

State of West Virginia
Department of Administration
Purchasing Division
2019 Washington Street East
Post Office Box 50130
Charleston, WV 25305-0130

Request for Quotation

WSH90005

PAGE 1

ADDRESS CORRESPONDENCE TO ATTENTION OF ROBERTA WAGNER 804-558-0067

\*709050807 01 304-523-8411 HEINERS BAKERY DIVISION OF SAR PO BOX 9247 1300 ADAMS AVE HUNTINGTON WV 25704-9247

HEALTH AND HUMAN RESOURCES
WILLIAM R. SHARPE JR. HOSPITAL
CENTRAL RECEIVING
936 SHARPE HOSPITAL ROAD
WESTON, WV
26452 304-269-1210

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## GENERAL TERMS & CONDITIONS REQUEST FOR QUOTATION (RFQ) AND REQUEST FOR PROPOSAL (RFP)

- 1. Awards will be made in the best interest of the State of West Virginia.
- 2. The State may accept or reject in part, or in whole, any bid.
- 3. All quotations are governed by the West Virginia Code and the Legislative Rules of the Purchasing Division.
- 4. Prior to any award, the apparent successful vendor must be properly registered with the Purchasing Division and have paid the required \$125.00 registration fee.
- 5. All services performed or goods delivered under State Purchase Orders/Contracts are to be continued for the term of the Purchase Order/Contract, contingent upon funds being appropriated by the Legislature or otherwise being made available. In the event funds are not appropriated or otherwise available for these services or goods, this Purchase Order/Contract becomes void and of no effect after June 30.
- 6. Payment may only be made after the delivery and acceptance of goods or services.
- 7. Interest may be paid for late payment in accordance with the West Virginia Code,
- 8. Vendor preference will be granted upon written request in accordance with the West Virginia Code.
- 9. The State of West Virginia is exempt from federal and state taxes and will not pay or reimburse such taxes.
- 10. The Director of Purchasing may cancel any Purchase Order/Contract upon 30 days written notice to the seller.
- 11. The laws of the State of West Virginia and the *Legislative Rules* of the Purchasing Division shall govern all rights and duties under the Contract, including without limitation the validity of this Purchase Order/Contract.
- 12. Any reference to automatic renewal is hereby deleted. The Contract may be renewed only upon mutual written agreement of the parties.
- 13. BANKRUPTCY: In the event the vendor/contractor files for bankruptcy protection, this Contract may be deemed null and void, and terminated without further order.
- 14. HIPAA Business Associate Addendum The West Viginia State Government HIPAA Business Associate Addendum (BAA), approved by the Attorney General, and available online at the Purchasing Division's web site (http://www.state.wv.us/admin/purchase/vrc/hipaa.htm) is hereby made part of the agreement. Provided that, the Agency meets the definition of a Covered Entity (45 CFR §160.103) and will be disclosing Protected Health Information (45 CFR §160.103) to the vendor.

#### INSTRUCTIONS TO BIDDERS

- 1. Use the quotation forms provided by the Purchasing Division.
- 2. SPECIFICATIONS: Items offered must be in compliance with the specifications. Any deviation from the specifications must be clearly indicated by the bidder. Alternates offered by the bidder as EQUAL to the specifications must be clearly defined. A bidder offering an alternate should attach complete specifications and literature to the bid. The Purchasing Division may waive minor deviations to specifications.
- Complete all sections of the quotation form.
- 4. Unit prices shall prevail in cases of discrepancy.
- 5. All quotations are considered F.O.B. destination unless alternate shipping terms are clearly identified in the quotation.
- 6. BID SUBMISSION: All quotations must be delivered by the bidder to the office listed below prior to the date and time of the bid opening. Failure of the bidder to deliver the quotations on time will result in bid disqualifications.

#### **SIGNED BID TO:**

Department of Administration Purchasing Division 2019 Washington Street East Post Office Box 50130 Charleston, WV 25305-0130



VENDOR

State of West Virginia
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2019 Washington Street East
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WILLIAM R. SHARPE JR. HOSPITAL
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Rev. 9/25/07



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\*709050807 01

1300 ADAMS AVE

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HEINERS BAKERY DIVISION OF SAR

