

Open Procurement_INFO_Template_v03.docx and save as

IMSAGLOBAL\Procurement\Shared Procurement Cases\Houston, Bob\Uniforms INFO 2018_MM_DD.docx

Update the title and header in INFO

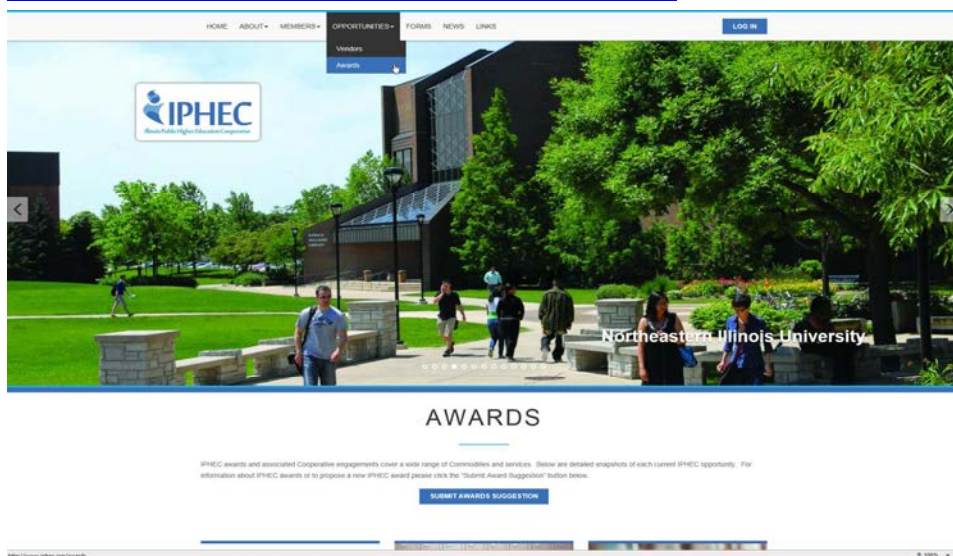
Procurement Documentation

Uniforms INFO 2018 MM DD

Procurement Item: Uniforms for Security Officers

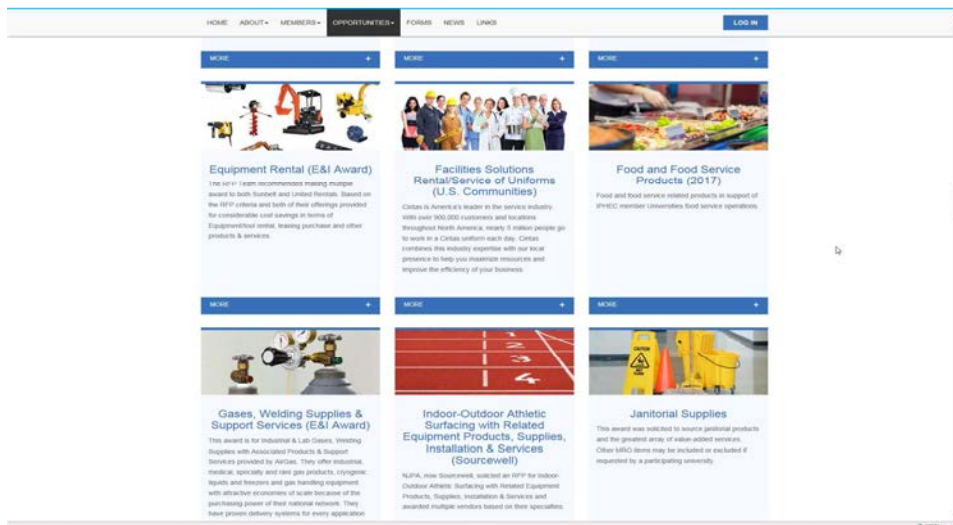
1. IPHEC Contract Search (no Key Word Search Function)

<https://tinyurl.com/IPHEC-Contract-Search> On the Home page, choose Opportunities drop down “Awards”



Print Screen and paste to INFO

Scroll down the page to find “Uniforms”. Click on Description link or MORE + to open.



Print Screen and paste to INFO

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AWARD DETAILS

Solicitation Title:

Facilities Solutions Rental/Service of Uniforms (U.S. Communities)

Solicitation Number:

157GAJ

Date:

June 26, 2019 to March 31, 2019

Renewal Information:

None

Brief Summary of Award:

Cintas has committed to providing the lowest public sector pricing available through the U.S. Communities contract. All U.S. Communities participating agencies will receive the best public sector pricing available from Cintas. All pricing discounts are by product line and not tied to national volume. No minimal purchase is required to qualify for the best public sector pricing.

Vendor	Extended to Other Community Colleges
Cintas	YES

IPHEC Contact
Kayci Puckett
217-333-1352
kpuckett@uiillinois.edu

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Southern Illinois University Carbondale
Southern Illinois University Edwardsville
University of Illinois Urbana-Champaign
University of Illinois School of Medicine
University of Illinois Chicago
University of Illinois Springfield

Opportunities
Vendors
Awards

Forms
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Links

Repeat for all contracts

Write summary in INFO

Search Term(s): uniform

Demo Procurement Process Search Aug 2018_v5

2. MASTER CONTRACT SEARCH using Key Word

<https://tinyurl.com/State-Master-Contract-Search>

Search for “Uniforms”

The screenshot shows a web browser window displaying the Illinois Procurement Bulletin website. The search results for the keyword "uniforms" are shown, listing 6 results. The results are displayed in a table with columns for Contract Number, Contract Title, Start Date, and Expiration Date. The search results are as follows:

Contract Number	Contract Title	Start Date	Expiration Date
1) 4017609	PSD UNIFORM HATS FOR IL STATE POLICE	12/5/2013	12/04/2019
2) 4018317	PSD UNIFORMS FOR IL STATE POLICE & LOCAL	1/10/2017	01/09/2018
3) 4018384	PSD - WINTER UNIFORM HATS - ISP	5/10/2017	05/09/2020
4) 4018453	PSD UNIFORMS, STAFF, IDOC - REBID	9/1/2017	08/31/2019
5) 4018454	PSD UNIFORMS, STAFF, IDOC - REBID	9/1/2017	08/31/2019
6) CMP7984790	Statewide Mats, Towels and Uniforms	7/1/2016	06/30/2019

Result Pages: 1

Print Screen and paste to INFO

Open the contract number

Look for “SWC – Statewide Contract” in the Agency field indicating this contract is open to everyone.
(Ignore the R0 indicator)

The screenshot shows a web browser window displaying the 'Master Contracts' page for contract 4018453. The page is titled 'Master Contract' and includes a 'Help' icon. The contract details are as follows:

Identification	
Date Published:	09/11/2017
Contract Number:	4018453
Contract Title:	PSD UNIFORMS, STAFF, IDOC - REBID
Category:	Commodities
T-Number:	T6920
T-Number Title:	UNIFORMS, CORRECTION
Start Date:	09/01/2017
Expiration Date:	08/31/2019
Renewals Remaining	
Fiscal Year:	18
Joint Purchasing Indicator:	No
Green Contract	No
Small Business Set-Aside:	No
Does this contract include a BEP Requirement	No

