Good things
come from

Sysco

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Sysco.com

January 15, 2014

Dear Valued Partner

Thank you for the opportunity to bid on your business. Please take time to review several key points regarding our service as you make your decision on awarding your bids.

The federal Department of Transportation has recently made changes regarding some regulations that will impact our delivery service.   These changes, while small, can have large and lasting impact on how we route and schedule our delivery trucks:

- o   Every driver is required a half an hour break after working 8 hours
- o   All Drivers are required to have 36 hours of down time, including two consecutive 1 am – 5 am periods.

These changes insure the safety of our employees and the safety of all others on our highways.

We have also been enforcing the new Food Safety Modernization Act food regulations. This pertains specifically to how we deliver products, most important, perishable ones most critical to food safety. It will impact what and how we process returns. It is attached as a separate attachment for your review. It is imperative that you check in your deliveries and return all perishable or HACCP items at the time of delivery.

Last, Sysco Virginia makes every attempt to stock all items available on your bid because we understand the importance of the nutritional regulations to your facility.   Due to our storage limitations, we can easily stock items that move 5 or more cases a week. If an item does not fit the criteria, we can make it available via our special order process. This is due to minimum orders and turns we need to adhere to with our vendor partners and to insure that shelf life is maintained in the process. Special order items require lead times, sometimes up to 3 weeks. While not always easily done, we will continue to work with you on meeting the needs of these requirements.

I appreciate your time in these matters and look forward to your decision and hope to work with you again in the near future.   Thank you again for the opportunity.
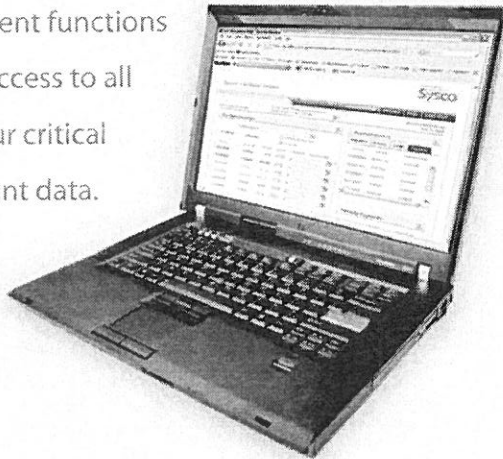
Sincerely,

Stacey Wood
Bid Coordinator
Sysco Virginia, LLC

02/10/14 11:47:48AM
West Virginia Purchasing Division

PAYMENT HUB | PROFILE | FAQ | LOGOUT

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ACCOUNT HISTORY ▶
A comprehensive archive
with 90 days history of
Payments, Invoices, Credits,
Drop Ships & Statements

Account History   [?]

| Statements | Invoices | Credits | Payments |

Invoice	Amount	Payment Date
810280584	$1472.14	11/21/08
801220551	$2572.62	01/22/08
801290642	$2804.37	01/29/08
811110843	$225.05	12/05/08
801290642	$2804.37	01/29/08

A comprehensive tool set with online
payment functions
and access to all
of your critical
account data.

- ■ View your payment history for ANY payment made to Sysco (not just payments made on this website)

- ■ View a comprehensive archive of your Statements, Invoices, Drop-ships, Payments & Credits

- ■ View and/or pay all of your open invoices (note: using this website for making online payments is optional)

- ■ Schedule payments up to 30 days in the future

- ■ Change any scheduled payment up to the time it transacts

- ■ Link multiple checking accounts for payment

- ■ Auto-fill tools to expedite common payment tasks

Pay Open Invoices   [?]

Checking Account:

⊕ = Autofill All Due Now
⊖ = Clear all

● Past Due   ● Due Now

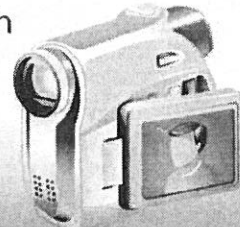| Invoice	Due Date	Amount	Autofill	Payment	Payment Date
811298436	12/30/08	0.16	⊕⊖	$	
811180609	12/08/08	2579.40	⊕⊖	$	
811290705	12/12/08	197.34	⊕⊖	$	
811260608	12/13/08	3960.47	⊕⊖	$	
812050797	12/20/08	391.66	⊕⊖	$	
812030604	12/20/08	3760.16	⊕⊖	$	

Make Payments

1 Start by going to **www.syscoaccountcenter.com**

2 Log in with your bill-to account number and passcode (located on the back of your Sysco statement)

3 Choose your own unique log-in and password

4 You will receive an email in a few minutes - then you are just a click away from 24x7 access to the Sysco account center!

want to learn more?
Click to watch

PAY OPEN INVOICES
Color coded date logic,
Auto fill entry, Scheduling

Join now! www.syscoaccountcenter.com   It takes only a few minutes to sign up and start using the Sysco account center!

Sysco Virginia
Customer Notification
## Food Safety Modernization Act
Effective February 1, 2013

Sysco will be implementing the federally mandated Food Modernization Act effective February 1, 2013. In order to comply with the new mandate it is necessary for Sysco Virginia to update its Credit and Return Policy. The main difference between the current policy and the new policy is the amount of time a customer has to return products back to Sysco.

Perishable Products
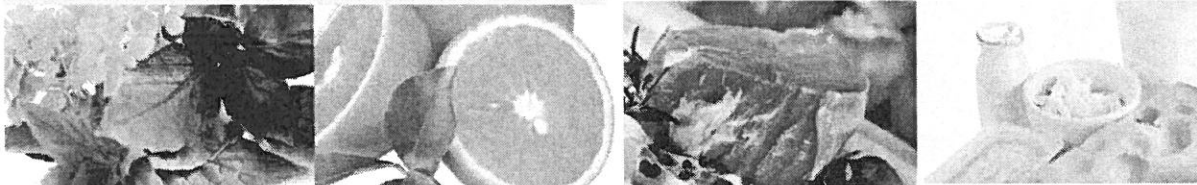
All refrigerated perishable products must be returned at the time of delivery to guarantee that perishable products always maintain the proper temperature and never leave Sysco's control.