**HEALTH AND HUMAN RESOURCES** WILLIAM R. SHARPE JR. HOSPITAL CENTRAL RECEIVING 936 SHARPE HOSPITAL ROAD WESTON, WV

26452 304-269-1210

DATE PRINTED TERMS OF SALE SHIP VIA FOB. FREIGHT TERMS 06/02/2008 BID OPENING DATE: 07/01/2008 BID OPENING TIME 01:30PM CAT. LINE QUANTITY UOP ITEM NUMBER UNIT PRICE AMOUNT DOCUMENTS SUCH AS PRICE LISTS, ORDER FORMS, SALES AGREEMENTS OR MAINTENANCE AGREEMENTS, INCLUDING ANY ELECTRONIC MEDIUM SUCH AS CD-ROM. REV. 04/11/2001 EXHIBIT 6 PRICE ADJUSTMENT PROVISION: THE STATE OF WEST VIRGINIA WILL CONSIDER BIDS THAT CONTAIN PROVISIONS FOR PRICE ADJUSTMENTS PRIOR TO THE ORIGINAL EXPIRATION OF THE CONTRACT, PROVIDED THAT SUCH PRICE ADJUSTMENT COVERS BOTH UPWARD AND DOWNWARD MOVEMENT OF THE COMMODITY PRICE, AND THAT ADJUSTMENT IS BASED ON THE "PASS THROUGH" INCREASE OR DECREASE OF RAW MATERIALS AND/OR LABOR, WHICH MAKE UP ALL OR A SUBSTANTIAL PART OF A PRODUCT. ADJUSTMENTS ARE TO BE BASED UPON AN ACTUAL DOLLAR FIGURE, NOT A PERCENTAGE. ALL PRICE ADJUSTMENT REQUESTS MUST BE SUBSTANTIATED IN A MANNER ACCEPTABLE TO THE DIRECTOR PURCHASING, E.G. GOVERNMENTAL BENCH MARKS, GENERAL MARKET INCREASE, PUBLISHED PRICE LISTS. SUCH REQUESTS FOR AND INCREASE SHOULD BE RECEIVED IN WRITING BY THE DIRECTOR OF PURCHASING AT LEAST 30 DAYS IN ADVANCE OF THE EFFECTIVE DATE OF THE INCREASE. ANY TIME THE VENDOR REQUESTS A PRICE ADJUSTMENT, THE PURCHASING DIVISION MAY EITHER ACCEPT THE PRICE ADJUSTMENT AND AMEND THE CONTRACT ACCORDINGLY OR REJECT THE ADUSTMENT IN ITS ENTIRETY AND CANCEL THE CONTRACT. PREFERRED TERMS: IT IS PREFERRED THAT THE PRICES ON THIS CONTRACT ARE FIRM FOR LIFE OF THE CONTRACT, AS INDICATED IN THE LIFE OF CONTRACT CLAUSE CONTAINED HEREIN, NOT TO EXCEED ONE SEE REVERSE SIDE FOR TERMS AND CONDITIONS SIGNATURE DATE TITLE ADDRESS CHANGES TO BE NOTED ABOVE



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1300 ADAMS AVE

PO BOX 9247

State of West Virginia
Department of Administration
Purchasing Division
2019 Washington Street East
Post Office Box 50130
Charleston, WV 25305-0130

HEINERS BAKERY DIVISION OF SAR

HUNTINGTON WV 25704-9247

304-523-8411

# Request for Quotation

WSH90005

PAGE 9

ADDRESS:CORRESPONDENCE TO ATTENTION OF

ROBERTA WAGNER 304-558-0067

SHIP TO W

HEALTH AND HUMAN RESOURCES
WILLIAM R. SHARPE JR. HOSPITAL
CENTRAL RECEIVING
936 SHARPE HOSPITAL ROAD
WESTON WY

WESTON, WV 26452

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WESTON, WV

**HEALTH AND HUMAN RESOURCES** WILLIAM R. SHARPE JR. HOSPITAL CENTRAL RECEIVING 936 SHARPE HOSPITAL ROAD 26452 304-269-1210

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\*709050807 01 304-523-8411 HEINERS BAKERY DIVISION OF SAR **HEALTH AND HUMAN RESOURCES** PO BOX 9247 SHIP WILLIAM R. SHARPE JR. HOSPITAL 1300 ADAMS AVE CENTRAL RECEIVING HUNTINGTON WV 25704-9247 936 SHARPE HOSPITAL ROAD T O WESTON, WV 26452 304-269-1210

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ROBERTA WAGNER 304-558-0067

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**HEALTH AND HUMAN RESOURCES** WILLIAM R. SHARPE JR. HOSPITAL CENTRAL RECEIVING 936 SHARPE HOSPITAL ROAD

\*\*\*ADDRESS CORRESPONDENCE TO ATTENTION OF \*\*\*

WESTON, WV 26452 304-269-1210

DATE PRINTED TERMS OF SALE SHIP VIA F.O.B. FREIGHT TERMS 06/02/2008 **BID OPENING DATE** 07/01/2008 BID OPENING TIME 01:30PM CAT LINE QUANTITY UOP ITEM NUMBER UNIT PRICE AMOUNT. PURCHASING DIVISION AND AUTHORIZES THE DEPARTMENT OF TAX AND REVENUE TO DISCLOSE TO THE DIRECTOR OF PURCHASING APPROPRIATE INFORMATION VERIFYING THAT BIDDER HAS PAID THE REQUIRED BUSINESS TAXES, PROVIDED THAT SUCH INFORMATION DOES NOT CONTAIN THE AMOUNTS OF TAXES PAID NOR ANY OTHER INFORMATION DEEMED BY THE TAX COMMISSIONER TO BE CONFIDENTIAL. UNDER PENALTY OF LAW FOR FALSE SWEARING (WEST VIRGINIA CODE 61-5-3), BIDDER HEREBY CERTIFIES THAT THIS CERTIFICATE IS TRUE AND ACCURATE IN ALL RESPECTS; AND THAT IF A CONTRACT IS ISSUED TO BIDDER AND IF ANYTHING CONTAINED WITHIN THIS CERTIFICATE CHANGES DURING THE TERM OF THE CONTRACT, BIDDER WILL NOTIFY THE PURCHASING DIVISION IN WRITING IMMEDIATELY. Heiner's Bakery BIDDER: June 10, 2008 DATE: Sales Zone VP TITLE: CHECK ANY COMBINATION OF PREFERENCE CONSIDERATION(S) IN EITHER "A" OR "B", OR BOTH "A" AND "B" WHICH YOU ARE ENTITLED TO RECEIVE. YOU MAY REQUEST UP TO THE MAXIMUM 5% PREFERENCE FOR BOTH "A" AND "B". (REV. 12/00) NOTICE A SIGNED BID MUST BE SUBMITTED TO: SEE REVERSE SIDE FOR TERMS AND CONDITIONS SIGNATURE TELEPHONE DATE TITLE FEIN ADDRESS CHANGES TO BE NOTED ABOVE



