

EXHIBIT A

DESCRIPTION OF GOODS & SERVICES AND ADDITIONAL TERMS & CONDITIONS

1. DESCRIPTION OF GOODS AND SERVICES:

This contract is for Uniform Shirts for the State Department of Emergency Services and Public Protection ("DESPP") as Client Agency.

(a) Delivery

- (1) Uniform Shirts must be delivered with transportation charges prepaid. Deliveries will only be accepted during normal working hours between 7:30 AM and 3:30 PM unless otherwise specified on the purchase order.
- (2) Partial deliveries can be considered for acceptance if prior clearance is obtain by the Client Agency.
- (3) Contractor shall deliver all products to the Client Agency's specified destination within the delivery time on Exhibit B- Price Schedule, after receipt of the purchase order.
- (4) Each delivery must be accompanied by a packing slip that indicates the applicable purchase order number, a description of the item(s) being delivered, the quantity of each item being delivered and the Contractor's invoice number. Failure to include purchase order numbers may result in delay of payments.

(b) Shirt Pricing and Sewing Requirements

The sewing of two (2) Insignias and two (2) shoulder straps (epaulets) per each uniform shirt is required. All Insignia and Shoulder Straps will be provided by the Client Agency. All Products listed on the Exhibit B-Price Schedule must include sewing cost in the price of the shirt.

(c) Specifications

1. Winter Uniform Shirt Line Item 1. In Exhibit B, Price Schedule.

Material: Winter weight shirt; 8 - 8 ½ oz; 45/55 Wool/Dacron Polyester; Tropical Weave; CSP Mixicast Grey. Raeford Style: #571-12850.

Sizes: Long sleeve shirt will be ordered by neck and sleeve sizes. There shall be a permanent ticket inside each shirt showing brand name, size, sleeve length and fabric fiber designation.

Shade Marketing: All component parts of shirt shall be marked to ensure uniform shade and proper assembly throughout garment.

Stitch, Seam, and Stitching Type: All seaming and stitching shall be done with Type 301 or 401. When stitch type 401 is used, looper shall be on the inside. Stitch type 304 shall be used for making button holes and stitch type 101 for sewing on buttons. All stitching operations shall be conducted with a minimum of 12 and a maximum of 14 stitches to the inch.

Collar: Shall be stand-up collar. Collar and stand to be interlined with #285 pre-shrunk sheeting.

Collar to be double thickness of same fabric as that of body. Back and back ply shall be stitched to underlining, points turned and top stitched with a double row of stitching, the first 1/16" and the second 3/16" from first row. The collar stand to taper at each end. To button at neck with one 19 ligne grey melamine button. Button hole shall be horizontal. Shall have permanent collar stays. There shall also be an eyelet having a 1/8" diameter opening in the collar, placed one inch in from sides of collar to run parallel to front edge of collar for collar ornament.

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Tie space opening on 16" collar shall be $\frac{3}{4}$ " to insure the stay down of collar with a pre-tied necktie.

Finished dimensions of collar shall be as follows:

Cape:	Points 3"
Center of back:	1 $\frac{5}{8}$ "
Band:	1" wide at front ends and 1 $\frac{1}{4}$ " at center back.

Front: The front shall be open and have seven (7) button toggles, including collar button toggle. The left front shall be fitted with a 1 $\frac{1}{2}$ " wide center piece of same material as shirt interlined with #285 pre-shrunk sheeting. The center piece shall be double stitched $\frac{1}{16}$ " and $\frac{1}{4}$ " at each side and to have size (6) well-made and bartacked vertical button holes to accommodate gilt buttons. The right side or button side shall be faced with a 1" strip of shirt material and interlined with #285 pre-shrunk sheeting and single stitched at each edge; facing to accommodate toggles. In the center of this strip shall be button toggles to which six (6) gilt buttons will be attached. The toggles shall be spaced evenly and to be accommodated by the button holes in the left center piece.

Pockets: There shall be two (2) outside breast patch pockets, one (1) on each side. The top of the pockets are to be on a line mid-way between the first and second vertical button holes. The pocket size shall be 5 $\frac{5}{8}$ " wide and 6 $\frac{1}{8}$ " deep. A 1 $\frac{1}{2}$ " wide box pleat shall be constructed and secured at upper edge of opening by a strip of base cloth. Raw edges and bottom edges of pockets shall be stitched to each front. First row stitching to be $\frac{1}{16}$ " from edges and second row $\frac{3}{16}$ " back from first row with both top and corners securely tacked. Pockets shall be creased in an edge creasing machine to insure uniformity of shape and size.

