

**INVITATION TO BID BY
REVERSE
AUCTION**

State of Ohio
Department of Administrative Services
General Services Division
Office of Procurement Services

**QUALIFICATION
SUMMARY**

The Original Signed Qualification Summary must be submitted in a sealed envelope to the Office of Procurement Services to receive consideration to participate in the on-line auction.		BIDDER NAME	
QUALIFICATION SUMMARY NUMBER SR900510	QUALIFICATION SUMMARY DUE DATE (1:00 P.M.) November 16, 2009	STREET ADDRESS <input type="checkbox"/> Check if remit address is different and list on separate sheet	
General Services Division Office of Procurement Services 4200 Surface Road Columbus, OH 43228-1395 Attn: Bid Desk		CITY	STATE ZIP
		COUNTY	MBE/EDGE CERTIFICATE NUMBER
		TELEPHONE NO. ()	TOLL FREE NO. 1 - ()
		CONTACT PERSON	FAX NO. ()
REQ./INDEX NO. GDC054P	QUALIFICATION SUMMARY NOTICE DATE November 2, 2009	CONTRACTOR'S E-MAIL ADDRESS	

In addition to the standard terms for payment, the payment terms for state agency(ies) will be 2%,10 Days, Net 30 Days unless otherwise stated in the following space. If no discount is offered, bidder should circle "Net 30 Days". _____%, _____ Days, Net 30 Days

PARTICIPATING AGENCY(IES): ALL STATE AGENCIES, AND PROPERLY REGISTERED COUNTIES, TOWNSHIPS, MUNICIPAL CORPORATIONS, REGIONAL TRANSIT AUTHORITIES, REGIONAL AIRPORT AUTHORITIES, PORT AUTHORITIES, SCHOOL DISTRICTS, CONSERVANCY DISTRICTS, TOWNSHIP PARK DISTRICTS AND PARK DISTRICTS, PURSUANT TO SECTION 125.04(B) OF THE OHIO REVISED CODE, THE COOPERATIVE PURCHASING ACT. STATE UNIVERSITIES, STATE VOCATIONAL SCHOOLS, STATE COMMUNITY COLLEGES OR OTHER INSTITUTIONS OF HIGHER EDUCATION MAY USE THESE CONTRACTS. SUCH USE, HOWEVER, IS BASED UPON EACH ENTITY'S PROCUREMENT AUTHORITY.

THE DEPARTMENT OF ADMINISTRATIVE SERVICES, OFFICE OF PROCUREMENT SERVICES, IS SOLICITING BIDS FOR:

UNDERGARMENTS, THERMALS, SWEAT GARMENTS, SOCKS, OUTERWEAR AND GENERAL PURPOSE CLOTHING

TERM OF CONTRACT: This Invitation to Bid is to establish a requirements contract to procure the described supplies or services on behalf of the above participating agency(ies). The agency(ies) may place orders against the Contract beginning 01/01/10 or upon the date when DAS signs the Contract, whichever is later in time. The Contract will expire 12/31/13 unless DAS terminates the Contract based upon reasons set forth in Article I-C of the Contract Terms and Conditions. No agencies may place purchase orders against the Contract beyond the expiration date unless DAS renews the Contract by amendment. The contractor may begin performance under the Contract only upon receipt of a valid order from a participating state agency.

By submitting this Invitation to Bid, the Contractor certifies that Contractor has truthfully disclosed the location(s) where all services are to be performed; the location(s) where all applicable State contract data is to be maintained or made available; and the principal location of business for the Contractor and all subcontractors. The Contractor further certifies and acknowledges that Contractor will not change the country of the location(s) where services are performed and will not change the country of the location(s) where data is maintained or made available without prior written consent of the State.

INSTRUCTIONS TO BIDDERS AND REVERSE AUCTION CONTRACT TERMS AND CONDITIONS, Revised 10-01-07, are a part of this Invitation to Bid. Copies may be downloaded by clicking on this link: [Instructions: Instructions to Bidders for Reverse Auction, Standard Contract Terms and Conditions, and Supplemental Contract Terms and Conditions.](#) (All prior versions of Instructions to Bidder, Contract Terms and Conditions are null and void.

Any questions or clarifications regarding this Invitation to Bid should be directed to the Office of Procurement Services through the Internet at www.ohio.gov/procure. All questions should be submitted a minimum of three (3) working days prior to the bid opening date.

PRINTED/TYPED SIGNATURE	AUTHORIZED SIGNATURE (ORIGINAL SIGNATURE ONLY) <i>(Please sign in blue ink)</i>	DATE
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The ORIGINAL signed Bid must be received at the Office of Procurement Services by 1:00 P.M. on the above listed due date to receive consideration to participate in the Reverse Auction event. Facsimile or electronic copies are not acceptable. The Qualification Summary must be submitted in a sealed envelope with the Reverse Auction number clearly listed on the exterior of the envelope. It is requested that the Bidder NOT sign Qualification Summary bid in BLACK ink. BIDDER CERTIFIES, by signature affixed to its Qualification Summary, that the information provided by it in its Qualification Summary, including the certified statements, is accurate and complete. Bidder declares to have read and understood and agrees to be bound by all of the instructions, terms, conditions and specifications of this Invitation to Bid by Reverse Auction and agrees to fulfill the requirements of any awarded contract at the prices bid. The sealed Qualification Summary will be publicly opened and certified by a representative of the Auditor of State on the above listed due date. Responses received after the above due date and time will not be considered.

REQUIRED CERTIFICATION FOR BIDDING

Those bidders claiming preference for Domestic Source End Products and/or the Ohio preference, pursuant to Revised Code Sections 125.09 and 125.11 and Administrative Code Section 123:5-1-06 must complete the following information. Bidders who qualify as an "Ohio" bidder (offer an Ohio product or who have significant Ohio economic presence) or who qualify as a Border State bidder are eligible to receive a five percent (5%) preference over non-Ohio/Border state bidders. The state reserves the right to clarify any information during the evaluation process. **BIDDERS MUST COMPLETE THIS CERTIFICATION TO RECEIVE THE PREFERENCE.**

A. DOMESTIC PREFERENCE (BUY AMERICA): [Not applicable to "Excepted Products"]

1. Where is each product/services being offered mined, raised, grown, produced or manufactured?

United States: _____ (State) Canada Mexico (Go to B-1)

Other: (Specify Country) _____ (Go to A-2)

2. End product is manufactured outside the United States and at least 50% of the cost of its components are produced, mined, raised, grown or manufactured within the United States. The cost of components may include transportation costs to the place of manufacture and, in the case of components of foreign origin, duty whether or not a duty free entry certificate is issued.

Yes (Go to Section B-1) No (Go to Section A-3)

3. The Bidder hereby certifies that each end product, except the products listed below, is a domestic source end product as defined in the Buy America Act and that components of unknown origin have been considered to have been mined, produced, grown or manufactured outside the United States.

_____ (Item) _____ (Country of Origin)

_____ (Item) _____ (Country of Origin)

A domestic end source product is deemed to be excessively priced if it exceeds the cost of the foreign product by more than 6%. Pursuant to FAR, Part 25, the state of Ohio does not acquire supplies or services that cannot be imported lawfully into the United States. The contractor, their subcontractor(s) and any agent of the contractor or subcontractor must not acquire any supplies or services originating from sources within, or that were located in or transported from or through Cuba, Iran, Iraq, Libya, North Korea, Sudan Territory of Afghanistan controlled by the Taliban, or Serbia (excluding the territory of Kosovo).

B. OHIO PREFERENCE (BUY OHIO):

1. The products/services being offered are raised, grown, produced, mined or manufactured in Ohio.

Yes (Go to C) No (Go to B-2)



2. Bidder has significant economic presence within the state of Ohio. Yes (Answer a, b, c, d below) No (Go to B-3)

a) Bidder has paid the required taxes due the state of Ohio Yes No

b) Bidder is registered with the Ohio Secretary of State

Yes (Charter/Registration No.: _____) No

Questions regarding registration should be directed to (614) 466-3910 or visit their web site at:

<http://www.sos.state.oh.us/>

c) Bidder has ten or more employees based in Ohio or border state. Yes No (Go to B-2d)

d) Bidder has seventy-five percent or more employees based in Ohio or border state. Yes No (Go to B-3)

3. Border state bidder:

Yes (Specify which state then go to B-2c): KY MI NY PA IN) No (Go to B-4)

4. Border state bidder: mined products mined in respective border state Yes No Not Applicable

C. E.D.G.E. DESIGNATION

Bidder is certified E.D.G.E. business Yes No

For information on E.D.G.E. designation, please visit the DAS Equal Opportunity Division website at:

<http://das.ohio.gov/Eod/Edge/Index.htm>

D. DECLARATION REGARDING MATERIAL ASSISTANCE/NON-ASSISTANCE TO A TERRORIST ORGANIZATION (DMA)

The Bidder being awarded this Contract must:

1. review the Terrorist Exclusion List at http://www.publicsafety.ohio.gov/links/terrorist_exclusion_list.pdf

2. complete the Declaration Regarding Material Assistance/Non-Assistance to a Terrorist Organization (DMA) form <http://www.publicsafety.ohio.gov/links/HLS0038.pdf> and submit this with your bid response.

Failure to complete the Declaration Regarding Material Assistance/Non-Assistance to a Terrorist Organization (DMA) form may result in the bidder being deemed not responsive and/or may invalidate any Contract award. If not submitted with the bid response, the bidder will have five (5) business days, after notification, to submit the form.

NOTICE: This Invitation to Bid will be conducted by Reverse Auction. Bidders should carefully read Instructions to Bidders for Reverse Auction and Contract Terms and Conditions, through the link on page 1 of this Invitation to Bid prior to proceeding. The Reverse Auction will be held on Monday December 14, 2009 beginning at 1:00 PM EST until 1:45 PM EST with extension periods as indicated by bids. Bidders should review Appendix A - THE REVERSE AUCTION BID, QUALIFICATION AND LIVE AUCTION PROCESS to this bid/qualification summary to familiarize themselves with the qualification and Reverse Auction process.

REVERSE AUCTION QUALIFICATION SUMMARY SUBMITTALS: Reverse auction qualification summaries shall be submitted in paper form in a sealed envelope with the bid number clearly marked on the exterior. If the bidder uses an express mail or courier service, the bid number must be clearly marked on the exterior of the express mail or courier envelope or must be enclosed in a sealed envelope inside the express mail or courier service envelope, with the bid number clearly marked on the inside envelope. DAS must receive the qualification summary no later than 1:00 PM the day the summaries are scheduled for opening. DAS receives summaries during the hours of 8:00 AM through 4:30 PM Monday through Friday, except state observed holidays. DAS does not accept summaries with insufficient postage, collect on delivery, or through electronic means. Summaries must be delivered to the following address: Department of Administrative Services, General Services Division, Office of Procurement Services, ATTN.: Bid Desk, 4200 Surface Road Columbus, OH 43228-1385.

SPECIAL TERMS AND CONDITIONS

AMENDMENTS TO CONTRACT TERMS AND CONDITIONS: The following Amendments to the Contract Terms and Conditions do hereby become a part hereof. In the event that an amendment conflicts with the Contract Terms and Conditions, the Amendment will prevail.

MANDATORY/REQUIRED SUBMISSIONS: Mandatory submissions must be submitted with the bid/qualification summary response. Required documentation/materials should be submitted with the Bid. If not submitted with the Bid, the Bidder must provide the said required documentation/materials within five (5) business days after notification, to the Office of State Purchasing. Failure to provide mandatory submissions with the bid response or failure to provide the required documentation/materials, as applicable, within the stated time period will result in the Bidder being deemed not responsive and the bid response will be immediately disqualified with no further consideration given for potential awarding of the Contract. For specific submission requirements, Bidders should refer to MANDATORY SUBMISSION - BIDDER QUALIFICATIONS below and the Bid Submission Check List on page 29 for a listing of those mandatory submissions due with the bid response and required submissions that should be submitted with the bid response, but which do not become mandatory until requested by DAS.

MANDATORY SUBMISSION - BIDDER QUALIFICATIONS: To participate in the Reverse Auction bidders must pre-qualify. In order to be deemed responsive, responsible and qualified to participate in the reverse auction, bidders must provide the following mandatory submissions with their pre-qualification response. Pre-qualification responses are due on November 16, 2009 by 1:00 PM EST. For more information see the Mandatory and Required Submittals Section of the Bid Submission Checklist on page 29 of this Invitation to Bid.

- A. Bidders shall supply letter stating ability to show proof of Workers' Compensation Liability Insurance, and General Liability Insurance per the Contract Terms and Conditions (Rev. 10/01/07), Articles S-12 and S-13. Insurance must meet the minimum requirements, of the state of Ohio, as stated in these paragraphs. See INSURANCE REQUIREMENTS clause on page 11 of this Invitation to Bid / Qualification Summary.
- B. Bidders responding to this Invitation to Bid must be authorized dealers or manufacturers of the products they are bidding. Bidders shall submit, with the pre-qualification response, certification attesting that they are the manufacturer or an authorized dealer of the manufacturer of the products being bid. This certification must be on the manufacturer's letterhead, signed by a duly authorized manufacturer's representative.
- C. Descriptive literature or manufacturer's specification sheets must be submitted with the prequalification response for each item/manufacturer bid. Specification sheets must be labeled with the name of the manufacturer, the style or item number and the number of the item bid corresponding to the category and number of the item on the Item Identification Pages 12 through 21 of this RAQS. The state acknowledges that it may receive bids from multiple distributors bidding the same manufacturer's products. In such situations, specification sheets/samples may be submitted by manufacturer(s) on behalf of multiple distributors, provided that such specification sheets/samples are accompanied by written documentation on the manufacturer's letterhead, signed by an authorized representative of the manufacturer, listing the named distributor(s) for whom the specification sheets/samples are provided. Any bidder not appearing on this listing and who have failed to furnish requested specification sheets/samples may be considered not responsive.

Bidders shall complete the Item Identification Information on pages 12 through 21 of this bid and submit them with their pre-qualification response. DO NOT SUPPLY BID PRICING with your pre-qualification summary submittal. Bidders shall indicate on the Item Identification Pages for each item offered in the spaces provided; the 1) Manufacturer Name 2) Brand Name (if applicable) and 3) Item/Style Number for each item bid. Items offered by bidders during pre-qualification will be the same items bid upon during the Reverse Auction and the same products supplied, upon award of any ensuing contract. Once a bidder has indicated and/or quoted a particular manufacturer, brand, item/style number, any subsequent contract will be issued manufacturer and brand specific. No substitutes for brand item/style bid are authorized or will be accepted.

Selected items or sizes in this bid are identified as "Not Evaluated" items on the item identification pages 12 through 21. Offering of "Not Evaluated" items is optional however the State urges bidders if possible to offer prices for these "Not Evaluated" items. If offered by a Bidder and that bidder is awarded the category containing the "Not Evaluated" item, the "Not Evaluated" item will become a part of any ensuing contract.

- D. Bidders shall complete and submit the DISCLOSURE OF SUBCONTRACTORS / JOINT VENTURES on page 4 below of this Invitation to Bid / Qualification Summary.
- E. Bidders shall complete and submit with their bid the BIDDER DISCLOSURE STATEMENTS on page 5 of this Invitation to Bid / Qualification Summary.
- F. Bidders shall complete and submit the AUTOMOBILE LIABILITY INSURANCE REQUIREMENTS AND CHECKLIST below on page 5 of this Invitation to Bid / Qualification Summary.
- G. Bidders shall complete and submit the DISCLOSURE OF FULFILLMENT HOUSES on page 6 of this invitation to Bid / Qualification Summary

Bidders who complete the pre-qualification process and who are deemed to be qualified bidders based upon complete submission of all qualification criteria and specification compliant products as required by this reverse auction qualification summary, will be notified and invited to participate in the Online Reverse Auction Event for the items specified in this reverse auction qualification summary.

DISCLOSURE OF SUBCONTRACTORS / JOINT VENTURES (See Page RA – 10 of 14, Standard Contract Terms and Conditions, Section V, Item Q): Bidders seeking to enter into a supplies contract shall disclose the following:

List names of subcontractors who will be performing work under the Contract. (Use additional sheets if necessary)

By the signature affixed to Page 1 of this Bid, Bidder hereby certifies that the above information is true and accurate. The Bidder agrees that no changes will be made to this list of subcontractors or locations where work will be performed or data will be stored without prior written approval of DAS. Any attempt by the Bidder/Contractor to change or otherwise alter subcontractors or locations where work will be performed or locations where data will be stored, without prior written approval of DAS, will be deemed as a default. If a default should occur, DAS will seek all legal remedies as set forth in the Terms and Conditions which may include immediate cancellation of the Contract. Failure to complete this section may deem your bid not responsive.

BIDDER DISCLOSURE STATEMENTS: The Bidder must provide a declarative (yes/no) answer regarding the following questions. If any answer is affirmative, the Bidder must provide full details about the matter. While not an automatic cause for disqualification, an affirmative answer may result in an evaluation of the Bidder's responsibility. A decision will then be made based on the seriousness of the matter, the matter's possible impact on the performance of the Contract, and the best interests of the State. Within the past five (5) years:

ITEM	DISCLOSURE STATEMENT	YES	NO
A	Has the Bidder and/or subject company had a contract cancelled for default or cause?		
B	Has the Bidder and/or subject company been assessed any penalties including liquidated damages, under any of its existing or past contracts with any organization or governmental entity?		
C	Has the Bidder and/or subject company been the subject of any governmental action limiting the right of the Bidder and/or subject company to do business with that entity or any other governmental entity?		
D	Has trading in the stock of the subject company ever been suspended? Give date and explanation.		
E	Has the Bidder and/or subject company previously operated as a like-kind business under any other business name and/or taxpayer identification number?		
F	Has the Bidder and/or subject company, any company officer, or any owner of a twenty (20%) percent interest or greater in the subject company, filed for bankruptcy, reorganization, a debt arrangement, moratorium, or any proceeding under any bankruptcy or insolvency law, or any dissolution or liquidation proceeding?		
G	Has the Bidder and/or subject company, any company officer, or any owner of a twenty (20%) percent interest or greater in the company been convicted of a felony or is currently under indictment on any felony charge?		
H	Has the Bidder and/or subject company, any company officer, or any owner of a twenty (20%) percent interest or greater in the company had a finding for recovery action issued by the Ohio Auditor of State for a sum of funds due the state of Ohio?		

