

**State of Delaware
Delaware Health & Social Services
Division of Management Services**

BEAUTY SHOP SUPPLIES

**Invitation to Bid
Contract No. HSS-10-097**

August 19, 2010

**- *Deadline to Respond* -
SEPTMBER 29, 2010
11:00 A.M. EDT**

CONTRACT NO. HSS-10-097-BEAUTY SHOP SUPPLIES

ALL BIDDERS:

The enclosed packet contains an "INVITATION TO BID" for Beauty Shop Supplies. The invitation consists of the following documents:

INVITATION TO BID - CONTRACT NO. HSS-10-097

- 1 DEFINITIONS and GENERAL PROVISIONS
- 2 SPECIAL PROVISIONS and SPECIFICATIONS
- 3 BID QUOTATION REPLY SECTION
 - A - NO BID REPLY FORM
 - B - BID BOND
 - C - NON-COLLUSION STATEMENT AND ACCEPTANCE
 - D - QUOTATION SUMMARY
 - E - OFFICE OF MINORITY AND WOMEN BUSINESS ENTERPRISE (OMWBE) APPLICATION
 - F- BIDDER'S SIGNATURE FORM
 - G – STATEMENTS OF COMPLIANCE FORM
 - H - CERTIFICATION SHEET

In order for your bid to be considered, the bid quotation reply section shall be executed completely and correctly and returned in a sealed envelope clearly displaying the contract number, by **September 29 2010, 11:00 AM EDT.**

Bids shall be submitted to:

**STATE OF DELAWARE
DELAWARE HEALTH AND SOCIAL SERVICES
DIVISION OF MANAGEMENT SERVICES
PROCUREMENT BRANCH- MAIN BLDG., ROOM 260
HERMAN M. HOLLOWAY SR. HEALTH AND SOCIAL SERVICES CAMPUS
1901 N. DUPONT HIGHWAY
NEW CASTLE, DELAWARE 19720**

Please review and follow the information and instructions contained in the general and special provisions section of the invitation. Should you need additional information, please call Annette Opalczynski at 302-255-9295 or send an e-mail to: annette.opalczynski@state.de.us.

**STATE OF DELAWARE
DELAWARE HEALTH AND SOCIAL SERVICES
DIVISION OF MANAGEMENT SERVICES**

DEFINITIONS
AND
GENERAL PROVISIONS

The attached Definitions and General Provisions apply to all contracts and are part of each invitation to bid. The requirement to furnish a bid bond and performance bond is applicable unless waived in the Special Provisions. Should the General Provisions conflict with the Special Provisions, the Special Provisions shall prevail. Bidders or their authorized representatives are required to fully acquaint themselves as to State procurement laws and regulations prior to submitting bid.

DEFINITIONS

Whenever the following terms are used, their intent and meaning shall be interpreted as follows:

STATE: The State of Delaware

AGENCY: State Agency as noted on cover sheet.

DESIGNATED OFFICIAL: The agent authorized to act for the Agency.

BID INVITATION: The "bid invitation" or "invitation to bid" is a packet of material sent to vendors and consists of General Provisions, Special Provisions, specifications, and enclosures.

GENERAL PROVISIONS: General Provisions are instructions pertaining to contracts in general. They contain, in summary, requirements of laws of the State, policies of the Agency, and instructions to vendors.

SPECIAL PROVISIONS: Special Provisions are specific conditions or requirements peculiar to the contract under consideration and are supplemental to the General Provisions. Should the Special Provisions conflict with the General Provisions, the Special Provisions shall prevail.

BIDDER OR VENDOR: Any individual, firm, or corporation formally submitting a proposal for the material or work contemplated, acting directly or through a duly authorized representative.

PROPOSAL: The offer of the bidder submitted on the approved form and setting forth the bidder's prices for performing the work or supplying the material or equipment described in the specifications.

SURETY: The corporate body which is bound with and for the contract, or which is liable, and which engages to be responsible for the contractor's payments of all debts pertaining to and for its acceptable performance of the work for which it has contracted.

BIDDER'S DEPOSIT: The security designated in the proposal to be furnished by the bidder as a guaranty of good faith to enter into a contract with the Agency if the work to be performed or the material or equipment to be furnished is awarded to the bidder.

CONTRACT: The written agreement covering the furnishing and delivery of material or work to be performed.

CONTRACTOR: Any individual, firm, or corporation with whom a contract is made by the Agency.

CONTRACT BOND: The approved form of security furnished by the contractors and its surety as a guaranty of good faith on the part of the contractor to execute the work in accordance with the terms of the contract.

SECTION A - GENERAL PROVISIONS

1. **BID INVITATION:**

See "Definitions".

2. **PROPOSAL FORMS:**

The invitation to bid shall contain pre-printed forms for use by the vendor in submitting its bid. The forms (found as an attachment to this ITB) shall contain basic information such as description of the item and the estimated quantities and shall have blank spaces for use by the vendor for entering information such as unit bid price, total bid price, etc.

3. **INTERPRETATION OF ESTIMATES:**

- a. The attention of bidders is called to the fact that, unless stated otherwise, the quantities given in the proposal form are to be considered to be approximate only and are given as a basis for the comparison of bids. The Agency may increase or decrease the amount of any item as may be deemed necessary or expedient, during the period of the contract.
- b. An increase or decrease in the quantity for any item is not sufficient ground for an increase or decrease in the unit price.

4. **SILENCE OF SPECIFICATIONS:**

The apparent silence of the specifications as to any detail, or the apparent omission from it of detailed description concerning any point, shall be regarded as meaning that only the best commercial practice is to prevail and only material and workmanship of the first quality are to be used. Proof of specifications compliance will be the responsibility of the vendor.

5. **EXAMINATION OF SPECIFICATIONS AND PROVISIONS:**

The bidder shall examine carefully the proposal and the contract forms for the material contemplated. The bidder shall investigate and satisfy itself as to the conditions to be encountered, quality and quantities of the material to be furnished, and the requirements of the Special Provisions and the contract. The submission of a proposal shall be conclusive evidence that the bidder has made examination of the aforementioned conditions.

6. **PREPARATION OF PROPOSAL:**

- a. The bidder's proposal shall be written in ink or typewritten on the form provided unless the inclusion of such form is waived.
- b. If items are listed with a zero quantity, bidder shall state unit price **ONLY** (intended for open end purchases where estimated requirements are not known). The proposal shall show a total bid price for each item bid and the total bid price of the proposal excluding zero quantity items.

7. **PRICES QUOTED:**

The prices quoted are those for which the material will be furnished F.O.B. Ordering Agency and include all charges that may be imposed during the period of the contract.

8. **DISCOUNT:**

No qualifying letter or statements in or attached to the proposal, or separate discounts will be considered in determining the low bid except as may be otherwise herein noted. Cash or separate discounts should be computed and incorporated into unit bid price(s).

9. **SAMPLES OR BROCHURES:**

Samples or brochures may be required by the agency for evaluation purposes. They shall be such as to permit the Agency to compare and determine if the item offered complies with the intent of the specifications. Required samples or brochures are to be supplied free of charge.

10. **PROPOSAL GUARANTY; BID BOND:**

- a. Each bidder shall submit with its proposal a guaranty in sum equal to at least 10% of the total value of its bid, according to Delaware Code Title 29, Section 6927(a).
- b. This bid bond shall be submitted in the form of good and sufficient bond drawn upon an insurance or bonding company authorized to do business in the State of Delaware, to the State of Delaware for the benefit of the Agency, or a certified check drawn on a reputable banking institution and made payable to the Agency in the requirement amount. If Agency bond form is not utilized, the substituted bond forms must conform to the minimum of conditions specified in the Agency bond form.

11. **DELIVERY OF BIDS:**

Bids shall be delivered in sealed envelopes, and shall bear on the outside the name and address of the bidder as well as the designation of the contract. Bids submitted by other than hand delivery must be sent in a manner requiring a signature on receipt. We recommend an overnight or second day delivery service. Bids must be delivered to the address listed below. All bids must clearly display the bid number on the envelope.

It is the bidder's responsibility to ensure their bid is received on time. All bids will be accepted until the date and time shown on page 2 of this document. Bidder bears the risk of delays in delivery. Proposals received after the time set for public opening will be returned unopened.

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1901 N. DUPONT HIGHWAY
NEW CASTLE, DELAWARE 19720**

WITHDRAWAL OF PROPOSALS:

A bidder may withdraw its proposal unopened after it has been deposited, if such a request is made prior to the time set for the opening of the proposal.

13. **PUBLIC OPENING OF PROPOSALS:**

The bids shall be publicly opened at the time and place specified by the Agency. Bidders or their authorized representatives are invited to be present.

14. **PUBLIC INSPECTION OF PROPOSALS:**

If the bidder designates a portion of its bid as confidential, it shall isolate and identify in writing the confidential portions. The bidder shall include with this designation a statement that explains and supports the firm's claim that the bid items identified as confidential contain trade secrets or other proprietary data.

15. **DISQUALIFICATION OF BIDDERS:**

Any one or more of the following causes may be considered as sufficient for the disqualification of a bidder and the rejection of its proposal or proposals:

- a. More than one proposal for the same contract from an individual, firm, or corporation under the same or different names.
- b. Evidence of collusion among bidders.
- c. Unsatisfactory performance record as evidenced by past experience.
- d. If the unit prices are obviously unbalanced either in excess or below reasonable cost analysis values.
- e. If there are any unauthorized additions, interlineation, conditional or alternate bids or irregularities of any kind which may tend to make the proposal incomplete, indefinite, or ambiguous as to its meaning.
- f. Non-attendance of mandatory pre-bid meetings may be cause of disqualification.

SECTION B - AWARD AND EXECUTION OF CONTRACT

1. **CONSIDERATION OF BIDS:**

- a. After the proposals have been opened, the bids will be tabulated. Tabulations of the bids will be based on the correct summation of items at the unit price bid.
- b. The right is reserved to waive technicalities, to reject any or all bids, or any portion thereof, to advertise for new bids, to proceed to do the work otherwise, or to abandon the work, if in the judgment of the Agency or its agent, the best interest of the State will be promoted thereby.