Agency	
**Agency designation restricts who can purchase from this contract. R0 indicates purchasing is open statewide.	
Agency:	DOC - Corrections
Master Agency:	426
Master Sub-Agency:	

Print Screen and paste to INFO

Repeat for all contracts

Note: If you can order, you still have to open the contract and look for the exact item you need or contact the vendor.
Best to save as a PDF and then use the “Find” Tool

Write summary in INFO

SMC RESULT:

Search Term(s): uniform

Result: No Master Contracts found that we can order from

2. ICI Illinois Correctional Industries

Check the Mandatory List first found at:

IMSAGLOBAL\Procurement\Higher Education\06 FAQs Notes and Updates\CPO Notice 2017.04
Illinois Correctional Industries List Effective April 3 2017.pdf

Scroll down past the Memo portion to find the table of items



CHIEF PROCUREMENT OFFICE
Ellen Daley, General Services

Notice 2017.04
General Services

To: Agency Procurement Staff
Central Management Services Bureau of Strategic Sourcing
State Purchasing Officers

From: Ellen H. Daley 

Date: April 3, 2017

Subject: Illinois Correctional Industries – Approved Commodity List and Purchasing Procedures

CC: Ben Bagby, CPO for Institutions of Higher Education
Procurement Compliance Monitors
Procurement Policy Board

Pursuant to the authority granted in Section 45-30 of the Illinois Procurement Code, the Chief Procurement Officer for General Services (CPO), in consultation with Illinois Correctional Industries (ICI), determines what supplies or services provided by ICI must be purchased by State agencies and universities. The products on the mandated purchase list are high quality and at market-competitive prices.

ICI employs men and women offenders in meaningful work situations where they develop useable skills and positive work habits in order to reduce recidivism. ICI operates at no cost to Illinois taxpayers and is self-supporting due to its product and service sales. The revenue ICI generates from the sale of its products fully funds its entire operation. While nationally the recidivism rate is 50%, your support of ICI has allowed them to reduce ICI's recidivism rate to 18.3% in FY 2013.

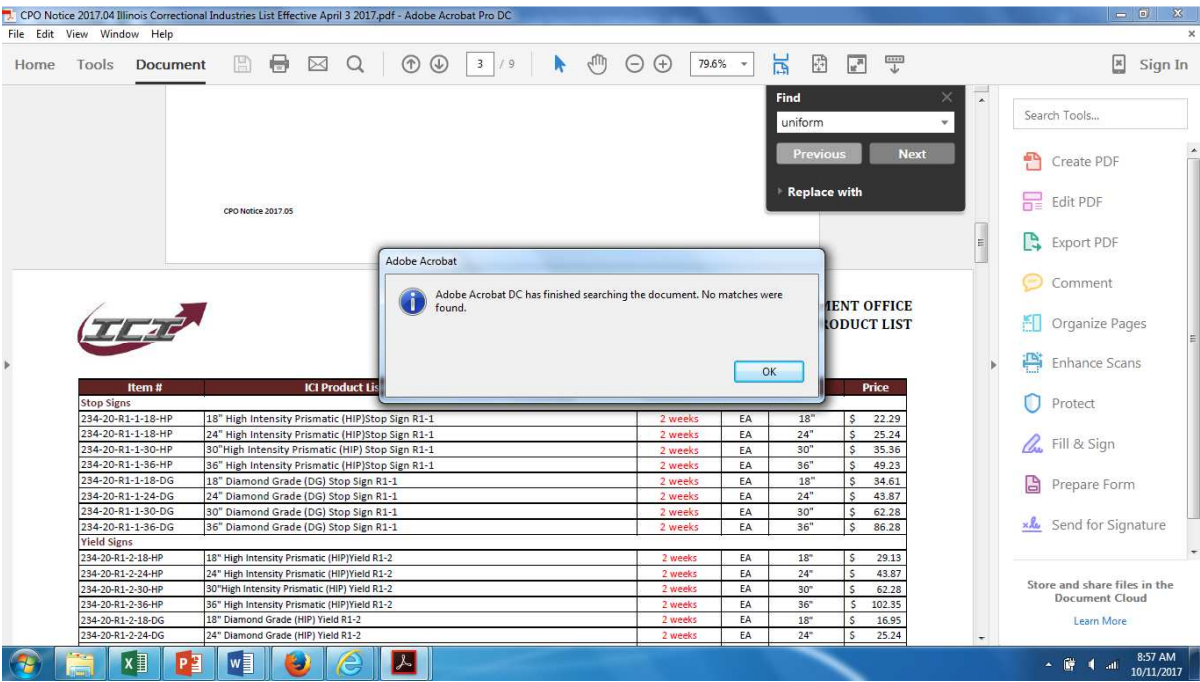
The CPO's determination of supplies that shall be purchased by State agencies and universities is found on the CPO Approved ICI List April 2017 document attached to this Notice. The document contains an item description, delivery time, and unit pricing. Please note that while the list no longer includes office seating or metal filing cabinets, the CPO and ICI have added hand sanitizers, hand soaps, and dispensers.

There are circumstances and situations where State agencies and universities are not required to purchase these items from ICI. Some of these situations include:

- The source of funds being used to procure the item requires a competitive bid.
- A union contract or law requires the item to be procured from another source.
- ICI cannot provide the item meeting the necessary specifications.
- ICI's pricing for the item is not as close to the market price as possible. If an agency or university believes a price being charged by ICI for an item on the attached list does not meet this guideline, then the agency or university may request arbitration pursuant to 730 ILCS 3/3-12-9.
- If an ICI preference conflicts with another procurement preference, then the appropriate CPO shall determine the order of priority.