All Other Products
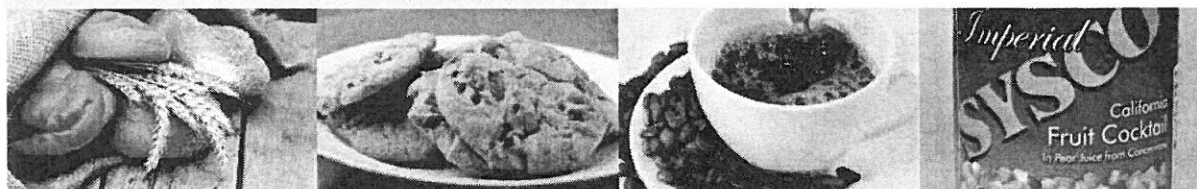
All other products must be returned within 14 days instead of the current 21 days.

The new guidelines help protect you and your customers from serving or eating unsafe food. If you have any questions regarding the new policy, please contact your Sysco Marketing Associate or Account Executive.

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FDA FOOD SAFETY
MODERNIZATION ACT

The food safety law passed by Congress on December 21, 2010 aims to ensure the U.S. food supply is safe by shifting the focus of federal regulators from responding to contamination to preventing it. FDA Commissioner Margaret A. Hamburg, M.D. issued a written statement shortly after passage. Key facts about this legislation are presented below.

The FDA Food Safety Modernization Act (FSMA): Key Facts

The burden of foodborne illness is considerable. Every year, 1 out of 6 people in the United States (48 million people) suffers from foodborne illness, more than a hundred thousand are hospitalized, and thousands die.

Below are some of the important food safety enhancements included in the legislation.

Preventive controls

For the first time, FDA has a legislative mandate to require comprehensive, prevention-based controls across the food supply.
• The legislation transforms FDA's approach to food safety from a system that far too often responds to outbreaks rather than prevents them. It does so by requiring food facilities to evaluate the hazards in their operations, implement and monitor effective measures to prevent contamination, and have a plan in place to take any corrective actions that are necessary.
• It also requires FDA to establish science-based standards for the safe production and harvesting of fruits and vegetables to minimize the risk of serious illnesses or death.
• This new ability to hold food companies accountable for preventing contamination is a significant milestone in the efforts to modernize the food safety system. www.fda.gov/fsma

Inspection and Compliance

The legislation recognizes that inspection is an important means of holding industry accountable for their responsibility to produce safe product. FDA will meet this expectation by:
• Applying its inspection resources in a risk-based manner
• Innovating in its inspection approaches to be the most efficient and effective with existing resources

Imported Food Safety

The legislation provides significant enhancements to FDA's ability to achieve greater oversight of the millions of food products coming into the United States from other countries each year. An estimated 15 percent of the U.S. food supply is imported, including 60 percent of fresh fruits and vegetables and 80 percent of seafood.
More specifically, relative to import food safety, the legislation:
• requires importers to perform supplier verification activities to ensure imported food is safe
• authorizes FDA to refuse admission to imported food if the foreign facility or country refuses to allow an FDA inspection
• authorizes FDA to require certification, based on risk criteria, that the imported food is in compliance with food safety requirements
• provides an incentive for importers to take additional food safety measures by directing FDA to establish a voluntary program through which imports may receive expedited review of their shipments if the importer has taken certain measures to assure the safety of the food

Response

For the first time, FDA will have mandatory recall authority for all food products. While FDA expects that it will only need to invoke this authority infrequently since the food industry is largely compliant with FDA's requests for voluntary recalls, this new authority is a critical improvement in FDA's ability to protect the public health.

Enhanced Partnerships

The legislation recognizes the importance of strengthening existing collaboration among all food safety agencies – Federal, state, local, territorial, tribal, and foreign – to achieve our public health goals. www.fda.gov/fsma
It also recognizes the importance of building the capacity of state, local, territorial and tribal food safety programs. Among other provisions, it directs the Secretary to improve training of state, local, territorial and tribal food safety officials and authorizes grants for training, conducting inspections, building capacity of labs and food safety programs, and other food safety activities.

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January 15, 2014

Inclement Weather Policy 2013-2014

To All Foodservice Directors

I would like to take a few minutes to explain our inclement weather policy for this school year.   It is a policy we feel is fair to all during the cold, slippery winter months.

Sysco Virginia does not close for inclement weather. We feel it is important for us to stay open and take care of customers as needed who cannot close because of weather and still need food such as nursing homes, hospitals, etc.   We also take care of restaurants and other businesses that stay open.   So our warehouse crews are working throughout the night to put product on the truck for the drivers to deliver the next day.   We make every attempt possible to deliver every order on the truck. What we ask in return from our customers to have someone there to take the delivery.
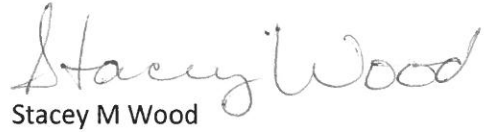
We know the weather slows everything down.   If we have a truck running late due to the weather, we will call and notify you of the situation and give you an approximate delivery time. Again, we ask that you help us by making sure someone can take the delivery.

As we all know, we can't always have things go according to plan. I will attach a list of contacts for you to call should the need arise for us to make arrangements to deliver product to you on a different day.   I will also attach a list of possible days that we can return to your area to make the delivery that makes sense for everyone involved.