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State of West Virginia Department of Administration Quotation Purchasing Division 2019 Washington Street East Post Office Box 50130 Charleston, WV 25305-0130

## Request for

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RFQ NUMBER WSH90005 14

ADDRESS CORRESPONDENCE TO ATTENTION OF

ROBERTA WAGNER 304-558-0067

**\*709050807 01** 304-523-8411 HEINERS BAKERY DIVISION OF SAR PO BOX 9247 1300 ADAMS AVE HUNTINGTON WV 25704-9247

**HEALTH AND HUMAN RESOURCES** WILLIAM R. SHARPE JR. HOSPITAL CENTRAL RECEIVING 936 SHARPE HOSPITAL ROAD WESTON, WV 26452 304-269-1210

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### Request for Quotation

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**HEALTH AND HUMAN RESOURCES** 

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#### WSH90005

Specifications to provide bread and bread products to:

William R. Sharpe, Jr. Hospital 936 Sharpe Hospital Road Weston, WV 26452

This request for quotation will provide an open end contract for bread and bread products. See attached list for particular items to be bid on.

A regular scheduled delivery time shall be maintained by the vendor on specified days of the week. Days are to be agreed upon between agency and vendor. Delivery location: Deliveries are to be brought to the Hospital's Dietary Department and placed by the delivery person in an area designated by the Dietary Supervisor on duty.

#### Specifications:

Bread shall be enriched with vitamins and minerals as prescribed by Section 3, Article 11-A, Chapter 19, of the Code of West Virginia (The State Enrichment Law).

Bread shall be fresh (12 to 24 hours out of the oven) and shall be a regular product supplied by the vendor to the retail market.

Bread shall contain the following ingredients:

- 1. Hard wheat flour of .42 ash or less
- 2. Protein content of not less than 11%
- 3. Bread shall contain the following ingredients in amounts by weight or not less than:
  - a. Sugar 6%
  - b. Shortening 2% of the total weight of flour
  - c. Solids of milk or skim milk 3%

#### Invoicing:

Invoicing shall be done on the basis of the unit price reflecting the price per pound. Delivery cost will be included in the price per unit – all pricing shall be FOB Destination. Vendor shall accept VISA for payment in arrears.

NOTE: Net weight shall be show		Item #: Quantity Description:  1 900 pkg. Bagels, variety, plain, seeded, onion, blueberry 6 per p. 2 5500 pk. Dinner rolls, split top 18 - 20 oz. pkg 16 per package 3 5500 pk. Sweet Rolls, Variety, 11.5 oz microwavable, 6 per pack 4 675 ea. Loaves, Rye Bread, Bkd. deli sliced 8 - 20 oz. loaves p. 5 245 ea. Loaves, Pumpernickel bread 14 slice 1 # loaves - fresh 6 6915 pk. English Muffins 6/pkg. fork split - fresh or frozen 7 865 pkg. Whole Wheat Hamburger 4" sandwich 12 per pkg no. 8 340 ea. Loaves, Raisin Bread, sliced 14 slices/loaf - 16 oz. loat 9 1000 ea Loaves, white buttertop bread 24 slices/loaf - 16 oz. loat 10 8400 ea. Loaves, whole wheat buttertop bread, 24 slices/loaf - 22oz. loat 11 800 pk Donuts, variety, 12 per pk., 26 -28 oz. pk fresh 12 1000 pk Hamburger Buns, 16.5 oz. soft enriched rolls, cut 12 per pk. 14 720 ea. Loaves Toxas Toast - sliced - Fresh, 14 -16 slices per ld 1800 ea. Slices, White bread - individually wrapped fresh 150 slices, Wheat bread - individually wrapped fresh 150 slices, Wholes bread - sliced - fresh 150 slices per ld 19 720 pkg. Italian Hoagie Buns - fresh - per slit - 6 inch - 6 per pkg. 20 720 pkg. Italian Hoagie Buns - fresh - per slit - 6 inch - 6 per pkg.
NOTE: Net weight shall be shown on package sizes. Bid prices will be based on weight and units per package as	GRAND TOTAL:	Quantity Description: 900 pkg. Bagels, variety, plain, seeded, onion, blueberry 6 per package - non frozen 5500 pk. Dinner rolls, split top 18 - 20 oz. pkg 16 per package - non frozen 24/pkg 32 5500 pk. Sweet Rolls, Variety, 11.5 oz microwavable, 6 per package - non frozen 675 ea. Loaves, Rye Bread, Bkd. deli sliced 8 - 20 oz. loaves per case - fresh 6915 pk. English Muffins 6/pkg. fork split - fresh or frozen 865 pkg. Whole Wheat Hamburger 4" sandwich 12 per pkg non frozen 1000 ea. Loaves, Raisin Bread, sliced 14 slices/loaf - 16 oz. loaf - fresh 1000 ea. Loaves, white buttertop bread 24 slices/loaf - 22 oz. loaf - fresh 1000 ea. Loaves, whole wheat buttertop bread, 24 slices/loaf - 22 - 24 oz. loaf - fresh 1000 pk. Hot Dog Buns, 16.5 oz. soft enriched rolls, cut 12 per pkg - fresh 1000 pk. Hot Dog Buns, 16.5 oz. soft enriched rolls, cut 12 per pkg - fresh 1800 ea. Loaves Texas Toast - sliced - Fresh, 14 - 16 slices per loaf 1800 ea. Slices, White bread - individually wrapped fresh 150 slices per flat 1800 ea. Slices, Wheat bread - individually wrapped fresh 150 slices per flat 1720 pkg. Hoagie or Sub Rolls - fresh - per slit - 6 inch - 6 per pkg.
and units per p		Unit Price \$ 2.39 \$ 2.08 \$ 1.79 \$ 1.62 \$ 1.62 \$ 1.34 \$ 1.65 \$ \$ 1.65 \$ 1.66
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in total net weight specified on the RFQ. specified above. Agency will not accept packages with weights that are greater or less than a 10 % variance aukage as

award to allow the facility ability to obtain all the items requested. Award will be made to the lowest total bid meeting specifications. Agency reserves the right to make a split

