



State of West Virginia
Department of Homeland Security
Division of Administrative Services
1124 Smith Street
Charleston, WV 25301
(304) 558-2350



Additional Instructions to Vendors Submitting Bids

Reference: ARFQ 0608 ARFQ DCR2300000141

Bid Submission Deadline: Thursday, March 9th, 2023 @ 2:00pm EST (14:00)

If submitting a bid via mail or hand delivery, please deliver to:

West Virginia Department of Homeland Security
Division of Administrative Services
Attn: Thomas Hymes
1124 Smith Street, 2nd Floor, Suite 2100
Charleston, WV 25301

Bid Opening Date and Time:

Bid Opening will be on Friday, March 10th, 2023 at 10:00am EST

Location:

West Virginia Department of Homeland Security
Division of Administrative Services
1124 Smith Street, 2nd Floor, Suite 2100
Charleston, WV 25301

Exhibit A - Pricing Page
Inmate Supplies – Footwear, Hygiene, and Miscellaneous Clothing
ARFQ - DCR2300000141

Eligible Item Number	Description	Unit of Measure	Quantity Per Case (if applicable)	Estimated Quantity	Item Unit Price	Item Total Cost
3.1.1	ELIGIBLE ITEM #1 - FOOTWEAR - ATHLETIC, SLIP-ON SHOES AND BOOTS					
3.1.1.1	Men's Leather Velcro Athletic Shoe (Size 5 – 16)	Pair		50.0000	\$ -	\$ -
3.1.1.2	Women's Leather Velcro Athletic Shoe (Size 4 -11)	Pair		50.0000	\$ -	\$ -
3.1.1.3	Men's Leather Lace-Up Athletic Shoe (Size 5 -16)	Pair		50.0000	\$ -	\$ -
3.1.1.4	Women's Leather Lace-Up Athletic Shoe (Size 4 - 11)	Pair		50.0000	\$ -	\$ -
3.1.1.5	Men's Canvas Lace-Up Athletic Shoe (Size 5 -15)	Pair		50.0000	\$ -	\$ -
3.1.1.6	Women's Canvas Lace-Up Athletic Shoe (Size 4 - 12)	Pair		50.0000	\$ -	\$ -
3.1.1.7	Men's Canvas Slip On Shoe (Size 5 -15)	Pair		50.0000	\$ -	\$ -
3.1.1.8	Women's Canvas slip on Shoe (Size 4 - 12)	Pair		50.0000	\$ -	\$ -
3.1.1.9	Men's 6" Work Boot (Size 5-16)	Pair		50.0000	\$ -	\$ -
3.1.1.10	Women's 6" Work Boot (Size 4-13)	Pair		50.0000	\$ -	\$ -
3.1.1.11	Men's Servus CT Boot (Size 5-15)	Pair		50.0000	\$ -	\$ -
3.1.1.12	Women's Servus CT Boot (Size 5-13)	Pair		50.0000	\$ -	\$ -
3.1.1.13	Rubber Knee Boot (Size 4-15)	Pair		50.0000	\$ -	\$ -
3.1.1.14	EVA Clogs (Size 5-15)	Dozen		50.0000	\$ -	\$ -
3.1.1.15	Versatile PVC Sandal (Sizes small - 3XL)	Pair		50.0000	\$ -	\$ -
3.1.1.16	V – Strap Flip Flop Men's	Dozen		50.0000	\$ -	\$ -
3.1.1.17	V – Strap Flip Flop Women's	Dozen		50.0000	\$ -	\$ -
						\$ -
3.1.2	ELIGIBLE ITEM #2 - HYGIENE - HAIR CARE					
3.1.2.2	Comb – 5" inch	Case		50.0000	\$ -	\$ -
3.1.2.3	Comb – 7" inch	Case		50.0000	\$ -	\$ -
3.1.2.4	Club palm Brush – 4" inch	Case		50.0000	\$ -	\$ -
3.1.2.5	Lice Control Shampoo	Case		50.0000	\$ -	\$ -
3.1.2.6	All-in-one Shampoo	Case		50.0000	\$ -	\$ -
						\$ -

Exhibit A - Pricing Page
Inmate Supplies – Footwear, Hygiene, and Miscellaneous Clothing
ARFQ - DCR2300000141

3.1.3	ELIGIBLE ITEM #3 - SOAP AND BODY WASH					
3.1.3.1	Anti-bacterial bar soap	Case		50.0000	\$ -	\$ -
3.1.3.2	Shampoo & Body Wash	Case		50.0000	\$ -	\$ -
						\$ -
3.1.4	ELIGIBLE ITEM #4 – DENTAL CARE					
3.1.4.1	Denture Adhesive	Case		50.0000	\$ -	\$ -
3.1.4.2	Denture Cleaner	Case		50.0000	\$ -	\$ -
3.1.4.3	Thumb Brush	Case		50.0000	\$ -	\$ -
3.1.4.4	Regular Toothbrush	Case		50.0000	\$ -	\$ -
3.1.4.5	Small Toothpaste	Case		50.0000	\$ -	\$ -
3.1.4.6	Medium Toothpaste	Case		50.0000	\$ -	\$ -
3.1.4.7	Large Toothpaste	Case		50.0000	\$ -	\$ -
						\$ -
3.1.5	ELIGIBLE ITEM #5 – MEN AND WOMEN’S DEODRANTS					
3.1.5.1	Deodorant – Men’s Roll-on	Case		50.0000	\$ -	\$ -
3.1.5.2	Deodorant – Men’s Stick	Case		50.0000	\$ -	\$ -
3.1.5.3	Deodorant – Women’s Roll-on	Case		50.0000	\$ -	\$ -
3.1.5.4	Deodorant – Women’s Stick	Case		50.0000	\$ -	\$ -
						\$ -
3.1.6	ELIGIBLE ITEM #6 – FEMININE PRODUCTS					
3.1.6.1	Sanitary Napkins	Case		50.0000	\$ -	\$ -
3.1.6.2	Tampon with Applicator	Case		50.0000	\$ -	\$ -
3.1.6.3	Tampon without Applicator	Case		50.0000	\$ -	\$ -
						\$ -

Exhibit A - Pricing Page
Inmate Supplies – Footwear, Hygiene, and Miscellaneous Clothing
ARFQ - DCR2300000141

3.1.7	ELIGIBLE ITEM #7 – SHAVING PRODUCTS					
3.1.7.1	Twin-Blade Razor	Case		50.0000	\$ -	\$ -
3.1.7.2	Single-Blade Razor	Case		50.0000	\$ -	\$ -
3.1.7.3	Small Shaving Cream	Case		50.0000	\$ -	\$ -
3.1.7.4	Medium Shaving Cream	Case		50.0000	\$ -	\$ -
3.1.7.5	Large Shaving Cream	Case		50.0000	\$ -	\$ -
						\$ -
3.1.8	ELIGIBLE ITEM #8 – TOILETRIES					
3.1.8.1	Lip Balm	Case		50.0000	\$ -	\$ -
3.1.8.2	Hand & Body Lotion	Case		50.0000	\$ -	\$ -
						\$ -
3.1.9	ELIGIBLE ITEM #9 – MENS BRIEFS					
3.1.9.1	Men's Briefs Small	Dozen	24dz/case	50.0000	\$ 12.9000	\$ 645.0000
3.1.9.2	Men's Briefs Medium	Dozen	24dz/case	50.0000	\$ 12.9000	\$ 645.0000
3.1.9.3	Men's Briefs Large	Dozen	24dz/case	50.0000	\$ 12.9000	\$ 645.0000
3.1.9.4	Men's Briefs XL	Dozen	24dz/case	50.0000	\$ 12.9000	\$ 645.0000
3.1.9.5	Men's Briefs 2-XL	Dozen	24dz/case	50.0000	\$ 13.4000	\$ 670.0000
3.1.9.6	Men's Briefs 3-6 XL	Dozen	24dz/case	50.0000	\$ 15.0500	\$ 752.5000
3.1.9.7	Men's Briefs 7-10 XL	Dozen	24dz/case	50.0000	\$ 15.5000	\$ 775.0000
3.1.9.8	Men's Boxers SM – 10XL	Dozen	24dz/case	50.0000	\$ 15.5000	\$ 775.0000
						\$ 5,552.5000

Exhibit A - Pricing Page
Inmate Supplies – Footwear, Hygiene, and Miscellaneous Clothing
ARFQ - DCR2300000141

3.1.10	ELIGIBLE ITEM #10 – WOMENS UNDERPANTS & SPORTS BRAS					
3.1.10.1	Women's Underpants Small	Dozen	24dz/case	50.0000	\$ 9.2500	\$ 462.5000
3.1.10.2	Women's Underpants Medium	Dozen	24dz/case	50.0000	\$ 9.2500	\$ 462.5000
3.1.10.3	Women's Underpants Large	Dozen	24dz/case	50.0000	\$ 9.2500	\$ 462.5000
3.1.10.4	Women's Underpants XL	Dozen	24dz/case	50.0000	\$ 9.2500	\$ 462.5000
3.1.10.5	Women's Underpants 2-XL	Dozen	24dz/case	50.0000	\$ 10.7500	\$ 537.5000
3.1.10.6	Women's Underpants 3-5 XL	Dozen	24dz/case	50.0000	\$ 11.7500	\$ 587.5000
3.1.10.7	Women's Sports Bra Size 32-38	Dozen	24dz/case	50.0000	\$ 20.7500	\$ 1,037.5000
3.1.10.8	Women's Sports Bra Size 40-54	Dozen	24dz/case	50.0000	\$ 24.5000	\$ 1,225.0000
						\$ 5,237.5000
3.1.11	ELIGIBLE ITEMS #11 – MISCELLANEOUS CLOTHING					
3.1.11.1	Disposable Isolation Gowns	Case		50.0000	\$ -	\$ -
3.1.11.2	Disposable Shirt Standard Fit	Case		50.0000	\$ -	\$ -
3.1.11.3	Disposable Shirt XL - 2XL	Case		50.0000	\$ -	\$ -
3.1.11.4	Disposable Shirt XL Plus Size	Case		50.0000	\$ -	\$ -
3.1.11.5	Disposable Pants standard fit	Case		50.0000	\$ -	\$ -
3.1.11.6	Disposable Pants XL - 2XL	Case		50.0000	\$ -	\$ -
3.1.11.7	Disposable Pants XL Plus Size	Case		50.0000	\$ -	\$ -
3.1.11.8	Disposable Briefs One Size Fits Most	Case		50.0000	\$ -	\$ -
3.1.11.9	Disposable Briefs Plus Size	Case		50.0000	\$ -	\$ -
3.1.11.10	Disposable Latex Over-Boot Boot Covers	Case		50.0000	\$ -	\$ -
3.1.11.11	Heavy Duty Vinyl Apron	Each		50.0000	\$ -	\$ -
3.1.11.12	Suicide Prevention Smock 34" - 52"	Each		50.0000	\$ -	\$ -
3.1.11.13	Suicide Prevention Smock 44" - 56"	Each		50.0000	\$ -	\$ -
3.1.11.14	Thermal Underwear – Tops	Dozen	6 Dz/case	50.0000	\$ 32.0000	\$ 1,600.0000
3.1.11.15	Thermal Underwear – Bottoms	Dozen	7 Dz/case	50.0000	\$ 32.0000	\$ 1,600.0000
3.1.11.16	Toboggan – Watch Cap	Dozen	15 Dz/case	50.0000	\$ 18.0000	\$ 900.0000
3.1.11.17	Sweatshirt – Crew Neck Adult	Each	36 Each/Case	50.0000	\$ 96.0000	\$ 4,800.0000
3.1.11.18	Sweatpants	Each	36 Each/Case	50.0000	\$ 96.0000	\$ 4,800.0000
						\$ 13,700.0000

Exhibit A - Pricing Page
Inmate Supplies – Footwear, Hygiene, and Miscellaneous Clothing
ARFQ - DCR2300000141

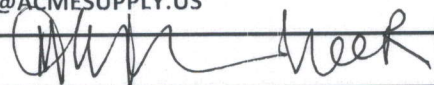
3.1.12	ELIGIBLE ITEMS #12 – MISCELLANEOUS ITEMS					
3.1.12.1	Evidence Bags 9"X12"	Case		50.0000	\$ -	\$ -
3.1.12.2	Evidence Bags 10"X13"	Case		50.0000	\$ -	\$ -
3.1.12.3	Evidence Bags 14"X20"	Case		50.0000	\$ -	\$ -
3.1.12.4	Washable Clear EZ Bend Pen	Case		50.0000	\$ -	\$ -
3.1.12.5	Maximum Security Clear Flexible Pen	Case		50.0000	\$ -	\$ -
3.1.12.6	EcoSecurity Utensil	Case		50.0000	\$ -	\$ -
3.1.12.7	Handcuff Padlock	Case		50.0000	\$ -	\$ -
3.1.12.8.1	UNO Card Game	Each		50.0000	\$ -	\$ -
3.1.12.8.2	Phase-10 Card Game	Each		50.0000	\$ -	\$ -
3.1.12.8.3	Scrabble Board Game	Each		50.0000	\$ -	\$ -
3.1.12.8.4	Risk Board Game	Each		50.0000	\$ -	\$ -
3.1.12.8.5	Sorry Board Game	Each		50.0000	\$ -	\$ -
3.1.12.8.6	Checkers Board Game	Each		50.0000	\$ -	\$ -
3.1.12.8.7	Chess Board Game	Each		50.0000	\$ -	\$ -
3.1.12.8.8	Backgammon Board Game	Each		50.0000	\$ -	\$ -
3.1.12.9	Spork Polypropylene – Orange	Case		50.0000	\$ -	\$ -
						\$ -
OVERALL TOTAL COST						\$ 24,490.0000

Please note: This information is being captured for auditing purposes.

