



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  
**COR61445**

PAGE  
**1**

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

RFQ COPY  
 TYPE NAME/ADDRESS HERE

VENDOR

SHIP TO

**DIVISION OF CORRECTIONS**  
**VARIOUS LOCALES AS INDICATED**  
**BY ORDER**

DATE PRINTED <b>12/22/2009</b>	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
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BID OPENING DATE: **01/07/2010**      BID OPENING TIME **01:30PM**

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
<b>ADDENDUM #01</b>						
THIS ADDENDUM IS ISSUED TO MODIFY & ADD TO THE ORIGINAL REQUEST FOR QUOTATION SPECIFICATIONS, PER THE ATTACHED DOCUMENTATION, AND EXTEND THE BID OPENING DATE.						
REVISED BID OPENING DATE: 1/7/2010; 1:30 PM						
0001	1	LS		080-15		
	UNIFORM RANK	INSIGNIA				
***** THIS IS THE END OF RFQ COR61445 ***** TOTAL: _____						

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 PURCHASE ORDER/CONTRACT

1. **ACCEPTANCE:** Seller shall be bound by this order and its terms and conditions upon receipt of this order.
2. **APPLICABLE LAW:** 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.
3. **NON-FUNDING:** All services performed or goods delivered under State Purchase Orders/Contracts are to be continued for the terms 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.
4. **COMPLIANCE:** Seller shall comply with all federal, state and local laws, regulations and ordinances including, but not limited to, the prevailing wage rates of the WV Division of Labor.
5. **MODIFICATIONS:** This writing is the parties' final expression of intent. No modification of this order shall be binding unless agreed to in writing by the Buyer.
6. **ASSIGNMENT:** Neither this Order nor any monies due, or to become due hereunder may be assigned by the Seller without the Buyer's consent.
7. **WARRANTY:** The Seller expressly warrants that the goods and/or services covered by this order will:  
(a) conform to the specifications, drawings, samples or other description furnished or specified by the Buyer; (b) be merchantable and fit for the purpose intended; and/or (c) be free from defect in material and workmanship.
8. **CANCELLATION:** The Director of Purchasing may cancel any Purchase Order/Contract upon 30 days written notice to the seller.
9. **SHIPPING, BILLING & PRICES:** Prices are those stated in this order. No price increase will be accepted without written authority from the Buyer. All goods or services shall be shipped on or before the date specified in this Order.
10. **LATE PAYMENTS:** Payments may only be made after the delivery of goods or services. Interest may be paid on late payments in accordance with the *West Virginia Code*.
11. **TAXES:** The State of West Virginia is exempt from federal and state taxes and will not pay or reimburse such taxes.
12. **RENEWAL:** 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, the State may deem this contract null and void, and terminate such contract without further order.
14. **HIPAA BUSINESS ASSOCIATE ADDENDUM:** The West Virginia State Government HIPAA Business Associate Addendum (BAA), approved by the Attorney General, is available online at [www.state.wv.us/admin/purchase/vrc/hipaa.htm](http://www.state.wv.us/admin/purchase/vrc/hipaa.htm) and is hereby made part of the agreement provided that the Agency meets the definition of a Cover Entity (45 CFR §160.103) and will be disclosing Protected Health Information (45 CFR §160.103) to the vendor.
15. **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. Vendor further agrees to comply with the Confidentiality Policies and Information Security Accountability Requirements, set forth in <http://www.state.wv.us/admin/purchase/privacy/noticeConfidentiality.pdf>.
16. **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 agency 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.

## Uniform Short Sleeve Shirt Specifications

### Performance Synthetic EclipseSeries™ Class B Basic Short Sleeve Shirt – Style 2120, or equal

#### FABRIC

Style: Perfection EclipseSeries™ Performance Synthetic Pique from Contempra Mills, or equal  
 Colors: Dark Navy (DN), Black (BK), Blue (BL), Red (RD), Silver Tan (ST), White (WH)  
 Fiber Content: 100% T359 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 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

Shall feature the Perfection EGC System™ Design for enhanced comfort and mobility & to accommodate body armor. Short sleeve shirt style with full fashioned knit collar and 3-button placket front. 1-piece sleeve design and EGC side gussets for enhanced fit, comfort, and mobility. Collar and sleeve bands dyed to match the shirt fabric.