# STATE OF WEST VIRGINIA Purchasing Division

## PURCHASING AFFIDAVIT

West Virginia Code §5A-3-10a states: No contract or renewal of any contract may be awarded by the state or any of its political subdivisions to any vendor or prospective vendor when the vendor or prospective vendor or a related party to the vendor or prospective vendor is a debtor and the debt owed is an amount greater than one thousand dollars in the aggregate

#### **DEFINITIONS:**

"Debt" means any assessment, premium, penalty, fine, tax or other amount of money owed to the state or any of its political subdivisions because of a judgment, fine, permit violation, license assessment, defaulted workers' compensation premium, penalty or other assessment presently delinquent or due and required to be paid to the state or any of its political subdivisions, including any interest or additional penalties accrued thereon.

"Debtor" means any individual, corporation, partnership, association, limited liability company or any other form or business association owing a debt to the state or any of its political subdivisions. "Political subdivision" means any county commission; municipality; county board of education; any instrumentality established by a county or municipality; any separate corporation or instrumentality established by one or more counties or municipalities, as permitted by law; or any public body charged by law with the performance of a government function or whose jurisdiction is coextensive with one or more counties or municipalities. "Related party" means a party, whether an individual, corporation, partnership, association, limited liability company or any other form or business association or other entity whatsoever, related to any vendor by blood, marriage, ownership or contract through which the party has a relationship of ownership or other interest with the vendor so that the party will actually or by effect receive or control a portion of the benefit, profit or other consideration from performance of a vendor contract with the party receiving an amount that meets or exceed five percent of the total contract amount.

**EXCEPTION:** The prohibition of this section does not apply where a vendor has contested any tax administered pursuant to chapter eleven of this code, workers' compensation premium, permit fee or environmental fee or assessment and the matter has not become final or where the vendor has entered into a payment plan or agreement and the vendor is not in default of any of the provisions of such plan or agreement.

LICENSING: Vendors must be licensed and in good standing in accordance with any and all state and local laws and requirements by any state or local agency of West Virginia, including, but not limited to, the West Virginia Secretary of State's Office, the West Virginia Tax Department, West Virginia Insurance Commission, or any other state agencies or political subdivision. Furthermore, the vendor must provide all necessary releases to obtain information to enable the Director or spending unit to verify that the vendor is licensed and in good standing with the above entities.

**CONFIDENTIALITY:** The vendor agrees that he or she will not disclose to anyone, directly or indirectly, any such personally identifiable information or other confidential information gained from the agency, unless the individual who is the subject of the information consents to the disclosure in writing or the disclosure is made pursuant to the agency's policies, procedures and rules. Vendors should visit <a href="https://www.state.wv.us/admin/purchase/privacy">www.state.wv.us/admin/purchase/privacy</a> for the Notice of Agency Confidentiality Policies.

Under penalty of law for false swearing (West Virginia Code, §61-5-3), it is hereby certified that the vendor acknowledges the information in this said affidavit and are in compliance with the requirements as stated.

Vendor's Name:	Heiner's Bakery				
Authorized Signature:	Walt Had	Date: _	June	10,	2008
Purchasing Affidavit (Revised	1 06/15/07)				



VENDOR

DATE PRINTED

**\*709050807 01** 

State of West Virginia Department of Administration **Purchasing Division** 2019 Washington Street East Post Office Box 50130 Charleston, WV 25305-0130

### Request for Quotation

RFQ NUMBER WSH90005

FREIGHT TERMS

ADDRESS CORRESPONDENCE TO ATTENTION OF

ROBERTA WAGNER 304-558-0067

F.O.B.

SHIP VIA

HEINERS BAKERY DIVISION OF SAR PO BOX 9247 1300 ADAMS AVE HUNTINGTON WV 25704-9247

TERMS OF SALE

304-523-8411

**HEALTH AND HUMAN RESOURCES** WILLIAM R. SHARPE JR. HOSPITAL CENTRAL RECEIVING 936 SHARPE HOSPITAL ROAD WESTON, WV

06/02/ BID OPENING DATE:		   07/01/	2008	<u> </u>	BID O	PENING TIME	01:30PM
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002	DINNER	5,500	PK , SPLIT	375-15 TOP 18 OZ. 32 OZ	- 16 PER 24/pkg	2.08 PACKAGE	5720.00
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### GENERAL TERMS & CONDITIONS REQUEST FOR QUOTATION (RFQ) AND REQUEST FOR PROPOSAL (RFP)

