



Solicitation Cover Page

1. Solicitation #: SW18086

2. Solicitation Issue Date: 11/29/2017

3. Brief Description of Requirement:

Solicitation to establish a Mandatory Statewide Contract for Uniform Purchases and Miscellaneous Institutional Clothing.

RFP NOTICE: Please note that on an RFP no pricing shall be released at the time of opening. Should a public opening be requested the only information to be released will be a list of bidders without pricing.

4. Response Due Date¹: 12/27/2017

Time: 3:00 PM CST/CDT

5. Issued By and RETURN SEALED BID TO²:

U.S. Postal Delivery Address: OMES – Central Purchasing
5005 N. Lincoln Blvd., Suite 300
Oklahoma City, OK 73105

Common Carrier Delivery Address: OMES – Central Purchasing
5005 N. Lincoln Blvd., Suite 300
Oklahoma City, OK 73105

Electronic Submission Address: _____

6. Solicitation Type (type "X" at one below):

- ☐ Invitation to Bid
☒ Request for Proposal
☐ Request for Quote

7. Contracting Officer:

Name: Linda Lechtenberg

Phone: 405-522-0436

Email: Linda.Lechtenberg@omes.ok.gov

¹ Amendments to solicitation may change the Response Due Date (read GENERAL PROVISIONS, section 3, "Solicitation Amendments")

² If "U.S. Postal Delivery" differs from "Carrier Delivery, use "Carrier Delivery" for courier or personal deliveries



Responding Bidder Information

*"Certification for Competitive Bid and Contract" **MUST** be submitted along with the response to the Solicitation.*

1. RE: Solicitation # SW18086

2. Bidder General Information:

FEI / SSN : _____ Supplier ID: _____

Company Name: _____

3. Bidder Contact Information:

Address: _____

City: _____ State: _____ Zip Code: _____

Contact Name: _____

Contact Title: _____

Phone #: _____ Fax #: _____

Email: _____ Website: _____

4. Oklahoma Sales Tax Permit¹:

☐ YES – Permit #: _____

☐ NO – Exempt pursuant to Oklahoma Laws or Rules – Attach an explanation of exemption

5. Registration with the Oklahoma Secretary of State:

☐ YES - Filing Number: _____

☐ NO - Prior to the contract award, the successful bidder will be required to register with the Secretary of State or must attach a signed statement that provides specific details supporting the exemption the supplier is claiming (www.sos.ok.gov or 405-521-3911).

6. Workers' Compensation Insurance Coverage:

Bidder is required to provide with the bid a certificate of insurance showing proof of compliance with the Oklahoma Workers' Compensation Act.

☐ YES – Include with the bid a certificate of insurance.

☐ NO – Exempt from the Workers' Compensation Act pursuant to 85A O.S. § 2(18)(b)(1-11) – Attach a written, signed, and dated statement on letterhead stating the reason for the exempt status.²

¹ For frequently asked questions concerning Oklahoma Sales Tax Permit, see <https://www.ok.gov/tax/Businesses/index.html>

² For frequently asked questions concerning workers' compensation insurance, see <https://www.ok.gov/wcc/Insurance/index.html>

7. Disabled Veteran Business Enterprise Act

- ☐ YES – I am a service-disabled veteran business as defined in 74 O.S. §85.44E. Include with the bid response 1) certification of service-disabled veteran status as verified by the appropriate federal agency, and 2) verification of not less than 51% ownership by one or more service-disabled veterans, and 3) verification of the control of the management and daily business operations by one or more service-disabled veterans.
- ☐ NO – Do not meet the criteria as a service-disabled veteran business.

Authorized Signature

Date

Printed Name

Title



**Certification for Competitive
Bid and/or Contract
(Non-Collusion Certification)**

NOTE: A certification shall be included with any competitive bid and/or contract exceeding \$5,000.00 submitted to the State for goods or services.

Agency Name: OMES, Central Purchasing Agency Number: _____

Solicitation or Purchase Order #: SW18086

Supplier Legal Name: _____

SECTION I [74 O.S. § 85.22]:

A. For purposes of competitive bid,

1. I am the duly authorized agent of the above named bidder submitting the competitive bid herewith, for the purpose of certifying the facts pertaining to the existence of collusion among bidders and between bidders and state officials or employees, as well as facts pertaining to the giving or offering of things of value to government personnel in return for special consideration in the letting of any contract pursuant to said bid;
2. I am fully aware of the facts and circumstances surrounding the making of the bid to which this statement is attached and have been personally and directly involved in the proceedings leading to the submission of such bid; and
3. Neither the bidder nor anyone subject to the bidder's direction or control has been a party:
 - a. to any collusion among bidders in restraint of freedom of competition by agreement to bid at a fixed price or to refrain from bidding,
 - b. to any collusion with any state official or employee as to quantity, quality or price in the prospective contract, or as to any other terms of such prospective contract, nor
 - c. in any discussions between bidders and any state official concerning exchange of money or other thing of value for special consideration in the letting of a contract, nor
 - d. to any collusion with any state agency or political subdivision official or employee as to create a sole-source acquisition in contradiction to Section 85.45j.1. of this title.

B. I certify, if awarded the contract, whether competitively bid or not, neither the contractor nor anyone subject to the contractor's direction or control has paid, given or donated or agreed to pay, give or donate to any officer or employee of the State of Oklahoma any money or other thing of value, either directly or indirectly, in procuring this contract herein.

SECTION II [74 O.S. § 85.42]:

For the purpose of a contract for services, the supplier also certifies that no person who has been involved in any manner in the development of this contract while employed by the State of Oklahoma shall be employed by the supplier to fulfill any of the services provided for under said contract.

The undersigned, duly authorized agent for the above named supplier, by signing below acknowledges this certification statement is executed for the purposes of:

☐ the competitive bid attached herewith and contract, if awarded to said supplier;

OR

☐ the contract attached herewith, which was not competitively bid and awarded by the agency pursuant to applicable Oklahoma statutes.

Supplier Authorized Signature

Certified This Date

Printed Name

Title

Phone Number

Email

Fax Number

TABLE OF CONTENTS

A GENERAL PROVISIONS..... 5

B. SPECIAL PROVISIONS10

C. SOLICITATION SPECIFICATIONS.....10

D. EVALUATION22

E. INSTRUCTIONS TO BIDDER22

F. CHECKLIST23

G. OTHER23

H. PRICE AND COST23

A. GENERAL PROVISIONS

A.1. Definitions

As used herein, the following terms shall have the following meaning unless the context clearly indicates otherwise:

- A.1.1. "Acquisition" means items, products, materials, supplies, services, and equipment a state agency acquires by purchase, lease purchase, lease with option to purchase, or rental pursuant to the Oklahoma Central Purchasing Act;
- A.1.2. "Addendum" means a written restatement of or modification to a Contract Document executed by the Supplier and State.
- A.1.3. "Bid" means an offer in the form of a bid, proposal, or quote a bidder submits in response to a solicitation;
- A.1.4. "Bidder" means an individual or business entity that submits a bid in response to a solicitation;
- A.1.5. "Solicitation" means a request or invitation by the State Purchasing Director or a state agency for a supplier to submit a priced offer to sell acquisitions to the state. A solicitation may be an invitation to bid, request for proposal, or a request for quotation; and
- A.1.6. "Supplier" or "vendor" means an individual or business entity that sells or desires to sell acquisitions to state agencies.

A.2. Bid Submission

- A.2.1. Submitted bids shall be in strict conformity with the instructions to bidders and shall be submitted with a completed Responding Bidder Information, OMES-FORM-CP-076, and any other forms required by the solicitation.
- A.2.2. Bids shall be submitted to the Central Purchasing Division in a single envelope, package, or container and shall be sealed, unless otherwise detailed in the solicitation. The name and address of the bidder shall be inserted in the upper left corner of the single envelope, package, or container. SOLICITATION NUMBER AND SOLICITATION RESPONSE DUE DATE AND TIME MUST APPEAR ON THE FACE OF THE SINGLE ENVELOPE, PACKAGE, OR CONTAINER.
- A.2.3. The required certification statement, "Certification for Competitive Bid and/or Contract (Non-Collusion Certification)", OMES-FORM-CP-004, must be made out in the name of the bidder and must be properly executed by an authorized person, with full knowledge and acceptance of all its provisions.
- A.2.4. All bids shall be legible and completed in ink or with electronic printer or other similar office equipment. Any corrections to bids shall be identified and initialed in ink by the bidder. Penciled bids and penciled corrections shall NOT be accepted and will be rejected as non-responsive. In addition to a hard copy submittal, the bidder will also be required to submit an electronic copy. Electronic responses must be submitted in the identical format contained in the solicitation (for example Microsoft Word, Microsoft Excel, but not Adobe PDF). In the event the hard copy of the price worksheets and electronic copy of the price worksheets do not agree, the electronic copy will prevail.
- A.2.5. All bids submitted shall be subject to the Oklahoma Central Purchasing Act, Central Purchasing Rules, and other statutory regulations as applicable, these General Provisions, any Special Provisions, solicitation specifications, required certification statement, and all other terms and conditions listed or attached herein—all of which are made part of this solicitation.

A.3. Solicitation Amendments

- A.3.1. If an "Amendment of Solicitation", OMES-FORM-CP-011, is issued, the bidder shall acknowledge receipt of any/all amendment(s) to solicitations by signing and returning the solicitation amendment(s). Amendment acknowledgement(s) may be submitted with the bid or may be forwarded separately. If forwarded separately, amendment acknowledgement(s) must contain the solicitation number and response due date and time on the front of the envelope. The Central

Purchasing Division must receive the amendment acknowledgement(s) by the response due date and time specified for receipt of bids for the bid to be deemed responsive. Failure to acknowledge solicitation amendments may be grounds for rejection.

- A.3.2. No oral statement of any person shall modify or otherwise affect the terms, conditions, or specifications stated in the solicitation. All amendments to the solicitation shall be made in writing by the Central Purchasing Division.
- A.3.3. It is the bidder's responsibility to check the OMES/Central Purchasing Division website frequently for any possible amendments that may be issued. The Central Purchasing Division is not responsible for a bidder's failure to download any amendment documents required to complete a solicitation.

A.4. Bid Change

If the bidder needs to change a bid prior to the solicitation response due date, a new bid shall be submitted to the Central Purchasing Division with the following statement "This bid supersedes the bid previously submitted" in a single envelope, package, or container and shall be sealed, unless otherwise detailed in the solicitation. The name and address of the bidder shall be inserted in the upper left corner of the single envelope, package, or container. SOLICITATION NUMBER AND SOLICITATION RESPONSE DUE DATE AND TIME MUST APPEAR ON THE FACE OF THE SINGLE ENVELOPE, PACKAGE, OR CONTAINER.

A.5. Certification Regarding Debarment, Suspension, and Other Responsibility Matters

By submitting a response to this solicitation:

- A.5.1. The prospective primary participant and any subcontractor certifies to the best of their knowledge and belief, that they and their principals or participants:
 - A.5.1.1. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by any Federal, State or local department or agency;
 - A.5.1.2. Have not within a three-year period preceding this proposal been convicted of or pled guilty or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) contract; or for violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
 - A.5.1.3. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph A.5.1.2. of this certification; and
 - A.5.1.4. Have not within a three-year period preceding this application/proposal had one or more public (Federal, State, or local) contracts terminated for cause or default.
- A.5.2. Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to its solicitation response.

A.6. Bid Opening

Sealed bids shall be opened by the Central Purchasing Division at 5005 N. Lincoln Blvd. Suite 300, Oklahoma City, Oklahoma, 73105 at the time and date specified in the solicitation as Response Due Date and Time.

A.7. Open Bid / Open Record

Pursuant to the Oklahoma Public Open Records Act, a public bid opening does not make the bid(s) immediately accessible to the public. The procurement or contracting agency shall keep the bid(s) confidential, and provide prompt and reasonable access to the records only after a contract is awarded or the solicitation is cancelled. This practice protects the integrity of the competitive bid process and prevents excessive disruption to the procurement process. The interest of achieving the best value for the State of Oklahoma outweighs the interest of vendors immediately knowing the contents of competitor's bids. [51 O.S. § 24A.5(5)]

Additionally, financial or proprietary information submitted by a bidder may be designated by the Purchasing Director as confidential and the procurement entity may reject all requests to disclose information designated as confidential pursuant to 62 O.S. (2012) § 34.11.1(H)(2) and 74 O.S. (2011) § 85.10. Bidders claiming any portion of their bid as proprietary or confidential must specifically identify what documents or portions of documents they

consider confidential and identify applicable law supporting their claim of confidentiality. The State Purchasing Director shall make the final decision as to whether the documentation or information is confidential pursuant to 74 O.S. § 85.10. Otherwise, documents and information a bidder submits as part of or in connection with a bid are public records and subject to disclosure after contract award or the solicitation is cancelled.

A.8. Late Bids

Bids received by the Central Purchasing Division after the response due date and time shall be deemed non-responsive and shall NOT be considered for any resultant award.

A.9. Legal Contract

- A.9.1. Submitted bids are rendered as a legal offer and any bid, when accepted by the Central Purchasing Division, shall constitute a contract.
- A.9.2. The Contract resulting from this solicitation may consist of the following documents in the following order of precedence:
 - A.9.2.1. Any Addendum to the Contract;
 - A.9.2.2. Purchase order, as amended by Change Order (if applicable);
 - A.9.2.3. Solicitation, as amended (if applicable); and
 - A.9.2.4. Successful bid (including required certifications), to the extent the bid does not conflict with the requirements of the solicitation or applicable law.
- A.9.3. Any contract(s) awarded pursuant to the solicitation shall be legibly written or typed.

A.10. Pricing

- A.10.1. Bids shall remain firm for a minimum of sixty (60) days from the solicitation closing date.
- A.10.2. Bidders guarantee unit prices to be correct.
- A.10.3. In accordance with 74 O.S. §85.40, ALL travel expenses to be incurred by the supplier in performance of the Contract shall be included in the total bid price/contract amount.

A.11. Manufacturers' Name and Approved Equivalents

Unless otherwise specified in the solicitation, manufacturers' names, brand names, information and/or catalog numbers listed in a specification are for information and not intended to limit competition. Bidder may offer any brand for which they are an authorized representative, and which meets or exceeds the specification for any item(s). However, if bids are based on equivalent products, indicate on the bid form the manufacturer's name and number. Bidder shall submit sketches, descriptive literature, and/or complete specifications with their bid. Reference to literature submitted with a previous bid will not satisfy this provision. The bidder shall also explain in detail the reason(s) why the proposed equivalent will meet the specifications and not be considered an exception thereto. Bids that do not comply with these requirements are subject to rejection.

A.12. Clarification of Solicitation

- A.12.1. Clarification pertaining to the contents of this solicitation shall be directed in writing to the Central Purchasing Contracting Officer specified in the solicitation, and must be prior to the closing date of the solicitation.
- A.12.2. If a bidder fails to notify the State of an error, ambiguity, conflict, discrepancy, omission or other error in the SOLICITATION, known to the bidder, or that reasonably should have been known by the bidder, the bidder shall submit a bid at its own risk; and if awarded the contract, the bidder shall not be entitled to additional compensation, relief, or time, by reason of the error or its later correction. If a bidder takes exception to any requirement or specification contained in the SOLICITATION, these exceptions must be clearly and prominently stated in their response.
- A.12.3. Bidders who believe proposal requirements or specifications are unnecessarily restrictive or limit competition may submit a written request for administrative review

to the contracting officer listed on the solicitation. This request must be made prior to the closing date of the solicitation.

A.13 Negotiations

- A.13.1. In accordance with Title 74 §85.5, the State of Oklahoma reserves the right to negotiate with one, selected, all or none of the vendors responding to this solicitation to obtain the best value for the State. Negotiations could entail discussions on products, services, pricing, contract terminology or any other issue that may mitigate the State's risks. The State shall consider all issues negotiable and not artificially constrained by internal corporate policies. Negotiation may be with one or more vendors, for any and all items in the vendor's offer.
- A.13.2. Firms that contend that they lack flexibility because of their corporate policy on a particular negotiation item shall face a significant disadvantage and may not be considered. If such negotiations are conducted, the following conditions shall apply:
- A.13.3. Negotiations may be conducted in person, in writing, or by telephone.
- A.13.4. Negotiations shall only be conducted with potentially acceptable offers. The State reserves the right to limit negotiations to those offers that received the highest rankings during the initial evaluation phase.
- A.13.5. Terms, conditions, prices, methodology, or other features of the bidders offer may be subject to negotiations and subsequent revision. As part of the negotiations, the bidder may be required to submit supporting financial, pricing, and other data in order to allow a detailed evaluation of the feasibility, reasonableness, and acceptability of the offer.
- A.13.6. The requirements of the Request for Proposal shall not be negotiable and shall remain unchanged unless the State determines that a change in such requirements is in the best interest of the State Of Oklahoma.

A.14. Rejection of Bid

The State reserves the right to reject any bids that do not comply with the requirements and specifications of the solicitation. A bid may be rejected when the bidder imposes terms or conditions that would modify requirements of the solicitation or limit the bidder's liability to the State. Other possible reasons for rejection of bids are listed in OAC 260:115-7-32.

A.15. Award of Contract

- A.15.1. The State Purchasing Director may award the Contract to more than one bidder by awarding the Contract(s) by item or groups of items, or may award the Contract on an ALL OR NONE basis, whichever is deemed by the State Purchasing Director to be in the best interest of the State of Oklahoma.
- A.15.2. Contract awards will be made to the lowest and best bidder(s) unless the solicitation specifies that best value criteria is being used.
- A.15.3. In order to receive an award or payments from the State of Oklahoma, suppliers must be registered. The vendor registration process can be completed electronically through the OMES website at the following link: <https://www.ok.gov/dcs/vendors/index.php>.

A.16. Contract Modification

- A.16.1. The Contract is issued under the authority of the State Purchasing Director who signs the Contract. The Contract may be modified only through a written Addendum, signed by the State Purchasing Director and the supplier.
- A.16.2. Any change to the Contract, including but not limited to the addition of work or materials, the revision of payment terms, or the substitution of work or materials, directed by a person who is not specifically authorized by the Central Purchasing Division in writing, or made unilaterally by the supplier, is a breach of the Contract. Unless otherwise specified by applicable law or rules, such changes, including unauthorized written Addendums, shall be void and without effect, and the supplier shall not be entitled to any claim under this Contract based on those changes. No oral statement of any person shall modify or otherwise affect the terms, conditions, or specifications stated in the resultant Contract.

A.17. Delivery, Inspection and Acceptance

- A.17.1. Unless otherwise specified in the solicitation or awarding documents, all deliveries shall be F.O.B. Destination. The supplier(s) awarded the Contract shall prepay all packaging, handling, shipping and delivery charges and firm prices quoted in the bid shall include all such charges. All products and/or services to be delivered pursuant to the Contract shall be subject to final inspection and acceptance by the State at destination. "Destination" shall mean delivered to the receiving dock or other point specified in the purchase order. The State assumes no responsibility for goods until accepted by the State at the receiving point in good condition. Title and risk of loss or damage to all items shall be the responsibility of the supplier until accepted by the receiving agency. The supplier(s) awarded the Contract shall be responsible for filing, processing, and collecting any and all damage claims accruing prior to acceptance.
- A.17.2. Supplier(s) awarded the Contract shall be required to deliver products and services as bid on or before the required date. Deviations, substitutions or changes in products and services shall not be made unless expressly authorized in writing by the Central Purchasing Division.