Pocket Flaps: For each pocket there shall be a three pointed flap 5 $\frac{7}{8}$ " wide and 2 $\frac{3}{4}$ " deep at center and 2 $\frac{1}{2}$ " at sides, interlined with #285 pre-shrunk sheeting. Flaps shall be one ply each and shall be creased in an edge creasing machine to insure uniformity of shape and folded in half with creased edges inside. The three open sides shall be double stitched, the first $\frac{1}{16}$ " from edge and the second not less than $\frac{3}{16}$ " from back from first. Pocket flaps shall be stitched to front $\frac{3}{8}$ " above pockets. Stitching on top of flaps shall be $\frac{1}{16}$ " from edge and $\frac{1}{16}$ " back from first row. Allowance shall be made in stitching top flaps to provide accompanying opening for pencil compartment. One gold button (provided by Client Agency) shall be sunk and held in place by a toggle $\frac{5}{8}$ " above the center point of the flap. Velcro fasteners 1" be $\frac{1}{2}$ " shall be sewn in a vertical position $\frac{3}{8}$ " from the top and side edges of the pocket. Corresponding velcro pieces shall be sewn to the inside of the pocket flaps at the two outside points to secure the flap when closed.

Pencil Compartment: A pencil pocket 1 $\frac{1}{4}$ " wide shall be provided in left pocket (on the front opening side) made by a piece of self-material, one edge sewed in with the pocket seams, and the other single stitched to the shirt. The top of the pocket shall be reinforced with a strip of self-material about $\frac{1}{2}$ " wide, finished, the lower edge single stitched to the pocket.

Military Crease: Shirt to be stitched $\frac{1}{16}$ " in front and back to give appearance of permanent military press. A third stitched crease shall be centered on the back of the shirt. Stitched shall be centered on the pockets, but shall not continue through the pocket or flap.

Sleeves and Elbow Patch: Elbow patch with round corners cut from base cloth of shirt shall be sewn on each sleeve with bottom edge toward wrist starting at sleeve opening. Finished dimensions of the elbow patch shall be 6 $\frac{1}{2}$ " long, 5 $\frac{1}{2}$ " wide tapering to a 2" wide sleeve facing

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the length of the sleeve vent. Elbow patch shall be double stitched 1/16" and ¼" from the edge. The button side opening to have a ½" hem. One 24 ligne Grey Melamine button shall be placed midway in the sleeve opening to correspond to a vertical button hold.

Cuffs: Finished cuffs shall be 3" wide and have rounded corners. Cuff shall be made of three plies, two of base fabric and one of interlining. Plies shall be first be super-imposed and seamed, and then turned through top and double stitched with first row 1/8" and second row not less than 3/16" from first. There shall be two button holes on each cuff, and ½" back from side edge. Two gold buttons (provided by the Client agency) shall be secured by toggles to correspond with button holes. A piece of the self-material 2¾" by 1" shall be sewn in the inside of the cuffs at the top, bottom and outside edges to cover the toggles.

Shoulder Strap: The Client Agency shall supply the Contractor with two (2) shoulder straps (epaulets) for each shirt. The Contractor shall sew the shoulder straps to the shirts. The shoulder straps are constructed with four-ply shoulder board consisting of one-ply blue cloth Warrenton #1208-258, one-ply 100% polyester satin, color blue, to blend with blue material. Interlined with two-ply of two yard cotton sheeting having a permanent press finish to be edged with ¼" gold nylon braid to follow the contour of the shoulder strap. The shoulder strap shall be set into the sleevehead seam and be 2 ¼" wide at this point. Interlining to reach within ½" of shoulder seam (thus "raising" the shoulder board). The point of the shoulder strap is to be tacked down and extend to edge of the collar. The shoulder strap will be finished with a regulation gold button (provided by the Client Agency) which is placed onto a toggle button sewn onto the strap 1 ¼" from the point of the strap.

Yoke: A "V" yoke shall be of same material as shirt, cut in one-ply and applied to back. Shall be 6" wide at the sleeve and 8 ½" at the center. Bottom of yoke shall be turned in and double stitched. First row of stitching shall be 1/16" from folded edge and second row not less than 3/16" from first.

Badge Holder: Two sewn eyelets centered over left breast flap 1 ¼" apart with a reinforcement of body material under these eyelets. Top eyelet to be 2 ½" above top of pocket flap.

Button Holes: All button holes shall be neatly sewn and double bar tacked and shall be stitched with letter "A" grey mercerized cotton thread, and closely worked.

Lining: Inner yoke and inner collar stand shall be lined with matching grey viscose rayon.

Bottom: The bottom of the shirt shall be neatly hemmed with a continuous hem ¼" wide.

Thread: All thread to be mercerized, vat dyed fast color.