Any product or service not on the Agency provided Pricing Page will not be allowable. The state cannot accept alternate pricing pages, failure to use Exhibit-A Price Page or a No-Bid will lead to disqualification of vendors bid. The Pricing Page contains a list of the Contract Services and estimated purchase volume. The estimated purchase volume for each item represents the approximate volume of anticipated purchases only. No future use of the Contract or any individual item is guaranteed or implied.

Vendor should type or electronically enter the information into the Pricing Page to prevent errors in the evaluation.

BIDDER /VENDOR INFORMATION:

Vendor Name: ACME SUPPLY CO., LTD	
Address: 10 CEDAR SWAMP ROAD SUITE 7	
City, State Zip: GLEN COVE NY 11542	
Phone Number: 800.567.8025	
Email Address: BN@ACMESUPPLY.US	
Vendor Signature: 	Date: 03/01/2023



State of West Virginia
Agency Request for Quote

Proc Folder: 1178119			Reason for Modification:
Doc Description: Inmate Supplies - Footwear, Hygiene, and Miscellaneous			
Proc Type: Agency Master Agreement			
Date Issued	Solicitation Closes	Solicitation No	Version
2023-02-23	2023-03-09 14:00	ARFQ 0608 DCR2300000141	1

BID RECEIVING LOCATION

WV DIVISION OF ADMINISTRATIVE SERVICES
1124 SMITH STREET
SECOND FLOOR
CHARLESTON WV 25301
US

VENDOR

Vendor Customer Code: 000000102806
Vendor Name : ACME SUPPLY CO., LTD
Address : 10 CEDAR SWAMP RD SUITE 7 GLEN COVE NY 11542
Street : CEDAR SWAMP ROAD SUITE 7
City : GLEN COVE
State : NY **Country :** USA **Zip :** 11542
Principal Contact : ZAHEER SHEIK
Vendor Contact Phone: 800 567-8025 **Extension:**

FOR INFORMATION CONTACT THE BUYER

Thomas P Hymes
304-558-2350
thomas.p.hymes@wv.gov

**Vendor
Signature X**

FEIN# 11-3111598

DATE 03/01/2023

All offers subject to all terms and conditions contained in this solicitation

ADDITIONAL INFORMATION

The WV Department of Homeland Security, Division of Administrative Services is soliciting bids on behalf of WV Division of Corrections and Rehabilitation to establish an open-end contract for but not limited to Inmate Supplies - Footwear, Hygiene, and Miscellaneous Clothing.

INVOICE TO		SHIP TO	
ALL STATE AGENCIES VARIOUS LOCATIONS AS INDICATED BY ORDER		STATE OF WEST VIRGINIA VARIOUS LOCATIONS AS INDICATED BY ORDER	
No City US	WV	No City US	WV

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
1	Eligible Item #1 - Footwear - Athletic, Slip-on and Boots	1.00000	LS	No Bid	—

Comm Code	Manufacturer	Specification	Model #
53110000			

Extended Description:

See specifications and Exhibit - A price page for details

INVOICE TO		SHIP TO	
ALL STATE AGENCIES VARIOUS LOCATIONS AS INDICATED BY ORDER		STATE OF WEST VIRGINIA VARIOUS LOCATIONS AS INDICATED BY ORDER	
No City US	WV	No City US	WV

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
2	Eligible Item #2 - Hygiene - Hair Care	1.00000	LS	No Bid	—

Comm Code	Manufacturer	Specification	Model #
53130000			

Extended Description:

See specifications and Exhibit - A price page for details

INVOICE TO		SHIP TO	
ALL STATE AGENCIES VARIOUS LOCATIONS AS INDICATED BY ORDER		STATE OF WEST VIRGINIA VARIOUS LOCATIONS AS INDICATED BY ORDER	
No City US	WV	No City US	WV

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
3	Eligible Item #3 - Hygiene - Soap and Body Wash	1.00000	LS	No Bid	—

Comm Code	Manufacturer	Specification	Model #
53130000			

Extended Description:
See specifications and Exhibit - A price page for details

INVOICE TO		SHIP TO	
ALL STATE AGENCIES VARIOUS LOCATIONS AS INDICATED BY ORDER		STATE OF WEST VIRGINIA VARIOUS LOCATIONS AS INDICATED BY ORDER	
No City US	WV	No City US	WV

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
4	Eligible Item #4 - Hygiene - Dental Care	1.00000	LS	No Bid	—

Comm Code	Manufacturer	Specification	Model #
53130000			

Extended Description:
See specifications and Exhibit - A price page for details

INVOICE TO	SHIP TO
ALL STATE AGENCIES VARIOUS LOCATIONS AS INDICATED BY ORDER	STATE OF WEST VIRGINIA VARIOUS LOCATIONS AS INDICATED BY ORDER

No City	WV	No City	WV
US		US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
5	Eligible Item #5 - Hygiene - Men and Womens Deodorants	1.00000	LS	No BID	—

Comm Code	Manufacturer	Specification	Model #
53130000			

Extended Description:
See specifications and Exhibit - A price page for details

INVOICE TO	SHIP TO
ALL STATE AGENCIES VARIOUS LOCATIONS AS INDICATED BY ORDER	STATE OF WEST VIRGINIA VARIOUS LOCATIONS AS INDICATED BY ORDER

No City	WV	No City	WV
US		US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
6	Eligible Item #6 - Hygiene - Feminine Products	1.00000	LS	No BID	—

Comm Code	Manufacturer	Specification	Model #
53130000			

Extended Description:
See specifications and Exhibit - A price page for details

INVOICE TO	SHIP TO
ALL STATE AGENCIES VARIOUS LOCATIONS AS INDICATED BY ORDER	STATE OF WEST VIRGINIA VARIOUS LOCATIONS AS INDICATED BY ORDER

No City	WV	No City	WV
US		US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
7	Eligible Item #7 - Hygiene - Shaving Products	1.00000	LS	No BID	—

Comm Code	Manufacturer	Specification	Model #
53130000			

Extended Description:

See specifications and Exhibit - A price page for details

INVOICE TO	SHIP TO
ALL STATE AGENCIES VARIOUS LOCATIONS AS INDICATED BY ORDER	STATE OF WEST VIRGINIA VARIOUS LOCATIONS AS INDICATED BY ORDER

No City	WV	No City	WV
US		US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
8	Eligible Item #8 - Hygiene - Toiletries	1.00000	LS	No BID	—

Comm Code	Manufacturer	Specification	Model #
53130000			

Extended Description:

See specifications and Exhibit - A price page for details

INVOICE TO	SHIP TO
ALL STATE AGENCIES VARIOUS LOCATIONS AS INDICATED BY ORDER	STATE OF WEST VIRGINIA VARIOUS LOCATIONS AS INDICATED BY ORDER

No City	WV	No City	WV
US		US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
9	Eligible Item #9 - Clothing - Mens Briefs	1.00000	LS	PLEASE SEE PRICE PAGE	

Comm Code	Manufacturer	Specification	Model #
53100000	ACME	AS SPECIFIED	96673

Extended Description:
See specifications and Exhibit - A price page for details

INVOICE TO	SHIP TO
ALL STATE AGENCIES VARIOUS LOCATIONS AS INDICATED BY ORDER	STATE OF WEST VIRGINIA VARIOUS LOCATIONS AS INDICATED BY ORDER

No City	WV	No City	WV
US		US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
10	Eligible Item #10 - Clothing-Womens Underpants & Sports Bras	1.00000	LS	PLEASE SEE PRICE PAGE	

Comm Code	Manufacturer	Specification	Model #
53100000	ACME	ASSPECIFIED	166WH

Extended Description:
See specifications and Exhibit - A price page for details

INVOICE TO		SHIP TO	
ALL STATE AGENCIES VARIOUS LOCATIONS AS INDICATED BY ORDER		STATE OF WEST VIRGINIA VARIOUS LOCATIONS AS INDICATED BY ORDER	
No City US	WV	No City US	WV

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
11	Eligible Item #11 - Miscellaneous Clothing	1.00000	LS	PLEASE SEE PRICE PAGE	

Comm Code	Manufacturer	Specification	Model #
53100000	ACME	AS SPECIFIED	

Extended Description:

See specifications and Exhibit - A price page for details

INVOICE TO		SHIP TO	
ALL STATE AGENCIES VARIOUS LOCATIONS AS INDICATED BY ORDER		STATE OF WEST VIRGINIA VARIOUS LOCATIONS AS INDICATED BY ORDER	
No City US	WV	No City US	WV

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
12	Eligible Item #12 - Miscellaneous Items	1.00000	LS	No Bid	—

Comm Code	Manufacturer	Specification	Model #
53100000			

Extended Description:

See specifications and Exhibit - A price page for details

SCHEDULE OF EVENTS		
Line	Event	Event Date
1	TECHNICAL QUESTION DEADLINE Due by 2:00pm EST	2023-03-02

	Document Phase	Document Description	Page 8
DCR2300000141	Final	Inmate Supplies - Footwear, Hygiene, and Miscellaneous	

INSTRUCTIONS TO VENDORS SUBMITTING BIDS

1. REVIEW DOCUMENTS THOROUGHLY: The attached documents contain a solicitation for bids. Please read these instructions and all documents attached in their entirety. These instructions provide critical information about requirements that if overlooked could lead to disqualification of a Vendor's bid. All bids must be submitted in accordance with the provisions contained in these instructions and the Solicitation. Failure to do so may result in disqualification of Vendor's bid.

2. MANDATORY TERMS: The Solicitation may contain mandatory provisions identified by the use of the words "must," "will," and "shall." Failure to comply with a mandatory term in the Solicitation will result in bid disqualification.

2A. PREBID MEETING: The item identified below shall apply to this Solicitation.

☒ A pre-bid meeting will not be held prior to bid opening

☐ A MANDATORY PRE-BID meeting will be held at the following place and time:

--

All Vendors submitting a bid must attend the mandatory pre-bid meeting. Failure to attend the mandatory pre-bid meeting shall result in disqualification of the Vendor's bid. No one individual is permitted to represent more than one vendor at the pre-bid meeting. Any individual that does attempt to represent two or more vendors will be required to select one vendor to which the individual's attendance will be attributed. The vendors not selected will be deemed to have not attended the pre-bid meeting unless another individual attended on their behalf. The required attribution of attendance to a single vendor should be addressed during the pre-bid but may occur at any time deemed appropriate by the Agency.

An attendance sheet provided at the pre-bid meeting shall serve as the official document verifying attendance. Any person attending the pre-bid meeting on behalf of a Vendor must list on the attendance sheet his or her name and the name of the Vendor he or she is representing.

Additionally, the person attending the pre-bid meeting should include the Vendor's E-Mail address, phone number, and Fax number on the attendance sheet. It is the Vendor's responsibility to locate the attendance sheet and provide the required information. Failure to complete the attendance sheet as required may result in disqualification of Vendor's bid.

All Vendors should arrive prior to the starting time for the pre-bid. Vendors who arrive after the starting time but prior to the end of the pre-bid will be permitted to sign in, but are charged with knowing all matters discussed at the pre-bid.

Questions submitted at least five business days prior to a scheduled pre-bid will be discussed at the pre-bid meeting if possible. Any discussions or answers to questions at the pre-bid meeting are preliminary in nature and are non-binding. Official and binding answers to questions will be published in a written addendum to the Solicitation prior to bid opening.

3. BID SUBMISSION: All bids must be submitted electronically through wvOASIS or signed and delivered by the Vendor to the Agency on or before the date and time of the bid opening. Any bid received by the Agency staff is considered to be in the possession of the Agency and will not be returned for any reason.

3A. BID SUBMISSION

A bid that is not submitted electronically through wvOASIS should contain the information listed below on the face of the envelope or the bid may be rejected by the Agency.

SEALED BID:	YES
BUYER:	Thomas Hymes email: thomas.p.hymes@wv.gov
SOLICITATION NO.:	ARFQ 0608 DCR2300000141
BID OPENING DATE:	March 10th, 2023 (03/10/2023)
BID OPENING TIME:	10:00am EST
FAX NUMBER:	304-558-1426

4. ADDENDUM ACKNOWLEDGEMENT: Changes or revisions to this Solicitation will be made by an official addendum issued by the Agency. Vendor should acknowledge receipt of all addenda issued with this Solicitation by completing an Addendum Acknowledgment Form, a copy of which is included herewith. Failure to acknowledge addenda may result in bid disqualification. The addendum acknowledgement should be submitted with the bid to expedite document processing.

5. BID FORMATTING: Vendor should type or electronically enter the information onto its bid to prevent errors in the evaluation. Failure to type or electronically enter the information may result in bid disqualification.

6. ALTERNATE MODEL OR BRAND: Unless the box below is checked, any model, brand, or specification listed in this Solicitation establishes the acceptable level of quality only and is not intended to reflect a preference for, or in any way favor, a particular brand or vendor. Vendors may bid alternates to a listed model or brand provided that the alternate is at least equal to the model or brand and complies with the required specifications. The equality of any alternate being bid shall be determined by the State at its sole discretion. Any Vendor bidding an alternate model or brand should clearly identify the alternate items in its bid and should include manufacturer's specifications, industry literature, and/or any other relevant documentation demonstrating the equality of the alternate items. Failure to provide information for alternate items may be grounds for rejection of a Vendor's bid.