We would also like to ask you to communicate with us as soon as you can of any possibility of an issue with your scheduled delivery.   If you feel sure you are going to be closed on your delivery day and can take your order the next possible delivery date, please call your representative and have them change the date on the order.   This will help everyone in the end.   No one would need to be at the school, the driver would not need to make an extra stop and the warehouse would not being pulling product that is not needed.

We appreciate your patience with this matter. We thank you for your business. Please do not hesitate to call us with any questions or concerns.

Sincerely,

Stacey M Wood

Program Accts/Bid Coordinator

Sysco Market

ORDERING PROCEDURE

1. Log on to the internet
2. Go to www.esysco.net
3. Login
   Username: _____
   Password:_____
4. "**Continue to Sysco Market**" if optioned
5. Watch the short instructional Sysco Market video for a complete overview of how the program works.
6. Click - "**Continue to Sysco Market**"
7. Click – "**Create New Order**"
8. Review delivery date
9. Click-"**Create From List**" – Click on the "**Down Arrow**" select your order guide name – or your ORDER GUIDE history - you will only see the one that was selected to marry your particular account grouping. You will need to select one of the default order guides to open your order with – you can switch back and forth if needed between all selections on your screen
10. Click "**Create**" and click "**OK**"
11. To put your orders in Category sequence please click on the Group tab and select Sysco Grouping / To put your categories in alphabetical sorting please click - "**Product Name**" header
12. Place your order by entering your quantity in the box – click on "Update" after each category to be sure to save your selected items – remember to save frequently and often!!
13. To check out you must review your order first – click – "**Review Order**" on the far left hand side of your screen
14. Review your order and make changes if needed
15. Click "**SUBMIT**"
16. You will receive an order number once your submitted order has been received
17. Please log out of *Sysco Market* once your order is finalized
18. Log onto your email address and review your order allocation to ensure your order verification

Important Information

- You can edit your submitted order by clicking on that order after it has been submitted) – just open the order – make your edits – and review and submit again. You can adjust as needed by increasing or reducing the quantities in your order.
- Be sure to click on the " **User Preferences**" and enter your email address on the area provided – be sure to click on "**Done**" once you edit. This will allow us to send your order allocation confirmation to your email address
- To delete an already entered item place a zero (0) in the box and click the next box and click on "**Update**"
- Always check you delivery date for correct information

Sysco Market

Important Information

- You can not change a delivery date through *Sysco Market* to an non-routed date – you must call your customer service specialist at 1-800-487-9726 or your Account Executive

-

- If you are going to be distracted while doing your order be sure to **"Update"** frequently
- If you are called away while processing your order be sure to **"Update"** before you leave your workstation. The *Sysco Market* program will automatically log you out if you are non-active for 5 minutes.
- Add'l info legend is at the bottom of the left hand screen – this will assist you with the flagged area of your screen so you can see what the flags stand for
- The search filter is at the very top of the screen
- There are no more pages to turn – just scroll down your endless screen from top to bottom
- You can select your column views for your screen view
- You can select your column views for your print view
- You can select the types of columns for your screen print – you can also select up to 4 additional columns to print for your order pad if needed – default is one column only
- Double click on any item description to see the third line description

BE SURE TO SUBMIT ALL NEW AND EDITED ORDERS PRIOR TO CUT OFF TIMES

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using filters

Sysco carries thousands of products. Depending on what you're looking for, the search results could be in the hundreds. Search filters provide the ability to limit the items displayed to those meeting certain criteria, such as:

- Search (Product or SUPC)
- Ordered Before
- Brand
- Category
- Storage Location
- Warehouse Location
- Kosher
- Pack/Size

To filter your results:

1. Click ❶ **Advanced Search**. The *Advanced Search* menu displays.

2. Select how you want to limit the items ❷. The list displays only those items meeting your filter. Scroll down within the Advanced Search menu to view all the possible filter criteria.

Type a word or SUPC to filter by product description or SUPC.

Type the brand name in the Brand field to filter by brand. The brands you are looking for display at the top of the list.

Notice that as you apply a filter, your search results update and the number of items in your search results decreases.

You can quickly return to the start of the browse process by resetting your filters.

Click ❸ **Clear Filters**. The display updates and the products no longer display.

To hide the filters, but keep them applied to the list, click the close icon or click **Hide Advanced Search**.

The filter options no longer display; however, the product list is still the limited list.

browsing by product catalog

1. Click ❶ **Product Catalog**. The twelve primary (Sysco 12) categories display.

2. Click a primary category to browse.

3. Click the next-level category to browse.

4. Click the category to browse. The selected category items display.

   Tip! As you select a category, the category displays at the top of the page. Click ❷ any category to return to the starting point of the category.

5. From your results, you can add items to an order or to a list using the **Update Order** and **Add/Remove Selected Items** buttons.

1. Click ❸ **Advanced Search**. The *Advanced Search* menu displays.

2. Select how you want to limit the items.

   Tip! Notice that as you apply a filter, results update.

Search uses item descriptions and item numbers (SUPCs) to determine which items to display. The system displays those items that match your entry in the Search field.

Search allows you to look for an item by product description, brand name, abbreviation, or SUPC. (Use Product Catalog to explore items by category, such as all dairy or seafood.)

Tip! It helps to use descriptive words when searching. Chicken is a broad term; however chicken breast is more specific.

searching for items

1. In the **Search** field, enter a product description, brand name, abbreviation, or SUPC for the item you are looking for.

   Tip! As you type, a list of possible brands displays. If you are searching by brand, you can select a brand from this list.

2. Press **Enter** or click the magnifying glass icon. A list of results displays.

3. From your search results, you can add items to an order or to a list using the **Update Order** and **Add/Remove Selected Items** buttons.

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sysco market quick tour

finding items

Finding the items you want is easy using Sysco Market!