- 1. Awards will be made in the best interest of the State of West Virginia.
- 2. The State may accept or reject in part, or in whole, any bid.
- 3. All quotations are governed by the **West Virginia Code** and the **Legislative Rules** of the Purchasing Division.
- 4. Prior to any award, the apparent successful vendor must be properly registered with the Purchasing Division and have paid the required \$125.00 registration fee.
- 5. All services performed or goods delivered under State Purchase Orders/Contracts are to be continued for the term of the Purchase Order/Contract, contingent upon funds being appropriated by the Legislature or otherwise being made available. In the event funds are not appropriated or otherwise available for these services or goods, this Purchase Order/Contract becomes void and of no effect after June 30.
- 6. Payment may only be made after the delivery and acceptance of goods or services.
- 7. Interest may be paid for late payment in accordance with the West Virginia Code.
- 8. Vendor preference will be granted upon written request in accordance with the West Virginia Code.
- 9. The State of West Virginia is exempt from federal and state taxes and will not pay or reimburse such taxes.
- 10. The Director of Purchasing may cancel any Purchase Order/Contract upon 30 days written notice to the seller.
- 11. The laws of the State of West Virginia and the *Legislative Rules* of the Purchasing Division shall govern all rights and duties under the Contract, including without limitation the validity of this Purchase Order/Contract.
- **12.** Any reference to automatic renewal is hereby deleted. The Contract may be renewed only upon mutual written agreement of the parties.
- **13. BANKRUPTCY:** In the event the vendor/contractor files for bankruptcy protection, this Contract may be deemed null and void, and terminated without further order.
- 14. HIPAA Business Associate Addendum The West Viginia State Government HIPAA Business Associate Addendum (BAA), approved by the Attorney General, and available online at the Purchasing Division's web site (http://www.state.wv.us/admin/purchase/vrc/hipaa.htm) is hereby made part of the agreement. Provided that, the Agency meets the definition of a Covered Entity (45 CFR §160.103) and will be disclosing Protected Health Information (45 CFR §160.103) to the vendor.

#### **INSTRUCTIONS TO BIDDERS**

- Use the quotation forms provided by the Purchasing Division.
- 2. SPECIFICATIONS: Items offered must be in compliance with the specifications. Any deviation from the specifications must be clearly indicated by the bidder. Alternates offered by the bidder as EQUAL to the specifications must be clearly defined. A bidder offering an alternate should attach complete specifications and literature to the bid. The Purchasing Division may waive minor deviations to specifications.
- 3. Complete all sections of the quotation form.
- 4. Unit prices shall prevail in cases of discrepancy.
- 5. All quotations are considered F.O.B. destination unless alternate shipping terms are clearly identified in the quotation.
- **6. BID SUBMISSION:** All quotations must be delivered by the bidder to the office listed below prior to the date and time of the bid opening. Failure of the bidder to deliver the quotations on time will result in bid disqualifications.

#### **SIGNED BID TO:**

Department of Administration Purchasing Division 2019 Washington Street East Post Office Box 50130 Charleston, WV 25305-0130



NUCCEN

TITLE

\*709050807 01

1300 ADAMS AVE

HUNTINGTON WV

PO BOX 9247

State of West Virginia Department of Administration Purchasing Division 2019 Washington Street East Post Office Box 50130 Charleston, WV 25305-0130

HEINERS BAKERY DIVISION OF SAR

304-523-8411

25704-9247

### Request for Quotation

RFQ NUMBER WSH90005

ADDRESS CORRESPONDENCE TO ATTENTION OF ROBERTA WAGNER 304-558-0067

26452

HEALTH AND HUMAN RESOURCES WILLIAM R. SHARPE JR. HOSPITAL CENTRAL RECEIVING 936 SHARPE HOSPITAL ROAD WESTON, WV 304-269-1210

ADDRESS CHANGES TO BE NOTED ABOVE

SHIP VIA F.O.B. FREIGHT TERMS DATE PRINTED TERMS OF SALE 06/02/2008 01:30PM **BID OPENING DATE:** BID OPENING TIME 07/01/2008 CAT AMOUNT UNIT PRICE QUANTITY UOP ITEM NUMBER LINE 375-15 0004 EΑ 1593.00 2.36 675 BREAD, BKD. DELI SLICED, 8 CT. TO CASE LOAVES, RYE 16 oz loaf 20 OZ. LOAF FRESH - COBBLESTONE MEAL OR EQUAL UNIT WEIGHT:.... 2.36 PRICE/LB ... 0005 375-15 EΑ NΑ 245 LOAVES, PUMPERNICKEL BREAD 14 SLICE - 1# LOAVES FRESH - COBBLESTONE MEAL OR EQUAL UNIT WEIGHT:.... PRICE/LB ... 385-06 0006 EA 12377.85 1.79 69,154 ENGLISH MUFFINS 12-6/PKG. FORK SPLIT 12 CT/6/PKG. FRESH OR FROZEN. UNIT WEIGHT:......14 oz 2,045 PRICE/LB ...|..... 0007 PK 375-15 1401.30 1.62 865 HAMBURGER, 4" SANDWICH 12/PKG. FRESH WHOLE WHEAT FRESH - COBBLESTONE MEAL OR EQUAL SEE REVERSE SIDE FOR TERMS AND CONDITIONS.... DATE SIGNATURE TELEPHONE



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State of West Virginia Department of Administration **Purchasing Division** 2019 Washington Street East Post Office Box 50130 Charleston, WV 25305-0130

### Request for Quotation

RFQ NUMBER WSH90005

ROBERTA WAGNER 304-558-0067

**\*709050807 01** 304-523-8411 HEINERS BAKERY DIVISION OF SAR PO BOX 9247 1300 ADAMS AVE HUNTINGTON WV 25704-9247

**HEALTH AND HUMAN RESOURCES** SH-P WILLIAM R. SHARPE JR. HOSPITAL CENTRAL RECEIVING 936 SHARPE HOSPITAL ROAD WESTON, WV 26452 304-269-1210

