



**COUNTY OF HENRICO  
DEPARTMENT OF FINANCE  
PURCHASING DIVISION**

**CONTRACT EXTRACT  
NOTICE OF RENEWAL**

DATE:	June 30, 2020
CONTRACT COMMODITY/SERVICE:	Uniforms and Accessories
CONTRACT NUMBER:	1880A
COMMODITY CODE:	200.92
CONTRACT PERIOD:	July 1, 2020 through June 30, 2021
RENEWAL OPTIONS:	3 Additional 1-Year Periods through 2024
USER DEPARTMENT:	HCPS- School Nutrition Services
HENRICO COOPERATIVE TERMS INCLUDED:	Yes
SUPPLIER:	Name Unimex Corporation
	Address 21351 Gentry Drive, Suite 130
	City, State Sterling, VA 20166
	Contact Name Weiwei Jian
	Phone Number 703-435-3400 ext. 302
	Fax Number 703-435-5400
	Email address <a href="mailto:Weiwei.jian@unimexus.com">Weiwei.jian@unimexus.com</a>
ORACLE SUPPLIER NUMBER:	370669
BUSINESS CATEGORY:	Minority, Small
PAYMENT TERMS:	Net 30
DELIVERY:	Within 14 Days
FOB:	COUNTY OF HENRICO
BUYER:	Name Yvonne M. Daniel, CPPB
	Title Assistant Division Director
	Phone 804-501-5686
	Email <a href="mailto:Dan23@henrico.us">Dan23@henrico.us</a>

This contract is the result of a competitive solicitation issued by the Department of Finance, Purchasing Division. A requisition must be generated for all purchases made against this contract and the requisition must reference the contract number.

## Contract 1880A- Unimex Corporation

### Price Schedule

Item No.	Item Description	Price Per Each
1.	Shirt, Polo, 3 button 65/35 Polyester/cotton pique, wrinkle and shrink resistance. Embroidered with HCPS School Nutrition Services logo. Port Authority K500  Sizes:	
	S-XL	\$10.50
	2XL	\$11.50
	3XL	\$13.50
	4XL	\$14.50
2.	T-Shirt, Long sleeve, 90/10 cotton/polyester blend. Preshrunk. 6oz weight, HCPS School Nutrition Services Logo Silk Screen in black, Gildan G2400 Sport gray  Sizes:	
	M-XL	\$6.20
	2XL	\$8.00
	3XL-4XL	\$9.80
3.	Pants, Scrub, female, 65/35 poly/cotton blend classic fit, traditional rise, relaxed hip and thigh, Color Black Landau Style 8320BKP  Sizes:	
	XS Regular-	\$12.00
	S Regular	\$12.00
	S Petite	\$12.00
	M Regular	\$12.00
	M Petite	\$12.00
	L Regular	\$12.00
	L Petite	\$12.00
	XL Regular	\$12.00
	XL Petite	\$12.00
	2XL Regular	\$13.50
	2XL Petite	\$13.50
	3XL Regular	\$13.50
	4XL Regular	\$13.50
	5XL Regular	\$13.50
4.	Pants, Men's Cargo, natural rise, tapered leg, elastic waist pant with reinforced drawstring, Color: Black, Cherokee Style 4000S  Sizes:	
	S Regular	\$11.00
	M Regular	\$11.00
	M Tall	\$13.00
	L Regular	\$11.00
	XL Regular	\$11.00
	2XL Regular	\$12.50
	3XL Regular	\$12.50
	4XL Regular	\$13.00

Item No.	Item Description	Price Per Each
5.	Apron, APRON 100% polyester, 29" long, slider on neck strap for adjustability and ties. Crazy Kloth #63283, Black	\$10.00
6.	Cap, baseball, low profile, six panels, adjustable shape Embroidered with HCPS School Nutrition Services Logo, white thread. Color: Black Richardson PRO214	\$6.50
7.	Visor, 100% cotton twill, precurved and sweatband, three-panel, closure hidden self-fabric adjustable hook and loop closure, Embroidered with HCPS School Nutrition Services Logo, white thread. Color: Black, Richardson R45	\$6.10

## SCOPE OF WORK/SERVICES

### A. GENERAL REQUIREMENTS:

1. All materials used for the manufacture or construction of supplies, materials, or equipment covered by this solicitation shall be new. No irregular, imperfect, used or second-hand garments will be accepted.
2. The Successful Bidder shall be responsible for the pick-up/return of any defective clothing. The defective item shall be replaced with the same item, at no charge to the County and shall ship immediately upon notification and not wait for the defective clothing pick-up-return. All costs associated with pick-up/return and delivery of replacement clothing shall be the responsibility of the Successful Bidder.
3. During the term of the contract, the County shall be notified promptly of any manufacturer's discontinued or direct replacement clothing. The Successful Bidder shall be responsible for clothing replacement suggestions to the County when clothing has been discontinued by the manufacturer. Replacement clothing for discontinued clothing shall be furnished at contract price and the County will be the sole authority to accept or reject suggested replacement clothing.
4. The prices quoted shall be FOB/Destination, inside delivery, with all shipping charges included in the pricing.
5. Repeated delayed or partial deliveries and insufficient stock of contract apparel and accessories shall be interpreted as a failure to meet contractual obligations and may be cause for cancellation of the contract.
6. The cost for the embroidery or silk screen printing of the logos on the shirts, T-shirts, caps and visors shall be included in the cost of the product.

**B. BILLING:**

1. **Invoices:** The Successful Bidder shall provide Invoices for Henrico County School Nutrition Services per order, including delivery charges. Separate invoices for delivery charges will not be accepted. At a minimum, the Invoices should include the contract number, delivery ticket/invoice number, order number, credit memo (if applicable), a summary of the total quantity purchased, unit of measure, unit cost, and total. The Successful Bidder's Invoice should support the information listed on the individual delivery tickets.
2. **Multiple Contracts:** If the Successful Bidder has multiple contracts with the County or HCPS, Invoices must be prepared separately and shall not be combined. All agencies involved shall receive invoices independent of the other agencies.
3. **Non-Contract Items:** HCPS agrees to only pay the contract price for items listed on the contract. If during the life of the contract, non-contract products are requested by SNS personnel, the Successful Bidder must first obtain permission from the Director of School Nutrition Services or Controller of School Nutrition Services before delivery of the products. If permission is not granted, HCPS will not take financial responsibility for the products.
4. **Incorrect Billing:** HCPS will check the Successful Bidder's Invoices against the delivery tickets to verify all charges. If the Successful Bidder doesn't provide invoices as requested, or if any discrepancy is discovered, HCPS reserves the right to return such invoices to the Successful Bidder. Payment shall not be made until corrected invoices are received by HCPS. Invoices will be paid monthly by the Henrico County School Board.
5. **Usage Report:** Upon request, the Successful Bidder shall supply SNS with a current product-usage report that will provide year-to date usage of individual products.
6. **Billing Address:** Invoices and credit memos referencing the contract number and order number shall be sent to the following:

Henrico County School Nutrition Services  
Accounts Payable  
3751A Nine Mile Road  
Henrico, VA 23223