A.18. Invoicing and Payment

- A.18.1. Upon submission of an accurate and proper invoice, the invoice shall be paid in arrears after products have been delivered or services provided and in accordance with applicable law. Invoices shall contain the purchase order number, a description of the products delivered or services provided, and the dates of such delivery or provision of services. An invoice is considered proper if sent to the proper recipient and goods or services have been received.
- A.18.2. State Acquisitions are exempt from sales taxes and federal excise taxes.
- A.18.3. Pursuant to 74 O.S. §85.44(B), invoices will be paid in arrears after products have been delivered or services provided.
- A.18.4. Payment terms will be net 45. Interest on late payments made by the State of Oklahoma is governed by 62 O.S. § 34.72.
- A.18.5. Additional terms which provide discounts for earlier payment may be evaluated when making an award. Any such additional terms shall be no less than ten (10) days increasing in five (5) day increments up to thirty (30) days. The date from which the discount time is calculated shall be the date of a proper invoice.

A.19. Tax Exemption

State agency acquisitions are exempt from sales taxes and federal excise taxes. Bidders shall not include these taxes in price quotes.

A.20. Audit and Records Clause

- A.20.1. As used in this clause, "records" includes books, documents, accounting procedures and practices, and other data, regardless of type and regardless of whether such items are in written form, in the form of computer data, or in any other form. In accepting any Contract with the State, the successful bidder(s) agree any pertinent State or Federal agency will have the right to examine and audit all records relevant to execution and performance of the resultant Contract.
- A.20.2. The successful supplier(s) awarded the Contract(s) is required to retain records relative to the Contract for the duration of the Contract and for a period of seven (7) years following completion and/or termination of the Contract. If an audit, litigation, or other action involving such records is started before the end of the seven (7) year period, the records are required to be maintained for two (2) years from the date that all issues arising out of the action are resolved, or until the end of the seven (7) year retention period, whichever is later.

A.21. Non-Appropriation Clause

The terms of any Contract resulting from the solicitation and any Purchase Order issued for multiple years under the Contract are contingent upon sufficient appropriations being made by the Legislature or other appropriate government entity. Notwithstanding any language to the contrary in the solicitation, purchase order, or any other Contract document, the procuring agency may terminate its obligations under the Contract if sufficient appropriations are not made by the Legislature or other appropriate governing entity to pay amounts due for

multiple year agreements. The Requesting (procuring) Agency's decisions as to whether sufficient appropriations are available shall be accepted by the supplier and shall be final and binding.

A.22. Choice of Law

Any claims, disputes, or litigation relating to the solicitation, or the execution, interpretation, performance, or enforcement of the Contract shall be governed by the laws of the State of Oklahoma.

A.23. Choice of Venue

Venue for any action, claim, dispute or litigation relating in any way to the Contract shall be in Oklahoma County, Oklahoma.

A.24. Termination for Cause

- A.24.1. The supplier may terminate the Contract for default or other just cause with a 30-day written request and upon written approval from the Central Purchasing Division. The State may terminate the Contract for default or any other just cause upon a 30-day written notification to the supplier.
- A.24.2. The State may terminate the Contract immediately, without a 30-day written notice to the supplier, when violations are found to be an impediment to the function of an agency and detrimental to its cause, when conditions preclude the 30-day notice, or when the State Purchasing Director determines that an administrative error occurred prior to Contract performance.
- A.24.3. If the Contract is terminated, the State shall be liable only for payment for products and/or services delivered and accepted.

A.25. Termination for Convenience

- A.25.1. The State may terminate the Contract, in whole or in part, for convenience if the State Purchasing Director determines that termination is in the State's best interest. The State Purchasing Director shall terminate the Contract by delivering to the supplier a Notice of Termination for Convenience specifying the terms and effective date of Contract termination. The Contract termination date shall be a minimum of 60 days from the date the Notice of Termination for Convenience is issued by the State Purchasing Director.
- A.25.2. If the Contract is terminated, the State shall be liable only for products and/or services delivered and accepted, and for costs and expenses (exclusive of profit) reasonably incurred prior to the date upon which the Notice of Termination for Convenience was received by the supplier.

A.26. Insurance

The successful supplier(s) awarded the Contract shall obtain and retain insurance, including workers' compensation, automobile insurance, medical malpractice, and general liability, as applicable, or as required by State or Federal law, prior to commencement of any work in connection with the Contract. The supplier awarded the Contract shall timely renew the policies to be carried pursuant to this section throughout the term of the Contract and shall provide the Central Purchasing Division and the procuring agency with evidence of such insurance and renewals.

A.27. Employment Relationship

The Contract does not create an employment relationship. Individuals performing services required by this Contract are not employees of the State of Oklahoma or the procuring agency. The supplier's employees shall not be considered employees of the State of Oklahoma nor of the procuring agency for any purpose, and accordingly shall not be eligible for rights or benefits accruing to state employees.

A.28. Compliance with the Oklahoma Taxpayer and Citizen Protection Act of 2007

By submitting a bid for services, the bidder certifies that they, and any proposed subcontractors, are in compliance with 25 O.S.

§1313 and participate in the Status Verification System. The Status Verification System is defined in 25 O.S. §1312 and includes but is not limited to the free Employment Verification Program (E-Verify) through the Department of Homeland Security and available at www.dhs.gov/E-Verify.

A.29. Compliance with Applicable Laws

The products and services supplied under the Contract shall comply with all applicable Federal, State, and local laws, and the supplier shall maintain all applicable licenses and permit requirements.

A.30. Special Provisions

Special Provisions set forth in SECTION B apply with the same force and effect as these General Provisions. However, conflicts or inconsistencies shall be resolved in favor of the Special Provisions.

B. SPECIAL PROVISIONS

B.1. Contract Period

- B.1.1.** The Contract Period is the Date of Award through one year with the option to renew for up to four (4) additional one year periods.

B.2. Agreement Period

- B.2.1.** The Agreement Period is the Date of Award through the end of the final renewal period. Renewal options shall be at the sole discretion of the State of Oklahoma.

B.3. Extension of Contract.

- B.3.1.** The State may extend the term of this contract for up to 180 day intervals if mutually agreed upon by both parties in writing.

B.4. Type of Contract.

- B.4.1.** This is a firm fixed price contract for indefinite delivery and indefinite quantity for the supplies/services specified. A total catalog discount is included.

B.5. Contract Preference

- B.5.1.** This contract is mandatory for State of Oklahoma agencies

B.6. Authorized Users.

- B.6.1.** This Contract shall be made available to all State Departments, Boards, Commissions, Agencies and Institutions. The Oklahoma Statutes state that Counties, School Districts, Universities, and Municipalities may avail themselves of the contract.

- B.6.2.** Authorized Users have no authority to amend, modify or change any terms and conditions of this contract.

B.7. Ordering.

- B.7.1.** Any supplies and/or services to be furnished under this contract shall be ordered by issuance of written purchase orders, or with the State purchase card, by state agencies and authorized entities. There is no limit on the number that may be issued. Delivery to multiple destinations may be required. All orders are subject to the terms and conditions of this contract. Any order dated prior to expiration of this contract shall be performed. In the event of conflict between a purchase order and this contract, the contract shall have precedence. Each purchasing entity will place orders directly with the winning Supplier(s).

B.8. Prompt Payment Discounts.

- B.8.1.** Please review A.18 for information concerning prompt payment discounts.

B.9. Gratuities

- B.9.1.** The right of the successful Supplier to perform under this contract may be terminated by written notice if the Contracting Officer determines that the successful Supplier, or its agent or another representative offered or gave a gratuity (e.g., an entertainment or gift) to an officer, official, or employee of Central Purchasing.

B.10. Proposal Conformity

- B.10.1.** By submitting a response to this solicitation, the Supplier attests that the supplies or services conform to specified contract requirements.

B.11. Warranty

- B.11.1.** The successful Supplier(s) agree the products furnished under this contract shall be covered by the most favorable commercial warranties the supplier gives to any customer for such products; and, rights and remedies provided herein are in addition to and do not limit any rights afforded to the State of Oklahoma by any other clause of this contract.

B.12. Contract Usage Reporting Requirements

- B.12.1.** Reports shall provide the total dollar amounts sold to all political entities that include but are not limited to State Agencies, Counties, Cities, Schools, hospitals and Municipalities.
- B.12.2.** Reports shall be submitted quarterly regardless of quantity. Failure to report sales may be cause for termination of contract.
- B.12.3.** Usage Reports shall be delivered to Central Purchasing within 45 calendar days upon completion of performance quarter period cited in B.11.4 of this contract provision. Usage Reports may be delivered to the Central Purchasing Strategic Sourcing Group via the following addresses:

B.12.3.1. Email – strategic.sourcing@omes.ok.gov

B.12.3.2. Physical Address:

OMES – Central Purchasing
Frates Building
5005 N. Lincoln, Suite 300
Oklahoma City, Ok 73105

B.12.4. Contract quarterly reporting periods shall be:

B.12.4.1. January 1 through March 31.

B.12.4.2. April 1 through June 30.

B.12.4.3. July 1 through September 30.

B.12.4.4. October 1 through December 31.

B.12.5. Failure to provide usage reports shall result in cancellation or suspension of contract.

B.12.6. Usage Reports shall be submitted in the Excel form listed as Attachment “E”.

B.13. Contract Management Fee

B.13.1. As provided by Oklahoma State Statute 74 O. S., §85.33A, the Office of Management and Enterprise Services assesses an Administrative Fee in the sum of 1% on all sales transacted by any entity under this contract. The Oklahoma Administrative Fee shall not be reflected as a separate line item in the Supplier's billing to participating State Agencies and Authorized Users.

B.13.2. Supplier agrees to annotate the resultant amount on the quarterly “Contract Usage Report” as listed in Section B.12.6 and make payment by company check to OMES – Central Purchasing within forty five (45) calendar days from the completion of the quarterly reporting period as listed in Section B.12.4. To ensure the payment is credited properly, the Supplier must identify the check as a “Contract Management Fee” and include the following information with the payment: List the SW# and Contract Title, the report amount, and the reporting period covered. The Contract Management Fee shall be mailed to:

OMES – Accounting and Reporting
5005 N. Lincoln Blvd., Suite 200
Oklahoma City, OK 73105

B.13.3. Failure to remit the fee quarterly may result in the cancellation of the contract. The State Contract Management Fee is non-refundable when an item is rejected, returned or declined due to the Supplier's failure to perform or comply with specifications or requirements of the contract.

B.14. Conflict of Interest

B.14.1. The Request for Proposal hereunder is subject to the provisions of the Oklahoma Statutes. All Suppliers must disclose with their proposal the name of any officer, director, or agent who is also an employee of the State of Oklahoma or any of its agencies. Further, all Suppliers must disclose the name of any State Employee who owns, directly or indirectly, an interest of five percent (5%) or more in the Suppliers firm or any of its branches.

B.15. Patents and Royalties

B.15.1. The Supplier, without exception, shall indemnify and save harmless the State of Oklahoma and its employees from liability of any nature or kind, including cost and expenses for or on account of any copyrighted, patented, or unpatented invention, process, or article manufactured or used in the performance of the contract including its use by the State of Oklahoma. If the Supplier uses any design, device or materials covered by letters, patent copyright, it is mutually agreed and understood without exception that the proposal prices shall include all royalties or cost arising from the use of such design, device, or materials in any way involved in the work.

B.15.2. The Supplier without exception, shall indemnify and save harmless the State of Oklahoma and its employees from liability of any nature or kind, including cost and expenses for or on account of any copyrighted, patented or unpatented invention, process, or article manufactured or used in the performance of the contract including its use by the State of Oklahoma. If the Supplier uses any design, device or materials covered by letters, patent or copyright, it is mutually agreed and understood without exception that the RFP prices shall include all royalties or cost arising from the use of such design, device, or materials in any way involved in the work.

B.16. Disclosures Regarding Lobbyists

B.16.1. A Supplier may not reimburse itself within its state contract pricing for its costs and expenses of lobbyists.

B.16.2. Any Supplier using the services of a lobbyist to assist in obtaining a contract shall (1) disclose all costs, fees, compensation, reimbursements, and other remunerations paid or to be paid to the lobbyist related to the contract (2) not bill or otherwise charge the State for such and (3) certify that no such costs were billed to the State.

B.16.3. The name and address of each lobbyist or agent of the Supplier or subSupplier who communicated with a State employee about a solicitation or potential solicitation must be disclosed with the solicitation response.

B.17. Notice of Award

B.17.1. Notice of award letter resulting from this RFP will be furnished to each successful Supplier and shall result in a binding contract without further action by either party. It shall be the successful Supplier's responsibility to reproduce and distribute copies to all authorized dealers listed in your RFP response. No additions, deletions, or changes of any kind shall be made to this contract without prior approval of Central Purchasing.

B.18. Supplier Invoices

B.18.1. The Supplier shall be paid upon submission of proper certified invoices to the ordering agency at the prices stipulated on the contract. Invoices shall contain the contract number and purchase order number. Failure to follow these instructions may result in delay of processing invoices for payment. The Company or Corporation submitting a proposal shall be the only office authorized to receive orders, invoice, and receive payment. If the Supplier wishes to ship or provide service from a point other than the address listed on the face of the RFP, the Supplier will furnish a list of these locations. No ordering or invoicing will be done at these locations.

B.18.1.1. Invoicing shall be made in accordance with the instructions of the agency or division issuing the purchase order.

B.18.1.2. If you are paid more than 45 days after submitting a proper invoice, you may be entitled to claim an interest penalty. Contact the Office of Management and Enterprise Services for a copy of the regulations.

B.18.1.3. In cases of partial delivery the state agency may make partial payment, dependent on the dollar value, or hold all invoices for final delivery to be completed.

B.18.1.4. See A.18 for further invoicing information.

B.19. State Purchase Care (P-Card)

B.19.1. SUPPLIERS PLEASE NOTE – IN ORDER TO BE CONSIDERED FOR AWARD, SUCCESSFUL SUPPLIERS MUST ACCEPT THE STATE OF OKLAHOMA PURCHASE CARE (P-CARD). FAILURE TO ACCEPT THE P-CARD WILL BE CAUSE FOR REJECTION OF YOUR PROPOSAL.

B.19.2. SIGNATURE OF ACCEPTANCE: _____ **DATE:** _____.

B.20. State and Federal Taxes

B.20.1. Purchases by the State of Oklahoma are not subject to any sales tax or Federal Excise tax. Exemption certificates will be furnished upon request.

B.21. Technical Documentation (Brochures/Specifications)

B.21.1. All products proposed must meet or exceed all provisions and specifications of the RFP. **Technical documentation (brochures/specifications) is required by this RFP.** Its purpose is to demonstrate compliance of the product proposal with applicable technical requirements of the RFP and allow a proper evaluation of the product.

B.21.2. Failure to provide the required documentation with the proposal may render the Supplier's response non-responsive.

B.21.3. All technical documentation shall be marked with the Supplier's name, address, solicitation number, and complete item number.

B.22. Brand Name

B.22.1. The brand name, manufacturer number and Supplier's part number must be completed. See the Cost Proposal Workbook.

B.23. Authorized Representative

B.23.1. Suppliers may offer any brand for which they are an authorized representative and which meets or exceeds the specifications.

B.24. Multiple Brands

B.24.1. If the Supplier is authorized to sell more than one brand, the Supplier is to prepare a clearly defined response to each brand along with the applicable discount percentage. See Attachment A, Cost Proposal Workbook.

B.25. Required Delivery

- B.25.1.** Delivery is to be made within 10 working days after receipt of order by the successful Supplier(s), unless it is a special order item. If special order, then the Supplier is to provide an expected delivery date at the time or the order. Proposals that specify a later delivery lead time may be considered non-responsive and rejected.

B.26. Product Acceptability

- B.26.1.** Proposals will be considered only on products manufactured or produced for distribution for use in the United States.
- B.26.2.** Products shall be new and current.

B.27. Product Availability

- B.27.1.** Products proposed must be a current product model and available for general marketing purposes at the opening of this solicitation. Suppliers are to use their best effort to assure product availability through the duration of the contract period.

B.28. Price Adjustments

- B.28.1.** Prices/percentages are to remain firm during the first 12 months of the contract. After that date, if there has been an industry-wide price increase, Suppliers may request an increase in prices. Price increases may be requested only once each year. Pricing changes must be submitted 30 days prior to the date of the effective change and must be approved by the contracting officer. Documentation from the manufacturer/distributor and a detailed item listing with price change suggestions must be submitted. Any increase will not affect any orders issued prior to the effective approval date of any price changes. Supplier's failures to promptly notify the State of any price decreases shall result in the cancellation of their contract. No price reduction may be offered to an agency unless that reduction is offered to all agencies.
- B.28.2.** All adjustments shall reflect the contract base unit price (which is the final contracted price for the first year) and for any subsequent year.
- B.28.3.** The base selling price shall be adjusted in accordance with the percent changes of the special composite index which is described below in section B.28.3.1 and B.28.3.2. This index will be derived from the following index series:
- B.28.3.1.** The Producer Price Index Industry Data, Series ID: PCU315 – Apparel Manufacturing, not seasonally adjusted, as it appears in the PPI Detailed Report as published by the U.S. Department of Labor, Bureau of Labor Statistics. This index shall be referred to as the materials index.
- B.28.3.2.** The Producer Price Index Commodities Industry Data, Series ID: WPU0381 – Textile Products and Apparel, not seasonally adjusted, as it appears in the PPI Detailed Report as published by the U.S. Department of Labor, Bureau of Labor Statistics. This index shall be referred to as the materials index.
- B.28.4.** The adjustment request may be submitted after January 1st of each subsequent year based upon the percent changes (whether up or down) in the special index specified below between the referenced base period of December 2017 and December of the most recent year. All calculations for the values for the special composite index shall be based upon the latest versions of the Producer Price Index as published as of January 1st of each year.
- B.28.5.** The special composite index shall be derived in the following manner:
- B.28.5.1.** The values for the current period for each of the two BLS index series specified in Section B.28.3 above shall be rebased to the reference base period as of date of award. This will be done by dividing the current value of each index by its value for the referenced base period and then multiplying the result by 100.
- B.28.5.2.** The rebased commodity index, Textile products and apparel, shall be assigned a relative weight of fifty (50) percent. The rebased industry index, Apparel manufacturing, shall be assigned a relative weight of fifty (50) percent. These relative weights represent the base period of date of contract award.
- B.28.6.** Multiply the rebased current value for each of the indexes by its relative weight.
- B.28.7.** The sum of these figures sets the value of the special index for the current contract period.
- B.28.8.** Multiply the current value of the special index by the original base price and then divide by 100. This final figure shall be the maximum allowed adjusted price for the current time period.
- B.28.9.** If any of the PPI data is not available for the period suggested, the prior available quarter of data will be used as the basis for any index adjustments.
- B.28.10.** Example:

Base Price = \$1000.00	Materials	Fuels	Composite
Current period series values (Current index value)	107.2	133.4	
Divide by base period series values (Contract award date value)	102.2	128.6	
Equals:	1.049	1.037	
Multiply by 100 to yield converted series values	104.90	103.73	
Multiply by assigned weight (Materials 70%, Fuel 30%)	73.43	31.11	
Add the two figures to get current value for special index			104.54
Multiply by original base price			104,540.00
Divide by 100 to yield adjusted price			1045.40

B.29. Volume Discounts

B.29.1. Suppliers are to list any type of volume discount offered with their solicitation response.