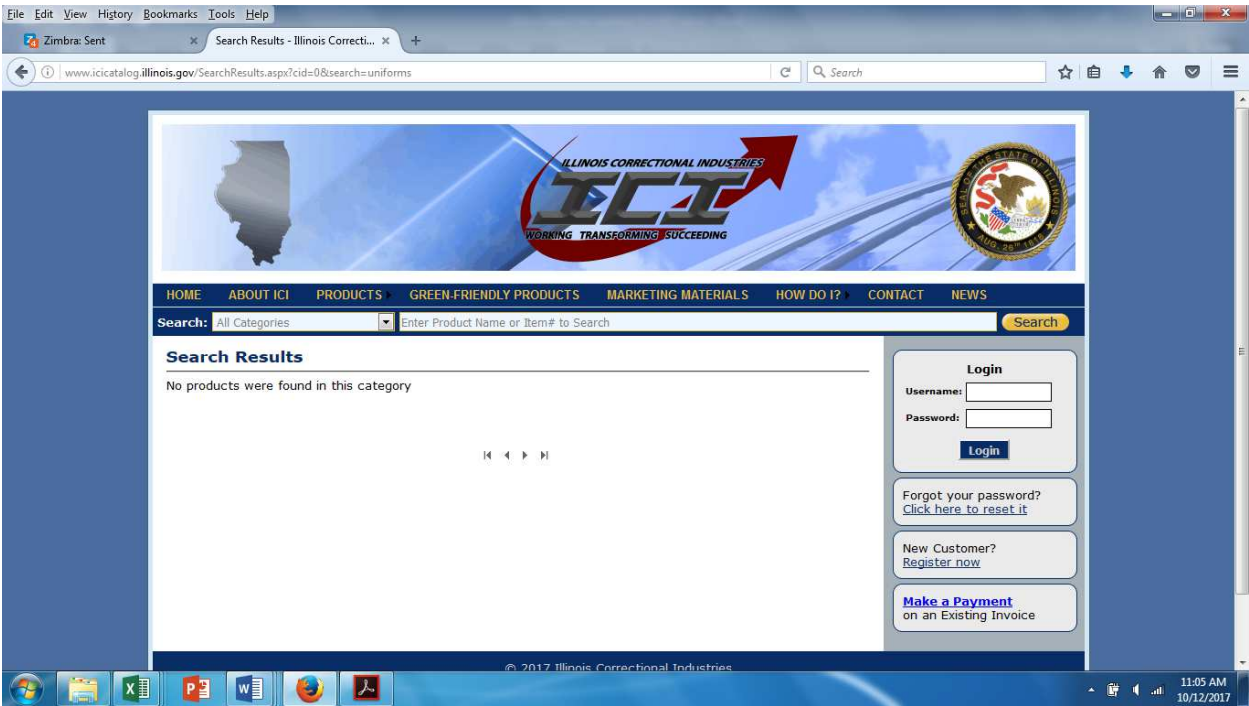
CPO Notice 2017.05

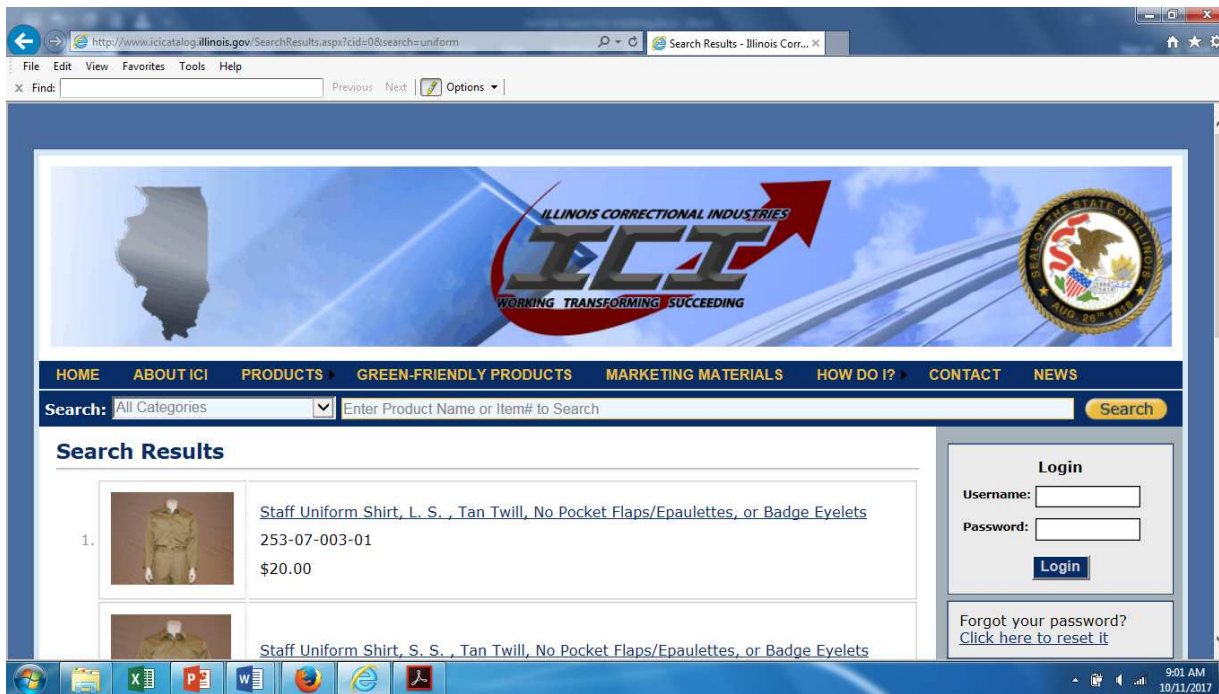
Use the Edit Find feature of Adobe Reader to search



Print Screen and paste to INFO

Then search the Full Search Catalog
<https://tinyurl.com/ICI-Full-Catalog>
Search for "Uniforms", if no results try "uniform"





Print Screen and paste to INFO

ICI RESULT:


Search Term(s): uniform, uniforms

Result: Found janitorial uniforms but not security

3. IPG DATABASE SEARCH which includes Small Business Set-aside Program (SBSP) vendors

<https://tinyurl.com/IPG-Vendor-Search>

Enter uniforms in NIGP search



CHIEF PROCUREMENT OFFICE

Illinois Procurement Gateway

HomeIPG FAQsChief Procurement OfficesRules & StatutesReportsLinks

« Back to Home/Login

IPG Registered Vendor Directory

Search the IPG Vendor Directory by entering search terms and clicking **Search**. You must enter at least one search field.

BEP/VOSB/State Use Programs:

This information is not the official record of firms that are certified with the BEP and Veteran-owned Small Business Program. Please verify certified vendors with Central Management Services.

Important Note:

Having an account does not mean you are registered, it means you have a username and password. To ensure you are registered in the Illinois Procurement Gateway, please click on [Registered Vendor Directory](#) and search for your Business Name. **If your company does not appear in the search results, then you are not registered as a vendor in the Illinois Procurement Gateway.** If you wish to be registered in the Illinois Procurement Gateway, click on [Illinois Vendor Registration](#) and create an account or login to an existing account and submit your Illinois Vendor Registration.

Search by Business Name or DBA

Business Name/DBA

Tip: Try just a few letters of the firm's name.

Search by

NIGP Codes

Click to Lookup NIGP Codes

Search Commodity Codes

Click any **Add** link to select a code. You can also search again, sort the list, or click **Browse Codes** to browse through the entire code list. If multiple codesets are available, you can change the selected codeset in the drop down list under the search box. Click **Browse Codes** to view the code set list. When finished, click **Finish** to close this panel.

uniforms

Search

Browse Codes

Finished

NIGP: National Institute of Governmental Purchasing

To sort, click column title.