To start finding items

- Use the *Search* feature
- *Filter* your results
- *Browse* the product catalog

Tips for searching, filtering, and browsing

- Sysco Market uses item descriptions to determine which items to display.
- You can search using a product description, brand name, abbreviation, or SUPC.
- The following special characters are allowed when searching:
  - ' (apostrophe)
  - . (period)
  - # (pound sign)
  - / (forward slash)
  - - (dash)
  - " (quotation mark)
- Enter between 2-25 characters in the Search field.
- Enter all capital letters, all lower case letters, or a combination because Search is not case sensitive, meaning, it does not matter if you use capital or lower case letters.
- Search for singular items (without the s), such as container, pickle, or hot dog. For example, if you are looking for containers, type container.
- Enter at least two characters.
- Enter a number to search for an item number (SUPC).
- Do not enter more than seven consecutive numbers, as an error message displays.
- You can search using multiple words. For example, entering hot dog bun shows results for hot & dog & bun.

If you find you typed the wrong word or misspelled the search term, cancel the search.

While your search is processing, click **Cancel**. The search stops and the Search Results screen displays with no results.

grouping your search results

1. While viewing your search results, click **No Grouping**.

2. Select **Group by Sysco Category**. Your search results are grouped by Sysco categories.

To remove the groupings:

1. Click **Group By Sysco Category**.

2. Select **No Grouping**. The Sysco categories clear.

my lists

creating a custom list

1. Click ➊ **Order Guide** or **My Lists** in the left navigation pane.

2. Click ➋ **Create New List**. The *Create a New List* window displays.

3. In the **List Name** field, enter a unique list name. This field is the only required field.

4. Determine your next step:
   - Create a list using the *Select A List drop-down list*
   - Create a list using the *Select An Order drop-down list*

5. For *My Lists*, select **Include Quantities** to add standard order quantities, if available.

6. Click **Create List**. A confirmation window displays.

7. Click **OK**. The list displays in the appropriate section.

8. Add items to your list.

editing your custom list name

1. From the *List Detail* screen, click **Maintain List**.

2. Click the custom list name field.

3. Edit the list name.

adding items to your custom list

1. From the *Search Detail* screen or the *Order Detail* screen, locate the items to add to your custom list.

2. Select the checkbox next to the item.

3. From the ➌ *Add/Remove Selected Items* drop-down list, select the list to add the item to.

ordering from your list

1. From the *List Detail* screen, click locate the items you want to add to your order.

2. In the **Quantity** field, enter a quantity.

3. From the *Add to Order* drop-down list, select an order. If you click **Update Order**, the *Create A New Order* window displays.

   Tip! If you do not enter a quantity, an alert displays. Click **OK** to continue.

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list detail screen

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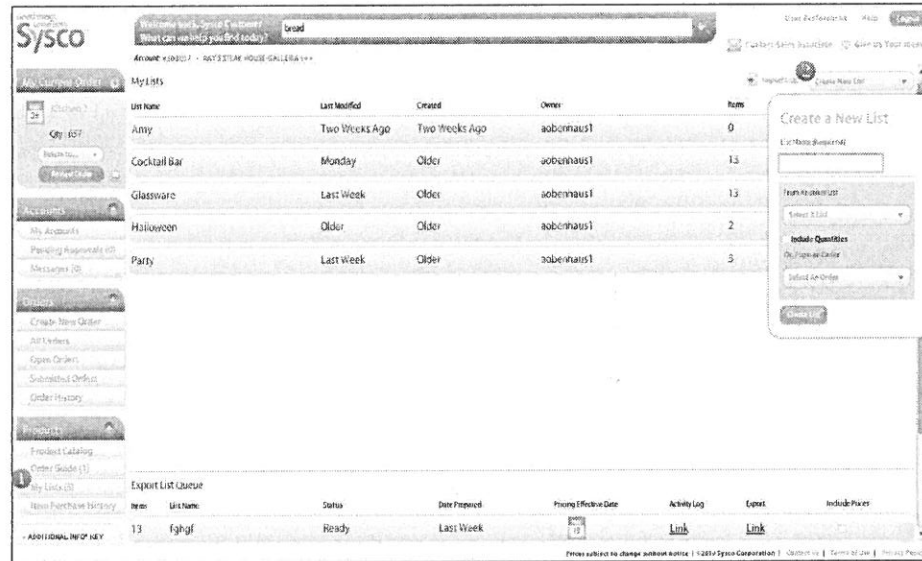
printing your custom list

1. From the *List Detail* screen, click ➎ **Print**. A print preview displays.

2. Click **Column Options**. A list of column headers display.

3. Select or clear the columns you want to display.

4. Click **OK**. The print preview displays the selected columns.

5. Click **Print**. A print dialog box displays. Select your printer preferences.

   Tip! Be sure to select Print Landscape as your page orientation.

6. Click **Print**.

editing your custom list quantities

1. From the *List Detail* screen, click ➍ **Maintain List**.

2. In the **My Quantity** field, enter a quantity.

3. Click the **Close** icon. The *List Maintenance* view closes and Sysco Market saves the quantities you entered.

creating custom categories

1. From the *List Detail* screen, click ➍ **Maintain List**. The *List Maintenance* screen displays.

2. Click the **Click Here to Enter New Category** field. The field becomes editable.

3. Enter a custom category name or select one from the drop-down list. Sysco Market creates the custom category.

assigning items to custom categories

You can assign items to custom categories two ways.

In the *Custom Category* area, using the category drop-down list, select the category.

In the *My Categories* pane, drag/drop the item into the custom category.

Tip! Select multiple items using the Ctrl and Shift keys on your keyboard.

sequencing items in custom categories

To sequence items in custom categories, simply drag/drop them into place.

1. From the *List Detail* screen, click **Column Options**. A list of column headers display.

2. Select or clear the columns to display.

3. Click **OK**. The item view displays the selected columns.

1. From the *List Detail* screen, click the column heading to sort the list by, such as product name or brand. Sysco Market sorts the list in ascending order.