B.30. Testing for Conformance

B.30.1. Items awarded on this contract may be tested for conformance with specifications by appropriate testing laboratories. The data derived from any tests for compliance with specifications are public records and open to examination thereto in accordance with Oklahoma Statutes.

B.30.2. Items delivered not conforming to specifications may be rejected. Any violations of these stipulations may result in the Supplier's name being removed from the Central Purchasing Supplier mailing list.

B.30.3. In all cases when the material fails to meet specifications, the cost of testing shall be paid for by the Supplier; both on samples and delivered materials.

B.31. Oral Agreements

B.31.1. No oral statement of any person shall modify or otherwise affect the terms, conditions, or specifications stated in the RFP or the resultant contract. All modifications to the contract must be made in writing by Central Purchasing.

B.32. Minor Deficiencies or Minor Informalities

B.32.1. "Minor deficiency" or "minor informality" means an immaterial defect in a proposal or variation in a proposal from the exact requirements of a solicitation that may be corrected or waived without prejudice to other Suppliers. A minor deficiency or informality does not affect the price, quantity, quality, delivery, or conformance to specifications and is negligible in comparison to the total cost or scope of the acquisition.

B.32.2. The State Purchasing Director may waive minor deficiencies or informalities in a proposal if the State Purchasing Director determines the deficiencies or informalities do not prejudice the rights of other Suppliers, or are not a cause for proposal rejection.

B.33. Electronic Submission

B.33.1. All submissions should be submitted to Central Purchasing on electronic media in accordance with Section E.1 of the RFP. Submissions will not be accepted via email or hard copy. This term overrides any terms in Section A requiring submission of hard-copy.

B.34. Tobacco Use Prohibited

B.34.1. The use of tobacco products is prohibited throughout all indoor and outdoor areas of property owned, leased, loaned, or under the control of the State of Oklahoma, including parking lots owned or under the control of the State of Oklahoma.

C. SOLICITATION SPECIFICATIONS

C.1. Introduction

C.1.1. The State of Oklahoma, Office of Management and Enterprise Services, Central Purchasing (OMES-CP) is releasing a Request for Proposal (RFP) to establish a statewide catalog contract for Uniform Purchases and Miscellaneous Institutional Clothing.

C.1.2. See B.6 for the list of authorized users.

C.1.3. Each purchasing entity will place orders directly with the winning Supplier(s).

- C.1.4.** The pricing structure is a combination of needs from the Oklahoma Department of Corrections, Office of Juvenile Affairs, Oklahoma Highway Patrol, Oklahoma Department of Transportation, Oklahoma Department of Tourism, and the Oklahoma Wildlife Commission; however, usage may be from any authorized user.

C.2. Scope

- C.2.1.** The Suppliers are to provide the entire portfolio of quality Uniform and Miscellaneous Institutional Clothing items in a timely and efficient manner. This RFP is being conducted using a discount off Manufacturer Suggested Retail Price (MSRP). For evaluation purposes, **Suppliers are required to complete Attachment A, Cost Proposal Workbook.**
- C.2.2.** The State intends to establish one or more contracts to satisfy the requirements of products listed in this solicitation. The State may opt to award any given section of a category to one of more Suppliers, award any category to one or more Suppliers, or it may award all categories to one Supplier. In the best interest of the State, the State reserves the right to add additional Suppliers at any time to ensure complete coverage to Authorized Users.
- C.2.3.** Both resellers/distributors and manufacturers are invited to respond to this RFP. **Suppliers are to indicate if they are resellers/distributors or manufacturers.**
- C.2.4.** Suppliers are strongly encouraged to submit pricing/proposals on as many products as possible. Breadth/Coverage will be part of the evaluation criteria.

C.3. Purchasing Process and Pricing

- C.3.1.** Authorized Users will place their own orders with the Supplier. After Contract award, the Supplier will interact with Authorized Users on a day-to-day basis for specific issues relating to delivery timeliness, product quality, returns, and similar concerns. Contract Administrator, Linda Lechtenberg, will be responsible for managing price changes, market basket modifications, and overall contract management, including addendums and Contract performance.
- C.3.2.** There are three categories in this RFP. **See Attachment A, Cost Proposal Workbook.**
- C.3.2.1.** Category 1 is the market basket for uniform purchases (fixed price portion).
- C.3.2.1.1.** The fixed pricing (Contract Pricing) should include standard delivery costs for the products listed in Category 1.
- C.3.2.2.** Category 2 is the market basket for miscellaneous institutional clothing purchases (fixed price portion).
- C.3.2.2.1.** The fixed pricing (Contract Pricing) should include standard delivery costs for the products listed in Category 2.
- C.3.2.3.** Category 3 is the discounts from manufacturer list prices for selected manufacturers and discounts from the Supplier's list price for all other products.
- C.3.2.3.1.** Suppliers are to provide a discount off the list price for the manufacturers listed under each clothing manufacturer they can provide. This discount will be applied to the list price to come up with the Contract Pricing (inclusive of standard delivery) for this category's products.
- C.3.2.3.2.** Suppliers can add manufacturers to the list and offer discounts off of those manufacturers' list prices.
- C.3.2.3.3.** Additionally, Suppliers may enter a blanket catalog discount in Category 3.
- C.3.3.** Suppliers are requested to quote an up-charge for Rush delivery as a percentage mark-up on the Contract Price.
- C.3.3.1.** This mark-up will be applicable on all categories.
- C.3.4.** Suppliers are asked to quote a discount for In-Store Pick-up as a percentage mark-down on the Contract Price.
- C.3.4.1.** This mark-down will be applicable on all categories.
- C.3.5.** Suppliers are not required to operate brick and mortar stores and offer in-store purchases; but, in keeping with the State's search for a best value solution, they are encouraged to do so.
- C.3.6.** Category 1 details: The State urges each Supplier to submit proposals for at least 50% of the market basket items listed in Category 1. This is to ensure the widest product selection is available to all authorized users. The State may, at its discretion, disqualify the Supplier from that category. Pricing for all items in this market basket will be fixed pricing (discount off list or cost plus will not be accepted).
- C.3.6.1.** Pricing proposals will remain fixed for the first twelve (12) months of the contract. Price adjustments may be sought annually over the life of the contract (after the initial twelve month period), based upon documented increases in the Supplier's cost. The Contracting Officer will make the final decision on completeness of the documentation and whether to approve the price adjustments. If pricing for Market Basket items decreases in the industry, the Supplier is required to pass the price decreases on to the State by amending the contract quarterly with new, lower prices.

- C.3.7.** Category 2 details: The State urges each Supplier to submit proposals for at least 50% of the market basket items listed in Category 2. This is to ensure the widest product selection is available to all authorized users. The State may, at its discretion, disqualify the Supplier from that category. Pricing for all items in this market basket will be fixed pricing (discount off list or cost plus will not be accepted).
- C.3.7.1.** Pricing proposals will remain fixed for the first twelve (12) months of the contract. Price adjustments may be sought annually over the life of the contract (after the initial twelve month period), based upon documented increases in the Supplier's cost. The Contracting Officer will make the final decision on completeness of the documentation and whether to approve the price adjustments. If pricing for Market Basket items decreases in the industry, the Supplier is required to pass the price decreases on to the State by amending the contract quarterly with new, lower prices.
- C.3.7.2.**
- C.3.8.** Category 3 details: The discounts offered off of the list price for Category 3 manufacturers will be held constant over the course of the contract. When requested, the Supplier will provide the list price for any Category 3 manufacturer or product group.
- C.3.8.1.** Authorized Users will be permitted to purchase items from any Category, as well as any other items they may require from the Supplier's catalog; however, Categories 1 and 2 are intended to capture the majority of the Authorized Users' requirements. The State reserves the right to update the Category 1 and 2 lists of items at any time during the contract. The State and Supplier will negotiate, in good faith, a fixed price for any new Category 1 and 2 items that will at most equal the price derived from the Category 3 pricing system. The State also reserves the right to update the Category 3 list of manufacturers during the contract. The State and the Supplier will negotiate in good faith a discount from the MSRP that will, at most, equal the price derived from the Category 3 pricing system.
- C.3.8.2.** The Supplier should be able to provide a broad catalog or product offering within each category that is it is offering on. New price lists that are released by the Contractor, subsequent to the initial price list, may include new products; but, new products will be subject to the same Category 3 discounts for the appropriate manufacturer, product type, and category.
- C.3.8.3.** Each of these attachments lists example products; however, additional products can be purchased off the resulting contract. The brands listed are examples of the types of products needed and the listed specifications should be considered reference specifications for those products. The Supplier's products should meet or exceed those specifications.
- C.3.9.** Suppliers submitting a proposal for Uniforms and Miscellaneous Institutional Clothing are to propose costs for Categories 1 and 2 listed in Attachment A, Cost Proposal Workbook. Suppliers are to list their percentage discount off the manufacturer's list price for each example type of product in the % discount section in Category 3. Attachment A will be utilized for evaluation purposes.
- C.3.10.** The awarded Supplier(s) are required to provide data collection, reporting, and distribution of Uniforms and Miscellaneous Institutional Clothing to the Authorized Users.

C.4. Contract Manager

- C.4.1.** The Supplier will provide a Contract Manager that will work with the Contracting Officer to fully implement and manage the contract.
- C.4.2.** The Supplier will work closely with subSuppliers (if applicable) to fully implement and manage the contract.
- C.4.3.** The Supplier shall make available to the Contracting Officer, technically competent personnel to accomplish the tasks and deliverables for the implementation and management of the contract. In addition, the Supplier will have a customer service unit that is dedicated to this contract to respond to user inquiries.
- C.4.4.** The Supplier must notify the Contracting Officer of any Contract Manager change in writing within 10 calendar days of the change.
- C.4.5.** The Supplier shall promptly notify the Contracting Officer in writing of any unresolved issues or problems that have been outstanding for more than five (5) working days.
- C.4.6.** **The Supplier is to include the name and contact information of the individual who will be the Contract Manager for the term of the contract.** The Contract Manager will be responsible for operation and administration of the contract by the Supplier. The Contract Manager must respond in a timely manner and in writing unless instructed otherwise, to all information requests from the Contracting Officer.
- C.4.7.** The Contract Manager shall, upon request attend meetings (in person or by conference call) at Central Purchasing or at other sites, as requested and determined by the Contracting Officer. The Contract Manager will be responsible for reports required by the contract and to serve as liaison between the Supplier and Central Purchasing and any other Authorized User. The Contracting Officer may require the Supplier to relieve the Contract Manager from work on this contract, if in the Contracting Officer's opinion, it is apparent that the Contract Manager does not deliver work that conforms to performance standards outlined in this RFP.

C.5. Contract Manager's Job Duties

C.5.1. It is desirable that the Contract Manager's duties include, but not be limited to the following:

- C.5.1.1.** Communications with the Authorized User's personnel to discuss any shortages and needed substitutions.
- C.5.1.2.** Meet with any Authorized User's personnel to discuss any areas of concern as needed.
- C.5.1.3.** Be available to demonstrate to the Contracting Officer and to the Authorized Users' personnel new products available on the market.
- C.5.1.4.** Maintain and update the market baskets and master price lists/catalogs and review with and distribute to the different Authorized Users on an ongoing basis.
- C.5.1.5.** Handle all complaints and maintain a log of the complaints and resolutions. Handle all requests from the Authorized Users/Contracting Officer for inquiries about products.
- C.5.1.6.** Issue credit memos and arrange for return of incorrectly shipped or deficient products.
- C.5.1.7.** Resolve any problems and/or discrepancies with the order/delivery schedules.
- C.5.1.8.** Coordinate with the Contracting Officer any rebate programs or special pricing promotions which have been offered from manufacturers.
- C.5.1.9.** Work in conjunction with the Contracting Officer in doing research and making recommendation for product changes to better meet the needs and challenges of the State of Oklahoma.
- C.5.1.10.** Present and discuss cost reduction ideas on a regular basis.

C.6. Service Level Requirements and Expectations

C.6.1. Mandatory Service Level Requirements

- C.6.1.1.** This section of the document contains Mandatory Service Level Requirements that the successful Supplier is required to meet at NO extra charge. Suppliers are required to indicate any inability to provide the Mandatory Service Level Requirements (as defined in the remainder of this section of the document). **Suppliers who cannot meet Requirements C.6.1.2 through C.6.1.6 may be disqualified on the grounds of non-responsiveness.**
- C.6.1.2.** For all products sold, Supplier must be an original manufacturer, authorized distributor, or dealer authorized by manufacturer. If requested, Supplier must be able to identify an account number with the manufacturers they represent.
- C.6.1.3.** Each product sold will have a minimum of manufacturer's standard warranty.
- C.6.1.4.** Proposed pricing will remain fixed for the first twelve (12) months of the contract. Requests for additional increases in pricing for contract items will be limited to once a year.
- C.6.1.5.** If any prices fluctuate between the time of order and delivery, Supplier shall charge the prices in effect as of the order date.
- C.6.1.6.** The Supplier will not invoice service fees or additional costs to the Authorized Users during the term of the contract. For instance, there will be no small order, minimum order, special order, shipping (except Rush delivery as specified C.6.2.11.1), hazardous materials, pallet, or fuel charges or surcharges.
- C.6.1.7.** Delivery to End Users: Authorized Users are located throughout the State, both within and outside of major metropolitan areas. Whenever possible, Authorized Users will work with the Supplier to develop regular delivery schedules. All deliveries must be made on days and times acceptable to Authorized Users.
- C.6.1.8.** **Suppliers are to indicate the number of business days after receipt of order for standard orders.**
- C.6.1.9.** **Suppliers are to indicate the number of business days after receipt of order for rush orders.**
- C.6.1.10.** Acceptable hours for deliveries may vary by location. It is Supplier's responsibility to determine the acceptable delivery times and packing requirements for each customer at the time the first orders are placed.
- C.6.1.11.** The following three requirements (sections C.6.1.11.1, C.6.1.11.2, and C.6.1.11.3) apply to secure facilities only (primarily within the Department of Corrections).
 - C.6.1.11.1.** Suppliers' employees and/or delivery companies must comply with the security requirements at each facility. Authorized Users are responsible to alerting the Supplier to these requirements before or while placing their first order. The Supplier must comply with all security and identification procedures at each location at no cost to Authorized Users. Common Security restrictions include:

C.6.1.11.1.1 Identification: All of the Supplier's employees, while working on State property, must carry or display acceptable identification. Requirements vary by Authorized User. For instance, some facilities require a visible photo ID badge, while correctional facilities may require a valid driver's license instead.

C.6.1.11.1.2 Vehicle Security: In many locations, drivers must turn off vehicle motors and lock cab doors whenever their truck is unattended.

C.6.1.11.1.3 Patient/Offender Contact: Delivery personnel must minimize interaction with offenders or patients and must report any verbal contact to the Authorized User before leaving the site.

C.6.1.11.2. Drivers who enter secure facilities must have prior approval to enter from security staff, generally involving a background check to ensure that they are not convicted felons. Supplier shall comply with any requests from the Contracting Officer to reassign a driver from a delivery route, whether or not the driver has passed the background check. At some facilities, trucks will be searched prior to entry and exit, causing up to a 30 minute delay each way.

C.6.1.11.3. At most secure facilities, drivers cannot have any weapons (including jack knives or box cutters), cell phones, pagers, drugs, tobacco products or any item deemed to be potential contraband. Correctional officer can hold these items for drivers at the delivery sally-port and return them as the driver exits the grounds. Any illegal items will not be returned.

C.6.2. Desirable Service Level Expectations

C.6.2.1. This section of the document contains Desirable Service Level Expectations that the Supplier is expected to perform at NO extra charge. **All Mandatory Requirements listed in Section C.6.1 supersede the Desirable Service Level Expectations listed below.** Suppliers are required to indicate any inability to provide the Desirable Service Level Expectations (as defined in the remainder of this section of the document) by indicating as such in response submittal. In addition, Suppliers are required to propose alternatives to Desirable Service Level Expectations that cannot be met.

C.6.2.2. Response Time: The Supplier should respond to all communications no later than one business day. Supplier's failure to respond within one business day may result in the assessment of liquidated damages in the amounts determined in Section C.6.2.33.

C.6.2.3. Fill Rate: The Supplier should maintain a Fill Rate of 98%. The fill rate will be calculated by dividing the number of line items delivered on time by the number of line items ordered for delivery during that month and multiplying the result by 100 to arrive at the percent (%) fill rate. Approved and accepted substitutions shipped and delivered on first fill will not count against fill rate; disapproved or denied substitutions or substitutions not delivered on first fill will count against fill rate. Supplier's failure to maintain a Fill Rate of 98% may result in the assessment of liquidated damages in the amounts determined in Section C.6.2.33.

C.6.2.4. Invoice Accuracy: The Supplier should strive to achieve invoice accuracy of 100%.

C.6.2.5. Delivery Standards: After award and when an order is placed, the Supplier and the Authorized Users should contact each other to set up the delivery schedule. Supplier should accommodate any required delivery frequencies, days and times, and should make every effort to accommodate Authorized Users' preferences, as stated in this document or communicated subsequent to the RFP.

C.6.2.5.1. The Supplier should make deliveries on dates and times acceptable to Authorized Users. If a regular delivery day falls on a State holiday, Authorized Users and Supplier may determine an alternate date.

C.6.2.5.2. The Supplier should deliver the products by the delivery date specified in any executed Attachment, Appendix, or Order referencing the Agreement. The Supplier should ensure delivery date standards are met 97% of the time.

C.6.2.5.3. Some Authorized Users require inside delivery. Supplier should unload products and deliver to specified interior locations at no additional charge, if the Authorized User requires inside delivery. To expedite delivery, Supplier's delivery trucks should be equipped for varying dock heights.

C.6.2.5.4. Deliveries should be complete by the delivery date noted on the order, unless otherwise modified by mutual consent of the Authorized User and Supplier. Should an emergency situation occur, causing a delivery to be delayed until after Authorized User's normal delivery hours, Supplier should contact the Authorized User by phone no less than one (1) hour before the end of Authorized User's normal receiving time for late delivery approval.

C.6.2.5.5. Supplier is responsible for rescheduling delivery to a time acceptable to the Authorized User at no charge. If there is no mutually acceptable date and time to reschedule, or if a

late delivery means the Authorized User should need to procure products elsewhere, the Authorized User may cancel all or a portion of the late delivery at no charge.

