



COMMONWEALTH OF VIRGINIA
DEPARTMENT OF CORRECTIONS
PROCUREMENT AND RISK MANAGEMENT
6900 ATMORE DRIVE
RICHMOND, VIRGINIA 23225



INVITATION FOR BIDS

Solicitation Number: DOC-26-045

Issue Date: December 1, 2025

Title: Clothing and Footwear

Commodity Code: 80005, 80008, 80014, 80016, 80032, 80040, 80048, 80056, 80064, 80080, 80086, 80088, 20010, 20011, 20016, 20019, 20026, 20031, 20038, 20044, 20049, 20070, 20074, 20085, 20086, 20087, 20088, 20090, 20092, 80017, 80024, 80025, 80070, 80072

Issuing Agency: Commonwealth of Virginia
Department of Corrections
Procurement and Risk Management, Room 2150
6900 Atmore Drive
Richmond, Virginia 23225

Using Agency: Department of Corrections Statewide

The purpose of this Invitation for Bids (IFB) is to solicit competitive sealed bids to establish a term contract for Clothing and Footwear, to be purchased on an as-needed basis.

The contract period will be for one (1) year from date of award, and may be renewable in accordance with Section V, Paragraph E.

Sealed bids will be received until **December 16, 2025 at 2:00 p.m.** for furnishing the Uniforms and Footwear described herein and then will be opened in public.

All bids received after the appointed date and time for receipt, whether by mail or otherwise, will not be considered for an award. The time of receipt shall be determined by either the time received in the Issuing Agency's Purchasing Office, or the time uploaded into eVA for bids submitted electronically within eVA. Bidders have the sole responsibility for assuring that bids are received in the Purchasing Office or uploaded into eVA by the designated date and time.

If bids are hand delivered, they must be delivered to the Issuing Agency's Purchasing Office at **6900 Atmore Drive, Richmond, Virginia 23225**. Hand delivered bids must be delivered in ample time to allow for security check-in at the front desk and delivery to the Purchasing Office prior to the closing time for the solicitation.

If bids are mailed or delivered by express mail, they must be delivered to **5511-B Biggs Road, Richmond, VA 23224**. Faxed, **emailed**, or oral bids will **not** be accepted.

Bidders must be registered in eVA in order to submit and upload an electronic bid within eVA. The following are instructions for submitting an electronic bid within eVA:

1. Go to eVA.virginia.gov;
2. Click on [I SELL TO VIRGINIA](#);
3. Click on [eVA Supplier Training](#), and
4. Click on [Viewing and Responding to Solicitations](#). If a Bidder needs assistance submitting an electronic response, the Bidder must contact eVA Customer Care at 866-289-7367 or email eVACustomerCare@dgs.virginia.gov in ample time prior to the closing date and time to ensure the bid is received by the required date and time.

All inquiries for information should be directed to Cynthia Creed at 804-887-8330 or at cynthia.creed@vadoc.virginia.gov.

The attached Bid Form shall be used for submitting bids. The Bid Form must be completed and the certification located at the bottom of the form completed and signed by an official that has the authority to commit the Firm.

Note: This public body does not discriminate against faith-based organizations in accordance with the Code of Virginia, § 2.2-4343.1 or against a bidder or offeror because of race, religion, color, sex, national origin, age, disability, sexual orientation, gender identity, political affiliation, or veteran status, status as a military family, or any other basis prohibited by state law relating to discrimination in employment. Faith-based organizations may request that the issuing agency not include subparagraph 1.f in General Terms and Condition C. Such a request shall be in writing and explain why an exception should be made in that invitation to bid or request for proposal.

Cynthia Creed, VCO, VCA

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I. PURPOSE

The purpose of this Invitation for Bid is to establish a term contract with one or more Contractors to furnish Clothing and Footwear for the Department of Corrections statewide.

II. DESCRIPTION OF ITEMS (SPECIFICATIONS)

The Contractor shall furnish and deliver clothing and footwear as described in Section VII, 4., Pricing Schedule. The Contractor shall have a full-time sales representative assigned to DOC to assist, resolve problems, and assist in cross-referencing products and facilitate the return of goods process. The Contractor shall apprise the DOC of any quality issues including recalls, upgrades, and product warnings that may affect product performance and safety. The sales representative for DOC should have on-line access to information to provide immediate response to inquiries concerning the status of orders, delivery information, back-order information, contract pricing, contract products offerings and general product information. The sales representative should be available by phone, fax or email and this contact information shall be provided to DOC. Failure to confirm the proper sales and support mentioned above may deem the bid non-responsive.

Attachment G: Historical Estimated Annual Usage Breakdown provides an estimated breakdown of items by size, quantities, etc. for FY25.

III. PREBID CONFERENCE

No Prebid Conference Scheduled.

IV. GENERAL TERMS AND CONDITIONS

- A. VENDORS MANUAL:** This solicitation is subject to the provisions of the Commonwealth of Virginia Vendors Manual and any changes or revisions thereto, which are hereby incorporated into this contract in their entirety. The process for filing a complaint about this solicitation is in section 7.13 of the Vendors Manual. (Note section 7.13 does not apply to protests of awards or formal contractual claims.) The procedure for filing contractual claims is in section 7.19 of the Vendors Manual. A copy of the manual is normally available for review at the purchasing office and is accessible on the Internet at eVA.virginia.gov under "I Sell To Virginia".
- B. APPLICABLE LAWS AND COURTS:** This solicitation and any resulting contract shall be governed in all respects by the laws of the Commonwealth of Virginia, without regard to its choice of law provisions, and any litigation with respect thereto shall be brought in the circuit courts of the Commonwealth. The agency and the contractor are encouraged to resolve any issues in controversy arising from the award of the contract or any contractual dispute using Alternative Dispute Resolution (ADR) procedures (Code of Virginia, § 2.2-4366). ADR procedures are described in Chapter 9 of the Vendors Manual. The contractor shall comply with all applicable federal, state and local laws, rules and regulations.
- C. ANTI-DISCRIMINATION:** By submitting their bids, bidders certify to the Commonwealth that they will conform to the provisions of the Federal Civil Rights Act of 1964, as amended, as well as the Virginia Fair Employment Contracting Act of 1975, as amended, where applicable, the Virginians With Disabilities Act, the Americans With Disabilities Act and § 2.2-4311 of the Virginia Public Procurement Act (VPPA). If the award is made to a faith-based organization, the organization shall not discriminate against any recipient of goods, services, or disbursements made pursuant to the contract on the basis of the recipient's religion, religious belief, refusal to participate in a religious practice, or on the basis of race, age, color, gender sexual orientation, gender identity, or national origin and shall be subject to the same rules as other organizations that contract with public bodies to account for the use of the funds provided; however, if the faith-based organization segregates public funds into separate accounts, only the accounts and programs funded with public funds shall be subject to audit by the public body. (Code of Virginia, § 2.2-4343.1E).

In every contract over \$10,000 the provisions in 1. and 2. below apply:

1. During the performance of this contract, the contractor agrees as follows:

- a. The contractor will not discriminate against any employee or applicant for employment because of race, religion, color, sex, sexual orientation, gender identity, national origin, age, disability, veteran status, status as military family, or any other basis prohibited by state law relating to discrimination in employment, except where there is a bona fide occupational qualification reasonably necessary to the normal operation of the contractor. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.
 - b. The contractor, in all solicitations or advertisements for employees placed by or on behalf of the contractor, will state that such contractor is an equal opportunity employer.
 - c. Notices, advertisements and solicitations placed in accordance with federal law, rule or regulation shall be deemed sufficient for the purpose of meeting the requirements of this section.
 - d. If the contractor employs more than five employees, the contractor shall (i) provide annual training on the contractor's sexual harassment policy to all supervisors and employees providing services in the Commonwealth, except such supervisors or employees that are required to complete sexual harassment training provided by the Department of Human Resource Management, and (ii) post the contractor's sexual harassment policy in (a) a conspicuous public place in each building located in the Commonwealth that the contractor owns or leases for business purposes and (b) the contractor's employee handbook.
 - e. The requirements of these provisions 1. and 2. are a material part of the contract. If the Contractor violates one of these provisions, the Commonwealth may terminate the affected part of this contract for breach, or at its option, the whole contract. Violation of one of these provisions may also result in debarment from State contracting regardless of whether the specific contract is terminated.
 - f. In accordance with Executive Order 61 (2017), a prohibition on discrimination by the contractor, in its employment practices, subcontracting practices, and delivery of goods or services, on the basis of race, sex, color, national origin, religion, sexual orientation, gender identity, age, political affiliation, disability, or veteran status, is hereby incorporated in this contract.
2. The contractor will include the provisions of 1. above in every subcontract or purchase order over \$10,000, so that the provisions will be binding upon each subcontractor or vendor.
- D. ETHICS IN PUBLIC CONTRACTING:** By submitting their bids, bidders certify that their bids are made without collusion or fraud and that they have not offered or received any kickbacks or inducements from any other bidder, supplier, manufacturer or subcontractor in connection with their bid, and that they have not conferred on any public employee having official responsibility for this procurement transaction any payment, loan, subscription, advance, deposit of money, services or anything of more than nominal value, present or promised, unless consideration of substantially equal or greater value was exchanged.
- E. IMMIGRATION REFORM AND CONTROL ACT OF 1986:** Applicable for all contracts over \$10,000: By entering into a written contract with the Commonwealth of Virginia, the Contractor certifies that the Contractor does not, and shall not during the performance of the contract for goods and services in the Commonwealth, knowingly employ an unauthorized alien as defined in the federal Immigration Reform and Control Act of 1986.
- F. DEBARMENT STATUS:** By participating in this procurement, the vendor certifies that they are not currently debarred by the Commonwealth of Virginia from submitting a response for the type of goods and/or services covered by this solicitation. Vendor further certifies that they are not debarred from filling any order or accepting any resulting order, or that they are an agent of any person or entity that is currently debarred by the Commonwealth of Virginia.

If a vendor is created or used for the purpose of circumventing a debarment decision against another vendor, the non-debarred vendor will be debarred for the same time period as the debarred vendor.

- G. **ANTITRUST:** By entering into a contract, the contractor conveys, sells, assigns, and transfers to the Commonwealth of Virginia all rights, title and interest in and to all causes of action it may now have or hereafter acquire under the antitrust laws of the United States and the Commonwealth of Virginia, relating to the particular goods or services purchased or acquired by the Commonwealth of Virginia under said contract.
- H. **MANDATORY USE OF STATE FORM AND TERMS AND CONDITIONS:** Failure to submit a bid on the official state form provided for that purpose shall be a cause for rejection of the bid. Modification of or additions to any portion of the Invitation for Bids may be cause for rejection of the bid; however, the Commonwealth reserves the right to decide, on a case by case basis, in its sole discretion, whether to reject such a bid as nonresponsive. As a precondition to its acceptance, the Commonwealth may, in its sole discretion, request that the bidder withdraw or modify nonresponsive portions of a bid which do not affect quality, quantity, price, or delivery. No modification of or addition to the provisions of the contract shall be effective unless reduced to writing and signed by the parties.
- I. **CLARIFICATION OF TERMS:** If any prospective bidder has questions about the specifications or other solicitation documents, the prospective bidder should contact the buyer whose name appears on the face of the solicitation no later than five working days before the due date. Any revisions to the solicitation will be made only by addendum issued by the buyer.
- J. **PAYMENT:**
1. **To Prime Contractor:**
 - a. Invoices for items ordered, delivered and accepted shall be submitted by the contractor directly to the payment address shown on the purchase order/contract. All invoices shall show the state contract number and/or purchase order number; social security number (for individual contractors) or the federal employer identification number (for proprietorships, partnerships, and corporations).
 - b. Any payment terms requiring payment in less than 30 days will be regarded as requiring payment 30 days after invoice or delivery, whichever occurs last. This shall not affect offers of discounts for payment in less than 30 days, however.
 - c. All goods or services provided under this contract or purchase order, that are to be paid for with public funds, shall be billed by the contractor at the contract price, regardless of which public agency is being billed.
 - d. The following shall be deemed to be the date of payment: the date of postmark in all cases where payment is made by mail, or when offset proceedings have been instituted as authorized under the Virginia Debt Collection Act.
 - e. **Unreasonable Charges.** Under certain emergency procurements and for most time and material purchases, final job costs cannot be accurately determined at the time orders are placed. In such cases, contractors should be put on notice that final payment in full is contingent on a determination of reasonableness with respect to all invoiced charges. Charges which appear to be unreasonable will be resolved in accordance with *Code of Virginia*, § 2.2-4363 and -4364. Upon determining that invoiced charges are not reasonable, the Commonwealth shall notify the contractor of defects or improprieties in invoices within fifteen (15) days as required in *Code of Virginia*, § 2.2-4351. The provisions of this section do not relieve an agency of its prompt payment obligations with respect to those charges which are not in dispute (*Code of Virginia*, § 2.2-4363).

2. To Subcontractors:

- a. Within seven (7) days of the contractor's receipt of payment from the Commonwealth, a contractor awarded a contract under this solicitation is hereby obligated:

- (1) To pay the subcontractor(s) for the proportionate share of the payment received for work performed by the subcontractor(s) under the contract; or
- (2) To notify the agency and the subcontractor(s), in writing, of the contractor's intention to withhold payment and the reason.

- b. The contractor is obligated to pay the subcontractor(s) interest at the rate of one percent per month (unless otherwise provided under the terms of the contract) on all amounts owed by the contractor that remain unpaid seven (7) days following receipt of payment from the Commonwealth, except for amounts withheld as stated in (2) above. The date of mailing of any payment by U. S. Mail is deemed to be payment to the addressee. These provisions apply to each sub-tier contractor performing under the primary contract. A contractor's obligation to pay an interest charge to a subcontractor may not be construed to be an obligation of the Commonwealth.

3. Each prime contractor who wins an award in which provision of a SWaM procurement plan is a condition to the award, shall deliver to the contracting agency or institution, on or before request for final payment, evidence and certification of compliance (subject only to insubstantial shortfalls and to shortfalls arising from subcontractor default) with the SWaM procurement plan. Final payment under the contract in question may be withheld until such certification is delivered and, if necessary, confirmed by the agency or institution, or other appropriate penalties may be assessed in lieu of withholding such payment.