☐ This Solicitation is based upon a standardized commodity. Vendors are expected to bid the standardized commodity identified. Failure to bid the standardized commodity will result in your firm's bid being rejected.

7. **EXCEPTIONS AND CLARIFICATIONS:** The Solicitation contains the specifications that shall form the basis of a contractual agreement. Vendor shall clearly mark any exceptions, clarifications, or other proposed modifications in its bid. Exceptions to, clarifications of, or modifications of a requirement or term and condition of the Solicitation may result in bid disqualification.

8. **REGISTRATION:** Prior to Contract award, the apparent successful Vendor must be properly registered with the Agency and must have paid the \$125 fee, if applicable.

9. **UNIT PRICE:** Unit prices shall prevail in cases of a discrepancy in the Vendor's bid.

10. **ELECTRONIC FILE ACCESS RESTRICTIONS:** Vendor must ensure that its submission in wvOASIS can be accessed and viewed by the Agency staff immediately upon bid opening. The Agency will consider any file that cannot be immediately access and viewed at the time of the bid opening (such as, encrypted files, password protected files, or incompatible files) to be blank or incomplete as context requires, and therefore unacceptable. A vendor will not be permitted to unencrypt files, remove password protections, or resubmit documents after bid opening to make a file viewable if those documents are required with the bid. A Vendor may be required to provide document passwords or removed access restrictions to allow the Agency to print or electronically save documents provided that those documents are viewable by the Agency prior to obtaining the password or removing the access restriction.

11. **NON-RESPONSIBLE:** The Director of Administrative Services reserves the right to reject the bid of any vendor as Non-Responsible, when the Director determines that the vendor submitting the bid does not have the capability to fully perform, or lacks the integrity and reliability to assure good-faith performance.

12. **ACCEPTANCE/REJECTION:** The State may accept or reject any bid in whole, or in part.

13. **YOUR SUBMISSION IS A PUBLIC DOCUMENT:** Vendor's entire response to the Solicitation and the resulting Contract are public documents. As public documents, they will be disclosed to the public following the bid/proposal opening or award of the contract, Freedom of Information Act in West Virginia Code §§ 29B-1-1 et seq.

DO NOT SUBMIT MATERIAL YOU CONSIDER TO BE CONFIDENTIAL, A TRADE SECRET, OR OTHERWISE NOT SUBJECT TO PUBLIC DISCLOSURE.

Submission of any bid, proposal, or other document to the Agency constitutes your explicit consent to the subsequent public disclosure of the bid, proposal, or document. The Agency will disclose any document labeled "confidential," "proprietary," "trade secret," "private," or labeled with any other claim against public disclosure of the documents, to include any "trade secrets" as defined by West Virginia Code § 47-22-1 et seq. All submissions are subject to public disclosure without notice.

GENERAL TERMS AND CONDITIONS:

1. CONTRACTUAL AGREEMENT: Issuance of a Award Document signed by the Agency and approved as to form by the Attorney General's office, if required, constitutes acceptance of this Contract made by and between the State of West Virginia and the Vendor. Vendor's signature on its bid signifies Vendor's agreement to be bound by and accept the terms and conditions contained in this Contract.

2. DEFINITIONS: As used in this Solicitation/Contract, the following terms shall have the meanings attributed to them below. Additional definitions may be found in the specifications included with this Solicitation/Contract.

2.1. "Agency" or "Agencies" means the agency, board, commission, or other entity of the State of West Virginia that is identified on the first page of the Solicitation or any other public entity seeking to procure goods or services under this Contract.

2.2. "Bid" or "Proposal" means the vendors submitted response to this solicitation.

2.3. "Contract" means the binding agreement that is entered into between the State and the Vendor to provide the goods or services requested in the Solicitation.

2.4. "Director" means the Director of the West Virginia Division of Administrative Services.

2.5. "Award Document" means the document signed by the Agency that identifies the Vendor as the contract holder.

2.6. "Solicitation" means the official notice of an opportunity to supply the State with goods or services.

2.7. "State" means the State of West Virginia and/or any of its agencies, commissions, boards, etc. as context requires.

2.8. "Vendor" or "Vendors" means any entity submitting a bid in response to the Solicitation, the entity that has been selected as the lowest responsible bidder, or the entity that has been awarded the Contract as context requires.

3. **CONTRACT TERM; RENEWAL; EXTENSION:** The term of this Contract shall be determined in accordance with the category that has been identified as applicable to this Contract below:

☒ **Term Contract**

Initial Contract Term: This Contract becomes effective on the date indicated on the awarded contract and extends for a period of 1 (one) year(s).

Renewal Term: This Contract may be renewed upon the mutual written consent of the Agency, and the Vendor. Any request for renewal should be delivered to the Agency thirty (30) days prior to the expiration date of the initial contract term or appropriate renewal term. A Contract renewal shall be in accordance with the terms and conditions of the original contract. Unless otherwise specified below, renewal of this Contract is limited to 4 (four) successive one (1) year periods or multiple renewal periods of less than one year, provided that the multiple renewal periods do not exceed the total number of months available in all renewal years combined. Automatic renewal of this Contract is prohibited.

☐ **Alternate Renewal Term** – This contract may be renewed for _____ successive _____ year periods or shorter periods provided that they do not exceed the total number of months contained in all available renewals. Automatic renewal of this Contract is prohibited. Renewals must be approved by the Vendor and Agency.

Delivery Order Limitations: In the event that this contract permits delivery orders, a delivery order may only be issued during the time this Contract is in effect. Any delivery order issued within one year of the expiration of this Contract shall be effective for one year from the date the delivery order is issued. No delivery order may be extended beyond one year after this Contract has expired.

☐ **Fixed Period Contract:** This Contract becomes effective upon Vendor's receipt of the notice to proceed and must be completed within _____ days.

☐ **Fixed Period Contract with Renewals:** This Contract becomes effective upon Vendor's receipt of the notice to proceed and part of the Contract more fully described in the attached specifications must be completed within _____ days. Upon completion of the work covered by the preceding sentence, the vendor agrees that maintenance, monitoring, or warranty services will be provided for _____ year(s) thereafter.

☐ **One Time Purchase:** The term of this Contract shall run from the issuance of the Award Document until all of the goods contracted for have been delivered, but in no event will this Contract extend for more than one fiscal year.

☐ **Other:** See attached.

4. **NOTICE TO PROCEED:** Vendor shall begin performance of this Contract immediately upon receiving notice to proceed unless otherwise instructed by the Agency. Unless otherwise specified, the fully executed Award Document will be considered notice to proceed.

5. **QUANTITIES:** The quantities required under this Contract shall be determined in accordance with the category that has been identified as applicable to this Contract below.

☒ **Open End Contract:** Quantities listed in this Solicitation are approximations only, based on estimates supplied by the Agency. 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.

☐ **Service:** The scope of the service to be provided will be more clearly defined in the specifications included herewith.

☐ **Combined Service and Goods:** The scope of the service and deliverable goods to be provided will be more clearly defined in the specifications included herewith.

☐ **One Time Purchase:** This Contract is for the purchase of a set quantity of goods that are identified in the specifications included herewith. Once those items have been delivered, no additional goods may be procured under this Contract without an appropriate change order approved by the Vendor, Agency, and Attorney General's office.

6. **REQUIRED DOCUMENTS:** All of the items checked below must be provided to the Agency by the Vendor as specified below.

☐ **PERFORMANCE BOND:** The apparent successful Vendor shall provide a performance bond in the amount of 100% of the contract value. The performance bond must be received by the Agency prior to Contract award.

☐ **LABOR/MATERIAL PAYMENT BOND:** The apparent successful Vendor shall provide a labor/material payment bond in the amount of 100% of the Contract value. The labor/material payment bond must be received by the Agency prior to Contract award.

☐ **MAINTENANCE BOND:** The apparent successful Vendor shall provide a two (2) year maintenance bond covering the roofing system. The maintenance bond must be issued and delivered to the Agency prior to Contract award.

☐ **LICENSE(S) / CERTIFICATIONS / PERMITS:** In addition to anything required under the Section of the General Terms and Conditions entitled Licensing, the apparent successful Vendor shall furnish proof of the following licenses, certifications, and/or permits upon request and in a form acceptable to the State. The request may be prior to or after contract award at the State's sole discretion.

<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	

The apparent successful Vendor shall also furnish proof of any additional licenses or certifications contained in the specifications regardless of whether or not that requirement is listed above.

7. **INSURANCE:** The apparent successful Vendor shall furnish proof of the insurance identified by a checkmark below and must include the State as an additional insured on each policy prior to Contract award. The insurance coverages identified below must be maintained throughout the life of this contract. Thirty (30) days prior to the expiration of the insurance policies Vendor shall provide the Agency with proof that the insurance mandated herein has been continued. Vendor must also provide Agency with immediate notice of any changes in its insurance policies, including but not limited to, policy cancelation, policy reduction, or change in insurers. The apparent successful Vendor shall also furnish proof of any additional insurance requirements contained in the specifications prior to Contract award regardless of whether or not that insurance requirement is listed in this section.

Vendor must maintain:

☐ **Commercial General Liability Insurance** in at least an amount of: _____ per occurrence.

☐ **Automobile Liability Insurance** in at least an amount of: _____ per occurrence.

☐ **Professional/Malpractice/Errors and Omission Insurance** in at least an amount of: _____ per occurrence. Notwithstanding the forgoing, Vendor's are not required to list the State as an additional insured for this type of policy.

☐ **Commercial Crime and Third Party Fidelity Insurance** in an amount of: _____ per occurrence.

☐ **Cyber Liability Insurance** in an amount of: _____ per occurrence.

☐ **Builders Risk Insurance** in an amount equal to 100% of the amount of the Contract.

☐ **Pollution Insurance** in an amount of: _____ per occurrence.

☐ **Aircraft Liability** in an amount of: _____ per occurrence.

☐ _____

☐ _____

☐ _____

☐ _____

8. **WORKERS' COMPENSATION INSURANCE:** The apparent successful Vendor shall comply with laws relating to workers compensation, shall maintain workers' compensation insurance when required, and shall furnish proof of workers' compensation insurance upon request.

9. **LIQUIDATED DAMAGES:** This clause shall in no way be considered exclusive and shall not limit the State or Agency's right to pursue any other available remedy. Vendor shall pay liquidated damages in the amount specified below or as described in the specifications:

☐ _____ for _____

☐ Liquidated Damages Contained in the Specifications

10. **ACCEPTANCE:** Vendor's signature on its bid, or on the certification and signature page, constitutes an offer to the State that cannot be unilaterally withdrawn, signifies that the product or service proposed by vendor meets the mandatory requirements contained in the Solicitation for that product or service, unless otherwise indicated, and signifies acceptance of the terms and conditions contained in the Solicitation unless otherwise indicated.

11. **PRICING:** The pricing set forth herein is firm for the life of the Contract, unless specified elsewhere within this Solicitation/Contract by the State. A Vendor's inclusion of price adjustment provisions in its bid, without an express authorization from the State in the Solicitation to do so, may result in bid disqualification. Notwithstanding the foregoing, Vendor must extend any publicly advertised sale price to the State and invoice at the lower of the contract price or the publicly advertised sale price.

12. **PAYMENT IN ARREARS:** Payment in advance is prohibited under this Contract. Payment may only be made after the delivery and acceptance of goods or services. The Vendor shall submit invoices, in arrears.

13. **PAYMENT METHODS:** Vendor must accept payment by electronic funds transfer or P-Card. (The State of West Virginia's Purchasing Card program, administered under contract by a banking institution, processes payment for goods and services through state designated credit cards.)

14. **ADDITIONAL FEES:** Vendor is not permitted to charge additional fees or assess additional charges that were not either expressly provided for in the solicitation published by the State of West Virginia or included in the unit price or lump sum bid amount that Vendor is required by the solicitation to provide. Including such fees or charges as notes to the solicitation may result in rejection of vendor's bid. Requesting such fees or charges be paid after the contract has been awarded may result in cancellation of the contract.

15. **TAXES:** The Vendor shall pay any applicable sales, use, personal property or any other taxes arising out of this Contract and the transactions contemplated thereby. The State of West Virginia is exempt from federal and state taxes and will not pay or reimburse such taxes.

16. **FUNDING:** This Contract shall continue for the term stated herein, contingent upon funds being appropriated by the Legislature or otherwise being made available. In the event funds are not appropriated or otherwise made available, this Contract becomes void and of no effect beginning on July 1 of the fiscal year for which funding has not been appropriated or otherwise made available.

17. CANCELLATION: The State reserves the right to cancel this Contract immediately upon written notice to the vendor if the materials or workmanship supplied do not conform to the specifications contained in the Contract. The Agency may also cancel any purchase or Contract upon 30 days written notice to the Vendor.

18. TIME: Time is of the essence with regard to all matters of time and performance in this Contract.

19. APPLICABLE LAW: This Contract is governed by and interpreted under West Virginia law without giving effect to its choice of law principles. Any information provided in specification manuals, or any other source, verbal or written, which contradicts or violates the West Virginia Constitution, West Virginia Code or West Virginia Code of State Rules is void and of no effect.

20. COMPLIANCE WITH LAWS: Vendor shall comply with all applicable federal, state, and local laws, regulations and ordinances. By submitting a bid, Vendor acknowledges that it has reviewed, understands, and will comply with all applicable laws, regulations, and ordinances. Vendor shall notify all subcontractors providing commodities or services related to this Contract that as subcontractors, they too are required to comply with all applicable laws, regulations, and ordinances.