2. **MATERIAL GUARANTY:**

Before any contract is awarded, the successful bidder may be required to furnish a complete statement of the origin, composition and manufacture of any or all of the material to be used in the contract together with such samples as may be requested for the purpose of testing.

3. **CONTRACT AWARD:**

Within thirty days from the date of opening proposals, the bid will be awarded or the proposals rejected.

4. **EXECUTION OF CONTRACT:**

- a. The bidder to whom the award is made shall execute a formal contract and bond within twenty days after date of official notice of the award of the contract.
- b. If the successful bidder fails to execute the required contract and bond, as aforesaid, within twenty days after the date of official notice of the award of the contract, its proposal guaranty shall immediately become forfeited as liquidated damages. Award will then be made to the next lowest qualified bidder of the work or re-advertised, as the Agency may decide.

5. **REQUIREMENT OF CONTRACT BOND:**

- a. Successful bidders shall furnish bond, simultaneously with the execution of the formal contract, to the State of Delaware for the benefit of the Agency with surety in the amount of 100% of the total contract award or as otherwise provided in the Special Provisions. Said bonds shall be conditioned upon the faithful performance of the contract.
- b. The bond forms shall be provided by the Agency and the surety shall be acceptable to the Agency.

6. **WARRANTY:**

The successful bidder(s) shall be required to extend any policy guarantee usually offered to the general public, FEDERAL, STATE, COUNTY, or MUNICIPAL governments, on material in this contract against defective material, workmanship, and performance.

7. **THE CONTRACT(S):**

The contract(s) with the successful bidder(s) will be executed with the Department of Health and Social Services / Division of Management Services acting for all participating agencies.

8. **RETURN OF BIDDER'S DEPOSIT:**

The deposits shall be returned to the successful bidder upon the execution of the formal contract. The deposits of unsuccessful bidders shall be returned to them immediately upon the awarding of the contract or rejection of their bids.

9. **INFORMATION REQUIREMENT:**

The successful bidder's shall be required to advise the Department of Health and Social Services / Division of Management Services of the gross amount of purchases made as a result of the contract.

10. **CONTRACT EXTENSION:**

The State reserves the right to extend this contract on a month-to-month basis for a period of up to three months.

11. **TERMINATION FOR CONVENIENCE:**

Contracts shall remain in effect for the time period and quantity specified unless the contract is terminated by the State. The State may terminate the contract at any time by giving written notice of such termination and specifying the effective date thereof, at least sixty (60) days before the effective date of termination.

12. **TERMINATION FOR CAUSE:**

If, for any reasons, or through any cause, the Contractor fails to fulfill in timely and proper manner its obligations under this Contract, or if the Contractor violates any of the covenants, agreements, or stipulations of this Contract, the State shall thereupon have the right to terminate this contract by giving written notice to the Contractor of such termination and specifying the effective date thereof, at least 5 days before the effective date of such termination. In that event, all finished or unfinished documents, data, studies, surveys, drawings, maps, models, photographs, and reports or other material prepared by the Contractor under this Contract shall, at the option of the State, become its property, and the Contractor shall be entitled to receive just and equitable compensation for any satisfactory work completed on such documents and other materials which is usable to the State.

SECTION C - GENERAL

1. AUTHORITY OF AGENCY:

On all questions concerning the interpretation of specifications, the acceptability and quality of material furnished and/or work performed, the classification of material, the execution of the work, and the determination of payment due or to become due, the decision of the Agency shall be final and binding.

2. LAWS TO BE OBSERVED:

The contractor is presumed to know and shall strictly comply with all National, State, or County laws, and City or Town ordinances and regulations in any manner affecting the conduct of the work. The contractor shall indemnify and save harmless the State of Delaware, the Agency, and all Officers, Agency and Servants thereof against any claim or liability arising from or based upon the violation of any such laws, ordinances, regulations, orders, or decrees whether by itself or by its employees.

3. PERMITS AND LICENSES:

All necessary permits, licenses, insurance policies, etc. required by local, State or Federal laws, shall be provided by the contractor at its own expense.

4. PATENTED DEVICES, MATERIAL AND PROCESSES:

- a. The contractor shall provide for the use of any patented design, device, material, or process to be used or furnished under this contract by suitable legal agreement with the patentee or owner, and shall file a copy of this agreement with the Agency.
- b. The contractor and the surety shall hold and save harmless the State of Delaware, the Agency, the Director, their Officers or Agents from any and all claims because of the use of such patented design, device, material, or process in connection with the work agreed to be performed under this contract.

5. EMERGENCY TERMINATION OF CONTRACT:

- a. Due to restrictions which may be established by the United States Government on material, or work, a contract may be terminated by the cancellation of all or portions of the contract.
- b. In the event the contractor is unable to obtain the material required to complete the items of work included in the contract because of restrictions established by the United States Government and if, in the opinion of the Agency, it is impractical to substitute other available material, or the work cannot be completed within a reasonable time, the incomplete portions of the work may be cancelled, or the contract may be terminated.

6. **TAX EXEMPTION:**

- a. Material covered by this proposal is exempt from all FEDERAL and STATE TAXES. Such taxes shall not be included in prices quoted.
- b. Any material which is to be incorporated in the work or any equipment required for the work contemplated in the proposal may be consigned to the Agency. If the shipping papers show clearly that any such material is so consigned, the shipment will be exempt from the tax on the transportation of property under provisions of Section 3475 (b) of the Internal Revenue Code, as amended by Public Law 180 (78th Congress). All transportation charges shall be paid by the contractor. Each bidder shall take its exemption into account in calculating its bid for its work.

7. **OR EQUAL (PRODUCTS BY NAME):**

Specifications of products by name are intended to be descriptive of quality or workmanship, finish and performance. Desirable characteristics are not intended to be restrictive. Substitutions of products for those named will be considered provided the vendor certifies that the function, characteristics, performance and endurance qualities of the material offered is equal or superior to that specified.

8. **BID EVALUATION AND AWARD:**

The Department of Health and Social Services / Division of Management Services will award this contract to the lowest responsible bidder(s) which in their judgment best serves the interest of the State of Delaware in accordance with Delaware Code Title 29, Section 6923(k). Personnel with experience and technical background may be utilized by the Department of Health and Social Services / Division of Management Services in making judgment. In case of error in price extension, the unit price(s) shall prevail.

9. **INVOICING:**

After the awards are made, the agencies participating in the bid may forward their purchase orders to the successful bidder(s) in accordance with State Purchasing Procedures. The State will generate a payment voucher upon receipt of an invoice from the vendor.

CONTRACT NO. HSS-10-097
BEAUTY SHOP SUPPLIES
SPECIAL PROVISIONS

1. **CONTRACT REQUIREMENTS:**

This contract will be issued to cover the Beauty Shop Supply requirements for Delaware Health and Social Services / Division of Management Services.

2. **CONTRACT PERIOD:**

Each vendor's contract shall be valid for one year from February 1, 2011 through January 31, 2012. Each contract may be renewed for a one year period through negotiation between the contractor and Department of Health and Social Services / Division of Management Services Negotiation must be initiated no later than ninety (90) days prior to the termination of the current agreement.

3. **PRICES:**

Prices shall remain firm for the term of the contract.

4. **MOST-FAVORED CUSTOMER:**

The contractor shall not offer to others prices lower than those provided in the contract, or if lower prices are offered they must also apply to the subject contract.

5. **PRICE ADJUSTMENT:**

If agreement is reached to extend this contract for an optional year(s), Department of Health and Social Services / Division of Management Services shall have the option of offering a determined price adjustment and shall not exceed the current Philadelphia All Urban Consumers Price Index (CPI-U), U.S. City Average. If the CPI-U is used, any increase/decrease shall reflect the change during the previous published twelve (12) month period at the time of renegotiation.

STATE OF DELAWARE
Department of Health and Social Services
Division of Management Services

6. **SHIPPING TERMS:**

F.O.B. destination; freight pre-paid.

7. **QUANTITIES:**

The attention of bidders is called to the fact that, unless stated otherwise, the quantities given in the proposal are best estimates and are given as a basis for the comparison of bids. Quantities ordered may be increased or decreased by any eligible agency as deemed necessary during the period of the contract.

8. **FUNDING OUT:**

The continuation of this contract is contingent upon funding appropriated by the legislature.

9. **BID BOND REQUIREMENT:**

B. Bid Bond Waived.

10. **PERFORMANCE BOND REQUIREMENT:**

B. Performance Bond Waived

STATE OF DELAWARE
Department of Health and Social Services
Division of Management Services

11. **MANDATORY INSURANCE REQUIREMENTS:**

A. Certificate of Insurance and/or copies of insurance policies for the following:

1. As a part of the contract requirements, the contractor must obtain at its own cost and expense and keep in force and effect during the term of this contract, including all extensions, the minimum coverage limits specified below with a carrier satisfactory to the State. All contractors must carry Comprehensive General Liability and at least one of the other coverages depending on the type of service or product being delivered.
 - a. Comprehensive General Liability - \$1,000,000.00 per person/\$3,000,000 per occurrence.

and

 - b. Medical/Professional Liability - \$1,000,000.00 per person/\$3,000,000 per occurrence.

or

 - c. Miscellaneous Errors and Omissions - \$1,000,000.00 per person/\$3,000,000 per occurrence.

or

 - d. Product Liability - \$1,000,000.00 per person/\$3,000,000 per occurrence.
2. Automotive Liability Insurance covering all automotive units used in the work with limits of not less than \$100,000 each person and \$300,000 each accident as to bodily injury and \$25,000 as to property damage to others.
3. Forty-five (45) days written notice of cancellation or material change of any policies is required.

