



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
DJS010354

PAGE
1

ADDRESS CORRESPONDENCE TO ATTENTION OF:
TARA LYLE
304-558-2544

RFQ COPY
 TYPE NAME/ADDRESS HERE

VENDOR

SHIP TO

DIVISION OF JUVENILE SERVICES
 KENNETH HONEY RUBENSTEIN
 JUVENILE CENTER
 141 FORESTRY CAMP ROAD
 DAVIS, WV
 26260 304-259-2220

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
01/18/2012				

BID OPENING DATE: **02/23/2012** 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</p> <p>THE WEST VIRGINIA PURCHASING DIVISION FOR THE AGENCY, THE WEST VIRGINIA DIVISION OF JUVENILE SERVICES, IS SOLICITING BIDS TO PROVIDE CASUAL UNIFORM CLOTHING AND BOOTS FOR THE RUBENSTEIN CENTER LOCATED IN DAVIS, WV, PER THE ATTACHED SPECIFICATIONS.</p> <p>INQUIRIES:</p> <p>WRITTEN QUESTIONS WILL BE ACCEPTED UNTIL CLOSE OF BUSINESS ON 02/06/2012. QUESTIONS MAY BE SENT VIA USPS, FAX, COURIER OR E-MAIL. IN ORDER TO ASSURE NO VENDOR RECEIVES AN UNFAIR ADVANTAGE, NO SUBSTANTIVE QUESTIONS WILL BE ANSWERED ORALLY. IF POSSIBLE, E-MAIL QUESTIONS ARE PREFERRED. ADDRESS INQUIRIES TO:</p> <p>TARA LYLE DEPARTMENT OF ADMINISTRATION PURCHASING DIVISION 2019 WASHINGTON STREET, EAST CHARLESTON, WV 25305</p> <p>FAX: 304-558-4115 EMAIL: TARA.L.LYLE@WV.GOV</p>						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

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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. 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.html 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).



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EXHIBIT 3						
LIFE OF CONTRACT: THIS CONTRACT BECOMES EFFECTIVE ON AWARD 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.						
UNLESS SPECIFIC PROVISIONS ARE STIPULATED ELSEWHERE IN THIS CONTRACT DOCUMENT BY THE STATE OF WEST VIRGINIA, ITS AGENCIES, OR POLITICAL SUBDIVISIONS, THE TERMS, CONDITIONS, AND PRICING SET FORTH HEREIN ARE FIRM FOR THE LIFE OF THE CONTRACT.						
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.						
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.						
OPEN MARKET CLAUSE: THE DIRECTOR OF PURCHASING MAY						

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<p>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 TRANSPORTATION 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, THE STATE MAY DEEM THE CONTRACT NULL AND VOID, AND TERMINATE SUCH CONTRACT 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. 01/17/2012</p>						

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<p>THE MODEL/BRAND/SPECIFICATIONS NAMED HEREIN ESTABLISH THE ACCEPTABLE LEVEL OF QUALITY ONLY AND ARE NOT INTENDED TO REFLECT A PREFERENCE OR FAVOR ANY PARTICULAR BRAND OR VENDOR. VENDORS WHO ARE BIDDING ALTERNATES SHOULD SO STATE AND INCLUDE PERTINENT LITERATURE AND SPECIFICATIONS. FAILURE TO PROVIDE INFORMATION FOR ANY ALTERNATES MAY BE GROUNDS FOR REJECTION OF THE BID. THE STATE RESERVES THE RIGHT TO WAIVE MINOR IRREGULARITIES IN BIDS OR SPECIFICATIONS IN ACCORDANCE WITH SECTION 148-1-4(F) OF THE WEST VIRGINIA LEGISLATIVE RULES AND REGULATIONS.</p> <p>ANY INDIVIDUAL SIGNING THIS BID IS CERTIFYING THAT: (1) HE OR SHE IS AUTHORIZED BY THE BIDDER TO EXECUTE THE BID OR ANY DOCUMENTS RELATED THERE TO ON BEHALF OF THE BIDDER, (2) THAT HE OR SHE IS AUTHORIZED TO BIND THE BIDDER IN A CONTRACTUAL RELATIONSHIP, AND (3) THAT THE BIDDER HAS PROPERLY REGISTERED WITH ANY STATE AGENCIES THAT MAY REQUIRE REGISTRATION.</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 style="text-align: center;">VENDOR PREFERENCE CERTIFICATE</p> <p>THIS TEAM EXHIBIT HAS BEEN REPLACED BY THE ONLINE VERSION WHICH IS AVAILABLE HERE: HTTP://WWW.STATE.WV.US/ADMIN/PURCHASE/VRC/VENPREF.PDF</p> <p style="text-align: center;">NOTICE</p>						