21. ARBITRATION: Any references made to arbitration contained in this Contract, Vendor's bid, or in any American Institute of Architects documents pertaining to this Contract are hereby deleted, void, and of no effect.

22. MODIFICATIONS: This writing is the parties' final expression of intent. Notwithstanding anything contained in this Contract to the contrary, no modification of this Contract shall be binding without mutual written consent of the Agency, and the Vendor.

23. WAIVER: The failure of either party to insist upon a strict performance of any of the terms or provision of this Contract, or to exercise any option, right, or remedy herein contained, shall not be construed as a waiver or a relinquishment for the future of such term, provision, option, right, or remedy, but the same shall continue in full force and effect. Any waiver must be expressly stated in writing and signed by the waiving party.

24. SUBSEQUENT FORMS: The terms and conditions contained in this Contract shall supersede any and all subsequent terms and conditions which may appear on any form documents submitted by Vendor to the Agency such as price lists, order forms, invoices, sales agreements, or maintenance agreements, and includes internet websites or other electronic documents. Acceptance or use of Vendor's forms does not constitute acceptance of the terms and conditions contained thereon.

25. ASSIGNMENT: Neither this Contract nor any monies due, or to become due hereunder, may be assigned by the Vendor without the express written consent of the Agency and any other government agency or office that may be required to approve such assignments.

26. WARRANTY: The Vendor expressly warrants that the goods and/or services covered by this Contract will: (a) conform to the specifications, drawings, samples, or other description furnished or specified by the Agency; (b) be merchantable and fit for the purpose intended; and (c) be free from defect in material and workmanship.

27. STATE EMPLOYEES: State employees are not permitted to utilize this Contract for personal use and the Vendor is prohibited from permitting or facilitating the same.

28. PRIVACY, SECURITY, AND CONFIDENTIALITY: The Vendor agrees that it 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/default.html>

29. YOUR SUBMISSION IS A PUBLIC DOCUMENT: Vendor's entire response to the Solicitation and the resulting Contract are public documents. As public documents, they will be disclosed to the public following the bid/proposal opening or award of the contract, as required by the competitive bidding laws of the State of West Virginia and the Freedom of Information Act West Virginia Code §§ 29B-1-1 et seq.

DO NOT SUBMIT MATERIAL YOU CONSIDER TO BE CONFIDENTIAL, A TRADE SECRET, OR OTHERWISE NOT SUBJECT TO PUBLIC DISCLOSURE.

Submission of any bid, proposal, or other document to the Agency constitutes your explicit consent to the subsequent public disclosure of the bid, proposal, or document. The Agency will disclose any document labeled "confidential," "proprietary," "trade secret," "private," or labeled with any other claim against public disclosure of the documents, to include any "trade secrets" as defined by West Virginia Code § 47-22-1 et seq. All submissions are subject to public disclosure without notice.

30. LICENSING: In accordance with applicable law, Vendor 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. Obligations related to political subdivisions may include, but are not limited to, business licensing, business and occupation taxes, inspection compliance, permitting, etc. Upon request, the Vendor must provide all necessary releases to obtain information to enable the Agency to verify that the Vendor is licensed and in good standing with the above entities. Vendor shall notify all subcontractors providing commodities or services related to this Contract that as subcontractors, they too are required to be licensed, in good standing, and up-to-date on all state and local obligations as described in this section.

31. ANTITRUST: In submitting a bid to, signing a contract with, or accepting an Award Document from any agency of the State of West Virginia, the Vendor agrees to 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 Vendor.

32. VENDOR CERTIFICATIONS: By signing its bid or entering into this Contract, Vendor certifies (1) that its bid or offer was made without prior understanding, agreement, or connection with any corporation, firm, limited liability company, partnership, person or entity submitting a bid or offer for the same material, supplies, equipment or services; (2) that its bid or offer is in all respects fair and without collusion or fraud; (3) that this Contract is accepted or entered into without any prior understanding, agreement, or connection to any other entity that could be considered a violation of law; and (4) that it has reviewed this Solicitation in its entirety; understands the requirements, terms and conditions, and other information contained herein. Vendor's signature on its bid or offer also affirms that neither it nor its representatives have any interest, nor shall acquire any interest, direct or indirect, which would compromise the performance of its services hereunder. Any such interests shall be promptly presented in detail to the Agency. The individual signing this bid or offer on behalf of Vendor certifies that he or she is authorized by the Vendor to execute this bid or offer or any documents related thereto on

Vendor's behalf; that he or she is authorized to bind the Vendor in a contractual relationship; and that, to the best of his or her knowledge, the Vendor has properly registered with any State agency that may require registration.

33. VENDOR RELATIONSHIP: The relationship of the Vendor to the State shall be that of an independent contractor and no principal-agent relationship or employer-employee relationship is contemplated or created by this Contract. The Vendor as an independent contractor is solely liable for the acts and omissions of its employees and agents. Vendor shall be responsible for selecting, supervising, and compensating any and all individuals employed pursuant to the terms of this Solicitation and resulting contract. Neither the Vendor, nor any employees or subcontractors of the Vendor, shall be deemed to be employees of the State for any purpose whatsoever. Vendor shall be exclusively responsible for payment of employees and contractors for all wages and salaries, taxes, withholding payments, penalties, fees, fringe benefits, professional liability insurance premiums, contributions to insurance and pension, or other deferred compensation plans, including but not limited to, Workers' Compensation and Social Security obligations, licensing fees, etc. and the filing of all necessary documents, forms, and returns pertinent to all of the foregoing. Vendor shall hold harmless the State, and shall provide the State and Agency with a defense against any and all claims including, but not limited to, the foregoing payments, withholdings, contributions, taxes, Social Security taxes, and employer income tax returns.

34. INDEMNIFICATION: The Vendor agrees to indemnify, defend, and hold harmless the State and the Agency, their officers, and employees from and against: (1) Any claims or losses for services rendered by any subcontractor, person, or firm performing or supplying services, materials, or supplies in connection with the performance of the Contract; (2) Any claims or losses resulting to any person or entity injured or damaged by the Vendor, its officers, employees, or subcontractors by the publication, translation, reproduction, delivery, performance, use, or disposition of any data used under the Contract in a manner not authorized by the Contract, or by Federal or State statutes or regulations; and (3) Any failure of the Vendor, its officers, employees, or subcontractors to observe State and Federal laws including, but not limited to, labor and wage and hour laws.

35. PURCHASING AFFIDAVIT: In accordance with West Virginia Code, the State is prohibited from awarding a contract to any bidder that owes a debt to the State or a political subdivision of the State. Vendors are required to sign, notarize, and submit the Purchasing Affidavit to the Agency affirming under oath that it is not in default on any monetary obligation owed to the state or a political subdivision of the state.

36. CONFLICT OF INTEREST: Vendor, its officers or members or employees, shall not presently have or acquire an interest, direct or indirect, which would conflict with or compromise the performance of its obligations hereunder. Vendor shall periodically inquire of its officers, members and employees to ensure that a conflict of interest does not arise. Any conflict of interest discovered shall be promptly presented in detail to the Agency.

37. REPORTS: Vendor shall provide the Agency with the following reports identified by a checked box below:

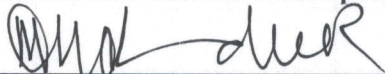
☒ Such reports as the Agency may request. Requested reports may include, but are not limited to, quantities purchased, agencies utilizing the contract, total contract expenditures by agency, etc.

☐ Quarterly reports detailing the total quantity of purchases in units and dollars, along with a listing of purchases by agency. Quarterly reports should be delivered to the Agency.

38. BACKGROUND CHECK: In accordance with W. Va. Code § 15-2D-3, the Director of the Division of Protective Services shall require any service provider whose employees are regularly employed on the grounds or in the buildings of the Capitol complex or who have access to sensitive or critical information to submit to a fingerprint-based state and federal background inquiry through the state repository. The service provider is responsible for any costs associated with the fingerprint-based state and federal background inquiry. After the contract for such services has been approved, but before any such employees are permitted to be on the grounds or in the buildings of the Capitol complex or have access to sensitive or critical information, the service provider shall submit a list of all persons who will be physically present and working at the Capitol complex to the Director of the Division of Protective Services for purposes of verifying compliance with this provision. The State reserves the right to prohibit a service provider's employees from accessing sensitive or critical information or to be present at the Capitol complex based upon results addressed from a criminal background check.

Service providers should contact the West Virginia Division of Protective Services by phone at (304) 558-9911 for more information.

DESIGNATED CONTACT: Vendor appoints the individual identified in this Section as the Contract Administrator and the initial point of contact for matters relating to this Contract.


PRESIDENT
(Name, Title)
ZAHEER SHEIK PRESIDENT
(Printed Name and Title)
10 CEDAR SWAMP ROAD SUITE 7 GLEN COVE NY 11542
(Address)
800.567.8025 / 800.567.8026
(Phone Number) / (Fax Number)
BN@ACMESUPPLY.US
(E-mail address)

CERTIFICATION AND SIGNATURE: By signing below, or submitting documentation through wvOASIS, I certify that I have reviewed this Solicitation in its entirety; that I understand the requirements, terms and conditions, and other information contained herein; that this bid, offer or proposal constitutes an offer to the State that cannot be unilaterally withdrawn; that the product or service proposed meets the mandatory requirements contained in the Solicitation for that product or service, unless otherwise stated herein; that the Vendor accepts the terms and conditions contained in the Solicitation, unless otherwise stated herein; that I am submitting this bid, offer or proposal for review and consideration; that I am authorized by the vendor to execute and submit this bid, offer, or proposal, or any documents related thereto on vendor's behalf; that I am authorized to bind the vendor in a contractual relationship; and that to the best of my knowledge, the vendor has properly registered with any State agency that may require registration.

ACME SUPPLY CO., LTD

(Company)


PRESIDENT
(Authorized Signature) (Representative Name, Title)

ZAHEER SHEIK PRESIDENT

(Printed Name and Title of Authorized Representative)

03/01/2023

(Date)

800.567.8025 800.567.8026

(Phone Number) (Fax Number)

ADDENDUM ACKNOWLEDGEMENT FORM

SOLICITATION NO.:

Instructions: Please acknowledge receipt of all addenda issued with this solicitation by completing this addendum acknowledgment form. Check the box next to each addendum received and sign below. Failure to acknowledge addenda may result in bid disqualification. Acknowledgment: I hereby acknowledge receipt of the following addenda and have made the necessary revisions to my proposal, plans and/or specification, etc.

Addendum Numbers Received:

(Check the box next to each addendum received)

- | | |
|--|--|
| <input checked="" type="checkbox"/> Addendum No. 1 | <input type="checkbox"/> Addendum No. 6 |
| <input type="checkbox"/> Addendum No. 2 | <input type="checkbox"/> Addendum No. 7 |
| <input type="checkbox"/> Addendum No. 3 | <input type="checkbox"/> Addendum No. 8 |
| <input type="checkbox"/> Addendum No. 4 | <input type="checkbox"/> Addendum No. 9 |
| <input type="checkbox"/> Addendum No. 5 | <input type="checkbox"/> Addendum No. 10 |

I understand that failure to confirm the receipt of addenda may be cause for rejection of this bid. I further 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.

ACME SUPPLY CO., LTD

Company



Authorized Signature

03/01/2023

Date

NOTE: This addendum acknowledgment should be submitted with the bid to expedite document processing.

REQUEST FOR QUOTATION
Inmate Supplies – Footwear, Hygiene, and Miscellaneous Clothing
ARFQ 0608 DCR2300000141

SPECIFICATIONS

1. **PURPOSE AND SCOPE:** The WV Department of Homeland Security, Division of Administrative Services is soliciting bids on behalf of WV Division of Corrections and Rehabilitation to establish an open-end contract for but not limited to Inmate Supplies - Footwear, Hygiene, and Miscellaneous Clothing.

2. **DEFINITIONS:** The terms listed below shall have the meanings assigned to them below. Additional definitions can be found in section 2 of the General Terms and Conditions.

2.1 **“Business Hours”** means Monday – Friday 8:00 AM to 5:00 PM EST excluding weekends and Federal and State holidays, which are as follows:

- New Year’s Day (January 1)
- Martin Luther King Day (Third Monday in January)
- President’s Day (Third Monday in February)
- Memorial Day (Last Monday in May)
- Juneteenth (June 19)
- West Virginia Day (June 20)
- Independence Day (July 4)
- Labor Day (First Monday in September)
- Columbus Day (Second Monday in October)
- Veterans Day (November 11)
- Thanksgiving (Fourth Thursday in November)
- Day After Thanksgiving (Fourth Friday in November)
- Christmas Day (December 25)

2.2 **“Contract Item”** means the list of items identified in Section 3.1 below and on the Pricing Pages.

2.3 **“CPI”** means Consumer Price Index.

2.4 **“Pricing Pages”** means the schedule of prices, estimated order quantity, and totals contained in wvOASIS or attached hereto as Exhibit A, and used to evaluate the Solicitation responses.

2.5 **“Solicitation”** means the official notice of an opportunity to supply the State with goods or services that is published by the WV Division of Administrative Services.

3. GENERAL REQUIREMENTS:

3.1 **Contract Items and Mandatory Requirements:** Vendor must provide Agency with the Contract Items listed below on an open-end and continuing basis. Contract Items must meet or exceed the mandatory requirements as shown below.