#### COLLAR

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

#### FRONT

There shall be a 1 1/4" wide placket that measures 6 1/2" 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 close with 3 matching melamine buttons. There is a 1/2" wide microphone loop at the bottom of the placket.

#### SLEEVES

The sleeve setting seam is finished with double needle topstitching for enhanced performance. The sleeves have a 1" band finish with a parallel corded rib trim design, to match the collar detail. A size Large finishes 9 3/4" long from the shoulder seam.

#### SIDE GUSSETS

Perfection EGC System™ incorporates side gussets 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 EGC Gusset seams are finished with double needle topstitching 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 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.

**SHIRT LABELING**

The shirt shall be labeled Perfection EclipseSeries™, with the following information: style number, size, fiber content, care instructions, RN number and country of origin

**SIZES**

Unisex shirts are available in alpha sizes.

**COLORS**

2120BK	Black
2120BL	Light Blue
2120DN	Dark Navy
2120RD	Red
2120ST	Silver Tan
2120WH	White

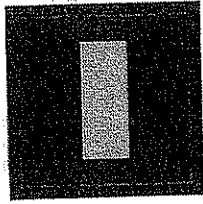
**The Division of Corrections patch (7 color) is required to be embroidered on the left shoulder of all the uniforms, and the rank insignia sewn on both sides of the Collar. The successful bidder must deliver the initial order within 30 days of award of contract; all deliveries thereafter shall be within 10 days.**

The West Virginia Division of Corrections is in need of Rank Insignia for its Correctional Officer Uniforms. We have identified Galls Inc. products or equal as the one that could meet our needs.

Enclosed are the minimum acceptable requirements that shall be bid:	Meets Spec	
	<u>Yes</u>	<u>No</u>
<b>1 Private Rank, 1 x 1 inch size</b> Fabric Color #102 Navy Stitch Border Color #25 Dark Navy Rank Color #18 E Grey Thread	_____	_____
<b>2 Corporal Rank, 1 X 1 inch size</b> Fabric Color #102 Navy Stitch Border Color #25 Dark Navy Rank Color #18 E Grey Thread	_____	_____
<b>3 Sergeant Rank, 1 x 1 inch size</b> Fabric Color #102 Navy Stitch Border Color #25 Dark Navy Rank Color #18 E Grey Thread	_____	_____
<b>4 Lieutenant Rank, 1 x 1 inch size</b> Fabric Color #102 Navy Stitch Border Color #25 Dark Navy Rank Color #5363 Gold Thread	_____	_____
<b>5 Captain Rank, 1 x 1 inch size</b> Fabric Color #102 Navy Stitch Border Color #25 Dark Navy Rank Color #5363 Gold Thread	_____	_____
<b>6 Major Rank, 1 x 1 inch size</b> Fabric Color #102 Navy Stitch Border Color #25 Dark Navy Rank Color #5363 Gold Thread	_____	_____



Size: 1x1



**APPROVED BY**

CSR:

**CUSTOMER:**  
*M. D. [Signature]*

**QUANTITY NEEDED:**

FAX BACK TO CSR

Colors May Vary, See Company Thread & Fabric Chart For Actual Colors.  
Design May be Slightly Modified From Original Art For Enhancement Or Quality Purposes.

Thread (th) / Ink (in):

#5363 Gold(th)



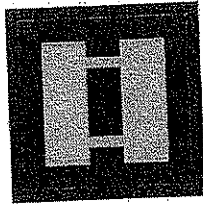
Fabric Color:  
#102 Navy



Stitch Border Color:  
#25 Dk Navy(th)



Size: 1x1



**APPROVED BY**  
 CSR:  
 CUSTOMER:  
 QUANTITY NEEDED:  
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Thread (th) / Ink (in):

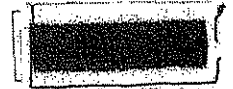
#5363 Gold(th)



Fabric Color:  
 #102 Navy

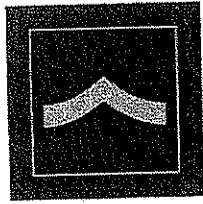


Stitch Border Color:  
 #25 Dk Navy(th)





Size: 1x1



**APPROVED BY**

**CSR:**

**CUSTOMER:**  
WVDC

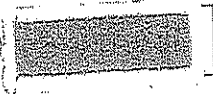
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Thread (th) / Ink (in):

#18 E Greyth



Fabric Color:

#102 Navy



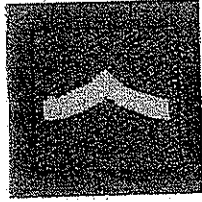
Stitch Border Color:

#25 Navy(th)



ML-dawit.