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<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> <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:-----TL/32-----</p> <p>RFQ. NO.:-----DJS010354-----</p> <p>BID OPENING DATE:-----02/23/2012-----</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>						

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DJS010354
WV Division of Juvenile Services

The Division of Juvenile Services is soliciting bids for an open-end contract to provide casual uniform clothing and boots for the Rubenstein Center located in Davis, WV.

The award will be based on the lowest bid meeting all of the specifications with the most complete bid. The quantities listed on the bid form are approximations only and for the purpose of bid evaluation. These are estimates of yearly usage only and quantities ordered may be more or less.

All shipping and delivery charges must be included in the bid price.

All deliveries are to be made to the address listed below:

Rubenstein Center
141 Forestry Camp Road
Davis, WV 26260

Vendor will deliver initial order within 30 days of Agency placing the order. All additional orders will be delivered within 14 days.

Clothing Specifications:

1. THERMAL TOPS- Hanes Brand or Equal

Fabric: Cotton/poly blended fabric that is shrinkage controlled.

Color: Natural or White

Fiber Content: 65% Cotton 35% Polyester

Weight: 3 Oz.

Construction: Flat seam construction for added strength and durability

Machine washable and dryable

Sizes: Tops shall be available in size small to 5XL

2. THERMAL DRAWERS- Hanes Brand or Equal

Fabric: Cotton/poly blended fabric that is shrinkage controlled.

Color: Natural or White

Fiber Content: 65% Cotton 35% Polyester

Weight: 3 Oz.

Construction: Flat seam construction for added strength and durability

Machine washable and dryable

Sizes: Drawers shall be available in size small to 5XL

3. CREW-NECK PULLOVER SWEATSHIRTS-Russell Athletic Brand or Equal

Fabric: Cotton/poly fabric

Color: Dark Brown

Fiber Content: 50% cotton 50% poly fabric

Construction: Collar, cuffs and waistband are cover-seamed and ribbed

Sizes: Sweatshirts shall be available in sizes small to 5XL

4. GYM SHORTS- Hanes Brand or equal

Fabric: cotton jersey

Color: Navy

Fiber Content: 100% Cotton jersey

Inseam: 9"

Sizes: Gym Shorts to be available in sizes small to 5X

5. T-SHIRTS- Hanes Brand or Equal

Fabric: Cotton

Color: Light blue, Red, Kelly green

Fiber Content: 100% preshrunk cotton

Weight: 4 oz.

Construction: Double hemmed sleeves and bottom, no pockets taped neck and shoulder seams

Sizes: T-Shirts to be available in sizes small to 7X

Embroidery: Will include "RC" logo over left breast area. Sample included

6. TUBE SOCKS- Bob Barker brand or Equal

Fabric: cotton/polyester

Color: White

Fiber Content: 80% cotton 20% polyester

Sizes: One size fits all

7. EVA Crocs

Color: Khaki

Construction: Defined outsole ridges for surface gripping traction and vented design to promote airflow in toe box. Non-metal rivet connects heel strap to upper shoe. 100% medium soft EVA is non-marking and water resistant.