REQUEST FOR QUOTATION
Inmate Supplies – Footwear, Hygiene, and Miscellaneous Clothing
ARFQ 0608 DCR2300000141

3.1.1 ELIGIBLE ITEM #1 - FOOTWEAR - ATHLETIC, SLIP-ON SHOES AND BOOTS

3.1.1.1 Men's Leather Velcro Athletic Shoe (Size 5 – 16)

- 3.1.1.1.1 Vendor must provide an estimated quantity of fifty (50) men's leather Velcro athletic shoe.
- 3.1.1.1.2 Must be available in sizes 5-16.
- 3.1.1.1.3 Must have leather uppers.
- 3.1.1.1.4 Must come in low tops.
- 3.1.1.1.5 Must be available in white.
- 3.1.1.1.6 Must have non-marking sole.
- 3.1.1.1.7 Must fasten with Velcro.

3.1.1.2 Women's Leather Velcro Athletic Shoe (Size 4 -11)

- 3.1.1.2.1 Vendor must provide an estimated quantity of fifty (50) women's leather Velcro athletic shoes.
- 3.1.1.2.2 Must be available in sizes 4-11.
- 3.1.1.2.3 Must have leather uppers.
- 3.1.1.2.4 Must come in low tops.
- 3.1.1.2.5 Must be available in white.
- 3.1.1.2.6 Must have non-marking sole.
- 3.1.1.2.7 Must fasten with Velcro.

3.1.1.3 Men's Leather Lace-Up Athletic Shoe (Size 5 -16)

- 3.1.1.3.1 Vendor must provide an estimated quantity of fifty (50) men's leather lace-up athletic shoes.
- 3.1.1.3.2 Must be available in sizes 5-16.
- 3.1.1.3.3 Must have leather uppers.
- 3.1.1.3.4 Must come in low tops.
- 3.1.1.3.5 Must be available in white.
- 3.1.1.3.6 Must have non-marking sole.
- 3.1.1.3.7 Must fasten with lace up shoestrings.

3.1.1.4 Women's Leather Lace-Up Athletic Shoe (Size 4 - 11)

- 3.1.1.4.1 Vendor must provide an estimated quantity of fifty (50) women's leather lace-up athletic shoes.
- 3.1.1.4.2 Must be available in sizes 4-11.
- 3.1.1.4.3 Must have leather uppers.
- 3.1.1.4.4 Must come in low tops.
- 3.1.1.4.5 Must be available in white.
- 3.1.1.4.6 Must have non-marking sole.
- 3.1.1.4.7 Must fasten with lace up shoestrings.

3.1.1.5 Men's Canvas Lace-Up Athletic Shoe (Size 5 -15)

- 3.1.1.5.1 Vendor must provide an estimated quantity of fifty (50) men's canvas lace-up athletic shoes.

REQUEST FOR QUOTATION
Inmate Supplies – Footwear, Hygiene, and Miscellaneous Clothing
ARFQ 0608 DCR2300000141

- 3.1.1.5.2 Must be available in sizes 5-15.
- 3.1.1.5.3 Must be available in white and orange.
- 3.1.1.5.4 Must come in low tops.
- 3.1.1.5.5 Must have non-marking sole.
- 3.1.1.5.6 Must fasten with lace up shoestrings.
- 3.1.1.5.7 Must be available in regular, wide, and extra wide.
- 3.1.1.5.8 Must be washable.
- 3.1.1.5.9 Must have full cushion insoles with arch support.

3.1.1.6 Women's Canvas Lace-Up Athletic Shoe (Size 4 - 12)

- 3.1.1.6.1 Vendor must provide an estimated quantity of fifty (50) women's canvas lace-up athletic shoes.
- 3.1.1.6.2 Must be available in sizes 4-12.
- 3.1.1.6.3 Must be available in white and orange.
- 3.1.1.6.4 Must come in low tops.
- 3.1.1.6.5 Must have non-marking sole.
- 3.1.1.6.6 Must fasten with lace up shoestrings.
- 3.1.1.6.7 Must be available in regular, wide, and extra wide.
- 3.1.1.6.8 Must be washable.
- 3.1.1.6.9 Must have full cushion insoles with arch support.

3.1.1.7 Men's Canvas Slip On Shoe (Size 5 -15)

- 3.1.1.7.1 Vendor must provide an estimated quantity of fifty (50) men's canvas slip on shoes.
- 3.1.1.7.2 Must be available in sizes 5-15.
- 3.1.1.7.3 Must be available in white and orange.
- 3.1.1.7.4 Must come in low tops.
- 3.1.1.7.5 Must have non-marking sole.
- 3.1.1.7.6 Must be available in regular, wide, and extra wide.
- 3.1.1.7.7 Must be washable.
- 3.1.1.7.8 Must have full cushion insoles with arch support.
- 3.1.1.7.9 Must be slip on with no shoestrings or zippers.

3.1.1.8 Women's Canvas slip on Shoe (Size 4 - 12)

- 3.1.1.8.1 Vendor must provide an estimated quantity of fifty (50) women's canvas slip on shoes.
- 3.1.1.8.2 Must be available in sizes 4-12.
- 3.1.1.8.3 Must be available in white and orange.
- 3.1.1.8.4 Must come in low tops.
- 3.1.1.8.5 Must have non-marking sole.
- 3.1.1.8.6 Must be available in regular, wide, and extra wide.
- 3.1.1.8.7 Must be washable.
- 3.1.1.8.8 Must have full cushion insoles with arch support.
- 3.1.1.8.9 Must be slip on with no shoestrings or zippers.

REQUEST FOR QUOTATION
Inmate Supplies – Footwear, Hygiene, and Miscellaneous Clothing
ARFQ 0608 DCR2300000141

3.1.1.9 Men's 6" Work Boot (Size 5-16)

- 3.1.1.9.1 Vendor must provide an estimated quantity of fifty (50) men's 6" work boot.
- 3.1.1.9.2 Must be available in sizes 5-16.
- 3.1.1.9.3 Must be welt construction.
- 3.1.1.9.4 Must be made of leather upper.
- 3.1.1.9.5 Must have cushioned insole.
- 3.1.1.9.6 Must not have any metal or hard plastic shank.
- 3.1.1.9.7 Must not contain steel toes.
- 3.1.1.9.8 Must fasten with lace up shoestrings.
- 3.1.1.9.9 Must be available in black, brown and tan.
- 3.1.1.9.10 Must be water resistant.
- 3.1.1.9.11 Must have non-marking soles.
- 3.1.1.9.12 Must be available in regular, wide, and extra wide.

3.1.1.10 Women's 6" Work Boot (Size 4-13)

- 3.1.1.10.1 Vendor must provide an estimated quantity of fifty (50) women's 6" work boot.
- 3.1.1.10.2 Must be available in sizes 4-13.
- 3.1.1.10.3 Must be welt construction.
- 3.1.1.10.4 Must be insulated.
- 3.1.1.10.5 Must have a padded collar.
- 3.1.1.10.6 Must not have any metal or hard plastic shank.
- 3.1.1.10.7 Must not contain steel toes.
- 3.1.1.10.8 Must fasten with lace up shoestrings.
- 3.1.1.10.9 Must be available in black, brown, and tan.
- 3.1.1.10.10 Must be water resistant.
- 3.1.1.10.11 Must have non-marking soles.
- 3.1.1.10.12 Must be available in regular, wide, and extra wide.

3.1.1.11 Men's Servus CT Boot (Size 5-15)

- 3.1.1.11.1 Vendor must provide an estimated quantity of fifty (50) Men's Servus CT boot.
- 3.1.1.11.2 Must be available in sizes 5-15.
- 3.1.1.11.3 Must be water resistant.
- 3.1.1.11.4 Must have non-marking soles.
- 3.1.1.11.5 Must be available in regular, wide, and extra wide.
- 3.1.1.11.6 Must have a minimum height of 11" to a maximum height of 16".

3.1.1.12 Women's Servus CT Boot (Size 5-13)

- 3.1.1.12.1 Vendor must provide an estimated quantity of fifty (50) Women's Servus CT boot.
- 3.1.1.12.2 Must be available in sizes 5-13.
- 3.1.1.12.3 Must be water resistant.
- 3.1.1.12.4 Must have non-marking soles.

REQUEST FOR QUOTATION
Inmate Supplies – Footwear, Hygiene, and Miscellaneous Clothing
ARFQ 0608 DCR2300000141

3.1.1.12.5 Must be available in regular, wide, and extra wide.

3.1.1.12.6 Must have a minimum height of 11” to a maximum height of 16”.

3.1.1.13 Rubber Knee Boot (Size 4-15)

3.1.1.13.1 Vendor must provide an estimated quantity of fifty (50) Rubber Knee boot.

3.1.1.13.2 Must be available in sizes 4-15.

3.1.1.13.3 Must be versatile for men and women.

3.1.1.13.4 Must be made of heavy duty, anti-skid waterproof, non-cracking PVC material.

3.1.1.13.5 Must be plain toed.

3.1.1.13.6 Must have a minimum height of 14”.

3.1.1.13.7 Must come with a removable washable insole.

3.1.1.13.8 Must have a molded shank for extra support, but this must not be made of metal.

3.1.1.14 EVA Clogs (Size 5-15)

3.1.1.14.1 Vendor must provide an estimated quantity of fifty (50) EVA Clogs.

3.1.1.14.2 Must be available in sizes 5-15.

3.1.1.14.3 Must be versatile for both men and women.

3.1.1.14.4 Must be made of water-resistant non-marking materials.

3.1.1.14.5 Must be made with nonmetal riveted heel.

3.1.1.15 Versatile PVC Sandal, Orange

3.1.1.15.1 Vendor must provide an estimated quantity of fifty (50) PVC Sandals.

3.1.1.15.2 Must be orange in color.

3.1.1.15.3 Must be available in sizes Small – 3XL.

3.1.1.15.4 Must be versatile for both men and women.

3.1.1.15.5 Must be a one-piece basket woven design.

3.1.1.15.6 Must be a soft pliable PVC with a thick cushioned sole and mark resistant.

3.1.1.16 V – Strap Flip Flop Men’s

3.1.1.16.1 Vendor must provide an estimated quantity of fifty (50) V-strap flip flop.

3.1.1.16.2 Must be available in Men’s sizes Small – 2XL.

3.1.1.16.3 Must be EVA with slip-resistant on outsole.

3.1.1.16.4 Must have a half inch 1/2” strap.

3.1.1.16.5 Must have a half inch 1/2” sole.

REQUEST FOR QUOTATION
Inmate Supplies – Footwear, Hygiene, and Miscellaneous Clothing
ARFQ 0608 DCR2300000141

3.1.1.17 V – Strap Flip Flop Women’s

3.1.1.17.1 Vendor must provide an estimated quantity of fifty (50) V-strap flip flop.

3.1.1.17.2 Must be available in Women’s sizes 5 – 16.

3.1.1.17.3 Must be EVA with slip-resistant on outsole.

3.1.1.17.4 Must have a half inch 1/2” strap.

3.1.1.17.5 Must have a half inch 1/2” sole.

3.1.2 ELIGIBLE ITEM #2 - HYGIENE - HAIR CARE

3.1.2.1 The Vendor must adhere to the following requirements for inmate hygiene supplies:

3.1.2.1.1 Must not have glass or metal used in its product packaging.

3.1.2.1.2 Must be alcohol free.

3.1.2.2 Comb – 5” inch

3.1.2.2.1 Vendor must provide an estimated quantity of fifty (50) hair combs.

3.1.2.2.2 Must be 5” in length.

3.1.2.2.3 Must be made of plastic.

3.1.2.3 Comb – 7” inch

3.1.2.3.1 Vendor must provide an estimated quantity of fifty (50) hair combs.

3.1.2.3.2 Must be 7” in length.

3.1.2.3.3 Must be made of plastic.

3.1.2.4 Club Palm Brush

3.1.2.4.1 Vendor must provide an estimated quantity of fifty (50) Club Palm Brush.

3.1.2.4.2 Must have nylon bristles

3.1.2.4.3 Must be a maximum of 4” in length

3.1.2.5 Lice Control Shampoo

3.1.2.5.1 Vendor must provide an estimated quantity of fifty (150) packets of shampoo.

3.1.2.5.2 Must come in a minimum of 1.0oz packets.

3.1.2.5.3 Must be non-foaming.

3.1.2.5.4 Must be formulated to kill head lice, body lice, and crabs.

3.1.2.5.5 Must include Ingredients Pyrethrin and Piperonyl Butoxide.

REQUEST FOR QUOTATION
Inmate Supplies – Footwear, Hygiene, and Miscellaneous Clothing
ARFQ 0608 DCR2300000141

3.1.2.6 All-in-one Shampoo

- 3.1.2.6.1** Vendor must provide an estimated quantity of fifty (50) bottles of shampoo.
- 3.1.2.6.2** Must come in a see-through container.
- 3.1.2.6.3** Must be a transparent product.
- 3.1.2.6.4** Must be free of alcohol and animal biproducts.
- 3.1.2.6.5** Must come in a minimum size of 2.0oz to a maximum size of 4.0oz in volume.

3.1.3 ELIGIBLE ITEM #3 - SOAP AND BODY WASH

3.1.3.1 Anti-bacterial bar soap

- 3.1.3.1.1** Vendor must provide an estimated quantity of fifty (50) anti-bacterial bar of soap.
- 3.1.3.1.2** Must contain no animal biproducts.
- 3.1.3.1.3** Must be anti-bacterial and not deodorant soap.
- 3.1.3.1.4** Must be a minimum of 1.25oz to a maximum of 3.0oz per bar of soap.