Size: 1x1



**APPROVED BY**

CSR:

**CUSTOMER:**  
WIDOC

**QUANTITY NEEDED:**

FAX BACK TO CSR

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Thread (th) / Ink (in):

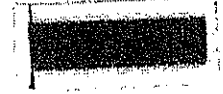
#5363 Gold(th)



Fabric Color:  
#102 Navy

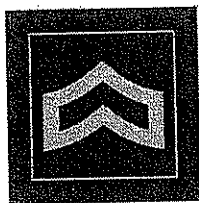


Stitch Border Color:  
#25 Navy(th)



ML-dawit

Size: 1x1



**APPROVED BY**

CSR:

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**CUSTOMER:**

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**QUANTITY NEEDED:**

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Fabric Color:

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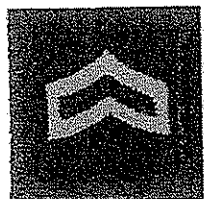
Stitch Border Color:

#25 Navy(th)



ML-dawit

**Size: 1x1**



<b>APPROVED BY</b>
<b>CSR:</b>
<b>CUSTOMER:</b>
<b>QUANTITY NEEDED:</b>
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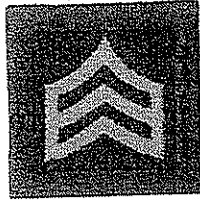


**Stitch Border Color:**  
#25 Navy(th)



ML-dawit

Size: 1x1



**APPROVED BY**

**CSR:**

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**CUSTOMER:**

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**QUANTITY NEEDED:**

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**Thread (th) / Ink (in):**

#5363 Gold(th)



**Fabric Color:**

#102 Navy



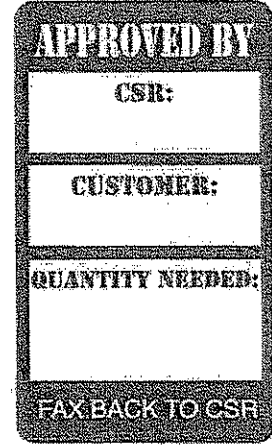
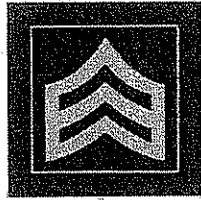
**Stitch Border Color:**

#25 Navy(th)



ML-dawit

Size: 1x1



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Thread (th) / Ink (in):

#18 E Grey(th)



Fabric Color:

#102 Navy



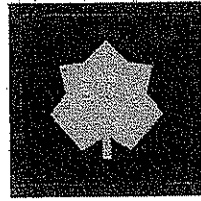
Stitch Border Color:

#25 Navy(th)



ML-dawit

Size: 1x1



thin green lines  
show change in  
thread direction  
and won't be stitched

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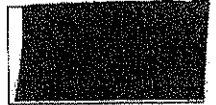
Thread (th) / Ink (in):

#5363 Gold(th)



Fabric Color:

#102 Navy



Stitch Border Color:

#25 Dk Navy(th)



<b>APPROVED BY</b>
<b>CSR:</b>
<b>CUSTOMER:</b> <i>[Signature]</i>
<b>QUANTITY NEEDED:</b>
<b>FAX BACK TO CSR</b>

<b>COR61445 - Shirt &amp; Insignia Bid Form</b>			
Description	Estimated Annual Order Qty.	Unit Price	Extended Price
Short Sleeve Shirt w/ embroidered patch & insignia sewn as specified	3,000	\$	\$
Insignias (only) for use on other clothing items	500	\$	\$
<b>Failure to use this form may result in disqualification</b>		<b>Total</b>	\$
<p><b>Bidder / Vendor Information:</b></p> <p>Name: _____</p> <p>Address: _____</p> <p>Phone# : _____</p> <p>Email Address: _____</p>			
<p><b>Contract Coordinator Information:</b></p> <p>Name: _____</p> <p>Address: _____</p> <p>Phone# : _____</p> <p>Email Address: _____</p>			