Actions	Code Type	Code	Code Description
Add	NIGP	20041	Hospital Wear, Professional: Lab Coats And Smocks, Surgical Gowns, Uniforms, Etc.
Add	NIGP	20085	Uniforms, Blended Fabric
Add	NIGP	20086	Uniforms, Cotton
Add	NIGP	20087	Uniforms, Synthetic Fabric
Add	NIGP	20088	Uniforms, Wool and Woolen Blends
Add	NIGP	20137	Emblems, Braids, Buttons, and Patches (For Caps and Uniforms) (including Chevrons, Epaulettes and Shoulder Boards)
Add	NIGP	93618	Clothing Maintenance and Repair (incl. Uniforms)
Add	NIGP	95404	Laundry Services, Clothing, Hats and Uniforms

1 - 8 of 8 records displayed: Previous Page < Page 1 > Next Page

Search by Contact Person

Contact Person/Owner

First name

Last name

Tip: Use the first letter.

Tip: Try just the first few letters.

Search by Location

City

U.S. Zip Code(s)

Canadian Post Code(s)

Tip: Search for multiple codes by separating with commas.

U.S. State(s)

Canadian Province(s)

Select one or more

Select one or more

Search by Reference

Small Business Set-Aside Program (SBSP) Registered

Select one or more

Registering as a

Select one or more

Search

Download Entire Registry:

to Excel

to CSV

☐ Include NIGP Codes in download

Meet the CPOs

Forms

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Preferences


Comments

Accessibility

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Add Uniforms, Blended Fabric , Uniforms, Cotton, Uniforms, Synthetic Fabric, Uniforms, Wool and Woolen Blends



CHIEF PROCUREMENT OFFICE

Illinois Procurement Gateway

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IPG Registered Vendor Directory

Search the IPG Vendor Directory by entering search terms and clicking **Search**. You must enter at least one search field.

BEP/VOSB/State Use Programs: This information is not the official record of firms that are certified with the BEP and Veteran-owned Small Business Program. Please verify certified vendors with Central Management Services.

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Search by Business Name or DBA

Business Name/DBA

Tip: Try just a few letters of the firm's name.

Search by

NIGP Codes [Click to Lookup NIGP Codes](#)

NIGP 20088: Uniforms, Wool and Woolen Blends [\(remove\)](#)

NIGP 20087: Uniforms, Synthetic Fabric [\(remove\)](#)

NIGP 20086: Uniforms, Cotton [\(remove\)](#)

NIGP 20085: Uniforms, Blended Fabric [\(remove\)](#)

Options:

☐ Match any codes with same number code (?)

☐ Include any lower level codes of those selected (?)

[Clear All NIGP Codes](#)

Search Commodity Codes

Click any **Add** link to select a code. You can also search again, sort the list, or click **Browse Codes** to browse through the entire code list. If multiple codesets are available, you can change the selected codeset in the drop down list under the search box. Click **Browse Codes** to view the code set list. When finished, click **Finish** to close this panel.

[Search](#) [Browse Codes](#) [Finish](#)

NIGP: National Institute of Governmental Purchasing ▼ To sort, click column title.

Actions	Code Type	Code	Code Description
Add	NIGP	20041	Hospital Wear, Professional: Lab Coats And Smocks, Surgical Gowns, Uniforms, Etc.
Add	NIGP	20085	Uniforms, Blended Fabric
Add	NIGP	20086	Uniforms, Cotton
Add	NIGP	20087	Uniforms, Synthetic Fabric
Add	NIGP	20088	Uniforms, Wool and Woolen Blends
Add	NIGP	20137	Emblems, Braids, Buttons, and Patches (For Caps and Uniforms) (Including Chevrons, Epaulettes and Shoulder Boards)
Add	NIGP	93618	Clothing Maintenance and Repair (incl. Uniforms)
Add	NIGP	95404	Laundry Services, Clothing, Hats and Uniforms

1 - 8 of 8 records displayed: [Previous Page](#) < Page 1 > [Next Page](#)

Search by Contact Person

Contact Person/Owner

First name Last name

Tip: Use the first letter. Tip: Try just the first few letters.

Search by Location

City

U.S. Zip Code(s) Canadian Post Code(s)

Tip: Search for multiple codes by separating with commas.

U.S. State(s) Canadian Province(s)

State

Search by Reference


Small Business Set-Aside Program (SBSP)

Registered


Registering as a

[Search](#) [Download Entire Registry:](#) [to Excel](#) [to CSV](#)


☐ Include NIGP Codes in download




Meet the CPOs




Forms



Procurement Opportunities



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Go to the bottom and click “Search” This will get all registered vendors including SBSP

Search by Location

City

Zip Code

State

U.S. Zip Code(s)

Canadian Post Code(s)

Tip: Search for multiple codes by separating with commas.

U.S. State(s)

Canadian Province(s)

Select one or more

Select one or more

Search by Reference

Small Business Set-Aside Program (SBSP)

Registered

Registering as a

Select one or more

Select one or more

Search

Download Entire Registry: to Excel to CSV

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Show registry information and instructions

Search Parameters

Edit Parameters

Clear Parameters

NIGP Codes

NIGP 20085: Uniforms, Blended Fabric

NIGP 20086: Uniforms, Cotton

NIGP 20087: Uniforms, Synthetic Fabric

NIGP 20088: Uniforms, Wool and Woolen Blends

Search Again

Download Search Results: to Excel to CSV

☐ Include NIGP Codes in download

Search Results

8 firms found

Click a firm's name for contact information and business details

Vendor	Location
Bob Barker Company, Inc.	Fuquay-Varina, NC
Bruce Siegel, dba BL PROMOS	Highland Park, IL
Images Alive, Ltd.	Northbrook, IL
Indi Wind, Inc.	Hamilton, IL
ServiceWear Apparel, Inc.	Nashville, TN
Silk Screen Express Inc.	Tinley Park, IL
V.C.G. LTD, dba VCG Uniform	Chicago, IL
World of Promotions	Elk Grove Village, IL

Meet the CPOs

Forms

Procurement Opportunities

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Click “To Excel”

Save as “Uniforms_Registry_2017-MM-DD.xls”

Print Screen and paste to INFO

Small Business Set-Aside Program (SBSP) Registered

State of Illinois Vendor Registration
As of 10/12/2017 9:29:37 AM
Results filtered by search parameters

The information provided in this file is not to be used for unsolicited advertising, spam, or any other unauthorized use.

Company Name	DBA Name	Contact Person	Address	City	State	Zip	Phone	Fax	Email	Small Business Set-Aside (SBSP) Registered
Bob Barker Company, Inc.		Angela DeBoeser	134 N. Main Street, P.O. Box 429	Fuquay-Varina	NC	27526	800-334-9880	800-322-7537	bidnotices@bobbarker.com	No
Bruce Siegel	BL PROMOS	Bruce Siegel	po box 777	Highland Park	IL	60035	847-564-8669	847-564-8688	bowler50@aol.com	Yes
Images Alive, Ltd.		Ellen Robinson	638 Anthony Trail	Northbrook	IL	60062	847-498-5550	847-498-5551	ellen@imagesaliveltd.com	Yes
Indi Wind, Inc.		Robert Shattell	211 Hillcrest Drive	Hamilton	IL	62341	217-357-4901		robert.shattell@indi-wind.com	Yes
ServiceWear Apparel, Inc.		Scott Bryant	7135 Charlotte Pike	Nashville	TN	37209	615-301-6191	615-399-1438	info@servicewearapparel.com	No
Silk Screen Express Inc.		CORRINE NOVAK	7611 WEST 185TH ST (EFT)	Tinley Park	IL	60477	708-845-5600	630-257-7353	dcoleman@silkscreenx.com	No
V.C.G. LTD	VCG Uniform	Paulette Gerage	5050 West Irving Park Road	Chicago	IL	60641	773-545-3676	773-545-0876	info@vcguniform.com	Yes
World of Promotions		Layla Rosenfeld	1310 Louis Avenue	Elk Grove Village	IL	60007	847-439-7930	847-439-7932	rosenfeldlayla@yahoo.com	Yes

Generated from the B2Gnow System.