- C.6.2.5.6.** Poor planning by the Supplier does not constitute an emergency, nor do delays caused by other customers on a delivery route. Authorized User will have final determination of whether or not to accept late deliveries.
- C.6.2.6.** Non-Delivery: After notification of impending short or out-of-stock items, the Authorized User may cancel the balance of incomplete deliveries without penalty. Authorized User may purchase shorted items that cannot be supplied by the Supplier by date required elsewhere.
- C.6.2.7.** Overall Customer Satisfaction: Supplier should develop a plan to conduct a quarterly survey of end-users to determine the level of customer service satisfaction experienced by Authorized Users, and should conduct such a survey upon request from the Contracting Officer. Both the raw and analyzed survey results should be provided to the Contracting Officer. The following includes some of the areas to be measured on the survey: Responsiveness, Communication, Courtesy, Competence, Effectiveness, and Overall Satisfaction.
- C.6.2.8.** Ordering Methods: Suppliers should have a local Oklahoma telephone number or a toll free (800) number. Each Authorized User will be responsible for placing its own orders, which may be accomplished by written purchase order, telephone, fax, or computer on-line systems. The State encourages Suppliers to have online ordering capabilities, such as a dedicated website, to facilitate online orders. **In the response, please include the phone number or screenshots of the relevant web interface.**
- C.6.2.9.** Payment Options: Authorized Users will pay the Supplier by check, electronic funds transfer, or with the State's authorized P-card.
- C.6.2.10.** Freight Policy: All shipments should be F.O.B. Destination to the specified location, with inside delivery if requested. Supplier is responsible for filing and expediting all freight claims with the carrier. The Supplier should pay title and risk of loss or damage charges.
- C.6.2.11.** Rush Delivery: Respondents should be able to provide Rush Delivery to Authorized Users within a 24 hour window. **Explain your rush delivery capabilities in your response.**

 - C.6.2.11.1.** Emergency/rush delivery requiring special shipping and handling will be at Authorized Users' expense (with prior approval from the Authorized User). Rush delivery that occurs as a result of the Supplier's error will be at no additional cost.
- C.6.2.12.** Shipping: The State is committed to recycling and reuse of packaging materials. Some Authorized Users may also require shrink wrapping. Authorized Users will inform Supplier of any such requirements.

 - C.6.2.12.1.** All hazardous materials should be shipped per all Federal and State regulations.
 - C.6.2.12.2.** All products should be shipped in a manner which will enable the receiving person(s) to easily check the shipment with the invoice. All individual units of measure (such as cases, rolls, pallets etc.) should have a clearly visible "vendor product label" containing the Supplier's product number, manufacturer product number, and quantity per unit of measure.
 - C.6.2.12.3.** Suppliers are also requested to provide the number of cases of similar items if possible. (e.g. if 5 cases of pants, then label should indicate case 1 of 5, case 2 of 5 and so on.)
 - C.6.2.12.4.** A packing slip should also be included with each shipment which should include the customer/authorized user account number, customer/authorized user name (constituency description), customer/authorized user address, ship date, purchase order number (or purchase method and user name if there is no purchase order), Supplier product number per line item, line item description, quantity ordered, quantity included in the shipment, unit price, and any back ordered items.
 - C.6.2.12.5.** Any shipping containers which are not properly marked as per these instructions may be cause for rejection.
- C.6.2.13.** Return of Product: Any materials delivered in poor condition, in excess of the amount authorized by the requisition form or not included on the requisition form or purchase order may, at the discretion of the Authorized Users, be returned to the Supplier at the Supplier's expense within 30 days. Credit for returned goods shall be made immediately once the Supplier receives the returned goods.

 - C.6.2.13.1.** If any product is returned to a Supplier for failure of performance, the Supplier will, at the State's discretion, refund all amounts paid to the Supplier for such product or replace the product.

- C.6.2.13.2.** Within twenty (20) days of written notification by the Authorized User, the Supplier should make arrangements for the return of the product.
- C.6.2.13.3.** The Supplier should bear all shipping and insurance costs.
- C.6.2.13.4.** Supplier should be liable for damages to the product, unless caused by fault or negligence of the Authorized User that occur during the return process.
- C.6.2.13.5.** **Please describe your return policy in detail.**
- C.6.2.14.** Returns due to User Error: Supplier should provide for return of unopened items ordered in error for up to 30 calendar days from delivery.
 - C.6.2.14.1.** For all returns of unopened items or returns due to user error, returns should be provided free-of-charge as long as they occur at a regularly-scheduled delivery time. Otherwise, Authorized Users should be responsible for all costs associated with the preparation of the product for shipping, and all shipping costs to the Supplier's nearest service location for such returns. No additional charges are allowed, including restocking fees.
 - C.6.2.14.2.** Supplier should issue a credit to Authorized User's account as soon as items have been received by the Supplier.
- C.6.2.15.** Post-Order Customer Service: The Supplier should provide each of the designated Authorized Users a single point of contact (and a backup) to handle questions and resolve problems that arise. At least one Customer Service Representative should be available during standard business hours in the Central time zone, regardless of the time zone where Supplier is located. All service representatives should have access to information to provide immediate response to inquiries concerning the status of orders (shipped or pending), delivery information, back-order information, statewide contract pricing, contracted product offerings/exclusions, contract compliance requirements, and general product information. Representatives should be available by email, fax, or phone (local or 800 number).
- C.6.2.16.** Price Verification: The Supplier should be able to provide manufacturer price lists and its own list price lists at the State's request in order for the State to verify all pricing. The Supplier should have its own auditing system to verify that correct pricing is being offered to the State. In addition, the State reserves the right to audit Supplier records in order to identify discrepancies. If discrepancies are found, at a minimum, the Supplier will refund the State the difference and may be subject to other legal remedies.
- C.6.2.17.** Respondents should offer all rebates and special offers (including commercial and consumer offers) made available by the manufacturer, in addition to contracted pricing.
- C.6.2.18.** Quality Assurance and Warranty Guarantee: The Supplier should guarantee its products to be free from defects in materials and workmanship, given normal use and care, over a minimum of the manufacturer's warranty period. The Supplier should agree to repair and/or immediately replace without charge (including freight both ways) to Authorized Users any product or part thereof that proves to be defective or fails within the warranty period as specified.
- C.6.2.19.** Product Availability: The State should not allow any cancellation of example Category 1 and 2 products without an equal and acceptable replacement approved by the Contracting Officer. (Please note: the example brands listed in the Cost Proposal Workbook may not be the brands awarded and are listed only to establish example product specifications and for evaluation purposes. The brands awarded on this contract may be alternate brands with equal to specifications.) Suppliers should communicate manufacturer's discontinuation of any products to the Contracting Officer in writing within five (5) business days of notification by manufacturer. In such instances, Suppliers should work with the Contracting Officer to identify and implement alternative options that will maintain or reduce costs associated with the replacements. Suppliers should be prepared to offer detailed quarterly reports if requested by the State, displaying removed products and their suggested replacements. Suppliers should offer suggested replacements of discontinued products at least 30 days prior to substitution, including replacement product number, description, and final price.
- C.6.2.20.** Notification of Back Orders: **Please describe in detail your back order notification procedures.**
- C.6.2.21.** Emergency Product Substitutions and Out-of-Stock Items: If necessary to complete a shipment on time, Supplier may request a product substitution. The product substituted should be of equal or larger quantity, equal or better quality and/or grade, at no additional cost, and the Authorized User should accept the substitution in writing (email is acceptable) prior to delivery. Invoices shall denote all items and quantities as ordered. Any shorted items shall be noted as "out-of-stock."
- C.6.2.22.** Receiving Procedures and Order Inspection: State personnel may inspect and verify deliveries. Products may be matched against the packing slip and order specifications. Authorized Users may identify and reconcile delivery discrepancies of quantity or quality after delivery. Product delivered will also be inspected at time of use and is subject to refusal/return for issues of quality.
 - C.6.2.22.1.** Any cases damaged during loading or delivery will be rejected. Supplier should replace with like or acceptable product at no charge within two business days of notice.

- C.6.2.22.2. When receiving deliveries, Authorized Users may inspect each item at the time of receipt and note any count discrepancies and visible damage on the Supplier's packing slip.
- C.6.2.22.3. Discrepancies or damages noted should be initialed by the Supplier's delivery agent.
- C.6.2.22.4. If, upon inspection at the time of receipt, products are found to be in unacceptable condition, Authorized User may refuse delivery and note reason on delivery receipt. Supplier's delivery agent shall initial any such notes.
- C.6.2.22.5. When satisfied that the shipment is in proper order and/or all discrepancies have been properly noted and initialed, the receiving person shall sign the Supplier's packing slip and retain a copy for their records.
- C.6.2.22.6. Authorized Users reserve the right to reject all or part of a delivery.
- C.6.2.22.7. Supplier should allow ample time for these procedures at each delivery location.
- C.6.2.23. Invoice Requirements: All invoices should reflect the prices and discounts established for the items on this contract for all orders placed by Authorized Users.
 - C.6.2.23.1. Before payment is made, the State will verify that all invoiced charges are correct as per the Contract(s). Only properly submitted invoices will be officially processed for payment. Prompt payment requires that your invoices be accurate, clear, and complete in conformity with the instructions below.
 - C.6.2.23.2. All invoices must be itemized showing the Supplier name, remit to address, purchase order number (or purchase method and user name, if there is no purchase order), invoice number, release number if given, date of order/release, item manufacturer's name or abbreviation (if applicable), complete item description, unit of measure, quantity per unit of measure, manufacturer's product number, Supplier's catalog and/or stock numbers, contract price, quantity shipped, extended prices, shipping charges (if applicable), discounts, agency name or purchaser name, account number, and the invoice total.
 - C.6.2.23.3. Supplier should provide original invoice and requested number of copies to the designated accounts payable representative(s) or address(es) for each Authorized User.
 - C.6.2.23.4. Each invoice should contain only those products covered by the purchase order or other purchase method designated on that invoice. Invoices that have pricing other than approved contract pricing will not be considered valid invoices.
- C.6.2.24. **Complaint Resolution Procedure:** The Supplier should have a robust complaint resolution procedure and a clear hierarchical path a complaint takes. **Please describe in detail.**
- C.6.2.25. Contract Usage: Responses should cover requirements during the specified period for all State Departments, Boards, Commissions, Agencies and Institutions.
- C.6.2.26. Supplier's Representative: Supplier's representative should be available to meet at least quarterly with the Contracting Administrator who request it, in order to discuss contract concerns. Supplier's representative should be available upon request of the Contracting Administrator to evaluate contract implementation and performance, and to identify continuous improvement opportunities or market changes.
- C.6.2.27. Catalogs: Supplier should have searchable web based catalog(s) and deliver hard copies, CD-ROM, or electronic media copies of the most current catalog to each Authorized User upon request. When a new catalog is issued, the Supplier should provide Contracting Officer with an electronic copy of that catalog within five (5) business days of publication. Please note (see E.2.4): **When submitting their response, Suppliers are to submit the URL of their searchable web based catalog(s) or the searchable CD-ROM of their catalog(s).**
- C.6.2.28. Marketing: Supplier should assist the Contracting Officer in preparing marketing tools to promote the contract relationship, but be aware that inappropriate marketing communications sent directly to Authorized Users will not be permitted. All marketing materials should be approved in advance by the Contracting Officer. Supplier should arrange for product demonstrations, product literature, and other informational support when requested by the Contracting Officer. **Please describe in detail your marketing approach.**
- C.6.2.29. Training: Supplier should provide any necessary training for Authorized Users on, at a minimum, the following topics: catalog access, order placement, and invoice processing. All training shall be coordinated through the Contracting Officer or Authorized Users. **Please describe in detail your training approach.**
- C.6.2.30. Shipments should be made using vehicles owned and/or managed by the Supplier or by common carriers with parcel tracking abilities.

- C.6.2.31.** In-Store Purchases: If the Supplier operates or has special arrangements with brick-and-mortar stores in the State of Oklahoma, the Supplier should extend contract pricing for in-store purchases. The Supplier will be expected to formulate a method to identify an Authorized User as such so that contract pricing will be made available for in-store purchases during check out. **Please describe this in detail.**
- C.6.2.32.** Geographic Coverage: The State expects the Supplier to provide services in as many parts of the State of Oklahoma as possible. **In the response, the Supplier should indicate the parts of the State that they can serve:**
- C.6.2.32.1.** Southwest Oklahoma (defined as areas south of I-40 and west of I-35).
 - C.6.2.32.2.** Southeast Oklahoma (defined as areas south of I-40 and east of I-35).
 - C.6.2.32.3.** Northwest Oklahoma (defined as areas north of I-40 and west of I-35).
 - C.6.2.32.4.** Northeast Oklahoma (defined as areas north of I-40 and east of I-35).
- C.6.2.33.** LIQUIDATED DAMAGES: The State desires to contract with a vendor who clearly demonstrates its willingness to be held accountable for the achievement of certain performance measures in successfully delivering services under this Contract. Therefore, the State has developed the following Key Performance Metrics (KPM) which shall be used to measure Supplier's performance and delivery of services.
- C.6.2.33.1.** Note: the Supplier shall comply with all contract terms and conditions upon execution of the contract.
 - C.6.2.33.2.** Reporting, response time, and fill rate are the KPMs deemed most crucial to the success of the overall desired service level. The Supplier shall ensure that the stated KPMs are met. When such standards are not met, liquidated damages may be assessed by the State. Liquidated Damages shall be paid upon the Supplier's receipt of notice from the State of the amount of the assessment by crediting the mutually accepted assessment amount from the Supplier's next invoice to the affected Authorized User.
 - C.6.2.33.3.** **In the response, Suppliers are asked to propose liquidated damages for each instance when the KPMs are not met as listed below.** Further, Suppliers are asked to add more KPMs and liquidated damages, as applicable.
 - C.6.2.33.4.** Reporting: For each week after the required date (see B.12) for which an accurate and complete usage report has not been received from the Supplier, the Supplier may be assessed liquidated damages. For the second occurrence that the Supplier fails to timely provide an accurate and complete usage report, liquidated damages may be assessed per week that the report is overdue. For the third occurrence that the Supplier fails to timely provide an accurate and complete usage report, liquidated damages may be assessed per week that the report is overdue.
 - C.6.2.33.5.** Response Time: If the Supplier does not respond to all communications within 1 business day, the Supplier may be assessed liquidated damages for each day after the 1-business day requirement.
 - C.6.2.33.6.** Fill Rate: If the Supplier does not maintain a fill rate of 98% each month for every Authorized User, the State may impose liquidated damages. The damages are by Authorized User per month.

C.7. State Responsibilities

- C.7.1.** Contracting Officer will work with the Supplier's Contract Manager to fully implement and manage the contract.
- C.7.2.** The Contracting Officer is the contact person for issues relating to this contract.
- C.7.3.** The Authorized User is responsible for reviewing and approving the deliverables.
- C.7.4.** Authorized Users will ensure the Supplier has proper access to the appropriate areas for deliveries pertaining to this contract.
- C.7.5.** The Contracting Officer will review and approve implementation plan.
- C.7.6.** The Contracting Officer reserves the right to review Supplier's outreach marketing material.

D. EVALUATION

- D.1.** This contract will be awarded by the best value method.
- D.2.** Evaluation factors will include:
 - D.2.1.** Cost. See C.3, Section H, and Attachment A, Cost Proposal Workbook.

- D.2.2.** Business and technical response. Response to B.19 and B.21. Response to the requirements listed in Section C. See C.2.3, C.4.6, C.6.1 (including C.6.1.2 through C.6.1.6, C.6.1.8, and C.6.1.9), C.6.2.1, and other areas in C.6.2 requiring detailed responses (including C.6.2.8, C.6.2.11, C.6.2.13.5, C.6.2.20, C.6.2.24, C.6.2.27, C.6.2.28, C.6.2.29, C.6.2.31, C.6.2.32, and C.6.2.33.3).
- D.2.3.** Breadth and coverage of products.
- D.2.4.** Value added options. See Attachment D.
- D.2.5.** References. See E.2.7.

E. INSTRUCTIONS TO BIDDER

E.1. Response Format

- E.1.1.** Supplier is to submit four (4) complete copies of their response on USB Flash Drive/Thumb Drives or CDs which includes the completed proposal including the scanned images of the required OMES signed forms. Also, the Supplier's URL for their searchable catalog is to be listed on those USB Flash Drive/Thumb Drives or CDs or their searchable catalog(s) is to be submitted on separate USB Flash Drive/Thumb Drives or CDs. Technical documentation as described in B.21 is to be provided on the USB Flash Drive/Thumb Drives or CDs. USB Flash Drive/Thumb Drives or CD(s) must be unprotected documents. Original hard copies are not required. Faxed or emailed responses will not be accepted. Please mark the USB Flash Drive/Thumb Drives or CD's with the company name, solicitation number, and closing date. This requirement supersedes the hard copy requirement listed in A.2.4.
- E.1.2.** Supplier is to submit their response copies to the OMES, Central Purchasing address listed on the front page of this solicitation.
- E.1.3.** Please ensure that your Discs are marked clearly with the RFP Number.
- E.1.4.** PDF is an acceptable format for solicitation responses. This overrides requirements of A.2.4.

E.2. Response Instructions

- E.2.1.** Suppliers are to complete the Responding Bidder Information Form and supply any required information listed in that form.
- E.2.2.** Suppliers are to complete the Non-Collusion Form.
- E.2.3.** The Supplier's response is to contain any required responses listed in Section C.
- E.2.4.** When submitting their response, Suppliers are to submit the URL of their searchable web based catalog(s) or the searchable CD-ROM of their catalog(s).
- E.2.5.** The Supplier's response is to contain any required responses listed in Section H.
- E.2.6.** The Supplier's response is to contain the responses listed in Attachment A, Cost Proposal Workbook.
- E.2.7.** Suppliers are to submit three references. Include the reference business name and a contact person. Include the contact person's phone number, fax number if available, and email address.
- E.2.8.** Suppliers are to provide their signature and date on B.19.
- E.2.9.** Suppliers are to complete Attachment D, if applicable.

F. CHECKLIST

- F.1. Responding Bidder Information Form.**
- F.2. Non-Collusion Form.**
- F.3. Attachment A, Cost Proposal Workbook.**
- F.4. Attachment D, Value Added Options, if applicable.**
- F.5. Other solicitation response requirements.**

G. OTHER

- G.1. Question Submittal**

G.1.1. All questions regarding this solicitation must be submitted in writing and are to be emailed no later than **December 12, 2017 at 11:00 a.m.** Central Standard Time. Questions are to be emailed to Linda.Lechtenberg@omes.ok.gov. Questions received after this date will not be answered. If any questions are received, an amendment to this solicitation will be posted on our website after this deadline listing all questions received and their answers. In addition, suppliers will be notified the amendment is on our website. Any communication regarding this RFP must be sent to the Contracting Officer listed above. Failure to do so (contacting the agency directly), may result in your proposal being deemed as non-responsive. Please be sure to reference the RFP number when emailing questions.

G.2. Attachments

- G.2.1.** Attachment A, Cost Proposal Workbook
- G.2.2.** Attachment B, Custom Uniform Specifications
- G.2.3.** Attachment C, Miscellaneous Institutional Clothing
- G.2.4.** Attachment D, Value Added Options
- G.2.5.** Attachment E, Oklahoma Highway Patrol Hat Specifications
- G.2.6.** Attachment F, Department of Public Safety Specifications
- G.2.7.** Attachment G, Tourism Hat and Uniform Patch Specifications
- G.2.8.** Attachment H, Oklahoma Department of Agriculture, Forestry Services, Boot Specifications
- G.2.9.** Attachment I, Oklahoma Department of Agriculture, Forestry Services, Uniform Specifications
- G.2.10.** Attachment J, Usage Report Template

H. PRICE AND COST

- H.1. Please note: This contract is for uniforms and miscellaneous institutional clothing. Pricing will be listed in Attachment A, Cost Proposal Workbook.**
- H.2. Suppliers are to complete the highlighted areas in Attachment A, Cost Proposal Workbook.**

Attachment A – Cost Proposal Workbook

See the attached Excel document.