2. Click the column heading again to sort the list in descending order.

   Tip! You can also click to highlight a column, then drag the column to the left or the right to arrange your display.

1. From the *List Detail* screen, click **Group by**. A drop-down list with options displays.

2. Select to group by **Sysco category** or **custom category**. Sysco Market groups your items.

To remove the groupings:

1. From the *List Detail screen*, click **Group by**. A drop-down list with options displays.

2. Select **No Grouping**. Sysco Market removes the groupings.

1. From the *List Detail* screen, click **Delete**. A confirmation window displays.

2. Click **Yes**. The *My Lists* screen displays.

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sysco market
quick tour

lists

Creating and managing your lists is seamless using Sysco Market!

Use the following table to help you understand how lists display in Sysco Market.

eSysco	Sysco Market	
Order Guides	Order Guide	Displays non-editable, Sysco generated lists.
Custom Lists	My Lists	Displays editable custom lists.
Recent Orders	Item Purchase History	Displays recently purchased items.

Tips for creating and managing custom lists

- The number next to the Order Guide and My Lists sections is the number of lists available to view.
- The Owner column indicates the list owner.
- Double click an item to display the Item Detail screen.
- Click Create New List to create a custom list.
- Click Maintain List to work with custom categories.
- Click Update Order to order from your list.
- Click Column Options to customize your view.

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The My Lists section displays your editable custom lists.

To view your custom lists:

1. Click **My Lists** in the left navigation pane. The *My Lists* screen displays.

2. If you don't have a custom list, an alert displays. Click **Yes** to create a custom list. The *Create a New List* window displays.

3. Click a list to view.

The Order Guide section displays your non-editable, Sysco generated lists. The lists in the Order Guide section are very similar to the lists in the My Lists section, except you cannot add, remove, or edit them.

To view your Order Guide:

1. Click **Order Guide** in the left navigation pane. The *Order Guide* screen displays.

2. Click an Order Guide to view.

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1. Click **Item Purchase History** in the left navigation pane.

2. Select a start date.

3. Select an end date. Items you previously purchased display.

4. In the **Quantity** field, enter the quantity to order.

5. Click **Update Order** to add the quantities to your current order.

    If an order is not in focus, the *Create a New Order* window displays. Enter your order header details.

    *   Order name (default is the date, but you can change it)

    *   Delivery on

    *   PO number (purchase order, optional)

    *   Select **Invoice Separately** if the order requires its own invoice.

    *   Click **Save**. A confirmation window displays. Your order displays as the current order in My Current Order. Sysco Market saves your order for up to seven days past the specified delivery date.

6. Click **Review Order** to review your order.

7. Click **Submit Order** to submit your order.

sysco market quick tour

ordering

Sysco offers a variety of ways to order items online. Using Sysco Market, you can:

*   Create an order from a list or Order Guide
*   Create an order from an order
*   Reorder from Order History
*   Create a blank order
*   Create an order while browsing
*   Create an order from search results
*   Create an order from Item Purchase History
*   Import an order

Tips for ordering

Ordering from Sysco has never been easier! The following tips help you when ordering items online.

*   Remember to enter your item quantities **and** click Update Order to add the items to your order. (Pressing Enter does not add items to an order.)

*   If you enter a quantity of greater than 25, an alert displays ensuring you are ordering the correct quantity.

*   Orders move through the following statuses:

    Un-submitted (also called an open order)

    Pending

    Acknowledged

    Received

    Complete

*   Open orders stay in the Open Orders section for 7 days.

*   Completed orders stay in the All Orders section for 12 weeks.

*   Canceled orders stay in the Order History section for 7 days.

*   View alerts for out-of-stock items and items with invalid delivery dates to quickly identify which exceptions need addressing. Exceptions display in Received status.

1. Click **Order History** in the left navigation pane.

2. Click the order to reorder from.

3. Click **Reorder items**. A confirmation window displays.

4. Click **OK**. Your order displays as the current order in My Current Order and the Quantity fields display. Sysco Market saves your order for up to seven days past the specified delivery date.

5. Enter your order header details.

    *   Order name (default is the date, but you can change it)

    *   Delivery date

    *   PO number (purchase order, optional)

    *   Select **Invoice Separately** if the order requires its own invoice.

6. Click **Save**.

7. Edit the item quantities, if necessary.

8. Click **Update Order** to add the quantities to your current order.

9. Click **Review Order** to review your order.

10. Click **Submit Order** to submit your order.

Sysco

1. Click ❶ **Create New Order** in the left navigation pane. The ❷ *Create a New Order* window displays.
2. Enter your order header details.
   - Order name (default is the date, but you can change it)
   - Delivery on
   - PO number (purchase order, optional)
   - Select **Invoice Separately** if the order requires its own invoice.
3. Select **Create from a List** and from the drop-down list, select a list (Order Guide or My Lists).
4. Click **Create**. A confirmation window displays.
5. Click **OK**. Your order is the current order, displays in My Current Order, and is saved for up to seven days past the specified delivery date.
6. Enter the item quantities to order.
7. Click **Update Order** to add the quantities to your current order.
8. Click ❹ **Review Order** to review your order.
9. Click **Submit Order** to submit your order.

1. Click ❶ **Create New Order** in the left navigation pane. The ❷ *Create a New Order* window displays.
2. Enter your order header details.
   - Order name (default is the date, but you can change it)
   - Delivery on
   - PO number (purchase order, optional)
   - Select **Invoice Separately** if the order requires its own invoice.
3. Select **Create from an Order** and from the drop-down list, select an order to order from.
4. Click **Create**. A confirmation window displays.
5. Click **OK**. Your order is the current order, displays in My Current Order, and is saved for up to seven days past the specified delivery date.
6. Enter the item quantities you want to order.
7. Click **Update Order** to add the quantities to your current order.
8. Click ❹ **Review Order** to review your order.
9. Click **Submit Order** to submit your order.