4. The Commonwealth of Virginia encourages contractors and subcontractors to accept electronic and credit card payments.

K. PRECEDENCE OF TERMS: The following General Terms and Conditions *VENDORS MANUAL*, *APPLICABLE LAWS AND COURTS*, *ANTI-DISCRIMINATION*, *ETHICS IN PUBLIC CONTRACTING*, *IMMIGRATION REFORM AND CONTROL ACT OF 1986*, *DEBARMENT STATUS*, *ANTITRUST*, *MANDATORY USE OF STATE FORM AND TERMS AND CONDITIONS*, *CLARIFICATION OF TERMS*, *PAYMENT* shall apply in all instances. In the event there is a conflict between any of the other General Terms and Conditions and any Special Terms and Conditions in this solicitation, the Special Terms and Conditions shall apply.

L. QUALIFICATIONS OF BIDDERS: The Commonwealth may make such reasonable investigations as deemed proper and necessary to determine the ability of the bidder to perform the services/furnish the goods and the bidder shall furnish to the Commonwealth all such information and data for this purpose as may be requested. The Commonwealth reserves the right to inspect bidder's physical facilities prior to award to satisfy questions regarding the bidder's capabilities. The Commonwealth further reserves the right to reject any bid if the evidence submitted by, or investigations of, such bidder fails to satisfy the Commonwealth that such bidder is properly qualified to carry out the obligations of the contract and to provide the services and/or furnish the goods contemplated therein.

M. TESTING AND INSPECTION: The Commonwealth reserves the right to conduct any test/inspection it may deem advisable to assure goods and services conform to the specifications.

N. ASSIGNMENT OF CONTRACT: A contract shall not be assignable by the contractor in whole or in part without the written consent of the Commonwealth.

O. CHANGES TO THE CONTRACT: Changes can be made to the contract in any of the following ways:

1. The parties may agree in writing to modify the terms, conditions, or scope of the contract. Any additional goods or services to be provided shall be of a sort that is ancillary to the contract goods or services, or within the same broad product or service categories as were included in the contract award. Any increase or decrease in the price of the contract resulting from such modification shall be agreed to by the parties as a part of their written agreement to modify the scope of the contract.
2. The Purchasing Agency may order changes within the general scope of the contract at any time by written notice to the contractor. Changes within the scope of the contract include, but are not limited to, things such as services to be performed, the method of packing or shipment, and the place of delivery or installation. The contractor shall comply with the notice upon receipt, unless the contractor intends to claim an adjustment to compensation, schedule, or other contractual impact that would be caused by complying with such notice, in which case the contractor shall, in writing, promptly notify the Purchasing Agency of the adjustment to be sought, and before proceeding to comply with the notice, shall await the Purchasing Agency's written decision affirming, modifying, or revoking the prior written notice. If the Purchasing Agency decides to issue a notice that requires an adjustment to compensation, the contractor shall be compensated for any additional costs incurred as the result of such order and shall give the Purchasing Agency a credit for any savings. Said compensation shall be determined by one of the following methods:
 - a. By mutual agreement between the parties in writing; or
 - b. By agreeing upon a unit price or using a unit price set forth in the contract, if the work to be done can be expressed in units, and the contractor accounts for the number of units of work performed, subject to the Purchasing Agency's right to audit the contractor's records and/or to determine the correct number of units independently; or
 - c. By ordering the contractor to proceed with the work and keep a record of all costs incurred and savings realized. A markup for overhead and profit may be allowed if provided by the contract. The same markup shall be used for determining a decrease in price as the result of savings realized. The contractor shall present the Purchasing Agency with all vouchers and records of expenses incurred and savings realized. The Purchasing Agency shall have the right to audit the records of the contractor as it deems necessary to determine costs or savings. Any claim for an adjustment in price under this provision must be asserted by written notice to the Purchasing Agency within thirty (30) days from the date of receipt of the written order from the Purchasing Agency. If the parties fail to agree on an amount of adjustment, the question of an increase or decrease in the contract price or time for performance shall be resolved in accordance with the procedures for resolving disputes provided by the Disputes Clause of this contract or, if there is none, in accordance with the disputes provisions of the Commonwealth of Virginia Vendors Manual. Neither the existence of a claim nor a dispute resolution process, litigation or any other provision of this contract shall excuse the contractor from promptly complying with the changes ordered by the Purchasing Agency or with the performance of the contract generally.

P. DEFAULT: In case of failure to deliver goods or services in accordance with the contract terms and conditions, the Commonwealth may terminate this agreement after verbal or written notice without penalty. Upon termination the Commonwealth may procure the goods or services contracted for from other sources and hold the contractor responsible for any resulting additional purchase and administrative costs. This remedy shall be in addition to any other remedies which the Commonwealth may have.

Q. TAXES: Sales to the Commonwealth of Virginia are normally exempt from State sales tax. State sales and use tax certificates of exemption, Form ST-12, will be issued upon request. Deliveries against this contract

shall usually be free of Federal excise and transportation taxes. The Commonwealth's excise tax exemption registration number is 54-73-0076K.

If sales or deliveries against the contract are not exempt, the contractor shall be responsible for the payment of such taxes unless the tax law specifically imposes the tax upon the buying entity and prohibits the contractor from offering a tax-included price.

- R. USE OF BRAND NAMES:** Unless otherwise provided in this solicitation, the name of a certain brand, make or manufacturer does not restrict bidders to the specific brand, make or manufacturer named, but conveys the general style, type, character, and quality of the article desired. Any article which the public body, in its sole discretion, determines to be the equivalent of that specified, considering quality, workmanship, economy of operation, and suitability for the purpose intended, shall be accepted. The bidder is responsible to clearly and specifically identify the product being offered and to provide sufficient descriptive literature, catalog cuts and technical detail to enable the Commonwealth to determine if the product offered meets the requirements of the solicitation. This is required even if offering the exact brand, make or manufacturer specified. Normally in competitive sealed bidding only the information furnished with the bid will be considered in the evaluation. Failure to furnish adequate data for evaluation purposes may result in declaring a bid nonresponsive. Unless the bidder clearly indicates in its bid that the product offered is an equivalent product, such bid will be considered to offer the brand name product referenced in the solicitation.
- S. TRANSPORTATION AND PACKAGING:** By submitting their bids, all bidders certify and warrant that the price offered for FOB destination includes only the actual freight rate costs at the lowest and best rate and is based upon the actual weight of the goods to be shipped. Except as otherwise specified herein, standard commercial packaging, packing and shipping containers shall be used. All shipping containers shall be legibly marked or labeled on the outside with purchase order number, commodity description, and quantity.
- T. INSURANCE:** By signing and submitting a bid under this solicitation, the bidder certifies that if awarded the contract, it will have the following insurance coverage at the time the contract is awarded. For construction contracts, if any subcontractors are involved, the subcontractor will have workers' compensation insurance in accordance with §§ 2.2-4332 and 65.2-800 et seq. of the *Code of Virginia*. The bidder further certifies that the contractor and any subcontractors will maintain these insurance coverages during the entire term of the contract and that all coverage will be provided by companies authorized to sell insurance in Virginia by the Virginia State Corporation Commission.

MINIMUM INSURANCE COVERAGES AND LIMITS:

1. Workers' Compensation - Statutory requirements and benefits. Coverage is compulsory for employers of three or more employees, to include the employer. Contractors who fail to notify the Commonwealth of increases in the number of employees that change their workers' compensation requirements under the *Code of Virginia* during the course of the contract shall be in noncompliance with the contract.
2. Employer's Liability - \$100,000.
3. Commercial General Liability - \$1,000,000 per occurrence and \$2,000,000 in the aggregate. Commercial General Liability is to include bodily injury and property damage, personal injury and advertising injury, products and completed operations coverage. The Commonwealth of Virginia shall be added as an additional insured to the policy by an endorsement.
4. Automobile Liability - \$1,000,000 combined single limit. (Required only if a motor vehicle not owned by the Commonwealth is to be used in the contract. Contractor must assure that the required coverage is maintained by the Contractor (or third party owner of such motor vehicle.)

- U. **ANNOUNCEMENT OF AWARD:** Upon the award or the announcement of the decision to award a contract as a result of this solicitation, the purchasing agency will publicly post such notice in eVA (eVA.virginia.gov) for a minimum of 10 days.
- V. **DRUG-FREE WORKPLACE:** Applicable for all contracts over \$10,000:
- During the performance of this contract, the contractor agrees to (i) provide a drug-free workplace for the contractor's employees; (ii) post in conspicuous places, available to employees and applicants for employment, a statement notifying employees that the unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or marijuana is prohibited in the contractor's workplace and specifying the actions that will be taken against employees for violations of such prohibition; (iii) state in all solicitations or advertisements for employees placed by or on behalf of the contractor that the contractor maintains a drug-free workplace; and (iv) include the provisions of the foregoing clauses in every subcontract or purchase order of over \$10,000, so that the provisions will be binding upon each subcontractor or vendor.
- For the purposes of this section, “*drug-free workplace*” means a site for the performance of work done in connection with a specific contract awarded to a contractor, the employees of whom are prohibited from engaging in the unlawful manufacture, sale, distribution, dispensation, possession or use of any controlled substance or marijuana during the performance of the contract.
- All employees of the Contractor, or its Subcontractors, assigned to this contract and who interact with any DOC offender or work within any DOC location, including but not limited to any correctional facility, detention center, diversion center, probation and parole office, central or regional office, will be subject to pre-employment drug screening conducted by DOC personnel within the respective facility or office.
- All employees of the Contractor, or its Subcontractors, having direct contact with offenders, shall be free from the influence or effects of illegal drugs and will be subject to the DOC’s drug procedures for reasonable suspicion drug and alcohol testing, and post-accident drug and alcohol testing conducted by DOC personnel within the respective facility or office. The Contractor shall be responsible for periodic random drug testing their employees and shall notify the applicable Organization Unit Head of any positive tests.
- The Contractor will be notified of any positive tests conducted by the DOC. Based on the positive alcohol or drug test, the Organizational Unit Head may bar the employee entry into the DOC location or from providing services to the DOC, regardless of disciplinary action taken by the employer. All costs associated with required drug and/or alcohol testing conducted at a DOC facility or work location may be charged back to the Contractor.
- W. **NONDISCRIMINATION OF CONTRACTORS:** A bidder or contractor shall not be discriminated against in the solicitation or award of this contract because of race, religion, color, sex, sexual orientation, gender identity, national origin, age, disability, faith-based organizational status, any other basis prohibited by state law relating to discrimination in employment or because the bidder employs ex-offenders unless the state agency, department or institution has made a written determination that employing ex-offenders on the specific contract is not in its best interest. If the award of this contract is made to a faith-based organization and an individual, who applies for or receives goods, services, or disbursements provided pursuant to this contract objects to the religious character of the faith-based organization from which the individual receives or would receive the goods, services, or disbursements, the public body shall offer the individual, within a reasonable period of time after the date of his objection, access to equivalent goods, services, or disbursements from an alternative provider.
- X. **eVA BUSINESS-TO-GOVERNMENT VENDOR REGISTRATION, CONTRACTS, AND ORDERS:** Internet electronic procurement solution, web site portal eVA.virginia.gov, streamlines and automates government purchasing activities in the Commonwealth. The eVA portal is the gateway for vendors to conduct business with state agencies and public bodies. All vendors desiring to provide goods and/or services to the Commonwealth shall participate in the eVA Internet e-procurement solution by completing the free eVA

Vendor Registration. All bidders must register in eVA and pay the Vendor Transaction Fees specified below; failure to register will result in the bid being rejected.

Vendor transaction fees are determined by the date the original purchase order is issued and the current fees are as follows:

1. For orders issued July 1, 2014, and after, the Vendor Transaction Fee is:
 - a. DSBSD-certified Small Businesses: 1%, capped at \$500 per order.
 - b. Businesses that are not DSBSD-certified Small Businesses: 1%, capped at \$1,500 per order.
2. Refer to Special Term and Condition “eVA Orders and Contracts” to identify the number of purchase orders that will be issued as a result of this solicitation/contract with the eVA transaction fee specified above assessed for each order.

For orders issued prior to July 1, 2014, the vendor transaction fees can be found at eVA.virginia.gov.

The specified vendor transaction fee will be invoiced, by the Commonwealth of Virginia Department of General Services, typically within 60 days of the order issue date. Any adjustments (increases/decreases) will be handled through purchase order changes.

Y. AVAILABILITY OF FUNDS: It is understood and agreed between the parties herein that the agency shall be bound hereunder only to the extent of the funds available or which may hereafter become available for the purpose of this agreement.

Z. SET-ASIDES IN ACCORDANCE WITH THE SMALL BUSINESS ENHANCEMENT AWARD PRIORITY: This solicitation is set-aside for award priority to DSBSD-certified micro businesses or small businesses when designated “Micro Business Set-Aside Award Priority” or “Small Business Set-Aside Award Priority” accordingly in the solicitation. DSBSD-certified micro business or small businesses this include DSBSD-certified women-owned and minority-owned businesses when they have received the DSBSD small business certification. For purposes of award, bidders shall be deemed micro businesses or small businesses if and only if they are certified as such by DSBSD on the due date for receipt of bids.

AA. BID PRICE CURRENCY: Unless stated otherwise in the solicitation, bidders shall state bid prices in US dollars.

BB. AUTHORIZATION TO CONDUCT BUSINESS IN THE COMMONWEALTH: A contractor organized as a stock or nonstock corporation, limited liability company, business trust, or limited partnership or registered as a registered limited liability partnership shall be authorized to transact business in the Commonwealth as a domestic or foreign business entity if so required by Title 13.1 or Title 50 of the *Code of Virginia* or as otherwise required by law. Any business entity described above that enters into a contract with a public body pursuant to the *Virginia Public Procurement Act* shall not allow its existence to lapse or its certificate of authority or registration to transact business in the Commonwealth, if so required under Title 13.1 or Title 50, to be revoked or cancelled at any time during the term of the contract. A public body may void any contract with a business entity if the business entity fails to remain in compliance with the provisions of this section.