3.1.3.2 Shampoo & Body Wash

- 3.1.3.2.1** Vendor must provide an estimated quantity of one thousand (1,000) packets of body wash.
- 3.1.3.2.2** Must come in a see-through packet.
- 3.1.3.2.3** Must be a transparent product.
- 3.1.3.2.4** Must be for single application.
- 3.1.3.2.5** Must come in .34oz packs.

3.1.4 ELIGIBLE ITEM #4 – DENTAL CARE

3.1.4.1 Dental Adhesive

- 3.1.4.1.1** Vendor must provide an estimated quantity of fifty (50) dental adhesive.
- 3.1.4.1.2** Must be a minimum of 1.4oz to a maximum of 2.5oz in volume.

3.1.4.2 Denture Cleaner

- 3.1.4.2.1** Vendor must provide an estimated quantity of fifty (50) denture cleaner.
- 3.1.4.2.2** Must come in paste form and cannot be tablets.

3.1.4.3 Thumb Brush

- 3.1.4.3.1** Vendor must provide an estimated quantity of fifty (50) thumb brushes.
- 3.1.4.3.2** Must have thumbprint handle
- 3.1.4.3.3** Must have nylon bristles

REQUEST FOR QUOTATION
Inmate Supplies – Footwear, Hygiene, and Miscellaneous Clothing
ARFQ 0608 DCR2300000141

3.1.4.3.4 Must have 2 3/4" to 3" in length

3.1.4.3.5 Must be flexible.

3.1.4.4 Regular Toothbrush

3.1.4.4.1 Vendor must provide an estimated quantity of fifty (50) toothbrushes.

3.1.4.4.2 Must have a minimum tuft of 40.

3.1.4.4.3 Must have soft nylon bristles.

3.1.4.4.4 Must have a minimum of 5.5" to 6.5' length.

3.1.4.4.5 Must be flexible.

3.1.4.5 Small Toothpaste

3.1.4.5.1 Vendor must provide an estimated quantity of fifty (50) small toothpaste.

3.1.4.5.2 Must be in a see-through tube and be transparent.

3.1.4.5.3 Must have a minimum of .85oz to a maximum of 2.5oz in volume.

3.1.4.6 Medium Toothpaste

3.1.4.6.1 Vendor must provide an estimated quantity of fifty (50) medium toothpaste.

3.1.4.6.2 Must be in a see-through tube and be transparent.

3.1.4.6.3 Must have a minimum of 1.4oz to a maximum of 2.5oz in volume.

3.1.4.7 Large Toothpaste

3.1.4.7.1 Vendor must provide an estimated quantity of fifty (50) large toothpaste.

3.1.4.7.2 Must be in a see-through tube and be transparent.

3.1.4.7.3 Must have a minimum of 4.0oz to a maximum of 6.5oz in volume.

3.1.5 ELIGIBLE ITEM #5 – MEN AND WOMEN'S DEODRANTS

3.1.5.1 Deodorant – Men's Roll-on

3.1.5.1.1 Vendor must provide an estimated quantity of fifty (50) men's roll-on deodorant.

3.1.5.1.2 Must be in a see-through container and be transparent.

3.1.5.1.3 Must have a minimum of .12oz to a maximum of 1.4oz in volume.

REQUEST FOR QUOTATION
Inmate Supplies – Footwear, Hygiene, and Miscellaneous Clothing
ARFQ 0608 DCR2300000141

3.1.5.2 Deodorant – Men's Stick

- 3.1.5.2.1** Vendor must provide an estimated quantity of fifty (50) men's stick deodorant.
- 3.1.5.2.2** Must be in a see-through container and be transparent.
- 3.1.5.2.3** Must have a minimum of 1.4oz to a maximum of 2.5oz in volume.

3.1.5.3 Deodorant – Women's Roll-on

- 3.1.5.3.1** Vendor must provide an estimated quantity of fifty (50) women's roll-on deodorant.
- 3.1.5.3.2** Vendor must provide women's roll-on deodorant that meet the following:
- 3.1.5.3.3** Must be in a see-through container and be transparent.
- 3.1.5.3.4** Must have a minimum of 1.4oz to a maximum of 2.5oz in volume.

3.1.5.4 Deodorant – Women's Stick

- 3.1.5.4.1** Vendor must provide an estimated quantity of fifty (50) women's stick deodorant.
- 3.1.5.4.2** Must be in a see-through container and be transparent.
- 3.1.5.4.3** Must have a minimum of 1.4oz to a maximum of 2.5oz in volume.

3.1.6 ELIGIBLE ITEM #6 – FEMININE PRODUCTS

3.1.6.1 Sanitary Napkins

- 3.1.6.1.1** Vendor must provide an estimated quantity of fifty (50) sanitary napkins.
- 3.1.6.1.2** Must be individually wrapped.
- 3.1.6.1.3** Must be a minimum width of pad and filler that shall be 2 1/4".
- 3.1.6.1.4** Must have a minimum length of 8".
- 3.1.6.1.5** Must have a minimum length of filler that shall be 6 1/4".
- 3.1.6.1.6** Must have a minimum thickness of 5/16".

3.1.6.2 Tampon with Applicator

- 3.1.6.2.1** Vendor must provide an estimated quantity of fifty (50) tampons with an applicator.
- 3.1.6.2.2** Must be offered with regular absorbency.
- 3.1.6.2.3** Must have a cardboard applicator.

REQUEST FOR QUOTATION
Inmate Supplies – Footwear, Hygiene, and Miscellaneous Clothing
ARFQ 0608 DCR2300000141

3.1.6.3 Tampon without Applicator

- 3.1.6.3.1** Vendor must provide an estimated quantity of fifty (50) tampons without an applicator.
- 3.1.6.3.2** Must be offered with regular absorbency.
- 3.1.6.3.3** Must not have an applicator.

3.1.7 ELIGIBLE ITEM #7 – SHAVING PRODUCTS

3.1.7.1 Twin-Blade Razor

- 3.1.7.1.1** Vendor must provide an estimated quantity of fifty (50) twin-blade razor.
- 3.1.7.1.2** Must be a twin-blade.
- 3.1.7.1.3** Must be disposable.

3.1.7.2 Single-Blade Razor

- 3.1.7.2.1** Vendor must provide an estimated quantity of fifty (50) single-blade razor.
- 3.1.7.2.2** Must be a single blade.
- 3.1.7.2.3** Must be disposable.

3.1.7.3 Small Shaving Cream

- 3.1.7.3.1** Vendor must provide an estimated quantity of fifty (50) small shaving cream.
- 3.1.7.3.2** Must be non-aerosol.
- 3.1.7.3.3** Must have a minimum of .25oz to a maximum of 2.5oz in volume.

3.1.7.4 Medium Shaving Cream

- 3.1.7.4.1** Vendor must provide an estimated quantity of fifty (50) medium shaving cream.
- 3.1.7.4.2** Must be non-aerosol.
- 3.1.7.4.3** Must have a minimum of 2.5oz to a maximum of 7.0oz in volume.

3.1.7.5 Large Shaving Cream

- 3.1.7.5.1** Vendor must provide an estimated quantity of fifty (50) large shaving cream.
- 3.1.7.5.2** Must be non-aerosol.
- 3.1.7.5.3** Must have a minimum of 7.0oz to a maximum of 11.0oz in volume.

REQUEST FOR QUOTATION
Inmate Supplies – Footwear, Hygiene, and Miscellaneous Clothing
ARFQ 0608 DCR2300000141

3.1.8 ELIGIBLE ITEM #8 – TOILETRIES

3.1.8.1 Lip Balm

- 3.1.8.1.1** Vendor must provide an estimated quantity of fifty (50) lip balm.
- 3.1.8.1.2** Must be in a see-through container.
- 3.1.8.1.3** Must have a minimum of 0.15oz to a maximum of 0.35oz in volume.

3.1.8.2 Hand & Body Lotion

- 3.1.8.2.1** Vendor must provide an estimated quantity of fifty (50) hand & body lotion.
- 3.1.8.2.2** Must be in a see-through container.
- 3.1.8.2.3** Must have a minimum of 2.0oz to a maximum of 6.5oz in volume.

3.1.9 ELIGIBLE ITEM #9 – MENS BRIEFS

3.1.9.1 Men's Briefs Small

- 3.1.9.1.1** Vendor must provide an estimated quantity of fifty (50) men's briefs small.
- 3.1.9.1.2** Must be 100% preshrunk cotton.
- 3.1.9.1.3** Must be white in color.
- 3.1.9.1.4** Must be available in sizes small.
- 3.1.9.1.5** Must have an elastic waist band.
- 3.1.9.1.6** Must have a snug fit.

3.1.9.2 Men's Briefs Medium

- 3.1.9.2.1** Vendor must provide an estimated quantity of fifty (50) men's briefs medium.
- 3.1.9.2.2** Must be 100% preshrunk cotton.
- 3.1.9.2.3** Must be white in color.
- 3.1.9.2.4** Must be available in sizes medium.
- 3.1.9.2.5** Must have an elastic waist band.
- 3.1.9.2.6** Must have a snug fit.

3.1.9.3 Men's Briefs Large

- 3.1.9.3.1** Vendor must provide an estimated quantity of fifty (50) men's briefs large.
- 3.1.9.3.2** Must be 100% preshrunk cotton.
- 3.1.9.3.3** Must be white in color.
- 3.1.9.3.4** Must be available in sizes large.
- 3.1.9.3.5** Must have an elastic waist band.
- 3.1.9.3.6** Must have a snug fit.

REQUEST FOR QUOTATION
Inmate Supplies – Footwear, Hygiene, and Miscellaneous Clothing
ARFQ 0608 DCR2300000141

3.1.9.4 Men's Briefs XL

- 3.1.9.4.1** Vendor must provide an estimated quantity of fifty (50) men's briefs XL.
- 3.1.9.4.2** Must be 100% preshrunk cotton.
- 3.1.9.4.3** Must be white in color.
- 3.1.9.4.4** Must be available in sizes XL.
- 3.1.9.4.5** Must have an elastic waist band.
- 3.1.9.4.6** Must have a snug fit.

3.1.9.5 Men's Briefs 2 XL

- 3.1.9.5.1** Vendor must provide an estimated quantity of fifty (50) men's briefs 2 XL.
- 3.1.9.5.2** Must be 100% preshrunk cotton.
- 3.1.9.5.3** Must be white in color.
- 3.1.9.5.4** Must be available in sizes 2 XL.
- 3.1.9.5.5** Must have an elastic waist band.
- 3.1.9.5.6** Must have a snug fit.

3.1.9.6 Men's Briefs 3-6 XL

- 3.1.9.6.1** Vendor must provide an estimated quantity of fifty (50) men's briefs 3-6 XL.
- 3.1.9.6.2** Must be 100% preshrunk cotton.
- 3.1.9.6.3** Must be white in color.
- 3.1.9.6.4** Must be available in sizes 3-6 XL.
- 3.1.9.6.5** Must have an elastic waist band.
- 3.1.9.6.6** Must have a snug fit.

3.1.9.7 Men's Briefs 7-10 XL

- 3.1.9.7.1** Vendor must provide an estimated quantity of fifty (50) men's briefs 7-10 XL.
- 3.1.9.7.2** Must be 100% preshrunk cotton.
- 3.1.9.7.3** Must be white in color.
- 3.1.9.7.4** Must be available in sizes 7-10 XL.
- 3.1.9.7.5** Must have an elastic waist band.
- 3.1.9.7.6** Must have a snug fit.

3.1.9.8 Men's Boxers – Solid Color SM – 10XL

- 3.1.9.8.1** Vendor must provide an estimated quantity of fifty (50) men's boxers Small – 10XL
- 3.1.9.8.2** Must be 100% polyester.
- 3.1.9.8.3** Must be orange in color.

REQUEST FOR QUOTATION
Inmate Supplies – Footwear, Hygiene, and Miscellaneous Clothing
ARFQ 0608 DCR2300000141

3.1.10 ELIGIBLE ITEM #10 – WOMENS UNDERPANTS & SPORTS BRAS

3.1.10.1 Women's Underpants Small

- 3.1.10.1.1** Vendor must provide an estimated quantity of fifty (50) women's underpants small.
- 3.1.10.1.2** Must be 100% preshrunk cotton.
- 3.1.10.1.3** Must be white in color.
- 3.1.10.1.4** Must be available in sizes small.
- 3.1.10.1.5** Must have a heavy-duty elastic waist band and leg band.
- 3.1.10.1.6** Must have a snug knitted leg.

3.1.10.2 Women's Underpants Medium

- 3.1.10.2.1** Vendor must provide an estimated quantity of fifty (50) women's underpants medium.
- 3.1.10.2.2** Must be 100% preshrunk cotton.
- 3.1.10.2.3** Must be white in color.
- 3.1.10.2.4** Must be available in sizes medium.
- 3.1.10.2.5** Must have a heavy-duty elastic waist band and leg band.
- 3.1.10.2.6** Must have a snug knitted leg.

3.1.10.3 Women's Underpants Large

- 3.1.10.3.1** Vendor must provide an estimated quantity of fifty (50) women's underpants large.
- 3.1.10.3.2** Must be 100% preshrunk cotton.
- 3.1.10.3.3** Must be white in color.
- 3.1.10.3.4** Must be available in sizes large.
- 3.1.10.3.5** Must have a heavy-duty elastic waist band and leg band.
- 3.1.10.3.6** Must have a snug knitted leg.