**Administrator, Department of Health and Social Services
Contract No. HSS-10-097
STATE OF DELAWARE
DELAWARE HEALTH AND SOCIAL SERVICES
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PROCUREMENT BRANCH- MAIN BLDG., ROOM 260
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1901 N. DUPONT HIGHWAY
NEW CASTLE, DELAWARE 19720**

Note: The State of Delaware shall not be named as an additional insured.

STATE OF DELAWARE
Department of Health and Social Services
Division of Management Services

12. **BASIS OF AWARD:**

Department of Health and Social Services / Division of Management Services shall award this contract to the lowest responsible and responsive bidder(s) who best meets the terms and conditions of the bid. The award will be made on basis of price, product evaluation, and prior history of service and capability.

Department of Health and Social Services / Division of Management Services reserves the right to reject any or all bids in whole or in part, to make multiple awards, partial awards, award by types, item by item, or lump sum total, whichever may be most advantageous to the State of Delaware.

13. **STATE OF DELAWARE BUSINESS LICENSE:**

Prior to receiving an award, the successful vendor shall either furnish Department of Health and Social Services / Division of Management Services with proof of State of Delaware Business Licensure or initiate the process of application where required. An application may be requested in writing to: Division of Revenue, Carvel State Building, P.O. Box 8750, 820 N. French Street, Wilmington, DE 19899, or by telephone to one of the following numbers: (302) 577-8201 - Public Service, (302) 577-8205 - Licensing Department. A business license can also be obtained online at: <https://onestop.delaware.gov>.

Information regarding the award of this contract will be given to the Division of Revenue. Failure to comply with the State of Delaware licensing requirements may subject your organization to applicable fines and/or interest penalties.

14. **HOLD HARMLESS:**

The successful bidder agrees that it shall indemnify and hold the State of Delaware and all its agencies harmless from and against any and all claims for injury, loss of life, or damage to or loss of use of property caused or alleged to be caused, by acts or omissions of the successful bidder, its employees, and invitees on or about the premises and which arise out of the successful bidder's performance, or failure to perform as specified in the Agreement.

15. **OWNERSHIP OF INTELLECTUAL PROPERTY:**

All copyright and patent rights to all papers, reports, forms, materials, creations, or inventions created or developed in the performance of this contract shall become the sole property of the State of Delaware. On request, the contractor shall promptly provide an acknowledgment or assignment in a tangible form satisfactory to the State to evidence the State's sole ownership of specifically identified intellectual property created or developed in the performance of the contract.

16. **NON-PERFORMANCE:**

In the event the vendor does not fulfill its obligations under the terms and conditions of this contract, the ordering agency may purchase equivalent product on the open market. Any difference in cost between the contract prices herein and the price of open market product shall be the responsibility of the vendor. Under no circumstances shall monies be due the vendor in the event open market products can be obtained below contract cost. Any monies charged to the vendor may be deducted from an open invoice.

STATE OF DELAWARE
Department of Health and Social Services
Division of Management Services

17. **FORCE MAJEURE:**

Neither the vendor nor the ordering agency shall be held liable for non-performance under the terms and conditions of this contract due, but not limited to, government restriction, strike, flood, fire, or unforeseen catastrophe beyond either party's control. Each party shall notify the other in writing of any situation that may prevent performance under the terms and conditions of this contract.

18. **CONTRACTOR NON-ENTITLEMENT:**

State of Delaware Contractors for Materiel and for Services shall not have legal entitlement to, nor seek business from another Contractors' Central Contract. Additionally, they shall not utilize other Central Contracts to fulfill the requirements of their respective contract as they are not a "Covered Agency" as defined by Title 29 Chapter 69 of the State Procurement Code.

19. **EXCEPTIONS:**

Bidders may elect to take minor exception to the terms and conditions of this ITB. Department of Health and Social Services / Division of Management Services shall evaluate each exception according to the intent of the terms and conditions contained herein, but Department of Health and Social Services / Division of Management Services must reject exceptions that do not conform to State bid law and/or create inequality in the treatment of bidders. Exceptions shall be considered only if they are submitted with the bid or before the date and time of the bid opening.

20. **MANDATORY USAGE REPORT:**

One of the primary goals in administering this contract is to keep accurate records regarding its actual value. This information is essential in order to update the contents of the contract and to establish proper bonding levels if they are required. The integrity of future contracts revolves around our ability to convey accurate and realistic information to all interested bidders.

A report shall be furnished by the successful contractor **MONTHLY Electronically in Excel format** detailing the purchasing of all items on this contract. The format to be followed is described herein and shall be filed within fifteen (15) days after the end of each reporting period. Any exception to this mandatory requirement may result in cancellation of the award. Failure to provide the report with the minimum required information may also negate any contract extension clauses. Additionally, contractors who are determined to be in default of this mandatory report requirement may have such conduct considered against them, in assessment of responsibility, in the evaluation of future proposals. Vendors not having activity during a specific month, shall reply with a "no activity" if there is no activity during the reporting period.

The report shall be submitted electronically in EXCEL and sent as an attachment to annette.opalczynski@state.de.us. It shall contain the six-digit department and organization code.

STATE OF DELAWARE
Department of Health and Social Services
Division of Management Services

21. **BUSINESS REFERENCES:**

In order to have your bid considered, please supply three (3) business references consisting of current or previous customers with your reply. Please include name, address, telephone number, and a contact person.

22. **ORDERING PROCEDURE:**

Successful contractors are required to have either a local telephone number within the (302) area code, a toll free (800) number, or agree to accept collect calls. Each agency is responsible for placing their orders and may be accomplished by written purchase order, telephone, fax or computer on-line systems. The contractor or vendor must accept full payment by procurement (credit) card and/or conventional check and/or other electronic means at the State's option, without imposing any additional fees, costs or conditions.

23. **BILLING:**

The successful vendor is required to "Bill as Shipped" to the respective ordering agency(s). Ordering agencies shall provide contract number, ship to and bill to address, contact name and phone number.

24. **PAYMENT:**

The agencies or school districts involved will authorize and process for payment each invoice within thirty (30) days after the date of receipt of a correct invoice. The contractor or vendor must accept full payment by procurement (credit) card and/or conventional check and/or other electronic means at the State's option, without imposing any additional fees, costs or conditions.

25. **PRODUCT SUBSTITUTION:**

All items delivered during the life of the contract shall be of the same type and manufacture as specified or accepted as part of the bid proposal unless specific approval is given by Department of Health and Social Services / Division of Management Services to do otherwise. However, awarded vendors are highly encouraged to offer any like substitute product (s); either generic or brand name, at any time during the subsequent contract term, especially if an opportunity for cost savings to the state exists. In such cases, the state may require the submission of written specifications and/or product samples for evaluation prior to any approvals being granted.

26. **BID/CONTRACT EXECUTION:**

Both the non-collusion statement that is enclosed with this Invitation to Bid and the contract form delivered to the successful bidder for signature **shall** be executed by a representative who has the legal capacity to enter the organization into a formal contract with the State of Delaware, Department of Health and Social Services / Division of Management Services. The awarded vendor(s) will be required to complete the new W-9 Form by visiting the Division of Accounting's Website: <http://accounting.delaware.gov> .

STATE OF DELAWARE
Department of Health and Social Services
Division of Management Services

27. **CONTRACTOR RESPONSIBILITY:**

The State will enter into a contract with the successful contractor. The successful contractor shall be responsible for all products and services as required by this ITB. Subcontractors, if any, shall be clearly identified in the financial proposal.

28. **PERSONNEL:**

- a. The Contractor represents that they have, or will secure at their own expense, all personnel required to perform the services required under this contract.
- b. All of the services required hereunder shall be performed by the Contractor or under its direct supervision, and all personnel, including subcontractors, engaged in the work shall be fully qualified and shall be authorized under State and local law to perform such services.
- c. None of the work or services covered by this contract shall be subcontracted without the prior written approval of the State.

29. **LIFE CYCLE COSTING:**

If applicable, the specifications contained within this ITB have been developed through Life Cycle Cost Analysis that will allow the State to realize the lowest total cost of ownership and operation over the useful life of the equipment.

30. **ENERGY STAR PRODUCTS:**

The contractor **must** provide products that earn the ENERGY STAR rating and meet the ENERGY STAR specifications for energy efficiency. The offeror is encouraged to visit www.energystar.gov for complete product specifications and updated lists of qualifying products.

31. **TERMINATION FOR CONVENIENCE:**

Contracts shall remain in effect for the time period and quantity specified unless the contract is terminated by the State. The State may terminate the contract at any time by giving written notice of such termination and specifying the effective date thereof, at least sixty (60) days before the effective date of termination.

STATE OF DELAWARE
Department of Health and Social Services
Division of Management Services

32. **TERMINATION FOR CAUSE:**

If, for any reasons, or through any cause, the Contractor fails to fulfill in timely and proper manner its obligations under this Contract, or if the Contractor violates any of the covenants, agreements, or stipulations of this Contract, the State shall thereupon have the right to terminate this contract by giving written notice to the Contractor of such termination and specifying the effective date thereof, at least 5 days before the effective date of such termination. In that event, all finished or unfinished documents, data, studies, surveys, drawings, maps, models, photographs, and reports or other material prepared by the Contractor under this Contract shall, at the option of the State, become its property, and the Contractor shall be entitled to receive just and equitable compensation for any satisfactory work completed on such documents and other materials which is usable to the State.

33. **VENDOR EMERGENCY RESPONSE POINT OF CONTACT:**

The awarded vendor(s) shall provide the name(s), telephone, or cell phone number(s) of those individuals who can be contacted twenty four (24) hours a day, seven (7) days a week to meet a critical need for commodities or services when the Governor of the State of Delaware declares a state of emergency under the current Delaware Emergency Operations Plan. Failure to provide this information could render the bid as non-responsive.

34. **ELECTRONIC CATALOG:**

The successful vendor(s) may be required to submit their items list in electronic format designated by the State.