ATTACHMENT B – Custom Uniform Specifications

A. VENDOR REQUIREMENTS

- A.1.** Contractors providing uniforms, particularly to the Oklahoma Highway Patrol, will be required to ensure a proper fit of uniforms for all employees by use of a measuring, or fitting system. It is the responsibility of the contract to collect and retain the measurements of each employee. These measurements shall be forwarded to the agency upon request.
- A.2.** Agencies may require measurements be taken on-site at events, such as Troop Meetings, Academy Classes, or any other scheduled events.
- A.3.** Service Requirements – Customization, Sizing, Alterations, etc.
 - A.3.1.** Garment services must equal or exceed the quality of the garment. Service requirements will be noted on orders at the time of order placement. Ordering entities that require embroidery on garments will supply digitized artwork and indicate where garment is to be embroidered. Ordering entities that require patches sewn onto garments may supply patches and indicate where the patches are to be placed on the garments.
 - A.3.2.** The State Parks division of Tourism requires patches to be sewn 1" below the shoulder seam on each arm of the shirt or coat. The State Parks logo is two colors: black lettering and dark green tree – a color logo can be emailed to Suppliers upon request. Agency will provide final artwork before any orders are stitched.
 - A.3.3.** Trousers, Class A and Class B – unless noted by user, all trousers in Class A and Class B will be made with stripes as specified. At the option of any user agency, stripes may be deleted from the trousers but must be declared, described, or noted on the purchase order to be omitted from the agency order.
 - A.3.4.** Required services include but may not be limited to: adding stripes to trousers, hemmed trouser lengths, rise corrections, thigh width and waist adjustments, length, width, embroidery, and sew patches onto garments.
 - A.3.5.** Embroidery samples may be requested of respondents who wish to provide these services to show workmanship. The sample does not have to be an Oklahoma agency logo. Any respondent will be prepared to supply samples of embroidery work.
 - A.3.6.** Alterations should be performed within two (2) weeks of garment marking or sizing. Garments are to be delivered to agency receiving area unless specified otherwise in the order. Supplier is to inform agency if more time is required for alterations due to size of order.

B. CUSTOM GARMENTS – SIZING AND ALTERATIONS

- B.1.** Sizing and alteration prices are to be listed on Attachment A, Tab for Alterations.
- B.2.** Although the initials of various agencies are listed with the description of the products to assist them in readily identifying the garments they require, all authorized users may purchase these garments as well.
- B.3.** Any color and/or size listed are not intended to limit offerings. Supplier will list available colors and sizes, submit size charts, and indicate if any product code/description has been discontinued.

C. OHP CUSTOM UNIFORMS

C.1. Item AA33, Category 1, Attachment A

C.1.1. Trouser, Uniform, Male, Class A

- C.1.1.1.** Material - To be Raeford Worsted Company, Style 538-437, pint tan material, 14 ½" – 15 oz. per linear yard, 60" width, 2 ply, 55% Dacron Polyester, 45% Wool. Raepel or equal treatment for water and stain resistance. All material to be Kaumgraphed.
- C.1.1.2.** Style - Regular full cut through seat and open bottoms. The unfinished inside leg seam on all "regulars" to be 36" and on all "longs" 38". The rise on all slacks to be graded up or down proportionate to waist sizes in line with the standards used in the trade. Bottom of trouser to be at least 20", no more than 22".
- C.1.1.3.** Stripes - To be Raeford Worsted Company, Style 538-983, Dark Brown material, 14-15 oz. 2 ply, 55% Dacron Polyester, 45% Wool. This stripe to be 1 ½" wide. One side of stripe to be sewn into the seam.
- C.1.1.4.** Waist Band - All slacks to have separate 2" band lined with 2 ½" Sun Tan Snug-Tex and will not be sewed across or over the back seam, this being for alteration purposes. Trousers to have a cross piece sewed with 1 button across inside front. Waistband to close with heavy-duty hook – Flex Fastener. Regular and flex waist pants are desired. Suppliers should indicate if pants are regular or flex waist or if both types are available.

- C.1.1.5.** Belt Loops - There shall be a minimum of 7 and additional in proportion to waist size. Loops to be 1 ½" wide by 1 ¾" long. To be tubular, lock stitched and turned. To be stitched 1/8" on each edge. No raw seams
- C.1.1.6.** Fly - To be a heavy-duty talon uniform trouser metal zipper; also French fly with 1 button.
- C.1.1.7.** Pockets - Pockets to be made of 75% Polyester/35% cotton with lifetime warranty against failure, tan in color. There shall be pockets as follows: 2 quarter top front pockets, 2 hip pockets with left hip pockets to button, all of which are to have adequate openings of at least 5 ½" and depth with firm straight bartacks. All pockets to be straight bartacked with bar tack 1/8" wide. Hip pockets to be of double welt construction (single welt construction is not acceptable). Slack material is to extend approximately 3" inside of the 2 front pockets and approximately 1" inside the 2 hip pockets.
- C.1.1.8.** Stitching - All machine stitching to be done with lock stitch, double lock stitch, or both, but not less than 12 stitches to the inch. The seat seam that runs from the top of the waist band to the crotch shall be double stitched with not less than 12 stitches per inch, for reinforcement purposes, the fly lining is to continue through the point where the leg and seat seams join. Buttonholes throughout to be finished and well made.
- C.1.1.9.** Thread - All sewing to be with best grade cotton mercerized thread.
- C.1.1.10.** Marking of Sizes and Label - Sizes as to waist and as to Short, Regular, Long or Extra Long must be plainly stamped on the inside waist band of each garment with a rubber stamp of ½" high figures using indelible cloth marking ink that will remain legible the life of the garment. There shall be a manufacturer's label sews on the inside waistband of each garment.

C.2. Item AA35, Category 1, Attachment A

C.2.1. Dispatcher/Permit Clerk Trousers, Male or Female

- C.2.1.1.** Material - Raeford Worsted Company, Style 538-437, 14 ½" – 15 oz 2 ply per linear yard on 60" width, 55% Dacron Polyester, 45% Wool, Raepel or equal treatment for water and stain resistance., All material to be Kaumgraphed. Color of material to be Taupe.
- C.2.1.2.** Style - Regular full cut through seat and open bottoms. The unfinished inside leg seam on all "regulars" to be 38" and on "longs" 40". The rise on all slacks to be graded upon down proportionate to waist sizes in line with the standards used in the trade. Bottom of trousers to be at least 20", no more than 22". Creased in the front and back of leg.
- C.2.1.3.** Stripes - This stripe is to 1 ½" wide of Raeford Worsted Company, Style 539-114, blue material, 14-15 oz, 2 ply, 55% Dacron Polyester, 45% Wool, to run from bottom of waist band to full length of trouser. One side of stripe to be sewn into the seam.
- C.2.1.4.** Waistband - All slacks to have separate 2" band lined with 2 ½" sun Tan, snug-Tex and will not be sewed across or over the back seam, this being for alteration purposes. Trousers to have cross piece sewed with 1 button across inside front. Waistband to close with heavy-duty hook – Flex Fastener. Regular and flex waist pants are desired. Suppliers should indicate if pants are regular or flex waist or if both types are available
- C.2.1.5.** Belt Loops - There shall be a minimum of 7 and additional in proportion to waist size. Loops to be 1 ½" by 1 ¾" long. To be tubular, lock stitched and turned. To be stitched 1/8" on each edge. No raw edges.
- C.2.1.6.** Fly - To be a heavy-duty talon uniform trouser metal zipper; also French fly with 1 button.
- C.2.1.7.** Pockets - Pockets to be made of 75% Polyester/35% cotton with lifetime warranty against failure, tan in color. There shall be pockets as follows: 2 quarter top front pockets, 2 hip pockets with left hip pockets to button, all of which are to have adequate openings of at least 5 ½" and depth with firm straight bartacks. All pockets to be straight bartacked with bar tack 1/8" wide. Hip pockets to be of double welt construction (single welt construction is not acceptable). Slack material is to extend approximately 3" inside of the 2 front pockets and approximately 1" inside the 2 hip pockets.
- C.2.1.8.** Stitching - All machine stitching to be done with lock stitch, double lock stitch, or both, but not less than 12 stitches to the inch. The seat seam that runs from the top of the waist band to the crotch shall be double stitched with not less than 12 stitches per inch, for reinforcement purposes, the fly lining is to continue through the point where the leg and seat seams join. Buttonholes throughout to be finished and well made.
- C.2.1.9.** Thread - All sewing to be with 100% Polyester Core Spun Thread.
- C.2.1.10.** Marking of Sizes and Label - Sizes as to waist and as to Short, Regular, Long or Extra Long must be plainly stamped on the inside waist band of each garment with a rubber stamp of ½" high figures using indelible cloth marking ink that will remain legible the life of the garment. There shall be a manufacturer's label sews on the inside waistband of each garment.

C.3. Item AA115, Category 1, Attachment A

C.3.1. Class A – OHP Winter Shirt, Long Sleeve, Uniform, Male or Female

- C.3.1.1.** Materials - Raeford Worsted Company, Style 573-983, Style 130-0768. Dark brown, 11-11 ½ oz per linear yard, per 60" width, 55% Dacron Polyester, 45% Wool, 3 ply Tropical. Sewed throughout with best quality cotton mercerized thread. Shirt pocket are to have a Velcro closure with a button stitched to the outer pocket flap.
- C.3.1.2.** Style - It is the intention to secure a tailored shirt equal in quality of workmanship and style to the shirt of an US Army Officer, semi-form fitting with pointed yoke, with depth of 4 ½" at center, yoke to be 180 count satin lined. Six (6) buttons on front. Shirts to be pressed with 2 creases in front extending from top to bottom of shirt running exactly through center of each pocket. Also, to be pressed with 3 creases down the back, 1 in center, and 2 creases placed halfway between center crease and sleeve seams. Side opening and vents at bottom of shirt to be reinforced with best quality Egyptian Twill lining to prevent ripping. Yoke back 4" deep, extending from shoulder to shoulder seam. All seams to be in 2 rows.
- C.3.1.3.** Pockets - Two (2) breast pockets, with 1 ½" box pleat, approximately 5" in width and 6 ½" in depth. Top of pockets to be placed approximately 6" downward from shoulder seam, at shoulder seam, at shoulder strap. This 6" measurement to vary in accordance to the smaller shirt sizes. Button pocket flaps to have 3 points. Pocket flaps to be die cut, sewed and turned, topstitched 1/4" from edge. Pockets to have mitered corners at bottom. Pencil opening in both left and right pockets. Pencil opening in both left and right pockets. Pocket within the shirt pocket, opening at the top of pocket flap for easy access. Shirt pockets to have one (1) brown bone button in line with center of pocket pleat.
- C.3.1.4.** Collar - Regular collar with stiffening. Collar band shall be inner lined with collar canvas. One (1) brown bone collar button at opening on front. Permanent collar stays ¼" wide set on crinton so as not to show stitching on top or bottom of leaf. Collar point at front 3 ¼" with collar approximately 1 ¾" high at back with ¾" opening at front. Collar stitched with 1 row of stitching. Collar stand stitched with not less than 5 rows of single needle stitching solid and lined with rayon lining.
- C.3.1.5.** Shoulder Straps - On each shoulder a strap of Raeford Worsted Company Style 571-437 tan material 8 – 8 ½" oz, 55% Dacron Polyester, 45% Wool, 2 ply of the shirt set into the sleeve head seam and reaching to the edge of the collar buttoning at the upper end. Straps to be about 2" in width at lower end and 1 ½" at upper end. To be cross-stitched down to the shoulder for a distance of 2" from lower end. Straps to be about 4 ½" long.
- C.3.1.6.** Buttons - All buttons to be sewed with pure linen thread. (Buttons are to have 4 eyes). Front buttonholes to be sewed vertically down the front of the shirt, and the buttonholes on pocket flaps to be sewed vertically as well. Shoulder strap buttonholes to be sewed horizontally to follow shoulder strap.
- C.3.1.7.** Badge Tab - Two-ply sling 1" wide centered over left pocket and stitched to shoulder seam and flap setting stitch. It shall have two buttonhole eyelets ¾" from top of pocket flap spaced 1 ¼" apart and centered on sling.
- C.3.1.8.** Facings - Shirt opening to have inside and outside facings. Inside facing to be 1" wide and to contain 6 first quality brown bone buttons, color as shirt. Outside facing to be 1 ½" in width and to contain 6 buttonholes.
- C.3.1.9.** Shirt Tail - Turned under hem around entire bottom of shirt and not to exceed ½" in width. Shirrtail to be of standard stock lengths. Hem to be pressed and sewed in a fashion to keep material from curling and buckling, hem to lay flat at all times.
- C.3.1.10.** Sleeves - Conventional type. Sleeves to be finished with same 2 brown bone buttons as on shirt. Cuffs are to be 2 ½" in width and be inner lined with canvas. Cuffs are to be dully double stitched, ¼" width where cuff attaches to sleeve. Outline of cuff should be single stitched 5/16". The sleeve opening at cuff is to be 8 ¾" long from tip of facing to end of cuff.
 - C.3.1.10.1.** Sleeve facing shall be 1 5/8" width and be double stitched from 1 5/8" from tip. The button hole shall be located 4 ¼" from tip of facing and centered within the facing. No pleats on this side of sleeve.
 - C.3.1.10.2.** Inside of the sleeve facing to be double stitched from too of cuff to double stitch, approximately 4".
 - C.3.1.10.3.** Sleeve material to gather in two ¼" pleats at cuff. These pleats are to be located ¼" from the shirt sleeve seam away from the cuff opening.
- C.3.1.11.** Emblem - Regulation Oklahoma Highway Patrol Emblem shall be furnished by the Department of Public Safety – Supply division, to be sewn on by the awarded vendor. To be stitched on each sleeve with

edge of emblem 1/8" from top of sleeve centered with shoulder strap. Emblem to be neatly secured to prevent edges of emblem from raveling.

- C.3.1.12.** Marking of Sizes and Label - Collar and sleeve length to be plainly stamped on left front of shirt tail of each shirt with rubber stamp of one-half figures using cloth marking indelible ink that will remain legible the life of the garment. There shall be a manufacturer's label sewed to the lining on the inside of the yoke immediately below the collar band.
- C.3.1.13.** Pressing and Packing - Shirts shall be carefully pressed in first class manner. Close attention should be paid to the hem of shirts, there shall be no buckling or pressed in pleats. "Dry Clean Only" and "55% Dacron Polyester, 45% Wool" instructions to be printed on a tag on each shirttail. Shirts to be shipped in strong boxes so as not to be damaged in shipment. Shirts to be packed 4 to a box with the sizes marked on the outside of the box at one end. Individual orders to be packed in separate boxes with name and badge number marked on outside of each box at one end.

C.4. Item AA117, Category 1, Attachment A

C.4.1. Shirt, Class A Uniform, Short Sleeve

- C.4.1.1.** Materials - Raeford Worsted Company, Style 573-983, Style 130-0768. Dark brown, 8-8 ½ oz per linear yard, per 60" width, 55% Dacron Polyester, 45% Wool, 2 ply Tropical, sewed throughout with best quality cotton mercerized thread.
- C.4.1.2.** Style - It is the intention to secure a tailored shirt equal in quality of workmanship and style to the shirt of an US Army Officer, semi-form fitting with pointed yoke, with depth of 4 ½" at center, yoke to be 180 count satin lined. Six (6) buttons on front. Shirts to be pressed with 2 creases in front extending from top to bottom of shirt running exactly through center of each pocket. Also, to be pressed with 3 creases down the back, 1 in center, and 2 creases placed halfway between center crease and sleeve seams. Side opening and vents at bottom of shirt to be reinforced with best quality Egyptian Twill lining to prevent ripping. Yoke to be pointed and to extend across the back from shoulder seam to shoulder seam with a depth of 4 ¼" at center. The yoke will be single stitched. Yoke to be lined with good quality rayon to match material. 7 brown bone buttons on front.
- C.4.1.3.** Pockets - Two (2) breast pockets, with 1 ½" box pleat, approximately 5" in width and 6 ½" in depth. Top of pockets to be placed approximately 6" downward from shoulder seam, at shoulder strap button position. This 6" measurement to vary in accordance to the smaller shirt sizes. Button pocket flaps to have 3 points. Flaps to be made of Raeford Worsted Company, Style 571-437, tan material 8 81/2" oz, 55% Dacron Polyester, 45% Wool, 2 ply. Pocket flaps to be die cut, sewed and turned, topstitched 1/4" from edge. Pockets to have mitered corners at bottom. Pencil opening in both left and right pockets. Pencil opening in both left and right pockets. Pocket within the shirt pocket, opening at the top of pocket flap for easy access.
- C.4.1.4.** Collar - Collar to be convertible type. Collar points to be 3 ¼" long. Collar stand shall be lined with collar canvas. Collar stand to have 3 rows of stitching to give body. Permanent collar stays ¼" wide set on crinton so as not to show stitching on top or bottom of leaf.
- C.4.1.5.** Shoulder Straps - On each shoulder a strap of Raeford Worsted Company Style 571-437 tan material 8 – 8 ½" oz, 55% Dacron Polyester, 45% Wool, 2 ply of the shirt set into the sleeve head seam and reaching to the edge of the collar buttoning at the upper end. Straps to be about 2" in width at lower end and 1 ½" at upper end. To be cross-stitched down to the shoulder for a distance of 2" from lower end. Straps to be about 4 ½" long.
- C.4.1.6.** Buttons - All buttons to be brown bone buttons and sewed with pure linen thread. (Buttons are to have 4 eyes). Front buttonholes to be sewed vertically down the front of the shirt, and the buttonholes on pocket flaps to be sewed vertically as well. Shoulder strap buttonholes to be sewed horizontally to follow shoulder strap.
- C.4.1.7.** Badge Tab - Two-ply sling 1" wide centered over left pocket and stitched to shoulder seam and flap setting stitch. It shall have two buttonhole eyelets ¾" from top of pocket flap spaced 1 ¼" apart and centered on sling.
- C.4.1.8.** Facings - Shirt opening to have inside facings 4" wide.
- C.4.1.9.** Shirt Tail - Turned under hem around entire bottom of shirt and not to exceed ½" in width. Shirttail to be of standard stock lengths. Hem to be pressed and sewed in a fashion to keep material from curling and buckling, hem to lay flat at all times.
- C.4.1.10.** Sleeves - Sleeve length to measure 8" from shoulder seam down to hem; girth is to be 8".
- C.4.1.11.** Emblem - Regulation Oklahoma Highway Patrol Emblem shall be furnished by the Department of Public Safety – Supply division, to be sewn on by the awarded vendor. To be stitched on each sleeve with edge of emblem 1/8" from top of sleeve centered with shoulder strap. Emblem to be neatly secured to prevent edges of emblem from raveling.