By the signature affixed to Page 1 of this Bid, Bidder hereby certifies that the above information is true and accurate. This form shall be completed and returned as part of the bid response. Failure to complete this page may deem your bid not responsive.

AUTOMOBILE LIABILITY INSURANCE REQUIREMENTS AND CHECKLIST - Reference: Supplemental Contract Terms & Conditions – Page 10, Article S-13

Automobile Liability - Automobile Insurance is required for anyone coming onto State Property to deliver goods or to perform services using a vehicle, which is owned, leased or rented by the Contractor. Any Bidder, Broker, or Subcontractor who will be on State Property, but not delivering goods or performing services, is required to carry Automobile Liability insurance that complies with the State and Federal laws regarding financial responsibility.

Contractor will indicate, by checking the appropriate box(es) below, which mode of transportation will apply to this contract.

- Bidder/Broker ("The Contractor") or their Sub Contractor will make delivery or be performing services using a vehicle that is owned, leased or rented. Provide Certificate of Insurance documenting automobile liability with a Combined Single Limit of \$500,000.00.
- Goods/Services will be delivered via common carrier.
- No employee or representative of the contractor will have cause to be on State property to make deliveries or to perform services.

DISCLOSURE OF FULFILLMENT HOUSES:

[Fulfillment Houses are defined as follows: A third party that performs outsourced storage, order picking, packing, shipment and/or tracking activities for the Contractor.] Bidders seeking to enter into a materials contract shall disclose the following: (use additional sheets if necessary)

a) Principal location of business for the contractor (Name/City/State/Country)

b) Principal location of all Fulfillment Houses (Name/City/State/Country)

c) Location where inventory to support the Contract will be maintained (Name/City/State/Country)

d) Has this Fulfillment House ever been asked to withdraw from a contract with the state of Ohio, either as a Fulfillment House or as a direct contractor to the State? Yes No

e) Has this Fulfillment House ever been asked to withdraw from a contract with another state or government body?
Yes No

f) Location where inventory to support the Contract will be maintained (Name/City/State/Country)

The state of Ohio neither approves nor disapproves of any Fulfillment House. The State reserves the right to authorize or fail to authorize the use of any Fulfillment House. Prior removal from a contract or contracts may be cause for disqualification.

By the signature affixed to Page 1 of this Bid, Bidder hereby certifies that the above information is complete, correct, true and accurate. The Bidder agrees that no changes will be made to this list of fulfillment houses without amendment to the contract issued subsequent to the analysis of bids. Any attempt by the Bidder/Contractor to change or otherwise alter Fulfillment House locations where services will be performed without prior amendment to the contract, will be deemed as a default. If a default should occur, DAS will seek all legal remedies as set forth in the Terms and Conditions which may include immediate cancellation of the Contract. Failure to complete this page may deem your bid not responsive.

SWEATSHOP FREE: By the signature affixed to this qualification summary response, Bidder certifies that all facilities used for the production of the supplies or performance of services offered in the bid are in compliance with applicable domestic labor, employment, health and safety, environmental and building laws. This certification applies to any and all suppliers and/or subcontractors used by the Bidder in furnishing the supplies or services described in the bid and awarded to the Bidder. If DAS receives a complaint alleging non-compliance with sweatshop free requirements, DAS may enlist the services of an independent monitor to investigate allegations of such non-compliance on the part of the Contractor, any sub-contractors or suppliers used by the Contractor in performance of the Contract. If allegations are proven to be accurate, the Contractor will be advised by DAS of the next course of action to resolve the complaint and the Contractor will be responsible for any costs associated with the investigation. Items that will be considered in an investigation include, but are not limited to standards for wages, occupational safety and work hours.

PRODUCT SAMPLES: The bidder(s) may be required to submit samples of the supplies being offered. The samples will be used in the evaluation process to determine the lowest responsive and responsible bidder. If not included as part of their bid response, the bidder will be required to provide the samples within five (5) business days after notification. Failure to provide the samples within the stated time period will result in the bidder being deemed not responsive. After award of the contract, the samples will be used as a basis of comparison with actual product delivered under contract. Any variation between the samples and product being delivered will be considered as an event of default. Any variations between the samples and actual product being delivered that are due to manufacturer changes may be acceptable and shall require prior written approval from DAS.

PRODUCT SAMPLES (Continued): The State acknowledges that it may receive bids from multiple distributors bidding the same manufacturer's product. In such situations, specification samples may be submitted by manufacturer(s) on behalf of multiple distributors, provided that such specification samples are accompanied by written documentation, on manufacturer's letterhead, signed by an authorized representative of the manufacturer, listing the named distributor(s) for whom the specification samples are provided. Any bidder not appearing on this listing and/or bidders failing to furnish requested specification samples, will result in the bidder being deemed non-responsive.

When submitting samples, the outside of shipping carton is to be clearly marked, "samples", with the bid or reverse auction qualification summary number and the opening date. All samples must be tagged to clearly indicate the bid or reverse auction qualification summary number, index number, bid category/item number for which the samples are being submitted. Unmarked samples will not be considered and the bidder will be considered not responsive.

If samples are to be returned bidders must include a self-addressed return mailing label and sufficient postage for said samples. Failure to comply with the foregoing will result in the samples becoming the property of the state of Ohio. After award of a contract the samples of the successful bidder will be retained until the expiration of this contract and the samples will be used as a basis of comparison with actual product delivered under the contract. Any variation between the samples and product being delivered will be considered as an event of default. Any variations between the samples and actual product being delivered that are due to manufacturer changes may be acceptable and shall require prior written approval from DAS.

EVALUATION: Bids will be evaluated in accordance with Article I-17 of the "Instructions to Bidders". The contract will be awarded to the lowest responsive and responsible bidder by category total. To determine the total price of each category, the state will multiply the estimated annual usage of each item designated in the category by its corresponding unit price and then add these line item totals together. Although there will be separate category awards made, bidders are eligible to receive awards of multiple categories providing he/she is the lowest responsive and responsible bidder meeting all bid specifications and requirements listed within a category. Failure to bid all items within a category may result in the bidder being deemed not responsive for that category. Selected items or sizes in this bid are identified as "Not Evaluated" items on the item identification pages 12 through 21. Offering of additional sizes is optional however the State urges bidders to offer prices for these "Not Evaluated" items. If offered by a Bidder and that bidder is awarded the category containing the "Not Evaluated" item, the "Not Evaluated" item will become a part of any ensuing contract.

CONTRACT AWARD: The contract will be awarded to the lowest responsive and responsible bidder by product category. Failure to bid all items within a product Category, with the exception of "Not Evaluated" items may deem your bid non responsive.

DELIVERY AND ACCEPTANCE: Supplies will be delivered to the participating agency within thirty (30) days after receipt of order and, in accordance with paragraphs S-8, S-9, and S-10 of the SUPPLEMENTAL CONTRACT TERMS AND CONDITIONS. The delivery location will be noted on the purchase order issued by the participating agency. Acceptance (transfer of title) will occur upon the inspection and written confirmation by the ordering agency that the supplies delivered conform to the requirements set forth in the Contract. Unless otherwise provided in the Contract, acceptance shall be conclusive except as regards to latent defects, fraud, or such gross mistakes as amount to fraud.

STIPULATED WEIGHTS AND BLENDS: Where a weight is referenced, whether on a per square or linear yard of material or per piece or package of an item basis, the weight shall be considered the minimum acceptable weight. Where blends of material are referenced, such as "65/35 Polyester/Cotton" or "88/12 Nylon/Lycra" such blend shall be a reference point. Minor variations from the stated blend will be considered. [A minor variation will generally be within +/- 5% of the stated blend.] If multiple blends are referenced for a product, these shall constitute the minimum and maximum acceptable range, with no variation above or below the range.

REFERENCE TO ALTERNATE TERMS: Any reference which may appear on any price list, literature or specification sheet(s), to any terms and conditions such as "F.O.B Shipping Point" or "Prices Subject to Change", will not be part of any contract with the successful bidder and will be disregarded by the state of Ohio.

FIXED-PRICE WITH ECONOMIC ADJUSTMENT: The contract prices(s) will remain firm for the first twelve (12) months duration of the contract. Thereafter, the Contractor may submit a request to increase their price(s) to be effective thirty (30) calendar days after acceptance by DAS. No price adjustment will be permitted prior to the effective date of the increase received by the Contractor from his suppliers, or on purchase orders that are already being processed, or on purchase orders that have been filled and are awaiting shipment. If the Contractor receives orders requiring quarterly delivery, the increase will apply to all deliveries made after the effective date of the price increase.

The price increase must be supported by a general price increase in the cost of the finished supplies, due to increases in the cost of raw materials, labor, freight, Workers' Compensation and/or Unemployment Insurance, etc. Detailed documentation, to include a comparison list of the contract items and proposed price increases, must be submitted to support the requested increase. Supportive documentation should include, but is not limited to: copies of the old and the current price lists or similar documents which indicate the original base cost of the product to the Contractor and the corresponding increase, and/or copies of correspondence sent by the Contractor's supplier on the supplier's letterhead, which contain the above price information and explains the source of the increase in such areas as raw materials, freight, fuel or labor, etc.

Should there be a decrease in the cost of the finished product due to a general decline in the market or some other factor, the Contractor is responsible to notify DAS immediately. The price decrease adjustment will be incorporated into the contract and will be effective on all purchase orders issued after the effective date of the decrease. If the price decrease is a temporary decrease, such should be noted on the invoice. In the event that the temporary decrease is revoked, the contract pricing will be returned to the pricing in effect prior to the temporary decrease. For quarterly deliveries, any decrease will be applied to deliveries made after the effective date of the decrease. Failure to comply with this provision will be considered as a default and will be subject to Provision I.C. "Termination/Suspension" and Provision II. of the "Contract Remedies:" of the "Standard Contract Terms and Conditions".

RETURN GOODS POLICY: The state will apply the following policy to returned goods throughout the term of the contract. By its signature on the bid, the bidder acknowledges to have read, understood and agrees with the following policy:

- A. Returns generated by contractor error, over shipment, defective merchandise, unacceptable substitution, etc. will be returned to the contractor with no restocking charge to the ordering agency. At the option of the ordering agency, replacement merchandise will be shipped within fourteen (14) days of notification. All freight will be borne by the contractor.
- B. Return of catalog or stock merchandise more than six (6) months after receipt of order will be at the option of the contractor. Restocking charges cannot exceed the contractor's published catalog restocking fee for such returns. The ordering agency will reimburse the contractor for original freight charges, if applicable, and will bear the freight cost for return of the goods.

ORDER PLACEMENT AND ACCEPTANCE: The contractor(s) must be capable of receiving orders via FAX, phone, email or U.S. Mail. Purchase orders for any item(s) listed in the contract awarded pursuant to this bid will be placed directly with the successful contractor by the using agency. No order will specify delivery to exceed ninety (90) days beyond the expiration and/or cancellation date of this contract.

MINIMUM ORDER: See Article S-10, Minimum Orders – Transportation Charges of the Supplemental Contract Terms and Conditions. The minimum dollar value of any order placed against a contract awarded pursuant to this bid for delivery F.O.B. destination, transportation charges prepaid at any one time to one destination, shall not be less than two hundred (\$200.00) dollars. In accordance with Article S-10, Minimum Orders – Transportation Charges of the Supplemental Contract Terms and Conditions, orders less than the minimum order amount specified will be shipped F.O.B. Prepaid with actual freight charges added to the invoice.

SPECIAL CHARGES: There shall be no assessment, surcharge, small order charge, broken case charge, minimum order charge, single item charge nor any other unspecified additional charge allowed by the State that is not specifically mentioned in this bid or in any contract awarded pursuant to this bid. The contractor must provide merchandise/service in unit quantity(s) as indicated in the bid/bid response/contract.

PARTIAL SHIPMENTS AND PAYMENTS: State agencies desiring no partial shipments shall inform awarded contractor by letter of their requirements with a copy to Office of State Purchasing, ATTN: Walt Schneider. The awarded contractor will then make necessary changes to accommodate the agency's request. The accounting procedures of the Office Budget and Management, State Accounting Division, allows partial payments of invoices against purchase orders not completed but for which a proper invoice has been received. Agencies should not hold any invoice pending receipt of complete order.

EXCEPTIONS: Any exceptions to the specifications in this bid must be explicitly detailed in the bidder's response. Exceptions will not disqualify a bidder's response, except in cases where specifically noted. It is the intention of the State to fully evaluate all acceptable alternate equal bid responses that meet the overall requirements of the bid specifications. State personnel will evaluate exceptions to determine whether variances are material enough to represent a violation of the specification intent or would give the bidder a competitive advantage. However, exceptions to the stated levels of performance, reliability, and timeliness would represent such a violation of the intent of these specifications that would necessitate rejection of the bid response.

COOPERATIVE PURCHASING CONTRACT: This Contract may be relied upon by Ohio institutions of higher education and Ohio political subdivisions. Ohio political subdivisions include any county, township, municipal corporation, school district, conservancy district, township park district, park district created under Chapter 1545 of the Revised Code, regional transit authority, regional airport authority, regional water and sewer district, port authority or any other political subdivision as described in the Ohio Revised Code. To qualify to use this Contract the political subdivision must be currently enrolled in the State's Cooperative Purchasing Program. Purchases made from this Contract by a political subdivision that is not properly registered with the State's Cooperative Purchasing Program will be a violation of law and may be contrary to the political subdivision's competitive bidding requirements. If a political subdivision or institution of higher education relies upon this Contract to issue a purchase order or other ordering document, the political subdivision or institution of higher education "steps into the shoes" of the State under this Contract. The political division's or institution of higher education's order and this Contract are between the Contractor and the political subdivision or institution of higher education. The Contractor must look solely to the political subdivision or institution of higher education for performance, including payment. The Contractor agrees to hold the state of Ohio harmless with regard to political subdivisions and institution of higher education's orders and political subdivision's and institution of higher education's performance. DAS may cancel this Contract and may seek remedies if the Contractor fails to honor its obligations under an order from a political subdivision or institution of higher education.

CONTRACTOR REVENUE SHARE: The Contractor must pay the Department of Administrative Services (DAS) a revenue share of the sales transacted under this contract. The Contractor must remit the revenue share in U.S. dollars within thirty (30) days after the end of the quarterly sales reporting period. The revenue share equals 0.75% of the total quarterly sales reported. Contractors must include the revenue share in their prices. The revenue share is included in the award price(s) and reflected in the total amount charged to ordering agencies which includes both state agencies and political subdivisions using this Contract.

The Contractor must remit any monies due as the result of the close-out report at the time the close-out report is submitted to DAS. The Contractor must pay the revenue share amount due by check. To ensure the payment is credited properly, the Contractor must identify the check as a "Revenue Share" and include the following information with the payment:

Applicable State Term Contract Number, report amount(s) and the reporting period covered.

The Contractor should make the check payable to: Ohio Treasurer Kevin L. Boyce and forward the check to the following address:

Department of Administrative Services
General Services Division – Term Contract Program
4200 Surface Road
Columbus, OH 43228-1395

If the full amount of the revenue share is not paid within thirty (30) calendar days after the end of the applicable reporting period, the non-payment constitutes a contract debt to the State. The State may either initiate withholding or setting off payments or employ the remedies available under Ohio law for the non-payment of the revenue share.

If the Contractor fails to pay the revenue share in a timely manner, DAS may terminate or cancel this Contract.

CONTRACTOR QUARTERLY SALES REPORT: The Contractor must report the quarterly dollar value (in U.S. dollars and rounded to the nearest whole dollar) of the sales, to include both state agencies and political subdivisions, under this Contract by calendar quarter (e.g. January-March, April-June, July-September and October-December). The dollar value of the sale is the price paid by the Contract user for the products and/or services listed on the purchase order or other encumbering document, as recorded by the Contractor.

The Contractor shall be required to report the quarterly dollar value of sales to the Department of Administrative Services (DAS) on a form prescribed by DAS. If no sales occur, the Contractor must show zero. The report must be submitted thirty (30) days following the completion of the reporting period.

USAGE AND SERVICE LEVEL REPORTS: In addition to the Contractor Quarterly Sales Report above, every three (3) months the contractor must submit a report (in Excel format) indicating sales generated by this contract. The report shall list usage by customer, by line item, showing the quantities/dollars generated by this contract. Additionally the selected contractor is required to maintain a 95% or better service level. Service level is defined as a first pass line fill rate. Partial shipments do not constitute a filled line. The contractor shall include a first pass line fill rate with the usage report, referenced. The usage and service level reports shall be forwarded to the Office of State Purchasing, 4200 Surface Road, Columbus, OH 43228-1395, Attn: Contract Index GDC054 Contract Administrator or via email to walter.schneider@das.state.oh.us

The Contractor shall also submit a close-out report within one hundred and twenty (120) days after the expiration of this Contract. The Contract expires upon the physical completion of the last outstanding task or delivery order of the Contract. The close-out report must cover all sales not shown in the final quarterly report and reconcile all errors and credits. If the Contractor reported all contract sales and reconciled all errors and credits on the final quarterly report, then the Contractor should show zero "0" sales in the close-out report.

The Contractor must forward the Quarterly Sales Report to the following address:

Department of Administrative Services
General Services Division, Term Contract Program
4200 Surface Road
Columbus, OH 43228-1395

If the Contractor fails to submit sales reports, falsifies reports or fails to submit sales reports in a timely manner, DAS may terminate or cancel this Contract.

FEDERAL TAXPAYER IDENTIFICATION FORM W-9 - Notice to Bidders: All Bidders should download a Federal Request for Taxpayer Identification Number and Certification W-9 Form and submit it as part of their bid response. The W-9 form must be completed and must display an original signature. Copied or stamped signatures are not acceptable.