1. Click ❶ **Create New Order** in the left navigation pane. The ❷ *Create a New Order* window displays.
2. Enter your order header details.
   - Order name (default is the date, but you can change it)
   - Delivery on
   - PO number (purchase order, optional)
   - Select **Invoice Separately** if your order requires its own invoice.
3. Select **Create a Blank Order**.
4. Click **Create**. A ❸ confirmation window displays.
5. Click **OK**. Your order is the current order, displays in My Current Order, and is saved for up to seven days past the specified delivery date.
6. Add items to your order using the **Update Order** button.
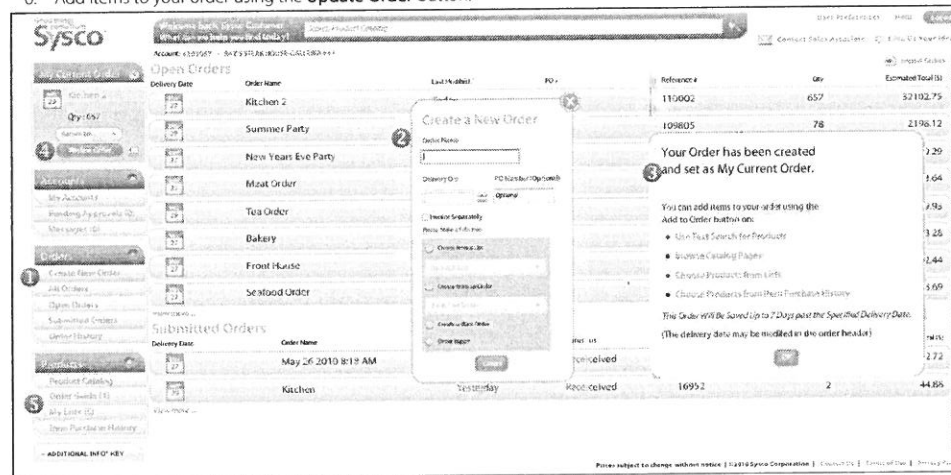
1. Click ❺ **Order Guide** or **My Lists** in the left navigation pane.
2. Click the list that contains the items to add to your order.
3. Enter the quantities to order.
4. Click **Update Order** to add the quantities to your current order.
   If an order is not in focus, the *Create a New Order* window displays. Enter your order header details.
   - Order name (default is the date, but you can change it)
   - Delivery on
   - PO number (purchase order, optional)
   - Select **Invoice Separately** if the order requires its own invoice.
   - Click **Save**. A confirmation window displays. Your order displays as the current order in My Current Order. Sysco Market saves your order for up to seven days past the specified delivery date.
5. Click ❹ **Review Order** to review your order.
6. Click **Submit Order** to submit your order.

1. After finding an item, in the **Quantity** field, enter a quantity.
2. Click **Update Order** to add the quantities to your current order.

   If an order is not in focus, the *Create a New Order* window displays. Enter your order header details.
   - Order name (default is the date, but you can change it)
   - Delivery on
   - PO number (purchase order, optional)
   - Select **Invoice Separately** if the order requires its own invoice.
   - Click **Save**. A confirmation window displays. Your order displays as the current order in My Current Order. Sysco Market saves your order for up to seven days past the specified delivery date.
3. Click ❹ **Review Order** to review your order.
4. Click **Submit Order** to submit your order.

1. After browsing for an item, in the **Quantity** field, enter a quantity.
2. Click **Update Order** to add the quantities to your current order.

   If an order is not in focus, the *Create a New Order* window displays. Enter your order header details.
   - Order name (default is the date, but you can change it)
   - Delivery on
   - PO number (purchase order, optional)
   - Select **Invoice Separately** if the order requires its own invoice.
   - Click **Save**. A confirmation window displays. Your order displays as the current order in My Current Order. Sysco Market saves your order for up to seven days past the specified delivery date.
3. Click ❹ **Review Order** to review your order.
4. Click **Submit Order** to submit your order.

January 15, 2014

To whom it may concern:

This letter is confirmation that is Sysco Virginia policy to have background checks done on any and all employees prior to employment. Should there be any concerns with this policy or an employee of Sysco Virginia, please contact our Human Resources Department.

Sincerely,

Stacey Wood

Bid Coordinator

Sysco Virginia, LLC

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

Solicitation

NUMBER	PAGE
DBSM141018	1

ADDRESS CORRESPONDENCE TO ATTENTION OF:

EVELYN MELTON
304-558-2306

VENDOR
*709033929   540-432-3416
SYSCO VIRGINIA LLC
5081 SOUTH VALLEY PIKE
PO BOX 20020
HARRISONBURG VA   22801

SHIP TO
SCHOOL FOR THE DEAF & BLIND
RECEIVING DEPARTMENT

301 EAST MAIN STREET
ROMNEY, WV
   26757-1894   304-822-4810

DATE PRINTED	
01/24/2014	

BID OPENING DATE: 02/11/2014   BID OPENING TIME   1:30PM

LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT

ADDENDUM NO. 1

ADDENDUM ISSUED:

1. TO PROVIDE ANSWERS TO QUESTIONS REGARDING THE ABOVE
   SOLICITATION.

2. TO PROVIDE VENDORS A REVISED PRICING PAGE. REVISED
   PRICING IS ATTACHED.

3. TO PROVIDE ADDENDUM ACKNOWLEDGMENT. THIS DOCUMENT
   SHOULD BE SIGNED AND RETURNED WITH YOUR BID.
   FAILURE TO SIGN AND RETURN MAY RESULT IN THE
   DISQUALIFICATION OR YOUR BID.