Sizes: Crocs shall be available in size small to 3XL

8. BOXERS-Hanes brand or Equal

Fabric: 100% cotton

Color: White

Construction: Boxers have elastic waistbands and fly fronts

Sizes: Boxers shall be available in size small to 5XL

9. JEANS, Levi Brand or Equal**Fabric:** Denim**Color:** Dark Blue**Fiber Content:** 100% Cotton denim**Weight:** 13.5 oz.**Construction:** Relaxed fit, heavy-duty brass zipper and button waist. Reinforced at all points of strength. Straight leg cut, four pockets, 16" leg opening.**Waist Sizes:** Waist sizes shall be available in sizes 30 through 60**Inseam Sizes:** Inseams shall be 30" to 38" in length.**10. DRESS PANTS- Dockers Iron Free or Equal****Fabric:** Cotton**Color:** Khaki**Fiber Content:** 100% cotton**Weight:** 8.0 oz.**Construction:** Relaxed fit with two front pockets and two back pockets, Boot-leg cut, button closure with brass zipper, stain and fade resistant, Ban-Rol waistband, permanent crease in legs, pants shall be hemmed, iron free cotton.**Machine Washable and dryable****Sizes:** Men's sizes 28-54**11. Poplin Dress Shirts- Arrow Brand or equal****Fabric:** Cotton/poly fabric**Color:** White**Fiber Content:** 65% polyester 35% cotton**Weight:** 4.25 oz.**Construction:** Poplin construction, soft point collar, shirt tail hem, relaxed fit for men, wrinkle free finish, button front, and short sleeve.**Machine Washable****Sizes:** Men's small to 6XL**12. SPORT SHIRT/POLO- Anvil brand or Equal****Fabric:** Cotton Jersey**Fiber Content:** 50% polyester 50% cotton**Weight:** 5.6 oz.**Construction:** Jersey knit with stain repel and release finish, short- sleeved, soft fashion knit contoured collar and welt sleeve bands, double needle bottom, single- needle neck, shoulder, armhole, and sleeve, side seamed with 2 ½" side vents, no pockets, three high gloss wood tone buttons on a clean finished Allen Solley placket with ¼" reinforced box.**Embroidery:** Will include "RC" logo over left breast area. Sample included.**Colors:** royal blue, light blue, forest green, Kelley green, red, dark heather, maroon.**Sizes:** Men's size small-4 XL

13. CLIP ON NECKTIES- Absolute ties Brand or Equal

Fabric: Polyester

Color: Yellow with diagonal navy stripes

Fiber Content: 100% polyester

Construction: Approximately 20" long X 3 ¾" wide

14. BELT-511 Tactical Series or Equal

Nylon web belt, 1 ½" wide with non-metallic, low profile buckle

Color: Tan

Sizes: Men's size small to 5X

15. STEEL TOE WORK BOOTS- Herman Survivors Brand or Equal

Color: Black

Shaft height: 6"

Construction: Leather

Abrasion-resistant waterproof leather upper

ANSI Class 75 steel toe

Moisture resistant interior

Comfort insole

Lace up front

Lightweight, flexible midsole

Slip resistant, oil resistant outsole.

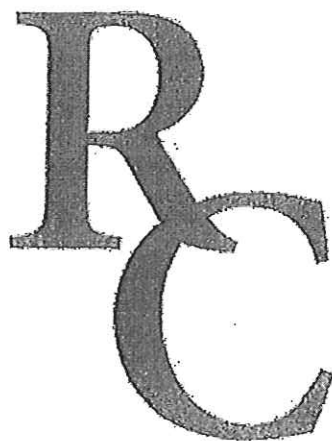
Sizes: 8, 8 ½, 9, 9 ½, 10, 10 ½, 11, 11 ½, 12, 13, 14, 15

EMBROIDERY INFORMATION

All polo shirts will have the "RC" logo embroidered on the left breast pocket area.

Letters will be 2" wide x 2.75" tall.

Lettering will be done in white Gunold Brand or equal 100% polyester thread.