CC. CIVILITY IN STATE WORKPLACES: The contractor shall take all reasonable steps to ensure that no individual, while performing work on behalf of the contractor or any subcontractor in connection with this agreement (each, a “Contract Worker”), shall engage in 1) harassment (including sexual harassment), bullying, cyber-bullying, or threatening or violent conduct, or 2) discriminatory behavior on the basis of race, sex, color, national origin, religious belief, sexual orientation, gender identity or expression, age, political affiliation, veteran status, or disability.

The contractor shall provide each Contract Worker with a copy of this Section and will require Contract Workers to participate in agency training on civility in the State workplace if contractor's (and any subcontractor's) regular mandatory training programs do not already encompass equivalent or greater expectations. Upon request, the contractor shall provide documentation that each Contract Worker has received such training.

For purposes of this Section, "State workplace" includes any location, permanent or temporary, where a Commonwealth employee performs any work-related duty or is representing his or her agency, as well as surrounding perimeters, parking lots, outside meeting locations, and means of travel to and from these locations. Communications are deemed to occur in a State workplace if the Contract Worker reasonably should know that the phone number, email, or other method of communication is associated with a State workplace or is associated with a person who is a State employee.

The Commonwealth of Virginia may require, at its sole discretion, the removal and replacement of any Contract Worker who the Commonwealth reasonably believes to have violated this Section. This Section creates obligations solely on the part of the contractor.

Employees or other third parties may benefit incidentally from this Section and from training materials or other communications distributed on this topic, but the Parties to this agreement intend this Section to be enforceable solely by the Commonwealth and not by employees or other third parties.

DD. CONTRACT EXTENSIONS: In the event that the original term and all renewals of this contract expire prior to the award for a new contract for similar goods and/or services, the Commonwealth of Virginia may, with written consent of the Contractor, extend this contract for such a period as may be necessary to afford the Commonwealth of Virginia a continuous supply of the identified goods and/or services.

EE. FORCED OR INDENTURED CHILD LABOR: Applicable in all solicitations and contracts over \$10,000: During the performance of this contract the use of forced or indentured child labor is prohibited. Any Prime Contractor shall include such prohibition in every subcontract that exceeds \$10,000 and shall be binding upon each subcontractor or vendor.

For the purposes of this section, "*forced or indentured child labor*" means all work or service exacted from any person younger than 18 years of age under the menace of any penalty for the nonperformance of such work or service and for which such person does not offer himself voluntarily or performed by any person younger than 18 years of age pursuant to a contract the enforcement of which can be accomplished by process or penalties.

V. SPECIAL TERMS AND CONDITIONS

- A. AUDIT:** The contractor shall retain all books, records, and other documents relative to this contract for five (5) years after final payment, or until audited by the Commonwealth of Virginia, whichever is sooner. The agency, its authorized agents, and/or state auditors shall have full access to and the right to examine any of said materials during said period.
- B. AWARD TO MULTIPLE BIDDERS:** The right is reserved to make a separate award of each item, a group of items or all items, and to make an award either in whole or in part, whichever is deemed in the best interest of the Commonwealth. The award or awards will be made to the lowest responsive, responsible bidder or bidders as applicable. The firm fixed percentage off of the Contractor's published price list will not be evaluated in making an award.
- C. CANCELLATION OF CONTRACT:** The purchasing agency reserves the right to cancel and terminate any resulting contract, in part or in whole, without penalty, upon 60 days written notice to the contractor. Any contract cancellation notice shall not relieve the contractor of the obligation to deliver and/or perform on all outstanding orders issued prior to the effective date of cancellation.

- D. eVA ORDERS AND CONTRACTS:** The solicitation/contract solicitation/contract will result in multiple purchase order(s) with the applicable eVA transaction fee assessed for each order.

Vendors desiring to provide goods and/or services to the Commonwealth shall participate in the eVA eProcurement Program and agree to comply with the following: If this solicitation is for a term contract, failure to provide an electronic catalog (price list) or Punch-Out Catalog for items awarded will be just cause for the Commonwealth to reject your bid or terminate this contract for default. The format of this electronic catalog shall conform to the eVA Catalog and/or Punch-Out Catalog Specification. For further information and details please email eVA-catalog-manager@dgs.virginia.gov.

- E. RENEWAL OF CONTRACT:** This contract may be renewed by the Commonwealth for four (4) successive one (1) year periods under the terms and conditions of the original contract except as stated in 1. and 2. below. Price increases may be negotiated only at the time of renewal. Written notice of the Commonwealth's intention to renew shall be given approximately 90 days prior to the expiration date of each contract period.

1. If the Commonwealth elects to exercise the option to renew the contract for an additional one-year period, the contract price(s) for the additional one year shall not exceed the contract price(s) of the original contract increased/decreased by more than the percentage increase/decrease of the Other Goods category, Series CUUR0000SAGC of the CPI-U section of the Consumer Price Index of the United States Bureau of Labor Statistics for the latest twelve months for which statistics are available.
2. If during any subsequent renewal periods, the Commonwealth elects to exercise the option to renew the contract, the contract price(s) for the subsequent renewal period shall not exceed the contract price(s) of the previous renewal period increased/decreased by more than the percentage increase/decrease of the Other Goods category, Series CUUR0000SAGC of the CPI-U section of the Consumer Price Index of the United States Bureau of Labor Statistics for the latest twelve months for which statistics are available.

- F. BID ACCEPTANCE PERIOD:** Any bid in response to this solicitation shall be valid for (60) days. At the end of the days the bid may be withdrawn at the written request of the bidder. If the bid is not withdrawn at that time it remains in effect until an award is made or the solicitation is canceled.

- G. BID PRICES:** Bid shall be in the form of a firm unit price for each item during the contract period.

- H. EXTRA CHARGES NOT ALLOWED:** The bid price shall be for goods ready for the Commonwealth's use, and shall include all applicable freight charges; extra charges will not be allowed.

- I. SUBMISSION OF SMALL BUSINESS SUBCONTRACTING PLAN, EVIDENCE OF COMPLIANCE WITH SMALL BUSINESS SUBCONTRACTING PLAN, AND SUBCONTRACTOR REPORTING:**

1. Submission of Small Business Subcontracting Plan: It is the statewide goal of the Commonwealth that 42% of its purchases be made from small businesses certified by DSBSD. This includes discretionary spending in prime contracts and subcontracts. All bidders are required to submit a Small Business Subcontracting Plan. The contractor is encouraged to offer such subcontracting opportunities to DSBSD-certified small businesses. This shall include DSBSD-certified women-owned and minority-owned businesses and businesses with DSBSD service disabled veteran-owned status when they have also received DSBSD small business certification. Where it is not practicable for any portion of the goods/services to be subcontracted to other suppliers, the bidder shall note such on the Small Business Subcontracting Plan. No bidder or subcontractor shall be considered a small business unless certified as such by the Department of Small Business and Supplier Diversity (DSBSD) by the due date for receipt of bids.
2. Evidence of Compliance with Small Business Subcontracting Plan: Each prime contractor who wins an award in which provision of a small business subcontracting plan is a condition of the award, shall deliver to the contracting agency or institution monthly reports substantiating compliance in accordance

with the small business subcontracting plan. If a variance exists, the contractor shall provide a written explanation. A subcontractor shall be considered a Small Business for purposes of a contract if and only if the subcontractor holds a certification as such by the DSBSD. Payment(s) may be withheld until the purchasing agency confirms that the contractor has certified compliance with the contractor's submitted Small Business Subcontracting Plan or is in receipt of a written explanation of the variance. The agency or institution reserves the right to pursue other appropriate remedies for non-compliance to include, but not be limited to, termination for default.

3. Prime Contractor Subcontractor Reporting:

- a. Each prime contractor who wins an award greater than \$100,000, shall deliver to the contracting agency or institution on a monthly basis, all applicable information for each subcontractor listed on the Small Business Subcontracting Plan that are DSBSD-certified businesses or Employment Services Organizations (ESOs). The contractor shall furnish the applicable information to the purchasing office via the Subcontractor Payment Reporting tool accessible within the contractor's eVA account.
- b. In addition each prime contractor who wins an award greater than \$200,000 shall deliver to the contracting agency or institution on a monthly basis, all applicable information on use of subcontractors that are not DSBSD-certified businesses or Employment Services Organizations. The contractor shall furnish the all applicable information to the purchasing office via the Subcontractor Payment Reporting tool accessible within the contractor's eVA account.

J. PRIME CONTRACTOR RESPONSIBILITIES: The contractor shall be responsible for completely supervising and directing the work under this contract and all subcontractors that he may utilize, using his best skill and attention. Subcontractors who perform work under this contract shall be responsible to the prime contractor. The contractor agrees that he is as fully responsible for the acts and omissions of his subcontractors and of persons employed by them as he is for the acts and omissions of his own employees.

K. QUANTITIES: Quantities set forth in this solicitation are estimates only, and the contractor shall supply at bid prices actual quantities as ordered, regardless of whether such total quantities are more or less than those shown.

L. WARRANTY (COMMERCIAL): The contractor agrees that the goods or services furnished under any award resulting from this solicitation shall be covered by the most favorable commercial warranties the contractor gives any customer for such goods or services and that the rights and remedies provided therein are in addition to and do not limit those available to the Commonwealth by any other clause of this solicitation and rights and remedies permitted under applicable law. A copy of this warranty should be furnished with the bid.

M. FEDERALLY IMPOSED TARIFFS: In the event that the President of the United States, the United States Congress, Customs and Border Protection, or any other federal entity authorized by law, imposes an import duty or tariff (a "tariff"), on an imported good that results in an increase in contractor's costs to a level that renders performance under the Agreement impracticable, the Commonwealth may agree to an increase to the purchase price for the affected good. No increase in purchase price may exceed 25% of the additional tariff imposed on the goods imported or purchased by the contractor that are provided to the Commonwealth under this Agreement.

Prior to the Commonwealth agreeing to a price increase pursuant to this Section, the contractor must provide to the Commonwealth, the following documentation, all of which must be satisfactory to the Commonwealth:

- evidence demonstrating: (i) the unit price paid by contractor as of the date of award for the good or raw material used to furnish the goods to the Commonwealth under this Agreement, (ii) the applicability of the tariff to the specific good or raw material, and (iii) contractor's payment of the increased import duty or tariff (either directly or through an increase to the cost paid for the good or raw material). The evidence

submitted shall be sufficient in detail and content to allow the Commonwealth to verify that the tariff is the cause of the price change.

- a certification signed by contractor that it has made all reasonable efforts to obtain the good or the raw materials comprising the good procured by the Commonwealth at a lower cost from a different source located outside of the country against which the tariff has been imposed.
- a certification signed by contractor that the documentation, statements, and any other evidence it submits in support of its request for a price increase under this Section are true and correct, and that the contractor would otherwise be unable to perform under this Agreement without such price increase.
- as requested by the Commonwealth, written instructions authorizing the Commonwealth to request additional documentation from individuals or entities that provide the good or the raw materials to verify the information submitted by contractor.

If the Commonwealth agrees to a price increase pursuant to this Section, the parties further agree to add the following terms to this Agreement:

- During the Term and for five (5) years after the termination of this Agreement, contractor shall retain, and the Commonwealth and its authorized representatives shall have the right to audit, examine, and make copies of, all of contractor's books, accounts, and other records related to this Agreement and contractor's costs for providing goods to the Commonwealth, including, but not limited to those kept by the contractor's agents, assigns, successors, and subcontractors.
- Notwithstanding anything to the contrary in this Agreement, the Commonwealth shall have the right to terminate this Agreement for the Commonwealth's convenience upon 15 days' written notice to contractor.

In the event the import duty or tariff is repealed or reduced prior to termination of this Agreement, the increase in the Commonwealth's contract price shall be reduced by the same amount and adjusted accordingly.

- Any material misrepresentation of fact by contractor relating in any way to the Commonwealth's payment of additional sums due to tariffs shall be fraud against the taxpayer's of the Commonwealth and subject contractor to treble damages pursuant to the Virginia Fraud Against Taxpayers Act.

- N. **PRODUCT AVAILABILITY/SUBSTITUTION:** Substitution of a product, brand or manufacturer after the award of contract is expressly prohibited unless approved in writing by the Contract Officer. The Agency may, at its discretion, require the contractor to provide a substitute item of equivalent or better quality subject to the approval of the Contract Officer, for a price no greater than the contract price, if the product for which the contract was awarded becomes unavailable to the contractor.
- O. **STATE CORPORATION COMMISSION IDENTIFICATION NUMBER:** Pursuant to Code of Virginia, §2.2-4311.2 subsection B, a bidder organized or authorized to transact business in the Commonwealth pursuant to Title 13.1 or Title 50 is required to include in its bid the identification number issued to it by the State Corporation Commission (SCC). Any bidder that is not required to be authorized to transact business in the Commonwealth as a foreign business entity under Title 13.1 or Title 50 or as otherwise required by law is required to include in its bid a statement describing why the bidder is not required to be so authorized. Indicate the above information on the SCC Form provided. Contractor agrees that the process by which compliance with Titles 13.1 and 50 is checked during the solicitation stage (including without limitation the SCC Form provided) is streamlined and not definitive, and the Commonwealth's use and acceptance of such form, or its acceptance of Contractor's statement describing why the bidder was not legally required to be authorized to transact business in the Commonwealth, shall not be conclusive of the issue and shall not be relied upon by the Contractor as demonstrating compliance.