            END OF ADDENDUM NO. 1

[signature] 2/5/14

SIGNATURE		TELEPHONE	DATE
TITLE	FEIN		ADDRESS CHANGES TO BE NOTED ABOVE

WHEN RESPONDING TO SOLICITATION, INSERT NAME AND ADDRESS IN SPACE ABOVE LABELED 'VENDOR'

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

ADDRESS CORRESPONDENCE TO ATTENTION OF:

EVELYN MELTON
304-558-2306

VENDOR	SHIP TO
*709033929 540-432-3416 SYSCO VIRGINIA LLC 5081 SOUTH VALLEY PIKE PO BOX 20020 HARRISONBURG VA 22801	SCHOOL FOR THE DEAF & BLIND RECEIVING DEPARTMENT 301 EAST MAIN STREET ROMNEY, WV 26757-1894 304-822-4810

DATE PRINTED
01/24/2014

BID OPENING DATE: 02/11/2014   BID OPENING TIME   1:30PM

LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
0001	1	LS	380-75			
	DAIRY PRODUCTS					
	****** THIS IS THE END OF RFQ DBSM141018 ******				TOTAL:	178,191.25

SIGNATURE	TELEPHONE	DATE
TITLE	FEIN	ADDRESS CHANGES TO BE NOTED ABOVE

WHEN RESPONDING TO SOLICITATION, INSERT NAME AND ADDRESS IN SPACE ABOVE LABELED 'VENDOR'

EXHIBIT A

PRICING PAGES FOR DBSM141018				
ITEM #	DESCRIPTION	ANNUAL QUANTITY (Estimated)	UNIT PRICE	EXTENDED PRICE
1	1 % White Milk, 1/2 Pint	30,000	.33	9765.63
2	0% White Milk 1/2 Pint	30,000	.30	9034.09
3	0% chocolate Milk 1/2 Pint	30,000	.34	10,063.92
4	0% Strawberry Milk 1/2 Pint	10,000	.35	3527.46
5	0% White Milk Gallon	5,000	4.40	22,017.05
6	1% White Milk Gallon	5,000	5.59	27,954.55
7	Half-n-Half Quart	60	1.86	111.82
8	Sour Cream, Regular 16 oz.	5,000		No Bid
9	Apple 100% Juice 4 oz.	10,000	.15	1458.33
10	Grape 100% Juice 4 oz.	10,000	.19	1905.86
11	Orange 100% Juice 4 oz.	10,000	.15	1543.21
12	French Onion or Ranch Dip 16 oz.	1,000		No Bid
13	Assorted Yogurt 4 oz.	10,000	.31	3146.31
14	Low Fat Cottage Cheese 5 lbs.	5,000	12.44	62,187.50
15	Pressurized Whipped Cream 15 oz.	5,000	2.22	11,120.37
16	Buttermilk 1/2 Gallon	50	2.10	105.05
17	Assorted Fruit Drinks (Fruit Punch, Lime, Grape, Blue Raspberry, Orange, Pink Lemonade) Gallon	10,000		No Bid
18	Large Fresh Eggs, Dozen	15,000	1.60	24,000.00
19	Assorted Low Fat Yogurt (NO Artificial Sweeteners) (Cherry, Strawberry, Blueberry) 4 oz.	50	.31	15.73
	OVERALL TOTAL COST	178,191.25		

***Award will be made to the lowest overall total cost meeting all specifications

VENDOR NAME: Sysco Virginia
ADDRESS: 5081 S Valley Pike
Harrisonburg VA 22801
FAX #: 855-811-2347
PHONE #: 540 432-3416
E-MAIL ADDRESS: Wood, Stacy @ va.sysco.com
REMIT TO ADDRESS: Po Box 20020