Buttons: The Client Agency shall supply the gilded shirt buttons to the Contractor. The Contractor shall include the shirt buttons in a small plastic bag to be delivered with the shirt and attached to the button toggle by Client Agency. The buttons provided will be first quality gilt flat with words "State Police" and Connecticut State Seal design. Buttons shall be anchored with toggles, also washer, size 24-34 Waterbury or equal.

Insignia: Connecticut State Police embroidered insignia patches to be furnished by the Client Agency shall be sewn on at the top of the sleeves within ½" from shoulder seam.

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(2) Summer Uniform Shirts

Material: Summer weight shirt; 7 - 7 ½ oz., 80/20 dacron/wool; mixi-cast grey; tropical Raeford’s style #3940-12850.

Construction: Shall be same as the Winter Shirt, with the following exceptions:

Sleeves: are to be one (1) piece. Length of sleeve: 9 ½” - 9 ¾” in length with ¾” hem.

Buttons: The Client agency shall provide the Contractor with gilt flat buttons with words “State Police” and Connecticut State Seal design. These buttons shall be anchored onto button toggles. Where gilt buttons are specified, the shirt facing shall be lined with 4 oz. grey poplin.

Badge Reinforcements: shall have a 2-ply sling-type badge reinforcement inside left front of shirt 1 1/8” wide to be centered and secured in left shoulder seam and left flap setting seam. Two button hole eyelets are to be spaced approximately 1 ¼” apart with the top eyelet approximately 2 ½” from the top of the left pocket flap.

Collar: shall be a stand-up collar. Stand shall be made with self-fabric.

Inside Yoke and Bands: Quality poplin 65% Dacron/35% cotton. Employ sew/serge setting for sewing of sleeve and side closings.

(3) Size Chart

SIZE	COLLAR*	CHEST	WAIST	YOKE	LENGTH (FRONT & BACK)	CUFF	SLEEVE LENGTH
Tolerances:	+1/4” -0	+ ½ ” - ½ “	+ ½” - ½”	+ ¼” - ¼”	+ ½” - ½”	+ ¼” - ¼”	+ ¼” - ¼”
14	14”	39”	34”	17”	32”	9 7/8” X 2 ¾”	As indicated on Purchase Order
14 ½	14 ½”	41”	36”	17 ½”	32”	9 7/8” x 2 ¾”	As indicated on Purchase Order
15	15”	43”	38”	18”	32”	9 7/8” x 2 ¾”	As indicated on Purchase Order
15 ½	15 ½”	45”	40”	18 ½”	32”	10 3/8” x 2 ¾”	As indicated on Purchase Order
16	16”	47”	42”	19”	32”	10 3/8” x 2 ¾”	As indicated on Purchase Order
16 ½	16 ½”	49”	44”	19 ½”	32”	10 7/8” x 2 ¾”	As indicated on Purchase Order
17	17”	51”	46”	20”	32”	10 7/8” x 2 ¾”	As indicated on Purchase Order
17 ½	17 ½”	53”	49”	20 ½”	32”	10 7/8” x 2 ¾”	As indicated on Purchase Order

* Collar measurements shall be from center of button around inside of collar stand to far end of buttonhole.

Extra Long Length: In the cases where the specified lengths are not sufficient, purchase orders will designate certain shirts as extra-long length which will call for an extra 2” in length

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2. ADDITIONAL TERMS AND CONDITIONS:

(a) Contract Separately/Additional Savings Opportunities

DAS reserves the right to either seek additional discounts from the Contractor or to contract separately for a single purchase, if in the judgment of DAS, the quantity required is sufficiently large, to enable the State to realize a cost savings, over and above the prices set forth in Exhibit B, whether or not such a savings actually occurs.

(b) P-Card (Purchasing MasterCard Credit Card)

Purchases made by the Client Agency from the Contractor that are less than \$1,000 may be made using the State of Connecticut Purchasing Card (MasterCard) in accordance with Memorandum No. 2011-11 issued by the Office of the State Comptroller.

Contractor shall be equipped to receive orders issued by the Client Agency using the MasterCard. The Contractor shall be responsible for the credit card user-handling fee associated with MasterCard purchases. The Contractor shall charge to the MasterCard only upon acceptance of Goods delivered to the Client Agency or the rendering of Services.

The Contractor shall capture and provide to its merchant bank, Level 3 reporting at the line item level for all orders placed by MasterCard.

Questions regarding the state of Connecticut MasterCard Program may be directed to Ms. Kerry DiMatteo, Procurement Card Program Administrator at 860-713-5072.

(c) Subcontractors

Subcontracting is not allowed under this Contract.

(d) Security and/or Property Entrance Policies and Procedures

Contractor shall adhere to established security and/or property entrance policies and procedures for each requesting Client Agency. It is the responsibility of each Contractor to understand and adhere to those policies and procedures prior to any attempt to enter any Client Agency premises for the purpose of carrying out the scope of work described in this Contract.