



**State of West Virginia  
Department of Administration  
Purchasing Division**

**NOTICE**

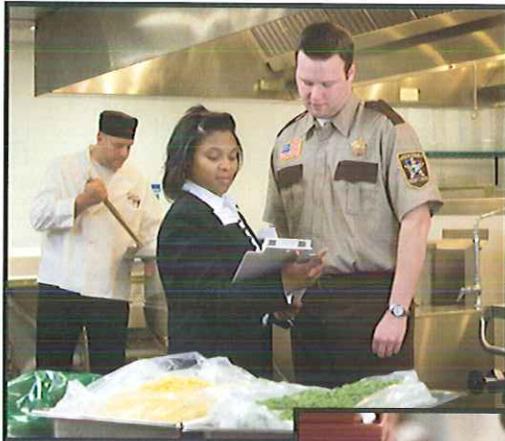
Due to the size of this bid, it was impractical to scan every page for online viewing. We have made an attempt to scan and publish all pertinent bid information. However, it is important to note that some pages were necessarily omitted.

If you would like to review the bid in its entirety, please contact the buyer. Thank you.

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# A Proposal for a *Partnership*

## State of West Virginia Department of Corrections



March 28, 2013

**Presented by:**

***A'viands***

FOOD & SERVICES MANAGEMENT

**ORIGINAL**

03/26/13 10:00:27 AM

West Virginia Purchasing Division

*Beginning Every Day From Scratch... Great People - Great Food*

The pricing below shall be for all facilities:

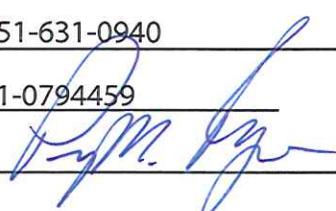
Range of Number of Daily Meals	Price per Meal
9,100 - 9,699 ea	\$2.095
9,700 - 10,299 ea	\$2.039
10,300 - 10,899 ea	\$1.992
10,900 - 11,589 ea	\$1.956
Over 11,590 ea	\$1.938
Sack/Bagged Meals - Estimated 700 Daily (includes Meals/Medical Snacks)	\$1.750

Vendor Name and Contact Person: A'viands, LLC

Address: 1751 County Road B West, Suite 300  
Roseville, MN 55113

Phone and Fax No. 651-631-0940

FEIN: 01-0794459

Authorized Signature: 

Pricing Page - COR61564 - Revised 3/08/2013 - TABLE 2

The pricing below shall be for all facilities:

Column A Number of Daily Meals	Column B Estimated Quantity per day	Column C Estimated Number of Days for the Year	Column D Estimated Total Meals per year (Column B x Column C)	Column E Price Per Meal	Extended Price (Column D x Column E)
9,100 - 9,699 ea	9,100	4	36,400	\$2.095	\$76,258.00
9,700 - 10,299 ea	9,700	20	194,000	\$2.039	\$395,566.00
10,300 - 10,899 ea	10,300	125	1,287,500	\$1.992	\$2,564,700.00
10,900 - 11,589 ea	10,900	125	1,362,500	\$1.956	\$2,655,050.00
Over 11,590 ea	11,590	91	1,054,690	\$1.938	\$2,043,989.22
Sack/Bagged Meals - Estimated 700 Daily (includes Meals/Medical Snacks)	700	365	255,500	\$1.750	\$447,125.00

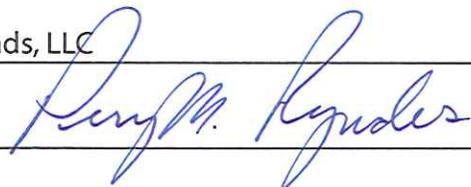
Total Cost:

\$8,192,688.22
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*\*\* Estimated Quantities - more or less may be utilized by the agency. The estimated quantities listed above are for evaluation purposes only. No additional pricing on Medical or Religious Diets served. The Medical/Religious Diet meals shall be included in Daily Meals pricings above.*

Vendor Name: A'viands, LLC

Authorized Signature: \_\_\_\_\_



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## MANAGEMENT INFORMATION & REPORTING

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A'viands, on a monthly basis or as determined by the facility administration, will provide the Facilities with the following records, reports and documents:

- a. Number of meals, type, date, and meal period that are to be charged to the Facilities, identifying meals prepared and meals actually consumed.
- b. Deviations from or substitutions from menu items on approved meal plans.
- c. Sanitary and security inspection reports.
- d. Narrative discussion of contract compliance, personnel issues, inmate food service worker usage, and other pertinent issues or problems encountered.