- P. **E-VERIFY PROGRAM:** EFFECTIVE 12/1/13. Pursuant to *Code of Virginia*, §2.2-4308.2., any employer with more than an average of 50 employees for the previous 12 months entering into a contract in excess of \$50,000 with any agency of the Commonwealth to perform work or provide services pursuant to such contract shall register and participate in the E-Verify program to verify information and work authorization of its newly hired employees performing work pursuant to such public contract. Any such employer who fails to comply with these provisions shall be debarred from contracting with any agency of the Commonwealth for a period up to one year. Such debarment shall cease upon the employer's registration and participation in the E-Verify program. If requested, the employer shall present a copy of their Maintain Company page from E-Verify to prove that they are enrolled in E-Verify.
- Q. **BACKGROUND INVESTIGATIONS:** As defined in DOC Procedure 102.3, the DOC may require partial or limited background investigations for Contractor staff assigned to this Contract. The Contractor may be required to pay for all background investigations processed for staff. Investigations are charged at a rate of \$90.00 for a partial background check and \$50.00 for a limited background check. Fees are on a per-investigation basis and will be invoiced by the DOC Background Investigation Unit. Contractor employees will be required to complete the Authority for Release of Information (Form 102_F7_3-16, Attachment E). The Contractor shall allow the DOC Background Investigation Unit access to review the Contractor staff personnel and employment records.

If derogatory information is discovered during the background investigation(s), the DOC may require reassignment of Contractor staff or immediate cancellation of the Contract.

The DOC may, on an ongoing basis, require an updated VCIN report/background review at any time. Information obtained from this investigation may result in Contractor staff's immediate removal from state property.

The Contractor shall notify DOC Contract Administrator within 48 hours of occurrence in the event any Contractor staff assigned to provide services to the DOC is:

- charged with a criminal offense either on or off the job;
- convicted of a criminal offense of any kind; or
- in receipt of an administrative suspension, censure or failure to renew any license, certification or professional membership that is required under the terms of this contract.

Contract award may be contingent upon the Contractor and/or Contractor staff receiving a favorable report.

Note: In the event of any staff turnover or staff reassignments, the Contractor shall notify the DOC and shall submit the appropriate background history questionnaire, authority for release of information and have fingerprints obtained for any proposed new staff member. This shall be in addition to the requirement to provide the required credentials information. The DOC Warden, Superintendent or Chief may remove any Contractor employee that the Warden, Superintendent or Chief feels threatens the health or safety of staff/inmates/offenders, security of the facility or quality of the service provided by the Contractor.

Due to the confidential information that is required, do not submit the Authority for Release of Information unless requested by the DOC.

- R. **DRUG FREE WORKPLACE:** All employees of the Contractor, or its Subcontractors, assigned to this contract and who interact with any DOC offender or work within any DOC location, including but not limited to any correctional facility, detention center, diversion center, probation and parole office, central or regional office, will be subject to pre-employment drug screening conducted by DOC personnel within the respective facility or office.

All employees of the Contractor, or its Subcontractors, having direct contact with offenders, shall be free from the influence or effects of illegal drugs and will be subject to the DOC's drug procedures for reasonable suspicion drug and alcohol testing, and post-accident drug and alcohol testing conducted by DOC personnel within the respective facility or office. The Contractor shall be responsible for periodic random drug testing their employees and shall notify the applicable Organization Unit Head of any positive tests.

The Contractor will be notified of any positive tests conducted by the DOC. Based on the positive alcohol or drug test, the Organizational Unit Head may bar the employee entry into the DOC location or from providing services to the DOC, regardless of disciplinary action taken by the employer. All costs associated with required drug and/or alcohol testing conducted at a DOC facility or work location may be charged back to the Contractor.

- S. **FRATERNIZATION PROHIBITION:** The Contractor's staff assigned to provide services to the Department of Corrections shall not interact with offenders in an unprofessional manner. Examples of unprofessional behavior include, but are not limited to, non-work-related visits between the offender and Contractor staff and engaging in romantic or sexual relationships with offenders.
- T. **PRISON RAPE ELIMINATION ACT (PREA):** Contractors and Contractors' staff, who are providing services to the Virginia Department of Corrections, and who have any level of interaction or potential for interaction with inmates shall review the Prison Rape Elimination Act (PREA) <https://www.vadoc.virginia.gov/general-public/procurement/>. Contractors and Contractors' staff must receive training (at the Agency location where services are to be performed) on their responsibilities, under PREA including the Agency's sexual abuse and sexual harassment prevention, detection and response policies and procedures (including reporting). Contractors and Contractors' staff agree to abide by the Agency's zero-tolerance policy regarding fraternization, sexual abuse and sexual harassment and the obligation to report incidents.

VI. **METHOD OF PAYMENT**

The Contractor will be paid upon completion of delivery, and acceptance by the Purchasing Agency. A valid invoice shall be submitted to the Purchasing Agency at the address provided on the purchase order upon the delivery. Payment will be made via Small Purchase Charge Card, ePayable, EDI or check in accordance with the Prompt Payment Act of Virginia.

Any terms included on the Contractor's invoice will have no force or effect and will in no way bind the VADOC.

VII. ATTACHMENTS

ATTACHMENT A: BID FORM

Failure to complete and provide this Bid Form may result in rejection of your bid.

1. VENDOR'S PRIMARY CONTACT FOR THIS SOLICITATION:

Name: _____ Phone: _____

Email: _____

2. VENDOR INFORMATION:

Company Name: _____

Phone Number: _____

Fax Number: _____

Address: _____

eVA Vendor ID Number _____

Years in Business: Indicate the length of time the Company has been in business providing this type of good or service: _____ Years _____ Months

3. CURRENT OR RECENT ACCOUNTS:

Indicate below a minimum of two (2) current or recent accounts, either governmental or commercial for which your company has provided goods and/or services similar in nature to the Scope of Work/Description of Items (Specifications) in the Invitation for Bids. Include the length of service and the name, address, and telephone number of the point of contact.

A. Company: _____ Contact: _____

Phone: () _____ Fax: () _____

E-mail: _____

Project: _____

Dates of Service: _____ \$ Value: _____

B. Company: _____ Contact: _____

Phone: () _____ Fax: () _____

E-mail: _____

Project: _____

Dates of Service: _____ \$ Value: _____

4. **PRICE SCHEDULE:**

Unit price for items listed in the Pricing Schedule and for % off Contractor's published list shall include all shipping and handling charges. Quantities provided below are for bidding purposes only and are based on estimated annual usage. Attachment G: Historical Estimated Annual Usage Breakdown provides an estimated breakdown by size, quantities, etc. for FY25. The Commonwealth reserves the right to or delete to the item list as it feels necessary. The Commonwealth is not obligated to procure these items at the quantity provided.

Unit pricing **MUST** be entered as the unit measurement provided in the "Price Per Unit" column of the Price Schedule. **DO NOT** enter multiple pricing or a different measurement pricing for any line item.

Part Numbers provided in the Pricing Schedule below are Bob Barker. Bidders are to bid as specified or approved equal.

Pricing must be entered in eVA in the pricing section provided under the Item tab, scroll over to Unit Price to enter pricing.

Item No.	Manufacturer Part Number	Description	Estimated Annual Quantities	Unit of Measure
1.	1800-S through 2XL	Thong, V-strap, Black and White, Size Small – 2XL, 12/cs	1465	CS
2.	5114X-S through 3XL	Thong, Heavy Duty X-Strap, Small – 3XL, 12/cs	464	CS
3.	B515D-5 through 18	Plain-Toe Leather Boots, Black, Regular Width, Size 5 through 18	25	PR
4.	B515E-5 through 18	Plain-Toe Leather Boots, Black, Wide Width, Size 5 through 18	60	PR
5.	B525D-5 through 18	Plain-Toe Leather Boots, Brown, Regular Width, Size 5 through 18	6,557	PR
6.	B525E-5 through 18	Plain-Toe Leather Boots, Brown, Wide Width, Size 5 through 18	6,972	PR
7.	B625D-5 through 16	Composite Toe Boots, Black, Regular Width, Size 5 through 16	476	PR
8.	B625E-5 through 16	Composite Toe Boots, Black, Wide Width, Size 5 through 16	507	PR
9.	B625EEE-5 through 16	Composite Toe Boots, Black, EEE Width, Size 5 through 16	555	PR
10.	B07SQ46L1T10	Hoss Men's Carson 6 inch Soft Toe Work Boots, Brown Size: 10	2	PR
11.	B07ST7WQT4	Hoss Men's Carson 6 inch Soft Toe Work Boots, Brown Size: 10.5	2	PR
12.	B07SR657YL	Hoss Men's Carson 6 inch Soft Toe Work Boots, Brown Size: 14	1	PR
13.	FCNGB21-WT-5 through 17	Shoe, Canvas, Gripper Bobs, Low Cut, White, Size 5 through 17, 12/cs	1,146	PR
14.	FEVST35-OR-S	Strapless EVA Step in, Orange, Size Small – 3XL	181	PR
15.	FPVSN2-OR-S	Sandal, Slip On, PVC, Orange, Size Small – 3XL	420	PR
16.	KBP 4-15	Knee Boots, Plain Toe, Servus, Black, Size 4 through 15	812	PR
17.	SACLR-S through 3XL	Translucent Unifoot PVC Sandal, Translucent Orange, Size Small through 3XL, 6/cs	8	CS
18.	W650MF- 5 through 14	Leather Athletic Shoe, White, Regular Width, Sizes 5 through 14	2	PR

Item No.	Manufacturer Part Number	Description	Estimated Annual Quantities	Unit of Measure
19.	W72D 4 through 17	Leather Clear Sole Athletic Shoe, White, Regular Width, Sizes 4-17	2,155	PR
20.	W72EE-7 through 17	Leather Clear Sole Athletic Shoe, White, Double Wide Width, Sizes 7-17	1,096	PR
21.	28033B-XL	Shoe Cover, PP, Blue, XL, 300/cs / 150 pr	25	CS
22.	155BK-5 through 16	Economy Step-Ins, Canvas Deck, Black, Regular Width, Size 5 through 16	576	PR
23.	155NV-5 through 16	Economy Step-Ins, Canvas Deck, Navy, Regular Width, Size 5 through 16	385	PR
24.	155OR-5 through 16	Economy Step-Ins, Canvas Deck, Orange, Regular Width, Size 5 through 16	2,059	PR
25.	155WH-5 through 16	Economy Step-Ins, Canvas Deck, White, Regular Width, Size 5 through 16	5,942	PR
26.	255NV-3 through 16	Durable Step-In, Canvas, Deck, Navy, Regular Width, Size 3 through 16	160	PR
27.	255OR-3 through 16	Durable Step-Ins, Canvas, Deck, Orange, Regular Width, Size 3 through 16	944	PR
28.	NEVA-OR-S through 3XL	Clogs, NEVA, Orange, Small through Large, 12 pr/cs	9	CS
29.	SNEVA-BK-S through 3XL	EVA Sandals, Black, Small through 3XL	2	PR
30.	B850-5 through 16	Lo Bob Shoes, Black, Regular Width, Size 5 through 16	50	PR
31.	INSOLEM-OSFA	Cushioned Foam Insoles, 48/cs	1	CS
32.	JZ-B525EE-10	Boot, Plain-Toe, Leather, Brown, Extra Wide, Size 10EE	1	PR
33.	JZ-691100-BLK-11.5	Boot Ft. Lewis 10" Black, Medium Width, Sz 11.5	1	PR
34.	8263-12	Work Boot, Black Leather Sz 12 – Velcro	1	PR
35.	EBASPLS32	Bra Sports White Sz 32, 12/cs	51	CS
36.	EBASPLS34	Bra Sports White Sz 34, 12/cs	74	CS
37.	EBASPLS36	Bra Sports White Sz 36, 12/cs	98	CS
38.	EBASPLS38	Bra Sports White Sz 38, 12/cs	85	CS
39.	EBASPLS40	Bra Sports White Sz 40, 12/cs	77	CS
40.	EBASPLS42	Bra Sports White Sz 42, 12/cs	69	CS
41.	EBASPLS44	Bra Sports White Sz 44, 12/cs	51	CS
42.	EBASPLS46	Bra Sports White Sz 46, 12/cs	48	CS
43.	EBASPLS48	Bra Sports White Sz 48, 12/cs	40	CS
44.	EBANY - 32A through 50DD	Traditional-Style Bra, Size 3A through 50DD, 12/cs	186	CS
45.	Z1000GL-36B through 58J	Glamorise® Full Figure Soft Cup Support Bra, 36B through 58J	80	EA
46.	ELBLS-5	Women's Brief-Style Panties, Cotton/Poly Blend, White, Size 5, 12/cs	4	CS

Item No.	Manufacturer Part Number	Description	Estimated Annual Quantities	Unit of Measure
47.	ELBLS-6	Women's Brief-Style Panties, Cotton/Poly Blend, White, Size 6, 12/cs	18	CS
48.	ELBLS-7	Women's Brief-Style Panties, Cotton/Poly Blend, White, Size 7, 12/cs	5	CS
49.	ELBLS-8	Women's Brief-Style Panties, Cotton/Poly Blend, White, Size 8, 12/cs	17	CS
50.	ELBLS-9	Women's Brief-Style Panties, Cotton/Poly Blend, White, Size 9, 12/cs	14	CS
51.	ELBLS-10	Women's Brief-Style Panties, Cotton/Poly Blend, White, Size 10, 12/cs	16	CS
52.	ELBLS-11	Women's Brief-Style Panties, Cotton/Poly Blend, White, Size 11, 12/cs	15	CS
53.	ELBLS-12	Women's Brief-Style Panties, Cotton/Poly Blend, White, Size 12, 12/cs	15	CS
54.	ELBLCTN-5	Women's Brief -Style Panties, 100% Cotton, White Size 5, 12/cs	30	CS
55.	ELBLCTN-6	Women's Brief -Style Panties, 100% Cotton, White Size 6, 12/cs	30	CS
56.	ELBLCTN-7	Women's Brief -Style Panties, 100% Cotton, White Size 7, 12/cs	30	CS
57.	ELBLCTN-8	Women's Brief -Style Panties, 100% Cotton, White Size 8, 12/cs	38	CS
58.	ELBLCTN-9	Women's Brief -Style Panties, 100% Cotton, White Size 9, 12/cs	30	CS
59.	ELBLCTN-10	Women's Brief -Style Panties, 100% Cotton, White Size 10, 12/cs	41	CS
60.	ELBLCTN-11	Women's Brief -Style Panties, 100% Cotton, White Size 11, 12/cs	30	CS
61.	ELBLCTN-12	Women's Brief -Style Panties, 100% Cotton, White Size 12, 12/cs	1	CS
62.	7601R-S through XL	Fruit of the Loom White Cotton Briefs, Size Small through X-Large, 3/cs	44	CS
63.	TSBR-L	Men's Brown T-Shirt 100% Cotton, Size Large, 12/cs	6	CS
64.	TSBR-XL	Men's Brown T-Shirt 100% Cotton, Size X-Large, 12/cs	1	CS
65.	TSBR-2XL	Men's Brown T-Shirt 100% Cotton, Size 2X-Large, 12/cs	3	CS
66.	TSBR-3XL	Men's Brown T-Shirt 100% Cotton, Size 3X-Large, 12/cs	1	CS
67.	TSBR-4XL	Men's Brown T-Shirt 100% Cotton, Size Large, 12/cs	3	CS
68.	TSBR-5XL	Men's Brown T-Shirt 100% Cotton, Size 5X-Large, 12/cs	1	CS
69.	TSBR-6XL	Men's Brown T-Shirt 100% Cotton, Size 6X-Large, 12/cs	1	CS
70.	63-M	Therma-Johns, Tops Medium, 12/cs	2	CS
71.	63-L	Therma-Johns, Tops Large, 12/cs	27	CS
72.	63-XL	Therma-Johns, Tops 2X-Large, 12/cs	35	CS
73.	63-2XL	Therma-Johns, Tops 2X-Large, 12/cs	61	CS
74.	63-3XL	Therma-Johns, Tops 3X-Large, 12/cs	65	CS

