



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
RJC696

PAGE
1

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

RFQ COPY  
 TYPE NAME/ADDRESS HERE

VENDOR

SHIP TO

REG'L JAIL & CORR'L AUTH'Y  
  
 1325 VIRGINIA STREET EAST  
 CHARLESTON, WV  
 25301 304-558-2110

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
06/29/2011				

BID OPENING DATE: 07/12/2011 BID OPENING TIME 01:30PM

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
ADDENDUM NO. 2						
1. TO MOVE THE BID OPENING FROM 7/5/11 TO 7/12/11. 2. TO CLARIFY THE ITEM NUMBERS IN THE SPECIFICATIONS AND ON THE BID FORM PER THE ATTACHED DOCUMENTATION. 3. REVISED BID FORM ATTACHED. 4. ADDENDUM ACKNOWLEDGEMENT IS ATTACHED. THIS DOCUMENT SHOULD BE SIGNED AND RETURNED WITH YOUR BID. FAILURE TO SIGN AND RETURN MAY RESULT IN DISQUALIFICATION OF YOUR BID.						
END OF ADDENDUM NO. 2						
C001	1	LS		200-43		
PRISONER CLOTHING						
***** THIS IS THE END OF RFQ RJC696 ***** 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 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](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.
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).

**RJC696**  
**ADDENDUM NO. 2**

To clarify items in the specifications and on the bid form as per the attached.

1. The content of the specifications have not changed only the item numbers assigned to the product have changed.
  - A. Changing Item #16 in the specifications to Item #16 a and b to differentiate men's and women's shoes. (See below).
  - B. Changing Item #17 in the specifications to Item #17 a and b to differentiate men's and women's shoes. (See below).

**Item #16 a and b – Shoe (Trustee general work)**

Shoes for Crews - Style #6001 or equal (men's); Style #7001 or equal (women's')

Lace up

Maximum grip outsole for use in wet and/or greasy conditions

Reinforced lateral heel support

Removable cushioned insoles

Padded collar

Available in Men's sizes

Available in Woman's sizes

**Item #17 a and b– Shoe (Trustee general work)**

Adjustable hook-and-loop closure

High traction durable rubber sole

Reinforced lateral heel support

Removable cushioned insoles

Padded collar

Available in Men's sizes

Available in Woman's sizes

2. To revise the bid form to change the items numbers to match the specifications above.
  - A. Item #16 on the bid form changed to Item #16a.
  - B. Item #17 on the bid form changed to Item #16b.

- C. Item #18 on the bid form changed to Item #17a.
  - D. Item #19 on the bid form changed to Item #17b.
  - E. Item #20 on the bid form changed to Item #18.
3. Revised bid form attached.
  4. The bid opening has moved from 07/05/2011 to 07/12/2011.

**BID SHEET – revised 6/29/2011**

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ITEM #	DESCRIPTION	SIZE	CATALOG ITEM #	UNIT PRICE	ESTTIMATED YEARLY PURCHASE	EXTENDED PRICE
1	Men's White Brief	Small			1,000	
	Men's White Brief	Medium			1,500	
	Men's White Brief	Large			3,500	
	Men's White Brief	X-Large			3,500	
	Men's White Brief	XX-Large			3,500	
	Men's White Brief	+ Plus sizes			2,000	
	Men's Color Brief	Small			1,000	
	Men's Color Brief	Medium			1,500	
	Men's Color Brief	Large			3,500	
	Men's Color Brief	X- Large			3,500	
	Men's Color Brief	XX-Large			3,500	
	Men's Color Brief	+ Plus sizes			2,000	

**TOTAL COST item 1**

2	Woman's White Sports Bra	32 - 38			2,500	
	Woman's White Sports Bra	40 - 54			2,500	

**TOTAL COST item 2**

3	Woman's White Panties	Small			500	
	Woman's White Panties	Medium			3500	
	Woman's White Panties	Large			4500	
	Woman's White Panties	Plus size			1500	

**TOTAL COST item 3**

4	Woman's Sleep Shirt	S - 2XL			1000	
	Woman's Sleep Shirt	Plus size			500	

**TOTAL COST item 4**

5	Disposable Isolation Gown	Universal fit			2,500	
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**TOTAL COST item 5**