3.1.10.4 Women's Underpants XL

- 3.1.10.4.1** Vendor must provide an estimated quantity of fifty (50) women's underpants XL.
- 3.1.10.4.2** Must be 100% preshrunk cotton.
- 3.1.10.4.3** Must be white in color.
- 3.1.10.4.4** Must be available in sizes XL.
- 3.1.10.4.5** Must have a heavy-duty elastic waist band and leg band.
- 3.1.10.4.6** Must have a snug knitted leg.

REQUEST FOR QUOTATION
Inmate Supplies – Footwear, Hygiene, and Miscellaneous Clothing
ARFQ 0608 DCR2300000141

3.1.10.5 Women's Underpants 2 XL

- 3.1.10.5.1 Vendor must provide an estimated quantity of fifty (50) women's underpants 2 XL.
- 3.1.10.5.2 Must be 100% preshrunk cotton.
- 3.1.10.5.3 Must be white in color.
- 3.1.10.5.4 Must be available in sizes 2 XL.
- 3.1.10.5.5 Must have a heavy-duty elastic waist band and leg band.
- 3.1.10.5.6 Must have a snug knitted leg.

3.1.10.6 Women's Underpants 3-5 XL

- 3.1.10.6.1 Vendor must provide an estimated quantity of fifty (50) women's underpants 3-5 XL.
- 3.1.10.6.2 Must be 100% preshrunk cotton.
- 3.1.10.6.3 Must be white in color.
- 3.1.10.6.4 Must be available in sizes 3-5 XL.
- 3.1.10.6.5 Must have a heavy-duty elastic waist band and leg band.
- 3.1.10.6.6 Must have a snug knitted leg.

3.1.10.7 Women's Sports Bra Size 32-38

- 3.1.10.7.1 Vendor must provide an estimated quantity of fifty (50) women's sports bra size 32-38.
- 3.1.10.7.2 Must be made of two-ply cotton blend.
- 3.1.10.7.3 Must have wide nonslip straps.
- 3.1.10.7.4 Must be a pull-on style.
- 3.1.10.7.5 Must not have a hook of any type.
- 3.1.10.7.6 Must be available in sizes 32-38.

3.1.10.8 Women's Sports Bra Size 40-54

- 3.1.10.8.1 Vendor must provide an estimated quantity of fifty (50) women's sports bra size 40-54.
- 3.1.10.8.2 Must be made of two-ply cotton blend.
- 3.1.10.8.3 Must have wide nonslip straps.
- 3.1.10.8.4 Must be a pull-on style.
- 3.1.10.8.5 Must not have a hook of any type.
- 3.1.10.8.6 Must be available in sizes 40-54.

3.1.11 ELIGIBLE ITEMS #11 – MISCELLANEOUS CLOTHING

3.1.11.1 Disposable Isolation Gowns

- 3.1.11.1.1 Vendor must provide an estimated quantity of fifty (50) disposable isolation gowns.
- 3.1.11.1.2 Must be fluid resistant.
- 3.1.11.1.3 Must have elastic cuffs.
- 3.1.11.1.4 Must have sewn seams.

REQUEST FOR QUOTATION
Inmate Supplies – Footwear, Hygiene, and Miscellaneous Clothing
ARFQ 0608 DCR2300000141

3.1.11.1.5 Must be universal fit.

3.1.11.2 Disposable Shirt Standard Fit

3.1.11.2.1 Vendor must provide an estimated quantity of fifty (50) disposable shirts standard fit.

3.1.11.2.2 Must be fluid resistant.

3.1.11.2.3 Must be made of breathable fabric.

3.1.11.2.4 Must have no pockets.

3.1.11.2.5 Must have surged seams.

3.1.11.2.6 Must be made of fabric that is self-extinguishing.

3.1.11.2.7 Must be available in sizes standard fit.

3.1.11.3 Disposable Shirt XL – 2XL

3.1.11.3.1 Vendor must provide an estimated quantity of fifty (50) disposable shirts XL – 2XL.

3.1.11.3.2 Must be fluid resistant.

3.1.11.3.3 Must be made of breathable fabric.

3.1.11.3.4 Must have no pockets.

3.1.11.3.5 Must have surged seams.

3.1.11.3.6 Must be made of fabric that is self-extinguishing.

3.1.11.3.7 Must be available in sizes XL – 2XL.

3.1.11.4 Disposable Shirt XL Plus Size

3.1.11.4.1 Vendor must provide an estimated quantity of fifty (50) disposable shirts XL plus size.

3.1.11.4.2 Must be fluid resistant.

3.1.11.4.3 Must be made of breathable fabric.

3.1.11.4.4 Must have no pockets.

3.1.11.4.5 Must have surged seams.

3.1.11.4.6 Must be made of fabric that is self-extinguishing.

3.1.11.4.7 Must be available in sizes XL plus size.

3.1.11.5 Disposable Pants standard fit

3.1.11.5.1 Vendor must provide an estimated quantity of fifty (50) disposable pants standard fit.

3.1.11.5.2 Must be fluid resistant.

3.1.11.5.3 Must be made of breathable fabric.

3.1.11.5.4 Must have no pockets.

3.1.11.5.5 Must have surged seams.

3.1.11.5.6 Must have sewn in elastic waist.

3.1.11.5.7 Must be made of fabric that is self-extinguishing.

3.1.11.5.8 Must be available in sizes standard fit.

3.1.11.6 Disposable Pants XL – 2XL

3.1.11.6.1 Vendor must provide an estimated quantity of fifty (50) disposable pants XL – 2XL.

REQUEST FOR QUOTATION
Inmate Supplies – Footwear, Hygiene, and Miscellaneous Clothing
ARFQ 0608 DCR2300000141

- 3.1.11.6.2 Must be fluid resistant.
- 3.1.11.6.3 Must be made of breathable fabric.
- 3.1.11.6.4 Must have no pockets.
- 3.1.11.6.5 Must have surged seams.
- 3.1.11.6.6 Must have sewn in elastic waist.
- 3.1.11.6.7 Must be made of fabric that is self-extinguishing.
- 3.1.11.6.8 Must be available in sizes XL- 2XL.

3.1.11.7 Disposable Pants XL Plus Size

- 3.1.11.7.1 Vendor must provide an estimated quantity of fifty (50) disposable pants XL plus size.
- 3.1.11.7.2 Must be fluid resistant.
- 3.1.11.7.3 Must be made of breathable fabric.
- 3.1.11.7.4 Must have no pockets.
- 3.1.11.7.5 Must have surged seams.
- 3.1.11.7.6 Must have sewn in elastic waist.
- 3.1.11.7.7 Must be made of fabric that is self-extinguishing.
- 3.1.11.7.8 Must be available in sizes XL plus size.

3.1.11.8 Disposable Briefs One Size Fits Most

- 3.1.11.8.1 Vendor must provide an estimated quantity of fifty (50) disposable briefs.
- 3.1.11.8.2 Must be unisex.
- 3.1.11.8.3 Must be made of breathable fabric that is stretchable.
- 3.1.11.8.4 Must be available in one size fits most.

3.1.11.9 Disposable Briefs Plus Size

- 3.1.11.9.1 Vendor must provide an estimated quantity of fifty (50) disposable briefs.
- 3.1.11.9.2 Must be unisex.
- 3.1.11.9.3 Must be made of breathable fabric that is stretchable.
- 3.1.11.9.4 Must be available in Plus size.

3.1.11.10 Disposable Latex Over-Boot Boot Covers

- 3.1.11.10.1 Vendor must provide an estimated quantity of fifty (50) disposable latex over-boot boot covers.
- 3.1.11.10.2 Must be a minimum of 16" clear polyethylene boot cover.
- 3.1.11.10.3 Must come with an elastic top to stay in place.
- 3.1.11.10.4 Must be a minimum of 5 mil.
- 3.1.11.10.5 Must be waterproof.
- 3.1.11.10.6 Must fit boots size 6 up to size 15.
- 3.1.11.10.7 Must come 500 per case.

REQUEST FOR QUOTATION
Inmate Supplies – Footwear, Hygiene, and Miscellaneous Clothing
ARFQ 0608 DCR2300000141

3.1.11.11 Heavy Duty Vinyl Apron

- 3.1.11.11.1 Vendor must provide an estimated quantity of fifty (50) heavy duty vinyl apron.
- 3.1.11.11.2 Must be made of heavy-duty vinyl.
- 3.1.11.11.3 Must be tear resistant.
- 3.1.11.11.4 Must be flame resistant.
- 3.1.11.11.5 Must be easily cleaned with soap and water.
- 3.1.11.11.6 Must be one size fits most.

3.1.11.12 Suicide Prevention Smock 34” -52”

- 3.1.11.12.1 Vendor must provide an estimated quantity of fifty (50) suicide prevention smock.
- 3.1.11.12.2 Must be 34” to 52”.
- 3.1.11.12.3 Must be made of tear resistant durable construction.
- 3.1.11.12.4 Must be stain resistant.
- 3.1.11.12.5 Must be fire resistant.
- 3.1.11.12.6 Must be made with a minimum of heavy duty 650 denier polyester fabric.
- 3.1.11.12.7 Must have Lockstitch quilted to a 10 oz inner batting.
- 3.1.11.12.8 Must have the hook and loop fasteners for fitting both men and women.

3.1.11.13 Suicide Prevention Smock 44” -56”

- 3.1.11.13.1 Vendor must provide an estimated quantity of fifty (50) suicide prevention smock.
- 3.1.11.13.2 Must be 44” to 56”.
- 3.1.11.13.3 Must be made of tear resistant durable construction.
- 3.1.11.13.4 Must be stain resistant.
- 3.1.11.13.5 Must be fire resistant.
- 3.1.11.13.6 Must be made with a minimum of heavy duty 650 denier polyester fabric.
- 3.1.11.13.7 Must have Lockstitch quilted to a 10 oz inner batting.
- 3.1.11.13.8 Must have the hook and loop fasteners for fitting both men and women.

3.1.11.14 Thermal Underwear – Tops

- 3.1.11.14.1 Vendor must provide an estimated quantity of fifty (50) thermal underwear tops
- 3.1.11.14.2 Must come in sizes Small – 12XLarge
- 3.1.11.14.3 Must be of durable waffle weave thermal knit.
- 3.1.11.14.4 Must be of cotton/poly blend with shrinkage control.

REQUEST FOR QUOTATION
Inmate Supplies – Footwear, Hygiene, and Miscellaneous Clothing
ARFQ 0608 DCR2300000141

3.1.11.14.5 Must be long sleeve crew neck, ribbed collar and cuff.

3.1.11.14.6 Must be dye free in natural cream color.

3.1.11.15 Thermal Underwear – Bottoms

3.1.11.15.1 Vendor must provide an estimated quantity of fifty (50) thermal underwear bottoms.

3.1.11.15.2 Must be available in sizes Small – 12XLarge

3.1.11.15.3 Must be of durable waffle weave thermal knit.

3.1.11.15.4 Must be of cotton/poly blend with shrinkage control.

3.1.11.15.5 Must be ankle length ribbed cuffs, elastic waistband, and front fly.

3.1.11.15.6 Must be dye free in natural cream color.

3.1.11.16 Toboggan – Watch Cap

3.1.11.16.1 Vendor must provide an estimated quantity of fifty (50) toboggan – watch caps.

3.1.11.16.2 Must be of 100% acrylic knit.

3.1.11.16.3 Must be machine washable, line dry

3.1.11.16.4 Must come in one size fits – most.

3.1.11.16.5 Must be orange in color.

3.1.11.17 Sweatshirt – Crew Neck Adult

3.1.11.17.1 Vendor must provide an estimated quantity of fifty (50) sweatshirts.

3.1.11.17.2 Must be available in sizes Small – 10XLarge.

3.1.11.17.3 Must be of cotton/polyester blend.

3.1.11.17.4 Must not have a string waistband.

3.1.11.17.5 Must have elastic waistband and cuffs.

3.1.11.17.6 Must be gray in color.

3.1.11.18 Sweatpants

3.1.11.18.1 Vendor must provide an estimated quantity of fifty (50) sweatpants.

3.1.11.18.2 Must be available in sizes Small – 10XLarge.

3.1.11.18.3 Must be of cotton/polyester blend.

3.1.11.18.4 Must have ribbed collar.

3.1.11.18.5 Must have ribbed bottom and cuffs.

3.1.11.18.6 Must be gray in color.

REQUEST FOR QUOTATION
Inmate Supplies – Footwear, Hygiene, and Miscellaneous Clothing
ARFQ 0608 DCR2300000141

3.1.12 ELIGIBLE ITEMS #12 – MISCELLANEOUS ITEMS

3.1.12.1 Evidence Bags 9”X12”

- 3.1.12.1.1** Vendor must provide an estimated quantity of fifty (50) evidence bags 9”X12”.
- 3.1.12.1.2** Must be 9”X12”.
- 3.1.12.1.3** Must be made with Heavy-gauge poly construction with permanent tape closure on a 2” lip.
- 3.1.12.1.4** Must be clear.
- 3.1.12.1.5** Must have a pre-printed control number on the bag itself and on a tear-off receipt.

3.1.12.2 Evidence Bags 10”X13”

- 3.1.12.2.1** Vendor must provide an estimated quantity of fifty (50) evidence bags 10”X13”.
- 3.1.12.2.2** Must be 10”X13”.
- 3.1.12.2.3** Must be made with Heavy-gauge poly construction with permanent tape closure on a 2” lip.
- 3.1.12.2.4** Must be clear.
- 3.1.12.2.5** Must have a pre-printed control number on the bag itself and on a tear-off receipt.