Note: The State of Delaware is in the process of implementing a new financials system, which will require the use of:

- Electronic catalogs
- Commodity/classification code: United Nations Standard Products and Services Code (UNSPSC).
- A unique item ID for all items in our system

The state has made the determination to include the requirement in this contract for two reasons:

1. To find out what vendors can offer.
2. To give the agencies and school districts a level of comfort in using electronic catalogs.

STATE OF DELAWARE
Department of Health and Social Services
Division of Management Services

TECHNICAL SPECIFICATIONS

I. **REQUIREMENTS:**

The requirements of this ITB are shown in Appendix A- Pricing Spreadsheet for Beauty Shop Supplies and Appendix B- Pricing Spreadsheet for Environmentally Friendly Beauty Shop Supplies.

II. **ATTACHMENTS:**

The following attachments are part of this ITB:

Appendix A- Pricing Spreadsheet for Beauty Shop Supplies
Appendix B- Pricing Spreadsheet for Environmentally Friendly Beauty Shop Supplies
Appendix C-Rules and Conditions Of Note
Appendix D- Specifications for Environmentally Friendly Beauty Shop Supplies

BID QUOTATION REPLY SECTION

CONTRACT NO. HSS-10-097

BEAUTY SHOP SUPPLIES

Please fill out the attached forms fully and completely and return with your bid in a sealed envelope clearly displaying the contract number to Department of Health and Social Services / Division of Management Services by **11:00 A.M. EDT on September 29, 2010** at which time bids will be opened.

Bids shall be submitted to:

**STATE OF DELAWARE
DELAWARE HEALTH AND SOCIAL SERVICES
DIVISION OF MANAGEMENT SERVICES
PROCUREMENT BRANCH- MAIN BLDG., ROOM 260
HERMAN M. HOLLOWAY SR. HEALTH AND SOCIAL SERVICES CAMPUS
1901 N. DUPONT HIGHWAY
NEW CASTLE, DELAWARE 19720**

PUBLIC BID OPENINGS

The public bid opening insures the citizens of Delaware that contracts are being bid fairly on a competitive basis and comply with Delaware procurement laws. The agency conducting the opening is required by law to publicly open the bids at the time and place specified and the contract shall be awarded within thirty (30) days thereafter. The main purpose of the bid opening is to reveal the name(s) of the bidders(s), not to serve as a forum for determining the apparent low bidders. The disclosure of additional information, including prices, shall be at the discretion of the contracting agency until such time that the responsiveness of each bid has been determined.

After receipt of a fully executed contract(s), the Delaware public and all bidders are invited to make an appointment with the contracting officer in order to review pricing and other non-confidential information.

NOTE: ONLY THE BIDDER'S NAME WILL BE READ AT THE BID OPENING

CONTRACT NO.: HSS-10-097-BEAUTY SHOP SUPPLIES

BID QUOTATION

DELIVERY

Ship Stock _____ days ARO

Ship Non-Stock _____ days ARO

CONTRACT TOTAL VALUE \$ _____

COMPANY

DATE _____

CONTRACT NO.: HSS-10-097
TITLE: Beauty Shop Supplies
OPENING DATE: September 29, 2010 @ 11:00 A.M. EDT

NON-COLLUSION STATEMENT

This is to certify that the undersigned bidder has neither directly nor indirectly, entered into any agreement, participated in any collusion or otherwise taken any action in restraint of free competitive bidding in connection with this bid submitted this date to Delaware Health and Social Services, Division of Management Services.

It is agreed by the undersigned bidder that the signed delivery of this bid represents the bidder's acceptance of the terms and conditions of this Invitation to Bid including all specifications and special provisions.

NOTE: Signature of the authorized representative **MUST** be of an individual who legally may enter his/her organization into a formal contract with the State of Delaware, Delaware Health and Social Services, Division of Management Services

COMPANY NAME _____

Check one)	
<input type="checkbox"/>	Corporation
<input type="checkbox"/>	Partnership
<input type="checkbox"/>	Individual

NAME OF AUTHORIZED REPRESENTATIVE _____
(Please type or print)

SIGNATURE _____ TITLE _____

COMPANY ADDRESS _____

PHONE NUMBER _____ FAX NUMBER _____

EMAIL ADDRESS _____

FEDERAL E.I. NUMBER _____ STATE OF DELAWARE LICENSE NUMBER _____

	(circle one)		(circle one)		(circle one)				
COMPANY CLASSIFICATIONS: CERT. NO. _____	<u>Women Business Enterprise (WBE)</u>	Yes	No	<u>Minority Business Enterprise (MBE)</u>	Yes	No	<u>Disadvantaged Business Enterprise (DBE)</u>	Yes	No

[The above table is for information and statistical use only.]

PURCHASE ORDERS SHOULD BE SENT TO: _____
(COMPANY NAME)

ADDRESS _____

CONTACT _____

PHONE NUMBER _____ FAX NUMBER _____

EMAIL ADDRESS _____

AFFIRMATION: Within the past five years, has your firm, any affiliate, any predecessor company or entity, owner, Director, officer, partner or proprietor been the subject of a Federal, State, Local government suspension or debarment?

YES _____ NO _____ if yes, please explain _____

THIS PAGE SHALL BE SIGNED, NOTARIZED AND RETURNED FOR YOUR BID TO BE CONSIDERED

SWORN TO AND SUBSCRIBED BEFORE ME this _____ day of _____, 20 _____

Notary Public _____ My commission expires _____

City of _____ County of _____ State of _____



**DELAWARE HEALTH AND SOCIAL SERVICES
REQUEST FOR PROPOSAL**

BIDDERS SIGNATURE FORM

NAME OF BIDDER: _____
SIGNATURE OF AUTHORIZED PERSON: _____
TYPE IN NAME OF AUTHORIZED PERSON: _____
TITLE OF AUTHORIZED PERSON: _____
STREET NAME AND NUMBER: _____
CITY, STATE, & ZIP CODE: _____
CONTACT PERSON: _____
TELEPHONE NUMBER: _____
FAX NUMBER: _____
DATE: _____
BIDDER'S FEDERAL EMPLOYERS IDENTIFICATION NUMBER: _____
DELIVERY DAYS/COMPLETION TIME: _____
F.O.B.: _____
TERMS: _____

THE FOLLOWING MUST BE COMPLETED BY THE VENDOR:

AS CONSIDERATION FOR THE AWARD AND EXECUTION BY THE DEPARTMENT OF HEALTH AND SOCIAL SERVICES OF THIS CONTRACT, THE (COMPANY NAME) _____
HEREBY GRANTS, CONVEYS, SELLS, ASSIGNS, AND TRANSFERS TO THE STATE OF DELAWARE ALL OF ITS RIGHTS, TITLE AND INTEREST IN AND TO ALL KNOWN OR UNKNOWN CAUSES OF ACTION IT PRESENTLY HAS OR MAY NOW HEREAFTER ACQUIRE UNDER THE ANTITRUST LAWS OF THE UNITED STATES AND THE STATE OF DELAWARE, RELATING THE PARTICULAR GOODS OR SERVICES PURCHASED OR ACQUIRED BY THE DELAWARE HEALTH AND SOCIAL SERVICES DEPARTMENT, PURSUANT TO THIS CONTRACT.



**DELAWARE HEALTH AND SOCIAL SERVICES
REQUEST FOR PROPOSAL**

CERTIFICATION SHEET

As the official representative for the proposer, I certify on behalf of the agency that:

- a. They are a regular dealer in the services being procured.
- b. They have the ability to fulfill all requirements specified for development within this RFP.
- c. They have independently determined their prices.
- d. They are accurately representing their type of business and affiliations.
- e. They will secure a Delaware Business License.
- f. They have acknowledged that no contingency fees have been paid to obtain award of this contract.
- g. The Prices in this offer have been arrived at independently, without consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other contractor or with any competitor;
- h. Unless otherwise required by Law, the prices which have been quoted in this offer have not been knowingly disclosed by the contractor and prior to the award in the case of a negotiated procurement, directly or indirectly to any other contractor or to any competitor; and
- i. No attempt has been made or will be made by the contractor in part to other persons or firm to submit or not to submit an offer for the purpose of restricting competition.

They have not employed or retained any company or person (other than a full-time bona fide employee working solely for the contractor) to solicit or

- j. secure this contract, and they have not paid or agreed to pay any company or person (other than a full-time bona fide employee working solely for the contractor) any fee, commission percentage or brokerage fee contingent upon or resulting from the award of this contract.
- k. They (check one) operate ___an individual; ____a Partnership ___a non-profit (501 C-3) organization; ____a not-for-profit organization; or ____for profit corporation, incorporated under the laws of the State of _____.
- l. The referenced offerer has neither directly or indirectly entered into any agreement, participated in any collusion or otherwise taken any action in restraint of free competitive bidding in connection with this bid submitted this date to Delaware Health and Social Services.
- m. The referenced bidder agrees that the signed delivery of this bid represents the bidder's acceptance of the terms and conditions of this invitation to bid including all Specifications and special provisions.
- n. They (check one): _____are; _____are not owned or controlled by a parent company. If owned or controlled by a parent company, enter name and address of parent company:

Violations and Penalties:

Each contract entered into by an agency for professional services shall contain a prohibition against contingency fees as follows:

1. The firm offering professional services swears that it has not employed or retained any company or person working primarily for the firm offering professional services, to solicit or secure this agreement by improperly influencing the agency or any of its employees in the professional service procurement process.
2. The firm offering the professional services has not paid or agreed to pay any person, company, corporation, individual or firm other than a bona fide employee working primarily for the firm offering professional services, any fee, commission, percentage, gift, or any other consideration contingent upon or resulting from the award or making of this agreement; and

3. For the violation of this provision, the agency shall have the right to terminate the agreement without liability and at its discretion, to deduct from the contract price, or otherwise recover the full amount of such fee, commission, percentage, gift or consideration.