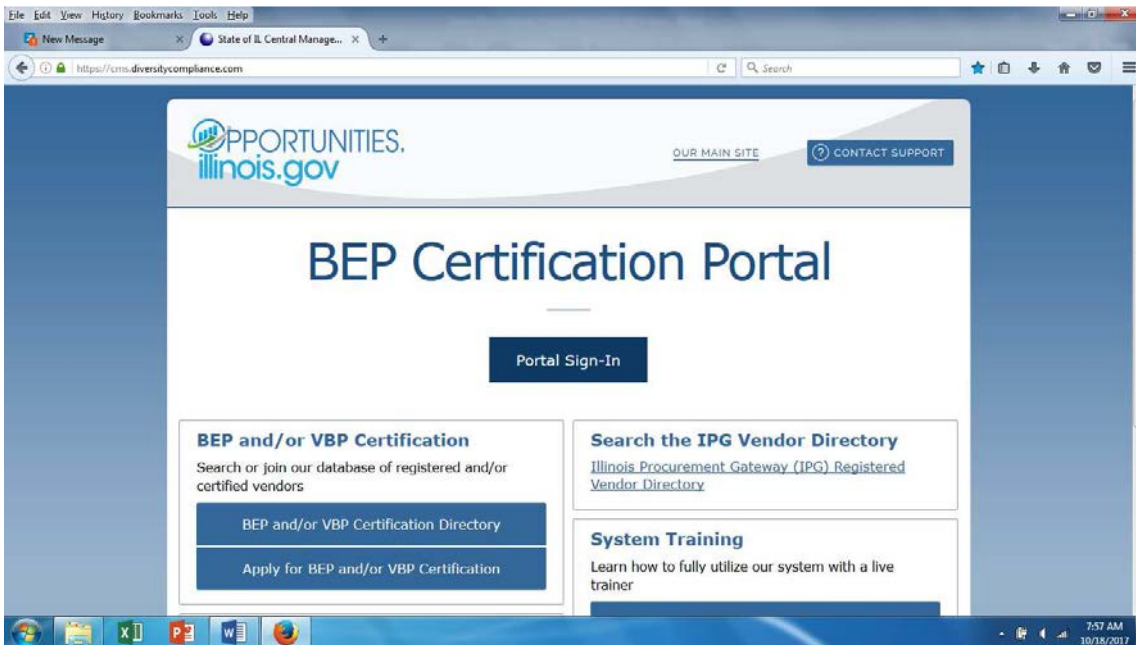
SBSP RESULT:

Search Term(s): Uniforms

Result: Uniforms_Registry_2017-MM-DD.xls

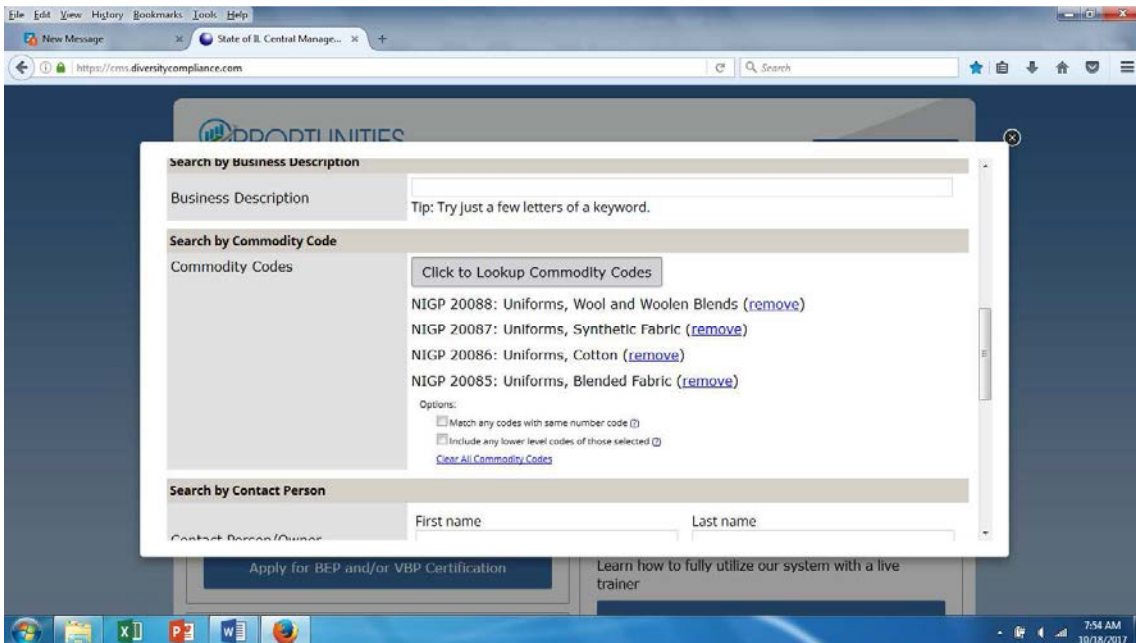
4. BEP VENDOR DATABASE SEARCH

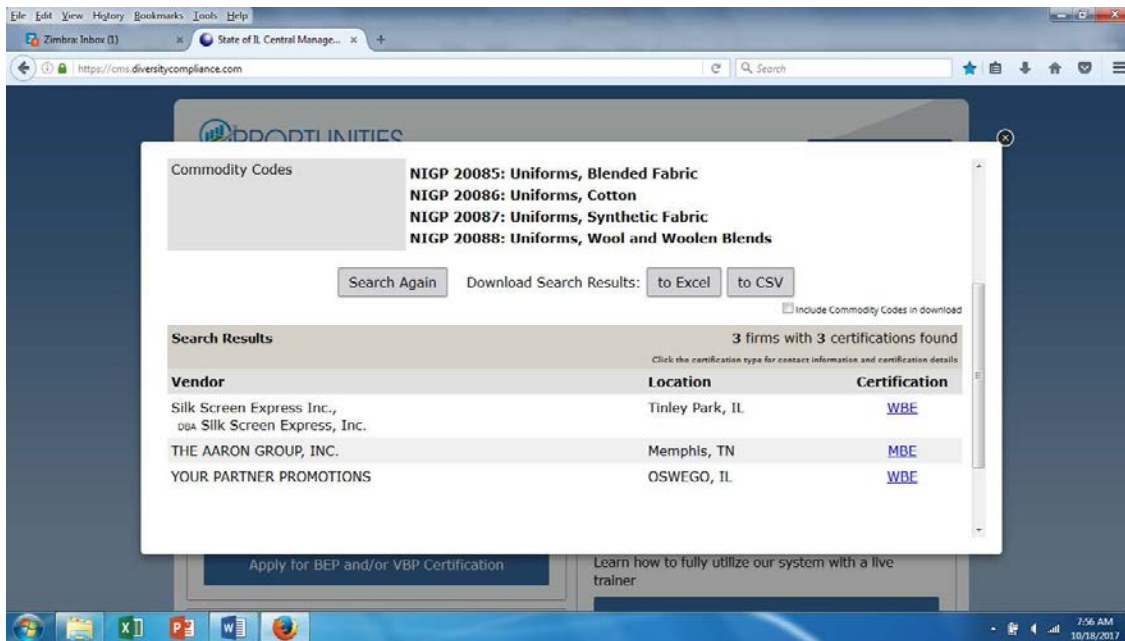
<https://tinyurl.com/BEP-Search>



Click BEP and/or VBP Certification Directory

Same as SBSP - Enter Uniforms in NIGP, Add NIGP codes, Finished, search

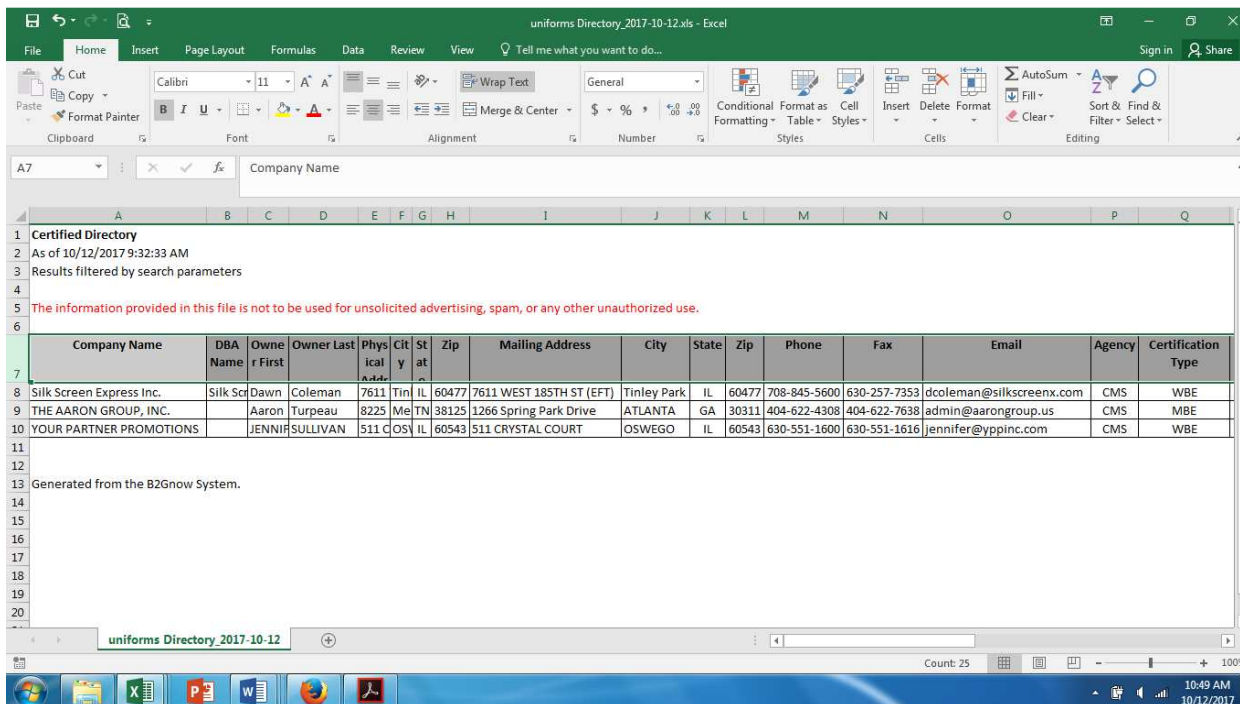




Print Screen and paste to INFO

Click "To Excel"

Save as "Uniforms_Directory_2017-MM-DD.xls"



Print Screen and paste to INFO

BEP RESULT:

Search Term(s): Uniform

Result: Uniforms_Directory_2017-MM-DD.xls

5. Actions/Notes:

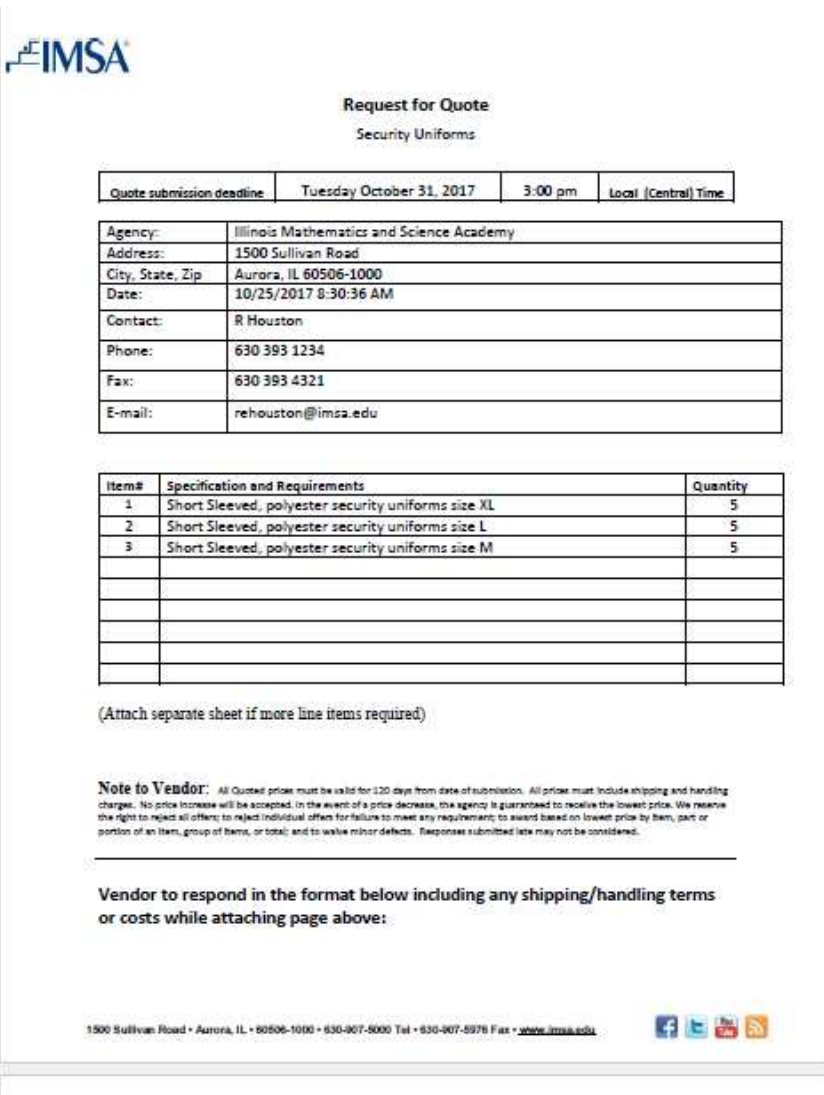
Open IMSAGLOBAL\Procurement\Higher Education Folders\02 Forms and Templates\
Request_for_Quote_IMSA_CommoditiesTemplate_v01.docx
OR
Request_for_Quote_IMSA_Services_Template_v01.docx

Click "View", select "Edit"

Enter Specification Data

Save as "Uniforms_Request_for_Quote_2017_MM_DD.docx" in your procurement folder.