SIGNATURE: Stacy Wood
DATE: 2/11/14

ITEM #	SUPC		PACK/SIZE	BRAND		DESCRIPTION	MFG ID	ANNUAL QUANTITY	EXTENDED $	UNIT PRICE	FULL CASE PRICE
1	n/a		48/.5 PT	WHLFARM		1% white milk	100367	30,000	$ 9,765.63	$ 0.33	$ 15.63
2	5206602	+	48/.5 PT	WHLFARM		MILK SKIM FAT FREE	100368	30,000	$ 9,034.09	$ 0.30	$ 14.45
3	1286321	+	48/.5 PT	WHLFARM		MILK CHOCOLATE NON FAT		30,000	$ 10,063.92	$ 0.34	$ 16.10
4	n/a		48/.5 PT	WHLFARM		0% STRAWBERRY MILK	100356	10,000	$ 3,527.46	$ 0.35	$ 16.93
5	n/a		4/1 gal	WHLFARM		0% white milk	100364	5,000	$ 22,017.05	$ 4.40	$ 17.61
6	n/a		4/1 GAL	WHLFARM		1 % WHITE MILK	100366	5,000	$ 27,954.55	$ 5.59	$ 22.36
7	4828554	+	12/32 OZ	WHLFARM	*	CREAMER HALF & HALF ESL	3162500	60	$ 111.82	$ 1.86	$ 22.36
8	no bid							5,000			
9	6777627	+	72/4 OZ	SUNCUP		JUICE APPLE CUP	90301	10,000	$ 1,458.33	$ 0.15	$ 10.50
10	6776751	+	72/4 OZ	SUNCUP		JUICE GRAPE CUP	90501	10,000	$ 1,905.86	$ 0.19	$ 13.72
11	6777684	+	72/4OZ	SUNCUP		JUICE ORANGE CUP	90100	10,000	$ 1,543.21	$ 0.15	$ 11.11
12	no bid							1,000			
13	0964215	+	48/4 OZ	YOPLAIT		YOGURT CHERRY TRIX TRIPLE	31077	10,000	$ 3,146.31	$ 0.31	$ 15.10
	5076627	+	48/4 OZ	YOPLAIT		YOGURT RASPBERRY RNBOW TRIX	17725000			$ 0.31	$ 15.10
	5076611	+	48/4 OZ	YOPLAIT		YOGURT STRAW/BAN BLAST TRIX	17726000			$ 0.31	$ 15.10
	4410056	+	48/4 OZ	UPSTATE		YOGURT CHERRY/VANILLA NFAT	9819			$ 0.31	$ 15.10
	0248369	+	48/4 OZ	UPSTATE		YOGURT PEACH	9818			$ 0.31	$ 15.10
	4420204	+	48/4 OZ	UPSTATE		YOGURT STW/BAN NON FAT				$ 0.31	$ 15.10
14	1491816	+	2/5 LB	BORDEN		CHEESE COTTAGE LOW FAT	6024	5,000	$ 62,187.50	$ 12.44	$ 24.88
15	1251745	+	12/15 OZ	WHLFARM	*	CREAM WHIPPED ARSL XTRA CREAMY	3633400	5,000	$ 11,120.37	$ 2.22	$ 26.69
16	8653909	+	9/.5 GAL	WHLFARM		BUTTERMILK BLEND BKNG	100363	50	$ 105.05	$ 2.10	$ 18.91
17	no bid							10,000			
18	2105823	+	1/15 DZ	WHLFCLS		EGG SHELL LARGE GR AA USDA WHT	31L2S	15,000	$ 24,000.00	$ 1.60	$ 24.00
19	4410056	+	48/4 OZ	UPSTATE		YOGURT CHERRY/VANILLA NFAT	9819	50	$ 15.73	$ 0.31	$ 15.10
	4420055	+	48/4 OZ	UPSTATE		YOGURT RASPBERRY NFAT	9817			$ 0.31	$ 15.10
	4420204	+	48/4 OZ	UPSTATE		YOGURT STW/BAN NON FAT				$ 0.31	$ 15.10
								161,160	$ 178,191.25		

CERTIFICATION AND SIGNATURE PAGE

By signing below, I certify that I have reviewed this Solicitation in its entirety, understand the requirements, terms and conditions, and other information contained herein; that I am submitting this bid or proposal for review and consideration; that I am authorized by the bidder to execute this bid or any documents related thereto on bidder's behalf; that I am authorized to bind the bidder in a contractual relationship; and that to the best of my knowledge, the bidder has properly registered with any State agency that may require registration.

Sysco VA

(Company)

Stacy Wood

(Authorized Signature)

Bid Coord

(Representative Name, Title)

540-432-3416   855-811-2347

(Phone Number)   (Fax Number)

2/11/14

(Date)

RFQ No. ___DBSM141018___

STATE OF WEST VIRGINIA
Purchasing Division

PURCHASING AFFIDAVIT

MANDATE: Under W. Va. Code §5A-3-10a, 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: (1) the debt owed is an amount greater than one thousand dollars in the aggregate; or (2) the debtor is in employer default.

EXCEPTION: The prohibition listed above does not apply where a vendor has contested any tax administered pursuant to chapter eleven of the W. Va. 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.

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.

"Employer default" means having an outstanding balance or liability to the old fund or to the uninsured employers' fund or being in policy default, as defined in W. Va. Code § 23-2c-2, failure to maintain mandatory workers' compensation coverage, or failure to fully meet its obligations as a workers' compensation self-insured employer. An employer is not in employer default if it has entered into a repayment agreement with the Insurance Commissioner and remains in compliance with the obligations under the repayment agreement.

"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.

AFFIRMATION: By signing this form, the vendor's authorized signer affirms and acknowledges under penalty of law for false swearing (*W. Va. Code* §61-5-3) that neither vendor nor any related party owe a debt as defined above and that neither vendor nor any related party are in employer default as defined above, unless the debt or employer default is permitted under the exception above.

WITNESS THE FOLLOWING SIGNATURE:

Vendor's Name: ___Sysco Virginia___

Authorized Signature: ___Stacey Wood___   Date: ___2/11/14___

State of ___Virginia___

County of ___Rockingham___, to-wit:

Taken, subscribed, and sworn to before me this ___17___ day of ___January___, 20___2014___

My Commission expires ___October 31___, 20___15___.

AFFIX SEAL HERE

NOTARY PUBLIC ___Susan R Clayson___

Purchasing Affidavit (Revised 07/01/2012)

ADDENDUM ACKNOWLEDGEMENT FORM
<u>SOLICITATION NO.:</u> DBSM141018

Instructions: Please acknowledge receipt of all addenda issued with this solicitation by completing this addendum acknowledgment form. Check the box next to each addendum received and sign below. Failure to acknowledge addenda may result in bid disqualification.

Acknowledgment: I hereby acknowledge receipt of the following addenda and have made the necessary revisions to my proposal, plans and/or specification, etc.

<u>Addendum Numbers Received:</u>
(Check the box next to each addendum received)

[✓] Addendum No. 1   [   ] Addendum No. 6

[   ] Addendum No. 2   [   ] Addendum No. 7

[   ] Addendum No. 3   [   ] Addendum No. 8

[   ] Addendum No. 4   [   ] Addendum No. 9

[   ] Addendum No. 5   [   ] Addendum No. 10

I understand that failure to confirm the receipt of addenda may be cause for rejection of this bid. I further understand that any verbal representation made or assumed to be made during any oral discussion held between Vendor's representatives and any state personnel is not binding. Only the information issued in writing and added to the specifications by an official addendum is binding.

Sysco VA
_____
Company

Stacey Wood
_____
Authorized Signature

2/4/14
_____
Date

NOTE: This addendum acknowledgement should be submitted with the bid to expedite document processing.
Revised 6/8/2012