



How to Use This Contract

Clothing: Purchase, Rental, and Cleaning (53100000-20-1)

Contractor information, pricing, and contract documents are located on the contract webpage at https://www.dms.myflorida.com/business_operations/state_purchasing/state_contracts_and_agreements/state_term_contracts/clothing_purchase_rental_and_cleaning.

Product Groups

- Products available from this contract are organized into groups to ensure full coverage for customers with specific needs; however, any state agency or eligible user may purchase any product(s) from any group(s). Customers may also purchase products not specifically listed on the price sheet at a discount off MSRP, as shown on the price sheet for each group.

State Agencies

- The State of Florida's online procurement system, MyFloridaMarketPlace (MFMP), is the preferred method for placing orders and making payments for this contract:
 - Please contact the contractor(s) directly to request a quote; contractor contact information is accessible from the contract webpage. ***Please note that a quote is not required if purchasing from a contractor with a "line item" catalog, as listed below.***
 - State agencies may create a blanket requisition/purchase order to use this contract, then contact the contractor directly to request a quote and/or place an order when needed; contractor contact information is accessible from the contract webpage.
 - Create a requisition/purchase order in [MFMP Buyer](#); for additional information, visit https://www.dms.myflorida.com/business_operations/state_purchasing/myfloridamarketplace/mfmp_agency_customers/mfmp_university/requisitions_purchase_orders.
 - **CATALOG TYPE:**
 - **Heatherdale Stitchery:** Line item - Create a requisition and search by contractor, contract name, contract number, manufacturer, part number, or item name/description; click the 'Add to Cart' button to add the item(s) to the requisition.
 - **All other contractors:** None - Create a requisition and click the 'Create Non-Catalog Item' button. In the 'Supplier' field, use the appropriate contractor's

- FEIN, as provided on the contract webpage; in the 'State Contract ID' field, select the contract number shown above from the drop-down menu.
- **COMMODITY CODE:** Select the most appropriate eight-digit commodity code under 46181500, 53100000, or 91101800; the current list of commodity codes activated in MFMP is located at https://www.dms.myflorida.com/business_operations/state_purchasing/myfloridamarketplace/commodity_codes.
 - **METHOD OF PROCUREMENT:** A - State term contract without RFQ
 - Please use the appropriate contractor's FEIN, as provided on the contract webpage, when making payments in the Florida Accounting Information Resource (FLAIR); also, please use the appropriate contractor's FEIN when recording purchasing card (PCard) payments in FLAIR.

Eligible Users

- Eligible users, as defined by [Rule 60A-1.001, Florida Administrative Code](#), may contact the contractor(s) directly to place an order using this contract; contractor contact information is accessible from the contract webpage.

Frequently Asked Questions

- Can an individual employee of a state agency or eligible user purchase clothing?
 - Yes, this contract allows employees of state agencies and eligible users to purchase clothing for business use. Employees must be authorized in writing by the state agency or eligible user to place individual orders on their own behalf. Authorized employees may contact the contractor(s) directly to place an order using this contract; contractor contact information is accessible from the contract webpage.
- Can I purchase from a vendor outside of this contract if they offer better pricing?
 - In accordance with section 287.056, Florida Statutes, state agencies are required to purchase commodities and contractual services from state term contracts procured by the Department of Management Services.
- What should I do if I have an issue with the contractor?
 - If you are unable to resolve an issue with a contractor, you may contact the contract manager listed on the contract webpages to explore additional options. These options include: complete a vendor performance survey online to document the issue, work with the contract manager to elevate the issue with the contractor representatives, or submit a vendor complaint that requires a formal response from the contractor.

Additional Information

- Customers may request a set of sample clothing in all available sizes ("fitter line") to determine the appropriate size when ordering clothing; fitter lines are provided at no cost to the customer. Customers may keep the fitter line at their location and return it to the contractor when it is no longer needed; customers are encouraged to designate a central location for fitter lines when possible. Alternatively, the contractor may travel to the customer's location to conduct fittings, or the customer has the option to travel to the contractor's location to be fitted.

Contact Information

- If you have any questions or require assistance specific to this contract (e.g. pricing, contract requirements, etc.), please contact the contract manager listed on the contract webpage.
- If you have any questions or require assistance specific to MFMP (e.g. system access, purchase orders, catalogs, etc.), please visit the Division of State Purchasing's MFMP webpage located at https://www.dms.myflorida.com/business_operations/state_purchasing/myfloridamarketplace.