Also save or print as a PDF that you will send to the vendors. Why? – because not all vendors will have microsoft word but they can all read a PDF



Request for Quote
Security Uniforms

Quote submission deadline	Tuesday October 31, 2017	3:00 pm	Local (Central) Time
---------------------------	--------------------------	---------	----------------------

Agency:	Illinois Mathematics and Science Academy
Address:	1500 Sullivan Road
City, State, Zip	Aurora, IL 60506-1000
Date:	10/25/2017 8:30:36 AM
Contact:	R Houston
Phone:	630 393 1234
Fax:	630 393 4321
E-mail:	rehouston@imsa.edu


Item#	Specification and Requirements	Quantity
1	Short Sleeved, polyester security uniforms size XL	5
2	Short Sleeved, polyester security uniforms size L	5
3	Short Sleeved, polyester security uniforms size M	5

(Attach separate sheet if more line items required)

Note to Vendor: All Quoted prices must be valid for 120 days from date of submission. All prices must include shipping and handling charges. No price increase will be accepted. In the event of a price decrease, the agency is guaranteed to receive the lowest price. We reserve the right to reject all offers; to reject individual offers for failure to meet any requirement; to award based on lowest price by item, part or portion of an item, group of items, or total; and to waive minor defects. Responses submitted late may not be considered.

Vendor to respond in the format below including any shipping/handling terms or costs while attaching page above:

1500 Sullivan Road • Aurora, IL • 60506-1000 • 630-307-5000 Tel • 630-307-5976 Fax • www.imsa.edu



Quote attachment: Uniforms Request for Quote 2017_MM_DD.docx

Open IMSAGLOBAL\Procurement\Higher Education Folders\02 Forms and Templates\ Email_Body_Template_v01.docx

And edit/add the date and time and your signature block (Note you can also use the Zimbra – Options – Signature feature to add your contact info if you have that set up)

The Illinois Mathematics and Science Academy (IMSA) is seeking a vendor to provide the products and services listed in the attached Request for Quote.

If you are interested, we would appreciate and welcome an offer. According to the Illinois Procurement Databases, you are listed as a potential vendor.

IMSA is a State of Illinois Agency and is eligible for state/government pricing. We are also a tax-exempt State Agency.

- **Quote submission deadline: Tuesday, October 31, 2017 at 2:00 pm.**

- Quote may be supplied by email, FAX, or hardcopy to the contact person listed below.

- Quote must include all costs in the Total.

R Houston

Illinois Mathematics and Science Academy

1500 Sullivan Road

Aurora, IL 60506-1000

rhouston@imsa.edu / P: 630-907-1234 / F: 630-907-4321

Open the two spreadsheets

Open Zimbra, click New Message

Enter a good Subject "Purchase Security Uniforms"

Copy and past your Email Body

Put yourself in the "Address To" line

Attach your Uniforms 2017_MM_DD Request for Quote.**pdf**

Click on "Show BCC"

From the spreadsheet(s) copy and paste the emails addresses into the Bcc: Line

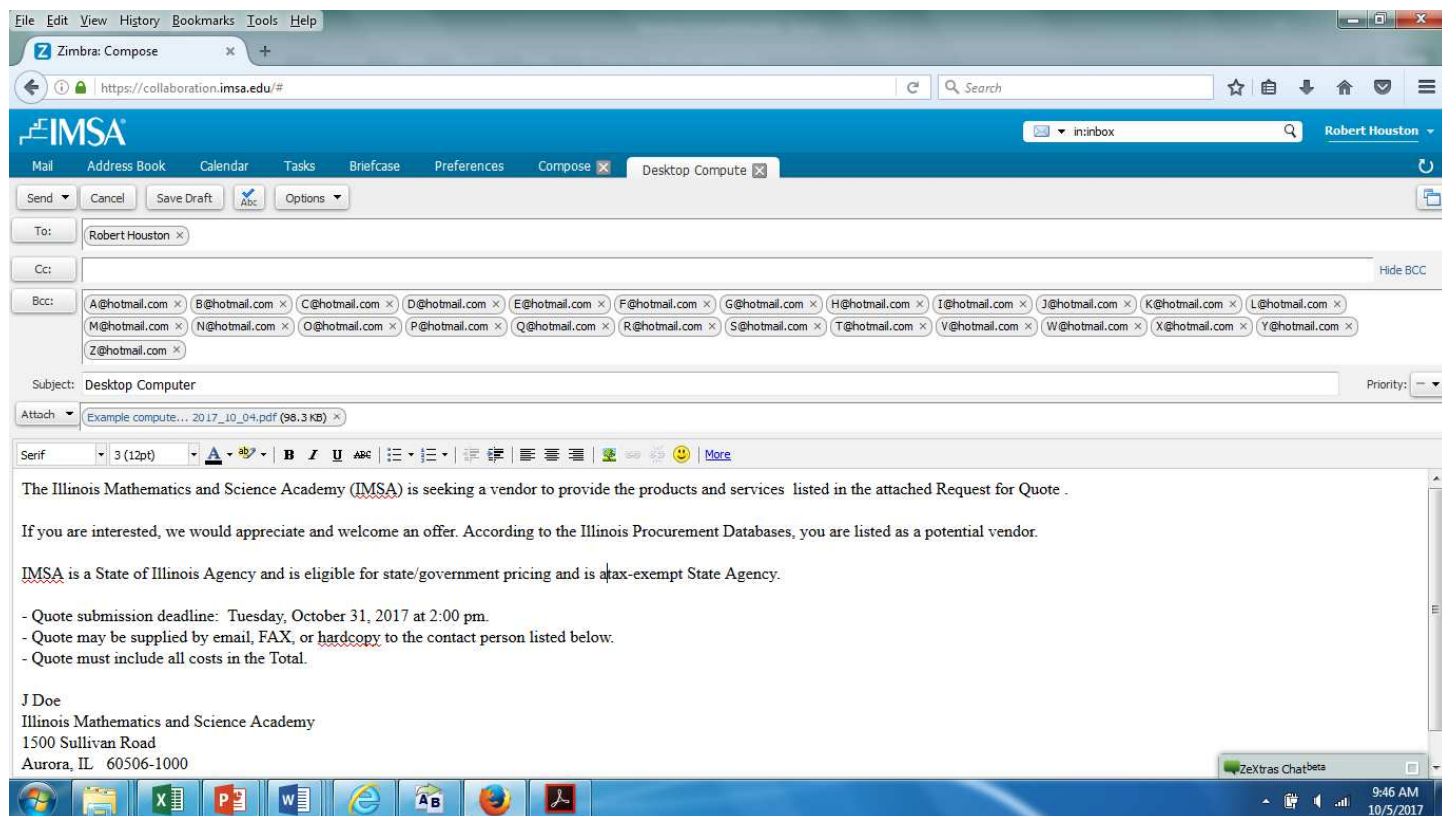
(Zimbra will remove duplicates if the same email appears in both spreadsheets)

