



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
DPS1033

PAGE
1

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

VENDOR

RFQ COPY
 TYPE NAME/ADDRESS HERE

SHIP TO

WEST VIRGINIA STATE POLICE

4124 KANAWHA TURNPIKE
SOUTH CHARLESTON, WV
25309 304-746-2141

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
05/05/2010				

BID OPENING DATE: **05/12/2010** BID OPENING TIME **01:30PM**

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
				ADDENDUM NO. 1		
				THIS ADDENDUM IS ISSUED TO:		
				1.) PROVIDE A COPY OF THE MANDATORY PRE-BID ATTENDEE LIST AND		
				2.) ANSWER ALL TECHNICAL QUESTIONS SUBMITTED IN ACCORDANCE WITH THE PROVISIONS OF THE ORIGINAL RFQ.		
				BID OPENING DATE REMAINS: 05/12/2010		
				BID OPENING TIME REMAINS: 1:30 PM		
				***** END ADDENDUM NO. 1 *****		
0001	1	LS		984-36-01-003		
				UNIFORMS FOR THE WV STATE POLICE		

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. Prior to any award, the apparent successful vendor must be properly registered with the Purchasing Division and have paid the required \$125 fee.
4. All services performed or goods delivered under State Purchase Order/Contracts are to be continued for the term of the Purchase Order/Contracts, 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.
5. Payment may only be made after the delivery and acceptance of goods or services.
6. Interest may be paid for late payment in accordance with the *West Virginia Code*.
7. Vendor preference will be granted upon written request in accordance with the *West Virginia Code*.
8. The State of West Virginia is exempt from federal and state taxes and will not pay or reimburse such taxes.
9. The Director of Purchasing may cancel any Purchase Order/Contract upon 30 days written notice to the seller.
10. The laws of the State of West Virginia and the *Legislative Rules* of the Purchasing Division shall govern the purchasing process.
11. Any reference to automatic renewal is hereby deleted. The Contract may be renewed only upon mutual written agreement of the parties.
12. **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.
13. **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 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.
14. **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>.
15. **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, and the West Virginia Insurance Commission. 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.
16. **ANTITRUST:** In submitting a bid to any agency for the State of West Virginia, the bidder offers and agrees that if the bid is accepted the bidder will convey, sell, assign or transfer to the State of West Virginia all rights, title and interest in and to all causes of action it may now or hereafter acquire under the antitrust laws of the United States and the State of West Virginia for price fixing and/or unreasonable restraints of trade relating to the particular commodities or services purchased or acquired by the State of West Virginia. Such assignment shall be made and become effective at the time the purchasing agency tenders the initial payment to the bidder.

I certify that this bid is made without prior understanding, agreement, or connection with any corporation, firm, limited liability company, partnership, or person or entity submitting a bid for the same material, supplies, equipment or services and is in all respects fair and without collusion or Fraud. I further certify that I am authorized to sign the certification on behalf of the bidder or this bid.

INSTRUCTIONS TO BIDDERS

1. Use the quotation forms provided by the Purchasing Division. Complete all sections of the quotation form.
2. 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. Unit prices shall prevail in case of discrepancy. All quotations are considered F.O.B. destination unless alternate shipping terms are clearly identified in the quotation.
4. 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
5. Communication during the solicitation, bid, evaluation or award periods, except through the Purchasing Division, is strictly prohibited (W.Va. C.S.R. §148-1-6.6).

MEMORANDUM

TO: KRISTA FERRELL
FROM: SGT. D. P. KITZMILLER
SUBJECT: DPS1033-QUESTIONS
DATE: 04/29/10



Question #1, Item 23 is available in 100% Cotton, manufactured by Anvil, style 979. Jerzee is only available in 65/35.

A T-Shirt will be accepted as long as it is equal to or exceeds the specifications of Item 23 and 100% cotton is not available. The T-Shirt will be a minimum of 50% cotton and 50% polyester.

Question #2, Were any substitutions that was presented to agency, accepted or rejected?

We will accept substitutions if they meet or exceed the specifications that are listed in the bid specifications.

Question #3, Is vendor "Required" to personally make the deliveries or will drop shipments be accepted?

We have accepted drop shipments in the past on single orders of a large quantity of big items, such as hats. However, any drop shipments have to be coordinated between the vendor and the agency. The vendor will be responsible for the cost of the shipment.

Question #4, Are patches to be included in the cost on items 5, 6, 7, 8, 9, 10, 11, 12, 20, 20A, 113, 114, 122 or will agency buy patches in bulk for vendor to sew on these garments.

These items will come with patches sewn on the garments. We will not order the patches in bulk.

This memorandum should serve as the form of an addendum.

RECEIVED
2010 MAY -3 AM 10:12
WV PURCHASING
DIVISION

Pre-Bid Meeting Sign-In Sheet
West Virginia State Police

Date 04-27-10

DPS 1033

Page 1 of 1

Business Name: Southern Police Equipment
Business Address: 7609 Midlothian Trpk
Business Phone: 804-323-1855 Fax#: _____
Representative's Name (printed): Shula Ester Signature: Shula Ester

Business Name: RANK'S UNIFORM CENTER
Business Address: 803 SEVENTH AVE HTN, WV 25701
Business Phone: 304-525-1783 Fax#: 304-525-1932
Representative's Name (printed): Jim Rank Signature: Jim Rank

Business Name: WV Uniforms
Business Address: 6601 MacCorkle Ave SE Charleston, WV 25304
Business Phone: 304-925-0305 Fax#: 304-925-3648
Representative's Name (printed): Tim Anderson Signature: Tim Anderson

Business Name: BIKT UNIFORMS ROADSIDE WA 27014
Business Address: 3535 FRANKLIN ROAD 5350 E
Business Phone: 540-400-0048 Fax#: 540-400-0056
Representative's Name (printed): TERN MATHIS Signature: Tern Mathis

Business Name: _____
Business Address: _____
Business Phone: _____ Fax#: _____
Representative's Name (printed): _____ Signature: _____

Business Name: _____
Business Address: _____
Business Phone: _____ Fax#: _____
Representative's Name (printed): _____ Signature: _____

Business Name: _____
Business Address: _____
Business Phone: _____ Fax#: _____
Representative's Name (printed): _____ Signature: _____