Item No.	Manufacturer Part Number	Description	Estimated Annual Quantities	Unit of Measure
75.	63-4XL	Therma-Johns, Tops 4X-Large, 12/cs	53	CS
76.	63-5XL	Therma-Johns, Tops 5X-Large, 12/cs	81	CS
77.	63-6XL	Therma-Johns, Tops 6X-Large, 12/cs	46	CS
78.	63-8XL	Therma-Johns, Tops 8X-Large, 12/cs	38	CS
79.	63-10XL	Therma-Johns, Tops 10X-Large, 12/cs	10	CS
80.	63-12XL	Therma-Johns, Tops 12X-Large, 12/cs	3	CS
81.	112-S	Therma-Johns, Small, 12/cs	1	CS
82.	112-M	Therma-Johns, Medium, 12/cs	4	CS
83.	112-L	Therma-Johns, Large, 12/cs	28	CS
84.	112-XL	Therma-Johns, X-Large, 12/cs	38	CS
85.	112-2XL	Therma-Johns, 2X-Large, 12/cs	36	CS
86.	112-3XL	Therma-Johns, 3X-Large, 12/cs	68	CS
87.	112-4XL	Therma-Johns, 4X-Large, 12/cs	65	CS
88.	112-5XL	Therma-Johns, 5X-Large, 12/cs	58	CS
89.	112-6XL	Therma-Johns, 6X-Large, 12/cs	35	CS
90.	112-8XL	Therma-Johns, 8X-Large, 12/cs	9	CS
91.	TOS-S	TriStitch® Shirts, Orange, Small	1	EA
92.	TOS-M	TriStitch® Shirts, Orange, Medium	1	EA
93.	TOS-L	TriStitch® Shirts, Orange, Large	1	EA
94.	TOS-XL	TriStitch® Shirts, Orange, X-Large	1	EA
95.	TOS-2XL	TriStitch® Shirts, Orange, 2X-Large	1	EA
96.	TOS-3XL	TriStitch® Shirts, Orange, 3X-Large	24	EA
97.	TOS-4XL	TriStitch® Shirts, Orange, 4X-Large	1	EA
98.	TOS-5XL	TriStitch® Shirts, Orange, 5X-Large	1	EA
99.	TOS-6XL	TriStitch® Shirts, Orange, 6X-Large	1	EA
100.	TOS-7XL	TriStitch® Shirts, Orange, 7X-Large	1	EA
101.	TOS-8XL	TriStitch® Shirts, Orange, 8X-Large	1	EA
102.	TOS-9XL	TriStitch® Shirts, Orange, 9X-Large	3	EA
103.	TOS-10XL	TriStitch® Shirts, Orange, 10X-Large	4	EA

Item No.	Manufacturer Part Number	Description	Estimated Annual Quantities	Unit of Measure
104.	TOS-12XL	TriStitch® Shirts, Orange, 12X-Large	7	EA
105.	TOS-14XL	TriStitch® Shirts, Orange, 14X-Large	7	EA
106.	TOT-S	TriStitch® Trousers, Orange, Small	1	EA
107.	TOT-M	TriStitch® Trousers, Orange, Medium	1	EA
108.	TOT-L	TriStitch® Trousers, Orange, Large	1	EA
109.	TOT-XL	TriStitch® Trousers, Orange, X-Large	24	EA
110.	TOT-2XL	TriStitch® Trousers, Orange, 2X-Large	1	EA
111.	TOT-3XL	TriStitch® Trousers, Orange, 3X-Large	24	EA
112.	TOT-4XL	TriStitch® Trousers, Orange, 4X-Large	1	EA
113.	TOT-5XL	TriStitch® Trousers, Orange, 5X-Large	1	EA
114.	TOT-6XL	TriStitch® Trousers, Orange, 6X-Large	1	EA
115.	TOT-7XL	TriStitch® Trousers, Orange, 7X-Large	1	EA
116.	TOT-8XL	TriStitch® Trousers, Orange, 8X-Large	1	EA
117.	TOT-9XL	TriStitch® Trousers, Orange, 9X-Large	3	EA
118.	TOT-10XL	TriStitch® Trousers, Orange, 10X-Large	4	EA
119.	TOT-12XL	TriStitch® Trousers, Orange, 12X-Large	7	EA
120.	TOT-14XL	TriStitch® Trousers, Orange, 14X-Large	7	EA
121.	ZG180-OR-S	Sweatshirt, Gildan, Crewneck, 50/50, Orange, Small	1	EA
122.	ZG180-OR-M	Sweatshirt, Gildan, Crewneck, 50/50, Orange, Medium	1	EA
123.	ZG180-OR-L	Sweatshirt, Gildan, Crewneck, 50/50, Orange, Large	5	EA
124.	ZG180-OR-XL	Sweatshirt, Gildan, Crewneck, 50/50, Orange, X-L	5	EA
125.	ZG180-OR-2XL	Sweatshirt, Gildan, Crewneck, 50/50, Orange, 2X-L	10	EA
126.	ZG180-OR-3XL	Sweatshirt, Gildan, Crewneck, 50/50, Orange, 3X-L	10	EA
127.	ZG180-OR-4XL	Sweatshirt, Gildan, Crewneck, 50/50, Orange, 4X-L	5	EA
128.	BBJ	Lifeline Jumpsuit, Green, Fits S-XL	2	EA
129.	BBJX	Lifeline Jumpsuit, Green, Fits 2XL-4XL	4	EA
130.	101K-OR	Watch Caps (Toboggans), Orange, 12/cs	48	CS
131.	102SK-OR	Acrylic Beanie Cap, Orange, 12/cs	5	CS
132.	Z39165-OR	Classic Baseball Caps Orange, 12/cs	18	CS

Item No.	Manufacturer Part Number	Description	Estimated Annual Quantities	Unit of Measure
133.	505	Lifeline Smock, Standard - Chest 44-57, 6ea/mc	32	CS
134.	505C-BL	Lifeline Color Smock, Blue, 6ea/cs	11	Cs
135.	505JR	Lifeline Smock, Juvenile – Chest 34-52	4	CS
136.	SB5480	Lifeline blanket, 54x80, EA (4/MC)	37	CS
137.	ZWGLC69	Glove, Utility Brown Jersey	8	CS
138.	VRP	Rain Poncho, Clear	4	CS
139.	ZRGRSM-S	Heavyweight PVC Rain Suits, Yellow, Size S	1	EA
140.	ZRGRSM-M	Heavyweight PVC Rain Suits, Yellow, Size M	1	EA
141.	ZRGRSM-L	Heavyweight PVC Rain Suits, Yellow, Size L	2	EA
142.	ZRGRSM-XL	Heavyweight PVC Rain Suits, Yellow, Size XL	8	EA
143.	ZRGRSM-2XL	Heavyweight PVC Rain Suits, Yellow, Size 2XL	4	EA
144.	ZRGRSM-3XL	Heavyweight PVC Rain Suits, Yellow, Size 3XL	2	EA
145.	ZRGRSM-4XL	Heavyweight PVC Rain Suits, Yellow, Size 4XL	2	EA
146.	ZRGRSM-5XL	Heavyweight PVC Rain Suits, Yellow, Size 5XL	2	EA
147.	8000	Innoshield 8K (Spit Mask), 10/cs	2	CS

Firm fixed price off the Contractor's published list price for items not listed in the Pricing Schedule _____%.

Percentage off of Contractor's published list price must be entered in the questionnaire section.

5. **DELIVERY:** Delivery of goods or performance of services shall be within the number of calendar days stated below after receipt of order (ARO) by the bidder. The Agency requires the bidder to deliver within a reasonable time after ARO. If the bidder does not insert a stated delivery time in the blank below, the bidder will be deemed to offer delivery in accordance with the Agency's desired delivery time as stated below:

Agency's desired delivered time: 15-20 calendar days ARO

BIDDER'S STATED DELIVERY TIME: _____ CALENDAR DAYS ARO

6. **ADDENDUM ACKNOWLEDGMENT:** I/we acknowledge receipt of the following addenda:

Addendum No.: _____ Dated: _____

Addendum No.: _____ Dated: _____

Addendum No.: _____ Dated: _____

Addendum No.: _____ Dated: _____

7. **SMALL PURCHASE CHARGE CARD PROGRAM:** Are you currently a VISA vendor and will you accept VISA credit cards for payment of goods and services on this contract.

☐ Yes ☐ No

In compliance with this Invitation for Bids (IFB) and to all the conditions imposed herein, the undersigned agrees to furnish the Clothing and Footwear in accordance with this IFB and the signed Bid Form and certifies that all information provided herein is true, correct, and complete.

Company Name: (Print)
Signature:
Name (Print):
Title (Print):
Date:

NOTE: Failure to sign the bid in the space provided above may result in the rejection of your bid. Failure to accept all of the terms in the IFB or altering any of the terms and conditions or altering the Price Schedule will result in the rejection of your bid.

Bidders also must complete & submit Attachment A (Bid Form), Attachment B (Supplier Diversity & Small Business Subcontracting Plan, and Attachment C (State Corporation Commission).

ATTACHMENT B: SUPPLIER DIVERSITY & SMALL BUSINESS SUBCONTRACTING PLAN

*****Note to Bidders: Follow the below instructions (1) if providing an electronic response in the eVA Sourcing and Contracting Module. If not, complete section (2) below.*****

(1) Small Business Subcontracting Plan

It is the goal of the Commonwealth that over 42% of its purchases be made from small businesses. All potential bidders are required to submit the subcontractor plan by one of the following methods in order to be considered responsive:

- A. Complete the subcontractor plan as specified in the electronic response; or
- B. Download the “paper response” form (shown below), complete the subcontractor plan section, and submit as an attachment with the bid response.

Small Business: "Small business (including micro)" means a business which holds a certification as such by the Virginia Department of Small Business and Supplier Diversity (DSBSD) on the due date for bids. This shall also include DSBSD-certified women- owned and minority-owned businesses and businesses with DSBSD service disabled veteran owned status when they also hold a DSBSD certification as a small business on the bid due date. Currently, DSBSD offers small business certification and micro business designation to firms that qualify.

Certification applications are available through DSBSD online at www.SBSD.virginia.gov (Customer Service).

*****Note to Bidders: Complete the below “paper response” form (2) if this solicitation was not issued from the eVA Sourcing and Contracting Module or if you are not providing an electronic response in the eVA Sourcing and Contracting Module*****

(2) Small Business Subcontracting Plan

It is the goal of the Commonwealth that over 42% of its purchases be made from small businesses. All potential bidders are required to include this document with their bid response in order to be considered responsive.

Small Business: "Small business (including micro)" means a business which holds a certification as such by the Virginia Department of Small Business and Supplier Diversity (DSBSD) on the due date for bids. This shall also include DSBSD-certified women- owned and minority-owned businesses and businesses with DSBSD service disabled veteran owned status when they also hold a DSBSD certification as a small business on the bid due date. Currently, DSBSD offers small business certification and micro business designation to firms that qualify.

Certification applications are available through DSBSD online at www.SBSD.virginia.gov (Customer Service).

Bidder Name: _____

Preparer Name: _____ **Date:** _____

Who will be doing the work: ☐ I plan to use subcontractors ☐ I plan to complete all work

Instructions

- A. If you are certified by the DSBSD as a micro/small business, complete only Section A of this form.
- B. If you are not a DSBSD-certified small business, complete Section B of this form. For the bid to be considered and the bidder to be declared responsive, the bidder shall identify the portions of the contract that will be subcontracted to DSBSD-certified small business for the initial contract period in relation to the bidder’s total price for the initial contract period in Section B.

Section A

If your firm is certified by the DSBSD provide your certification number and the date of certification.

Certification number: _____ Certification Date: _____

Section B

If the "I plan to use subcontractors box is checked," populate the requested information below, per subcontractor to show your firm's plans for utilization of DSBSD-certified small businesses in the performance of this contract for the initial contract period in relation to the bidder's total price for the initial contract period. Certified small businesses include but are not limited to DSBSD-certified women-owned and minority-owned businesses and businesses with DSBSD service disabled veteran-owned status that have also received the DSBSD small business certification. Include plans to utilize small businesses as part of joint ventures, partnerships, subcontractors, suppliers, etc. It is important to note that these proposed participation will be incorporated into the subsequent contract and will be a requirement of the contract. Failure to obtain the proposed participation dollar value or percentages may result in breach of the contract.