The image shows the "RC" logo in a large, bold, serif font. The letters are dark grey or black with a slightly textured appearance. The 'R' is positioned above the 'C', and they are both centered on the page.

Request for Samples DJS010354

<i>Item#</i>	<i>Description</i>	<i>QTY</i>	<i>Size</i>	<i>Color</i>
3	Sweatshirt	1	Any	Dark Brown
4	Gym Shorts	1	Any	Navy
5	T-Shirt	1	Any	Light Blue
7	EVA Crocs	1	Any	Khaki
9	Jeans	1	Any	Dark Blue
10	Dress Pants	1	Any	Khaki
11	Poplin Dress Shirt S/S	1	Any	White
12	Polo Shirts S/S	7	Any	maroon, royal blue, light blue, forest green, Kelly green, red, dark heather
13	Clip on Ties	1	Any	Yellow, Navy stripes
14	Belt Size S- 5X	1	Any	Tan
15	Steel Toe Boots	1	Any	Black

Upon request, samples will be sent to the following address unless otherwise notified by the WV Purchasing Division.

Rubenstein Center
 141 Forestry Camp Road
 Davis, WV 26260

Vendor must deliver samples within 5 business days and will be responsible for all shipping and return costs.

DJS010354 Rubenstein Clothing Bid Form

Item#	Description	*Estimated Quantity	Unit price	Extended price
1	Thermal Tops Sizes S-XL	50	\$	\$
1.1	Thermal Tops Sizes 2-XL	8	\$	\$
1.2	Thermal Tops Sizes 3XL	8	\$	\$
1.3	Thermal Tops Sizes 4XL	4	\$	\$
1.4	Thermal Tops Sizes 5XL	4	\$	\$
2	Thermal DrawersSize S-XL	50	\$	\$
2.1	Thermal Drawers Size 2XL	8	\$	\$
2.2	Thermal Drawers Size 3XL	8	\$	\$
2.3	Thermal Drawers Size 4XL	4	\$	\$
2.4	Thermal Drawers Size 5XL	4	\$	\$
3	Sweatshirt Size S-L	15	\$	\$
3.1	Sweatshirt Size XL	25	\$	\$
3.2	Sweatshirt Size 2XL	5	\$	\$
3.3	Sweatshirt Size 3XL	5	\$	\$
3.4	Sweatshirt Size 4XL	2	\$	\$
3.5	Sweatshirt Size 5XL	2	\$	\$
4	Gym Shorts Size S-XL	75	\$	\$
4.1	Gym Shorts Size 2XL-3XL	15	\$	\$
4.2	Gym Shorts Size 4XL	4	\$	\$
4.3	Gym Shorts Size 5XL	4	\$	\$
5	T-Shirt Size S-XL	200	\$	\$

Item #	Description	* Estimated Quantity	Unit Price	Extended Price
5.1	T-Shirt Size 2XL-3XL	75	\$	\$
5.2	T-Shirt Size 4XL	25	\$	\$
5.3	T-Shirt Size 5XL	5	\$	\$
6	Tube Socks	500	\$	\$
7	EVA Crocs Size S-3XL	175	\$	\$
8	Boxers Size L-XL	125	\$	\$
8.1	Boxers Size 2XL-4XL	75	\$	\$
8.2	Boxers Size 5XL	5	\$	\$
9	Jeans Waist Size 30-42	60	\$	\$
9.1	Jeans Waist Size 44-50	10	\$	\$
9.2	Jeans Waist Size 52-54	4	\$	\$
9.3	Jeans Waist Size 56-60	4	\$	\$
10	Dress Pants men's size 28-42	125	\$	\$
10.1	Dress Pants men's size 44-50	50	\$	\$
10.2	Dress Pants men's size 52-54	25	\$	\$
11	Poplin Dress Shirt S/S Size S-XXL	25	\$	\$
11.1	Poplin Dress Shirt S/S Size 3X-4X	10	\$	\$
11.2	Poplin Dress Shirt S/S Size 5X-6X	10	\$	\$
12	Polo Shirts S/S Size S-XXL	400	\$	\$
12.1	Polo Shirts S/S Size 3X-4X	20	\$	\$
13	Clip on Ties	10	\$	\$
14	Belt Size S- 5X	25	\$	\$