The following conditions are understood and agreed to:

- a. No charges, other than those specified in the cost proposal, are to be levied upon the State as a result of a contract.
- b. The State will have exclusive ownership of all products of this contract unless mutually agreed to in writing at the time a binding contract is executed.

Date

Signature & Title of Official Representative

Type Name of Official Representative



**DELAWARE HEALTH AND SOCIAL SERVICES
REQUEST FOR PROPOSAL**

STATEMENTS OF COMPLIANCE FORM

As the official representative for the contractor, I certify on behalf of the agency that _____
_____ (Company Name) will comply with all Federal and Delaware laws and regulations pertaining to equal employment opportunity and affirmative action. In addition, compliance will be assured in regard to Federal and Delaware laws and regulations relating to confidentiality and individual and family privacy in the collection and reporting of data.

Authorized Signature: _____

Title: _____

Date: _____



OFFICE OF MINORITY AND WOMEN BUSINESS ENTERPRISE SELF CERTIFICATION TRACKING FORM

IF YOUR FIRM WISHES TO BE CONSIDERED FOR ONE OF THE CLASSIFICATIONS LISTED BELOW, THIS PAGE MUST BE SIGNED,
NOTARIZED AND RETURNED WITH YOUR PROPOSAL.

COMPANY NAME _____

NAME OF AUTHORIZED REPRESENTATIVE (Please print) _____

SIGNATURE _____

COMPANY ADDRESS _____

TELEPHONE # _____

FAX # _____

EMAIL ADDRESS _____

FEDERAL EI# _____

STATE OF DE BUSINESS LIC# _____

Note: Signature of the authorized representative must be of an individual who legally may enter his/her organization into a formal contract with the State of Delaware, Delaware Health and Social Services.

Organization Classifications (Please circle)

Women Business Enterprise (WBE) Yes/No

Minority Business Enterprise (MBE) Yes/No

Please check one---Corporation _____

Partnership _____ Individual _____

For appropriate certification (WBE), (MBE), please apply to Office of Minority and Women Business Enterprise Phone # (302) 739-4206 L. Jay Burks, Executive Director Fax# (302) 739-1965 Certification # _____ Certifying Agency _____

<http://www.state.de.us/omwbe>

SWORN TO AND SUBSCRIBED BEFORE ME THIS _____ DAY OF _____ 20 _____

NOTARY PUBLIC _____ MY COMMISSION EXPIRES _____

CITY OF _____ COUNTY OF _____ STATE OF _____

Definitions

The following definitions are from the State Office of Minority and Women Business Enterprise.

Women Owned Business Enterprise (WBE):

At least 51% is owned by women, or in the case of a publicly owned enterprise, a business enterprise in which at least 51% of the voting stock is owned by women; or any business enterprise that is approved or certified as such for purposes of participation in contracts subject to women-owned business enterprise requirements involving federal programs and federal funds.

Minority Business Enterprise (MBE):

At least 51% is owned by minority group members; or in the case of a publicly owned enterprise, a business enterprise in which at least 51% of the voting stock is owned by minority group members; or any business enterprise that is approved or certified as such for purposes of participation in contracts subjects to minority business enterprises requirements involving federal programs and federal funds.

Corporation:

An artificial legal entity treated as an individual, having rights and liabilities distinct from those of the persons of its members, and vested with the capacity to transact business, within the limits of the powers granted by law to the entity.

Partnership:

An agreement under which two or more persons agree to carry on a business, sharing in the profit or losses, but each liable for losses to the extent of his or her personal assets.

Individual:

Self-explanatory

For certification in one of above, the bidder must contract:

L. Jay Burks

Office of Minority and Women Business Enterprise

(302) 739-4206

Fax (302) 739-5561

**Appendix A- Pricing
 Spreadsheet For Beauty Shop
 Supplies**

Description	QTY	Unit	Unit Price	Total Price	UNSPS Code
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1 Hair Brush, Diane #D8116 61 each

Bidding On:

2 Hair Brush, Vent, Bobby #100- AA 32 each

Bidding On:

3 Hair Brush, Professional Stylist, Scalpmaster, Burmax CS315 72 each

Bidding On:

4 Hair Brush, Purse Size, 6" plastic bristles, Scalpmaster #1000 6 each

Bidding On:

5 Hair Brush, Scalpmaster, #1971 54 each

Bidding On:

6 Hair Brush, Cricket, Fast Flo #5511832 58 each

Bidding On:

7 Hair Brush, Cricket, Tunnel #5511840 66 each

Bidding On:

8 Hair Brush, Cricket RPM-XL #5511883 64 each

Bidding On:

9 Hair Brush, Cricket RPM 12 XL #511884 66 each

Bidding On:

Description	QTY	Unit	Unit Price	Total Price	UNSPS Code
10 Hair Brush, Cricket, RPM-SM #511882	54	each			
Bidding On: _____					

11 Hair Brush, Cricket 680 #02680	53	each			
Bidding On: _____					

12 Comb & Brush Cleaner Box, 2 lb. Ship Shape #33210	25	each			
Bidding On: _____					

13 Combs available in fine, coarse & regular, 7" long, narrow, Krest #400	11	dozen			
Bidding On: _____					

14 Combs, Krest #441	13	dozen			
Bidding On: _____					

15 Afro Wide Comb, Ace #176 or approved equal	62	each			
Bidding On: _____					

16 Pick Comb, comare, #123-102 or approved equal	52	each			
Bidding On: _____					

17 Curling Iron, Hot Tools, HTL#1103 , 1/2" or approved equal	10	each			
Bidding On: _____					

18 Curling Iron, Hot Tools, HTL #1109, 5/8" or approved equal	12	each			
Bidding On: _____					

Description	QTY	Unit	Unit Price	Total Price	UNSPS Code
19 Curling Iron, Hot Tools, HTL# 1138, 3/8"	11	each			
or approved equal Bidding On:					
20 Curling Iron Hot Tools, HTL#1102, 1 1/2"	11	each			
or approved equal Bidding On:					
21 Curling Iron Hot Tools, HTL #111, 2"	8	each			
or approved equal Bidding On:					
22 Round Electric Curling Brush, Hot Tools #1141	6	each			
Bidding On:					
23 Hair Lifts, Mini, Plastic Top with Metal Teeth, Stylex	4	each			
or approved equal Bidding On:					
24 Gold and Straight Hot Pressing comb, No Substitutes, GH299	8	each			
Bidding On:					
25 Certified Tail Comb, F4142	22	each			
Bidding On:					
26 Isoplus Hot Curler, #40505	12	dozen			
Bidding On:					
27 Curling Iron without spring, Hot Tool, 1/2"	6	each			
or approved equal Bidding On:					

Description	QTY	Unit	Unit Price	Total Price	UNSPS Code
28 Curling Iron without spring, Hot Tool, 5/8" or approved equal Bidding On:	6	each			
29 Curling Iron without spring, Hot Tool, 3/8" or approved equal Bidding On:	6	each			
30 Curling Iron without spring, Hot Tool, 1" or approved equal Bidding On:	6	each			
31 Curling Iron without spring, Hot Tool, 1 1/2" or approved equal Bidding On:	6	each			
32 Curling Iron without spring Hot Tool, 2" or approved equal Bidding On:	6	each			
33 Electric Flat Iron, Babyliss BABP 2555, Small 1" Bidding On:	10	each			
34 Electric Flat Iron, Babyliss BABP, Medium 1 1/2" Bidding On:	10	each			
35 Electric Flat Iron, Babyliss BABP #2559, Large 2 1/1" Bidding On:	7	each			
36 Perms, Quantum, All Types, Helene Curtis No Substitutes No Substitutes Bidding On:	60	each			
37 Perms, One & Only, No Substitutes, Shiny Silver #00-124, 24/case No Substitutes Bidding On:	45	case			

Description	QTY	Unit	Unit Price	Total Price	UNSPS Code
38 Perms, Outer Limits, No Substitutes, All Types #24490 No Substitutes Bidding On:	25	each			
39 Perms, One & Only Acid, No Substitutes, #00-123 No Substitutes Bidding On:	43	each			
40 Sterilizing Solutions, 1 gallon Bleisicide, No Substitutes No Substitutes Bidding On:	18	gallon			
41 Clippericide Spray, #72130, No Substitues Bidding On:	48	each			
42 Hair Relaxer, Creme of Nature, 15 oz. Jar, Regular #24093 No Substitutes Bidding On:	16	each			
43 Hair Relaxer, Creme of Nature, 15 oz. jar, Mild #24095 No Substitutes Bidding On:	16	each			
44 Hair Relaxer, Creme of Nature, 15 oz. jar, Super #24097 No Substitutes Bidding On:	16	each			
45 Hair Straightener, Design Touch By Luster, 4# Tub, #53501 No Substitutes Bidding On:	16	each			
46 Care Free Curl Rearranger, Regular #87912 No Substitutes Bidding On:	8	each			
47 Care Free Curl Rearranger Max #87930 No Substitutes Bidding On:	12	each			

Description	QTY	Unit	Unit Price	Total Price	UNSPS Code
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48 Care Free Curl Rearranger Super #87914 12 each

No Substitutes
Bidding On:

49 Care Free Booster, #87911 22 each

No Substitutes
Bidding On:

50 Care Free Neutralizing Solution #87909 16 oz. btl. 22 each

No Substitutes
Bidding On:

51 End Papers, all sizes, regular, jumbo and king, specify when ordering 14 box

or approved equal
Bidding On:

52 Perm Rods, White, Soft N Style 10 dozen

or approved equal
Bidding On:

53 Perms Rods, Pink, Soft N Style 10 dozen

or approved equal
Bidding On:

54 Perms Rods, Grey, Soft N Style 14 dozen

or approved equal
Bidding On:

55 Perm Rods, Red, Soft N Style 14 dozen

or approved equal
Bidding On:

56 Perms Rods, Blue, Soft N Style 10 dozen

or approved equal
Bidding On:

--	--	--	--	--

57 Perm Rods , Peach, Soft N Style 10 dozen

or approved equal
Bidding On:

Description	QTY	Unit	Unit Price	Total Price	UNSPS Code
58 Perm Rods, Purple, Soft N Style or approved equal Bidding On:	14	dozen			
59 Graham Cellu Dri Perm Coil #44080 or approved equal Bidding On:	10	box			
60 Wave Nouveau Condition Cold Wave, Phase I, Shape Release 30 oz. #87778 No Substitutes Bidding On:	9	dozen			
61 Wave Nouveau Condition Cold Wave, Phase II, Shape Transformer, 16.9 oz. #87768 No Substitutes Bidding On:	11	dozen			
62 Wave Nouveau Condition Cold Wave, Phase III, Shape Lock, 16.9 oz., #87762 No Substitutes Bidding On:	4	dozen			
63 Wave Nouveau, Finishing Moisture Lotion, 16.9 oz. #87765 No Substitutes Bidding On:	4	dozen			
64 Clairol Color, All Shades, No Substitutes, Specify Shade When Ordering Bidding On:	6	each			
65 Satin Cream Hair Color, 3 oz. tube, All Shades, No substitutes Bidding On:	82	each			
66 Rinse, All Shades, Roux Fanci, Full, state shade when ordering No Substitutes Bidding On:	42	each			

Description	QTY	Unit	Unit Price	Total Price	UNSPS Code
67 Hydrogen Peroxide Clear 10 Volume gallon Bidding On:		24 gallon			
68 Hydrogen Peroxide Clear 20 Volume gallon Bidding On:		4 gallon			
69 Hydrogen Peroxide Clear 30 Volume Bidding On:		7 gallon			
70 Dye Applicator Brush, Soft & Style #666 or approved equal Bidding On:		4 each			
71 Clean Touch Tint Remover, 11.8 oz Bidding On:		7 each			
72 Tint Applicator Bottle, 8 oz. Roux or approved equal Bidding On:		37 each			
73 Creme of Nature Hair color Bidding On:		12 each			
74 Dark & Lovely Hair Color No Substitutes Bidding On:		16 each			
75 Bleach, 30 Minute, #1366202 or approved equal Bidding On:		16 each			
76 Clairol Bleach, BW2 Off Scalp 8 oz No Substitutes Bidding On:		11 each			

Description	QTY	Unit	Unit Price	Total Price	UNSPS Code
77 Clairol Bleach BW2 Off Scalp oz No Substitutes Bidding On:	32	6 each			
78 Foil, SBS C TF-1350 Roll or approved equal Bidding On:		0 each			
79 Foil, Ct-200-5 200 ct pop-up or approved equal Bidding On:		1 each			
80 Unred Additive for Hair Color to prevent unwanted red tone, 1 oz., AR-4001 No Substitutes Bidding On:		0 each			
81 Gray Drops, Additive, 1 oz. Adds color to cover gray completely #AR4002 or approved equal Bidding On:		9 each			
82 Clairol Creme Peroxide, 10 volume No Substitutes Bidding On:		6 gallon			
83 Clairol Creme Peroxide, 20 Volume No Substitutes Bidding On:		12 gallon			
84 Clairol Creme Peroxide, 30 Volume No Substitutes Bidding On:		5 gallon			
85 Clairol Creme Peroxide, 40 Volume No Substitutes Bidding On:		4 gallon			
86 Moisture Max Hair Lotion, 32 oz. No Substitutes Bidding On:		14 each			

Description	QTY	Unit	Unit Price	Total Price	UNSPS Code
87 Base Cream, Sensitive Scalp by Summitt, 14 oz. Jar	5	each			
Bidding On:					
88 Bantu Yellow-Out Conditioner, 8 oz. Bottle	12	each			
Bidding On:					
89 Volumax Volumizing Root Lifter by Naturelle, 8.5 oz.	0	each			
Bidding On:					
90 Gentle Treatment, No Lye, Conditioning Creme Relaxer for Gray Hair No Substitutes	20	kit			
Bidding On:					
91 Large Tint Brushes by Sally Haircolor #SC1280	18	each			
Bidding On:					
92 Fuji End Papers, 500 sheets/box	19	box			
Bidding On:					
93 Fuji Hands Free Paper Dispenser	1	each			
Bidding On:					
94 Clairol Jazzing Hair Colors, Various Colors, 3 oz. bottle, No Substitutes	20	each			
Bidding On:					
95 Dax Wax, 7.5 oz. jar	11	each			
Bidding On:					

Description	QTY	Unit	Unit Price	Total Price	UNSPS Code
96 Hair Spray, Volumax, 9 oz #99282	48	each			
or approved equal Bidding On:					
97 Clubman Styling & Grooming Spray for Men, 8 oz, non-aerosol, #274500 No Substitutes Bidding On:	56	each			
98 Vigoral Mousse, 9.25 oz, X-tra Body #93040 Bidding On:	40	each			
99 Vigoral Mousse, 9.25 oz., Relaxed #93044 Bidding On:	30	each			
100 Vigoral Mousse, Super Curl 9.25 oz., #93038 Bidding On:	28	each			
101 Vigoral Mousse, Max Shine #93092, 9.25 oz. Bidding On:	28	each			
102 Lotta Body Setting Lotion 32 oz #24010 Bidding On:	22	each			
103 Isoplus Oil Sheen, 11 oz., #40563 No Substitutes Bidding On:	38	each			
104 Volumax Freezing Spray 7 oz. #976181 Bidding On:	30	each			

Description	QTY	Unit	Unit Price	Total Price	UNSPS Code
105 Tresemme 4 + 4 Mousse, TM44, 13.5 oz.	36	each			
Bidding On: _____					
106 Tresemme Hair Spray, TXH44, XT-tra Hold	24	each			
Bidding On: _____					
107 Scruples Parfait Mousse 8.5 oz can	68	each			
Bidding On: _____					
108 Vavoom Freezing Spray by Matrix, 12 oz bottle	20	each			
Bidding On: _____					
109 Nail Polish, Clear, Orly, TOTOR-1	2	each			
Bidding On: _____					
110 Nail Polish, TOTOR-2, All Shades	0	each			
Bidding On: _____					
111 Nail Polish, China Glaze	4	each			
Bidding On: _____					
112 Nail Polish, Out the Door, Clear, 1/2 oz TOTOUT-1	4	each			
Bidding On: _____					
113 Nail Polish, All Shades, TOTOP-1	0	each			
Bidding On: _____					
114 Nail Polish Remover, Must be Non-Acetone, 16 oz. Lensco No Substitutes	5	each			
Bidding On: _____					

115 Diamond Deb Nail File, 6/pkg.	0	each			
Bidding On: _____					

Description	QTY	Unit	Unit Price	Total Price	UNSPS Code
116 Nail Buffer 4 in 1 Supershine, Super Nail #90680 Bidding On:		4 each			
117 Nail Files, washable 7 sanitizable 8/pkg, Fine Grit 240/400 Grit Bidding On:		4 pkg			
118 Nail Files, Medium, 100/180 Grit 8/pkg Bidding On:		6 pkg			
119 Hand Cream, Revlon Aquamarine, 14.8 oz bottle Bidding On:		0 bottle			
120 Spray Bottles, decorative, small, 8 oz, TOT07 Bidding On:		1 each			
121 Spray Bottle, 16 oz., Debra Lynn B16 Bidding On:		4 each			
122 Wooden Spatula for waxing, TOTO8 Bidding On:		0 pkg			
123 Hand Cream, Queen Helena, 32 oz. Bidding On:		0 each			
124 Facial Cleansing Cream, Hypoallergenic, Ponds, 4 oz jar Bidding On:		0 each			
125 Orange Manicure Sticks, Wood, Pointed Tip, Debra Lynn DL-C75 12 per bag Bidding On:		8 bag			

Description	QTY	Unit	Unit Price	Total Price	UNSPS Code
126 Hair Dryer, complete standup floor model with wheels, Hot Tools, #1059, Tourmaline Ionic Dryer	1	each			
Bidding On:					
127 Wahl Trimmer Unit, Cordless, Rechargeable, No Substitutes #8900	6	each			
Bidding On:					
128 Wahl Trimmer Blades, #1046 for above unit, No Substitutes	22	each			
Bidding On:					
129 Oster Finisher Trimmer #76059030, No Substitutes	8	each			
Bidding On:					
130 Oster Clippers, Model # 111, No Substitutes	8	each			
Bidding On:					
131 Oster Clipper, 76 Lite- Titan, No Substitutes	8	each			
Bidding On:					
132 Blades for Oster Clipper, 76 Lite-Titan, Size 0000 No Substitutes	10	each			
Bidding On:					
133 Blades for Oster Cliper, 76 Lite Titan, Size 000 No Substitutes	13	each			
Bidding On:					
134 Blades for Oster Clipper , 76 Lite Titan, Size 1 No Substitutes	13	each			
Bidding On:					
135 Blades for Oster Clipper, 76 Lite Titan, Size 1A No Substitutes	10	each			
Bidding On:					

	Description	QTY	Unit	Unit Price	Total Price	UNSPS Code
136	Blades for Oster Clipper, 76 Lite Titan, 1 1/2" No Substitutes Bidding On:	10	each			
137	Blades for Oster Clipper, 76 Lite Titan, 2" No Substitutes Bidding On:	10	each			
138	Blades for Oster Clipper, 76 Lite Titan, 3" No Substitutes Bidding On:	10	each			
139	Blades for Oster Clipper, 76 Lite Titan, 3 1/2" No Substitutes Bidding On:	10	each			
140	Replacement Blades for Wahl Peanut #8685785 No Substitutes Bidding On:	36	each			
141	Blades for Oster Clipper # 111, Size 0000 No Substitutes Bidding On:	11	each			
142	Blades for Oster Clipper #111, Size 000 No Substitutes Bidding On:	11	each			
143	Blades for Oster Clipper #111, Size 1 No Substitutes Bidding On:	10	each			
144	Blades for Oster Clipper #111, Size 1A No Substitutes Bidding On:	11	each			
145	Blades for Oster Clipper #111, Size 2" No Substitutes Bidding On:	11	each			