To download the W-9 form from your internet explorer:

- type: <http://www.irs.gov/pub/irs-pdf/fw9.pdf>
- under IRS Resources, select Forms and Publications
- select Download by Form and Instruction Number
- from the list of pdf files, select Item 1007, Form Number W-9
- download, complete the form, submit with the bid response

This completed form should be returned as part of the bid response. Failure to complete this page may deem your bid not responsive. This requirement applies to all Bidders: Bidders who have not previously done business with the State as the awardee of an Office of State Purchasing competitively bid Invitation to Bid, Request for Proposal, or State Term Schedule and also to currently awarded contractors as well. The DAS Central Accounting System requires that all contractor W-9 forms be periodically updated by submission of a new form.

If a current W-9 is not provided with the bid submission the bidder will have five (5) business days after request / notification by the Office of Procurement Services to do so. Failure of the bidder to furnish the said information either as part of their bid response or within the time specified herein will deem the bidder not responsive.

AFFIRMATIVE ACTION PROGRAM VERIFICATION: The Ohio Revised Code (ORC) requires all contractors from whom the State or any of its political subdivisions make purchases have a written affirmative action program for the employment and effective utilization of economically disadvantaged persons. An Affirmative Action Program Verification Form must be submitted to the Equal Opportunity Division to comply with the affirmative action requirements pursuant to the Ohio Revised Code 125.111(B). The form verifies the company's commitment to implement steps to ensure equal employment opportunity within their organization. Prior to the award of a contract a prospective vendor must have filed verification with the state of Ohio EOD that the contractor has a written affirmative action program. Verifications may be submitted online at the following URL: <http://www.das.ohio.gov/eod/aapv.htm> Contact the Ohio Department of Administrative Services Equal Opportunity Division at (614) 752 9273 to obtain a user name and password and follow the directions at the above URL to register your program and obtain a verification letter. For questions or help with filing a verification please contact the Affirmative Action/EEO Unit at (614) 466-8380. Prospective vendors should submit proof with their bid that they have an Affirmative Action Program on file with the state of Ohio DAS/EOD. If said information is not provided with the bid submission the bidder will have five (5) business days after request / notification by the Office of Procurement Services to do so. Failure of the bidder to furnish the said information either as part of their bid response or within the time specified herein will deem the bidder not responsive.

INSURANCE REQUIREMENTS: Bidders should provide with their bid, documentation of the following insurance coverages required by the Supplemental Contract Terms and Conditions, Articles S-12 and S-13 (refer to the Bid Page One, link to Instructions: Instructions to Bidders for Reverse Auction, Standard Contract Terms and Conditions, and Supplemental Contract Terms and Conditions):

1. Ohio Bureau of Workers' Compensation Certificate or in the case of non-state of Ohio bidders, proof of workers compensation insurance in your state of domicile.
2. Employer's Liability (Stop Gap) insurance with limits of not less than one million (\$1,000,000.00) dollars.
3. Automobile Liability with limits in accordance with Federal and State laws.
4. Commercial General Liability (CGL) Insurance:
 - a. Limits of \$500,000.00 per occurrence.
 - b. Limits of \$1,000,000.00 annual aggregate.
 - c. To be compliant, the CGL policy must include the following three endorsements:
 - 1) a blanket waiver of subrogation.
 - 2) a statement that the Contractor's CGL coverage is primary over any other coverage.
 - 3) designate the state of Ohio as an additional insured.

If the Bidder does not currently carry the amounts of coverage and/or the required endorsements specified above, the Bidder should provide a letter from their insurance company stating that the Bidder's coverage will be increased to the specified amounts and/or the required endorsements will be added to the policy upon award of the ensuing Contract. The letter from the insurance company should also be submitted with the Bid. If a compliant insurance certificate is not provided with the bid submission the bidder will have five (5) business days after request / notification by the Office of Procurement Services to do so. Failure of the bidder to furnish the said information either as part of their bid response or within the time specified herein will deem the bidder not responsive.

INSURANCE DOCUMENTS: Upon the policy renewal date, the contractor must submit, within thirty (30) days, updated insurance documents showing compliance with all applicable coverages required by this contract. As required, the documents must include a current Workers' Compensation Certificate and an Acord Certificate of all applicable insurance coverages and must include all required Commercial General Liability endorsements as described in Articles S-12 and S-13 of the Supplemental Terms and Conditions of this contract.

Failure to maintain compliant insurance coverage per Article S-12 and S-13 of the Supplemental Contract Terms and Conditions will be considered a default and will be cause for cancellation of the contract under the Standard Contract Terms and Conditions, Section I, Item C, Part 1.

These documents shall be forwarded to the Office of State Purchasing, 4200 Surface Road, Columbus, OH 43228-1395, Attn: Walt Schneider. (walter.schneider@das.state.oh.us)

STATE OF OHIO OFFICE OF BUDGET MANAGEMENT ELECTRONIC FUNDS TRANSFER PAYMENTS PROGRAM: The awarded contractor should consider registering for the state of Ohio, Office of Budget Management's Electronic Funds Transfer Payments program. By registering and participating in this program, contractors reduce costs for both the contractor and state of Ohio and insure that payments for goods or services are transmitted promptly and accurately. To register for this program, go to: www.obm.ohio.gov/ select Forms from the left side menu and scroll down to Vendor Forms, download and print form EFT – Direct Deposit Form (OBM-1234) review, complete, sign and submit it in accordance with the instructions on the form.

ITEM IDENTIFICATION PAGES

NOTICE: This Invitation to Bid is being conducted by Reverse Auction. Bidders should read Instructions to Bidders for Reverse Auction and Contract Terms and Conditions, through the link on page 1 and the MANDATORY SUBMISSION - BIDDER QUALIFICATIONS clause on pages 3 and 4 of this Invitation to Bid prior to proceeding. The responses received will be for submission of documentation only, to pre-qualify bidders to participate in an Online Reverse Auction Event which will be held on Monday December 14, 2009 beginning at 1:00 PM EST until 1:45 PM EST with extension periods as indicated by bids. Products offered below in this reverse auction qualification summary submission will be the same products bid upon during the Online Reverse Auction Event and the same products supplied, upon award of any ensuing contract.

Prior to the reverse auction event bidders who are invited to participate in the reverse auction shall submit a pre-bid to the HedgeHog online reverse auction platform. The pre-bid shall consist of a unit price spreadsheet listing the Bidder's initial unit prices for each line item, line item extensions and category totals. The unit price spreadsheet will be furnished by HedgeHog, Inc. during the bidder's invitation to the reverse auction event. Bidders will complete the unit price spreadsheet and upload it to HedgeHog, Inc. in accordance with HedgeHog's instructions. With the exception of "Non Evaluated" items, Bidders must bid all items in each category bid. Failure to bid all items in a category may deem the Bidder's bid for that category non responsive. No pre-bid pricing will be divulged to the state of Ohio until the blackout period beginning two (2) hours before the start of the live reverse auction. During the blackout period the State will verify the integrity of the individual line item bids. During the online reverse auction event only the Bidder's category totals will be displayed on the bidder auction page(s). Bidders will bid by reducing their category totals by percentage decrements. At no time during the reverse auction process and live event will participants in the live reverse auction event have access to the bids or category totals of other participants. During the live reverse auction event Bidders will be able to view their current ranking in the bidding and their own dollar total for each category bid. Within 24 hours after the live reverse auction event, the low bidder for each category shall submit to DAS State Purchasing a completed unit price spreadsheet containing unit prices for each item in each category bid. The total dollar amount for each category on this completed unit price spreadsheet shall be equal to or lower than the category's total bid at the end of the live reverse auction.

MANDATORY INFORMATION REQUIRED WITH YOUR PRE-QUALIFICATION RESPONSE. This pre-qualification does not require submission of pricing. **DO NOT SUPPLY PRICING.** Bidders shall indicate on the following Item Identification pages, the items they intend to offer during the ensuing Online Reverse Auction Event by indicating the Manufacturer Name, Brand (if applicable) and Item/Style Number in the columns so labeled. In addition to the Manufacturer Name, Brand and Item/Style Number below, Bidders must indicate, where applicable, colors offered and additional sizes offered

Indicate manufacturer and brand or style number – Do Not Supply Pricing at this time.

Category A. Men's, Women's and Youth Tee Shirts, Boxers and Briefs

Category A. Item 1. Men's Tee Shirts, 100% Preshrunk Cotton, Ring Spun, White

UNSPSC Number	Item Description / Size	Manufacturer/Brand /Style Number	Estimated Annual Usage (Dozen)	Price Per Dozen Like Size
53103001	Men's Tee Shirts 100% Preshrunk Cotton, White Size S – XL		6,000	XXXXX
53103001	Men's Tee Shirts 100% Preshrunk Cotton, White Size 2XL– 4XL		15,000	XXXXX
53103001	Men's Tee Shirts 100% Preshrunk Cotton, White Size 5XI – 8XL		900	XXXXX
53103001	Men's Tee Shirts 100% Preshrunk Cotton, White Size 9XL – 10XL		20	XXXXX

Category A. Item 2. Men's and Women's 100% Cotton Jersey Active Wear Tee Shirts

UNSPSC Number	Item Description / Size	Manufacturer/Brand /Style Number	Estimated Annual Usage (Dozen)	Price Per Dozen Like Size & Color
53103000	Men's & Women's 100% Cotton Jersey Active Wear Tee Shirt Size S - XL		5,500	XXXXX
53103000	Men's & Women's 100% Cotton Jersey Active Wear Tee Shirt Size 2XL – 3XL		3,000	XXXXX
53103000	Men's & Women's 100% Cotton Jersey Active Wear Tee Shirt Size 4XL – 5XL		100	XXXXX
53103000	Men's & Women's 100% Cotton Jersey Active Wear Tee Shirt Additional Sizes		Not Evaluated	XXXXX

Two Bright Colors Offered: _____ Two Light Colors Offered: _____ Two Dark Colors Offered: _____

Additional Colors Offered: _____ Total of eight (8) Colors required. Additional Sizes Offered: _____

Category A. Item 3. Youth 100% Cotton Jersey Active Wear Tee Shirts

UNSPSC Number	Item Description / Size	Manufacturer/Brand /Style Number	Estimated Annual Usage (Dozen)	Price Per Dozen Like Size & Color
53103000	Youth 100% Cotton Jersey Active Wear Tee Shirt Size 2 - 20		300	XXXXX

Two Bright Colors Offered: _____ Two Light Colors Offered: _____ Two Dark Colors Offered: _____

Additional Colors Offered: _____ Total of eight (8) colors required.

Category A. Item 4. Men's Briefs 60% Polyester / 40% Cotton, Preshrunk, Knit, Double Crotch, Heavy Duty Institutional Waistband at least 1" in Width, White Only

UNSPSC Number	Item Description / Size	Manufacturer/Brand /Style Number	Estimated Annual Usage (Dozen)	Price Per Dozen Like Size
53102303	Men's Briefs 60% Polyester / 40% Cotton, Preshrunk, Knit White, Size S – XL		15,000	XXXXX
53102303	Men's Briefs 60% Polyester / 40% Cotton, Preshrunk, Knit White, Size 2XL – 3XL		4,000	XXXXX
53102303	Men's Briefs 60% Polyester / 40% Cotton, Preshrunk, Knit White, Size 4XL – 7XL		50	XXXXX
53102303	Men's Briefs 60% Polyester / 40% Cotton, Preshrunk, Knit White, Size 8XL – 10XL		5	XXXXX

Category A. Item 5. Men's Boxers, 60% Cotton / 40% Polyester Woven, White Only

UNSPSC Number	Item Description / Size	Manufacturer/Brand /Style Number	Estimated Annual Usage (Dozen)	Price Per Dozen Like Size
53102303	Men's Boxers 60% Cotton / 40% Polyester Woven, White, Size S – XL		120	XXXXX
53102303	Men's Boxers 60% Cotton / 40% Polyester Woven, White, Size 2XL – 3XL		75	XXXXX
53102303	Men's Boxers 60% Cotton / 40% Polyester Woven, White, Size 4XL – 6XL		50	XXXXX
53102303	Men's Boxers 60% Cotton / 40% Polyester Woven White, Size 7XL – 10XL		5	XXXXX

Category A. Item 6. Women's Briefs 60% Cotton / 40% Polyester, White Only

UNSPSC Number	Item Description / Size	Manufacturer/Brand /Style Number	Estimated Annual Usage (Dozen)	Price Per Dozen Like Size
53102303	Women's Briefs 60% Cotton / 40% Polyester White Size 5 – 10		1,500	XXXXX
53102303	Women's Briefs 60% Cotton / 40% Polyester White Size 11 - 14		2,500	XXXXX
53102303	Women's Briefs 60% Cotton / 40% Polyester White Size 15 - 18		600	XXXXX

Category B. Men's and Women's Thermals; Sets and Separates

Category B. Item 1. Men's Thermals Sets, 65% Cotton / 35% Polyester, 7 Ounce Knit Fabric, Minimum, Natural or White Only

UNSPSC Number	Item Description / Size	Manufacturer/Brand /Style Number	Estimated Annual Usage (Dozen)	Price Per Dozen Like Size
53102300	Men's Thermals Sets 65% Cotton / 35% Polyester Knit Size S – XL		225	XXXXX
53102300	Men's Thermals Sets 65% Cotton / 35% Polyester Knit Size 2XL – 4XL		260	XXXXX
53102300	Men's Thermals Sets 65% Cotton / 35% Polyester Knit Size 5XL – 8XL		15	XXXXX
53102300	Men's Thermals Sets 65% Cotton / 35% Polyester Knit Additional Sizes		Not Evaluated	XXXXX

Color Offered: (Natural or White Only): _____ Additional Sizes Offered: _____

Category B. Item 2. Men's Thermals Tops, 65% Cotton / 35% Polyester, 7 Ounce Knit Fabric, Minimum, Natural or White Only

UNSPSC Number	Item Description / Size	Manufacturer/Brand /Style Number	Estimated Annual Usage (Dozen)	Price Per Dozen Like Size
53102300	Men's Thermals Tops 65% Cotton / 35% Polyester Knit Size S – XL		125	XXXXX
53102300	Men's Thermals Tops 65% Cotton / 35% Polyester Knit Size 2XL – 4XL		115	XXXXX
53102300	Men's Thermals Tops 65% Cotton / 35% Polyester Knit Size 5XL – 8XL		10	XXXXX
53102300	Men's Thermals Tops 65% Cotton / 35% Polyester Knit Sizes LT – 3XT		45	XXXXX
53102300	Men's Thermals Tops 65% Cotton / 35% Polyester Knit Additional Sizes		Not Evaluated	XXXXX

Color Offered: (Natural or White Only): _____ Additional Sizes Offered: _____

Category B. Item 3. Men's Thermals Bottoms, 65% Cotton / 35% Polyester, 7 Ounce Knit Fabric, Minimum, Natural or White Only

UNSPSC Number	Item Description / Size	Manufacturer/Brand /Style Number	Estimated Annual Usage (Dozen)	Price Per Dozen Like Size
53102300	Men's Thermals Bottoms 65% Cotton / 35% Polyester Knit Size S – XL		15	XXXXX
53102300	Men's Thermals Bottoms 65% Cotton / 35% Polyester Knit Size 2XL – 4XL		50	XXXXX
53102300	Men's Thermals Bottoms 65% Cotton / 35% Polyester Knit Size 5XL – 8XL		10	XXXXX
53102300	Men's Thermals Bottoms 65% Cotton / 35% Polyester Knit Size MT – 3XT		10	XXXXX
53102300	Men's Thermals Bottoms 65% Cotton / 35% Polyester Knit Additional Sizes		Not Evaluated	XXXXX

Color Offered: (Natural or White Only): _____ Additional Sizes Offered _____

Category B. Item 4. Women's Thermals Sets 65% Cotton / 35% Polyester, 7 Ounce Knit Fabric Minimum, Natural or White Only

UNSPSC Number	Item Description / Size	Manufacturer/Brand /Style Number	Estimated Annual Usage (Dozen)	Price Per Dozen Like Size
53102300	Women's Thermals Sets, 65% Cotton / 35% Polyester Knit Size S – XL		30	XXXXX
53102300	Women's Thermals Sets, 65% Cotton / 35% Polyester Knit Size 2XL – 4XL		10	XXXXX
53102300	Women's Thermals Sets, 65% Cotton / 35% Polyester Knit Size 5XL – 6XL		5	XXXXX

Color Offered: (Natural or White Only): _____

Category B. Item 5. Women's Thermals Tops 65% Cotton / 35% Polyester, 7 Ounce Knit Fabric Minimum, Natural or White Only

UNSPSC Number	Item Description / Size	Manufacturer/Brand /Style Number	Estimated Annual Usage (Dozen)	Price Per Dozen Like Size
53102300	Women's Thermals Tops, 65% Cotton / 35% Polyester Knit Size S – XL		20	XXXXX
53102300	Women's Thermals Tops, 65% Cotton / 35% Polyester Knit Size 2XL – 4XL		10	XXXXX
53102300	Women's Thermals Tops, 65% Cotton / 35% Polyester Knit Size 5XL – 6XL		5	XXXXX

Color Offered: (Natural or White Only): _____

Category B. Item 6. Women's Thermals Bottoms 65% Cotton / 35% Polyester, 7 Ounce Knit Fabric Minimum, Natural or White Only

UNSPSC Number	Item Description / Size	Manufacturer/Brand /Style Number	Estimated Annual Usage (Dozen)	Price Per Dozen Like Size
53102300	Women's Thermals Bottoms, 65% Cotton / 35% Polyester Knit Size S – XL		15	XXXXX
53102300	Women's Thermals Bottoms, 65% Cotton / 35% Polyester Knit Size 2XL – 4XL		5	XXXXX
53102300	Women's Thermals Bottoms, 65% Cotton / 35% Polyester Knit Size 5XL – 6XL		5	XXXXX

Color Offered: (Natural or White Only): _____

Category C. Women's Bras

Category C. Item 1. Women's Bras Cotton / Polyester Blend, Min 60% Cotton Stretch Sections Polyester / Spandex, White Only