B. Plans for Utilization of DSBSD-Certified Small Businesses for this Procurement**Subcontract #1**

Company Name: _____ SBSD Cert #: _____
Contact Name: _____ SBSD Certification: _____
Contact Phone: _____ Contact Email: _____
Value % or \$ (Initial Term): _____ Contact Address: _____
Description of Work: _____

Subcontract #2

Company Name: _____ SBSD Cert #: _____
Contact Name: _____ SBSD Certification: _____
Contact Phone: _____ Contact Email: _____
Value % or \$ (Initial Term): _____ Contact Address: _____
Description of Work: _____

Subcontract #3

Company Name: _____ SBSD Cert #: _____
Contact Name: _____ SBSD Certification: _____
Contact Phone: _____ Contact Email: _____
Value % or \$ (Initial Term): _____ Contact Address: _____
Description of Work: _____

Subcontract #4

Company Name: _____ SBSD Cert #: _____
Contact Name: _____ SBSD Certification: _____
Contact Phone: _____ Contact Email: _____
Value % or \$ (Initial Term): _____ Contact Address: _____
Description of Work: _____

ATTACHMENT C: STATE CORPORATION COMMISSION

Virginia State Corporation Commission (SCC) registration information. The bidder:

- ☐ is a corporation or other business entity with the following SCC identification number: _____ **-OR-**
- ☐ is not a corporation, limited liability company, limited partnership, registered limited liability partnership, or business trust **-OR-**
- ☐ is an out-of-state business entity that does not regularly and continuously maintain as part of its ordinary and customary business any employees, agents, offices, facilities, or inventories in Virginia (not counting any employees or agents in Virginia who merely solicit orders that require acceptance outside Virginia before they become contracts, and not counting any incidental presence of the bidder in Virginia that is needed in order to assemble, maintain, and repair goods in accordance with the contracts by which such goods were sold and shipped into Virginia from bidder's out-of-state location) **-OR-**
- ☐ is an out-of-state business entity that is including with this bid an opinion of legal counsel which accurately and completely discloses the undersigned bidder's current contacts with Virginia and describes why those contacts do not constitute the transaction of business in Virginia within the meaning of § 13.1-757 or other similar provisions in Titles 13.1 or 50 of the Code of Virginia.

****NOTE**** >> Check the following box if you have not completed any of the foregoing options but currently have pending before the SCC an application for authority to transact business in the Commonwealth of Virginia and wish to be considered for a waiver to allow you to submit the SCC identification number after the due date for bids (the Commonwealth reserves the right to determine in its sole discretion whether to allow such waiver):

☐

ATTACHMENT D: SAMPLE BID SUBMISSION ENVELOPE LABEL
For Bids mailed or delivered by express mail, deliver to the below location:

Bidder's Name:
Bidder's Address:

**Commonwealth of Virginia
Department of Corrections
Procurement and Risk Management,
5511-B Biggs Road
Richmond, Virginia 23224**

**Buyer: Cynthia Creed, VCO, VCA
IFB #: DOC-26-045
IFB Due Date: December 16, 2025 at 2:00 p.m.**

For Bids hand-delivered, deliver to the below location:

Bidder's Name:
Bidder's Address:

**Commonwealth of Virginia
Department of Corrections
Procurement and Risk Management,
6900 Atmore Drive
Richmond, Virginia 23225**

**Buyer: Cynthia Creed, VCO, VCA
IFB #: DOC-26-045
IFB Due Date: December 16, 2025 at 2:00 p.m.**

Note to bidders: List the name of the DOC Buyer, the IFB number, and the IFB due date on the outside of your bid envelope.



AUTHORITY FOR RELEASE OF INFORMATION

(NOTE: Prior to making an award, the DOC will contact each bidder who will be required to complete this release form.)

TO WHOM IT MAY CONCERN:

I hereby authorize any investigator or duly accredited representative of the Department of Corrections bearing this release or a copy thereof, to obtain any information from schools, residential management agents, employers, criminal justice agencies, or individuals relating to my activities. The information may include, but is not limited to, academic, residential, achievement, performance, attendance, personal history, disciplinary, and conviction records. I hereby direct the release of such information upon the request of the bearer.

This release also authorizes the National Personnel Records Center, or other custodian of my military service record, to release any information and/or copies of documents from my military service record. I understand that the information released is for official use by the Department of Corrections and may be disclosed to such third parties as necessary in the fulfillment of official responsibilities.

I hereby release any individual, including records custodians, from any and all liability for damages of whatever kind or nature which may at any time result to me on account of compliance, or any attempts to comply with this authorization. Should there be any questions as to the validity of this release, you may contact me as indicated below.

Signature: (Full Name)

Print Full Name:

Other Names Used:
(Include All Maiden and Aliases)

Social Security Number:

Date:

Current Address:

Telephone Number:

Date of Birth:

☐ Male

☐ Female

Gender:

ATTACHMENT F: SEXUAL HARASSMENT TRAINING



COMMONWEALTH of VIRGINIA

HAROLD W. CLARKE
DIRECTOR

Department of Corrections

P. O. BOX 26963
RICHMOND, VIRGINIA 23261
(804) 674-3000

July 12, 2022

DOC Contractor,

Effective July 1, 2020, Section [§ 2.2-4201](#) of the Code of Virginia was changed to require contractors with the Commonwealth, who have workers who spend significant time working with or in close proximity to state employees, to complete sexual harassment training developed by the Virginia Department of Human Resource Management (DHRM).

Please use this [checklist](#) (also found on the next page) to determine if any of your employees are required to complete the DHRM sexual harassment training. If required, contractors should provide the following training video [Preventing Sexual Harassment Training](#) that focuses on understanding and preventing sexual harassment in the workplace.

The below [link](#) within the DHRM webpage provides more information regarding the training and requirements: <https://www.dhrm.virginia.gov/public-interest/contractor-sexual-harassment-training>
If you have any question regarding this matter, please contact the DOC Procurement Office.

Sincerely,

Christopher Cole
Director of Procurement & Risk Management

ATTACHMENT F: SEXUAL HARASSMENT TRAINING (CONTINUED)



DEPARTMENT OF HUMAN RESOURCE MANAGEMENT

CHECKLIST TO DETERMINE IF EMPLOYEES OF THE CONTRACTOR WILL BE REQUIRED TO COMPLETE A SEXUAL HARASSMENT TRAINING MODULE DEVELOPED BY THE DEPARTMENT OF HUMAN RESOURCE MANAGEMENT

State contracts for more than \$10,000 and contractors who employ more than 5 employees, must agree to receive sexual harassment training as required by the Code of Virginia, §2.2- 4201.

Effective July 1, 2020, the Code of Virginia § 2.2-4201 states:

“That the Department of Human Resource Management be directed to develop procedures for (i) determining whether an employee of a contractor with state government spends significant time working with or in close proximity to state employees and (ii) if so, requiring such contractor employee to complete any sexual harassment training also provided to state employees if the contractor employee has not received such training within the calendar year in which he begins work on the contract.”

Are the contractor's employees on-site at the state agency on a regular basis?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Are the contractor's employees on-site periodically?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Are state employees required to travel with the contractor's employees?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Are state employees required to attend meetings with the contractor's employees on or off-site?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Are state employees required to go to the contractor's facilities for meetings, etc.?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Is there regular telephone, Skype, Facetime, or other similar media contact between state employees and the contractor's employees?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Is there regular contact between state employees and the contractor's employees by the use of e-mail?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Are other forms of electronic media such as texts, IMs, etc., used on a regular basis for communication between the state employees and the contractor's employees?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

If the answer is “yes” to any of the above questions, then the contractor's employees must receive Sexual Harassment training provided by the Department of Human Resource Management.

This training is available on the Department of Human Resource Management web page at www.dhrm.virginia.gov.

ATTACHMENT G: Historical Estimated Annual Usage Breakdown

Part Number	Description	Estimated Annual Quantities	Unit of Measure
1800-S	Thong, V-strap Sz Small - 12ea/dz, 72ea/mc	15	DZ
1800-M	Thong, V-strap Sz Medium - 12ea/dz, 72ea/mc	28	DZ
1800-L	Thong, V-strap Sz Large - 12ea/dz, 72ea/mc	180	DZ
1800-XL	Thong, V-strap Sz Xlarge	1649	DZ
1800-2XL	Thong, V-strap Sz 2Xlarge, DZ	593	DZ
5114X-L	Thong, Mens Large Cross-stra - 12 ea/dz, 6 dz/mc	10	CS
5114X-XL	Thong, Mens X-large Cross-stra - 12 ea/dz, 6 dz/mc	95	CS
5114X-2XL	Thong, Men 2X-large Cross-stra - 12 ea/dz, 6 dz/mc	243	CS
5114X-3XL	Thong, Men 3X-large Cross-stra - 12 ea/dz, 6 dz/mc	116	CS
B515D-7	Plain-Toe Leather Boots, Black, Regular Width, Size 7	5	PR
B515D-8	Plain-Toe Leather Boots, Black, Regular Width, Size 8	20	PR
B515E-8	Plain-Toe Leather Boots, Black, Wide Width, Size 8	36	PR
B515E-9	Plain-Toe Leather Boots, Black, Wide Width, Size 9	24	PR
B525D-5	Boot, Brown Plain Toe 5D 1 pr, 6pr/mc	120	PR
B525D-6	Boot, Brown Plain Toe 6D 1 pr, 6pr/mc	189	PR
B525D-6.5	Boot, Brown Plain Toe 6.5D 1 pr, 6pr/mc	140	PR
B525D-7	Boot, Brown Plain Toe 7D 1 pr, 6pr/mc	78	PR
B525D-7.5	Boot, Brown Plain Toe 7.5D 1 pr, 6pr/mc	92	PR
B525D-8	Boot, Brown Plain Toe 8D 1 pr, 6pr/mc	541	PR
B525D-8.5	Boot, Brown Plain Toe 8.5D 1 pr, 6pr/mc	96	PR
B525D-9	Boot, Brown Plain Toe 9D - 1 pr, 6 pr/mc	992	PR
B525D-9.5	Boot, Brown Plain Toe 9.5D 1 pr, 6pr/mc	32	PR
B525D-10	Boot, Brown Plain Toe 10D - 1 pr, 6 pr/mc	1180	PR
B525D-10.5	Boot, Brown Plain Toe 10.5D 1 pr, 6pr/mc	10	PR
B525D-11	Boot, Brown Plain Toe 11D - 1 pr, 6 pr/mc	829	PR
B525D-11.5	Boot, Brown Plain Toe 11.5D - 1 pr, 6 pr/mc	16	PR
B525D-12	Boot, Brown Plain Toe 12D - 1 pr, 6 pr/mc	1708	PR
B525D-13	Boot, Brown Plain Toe 13D 1 pr, 6pr/mc	407	PR
B525D-14	Boot, Brown Plain Toe 14D - 1 pr, 6 pr/mc	98	PR
B525D-15	Boot, Brown Plain Toe 15D - 1 pr, 6 pr/mc	28	PR
B525D-16	Boot, Brown Plain Toe 16D - 1 pr, 6 pr/mc	1	PR
B525E-6	Boot, Brown Plain Toe 6E - 1 pr, 6 pr/mc	92	PR
B525E-6.5	Boot, Brown Plain Toe 6.5E - 1 pr, 6 pr/mc	11	PR
B525E-7	Boot, Brown Plain Toe 7E - 1 pr, 6 pr/mc	226	PR
B525E-7.5	Boot, Brown Plain Toe 7.5E - 1 pr, 6 pr/mc	12	PR
B525E-8	Boot, Brown Plain Toe 8E - 1 pr, 6 pr/mc	852	PR
B525E-8.5	Boot, Brown Plain Toe 8.5E - 1 pr, 6 pr/mc	10	PR
B525E-9	Boot, Brown Plain Toe 9E - 1 pr, 6 pr/mc	1081	PR
B525E-9.5	Boot, Brown Plain Toe 9.5E - 1 pr, 6 pr/mc	26	PR
B525E-10	Boot, Brown Plain Toe 10E - 1 pr, 6 pr/mc	1606	PR
B525E-10.5	Boot, Brown Plain Toe 10.5E - 1 pr, 6 pr/mc	130	PR
B525E-11	Boot, Brown Plain Toe 11E - 1 pr, 6 pr/mc	1231	PR
B525E-11.5	Boot, Brown Plain Toe 11.5E - 1 pr, 6 pr/mc	110	PR
B525E-12	Boot, Brown Plain Toe 12E - 1 pr, 6 pr/mc	977	PR
B525E-13	Boot, Brown Plain Toe 13E - 1pr, 6 pr/mc	267	PR
B525E-14	Boot, Brown Plain Toe 14E - 1pr, 6 pr/mc	123	PR
B525E-15	Boot, Brown Plain Toe 15E - 1 pr, 6 pr/mc	57	PR
B525E-16	Brown Plain Toe 16E - 1pr, 6 pr/mc	27	PR
B525E-18	Brown Plain Toe 18E - 1pr, 6 pr/mc	2	PR
B525E-9	Boot, Brown Plain Toe 9E - 1 pr, 6 pr/mc	130	PR