Description	QTY	Unit	Unit Price	Total Price	UNSPS Code
146 Blades for Oster Clipper #111, Size 3" No Substitutes Bidding On:	11	each			
147 Blades for Oster Clipper #111, Size 3 1/2" No Substitutes Bidding On:	11	each			
148 Oster Universal Guard for Clipper No Substitutes Bidding On:	11	each			
149 Wahl Peanut Clipper model #8685785 no substitutes No Substitutes Bidding On:	7	each			
150 Andis Clipper, Skyline #2, Trimmer Model #1006 No Substitutes Bidding On:	11	each			
151 Andis Replacement Blade Set, Model #1019 No Substitutes Bidding On:	8	each			
152 Honeewax, All purpose Honee, 14 oz. Jar, Gigi #0330 Bidding On:	6	each			
153 Gigi spacesaver #0892, wax dispenser Bidding On:	2	each			
154 Magnetic rollers in various sizes: penny size, dime size, etc. Bidding On:	4	dozen			
155 Almar Clips dual purpose clips, Marianna, #10401, 80/box Bidding On:	18	box			

Description	QTY	Unit	Unit Price	Total Price	UNSPS Code
156 Roller clips, marianna double prong clips, 80 ct. box #10462 Bidding On:	16	box			
157 Pin curl clips, Marianna single prong clips, 80 ct. box #10460 Bidding On:	12	box			
158 Velcro curlers, assorted colors and sizes, soft n style EZ10-EZ24 specify size when ordering Bidding On:	0	dozen			
159 Airlift cutting stool with wheels by Pibbs, #726 Bidding On:	0	each			
160 Black Jet blow hand dryer Bidding On:	0	each			
161 Bobby Pins, 1 lb., Brown, Black, Bronze, White & Silver, marianna Bidding On:	5	box			
162 Hair Pins, 1lb./pkg., Black, Brown, Grey and White, marianna #10530 1 lb. box Bidding On:	11	box			
163 Pinaud, Talc, Clubman #23002 Bidding On:	11	dozen			
164 Cotton cloth cape for haircuts for men Bidding On:	22	each			
165 Timer, 60 minutes, must be manual, marianna square white timer Bidding On:	2	each			
166 Plastic Caps w/elastic bands, Betty Dain 30/pkg Bidding On:	8	pkg			
167 Hand Mirrors, Soft n Style #11 WH Bidding on:	14	each			

	Description	QTY	Unit	Unit Price	Total Price	UNSPS Code
168	Coated Rubber Ponytail Bands 12/pkg GM-00207 Bidding On:	38	pkg			
169	Hair Net, Black, Fine Mesh Bidding On:	82	each			
170	Hair Net, Silver, Fine Mesh Bidding On:	22	each			
171	Hair Net, Brown, Fine Mesh Bidding On:	32	each			
172	Sea breeze Antiseptic, 32 oz bottle, no substitutes Bidding On:	1	bottle			
173	Blow Dryer, attachment jet set comb Bayliss Pro X-trem Bab2000 Bidding On:	20	each			
174	Cape, Andre Dri-back, #116 Bidding On:	3	dozen			
175	Cape, Comb-out, Fabric with velcro fasteners, Scalpmaster #3020 Bidding On:	1	each			
176	Cape for Shampoo w/velcro fasteners, Betty Dain #311 Bidding On:	32	each			
177	Rain Hats, Diane #D984 Bidding On:	1	dozen			
178	Hydrogen Peroxide 20 Volume, 32 oz. Bidding On:	5	bottle			
179	Barbicide, 16 oz. bottle Bidding On:	18	bottle			
180	Graham Cellu Cotton, #44053 Bidding On:	11	box			
180- A	Graham Cellu 100% Cotton #44045 Bidding On:	2	box			

Description	QTY	Unit	Unit Price	Total Price	UNSPS Code
181 Golden Hot Jumbo Ceramic Heater Stove, GH15000, No substitutes	5	each			
Bidding On:					
182 Hot Stove, Gold & Hot complete stove with irons, GH5250, no substitutes	3	each			
Bidding On:					
183 Scissors, 6 1/2", Diane #74	8	pair			
Bidding On:					
184 Thinning Shears, Stainless Steel, Pibbs, Diamond Ice No Substitutes	4	pair			
Bidding On:					
185 Switchblade Shears, 4 1/2", Feather, #f1-05-145 No Substitutes	5	each			
Bidding On:					
186 Blades for above switchblade shears No Substitutes	11	each			
Bidding On:					
187 Razor, Hair Persona No Substitutes	9	each			
Bidding On:					
188 Blades, Razor 5/pkg. 12 pkg/box persona No Substitutes	11	each			
Bidding On:					
189 Scissors, 4 1/2", Diane #64 No Substitutes	3	pair			
Bidding On:					
190 Roller Cart with sliding trays, Genie Kart #KD2 Bidding On:	5	each			
Bidding On:					
191 Style Liner II Andis Trimmer, #26700- No substitutes Bidding On:	5	each			
Bidding On:					

Description	QTY	Unit	Unit Price	Total Price	UNSPS Code
192 Razor/Comb, Burmax Artistocrat RC12 Bidding On:	6	each			
193 Shear's Texturizing 15 Teeth Bidding On:	2	each			
194 Oster Blade, Model #76913-706, Stainless Steel Trimmer T-Blade 1/125" (.2 mm cut) micro close, no substitutes Bidding On:	9	each			
195 Cutting Scissors by Diane 5.5" #74 Stainless Steel Bidding On:	5	each			
196 Creme of Nature, Neutralizing Shampoo, 32 oz. #24099 Bidding On:	58	bottle			
197 Total Effex Shampoo Bidding On:	61	bottle			
198 Shampoo, Shimmer Light, 16 oz btl. No Substitutes Bidding On:	29	bottle			
199 Waterless Shampoo, Rinse No More, # 71160, 16 oz Bidding On:	22	each			
200 Comfort Rinse Free Shampoo Cap by Sage #7909 Bidding On:	8	case			
201 Stephan's Dandruff Remover, 15 oz R-0013 Bidding On:	22	each			
202 Curl Rejuvenator Lotion, 16 oz, Donnies Bidding On:	10	each			

Description	QTY	Unit	Unit Price	Total Price	UNSPS Code
203 Wonder 8 Oil, 8 oz #42020 No Substitutes Bidding On:	16	each			
204 African Pride Miracle Gro Hairdress, 5.3 oz jar #11550 No Substitutes Bidding On:	68	each			
205 Porosity Control, Roux, #000110, 15 oz. No Substitutes Bidding On:	17	each			
206 Conditioner, Cholesterol, Queen Helene, #653256, 15 oz jar Bidding On:	9	each			
207 Conditioner, Scalp & Hairdress, 6 oz V05, jar Bidding On:	6	each			
208 Styling Mousse, 10.5 oz. Design Freedom, X-tra Firm Bidding On:	12	each			
209 Mousse, Liquid Styling, 12 oz., Fantasia #1885 Bidding On:	12	each			
210 Roux Fanciful Color Styling Mousse 6 oz., Assorted Colors Bidding On:	20	each			
211 All Ways Super Gro, 5.5 oz #0168 No Substitutes Bidding On:	49	each			
212 Paul Mitchell Shampoo, #2 Gallon Bidding On:	5	gallon			
213 Stabilizer Plus, 32 oz bottle, #85025 French Perm Conditioner No Substitutes Bidding On:	6	each			

Description	QTY	Unit	Unit Price	Total Price	UNSPS Code
214 Instant Activator Conditioner, Right On 16 oz #24032 No Substitutes Bidding On:	24	each			
215 Scruples Clarifying Hair Shampoo 12 oz bottle Bidding On:	110	each			
216 Mane & Tail Conditioner 12 oz. #89812 Bidding On:	54	each			
217 Motions Oil Relaxer, 15 oz. #91284, No Substitutes Bidding On:	14	each			
218 Lotion Oil Moisturizer, 12 oz. #91824 No Substitutes Bidding On:	10	each			
219 Proline Comb Thru 10 oz #82737 Bidding On:	2	each			
220 Sanek Neck Strip #43310 Bidding On:	4	box			
221 Sanek Dispenser for neck strips #49356 Bidding On:	1	each			
222 Wax Strips for Facial Wax, 100% cotton strips, GIGI GG-0610 Bidding On:	11	pack			
223 Thin Wooden Wax Sticks for Facial Wax, GIGI GG-0415 Bidding On:	11	pack			

Description	QTY	Unit	Unit Price	Total Price	UNSPS Code
224 Sure Clean, Gigi Surface Wax Cleaner 16 oz., #0750 no substitutes	5	each			
Bidding On:					
225 Gigi Wax Off, #0885, 16 oz.	6	each			
No Substitutes					
Bidding On:					
226 Wax Collars for Wax Warmer, Gigi #0810, 50 ct., 14 oz.	7	pack			
No Substitutes					
Bidding On:					
227 Flowery professional emergy board #1035p, 8/pkg	0	pkg			
Bidding On:					
228 Frosting Caps, Conair, 12/box	1	dozen			
Bidding On:					
229 QP Glaze by Elasta Shine, 8 oz	44	jar			
Bidding On:					
230 Le Kair Cholesterol Plus Strengthening conditioner, 16 oz. jar	31	jar			
Bidding On:					
231 Hot Tools Ionic Anti-Static Salon 1875W Salon Dryer HTL# 1063PT	2	each			
Bidding On:					
232 Oster Universal Attachment Comb, Individual Unit, not a pack 1/16"	4	each			
Bidding On:					