UNSPSC Number	Item Description / Size	Manufacturer/Brand /Style Number	Estimated Annual Usage (Dozen)	Price Per Dozen Like Size
53102304	Women's Bra Cotton / Polyester Blend White Size 32 – 36 A Cup Size 32 – 42 B Cup, Size 34 – 48 C Cup		400	XXXXX
53102304	Women's Bra Cotton / Polyester Blend White Size 34 – 52 D Cup		300	XXXXX
53102304	Women's Bra Cotton / Polyester Blend White Size 44 – 52 DD Cup		50	XXXXX

Category C. Item 2. Women's Sport Bras, Cotton / Polyester / Lycra Blend, White Only

UNSPSC Number	Item Description / Size	Manufacturer/Brand /Style Number	Estimated Annual Usage (Dozen)	Price Per Dozen Like Size
53102304	Women's Sport Bras, White Medium, Fits Sizes 32 - 44		1500	XXXXX
53102304	Women's Sport Bras, White Large, Fits Sizes 46 - 54		450	XXXXX

Category D. Socks

Category D. Item 1. Men's Tube Socks 80% Cotton / 20% Polyester Blend, White Only (Also Fits Women's Larger Sizes)

UNSPSC Number	Item Description / Size	Manufacturer/Brand /Style Number	Estimated Annual Usage (Dozen)	Price Per Dozen Like Size
53102303	Men's Tube Socks 80% Cotton/20% Polyester White, Fits Sizes 10 - 13		8,500	XXXXX
53102303	Men's Tube Socks 80% Cotton/20% Polyester White, Fits Sizes 14 - 16		25	XXXXX

Category D. Item 2. Crew Socks 80% Cotton / 20% Polyester Blend, White Only

UNSPSC Number	Item Description / Size	Manufacturer/Brand /Style Number	Estimated Annual Usage (Dozen)	Price Per Dozen Like Size
53102303	Crew Socks 80% Cotton/20% Polyester White, Fits Sizes 10 - 13		15,000	XXXXX

Category D. Item 3. Sport Sock 80% Cotton / 20% Man Made Fibers, White Only (Suitable For Men and Women)

UNSPSC Number	Item Description / Size	Manufacturer/Brand /Style Number	Estimated Annual Usage (Dozen)	Price Per Dozen Like Size
53102303	Sport Sock 80% Cotton/20% Man Made Fibers White, One Size Fits All		2,500	XXXXX

Category D. Item 4. Women's Double Roll Ankle Socks 80% Cotton / 20% Man Made Fibers, White Only

UNSPSC Number	Item Description / Size	Manufacturer/Brand /Style Number	Estimated Annual Usage (Dozen)	Price Per Dozen Like Size
53102303	Women's Double Roll Ankle Socks, White Only One Size Fits All		600	XXXXX

Category D. Item 5.. Women's Assorted Colored Low Cut Terry Sport Socks 80% Cotton / 20% Man Made Fibers, Bidders to Indicate Colors Below

UNSPSC Number	Item Description / Size	Manufacturer/Brand /Style Number	Estimated Annual Usage (Dozen)	Price Per Dozen Like Size/Color
53102303	Women's Assorted Colored Low Cut Terry Sport Socks, Avail Colors Below		1,500	XXXXX

Indicate Available Colors: _____

Category E. Sweatshirts and Sweatpants

Category E. Item 1. Hooded Sweatshirt, Long Sleeve, Zipper Front, Colors, Gray, Maroon, Navy, Black, Plus Minimum of 5 Deep-hued Colors

UNSPSC Number	Item Description / Size	Manufacturer/Brand /Style Number	Estimated Annual Usage (Each)	Price Each
53102900	Hooded Sweatshirt, Long Sleeve, Zipper Front, Size S – XL		500	XXXXX
53102900	Hooded Sweatshirt, Long Sleeve, Zipper Front, Size 2XL – 3XL		900	XXXXX
53102900	Hooded Sweatshirt, Long Sleeve, Zipper Front, Size 4XL – 5XL		300	XXXXX
53102900	Hooded Sweatshirt, Long Sleeve, Zipper Front, Additional Sizes		Not Evaluated	XXXXX

Additional Sizes Offered: _____ Additional Colors Offered: _____

Category E. Item 2. Long Sleeve Crew Neck Sweatshirts, Colors: Gray, Maroon, Navy, Black, Plus Minimum of 5 Deep-hued Colors

UNSPSC Number	Item Description / Size	Manufacturer/Brand /Style Number	Estimated Annual Usage (Each)	Price Each
53102900	Long Sleeve Crew Neck Sweatshirt, Sizes S – XL		400	XXXXX
53102900	Long Sleeve Crew Neck Sweatshirt, Sizes 2XL – 3XL		600	XXXXX
53102900	Long Sleeve Crew Neck Sweatshirt, Sizes 4XL – 5XL		100	XXXXX
53102900	Long Sleeve Crew Neck Sweatshirt, Additional Sizes		Not Evaluated	XXXXX

Additional Sizes Offered: _____ Additional Colors Offered: _____

Category E. Item 3. Sweatpants, Standard Weight, Cotton / Polyester Blend, Minimum 50% Cotton, Colors: Gray, Maroon, Navy, Black, Plus Minimum of 5 Deep-hued Colors

UNSPSC Number	Item Description / Size	Manufacturer/Brand /Style Number	Estimated Annual Usage (Each)	Price Each
53102900	Sweatpants, Std Wt 8 Oz Min Cotton/Polyester Blend, Sizes S – XL		1,200	XXXXX
53102900	Sweatpants, Std Wt 8 Oz Min Cotton/Polyester Blend, Sizes 2XL – 3XL		600	XXXXX
53102900	Sweatpants, Std Wt 8 Oz Min Cotton/Polyester Blend, Sizes 4XL – 5XL		100	XXXXX
53102900	Sweatpants, Std Wt 8 Oz Min Cotton/Polyester Blend, Additional Sizes		Not Evaluated	XXXXX

Additional Sizes Offered: _____ Additional Colors Offered: _____

Category E. Item 4. Sweatpants, Heavyweight, Cotton / Polyester Blend, Minimum 50% Cotton, Colors: Gray, Maroon, Navy, Black, Plus Minimum of 5 Deep-hued Colors

UNSPSC Number	Item Description / Size	Manufacturer/Brand /Style Number	Estimated Annual Usage (Each)	Price Each
53102900	Sweatpants Heavyweight 12 Oz Min, Cotton/Polyester Blend, Sizes S – XL		100	XXXXX
53102900	Sweatpants Heavyweight 12 Oz Min Cotton/Polyester Blend, Sizes 2XL – 3XL		100	XXXXX
53102900	Sweatpants Heavyweight 12 Oz Min Cotton/Polyester Blend, Sizes 4XL – 5XL		25	XXXXX
53102900	Sweatpants Heavyweight 12 Oz Min Cotton/Polyester Blend, Additional Sizes		Not Evaluated	XXXXX

Additional Sizes Offered: _____ Additional Colors Offered: _____

Category E. Item 5. Football Jersey, Cotton/Polyester Blend, Colors: Bidder to Offer At Least Seven (7) Deep-hued Colors

UNSPSC Number	Item Description / Size	Manufacturer/Brand /Style Number	Estimated Annual Usage (Each)	Price Each
53102900	Football Jersey, Cotton/Polyester Blend Size S – XL		100	XXXXX
53102900	Football Jersey, Cotton/Polyester Blend Size 2XL – 5XL		100	XXXXX
53102900	Football Jersey, Cotton/Polyester Blend Additional Sizes		Not Evaluated	XXXXX

Additional Sizes Offered: _____ Colors Offered: _____

Category F. Men's and Women's Jeans, Bib Overalls and Assorted Outerwear Items

Category F. Item 1. Men's Jeans 100% Cotton Denim Preshrunk 13.0 – 15.0 Oz. Sizes 28" – 56" Plus Additional sizes Length 29" – 36" Required Color: Blue

UNSPSC Number	Item Description / Size	Manufacturer/Brand /Style Number	Estimated Annual Usage (Each)	Price Each
53102100	Men's Jeans 100% Cotton Denim Preshrunk, Blue, Size 28" – 42"		250	XXXXX
53102100	Men's Jeans 100% Cotton Denim Preshrunk, Blue, Size 44" – 50"		75	XXXXX
53102100	Men's Jeans 100% Cotton Denim Preshrunk, Blue, Size 52" – 56"		10	XXXXX
53102100	Men's Jeans 100% Cotton Denim Preshrunk, Blue, Additional Sizes		Not Evaluated	XXXXX

Additional Sizes Offered: _____

Category F. Item 2. Ladies Jeans, 100% Cotton Denim Preshrunk, 13.0 – 15.0 Ounce, Sizes 8 – 24, Plus Additional Sizes, Required Color: Blue

UNSPSC Number	Item Description / Size	Manufacturer/Brand /Style Number	Estimated Annual Usage (Each)	Price Each
53102100	Ladies Jeans 100% Cotton Denim Preshrunk, Blue, Size 8 - 24		20	XXXXX
53102100	Ladies Jeans 100% Cotton Denim Preshrunk, Blue, Additional Sizes		Not Evaluated	XXXXX

Additional Sizes Offered: _____

Category F. Item 3. Bib Overalls, Cotton Duck, Unlined, 12 Oz. per Square Yard Minimum, Black or Brown

UNSPSC Number	Item Description / Size	Manufacturer/Brand /Style Number	Estimated Annual Usage (Each)	Price Each
53102100	Bib Overalls Cotton Duck, Unlined Size 28 – 50		45	XXXXX
53102100	Bib Overalls Cotton Duck, Unlined Size Big 52 – 58		10	XXXXX
53102100	Bib Overalls Cotton Duck, Unlined Size Big 60		5	XXXXX
53102100	Bib Overalls Cotton Duck, Unlined Additional Sizes		Not Evaluated	XXXXX

Additional Sizes Offered: _____ Color: _____

Category F. Item 4. Lined Cotton Duck Coat with Hood, Heavy Duty 100% Cotton Duck with Piled Yarns, Colors: Black or Brown

UNSPSC Number	Item Description / Size	Manufacturer/Brand /Style Number	Estimated Annual Usage (Each)	Price Each
53101800	Lined Cotton Duck Coat Heavy Duty Size 34 - 50		100	XXXXX
53101800	Lined Cotton Duck Coat Heavy Duty Size Big 52 - 54		50	XXXXX
53101800	Lined Cotton Duck Coat Heavy Duty Size Big 56 – 60		30	XXXXX
53101800	Lined Cotton Duck Coat Heavy Duty Size Tall 38 – 50		40	XXXXX
53101800	Lined Cotton Duck Coat Heavy Duty Size Big/Tall 52 - 56		20	XXXXX
53101800	Lined Cotton Duck Coat Heavy Duty Additional Sizes		Not Evaluated	XXXXX

Additional Sizes Offered: _____ Color: _____

Category F. Item 5. Split Hood Parka, Color: Navy

UNSPSC Number	Item Description / Size	Manufacturer/Brand /Style Number	Estimated Annual Usage (Each)	Price Each
53101800	Split Hood Parka Size S - XL		200	XXXXX
53101800	Split Hood Parka Size 2XL – 3XL		300	XXXXX
53101800	Split Hood Parka Size 4XL – 5XL		50	XXXXX
53101800	Split Hood Parka Additional Sizes		Not Evaluated	XXXXX

Additional Sizes Offered: _____

Category F. Item 6. Lined Windbreaker Jacket, 100% Nylon Shell, Colors: Royal Blue, Navy, Maroon, Red, Green, Gold, Orange plus Additional Colors

UNSPSC Number	Item Description / Size	Manufacturer/Brand /Style Number	Estimated Annual Usage (Each)	Price Each
53101800	Lined Windbreaker Jacket Size S – XL		600	XXXXX
53101800	Lined Windbreaker Jacket Size 2XL – 4XL		1,200	XXXXX
53101800	Lined Windbreaker Jacket Size 5XL – 6XL		200	XXXXX
53101800	Lined Windbreaker Jacket Additional Sizes		Not Evaluated	XXXXX

Additional Sizes Offered: _____ Other Colors: _____

Category F. Item 7. Raincoat; All Purpose, Hooded, Color: Black

UNSPSC Number	Item Description / Size	Manufacturer/Brand /Style Number	Estimated Annual Usage (Each)	Price Each
46181543	Raincoat All Purpose Hooded Size XS – XL		200	XXXXX
46181543	Raincoat All Purpose Hooded Size 2XL – 3XL		300	XXXXX
46181543	Raincoat All Purpose Hooded Size 4XL – 5XL		50	XXXXX
46181543	Raincoat All Purpose Hooded Additional Sizes (indicate sizes below)		Not Evaluated	XXXXX
46181543	Raincoat All Purpose Hooded Additional Tall Sizes (indicate sizes below)		Not Evaluated	XXXXX

Additional Sizes: _____ Tall Sizes Offered: _____

Category G. Bidder's Percentage Discount Off Published Catalog Prices – All Catalog Clothing Items Not Listed Above

Category G. Item 1. Bidders Percentage Discount off Published Catalog Prices – All Catalog Clothing Items Not Specified Above – Not Evaluated

Bidder is to provide a percentage discount off published catalog list price for any clothing items in the bidder's catalog not listed specifically in specification categories A. through F. above. This item will not be evaluated and any catalog items affected will not be mandatory purchase items. The percentage discount will become a part of the contract for any Bidder awarded one or more of the above categories.

UNSPSC Number	Item Description / Size	Manufacturer/Brand /Style Number	Estimated Annual \$ Purchases	Percentage Discount Offered
53100000	Bidders Percentage Discount Off Catalog Prices, Items Not Specifically Bid	Not Evaluated	\$ 50,000	XXXXX

GENERAL SPECIFICATIONS

I. Scope

These specifications cover the purchase of undergarments, thermals sweat shirts and sweat pants, socks, outerwear and general purpose clothing specified below for general purpose use by state agencies, state institutions of higher education and properly registered members of DAS Cooperative Purchasing Program.

II. Requirements

- A. Each item is to be packaged in accordance with standard industry practices and marked for the individual or ordering agency as specified.
- B. All garments shall be designed to withstand institutional laundry, and shall be deemed "machine washable."
- C. All items shall be stamped or labeled, including care instructions where applicable, indicating size and other information pertinent to labeling laws.
- D. All items will have loose threads removed and be pressed and shaped properly.
- E. All materials shall be new, unused, without dirt, and shall not contain flaws or defects which adversely affect appearance, durability and function.
- F. All items found to be defective, improper sizing or not in accordance with specifications, although accepted through oversight or otherwise, shall be replaced, repaired or altered at the expense of the contractor, including all transportation costs.
- G. Selected specifications below and corresponding items on the item identification pages 12 through 21 above request additional sizes. The State requests that bidders who have additional sizes, list them in their bid / offer. Any additional sizes offered will be awarded if the Bidder is granted an award for the category, however additional size pricing will not be part of the evaluation of this bid.

III. Categories

- A. Men's and Women's T-Shirts, Briefs and Boxers
- B. Men's and Women's Thermals Sets and Separates
- C. Women's Bras
- D. Socks
- E. Sweatshirts and Sweatpants
- F. Jeans, Overalls and Assorted Outerwear Items
- G. Bidder's Published Discount Off Catalog Prices – All Clothing Catalog Items Not Listed – Not Evaluated

IV. Specifications

A. Category A; Men's and Women's T-Shirts, Briefs and Boxers

1. Men's Tee Shirts, White

- a. First Quality
- b. 100% Preshrunk Cotton, Ring Spun
- c. Crew Neck, Double Needle Hemmed Sleeve and Bottom, Taped Neck & Shoulder
- d. Double Stitched Reinforced Seams
- e. Fabric Weight 5.4 Ounces Per Square Yard Minimum
- f. Color: White Only
- g. Men's Sizes Small through 10XL
- h. Pricing: Per Dozen Like Sizes

2. Men's and Women's Active Wear Tee Shirts
 - a. First Quality
 - b. 100% Cotton Jersey
 - c. Crew Neck, Double Needle Top Stitched Neckline, Taped Neck and Shoulders, Double Stitched Sleeve and Bottom
 - d. Fabric Weight 5.4 Ounces Per Square Yard, Minimum
 - e. Colors: Bidders must provide a minimum of two bright, two light and two dark colors, with at least eight colors in total. Specify colors offered on the Bid Price Pages
 - f. Sizes: Adult: Small through 5XL, plus additional sizes as offered
 - g. Pricing: Per Dozen Like Sizes/Colors

3. Youth Active Wear Tee Shirts
 - a. First Quality
 - b. 100% Cotton Jersey
 - c. Crew Neck, Double Needle Top Stitched Neckline, Taped neck and Shoulders, Double Stitched Sleeve and Bottom
 - d. Fabric Weight 5.4 Ounces Per Square Yard, Minimum
 - e. Colors: Bidders must provide a minimum of two bright, two light and two dark colors, with at least eight colors in total. Specify colors offered on the Bid Price Pages
 - f. Sizes: Youth: 2 through 20
 - g. Pricing: Per Dozen Like Sizes/Colors

4. Men's Briefs
 - a. First Quality
 - b. 60% Polyester / 40% Cotton Preshrunk Knit, Knitted Double Crotch, Heavy Duty Institutional Waistband at least 1" in Width
 - c. Double Stitched and Reinforced Seams
 - d. Color: White Only
 - e. Weight: 5.4 Ounces Per Square Yard Minimum
 - f. Sizes: Small – 10XLarge as specified
 - g. Must Comfortably Fit Waist Sizes As Follows:
 - h. Pricing: Per Dozen Like Sizes

Size / Waist Size	Size / Waist Size	Size / Waist Size	Size / Waist Size
Small – 30" to 32"	Medium – 34" to 36"	Large – 38" to 40"	XLarge – 42" to 44"
2XLarge – 46" to 48"	3XLarge – 50" to 52"	4XLarge – 54" to 56"	5XLarge – 58" to 60"
6XLarge – 62" to 64"	7XLarge – 66" to 68"	8XLarge – 70" to 72"	9XLarge 74" to 76"
10XLarge – 78" to 80"			

5. Men's Boxers
 - a. First Quality
 - b. 60% Cotton / 40% Polyester Woven, White Only
 - c. Heavy Duty Elastic Waistband Attached with Four Rows of Stitching, Fly Front, Minimum 3 Panel Construction, No Center Seams, Double Stitched and Tacked at Stress Points
 - d. Sizes Small through 10XLarge as specified
 - e. Pricing: Per Dozen Like Sizes

Size / Waist Size	Size / Waist Size	Size / Waist Size	Size / Waist Size
Small – 30" to 32"	Medium – 34" to 36"	Large – 38" to 40"	XLarge – 42" to 44"
2XLarge – 46" to 48"	3XLarge – 50" to 52"	4XLarge – 54" to 56"	5XLarge – 58" to 60"
6XLarge – 62" to 64"	7XLarge – 66" to 68"	8XLarge – 70" to 72"	9XLarge 74" to 76"
10XLarge – 78" to 80"			

6. Women's Briefs
 - a. First Quality
 - b. 60% Cotton / 40% Polyester
 - c. Weight: 3.0 Oz. Per Square Yard Minimum
 - d. Heavy Duty Leg and Elastic Waistband, Waistband Minimum ¾" Wide
 - e. Double Panel Full Cotton Crotch
 - f. Color: White Only
 - g. Sizes: 5 – 18
 - h. Pricing: Per Dozen Like Sizes
 - i.