You can add other non-preferred vendors emails if you wish

Send

Open the **sent file** and capture the screen (Be sure to capture the Sent message to show the Bcc's)

Screen shot of the Email(s) Out:



Print Screen and paste to INFO

Response Attachment(s) or Screenshot(s):

If you receive

- Emails, screenshot here or print them as a PDF and put in your procurement file and add the file name here
- Hardcopy US Mail or FAX – scan/print them as a PDF and put in your procurement file and add the file name here
- If only a verbal response, ask for something in writing

Notes: I received 6 responses

6. Bid/Quote Tabulation Recommendation

Create your own spreadsheet and save as:

Uniforms_Tabulation_2017_MM_DD.xlsx

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
	Company Name	Email	Preferred Vendor Status (Yes = SBSP)	Quote										
1														
2	ServiceWear Apparel, Inc.	info@servicewearapparel.com	No	\$ 280.00	11%									
3	THE AARON GROUP, INC.	admin@aarongroup.us	MBE	\$ 315.00										
4	Bruce Siegel	bowler50@aol.com	Yes	\$ 341.00										
5	Images Alive, Ltd.	ellen@imagesaliveltd.com	Yes	\$ 355.00										
6	YOUR PARTNER PROMOTIONS	jennifer@yppinc.com	WBE	\$ 365.00										
7	World of Promotions	rosenfeldlayla@yahoo.com	Yes	\$ 368.00										
8	Bob Barker Company, Inc.	bidnotices@bobbarker.com	No	No response										
9	Indi Wind, Inc.	robert.shattel@indi-wind.com	Yes	No response										
10	Silk Screen Express Inc.	dcoleman@silkscreenx.com	WBE	No response										
11	V.C.G. LTD	info@vcguniform.com	Yes	No response										
12														
13		\$315 - \$280 / \$315 = 11%												
14														
15														
16														
17														
18														
19														
20														

Final Recommendation: Place the order with ServiceWear Apparel, Inc. because they are 11% cheaper.

Add file names of waivers, exemptions etc. here if applicable.

Uniforms_Internal_waiver_2017_MM_DD.docx



Illinois Mathematics and Science
1500 Sullivan Road
Aurora, IL 60506
Phone: 630-907-5036 Fax: 630-907-5976 www.imsa.edu

Internal Waiver
Procurements
\$5,000 or greater

For purchases of \$5,000.00 or greater, IMSA requires that the following preferred vendor categories of State of Illinois businesses be contacted when making purchases: BEP- Business Enterprise for Minorities, Females and Persons with Disabilities Act (30 ILCS 5/7); SB-Small Business; VOSB-Veteran-owned small business; SDVOSB Service-Disabled Veteran-owned small business (30 ILCS 500/45-57 and SWS-Shepherd Workshop (30 ILCS 500/45-55). In addition the SMC State Master Contracts and ICI Illinois Correctional Industries (30 ILCS 500/45-80) should be contacted to ensure IMSA is obtaining the best value/price. A waiver can be requested for a purchase for the reasons listed below provided a discernible and clear justification is provided.

Waiver Requestor
R Houston
IMSA Dept
Business Office

Requestor Phone
630 393 1234
Requestor e-mail
rhouston@imsa.edu

I am recommending that we use:

Vendor Name
ServiceWear Apparel, Inc.
Vendor Address
7135 Charlotte Pike, Nashville, TN 37209

Vendor Phone
615-301-6191
Vendor e-mail
info@servicewearapparel.com

To Purchase: (Describe below what is being purchased quantities, cost breakdown, & date(s) required)

Short Sleeved, polyester security uniforms

Is this a recurring purchase or a multi-year contract? No If yes, provide details below

Fund(s) **EAF** Total amount of this purchase \$280

Note: A required "NOTICE OF AWARD, Section 1-13(b) Exemption form" posting replaces this waiver

The following documents my reason(s) for selecting this vendor over preferred vendors or SMC or ICI (Check all that apply):

Vendors Were:	SMC	ICI	SB	BEP	Veteran	SWS
Not Available / No Offers	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Cost Exceeded by 10%	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Geography	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sole Source (only available from this vendor)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Brand Name Product	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

State reason for not using a Preferred Vendor below
Better price by 11%

I have exercised due diligence in procuring the best value for this purchase. I have retained record of my due diligence for audit purposes. I and my family have no financial interest in this vendor selection.

Requested By
R Houston

Date
10/17/2017

Approval(s)

Uniforms Internal_waiver 2017_MM_DD.docx

Final Results in my Procurement Folder (Plus quotes and proposals from vendors)

The screenshot shows a Windows File Explorer window with the address bar set to 'Computer > IMSAGLOBAL (\\staff.imsa.edu) (L) > Procurement > Shared Procurement Cases > Houston, Bob'. The left sidebar lists various folders, with 'Houston, Bob' selected. The main pane displays a list of files with columns for Name, Date modified, Type, and Size.

Name	Date modified	Type	Size
Uniforms Directory 2017-MM_DD.xlsx	10/25/2017 9:24 AM	Microsoft Excel W...	15 KB
Uniforms Internal_waiver 2017_MM_DD.pdf	10/25/2017 8:50 AM	Adobe Acrobat D...	499 KB
Uniforms Procurement_INFO_2017_MM_DD.pdf	10/25/2017 9:28 AM	Adobe Acrobat D...	1,159 KB
Uniforms Registry 2017-MM_DD.xlsx	10/25/2017 9:25 AM	Microsoft Excel W...	12 KB
Uniforms Request_for_Quote_2017_MM_DD.pdf	10/25/2017 8:30 AM	Adobe Acrobat D...	266 KB
Uniforms_Tabulation_2017_MM_DD.xlsx	10/25/2017 9:48 AM	Microsoft Excel W...	15 KB

The taskbar at the bottom shows the active application as 'Uniforms_Tabulation_2017_MM_DD.xlsx - Microsoft Excel Worksheet'. The status bar indicates the file size is 14.9 KB, the date modified is 10/25/2017 9:48 AM, and the title is 'Add a title'. The system clock shows 11:32 AM on 10/31/2017.