Part Number	Description	Estimated Annual Quantities	Unit of Measure
B625D-5	Composite Toe Boots, Black, Regular Width, Size 5	5	PR
B625D-6	Composite Toe Boots, Black, Regular Width, Size 6	11	PR
B625D-7	Composite Toe Boots, Black, Regular Width, Size 7	42	PR
B625D-8	Composite Toe Boots, Black, Regular Width, Size 8	65	PR
B625D-8.5	Composite Toe Boots, Black, Regular Width, Size 8.5	2	PR
B625D-9	Composite Toe Boots, Black, Regular Width, Size 9	68	PR
B625D-9.5	Composite Toe Boots, Black, Regular Width, Size 9.5	17	PR
B625D-10	Composite Toe Boots, Black, Regular Width, Size 10	68	PR
B625D-10.5	Composite Toe Boots, Black, Regular Width, Size 10.5	6	PR
B625D-11	Composite Toe Boots, Black, Regular Width, Size 11	58	PR
B625D-11.5	Composite Toe Boots, Black, Regular Width, Size 11.5	4	PR
B625D-12	Composite Toe Boots, Black, Regular Width, Size 12	53	PR
B625D-13	Composite Toe Boots, Black, Regular Width, Size 13	43	PR
B625D-14	Composite Toe Boots, Black, Regular Width, Size 14	22	PR
B625D-15	Composite Toe Boots, Black, Regular Width, Size 15	12	PR
B625E-5	Bob Barker Composite Toe BootItem#B625E-5	25	PR
B625E-5.5	Bob Barker Composite Toe BootItem#B625E-5.5	5	PR
B625E-6	Bob Barker Composite Toe BootItem#B625E-6	63	PR
B625E-6.5	Bob Barker Composite Toe BootItem#B625E-6.5	6	PR
B625E-7	Bob Barker Composite Toe BootItem#B625E-7	19	PR
B625E-7.5	Bob Barker Composite Toe BootItem#B625E-7.5	3	PR
B625E-8	Bob Barker Composite Toe BootItem#B625E-8	46	PR
B625E-8.5	Bob Barker Composite Toe BootItem#B625E-8.5	8	PR
B625E-9	Bob Barker Composite Toe BootItem#B625E-9	74	PR
B625E-9.5	Bob Barker Composite Toe BootItem#B625E-9.5	6	PR
B625E-10	Bob Barker Composite Toe BootItem#B625E-10	73	PR
B625E-10.5	Bob Barker Composite Toe BootItem#B625E-10.5	9	PR
B625E-11	Bob Barker Composite Toe BootItem#B625E-11	75	PR
B625E-11.5	Bob Barker Composite Toe BootItem#B625E-11.5	6	PR
B625E-12	Bob Barker Composite Toe BootItem#B625E-12	57	PR
B625E-13	Bob Barker Composite Toe BootItem#B625E-13	29	PR
B625E-14	Bob Barker Composite Toe BootItem#B625E-14	2	PR
B625E-15	Bob Barker Composite Toe BootItem#B625E-15	1	PR
B625EEE-7	Boot, Blk Comp Toe, Sz 7EEE - 1 pr, 6 pr/mc, non marking	59	PR
B625EEE-8	Boot, Blk Comp Toe, Sz 8EEE - 1 pr, 6 pr/mc, non marking	93	PR
B625EEE-8.5	Boot, Blk Comp Toe, Sz 8.5EEE - 1 pr, 6 pr/mc, non marking	1	PR
B625EEE-9	Boot, Blk Comp Toe, Sz 9EEE - 1 pr, 6 pr/mc, non marking	101	PR
B625EEE-9.5	Boot, Blk Comp Toe, Sz 9.5EEE - 1 pr, 6 pr/mc, non marking	2	PR
B625EEE-10	Boot, Blk Comp Toe, Sz 10EEE - 1 pr, 6 pr/mc, non marking	95	PR
B625EEE-10.5	Boot, Blk Comp Toe, Sz 10.5EEE - 1 pr, 6 pr/mc, non marking	1	PR
B625EEE-11	Boot, Blk Comp Toe, Sz 11EEE - 1 pr, 6 pr/mc, non marking	90	PR
B625EEE-12	Boot, Blk Comp Toe, Sz 12EEE - 1 pr, 6 pr/mc, non marking	40	PR
B625EEE-13	Boot, Blk Comp Toe, Sz 13EEE - 1 pr, 6 pr/mc, non marking	46	PR

Part Number	Description	Estimated Annual Quantities	Unit of Measure
B625EEE-14	Boot, Blk Comp Toe, Sz 14EEE - 1 pr, 6 pr/mc, non marking	14	PR
B625EEE-15	Boot, Blk Comp Toe, Sz 15EEE - 1 pr, 6 pr/mc, non marking	10	PR
B625EEE-16	Boot, Blk Comp Toe, Sz 16EEE - 1 pr, 6 pr/mc, non marking	3	PR
B07SQ46L1T10	Hoss Men's Carson 6 inch Soft Toe Work Boots, Brown Size: 10	2	PR
B07ST7WQT4	Hoss Men's Carson 6 inch Soft Toe Work Boots, Brown Size: 10.5	2	PR
B07SR657YL	Hoss Men's Carson 6 inch Soft Toe Work Boots, Brown Size: 14	1	PR
FCNGB21-WT-5	Shoe, Canvas, Gripper Bob, Wh - Sz 5, 1 pr, 12 pr/mc	72	PR
FCNGB21-WT-5.5	Shoe, Canvas, Gripper Bob, Wh - Sz 5.5, 1 pr, 12 pr/mc	72	PR
FCNGB21-WT-6	Shoe, Canvas, Gripper Bob, Wh - Sz 6, 1 pr, 12 pr/mc	72	PR
FCNGB21-WT-6.5	Shoe, Canvas, Gripper Bob, Wh - Sz 6.5, 1 pr, 12 pr/mc	72	PR
FCNGB21-WT-7	Shoe, Canvas, Gripper Bob, Wh - Sz 7, 1 pr, 12 pr/mc	72	PR
FCNGB21-WT-7.5	Shoe, Canvas, Gripper Bob, Wh - Sz 7.5, 1 pr, 12 pr/mc	72	PR
FCNGB21-WT-8	Shoe, Canvas, Gripper Bob, Wh - Sz 8, 1 pr, 12 pr/mc	97	PR
FCNGB21-WT-8.5	Shoe, Canvas, Gripper Bob, Wh - Sz 8.5, 1 pr, 12 pr/mc	72	PR
FCNGB21-WT-9	Shoe, Canvas, Gripper Bob, Wh - Sz 9, 1 pr, 12 pr/mc	134	PR
FCNGB21-WT-10	Shoe, Canvas, Gripper Bob, Wh - sz 10, 1 pr, 12 pr/mc	52	PR
FCNGB21-WT-11	Shoe, Canvas, Gripper Bob, Wh - Sz 11, 1 pr, 12 pr/mc	129	PR
FCNGB21-WT-12	Shoe, Canvas, Gripper Bob, Wh - Sz 12, 1 pr, 12 pr/mc	133	PR
FCNGB21-WT-13	Shoe, Canvas, Gripper Bob, Wh - Sz 13, 1 pr, 12 pr/mc	47	PR
FCNGB21-WT-14	Shoe, Canvas, Gripper Bob, Wh - Sz 14, 1 pr, 12 pr/mc	25	PR
FCNGB21-WT-15	Shoe, Canvas, Gripper Bob, Wh - Sz 15, 1 pr, 12 pr/mc	25	PR
FEVST35-OR-S	Strapless EVA Step in, S, Orange, 1 pr, 12 pr/mc	12	PR
FEVST35-OR M	Strapless EVA Step In, M, Orange	36	PR
FEVST35-OR L	Strapless EVA Step In, L, Orange	72	PR
FEVST35-OR-XL	Strapless EVA Step in, XL, Orange, 1 pr, 12 pr/mc	36	PR
FEVST35-OR-3XL	Strapless EVA Step in, 3XL, Orange, 1 pr, 12 pr/mc	25	PR
FPVSN2-OR-S	Sandal, Slip On, PVC, Orange, Size Small	40	PR
FPVSN2-OR-M	Sandal, Slip On, PVC, Orange, Size Medium	100	PR
FPVSN2-OR-L	Sandal, Slip On, PVC, Orange, Size Large	100	PR
FPVSN2-OR-XL	Sandal, Slip On, PVC, Orange, XL	100	PR
FPVSN2-OR-2XL	Sandal, Slip On, PVC, Orange, Size 2XL	40	PR
FPVSN2-OR-3XL	Sandal, Slip On, PVC, Orange, Size 3XL	40	PR
KBP-9	Boots, Knee Plain Toe Sz 9 - Black, 1 Pr, 6pr/MC	66	PR
KBP-10	Boots, Knee Plain Toe Sz 10 - Black, 1 Pr, 6pr/MC	42	PR
KBP-11	Boots, Knee Plain Toe Sz 11 - Black, 1 Pr, 6pr/MC	42	PR
KBP-12	Boots, Knee Plain Toe Sz 12 - Black, 1 Pr, 6pr/MC	648	PR
KBP-13	Boots, Knee Plain Toe Sz 13 - Black, 1 Pr, 6pr/MC	14	PR
SACLR-XL	Translucent Unifoot PVC Sandal, Translucent Orange, X-Large	4	CS
SACLR-2XL	Translucent Unifoot PVC Sandal, Translucent Orange, 2X-Large	4	CS
W650MF-9	Leather Athletic Shoe, White, Regular Width, 9	2	PR
W72D 4	Shoe, Wht Vler Clr Sole 4D - 1 pr, 12 pr/mc	106	PR
W72D 5	Shoe, Wht Vler Clr Sole 5D - 1 pr, 12 pr/mc	142	PR
W72D 6	Shoe, Wht Vler Clr Sole 6D - 1 pr, 12 pr/mc	157	PR
W72D 7	Shoe, Wht Vler Clr Sole 7D - 1 pr, 12 pr/mc	144	PR
W72D 7.5	Shoe, Wht Vler Clr Sole 7.5D - 1 pr, 12 pr/mc	72	PR
W72D 8	Shoe, Wht Vler Clr Sole 8D - 1 pr, 12 pr/mc	183	PR

Part Number	Description	Estimated Annual Quantities	Unit of Measure
W72D-8.5	Shoe, Wht Vler Clr Sole 8.5D - 1 pr, 12 pr/mc	4	PR
W72D-9	Shoe, Wht Vler Clr Sole 9D - 1pr, 12pr/mc	333	PR
W72D-9.5	Shoe, Wht Vler Clr Sole 9.5D - 1pr, 12pr/mc	82	PR
W72D-10	Shoe, Wht Vler Clr Sole 10D - 1pr, 12pr/mc	455	PR
W72D-10.5	Shoe, Wht Vler Clr Sole 10.5D - 1pr, 12pr/mc	3	PR
W72D-11	Shoe, Wht Vler Clr Sole 11D - 1pr, 12pr/mc	239	PR
W72D-11.5	Shoe, Wht Vler Clr Sole 11.5D - 1pr, 12pr/mc	4	PR
W72D-12	Shoe, Wht Vler Clr Sole 12D - 1 pr, 12 pr/mc	178	PR
W72D-13	Shoe, Wht Vler Clr Sole 13D - 1 pr, 12 pr/mc	53	PR
W72EE-7	Shoe, White, Hook, Loop Clr Sole 7EE	25	PR
W72EE-7.5	Shoe, White, Hook, Loop Clr Sole 7.5EE	10	PR
W72EE-8	Shoe, White, Hook, Loop Clr Sole 8EE	70	PR
W72EE-8.5	Shoe, White, Hook, Loop Clr Sole 8.5EE	10	PR
W72EE-9	Shoe, White, Hook, Loop Clr Sole 9EE	144	PR
W72EE-9.5	Shoe, White, Hook, Loop Clr Sole 9.5EE	40	PR
W72EE-10	Shoe, White, Hook, Loop Clr Sole 10EE	145	PR
W72EE-10.5	Shoe, White, Hook, Loop Clr Sole 10.5EE	5	PR
W72EE-11	Shoe, White, Hook, Loop Clr Sole 11EE	232	PR
W72EE-12	Shoe, White, Hook, Loop Clr Sole 12EE	140	PR
W72EE-13	Shoe, White, Hook, Loop Clr Sole 13EE	140	PR
W72EE-14	Shoe, White, Hook, Loop Clr Sole 14EE	67	PR
W72EE-15	Shoe, White, Hook, Loop Clr Sole 15EE	47	PR
W72EE-16	Shoe, White, Hook, Loop Clr Sole 16EE	15	PR
W72EE-17	Shoe, White, Hook, Loop Clr Sole 17EE	6	PR
28033B-XL	Shoe Cover, PP,Blue,XL,150 pr - case/300	25	CS
155BK-7	Economy Step-Ins, Canvas Deck, Black, Regular Width, Size 7	96	PR
155BK-8	Economy Step-Ins, Canvas Deck, Black, Regular Width, Size 8	96	PR
155BK-9	Economy Step-Ins, Canvas Deck, Black, Regular Width, Size 9	96	PR
155BK-10	Economy Step-Ins, Canvas Deck, Black, Regular Width, Size 10	96	PR
155BK-11	Economy Step-Ins, Canvas Deck, Black, Regular Width, Size 11	96	PR
155BK-12	Economy Step-Ins, Canvas Deck, Black, Regular Width, Size 12	96	PR
155NV-5.5	Economy Step-Ins, Canvas Deck, Navy, Regular Width, Size 5.5	24	PR
155NV-6.5	Economy Step-Ins, Canvas Deck, Navy, Regular Width, Size 6.5	24	PR
155NV-7.5	Economy Step-Ins, Canvas Deck, Navy, Regular Width, Size 7.5	24	PR
155NV-8.5	Economy Step-Ins, Canvas Deck, Navy, Regular Width, Size 8.5	24	PR
155NV-9	Economy Step-Ins, Canvas Deck, Navy, Regular Width, Size 9	48	PR
155NV-9.5	Economy Step-Ins, Canvas Deck, Navy, Regular Width, Size 9.5	24	PR
155NV-10	Economy Step-Ins, Canvas Deck, Navy, Regular Width, Size 10	96	PR
155NV-10.5	Economy Step-Ins, Canvas Deck, Navy, Regular Width, Size 10.5	24	PR