B. Category B; Men's and Women's Thermals

1. Men's Thermals Sets and Separates (Category B. Bid Items 1, 2 and 3)
 - a. First Quality
 - b. Sets Consist of One Top (long sleeved shirt) and One Bottom (drawer) like sized. Tops and Bottoms shall also be offered as separates.
 - c. Color: Natural or White Only
 - d. 65% Cotton / 35% Polyester Knit
 - e. Machine Washable, Matching Rib Knit Cuffs and Neck and Leg Trim, Heavy Duty Elastic Waist Band. Bottoms Shall be Ankle Length
 - f. 7 Ounce Fabric Minimum
 - g. Sizes: Small through 8XLarge and Large Tall – 3XLarge Tall plus additional sizes as offered
 - h. Pricing: Per Dozen Like Sizes – Sets, Tops and Bottoms
 - i. Separate bids will be submitted for men's sets, tops and bottoms and women's sets, tops and bottoms
2. Women's Thermals (Category B. Bid Items 4, 5 and 6)
 - a. First Quality
 - b. Sets Consist of One Top (long sleeved shirt) and One Bottom (drawer) like sized. Tops and Bottoms shall also be offered as separates
 - c. Color: Natural or White Only
 - d. 65% Cotton /35% Polyester Knit
 - e. Machine Washable, Matching Rib Knit Cuffs and neck and Leg Trim, Heavy Duty Elastic Waistband. Bottoms Shall be Ankle Length
 - f. 7 Ounce Fabric Minimum
 - g. Pricing: Per Dozen Like Sizes – Sets, Tops and Bottoms
 - h. Sizes: Sets, Tops and Drawers Small Through 6X Large

C. Category C; Women's Bras

3. Women's Bras
 - a. First Quality
 - b. Color: White Only
 - c. Cotton/Polyester Blend, Cups and Backs (minimum 50% Cotton, Stretch Sections Polyester/Spandex)
 - d. Cloth Top Cups and Backs
 - e. Elastic Criss-Cross Band
 - f. Adjustable Straps
 - g. Back Hook Closure, Minimum 2 Hooks
 - h. Front Seams
 - i. Stretch under Band Straps
 - j. Pricing Per Dozen Like Sizes
 - k. Sizes As Indicated Below:

A Cup	B Cup	C Cup	D Cup	DD Cup
32 – 36	32 – 42	34 – 48	34 – 52	44 - 52

4. Women's Sport Bras
 - a. First Quality
 - b. No Hooks or Eyelets, Pull Over Style with No metal or Plastic. Wide, Non-slip straps and racer-style back
 - c. Cotton / Polyester/ Lycra Blend
 - d. Color: White Only
 - e. Priced Per Dozen Like Sizes
 - f. Sizes 32 - 54

D. Category D: Socks

1. Men's Tube Sock (Also Fits Women's Larger Sizes)
 - a. First Quality
 - b. 80% Cotton / 20% Polyester Blend
 - c. 10" – 21" in Length
 - d. Rib Length – 5 7/8" Minimum
 - e. Width of Foot at Base – 3 7/8" Minimum
 - f. 1/2" Welt Top
 - g. Weight Per Dozen – 25 Ounces Minimum
 - h. One Size Fits All: Sizes 10 – 13 and 14 – 16
 - i. Color: White Only
 - j. Pricing: Per Dozen
2. Crew Socks
 - a. First Quality
 - b. 80% Cotton / 20% Polyester Blend
 - c. Rib Length 4 7/8" Minimum
 - d. Foot Length Heel to Toe – 9 3/8" Minimum
 - e. Width of Foot at Base – 3 7/8" Minimum
 - f. 1/2" Welt Top
 - g. Weight Per Dozen – 23 Ounces Minimum
 - h. Reciprocated Heel and Toe
 - i. One size fits all 10-13
 - j. Color: White Only
 - k. Pricing: Per Dozen
3. Sport Sock – Suitable for Men and Women
 - a. First Quality
 - b. Low Cut Terry Sport Socks
 - c. 80% Cotton / 20% Man Made Fibers
 - d. Overall Length 13 3/8" Minimum
 - e. Rib Length 1 7/8" Minimum
 - f. Reciprocated Heel and Toe
 - g. Weight Per Dozen: 18 Oz Minimum
 - h. Color: White
 - i. Sizing: One Size Fits All
 - j. Pricing: Per Dozen
4. Women's Double Roll Ankle Sock
 - a. First Quality Cuffed Terry Sport Sock
 - b. 80% Cotton / 20% Man Made Fibers
 - c. 2 1/2" Cuff Minimum
 - d. Reciprocated Heel and Toe
 - e. Weight Per Dozen: 18 Ounces Minimum
 - f. Color: White Only
 - g. One Size Fits All
 - h. Pricing: per Dozen

5. Women's Assorted Colored Low Cut Terry Sport Sock
 - a. First Quality
 - b. 80% Cotton / 20% Man Made Fibers
 - c. 3 x 3 Rib Cuff on a 3: Cuff
 - d. Reciprocated Heel and Toe
 - e. Weight Per Dozen: 18 Ounces Minimum
 - f. Color: Bidder to Indicate Colors on Bid Item Identification Pages
 - g. One Size Fits All
 - h. Pricing: Per Dozen Per Color
- E. Category E: Sweatshirts and Sweatpants
1. Hooded Sweatshirt, Long Sleeve, Zipper Front
 - a. First Quality
 - b. Cotton / Polyester Blend Fleece, Minimum 50% Cotton
 - c. Weight: 9 Oz. Per Square Yard Minimum
 - d. Full Zipper Front Closure
 - e. Two Functional Muff Pockets
 - f. Full Cut, Double Ply Hood, Heavy Duty Drawstring With Openings Each Side of Hood (Drawstring Must be Removable)
 - g. All Seams Must Be Cover Stitched or Lock Stitched
 - h. Reinforced Cuffs and Waist
 - i. Sizes: S – 5XLarge, additional sizes as offered
 - j. Colors: Gray, Maroon, Navy, Black Plus a Minimum of 5 Additional Deep-Hued Colors
 - k. Pricing: Each
 2. Long Sleeve Crew Neck Sweatshirts
 - a. First Quality
 - b. Cotton / Polyester Blend Fleece, Minimum 50% Cotton
 - c. Weight: 9 Oz. Per Square Yard Minimum
 - d. Reinforced Crew Collar, Cuffs and Waistband
 - e. All Seams Must Be Cover Stitched or Lock Stitched
 - f. Sizes: S – 5XLarge, additional sizes as offered
 - g. Colors: Gray, Maroon, Navy, Black Plus a Minimum of Five (5) Additional Deep-Hued Colors
 - h. Pricing: Each
 3. Sweatpants (Category E. Items 3 and 4)
 - a. First Quality
 - b. Cotton / Polyester Blend Fleece, Minimum 50% Cotton
 - c. Standard Weight: 9 Oz. Per Square Yard Minimum
 - d. Heavy Weight: 12 Oz. Per Square Yard Minimum
 - e. No Pockets
 - f. Elastic Leg Ends
 - g. Fold Over Waist With Inside Drawstring (Drawstring Must Be Removable)
 - h. Sizes S – 5XLarge, additional sizes as offered
 - i. Colors: Gray, Maroon, Navy, Black Plus a Minimum of Five (5) Additional Deep-Hued Colors
 - j. Pricing: Each
 4. Football Jersey
 - a. First Quality
 - b. Cotton / Polyester Blend, Minimum 50% Cotton
 - c. Weight: Heavyweight, 12 Oz Per Square Yard Minimum
 - d. ¾ Cut Sleeves With Deep Inset Armholes
 - e. Modified V-Neck or Crew Neck, Straight Hemmed Bottom
 - f. Less Than 5% Shrinkage
 - g. Sizes: S – 5XLarge, additional sizes as offered
 - h. Colors: Bidder to Offer At Least Seven Deep-Hued (7) Colors
 - i. Pricing: Each

F. Category F: Jeans, Overalls and Assorted Outerwear Items

1. Men's Jeans
 - a. First Quality
 - b. 100% Preshrunk Cotton Denim
 - c. Weight 13.0 – 15.0 Oz Per Square Yard
 - d. Regular Fit, Straight Leg
 - e. Five Pocket with 5 – 7 Belt Loops
 - f. Heavy Duty Brass Zipper
 - g. Reinforced at All Stress Points With Either Bar Tacks or Rivets
 - h. Must Be Made to Withstand Institutional Laundering
 - i. Sizes: Waist 28" – 56" and Inseam 29" – 36", additional sizes as offered
 - j. Color: Blue
 - k. Pricing: Each

2. Ladies Jeans
 - a. First Quality
 - b. 100% Preshrunk Cotton Denim
 - c. Weight 13.0 – 15.0 Oz. Per Square Yard
 - d. Regular Fit, Straight Leg
 - e. Five Pocket With 5-7 Belt Loops to Accommodate 2" Belt
 - f. Heavy Duty Self Locking Brass Zipper
 - g. Bar Tacked At All Stress Points Including Pockets and Base of Zipper
 - h. Must Be Made to Withstand Institutional Laundering
 - i. Sizes: 4 – 24, additional sizes as offered
 - j. Color Blue
 - k. Pricing: Each

3. Bib Overalls, Cotton Duck, Unlined
 - a. First Quality
 - b. Heavy Duty 100% Cotton Duck, Piled Yarns
 - c. Unlined
 - d. Weight: 12 Oz. Per Square Yard
 - e. Wind Resistant and Snag Proof
 - f. Triple Stitched Main Seams With Metal Rivets or Bar Tacked at Stress Points
 - g. Double Knees
 - h. Hammer Loop(s) and Leg Tool Pocket(s)
 - i. Sizes: 28 – 60 Big, additional sizes as offered
 - j. Color: Black or Brown
 - k. Pricing: Each

4. Lined Cotton Duck Coat
 - a. First Quality
 - b. Heavy Duty 100% Cotton Duck
 - c. Wind Resistant and Snag Proof
 - d. Weight: 12 Oz Per Square Yard Minimum
 - e. Lining: 100% Nylon Quilted to Polyester Arctic Weight
 - f. Collar: Corduroy With Snaps For Optional Hood
 - g. At Least Four Patch Pockets With Inside Security Pocket Desirable
 - h. Triple Stitched or Reinforced Main Seams
 - i. Cuff Adjustment
 - j. Metal Button or Brass Zipper Front
 - k. Hood To Match Coat With Drawstring, Snaps to Match Coat (Drawstring should be removable)
 - l. Sizes: Regular: 34 – 50, Big: 52 - 60, Tall: 38 - 50, Big/Tall: 52 – 60, additional sizes as offered
 - m. Color: Black or Brown
 - n. Pricing: Each

5. Split t Hood Parka
 - a. First Quality
 - b. 100% Oxford Nylon Shell or Equivalent With 100% Nylon Lining Quilted to an 8 Oz. Polyester Fill or Equivalent.
 - c. Weight: Heavy Duty
 - d. Button Storm Front Over a Heavy Duty Zipper
 - e. Pile Lined Split Hood
 - f. Four (4) Pockets; 2 Flap, 2 Slash. Pencil Pocket Desirable
 - g. Drawstring Waist With Inside Knot Wristlets or Other Suitable Drawstring Keeper (Drawstring should be removable)
 - h. Sizes S – 5XLarge, additional sizes as offered
 - i. Color: Navy
 - j. Pricing: Each

 6. Lined Windbreaker Jacket
 - a. First Quality
 - b. 100% Nylon Shell or Equivalent
 - c. Lining: Cotton/Man Made Fiber Blend or 100% Cotton
 - d. Cuffed With a Drawstring Waist (Drawstring should be removable)
 - e. Snap Front or Zippered Closure
 - f. Water Resistant and Machine Washable
 - g. Sizes: S – 5XLarge, additional sizes as offered
 - h. Colors: Royal Blue, Navy, Maroon, Red, Green, Gold, Orange (Bidder May Offer Other Colors)

 7. Raincoat, All Purpose, Hooded
 - a. First Quality
 - b. Urethane Coated Minimum 200 Denier Nylon Woven Construction
 - c. Flame Resistant
 - d. Weight: Minimum 4.4 Oz.
 - e. Length: Commensurate with Size, At Least 48" Long
 - f. Raglan Sleeves
 - g. Storm Front
 - h. Slash Through Pockets
 - i. Adequate Ventilation
 - j. Hood: May Be Attached or Detachable With Drawstring (Drawstring Must Be Removable)
 - k. Full Cut
 - l. All Snaps, Buttons, Buckles, Suspender Hardware Must Be Non-Conductive, Non-Corrosive, Rustproof, Spark Proof and Made of High Impact Nylon or Plastic or equivalent.
 - m. Sizes: XS – 6XLarge, Regular and Tall
 - n. Color: Black
 - o. Pricing: Each
- G. Category G: Bidder's Percentage Discount Off Published Catalog Prices

Bidder's Percentage Discount Off Published Catalog Prices – All Catalog Items Not Listed Specifically Above. Bidder is invited to provide a percentage discount off published catalog list price for any clothing items in the bidder's catalog not listed specifically in specification categories A. through F. above. This category / item is optional and will not be evaluated but if offered will become a part of the contract for any Bidder awarded one or more of the above categories.

Bid Submission Checklist

Mandatory Submissions – Must Accompany The Qualification Summary Response*

Submitted	Submittal Description	Page Reference
_____	Bid Cover Page – Signed In Blue Ink	Page 1
_____	Buy Ohio And Domestic Preferences	Page 2
_____	Bidder Qualifications – Qualification Summary Pre-Qualification Certification Documents - Documentation Required by Pages 3 – 4 Paragraphs A. Through H.	Pages 3 - 4

Required Submittals – Should Be Submitted With The Bid, But If Not Must Be Submitted Within Five (5) Business Days Of Notification

_____	Declaration Regarding Material Assistance Or Non-Assistance To A Terrorist Organization	Page 2
_____	Product Sample Materials as requested	Pages 6 - 7
_____	Affirmative Action Program Verification	Page 10
_____	Federal Taxpayer Identification Form W-9	Page 10
_____	State of Ohio Bureau of Workers Compensation Certificate Of Insurance Or Other Appropriate Workers Compensation Insurance Certificate	Page 11
_____	Insurance Requirements ***	Page 11

Desirable Submittal(s) – Suggested But Not Required ****

_____	State of Ohio OBM Form EFT – Direct Deposit Form (OBM-1234) See: <u>STATE OF OHIO OFFICE OF BUDGET MANAGEMENT</u> <u>ELECTRONIC FUNDS TRANSFER PAYMENTS PROGRAM</u>	Page 11
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- * Mandatory submissions must be submitted with the bid response. Refer Bid Pages 3 and 4, MANDATORY SUBMISSION / BIDDER QUALIFICATIONS and MANDATORY/REQUIRED SUBMISSIONS.
- ** Required documentation/materials should be submitted with the Bid. If not submitted with the Bid, the Bidder must provide the said documentation/materials within five (5) business days after notification to the Office of State Purchasing. Refer Bid Pages 3, MANDATORY/REQUIRED SUBMISSIONS.
- *** Submit an Acord Certificate or similar certificate from your insurance agent/carrier showing compliance with the required coverage amounts. (See INSURANCE REQUIREMENTS: page 11 and/or Supplemental Contract Terms and Conditions section S-12 and S-13).
- **** Desirable Submittals are those submittals which the state of Ohio DAS Office of State Purchasing recommends be submitted with your bid/qualification summary but which are not mandatory or required for participation in the bid and online reverse auction process.

APPENDIX A – THE REVERSE AUCTION BID QUALIFICATION AND LIVE AUCTION PROCESS

Section One: General Information:

1.0 Introduction

The state of Ohio Department of Administrative Services (DAS). General Services Division Office of Procurement Services (OPS), is conducting an Invitation to Bid (ITB) by Reverse Auction for Undergarments, Thermals, Sweat Garments, Socks, Outerwear and General Purpose Clothing. There are Three Steps to Responding to this ITB:

Step One: Bidders respond to this ITB by submitting all information requested in the ITB Reverse Auction Qualification Summary outlined in the MANDATORY SUBMISSIONS / BIDDER QUALIFICATION clause on pages 3 and 4 and on the Bid Submission Checklist on page 29 of this Invitation to Bid/Qualification Summary. Reverse auction qualification summaries shall be submitted in paper form in a sealed envelope with the bid number clearly marked on the exterior. If the bidder uses an express mail or courier service, the bid number must be clearly marked on the exterior of the express mail or courier envelope or must be enclosed in a sealed envelope inside the express mail or courier service envelope, with the bid number clearly marked on the inside envelope. DAS must receive the qualification summary and mandatory submissions no later than 1:00 PM on Monday November 16, 2009. DAS receives summaries during the hours of 8:00 PM through 4:30 PM, Monday through Friday, except state observed holidays. DAS does not accept summaries with insufficient postage, collect on delivery, or through electronic means. Summaries must be delivered to the following address: Department of Administrative Services, General Services Division, Office Of Procurement Services, ATTN.: Bid Desk, 4200 Surface Road Columbus, OH 43228-1385.