ADDRESS CORRESPONDENCE TO ATTENTION OF:

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1300 ADAMS AVE

PO BOX 9247

State of West Virginia Department of Administration Purchasing Division 2019 Washington Street East Post Office Box 50130 Charleston, WV 25305-0130

HEINERS BAKERY DIVISION OF SAR

HUNTINGTON WV 25704-9247

304-523-8411

### Request for REQ NUMBER Quotation

WSH90005

ADDRESS CORRESPONDENCE TO ATTENTION OF:

ROBERTA WAGNER 304-558-0067

HEALTH AND HUMAN RESOURCES SH-P WILLIAM R. SHARPE JR. HOSPITAL CENTRAL RECEIVING 936 SHARPE HOSPITAL ROAD WESTON, WV 26452 304-269-1210

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**\*709050807 01** 

HUNTINGTON WV

PO BOX 9247 1300 ADAMS AVE

State of West Virginia Department of Administration Quotation Purchasing Division 2019 Washington Street East Post Office Box 50130 Charleston, WV 25305-0130

HEINERS BAKERY DIVISION OF SAR

304-523-8411

25704-9247

## Request for

RFQ NUMBER WSH90005

ADDRESS CORRESPONDENCE TO ATTENTION OF

ROBERTA WAGNER 304-558-0067

HEALTH AND HUMAN RESOURCES WILLIAM R. SHARPE JR. HOSPITAL CENTRAL RECEIVING 936 SHARPE HOSPITAL ROAD WESTON, WV

26452 304-269-1210

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\*709050807 01

1300 ADAMS AVE

HUNTINGTON WV

(1) YEAR PERIODS.

SIGNATURE

TITLE

PO BOX 9247

State of West Virginia
Department of Administration
Purchasing Division
2019 Washington Street East
Post Office Box 50130
Charleston, WV 25305-0130

HEINERS BAKERY DIVISION OF SAR

304-523-8411

25704-9247

#### Request for Quotation

RFQ NUMBER
WSH90005

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ADDRESS CORRESPONDENCE TO ATTENTION OF

ROBERTA WAGNER 304-558-0067

HEALTH AND HUMAN RESOURCES
WILLIAM R. SHARPE JR. HOSPITAL
CENTRAL RECEIVING
936 SHARPE HOSPITAL ROAD
WESTON, WV
26452 304-269-1210

DATE

ADDRESS CHANGES TO BE NOTED ABOVE

DATE PRINTED TERMS OF SALE SHIP VIA F.O.B. FREIGHT TERMS 06/02/2008 **BID OPENING DATE:** 07/01/2008 BID OPENING TIME 01:30PM CAT. LINE QUANTITY UOP ITEM NUMBER UNIT PRICE AMOUNT 0020 PK 375-15 1.64 1180.80 720 ITALIAN HOAGIE BUNS -FRESH - PER SLIT - 6 INCH -6 PER PKG. 1.74 UNIT WEIGHT: ......15 oz PRICE/LB .. EXHIBIT 3 LIFE OF CONTRACT: THIS CONTRACT BECOMES EFFECTIVE ON UPON AWARD AND EXTENDS FOR A PERIOD OF ONE (1) YEAR OR UNTIL SUCH "REASONABLE TIME" THEREAFTER AS IS NECESSARY TO OBTAIN A NEW CONTRACT OR RENEW THE ORIGINAL CONTRACT. THE "REASONABLE TIME" PERIOD SHALL NOT EXCEED TWELVE (12) MONTHS. DURING THIS "REASONABLE TIME" THE VENDOR MAY TERMINATE THIS CONTRACT FOR ANY REASON UPON GIVING THE DIRECTOR OF PURCHASING 30 DAYS WRITTEN NOTICE. UNLESS SPECIFIC PROVISIONS ARE STIPULATED ELSEWHERE IN THIS CONTRACT DOCUMENT, THE TERMS, CONDITIONS AND PRICING SET HEREIN ARE FIRM FOR THE LIFE OF THE CONTRACT. RENEWAL: THIS CONTRACT MAY BE RENEWED UPON THE MUTUAL WRITTEN CONSENT OF THE SPENDING UNIT AND VENDOR, SUBMITTED TO THE DIRECTOR OF PURCHASING THIRTY (30) DAYS PRIOR TO THE EXPIRATION DATE. SUCH RENEWAL SHALL BE IN ACCORDANCE WITH THE TERMS AND CONDITIONS OF THE ORIGINAL CONTRACT AND SHALL BE LIMITED TO TWO (2) ONE

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

CANCELLATION: THE DIRECTOR OF PURCHASING RESERVES THE RIGHT TO CANCEL THIS CONTRACT IMMEDIATELY UPON WRITTEN



VENDOR

State of West Virginia Department of Administration Purchasing Division 2019 Washington Street East Post Office Box 50130 Charleston, WV 25305-0130

## Request for Quotation

REQ NUMBER
WSH90005

PAGE

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ADDRESS CORRESPONDENCE TO ATTENTION OF

ROBERTA WAGNER 304-558-0067

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\*709050807 01 304-523-8411 HEINERS BAKERY DIVISION OF SAR PO BOX 9247 1300 ADAMS AVE HUNTINGTON WV 25704-9247

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HEALTH AND HUMAN RESOURCES WILLIAM R. SHARPE JR. HOSPITAL CENTRAL RECEIVING 936 SHARPE HOSPITAL ROAD WESTON, WV

ESTON, WV 26452

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State of West Virginia
Department of Administration
Purchasing Division
2019 Washington Street East
Post Office Box 50130
Charleston, WV 25305-0130