Description	QTY	Unit	Unit Price	Total Price	UNSPS Code
233 Oster Universal Attachment Comb, Individual Unit, not a pack 3/8"	4	each			
Bidding On:					
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234 Phase I- Rack to Hold Blades #5010 - Holds 10 blades	2	each			
Bidding On:					
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235 Wahl Tattoo Trimmer #8043-200	3	each			
Bidding On:					
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236 Wahl Bling Trimmer 4" #8986-100	3	each			
Bidding On:					
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237 Long Mesh Rollers 2 1/2" Long 1/2" Diameter	2	pack			
Bidding On:					
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238 Comfort Grip Cuticle Nippers Half Jaw 4" with double spring	3	each			
Bidding On:					
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239 Comfort Grip Toe Nail Nipper with double spring, 5 1/2"	1	each			
Bidding On:					
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240 Helen of Troy 1875W Professional Chrome Hair Dryer #6037N	1	each			
Bidding On:					
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Description	QTY	Unit	Unit Price	Total Price	UNSPS Code
241 Helen of Troy Professional Brush Iron 3/4", Model # 1511	3	each			
Bidding On:					
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242 Helen of Troy Professional Brush Iron 1/2" Model #1512	3	each			
Bidding On:					
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243 Helen of Troy Professional Brush Iron 1" Jumbo Model # 1517	3	each			
Bidding On:					
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Ceramic Nylon Boar Bristle					
244 Round Brush 2" Scalpmaster # SC4005	3	each			
Bidding On:					
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245 Ceramic Nylon Boar Bristle Round Brush 2 1/4" Scalpmaster #SC4006	1	each			
Bidding On:					
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246 Ceramic Nylon Boar Bristle Round Brush 2 1/2" Scalpmaster # SC4007	1	each			
Bidding On:					
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247 Full Size Cushion Brush Scalpmaster #80	4	each			
Bidding On:					
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248 Satin Edge Supreme 20 Tooth Thinning Shear, SE#2037	3	each			
Bidding On:					
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Description	QTY	Unit	Unit Price	Total Price	UNSPS Code
249 Diamond Ergonomic Shear 5 1/2" TK-V55B	0	each			
Bidding On:					
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250 Ninja Notching 5-1/2" 15 Tooth Shear N-15T	0	each			
Bidding On:					
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251 3" Wide Butterfly Clamps 12/pk	3	pack			
Bidding On:					
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252 Duo Set Deluxe Acrylic Cosmetics Accessories Holder FantaSea FSC513	0	each			
Bidding On:					
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253 Cotton swabs, 500 per box	2	box			
Bidding On:					
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254 Cotton balls, 100 per bag	0	bag			
Bidding On:					
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255 Perm Rods, Long, Yellow Soft and Style or approved equal	5	dozen			
Bidding On:					
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256 Short Perm Rod Purple, Soft and Style or approved equal	3	dozen			
Bidding On:					
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Description	QTY	Unit	Unit Price	Total Price	UNSPS Code
257 Short Perm Rod White, Soft and Style or approved equal		3 dozen			
Bidding On: _____					
258 Short Perm Rod Gray, Soft and Style or approved equal		5 dozen			
Bidding On: _____					
259 Short Perm Rod Pink, Soft and Style or approved equal		5 dozen			
Bidding On: _____					
260 Short Perm Rod Blue, Soft and Style or approved equal		5 dozen			
Bidding On: _____					
261 Short Perm Rod Yellow, Soft and Style or approved equal		3 dozen			
Bidding On: _____					
262 Mini Red Perm Rod Soft and Style or approved equal		2 dozen			
Bidding On: _____					
263 Replacement Rubber For Long Perm Rods		5 dozen			
Bidding On: _____					

Description	QTY	Unit	Unit Price	Total Price	UNSPS Code
264 Replacement Rubber for Short Perm Rods		3 dozen			
Bidding On: _____					
265 Thick Coated Elastic Bands, Assorted Colors, 12/pk		6 pack			
Bidding On: _____					
266 Glass Sanitizing Manicure Jar 21 oz. Jar		2 each			
Bidding On: _____					
267 Scruples Clarifying Shampoo Must be Liter Bottle Size		48 each			
Bidding On: _____					
268 Quantum Clarifying Shampoo Must Be Gallon Size Jug		6 each			
Bidding On: _____					
269 Quantum Clarifying Shampoo Must be Liter Bottle		48 each			
Bidding On: _____					
270 Quantum Daily Shampoo Must be 1 Gallon Bottle No Substitutes		2 each			
Bidding On: _____					
271 7" Teasing Carbon Comb Scalpmaster SC9179		4 doz			
Bidding On: _____					

Description	QTY	Unit	Unit Price	Total Price	UNSPS Code
272 7 1/4" Carbon Cutting Comb Scalpmaster SC9178		2 doz			
Bidding On:					
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273 Hair Extension Rectangular Paddle Brush SC9139		2 each			
Bidding On:					
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274 Braid & Twist Comb Set Gold Magic GM-HEC 3 piece		3 set			
Bidding On:					
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275 Disposable Frosting Caps with Extended Neck Protector 12/pk		2 each			
Bidding On:					
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276 Balsam Conditioner Must Be Gallon Size		2 each			
Bidding On:					
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277 Babyliss Pro Gold Titanium 1/2" Root Straight Iron/Comb BABGTRS1		2 each			
Bidding On:					
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278 Essie Nail Polish, all shades		12 btl			
Bidding On:					
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279 Essie Top Coat E-6020		6 btl			
Bidding On:					
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280 Essie Good To Go E-6046		6 btl			
Bidding On:					
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Description	QTY	Unit	Unit Price	Total Price	UNSPS Code
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281 Essie Non-Yellowing Top Coat
E-6021
6 btl
Bidding On: _____

282 Essie Sensitive Base Coat
E-6035
6 btl
Bidding On: _____

283 IC Fantasia Hair Polisher
FA501993, 6 oz.
6 btl
Bidding On: _____

284 IC Fantasia Hair Polisher Olive
Styling Gel 16 oz., FA3555
6 btl
Bidding On: _____

285 IC Fantasia Heat Protector
Straightening Serum
FA503015, 6 oz.
6 btl
Bidding On: _____

286 IC Fantasia Shea Butter Sheen
Spray FA332170, 14 oz.
6 btl
Bidding On: _____

287 Nanoceramic Ionic Blow Dryer
Hot Tools #HTBW01
3 each
Bidding On: _____

288 Queen Helene Cleansing Cream
QH-65384, 15 oz. jar
4 each
Bidding On: _____

**APPENDIX B-
ENVIRONMENTALLY
FRIENDLY BEAUTY SHOP
SUPPLIES**

Description	QTY	Unit	Unit Price	Total Price	UNSPS Code
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A) Nail Polish, all shades 12 each

Bidding On:

B) Clarifying Shampoo 6 each
Must Be Gallon Size

Bidding On:

C) Clarifying Shampoo 6 each
Must Be Liter Size

Bidding On:

D) Facial Cleansing Cream 4 each
15 oz. Jar

Bidding On:

E) Massage Cream 4 each
15 oz. Jar

Bidding On:

F) Perm for All Hair Types 60 each

Bidding On:

G) Perm for Gray Hair 45 each

Bidding On:

**APPENDIX B-
ENVIRONMENTALLY
FRIENDLY BEAUTY SHOP
SUPPLIES**

Description	QTY	Unit	Unit Price	Total Price	UNSPS Code
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H) Volumizing Hair Spray, 9 oz bottle ~~48~~ each

Bidding On:

I) Hair Setting Lotion 22 each

Bidding On:

J) Conditioner for Damaged Hair 9 each

Bidding On:

K) Hair Color, Various Shades 20 each

Bidding On:

L) Shampoo for Color Treated Hair 29 bottle

Bidding On:

M) Hair Relaxer for Gray Hair 20 kit

Bidding On:

APPENDIX C:

RULES AND CONDITIONS OF NOTE

- 1) UNSPS CODE: The State of Delaware has implemented a new financials system. Bidders must supply the United Nations Products and Services Code (UNSPSC) for each item in their bid proposal. Failure to include the UNSPSC may be grounds for rejection. The UNSPSC can be accessed at the following website: <http://www.unspsc.org/search.asp>.
- 2) Minimum case requirements will not be accepted. Delaware Health and Social Services will only honor minimum order requirements of \$50.00.
- 3) Only one price per item will be accepted.
- 4) Packaging must be adhered to. All items must be stated as "each", "box" or other specified quantity. Any vendor who fails to identify quantity, package size, mfg # or unit size will be disqualified.
- 5) When an error is made in extending total prices, the unit price will govern. Carelessness in quoting prices or in preparation of the bid will not relieve the bidder. All prices must be rounded off to two decimal places. Three decimal places will not be accepted and will mean disqualification of said item.
- 6) Delaware Health and Social Services reserves the right to sample an item before an award is made. All sample requests will be made after the bid opening. Samples must be furnished free of charge. Samples must be marked with the item number and bidder's name and delivered to the designated agency. Samples will not be returned.

APPENDIX D:

**SPECIFICATIONS FOR ENVIRONMENTALLY FRIENDLY
BEAUTY SHOP SUPPLIES**

- 1) All items must meet EcoLogo certification as specified in EcoLogo's Certification Criteria Document CCD-103. Information can be found at: www.ecologo.org.
- 2) Bidders may propose products having certification from an alternate third party, so long as the certification establishes strict limits on toxicity, biodegradability, and packaging. Bidders will be expected to supply a copy of the alternate third party certification or an internet link to the certifying organization's document. The State reserves the final right in determining if the proposed alternate is acceptable.
- 3) Samples will be requested after the bid opening. Samples must be provided free of charge and at the vendor's expense. Samples will not be returned.
- 4) Quantities of Environmentally Friendly Items are approximate. The State may choose to purchase these items in lieu of or in conjunction with items appearing elsewhere in the bid.
- 5) For questions regarding Environmental Friendly Products, please contact Annette Opalczynski at 302-255-9295 or annette.opalczynski@state.de.us.