Step Two: Upon review of bidders' Reverse Auction Qualification Summary submissions which are timely submitted, DAS Office of Procurement Services will issue invitations to participate in the online Reverse Auction Event to bidders who have submitted specification compliant products and who have completely satisfied all mandatory submission requirements. Invitations will be issued by e-mail to the email address furnished on page one (1) of the bidder's Reverse Auction Qualification Summary Response. Bidders deemed qualified who have previously registered at <https://ohiodas.hedgehog.com> will be sent an invitation to participate in the online reverse auction event which will include a user ID and password unique to the online reverse auction event. Bidders who have not previously registered, proceed to Step Three below.

Step Three: After receiving an invitation to participate in the online Reverse Auction Event if a bidder has not previously registered at <https://ohiodas.hedgehog.com> they may follow the registration steps below to obtain a USER ID and PASSWORD. (The application is supported by Microsoft Internet Browser 5.5 or higher). Follow the following registration steps:

- 1) On the main page <https://ohiodas.hedgehog.com>, under the "New Users" section, click on the "Register here" link.
- 2) On the Registration page, complete all the required information.
- 3) There is a field named "Reference Number", input the ITB Reference Number in which you have been invited to participate in this field.
- 4) As a new registrant you will be requested to select all general categories that are applicable to your company under the "Category" section. You can select a category and move it to the selected box by clicking on the arrow buttons.
- 5) Once you complete the form, select SAVE
- 6) Upon successful registration, you will see an onscreen message noting your registration submission.
- 7) Successful registration will permit a bidder's participation in the Online Reverse Auction Event.

1.1 Review of All Posted Documents

All Bidders wishing to respond to the ITB by Reverse Auction should carefully read and comply with all requirements and instructions in the ITB Reverse Auction Qualification Summary.

1.2 Role of HedgeHog Inc.

HedgeHog Inc. has been contracted to host and manage the Online Reverse Auction event via the OhioDAS ProcurePort at <https://ohiodas.hedgehog.com>

APPENDIX A – THE REVERSE AUCTION BID, QUALIFICATION AND LIVE AUCTION PROCESS (CONT'D)

HedgeHog Inc. will manage all services to support this online event including:

- Reception of all Bidders Registering on the OhioDAS ProcurePort (<https://ohiodas.hedgehog.com>) in order to participate in the Online Reverse Auction event.
- Contact qualified bidders regarding their participation in the online bidding event based on specific state of Ohio DAS ProcurePort requirements.
- Answer all questions relating to the online bidding process and bidding platform.
- Train invited bidders, in advance of the scheduled live online Reverse Auction event, on using the bid platform through a demonstration (mock) auction event.
- Conduct the live Online event in accordance with the requirements specified in this document.
- Provide final bid reports to the state of Ohio DAS at the conclusion of the live online reverse auction event.

Section Two: Contact Information

2.1 Communication Before and During Event

HedgeHog, Inc Contact Information	
Live Help Desk Telephone Support Available M-F 8:30 AM to 5:00 PM EST	1-800-208-2335
Email Help Desk Support Available 24/7 with responses within 24 hours or sooner	helpdesk@hedgehog.com

Section Three: Bid Schedule

Online Reverse Auction Event Registration Time Line	December 1-3, 2009
<ol style="list-style-type: none"> 1. DAS/HedgeHog issue invitations to qualified Bidders containing a Bid Unit Price Spreadsheet. 2. If not already registered, bidders who are invited to participate in the Online Reverse Auction MUST register at https://ohiodas.hedgehog.com. 3. Bidders must follow the registration instructions posted on Page 30, Section One. General Information 1.0 Introduction, Step Three. 4. Bidders who register on the site will receive email notification with a USER ID and PASSWORD 5. Bidders who already registered and who are deemed qualified will be sent an invitation including USER ID and PASSWORD and the Unit Price Bid Spreadsheet. 	<p>December 1, 2009</p> <p>December 2, 2009: Open for Registration:</p> <p>4:30 PM (EST), December 3, 2009: Deadline for Invited Bidder Registration:</p>
Online Reverse Auction Training	December 4-10, 2009
<ol style="list-style-type: none"> 1. Bidders are invited to schedule Reverse Auction Training with HedgeHog 2. A list of available training dates/times and instructions will be sent with the Registration Invitation. All training is on a “first come / first served” basis. 3. Bidders may contact the Help Desk Support anytime by email or phone to address questions regarding the Live Bid session as defined in Section Two: Contact Information 	Contact Matt Meighan w/HedgeHog at matt.meighan@hedgehog.com or 800-208-2335 to schedule training
Bidder Participation Requirements	December 11 and up to 11:00 AM (EST) December 14, 2009

APPENDIX A – THE REVERSE AUCTION BID, QUALIFICATION AND LIVE AUCTION PROCESS (CONT'D)

<ol style="list-style-type: none"> 1. Bidders are <u>Required</u> to accept the Online Participation Agreement and Terms in advance to participate in the Live Online Reverse Auction Event. Access to the Participation Agreement can be found on the "Welcome to OhioDAS ProcurePort Online Bid Event" invitation. 2. Bidder acceptance is completed by entering the USER ID and PASSWORD assigned with the Invitation email. 3. Proxy Bids: Bidders who need to submit Proxy Bids must contact the Auction Administrator as soon as possible by email. Proxy Bids will only be submitted with a signed agreement between the Bidder and the Online Bid Host, Hedgehog, Inc. 	<p>Due date for submission of invited qualified bidder acceptance of Reverse Auction terms and conditions:</p> <p>December 14, 2009 11:00 AM (EST)</p> <p>Auction Administrator email: matt.meighan@hedgehog.com</p>
<p>Online Reverse Auction Pre-Bid – Submission of completed Bid Unit Price Spreadsheet.</p>	<p>December 4 and up to 11:00 AM (EST) December 14, 2009</p>
<ol style="list-style-type: none"> 1. Bidders enter their initial group pricing from the Unit Price Bid Spreadsheet. 2. Prior to the pre-bid closing, bidders <u>MUST</u> upload the Unit Price Bid Spreadsheet containing their placeholder bids. 3. Failure to submit the Unit Price Bid Spreadsheet as outlined above may be cause to reject the bid as non-responsive 	<p>December 10, 2009: Pre-Bid period opens.</p> <p>11:00 AM (EST), December 14, 2009 time ends for Bidder acceptance of Reverse Auction terms and conditions and submission of Bid Unit Price Spreadsheet.</p> <p>Blackout period from 11:00 AM EST December 14, 2009 to 1:00 PM EST December 14, 2009.</p>
<p>Live Ohio DAS ProcurePort Reverse Auction</p>	<p>December 14, 2009</p>
<ol style="list-style-type: none"> 1. Live Auction: Bidders should log onto the Bid Site up to 15 minutes before the event opens live. 2. Bidders access the Bid Page by selecting the Live "Bid" Button on the Auction events list. 3. Bidders will submit bids on the Bid page and select "Place Bid" to view their current ranking. 4. Bidders can view updates to their bid page instantly. 5. Bidders may submit questions during the Live Event via email or contact the Help Desk immediately if they need assistance with placing bids. See Section Two for contact information. 	<p>1:00 PM (EST) Live Bidding Opens</p> <p>Estimated duration 45 minutes with Extension periods as indicated by the Bid.</p>
<p>Post-Bid Reverse Auction Requirements</p>	<p>December 15, 2009</p>
<ol style="list-style-type: none"> 1. Bidders are <u>REQUIRED</u> to submit a completed and signed Unit Price Bid Spreadsheet. 2. Spreadsheet must reflect exactly the bids submitted during the Live Auction Event. 3. Unit prices are in US currency and must be given for all items. 4. Failure to submit the Unit Price Bid Spreadsheet as outlined above may be cause to reject the bid as non-responsive. 	<p>Within 24 hours after close of Live Reverse Auction – Low Bidder(s) submit completed Bid Unit Price Spreadsheet to: Walter.Schneider@das.state.oh.us</p>
<p>State of Ohio DAS Final Bid Validation & Award Process</p>	<p>December 15-31, 2009</p>
<p>State of Ohio Contract Inception</p>	<p>January 1, 2010</p>

APPENDIX A – THE REVERSE AUCTION BID, QUALIFICATION AND LIVE AUCTION PROCESS (CONT'D)

Section Four: Bid Process

FREQUENTLY ASKED QUESTIONS

1. HOW ARE INVITATIONS ISSUED?

The state of Ohio, in conjunction with HedgeHog Inc., grants access of this event to the qualified bidders via email.

2. HOW DOES THE STATE OF OHIO DAS MAINTAIN MARKET INTEGRITY AND BEST PRACTICES USING THE OHIODAS PROCUREPORT?

The OhioDAS ProcurePort operates a fair and competitive online bid platform. Best practices have been established to govern the participants in this online event. The state of OhioDAS has the right to accept or reject any and all bids or proposals. Any proposal and bid that does not address all requirements outlined in this ITB by Reverse Auction will be considered not responsive and subject to rejection. No bids will be accepted outside of the Online Bid platform or once the event is closed, without prior provisions granted.

3. HOW ARE BIDS TO BE PLACED DURING LIVE EVENT?

The bidding direction of this On Line Bid event will be downward. A lower bid is more competitive. A bidder cannot raise their bid once they have submitted a bid.

4. HOW IS A LOWEST BID TIE MANAGED?

There will be no lowest bid "ties". If a bidder submits a price that ties, as the lowest bid; it will be rejected by the system and require the bidder to re-submit a price for acceptance.

5. HOW DOES THE BIDDER VIEW THEIR BIDS RANK?

The bidder may see immediate feedback from the competitive bids once a price is placed. The bidder may see how the newly submitted price ranks against the field through a bid rank. This rank will appear in parenthesis alongside the bidder bid price.

6. HOW DOES A BID EVENT TIME BECOME EXTENDED BEYOND THE PROJECTED AUCTION DURATION?

A new valid bid on any item in the list received during the yellow warning final minutes of the On Line Bid event will trigger an extension period designated on the Bid Platform Screen. The extension will add the designated time to the event in order for all participating bidders the opportunity to respond to the market price change. If no additional price changes take place during the new yellow warning period, the On Line Bid event will automatically close. If bidders continue to adjust bids during the extension, additional extensions will continue to roll until all valid bid activity has ceased to close the event for each. The state of Ohio DAS may elect to limit the number of extensions but will not reveal the time line for closure.

7. HOW ARE AWARDED BIDS TO BE DETERMINED?

The state of Ohio DAS will award a contract to the lowest responsive and responsible bidder by category. Bids will be evaluated in accordance with the EVALUATION clause on page 7 of this bid/qualification summary.

APPENDIX A – THE REVERSE AUCTION BID, QUALIFICATION AND LIVE AUCTION PROCESS (CONT'D)

8. HOW IS THE BIDDER'S IDENTITY PROTECTED FROM OTHER BIDDERS PARTICIPATING IN THE EVENT?

Respect for the bidder is extremely important. No competing bidder will have access to specific knowledge about the other competing bidders during this On Line Bid event.

9. HOW WILL BIDDERS BE NOTIFIED OF CHANGES IN THE BID SPECIFICATIONS OR ITEMS FOR BID?

If in preparation for this event, it is necessary for the state of Ohio DAS Office of Procurement Services to issue an amended bid/qualification summary, an Addendum to the bid will be issued by the state of Ohio DAS Office of Procurement Services. All registered bidders will be notified of the issuance of the Addendum via e-mail. The e-mail notification will include a link to the Addendum on the state of Ohio DAS Office of Procurement Services website. It will be the responsibility of each bidder to access the Bid Addendum and make any changes to his/her bid dictated by the Addendum. Bid Addenda may detail either a change in the layout of the bid platform or details in the bid/qualification summary. All participants receiving a notification of bid addenda are encouraged to immediately access the bid addenda and review the documents for potential changes.

10. WHAT ARE THE HARDWARE REQUIREMENTS TO ACCESS THE BID SITE ON THE INTERNET?

The state of Ohio DAS ProcurePort recommends the following minimums:

- A Pentium ® class personal computer
- A minimum of 64 MB of RAM
- 40 MB available disk space
- Direct internet connect with a 28.8 K modem or faster

11. WHAT ARE THE SOFTWARE REQUIREMENTS TO ACCESS THE BID SITE ON THE INTERNET?

The state of Ohio DAS ProcurePort recommends the following minimums:

- Microsoft Windows 95, 98, NT, 2000, XP.
- Microsoft Internet Explorer 5.5 or higher
- Or, Netscape version 4.8 or lower
- HedgeHog, Inc. cannot guarantee full system functionality using other browsers such as Firefox, Safari, Opera, or Google Chrome.

12. HOW CAN A BIDDER SUBMIT A SURROGATE OR PROXY BID?

Bidders who do not have access to the above hardware and software requirements should contact the HedgeHog Help Desk Support as soon as possible to discuss bidding alternatives, See Section Two Contact Information.

APPENDIX A – THE REVERSE AUCTION BID, QUALIFICATION AND LIVE AUCTION PROCESS (CONT'D)

Section Five Qualification Summary and Reverse Auction Timeline

TASK	DEADLINE
Reverse Auction Qualification Summary Posted	November 2, 2009
RAQS Submission Deadline / Opening	1:00 PM Nov. 16, 2009
Qualification Summary Evaluation & Selection of Invited Bidders	Nov. 16-30, 2009
DAS/HedgeHog to issue invitations to qualified Bidders	December 1, 2009
Bidder registration at: https://ohiodas.hedgehog.com . HedgeHog, Inc. issues USER ID, PASSWORD and pre-bid unit price spreadsheet.	Dec. 1-3, 2009
Cut-Off for Bidder Registration	4:30 PM (EST) December 3, 2009
Bidder training conducted by HedgeHog, Inc.	Dec 4- 10, 2009
Pre-Bid (After Bidder training, Bidder uploads completed pre-bid unit price spreadsheet)	December 4 until 11:00 AM (EST) Dec. 14, 2009
Blackout Period - DAS validation of pre-bids	11:00 AM – 1:00 PM (EST) December 14, 2009 December 14, 1:00 – 1:45 PM (EST) w/extensions
Live Reverse Auction Event	
Low Bidders for each category submit final unit priced spreadsheet to DAS for verification of final bids and award of contract.	December 15, 2009 (Due 24 hours following Live Auction close)
Final unit priced spreadsheet evaluation and contract award	Dec. 15-31, 2009
Contract inception	January 1, 2010

INVITATION TO BID

State of Ohio
Department of Administrative Services
General Services Division
Office of Procurement Services

The Original Signed Bid must be submitted to the Office of Procurement Services to receive consideration for award.		BIDDER NAME	
BID NUMBER SR900510	OPENING DATE (1:00 p.m.) November 16, 2009	STREET ADDRESS <input type="checkbox"/> Check if remit address is different and list on separate sheet	
General Services Division Office of Procurement Services 4200 Surface Road Columbus, OH 43228-1395 Attn: Bid Desk		CITY STATE ZIP	
		COUNTY	MBE/EDGE CERTIFICATE NUMBER
		TELEPHONE NO. ()	TOLL FREE NO. 1 - ()
		CONTACT PERSON	FAX NO. ()
		CONTRACTOR'S E-MAIL ADDRESS	
REQ./INDEX NO. GDC054P	BID NOTICE DATE November 2, 2009		
SELECT YOUR PREFERRED METHOD OF RECEIVING PURCHASE ORDERS AND ENTER THE E-MAIL OR FAX NUMBER INFORMATION (ONLY SELECT ONE METHOD) <input type="checkbox"/> E-Mail <input type="checkbox"/> Fax			
In addition to the standard terms for payment, the payment terms for state agency(ies) will be 2%, 10 Days, Net 30 Days unless otherwise stated in the following space. If no discount is offered, bidder should circle "Net 30 Days". ____%, ____Days, Net 30 Days			
<p>PARTICIPATING AGENCY(IES): ALL STATE AGENCIES, AND PROPERLY REGISTERED COUNTIES, TOWNSHIPS, MUNICIPAL CORPORATIONS, REGIONAL TRANSIT AUTHORITIES, REGIONAL AIRPORT AUTHORITIES, PORT AUTHORITIES, SCHOOL DISTRICTS, CONSERVANCY DISTRICTS, TOWNSHIP PARK DISTRICTS AND PARK DISTRICTS, PURSUANT TO SECTION 125.04(B) OF THE OHIO REVISED CODE, THE COOPERATIVE PURCHASING ACT. STATE UNIVERSITIES, STATE VOCATIONAL SCHOOLS, STATE COMMUNITY COLLEGES OR OTHER INSTITUTIONS OF HIGHER EDUCATION MAY USE THESE CONTRACTS. SUCH USE HOWEVER, IS BASED UPON EACH ENTITY'S PROCUREMENT AUTHORITY.</p>			
ADDENDUM FOR CHANGE ADDENDUM NO.: 1 REVISION DATE: 11/05/09			
THE DEPARTMENT OF ADMINISTRATIVE SERVICES, OFFICE OF PROCUREMENT SERVICES IS SOLICITING BIDS FOR: UNDERGARMENTS, THERMALS, SWEAT GARMENTS, SOCKS, OUTERWEAR AND GENERAL PURPOSE CLOTHING			
Attached are pages 18, 26 and 29 to this Invitation to Bid. Remove the corresponding pages from the existing bid and replace with the attached.			
As indicated herein this addendum is issued to 1) change the specified weight per square yard for hooded sweatshirts, crew neck sweatshirts and standard sweat pants in category E. on page 26 of the RAQS/Bid. 2) To remove the requirement for heavy weight sweat pants from the bid and to correct the description for sweat pants in category E on the Item Identification page # 18 of the RAQS/Bid. 3) To correct language in the Bid Submission Checklist "Mandatory Submissions - Must Accompany the Qualification Summary Response section on page 29 of the RAQS/Bid.			

