



## Attachment B – Prison Enterprises Special Conditions

RFx #: 3000023202 Title: Correctional Officer Uniforms for DOC-PE

### UNIFORM MANAGEMENT PROGRAM

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

#### SPECIAL CONDITIONS

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

**MINIMUM ORDER:** None.

**DELIVERY:** Delivery shall be F.O.B. to Prison Enterprises, Headquarters in Baton Rouge. Delivery of all items listed on each purchase order shall be within 7 calendar days after receipt of the purchase order. Special Orders shall be delivered within 90 days. This requirement will take effect 120 days after award of the contract. Four postal service workdays will be added to any order date to establish a receipt date. Any item(s) shipped but not accepted because of non-compliance with these specifications, must be replaced within 5 calendar days after notification by the requisitioner named on the purchase order. At the time of delivery, uniform items will be subjected to examination and inspection by the duly authorized representative(s) before final acceptance. Any costs associated with items received that do not comply with these specifications shall be borne by the contractor.

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

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

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

**MEASUREMENTS:** The contractor shall ensure a proper fit for all employees. Upon request by the Department, the contractor shall measure/fit employees at the employees' work sites, at no additional cost to the Department, to obtain a proper fit for any employee experiencing problems



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with measuring and proper fit of the uniform items. Measurements will be performed within 20 calendar days of request.

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

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

Fabric must accept embroidery and silk-screening.

**WARRANTY:** All material shall be new, of current manufacture and shall carry the standard warranties prescribed for each specified fabric. The contractor shall submit to the Department, if requested, requested fabrics to test as they come on the market.

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

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

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

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

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