Item #	Description	* Estimated Quantity	Unit Price	Extended Price
15	Steel Toe Boots Size 8 & 8 1/2	20	\$	\$
15.1	Steel Toe Boots Size 9 & 9 1/2	25	\$	\$
15.2	Steel Toe Boots Size 10 & 10 1/2	25	\$	\$
15.3	Steel Toe Boots Size 11 & 11 1/2	25	\$	\$
15.4	Steel Toe Boots Size 12	10	\$	\$
15.5	Steel Toe Boots Size 13	10	\$	\$
15.6	Steel Toe Boots Size 14	4	\$	\$
15.7	Steel Toe Boots Size 15	4	\$	\$
GRAND TOTAL				\$

Failure to use this form may result in disqualification

Bidder/Vendor Information

Name:

Address:

Phone #

Email Address

* Initial Order is estimate and will be used for bid evaluation only. Actual quantities ordered may be more or less

RFQ No. _____

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.

Under penalty of law for false swearing (*West Virginia Code §61-5-3*), it is hereby certified that the vendor affirms and acknowledges the information in this affidavit and is in compliance with the requirements as stated.

WITNESS THE FOLLOWING SIGNATURE

Vendor's Name: _____

Authorized Signature: _____ Date: _____

State of _____

County of _____, to-wit:

Taken, subscribed, and sworn to before me this ____ day of _____, 20__.

My Commission expires _____, 20__.

AFFIX SEAL HERE

NOTARY PUBLIC _____

State of West Virginia VENDOR PREFERENCE CERTIFICATE

Certification and application* is hereby made for Preference in accordance with *West Virginia Code*, §5A-3-37. (Does not apply to construction contracts). *West Virginia Code*, §5A-3-37, provides an opportunity for qualifying vendors to request (at the time of bid) preference for their residency status. Such preference is an evaluation method only and will be applied only to the cost bid in accordance with the *West Virginia Code*. This certificate for application is to be used to request such preference. The Purchasing Division will make the determination of the Resident Vendor Preference, if applicable.

1. **Application is made for 2.5% resident vendor preference for the reason checked:**
 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,**
 Bidder is a partnership, association or corporation resident vendor and 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** 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,**
 Bidder is a 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; **or,**
2. **Application is made for 2.5% resident vendor preference for the reason checked:**
 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 preceding submission of this bid; **or,**
3. **Application is made for 2.5% resident vendor preference for the reason checked:**
 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 Bidder's 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; **or,**
4. **Application is made for 5% resident vendor preference for the reason checked:**
 Bidder meets either the requirement of both subdivisions (1) and (2) or subdivision (1) and (3) as stated above; **or,**
5. **Application is made for 3.5% resident vendor preference who is a veteran for the reason checked:**
 Bidder is an individual resident vendor who is a veteran of the United States armed forces, the reserves or the National Guard and has resided in West Virginia continuously for the four years immediately preceding the date on which the bid is submitted; **or,**
6. **Application is made for 3.5% resident vendor preference who is a veteran for the reason checked:**
 Bidder is a resident vendor who is a veteran of the United States armed forces, the reserves or the National Guard, if, for purposes of producing or distributing the commodities or completing the project which is the subject of the vendor's bid and continuously over the entire term of the project, on average at least seventy-five percent of the vendor's employees are residents of West Virginia who have resided in the state continuously for the two immediately preceding years.

Bidder understands if the Secretary of 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) reject the bid; 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.

By submission of this certificate, Bidder agrees to disclose any reasonably requested information to the Purchasing Division and authorizes the Department of 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.

Under penalty of law for false swearing (West Virginia 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.

Bidder: _____ Signed: _____

Date: _____ Title: _____

*Check any combination of preference consideration(s) indicated above, which you are entitled to receive.