As the following may occur, A'viands will provide the Facilities with applicable documentation:

- e. Revised menu plans, with certification of registered dietician.
- f. Proposed revisions to established food service operations policy, procedure or schedules.
- g. Significant incidents, equipment breakdowns, emergency situations, and the like which may occur.
- h. Any injury/death involving an inmate food service worker or any disciplinary issue concerning an inmate food service worker must be reported immediately.

A'viands observes the Facilities right to audit all of its records relating to the performance of the food service operation and to conduct unannounced inspections at any time to evaluate contract performance and compliance with standards of safety, security, health and sanitation, product specifications and food quality.

After any such audit, inspection, or conference the Facilities will advise A'viands in writing of any specific concern or of any unsatisfactory or non-compliance condition which may be found to exist. A'viands will promptly address any issue and resolve them to the satisfaction of the Facilities.

## **BILLING AND INVENTORY PROCEDURES**

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During the course of normal operations, A'viands will verify the meal counts with the proper representative for each meal recorded on its Meal Count Sheets. Meal Count Sheets will be submitted to A'viands corporate support office weekly and entered into its accounting system. The weekly billing invoice will be sent to the administrator for verification and submitted for payment. Any additional charges for special events or purchases will be added to the weekly billing and identified by a charge ticket which will detail the event and items purchased.

A'viands will bill weekly at the proposed rate for all meals served.

### **INVENTORY PROCEDURES**

A'viands, in the daily operation of the food service program, monitors the usage of all items required in a full service operation. This includes all food items as well as supplies such as paper products, chemicals and office supplies. When the inventory falls below specified par levels, an order is created with the vendors and products are delivered to the facility.

At the end of the month, a full inventory is completed and that amount is recorded in the internal financial reporting system for A'viands.

A weekly inventory is only used to specifically identify problem areas that have a reported effect on food cost. Factors that may be discovered may include purchasing errors, over portioned trays, theft, spoilage, etc.

# ACCOUNTING PROCEDURES & SUPPORT

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A'viands is known as a Food & Services Management Company and we take that title very seriously. Our philosophy from the beginning has been that our front line staff, including the Food Service Director, remains focused on quality meals, training and support of employees and inmate workers, safety, sanitation and providing a daily partnership with our clients.

Although the Food Service Director is responsible for being fiscally responsible, we do not turn our Food Service Directors into office accountants. Therefore, the amount of office paperwork and reporting we require from them is minimal.

On a weekly basis, the Food Service Director provides to our Home Office Accounting Department:

- Meal Count Tracking Forms
- Purchase Record – which tracks invoicing of product received
- Payroll Sign Off twice a month through our on-line ADP services.

At the end of each month, the Food Service Director provides to our Home Office Accounting Department:

- Closing inventory numbers for food, paper and cleaning
- Monthly Information Report – which combines
  - Total Meal Counts
  - Purchase Record Summary Sheet
  - Total payroll
  - Any charge tickets used for caterings, special requests, equipment purchases

## **Contracts & Billing Cycles**

A'viands flexibility allows us to formulate individual contracts based on the needs of the client.

- Contracts are either generated from the individual Facilities or from A'viands Home Office.
- Billing cycles will be mutually agreed upon between the Facilities and A'viands.
- Invoices will be forwarded to the Facilities designee from A'viands Home Office Accounting Department either on a weekly or monthly basis dependent on the clients' request and mutually agreed upon. In this age of information, technology invoices can also be set up to be manually sent through the internet if requested.
- A partnership is developed between the accounting representative of the Facilities and A'viands Home Office Accounting Department to eliminate the need for the Food Service Director to take on that responsibility and allows them to focus on Great People – Great Food.