- C.4.1.12.** Marking of Sizes and Label - Collar size to be plainly stamped on left front of shirt tail of each shirt with rubber stamp of one-half inch figures using cloth marking indelible ink that will remain legible the life of the garment. There shall be a manufacturer's label sewed to the lining on the inside of the yoke immediately below the collar band.
- C.4.1.13.** Pressing and Packing - Shirts shall be carefully pressed in first class manner. Close attention should be paid to the hem of shirts, there shall be no buckling or pressed in pleats. "Dry Clean Only" and "55% Dacron Polyester, 45% Wool" instructions to be printed on a tag on each shirttail. Shirts to be shipped in strong boxes so as not to be damaged in shipment. Shirts to be packed 4 to a box with the sizes marked on the outside of the box at one end. Individual orders to be packed in separate boxes with name and badge number marked on outside of each box at one end.

C.5. Item AA171, Category 1, Attachment A

C.5.1. Class A – Uniform Jacket, Eisenhower Style, Male or Female

- C.5.1.1.** Material - To be Raeford Worsted Co, Style 538-983, 14-14 ½oz, 55% Dacron Polyester/ 45% Wool. Cloth shall bear a Kaumograph stamp placed by the mill throughout material showing genuineness of material.
- C.5.1.2.** Style - Modified U.S. Military Eisenhower Jacket with b-swing back, coat style sleeves, four button single breasted front with peak lapels, to be custom tailored in strict accord with individual's measurements taken by successful respondent. Stock cutting of jackets will not be accepted.
- C.5.1.3.** Pockets - Front to be made with two (2) 1 ½" pleated patch pockets with rounded corners and three (3) pointed flaps. The pockets will be set approximately 8 ½" down should seam and will measure 5 ½" wide and 6 ½" deep. Pocket flaps shall be made with eyelet for 24 ligne metal buttons.
- C.5.1.4.** Shoulder Straps - One on each shoulder of Raeford #538-437, 14 – 14 ½ oz, 55% Dacron Polyester / 45% Wool, set in at the sleeve head seam and extending well beneath the collar, buttoning at collar edge with a 24 ligne regulation metal button. Straps are to be 2 ½" wide at sleeve head and 2" wide at the collar edge, with the base of the straps cross stitched to shoulder for a distance of 2" from sleeve head seam, set in at the sleeve head and reaching ¾" beneath the collar. Shoulder straps to be dye cut, sewn and turned, then top stitched 1/4".
- C.5.1.5.** Inner Canvas - Inner construction of hem to be stitched in coat front with not less than eight rows of blind stitching.
- C.5.1.6.** Lining - Fully lined, first quality, 180 count Rayon lining, black, fast color, full shrunk. Sleeve lining to have 2" let out. Sweat shield of shirt material bound and fastened securely to lining at armhole, stitched all the way around. Lining to be hand felled and coat to be construction on what is considered open coat construction.
- C.5.1.7.** Shoulder Pads - Shoulder padding of first quality cotton.
- C.5.1.8.** Stitching - All edges stitched ¼". Stitching not to be less than 12 stitches per inch.
- C.5.1.9.** Collar - Top collar and under collar to be hand shaped, joined with a zigzag machine and hand felled to the coat. Matching under collar felt to be used in this construction
- C.5.1.10.** Inside Pocket - One right inside pocket reinforced with Raeford shirt material, bound with matching Rayon binding.
- C.5.1.11.** Waistband - 2 ½" waistband stiffened with canvas with button and buttonhole.
- C.5.1.12.** Badge Tab - 2 ½" x 1 ½" to be self cloth (same as jacket) centered above left breast pocket. Bottom eyelet to be 1 ½" above top pocket flap. Patch to have metal eyelets set vertical 1 ½" apart.
- C.5.1.13.** Sleeves - Coat style sleeves vent,. Each sleeve to have two (2) 24 ligne metal police buttons keyed on, no eyelets. Sleeves to have Raeford's 14 – 14 ½", 55% Dacron Polyester, 45% Wool, top sleeve braid, ½" wide, approximately 3" from bottom.
- C.5.1.14.** Buttons - Buttons to be State Seal Gold Domed for State Agency orders only. All buttons, with exception of sleeves, will be machine attached, backed with two (2) eyelets. Black bone buttons on underside of coat front
- C.5.1.15.** Label - There shall be a manufacturer's label sewn on the inside of each garment.
- C.5.1.16.** Name Label - Each garment shall have a linen label with officer's name, exact measurements, and date of manufacture. Labels to be sewn on all garments.
- C.5.1.17.** Workmanship - The Eisenhower Jacket is to be pressed and packaged, ready for usage. Jackets to show no raw edges of defective stitching. All seams will be sewn with a Poly=Cotton 60/36 3 cord, and stitched with no less than 12 stitches per inch.

Attachment C - Specifications Youth Clothes

T-Shirts

- Heavyweight 5.6 ounce
- Shoulder-to-shoulder tape
- Double-needle stitched
- Seamless body for a wide printing area
- 1x1 ribbed collar
- 50% cotton, 50% polyester preshrunk jersey
- Colors: Ash, Kelly Green, Maroon, Orange, Purple, Gray and California Blue

Sweats

- Cotton/Poly blend for combination of fit, comfort and minimal shrinkage
- Sweatpants have elastic cuffs with no drawstring and no pockets for added safety and security
- Sweatshirts collar, cuffs and waistband are cover seamed and ribbed with elastic cuff and waistband

Mesh Shorts

- Two layer micro mesh
- 12"-14" inseam
- No pockets
- Reversible (gray/white)
- Sizes: small-7x

Male Swimming Trunks

- Full elastic waistband
- Stretch waistband for maximum comfort & flexibility
- Black
- Sizes: small-4x

Sweatshirts

- 50% cotton / 50% polyester
- 9oz nublend
- Round neck, rib knit collar, cuffs, & waist
- Virtually no-pill fleece
- Sizes small-7x

Polo Shirts

- Dryblend, 50% preshrunk cotton/50% polyester
- Contoured welt collar
- Heat transfer label & clean-finished placket
- Sizes: small-7x

Female Swim Suits

- One piece
- Solid color
- Moderate to full bottom
- Closed back
- No low cut neck

Specifications Youth Clothes

Shoes

- Thick rubber sole
- Non-marking, non-skid sole
- Fully glued, reinforced insole with arch support
- Non-metal hook & loop closures, double stitched for maximum strength
- Extra padded collar & tongue for added support
- Black, combined material of leather and mesh for durability & breathability
- Sizes: Men's 5-17, regular and wide in each size

Attachment D – Value Added Options

Value Added Options or Differentials (what you will do that the others do not)

Offerors should identify any value added options or differentials that they are proposing, and include a short description of how it adds value to the project. Identify if the items will increase or decrease schedule, cost, or expectation. You may add/delete the value tables below as necessary.

Item 1:	
Impact:	
Item 2:	
Impact:	
Item 3:	
Impact:	
Item 4:	
Impact:	
Item 5:	
Impact:	

Attachment E

OHP HAT STRAW, CAMPAIGN HAT, DOUBLE BRIM, MONTANA PEAK, DARK BROWN

TEXTURE: 4 to 4 1/2 millimeter Genuine Milan Braid Tight Weave.

CROWN: Montana Peak

BRIM: 3" Double and Flat Brim, Heavily sized.

RIBBON: To be tan or navy, 3/4" wide with bow on left side

COLOR: Dark Brown or Navy Blue, as ordered

EYELETS: Two brim eyelets for the purpose of accommodating leather strap. One located on each side, center of hat, color black or brown. Two Eyelets in front of hat 3/4" apart and 2 1/2" up from brim for the purpose of accommodating hat badge. Three additional eyelets each located on the Sides and back of hat. 2 3/4" high brim.

LEATHER SWEAT BAND: Genuine leather first selection (or head cultured seat foam sweat) with oil Silk sewed under.

OHP HAT, FELT CAMPAIGN, MONTANA PEAK, DARK BROWN

Quality: 3x Beaver Quality

Crown: Montana peak or known as campaign hat. Crown to be 5 1/2" high.

Hat: To have 2 holes in front crown 3/4" apart and 2 1/4" up from brim for a Miniature badge.

Brim: To be 3" wide, double thickness, heavily sized and straight flat. Two Eyelets, one on each side of brim, center of crown to accommodate chin Strap.

Color: Oklahoma Highway Patrol will be Dark brown. Oklahoma Capital Patrol will be Dark blue.

Sweat Band: Genuine leather first selection. 1 7/8" wide with bow on left side.

Hat Band: To be tan in color, 3/4" wide with bow on left side.

RAIN COVERS FOR HATS

SIZE: Small, medium, large, xlarge.

ACORN HATBRAIDS

Color: BLACK/GOLD

LEATHER HAT STRAPS, BROWN, 3 PIECE FOR HATS

Cost per item: _____

Lead Time: _____

Attachment F

Men's Shirt Specifications (#OK-SP-SSM) Oklahoma Highway Patrol
Page 1 of 4

MEN'S SHIRT SPECIFICATIONS
Flying Cross by Fechheimer Item: OK-SP-SSM

FABRIC:

Content:

55% Polyester / 45% Wool

Weight:

8.0 to 8.5 oz. / linear yard

COLOR:

Dark Brown, Raeford Mills style 571; color 983

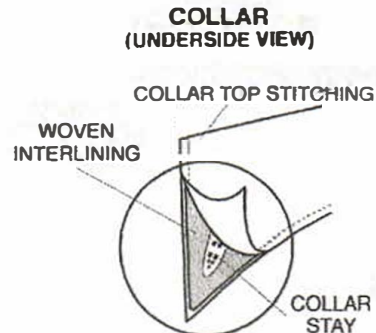
Fabric must have Kaumograph seal from Raeford Mills stamped to the backface verifying authenticity.

STYLE:

To be Flying Cross Model OK-SP-SSM. Dress style, plain reverse front, full cut tapered fit, open sport collar, short sleeves and dress shirttail. Two pleated breast pockets with topstitched scalloped flaps. Topstitched shoulder straps. Full badge reinforcement. Back to have topstitched pointed yoke with matching inside yoke and banana band of high lustre Poly/Twill. Work wear industrial style shirt construction is unacceptable and shall be cause for rejection.

COLLAR:

Collar points to measure 3" long with ultrasonically fused-in Mylar stays. Collar to have woven interlining of #285 Stabilized MelloPress. Stays to be 2-3/4" long, 3/8" minimum width, and to be fused to under side of collar interlining. Stays applied directly to collar material itself unacceptable. Topstitched 1/4" off the edge. Collar material itself (top or underside) shall have no fusing to Mylar stays or collar interlining.

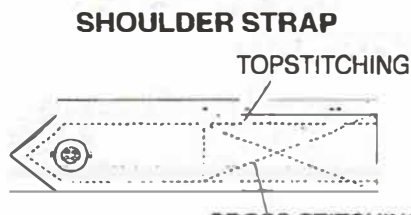


FRONT:

To be made with a Sport shirt front with each front having turn back facings approximately 3" in width. The shirt will have 6 buttons and buttonholes on the front; spacing between each will be 3-3/4". There shall be two replacement buttons below the last functional button and buttonhole. There is no button or buttonhole at the neck. The fronts shall be joined to the yoke so that both raw edges of the yoke are turned under, with the front sandwiched between, and then all three are stitched down with a 1/4" double needle stitch. Safety stitch joining unacceptable.

SHOULDER STRAPS:

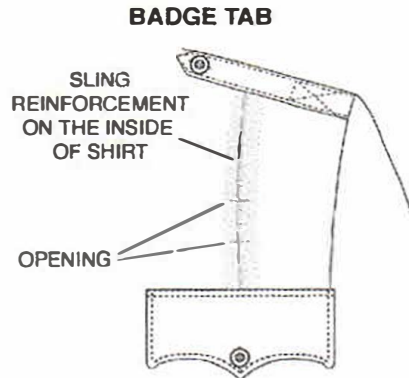
Contrasting shoulder straps of Raeford Mills style 571; color 437 Taupe; 8.5 to 9.0 oz per linear yard; 55% Polyester / 45% Wool. Shoulder straps to be two-piece pointed, 1/4" topstitched and to be set on yoke with



leading topstitch conforming with front joining seam. To measure 2" at sleeve tapering to 1-3/8" and set not more than 1/2" from collar set seam. Cross-stitched approximately 2" from sleeve seam. Shoulder strap to have functional buttonhole to attach to sewn button on shoulder of shirt. Edge stitched shoulder strap construction unacceptable.

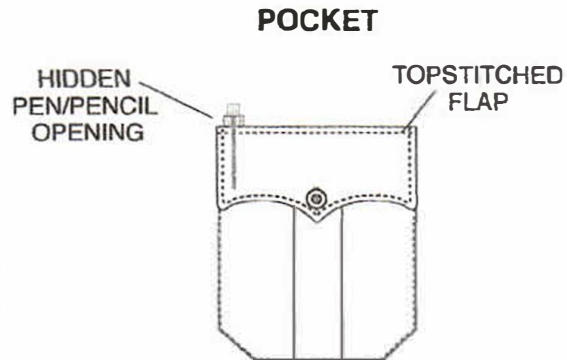
BADGE REINFORCEMENT:

Two-ply sling 1" wide centered over left pocket and stitched to shoulder seam and flap setting stitch. It shall have 2 (two) buttonhole eyelets 3/4" from top of pocket flap spaced 1-1/4" apart and centered on sling.



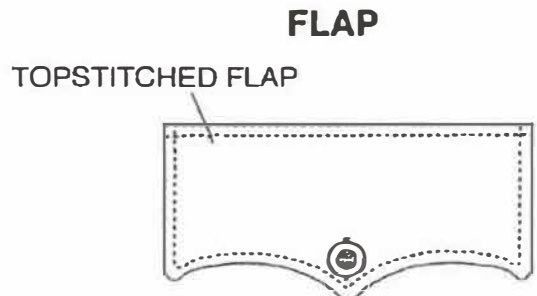
POCKETS:

Two breast patch pockets with mitered corners and 1-1/2" stitched pleats. Pleats shall be stitched top and bottom and full length of pleat to prevent spreading. Pocket to measure 5-5/8" wide, 6" deep. Each pocket shall have an inside pencil compartment approximately 2" in width. Each pocket to have hook Velcro, 3/4" long by 1/2" wide, positioned on both edges of pocket to correspond with outer scalloped flap points as specified. Velcro to be stitched all sides and to be sewn through pocket and shirt for added reinforcement.



FLAPS:

Contrasting pocket flaps of Raeford Mills style 571; color 437 Taupe; 8.5 to 9.0 oz per linear yard; 55% Polyester / 45% Wool. Two piece deep scalloped design to measure 5-7/8" across and 2-3/4" in depth at center point, 2-1/4" at sides. Secured to shirtfront approximately 3/8" above pocket. Each flap to have invisible pencil opening 1-1/2" wide to correspond precisely with pencil slot of pocket. (Stop & start stitching for pencil opening unacceptable and shall be cause for rejection.) Flaps to be 1/4" topstitched. Flaps to have woven interlining of #550 Stabilized MelloPress. Creased and edge stitched pocket flap construction unacceptable. Under side of the flap to have



looped Velcro 3/4" long by 1/2" wide stitched all sides, positioned on outer points of both pocket flaps to secure with corresponding Velcro strips on shirt pocket. Each flap shall have a button centered on uncut sewn buttonhole.

SLEEVES:

Sleeves are to be straight and whole and to have a 3/4" hem and to finish at a minimum of 9" long from shoulder seam.

BUTTONS:

First grade 21-ligne pearlescent to match fabric.

SEWING:

Collar, shoulder straps and pocket flaps to be topstitched 1/4" off the edge. Sleeve inserting and side close felling seams are to be 1/4" double needle felled seams.

THREAD:

All sewing threads to be color fast polyester wrap to match.

INTERLINING:

Collar interlined with #285 Stabilized Mello-Press. Pocket flaps and shoulder straps to be interlined with #550 Stabilized MelloPress.

MILITARY CREASES:

There shall be five sharp silicone military creases on all shirts. One crease on each front to be centered vertically. Front creases shall be through pockets and flaps. Spacing for three military creases across shirt back to be proportionate to the size of the shirt.

CONSTRUCTION:

Collar, shoulder straps and pocket flaps are made with conventional construction. Top ply, bottom ply and interlining are first stitched together, then turned right side out and finally topstitched.

COUNTRY OF MANUFACTURE:

Union Made in the USA

STOCK SIZES:

Shirts must be available in the following sizes:

Neck sizes: 14-1/2 to 18-1/2, 19, 20, 21, 22

WOMEN'S SHIRT SPECIFICATIONS

Flying Cross by Fechheimer Item: OK-SP-SSL

Women's shirts shall be constructed the same as the male shirts but cut on female patterns

SIZING:

Bust Sizes: 34 to 48

MEN'S SHIRT SPECIFICATIONS
Flying Cross by Fechheimer Item: OK-SP-LSM

FABRIC:

Content:

55% Polyester / 45% Wool

Weight:

11.0 to 11.5 oz. / linear yard

COLOR:

Dark Brown, Raeford Mills style 573; color 983

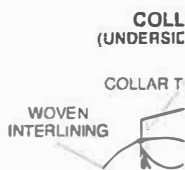
Fabric must have Kaumograph seal from Raeford Mills stamped to the backface verifying authenticity.

STYLE:

To be Flying Cross Model OK-SP-LSM. Dress style, top center placket front, full cut tapered fit, Freedom collar, long sleeves with square cuffs, and dress shirttail. Two pleated breast pockets with topstitched scalloped flaps. Topstitched shoulder straps. Full badge reinforcement. Back to have topstitched pointed yoke with matching inside yoke and collar-band of high luster Poly/Twill. Work wear industrial style shirt construction is unacceptable and shall be cause for rejection.

COLLAR & STAND:

Collar points to measure 3" long with ultrasonically fused-in Mylar stays. Collar to have woven interlining of #285 Stabilized Mello-Press. Stays to be 2-3/4" long, 3/8" minimum width, and to be fused to under side of collar interlining. Stays applied directly to collar material itself unacceptable. Collar height at rear 1-1/2". Collar topstitched 1/4" off the edge and to measure 1-5/16" at rear. Band to be interlined with "Crease-N-Tack." Collar material itself (top or underside) shall have no fusing to Mylar stays or collar interlining.

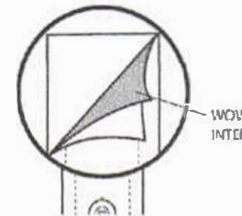


FREEDOM COLLAR FEATURE:

Material consisting of self-goods and lining material forming the neckband and the collar must be arranged with the weave thereof on a bias so that it is stretchable in the direction parallel to the circumferential direction of the collar. This expandable collar will allow for slight variations in neck size and make it easier to button because of the stretch or yield of the material.

