



Attachment B – PE Special Conditions

RFX No. 3000017595

TITLE: Correctional Officer Uniforms for DOC-PE

UNIFORM MANAGEMENT PROGRAM

FOR THE STATE OF LOUISIANA DEPARTMENT OF PUBLIC SAFETY AND CORRECTIONS PRISON ENTERPRISES

SPECIAL CONDITIONS

PURPOSE: To establish a contract to supply uniforms (to include shirt, pants, caps, and belts) for the Louisiana Department of Public Safety and Corrections, Prison Enterprises as needed.

ESTIMATED QUANTITIES: The quantities provided along with each item are estimates, and are not to be considered as a firm commitment to any specific volume of purchases.

MINIMUM ORDER: None.

DELIVERY: Delivery shall be F.O.B. to Prison Enterprises, Headquarters in Baton Rouge. Delivery of all items listed on each purchase order shall be within 30 calendar days after receipt of the purchase order. Special Orders shall be delivered within 90 days. This requirement will take effect 120 days after award of the contract. Four (4) postal service workdays will be added to any order date to establish a receipt date. Any item(s) shipped but not accepted because of non-compliance with these specifications, must be replaced within five (5) calendar days after notification by the requisitioner named on the purchase order. At the time of delivery, uniform items will be subjected to examination and inspection by the duly authorized representative(s) before final acceptance. Any costs associated with items received that do not comply with these specifications shall be borne by the successful bidder.

INVENTORY: The contractor shall be required to carry a minimum of four (4) months inventory of standard sizes. Upon award the vendor shall meet the Department and determine what inventory levels are needed in relation to the Department's existing inventory. The vendor will be required on an ongoing basis to communicate with the Department and adjust these inventories based on the Department's usage.

LIQUIDATED DAMAGES: The state will assess damages in the amount of \$1.00 per garment per day for late deliveries, and this amount shall be deducted from the invoice for the late-received goods. This deduction is in addition to other remedies available to the State of Louisiana.

Agency will not assess damages for back ordered merchandise only if the vendor can provide written documentation adequately demonstrating the product is back ordered and/or out of the vendor's span of control.

ORDERS: The contractor shall supply uniform jackets in the standard sizes indicated. Those items ordered outside of this size range will be considered as Special Orders.

ON-LINE WEBSITE: It is desired that the contractor will provide a secure website exclusive to the Louisiana Department of Public Safety and Corrections for secure uniform transactions. This site shall be capable of placing orders, tracking shipments, providing on hand inventory availability, and showing order status. This system must be a Real-Time System. Batched or Time Lapsed Systems will not be acceptable. The cost of this website shall be the responsibility of the successful vendor.

Attachment B – PE Special Conditions

RFX No. 3000017595

TITLE: Correctional Officer Uniforms for DOC-PE

MEASUREMENTS: The contractor shall ensure a proper fit for all employees. Upon request by the Department, the contractor shall measure/fit employees at the employees' work sites, at no additional cost to the Department, to obtain a proper fit for any employee experiencing problems with measuring and proper fit of the uniform items. Measurements will be performed within twenty (20) calendar days of request.

LABELING: All garments must have a care label permanently affixed giving the care instructions and must show the lot number, size, fiber content and WPL number of the garment. The labels for permanent press or fine washables shall reflect specific washing care instructions.

FABRIC: All fabric shall meet standard shrinkage allowance of approximately 2%, be color fast, and be **GUARANTEED WASHABLE**. The fabric used is to include a fashion clean finish, soil release that combines with color bright retention, have moisture absorbency and provide maximum comfort.

Fabric must accept embroidery and silk-screening.

FACILITY: The successful bidder may be required, before award of bid, to show to the complete satisfaction of the Department that the firm has the necessary facilities to assure compliance with the terms and conditions herein and the bid submitted. Failure to meet this requirement will result in immediate disqualification.

WARRANTY: All material shall be new, of current manufacture and shall carry the standard warranties prescribed for each specified fabric. Vendor shall submit to the Department, if requested, new fabrics to test as they come on the market. Additional or reduced cost for new fabrics for each item shall be negotiated and agreed upon in writing. Supporting documentation showing increased or decreased costs shall include invoices of old fabric vs. cost of new fabric.

Workmanship and products shall be in accordance with standard practices of the trade. Special attention is directed to the fact that seams tearing at the seam line, gathering of fabric or puckering of garments after wear or use is not acceptable. Garments must be fully warranted against defects for a minimum of 90 days.

PRICES: Prices shall be F.O.B. Prices shall be less any Federal or State sales and use taxes. The State of Louisiana will furnish tax exemption certificate, if requested.

Industry-wide price reductions shall be accorded to the State of Louisiana during the period of this contract.

PERIOD OF AGREEMENT: This agreement shall be in effect from Date of Award through June 30, 2022 with an option to renew for two (2) additional twelve (12) month periods. Renewal is contingent upon satisfactory performance by the successful bidder and the availability of funds.

INVOICING AND PAYMENT: All invoices must reflect a purchase order number. The vendor shall submit one invoice itemized per individual order, per purchase order after delivery of items ordered. Invoices which include items that did not meet the regular scheduled delivery time shall be accompanied by documentation for delay of delivery.

Attachment B – PE Special Conditions

RFX No. 3000017595

TITLE: Correctional Officer Uniforms for DOC-PE

MANAGEMENT REPORTS: As requested by the agency, the contractor must provide statistical information which details items, quantities, and total dollars expended on quarterly basis; as well as an annual report which details cumulative totals. The management report shall contain, but not be limited to, the following fields: 1) Style Number 2) Description 3) Quantity of each item shipped for a given period 4) Date ordered 5) Date shipped.

CUSTOMER SERVICE REPRESENTATIVE: The contractor shall assign at least one (1) customer service representative to the contract. This person shall be available to meet prior to contract commencement and on a quarterly basis, if requested, and to service the account, taking measurements, etc. All costs associated with the customer service representative shall be the responsibility of the contractor. This individual must respond to the Department's inquiries within eight (8) working hours.

ADDITIONS/DELETIONS: Items discontinued by the Louisiana Department of Public Safety and Corrections, Prison Enterprises will be deleted from any contract awarded in accordance with this invitation to bid. Items may be deleted for other appropriate reasons as well. Additional or replacement garments and/or related items may be added if required, due to changes in fabric, material, design, or construction changes to garments and/or related items.