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ITEM#	DESCRIPTION	SIZE	CATALOG ITEM #	UNIT PRICE	ESTIMATED YEARLY PURCHASE	EXTENDED PRICE
6a	Disposable Shirt	Standard fit			1,000	
	Disposable Shirt	XL – 2XL			1,000	
	Disposable Shirt	XL Plus size			1,000	

**Sub total item 6a**

6b	Disposable Pant	Standard fit			1,000	
	Disposable Pant	XL – 2 XL			1,000	
	Disposable Pant	XL Plus size			1,000	

**Sub total item 6b**

**COMBINED TOTAL COST item 6a and 6b**

7	Disposable Brief	Fits most			2,000	
	Disposable Brief	Plus size			1,000	

**TOTAL COST item 7**

8	Sweatshirt	Small			500	
	Sweatshirt	Medium			500	
	Sweatshirt	Large			800	
	Sweatshirt	XL			1,000	
	Sweatshirt	2XL			1,000	
	Sweatshirt	3XL			1,000	
	Sweatshirt	Plus size			200	

**TOTAL COST item 8**

9	Caps (Watch Caps)	One size			144	
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**TOTAL COST item 9**

10	Suicide Prevention Smocks	34" – 52"			20	
	Suicide Prevention Smocks	44" – 56"			50	

**TOTAL COST item 10**

11	Heavy-Duty Vinyl Apron	One size			150	
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**TOTAL COST item 11**

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ITEM#	DESCRIPTION	SIZE	CATALOG ITEM #	UNIT PRICE	ESTIMATED YEARLY PURCHASE	EXTENDED PRICE
6a	Disposable Shirt	Standard fit			1,000	
	Disposable Shirt	XL – 2XL			1,000	
	Disposable Shirt	XL Plus size			1,000	

**Sub total item 6a**

6b	Disposable Pant	Standard fit			1,000	
	Disposable Pant	XL – 2 XL			1,000	
	Disposable Pant	XL Plus size			1,000	

**Sub total item 6b**

**COMBINED TOTAL COST item 6a and 6b**

7	Disposable Brief	Fits most			2,000	
	Disposable Brief	Plus size			1,000	

**TOTAL COST item 7**

8	Sweatshirt	Small			500	
	Sweatshirt	Medium			500	
	Sweatshirt	Large			800	
	Sweatshirt	XL			1,000	
	Sweatshirt	2XL			1,000	
	Sweatshirt	3XL			1,000	
	Sweatshirt	Plus size			200	

**TOTAL COST item 8**

9	Caps (Watch Caps)	One size			144	
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**TOTAL COST item 9**

10	Suicide Prevention Smocks	34" – 52"			20	
	Suicide Prevention Smocks	44" – 56"			50	

**TOTAL COST item 10**

11	Heavy-Duty Vinyl Apron	One size			150	
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**TOTAL COST item 11**

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ITEM#	DESCRIPTION	SIZE	CATALOG ITEM #	UNIT PRICE	ESTIMATED YEARLY PURCHASE	EXTENDED PRICE
12	PVC Sandal	S – 3XL			10,000	
<b>TOTAL COST item 12</b>						

13	Boot (Inmate road crew) M Width	5 – 16			150	
	Boot (Inmate road crew) Wide Width	5 – 16			50	
<b>TOTAL COST item 12</b>						

14	Boot (Kitchen work) 12"	4 - 13			250	
	Boot (Kitchen work) 16"	4 - 13			250	
<b>TOTAL COST item 14</b>						

15	Disposable Latex Over Boot	6 – 15			2,000	
<b>TOTAL COST item 15</b>						

16a	Shoe (Trustee general work) Lace up Medium width Men's	7 – 14			2,000	
	Shoe (Trustee general work) Lace up Wide width Men's	7 1/2 – 13			1,000	
<b>TOTAL COST item 16a</b>						

16b	Shoe (Trustee general work) Lace up Medium width Woman's	4 - 12			750	
	Shoe (Trustee general work) Lace up Wide width Woman's	6 1/2 - 10			250	
<b>TOTAL COST item 16b</b>						