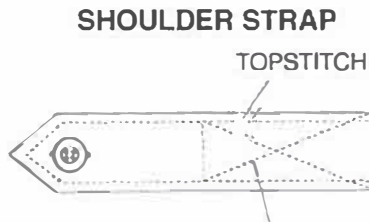
FRONT:

The left front shall have a top center placket 1-1/2" wide with two rows of stitches 7/8" apart. The shirt will have 7 buttons and buttonholes on the front; spacing between each will be 3-3/4" except the spacing between the neck button and the first button on the front, which will be approximately 3-1/4". There shall be two replacement buttons below the last functional button and buttonhole. Top center placket to have woven interlining of #550 Stabilized Mello-Press. Non-woven interlining unacceptable and shall be cause for rejection. The fronts shall be joined to the yoke so that both raw edges of the yoke are turned under, with the front sandwiched between, and then all three are stitched down with a 1/4" double needle stitch. Safety stitch joining unacceptable.



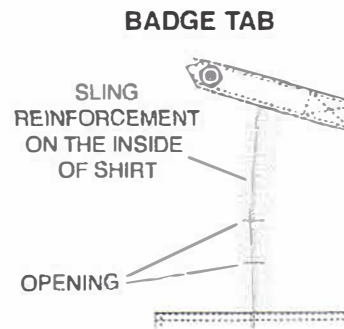
SHOULDER STRAPS:

Contrasting shoulder straps of Racford Mills style 571; color 437 Taupe; 8.5 to 9.0 oz per linear yard; 55% Polyester / 45% Wool. Shoulder straps to be two-piece pointed, 1/4" topstitched and to be set on yoke with leading topstitch conforming with front joining seam. To measure 2" at sleeve tapering to 1-3/8" and set not more than 1/2" from collar set seam. Cross-stitched approximately 2" from sleeve seam. Shoulder strap to have functional buttonhole to attach to sewn button on shoulder of shirt. Edge stitched shoulder strap construction unacceptable.



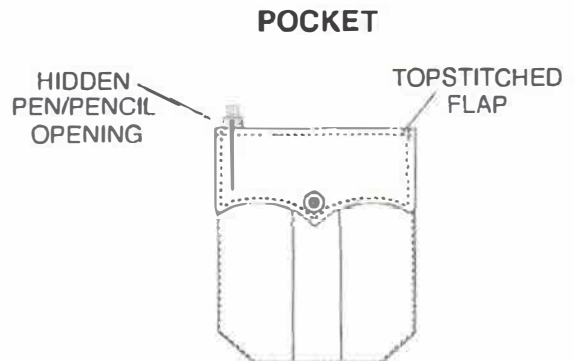
BADGE REINFORCEMENT:

Two-ply sling 1" wide centered over left pocket and stitched to shoulder seam and flap setting stitch. It shall have 2 (two) buttonhole eyelets 3/4" from top of pocket flap spaced 1-1/4" apart and centered on sling.



POCKETS:

Two breast patch pockets with mitered corners and 1-1/2" stitched pleats. Pleats shall be stitched top and bottom and full length of pleat to prevent spreading. Pocket to measure 5-5/8" wide, 6" deep. Each pocket shall have an inside pencil compartment approximately 2" in width. Each pocket to have hook Velcro, 3/4" long by 1/2" wide, positioned on both edges of pocket to correspond with outer scalloped flap points as specified. Velcro to be stitched all sides and to be sewn through pocket and shirt for added reinforcement.



FLAPS:

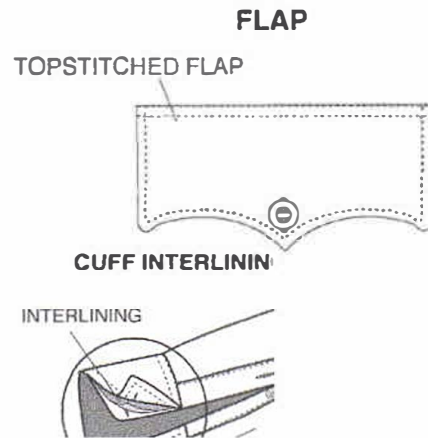
Two piece deep scalloped design to measure 5-7/8" across and 2-3/4" in depth at center point, 2-1/4" at sides. Secured to shirtfront approximately 3/8" above pocket. Each flap to have invisible pencil opening 1-1/2" wide to correspond precisely with pencil slot of pocket. (Stop & start stitching for pencil opening unacceptable and shall be cause for rejection.) Flaps to be 1/4" topstitched. Flaps to have woven interlining of #550 Stabilized MelloPress. Creased and edge stitched pocket flap construction unacceptable. Under side of the flap to have looped Velcro 3/4" long by 1/2" wide stitched all sides, positioned on outer points of both pocket flaps to secure with corresponding Velcro strips on shirt pocket. Each flap shall have a button centered on uncut sewn buttonhole.

SLEEVES:

Sleeve vent shall be a minimum of 4-1/2" long with one-piece top and bottom facings. Facing to measure 1-1/8" wide point blocked at top.

CUFFS:

Two piece 1/2-inch hemmed cuff with 1/4" topstitching. Cuffs to measure 3" in depth with squared corners. Cuffs to have two buttons and corresponding buttonholes set vertically with one button and buttonhole in center of facing. Cuffs to have woven interlining of #550 Stabilized Mello-Press.



BUTTONS:

First grade 21-ligne pearlescent to match fabric.

SEWING:

Collar, shoulder straps, pocket flaps and cuffs to be topstitched 1/4" off the edge. Sleeve inserting and side close felling seams are to be 1/4" double needle felled seams.

THREAD:

All sewing threads to be color fast polyester wrap to match.

INTERLININGS:

Collar interlined with #285 Stabilized Mello-Press. Cuffs, pocket flaps, shoulder straps and top center to be interlined with #550 Stabilized Mello-Press. Collar band to be interlined with Crease-N-Tack.

MILITARY CREASES:

There shall be five sharp silicone military creases on all shirts. One crease on each front to be centered vertically. Front creases shall be through pockets and flaps. Spacing for three military creases across shirt back to be proportionate to the size of the shirt.

CONSTRUCTION:

Collar, flaps, straps and cuffs are made with conventional construction. Top ply, bottom ply and interlining are first stitched together, then turned right side out and finally topstitched.

COUNTRY OF MANUFACTURE:

Union Made in the USA

STOCK SIZES:

Shirts must be available in the following sizes:

Sleeve lengths: 32-37 inches

Neck sizes: 14-1/2 to 18-1/2, 19, 20, 21, and 22

WOMEN'S SHIRT SPECIFICATIONS
Oklahoma Highway Patrol Women's Long Sleeve
Flying Cross by Fechheimer Item: OK-SP-LSL

Women's shirts shall be constructed the same as the male shirts but cut on female patterns

SIZING:

Sleeve Lengths: 30 – 34 inches

Bust Sizes: 34 to 48

LADIES TROUSER SPECIFICATIONS

Flying Cross by Fechheimer Item: OKLAHOMA HIGHWAY PATROL

FABRIC: (Raeform 538-437)

Content: 55% Polyester / 45% Wool

Weight: 14 – 14 ½ oz. per linear yard

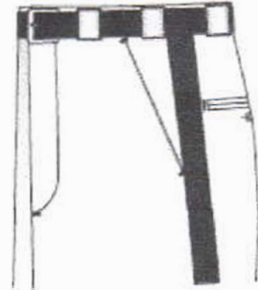
Weave: Gabardine

Color: Pink Tan

Backface side of material to be kaumographed with the mill stamp verifying authenticity.

STYLE:

Trouser shall be manufactured from an up-to-date ladies uniform trouser pattern. The trouser styling shall be T-1: plain front, two (2) quarter top front pockets, and two (2) hip pockets professionally finished with no visible topstitching. Work wear industrial style construction is unacceptable and shall be cause for rejection.

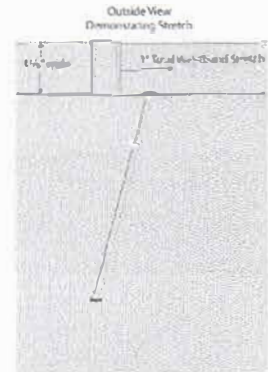


LINING MATERIAL:

The pocketing and fly lining material shall be 70% Polyester / 30% Cotton, 2.9 oz. per square yard (60" width) with a minimum 78 x 48 count. Pocketing must have a durable press finish and the color of the pocketing must be black.

FREEDOM-FLEX WAISTBAND SYSTEM:

Trouser shall be made with a special Freedom-Flex Waistband System that will allow the wearer waist expansion of 2 1/2" to 3". The waistband shall measure a minimum of 1-7/8" wide when finished. The flexible expansion split portion of the waistband shall be to the front of the trouser side seam and there shall be a 1 ½-inch wide side belt loop positioned to "hide" the expansion split of the waistband.



The waistband curtain shall consist of two different styles for maximum waistband expansion to enhance wearer comfort, fit, and appearance. The front of the trouser (to the expansion split) waistband curtain style shall consist of a 2-inch wide elastic section that incorporates Tru-Grip, a ½" surface area composed of thin 55 gauge rubber for maximum comfort and performance. The Tru-Grip acts to help keep shirts tucked in securely. (Use of a single silicone strip or strips instead of ½" wide rubberized surface area shall be cause for rejection.)



The back half of the trouser waistband curtain shall finish a minimum 2-1/8" wide and is to be made of black pocketing material and shall be attached to the top of the trouser with a zigzag stitch. The waistband curtain must also contain Tru-Grip and will line up with the Tru-Grip on the front of the expansion split. (Substitution of a silicone strip or strips in place of Tru-Grip shall not be acceptable and shall be cause for rejection.)

The waistband curtain is composed of a wet laid non-woven canvas weighing 3.3 oz. per square yard. The canvas is covered with a black color material. The 1/2" rubberized surface area is positioned 1-1/4" up from the bottom of the curtain.

The specifications for the rubberized Tru-Grip curtain are as follows:

Width: 1-1/8-inch

Warp: 300 Denier Texturized Polyester

Filling: 300 Denier Texturized Polyester

Rubber: 55 Gauge

Count: 32-36 yarns per inch

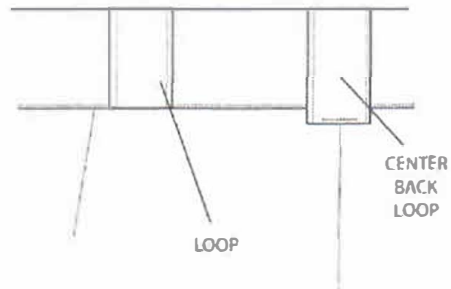
Contents: 59% Polyester/41% Rubber

To complete the Freedom-Flex Waistband System, there shall be a 1-1/4" wide elastic component sewn into the back half of the waistband curtain to allow for the stretch and recovery of the waistband to comfortably fit the wearer's waist size. There shall be a bartack for strength and durability sewn at the stress point on the waistband where it joins the front elasticized waistband curtain joining stitching (positioned, on the waistband above the front pocket.)

The waistband closure shall be accomplished with one crush proof hook and eye centered on the waistband for wearer comfort. The hook and eye shall be reinforced with a 7/8" non-woven tape that is anchored with topstitching through and through to the top of the waistband (bartacks in place of topstitching shall be cause for rejection). In addition to the stitching of the waistband when it is set onto the trouser, the waistband must also be topstitched below the waistband seam of the trouser to be finished to allow for alterations (with ample fabric and curtain material to allow trouser size to be increased at least one size). There shall be a "browne method" outlet to allow easy alterations. Seat seam must be sewn with a tandem needle machine (double-needle stitch) for maximum stretch.

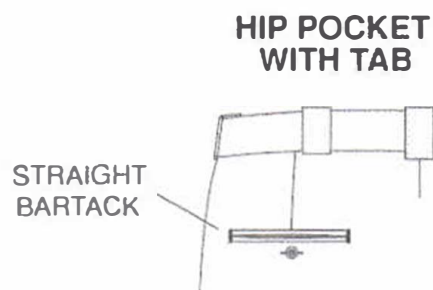
BELT LOOPS:

There shall be a minimum of seven belt loops 1 1/2" in width of double thickness. Each loop must have a non-woven interlining for added durability. All loops (except back center) must be sewn into the top and bottom of the waistband ("dropped" belt loops that are tacked to the outside of the trouser all around waist shall be cause for rejection). The top of the belt loops (except back center) shall be sewn into the waistband curtain seam with a Rocap machine using a zigzag stitch. The bottom of the center back loop shall be tacked to the trouser and the top of the loop tacked to the outside of the waistband to allow for easier waist alteration.



POCKETS:

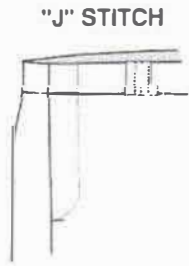
The two (2) front pockets will be quarter top style with a minimum opening of 6" and a minimum depth of 5-3/4" measured from the bottom of the opening. Front pockets to have firm straight bartacks at top and bottom of pocket openings. Pockets shall be constructed using the stitch, turn, and topstitch method. Front pocket facings to be made of the basic trouser fabric shall be a minimum of 1". Front pocket barrier shall also be made of the basic trouser fabric and to measure a minimum of 2" (measured to the inside edge of pocket lining).



The two (2) hip pockets shall have a minimum 5-3/8" wide (bartack to bartack) opening and a minimum depth of 5-3/4" measured from the bottom of the pocket opening. Hip pockets shall be constructed using the double welt method on an automatic welt machine. The welts shall be finished in such a manner that there is no topstitching (topstitched hip pockets shall be cause for rejection). The corners of the hip pocket openings

shall have straight bartacks for reinforcement (use of triangular bartacks shall be cause for rejection). Hip pocket facing to be made of basic trouser fabric and shall be a minimum of 3/4" and the barrier shall also be made of the basic trouser fabric and to be a minimum of 1-1/2". The left hip pocket shall have a centered buttonhole. A button shall be located below the top welt corresponding in location with the buttonhole. There shall be a dart centered above each hip pocket to waistband. Dart shall be approximately 2-3/4" long tapered from 3/8" at waistband and shall be installed with automatic equipment for a clean non-puckered finish.

FLY:



"J" STITCH

Trouser shall have a brass metal zipper with memory lock brass slider secured by metal stopper at base. There shall be a French Fly tab closure on the inside of the right fly. The tab shall be double ply made of the basic trouser fabric (tabs made of pocketing material or a "grown on" French Fly will be cause for rejection). The right fly shall be lined with the same fabric and color as the pocketing. The fly lining shall be sewn to the left fly continuing below the zipper into the crotch area in a neat and durable manner. A button shall be located on the left fly corresponding with the French Fly tab to provide a clean and comfortable closure. Topstitching of fly to be installed with automatic "J" stitch equipment eliminating puckering and providing a clean finish. There shall be a firm

straight bartack at the bottom of the fly going through the zipper tape for maximum strength. Bartack shall line up with starting point of "J" stitch.

STRIPE:

Trousers shall have 1 1/2" stripe to the waistband sewn into the side seam on back panel made of brown (538-983).

SEAT:

Seat must be sewn with a Tandem Needle Machine (double-needle stitch) for maximum durability.

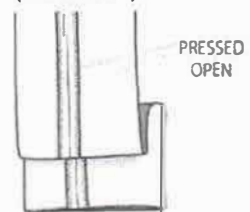
CREASES:

The leg creases, front and back will have a silicone bead put in by using the Supcrease process.

STITCHING, PRESSING & FINISHING:

Trouser must be stitched with matching thread. Trouser must be neatly pressed on Hothead Presses and properly shaped. Outseams and inseams are edge serged on automatic equipment for uniformity of quality and shall be pressed open for a smooth pucker-free finish with repeated cleaning and pressing. Trouser must be cleaned and finished to eliminate loose threads. Trousers shall be finished to whatever the customer request.

**SERGED
INSEAM/OUTSEAM
(INSIDE VIEW)**



AVAILABLE SIZES:

Trouser must be available to order in unfinished and finished bottoms.

LABELS:

Trouser must have a permanent label providing care instructions and small woven label indicating waist size. A removable paper ticket showing the size, fabric content, cut number, and WPL or RN number must be on the outside of the waistband. Ticket to be matchbook style installed with plastic staples for easy removal without damaging trouser material and showing size when trousers are stacked.

MEN'S TROUSER SPECIFICATIONS

Flying Cross by Fechheimer Item: OKLAHOMA HIGHWAY PATROL

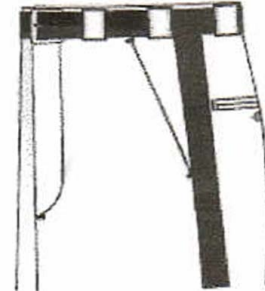
FABRIC: (Racford 538-437)

Content: 55% Polyester / 45% Wool
Weight: 14 – 14 ½ oz. per linear yard
Weave: Gabardine
Color: Pink Tan

Backface side of material to be kaunographed with the mill stamp verifying authenticity.

STYLE:

Trouser shall be manufactured from an up-to-date men's uniform trouser pattern. The trouser styling shall be T-1: plain front, two (2) quarter top front pockets, and two (2) hip pockets professionally finished with no visible topstitching. Work wear industrial style construction is unacceptable and shall be cause for rejection.

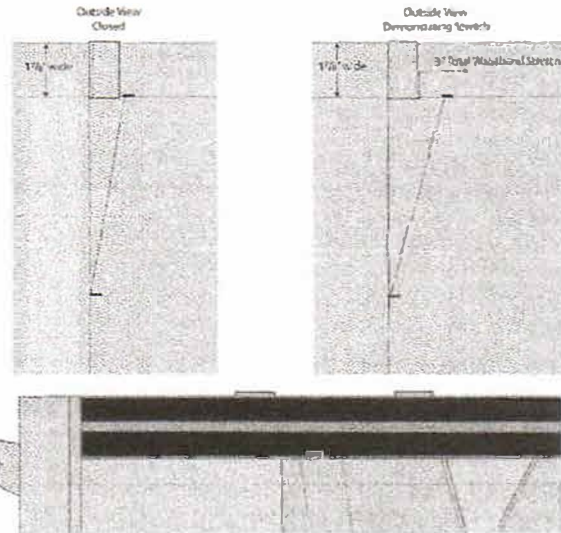


LINING MATERIAL:

The pocketing and fly lining material shall be 70% Polyester / 30% Cotton, 2.9 oz. per square yard (60" width) with a minimum 78 x 48 count. Pocketing must have a durable press finish and the color of the pocketing must be black.

FREEDOM-FLEX WAISTBAND SYSTEM:

Trouser shall be made with a special Freedom-Flex Waistband System that will allow the wearer waist expansion of 2 1/2" to 3". The waistband shall measure a minimum of 1-7/8" wide when finished. The flexible expansion split portion of the waistband shall be to the front of the trouser side seam and there shall be a 1 ½-inch wide side belt loop positioned to 'hide' the expansion split of the waistband.



The waistband curtain shall consist of two different styles for maximum waistband expansion to enhance wearer comfort, fit, and appearance. The front (to the expansion split) waistband curtain style shall consist of a 2-inch wide elastic section that incorporates Tru-Grip, a ½" surface area composed of thin 55 gauge rubber for maximum comfort and performance. The Tru-Grip acts to help keep shirts tucked in securely. (Use of a single silicone strip or strips instead of ½" wide rubberized surface area shall be cause for rejection.)

