

**RFP 21-66406
MINIMUM REQUIREMENTS
ATTACHMENT I**

The Minimum Requirements indicate the basic requirements that all Respondents must adhere to in order to be considered as a responsive Respondent. All Respondents must state their ability and willingness to meet these Minimum Requirements in their Transmittal Letter and in this attachment of their proposal. Failure to do so will be considered grounds for disqualification from further consideration.

Instructions: In the yellow shaded boxes, please confirm the Respondent’s ability to meet each Minimum Requirement.

Respondent Name:

Galls, LLC

Do You Accept?		Minimum Requirements
Y	N	<i>Please identify your acceptance with an ‘X’ in the correct response to each statement listed below.</i>
X		The Respondent will have been in the uniform supply business for a minimum of five (5) years <i>or</i> must be able to demonstrate an equivalent viability of the company to meet the State’s needs.
X		The Contractor will maintain accounting records associated with a contract with the State for a period of not less than seven (7) years.
X		The Respondent shall provide the name, address, email, and telephone number of at least two (2) customer service representatives assigned to this contract. These persons should be available to meet prior to contract commencement and on a quarterly basis and to service this account.
X		The Contractor is responsible for all costs associated with the procurement, manufacturing, storage, and shipment of components to all delivery locations for all programs awarded. The Contractor will bear any costs to return to the contractor any uniform components due to the Contractor’s error. All shipments are to be FOB Destination.
X		All items that are drop-shipped shall be checked in by State appointment representative and any discrepancy shall be taken at the word of the State representative upon received notification from the state representative to the Contractor. Contractor shall resolve discrepancy within 48 hours of notification.
X		Additional warehouse space required to service State Agencies will be located within the State of Indiana. Respondent shall provide documentation to the State indicating the location and contract item balances being held in the warehouse at the time of each quarterly review.
X		Respondent shall meet or exceed all uniform component specifications for each line item bid as defined in Attachment L.
X		Respondent shall provide inventory components for all size categories and conversion charts from female to male sizing. Categories: standard sizes and special order sizes. See Attachment J for more information on size category specifications.