3.1.12.3 Evidence Bags 14”X20”

- 3.1.12.3.1** Vendor must provide an estimated quantity of fifty (50) evidence bags 14”X20”.
- 3.1.12.3.2** Must be 14”X20”.
- 3.1.12.3.3** Must be made with Heavy-gauge poly construction with permanent tape closure on a 2” lip.
- 3.1.12.3.4** Must be clear.
- 3.1.12.3.5** Must have a pre-printed control number on the bag itself and on a tear-off receipt.

3.1.12.4 Washable Clear EZ Bend Pen

- 3.1.12.4.1** Vendor must provide an estimated quantity of fifty (50) washable EZ bend pen.
- 3.1.12.4.2** Pen must have blue washable ink.
- 3.1.12.4.3** Pen must be 4” in length.
- 3.1.12.4.4** Pen must bend but not break.
- 3.1.12.4.5** Pen must be clear on the outside.

3.1.12.5 Maximum Security Clear Flexible Pen

- 3.1.12.5.1** Vendor must provide an estimated quantity of fifty (50) maximum security clear flexible pen.
- 3.1.12.5.2** Pen must have blue washable ink.

REQUEST FOR QUOTATION
Inmate Supplies – Footwear, Hygiene, and Miscellaneous Clothing
ARFQ 0608 DCR2300000141

- 3.1.12.5.3 Pen must be 4” in length.
- 3.1.12.5.4 Pen must bend but not break.
- 3.1.12.5.5 Pen must be clear on the outside.

3.1.12.6 EcoSecurity Utensil

- 3.1.12.6.1 Vendor must provide an estimated quantity of fifty (50) EcoSecurity Utensil.
- 3.1.12.6.2 Utensil must be of a slick material, moisture-resistant paperboard, similar to a milk carton.
- 3.1.12.6.3 Utensil must be able to be folded in one-step to become a scoop for any soft or bite-size food, not for cutting.

3.1.12.7 Handcuff Padlock

- 3.1.12.7.1 Vendor must provide an estimated quantity of fifty (50) Handcuff Padlocks.
- 3.1.12.7.2 Must be of solid brass with a hardened steel shackle.
- 3.1.12.7.3 Must open with any standard handcuff key.
- 3.1.12.7.4 Must have a minimum of one (1) key that opens both the handcuff and padlock on a restraint chain or belt.

3.1.12.8 Board and Card Games

- 3.1.12.8.1 UNO CARD GAME, vendor must provide an estimated quantity of fifty (50).
- 3.1.12.8.2 PHASE-10 CARD GAME, vendor must provide an estimated quantity of fifty (50).
- 3.1.12.8.3 SCRABBLE BOARD GAME, vendor must provide an estimated quantity of fifty (50).
- 3.1.12.8.4 RISK BOARD GAME, vendor must provide an estimated quantity of fifty (50).
- 3.1.12.8.5 SORRY BOARD GAME, vendor must provide an estimated quantity of fifty (50).
- 3.1.12.8.6 CHECKERS BOARD GAME, vendor must provide an estimated quantity of fifty (50).
- 3.1.12.8.7 CHESS BOARD GAME, vendor must provide an estimated quantity of fifty (50).
- 3.1.12.8.8 BACKGAMMON BOARD GAME, vendor must provide an estimated quantity of fifty (50).

3.1.12.9 Spork Polypropylene – Orange

- 3.1.12.9.1 Vendor must provide an estimated quantity of fifty (50) sporks.
- 3.1.12.9.2 Must be lightweight polypropylene plastic that can stand up to tough treatment and easy to handle.
- 3.1.12.9.3 Must be orange in color.

REQUEST FOR QUOTATION
Inmate Supplies – Footwear, Hygiene, and Miscellaneous Clothing
ARFQ 0608 DCR2300000141

3.1.2 Substitution of Contract Items:

3.1.2.1 The Vendor may substitute a contract item if it becomes discontinued or is no longer available for purchase provided that the substitute/alternate item is equal to or greater than the contract item is offered at the same cost as the original contract item being replaced. Any item being substituted for a contract item must have prior written approval from the Agency.

3.1.3 Samples of Inmate Hygiene Items listed in the RFQ shall be submitted after the bid opening and **only upon notification by the WV Division of Administrative Services**. Vendors must submit samples of all items listed when requested by the Division of Administrative Services. Vendor must deliver samples to the address below within 5 business days of the request and the vendor will be responsible for all shipping and return costs of the samples.

4. CONTRACT AWARD:

4.1 Contract Award: The Contract is intended to provide Agencies with a purchase price on all Contract Items. The Contract will be awarded to the Vendor that provides the Contract Items meeting the required specifications for the lowest overall total bid cost as shown on the Pricing Page.

4.2 The vendor may, thirty (30) days prior to the contract anniversary date, request a price adjustment. Said price adjustment will be considered based on the prior year CPI compared to the current year CPI, or 3%, whichever is less. Agency must approve all price adjustments prior to implementation.

4.3 Pricing Pages: Vendor must complete the Pricing Pages by providing the **quantity per-case** (if applicable) and **item unit price** for the contract item listed in section 3.1.1 through section 3.1.12. Vendor shall include the cost of standard order delivery charges in its bid pricing and is not permitted to charge the Agency separately for such delivery. The Agency will pay delivery charges on all emergency orders provided that vendor invoices those delivery costs as a separate charge with the original freight bill attached to the invoice. Vendor must complete the Pricing Page in their entirety as failure to do so will result in Vendor's bids being disqualified. A no bid entered on the Pricing Page will result in Vendor's bid being disqualified.

Any product or service not on the Agency provided Pricing Pages will not be allowable. The state cannot accept alternate pricing pages, failure to use Exhibit A Pricing Page will lead to disqualification of vendors bid.

REQUEST FOR QUOTATION
Inmate Supplies – Footwear, Hygiene, and Miscellaneous Clothing
ARFQ 0608 DCR2300000141

The Pricing Pages contain a list of the Contract Items and estimated purchase volume. The estimated purchase volume for each item represents the approximate volume of anticipated purchases only. No future use of the Contract or any individual item is guaranteed or implied.

Vendor must electronically enter the information into the Pricing Pages through wvOASIS, if available, or as an electronic document. In most cases, the Vendor can request an electronic copy of the Pricing Pages for bid purposes by sending an email request to the following address: thomas.p.hymes@wv.gov

5. ORDERING AND PAYMENT:

5.1 Ordering: Vendor shall accept orders through wvOASIS, regular mail, facsimile, e-mail, or any other written form of communication. Vendor may, but is not required to, accept on-line orders through a secure internet ordering portal/website. If Vendor has the ability to accept on-line orders, it should include in its response a brief description of how Agencies may utilize the on-line ordering system. Vendor shall ensure that its on-line ordering system is properly secured prior to processing Agency orders on-line.

5.2 Payment: Vendor must accept payment in accordance with the payment procedures of the State of West Virginia.

6. DELIVERY AND RETURN:

6.1 Delivery Time: Vendor shall deliver standard orders within 15 working days after orders are received. Vendor shall deliver emergency orders within 5 working day(s) after orders are received. Vendor shall ship all orders in accordance with the above schedule and shall not hold orders until a minimum delivery quantity is met.

6.2 Late Delivery: The Agency placing the order under this Contract must be notified in writing if orders will be delayed for any reason. Any delay in delivery that could cause harm to an Agency will be grounds for cancellation of the delayed order, and/or obtaining the items ordered from a third party.

Any Agency seeking to obtain items from a third party under this provision must first obtain approval of the West Virginia Division of Administrative Services.

6.3 Delivery Payment/Risk of Loss: Standard order delivery shall be F.O.B. destination to the Agency's location. Vendor shall include the cost of standard order delivery charges in its bid pricing/discount and is not permitted to charge the Agency separately for such delivery. The Agency will pay delivery charges on all emergency orders provided that Vendor invoices those delivery costs as a separate charge with the original freight bill attached to the invoice.

REQUEST FOR QUOTATION
Inmate Supplies – Footwear, Hygiene, and Miscellaneous Clothing
ARFQ 0608 DCR2300000141

- 6.4 Return of Unacceptable Items:** If the Agency deems the Contract Items to be unacceptable, the Contract Items shall be returned to Vendor at Vendor's expense and with no restocking charge. Vendor shall either make arrangements for the return within five (5) days of being notified that items are unacceptable, or permit the Agency to arrange for the return and reimburse Agency for delivery expenses. If the original packaging cannot be utilized for the return, Vendor will supply the Agency with appropriate return packaging upon request. All returns of unacceptable items shall be F.O.B. the Agency's location. The returned product shall either be replaced, or the Agency shall receive a full credit or refund for the purchase price, at the Agency's discretion.
- 6.5 Return Due to Agency Error:** Items ordered in error by the Agency will be returned for credit within 30 days of receipt, F.O.B. Vendor's location. Vendor shall not charge a restocking fee if returned products are in a resalable condition. Items shall be deemed to be in a resalable condition if they are unused and in the original packaging. Any restocking fee for items not in a resalable condition shall be the lower of the Vendor's customary restocking fee or 5% of the total invoiced value of the returned items.

7. VENDOR DEFAULT:

7.1 The following shall be considered a vendor default under this Contract.

- 7.1.1** Failure to provide Contract Items in accordance with the requirements contained herein.
- 7.1.2** Failure to comply with other specifications and requirements contained herein.
- 7.1.3** Failure to comply with any laws, rules, and ordinances applicable to the Contract Services provided under this Contract.
- 7.1.4** Failure to remedy deficient performance upon request.

7.2 The following remedies shall be available to Agency upon default.

- 7.2.1** Immediate cancellation of the Contract.
- 7.2.2** Immediate cancellation of one or more release orders issued under this Contract.
- 7.2.3** Any other remedies available in law or equity.

REQUEST FOR QUOTATION
Inmate Supplies – Footwear, Hygiene, and Miscellaneous Clothing
ARFQ 0608 DCR2300000141

8. MISCELLANEOUS:

- 8.1 No Substitutions:** Vendor must supply only Contract Items submitted in response to the Solicitation unless a contract modification is approved in accordance with the provisions contained in this Contract. Vendor shall be able to supply Agency with the Next Generation item and supplies, however; the next generation must meet or exceed all specification as listed above at no extra cost to the Agency.
- 8.2 Vendor Supply:** Vendor must carry sufficient inventory of the Contract Items being offered to fulfill its obligations under this Contract. By signing its bid, Vendor certifies that it can supply the Contract Items contained in its bid response.
- 8.3 Reports:** Vendor shall provide quarterly reports and annual summaries to the Agency showing the Agency's items purchased, quantities of items purchased, and total dollar value of the items purchased. Vendor shall also provide reports, upon request, showing the items purchased during the term of this Contract, the quantity purchased for each of those items, and the total value of purchases for each of those items. Failure to supply such reports may be grounds for cancellation of this Contract.
- 8.4 Contract Manager:** During its performance of this Contract, Vendor must designate and maintain a primary contract manager responsible for overseeing Vendor's responsibilities under this Contract. The Contract manager must be available during normal business hours to address any customer service or other issues related to this Contract. Vendor should list its Contract manager and his or her contact information below.

Contract Manager:	ZAHEER SHEIK
Telephone Number:	800 567 8025
Fax Number:	800 567 8024
Email Address:	BN@ACMESUPPLY.US

STATE OF WEST VIRGINIA
PURCHASING AFFIDAVIT

CONSTRUCTION CONTRACTS: Under W. Va. Code § 5-22-1(i), the contracting public entity shall not award a construction contract to any bidder that is known to be in default on any monetary obligation owed to the state or a political subdivision of the state, including, but not limited to, obligations related to payroll taxes, property taxes, sales and use taxes, fire service fees, or other fines or fees.

ALL CONTRACTS: Under W. Va. Code § 15A-3-14, 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: (1) the debt owed is an amount greater than one thousand dollars in the aggregate; or (2) the debtor is in employer default.

EXCEPTION: The prohibition listed above does not apply where a vendor has contested any tax administered pursuant to chapter eleven of the W. Va. 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.

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.

"Employer default" means having an outstanding balance or liability to the old fund or to the uninsured employers' fund or being in policy default, as defined in W. Va. Code § 23-2c-2, failure to maintain mandatory workers' compensation coverage, or failure to fully meet its obligations as a workers' compensation self-insured employer. An employer is not in employer default if it has entered into a repayment agreement with the Insurance Commissioner and remains in compliance with the obligations under the repayment agreement.

"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 exceeds five percent of the total contract amount.

AFFIRMATION: By signing this form, the vendor's authorized signer affirms and acknowledges under penalty of law for false swearing (W. Va. Code § 61-5-3) that: (1) for construction contracts, the vendor is not in default on any monetary obligation owed to the state or a political subdivision of the state, and (2) for all other contracts, that neither vendor nor any related party owe a debt as defined above and that neither vendor nor any related party are in employer default as defined above, unless the debt or employer default is permitted under the exception above.

WITNESS THE FOLLOWING SIGNATURE:

Vendor's Name: ACME SUPPLY CO., LTD

Authorized Signature: [Signature] Date: 03/09/23

State of NEW YORK

County of NASSAU, to-wit:

Taken, subscribed, and sworn to before me this 9th day of March, 2023

My Commission expires 02/07, 2025

AFFIX SEAL HERE

NOTARY PUBLIC

PATRICIA VALLE
NOTARY PUBLIC - STATE OF NEW YORK
No. 01VA6122337
Qualified in Nassau County
Commission Expires 02/07/2025

Purchasing Affidavit (Revised 03/09/2019)