# Request for Quotation

RFQ NUMBER WSH90005

PAGE 8

ADDRESS CORRESPONDENCE TO ATTENTION OF

ROBERTA WAGNER 304-558-0067

\*709050807 01 304-523-8411 HEINERS BAKERY DIVISION OF SAR PO BOX 9247 1300 ADAMS AVE HUNTINGTON WV 25704-9247

HEALTH AND HUMAN RESOURCES
WILLIAM R. SHARPE JR. HOSPITAL
CENTRAL RECEIVING
936 SHARPE HOSPITAL ROAD
WESTON, WV
26452 304-269-1210

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**\*709050807 01** 

HUNTINGTON WV

PO BOX 9247 1300 ADAMS AVE

State of West Virginia Department of Administration
Purchasing Division
2019 Washington Street East Post Office Box 50130 Charleston, WV 25305-0130

304-523-8411

25704-9247

### Request for Quotation

RFQ NUMBER WSH90005

ADDRESS CORRESPONDENCE TO ATTENTION OF

ROBERTA WAGNER 304-558-0067

SHIP

HEINERS BAKERY DIVISION OF SAR

**HEALTH AND HUMAN RESOURCES** WILLIAM R. SHARPE JR. HOSPITAL CENTRAL RECEIVING 936 SHARPE HOSPITAL ROAD WESTON, WV

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1300 ADAMS AVE

HUNTINGTON WV

PO BOX 9247

State of West Virginia Department of Administration Purchasing Division 2019 Washington Street East Post Office Box 50130 Charleston, WV 25305-0130

HEINERS BAKERY DIVISION OF SAR

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5 F	PAG	E
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26452

**HEALTH AND HUMAN RESOURCES** WILLIAM R. SHARPE JR. HOSPITAL P CENTRAL RECEIVING 936 SHARPE HOSPITAL ROAD WESTON, WV 304-269-1210

DATE PRINTED TERMS OF SALE SHIP VIA F.O.B. FREIGHT TERMS 06/02/2008 **BID OPENING DATE:** 07/01/2008 BID OPENING TIME 01:30PM ÇAT. NO. LINE QUANTITY UOP ITEM NUMBER UNIT PRICE AMOUNT CHARLESTON, WV 25311 FAX: (304) 558-4115 E-MAIL: ROBERTA.A.WAGNEROWV.GOV THE MODEL/BRAND/SPECIFICATIONS NAMED HEREIN ESTABLISH THE ACCEPTABLE LEVEL OF QUALITY ONLY AND ARE NOT INTENDED TO REFLECT A PREFERENCE OR FAVOR ANY PARTICULAR BRAND OR VENDOR. VENDORS WHO ARE BIDDING ALTERNATES SHOULD SO STATE AND INCLUDE PERTINENT LITERATURE AND SPECIFICATIONS. FAILURE TO PROVIDE INFORMATION FOR ANY ALTERNATES MAY BE GROUNDS FOR REJECTION OF THE BID. THE STATE RESERVES THE RIGHT TO WAIVE MINOR IRREGULARITIES IN BIDS OR SPECIFICATIONS IN ACCORDANCE WITH SECTION 148-1-4(F) OF THE WEST VIRGINIA LEGISLATIVE RULES AND REGULATIONS. EXHIBIT 4 LOCAL GOVERNMENT BODIES: UNLESS THE VENDOR INDICATES IN THE BID HIS REFUSAL TO EXTEND THE PRICES, TERMS, AND CONDITIONS OF THE BID TO COUNTY, SCHOOL, MUNICIPAL AND OTHER LOCAL GOVERNMENT BODIES, THE BID SHALL EXTEND TO POLITICAL SUBDIVISIONS OF THE STATE OF WEST VIRGINIA. IF THE VENDOR DOES NOT WISH TO EXTEND THE PRICES, TERMS, AND CONDITIONS OF THE BID TO ALL POLITICAL SUBDIVISIONS OF THE STATE, THE VENDOR MUST CLEARLY INDICATE SUCH REFUSAL IN HIS BID. SUCH REFUSAL SHALL NOT PREJUDICE THE AWARD OF THIS CONTRACT IN ANY MANNER. REV. 3/88 PURCHASING CARD ACCEPTANCE: THE STATE OF WEST VIRGINIA CURRENTLY UTILIZES A VISA PURCHASING CARD PROGRAM WHICH IS ISSUED THROUGH A BANK. THE SUCCESSFUL VENDOR MUST ACCEPT THE STATE OF WEST VIRGINIA VISA PURCHASING SEE REVERSE SIDE FOR TERMS AND CONDITIONS SIGNATURE TELEPHONE DATE ADDRESS CHANGES TO BE NOTED ABOVE



State of West Virginia
Department of Administration
Purchasing Division
2019 Washington Street East Post Office Box 50130 Charleston, WV 25305-0130

### Request for Quotation

RFQ NUMBER WSH90005

ROBERTA WAGNER 304-558-0067

**HEALTH AND HUMAN RESOURCES** WILLIAM R. SHARPE JR. HOSPITAL CENTRAL RECEIVING 936 SHARPE HOSPITAL ROAD WESTON, WV 26452 304-269-1210

ADDRESS CORRESPONDENCE TO ATTENTION OF

**\*709050807 01** 304-523-8411 HEINERS BAKERY DIVISION OF SAR PO BOX 9247 1300 ADAMS AVE HUNTINGTON WV 25704-9247

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## Request for Quotation

RFO NUMBER

PAGE

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ADDRESS CORRESPONDENCE TO ATTENTION OF

ROBERTA WAGNER 304-558-0067

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HEALTH AND HUMAN RESOURCES
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WSH90005

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#### WSH90005

Specifications to provide bread and bread products to:

William R. Sharpe, Jr. Hospital 936 Sharpe Hospital Road Weston, WV 26452

This request for quotation will provide an open end contract for bread and bread products. See attached list for particular items to be bid on.