The back half of the trouser waistband curtain shall finish a minimum 2-1/8" wide and is to be made of black pocketing material and shall be attached to the top of the trouser with a zigzag stitch. The waistband curtain must also contain Tru-Grip and will line up with the Tru-Grip on the front of the expansion split. (Substitution of a silicone strip or strips in place of Tru-Grip shall not be acceptable and shall be cause for rejection.)

The waistband curtain is composed of a wet laid non-woven canvas weighing 3.3 oz. per square yard. The canvas is covered with a black color material. The ½" rubberized surface area is positioned 1-¼" up from the bottom of the curtain.

The specifications for the rubberized Tru-Grip curtain are as follows:

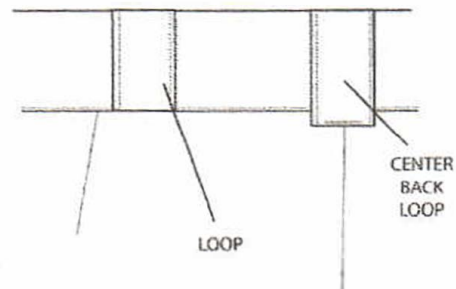
Width: 1-1/8-inch
Warp: 300 Denier Texturized Polyester
Filling: 300 Denier Texturized Polyester
Rubber: 55 Gauge
Count: 32-36 yarns per inch
Contents: 59% Polyester/41% Rubber

To complete the Freedom-Flex Waistband System, there shall be a 1-1/4" wide elastic component sewn into the back half of the waistband curtain to allow for the stretch and recovery of the waistband to comfortably fit the wearer's waist size. There shall be a bartack for strength and durability sewn at the stress point on the waistband where it joins the front elasticized waistband curtain joining stitching (positioned, on the waistband above the front pocket.)

The waistband closure shall be accomplished with one crush proof hook and eye centered on the waistband for wearer comfort. The hook and eye shall be reinforced with a 7/8" non-woven tape that is anchored with topstitching through and through to the top of the waistband (bartacks in place of topstitching shall be cause for rejection). In addition to the stitching of the waistband when it is set onto the trouser, the waistband must also be topstitched below the waistband seam of the trouser to be finished to allow for alterations (with ample fabric and curtain material to allow trouser size to be increased at least one size). There shall be a "brown method" outlet to allow easy alterations. Seat seam must be sewn with a tandem needle machine (double-needle stitch) for maximum stretch.

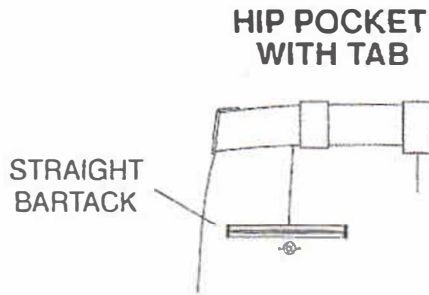
BELT LOOPS:

There shall be a minimum of seven belt loops 1 1/2" in width of double thickness. Each loop must have a non-woven interlining for added durability. All loops (except back center) must be sewn into the top and bottom of the waistband ("dropped" belt loops that are tacked to the outside of the trouser all around waist shall be cause for rejection). The top of the belt loops (except back center) shall be sewn into the waistband curtain seam with a Rocap machine using a zigzag stitch. The bottom of the center back loop shall be tacked to the trouser and the top of the loop tacked to the outside of the waistband to allow for easier waist alteration.



POCKETS:

The two (2) front pockets will be quarter top style with a minimum opening of 6" and a minimum depth of 5-3/4" measured from the bottom of the opening. Front pockets to have firm straight bartacks at top and bottom of pocket openings. Pockets shall be constructed using the stitch, turn, and topstitch method. Front pocket facings to be made of the basic trouser fabric shall be a minimum of 1". Front pocket barrier shall also be made of the basic trouser fabric and to measure a minimum of 2" (measured to the inside edge of pocket lining).



The two (2) hip pockets shall have a minimum 5-3/8" wide (bartack to bartack) opening and a minimum depth of 5-3/4" measured from the bottom of the pocket opening. Hip pockets shall be constructed using the double welt method on an automatic welt machine. The welts shall be finished in such a manner that there is no topstitching (topstitched hip pockets shall be cause for rejection). The corners of the hip pocket openings shall have straight bartacks for reinforcement (use of triangular bartacks shall be cause for rejection). Hip pocket facing to be made of basic trouser fabric and shall be a minimum of 3/4" and

the barrier shall also be made of the basic trouser fabric and to be a minimum of 1-1/2". The left hip pocket shall have a centered buttonhole. A button shall be located below the top welt corresponding in location with the buttonhole. There shall be a dart centered above each hip pocket to waistband. Dart shall be approximately 2-3/4" long tapered from 3/8" at waistband and shall be installed with automatic equipment for a clean non-puckered finish.

FLY:



Trouser shall have a brass metal zipper with memory lock brass slider secured by metal stopper at base. There shall be a French Fly tab closure on the inside of the right fly. The tab shall be double ply made of the basic trouser fabric (tabs made of pocketing material or a "grown on" French Fly will be cause for rejection). The right fly shall be lined with the same fabric and color as the pocketing. The fly lining shall be sewn to the left fly continuing below the zipper into the crotch area in a neat and durable manner. A button shall be located on the left fly corresponding with the French Fly tab to provide a clean and comfortable closure. Topstitching of fly to be installed with automatic "J" stitch equipment eliminating puckering and providing a clean finish. There shall be a firm

straight bartack at the bottom of the fly going through the zipper tape for maximum strength. Bartack shall line up with starting point of "J" stitch.

STRIPE:

Trousers shall have 1 1/2" stripe to the waistband sewn into the side seam on back panel made of brown (538-983).

SEAT:

Seat must be sewn with a Tandem Needle Machine (double-needle stitch) for maximum durability.

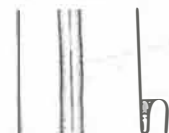
CREASES:

The leg creases, front and back will have a silicone bead put in by using the Supcrease process.

STITCHING, PRESSING & FINISHING:

Trouser must be stitched with matching thread. Trouser must be neatly pressed on Hothead Presses and properly shaped. Outseams and inseams are edge serged on automatic equipment for uniformity of quality and shall be pressed open for a smooth pucker-free finish with repeated cleaning and pressing. Trouser must be cleaned and finished to eliminate loose threads. Trousers shall be finished to whatever the customer request.

SERGED
INSEAM/OUTSEAM
(INSIDE VIEW)



AVAILABLE SIZES:

Trouser must be available to order in unfinished and finished bottoms.

MEN'S JACKET SPECIFICATIONS
Flying Cross by Fechheimer Item: OKSPJKT01

FABRIC:

Content: 55% Polyester / 45% Wool
Weight: 14 – 14 ½ oz. per linear yard
Weave: Gabardine
Color: Brown

CONTRASTING FABRIC (SHOULDER STRAPS)

Content: 55% Polyester / 45% Wool
Weight: 14 – 14 ½ oz. per linear yard
Weave: Gabardine
Color: Pink Tan



LINING:

First quality, colorfast, and perspiration resistant. 100% Polyester.

BASIC DESIGN:

Jacket should be Eisenhower style, waist length or approximately 21 ¾ " on a size 40, shall have peak lapels and 5 button front. The inside of the jacket shall contain shoulder pads, sleeve heads, armhole tape and sleeve wiggan. The entire body and sleeve shall be fully lined.

BODY DETAIL:

Front will be plain with box pleated patch pockets, flaps, shoulder straps and badge tab. Inside facing of jacket must be the same as the outer fabric. There shall be 5 first quality buttonholed down the front. The back will be seamed (2 piece back) bi-swing, ends of each bi-swing held in place with a strip of elastic. There will be approximately 2 ½ " wide, and shirred on each side over hip.

SLEEVES:

The sleeves shall be standard coat style, set in and will have a 2" hem. The bottom of the sleeves shall have an inner lining. Sleeves shall have (2) two 24 ligne gilt OK State Seal buttons sewn to each sleeve. Oklahoma Highway Patrol emblem (furnished by customer) sewn to each sleeve ½" down from armhole seam.

BRAID:

Coat shall have one (1) row of ½" brown silk Gripflex sleeve braid sewn 3" from cuff and on top sleeve only.

POCKETS:

There shall be 2 outside box pleated patch pockets measuring approximately 5" wide and 6" deep and there shall be scalloped flaps. One inside breast pocket.

COLLAR:

Collar shall be properly inner lined and the undercollar properly shaped.

SHOULDER STRAPS:

Shoulder straps shall be made of the contrasting fabric and shall be sewn into the sleeve seam and cross-stitched.

LABELS:

Trouser must have a permanent label providing care instructions and small woven label indicating waist size. A removable paper ticket showing the size, fabric content, cut number, and WPL or RN number must be on the outside of the waistband. Ticket to be matchbook style installed with plastic staples for easy removal without damaging trouser material and showing size when trousers are stacked.

BADGE TAB:

Badge tab shall be made of the outer fabric, be 1" wide with 2 metal eyelets spaced vertically 1 1/4" apart (center to center), and the badge tab shall be centered above the left flap.

BUTTONS:

Buttons shall be attached to the front of the jacket. There shall be 5-36 ligne gilt OK State Seal buttons. The shoulder straps, pocket flaps and sleeves will have 24 ligne ligne gilt OK State Seal buttons.

THREAD:

All sewing will be done with first quality thread, silk or polyester, the buttonholes being made with pure silk thread and gimp.

FINISHING, PRESSING & MISCELLANEOUS:

The entire jacket must be made in a first class manner - work clothes type jackets will not be acceptable. All loose threads must be removed and jacket must be completely pressed with high temperature pressing equipment and properly shaped. All loose thread must be removed. All proper size tags, content labels and care instructions shall be properly affixed to the garment.

Attachment G

TOURISM HAT AND UNIFORM PATCH SPECIFICATIONS

BASEBALL CAP, MESH BACK, TWILL CAP, FIVE PANEL, REINFORCED BILL, ONE SIZE FITS ALL WITH ADJUSTABLE BACK STRAP, DARK OR FOREST GREEN, NO OLIVE GREEN, COBRA TSM OR EQUAL.

EMBROIDERY OF LOGO ON FRONT OF CAP, LETTERS IN ECRU THREAD AND TREE IN GREEN THREAD ISACORD 5833 SAGE OR EQUAL.

BRAND AND STYLE QUOTED: Cobra TSM

BASEBALL CAP, MESH BACK, TWILL CAP, FIVE PANEL, REINFORCED BILL, ONE SIZE FITS ALL WITH ADJUSTABLE BACK STRAP, BLACK, COBRA TSM OR EQUAL

EMBROIDERY OF LOGO ON FRONT OF CAP, LETTERS AND TREE IN GREEN THREAD ISACORD 5633 KELLY GREEN OR EQUAL

BRAND AND STYLE QUOTED: _Cobra TSM

BASEBALL CAP MID PROFILE SOLID BACK, 100% BRUSHED COTTON TWILL, SIX PANEL, REINFORCED BILL, ONE SIZE FITS ALL WITH ADJUSTABLE BACK STRAP, DARK OR FOREST GREEN, NO OLIVE GREEN, OTTO 19-028 OR EQUAL

BRAND AND STYLE QUOTED: Otto 19-028

BASEBALL CAP, MID PROFILE SOLID BACK, 100% BRUSHED COTTON TWILL, SIX PANEL, REINFORCED BILL, ONE SIZE FITS ALL WITH ADJUSTABLE BACK STRAP, BLACK, OTTO 19-028 OR EQUAL.

EMBROIDERY OF LOGO ON FRONT OF CAP, LETTERS AND TREE IN GREEN THREAD ISACORD 5633 KELLY GREEN OR EQUAL.

BRAND AND STYLE QUOTED: Otto 19-028

BASEBALL CAP, COTTON TWILL LOW PROFILE PRO STYLE CAP, 100% COTTON, 6 PANEL, STRUCTURED, FIRM FRONT PANEL, OTTO BRAND, #19-366, DARK GREEN COLOR.

EMBROIDERY ON FRONT OF CAP, ONE COLOR BLACK OF PARK RANGER LOGO.

BRAND AND STYLE QUOTED: Otto 19-366

BRIMMED HAT, NISSIN #99306, OLIVE GREEN, PRE-PACK 2 SMALL, 5 MEDIUM, 5 LARGE, 100% COTTON TWILL, EMBROIDERY OF LOGO FRONT CENTER, ONE COLOR, ECRU.

BRAND AND STYLE

QUOTED:

EMBROIDERED UNIFORM PATCHES, PARK RANGER, COLOR MATCH TO CURRENT PATCHES IS NECESSARY, OLIVE DRAB TWILL FABRIC WITH BLACK EMBROIDERY OF OSAGE SHIELD AND LETTERING, 4"X3.5", HEAT SEAL BACKING, MERROWED BORDER, ART PROVIDED TO SUCCESSFUL VENDOR, 100 PER PACKAGE.

EMBROIDERED UNIFORM PATCHES, STATE PARK, COLOR MATCH TO CURRENT PATCHES IS NECESSARY, BLUE TWILL FABRIC WITH THESE COLORS: WHITE, BROWN, RED, YELLOW AND GREEN THREAD, 4"X3.5", HEAT SEAL BACKING, MERROWED BORDER, ART PROVIDED TO SUCCESSFUL VENDOR, 100 PER PACKAGE.

Attachment H

Oklahoma Department of Agriculture, Forestry Services, Boots

Whites Original Smokejumper, Model 400V or equal to.

Meets or exceeds requirements of NFPA 1977-2011 31DR, Standard on Protective Clothing and Equipment for Wildland Firefighting.

- 10 inch 7-8oz leather uppers
- Black, smooth, premium full-grain, oil-tanned, water resistant leather
- Four rows of lock stitching for rock-solid durability
- Completely rebuildable and resoleable for years of extended life and value (charges will apply)
- Lace-in tongue guard and leather laces included
- Made in the USA
- Comes with extra pair of synthetic laces and 1 oz. Obenauf's heavy duty boot paste
- Specify size: Men's Whole & Half sizes 7-14, width D or E
- Women's sizes available by special order only
- 8 oz. or heavier vamp leather
- Vibram sole
- Outsole bonded to midsole with screws, glue and stitching
- 9 -10 Iron Leather insole
- 9 -10 Iron Leather Slipsole
- 11 - 12 Iron Solid Leather Shank
- All Leather Heel Base
- Heavy 8 Iron Leather Heel Counter
- Solid Brass Hooks and eyelets

Attachment I - Oklahoma Forestry Services Uniform Items

Item	Details	Colors	Photo (For illustration only)	Item #	Size		Price
	Polo Sport Shirt Long Sleeve and Short Sleeve 65% polyester, 35% cotton Flat Knit Collar and Cuffs Brand: Port Authority Silk Touch Sport Shirt (Short Sleeve - K500 ; Long Sleeve K500LS) Or Equal to: Please specify Brand and Item # on the line below	Dark Green Stone <i>OFS Logo Embroidered on Left Breast</i>		K500 L500	Men Women	XS-10XL Regular & Talls XS-6XL	
	Moisture Wicking Dri-Mesh Polo "Polo" Style Pullover Shirt Short Sleeve 100% Polyester Double Knit Tipped Collars and Piping Brand: SportTek Dri-Mesh Polo (T474, L474) Or Equal to: Please specify Brand and Item # on the line below	Dark Green, Steel, Khaki, and Sandstone <i>OFS Logo Embroidered on Left Breast</i>		T474 L474	Men Women	XS-4XL Regular & Talls XS-4XL	
	Long Sleeve Business Casual Shirt 4.5-ounce, 55/45 cotton/poly Button-down collar Brand: Port Authority S608 Or Equal to: Please specify Brand and Item # on the line below	Dark Green Sandstone White <i>OFS Logo Embroidered on Left Breast</i>		S608 L608 TLS608	Men Women Men (Tall)	XS-10XL XS-6XL LT-4XLT	
	Uniform Shirt Long Sleeve and Short Sleeve 55/45 Cotton/Poly Button Front Two button-thru flapped pockets, bartacked pencil stall on left Brand: Port Authority Stain-Resistant Twill Shirts Or Equal to: Please specify Brand and Item # on the line below	Vintage Khaki <i>Note: Official Patch (4") is centered 1 1/2 " below shoulder seam on left</i>		S649 S648 L649	Men Long Sleeve Men Short Sleeve Women Long Sleeve	XS-4XL Regular & Talls XS-4XL Regular & Talls XS-4XL	
	65/25 poly/cotton Hat Structured						

Oklahoma Forestry Services Uniform Items

Item	Details	Colors	Photo <i>(For illustration only)</i>	Item #	Size		Price
	Adjustible, Self Fabric slide closure with buckle and grommet Brand: Port Authority Fine Twill Cap Or Equal to: Please specify Brand and Item # on the line below						
	Work Coat (Chore Coat Style) 12-ounce 100% cotton sandstone duck Lined - quilt Brand: Carhart Style C02 Or Equal to: Please specify Brand and Item # on the line below	Dark Brown w/Official Embroidered patch on shoulder <i>Note: Official Patch (4") is centered 1 1/2 " below shoulder seam on left</i>					
	Work Jacket 8.5-ounce, 65% polyester/35% cotton twill Snap Cuff Waist and Wrist Quilt Lined Brand: Carhart Style J293 Or Equal to: Please specify Brand and Item # on the line below	Black w/Official Embroidered patch on shoulder <i>Note: Official Patch (4") is centered 1 1/2 " below shoulder seam on left</i>					
	Parka Style Jacket Nylon Shell with mesh lining Separate zip-out fleece vest Water repellent and wind resistant Adjustable cuffs with hook and loop closures Drawcord hood Two-way zipper with snap storm flap Brand: Port Authority 3-in-1 Jacket J777 Or Equal to: Please specify Brand and Item # on the line below	<i>NOTE: This is a two piece item!</i> Jacket: Black w/Official Embroidered patch on shoulder Vest: Black w/Embroidered Shield on Left Breast					
	Fleece Jacket Polyester Fleece Full zipper Elastic Cuffs and Waistband Brand: Port Authority R-Tek Pro Fleece Full Zip Jacket Or Equal to: Please specify Brand and Item # on the line below	Black w/Embroidered Shield on Left Breast <i>OFS Logo Embroidered on Left Breast</i>		F227 L227	Adult Women	XS-4XL Regular & Tall XS-4XL	

Oklahoma Forestry Services Uniform Items

Item	Details	Colors	Photo <i>(For illustration only)</i>	Item #	Size		Price
	T-Shirt 100% cotton Guilden 100% Cotton Preshrunk Or Equal to: Please specify Brand and Item # on the line below	Black w/White OFS Logo Screen Printed on Left Breast Oklahoma Forestry Services Screen Printed on Back of Shirt in 2" lettering.					
	Carhartt Washed Duck Work Pant 12 ounce, 100% cotton ring-spun washed duck canvas Sits slightly above the waist Full seat and thigh Multiple tool and utility pockets with hammer loop on left leg Heavy hauling reinforced back pocket Straight leg opening fits over boots	Colors: Moss		B11	Waist: 28 to 54 Inseam: 30 to 36		

Attachment I – Agriculture, Forestry Services, Uniform Specifications – 2

See attached Excel document.

Attachment J – Usage Report Template

See attached Excel document.