Category E. Item 3. Sweatpants, Cotton / Polyester Blend, Minimum 50% Cotton, Colors: Gray, Maroon, Navy, Black, Plus Minimum of 5 Deep-hued Colors

UNSPSC Number	Item Description / Size	Manufacturer/Brand /Style Number	Estimated Annual Usage (Each)	Price Each
53102900	Sweatpants, Cotton/Polyester Blend, Sizes S – XL *		1,300	XXXXX
53102900	Sweatpants, Cotton/Polyester Blend, Sizes 2XL – 3XL *		700	XXXXX
53102900	Sweatpants, Cotton/Polyester Blend, Sizes 4XL – 5XL *		125	XXXXX
53102900	Sweatpants, Cotton/Polyester Blend, Additional Sizes *		Not Evaluated	XXXXX

Additional Sizes Offered: _____ Additional Colors Offered: _____

Category E. Item 4. Football Jersey, Cotton/Polyester Blend, Colors: Bidder to Offer At Least Seven (7) Deep-hued Colors

UNSPSC Number	Item Description / Size	Manufacturer/Brand /Style Number	Estimated Annual Usage (Each)	Price Each
53102900	Football Jersey, Cotton/Polyester Blend Size S – XL		100	XXXXX
53102900	Football Jersey, Cotton/Polyester Blend Size 2XL – 5XL		100	XXXXX
53102900	Football Jersey, Cotton/Polyester Blend Additional Sizes		Not Evaluated	XXXXX

Additional Sizes Offered: _____ Colors Offered: _____

* Changed / Corrected by Bid Addendum #1 dated November 5, 2009

5. Women's Assorted Colored Low Cut Terry Sport Sock
 - a. First Quality
 - b. 80% Cotton / 20% Man Made Fibers
 - c. 3 x 3 Rib Cuff on a 3: Cuff
 - d. Reciprocated Heel and Toe
 - e. Weight Per Dozen: 18 Ounces Minimum
 - f. Color: Bidder to Indicate Colors on Bid Item Identification Pages
 - g. One Size Fits All
 - h. Pricing: Per Dozen Per Color

E. Category E: Sweatshirts and Sweatpants

1. Hooded Sweatshirt, Long Sleeve, Zipper Front
 - a. First Quality
 - b. Cotton / Polyester Blend Fleece, Minimum 50% Cotton
 - c. Weight: 7.75 – 9 Oz. Per Square Yard *
 - d. Full Zipper Front Closure
 - e. Two Functional Muff Pockets
 - f. Full Cut, Double Ply Hood, Heavy Duty Drawstring With Openings Each Side of Hood (Drawstring Must be Removable)
 - g. All Seams Must Be Cover Stitched or Lock Stitched
 - h. Reinforced Cuffs and Waist
 - i. Sizes: S – 5XLarge, additional sizes as offered
 - j. Colors: Gray, Maroon, Navy, Black Plus a Minimum of 5 Additional Deep-Hued Colors
 - k. Pricing: Each
2. Long Sleeve Crew Neck Sweatshirts
 - k. First Quality
 - l. Cotton / Polyester Blend Fleece, Minimum 50% Cotton
 - m. Weight: 7.75 – 9 Oz. Per Square Yard *
 - n. Reinforced Crew Collar, Cuffs and Waistband
 - o. All Seams Must Be Cover Stitched or Lock Stitched
 - p. Sizes: S – 5XLarge, additional sizes as offered
 - q. Colors: Gray, Maroon, Navy, Black Plus a Minimum of Five (5) Additional Deep-Hued Colors
 - r. Pricing: Each
4. Sweatpants (Category E. Item 3)*
 - a. First Quality
 - b. Cotton / Polyester Blend Fleece, Minimum 50% Cotton
 - c. Weight: 7.75 – 9 Oz. Per Square Yard *
 - d. No Pockets
 - e. Elastic Leg Ends
 - f. Fold Over Waist With Inside Drawstring (Drawstring Must Be Removable)
 - g. Sizes S – 5XLarge, additional sizes as offered
 - h. Colors: Gray, Maroon, Navy, Black Plus a Minimum of Five (5) Additional Deep-Hued Colors
 - i. Pricing: Each
4. Football Jersey (Category E. Item 4.) *
 - j. First Quality
 - k. Cotton / Polyester Blend, Minimum 50% Cotton
 - l. Weight: Heavyweight, 12 Oz Per Square Yard Minimum
 - m. ¾ Cut Sleeves With Deep Inset Armholes
 - n. Modified V-Neck or Crew Neck, Straight Hemmed Bottom
 - o. Less Than 5% Shrinkage
 - p. Sizes: S – 5XLarge, additional sizes as offered
 - q. Color: Bidder to Offer At Least Seven Deep-Hued (7) Colors
 - r. Pricing: Each

*Changed / Corrected by Bid Addendum #1 dated November 5, 2009

Bid Submission Checklist

Mandatory Submissions – Must Accompany The Qualification Summary Response*

Submitted	Submittal Description	Page Reference
_____	Bid Cover Page – Signed In Blue Ink	Page 1
_____	Buy Ohio And Domestic Preferences	Page 2
_____	Bidder Qualifications – Qualification Summary Pre-Qualification Certification Documents - Documentation Required by Pages 3 – 4 Paragraphs A. Through G .*****	Pages 3 - 4

Required Submittals – Should Be Submitted With The Bid, But If Not Must Be Submitted Within Five (5) Business Days Of Notification

_____	Declaration Regarding Material Assistance Or Non-Assistance To A Terrorist Organization	Page 2
_____	Product Sample Materials as requested	Pages 6 - 7
_____	Affirmative Action Program Verification	Page 10
_____	Federal Taxpayer Identification Form W-9	Page 10
_____	State of Ohio Bureau of Workers Compensation Certificate Of Insurance Or Other Appropriate Workers Compensation Insurance Certificate	Page 11
_____	Insurance Requirements ***	Page 11

Desirable Submittal(s) – Suggested But Not Required *****

_____	State of Ohio OBM Form EFT – Direct Deposit Form (OBM-1234) See: <u>STATE OF OHIO OFFICE OF BUDGET MANAGEMENT</u> <u>ELECTRONIC FUNDS TRANSFER PAYMENTS PROGRAM</u>	Page 11
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* Mandatory submissions must be submitted with the bid response. Refer Bid Pages 3 and 4, MANDATORY SUBMISSION / BIDDER QUALIFICATIONS and MANDATORY/REQUIRED SUBMISSIONS.

** Required documentation/materials should be submitted with the Bid. If not submitted with the Bid, the Bidder must provide the said documentation/materials within five (5) business days after notification to the Office of State Purchasing. Refer Bid Pages 3, MANDATORY/REQUIRED SUBMISSIONS.

*** Submit an Acord Certificate or similar certificate from your insurance agent/carrier showing compliance with the required coverage amounts. (See INSURANCE REQUIREMENTS: page 11 and/or Supplemental Contract Terms and Conditions section S-12 and S-13).

**** Desirable Submittals are those submittals which the state of Ohio DAS Office of State Purchasing recommends be submitted with your bid/qualification summary but which are not mandatory or required for participation in the bid and online reverse auction process.

***** Changed / Corrected by Bid Addendum #1 dated November 5, 2009

INVITATION TO BID

State of Ohio
Department of Administrative Services
General Services Division
Office of Procurement Services

The Original Signed Bid must be submitted to the Office of Procurement Services to receive consideration for award.		BIDDER NAME	
BID NUMBER	OPENING DATE (1:00 p.m.)	STREET ADDRESS <input type="checkbox"/> Check if remit address is different and list on separate sheet	
SR900510	November 16, 2009	CITY STATE ZIP	
General Services Division Office of Procurement Services 4200 Surface Road Columbus, OH 43228-1395 Attn: Bid Desk		COUNTY	MBE/EDGE CERTIFICATE NUMBER
		TELEPHONE NO. ()	TOLL FREE NO. 1 - ()
		CONTACT PERSON	FAX NO. ()
		CONTRACTOR'S E-MAIL ADDRESS	
REQ./INDEX NO. GDC054P	BID NOTICE DATE November 2, 2009		
SELECT YOUR PREFERRED METHOD OF RECEIVING PURCHASE ORDERS AND ENTER THE E-MAIL OR FAX NUMBER INFORMATION (ONLY SELECT ONE METHOD)			
<input type="checkbox"/> E-Mail <input type="checkbox"/> Fax			
In addition to the standard terms for payment, the payment terms for state agency(ies) will be 2%,10 Days, Net 30 Days unless otherwise stated in the following space. If no discount is offered, bidder should circle "Net 30 Days". ____%, ____Days, Net 30 Days			
PARTICIPATING AGENCY(IES): ALL STATE AGENCIES, AND PROPERLY REGISTERED COUNTIES, TOWNSHIPS, MUNICIPAL CORPORATIONS, REGIONAL TRANSIT AUTHORITIES, REGIONAL AIRPORT AUTHORITIES, PORT AUTHORITIES, SCHOOL DISTRICTS CONSERVANCY DISTRICTS, TOWNSHIP PARK DISTRICTS AND PARK DISTRICTS, PURSUANT TO SECTION 125.04(B) OF THE OHIO REVISED CODE, THE COOPERATIVE PURCHASING ACT. STATE UNIVERSITIES, STATE VOCATIONAL SCHOOLS, STATE COMMUNITY COLLEGES OR OTHER INSTITUTIONS OF HIGHER EDUCATION MAY USE THESE CONTRACTS. SUCH USE HOWEVER, IS BASED UPON EACH ENTITY'S PROCUREMENT AUTHORITY.			
ADDENDUM FOR CHANGE ADDENDUM NO.: 2 REVISION DATE: 11/06/09			
THE DEPARTMENT OF ADMINISTRATIVE SERVICES, OFFICE OF PROCUREMENT SERVICES IS SOLICITING BIDS FOR: UNDERGARMENTS, THERMALS, SWEAT GARMENTS, SOCKS, OUTERWEAR AND GENERAL PURPOSE CLOTHING			
Attached are pages 21, 22 and 28 to this Invitation to Bid. Remove the corresponding pages from the existing bid and replace with the attached.			
As indicated herein this addendum is issued to Create an additional category named Rainwear as Category G. and move previous Category F. Item 7 "Raincoat, All Purpose, Hooded" from Category F. item 7 to the new Category G. item 1. Additionally to change the previous Category G. to Category H.			

Category G. Item 1. Raincoat; All Purpose, Hooded, Color: Black*

UNSPSC Number	Item Description / Size	Manufacturer/Brand /Style Number	Estimated Annual Usage (Each)	Price Each
46181543	Raincoat All Purpose Hooded Size XS – XL		200	XXXXX
46181543	Raincoat All Purpose Hooded Size 2XL – 3XL		300	XXXXX
46181543	Raincoat All Purpose Hooded Size 4XL – 5XL		50	XXXXX
46181543	Raincoat All Purpose Hooded Additional Sizes (indicate sizes below)		Not Evaluated	XXXXX
46181543	Raincoat All Purpose Hooded Additional Tall Sizes (indicate sizes below)		Not Evaluated	XXXXX

Additional Sizes: _____ Tall Sizes Offered: _____

Category H. Bidder's Percentage Discount Off Published Catalog Prices – All Catalog Clothing Items Not Listed Above *

Category H. Item 1. Bidders Percentage Discount off Published Catalog Prices – All Catalog Clothing Items Not Specified Above – Not Evaluated *

Bidder is to provide a percentage discount off published catalog list price for any clothing items in the bidder's catalog not listed specifically in specification categories A. through G. above. This item will not be evaluated and any catalog items affected will not be mandatory purchase items. The percentage discount will become a part of the contract for any Bidder awarded one or more of the above categories. *

UNSPSC Number	Item Description / Size	Manufacturer/Brand /Style Number	Estimated Annual \$ Purchases	Percentage Discount Offered
53100000	Bidders Percentage Discount Off Catalog Prices, Items Not Specifically Bid	Not Evaluated	\$ 50,000	XXXXX

*Changed by Bid Addenda # 2 effective November 6, 2009

GENERAL SPECIFICATIONS

III. Scope

These specifications cover the purchase of undergarments, thermals sweat shirts and sweat pants, socks, outerwear and general purpose clothing specified below for general purpose use by state agencies, state institutions of higher education and properly registered members of DAS Cooperative Purchasing Program.

IV. Requirements

- A. Each item is to be packaged in accordance with standard industry practices and marked for the individual or ordering agency as specified.
- B. All garments shall be designed to withstand institutional laundry, and shall be deemed "machine washable."
- C. All items shall be stamped or labeled, including care instructions where applicable, indicating size and other information pertinent to labeling laws.
- D. All items will have loose threads removed and be pressed and shaped properly.
- E. All materials shall be new, unused, without dirt, and shall not contain flaws or defects which adversely affect appearance, durability and function.
- H. All items found to be defective, improper sizing or not in accordance with specifications, although accepted through oversight or otherwise, shall be replaced, repaired or altered at the expense of the contractor, including all transportation costs.
- I. Selected specifications below and corresponding items on the item identification pages 12 through 21 above request additional sizes. The State requests that bidders who have additional sizes, list them in their bid / offer. Any additional sizes offered will be awarded if the Bidder is granted an award for the category, however additional size pricing will not be part of the evaluation of this bid.

III. Categories *

- H. Men's and Women's T-Shirts, Briefs and Boxers
- I. Men's and Women's Thermals Sets and Separates
- J. Women's Bras
- K. Socks
- L. Sweatshirts and Sweatpants
- M. Jeans, Overalls and Assorted Outerwear Items
- N. Rainwear *
- O. Bidder's Published Discount Off Catalog Prices – All Clothing Catalog Items Not Listed – Not Evaluated *

V. Specifications

- E. Category A; Men's and Women's T-Shirts, Briefs and Boxers

7. Men's Tee Shirts, White

- a. First Quality
- b. 100% Preshrunk Cotton, Ring Spun
- c. Crew Neck, Double Needle Hemmed Sleeve and Bottom, Taped Neck & Shoulder
- d. Double Stitched Reinforced Seams
- e. Fabric Weight 5.4 Ounces Per Square Yard Minimum
- f. Color: White Only
- g. Men's Sizes Small through 10XL
- h. Pricing: Per Dozen Like Sizes

5. Split t Hood Parka
 - p. First Quality
 - q. 100% Oxford Nylon Shell or Equivalent With 100% Nylon Lining Quilted to an 8 Oz. Polyester Fill or Equivalent.
 - r. Weight: Heavy Duty
 - s. Button Storm Front Over a Heavy Duty Zipper
 - t. Pile Lined Split Hood
 - u. Four (4) Pockets; 2 Flap, 2 Slash. Pencil Pocket Desirable
 - v. Drawstring Waist With Inside Knot Wristlets or Other Suitable Drawstring Keeper (Drawstring should be removable)
 - w. Sizes S – 5XLarge, additional sizes as offered
 - x. Color: Navy
 - y. Pricing: Each

6. Lined Windbreaker Jacket
 - a. First Quality
 - b. 100% Nylon Shell or Equivalent
 - c. Lining: Cotton/Man Made Fiber Blend or 100% Cotton
 - d. Cuffed With a Drawstring Waist (Drawstring should be removable)
 - e. Snap Front or Zippered Closure
 - f. Water Resistant and Machine Washable
 - g. Sizes: S – 5XLarge, additional sizes as offered
 - h. Colors: Royal Blue, Navy, Maroon, Red, Green, Gold, Orange (Bidder May Offer Other Colors)

- i. Category G: Rainwear *
 1. Raincoat, All Purpose, Hooded
 - a. First Quality
 - l. Urethane Coated, Minimum 200 Denier Nylon Woven Construction
 - m. Flame Resistant
 - n. Weight: Minimum 4.4 Oz.
 - o. Length: Commensurate with Size, At Least 48" Long
 - p. Raglan Sleeves
 - q. Storm Front
 - r. Slash Through Pockets
 - s. Adequate Ventilation
 - t. Hood: May Be Attached or Detachable With Drawstring (Drawstring Must Be Removable)
 - u. Full Cut
 - v. All Snaps, Buttons, Buckles, Suspender Hardware Must Be Non-Conductive, Non-Corrosive, Rustproof, Spark Proof and Made of High Impact Nylon or Plastic or equivalent.
 - w. Sizes: XS – 6XLarge, Regular and Tall
 - x. Color: Black
 - y. Pricing: Each

- ii. Category H: Bidder's Percentage Discount Off Published Catalog Prices *

Bidder's Percentage Discount Off Published Catalog Prices – All Catalog Items Not Listed Specifically Above. Bidder is invited to provide a percentage discount off published catalog list price for any clothing items in the bidder's catalog not listed specifically in specification categories A. through F. above. This category / item is optional and will not be evaluated but if offered will become a part of the contract for any Bidder awarded one or more of the above categories.

*Changed by Addenda # 2 issued November 6, 2009

**INVITATION TO BID BY
REVERSE
AUCTION**

State of Ohio
Department of Administrative Services
General Services Division
Office of Procurement Services

**QUALIFICATION
SUMMARY**

The Original Signed Qualification Summary must be submitted to the Office of Procurement Services to receive consideration for award.		BIDDER NAME	
QUALIFICATION SUMMARY NUMBER	QUALIFICATION SUMMARY DUE DATE (12:00 Noon)	STREET ADDRESS <input type="checkbox"/> Check if remit address is different and list on separate sheet	
SR900510	November 16, 2009	CITY STATE ZIP	
General Services Division Office of Procurement Services 4200 Surface Road Columbus, OH 43228-1395 Attn: Bid Desk		COUNTY	MBE/EDGE CERTIFICATE NUMBER
		TELEPHONE NO. ()	TOLL FREE NO. 1 - ()
		CONTACT PERSON	FAX NO. ()
REQ./INDEX NO. GDC054P	QUALIFICATION SUMMARY NOTICE DATE November 30, 2009	CONTRACTOR'S E-MAIL ADDRESS	

In addition to the standard terms for payment, the payment terms for state agency(ies) will be 2%, 10 Days, Net 30 Days unless otherwise stated in the following space. If no discount is offered, bidder should circle "Net 30 Days". _____%, _____ Days, Net 30 Days

PARTICIPATING AGENCY(IES): ALL STATE AGENCIES, AND PROPERLY REGISTERED COUNTIES, TOWNSHIPS, MUNICIPAL CORPORATIONS, REGIONAL TRANSIT AUTHORITIES, REGIONAL AIRPORT AUTHORITIES, PORT AUTHORITIES, SCHOOL DISTRICTS, CONSERVANCY DISTRICTS, TOWNSHIP PARK DISTRICTS AND PARK DISTRICTS, PURSUANT TO SECTION 125.04(B) OF THE OHIO REVISED CODE, THE COOPERATIVE PURCHASING ACT. STATE UNIVERSITIES, STATE VOCATIONAL SCHOOLS, STATE COMMUNITY COLLEGES OR OTHER INSTITUTIONS OF HIGHER EDUCATION MAY USE THESE CONTRACTS. SUCH USE, HOWEVER, IS BASED UPON EACH ENTITY'S PROCUREMENT AUTHORITY.