17a	Shoe (Trustee general work) Velcro closure Medium width Men's	4 - 13			750	
	Shoe (Trustee general work) Velcro closure Wide width Men's	4 - 13			250	
<b>TOTAL COST ITEM 17a</b>						



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ITEM#	DESCRIPTION	SIZE	CATALOG ITEM #	UNIT PRICE	ESTIMATED YEARLY PURCHASE	EXTENDED PRICE
17b	Shoe (Trustee general work) Velcro closure Medium width Woman's	5 - 17			750	
	Shoe (Trustee general work) Velcro closure Wide width Woman's	5 - 17			250	
<b>TOTAL COST item 17b</b>						

18	Rubber Knee Boot (Outdoor cleanup crew)	4 -15			100	
<b>TOTAL COST item 18</b>						

**Bidder / Vendor Information**

**Vendor Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Web Address:** \_\_\_\_\_

**Contact Coordinator:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_

**FAX #:** \_\_\_\_\_

**E-Mail Address:** \_\_\_\_\_

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ITEM#	DESCRIPTION	SIZE	CATALOG ITEM #	UNIT PRICE	ESTIMATED YEARLY PURCHASE	EXTENDED PRICE
12	PVC Sandal	S – 3XL			10,000	
<b>TOTAL COST item 12</b>						

13	Boot (Inmate road crew) M Width	5 – 16			150	
	Boot (Inmate road crew) Wide Width	5 – 16			50	
<b>TOTAL COST item 12</b>						

14	Boot (Kitchen work) 12"	4 - 13			250	
	Boot (Kitchen work) 16"	4 - 13			250	
<b>TOTAL COST item 14</b>						

15	Disposable Latex Over Boot	6 – 15			2,000	
<b>TOTAL COST item 15</b>						

16a	Shoe (Trustee general work) Lace up Medium width Men's	7 – 14			2,000	
	Shoe (Trustee general work) Lace up Wide width Men's	7 1/2 – 13			1,000	
<b>TOTAL COST item 16a</b>						

16b	Shoe (Trustee general work) Lace up Medium width Woman's	4 - 12			750	
	Shoe (Trustee general work) Lace up Wide width Woman's	6 1/2 - 10			250	
<b>TOTAL COST item 16b</b>						

17a	Shoe (Trustee general work) Velcro closure Medium width Men's	4 - 13			750	
	Shoe (Trustee general work) Velcro closure Wide width Men's	4 - 13			250	
<b>TOTAL COST ITEM 17a</b>						

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ITEM#	DESCRIPTION	SIZE	CATALOG ITEM #	UNIT PRICE	ESTIMATED YEARLY PURCHASE	EXTENDED PRICE
17b	Shoe (Trustee general work) Velcro closure Medium width Woman's	5 - 17			750	
	Shoe (Trustee general work) Velcro closure Wide width Woman's	5 - 17			250	
<b>TOTAL COST item 17b</b>						

18	Rubber Knee Boot (Outdoor cleanup crew)	4 -15			100	
<b>TOTAL COST item 18</b>						

**Bidder / Vendor Information**

**Vendor Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Web Address:** \_\_\_\_\_

**Contact Coordinator:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_

**FAX #:** \_\_\_\_\_

**E-Mail Address:** \_\_\_\_\_

EXHIBIT 10

REQUISITION NO.: .....

ADDENDUM ACKNOWLEDGEMENT

I HEREBY ACKNOWLEDGE RECEIPT OF THE FOLLOWING CHECKED  
ADDENDUM(S) AND HAVE MADE THE NECESSARY REVISIONS TO MY  
PROPOSAL, PLANS AND/OR SPECIFICATION, ETC.

ADDENDUM NO.'S:

NO. 1 .....

NO. 2 .....

NO. 3 .....

NO. 4 .....

NO. 5 .....

I UNDERSTAND THAT FAILURE TO CONFIRM THE RECEIPT OF THE  
ADDENDUM(S) MAY BE CAUSE FOR REJECTION OF BIDS. 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.

.....  
SIGNATURE

.....  
COMPANY

.....  
DATE