has been modified to reflect this additional pricing.

Question#2: Would the Agency consider modifying the pricing sheet to allow for pricing for each uniform "set," meaning each set of pants with corresponding work shirt or T-Shirt.

Answer#2: Yes. The cost sheet has been modified accordingly. Vendors will bid the cost of each uniform "set." The "Uniform Set w/Work Shirt" including 11 pairs of uniform pants and 11 specified work shirts. The "Uniform Set w/T-Shirt" including 11 pairs of uniform pants and 11 specified T-Shirts. The requested pricing will remain the weekly cost for providing each type of uniform set.

Question#3: How many female employees of the Agency will be in uniform?

Answer#3: Currently, the Agency employs one female employee who would be in uniform, but during the life of the contract, that number could change.

Question#4: Would the Agency benefit from training for its employees on the uniform service program resulting from this contract?

Answer#4: Yes. The successful vendor will provide training during the sizing and implementation stage, following the contract's award. Training may be necessary for any new employees as well, and should consist of a basic orientation on the completion of any forms, tags and tickets for uniform repair and replacement, use of the locker system, and methods and information for contacting the successful vendor's representative with any problems. Also, the successful vendor will provide signage and pamphlets concerning this same information for distribution to employees (as needed) and for posting in uniform distribution/pickup areas, to be determined following contract award.

Question#5: Would the Agency consider allowing embroidered patches rather than direct embroidered division, section and employee name?

Answer#5: Yes. The use of a patch will be acceptable. The exact size, color and style of the patch will be determined following contract award, and the cost of said patch will be incorporated into the base rental cost for each set, per the original specifications and cost sheet.

Please also change the following technical specifications for the uniform items:

A. Button-Up Work Shirt Uniform Specifications

Work shirts shall be equal in specification to the Cintas Model#935 "The Comfort Shirt Micro-Pattern Shirt," or the Aramark Model#GS-0019 "Checkmark Work Shirt," with the following minimum specifications:

1. Micro-pattern cotton/poly blend, lightweight, minimum 3.60oz weight
2. Color: Navy Blue, Navy/Blue Slate, Ocean/Navy or equal
3. Short-sleeved
4. Double needle stitched arm holes, shoulder seams, and cuffs
5. Two-pocket, left and right breast
6. Non-button-down collar

D. Tee Shirt Uniform Specifications

Tee Shirts shall be equal to a Gildan Model G2300, with the following minimum specifications:

1. Made of 100% Cotton or 100% Fortrel Polyester (6oz minimum weight)
2. Short-sleeved
3. Crew Neckline
4. Left breast pocket
5. Pre-shrunk
6. Color: Navy Blue, or equal

E. Pants Specifications

1. At least 7-3/4oz. Twill fabric of cotton/polyester blend
2. Durable construction with reinforced stitching
3. Wrinkle resistant
4. Stain resistant
5. Easy or relaxed fitting
6. Comfort waistband
7. Two front pockets, minimum one rear pocket
8. Color: Navy Blue, or equal
9. Pants must have an attached tag or label (inside the pants) indicating the employee to which they are provided.

Cost Sheet
GSD096403

Vendors are to complete the below cost sheet.

| Uniform Costs | | | |
|--|------------------|--------------------------|---------------------|
| Description | Unit Cost | Estimated # of Employees | Extended Cost |
| Uniform Set w/ Work Shirt, including: (11) Uniform work shirts for one employee & (11) Uniform Pants | \$ | 50 employees | x 52 Weeks per year |
| | <i>per set</i> | | |
| | | | \$ |
| Uniform Set w/ T-Shirt, including: (11) Uniform T-shirts for one employee & (11) Uniform Pants | \$ | 50 employees | x 52 Weeks per year |
| | <i>per set</i> | | |
| | | | \$ |
| Subtotal: | | | \$ |
| Replacement Costs: | | | |
| Description | Unit Cost | Estimated # of Items | Extended Cost |
| Cost of replacement of (1) uniform work shirt | \$ | 50 per year | |
| | <i>per shirt</i> | | |
| | | | \$ |
| Cost of replacement of (1) uniform T-shirt | \$ | 50 per year | |
| | <i>per shirt</i> | | |
| | | | \$ |
| Cost of replacement of (1) pair of uniform pants | % | 50 per year | |
| | <i>per pair</i> | | |
| | | | \$ |
| Subtotal: | | | \$ |
| Locker Rental Costs | | | |
| Description | Unit Cost | Estimated # of Lockers | Extended Cost |
| Cost per Locker Rental per Week | \$ | 10 | x 52 Weeks per year |
| | | | |
| | | | \$ |
| Cost per Soil Bin Rental per Week | \$ | 5 | x 52 Weeks per year |
| | | | |
| | | | \$ |
| Subtotal: | | | \$ |
| Grand Total for Evaluation: | | | \$ |

**The quantities shown above are for evaluation purposes only. Actual quantities may vary at the discretion of the agency.

PRE-BID CONFERENCE
SIGN IN SHEET

Request for Quotation Number: 650096403

Date: 7/21/08

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

| | |
|---------------------------|--|
| Firm Name: | Cintas Corp |
| Firm Address: | 4970 Teays Valley Rd Suite E Scott Depot, WV 25560 |
| Representative Attending: | Chris True |
| Phone Number: | 304-412-2818 cell |
| Fax Number: | 304-755-0593 |
| Email Address: | chrue1976@verizon.net truec@cintas.com |

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

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|---------------------------|-----------------------------------|
| Firm Name: | Aramark |
| Firm Address: | PO Box 1027 Bluefield Va 24605 |
| Representative Attending: | Stanley Odham |
| Phone Number: | 304 389-1153 |
| Fax Number: | 304 755-2687 270.322-4040 |
| Email Address: | stanley.odham@aramark.uniform.com |

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

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