**ADDENDUM FOR CHANGE
ADDENDUM NO.: 3
REVISION DATE: 11/30/09**

THE DEPARTMENT OF ADMINISTRATIVE SERVICES, OFFICE OF PROCUREMENT SERVICES IS SOLICITING A QUALIFICATION SUMMARY FOR:

UNDERGARMENTS, THERMALS, SWEAT GARMENTS, SOCKS, OUTERWEAR AND GENERAL PURPOSE CLOTHING

As indicated herein this addendum is issued to change the date of the live Reverse Auction event. The live Reverse Auction event was previously scheduled for 1:00 PM (EST) on Monday December 14, 2009. This addendum changes the date of the live Reverse Auction event to Friday, December 18, 2009 at 1:00 PM (EST). In accordance with the change in date of the live Reverse Auction event, the dates of associated activities published in the original RAQS have also changed.

Attached are ammended pages 3, 12, 31, 32 and 35 of the Reverse Auction Qualification Summary which contain all date changes in the original schedule. Bidders should review the attached pages in detail to familiarize themselves with the ammended schedule of events.

NOTICE: This Invitation to Bid will be conducted by Reverse Auction. Bidders should carefully read Instructions to Bidders for Reverse Auction and Contract Terms and Conditions, through the link on page 1 of this Invitation to Bid prior to proceeding. The Reverse Auction will be held on Friday December 18, 2009(1) beginning at 1:00 PM EST until 1:45 PM EST with extension periods as indicated by bids. Bidders should review Appendix A - THE REVERSE AUCTION BID, QUALIFICATION AND LIVE AUCTION PROCESS to this bid/qualification summary to familiarize themselves with the qualification and Reverse Auction process.

REVERSE AUCTION QUALIFICATION SUMMARY SUBMITTALS: Reverse auction qualification summaries shall be submitted in paper form in a sealed envelope with the bid number clearly marked on the exterior. If the bidder uses an express mail or courier service, the bid number must be clearly marked on the exterior of the express mail or courier envelope or must be enclosed in a sealed envelope inside the express mail or courier service envelope, with the bid number clearly marked on the inside envelope. DAS must receive the qualification summary no later than 1:00 PM the day the summaries are scheduled for opening. DAS receives summaries during the hours of 8:00 AM through 4:30 PM Monday through Friday, except state observed holidays. DAS does not accept summaries with insufficient postage, collect on delivery, or through electronic means. Summaries must be delivered to the following address: Department of Administrative Services, General Services Division, Office of Procurement Services, ATTN.: Bid Desk, 4200 Surface Road Columbus, OH 43228-1385.

SPECIAL TERMS AND CONDITIONS

AMENDMENTS TO CONTRACT TERMS AND CONDITIONS: The following Amendments to the Contract Terms and Conditions do hereby become a part hereof. In the event that an amendment conflicts with the Contract Terms and Conditions, the Amendment will prevail.

MANDATORY/REQUIRED SUBMISSIONS: Mandatory submissions must be submitted with the bid/qualification summary response. Required documentation/materials should be submitted with the Bid. If not submitted with the Bid, the Bidder must provide the said required documentation/materials within five (5) business days after notification, to the Office of State Purchasing. Failure to provide mandatory submissions with the bid response or failure to provide the required documentation/materials, as applicable, within the stated time period will result in the Bidder being deemed not responsive and the bid response will be immediately disqualified with no further consideration given for potential awarding of the Contract. For specific submission requirements, Bidders should refer to MANDATORY SUBMISSION - BIDDER QUALIFICATIONS below and the Bid Submission Check List on page 29 for a listing of those mandatory submissions due with the bid response and required submissions that should be submitted with the bid response, but which do not become mandatory until requested by DAS.

MANDATORY SUBMISSION - BIDDER QUALIFICATIONS: To participate in the Reverse Auction bidders must pre-qualify. In order to be deemed responsive, responsible and qualified to participate in the reverse auction, bidders must provide the following mandatory submissions with their pre-qualification response. Pre-qualification responses are due on November 16, 2009 by 1:00 PM EST. For more information see the Mandatory and Required Submittals Section of the Bid Submission Checklist on page 29 of this Invitation to Bid.

- A. Bidders shall supply letter stating ability to show proof of Workers' Compensation Liability Insurance, and General Liability Insurance per the Contract Terms and Conditions (Rev. 10/01/07), Articles S-12 and S-13. Insurance must meet the minimum requirements, of the state of Ohio, as stated in these paragraphs. See INSURANCE REQUIREMENTS clause on page 11 of this Invitation to Bid / Qualification Summary.
- B. Bidders responding to this Invitation to Bid must be authorized dealers or manufacturers of the products they are bidding. Bidders shall submit, with the pre-qualification response, certification attesting that they are the manufacturer or an authorized dealer of the manufacturer of the products being bid. This certification must be on the manufacturer's letterhead, signed by a duly authorized manufacturer's representative.
- H. Descriptive literature or manufacturer's specification sheets must be submitted with the prequalification response for each item/manufacturer bid. Specification sheets must be labeled with the name of the manufacturer, the style or item number and the number of the item bid corresponding to the category and number of the item on the Item Identification Pages 12 through 21 of this RAQS. The state acknowledges that it may receive bids from multiple distributors bidding the same manufacturer's products. In such situations, specification sheets/samples may be submitted by manufacturer(s) on behalf of multiple distributors, provided that such specification sheets/samples are accompanied by written documentation on the manufacturer's letterhead, signed by an authorized representative of the manufacturer, listing the named distributor(s) for whom the specification sheets/samples are provided. Any bidder not appearing on this listing and who have failed to furnish requested specification sheets/samples may be considered not responsive.

(1) Changed by addendum 3 to this Reverse Auction Qualification Summary dated November 30, 2009

ITEM IDENTIFICATION PAGES

NOTICE: This Invitation to Bid is being conducted by Reverse Auction. Bidders should read Instructions to Bidders for Reverse Auction and Contract Terms and Conditions, through the link on page 1 and the MANDATORY SUBMISSION - BIDDER QUALIFICATIONS clause on pages 3 and 4 of this Invitation to Bid prior to proceeding. The responses received will be for submission of documentation only, to pre-qualify bidders to participate in an Online Reverse Auction Event which will be held on Friday December 18, 2009(1) beginning at 1:00 PM EST until 1:45 PM EST with extension periods as indicated by bids. Products offered below in this reverse auction qualification summary submission will be the same products bid upon during the Online Reverse Auction Event and the same products supplied, upon award of any ensuing contract.

Prior to the reverse auction event bidders who are invited to participate in the reverse auction shall submit a pre-bid to the HedgeHog online reverse auction platform. The pre-bid shall consist of a unit price spreadsheet listing the Bidder's initial unit prices for each line item, line item extensions and category totals. The unit price spreadsheet will be furnished by HedgeHog, Inc. during the bidder's invitation to the reverse auction event. Bidders will complete the unit price spreadsheet and upload it to HedgeHog, Inc. in accordance with HedgeHog's instructions. With the exception of "Non Evaluated" items, Bidders must bid all items in each category bid. Failure to bid all items in a category may deem the Bidder's bid for that category non responsive. No pre-bid pricing will be divulged to the state of Ohio until the blackout period beginning two (2) hours before the start of the live reverse auction. During the blackout period the State will verify the integrity of the individual line item bids. During the online reverse auction event only the Bidder's category totals will be displayed on the bidder auction page(s). Bidders will bid by reducing their category totals by percentage decrements. At no time during the reverse auction process and live event will participants in the live reverse auction event have access to the bids or category totals of other participants. During the live reverse auction event Bidders will be able to view their current ranking in the bidding and their own dollar total for each category bid. Within 24 hours after the live reverse auction event, the low bidder for each category shall submit to DAS State Purchasing a completed unit price spreadsheet containing unit prices for each item in each category bid. The total dollar amount for each category on this completed unit price spreadsheet shall be equal to or lower than the category's total bid at the end of the live reverse auction.

MANDATORY INFORMATION REQUIRED WITH YOUR PRE-QUALIFICATION RESPONSE. This pre-qualification does not require submission of pricing. **DO NOT SUPPLY PRICING.** Bidders shall indicate on the following Item Identification pages, the items they intend to offer during the ensuing Online Reverse Auction Event by indicating the Manufacturer Name, Brand (if applicable) and Item/Style Number in the columns so labeled. In addition to the Manufacturer Name, Brand and Item/Style Number below, Bidders must indicate, where applicable, colors offered and additional sizes offered

Indicate manufacturer and brand or style number – Do Not Supply Pricing at this time.

Category A. Men's, Women's and Youth Tee Shirts, Boxers and Briefs

Category A. Item 1. Men's Tee Shirts, 100% Preshrunk Cotton, Ring Spun, White

UNSPSC Number	Item Description / Size	Manufacturer/Brand /Style Number	Estimated Annual Usage (Dozen)	Price Per Dozen Like Size
53103001	Men's Tee Shirts 100% Preshrunk Cotton, White Size S – XL		6,000	XXXXX
53103001	Men's Tee Shirts 100% Preshrunk Cotton, White Size 2XL– 4XL		15,000	XXXXX
53103001	Men's Tee Shirts 100% Preshrunk Cotton, White Size 5XI – 8XL		900	XXXXX
53103001	Men's Tee Shirts 100% Preshrunk Cotton, White Size 9XL – 10XL		20	XXXXX

(2) Changed by addendum 3 to this Reverse Auction Qualification Summary dated November 30, 2009

APPENDIX A – THE REVERSE AUCTION BID, QUALIFICATION AND LIVE AUCTION PROCESS (CONT'D)

HedgeHog Inc. will manage all services to support this online event including:

- Reception of all Bidders Registering on the OhioDAS ProcurePort (<https://ohiodas.hedgehog.com>) in order to participate in the Online Reverse Auction event.
- Contact qualified bidders regarding their participation in the online bidding event based on specific state of Ohio DAS ProcurePort requirements.
- Answer all questions relating to the online bidding process and bidding platform.
- Train invited bidders, in advance of the scheduled live online Reverse Auction event, on using the bid platform through a demonstration (mock) auction event.
- Conduct the live online event in accordance with the requirements specified in this document.
- Provide final bid reports to the state of Ohio DAS at the conclusion of the live online reverse auction event.

Section Two: Contact Information

2.2 Communication Before and During Event

HedgeHog, Inc Contact Information	
Live Help Desk Telephone Support Available M-F 8:30 AM to 5:00 PM EST	1-800-208-2335
Email Help Desk Support Available 24/7 with responses within 24 hours or sooner	helpdesk@hedgehog.com

Section Three: Bid Schedule

Online Reverse Auction Event Registration Time Line	December 9, 2009
6. DAS/HedgeHog issue invitations to qualified Bidders containing a Bid Unit Price Spreadsheet.	December 9, 2009
7. If not already registered, bidders who are invited to participate in the Online Reverse Auction MUST register at https://ohiodas.hedgehog.com .	December 9, 2009: Open for Registration:
8. Bidders must follow the registration instructions posted on Page 30, Section One. General Information 1.0 Introduction, Step Three.	
9. Bidders who register on the site will receive email notification with a USER ID and PASSWORD	4:30 PM (EST), December 11, 2009: Deadline for Invited Bidder Registration:
10. Bidders who already registered and who are deemed qualified will be sent an invitation including USER ID and PASSWORD and the Unit Price Bid Spreadsheet.	
Online Reverse Auction Training	December 11 - 16, 2009
4. Bidders are invited to schedule Reverse Auction Training with HedgeHog	
5. A list of available training dates/times and instructions will be sent with the Registration Invitation. All training is on a "first come / first served" basis.	Contact Matt Meighan w/HedgeHog at matt.meighan@hedgehog.com or 800-208-2335 to schedule training
6. Bidders may contact the Help Desk Support anytime by email or phone to address questions regarding the Live Bid session as defined in Section Two: Contact Information	
Bidder Participation Requirements	December 11 and up to 11:00 AM (EST) December 18, 2009

(1) Changed by addendum 3 to this Reverse Auction Qualification Summary dated November 30, 2009

APPENDIX A – THE REVERSE AUCTION BID, QUALIFICATION AND LIVE AUCTION PROCESS (CONT'D)

<p>4. Bidders are <u>Required</u> to accept the Online Participation Agreement and Terms in advance to participate in the Live Online Reverse Auction Event. Access to the Participation Agreement can be found on the “Welcome to OhioDAS ProcurePort Online Bid Event” invitation.</p> <p>5. Bidder acceptance is completed by entering the USER ID and PASSWORD assigned with the Invitation email.</p> <p>6. Proxy Bids: Bidders who need to submit Proxy Bids must contact the Auction Administrator as soon as possible by email. Proxy Bids will only be submitted with a signed agreement between the Bidder and the Online Bid Host, Hedgehog, Inc.</p>	<p>Due date for submission of invited qualified bidder acceptance of Reverse Auction terms and conditions:</p> <p>December 18, 2009 11:00 AM (EST)</p> <p>Auction Administrator email: matt.meighan@hedgehog.com</p>
<p>Online Reverse Auction Pre-Bid – Submission of completed Bid Unit Price Spreadsheet.</p>	<p>December 11 and up to 11:00 AM (EST) December 18, 2009</p>
<p>4. Bidders enter their initial group pricing from the Unit Price Bid Spreadsheet.</p> <p>5. Prior to the pre-bid closing, bidders <u>MUST</u> upload the Unit Price Bid Spreadsheet containing their placeholder bids.</p> <p>6. Failure to submit the Unit Price Bid Spreadsheet as outlined above may be cause to reject the bid as non-responsive</p>	<p>December 11, 2009: Pre-Bid period opens.</p> <p>11:00 AM (EST), December 18, 2009 time ends for Bidder acceptance of Reverse Auction terms and conditions and submission of Bid Unit Price Spreadsheet.</p> <p>Blackout period from 11:00 AM EST December, 2009 to 1:00 PM EST December, 2009.</p>
<p>Live Ohio DAS ProcurePort Reverse Auction</p>	<p>December 18, 2009</p>
<p>6. Live Auction: Bidders should log onto the Bid Site up to 15 minutes before the event opens live.</p> <p>7. Bidders access the Bid Page by selecting the Live “Bid” Button on the Auction events list.</p> <p>8. Bidders will submit bids on the Bid page and select “Place Bid” to view their current ranking.</p> <p>9. Bidders can view updates to their bid page instantly.</p> <p>10. Bidders may submit questions during the Live Event via email or contact the Help Desk immediately if they need assistance with placing bids. See Section Two for contact information.</p>	<p>1:00 PM (EST) Live Bidding Opens</p> <p>Estimated duration 45 minutes with Extension periods as indicated by the Bid.</p>
<p>Post-Bid Reverse Auction Requirements</p>	<p>December 18, 2009</p>
<p>5. Bidders are <u>REQUIRED</u> to submit a completed and signed Unit Price Bid Spreadsheet.</p> <p>6. Spreadsheet must reflect exactly the bids submitted during the Live Auction Event.</p> <p>7. Unit prices are in US currency and must be given for all items.</p> <p>8. Failure to submit the Unit Price Bid Spreadsheet as outlined above may be cause to reject the bid as non-responsive.</p>	<p>Within 24 hours after close of Live Reverse Auction – Low Bidder(s) submit completed Bid Unit Price Spreadsheet to: Walter.Schneider@das.state.oh.us</p>
<p>State of Ohio DAS Final Bid Validation & Award Process</p>	<p>December 21 – January 31, 2009</p>
<p>State of Ohio Contract Inception</p>	<p>February 1, 2010</p>

(1) Changed by addendum 3 to this Reverse Auction Qualification Summary dated November 30, 2009

APPENDIX A – THE REVERSE AUCTION BID, QUALIFICATION AND LIVE AUCTION PROCESS (CONT'D)

Section Five Qualification Summary and Reverse Auction Timeline

TASK	DEADLINE
Reverse Auction Qualification Summary Posted	November 2, 2009
RAQS Submission Deadline / Opening	1:00 PM Nov. 16, 2009
Qualification Summary Evaluation & Selection of Invited Bidders	Nov. 16-Dec. 9, 2009
DAS/HedgeHog to issue invitations to qualified Bidders	December 9, 2009
Bidder registration at: https://ohiodas.hedgehog.com . HedgeHog, Inc. issues USER ID, PASSWORD and pre-bid unit price spreadsheet.	Dec. 9-11, 2009
Cut-Off for Bidder Registration	4:30 PM (EST) December 11, 2009
Bidder training conducted by HedgeHog, Inc.	Dec 11- 16, 2009
Pre-Bid (After Bidder training, Bidder uploads completed pre-bid unit price spreadsheet)	Dec. 11 until 11:00 AM (EST) Dec. 18, 2009
Blackout Period - DAS validation of pre-bids	11:00 AM – 1:00 PM (EST) December 18, 2009
Live Reverse Auction Event	December 18, 1:00 – 1:45 PM (EST) w/extensions
Low Bidders for each category submit final unit priced spreadsheet to DAS for verification of final bids and award of contract.	December 21, 2009 (Due 24 hours following Live Auction close)
Final unit priced spreadsheet evaluation and contract award	Dec. 21- Jan. 31, 2010
Contract inception	February 1, 2010

(1) Changed by addendum 3 to this Reverse Auction Qualification Summary dated November 30, 2009