A regular scheduled delivery time shall be maintained by the vendor on specified days of the week. Days are to be agreed upon between agency and vendor. Delivery location: Deliveries are to be brought to the Hospital's Dietary Department and placed by the delivery person in an area designated by the Dietary Supervisor on duty.

#### Specifications:

Bread shall be enriched with vitamins and minerals as prescribed by Section 3, Article 11-A, Chapter 19, of the Code of West Virginia (The State Enrichment Law).

Bread shall be fresh (12 to 24 hours out of the oven) and shall be a regular product supplied by the vendor to the retail market.

Bread shall contain the following ingredients:

- 1. Hard wheat flour of .42 ash or less
- 2. Protein content of not less than 11%
- 3. Bread shall contain the following ingredients in amounts by weight or not less than:
  - a. Sugar 6%
  - b. Shortening 2% of the total weight of flour
  - c. Solids of milk or skim milk 3%

#### Invoicing:

Invoicing shall be done on the basis of the unit price reflecting the price per pound. Delivery cost will be included in the price per unit – all pricing shall be FOB Destination. Vendor shall accept VISA for payment in arrears.

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NOTE: Net weight shall be shown on package sizes. Bid prices will be based on weight and units per package as	GRAND TOTAL:		•	ğ	<del>-1</del> -	1800 ea. Slices. White bread - individually wrapped from 14-16 slices per loat		fresh			ar - 22 - 24 oz. loaf - fresh					English Muffins 6/nkg fork split - fresh or frezon	er case - iresh		Sweet Rolls Variety 11 5 oz microwayablo 6 poz pockogo - 11011 1102en24/pkg 32 oz	IIOII IIOZEII	ty plain seeded onion blueberny 8 per pookers	Description:
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in total net weight specified on the RFQ. specified above. Agency will not accept packages with weights that are greater or less than a 10 % variance

award to allow the facility ability to obtain all the items requested. Award will be made to the lowest total bid meeting specifications. Agency reserves the right to make a split

## STATE OF WEST VIRGINIA Purchasing Division

### **PURCHASING AFFIDAVIT**

West Virginia Code §5A-3-10a states: No contract or renewal of any contract may be awarded by the state or any of its political subdivisions to any vendor or prospective vendor when the vendor or prospective vendor or a related party to the vendor or prospective vendor is a debtor and the debt owed is an amount greater than one thousand dollars in the aggregate

#### **DEFINITIONS:**

"Debt" means any assessment, premium, penalty, fine, tax or other amount of money owed to the state or any of its political subdivisions because of a judgment, fine, permit violation, license assessment, defaulted workers' compensation premium, penalty or other assessment presently delinquent or due and required to be paid to the state or any of its political subdivisions, including any interest or additional penalties accrued thereon.

"Debtor" means any individual, corporation, partnership, association, limited liability company or any other form or business association owing a debt to the state or any of its political subdivisions. "Political subdivision" means any county commission; municipality; county board of education; any instrumentality established by a county or municipality; any separate corporation or instrumentality established by one or more counties or municipalities, as permitted by law; or any public body charged by law with the performance of a government function or whose jurisdiction is coextensive with one or more counties or municipalities. "Related party" means a party, whether an individual, corporation, partnership, association, limited liability company or any other form or business association or other entity whatsoever, related to any vendor by blood, marriage, ownership or contract through which the party has a relationship of ownership or other interest with the vendor so that the party will actually or by effect receive or control a portion of the benefit, profit or other consideration from performance of a vendor contract with the party receiving an amount that meets or exceed five percent of the total contract amount.

**EXCEPTION:** The prohibition of this section does not apply where a vendor has contested any tax administered pursuant to chapter eleven of this code, workers' compensation premium, permit fee or environmental fee or assessment and the matter has not become final or where the vendor has entered into a payment plan or agreement and the vendor is not in default of any of the provisions of such plan or agreement.

**LICENSING:** Vendors must be licensed and in good standing in accordance with any and all state and local laws and requirements by any state or local agency of West Virginia, including, but not limited to, the West Virginia Secretary of State's Office, the West Virginia Tax Department, West Virginia Insurance Commission, or any other state agencies or political subdivision. Furthermore, the vendor must provide all necessary releases to obtain information to enable the Director or spending unit to verify that the vendor is licensed and in good standing with the above entities.

**CONFIDENTIALITY:** The vendor agrees that he or she will not disclose to anyone, directly or indirectly, any such personally identifiable information or other confidential information gained from the agency, unless the individual who is the subject of the information consents to the disclosure in writing or the disclosure is made pursuant to the agency's policies, procedures and rules. Vendors should visit <a href="https://www.state.wv.us/admin/purchase/privacy">www.state.wv.us/admin/purchase/privacy</a> for the Notice of Agency Confidentiality Policies.

Under penalty of law for false swearing (West Virginia Code, §61-5-3), it is hereby certified that the vendor acknowledges the information in this said affidavit and are in compliance with the requirements as stated.

Vendor's Name:	Heiner's	Bakery					
Authorized Signature	Walt Sp.		Date:	June	10,	2008	

Purchasing Affidavit (Revised 06/15/07)