**WORKSHEET # 2**

**ONLY** model numbers listed **SPECIFIC** should be BID as such. Bids on goods and services comparable to those specified herein are invited. Whenever a material, article or piece of equipment is identified in the specifications by reference to a manufacturer's or vendor's name, trade name, catalog number, etc., it is intended to establish a standard, unless otherwise specifically stated. Any material or article of other manufacturers or vendors shall perform to the standard of the item specified. Equivalent bids must be accompanied by sufficient descriptive literature and/or specifications to provide for detailed comparison. Samples of items, if required, shall be furnished at no expense to the State and if not destroyed in the evaluation process, shall be returned at bidder's expense, if requested. The State of Kansas reserves the right to determine and approve or deny "equivalency" in comparison of alternate bids.

**WORKSHEET # 2** is provided in bid documents in the form of EXCEL Workbook listed as **Attachment A – Technical.** There are **seven (7)** tabs within the workbook listing a variety of specific and general apparel items. Should some items may not be customizable please indicate this on the worksheet.

Using **Attachment A – Technical**, Excel worksheet Bidders may utilize this workbook to best format and list all products offered. Bidders may submit their proposal utilizing Microsoft Excel, Microsoft Word or PDF.

**Cost/Pricing** should be entered utilizing **Attachment B – Cost Sheet.**

Using **Attachment B – Cost Sheet**, Excel worksheet Bidders may utilize this workbook to best format and list all products offered. Bidders may submit their proposal utilizing Microsoft Excel, Microsoft Word or PDF. Formatting of the **Cost Sheet** should be done in amanner that is legible and easy to understand, Bidders are encouraged to group items for pricing structure as deemed necessary (i.e. Xsmall – Large) or may list each piece individually. Final determination of Cost/Pricing Matrix structure and posted documentation on the State of Kansas Contract website for agencies use will be made during the negotiation process with Bidder(s) selected to participate in such negotiations. Bidders are encouraged to include all relative apparel lines offered in bid submission allowing ordering Agencies and Political Sub-Divisions the ability to order offered items that best meet the practical needs of the Department.