Part Number	Description	Estimated Annual Quantities	Unit of Measure
155NV-11	Economy Step-Ins, Canvas Deck, Navy, Regular Width, Size 11	24	PR
155NV-12	Economy Step-Ins, Canvas Deck, Navy, Regular Width, Size 12	48	PR
155NV-15	Economy Step-Ins, Canvas Deck, Navy, Regular Width, Size 15	15	PR
155NV-16	Economy Step-Ins, Canvas Deck, Navy, Regular Width, Size 16	10	PR
155OR-7	Economy Step-Ins, Canvas Deck, Orange, Regular Width, Size 7	96	PR
155OR-8	Economy Step-Ins, Canvas Deck, Orange, Regular Width, Size 8	240	PR
155OR-9	Economy Step-Ins, Canvas Deck, Orange, Regular Width, Size 9	500	PR
155OR-10	Economy Step-Ins, Canvas Deck, Orange, Regular Width, Size 10	311	PR
155OR-11	Economy Step-Ins, Canvas Deck, Orange, Regular Width, Size 11	311	PR
155OR-12	Economy Step-Ins, Canvas Deck, Orange, Regular Width, Size 12	577	PR
155OR-13	Economy Step-Ins, Canvas Deck, Orange, Regular Width, Size 12	24	PR
155WH-6	Economy Step-Ins, Canvas Deck, White, Regular Width, Size 6	24	PR
155WH-7	Economy Step-Ins, Canvas Deck, White, Regular Width, Size 7	120	PR
155WH-8	Economy Step-Ins, Canvas Deck, White, Regular Width, Size 8	846	PR
155WH-9	Economy Step-Ins, Canvas Deck, White, Regular Width, Size 9	1188	PR
155WH-10	Economy Step-Ins, Canvas Deck, White, Regular Width, Size 10	1308	PR
155WH-11	Economy Step-Ins, Canvas Deck, White, Regular Width, Size 11	1008	PR
155WH-12	Economy Step-Ins, Canvas Deck, White, Regular Width, Size 12	504	PR
155WH-13	Economy Step-Ins, Canvas Deck, White, Regular Width, Size 13	596	PR
155WH-14	Economy Step-Ins, Canvas Deck, White, Regular Width, Size 14	120	PR
155WH-15	Economy Step-Ins, Canvas Deck, White, Regular Width, Size 15	120	PR
155WH-16	Economy Step-Ins, Canvas Deck, White, Regular Width, Size 16	108	PR
255NV-9	Shoe, Deck Navy Size 9	10	PR
255NV-10	Shoe, Deck Navy Size 10	10	PR
255NV-11	Shoe, Deck Navy Size 11	10	PR
255NV-12	Shoe, Deck Navy Size 12	10	PR
255NV-15	Shoe, Deck Navy Size 15	72	PR
255NV-16	Shoe, Deck Navy Size 16	48	PR
255OR-8	Durable Step-Ins, Canvas, Deck, Orange, Regular Width, Size 8	15	PR
255OR-9	Durable Step-Ins, Canvas, Deck, Orange, Regular Width, Size 9	165	PR

Part Number	Description	Estimated Annual Quantities	Unit of Measure
255OR-9.5	Durable Step-Ins, Canvas, Deck, Orange, Regular Width, Size 9.5	36	PR
255OR-10	Durable Step-Ins, Canvas, Deck, Orange, Regular Width, Size 10	165	PR
255OR-10.5	Durable Step-Ins, Canvas, Deck, Orange, Regular Width, Size 10.5	36	PR
255OR-11	Durable Step-Ins, Canvas, Deck, Orange, Regular Width, Size 11	170	PR
255OR-11.5	Durable Step-Ins, Canvas, Deck, Orange, Regular Width, Size 11.5	36	PR
255OR-12	Durable Step-Ins, Canvas, Deck, Orange, Regular Width, Size 12	165	PR
255OR-13	Durable Step-Ins, Canvas, Deck, Orange, Regular Width, Size 13	99	PR
255OR-14	Durable Step-Ins, Canvas, Deck, Orange, Regular Width, Size 14	22	PR
255OR-15	Durable Step-Ins, Canvas, Deck, Orange, Regular Width, Size 15	20	PR
255OR-16	Durable Step-Ins, Canvas, Deck, Orange, Regular Width, Size 16	15	PR
NEVA-OR-M	Clogs, NEVA, Orange, M, 12 pr/cs	1	CS
NEVA-OR-L	Clogs, NEVA, Orange, L, 12 pr/cs	4	CS
NEVA-OR-XL	Clogs, NEVA, Orange, XL, 12 pr/cs	3	CS
NEVA-OR-3XL	Clogs, NEVA, Orange, 3XL	1	CS
SNEVA-BK-L	EVA Sandals, L	1	
SNEVA-BK-XL	EVA Sandals, XL	1	
B850-5	Lo Bob Shoes, Black, Regular Width, Size 5	10	PR
B850-6	Lo Bob Shoes, Black, Regular Width, Size 6	10	PR
B850-7	Lo Bob Shoes, Black, Regular Width, Size 7	10	PR
B850-8	Lo Bob Shoes, Black, Regular Width, Size 8	10	PR
B850-9	Lo Bob Shoes, Black, Regular Width, Size 9	5	PR
B850-10	Lo Bob Shoes, Black, Regular Width, Size 10	5	PR
INSOLEM-OSFA	Cushioned Foam Insoles	1	CS
JZ-B525EE-10	boot, Plain-Toe, Leather, Brown, extra Wide Size 10EE	1	PR
JZ-691100-BLK-11.5	Boot Ft. Lewis 10" Black, Medium Width, Sz 11.5	1	PR
8263-12	Work Boot, Black Leather Sz 12 – Velcro	1	PR
EBASPLS32	Bra Sports White Sz 32 - 12 ea/dz, 12 dz/mc	51	CS
EBASPLS34	Bra Sports White Sz 34 - 12 ea/dz, 12 dz/mc	74	CS
EBASPLS36	Bra Sports White Sz 36 - 12 ea/dz, 12 dz/mc	98	CS
EBASPLS38	Bra Sports White Sz 38 - 12 ea/dz, 12 dz/mc	85	CS
EBASPLS40	Bra Sports White Sz 40 - 12 ea/dz, 12 dz/mc	77	CS
EBASPLS42	Bra Sports White Sz 42 - 12 ea/dz, 12 dz/mc	69	CS
EBASPLS44	Bra Sports White Sz 44 - 12 ea/dz, 12 dz/mc	51	CS
EBASPLS46	Bra Sports White Sz 46 - 12 ea/dz, 12 dz/mc	48	CS
EBASPLS48	Bra Sports White Sz 48 - 12 ea/dz, 12 dz/mc	40	CS
EBANY36C	Traditional-Style Bra, Size 36C	8	CS
EBANY36D	Traditional-Style Bra, Size 36D	16	CS
EBANY36DD	Traditional-Style Bra, Size 36DD	16	CS
EBANY38C	Traditional-Style Bra, Size 38C	2	CS
EBANY38D	Traditional-Style Bra, Size 38D	26	CS
EBANY38DD	Traditional-Style Bra, Size 38DD	26	CS
EBANY40C	Traditional-Style Bra, Size 40C	12	CS

Part Number	Description	Estimated Annual Quantities	Unit of Measure
EBANY40D	Traditional-Style Bra, Size 40D	10	CS
EBANY40DD	Traditional-Style Bra, Size 40DD	10	CS
EBANY42C	Traditional-Style Bra, Size 42C	8	CS
EBANY42D	Traditional-Style Bra, Size 42D	16	CS
EBANY42DD	Traditional-Style Bra, Size 42DD	16	CS
EBANY44DD	Traditional-Style Bra, Size 44D	10	CS
EBANY46D	Traditional-Style Bra, Size 46D	10	CS
Z1000GL-38F	Glamorise® Full Figure Soft Cup Support Bra, 38F	20	EA
Z1000GL-40I	Glamorise® Full Figure Soft Cup Support Bra, 40I	20	EA
Z1000GL-44H	Glamorise® Full Figure Soft Cup Support Bra, 44H	20	EA
Z1000GL-50G	Glamorise® Full Figure Soft Cup Support Bra, 50G	20	EA
ELBLS-5	Women's Brief-Style Panties, Cotton/Poly Blend, White, Size 5	4	DZ
ELBLS-6	Women's Brief-Style Panties, Cotton/Poly Blend, White, Size 6	18	DZ
ELBLS-7	Women's Brief-Style Panties, Cotton/Poly Blend, White, Size 7	5	DZ
ELBLS-8	Women's Brief-Style Panties, Cotton/Poly Blend, White, Size 8	17	DZ
ELBLS-9	Women's Brief-Style Panties, Cotton/Poly Blend, White, Size 9	14	DZ
ELBLS-10	Women's Brief-Style Panties, Cotton/Poly Blend, White, Size 10	16	DZ
ELBLS-11	Women's Brief-Style Panties, Cotton/Poly Blend, White, Size 11	15	DZ
ELBLS-12	Women's Brief-Style Panties, Cotton/Poly Blend, White, Size 12	15	DZ
ELBLCTN-5	Women's Brief White 5	30	DZ
ELBLCTN-6	Women's Brief White 6	30	DZ
ELBLCTN-7	Women's Brief White 7	30	DZ
ELBLCTN-8	Women's Brief White 8	38	DZ
ELBLCTN-9	Women's Brief White 9	30	DZ
ELBLCTN-10	Women's Brief White 10	41	DZ
ELBLCTN-11	Women's Brief White 11	30	DZ
ELBLCTN-12	Women's Brief White 12	1	DZ
7601R-S	Fruit of the Loom White Cotton Briefs, Size Small	10	CS
7601R-M	Fruit of the Loom White Cotton Briefs, Size Medium	10	CS
7601R-L	Fruit of the Loom White Cotton Briefs, Size Large	12	CS
7601R-XL	Fruit of the Loom White Cotton Briefs, Size X-Large	12	CS
TSBR-L	T-Shirts Brown 100% CTN, Large - 12 ea/dz, 6 dz/mc	6	CS
TSBR-2XL	T-Shirts Brown 100% CTN, 2XL - 12 ea/dz, 6 dz/mc	3	CS
TSBR-4XL	T-Shirt, Brown 100% CTN Sz 4XL - 12 ea/dz, 6 dz/mc	3	CS
63-M	Therma-Johns, Tops Medium	2	CS
63-L	Therma-Johns, Tops Large	27	CS
63-XL	Therma-Johns, Tops 2X-Large	35	CS
63-2XL	Therma-Johns, Tops 2X-Large	61	CS
63-3XL	Therma-Johns, Tops 3X-Large	65	CS
63-4XL	Therma-Johns, Tops 4X-Large	53	CS
63-5XL	Therma-Johns, Tops 5X-Large	81	CS
63-6XL	Therma-Johns, Tops 6X-Large	46	CS
63-8XL	Therma-Johns, Tops 8X-Large	38	CS
63-10XL	Therma-Johns, Tops 10X-Large	10	CS
63-12XL	Therma-Johns, Tops 12X-Large	3	CS
112-S	Therma-Johns, Small	1	CS

Part Number	Description	Estimated Annual Quantities	Unit of Measure
112-M	Therma-Johns, Medium	4	CS
112-L	Therma-Johns, Large	28	CS
112-XL	Therma-Johns, X-Large	38	CS
112-2XL	Therma-Johns, 2X-Large	36	CS
112-3XL	Therma-Johns, 3X-Large	68	CS
112-4XL	Therma-Johns, 4X-Large	65	CS
112-5XL	Therma-Johns, 5X-Large	58	CS
112-6XL	Therma-Johns, 6X-Large	35	CS
112-8XL	Therma-Johns, 8X-Large	9	CS
TOS-XL	TriStitch® Shirts, Orange, X-Large	24	EA
TOS-3XL	TriStitch® Shirts, Orange, 3X-Large	24	EA
TOS-9XL	TriStitch® Shirts, Orange, 9X-Large	3	EA
TOS-10XL	TriStitch® Shirts, Orange, 10X-Large	4	EA
TOS-12XL	TriStitch® Shirts, Orange, 12X-Large	7	EA
TOS-14XL	TriStitch® Shirts, Orange, 14X-Large	7	EA
TOT-XL	TriStitch® Trousers, Orange, X-Large	24	EA
TOT-3XL	TriStitch® Trousers, Orange, 3X-Large	24	EA
TOT-9XL	TriStitch® Trousers, Orange, 9X-Large	3	EA
TOT-10XL	TriStitch® Trousers, Orange, 10X-Large	4	EA
TOT-12XL	TriStitch® Trousers, Orange, 12X-Large	7	EA
TOT-14XL	TriStitch® Trousers, Orange, 14X-Large	7	EA
ZG180-OR-L	Sweatshirt, Gildan, Crewneck, 50/50, Orange, Large	5	EA
ZG180-OR-XL	Sweatshirt, Gildan, Crewneck, 50/50, Orange, X-L	5	EA
ZG180-OR-2XL	Sweatshirt, Gildan, Crewneck, 50/50, Orange, 2X-L	10	EA
ZG180-OR-3XL	Sweatshirt, Gildan, Crewneck, 50/50, Orange, 3X-L	10	EA
ZG180-OR-4XL	Sweatshirt, Gildan, Crewneck, 50/50, Orange, 4X-L	5	EA
BBJ	Lifeline jumpsuit, Green, Fits S-XL	2	EA
BBJX	Lifeline jumpsuit, Green, Fits 2XL-4XL	4	EA
101K-OR	Watch Caps (Toboggans), Orange	48	CS
102SK-OR	Acrylic Beanie Cap, Orange	5	CS
Z39165-OR	Classic Baseball Caps Orange	18	EA
505	Lifeline Smock, Standard - Chest 44-57.6ea/mc	32	CS
505C-BL	Lifeline Color Smock, Blue, 6ea/cs	11	Cs
505JR	Lifeline Smock, Juvenile – Chest 34-52	4	CS
SB5480	Lifeline blanket, 54x80, EA (4/MC)	37	CS
ZWGLC69	Glove, Utility Brown Jersey	8	CS
VRP	Rain Poncho, Clear	4	CS
ZRGRSM	Heavyweight PVC Rain Suits, Yellow, Size L	2	EA
ZRGRSM	Heavyweight PVC Rain Suits, Yellow, Size XL	8	EA
ZRGRSM	Heavyweight PVC Rain Suits, Yellow, Size 2XL	4	EA
ZRGRSM	Heavyweight PVC Rain Suits, Yellow, Size 3XL	2	EA
ZRGRSM	Heavyweight PVC Rain Suits, Yellow, Size 4XL	2	EA
ZRGRSM	Heavyweight PVC Rain Suits, Yellow, Size 5XL	2	EA
8000	Innoshield 8K (Spit Mask)	2	EA